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Lithuania – Poland

# **Implementation webinar for projects' partners of the 2nd call**



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# **Welcome speech**

**Laimonas Gailius, Managing Authority**



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# **General information on project implementation**

# Most important documents

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- The **Subsidy Contract** is an agreement, where indicated the most important information (duration, amounts, reporting system, etc.). Project Application form is an annex to the Subsidy Contract.
- **Project Application** form is like a road map. You cannot change your destination (main indicators), but you can adjust your trip.
- **Programme Manual** is like instruction. In case particular topic is not regulated by the Programme Manual or by the EU rules, the national legislation applies. In all other cases – **Programme Manual relevant to your Call applies first.**



# Subsidy contract

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- Subsidy Contract is signed between MA and LP (**Preamble**)
- Total eligible budget and ERDF (**Art. 2, Point 2.1 and 2.2.**)
- Start and end dates (**Art. 3**)
- All exchange of information in JEMS (**Art.4, Point 4.1**)
- Payments are made in portions (**Art.4, Point 4.7**)
- No advance payments (**Art 4, Point 4.9**)



# Programme manual

The screenshot shows the website interface for the 2nd Call for Proposals. The main content area lists several documents, with the following titles visible:

- The 2nd call for proposals in numbers
- The Second Call for Proposals of Interreg VI-A Lithuania-Poland Programme 2021-2027 was open from 9 January 2024 at 17:00 (Lithuanian time).
- Applicants had to fill in the Application Form through Joint Electronic Monitoring System (JEMS) online at [jems.litvise-polka.eu](https://jems.litvise-polka.eu).
- The application pack
- Guidance note for the 2nd call
- Annex 1 to the Guidance note - JEMS office Application Form
- Annex 2 to the Guidance note - JEMS office Application Form Guide
- Programme manual for the 2nd call (PM - Small Projects)** (highlighted with a red box)
- Annex 1 to PM - Description of activities
- Annex 2 to PM - JEMS User Manual
- Annex 3 to PM - Project Statement template
- Annex 4 to PM - Partner - Statement template
- Annex 5 to PM - Specific rules for Polish partners of awarding contracts
- Annex 6 to PM - Statement on non-discrimination for Polish partners
- Annex 7 to PM - Notification on the selected irregularity
- Annex 8 to PM - SRF Declaration template
- Annex 9 to PM - Statement by Associated Organisation template

At the bottom of the page, there are links: Register to informative events, Register to individual consultations.

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The cover of the Programme Manual includes the following text and elements:

- Interreg logo and Co-funded by the European Union logo
- Lithuania – Poland
- Interreg VI-A Lithuania – Poland cooperation programme
- PROGRAMME MANUAL**
- For the 2<sup>nd</sup> Call for Proposals (small projects)
- Approved by the Monitoring Committee on 3 January 2024
- Three circular icons at the bottom: a green one with a tree and a person, a red one with a building, and a blue one with a building and a person.

# First steps

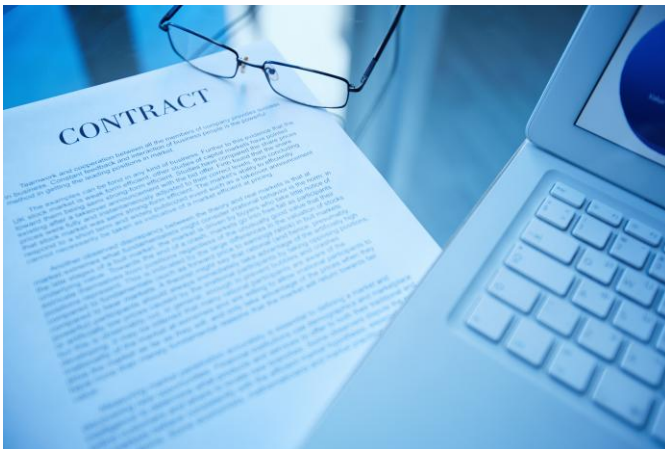
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- Read the Subsidy Contract and the Programme Manual carefully.
- Analyse project Application Form and Budget once again before starting implementation.
- Check your JEMS account
- If needed, sign a Partnership agreement.
- Discuss and prepare detailed project plan.
- Organize kick-off meeting (if relevant) or on-line meeting with all partners.
- Start project communication.



# Lead partner (LP) responsibilities:

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- bearing the overall financial and legal responsibility for the project
- ensuring communication with Programme bodies (MA/JS, etc.)
- signing of the Partnership Agreement (if applicable)
- overall project management and establishment of reliable project monitoring system
- requesting necessary project changes, if any
- the LP shall ensure that the expenditure and activities of the PPs have been verified by the appropriate controllers in accordance with EU, Programme and national requirements and prepare each Project Report on the basis of the Partners Reports provided by PPs.
- transfer relevant portions of ERDF co-financing to the PPs'





# Partners (PPs) responsibilities:

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- implementation of the project in line with the work plan, the time schedule, and the approved budget
- active cooperation with the LP and PPs
- providing the LP with all the information and documents for coordinating and regularly monitoring of the project
- ensuring the sound financial management of Programme funds received
- informing the LP on the problems, or necessary **changes in the project**
- ensuring separate accounting system or specific accounting code
- timely preparation of **Partner Reports**, submission to the controller
- efficient participation in JS/MA/EC checks at sites.
- ensuring proper **visibility of the project**



# Eligibility of expenditures (1)

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**The expenditure is consider eligible if:**

is needed to implement the project

was incurred and paid during the project implementation period indicated in the subsidy contract (the rule does not apply to preparatory costs and costs of LT controllers - part II.4.1. of the Program Manual)

does not fall into the ineligible cost category (part II.4.4. of the Program Manual)



# Eligibility of expenditures (2)

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was incurred in an efficient and economical manner, respecting the principle of achieving the best results from given expenditures, in a way that allows the timely implementation of tasks

was incurred in accordance with the provisions of the subsidy contract (was stipulated in the application form), the rules of the Program and the applicable EU and national regulations (including the procurement rules)



Annex No. 5 to the Program Manual  
special procurement rules for Polish project  
partners



# Controllers

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## In Lithuania – DECENTRALISED

- Costs should be foreseen in the partners' budget
- **Shall be perform procurement and signed a contract with a Controller**
- Get approval from Ministry of Interior.

For more information:

<https://www.esbendradarbiavimas.lt/kontroles-sistema/>

## In Poland – CENTRALISED

- No costs foreseen in the partners' budget
- Contact details on the Programme website

For more information:

<https://lietuva-polska.eu/contacts-2/firstlevelcontrol/>



# National co-financing for LT partners

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**Rules for the use of funds from the state budget of the Republic of Lithuania allocated for co-financing INTERREG programs for 2021-2027, approved by Order No. 1V-119 of the Minister of the Interior of 10 March 2023.**

Lithuanian partners participating in projects with the status of a public legal entity have the opportunity to apply for co-financing funds (this shall be done within 12 months from start of the project). No more than 50 percent of the minimum necessary co-financing costs of INTERREG program projects will be paid.



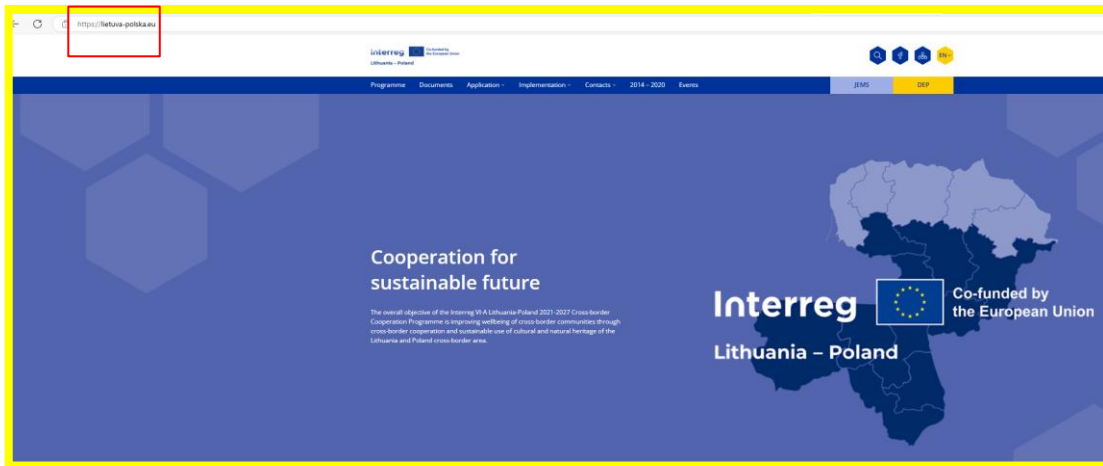
# Programme support

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<https://lietuva-polska.eu/>



JS project manager,  
financial manager and  
communication  
manager

# Advice for successful implementation

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- Start as fast as possible, especially establish management structures, start public procurement procedures.
- Implement in line with the Application Form.
- Plan, revise, adjust. Repeat as many times as needed.
- Follow reporting schedule, don't wait for the last day.
- Share responsibilities wisely in implementation teams.
- Remember about proper communication.
- Do not hesitate to consult JS managers, **but at first** read the Programme manual.





