

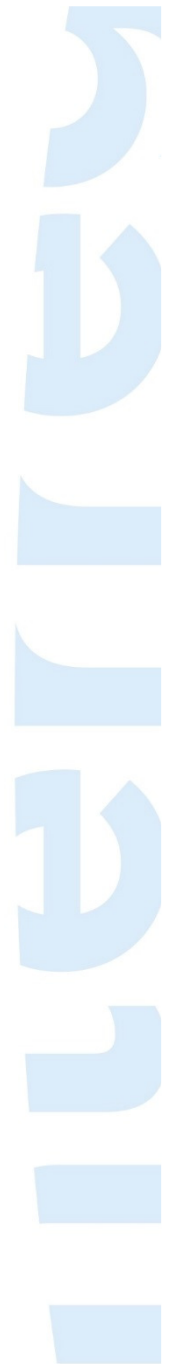
# Changes in Project

*Project Implementation Seminar  
Turku 9.5. & Riga 23.5.2017  
Project Coordinator Helinä Yli-Knuutila*



## Type of changes

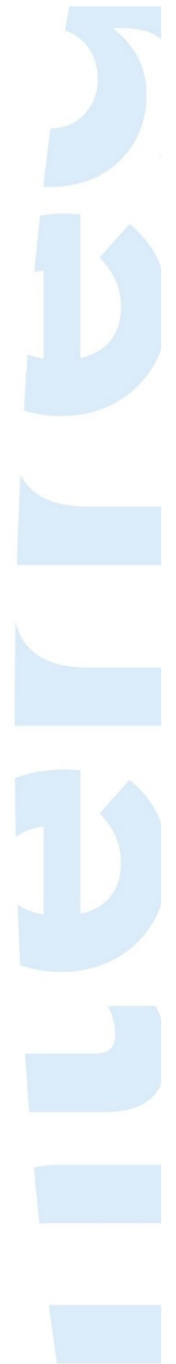
- Minor adjustments
  - Flexibility rule
  - Modification request
- 
- Need to consult Joint Secretariat (JS)?
  - Need to make a Modification Request?



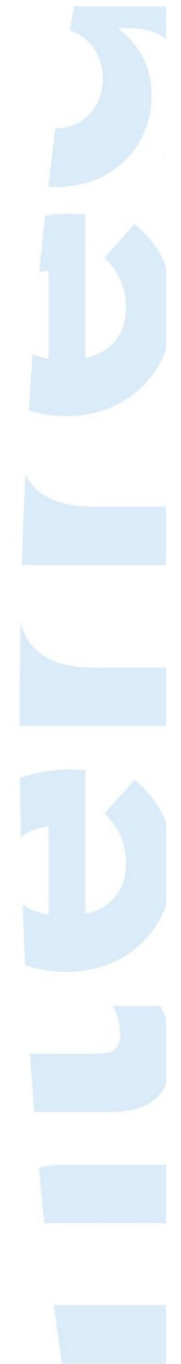


## Always!

- Plan in advance
- Think first, then act
  
- Read the Programme Manual
- Read the Guide for Project Implementation
- Contact the lead partner



# Minor adjustments & Technical modifications



## Minor adjustments

- Small changes in timetable or place of the activities
- Change in bank data

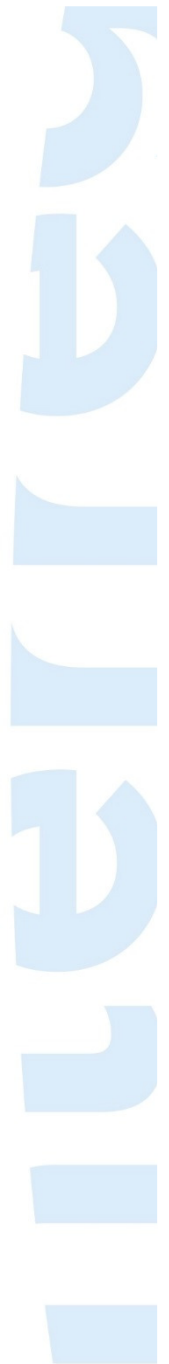
### To contact your JS contact person:

