



GUIDANCE

HOW TO IMPLEMENT THE PROJECT VIA THE ELECTRONIC MONITORING SYSTEM

**INTERREG V-A LATVIA-LITHUANIA PROGRAMME
2014-2020**



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Abbreviations

Budget line	BL
Consolidated progress report	Project report
Electronic Monitoring System	eMS
European Regional Development Fund	ERDF
Financial Control	FC
Joint Secretariat	JS
Lead Partner	LP
Managing Authority	MA
Monitoring Committee	MC
Interreg V-A Latvia–Lithuania Programme 2014–2020	Programme
Interreg V-A Latvia–Lithuania Programme 2014–2020 Manual for Respective Call for Proposals	Programme Manual
Value Added Tax	VAT
Work package	WP

1. Introduction

This guidance presents practical information for implementation of the projects in the eMS including fulfilling of project conditions, contracting, implementing project changes and reporting. When using this guidance, please refer to relevant sections in the Programme Manual to find out more about Programme requirements and procedures.

The eMS is a monitoring system developed by INTERACT which is used by the Programme for submission, approval, management and administration of projects. It is a web application, which can be accessed with recent versions of the most common browsers (e.g. Internet Explorer, Firefox, Chrome). The functionality of the eMS follows the common standards of web applications for entering and submitting data.

To gain access in eMS every individual user has to register in the system through a link <http://ems.latlit.eu/> (please read section 2). LP has a wider set of functionalities than partner user rights. Project partners have access to their own reporting section as well as to the application form. The LP in turn has access to partner reporting, project reporting, change requests, supplementary information and the application form. In the eMS each project has two main views: 1) "Project" i.e. the application form itself and project modification functionalities and 2) "Reporting" where reports can be created and accessed.

Please remember that all project implementation stages – contracting, reporting, submission of requests for project changes, as well as any other communication regarding project implementation shall be done via the eMS.

There are some crucial recommendations to remember when working in eMS:

- Save the information by clicking "Save" button regularly or after any significant change (particularly before switching between sections in the application form or report), otherwise data will be lost or changes will not be saved. eMS does not provide any warning or request of confirmation before leaving a section of the application form or before logging out.
- To ensure that data and information is not lost when entering it to the eMS, it is recommended first to prepare text and only then to copy information into eMS.
- Respect the length of input fields for entering data since they are limited (for each input field maximal number of symbols is indicated).
- Read carefully Programme Manual about requirements for processes described in this guidance.
- Use the latest version of the application form for project implementation (old versions are available in section "Project History" on the left side menu).

Constant assistance of the JS employees is available in addition to this written guidance in case any questions about the eMS or project implementation arise.

!!! Please be informed that for the Programme implementation purposes the Managing Authority as controller uses recorded and stored in the electronic Monitoring System data and documents which may contain personal data for monitoring, evaluation, financial management, verification and audit purposes. The legal basis for data processing is Art.6, point e) of 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).

2. Registration in eMS

The eMS can be accessed at the following link <http://ems.latlit.eu/> or from Programme webpage www.latlit.eu (banner on the main page).

To get an access to the eMS, user must register under the above mentioned link by filling in the registration form (Fig.1).

Fig.1 eMS registration form

Registration

Description

Username

Email *

Password *

Password Again *

Firstname *

Lastname *

Title

Language EN

Register

The registration form must be filled in English language. The potential user will receive a confirmation notice to the indicated e-mail in the registration form. Only after confirmation is received, the access to the eMS is assigned. In section “User Account” the password, personal data and the mail signature can be modified (username and registered e-mail cannot be changed).

Each eMS user is responsible for all activities done with the username and must keep safe the username and password.

In case the password is forgotten, it can be restored by clicking “Forgot Password” (Fig.2).

Fig.2 Restoring password

Username*

Password*

Username required

Login Register Forgot Password

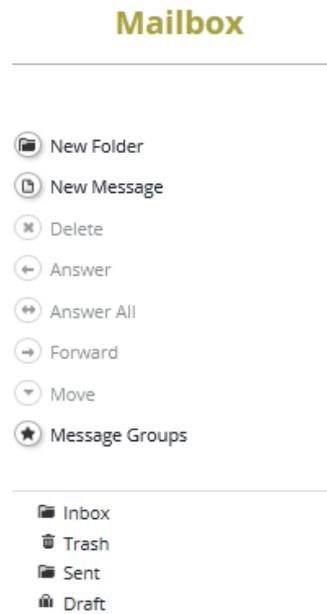
After that please follow instructions how to proceed further for restoring the password in the received automatic e-mail.

If the username is forgotten, please contact the JS to get help (contacts of JS employees are available on the Programme webpage www.latlit.eu/contacts).

3. eMS Mailbox

eMS allows users to exchange messages within the system. It supports standard mailing functions such as sending, forwarding and replying the messages. eMS enables sending messages to multiple recipients as well as sorting and filtering messages based on different criteria (Fig.3).

Fig.3 My Mailbox



In section “My Mailbox” users will receive automatic messages informing about submitted applications and other messages about application process and project implementation.

4. Decision on projects

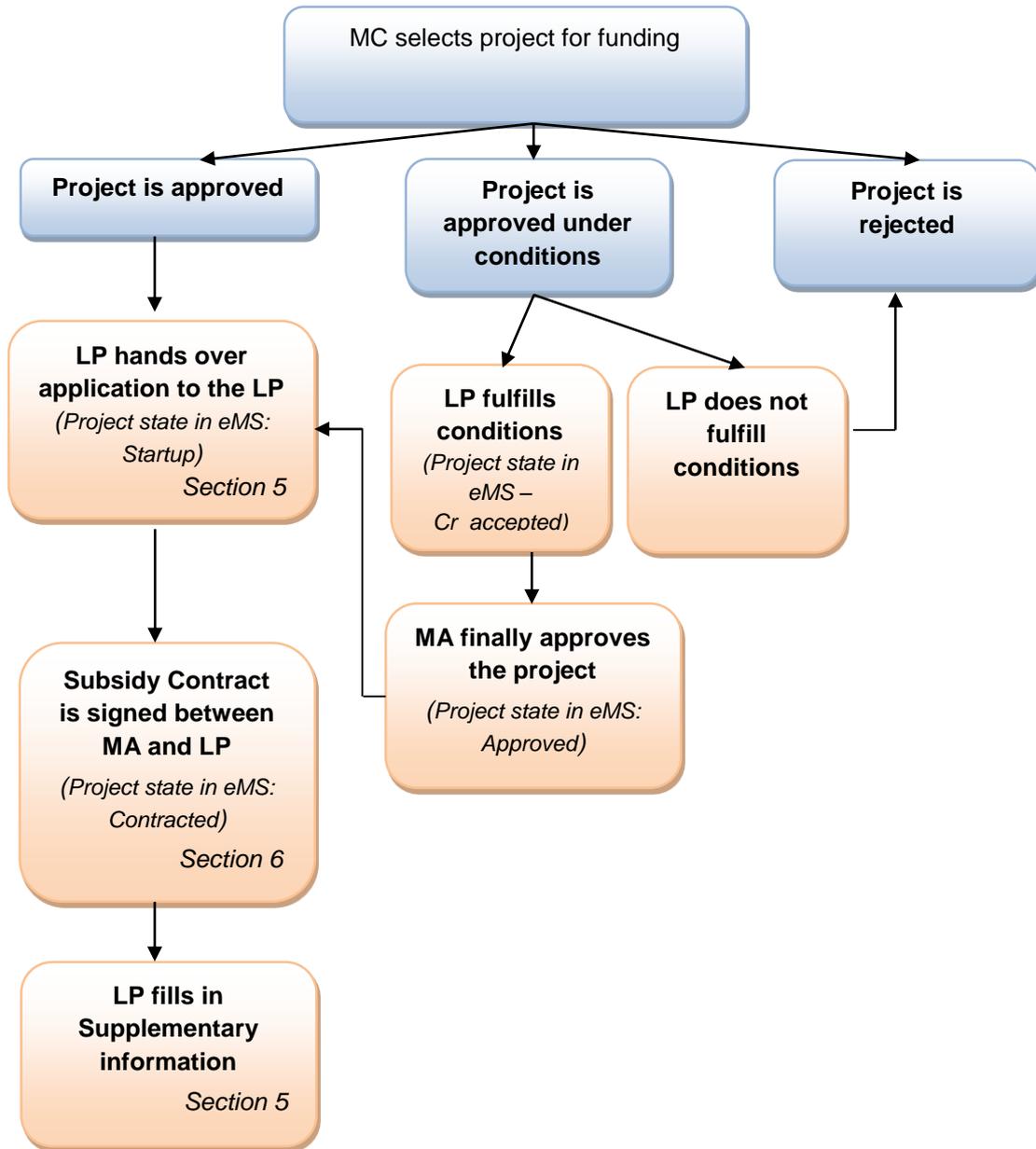
The MA based on the MC decision on selection of projects for funding prepares decision on awarding or rejecting the ERDF funding and sends it to the project LP within **20** working days after the MC decision on selection of projects for funding was taken.

After the MA decision is received:

- ▶ If project is approved, please go to section 6 “Handing over the application to the LP” of this guidance.
- ▶ If project is approved under conditions, please go to section 5 “Fulfilling conditions” of this guidance.
- ▶ If project is rejected - the project state in the eMS will be “Rejected” (project was rejected based on quality assessment results) or “Ineligible” (project did not pass administrative and eligibility check).

The whole process from selection of projects till contracting is as follows (Fig.4):

Fig.4 Process from project selection till contracting



5. Fulfilling conditions

If project is approved under conditions, all conditions must be fulfilled before final decision on project approval is made by the MA. The LP is responsible for the fulfilment of conditions and updating of application in the eMS.

The JS responsible Project manager will contact the LP and using form for implementation of conditions (Annex No 1) will agree with the LP on necessary modifications in the application form in the eMS.

Once the JS responsible Project manager accepts information provided in the form for implementation of conditions, LP will be informed that the application form can be modified in the eMS.

In the eMS fulfilment of conditions is presented in a form of modification request and the application has a status "Cr_accepted". To proceed with implementation of conditions and modification of the application form, the LP shall do the following:

- 1) Open the application form and press magnifying glass icon on the message about ongoing modifications in the project (Fig.5):

Fig. 5 Access to new application form

You can access the not yet approved application form here 

or go to section "Modification Request Overview" on the left side menu (Fig.6) and press "Open new application form" for update (Fig.7).

Fig. 6 Access to Modification Request Overview

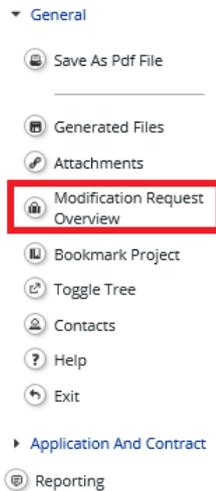


Fig. 7 Access to new application form

Modification					Application form	
Submission of application form by lp (date)	Application form accepted / rejected / handed back	Application form accepted / rejected / handed back (date)	Application form accepted / rejected / handed back by	User	Open original application form	Open new application form
27.07.2018 11:02:41	Hand_back					

To see conditions for the project, press "Open modification details" (Fig.8) and a pop-up window with details on requested modification will appear (Fig.9).

