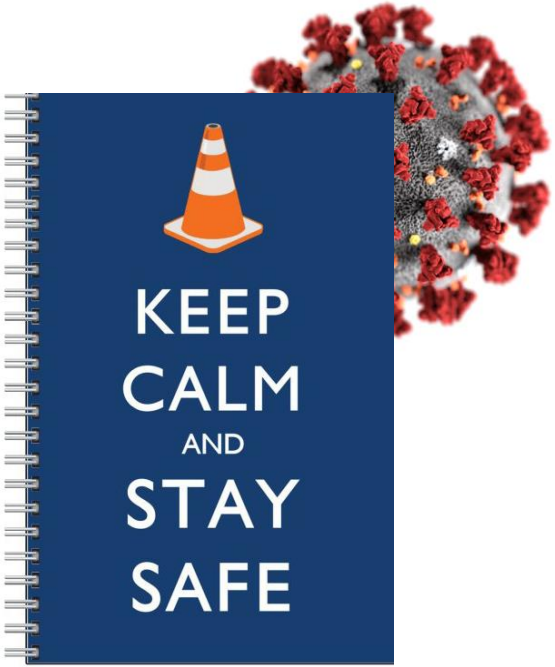
Webinar on LAT-RUS CBC Programme project reporting

8 June 2020

LATVIA-RUSSIA
CROSS-BORDER COOPERATION PROGRAMME
CO-FUNDED BY THE EUROPEAN UNION, THE REPUBLIC OF LATVIA AND THE RUSSIAN FEDERATION

Projects in times of CoViD-19

- **See what you can do safely, change to online platform where possible, postpone where necessary.**
- **Check if official request for changes has to be submitted to JTS/MA**
- **Project beneficiaries from Russia shall submit original documents to branch offices of JTS in Pskov and Saint Petersburg**
- **Individual approach and solutions - contact your JTS project manager rather sooner than later**



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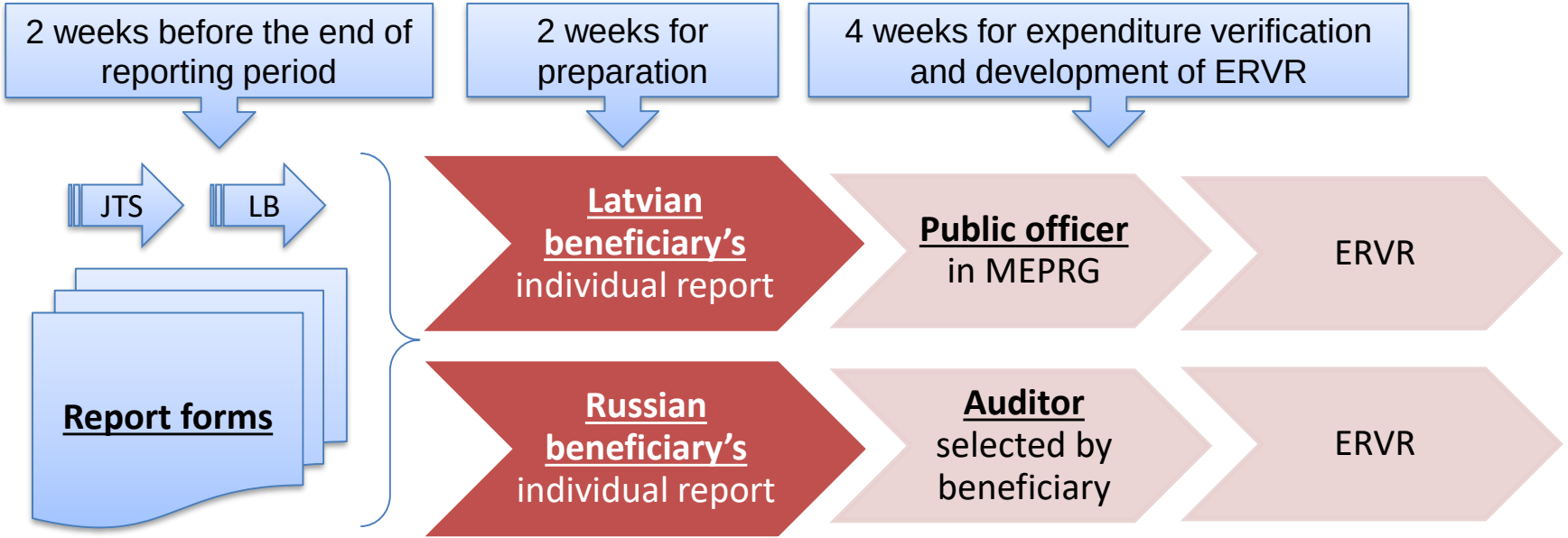
Process of reporting and deadlines



!!! All of us learning by doing and improving constantly

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Submission of documents

What shall be sent to JTS/MA?