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## Project modification



...when unexpected circumstance occurs





Subsidy Contract – 5.1.14.; 5.1.15

Programme Manual – IV.3

Project Modification procedure

<https://lietuva-polska.eu/reporting-and-modifications>

Programme

Documents

Application

Implementation

Contacts

2014 – 2020

JEMS

DEP

Start > Reporting and Modifications

< Back

## Reporting and Modifications

### Menu

- > Programme
- > 3 Call for Proposals
- > Joint Secretariat

This section is dedicated to the project implementation and reporting.

#### Modification:

[Project Modification procedure](#) is a guidance document for handling project modifications

[Annex 1 - Request for modification form](#) shall be used to present the needed changes to the JS

[Annex 2 - Budget modification form](#) shall be used to supplement the request for modification form if reallocations between cost categories and/or partners are needed

Upcoming  
update

# General rules

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- Essence of the project cannot be changed
- There can be no negative effect on the project results
- Outputs value cannot be changed
- Once the requested modification has been approved, the reverse case shall not be accepted
- Modifications can be done only in well justified cases
- Modifications have to be based on reliable information collected from all Partners, agreed by all Partners involved



# General rules

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- 1. Modifications can be done only during the project implementation
- 2. The modifications related to activities or the budget could be done not more often than once per reporting period
- 3. LP should submit the last possible request not later than 1 month before project end
- 4. Decisions are taken only on the basis of officially submitted full package of documents and according to rules of the Programme
- 5. After approval of budget modification all further requests for budget modification should be based on the newly approved budget



# Upcoming update

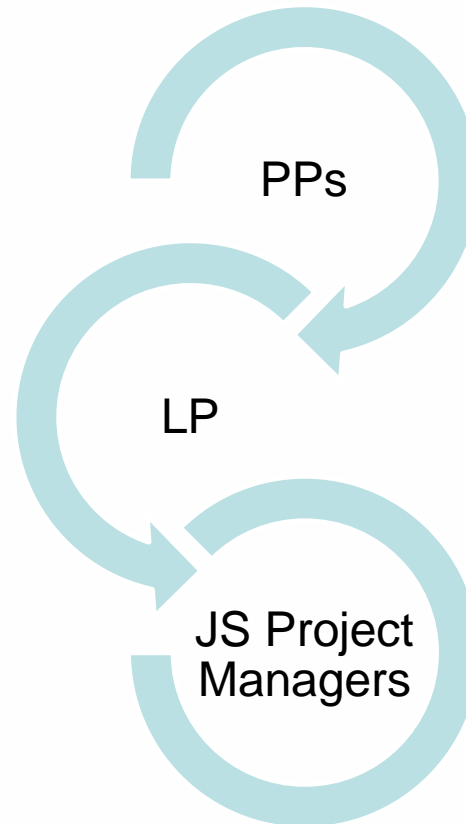
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Please contact JS Project Managers appointed to the project to clarify which type of modification is going to happen or has occurred and follow the steps accordingly



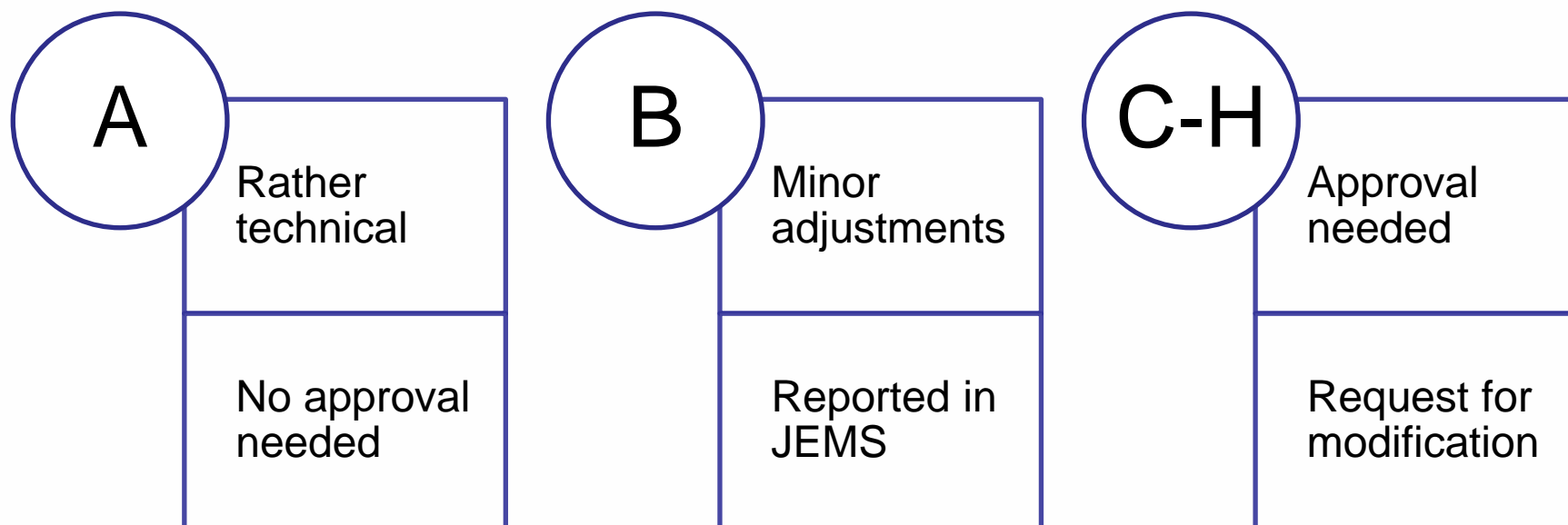
# Types of modification

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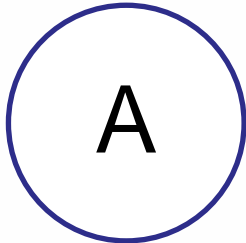
# Type A

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Notification on modifications of the technical character (e.g. contact person, contact details, bank account) or change of a legal representative

E-mail to appointed JS Project Manager informing about a change. If needed attach relevant document

Information to JS up to 14 days

# Type A



## Lithuania – Poland

Dashboard / Applications / [redacted] / Partners overview

### B.1.4 Legal representative

Title  
Administration Director

First name  
[redacted]

Last name  
[redacted]

### B.1.5 Contact person

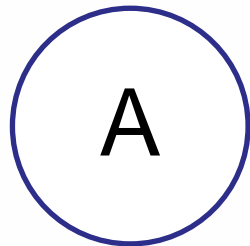
Title  
[redacted]

First name  
[redacted]

Last name  
[redacted]

E-mail address  
[redacted]

Telephone no.  
[redacted]



- Project reports
  - Project reports
- Partner reports
  - LP1 [redacted]
  - PP2 [redacted]
  - PP3 [redacted]
- Contracting
  - Contract monitoring
  - Contracts and agreements
  - Project managers
  - Project reporting schedule
- Partner details
  - LP1 [redacted]
  - PP2 [redacted]
  - PP3 [redacted]
- Application form
  - Project version
    - V.1.0
- A - Project identification
  - A - Project identification
  - A - Project overview tables
- B - Project partners
  - Partners overview
    - LP1 [redacted]
    - PP2 [redacted]
    - PP3 [redacted]

Project modification





# Type B

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Minor adjustments of the work plan without impact on objectives and results and/or budget reallocation within one cost category

