SMOOTH REPORTING – FASTER PAYMENTS!

Marijampolė
22 October 2019

General information

Report – a documented record of what has been achieved during the reporting period.

The aim of the reporting is to inform about:
- **progress** of the project;
- delivered **outputs**;
- achieved **results**;
- spent **resources**;
- faced **difficulties**.

Types of reports:
- progress reports (Annex VII to the Guidelines);
- final report (Annex VIII to the Guidelines).

Reports – a mandatory prerequisite to get further financing from the Programme!

Reporting schedule

- Reporting schedule is a set of deadlines.
- **Reporting period is fixed and cannot be changed.**
- Deadline of submission of report to JTS can be extended in duly justified cases under a request of LB, provided not later than 14 calendar days in advance.

REPORTING SCHEDULE

Title of the project:	DEVELOPMENT OF SOCIAL SERVICES IN KAZLŲ RŪDA MUNICIPALITY AND GUSEV CITY DISTRICT		
Grant contract No and date:	1S-242, 2019-07-11	Project No:	LT-RU-1-047
Start date of the project:	2019-07-11	Project duration:	18 months

REPORTS	REPORTING PERIOD	DEADLINE OF SUBMISSION TO JTS
Progress report No 1	2019-07-11 – 2020-01-10	2020-02-09
Progress report No 2	2020-01-11 – 2020-07-10	2020-08-09
Final report	2020-07-11 – 2021-01-10	2021-03-11

Start preparation of a report as earlier as possible!

Content of a report

1.	Implementation of activities per reporting period.
2.	Logical framework.
3.	Timetable.
4.	Information on public procurement procedures.
5.	Progress financial report.
6.	Financial summary by each beneficiary and budget heading.
7.	Source of funding.
8.	Detailed report of expenditure for each budget item and beneficiary.
9.	Expenditure outside the Programme area.
10.	Annexes.

Finansinė ataskaitos dalis

Title of the Project:		*indicate the title of the project*		
Project index No:		*LT-RU-x-xxx*		
Name of the Lead Beneficiary:		*indicate the name of the Lead Beneficiary*		
Name, position and contact details of the Lead Beneficiary's authorised person:		*indicate the name, position and contact details (phone number,e-mail) of the Lead Beneficiary's authorised person*		
Reporting period:	from	*start date dd/mm/yyyy*	to	*end date dd/mm/yyyy*
Project implementation period	from	*start date dd/mm/yyyy*	to	*end date dd/mm/yyyy*
Report No:		*insert the No of the Report*		
Website(s) of the Beneficiaries where information on the Project is available:		*indicate websites of all beneficiaries where information on the project and its results is available*		
Priority:				
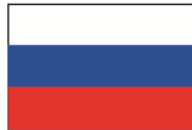
1. Implementation of activities per reporting period

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**
Indicate the number and name of the activity	*Describe the activity 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 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.*		

What will be checked?

1.	The project progress towards achievement of the results (fully or partly achieved the selected indicators of the Programme).
2.	The probability of achieving the objectives is relatively high as there is a progress towards set goals (activities are completed in order to achieve outputs, outputs are observable, realistic and lead to achievement of the specific and overall objectives).
3.	Planned activities and outputs forseen in the next reporting period ensure smooth project implementation and achievment of results as originally planned.

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.*

Changes in the Project staff
If there were changes in the Project staff (project manager, financial manager or contact person) within the reporting period, indicate positions changed and a reason for changes. *NB: an informative letter with a detailed information on the changed staff members (name, surname, phone/mobile phone number, e-mail) must be submitted to the JTS timely.*

Target groups	**Problems solved or needs met**	**Quantification**	**No of Activity**
If the project is targeted at involvement of the particular target groups, describe which group(s) were involved within the reporting period. In case of Priority 2.1 indicate also which vulnerable groups (social groups at risk) were targeted.	*Describe what needs of the group were met or problems were solved within the activity.*	*Indicate the number of representatives of the group(s) that were involved.*	*Indicate the related activity.*

What will be checked?

1.	Reported activities / outputs / results / general progress of the Project are in line with the ones described in the Project Descriptions. If there are deviations / changes, they are justified and Project results as originally planned will not suffer.
2.	Project activities are targeted and aimed for the benefit of the selected target groups, their needs are satisfied and aimed at solution of the identified problem.

