

Project Implementation Webinar

8-9 September 2026 | Online

Aim of the webinar

- To provide support and tools for project implementation and reporting
- 5th call projects as the main target group
 - Lead partners
 - Project partners

Agenda 8 September

- *13:00 - 13:05 Welcome*
- **13:05 - 13:45 Project implementation**
- **13:45 - 14:20 Results and outputs in project implementation**
- *14:20 - 14:40 Break*
- **14:40 - 15:20 Project communication**
- **15:20 - 15:30 Project implementation quiz**
- **15:30 - 15:50 State Aid**
- *15:50 - 16:00 Closing of the day*

Agenda 9 September

- *13:00 - 13:05 Welcome*
- **13:05 - 13:40 Jems practicalities and activity reporting**
- **13:40 - 14:15 Eligibility and financial reporting**
- *14:15 - 14:30 Break*
- **14:30 - 15:05 Eligibility and financial reporting**
- **15:05 - 15:25 Project modifications**
- **15:25 - 15:35 Project implementation quiz**
- **15:35 - 15:55 Project closure and duties after the project ends**
- *15:55 - 16:00 Closing of the day*

Project Implementation Webinar

Project Implementation – an overview

Samu Numminen | 8.9.2026 | Online

Programme Principles

- Focused, result oriented and measurable
- Clear cross-border added-value
- Simplifications and cost efficiency

Result orientation

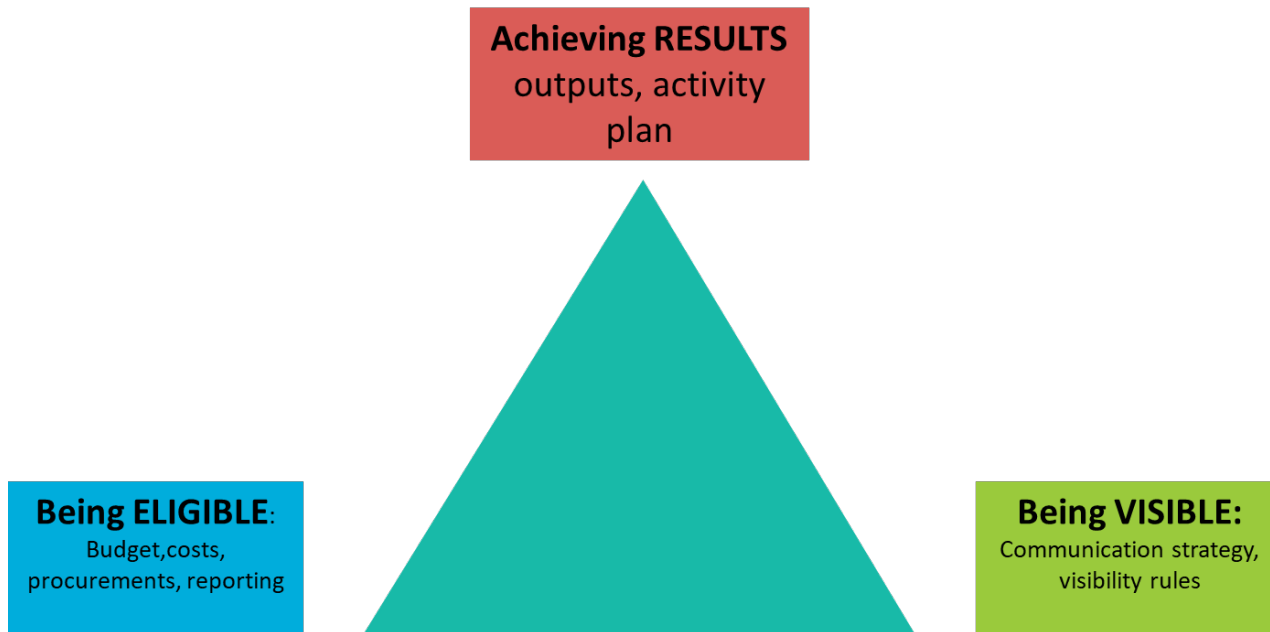
- Achieving changes together => cross-border partnerships

Programme objective - Result indicator - Target value

The change targeted together!

- **Projects** are the only means to achieve programme results
=> the projects with the best targeted results, realistic
implementation plan and strong partners have been chosen

”Happy Project World”



The Lead Partner role



- Lead partner is also a project partner
- Lead partner responsibilities originate from:
 - The programme manual
 - The guide for Project Implementation
 - The project activity plan (application form)
 - The subsidy contract
- Lead Partner delegates the tasks and obligations to the partners via Partnership Agreement(s)

Project implementation is a **joint effort** of all project partners



Make sure that all partners understand the targeted results, their role and responsibilities:

- Implementing activities
- Using the budget
- Disseminating and communicating



Organise regular meetings to support the partnership



Make sure all partners know where to get information about programme rules

Keeping the project on track during implementation

- Be aware, follow the sequence of activities, project timeline, the use of budget - be proactively on top of the project!
- **Organise a system of recording outputs and results** (template)
- Keep records on state aid/GBER Article 20A when relevant
- Keep the deadlines and set them also internally
- If a problem occurs, take initiative:
 - Talk to partners → analyse the situation → work out a solution
 - Contact the JS if needed

Follow the work plan



Your project work plan guides
you through the implementation

Activities
Deliverables
Deadlines



Avoid drifting into a situation where the partners are working in
their own corners



Take a proactive approach towards the implementation of the
whole project!

Communicate!

- Fluent communication ensures an active partnership and implementation
- Internal as well as external communication
- Be aware of other developments in your thematic area
 - Other Central Baltic projects
 - Other projects, also national level ones
 - Baltic Sea Region programme's Project Platforms
 - EUSBSR (The Baltic Sea Strategy)



Any
synergies?

Focus on your key target groups



The most important target groups have been defined in the application form



They are the end users of your project results, and an important for achieving sustainable results



Keep a tight focus rather than trying to provide something for everyone



Adjust during the implementation if needed

Get feedback from the target groups



Required by the programme



Applies to events organised for the key target groups/end users



Important for continuous improvement

Horizontal principles

Equal opportunities and non-discrimination

Equality between men and women

Sustainable development

Project contribution is defined in the application form

- Contribution of project results - to be reported
- "Everyday" contribution

Project changes and modifications



Small and technical or big and significant



Plan well ahead



Involve all project partners into modification discussions



Communicate with your JS contact person

Meetings with the JS



Annual meeting (regular projects): initiated by JS contact person; a discussion to cover all relevant aspects of project implementation



A mid-term meeting about halfway through the project implementation between the JS contact person and the LP

Reaching the objectives, results, and outputs
Implementing the activities
Spending the budget
Project internal cooperation

Responsibilities after the project end

 Final report

 Feedback survey (for all partners, JS sends via the LP)

 Report on result indicators one year after the project ends

 Sustaining project results and/or outputs

 Updating your project webspace on the centralbaltic.eu website

 Fulfilling legal obligations related to maintaining documents and materials of the project

 Providing information to JS, MA and auditors upon request

 The Lead partner should not disappear after the project ends!

Project steering group work and role in the project implementation

Roles in the implementation



A Project Steering Group (SG) must be set up



People who get their salary from the project should not be SG members



Project staff participates to SG meetings as internally agreed



Fees or compensation are not eligible for SG members

The SG focuses on results



The Steering Group should keep in mind that results (achieving the change) should always be the main focus during project implementation - joint implementation!



Programme output and result indicators' target values should be achieved



Follow the work plan as a tool for achieving results

Reasonable flexibility about activities and deliverables

Steering Group tasks (1)



Monitor and steer the project to meet the targets/objectives set in the project application



Support the project in consulting and acting in an advisory function towards key stakeholder and/or end users



Support and advise the project in challenging situations



The Steering Group can propose changes to the implementation of the project

Steering Group tasks (2)



Considers the Programme's Anti-Fraud policy and needed actions of the project to fulfil it



Participates in the planning of information activities and spreading information about the project and its results



Handles bigger project modifications before the lead partner submits the material to the Joint Secretariat/Managing Authority



Approves the project final report

Support to projects



Programme Manual



Guide for Project Implementation



Your Lead Partner



Template files on the website or delivered directly



Central Baltic programme events



Your JS contact person



www.centralbaltic.eu

Quoted from a presentation by Ms. Minna Keinänen-Toivola from Satakunta University of Applied Sciences, an experienced project manager.

Remember to...

- Be interested and active
- Follow the rules, but adapt to changes
- Focus on the big picture #cbresults
- Be nice and have fun; always and everywhere
- It's all about the commitment!

Project Implementation Webinar

Results and outputs in project implementation

Ülari Alamets | 8.9.2026 | Online

Content



Why results and outputs are relevant?



What are result and output indicators?



How to count and document indicators?



How to report indicators?

EXPECTED RESULTS AND IMPACT

Result indicator & target value

More impact?



Result orientation

Programme objective - Result indicator - Target value

The change targeted together!

- **Projects** - only means to achieve programme results => we intend to choose the projects with the best impact and realistic to implement by strong partners
- To achieve changes together => cross-border partnerships = cross-border value added
- Each project contributes directly to one Programme Objective.

Intervention logic elements - terminology

MUST HAVE

- Programme Results
- Programme Outputs
- Deliverables
- Activities

GOOD TO HAVE

Other Results
Project Outputs
Outcomes
...

- Be aware that describing and reporting programme outputs goes via project outputs under Work packages section!

From Outputs to Results to more Impact



Outputs - “milestones” on the way towards results or relevant achievements to count all over Europe



Results - measurable realistic achievements towards impact => Impact models



Impact after results - expected socio-economic impact to follow



Sustainability - PO and project specific

Result Indicators:

PO 1 - PSR1 -	companies with sales
PO 2 - PSR2 -	companies scaled-up
PO 3 - PSR3 -	improved CE chains
PO 4 - PSR4 -	improved load sources
PO 5 - PSR5 -	improved transport areas, nodes
PO 6 - PSR6, PSR7, PSR8 -	people, organisations
PO 7 - RCR104	public services, solutions

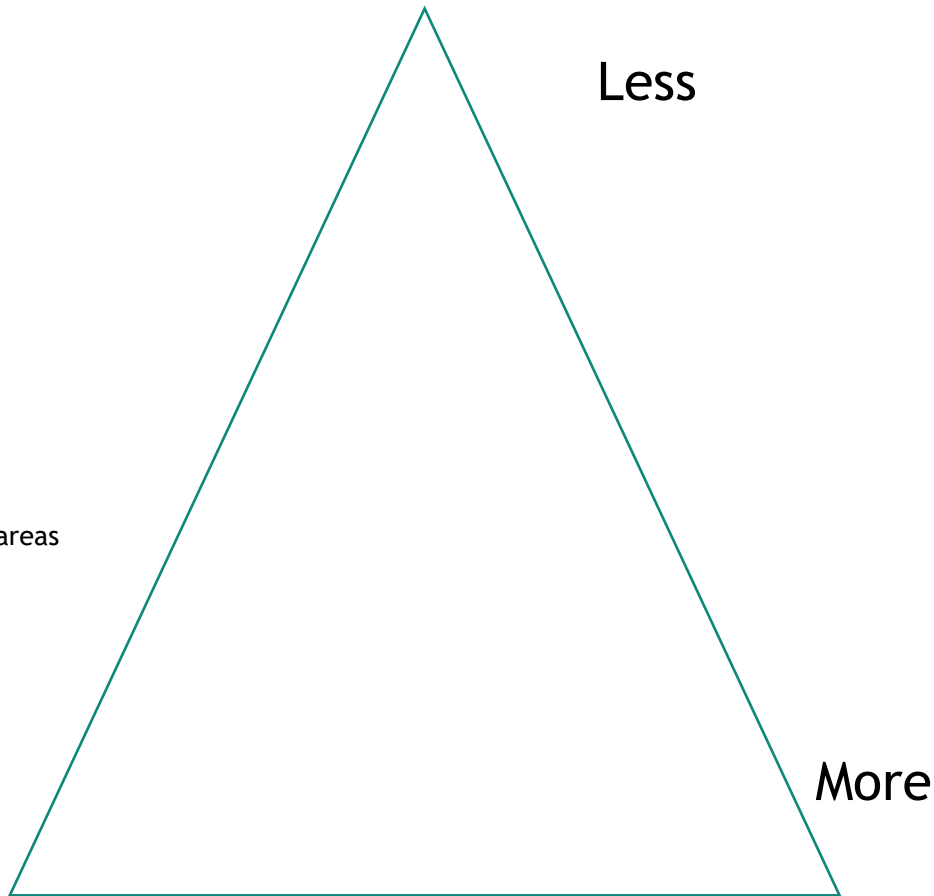
Output Indicators:

PO 1 - RCO4, RCR4 -	participating companies, innovations
PO 2 - RCO4 -	participating companies
PO 3 - RCO81, RCO84 -	participants, pilot actions
PO 4 - RCO81, RCO84 -	participants, pilot actions
PO 5 - RCO81, RCO84, PSO1 -	participants, pilot actions, targeted nodes, areas
PO 6 - RCO81, RCO81* -	participating people, organisations
PO 7 - RCO116 -	developed solutions

The target groups:

PO 1 - mature SMEs
PO 2 - new growth companies
PO3 - people, companies, communities
PO 4 - people, companies, communities
PO 5 - people, companies
PO 6 - less competitive people, organisations
PO 7 - people

Indicators' logic



Indicator descriptions, Fiches and templates



In Programme manual under each programme objective section



Fiches as Programme Manual
Annex 2 - starting from p. 115



Each Indicator has a Fiche

Fiche – PO 5

Row ID	Field	Indicator metadata
1	Indicator code	PSO1
2	Indicator name	The number of projects targeting intermodal transport nodes and areas
3	Measurement unit	Organizations (incl companies)
4	Type of indicator	Programme Specific Output Indicator
5	Baseline	not required
6	Milestone 2024 (as 31.12.24)	0
7	Target 2029 (as 31.12.29)	9 (8-12 financed projects)
8	Priority	P 2 Improved Central Baltic environment and resource use
9	Programme Objective	PO 5 Decreased CO2 emissions
10	Definition and concepts	The outputs are measured as the number of financed and implemented projects
11	Data collection	MA monitoring system.
12	Time measurement	1 year (12 months).
13	Aggregation issues	All financed projects under PO 5 will be aggregated into one numeric value.
14	Reporting	Annually.
15	References	
16	Corresponding corporate indicator	
17	Notes	
18	Examples: The current CB programme SO 3.1	

PO 1 results and outputs

Result:

PSR1 - Companies with achieved sales and contracts to new markets

Outputs:

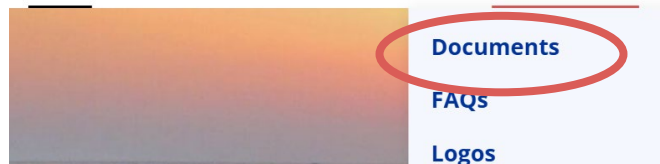
RCO4 - Enterprises with nonfinancial support

RCR04 - SMEs introducing marketing or organisational innovation

PO 1 integrated template for documenting outputs and results

Outputs and results reporting Templates?

