

HOW TO DESIGN A PROJECT

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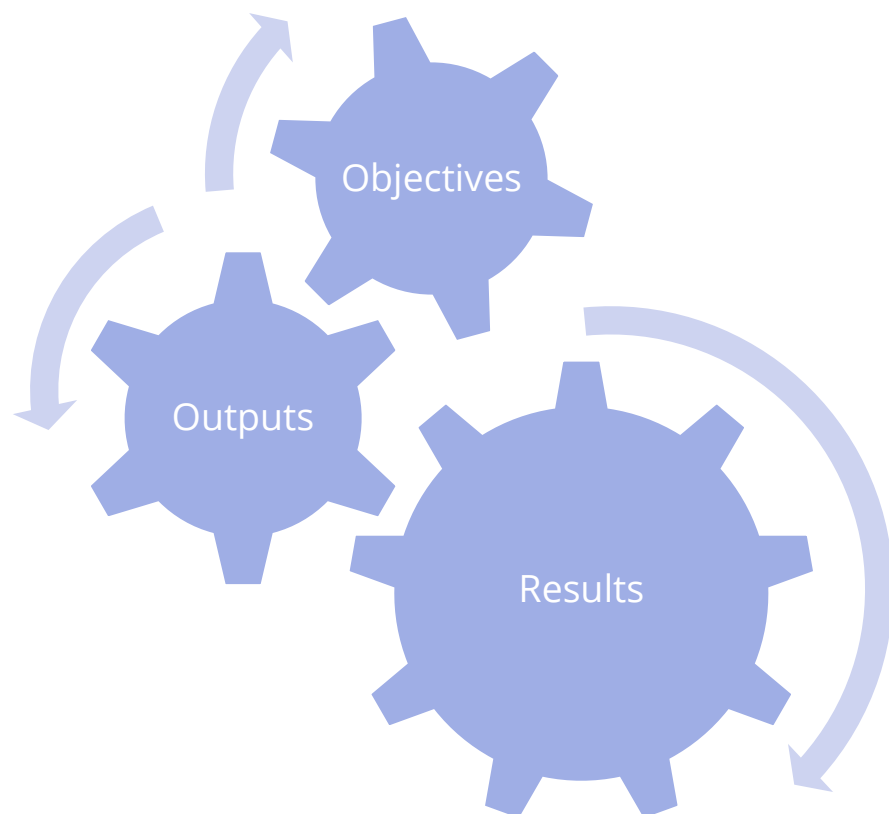
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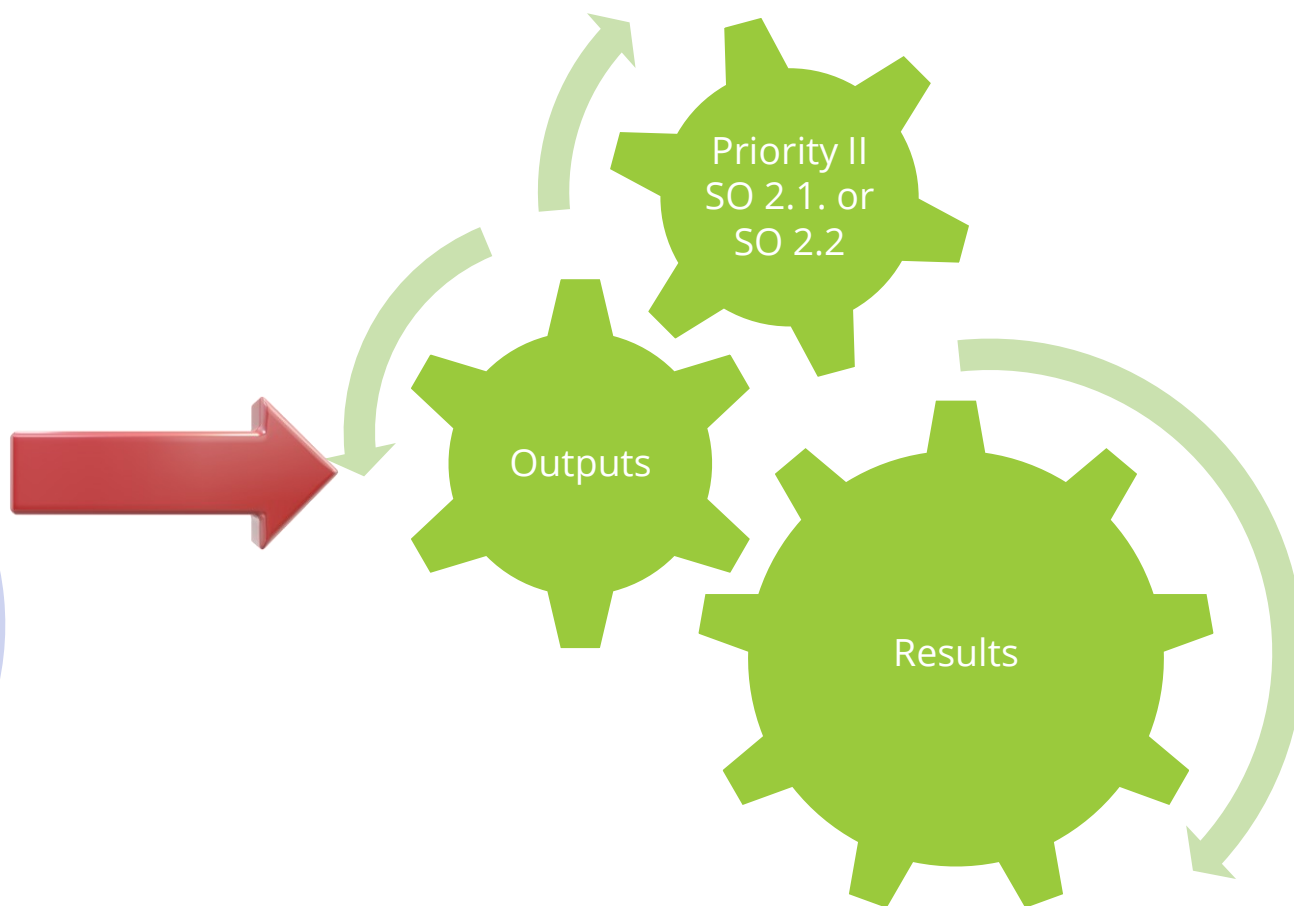
Programme requirements

