



Interreg

Latvija–Lietuva

European Regional Development Fund



EUROPEAN UNION

Reporting

2020



REPORTS

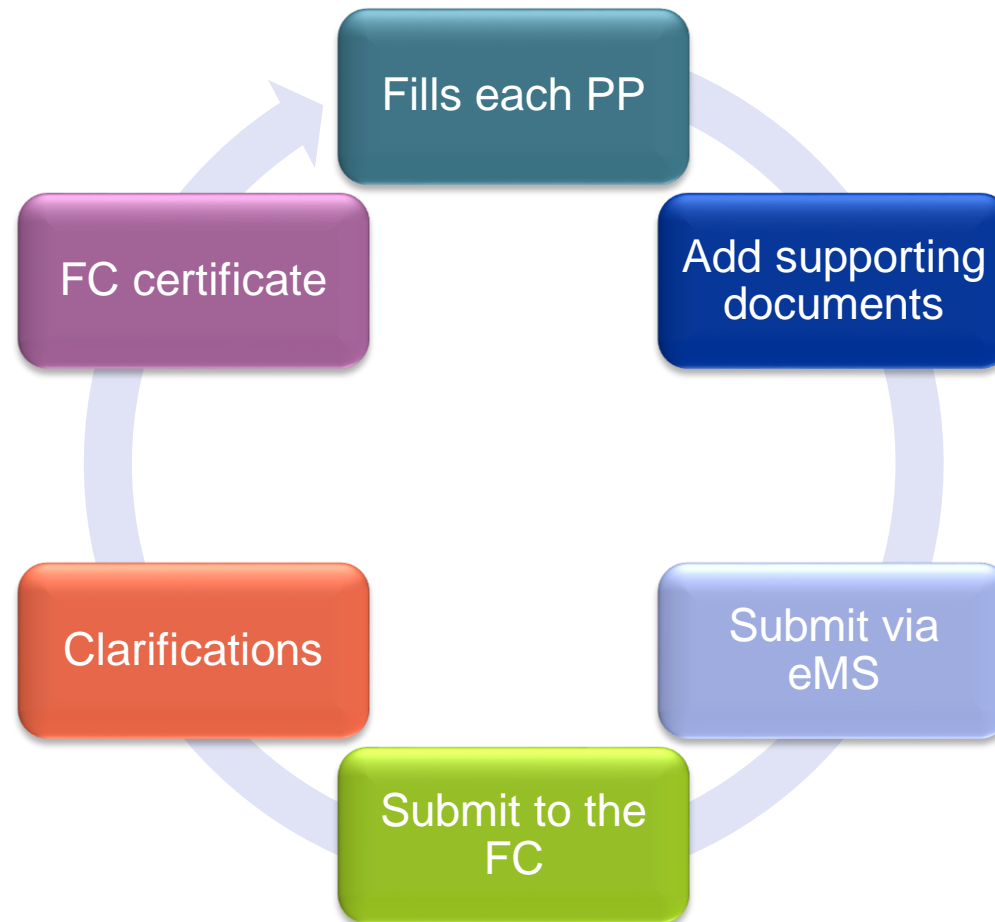


**Project
partner
report**

**Consolidated
progress
report**

Final report

PROJECT PARTNER REPORT



CONSOLIDATED PROGRESS REPORT / FINAL REPORT



! Do not forget to attach **FC certificates** for all PPs, that are related with correct reporting period