Fig. 8 Access to modification details

Modification number	Open modification details	Modification request					
		Modification request (date)	Modification requested by	Type of modification	Modification request approved / rejected	Modification request approved / rejected (date)	Modification request approved / rejected by
1		27.07.2018 10:32:27	user4	Change of activities	Accepted	27.07.2018 10:32:27	user4

Fig. 9 Modification details

Modification request details

Information

Modification request (date):	27.07.2018 10:32:27
Modification requested by:	user4
Type of modification:	Change of activities
Comment:	

Categories

- Change of activities

Attachments

Filename
No records found

Modification request decision

State

Mr Accepted

Decision Message



Please update all application form, where necessary.

If application's update is necessary in certain sections of the application form, JS responsible Project manager will open for modification only those particular sections (Fig.10).

Fig. 10 Unlocked sections of application form

Unlocked application form sections

<input type="checkbox"/>	Unlocked application form sections
<input checked="" type="checkbox"/>	Project summary
<input checked="" type="checkbox"/>	Partner
<input checked="" type="checkbox"/>	Project description
<input checked="" type="checkbox"/>	Workplan
<input checked="" type="checkbox"/>	Project budget
<input checked="" type="checkbox"/>	Attachments

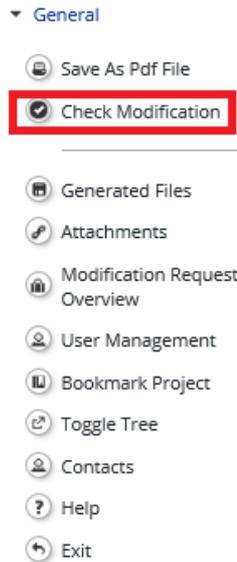
- 2) Update application form according to conditions and modifications agreed with the JS responsible Project manager in form for implementation of conditions.

Please remember to click “Save” button to save the data entered, otherwise data will be lost!



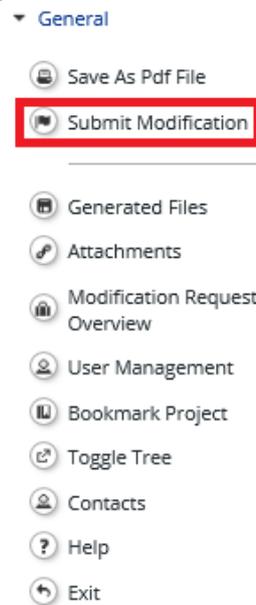
- 3) When all necessary updates are made, the LP shall check modification by pressing button “Check modification” on the left side menu (Fig.11).

Fig.11 Check modification



- 4) The system will ask for confirmation Yes/No. If check is successful, then notification will be displayed “Prepared to submit” and the updated application form can be submitted to the JS by pressing button “Submit modification” (Fig.12).

Fig.12 Submit modification



If a warning message appears (Fig.13), it means that due to implemented changes in project budget national partner contributions have changed and need to be updated. Please update this data in section “Project budget/Partner budget/Define contribution” (Fig.14).

Fig.13 Warning message



Fig.14 Define contribution

Partner List

Number	Title of Project Partner	Country	Inside Programmearea	Abbreviation	Role	Budget
1	test partner	LIETUVA	Yes	LP_1	Lead Partner	

After that press “Check modification” again and “Submit modification’.

After JS revision of the modified application:

- ▶ If application form is updated correctly and all conditions are fulfilled, the application form will be approved. For further actions please read section 6 “Handing over the application to the LP”. LP will get automatic message in the eMS Mailbox that the project has been finally approved.
- ▶ If additional clarifications and modifications are needed, JS will hand back the application for further update to the LP. In this case, LP will get automatic message in the eMS Mailbox that conditions are not considered as fulfilled and additional modifications have to be made. In section “Modification request overview/Open modification details/Modification request history” the LP will see reasons for handing back the modified application form and the LP will be able to update application form again. To modify and submit updated application form, please repeat steps 1-4 specified above.
- ▶ If the conditions have not been fulfilled, the project will be rejected. LP will get automatic message to the eMS Mailbox.

MA will prepare final decision stating whether project is approved or rejected and within 10 days after it is taken will send it to the project LP.

6. Handing over the project to the Lead partner

After MA has taken a final decision on awarding the ERDF funding, the Lead applicant, i.e. person responsible for the preparation and submission of the application via eMS, needs to hand the project over to the LP. This step is obligatory for each approved project, even if the Lead applicant and the LP is the same.

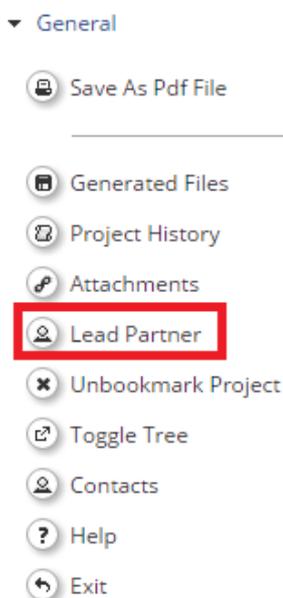
When entering the application form, there will be a system notification in the upper right corner of the page that the project has to be handed over to the LP (Fig.15).

Fig.15 Notification about handing over the application to the LP



Lead applicant shall enter section "Lead Partner" on the left side menu (Fig.16),

Fig.16 Section "Lead partner"



write the username of the prospective LP (the user needs to be already registered in the eMS) and press button "Declare as Lead partner" (Fig.17).

Fig.17 Hand over the project

Hand Over Project

Prospective Lead Partner

Active Lead Partner

If the prospective LP is the same as the Lead applicant, then the username of the Lead applicant shall be entered. A yes/no confirmation message will be shown. Only one username can be proposed. Proposed LP has to match with contact person specified in the application form.

The JS shall approve proposed LP. If proposed LP user is rejected, the Lead applicant is informed by the JS contact person to propose a new one.

When the LP is accepted by the JS, the project state will be changed to "Startup". After that the Lead applicant loses access to the most of functionalities of the project. He/she will have only read-only access to the version of the application form valid till the moment of handover, will not have access to the reporting dashboard, and will not see supplementary information and project history or modification requests.

7. Contracting

After the MA has taken a final decision on awarding the ERDF funding to the project, the MA/JS prepares draft of Subsidy contract and sends for the LP for pre-check via e-mail. After harmonisation the MA/JS will post two signed paper originals or send by e-mail with electronic signature the Subsidy contract for Lithuanian LP and by e-mail with electronic signature to Latvian LP for signing. LP shall sign both originals and return one original to the MA or shall send signed Subsidy contract with electronic signature to e-mail info@varam.gov.lv. When the Subsidy contract is signed by the LP and received at JS, the project state will be displayed as "Contracted" in the eMS.

This is a responsibility for the LP to upload scanned copy of the contract to the section "Supplementary information/Partnership agreement/other" so that it is accessible for whole partnership.

8. Supplementary information

LP shall fill in section "Supplementary information" concerning project management, bank information, Financial Control (FC), user assignment, documents, outputs and procurements (Fig. 18). Supplementary information must be kept updated by the LP during project implementation. The LP has continuous access to this section.

Fig.18 Supplementary information

- **Information on project management staff** – here information on LP’s project manager, financial manager and communication manager is filled in. Depending on the project, one person may be responsible for one or more of these tasks.
- **Bank information** – here bank account information for the LP shall be filled in English. To confirm the bank account information, the LP must fill in Confirmation of financial information (Annex No 2) and upload it to the bank information section (Fig.19). The file should be filled in electronically rather than by hand. The file should be named **Bank_account_project_acronym_yymmdd**. Confirmation of financial information must be uploaded at the latest when the LP submits the first Project report.

Fig.19 Bank information

Bank Information

!!! All payments are made to the bank account declared in section “Bank information”.

!!! If the bank account changes, the information must be changed immediately, JS must be informed and updated Confirmation of financial information shall be attached.

The LP is responsible for the correctness of the information; any risks or costs related to payments going to wrong accounts due to incorrect information provided by the LP are borne solely by the LP.

- **Information about FC** – here information about FC for Lithuanian partners has to be provided. Latvian project partners do not need to fill in this section. In Latvia FC system is centralised and its functions are performed by the Ministry of Environmental Protection and Regional Development of the Republic of Latvia, therefore there is no need to specify individual controllers. However, in Lithuania FC system is decentralised, thus each Lithuanian project partner is responsible for finding its own FC. The FC must be certified by the Ministry of the Interior of the Republic of Lithuania, therefore the information on the FC can only be given after the certification. Please note that filling in information here does not replace the certification process but is purely for information. More information on FC can be found here: <http://www.esbendradarbiavimas.lt/kontroles-sistema>.
- **User assignment** – here the LP has to assign user rights for each project partner so that they would be able to access the project application and reporting. Users can have read only access or full access with reading and writing rights. For each partner more than one user can be assigned. Every person from the project partner personnel who needs user rights of eMS must first register in eMS.
To assign user to the project, please enter its username in the input field “New User” and press “Add read/write user” or “Add readonly user” (Fig.20).

Fig.20 User assignment



Any user can be removed by selecting the user and pressing “Remove selected read/write user” or “Remove selected readonly user”. Note, that user rights for FC are given by the MA. Lithuanian project partners must in the beginning of the project have their FC certified by the Ministry of the Interior of the Republic of Lithuania. To avoid delays with Lithuanian FC user rights assignment Lithuanian partners should procure their FC and get certification for it from the Ministry of the Interior of the Republic of Lithuania in the very beginning of the project implementation.

- **Documents** – in this section for each project partner information about location of the archives for project documents and responsible person for them shall be provided. As this information may in some cases be used several years after the closing the project it is advised to indicate a position and/or a general e-mail address of the partner institutions rather than of a concrete person. In such a case, fill in the work title of the relevant person instead of first and last name. The information about archives must be filled in at the latest when the LP submits the first Project report and updated, if necessary, before submission of the Final report.
- **Partnership agreement/other** – here the LP must upload Partnership agreement signed by all project partners. Signed Partnership agreement shall be uploaded in the eMS before LP submits the first Project report. Moreover, during project implementation LP shall upload in this section copy of Subsidy Contract, documents proving LP’s payments of ERDF funding to project partners, etc.
- **Procurements above the threshold** – information about public procurements exceeding the national and EU thresholds can be filled in here. The information filled in here does

not replace the reporting requirement for supporting documents which are submitted to the FC or the JS. This section can be used to link reported costs with procurement documents and contracts. Filling in this section is optional.

- **Outputs** – information on project main outputs has to be filled in before submission of the Final report (see section 13 “Final report”).

9. Handling project changes

During project implementation it may become evident that the work plan or project budget needs to be revised.

Before implementing project changes in eMS please read section 7.2 “Project changes” in the Programme Manual.

There are two types of changes in the project:

- **Minor project changes.** Minor changes have a minor impact on the project implementation, project outputs and/or results. **Minor changes require prior approval of the JS** (except cases described in details in Table No. 7 Description of minor changes of the Programme Manual). Changes that do not require prior approval by the JS should be consulted with JS via e-mail (to latlit@varam.gov.lv or to e-mail of respective project manager) and must be reported via Project reports.
- **Major project changes.** Major changes have a significant impact on the project implementation, project outputs and/or results. In general, major changes require prior approval by the MA/JS or the MC before they are implemented by the project. MA/JS takes decision on the project changes related to modification of project activities, budget, partnership and duration. MC takes decision on changes which affect project duration, achievement of the Programme output and result indicators or would be an exceptional case on the Programme manual rules.

