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Reporting in the Programme. Narrative report.

Vilnius
24 November, 2020





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General information

- Reporting forms are available on the website (Annex VII and Annex VIIA);
- Consolidated report;
- Preliminary check of drafts by the JTS managers;
- E-signature or hand signature (+originals) of the report;
- E-signature or hand signature (+originals) of the EVR;
- Supporting documents;
- Reporting in English.





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Reporting schedule

REPORTING SCHEDULE

Title of the project:	NAME OF THE PROJECT		
Grant contract No and date:	1S-XXX 2020-03-31	Project No:	LT-RU-2-XXX
Start date of the project:	2020-04-01	Project duration:	18 months

REPORTS	REPORTING PERIOD	DEADLINE OF SUBMISSION TO JTS
Progress report No 1	2020-04-01 – 2020-09-30	2020-10-31
Progress report No 2	2020-10-01 – 2021-03-31	2021-04-30
Final report	2021-04-01 – 2021-09-30	2021-11-30



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Content of the report

1.	Implementation of activities per reporting period
2.	Logical framework
3.	Timetable
4.	Information on public procurement procedures
5.	<i>Financial part</i>
6.	<i>Financial part</i>
7.	<i>Financial part</i>
8.	<i>Financial part</i>
9.	<i>Financial part</i>
10.	Annexes.





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PROGRESS REPORT

Title of the Project:				
Project index No:		LT-RU-x-xxx		
Name of the Lead Beneficiary:				
Name, position and contact details of the Lead Beneficiary's authorised person:				
Reporting period:	from		to	
Project implementation period	from		to	
Report No:				
Website(s) of the Beneficiaries where information on the Project is available:				
Priority:				





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Implementation of activities per reporting period





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6. Description of project activities (Activity 1.1.)

Title of GA1	Management and coordination		
Aim of GA1	To ensure effective, efficient and comprehensive project implementation process and cooperation of partners		
Responsible Beneficiary	Lead Beneficiary		
No. and Title of Activity	Involved Beneficiaries	Description of the Activity (Max 2000 characters)	Outputs and their quantification (Max 1000 characters)
Activity 1.1. Management and coordination system	All beneficiaries (LB, B2, B3, B4)	In order to carry out all project activities on time and of a proper quality, the management team will be formed. The team will be represented by project manager and coordinator of each beneficiary to discuss general process and activities. Project manager will be leading all meetings, elaborate risk assessment based on information from partners and ensure communication between all partners. Project coordinator of each partner will be responsible for gathering issues and information to be discusses and inform the leading partner in advance. Personal meetings will be organised for more close cooperation in each participating city.	– 1 team formed; – 4 personal meetings (photos); – 4 agendas; – 4 lists of participants; – 4 meeting reports.



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
Activity 1.1. Management and coordination system	The management team of 4 persons (Name Surname, position of all persons) was formed on the 1st meeting of partners which took place in Kaliningrad on 2020-04-30. The meeting was organized in the premises of B2 (XX). Duration of the meeting: 4 hours. Main topics discussed during the meetings included: -XX; -YY; -ZZ.	Signed protocol on management team formation;	1	A meeting of management team in Klaipeda;	1
		A meeting in Kaliningrad organized on 2020-04-30;	1	A set of photos;	1
		Photos of the meeting;	9	An agenda;	1
		An agenda (2020-04-30);	1	A list of participants;	1
		A list of participants;	1	A meeting report.	1
		A meeting report.	1		





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6. Description of project activities (Activity 1.2.)

Title of GA1	Management and coordination		
Aim of GA1	To ensure effective, efficient and comprehensive project implementation process and cooperation of partners		
Responsible Beneficiary	Lead Beneficiary		
No. and Title of Activity	Involved Beneficiaries	Description of the Activity (<i>Max 2000 characters.</i>)	Outputs and their quantification (<i>Max 1000 characters</i>)
<i>Activity 1.2.</i> Internal monitoring and reporting procedures	All beneficiaries (LB, B2, B3, B4)	Within the project period partners foresee internal monitoring for a smooth and timely project implementation. Each beneficiary will prepare monthly reports to be submitted to the Lead Beneficiary for monitoring. Monthly Zoom meetings are planned to be organized for discussion of internal issues and project implementation process. Each beneficiary will verify its expenditures with the chosen auditor, and submit the EVR to the Lead Beneficiary for formation of a joint report. In total 3 consolidated reports will be submitted to the JTS.	– 54 internal reports; – 18 Zoom meetings (supported by short reports); – 3 consolidated project reports (2 interim and 1 final) *.

*Project duration – 18 months.



