Interreg

Co-funded by the European Union

Latvia – Lithuania

Reporting and payments

Information webinar on project implementation

14 March 2024

Reports

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

Programme Manual section 6.3.

Reporting period

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1 Reporting period for all PPs – 6 months

Partner Report

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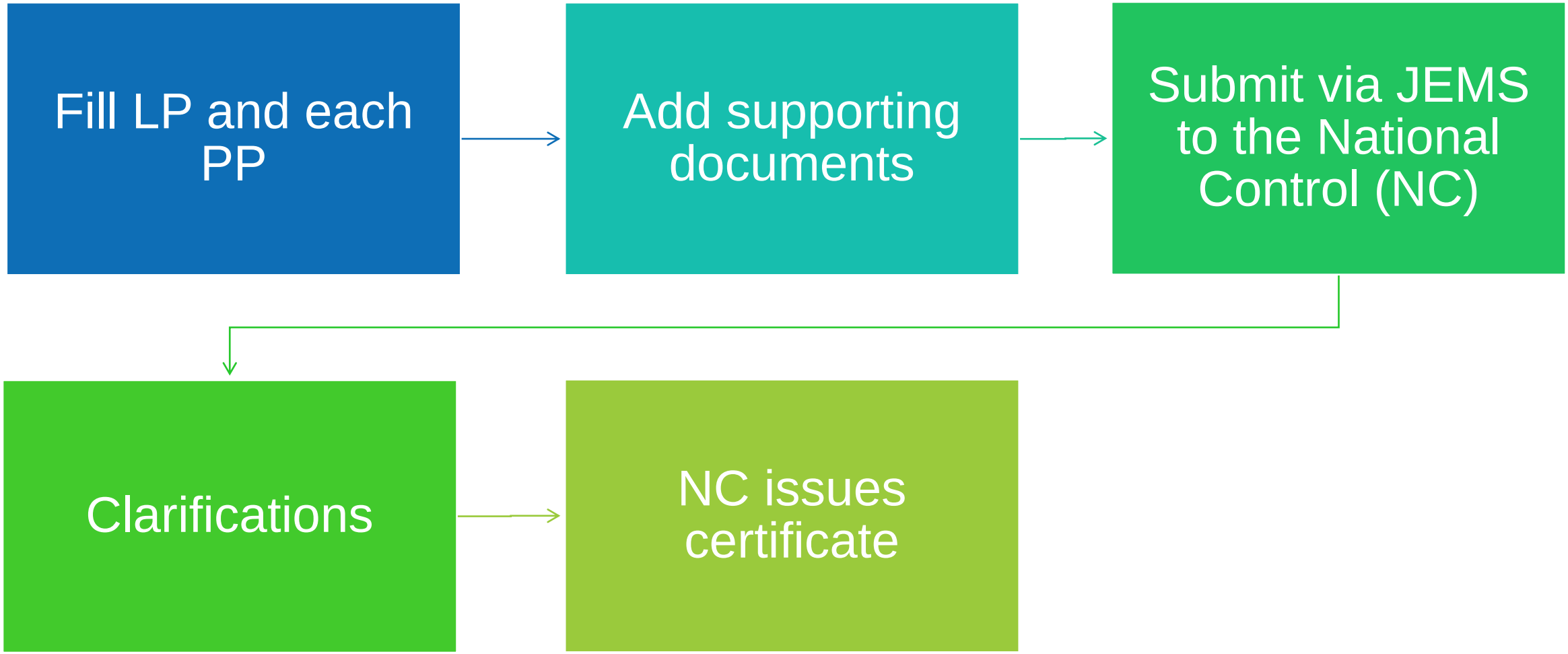

