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# Reporting and payments

Information webinar on project implementation

3 April 2025

# Reports

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Reporting will be done in JEMS according to «Guidance for JEMS» which is available on the Programme's website [www.latlit.eu](http://www.latlit.eu)



# Reports



- Partner Report
- Project Report
- Final Report
- Report on achieved project results

*Programme Manual section 6.3.*

# Partner Report in JEMS

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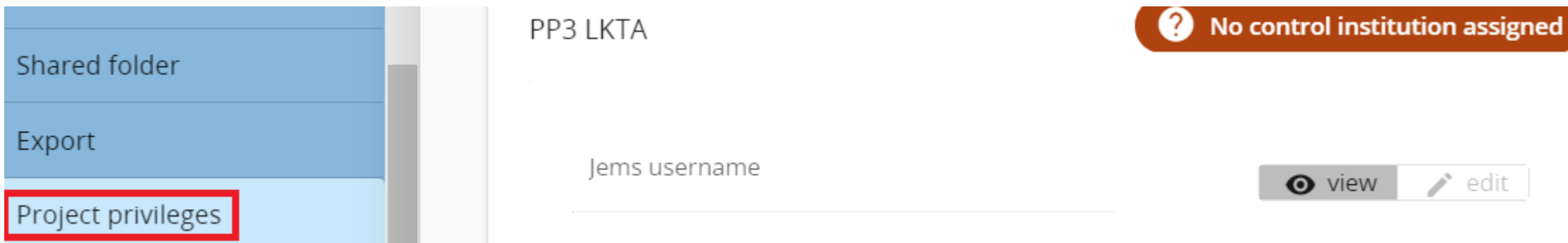


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The screenshot shows the JEMS reporting interface. On the left is a navigation sidebar with the following items: Project overview, Reporting (expanded), Corrections, Project reports (expanded), Partner reports (expanded), and LP1 Test A (selected). Below these are Contracting, Application form, Shared folder, Exports for AF (and other), and Project privileges. The main content area shows the breadcrumb path: Dashboard / Applications / LP1 Test A. The title is 'Reporting Partner reports'. Below this is a section for 'LP1 Test A' with a warning message: 'When your programme is using reopening, please be reminded that creating a new report has an impact on the reopening of the previous partner report. When opening the latest report, anything can be revised with reopening. When a newer report exists, data that affects cumulative data cannot be changed.' There is a blue button labeled '+ Add Partner Report' and a light green box with an information icon and the text 'No Reports'.

