

Project modifications

Project Implementation Seminar

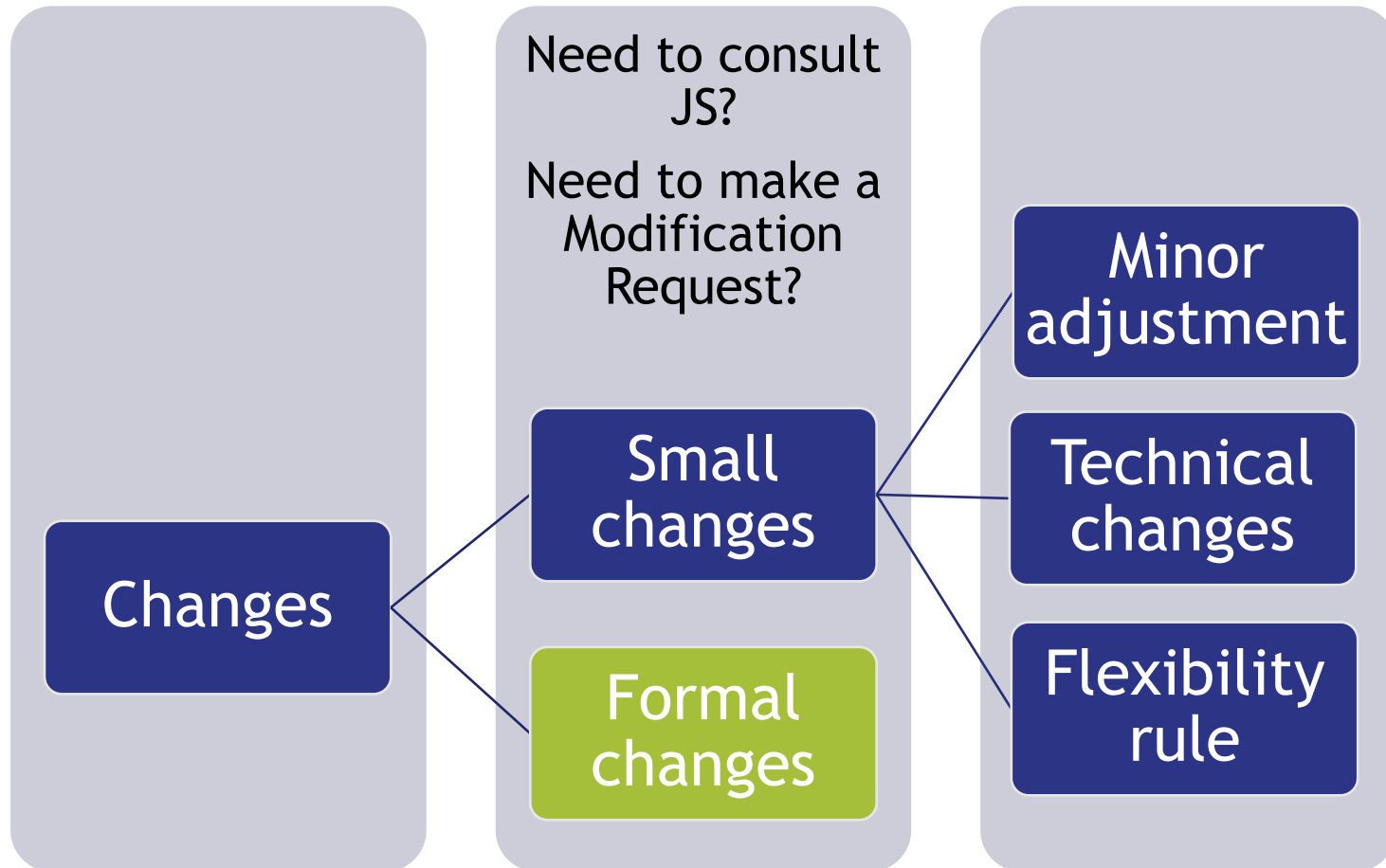
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Classification of project changes



Always!

- Plan in advance
- Think first, then act

- Read the Programme Manual
- Read the Guide for Project Implementation
- Contact the lead partner



Minor adjustments:

- no need to inform JS
- Small changes in timetable or place of the activities
 - Should be reported
- Annual “index” increases to the salary
 - Verified by the FLC
- Minor changes in the staff workload

Minor changes in the staff workload

- Full time or part time fixed % method: some fluctuation of the actual workload is allowed and project reports only % which is fixed in the AF
- 1. Change (decrease or increase) the workload of a staff position up to 25% compared to AF (e.g. 50 % + 25 % = 75 % *financial manager*)
- 2. Workload of planned positions can be rearranged
 - ➔ But the Staff Costs budget line cannot be increased without an official project modification!
- All other changes in staff costs need to be approved by the JS contact person

Minor adjustments - restrictions

To be approved by your JS contact person beforehand:

- Additional activities that the project would like to organize
- Unforeseen events where the project personnel wishes to participate
- Travelling outside the programme area

Technical modifications

- Change in bank data
 - LP fills in supplementary information section

To contact your JS contact person:

- Technical mistakes in the application form
- Change of the partner's name, legal status or 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

Flexibility rule

- Individual budget lines can be exceeded by **max. 20% at project level**
- Always **agree beforehand** with the lead partner
- Lead partner has the responsibility to follow the use of flexibility rule at project level
 - making the necessary cuts if the flexibility rule is exceeded

Flexibility rule - restrictions

- The total budget cannot be exceeded
 - applies for both project and partner budget
- The project content and activities cannot be changed
- Staff costs or lump sums can't be increased
- Adding new activities or new cost items needs to be approved by the JS beforehand
 - It is not possible to change the nature and intended use of equipment or increase their amount

Lessons learnt

- **Changes in personnel more than 25% of total budgeted need to be approved by the JS contact person**
 - Also the supporting documents need to reflect the new situation
- **Changes of the nature or use of Equipment need to be approved by the JS contact person**



Flexibility rule

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



Modification request

Change in
Application Form?