National Control

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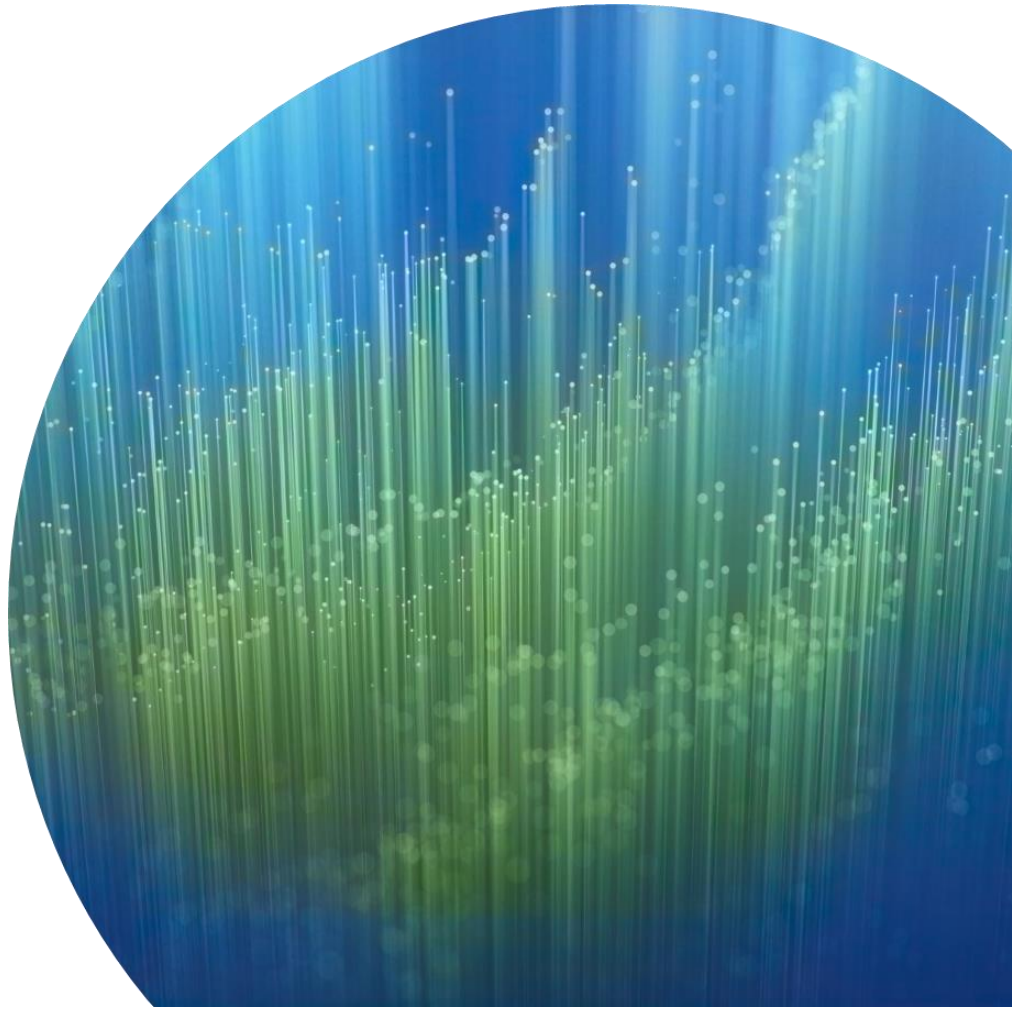
LV

- Centralized, carried out by the Ministry of Environmental Protection and Regional Development of the Republic of Latvia.

LT

- decentralized system, each PP will contract private audit company.