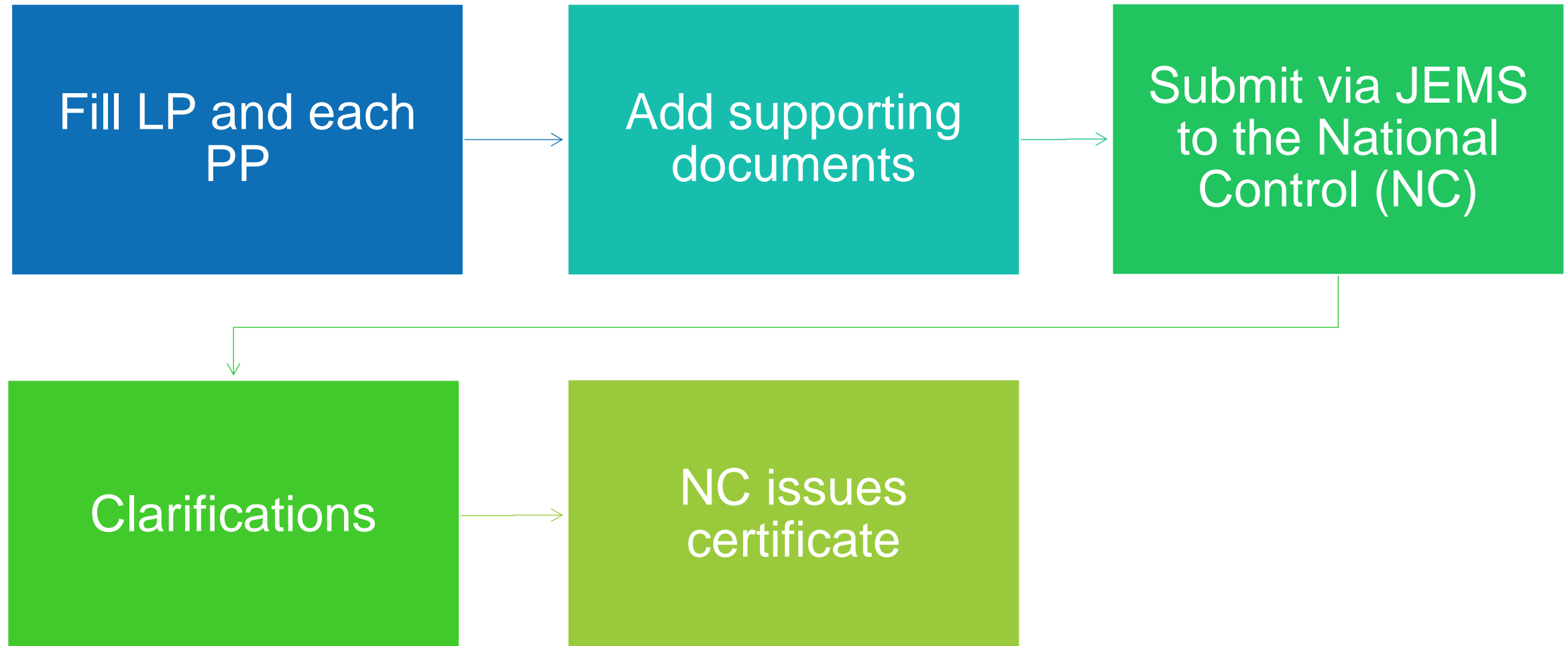
# ACCESS TO REPORTS IN JEMS



The screenshot displays the JEMS user interface. On the left, a sidebar menu contains 'Shared folder', 'Export', and 'Project privileges', with the latter highlighted by a red box. The main content area shows the project name 'PP3 LKTA' and a text input field labeled 'Jems username'. A brown notification banner at the top right states '? No control institution assigned'. Below the input field, there are 'view' and 'edit' buttons.

