REPORTING REQUIREMENTS

Interreg VI-A Latvia–Lithuania Programme 2021–2027

Interreg

Co-funded by
the European Union

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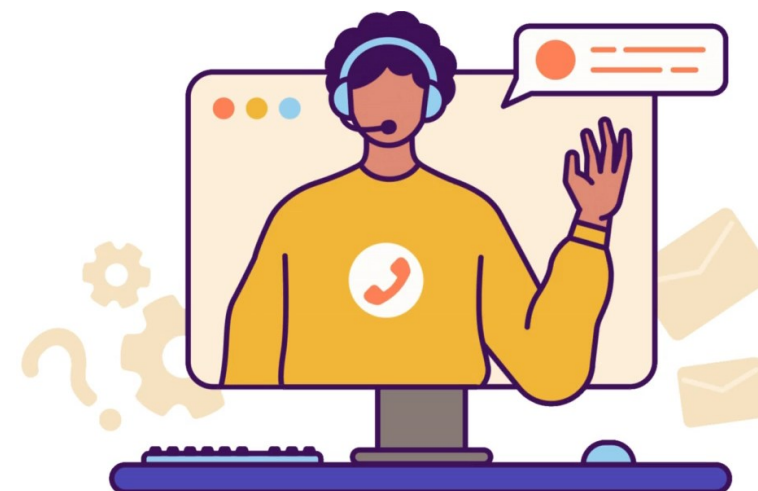https://latlit.eu/wp-content/uploads/2024/03/Programme-Manual-1st-call-version-2.pdf

➢ Programme Manual (eligibility of costs, cost categories, reporting and payments, etc.)
https://latlit.eu/wp-content/uploads/2024/04/JEMS-guidance_Version_3.pdf

➢ Information and templates on www.latlit 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)

- ➤ 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

Prepared by LP and each PP	→	Add supporting documents (content & financial)	→	Submit via JEMS to the Controller

