



Interreg



Co-funded by
the European Union

Lithuania – Poland

Project modification



...when unexpected circumstance occurs

Documents

Interreg



Co-funded by
the European Union

Lithuania – Poland

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 Events

JEMS

DEP

Start > Reporting and Modifications

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 \(amended v2\)](#) 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

Having savings
does not mean
modification is justified

General rules

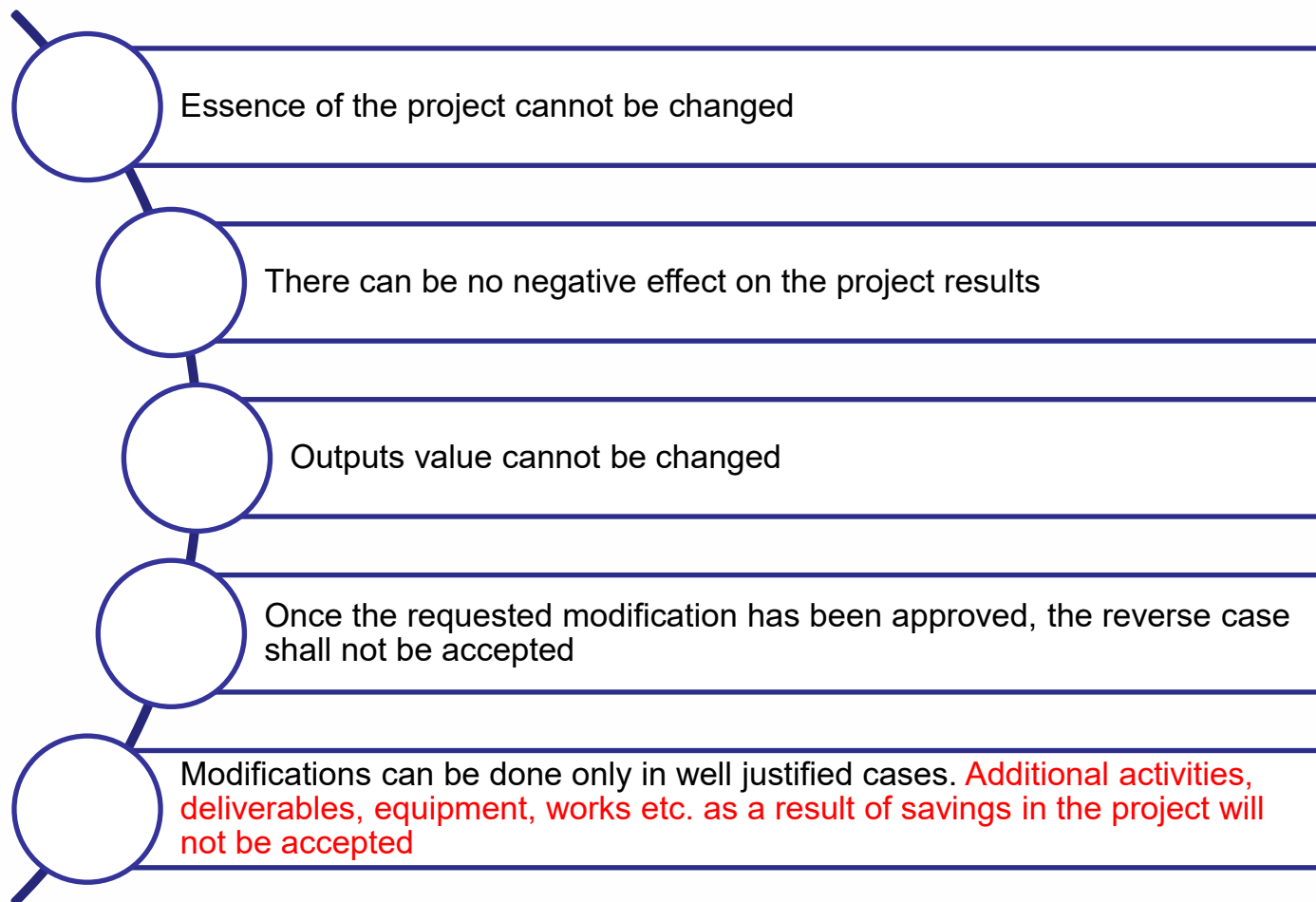
Interreg



Co-funded by
the European Union

Lithuania – Poland

Project Modification Procedure



General rules

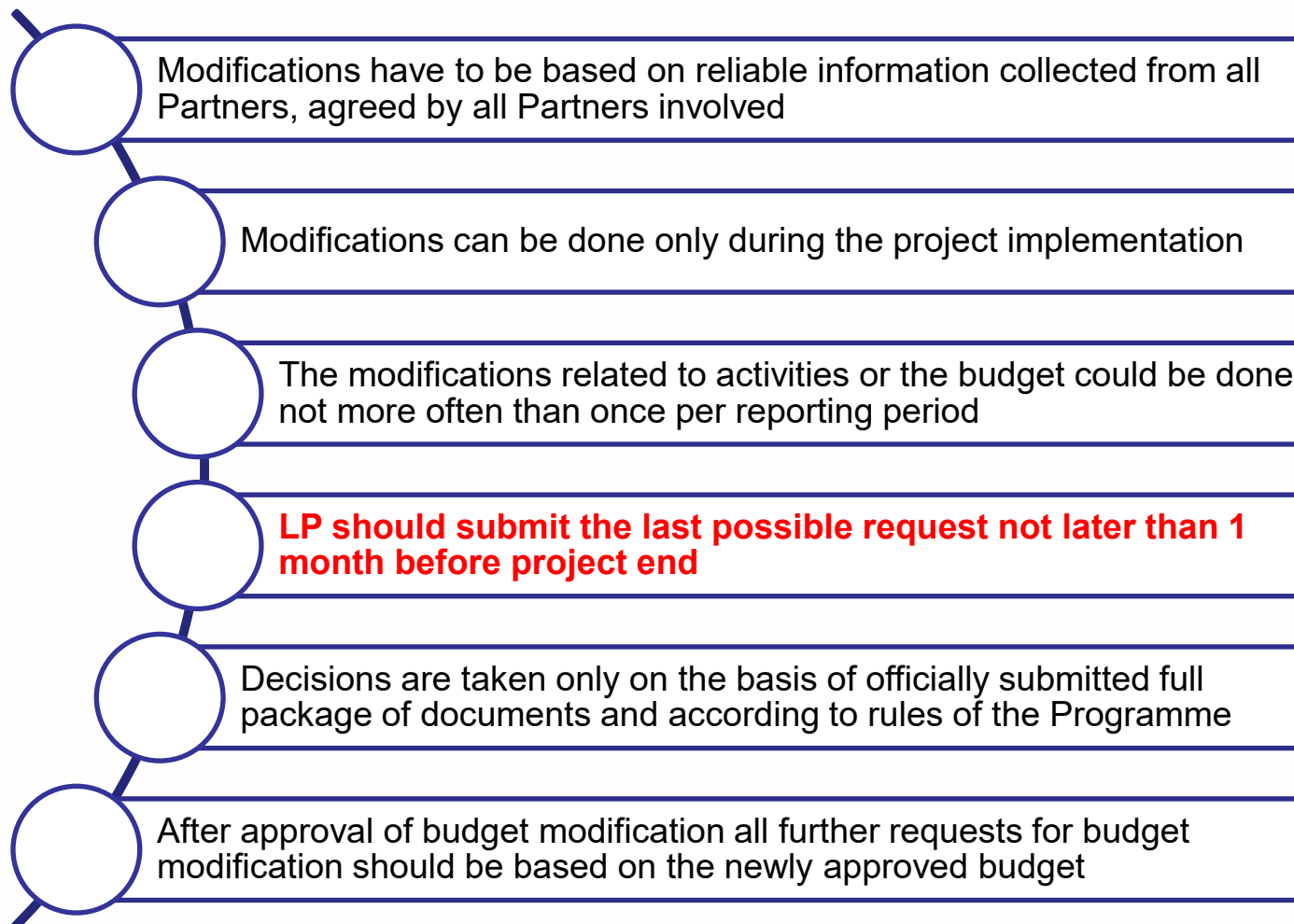
Interreg

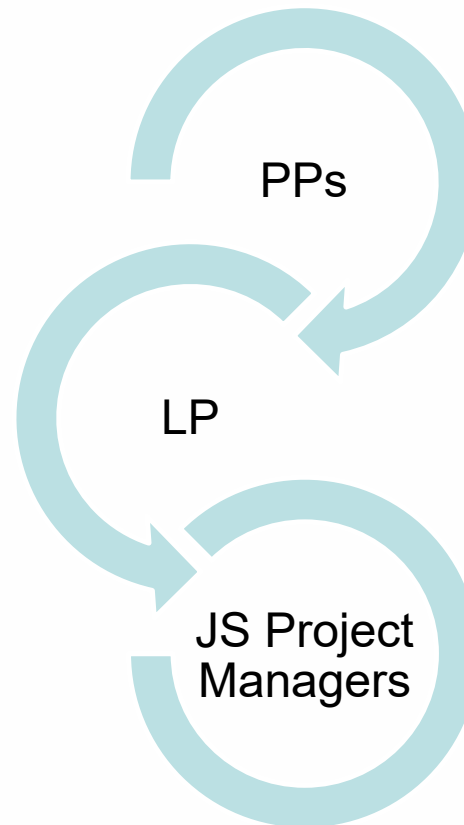


Co-funded by
the European Union

Lithuania – Poland

Project Modification Procedure





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



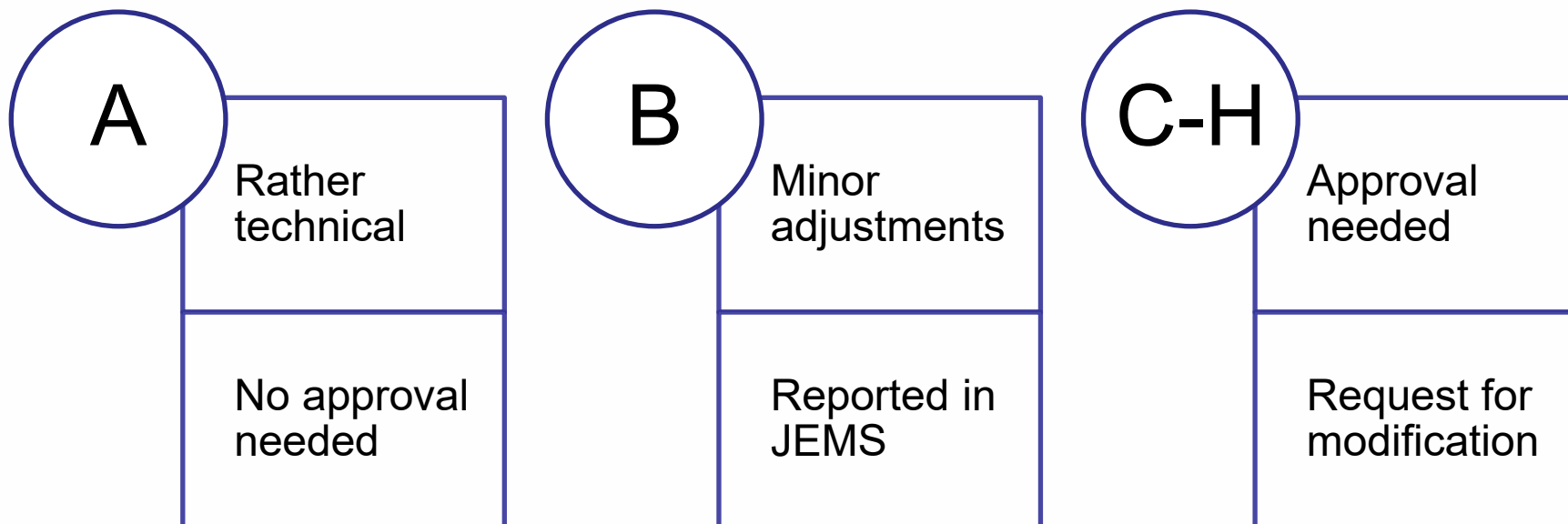
Types of modification

Interreg



Co-funded by
the European Union

Lithuania – Poland



Type A

Interreg



Co-funded by
the European Union

Lithuania – Poland

