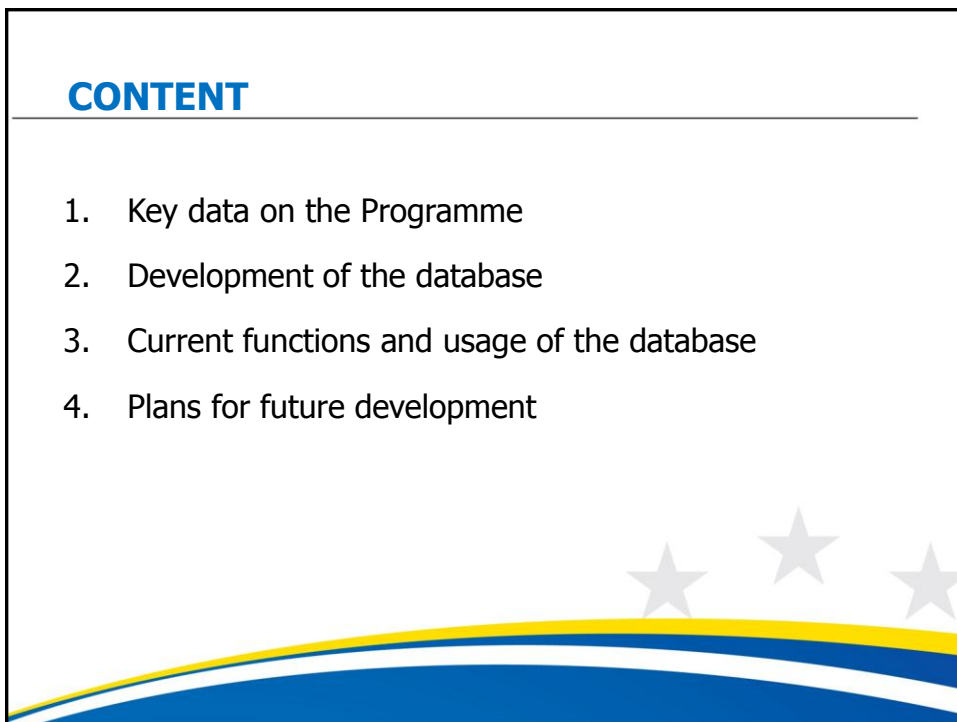




CONTENT

1. Key data on the Programme
2. Development of the database
3. Current functions and usage of the database
4. Plans for future development



MAIN FACTS ABOUT PROGRAMME (1/2)

Lithuania–Poland CBC Programme was approved by the European Commission on 20 December 2007

Total Programme value (including TA): 84.339.823 EUR

Co-financing rate: 85 %

Types of financed operations:

- Open call projects - 4 open calls, the last one is being assessed, statistic of previous calls: 106 applications received, out of them 29 approved;
- Strategic projects - approved 2 strategic ideas out of 3 and 2 projects prepared and approved;
- Small Project Fund (SPF) – 2 umbrella projects for small projects with the ERDF co-financing less than 100.000 EUR

MAIN FACTS ABOUT PROGRAMME (2/2)

Main Programme institutions:

- Managing Authority (MA) – the Regional Policy Department of the Ministry of the Interior of the Republic of Lithuania.
- National Authority (NA) – the Territorial Cooperation Department of the Ministry of Regional Development of the Republic of Poland.
- Certifying Authority (CA) – the Ministry of Finance of the Republic of Lithuania.
- Joint Technical Secretariat (JTS) – separate public institution.
- Regional Contact Points (RCP's) – 2 RCPs appointed on the Polish side of the border (located in the Podlaskie and Warminsko-Mazurskie Voivodeships and established by the Marshall Offices of the respective Voivodeships).

PROGRAMME TERRITORY



DEVELOPMENT OF DATABASE

The same program and similar database (only with less functions) was used for the INTERREG IIIA Lithuania, Poland and Kaliningrad Region of Russian Federation Neighbourhood programme.

