

**Interreg**



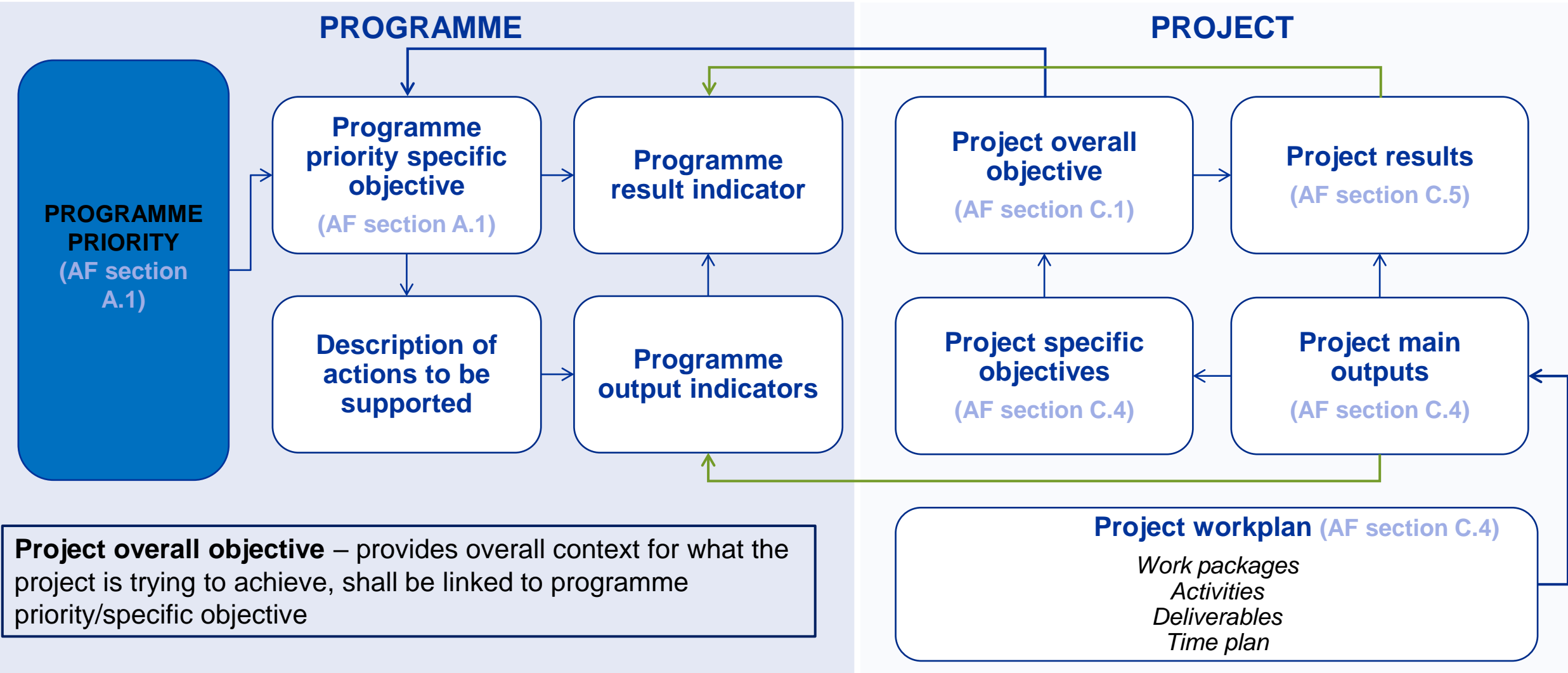
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**Latvia – Lithuania**