Clarifications	→	Controller issues certificate

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:
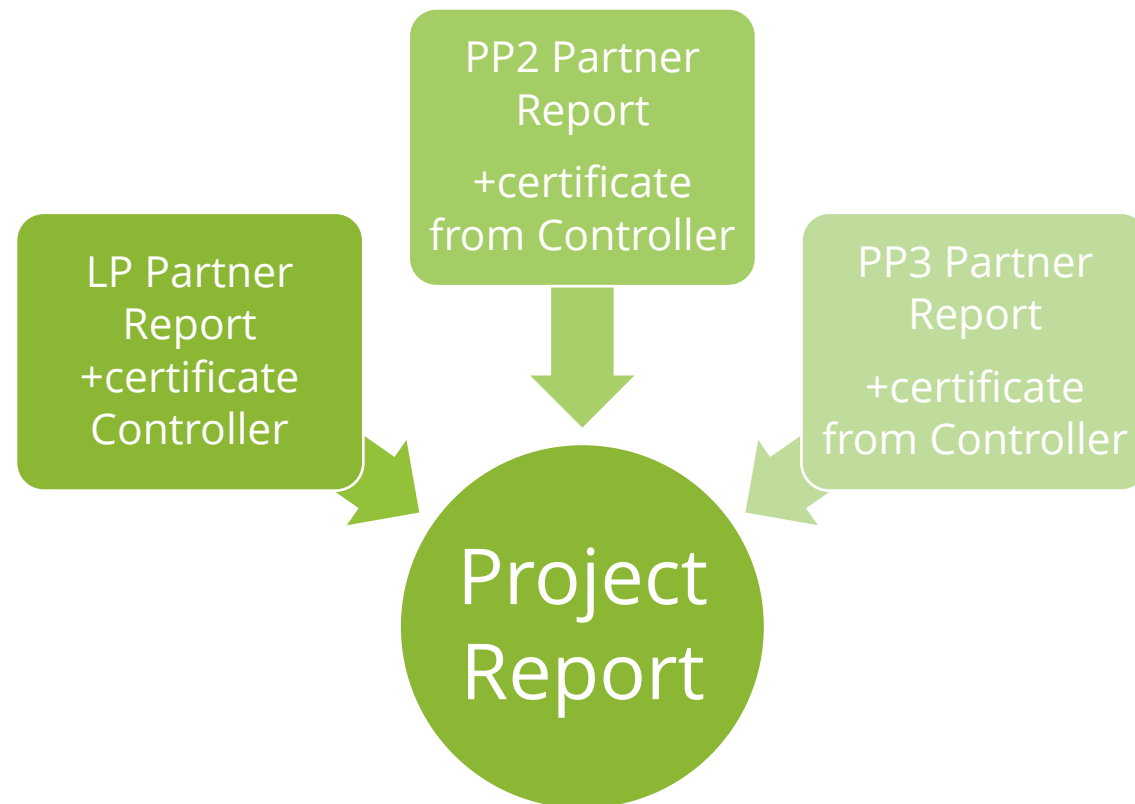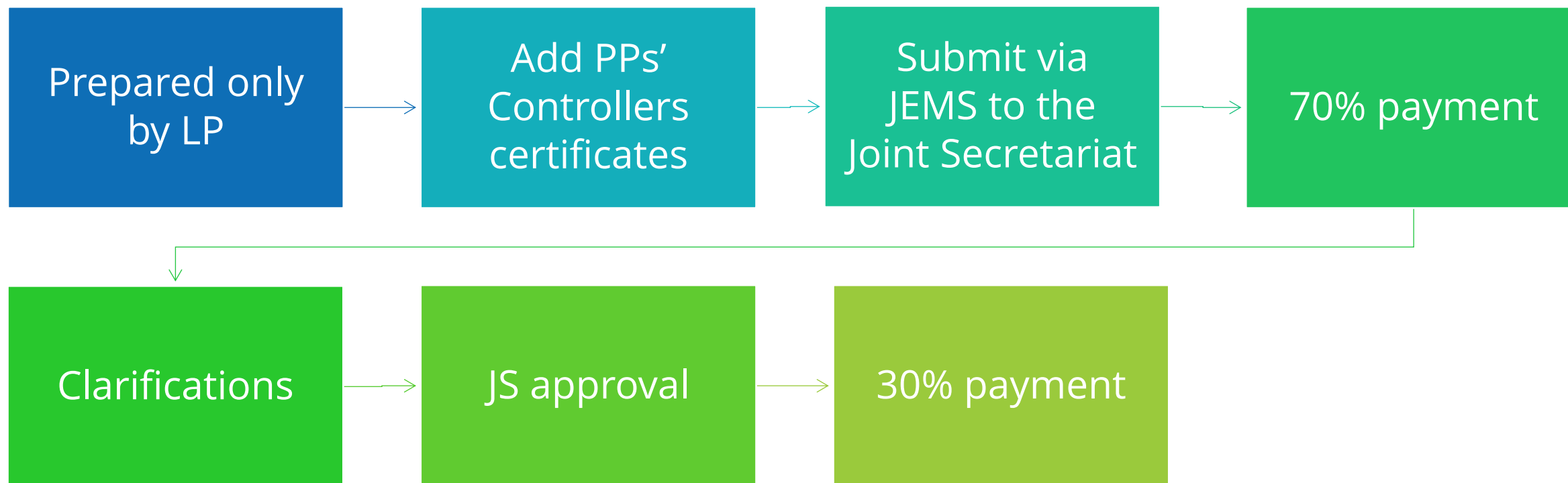Supporting documents.

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.

