



Seminar on project implementation within the 3rd Call for Proposals

Cross-Border Cooperation Programme 2014-2020

26 April 2023



Co-funded by
the European Union

Project life-cycle: where we are now?

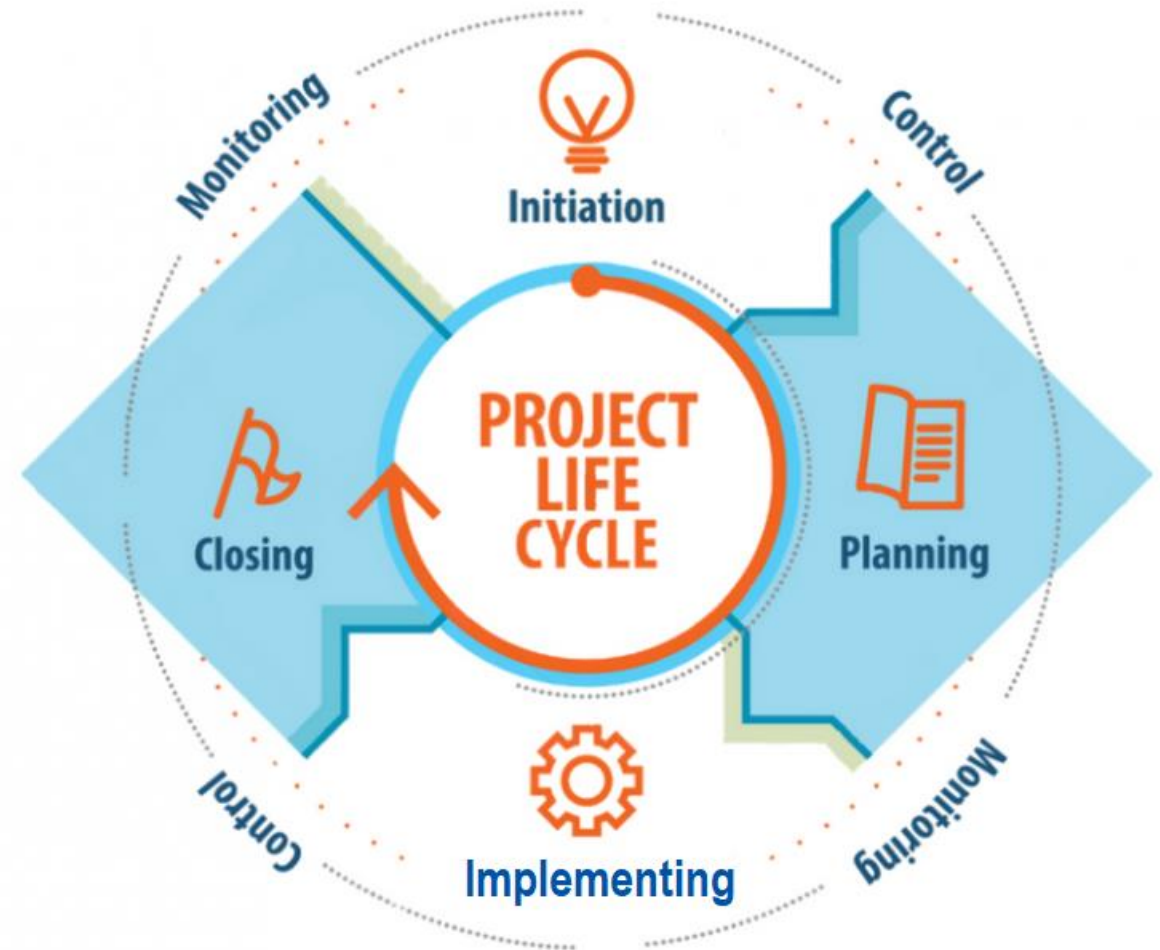
Just before the project implementation:

kick-off, detailed planning, procurement organization, contracting

Implementation stage: coordination of activities, **communication**, financial management, monitoring

Closing stage: Reporting, Use of results, post-project activities, result dissemination

Monitoring stage: record keeping, maintaining project results and equipment, ownership of project results, accessibility for post-project visits



Tasks before contracting

Before the applicant is offered to sign a grant contract:

- ❖ Conditions to be fulfilled according to the taken decision by MA
- ❖ Technical updates for the full application form
- ❖ Financial identification form
- ❖ Partnership agreement, electronically signed by all project partners and submitted to JTS as soon as possible after approval of the project, but at latest 1 month after the signing of grant contract



Tips and recommendations

Short implementation period: **7 months**
Projects to be implemented **till 15 November**
Prolongation exceptionally with solid
justification until the end of **December 2023**

**Plan carefully and implement project
according to application form !**

Please **contact and consult JTS**

Detect the need for changes and **initiate
changes** in project

Please keep **reporting deadlines** in mind and
Collect and **Organize** activities and
expenditure justifying **documents wisely** and
without delay for swift Reporting and
expenditure verification

Project report shall be submitted to the
MA/JTS: **15 February 2024**

Payments: initial pre-financing instalment
and balance payment
Programme deadlines for payments

Project does not end...
Obligations during monitoring period - **record
keeping, ownership, activities for sustainability,
ensuring access for ex-post visits**

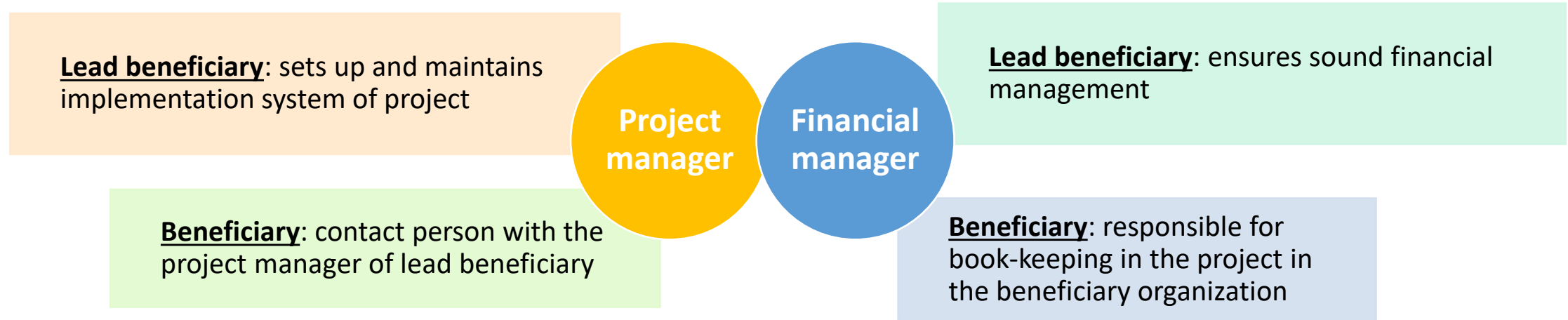
Tips and recommendations

Key principles and Good practice of partnership

- ❖ **Lead beneficiary principle**
 - ❖ **MA and JTS communicate with the project via Lead Beneficiary**
- ❖ **Partnership agreement, clear responsibilities for each beneficiary**
- ❖ **Establishing good partnership relations and project team**
- ❖ **Distribution of legal, financial and operational responsibilities**
- ❖ **Commitment to cooperation**
 - ❖ **shared understanding of the project goals, activities and expected results**
- ❖ **Internal communication (critical success factor)**
 - ❖ **keeps all beneficiaries aimed at the same final goal and embrace their roles**
 - ❖ **clear and regular communication and meeting procedures**
(kick-off meeting, steering meetings, when-what-who communicate)
 - ❖ **allows monitor project progress, forecast and mitigate risks**
- ❖ **Ongoing internal project monitoring**
 - ❖ **revise working plan, understanding goals, activities and expected results**



Tasks of Lead beneficiary and beneficiary



- ❖ Please see more information on rights and responsibilities:
- ❖ **Grant Contract – ALL project beneficiaries should be aware of its provisions!**
- ❖ **Partnership Agreement for the Implementation of the Project, Article 4 (*Rights and obligations*)**
- ❖ **Practical Guidelines for Grant Applicants and Project implementation, Section 5.1.2 (*Management and responsibilities within the project*)**

Interreg



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LV

Vides aizsardzības un reģionālās attīstības ministrija



INTERREG LATVIJĀ

PROJEKTI/REZULTĀTI

TIESISKAIS IETVARŠ

PROJEKTU ĪSTENOTĀJIEM

AKTUALITĀTES

KONTAKTI



+A

A



Interreg Latvijā > 2014.–2020.gada periods > Pārrobežu sadarbības programma EKI (LV)

Kas ir Interreg

Aktuālie projektu konkursi

2021.–2027.gada periods ▶

2014.–2020.gada periods ▶

Latvijas – Lietuvas programma

Igaunijas – Latvijas
programma

▶ PĀRROBEŽU SADARBĪBAS PROGRAMMA 2014.–2020.GADAM EIROPAS KAIMIŅATTIECĪBU INSTRUMENTA IETVAROS



Pārrobežu (ārējo robežu) sadarbības programma 2014.–2020.gadam **aicina projektu ieviesējus no Latvijas piedalīties 3. projektu konkursā**, lai

- apvienotu un pastiprinātu iepriekš īstenotos projektos sasniegtos projektu rezultātus,
- nodrošinātu uzkrātās pieredzes apmaiņu un pārņemšanu,
- padarītu iepriekš īstenoto projektu rezultātus pieejamus un atpazīstamākus plašākai mērķauditorijai

Konkurss ir atvērts **no 2022.gada 2.decembra līdz 2023.gada 31.janvārim plkst. 23:59 (Rīgas laiks).**

Informācija par 3. projektu konkursu ir pieejama **ŠEIT.**

!!! Semināra materiāli ir pieejami [SEIT](#).

Lai pieteiktos individuālai vai grupas konsultācijai, lūdzu, [sazinieties ar Programmas Vadošo iestādi un Tehnisko sekretariātu](#) external-lv-cbc@varam.gov.lv.

Publicēts: 15.12.2022.

▶▶▶ | Informācija un dokumenti projekta pieteikuma sagatavošanai

[Guidelines for Grant Applicants and Project Implementation](#)

[Communication and Visibility Guidelines](#)

[Application form](#) updated on 13.01.2023.

[Partnership Statement](#)

[Financial flow form](#)

[Description of methodology of calculation of administrative costs](#)

[Statement with list of State Aid activities](#)

[Financial identification form](#)

[Request for initial pre-financing payment for Grant Contract](#)

[De minimis declaration](#)

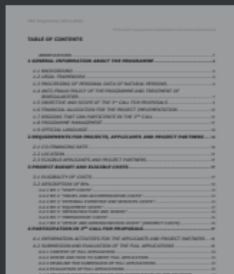




1



2



CBC Programme 2014-2020

Third call for proposals for capitalisation and result reinforcement



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CROSS - BORDER COOPERATION PROGRAMME 2014-2020*

Guidelines for Grant Applicants and Project Implementation

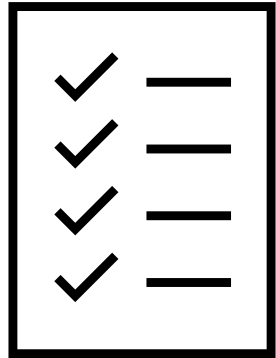
Reference: Third call for proposals for capitalisation and
result reinforcement

Monitoring of project implementation

- ❖ **Day-to-day monitoring**
- ❖ **Information in e-mail to MA/JTS once per month on:**
 - ❖ **Implemented activities and main deliverables**
 - ❖ **Planned activities**
 - ❖ **Any deviations**
- ❖ **Project visits**
- ❖ **Participation in project activities online**
- ❖ **On-spot checks**
- ❖ **Reports**
- ❖ **Ex-post visits**



Day-to-day monitoring



- ❖ **Information requests: monthly report**
- ❖ **Submitting operative information in monthly report: one time per month, each consecutive project implementation month**
- ❖ **JTS/MA will send a monthly report template to LB project manager for the first month**
- ❖ **LB project manager signs monthly report and submit via electronic email**
- ❖ **Requested information and documents: *project communication and visibility sources, implementation of project activities, achievement of project outputs and results, project expenditure, delays. Deliverables, Display panel, Lists of participants, Assessment sheets, Photos, Statement form project bank etc.***

Day-to-day monitoring

1. *Project communication and visibility sources (Please fill in the table below by describing webpages where Project communication and visibility activities will be published, and indicating links to communication and visibility activities that had been implemented within reporting period)*

<i>Project partner No</i>	<i>Project partner organization's webpage</i>	<i>Facebook</i>	<i>Other</i>	<i>Links to project communication and visibility activities that had been implemented</i>
PP1				
PP2				
PP3				
PP4				
...				
...				

Day-to-day monitoring

2. *Implementation of project activities (Please fill in the table with necessary information)*



No	Activity planned in the application form	Date when the activity had been carried out	Planned implementation time of the activity	Short description of the implemented activity (target group, theme, number of participants, venue)	Delays, challenges (reasons, implications, status on procurement procedure or price comparison)	Deliverables (Please indicate the link where deliverables are stored or attach them to the email)
AP 1						
...						
AP2						
...						

Day-to-day monitoring

3. *Achievement of project outputs and results (Please fill in the table about project output and result achievement and other applicable information)*

<i>No</i>	<i>Outputs/results planned in the application form</i>	<i>Planned amount of activity (quantity/target size)</i>	<i>Previously reported</i>	<i>Currently reported/ Achievements up to date</i>	<i>Delays, challenges (reasons, implications)</i>
1					
2					

Day-to-day monitoring

4. *Project expenditure (Please indicate total amount of expenditure of each Project partner)*

<i>No</i>	<i>Planned amount (EUR)</i>	<i>Previously reported (EUR)</i>	<i>Currently reported (EUR)</i>	<i>Remaining</i>
PP1				
PP2				
....				

Day-to-day monitoring

5. *Comments from the project (if relevant)*

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Annexes:

List of participants:

Display panel:

Assessments sheets:

Other deliverables:

Photos etc

Statement from the Project bank account.

<i>Report prepared by:</i>

<i>Name:</i>

--

<i>Position:</i>

--

<i>Signature:</i>

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Project reporting



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the European Union**

Lauris Šēls
External programmes division
Representative of the JTS

Reporting involves two different reports

Consolidated report – after project implementation



Co-funded by the
European Union

Managing Authority: Ministry of Environmental Protection and Regional Development
of Republic of Latvia

Cross-Border Cooperation Programme

2014 - 2020

FINAL REPORT

Number of report

The Excel protection must not be removed.
Damaged report form will be declared ineligible.

Project index

Title of the project

Short title of the project (acronym)

Thematic objective and Priority

NB! Please mind that it is proposed to remove protection of the report form and make changes to the fields where information has to be provided. In case report form is altered, it will be considered that an incorrect report form has been submitted. It will be requested to submit a correct form and until it is done the report will not be approved.

Individual beneficiary reports have to be drafted in English and sent to lead beneficiary to summarize information in a consolidated report that is submitted to the Joint Technical Secretariat electronically in MS Excel format to the official e-mail of the Programme rbvius.co@lvare.gov.lv together with:

- scanned Individual expenditure verification reports in PDF format or as e-document if signed with e-signature and
- scanned lead beneficiary confirmation in PDF format or as e-document if signed with e-signature.

Individual expenditure verification reports and lead beneficiary confirmation have to be submitted as originals together with consolidated interim report to Joint Technical Secretariat:

Via post (if individual expenditure verification reports and lead beneficiary confirmation is issued and signed in paper version) to:
Latvia – Russia Programme Division,
Development Instruments Department,
The Ministry of Environmental Protection
and Regional Development of the Republic
of Latvia,
Peldu street 25, Riga, LV-1424, Latvia

OR

Electronically to the official e-mail of the Programme rbvius.co@lvare.gov.lv if individual expenditure verification reports and lead beneficiary confirmation is issued and signed as e-document.

Supporting documents may be submitted either by e-mail, as paper copies or scanned copies in a safe carrier.

Legend:

	Fields filled in automatically by formulas and links
	Fields filled in automatically by formulas and links
	Fields filled in by beneficiaries

Input of information into the fields
Fields where information must be filled in by beneficiaries have limits for the maximum text that can be provided. Please, respect the set limits. Certain information will be automatically transferred to the several fields of the report form after details are entered in other fields. Formulas for automatic calculations of e.g. budget information and financial contributions have also been added to the relevant fields. Fields containing pre-defined links and formulas are marked in the application form (see Legend) and must not be changed or edited.

Monthly report – during project implementation

Project "[Project Acronym]"
monthly report template

Project reference number:

Project title and acronym:

Project lead beneficiary:

1. Project communication and visibility sources (Please fill in the table below by describing webpages where Project communication and visibility activities will be published, and indicating links to communication and visibility activities that had been implemented within reporting period)

Project partner No	Project partner organization's webpage	Facebook	Other	Links to project communication and visibility activities that had been implemented
PP1				
PP2				
PP3				
PP4				
...				
...				