A

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

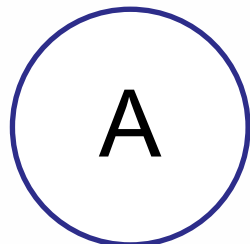
Type A

Interreg



Co-funded by
the European Union

Lithuania – Poland



Contracting ^

Contract monitoring

Contracts and agreements 🔒

Project managers 🔒

Project reporting schedule 🔒

Partner details ^

LP1 [redacted] 🔒

PP2 [redacted] 🔒

Application form ^

Project version (current) ✓ V.2.0

A - Project identification ^

A - Project identification

A - Project overview tables

B - Project partners ^

Partners overview

LP1 [redacted]

PP2 [redacted]

B.1.4 Legal representative

Title

First name

Last name

B.1.5 Contact person

Title

First name

Last name

E-mail address

Type B

Interreg



Co-funded by
the European Union

Lithuania – Poland

B

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

Reported in JEMS within respective Partner and Project Report

Please include justification

Type B - examples

Interreg



Co-funded by
the European Union

Lithuania – Poland

- ☐ Delay in purchase of some equipment
- ☐ The event planned initially in Period 2 was organised earlier in Period 1
- ☐ It turns out that there will be no need for conference room rental what initially was planned, because PP found it for free
- ☐ Cost for “equipment A” turned out more expensive after the procurement. Within CC *Equipment* 1000 EUR is shifted from budget line of “Equipment B” to budget line of event planned in Activity 1.2 (**budget reallocation inside one CC**)

B

BUT THESE ARE NOT TYPE B:

- Instead of 1 planned computer 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
- The works costed more, so the savings from services will be used

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

C-D

D. Budget reallocations (without shifts between PPs)

- i) between cost categories,
- ii) adding new budget line inside one cost category,
- iii) changes inside one cost category resulting in changes of initial quantities, type of services, equipment, works etc.,
- iv) for projects with Budget option 2:
changes in budget items of staff costs (No of units, unit rates etc.)

Type E-H

Interreg



Co-funded by
the European Union

Lithuania – Poland

E. Budget reallocations between PPs

F. Prolongation of the project duration up to 12 months (not exceeding the Programme deadline, i.e. 31 Dec 2029)

G. Prolongation of the project duration for more than 12 months (not exceeding the Programme deadline, i.e. 31 Dec. 2029)

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

E-H

Addendum
(Annex) to
SC

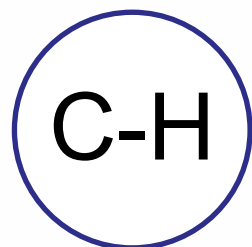
Type C-H - examples

Interreg



Co-funded by
the European Union

Lithuania – Poland



- ☐ The real cost of equipment (**e.g. on the basis of public procurement**) is much higher than it was planned in AF, reallocation of funds from other CC is needed, **without it - the planned outputs will not be possible to achieve (D)**
- ☐ There are delays in purchase of **planned** equipment what significantly affects other activities and general time plan; project prolongation is needed **(F/G)**
- ☐ PP2 has difficulties in implementing of Activity 1.1, LP will take responsibility for that activity. Budget reallocation between PPs will be needed **(E)**
- ☐ PP3 is inactive and the project implementation is in risk. Project decides to change partnership **(H)**



