

PROJECT GUIDANCE

Changes

Version 1.0

This guidance covers the steps necessary to start and submit a change in the Online Monitoring System for small-scale projects and regular projects. The guidance covers examples of changes that can be requested as part of a basic information, minor or a major change. For more information about the scope of minor or major changes, please consult [Fact Sheet 25](#).

Functions **directly involved** in the procedure covered by this guidance;

- **Project managing user** – Will request the minor or major change and provide good arguments for why the respective change is needed.
- **Partner managing user** – Will initiate the signing procedure of a new letter of intent (see example major change) or self-declaration (see second example minor change) – if needed.

Functions **affected by** the procedure covered by this guidance;

- **Project authorised signatory** – Will submit the change request to the Joint Secretariat.
- **Signatory** – The term "signatory" used in this guidance is not to be mistaken for the term "Project authorised signatory". In this guidance the term "signatory" covers an individual who legally will and can sign self-declaration and letters of intent on behalf of the partner organisation. The signing of the self-declaration and the letter of intent by the signatory is carried out electronically outside the OMS and no OMS user account will be created for the individual during this process.

How to start a change?

You can start a change request by clicking on "Changes" in the left hand menu and afterwards add a "+New Change Request" in the upper right corner.



Changes



New Change Request

A title for the change request must be filled out that will reflect what the content of the change is about.

Project *

C7Da

Change Request number

1

The change request number refers to which change this is for the project as a whole, rather than which change this is for an individual partner.

Title *

Budget line shifts for one partner

When submitting a change request, there are two possibilities. Either you submit one change for approval or you submit several changes as a bundle. The title of your change request must make sense and reflect what the content of the change request is about.

The type of change (basic information, minor change or major change) must be chosen.

Request Type *



Basic Information



Minor Change



Major Change

Basic Information requests may contain changes in the details of Partners (but not the organisation name) and details of Partner Contacts. Basic Information requests can be submitted by Partners and approved by a Project Manager without confirmation from the North Sea JS.

Minor change requests are approved by the North Sea JS. They include changes in partners' organisation names (but not replacements) and legal status as well as project objectives and other parts of the application form that do not result in significant changes in the outputs and budget.

Major change requests are approved by the Monitoring Committee and include changes to the most critical parts of the application form including significant changes to the budget. During the lifetime of your project you can submit two major changes.

You can then make use of the button "Edit application" in the upper right corner.



Edit application

Actions ▾

All fields that are editable are marked by a little pen icon. In the example below, the section B.1 Partners is editable.



B.1 Partners

How to cancel a change?

If you have started a change request by mistake you can cancel it by clicking on the "Action" and "Cancel Change Request" button in the upper right corner.



Edit application

Actions ▾



Cancel Change Request



Export PDF



View application: C7Da



Partners Documentation



Project access

You will be asked to confirm the cancellation of the change request. If you can agree, please click on "Proceed".

Confirmation

Cancel and remove Change Request

You are cancelling this Change Request. The action can not be undone.



The change request has been cancelled.

Notice

Request cancelled

The Change Request has been cancelled.

[View all changes](#)

Editable sections (basic information change)

When working on a basic information change, only the section "Partners" is editable.

Editable sections (minor change)

When working on a minor change the sections "Partners", "Work Plan", "Budget", "Funding" and "Spending" are editable.

Editable sections (major change)



When working on a major change the sections "Identification", "Partners", "Work Plan", "Results", "Budget", "Funding" and "Spending" are editable.

Example basic information change: changing the address of a partner

In case you want to change the address of a partner, you have to edit the section "Partners".



You are able to edit the partner's details by clicking on the blue plus.

	1	SSP Lead Partner 	Address: Delfon 192, 54248 Thessaloniki, Belgium (NUTS: BE100) Website: www Contacts: Demian LeadBen	188 €
		<i>Lead Partner</i>		
		VAT number: 1111		
		Entitled for VAT recovery: Yes		
		Legal status: Public		
		State aid:		
		Letter of intent:		
		Self declaration:		

You have the possibility to make changes to "Partner identity", "Partner address" and if applicable "Department address".

Partner identity

Partner address

Department
address 

You can then change the address by clicking on "Partner address".

