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LITHUANIA - RUSSIA

CBC 2014-2020

**Smooth project start – what shall we know on
implementation?**

Marijampole, Lithuania
October 22, 2019





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The Project starts....and:

WHAT SHOULD WE DO NOW?

WHAT TO START WITH?

WHAT TO BUY FIRST?

WHEN SHOULD WE SIGN SERVICE CONTRACTS?

HOW SHOULD WE COMMUNICATE WITH PARTNERS?

WHAT IF WE NEED TO INTRODUCE CHANGES ALREADY NOW?





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The answer lies in the.... **Grant Application Form!**

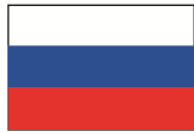
- ✓ **SECTION 6 DESCRIPTION OF THE PROJECT ACTIVITIES;**
- ✓ **SECTION 4 LOGICAL FRAMEWORK;**
- ✓ **SECTION 8 TIMETABLE OF THE PROJECT;**
- ✓ **PART II PROJECT BUDGET;**

+ *COMMON SENSE.*





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TIPS:

- ✓ **Re-read the Guidelines!**
- ✓ **Read carefully the REPORTS (all sheets!);**
- ✓ **Get to know your managers;**
- ✓ **Ask!**

NEWS	Guidelines for Applicants and Beneficiaries (in English)
PROGRAMME	Guidelines for Applicants and Beneficiaries (unofficial translation into Lithuanian language)
CALLS FOR PROPOSALS	Guidelines for Applicants and Beneficiaries (unofficial translation into Russian language)
PROJECTS	Annexes to Guidelines for Applicants and Beneficiaries:
CONTACTS	Annex I "Detailed Rules on Eligibility of Expenditure"
	Annex II "Partnership Statement"
	Annex III "Partnership Agreement Template"
	Annex IIIA "Partnership Agreement Template" (unofficial translation into Russian language)
	Annex IIIA to "Partnership Agreement Template"
	Annex IV "Procurement Plan Template"
	Annex V "Template of the Request for Amendments"
	Annex VI "Template of the Budget Transfers Table"
	Annex VII "Progress Report Form"

1. IMPLEMENTATION OF ACTIVITIES PER REPORTING PERIOD

If there is no information to be indicated, mark the relevant text fields with N/A.
If additional information is to be indicated, add as many rows as necessary.
If there are GAs or activities not planned in the project, do not leave empty rows, but delete them.

Planned activities	Description of activities implemented within the reporting period	1.1 The first group of activities (GA1)		Outputs planned for the next reporting period	
		Description of related outputs	Number of outputs	Description of related outputs	Number of outputs
Activity 1.1. Management and coordination system	Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries and participants. In case of events (work group / steering committee meetings) also indicate general issues/topics discussed.	Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.	Indicate the number of the output.	Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.	Indicate the number of the output.
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CONTACTS

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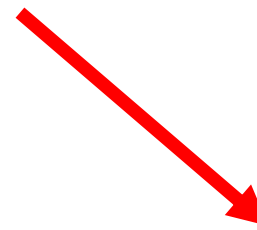
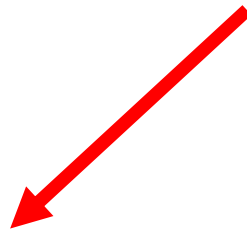


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TWO **implementation components:**



Procurements

Amendments





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Procurements within the Project





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LITHUANIA	RUSSIA
<p>a) Contracting authority:</p> <ul style="list-style-type: none">- national laws,- regulations and administrative provisions adopted in connection with EU legislation;	<p>a) Public and legal entity:</p> <ul style="list-style-type: none">- FL No 44-FZ,- FL No 223-FZ,- respective national acts;
<p>b) Non-contracting authority:</p> <ul style="list-style-type: none">- national rules,- The Order No 1V-561 form 17 July 2015 of the Minister of Interior.	<p>b) private entity:</p> <ul style="list-style-type: none">- “Award of procurement contracts by Russian private beneficiaries”.





