

**Interreg**



Co-funded by  
the European Union

**Latvia – Lithuania**

# **Communication Guidelines**

**Interreg VI-A Latvia–Lithuania Programme 2021–2027**

Version 1

15 April 2024

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## INTRODUCTION

This Communication Guidelines provides additional description of project partners' legal obligations and the mandatory elements of the communication and visibility measures that must be implemented in all projects co-financed by the Interreg VI-A Latvia-Lithuania Programme 2021-2027 (hereinafter – Programme). All main publicity requirements are described in section 6.4 of the Programme Manual.

The legal obligation of the project partners on ensuring publicity of projects co-financed by the Programme is based on the following documents:

- 1) Regulation (EU) 2021/1060 of the European Parliament and of the Council of 24 June 2021 laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund and financial rules for those and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy,
- 2) Regulation (EU) 2021/1059 of the European Parliament and of the Council of 24 June 2021 on specific provisions for the European territorial cooperation goal (Interreg) supported by the European Regional Development Fund and external financing instruments,
- 3) Programme Manual for the 1st Call for Proposals of Interreg VI-A Latvia-Lithuania Programme 2021-2027,
- 4) Programme Manual for the 2nd Call for Proposals of Interreg VI-A Latvia-Lithuania Programme 2021-2027,
- 5) Interreg Brand Design Manual 2021 – 2027.

If any doubts or questions arise the project partners must contact the assigned Project Manager or Information Managers at the Joint Secretariat of the Programme to receive necessary clarifications.

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# 1. PROGRAMME LOGO

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## Elements of the Programme logo

The Programme logo consists of three elements:

- the emblem of the European Union (EU),
- the statement “Co-funded by the European Union” written in full and placed next to the emblem of the EU,
- the Programme name “Interreg Latvia – Lithuania” placed next to the emblem of the EU.



Please download file of the needed format and language from the website of the Programme here: [www.latlit.eu/how-to-implement/publicity/](http://www.latlit.eu/how-to-implement/publicity/)

**In any case, please do not amend or modify the Programme logo by yourself!**

**Interreg**



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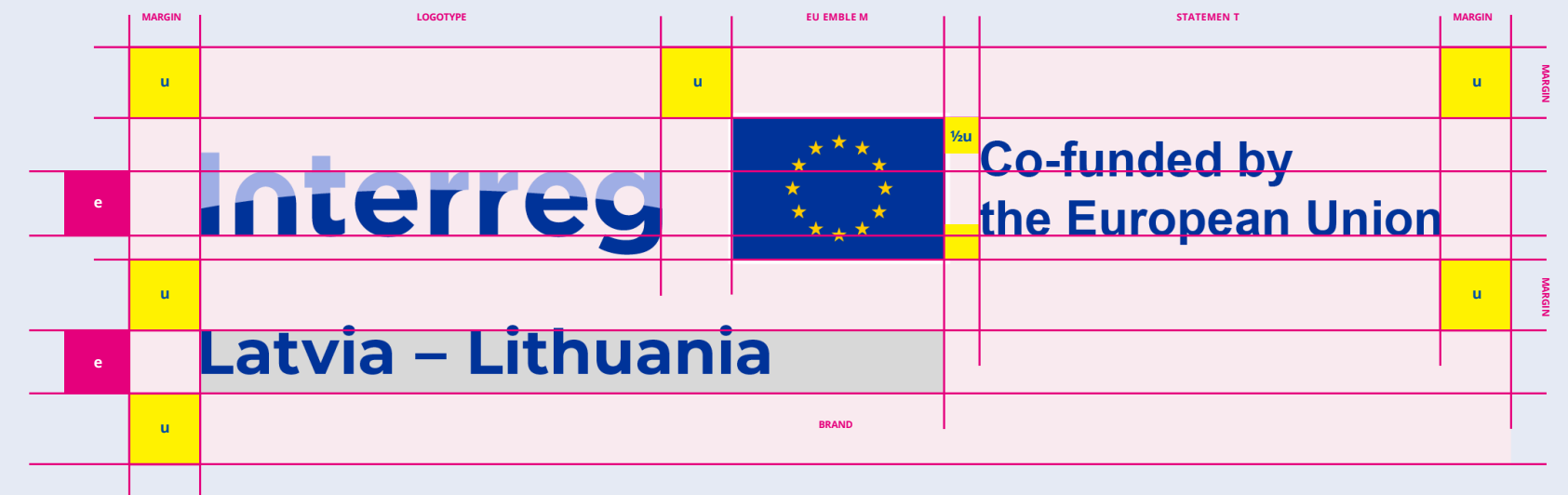
**Latvia – Lithuania**

# Specifications

The Programme logo is used as a distinguishing mark in notifying of the use of the Programme funds.

All the elements of the Programme logo must be always used together. The layout of the logo is horizontal. Logo must always be downloaded from the Programme website and never re-created by projects or other stakeholders themselves.

**A clear space must remain around the Programme logo.** Within this area, no other graphic elements or logos can be placed. The space between the Interreg logotype and the EU emblem is the measure, which is used to define the space between the EU emblem and Programme name, as well as the clear space around the Programme logo (further referred as 1 “u”).



# Size of the Programme logo

The appearance of a logo varies greatly according to the medium it is used in. Therefore, minimum sizes for print, screen and video are specified.

The logo should not be used in any size smaller than the smallest size specified here.

- The minimum width of the entire logo must be 87,5 mm.
- The minimum height of the EU emblem must be 10 mm.



MEDIA	SMALLEST LOGO WIDTH
PRINT A4 PORTRAIT (210×297 MM)	87,5 mm
PRINT A4 LANDSCAPE (297×210 MM)	87,5 mm
PRINT A5 PORTRAIT (148×210 MM)	87,5 mm
PRINT A5 LANDSCAPE (210×148 MM)	87,5 mm
PRINT BUSINESS CARD (85×55 MM)	43,7 mm
PRINT SIGN (PLAQUE) PORTRAIT ANY LARGE FORMAT (A2+)	87,5 mm
PRINT SIGN (PLAQUE) LANDSCAPE ANY LARGE FORMAT (A2+)	87,5 mm
SCREEN SMARTPHONE (960×640 PX)	400 px
SCREEN TABLET (1024×768 PX)	400 px
SCREEN LAPTOP (1920×1080 PX)	500 px
SCREEN DESKTOP (2560×1440 PX)	500 px
POWERPOINT 16:9 (254×142,88 MM)	87,5 mm
VIDEO FULLHD (1920×1080 PX)	500 px
VIDEO HD (1280×720 PX)	500 px
VIDEO SD (1050×576 PX)	400 px

# Colours of the Programme logo

## Use of colour systems

An appropriate colour system for the Logo should be used depending on the intended use of the Logo.

### PMS (Pantone® Matching System or PMS)

Use: For offset printing only. Ideal for stationery. Often used in one or two-colour jobs. Also used as spot colours on premium brochures in addition to four-color process.

### CMYK (cyan, magenta, yellow, black)

Use: Use in offset and digital printing. Ideal for fullcolour brochures, flyers, posters and post cards, etc.

### RGB (red, green, blue)

Use: The most commonly used colour profile in the world of computers, TV screens and mobile devices is RGB.

### HEX (hexadecimal colour)

Use: Onscreen for websites. HEX, which stands for Hexadecimal, is also used onscreen and is basically a short code for RGB colour.

**Colour Reflex Blue**  
Pantone Reflex Blue  
CMYK 100 / 80 / 0 / 0  
HEX 003399  
RGB 0 / 51 / 153

**Colour Light Blue**  
Pantone 2716  
CMYK 41 / 30 / 0 / 0  
HEX 9FAEE5  
RGB 159 / 174 / 229

**Colour Yellow**  
Pantone Yellow  
CMYK 0 / 0 / 100 / 0  
HEX FFCC00  
RGB 255 / 204 / 0

**Colour Black**  
Pantone Black  
CMYK 0 / 0 / 0 / 100  
HEX 000000  
RGB 0 / 0 / 0

**Colour White**  
Pantone White  
CMYK 0 / 0 / 0 / 0  
HEX ffffff  
RGB 255 / 255 / 255



## Programme fonts

The generic typeface for all applications, from body text to headlines, is **Open Sans**.

