



Interreg

Latvija–Lietuva

European Regional Development Fund



“See Another Way” LLI-212

Laura Pakule-Krūče

Project Manager



KURZEMES
PLĀNOŠANAS
REĢIONS

The project is co-financed by the
Interreg V-A Latvia - Lithuania Cross Border Cooperation Programme 2014–2020

www.latlit.eu

13/07/17

“See Another Way”
LLI-212



Interreg
Latvija–Lietuva
European Regional Development Fund



Joint
Steering group &
Work group meeting
13.07.2017



The project is co-financed by the
Interreg V-A Latvia - Lithuania Cross Border Cooperation Programme 2014–2020

www.latlit.eu
13/07/17

“See Another Way”
LLI-212



Project implementation (WP T)



The project is co-financed by the
Interreg V-A Latvia - Lithuania Cross Border Cooperation Programme 2014–2020

www.latlit.eu

13/07/17

Deliverables

WP Implementation (WP T)

Activities: T1.1 Improvement of specialists' competencies-trainings; T1.2 Networking-experience exchange; T1.3 Informative events for raising awareness; T1.4 Buying and placing equipment (adapted for persons with visual impairments and disabilities; T1.5 Improvement of accessibility, efficiency, diversification of social services.

Deliverable No.	Deliverable title	Target value	Delivery date
T1.1	Improved social services in Kretinga, Saldus, Liepaja, Klaipeda and Telsiai	5	03.2019.
T1.1.1	Jointly developed training programmes and materials	5	28.05.2018
T1.1.2	Organised trainings	28	28.12.2018
T1.1.3	Specialists participated in trainings	560	28.12.2018
T1.2.1	Organised experience exchange trips	3	28.03.2019
T 1.2.2	Cooperations/network established/improved	1	28.04.2019.
T1.3.2	Awareness raising events	12	02.02.2019.
T1.4.1	Adapted equipment	99	28.10.2018
T1.4.2	Adapted webpages (information accessibility)	3	28.10.2018
T1.5.1	Social service improving events organised	2063	28.03.2019

