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Implementation webinar for projects' partners

1 April 2025



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Project Reporting

**Annexes to be uploaded,
Clarifications and Results of the Check**

Obligatory annexes to JEMS Project Report (1)

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- Partner Reports (for the Lead Partner and each Project Partner);
- Control Certificate and Control Report for each partner (+ “tick” them in the Project Report, “List of Partner Certificates”);
- Economic classification for each Lithuanian Lead Partner or Project Partners;**
- Documents proving information and publicity deliverables: pictures of produced materials, links to publications, copies of publicity materials, evidence confirming compliance with visibility requirements (e.g. *statement highlighting support from an Interreg fund on documents and communication materials; information about the project on web-site and social media, durable plaque/poster, EU flag displayed at events, stickers with Programme logo on equipment, etc.*), etc. – see requirements in the **Programme’s Communication Guidelines;**
- Documents confirming achievement of the Outputs and Results;

Obligatory annexes to JEMS Project Report (2)

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- ❑ Supporting documents proving deliverables. Examples:
 - **Organized events (conference, seminar, workshop, training, etc.):** agenda, participants list, photos from the event, presentations, handout and other relevant materials, evidence of compliance with visibility requirements, screenshots (for online events), etc.
 - **Developed documents (research, guidance, etc.):** document (including draft version if final version is not available yet), evidence of compliance with visibility requirements, link where the final document is publicly available (if relevant), etc.
 - **Developed IT product (application, website, system, database, etc.):** link to the IT product, print-screens (as a .pdf file).
 - **Purchased equipment:** photos of purchased equipment, evidence of compliance with visibility requirements, acceptance acts, etc.
 - **Implemented works (OSI, 3rd Call):** acceptance acts, registration documentation and/or other documents confirming completion of construction and putting the object into exploitation according to the national legislation (if relevant), photos confirming implemented works and evidence of compliance with visibility requirements, etc.

Additional documents to be uploaded to JEMS with Report

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With the **First** Project Report:

- Documents proving the **Preparatory costs** (*meeting agenda, participant list, etc.*);
- Documents proving the incurred costs where the **flat rate** was applied, according to the Provisions of the Programme Manual (*according to the European Commission's requirement: at least 1 employment contract / equivalent, documentation of at least 1 trip per Project Partner e.g. mission report, meeting recording, or other similar evidence*).

With the Project **Final** Report:

- List of the fixed assets purchased during the project implementation;
- Copies of the on-the-spot checks' (performed by the Controllers or Programme bodies) reports in case they were not submitted with previous Project Reports;
- Documents proving achievement (or progress to achievement) of the Project Results (e.g. cooperation agreement, proof of number of people served by modernized healthcare facilities, proof of taking up joint solutions, etc.).

Stage I: clarifications and results of the check

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If the Project Report is administratively compliant (e.g. if no mistakes or missing documents):

- Within **10 working days** after receipt of the results of the administrative conformity check **from the JS, the MA makes the payment** to the Lead Partner.

If the Project Report is administratively non-compliant (i.e. there are mistakes or missing documents):

- JS sends a letter to the Lead Partner asking to correct the Project Report and/or upload missing information/documents within maximum **10 working days** from reception of the letter. JEMS report is reverted to the Lead Partner.



Stage II: process of clarifications of the contents of the Report

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In case of shortcomings, missing documents, or doubts regarding eligibility of expenditures, the JS sends a **Request for clarifications, missing documents** (official letter) to the Lead Partner, if needed - copy to respective partner or Controller.

The Deadline to respond – **10 working days** of receipt of the letter, or other deadline depending on complexity of the issues.

The Lead Partner responds either by Explanatory letter (uploaded to JEMS), or by correcting/clarifying the information in the Project Report, or by uploading of requested documents to the Project Report in JEMS.

Incoming clarifications / missing documents, corrected Project Report received from the Lead Partner are assessed by the JS managers **within 30 calendar days**.



Stage II: results of clarifications of the contents of the Report (1)

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If the received clarifications/ corrections/ missing documents are sufficient, the Project Report **is approved** by the JS.

If the requested clarifications/ corrections/ missing documents are not received or not provided in full, they may be **requested repeatedly**, or the related expenditure may be considered ineligible.

If there still **remain doubts** regarding eligibility of some expenditure (i.e., whether expenditures are spent not in line with the approved AF including approved modifications, or outside the project implementation period, or exceed the approved budget lines or allocations of project applicants etc), the JS can send an official letter *Verification of doubtful expenditures for the Project Report* to the Lead Partner, copy to the Controller(s), requesting the opinion of the Controller(s).

The deadline for a response to the JS shall be **10 working days**.

Stage II: results of clarifications of the contents of the Report (2)

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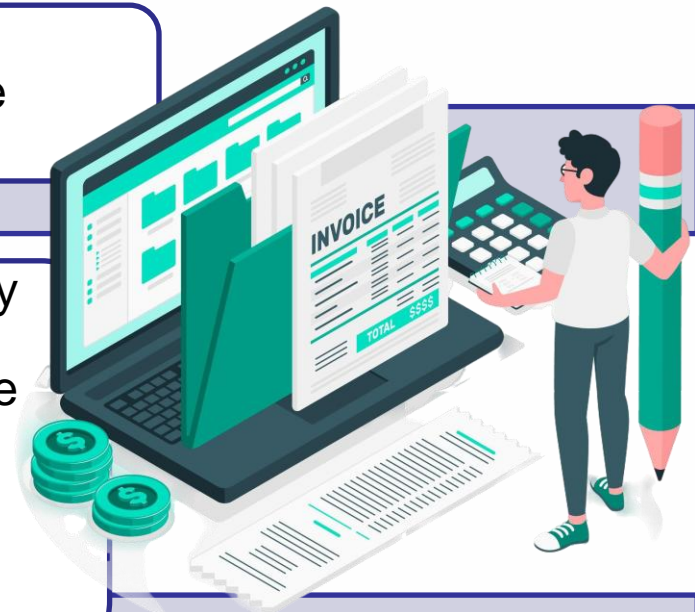


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If the Controller **confirms** eligibility of given expenditure by its official letter (uploaded to the JEMS), the JS will approve the Project Report.

If the Controller **does not confirm** the eligibility of the given expenditure, the Controller's response in the form of an official letter shall be uploaded to JEMS, there will be uploaded in JEMS corrected Partner's Control Certificate and Control Report, corrected Partner Report and corrected Project Report. Afterwards, the Project Report is approved.



Note! In case the Request for clarifications, missing documents, Request to verify any doubtful expenditures is sent, the check of the Report is **suspended**.

Stage II: other possible outcomes of the check of the Report

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As a result of JS/MA check, the JS may propose and MA may **withhold** any ERDF payment until all unclear issues are clarified.