B

Reported in JEMS within respective Partner and Project Report

Please include justification

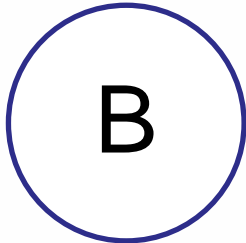
# Type B - examples

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- Delay in purchase of some equipment
- Renting headphones for simultaneous translation turns out too expensive. The traditional translator will be involved instead
- It turns out that there will be no need for conference room rental what initially was planned
- The event planned initially in Period 2 was organised earlier in Period 1

## BUT NOT:

- Instead of 1 there are 2 computers bought (investments)
- Instead of 2 joint events – only 1 will be organised
- Instead of 5 study visits – there will be 1 huge conference



# Type C-D

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C-D

C. Modification of the work plan related to investments, activities, deliverables and outputs without impact on the project objectives or output and result indicator targets

D. Budget reallocations (without shifts between PPs)

# Type E-H

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E. Budget reallocations between PPs

F. Prolongation of the project duration up to 12 months (not exceeding the Programme deadline, i.e. 31 Dec 2029)

G. Prolongation of the project duration for more than 12 months (not exceeding the Programme deadline, i.e. 31 Dec. 2029)

H. Changes in the partnership (new partner / withdraw of a partner / change of LP)

E-H

Addendum  
to SC

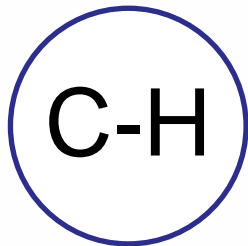
# Type C-H - examples

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- The real cost of equipment is much higher than it was planned in AF, reallocation of funds from other CC is needed, **without it - the planned outputs will not be possible**
- There are delays in purchase of needed equipment what significantly affects other activities and general time plan; project prolongation is needed
- PP2 has difficulties in implementing of Activity 1.1 LP will take responsibility for that activity. Budget reallocation between PPs will be needed
- PP3 is inactive and the project implementation is in risk. Project decides to change partnership.



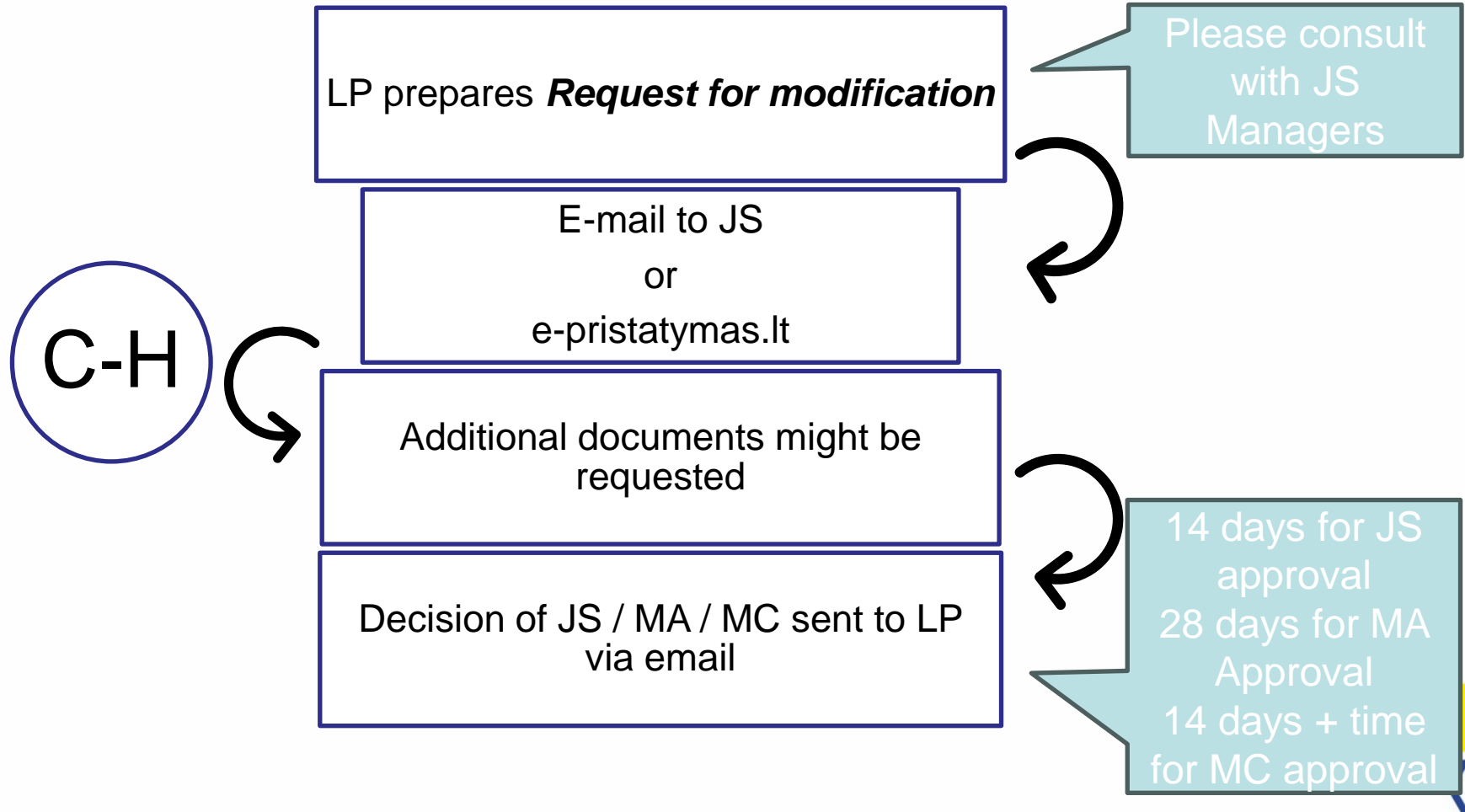
# Type C-H

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# Request for modification

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## Lithuania – Poland

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### Request for project modification

(Annex 1 to the Project Modification Procedure)

Request no. <u>  /202_  </u> <sup>1</sup>
<b>Lead Partner</b> <insert name> <b>Project</b> <insert project number> <b>Title</b> <insert title>
Modification 1 Type of modification (C-I): <insert type of modification>
Description and justification of modification (justification has to be described in details)
Impact that the modification shall make on the project activities, outcomes and results
Modification 2 Type of modification (C-I): <insert type of modification>
Description and justification of modification (justification has to be described in details)
Impact that the modification shall make on the project activities, outcomes and results
Modification <u>  </u> <sup>2</sup> Type of modification (C-I): <insert type of modification>
Description and justification of modification (justification has to be described in details)
Impact that the modification shall make on the project activities, outcomes and results

<sup>1</sup> Insert the number and year of the request

<sup>2</sup> As many fields of modification may be added as many is requested; delete if not required

#### Annexes:<sup>3</sup>

- 1) budget modification (required for D, E types of modifications),
- 2) new Project Statement (required for G type of modification),
- 3) new Partner Statement for a new partner (required for E, G types of modification),
- 4) new Statement on the absence of discriminatory resolutions for a new Partner if it is local self-government unit or its subordinate units from Poland (required for G type of modification),
- 5) new SME Declaration for a new Partner if it is SME (required for G type of modification),
- 6) new Partnership Agreement if applicable
- 7) other document: <insert what kind of document>

Hereby the Lead Partner confirms that the modification(s) described above has/have been agreed by all Partners involved in the project.

