

Interreg



Co-funded by
the European Union

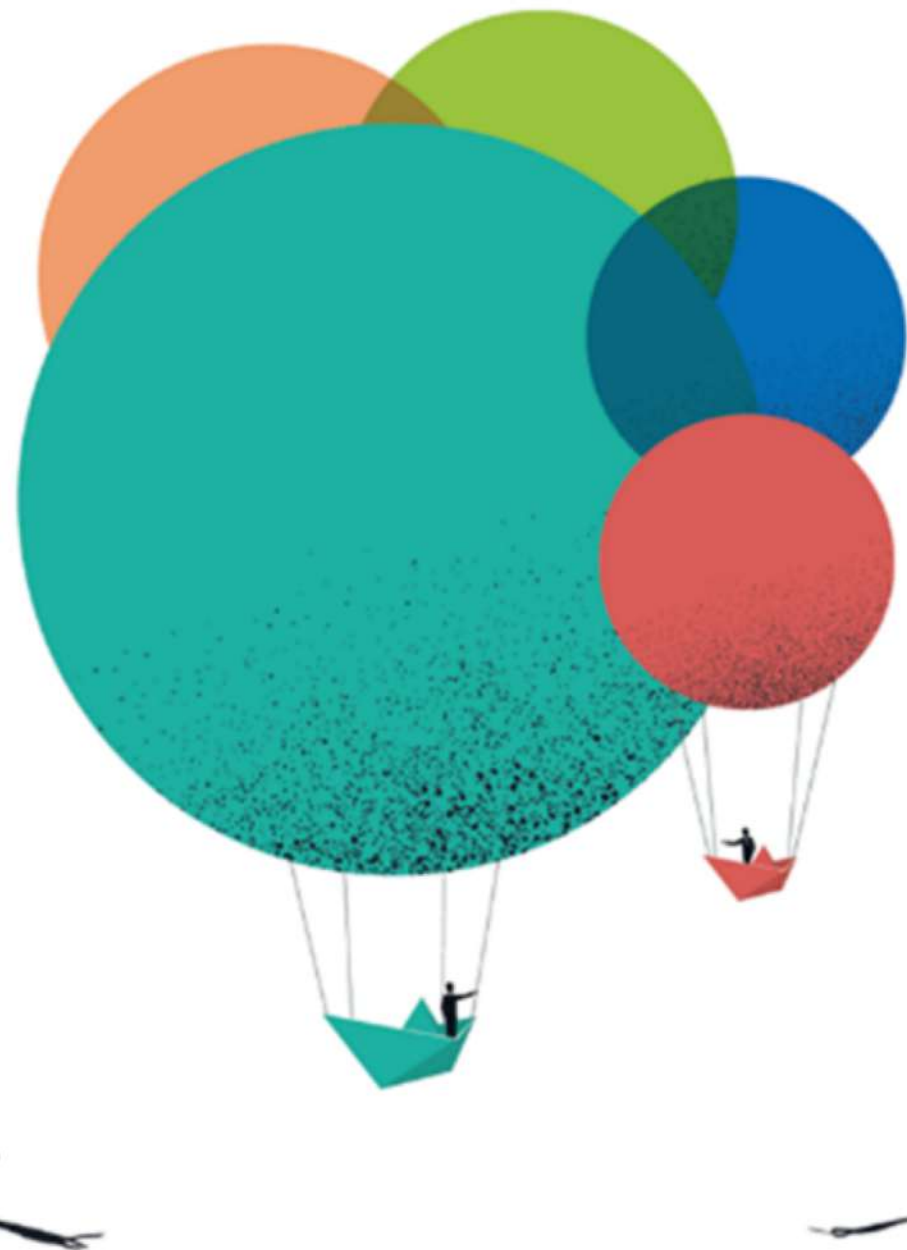
IPA South Adriatic



Standard projects IMPLEMENTATION PHASE: PROJECT CHANGES



REGIONE
PUGLIA



IMPLEMENTATION PROCEDURES

<https://www.italy-albania-montenegro.eu/programme/south-adriatic-2021-27/south-adriatic-calls>