- Change of the partner's name, legal status or contact person
- Small adjustments or technical mistakes
- Changing workload or other staff changes in the limits of approved budget



## Minor adjustments - restrictions

- Additional activities need to be communicated to the JS contact person beforehand
- Travelling outside the programme area needs to be approved by the JS contact person
- Change of the lead partner's name, legal status, or hosting organisation need to be approved by the Managing Authority or Steering Committee



## Keep in mind!

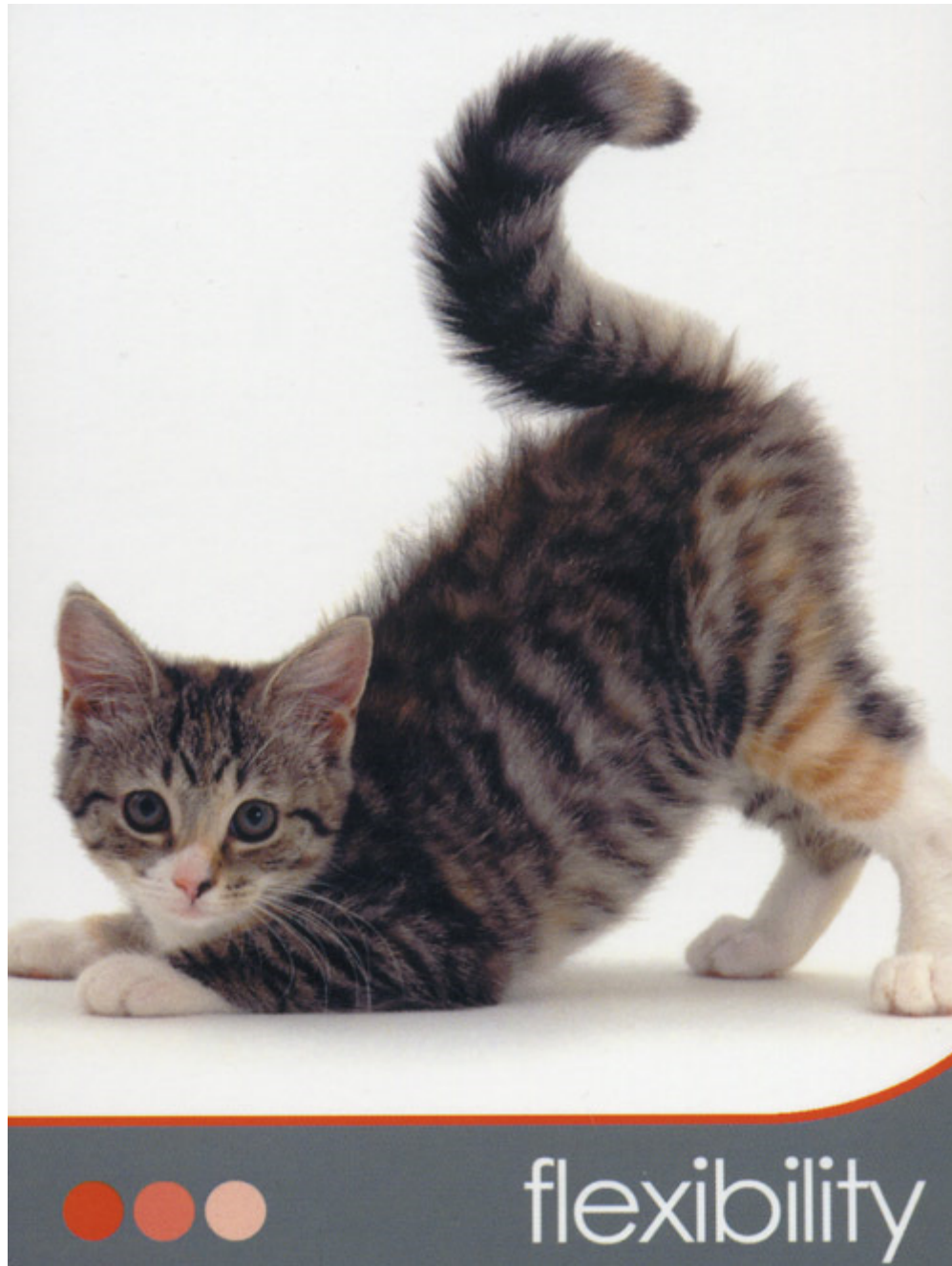
- Also minor adjustments and technical corrections should be updated to Application Form later
- Travelling outside the programme area