- Templates <https://centralbaltic.eu/for-projects/documents/#progress>



Output and result indicator templates

Output and result indicator templates for Programme Objectives

Template(s) to support the calculation of output
and results indicator contribution accumulation.

PO1 Output and result indicators template

Download

PO2 Output and result indicators template

Download

PO3 Output indicators template

Download

PO4 Output indicators template

PO 1 integrated template for documenting outputs and results

Enterprises with non-financial support

Programme Objective 1 - More exports by SMEs

Fill in the information with participation of organisations
One company may participate in several projects
The template should be filled in continuously and be
Information from this template will be filled into Je
Where information about res.

[illegible]

PO 2 results and outputs

Result:

PSR2 - Number of scaled-up new growth companies - RESULT

Output:

RCO4 - Enterprises with nonfinancial support - OUTPUT

PO 2 integrated template for documenting outputs and results

PO 3 results and outputs

Result:

PSR3 - The number of improved product/service cycles/chains

Output:

RCO81 - Participations in joint actions across borders

RCO84 - Pilot actions developed

PO 3 template for documenting outputs (RCO81)

PO 4 results and outputs

Result:

PSR4 - The number improved urban and agricultural load sources

Outputs:

RCO81 - Participations in joint actions across borders

RCO84 - Pilot actions developed

PO 4 template for documenting outputs (RCO81)

PO 5 results and outputs

Results:

PSR5 - Improved intermodal transport nodes and transport areas with CO2 reductions

Outputs:

RCO81 - Participations in joint actions across borders

RCO84 - Pilot actions developed

PSO1 - The number of projects targeting intermodal transport nodes and areas

PO 5 template for documenting outputs (RCO81)

PO 6 results and outputs

Results:

PSR6 - Number of people with increased competitiveness on labour market

PSR7 - Number of organisations with applied additional anti-discriminatory policies

PSR8 - Number of people with increased entrepreneurship

Outputs:

RCO81 - Participations in joint actions across borders (the organisations)

RCO81 - Participations in joint actions across borders (the individuals)

PO 6 integrated templates for documenting outputs and results (3 templates)

PO 7 results and outputs

Results:

RCR104 - Solutions taken up or up-scaled by organisations

Outputs:

RCO116 - Number of jointly developed solutions

PO 7 integrated template for documenting outputs and results
(RCR104, RCO116)

When and how to report indicators achievements?

- **Outputs** - starting with period 2 report => period 4 report => period 6 report/last report
- **Results** - starting with period 4 report => period 6 report/last report, 1 year after the project ends
- In Project report.
- LP consolidates data and enters into Project report relevant field
- ! Reported outputs and results achievements should match with data in recording table
- The Outputs/Results recording table should be attached to the project report in which achievements are reported

Reporting outputs in project report

< Project report identification Work plan progress Project results & Horizontal prin...

Work plan progress

Work package 1

PO101: Enterprises with non-financial support

Company

Delivery Period	Target Value	Achieved in two last reporting periods	Cumulative value
Period 6, month 31 - 36	90,00	19,00	19,00

Project
report period
2 in Jems

Progress towards outputs

The project's second-period activities engaged a total of 19 companies (10 Estonian and 9 Finnish).

PO 1 outputs
and results
reporting
template

Supported enterprises				19
Including Micro	11	Including Medium		1
Including Small	5	Including Large		2
Marketing or organisational innovation introduced by SM				0
Achieved sales and contracts to new markets				0

Fill in the information with pa
 One company may participate
 The template should be filled
 Information from this templat
 Where information about resu

PARTNER ACTIVITIES	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6	Activity 7	Activ
	20- 11/09/23	22/11/2023	30/11/2024	27/03/2024	03/04/2024	16- 19/04/24	13/05/2024	[D:
	Tallinn, Estonia	Online, Helsinki	Online, Helsinki	Helsinki, Finland	Online, Helsinki	Amsterdam the	Helsinki, Finland	[Loc:
					BF UAE		KSA	

Project report - reporting results

[Project report identification](#)
[Work plan progress](#)
[Project results & Horizontal prin...](#)

Project results

Result 1

Programme result indicator

PO1R1: PSR1 Companies with achieved sales and contracts to new markets

Measurement Unit Company	Baseline	0,00	Delivery period Period 6, month 31 - 36
Target Value	Achieved so far	0,00	Cumulative value
15,00			0,00

Describe progress achieved

This KPI was not yet achieved in the second project period.

Project
report period
4 in Jems

PO 1 outputs
and results
reporting
template

Fill in the information with pa
One company may participate
The template should be filled
Information from this templat
Where information about resu

Supported enterprises		19
Including Micro	11	Including Medium
Including Small	5	Including Large
Marketing or organisational innovation introduced by SM		0
Achieved sales and contracts to new markets		0

PARTNER ACTIVITIES	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6	Activity 7	Activ
	20- 21.09.23 Tallinn, Estonia	22/11/2023 Online, Helsinki	30/11/2024 Online, Helsinki	27/03/2024 Helsinki, Finland	03/04/2024 Online, Helsinki	16- 18.04.24 Amsterdam the	13/05/2024 Helsinki, Finland	[De [Loc
					BF UAE		KSA	

Support and guidance



Programme manual with Annexes



Guide for Project implementation



CB website - “Documents to follow-up the project progress”



<https://centralbaltic.eu/for-projects/documents/>



JS contact person

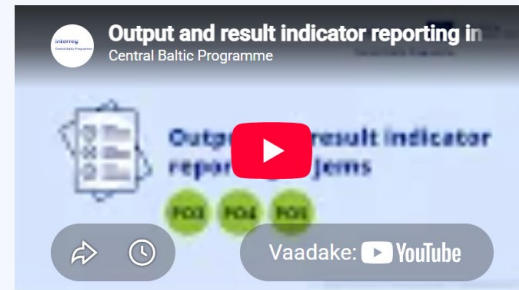
Instruction videos for reporting

<https://centralbaltic.eu/for-projects/documents/#videos>

2. Output and result indicator reporting in Jems: Indicators PO1, PO2 & PO6, PO7 instruction video



3. Output and result indicator reporting in Jems: Indicators PO3, PO4 & PO5 instruction video



Interreg



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Central Baltic Programme

Project Implementation Webinar

Project communication

Kersti Valde-Komp | 8 September |

About today

Requirements and Project webspace
rarely feel exciting...

...but they're what make good
communication and visible results
possible!

Let's look at how the pieces fit together.



Communication requirements

Use the Interreg logo

on all public and participant-facing communication materials

Display a poster

(**minimum A3 size**) at each project partner's premises, visible to the public

Display a durable plaque
or billboard

visible to the public, when physical operations involving physical investments start, or when purchased equipment is installed

Use the Project webspace
for communication

for communication, use it regularly and link back to it from your own materials

Communicate about
your project

share its progress, results and impact regularly

The logo

You have only one project logo (Interreg).



Central Baltic Programme

ProjectAcronym

Which Interreg logo do I have to use?

Use one

Use one of the Interreg logo versions across your project materials.

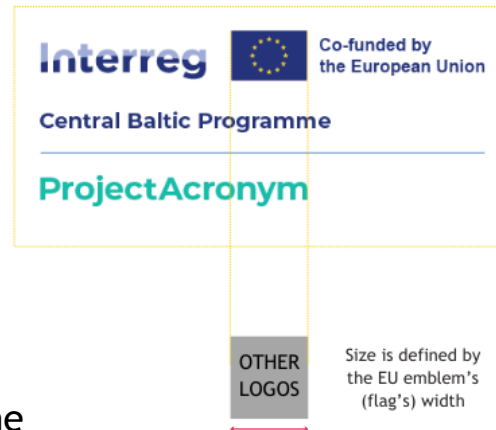


Show
prominently

- Front page of publications
- Top of your website
- Visible without scrolling



Correct sizing spacing of other logos



Measure the **width** **or** **height** of the **EU emblem** to meet the minimum size requirement in comparison to other logos.

Example of correct sizing with other logos



Central Baltic Programme

BalticReed



In a nutshell

Be creative while ensuring the Interreg logo with the EU emblem is prominent and easily distinguishable.



There is only one official project logo: the Interreg logo.



Other visuals used in project communication are considered design elements, not project logos.

EXAMPLES

Showcasing project logos
on social media and other materials

Examples: On social media



Central Baltic Programme

BalticReed
166 followers
Smo · Edited

Welcome to the [#BalticReed](#) project page! 🌱 The project aims to improve the state of the Baltic Sea by long-term nutrient reductions from coastal waters with reed harvesting, and complements land-based measures by restoring coastal ecosystems. In collaboration with commercial stakeholders, the BalticReed project will analyze the main bottlenecks and opportunities for commercialization of reed-based value chains and products.

The partners in the project are [John Nurmisen Säätiö](#), [ELY-keskus - Centre for Economic Development, Transport and the Environment](#), [Arcada University of Applied Sciences](#), [Ålands Landskapsregering](#), [Länsstyrelsen Östergötland](#) and [Race For The Baltic](#). The project is funded by the EU's INTERREG Central Baltic programme, which finances cross-border cooperation projects to improve the state of coastal and marine environment.

Read more about the project on the Central Baltic project website:
<https://lnkd.in/ds9jkZhj>

[#BalticSea](#) [#reed](#) [#PhragmitesAustralis](#) [#Interreg](#) [#nutrients](#) [#circular](#) [#business](#) [#development](#)



BalticReed
<https://centralbaltic.eu>

👍👍👍 50

👍 Like 💬 Comment ➦ Share

Bridging4Growth
421 followers
2w

Exciting news from [10LINES](#)! 🇺🇸

We are happy to share that 10Lines has secured a major sales contract with a U.S. striping company. Their autonomous pavement marking robots are boosting productivity by 7X!

This was made possible through the program with great support and mentorship from U.S. mentor [Eric Butterwick](#). Read more in our interview with 10Lines here: <https://lnkd.in/dmQcqUNF>

Central Baltic Programme [#centralbaltic](#) [#salescontract](#) [#USmarket](#)

New Sales Contract!

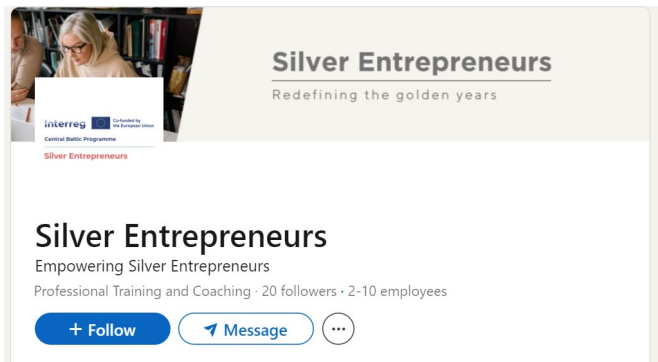
To the U.S market



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Central Baltic Programme
[Bridging4Growth](#)

👍👍👍 72 · 9 Comments

More examples



On other materials



Project Webspace

- **Purpose:**
Feature projects funded by the Programme
- **Visibility:**
For your project and its results during and after project closure

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the European Union

Central Baltic Programme

Search ... 

Welcome to the project webspace of cross-border cooperation projects funded by the Central Baltic Programme 2021-2027.

Discover how our partners from Estonia, Finland (including Åland), Latvia, and Sweden are creating positive change in our region.

Featured projects – Operations of Strategic Importance

Discover all projects

Operations of Strategic Importance (OSI) are key initiatives in the 2021-2027 EU programmes, including Interreg. They play a crucial role in achieving programme goals and showcasing the impact of EU funding.