“See Another Way”
LLI-212



Interreg
Latvija–Lietuva
European Regional Development Fund



Project management & Cooperation principles



KURZEMES
PLĀNOŠANAS
REĢIONS

**The project is co-financed by the
Interreg V-A Latvia - Lithuania Cross Border Cooperation Programme 2014–2020**

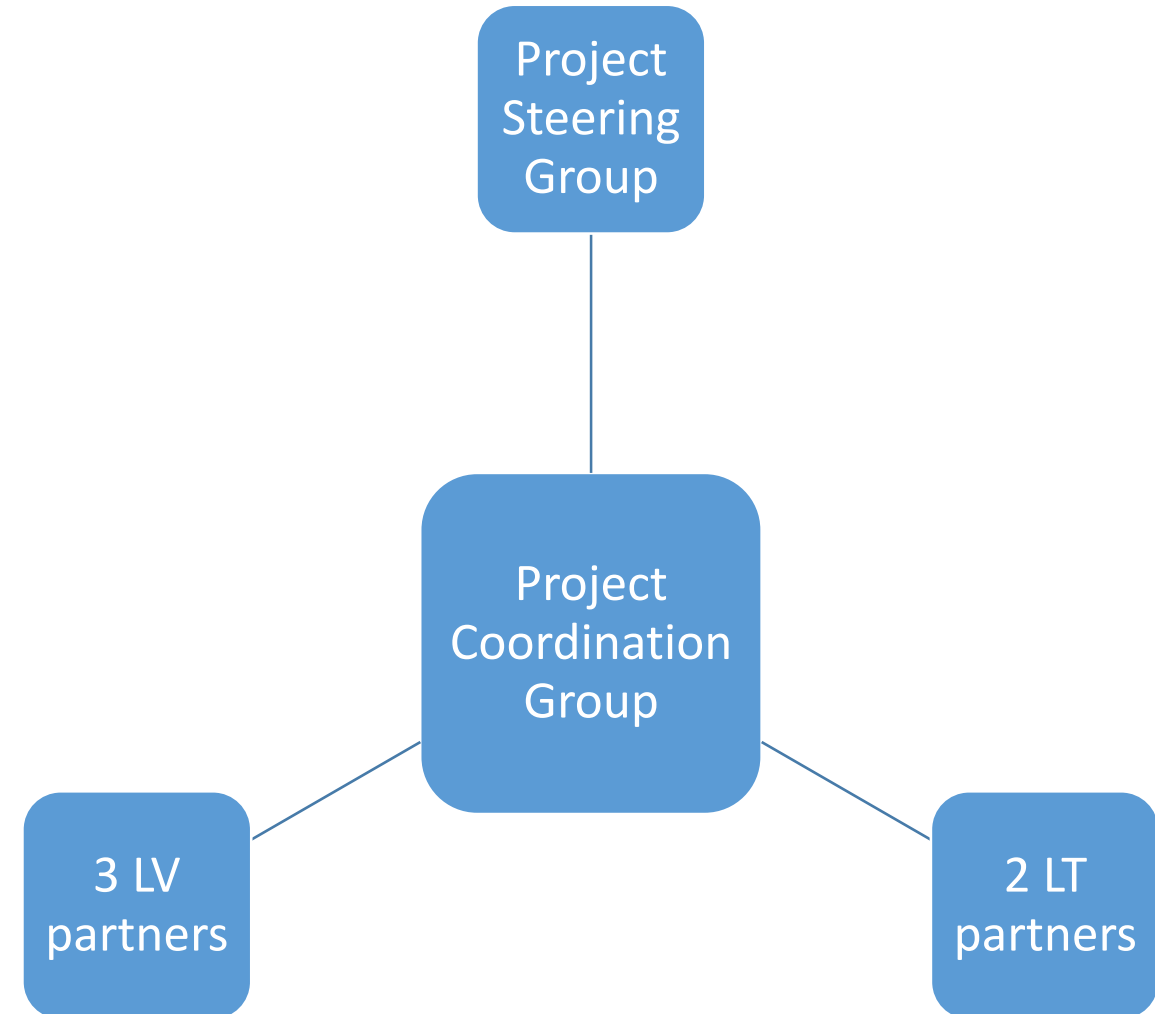
www.latlit.eu

13/07/17

Project partners and structure

5
partners

- P1 - Kurzeme Planning Region, LV
- P2 - Day activities center, Kretinga, LT
- P3 - Saldus municipality, LV
- P4 – Klaipeda City Social Support centre, LT
- P5 – Liepaja City council, LV



Project Work group & Steering group meetings

1 to 2 delegates to
Project Coordination
Group

- **1st (SG/WG) 13.07.17. in Saldus**
- 2nd (WG) in September, Liepaja
- 3rd (WG) by Skype, December
- 4th (SG/WG) in Klaipeda, March 2018
- 5th (WG) in June, Kretinga
- 6th (WG) Roja In September
- 7th (WG) by skype, December
- 8th (SG/WG) in Saldus, March 2019

1 delegate to
Project Steering
Group

Project Coordination Group

Partners

- P2 - Day activities center- Birute Viskontiene
- P3 - Saldus municipality- Liene Klagiša
- P4 – Klaipeda City Social Support centre- Diana Stantaitiene
- P5 – Liepaja City council- Elīna Tolmačova

Lead Partner

- Kurzeme Planning Region – **Laura Pakule-Krūče**

Project Steering Group

Partners

- P2 - Day activities center- Birute Viskontiene
- P3 - Saldus municipality- Ina Behmane
- P4 – Klaipeda City Social Support centre- Diana Stantaitiene
- P5 – Liepaja City council- Elīna Tolmačova

Lead Partner

- Kurzeme Planning Region – Inga Kalniņa, social services development expert

Project management meetings

Project Coordination Group to report progress to Project Steering Group

Project Coordination Group to plan activities for the next period and agree on time schedule

Project Steering Group to monitor and advise the Project Coordination Group on project progress, approve proposed changes, advise on risks and complications