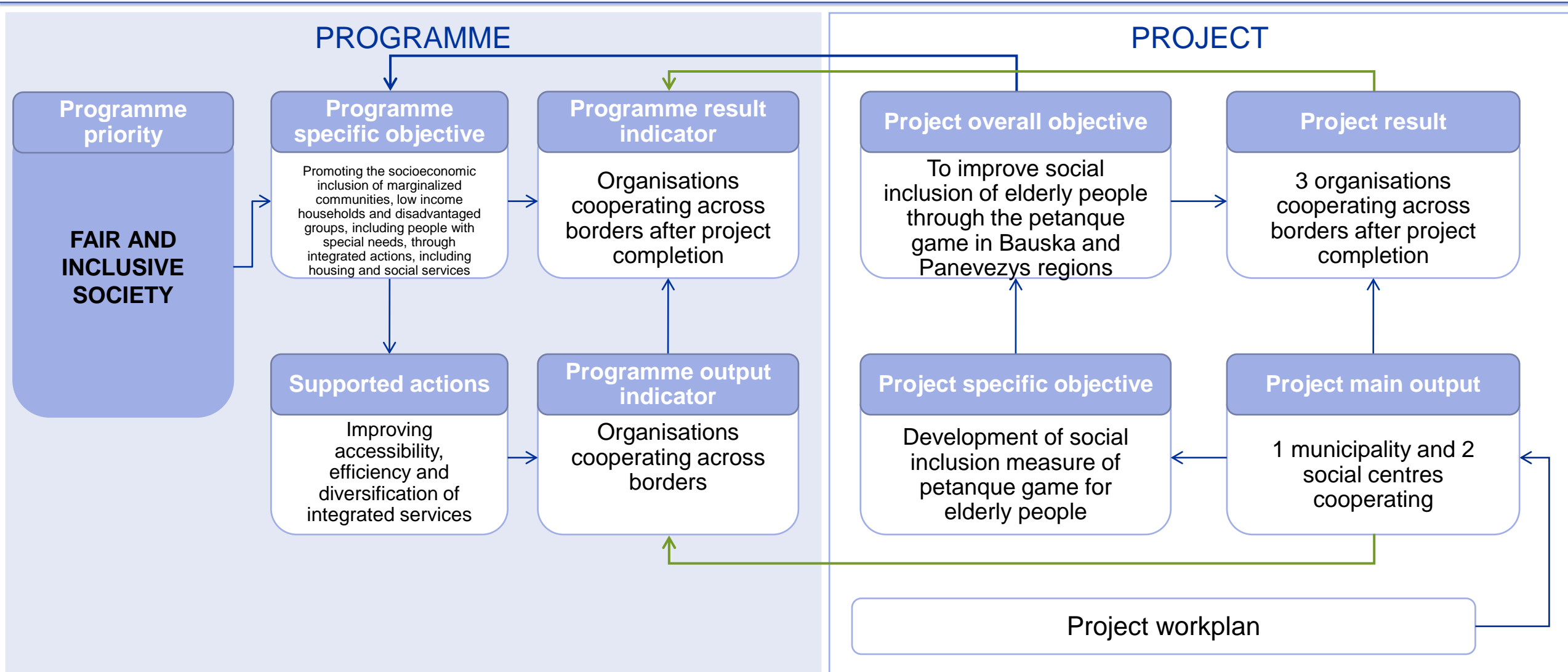
**Requirements for the development of the  
application under  
priority I „Capacity building and people-to-people  
cooperation“ and  
priority III „Fair and inclusive society“**

1st call seminar for the potential applicants

# Programme and project intervention logic



# Programme and project intervention logic *(example)*



# Project outputs and results

## Programme Manual Annex I.

### Output indicators:

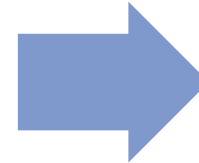


- Organisations cooperating across borders
  - **Mandatory**



- Pilot actions developed jointly and implemented in projects
- Jointly developed solutions

- Target value =
  - = number of project partners
  - = number of pilot actions
  - = number of developed solutions
- No duplication of outputs in WPs
- Target value  $\neq$  0



### Result indicators:

- Organisations cooperating across borders after project completion
  - **Mandatory**

- Solutions taken up or upscaled by organisations

- Cooperation must continue at least for one year after the project
  - cooperation agreement
- Report one year after the project

# Project outputs and results

(example)

## Output indicators:

- Organisations cooperating across borders
  - **Mandatory**

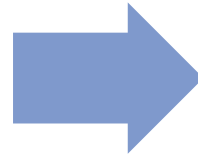
- Target – 3 organisations

- Pilot actions developed jointly and implemented in projects

- Target – 2 pilot actions

- Jointly developed solutions

- Target – 1 solution



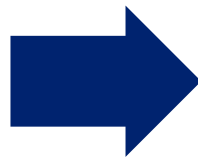
## Result indicators:

- Organisations cooperating across borders after project completion
  - **Mandatory**

