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### Guiding principles:

During the implementation of projects funded in the framework of Interreg V-A EMR, unforeseen situations may occur that will trigger the need for modifications to the approved application form, to the partnership or to any other official documents that have been signed by the LP (Lead Partner) on behalf of the consortium. The Programme bodies encourage consortia to keep changes to a minimum and apply them only in well justified cases. In this sense, a set of guidelines has been compiled at Programme level, allowing LPs to take the necessary steps when changes are required.

All changes requested will be judged on a case by case basis and recommendations will be made accordingly.

Changes to the project can pertain to the partnership, budget, activities and duration or relate to administrative issues. Changes can be categorized in minor (small) or major (big) changes depending on their nature and scope.

Irrespective of the type of change requested by the consortium, there are always two mandatory steps that have to be performed:

1. The LP has to draft and send a modification request on behalf of the consortium. The change request is always studiously substantiated in **a supporting letter** sent by the LP to the Joint Secretariat (JS).
2. Once informed about the change needed, the **JS will initiate the procedure for a modification request in the digital eMS platform**. The LP will receive an e-mail in the eMS platform, informing about the fact that access has been granted to amend the application form. Once given access, the LP should modify those sections affected by the change (e.g. descriptions in the respective fields for activities, partners, budget items, financing plans, etc.)

In line with the cooperation agreement signed between the LP and the PPs, the project members must always keep in touch and ensure that any modification request submitted for approval has been previously discussed and agreed by all the partners. It is the responsibility of the LP to ensure that it has the approval of the partnership when starting the procedure related to a modification request. Each partnership is free to set up their own internal rules regarding the way changes are requested inside the consortium. When addressing the Joint Secretariat (JS)/ Management Authority (MA)/ Monitoring Committee (MC), the LP will comply with the change request procedure established at Programme level.

After analysis, the changes will be validated or rejected by JS and the MA in case of minor changes. In case of major changes, the MC will take the final decision for approving or rejecting the changes. Lead partners are always notified in writing of approval or disapproval of changes.

**EACH CHANGE SHOULD BE APPROVED BEFORE IT ENTERS INTO FORCE.** Failure to comply with these procedures is the sole responsibility of the LP/partner and may lead to the non-reimbursement of the expenses resulting from these changes.

Minor changes	Major changes
<ul style="list-style-type: none"> <li>• Simplified approval process:               <ul style="list-style-type: none"> <li>▪ LP on behalf of the consortium</li> <li>▪ MA/JS</li> </ul> </li> <li>• Types of changes               <ul style="list-style-type: none"> <li>▪ Budget of the project within certain thresholds (<b>max. 25% or € 200.000 per partner</b>)</li> <li>▪ Duration of the project <b>up to 6 months</b></li> <li>▪ Administrative changes</li> </ul> </li> <li>• Requested max. 2 times per year</li> </ul>	<ul style="list-style-type: none"> <li>• Complex approval process:               <ul style="list-style-type: none"> <li>▪ MA/JS</li> <li>▪ MC</li> </ul> </li> <li>• Types of changes               <ul style="list-style-type: none"> <li>▪ Budget of the project exceeding the minor changes thresholds (<b>higher than 25% or € 200.000 per partner</b>)</li> <li>▪ Budget transfers between partners</li> <li>▪ Duration of the project <b>more than 6 months</b></li> <li>▪ Partnership</li> <li>▪ Content of the project</li> </ul> </li> <li>• Requested max. 2 times during the project implementation</li> </ul>

## Details

### **A. MINOR (small) changes are reported to and approved by the MA/JS**

Minor changes are changes that:

- Do not endanger the original activities of the project description approved by the MC
- Do not affect the project main and specific objectives, outputs and results
- Do not decrease target values of indicators
- Relate to administrative issues
- Remain within the ERDF financing ceiling of the project description approved by the MC
- Comply with the original financing plan of the project description approved by the MC

The minor changes thresholds are presented below:

- Changes in **project duration of up to 6 months**  
*Requests for the extension of a project cumulate over time. If a consortium requests a project prolongation by 4 months, this is considered as a minor change as it complies with the project duration threshold set for this category of changes. If a subsequent request for a project prolongation by 3 months is made, the second request will be treated as a major change. Considering that granting the second request will result in an overall prolongation by 7 months,*

*the threshold for a minor change request is no longer complied with, thus leading to a major change.*

- Modifications in **budget reallocations of UP TO 25% of the original budget of a partner** with a **maximum of 200.000 EUR** for the involved partner for the entire duration of the project  
*Budget reallocations performed during the project lifecycle within the specified thresholds for minor changes will cumulate over time. Should a minor budget modification request be made at a certain point that will result in exceeding 25% of the original budget of a partner or the maximum allowed at Programme level (200.000 EUR/partner), it will automatically be treated as a major change.*
- **Examples of administrative changes:**
  - Change of contact details (of LP, PPs)
  - Change of Legal Representative/Contact Person (of LP, PPs)
  - Change of bank account of the LP
  - Legal succession of the LP, or PP(s)

In case minor changes are approved by the MA/JS they are documented in an appendix issued by the MA that is added to the grand letter document.

**Minor changes can be requested maximum 2 times per year.**

## **B. MAJOR (big) changes are approved by the MA/JS and the MC**

Major changes are any changes that do not fit within the definition and thresholds of a minor change.

Several examples of different types of major changes are presented below. This is a non-exhaustive list:

- Substantially affect the original activities of the project description approved by the MC or
- Do not remain within the ERDF financing ceiling of the project description approved by the MC or
- Do not comply with the Financing plan of the project description approved by the MC or
- Have an impact on in the percentage of ERDF financing or
- Lower the (overall) budget or
- Imply transferring ERDF funds between project partners or
- Imply modifications in co-financers and in co-financing levels or
- Affect the partnership structure: partners' withdrawal, partners' structure change, entry of new partner, etc.

The Major changes thresholds are presented below:

- **Modifications in budget reallocations of MORE THAN 25%** of the original budget **or exceeding 200.000 EUR per partner** for the entire duration of the project
- Changes in **project duration of more than 6 months**
- **Budget transfers between partners**

In case major changes are approved by the MA/JS and MC they are documented by the MA in an appendix that is added to the grant letter document.

**Major changes can only be applied TWICE during the project implementation**

### **MAJOR (big) changes – Changes in Partnership**

In case of changes in partnership, the following will be required:

- a. **Partner leaving the consortium** – shall provide the Lead Partner (LP) with a letter in which it communicates its intention to leave the project and also the reasons for doing so. The official name of the partner, its address and its legal representative must be clearly mentioned. The budget that has been used by this partner within the project will also be mentioned, as well as the remaining budget. If no budget has been used by the partner leaving the consortium, a statement in this sense will be included. The costs that have been incurred by the partner up until the moment it decides to leave the consortium will still have to be checked by the corresponding FLC unit and reported accordingly.
- b. **Partner joining the consortium** – shall provide the Lead Partner (LP) with a letter in which it communicates its intention to enter the project and also the motivation for doing so. The official name of the partner, its address and its legal representative will be clearly mentioned. The budget that it will take over will also be included along with the responsibilities undertaken to contribute to the planned activities as foreseen in the work plan.

When informing the JS/MA about the partnership changes, the Lead Partner (LP) will compile the official supporting letter on this topic and it will also attach to it the letter(s) received from the partner(s) leaving/joining the consortium.