General rules

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- 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

Partner Report in JEMS

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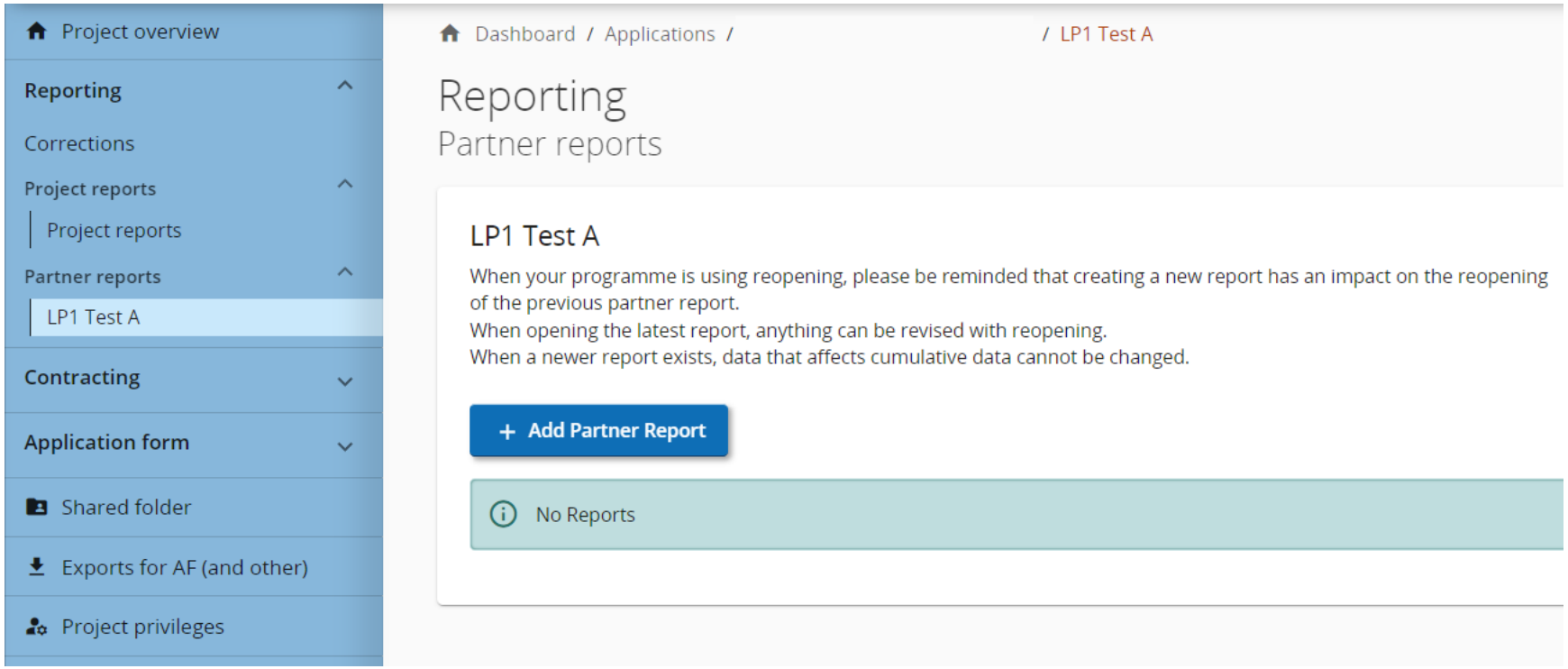

ACCESS TO REPORTS IN JEMS

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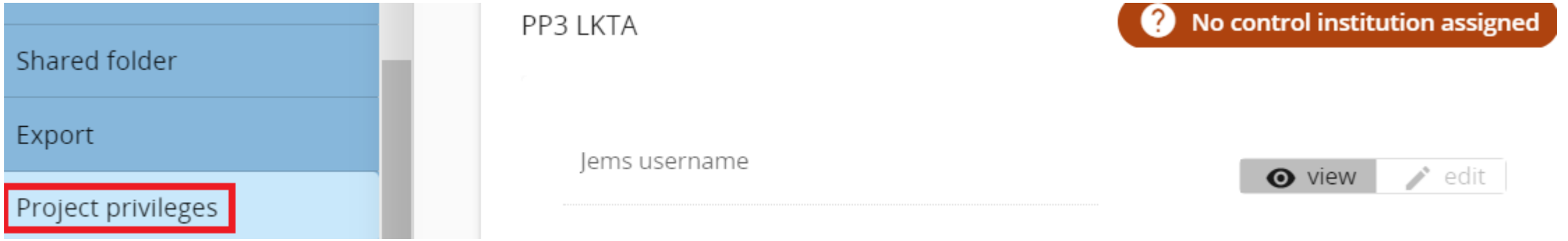