DESCRIBE THE PROGRESS

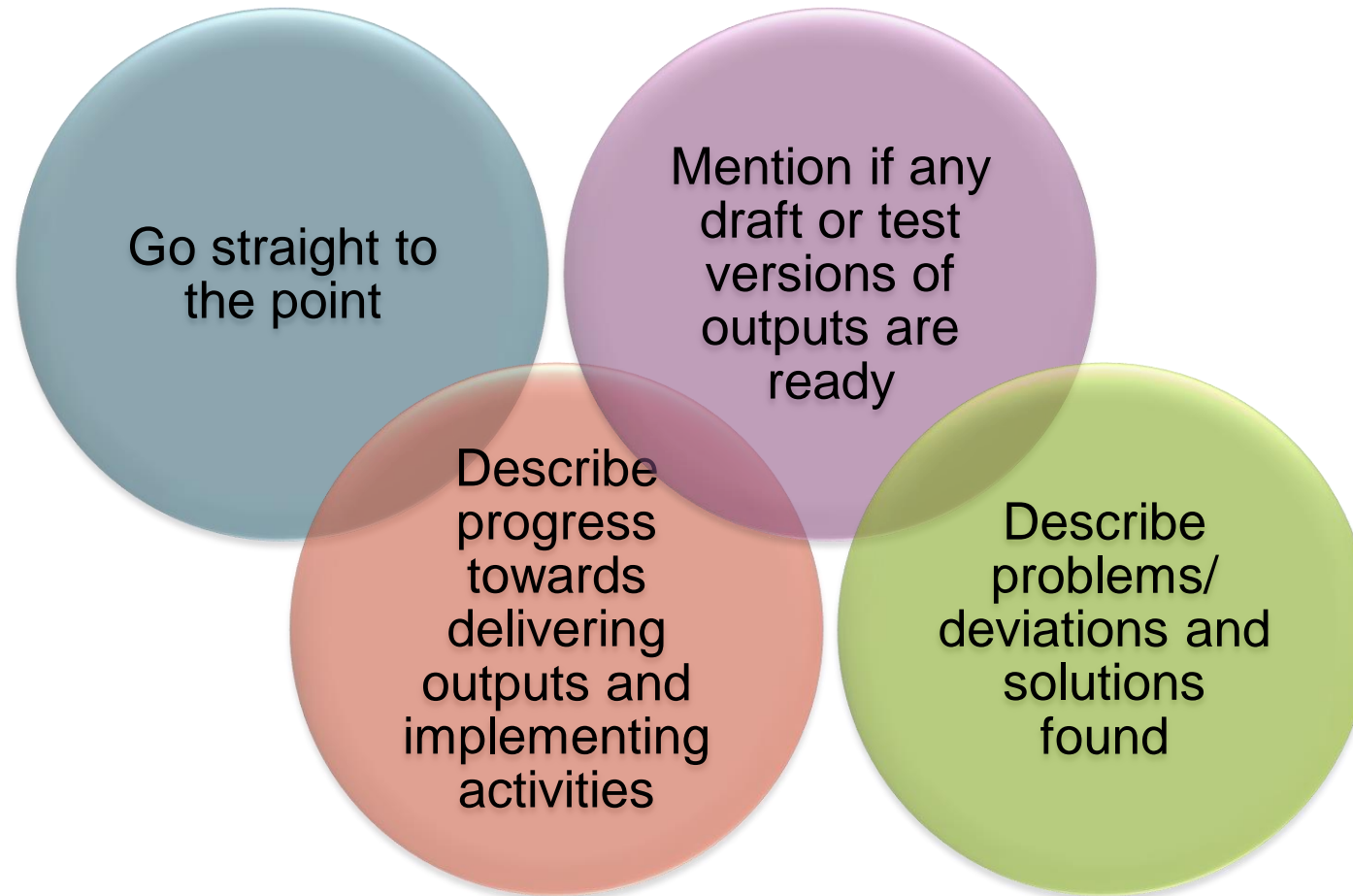
What will JS look for?

- Are you on track?
- Progress towards main outputs?
- Main activities undertaken?
- Main parties involved?
- Any travels outside EU and Programme area?
- Any major events you attended? What was achieved?
- Do activities justify expenditure?



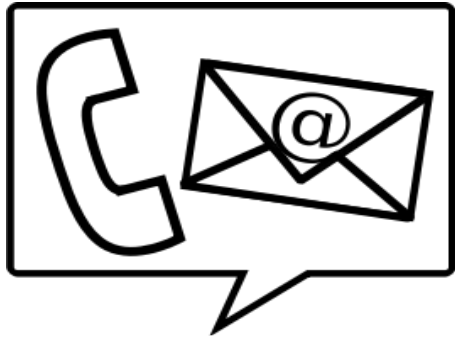
DESCRIBE THE PROGRESS

ADVICES



DESCRIBE THE PROGRESS

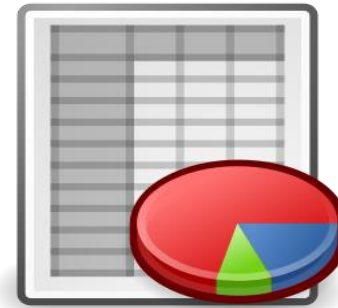
Examples of deviations reported in consolidated progress report