Study FACT SHEETS of the Programme manual!
Get familiar with the Intervention logic /
Performance Framework
(i.e. activities-deliverables-outputs-results)

Programme

The Programme in a nutshell >

South Adriatic 2021-27 >



South Adriatic Docs >

[South Adriatic Calls](#) >

South Adriatic Manual >

South Adriatic Jems >

Project changes_F.S. 4.7



TYPE OF MODIFICATIONS	DESCRIPTION	REQUIRED ACTION
ADJUSTMENTS	minor adaptation or modification of the format of activities or deliverables or adjustments in partner budget section.	Reported in the Joint progress reports
MINOR CHANGES	elements which can be implemented within a certain range of flexibility, but which need to be processed into JEMS, updating the AF.	Notified to JS/MA
MAJOR CHANGES	changes which concern a core element of the project and require a formal request for change to be submitted to the JS/MA and the prior approval by the relevant programme bodies.	Approved by MA/MC

The basis for project changes is the latest approved AF.

COMPULSORY: LP shall send an e-mail to inform the assigned JS officer on necessary project modification, independently on the change's nature, including relevant attachments

A Request for budget reallocation shall be always accompanied by a separate justification for each altered budget line. (cfr Annex 2 template of F.S. 4.7)

Project changes_F.S. 4.7

ADJUSTMENTS

- NO AF modification required – **NO modification request in Jems**
- **COMPULSORY:** inform the JS in advance by email and report the modification as deviation in the related WP of the PARTNER REPORT -- section “project progress report identification – partner problems and deviation”, providing the necessary justification

MINOR CHANGES

- Modification of administrative elements
- Budget flexibility up to 20% of the partner’s total budget

TIPS for MINOR changes TIMING

To be initiated at the latest **30 days before the end of the reporting deadline**

AVAILABLE TOOLS

Annex 2_Template Request for budget changes (xls file)
NB. In case of more requests of minor budget changes, the cumulative % of different requests shall be monitored to check the thresholds (20%).

Project changes_F.S. 4.7

MAJOR CHANGES

- Partnership changes;
- Budget change between partnership;
- Budget changes, exceeding level of flexibility allowed;
- Changes in the project's duration
- Changes in the content and/or activities of the Project.

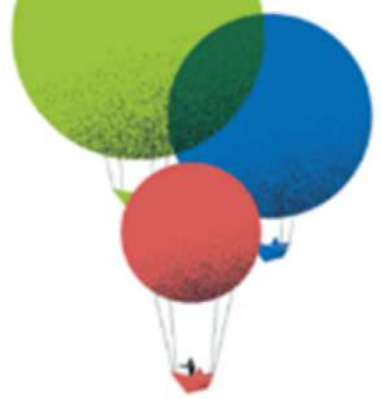
WARNING: Financial implications of a partnership change are not considered as budget change

AVAILABLE TOOLS

Annex 1_template for project major changes (word file)

Annex 2_Template Request for budget changes (xls file)

Project changes_F.S. 4.7



TIPS for MAJOR changes TIMING

any major change procedure should be initiated :

1. at the latest **30 days before the end of the implementation period**
2. project extension request **at least 60 days before** the project ending date.



Type of change	Details	Programme Body in charge of approval
Administrative changes	//	Notification to JS/MA
Budget flexibility	Up to 20%	Notification to JS/MA
Partnership changes	//	MC
Budget change of the partner's total budget	Above 20%	MA
	Budget change between Partners	MC
Changes in project duration	up to max. 12 months, with exception of SSP (6 months)	MA
Content changes	Workplan changes and targets for the output indicators above 30%	MA
	substantial content changes	MC

