



**Interreg**

**Latvija-Lietuva**

European Regional Development Fund



EUROPEAN UNION

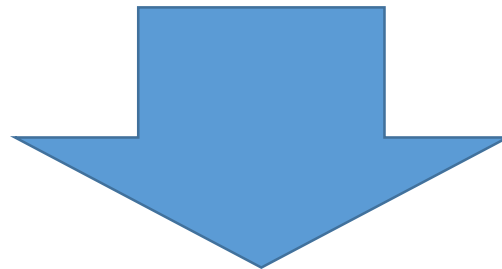
# **PREPARATION OF PARTNER AND PROJECT REPORTS IN EMS**



## Reporting comes unexpectedly....

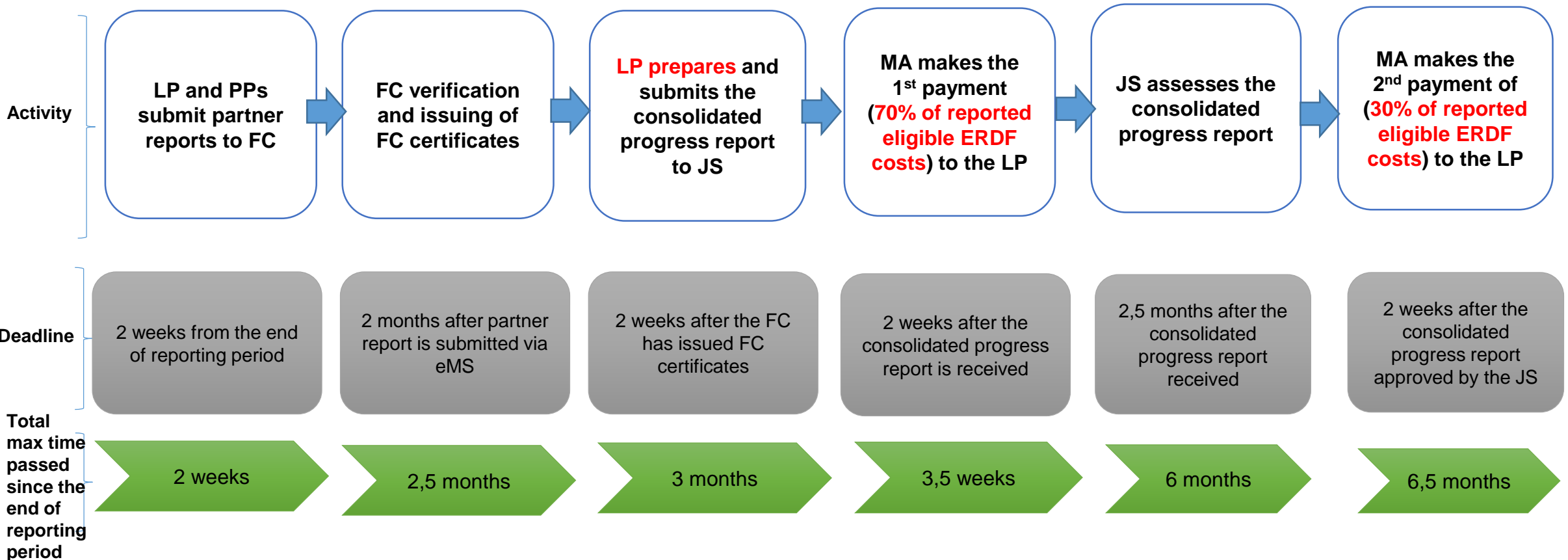


- ❑ **Programme Manual for 2<sup>nd</sup> call for proposals**
- ❑ **Guidance how to implement the project via eMS**
- ❑ **Templates for reporting**



**Programme website** [www.latlit.eu](http://www.latlit.eu) **How to implement/Reporting**

# DEADLINES FOR REPORTING AND PAYMENTS



## Consolidated progress report

Prepares Lead partner (LP)



- Submitted to Joint Secretariat (JS)
- Payment from the Programme

Prepare each project partner (PP) and LP



- Submitted to Financial control (FC)
- Issued FC certificate

Partner report

Fill in “**Supplementary information**”:

