

# REPORTING REQUIREMENTS

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**Interreg**  Co-funded by  
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**Latvia – Lithuania**

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# Reporting Requirements



# Reporting Requirements

- The report is the **basis for the regular payments** to the project and is used for monitoring of project's progress.
- **The project reporting covers:** the project activities, including outputs, the financial implementation and communication of deviations.
- Reporting period – **6 months**



# Types of Reports

Type of report	Prepared by	About	Deadline / Submission
Partner Report	LP and each PP	Project implementation on partner level	2 weeks after end of the reporting period/to Controllers
Project Report	LP	Implementation on project level (summarized from all PP's reports)	3 months after end of reporting period/to JS
Final Report	LP	Summary of project achievements	Part of Project Report for final period/to JS

# Reporting Schedule

## Project reporting schedule (JEMS)

Period
* Period Period 1, month 1 - 6, 03/01/2024 - 08/31/2024
* Period Period 2, month 7 - 12, 09/01/2024 - 02/28/2025
* Period Period 3, month 13 - 18, 03/01/2025 - 08/31/2025
* Period Period 4, month 19 - 24, 09/01/2025 - 02/28/2026

+2 weeks

## Deadline for Partner Report

Period 1: 13.09.2024


Period 2: 14.03.2025


Period 3: 13.09.2025


Period 4: 14.03.2026


## Deadline for Project Report (JEMS)

Date

\* Date  
11/30/2024 

\* Date  
5/31/2025 

\* Date  
11/30/2025 

\* Date  
5/31/2026 

Review your project reporting schedule in JEMS

Mark your calendars today

Ensure timely submissions

# Guidance for Reporting

## ➤ Guidance for JEMS

<https://latlit.eu/wp-content/uploads/2024/03/Programme-Manual-1st-call-version-2.pdf>

## ➤ Programme Manual (eligibility of costs, cost categories, reporting and payments, etc.)

[https://latlit.eu/wp-content/uploads/2024/04/JEMS-guidance\\_Version\\_3.pdf](https://latlit.eu/wp-content/uploads/2024/04/JEMS-guidance_Version_3.pdf)

## ➤ Information and templates on [www.latlit.eu](http://www.latlit.eu) website section “How to implement/Reporting”

## ➤ JS support (via email / phone / MS Teams)



# Reporting Requirements

- **Expenditures included in 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 (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
- **Preparation costs** to be reported in 1st Partner Report





