

Interreg



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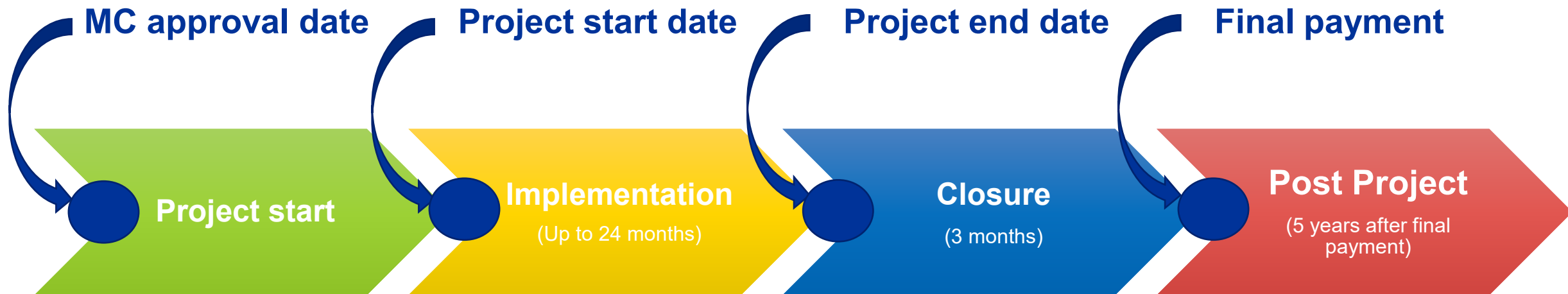
Latvia – Lithuania

General information on project implementation

Information webinar on project implementation

10 June 2026

PROJECT LIFE CYCLE



Before SUBSIDY CONTRACT



- **Online meetings with project manager from JS**
- **Please do not hesitate to contact your Project manager from JS!**

SUBSIDY CONTRACT

Subsidy Contract signed between MA and LP

**Project start date
to be set in June!**

Start and end dates of the project are stated in Preamble

Total eligible budget in maximum, project budget cannot be increased (**Art. 2, Point 5**)

All exchange of information in JEMS (**Art.1, Point 2.8**)

Payments are done on the basis of the validated total eligible expenditure only (**Art. 3, Point 1 and 4**)

No advance payments (**Art 4, Point 1**)



SUBSIDY CONTRACT



- ✓ LP must ensure that an adequate audit trail is documented at all levels of the Project, including PPs' expenditures (**Art. 3, Point 5**)
- ✓ Project costs are eligible if they are paid out from the start date until the end date of the Project with exceptions stated under Section 6.3. "Project reporting and payments" of the Programme Manual (**Art. 3, Point 6**)
- ✓ The MA reserves the right not to accept – in part or in full – expenditure validated by the National control body (**Art. 4, Point 2**)
- ✓ The LP and the PPs must ensure that all the outputs and results produced as a result of the Project are in the public interest and publicly available (**Art. 9 Point 5**)

LP's RESPONSIBILITIES

Lead partner (LP)

- **bears the overall financial and legal responsibility for the project and for the PPs**
- **all communication with Programme bodies (MA/JS, etc.) via LP**

Responsible for:

- ✓ signing of the Partnership Agreement
- ✓ overall project management and establishment of reliable project monitoring system
- ✓ ensuring separate accounting system or Project specific accounting code
- ✓ requesting necessary project changes, if any
- ✓ preparing Project Reports for requesting payments of spent ERDF co-financing
- ✓ timely preparation of Partner Reports
- ✓ verify that the expenditure presented by the PPs has been validated by the National control
- ✓ transfer relevant portions of ERDF co-financing to the PPs'
- ✓ respecting Programme rules



PP's RESPONSIBILITIES

Project partner (PP)

Responsible for:

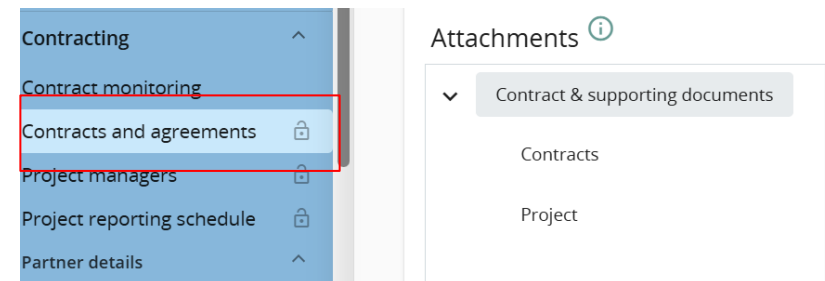
- ✓ implementation of the project in line with the work plan, the time schedule, and the approved budget
- ✓ active cooperation with the LP and PPs in the implementation of the project
- ✓ providing the LP with all the information and documents for coordinating and regularly monitoring of the project
- ✓ respecting Programme rules
- ✓ guaranteeing the sound financial management of Programme funds received
- ✓ providing proofs of the project progress
- ✓ ensure that the expenses incurred are strictly related to the project activities
- ✓ informing the LP on the problems, on necessary changes in the project