Partner address

Country *

Denmark

Postal Code *

8800 - (Vestjylland)

Enter your postal code without spaces or dashes.

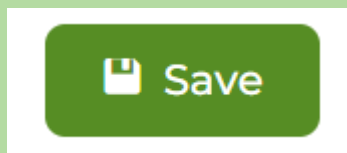
City *

Aarhus

Address *

Ringvej 334

Make sure that all mandatory fields are filled out (also under "Partner identity" and if applicable "Department address"). Click on the "Save" button to save the changes made.



You will receive a confirmation.

Change Request item

Close

Your request has been executed.

The entry that has been changed is now highlighted in yellow.

You always have the possibility to cancel the change by clicking the yellow cross.


1

SSP Lead Partner
Lead Partner
VAT number: 1111
Entitled for VAT recovery: Yes
Legal status: Public
State aid:
Letter of intent:
Self declaration:

Address: Delfon 192, 54248
Thessaloniki, Belgium (NUTS: BE100)
Website: www

Contacts:

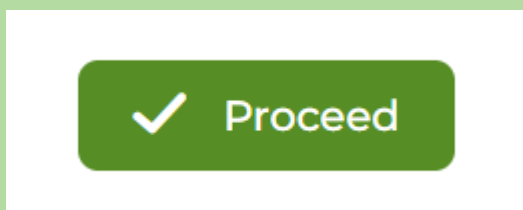
€

When clicking on the yellow cross you will be able to see the change that you have requested.

Change Request item Close

Date of Modification	2021-10-17 13:36:46	2023-11-02 10:54:20
Country	Belgium	Denmark
Postal Code	54248	8800
City	Thessaloniki	Aarhus
Address	Delfon 192	Ringvej 334
NUTS 3 Region (code)	- BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad	- DK041 Vestjylland

When clicking on "Proceed", the change will be cancelled.



Example minor change: making a partner inactive

In case a partner must be made inactive in the partnership, you have to edit the section "Partners".



You are able to edit the partner's status by clicking on the blue plus.

	2 Vasso Org  Abrv.: \$\$\$ <i>Project Partner</i> VAT number: 222222 Entitled for VAT recovery: No Legal status: Public State aid: Not State Aid Relevant Letter of intent: Self declaration:	Address: Delfon 192, 54249 Thessaloniki, Norway (NUTS: EL522) Website: www Department: thes Dept. Address: Delfon 192, 50100 Thessaloniki, Greece (NUTS: EL531) Contacts: PrtNorway Manager	84 €
---	---	---	------

You have the possibility to make changes to "Partner identity", "Partner address" and if applicable "Department address".

Partner identity

Partner address

Department
address 

The status of a partner (active/ inactive) can be found and edited under "Partner identity".

In order to make a partner inactive, the button must be switched to "Yes".

Inactive Partner

☐ No ☒ Yes

This function should only be applied to partners that are prevented from continuing in the project because of bankruptcy reasons etc. If enabled, this partner will be permanently marked as inactive. It will not be possible to be edited in a future change. Inactive partners are not part of periodic reports and cannot claim any expenditures to the programme.

Make sure that all mandatory fields are filled out (also under "Partner identity" and if applicable "Department address"). Click on the "Save" button to save the changes made.

 Save

You will receive a confirmation.

Change Request item

✕ Close

Your request has been executed.

The entry that has been changed is now highlighted in yellow. The partner is now marked as "Inactive".

			2	Vasso Org Inactive	Address: Delfon 192, 54249 Thessaloniki, Norway (NUTS:)	€
				Abrv.: \$\$\$	Website: www	
				<i>Project Partner</i>		
				VAT number: 222222		
				Entitled for VAT recovery: No	Department: thes	
				Legal status: Public	Dept. Address: Delfon 192, 50100	
				State aid: Not State Aid Relevant	Thessaloniki, Greece (NUTS:)	
				Letter of intent:	Contacts:	
				Self declaration:		

You always have the possibility to cancel the change by clicking the yellow cross.