Name of the legal representative	
Position in the organisation	
Lead Partner organisation	
Place, date	



<sup>3</sup> Underline documents that are attached to the request



# Budget modification form

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Project costs by Project Partners		Project costs between budget categories						
Partner number	Organisation abbreviation	Total approved eligible costs	Total requested after modification	Changed expenditure	Cost category	Total approved amount	Requested amount after modification	Difference in EUR
LP1				0.00	CC1 Staff cost			0.00
PP2				0.00	CC2 Office and administrative costs			0.00
PP3				0.00	CC3 Travel and accommodation costs			0.00
PP4				0.00	CC4 External expertise and service costs			0.00
PP5				0.00	CC5 Equipment expenditure			0.00
PP6				0.00	CC6 Infrastructure and works			0.00
PP7				0.00	Lump sum - Preparation costs			0.00
PP8				0.00				
PP9				0.00				
Total:		0.00	0.00		Total:	0.00	0.00	0.00

Total approved project budget (please insert/delete budget lines according to the project budget in JEMS)										Total new budget after modification procedure										Difference in EUR
Partner number	Cost category	Description	Comments	Flat Rate %	Unit Costs	Unit type	No. of units	Price per unit	Total	Partner number	Cost category	Description	Comments	Flat Rate %	Unit Costs	Unit type	No. of units	Price per unit	Total	
LP1										LP1										0.00
LP1										LP1										0.00
LP1										LP1										0.00
LP1										LP1										0.00
LP1										LP1										0.00
LP1										LP1										0.00
LP1										LP1										0.00
PP2										PP2										0.00
PP2										PP2										0.00
PP2										PP2										0.00
PP2										PP2										0.00
PP2										PP2										0.00
PP2										PP2										0.00
PP2										PP2										0.00
PP2										PP2										0.00
PP2										PP2										0.00
Total:										Total:										0.00

\* Please insert budget lines for all PPs according to the project budget in JEMS





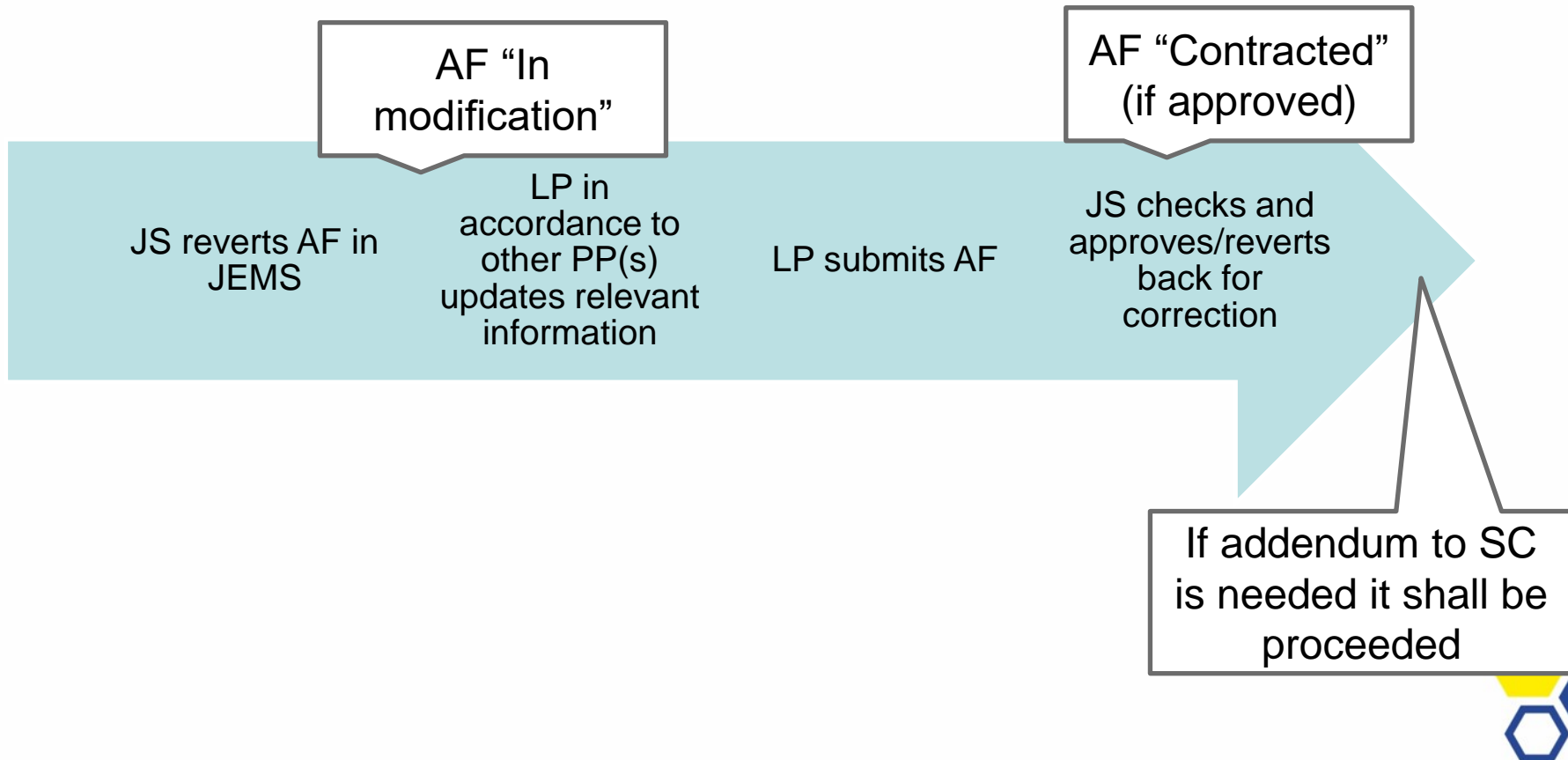
# UPDATE IN JEMS

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# Project Reporting

## General Rules, Types of Reports, Checks

# Responsibilities

Institution	Action
<b>Partners</b> (including LP)	To prepare <b>Partner Report</b> <u>for their own part</u> of the project, and submit it for verification <b>to the Control</b>
<b>Lead Partner (LP)</b>	To prepare <b>Project Report</b> <u>for the whole Project</u> on behalf of the partnership, submit it for approval <b>to JS</b> . After receipt of the ERDF payment, <b>to transfer</b> the ERDF funds to the PPs participating in the Project and <b>to inform</b> the JS about that.
<b>Control</b>	To <b>verify</b> Partner Reports. To generate the <b>Control Reports</b> and <b>Control Certificates</b> .
<b>Joint Secretariat (JS)</b>	To <b>check and approve</b> Project Reports
<b>Managing Authority (MA)</b>	<b>Final approval</b> of the Project Reports, <b>payment</b> (reimbursement) of ERDF to LP.

# General rules (1)

Submission of Project Reports and their approval by the MA is a pre-requisite for reimbursement of ERDF funding (Subsidy Contract, § 4).

Project Reports cover both the project activities and the financial implementation.

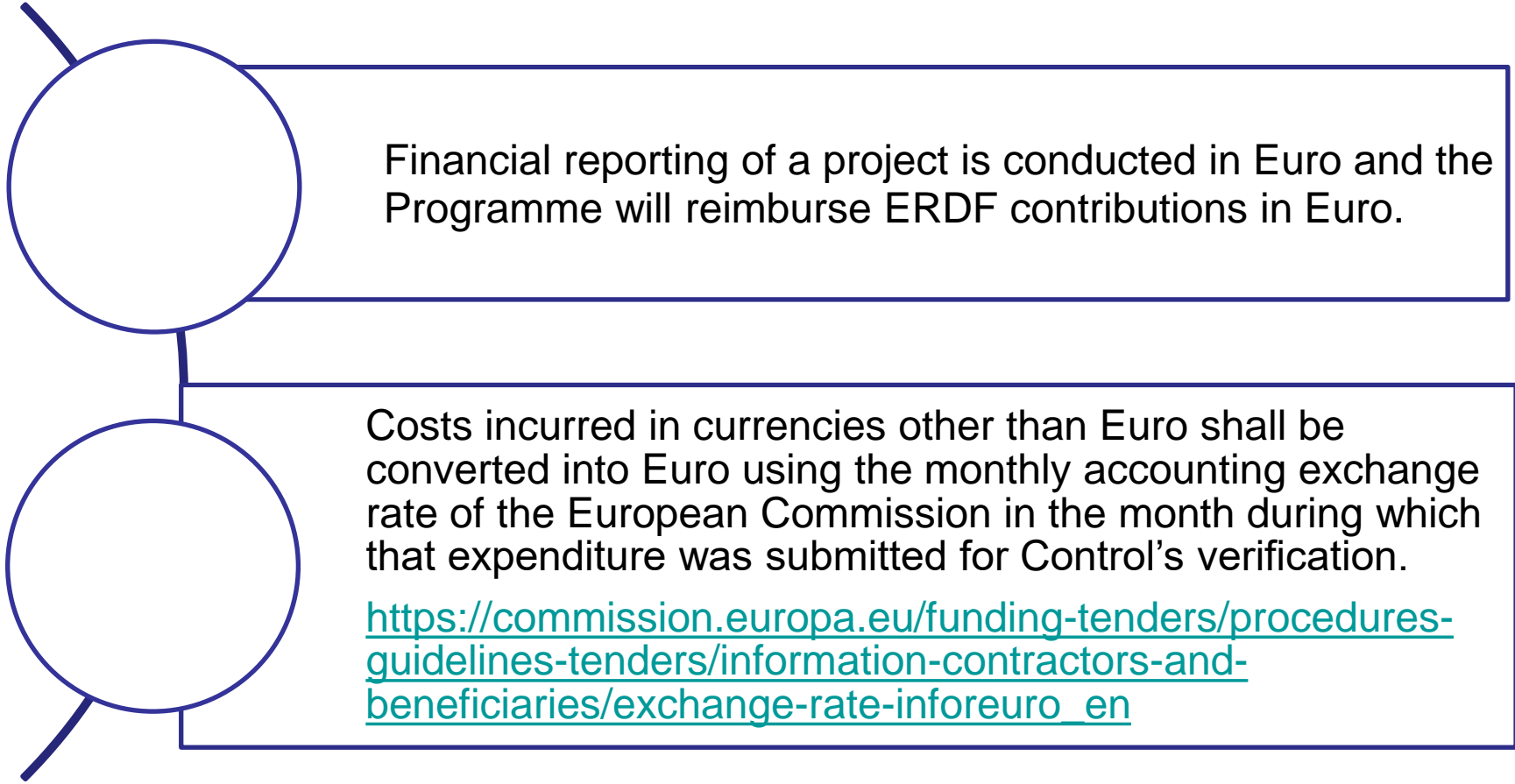
Main objective - to monitor whether projects are implemented in line with their objectives, outputs, results, activities, deliverables and budget.