- Project management** – details on LP’s project management staff
- Bank information** – bank account is specified and Confirmation of financial information (template is here: <http://latlit.eu/how-to-implement/>) is uploaded
- User assignment** – LP and all PPs users are assigned

**User For Partner**

New User

Add

Assigned User

Remove

- Partnership agreement/other** - Partnership agreement is uploaded

## Project Reports

Report	Report Start	Report End	State	Date Of Project Report Submission	Date Of Project R
Period 1	01.04.2018	30.09.2018			
Period 2	01.10.2018	31.03.2019			
Period 3	01.04.2019	30.09.2019			
Period 4	01.10.2019	31.01.2020			

Create Report For    
01.04.2018 - 30.09.2018

## Partner Reports

1 - LP\_1

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission
Period 1	01.04.2018	30.09.2018			
Period 2	01.10.2018	31.03.2019			
Period 3	01.04.2019	30.09.2019			
Period 4	01.10.2019	31.01.2020			

- ✓ Reports have to be prepared one by one: for period 0, 1, 2...
- ✓ You cannot open another report until previous one is not submitted.
- ✓ LP has to select 'PP' role on the top of reporting section to prepare Partner report.
- ✓ Respect deadlines for submission of reports



## Sections of the Partner report:

- Partner Report
- List of Expenditure
- Contribution and Forecast
- Attachments
- Personal data attachments



For each PP including LP





In section “**Partner Report**” describe the following:

- Summary of partner’s work** – information on implemented partner’s activities/deliverables in reporting period and problems faced, if any
- Project main outputs delivered** – describe achieved main output and attach evidence (final version)
- Target groups reached** – select target group, quantify and describe

## □ Reporting per work packages (WP):

- ✓ For each work package describe how achievement of deliverable(s) contributed to achievement of the activities in WP
- ✓ Describe problems/deviations (including minor changes) faced and solutions found
- ✓ Describe deliverables implemented and attach their evidences

**M Management (04.2017 - 03.2019)**

Current Expenditure  
€ 4 544.63

Expenditure So Far  
€ 11 657.41

Please describe how achievement of deliverable(s) contributed to achievement of the activities planned in this work package.

Organized WG III meeting in Siauliai university.

1951 Characters Remaining

In case during reporting period there were problems or deviations (including minor changes), please describe solutions found and whether problems had an impact on project implementation.

2000 Characters Remaining

Please Choose Deliverables

**D.M.2.1 - WG meetings.**

**Description of deliverable**

14-02-2018 in SU was organized WG III meeting. Agenda, Presentations and photos is uploaded in section "Attachments".

1883 Characters Remaining

Remove

**Attachments for deliverable**

+ Deliverable Evidence


Filename	Filetype	Date	Uploaded By	Options
<a href="#">WGIII participant list 1.pdf</a>	pdf	05.07.2018 17:42:18	odeta	Delete


+ Add Deliverable

## ☐ “Add real costs” to “List of expenditure” by filling in form:

PP

Budgetline	External expertise and services	Name of service/goods provide
Workpackage	T1 Cross-border experience based research and concept	SIA "ABC"
Procurement	test	Link to project
Internal Reference Number	2017001; 2020001	Development of virtual tour, deliverable D.T1.2.1
Invoice Number	111729	Partner Comment
Invoice Date	02.10.0217	Partial payment. The second part will be reported in 2nd period.
Date Of Payment	10.10.2017	
Currency	EUR - EURO	
Conversion rate		
Total Value Of Item In Original Currency		
Vat		
Declared Amount In The Original Currency		
Declared amount in Eur		
Expenditure Outside ( The Union Part Of) The Programme Area?	<input type="checkbox"/>	



- ✓ Report costs under relevant WP and BL – according to planned in  Application Form
- ✓ Follow rules on uploading supporting documents
- ✓ Describe link to project and partner comment in English
- ✓ Specify link to deliverable in the work plan