It has a neutral yet friendly appearance suitable for all applications, while its wide variety of weights and styles makes it very versatile. It was optimized for print, web, and mobile interfaces, and has excellent legibility characteristics in its letter forms.



**These typefaces are available for free, including web font kits and can be downloaded for instance here:**  
<http://www.fontsquirrel.com/fonts/open-sans>

# Open Sans

**ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890(!"·\$%&/=^\*¨Ç,-;:\_)**

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890(!"·\$%&/=^\*¨Ç,-;:\_)

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890(!"·\$%&/=^\*¨Ç,-;:\_)

## Programme fonts

As an alternative serif typeface to Open Sans, **Vollkorn** was chosen. It can be used alone or in combination with Open Sans.



These typefaces are available for free, including web font kits and can be downloaded for instance here: <http://www.fontsquirrel.com/fonts/vollkorn>

# Vollkorn

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890(!".\$%&/=^\*~Ç,-;:\_)

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890(!".\$%&/=^\*~Ç,-;:\_)

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890(!".\$%&/=^\*~Ç,-;:\_)

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## Alternative Programme fonts

If neither Open Sans or Vollkorn are available, you must use the universal fonts family "**Arial, sans-serif**" or "**Georgia, serif**".

**Open Sans**



**Arial Bold**

Arial Regular

*Arial Italic*

**Vollkorn**



**Georgia Bold**

Georgia Regular

*Georgia Italic*

# Colour variations

## STANDARD logo: positive

The standard logo is the full colour version. Ideally the logo should be used on white or light backgrounds only. If the logo needs to be placed on a dark background, it must be in a white rectangle, with its size matching at least the clear space as specified.

## STANDARD logo: negative (white & colour)

When using a white background box is not possible due to space restrictions, context, design or because it would cover an important element of the background image, you may use a white & colour version on a dark background. In that case, the logotype, EU emblem border and statement must be in white.

## MONOCHROME logos: positive & negative

For single colour reproductions, when absolutely necessary for printing or specific usage in a document, a monochrome version of the logo should be used. This version should only be used whenever full colour is not available. The rules for applications on light vs dark background remain the same as specified, with the brand preferably being placed in a white rectangle whenever used on dark or busy backgrounds.

STANDARD logo: positive

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STANDARD logo: negative (white & colour)

**Interreg**



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MONOCHROME logos: positive

**Interreg**

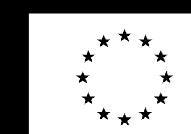


Co-funded by  
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**Latvia – Lithuania**

MONOCHROME logos: negative

**Interreg**



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**Latvia – Lithuania**

# Language variations

There are three language versions of the Programme logo: English, Latvian and Lithuanian. **All these versions are equal** and can be used interchangeably.

## ENGLISH languages:

This is the main Programme logo, which can be used on all information and communication materials, documents and outputs.

## LATVIAN language:

This logo option can be used on documents and publications, which are prepared in Latvian language.

## LITHUANIAN language:

This logo option can be used on documents and publications, which are prepared in Lithuanian language.

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**Interreg**



Līdzfinansē  
EIROPAS SAVIENĪBA

**Latvija – Lietuva**

**Interreg**



Bendrai finansuoja  
EUROPOS SAJUNGA

**Latvija – Lietuva**

# Programme logo position

**Must always be clearly visible and in a prominent position**

- Publications and documents: preferably on front cover.
- Electronic formats: in a place visible without scrolling down or clicking.
- Electronic banners: in such position that banners remain complete after crops the image.
- Videos: logo of minimum 400 px, at the beginning and/or the end of the video.
- Other promotional materials – in a prominent place.





# Using Programme logo together with other logos

If the Programme logo is displayed together side-by-side with special project logo or other organisation logo, then it must be ensured that **the EU flag is at least the same size, either in height or width, as the largest among the other logos** (Regulation 2021/1060, Annex IX p.1.7).

- Keep in mind that the main aim is to highlight EU's involvement. Therefore, the EU flag should always be visible and prominent.
- Project logo should never be placed above the Interreg logo.

Interreg

Latvia – Lithuania



Logo

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Logo height not larger than the EU emblem

Logo width not larger than the EU emblem

# Correct use of the Programme logo


The Programme logo must be clearly visible, well-readable and located in a visible place.

**As a rule, the Programme logo shall be displayed in colour. In the case it is not possible, monochrome versions can be used.**


The Programme logos must be printed on a light background. **In case of dark and multi-coloured background, white box behind the logo should be preferred.**

For single colour reproductions, when absolutely necessary for printing or specific usage in a document, a monochrome version of the logo (positive or negative) should be used. This version should only be used whenever full colour is not available.




 Light background and logo in color




 Light background (image)




 Busy background (image) and logo with a white box




 Dark background (image) and logo in negative (white & colour)



 Monochrome background (image) and Programme logo

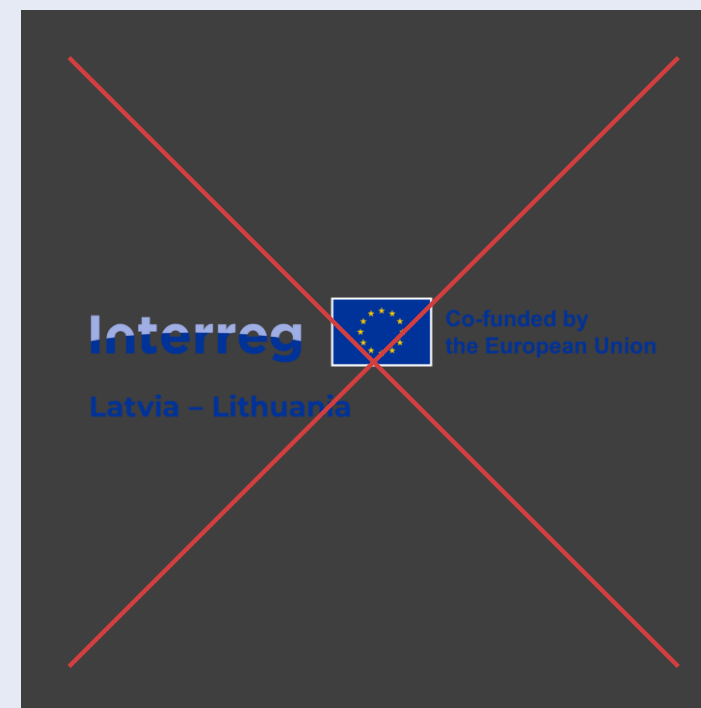



 Monochrome background and Programme logo




# Incorrect use of the Programme logo

- Avoid coloured backgrounds as much as possible. White backgrounds should be preferred at any time.
- Do not invert, distort, stretch, slant or modify the logo in any way.
- Do not cut the logo.
- Do not rotate the logo. The only correct use of the logo is horizontal at a 0° angle.
- Do not change the composition of the logo elements. They are invariable.
- Do not use outlines around the logo.
- Do not use the logo in any other colour than the standard full-colour version or the accepted white and monochrome variations.




 Dark background



 Busy background




 Coloured background and monochrome Programme logo



 Missing co-funding statement



 Changed colours



 Changed proportions

# Creating logo of project

Project names/logos are not a part of the Interreg logo but rather should be considered as an annexed element. As such, the Interreg logo should always appear any time the project name or logo is used.