To get approval on minor changes (stated in points 3.3.1 and 4.2.2 of the Table No 7 Description of minor changes, sub-section 7.2.1 of the Programme Manual), and major changes (stated in Table No 8 Description of major changes, sub-section 7.2.2 of the Programme Manual), the LP has to prepare request for changes on behalf of the project partnership and submit it via the eMS to the JS. The LP must involve all partners in the discussions in due time so that the needs of the whole partnership are reflected in the request for changes.

!!! Before submission of the request for changes in eMS, please prepare changes according to template that is available on the website <http://latlit.eu/how-to-implement/> and harmonise it with JS responsible Project manager.

In order to effectively implement the Project and receive high-quality, complete requests for changes in the eMS system, LPs are invited to initially coordinate the template of request for changes with the responsible Project manager, who, if necessary, asks the LP to supplement the request with missing information or justification. It helps LPs to submit the request for changes to the eMS immediately after it's harmonization, speeds up the review and approval process, and facilitates the "incorporation" of changes into the project application form.

!!! Please note that the harmonization of requests for changes is only a preliminary assessment. Until a request for changes has been submitted to the eMS, a formal request for changes review and decision process is not initiated.

LP reserves the right to submit a request for changes in eMS and receive an official decision from the responsible Programme bodies.

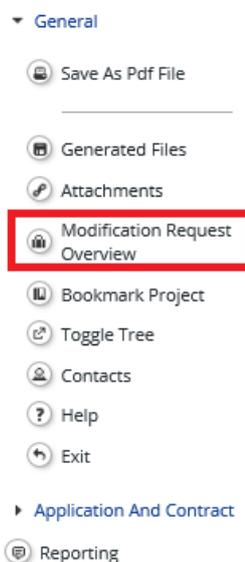
!! Please note that project changes do not interrupt reporting anymore and changes can go in parallel with preparation of reports.

!!! It is not possible to initiate a modification request if a previous modification is not finalized.

Procedure for handling project changes in eMS is following:

- 1) The LP shall enter section “Modification Request Overview” on the left side menu (Fig.21) in a project view.

Fig. 21 Modification Request Overview

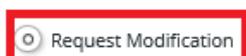


and then press button “Request Modification” (Fig.22)

Fig.22 Request Modification

Modification Request Details- |

Modification number	Open modification details	Modification request			
		Modification request (date)	Modification requested by	Type of modification	Modification request approved / rejected
2		17.07.2018 16:03:30		Minor changes, Change of partnership	Accepted
1		13.02.2017 00:00:00	user4		Accepted



- 2) In the displayed form “Change request” LP shall specify categories of changes, provide description and justification of changes (Fig.23) and attach supporting documents in section “Attachment”, if necessary. LP shall divide minor and major changes in two groups when both types of changes are requested in one request for changes.

Fig. 23 Request for changes form

Categories

Categories

Message Attachments

Message text

Request:

Initially EUR 2000 was planned for the opening conference by the Lead partner. Due to higher amount of participants planned amount should be increased to EUR 2700. PLease allow to reallocate EUR 700 from BL5, cost position "Server" to BL4, cost position "Opening conference".

- 3) When request for changes is prepared in eMS, press "Submit" and request will be sent to the JS.
- 4) If corrections in the request for changes will be necessary, you will be asked to resubmit request for changes again. That is why it is highly recommended to harmonise requested changes with JS responsible Project manager before their submission in eMS.
- 5) When the decision on requested changes is taken, the LP will see decision message in section "Modification request overview/Modification request details/Modification request history" (Fig.24).

Fig. 24 Decision message

Modification request decision

State

Mr Accepted

Decision Message

- 6) An official letter with decision on major changes taken will be sent to LP by e-mail with electronic signature. Decisions on minor changes will be specified in eMS. If decision on requested changes is positive, the application form is opened for the update. In case of negative decision, it will not be opened.
- 7) To see approved changes for the project, press "Open modification details" (Fig.25) and a pop-up window with details on requested modification will appear (Fig.26).

Fig. 25 Modification Request Overview

Modification number	Open modification details	Modification request					
		Modification request (date)	Modification requested by	Type of modification	Modification request approved / rejected	Modification request approved / rejected (date)	Modification request approved / rejected by
1		27.07.2018 10:32:27	user4	Change of activities	Accepted	27.07.2018 10:32:27	user4

Fig.26 Modification Request details

Modification request details

Information

Modification request (date):	27.07.2018 10:32:27
Modification requested by:	user4
Type of modification:	Change of activities
Comment:	

Categories

- Change of activities

Attachments

Filename ↕
No records found

Modification request decision

State

Mr Accepted

Decision Message



Please update all application form, where necessary.

If update of the application form is necessary in certain sections, in section “Modification details” you will see which sections are opened for modification (Fig.27).

Fig.27 Unlocked sections of application form

Unlocked application form sections

<input type="checkbox"/>	Unlocked application form sections
<input checked="" type="checkbox"/>	Project summary
<input checked="" type="checkbox"/>	Partner
<input checked="" type="checkbox"/>	Project description
<input checked="" type="checkbox"/>	Workplan
<input checked="" type="checkbox"/>	Project budget
<input checked="" type="checkbox"/>	Attachments

- 8) To update the application form, enter the project and press magnifying glass icon on the message about ongoing modifications in the project (Fig.28):

Fig.28 Access to new application form

You can access the not yet approved application form here 

or go to section “Modification Request Overview” on the left side menu (Fig.29) and press “Open new application form” for update (Fig.30).

Fig. 29 Access to Modification Request Overview

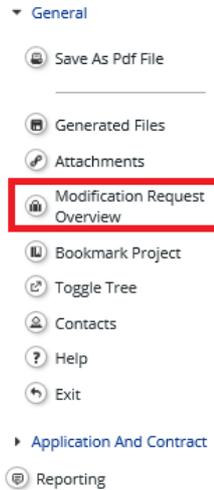


Fig.30 Access to opening of the application

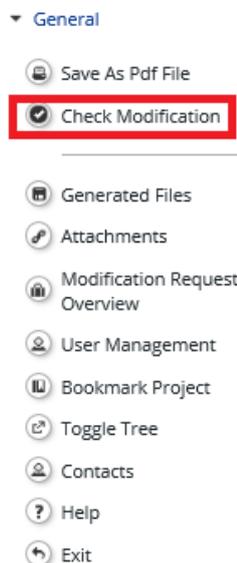
Modification					Application form	
Submission of application form by lp (date)	Application form accepted / rejected / handed back	Application form accepted / rejected / handed back (date)	Application form accepted / rejected / handed back by	User	Open original application form	Open new application form
27.07.2018 11:02:41	Hand_back					

Please remember to click “Save” button to save the data entered, otherwise data will be lost!



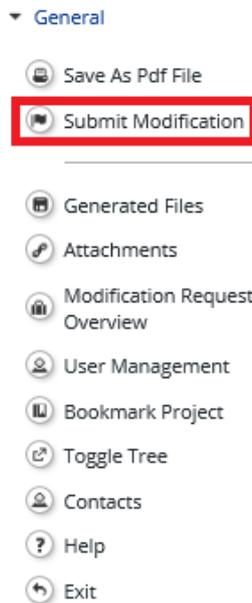
9) When all necessary updates are made, the LP shall check modification by pressing button “Check modification” on the left side menu (Fig.31).

Fig.31 Check modification



10) The system will ask for confirmation Yes/No. If check is successful, then notification will be displayed “Prepared to submit” and the updated application form can be submitted to the JS by pressing button “Submit modification” (Fig.32).

Fig.32 Submit modification



If a warning message appears (Fig.33), it means that due to implemented changes in project budget national partner contributions have changed and need to be updated. Please update this data in section “Project budget/Partner budget/Define contribution” (Fig.34). After that press “Check modification” again and “Submit modification’.

Fig.33 Warning message

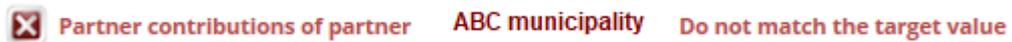


Fig.34 Define contribution

Partner List

Number ↕	Title of Project Partner ↕	Country ↕	Inside Programmeara	Abbreviation ↕	Role ↕	Budget
1	test partner	LIETUVA	Yes	LP_1	Lead Partner	<ul style="list-style-type: none"> Define Budget Define Contribution (highlighted with a red box)

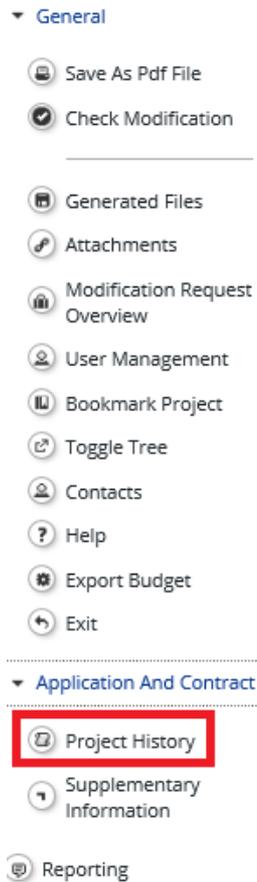
When the modified application is submitted to the JS, project state will be changed to “Cr_done”.

11) JS responsible Project manager will check updated application form. If the modifications are done in acceptable and justified manner, according to what had been approved in the decision, the modified application form will be approved. If something needs to be corrected or clarified, the JS responsible Project manager will hand back application form to LP for further modifications.

12) When the updated application form is approved, the project state will be “Contracted”. New version of the application form will be the valid one and the old version of the application form will be archived.

The eMS stores all versions of the application form in consecutive order under the menu item “Project History” (Fig.35).

Fig.35 Access to project history



Whenever a version is generated, a new line is added to the project history (Fig.36). JS/MA can insert additional information about the different versions of the application form (when and who approved/rejected), upload amendments to Subsidy contracts.

Fig.36 Project history

Application form			Modification request						Modification					User
Application form version	Status	Open application form	Modification request (date)	Modification requested by	Type of modification	Modification request approved / rejected / handed back	Modification request approved / rejected (date)	Modification request approved / rejected by	Details of the modification request	Submission of application form by /p (date)	Application form accepted / rejected	Application form accepted / rejected (date)	Application form accepted / rejected by	
0	Archived													
1	Archived		13.02.2017 00:00:00	user4		Accepted	15.03.2017 16:32:24	user13		12.03.2017 20:08:20	Accepted	15.03.2017 16:32:24		user13
2	Cr_accepted		17.07.2018 16:03:30	Jelgavas_dome	Change of partnership, Minor changes	Accepted	17.07.2018 16:05:14	user4		17.07.2018 16:21:09	Accepted	17.07.2018 16:24:31		user4
3	Cr_in_process		25.07.2018 15:06:34	Jelgavas_dome	Minor changes	Accepted	25.07.2018 15:27:00	user4						

Different versions of the application form can be compared via the comparison function (Fig.37).

Fig.37 Comparison function

Modification					Contracting				Compare (can be used to compare any version with any version)
Submission of application form by lp (date)	Application form accepted / rejected	Application form accepted / rejected (date)	Application form accepted / rejected by	User	Date of signature of subsidy contract	Number of contract amendment	Comment	Attachment	
			-						
12.03.2017 20:08:20	Accepted	15.03.2017 16:32:24	-	user13					

In section “Modification Request Overview” on the left side menu in project view LP can see details and history on all modifications requested and implemented in the project (Fig.38).

