



Interreg

Latvija–Lietuva

European Regional Development Fund



EUROPEAN UNION

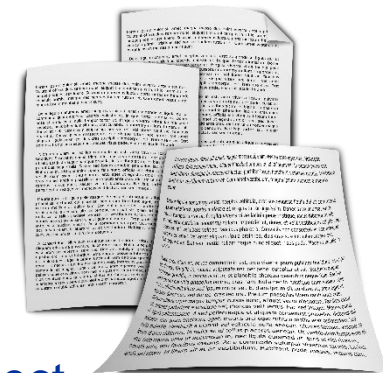
Project lifecycle



TIME FRAMES AND CONTRACTS

Please note:

- ✓ All relevant information about project implementation (contract / agreement templates / communication package and etc.) in the website: www.latlit.eu



As PPs are obliged to keep and provide all the required information on Project implementation (**including natural person data**) to the Programme, partners must ensure processing and movement of such data with the requirements set in **Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation).**

PROJECT HAND OVER IN eMS

Guidance how to implement the project via eMS section 6

1. Lead applicant shall enter section “Lead Partner” on the left side menu
2. write the username of the prospective LP (and press button “Declare as Lead partner”)

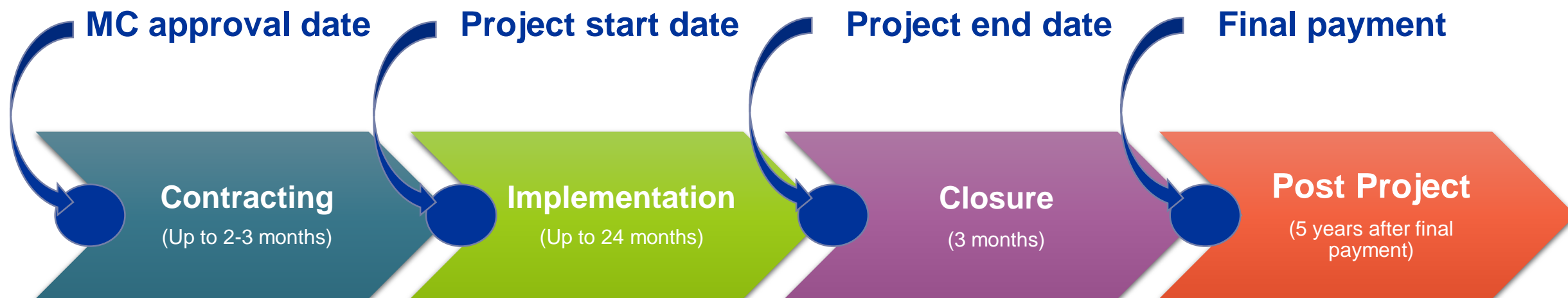
User needs to be
already registered
in the eMS

- ✓ The JS shall approve proposed LP.
- ✓ When the LP is accepted by the JS, the project state will be changed to “Startup”.

***e-mail of Lead Partner user in eMS shall match the Lead Partner contact person**



TIME FRAMES AND CONTRACTS



TIME FRAMES AND CONTRACTS

Project start:

- ✓ Subsidy Contract (**between MA and LP**)
- ✓ Partnership Agreement before submission of 1st Project Report (**between LP and PPs**)
- ✓ Establishment of project management structure
- ✓ Kick-off meeting (if relevant) (**LP, PPs, stakeholders, MA/JS**)

SUBSIDY CONTRACT



Start and end dates of the project are stated in Preamble

Total eligible budget in maximum, project budget can not be increased (**§ 2, Point 1**)

All exchange of information in the eMS (**§ 4**)

Payments are done on the basis of the validated total eligible expenditure only (**§ 2, Point 4**)

No advance payments (**§ 5**)