Savings in the budget (1)

Interreg



Co-funded by
the European Union

Lithuania – Poland

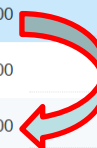
B (report as deviation
in JEMS)

Reallocation between
existing budget lines of
the same Cost Category



Equipment

Description	Comments	Unit type	No. of units	Price per unit	Total	Period 1	Period 2	Period 3	Period 4
Anesthesia delivery system	Key system in emergency i	pc	3,00	37.145,00	111.435,00	0,00	0,00	111.435,00	0,00
Ventilator	A ventilator is the primary	pc	1,00	16.854,00	16.854,00	0,00	0,00	16.854,00	0,00
RTG with C arm	X-ray with C arm is used tc	pc	1,00	116.943,00	116.943,00	0,00	0,00	116.943,00	0,00



Savings in the budget (2)

Only justified cases

Interreg



Co-funded by
the European Union

Lithuania – Poland

D (request for
modification, **approval
of JS needed**)

**Reallocation between
Cost Categories**

External expertise and services

Description	Comments	Unit type	No. of units	Price per unit	Total	Period 1
organization culinary exchange	2 days, chef 2*4 hours *100 eu	per service	1,00	3.400,00	3.400,00	3.400,00
organization culinary and cultu.	1 nutritional advisor, 1 dietitian	per service	1,00	3.900,00	3.900,00	0,00

Equipment

Description	Comments	Unit type	No. of units	Price per unit	Total	Period 1
scene rise	The scene rise provide a versat	unit	1,00	8.000,00	8.000,00	8.000,00

Also:

- **a new budget line** (e.g. planned deliverable, but forgotten in the budget)
- **changes inside one cost category resulting in changes of initial quantities, type of services, equipment, works etc.,**

