



Requirements of the Practical Guidelines

19 February, 2021



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Project Manager
Joint Technical Secretariat

Practical Guidelines for Project Implementation

- ▶ Available on www.latruscbc.eu
- ▶ Document, including section 4 «Changes in the project», updated twice:
 - ▶ **10 June 2020**
 - ▶ requirement to submit changed/updated technical documentation to JTS for information purposes
 - ▶ clear description of when changes in activities are considered major
 - ▶ reminder to submit budget reallocation form
 - ▶ **6 January 2021**
 - ▶ reminder to update partnership agreement further to approved changes and submit to JTS
 - ▶ reminder to submit updated partnership statements in case of reallocation of budget between partners

Overview of types of changes

Changes notified with report

- ▶ Change of contact details or contact person of project management team
- ▶ Minor adjustments in rescheduling the project activities in the time plan with no impact on overall implementation period of the project
- ▶ Minor changes in activity packages activity packages 1 Management and coordination & 2 Information and visibility
- ▶ Change between and in budget lines within the same budget heading
- ▶ Changes in building/technical documentation not affecting information in application form

Overview of types of changes

Minor changes approved by MA/JTS

- ▶ Minor changes in activity packages 3 to 5:
 - ▶ change of activities and their amount
 - ▶ creation of a new or a deletion of an existing project output and/or activity
 - ▶ change of activity's implementation location to outside of Programme area
- ▶ Transfers among budget headings not exceeding 15% of each budget heading

Overview of types of changes

Major changes approved by MA/JTS

- ▶ Changes in partnership
- ▶ Change in project duration
- ▶ Change in project activities:
 - ▶ creation of a new or a deletion of an existing project output and/or activity that impact achievement of project output/result indicator
 - ▶ increase/decrease of expected project output/result indicators

NB! Check special cases when prior approval of the Joint Monitoring Committee is needed.

Special requirements for direct award projects

Prior approval of **Joint Monitoring Committee** and **European Commission** for the following but not limited to changes:

- ▶ cumulative changes of more than 20% of a budget heading
- ▶ change of the lead beneficiary
- ▶ modification of the conditions of ownership or operation of the project
- ▶ changes in the physical characteristics or the functional purposes of the project, which may alter its nature, objectives and/or scope.



Submission of project changes



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Document forms for project changes

- All necessary templates available here: <http://latruscbc.eu/implementation/templates/>

Request for minor changes	Request for major changes	Budget reallocation form																																																																																																
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NB! Observe the instructions included in the documents!

Requirements for applying for changes

- ▶ Indicate precisely what was planned and how it will be changed
- ▶ Describe the purpose and justification for each change, be concise and clear
- ▶ Describe impact and contribution to achievement of project objective
- ▶ Additional documents to be submitted depending on type of change:
 - ▶ budget change form
 - ▶ technical documentation
 - ▶ partnership statement

Minor vs major changes – a suggestion of where to start and how to do



Make a list

- Gather information from partners
- Be realistic, think about justification, not all wishes can be fulfilled
- Activities/budget/etc.

Divide into types of changes

- Remove all that may be included as deviations in reports
- Mark major changes, add all other changes needed to implement each major change
- The rest most probably minor changes

Prepare request for changes

- Fill in relevant request form
- Check what attachments need to be added
- Submit officially to Managing Authority/Joint Technical Secretariat

Project changes and reporting

- ▶ **Changes cannot be made retroactively!**
- ▶ If necessary, ensure changes are approved before approval of consolidated interim/final report.
- ▶ What if a project partner has not planned costs in an existing budget line, however, would like to report costs under this budget line?