Project Reports are prepared **in English**, submitted **in JEMS** to the JS. They are subject to the management verifications which are performed by the Control.



# General rules (2)

## Use of Euro



Financial reporting of a project is conducted in Euro and the Programme will reimburse ERDF contributions in Euro.

Costs incurred in currencies other than Euro shall be converted into Euro using the monthly accounting exchange rate of the European Commission in the month during which that expenditure was submitted for Control's verification.

[https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-infoeuro\\_en](https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-infoeuro_en)

# General rules (3)

## Reporting periods and Deadlines

Reporting periods, and deadlines for Project Report submission (i.e. within 3 months after the end of the reporting period) – indicated in the JEMS, section “Project reporting schedule”.

**Contracting**  
Project reporting schedule

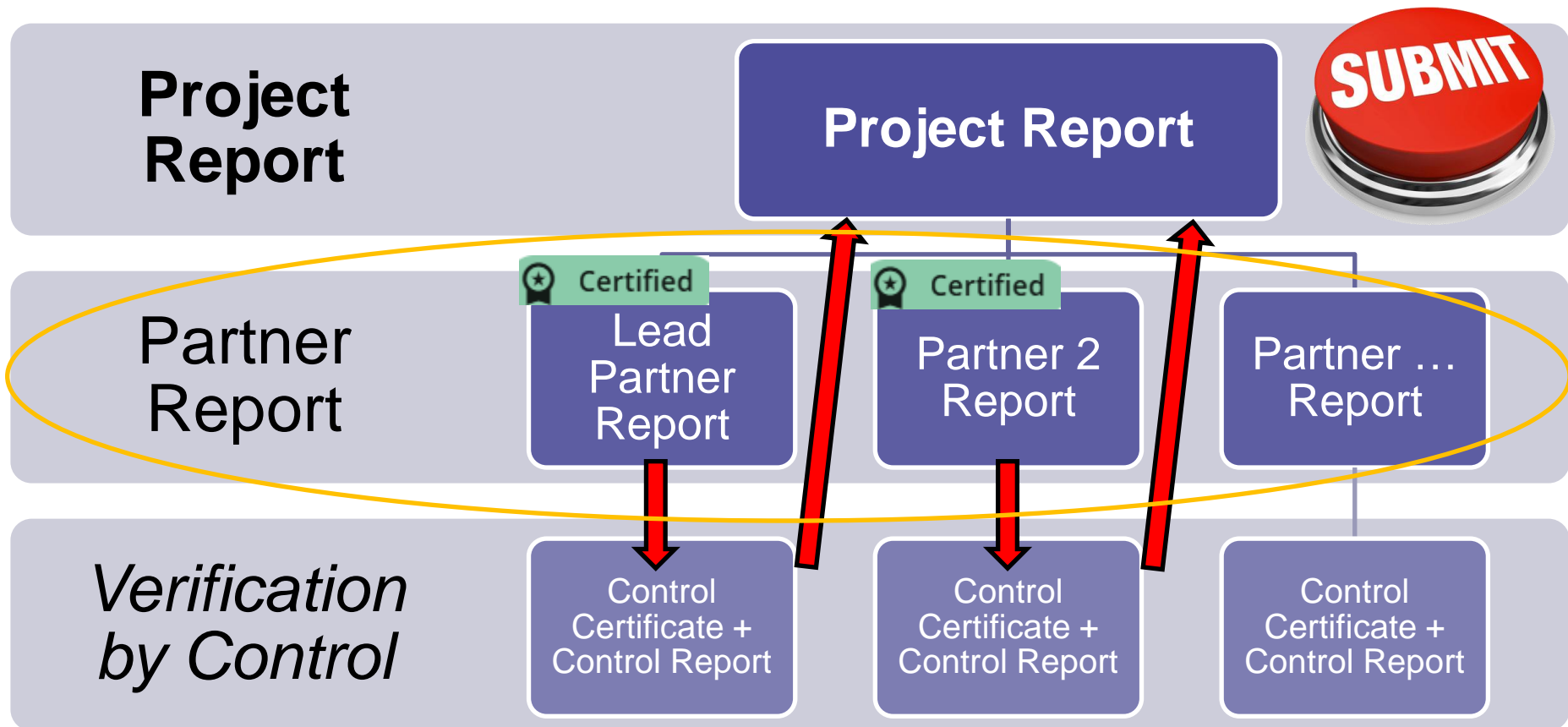
Project reporting deadlines

In this section, the reporting schedule is defined. For the period, in case the report covers more than one period, please indicate the last one of them. In the date column please set the date when the report shall be delivered.

Start date (DD.MM.YYYY)      End date, calculated automatically (DD.MM.YYYY)      Project duration in months  
01.12.2024      30.11.2025      12

ID	Type of report	Period	Date	Final report	Comment	Linked reports
1	<input type="checkbox"/> Only Content <input type="checkbox"/> Only Finance <input checked="" type="checkbox"/> Both	* Period Period 1, month 1 - 6, 01.12.2024 - 30.11.2025	* Date 31.8.2025	Yes No		
2	<input type="checkbox"/> Only Content <input type="checkbox"/> Only Finance <input checked="" type="checkbox"/> Both	* Period Period 2, month 7 - 12, 01.06.2025 - 30.05.2026	* Date 28.2.2026	Yes No		

# Partner report AND Project report



# Partner Report (1)

**Partner Report** contains both activity and financial information that is necessary to verify individual Lead Partner or Project Partner expenditure.

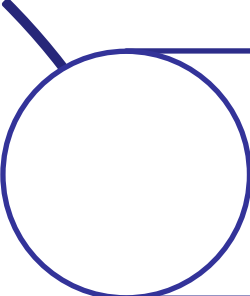
Each Project Partner (LP and all PPs) is responsible to complete their Partner Reports in JEMS according to the JEMS rules, and to submit their Partner Reports to the Controller in JEMS (within **5 working days** after the end of the reporting period).

During verification, the Controller can request corrections, clarifications, missing documents. Lead Partner or Project Partner provides documents and information in JEMS, section “**Control Communication**”.





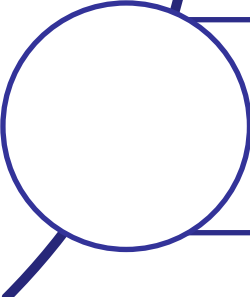
# Partner Report (2)



Result of the Controller's check: the Partner Report status changes to "**Certified**" and in section "Overview and Finalize" there will be generated **Control Certificate** and **Control Report**. The both documents – **shall be in English!**



The Controller verifies the reported costs as (1) eligible, or (2) ineligible and deducted from Partner Report or (3) postponed for later check ("parked expenditure").