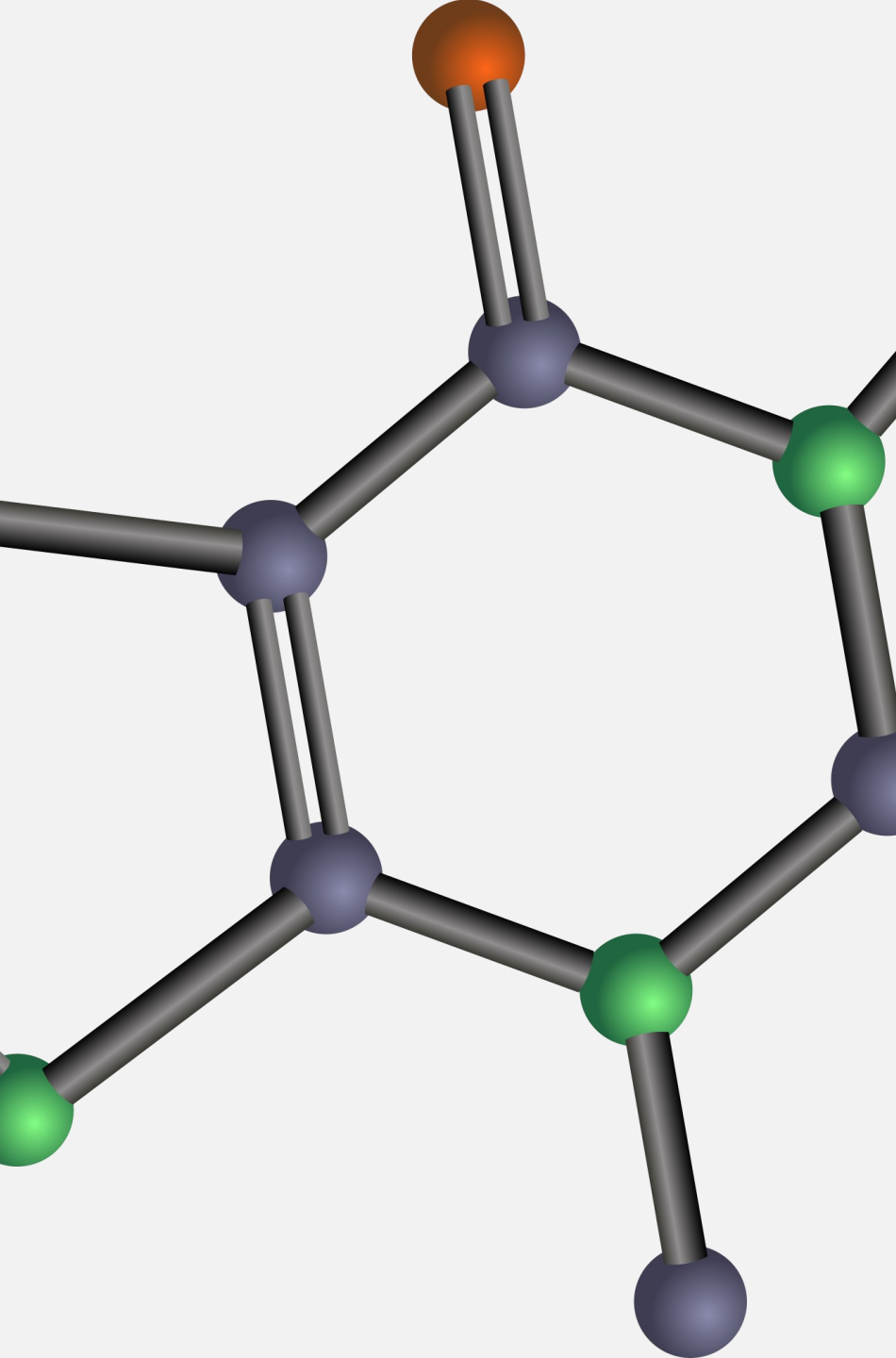


PROJECT

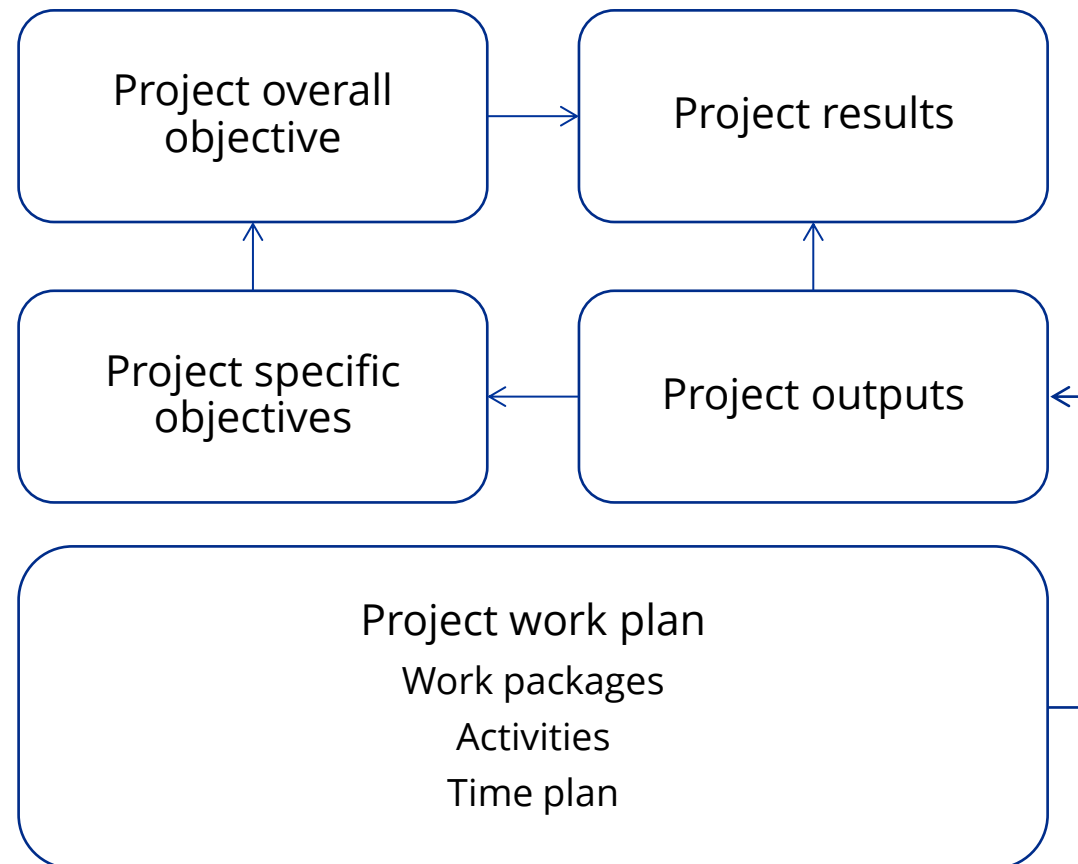


PROGRAMME





Project structure



Project objectives



Project overall objective

Provides overall context for what the project is trying to achieve, shall be linked to **Specific objective 2.1 or 2.2**



e.g. for SO 2.1

To improve cooperation of emergency services for increasing of the resilience to floods and forest fires in Zemgale, Telsiai and Panevezys regions.