- Budget Line** under which costs are planned
- Work package** under which costs are planned
- Procurement** – link to contract specified in section “Procurements above thresholds/Supplementary information”
- Internal reference number** – number of payment order from bank statement
- Invoice date**
- Date of payment** – payment date in book-keeping system
- Currency** – select the currency the costs incurred in
- Total value of item in original currency** – total costs including VAT
- VAT**



- Declared amount in the original currency** – amount of costs declared (excluding VAT if VAT can be recovered by the project partner or with VAT if that is definitely borne by the project partner)
- Expenditure outside the programme area**
- Name of service/goods provider** – full name of service/goods provider
- Link to the project** – information about how reported costs are linked to reported deliverables (e.g. ‘organisation of seminar, deliverable D.T2.1.2; salary for project manager, March 2017)
- Partner comment** – more explanation, if needed
- Upload supporting documents**



# PARTNER REPORT

## Rules on uploading the documents

**Project main outputs** – final versions of documents proving achievement of project main outputs

**Reporting per work package** – content documents proving achievement of deliverables, e.g.: **No financial and procurement documents there!**

- ✓ for events: lists of participants, photos, agendas, materials if applicable
- ✓ for equipment: photo, if applicable (are not mandatory anymore)
- ✓ for prepared materials/researches
- ✓ links to IT tools/databases/platforms
- ✓ etc.

**List of expenditure** – procurement documents, agreements, invoices, payments, documents on salaries, evidences of delivered services or products, etc. to justify each amount of reported costs.



**Attachments** – documents that cannot be uploaded in other sections of the report, e.g. book-keeping policy of institution, bank statement for the reporting period, etc.

### Creation of files

The file name shall contain number of deliverable and topic of the document attached, e.g. “D.M.1.1\_Agenda\_WG\_meeting.pdf”, “D.I.1.1.\_Restored\_premises”.



Audio-visual materials should be attached as a link to the report where possible



### General rules

- ✓ Do not upload the same document several times but in the description of deliverable specify in which part of the report the document is attached, e.g.: “Supporting documents for the seminar are attached in section “List of expenditure”, item ID 3.1”.

List Of Expenditure

Report Number ↕	Item Id ▲	Budget Line ↕	Wp ↕
PP_2 1.1	3.1	Travel and accomodation	M Management

- ✓ If corrected version of the document is uploaded to section “Attachments” and it is not possible to delete previous document, please specify in the file name or in comments to section “Attachments” that it is an updated version and for previous version of the document - “version is not valid”.



Reported costs will be displayed in the list:

List Of Expenditure

Options	Report Number ⇅	Item Id ⇅	Budget Line ⇅	Wp ⇅	Int Ref No ⇅	Inv No ⇅	Inv Date ⇅	Paym Date ⇅
⊖ Delete	LP_1 2.1	3.1	Travel and accomodation	M Management		8658	17.08.2017	19.08.2017

Reporting of staff costs and office and administration costs using flat rate method is ensured automatically by the system:

List Of Expenditure

Options	Report Number ⇅	Budget Line ⇅	Wp ⇅	Inv No ⇅	Inv Date ⇅	Paym Date ⇅
⊖ Delete	LP_1 1.1	Staff costs	T1 Creation of Healthy Lifestyle Basketball Enthusiasts Network in Venta River Communities	FR	N/A FR	N/A FR
⊖ Delete	LP_1 1.1	Staff costs	M Management	FR	N/A FR	N/A FR
⊖ Delete	LP_1 1.1	Office and administration	T1 Creation of Healthy Lifestyle Basketball Enthusiasts Network in Venta River Communities	FR	N/A FR	N/A FR
⊖ Delete	LP_1 1.1	Office and administration	M Management	FR	N/A FR	N/A FR

- **Report forecasting per period** – how much money will be spent during next reporting periods. If forecast differs from the approved spending in application form, provide brief description