Contacts



Rescheduling
activities



Changes in costs
within BL



BL1: changes in
costs between
planned items

DESCRIBE THE PROGRESS

ADVICES

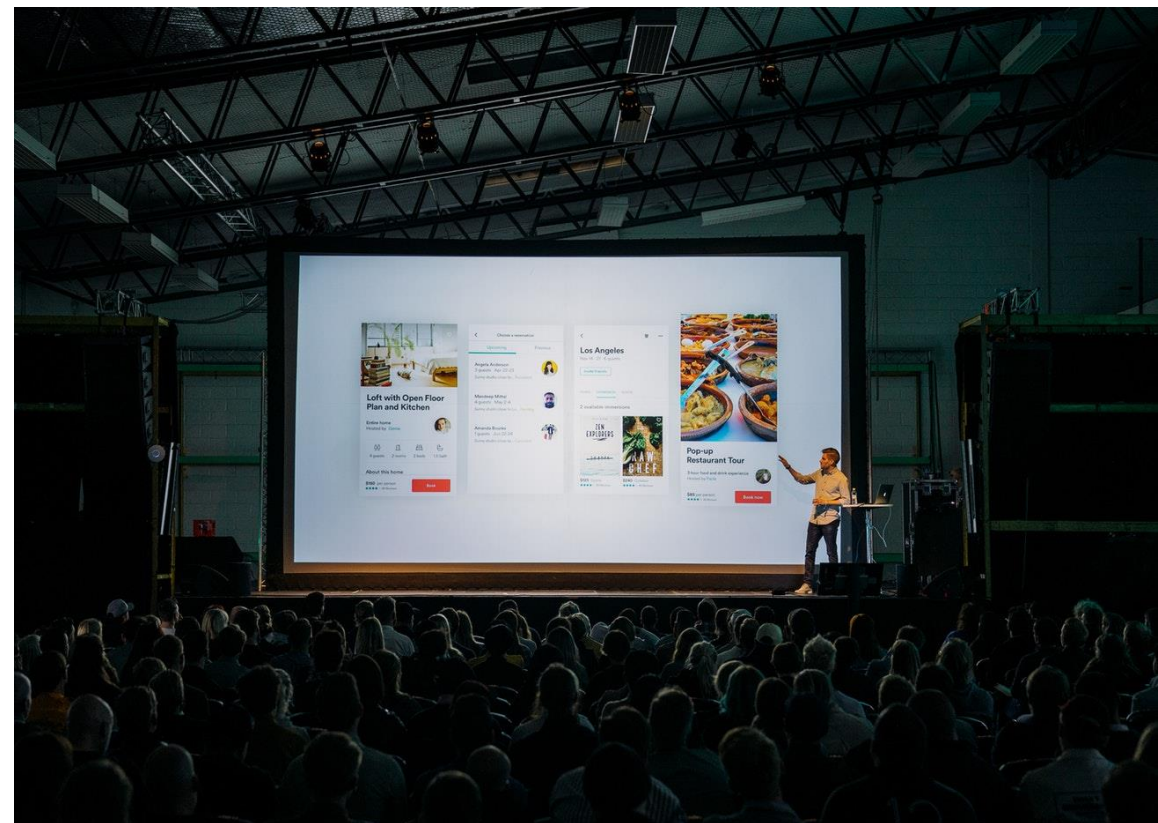


SUPPORTING DOCUMENTS

All of the project partners have to secure audit trail when implementing project activities from the very beginning of the project implementation.

Evidence of the implemented activities must be enclosed in eMS.

EXAMPLE	
Evidences of events:	
List of participants	<input type="checkbox"/>
Pictures	<input type="checkbox"/>
Invitation	<input type="checkbox"/>
Agenda	<input type="checkbox"/>
Hand-outs	<input type="checkbox"/>



CLOSURE



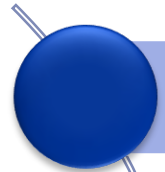
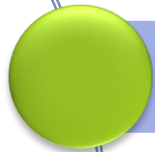
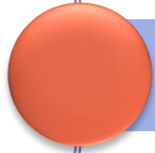
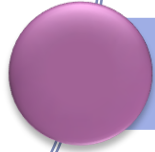
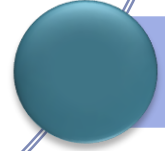
FULLY IMPLEMENTED

- ✓ **Project overall objective**
- ✓ **Project specific objectives**
- ✓ **Project main outputs**
- ✓ **Project activities**

