

Interreg
Euro-MED



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Addition of a Transfer phase to a Test
project

**TEST+TRANSFER
FRAMEWORK DOCUMENT
(FASTLANE)**



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Context and objective

The Fast Lane approach was born with the purpose of testing a model of a complete project cycle (study-test-transfer) in which the transition from one phase to the next is based on sound management and quality of results, the **project performance** being a priority for the Programme since the very beginning.

This idea also pushes forward our Results Amplification Strategy, by capitalising on the most transferable outputs developed by the study and test projects.

The Programme wants to ensure that each project phase is implemented by **optimised partnerships**, with **new partners** with the **competences needed for each phase** (for ex., partners with competences on the pilot areas for the test phase, “receivers” from new geographic areas for the transfer phase).

In this framework, the Programme proposes a **simplified procedure** that allows projects for a **smooth transition** from one phase to the other that is also adapted to their implementation calendar.

The implementation of Call 2 projects has shown that a transition to a transfer phase for a Test project is not impacting the project rationale or objectives, since transferability is already deeply embedded in their objectives and their work plans, but is considered as a logic continuation and opportunity to strengthen their transferring capacity and direct impact on the territories.

For these reasons, the Interreg Euro-MED Programme gives the possibility by applying the below described fast lane process, for **Test projects** to apply through a **project modification “to add a transfer phase”** to their ongoing projects, under the conditions and criteria defined in the present document.

Test projects, pre-selected based on sound management criteria, will be offered the possibility to submit a **request of project modification** for the implementation of the next Transfer phase and for additional funding, as an extension of the ongoing project. After assessment of the Test project performance and the quality of the proposed modification, selected projects would become a Test+Transfer project.

The modification implies the inclusion of a new “Transfer” Work Package, with extra budget and months to implement it. The consortium shall be adapted and the inclusion of new “receiver” partners is expected.

Legal basis

This framework document for an addition of a transfer phase to a test project has been approved by the Monitoring Committee of the Programme on 12 December 2025, as considering:

- Council and Parliament Regulation N° 2021/1060 (Common Provisions Regulation)
- Council and Parliament Regulation N° 2021/1058 (ERDF Regulation)
- Council and Parliament Regulation N° 2021/1059 (ETC Regulation)
- The Interreg Euro-MED Cooperation Programme
- The Terms of Reference of the Call 02 for projects that foresee the possibility for the selected Study and Test projects to participate on a “Fast Lane process”: *“Once Study and Test projects are finished, a Fastlane process is foreseen to enable them to step up their activities in a new project. As a consequence, study projects will have the possibility to apply for a test project and test projects for a transfer project. Project’s performance based essentially on the quality of results/solutions proposed will be assessed by the Programme during the last months of the projects, to select those that will be invited further to a restricted call for proposals, right after the end of their project”*
- The Monitoring Committee decision of the 21st of November, 2023 in the frame of the 2nd Call for Project proposals of the Interreg Euro-MED Programme regarding the approval of 8 study projects and 40 Test projects
- The Monitoring Committee decision of the 6th March 2025 regarding the budget dedicated to the fast lane process
- The Monitoring Committee decision of the 18th of November, 2025 regarding the key principles for the fast lane process
- The Programme Manual V3 section “Building my project” and section “Amending my project”, approved by the Monitoring Committee on 12 december 2025.
- The Terms of Reference of the Call 06, approved by the Monitoring Committee on 12 December 2025.

This framework document complements Call 02 and 06 Terms of reference and sets the legal basis for a project modification for the addition of a transfer phase to a test project (Test + Transfer project).

What are the activities supported?

Based on the solutions and strategies / action plans (outputs) tested during the Test project, a **new Transfer Work package** should be added to the original Application Form work plan, including activities focusing on the effective transferring of developed outputs. This type of work package must underpin a **“transfer process”** of:

- a developed and tested **solution** from one organisation to another with the aim to improve day-to-day practices and/or facilitating processes undertaken at technical, operational and/or administrative level, and/or

- a developed and tested **strategy or action plan** from one organisation into a public institution (competent service) actively involved in drafting and implementing public policies, with the aim to improve or change them.