1.6 Implementation of communication plan					
No of the GA, title, aim and description of communication activity	**Target group/ target audience**	**Implemented within the current reporting period**		**Planned for the next reporting period**	
		Description of implemented communication activity	**Achieved results**	**Description of planned communication activities**	**Expected results**
Indicate the No and the title of the project activity, to which the communication activity is related. Indicate the concrete purpose (aim) of the communication activity, describe how the chosen activity will contribute to the project implementation. List all the Beneficiaries, which are involved in implementation of the activity.	*Describe the target group or audience which the activity is aimed at. Provide quantification.*	*Describe how the activity was implemented within the reporting period.*	*Describe the expected effect/outcome. Describe any deviations, give reasons, explain contribution to the overal land specific objectives of the project.*	*Describe how the activity will be implemented in the next reporting period. Describe the frequency and periodicity of the planned activity in the next reporting period.*	*Describe the expected effect/outcome of implementation of activity/ of activity.*
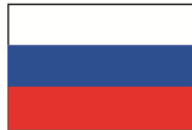
What will be checked?

1.	Reported project visibility measures and communication activities, produced communication outputs are in line with original plans. If there are deviations / changes, they are justified and the results will not suffer.

1.7 External/internal problems and counter measures taken	
External/internal problems	**Counter-measures undertaken**
Describe internal and external problems or difficulties in implementation which occurred within the reporting period. Add as many rows as needed.	*Provide the information about the counter-measures undertaken by the Lead Beneficiary and Beneficiaries to overcome the problems or difficulties*

What will be checked?

1.	If any difficulties and risks incurred during implementation of the Project, there are counter-measures undertaken / proposed that are appropriate.

2. Logical framework

- Provide an updated version of the Logical framework for the project.
- Take into account the information indicated in the GAF Part I „Project description" and previous report(s).

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What will be checked?

1.	The reflected indicators and sources and means of verification are available and reliable. The Logical Framework in the report matches the Logical Framework in the Project Description. If there are changes approved in the project, the Logical Framework has been updated and information reflected in the report accordingly.
2.	Reported minor or substantial amendments in the Project Description have been approved to the procedures.

3. Timetable

- Provide an updated project plan for the future by marking the relevant boxes by X.
- Take into account the information indicated in the GAF Part I „Project description" and previous report(s).

No of GA	Title of GA	Quarter I	Quarter II	Quarter III	Quarter IV	Quarter V	Quarter VI	Quarter VII	Quarter VIII
GA1	Management and coordination								
GA2									
GA3									
GA4									
GA5									

4. Information on procurement procedures in project

- List all contracts (works, supplies, services) above 10 000 EUR (without VAT) awarded within the reporting period.

Title of the contract	Contractor	Amount	Procurement procedure

Supporting documents to the report (1)

1.	Expenditure verification reports for each beneficiary	1 original
2.	Request for further / balance payment	1 original
3.	Economic classification form of <u>requested amount</u> for LT beneficiaries	1 original
4.	Economic classification form of <u>reported expenditure</u> for LT beneficiaries	1 original
5.	Letters of Endorsement signed by each beneficiary (except LB)	1 original or certified copy

Supporting documents to the report (2)

|		
6.	Exploitation / commissioning act for works <u>or</u> acceptance act / certificate for works and proof of registration of the object	1 certified copy
7.	Evidence of achieved outputs and implemented activities (e.g. lists of participants, agenda, photos of events, communication materials, photos of infrastructure objects / equipment)	1 copy
8.	Declaration on infrastructure sustainability for 5 years (with Final report)	1 original
9.	Authorization document (in case report is singed not by a Head)	1 original or certified copy

Closure of the project

- Final report – a document providing information on achievements related to the project goals and the Programme's indicators.
- Start preparation of the Final report at least 2 months before the end of the project!
- Do not forget to include to the final report all the costs related to closure of the project (expenditure verification and evaluation of the project).
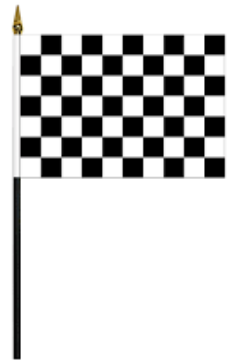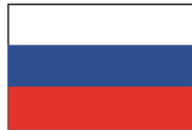
After the project

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CBC 2014-2020

- Keep the project sustainable!
- Follow publicity requirements.
- Do not forget to save documents at least 5 years.
- Free access to the sites of the project and documents has to be assured for MA + JTS + NA + EU authorised bodies.
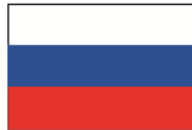
Sustainable
Results

Technical issues

- Report, Expenditure Verification Report, Request for Payment have to be **in English**.
- Other supporting documents can be in LT or RU languages.
- Report has to be **signed** by Head of LB (or authorised person) + by chief accountant (financial forms) + **dated** + **stamped**.
- Report has to be bound and submitted with a **cover letter + 1 original + 1 electronic version**.
- Supporting documents have to be **grouped** according to the activities. The number of activity should be indicated on the right top corner of the page in a paper version.

Reccomendations

- Follow instructions for completing a report form.
- Duly justify any deviation from the plan.
- Provide all justifying documents and group them according to the implemented activities.
- Approve that copies are true.
- Follow deadlines.
- Communicate with JTS.

THANK YOU!