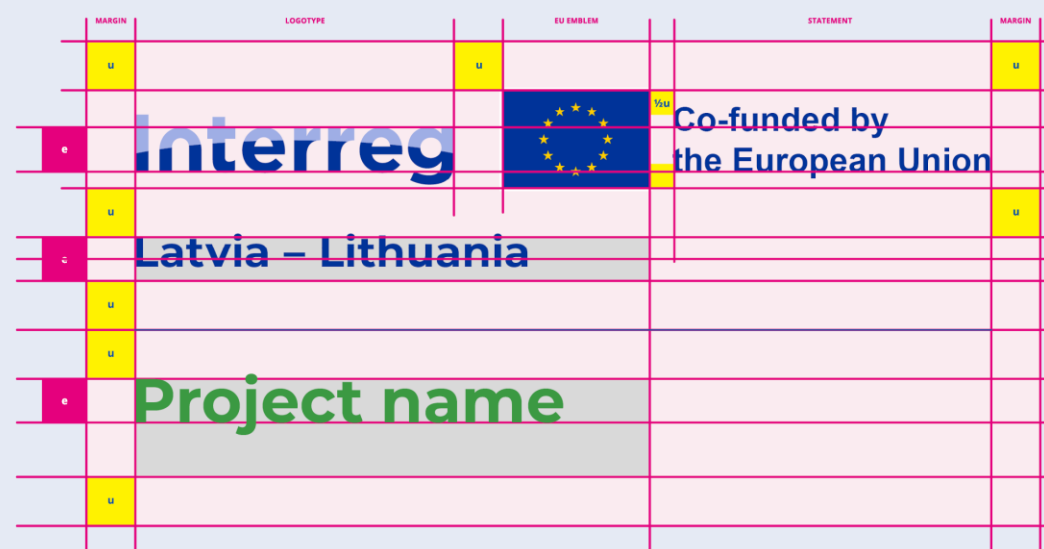
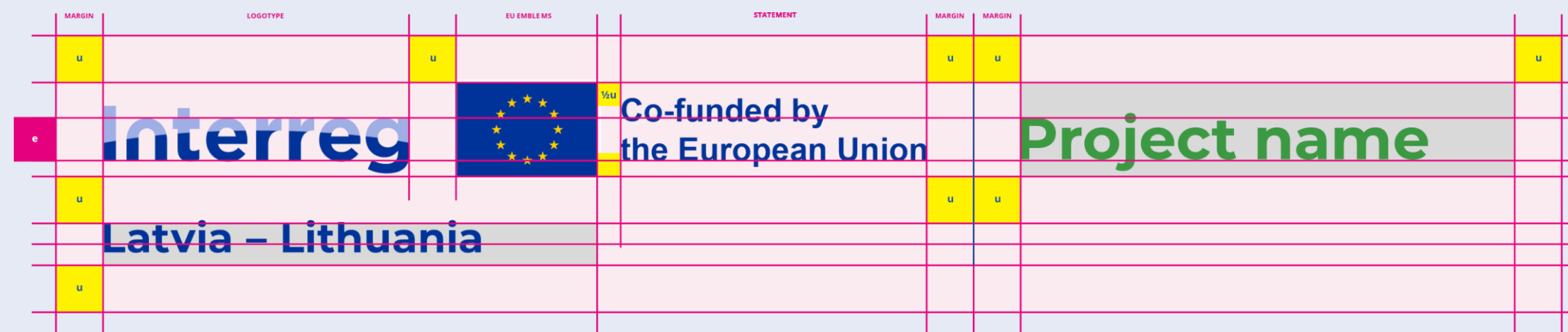
Projects are free to develop their own logo. Alternatively, they should simply use their name written in **Montserrat Medium or Montserrat Bold** in the colour of their thematic objective.

The project name cannot exceed the width of the custom area in the provided scheme. Additionally, the font size should not be bigger than 1 “e” in word “Interreg” nor smaller than ½ “e”. In both cases the first capital letter is used as reference.

If the name cannot be written on one line within these limitations, it can be broken into two lines. These need to fit within the project’s custom area.



Please download file for creation of project logo here: [www.latlit.eu/how-to-implement/publicity/](http://www.latlit.eu/how-to-implement/publicity/)



# Icons and colours of the Programme priorities

The European Union has defined 7 policy objectives for the 2021–2027 period. These are represented by an invariable system of colours and icons to be used across all Programmes and projects whenever these objectives are communicated.

**The Programme is funding projects under three policy objectives**  
(the icons can be seen on the right):



**Priority I.** Capacity building and people-to-people cooperation



**Priority II.** Green, resilient and sustainable development



**Priority III.** Fair and inclusive society  
**AND**  
**Priority IV.** Economic potential of tourism and heritage



Standard icons: positive

Monochrome icons: positive

Standard icons: negative

Monochrome icons: negative



# Icons and colours of the Programme priorities

The beneficiaries are encouraged to use the icons of respective Programme priorities.

The standard use of the icons is in the colour of the Programme priority it represents.

These icons can be used either with a transparent background or a white background. If used with a transparent background, they should only be placed on white or clear colours.

When placed on dark colours, graphic background or images, the icons must be used with their white background or negative form. However, the negative version of the icons should only be used when the use of the original icons is not possible - for example, because the background or context infringes on their readability. 1.1.5 The positive monochromatic version shall be used whenever it is not possible or desired to use the colour version.

The negative monochromatic version of the icons should be used as the last option when other solutions are not possible or desired, such as printing purposes when placed on a dark or busy background.

It is not allowed to modify these icons. At no case please do not try to amend or modify the Programme icons by yourself!



**2021–2027 policy objective icons are available for download on <https://latlit.eu/how-to-implement/publicity/>**

**Priority I.  
Capacity building and  
people-to-people  
cooperation**



**CMYK 87 / 51 / 0 / 0  
HEX #0E6EB6  
RGB 14 / 110 / 182**

**Priority II.  
Green, resilient and  
sustainable development**



**CMYK 48 / 0 / 89 / 0  
HEX #9ACA3C  
RGB 154 / 202 / 60**

**Priority III. Fair and inclusive  
society  
AND  
Priority IV. Economic  
potential of tourism and  
heritage**



**CMYK 10 / 75 / 60 / 1  
HEX #DA5C57  
RGB 218 / 92 / 87**

## 2. PROJECT SECTION ON PROGRAMME WEBSITE

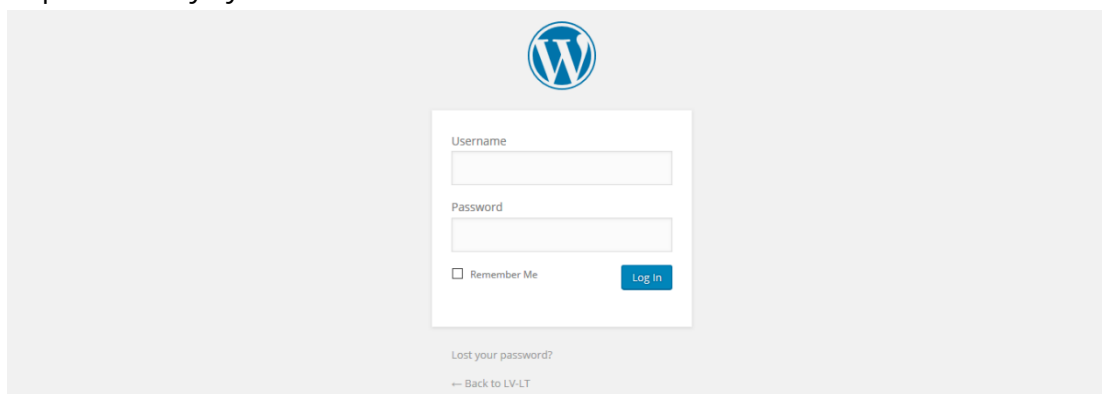
The Programme will provide each approved project with an access to create its subsection on the Programme website [www.latlit.eu](http://www.latlit.eu). The project must create it at the start of the project and maintain regularly, at least once per project reporting period. LP and PPs must upload produced audio-visual content, publications and other materials after they are finalised. Thus, the project should plan sufficient resources to manage project profile.