If Lead Partner or Project Partner has no costs to report, the Partner Report shall be prepared and submitted via JEMS (as a "zero costs report") by the set deadline.

# Information and guiding documents for Control (1)

<https://lietuva-polska.eu/controllers/>





Programme Documents Application ▾ Implementation ▾ Contacts ▾ 2014 – 2020 JE

## Controllers

**Menu**

- > Programme
- > 3 Call for Proposals
- > Joint Secretariat

In this section, you will find information and guiding documents for controllers:

-  [Methodology for controllers on risk-based management verification of expenditures](#)
-  [JEMS Manual for Controllers](#)

Detailed information on control for Lithuanian partners is published [here](#).

In Poland, control is performed by Voivodeship offices. For detailed information please contact your [controller](#).

# Information and guiding documents for Control (2) - LT

<https://www.esbendradarbiavimas.lt/kontroles-sistema/>

EUROPOS SAJUNGOS  
TERITORINIS  
BENDRADARBIAVIMAS

Interreg   
EUROPOS SAJUNGA



2021–2027 M. INTERREG   ETBT (INTERREG 2014-2020)   TEISĖS AKTAI   KONTROLĖS SISTEMA   KONTA

 Kontrolės sistema

KONTROLĖS  
SISTEMA

KONTROLĖS SISTEMA

**2021–2027 m. INTERREG programų 1-ojo lygio kontrolės sistema Lietuvoje**

[Rekomendacijos](#) 2021–2027 metų Europos Sąjungos finansinio laikotarpio Europos teritorinio bendradarbiavimo tikslo (Interreg) programų Lietuvos partneriams dėl minimalių kvalifikacinių reikalavimų tikrintojui, tikrintojo paslaugų pirkimo techninės užduoties ir sutarties su tikrintoju parengimo

[Priedas](#) Minimalūs kvalifikaciniai reikalavimai 2021–2027 m. Europos Sąjungos finansinio laikotarpio Europos teritorinio bendradarbiavimo tikslo (Interreg) programos tikrintojui

RENGINIAI

VISI RENGINIAI

< 2024 Liepa >


Pr An Tr Ke Pe Še Se

# Information and guiding documents for Control (3) - LT

Page 7 of the Recommendations

REKOMENDACIJOS  
2021–2027 METŲ EUROPOS SĄJUNGOS FINANSINIO LAIKOTARPIO EUROPOS TERITORINIO  
BENDRADARBIAVIMO TIKSLO (INTERREG) PROGRAMŲ  
LIETUVOS PARTNERIAMS  
DĖL MINIMALIŲ KVALIFIKACINIŲ REIKALAVIMŲ TIKRINTOJUI, TIKRINTOJO PASLAUGŲ PIRKIMO  
TECHNINĖS UŽDUOTIES IR SUTARTIES SU TIKRINTOJU PARENGIMO

## INTERREG LIETUVOS IR LENKIJOS BENDRADARBIAVIMO PER SIENĄ PROGRAMA

<u>Dokumentas</u>	<u>Nuoroda į dokumentą</u>
<i>Programos reikalavimai:</i>	
Programos vadovo dalis - <i>IV.2. <u>Reporting and payment procedure</u></i>	<a href="#">Programos vadovas</a> 
Programos tikrinimo atrankų metodologija	<i>Methodology for controllers on Risk based management verification of expenditure of the projects of the (Interreg VI-A) Lithuania – Poland Cooperation Programme</i> paskelbta programos svetainėje: <a href="https://lietuva-polska.eu/wp-content/uploads/2024/06/Risk-based-management-verification-for-Controllers.pdf">https://lietuva-polska.eu/wp-content/uploads/2024/06/Risk-based-management-verification-for-Controllers.pdf</a>
<i>Lietuvos partneris tikrintojo patvirtinimui gauti teikia:</i>	
<i>Informaciją apie pasirinktą tikrintoją</i>	Įgyvendinimo taisyklių priedas – forma <a href="#">Informacija apie pasirinktą tikrintoją</a>

For 2<sup>nd</sup> Call LT Partners – Programme Manual for the 2<sup>nd</sup> Call for Proposals.

For OSI LT partners – Programme Manual for the Call for Proposals for selection of OSIs.

# Information and guiding documents for Control (4) - PL

<https://lietuva-polska.eu/contacts-2/firstlevelcontrol/>

## Control

### Menu

- > Programme
- > 3 Call for Proposals
- > Joint Secretariat

Control in Lithuania is decentralised.

More information about control in Lithuania:  
<http://www.esbendradarbiavimas.lt/kontroles-sistema/>

Control in Poland is performed by Voivodeship offices.

**PODLASKIE**

Podlaskie Voivod's Office

Department of Government Programmes and European Funds

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# Project Report (1)

## Project Report

- contains both activity and financial information at **project level**;
- is necessary to claim funds from the Programme;
- includes information on the achievements of all project activities and incurred expenditures during the respective reporting period;
- Lead Partner is responsible to compile all necessary information from the Project Partners to prepare the Project Report;
- Lead Partner submits the Project Report in JEMS according to the schedule in section “Contracting” /“Project reporting schedule”.

## Project Final Report

- it is a **Project Report** for the last reporting period
- + integrated additional questions on the achievement of the project objectives, main outputs, results, durability.

## Project Report (2)

After the Control issues Certificates for Partner Reports (Partner Report status becomes “**Certified**”), Lead Partner prepares a Project Report.

Lead Partner shall fill-in the Project Report’s sections according to the rules in the JEMS Implementation Manual.

Partners’ Control Certificates and Control Reports are generated and listed in JEMS.

**Economic classification** in case of **Lithuanian partners** shall be submitted.

The Lead Partner presses the button “Submit project report”. After that, the status of the report changes to “**Submitted**”. After submission, the Project Report is locked and all corrections are stopped by LP. The verification work by the Joint Secretariat is started.

# Delays

In case the Lead Partner is late in submitting the Project Report, they should contact the Joint Secretariat and inform about the reasons the delay and indicate new date for submitting the Project Report.

Lead Partner shall inform immediately the MA via JS in writing about any circumstances that may affect the results of the Project implementation, Project procrastination or improper implementation (SC art. 5.1.17).





# Check of Project Reports. Payments.

**Stage I:** within 10 calendar days after reception the Project Report in JEMS, the JS checks the administrative conformity. If complete - within 10 working days, the MA makes a transfer 70% of reported ERDF funds to Lead Partner.

**Stage II:** after that, the contents of the Project Report and of the annexes are thoroughly examined. If the Project Report is correct and complete, the JS notifies the MA and requests to transfer the remaining 30% of ERDF to the Lead Partner.

Examination of each Report by JS and MA, together with payment of the amount of ERDF due to the Lead Partner shall not exceed 80 calendar days from the date of submission of the Project Report to the JS.  
However, in case the clarifications or corrections are needed, this period is suspended until the proper documents are submitted to the JS for assessment.

# Stage I: Administrative conformity of the Project Report

The following main points will be checked:

- ❑ The Control Certificates and Control Reports for all partners are present in JEMS, the List of partner certificates in JEMS includes certificates of all partners for the reporting period.
- ❑ The Economic classifications of expenditure for Lithuanian partners are present in JEMS, the expenditures of Lithuanian partners are in line with the reported amounts and the codes are correctly assigned.
- ❑ The Project Report, the Partner Reports, the Control Certificates and Control Reports **are filled-in in English.**
- ❑ All the relevant sections of the Project Report, in the Control Certificates and Control Reports, in Economic classifications for Lithuanian partners are filled-in.
- ❑ Whether any deductions related to the previous reporting periods shall be made.

# Stage II: check of the contents. Main procedure

## Work-plan monitoring:

- ❑ The JS compares the Activity part and project implementation indicators of the Project Report with the information in the approved JEMS Application Form, taking into account the approved modifications.
- ❑ The JS checks if all the required annexes supporting the achieved deliverables, outputs and results were enclosed.