**BalticReed**

**Re:Fish**

**Sustainable Silage**

**VINCE**

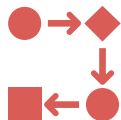
Latest news from our projects

More news »

Importance of Active Project Communication



**The Project workspace is
a storage**



Actively share information
about your project beyond
the workspace



Regular updates and
outreach improve project
visibility



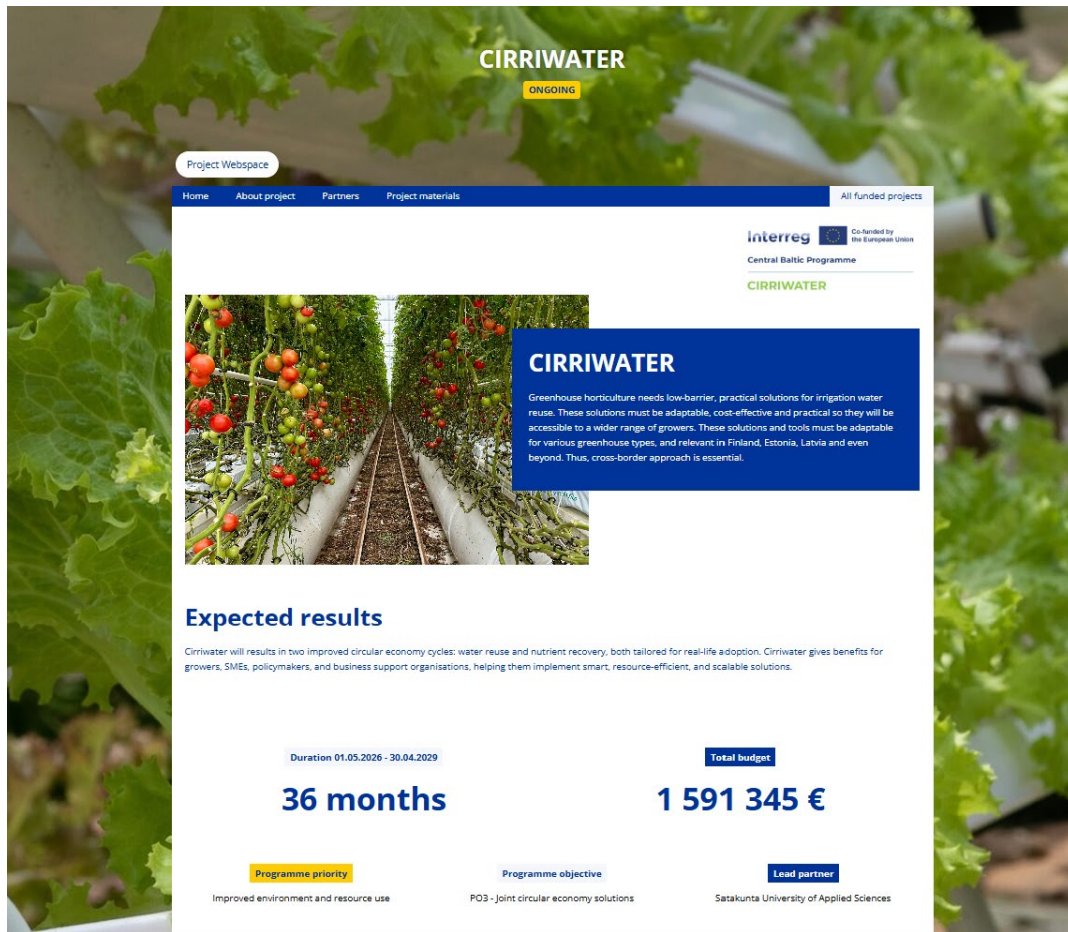
Use social media,
newsletters, and events
alongside the workspace

Keep in mind!

- Appoint someone to work with your Project webspace!
- Agree where do you keep the username and password



EXAMPLES Home



CIRRIWATER

ONGOING

[Project Workspace](#)

[Home](#) [About project](#) [Partners](#) [Project materials](#) [All funded projects](#)

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CIRRIWATER



CIRRIWATER

Greenhouse horticulture needs low-barrier, practical solutions for irrigation water reuse. These solutions must be adaptable, cost-effective and practical so they will be accessible to a wider range of growers. These solutions and tools must be adaptable for various greenhouse types, and relevant in Finland, Estonia, Latvia and even beyond. Thus, cross-border approach is essential.

Expected results

Cirriwater will result in two improved circular economy cycles: water reuse and nutrient recovery, both tailored for real-life adoption. Cirriwater gives benefits for growers, SMEs, policymakers, and business support organisations, helping them implement smart, resource-efficient, and scalable solutions.

Duration 01.05.2026 - 30.04.2029

36 months

Total budget

1 591 345 €

Programme priority

Improved environment and resource use

Programme objective

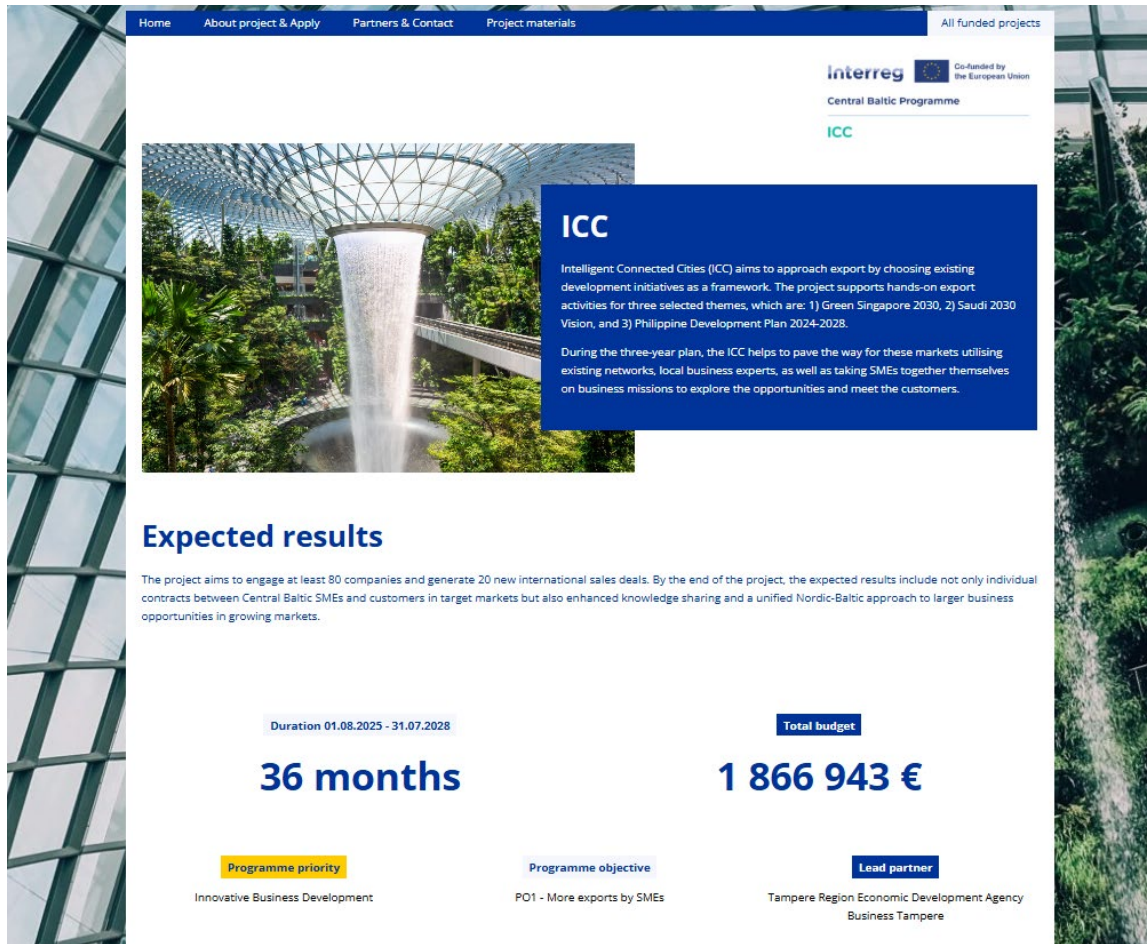
PO3 - Joint circular economy solutions

Lead partner

Satakunta University of Applied Sciences

EXAMPLES

Home



Home About project & Apply Partners & Contact Project materials All funded projects

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Central Baltic Programme

ICC

Intelligent Connected Cities (ICC) aims to approach export by choosing existing development initiatives as a framework. The project supports hands-on export activities for three selected themes, which are: 1) Green Singapore 2030, 2) Saudi 2030 Vision, and 3) Philippine Development Plan 2024-2028.

During the three-year plan, the ICC helps to pave the way for these markets utilising existing networks, local business experts, as well as taking SMEs together themselves on business missions to explore the opportunities and meet the customers.

Expected results

The project aims to engage at least 80 companies and generate 20 new international sales deals. By the end of the project, the expected results include not only individual contracts between Central Baltic SMEs and customers in target markets but also enhanced knowledge sharing and a unified Nordic-Baltic approach to larger business opportunities in growing markets.

Duration 01.08.2025 - 31.07.2028

36 months

Total budget

1 866 943 €

Programme priority

Innovative Business Development

Programme objective

PO1 - More exports by SMEs

Lead partner

Tampere Region Economic Development Agency
Business Tampere

About project page

Every project must add content to the 'About project' page when implementation starts - this is your opportunity to introduce the project to visitors in more detail.
Do not leave it empty.



Here are some suggestions for content:

Explain why you started the project and what problem you aim to solve.

Highlight the impact your project will have on your target groups.

EXAMPLE

About project FRUGAL CIRCLES



Home About project Partners Project materials All funded projects

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Central Baltic Programme

FRUGAL CIRCLES

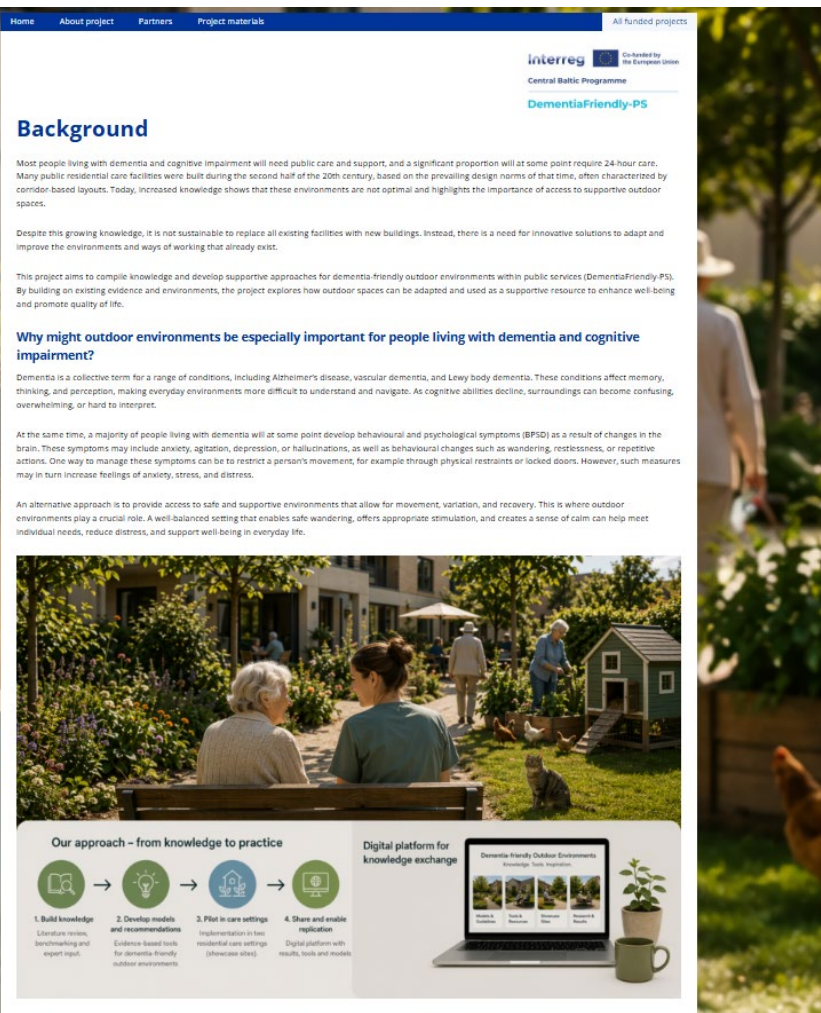
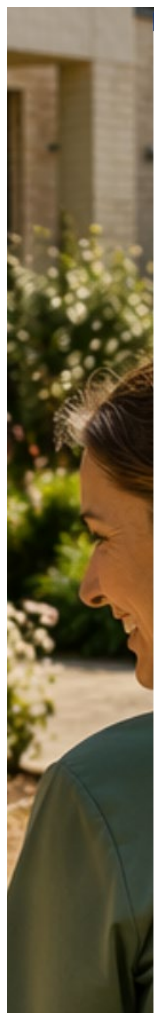
Across the Central Baltic region, large amounts of textiles and household goods are thrown away even though they could be reused. The project aims to promote positive aspects of frugal lifestyle in communities, while addressing regional challenges such as high waste levels, low reuse rates, and the lack of accessible circular models. At the heart of the initiative are Frugal Living Labs, which support the development of communal repair-swap-and-share marketplaces, while also piloting educational and awareness activities that make these practices accessible to all. Through these labs and educational activities, the project makes sustainable habits simple and available to everyone.

Frugal Circles is expected to reduce waste and resource use in the Central Baltic region by giving communities practical, low-cost tools to reuse textiles and household goods. The project will build stronger social connections within communities while also creating models of good practice that others can copy and scale up. By connecting partners across four countries, the project enables knowledge-sharing and cross-border learning, so that what works in one community can be repeated elsewhere. As a result, these communities are better equipped to live and consume more sustainably.



EXAMPLE

About project DementiaFriendly-PS



The screenshot shows the website for the DementiaFriendly-PS project. The header includes navigation links: Home, About project, Partners, Project materials, and All funded projects. The Interreg logo and 'Co-funded by the European Union' are in the top right. The main content area has a 'Background' section with text about the need for dementia-friendly outdoor environments. Below this is a section titled 'Why might outdoor environments be especially important for people living with dementia and cognitive impairment?' followed by text explaining dementia and its symptoms. A section titled 'Our approach - from knowledge to practice' features a four-step process: 1. Build knowledge, 2. Develop models and recommendations, 3. Pilot in care settings, and 4. Share and enable replication. To the right of this is a 'Digital platform for knowledge exchange' section showing a laptop displaying the project's digital platform.

