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Project modification



...when unexpected circumstance occurs



Subsidy Contract – 5.1.14.; 5.1.15

Programme Manual – IV.3

Project Modification procedure

<https://lietuva-polska.eu/reporting-and-modifications>

Programme

Documents

Application

Implementation

Contacts

2014 – 2020

JEMS

DEP

Start > Reporting and Modifications

< Back

Reporting and Modifications

Menu

- > Programme
- > 3 Call for Proposals
- > Joint Secretariat

This section is dedicated to the project implementation and reporting.

Modification:

[Project Modification procedure](#) is a guidance document for handling project modifications

[Annex 1 - Request for modification form](#) shall be used to present the needed changes to the JS

[Annex 2 - Budget modification form](#) shall be used to supplement the request for modification form if reallocations between cost categories and/or partners are needed

General rules

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- Essence of the project cannot be changed
- There can be no negative effect on the project results
- Outputs value cannot be changed
- Once the requested modification has been approved, the reverse case shall not be accepted
- Modifications can be done only in well justified cases
- Modifications have to be based on reliable information collected from all Partners, agreed by all Partners involved



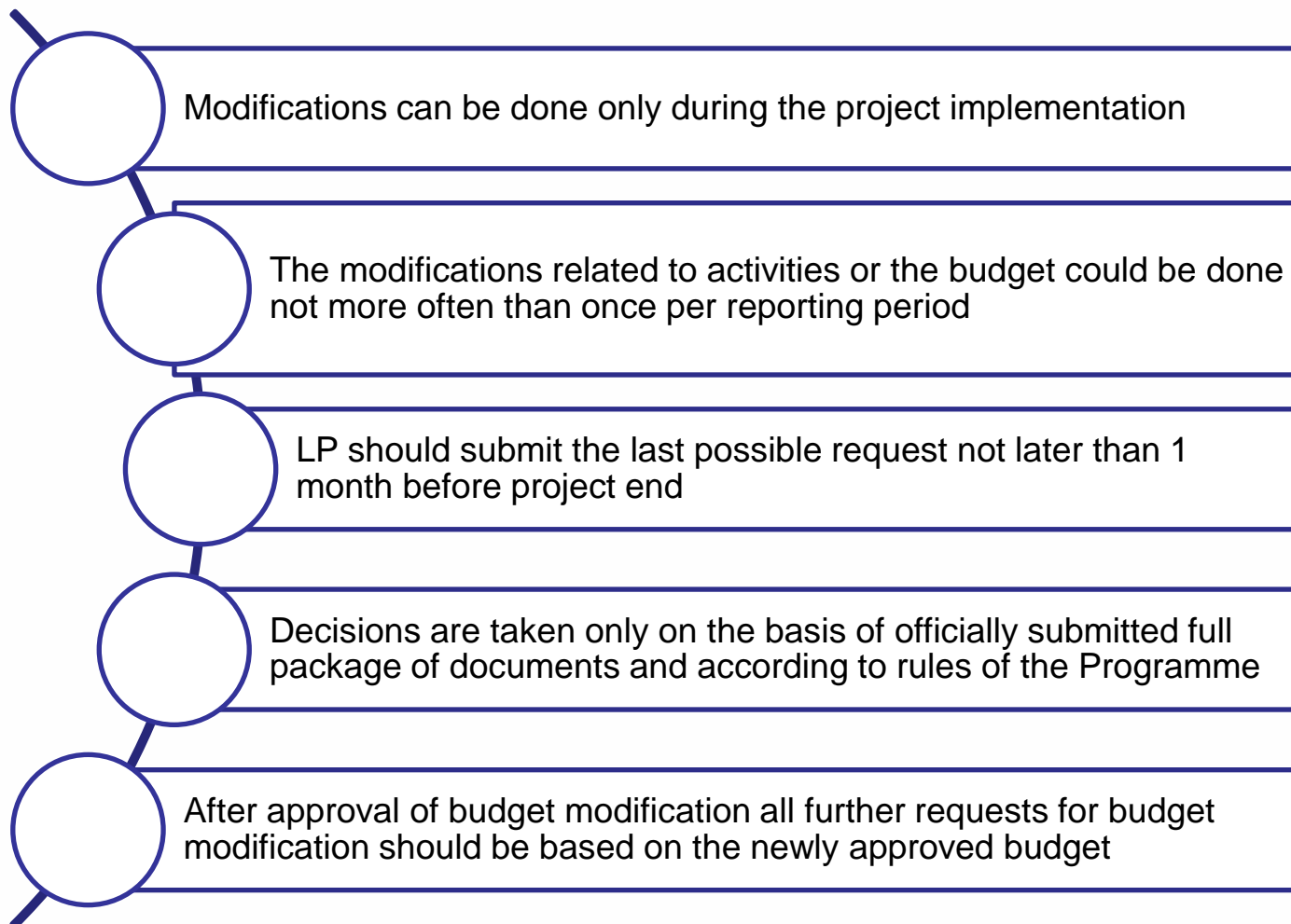
General rules

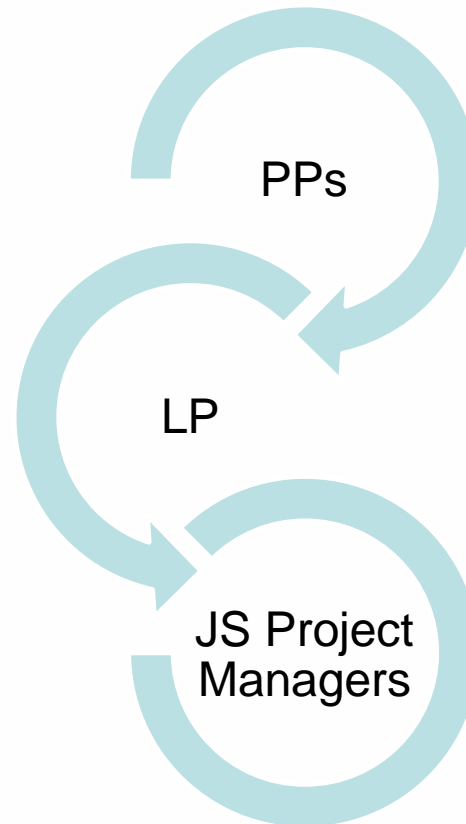
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Please contact JS Project Managers appointed to the project to clarify which type of modification is going to happen or has occurred and follow the steps accordingly