- Original documents signed by authorized person either as e-document or “by hand”:
  - consolidated report
  - expenditure verification reports (with checklist and on-spot report) of each project beneficiary signed by responsible public officer/auditor and beneficiary;
  - lead beneficiary confirmation
- Electronic version - MS Excel file of each individual report and consolidated report.
- Annexes – evidence of implementation of project activities

Changes notified with report

- ✓ **Change of contact details or contact person (project manager, financial manager, communication manager)**
- ✓ **Minor adjustments in rescheduling the project activities in the time plan with no impact on overall implementation period of the project**
- ✓ **Minor changes in activity packages 1 and 2**
- ✓ **Change between and in budget lines within the same budget heading**

Apply correct currency exchange rate

Use monthly exchange rate set by the EC!

- **with an accuracy of four digits after the comma (e.g. 0.1234), please note, mathematical rounding has to be applied in case more than four digits after comma are indicated in EC webpage**
- **for the reference : http://ec.europa.eu/budget/inforeuro/index.cfm?language=en**

Reporting about activities

Provide evidence for each implemented activity, follow list of documents to be submitted!

Report only about activities implemented within the relevant reporting period!

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Budget heading specific rules – staff costs

Full time

An individual dedicates 100% of his/her working time to the project.

Part-time with a fixed percentage of work for month

An individual dedicates a fixed percentage of working time to the project

Fixed percentage of gross employment cost in line with a fixed percentage of work dedicated to project as stipulated in the employment document or other document (e.g. order)

Contracted on an hourly basis

An employee is contracted on an hourly basis and dedicates a certain number of hours to work on the project

Project timesheets

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Budget heading specific rules – staff costs

- ✓ **costs connected with the salary payments have to be reported within the reporting period when the last payment connected with the salary is made**

Example - in case if salary payment to employee is made in reporting period No 1 but relevant taxes are paid during reporting period No 2 all the costs connected with the salary payment should be included in the report for reporting period No 2

Budget heading specific rules – travel and accommodation

- ✓ Costs eligible only for project employees and in justified cases participants of events who have actually participated in the business trip
- ✓ Travel and accommodation does not cover administrative trips of partners to carry out their duties

Budget heading specific rules – external expertise and services costs

- ✓ advance payments exceeding 1/3 of the total contract amount to the external service providers only after partial or full delivery of the purchased goods or services

Budget heading specific rules - Administrative costs

- **calculated as a flat-rate of up to 7% of eligible direct costs, excluding costs incurred in relation to the provision of infrastructure**

Amount of reported direct costs	X	% of flat rate for office and administration costs for respective project beneficiary	=	Amount of office and administration costs to be included in interim report

NB! % of flat rate has been fixed for each project beneficiary individually and is uploaded in projects' members area of programme webpage www.latruscbc.eu

- **beneficiary does not need to document that the expenditure has been incurred and paid, or to prove that the reported amount using the flat rate would correspond to the real costs for office and administration**

Retroactive costs

- **Distinguish between preparatory costs and retroactive costs!**
- **Provide supporting documents for retroactive costs with the first report!**

Other issues

- Technical mistakes in transfer of information from individual reports to consolidated report
- Unlocking or damaging report forms
- Beneficiary does not need to document that the expenditure has been incurred and paid, or to prove that the reported amount using the flat rate would correspond to the real costs for office and administration

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Webinar on LAT-RUS CBC Programme project reporting Visibility and Communication requirements

8 June 2020

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new #latruscbc guidelines

The updated Communication Guidelines have been approved by the Joint Monitoring Committee of Latvia-Russia Cross-Border Cooperation Programme 2014-2020 on **06 January, 2020**.