In JEMS LP assigns for each PP users to have access to reporting section

Content of Partner Report

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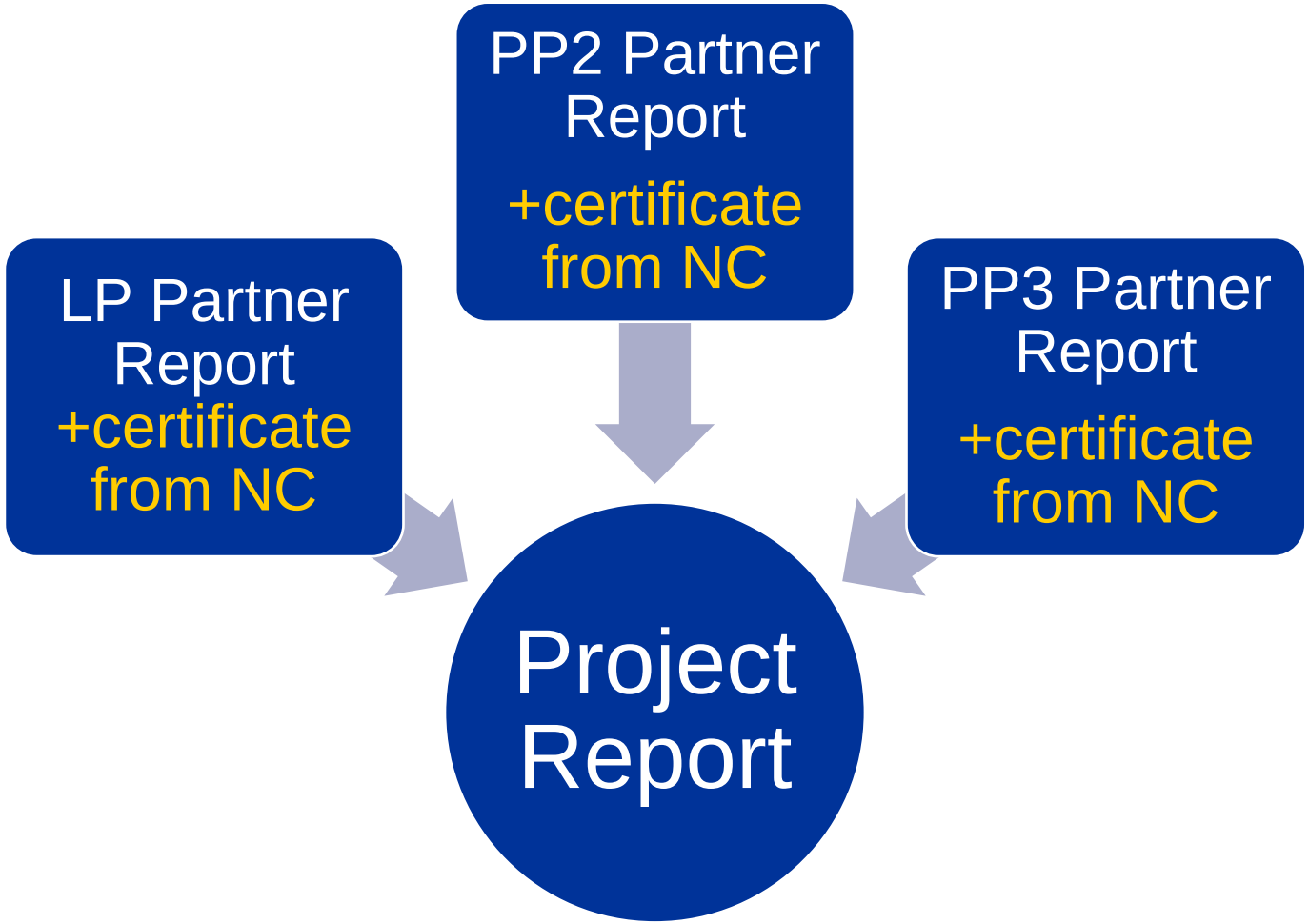
- **Report identification:** Summary of partner's work in reporting period, Partner problems and deviations (problems and deviations including delays from the work plan presented in the Application Form and the solutions found), Target groups (information on how the target group was involved in the project 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