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Russian private beneficiaries

PROGRAMME

22 January, 2019 Category: Programme Documents Valid

Award of procurement contracts by Russian private beneficiaries (Annex II)

Annex II "Award of procurement contracts by Russian private beneficiaries" to the Agreement on financing "Lithuania-Russia" 2014-2020 between the European Union, the Russian Federation and the Republic of Lithuania

CALLS FOR PROPOSALS

PROJECTS

Annex II

Award of procurement contracts by Russian private beneficiaries

✓ *Download this PDF document*

1. General principles

Where implementation of the Programme/project requires the award of a procurement contract by beneficiaries established in the Russian Federation, which are private entities, the following principles shall be complied with:

a) The contract shall be awarded to the tender offering best value for money, or as appropriate, to the tender offering the lowest price, while avoiding any conflict of interests;

b) For contracts with a value of more than EUR 60 000, the following rules shall also apply:

i) an evaluation committee shall be set up to evaluate applications and/or tenders on the basis of the exclusion, selection and award criteria published by the beneficiary in advance in the tender documents. The committee must have an odd number of members with all the technical and administrative capacities necessary to give an informed opinion on the tenders/applications;



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Procurement Plan of the Project

Procurement plan for the Project LT-RU-X-XXX <title>

Date:

Joint Procurement Plan shall be prepared for the whole Project and shall contain information for each Beneficiary for the whole Project implementation period

No	Beneficiary No / country	Type of contract (services, supplies, works) Description of items to be purchased	Month of planned announcement of the procurement	Budget Item(s)	Value of contract	The title of the selected procurement procedure in English and if applicable, in the national language	Justification: → For RU – how the selected procedure corresponds to the applicable national legal act or “Award of procurement contracts by Russian private beneficiaries”; → For LT – reference to the applicable national legal acts and articles; → For all, in case of split of procurement, provide justification for such split; → For all, in case of split of procurement procedure into lots, provide number and title of lots; → Note: the value of the contract must be counted per total project duration, not per year.
Calendar year 2019							
1	Example: XXX/RU	Example: Supplies: 15 computers, 14 monitors, copy machine	Example: January September	Example: 4.3.1, 4.3.2, 4.5.1	Example: 90'000 EUR	Example: competitive negotiated procedure without publication (Конкурентная переговорная процедура без)	Example: The selected procedure “competitive negotiated procedure without publication”, which applies if the amount of the supply contract is between 60'000 EUR and 100'000 EUR, corresponds to the provisions of “Awards of procurement contracts by Russian private beneficiaries”; Procurement will be splitted: 1 st part will be procured in the beginning of 2019 (7 computers and monitors and copy machine).



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Procurement Plan

- To be followed;
- Document is **NOT** a subject to changes;
- To be justified.





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Where to introduce information on changes in procurements?

Progress/ Final report!





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> 10 000,00 EUR

4. INFORMATION ON PROCUREMENT PROCEDURES IN PROJECT

*List all contracts (works, supplies, services) above **EUR 10 000** (without VAT) awarded within the reporting period, implemented procurement procedures for each type of the contracts, i.e., service, supplies and work contracts and the name of the contractor. Add as many rows as necessary.*

Title of the contract	Contractor	Amount	Procurement procedure





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< 10 000,00 EUR

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1.1 The first group of activities (GA1)					
Planned activities	Description of activities implemented within the reporting period	Outputs produced within the current reporting period		Outputs planned for the next reporting period	
		Description of related outputs	Number of outputs	Description of related outputs	Number of outputs
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Activity 1.2. Internal monitoring and reporting procedures	Describe briefly the activity implemented within the reporting period (what was done, by whom, where, when and how it was implemented). Indicate the involved beneficiaries, target groups, stakeholders and participants. In case of events (work group / steering committee meetings) also indicate general issues/topics discussed.	Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.	indicate the number of the output.	Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.	indicate the number of the output.
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		Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.	indicate the number of the output.	Outputs are immediate products of the project activities: tangible goods, services and infrastructure that activities produce.	indicate the number of the output.
Deviations from the initially planned activity and their reason/justification If within the reporting period due to a justified reason an activity initially planned to be implemented within this reporting period has not been implemented/has been transferred to the next reporting period(s), describe the reason and indicate when it is planned to be implemented. NB: consider if it is necessary to submit the request for amendments to the JTS.					