As well, after **irregularity procedure** the MA is also entitled to **deduct** any ineligible cost found and as a result **proportionally reduce the ERFD funding** of the Project.

In case costs are to be withdrawn and/or suspended by the JS/MA from Project Report, they are **deducted from respective payment**.

In case ineligible costs are detected during the check of the Report, they will be automatically deducted from the total reported eligible costs, therefore the 2nd payment could be paid **less than 30%** of the total requested ERDF co-financing.

If ineligible costs, withdrawn and/or suspended, **exceed 30%** of the requested ERDF co-financing, **the next payment** will be reduced correspondingly for this and for the next report; or in case of Project Report for the last reporting period – the **recovery procedure** will be initiated.

In case any expenditure is **postponed** (e.g., in case of suspected irregularity, etc.) for further checks, the latter case is marked as “**parked expenditure**” in the JEMS.

Stage II: approval of the Report

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When the verification is closed, a **notification** is sent to the Lead Partner by JEMS.

JS will send an **official letter** to the Lead Partner about the approval of the Project Report by JS and its transfer to the MA.

After that, within **10 working days**, the MA examines the Report, and transfers to the Lead Partner the rest amount of requested ERDF funds (depending on deducted ineligible costs and/or postponed costs) from the total eligible costs reported in Project Report.

Please note: No successive Project Report of the project shall be checked by the JS and approved before all the previous Project Reports have been approved.





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Partner report

 **Jems**



https://jems.lietuva-polska.eu/

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Programme Documents Application Implementation Contacts 2014 – 2020 Events JEMS DEP

Cooperation for sustainable future

The overall objective of the Interreg VI-A Lithuania-Poland 2021-2027 Cross-border Cooperation Programme is improving wellbeing of cross-border communities through cross-border cooperation and sustainable use of cultural and natural heritage of the Lithuania and Poland cross-border area.

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News

2025-03-26

Changes to the competition rule for Polish partners

More

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Welcome to Interreg Lithuania-Poland monitoring system!

Here you can find our latest calls and manage your applications. Just login or create a new account and get started!

Jems – Login

Email

Password

By logging in, I agree to the [Terms of service, privacy policy and cookies usage policy.](#)

Login

[Create a new account](#) [Forgot password](#)

Jems is partially compliant with WCAG 2.1 AA Web Accessibility Standard. [Please follow this link for our full accessibility statement.](#)

Jems is a project of **Interact** Co-funded by the European Union

Proudly developed by **cloudflight**



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Interreg CENTRAL EUROPE Co-funded by the European Union

Welcome to the monitoring system of Interreg CENTRAL EUROPE!

Here you can find our latest calls and manage your applications/projects. Just login or create a new account and get started!

1

Jems – Please login

Email

Password

By logging in, I agree to the [Terms of service](#), [privacy policy](#) and [cookies usage policy](#).

Login

Create a new account Forgot password

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Jems is a project of **Interact** Co-funded by the European Union

Proudly developed by **cloudflight**

Interreg Danube Region Co-funded by the European Union

Welcome to the monitoring system of the Danube Region Programme!

Here you can find our latest calls and manage your applications. Just login or create a new account and get started!

3

Jems – Login

Email

Password

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Login

Create a new account Forgot password

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Interreg Lithuania – Poland Co-funded by the European Union

Welcome to Interreg Lithuania-Poland monitoring system!

Here you can find our latest calls and manage your applications. Just login or create a new account and get started!

2

Jems – Login

Email

Password

By logging in, I agree to the [Terms of service](#), [privacy policy](#) and [cookies usage policy](#).

Login

Create a new account Forgot password

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Estonia-Latvia programme monitoring system

Here you can find our latest calls and manage your applications. Just login or create a new account and get started!

4

Jems – Login

Email

Password

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Login

Create a new account Forgot password

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Project privileges

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Application Form users / Project managers ⓘ

* Jems username
nikolaj.fadejev@vilniusjts.eu

view edit manage



* Jems username
vytenis.laukys@vilniusjts.eu

view edit manage



+

LP1 Test A

* Jems username
nikolaj.fadejev@vilniusjts.eu

view edit



Sensitive data



+



Creating Partner Report

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Reporting Partner reports

PP2 Test B

When your programme is using reopening, please be reminded that creating a new report has an impact on the reopening of the previous partner report.

When opening the latest report, anything can be revised with reopening.

When a newer report exists, data that affects cumulative data cannot be changed.

+ Add Partner Report

No Reports

+ Add Partner Report

Status	Included in project...	AF version linked	Reporting period	Report creation	First submission	Last submission	Amount submitted	Total eligible after control for current report	Control	Delete
R.1	D.	10.0		07/16/2024 1:28 PM						

Partner report

Sections of the report

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Partner report R.1

PP2 Test B

Status  Draft

Report identification

Work plan progress

Public procurements

List of expenditures

Contributions

Report annexes

Report export

Financial overview

Submit

- Project identification
- Work Plan progress
- Public procurement
- List of expenditures
- Contributions
- Report annexes
- Report export
- Financial overview
- Submit

To avoid losing your progress, remember to always save your application before leaving a section! The save button is at

the bottom of the page and becomes active as soon as new data is entered. Certain fields are mandatory, and in these cases, the page cannot be saved unless they are filled in. JEMS will highlight the missing fields.

 Discard changes

 Save changes



Report identification





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Partner progress report identification

Project ID and acronym	LTPL00050 - Test project acronymfff
AF Version linked	12.0
Related call	14 - 2nd Call for Proposals for Small Projects
Partner report ID	R.1
Partner report status	 Draft →  Submitted →  Control ongoing →  Certified
Partner number	PP2
Name of the organisation in original language	Test partneris B
Name of the organisation in english	Test patner B
Legal status	Public
Type of partner	Local public authority
Co-financing source and rate	ERDF 80,00%
Country	Lietuva (LT)
Local currency (according to InforEuro)	EUR





Report identification

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Reporting period start date (MM/DD/YYYY) 	Reporting period end date (MM/DD/YYYY) 
Reporting period Period 1, month 1 - 6	
Summary of partner's work in reporting period Please describe your progress in this reporting period and how this contributes to other partners' activities, outputs and deliverables delivered in this reporting period.	
Enter text here	
Partner problems and deviations If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found.	
Enter text here	

- Select from the drop-down menu the relevant **reporting period**. Then enter the reporting period start and end date.
- In the field “**Summary of partner’s work**” provide description of your organisation’s contribution to the activities, outputs and deliverables delivered in this reporting period. The description should be coherent with the activities and expenses listed in other parts of this Partner Report.
- In the field “**Partner problems and deviations**” specify any problems and deviations.



Report identification

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Target groups

In the table below you will see a list of target group you indicated in the application form. Please explain which target groups you involved, in what way and to what extent.

