

List of adjustments in the Programme Manual

The following list summarises all changes that were done in comparison to the Programme Manual version v4.2 of 25.01.2010.

The detailed changes are visible in the Programme Manual version v5.0 of 22 November 2010 (approval date of the Monitoring Committee) that includes track changes (marked in pink).

Major changes

Chapter(s)	Modification
1.4.1	Amending Regulations relating to the already listed Regulations were added.
5.1.1	Minimum requirements regarding the timesheets and the calculation of personnel costs have been updated.
5.2.5	Bid-at-three rule – Framework contracts as exception were included, and threshold was lifted from 1.000 to 5.000 EUR. A sentence on the application of the principles of economy, efficiency and effectiveness and of documentation below the threshold was added.
5.5	The cost-sharing scheme was updated regarding the implementing and paying partners' FLC.
9.3	An additional admissibility criterion to reflect the limited focus of the 4th call for applications was added.
9.5	The formulation regarding the application procedure and deadlines for submission of proposals for extension stage was amended.
10.3.4	The advantage of opening a SEPA account was added.
10.4.9	The need of indication of IBAN was added also for German LPs.
10.6.1	The change procedure description was updated.
10.6.2	Procedures related to changes were slightly revised for simplification reasons.
10.6.3	Additional sentence on restriction from Grant Contract (Article 6.10) added: impossibility to ask for prolongation of the project's implementation phase later than two months before the end date of the implementation phase.

Improvements of wording and clarity

Chapter(s)	Modification
Whole PM	Use of small/capital letters in Programme terminology was revised (see Annex 1).
3.1	The recommendation regarding separate bank accounts was harmonised with chapter 10.3.4 of the Manual.
5.1	The reference to chapter 10.4.9 was updated.
5.1.3 and 5.2.10	The wording regarding accommodation, business trips within the Programme area and travel and accommodation costs of guests was improved in these chapters.
10.4.9	Minor adjustment regarding the rounding of figures was done.
10.6.1	The wording was improved in the change procedure for better understanding. "An empty template for the Request for change form is available on eu.baltic.net." sentence was deleted.
12.2	The wording was improved regarding ENPI advance payment.
14	The last paragraph was deleted.