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JUSTIFICATION

- **National legislation;**
- **Internal rules/docs;**
- **Amendments;**
- **Other cases.**





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Amendments within the Project

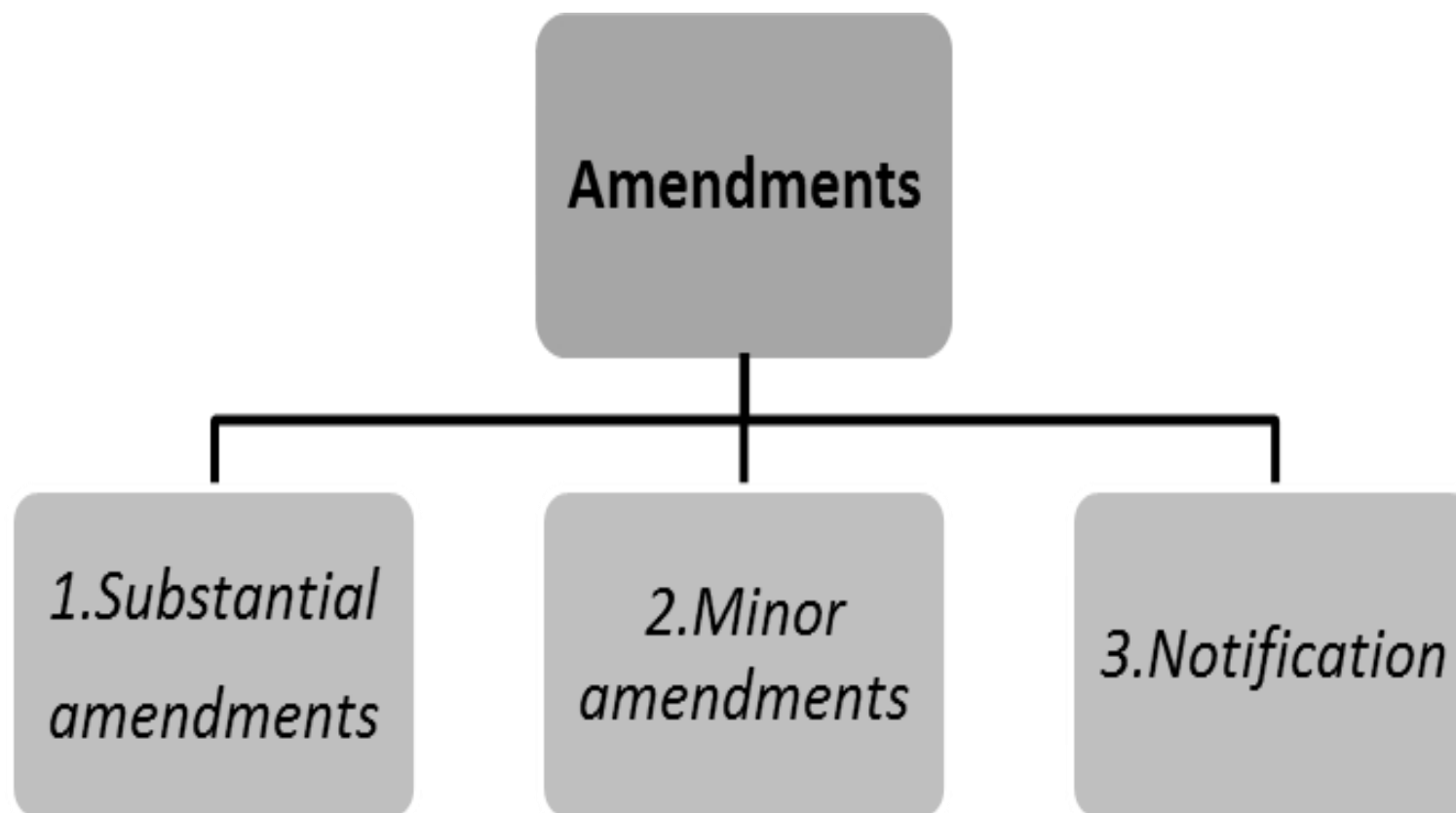




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Notification (official letter by e-mail)