Fig.38 Modification Request Overview

Modification Request Details

Modification number	Open modification details	Modification request				
		Modification request (date)	Modification requested by	Type of modification	Modification request approved / rejected	Modification request approved / rejected (date)
3		25.07.2018 15:06:34	LP	Minor changes	Accepted	25.07.2018 15:27:00
2		17.07.2018 16:03:30	LP	Change of partnership, Minor changes	Accepted	17.07.2018 16:05:14
1		13.02.2017 00:00:00	user4		Accepted	15.03.2017 16:32:24

13) If project changes relate to content of Subsidy contract, amendments for the Subsidy contract will be prepared by the MA/JS and sent to LP by e-mail for harmonisation and then by post for signing or by e-mail with electronic signature for Lithuanian LP and by e-mail with electronic signature for Latvian LP. One copy of the amendments to the Subsidy contract (with MA internal signatures) needs to be returned back (by Lithuanian LP) and signed amendments sent with electronic signature by e-mail (by Latvian LP).

10. Reporting procedure

The aim of the reporting process is to establish whether project objectives have been achieved, what resources have been spent, what problems have been encountered, and whether the project is expected to be completed on time and within budget. If performance is sufficient, the project will receive payment from the Programme for costs incurred, paid and reported.

There are three types of reports:

- **Partner report** - to be filled in by each project partner (including LP). It has to be submitted to FC for checking of eligibility of costs.
- **Consolidated progress report** (hereinafter and in eMS – **Project report**) – to be filled in by the LP based on information provided in Partner reports and FC certificates. Project report has to be submitted to the JS.
- **Project final** report to be filled in by the LP additionally to the Project report for the last reporting period.

Partner report and Project report include both financial and content related information and have to be supplemented by required attachments. Rules for uploading documents to Partner and Project reports are described in sub-section 11.1 “Partner report for period 1 and next” and sub-section 12.1 “Project report for period 1 and next”.

Reports have to be prepared for each reporting period that are defined in the application form (section “Define period”) and displayed in section “Reporting” (Fig. 39).

Fig.39 Reporting periods

Period 1 01.05.2017 - 31.10.2017
Period 2 01.11.2017 - 30.04.2018
Period 3 01.05.2018 - 31.10.2018
Period 4 01.11.2018 - 30.04.2019

 Create New Report  Partner Living Tables

Please read sub-section 7.3.1 Project reporting in the Programme Manual to find out more about reporting process and timeline.

Before starting preparation of reports in the eMS, LP has to check whether sub-sections “Project management”, “Bank information”, “Documents”, “Partnership agreement” are filled under section “Supplementary information” and user rights to all project partners are assigned in sub-section “User assignment”. More information in section 8 “Supplementary information”.

!!! Important notice about reporting and changes:

- Please note that with version of eMS 4_4.1 reporting is not interrupted by the project changes and can go in parallel. The system displays warnings about ongoing modification or version change after report creation.
- Reports are linked to a version of the application form which was valid at the moment of report creation. Changes of the application form only affect reports that were generated after the new application form was approved by the JS. It means that if reporting needs to be done for items (partners, activities/deliverables, etc.), which have been added or deleted during the modification, then the report has to be deleted and new one needs to be generated after updated application form has been approved by the JS.

11. Preparation and submission of Partner reports

11.1 Partner report for period 1 and next

Partner report gives overview on implementation of project at each project partner level and costs spent within reporting period.

To prepare Partner report, please enter section “Reporting” from eMS dashboard by pressing “View Reporting” (Fig.40):

Fig.40 Reporting

Project_id	Name	Acronym	Lead Partner	L P Nationality	Call	Timeslot	Specific Objective	Project_state	View Project
LLI-147	Mentoring for youth entrepreneurship support	BONUS LT-LV	Kaunas university of technology	LIETUVA	First call		To create employment opportunities through entrepreneurship support	Contracted	

Then you will see the list with reporting periods that are automatically displayed from the application form. To generate Partner report press , select a period for which the report will be prepared and the report will be generated (Fig.41).

Fig.41 Generation of a report

Partner Reports

3 - Saldus Municipality - PP_3

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of fic verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate
Period 0 01.05.2017 - 01.05.2017									
Report 0.1	01.05.2017	01.05.2017	Report F Lc Certified	22.05.2017	22.05.2017	Not Included	€ 0.00		
Period 1 01.05.2017 - 31.10.2017									
Period 2 01.11.2017 - 30.04.2018									
Period 3 01.05.2018 - 31.10.2018									
Period 4 01.11.2018 - 30.04.2019									

!!! LP has to select “PP” role on the top of reporting section to be able to prepare Partner report (Fig.42).

Fig. 42 PP role

Select Role

Pp

!!! It is not possible to have two open Project reports at the same time. You can open another report only once the previous one has been submitted to the JS.

Partner report consists of several sections (Fig.43):

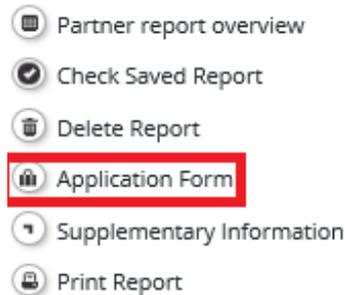
- 1) Partner Report
- 2) List of Expenditure
- 3) Contribution and Forecast
- 4) Attachments
- 5) Personal data attachments

Fig.43 Sections of Partner report



Partner report template is already pre-filled with data from the project application form but if you need to open application form, press “Application form” on left-side menu (Fig.44):

Fig.44 Application form



Section “Partner Report”

In the input field “**Summary of partners work**” describe project partner’s contribution to achievement of the project outputs and results and inform also about possible challenges and problems occurred during reporting period.

!!! Do not forget to press “Save report” during preparation of the Project report



Specify **Project Main Outputs Delivered** by pressing “Add Output” (Fig.45) and then select them from drop-down list which is automatically generated from the project application form.

Fig.45 Adding project main output



Please describe each achieved project main output and attach evidences for project main outputs (Fig.46). If these evidences are attached in other sections of the Partner report, please do not upload them once again rather specify in the description part in which section of report evidences are attached.

Fig.46 Project main outputs

Project Main Outputs Delivered

Please Select Outputs

Output

Title
T1.1 Creative business innovations and cross border business support services

Description
2000 Characters Remaining

Remove

Attachments

+ Output Evidence

Filename	Filetype	Date	Uploaded By	Options
Output_eviden	docx	Mon Apr 17 23:07:26 EEST 2017	Ruta	Delete

In the next input field “**Target groups reached**” specify value of reached target groups in the reporting period and describe the way how they were reached. Press “Add target group” (Fig.47) and system automatically will show drop-down list with target groups planned in the application form (Fig. 48).

Fig.47 Adding target group

Target Groups Reached

+ Add Target group

Fig.48 Target groups reached

Target Groups Reached

Youth - pupils and students from high and vocational border region schools.

Target Group	Target Group Target Value	1200.0
--------------	---------------------------	--------

Other

Target Value Reached

200.00

Remove

Target Group Reached Description

200 students participated in piloting new elaborated business support service

1923 Characters Remaining

+ Add Targetgroup

In the next section “**Reporting per work package**” you have to report on deliverables achieved and indicate their contribution to achievement of project activities in each work package.

Press button “Add deliverable”, select from drop-down list deliverables planned in the application form, describe deliverable achieved, enclose evidence of deliverable (Fig.49). If achievement of deliverable is not finished, please provide evidence of progress in achievement of deliverable (e.g. draft of report, part of scientific research written, etc.).

!!! Please always follow rules on uploading supporting documents provided below.

Further describe how achievement of particular deliverable contributed to achievement of the relevant activity.

!!! In case during reporting period you had some problems or deviations (all minor changes that have to be communicated via Partner reports), please describe solutions found and whether problems had an impact on project implementation.

Fig.49 Reporting in work package

M Management (04.2017 - 12.2018)

Please describe how achievement of deliverable(s) contributed to achievement of the activities planned in this work package. In case during reporting period there were problems that had an impact on project implementation.

2000 Characters Remaining

Please Choose Deliverables

D.M.2.1 - Minutes and set of other materials of Kick-off meeting prepared

Description of deliverable

2000 Characters Remaining

Remove

Attachments for deliverable

Deliverable Evidence

Rules on uploading supporting documents in Partner report

In order to save place in eMS and to make process of checking reports faster and easier, please follow the rules on **uploading of supporting documents in the Partner report**:

- section **Partner report/Project main outputs** – upload final versions of documents proving achievement of project main outputs;
- section **Partner report/Reporting per work package** – upload documents proving achievement of deliverables (lists of participants from events, photos, researches, materials, etc). **No financial and procurement documents there!**
- section **List of expenditure** – upload procurement documents, agreements, invoices, payments, evidences of delivered services or products, etc.) to justify each amount of reported costs.
- section **Attachments** – upload 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.

Please also follow rules on creation of files with documents:

- The file name shall contain number of deliverable and topic of the document attached, e.g. "D.M.1.1_Agenda_WG_meeting.pdf".
- It is recommended that evidences of deliverable are compiled in one document (pdf-format) with the maximum size of 10 MB for one file.
- Audio-visual materials should be attached as a link to the report where possible.

General rules

- As it is not possible to delete uploaded documents from the report that was reverted back for correction, please enclose new version of the document and specify in the file name or in comments to section "Attachments" that it is an updated version and for previous version of the document, in section "Comments" please indicate "version is not valid".

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

Section “List of Expenditure”

In this section all costs **paid out (“gone out of the bank account”)** during reporting period have to be reported and justified with relevant supporting documents.

For each amount of costs paid out in respective reporting period “List of expenditure” form has to be filled in this way:

- 1) Enter section “List of expenditure” and press “Add real cost” and a form for reporting of costs will be generated (Fig.50). Costs cannot be declared as a lump sum, as this option is foreseen only for preparation costs (more information in sub-section 11.2 “Partner report for period 0”).

Fig.50 Adding costs

- 2) Fill in form “List of expenditure” (Fig.51):

Fig. 51 List of Expenditure

Budgetline	Travel and accomodation	Name of service/goods provide
Workpackage	T1 Cross-border experience based research and concept add	
Procurement	---	Link to project
Internal Reference Number		Partner Comment
Invoice Number		
Invoice Date		
Date Of Payment		
Currency	EUR - EURO	
Conversion rate		
Total Value Of Item In Original Currency		10000.00
Vat		0.00
Declared Amount In The Original Currency		10000.00
Declared amount in Eur		10000.00
Expenditure Outside (The Union Part Of) The Programme Area?	<input type="checkbox"/>	

- Budget line** – select BL under which costs are planned in the application form.
- Work package** – select WP under which costs are planned in the application form.

!!! Please keep in mind that costs have to be reported under relevant BL and WP planned in the application form. The system does not automatically generate drop-down list with sub-budget lines linked to BLs and WPs in the project budget.

- **Procurement** – if you have entered data on concluded contract in section “Supplementary information/Procurements above threshold”, you can use this feature to link reported costs with certain procurement and contract. **This input field is optional for filling in.** Please read more in section 8 “Supplementary information”.
- **Internal reference number** - number of the payment order from bank account statement.
- **Invoice number** – number of invoice for delivered product or service (for reporting staff costs, please leave this field empty. For reporting of travel and accommodation costs please put number and date of “Settling of accounts” form (Avansa norēķins/ avanso apyskaita)).
- **Invoice date** – date of invoice or other document that is used for reporting of costs.
- **Date of payment** – date of payment.
- **Currency** – EUR.
- **Total value of item in original currency** – total costs including VAT in EUR. Even if costs have been occurred in other currency than EUR, costs have to be reported in EUR and accounted in book-keeping.
- **VAT** – amount of VAT in original currency (EUR), if relevant.
- **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 the project partner is not entitled to recover VAT).
- **Expenditure outside the programme area** – put a tick if costs were spent outside the Programme area (More information in section 9.1. “General rules applicable to the project budget” of the Programme manual).
- **Name of service/goods provider** – specify name of service/goods provider. For reported staff costs please specify name, surname and position of employee.
- **Link to project** – provide short description of reported costs to explain how they are linked to implementation of project deliverables. Please also specify number of deliverable for implementation of which costs were spent, e.g. “costs for catering during seminar, D.T1.2.1”. For reported staff costs please specify type of costs and month for which costs were paid (e.g. salary for May 2018).
- **Partner comment** – more explanation on reported costs, if needed.
- **Upload supporting documents** - procurement documents, agreements, invoices, payments, delivered services or goods, etc. to justify each amount of reported costs.