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
Activity 1.2. Internal monitoring and reporting procedures	Constant communication between partners was assured through various tools of communications: e-mail, online meetings, and calls. B2, B3, and B4 sent monthly reports to LB with a brief description of activities and tasks performed. Difficulties faced by partners were discussed during the Zoom meetings. 6 Zoom meetings took place in the 1st reporting period; the LB prepared short summaries of these meetings. Each beneficiary submitted to LB EVRs, to develop a consolidated report.	Internal reports of B2, B3, and B4;	18	Internal reports of B2, B3, and B4;	18
		Zoom meeting (summaries);	6	Zoom meeting (summaries);	6
		Developed reports (interim).	1	Developed reports (interim).	1



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Deviations from the initially planned activity and their reason/justification

Initially the 1st team meeting was planned to be organized in premises of the LB's institution in Svetlogorsk. However, due to a schedule conflict, the premises were not available; thus, B2 provided its premises for the meeting in Kaliningrad. Rotation principle will be respected in the following periods.

Changes in the Project staff

Local accountant of B3 was changed after 3rd month of project implementation; respective information was provided to the LB in a form of an e-mail on the 2020-XX-XX.





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6. Description of project activities (Activity 2.1.)

6.2. Second Group of Activities (GA2)			
Title of GA2 (Max 200 characters)	Joint activities and cross-border cooperation on issue of hearing impairment		
Aim of GA2 (Max 300 characters)	Activities of this groups will be focused on cross-border cooperation by tackling main educational issues faced by persons with hearing impairment, experience sharing, elaboration of joint educational programmes		
Responsible Beneficiary	Beneficiary No 2		
No. and Title of Activity	Involved Beneficiaries	Description of the Activity (Max 1000 characters for each activity)	Outputs and their quantification (Max 500 characters for each section)
Activity 2.1. Organization of the conference on the hearing impairment	All beneficiaries (LB, B2, B3, B4)	It is planned to organize a conference in RU; duration – 1 day (8 hours) dedicated to the issues of hearing impairment. The conference focuses on practical issues related to the hearing impairment advocacy and representation, education for future employment as well as innovative solutions to the integration problems of the deaf. 200 participants (as well as representatives of all partners) will attend the conference including representatives of relevant NGOs, associations, schools, local authorities and persons with hearing disabilities. Translation to the sign language and participation of experts working with the deafness and hearing-impaired issues are ensured. Questionnaires are handed out to the participants and the feedback from the participants is collected and analyzed. The obtained data will reveal the key and concrete educational problems and needs of participants and lead to the solution-oriented efforts in the framework of the project implementation (the report will be formed after the conference).	– 1 conference organised (supported by the list of participants and agenda); – 200 participants in total; – 80 questionnaires collected; – 1 report on collected data formed.

1.2 The second group of activities (GA2)					
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
Activity 2.1. Organization of the conference on the hearing impairment	Conference "XXXX" in Kaliningrad was organized on the 2020-09-28. Venue: Hotel "XXX". Total number of participants: 207. Duration: 8 hours. Key presenters: <i>1. Name, Surname, position</i> <i>2. Name, Surname, position</i> <i>3. Name, Surname, position</i> Presentations: <i>1. XX (main topics)</i> <i>2. YY (main topics)</i> <i>3. ZZ (main topics).</i> <i>After event questionnaires were collected from participants for report preparation.</i>	A conference organized;	1	A report formed.	1
		An agenda;	1		
		A list of participants;	207 (persons)		
		Questionnaires collected;	84		
		A report formed.	0		



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Target groups (including vulnerable groups)	Problems solved or needs met	Quantification	No of Activity
Representatives of relevant NGOs, associations, schools, local authorities and persons with disabilities attended the conference.	Attendees were able to hear about impairment advocacy and representation, education for future employment as well as innovative solutions to the integration problems of the deaf. Participants were able to ask questions, and make proposals during event, and in the provided questionnaires.	207 persons participated in the conference	Activity 2.1.





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Deviations from the initially planned activity and their reason/justification

Deviations in procurement procedures:

Initially the conference was planned to be organized in the very beginning of September; the procurement procedure for its organization should have been carried out by conducting a quotation request in electronic form in accordance with the Procurement Plan; however, was announced invalid due to the lack of submitted applications; thus, the contract was concluded with a single supplier (*in accordance with XX (regulation, law and etc.)*). The prolongation in procurement procedure affected the timing of conferencing.

Deviations in activity implementation:

The report on collected data was not finalized, as the 1st reporting period ended on the 2020-09-30; the works on the report are in process, and data will be fully analyzed, and report will be prepared in the 2nd reporting period.