e.g. for SO 2.2

To reduce agricultural pollution of the water bodies in the transboundary catchment of the Lielupe and Venta

Project specific objective

- ✓ **A tangible statement describing what the project is trying to achieve.**
- ✓ **Shall be planned in each Work Package (WP) and linked to activities in the WP.**



e.g. for SO 2.1

To develop ecosystem-based flood management pilot solutions in Zemgala and Utena regions.

e.g. for SO 2.2

To encourage applying of the environment-friendly agricultural practices in the Venta and Lielupe catchments.

Project work plan



Work plan

- ✓ Prepared for the whole project implementation period
- ✓ A basis for project implementation, reporting, monitoring and audit
- ✓ Changes in work plan, except some minor deviations, need prior approval by the Programme
- ✓ Work plan is divided in several work packages (WPs) (up to 2-3)
- ✓ No separate WPs for project management, investments or communication
- ✓ Ensure clarity, logic, and alignment with project objectives, outputs, and results



Work plan

- ✓ If development or update of management plans for sites, species and habitats is planned, the enforcement of plans must be ensured within the project lifetime.
- ✓ If any nature management activities are planned, information on necessary permits from responsible nature management institutions must be specified in the Application Form.



Project activity (example)

! Difference to previous calls – NO DELIVERABLES

Activity number	Automatically generated
Title	Organised trainings for emergency services volunteers
Start period	2nd period
End period	3rd period
Description	One-day practical trainings (8 sessions) will be organized for volunteers in Kurzeme and Telsiai regions to give theoretical knowledge and practice on the actions in case of natural disaster. In each training up to 30 participants are planned. Responsible partners: LP and PP2. 3000 characters
Partner(s) involved	LP, PP2 - select all partners involved, not only responsible or paying PPs.

Investments

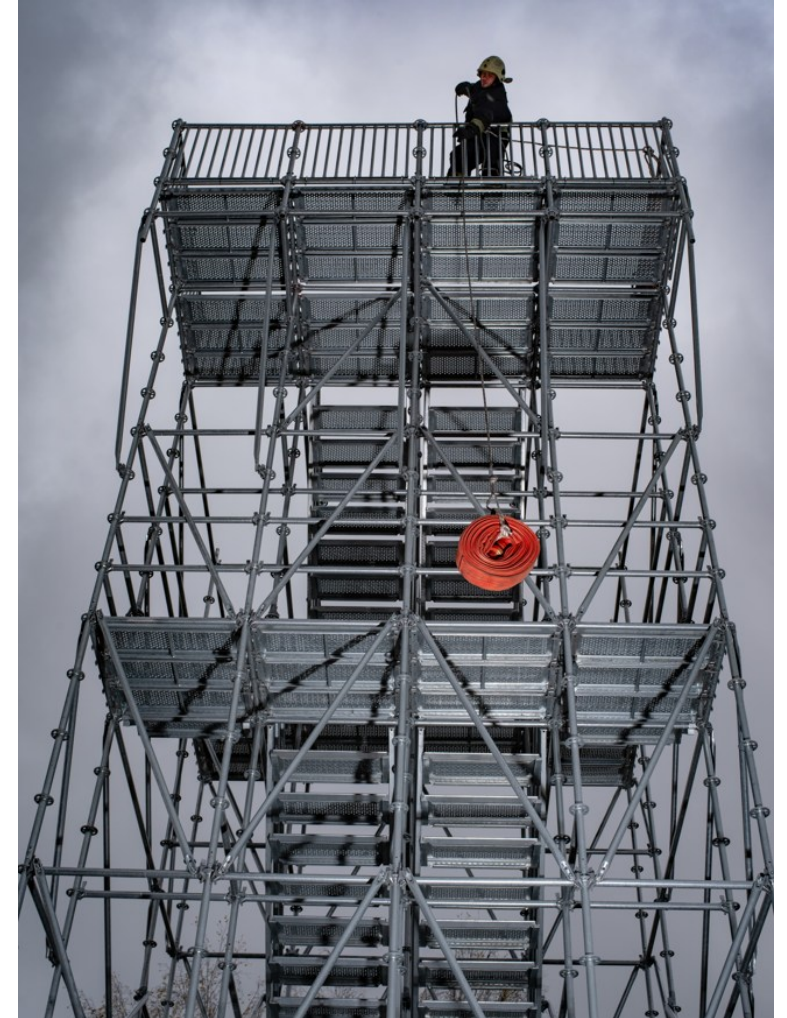
For investments in infrastructure with costs planned under Cost Category 6:

- ✓ Plan activity in the WP
- ✓ Provide detailed information about planned investments in section “Investments” of the Application Form

Objectives	Investments	Activities	Outputs
List of investments Please list below the investments that will be delivered within this work package.			

- ✓ Don't create separate WP for investments in the Application Form

Don't fill section “Investments” for equipment!



Project management

No separate WP for project management!

Describe all management activities and procedures in section C.7 of the Application Form:

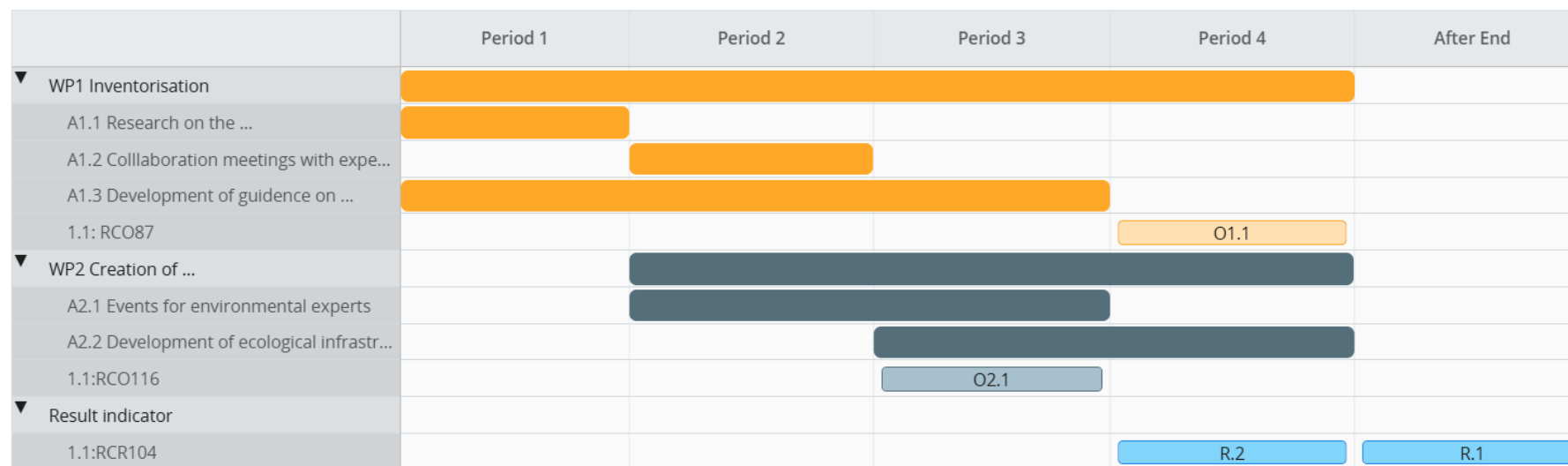
- ✓ **C.7.1 How will you coordinate your project?**
- ✓ **C.7.2 Which measures will you take to ensure quality in your project?**
- ✓ **C.7.3 What will be the general approach you will follow to communicate about your project?**
- ✓ **C.7.4 How do you foresee the financial management of the project and reporting procedures for activities and budget (within the partnership and towards the Programme)?**



Time plan

- ✓ Divided in 6-months reporting periods
- ✓ Time plan should be realistic - it is possible to achieve activities and outputs within planned time

C.6 Project Time Plan



- ✓ All planned project outputs and activities must be finalized within planned project duration
- ✓ Don't leave implementation of activities for the last reporting period!

Outputs and results



Mandatory outputs and results

For all projects!