### 2.1. LOG IN TO ADMINISTRATION PANEL

To log into *Latvia-Lithuania* administration panel, open link: <http://latlit.eu/wp-admin/>

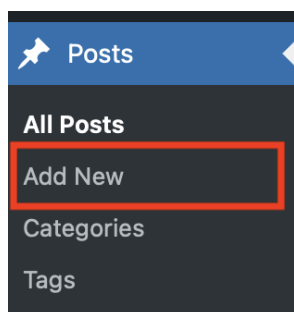
*Username*: as provided by system administrator

*Password*: as provided by system administrator

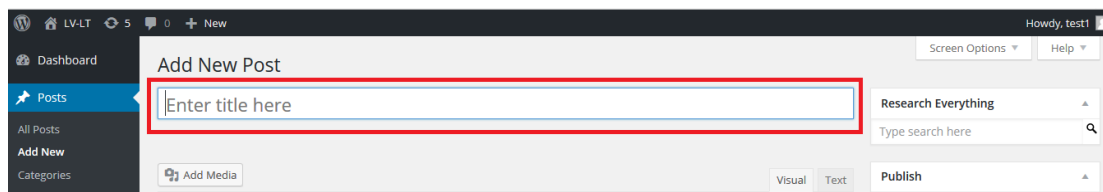


### 2.2. NEWS

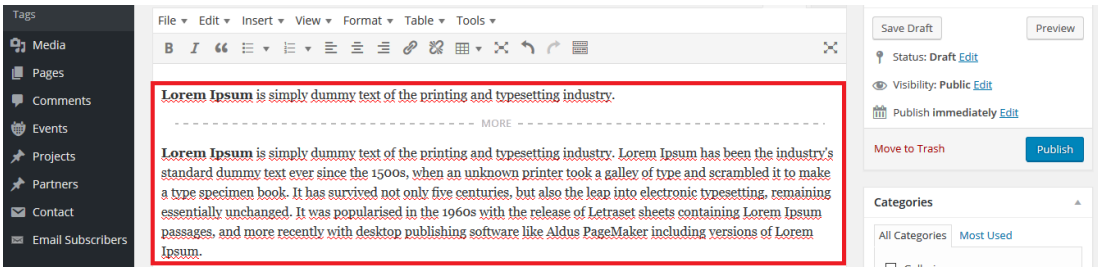
To add new news, open a section *Posts* → *Add New*.



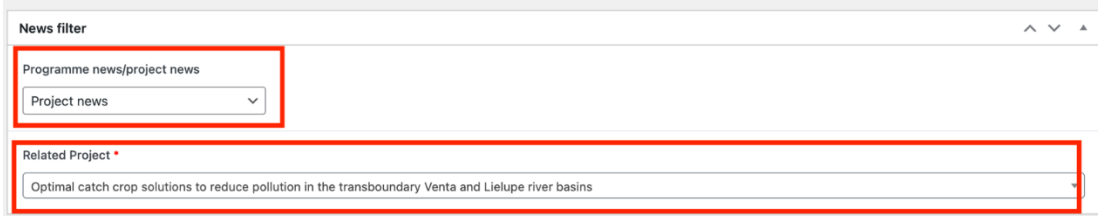
Enter the news title.



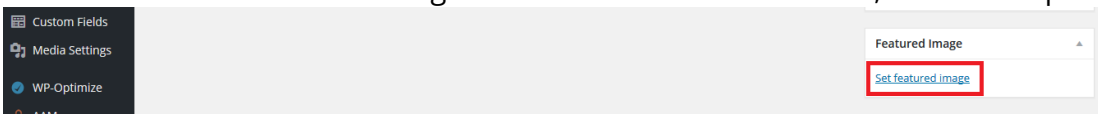
Enter the full description of the news (with pictures, tables and/or video).



Scroll down to *News filter*, select *Related Project* from the added project list (this field is mandatory).



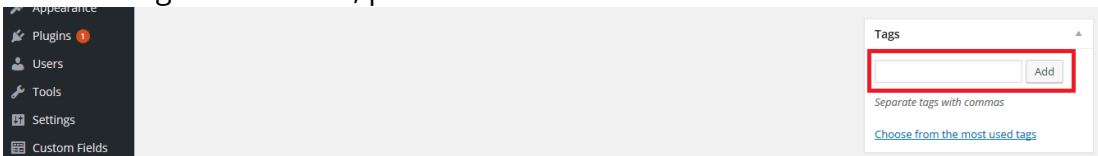
Scroll down to *Featured image*, to set featured image for news, press the button *Set featured image*. How to set featured or add images to media and after that set it, see the chapter [MEDIA](#).



Scroll up to the *Tags* block.

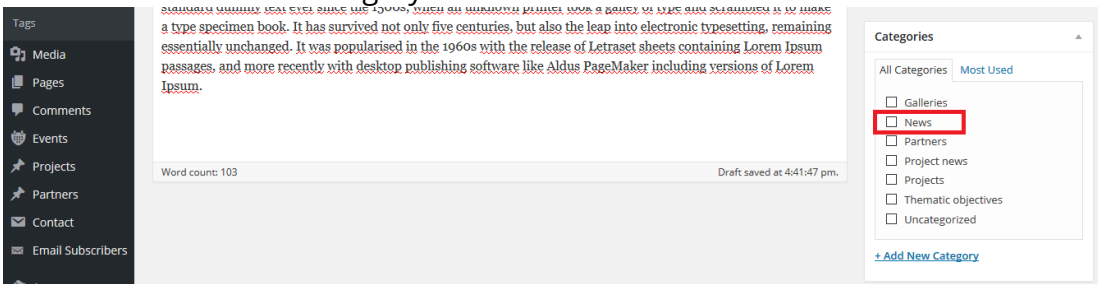
In this block we can add the news tags (if you need tags for this news article). At the same time, **after each tag** we can add several tags **and enter “,” (comma, after and before comma doesn’t need to enter spaces, example: news,link,Latvia)**.

When all tags are entered, press the button *Add*.



Scroll up to the *Categories* block.

In this block mark the category *News*.



Scroll up.

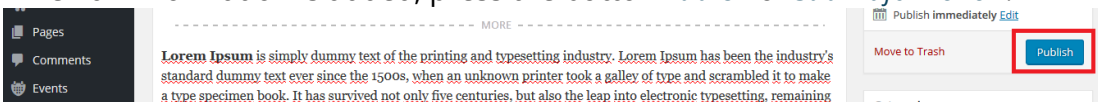
We can set the publication date, in *Publish* or *Submit for Review* press on *Edit*.



Set the correct date and press *OK*.

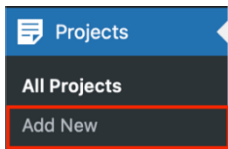


When all information is added, press the button *Publish* or *Submit for Review*.

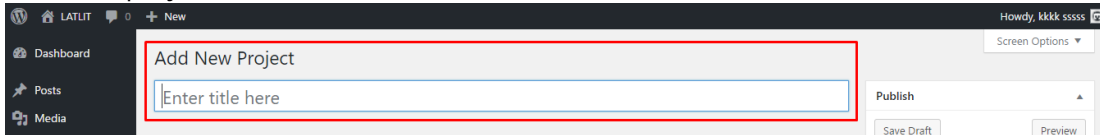


## 2.3. PROJECTS

To add a new project, open the section *Projects* → *Add New*.



Enter the project title.