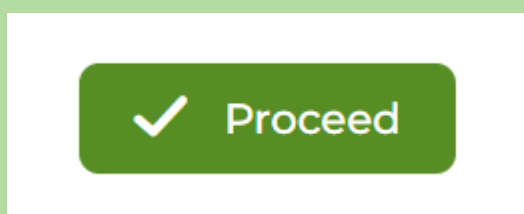
			2	Vasso Org Inactive	Address: Delfon 192, 54249 Thessaloniki, Norway (NUTS:)	€
				Abrv.: \$\$\$	Website: www	
				<i>Project Partner</i>		
				VAT number: 222222		
				Entitled for VAT recovery: No	Department: thes	
				Legal status: Public	Dept. Address: Delfon 192, 50100	
				State aid: Not State Aid Relevant	Thessaloniki, Greece (NUTS:)	
				Letter of intent:	Contacts:	
				Self declaration:		

When clicking on the yellow cross you will be able to the change that you have requested.

Change Request item Close

Inactive Partner	No	Yes
VAT Number	222222	222222
Date of Creation	04/10/2021 12:23:02	04/10/2021 12:23:02
Entitled for VAT recovery	No	No
Date of Modification	2021-10-17 20:42:45	2023-11-02 11:56:02

When clicking on "Proceed", the change will be cancelled.





Example minor change: Changing the state aid status of a partner

In case the state aid status of a partner must be changed, you have to edit the section "Partners".



You are able to edit the partner's state aid status by clicking on the blue plus.

	2	Vasso Org 	Address: Delfon 192, 54249 Thessaloniki, Norway (NUTS: EL522)	84 €
		Abrv.: $\zeta\zeta\zeta$	Website: www	
		Project Partner	Department: thes	
		VAT number: 222222	Dept. Address: Delfon 192, 50100 Thessaloniki, Greece (NUTS: EL531)	
		Entitled for VAT recovery: No	Contacts: PrtNorway Manager	
		Legal status: Public		
		State aid: Not State Aid Relevant		
		Letter of intent:		
		Self declaration:		

You have the possibility to make changes to "Partner identity", "Partner address" and if applicable "Department address".

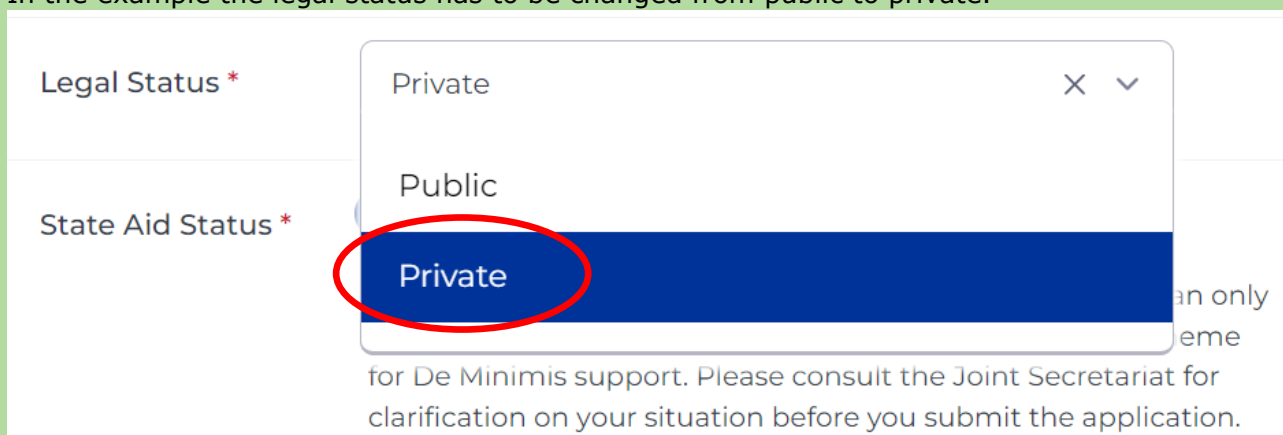
Partner identity

Partner address

Department
address 

The state aid status can be found and edited under "Partner identity".

In the example the legal status has to be changed from public to private.