Output indicator	Result indicator
Organisations cooperating across borders (mandatory) - Target value = number of project partners - Output in one WP, no duplication in WPs - Output cannot be with 0	Organisations cooperating across borders after project completion (mandatory) - Cooperation must continue after project end (at least 1 year) = cooperation agreement - Report on achievement of result one year after project end
Pilot actions developed jointly and implemented in projects (mandatory) - The pilot action needs not only to be developed, but also implemented within the project - Jointly developed pilot action implies the involvement of organizations from Latvia and Lithuania in its implementation	Solutions taken up or upscaled by organisations (mandatory) - During project implementation / One year after project completion - If after project implementation – to submit report on achievement of result one year after project end

Optional output and result

Output indicator	Result indicator
Jointly developed solutions (optional) - The solution should not have the main topics linked to administrative or legal frameworks - A jointly developed solution implies the involvement of organizations from at Latvia and Lithuania in the drafting and design process of the solution.	Solutions taken up or upscaled by organisations (optional) - During project implementation / One year after project completion - If after project implementation – to submit report on achievement of result one year after project end

- 
- ✓ Contribution to outputs and results is a strategic quality assessment criteria
 - ✓ For planning project outputs and results use **Annex I Programme output and result indicators** of the Programme Manual

Durability



Durability

- ✓ **Produce results that will exist beyond project's lifetime.**
- ✓ **Plan actions to ensure continuation of knowledge, services and benefits developed during the project.**

C.8.1 Ownership

Who will ensure the financial and institutional support for the outputs-developed by the project (e.g., tools), and explain how these outputs-will be integrated in the work of the institutions

C.8.2 Durability

Please describe how your outputs-will be used after the project ends and by whom

C.8.3 Transferability

How project outputs-could be adapted or further developed by other target groups or in other territories. What will you do to make sure that relevant groups are aware of your outputs-and are able to use them?

Common mistakes & recommendations



Recommendations (1)

- ✓ Specify **information under relevant input fields** of AF
- ✓ In details **describe how project idea and approach will be working**, who will be users and what are the benefits
- ✓ **Carefully plan outputs and results** (check Annex I of the Programme Manual)



Recommendations (2)

- ✓ **Logically plan project activities** that would clearly lead to outputs and results
- ✓ Explicitly **describe project activities**
- ✓ Have **clear and logical time plan**
- ✓ **Don't plan separate WPs** for management, investments or communication
- ✓ Provide **clear information on ownership and durability** of project results



Recommendations (3)

Choose a Great Title:

- ✓ Keep it short, clear, and fitting.
- ✓ Use a catchy acronym to convey your project's purpose.

Create engaging Summary:

- ✓ Keep them brief yet informative.
- ✓ Ensure they make sense and captivate interest.

Plan for Longevity:

- ✓ Make your project impactful beyond completion.
- ✓ Consider how to create lasting change.

Check Assessment criteria first:

- ✓ Ensure your project meets assessment criteria in the Programme Manual (sections 5.2.1 & 5.2.2).



How to fill in

<https://jems.latlit.eu>



Welcome to the monitoring system of Interreg VI-A Latvia–Lithuania Programme 2021–2027!

Here you can find our latest calls and manage your applications. Just login or create a new account and get started!

How to fill in

Call list

Apply here!

1

ID	Name	Status	Started	Ends	Actions
5	Third call for proposals	Published	17/09/2025 09:00	19/01/2026 17:00	Apply →

Call: 5 – Third call for proposals

Start date	17/09/2025
End date	Ends 19/01/2026. Time left: 91 days, 22 hours and 5 minutes.
	View detailed call information

2

Create a new project application

 Hint: all project data can be changed before submission.

Please provide an abbreviated project name for easier reference in the application form.

* Project acronym

Cancel

Create project application →

Project overview

Application form

Project version (current) V. 1.0

A - Project identification

- A - Project identification
- A - Project overview tables

B - Project partners

- Partners overview
- Associated organisations

C - Project description

- C.1 Project overall objective
- C.2 Project relevance and context

Dashboard / Applications / LL-00319 – Test

Application form LL-00319 – Test

Project overview

Status: Draft (since 03/10/2025)

Project ID and acronym

Status

Project name

Programme priority

Specific objective

Call

LL-00319 – Test

Draft → Submitted → Eligible

→ Approved → Contracted → Closed

Third call for proposals

Ends 19/01/2026. Time left: 91 days, 22 hours and 7 minutes.

3

THANK YOU! PALDIES! AČIŪ!

Interreg



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