



PROGRAMME MANUAL

PROJECT MODIFICATIONS

Version 2, approved by the Monitoring Committee on 24 September 2020

	Content of the modification	Date of the update/Date of approval
V2	Modification of rules and change of the responsible Programme bodies in charge of validating substantial modifications, following the experience of 2020 and the flexibility measures adopted during the pandemic context	24 September 2020
V1	-	May 2017

As much as possible, projects should be implemented in accordance with the approved Application Form. However, if necessary, projects may request a modification of some of the elements of the project. Any modification must be duly justified and cannot alter the objectives of the approved project.

Depending on the impact of the modification on the development of the project, two types of modifications have been identified:

- ❖ **Non-substantial**, managed by the LP in cooperation with its partnership, validated by the project steering committee, and communicated to the JS via the progress report. They do not need the approval by Programme bodies.
- ❖ **Substantial**, requesting a modification of the Application Form and an official approval by Programme bodies. Depending on the type of substantial modification, approval would be made by the Programme Committee or the MA/JS. For more information, kindly see the summary table included at the end of this factsheet.

Depending on the content of the modification, the following types of modifications have been identified:

- ❖ Modifications on partnership composition
- ❖ Budget modifications
- ❖ Modification regarding the Work plan, activities, deliverables and project outputs
- ❖ Extension of the project duration

At the end of the present Factsheet, a table including the different types of modification can be found.

ALL types of modifications must be essential for the achievement of the objectives of the project and must be validated by the project steering committee prior to any further action. Then proceed to implementation if is a non-substantial modification, or request for approval by Programme bodies if is a substantial modification. In case of doubts, LP should contact the JS as soon as possible in order to define the type of modification needed.

It needs to be reminded that no modification will be possible during the first year of project implementation, neither during the pre-contracting procedure.

However, modifications will be exceptionally possible only if requested by the Programme bodies or for the application of new national rules.

Besides, in the case of multi-modular projects it is strongly recommended to concentrate all modifications when passing from one module to the next.

General principles concerning project modifications

- ★ Modifications are allowed in exceptional circumstances and ONLY if they are considered essential for the achievement of the objectives of the project as approved by the Interreg MED Programme Steering Committee.
- ★ **Non-substantial modifications** are accepted provided that they are monitored by the LP, reported to the JS in the relevant progress report, and only if they do not impact project objectives and outputs, or the project implementation timetable

- ★ **Substantial modifications** must be authorized by the Programme bodies, according to procedures established by the present Factsheet.
- ★ Modifications that may compromise the positioning of the concerned operations against the selection criteria that formed the basis of the corresponding financing decisions will not be accepted.
- ★ It is recommended that the partnership reviews the progress and conditions of implementation of the project when passing from one module to another (only multi modular projects) and makes, if needed, a general request for modifications including all adjustments that may be necessary until the project closure. In the case of single module projects, modifications should be avoided as much as possible.
- ★ ONLY the Lead Partner can submit a request for modifications to the JS after approval of the project steering committee.
- ★ All the requests for modifications have to be justified and submitted with the additional documents depending on the type of request.
- ★ On a case by case basis, and according to the type of modification faced by the project, an updated version of the Application Form (through Synergie CTE), of the Partnership Agreement and/or the signature of an Amendment to the Subsidy Contract may be needed.
- ★ If during the JS verification performed, when passing from one module to another modifications are deemed necessary, requested by the project or by the JS, the same procedure presented in this Factsheet must be applied. For further information, please refer to the Factsheet of the Programme Manual « MULTI-MODULAR PROJECTS ».

LP are invited to contact the JS before starting any type of modification procedure in order to have an informal exchange regarding the nature and the scope of the modification and the procedure to be followed.

Update of administrative information

The LP should inform the JS of any change of administrative information¹ and, when necessary, update this information in Synergie CTE.