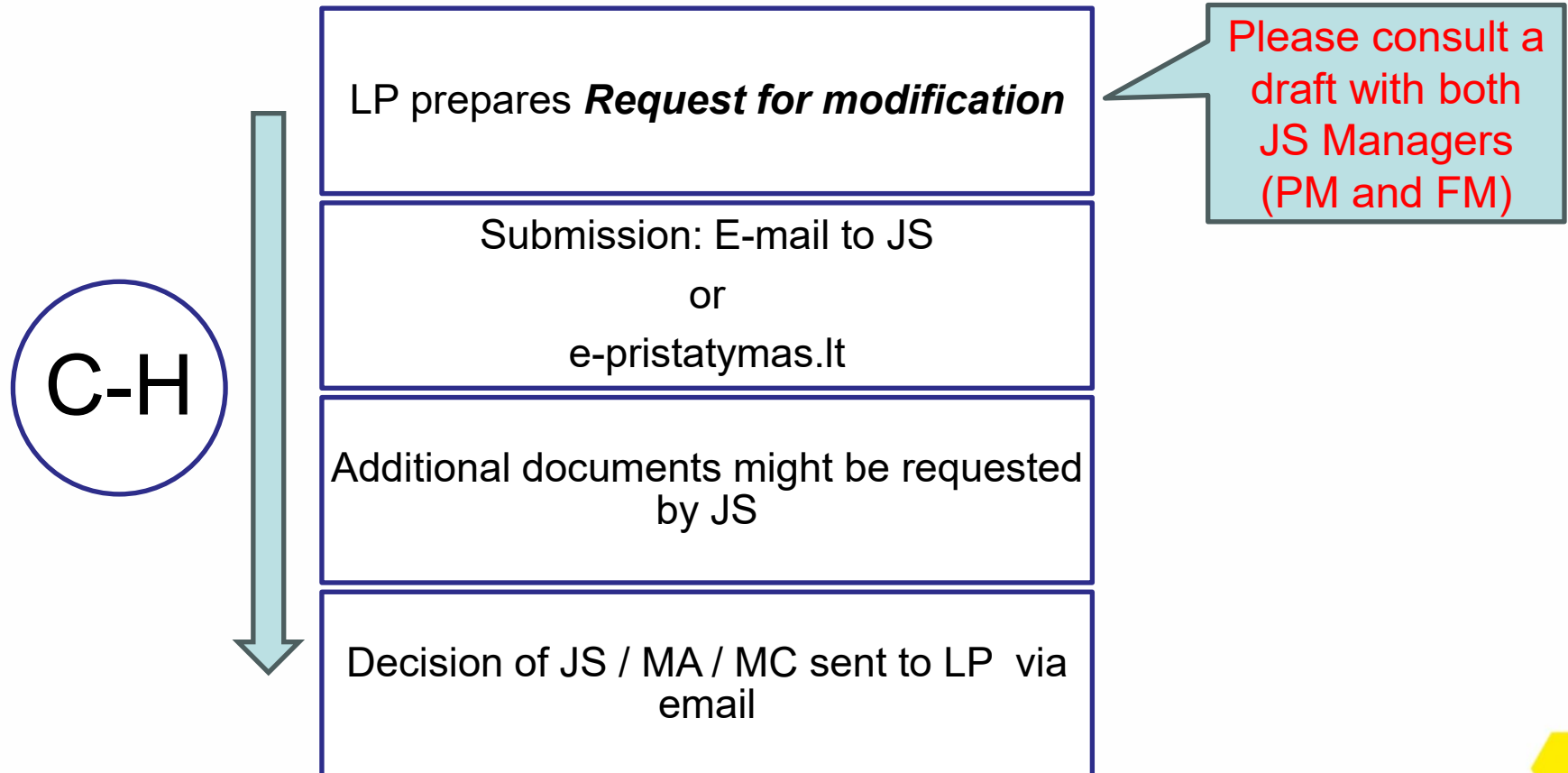
Type C-H

Interreg



Co-funded by
the European Union

Lithuania – Poland



Where to find project modification forms?

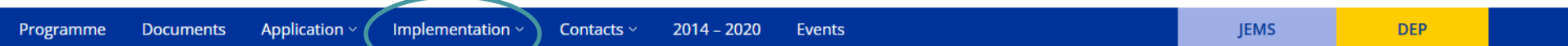
Interreg



Co-funded by
the European Union

Lithuania – Poland

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



Start > Reporting and Modifications

< Back

Reporting and Modifications

Menu

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

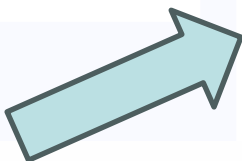
This section is dedicated to the project implementation and reporting.

Modification:

[Project Modification Procedure \(amended v2\)](#) 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



Request for modification

Interreg



Co-funded by
the European Union

Lithuania – Poland

interreg Co-funded by
the European Union
Lithuania – Poland

Request for project modification

(Annex 1 to the Project Modification Procedure)

Include
request No.
and year

Write what
documents
you attach

Write the type
of modification

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 form (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	