Target Group	Description of the target group involvement
Regional public authority	Enter text here
General public	Enter text here

In section “Target group” explain how the target group which was described in the Application form was involved in the project activities during this period.

Partner spending profile

Partner number	Period target	Current report	Cumulative target	Total reported so far ⁱ	Cumulative target - total report so far	Total report so far / cumulative target	Next report forecast
PP2	24.600,00	0,00	24.600,00	0,00	24.600,00	0,00%	0,00

If applicable, please explain any deviations in the spending profile compared to the amounts indicated in the Application form

Enter text here



Work Plan progress

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A.5 Work plan progress


Work package 1

Please describe your contribution to the activities carried out in this reporting period.

Enter text here

Please indicate how you contributed to project activities in this reporting period and choose deliverables and outputs you contributed to. Project partners don't need to indicate how much (in numbers) they achieved in this reporting period. This information is required in Project progress report. Explanations by project partners are possible on the activity level.

Activity Nr.	Activity title	Progress	Attachments
A 1.1	Creation of travel route	Enter text here	

Deliverable nr.	Deliverable title	Contribution	Attachments
D 1.1.1	Booklet	<input type="checkbox"/>	



Work Plan progress

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Outputs

O 1.1 Organisations cooperating across border for more attractive LTPL region

Contribution

Attachment:



Main rules:

- Use the text field description **“Please describe your contribution to the activities carried out in this reporting period”** and description of progress for each particular activity.
- Be **precise and detailed** when describing implemented activities and achieved deliverables.
- Insert here **any relevant information and figures** that the LP needs to report in the Project report.
- It is possible to add only **one** attachment per deliverable which will also appear in the tab partner report **Annexes**. The Annex name shall be in English, clear and reflecting the content, e.g. *D.1.1.Training for guides in Lithuania, D.5.2.Final project conference, O.1.1.Tourism potential study for Suwalki-Druskininkai area*

Public procurement

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Public procurements

The partner public procurements included in all previously created partner reports show up here. Be aware, when you delete a procurement in an old draft report, it also gets deleted in new reports and the link with cost items is removed.

+ Add Procurement

Add Procurement

Created in
R.3

The contract name defined here can then be selected in the list of expenditures to link expenditure items to this contract.

* Procurement

Reference No.

Contract Date (MM/DD/YYYY)



Contract Type

Contract Amount

0,00

* Please select a currency
EUR

All procurements 10.000 EUR (including VAT) or above must be added in this section.



Public procurement

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For procurement above the EU threshold, it is obligatory to provide information on the beneficial owner(s). Such information is not required for procurement below the [EU thresholds](#).

Beneficial owner(s) of the contractor

First name	Last name	Date of birth	VAT / Tax identification number	Delete
<input type="text" value="First name"/>	<input type="text" value="Last name"/>	<input type="text" value="Date of birth (MM/DD/YYYY)"/>	<input type="text" value="* VAT / Tax identification number"/>	

[+ Add beneficial owner](#)

Attachment(s)

There are no files uploaded. ×

[Upload file](#)

GDPR Attachment(s)

Sensitive data is hidden to non-privileged users

There are no files uploaded. ×

[Upload file](#)

Procurement documentation and GDPR related attachments can be uploaded in the Attachment area.



Public procurement

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Classical Directive 2014/24/EU

[Directive 2014/24/EU](#) on public procurement:

Central Government authorities	Works contracts, subsidised works contracts		€5,538,000
	All services concerning social and other specific services listed in Annex XIV		€750 000
	All subsidised services		€221 000
	All other service contracts and all design contests		€143 000
	All supplies contracts awarded by contracting authorities not operating in the field of defence		€143 000
	Supplies contracts awarded by contracting authorities operating in the field of defence	Concerning products listed in Annex III	€143 000
		Concerning other products	€221 000
Sub-central contracting authorities	Works contracts, subsidised works contracts		€5,538,000
	All services concerning social and other specific services listed in Annex XIV		€750 000
	All other service contracts, all design contests, subsidised service contracts, all supplies contracts		€221 000



List of expenditures

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List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner Report is first submitted for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

+ add expenditure

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner Report is submitted for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

	Previously parked by	Cost category	Procurement	Internal reference no.	Invoice no.	Invoice date	Date of payment	Description	
R1.?	<input type="checkbox"/>	* Please select a co...	N/A						

+ add expenditure

Note! Remember to scroll each expenditure to see all fields that shall be filled in.

Note! It is possible to delete an expenditure item as long as there are no attachments added. When a file is uploaded, the related expenditure item cannot be deleted. After the attachment has been deleted, the expenditure can be deleted.

Note! After the report is submitted, it is not possible to include or delete the expenditures.


List of expenditures

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Input field	Instructions
GDPR data  sensitive	Tick the box if the corresponding row contains sensitive data e.g. employment contracts and payslips. The Project Manager defines in the project privileges who can view sensitive data.
Cost category	Select the relevant cost CC. Note! Reporting of flat rates under CC1, CC2 and CC3 as well as other costs flat rate is ensured automatically by the system.
Contract name	This field is used to link expenditure to public procurements. This value is filled in from the procurement tab. All contract names added by the PP in the public procurement tab will appear here regardless the reporting period.
Internal reference	If applicable, please enter an internal reference number used in your organisation (e.g. accounting code)
Invoice number	Enter the invoice number.
Invoice date	Enter the invoice date.
Date of payment	Enter the date of payment, corresponding to the list of made payments.



List of expenditures

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Input field	Instructions
Description	Provide short description of reported costs to explain how they are linked to implementation of project deliverables. Please also specify number of deliverables for implementation of which costs were spent, e.g. “costs for catering during seminar, D.T1.2.1”.
Comment	Any comments for the Controller can be entered here e.g. in case only partial amounts of the total invoice are project related.
Total invoice value	Enter the total value of the item in EUR. Any expenditure paid in another currency must be converted into EUR using the monthly accounting exchange rate of the Commission in the month in which that expenditure was submitted for verification to Controller.
VAT	Enter VAT amount of the invoice in EUR
Declared amount	Enter declared amount in EUR. This is the value claimed as basis for reimbursement by the Programme.
Attachments	Upload one attachment (or a compressed zip/rar file with several files inside). Note! In extraordinary cases or on Controller / JS request, it is possible to attach the files in section “Report annexes”. In this case, please provide clear file name with reference to costs, deliverable number and name, e.g. D.1.1.1.Webinar-for-potential-applicants, R1.1.Functionality-of-tourism-app



Contributions

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Follow-up of partner contribution received by partner (in Euro)

In this section, partners organisations are expected to list the partner contributions as they incur in reality (amounts received by partner).

Partner organisations are advised to navigate to the financial overview to see the breakdown of the total reported amount per contribution source.