MODIFICATION	ADDITIONAL DOCUMENTS TO BE PROVIDED
Administrative data (except partner's designation, legal status ²)	▪ Official document stating the modification
Change of contact data of LP/PP, finance or communication manager	-
Change of the postal address of LP	▪ Official document stating the modification
Change of legal representative LP	▪ Official document stating the modification
Change of the bank account of LP/PP	▪ Updated bank information form

¹ Kindly note that any modification of administrative elements linked to (or affecting the) structure and/or legal status of the partner is to be regarded as a substantial modification and it has to be managed as a « Modifications on partnership composition ».

¹² Idem.

Non-substantial modifications

A **non-substantial modification** is any adjustment that does not have a significant impact on project objectives and/or implementation. Non-substantial modifications apply **ONLY** to the **work plan and budget adjustments** within the flexibility limits allowed by the Programme.

Non-substantial modifications do not require approval by the Programme bodies nor submission of a revised project Application Form. Although, non-substantial modifications must be managed by the project LP, validated by the project steering committee, and reported to the JS, through the relevant progress report.

Notwithstanding LP are strongly encouraged to contact the JS before starting any type of modification procedure in order to agree on its nature and scope as well as the appropriate procedure to be followed. Otherwise, should a modification be initially considered and validated by the project steering committee as “non-substantial” and identified, only a posteriori, as “substantial” according to the Interreg MED Programme rules, its eligibility is not guaranteed.

Non-substantial modifications include:

- Adjustment on activities and deliverables
Budget deviation: 20% flexibility rule during project implementation
- Final budget adjustment within the 10% flexibility rule (not exceeding the total approved project budget)

[Adjustments on activities and deliverables of the work plan](#)

A **non-substantial modification** on activities and deliverables of the work plan refers to any deviation from the latest approved Application Form that is considered essential for the achievement of the foreseen objectives of the project with positive impact on project objectives and outputs, and not interfering with the timetable for project implementation and nor the budget within the limits of the flexibility rules. Any modification going beyond this flexibility, and especially those having an impact on the result indicators and outputs should be considered as substantial modification, and in consequence it must be approved by the Programme bodies and will require a modification of the Application form by the LP under the JS supervision.

The following modifications can be considered as adjustments:

- Non-substantial adaptation of the timeline of activities, deliverables and outputs with no impact in the budget within the limits of the flexibility rules and timetable for project implementation.
- Modification of the format, content and scope of activities or deliverables with positive impact on project objectives and outputs, and not interfering with the timetable for project implementation and nor the budget within the limits of the flexibility rules.
- Inclusion of new activities and deliverables in line with the approved Application Form, with positive impact on project objectives and outputs, and not interfering with the timetable for project implementation nor the budget within the limits of the flexibility rules.
- Reduction of activities and deliverables in line with the approved Application Form, with positive impact on project objectives and outputs, and not interfering with the timetable for project implementation and nor the budget within the limits of the flexibility rules.
- Change of WP and activity leader, with no impact on project objectives and outputs, timetable for project implementation and budget within the limits of the flexibility rules.

- Alteration to the content, participation and target groups of communication actions, with positive impact on project objectives and outputs, and not interfering with the timetable for project implementation and nor the budget within the limits of the flexibility rules.

EXAMPLES:

Concrete example of activity modification:

A project foresees a pilot activity to be developed in one municipality by a regional authority partner in the concerned project. After one year from the submission of the project proposal, the same municipality started to develop the activity internally outside the framework of the project. The partner (regional authority) propose to the project to extend the activity at regional level, including 2 additional municipalities.

Concrete example of new activity:

In order to optimize the organization and management of the two rounds of sub-regional training courses included in a foreseen activity, the project sees the opportunity to organize additionally a comprehensive course for all partners in each round. This new activity (organisation of an additional course) would have as output the seminar reports of the four training courses to which the partners from the pilot actions will participate. In order to organize this new activity, no budget modification or delay would be needed.

Adjustments that may lead to the modification of the nature, quantity and use of the planned outputs are to be considered substantial modifications and, in consequence, a request for modifications has to be submitted to the JS by the LP.

Budget deviation: 20% flexibility rule during project implementation

The Application Form contains a detailed budget per partner and project, structured per budget lines and work packages.