In following bloks enter all necessary information:

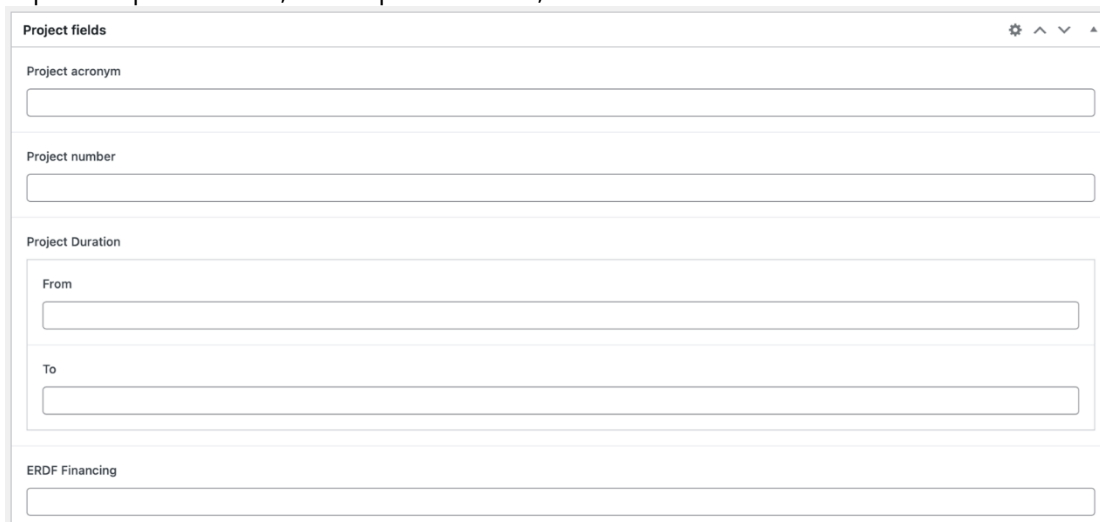
*Project acronym* – enter project acronym;

*Project number* – enter project number;

*Project Duration* – select date for the start date and for the end date (To):

*From, To* – need to set up date from calendar.

*ERDF Financing* field need to enter financing, please enter only number without EUR symbol, and as a cents separator please use “,”. Example - 669 888,76

A screenshot of the 'Project fields' form in WordPress. The form is titled 'Project fields' and has a settings icon and expand/collapse arrows in the top right. It contains four main sections, each with an input field: 'Project acronym', 'Project number', 'Project Duration' (which includes 'From' and 'To' sub-fields), and 'ERDF Financing'.

Continue to add information in the following fields:

*Project objective* – enter information about the project objective, this field has a limit of 800 characters;

*Planned activities* – enter information about planned activities, this field has a limit of 2000 characters;

*Common territorial challenge(s) that will be tracked by the project* – enter information about the territorial challenges, this field has a limit of 800 characters;

*Project results* – enter information about the project results, you can also add files there by using Add media button. To understand how to add or set an image or files, see the section [MEDIA](#). This field should be fulfilled only when the project is completed.

<p><b>Project objective</b> Maximum text length 800 characters</p> <div style="border: 1px solid #ccc; height: 60px;"></div>	<p><b>Common territorial challenge(s) that will be tackled by the project</b> Maximum text length 800 characters</p> <div style="border: 1px solid #ccc; height: 60px;"></div>
<p><b>Planned activities</b> Maximum text length 2000 characters</p> <div style="border: 1px solid #ccc; height: 60px;"></div>	<p><b>Project results</b> Maximum text length 4000 characters</p> <p><a href="#">Add Media</a></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Paragraph <b>B</b> <i>I</i> </p> <div style="border: 1px solid #ccc; height: 150px;"></div> </div>

*Phone* – Enter phone number with country code;

*E-mail* – Enter e-mail address;

*Website* – Enter website address with https://

*Adress* – Enter address;

*Video* – if you have any video about the project, you can enter link to youtube video and it will be displayed in the project info page;

Phone	E-mail	Website	Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<p><b>Video</b></p> <p>Enter URL</p> <div style="border: 1px solid #ccc; height: 100px; display: flex; align-items: center; justify-content: center;"> </div>			

**Social icons**

<p><b>Facebook</b></p> <input type="text" value="https://www.facebook.com/baltictrailsitmiskotakasjurutakas"/>
<p><b>Twitter</b></p> <input type="text"/>
<p><b>Instagram</b></p> <input type="text"/>

If you have social accounts that are related to this project please enter full links to social accounts in appropriate fields: *Facebook* and/or *Twitter* and/or *Instagram*.

*It is important to select correct information in following fields, otherwise it will be problematic to find your project using filters in the Projects page:*

*Programme priority* – select one option which best describes this project priority;

*Thematic area* – select one or multiple areas that are appropriate for this project;



Region – select one or multiple regions that are appropriate for this project;  
Town – select one or multiple towns that are appropriate for this project.

**Project filters**

Programme priority  
I. Capacity building and people-to-pek

Thematic area

- accessibility and efficiency of social services
- biodiversity and ecosystems
- brownfields
- climate change and green energy
- culture
- digital technologies
- disaster management
- education and learning
- employment
- entrepreneurship
- equality, social inclusion, and vulnerable groups
- health care and rehabilitation
- healthy life style and sports
- innovation and research
- youth
- natural heritage
- public security
- tourism
- transportation and mobility

Region

- Klaipeda
- Telsiai
- Siauliai
- Panevezys
- Utena
- Kaunas
- Taurage
- Marijampole
- Alytus
- Vilnius
- Kurzeme
- Zemgale
- Vidzeme
- Latgale
- Riga

Town  
Riga

**Project partner structure**

Main partner  
Center for Environmental Policy (AAPC)

Others partners

1	Second level	Joint Municipal Institution "Rezekne Special Economic Zone Authority"
2	Second level	Education Innovations Transfer Centre

Add Row

To add main partner who is responsible for this project enter the name of partner in *Main partner* field (partner must be registered in LatLit.eu system).

In case there are more partners that are involved in this project click on the button *Add Row* and enter the name of partner in the *Second level* field.

## 2.4. PROJECTS MAP

To add points to map, scroll down till *Addresses* field and then press on the *Add Row* button.

Name	Place	Description Maximum 250 symbols	Image
<input type="text"/>	Riga, Latvia	<input type="text"/>	No image selected <input type="button" value="Add Image"/>

To correctly show information on the map, please fill all required fields:

*Name* – enter name of the project;

*Place* – enter address of the project implementation place;

*Description* – description (up to 250 symbols);

*Image* – one image which will be showed in the map details).

By pressing on *Add Row* button, you can enter several addresses for this object.

When all information is entered, press the button *Publish* or *Submit for Review*.

## 2.5. EVENTS

Current user open *Event* section see just their added events, other user events doesn't displays.

Project partners should ensure that only information about project **public events** is provided to inform all interested parties about the opportunity to participate in project activities.

This mean that user can edit just their event.

To add a new event, open the section *Events* → *Add Event*.

Events  
Add Event  
Locations

Enter title of the event.

Add New Event  
Enter title here

In text editor enter event description. To make visual changes in description, see the section [TEXT DECORATION](#).

Description

[Add Media](#) Visual | Text

Paragraph **B** *I*

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

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Project \*

Select

Responsible partner Aizkraukle's district municipality	Event date from 16/03/2022	Time from 12:00 am	Event date to 17/03/2022	Time to 3:00 pm	Link (online link)
Contact info	File 1 No file selected <a href="#">Add File</a>	File 2 No file selected <a href="#">Add File</a>	File 3 <b>Agenda</b> File name: LATLIT-workshp. -P1-Governance-P3-Social. -Agenda-2023-01-24_202 3-02-01-1.pdf File size: 150 KB		

- Project* - Select project from the project list;
- Responsible partner* – Select responsible partner from the partner list;
- Event date from* – Select date of the event;
- Time from* – Select time when event starts;
- Event date to* – Select date when event ends;
- Time to* – Select time when event ends;
- Link (online link)* – select link to online meeting (like, zoom or MS Teams). *Only for category Online event.*
- Contact info* – write contact information for this event;
- File 1, File 2, File 3* – If you have any files (like, agenda), you can add them here.