**Correspondence
address**

**Management
staff**



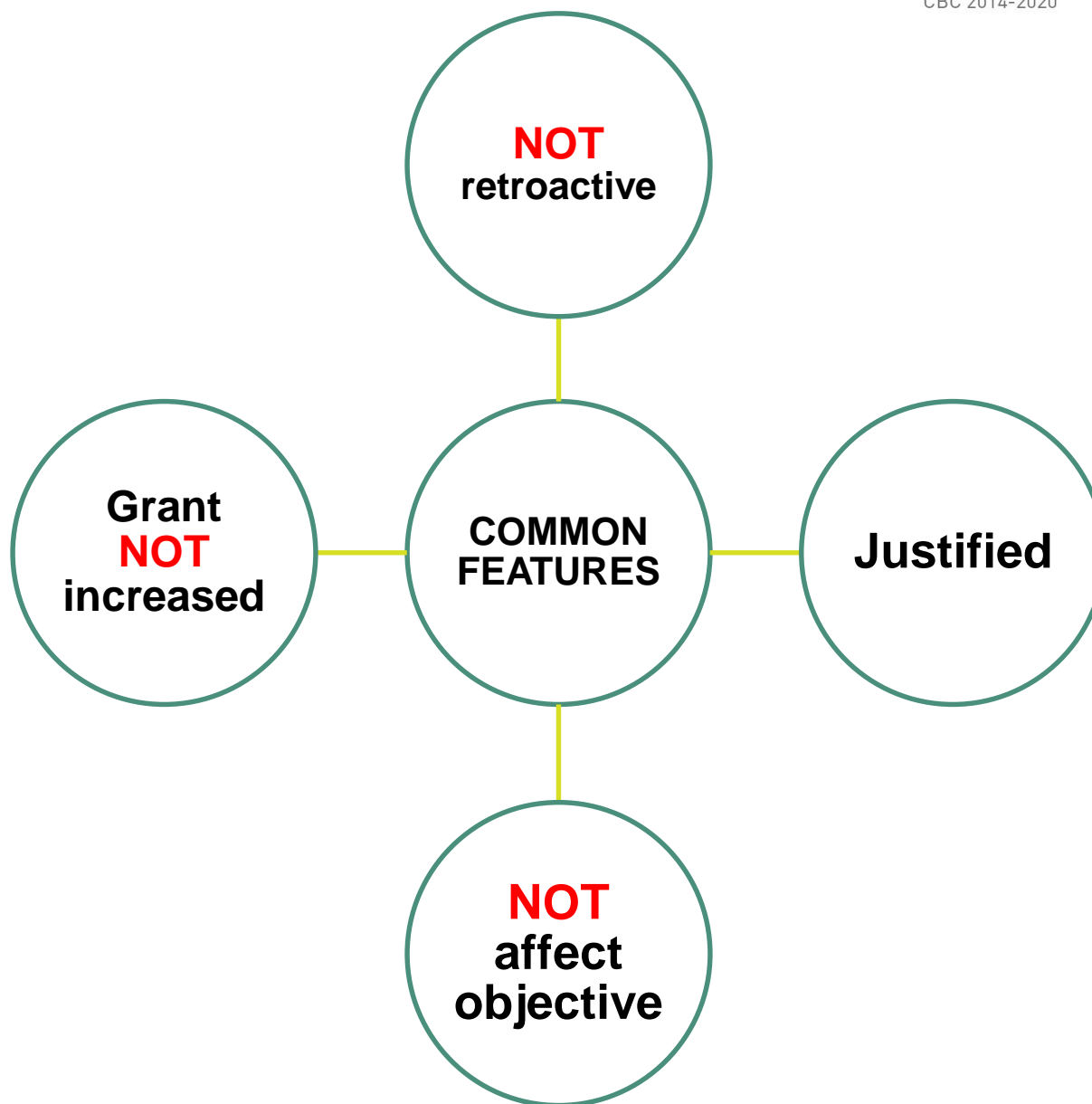


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Minor and substantial





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MINOR

- **Budget;**
- **Description;**
- **Works;**
- **Legal address;**
- **Bank;**
- **Auditor.**





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PROCEDURE



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MINOR

BUDGET;

DESCRIPTION;

WORKS;

LEGAL ADDRESS;

BANK;

AUDITOR.





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ALWAYS MINOR AMENDMENTS

LEGAL ADDRESS

- 1) For ALL partners;
- 2) in Programme area;
- 3) Partnership Agreement.

BANK

- 1) Opened by LB;
- 2) ALL bank information;
- 3) FIF (2 originals).

AUDITOR

- 1) For ALL partners;
- 2) Approved for LT;
- 3) Contact information.





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SUBSTANTIAL

- **Budget;**
- **Description;**
- **Works;**
- **Flat rate;**
- **Location;**
- **Duration;**
- **Partnership;**





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PROCEDURE



✓ In **very** close cooperation with Your managers!