Each partner, in the limit of its total budget, has the possibility to shift funds between budget lines and work packages up to 20% of its total eligible budget. This means that overconsumption at budget line and work package level cannot exceed the 20% of the partner total eligible budget and that the total eligible budget of the partner has to remain unchanged.

For this calculation, the budget to be used as a reference is the budget included in the consolidated Application Form. The consolidated Application Form is the one annexed to the signed Subsidy Contract validated after the pre-contracting procedure³.

According to Article 7 of the Partnership Agreement, the LP ensures that this flexibility rule is followed within the partnership. An Excel table to follow the deviation will be provided by the Programme.

There is no need to modify the Application Form or request approval of the JS when applying the 20% flexibility rule. Please note that **exceeding the flexibility limits without prior authorisation of the Programme bodies will result in the ineligibility of the amount exceeding the flexibility.**

Some restriction to this flexibility rule have to be taken into consideration:

- The total eligible budget of the partner cannot be exceeded;

³ In the case of an increase/decrease of the total eligible budget of the partner through a budget substantial modification or the inclusion of new partners, the budget of reference for the partners on which the flexibility rule will apply, will be the one included in the Application Form that states the increase/decrease/inclusion and validated by Programme bodies, according to the table included at the end of this Factsheet (i.e. the AF validated with/resulting from the procedure of substantial modification).

- The approval of the JS is needed in case of expenditure not foreseen in the Application Form that need a validation of the JS according to the Interreg MED eligibility rules;
- The nature, quantity and use of planned equipment cannot be changed without approval of the JS.

EXAMPLE: In the case of a partner with a total eligible budget of EUR 200.000, the addition of the overconsumption of the different budget lines and work packages cannot exceed EUR 40.000, this is 20% of its total eligible budget.

Original breakdown of the partner's budget (ideal budget with only one BL and one WP)		
BL : EUR 100.000	→ 20% flexibility	→ claim up to EUR 140.000
WP : EUR 100.000	→ 20% flexibility	→ claim up to EUR 140.000
REAL CONSUMPTION OPTIONS		
Option A	Option B	Option C
BL : EUR 140.000 WP : EUR 60.000	BL : EUR 150.000 WP : EUR 50.000	BL : EUR 120.000 WP : EUR 120.000
Possible, flexibility respected and total eligible budget not exceed.	Not possible, flexibility exceed.	Not possible, flexibility respected but total eligible budget exceed.

In the case where a reallocation of budget exceeding the 20% flexibility is needed, a substantial modification of the Application Form would be required. Please refer to section « Modification of the budget » of the present Factsheet.

Final budget adjustment

At project closure, within the Final Report, a final adjustment based on the real consumption of the project would be possible.

During final budget adjustment, each partner, in the limit of its total budget, would have the possibility to declare to the budget lines and work package additional expenditure not foreseen in the last approved Application Form, without exceeding a flexibility amount of 10% of its total eligible budget.

More information about the implementation of this final budget adjustment is included in the Factsheet « PROJECT CLOSURE ».

Substantial modifications

A **substantial modification** refers to any deviation from the latest approved Application Form that goes beyond the flexibility rules presented in the previous section. Any substantial modification **must be approved** by the Programme bodies **and will require a modification of the Application form by the LP under the JS supervision.**

Substantial modification apply to one or more of the following project elements:

1. Modifications on partnership composition
2. Modification of the budget (beyond the flexibility rule presented here after)
3. Work plan, project outputs and results
4. Extension of project duration

Modifications on partnership composition

This modification can be necessary in case of withdrawing partner, the substitution or the inclusion of new partners.

In the case of a withdrawing partner, the Programme recommends to replace it with a partner with similar experience and technical competences coming from the same participating country; and taking over the same activities and budget. If this is not possible, partners that match such description may be found from other countries before resorting to spreading the activities/budget among the remaining partners or completely excluded them from the work plan. This last option is only possible in the case of activities that would not impact the achievement of project results as planned in the Application Form initially approved.

The eligibility of expenditure of the new partner starts the day of approval of the modification by the project steering committee. If the modification is not validated by the Programme bodies, no payment may be requested.