2. Implementation of project activities (Please fill in the table with necessary information)

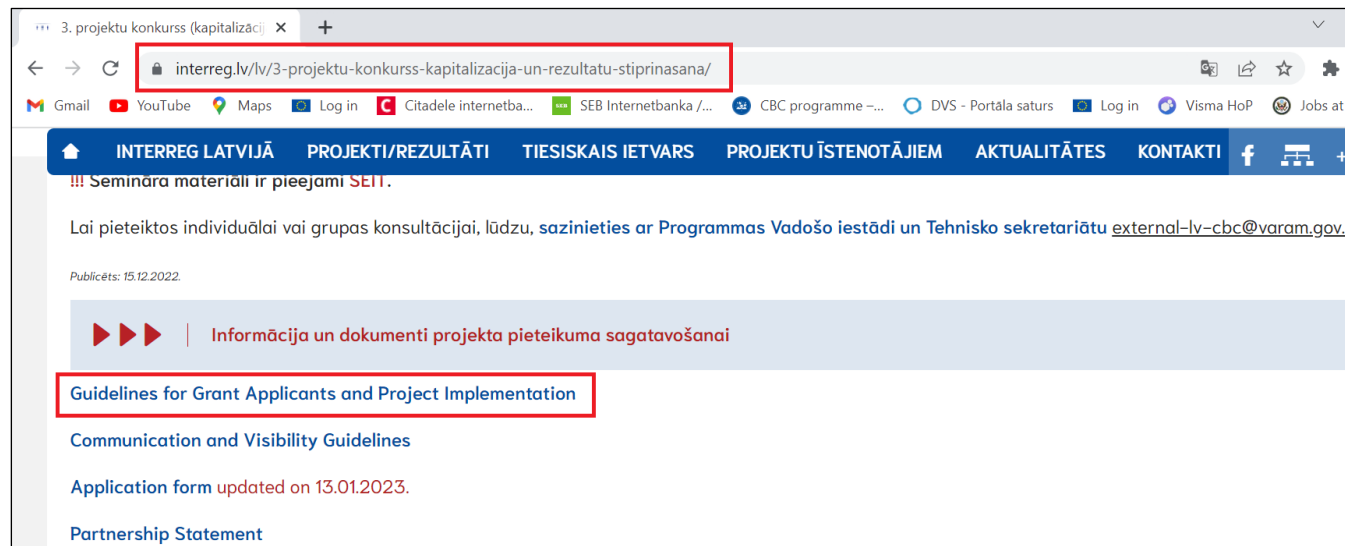
No	Activity planned in the application form	Date when the activity had been carried out	Planned implementation time of the activity	Short description of the implemented activity (target group, theme, number of participants, venue)	Delays, challenges (reasons, implications, status on procurement procedure or price comparison)	Deliverables (Please indicate the link where deliverables are stored or attach them to the email)
AP 1						

41

Reporting requirements and deadlines (Consolidated report)

Point 5.3.1. of the Guidelines:

- ✓ Reporting period – 7 months;
- ✓ One report in English; (one per each beneficiary and one consolidated)
- ✓ Project report – prerequisite for balance payment
- ✓ Submission deadline to the JTS – 3 months after the end of project implementation. (15 November -> 15 February 2024)



Avoid ineligible expenditures

- ▶ Please check if all activities planned are implemented or changes have been requested and approved by the MA (in case the activity is substituted or changed).
- ▶ Please make sure that expenditures made and to be included in report are planned and are reported under correct budget line (check, if necessary, budget lines are created).
- ▶ Please verify that activities to be reported correspond to activities approved in Application form.
- ▶ **In case of problems with implementation of activities, please contact your project manager of the JTS to seek for advice.**

NB! Changes in application form after the project deadline are not possible.

Before project deadline

- Expenditures in Report must be in line with planned budget amounts stated in Application form (budget headings per partner cannot be exceeded).
- All payments are made.

Derogations will result in ineligible expenditures and will not be approved.

- Adjustments or changes in activities must be requested immediately in case some activity cannot be implemented as planned and approved before.

Derogations in activities, output or result indicators may result in ineligible expenditures or financial corrections according to Section 5.3.6. of Guidelines.

What do the JTS/MA request from beneficiaries?

STEP 1 – two weeks before the end date of project implementation the JTS will provide lead beneficiary with:

- 1) individual Project report forms to be filled in by each beneficiary;
- 2) consolidated Project report form to be filled in by the lead beneficiary, summing up information of all beneficiaries' individual reports.

Lead beneficiary is further responsible for distribution of the documents among other project beneficiaries without delay.

What do the JTS/MA request from beneficiaries (II)?

STEP 2 – within 2 weeks after the end date of project implementation each beneficiary (including lead beneficiary):

- 1) prepares individual Project report in English using the relevant report form provided by the JTS. Instructions of filling the Project report form are provided in the form.
- 2) List of supporting documents to be attached for expenditure verification is available on the website Interreg.lv <https://www.interreg.lv/lv/3-projektu-konkurss-kapitalizacija-un-rezultatu-stiprinasana>.
- 3) The individual report together with supporting documents has to be sent for expenditure verification to the relevant public officer.

Following documents has to be submitted to the public officer (First Level Controller):

1. original individual report signed electronically as e-document;
2. original beneficiary's statement signed electronically as e-document;
3. supporting documents serving as evidence of expenditure submitted electronically.

What do the JTS/MA request from beneficiaries (III)?



STEP 3 – once verification of reported costs has been carried out and **confirmation of expenditure verification reports is received from the First Level Controller, beneficiaries send original of expenditure verification report to the lead beneficiary** for consolidation without any delay.

STEP 4 – **lead beneficiary includes information gathered from all individual reports into one consolidated Project report.**

Report template (general information)



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Managing Authority: Ministry of Environmental Protection and Regional Development
of Republic of Latvia

Cross-Border Cooperation Programme

2014 - 2020

FINAL REPORT

Number of report

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Project index

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any part of the report form and make changes to
the fields where information has to be provided. In
case report form is altered, it will be considered that
an incorrect report form has been submitted. It will
be requested to submit a correct form and until it is
done the report will not be approved.

Individual beneficiary reports have to be drafted in
English and sent to lead beneficiary to summarise
information in a consolidated report that is submitted
to the Joint Technical Secretariat electronically in MS
Excel format to the official e-mail of the Programme
latrus.cbc@var.gov.lv together with:

- scanned individual expenditure verification
reports in PDF format or as e-document if
signed with e-signature and
- scanned lead beneficiary confirmation in
PDF format or as e-document if signed with
e-signature.

Individual expenditure verification reports and
lead beneficiary confirmation have to be
submitted as originals together with consolidated
interim report to Joint Technical Secretariat:

By post (if individual expenditure
verification reports and lead beneficiary
confirmation is issued and signed in paper
version):
Latvia - Russia Programme Division,
Development Instruments Department,
The Ministry of Environmental Protection
and Regional Development of the Republic
of Latvia,
Pilsas street 26, Riga, LV-1094, Latvia

OR

Electronically to the official e-mail of the
Programme latrus.cbc@var.gov.lv if
individual expenditure verification reports
and lead beneficiary confirmation is issued
and signed as e-document.

Supporting documents may be submitted either by e-
mail, as paper copies or scanned copies in a data
center.

Legend:

Fields filled in automatically by formulae and links
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Input of information into the fields
Please where information must be filled in by
beneficiaries have limits for the maximum text that
can be provided. Please, respect the set limits.
Certain information will be automatically transferred
to the set fields of the report form when details
are entered in other fields. Formulae for automatic
calculations of e.g. budget information and financial
contributions have also been added to the relevant
fields. Fields containing pre-defined links and
formulae are marked in the application form (see

FINAL REPORT

1. Information on the implementation of the project activities

1.1. Summary of the project activities so far (Maximum 3000 characters)
Error! Please provide description!

1.2. Problems identified and measures taken to overcome them (Maximum 2000 characters)

Please, provide a brief overall summary of the
project activities and achievements during the
reporting period.

Provide information on the main activities that have
been carried out, measures taken for achievement of
outcomes of activities and, if relevant, evidence of
achievement of output indicator(s).

Describe overall progress in achievement of
project's overall and specific objectives.
Describe the overall cooperation within the
partnership.

Provide information about project's contribution to
Programme cross-cutting issues.

- Information about overall progress / issues / mitigation measures applied during implementation of project activities

Report template (activities – AP)

2.1. ACTIVITY PACKAGE 1			
Management and coordination			
2.1.1. Implementation of planned activities			
Error! Please provide correct description!			
Activity	Amount of activity		Deviations
	Planned	Currently reported	
Meetings of the Steering Committee	3		
Meetings of the Project Management Group	9		
Preparing reports	4		

< > I Title II General information III AP1 IV AP2 V AP3

Ready Accessibility Investigate

2. ACTIVITIES AND RESULTS			
2.2. ACTIVITY PACKAGE 2			
Information and visibility			
2.2.1. Implementation of planned activities			
Error! Please provide correct description!			
Activity	Amount of activity		Deviations
	Planned	Currently reported	
Installation of display panels and information boards on construction sites	6		
Development of roll-ups with project's and programme's information	3		
Publishing press releases on partners' web-pages	24		
Published posts	6		

2. ACTIVITIES AND RESULTS			
2.3. ACTIVITY PACKAGE 3			
Other reinforcement and capitalization activities			
2.3.1. Implementation of planned activities			
Error! Please provide correct description!			
Activity	Amount of activity		Deviations
	Planned	Currently reported	
Organizing press-visits to the construction sites	6		
Open Door day event	3		

Please, state the amount of activity that achieved within the current reporting period. Provide information and justify reasons deviations that have occurred. Explain deviations that affect the achievement of planned amount of activities.

- Quantitative information on achievements regarding the implementation of activities
- If any activity cannot be implemented in original format, changes must be requested during project implementation period to MA/JTS via official procedure

[illegible][illegible]

5. REPORTED COSTS			
5.1. Reported costs by budget headings			
Costs	Planned (EUR)	Currently reported (EUR)	Remaining (EUR)
1. Staff costs	0,00	0,00	0,00
2. Travel and accommodation costs	0,00	0,00	0,00
3. External expertise and service costs	0,00	0,00	0,00
4. Equipment costs	0,00	0,00	0,00
5. Infrastructure and works	0,00	0,00	0,00
6. Subtotal direct eligible costs of the project (1-5)	0,00	0,00	0,00
7. Retroactive and preparatory costs	0,00	0,00	0,00
8. Subtotal (6+7)	0,00	0,00	0,00
9. Office and administration costs	0,00	0,00	0,00
10. Revenue generated		0,00	
11. Interest generated		0,00	
12. Total eligible costs (8+9-10-11)	0,00	0,00	0,00
13. From Those programme	0,00	0,00	0,00

- **Information about expenditures incurred during project implementation period**
- **In case of potentially exceeded planned amounts under budget heading, changes must be requested during project implementation period to reallocate funding from other budget heading with savings**

Report template (IV) - Indicators

3. INDICATORS

3.1. Achievement of Programme output indicators

Output indicator	Planned	Previously reported	Current report	Cumulative
1.2. Number of institutions using Programme support for promoting local culture and preserving historical heritage	4	0		0

3.2. Description of achievement of Programme output indicators (including deviations) (Maximum 1000 characters)

Error Please provide description

3.3. Description of measures taken to achieve Programme result indicators (Maximum 1000 characters)

Error Please provide description

3.4. Achievement of Programme result indicators

Error Please provide description

Result indicator	Baseline value in 2014	Target value in 2023	Reported
1.2. New cross-border products and services based on local resources (Product/service)			

3.5. Description of achievement of Programme result indicators (including deviations) (Maximum 1000 characters)

Error Please provide description

State the amount of, within the current report, this information according to the "Indicator" of sheet "1".

Please, provide data have been carried out indicators as set in the project. In case of deviations, reasons for them.

To provide complete information please use: <https://www.comenius-europe.eu/clearance-webinars> according to every 0.

Explain whether the achievement of the indicators.

In case of progress indicators within the reported amount.

For each result indicator and target value and "Reported", please according to section "1.1. Results" of the.

To provide complete information please use: <https://www.comenius-europe.eu/clearance-webinars> according to every 0.

Please, provide data methodology applied for achievement of the application form implementation part information and just.

To provide complete information please use: <https://www.comenius-europe.eu/clearance-webinars> according to every 0.

- Information about achieved indicators and explanation how they were achieved
- Information regarding planned output indicator will be automatically visible
- Information regarding result indicators must be inserted manually
- Documentation substantiating achieved output and result values must be provided (lists of participants, certificates, questionnaires etc.)

One consolidated project report (I)

Lead beneficiary submits the documents to the JTS. The following documents shall be submitted:

1. Original documents as e-document signed by authorised person with secure electronic signature:

1.1. consolidated Project report signed by authorised person of the lead beneficiary;

1.2. expenditure verification reports (with checklist and, if applicable, on-spot report) of each project beneficiary involved in the project implementation including lead beneficiary signed by responsible public officer and authorized person of beneficiary;

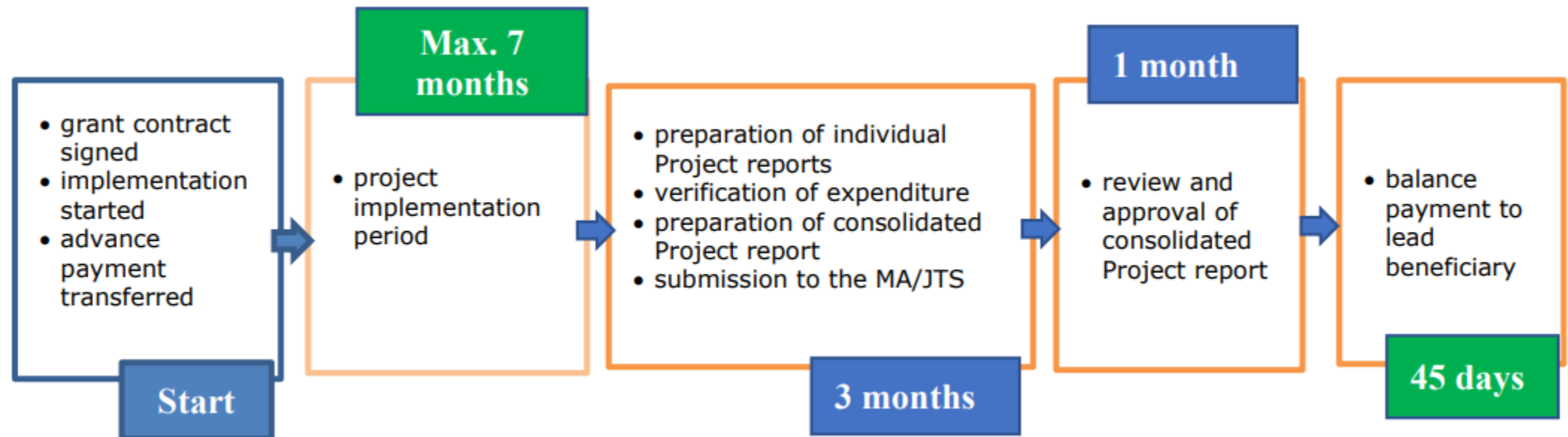
One consolidated project report (II)

1.3.lead beneficiary statement for consolidated Project report signed by authorized person (template available on the website Interreg.lv <https://www.interreg.lv/lv/3-projektukonkurss-kapitalizacija-un-rezultatu-stiprinasana>);

2. Annexes – copies of electronic documents serving as evidence of implementation of project activities (list of documents to be submitted with consolidated Project report is available on the website Interreg.lv <https://www.interreg.lv/lv/3-projektu-konkurss-kapitalizacija-unrezultatu-stiprinasana>).

Project end date: not later than **15 November 2023**
Project report submitted to the MA/JTS: **15 February 2024**

NB! **Initial pre-financing instalment** (after signing of the Grant contract)
Balance payment (upon completion and approval of Project report by the MA)





Project changes



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Natālija Kulakova
External programmes division
Representative of the JTS

General information about changes in the projects of the 3rd call for proposals



- ❖ Requirements about changes are indicated in section **5.2.4 CHANGES IN THE PROJECT** of the Guidelines for Grant Applicants and Project Implementation
- ❖ Changes should be submitted to JTS **by lead beneficiary**
- ❖ May not alter the project objectives
- ❖ Grant contract and application form can only be modified within the implementation period of the project
- ❖ maximum amount of the grant may not be increased neither in EUR nor in % of co-financing
- ❖ implementation activities must be completed **until 31 December 2023**

Types of changes

Project changes

```
graph TD; A[Project changes] --> B[Minor changes]; A --> C[Major changes];
```

Minor changes

Minor changes have a minor impact on the project implementation, project outputs and/or results.

- 1) not requiring formal approval by the JTS
- 2) to be communicated via Project report
- 3) requiring formal approval by MA/JTS

Major changes

- 1) approved by MA
- 2) prior to approval by MA and, where applicable, by JMC

1. Minor changes not requiring formal approval by MA/JTS

Notify JTS immediately about the change to the electronic mail of the Programme external-lv-cbc@varam.gov.lv and submit relevant documentation as evidence of the change, where required

1. Minor change of project partner data:

- ❖ change of contact details for lead beneficiary (LB) or beneficiary
- ❖ change of contact person for LB or beneficiary
- ❖ change of translation or title for LB or beneficiary, change of authorised representative for LB or beneficiary not affecting legal status or causing structural change (submit updated AF and relevant documents, e.g. updated partnerships statement)

2. Change of bank account of lead beneficiary (update original financial identification form)

1. Minor changes not requiring formal approval by MA/JTS

3. Minor adjustments in rescheduling the project activities in the time plan with no impact on overall implementation period of the project (no approval is required by the MA/JTS and no prior official notification to the JTS is required).

2. Minor changes communicated via Project report

Minor changes in activity package 1

Minor changes in AP 1 (e.g. change of activities, change of number of deliverables of project activities):

- ❖ In case additional financing is required for requested change and costs of related budget line have to be increased, communicate minor change via e-mail to JTS project manager and describe it via Project report
- ❖ In case no additional financing is required for requested change, no prior notification and approval by MA/ JTS is required. Describe such changes in the Project report.

Activity	Amount of activity	Description

NB! Changes may not have negative effect on objective of the AP 1 or project in general.

Change must be justified and where applicable principles of sound financial management must be met and total cost of respective budget heading must not be exceeded.

2. Minor changes communicated via Project report

Minor changes in project budget

Minor changes in project budget to be communicated via Project report:

- ❖ change between and in budget lines within the same budget heading (BH), in case budget planned for BH is not exceeded and changes relate to planned activities and planned budget items
- ❖ change of number of units or unit rate in a budget line

Applicant (Partner 1)		
Number of units	Unit rate (in EUR)	TOTAL Costs (in EUR)
		0,00
		0,00
		0,00
		0,00
		0,00

Total cost of respective BH must not be exceeded.

NB! Changes may not decrease quality of related project outputs and results.

3. Minor changes requiring formal approval by MA/JTS

Minor changes in AP 2 and 3, approval of activities to be implemented outside of the regions of Latvia indicated in the section 1.7. of the Guidelines

Minor changes in AP 2 and in AP 3 - follow procedure of approval of minor changes (official request for minor changes shall be submitted).