Reporting periods in JEMS

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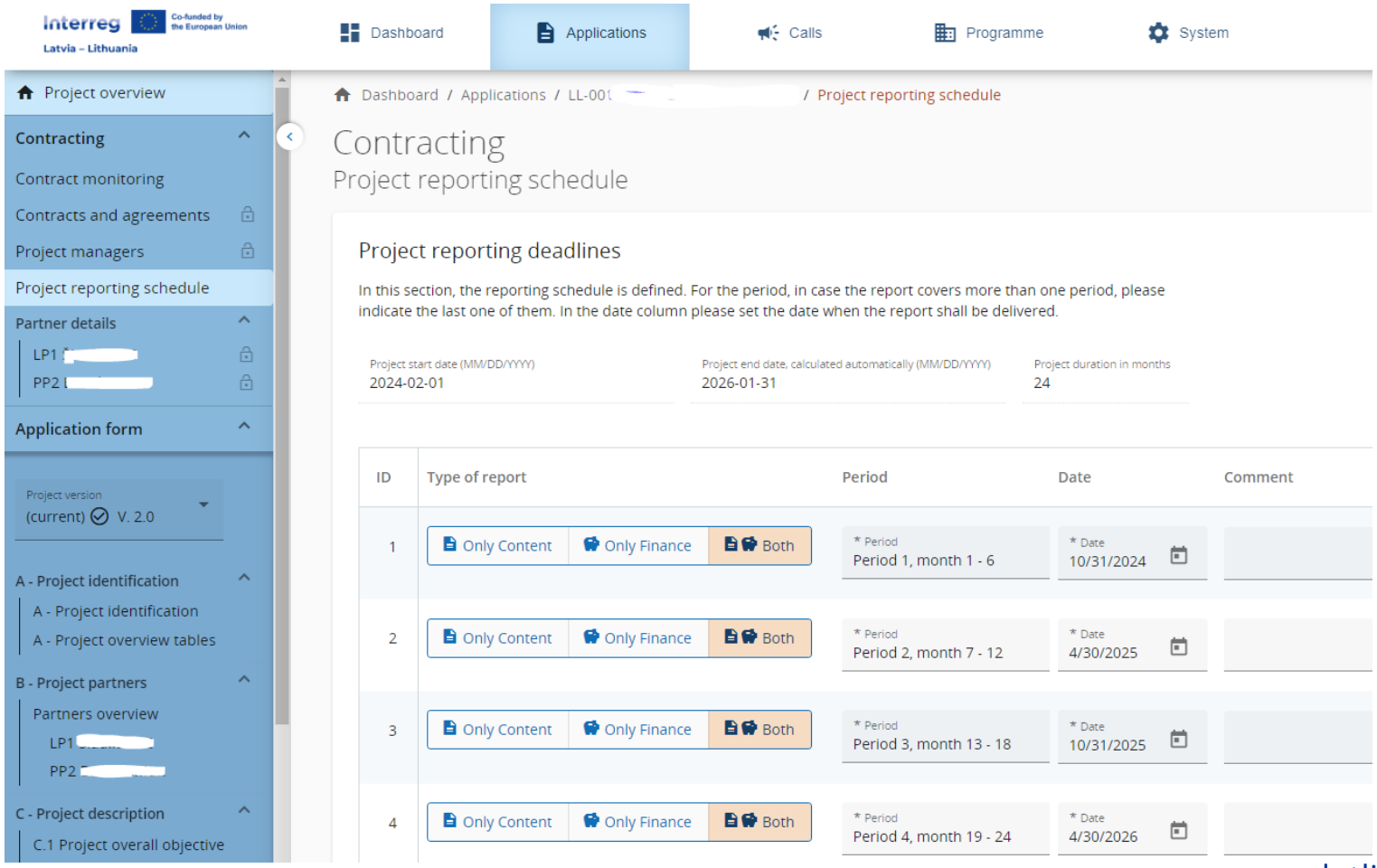
- Reporting periods and deadlines for submission Project Reports are indicated in JEMS by JS