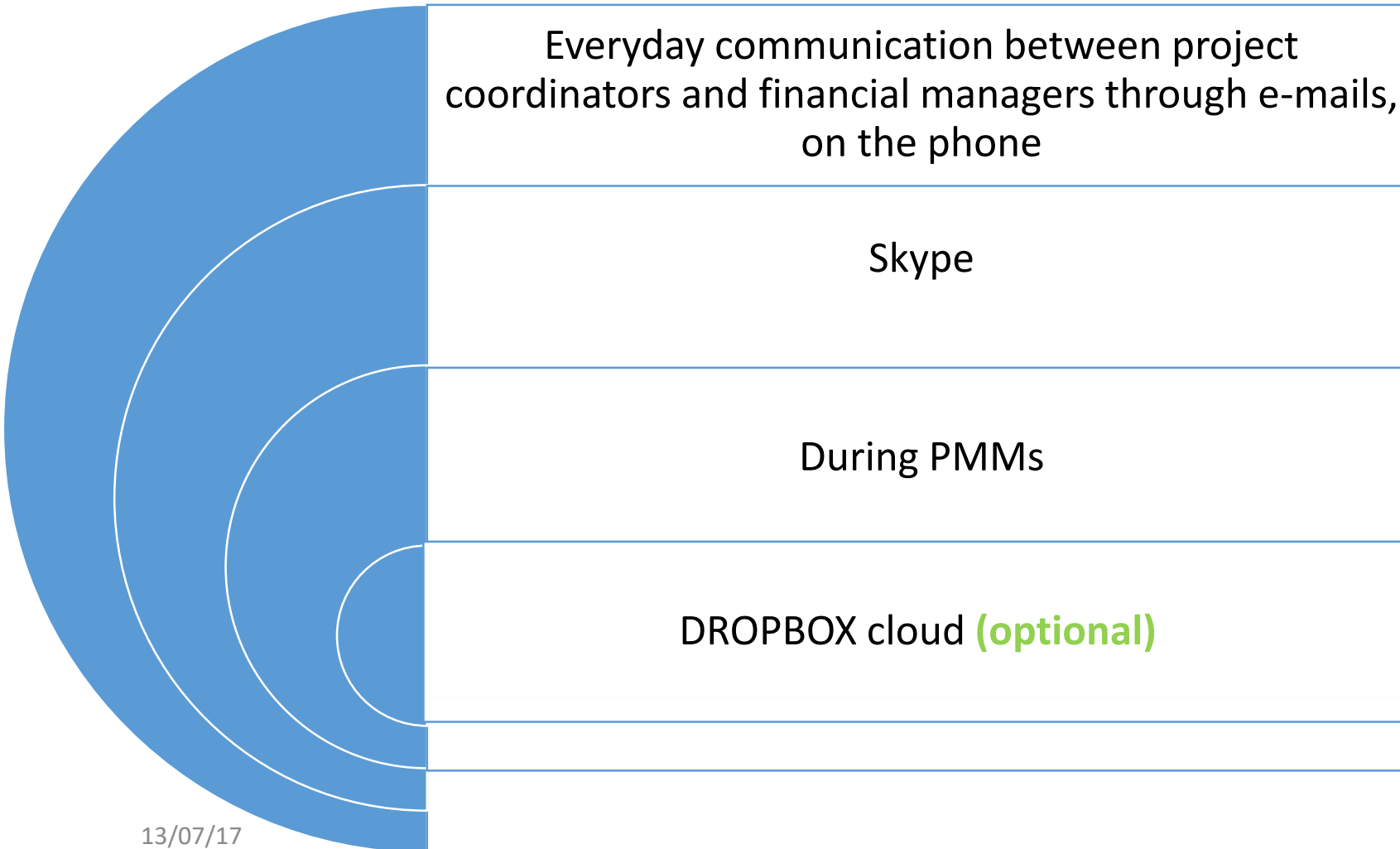
Project Management Meetings can be organised more frequently, if needed

Additional specialists/experts might be invited, if needed

Decisions reflected in Project Management Meeting minutes



Communication among partners



Responsibilities

Set in § 6 of the Partnership agreement

I.a., each partner has to:

- appoint a project coordinator, a financial manager and a delegate to the Project Steering Group

- formally establish a project management scheme and manage its part of the project

- inform the Lead Partner on risks, problems, necessary changes in the project

- communicate with the Joint Secretariat and Managing Authority through the Lead Partner