- ❖ changes in description of project activity from AP 2 or AP 3
- ❖ change of amount of activities listed in AP 2 or AP 3
- ❖ change of activity's implementation location from regions of Latvia indicated in the section 1.7. of the Guidelines to outside of the regions of Latvia indicated in the section 1.7. of the Guidelines

Activity	Amount of activity	Description

NB! Changes may not have negative effect on objective of the AP2 or AP 3 or project in general, must be strongly justified and principles of sound financial management must be met.

In case of changes related to communication and information minimum Programme communication requirements must be maintained.

3. Minor changes requiring formal approval by MA/JTS

Minor changes in project budget

Changes in the project budget - follow procedure of approval of minor changes (official request for minor changes shall be submitted)

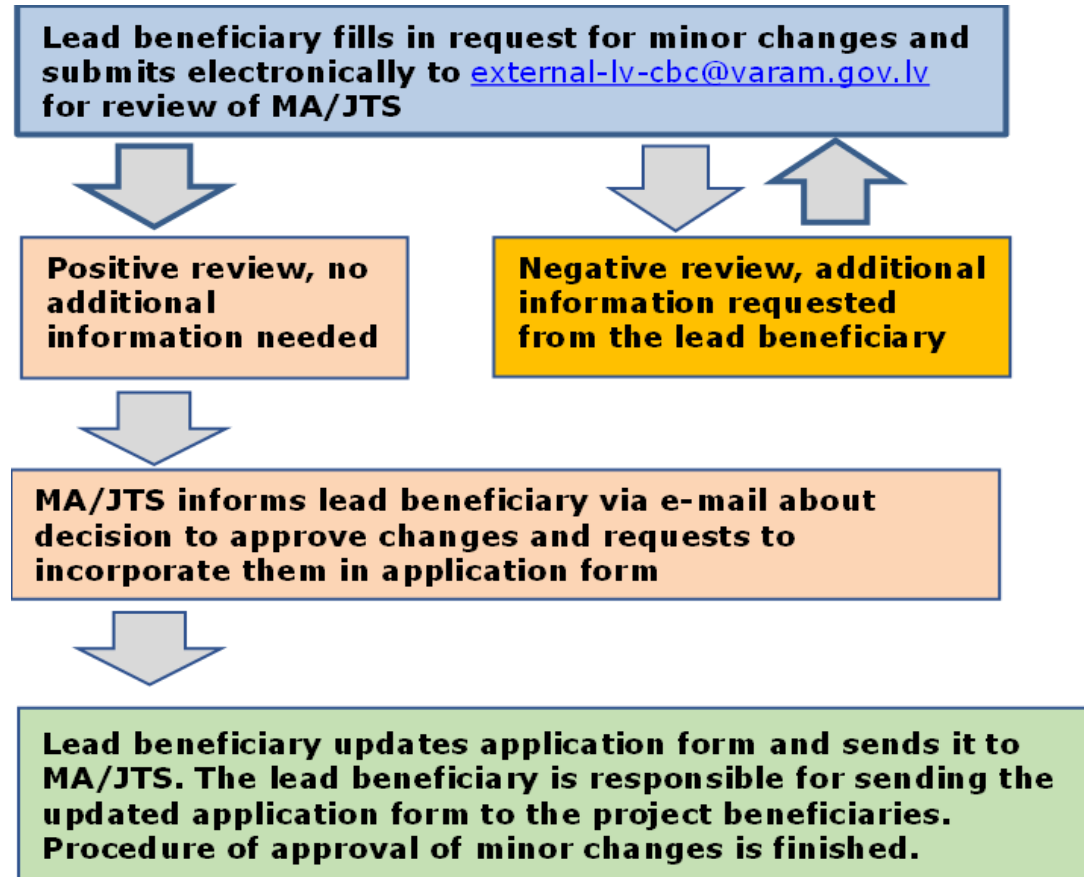
- ❖ transfers among budget headings involving a variation **of not more than 30%** of the planned amount of budget heading or of **not more than 1000 EUR** (in case variation is more than 30%)
- ❖ addition or deletion of a budget line **(in case if it is needed for implementation of the activity already planned in the project).**

NB! In case creation of the budget line relates to creation/deletion of activity listed in the activity package 2 or 3 and/or output, such changes submitted and approved following procedure of major changes.

NB! Changes may not decrease quality of related project outputs and results.

Need for changes strongly justified and principles of sound management are met.

General procedure of approval of minor changes by MA/JTS



NB! Minor changes that require approval by the MA/JTS are considered as approved only when the decision by the MA/JTS is issued via e-mail and updated AF is submitted by LB. After approval of requested changes Partnership agreement has to be changed accordingly (if relevant).

General procedure of approval of minor changes by MA/JTS

Request form for minor changes

NB! This template shall be used only for changes that need formal approval by the Joint Technical Secretariat further to provisions of Section 5.2.4.1 of Guidelines for Grant Applicants and Project Implementation for the 3rd call for proposals for capitalisation and result reinforcement

Request for minor changes No ____

No	Requested changes and justification	Initially planned and stated in the full application form
I. Minor changes in activity packages 2 to 3 and activities to be implemented outside of the regions of Latvia indicated in the section 1.7. of the Guidelines (delete if not relevant)		
1.1. Change of amount of activities listed in the relevant activity package (delete if not relevant)		
1.1.1.	<i>State the requested change and provide the following information:</i> 1) description of necessary changes, their purpose, if relevant – sources from which changes will be covered (activity package, budget line and budget heading), 2) justification for the requested change, 3) impact on achievement of the project objectives, how changes will influence project implementation, project objectives.	<i>(insert the information as stated in the last approved full application form)</i>

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Budget reallocation form for minor changes in project budget

Project number	LVIII-		
Project acronym			
Project lead beneficiary			
Budget heading	Total project budget (originally approved)	The new applied total budget change 1	Reallocation per budget line compared to the original budget %
1. Staff costs	0,00	0,00	#DIV/0!
2.Travel and accomodation costs	0,00	0,00	#DIV/0!
3. External expertise and service costs	0,00	0,00	#DIV/0!
4. Equipment costs	0,00	0,00	#DIV/0!
7. Preparatory costs	0,00	0,00	0,00%
9. Office and administration costs	0,00	0,00	#DIV/0!
TOTAL COSTS	0,00	0,00	

Document templates are available:

<https://www.interreg.lv/lv/3-projektu-konkurss-kapitalizacija-un-rezultatu-stiprinasana/>

Major changes (requiring formal approval by the MA)

❖ **Change in the partnership of the project:**

- ❖ project beneficiary withdraws and no other organization is joining the partnership to take over the planned activities and budget;
 - ❖ project beneficiary withdraws from the project and is replaced by another beneficiary (either new or existing) taking over implementation of relevant project activities and budget.
- 1) In case of change in the partnership of the project prior approval of the JMC is required.
 - 2) Project and project partnership eligibility criteria must be maintained (at least two beneficiaries from Latvia of whom at least one was a beneficiary of the project within the 1st or 2nd call for proposals or of the direct award project of the Programme).
 - 3) For new beneficiaries: a) partnership statement has to be submitted; b) documents in accordance with provisions of section 4.2.1. of Guidelines for Grant Applicants and Project Implementation have to be submitted.

Major changes

❖ **Legal changes (title, legal status, etc.) of the project beneficiary organisation occur**

- 1) In addition to submission of request for major changes, copy of the official document stating the structural or legal change must be submitted.
- 2) Eligibility criteria for the partnership must be observed.
- 3) JMC may make decision in case respecting of eligibility criteria for partnership is questioned.
- 4) Change of title of project beneficiary organisation which has no impact on its legal status is considered as minor change.

❖ **Prolongation of project implementation period – max. by 31 December 2023**

❖ **Change of VAT payer status of project beneficiary** - Partnership statement has to be submitted

Major changes

❖ Substantial changes in project activities:

- ❖ increase/decrease of expected project output/ result indicators
- ❖ creation of a new or a deletion of an existing project output and/or activity from AP 2 and AP 3

NB! Changes may not have negative effect on objective of the AP 2 or 3 or project in general. Change must be strongly justified. JMC may make decision in case changes may negatively affect achievement of the Programme output and result indicators or would be an exceptional case from the Programme requirements.

Activity	Amount of activity	Description

Major changes

❖ Changes in project budget:

- ❖ transfers among BHs involving a variation **of more than 30%** of the planned amounts in last approved AF **and of more than 1000 EUR** (both criteria have to meet, otherwise treated as minor changes) under each relevant budget heading for eligible costs;
- ❖ transfers among beneficiaries.
 - 1) Changes may not decrease quality of related outputs and results.
 - 2) Need for changes strongly justified and principles of sound management are met.
 - 3) In case of budget transfer among beneficiaries, partnership statements with relevant updates of involved beneficiaries' budgets shall be submitted (applies to beneficiaries who need to confirm availability of higher amount on own co-financing).

General procedure of approval of major changes by MA/JTS

1. LB fills in request for major change and sends with necessary supporting documents as e-doc to the official e-mail of the Programme: external-lv-cbc@varam.gov.lv.
2. The MA/JTS reviews request for major change and provides feedback to the LB.
3. Once there is sufficient information, the MA prepares decision about approval or rejection of major change.
4. In case of approval of major change, the LB sends the updated application form (AF) to official e-mail of the Programme. The LB is responsible for sending updated AF to the project beneficiaries.
5. If requested changes involve also change of the grant contract (GC), GC addendum is prepared, signed by the Head of the MA and sent to the LB for signing by authorised person.
6. Procedure of approval of major changes is finalized once decision is issued by the MA, AF is updated and the MA has received back addendum to the GC signed by the LB, if applicable.
7. After approval of requested changes Partnership agreement has to be changed accordingly (if relevant).

General procedure of approval of major changes by MA/JTS (2)

Request form for major changes

NB! This template shall be used only for changes that need formal approval by the Managing Authority further to provisions of Section 5.2.4.2 of Guidelines for Grant Applicants and Project Implementation for the 3rd call for proposals for capitalisation and result reinforcement

Request for major changes No ____

No	Requested changes and justification	Initially planned and stated in the full application form
I. Change in the partnership of the project (delete if not relevant)		
1.1. Project beneficiary withdraws and no other organization is joining the partnership to take over the planned activities and budget (delete if not relevant)		
1.1.1.	State the requested change and provide the following information: 1) justification for the requested change, describing the problem and reasons of withdrawal, 2) impact on achievement of the project objectives, how changes will influence project implementation, project objectives, outputs and results, specifically indicating project beneficiaries who will take over activities, if relevant, and how it will be ensured that the project objectives are not negatively affected.	(insert the information as stated in the last approved full application form, including information on activities and outputs that beneficiary is responsible for)

Budget reallocation form for major changes in project budget

Project number	LVIII-		
Project acronym			
Project lead beneficiary			
Budget heading	Total project budget (originally approved)	The new applied total budget change 1	Reallocation per budget line compared to the original budget %
1. Staff costs	0,00	0,00	#DIV/0!
2. Travel and accomodation costs	0,00	0,00	#DIV/0!
3. External expertise and service costs	0,00	0,00	#DIV/0!
4. Equipment costs	0,00	0,00	#DIV/0!
7. Preparatory costs	0,00	0,00	0,00%
9. Office and administration costs	0,00	0,00	#DIV/0!
TOTAL COSTS	0,00	0,00	

Document templates are available:

<https://www.interreg.lv/lv/3-projektu-konkurss-kapitalizacija-un-rezultatu-stiprinasana/>

MA/JTS recommends

1. to consult with the JTS and take its comments into account before planning any changes or submitting request for changes;
2. LB to request all beneficiaries about required changes before submitting consolidated request for changes to the MA/JTS;
3. regularly to read through the application form and check, if some changes are required, especially before the end of project implementation period, in order to avoid ineligible costs;
4. to fill in all requested fields of request for changes template and to provide sufficient clarification for required changes;
5. to provide request for changes in advance (one month before changes).



Financial Management



**Co-funded by
the European Union**

Natalja Meņailova
External programmes division
Representative of the JTS,
Dita Ķikule

PAYMENTS TO THE PROJECTS

- Payments made by the Managing Authority to the Lead Beneficiary are regulated by conditions of the Grant Contract of the project;
- Financing for Preparatory costs (Programme co-financing 1800 EUR) will be paid to the projects, who listed these costs in the application form, together with initial pre-financing;
- Payments made by the Lead Beneficiary to other Beneficiaries are regulated by conditions of the Partnerships Agreement.

Managing Authority will make payments just to the Lead Beneficiary!

PAYMENTS TO THE PROJECTS (2)

- ▶ Programme co-financing rate (grant) is 90%
- ▶ Initial pre-financing (in amount not exceeding 40% of the grant) – paid within 30 days once grant contract is signed and lead beneficiary has submitted to the MA a request for initial pre-financing
- ▶ Balance payment (paid within 45 days following the approval of the Project report and receipt of the request for balance payment)
- ▶ The amount paid to beneficiaries will not exceed amount of co-financing approved in the grant contract

Calculation of balance payment:

- ▶ Total reported eligible costs
- Minus**
- ▶ Total amount paid by Managing Authority
- ▶ Total reported interests and revenues
- ▶ Detected irregularities

Positive result:

- ▶ Remaining amount will be paid

Negative result:

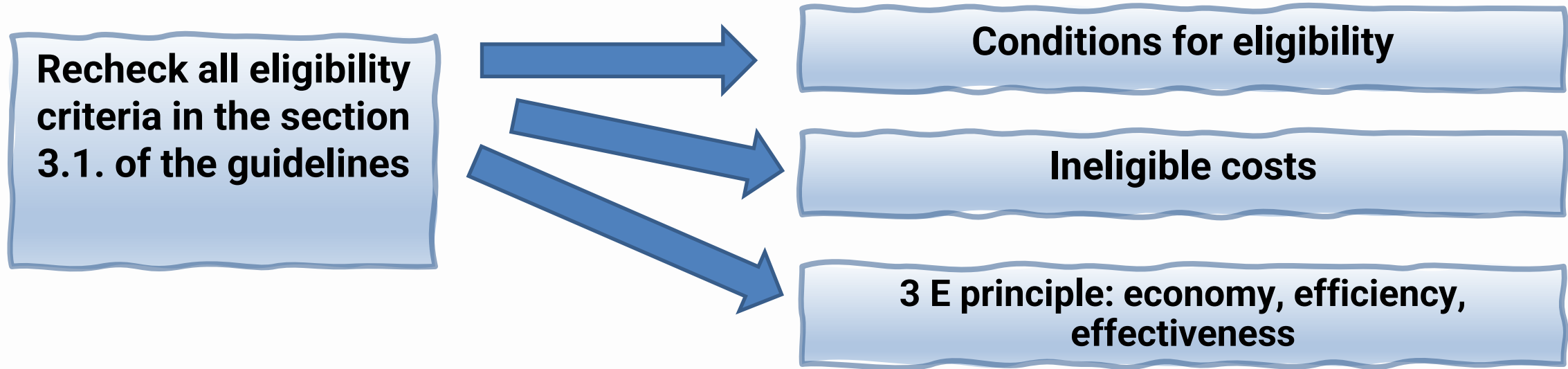
- ▶ Process of recovery will be started

NB! If total reported costs are less than initially planned, programme co-financing to be paid will be decreased accordingly!

PAYMENTS TO THE PROJECTS (3)

- Separate account for project or separate code for project in the common account of the organization should be opened;
- If already existing account is used, financial identification form can be signed just by authorised person of the organization and statement of account has to be submitted;
- If new account was opened, financial identification form has to be signed by bank.
- *Put in the invoices reference to account/code from which payment has to be made;*
- *Regular check of real payments: or all payments done from correct account/code.*

ELIGIBILITY OF COSTS – COMMON RULES



V

- Programme co-financing
- Own budget or state budget (but not any specific national programmes)

X

- Programme co-financing
- Funds from other EU funds

Double financing is not allowed!!!

ELIGIBILITY OF COSTS – ANTI-FRAUD POLICY

The Managing Authority of the Programme is zero-tolerant to fraud and corruption and supports transparent financial and operational management!!!

Fraud is:

- the use or presentation of false, incorrect or incomplete, statements or documents which has as its effect the misappropriation or wrongful retention of Programme co-financing parties' financial contributions;
- non-disclosure of information on violation of a specific obligation, with the same effect;
- the misuse of such funds for purposes other than those for which they are originally granted.



Contacts to inform about fraud:

- E-mail: external-lv-cbc@varam.gov.lv
- Address: Peldu street 25, Riga, LV-1494, Latvia

ELIGIBILITY OF COSTS – Budget heading 1 «Staff costs»



Section 3.2.1. of Guidelines

- Expenditure on staff costs consists of gross employment costs of staff employed by the Beneficiary organisation, which are engaged in the project activities;
- Staff member, who is working for the project and remunerated from staff costs, cannot conclude any service contracts that are financed within the same project;
- Lead beneficiary and beneficiaries are not allowed to sub-contract each other or employees of their organisations involved in project implementation in order to carry out project activities
- All payments to staff have to be supported by related documents (contracts, time-sheets, orders, etc.).
- If the Beneficiary's organisation does not have the necessary human resources to ensure implementation of project, these specialists can be employed on the basis of service contracts. In this case their costs have to be budgeted under the budget heading 3 "External expertise and service costs";

Example: Costs for project coordinator services

ELIGIBILITY OF COSTS – Budget heading 2 «Travel and accommodation costs»

Section 3.2.2. of Guidelines

- Travel and accommodation costs are costs of employees of the beneficiaries' organisations and other persons related to their participation in project meetings, seminars or events and supported by the documentary evidence for travel;
- Travel and accommodation costs of external experts and service providers must be included in respective service contracts and be reported under budget heading 3 "External expertise and services costs";
- Maximum rates for travel and subsistence costs of staff and other persons taking part in the project shall be respected, provided they exceed neither the costs normally paid by the beneficiary according to its rules and regulations (which are in accordance with national legislation) nor the rates published by the EC at the time of the mission;
- Costs for guests/target group/stakeholders are eligible in well justified cases
- NB! travel and accommodation costs related to activities outside of the regions of Latvia have to be indicated in the application form in the separate budget line, for **example: participation in the exhibition in EU member state X**
- Double-financing is not allowed: any travel costs covered by daily allowance cannot be eligible, for **example: if accommodation costs are covered by daily allowance such costs can not paid additionally**
- Do not forget about all supporting documents such as tickets, boarding passes, agendas etc.
- Check invoices and bills to avoid technical mistakes in payments, for **example: one invoice from the travel agency for two flights: one of them is related to the project, but another one - no**

ELIGIBILITY OF COSTS – Budget heading 3 «External expertise and services costs»

Section 3.2.3. of Guidelines

- ▶ Costs of an external service provider, an expert or consultant provided by a public or private body or a natural person who is not employed in the project have to be reported and includes also such costs as financial management, legal consultation (overheads);
- ▶ Work by external experts and service providers must be essential to the project and specified in the application form;
- ▶ In well justified cases travel and accommodation costs for external experts, speakers, chairpersons and other participants of meetings and events, and service providers can be eligible within BH3;
- ▶ Organisation is responsible for ensuring applicable public procurement rules will be respected for these costs;

Do not forget to keep all procurement documentation and outputs of the work of external experts or service deliverables

- ▶ It is not allowed to subcontract other project beneficiary organisations or employees of other beneficiary organisations, who already work for the project based on an employment contract;
- ▶ Costs of renting rooms owned by the project beneficiary, who organizes project events, are not eligible.