DURABILITY
must be
ensured

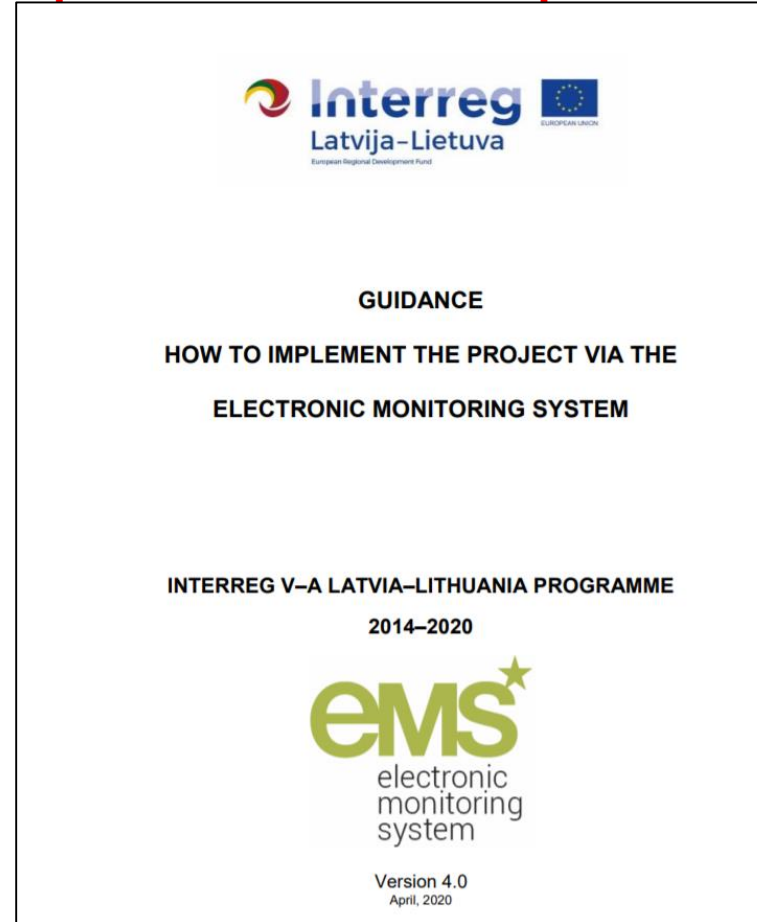
When to report on output? Only when final version delivered!

USEFUL TIPS

-  Report usually takes more time than you planned
-  Keep the daily paperwork in order (time-sheets, photos)
-  You report to Financial Control and Joint Secretariat
-  If FC and JS will have questions, be responsive
-  The speed how quickly you receive payments depends on PPs, FC, LP, JS and MA

REPORTING THROUGH THE EMS

<http://latlit.eu/how-to-implement/reporting/>



REPORTING THROUGH THE EMS

Before reporting, LP checks if information in section
„Supplementary information“ is filled in:

Project Management

- information on LP's project management staff

Bank Information

- Bank account + confirmation of financial information (Guidance how to implement project via eMS, Annex 2)

FC

- specify Financial control institution (only for partners from Lithuania)

User Assignment

- assign user rights for each project partner so that they would be able to access application and reporting

Partnership Agreement / other

- attach signed Partnership agreement

REPORTING THROUGH THE EMS

Partner report

Partner Report

List Of Expenditure

Contribution And Forecast

Documents

Attachments

Section PARTNER REPORT:

- ☐ **Summary of partners work** – specify activities implemented and main achievements
- ☐ **Project main outputs delivered**
- ☐ **Target groups reached**
- ☐ **Reporting Per Work Package**
 - Description of activities implemented during reporting period
 - Description of problems/deviations faced
 - Description of deliverables implemented during reporting period
 - Attached evidences of deliverables (list of participants, photos from events and results of works, etc.) (file name shall contain topic of the document)

REPORTING THROUGH THE EMS

Partner report

Section LIST OF EXPENDITURE

- ☐ **Budget Line** under which costs are planned
- ☐ **Work package** under which costs are planned
- ☐ **Internal reference number** - transaction number in your accounting system
- ☐ **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**
- ☐ **Link to project** – how costs are linked to project deliverables
- ☐ **Partner comment** – more explanation, if needed
- ☐ **Supporting documents** attached according to rules for uploading documents (page 27 of the Guidance how to implement project in eMS)

REPORTING THROUGH THE EMS

Consolidated Progress Report

Report Workpackages Certificates Project Report Tables Attachments Attachments J S Documents

Section REPORT

- ☐ **Highlights of main achievements** – describe the progress of the project activities towards project main outputs and results
- ☐ **List of partners Financial control (FC) certificates** – add FC certificates
- ☐ **Project specific objectives** – select the level of achievement and provide explanation
- ☐ **Project main outputs achievement** – automatic overview of progress reached taken from work packages
- ☐ **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

