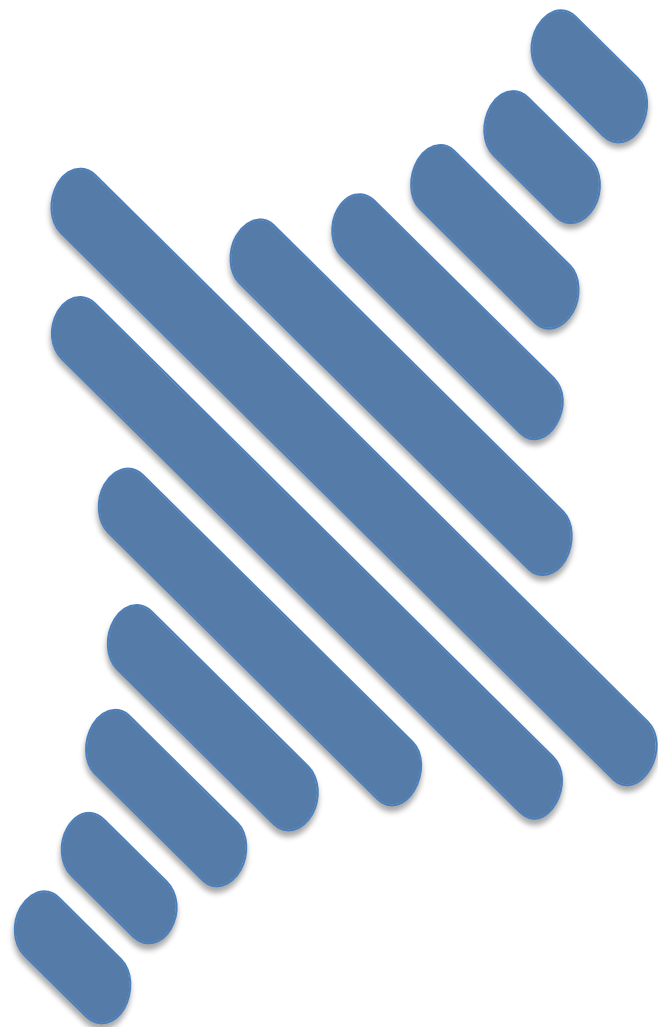


PROJECT MODIFICATIONS

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Project Modifications

Article §6 of the Project Manual

1

Adjustments with the consent of Joint Secretariat

Minor Modification - Article 6.3 of the project Manual

2

Modifications approved by the Managing Authority

Article 6.4 of the project Manual

3

Modifications approved by the Joint Steering Committee

Article 6.5 of the project Manual

4

Revisions of Administrative information – JS notification

Administrative information & Change in Bank accounts

Article 6.2 of the project Manual

GENERAL RULES



%

Discounts cannot be reallocated

Only in exceptional cases, these discounts can be reused or/and can be made available again in the project through a modification approved by the Joint Monitoring Committee.



NOTIFY Joint Secretariat

Project officer of JS should always be informed beforehand



Lead Partner Principle

Lead Partner notifies, submits any request for modification to the Joint Secretariat



Partnership Consent

Lead beneficiary should in certain cases ensure the consent of the Project Management Team

Adjustments with the consent of the JS/MA



Adjustments up to 10% of the approved Budget of each partner

Between WP and budget lines



Adjustment of the justification of budget cost (JoB)

Adjust the budget within items of the same deliverable of the beneficiary that does not affect the budget between WPs and/or budget lines



Minor Change in the content of the deliverable that does not affect the defined objectives, outputs and results

change of location of a certain event, change of equipment defined in the AF with another one serving the same purpose, etc.)