ELIGIBILITY OF COSTS – Budget heading 4 «Equipment costs»

Section 3.2.4. of Guidelines

- Purchase or rent of equipment is eligible under budget heading 4 “Equipment costs” only in case such equipment is necessary for reaching project results, equipment is listed in the application form and beneficiaries guarantee their durability;
- Double financing is not allowed - equipment has not been supported from any EU funds or by other international, national, regional and/or local funds;
- Organisation is responsible for ensuring applicable public procurement rules will be respected for these costs;

Do not forget to keep all procurement documentation and proof of delivery

- Equipment cannot be purchased or rented from another project beneficiary.

ELIGIBILITY OF COSTS – Budget heading 9 «Office and administration costs»

Section 3.2.7. of Guidelines

- ▶ Office and administration costs cover running costs and administrative expenses of the beneficiary organisation implementing project activities such as office rent, utilities, organisation of internal meetings, bank charges for opening and administering the account (where the implementation of an project requires a separate account to be opened);
- ▶ Calculated as flat-rate up to 7% of eligible direct costs, excluding preparatory costs;
- ▶ If lower proportion is indicated in the application form, it has to be used for report.

ELIGIBILITY OF COSTS – THINGS TO REMEMBER

Do not forget to keep all documents, including financial documents related to the project and proving made payments (reports, supporting documents, accounts and accounting documents, documents related to the procurements and any other relevant documentation) **5 years from the date of balance payment from the European Commission to the Programme** (the Managing Authority will inform the lead beneficiary about this date)

•Do not confuse with balance payment to the project!



- **!** Project results should be aimed at public use;
- The ownership, title, intellectual and industrial property rights to the project results, reports etc. shall be vested in (belong to) the lead beneficiary, beneficiaries or final recipients. Prior approval of MA needed in case of transfer of ownership rights (within five years after closure of the project)

Valsts budžeta līdzfinansējums 5% apmērā

Nosaka:

Ministru kabineta

2015.gada 22.aprīļa noteikumi Nr.200

"Valsts budžeta līdzekļu piešķiršanas kārtība Eiropas Strukturālo un investīciju fondu mērķa "Eiropas teritoriālā sadarbība" programmu finansējuma saņēmējiem no Latvijas"

Valsts budžeta līdzekļu saņēmēji

- 1) Pašvaldības un to izveidotās iestādes;
- 2) Valsts kapitālsabiedrības, kas pilda valsts deleģētās funkcijas*;
- 3) Pašvaldību kapitālsabiedrības, kas pilda pašvaldības deleģētās funkcijas;
- 4) Biedrības un nodibinājumi.

Valsts budžeta līdzfinansējuma piešķiršanas un maksāšanas kārtība (1)

- Projekta vadošajam partnerim pēc Finansēšanas līguma noslēgšanas, pārējiem projekta partneriem pēc Partnerības līguma noslēgšanas, **3 mēnešu laikā** VARAM jāiesniedz:
 - **pieteikums** par valsts budžeta līdzekļu pieprasījumu (MK noteikumu Nr.200 pielikums);
 - **apliecinājums** par pretendenta maksātspēju, finanšu stabilitāti, nodokļu saistību izpildi un sniegtās informācijas patiesumu;

Valsts budžeta līdzfinansējuma piešķiršanas un maksāšanas kārtība (2)



- **1 mēneša laikā** pēc pieteikuma saņemšanas VARAM pieņem lēmumu par valsts budžeta līdzekļu piešķiršanu/nepiešķiršanu;
- Starp VARAM un valsts budžeta finansējuma saņēmēju tiks parakstīts līgums;
- **5 darba dienu** laikā pēc līguma noslēgšanas VARAM avansā pārskaita uz finansējuma saņēmēja norēķinu kontu valsts budžeta līdzekļus 90% apmērā no piešķirtās summas;
- Atlikušos 10 % pārskaita uz finansējuma saņēmēja kontu, kad saņemts finanšu kontroles pozitīvs gala atzinums par projektam piešķirto līdzekļu izlietojumu.



Procurements in projects

for beneficiaries of the 3rd call for proposals for capitalisation and result reinforcement



**Co-funded by
the European Union**

Oksana Stepanova and Evita Zemnicka
Financial control authority



Iepirkumu plāni un pirmspārbaudes

IUD PUN iepirkumu speciāliste
Oksana Stepanova

Iepirkumu priekšmets

PRECES	PAKALPOJUMI
Mēbeles (galdi, krēsli)	Radošās darbnīcas
Datori (ar programmatūru)	Gadatirgi / festivāli
Informatīvie stendi	Izglītošanas / sporta pasākumi
Apgaismojuma ierīces	Video sižeti / klipi
Apmeklētāju skaitītāji	Konferences / atklāšanas svētki
<i>Noma</i>	<i>Ekspozīciju veidošana</i>



Projektu īstenošanas termiņi
Kvalitatīva plānošana
Līguma veids (paredzamā līgumcena)

Iepirkumu plāni

Iepirkuma plāna mērķis - noteikt projekta iepirkumu risku, lai atlasītu iepirkumus pirmspārbaudei

Projekta iepirkumu plānu FS iesniedz FKl 10 d/d laikā pēc finansēšanas līguma noslēgšanas (MK noteikumu Nr.124 pielikums)

FS projekta **iepirkumu plānu aktualizē** un iesniedz FKl **10 d/d laikā no dienas, kad** radusies nepieciešamība veikt izmaiņas iepirkumu plānā

FKl iepirkumu plānus nesaskaņo!
Svarīgi: summas + iepirkuma metode



FKl vēstules un pielikuma paraugs

Vides aizsardzības un reģionālās attīstības ministrijai

pasts@varam.gov.lv

Par iepirkumu plānu

Pamatojoties uz Ministru kabineta 2015. gada 10. marta noteikumiem Nr.124 „Eiropas Strukturālo un investīciju fondu mērķa "Eiropas teritoriālā sadarbība" programmu finansēto projektu finanšu kontroles veikšanas kārtība”, **FINANSĒJUMA SAŅĒMĒJS** iesniedz Finanšu kontroles institūcijai Latvijas-Krievijas pārrobežu sadarbības programmas projekta Nr. **XXX “NOSAUKUMS” (AKRONĪMS)** Iepirkumu plānu.

Pielikumā: projekta Nr. **XXX** Iepirkuma plāns uz **x** lapām.

Pielikums
Ministru kabineta
2015.gada 10.marta
noteikumiem Nr.124

Iepirkumu plāns

Projekta nosaukums	
Projekta identifikācijas numurs	
Latvijas finansējuma saņēmējs	

Nr. p. k.	Iepirkuma līguma priekšmets ¹	Atsauce uz projekta darbību	Atsauce uz izmaksu pozīcijas numuru	Paredzamā līgumcena ²	Tiesiskais regulējums ³	Plānotā iepirkuma procedūra/ iepirkums ⁴	Iepirkuma procedūras izsludināšanas termiņš

Atbildīgā amatpersona

(vārds, uzvārds, paraksts)

Iepirkumu pirmspārbaudes



Instruments, lai **savlaicīgi** novērstu pārkāpumus Finansējuma saņēmēju rīkotajās iepirkumu procedūrās pirms iepirkuma līgumu noslēgšanas, tādējādi mazinot neatbilstoši veikto izdevumu risku



Mērķis – palīdzēt FS novērst jebkādas iespējamās neatbilstības, lai **izvairītos** no **finanšu korekciju** piemērošanas



Pirmspārbažu veikšanu **nosaka** MKN 124 «Eiropas Strukturālo un investīciju fondu mērķa «Eiropas teritoriālā sadarbība» programmu finansēto projektu finanšu kontroles veikšanas kārtība» 5.1.punkts un II.daļa

Iepirkumu pirmspārbaudes (posmi)

**Dokumentācijas
pirmspārbaude**



No
iepirkuma izsludināšanas
līdz
piedāvājumu
iesniegšanas termiņa
beigām

**Norises
pirmspārbaude**



No
piedāvājumu atvēršanas
līdz
lēmuma par iepirkuma
rezultātiem pieņemšanai

FKI informēšana par iepirkumu uz pirmspārbaudi

**Dokumentācijas
pirmspārbaude**



Uzreiz pēc
iepirkuma izsludināšanas

**Norises
pirmspārbaude**



Uzreiz pēc
lēmuma pieņemšanas par
iepirkuma rezultātiem

Iesniedzamie dokumenti pirmspārbaudei

Dokumentācijas pirmspārbaude



Nolikums un tā pielikumi
Tirgus izpētes dokumentācija

Norises pirmspārbaude



Rīkojums par komisijas izveidi (ar
grozījumiem)
Iepirkuma dokumentācijas (t.sk. TS)
sagatavotāju, iepirkuma komisijas
locekļu, sekretāra un ekspertu (ja
attiecināms) **apliecinājumi**
Komisijas sanāksmju **protokoli** (ar
pielikumiem: sarakste ar
pretendentiem u.c.)
Visu pretendentu **piedāvājumi**
Ekspertu atzinumi u.c.

Iepirkumu dokumentācijas iesniegšanas veidi pirmspārbaudei

**Oficiālā vēstule/e-pasts
uz**
pasts@varam.gov.lv



Norādot
linku uz **mākoņserveri**
(*piem., failiem.lv*)

e-pasts
projekta uzraugam
+
***Pārliecināties, ka info
saņemta!***



Norādot
pieeju un paroli
EIS FTP serverī
+
***Pārliecināties, ka info
saņemta!***

Rezultāts par FKI veikto pirmspārbaudi

FKI sniedz Finansējuma saņēmējam **ATZINUMU** par iepirkuma dokumentācijas vai norises pirmspārbaudi

20 dd laikā pēc:

iepirkumu pirmspārbaudes veikšanas

vai

iepirkumu pirmspārbaudes gala lēmuma pieņemšanai nepieciešamo dokumentu / informācijas saņemšanas

Pirmspārbaužu ATZINUMU veidi

Pozitīvs atzinums

- nav konstatēti pārkāpumi vai
- konstatētie pārkāpumi nav būtiski un nevar ietekmēt lēmumu par līguma slēgšanas tiesību piešķiršanu

Atzinums ar iebildumiem

- ir konstatēti pārkāpumi, bet tos ir iespējams novērst iepirkuma procedūras laikā
 - *Dokumentācijas* pirmspārbaude - ja nav iestājies piedāvājumu/pieteikumu iesniegšanas termiņš
 - *Norises* pirmspārbaude - ja nav noslēgts iepirkuma līgums

Negatīvs atzinums

- ir konstatēti tādi pārkāpumi, kurus nav iespējams novērst uzsāktās iepirkuma procedūras laikā un kuri var ietekmēt lēmumu par iepirkuma tiesību piešķiršanu
 - *Dokumentācijas* pirmspārbaude - ja dokumentācija netiek grozīta un ir iestājies piedāvājumu/pieteikumu iesniegšanas termiņš vai plānotie grozījumi ir tik būtiski, ka to rezultātā mainītos piegādātāju loks
 - *Norises* pirmspārbaude - ja pārkāpumi piedāvājumu/pieteikumu vērtēšanā netiek novērsti un tiek noslēgts iepirkuma līgums

FS rīcība pēc ATZINUMA saņemšanas par pirmspārbaudi

Pozitīvs atzinums

- *Dokumentācijas* pirmspārbaude – turpināt iepirkumu, vērt piedāvājumus
- *Norises* pirmspārbaude – turpināt iepirkumu, slēgt līgumu

Atzinums ar iebildumiem

- **20 darbdienų laikā** pēc atzinuma saņemšanas sagatavo un iesniedz FKI rakstisku informāciju par iepirkumā konstatēto pārkāpumu novēršanu:
 - *Dokumentācijas* pirmspārbaude – grozījumi iepirkuma dokumentos, piedāvājumu iesniegšanas termiņa pagarināšana
 - *Norises* pirmspārbaude – piedāvājumu pārvērtēšana, atkārtotā lēmuma pieņemšana
- **20 darbdienų laikā** - atkārtotā atzinuma saņemšana no FKI:
 - pozitīvs – trūkumi ir novērsti
 - negatīvs – trūkumi nav novērsti

Negatīvs atzinums

- Pārtraukt iepirkumu
- Turpināt iepirkumu, rēķinoties ar šī iepirkuma rezultātā noslēgtā līguma izmaksu (pilnīgu vai daļējo) neattiecināšanu no projekta līdzekļiem

Iespējamās sekas – finanšu korekcijas

Eiropas Komisijas 14.05.2019. lēmums C(2019) 3452

Pamatnostādnes tādu finanšu korekciju noteikšanai, kuras publiskā iepirkuma noteikumu neievērošanas gadījumā veic attiecībā uz izdevumiem, ko finansē Savienība

https://www.interreg.lv/images/userfiles/GL_corrections_pp_irregularities_annex_LV.pdf

[https://www.interreg.lv/images/userfiles/GL_corrections_pp_irregularities_annex_EN\(1\).pdf](https://www.interreg.lv/images/userfiles/GL_corrections_pp_irregularities_annex_EN(1).pdf)

Iespējamie finanšu korekciju apjomi:

- ✓ noteiktā summa (EUR)
- ✓ korekcijas apjoms (5%, 10%, 25%, 100% no līguma vērtības)

Konsultācijas publisko iepirkumu jomā



Iepirkumu uzraudzības biroja (IUB) viena no darbības jomām - nodrošināt metodisko palīdzību pasūtītājiem, sabiedrisko pakalpojumu sniedzējiem, piegādātājiem



IUB tīmekļa vietnē <https://www.iub.gov.lv/lv/iepirkuma-celvedis> pieejami IUB skaidrojumi publisko iepirkumu jomā



Neskaidru vai sarežģītu jautājumu gadījumā aicinām rakstveidā sazināties ar IUB **Tiesību aktu piemērošanas departamenta** darbiniekiem un **IUB sniegto skaidrojumu pievienot partnera pārskatam**



Iepirkumu plānošanas principi

IUD PUN iepirkumu speciāliste
Evita Zemnicka

Iepirkumu plāna mērķis – noteikt projekta iepirkumu risku, lai atlasītu iepirkumus pirmspārbaudei.

FS sagatavojot iepirkumu plānu jāpārlicinās:

- ✓ ka norādītajai paredzamajai līgumcenai izvēlēta atbilstoša iepirkuma metode
- ✓ līguma priekšmetu un iepirkumu uzskaitījums neliecina par iespējamu iepirkuma sadalīšanu daļās vai nepamatotu apvienošanu
- ✓ norādītie iepirkumi atbilst projekta nosacījumiem.

Iepirkumu plānā pie paredzamās līgumcenas sadaļā norādīt arī iestādes kopējo paredzamo iepirkuma priekšmeta līgumcenu!

Biežāk pieļautās kļūdas iepirkumu plānošanā



Svarīgi ir pareizi kvalificēt pakalpojumus (2.pielikums)

Ja iepirkums nav veikts, jo iepirkuma priekšmets atbilst 2.pielikumam un tas nesasniedz robežvērtības (42 000,00 vai 750 000 EUR) - jā saglabā liecības par piemēroto 2.pielikuma CPV kodu un jā iesniedz tirgus izpētes dokumenti



Nepamatota sadalīšana

Netiek vienā iepirkumā apvienotas līdzīgas preces / pakalpojumi. Piemēram, Projekta budžetā dažādās pozīcijās ir paredzēts aprīkojums (piemēram galdi, krēsli, plaukti), kas tiek iepirkts ar vairākām cenu aptaujām, nevis vienā iepirkumā, ņemot vērā visas Projekta, iestādes un citu FS īstenoto projektu vajadzības.

Līdzīgas piegādes = līdzīgs preču pielietojums un piegādātāju loks.



Nepamatoti apvienoti dažādi iepirkuma priekšmeti vienā iepirkumā

Visbiežāk kļūda rodas neizvērtējot, vai Projekta budžeta vienā pozīcijā nav iekļauti atšķirīgi iepirkuma priekšmeti. Piemēram, budžeta pozīcijā «darbnīcas aprīkošana» var būt iekļauts aprīkojums, kas nav vienots iepirkuma priekšmets (biroja mēbeles un specifiski darba instrumenti)

Biežāk pieļautās kļūdas iepirkumu plānošanā



Netiek ņemtas vērā iestādes kopējās vajadzības!

Paredzamo līgumcenu nosaka kopumā pasūtītāja līmenī, neizdalot finansējuma avotu. Kopā jāplāno projekta, iestādes un citu projektu vajadzības. Projekta iepirkumi ir iestādes kopējā iepirkuma plāna sastāvdaļa.