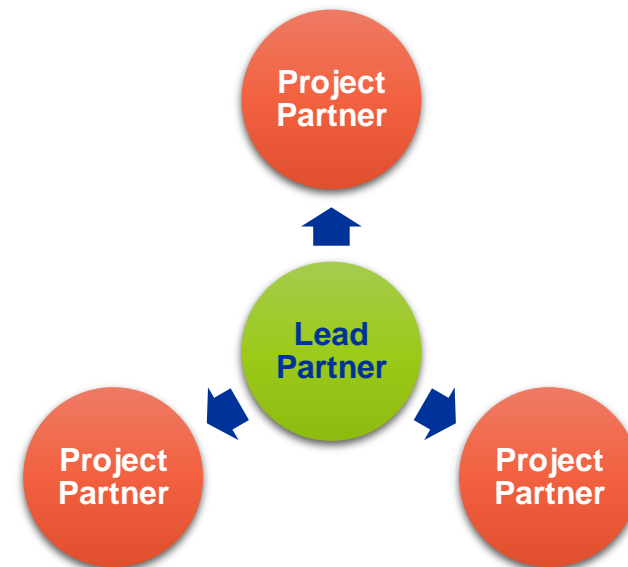
SUBSIDY CONTRACT

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
- ✓ requesting necessary project changes, if any
- ✓ preparing consolidated project reports for requesting payments of spent ERDF funding
- ✓ timely preparation of partner reports
- ✓ Respecting Programme rules



Project partner (PP)

Responsible for:

- ✓ implementation of all the project activities assigned
- ✓ management of its part of the project
- ✓ respecting Programme rules
- ✓ guaranteeing sound financial management of its budget
- ✓ providing proofs of the project progress
- ✓ informing the LP on the problems, on necessary changes in the project

SUBSIDY CONTRACT

Payments



- ✓ The LP shall **transfer** the received ERDF co-financing to the PPs **within maximum one month** in full and shall upload proof to the eMS within 5 (five) working days after the transfer is made to each partner (**§ 5, Point 13**)
- ✓ Payments to the LP will be made on a reimbursement basis and **no advance** payments are available from the ERDF funds of the Programme (**§ 5, Point 2**)
- ✓ If any expenditure is considered ineligible by the MA, the **MA has a right to deduct an unduly paid** amount from the payment of ERDF co-financing to the Project **or start the recovery procedure (§ 13, Point 1 and Point 2)**. In such a case, the PP has to repay to the LP their respective amounts unduly paid.

NATIONAL CO-FINANCING

✓ UP TO 5% OF TOTAL PARTNERS' BUDGET

DEADLINE: within 3 months after signing SC and PA.

Main regulation

Ministru kabineta 2015.gada 22.aprīļa noteikumi Nr.200 “Valsts budžeta līdzekļu piešķiršanas kārtība Eiropas Strukturālo un investīciju fondu mērķa “Eiropas teritoriālā sadarbība” programmu finansējuma saņēmējiem no Latvijas”

Information available on webpage

http://www.varam.gov.lv/lat/fondi/ets_1420/?doc=16884

For more information contact:

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

NATIONAL CO-FINANCING

✓ UP TO 7,5% OF TOTAL PARTNERS' BUDGET

DEADLINE: within 12 months after signing SC.



Main regulations

[Lietuvos Respublikos Vyriausybės 2015 m. gegužės 27 d. nutarimas Nr. 520](#)

[Lietuvos Respublikos valstybės biudžeto lėšų, skirtų 2014-2020 metų Europos teritorinio bendradarbiavimo tikslo programoms bendrai finansuoti, naudojimo taisyklės](#)

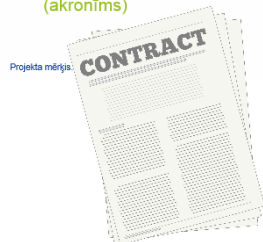
Information available on webpage

<http://latlit.eu/how-to-implement/>
National co-financing for Lithuanian partners

For more information contact:

Renata Stambrauskė
renata.stambrauske@vrm.lt; 852 718478

TO DO LIST AT PROJECT START



1. Organize kick-off meeting (if relevant) or communication via phone/skype with all partners at project start
2. Discuss and prepare detailed project plan
3. Send out press releases in national languages
4. Place posters at each PP location
5. Sign Partnership agreement

IMPLEMENTATION

✓ Start as fast as possible: projects usually delay

If you have questions:

- ❖ read Programme manual
- ❖ ask your JS manager

✓ Implemented in line with Application Form

✓ Realistic time planning (e.g. public procurement procedures)

✓ Follow reporting schedule: reporting takes more time than planned



Tips & Tricks

IMPLEMENTATION

- ✓ Ensure sufficient human resources
- ✓ Good project manager and financial manager – part of project success
- ✓ Efficient communication within Project
- ✓ Clear division of activities and budget between PPs



FINANCIAL CONTROL

IN LATVIA – CENTRALISED

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

For more information

[http://latlit.eu/how-to-implement/
Financial control in Latvia](http://latlit.eu/how-to-implement/Financial%20control%20in%20Latvia)