### Report Forecasting Per Period

Period	Period start-end date	Reporting date	Total eligible budget	Actual spending	Forecast
Period 0	03.01.2018 - 03.04.2018	31.01.2020	€ 1 000.00	€ 1 000.00	
Period 1	03.04.2018 - 02.10.2018	01.01.2019	€ 12 046.47		↑
Period 2	03.10.2018 - 02.04.2019	01.07.2019	€ 11 069.47		↑
Period 3	03.04.2019 - 02.10.2019	01.01.2020	€ 15 958.27		↑
Period 4	03.10.2019 - 02.04.2020	01.07.2020	€ 13 007.87		↑
			€ 53 082.08	€ 1 000.00	€ 0.00

- Amount of partner contribution (15% from total reported costs) will be calculated automatically by the system

## Follow-up Of Partner Contribution

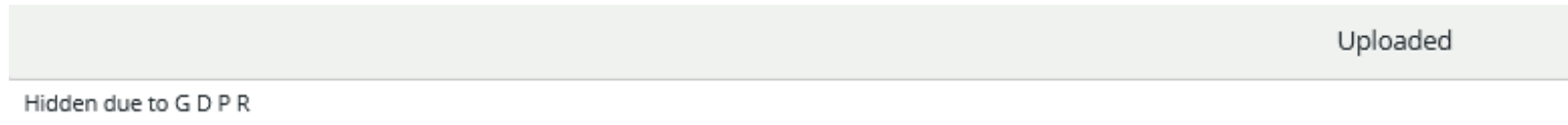
### Target Partner Contribution Value

€ 150.00

tus ⇅	Total Amount Indicated In The Application Form ⇅	% Of Total( According To A F) ⇅	Previously Reported ⇅	Current Report
	€ 7 962.32	100.00 %	€ 0.00	€ 150.00
	€ 7 962.32	100.00 %	€ 0.00	€ 150.00
	€ 0.00	0.00 %	€ 0.00	€ 0.00
	€ 7 962.32	100.00 %	€ 0.00	€ 150.00

Section was developed in order to comply eMS with GDPR requirements:

- ✓ Access to salary information in “List of expenditure” and BL1 is hidden for all users except the PP and Programme bodies who are required to have access (FC, JS, MA).

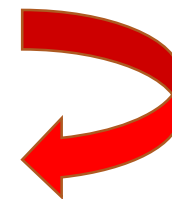


- ✓ All files uploaded in section “Personal data attachments” are hidden by default and only visible to mentioned privileged users.
- ✓ If needed, move files from the “Attachments” section to “Personal data attachments” to hide documents with personal data.

- 1) Check prepared report
- 2) Submit report to FC

 Check Saved Report

 Submit Report



Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of fc verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate
Report 0.1	01.01.2017	22.01.2017	Report Submitted	27.06.2017	27.06.2017	08.09.2017	Period 0 Project Report 1	€ 650.00		

## During verification of the Partner report FC may:

- Revert Partner report to the project partner for correction or open section “Attachments” or “List of expenditure” to upload missing documents
- Deduct ineligible costs
- Postpone costs for further clarification (‘sitting ducks’)



After Partner report is verified, **FC issues certificate on approved costs** and it is available in reporting section

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of fc verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate
Period 0 01.01.2017 - 22.01.2017										
Report 0.1	01.01.2017	22.01.2017	Report F Lc Certified	27.06.2017		02.08.2017	Period 0 Project Report 1	€ 650.00		

- ✓ **Unfilled sections of report, poor descriptions, no information on implemented deliverables**
- ✓ **Comments for reported costs in national languages**
- ✓ **Costs reported under incorrect budget lines**
- ✓ **Poor description of reported costs – hard to understand link to the project**
- ✓ **Missing documents – financial, procurements, evidences of deliverables**
- ✓ **All documents attached in section “Attachments”, unclear titles of files**
- ✓ **Reported costs that were paid after end of reporting period**





- Partner reports for 0 period have to be prepared by projects having 0 period
- Must be submitted before deadline for the period 1
- Add costs to List of Expenditure as lump sum under BL “Travel and accommodation costs” or real costs under BL “Infrastructure and works”.
- Fill in only summary for WP “Preparation”
- If PP does not have preparation costs, Partner report has to be prepared with zero expenditure and submitted directly to the LP (section 11.3 of the Guidance how to implement the project via eMS)