Sagatavojot Projekta iepirkuma plānu ir jānosaka vai Finansējuma saņēmējs iestādes vajadzībām plāno iepirkt līdzīgas preces / pakalpojumus, vai līdzīgas preces pakalpojumi paredzēti citos Finansējuma saņēmēja īstenotos projektos.

Līdzīgas preces / pakalpojumus iepērk kopā vienā iepirkumā. Izvērtē vai iepirkumu nav nepieciešams dalīt daļās.

Iepirkuma plānā pie paredzamās līgumcenā sadaļā IR JĀNORĀDA iestādes kopējo paredzamo iepirkuma priekšmeta līgumcenu!

Iepirkumu plānošanā **jāņem vērā visas projekta vajadzības** un **jāsaskaņo tās ar iestādes vajadzībām**.

Izņēmumi:

- ja iestādē tiek veikti regulāri iepirkumi (piemēram, katru gadu jauns iestādes kopējais iepirkums par tūrisma operatoru pakalpojumiem)
- ja ir objektīvi un pamatoti iemesli, kādēļ nevar nopirkt kopā (ļoti individuāli specifiski gadījumi)

Iepirkumu plāna grozījumi – KAD JĀVEIC?

Jāveic grozījumi

- Projektā jauna aktivitāte, kuras nodrošināšanai nepieciešams slēgt piegādes, pakalpojuma vai būvdarbu līgumu;
- Izmaiņas iepirkuma plānotajā līgumcenā, kuru dēļ mainās iepirkuma procedūra;
- Izmaiņas iepirkuma procedūru (*atklāts konkurss*) paredzamajā līgumcenā;
- Izmaiņas plānotajā iepirkuma veikšanas laikā, ja tas maina piemērojamo iepirkuma procedūru;
- Izmaiņas iepirkuma priekšmetā.

Grozījumi nav jāveic

- Izmaiņu rezultātā nemainās iepirkuma plānotā procedūra;
- Izmaiņas iepirkumu izsludināšanas termiņos;
- Cenu aptauju paredzamo līgumcenu izmaiņas;
- Faktiski noslēgts līgums citā periodā vai par atšķirīgu līgumcenu.

Tirgus izpēte, cenu aptauja

Tirgus izpēte

(līgumcenas priekšizpēte)

Tiek veikta, lai noteiktu paredzamo līgumcenu, un izvēlētos atbilstošu iepirkuma veidu un piemērojamo procedūru. Veicot tirgus izpēti var izpētīt potenciālo piegādātāju loku (piemēram, vai nav nepieciešams dalīt iepirkumu daļās)

Cenu aptauja

Veic, lai izvēlētos piegādātāju ar ko slēgt līgumu, ja paredzamā līgumcena nesasniedz sliekšni, no kura pasūtītājam iestājas pienākums piemērot publisko iepirkumu jomas regulējumu

Tirgus izpētes un cenu aptauju veikšanas veidi

Rakstiski, telefoniski, aptauja klātienē, potenciālo piegādātāju vai pakalpojumu sniedzēju tīmekļu vietu izpēte, brošūru vai bukletu un katalogu izpēte, ekspertu atzinums par iespējamajām izmaksām, paša pasūtītāja uzkrātā informācija un pieredze (jomās, kurās pasūtītājs iepirkuma līgumus slēdz regulāri), citu pasūtītāju noslēgto līdzīgu piegāžu vai pakalpojumu līgumu izmaksu izpēte

Tirgus izpēte, cenu aptauja

Finansējuma saņēmējam ir pienākums dokumentēt tirgus izpēti / cenu aptauju, pieļaujamās ir dažādas **formas:** sarakstes ar piegādātājiem izdrukas, dokumentēta telefonaptauja, izdrukas no tīmekļa vietnes, brošūras, bukleti, katalogi, eksperta atzinums, pasūtītāja pieredze, darbinieku ziņojumi, dokumentēta apspriede ar piegādātājiem

Rekomendējam tirgus izpēti veikt **rakstiskā formā** (*sagatavot noteikumus piedāvājumu iesniegšanai, kvalifikācijas prasības, tehnisko specifikāciju, izvēles kritērijus, līguma izpildes pamatnoteikumus, u.c. prasības*), saglabāt sarakstes izdrukas, iesniegtos piedāvājumus, ziņojumu par piegādātāja izvēli

Programma nenosaka specifiskus noteikumus cenu aptaujai, tomēr ir jābūt pamatojumam līguma slēgšanas tiesību piešķiršanai konkrētam piegādātājam arī zemsliedzīga līgumam.

Finansējuma saņēmējam, veicot cenu aptaujas jāpārlicinās:

- ✓ vai cenu aptaujas laikā ir aptaujāti piegādātāji, kas darbojas attiecīgajā jomā (kā notika potenciālo piegādātāju izvēle)
- ✓ vai tehniskās specifikācijas nav ierobežojošas (nav sagatavotas atbilstoši konkrēta ražotāja precei)
- ✓ vai ir ievērota vienlīdzīga attieksme pret piegādātājiem
- ✓ vai pasūtītājs nav atkāpies no izvirzītajām prasībām kāda piegādātāja interesēs

MK noteikumi Nr.104

Finansējuma saņēmēji, kas nav pasūtītājs (PIL izpratnē) vai sabiedrisko pakalpojumu sniedzēji, piemēram, **biedrības vai SIA**, iepirkumus veic saskaņā ar Ministru kabineta 28.04.2017. **noteikumiem Nr.104** *Noteikumi par iepirkuma procedūru un tās piemērošanas kārtību pasūtītāja finansētiem projektiem*

Iepirkums veicams, ja piegādes vai pakalpojumu paredzamā līgumcena ir vienāda vai lielāka par 70 000 EUR vai būvdarbu paredzamā līgumcena ir vienāda vai lielāka par 170 000 EUR:

- ✓ sagatavo iepirkuma priekšmeta aprakstu
- ✓ publicē paziņojumu *Par finansējuma saņēmēja iepirkuma procedūru* IUB

Iepirkuma procedūru var neveikt:

- ✓ piegādes vai pakalpojumu paredzamā līgumcena ir mazāka par 70 000 EUR vai būvdarbu paredzamā līgumcena ir mazāka par 170 000 EUR - **veicama cenu aptauja**
- ✓ iepirkuma līgumu slēdz ar tādu piegādātāju, kam saskaņā ar ārējiem normatīvajiem aktiem ir izņēmuma tiesība sniegt attiecīgo pakalpojumu
- ✓ tehnisku vai māksliniecisku iemeslu dēļ vai tādu iemeslu dēļ, kuri ir saistīti ar izņēmuma tiesību aizsardzību, iepirkuma līgumu var noslēgt tikai ar konkrēto piegādātāju

Visos gadījumos jāparaksta apliecinājums, ka neatrodas interešu konfliktā ar izraudzīto piegādātāju (MK noteikumu Nr.104 1.pielikums)



**Lai noteiktu paredzamo līgumcenu
ir veicama tirgus izpēte**

IUB skaidrojumi paredzamās līgumcenas noteikšanai un tirgus izpētes veikšanai

Paredzamās līgumcenas noteikšanas pamatprincipi, lai uzvēlētos atbilstošu iepirkuma procedūru

Skaidrojuma pielikums –
Kontroljautājumi pasūtītājam, lai
izvairītos no iepirkumu nepamatotas
sadalīšanas

Skaidrojums pieejams:
<https://www.iub.gov.lv/lv/skaidrojums-paredzamas-ligumcenas-noteikšanas-pamatprincipi>

Paziņojums par apspriedi ar
piegādātājiem

Video lekcija Iepirkumu plānošana –
kļūdas un ieteikumi

Podkāsts Būtiskākie aspekti un riski
iepirkuma plānošanā

Pieejami:
<https://www.iub.gov.lv/lv/vadlinijas-skaidrojumi-un-metodikas>



Projekta ietvaros veikto iepirkumu līgumu izpildes pārbaudes

IUD PUN iepirkumu speciāliste
Evita Zemnicka

FKI iesniedzamie dokumenti kopā ar pārskatu

Pakalpojumi un piegādes

- 1 Iepirkuma līgums ar pielikumiem.
- 2 Grozījumi iepirkuma līgumā ar izmaiņu pamatojumu un klasifikāciju atbilstoši Publisko iepirkumu likumam un līgumam.
- 3 Rēķini, pieņemšanas - nodošanas akti, pavadzīmes.
- 4 Līgumā un/vai tehniskajā specifikācijā noteiktie nodevumi.
- 5 Līgumā paredzētos nodrošinājumus: saistību izpildes nodrošinājums, avansa nodrošinājums, visu risku apdrošināšana, garantijas laika nodrošinājums (t.sk. apdrošināšanas prēmijas apmaksas dokuments).
- 6 Iesniegums par apakšuzņēmēju un/vai speciālistu nomaiņas saskaņošanu, atbilstoši kvalifikācijas dokumenti, kā arī pasūtītāja saskaņojums.
- 7 Iesniegums par jauna apakšuzņēmēja piesaisti līguma izpildē un pasūtītāja saskaņojums.

Pārkāpumi publisko iepirkumu jomā

Pārkāpumu klasifikators

Pārkāpuma konstatēšanas gadījumā FKI finanšu korekcijas apjomu nosaka saskaņā ar **Pamatnostādnēm tādu finanšu korekciju noteikšanai, kuras publiskā iepirkuma noteikumu neievērošanas gadījumā veic attiecībā uz izdevumiem, ko finansē Savienība (EK 14.05.2019. lēmums C(2019) 3452).**

[https://www.interreg.lv/images/userfiles/GL_corrections_pp_irregularities_annex_EN\(1\).pdf](https://www.interreg.lv/images/userfiles/GL_corrections_pp_irregularities_annex_EN(1).pdf)

Finanšu korekcijas apmēru nosaka atbilstoši Pamatnostādņu 2.punktā noteiktajām likmēm vai konkrētā apjomā pārkāpumiem, kuru finansiālo ietekmi iespējams precīzi skaitliski izmērīt.

Pārkāpumu veidi

Iepirkuma dokumentācijā - Līguma paziņojums un iepirkuma procedūras specifikācijas.

Iepirkuma norise - Piedāvājumu vērtēšana.

Līguma izpilde - Līguma īstenošana.

Biežāk sastopamās nepilnības iepirkuma līguma saturā

Līgums nesatur noteikumus, kuri tajā jāiekļauj saskaņā ar publisko iepirkumu regulējošo normatīvo aktu noteikumiem (t.sk., atkāpšanās no līguma sankciju dēļ, apakšuzņēmēju speciālistu nomaiņas kārtība, Ministru kabineta instrukcija Nr.3 «*Ārvalstu finanšu instrumentu finansētu civiltiesisku līgumu izstrādes un slēgšanas instrukcija valsts tiešās pārvaldes iestādēs*», ja attiecināms)

Noslēgtajam līgumam ir jāatbilst līguma projektam un iepirkuma dokumentācijai. Pasūtītājam savlaicīgi jāpārliedz, ka nav pretrunu līguma noteikumos

Līguma noteikumi, kas nav nepieciešami konkrētajā gadījumā (nav faktiskajai situācijai pielāgota standartveidne) – tomēr izpildes laikā nākas ievērot!

Nav atrunāti gadījumi, kad iespējams veikt grozījumus, grozījumu veikšanas procedūras kārtība

Iepirkuma priekšmetam nesamērīgas prasības saistību izpildes, garantijas laika nodrošinājumiem

Pārdomāta kārtība kā pasūtītājs līguma izpildes laikā var sekot līdzi pakalpojuma kvalitātei, termiņiem. Pakalpojumu līguma gadījumā, kad paredzēts nodevums (piemēram, pētījums, video materiāls, dizaina projekta izstrādē)

Nav savlaicīgi publicēts iepirkuma līgums un tā grozījumi EIS

Pārkāpumi līguma izpildes laikā

Pamatnostādņu 23.punkts

Pārkāpuma veids: Līguma paziņojumā vai iepirkuma procedūras specifikācijās norādīto līguma elementu grozīšana neatbilstīgi direktīvu nosacījumiem

Pārkāpuma apraksts	Korekcijas likme
[1] Līgumā veic izmaiņas (tostarp samazina līguma darbības jomu) pretrunā minētās direktīvas 72. panta 1. punktam. Tomēr līguma elementu izmaiņas neuzskata par pārkāpumu, par ko piemēro finanšu korekcijas, ja tiek ievēroti 72. panta 2. punkta nosacījumi, proti: a) ja izmaiņu vērtība ir mazāka par abām šīm vērtībām: i. Direktīvas 2014/24/ES 4. pantā minētajām robežvērtībām, un ii. pakalpojumu un piegādes līgumu gadījumā — mazāka par 10 % no sākotnējā līguma vērtības, un būvdarbu līgumu gadījumā — mazāka par 15 % no sākotnējā līguma vērtības; b) izmaiņas nemaina līguma vai pamatnolīguma vispārējo raksturu. [2] Līguma elementi (piemēram, cena, būvdarbu veids, izpildes termiņš, maksāšanas nosacījumi, izmantotie materiāli) ir būtiski grozīti, ja izmaiņu rezultātā īstenotā līguma raksturs būtiski atšķiras no sākotnēji noslēgtā līguma rakstura. Jebkurā gadījumā izmaiņas uzskata par būtiskām, ja ir izpildīts vismaz viens no Direktīvas 2014/24/ES 72. panta 4. punkta nosacījumiem.	25 % no sākotnējā līguma un izmaiņu rezultātā radušos jauno būvdarbu/ piegāžu/ pakalpojumu (ja tādi ir) vērtības.
[3] Jebkāds cenas paaugstinājums, kas pārsniedz 50 % no oriģinālā līguma vērtības.	25 % no sākotnējā līguma un 100 % no saistītā līguma izmaiņām (cenas paaugstinājums).

Juridiskais pamats / atsaucies dokumenti: **[1.] un [2.]** Direktīvas 2014/23/ES 43. pants. Direktīvas 2014/24/ES 72. pants. Direktīvas 2014/25/ES 89. pants. Tiesas 2004. gada 29. aprīļa spriedums Komisija/CAS Succhi di Frutta, C-496/99P, ECLI:EU:C:2004:236, 116. un 118. punkts. Tiesas 2008. gada 19. jūnija spriedums presstext Nachrichtenagentur, C454/06, ECLI:EU:C:2008:351. Tiesas 2004. gada 14. oktobra spriedums Komisija/Francijs, C340/02, ECLI:EU:C:2004:623. Tiesas 2010. gada 13. aprīļa spriedums Wall, C-91/08, ECLI:EU:C:2010:182. **[3.]** Direktīvas 2014/24/ES 72. panta 1. punkta b) apakšpunkta pēdējais punkts un 72. panta c) apakšpunkta iii) punkts.

Pārskatums līguma izpildes laikā

Pamatnostādņu 23.punkts

Publisko iepirkumu likuma (PIL) 61.pantā iekļauti noteikumi par līguma grozījumu pieļaujamību.

Neatbilstoši būtiski (katrs gadījums individuāli vērtējams) līguma grozījumi

(arī faktiski veiktie,
neizdarot grozījumus
rakstveida formā)

Maina iepirkuma līguma vispārējo raksturu - veidu un noteikto mērķi (PIL 61.panta pirmā daļa).

Līgumslēdzēju pusi aizstāj ar citu piegādātāju neievērojot PIL 61.panta trešās daļas 4.punktā noteikto.

Izmaiņas darbu apjomos pārsniedz 10% no sākotnējās līgumcenas publiska piegādes/ pakalpojuma līguma gadījumā un 15 % no sākotnējās līgumcenas būvdarbu līguma gadījumā, t.sk., nav ievērots PIL 61.panta piektās daļas 1.punktā noteiktais. **UN** Izmaiņas darbu apjomos nav veiktas atbilstoši PIL 61.panta trešās daļas 1., 2. vai 3.punkta kārtībā.

Būtiski mainīti līguma elementi (piemēram, cena, izpildes termiņš, maksāšanas nosacījumi, izmantotie materiāli – aprīkojuma tehniskās prasības).

Iepirkuma līguma grozījumi

PIL 61.panta piektās daļas kārtībā veiktie grozījumi

Grozījumi ir pamatoti ar objektīvu nepieciešamību, ņemot vērā ekonomisko pamatotību, efektivitāti, līguma kvalitātes uzlabošanu.

Pieļaujami, ja nerasniedz 10% no sākotnējās līgumcenas publiska piegādes/ pakalpojuma līguma gadījumā un 15 % no sākotnējās līgumcenas būvdarbu līguma gadījumā.

Pieļaujami, ja nerasniedz Ministru kabineta noteiktās līgumcenu robežvērtības, sākot ar kurām paziņojums par līgumu vai paziņojums par sociālajiem un citiem īpašiem pakalpojumiem publicējams Eiropas Savienības Oficiālajā Vēstnesī.

Izmaiņu vērtība - vērtība, ko noteic kā visu secīgi veikto grozījumu naudas vērtību summu (neņemot vērā to grozījumu vērtību, kuri izdarīti saskaņā ar šā panta trešās daļas 1., 2. un 3. punktu).

Kā faktiski nosākama izmaiņu vērtība - secīgi veikto grozījumu naudas vērtību summa:

Izmaiņu vērtība aprēķināma, ņemot vērā šo izmaiņu **absolūto vērtību**. *Piemēram:*

Aprīkojums	Izslēgts, EUR	Papildu darbi, EUR	Izmaiņu vērtība, EUR
Monitors	500		
Videokameras 5 gb		1000	1500

Izņemot, ja aprīkojums ir savstarpēji aizvietoājams, t.i., tie attiecas uz vienu un to pašu, aprēķina starpību starp attiecīgajiem izslēgto un papildu aprīkojumu. *Piemēram:*

Prece	Izslēgtais apjoms, EUR	Papildu apjoms, EUR	Izmaiņu vērtība, EUR
Bukleti, A4	70		
Bukleti, A5		50	20

Iepirkuma līguma grozījumi

PIL 61.panta trešās daļas 1.punkta kārtībā veiktie grozījumi

Ja iepirkuma procedūras dokumenti un iepirkuma līgums **skaidri un nepārprotami** paredz grozījumu iespēju, **nosacījumus**, ar kādiem grozījumi ir pieļaujami, **grozījumu apjomu un būtību**.