In JEMS LP assigns for each PP users to have access to reporting section

# Partner Report



# National Control

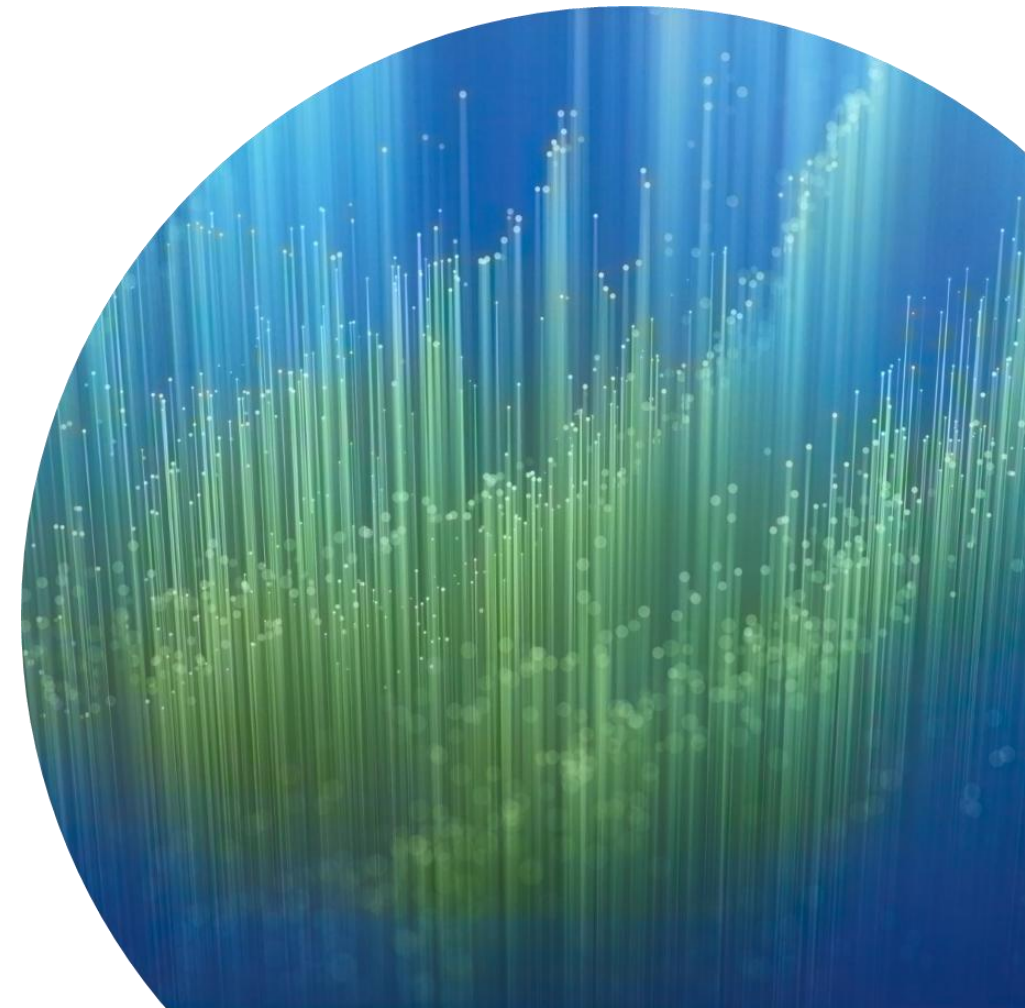


LV

- centralized, carried out by the Ministry of Smart Administration and Regional Development of the Republic of Latvia

LT

- decentralized, each PP will contract private audit company



# General rules

- Expenditures included in the Partner Report must be paid out before the end of the respective reporting period and before the end of the project
- Costs paid outside the reporting period can be eligible only in exceptional cases indicated in Programme Manual section 6.3.
- If LP/PP has no costs to report, the Partner Report still has to be formally submitted (so called “zero costs report”) by the set deadline



# Content of Partner Report

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- **Report identification:** Summary of partner's work in reporting period, Partner problems and deviations (problems and deviations including delays from the work plan presented in the Application Form and the solutions found), Target groups (information on how the target group was involved in the project activities during period).
- **Work plan progress:** description of PP's contribution to the activities, deliverables, outputs carried out in the reporting period.
- **List of expenditures:** contains information about PP's costs during the reporting period.
- **Report annexes:** supporting documents.
- **Public procurement:** documentation of the procurement.