To create Consolidated progress report select role “LP” and choose period

Select Role

Lp

## Project Reports

Report	Report Start	Report End	State
Period 0 01.01.2017 - 22.01.2017			



Prepares only LP based on partner reports

The Consolidated Progress Report includes five sections:

- Report
- Work packages
- Certificates
- Project report tables
- Attachments



- ❑ **Highlights of main achievements** – describe the main achievements implemented by all project partners in cumulative manner – from project start till the end of respective reporting period.
- ❑ **List of partners FC certificates** – add FC certificates

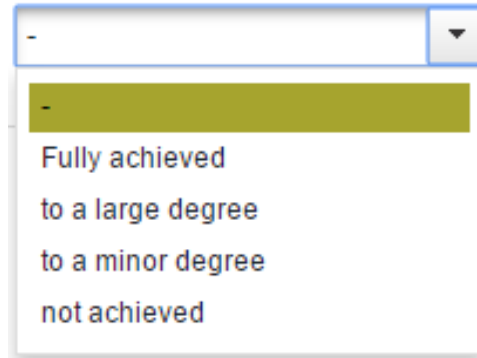
List Of Partner FC Certificates

Partner Abbreviation	Number Of FC Certificate	Date Of FC Certificate	Total Expenditure Certified By FC	Include In Project Finance Report	Total Partner Expenditure Included
1 LP_1	LP_1 1.1	02.08.2017	€ 7 489.22	<input checked="" type="checkbox"/>	€ 7 489.22
2 PP_2	PP_2 1.1	02.08.2017	€ 18 836.63	<input checked="" type="checkbox"/>	€ 18 836.63



- ✓ LP must tick all certificates issued by the FC in order to report costs for all PPs. Costs not reported in relevant period cannot be reported in the next periods, except postponed costs by FC.
- ✓ When putting tick for FC certificate, check whether certificate is for relevant reporting period.

- Project specific objectives** – select the level of achievement and provide explanation



A screenshot of a web form dropdown menu. The menu is open, showing four options: a hyphen (-) on a green background, 'Fully achieved', 'to a large degree', 'to a minor degree', and 'not achieved'. The dropdown is positioned over a text input field that currently contains a hyphen (-).

- Target groups reached** – quantity, source of verification (proof that the target group was reached), short description
- Problems and solutions found** – explain any problems encountered during reporting period and solutions found
- Fully implemented** – must be ticked only for the final project report

### WP status

not started

completed

proceeding according to work plan

behind schedule

ahead of schedule

- Describe the **progress in activities implemented** and how partner were involved
- Describe and **justify** any **problems** and **deviations** (including minor changes that have to be communicated via Consolidated progress reports)
- Status of activities and deliverables (if not reached or delayed, provide explanation)

- ❑ Indicate **level of achievement** for project main outputs
- ❑ Attach **evidence** of achieved project main output and deliverable **according to rules on uploading the documents in Consolidated progress report**

Please describe progress achieved in this reporting period

A.T1.1			
Activity Title	Start Month	End Month	Status of activity
Preparation of infrastructure of the project	04.2017	11.2017	completed

D.T1.1.1			
Deliverable Title	Deliverable Description	Planned Delivery Month	Status of deliverable
Equipments for identification of stress level	Equipments for identification of stress level: 1. Mobile EEG for youth (LT)	08.2017	completed and achieved as planned
Description of deliverable			Deliverable Evidence

**Project main outputs** – final version of document proving achievement of project main output. Compiled in one file with reference to project main output: e.g. “O.T1.1\_social\_services200518”.

**Evidences for deliverables under WPs** – content documents (e.g. photos, materials, agendas, etc.). If document is already available in Partner report, do not upload it again but provide clear link to it, e.g. “Documents for organized seminar are in PP2 report, section ‘Report’, D.T1.1.1.”

**Section “Attachments”** – other documents, e.g. Confirmation letter for the Consolidated progress report.



In “Attachments” it is possible to create a link to documents already uploaded in Partner report.