# Access to Reports (Project Privileges)

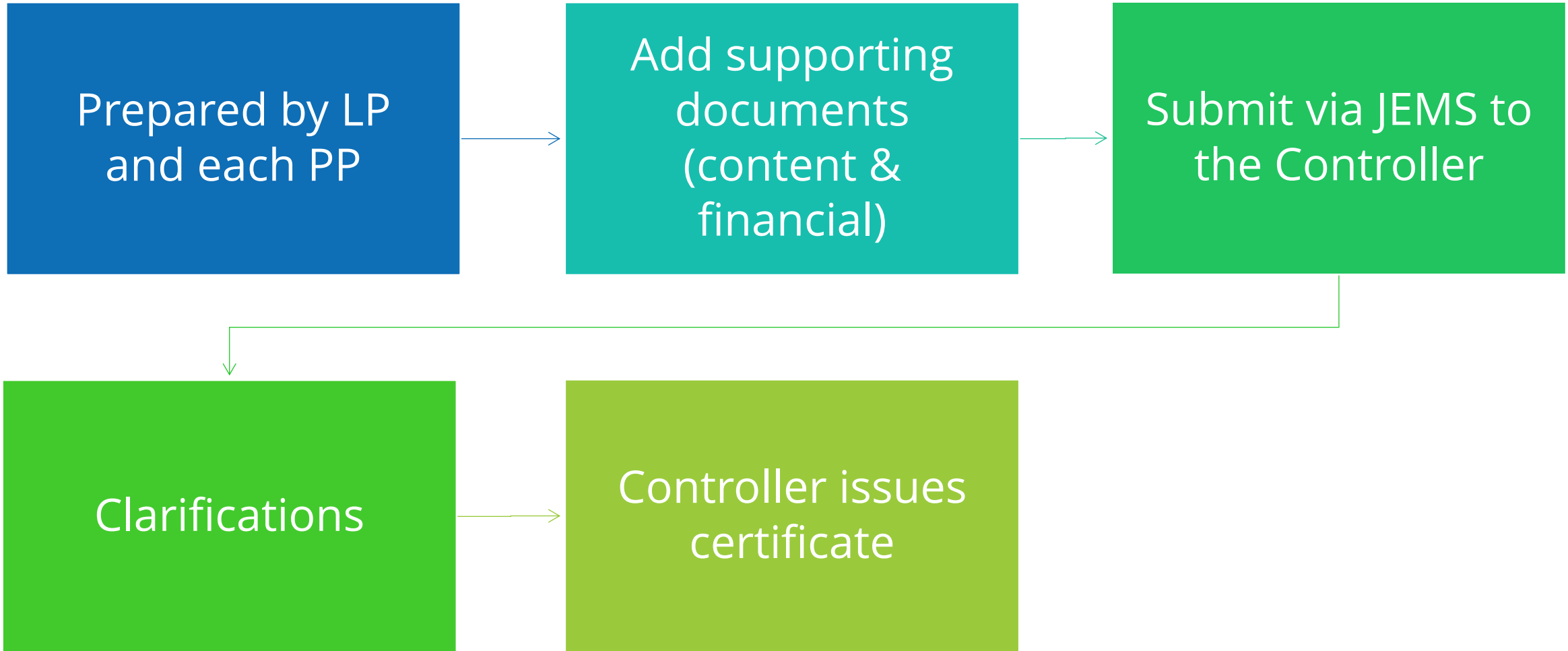
LP1 Municipality A	Example controller Institution
Jems username test@test.lv	<input type="button" value="view"/> <input type="button" value="edit"/> <input checked="" type="checkbox"/> Sensitive data
<hr/>	
PP2 Municipality B	<span>?</span> No control institution assigned
Jems username test2@test.lt	<input type="button" value="view"/> <input type="button" value="edit"/> <input type="checkbox"/> Sensitive data

- LP assigns for each PP users to have access to reporting section
- For LP to access Partner Reports, its user must be assigned to the respective PP(s).
- Only the user who has been added to the AF users in the section “Project privileges” and have EDIT or MANAGE right can create, edit and submit Project Reports.
- Controllers are assigned by the JS/MA.

# Partner Report



# Partner Report



# Content of Partner Report



## Report identification:

Summary of partner's work in reporting period, Partner problems and deviations, Target groups.



## Work plan progress:

Description of PP's contribution to the activities, deliverables, outputs carried out in the reporting period.



## Public procurement:

Documentation on the procurement.



## List of expenditures:

Information about PP's costs during the reporting period.