Name of organisation / Source of contribution	Legal status	Amount in AF	Previously reported	Current report (Euro)	Total reported so far	Attachments
Test B	Private	19.680,00	0,00	0,00	0,00	
+						
Sub-total public contribution		0,00	0,00	0,00	0,00	
Sub-total automatic public contribution		0,00	0,00	0,00	0,00	
Sub-total private contribution		19.680,00	0,00	0,00	0,00	
Total		19.680,00	0,00	0,00	0,00	

Partner shall specify the amount of contribution (20% co-financing from the partner), and JS might request PPs to follow-up on the contributions they receive from external organisations, if relevant.



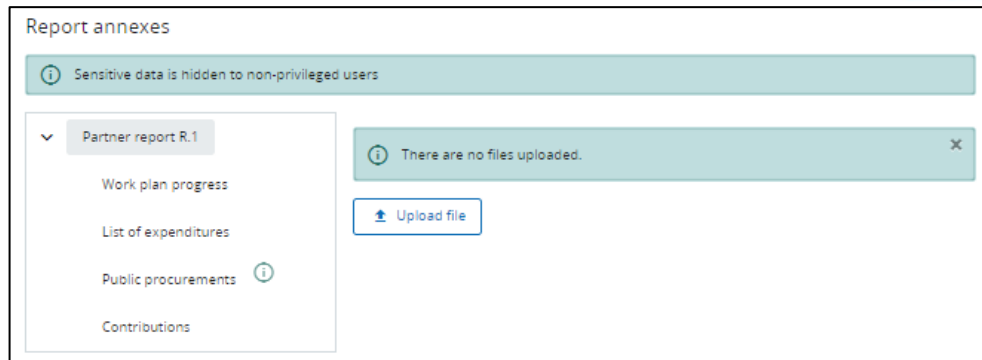
Report annexes

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Note! Economic classification table shall be attached in this section for each Lithuanian PP.

With the **first** (or following, if relevant) report:

- ✓ Documents proving the Preparation costs (e.g. meeting agenda, participant list, etc.)
- ✓ Documents proving the incurred costs where the flat rate was applied (e.g. at least one employment contract / equivalent document related to the project, Documentation of at least 1 trip per Project Partner is required (e.g., mission report, meeting recording, or other similar evidence)

With the **final** report:

- ✓ List of the fixed assets purchased during the project implementation, according to the standard form,
- ✓ Copies of the checks-on-spot (performed by the Controllers or Programme bodies) reports in case they were not submitted with previous Project Reports;
- ✓ Documents proving achievement of the Project Results (e.g. cooperation agreement, proof of number of people served by modernized healthcare facilities, proof of taking up joint solutions, etc.).



Report export

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Global Partner List of Expenditure - 1.0.0

Partner report export - 1.0.3

Export language
English

Input language
English

Export

NEW !!!



Financial overview

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Partner Expenditure - summary (in Euro)

	Partner total eligible budget	Previously reported ⁱ	Current report	Total reported so far	% of total	Remaining budget ⁱ	Previously validated ⁱ	Previously paid ⁱ
ERDF	78.720,00	0,00 parked 0,00	0,00 re-Included 0,00	0,00	0,00 %	78.720,00	0,00	0,00
Partner contribution ⁱ	19.680,00	0,00 parked 0,00	0,00 re-Included 0,00	0,00	0,00 %	19.680,00	0,00	N/A
↳ of which Public contribution	0,00	0,00 parked 0,00	0,00 re-Included 0,00	0,00		0,00	0,00	N/A
↳ of which Automatic public contribution	0,00	0,00 parked 0,00	0,00 re-Included 0,00	0,00		0,00	0,00	N/A
↳ of which Private contribution	19.680,00	0,00 parked 0,00	0,00 re-Included 0,00	0,00	0,00 %	19.680,00	0,00	N/A
Total	98.400,00	0,00 parked 0,00	0,00 re-Included 0,00	0,00	0,00 %	98.400,00	0,00	0,00

Partner Expenditure summary (in Euro) presents an overview of the amounts as included in the AF, against the amounts presented in previous Partner Reports and included in the current report.

Partner Expenditure – breakdown per cost category (in Euro) presents the PP's budget - approved in the AF, previously reported and current report – split per CC.

Partner Expenditure – breakdown per Lump sum (in Euro) presents the breakdown per Lump sum, if applicable.

Partner Expenditure – breakdown per investment (in Euro) presents the breakdown per investment, if applicable.

Submit

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Submit

You are about to officially submit your Partner report : PP2 Test B - Partner report R.1

Make sure to submit your partner report in time as agreed with the Lead Partner. Please be aware that after submission, your report will be available for the controller and changes to the partner report are no longer possible.

 Also make sure that the contracting section is up-to-date before you submit.

Run pre-submission check



 Submit partner report

The submission button will only become active once the pre-submission checks return all **valid**. Once submitted, the status of the report changes to “**Submitted**”. After submission, the Partner Report **is locked**, and the Controller’s work can be started.

Once submitted, the Partner Report cannot be modified by PPs.



Communication with controllers

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Note! The section becomes available only after controller starts “Controller work” and the status of report is “**Control ongoing**”.

Partner report R.1
PP2 Test B

Status Control ongoing [Open controller work](#)

Control ongoing

Report identification Work plan progress Public procurements

Control Report for: Partner report R.1 PP2 Test B, Test project acronymfff

Status Control ongoing [Switch to partner report](#)

Control communication

Control communication

In this section both controller and partner user(s) can upload and download documents. This can be used for clarification rounds during control, if programme rules allow. Attention: Once control work is finished deletion or editing won't be possible anymore!

Partner report R.1

Control communication

There are no files uploaded.

[Upload file](#)

Project ID and acronym	LTPL00050 - Test project acronymfff
AF Version linked	13.0
Related call	14 - 2nd Call for Proposals for Small Projects
Partner report ID	R.1
Partner report status	Draft → Submitted → Control ongoing → Certified

Controller's work

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[+ Add Partner Report](#)

ID	Status	Included in project report	AF version linked	Reporting period	Report creation	First submission	Last submission	Amount submitted	Control end date	Total eligible after control for current report	Control
R.1	Certified		13.0	Period 1, month 1 - 6	07/17/2024 9:28 AM	07/17/2024 9:28 AM		68.332,65	07/18/2024 1:26 PM	68.086,65	Open controller work

Status Certified [Switch to partner report](#)

[Control Identification](#) [Expenditure verification](#) [Control communication](#) [Control checklists](#) [Overview and Finalize](#)

Control communication

In this section both controller and partner user(s) can upload and download documents. This can be used for clarification rounds during control, if programme rules allow. Attention: Once control work is finished deletion or editing won't be possible anymore!

Partner report R.1

[Control communication](#)

There are no files uploaded.