REPORTING THROUGH THE EMS

Consolidated Progress Report

Section WORK PACKAGES

- ☐ **WP status**
- ☐ Describe the **progress in activities implemented** and how partner were involved
- ☐ Describe and **justify** any **problems** and **deviations (including minor changes)**
- ☐ **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, each activity and deliverable according to rules for uploading documents (page 43 of the Guidance how to implement project in eMS)

REPORTING THROUGH THE EMS

Consolidated Progress Report

Section CERTIFICATES

- ☐ LP must check if **certificates are issued by FC** for each partner
- ☐ LP shall include in Consolidated progress report only costs certified by the FC and cannot increase them



REPORTING THROUGH THE EMS

Consolidated Progress Report

Section ATTACHMENTS

Please attach:

- ☐ **electronically signed Confirmation letter** 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.



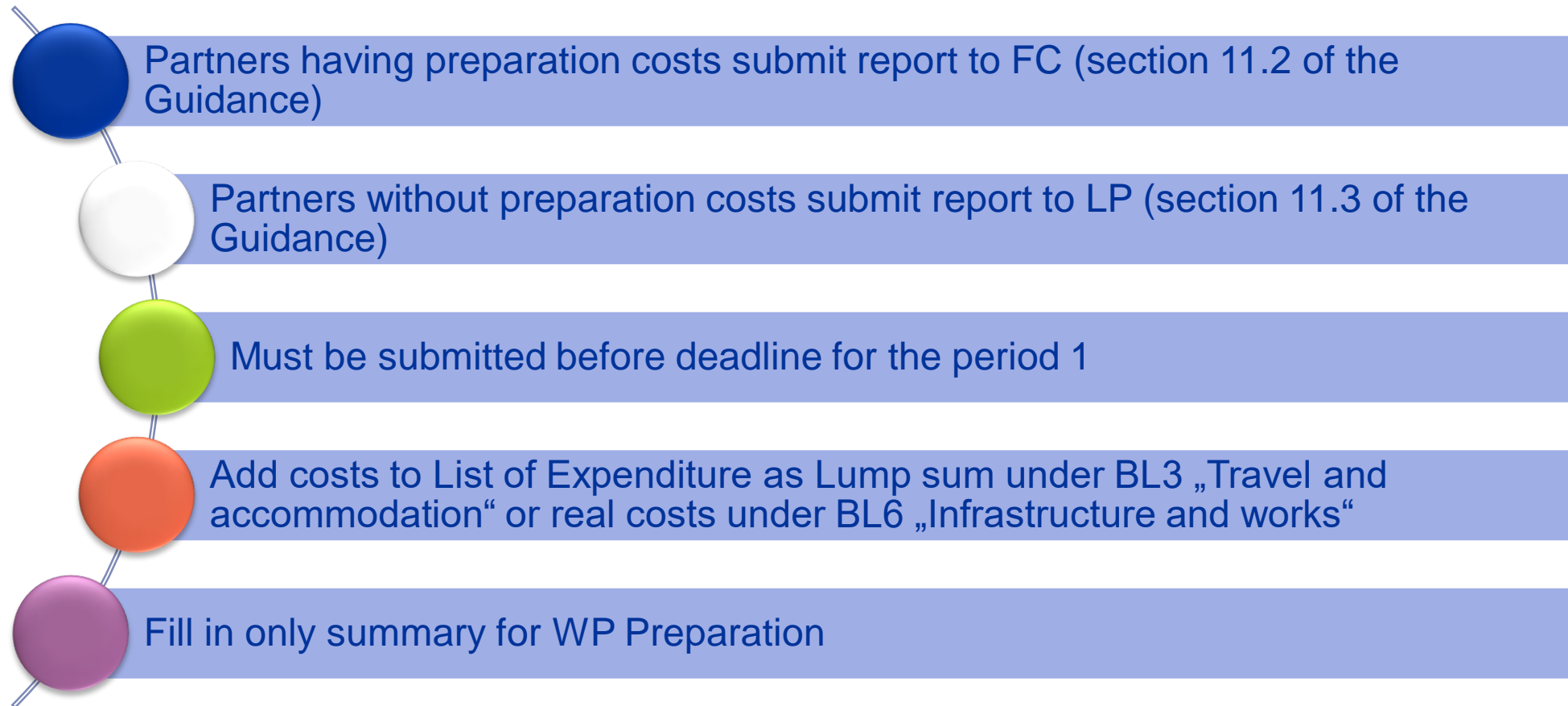
Project consolidated report is not verified by JS until Confirmation letter is not received at JS.