Home About project Partners Project materials All funded projects

interreg Co-funded by the European Union
Central Baltic Programme
DementiaFriendly-PS

Background

Most people living with dementia and cognitive impairment will need public care and support, and a significant proportion will at some point require 24-hour care. Many public residential care facilities were built during the second half of the 20th century, based on the prevailing design norms of that time, often characterized by corridor-based layouts. Today, increased knowledge shows that these environments are not optimal and highlights the importance of access to supportive outdoor spaces.

Despite this growing knowledge, it is not sustainable to replace all existing facilities with new buildings. Instead, there is a need for innovative solutions to adapt and improve the environments and ways of working that already exist.

This project aims to compile knowledge and develop supportive approaches for dementia-friendly outdoor environments within public services (DementiaFriendly-PS). By building on existing evidence and environments, the project explores how outdoor spaces can be adapted and used as a supportive resource to enhance well-being and promote quality of life.

Why might outdoor environments be especially important for people living with dementia and cognitive impairment?

Dementia is a collective term for a range of conditions, including Alzheimer's disease, vascular dementia, and Lewy body dementia. These conditions affect memory, thinking, and perception, making everyday environments more difficult to understand and navigate. As cognitive abilities decline, surroundings can become confusing, overwhelming, or hard to interpret.

At the same time, a majority of people living with dementia will at some point develop behavioural and psychological symptoms (BPSD) as a result of changes in the brain. These symptoms may include anxiety, agitation, depression, or hallucinations, as well as behavioural changes such as wandering, restlessness, or repetitive actions. One way to manage these symptoms can be to restrict a person's movement, for example through physical restraints or locked doors. However, such measures may in turn increase feelings of anxiety, stress, and distress.

An alternative approach is to provide access to safe and supportive environments that allow for movement, variation, and recovery. This is where outdoor environments play a crucial role. A well-balanced setting that enables safe wandering, offers appropriate stimulation, and creates a sense of calm can help meet individual needs, reduce distress, and support well-being in everyday life.

Our approach - from knowledge to practice

1. Build knowledge
Literature review, benchmarking and expert input

2. Develop models and recommendations
Evidence-based tools for dementia-friendly outdoor environments

3. Pilot in care settings
Implementation in two residential care settings (Lithuania and UK)

4. Share and enable replication
Digital platform with results, tools and models

Digital platform for knowledge exchange

Dementia Friendly Outdoor Environments
Knowledge Tools Inspiration

Home & Garden
Park & Recreation
Rural & Countryside
Urban & Town

EXAMPLE

About project Bridging4Growth



The screenshot shows the homepage of the Bridging4Growth project website. At the top is a dark blue navigation bar with links: Home, About Project, Partners & contact, Delegations & material, and All funded projects. Below the navigation bar, the Interreg logo and 'Co-funded by the European Union' text are on the right, followed by 'Central Baltic Programme' and the 'Bridging4Growth' logo. The main content area features the heading 'BRIDGING 4 GROWTH' in small caps, followed by a large bold title 'Take your SMEs business to markets outside of the EU'. Below this is a green text block: 'Ready to expand your business to USA, Canada, Brazil or Uzbekistan? We provide you with the support you need to grow abroad and land your next sales contract.' A button with a right arrow and the text 'Apply here' is positioned below the text. To the right of the text is a photograph of a person walking on a modern concrete bridge with a metal railing, set against a blue sky with clouds.

Why B4G?

Bridging4Growth was born out of a simple yet critical realization – **many Small and Medium-sized Enterprises (SMEs) have immense potential to thrive on a global scale**, but they often face formidable barriers when trying to tap into international markets. The challenge lies in the lack of resources, expertise, and guidance. Our project sets out to address this issue head-on by serving as a catalyst for SMEs' international expansion.

Our main focus is squarely on SMEs, the lifeblood of our project. We are committed to providing them with the **knowledge, mentorship, and resources** they need to successfully navigate the complexities of international growth. Our mission is clear – to witness 20 SMEs secure concrete sales contracts in new markets by the end of our project. This achievement represents more than just numbers; it signifies the growth and sustainability of these businesses, which, in turn, contributes to regional economic development.

EXAMPLE

About project

SocEntYouth



EXAMPLE

News NAT-TOUR-EXPO

[Home](#)
[About project](#)
[Partners](#)
[Project materials](#)

Co-funded by
the European Union
Central Baltic Programme
NAT-TOUR-EXPO

NAT-TOUR-EXPO

The project will develop a joint Latvian-Estonian nature tourism product tailored for the UK market and launch it through a dedicated marketing campaign to attract visitors. The nature tourism product will be based on individual SME nature tourism products, professionally packaged and accessible from an innovative specialized nature tourism web platform listing directly product providers with the market - free independent travelers, specialized interest groups, and tour operator companies specialized in Baltic countries. The nature tourism product will include wildlife and birding holidays, nature photography, soft adventure hiking, walking, cycling, boating, and also touring programs to include elements and values of nature, e.g., botanical, wildlife spotting, well-being, food and foraging.

Expected results

Ca 25 SMEs in Latvia and ca 25 in Estonia will be supported with training and market knowledge to develop nature tourism products and services tailored for the UK market. It is expected that 50 companies will have attracted sales during the project implementation. Sales will continue to grow after the project as the web platform with research - communication system connecting service providers and clients will serve as a permanent channel for the product. The project will bring up the quality of nature tourism products in Latvia and Estonia to approach Scandinavian levels and potentially think about developing Central Baltic region as a common nature tourism destination for UK markets.

Duration 01.01.2023 - 31.12.2025

Total budget

36 months

1 112 592 €

Programme priority

Programme objective

Lead partner

Innovative Business Development

PO1 - More exports by SMEs

Latvian Country Tourism Association "Latvian Nature"

Project News

Thursday, Aug 01, 2024 - 14:00
Global Birdfair July 12-14, 2024., Rutland, UK.

[Read more »](#)

Tuesday, Jul 02, 2024 - 21:00
UK touroperator FAM trip in Latvia, 10.-13.06.2024.

[Read more »](#)

Sunday, Jun 23, 2024 - 19:00
LNTA Nature Tourism Photography Masterclass 10.06.2024

[Read more »](#)

Saturday, Jun 29, 2024 - 14:00
Estonian-Latvian study trip to Finland Nature and active tourism April, 25.-28. 2024

[Read more »](#)

Thursday, Apr 04, 2024 - 18:00
Reception at the Embassy, London, UK, 18.04.2024.

[Read more »](#)

Tuesday, Apr 16, 2024 - 21:00
Nature Tourism SME's Visit in Tallinn and Soomaa 11.-12.03.2024.

[Read more »](#)

Wednesday, Feb 21, 2024 - 18:00
The Nordic Marketplace, Copenhagen, 20.02.2024.

[Read more »](#)

Wednesday, Feb 21, 2024 - 18:00
What's new in 2024? #BalticNatureTourism

[Read more »](#)

EXAMPLE

News and Events

Re:Fish

Project News



Tuesday, Jun 18, 2024 - 10:38

Estonian partner beach-cleaning events were showed in popular science broadcast "Osoon"

[Read more »](#)



Thursday, Apr 11, 2024 - 15:43

Beach clean up event in Audru beach, Pärnu

[Read more »](#)



Thursday, Mar 21, 2024 - 16:14

Keep Sweden Tidy at the Sportfishing Fair in Jönköping

[Read more »](#)

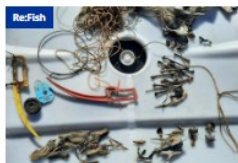


Thursday, Feb 22, 2024 - 14:51

Re:Fish at Vene 24 Båt Fair

[Read more »](#)

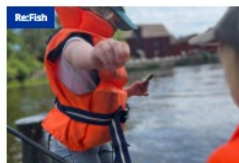
Project Events



13.05.2024 - 16.05.2024

Dragging operations on Finnish coast started in May

[Read more »](#)



16.06.2024 - 16.06.2024

Clean-up in Nyköpingsån, Sweden

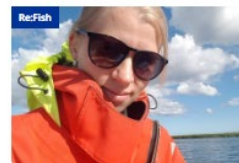
[Read more »](#)



07.06.2024 - 09.06.2024

International Sportsmen's Fair held in Riihimäki

[Read more »](#)



22.09.2023 - 22.09.2023

Presentation about the implementation at Kliimaministeerium in Estonia

[Read more »](#)

EXAMPLE

Gallery

Gallery



Find Sustainable Silage on social media



Project closure – what's required on the webspace

Update status

change "Ongoing" → "Ended" in the webspace; this unlocks the Result Summary field

Write the Result Summary

replace "Expected results" text with what was actually achieved

It goes public
feeds directly into

centralbaltic.eu/projects/results, so
accuracy matters

Full steps in the Project Webspace User Manual

Project outcomes – what to add

Adding an outcome

tangible, reusable deliverables (e.g.
guidelines, reports, tools)

Tagging matters

outcomes are publicly filterable by
category, so correct tags = findable results

Full steps in the Project Webspace User Manual

Ended projects

centralbaltic.eu/projects/results/ended-projects/

Ended projects

Displaying total of 36 ended projects.



BALTIC2HAND

[Read more »](#)



Baltic Impact Accelerator

[Read more »](#)



Wood for Youth

[Read more »](#)



BalticReed

[Read more »](#)



BREAKING BARRIERS

[Read more »](#)



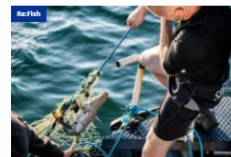
BreedExpo2

[Read more »](#)



Bridging4Growth

[Read more »](#)



Re:Fish

[Read more »](#)



SCALE-ABLE

[Read more »](#)



Silver Entrepreneurs



SecretYouth



Sustainable Flow

Example: Project UPBEAT results and outcomes



interreg  Co-funded by
the European Union

Central Baltic Programme

Search ... 

Central Baltic Programme

UPBEAT

The UPBEAT – Upskilling Immigrants for Business Planning and Entrepreneurship using AI Technologies project offers AI-assisted training programs for young newcomers (ages 18-25) aspiring to start businesses or work as a light entrepreneur in Finland or Estonia.

Project addresses the shared challenge of immigrant integration in Finland and Estonia. Immigrants and refugees, due to skill mismatches or other barriers, often grapple with limited employment opportunities leading to high unemployment rates and subsequent increase of social welfare costs, talent emigration and rising social tensions. The primary objective of this project is to reverse this trend by fostering a more inclusive society through targeted upskilling in entrepreneurship and business planning using artificial intelligence (AI) technologies.

Results

Context and problem: Across the Central Baltic region, many immigrants and refugees face barriers to employment and entrepreneurship, including skill mismatch, limited understanding of local markets, and insufficient networks. UPBEAT addressed these challenges by strengthening immigrants' readiness for entrepreneurship and labour-market participation through AI-supported upskilling.

Idea and solution: UPBEAT developed and piloted the Start Smart training programme together with a set of AI-enabled tools. The project combined: – a modular training programme covering AI basics and business planning, – personalised learning materials and pre-assignments, – AI tools such as the Learning Assistant, Smart Guide, and Business Assistants (custom GPTs and prompt library) to support business ideation and planning.

Implementation and impact: The partners in Finland and Estonia jointly delivered five hybrid/online training programmes (two in Finland, three in Estonia). The cooperation was crucial since HHUAS has strong expertise in AI, business/management and pedagogy, while SUR and ERC provided excellent understanding of the target group, training experience and connections with potential learners. Trainers visited sessions across borders, and a joint online hackathon gathered participants from both countries. A total of 116 participants started project activities (planned: 75), and 97 achieved increased competitiveness in the labour market (planned target: 60). Graduates received a diploma and an open badge from Haaga-Helia University of Applied Sciences.

Smart Guide for Entrepreneurship and Business Planning

Smart Guide is an AI-powered tool designed as part of UPBEAT project, to help entrepreneurs, business owners, and investors navigate the complexities of establishing and operating businesses in Finland and Estonia. By combining AI with trusted country-specific business information, Smart Guide delivers accurate, reliable answers to your entrepreneurship questions efficiently.

Country-Specific Information: Smart Guide provides information tailored specifically to either Finland's or Estonia's business environment, legal requirements, taxation systems, and market conditions. This ensures all advice is relevant to your chosen country.

[Access the Smart Guide here](#) and try it yourself!

Start Smart Training Program

UPBEAT project has published [Start Smart Training Program](#) in [Library of Open Educational Resources](#).

Project results and outcomes

[Projects](#) / [Results](#)

Results

This page presents the key results and impact of our projects. Here you can explore ended projects, developed solutions, and stories from partners across the Central Baltic region.

Ended projects

[Discover all 36 ended projects »](#)



WSM



Creative Bloom



CulDif

Outcomes

[More outcomes](#)



Marketing materials



Marketing videos



Report or Analysis



Tools and Solutions

Remember the user manual!

[Project Webspace User Manual 3.1](#)



Communicating your project

Use
appropriate
channels

Highlight EU
support

Tell a story

Use simple
language

Tag
@centralbaltic

But did you see the elephant?

A close-up photograph of an elephant's head and tusk. The elephant's skin is dark brown and wrinkled. The tusk is white and curved. The background is a blurred savanna landscape with dry grass and trees under a bright sky.

Talk about the
ENTIRE elephant!

Social media channels the programme uses

Facebook

X
(Twitter)

LinkedIn

Instagram

Image licences and proper use



Types of image licenses

- Public Domain, Creative Commons, Royalty-Free, and Rights-Managed are key image license types to know.