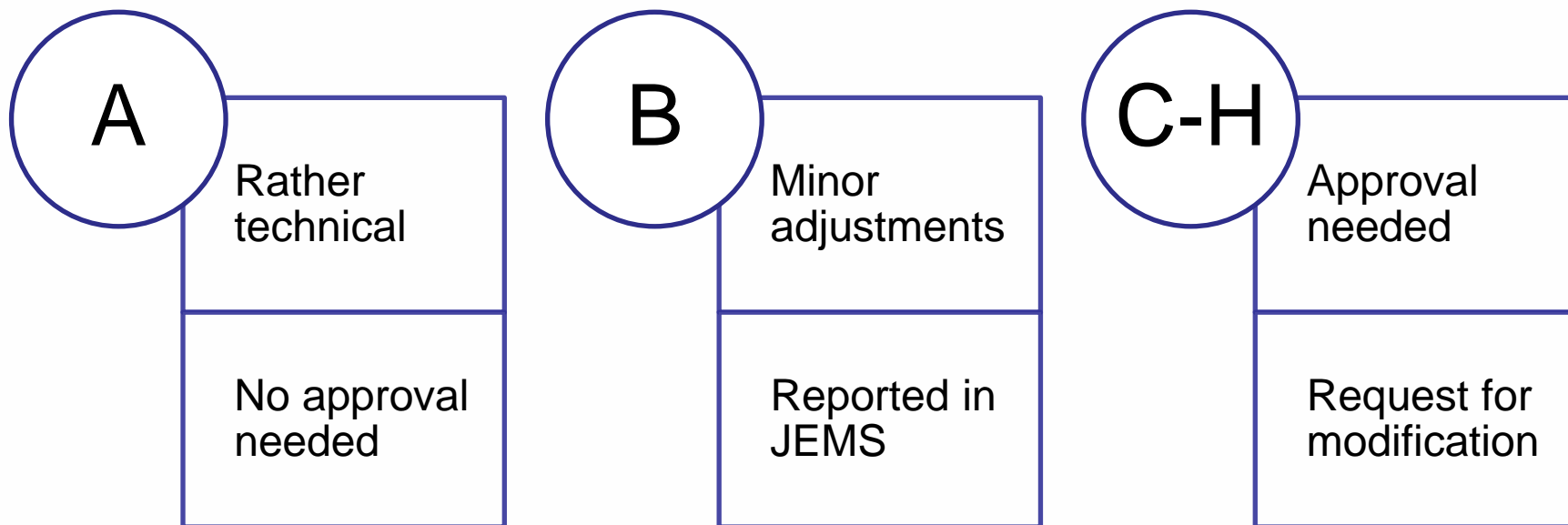
Types of modification

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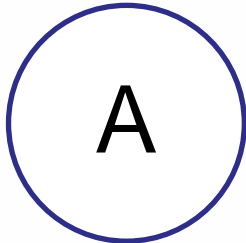
Type A

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Notification on modifications of the technical character (e.g. contact person, contact details, bank account) or change of a legal representative

E-mail to appointed JS Project Manager informing about a change. If needed attach relevant document

Information to JS up to 14 days

Type A



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Dashboard / Applications / [redacted] / Partners overview

B.1.4 Legal representative

Title
Administration Director

First name
[redacted]

Last name
[redacted]

B.1.5 Contact person

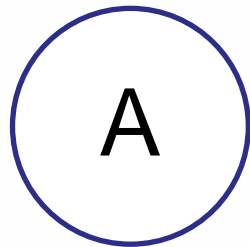
Title
[redacted]

First name
[redacted]

Last name
[redacted]

E-mail address
[redacted]

Telephone no.
[redacted]



- Project reports
 - Project reports
- Partner reports
 - LP1 [redacted]
 - PP2 [redacted]
 - PP3 [redacted]
- Contracting
 - Contract monitoring
 - Contracts and agreements
 - Project managers
 - Project reporting schedule
- Partner details
 - LP1 [redacted]
 - PP2 [redacted]
 - PP3 [redacted]
- Application form
 - Project version
 - V.1.0
- A - Project identification
 - A - Project identification
 - A - Project overview tables
- B - Project partners
 - Partners overview
 - LP1 [redacted]
 - PP2 [redacted]
 - PP3 [redacted]

Project modification



Type B

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Minor adjustments of work plan without impact on objectives and results and/or budget reallocation within one cost category

B

Reported in JEMS within respective Partner and Project Report

Please include justification

Type B - examples

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- Delay in purchase of some equipment
- Renting headphones for simultaneous translation turns out too expensive. The traditional translator will be involved instead
- It turns out that there will be no need for conference room rental what initially was planned
- Cost for translation was forgotten in the initial budget. Within CC *External expertise and services* 1000 EUR shifted from budget line of event planned in Activity 1.1 to budget line of event planned in Activity 1.2

B

BUT NOT:

- Instead of 1 there are 2 computers bought (investments)
- Instead of 2 joint events – only 1 will be organised
- Instead of 5 study visits – there will be 1 huge conference



Type C-H

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C. Modification of the work plan related to investments, activities, deliverables and outputs without impact on the project objectives or output and result indicator targets

D. Budget reallocations between cost categories (without shifts between PPs)

E. Budget reallocations between PPs

F. Prolongation of the project duration up to 12 months (not exceeding the Programme deadline, i.e. 31 Dec 2027)

G. Prolongation of the project duration for more than 12 months (not exceeding the Programme deadline, i.e. 31 Dec. 2027)

H. Changes in the partnership (new partner / withdraw of a partner / change of LP)

C-H

Addendum
to SC

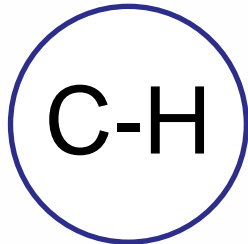
Type C-H - examples

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- There are delays in purchase of needed equipment what significantly affects other activities and general time plan; project prolongation is needed
- The real cost of equipment is much higher than it was planned in AF, reallocation of funds from other CC is needed
- PP2 has difficulties in implementing of Activity 1.1 LP will take responsibility for that activity. Budget reallocation between PPs will be needed
- PP3 is inactive and the project implementation is in risk. Project decides to change partnership.