Project Report

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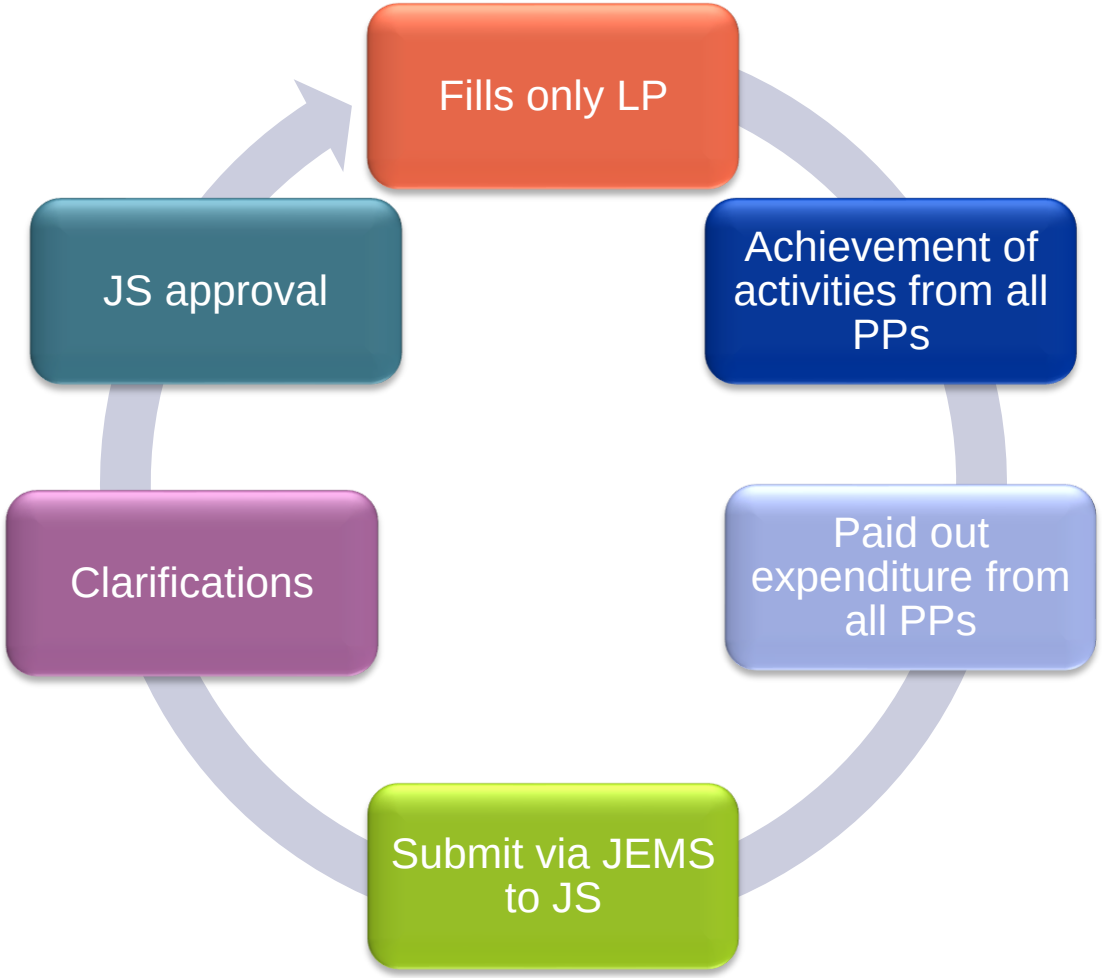

