

11.12.2017

Managing Authority guidance note

Handling of changes in the staff budget line

With this guidance note the Managing Authority (MA) of the Central Baltic programme 2014-2020 confirms its standpoint to communicating changes in the Staff costs budget line to the JS and the need for the JS to approve the costs. The guidance note replaces other guidance given on the topic in the Programme Manual or other guidance.

The JS only approves staff changes when they are considered significant. Thus, there is no more a need to approve all staff related changes with the JS contact person.

The JS contact person must approve the following cases before the partner can:

- change (decrease or increase) the work load of a staff position by more than 25% compared to the plan in the AF; or
- add completely new tasks to the staff plan

Note: rearranging planned staff positions between existing staff members or taking on a new person to do work already planned in the application does not need to be approved. For example, if the project has planned for a communication manager, it is possible to involve a trainee to take care some of the promised tasks; or if 50% project management and 50% communication management had been planned for two separate staff members, it is possible to combine these tasks for one 100% staff member.

However, if, as an example, no communication staff or procurement lawyer had not been planned and such are found to be needed during the project implementation, this needs to be approved by the JS.

Normal annual, "index" increases to the salary do not need to be approved by the JS; they will be verified by the FLC in the normal course of checking the report.

The above guidance does not change the guidance given on when modification requests are needed.