!!! Please always follow rules on uploading supporting documents provided above.

- Press “**Add**” to save information in the form “List of Expenditure”.

More information about eligibility of costs and necessary supporting documents please find in chapter 9 “Project budget” and sub-section 7.3.1. “Project reporting” of the Programme manual.

!!! Reporting of staff costs and office and administration costs using flat rate method is ensured automatically by the system (Fig.52).

Fig.52 Reporting flat rates

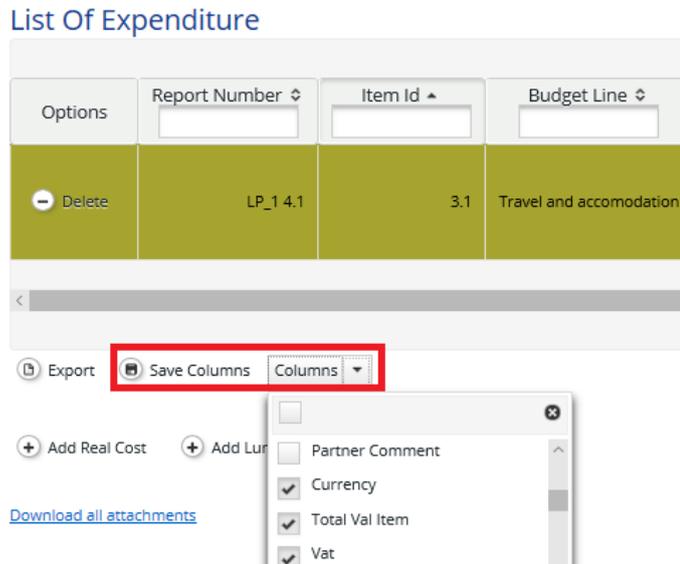
List Of Expenditure

Options	Budget Line ⇅	Wp ⇅	Inv No ⇅	Paym Date ⇅	Currency ⇅	Declared Amount Org Currency ⇅
– Delete	Staff costs	M Management			EUR - EURO	10 000.00
– Delete	Office and administration	M Management	F R	N/ A F R	EUR - EURO	1 500.00

In some fields system shows “FR” that means flat rate is used for calculation of the amount of costs. Cost item calculated using flat rate cannot be deleted or corrected. If you make changes in reported costs, please press “Recalculate flat rate” on the left-side menu of the report.

In section “List of expenditure” you have possibility to select only those columns that you would like to see: press button “Columns”, select columns to be displayed on the screen and press “Save columns” (Fig.53).

Fig.53 Table “List of Expenditure”



Section “Contribution and Forecast”

This section is optional for filling in. You can specify amount of total project budget to be spent during the next reporting periods (Fig.52).

Fig.54 Contribution and Forecast

Report Forecasting Per Period

Period	Period start-end date	Reporting date	Total eligible budget	Actual spending	Forecast	Revised forecast
Period 1	01.06.2018 - 30.11.2018	01.03.2019	€ 2 828.07	€ 0.00		
Period 2	01.12.2018 - 31.05.2019	01.09.2019	€ 13 225.80		€ 13200.00	€ 13200.00
Period 3	01.06.2019 - 30.11.2019	01.03.2020	€ 258 871.58		€ 260000.00	€ 260000.00
Period 4	01.12.2019 - 31.05.2020	01.09.2020	€ 111 101.41		€ 112826.86	€ 112826.86
			€ 386 026.86	€ 0.00	€ 386 026.86	€ 386 026.86

For partner reports created in eMS version earlier than 4_1.1, in section “Contribution and forecast” forecast only for next period can be provided (Fig. 55).

Fig.55 Contribution and Forecast

Report Forecast

Estimated expenditure

€ 0.00

Description

For Partner reports developed starting with eMS version 4_1.1 partner contribution (15% from total project budget) will be calculated automatically by the system based on declared costs. However, if after pressing “Check report”, you will see message  **Your partner contributions must match exactly the targeted value** enter section “Contribution and forecast” and press “Save”.

For earlier created Partner reports, partners have to enter amount of partner contribution in the report by filling in input field “Current report” the amount that is automatically calculated by the system as “Target Partner Contribution Value” (Fig.56).

!!! If amount of partner contribution is not specified or do not match with amount automatically calculated by the system, you will not be able to submit prepared Partner report until correct amount is provided.

Fig.56 Partner contribution

Target Partner Contribution Value
 € 176.48

Name Of Contribution	Legal Status	Total Amount Indicated In The Application Form	% Of Total(According To A F)	Previously Reported	Current Report
Daugavpils Universitāte	public	€ 25 938.12	100.00 %	€ 0.00	€ 0.00
Sub Total Public Contribution		€ 25 938.12	100.00 %	€ 0.00	€ 0.00
Sub Total Private Contribution		€ 0.00	0.00 %	€ 0.00	€ 0.00
Total Contribution		€ 25 938.12	100.00 %	€ 0.00	€ 0.00

Section “Attachments”

In section “Attachments” please upload any documents that you find relevant for the report and that cannot be uploaded in other sections of the report, e.g. confirmation letter for the report, book-keeping policy of institution, bank statement for the reporting period, etc.

!!! Please always follow rules on uploading supporting documents provided above.

Section “Personal data attachments”

This section was developed in order to comply eMS with GDPR¹ requirements. GDPR introduces strict rules on data protection and Interreg programmes are obliged to collect some personal data

¹ 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).

necessary for project monitoring. Nevertheless, access to some of the data (e.g. salary information reported by project partners under the budget line staff costs) need to be limited - only Programme bodies responsible for cost verification should be able to see personal data related to salaries of partner employees.

All files uploaded in section “Personal data attachments” are hidden by default and only visible to above mentioned privileged users. The files are hidden in the same way as in the staff cost items upload, i.e. file title and description is replaced by “hidden due to GDPR” text.

It is possible to move files from the “Attachments” section to “Personal data attachments” and the other way around. The partner user is able to move attachments from one section to the other for his/her own report.

Apart from this, access to salary information is hidden for all users except the project partner users (i.e. users allocated read/write access to the partner in question) and Programme bodies who are required to have access (FC, JS, MA):

- All attachments uploaded to the “List of Expenditure” in the BL “Staff costs”. Only a list of uploaded files is visible but without showing the name of the file (the name of the file is replaced by the text “hidden due to GDPR”) (Fig.57):

Fig.57 List of Expenditure (BL “Staff costs”)

	Uploaded
Hidden due to G D P R	

- All “Comment” fields (Partner comments and FC comments) and “Name of service/goods provider” and “Link to project” related to items in budget line staff costs are not readable. The text “hidden due to GDPR” is shown instead (Fig.58):

Fig.58 List of Expenditure “Comments”

Description1	Hidden due to G D P R
Description2	Hidden due to G D P R
Partner Comment	Hidden due to G D P R
<hr/>	
Comment Flc (pp,flc,js,ma,ca,aa)	Hidden due to G D P R
Comment Flc (flc,js,ma,ca,aa)	Hidden due to G D P R

- All the information is hidden both in the popup and in the table “List of expenditure” (Fig.59).

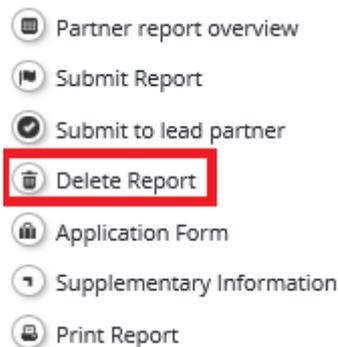
Fig.59 Table “List of Expenditure”

Description1 ⇅	Description2 ⇅	Partner Comment ⇅
Hidden due to G D P R	Hidden due to G D P R	Hidden due to G D P R

Deleting of the Partner report

It is possible to delete the report only as long as it has not been submitted to the FC. In order to do this, the LP needs to press on the “Delete Report” button in the left-side menu (Fig.60).

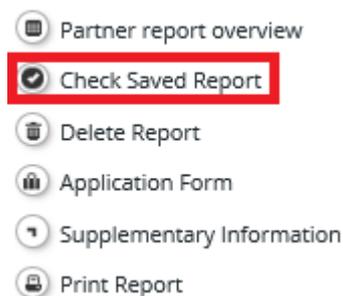
Fig.60 Delete report



Submission of the Partner report

After Partner report is prepared, please check it by pressing “Check saved report” on the left-side menu (Fig.61).

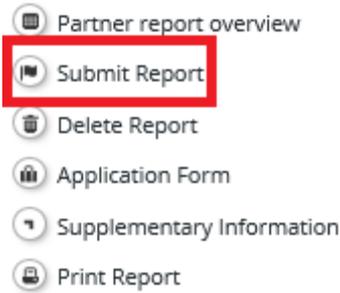
Fig.61 Check saved report



!!! “Check saved report” function is valid for 30 minutes or till any modifications in the report are made. If warning message “Submitting of partner-report failed! Check timed out or check was done in another section, please check report again”, user has to press “Check saved report” again.

If partner report check is successful, please press “Submit report” on the left-side menu and it will be submitted to FC (Fig.62).

Fig.62 Submit report



After submission of the Partner report you will see in reporting section that the report has been submitted. In column “Date Of Partner Report First Submission” you will see the date of the reports’ first submission, in column “Date Of Partner Report Submission” - the date when the last version of the report was submitted (in case it was reverted back for correction) (Fig.63).

Fig. 63 Status of report

1 - LP_1

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission
Period 1 03.04.2017 - 02.10.2017					
Report 1.1	03.04.2017	02.10.2017	Report FC Certified	16.10.2017	16.10.2017
Period 2 03.10.2017 - 02.04.2018					
Report 2.1	03.10.2017	02.04.2018	Report Submitted	08.06.2018	16.04.2018
Period 3 03.04.2018 - 02.10.2018					

Partner living tables

Partner living tables are financial tables at the partner level that summarise partner expenditure processed through all Partner reports. Partner living tables grow over time as expenditure is declared by the project partner and processed by the various authorities.

You can use living tables to keep an overview on expenditure declared in Partner reports. To access partner living tables, press the button under the partner report overview table (Fig.64).

Fig. 64 Partner living tables

Period 4 03.10.2018 - 02.12.2018				
Report 4.1	03.10.2018	02.12.2018	Report Submitted	03.08.2018

After submission of the Partner report

During the check of the Partner report, FC can revert it back for clarifications or corrections. If only some documents are missing but the content of the report does not need to be updated, the FC will open section “Attachments” or “List of expenditure” in the report for uploading documents.

After FC checks the Partner report, FC certificate will be issued and you will see in the reporting section the date when the report was checked and FC certificate was issued (Fig. 65).