Sourcing legal images

- Use free and paid platforms with clear licenses to find high-quality, legally safe images for your project.

Correct attribution practices

- When required, include the author's name, source, license type, and a link.

Where to find images?

Free

- [Unsplash](#)
- [Pexels](#)
- [Pixabay](#)



Reliable sources include free platforms, which mostly offer public domain or CC0 images.

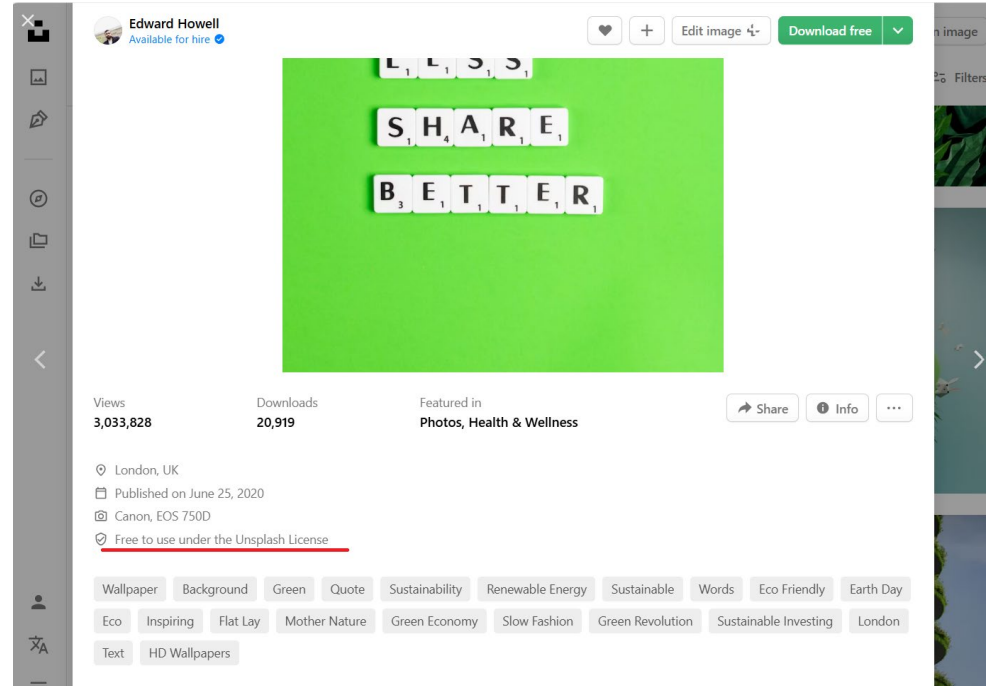
Paid:

- [Shutterstock](#)
- [Adobe Stock](#)



For more specialised needs, paid platforms are great options.

Unsplash



Pexels



Free to use



Modern Tractors Harvesting in Open Field

 More info

 Share



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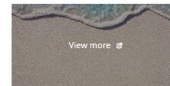
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284

Save

Share

Views

81,742

Downloads

64,408

Show details



RobertFrw

46 followers

Follow

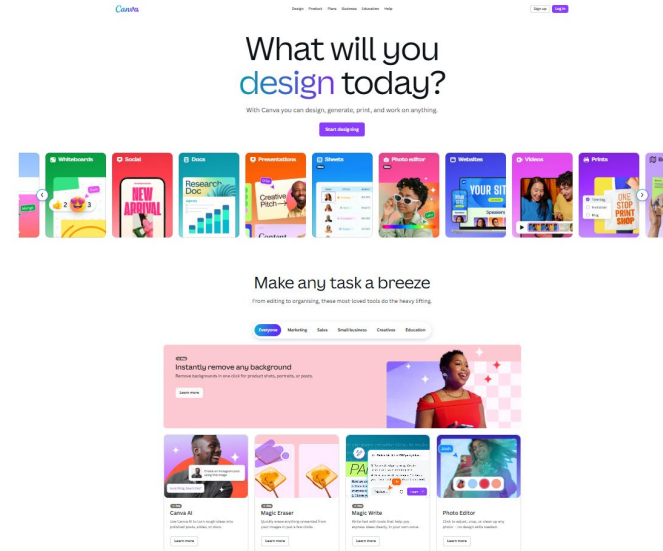
Donate

Take photos yourself!



Canva

- **Licensed, not free** — you get rights to use Canva elements, but don't own them individually
- **Use for:** presentations, social media, marketing materials, and merchandise/digital products (as part of a design)
- **Condition:** must be part of a unique, original composition



What about project events?



How to ensure quality of your events?



Collect feedback

From participants at events organised for the end users of your planned project results



Get signatures

Ensure all participants have signed the participant list



Be ready to report

Provide an overview of participant feedback if your JS contact person asks for it

What to take from this?

- None of this is paperwork - the webspace update, the SoMe post, the event you run. It's how your project's impact reaches the people it's meant for.
- So pick one thing from today, and do it this week.



The Interreg logo is displayed in a bold, blue, sans-serif font.

Co-funded by
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Central Baltic Programme

Project Implementation Webinar

State Aid in our projects

Ivo Volt | 08.09.2026 | Online

CB Programme uses GBER scheme

- General Block Exemption Regulation
- Commission Regulation (EU) 651/2014 of 17 June 2014, amendment 2023/1315 of 23 June 2023
- Articles 20 and 20a: aid for undertakings participating in European Territorial Cooperation project
- Art. 20: max 2.2 million € to the partner per project
- Art. 20a: max 22 000 € to non-partner beneficiaries per project

GBER in projects



Your project's state aid relevance is mentioned in the Subsidy Contract § 2.



Article 20 applies to project partners (direct state aid)



Article 20a applies to final beneficiaries (state aid to third parties) of the project.



NB! Support to SMEs, not to natural persons participating in project activities.

GBER Article 20

If the subsidy is granted under the GBER Article 20:

- project partner can not use available national co-financing sources because maximum support rate can not exceed 80%;
- the refundable VAT is not eligible;
- no reporting from project/partners is needed.

GBER Article 20a



Article 20a is mainly used in business development (PO 1 & PO 2) projects to support target group SMEs. But it may apply for some other projects as well, if SMEs are foreseen as a final beneficiary.



Relevant project partner has to record amounts of granted subsidy to avoid exceeding the maximum allowed limit (22 000 € per SME).



No need to add in the partner report.
Has to be provided upon request.

Aid granted under the General Block Exemption Regulation (GBER) Article 20a to an undertaking per project

Project id	CB0111111
Project acronym	Panda

Partner role / number	PP2
Partner name in English	Nice Organisation

3	Total number of undertakings receiving aid
---	--

This document is used to record aid granted to "third parties" / end beneficiaries of the project. It is not used to record aid to a project partner.

For each company that has participated, you should create an entry. Record for each participating company the date and activity they have participated in and the aid received through the activity.

NB! Maximum aid limit to an undertaking per project is EUR 22 000.

1	OY Siim	Total aid granted:	3 100,00 €
1	Training	05.-07.12.2026	500,00 €
2	Trade fair	12.1.2027	200,00 €
3	Consultation	14.4.2027	600,00 €
4	Flight tickets	14.5.2027	1 200,00 €
5	Accommodation	14.-17.05.2027	600,00 €
6	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
7	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
8	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
9	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
10	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
11	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
12	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
13	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
14	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
15	[Insert activity name]	[Insert date of activity]	[Add amount of aid]

2	AS Tool	Total aid granted:	22 850,00 €
1	Consultation service	1.6.2026	1 000,00 €
2	Participation in trade fair	13.10.2026	350,00 €
3	Training	20.-21.05.2027	500,00 €
4	Different events	21,26,28.06.2027	21 000,00 €
5	[Insert activity name]	[Insert date of activity]	[Add amount of aid]
6	[Insert activity name]	[Insert date of activity]	[Add amount of aid]

Cost calculation



Cost of the service provided to the beneficiary SME

- cost of the consultant services
- cost of participation fees on fairs/exhibitions
- cost of travel and accommodation
- etc.



Expenditures made for organising training divided per participant



The amounts of aid given should be in correlation with the planned budget

The Interreg logo is displayed in a bold, blue, sans-serif font.

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Central Baltic Programme

Project Implementation Webinar

Jems Practicalities and Activity Reporting

Johanna Puhtila | 9.9.2026 | Online

Aims of this session



Get to know reporting requirements and reporting section of Jems



Get familiar with activity reporting information requirements



Session on output and result indicator reporting requirements held 8.9.



Separate session on eligibility and financial reporting to follow



Please follow [Guide for Project Implementation](#) for comprehensive guidance

Topics today

Reporting overview

User privileges (access to reporting)

Contracting section and Project managers

Project reporting schedule

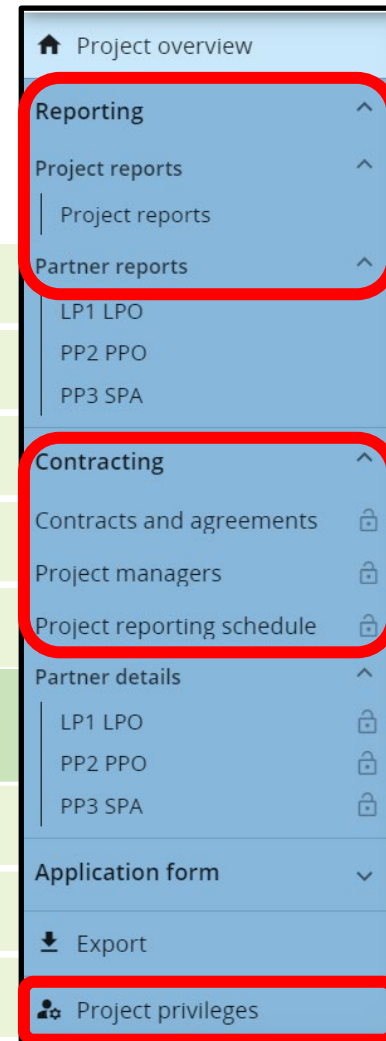
Types of reports

- Partner reports
- Project reports

Activity reporting (Work plan progress)

Reporting tips

Additional key points



Reporting in Jems

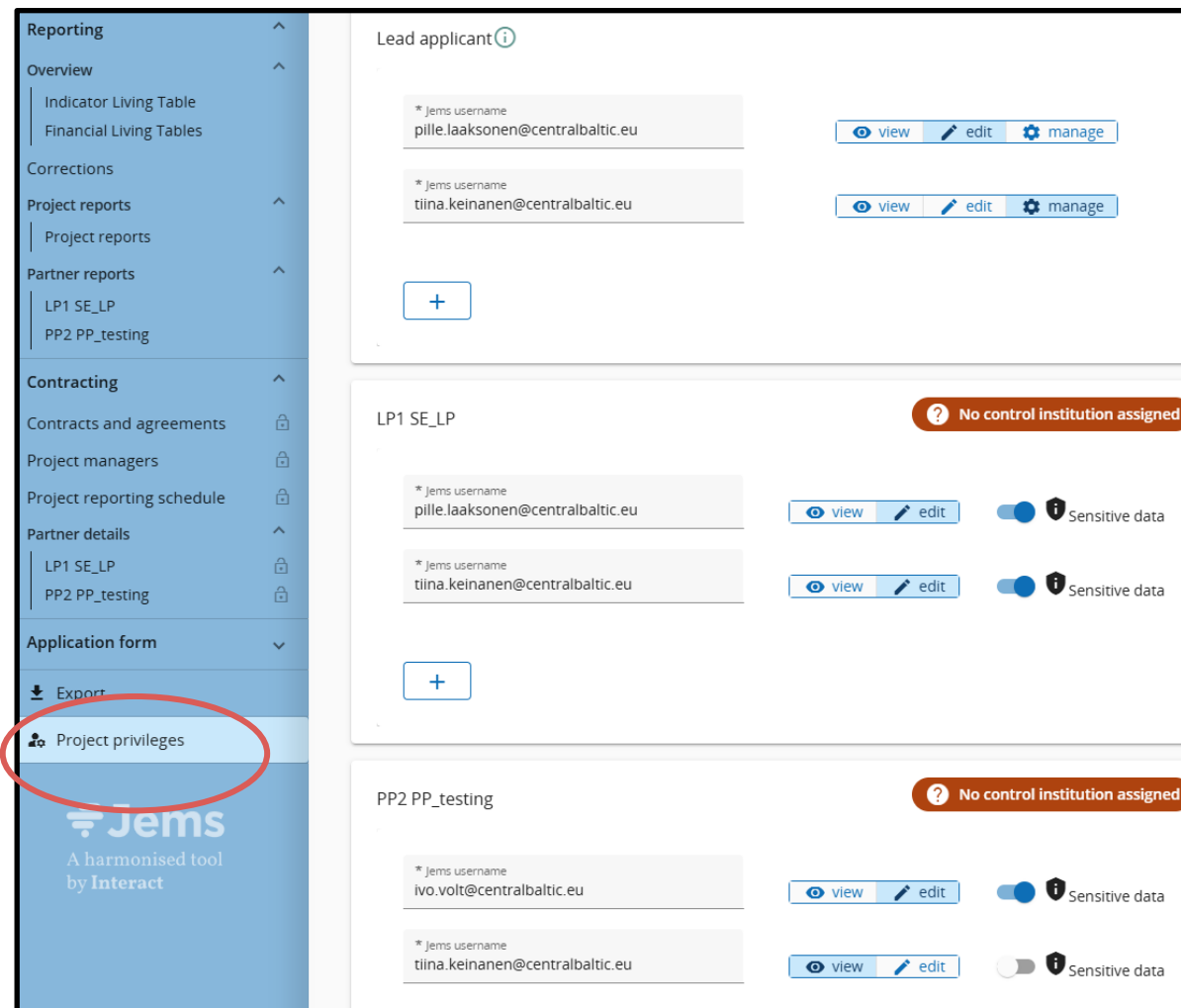
- Jems <https://jems.centralbaltic.eu/>



- Access to reporting
 - Project privileges
 - Lead applicant with "manage" rights gives the access

User privileges

- Each partner registers to Jems
- The lead partner assigns **user rights** for reporting and adds **user emails for each partner, including itself.**
- Lead partner adds his/her username under each partner with “view” rights.
- Lead partner must not have access to sensitive data in partner reports.