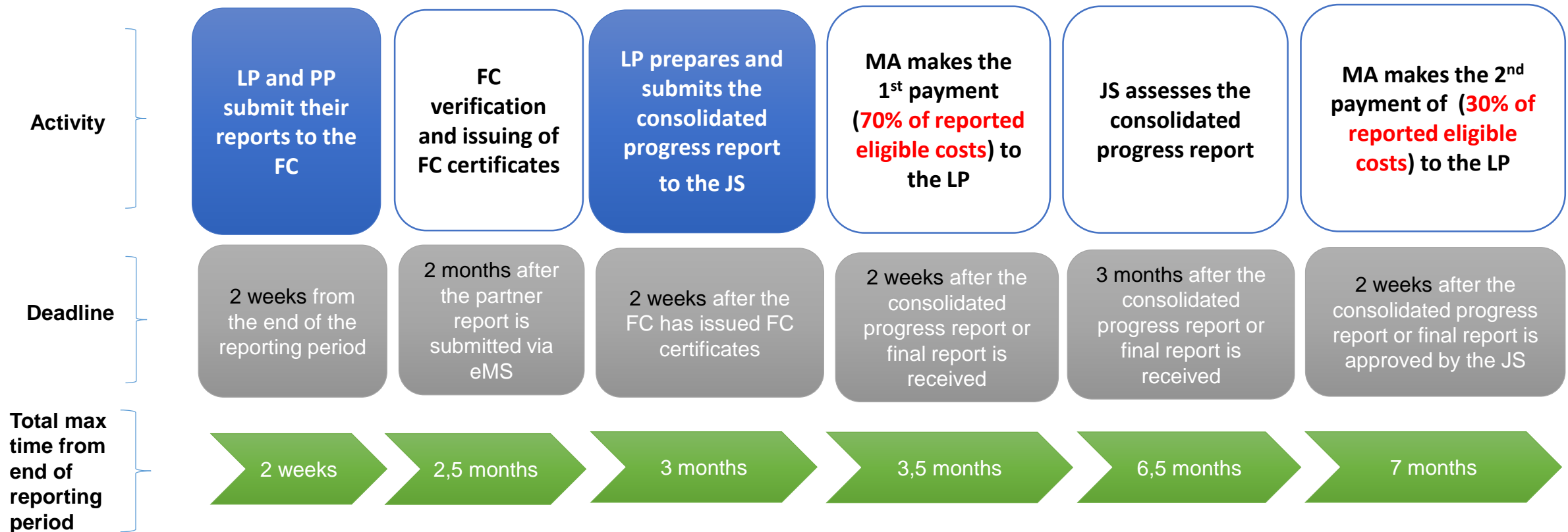
Joint Secretariat – the main contact point for LP and partners, providing daily assistance to projects.

Managing Authority – fulfils certifying functions, responsible for compliance with eligibility rules and making payments