## Report annexes:

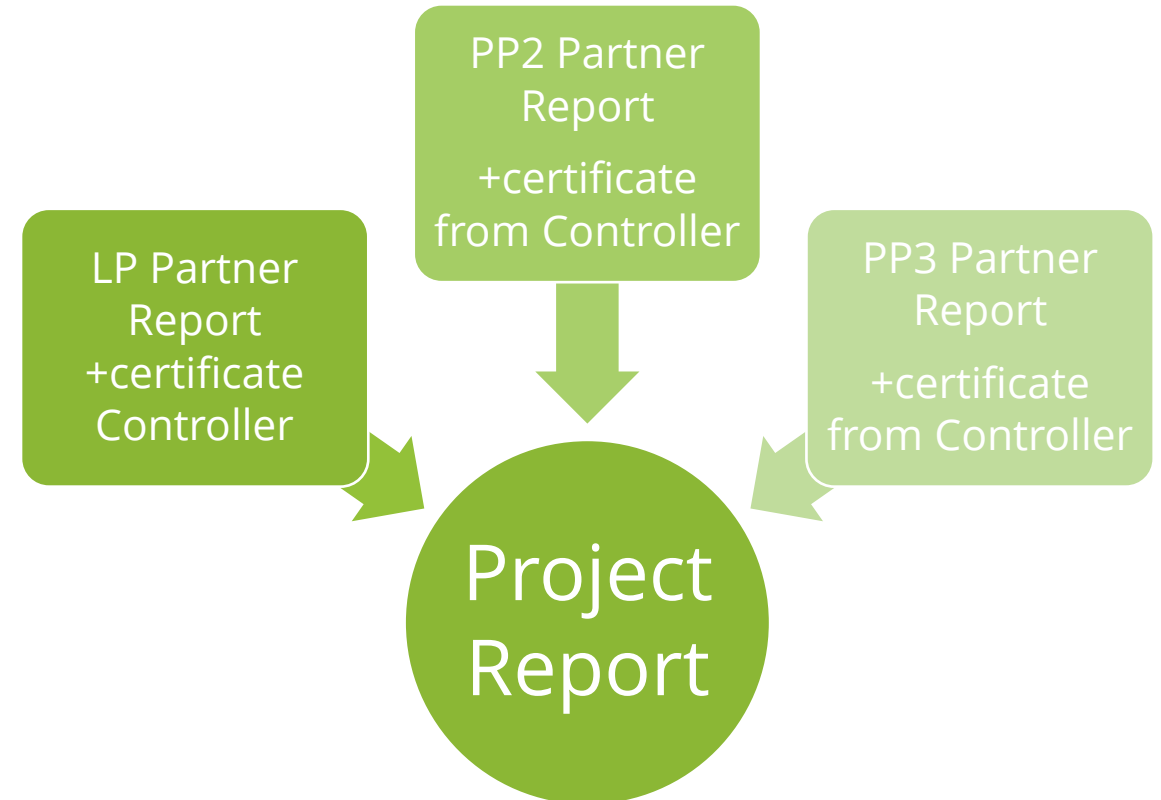
Supporting documents.

# Project Report

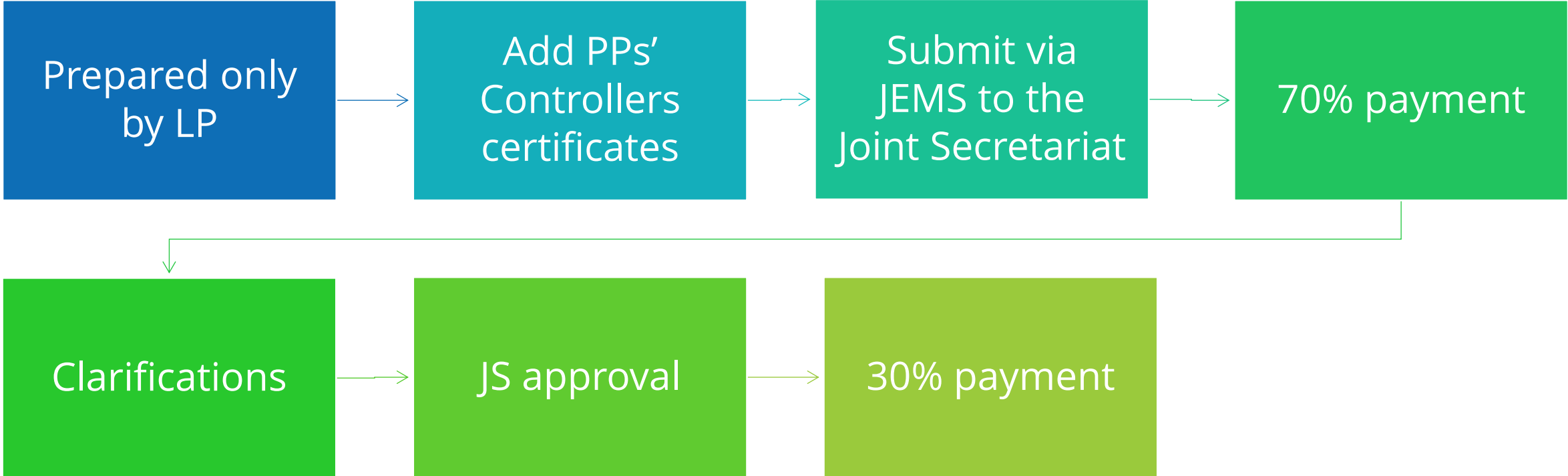


# Project Report

Project Report includes information on the achievement of all project activities and incurred expenditure during the respective reporting period by all PPs.