# Flexibility Rule

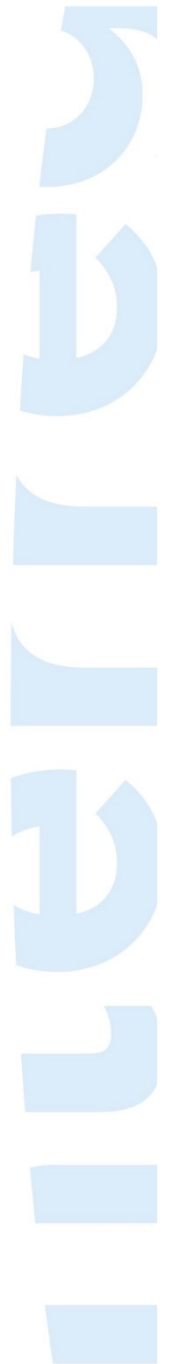




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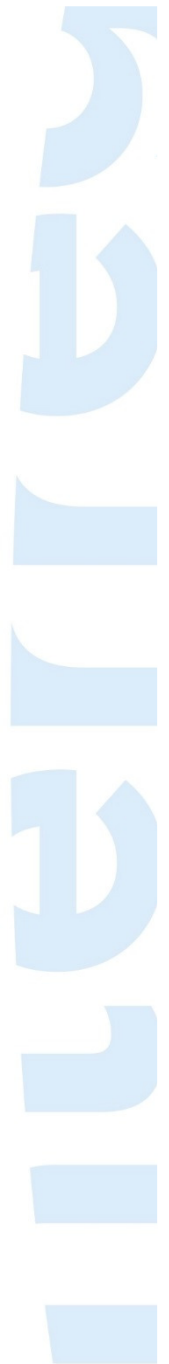
## Flexibility rule

- Individual budget lines can be exceeded by 20% at project level
- Always agree beforehand with the lead partner
- Lead partner is in responsibility to follow the use of flexibility rule at project level



