

**Interreg**



Co-funded by  
the European Union

**Latvia – Lithuania**

# General information on project implementation

Information webinar on project implementation

2 April 2025

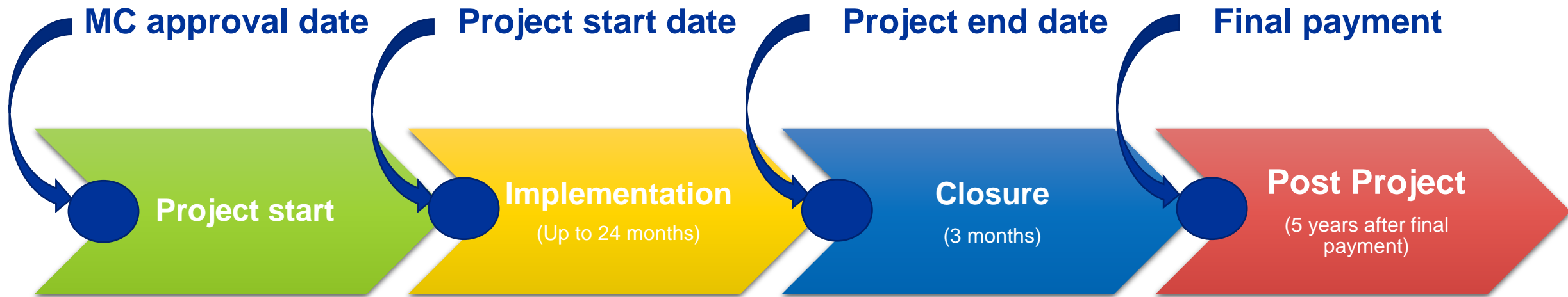
# PROJECT LIFE CYCLE

Interreg



Co-funded by  
the European Union

Latvia – Lithuania



# SUBSIDY CONTRACT

Interreg



Co-funded by  
the European Union

Latvia – Lithuania

## Subsidy Contract signed between MA and LP

Start and end dates of the project are stated in Preamble

Total eligible budget in maximum, project budget cannot be increased (**Art. 2, Point 5**)

All exchange of information in JEMS (**Art.1, Point 2.8**)

Payments are done on the basis of the validated total eligible expenditure only (**Art. 3, Point 1 and 4**)

No advance payments (**Art 4, Point 1**)



# SUBSIDY CONTRACT

Interreg



Co-funded by  
the European Union

Latvia – Lithuania



- ✓ LP must ensure that an adequate audit trail is documented at all levels of the Project, including PPs' expenditures (**Art. 3, Point 5**)
- ✓ Project costs are eligible if they are paid out from the start date until the end date of the Project with exceptions stated under Section 6.3. "Project reporting and payments" of the Programme Manual (**Art. 3, Point 6**)
- ✓ The MA reserves the right not to accept – in part or in full – expenditure validated by the National control body (**Art. 4, Point 2**)
- ✓ The LP and the PPs must ensure that all the outputs and results produced as a result of the Project are in the public interest and publicly available (**Art. 9 Point 5**)

# LP's RESPONSIBILITIES

## Lead partner (LP)

- **bears the overall financial and legal responsibility for the project and for the PPs**
- **all communication with Programme bodies (MA/JS, etc.) via LP**

Responsible for:

- ✓ signing of the Partnership Agreement
- ✓ overall project management and establishment of reliable project monitoring system
- ✓ ensuring separate accounting system or Project specific accounting code
- ✓ requesting necessary project changes, if any
- ✓ preparing Project Reports for requesting payments of spent ERDF co-financing
- ✓ timely preparation of Partner Reports
- ✓ verify that the expenditure presented by the PPs has been validated by the National control
- ✓ transfer relevant portions of ERDF co-financing to the PPs'
- ✓ respecting Programme rules

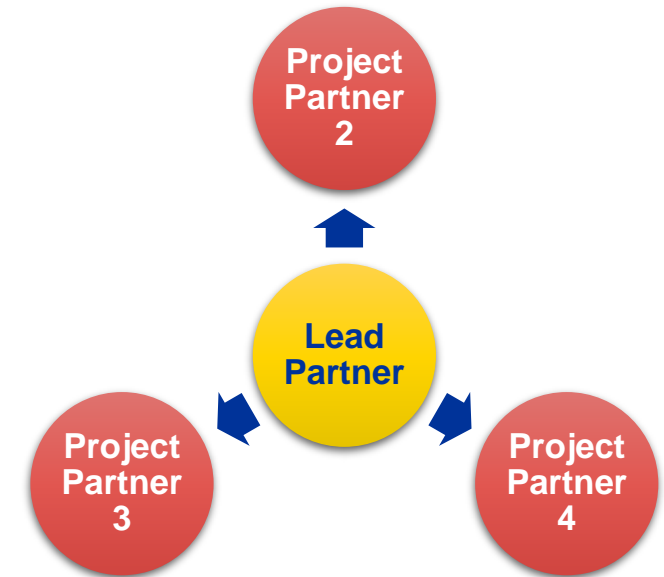


# PP's RESPONSIBILITIES

## Project partner (PP)

Responsible for:

- ✓ implementation of the project in line with the work plan, the time schedule, and the approved budget
- ✓ active cooperation with the LP and PPs in the implementation of the project
- ✓ providing the LP with all the information and documents for coordinating and regularly monitoring of the project
- ✓ respecting Programme rules
- ✓ guaranteeing the sound financial management of Programme funds received
- ✓ providing proofs of the project progress
- ✓ ensure that the expenses incurred are strictly related to the project activities
- ✓ informing the LP on the problems, on necessary changes in the project



# PARTNERSHIP AGREEMENT

## Partnership Agreement signed between LP and PPs

- ✓ LP is responsible for signing Partnership Agreement
- ✓ Template on [www.latlit.eu](http://www.latlit.eu) section “2nd Call for Proposals”
- ✓ Preparation of the Partnership Agreement has to start after the LP has received MA decision on funding of the project
- ✓ LP must upload the signed Partnership Agreement with further amendments (if relevant) in JEMS (section «Contracts and agreements») not later than the Project Report for 1st period is submitted by the LP to JS



# TO DO LIST IN JEMS FOR LP

Interreg



Co-funded by  
the European Union

Latvia – Lithuania

Contracts and agreements

Upload signed Partnership agreement

Project managers

Specify contacts for LP's project manager, financial and communication manager

Project reporting schedule

Check reporting schedule

Project privileges

Assign users for reporting for each PP

Partner details

LP1

Specify bank account for LP and upload **Confirmation of bank details** (until submission of 1st Project Report). Template is available here: <https://latlit.eu/how-to-implement/reporting/>



# TO DO LIST AT PROJECT START

Interreg



Co-funded by  
the European Union

Latvia – Lithuania

1. Sign Partnership Agreement
2. Establish project management structure
3. Organize kick-off meeting (if relevant) or communication via Zoom/MS Teams with all partners at project start
4. Discuss and prepare detailed project plan
5. Start project communication

# NATIONAL CO-FINANCING

Interreg



Co-funded by  
the European Union

Latvia – Lithuania

✓ UP TO 10% OF TOTAL PARTNERS' BUDGET

**DEADLINE: within 3 months after signing SC and PA.**

## Main regulation

[Ministru kabineta 2022.gada 20.septembra noteikumi Nr.586 "Valsts budžeta līdzekļu piešķiršanas kārtība un kritēriji Latvijas Republikā reģistrētiem Eiropas teritoriālās sadarbības mērķa \(Interreg\) programmu 2021.–2027.gadam finansējuma saņēmējiem"](#)

Detailed information in Latvian language will be presented during webinar organized by Latvian National Control on 11 April. More information is available [here](#).

Information available on webpage

<https://www.interreg.lv/lv/projektu-istenotajiem/valsts-lidzfinansejums-2021-2027/>

For more information contact:

Dita Ķikule [dita.kikule@varam.gov.lv](mailto:dita.kikule@varam.gov.lv) ; 67026462

# NATIONAL CO-FINANCING

Interreg



Co-funded by  
the European Union

Latvia – Lithuania

✓ UP TO 10% OF TOTAL PARTNERS' BUDGET

**DEADLINE: within 12 months after signing SC.**

## Main regulations

[Lietuvos Respublikos Vyriausybės 2022 m. rugpjūčio 24 d. nutarimas Nr. 877.](#)

Pagal Nutarimo 2.1 punktą projektuose dalyvaujantys Lietuvos partneriai, turintys viešojo juridinio asmens statusą, turi galimybę kreiptis dėl bendrojo finansavimo lėšų skyrimo, bus apmokama ne daugiau kaip 50 procentų INTERREG programų projektų minimalaus būtinojo bendrojo finansavimo išlaidų.

[Lietuvos Respublikos valstybės biudžeto lėšų, skirtų 2021-2027 metų INTERREG programoms bendrai finansuoti, naudojimo taisyklės, patvirtintos 2023 m. kovo 10 d. vidaus reikalų ministro įsakymu Nr. 1V-119.](#)



**Latvijos ir Lietuvos  
bendradarbiavimo per sieną  
programa**

Diana Zalieckė

Patarėja

Telefonas: +370 5 2718283

El. paštas: [diana.zaliecke@vrm.lt](mailto:diana.zaliecke@vrm.lt)

**For more information contact:**

**Teritorial Cooperation programmes Unit**

**Ministry of the Interior of the Republic of Lithuania**

Contacts: <https://www.esbendradarbiavimas.lt/kontaktai/>

# NATIONAL CONTROL

Interreg



Co-funded by  
the European Union

Latvia – Lithuania

## IN LATVIA – CENTRALISED

- ✓ No costs foreseen in the partners' budget
- ✓ Contact details on the web
- ✓ Ask for requirements