Interreg



Co-funded by
the European Union

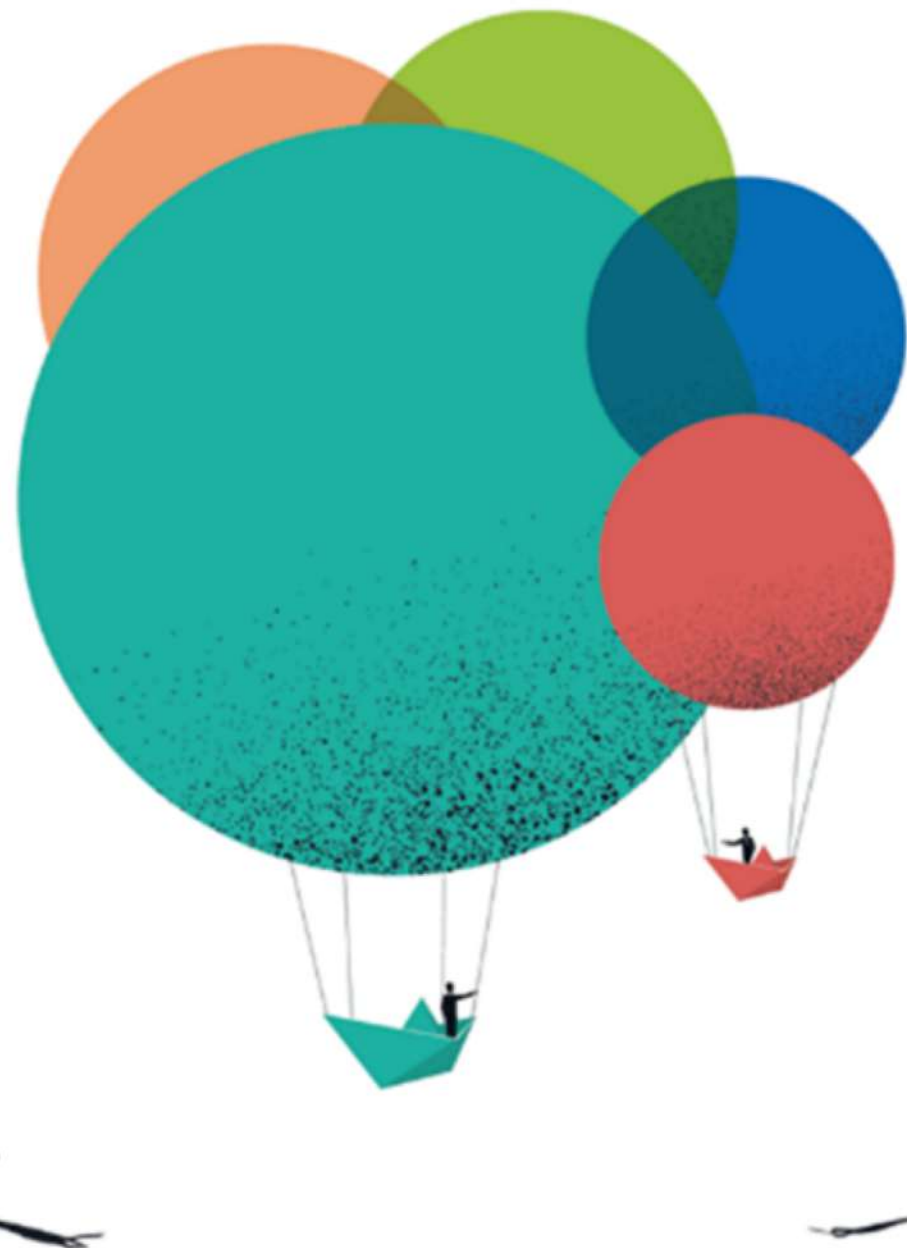
IPA South Adriatic