## Financial monitoring:

- ❑ The JS compares the financial tables in the Project Report with the ones in the AF, taking into account the approved modifications (if applicable), check the deliverables, outputs and results achieved as described in the AF and Project Report (parts related to finances and indicators).

## Other checks:

- ❑ JS takes into account any information received during the checks-on-spot by the JS or by other institutions (Controllers, MA, NA, AA), if such were performed. The JS can request the LP to submit additional information on actions taken after such checks-on-spot.

# Stage II: check of the contents of the Project Report. Requirements (1)

The following main points will be checked:

- All obligatory annexes and additional required documents are uploaded to the JEMS for each partner.
- In the Work-plan part, all necessary fields are properly filled in.
- Reported activities/ deliverables / outputs / results are in line with original plans; if there are deviations they are justified.
- The problems, if occurred, pose no risk to project implementation and to achievement of the project objectives/results.
- The project complies with the rules of the EU policies, e.g. public procurement, State aid, etc. and is in line with the horizontal principles.



## Stage II: check of the contents of the Report. Requirements (2)

- Financial Overview part is fully completed, i.e., all necessary fields are properly filled in.
- Reported expenditure corresponds to activities implemented, it is in line with the Subsidy Contract, with its annexes, including JEMS Application Form, and with approved modifications.
- Reported expenditure by budget lines / general progress of project is in line with original plans. If there are deviations, they are justified.
- Expenditure in Economic classifications from Lithuanian partners are in line with the reported amounts and codes are correctly assigned.
- There is no over-spending, except for justified modifications. There is no significant under-spending.



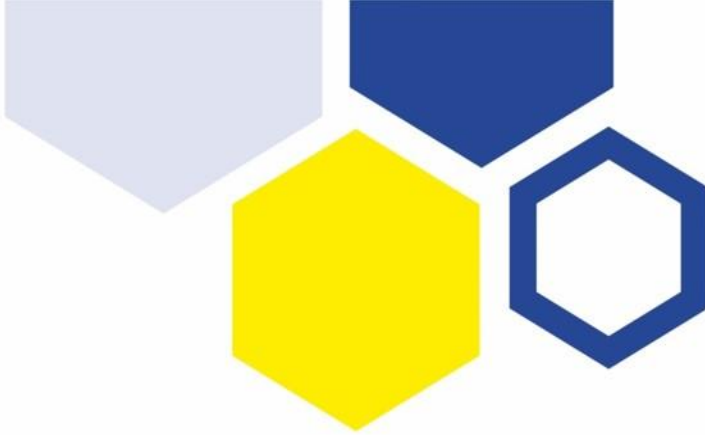
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# Project Communication and Publicity Requirements



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## **Communication Objectives:**

- ✓ inform the target groups and society about the project results and benefits;
- ✓ highlight contribution of the EU;
- ✓ ensure transparent use of the EU funds;
- ✓ ensure smooth operation of the project.

# Communication guidelines

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## Communication guidelines

Practical tips for enhancing your project communication



The guidelines outline the communication and publicity requirements for projects under the Interreg VI-A Lithuania-Poland Programme. Effective communication ensures transparency, highlights EU contribution, and informs the society about the project's results and benefits.

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## Table of content

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# Minimum requirements

## 1. Programme

Include the Programme logo on all promotional and public materials.

More info on logo use → page 4

## 2. Website & Social Media

Post information about the project on websites and social media accounts (if available) of each project partner.

More info on websites/social media → page 5

## 3. Plaques / Billboards

Display durable plaques or billboards if the project includes infrastructure, works, or the purchase of equipment and the total costs of the project exceed 100,000 EUR.

More info on plaques / billboards → page 6

## 4. Posters

For projects not falling under Point 3, display an A3-size poster or an electronic equivalent with project info at project partner locations.

More info on posters → page 7

3

# Logo use

DOWNLOAD NOW

English:



Lithuanian:



Polish:



Choose the Programme logo version (EN, LT, or PL) based on your audience.

Examples:

- for a joint event with participants from both countries, choose the EN version;
- for the poster in a project partner location, where the majority of visitors are from Poland, choose the PL version;
- for a renewed park, attracting both local and foreign visitors, choose the EN version;
- for the information on a project partner's website in Lithuanian language, choose the LT version.

Ideally the Programme logo should be used on white or light backgrounds only. If the Programme logo needs to be placed on a dark background, it must be in a white rectangle. E.g.:



If other logos are displayed in addition to the Programme logo, the EU emblem shall have at least the same size, measured in height or width, as the biggest of the other logos.



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# Websites

Every project partner must add information on the project to their organization's website, including:

- Programme logo
- Project description (title, aims, results, partners, EU funding)
- Link to the Programme website:  
[www.lietuva-polska.eu](http://www.lietuva-polska.eu)



The information shall be prominently visible and easy to find for external users (e.g., in the section 'Projects', 'EU-funded projects', 'About', etc.) and up-to-date.

The updates / news about the project activities on the website must include:

- the Programme logo
- the title of the project

After the project's completion, information about its achievements should be easily accessible to external users.

If you're creating a separate website or a social media account specifically for the project's use, please consult the Joint Secretariat of the Programme: [communication@lietuva-polska.eu](mailto:communication@lietuva-polska.eu)

## Social media



Post major project updates on existing social media (start / end of the project, public events, trainings, available materials, achievements, etc.). Include:

- Hashtags (#lietuvapolska, #interreg)
- Programme tags (Facebook: @InterregLTPL, Instagram: @lietuvapolska)
- Project title
- Programme logo as the last image (in multi-photo posts)



Project Partners must display durable plaques or billboards clearly visible to the public if the project includes infrastructure, works, or the purchase of equipment and the total costs of the project exceed EUR 100 000.

Include:

- the Programme logo;
- the project title;
- project partner(s) logo(s);
- short project description and / or a type of works (e.g., park reconstruction, purchase of medical equipment, etc.) – it has to be clear, what exactly is financed by the Programme;
- financial contribution: the ERDF funding allocated to the respective project partner and/or the costs associated with works or equipment;
- project duration;
- pictures (if applicable);
- website(s) (optional).

Project partners should install plaques or billboards as soon as the project with planned physical investments or the purchase of equipment starts or purchased equipment is installed.

The EU regulations do not differentiate between a billboard and a plaque. If a project partner sets up a billboard and wishes to change it to a plaque after the completion of a construction, this can be done as long as the billboard is taken down.

Plaques and billboards are to be made of durable material that enables long-lasting display. We recommend that projects put up a durable billboard or plaque of significant\* size on the infrastructure or construction, or (if not possible) at a place nearby, that is readily visible and accessible to the public.

One billboard and / or plaque is allowed for a project partner, who is responsible for the implementation of several projects of the Programme in the same venue. Please coordinate the content with the Joint Secretariat of the Programme: [communication@lietuva-polska.eu](mailto:communication@lietuva-polska.eu).



Download templates or create your own\*\*

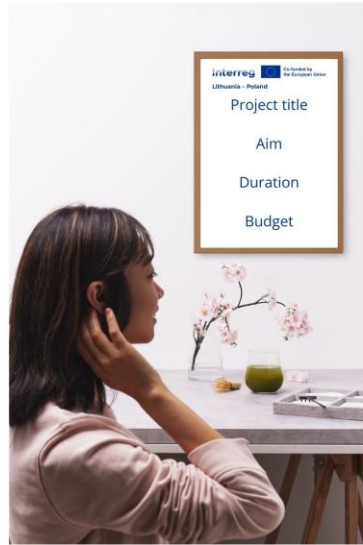
For the attention of Polish partners: in case you implement the project from the Interreg VI-A Lithuania-Poland programme and additionally receive funding from the state budget or state earmarked funds (fundusze celowe), you must prepare at least 2 information boards – please check the Programme Manual for more information.

\*significant size – well-visible and easy to read, depending on the location

\*\*remember to include all obligatory elements, listed above

## Posters

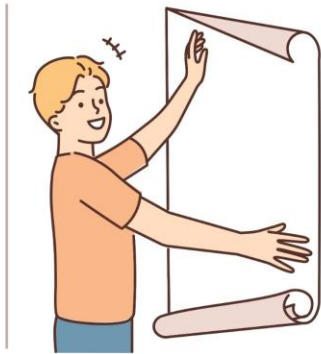
For projects not falling under the obligation to install a plaque / billboard (see p. 6), display an A3-size poster or electronic equivalent with project info at project partner locations. Place the poster in a location clearly visible to the public (e.g., displaying it prominently at the entrance of the location).