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6. Description of project activities (Activity 3.1.)

6.3. Third Group of Activities (GA3)			
Title of GA3 (Max 200 characters)	Equipage with instrumentation in center "YYYY and "XXXX", and repair works for "XXXX" centre		
Aim of GA3 (Max 300 characters)	To facilitate the premises of centers with modern day equipment for provision of educational services for persons with hearing impairment		
Responsible Beneficiary	Lead Beneficiary, Beneficiary No 4		
No. and Title of Activity	Involved Beneficiaries	Description of the Activity (Max 1000 characters for each activity)	Outputs and their quantification (Max 500 characters for each section)
Activity 3.1. Current repair works in the premises of "XXXX" centre	Lead Beneficiary	100 sq m of premises of the centre "XXXX" will be repaired. 2 rooms will be patched up. The following works are planned: repairing works on walls and ceiling; changes of flooring, replacement of windows and doors and interior furnishing. Repair works are based on the developed and approved technical documentation (cost estimates and project design). Photos will be taken during the whole process of works (as well as final result). Estimated duration of works: 5 months.	- 100 sq m of repaired premises (2 rooms). - 1 commemorative plaque placed. - Act of commissioning. - A set of photos.

1.3 The third group of activities (GA3)

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
Activity 3.1. Current repair works in the premises of "XXXX" centre	Procurement procedures were carried out in the beginning of the project, and the works started on the 2020-07-14.	100 sqm of premises repaired (2 rooms);	0	100 sqm of premises repaired (2 rooms);	100 sqm
	Planned duration of works: 5 months.	Act of commissioning;	0	Act of commissioning;	1
	Approximate date of commissioning: second half of December, 2020.	Photos (of current works done);	6	A set of photos (finalized works);	1
	At this moment window and doors have been replaced in both rooms. The works on walls and ceiling in both rooms are in the process (photos are attached to the report).	Commemorative plaque placed.	0	Commemorative plaque placed.	1



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6. Description of project activities (Activity 3.2.)

6.3. Third Group of Activities (GA3)			
Title of GA3 (Max 200 characters)	Equipage with instrumentation in center "YYYY and "XXXX", and repair works for "XXXX" centre		
Aim of GA3 (Max 300 characters)	To facilitate the premises of centers with modern day equipment for provision of educational services for persons with hearing impairment		
Responsible Beneficiary	Lead Beneficiary, Beneficiary No 4		
No. and Title of Activity	Involved Beneficiaries	Description of the Activity (Max 1000 characters for each activity)	Outputs and their quantification (Max 500 characters for each section)
Activity 3.2. Equipment and furniture installation in the premises of "XXXX" centre	Lead Beneficiary	For provision of educational services 2 repaired rooms of the centre "XXXX" will be equipped with modern-day devices, computers and special furniture developed for persons with hearing impairment. All equipment and furniture will be used during educational activities and on a daily basis by target groups (persons with hearing impairment and specialists). Estimated duration of procurement and delivering: 6 months. Stickers will be places on each piece of equipment and furniture.	Equipment pieces purchased: - 11 XXXX; - 7 XXXX; - 10 XXXX; - 2 XXXX. In total: 30 pieces. Furniture items purchased: - 15 XXXX; - 25 XXXX; - 3 XXXX - 6 XXXX - 1 XXXX; - 7 XXXX In total: 57 pieces. - 1 set of stickers for equipment and furniture.

1.3 The third group of activities (GA3)

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
Activity 3.2. Equipment and furniture installation in the premises of "XXXX" centre	Procurement procedures have started in the middle of June, 2020. Approximate duration of procedures and delivery: 6 months; thus, it is planned to fully furnished the rooms in January, 2021. Design of stickers was developed; the stickers are printed (100 pieces of difference sizes).	Equipment purchased;	0	Equipment purchased and installed;	30
		Furniture purchased;	0	Furniture purchased and delivered.	57
		Set of stickers produced.	100		



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Target groups (including vulnerable groups)	Problems solved or needs met	Quantification	No of Activity
As the works are not finalized, as well as equipment is not purchased, target groups will not provided with educational services in the premises of "XXXX" till the second half of the 2 rd reporting period.	n/a	n/a	Activity 3.1. Activity 3.2.





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Deviations from the initially planned activity and their reason/justification

During the process of replacement of windows and doors the need to change materials and number of windows has appeared. The request for minor amendments was prepared and submitted to the JTS on the 2020-08-19; the request for minor amendments was approved on the 2020-08-24.





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6. Description of project activities (Activity 4.1.)