Content of Project Report

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- **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

- 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

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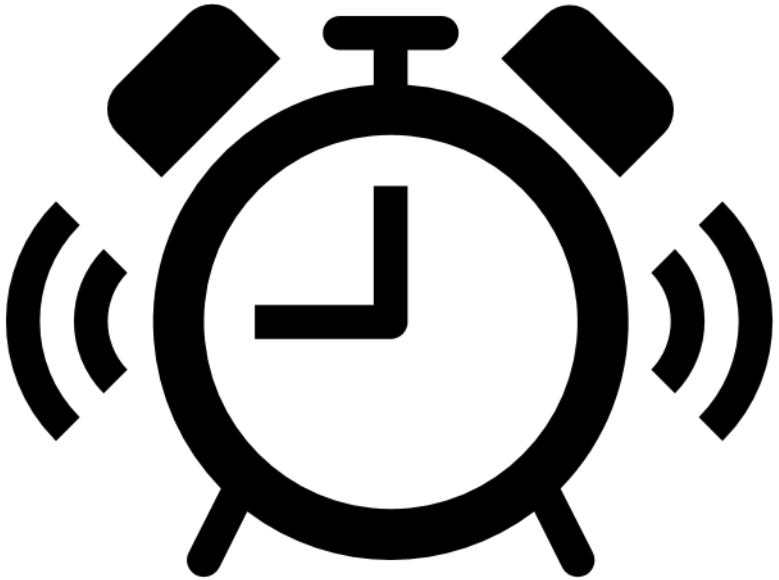
Total time passed since the end of the reporting period – up to 5,5 months