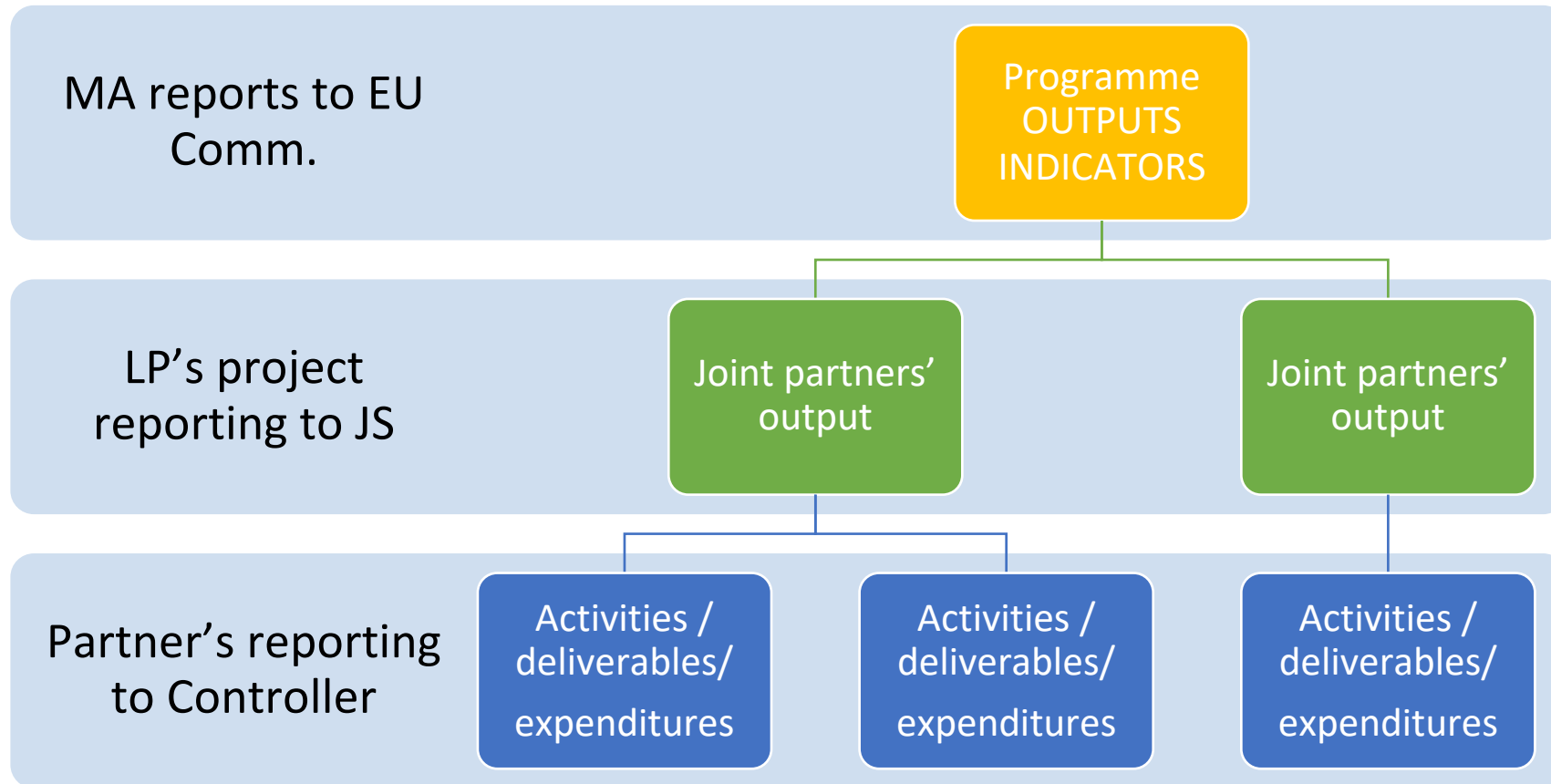
Standard projects REPORTING PHASE: PROJECT REPORTING