[Upload file](#)

PPS can see controller's work sections, it is for information only



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Project report

 **Jems**

Creating Project Report

Note: The project report uses the data from the approved application form version at the moment the report is created. Ongoing modifications will have no impact on the data in existing reports.

The screenshot shows the 'Reporting Project reports' interface. On the left, a navigation menu has 'Project reports' circled in red. The main content area shows a 'Project reports' section with a '+ Add Project Report' button. A large red arrow points from this button to the 'Project progress report identification' form below. The form includes fields for 'Reporting period start date (MM/DD/YYYY)' (1/1/2024), 'Reporting period end date (MM/DD/YYYY)' (6/30/2024), and a 'Final report' toggle (Yes/No). It also features a dropdown for '* Link to reporting schedule (contracting)' (1, Period 1 month 1-6) and a 'Type of project report' section with 'Content', 'Finance', and 'Both' options. At the bottom, there are 'Discard changes' and 'Create' buttons, with the 'Create' button circled in red.

Sections of the report

Project report PR.1

Status  Verified [Open verification work](#)

[Project report identification](#)

[Work plan progress](#)

[Project results & Horizontal prin...](#)

[List of partner certificates](#)

[Project report annexes](#)

[Financial overview](#)

[Report exports](#)

1. **Report identification:** summary information about the report, project highlights and outputs overview, problems encountered and target groups.
2. **Work plan progress:** information on progress of the WP objectives, individual activities carried out in reporting period, deliverables and outputs.
3. **Results & Horizontal principles:** in this section it is possible to add the information on achievement of results and contribution to horizontal principles.
4. **List of partner certificates:** this section contains list of all PP's certificates that could be added to the report.
5. **Project report annexes:** upload area to view the files added in the WP section and attach additional supporting documents.
6. **Financial overview:** financial overview tables show how the project is proceeding in terms of spending.
7. **Report exports:** download data that are part of the Project Report.
8. **Submit:** pre-checks and submission function

Project report identification

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Highlights of main achievements

Please describe project progress up to now including specific objectives reached and main outputs delivered by highlighting also the added-value of the cooperation. The summary should highlight main achievements, be interesting and understandable for non-specialists.

Overview of Project outputs and result overview

Programme Result Indicator 1.1:RCR104: Solutions taken up or up-scaled by organisations

Programme Result Indicator:	Measurement Unit	Baseline	Target Value	Previously Reported	Current Report	Total Reported So Far
1.1:RCR104: Solutions taken up or up-scaled by organisations	solutions	0,00	1,00	0,00	0,00	0,00
Programme Output...	solutions		1,00	0,00	0,00	0,00
Output 1.1:RCO116...	solutions		1,00	0,00	0,00	0,00



Project report identification

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Partner problems and deviations

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solution found.

If applicable, please any deviations in the spending profile compared to the amounts indicated in the application form.

Issues may regard:

- Objectives, outputs, results (project feasibility, critical path, stakeholder engagement, viability of outputs, dissemination);
- Partnership development, and cooperation dynamics;
- Budget (spending level, eligibility issues, State Aid);
- Other.



Project report identification

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Target groups

In the table below, you will see a list of the target groups you indicated in the application form. Please explain for each target group in what way and to what extent they were involved in your project in this reporting period.

Target Group	Description of the target group involvement
Regional public authority	Enter text here
General public	Enter text here



Work plan progress

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Project report PR.3

Status Draft

< Project report identification Work plan progress Project results & Horizontal prin... List of partner certificates Project report annexes Financial over >

Work plan progress

Work package 1	▼
Work package 2	▼
Work package 3	▼



Work plan progress

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Select this tick box only when all the work package work has been completed.

Work package 1

This work package is completed.

What is the progress towards the objectives in this work package as defined in the application form? Status should be cumulative.

Project specific objective

Progress of the achievement of project specific objective.

Project specific objective

Status

Explanations

Fully achieved'
Partly achieved,
Not achieved

Communication objective

Describe the progress of the achievement of the project communication objective. Share any relevant success, lessons learnt or materials with a link or upload in the Report Annexes tab.

Communication objective

Explanations

Progress

Please describe the progress in this reporting period and explain how the partners were involved (who did what).

Progress in WP, click in the text filed and insert the relevant information at project level

Enter text here



Work plan progress

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Investments

I 1.1 Exhibition ^

Delivery period

Please describe the progress of investment in this reporting period



Work plan progress

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Activities

Please indicate progress made in each activity and deliverable.

A 1.1 Creation of travel route

Activity title
Creation of travel route

Start period
Period 1, month 1 - 6

End period
Period 2, month 7 - 12

Status

Describe how you contributed to the progress made in this activity

Attachment:

D 1.1.1 Booklet

Deliverable title
Booklet

Delivery period

Achieved in this reporting period	Cumulative value
0,00	0,00

Progress in this report

Attachment:

Number of finalised items

The cumulative value achieved is calculated as the sum of all previous Project reports with the status submitted

Note. Negative numbers could be used to correct achievements wrongfully reported in previous Project reports.



Work plan progress

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Outputs

Please indicate progress made in each objective.

O 1.1							
Output title							
Programme output indicator 1.1:RCO116: jointly developed solutions				Measurement Unit solutions			
Delivery Period Period 2, month 7 - 12		Target Value		Achieved in this reporting period		Cumulative value	
		1,00		0,00		0,00	
Progress in this period							
Attachment:							

Number of finalised items

The cumulative value achieved is calculated as the sum of all previous Project reports with the status submitted



Results & Horizontal Principles

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Project results


Result 1

Programme result indicator

1.1:RCR104: Solutions taken up or up-scaled by organisations

Measurement Unit solutions	Baseline	0,00	Delivery period Period 2, month 7 - 12
Target Value	Achieved in this reporting period	0,00	Cumulative value
1,00			0,00

Describe progress achieved

Attachment 



Results & Horizontal Principles

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Horizontal principles

Please indicate which type of contribution to horizontal principles applies to the project and justify your choice.

Cooperation criteria	Type of contribution	Description of contribution
Sustainable development	<input checked="" type="radio"/> positive effects <input type="radio"/> neutral <input type="radio"/> negative effects	Enter text here
Equal opportunities and non-discrimination	<input type="radio"/> positive effects <input checked="" type="radio"/> neutral <input type="radio"/> negative effects	Enter text here
Equality between men and women	<input type="radio"/> positive effects <input checked="" type="radio"/> neutral <input type="radio"/> negative effects	Enter text here

In the text field **Description of contribution** please describe:

- Sustainable development** – project's actions to decrease project's carbon footprint, responsible use of resources and cost efficiency of materials, services, equipment, actions to limit the waste, greening principles applied for events
- Equal opportunities and non-discrimination** - accessibility of produced materials and activities, involvement of underrepresented groups at project's activities and events
- Equality between men and women** - concrete actions to help equalise the gender balance in project activities and meetings; concrete actions to help equalise the gender balance in a project leadership; concrete actions towards breaking the gender stereotypes



List of partner certificates



List of partner certificates

In this section you can find all partner certificates of this project. Please exclude the partner certificates you would not want to include in this project report. A partner report can only be included once. Once ticked, the certificate is unavailable in other reports.