6.4. Fourth Group of Activities (GA4)			
Title of GA4	Promotional campaign to raise awareness on problems of persons with hearing impairment and modern-day solutions		
Aim of GA4	To inform target groups on project activities and developed services, as well as raise awareness of general public on problems faced by persons with hearing impairment, and effort done by the project partners.		
Responsible Beneficiary	Lead Beneficiary		
No. and Title of Activity	Involved Beneficiaries	Description of the Activity (Max 1000 characters for each activity)	Outputs and their quantification (Max 500 characters for each section)
Activity 4.1. Elaboration of an informative brochure	Beneficiary No 2 Beneficiary No 3	Beneficiaries will develop an informative brochure, containing information on the integration of the persons with hearing impairment into society. Brochure will be elaborated and prepared in national languages (2000 units: - 1 informative brochure (2000 units; 1000 LT and 1000 RU)). All brochures will be disseminated during project events (among representatives of target groups, associations, schools, universities and etc.). The informative brochure will also publicly available (downloadable) on 4 websites of all beneficiaries.	- 1 informative brochure (2000 units; 1000 LT and 1000 RU) published and disseminated during project events; - Publicly available electronic versions of the informative brochure published on the websites (4) of all beneficiaries; - Brochure will be downloaded 1000 times.

1.4 The fourth group of activities (GA4)

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
Activity 4.1. Elaboration of informative brochure	Both beneficiaries (B2 and B3) participated in development of a joint brochure.	An informative brochure elaborated;	1	Brochures in LT and RU printed and disseminated;	2000 (1000 LT, 1000 RU)
	The layout is approved; the content is coordinated.	Brochures in LT and RU printed and disseminated;	0	Downloads of the brochure.	
	The e-versions of the brochure is placed on 4 websites of beneficiaries, and is ready to be downloaded upon need.	E-version of the brochure;	1		300
		Publication of the brochure on websites;	4		
		Downloads of the brochure.	348		



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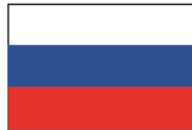
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Target groups (including vulnerable groups)	Problems solved or needs met	Quantification	No of Activity
Printing of brochures is in process, the target groups are informed through the e-versions of the brochure.	Persons of interest were able to download the brochure on problems of persons with hearing impairment and their integration in society.	348 downloads	Activity 4.1.





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Deviations from the initially planned activity and their reason/justification

The brochures are not printed due to longer procedures on coordination and approval of the content by beneficiaries as consultation with external experts took place. Procurement procedures for publication of brochures are finalized by each partner.



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
Activity 4.1. Elaboration of an informative Brochure In order to promote awareness of problems of persons with hearing impairment for wider society and facilitate their integration, informative leaflets are developed.	Representatives of relevant NGOs; Associations; Schools; Local authorities; General public.	Layout of the brochure was coordinated by partners; Final e-version of the brochure “ZZZZ” was published on 4 websites of partners on the 2020-XX-XX.	E-version of the brochure “ZZZZ” is developed and published on 4 websites. 348 downloads of the brochure.	Publication of 2000 units of the brochure and dissemination during the events.	2000 brochures published; 400 brochures disseminated; 300 downloads of the brochure.



1.6 Implementation of communication plan

No of the GA, title, aim and description of communication activity		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
Activity 4.2. Publication of articles about the project and its outputs. In order to inform wider target groups on developed new educational programmes, publication of 2 articles in specialized magazines are planned.	Representatives of relevant NGOs and associations; Persons with hearing disabilities; general public.	Article "XXXX" published on the 2020-XX-XX informing about new programmes to be developed within the project.	1 article published; Rotation: 5 500 units.	n/a	n/a





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Output	Number of Outputs	No of copies/ edition, circulation (if applicable)	Description of output	Activity (GA)
1. Publication of 1 article	1 article	5 500 units (rotation)	Article "XXXX" was published in the magazine "YYYY" on the 2020-XX-XX informing about new programmes to be developed within the project.	4.2. (GA4)
2. Development of informative brochure	1 e-version of brochure	348 downloads; published on 4 websites.	Electronic version of the brochure "ZZZZ" is finalized, and placed on 4 websites of beneficiaries (and is downloadable).	4.1. (GA4)





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1.7 External/internal problems and counter measures taken

External/internal problems	Counter-measures undertaken
Changes in the national legislation on procurement procedures in Russia. The threshold for purchases from a single supplier was increased up to 500 000,00 RUB from the 2020-05-01.	The Procurement Plan was examined; procedures to be changed for budget items 3.12; 3.15; 3.68; 4.3 and 4.6 were determined to be changed before carrying out respective activities (Activity 3.2., 3.3., 3.4., 4.2. and 4.3.).