- Baseline – 0 organisations
- Target – 3 organisations

- Solutions taken up or upscaled by organisations

- Baseline – 0 solutions
- Target – **3 solution**



# Structure of work package



- Two-three WPs per project
  - One WP per specific objective
- No specialised WPs
  - (e.g. project management, investment, communication, etc.)
- No communication objective in the WP if there are no communication activities
- At least one communication objective in the project (it must contribute to the achievement of the project specific objective)
- At least one deliverable per each activity

**Project specific objective** – a tangible statement describing what the project is trying to achieve.

**Communication objectives** aim to change the target audience's:  
**Belief**  
**Knowledge**  
**Behaviour**

# Project work package (example)

## Work package 1 – Creation of petanque game



# Planning activities/deliverables in JEMS

**Activity** is a specific task performed for which resources are used and that result in a development of deliverable

Activity number	Automatically generated
<b>Title</b>	Max 200 characters
<b>Start period</b>	Drop-down
<b>End period</b>	Drop-down
<b>Description</b>	<b>General description of activity</b> – what in general will be done. Without detailed information on responsible partners, number of participants, places, etc. Max 1000 characters
<b>Partner(s) involved</b>	Drop-down – <b>select all partners involved, not only paying PPs.</b>



# Planning activities/deliverables in JEMS

**Deliverable** is a product or service of the project that contributes to the development of a project's main output

Deliverable number	Automatically generated
Deliverable title	Tangible service or product Max 100 characters
Description	<p>What, where, how many participants, who will do, why, when? how many products or services will be delivered because no separate input field for target value</p> <p>Since number of characters is limited to ~ 20-30 words, some important information on deliverables can be provided in description of activity that has 1000 characters.</p> <p>In JEMS there is no target value field for deliverable. To be provided within description!</p> <p>Max 300 characters</p>
Delivery period	Drop-down

Each activity must have **at least one deliverable**.

In JEMS there is no target value field for deliverable. **To be provided within description!**

# Examples of deliverable

## • Events



<b>Deliverable number</b>	Automatically generated
<b>Deliverable title</b>	Organized trainings for travel guides <small>Max 100 characters</small>
<b>Description</b>	8 one-day trainings for travel guides will be organized in Kuldiga and Klaipeda to give knowledge to guides on developed tourism route and its historical meaning. In each training up to 15 participants are planned. Responsible partners: LP and PP2. <small>Max 300 characters</small>
<b>Delivery period</b>	Drop-down

### 5 W+H:

- Who?
- What?
- When?
- Where?
- Why?
- How?

# Examples of deliverable

- **Events**



<b>Deliverable number</b>	<b>Automatically generated</b>
<b>Deliverable title</b>	Organized thematic conference Max 100 characters
<b>Description</b>	One thematic conference will be organized in Zarasai for representatives of nature parks from Latvia and Lithuania to discuss challenges and solutions for maintenance of nature parks. Results of discussions will be a part of methodology planned under D.1.2.3. One-day event, up to 60 participants. Responsible partners: LP and PP2.  Max 300 characters
<b>Delivery period</b>	Drop-down

Description	Comments	Investment	Unit type	No. of units	Price per unit	Total	Breakdown by periods
<b>Thematic conference</b>	Rent of premises/ 1000EUR, catering/2000, moderator/500, translation services/500. (60 participants).	No	N/A	1	4000	4000	3500/500/0

# Examples of deliverable

- Elaboration of documents**



<b>Deliverable number</b>	Automatically generated						
<b>Deliverable title</b>	Developed Action plan						
	Max 100 characters						
<b>Description</b>	Action plan will be developed by LP in cooperation with PP2 and PP3. Scope/content/ purpose of Action plan? Who are end users? Endorsement or inclusion in planning documents? Reference to the legal acts if there are any official requirements set-up for this type of document.						
	Max 300 characters						
<b>Delivery period</b>	Drop-down						
Description	Comments	Investment	Unit type	No. Of units	Price per unit	Total	Breakdown by periods
Development of Action plan	Preliminary Content , planed (works. field trips, surveys, study of documentation, etc., aprox. volume	No	N/A	1	10000	10000	5000 / 5000 / 0

# Example of deliverables

## Publicity



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Deliverable  
title

**Developed and updated project  
profile on [www.latlit.eu](http://www.latlit.eu)**

**Mandatory  
to every  
project**

Developed and at least once per reporting period updated project profile on [www.latlit.eu](http://www.latlit.eu) by the LP.