Fig.65 View of FC certificate

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date of ftc verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certificate
Period 0 01.05.2017 - 01.05.2017									
Report 0.1	01.05.2017	01.05.2017	Report F Lc Certified	17.05.2017	22.05.2017	Period 0 Project Report 1	€ 1 176.47		

In the approved by FC Partner report items of costs in section “List of expenditure” can be marked in different colours:

- White - not checked by FC,
- Orange - checked and confirmed by FC,
- Pink – costs are not checked by FC but postponed for the next period for additional clarifications (“sitting ducks”).

Result of FC work you can see in:

- 1) FC certificate (press on a magnifying icon in column “Certificate” (Fig.65) and you will get into it). In the table “Expenditure declared and certified by budget line” you will see amounts declared by partner, certified by FC and the difference that was not certified (it means that costs have been deducted or postponed for additional clarification) (Fig.66) and also FC comments on reasons for deducting or postponing costs. In columns “Declared previous report”, “Certified previous report”, “Difference previous report” costs certified from previous periods (“sitting ducks”) are displayed.

Fig.66 FC certificate

5. Expenditure declared and certified by budget line									
	Declared current report	Declared previous report	Declared (A) (total amount declared)	Certified current report	Certified previous report	Certified (B) (total amount certified)	Difference current report	Difference previous report	
Staff costs	EUR 3 615.29	EUR 0.00	EUR 3 615.29	EUR 3 615.29	EUR 0.00	EUR 3 615.29	EUR 0.00	EUR 0.00	EUR 0.00
Office and administration	EUR 542.29	EUR 0.00	EUR 542.29	EUR 542.29	EUR 0.00	EUR 542.29	EUR 0.00	EUR 0.00	EUR 0.00
Travel and accommodation	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00
External expertise and services	EUR 7 065.22	EUR 0.00	EUR 7 065.22	EUR 7 065.22	EUR 0.00	EUR 7 065.22	EUR 0.00	EUR 0.00	EUR 0.00
Equipment	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00
Investment	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00
Total expenditure	EUR 11 222.80	EUR 0.00	EUR 11 222.80	EUR 11 222.80	EUR 0.00	EUR 11 222.80	EUR 0.00	EUR 0.00	EUR 0.00
Net Revenue	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00	EUR 0.00
Total eligible expenditure	EUR 11 222.80	EUR 0.00	EUR 11 222.80	EUR 11 222.80	EUR 0.00	EUR 11 222.80	EUR 0.00	EUR 0.00	EUR 0.00

- 2) Partner report: press magnifying icon in column “View Report” (Fig.62), enter section “Partner report overview” (Fig.67) on left-side menu and you will see different financial tables presenting reported, certified costs, deducted costs or postponed for clarifications (Fig.68):

Fig.67 Partner report overview

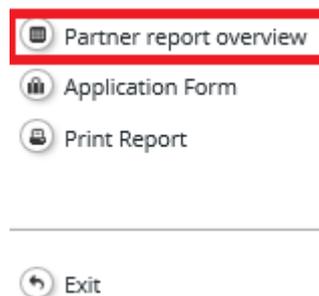


Fig.68 Reported and certified amounts

Total amount currently declared to flc	Total amount certified by flc	Flc difference at the date of flc certificate		
		Total amount verified by flc and found ineligible	Total amount declared to flc in current report but not processed with the current certificate (flc sitting duck)	Total amount declared to flc in different report(s) but processed with current certificate (flc sitting duck)
20.06.2018	20.06.2018			
€ 9.539,38	€ 9.539,38	€ 0,00	€ 0,00	€ 0,00
€ 1.683,42	€ 1.683,42	€ 0,00	€ 0,00	€ 0,00
€ 11.222,80	€ 11.222,80	€ 0,00	€ 0,00	€ 0,00

11.2 Partner report for period 0

If project has WP “Preparation” and preparation costs are planned in the budget, LP and project partners have to fill in Partner report for 0 period. Report for 0 period has to be prepared and submitted to FC before the end of the 1st reporting period.

!!! If project partner does not have preparation costs, Partner report has to be prepared with zero expenditure according to instructions set in sub-section 11.3 “Partner report for period 0 with zero expenditure”.

Preparation and submission of Project report for period 0 is not different from preparation of project reports for the next periods. Thus, follow instructions described in section 11.1 “Partner report for period 1 and next” except the following simplified requirements to filling in some parts of the report:

- 1) In section “Partner Report” (input field “Summary of Partners Work”) provide short description of work done for preparation of the project application (Fig. 69).

Fig.69 Summary of partners work

Partner Report

Period 0 - 01.03.2016 - 01.03.2016

Start Date: 01.03.2016 End Date: 01.03.2016

Summary Of Partners Work

Summary Describe



- 2) In WP “Preparation” shortly describe preparation activities held and leave empty all other fields in section “Report” (Fig.70).

Fig.70 WP “Preparation”

Reporting Per Work Package

!!! Do not forget to press “Save report” during preparation of the Partner report



- 3) In section “List of Expenditure” report preparation costs as real costs (press “Add real cost”) or as a lump sum (press “Add lump sum”) (Fig.71):

Fig.71 Adding costs

- a) choose “real costs” if you report costs for preparation of technical documentation planned in the application form within WP0 BL6 “Infrastructure and works”. Fill in the form “List of expenditure” according to instructions provided in sub-section “List of expenditure” of section “Partner report for period 1 and next” of this guidance.
- b) choose “lump sum” if you report lump sum for preparation costs up to EUR 1000 (ERDF co-financing) planned in the application form within WP0 BL3 “Travel and accommodation”. Fill in the following form (Fig.72):

Fig.72 List of expenditure form (lump sum)

- **Budget line** – select BL3 “Travel and accommodation”
- **Work package** – select WP “Preparation”

- **Declared lump sum in EUR** – amount of lump sum for preparation costs planned in the application form for particular partner.
- **Name of goods/service provider** – leave it empty
- **Link to project** – please write “Lump sum for preparation costs”
- **Partner comment** – more explanation, if needed

No supporting documents for preparation costs reported as a lump sum are needed.

- Press **“Add”** to save information in the form “List of Expenditure”.

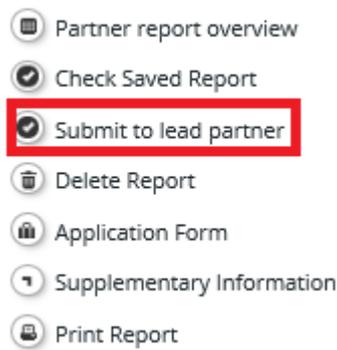
4) sections “Contribution and Forecast” of “Personal data attachments” are not relevant for Partner report for period 0.

Submission of the Partner report for period 0, check and issue of FC certificate is done in the same way as described in section 11.1 “Partner report for period 1 and next”.

11.3 Partner report for period 0 with zero expenditure

Partners not having preparation costs leave Partner report for period 0 empty and do not report any costs and submit Partner report with zero expenditure to the Lead partner (Fig.73) not to FC:

Fig.73 Submit to Lead partner



Submission to LP means that the report is not validated by FC and no certificate is created. In reporting section such report has status “Submitted to lead partner” and it will not be included to the Project report (Fig.74).

Fig.74 Status of the Partner report with zero costs

Report 4.1	03.10.2018	02.12.2018	Report submitted to lead partner	Report submitted to lead partner	01.08.2018	Will not be included
------------	------------	------------	----------------------------------	----------------------------------	------------	----------------------

12. Preparation and submission of Project reports

12.1 Project report for period 1 and next

Project report has to be prepared by the LP based on information provided in Partner reports and certificates issued by the FC.

To generate Project report, the LP must do the following:

- 1) In reporting section select role “LP” (Fig.75). The LP role allows to see reports of all project partners and to create and submit the Project report. LP can access the reports and the FC certificates of all partners.

Fig.75 LP role



A screenshot of a web interface showing a dropdown menu labeled 'Select Role'. The dropdown is open, and 'Lp' is selected and displayed in the input field.

- 2) Press “Create new report”, select from drop-down list a period for which report will be prepared and Project report form will be generated (Fig.76):

Fig.76 Create report



A screenshot of a web interface showing a button labeled 'Create Report For' with a calendar icon. Below the button is the date range '01.05.2017 - 01.05.2017'. To the right of the button is a dropdown menu showing 'Period 0'.

!!! The previous project report must be always submitted to the JS before a new one can be created.

Project report consists of the following sections (Fig.77):

- 1) Report
- 2) Work packages
- 3) Certificates
- 4) Project report overview
- 5) Attachments

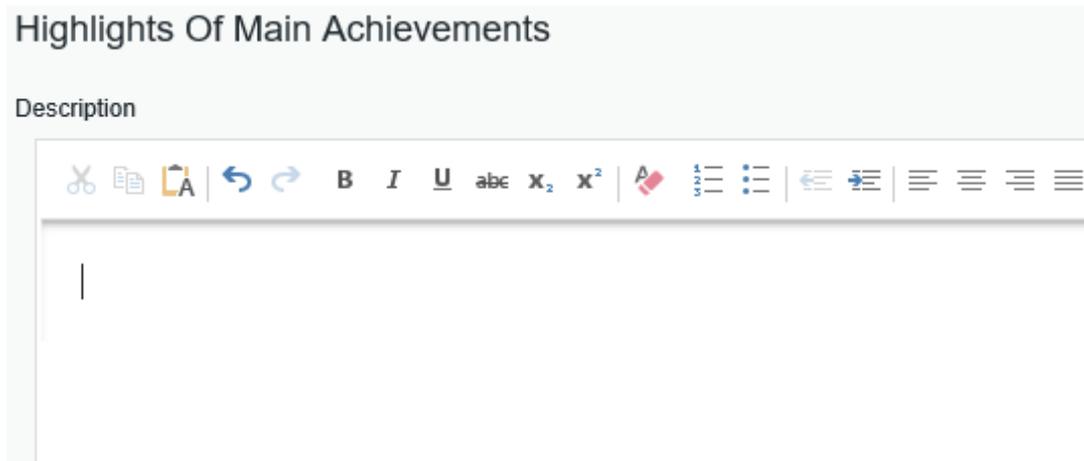
Fig.77 Sections of the Project report



Section “Report”

In the input field “**Highlights of main achievements**” (Fig.78) please describe the main achievements implemented by all project partners **in cumulative manner** – from project start till the end of respective reporting period. Add brief descriptions what has been done in the project and what the results were achieved. If achieved project results are available on the web (brochures, methodological materials, ICT tools), please insert full links to the website.

Fig.78 Highlights of main achievements



In the next sub-section “**List of partner FC certificates**” LP must put tick “Include In Project Finance report” for each certificate issued by the FC, so that all project partners’ costs are included in the report (Fig.79). To read more information about certificates, please read paragraph below “Certificates”.

!!! LP must tick all certificates issued by the FC in order to report costs for all partners. Costs not reported in relevant period cannot be reported in the next periods, except costs not certified by FC and indicated in FC certificate as costs under clarification.

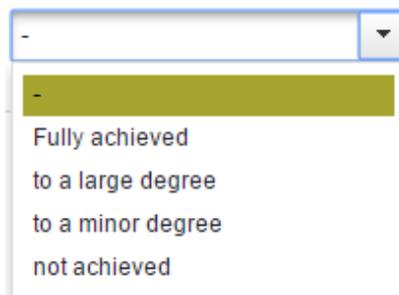
!!! When putting tick for FC certificate, check whether certificate is for relevant reporting period.