IN LITHUANIA – DECENTRALISED

- ✓ Costs should be foreseen in the partners' budget
 - ✓ Run procurement
 - ✓ Get approval from Ministry of Interior
 - ✓ Sign the contract
 - ✓ Inform LP
-
- ✓ FC shall apply for access in eMS

For more information

[http://latlit.eu/how-to-implement/
Financial control in Lithuania](http://latlit.eu/how-to-implement/Financial%20control%20in%20Lithuania)



CHANGES IN THE PROJECT

READ PROGRAMME MANUAL 7.2 PROJECT CHANGES



Types of changes:

- ✓ Minor changes communicated via Consolidated progress report
- ✓ Minor changes requested by Modification request in eMS 
- ✓ Major changes requested by Modification request in eMS 

Use the word form  for preparation of Request for changes and harmonise it with JS before submission in eMS <http://latlit.eu/how-to-implement/reporting>



Write in the Request for changes:

- ✓ **WHAT WAS PLANNED**
- ✓ **WHAT YOU WANT TO CHANGE (Workplan & Budget)**
- ✓ **WHY**
- ✓ **WHAT IS THE IMPACT ON PROJECT**

REPORTING & PAYMENTS

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

- ✓ Implemented activities and on achievement of the project
main outputs and results
- ✓ Finances