- **expenditures incurred before 06 January 2020:** provided that they are in line with the Communication Guidelines in force at the moment of the expenditure, - eligible. All already purchased promo materials / handouts / display panels etc. can be used

- **procurement started before 06 January 2020:** may be deemed eligible, the beneficiary must provide supporting documents clearly stating the date of procurement procedure / request for quote, and must ensure compliance with all eligibility rules applicable either on the date of launching the procurement or on the date when the expenditure was incurred

- **procurement started and related expenditures incurred after 06 January 2020:** all activities must be in compliance with new Communication Guidelines

Examples of incorrect use of Programme Visual Identity

visual identity is distorted

the text is cut off

Programme logo is bigger that EU emblem measured in height

the text about co-funding missing

Examples of correct use of Programme Visual Identity

Until January 5, 2020

Co-funded by the European Union,
the Republic of Latvia
and the Russian Federation

Co-funded by the European Union, the Republic of Latvia and the Russian Federation

При финансовом участии
Российской Федерации

From January 6, 2020

Examples of use of Programme Visual Identity

wrong visual identity

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DAUGAVPILS PILSĒTAS DOME

DAUGAVPILS CIETOKSNIS
ANNO 1810

larger, than the EU emblem

PORCIVAL

LATVIJAS MAIZNIEKS

larger, than the EU emblem

Deliverables

If information and communication **activity is included in the Application form as project deliverable** (amount of activity that must be reached), **mandatory requirements must be fulfulled** to qualify as relevant evidences.

Example: A study/bulletin was purchased as external service. In Individual report it is said that the study/ bulletin should come in electronic form => it is an electronic deliverable (publication) => section 10.1

NO Programme Visual Identity
NO disclaimer

Programme Visual Identity
disclaimer

Websites

Has your organization got a website?

Separate project section

Must be visible without scrolling:
- Correct Programme visual identity
- Disclaimer
- Programme website

Publish news or materials

News in the news section do not qualify as project deliverable - project information section on the beneficiary's website

Social media

Project account

Organization account

- Programme Visual Identity
- links to Programme website and Programme SM account
- Disclaimer
- Visible without scrolling (our recommendation: pin to top)