Atrunāti iepirkuma līguma grozījumi ir tad, ja:

-) grozījumu iespēja ir paredzēta;
-) noteikti nosacījumi, ar kādiem grozījumi ir pieļaujami;
-) grozījumu apjoms;
-) grozījumu būtība.

Piemērs, kad iepirkuma līguma grozījumi nav atrunāti: *Puses, savstarpēji vienojoties, ir tiesīgas izdarīt izmaiņas Līgumā, ievērojot Publisko iepirkumu likuma 61. pantā noteikto attiecībā uz grozījumu veikšanu Līgumā. Līguma grozījumi ir pieļaujami, ja tie nemaina Līguma vispārējo raksturu. Ikviens Līguma izmaiņa tiek noformēta rakstveidā un tā stājas spēkā pēc tam, kad to ir parakstījušas abas Puses.*

PIL 61.panta trešās daļas 3.punkta kārtībā veiktie grozījumi

Piemērojams, ja pasūtītājam Iepirkuma līguma grozījumi ir nepieciešami tādu iemeslu dēļ, kurus pasūtītājs iepriekš **nevarēja paredzēt** (nevis neparedzēja).

FS jāiesniedz:

1. Detalizēts izklāsts par nepieciešamo darbu konstatēšanu, veicamajiem darbiem;
2. Pamatojums, kas skaidro šo darbu neparedzamību, kāpēc pasūtītājam darbi nebija paredzami iepirkuma laikā;
3. Dokumenti, kas pamato skaidrojumā minētos faktiskos apstākļus.

Iepirkuma līguma grozījumi

PIL 61.panta trešās daļas 2.punkta kārtībā veiktie grozījumi

Piemērojams, ja pasūtītājam ir nepieciešami **papildu** būvdarbi, pakalpojumi vai piegādes, kas nebija iekļauti sākotnējā iepirkumā, un piegādātāja maiņa radītu būtisku izmaksu pieaugumu, un to nevar veikt tādu ekonomisku vai tehnisku iemeslu dēļ kā aizvietojamība vai savietojamība ar jau sākotnējā iepirkumā iegādāto aprīkojumu, pakalpojumiem vai iekārtām, vai piegādātāja maiņa radītu ievērojamas grūtības.

FS jāiesniedz:

1. Detalizētu izklāstu par nepieciešamo darbu konstatēšanu un veicamajiem darbiem.
2. Pamatojums, par piegādātāja maiņa radītu būtisku izmaksu pieaugumu, iekļaujot izmaksu pieauguma aptuvenu aprēķinu:
 -) kāpēc cits izpildītājs nevar veikt papilddarbus tādu ekonomisku vai tehnisku iemeslu dēļ kā aizvietojamība vai savietojamība ar jau sākotnējā iepirkumā iegādāto aprīkojumu, pakalpojumiem vai iekārtām;
 -) vai piegādātāja maiņa radītu ievērojamas grūtības (pamatot ar darbu organizāciju atbilstību PIL prasībām:
 -) kā būvlaukumā, atbildības sadalījumu, ietekmi uz darbu termiņa pagarināšanu, ietekmi uz kopēju projekta termiņu u.c.).
3. Dokumenti, kas pamato skaidrojumā minētos faktiskos apstākļus.

Iepirkuma līguma grozījumi

PIL 61.panta otrā daļa - būtiski grozījumi

Līguma noteikumi

(būtiskie elementi, piemēram, cena, izpildes termiņš, maksāšanas nosacījumi) ir

būtiski grozīti, ja:

Grozītie iepirkuma līguma vai vispārīgās vienošanās noteikumi, ja tie būtu bijuši paredzēti iepirkuma procedūras dokumentos, pieļautu atšķirīgu piedāvājumu iesniegšanu vai citu kandidātu vai pretendentu dalību vai izvēli iepirkuma procedūrā.

Ekonomiskais līdzsvars (piemēram, risku sadalījums un tos kompensējošie līdzekļi), ko paredz iepirkuma līgums vai vispārīgā vienošanās, tiek mainīts iepirkuma procedūrā izraudzītā pretendenta interesēs.

Iepirkuma līguma priekšmetā ietver piegādes, pakalpojumus vai būvdarbus, ko neparedz sākotnēji noslēgtais iepirkuma līgums vai vispārīgā vienošanās.

Iepirkuma procedūrā izraudzīto pretendentu (līgumslēdzēju pusi) aizstāj ar citu piegādātāju.

Iepirkuma līguma grozījumi

PIL 61.panta otrā daļa - būtiski grozījumi

Visbiežāk par līguma būtiskajiem elementiem uzskatāmas šādas pozīcijas

Līguma puses

Līguma priekšmets,
nodevumi

Līguma izpildes
termiņš

Līgumcena

Apmaksas kārtība

Izmantojamie
materiāli

Piedāvātie un līguma
izpildē iesaitētie
speciālisti
(ja vērtēti iepirkuma laikā)

Personas, uz kuru
iespējām pretendents
iepirkumā balstījās

Minimālās tehniskās
prasības (tehniskā
specifikācija)

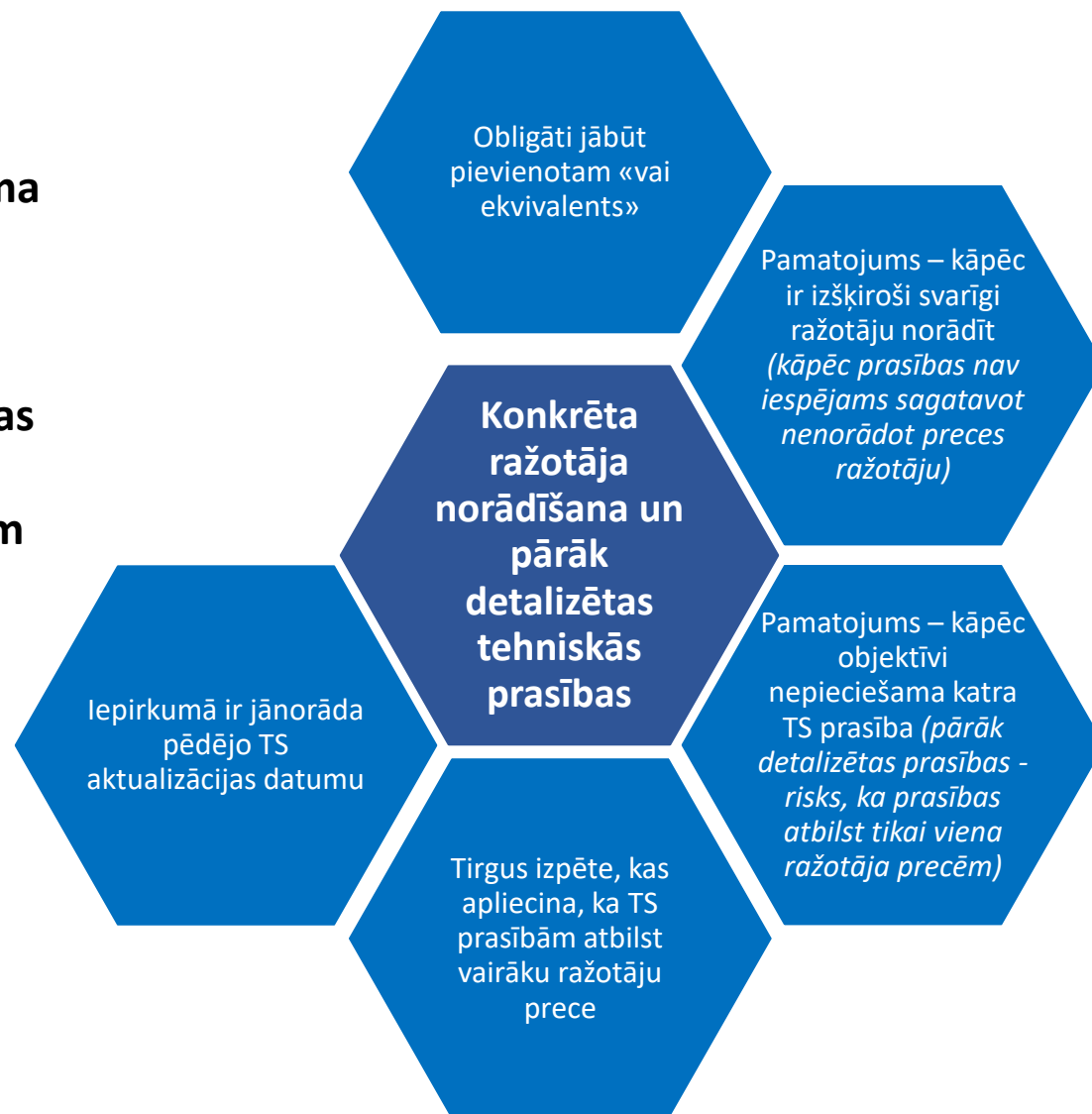
Līgumā paredzētie
saistību izpildes
pastiprināšanas veidi,
t.sk., saistību izpildes
nodrošinājums, to
apmērs u.c.

Biežāk pieļautās kļūdas

Grūtības iepirkuma norisē un līguma izpildes laikā



Faktiski nav atbilstošas ekvivalentas preces, kas atbilst pilnīgi visām noteiktajām tehniskajām prasībām



Daži piemēri no FKI prakses, kad tika piemērota finanšu korekcija par līguma būtisko noteikumu grozīšanu

PIL 61.pants



Līgumā, kurā bija paredzēts veikt vienu maksājumu pēc visu preču piegādes, preces piegādāja vairākās reizēs un pasūtītājs apmaksāja katru pavadzīmi pirms tika piegādātas visas preces.



Nebija iesniegts līgumā paredzētais saistību izpildes nodrošinājums (līdzīgi būtu ar jebkuru citu nodrošinājuma veidu). Nodrošinājuma polise nav atbilstoša kādam no noteiktajiem nosacījumiem – polises veids (*pirmā pieprasījuma, neatsaucama, beznosacījumu*), termiņš, apjoms



Maksājums samaksāts pirms garantijas laika garantijas iesniegšanas vai kāda līguma nosacījuma izpildes.

Piemēram, līguma noteikts, ka pēc preču piegādes izpildītājam jāveic darbinieku apmācība. Preces piegādātas, pasūtītājs veica apmaksu, bet darbinieku apmācība nebija veikta.



Netika ievērots līguma izpildes termiņš. Līguma izpildes termiņā ir jāpiegādā prece vai jāsniedz pakalpojums pilnā apjomā un kvalitātē.



Par līguma izpildes termiņā neievērošanu netika aprēķināts līgumā paredzētais līgumsods.

IUB skaidrojumi par iepirkuma līguma grozījumu pieļaujamību

PIL 61.pants

13.01.2022. skaidrojums **Iepirkuma līguma un vispārīgās vienošanās grozīšana**
(<https://www.iub.gov.lv/lv/skaidrojums-iepirkuma-liguma-un-visparigas-vienosanas-grozisana>)

Skaidrojumi IUB tīmekļa vietnes **Līguma, vispārīgās vienošanās noslēgšana un izpilde sadaļā** (prezentācija pieejama <https://www.iub.gov.lv/lv/7-liguma-noslegsana-izpilde#7.7>)

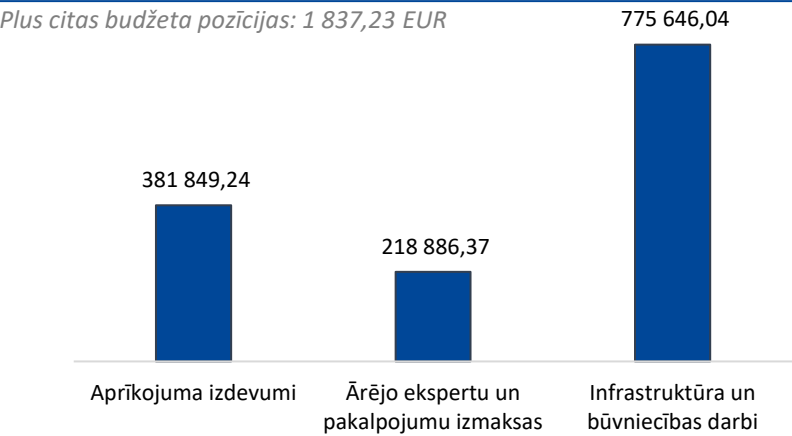


Aicinām iepazīties un izmantot **pirms** grozījumu veikšanas!

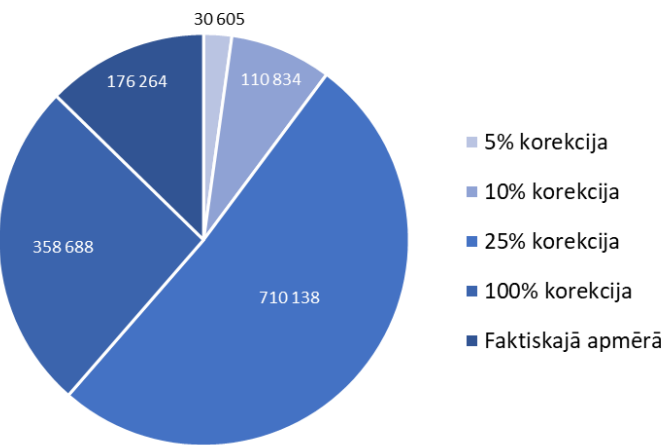
Būtiskākās kļūdas līgumu izpildē skaitļu izteiksmē

Dati no 2019.gada līdz 2023.gadam

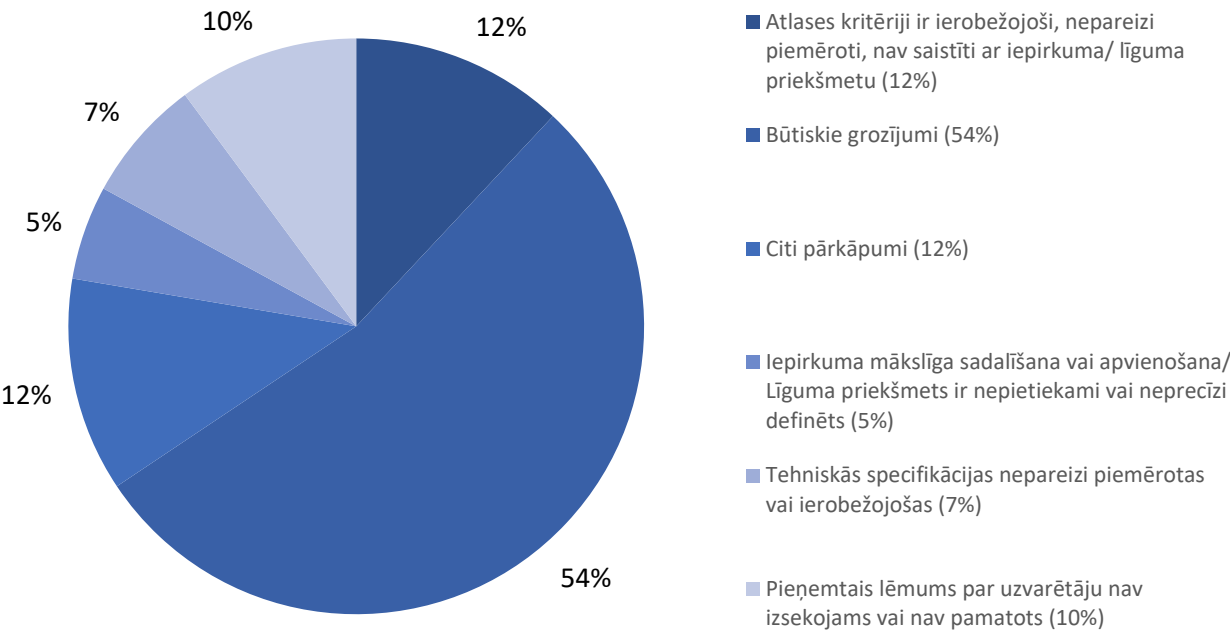
Piemērotās finanšu korekcijas pa projektu budžeta kategorijām, EUR



Finanšu korekcijas sadalījumā pa %, EUR



Finanšu korekcijas sadalījumā pa pārkāpumu veidiem, %



KOPĀ **284**
FINANŠU KOREKCIJAS

FKI kontaktinformācija

Finanšu kontroles institūcija

Vides aizsardzības un
reģionālās attīstības ministrija

Investīciju uzraudzības departaments

Projektu uzraudzības nodaļa

Adrese: Peldu iela 25, Rīga, LV-
1494

Jautājumu gadījumā lūdzam
sazināties ar Finanšu kontroles
institūcijas darbiniekiem

zvanot uz tīmekļa vietnē
norādītajiem tālrunu
numuriem

https://www.varam.gov.lv/lv/st_rukturvieniba/projektu-uzraudzibas-nodala

vai

sūtot e-pastu uz:
fki@varam.gov.lv

Oficiālo dokumentu
iesniegšanai lūdzam izmantot
e-pasta adresi:
pasts@varam.gov.lv.



Publicity requirements

for beneficiaries of the 3rd call for proposals for capitalisation and result reinforcement



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Jelizaveta Šibatovska
Joint Technical Secretariat
Senior expert External Programmes Division

Communication and Visibility Guidelines

Guidelines and logo are published on

www.interreg.lv



Programme Section



3rd Call Section



Informācija un dokumenti projekta pieteikuma sagatavošanai

Guidelines for Grant Applicants and Project Implementation

Communication and Visibility Guidelines

Application form updated on 13.01.2023.