The screenshot displays the Jems application interface. On the left is a blue sidebar menu with the following sections: Reporting (Overview, Indicator Living Table, Financial Living Tables), Corrections (Project reports, Partner reports), Contracting (Contracts and agreements, Project managers, Project reporting schedule, Partner details), and Application form. The 'Project privileges' option under the 'Contracting' section is circled in red. The main content area on the right shows three panels: 'Lead applicant', 'LP1 SE_LP', and 'PP2 PP_testing'. Each panel lists users with their Jems usernames and email addresses, and includes 'view', 'edit', and 'manage' buttons. The 'LP1 SE_LP' and 'PP2 PP_testing' panels also feature a 'Sensitive data' toggle switch, which is currently turned on. A red banner at the top of each panel indicates 'No control institution assigned'.

Reporting

- Overview
- Indicator Living Table
- Financial Living Tables

Corrections

- Project reports
- Partner reports

Contracting

- Contracts and agreements
- Project managers
- Project reporting schedule
- Partner details

Application form

- Export
- Project privileges**

Lead applicant

- * Jems username: pille.laaksonen@centralbaltic.eu
- * Jems username: tiina.keinanen@centralbaltic.eu

LP1 SE_LP

- * Jems username: pille.laaksonen@centralbaltic.eu
- * Jems username: tiina.keinanen@centralbaltic.eu

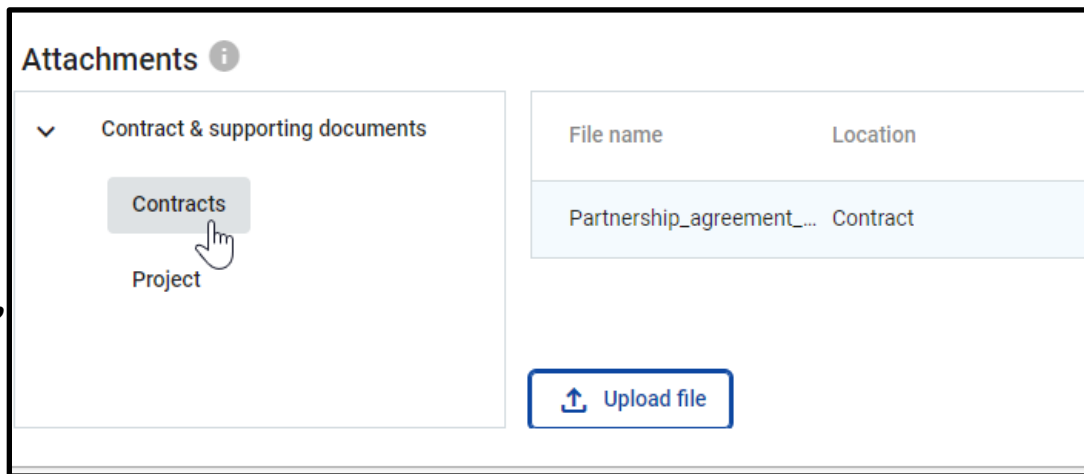
PP2 PP_testing

- * Jems username: ivo.volt@centralbaltic.eu
- * Jems username: tiina.keinanen@centralbaltic.eu

Jems
A harmonised tool
by Interact

Contracting and Project managers

- **Partnership Agreement(s) must be attached** by the lead partner before the submission of the first partner reports.
- The lead partner fills in the **contact information** for the **Project manager**, **Financial manager** and **Communication manager**.
- Please inform your JS contact person in case project manager is to change.



Attachments ⓘ

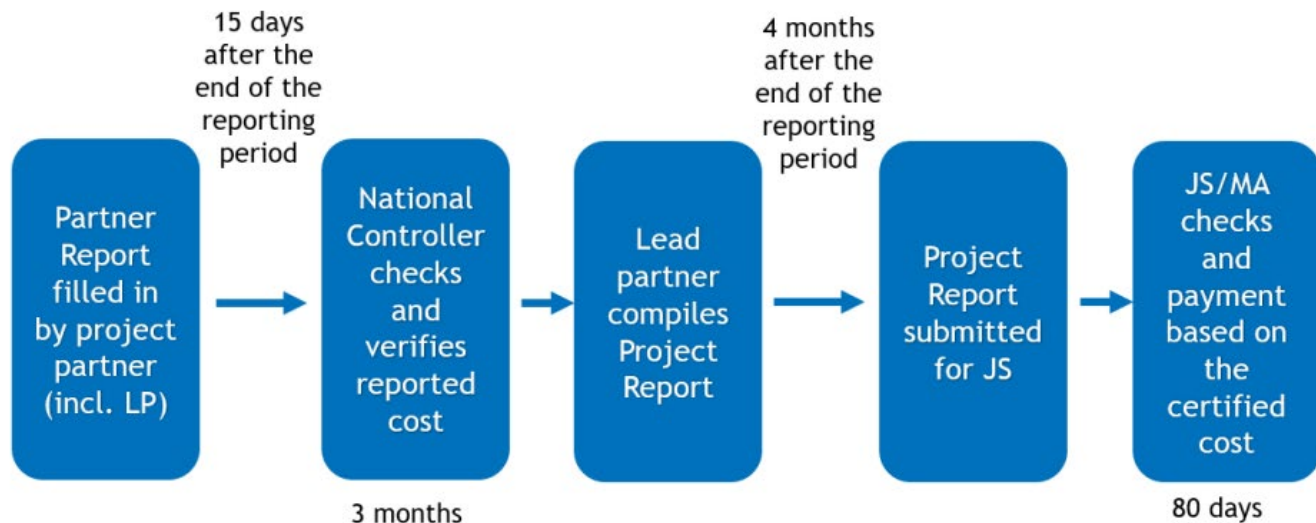
Contract & supporting documents

- Contracts
- Project

File name	Location
Partnership_agreement_...	Contract

Upload file

Reporting procedure



NB! The clock stops whenever a request for clarification is sent to lead partner. The duration needed to obtain the clarifications is not counted into the 80 days.

Reporting schedule

Project start date 01.04.2023

Project duration in months 36

Number of periods 6

Preparation costs will be paid to the project after the subsidy contract has been signed and latest with the report of the first period.

Period number		Period Start date	Period End date	Deadline for submission of Partner Reports to National controllers	Deadline for submission of Project Report to Joint Secretariat by LP
Period n°	1	01.04.2023	30.09.2023	15.10.2023	31.01.2024
Period n°	2	01.10.2023	31.03.2024	15.04.2024	31.07.2024
Period n°	3	01.04.2024	30.09.2024	15.10.2024	31.01.2025
Period n°	4	01.10.2024	31.03.2025	15.04.2025	31.07.2025
Period n°	5	01.04.2025	30.09.2025	15.10.2025	31.01.2026
Period n°	6	01.10.2025	31.03.2026	15.04.2026	31.07.2026

Contracting ^

Contract monitoring

Contracts and agreements

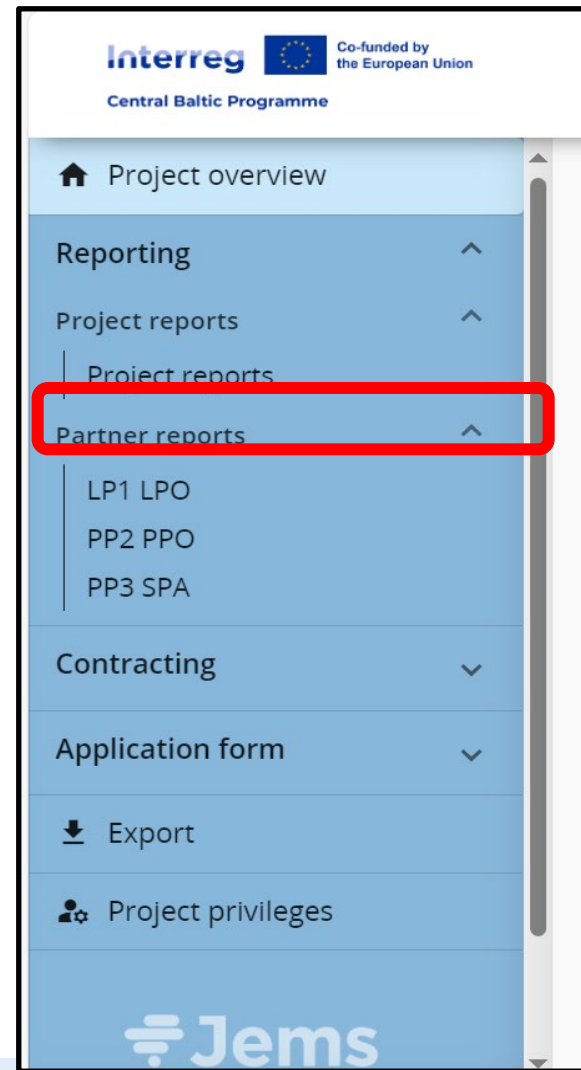
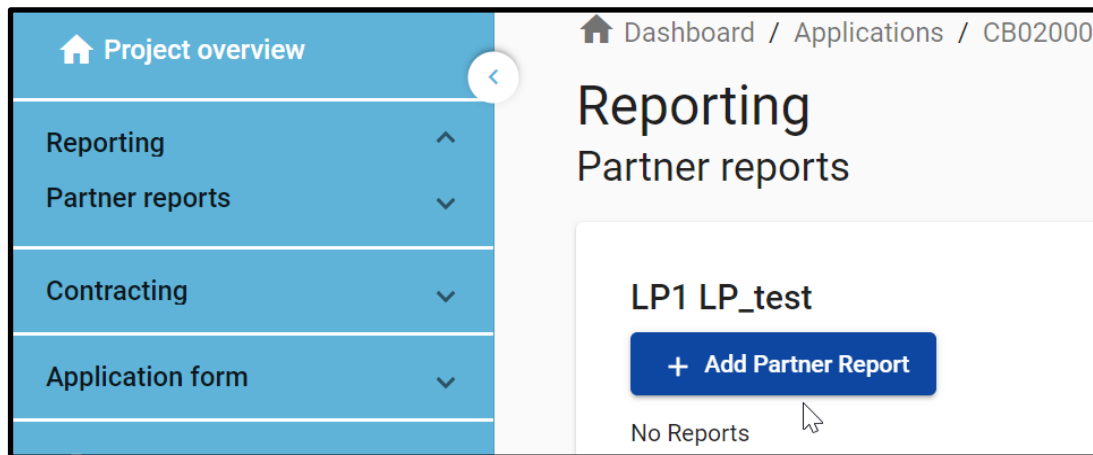
Project managers

Project reporting schedule

Partner details ^

Partner Reports

- All partners, including the lead partner, report the **activities** they have implemented, and the **related costs** during the period.



Report identification

Summary of partner's work in reporting period

Please describe your progress in this reporting period and how this contributes to other partners' activities, outputs and deliverables delivered in this reporting period.

Enter text here

Work continues

Partner problems and deviations

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found.

Enter text here

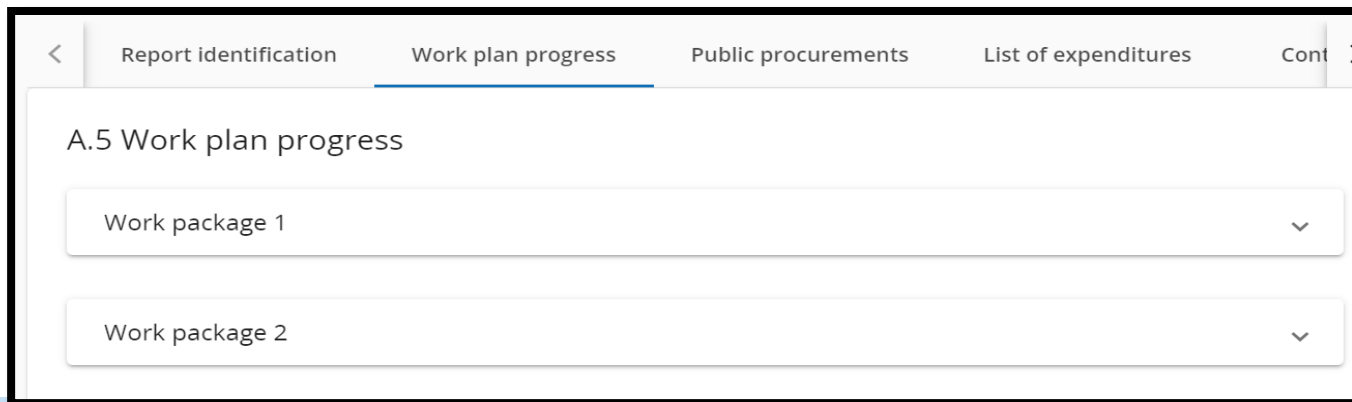
Target groups

In the table below you will see a list of target group you indicated in the application form. Please explain which target groups you involved, in what way and to what extent.