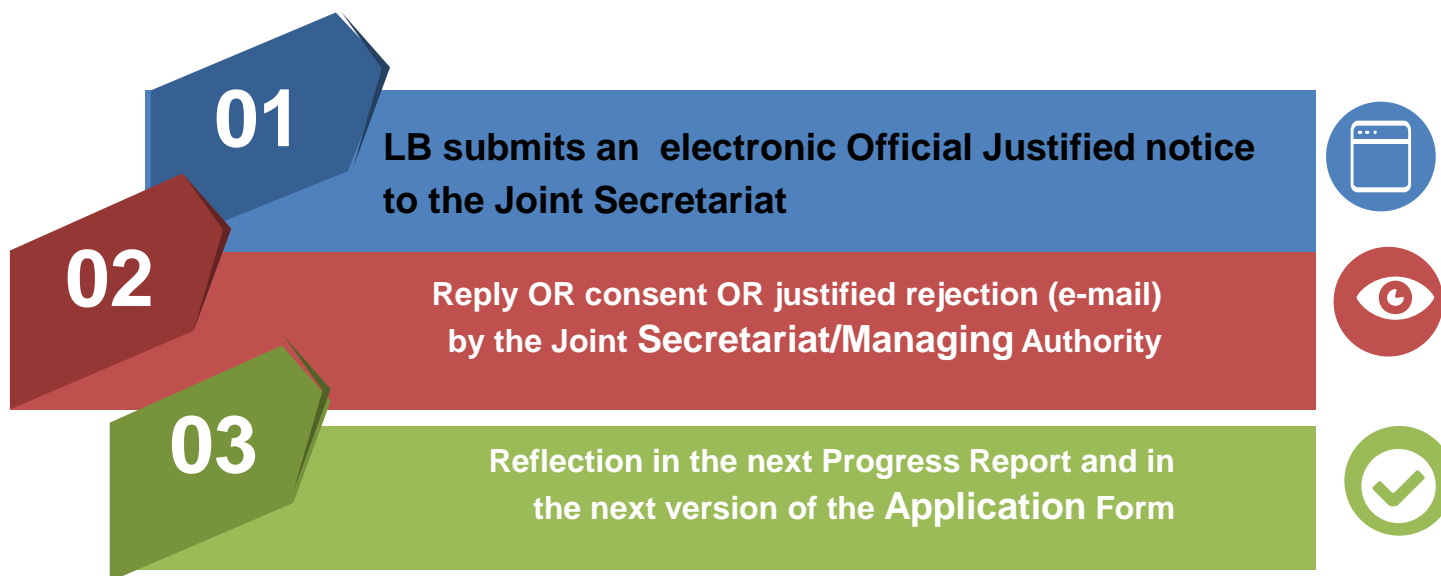


Adjustment of the time plan (start/end of deliverables)

Adjustment to the time plan within deliverables shall not affect the end date of the project

Procedure

Revisions with the consent of the JS



Modification approved by the MA



Reallocation up to 20% of the total budget of each beneficiary

between the project's budget lines and/or among WP and deliverables



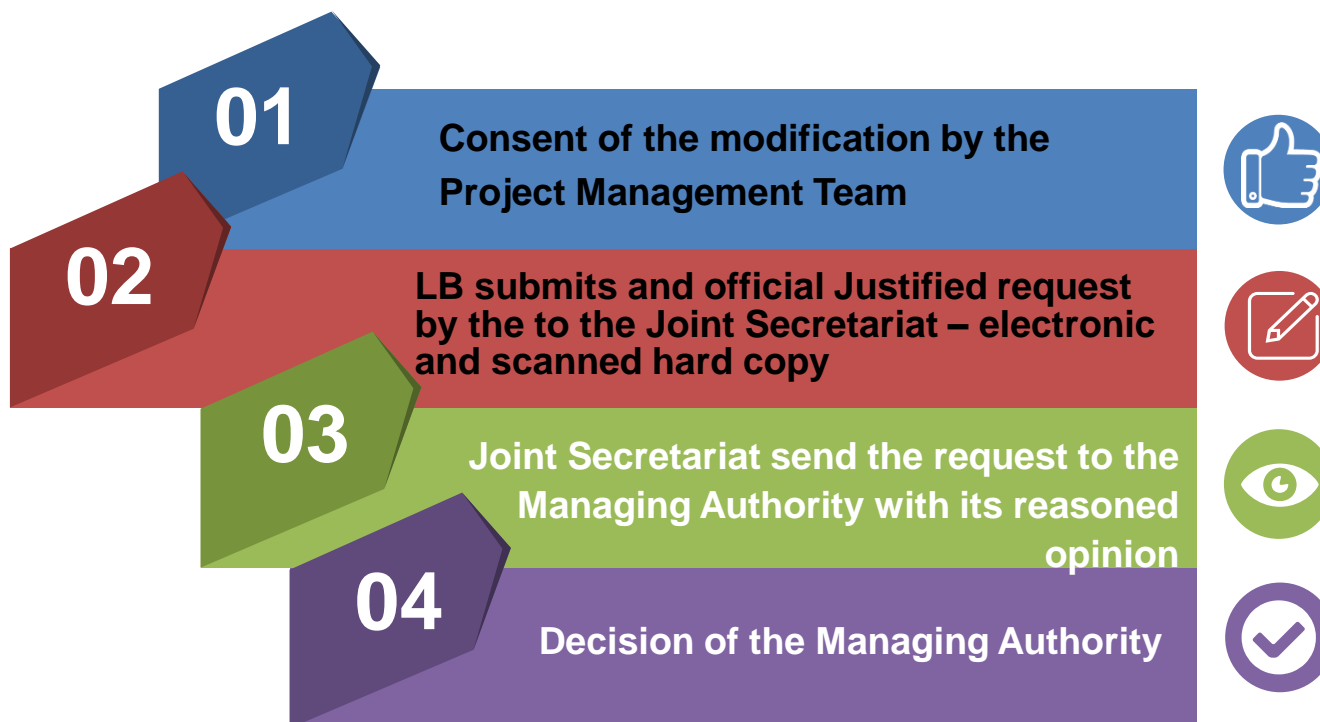
Extension of the end date of the project



Budget reallocation among partners up to 10% of partner's budget in the same partner country

Procedure

Modifications approved by the MA



Modification approved by the Joint Monitoring Committee



Reallocation over 20% of the total budget of each beneficiary

Between partner's deliverables
Between WP/budget lines



Budget reallocation among partners over 10% of partner's budget in the same partner country



Modification to the composition of the partnership

Replacement of partner, withdrawal of partner, new partner



Changes to the nature of the project and in particular to the objectives and expected results



Budget reallocation among beneficiaries from different Partner countries

No increase in the EU contribution



Addition of new activities

Procedure

Modifications approved by the MA



Useful Guidelines



Work always on the correct AF (as approved by MA/JS or officially modified)



Communicate with the project officer in the JS assigned for you project



Modification should be well Justified and prepared.

Specify the reasons for the modification and the improvements achieved with the modification.



LB must keep record of all budget reallocation for all partners



LB has to report the modifications in the progress report



Changes should be uploaded on the MIS (updated/new version)