In case of institutional changes where, according to the national law, the entity's legal personality does not change and all assets of the replaced structure are taken over (i.e. in cases of universal succession), a prior consent by the Programme bodies is not necessary. However, the LP must submit in due time the related information to the JS together with any document necessary to analyse the legal case.

If the JS, in cooperation with the relevant National Authority, concludes that the conditions for considering the change as a "structural or legal status change" are not fulfilled, the LP will be informed that a partnership modification has to be initiated.

In case of modifications on the partnership composition, the Application Form should be modified and the documentation hereafter mentioned must be added to the request for modification: the new partner(s) declaration(s) (new co-financing amount according to the new Application Form) and the new partner(s) signature of the Partnership Agreement. The LP and the MA should sign an amendment to the Subsidy Contract, once the modification is accepted and the procedure is finalized.

The following table identifies all documents that must be submitted according to the different requests for modifications on partnership composition:

MODIFICATION	ADDITIONAL DOCUMENTS TO BE PROVIDED
Partner withdrawal with activities and/or budget taken over by one or several of the remaining partner(s)	<ul style="list-style-type: none"> ▪ Withdrawal letter of the concerned partner ▪ In the case of a withdrawing partner that already received funds from the Programme: a declaration concerning the observation of obligations deriving from the Subsidy Contract and the Partnership Agreement ▪ Updated partner declaration of partner(s) taking over the budget of the withdrawing partner (with new co financing) ▪ New breakdown of the budget between budget lines and/or work packages ▪ Approval of the project steering committee
Partner withdrawal with replacement by a new partner	<ul style="list-style-type: none"> ▪ Withdrawal letter of the concerned partner ▪ In the case of a withdrawing partner that already received funds from the Programme: a declaration concerning the observation of obligations deriving from the Subsidy Contract and the Partnership Agreement ▪ Partner declaration of the new partner ▪ Approval of the project steering committee ▪ Signed Partnership Agreement

Partner withdrawal without replacement (activities and budget removed)	<ul style="list-style-type: none"> ▪ Withdrawal letter of the concerned partner ▪ In the case of a withdrawing partner that already received funds from the Programme: a declaration concerning the observation of obligations deriving from the Subsidy Contract and the Partnership Agreement ▪ Approval of the project steering committee
Structural or legal status change of partner institution (partner's designation, legal status and region)	<ul style="list-style-type: none"> ▪ Official letter stating the structural/legal change of institution ▪ In the case of a partner that already received funds from the Programme: a declaration from the changed partner concerning the observation of obligations also related to the previous partner institution deriving from the Subsidy Contract and the Partnership Agreement ▪ Updated partner declaration
Addition of a new project partner taking over activities and budget of remaining partners	<ul style="list-style-type: none"> ▪ Letter of partners accepting budget reduction ▪ Partner declaration of the new partner ▪ New breakdown of the budget between budget lines and/or work packages ▪ Approval of the project steering committee
Addition of new associated partners or replacement of an associated partner	<ul style="list-style-type: none"> ▪ Letter of the partner in charge of the associated partner accepting the inclusion ▪ Associated partner declaration of the new associated partner ▪ Approval of the project steering committee

In case of inclusion of a new partner, the relevant national authorities will have to perform the same verifications that were performed during the assessment phase. Moreover, the eligibility rules regarding the partners and the partnership applied to the relevant call will be checked by the JS.

Any of these modifications necessarily imply another type of modifications related to the work plan and the budget. All related modifications must be requested at the same time.

Modification of the budget

This modification concerns the redistribution of the budget lines and/or work packages exceeding the 20% flexibility allowed⁴ by the Programme; as well as budget modifications that may occur when the project needs a budget reallocation between partners on the framework of a partnership modification or a redistribution of activities and responsibilities. For any substantial budget modification an **approval from the Programme bodies is required**. Projects should be aware that a substantial budget modification cannot be requested during the first year of project implementation. In addition the Programme recommends the LP to wait to have a real overview of the project implementation and to make full use of the flexibility rule of 20% before requesting this type of modification.