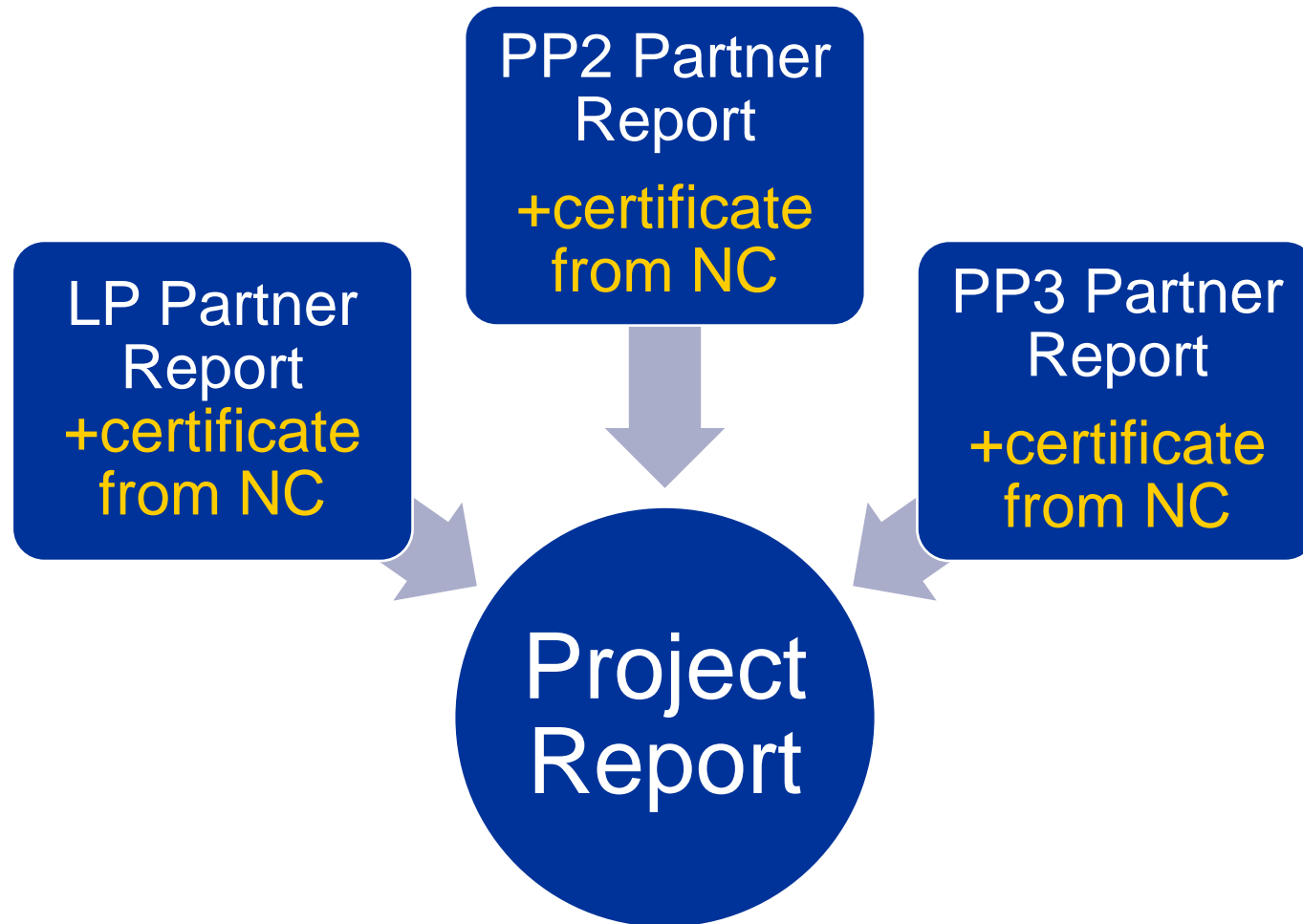
# Project Report

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# Reporting period

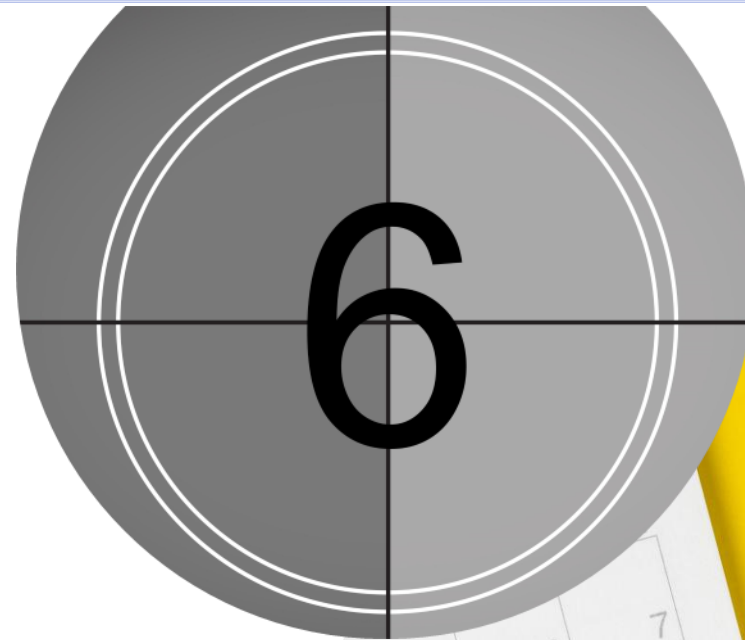
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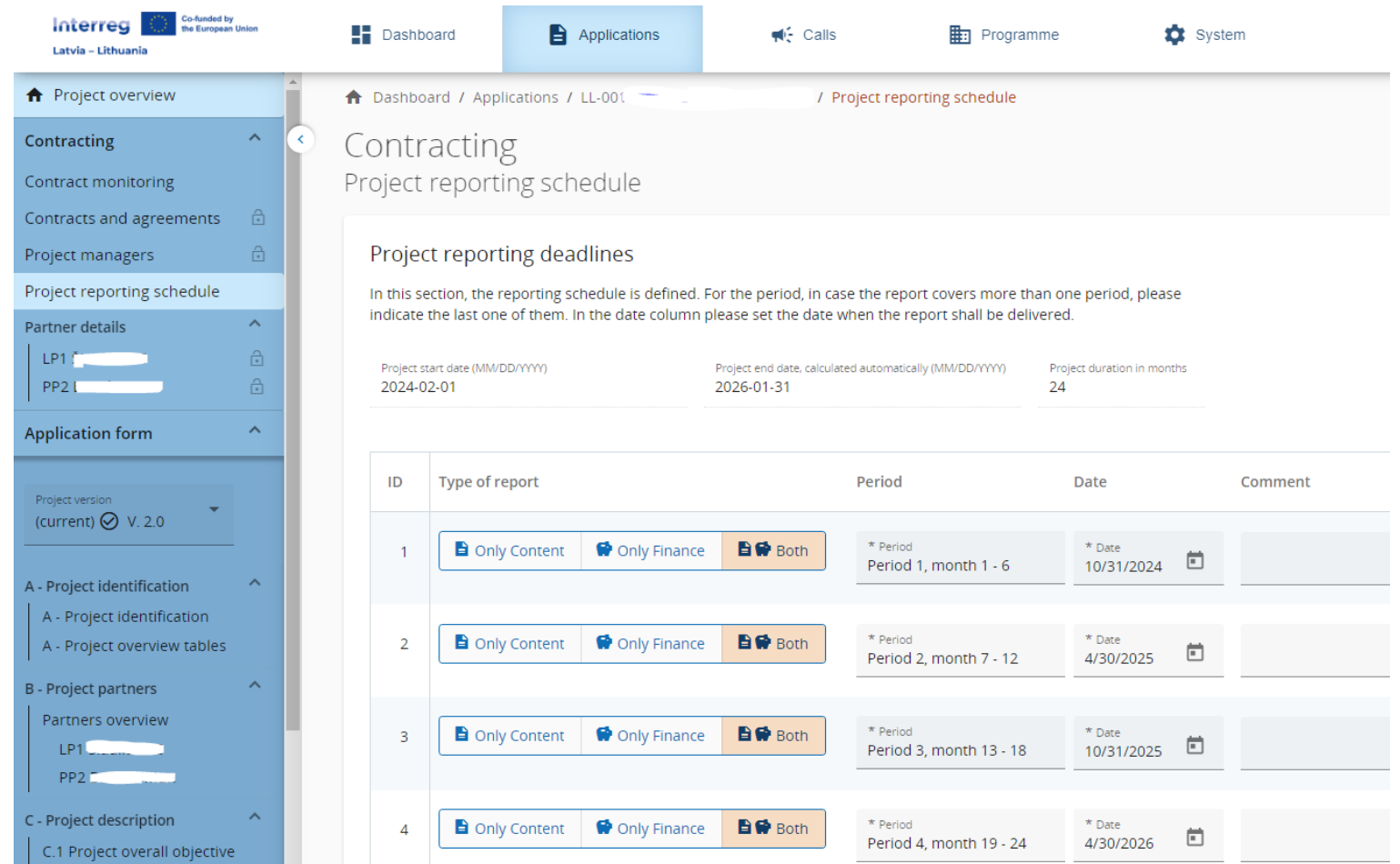
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1 Reporting period for all PPs – 6  
months



# Reporting periods in JEMS

- Reporting periods and deadlines for submission Project Reports are indicated in JEMS by JS



Project reporting schedule

Project reporting deadlines

In this section, the reporting schedule is defined. For the period, in case the report covers more than one period, please indicate the last one of them. In the date column please set the date when the report shall be delivered.