Responsibilities

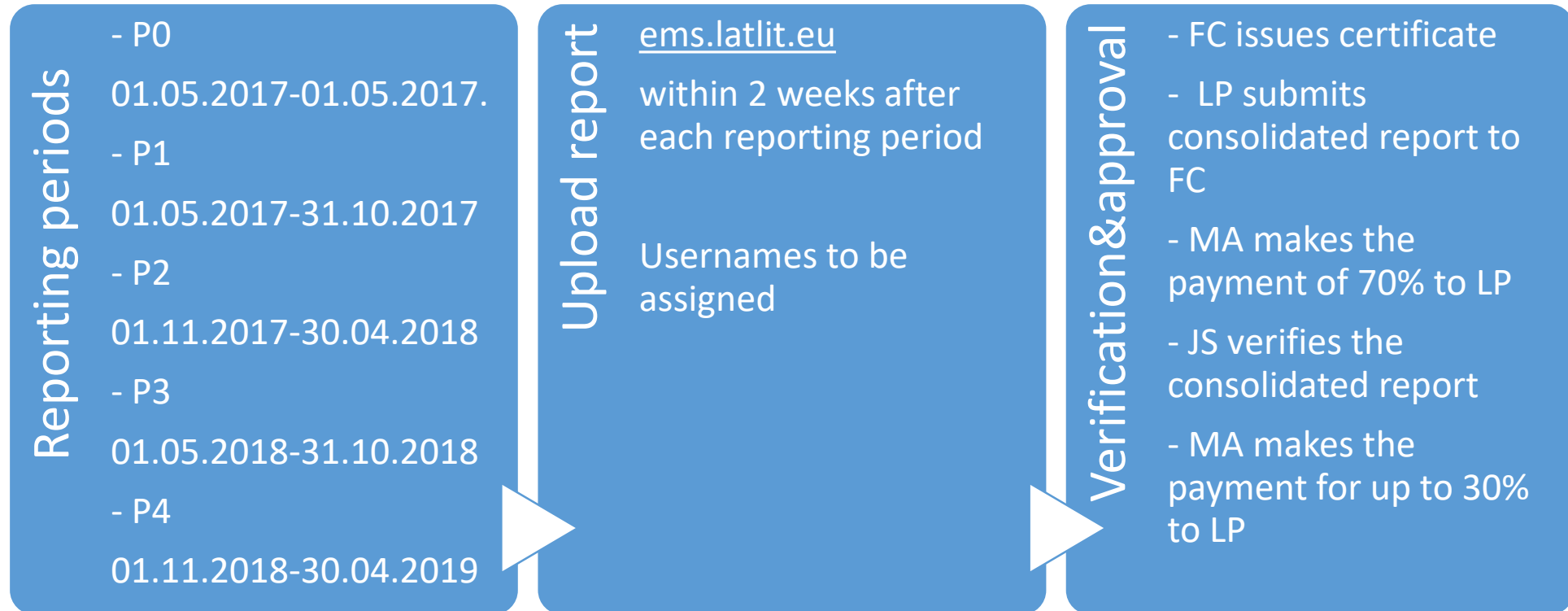
- comply with programme rules, in specific:
- create a section dedicated to project under the website of the organisation and regularly update it
- LV partners – submit a procurement plan and regularly update it
- LT partners – choose an external auditor applying public procurement procedure, inform the LT Ministry of Interior and sign a contract with the chosen auditor after approval from the LT Ministry of Interior is received
- ensure co-financing 15%, i.a. apply for **state budget co-financing**:
 - up to 5% LV (more info http://www.varam.gov.lv/lat/fondi/ets_1420/?doc=16884, irina.brasle@varam.gov.lv, 670 26462);
 - up to 7,5% LT (more info latlit.eu/how-to-implement, renata.stambrauske@vrm.lt, +370 5 271 8478)
- ensure separate accounting or assign project specific accounting code
- define project-related document nomenclature ID numbers
- keep all documentation related to project until **31.12.2024**

Reporting processes



Reporting

! MA seminar
on reporting in
autumn



eMS ems.latlit.eu or latlit.eu

How to implement | LATI x

latlit.eu/how-to-implement/

Apps Online movies Suggested Sites Web Slice Gallery cw stat Прямая трансляция Expedia: Confirmation New Booking Free worldwide Garmi Hearthstone Decks Trump's Arena Tier Lis

Calls for proposals

- 1st call for proposals [Programme manual](#) Updated April 4, 2017
- 2nd call for proposals [Partnership agreement](#)
[Subsidy contract](#)
[Guidance how to implement the project via eMS \(part I\)](#)
[Confirmation of financial information](#)
- Direct Award [Communication guidelines](#) Updated May 10, 2017

Supported projects

[How to implement](#)

Partner search [Programme Logo Pack \(zip\)](#)

Events [Poster templates by priorities \(LV\)](#)
[Poster templates by priorities \(LT\)](#)
[Plaque templates by priorities \(LV\)](#)
[Plaque templates by priorities \(LT\)](#)

Publications [Participants list](#)
[Project timesheet](#)
[Presentation on how to fill in Public procurement plan \(for Latvian partners only\)](#)

Informācija latviski


Informacija lietuviškai


Go to 2007-2013 Programme

[Financial control in Lithuania](#)
[Financial control in Lithuania](#)
[National co-financing for Lithuanian partners](#)

[Financial control in Latvia](#)
[Financial control in Latvia](#)

[EU legal framework](#)
[Common Provisions Regulation](#)
Common provisions Regulation (CPR) - Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down