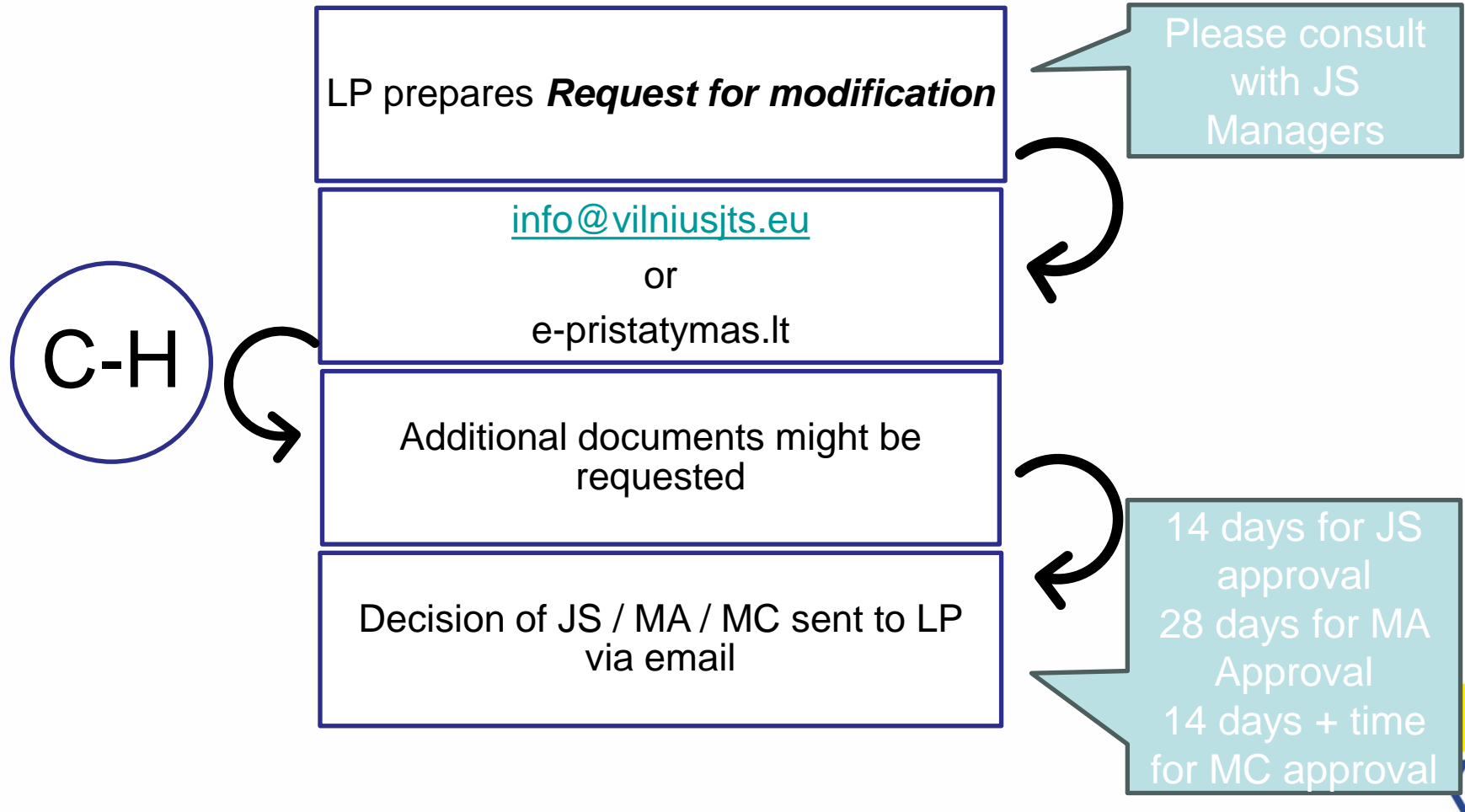
Type C-H

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Request for modification

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Request for project modification

(Annex 1 to the Project Modification Procedure)

Request no. <u> /202_ </u> ¹
Lead Partner <insert name> Project <insert project number> Title <insert title>
Modification 1 Type of modification (C-I): <insert type of modification>
Description and justification of modification (justification has to be described in details)
Impact that the modification shall make on the project activities, outcomes and results
Modification 2 Type of modification (C-I): <insert type of modification>
Description and justification of modification (justification has to be described in details)
Impact that the modification shall make on the project activities, outcomes and results
Modification <u> </u> ² Type of modification (C-I): <insert type of modification>
Description and justification of modification (justification has to be described in details)
Impact that the modification shall make on the project activities, outcomes and results

¹ Insert the number and year of the request

² As many fields of modification may be added as many is requested; delete if not required