Partnership Statement

Financial flow form

Description of methodology of calculation of administrative costs

Statement with list of State Aid activities

Financial identification form

Request for initial pre-financing payment for Grant Contract

De minimis declaration

Grant contract

Partnership agreement

List of projects

Programme logo ENG

Programme logo LV



Programme logo



English



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Co-funded by the
European Union

Latvian



Līdzfinansē
Eiropas Savienība



Līdzfinansē
Eiropas Savienība

The minimum height of the European Union emblem **10mm**



10mm

Background colour of logo

White or light background



Co-funded by
the European Union



Co-funded by
the European Union

Colourful background



Co-funded by
the European Union



Co-funded by
the European Union

Dark background



Co-funded by
the European Union



Co-funded by
the European Union



Monochrome reproductions of logo



Must be approved by the JTS

☐ only black or white print is available
OR

☐ specific producing or print process on
clothing and merchandise/etc.



Programme logo & other logos

EU emblem must have at least the same size, measured **in height** or **width**, as the biggest of other logos of organizations/partners/projects





**Līdzfinansē
Eiropas Savienība**



**Other
logo**

EU emblem is at least the same size, measured in width, as other logo

Display panels – content

Mandatory elements:

- Programme logo
- Project title & acronym
- Project objective
- Key project deliverables;
- Project duration;
- Title and contact information (full mailing address, phone number and email) of the LB; if possible – also of the PP in charge of this site/activity.

Additional information:

- Partners logo
- Project budget
- EU co-funding
- Project website
- Disclaimer:
 - *Projekts <projekta akronīms> tiek īstenots pārrobežu sadarbības programmas 2014.-2020.gadam ietvaros un to līdzfinansē Eiropas Savienība.*
 - *The <project acronym> project is implemented within the Cross-Border Cooperation Programme 2014-2020 and is co-financed by the European Union.*



The diagram illustrates the layout of a project display panel. At the top left is the European Union flag logo with the text "Co-funded by the European Union". To its right are three grey boxes labeled "PP1 logo", "PP2 logo", and "PP3 logo". Below these is the "Project title (acronym)" in large blue text. Underneath the title are several sections: "Project objective", "Key project deliverables", "Project duration", "Title and contact information (full mailing address, phone number and email) of the LB; if possible - also of the PP in charge of this site/activity", "Project budget", "EU co-funding", and a disclaimer paragraph. At the bottom right is a globe icon and the website address "www.project-website.lv".

Co-funded by
the European Union

PP1 logo

PP2 logo

PP3 logo

Project title (acronym)

Project objective

Key project deliverables

Project duration

Title and contact information (full mailing address, phone number and email) of the LB; if possible - also of the PP in charge of this site/activity

Project budget

EU co-funding

The <project acronym> project is implemented within the Cross-Border Cooperation Programme 2014-2020 and is co-financed by the European Union

 www.project-website.lv

Display panels – placement

Requirements:

- ▶ content **must be visible and readable** so that passers-by are able to read them
- ▶ **must remain from the start of the project until six months after its completion**
- ▶ **must renew the panel if needed**

Materials:

- ▶ if display panel is placed indoor it can be made as paper poster or plastic/textile banner
- ▶ if display panel is placed outdoor it can be made a laminated paper poster, roll-up banner, or plaque



**Partners
office**



Workshop



Co-funded by the European Union

AMATNIECĪBA BEZ ROBEŽĀM
Craftsmanship without borders/Crafts LV-RU-018

PROJEKTA MĒRĶIS:
veicināt amatniecības attīstību, sekmējot jaunu kopīgu produktu un pakalpojumu radīšanu, izmantojot pieejamos vietējos resursus un tradicionālās prasmes, kā arī atbalstīt amatniekus uzņēmējdarbības uzsākšanā un veicināšanā Latgales-Pīlārkavas reģionā.

PROJEKTA PARTNERI:
• Daugavpils pilsētas pašvaldība,
• Rēzeknes novada pašvaldība,
• Balvu novada pašvaldība,
• Krāslavas novada pašvaldība,
• Dagdas pilsētas un pagastu apvienība,
• Augļdaugavas novada pašvaldība.

PROJEKTA KOPĒJAIS BUDŽETS:
799 740,50 EUR,
projekta līdzfinansējums no pārrobežu sadarbības programmas 2014.-2020. gadam ir 719 766,45 EUR.

PROJEKTA PERIODS:
36 mēneši (01.06.2019. - 31.08.2022.)

PROJEKTĀ SASNIEDZAMIE REZULTĀTI:
• apmērcības, tematiskās darba grupas un radošās darbnīcas, izstādes un gadagrāfi, mākslīga produkti, video stāsti,
• interneta platforma amatniecības produktu popularizēšanai un virtuālaj amatnieku sadarbībai;
• amatniecības apriņķu izglede 8 Latgales reģiona pašvaldībās - Augļdaugavas, Preiļi, Krāslavas, Balvu, Līvānu, Ludzas, Rēzeknes novados un Daugavpilī;
• infrastruktūras uzlabošanas darbi eskulājs kultūrvēsturiskajā vietā 6 pašvaldībās - Daugavpilī, Rēzeknē, novada Līvānā, Balvos, Krāslavas novada Andrupēnē, Augļdaugavas novada Berņēnē.



**Experience
exchange**

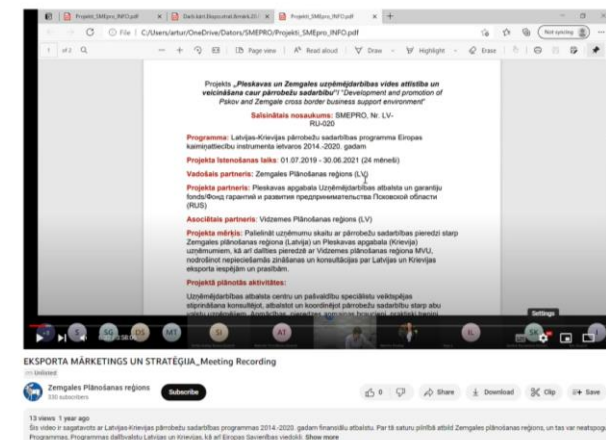
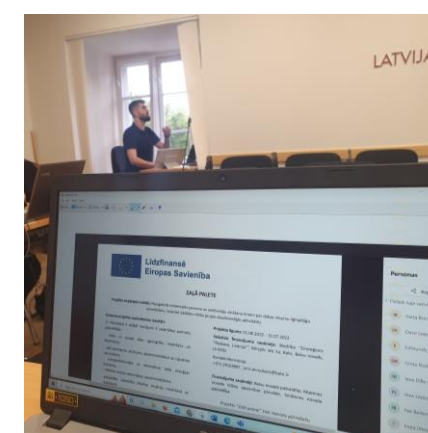
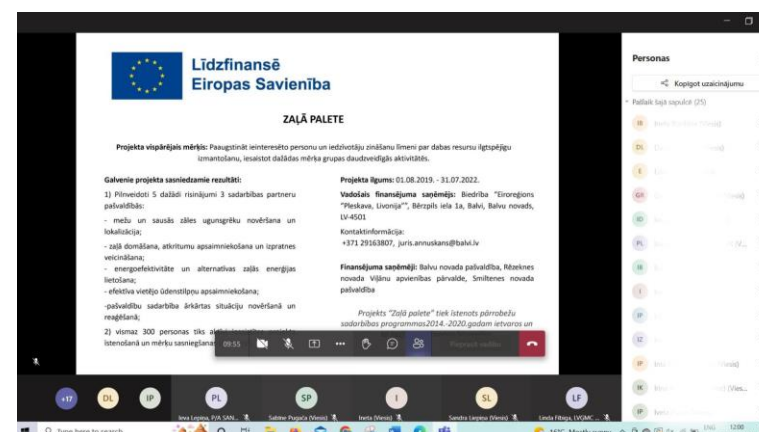
Fair



Display panels – reporting

Submit photo/screenshot of the Display panel placed/snowcased at the project event

Offline/in-person event



Project events

Inform JTS not later than 2 weeks prior to the event

Documents for reporting:

- Display panel (mandatory elements)
- List of participants (Programmes template)
- Agenda (logo & disclaimer)
- Photos
- Other materials (presentations, handouts, promo materials, etc.)

List of participants



Co-funded by
the European Union

Project title

Project acronym

Project number LVIII-

Project beneficiary
organizing event

LIST OF PARTICIPANTS¹
of the <insert title of the event>
dd/mm/yyyy
<insert location>

No	Name and Surname of Participant	Participant's Organisation	Participant's Contacts (e-mail or phone)	Participant's Signature
1				
2				
3				
4				

Agenda



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AGENDA

TITLE OF THE EVENT

Date: 26.04.2023
Time: 10.30am to 16.00pm
Location: Riga, Jekaba Str. 26
Project: Title and acronym

Purpose of Meeting

9.00am - 10.00am Write a brief description of the purpose of the meeting. What do you hope to achieve from the meeting? What are the goals?

Speaker: Ines Maric

Agenda Topic 1

10.00am - 10.30am Write a short sentence listing the main objectives of the subject under discussion and what you hope to achieve.

Speaker: Taylor Adams

- Purpose
- Ideas
- Goals

Agenda Topic 2

10.30am - 11.00am Write a short sentence listing the main objectives of the subject under discussion and what you hope to achieve.

Speaker: Rufus Stewart

- Purpose
- Ideas
- Goals

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Display panel



Co-funded by
the European Union

Project title (acronym)

Project objective

Key project deliverables

Project duration

Title and contact information (full mailing address, phone number and email) of the LB, if possible - also of the PP in charge of this site/activity

Project budget

EU co-funding

The <project acronym> project is implemented within the Cross-Border Cooperation Programme 2014-2020 and is co-financed by the European Union

www.project-website.lv

Photo of Display panel



Photos



Posters & Agendas

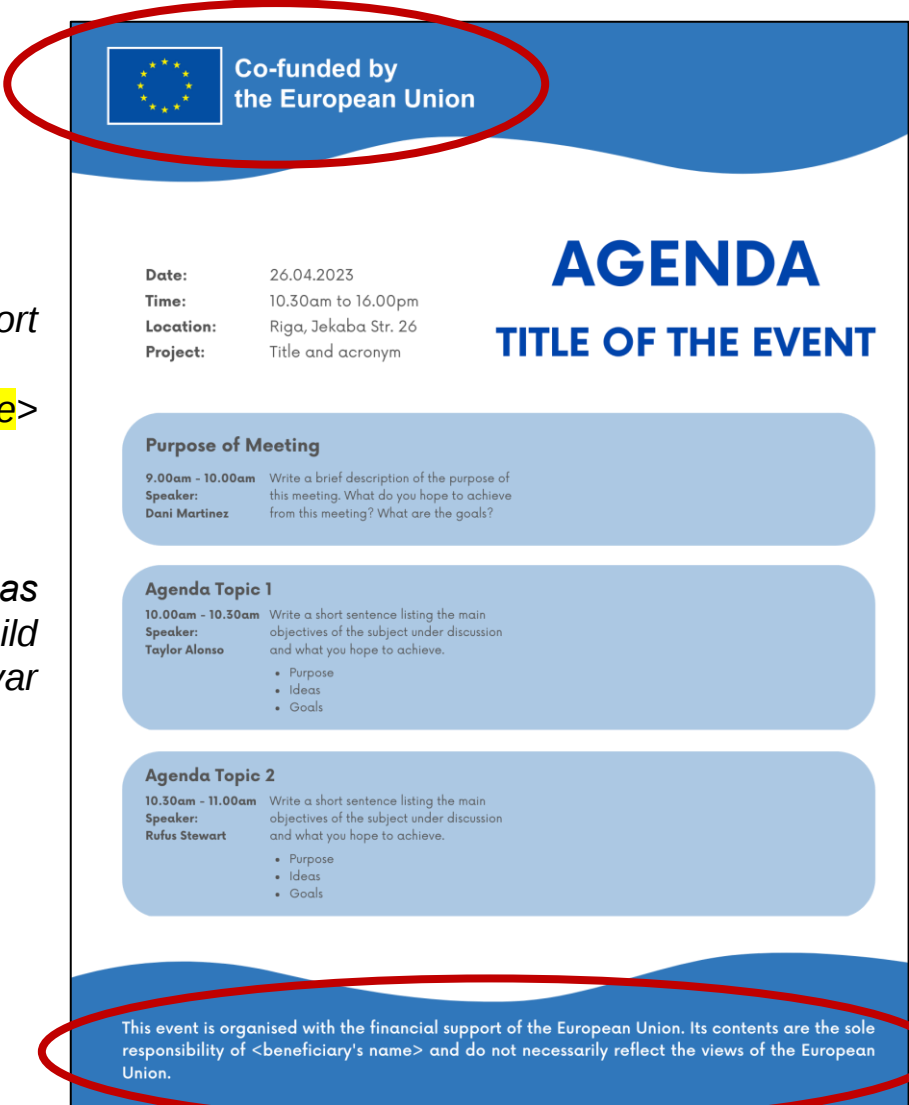


Mandatory elements:

1. Programme logo
2. Disclaimer

This event is organised with the financial support of the European Union. Its contents are the sole responsibility of <beneficiary's name> and do not necessarily reflect the views of the European Union.

Šis pasākums ir organizēts ar Eiropas Savienības finansiālu atbalstu. Par tā saturu pilnībā atbild <finansējuma saņēmēja nosaukums> un tas var neatspoguļot Eiropas Savienības viedokli.



Banners & Promo materials

Banners



Mandatory elements:

1. Programme logo
2. Disclaimer if contains an opinion

This publication has been produced with the financial support of the European Union. Its contents are the sole responsibility of <beneficiary's name> and do not necessarily reflect the views of the European Union.

Šī publikācija ir sagatavota ar Eiropas Savienības finansiālu atbalstu. Par tās saturu pilnībā atbild un <finansējuma saņēmēja nosaukums> tā var neatspoguļot Eiropas Savienības viedokli.

Promotional materials



Project section on PPs websites

Mandatory elements:

- Programme logo
- Disclaimer:
 - *Šī publikācija ir sagatavota ar Eiropas Savienības finansiālu atbalstu. Par tās saturu pilnībā atbild <finansējuma saņēmēja nosaukums> un tā var neatspoguļot Eiropas Savienības viedokli.*
 - *This publication has been produced with the financial support of the European Union. Its contents are the sole responsibility of <beneficiary's name> and do not necessarily reflect the views of the European Union.*

Additional information:

- Project title and acronym
- Project objective and duration
- Project budget and the EU co-funding
- Short description of the project, incl. objectives, deliverables, results
- Project outputs and deliverables that are available in electronic format
- Partners logo and contact information
- Links to the project's social media accounts and/or website

ZEMGALES UZŅĒMĒJDARBĪBAS CENTRS

Par mums Jaunami Atbalsts uzņēmējiem **Projekti** Jautājumi Kontakti

SMEPRO

Projekta īstenošanas laiks: 01.07.2019 – 30.11.2022 (41 mēnesis)

Vadošais partneris: Zemgales Plānošanas reģions (LV)

Asociētais partneris: Vidzemes Plānošanas reģions (LV)

Projekta mērķis: Palielināt uzņēmumu skaitu ar pārrobežu sadarbības pieredzi starp Zemgales plānošanas reģiona uzņēmumiem, kā arī dalīties pieredzē ar Vidzemes plānošanas reģiona MVU, nodrošinot nepieciešamās zināšanas un konsultācijas par Latvijas eksporta iespējām un prasībām.

Projektā sasniedzamie rezultāti:

- Stiprinātas uzņēmējdarbības atbalsta institūciju darbinieku zināšanas un tehniskā veikspēja - apmācīti 40 uzņēmējdarbības atbalsta speciālisti, stiprināts sadarbības tīkls uzņēmējdarbības atbalstam;
- 20 pilot uzņēmumi iesaistījušies projekta aktivitātēs: izstādēs un B2B aktivitātēs;
- Uzlabota Zemgales Uzņēmējdarbības centra mājas lapa www.zuc.zemgale.lv;
- Izstrādāti 5 informatīvi video par tūrisma, kokapstrādes, pārtikas pārstrādes un lauksaimniecības attīstību Zemgales plānošanas reģionā;
- Noorganizēta projekta konference.

Vadošais partneris: Zemgales plānošanas reģions, Katoļu iela 2b, Jelgava, LV-3001, zpr@zpr.gov.lv, tālr: +371 630 27549

Asociētais partneris: Vidzemes Plānošanas reģions, Bērzaines iela 5, 2. Stāvs, Cēsis, Cēsu novads, LV-4101

Šo projektu līdzfinansē Eiropas Savienība.
Projekta kopējais finansējums ir 249 996,04 EUR.

Zemgales plānošanas reģiona "Facebook" profils: <http://www.facebook.com/Zemgale/>

Vidzemes plānošanas reģiona "Facebook" profils:
<https://www.facebook.com/VidzemesPlanosanasRegions>

Projekts SMEPRO tiek īstenots pārrobežu sadarbības programmas 2014.-2020.gadam ietvaros un to līdzfinansē Eiropas Savienība



**Līdzfinansē
Eiropas Savienība**

Publications – printed & digital

Municipal newspapers



Social media accounts



Mandatory elements placed at the same page as text:

1. Programme logo
2. Disclaimer

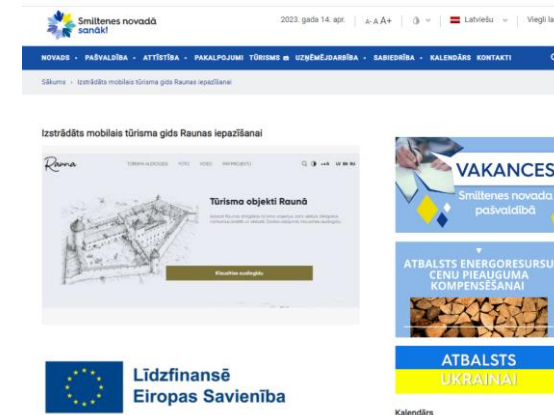
This publication has been produced with the financial support of the European Union. Its contents are the sole responsibility of <beneficiary's name> and do not necessarily reflect the views of the European Union.

Šī publikācija ir sagatavota ar Eiropas Savienības finansiālu atbalstu. Par tās saturu pilnībā atbild un <finansējuma saņēmēja nosaukums> tā var neatspoguļot Eiropas Savienības viedokli.