- ☐ **any documents** that you find **relevant** for the report. The file name shall contain topic of the document attached and title of the partner (e.g. *LP_list_of_participants_seminar_Utena.pdf*).

REPORTING THROUGH THE EMS

Partner report

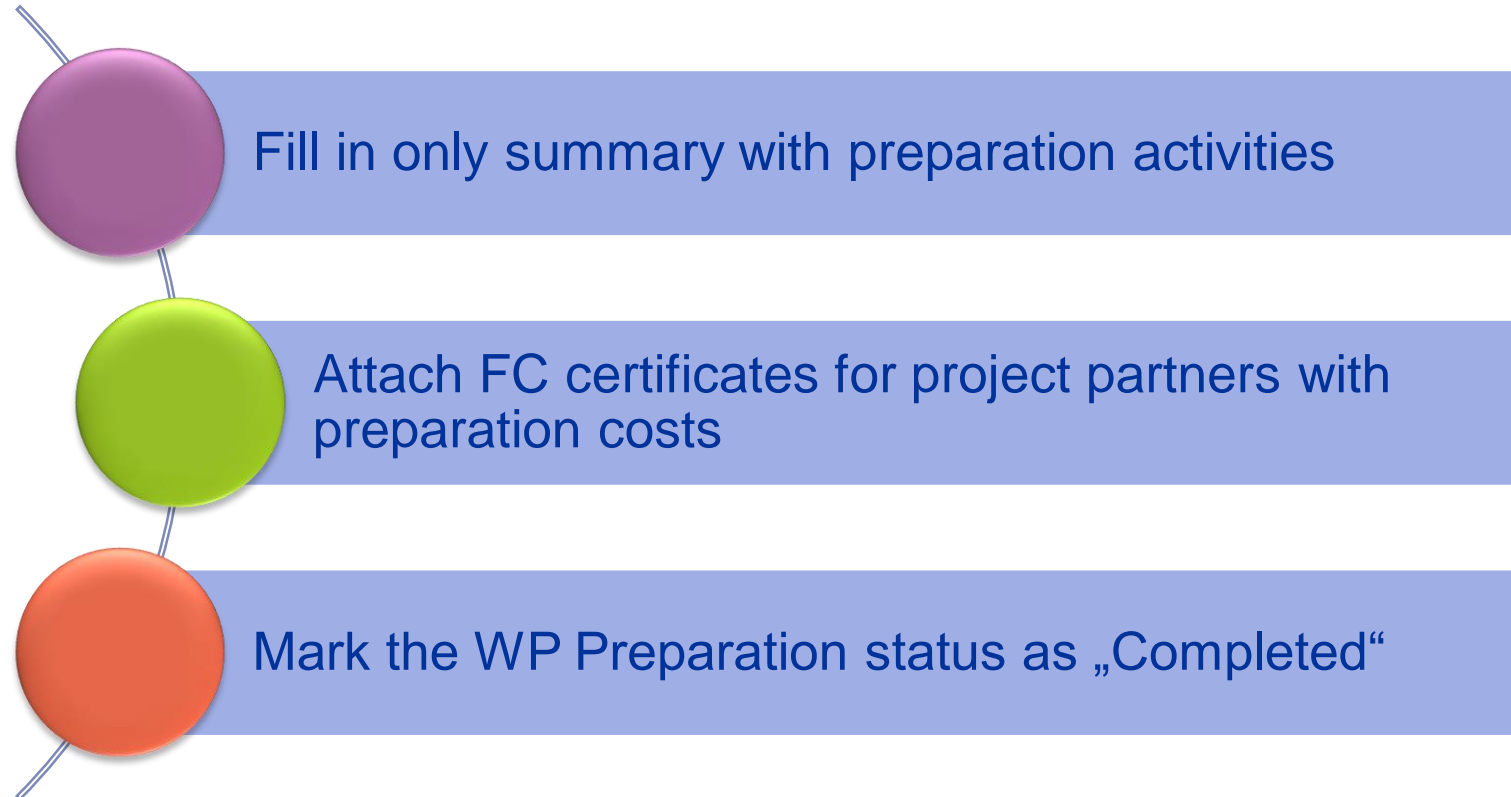
PREPARATION COSTS FOR 0 PERIOD



REPORTING THROUGH THE EMS

Consolidated Progress Report

PREPARATION COSTS FOR 0 PERIOD



Thank you!
Paldies!
Ačiū!