Deliverable  
title

**Informative posters at premisses of  
LP, PP2, PP3 and ... (etc.)**

**Mandatory  
to every  
project**

The informative poster (not lesser than A3 size) or electronic displays will be displayed at the premisses of LP and each PP at the places visible to the public at the start of the project. Will be maintained and/or information will be updated during the project.

**Mandatory  
to every  
project**

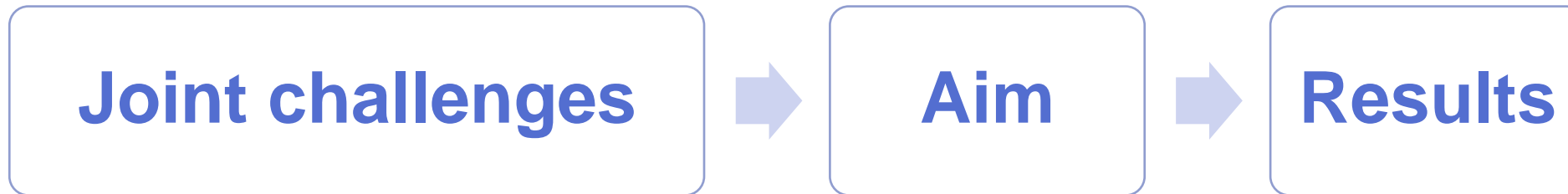
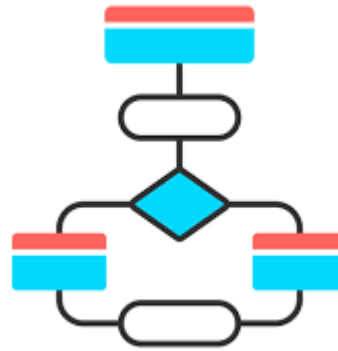
Description

**Project information on official websites of  
LP, PP2, PP3 and ... (etc.)**

LP and each PP will create project information section on their official websites at the start of the project. It will be regularly maintained and by the end of the project all project results will be uploaded there. Will remain active after the project ends.

# How to .....

- **Use logical structure**





To project  
application



- What cross-border problem will you solve?
- Who will be your target group?
- Will there be a demand for your results?
- Are there similar ideas already implemented?
- Is it technically possible?

# How to involve people..

- **Increase observability** (Prius)
- **Eliminate excuses** (Plan: a,b,c,d)
- **Communicate expectations**  
(towels in hotel, bills with average consumption)





# Budget planning

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- Programme ERDF Co-financing rate: **80%**

- National co-financing possible: **10%** of eligible costs

<https://likumi.lv/ta/id/335780-valsts-budzeta-lidzeklu-pieskirsanas-kartiba-un-kriteriji-latvijas-republika-registretiem-eiropas-teritorialas-sadarbibas>

<https://www.e-tar.lt/portal/lt/legalAct/d99fe43028f011edb4cae1b158f98ea5>

## Reimbursement timeframe:

- **70%** of Programme co-financing after 3,5 months from period end
- **30%** of Programme co-financing after 5,5 months from period end

# Recommendations

- Respect **budget limits** for priorities / specific objectives
- Have **available funding** for first two periods (There are no advance payments from Programme)
- National Control /audit costs should be planned for LT PP
- Use **market research/commercial offers** for planning CC4 & CC5 costs



# Recommendations

- LP/PP must provide clear link between activities and costs
- Plan costs for mandatory **communication** elements
- Use **rounding** to whole numbers
- Detailed planning of specific activities cost positions / provide **costs breakdown**
- Don't plan costs **for another** PP



# To consider

# Promotional materials

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- The Programme has a strict approach to promotional materials (e.g., **gadgets, giveaways, souvenirs** and similar)
  - Only promotional material specifically required for reaching one of the target groups and objectives may be produced by projects.
- Communication materials such as **leaflets, brochures, booklets**, etc. could be planned if their need and value for target group is justified
  - **Main aspects:**
    - Content, target group, volume, quantity, language, promotion, where and how will it be disseminated
- Costs linked to **awards** and **prizes** granted or given at competitions organised by the LP/PPs are not eligible



# Recommendations



# Group work



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**Please find shortcomings in the project work plan and budget for the project “Water buvette route by bicycle”.**

Feel free to propose necessary improvements to make this project better.

After discussion at your table, present answers. Time – 20 minutes.