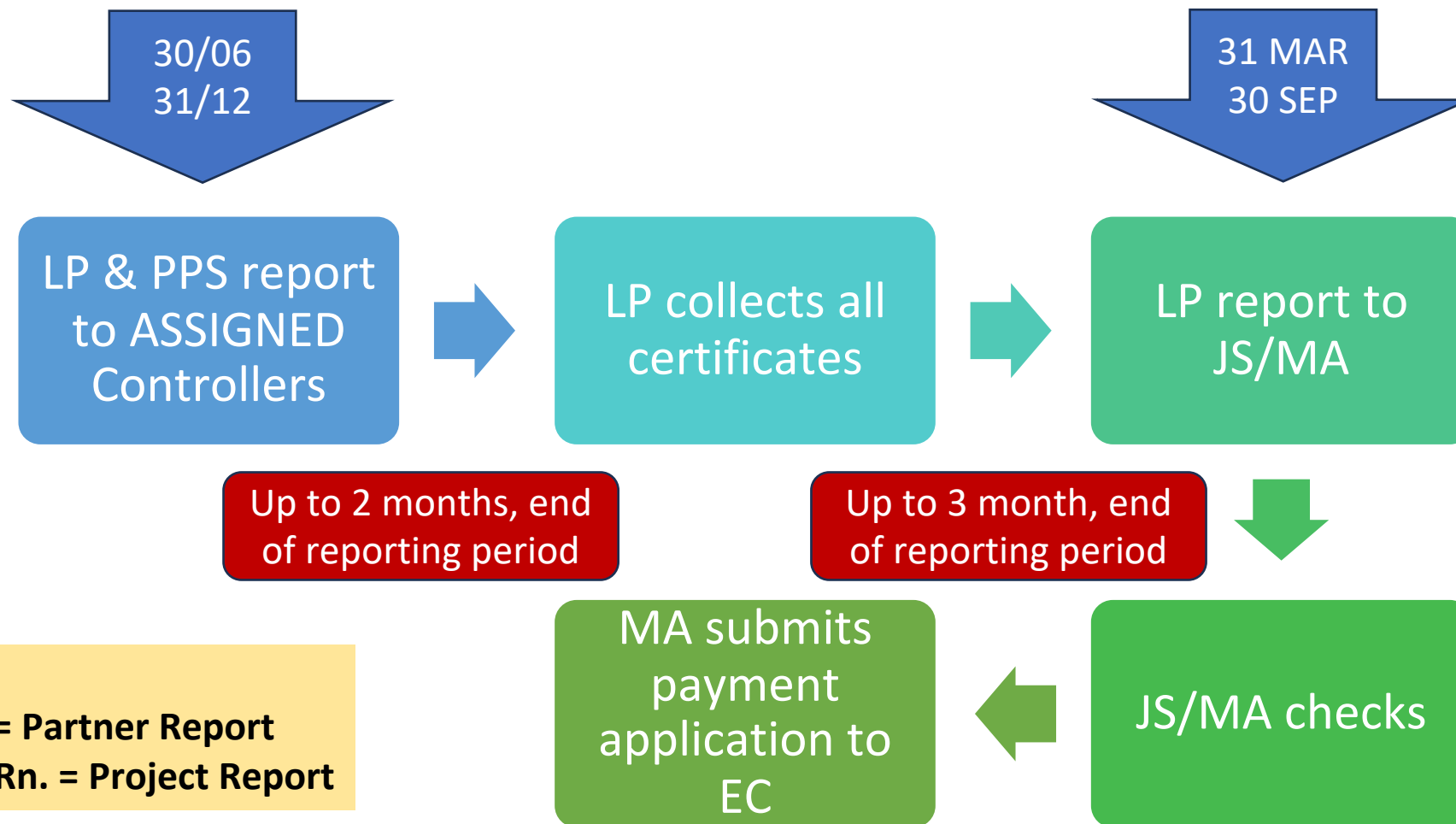
REGIONE
PUGLIA



REMEMBER the system logic



Standard projects REPORTING FLOW



ALERT!

R1, R2, Rn. = Partner Report

PR1, RR2, PRn. = Project Report

TIPS for **PARTNERS'** REPORTING

The Partner report (R1, R2, Rn.) consists of different sections
(cfr. **Jems - tabs at the top**)

- Report identification
- Work plan progress
- Public procurements
- List of expenditures
- Contributions
- Report annexes
- Report export
- Financial overview
- Submit.