Project start date (MM/DD/YYYY) 2024-02-01      Project end date, calculated automatically (MM/DD/YYYY) 2026-01-31      Project duration in months 24

ID	Type of report	Period	Date	Comment
1	<input checked="" type="checkbox"/> Only Content <input checked="" type="checkbox"/> Only Finance <input checked="" type="checkbox"/> Both	* Period Period 1, month 1 - 6	* Date 10/31/2024	
2	<input checked="" type="checkbox"/> Only Content <input checked="" type="checkbox"/> Only Finance <input checked="" type="checkbox"/> Both	* Period Period 2, month 7 - 12	* Date 4/30/2025	
3	<input checked="" type="checkbox"/> Only Content <input checked="" type="checkbox"/> Only Finance <input checked="" type="checkbox"/> Both	* Period Period 3, month 13 - 18	* Date 10/31/2025	
4	<input checked="" type="checkbox"/> Only Content <input checked="" type="checkbox"/> Only Finance <input checked="" type="checkbox"/> Both	* Period Period 4, month 19 - 24	* Date 4/30/2026	

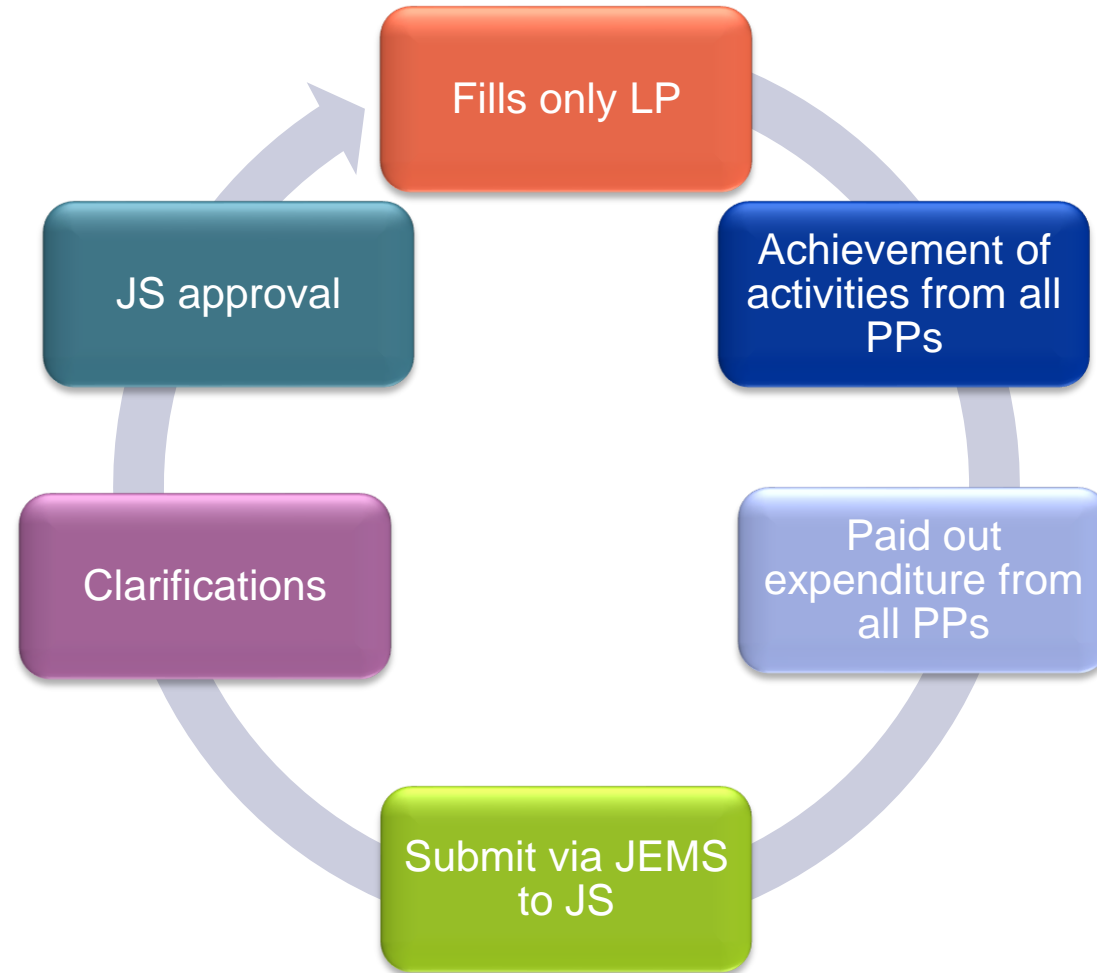
# Project Report

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# Content of Project Report

- **Report identification:** summary information about the report, project highlights and outputs overview, problems encountered and target groups.
- **Work plan progress:** information on progress of the WP objectives, individual activities carried out in this period, deliverables and outputs.
- **Results & Horizontal principles:** information on achievement of results and contribution to horizontal principles.