Upload

<input checked="" type="checkbox"/>	Presentation_18_01_	PP_2.2.1 / Deliverable D.T1.2.1 - Minutes and materials of meetings	pdf	20.04.2018 10:23:27
<input checked="" type="checkbox"/>	Minutes_18_01_10.p	Partner Report PP_2.2.1 / Deliverable D.T1.2.1 - Minutes and materials of	pdf	20.04.2018 10:23:27

Attached files must contain number of deliverable/output, topic of the document and title of partner, e.g. “D.T1.1.1.\_research\_LP.pdf”

Under “Certificates” section LP sees all costs reported by the PPs and certified by FC (List of expenditure)

## List Of Partner FC Certificates

Partner Abbreviation	Number Of FC Certificate	Date Of FC Certificate	Total Expenditure Certified By FC	Include In Project Finance Report	Total Partner Expenditure Included
1 LP_1	LP_1 1.1	02.08.2017	€ 7 489.22	<input checked="" type="checkbox"/>	€ 7 489.22
2 PP_2	PP_2 1.1	02.08.2017	€ 18 836.63	<input checked="" type="checkbox"/>	€ 18 836.63

# CONSOLIDATED PROGRESS REPORT

## Project report overview

Project report tables show different summary tables of the expenditure included in the Consolidated progress report.

Project report expenditure summary

Fund	Project total budget	Previous reports (state of play at the date of submission to js of the current report)			Total amount declared to flc	Total amount certified by flc	Total amount verified by flc and found ineligible	Flc difference
		Declared to flc	Reported to js	Confirmed by ca				Total amount declared to flc in current report but not processed with the current certificate (flc sitting duck)
Total co-financing	€ 536.600,03	€ 181.667,45	€ 935,00	€ 935,00	€ 99.432,32	€ 99.177,26	€ 255,06	€ 0,00
Partner contribution	€ 94.694,13	€ 32.058,99	€ 165,00	€ 165,00	€ 17.546,89	€ 17.501,87	€ 45,02	€ 0,00
<b>Total eligible expenditure</b>	<b>€ 631.294,16</b>	<b>€ 213.726,45</b>	<b>€ 1.100,00</b>	<b>€ 1.100,00</b>	<b>€ 116.979,21</b>	<b>€ 116.679,13</b>	<b>€ 300,08</b>	<b>€ 0,00</b>

Please attach:

- electronically signed confirmation letter** (template is here: <http://latlit.eu/how-to-implement>) by the authorised representative of LP's institution that is specified in the application form. If person is different, please attach also document giving rights for signing of documents.



- If electronically signed Confirmation letter is not attached, LP shall send it by post to JS.
- any documents** that you find **relevant** for the report according to rules on uploading of documents to the Project report.

# CONSOLIDATED PROGRESS REPORT

## Confirmation letter

Project number	LLI-2
Project title	Good project
Project acronym	Good
Lead Partner (LP)	ABC
Reporting period number	0
Reporting period duration	01.01.2017 - 22.01.2017
ERDF co-financing requested	935 EUR

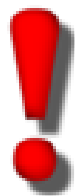
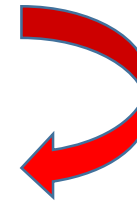
### Project Reports

Report	Report Start	Report End	Total amount included in project report - declared to js
Period 0	01.01.2017	22.01.2017	08.09.2017
			€ 935,00
			€ 165,00
			€ 1.100,00

*View report/Project overview tables/table "Project report expenditure summary"/ Column Total amount included in project report - declared to js (Total co-financing)*

# CONSOLIDATED PROGRESS REPORT Submission

- 1) Check prepared report  Check Saved Report
- 2) Submit report to JS  Submit Report



Consolidated progress report is not verified by JS until Confirmation letter is not received at JS.


- Fill in only summary with preparation activities
- Attach FC certificates for project partners having preparation costs; for PPs without preparation costs Partner reports are submitted to LP without issuing FC certificate and including them to Consolidated progress report
- Mark the WP Preparation status as “Completed”

## During check of the Consolidated progress report JS/MA may:

- Revert report to the LP for correction or open section “Attachments” to upload missing documents
- Deduct ineligible costs

In a column “State” you can follow state of the Consolidated progress report – at which stage it is.