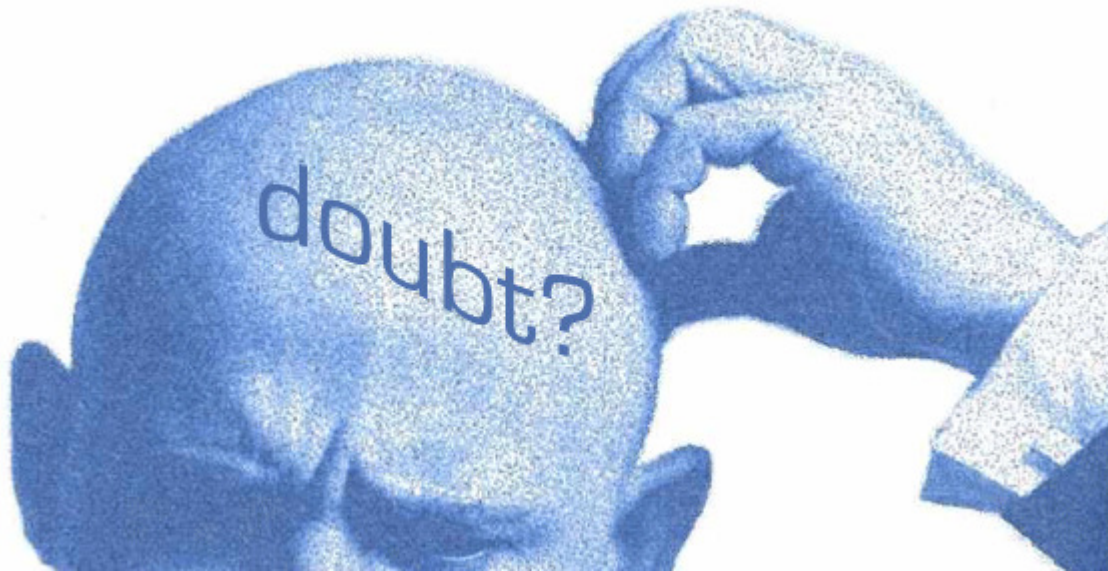
## Flexibility rule - restrictions

- The project content and activities can not be changed
- Addition of new activities or new cost items needs to be communicated to JS contact person beforehand
- The project total budget may never be exceeded
- **The flexibility rule does not apply to BL Staff costs, lump sums and BL Equipment**



## Flexibility rule

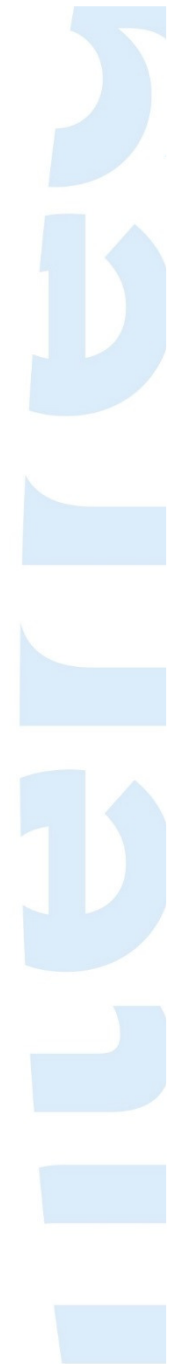
- Always keep in mind the approved work plan
- If you are unsure, contact your lead partner or contact person in the Secretariat!





## Typical mistakes!

- **Changes in personnel** need to be approved by the JS contact person
- **Changes of the nature or use of Equipment** need to be approved by the JS contact person



Change in Application  
Form?

No,  
modifications  
don't have an  
impact to the  
Application Form

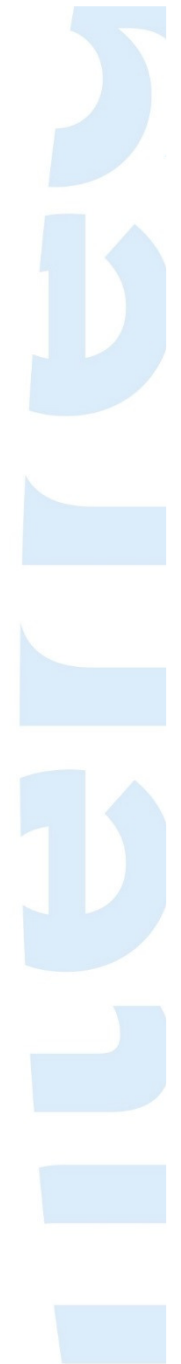
Minor adjustment?  
Flexibility rule?