News/thematic portals



Partners websites



Journals, newspapers



The images shown are for illustration purposes only and are not the Programmes publicity channels proposals

Supplies and equipment

All project supplies and equipment must be labeled



Labeling must remain in place at least **5 years** after the balance payment to the Programme by the European Commission

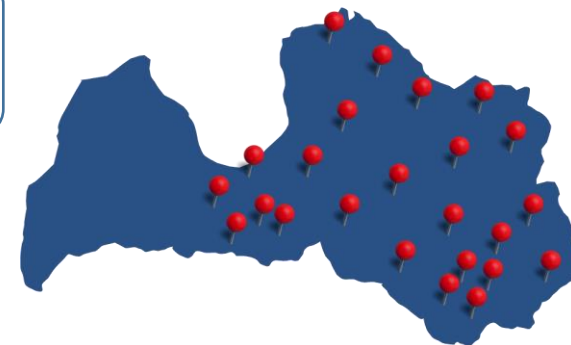
Mandatory elements:

- 1. Programme logo**
- 2. Phrase in ENG & LV**

*Provided with the financial support of the European Union
Nodrošināts ar Eiropas Savienības finansiālu atbalstu*



JTS will provide stickers for supplies and equipment that will be stored indoor



Video and audio

Mandatory elements to be featured at the beginning and/or end of the material:

1. Programme logo
2. Disclaimer

This <video/film/programme/audio> was produced with the financial support of the European Union. Its contents are the sole responsibility of <beneficiary's name> and do not necessarily reflect the views of the European Union.

Šis/šī <videoieraksts/filma/programma/audioieraksts> ir radīts/a ar Eiropas Savienības finansiālu atbalstu. Par tā/tās saturu pilnībā atbild <finansējuma saņēmēja nosaukums> un tas/tā var neatspoguļot Eiropas Savienības viedokli.

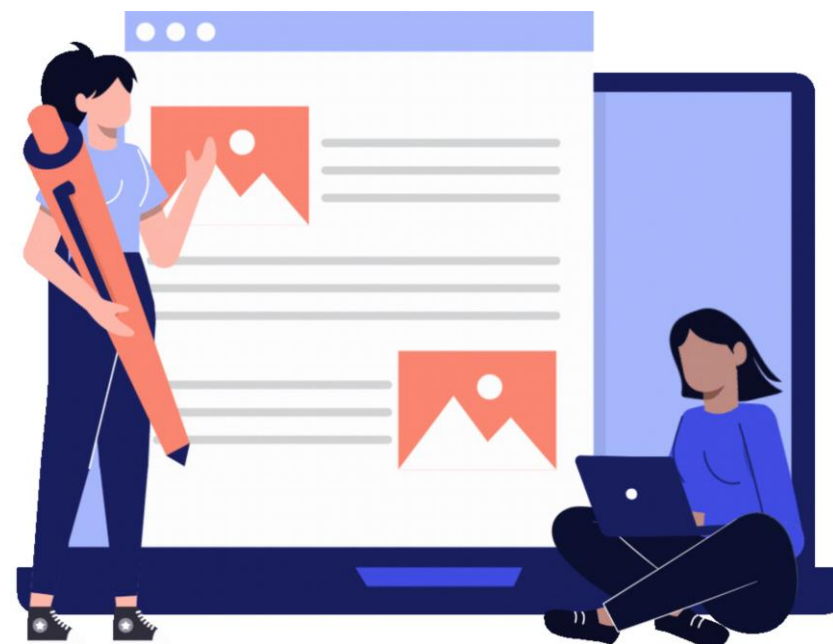


Summary of mandatory communication measures

Visibility and communication requirement	Requirement's level	When	More information
1. Websites 1.1. Project websites - Programme logo - disclaimer 1.2. Project section on the beneficiary's website - information about the project - Programme logo - disclaimer	Mandatory if exists	Project implementation period (conditions after project closure ³)	Section 6.1
2. Social media accounts - Programme logo - disclaimer	Mandatory if exists	Project implementation period (conditions after project closure)	Section 6.2
3. Events - prior information to JTS (2 or 4 weeks) - display panel - Programme logo on materials - personal data protection	Mandatory if exists	Before and during the event	Section 7
4. Press release - prior consultation with JTS - Programme logo - disclaimer	Mandatory if exists	At project closure, as well as for major project events if needed	Section 8.1
5. Press conferences and press visits - prior information to JTS	Mandatory if exists	Before the event	Sections 8.2, 8.3
6. Video and audio production - Programme logo - disclaimer	Mandatory if exists	Before circulation	Section 9.1
7. Photography - personal data protection	Mandatory if exists	Before circulation	Section 9.2
8. Printed materials - Programme logo - disclaimer	Mandatory if exists	Before printing	Section 10.1
9. Display panels - Programme logo - key deliverables and management structures	Mandatory <u>for each project</u>	From project start to project closure + 6 months at offices During the event	Section 10.2.1
10. Banners - Programme logo	Mandatory if exists	During the event	Section 10.2.2.
11. Supplies and equipment - Programme logo - text as described	Mandatory if exists	Permanent after the item has been purchased (at least 5 years after the balance payment to the Programme)	Section 10.3

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brief & complete guide to all visibility rules



Disclaimers & useful phrases

Title of the Programme

EN	Cross-Border Cooperation Programme 2014-2020
LV	Pārrobežu sadarbības programma 2014.-2020. gadam

Information about the Programme and the project

EN	The <project acronym> project is implemented within the Cross-Border Cooperation Programme 2014-2020 and is co-financed by the European Union.
LV	Projekts <projekta akronīms> tiek īstenots pārrobežu sadarbības programmas 2014.-2020.gadam ietvaros un to līdzfinansē Eiropas Savienība.

Statement on Programme financing

EN	The Cross-Border Cooperation Programme 2014-2020 is co-financed by the European Union
LV	Pārrobežu sadarbības programmu 2014.-2020.gadam līdzfinansē Eiropas Savienība

General statement about the European Union

EN	The Member States of the European Union have decided to link together their know-how, resources and destinies. Together, they have built a zone of stability, democracy and sustainable development whilst maintaining cultural diversity, tolerance and individual freedoms. The European Union is committed to sharing its achievements and its values with countries and peoples beyond its borders
LV	Eiropas Savienības dalībvalstis ir nolēmušas apvienot zināšanas, resursus un likteņus. Kopā tās ir uzbūvējušas stabilitātes, demokrātijas un ilgtspējīgas attīstības zonu, vienlaikus saglabājot kultūrálo dažādību, iecietību un individuālās brīvības. Eiropas Savienība ir apņēmusies dalīties ar tās sasniegumiem un vērtībām ar valstīm un cilvēkiem ārpus ES robežām.

Disclaimer – Printed and electronic publications

EN	This publication has been produced with the financial support of the European Union. Its contents are the sole responsibility of <beneficiary's name> and do not necessarily reflect the views of the European Union.
LV	Šī publikācija ir sagatavota ar Eiropas Savienības finansiālu atbalstu. Par tās saturu pilnībā atbild <finansējuma saņēmēja nosaukums> un tā var neatspoguļot Eiropas Savienības viedokli.

Disclaimer – Public events, incl. on-spot, online, hybrid

EN	This event is organised with the financial support of the European Union. Its contents are the sole responsibility of <beneficiary's name> and do not necessarily reflect the views of the European Union.
LV	Šis pasākums ir organizēts ar Eiropas Savienības finansiālu atbalstu. Par tā saturu pilnībā atbild <finansējuma saņēmēja nosaukums> un tas var neatspoguļot Eiropas Savienības viedokli.

Disclaimer – Websites and social media accounts created during the project implementation phase

EN	This <website/account> was created and maintained with the financial support of the European Union. Its contents are the sole responsibility of <beneficiary's name> and do not necessarily reflect the views of the European Union.
LV	Šī/Šis <mājaslapa/konts> ir radīta/s un uzturēta/s ar Eiropas Savienības finansiālu atbalstu. Par tās/tā saturu pilnībā atbild <finansējuma saņēmēja nosaukums> un tā/tas var neatspoguļot Eiropas Savienības viedokli.

Disclaimer – Websites and social media accounts created before the project implementation phase

EN	This <website/account> is maintained with the financial support of the European Union. Its contents are the sole responsibility of <beneficiary's name> and do not necessarily reflect the views of the European Union.
LV	Šī <mājaslapa> ir uzturēta ar Eiropas Savienības finansiālu atbalstu. Par tās saturu pilnībā atbild <finansējuma saņēmēja nosaukums> un tā var neatspoguļot Eiropas Savienības viedokli.

Disclaimer – Websites and social media accounts remaining active after the project implementation phase

EN	This <website/account> was created and maintained with the financial support of the European Union. Its contents are the sole responsibility of <beneficiary's name> and do not necessarily reflect the views of the European Union. An earlier phase of this project (<date 1 – date 2>) was financially supported by the European Union.
LV	Šī <mājaslapa> ir radīta un uzturēta ar Eiropas Savienības finansiālu atbalstu. Par tās saturu pilnībā atbild <finansējuma saņēmēja nosaukums> un tā var neatspoguļot Eiropas Savienības viedokli. Šī projekta iepriekšējo posmu (<datums 1 – datums 2>) finansiāli atbalstīja Eiropas Savienība.

Disclaimer – videos and other audio-visual material

EN	This <video/film/programme/audio> was produced with the financial support of the European Union. Its contents are the sole responsibility of <beneficiary's name> and do not necessarily reflect the views of the European Union.
LV	Šis/Šī <videoieraksts/filma/programma/audioieraksts> ir radīts/a ar Eiropas Savienības finansiālu atbalstu. Par tā/tās saturu pilnībā atbild <finansējuma saņēmēja nosaukums> un tas/tā var neatspoguļot Eiropas Savienības viedokli.

Pages 25-26

***All useful texts
in English and Latvian***



Project monthly report - communication activities

Communication and visibility sources:



- ▶ Webpage
- ▶ SM accounts
- ▶ Publications

1. Project communication and visibility sources (Please fill in the table below by describing webpages where Project communication and visibility activities will be published, and indicating links to communication and visibility activities that had been implemented within reporting period)

Project partner No	Project partner organization's webpage	Facebook	Other	Links to project communication and visibility activities that had been implemented
PP1				
PP2				
PP3				
PP4				
...				
...				

Implementation of project activities:



- ▶ Title
- ▶ Date
- ▶ Duration
- ▶ Description
- ▶ Delays/Changes
- ▶ Deliverables

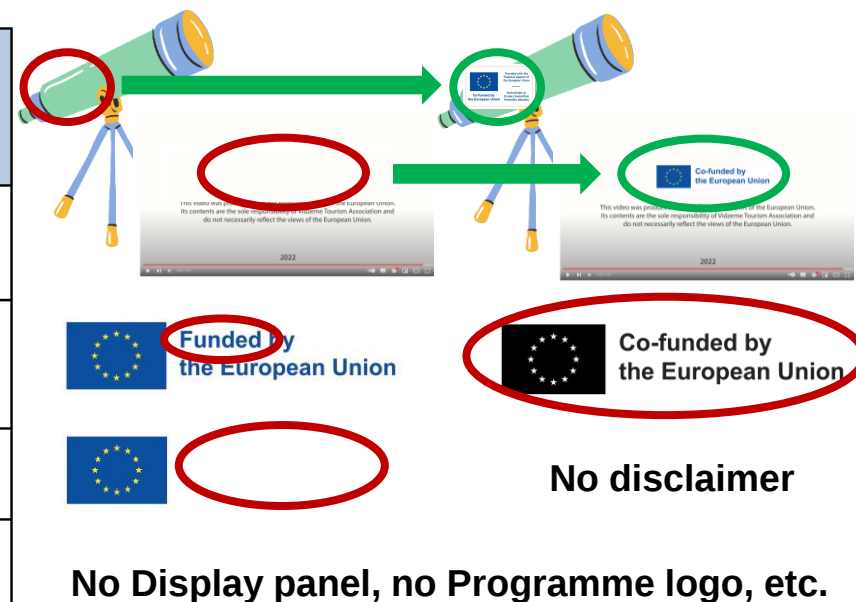
2. Implementation of project activities (Please fill in the table with necessary information)

No	Activity planned in the application form	Date when the activity had been carried out	Planned implementation time of the activity	Short description of the implemented activity (target group, theme, number of participants, venue)	Delays, challenges (reasons, implications, status on procurement procedure or price comparison)	Deliverables (Please indicate the link where deliverables are stored or attach them to the email)
AP 1						
...						
...						
AP2						
...						
...						
AP3						
...						
...						

Project publicity requirements must be respected to avoid irregularities and financial corrections

The proportional financial correction shall be applied in amount as stated in the table below from the relevant reported costs of deliverable:

Type of mistake	Amount of correction
Publicity requirements have not been fulfilled, but the publicity elements can be added	0-10% or warning
Technical mistakes related to publicity requirements (mistakes with colours, size or similar)	10%
Elements of the publicity requirements missing	25%
No publicity requirements have been fulfilled, and no corrective measures are possible	100%



Tips to meet mandatory publicity requirements

-  **Inform JTS not later than 2 weeks prior to the event**
-  **Send all materials to JTS for approval before producing/publishing**
-  **Communicate with JTS proactively - ASAP as delays/changes identified**
-  **Take photo of Display panel placed at the venue of project event**
-  **Create a durable Display panel for outdoor events (roll-up, plaque, etc.)**
-  **Ensure durable marking for outdoor project equipment**
-  **Consult with Information Manager before decision/payment is made**

Get ready for the project to start!



Prepare DRAFT press release about project

Prepare content of the project section on the PPs websites

Place the Display panel at the PPs offices

Calculate amount of stickers for supplies/equipment required

Plan com. activities (time plan, terms of reference, etc.)

**Send layouts
to the JTS
for approval**

**Get ready to
fill in the survey**

**Consult
with the JTS**

Any questions about communication & publicity?



+371 26313683



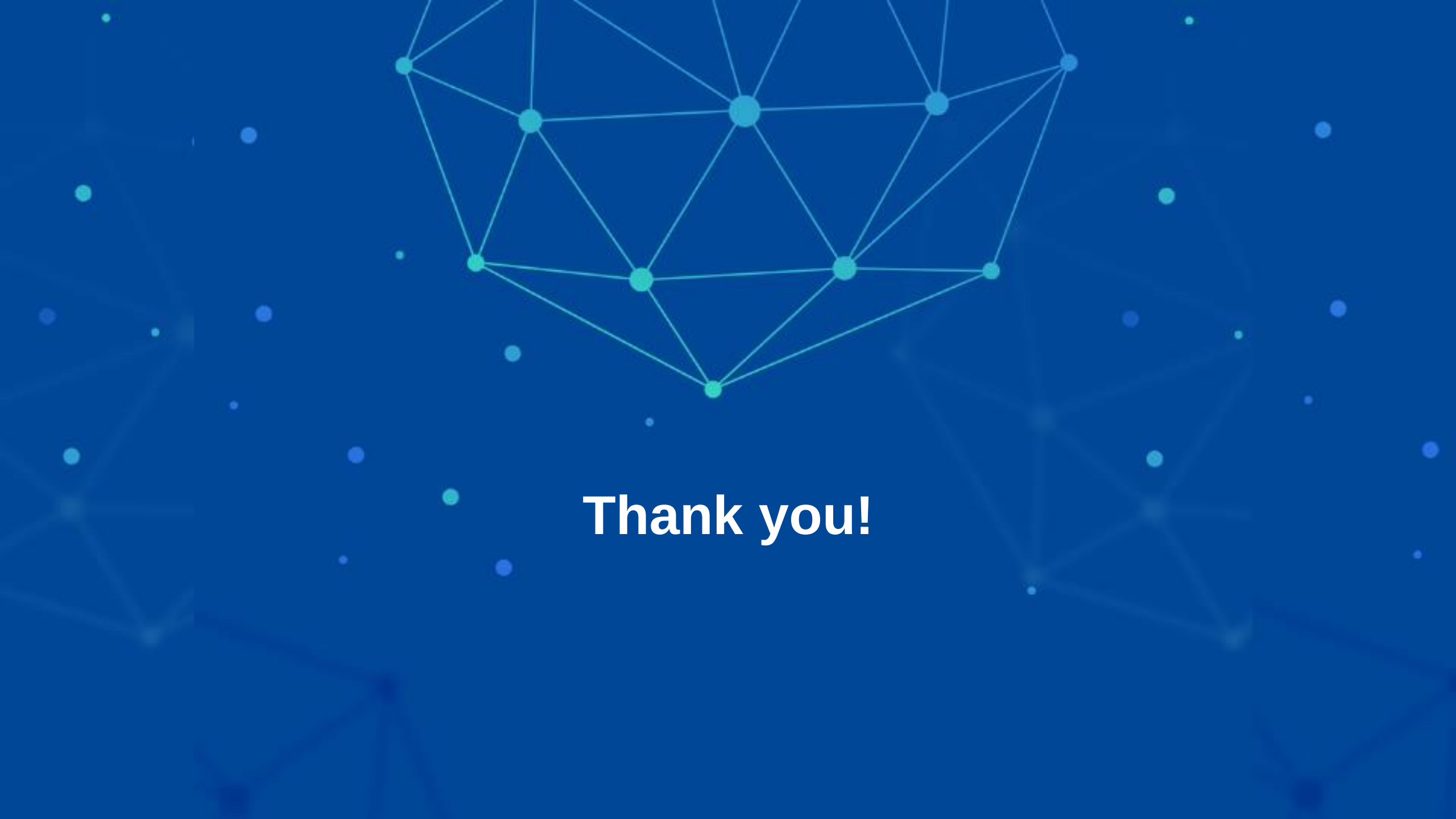
Jelizaveta.Sibatovska@varam.gov.lv



Online consultations (MS Teams)



Consultations at Doma laukums 8A, Riga

The background is a solid blue color. It features a network of light blue lines connecting various nodes. Some nodes are larger and more prominent, while others are smaller. The network forms a complex, interconnected web of triangles and polygons. The text "Thank you!" is centered in the lower half of the image in a white, bold, sans-serif font.

Thank you!