NO restrictions for the number of reports to be created

TIMING: every 6 months

MAIN gaps- REPORTING phase

At partner level

- TIME OF REPORTING:
 - **R deadline** - according to defined LP deadline (**NOT by the PR deadline!**):
 - Verification by controllers: Plan at least 30 days, i.e. submit each Rn. within 15 days after the end of each period
- AVOID to submit report at 0,00 expenditures (do it only if relevant!)
- Remind to include preparation costs in R1 and closure costs in last Rn. (**only for LP**)

MAIN gaps - REPORTING phase

At partner level

Content of reporting (avoid any confusion for the Controller)

- Be short and efficient in the description
- Upload only the complete supporting documents linked to the “closed output/deliverables” in the related section
- All uploaded documents must be correctly titled and organized
- Do not duplicate files in different sections of the report
- Alert on any further attachments which contribute to horizontal activities, since they should be filled in only if relevant for the Controller or for the LP, to avoid any kind of confusion

ALERT on the section “report annexes” - once uploaded is not possible to delete them anymore)

Upload directly here only general attachments not linked to any specific activity/deliverable
(eg. management tools or general communication tool)

TIPS for LP's REPORTING

The PROJECT REPORT (PR1, PR2, PRn.) consists of different sections
(cfr. Jems - tabs at the top)

- **Project Report identification – Alert on *Highlights of main achievements* !**
- Work plan progress
- Project Results & horizontal principles
- List of partner certificates
- Project report annexes
- Financial overview
- Report exports
- Submit.

NO restrictions for the number of reports to be created

TIMING: every 6 months

MAIN gaps in PROJECT REPORTING

At project level (**FOR LP**)

- TIME OF REPORTING: **PR deadline by 3 months** after the end of each period
 - **in terms of content** do not create confusion between
 - a (R) - to be certified by your Controller
 - a (PR) - to be checked by the JS (*summary of activities done by all partners, relevant on going achievements, relevant number of target groups reached, relevant CB added value, capitalization achievements, relevant mentions and prizes, etc.*)
1. upload only relevant final deliverables/final outputs
 2. In any PR include only certified expenditures
 3. **Alert on TEXT *Highlights of main achievements* in Project Report identification section!** - understandable for general public, to be used by the Programme for EVAL-COM-CAP purposes

S.A. EMBEDDING STRATEGIES & SYNERGIES



SOUTH ADRIATIC Clustering plan & ROADMAP



S.A. EMBEDDING STRATEGIES, SYNERGIES & FUTURE

1. SMART SA

2. GREEN SA

3. CONNECTED SA

4. SOCIAL SA

5. GOVERNED SA

SA CAPITALIZATION

- HORIZON 2020
- POR Puglia
- Interreg 14-20
- Erasmus +
- Local strategies

SA OVERVIEW

- 5 strategic projects
- 39 SSP
- 43 Standard projects

SA CLUSTERING

1. FOOD
2. BLUE ECONOMY
3. RESILIENCE
4. SMART CITIES
5. TERRITORY & HOSPITALITY
6. SAFETY & CONNECTIVITY

SA NEXT

- GET INSPIRED on air!
- Strategic projects & EUSAIR
- Multiprogramme initiatives
- POST 27 planning

SA CROSS CUTTING

- Digitalization & AI skills
- climate change
- governance
- Tourism&Culture
- R&D

Uploading rules in JEMS

check FS 4.1 Reporting

«REFERENCE GRID FOR ARCHIVING AND REPORTING ISSUES IN JEMS»

- **APPLICATION FORM** - modification section
- **CONTRACTING** - CONTRACT, PROJECT, PARTNER Details sections
- **REPORTING** – workplan progress (deliverable/output/results), public procurement, list of expenditures sections, report annexes
- **SHARED FOLDER** section

ALERT!

In REPORT ANNEXES and SHARED FOLDER sections is not possible to delete uploaded files after reports submission

In (R)-LIST OF EXPENDITURES section, is not possible to delete costs after reports submission

PAYMENT FLOW

EC pays
IPA to MA



MA pays
IPA to LP



80 days rule (EXCL.
CLARIFICATION
TIME)

LP pays
IPA to PPs

ITALIAN CO-FINANCING FDR
IS PAID AT THE END OF THE
PROJECT BY MA TO ITALIAN
PPS **_cfr. F.S. 5.1**