# Project Report



# Content of Project Report



## Report identification:

Summary information about the report, project highlights and outputs overview, deviations and problems encountered, target groups.



## Work plan progress:

Information on progress of the WP objectives, activities carried out in the period, deliverables and outputs.



## Results & Horizontal principles:

Information on achievement of results and contribution to horizontal principles.



## List of partner certificates:

List of all PPs' certificates that will be added to the report.



## Project report annexes:

Upload area for report attachments





## Attention for LP!

- Attach Confirmation letter to the Project Report
- Fill in Bank details in JEMS (Contracting-LP details) and attach Confirmation of Bank Details
- Templates of documents are here:  
<https://latlit.eu/how-to-implement/reporting/>



RIGHT  
HERE

**If during verification of the Partner Report/Project Report by the National Control/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.**

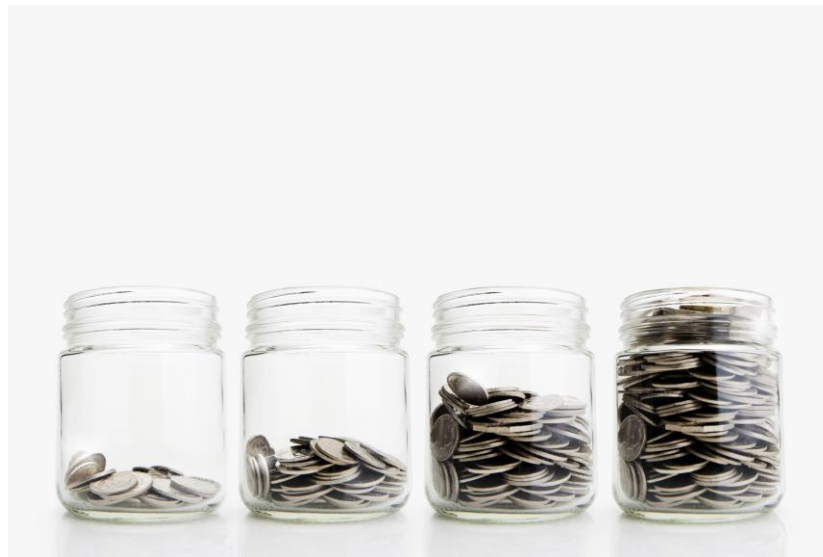


# Payments

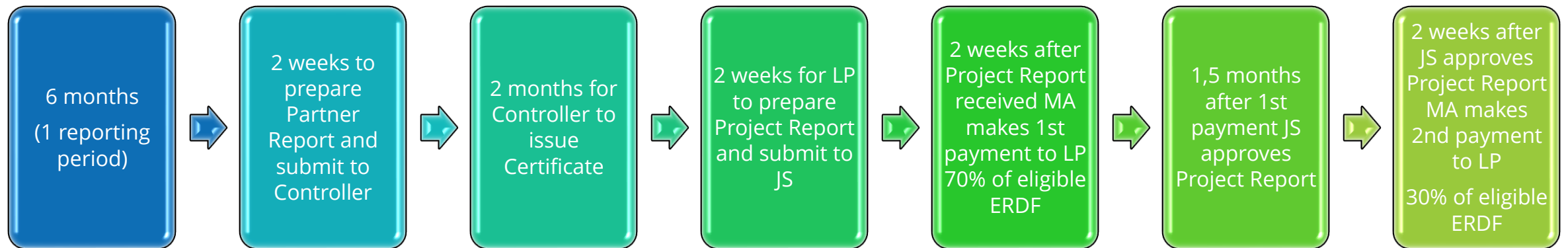


# Payments

- 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** (70% and 30%) to the LP
- In the case reported costs for infrastructure works in the Project Report for the final reporting period are 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 Project Report