PP2 Partner Report

+certificate from Controller

LP Partner Report +certificate Controller

PP3 Partner Report

+certificate from Controller

Project Report

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

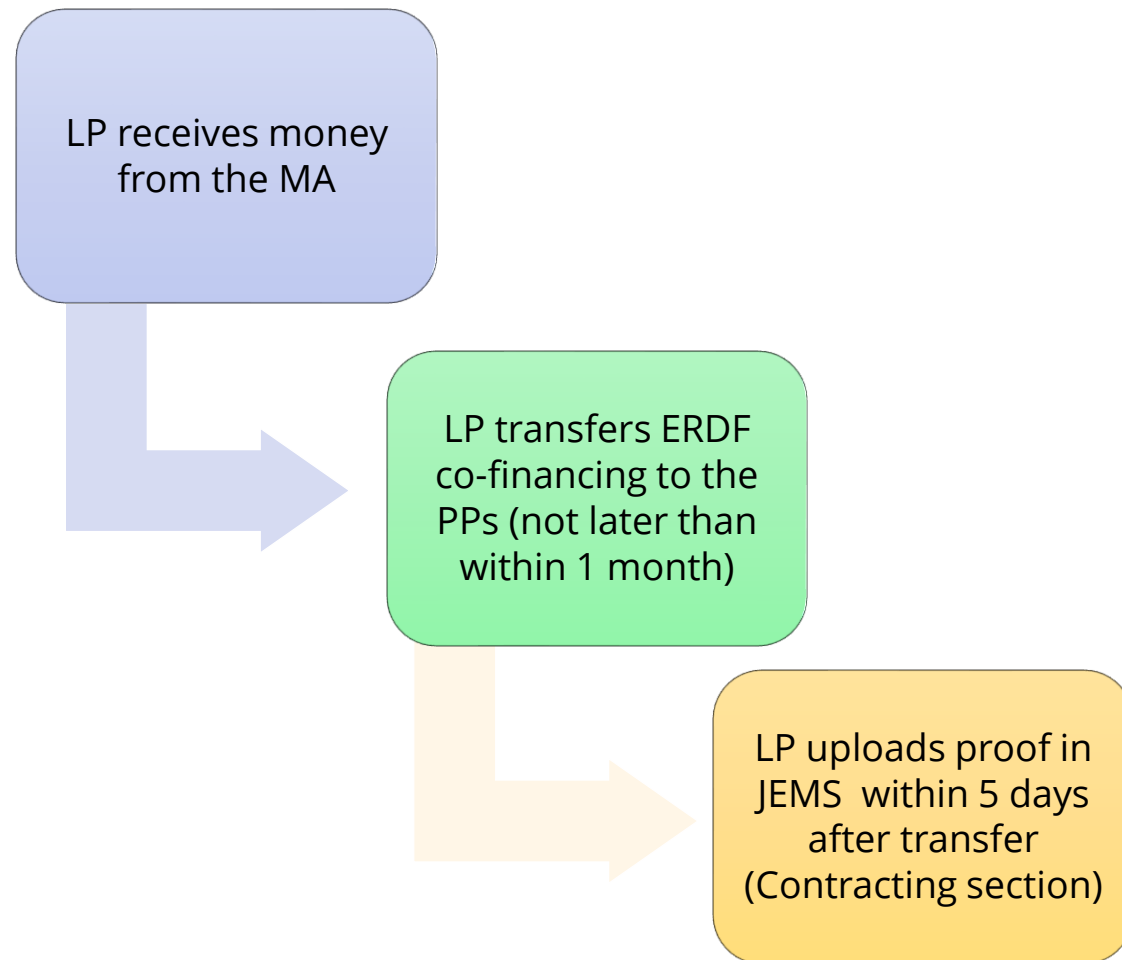| 6 months (1 reporting period) | → | 2 weeks to prepare Partner Report and submit to Controller | → | 2 months for Controller to issue Certificate | → | 2 weeks for LP to prepare Project Report and submit to JS | → | 2 weeks after Project Report received MA makes 1st payment to LP 70% of eligible ERDF | → | 1,5 months after 1st payment JS approves Project Report | → | 2 weeks after JS approves Project Report MA makes 2nd payment to LP 30% of eligible ERDF |

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

Example: Project started on 1 March 2025.
1st period ends on 31 August 2025.
LP submits 1st Project Report on 30 November 2025.
70% payment in December 2025.
30% payment mid February 2026.

Payments by LP to PPs

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LP receives money from the MA

LP transfers ERDF co-financing to the PPs (not later than within 1 month)

LP uploads proof in JEMS within 5 days after transfer (Contracting section)

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!