Some partners that participated to the Test project and developed the selected output will act as “**givers**” towards “**receivers**” partners in Euro-MED territories.

The starting point should be a concrete and finalised output of the Test project, assessed by the Programme authorities (see criteria below). This output, selected for the transferring process, should be a fully operational and functional solution or strategy/action plan, which can support decision-making and policy related mechanisms to facilitate territorial uptake and ownership. Relevance of the finalised output with territorial needs is key, for triggering a transfer process or a territorial policy change. The choice of the output to be transferred is therefore essential to secure success and smooth project delivery considering the limited timeframe of the transfer phase implementation.

To do so, activities that can be implemented may be (non-exhaustive list):

- For the **transfer of a solution**:
 - evaluation of the institutional/administrative and territorial needs of the “receiver” territory;
 - subsequent adjustment of the output to match specific contexts of the “receiver” territory;
 - address, mobilise and motivate key stakeholders to promote the transferring process in the “receiver” territory;
 - training on the solution, guiding and supporting the “receiver” territory partners to effectively deal and adopt the output in their own practices and methodological work.
 - the effective take up of the transferred output by the competent service of the “receiver” territory, upon relevant documentation.
- For the **transfer of a strategy / action plan**:
 - early and clear identification and engagement of relevant persons or services within the “receiver” institution having decisional competence for territorial uptake/appropriation and effective adoption of policy measures;
 - early and clear identification of territorial capitalisation and mainstreaming mechanisms relevant to the policy targeted;
 - definition of the policy uptake objectives, processes and contents; it is important for the scale of the uptake process to be realistic and reachable;
 - preparation of the operational dimension of the policy uptake process, by drafting the necessary supporting documents, including technical descriptions and tailored or customised methodologies;
 - commitment towards public-competent services and policy makers to convince them on the worthy elements of the policy uptake procedure;
 - preparation and drafting of relevant policy and programming acts, to support voting and adopting procedures;

- training and guidance of the public technical services and relevant competent authorities to support the policy uptake.

Furthermore, **cooperation and coordination activities with the Mission Governance projects** shall continue and be even reinforced during this phase. In particular, Governance projects can be of valuable support for transferring and policy uptake / mainstreaming methodologies, while the project can consider reinforcing its participation to the Interreg **Euro-MED Academy** with the **joint elaboration of pedagogical material**.

What are the expected outputs and results?

The Test projects have already selected output and result indicators. The addition of the transfer phase shall only have the following impact on project indicators:

- Increase of the Output indicator “Organisations cooperating across borders” (RCO87): with the addition of the new partners and associated partners (if applicable)
- Increase of the Result indicator “Organisations with increased institutional capacity due to their participation in cooperation activities across borders” (PSI1): with the addition of new partners and associated partners having increased their institutional capacity in the thematic field of the project.
- Increase of the Result indicator “Solutions taken up or up-scaled by organisations” (RCR104), if relevant.
- Increase of the Result Indicator “Joint strategies and action plans taken up by organisations” (RCR79), if relevant.

Partnership

The partnership of the Test project shall be modified for the Transfer phase following the criteria set below:

- **At least 3 partners (including the Lead Partner) from the Test project**, with direct competences for transferring the project outputs shall remain in the partnership as “givers” to transfer the knowledge created in the original project.
- Partners from the Test project that do not have an active role in the transfer phase can remain as Associated Partners after the implementation of the test phase.
- **New partners** shall join the partnership as “**receivers**” partners from the starting date of the transfer phase. They shall have direct competence to uptake the output transferred.

The eligibility rules for the partnership remain the same as defined in the Terms of Reference of the related call for proposals.

Eligibility of expenditures

For the new partners, joining the project, the start date of the eligibility of expenditures starts from the beginning of the transfer phase as determined in the consolidated Application Form.