The modifications on the budget may be the result of:

- A redistribution between budget line and/or WP exceeding the 20% flexibility rule during the project implementation;
- Modifications related to the work plan, as well as in the partnership, that require a transfer of activities and responsibilities together with the budget for the implementation.

⁴ For more information please refer to section « Budget deviation: 20% flexibility rule during project implementation » of the present factsheet.

MODIFICATION	ADDITIONAL DOCUMENTS TO BE PROVIDED
Redistribution between budget lines and/or WP exceeding the 20% flexibility	<ul style="list-style-type: none"> ▪ New breakdown of the budget between budget lines and/or work packages ▪ Approval of the project steering committee
Redistribution of the budget between partners ⁵	<ul style="list-style-type: none"> ▪ New breakdown of the budget between budget lines and/or work packages ▪ Letter of concerned partner(s) acknowledging a reduction of their budget ▪ Updated partner declaration (with new co financing) ▪ Approval of the project steering committee
Reduction of the project budget	<ul style="list-style-type: none"> ▪ New breakdown of the budget between budget lines and/or work packages ▪ Letter of concerned partner(s) acknowledging a reduction of their budget ▪ Approval of the project steering committee

It is to be noted that following the approval of a substantial budget modification, partners having not reached the 20% flexibility threshold can still benefit from the budget flexibility rule (as described here before) in order to perform non-substantial modifications till the project closure. Kindly remember that the 20% flexibility is calculated using as a reference the budget included in the consolidated Application Form attached to the Subsidy Contract of the project after the pre-contracting procedure, and not the Application Form resulting from the substantial modification.

Partners that have reached or exceeded the 20% of flexibility with reference to the consolidated Application Form (attached to the Subsidy Contract of the project after the pre-contracting procedure), can no longer benefit from this budget flexibility rule. And in consequence, if they need a further budget modification it would necessary to request a substantial budget modification.

Modification of the work plan (deliverable and activities), project outputs and results

This modification regards changes in the nature of the project, and more specifically the project objectives and expected results, going beyond the adjustments to the work plan allowed within the flexibility rule.

These modifications include:

- Modification of outputs and/or their characteristics including output indicators targets (quantitative and qualitative changes)
- Substantial adaptation of the timeline of activities, deliverables and outputs with impact on the budget and timetable for project implementation
- Inclusion, reduction or modification (format, content and scope) of activities and deliverables with impact on project objectives and outputs, timetable for project implementation and budget

⁵ The redistribution of the budget between partners must always be made between partners financed through the same fund. That is, **the ERDF released by an EU partner can only be taken over by other EU partners. And the IPA released by an IPA partner can only be taken over by other IPA partners.** If a released budget cannot be taken over by another partner, the budget of the project would be reduced.

At the same time, the ERDF and IPA budget initially approved by the Interreg MED Programme Steering Committee cannot be exceeded. In consequence, in the case of a budget transfer between partners with different co-financing rates, the total eligible budget of the project would be modified without, in any case, increasing the ERDF and IPA budgets initially approved.

- Change of WP leader and activity leader, with impact on project objectives and outputs, timetable for project implementation and budget
- Alteration to the content, participation and target groups of communication actions, with impact on project objectives and outputs, timetable for project implementation and budget

Any modification related to activities considered State Aid relevant or revenue-generating will require a check of the JS and a validation by the Programme bodies.

Any request for substantial modification shall be agreed by the project's steering committee before its implementation and must be justified and officially submitted to the JS. Thereafter, the request shall be validated by MA/JS or the Programme Committee (Steering or Monitoring Committee) at least 1 month before the activity takes place according to the work plan.

Extension of project duration

Partners should respect as much as possible the timing established in the last approved Application Form. The respect of the time plan will be closely checked during the analysis of each progress report and during the verification from the MA/JS before passing from one module to the next.

In exceptional and duly justified cases, the project may request an extension of the duration of the project implementation. This extension must be "necessary" for the full achievement of the objectives and outputs of the project.