Target Group	Description of the target group involvement
Local public authority	Enter text here ggd
Interest groups including NGOs	Enter text here gdgf

Work plan progress / Partner report

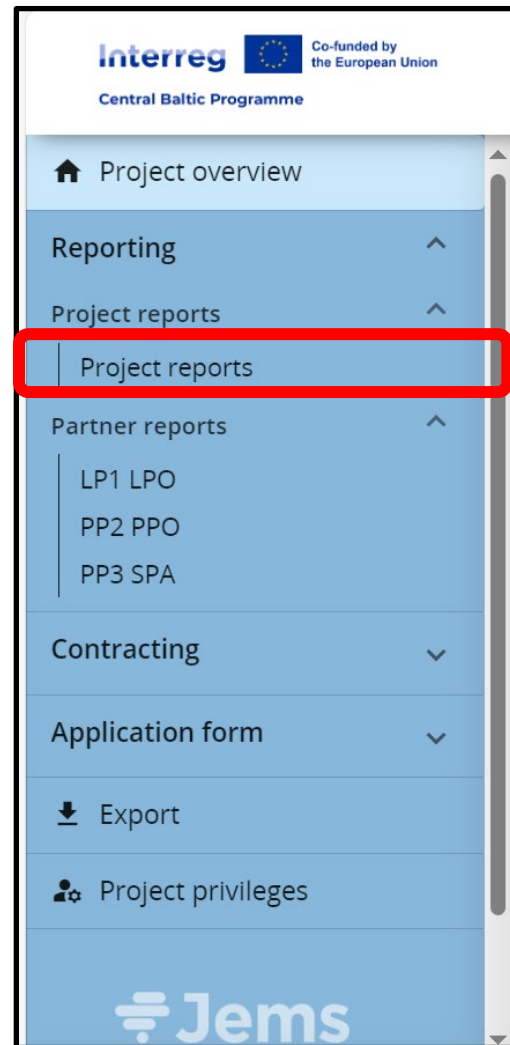
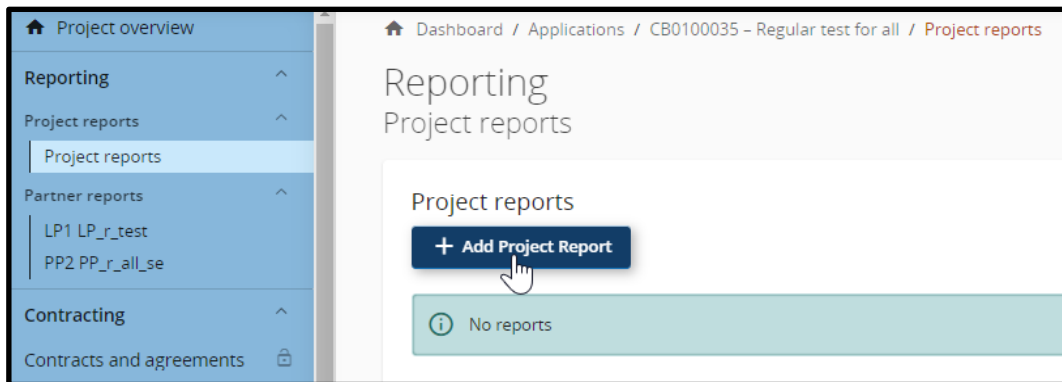
- Information about the work progress **according to the work packages defined in the application form.**
- A short summary of activities under the selected work package.
- **The progress of each implemented activity and the evidence document to deliverables and outputs.**
- Recommended documentation format for the evidence is pdf format. A zip file can be used.



The screenshot displays a web application interface with a navigation bar at the top. The navigation bar includes a back arrow, a 'Report identification' tab, a 'Work plan progress' tab (which is currently selected and underlined), a 'Public procurements' tab, a 'List of expenditures' tab, and a partially visible 'Cont...' tab. Below the navigation bar, the main content area is titled 'A.5 Work plan progress'. Under this title, there are two dropdown menus. The first dropdown menu is labeled 'Work package 1' and has a downward arrow on its right side. The second dropdown menu is labeled 'Work package 2' and also has a downward arrow on its right side.

Project Report

- The lead partner prepares and submits the project report **based on the partner reports** that have been certified by the National Controller
- Provides an overview of the project **as a whole**
- The content and the attachments are not automatically transferred from partner reports



Report identification

Highlights of main achievements

Please describe project progress up to now including specific objectives reached and main outputs delivered by highlighting also the added-value of the cooperation. The summary should highlight main achievements, be interesting and understandable for non-specialists.

Partner problems and deviations

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solution found.

If applicable, please any deviations in the spending profile compared to the amounts indicated in the application form.

Work plan progress / Project report



Progress - the overall progress of the work package and the partners' involvement and contribution to the overall progress.



Project specific objective and communication objective - the progress of specific work package towards the objectives. Select also progress status (not achieved, partly achieved, fully achieved).



Investments - If the project includes investments, the progress of investments in the reporting period.

Work plan progress / Project report

Activities

- **Progress** made in each activity and deliverable.
- Select **progress status**.
- **The evidence document** to activities and deliverables.
Recommended documentation format is pdf format.
A zip file can be used.

Activities

Please indicate progress made in each activity and deliverable.

A 1.1 Drafting and compilation of training materials

Activity title
Drafting and compilation of training materials

Start period
Period 1, month 1 - 6

End period
Period 1, month 1 - 6

Describe how you contributed to the progress made in this activity

Fully achieved

Partly achieved

Not achieved

Attachment: 

D 1.1.1 Drafting and compilation of training materials

Deliverable title
Training package

Delivery period
Period 1, month 1 - 6

Achieved in this reporting period
0,00

Cumulative value
0,00

Progress in this report

Attachment: 

Work plan progress / Project report

There are no numerical values set for the deliverables in the application form. Thus, numerical values related to the progress made in deliverables **should be left empty.**

D 1.1.1 Drafting and compilation of training materials

Deliverable title

Training package

Delivery period

Period 1, month 1 - 6

Achieved in this reporting period

0,00

Cumulative value

0,00

Progress in this report

Attachment: 

Attachments and Report Annexes / Activity Reporting

Lead partner must indicate the amount of applied ERDF in the Confirmation Letter. ERDF amount can be found from *Financial overview* section (figure 35).

Report Annexes

- Signed [Confirmation letter to Project report](#) for each Project report

Other sections

- Deliverables relevant for the period

Project report PR.1

< Project results & Horizontal prin... List of partner certificates Project report annexes Financial overview Report e

Financial overview

This values displayed below consist of certified amounts & fast track lump sums (if applicable) in Euro only.

Project expenditure - summary (in Euro)

	Project total eligible budget	Previously reported 	Current report	Total reported so far	% of total
ERDF	190.914,40	10.840,00	13.097,11	23.937,11	12,54 %
Partner contribution 	47.728,60	2.710,00	3.274,29	5.984,29	12,54 %
↳ of which Public contribution	41.244,00	2.000,00	3.240,61	5.240,61	12,71 %



Reporting tips

- **Save** changes regularly, especially before switching sections or logging out.
- **Follow the application form** in Jems during implementation and reporting.
- **Text fields** have a character limit, shown next to each box. **Be precise:** use only as many characters as needed to provide clear and concise information.
- Reporting in Jems is done in **English**. Annexes to the report may also be in national languages if English versions are not available.
- Regular reporting allows projects to **monitor their implementation and progress**. It also serves as a tool for the Joint Secretariat/Managing Authority to assess how well the project is meeting its targets.



Reporting tips

- Provide **concise, clear, and understandable** information about implemented activities and main achievements;
- **Avoid specific terminology and abbreviations**
- Provide information about challenges and deviations in project implementation. This helps tailor the support and prevent future issues.
- **Closely follow and refer to the project work plan, activity plan in work packages;**
- Remember to **attach relevant evidence documents;**
- **Limit information to the requested period;**
- **Start preparing the report well in advance. Do a final check before submission.**

Additional key points



Check all the required
parts of the report
before submitting.



Double check.



Once the report has
been submitted, no
additional information
can be added.

Project Implementation Webinar

Eligibility and financial reporting

Pille Laaksonen | 9.9.2026 | Online

Eligibility and financial reporting



Reporting procedure



Reporting simplified cost options



Reporting real costs



General rules

1. Reporting procedure

Reporting



No advance payments



Costs paid by project partners, ERDF share reimbursed after report is approved



Reporting takes place in **Jems**



Lead partner gives project partners **rights for reporting** in Jems

Reporting timeline

Project partners incl. lead partners submit Partner Reports

15 days after the end of reporting period



National controllers check and certify the costs

3 months after the report is submitted



Lead partner compiles and submits the Project Report

4 months after the end of reporting period



Joint Secretariat assesses the report

80 days after the project report is submitted



Managing Authority makes the payment to Lead Partner

List of expenditure

Partner report R.1
LP1 LP_r_test

Status  Draft

< Report identification Work plan progress Public procurements List of expenditures Contrib

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The m for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

[+ add expenditure](#)

[✕ Discard changes](#) [💾 Save changes](#)

- Expenditure can be filled in at any time when the report is in the 'draft' status

Adding expenditure

Status  Draft

< Report identification Work plan progress Public procurements List of expenditures Cont

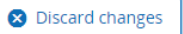
List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

ID	 Unit costs and Lump sums	Cost category	Investment no.	Procurement
R4?	☐ N/A	* Please select a c...	N/A	N/A



 + add expenditure

 Discard changes  Save changes

Each expenditure is added separately by clicking 'add expenditure'

Currency for reporting

Finnish, including Åland,
Estonian and Latvian partners
report all costs in EUR

Swedish partners report:

- Staff hourly rate unit cost and real costs in SEK
- Face-to-face event unit cost and Project management equipment unit cost in EUR

Eligibility basics

Follow the principles
of sound financial
management

Follow the
communication
requirements
(official brand)

All costs must be free
from partiality and
conflict of interest

No double financing

Requirements for
documentation,
tendering or any
other relevant rules
apply for all partners

2. Reporting simplified cost options

Simplified cost options



The Simplified Cost Options are reported based on pre-defined calculation methods



Must be reported in the period when the activity financed by SCO was implemented



Costs covered by a Simplified Cost Option cannot be reported under any other cost categories as real costs

Staff costs

- Reported based on pre-defined hourly rate
- Hourly rate includes salary payments and other costs directly linked to salary payments and paid by the employer
- Staff cost for each staff member must be reported as one item in the List of expenditure
- Documents must be attached for **each project employee**:
 - **Employment document(s)** which show(s) that **1)** the person is employed by the partner (lead partner) organisation and **2)** is working for the project.
 - **Report of hours** and employment confirmation

Staff costs



The 'Report of hours and Employment Confirmation' must be filled in and signed for each staff member for the full reporting period (6 months)



Only hours actually worked on project tasks are reported



Maximum 1 720 hours per calendar year/860 hours per reporting period can be reported per full time employee



Pro-rata of 860 hours calculated for employees working part-time

Staff costs

REPORT OF HOURS AND EMPLOYMENT CONFIRMATION

Version 3.2 of 8th September 2025

Technical instructions

1. Please only use ADOBE READER 10.0 or higher to fill in the form. When using other readers the form is not working properly.

The latest version can be downloaded e.g. at <http://get.adobe.com/reader/>

2. Please ensure that JavaScript is enabled (check main menu > Edit > Preferences > JavaScript).

- Use the latest version of the [template](#)

Staff costs

Status  Draft

< Report identification Work plan progress Public procurements List of expenditures

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

ID		Unit costs and Lump sums	Cost category	Investment no.	Procurement
R4.7	☐	N/A	C... ▾	N/A ▾	N/A

+ add expenditure

Unit Costs

Staff hourly rate (Finland and Åland)

- Choose 'Staff hourly rate' from the drop-down menu
- User with Sensitive data rights (Project privileges) can mark the expenditure as sensitive data

Staff costs

Status  Draft[Report identification](#) [Work plan progress](#) [Public procurements](#) [List of expenditures](#) [Contributions](#) [Report annexes](#) [Report export](#) [Financial overview](#)

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner Report is first submitted for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

ID	Document	Description	Comment	Number of Units	Price per unit	Total invoice value	VAT	Declared amount
R1.?	☐	 Project manager	May - October 2023	200,00	36,00			7.200,00

[+ add expenditure](#)[✕ Discard changes](#)[💾 Save changes](#)

Staff position

Period of
reported costsNumber of hours from
Report of hours

Staff costs

4. SUMMARY OF DATA FOR THE PARTNER REPORT IN JEMS:

First name	Last name	Position		Workload (incl. tasks and contracts outside the project)		No. of months for which staff costs are reported	Maximum hours	Figure to be entered in Jems	No. of hours worked in total (all contracts)
				Working time/ week (hours)	Share of full-load (%) (full-time employee = 100%)				
Jane	Tester	Project Manager		20	50.00 %	2	143.33	143.33	344.00

The reported hours worked on the project exceeded the maximum no. of hours. Therefore, the value for JEMS has been reduced accordingly.

Number of hours from 'Report of hours' to be filled into the partner report

Staff costs

an progress

Public procurements

List of expenditures

Contributions

Report annexes

Report export

Finan

from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Par
JR, your expenditure shall be reported in EUR only.

e	Number of Units	Price per unit	VAT	Declared amount	Currency	Conversion rate	Declared amount in EUR ⓘ	Attachments
	200,00	501,00	0,00	100.200,00	SEK ▼	11.841	8.462,12	⬆

- Attach the signed 'Report of hours and Employment Confirmation' to 'attachments' in 'List of expenditure'
- Swedish project partners: in column 'Currency' choose SEK

Staff costs

Status  Draft

< Identification Work plan progress Public procurements List of expenditures Contributions **Report annexes**

Report annexes

 Sensitive data is hidden to non-privileged users

▼ Partner report R.1

Work plan progress

List of expenditures

Public procurements

Contributions

File name	Location	Upload date ↓	User
Contract_Project_Man...	Partner Report	20/09/2023 14:31	pille.laaksonen@

 Upload file

Attach to the 'Report annexes' when the staff cost is reported for the first time and whenever there have been changes to the documents:

- Employment document(s) which show(s) that 1) the person is employed by the partner (lead partner) organisation and 2) is working for the project.