Fig.79 List of partner FC certificates

Partner Abbreviation	Number Of F L C Certificate	Date Of F L C Certificate	Total Expenditure Certified By F L C	Include In Project Finance Report	Total Partner Expenditure Included
1 LP_1	LP_1 0.1	22.05.2017	€ 1 176.47	<input checked="" type="checkbox"/>	€ 1 176.47
2 PP_2	PP_2 0.1	22.05.2017	€ 0.00	<input checked="" type="checkbox"/>	€ 0.00
3 PP_3	PP_3 0.1	22.05.2017	€ 0.00	<input checked="" type="checkbox"/>	€ 0.00
4 PP_4	PP_4 0.1	22.05.2017	€ 0.00	<input checked="" type="checkbox"/>	€ 0.00
5 PP_5	PP_5 0.1	22.05.2017	€ 0.00	<input checked="" type="checkbox"/>	€ 0.00

In sub-section “**Project specific objectives**” select the level of achievement of each project specific objective and provide explanation on progress achieved within the reporting period (Fig.80).

Fig.80 Project specific objectives



Sub-section “**Project main outputs achievement**” will be filled in automatically by the system based on information provided in work packages.

In sub-section “**Target groups reached**” the LP must provide information on the target groups reached by the project within reporting period. This information has to be collected from project Partner reports. Please specify quantity of target group reached, describe evidence that the target group was reached (organised event, source from media, etc.) and provide description of the target group.

In sub-section “**Problems and solutions found**” please describe any problems or minor changes that project partners faced during reporting period and solutions found to solve the problems or still need to be found. Describe if occurred problems have had or will have an impact on the project implementation and if specific actions are required.

In the next sub-section please indicate to which extent **horizontal principles** have been reached and provide short description on contribution provided.

Box “**Fully implemented**” should be ticked only for the final report when all project activities have been implemented. For more information, read section 13 “Final report”.

Table “**Reporting Per Work package Overview**” is filled in automatically by the system.

Section “Work packages”

This section requires reporting on implementation of each work package within the reporting period. For each work package provide information on WP status, implemented activities, faced problems or deviations, achieved project main outputs and indicate status of activities and deliverables.

!!! Please note that information from previous reports is not automatically accumulated by the system. Thus, when preparing reports please check previously reported information and statuses of activities and deliverables.

When relevant work package is selected, you will see several input fields to be filled in:

- Choose work package status from the drop-down list (Fig.81).

Fig.81 WP status



not started
completed
proceeding according to work plan
behind schedule
ahead of schedule

- In the first input field please report on the progress in activities and outputs implemented and inform how partners were involved in implementation of activities.
- In the next input field describe and justify any problems or minor changes occurred during implementation of activities within particular work package. If you have had any minor

changes during reporting period (primarily those changes which require reporting only via reports), please describe them in this section and provide justification why changes were necessary and if they had an impact on project implementation.

- **Project main outputs** – specify quantity of project main outputs achieved within particular reporting period, indicate level of achievement and upload evidence of achieved project main output. Please follow rules on uploading supporting documents in Project report specified in section below.
- **Status of activities and deliverables** – indicate status for each activity (Fig. 82) and deliverable (Fig. 83) from drop-down list, specify target size of deliverable reached so far and provide short description of how the implementation of activity and delivery has taken place during reporting period. Enclose evidences for each deliverable according to rules on uploading supporting documents in Project report specified in section below.

!!! Status of activities and deliverables must be in line with information provided in the report, e.g. deliverable cannot be in status “not started” if evidence of deliverable is attached and costs are reported.

Fig.82 Status of activity

Activity Status

not started

not started

completed

proceeding according to work plan

behind schedule

ahead of schedule

Fig.83 Status of deliverable

Deliverable status

not started

not started

proceeding according to work plan

behind schedule

ahead of schedule

completed and achieved as planned

completed and achieved more than planned

completed and achieved less than planned

!!! Do not forget to press “Save report” during preparation of the Project report



Rules on uploading supporting documents in Project report

In order to save place in eMS and to make process of checking reports faster and easier, please follow the **rules on uploading of supporting documents in the Project report**:

- **under section “Project main outputs” in WP Implementation or WP Investment** upload final versions of documents proving achievement of project main outputs.

If the output is not one tangible result, e.g. increase in expected number of visits to supported sites of cultural and natural heritage and attractions, number of organisations supported, the documentation must be carefully compiled and must give understandable information about the output.

As it is not possible to attach more than one file, please compile evidences in one document (pdf-format) with the maximum size of 10 MB for one file. Please name files with project main outputs with clear reference to the content and planned output in the application form, e.g.: O.T1.1_research_200518.

- In WP **“Management/Implementation/Investment/Communication”** upload evidences of deliverables - documents proving achievement of deliverables (e.g. lists of participants from events, photos of renovated premises, researches, materials, etc). If documents already have been uploaded in Partner reports, do not upload them again but in deliverable description specify in which part documents are available, e.g. “Supporting documents for organized seminar are available in PP2 report, section “Report”, deliverable D.T1.1.1”.
- In section **“Attachments”** upload documents that cannot be uploaded in other sections of the Project report, e.g. confirmation letter for the report, etc.

With eMS version 4_1.1 in section “Attachments” it is possible to create a link to already uploaded documents in Partner reports without uploading the same documents twice. To do this, open section “Attachments”, press “Upload”, put tick to select a document from “Link attachment from partner report” (Fig.84) that already has been attached to Partner report and press ‘Save”.

Fig.84 Create a link for the document

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.pd	Partner Report PP_2.2.1 / Deliverable D.T1.2.1 - Minutes and materials of	pdf	20.04.2018 10:23:27

Please also follow rules on creation of files with documents:

- The file name shall contain number of deliverable, topic of the document attached and title of the partner, e.g. “D.T1.1.1_Research_LP.pdf”.

- It is recommended that deliverable and output evidences are compiled in one document (pdf-format) with the maximum size of 10 MB for one file.
- Audio-visual materials should be attached as a link to the report where possible.

General rules

- As it is not possible to delete uploaded documents from the report that was reverted back for correction, please enclose new version of the document and specify in the file name or in comments to section “Attachments” that it is an updated version and for previous version of the document, in section “Comments” please indicate “version is not valid”.

Section “Certificates”

In this section the LP sees certificates issued by the FC for each project partner. If for some partner(s) certificates are not issued, the LP shall clarify from respective project partner the status of the Partner report.

!!! LP must attach FC certificate issued for each project partner because costs that have not been reported in relevant period cannot be reported in the next periods, except costs not certified by FC and indicated in FC certificate as costs under clarification.

The LP can enter each Project partner’s certificate and see costs certified by FC (in section “List of Expenditure”). The LP shall include in the Project report all costs certified by FC. In exceptional and justified cases the LP has possibility to deduct partner’s costs if they are not relevant for the project. In such case the LP has to provide very strong justification for deduction of costs. The LP cannot increase costs certified by FC.

Section “Project Report Overview”

It presents project expenditure in different tables – per BL, per WP, per partner, etc. (Fig.85).

Fig.85 Project report overview

Project Report Tables

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
		Declared to flc	Reported to js	Confirmed by ca		
Total co-financing	€ 496.595,70	€ 138.929,59	€ 286,37	€ 286,37	€ 9.539,38	€ 9.539,38
Partner contribution	€ 87.634,54	€ 24.517,01	€ 50,55	€ 50,55	€ 1.683,42	€ 1.683,42
Total eligible expenditure	€ 584.230,24	€ 163.446,60	€ 336,92	€ 336,92	€ 11.222,80	€ 11.222,80

Section “Attachments”

In section “Attachments” please upload any documents that you find relevant for the report. Please follow rules on uploading supporting documents in Project report specified in section above.

Together with the Project report the LP has to submit **Confirmation letter** (Annex No 3) signed with electronic signature and attached in section “Attachments” of the Project report by LP’s authorised representative or in paper sent to JS by post to address:

Joint Secretariat of the Latvia-Lithuania Programme 2014-2020
 Ministry of Environmental Protection and Regional Development
 Peldu street 25, Riga, LV-1494, Latvia

If signing person is different from LP’s authorised person indicated in the application form, please attach also document certifying that the person has rights to sign documents.

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

When preparing Confirmation letter, please indicate correctly the reporting period for which report is prepared. It has to be copied from the Project report, section “Report” (Fig.86):

Fig.86 Reporting period in the Project report

Project Progress Report

Period 4 - 03.10.2018 - 02.12.2018

Start Date	End Date
03.10.2018	02.12.2018

Please also specify correctly requested amount of ERDF which has to be copied from: “Project Report Overview”/last table “Project report expenditure summary/column “Total amount included in project report - declared to js” (Fig.87):

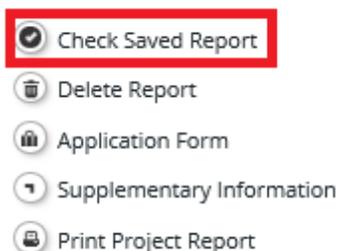
Fig.87 Requested amount of ERDF

Flc difference			Total amount included in project report - declared to js
Total amount verified by flc and found ineligible	Total amount declared to flc in current report but not processed with the current certificate (flc sitting duck)	Total amount declared to flc in different report(s) but processed with current certificate (flc sitting duck)	
€ 0,00	€ 0,00	€ 0,00	€ 0,00
€ 0,00	€ 0,00	€ 0,00	€ 0,00
€ 0,00	€ 0,00	€ 0,00	€ 0,00

Submission of the Project report

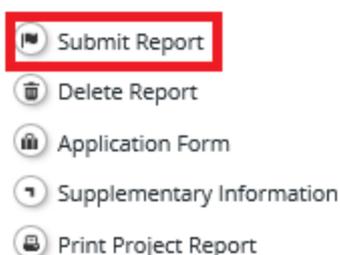
After Project report is prepared, please check it by pressing “Check saved report” on the left-side menu (Fig.88).

Fig.88 Check saved report



If Project report check is successful, please press “Submit report” on the left-side menu and it will be submitted to FC (Fig.89).

Fig.89 Submit report



!!! “Check saved report” function is valid for 30 minutes or till any modifications in the report are made. If warning message “Submitting of project-report failed! Check timed out or check was done in another section, please check report again”, user has to press “Check saved report” again.

After submission of the Project report you will see in reporting section that the report has been submitted to JS. In column “Date Of Partner Report First Submission” you will see the date of the reports’ first submission, in column “Date Of Project Report Submission” the date when the last version of the report was submitted (in case it was reverted back for correction) (Fig.90).

Fig.90 Project report’s status

Project Reports

Report	Report Start	Report End	State	Date Of Project Report Submission	Date Of Project Report First Submission
Period 1 03.04.2017 - 02.10.2017					
Report 1.1	03.04.2017	02.10.2017	Report submitted to C A	29.01.2018	04.01.2018
Period 2 03.10.2017 - 02.04.2018					
Report 2.1	03.10.2017	02.04.2018	Report submitted to J S	31.07.2018	31.07.2018

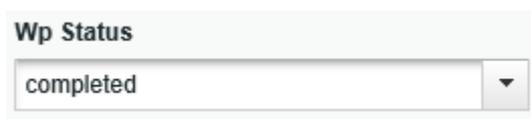
During verification of the Project report, JS may can ask clarifications from the LP or corrections in the report. Clarification requests will be sent electronically via e-mail. JS will revert the report to LP and in the reporting section status for the report will be “In Process”.