Legal Status *

Private

Public

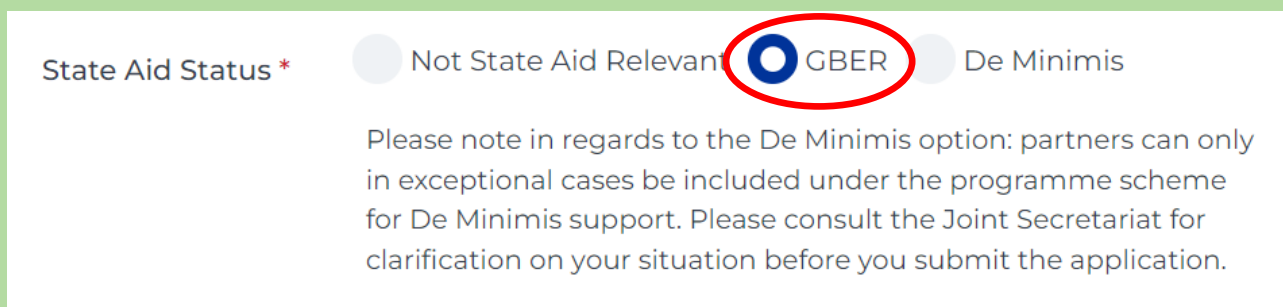
Private

State Aid Status *

can only
eme

for De Minimis support. Please consult the Joint Secretariat for clarification on your situation before you submit the application.

Afterwards the state aid status will be changed from "Not State Aid Relevant" to "GBER".



State Aid Status *

☐ Not State Aid Relevant ☒ GBER ☐ De Minimis

Please note in regards to the De Minimis option: partners can only in exceptional cases be included under the programme scheme for De Minimis support. Please consult the Joint Secretariat for clarification on your situation before you submit the application.

Make sure that all mandatory fields are filled out (also under "Partner identity" and if applicable "Department address"). Click on the "Save" button to save the changes made.

 Save

You will receive a confirmation.

Change Request item✕ Close

Your request has been executed.

The entry that has been changed is now highlighted in yellow.

You always have the possibility to cancel the change by clicking the yellow cross.

	2 Vasso Org	Address: Delfon 192, 54249 Thessaloniki, Norway (NUTS:) €
	Abrv.: ζςς	Website: www
	<i>Project Partner</i>	
	VAT number: 222222	
	Entitled for VAT recovery: No	Department: thes
	Legal status: Private	Dept. Address: Delfon 192, 50100 Thessaloniki, Greece (NUTS:)
	State aid: GBER	Contacts:
	Letter of intent:	
	Self declaration:	

When clicking on the yellow cross you will be able to the change that you have requested.

Change Request item

Legal Status	Public	Private
State Aid Status	Not State Aid Relevant	GBER

When clicking on "Proceed", the change will be cancelled.



In order to complete the state aid status change, a new GBER self-declaration must be signed. Please click on "Partners Documentation".

 Access

 **Partners Documentation**

 Return to Change Request

You will be informed that a self-declaration for the respective partner (Vasso Org) is needed. This procedure can be initiated by the respective partner managing user.

 Document(s) errors

- Partner **Vasso Org** needs a Self Declaration document due to changes in the contents of the application or the details of the Partner.

The Partner Managers that can take action on this are:

- **Vasso Org:** [PrtNorway Manager](#)


The partner managing user will be able to start the process under "Changes" in the left hand menu and by clicking on the respective change.

 **Changes**

[C7Da / #1](#)