No, modifications
do not have an
impact to the
Application Form

Minor adjustment?
Flexibility rule?

Yes, modifications
have an impact to
the Application
Form

Modification Request

Changes requiring Modification Request

- Activities having impact to project results
- Budget
- Partnership
- Duration of the project

- **IMPORTANT:** Always keep in mind your project aim and expected results!

Modification Request

- Partner should contact the Lead Partner to discuss the needs
- 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

- Justification is always needed
 - LP should approach the JS contact person first
- Modification Request and Budget Modification templates in the website
- eMS is opened and changes are updated
- Official approval by the Managing Authority

Modification procedure

1. LP contacts
JS contact
person

- Needs discussed
- CP evaluates relevance, the type of modification and recommends next steps

2. Preparation
of
Modification
Request (word
+ excel files)

- Filling in templates
- Justifying the needs
- Submission of electronic version (including SG minutes)

Modifications in the eMS

3. Modification request by the CP

- CP saves the supporting documents and opens eMS
- Description what will be changed

4. Updates in the eMS

- LP makes the applied changes in the eMS
- Also previously approved changes must be included

5. Approval in the eMS

- JS writes approval message
- Informs MA by email
- MA confirms in the eMS

- DOCUMENTS
- NEWSLETTERS
- PROGRAMME DOCUMENTS
- PROJECT DOCUMENTS
 - APPLICATION PHASE
 - IMPLEMENTATION PHASE**
- LOGOS AND MAPS
- BROCHURES
- EVENT MATERIALS
- PROGRAMME STATISTICS
- FLC MATERIALS AVAILABLE IN INTRANET

Project documents / Implementation phase

Implementation phase

Guide for Project Implementation

This guide contains practical information related to project implementation procedures. This guide should be read together with the valid version of the Programme Manual. The Programme Manual defines the programme rules and procedures whereas this guide explains how these are implemented in practice.

Download: [Guide_for_project_implementation_5_0_190115.pdf](#) (pdf, 1.81 MB)
 Date added: Wednesday, 23 March, 2016
 Date modified: Tuesday, 15 January, 2019

The updated Guide gives you more detailed information especially about Project Modification procedure. Also information related to GDPR has been added to the Guide. All changes made compared to the previous version of the Guide are listed in the Annex 10.

Modification Request

The Modification request template must be filled in when project is applying project modification which is having impact on Application Form. The modification must be approved by project steering group before the request is submitted to the JS. Separate Budget modification request template must be filled in for budget modification (updated 01.2019).

Budget Modification Request

The Budget modification request template is a separate annex to the modification request. It must be attached to the modification request if the project is applying for a budget change (update Nov. 2019)

Modification request

Please note that it is mandatory for project steering group to approve the modification before the request is submitted to the JS. Fill in the date of the steering group meeting where the modification was approved and attach a copy of the minutes of the meeting to the request. Separate Budget modification request template must be filled in for budget modification. The budget modification request template must be annexed to the Modification request. The modification request should be signed by the person from the lead partner organisation who is holding signature rights.

Project identification

Project number	[Click here to enter text.]
Project acronym	[Click here to enter text.]
Lead partner contact person and email	[Click here to enter text.]

Requested modifications

Type of modification	Modification requested	Justification for modification
Change of end-date/ duration	<input type="checkbox"/> [Add new applied end-date.]	[Give reason why project duration must be extended.]
Change of project results/ indicators	<input type="checkbox"/> [Explain which project results/ indicators are changed. Give new results/ indicators.]	[Give reason why project results/ indicators must be changed.]
Change of partnership	<input type="checkbox"/> [Explain partner change.]	[Give reason why partner(s) need(s) to be changed.]
Change of budget	<input type="checkbox"/> [Add to separate template.]	[Add to separate template.]
Change of activities	<input type="checkbox"/> [Explain activities which you want to delete/ add. Add also relevant WP and deliverable for activity.]	[Give reason for deleting/ adding activities.]

Signature

Practicalities of Modification Request

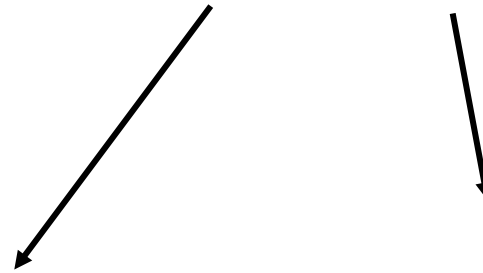
- Only two (2) Modification Requests are allowed during project implementation
- The last Modification Request must be submitted 6 months before the end of the project
- Project Steering Group has to handle official changes and approve them beforehand

Keep in mind!

- Minor adjustments and technical corrections must be updated to Application Form later
- Project modifications are in force from the date of the decision
 - No costs can be incurred before the decision has been made

Budget exercise

Official budget modification, minor adjustment or flexibility rule?



Need to be approved
beforehand by JS?

No need to be approved beforehand?



Thank you!