12.2 Project report for period 0

Preparation and submission of Project report for period 0 is not different from preparation of project reports for the next periods. Thus, follow instructions described in sub-section 12.1 “Project report for period 1 and next” except the following simplified requirements to filling in some parts of the report:

- 1) In section “Work packages” fill in WP “Preparation” with short description of preparation activities implemented and select status for WP “Preparation” “Completed” (Fig.91). All other work packages and input fields shall be left empty.

Fig.91 WP “Preparation”



The image shows a web form element with the label "Wp Status". Below the label is a dropdown menu with a white background and a grey border. The word "completed" is displayed in the menu, and a small downward-pointing arrow is visible on the right side of the menu box.

- 2) In section “Report” sub-section “List of Partner FC certificates” attach certificates issued for partners having preparation costs. For partners without preparation costs FC certificates will not be issued and not included in the Project report. For preparation and submission of Partner report without preparation costs please read sub-section 11.3 “Partner report for period 0 with zero expenditure”.

13. Final report

When the project is implemented, LP has to prepare Final report that consists of:

- Project report for the last reporting period (please see instructions on its preparation in section 12.1 “Project report for period 1 and next”)
- Final report with only content questions including an analysis of project activities and outcome performance or an assessment of objectives achieved. The LP must fill in the Final report according to template available on the Programme’s webpage and attach it to the Project report for last reporting period. The template of the Final report is available in Annex No 4 of this guidance. It is highly recommended to harmonize beforehand final version of the Final report with responsible JS Project manager and then to attach it to Project report for last reporting period.
- Statements after project implementation (Annex No 5) signed by each project partner (including LP) and attached to section “Attachments” of the Project report for last reporting period.

Before submission of the Final report the LP has to fill in the information about project main outputs (section “Outputs”) and contact persons for storage of documents (section “Documents”) and update, if needed, information on project management in section “Supplementary information” (Fig.92).

Fig.92 Supplementary information/Outputs/Document



The image shows a horizontal navigation menu with several items: "Project Management", "Bank Information", "FC", "User Assignment", "Outputs", and "Documents". Each item is separated by a right-pointing chevron. The "Outputs" and "Documents" items are enclosed in a red rectangular box, indicating they are the current focus.

Provide a short description for each output, specify responsible partner and place where output is available, archived or located (Fig.94). For each output also an evidence must be attached - the same as already attached to the Project reports in section “Report/Project main outputs”.

Fig.93 Project main outputs

Outputs

Output T1.1.1 - Municipalities and municipal institutions elaborating research in cooperation

Description Of The Project Output
Research about possibilities / need to improve e-services giving necessary knowledge about the needs of citizens, administration staff and specific focus groups

Quantification
0.00 Number

Expected Delivery Date
01.09.2017

Responsible Project Partner
No Partner

Delivery Date(final Product)

Final Version Available

Description

Adress

Postalcode

City

Nuts Region
Nuts0 *

LIETUVA (LT)

Name Of Other Region
From All Regions

Nuts2 *

Lietuva (LT00)

Language

Type Of Output

Comment

Approved By J S For Publishing

14. Tips for reporting

General tips for reporting

- Do not delay submission of reports; start preparation of reports in the eMS on time.
- Prepare and submit reports in consequent order (1st, 2nd, 3rd, etc.).
- Use the latest version of the application form for project implementation (old versions are available in section “Project History” on the left-side menu).
- Read sections in the Programme Manual about eligibility of costs and reporting requirements.
- Report costs and activities according to planned in the application form: specify costs under relevant BL and WP; use the same titles for outputs, activities, and deliverables to link planned vs reported.
- Prepare reports in a good quality to spend less time for clarifications and get faster money from the Programme.
- Prove reported costs, deliverables and outputs with attached supporting documents.
- Get approval from JS/MA on project changes till the end of reporting period in which they happened. Changes initiated during checking of reports delay approval of reports.
- Always follow information and communication requirements stated in the Programme Communication guidelines.

Tips for Partner report

- Report costs under correct BL and WP - according to planned in the application form.
- “Payment date” must be specified from bank statement.
- For each reported amount of costs provide clear link to planned deliverable in the “List of expenditure” form.
- Report costs only during the period when they were paid out.
- Provide description of implemented activities/deliverables/outputs per work packages.

- Specify minor changes and deviations occurred during reporting period.
- If costs are partly paid from the project, check whether amount has been calculated correctly.
- Attach supporting documents for implemented deliverables, outputs and reported costs according to rules specified in sub-section 11.1 of this guidance.

Tips for Project report

- Submit the Confirmation Letter to the Project report electronically signed attached in section “Attachments” or sent by regular mail to the JS. It is highly recommended to harmonise Confirmation letter with JS responsible Project manager before its submission.
- Specify correct statuses for deliverables/activities/outputs and work packages. For completed activities/deliverables put status “completed” and write in which report they were reported.
- Provide explicit and clear description on implemented deliverables by gathering information from all Partner reports.
- Specify responsible partners for each deliverable.
- Attach supporting documents for implemented deliverables and outputs according to rules specified in sub-section 12.1 of this guidance.

15. Annex No 1: Form for implementation of conditions



Project number	
Project title	
Project acronym	
Lead Partner (LP)	

Implementation of conditions

Conditions:
Information from the LP (proposed modification/amendment of the text in specified section(s) of the application form):
JS opinion:

16. Annex No 2: Confirmation of financial information



Project number	
Project title	
Project acronym	

Confirmation of financial information

Hereby I certify that my bank account details are as follows:

Title of the organisation in English	
Bank account No	
Bank	
Bank code	

I acknowledge that information presented in this document is correct and I am aware that any risks or costs related to payments going to wrong accounts due to incorrect information provided are borne solely by the LP.

Official title of the organisation in English	
Name and position of the authorised representative	
Signature	
Date of signature	

17. Annex No 3: Confirmation for Project report



Project number	
Project title	
Project acronym	
Lead Partner (LP)	
Reporting period number	
Reporting period duration ²	
ERDF co-financing requested ³	

Confirmation for Project report

By signing this Confirmation letter the Lead partner confirms that:

- the project neither in whole or in part has or will receive any other additional EU funding (except for the funding indicated in this project progress report) during the whole duration of the project;
- the project is in line with the relevant EU and national/regional legislation and policies of the regions and countries involved;
- the Lead partner and the project partners have acted according to the provisions of the relevant national and EU regulations, especially regarding structural funds, public procurement, state aid, environment and equal opportunities, as well as the specific provisions of the Interreg V-A Latvia–Lithuania Programme 2014–2020;
- the project respects equal opportunities and non-discrimination and has no harmful impact on the environment;
- information and documentation in this Project report and its attachments give the correct description of the implementation and the current status of the project.

Official title of the organisation in English	
Name and position of the authorised representative	
Signature	
Date of signature	

² Reporting period duration specified in section “Report” of the Project report.

³ Amount of requested ERDF co-financing must match with amount indicated in the eMS (section of the Project Report: “Project Report Overview”/last table “Project report expenditure per partner (fund amounts)”/column “Total amount certified by FC”)

18. Annex No 4: Final report



Project number	
Project title	
Project acronym	
Lead Partner (LP)	
Project duration	

Final report

1.	Achievement of the project overall objective and specific objectives
1.1.	Please describe how project overall objective and sub-objectives laid down in the project application form were achieved. While describing achievements of objectives, please be specific as possible and try to identify measurable achievements.
2.	Information on achieved project main outputs
2.1.	Describe achieved project main outputs, their added value and users.
3.	Contribution to Programme output and result indicators
3.1.	Describe achieved project main output's target value and its contribution to Programme output indicator.
3.2.	Describe contribution to Programme result indicator with quantification of achieved target value, if possible.
4.	Durability of project results - how project main outputs produced will be used after the project end
4.1.	Specify concrete actions to be taken to ensure the durability of outputs produced (who will be owner of project outputs; who will finance activities after project end and from which funds)
4.2.	Provide concrete details on how and where project main outputs will be accessible (for example, mention the geographical location of the tourism destination, provide the web address where the e-tool is available, etc.)

4.3.	Specify to what extent project main outputs are applicable and replicable by other organisations/regions/countries outside of the current partnership and what concrete measures have been planned to achieve this.
5.	Impact of the project to the target group(s) (end users)
5.1.	Describe the effect on project target group that was reached by achievement of project outputs. What is the benefit for target group(s) from produced project outputs?
6.	Benefits of cross-border approach
6.1.	Explain the advantages of cross-border cooperation and describe the expected social-economic benefits of the project for the cross-border region.
7.	Contribution to EU Strategy for the Baltic Sea Region
7.1.	Please describe how the project with its achieved project main outputs has contributed to EU Strategy for the Baltic Sea Region.
8.	Project challenges
8.1.	Describe the challenges (partnership, activity plan, budget, communication, etc.) your project faced during implementation, their reasons and solutions.
9.	Feedback to Latvia-Lithuania Programme
9.1.	Provide feedback to the Programme's Joint Secretariat and Managing Authority on your experiences on working with the Latvia-Lithuania Programme.

19. Annex No 5: Statement after project implementation



Project number	
Project title	
Project acronym	
Name of Lead Partner/Project partner	

Statement after project implementation⁴

By signing this statement we confirm that:

1. We are aware on rules set in the Article 61 and 65 of Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006 and section 10.3 of the Programme Manual of Interreg V-A Latvia–Lithuania Programme 2014–2020 (hereinafter - Programme). Therefore we confirm that:
 - no net revenue was planned and generated during the Project duration according to definition stated in Programme Methodology on calculation of discounted net revenue and net revenue (hereinafter – Methodology);
 - or
 - no net revenue was planned during Project duration however net revenue generated during the Project implementation is calculated and deducted from the eligible Project budget according to the Methodology;
 - or
 - net revenue generated within the Project duration was calculated and deducted from the eligible Project budget according to the Methodology and no additional revenue was generated during the Project implementation;
 - or
 - net revenue generated within the Project duration was calculated and deducted from the eligible Project budget according to the Methodology and additional revenue generated during the Project implementation is calculated and deducted from the eligible Project budget according to the Methodology.
2. The Programme rules on information and publicity will be respected after the Project end date for all outputs and results produced within the Programme according to requirements stated in section 8 'Information and communication requirements' of the Programme Manual and Programme Communication guidelines.

⁴ This document has to be submitted by all project partners (including the Lead partner) together with the Project report for the last reporting period.

3. We will not make a substantial change in project main outputs affecting project nature, objectives or implementation conditions which would results in undermining its original objectives.
4. Without prior consent of the MA, We will not transfer ownership, titles, industrial and intellectual property rights for outputs of the Project related to investment in infrastructure, durable equipment items and/or productive investment at least 5 (five) years after the final payment to the Project has been made.
5. We are fully aware that not fulfilling conditions meant under points 3 and 4 can imply a recovery of the funds unduly paid.
6. We inform that following fixed assets were purchased and/or created within the Project:

<i>Inventory number</i>	<i>Title of fixed asset</i>	<i>Location address</i>	<i>End of depreciation period (dd/mm/yyyy)</i>

or

- we confirm that no fixed assets were purchased and/or created within the Project.
6. We will retain all files, documents and data about the Project on standard data storage media in a safe and orderly manner for control and audit purposes at least five years after the final payment to the Project has been made.
 7. Our institution's contact person that might be contacted on any Project related matter after Project implementation is specified in Electronic Monitoring System (hereinafter - eMS) section 'Supplementary information/Documents'. In case of contact person change, the information in eMS will be updated immediately.

Official title of the organisation in English	
Name and position of the authorised representative	
Signature	
Date of signature	