Annexes:³

- 1) budget modification (required for D, E types of modifications),
- 2) new Project Statement (required for G type of modification),
- 3) new Partner Statement for a new partner (required for E, G types of modification),
- 4) new Statement on the absence of discriminatory resolutions for a new Partner if it is local self-government unit or its subordinate units from Poland (required for G type of modification),
- 5) new SME Declaration for a new Partner if it is SME (required for G type of modification),
- 6) new Partnership Agreement if applicable
- 7) other document: <insert what kind of document>

Hereby the Lead Partner confirms that the modification(s) described above has/have been agreed by all Partners involved in the project.

Name of the legal representative	
Position in the organisation	
Lead Partner organisation	
Place, date	



³ Underline documents that are attached to the request



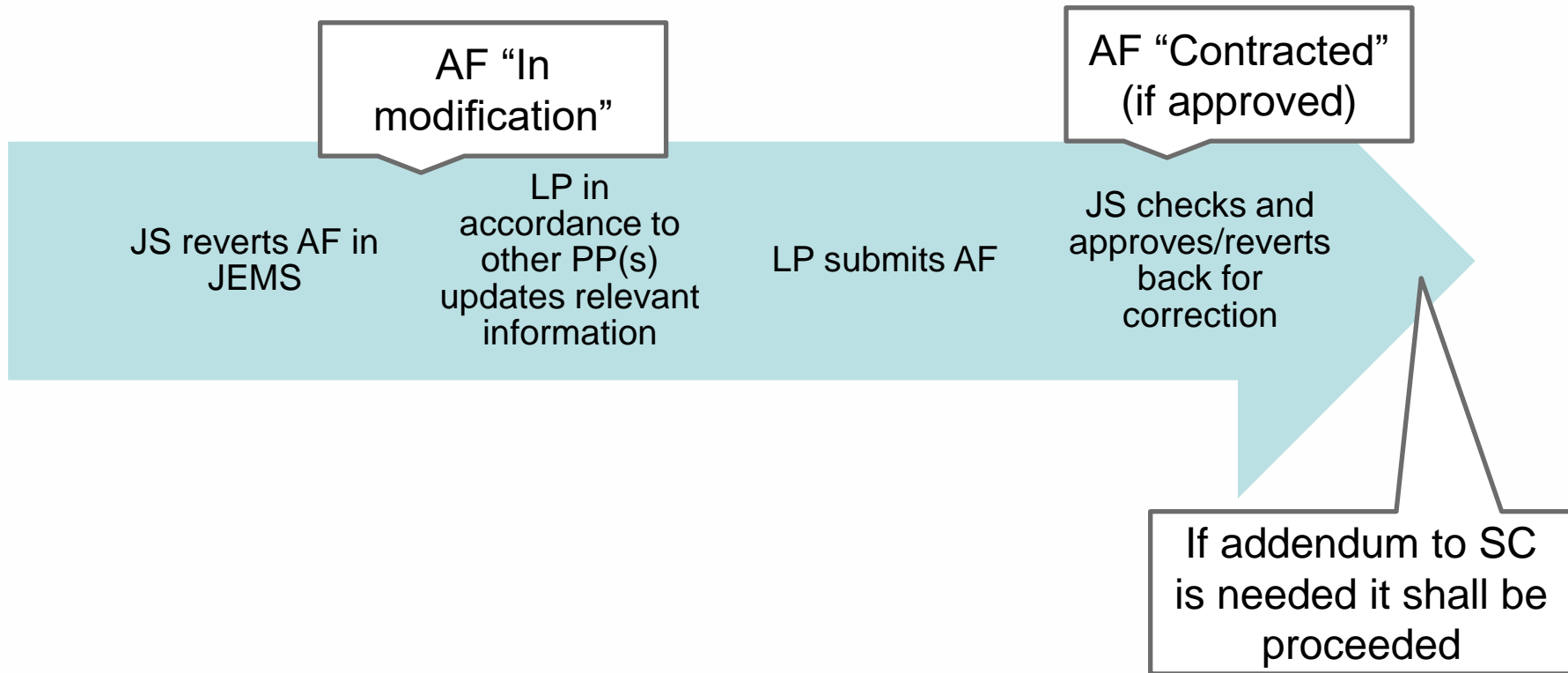
UPDATE IN JEMS

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