Yes,  
modifications  
have an impact  
to the  
Application Form

Modification Request

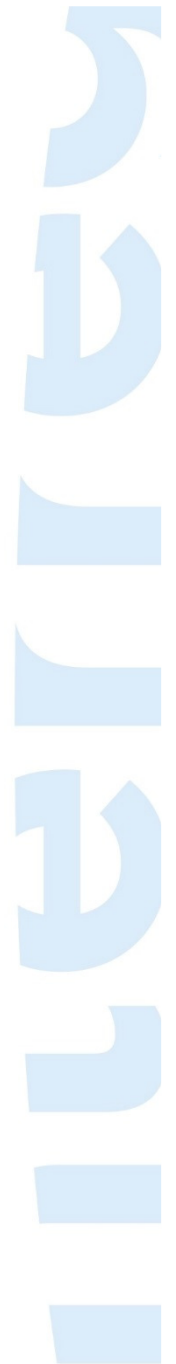


# Modification Request



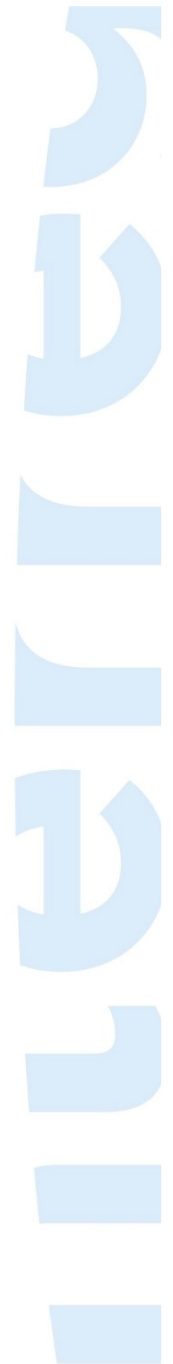
## What can you change?

- Activities and outputs
- Budget
- Partnership
- Prolongation of the project
  
- **IMPORTANT:** Always keep in mind your project aim and expected results!



# Modification Request

- Justification is always needed
- Modification Request is needed
- Formal approval by the Managing Authority or the Steering Committee
- Always contact your JS contact person first!





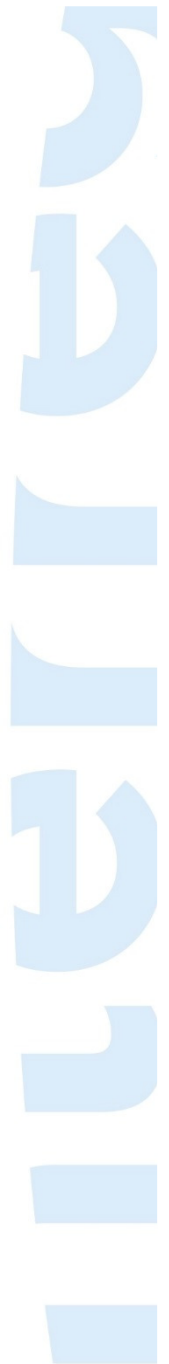
PLAN B

~~PLAN A~~



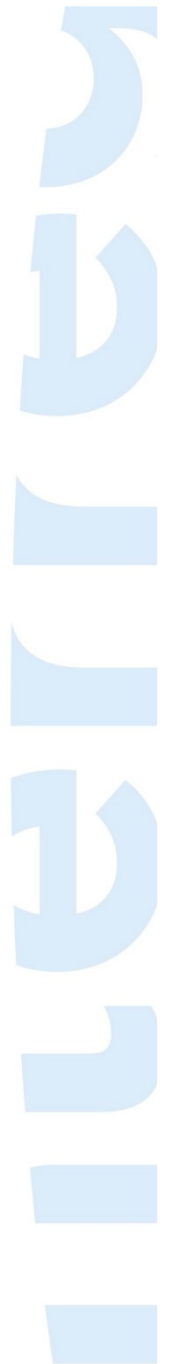
# Practicalities of Modification Request

- Always plan ahead!
- Collect as many changes to one Modification Request as possible
  - If flexibility rule has been used before, these changes must also be reflected
  - The lead partner must involve all partners in the discussions



## Practicalities of Modification Request

- Only two (2) Modification Requests are allowed
- The last Modification Request must be submitted 6 months before the end of the project
- Project Steering Group has to handle official changes and approve them beforehand