For the partners who end their active participation, the end date of the eligibility of the expenditure is the end date of the test phase plus 3 months. These partners should present their last certificates in the first project report after the MC decision on the project modification. The not used Funds by these partners are not transferable for the partnership.

Pre-selection, submission of project modification, evaluation and selection procedure

This section details the procedure from the submission of the project modification for the Addition of a Transfer phase to its assessment and approval for a transition from a Test project to a Test+Transfer project.

The general framework for modifications of an Interreg Euro-MED project is laid down in the Programme manual – Section Amending my project. Specificities to the present type of complex modification are described here below, according to the 8 steps defined in the Programme Manual for the submission and approval of a project modification request.

In addition to the Programme Manual and present specifications, the documents relevant for preparing the application form modification (request for a project modification, templates of partners' declarations), are available on the Programme website / Documents section.

Step 0: Decision on pre-selection criteria and invitation to submit a modification request

Only projects answering positively to the following **pre-selection criteria** will be allowed to submit a modification request:

- Being a Test project under a Call for which the Monitoring Committee has approved the application of the fastlane process.

- Not benefiting or having officially applied for an **extension of the Test project duration** by the time of the pre-selection.
- **Sound administrative management:** All expected Reporting Packages were submitted in due time by the time of the pre-selection assessment.
- **Sound financial management:** The level of certified expenditure, including the most recently submitted Reporting Package, corresponds to at least 80% of the cumulated expenditure declaration forecast (preparation cost included) specified in the project's Subsidy contract Annex (latest version of the Application Form).

The JS will proceed to this analysis and the **list of projects allowed to submit a project modification for adding a transfer phase will be approved by the Monitoring Committee** of the Programme.

The Joint Secretariat will inform the Lead Partners of the Test projects of this decision and invite pre-selected projects to reflect on the possibility to submit a project modification for adding a Transfer phase.

For Test project not preselected, they will be finalised as planned in the approved Application Form and Subsidy Contract and the partnership will start preparing its closure.

Step 1: Decision of the Test project Steering Committee on the willingness to submit a project modification request

Through a Steering Committee decision the partners will decide whether they wish to submit a project modification request for adding a transfer phase. This decision shall include the new roles (Partners / Associated Partners and specific roles in the transfer phase) of the partnership after the end of the implementation of the Test activities. The new partnership, the content and the budget of the transfer work package shall be discussed.

In case the partnership does not wish to submit a request for the addition of a transfer phase, the Test project will be finalised as planned in the approved Application Form and Subsidy Contract and the partnership will start preparing the closure procedure (see Manual Section "Closing my project").

Step 2: Submission of a project modification request

The Lead Partner is responsible for submitting a project modification request on behalf of the whole project partnership and will have to access the dedicated online form. The LP shall select the modality of modification "Addition of a transfer phase" and complete the overall reasoning and justification of the request, as well as identifying the sections of the Application Form that shall be modified:

- A. Project Identification
- B. Partnership:
- C.3. Project Partnership
- C.4. Work plan
- C.5. Result Indicators
- C.6. Time Plan
- C.8. Long-term plans
- D. Project Budget

Step 3: Opening of the Application Form in Jems for modification

After submission of the request, the Joint Secretariat will open in Jems the Application Form for modification. The new version will appear in "IN_MODIFICATION" status on Jems and only the sections here above mentioned will be open for modification.

Step 4: Modification and submission of the Application Form in Jems

The Lead Partner will proceed to the modification of the above-mentioned sections of the Application Form, following the below considerations. All other sections will remain unchanged as what was already approved and done cannot be modified.

A. Project Identification

- Modify the project duration (see section Specificities for your relevant Call in the present document for the exact duration)
- Change of project category from Test project to Test+Transfer project
- The project summary may be modified if relevant

B. Partnership

- Add new "receiver" partners
- Add other associated partners, or remove any, if relevant
- Modify the affiliated project partner of the associated partners that were linked to a partner that will not pursue in the transfer phase, if they still remain as associated.