Signed
electronically

³ Underline documents that are attached to the request

Budget modification form

Interreg



Co-funded by
the European Union

Lithuania – Poland

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
 Co-funded by the European Union Lithuania – Poland		Project modification form																				
Project number:																						
Project title:																						
Lead Partner:																						
Request n°:		/20																				
Date:																						
Project costs by Project Partners																						
Partner number	Organisation abbreviation	Total approved eligible costs	Total requested after modification	Changed expenditure																		
LP1				0.00																		
PP2				0.00																		
PP3				0.00																		
PP4				0.00																		
PP5				0.00																		
PP6				0.00																		
PP7				0.00																		
PP8				0.00																		
PP9				0.00																		
Total:		0.00	0.00	0.00																		
Project costs between budget categories																						
Cost category	Total approved amount	Requested amount after modification	Difference in EUR																			
CC1 Staff cost			0.00																			
CC2 Office and administrative costs			0.00																			
CC3 Travel and accommodation costs			0.00																			
CC4 External expertise and service costs			0.00																			
CC5 Equipment expenditure			0.00																			
CC6 Infrastructure and works			0.00																			
Lump sum - Preparation costs			0.00																			
Total:	0.00	0.00	0.00																			
Calculation of the Budget Transfers																						
Total approved project budget (please insert total budget lines according to the project budget in JEMS)										Total new budget after modification procedure												Difference in EUR
Partner number	Cost category	Description	Comments	Flat Rate %	Unit Costs	Unit type	No. of units	Price per unit	Total	Partner number	Cost category	Description	Comments	Flat Rate %	Unit Costs	Unit type	No. of units	Price per unit	Total		Difference in EUR	
LP1										LP1											0.00	
LP1										LP1											0.00	
LP1										LP1											0.00	
LP1										LP1											0.00	
LP1										LP1											0.00	
LP1										LP1											0.00	
LP1										LP1											0.00	
PP2										PP2											0.00	
PP2										PP2											0.00	
PP2										PP2											0.00	
PP2										PP2											0.00	
PP2										PP2											0.00	
PP2										PP2											0.00	
PP2										PP2											0.00	
PP2										PP2											0.00	
PP2										PP2											0.00	
...										...											0.00	
Total:										0.00	Total:										0.00	0.00

* Please insert budget lines for all PP's according to the project budget in JEMS.



Project budget in xls

Interreg



Co-funded by
the European Union

Lithuania – Poland

C - Project description

- C.1 Project overall objective
- C.2 Project relevance and context
- C.3 Project partnership
- C.4 Project work plan
 - WP1
- C.5 Project Results
- C.6 Project Time Plan
- C.7 Project management
- C.8 Long-term plans

D - Project budget

- D.1 Project budget per fund
- D.2 Overview partner / cost category
- D.3 Overview budget / period

E - Project lump sums and unit costs

- E.1 - Project lump sums

Application annexes

Assessment & Decision

Modification

Shared folder

Exports for AF (and other)

Project privileges

Application form LTPL00

Exports for AF (and other)

Exports for AF (and other)

Export application form and budget data, as well as other templates added by the programme.

* Export Plugin
Standard budget export - 1.0.17

Project version
(current) V.5.0

Export language
English

Input language
English

Export

Export your project budget in xls and copy/paste the budget line with all details to the budget modification form