For more information:

<https://www.interreg.lv/lv/projektu-istenotajiem/finansu-kontrole-2021-2027/finansu-kontrole--latvijas-lietuvas-programma/>

## IN LITHUANIA – DECENTRALISED

- ✓ Costs should be foreseen in the partners' budget
- ✓ Run procurement
- ✓ Get approval from Ministry of Interior
- ✓ Sign the contract

For more information:

<https://www.esbendradarbiavimas.lt/etbt-interreg-2021-2027/2021-2027-metu-europos-sajungos-finansinio-laikotarpio-interreg-programu-bendrojo-finansavimo-naudojimo-taisykles/>



# TIPS FOR IMPLEMENTATION

- ✓ Start as fast as possible: projects usually delay
- ✓ Implemented in line with Application Form
- ✓ Realistic time planning (e.g. public procurement procedures)
- ✓ Good project manager and financial manager – part of project success
- ✓ Efficient communication within project
- ✓ Clear division of activities and budget between PPs
- ✓ Follow reporting schedule: reporting takes more time than planned, don't wait for the last day

**If you have questions:**

- ❖ read Programme Manual
- ❖ ask your JS manager



# PROJECT CHANGES

## Types of project changes:

- ✓ Deviations communicated via Project and Partner Reports
- ✓ Minor changes requested in the Request for Changes
- ✓ Major changes requested in the Request for Changes



**Harmonize the Request for Changes with JS Project Manager before its official submission to [pasts@varam.gov.lv](mailto:pasts@varam.gov.lv)**

**READ PROGRAMME MANUAL 6.2 PROJECT CHANGES**

# REPORTING

To assess if the project is on track, regular reporting has to be ensured on:

- ✓ Implemented activities and achieved project main outputs and results
- ✓ Finances



**Reporting periods  
are specified in  
JEMS**

## **PARTNER REPORT**

Prepared by LP and each PP  
Verified by National Control

## **PROJECT REPORT**

Prepared only by LP summarizing  
achievements of all PPs

# GUIDANCE DOCUMENTS

Interreg

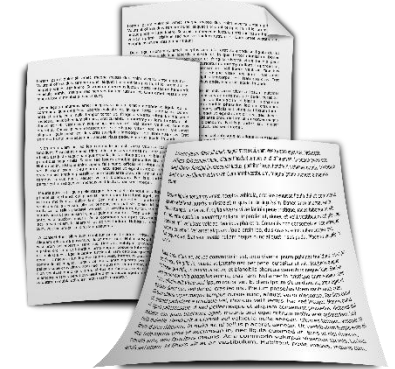


Co-funded by  
the European Union

Latvia – Lithuania

[www.latlit.eu](http://www.latlit.eu)

- ✓ Programme Manual for 2nd Call For Proposals
- ✓ Guidance for JEMS
- ✓ Communication Guidelines
- ✓ Templates of documents for reporting, project changes, contracts, publicity, etc.





**Guiding documents**

**Reporting**

**Publicity**

**Project changes**

**National control**

**Presentations**

In this section, you will find various guiding documents essential for project implementation.

- **Programme Manual for 2nd call for proposals**
  - **Version 1**
- **Programme Manual for 1st call for proposals**
  - **Version 2**
  - **Version 1**
- **Guidance for Joint Electronic Monitoring System (JEMS)**
  - **Version 3**



In this section, you will find materials and guiding documents on publicity requirements of the Programme.

## Communication Guidelines

- **Version 1**

## Programme logo

- **Logo in English**
- **Logo in Latvian**
- **Logo in Lithuanian**

## Informative posters (A3 format) for premises of each project partner

- **Template in English** (updated on 22 March 2024)
- **Template in Latvian** (updated on 22 March 2024)
- **Template in Lithuanian** (updated on 10 April 2024)

## Plaques and billboards for marking of physical investments (please see instructions)

- **Template in English** (updated on 22 March 2024)
- **Template in Latvian** (updated on 22 March 2024)
- **Template in Lithuanian** (updated on 22 March 2024)

**Guiding documents**

**Reporting**

**Publicity**

**Project changes**

**National control**

**Presentations**

# SUPPORT BY THE PROGRAMME

- ✓ **Information on [www.latlit](http://www.latlit.eu) website** (e.g. contract / agreement templates, guiding documents, etc.)
- ✓ **Advice to projects and consultations** (e.g. via email / phone / in the office in Riga or Vilnius)
- ✓ **Seminars** (implementation, reporting, etc.)
- ✓ **Project visits** (e.g. on-spot and to kick-off / management meetings)

## SUPPORT



**Interreg**



Co-funded by  
the European Union

**Latvia – Lithuania**

---

**Thank you! Paldies! Ačiū!**