jjj

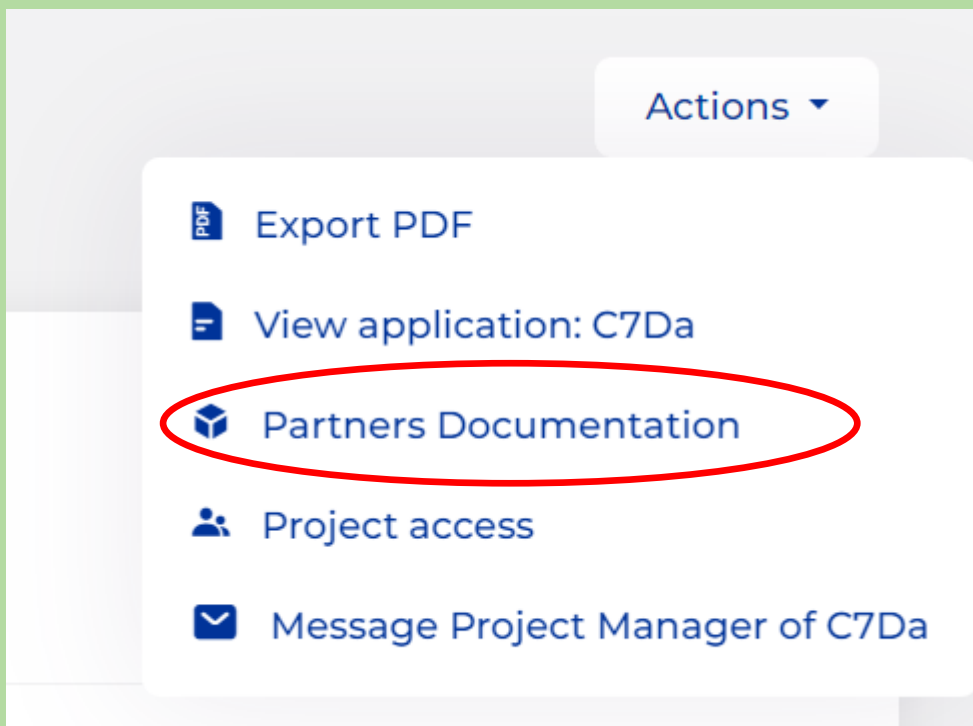
Major Change

 Open for editing

 No

 No

Afterward the partner managing user must click the "Actions" button in the upper right corner and click on "Partners Documentation".



The partner managing user will receive the same information as the project managing user. The partner managing user will be informed that a self-declaration for the respective partner (Vasso Org) is needed.

Document(s) errors

- Partner **Vasso Org** needs a Self Declaration document due to changes in the contents of the application or the details of the Partner.

The Partner Managers that can take action on this are:

- Vasso Org:** [PrtNorway Manager](#)

This procedure can be initiated by clicking the "Start" button in the column "Self-declaration".

Partner	Letter of Intent	Self-declaration
Vasso Org	50% - In Progress Recall Remind View	0% - Not Started Start

The partner managing user can either enter new contact details of a signatory that is supposed to sign the self-declaration or let the system fill out the text boxes with the contact details of a signatory who has already signed self-declarations in the past.

Self-declaration: GBER

There is an existing signatory for this partner.

☐ **Jenny Thomsen** (Project advisor / jenny.thomsen@interregnorthea.eu / +4523253601)

☒ **Enter a new signatory:**

Please fill in the details of the signatory for partner **Vasso Org**.

Full name

Title

Email address

Mobile Phone Number

Format: +Code Number without spaces (e.g. +4521358853)

[Back to List](#)

[Proceed](#)

The partner managing user will be forwarded to the self-declaration and must confirm that certain information is correct and will not change before the submission of the change request.

Document Checklist

Please confirm that the following information are final and will not change before the submission of the change request.

Partner **Vasso Org**

Name: Vasso Org ☐

Department: thes ☐

Address: Delfon 192,
Thessaloniki - 54249,
Norway ☐

Document Actions

[Back to Form Completion](#)

[Submit](#)

Document Preview

Please check document below and confirm for start the signing process.



Delfon 192, Thessaloniki - 54249

Self-Declaration General Block Exemption Regulation (GBER)

Use of the GBER option for participation

Vasso Org hereby confirms that:

- The partner understands and will abide by the terms of the grant, in case of approval.
- The aid intensity of the total eligible budget will not exceed 80%, which is the maximum co-financing rate provided for in Regulation 2021/1060. In case regional or national public match-funding meeting the State aid conditions will be granted to the partner, this will be included in the calculation of maximum aid intensity.
- All eligibility rules, thresholds, procedures, etc, as described in the fact sheets will be respected.

Please note that providing false or incomplete information is a criminal offense and may lead to criminal proceedings.

Vasso Org
Jenny Thomsen

Date

Signature

When the information in the text boxes has been confirmed, the "Submit" button will be available. The self-declaration must be submitted and a signature process will be initiated.


Document Checklist

Please confirm that the following information are final and will not change before the submission of the change request.