Main developer and administrator of the database is JTS – all new parts are being agreed with the representatives of MA, NA and CA.

For the 1st call of proposals an excel version of the application form was used and then the digital application form was developed (can be downloaded from www.lietuva-polska.eu).

Main functions of the database are being developed basing on the monitoring processes and needs of the Programme institutions.

USERS OF DATABASE

Main users are JTS staff and persons from MA, NA, CA, AA and RCPs. The 1st level controllers from the Poland also have access (the 1st level control system is centralised in Poland and decentralised in Lithuania).

Detailed guidelines for the database users indicating all parts and functions, information included were prepared by JTS.

The administration rights have JTS responsible persons and several types of user rights are being allocated – currently all users except from JTS have read-only rights.

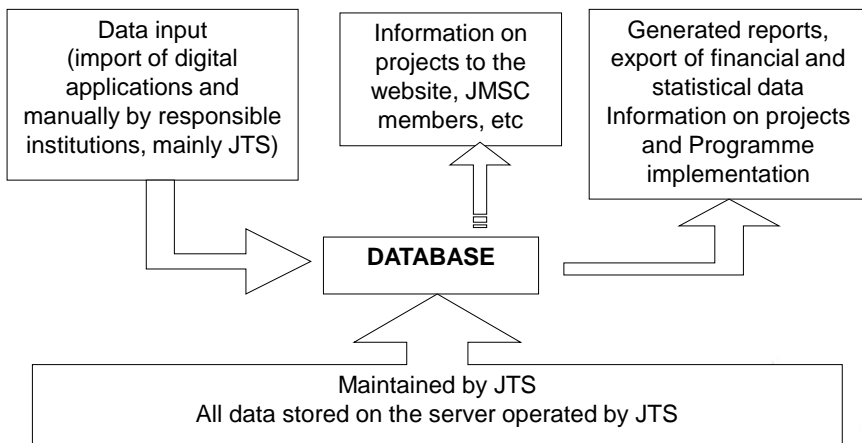
SAFETY

The database can be reached online or directly in the premises of JTS (it is saved on the server which is located in the premises of JTS).

For security two passwords are required: one for the connection to the server and another one for connection to the database.

The back-up copies are done each day automatically.

DATABASE SCHEMATIC VIEW



MAIN FUNCTIONS

- keeping a record and data of all submitted projects;
- keeping a record and data of all contracted projects and TA;
- supporting administration and monitoring of projects and Programme;
- keeping a record on all monitoring data and supporting management and control of projects and Programme;
- keeping a record on all financial data and supporting financial management of projects and Programme and preparation of the annual reports and declarations to the EC;
- a tool for search and analysis of projects / Programme data and generating reports / statistics.

DATA

All received applications are being imported and only current data is being saved. Project implementers can choose either 3 months or 6 months periods and from the reports the financial data (amounts in total and per each partner, also by territories and revenue) and indicators (according to the planned in the initial application) are being entered into the relevant parts of the database.

Standard reports are being created: for the declarations to the EC, indicators for the Annual reports and other (e.g. Projects cards to the JMSC members with the main project information). No direct links with other programs/systems created.

MAIN PARTS

Project level	Key-info	Main information about the project (assessment, monitoring) and access to the parts of application form
	Diary	All official correspondence with project
	Contact	Main information about the Lead Partner
	Partners	Basic information about all project partners
	Finance	Information regarding financial situation of the project and approved budget reallocations
	Reporting periods	Information regarding reporting schedule (as in the signed Subsidy Contracts)
	Checks on spot	Information regarding planned and performed checks on spots by all Programme institutions
	Changes	Information regarding changes in the projects
Reports	Standard reports which can be created at the project or Programme level	

CHALLENGES FOR FUTURE

- Detect and correct the programming mistakes
- Reflect all needed information regarding TA funds in the layouts prepared for the projects
- Develop the statistics for calculation of the Programme indicators
- Have all data for the closure of Programme

Hope the list shall increase after this workshop ☺

CONTACT DATA

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