

Project changes

➔ Background Information

In order to ensure a proper and transparent monitoring of the project implementation, standardised rules on changes of approved projects that might occur have been defined. These rules are outlined in article 8 and 9 of the Subsidy Contract (SC) (see also factsheet 5.2 on *Subsidy Contract*).

Generally, requested changes are approved by the Managing Authority (MA) on the basis of a recommendation of the Joint Technical Secretariat (JTS). However, in specific cases, the approval of the Programme Committee (PC) might be needed.

➔ Guidance

1 “Content related” changes

Different rules apply for content related changes:

- + Content related changes that are not resulting in changes of the results and outputs of the project as laid down in the Application Form (AF) are accepted and shall be reported within the regular Progress Reports (PR).
- + Content related changes that are resulting in changes of the results and outputs as laid down in the AF need the approval of the programme bodies and shall be reported immediately and prior to implementation to the JTS.

2 “Budget related” changes

Budget shifts between work packages, cost categories and project participants do not need any approval as long as they are below 20% of the respective budget line or they are below 10.000 €.

Every shift that goes beyond this limit has to be approved by the PC. Moreover, new investment needs to be explicitly approved by the Programme Committee.

Budget shifts are only allowed within the total project budget, and therefore, no budget changes can be above the ERDF amount granted in the Subsidy Contract art 1 (1).

Deviations from the reporting tranches as laid down in the AF are not allowed except in the case the time table of the activities is changed and this is approved by the PC. Taking into consideration that there is a flexibility of 20%, considerable deviations might lead to de-commitment of funds on project level (see also factsheet 6.1 on *Decommitment of funds*).

3 “Time schedule” changes

As regards deviations from the approved time schedule, the following rules should be considered:

- + Deviations that result in a project prolongation up to six months shall be reported to JTS and MA immediately and need the approval of the MA.
- + Deviations that result in a project prolongation of more than six months shall be reported to JTS and MA immediately and need the approval of the PC.

4 “Partnership” changes

In case the Lead Partner (LP) has been informed that a project partner intends to leave the project, or the Project Steering Committee (PSC) has decided to debar one project participant, the JTS has to be informed immediately via e-mail.

If the contribution of the project participant that left the project is covered by the remaining project participants the LP has to report the new division of work between the project participants as soon as possible, but until three months after the official communication to the JTS at the latest. At the same time the partnership agreement (PA) (see also factsheet 5.1 on *Partnership Agreement*) has to be modified accordingly. The draft of the amendments for approval shall be sent to the MA for approval. If the three months deadline is not respected, a re-approval of the project by the PC is necessary.

In case the contribution of the project participant that left the project shall be at least partially covered by a new project participant, the LP shall send a request to the JTS and provide it with information as regards the new division of work and project budget as soon as possible but within three months at the latest. At the same time it will provide the MA with information on the envisaged amendments of the PA. The JTS will examine the request for the entry of a new participant and give its recommendation, after consultation of the relevant Alpine Contact Point (ACP), within 1 month. The MA will examine and

approve the changes of the PA. The entry of a new project participant has to be approved by the PC, the adaptation of the PA has to be approved by the MA.

In case of a loss of a project participant, the project costs are eligible and will be co-funded until the date on which the Lead Partner (LP) reports to the JTS the backing out of a project participant.

The MA is entitled to withdraw from the SC if the minimum number of project partners is not given any longer. If a reduction of the project partners would mean a change in the classification of the project a re-approval by the Programme Committee is necessary.

5 Request for a project change (general procedure)

The LP has to download the template “Request for Project Change” from the programme website www.alpine-space.eu and submit it filled in to the JTS.

The JTS will then evaluate if the requested change needs any approval of the MA or PC and might request the submission of a revised AF if an approval of the PC is necessary.

If appropriate the PC will take decision on project changes at the occasion of a meeting (usually once per year). Otherwise these decisions can be taken via written procedure. Changes that have impacts on the approved ERDF-funds on programme level are always decided in PC meetings (e.g. exceptional and well justified cases, as the entry of a new project partner).

All project changes requiring an approval of the programme bodies can be implemented only after approval has been given.

Annexes

- + Request for Project Change Form
- + Article 8 and 9 of the Subsidy Contract
- + Partnership Agreement
- + Application Form Step 2 with guidance
- + Guidance Progress Report