	Partner	Partner Report	Date of certificate	Included in project report	Amount certificate (in Euro)
<input type="checkbox"/>	PP2	R.1	07/18/2024 1:26 PM		68.086,65
<input checked="" type="checkbox"/>	LP1	R.8	07/10/2024 10:51 PM	PR.6	13.999,86
<input checked="" type="checkbox"/>	LP1	R.5	03/25/2024 5:41 PM	PR.4	25.200,00

Not included in any PR

Included in this PR

Included in another PR

If control work of a Partner report is certified when a Project report is already in draft status they are added to the List of partner certificates unticked and can be manually included in the Project report by **ticking** the **tickbox** in the first column of the table.



Project Report annexes

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Project report annexes

Project report PR.3

- Work plan progress
- Project results & horizontal principles

File name	Location	Upload date ↓	User	File size	Description	Actions
test file empty3.docx	Project Report	03/04/2024 12:30 PM		0	Description	

Items per page: 25 1 - 1 of 1

Upload file

Cancel Save



Financial overview

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Project expenditure - summary (in Euro)

	Project total eligible budget	Previously reported ⓘ	Current report	Total reported so far	% of total	Remaining budget ⓘ	Previously verified ⓘ	Previously paid ⓘ
ERDF	325.680,00	11.592,00	0,00	11.592,00	3,56 %	314.088,00	11.592,00	0,00
Partner contribution ⓘ	81.420,00	2.898,00	0,00	2.898,00	3,56 %	78.522,00	2.898,00	N/A
↳ of which Public contribution	61.740,00	2.898,00	0,00	2.898,00	4,69 %	58.842,00	2.898,00	N/A
↳ of which Automatic public contribution	0,00	0,00	0,00	0,00		0,00	0,00	N/A
↳ of which Private contribution	19.680,00	0,00	0,00	0,00	0,00 %	19.680,00	0,00	N/A
Total	407.100,00	14.490,00	0,00	14.490,00	3,56 %	392.610,00	14.490,00	0,00

- **Project total eligible budget:** amounts as indicated in the Application form
- **Previously reported :** sums up amounts from project reports previously verified and included in a previous project report.
- **Current report:** sum of the partner report certificates included in the current report.
- **Total reported so far:** sum of columns "Previously reported" and "Current report". That equals to the total amount certified so far by the partnership.
- **% of total:** ratio of "Total reported so far" over "Total eligible budget".
- **Remaining budget:** This column indicates the difference between Total reported so far and Total eligible budget from the application form. This value can become negative in case the certified expenditures exceed the budget in approved application form.

NOTE: these amounts do not take into account deductions made by the Programme at the time of verification.

- **Previously paid:** When a payment is made, the amounts related to funds paid by the programme will be added to this column in **the next created report after payment is confirmed** in the system.

When the project report is **verified by the Programme**, the following two new columns get added:

- **Previously verified:** Upon creation of the report the system checks which other reports are verified and sums up all the verified amounts.
- **Current report after verification:** When the current report is verified the amount after MA/JS deductions will be displayed here.



Financial overview

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Project expenditure - breakdown per cost category (in Euro)

Cost category	Project total eligible budget	Previously reported ⁽ⁱ⁾	Current report	Total reported so far	% of total	Remaining budget	Previously verified ⁽ⁱ⁾
Staff costs	65.000,00	2.300,00	0,00	2.300,00	3,54 %	62.700,00	2.300,00
Office and administrative costs	9.750,00	345,00	0,00	345,00	3,54 %	9.405,00	345,00
Travel and accommodation	7.350,00	345,00	0,00	345,00	4,69 %	7.005,00	345,00
External expertise and services	180.000,00	11.000,00	0,00	11.000,00	6,11 %	169.000,00	11.000,00
Equipment	145.000,00	500,00	0,00	500,00	0,34 %	144.500,00	500,00
Other costs	0,00	0,00	0,00	0,00		0,00	0,00
Lump sum	0,00	0,00	0,00	0,00		0,00	0,00
Total	407.100,00	14.490,00	0,00	14.490,00	3,56 %	392.610,00	14.490,00

- **Project total eligible budget:** amounts as indicated in the Application form
 - **Previously reported :** Sums up amounts from project reports previously verified and included in a previous project report.
 - **Current report:** sum of the partner report certificates included in the current report.
 - **Total reported so far:** sum of columns "Previously reported" and "Current report". That equals to the total amount certified so far by the partnership.
 - **% of total:** ratio of "Total reported so far" over "Total eligible budget".
 - **Remaining budget:** This column indicates the difference between Total reported so far and Total eligible budget from the application form. This value can become negative in case the reported expenditures exceed the budget in approved application form.
- NOTE: these amounts do not take into account deductions made by the Programme.



Financial overview

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Project expenditure - overview per partner/per cost category - Current report

Partner	Organisation abbreviation	Country	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Other costs	Lump sum	Total current report
LP1	Test A		300,00 Flat Rate % 20	45,00 Flat Rate % 15	45,00 Flat Rate % 15	1.000,00	500,00	0,00	0,00	1.890,00

Project expenditure - Summary of deducted items by control - Current report

Partner	Organisation abbreviation	Country	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Other costs	Lump sum	Total deduction
LP1	Test A		0,00 Flat Rate % 20	0,00 Flat Rate % 15	0,00 Flat Rate % 15	0,00	0,00	0,00	0,00	0,00
Total			0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00



Report export

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Report exports

Project report export - 1.0.3

Export language
English

Input language
English

Export

NEW !!!



Submit

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Run pre-submission check



Submit project report

⚠ Contracting

2 Issue(s) ^

⚠ The Bank details of the Lead Partner are missing. Please complete it in the Contracting/Partner details section.

⚠ The Partnership Agreement entry into force date is missing. Please complete it in the Contracting/Contracts and agreements section.

⚠ Report identification

4 Issue(s) v

⚠ Work plan progress

15 Issue(s) v

⚠ Horizontal principles

1 Issue(s) v

⚠ Financial overview

0 Issue(s) v

Submit

You are about to officially submit your Project report 3.

Make sure to submit your Project report in time as agreed with the programme. Please be aware that after submission, your report will be available for the Programme and changes to the Project report are no longer possible.

Also make sure that the contracting section is up-to-date before you submit.

Run pre-submission check



Submit project report

What next?