 ACCESS TO THE EMS >




Events calendar

MAY 2017						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

[VIEW ALL EVENTS](#)

Partner Reports

1 - Kurzeme Planning Region - LP_1

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

 Partner Living Tables

Project Budget Summary

Project Partner			ERDF co-financing, EUR			National co-financing			Total Eligible Budget
Project Partner	Partner Abbreviation	Country	ERDF	ERDF co-financing rate	Percentage Of Total ERDF	Public co-financing	Private co-financing	Total co-financing	
1 - Kurzemes plānošanas reģions	LP_1	LATVIJA	€ 107 100.00	85.00 %	25.55 %	€ 18 900.00	€ 0.00	€ 18 900.00	€ 126 000.00
2 - Dienos veiklos centras, Kretinga	PP_2	LIETUVA	€ 64 974.39	85.00 %	15.50 %	€ 11 466.08	€ 0.00	€ 11 466.08	€ 76 440.47
3 - Saldus novada pašvaldība	PP_3	LATVIJA	€ 64 287.29	85.00 %	15.33 %	€ 11 344.82	€ 0.00	€ 11 344.82	€ 75 632.11
4 - Klaipēdos miesto socialines paramos centre	PP_4	LIETUVA	€ 95 752.50	85.00 %	22.84 %	€ 16 897.50	€ 0.00	€ 16 897.50	€ 112 650.00
5 - Liepājas pilsētas dome	PP_5	LATVIJA	€ 86 973.47	85.00 %	20.75 %	€ 15 348.26	€ 0.00	€ 15 348.26	€ 102 321.73
Sub-total For Partners Inside			€ 419 087.65	--	100.00 %	€ 73 956.66	€ 0.00	€ 73 956.66	€ 493 044.31
Sub-total For Partners Outside			€ 0.00	--	0.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Total			€ 419 087.65	--	100.00%	€ 73 956.66	€ 0.00	€ 73 956.66	€ 493 044.31

 Export

Deliverables

WP Management

Activities: Management team (MT) meetings (M.1), Work group (WG) meetings (M.2), Steering group (SG) meetings (M.3)

Deliverable No.	Deliverable title	Target value	Delivery date
M.1.1	Signed partnership agreement	1	31.10.2017.
M.1.2	Minutes of MT meetings in LP prepared	16	28.04.2019.
M.1.3	PP reports prepares	20	28.04.2019.
M.1.4	Project progress reports prepared	4	28.04.2019.
M.1.5	Equipment (2 portable computers and 1 mobile phone) for management provision bought	3	01.11.2017
M.2.1	Minutes of WG meetings prepared	8	28.04.2019.
M.3.1	Minutes of SG meetings prepared	3	28.04.2019.

“See Another Way”
LLI-212



Interreg
Latvija–Lietuva
European Regional Development Fund

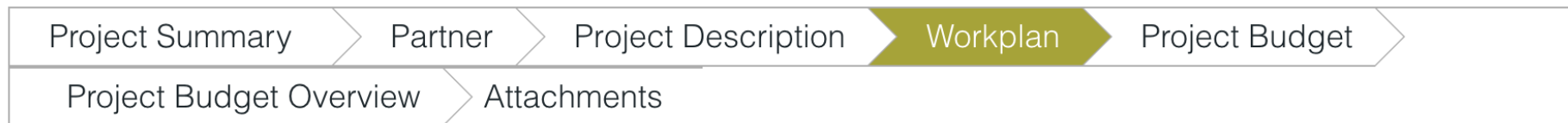


Activity schedule & Delivery dates for Period 1 (May –October)



**The project is co-financed by the
Interreg V-A Latvia - Lithuania Cross Border Cooperation Programme 2014–2020**

www.latlit.eu
13/07/17



Define Periods

Please set reporting periods for the project (you can choose 3 or 6 months reporting periods). *

