

Interreg - IPA CBC Greece - Albania



Project modifications

Managing Authority of European Territorial
Cooperation Programmes
Joint Secretariat of Interreg IPA CBC Programme
“Greece – Albania 2014 – 2020 “
www.greece-albania.eu
www.interreg.gr

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INFO-DAYS ON PROJECT IMPLEMENTATION 4th CALL PROJECTS
Ioannina 18/2, Gjirokaster 25/2 & Korce 26/2/2020

Three (3) levels of project changes

1. Adjustments by the Beneficiaries with notification of the Joint Secretariat / Managing Authority (JS/MA)
2. Modifications approved by the Managing Authority (MA)
3. Modifications approved by the Joint Monitoring Committee (JMC)

General Remarks

- ▶ It is the responsibility of the Lead Beneficiary (LB)
- ▶ All requests have to be well justified
- ▶ No later than 30 days prior to the end of the project
- ▶ LB has to report the modifications in the progress report
- ▶ After the approval, LB, in most cases, has to submit a new/updated version of Application Form (AF) on the MIS
- ▶ The approval of project modifications should not be taken for granted

Initial Procedures

- ▶ LB is responsible to submit the Modification Request to the JS/MA
- ▶ LB must have the consent of all Project Beneficiaries (PBs) of the partnership
- ▶ All budget reallocations are calculated on the basis of the approved budget (Subsidy Contract)
- ▶ Amounts stemming from discounts/ savings cannot be reallocated

LEVEL 1: Adjustments by the PBs

- ▶ 1. Administrative information in the AF, such as changes of contact details
- ▶ 2. Modification of Bank account data, whenever they change
- ▶ 3. Minor adjustments in the SoBC
- ▶ 4. Adjustments of starting / end dates of WPs
- ▶ 5. Reallocation of amounts less than 10% of the budget of PB – they do not affect the objectives and expected results of the project

LEVEL 1 : Procedure

- ▶ Regarding 1–4 cases, PB notifies the LB, who, in turn, has the responsibility to notify the JS/MA
- ▶ LB submits (only last case)
 - Official Notice
 - Modification Request (Standard form) → signed & stamped by the LB
 - Budget Modification Sheet (Standard form), in case of budget reallocation
- ▶ JS/MA provides its endorsement – JS Project Officer (PO) responds by e-mail
- ▶ Adjustments shall be integrated in the New AF, upon consultation with JS PO – Updated version on MIS

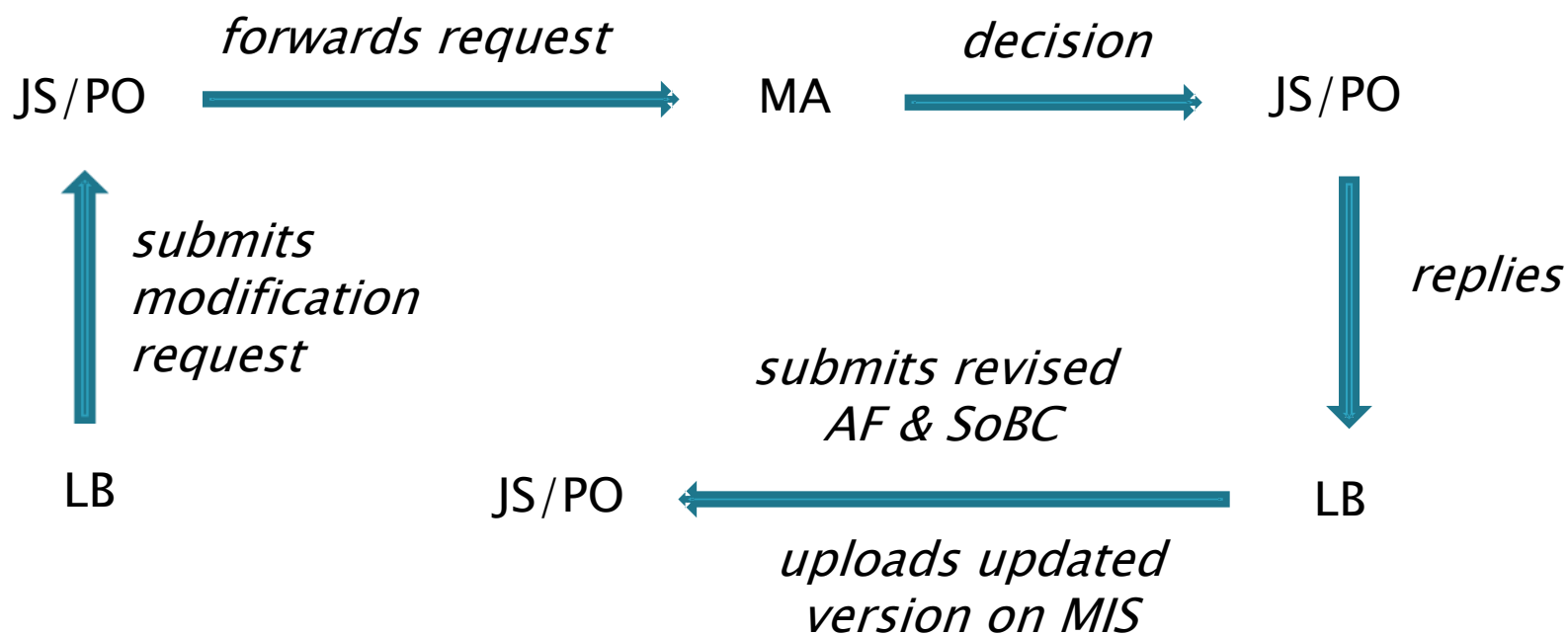
LEVEL 2: Approved by the MA

- ▶ Reallocation between the BCs, WPs, and/or deliverables for amounts over 10% and up to 20% of the total budget of the PB
- ▶ Extension of the closing set date, if not affecting the achievement of the n+3 target
- ▶ Reallocation of resources between PBs of the same country, resulting in a change less than 10% of the project budget

LEVEL 2: Procedure

- ▶ LB consultation with JS
- ▶ Approval by Project Management Team
- ▶ LB submits to JS PO
 - Official notice → electronic & hard copy
 - Modification Request
 - Budget Modification Sheet, in case of budget reallocation
- ▶ Any relevant claim must be sent to the JS/MA no later than 30 days prior to the end date of the project
- ▶ LB has to report these modifications, as changes in the implementation, also in the regular progress report.