# Overall timeline



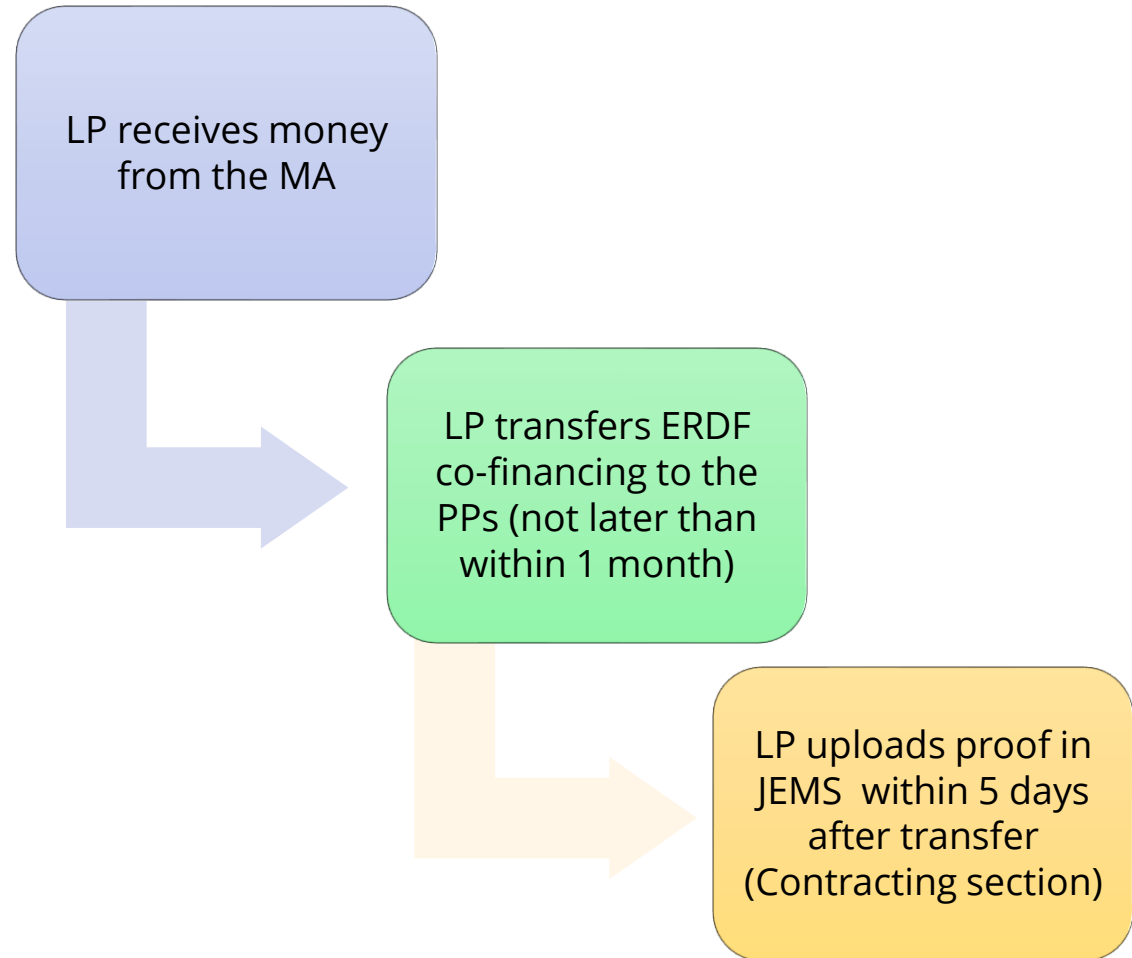
Total time passed since the end of the reporting period – **up to 5,5 months**

*Example: Project started on 1 March 2024.  
1st period ends on 31 August 2024.  
LP submits 1st Project Report on 30 November 2024.  
70% payment in December 2024.  
30% payment mid February 2025.*





# Payments by LP to PPs



# Reporting Tips



# Tips for Reporting



- Do not delay submission of reports.
- Submit reports in consequent order (1st, 2nd, 3rd, etc.).
- Report costs and activities according to planned in the Application Form, report under relevant CC, describe costs.
- Prove reported costs, deliverables and outputs with **attached** supporting documents.
- Prepare reports in a good quality to spend less time for clarifications and get faster money from the Programme.
- Get approval from JS/MA on project changes till the end of the reporting period in which they happened. Changes initiated during checking of reports delay approval of reports.
- In the Project Report, explicitly describe the implemented activities and deliverables by compiling information from all Partner reports.
- Do not forget to attach Confirmation letter to the Project Report.



**THANK YOU!**  
**PALDIES!**  
**AČIŪ!**

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