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Verification communication

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Verification work for: Project report PR.5

Status Verified [Switch to project report](#) [Reopen verification](#)

[Expenditure verification](#) [Verification communication](#) [Verification checklists](#) [Overview](#) [Finalise](#)

Verification communication

In this section both JS/MA and project user(s) can upload and download documents.
This can be used for clarification rounds during verification, if programme rules allow.
Attention: Once verification work is finished deletion or editing won't be possible anymore!

▼ Project report PR.5

Verification communication

ⓘ There are no files uploaded. ×

[Upload file](#)





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Most common mistakes in reporting

... and how to avoid them



Missing reporting deadlines
Reporting mistakes
Missing required documents



Missing reporting deadlines



Defined reporting deadlines are displayed in the project time plan. The “Date” column of the Reporting schedule displays the deadline by which a Project Report must be submitted to the Programme. The report submission deadline is always 3 months from the end of the reporting period (<https://lietuva-polska.eu/wp-content/uploads/2024/06/LTPL-JEMS-Implementation-Manual.v1-Final.pdf> *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 (MM/DD/YYYY)	End date, calculated automatically (MM/DD/YYYY)	Project duration in months
04/01/2024	09/30/2025	18

ID	Type of report	Period	Date
1	<input type="checkbox"/> Only Content <input type="checkbox"/> Only Finance <input checked="" type="checkbox"/> Both	Period 1, month 1 - 6, 04/01/2024 - 09/30/2024	Date 12/31/2024
2	<input checked="" type="checkbox"/> Only Content <input checked="" type="checkbox"/> Only Finance <input checked="" type="checkbox"/> Both	* Period 2, month 7 - 12, 10/01/2024 - 03/31/2025	* Date 6/30/2025
3	<input checked="" type="checkbox"/> Only Content <input checked="" type="checkbox"/> Only Finance <input checked="" type="checkbox"/> Both	* Period 3, month 13 - 18, 04/01/2025 - 09/30/2025	* Date 12/31/2025



Missing reporting deadlines

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Most common excuses given for delays

- because the required documents are just being collected...
- because right now is the vacation season in our institution...
- because the person in charge of the project is sick/on vacation...
- because Interreg VI-A Lithuania – Poland programme it is not the only programme we participate in and we are overloaded...
- ...



Reporting mistakes

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all required supporting documents to the report **must** be attached and visible in the ***Report annexes / Project report annexes*** section

the Project Report **will** contain all the supporting documents that are reported by the Project Partners but Lead Partner **must** specify the location of the documents

titles of all required supporting documents to the report **must** be in **English**

information in Project report **must** be coherent with information in Partner' reports



Reporting mistakes

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Project report PR.1

status Verified [Open verification work](#)

Project report identification Work plan progress

Partner problems and deviations

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solution found.

If applicable, please any deviations in the spending profile compared to the amounts indicated in the application form.

All project changes falling into “B” type of modification, i.e. minor adjustments of work plan without impact on objectives and results and / or budget reallocation within one cost category should be reported in JEMS in respective Partner and Project Report (<https://lietuva-polska.eu/wp-content/uploads/2024/07/Projekt-Modification-procedure.pdf>)

Any overspendings/underspendings within a **Cost Category** and the source of coverage (in the case of overspendings) should be described here



Missing documents

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- Economic Classification reporting form from Lithuanian project partners (<https://lietuva-polska.eu/reporting-and-modifications>)
- documents proving the Preparatory costs as indicated in **part II.4.3.** of the Manual for relevant call for proposals (should be submitted in the 1st report and applies to projects that have applied for preparatory costs): meeting agenda, participant list, pictures, etc.); **these costs must be incurred before SC is signed!**
- proofs that that the co-financed products and services have been delivered activities have actually been carried out in compliance with the subsidy contract and approved version of application form (AF) in JEMS:
 - a) deed acceptance of the purchased equipment/provided services,
 - b) photos of purchased equipment with visible stickers on it,
 - c) attendance lists of participants of meetings, workshops, study visits; confirmation of registration in the case of joint training schemes (refers to the indicator RCO85).



Missing documents

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- documents proving the incurred costs where the flat rate was applied (according to the Provisions of the Programme Manual):
 - a) existence of cost category **CC1** “Personnel costs” (verified at least once during the project) should be documented by project partner with at least one employment contract/equivalent document related to the project. Documentation of employment will provide evidence of the reasonableness of the flat rate (documents will not be used to compare actual salaries with the amount reimbursed using the flat rate, but to prove that the project actually employs personnel working on the project),
 - b) documentation of at least 1 trip per project partner (e.g., mission report, meeting recording, or other similar evidence) confirming that the Project partner realizes a flat rate for **CC3** „Travel and accommodation”.
- evidence of obligatory visibility requirements as indicated in **part IV.5** of the Manual for relevant call for proposals.



Useful tips

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- the Program **does not require** a separate bank account for each implemented project
- the Program **does not require** additional descriptions (on contracts, invoices, any other financial documents) resulting from implementation of the project
- the Program **does not require** additional addendum to work contract of the employee who is working in the project – the order on assigned employees to work in the project is sufficient

but.....



- the Program **does require** that expenditures are registered in the project partner's accounts through a separate accounting system or an adequate accounting code set in place specifically for the project



Useful tips

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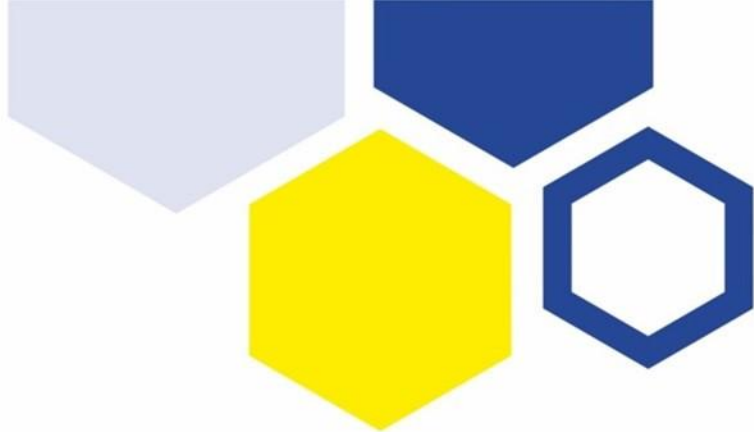


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- please be informed, that as of 2025-03-25, the revised Annex 5 *Specific competition rules regarding the award of contracts by Polish Project Partners* applies.
- the most substantial change concerns raising the quota threshold for the application of the competitiveness principle, from PLN **50.000,00** net to PLN **80.000,00** net.
- information on the above change is available at the link <https://lietuva-polska.eu/news/changes-to-the-competition-rule-for-polish-partners>.