Organization account

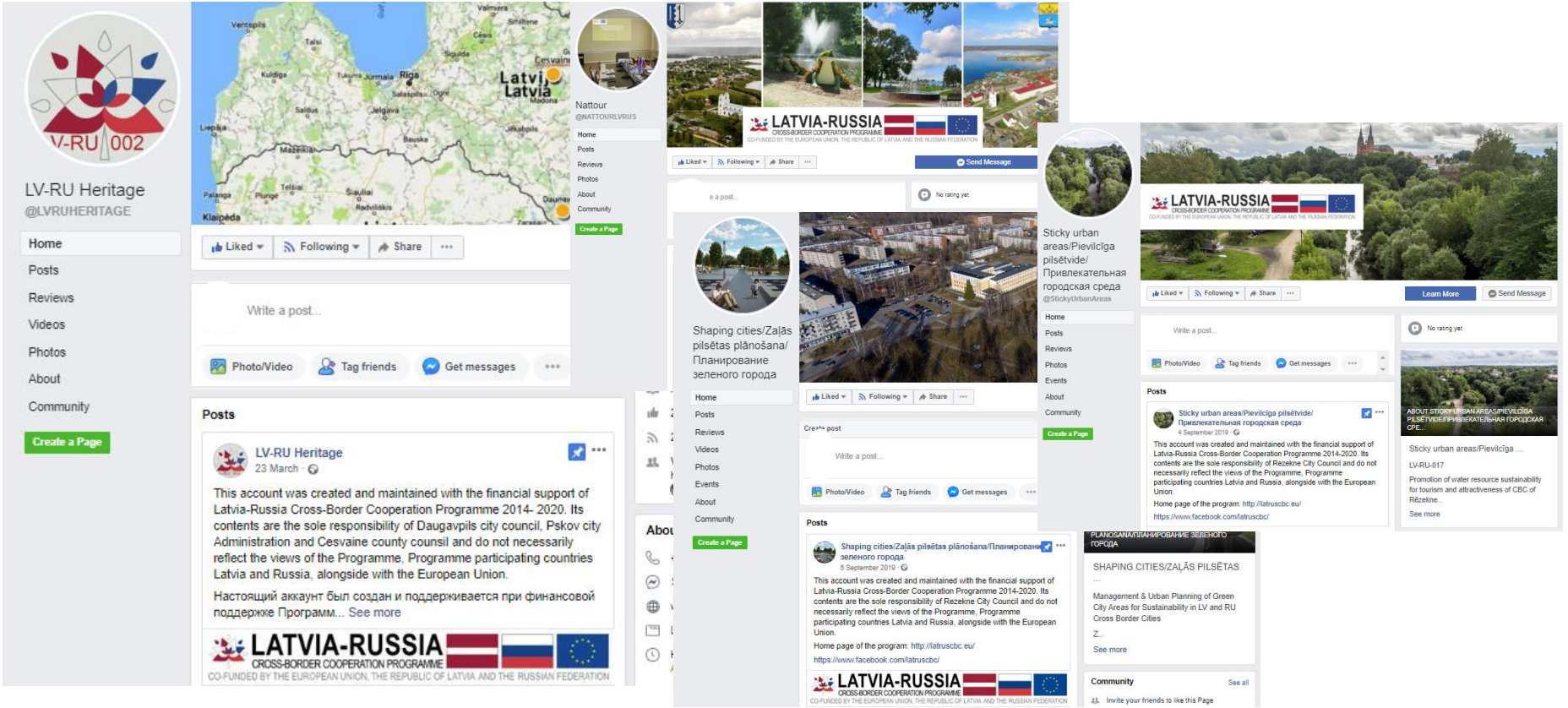
Personal account

do not qualify as project deliverable - project social media account

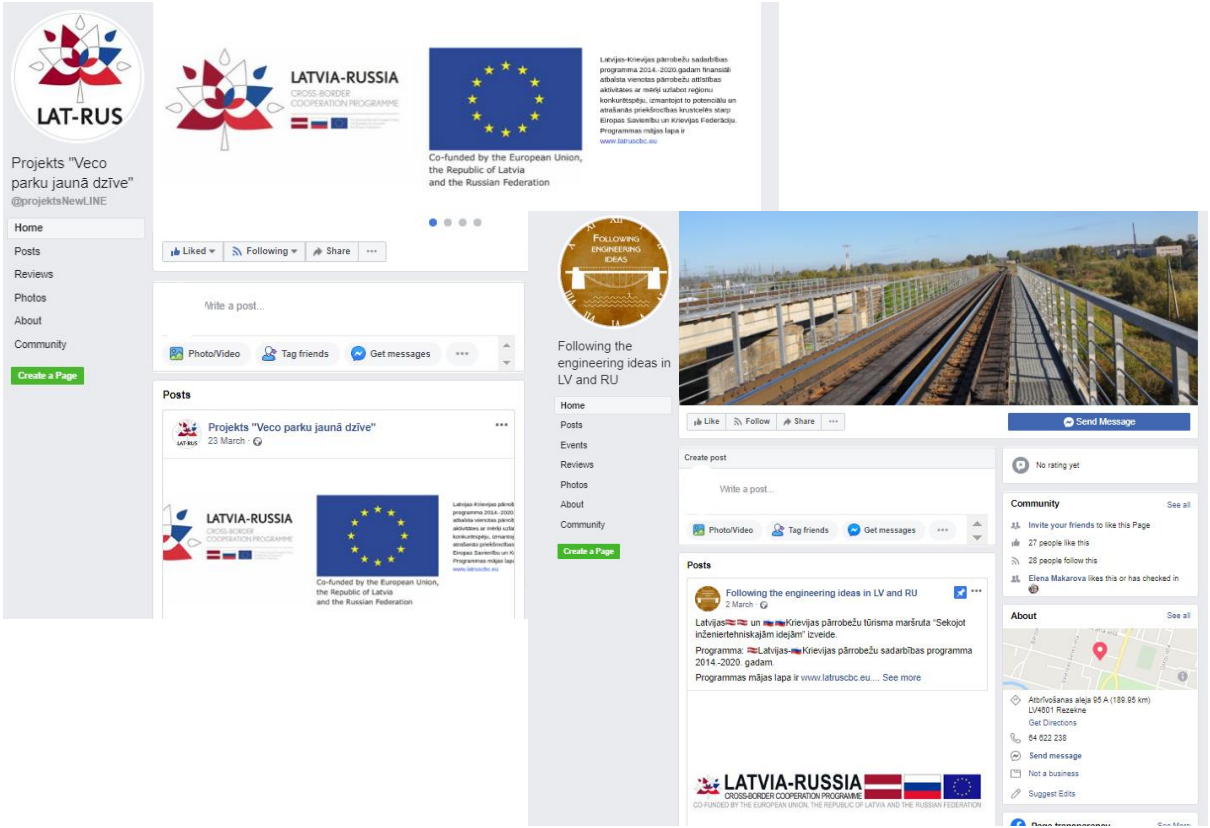
latruscbc.eu **@latruscbc**

@latruscbc **@latruscbc**

Social media – great examples



Social media – great examples



Projects:

- LV-RU HERITAGE
- NATTOUR
- Sticky urban areas
- Shaping Cities
- NewLINE
- Following Ideas

Always tag the Programme in your publications

@latruscbc

Press release vs Electronic publication

Press release is an official statement or report that an organization gives to journalists, for example about a new product or an important achievement (MacMillan dictionary)

- created by you, not by journalists
- basis for the article, not the article
- can be further supported by articles

Programme requirements:
- Programme visual identity on the cover or title page
- disclaimer on the cover or the title page

Evidences:
- Press release file (doc, pdf, jpg or other format) sent to media
- Press release published on the beneficiary's website

! Electronic publications / copies / screenshots / photos of articles which do not meet Programme requirements do not qualify

clp.pskov.ru/novosti/seminar-pushgory

Сохранение и развитие усадебных парков в центре внимания российских и латвийских специалистов и общественников

11 – 12 ноября 2019 года в деревне Бугрово Пушкиногорского района Псковской области проходит семинар «Усадебные парки: настоящее и будущее».

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Многие усадебные парки, являются, не только привлекательными местами для отдыха туристов и местных жителей, но и значимыми природными и культурно-историческими объектами. Они нуждаются в профессиональном уходе и поддержке со стороны органов власти и специалистов. В связи с этим семинар посвящен вопросам управления историческими усадебными парками. Он организован Центром лечебной педагогики и дифференцированного обучения Псковской области, Псковской региональной общественной организацией «Чудской проект», муниципалитетом города Балви (Латгалия, Латвия) в рамках проекта «Новая жизнь старых парков: эффективное управление историческими природными объектами в приграничном регионе Латвии и России».

В семинаре принимают участие владельцы, руководители и эксперты приусадебных парков, расположенных на территории Псковской области и Латвии; руководитель

no disclaimer
not full text

Question from beneficiary

? Reporting visualization and communication materials (articles, posts). Should we include articles without mandatory elements in case they were not financed from the project budget?

! It is possible to report additional communication activities in AP2 section **2.2.2 Other relevant information**, **but if articles, posts, etc. are included in the Application form as project deliverables** (amount of activity that must be reached), **mandatory requirements must be fulfulled** to qualify as relevant evidences.

Online article (section 6.3)

- NO visual identity
- NO disclaimer

Report as **other relevant information** in AP2, section 2.2.2

Noslēgta partneru vienošanās par LAT-RUS projekta «Parki bez robežām» īstenošanu

Maijā Preiļu novada domē tika parakstīts septiņu partneru sadarbības līgums par LAT-RUS programmas projekta «Parki bez robežām» («Parks without borders», LV-RU-023) īstenošanu. Starp Galbenes novada pašvaldību kā vadošo projekta partneri un Preiļu, Daugavpils novadiem no Latvijas puses un Krievijas puses Pleskavas apgabalu, Porhovas rajona administrāciju, Veļikije Luki pilsētas administrāciju un Kuņas rajona administrāciju tika noslēgts partnerības līgums par kopīga projekta īstenošanu Latvijas – Krievijas pārrobežu sadarbības programmā 2014.–2020. gadam.

Latvijas – Krievijas pārrobežu sadarbības programmas 2014.–2020. gadam programmas stratēģiskais mērķis ir atbalstīt vienotus centienus risināt pārrobežu attīstības izaicinājumus un veicināt Eiropas Savienības ārējās pierobežas teritorijas un to Krievijas reģionu, kas robežojas ar Eiropas Savienību, esošā potenciālā ilgtermiņa izmantojumu. Kopējā programmas darbības teritorija ir Vidzemes, Latgales, Zemgales, Pierīgas, Rīgas teritorijas un Pleskavas apgabals, Ļeņingradas apgabals, Sanktpēterburga no Krievijas puses teritorijas. Kopējais programmas budžets ir 27 082 276,20 eiro.