- **List of partner certificates:** list of all partner certificates that will be added to the report.
- **Project report annexes:** upload area to view the files added in the WP section and attach additional supporting documents.

# Payments

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- **No advance payments** from the Programme are available
- The Project Report approved by the JS serves as a basis for MA to transfer the ERDF co-financing to the LP account
- Payments will be done in **two separate payments** to the LP for costs reported via Project Report

# The timeline of reporting and payments



Total time passed since the end of the reporting period – up to 5,5 months





If during verification of the Partner Report by the National Control and Project Report check by the JS, PP or LP is asked to clarify or provide additional information about any part of the report, check of the **report will be put on hold.**

# Final reporting period

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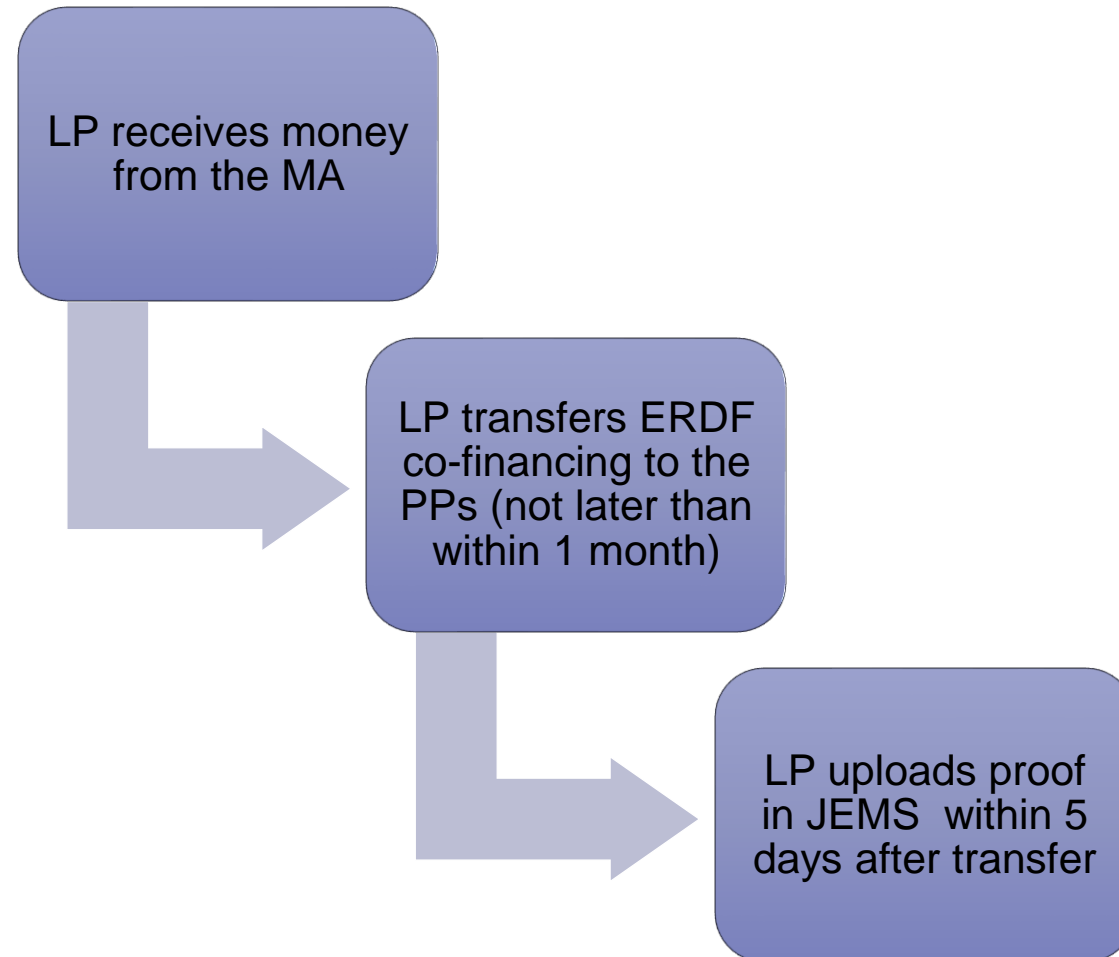
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- In the case reported costs for infrastructure works in the Project Report for the final reporting period constitute more than 25% of total reported costs, reimbursement of the ERDF co-financing will be made **in one payment** to the LP within 2 weeks **after the JS approves the final Project Report.**