PARTNERSHIP AGREEMENT

Partnership Agreement signed between LP and PPs

- ✓ LP is responsible for signing Partnership Agreement
- ✓ Template on www.latlit.eu section “3rd Call for Proposals”
- ✓ Preparation of the Partnership Agreement has to start after the LP has received MA decision on funding of the project
- ✓ LP must upload the signed Partnership Agreement with further amendments (if relevant) in JEMS (section «Contracts and agreements») not later than the Project Report for 1st period is submitted by the LP to JS



TO DO LIST IN JEMS FOR LP

Contracting	^
Contract monitoring	
Contracts and agreements	🔒
Project managers	🔒
Project reporting schedule	🔒
Partner details	^

Contracts and agreements

Upload signed Partnership agreement

Project managers

Specify contacts for LP's project manager, financial and communication manager

Project reporting schedule

Check reporting schedule

Project privileges

Assign users for reporting for each PP

 Shared folder

 Export

 Project privileges

Partner details

LP1

Specify bank account for LP and upload **Confirmation of bank details** (until submission of 1st Project Report). Template is available here:
<https://latlit.eu/how-to-implement/reporting/>

TO DO LIST AT PROJECT START

1. Sign Partnership Agreement
2. Establish project management structure
3. Organize kick-off meeting (if relevant) or communication via Zoom/MS Teams with all partners at project start
4. Discuss and prepare detailed project plan
5. Start project communication

NATIONAL CO-FINANCING

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✓ UP TO 10% OF TOTAL PARTNERS' BUDGET

DEADLINE: within 3 months after signing SC and PA.

Main regulation

Ministru kabineta 2022.gada 20.septembra noteikumi Nr.586 “Valsts budžeta līdzekļu piešķiršanas kārtība un kritēriji Latvijas Republikā reģistrētiem Eiropas teritoriālās sadarbības mērķa (Interreg) programmu 2021.–2027.gadam finansējuma saņēmējiem”

Detailed information and invitation in
Latvian language will be sent by e-mail to
each LV project partner in June

Information available on webpage

<https://www.interreg.lv/lv/projektu-istenotajiem/valsts-lidzfinansejums-2021-2027/>

For more information contact:

Dita Kikule dita.kikule@varam.gov.lv ; 67026462

NATIONAL CO-FINANCING

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✓ UP TO 10% OF TOTAL PARTNERS' BUDGET

DEADLINE: within 12 months after signing SC.

Main regulations

Lietuvos Respublikos Vyriausybės 2022 m. rugpjūčio 24 d. nutarimas Nr. 877.

Pagal Nutarimo 2.1 punktą projektuose dalyvaujantys Lietuvos partneriai, **turintys viešojo juridinio asmens statusą**, turi galimybę kreiptis dėl bendrojo finansavimo lėšų skyrimo, bus apmokama ne daugiau kaip 50 procentų INTERREG programų projektų minimalaus būtinojo bendrojo finansavimo išlaidų.

Lietuvos Respublikos valstybės biudžeto lėšų, skirtų 2021-2027 metų INTERREG programoms bendrai finansuoti, naudojimo taisyklės, patvirtintos 2023 m. kovo 10 d. vidaus reikalų ministro įsakymu Nr. 1V-119.



**Latvijos ir Lietuvos
bendradarbiavimo per sieną
programa**

Diana Zalieckė

Patarėja

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El. paštas: diana.zaliecke@vrm.lt

**For more information contact:
Teritorial Cooperation programmes Unit
Ministry of the Interior of the Republic of Lithuania**

Contacts: <https://www.esbendradarbiavimas.lt/kontaktai/>

NATIONAL CONTROL

IN LATVIA – CENTRALISED

- ✓ No costs foreseen in the partners' budget
- ✓ Contact details on the web
- ✓ Ask for requirements

Event in August! Please attend!