In *Categories* block you need to set a category *Project events* or *Online Event*, or *Programme event*.

Categories ^ v ▲

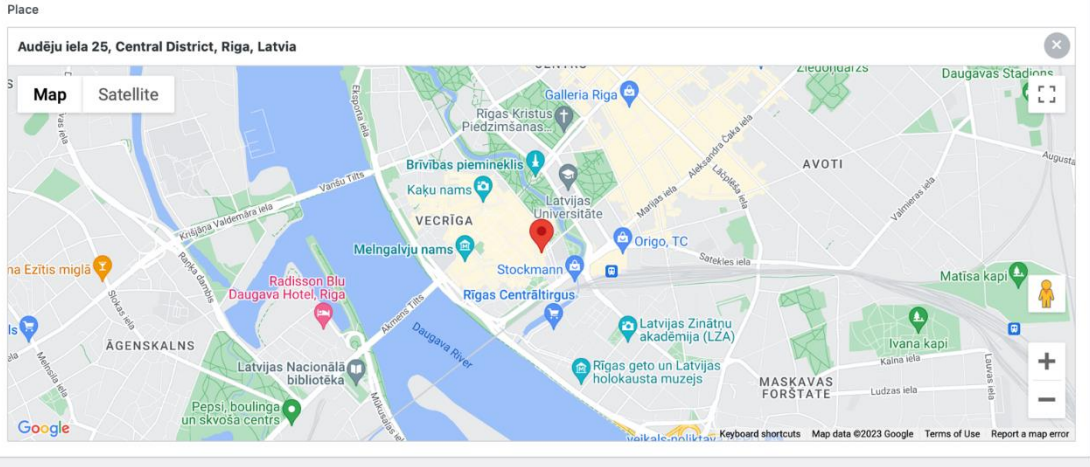
All Categories Most Used

- Project event
- News
- Online event
- Programme event

[+ Add New Category](#)

If event does not have a physical location, mark the category *Online event*.

If event has a physical location, it is necessary to add address in the field *Place*. Please enter address in the google maps field or select pin location on the map.

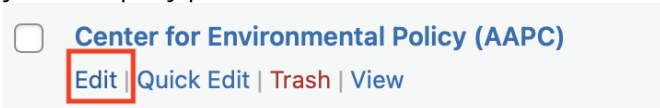


When all information is added, press the button *Publish* or *Submit for Review*.



## 2.6. PARTNERS

To edit partner profile information, open the section *Partners*. According to your user rights you will see your company profile. Press the button edit.



Edit partner title (if needed).



To add or change a partner information check all these fields:

*Description* – enter description of you organisation;

*Organisation logo* – select organisation logo from uploaded files, to set an image from the media, we need to press the button *Add Image*. To add or set an image, see the section [MEDIA](#).

*Phone number* – enter phone number (with country code);

*E-mail* – enter e-mail address;

*Website* – enter website address - with https://

*Address* – Enter address of organisation;

*Country* – Select country of organisation (LV or LT).

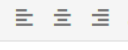


In *Partners filters* area select required option in order for public *Partner filters* to work correctly.  
 Programme priority (optional) – select one or more, which programme priority is more suitable for your organisation;  
 Thematic area (optional) – select one or more, which area is more suitable for your organisation;  
 Organisation type – select type of your organisation;  
 Organisations work area (optional) – select one or more, which cities are main focus for your organisation;  
 Town – (optional) – select town where is your organisation located.

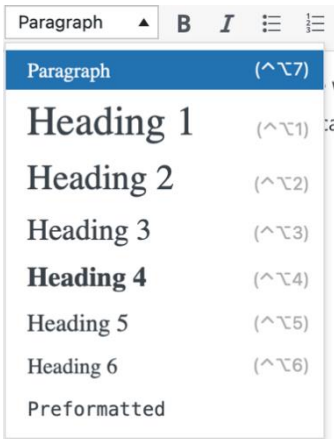
When all information is entered, press the button *Publish* or *Submit for Review*.




## 2.7. TEXT DECORATION

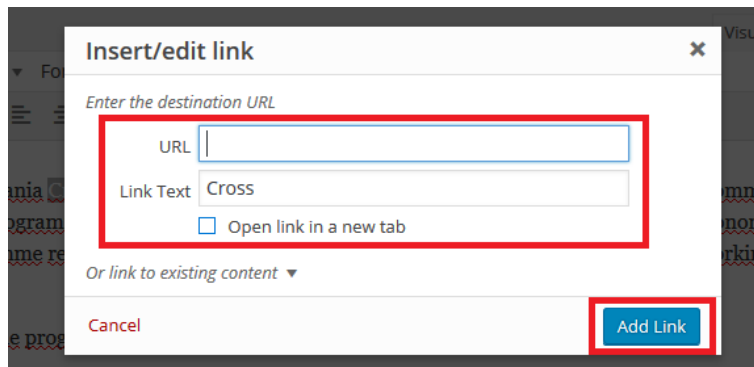
In text editor we can make a visual text change. *Visual change*:

1. *Text align* -  need to use this buttons;
2. *Text decoration* (bold, italic, underline) -  need to use this buttons;
3. To make a *list* -  need to use this buttons;
4. To enter a link from *YouTube* website – in text editor enter YouTube link (example, if YouTube link is <https://www.youtube.com/watch?v=XCUhYidrTAU>, this link is necessary to paste in the text editor);
5. We can change text *heading*:
  - a. First, enter the text;
  - b. Second, mark the necessary text;
  - c. Third, click on *Paragraph* → Choose the necessary heading.



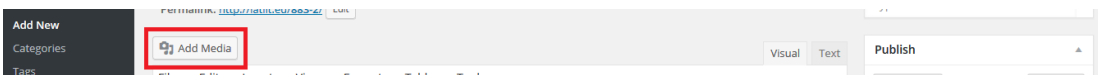
6. To add a link into the text:

- a. Mark up necessary word or phrase, and click on symbol  ;
- b. *URL field* – enter / paste link;
- c. *Link Text* – if text is highlighted, this field is automatically generated;
- d. We can mark the field *Open link in a new tab*.
- e. When all information is entered, press the button *Add Link*.

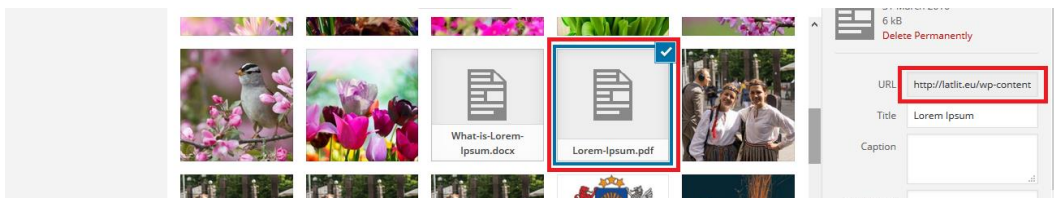



7. To enter the *document*:

- a. Ahead of text editor is placed the button *Add Media*. Press on it.