# Payments by LP to PPs



# Tips

- secure audit trail when implementing project activities from the very beginning of the project implementation

All requested documents related to costs are listed in the Programme Manual section 7.5.



# Final report

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How?

Submit via JEMS to JS together with Project Report after the last reporting period

Why?

To report on the final achievements of the project objective, main output(s) and result(s)

# Report on achieved project results

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When?

One year after the end of the project

Why?

To report on project results and to justify durability

# Report on achieved project results



## Annex I. Programme output and result indicators

Specific objective	Output indicator name	Measurement unit	Definition	Time measurement achieved	Result indicator name	Measurement unit	Definition	Time measurement achieved
1.1 2.1 2.2 3.1 4.1	Organisations cooperating across borders (RCO87)	Organisations	The indicator counts the organisations cooperating formally in supported projects. The organisations counted in this indicator are the legal entities including project partners.	Upon project finalisation.	Organisations cooperating across borders after project completion (RCR84)	Organisations	The indicator counts the organisations cooperating across borders after the completion of the supported projects. The organisations are legal entities involved in project implementation. The cooperation concept should be interpreted as having a statement that the entities have a formal agreement to continue cooperation, after the end of the supported project. The cooperation agreements may be established during the implementation of the project or within one year after the project completion. The sustained cooperation does not have to cover the same topic as addressed by the completed project.	During project implementation / up to one year after project completion
1.1 2.1 2.2 3.1	Pilot actions developed jointly and implemented in projects (RCO84)	Pilot actions	The indicator counts the pilot actions developed jointly and implemented by supported projects. The scope of a jointly developed pilot action could be to test procedures, new instruments, tools, experimentation or the transfer of practices.  In order to be counted by this indicator:  - the pilot action needs not only to be developed, but also implemented within the project	Upon project finalisation.	Solutions taken up or upscaled by organisations (RCR104)	Solutions	The indicator counts the number of solutions, other than legal or administrative solutions, that are developed by supported projects and are taken up or upscaled during the implementation of the project or within one year after project completion.  The organisation adopting the solutions developed by the project may or may not be a participant in the project.  The uptake / up-scaling should be documented by the adopting organisations	During project implementation / up to one year after project completion

# JEMS

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A separate seminar will be organized closer to the end of the 1st reporting period to explain reporting in JEMS