Partner **Vasso Org**

Name:	Vasso Org	<input checked="" type="checkbox"/>
Department:	thes	<input checked="" type="checkbox"/>
Address:	Delfon 192, Thessaloniki - 54249, Norway	<input checked="" type="checkbox"/>

Document Actions

 [Back to Form Completion](#)

 [Submit](#)

Partners Documentation

Home » Applications

Done!

The signing process has been initiated. An e-mail was sent to the next person to sign.

[View Progress](#)

The signatory that is supposed to sign the self-declaration will receive a mail and must click on the link "Start signing".

Digital Signature Request

The document titled **Self-Declaration GBER C7Da - Vasso-Org** requires review and signing as part of a process in the North Sea Online Monitoring System.

Issuing programme	Interreg North Sea
General Notes	-
Note for specific signer	-
Expires on	Dec 06, 2023



The signatory will be forwarded to a browser window.

Document info

Document name	Self-Declaration GBER C7Da - Vasso-Org
Sender	Interreg North Sea <system@oms.interregnorthsea.eu>
Organization	Interreg North Sea
Sent on	Nov 06, 2023 <Expires in 30 days>
Recipient authentication	SMS OTP

Enter access code (SMS OTP)

The sender has enabled additional access restrictions for this document. Please enter the access code received on your phone via SMS(*****01) to access this document.

Please enter the authentication code shared to your email address

#

The signatory must type in the code received by sms in the meantime. Afterwards the signatory must click on "Proceed to document".

Enter access code (SMS OTP)

The sender has enabled additional access restrictions for this document. Please enter the access code received on your phone via SMS(*****01) to access this document.

Please enter the authentication code shared to your email address

7 8 1 9 4 3 |

Proceed to document

Didn't receive the authentication code? [Resend code](#)

The signatory will be forwarded to the self-declaration that must be signed by clicking the confirmation box at the top of the screen. Afterwards please click on "Agree & Continue".

The screenshot shows a Zoho Sign document titled "Self-Declaration General Block Exemption Regulation (GBER)". At the top, there is a confirmation box with a checkbox and the text "I confirm that I have read and understood the 'Electronic Record and Signature Disclosure' and consent to use electronic records and signatures." This box is circled in red. To its right is a green button labeled "Agree & Continue", also circled in red. The document content includes logos for Interreg North Sea and the European Union, and identifies the signatory as "Vasso Org thes" from "Delfon 192, Thessaloniki - 54249, Norway". The document ID is 4ACCCDD16-I2YGCYYYS6ROZO4EA_GVCH9KWKK9QVYUXKZNGTCCA. The text states: "Use of the GBER option for participation. Vasso Org hereby confirms that: - The partner understands and will abide by the terms of the grant, in case of approval. - The aid intensity of the total eligible budget will not exceed 80%, which is the maximum co-financing rate provided for in Regulation (EU) 2021/1060. In case regional or national public match-funding meeting the State aid conditions will be granted to the partner, this should also be included in the calculation of maximum aid intensity. - All eligibility rules, thresholds, procedures, etc, as described in the fact sheets will be respected. Please note that providing false or incomplete information is a criminal offense and may lead to criminal proceedings."

The signatory's signature can be entered by clicking into the signature field.



This screenshot shows the signature field of the document. At the top, it says "Fields remaining: 1". Below the document text, the signatory's name "Vasso Org Jenny Thomsen" is displayed. A red circle highlights a signature box containing the date "NOV 08 2022" and a red asterisk. To the right of this box is a text input field labeled "Enter your signature." with "Previous" and "Next" buttons. The entire signature area is enclosed in a light blue box with a close button in the top right corner.

A signature type can be chosen by clicking on it. Afterwards the "Ok" button must be pressed.

The signatory received a notification that the fields are filled out and the signature process can be finalized by clicking the button "Finish".

There is a notification in the Online Monitoring System that confirms the completion of the signature process.

The project managing user as well as the partner managing user will also be able to check that the self-declaration signing procedure has been completed (under partner documentation – see further up).

Partner	Letter of Intent	Self-declaration
 Vasso Org	50% - In Progress  Recall Remind View	100% - Completed  View Start New

Example major change: Moving budget between partners

Will follow.

How to submit a change?

When everything has been entered properly into the change request, the Authorised Signatory must be informed to submit the change request to the Joint Secretariat.