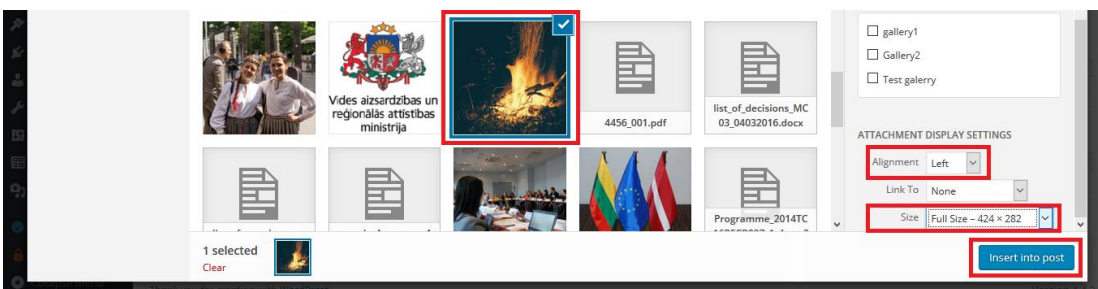
- b. How to add document to media, see in the section [ADD NEW FILE TO MEDIA](#). Find the necessary document, in right side is *URL field* – *copy* link which is entered in this field.



- c. Then close the pop up window, text editor on panel and click on *link* symbol  ;
- d. *URL field* – paste the document link;
- e. *Link Text* – enter the document title;
- f. We can mark the field *Open link in a new tab*.
- g. When all is information entered, press the button *Add Link*.

8. To insert *image into text*:

- a. First, press the button *Add Media*.
- b. Second, if image isn't added in media, how to do see in the section [MEDIA](#). If the image is added in media, *find this image* → in right side scroll down to title *Attachment display setting*. In this section set image alignment in *Alignment* field, then set the image size in field *Size*.
- c. When settings are set, press the button *Insert into post*.



## 2.8. GALLERY

To add new pictures in the Gallery section *Drag&Drop* pictures from your computer.

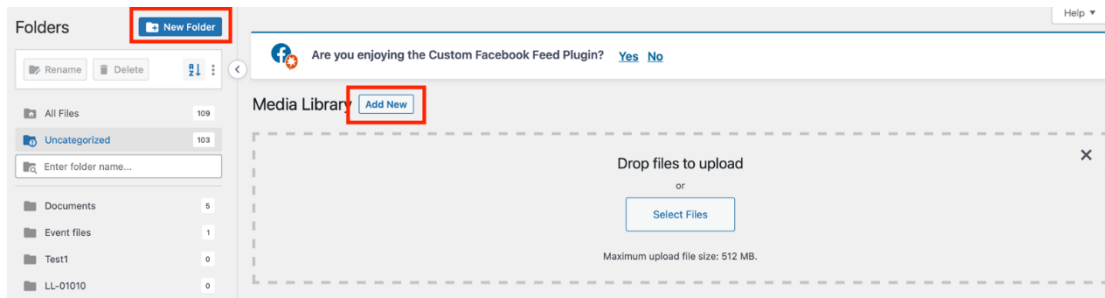
To add a title / caption (which is visible to all users) click on the appropriate picture and fill in the field on the right side – *Caption*.

## 2.9. MEDIA

### 2.9.1. ADD NEW FILE TO MEDIA

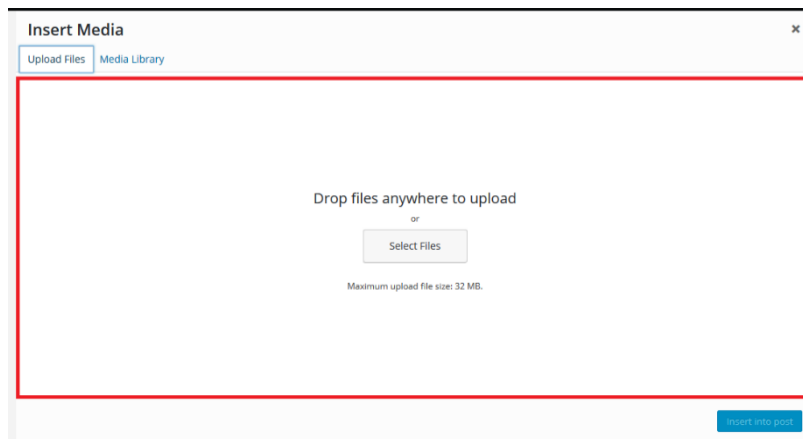
Before you add any files please create a folder – Number of your project (example LLI-00001). **Files without association to folder may be deleted automatically.**

To add a new file (image / document) in media open your projects folder, switch to the section *Add New*.

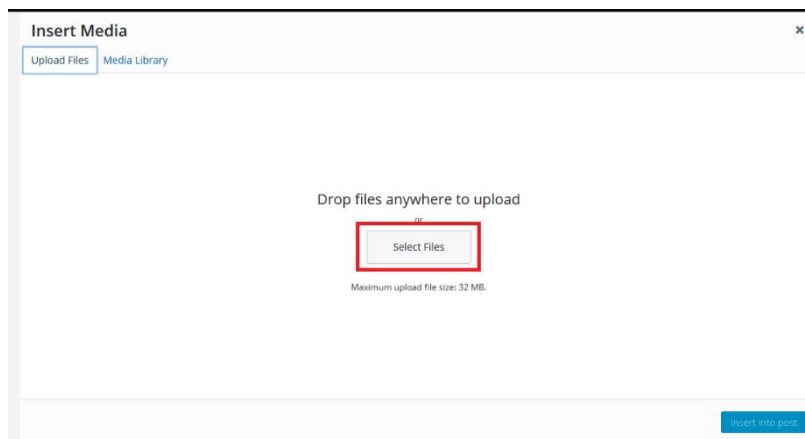


Then there are two ways how we can add the image / document:

1. Open the folder, where is placed a file, click on the necessary file and with mouse help drop file in administration open pop up window (Drag & Drop).



2. Click on the button *Select Files*. On computer find the folder with necessary file, click on file and then click on the button *Open*.

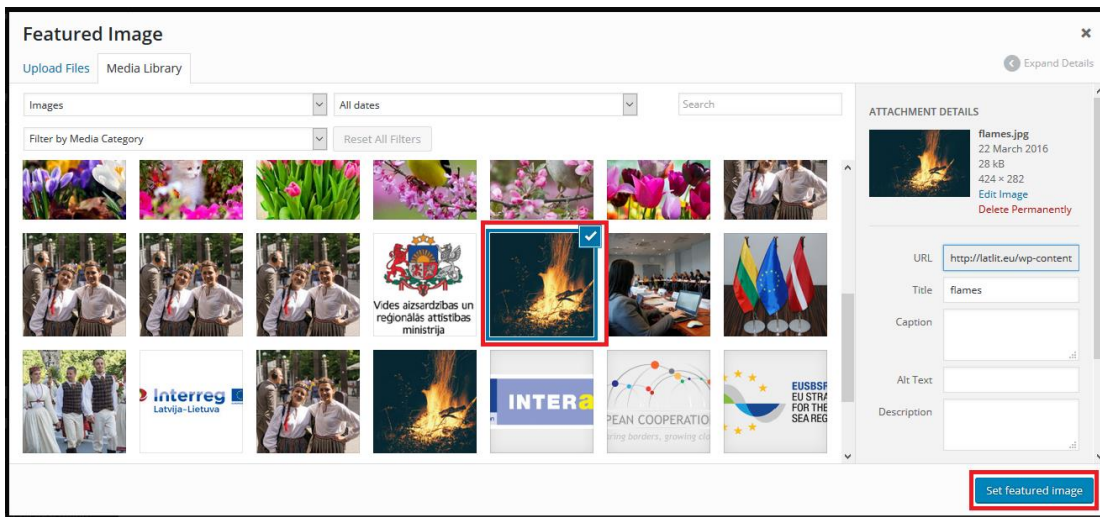


## 2.9.2. SET IMAGE FROM MEDIA

To enter a document file into page / post, see the section [TEXT DECORATION](#).