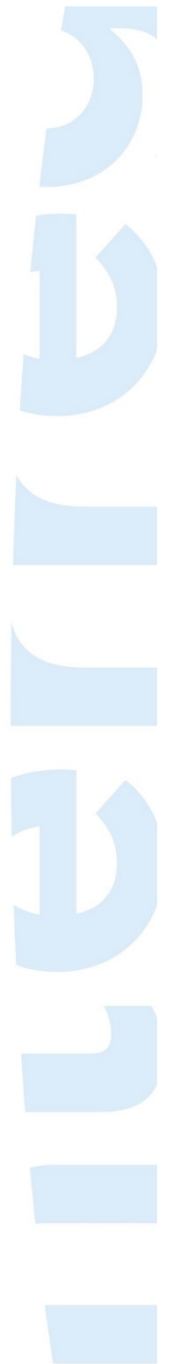
## Remember!

- Project modifications are in force from the date of the decision
- No costs can be incurred before the decision has been made



## How to implement the change?

1. Project fills in the Template for Modification Request
2. Project contacts the contact person
3. The contact person assesses the request and asks for further clarifications
4. Modification Request is sent for the Managing Authority or Steering Committee for a decision
5. Modification comes into force
6. Modification is done in eMS





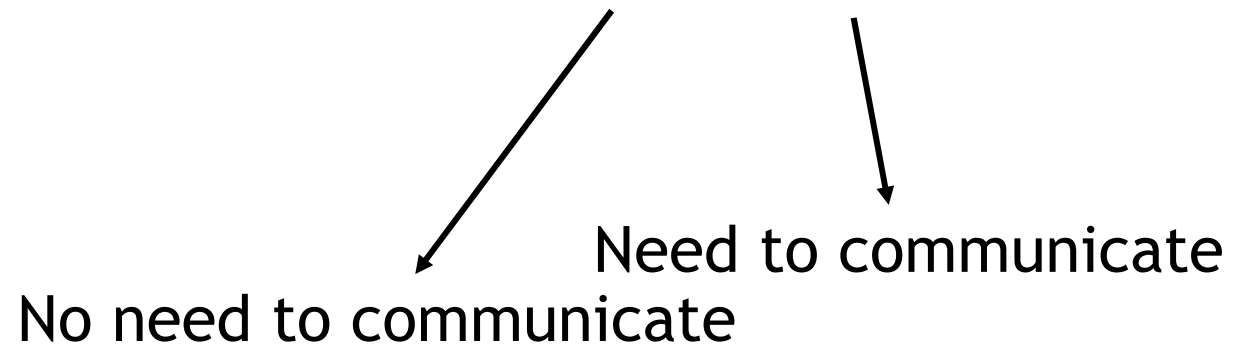
## Project modifications in eMS

- Modifications are done in eMS by lead partner
- While the modification is in process project cannot access the reporting
- Timing for the modification in eMS must be planned carefully
  - At the moment, this should be done after Project Report is submitted for JS and no new Partner Reports started
- Modification Request is initiated by the JS contact person in eMS

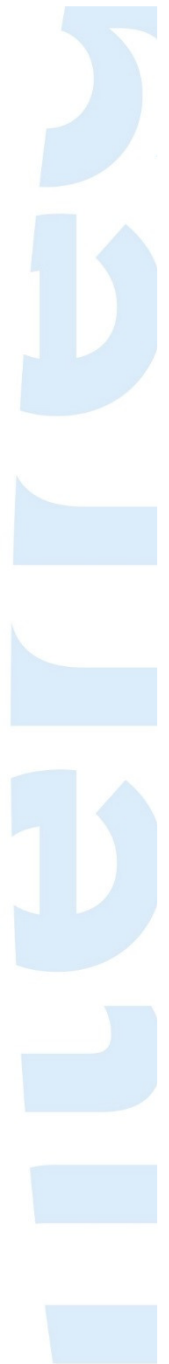


## Budget exercise

### Official budget modification or flexibility rule



- Prepare comment and justification to each case





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Thank you!