**Reporting periods
are specified in eMS /
Application from**

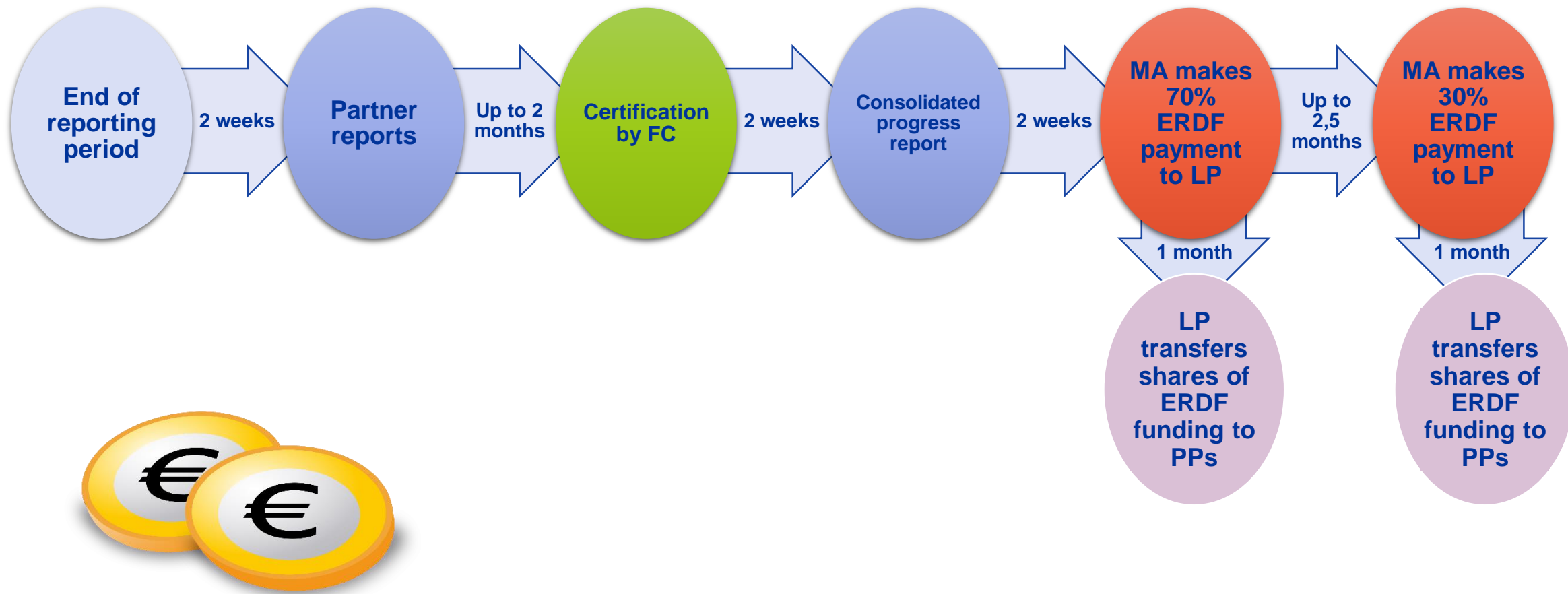
PARTNER REPORT

each Project partner and
Lead partner
verified by Financial Control

CONSOLIDATED PROGRESS REPORT

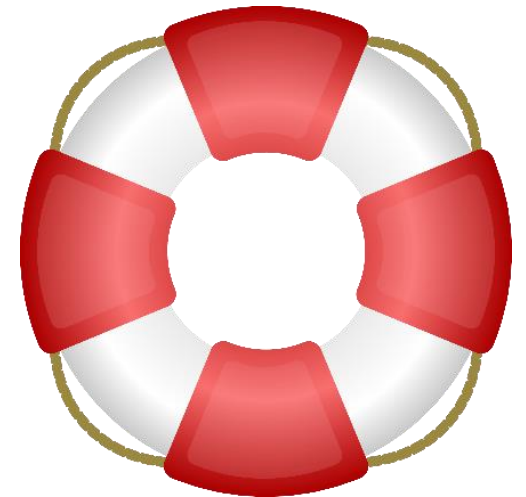
Prepared only by Lead partner

REPORTING & PAYMENTS



SUPPORT BY MA / JS

- ✓ **Information on website** (e.g. contract / agreement templates, State aid documents, communication package)
- ✓ **Advice to projects and consultations** (e.g. via email / phone / in the office in Riga or Vilnius)
- ✓ **Seminars:** implementation, communication, reporting, procurement
- ✓ **Project visits** (e.g. on-spot and to kick-off / management meetings)



PROJECT CLOSURE

Steps to be taken:

- ✓ Plan closure
 - Resources
 - Timing
 - Last reimbursement
- ✓ Finalise all project activities
- ✓ Communicate all results
- ✓ Accumulate project records
- ✓ Prepare final report

BE AWARE !

- ✓ All **outputs** co-financed by the Programme must **comply** with the applicable Programme information and **communication requirements**
- ✓ The **ownership** of the project outputs (infrastructure and/or productive investments, produced during the project implementation) **must remain** with the LP or project partners;
- ✓ The LP and project partners must **assign** a **contact person** for **5 years after the final payment** of the ERDF co-financing has been made to the LP from the Programme.

PROJECT CLOSURE

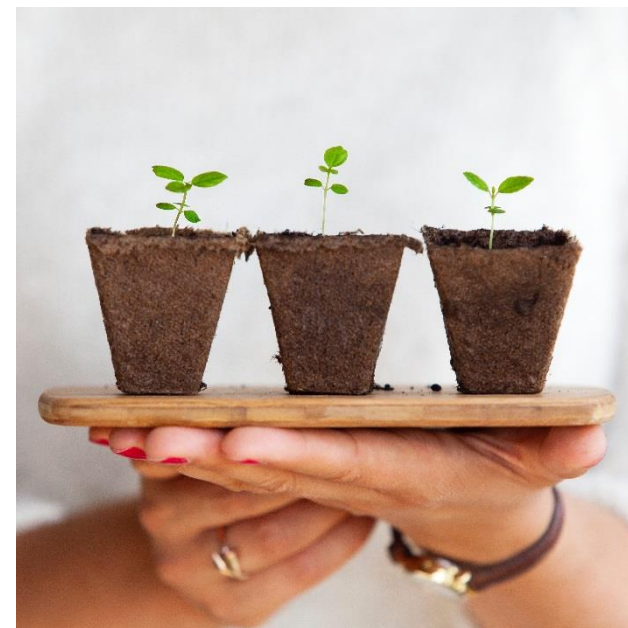
Obligations after project closure

- ✓ **Ownership of project outputs** – not allowed to transfer ownership, titles, industrial and intellectual property rights for outputs of the project related to investment in infrastructure and/or productive investment during the project duration and at least five years (or in some cases ten years) after the final payment to the project has been made
- ✓ **Retention of documents** – at least for five years after the final payment has been made by the MA to the LP
- ✓ **Irregularities found after project closure**

PROJECT CLOSURE

Project legacy

- ✓ Ensuring that project activities have a lasting impact on project partner organisations and stakeholders
- ✓ Ensuring that project activities have a lasting impact on the wider programme area and beyond
- ✓ Trying to ensure that there is commitment and funding to take the next steps



Thank you!
Paldies!
Ačiū!