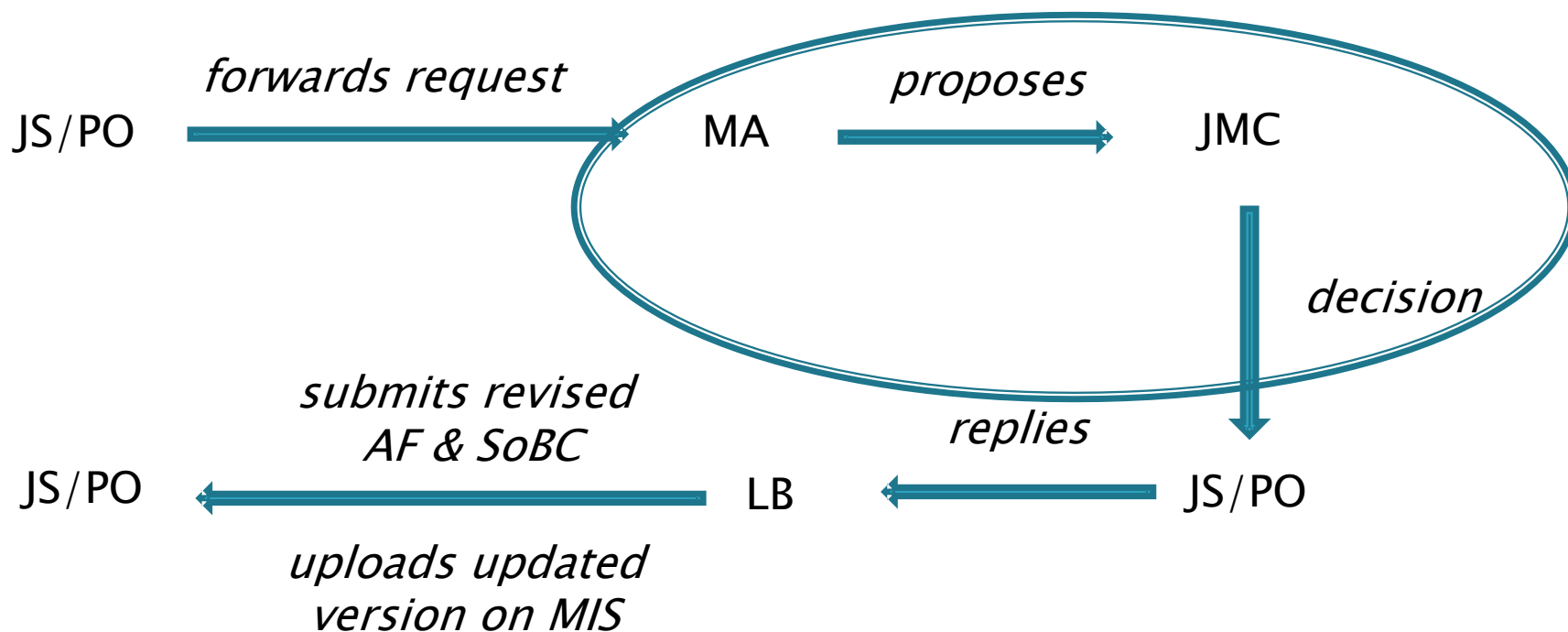
LEVEL 2: Procedure



LEVEL 3: Approved by the JMC

- ▶ Reallocation between the BCs, WPs, and/or deliverables for amounts greater than 20% of the total budget of the PB
- ▶ Reallocation of resources between PBs of the same country, resulting in a change greater than 10% of the project budget
- ▶ Changes to the nature of the project and in particular to the objectives and the expected results
- ▶ Modification to the composition of the partnership
- ▶ Budget modifications decided by JMC, on the basis of sound financial management of the Programme
- ▶ Reallocation of resources between beneficiaries from different countries
- ▶ Addition of new activities leading to the increase of the project budget

LEVEL 3: Procedure



LEVEL 3: Procedure and Cases

- ▶ LB submits to JS PO
 - Official notice → electronic & hard copy
 - Modification Request
 - Budget Modification Sheet, in case of budget reallocation
 - “Letter of withdrawal from the partnership” issued by the partner leaving the project to include the date of withdrawal
- ▶ In the case of change to the composition of the partnership, the new PB has to be at least similar to the one withdrawing – as the JS will evaluate the new proposed beneficiary, all necessary Call documents have to be submitted
- ▶ For any modifications related to infrastructure and works contracts the National Legislation applies to all cases and the responsibility for approval remains to the legal bodies concerned and set by the legislation and not by the JS/MA. The JS/MA has to decide if this affects the project’s scope.

LEVEL 3: Procedure and Cases

- ▶ Modifications requiring Subsidy Contract and Partnership agreement amendment:
 - Article concerning the partnership composition
 - Article concerning the beneficiaries' budget for modifications leading to a beneficiary's overall budget increase or decrease

Available documents at:

www.greece-albania.eu/library

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Thank you for your time!