Preiļu novads projektā darbosies kā projekta partneris, un aktivitātes tiks veiktas Preiļu parka teritorijā. Plānotās aktivitātes būs vairākos virzienos. Tiks veikti parka labiekārtošanas darbi – atjaunots celiņa segums starp četru rindu liepu aleju, kas atrodas paralēli A. Pauļuka ielai, atjaunoti divi parka tiltiņi, uzstādītas papildu miskastes un soliņi, ierīkota Zaļās klases vieta.

Tiek plānoti trīs semināri Preiļos par parku apsaimniekošanu, uzturēšanu, mārketinga pasākumiem tūrisma veicināšanā, kā arī organizēti mācību pieredzes apmaiņas braucieni uz Latvijas un Krievijas projekta sadarbības partneru parkiem. 2020. gadā tiks organizēts Preiļu parka festivāls. Preiļu novada kā partnera finansējums ir 68 000 eiro (Preiļu pašvaldības likdfinansējums ir 10 % jeb 6800 eiro).

Projekta «Parki bez robežām» līguma ir 24 mēneši, informē Preiļu muižas kompleksa un parka vadītāja Sandra Čingule-Vinogradova.

Newspaper article (section 10.1)

- NO visual identity
- NO disclaimer

Report as **other relevant information** in AP2, section 2.2.2

Events - evidences

Minimal set of documents for visibility check:

- **agenda** with Programme visual identity
- signed **list of participants** with Programme visual identity and GDPR elements if any
- one **photo of event (screenshot of online event) with display panel** – prominent enough so that passers-by are able to read and understand the role of the Programme as donor

Materials visible to attendees:

Display panel
Agenda
List of participants
Presentations
Promo poster
Invitation
Instruction how to get to the place
Badge
Handouts
Feedback forms

If you have it:

- use Programme visual identity correctly
- take a photo to provide evidence
- add this photo and documents to your report

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Presentation slides

Until January 5, 2020

At the event:
- only Programme visual identity (on front page)

If later **publish on the website**:
electronic publication =>
- Programme visual identity
- Disclaimer

From January 6, 2020

Display panel - requirements

Three mandatory **locations**:

1. Construction / repair / renovation site

2. Event site

3. Office

Contents of the display panels:

- Programme visual identity
- project title and acronym
- project objective
- key project deliverables
- project duration
- general statement about the Programme
- title and contact information of the lead beneficiary:
  1. name of the beneficiary
  2. full mailing address: postal code, country, city, street, house number
  3. phone number
  4. email

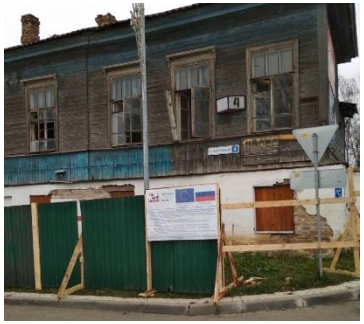
Display panel - evidences

Location
visible to attendees

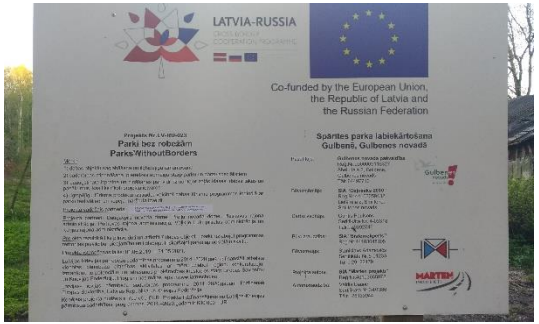
Content
possible to read

Event site

Construction / repair site



Office

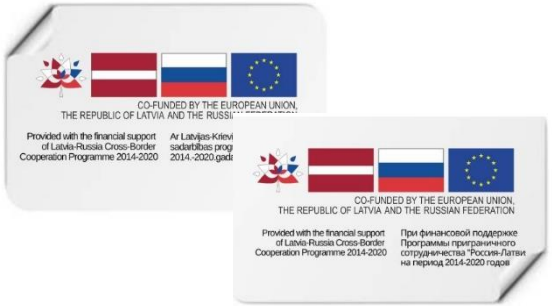


Equipment

Must be labelled ASAP (section 10.3)

Stickers are available at main office and branch offices

Contact your Info Manager to inform about the required amount and type of stickers



no label

lable in place

Useful information

Communication and Visibility Guidelines

Webinar on communication **materials & list of FAQ**

Your questions and our answers….

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Thank You!
Paldies!
Спасибо!

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