Download templates or create your own\*



\*remember to include all obligatory elements



### Include:

- the Programme logo
- the project title
- project partner(s) logo(s)
- short project description
- financial contribution (the ERDF funding allocated to the respective project partner)
- the project duration
- picture (if applicable)
- websites (optional)

## Events & promotional gadgets



Inform the Joint Secretariat in advance about the upcoming events of the project (as soon as the dates are set, but not later than 2 weeks before the event).



Display the EU flag or the Programme logo in the venue of the trainings, seminars, fairs, exhibitions and others events and include the Programme logo on all materials related to the event (agenda, invitations, participants' lists, presentations, roll-ups, gadgets etc.).



Include the statement on collecting, storing and use of personal data in line with GDPR and your organisation's internal rules on participants' lists.



Ensure the lists of participants are signed for each day of the event.



When reporting, provide photos from the event, documents (agenda, lists of participants, presentations, etc.) and photos with clearly visible produced / purchased items (roll-ups, gadgets, etc.). Make sure the EU flag or the Programme logo is visible on some of the photos.



For online events please provide screenshots of the event and registration lists (without signatures of participants and preferably signed by the organiser). Make sure the use of the EU flag or the Programme logo is visible on some of the screenshots.

# Equipment, vehicles and other supplies

Label the purchased equipment with permanent stickers with the Programme logo. Please choose the size depending on the size of equipment.

In case the bulk of the equipment, furniture or other supplies is stored and used in one room, it is possible to install an informative plaque and to avoid sticking each piece of equipment and supplies.

If, due to the size or form, material or purpose of some supplies (e.g., pens, national costumes) it is not possible to include the full Programme logo on them, please consult the Joint Secretariat ([communication@lietuva-polska.eu](mailto:communication@lietuva-polska.eu))



# Articles & press releases

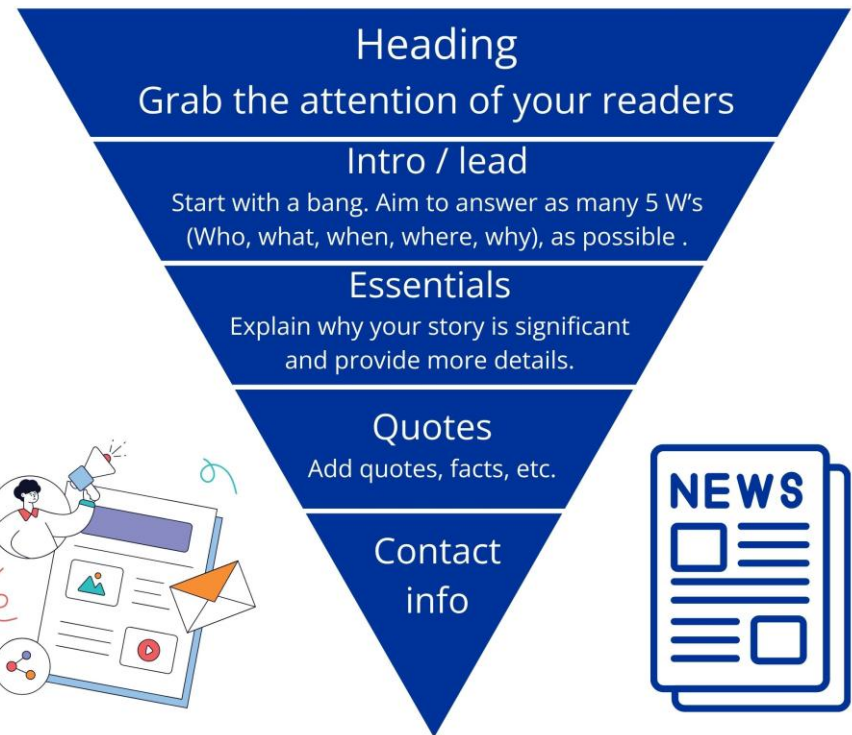
Ensure your articles and press releases include:

- the Programme logo
- the Programme title: Interreg VI-A Lithuania – Poland programme
- the project title
- the amount of the EU funding provided for the project and / or the respective project partner
- photos

When writing, focus on the main achievements, activities and public events of the project as well as the benefits to the potential reader.

As soon as your publications appear online, please send them to [communication@lietuva-polska.eu](mailto:communication@lietuva-polska.eu)

## Press release triangle



# Video & Audio

In video production (interviews, reports, clips, films, etc.) include the Programme logo.



For audio production (interviews, etc.) include the phrase "Co-financed by the Interreg VI-A Lithuania - Poland programme".

Advertise your video and audio production on the Programme's social media accounts.

## Printed publications

The printed publications (e.g., brochures, leaflets, books, research articles, methodologies) of the project must contain:

- the Programme logo;
- general information about the project and its achievements (depending on the publication's length).

Ensure that your printed publications are also available in electronic format and disseminated via websites, social media, etc.

Any paper versions must be produced with best environmental practice in mind.

# Templates, reports, online resources

## 1. Templates

Download logos and templates:



## 2. Reports

For detailed information, on what supporting documents to attach to projects' reports, please check the JEMS manual:



## 3. Useful online resources

### CANVA

[create graphics,](#)  
[presentations,](#)  
[social media posts](#)

### BITEABLE

[create videos](#)

### UNSPASH

[choose free stock](#)  
[photos](#)

### CHATGPT

[create, edit,](#)  
[shorten various](#)  
[texts](#)

### HEMINGWAY

[analyze text for](#)  
[readability](#)

## Related publications

### Programme manuals

Section "Project communication and publicity requirements"

### The journalism mini guide

By INTERACT

### Communicating cohesion policy

By the European Commission

### Communicating OSI

By the European Commission

Interreg



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## Contacts

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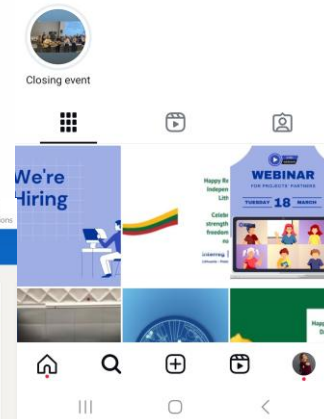
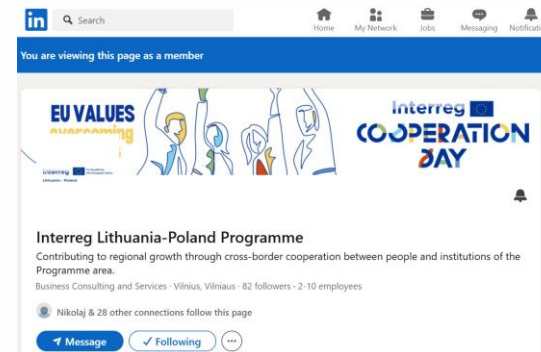
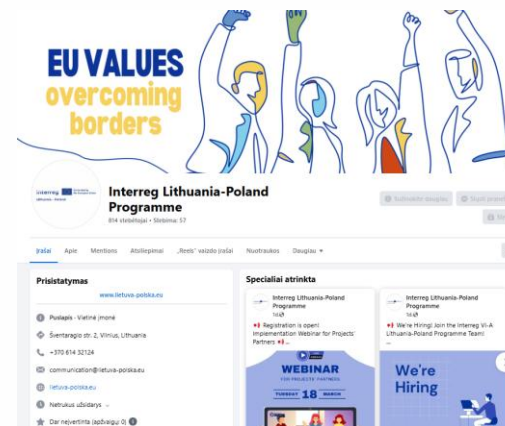
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Follow us on social media

Subscribe Programme's newsletter

Contribute to Programme initiatives, participate in events, be active



# Contests

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#Regiostars



Has your project created a positive impact locally? Was something new developed as part of it? Did it bring your region further economically, socially or environmentally? Do the results continue to deliver even after the project ended? Could it be rolled-out across Europe?

If “yes!”, submit your application to the REGIOSTARS contest before 20 May 2025!







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**Lithuania – Poland**

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