For new partners and associated partners, all sub-sections shall be filled in.

For remaining partners only the roles (adding their role in the transfer phase) and the budget shall be updated, and any contact details if necessary.

For partners not pursuing in the transfer phase, their role in the project shall be amended, specifying that they will not continue as an active partner in the transfer phase. If they remain as associated partner, it should be specified.

C.3. Project Partnership

The rationale behind the modification of the partnership shall be explained. Partners remaining and partners not pursuing shall be clearly identified.

C.4. Work plan

Add a Transfer Work Package and related activities and deliverables

In the Output indicators, add the “organisations participating” indicator in this work package with as a target the new partners and associated partners.

C.5. Result Indicators

Add result indicators or modify the targets of the existing result indicators, if relevant.

C.6. Time Plan is fulfilled automatically

C.8. Long-term plans

Modify the sections as relevant to the changes made in the work plan

D. Project Budget is fulfilled automatically

In parallel, the Lead Partner shall upload in the Application annexes section of Jems:

- the finalised outputs of the Test project
- for each output foreseen in the AF, an “output validation factsheet” (template available on the Programme website / Documents section)

In case one or several outputs are not yet totally finalised by the time of the submission of the modified Application Form, the latest draft version of the output as well as the “output validation factsheet” shall be in any case submitted, indicating the state of advancement of the output. This document shall allow the JS to assess the performance and quality of the foreseen outputs.

Once the modifications have been saved and the pre-submission check is correct, the Lead Partner shall submit the modified Application Form in due time (see section Specificities for your relevant Call of the present document).

Step 5: Assessment of the project performance and the project modification request

For this specific type of project modification, a specific assessment process applies, with two assessment phases:

- **an eligibility assessment phase**, to assess the performance of the Test project regarding the outputs produced

- **A qualitative assessment of the modification** proposed, to assess the quality and relevance of the proposed transfer phase.

Each step is eliminatory. No exchange is allowed between the partnership and the JS during these phases.

- **Eligibility criteria**

The eligibility check is carried out to verify whether the Project meets the minimum criteria established by the Programme for accessing to a Transfer phase. See Annex 2 of the present document for an exhaustive list of eligibility criteria and the following details regarding the criteria linked to outputs.

CRITERION “Submission of Outputs”

All outputs foreseen to be finalised in the AF of the Test project are uploaded in Jems in Application Annexes within the deadline (see section Specificities for the relevant Call for the timeline of the modification process), with the “Output validation factsheet”. If the output is not yet available, the most updated draft version of the output and the “output validation factsheet” shall be uploaded.

CRITERION “Indicators relevance”

The output(s) contribute to the Programme output Indicator(s) as established in the Programme Manual (extract of Programme Manual annexes for solution and strategy/action plan per S.O.):

**For solutions:*

- *the challenge is relevant to the S.O.*
- *the solution was developed with partners from at least 2 programme countries.*
- *it was tested in real life conditions.*
- *its results are available.*
- *it is effective in tackling the challenge;*
- *actions needed for its uptake are clear and complete.*

**For strategies and action plans:*

- *it contributes to an EU strategy.*
- *it was developed based on a common transnational methodology.*
- *it is clear and complete (objectives, targets, actions needed to achieve the objective, involvement of stakeholders).*
- *actions needed for its uptake are clear and complete (e.g. of actions needed for uptake: stakeholders, target groups and end-users are identified (existence of a*

mapping, a DTB...); feasibility study to test the output for study to test projects, a transfer action plan or strategy describing transferability and/or capitalisation methodologies or processes for test to transfer projects; guidance or a manual or a training scheme or training tool).

Proposals not fulfilling one of these conditions will be considered ineligible and will not be further processed.

- **Quality assessment criteria**

The project modification request assessment consists in checking whether the addition of a transfer phase is relevant in terms of partnership, work plan and budget.

The set of evaluation questions is listed below for each criterion.

