



Interreg



Co-funded by
the European Union

Lithuania – Poland

Project Reporting

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

Obligatory annexes to JEMS Project Report (1)

Interreg



Co-funded by
the European Union

Lithuania – Poland

- ☐ 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;



Obligatory annexes to JEMS Project Report (2)

Interreg



Co-funded by
the European Union

Lithuania – Poland

- ❑ 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 website 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 (3)

Interreg



Co-funded by
the European Union

Lithuania – Poland

- ❑ 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:** 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 (1)

Interreg



Co-funded by
the European Union

Lithuania – Poland



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 (*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*).

Additional documents to be uploaded to JEMS with Report (2)

Interreg



Co-funded by
the European Union

Lithuania – Poland

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

Interreg



Co-funded by
the European Union

Lithuania – Poland

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

Interreg



Co-funded by
the European Union

Lithuania – Poland

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



The Lead Partner responds within set deadline (**10 working days** of receipt of the letter) 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** from receipt of Project Report.

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

Interreg



Co-funded by
the European Union

Lithuania – Poland

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, 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)

Interreg



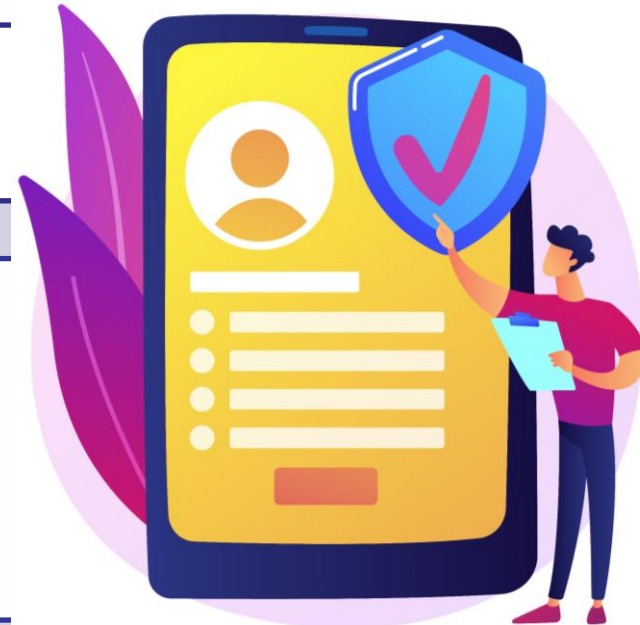
Co-funded by
the European Union

Lithuania – Poland

If the Controller **confirms** eligibility of 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 (an official letter) shall be uploaded to JEMS. There will be uploaded in JEMS corrected Partner's Control Certificate and Control Report, Partner Report and 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 (1)

Interreg



Co-funded by
the European Union

Lithuania – Poland

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**.

Stage II: other possible outcomes of the check of the Report (2)

Interreg



Co-funded by
the European Union

Lithuania – Poland

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

Interreg



Co-funded by
the European Union

Lithuania – Poland

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.

Within **10 working days** after receipt of the results of check, the MA examines the Report, and transfers to the Lead Partner the rest amount of requested ERDF funds 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.



Lithuania – Poland





Thank you!!!