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SUBSTANTIAL

- Budget;
- Description;
- Works;
- Flat rate;
- Location;
- Duration;
- Partnership.





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ALWAYS SUBSTANTIAL AMENDMENTS

FLAT RATE

BH7 Indirect administrative costs

LOCATION

If taken outside the Programme area

DURATION

Not later than 31 December 2022

PARTNERSHIP

Legal form/ type/ partners



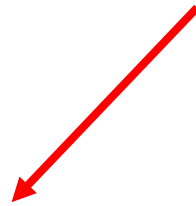


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Changes in the Budget



MINOR

- Within one Budget Heading;
- Between Budget Headings, but $< 15\%$.

SUBSTANTIAL

- Between Budget Headings;
- Variation of 15 % and more.





Budget Transfers Table

Calculation of the Budget Transfers

Costs	TOTAL ORIGINAL BUDGET				Costs	TOTAL NEW BUDGET (after transfers)				TOTAL TRANSFERS	
	Unit	No of units	Unit rate (in EUR)	Costs (in EUR)		Unit	No of units	Unit rate (in EUR)	Costs (in EUR)	Costs (in EUR)	%
1. Human resources					1. Human resources						
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			</								

***Formulas are
already introduced!***



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Changes in the Description



MINOR

- Do not change activities;
- Do not introduce new/ additional outputs.

SUBSTANTIAL

- Significantly modify activities;
- New/ additional outputs **from savings.**





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Changes in the technical documents



MINOR

- No impact on performance/ functioning;
- Do not introduce new outputs.

SUBSTANTIAL

- Significant impact on works/ project indicators;
- New/ additional outputs **from savings.**





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How to recognise?

From case to case!

- ✓ In **very** close cooperation with Your managers!





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Request Form

Supporting documents (7.6.2. Guidelines)

REQUEST FOR AMENDMENTS TO THE PROJECT OF THE LITHUANIA-RUSSIA CBC PROGRAMME 2014-2020																	
Lead Beneficiary <insert name> Title of the Project <insert title> Number of the Project <insert number>																	
Number of Request: Date: <dd/mm/yyyy>																	
Type of Amendment:																	
<table border="1"> <thead> <tr> <th colspan="2">Minor (indicate several if applicable):</th> <th colspan="2">Substantial (indicate several if applicable):</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Budget</td> <td><input type="checkbox"/> Bank account</td> <td><input type="checkbox"/> Duration</td> <td><input type="checkbox"/> Project Description</td> </tr> <tr> <td><input type="checkbox"/> Project Description</td> <td><input type="checkbox"/> Legal Address</td> <td><input type="checkbox"/> Partnership</td> <td><input type="checkbox"/> Technical Documentation</td> </tr> <tr> <td><input type="checkbox"/> Technical Documentation</td> <td><input type="checkbox"/> Auditor</td> <td><input type="checkbox"/> Budget</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Minor (indicate several if applicable):		Substantial (indicate several if applicable):		<input type="checkbox"/> Budget	<input type="checkbox"/> Bank account	<input type="checkbox"/> Duration	<input type="checkbox"/> Project Description	<input type="checkbox"/> Project Description	<input type="checkbox"/> Legal Address	<input type="checkbox"/> Partnership	<input type="checkbox"/> Technical Documentation	<input type="checkbox"/> Technical Documentation	<input type="checkbox"/> Auditor	<input type="checkbox"/> Budget	<input type="checkbox"/>
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Description of amendment(s): (in case of financial amendments describe precisely between which budget lines or budget headings transfer of costs is being made and size of respective variation in euros and percentage.)																	
Detailed justification of the amendments (each point of justification must match the respective description of amendments.)																	
Impact that the amendments shall make on the activities, outcomes and results of the project																	
Annexes (<delete irrelevant>): <ol style="list-style-type: none"> Budget Transfers Table; Updated Project Description (respective pages); Updated new Technical Documentation; Copies of Statutes or Articles of Association of Partner's Organisation; Addendum to Partnership Agreement; Partnership Statement(s); Financial Identification Form; Documental Proof of Change of the Legal Address; Contact details of new auditor and documents required from the auditor to him/her/it to carry out auditing, according to the national legislation; Other (please specify). 																	
By signing this document the Lead Beneficiary's organisation of the indicated above Project hereby confirms that requested amendments have been agreed within partnership of the Project.																	
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Table 12. Supporting Documents to be Attached to the Request for Amendments