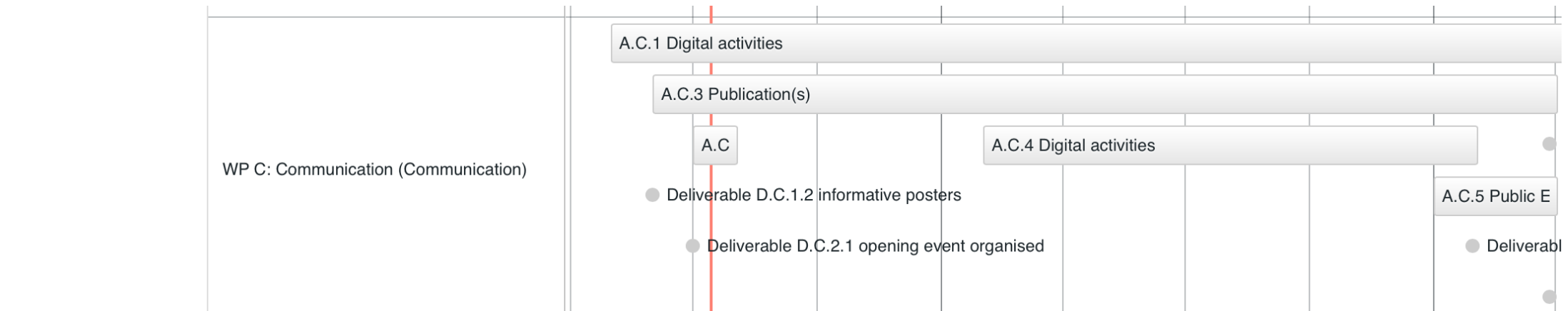
PERIOD 0 (0 MONTHS 1 DAY)

Start Date	End Date	Reporting Date
01.05.2017	01.05.2017	30.04.2019

PROJECTSTART (01.05.2017)

PERIOD 1 (6 MONTHS 0 DAYS)

(automatic) Start Date	End Date	Reporting Date
01.05.2017	31.10.2017	31.01.2018



Deliverables – LP & PP's

Deliverable No.	Deliverable title	Target value	Delivery date
M.1.1	Signed partnership agreement (LP)	1	01.11.2017.
M.1.3	PP reports prepared (LP & 4 PPs)	5	01.11.2017.
M.2.1	Minutes for WG meeting sprepared (LP)	2	01.11.2017.
M.3.1	Minutes for SG meetings prepared (LP)	1	01.11.2017.
M.1.5	Equipment (2 portable computers , 1 mobile phone) for management provision bought (PP2)	3	01.11.2017.
C.1.2	Informative posters (LP)	5	01.06.2017.
C.2.1	Opening event organised (LP & PP4)	11	01.07.2017

“See Another Way”
LLI-212



Publicity requirements, Communication (WP C)



L

The project is co-financed by the
Interreg V-A Latvia - Lithuania Cross Border Cooperation Programme 2014–2020

www.latlit.eu

13/07/17

Five musts of project communication

1. Use the Programme logo and acknowledge EU support
2. Make photos and videos
3. Keep evidences
4. Inform JS about events two weeks in advance
5. Always check if you meet the project communication requirements

Mandatory minimum requirements

A section at organisation's website dedicated to project

- should be regularly enriched with up-to-date info

Marking of equipment (stickers and plaques available at Joint Secretariat)

- keep for at least 5 years after the end of the project (31.12.2024)

Marking of infrastructure objects if project investment in 1 site exceeds 500 000 EUR

At least 2 press releases – at the start and at the end of

Informative poster at organisation's premises

The project section at website must contain:

Programme logo – no scrolling down to see it

Project title

Project description - reader-friendly text

Outputs that are available in electronic form

A disclaimer that the EU is not responsible for the information provided

Link to www.latlit.eu and www.europa.eu

Link to project's social media account, if relevant

Public events

1.

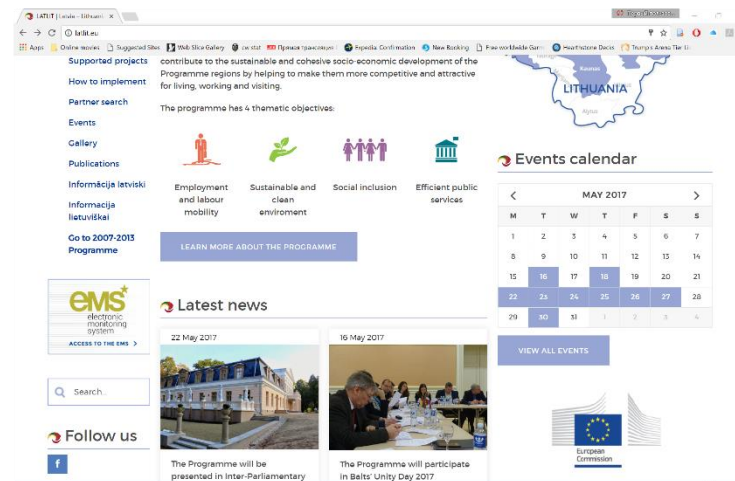


2. LLI-212 “See Another way”

3.