UPDATE IN JEMS

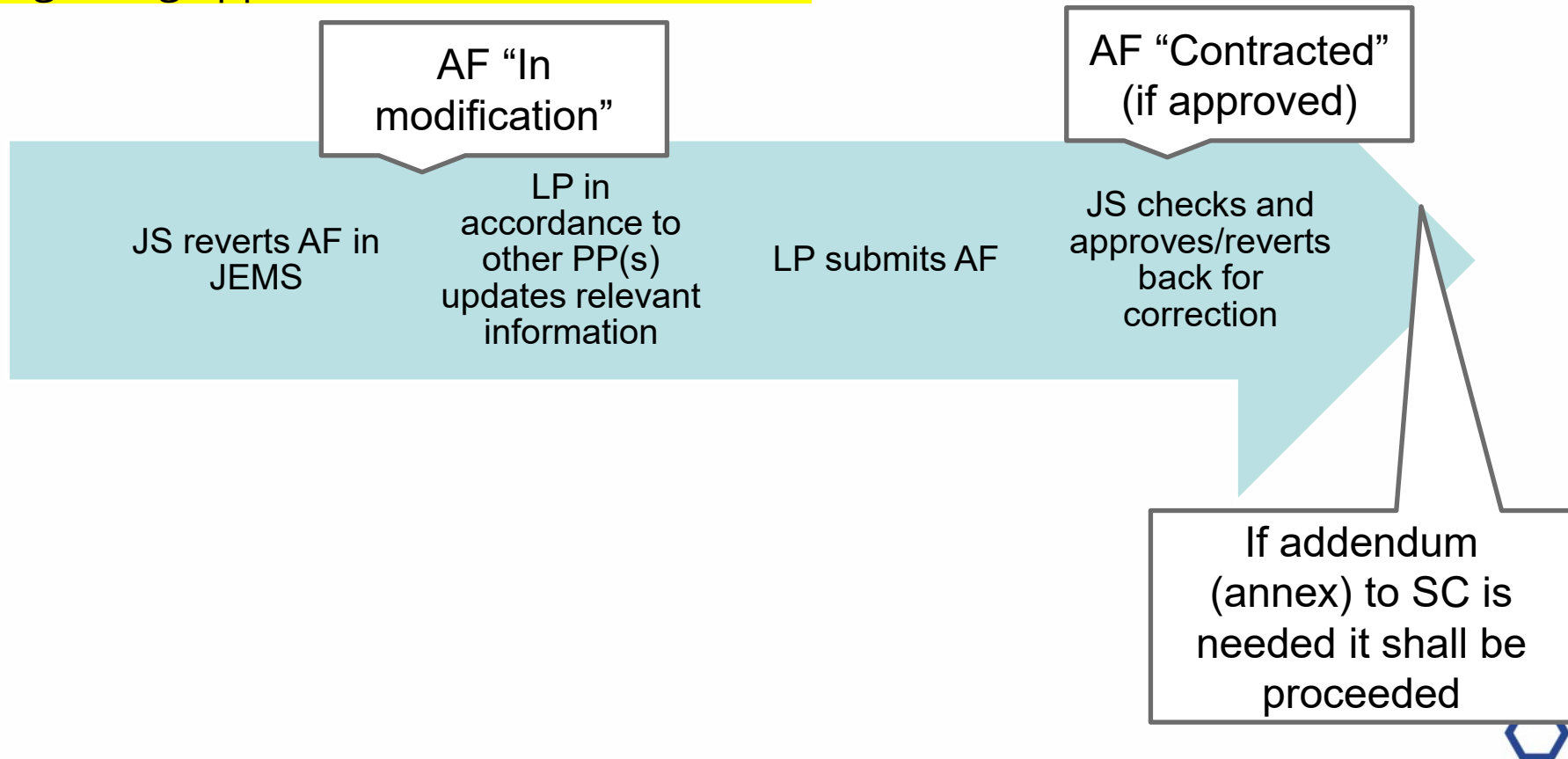
Interreg

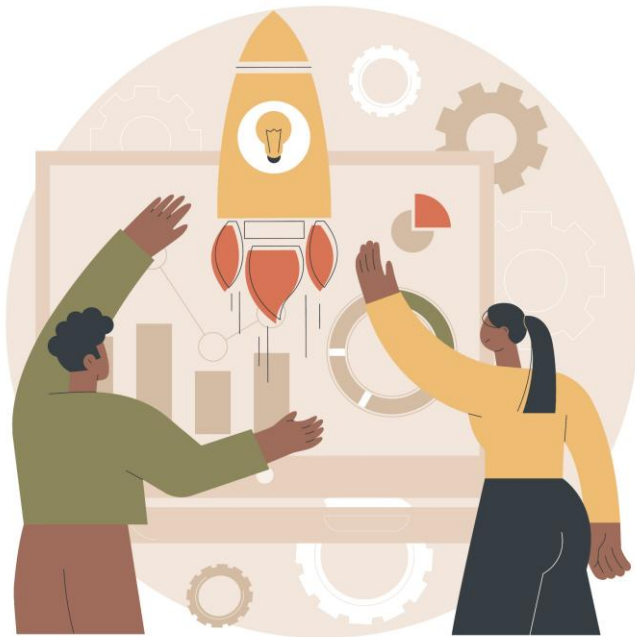


Co-funded by
the European Union

Lithuania – Poland

After the LP received email/letter from JS regarding approval of the modifications ...





*“Success is walking from failure to failure
with no loss of enthusiasm.”
— Winston Churchill*