The score for each assessment question will be calculated on a scale from 1 to 5 points. The evaluation grid for the project modification is composed of 3 questions.

The final maximum score reachable is of 15 points equivalent to a percentage of 100%.

1. Partnership relevance
2. Work Plan
3. Budget

Following the assessment of all proposals, these are ranked according to their final overall score.

Step 6: Decision on the approval of the modification request

A final decision on modification approval or rejection is taken by the Monitoring Committee taking into consideration their score (in descending order), positions of each national delegation and budget availability for this procedure.

The Lead Partners will be informed of the outcome of the eligibility and assessment phases.

Step 7: Validation of the new consolidated AF on Jems by the JS

Following the Monitoring Committee decision, the JS may either validate the modification or reject it.

In case of validation, the JS will verify with the Lead Partner if any “cleaning-up” process is necessary, based on the same pre-contracting criteria stated in the ToR of the relevant call for proposals, before final validation.

In case of rejection, the project will come back to the previous version of the AF and the partnership will start its closing phase.

Step 8: Generation via Jems of updated declarations/contractual documents

After the submission and before the signature of the Amendment to the Subsidy contract, the LP and the partners concerned shall provide the following documents:

Mandatory annexes, documents to be provided

The following standard annexes must be **signed and uploaded in PDF format** into the system:

- For each partner already participating in the project (including the LP) for which the budget increases: a copy of the partner (or LP) declaration **generated from the Jems system**. These forms must be **dated** and **signed** by the legal representative of the partner organisation.
- For each new partner participating in the project (including the LP): a copy of the partner (or LP) declaration **generated from the Jems system**. These forms must be dated and signed by the legal representative of the partner organisation.
- For each new associated partner (if applicable): a copy of the associated partner declaration, **generated from the Jems system**. These forms must be **dated** and **signed** by the legal representative of the partner organisation.

The absence of any document or an error in its contents will be presented to the Monitoring Committee and may be included as a condition for the signature of the Amendment to the Subsidy contract.

Points of attention concerning the validity of a document

The content of the templates provided by the Programme and, where applicable, generated via Jems cannot be modified or amended in any way. All templates requiring a signature must be dated and signed (handwritten or electronic signature) to be considered valid.

The electronic signature is considered valid for the Programme as far as it is recognised at national level; in case of doubt as to the format, it is recommended to **contact your National Authority** (or the one of the partners concerned) to ensure the validity of your documents before submitting them to the Programme.



In case of **delegation of signature** and for any document concerned, a proof of delegation must be uploaded with the signed document for it to be considered valid.

As the (signed) documents have been uploaded in PDF version on Jems, **the original paper version** must be kept by the partners in the project file.

Specificities For Call 02 Test Projects

Additional Transfer phase duration and key dates

For Call 02 projects, the transfer phase shall last **21 months** (including the closing phase of the project). The last three months of the test project, originally dedicated to its closure, will become the first months of the transfer phase, so in total 51 months.

Therefore:

- The start of the transfer phase is set to the 1st July 2026
- The end of the Test+Transfer project is set to the 31st March 2028.

Please consider that **activities related to the implementation and to closure activities** (i.e preparation and presentation of the final certification by the PPs and project final report and payment claim by the LPs) must be **completed by the end date of the project**.

Additional Transfer phase budget

For Call 02 Test projects, the additional Transfer phase budget shall not exceed 800.000€. The budget allocation between partners shall be decided according to the roles and activities planned for each partner. **The unused budget of the Test phase cannot be transferred to the Transfer phase.**

The overall budget of the test + transfer project shall not exceed 3.800.000€.

The indicative financial allocation for this Modification procedure, concerning Call 02 Test+Transfer projects is around 18,5 million euros in total (14,8M€ of Interreg funds + 3,7M€ of national co-financing).