The extension of the project duration cannot exceed 6 months.⁶ And shall be requested at least 3 months prior to the original project ending date. No increase of budget will be allowed in the framework of a project extension and all project activities need to be completed by the 30th of June 2022⁷(ending date of the Programme project activities).

Only one request of extension can be accepted per project.⁸

Procedure to be followed in the case of a request for substantial modifications to be approved by Programme bodies

As a general principle, ALL project modifications must be considered essential for the achievement of the project objectives, validated by the project steering committee prior to their implementation and communicated to the JS. An approval of the Programme bodies will be needed depending on the nature and scope of the modification according to the Programme rules established in the present factsheet.

LP are invited to contact the JS as soon as possible before starting a modification procedure in order to define with the responsible Project Officer the nature of the modification and the procedure to be followed.

⁶ Given the pandemic context and only in duly justified cases, a flexibility concerning this rule has been exceptionally applied by the Programme

⁷ The date of June 2022 applies as a rule for all Interreg Med project but in very specific cases (specific calls), this date can be extended following a Monitoring Committee decision, in this case concerned operations would be formally notified by the JS of this possibility.

⁸ Given the pandemic context and only in duly justified cases, a flexibility concerning this rule has been exceptionally applied by the Programme

Please note that the eligibility of expenses of the eventual new partner starts from the date of the project steering committee decision validating the inclusion of the new partner (under the condition that the Programme bodies do approve the partnership change).

In the case of **substantial modifications**, the following procedure needs to be followed:

1. The LP submits to the JS the request for modifications accompanied by the following documents for their analysis:
 - **Decision of the project steering committee:** either the minutes of the meeting during which the decision took place or, the emails of the launch and of the closure of the project written procedure, in case the decision has taken place via a written procedure⁹.
 - Programme template « **REQUEST FOR MODIFICATIONS** » filled in (available on the website of the Programme).
 - New breakdown of the budget between budget lines and/or work packages (template provided by the Programme) – *if relevant*.
 - Partner's documents needed depending on the type of modification – *if relevant*.
 - Any other document needed by the JS for the analysis of the request.

The JS performs an analysis of the request. If needed the JS can contact the relevant National Authority.

The JS informs the LP of the result of this analysis giving detailed feedback. If needed, clarifications and amendments may be requested.

Once the request is accepted for treatment, the LP amends the Application Form in Synergie CTE based on the « **REQUEST FOR MODIFICATIONS** » submitted. The completeness of the Application Form is verified by the JS.

Kindly remember that the acceptance of the request for treatment by the JS cannot be considered as an approval by the Programme bodies.

The full procedure must be followed until the end in order to grant the approval.

2. Depending on the type of substantial modification, the JS submits the request to the Program Authorities authorized to approve the amendments along with its technical opinion.

The Programme bodies' decision (approval/rejection of the request) is communicated by the JS to the LP and after agreement from the programme bodies, the submitted Application form is switched to "approved" by the JS.

The LP signs the new version of the approved Application Form, and uploads the signature page on Synergie CTE

3. In case of approval, and if needed, an amendment of the Subsidy Contract is signed by the LP and the MA of the Interreg MED Programme in the cases foreseen in article 18.3 of the Subsidy Contract¹⁰.

In those cases the LP must send to the JS two original versions of the Amendment of the Subsidy Contract (signed by the LP) and, if applicable, one original version of the revised Partnership Agreement (signed by the LP and the new partner).

One copy of the Amendment and of the revised Partnership Agreement has to be kept by the LP with the rest of the project contractual documents. For more information, please refer to Factsheetsof the Programme Manual « CONTRACTING PROCEDURES ».

⁹ This possibility should be foreseen in the Rules of Procedure of the project steering committee.

¹⁰ Amendments are needed in case of extension of the foreseen deadline for closing activities; change in the partnership; a change in the project's ERDF or IPA allocation; a change in the operation's co-financing rate.