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Filling in economic classification form (for LT partners)

Economic classification form can be found on our web page :



Implementation → Reporting and modifications

[Economic-Classification-Form-2024.doc](#)

It is **not necessary to sign** the document!
Name and surname of persons which prepared the document (project manager, financial manager/accountant) should be indicated



(Lietuvos partnerio pavadinimas)

(įmonės kodas, adresas, tel., faks., el. p.)

VšĮ Vidaus reikalų ministerijos projektų valdymo agentūrai

INTERREG VI-A LIETUVOS IR LENKIJOS PROGRAMOS LIETUVOS PARTNERIO ATASKAITINIO LAIKOTARPIO PROJEKTO IŠLAIDŲ PASKIRSTYMO PAGAL IŠLAIDŲ EKONOMINĘ KLASIFIKACIJĄ ATASKAITA

Nr. _____

(data)

(sudarymo vieta)

Projekto Nr. _____
Ataskaitinis laikotarpis: nuo _____ iki _____

eurais

Išlaidos, numatytos projekto biudžete*						Išlaidos, padarytos per ataskaitinį laikotarpį					
valdžios sektoriaus subjektas		savivaldybė		ne valdžios sektoriaus subjektas		valdžios sektoriaus subjektas		savivaldybė		ne valdžios sektoriaus subjektas	
einamiesiems tikslams	investicijoms**	einamiesiems tikslams	investicijoms**	einamiesiems tikslams	investicijoms**	einamiesiems tikslams	investicijoms**	einamiesiems tikslams	investicijoms**	einamiesiems tikslams	investicijoms**
kodas 2.9.2.1.1.2.	kodas 2.9.2.2.1.2.	kodas 2.9.2.1.1.1.	kodas 2.9.2.2.1.1.	kodas 2.9.2.1.1.3.	kodas 2.9.2.2.1.3.	kodas 2.9.2.1.1.2.	kodas 2.9.2.2.1.2.	kodas 2.9.2.1.1.1.	kodas 2.9.2.2.1.1.	kodas 2.9.2.1.1.3.	kodas 2.9.2.2.1.3.

* Nurodomas pildant formą galiojantis projekto biudžeto išlaidų paskirstymas (įskaitant pakeitimus, jeigu jų buvo).

** Lėšos, skirtos ilgalaikiam materialiajam ir nematerialiajam turtui įsigyti.

Pastabos:

- Kartu su projekto ataskaita šią informaciją Lietuvos partneris pateikia pagrindiniam projekto partneriui, o pagrindinis projekto partneris teikia JS.
- Projekto partnerio iš Lenkijos išlaidas JS priskiria 2.9.2.1.1.3 išlaidų ekonominei klasifikacijai (ne valdžios sektoriaus subjektams) ir nurodo paraiškoje vadovaujančiajai institucijai.

(projekto vadovo pareigos)

(vardas ir pavardė)

(projekto finansininkas / buhalteris)

(vardas ir pavardė)



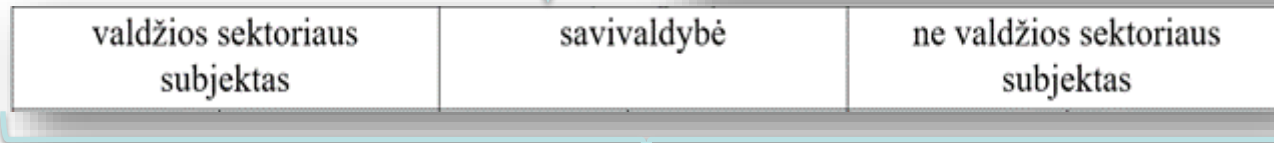
Economic classification SECTORS

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valdžios sektoriaus subjektas		savivaldybė		ne valdžios sektoriaus subjektas	
einamiesiems tikslams	investicijoms**	einamiesiems tikslams	investicijoms**	einamiesiems tikslams	investicijoms**
kodas 2.9.2.1.1.2.	kodas 2.9.2.2.1.2.	kodas 2.9.2.1.1.1.	kodas 2.9.2.2.1.1.	kodas 2.9.2.1.1.3.	kodas 2.9.2.2.1.3.



Check the sector of your organization on the webpage of Department of Statistics

List of organisations
[Instituciniai sektoriai ir subsektoriai - Oficialiosios statistikos portalas](#)



Economic classification SECTORS

Interreg



Co-funded by
the European Union

Lithuania – Poland

Code – 1311

Select

Code– 1313

Select

Organization is
not in the list

Select

Valdžios
sektorius
subjektas

Public sector
entity

Savivaldybė

Municipality

Ne valdžios
sektorius
subjektas

Non-governmental
entity

Economic classification: Investments or not?

Interreg



Co-funded by
the European Union

valdžios sektoriaus subjektas		savivaldybė		ne valdžios sektoriaus subjektas	
einamiesiems tikslams	investicijoms**	einamiesiems tikslams	investicijoms**	einamiesiems tikslams	investicijoms**
kodas 2.9.2.1.1.2.	kodas 2.9.2.2.1.2.	kodas 2.9.2.1.1.1.	kodas 2.9.2.2.1.1.	kodas 2.9.2.1.1.3.	kodas 2.9.2.2.1.3.

einamiesiems tikslams	investicijoms**
-----------------------	-----------------

Amounts, EUR

Non-long-term expenses

Long-term investments



Let's check the amounts!

Interreg



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Lithuania – Poland

Išlaidos, numatytos projekto biudžete*						Išlaidos, padarytos per ataskaitinį laikotarpį					
valdžios sektoriaus subjektas		savivaldybė		ne valdžios sektoriaus subjektas		valdžios sektoriaus subjektas		savivaldybė		ne valdžios sektoriaus subjektas	
einamiesiems tikslams	investicijoms**	einamiesiems tikslams	investicijoms**	einamiesiems tikslams	investicijoms**	einamiesiems tikslams	investicijoms**	einamiesiems tikslams	investicijoms**	einamiesiems tikslams	investicijoms**
kodas 2.9.2.1.1.2.	kodas 2.9.2.2.1.2.	kodas 2.9.2.1.1.1.	kodas 2.9.2.2.1.1.	kodas 2.9.2.1.1.3.	kodas 2.9.2.2.1.3.	kodas 2.9.2.1.1.2.	kodas 2.9.2.2.1.2.	kodas 2.9.2.1.1.1.	kodas 2.9.2.2.1.1.	kodas 2.9.2.1.1.3.	kodas 2.9.2.2.1.3.

Amount in EUR



LT partner's total budget

Amount in EUR



Total expenses declared by LT partner





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Lithuania – Poland

Joint Secretariat
Šventaragio str. 2, LT-01510
Vilnius, Lithuania
Phone: +370 614 32 126
E-mail: info@vilniuspva.lt
www.lietuva-polska.eu