Timeline of the Modification process

The provisional timetable is as follow:

Key steps	Dates
Informative seminar	28/01/2026
JS assessment for Projects' pre-selection (exclusion criteria) for request for modification	01-08/04/2026
Short written procedure for approval of pre-selected projects	08-15/04
Request for Modification (short online questionnaire)	From 16/04 to 30/04
Opening of AF for modification	As soon as request is received
Deadline for submission of modified AF in Jems (incl. test projects' outputs validation factsheets and finalised outputs)	15/05/2026
Assessment of modifications + PPs national validation	Until 15/06/2026
Approbation by the Monitoring Committee	16/06 – 30/06/2026
Approval of Modification on Jems and information to LPs (and start eligibility of expenditure for new partners)	01/07/2026
Starting date transfer phase	01/07/2026
Provision of the Partners declarations (prior to the signature of the subsidy contract)	July
Signature of partnership agreement (for the new partners) and of the Amendment to the Subsidy Contract	July-August

Please note that the details of this schedule are subject to change and should be considered as indicative.

ANNEX I: List of pre-selection criteria

N°	Criteria
1	Be a test project selected under Call02
2	Not benefiting or having officially applied for an extension of the Test project duration by the time of the pre-selection.
3	Sound administrative management: All expected Reporting Packages were submitted in due time by the time of the pre-selection assessment.
4	Sound financial management: The level of certified expenditure, including the most recently submitted Reporting Package, corresponds to at least 80% of the cumulated expenditure declaration forecast (preparation cost included) specified in the project's Subsidy contract Annex (latest version of the Application Form).

ANNEX II: List of eligibility criteria

N°	Criteria
	“Outputs finalisation”
1	All outputs foreseen to be finalised in the AF of the Test project are uploaded in Jems within the deadline, with the “Output validation factsheet”. If the output is not yet available, the most updated draft version of the output and the “output validation factsheet” shall be uploaded.
	“Indicators relevance”
2	The output(s) contribute to the Programme output Indicator(s) as established in the Programme Manual (extract of Programme Manual annexes for solution and strategy/action plan per S.O.)
3	The modification request has been submitted through the online dedicated questionnaire within the deadline
4	The modified Application Form has been submitted through Jems within the deadline
5	At least 3 partners (including the Lead Partner) from the Test project remain in the partnership as “givers” to transfer the knowledge created in the original project.



6	The budget for the transfer activities is coherent with the maximum amount established in section “Specificities for the relevant Call” of the Test+Transfer framework document
7	The project overall duration is coherent with the maximum additional time established in the section “Specificities for the relevant Call” of the Test+Transfer framework document



ANNEX III: List of qualitative assessment criteria

Assessment questions (Main questions)	Guiding principles for the assessment □ To what extent does the project ... (Sub questions)	SCORE	Comment	Sections in AF
Partnership relevance <i>To what extent is the partnership composition relevant for the proposed project?</i>	<ul style="list-style-type: none"> • The project involves the relevant actors needed to address the transfer phase • The project partnership: <ul style="list-style-type: none"> - is balanced with respect to the levels, sectors, territory - consists of partners that complement each other • each partner plays a defined role Partner organisations have proven experience and competence in the thematic field concerned and direct competence, either as “donor” or “receiver” • New associated partners have a defined role and bring added value. 			B.1 C.3
Work plan <i>To what extent is the work plan realistic, consistent and coherent?</i>	<ul style="list-style-type: none"> • Proposed activities and deliverables are relevant and lead to planned results • Project results are realistic (it is possible to achieve them with given resources – i.e. time, partners, budget – and they are realistic based on the quantification provided) • Distribution of tasks among partners is appropriate (e.g. sharing of tasks is clear, logical, in line with partners’ role in the project, etc.) • Time plan is realistic, and activities, deliverables and outputs are in a logical time-sequence. 			C.4 C.5 C.6 C.8.1, C.8.2 C.8.3
Budget <i>To what extent is the budget coherent, proportionate, realistic and valuable?</i>	Sufficient and reasonable resources are planned to ensure project implementation Total partner budgets reflect real partners’ involvement - are balanced and appropriate corresponding to the partners’ responsibilities in the project.			D E.3