Types of modification: Summary table

Type of modifications		Responsible level for validation				Tool		
		LP	Project Steering Committee	Programme bodies		PR ¹¹	WPL	AF
				MA/JS	Programme Committee			
ADMINISTRATIVE INFORMATION UPDATE								
ADM	Administrative data (except partner's denomination, legal statute and region)	X						▲
ADM	Change of contact data of LP/PP, finance or communication manager	X					▲	▲
ADM	Change of the postal address of LP/PP	X						▲
ADM	Change of legal representative LP/PP	X						▲
ADM	Change of the bank account of LP/PP	X						▲
MODIFICATIONS ON PARTNERSHIP COMPOSITION								
SUBSTANTIAL	Partner withdrawal with activities and/or budget taken over by one or more several of the remaining project partner(s)		X	★				▲
SUBSTANTIAL	Partner withdrawal with replacement by new partner		X		★			▲
SUBSTANTIAL	Partner withdrawal without replacement (activities and budget removed)		X	★				▲
SUBSTANTIAL	Structural or legal status change of partner institution (partner's denomination, legal statute and region)	X		★				▲
SUBSTANTIAL	Addition of a new project partner taking over activities and budget of remaining partners		X		★			▲
SUBSTANTIAL	Addition of new associated partners or replacement of an associated partner		X	★				▲
BUDGET MODIFICATIONS								
NON-SUBSTANTIAL	Budget deviation: 20% flexibility rule during project implementation	X				▲		
SUBSTANTIAL	Redistribution between budget lines and/or work packages exceeding the 20% flexibility rule	X	X	★				▲
SUBSTANTIAL	Redistribution of the budget between partner		X	★				▲
SUBSTANTIAL	Reduction of the project budget		X		★			▲
NON-SUBSTANTIAL	Final budget adjustment	X	X			▲		
MODIFICATION REGARDING THE WORK PLAN, PROJECT'S OUTPUTS AND RESULTS								
NON-SUBSTANTIAL	Non-substantial adaptation of the timeline of activities, deliverables and outputs with no impact in the budget and timetable for project implementation		X			▲		
NON-SUBSTANTIAL	Modification of the format, content and scope of activities or deliverables with positive impact on project objectives and outputs, and not interfering with the timetable for project implementation and nor the budget		X			▲		
NON-SUBSTANTIAL	Inclusion of new activities and deliverables in line with the approved Application Form, with positive impact on project objectives and outputs, and not interfering with the timetable for project implementation and nor the budget		X			▲	▲	
NON-SUBSTANTIAL	Reduction of activities and deliverables in line with the approved Application Form, with positive impact on project objectives and outputs, and not interfering with the timetable for project implementation and nor the budget		X			▲	▲	
NON-SUBSTANTIAL	Change of WP and activity leader, with positive impact on project objectives and outputs, and not interfering		X			▲		

¹¹ PR: Progress Report; WPL: Web Platform; AF: Application Form

¹² In the case of replacement of a withdrawing partner with a partner with similar experience and technical competences coming from the same participating country; and taking over the same activities and budget (Programme recommendation), the replacement is to be validated by the MA/JS, after verification of the relevant National Authority.

	with the timetable for project implementation and nor the budget							
NON-SUBSTANTIAL	Alteration to the content, participation and target populations of communication actions, with positive impact on project objectives and outputs, and not interfering with the timetable for project implementation and nor the budget		X			▲	▲	
SUBSTANTIAL	Modification of outputs and/or their characteristics including output indicators targets (quantitative and qualitative changes)		X	★				▲
SUBSTANTIAL	Substantial adaptation of the timeline of activities, deliverables and outputs with impact on the budget and timetable for project implementation		X	★				▲
SUBSTANTIAL	Inclusion, reduction or modification (format, content and scope) of activities and deliverables with impact on project objectives and outputs, timetable for project implementation and budget		X	★				▲
SUBSTANTIAL	Change of WP leader and activity leader, with impact on project objectives and outputs, timetable for project implementation and budget		X	★				▲
SUBSTANTIAL	Alteration to the content, participation and target populations of communication actions, with impact on project objectives and outputs, timetable for project implementation and budget		X	★				▲
EXTENSION OF THE PROJECT DURATION								
SUBSTANTIAL	Extension of the project duration		X	★				▲