Type of amendment	Supporting documents attached to the Request for amendments
1. Changes in the Budget	<p>Budget Transfers Table describing transfers of financing between the Budget Headings or items, in 1 copy.</p> <p>The signed pages of the Project Description with changes, if changes in the budget affect also the description of project activities and outputs, in 1 copy, each page being signed by the Head or authorised representative of the Lead Beneficiary.</p>
2. Changes in the Project Description	<p>The signed pages of the Project Description with changes, in 1 copy, each page being signed by the Head or authorised representative of the Lead Beneficiary.</p>
3. Changes in technical documentation	<p>The signed pages of the Project Description with changes, if changes in the technical documentation affect also description of activities or indicators (e.g. brief description of the new infrastructure elements, etc.), in 1 copy, each page being signed by the Head or authorised representative of the Lead Beneficiary.</p> <p>The updated/new technical documentation, as well as necessary supporting documents according to the national legislation must be submitted if amendments affect technical documentation for works or description, indicators for works, in 1 copy.</p>
4. Change of a beneficiary's legal address	<p>The signed pages of the Project Description where changes are reflected, in 1 copy, each page being signed by the Head or authorised representative of the Lead Beneficiary.</p> <p>The documental proof of change of legal address, in 1 copy.</p> <p>The amended Partnership Agreement, in 1 copy.</p>
5. Change of the bank account	<p>Financial Identification Form in 2 originals.</p>
6. Change of the auditor	<p>Contact details of the new auditor, the documents required from the auditor to enable him/her/it to carry out auditing, according to the national legislation.</p>

Substantial amendments:	1.Changes in the Budget or in the flat rate percentage in the Budget Heading "Indirect administrative costs"❷	Budget Transfers Table describing transfers of financing between the Budget Headings or items, in 1 original.❷ The signed pages of the Project Description with changes if changes in the Budget affect also the description of activities and outputs, in 3 originals, each page being signed by the Head or authorised representative of the Lead Beneficiary.❷
	2.Changes in the Project Description❷	The signed pages of the Project Description with changes in 3 originals, each page being signed by the Head or authorised representative of the Lead Beneficiary.❷ The updated/new technical documentation must be submitted if amendments are connected with investments (construction works) affecting also technical documentation for works, in 1 copy.❷
	3.Changes in technical documentation❷	The signed pages of the Project Description with changes if changes in the technical documentation affect also description of activities or indicators (e.g., brief description of the new infrastructure elements, etc.), in 3 originals, each page being signed by the Head or authorised representative of the Lead Beneficiary.❷ The updated/new technical documentation must be submitted if amendments affect technical documentation for works or description, indicators for works, in 1 copy.❷
	4.Changes in the Partnership and legal status/ form of a beneficiary❷	Statutes or regulations of the organisation , in 1 copy.❷ Registration certificate or equivalent, if applicable, in 1 copy.❷ The signed pages of the Project Description with changes , in 3 originals, each page being signed by the Head or authorised representative of the Lead Beneficiary.❷ The Partnership Statement (if a new or reorganised beneficiary joins the project), in 1 original.❷ The Budget Transfers Table , if partnership affects the budget of the Project, in 1 original.❷
	5.Change of the period of implementation❷	The signed pages of the Project Description with changes , in 3 originals, each page being signed by the Head or authorised representative of the Lead Beneficiary.❷
	6. Changes in location of activities outside the Programme area❷ For all cases 1-6 above❷	The signed pages of the Project Description with changes , in 3 originals, each page being signed by the Head or authorised representative of the Lead Beneficiary.❷ Addendum to the Grant Contract (prepared by the JTS in advance), duly signed, stamped (if applicable) and dated by the Head of Lead Beneficiary or authorised representative -- in 3 originals.❷ If the substantial amendment relates to the Budget – new version of the project budget, duly signed, stamped (if applicable) and dated by the Head of Lead Beneficiary or authorised representative – in 3 originals.❷ Proof of authorisation for the authorised representative of the Lead Beneficiary if he/she signs the addendum, budget or Request for amendments – 1 copy.❷



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Thank you!

Questions & Answers Session