For more information:

<https://www.interreg.lv/lv/projektu-istenotajiem/finansu-kontrole-2021-2027/finansu-kontrole--latvijas-lietuvas-programma/>

IN LITHUANIA – DECENTRALISED

- ✓ Costs should be foreseen in the partners' budget
- ✓ Run procurement
- ✓ Get approval from Ministry of Interior
- ✓ Sign the contract



For more information:

<https://www.esbendradarbiavimas.lt/etbt-interreg-2021-2027/2021-2027-metu-europos-sajungos-finansinio-laikotarpio-interreg-programu-bendrojo-finansavimo-naudojimo-taisykles/>

TIPS FOR IMPLEMENTATION

- ✓ Start as fast as possible: projects usually delay
- ✓ Implement in line with Application Form
- ✓ Realistic time planning (e.g. public procurement procedures)
- ✓ Good project manager and financial manager – part of project success
- ✓ Efficient communication within project
- ✓ Clear division of activities and budget between PPs
- ✓ Follow reporting schedule: reporting takes more time than planned, don't wait for the last day

If you have questions:

- ❖ check Programme Manual
- ❖ ask your JS manager



PROJECT CHANGES

Types of project changes:

- ✓ Deviations communicated via Project and Partner Reports
- ✓ Minor changes requested in the Request for Changes
- ✓ Major changes requested in the Request for Changes



Harmonize the Request for Changes with JS Project Manager before its official submission to pasts@varam.gov.lv

READ PROGRAMME MANUAL 6.2 PROJECT CHANGES

REPORTING

To assess if the project is on track, regular reporting has to be ensured on:

- ✓ Implemented activities and achieved project main outputs and results
- ✓ Finances



**Reporting periods
are specified in
JEMS**

PARTNER REPORT

Prepared by LP and each PP
Verified by National Control

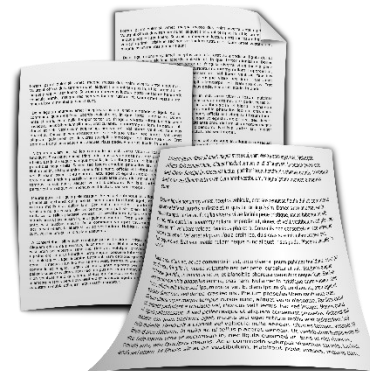
PROJECT REPORT

Prepared only by LP summarizing
achievements of all PPs

GUIDANCE DOCUMENTS

www.latlit.eu

- ✓ **Programme Manual for 3rd Call For Proposals**
- ✓ **Guidance for JEMS**
- ✓ **Communication Guidelines**
- ✓ **Templates of documents for reporting, project changes, contracts, publicity, etc.**
- ✓ **Presentations**



How to implement

Guiding documents

Reporting

Publicity

Project changes

National control

Presentations

Guiding documents

Reporting

Publicity

Project changes

National control

Presentations

In this section, you will find various guiding documents essential for project implementation.

- **Programme Manual For the Operation of Strategic Importance**

- **Version 1**

- **Programme Manual for 3rd call for proposals**

- **Version 1** (approved on 10 September, 2025)

- **Programme Manual for 2nd call for proposals**

- **Version 2** (approved on 4 July 2025)

- **Version 1** (approved on 25 March 2024)

Latvia – Lithuania

[News](#) [About the programme](#) [Calls for proposals](#) [Partners](#) [Projects](#) [How to implement](#)

In this section, you will find materials and guiding documents on publicity requirements of the Programme.

Communication Guidelines

- [Version 1](#)

Programme logo

- [Logo in English](#)
- [Logo in Latvian](#)
- [Logo in Lithuanian](#)

Informative posters (A3 format) for premises of each project partner

- [Template in English](#) (updated on 22 March 2024)
- [Template in Latvian](#) (updated on 22 March 2024)
- [Template in Lithuanian](#) (updated on 10 April 2024)

Plaques and billboards for marking of physical investments (please see instructions)

- [Template in English](#) (updated on 22 March 2024)
- [Template in Latvian](#) (updated on 22 March 2024)
- [Template in Lithuanian](#) (updated on 22 March 2024)

[Guiding documents](#)

[Reporting](#)

[Publicity](#)

[Project changes](#)

[National control](#)

[Presentations](#)

SUPPORT BY THE PROGRAMME

- ✓ **Information on [www.latlit](http://www.latlit.eu) website** (e.g. contract / agreement templates, guiding documents, etc,) **and JEMS**
- ✓ **Advice to projects and consultations** (e.g. via email / phone / in the office in Riga or Vilnius)
- ✓ **Seminars/webinars** (implementation, reporting, etc.)
- ✓ **Project visits** (e.g. on-spot and to kick-off / management meetings)

SUPPORT



Thank you! Paldies! Ačiū!