Project changes and COVID-19



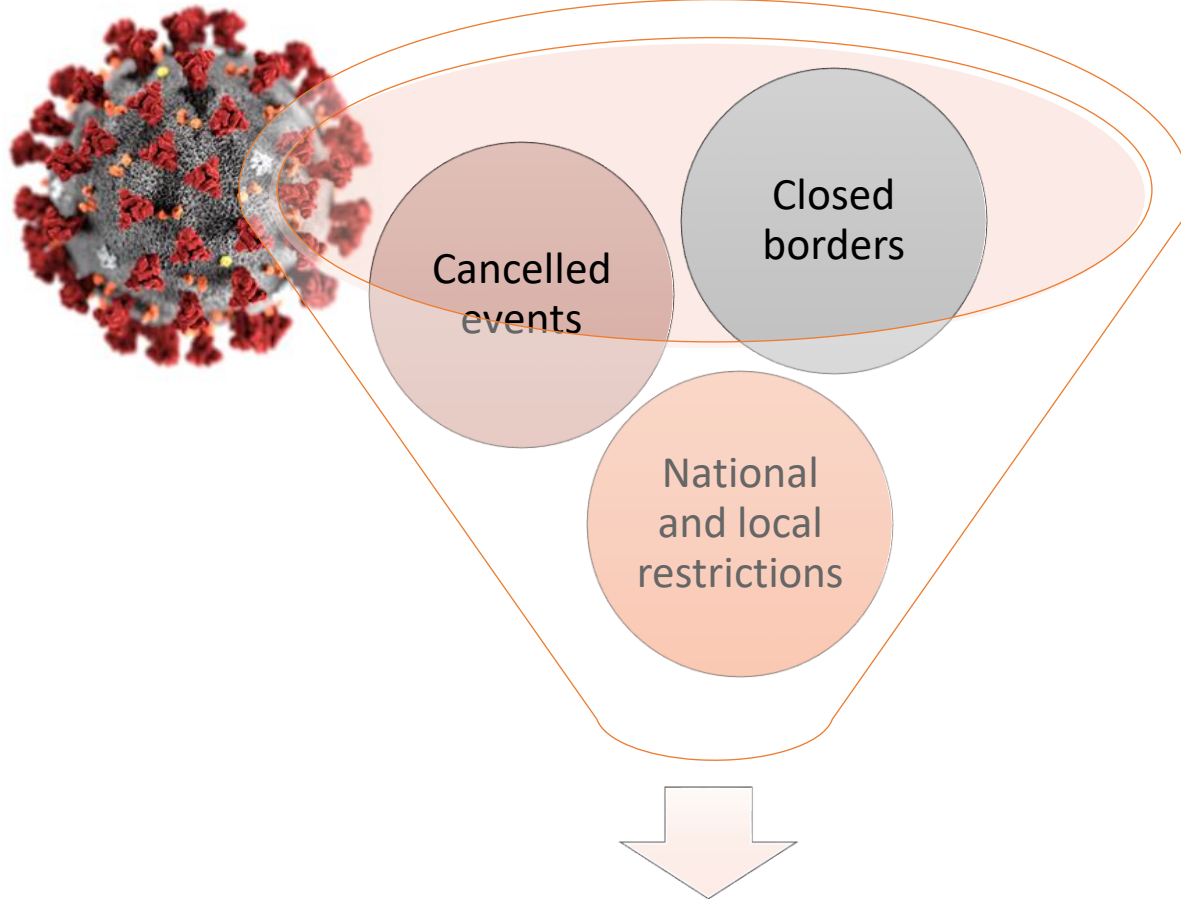
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Impact of COVID-19 on project implementation



How can we implement our projects?



- ▶ Discuss with project partners, share your challenges!
- ▶ Search for a better solution!
- ▶ Consult with JTS!
- ▶ Apply for approval of changes!

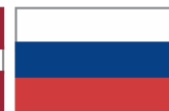
Implementation of project activities under COVID-19 restrictions



Postponing activities	Changing activities to online platform, changing/adapting concept of activities	Cancelling activities
Without an actual plan B simply postponing activities causes a high risk of not implementing at all if restrictions continued	<p>Consider type of event. Can it be organized online without losing its purpose and quality?</p> <p>Can the objective of the project be reached with other types of activities?</p>	Exceptional cases, ensure that there is no negative impact on overall planned project objective, outputs and results.
What are the relevant changes to be made in the budget?		
Have we reviewed our financial and legal commitments that might be affected by changes in project?		
How will the cross-border cooperation element be ensured in project?		



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Implementation of project activities under COVID-19 restrictions

Keep in mind!

- ▶ Changes may not have negative impact on project objectives or oppose the equal treatment of all projects and their beneficiaries
- ▶ **Joint Monitoring Committee** and in case of direct award projects **European Commission** shall take decision in case changes may affect achievement of the Programme output and result indicators or would be an exceptional case from the Programme requirements

Prolongation of project implementation period

- ▶ Apply for major changes at least 2-3 months before project ends
- ▶ Provide real justification for the needed change:
 - ▶ indicate activities that cannot be implemented on time and why
 - ▶ describe your actions to ensure implementation of project activities and reaching planned outputs and results
- ▶ Financial and legal consequences
 - ▶ Programme co-financing shall not be increased
 - ▶ review concluded contracts for implementation of project activities

NB! Project implementation cannot be longer than 31 December 2022!



Thank You! Paldies! Спасибо!

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