

# Project Implementation Seminar 2020

16-17 September, Online

## Modification exercise

1. PP wants to transfer 1000e from "Meeting catering" to "Research" (inside BL External expertise and services). Costs are budgeted in the PP budget.
  - a) Project modification, project modification needed
  - b) Flexibility rule, no need to communicate with contact person in JS
  - c) Minor adjustment, need to be approved by contact person in JS
  - d) **Minor adjustment, no need to communicate with contact person in JS**

**D. No need to communicate with JS as the change takes place within the same BL and no new activities are included (i.e. no new sub-budget line is added).**
2. PP wants to add "Travel to Brussels" to BL Travel and accommodation. PP has savings from "Project meetings". No impact in total sum of the BL.
  - a) Project modification, project modification needed
  - b) Flexibility rule, no need to communicate with contact person in JS
  - c) **Minor adjustment, need to be approved by contact person in JS**
  - d) Minor adjustment, no need to communicate with contact person in JS

**C. Needs to be approved beforehand by the JS, as a new cost item / activity is added. All activities that take place outside the programme area need to be approved by JS beforehand.**
3. LP wants to transfer 2000e from BL Travel and accommodation to Staff costs.
  - a) **Project modification, project modification needed**
  - b) Flexibility rule, no need to communicate with contact person in JS
  - c) Minor adjustment, need to be approved by contact person in JS
  - d) Minor adjustment, no need to communicate with contact person in JS

**A. Increase of BL Staff cost always requires a budget modification. The flexibility rule does not apply.**
4. LP wants to transfer 2000e from BL Travel and accommodation to BL External expertise and services for FLC. Project budget for both BLs is 20000e.
  - a) Project modification, project modification needed
  - b) **Flexibility rule, no need to communicate with contact person in JS**
  - c) Minor adjustment, need to be approved by contact person in JS
  - d) Minor adjustment, no need to communicate with contact person in JS

**B. Flexibility rule (20%) applies on project level and the LP needs to follow the flexibility rule is not exceeded. As an individual case, this case is within the limits of the flexibility rule, as only 10% change between the BLs. (Also remember restrictions on flexibility rule)**

5. Instead of one communication officer, PP wants to employ two persons working for these tasks. Total working time and salary level will not change.

- a) Project modification, project modification needed
- b) Flexibility rule, no need to communicate with contact person in JS
- c) Minor adjustment, need to be approved by contact person in JS
- d) *Minor adjustment, no need to communicate with contact person in JS***

**D. Rearranging planned staff positions between existing staff members or taking on a new person to do work already planned in the application does not need approval from the JS. However, the JS approves the changes in staff costs if there is a decrease or increase in the work load of a staff position by more than 25% compared to the plan in the AF; or if completely new tasks are added to the staff plan.**

6. Instead of purchasing laptop for Project manager, LP wants to purchase two mobile phones (same price).

- a) Project modification, project modification needed
- b) Flexibility rule, no need to communicate with contact person in JS
- c) *Minor adjustment, need to be approved by contact person in JS***
- d) Minor adjustment, no need to communicate with contact person in JS

**C. Changing the nature (and intended use) of a piece of equipment or increasing the amount of equipment must be always approved by the JS contact person beforehand.**

7. LP wants to increase the project manager work% from 50% to 70%, more time for project administration. Total sum of BL Staff cost is not increased.

- a) Project modification, project modification needed
- b) Flexibility rule, no need to communicate with contact person in JS
- c) Minor adjustment, need to be approved by contact person in JS
- d) *Minor adjustment, no need to communicate with contact person in JS***

**D. No need for communication with the JS if the change (decrease or increase) of the workload of a staff position is less than 25% compared to the plan in the AF. However, the BL staff costs cannot be increased.**

8. Instead of starting the field activity in period 3, the activity was started already in period 2.

- a) Project modification, project modification needed
- b) Flexibility rule, no need to communicate with contact person in JS
- c) Minor adjustment, need to be approved by contact person in JS
- d) *Minor adjustment, no need to communicate with contact person in JS***

**D. No need for communication with the JS, but the deviation should be reported in the progress report in the eMS.**