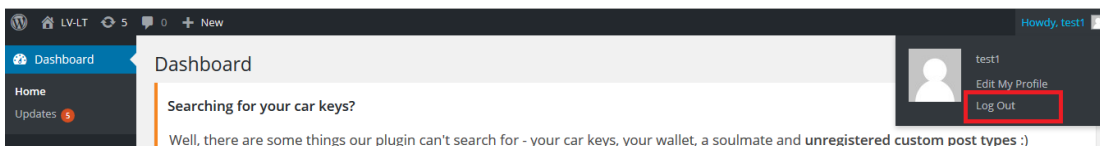
To set an image, find the necessary image – click on it, and press on the button: *Insert into post, Set featured image, ...*





## 2.10. LOG OUT FROM ADMINISTRATION PANEL

To log out from administration panel, in the upper right corner going on the title *Howdy, [name]* and press the button *Log Out*.



### 3. SHORT DICTIONARY

English	Latvian	Lithuanian
European Union	Eiropas Savienība	Europos Sąjunga
European Regional Development Fund (ERDF)	Eiropas Reģionālās attīstības fonds (ERAF)	Europos regioninės plėtros fondas (ERPF)
European Territorial Co-operation	Eiropas teritoriālā sadarbība	Europos teritorinis bendradarbiavimas
Interreg VI-A Latvia-Lithuania Programme 2021-2027	Interreg VI-A Latvijas – Lietuvas programma 2021. – 2027.gadam	2021–2027 m. Interreg VI-A Latvijā ir Lietuvas programma
Latvia-Lithuania Programme * such short title of the Programme should not be used in official communication	Latvijas–Lietuvas programma * šāds saīsināts programmas nosaukums nedrīkst tikt izmantots oficiālajā komunikācijā	Latvijā ir Lietuvas programma * toks programmas pavadinimo trumpinys neturėtų būti naudojamas oficialiojoje komunikācijā
Capacity building and people-to-people cooperation	Institucionālo spēju stiprināšana un iedzīvotāju sadarbība	Gebėjimų stiprinimas ir žmonių tarpusavio bendradarbiavimas
Green, resilient and sustainable development	Zaļa un ilgtspējīga attīstība	Žalias, atsparus ir darnus vystymasis
Fair and inclusive society	Sociāli iekļaujoša sabiedrība	Sąžininga ir įtrauki visuomenė
Economic potential of tourism and heritage	Dabas un kultūrvēsturiskā mantojuma ekonomiskais potenciāls	Ekonominis turizmo ir paveldo potencialas

## 4. USEFUL PHRASES AND TEXTS

These are proposed phrases and texts, that you can use in your communication upon need of your project by modifying them to your needs and circumstances.

<b>About the Programme</b>	
EN	The Interreg VI-A Latvia-Lithuania Programme 2021-2027 aims to contribute to the sustainable and cohesive socioeconomic development of the Programme regions by helping to make them more competitive and attractive for living, studying, working and visiting
LV	Interreg VI-A Latvijas-Lietuvas programmas 2021.-2027.gadam mērķis ir veicināt Programmas reģionu ilgtspējīgu un saliedētu sociālekonomisko attīstību, padarot tos konkurētspējīgākus un pievilcīgākus dzīvošanai, mācībām, darbam un tūrismam.
LT	2020-2027 m. Interreg VI-A Latvijos ir Lietuvos programa siekia prisidėti prie darnaus socialinio ir ekonominio programos regionų vystymosi, padėdama jiems tapti patrauklia ir konkurencinga vieta gyventi, mokytis, dirbti ir apsilankyti.
<b>About EU funding</b>	
EN	This project is co-funded by the European Union
LV	Šo projektu līdzfinansē Eiropas Savienība
LT	Šį projektą bendrai finansuoja Europos Sąjunga
<b>On financial support of the ERDF</b>	
EN	Total project budget is <amount> EUR. Co-funding of European Regional Development Fund is <amount> EUR.
LV	Kopējais projekta budžets ir <summa> EUR. Projekta līdzfinansējums no Eiropas Reģionālās attīstības fonda ir <summa> EUR.
LT	Visas projekto biudžetas – <skaičius> Eur. Bendrasis Europos regioninės plėtros fondo finansavimas – <suma> Eur.
<b>Disclaimer, stating that the EU is not responsible for the information provided</b>	
EN	This <document/publication/article/or other title of material> has been produced with the financial support of the European Union. Its contents are the sole responsibility of <name of the project partner> and do not necessarily reflect the views of the European Union.
LV	Šis/šī <dokuments/publikācija/raksts/vai cits materiāla nosaukums> ir sagatavots/a ar Eiropas Savienības finansiālo atbalstu. Par tā/tās saturu pilnībā atbild <projekta partnera nosaukums>, un tas/tā var neatspoguļot Eiropas Savienības oficiālo nostāju.
LT	Šis/ši <leidinys/dokumentas/straipsnis/ar kitas medžiagos pavadinimas> parengtas naudojant Europos Sąjungos finansinę paramą. Už jo/jos turinį pilnai atsako <projekto partnerio pavadinimas> ir jis nebūtinai atspindi Europos Sąjungos nuomonę.
<b>Audio text about project funding</b>	
EN	This <broadcast/interview/other title of audio> has been produced as part of the project <title of the project>, which is co-funded by the European Union under the Interreg VI-A Latvia-Lithuania Programme 2021-2027. Its contents are the sole responsibility of <name of the project partner> and do not necessarily reflect the views of the European Union.
LV	Šis/šī <raidījums/intervija/vai cits audio nosaukums> ir radīts/a projekta <projekta nosaukums> ietvaros, ko līdzfinansē Eiropas Savienības Interreg VI-A Latvijas-Lietuvas programma 2021.-2027.gadam. Par tā/tās saturu pilnībā atbild <projekta partnera nosaukums> un tas/tā var neatspoguļot Eiropas Savienības viedokli.

LT	<Laida, interviu/ ar kitas garšo jrašo pavadinimas> parengta(s) jgyvendant projektā <projekto pavadinimas>, kurj finansuoja Europos Sajungos 2021–2027 m. Interreg VI-A Latvijos ir Lietuvos programa. Už jo/jos turinj visiškai atsako <projekto partnerio pavadinimas> ir jis nebūtinai atspindi Europos Sajungos nuomonę.
<b>Video about project funding</b>	
EN	This <video/recording/film/other title of video> has been produced as part of the project <title of the project>, which is co-funded by the European Union under the Interreg VI-A Latvia–Lithuania Programme 2021-2027. Its contents are the sole responsibility of <name of the project partner> and do not necessarily reflect the views of the European Union.
LV	Šis/ši <video/videoieraksts/filma/vai cits video nosaukums> ir radīts/a projekta <projekta nosaukums> ietvaros, ko līdzfinansē Eiropas Savienības Interreg VI-A Latvijas–Lietuvas programma 2021.–2027.gadam. Par tā/tās saturu pilnībā atbild <projekta partnera nosaukums> un tas/tā var neatspoguļot Eiropas Savienības viedokli.
LT	Šis/ši <vaizdo jrašas/ filmas/ ar kitas filmuotos medžiagos pavadinimas> parengta(s) jgyvendant projektā <projekto pavadinimas>, kurj finansuoja Europos Sajungos 2021–2027 m. Interreg VI-A Latvijos ir Lietuvos programa. Už jo/jos turinj visiškai atsako <projekto partnerio pavadinimas> ir jis nebūtinai atspindi Europos Sajungos nuomonę.
<b>Public events, incl. on-spot, online, hybrid</b>	
EN	This event is organised with the financial support of the European Union. Its contents are the sole responsibility of <name of the project partner> and do not necessarily reflect the views of the European Union.
LV	Šis pasākums ir organizēts ar Eiropas Savienības finansiālu atbalstu. Par tā saturu pilnībā atbild <projekta partnera nosaukums> un tas var neatspoguļot Eiropas Savienības viedokli.
LT	Šis renginys suorganizuotas naudojant Europos Sajungos finansinę paramą. Už jo turinj pilnai atsako <projekto partnerio pavadinimas> ir jis nebūtinai atspindi Europos Sajungos nuomonę.