Logical Framework

Results chain (What we want to achieve)		Indicators (How to measure change)	Contracted value (1)	Achieved within reporting period (2)	Achieved since the start date (cumulative) (3)	Progress (%) (4) 4=3/1x100%	Sources and means of verification (Where / how to get information)	Assumptions (What else to be aware of)
Overall objective: impact	Increase in the number of persons with hearing impairment educated with secondary-level education in the next 5 years	8% (from 1893 to 2045 persons from 18-24)					XXX statistic of the KR XXX statistics of Klaipeda county	
Specific objective(s) (SO): Results (outcomes)	SO 1 Persons served by improved educational services	196	196	0	0	0%	Annual reports of LB and B4	Administration bill on the development of education system for persons with hearing impairment will pass and enter into force in 2022.
	SO 2 Number of improved educational services	2	2	0	0	0%	Approval of each programme by the respective institutions	



Results chain (What we want to achieve)		Indicators (How to measure change)	Contracted value (1)	Achieved within reporting period (2)	Achieved since the start date (cumulative) (3)	Progress (%) (4) 4=3/1x100%	Sources and means of verification (Where / how to get information)	Assumptions (What else to be aware of)
Outputs (O)	1.Development of educational programmes	2	2	0	0	0 %	Approval orders of LB and B4	Regional authority will support the project on respective administrative level
	2.Facilitation of premises (rooms) of LB and B4	4	4	0	0	0 %	Service contracts	
	3.Repair works in premises (rooms) of LB	2	2	0	0	0 %	Acts of acceptance	
	4.Organization of 7 cross-border events	7	7	1	1	14,28 %	Developed reports on events	
Activities (Act):	1. Conclusion of service contracts 2. Preparation of premises for repairs and facilitation 3. Development of tender documentation <...>	Means: Staff Premises Tools	Description 1. Contracts for XX, XX and XX were concluded. 2. Preparation works were finalized after 1 month of the project start. 3. Documents for repair works, organization of conference and purchase of equipment were prepared in accordance with the Procurement Plan; currently documents for organization of "YYYY" are being prepared. <...>				Budget of the project 500 000,00 (EUR)	Local NGOs working with the target group will provide assistance and expertise



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Timetable

No of GA	Title of GA	Quarter I	Quarter II	Quarter III	Quarter IV	Quarter V	Quarter VI
GA1	Management and coordination	X	X	X	X	X	X
GA2	Joint activities and cross-border cooperation on issue of hearing impairment	X	X	X	X	X	
GA3	Equipage with instrumentation in center "YYYY and "XXXX", and repair works for "XXXX" centre	X	X	X	X		
GA4	Promotional campaign to raise awareness on problems of persons with hearing impairment and modern-day solutions	X	X	X	X	X	X





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Information on public procurement procedures

above 10 000 EUR (without VAT) awarded within the reporting period

Title of the contract	Contractor	Amount	Procurement procedure
Services for development of educational programme for persons with hearing impairment (3 programmes) (budget item 3.4.)	"Services", Ltd	12 456,00 EUR	Procurement procedure was carried out in accordance with approved procurement plan. Open auction was announced on the 2020-07-25; the contract with the winner was signed on the 2020-09-18.





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Submission of the Progress Report



B2, B3, B4 → LB

B2 (LT)	Report (Narrative and Financial part)	Supporting documents (e-versions)	EVR	Letter of Endorsement	Economic Classification Form(s)	LB (RU)
B3 (RU)	Report (Narrative and Financial part)	Supporting documents (e-versions)	EVR	Letter of Endorsement	n/a	
B4 (LT)	Report (Narrative and Financial part)	Supporting documents (e-versions)	EVR	Letter of Endorsement	Economic Classification Form(s)	



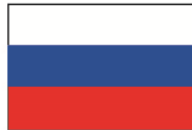
LB → JTS

Consolidated report (Narrative and Financial part) Information from all partners	Original
EVR (LB)+ EVR (B2)+ EVR (B3)+ EVR (B4) Individual Expenditure Verification Report of each beneficiary	Original
Supporting documents Lists if participants, photo, agenda, leaflets, print screens, publications, articles, handouts, audio-, video materials, developed documents and etc.	E-versions
Request for payment (LB)	Original
Economic Classification(s) (LT)	Original(s)
Letter of Endorsement (B2+B3+B4)	Original(s) or a copy(ies) certified as true
Proof of publication for international tender* Exploitation/commissioning act for works * Declaration on infrastructure sustainability for 5 years (final report)*	A copy certified as true A copy certified as true Original
Authorization right	Original or a copy certified as true





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Thank you!