5.



4.



6.

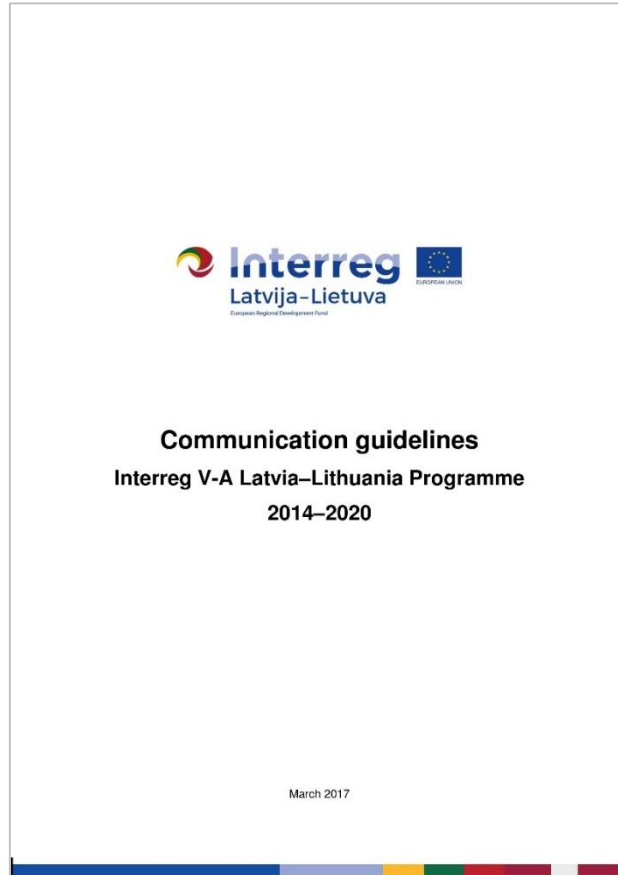
Interreg
Latvija-Lietuva

Project Acronym: _____
Project Title: _____
Work Package: _____
Name of the organising Project Partner Organisation: _____

LIST OF PARTICIPANTS¹
of the closest Event Sites²
6-10-2017
6-10-2017

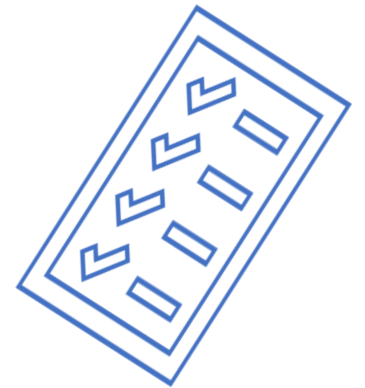
No	Name and Surname of Participant	Participant's Organisation	Participant's Contacts (e-mail or phone)	Participant's Signature
1				
2				

Communication guidelines



- Requirements for different communication activities
- Dictionary of main terms and phrases (EN-LV-LT)
- Guide on use of logo
- Guide how to manage project section on the Programme website
- Template of plaque and poster

Use it as check-list!



Deliverables

WP Communication

Activities: Digital activities (C1); Public events (C2); Publications (C3); Digital activities (C4); Public events (C5)

Deliverable No.	Deliverable title	Target value	Delivery date
C.1.1	Regular information on web pages	40	28.04.2019
C.1.2	Informative posters	5	01.06.2017
C.2.1	Opening event organised	1	01.07.2017.
C.3.1	Articles published	15	28.03.2019.
C.4.1	Created and demonstrated short film	1	30.01.2019.
C.5.1	Closing conference organised	1	28.03.2019