

LEAD PARTNERS SEMINARS

PROJECT MODIFICATION

10 JUNE 2024 – SUBOTICA

11 JUNE 2024 – SZEGED



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- Notification about changes
- Types of modifications Basics of the modification request
- Changes not allowed
- Administrative change
- Other project changes
- Addendum
- Approval of the modification request



Project level:

LP informs the Joint Secretariat (responsible PM) about possible changes or request modification on behalf of the whole project.

LB collects **all partners'** (LP, P1, P2, P3...) possible **changes** and summarize in **1 request**.

1 modification in 1 Reporting period (either addendum or OPC).

Request shall be submitted via INTERREG+ Front Office: please always consult with the responsible PM at the JS before submission of a request

CHANGES NOT ALLOWED

- Modification which affect ***the basic purpose of the project*** as approved by the Monitoring Committee
- Change of ***lead partner*** (unless it is necessary by law)
- Budget reallocations ***between partners***
- Reallocation to the ***budget lines, which***
 - ***did not contain allocated amounts*** in the approved budget
 - ***were decreased*** according to the decision of the MC
- ***Flat rate*** options – those budget headings cannot be changed
- Budget reallocation ***under 100 EUR***



**When the FO user starts entering a modification in the system,
based on the modified content the system categorizes
the request to:**

- Administrative change (Admin change)
- Other project changes (OPC)
- Addendum (Add)

- Change of address of any of the partners
- Change in data of the contact persons
- Change in project team, share of working time

- **Change of the partners**
- Substantial changes in the overall project **objectives**
- Changes of **activities** (introducing new activities or replacing old ones);
- **Decrease of value of output and result indicators** (Programme- and Project-Level indicators - decrease **more than 20%** of the original value)
- **Prolongation** of the project duration – has to be initiated **at least 45 calendar days** before the project **end date** (as set in Article 3.2 of the Subsidy Contract)

All types of possible changes, not listed previously:

- Budget reallocation – ***even above 10.000 EUR***
- Project team change (management, experts)
- Decrease of output and result indicators
(NOT exceeding 20% of the original indicators)
- Budget item description
- Changes in activities that are not considered as substantial changes /changes in activity plan can be reported in PRs/
- Other (e.g. change of legal representative, etc.)
- Merging of project's reporting periods – not in INTERREG+, only in e-mail



APPROVAL OF THE PROJECT MODIFICATIONS

- In case of OPC / admin changes – JS approves
- In case of addendum – JS consults with MA, if MC approval is necessary written procedure is launched before the approval

THANK YOU!

Q & A



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