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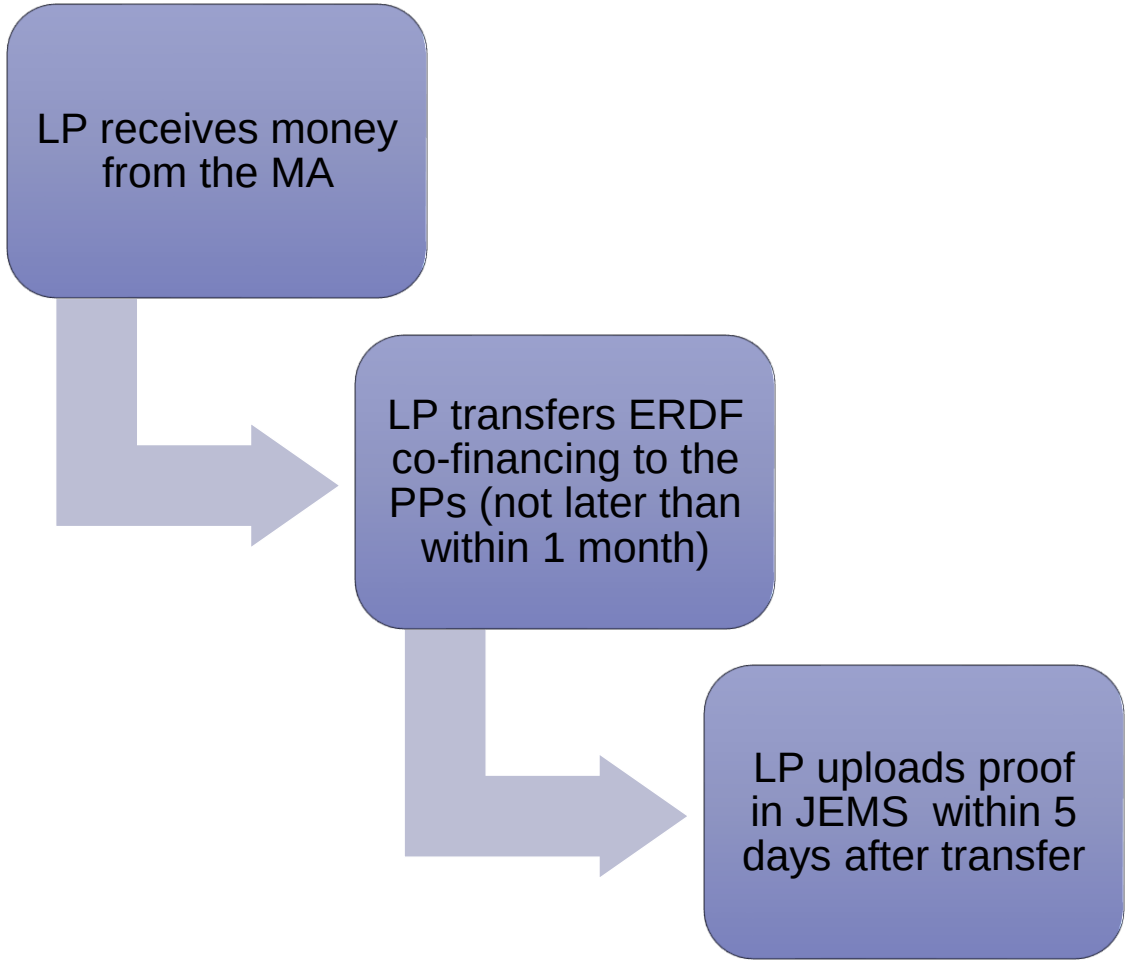
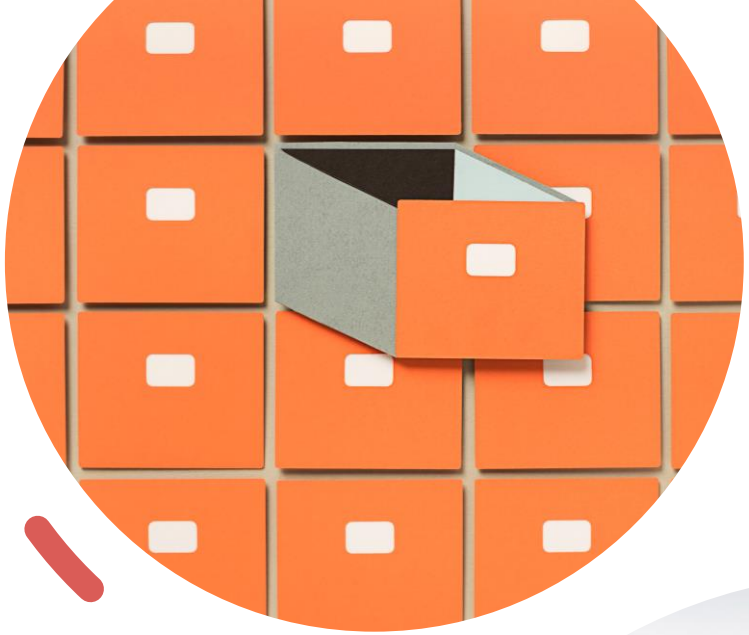
- In the case reported costs for infrastructure works in the Project Report for the final reporting period constitute more than 25% of total reported costs, reimbursement of the ERDF co-financing will be made in one payment to the LP within 2 weeks after the JS approves the final Project Report.

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

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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

- “Guidance for JEMS” is under updating and soon will be available on the Programme website www.latlit.eu

Thank you! Paldies! Ačiū!