### Project Reports

Report	Report Start	Report End	State	Date Of Project Report Submission	Date Of Project Report First Submission	Total Expenditure Submitted To Js	View Report
Period 0 01.01.2016 - 01.08.2016							
Report 0.1	01.01.2016	01.08.2016	Report submitted to M A	24.08.2017	24.08.2017	€ 1 176.47	



# CONSOLIDATED PROGRESS REPORT COMMON MISTAKES

- ✓ Unfilled sections of report, poor descriptions and lack of information on implemented activities/deliverables
- ✓ Incorrectly indicated statuses for WP/main outputs/activities/deliverables
- ✓ Incorrect Confirmation letter
- ✓ Missing supporting documents or mess (unclear titles of files, wrong versions of documents, too much files enclosed)
- ✓ No clear links for already attached documents in Partner reports (e.g. “Supporting documents attached in partner report”)
- ✓ No responsible PPs specified for implemented deliverables
- ✓ Incorrect information on already reported deliverables from previous reports

- ✓ Final report consists of only content questions
- ✓ LP must fill in the Final report according to template available on the Programme webpage and attach it to the Consolidated progress report for last reporting period
- ✓ Together with Final report LP must attach statements after project implementation signed by each project partner (including LP)
- ✓ Fill in section “Supplementary information/Outputs” and update all other sections, if necessary

## Reporting

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### Documents for submission

[Certificate of Proficiency of Financial Controller](#)

[Confirmation of financial information](#)

[Confirmation for project report](#)

[Participants list](#)

[Project timesheet](#)

[Final report template](#)

[Statement after project implementation](#)

[Project updated and expected expenditure spending plan](#)

**Report prepared in a good quality - faster payment from the Programme...**



## PROJECT EXPENDITURE SPENDING PLAN

For accurate planning of financial flow in the Programme, twice per year LP will be asked to upload in eMS updated information regarding **project actual and expected ERDF co-financing** spending by reporting periods.

CASH FLOW



Project number	Period	Start date	End date	Duration	Reporting date to Joint Secretariat	Updated actual and expected reported amount (ERDF co-financing, 85%)	Originally planned amount in Subsidy Contract, (ERDF co-financing, 85%)
LLI- 241	0	-	-	-	31.03.2018.	850,00	850,00
	1	01.07.2017.	31.12.2017.	6 months	31.03.2018.	1 000,50	1 000,50
	2	01.01.2018.	30.06.2018.	6 months	30.09.2018.	2 500,00	1 500,00
	3	01.07.2018.	31.12.2018.	6 months	31.03.2019.	20 000,00	21 000,00
	4	01.01.2019.	30.06.2019.	6 months	30.09.2019.	50 000,00	50 000,00
Total:						<b>74 350,50</b>	<b>74 350,50</b>

Information about period start and end date, duration, and reporting date is specified in project Application form section “Define periods”.

PERIOD 1 (6 MONTHS 0 DAYS)		
(automatic) Start Date	End Date	Reporting Date
01.06.2017	30.11.2017	28.02.2018

- Template of excel table** is available on Programme website <http://latlit.eu/how-to-implement/reporting/>
- LP should upload the excel table with updated information via eMS in section **“Supplementary information/Partnership Agreement/other”**
- The table has to be prepared **twice** a year. LP will be informed by e-mail about deadlines.

JS carries out **on-spot project visits** based on:

- observations during the Consolidated progress report checks or
- information on the project implementation received from the FC, or
- other bodies involved in Programme implementation or
- third parties



## What do we check?

- project implementation state (if progress is according to plan)
- produced project main outputs and deliverables are on-spot, in book-keeping and used according to planned in the project
- publicity requirements followed for outputs and deliverables
- supporting documents for reported costs (on random sample)

# Thank you for your attention!!!

## Contacts

Latvia - Lithuania Programme Division  
Development Instruments Department

Ministry of Environmental Protection and Regional Development of the Republic  
of Latvia

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