Flat rates

- 1) Office and administration (15% of reported staff costs)
 - 2) Travel and accommodation (15% of reported staff costs)
- Flat rates are added automatically for both cost categories
 - Costs included in flat rates cannot be reported as real costs:
check which costs are included in the cost categories!

Management equipment unit cost

Status  Draft

< Identification Work plan progress Public procurements List of expenditures Contributions Re

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The month for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

ID	 ment	Description 	Comment 	Number of Units
R1.1	☐ 	Project manager	May - October 2023	200,00
R1.2	☐ 	Teaching expert	May - October 2023	100,00
R1.3	☐ 	N/A	May - October 2023	300,00

[+ add expenditure](#)

- Must be filled in always when staff costs are reported
- Fill in one expenditure item for all reported staff hours

Face-to-face event unit cost

Status  Draft

[Identification](#) [Work plan progress](#) [Public procurements](#) [List of expenditures](#) [Contributions](#) [Report annexes](#)

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

ID		Unit costs and Lump sums	Cost category	Investment no.	Procurement	Internal reference no.	Invoice
R1.1	☐	Staff hourly rate (Finl ▼)	Staff costs	N/A	N/A		
R1.2	☐	Staff hourly rate (Finl ▼)	Staff costs	N/A	N/A		
R1.3	☐	Project management ▼	Equipment	N/A	N/A		
R1.2	☐	N/A	C... ▼	N/A ▼	N/A ▼		

+ add expenditure

Unit Costs

- Staff hourly rate (Finland and Åland)
- Face-to-face events unit cost for Finland...

Face-to-face event unit cost

Status 🔄 Draft

[Notification](#)
[Work plan progress](#)
[Public procurements](#)
[List of expenditures](#)
[Contributions](#)
[Report annexes](#)
[Report export](#)
[Financial overview](#)
[Submit](#)

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner Report is first submitted for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

ID	Item	Description	Comment	Number of Units	Price per unit	Total invoice value	VAT	Declared amount	
R1.1	☐	 Project manager	May - October 2023	200,00	36,00	0,00	0,00	7.200,00	
R1.2	☐	 Teaching expert	May - October 2023	100,00	36,00	0,00	0,00	3.600,00	
R1.3	☐	 N/A	May - October 2023	300,00	0,23	0,00	0,00	69,00	
R1.4	☐	 1st training session	8-9.08.2023	20,00	81,00	0,00	0,00	1.620,00	

[+ add expenditure](#)

Name of the event

Dates of the event

Number of participants (10) x
number of event days (2) = 20

Face-to-face event unit cost

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner Report is first submitted for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

ID			Number of Units	Price per unit	Total invoice value	VAT	Declared amount	Currency	Conversion rate	Declared amount in EUR 	Attachments 
R1.1	☐		200,00	36,00	0,00	0,00	7.200,00	EUR	1	7.200,00	  Contract...  
R1.2	☐		100,00	36,00	0,00	0,00	3.600,00	EUR	1	3.600,00	  Contract...  
R1.3	☐		300,00	0,23	0,00	0,00	69,00	EUR	1	69,00	
R1.4	☐		20,00	81,00	0,00	0,00	1.620,00	EUR	1	1.620,00	  1st_trai...  

- Attach a signed participation list for each event day + agenda
- Only one attachment per expenditure is allowed, combine the documents in one pdf or zip file

Face-to-face event unit cost covers:

- Catering - all meal costs related to the event like coffee, lunch, dinner, snacks
- Room rent
- Regular conference room equipment - equipment items which are normally available in an event room like tables and chairs, laptop for presenter, microphones, screen(s), projector, camera for video conference, internet connection.

Costs included in the unit cost cannot be reported as real cost!

3. Reporting real costs

Real costs



Must be visible in the partner bookkeeping on a separate project account

Attach book-keeping list/general ledger to 'Report annexes'



Must be reported in the reporting period when the cost incurred and was paid out



All real costs are subject to public procurement requirements



Costs covered by Simplified Cost Options cannot be reported under any other cost categories as real costs

External expertise and service real cost

Any eligible real costs

- related the **purchase of a service**,
- with no or minor physical items included in the acquisition compared to the services value,

belong fully to the **external expertise and services cost category**, no matter how they were initially planned in the projects' application form and budget.

External expertise and service real costs

< Report identification Work plan progress Public procurements **List of expenditures** Contributions Report annexes Report export Financial

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner F for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

ID		Unit costs and Lump sums	Cost category	Investment no.	Procurement	Internal reference no.	Invoice no.	Invoice date	Date of payment
R1.1	☐	Staff hourly rate (Finl ▼)	Staff costs	N/A	N/A				
R1.2	☐	Staff hourly rate (Finl ▼)	Staff costs	N/A	N/A				
R1.3	☐	Project management ▼	Equipment	N/A	N/A				
R1.4	☐	Face-to-face events t ▼	External expertise ...	N/A	N/A				
R1.?	☐	N/A ▼	External expertise ... ▼	N/A ▼	Experts for ... ▼			1/8/2023 	10/8/2023 

Drop-down menu (points to 'External expertise ...' in R1.?)
 Name from Public procurements section (points to 'Experts for ...' in R1.?)

- Make sure that 'Invoice date' and 'Date of payment' are filled in

External expertise and service real costs

ID	Description	Comment	Number of Units	Price per unit	Total invoice value	VAT	Declared amount	Current
R1.1	☐ Project manager	May - October 2023	200,00	36,00	0,00	0,00	7.200,00	EUR
R1.2	☐ Teaching expert	May - October 2023	100,00	36,00	0,00	0,00	3.600,00	EUR
R1.3	☐ N/A	May - October 2023	300,00	0,23	0,00	0,00	69,00	EUR
R1.4	☐ 1st training session	8-9.08.2023	20,00	81,00	0,00	0,00	1.620,00	EUR
R1.5	☐ Training Company	Training, August 2023, Helsinki			2.000,00	200,00	2.000,00	EUR

Service provider

What was purchased, when, to whom, where and/or how it relates to project activities

Amount reported

- Attach evidence documents as PDF or ZIP file

Equipment real cost

Only real costs for equipment which are **identified in the Application Form** or approved by the JS contact person before purchasing are eligible

Equipment items can be purchased, rented or leased. Depreciation of equipment is not eligible.

The full cost is eligible for purchasing investment type equipment items, which will remain in use by the partners and/or target groups after completion of the project.

All costs are subject to public procurement procedures

Equipment real cost

Any eligible real costs

- related the purchase of **physical items, supplies and materials**,
- with no or minor services included in their acquisition compared to the physical item value,

belong fully to the **equipment cost category**, no matter how they were initially planned in the projects' application form and budget.

Reporting of IT costs including hardware, software, tools subscriptions, and supporting infrastructure

Office & administration flat rate	Project management equipment unit rate	Real costs under Equipment cost category
What is covered? Central and general IT systems costs of an organisation Concrete examples - Partner's organisation's IT staff and maintenance activities ensuring employees' general session, accounts and accesses to the partner's organisations systems - Nothing more!	What is covered? Basic IT equipment package needed by each employee working in the partner's organisation to carry his/her tasks and supporting project general management and functioning Concrete examples (list is not exhaustive) - Adobe, Lyyti, Zoom, Dropbox, etc. - Microsoft Copilot / office software / licences (or similar) - ChatGPT, Canva and Lovable used by the project staff for tasks supporting project general management and functioning - Standard analytical surveys / tools for the partners internal use to organise projects activities or events, or to collect feedback on project activities or events - ... Additional precisions - Basic IT hardware and IT software used for project-related activities directly needed for the project and not yet or not sufficiently available in the partner's organisation - Includes licence fees of software, maintenance and repair of IT hardware, video-conferencing tools, project management and communication software, subscriptions, web domain costs, databases, external servers and analytical tools that are used for the project to be launched, kept running and closed, and that are not directly related to projects deliverables	What is covered? Specific tools or equipment directly used for the building, preparation, delivery or maintenance of project deliverables Concrete examples - Equipment in use by project staff for testing and piloting project deliverables - <u>Particular and non-standard</u> software or tools subscriptions needed to create, modify, deliver or maintain material or content for target groups defined as deliverables in the AF - Specific tools and subscriptions paid by the project and used by the target group during project activities - <u>Particular and non-standard</u> communication and marketing tools subscriptions supporting non-routine tasks (e.g. Mailchimp) Additional precisions - Must be planned in the AF - OK if initially planned as part of a general external service but to be reported under the Equipment cost category to be eligible - If not planned anywhere in the AF - must be approved before the purchase is done by JS contact person - If reported as part of a global invoice including other IT services, the whole invoice is to be reported under the External expertise and services cost category - no splitting of the invoice

Equipment real cost

ID		Unit costs and Lump sums	Cost category	Investment no.	Procurement	Internal reference no.	Invoice no.	Invoice date	Date of payment
R1.1	☐	Staff hourly rate (Finl) ▾	Staff costs	N/A	N/A				
R1.2	☐	Staff hourly rate (Finl) ▾	Staff costs	N/A	N/A				
R1.3	☐	Project management ▾	Equipment	N/A	N/A				
R1.4	☐	Face-to-face events ▾	External expertise ...	N/A	N/A				
R1.5	☐	N/A ▾	External expertise ... ▾	N/A ▾	Experts for ... ▾	333	33	1/8/2023 	10/8/2023 
R1.6	☐	N/A ▾	Equipment ▾	I1.1 ▾	Big contract ▾	222	22	10/7/2023 	20/7/2023 

Drop-down menu: investments from application form

Name from public procurement section

- Make sure that invoice and payment date are filled in

Equipment real cost

ID		Description 	Comment 	Number of Units	Price per unit	Total invoice value	VAT	Declared amount	Currency
R1.1	☐	Project manager	May - October 2023	200,00	36,00	0,00	0,00	7.200,00	EUR
R1.2	☐	Teaching expert	May - October 2023	100,00	36,00	0,00	0,00	3.600,00	EUR
R1.3	☐	N/A	May - October 2023	300,00	0,23	0,00	0,00	69,00	EUR
R1.4	☐	1st training session	8-9.08.2023	20,00	81,00	0,00	0,00	1.620,00	EUR
R1.5	☐	Training Company	Training, August 2023, Helsinki			2.000,00	200,00	2.000,00	EUR
R1.6	☐	SellerSeller	Laboratory equipment			10.000,00	2.000,00	10.000,00	EUR

Name of equipment item
according to the budget

Amount reported

- Attach evidence documents as PDF or ZIP file

Public procurement



For costs estimated to exceed 10 000 EUR (excluding VAT) a price comparison must be made and documented. If national public procurement level applies with lower limits, those must be followed.



In case Simplified Cost Options cover procured costs, the procurement documents will not be checked as part of the check of the SCO. Still, the **public procurement rules must be followed**.

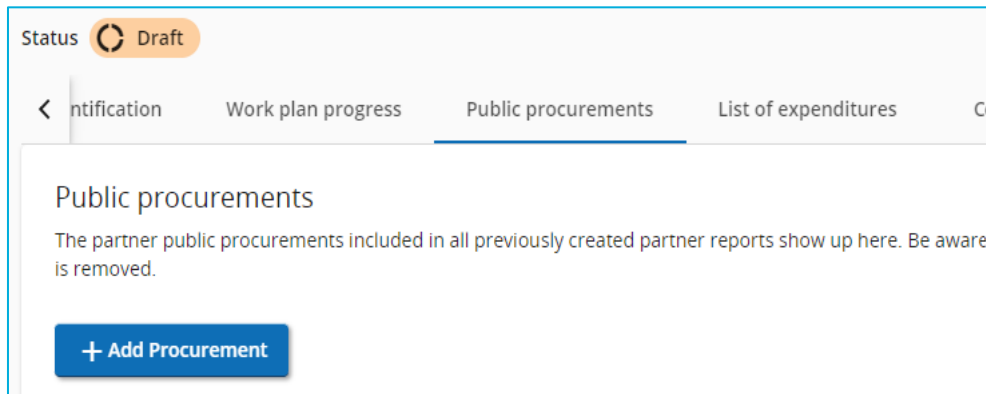


Public procurements should always be done according to national rules or following EU rules, depending on the thresholds.

Existing framework contracts can be used.

Tendering/public procurement requirements apply to all partners!

Public procurement



The screenshot shows a web interface for the Jems system. At the top, there is a 'Status' section with a circular arrow icon and the word 'Draft'. Below this is a horizontal navigation bar with five tabs: '< Identification', 'Work plan progress', 'Public procurements' (which is the active tab, indicated by a blue underline), 'List of expenditures', and 'C'. The main content area under the 'Public procurements' tab has the heading 'Public procurements' followed by the text: 'The partner public procurements included in all previously created partner reports show up here. Be aware is removed.' At the bottom of this section is a blue button with a white plus sign and the text '+ Add Procurement'.

- All procurements to which the Programme, national and EU level thresholds apply must be added in 'Public Procurements' section in the Jems
- Add procurements before reporting the related cost

Public procurement

Add Procurement

Created in

R.1

The contract name defined here can then be selected in the list of expenditures to link expenditure items to this contract.

* Procurement

Experts for training

Reference No.

121212

Contract Date (DD/MM/YYYY)

1/7/2023



Contract Type

Service contract

Contract Amount

30.000,00

* Please select a currency

EUR

Supplier Name

Training company

Make sure that all fields are properly filled in, the reference to the procurement will be used throughout the project lifetime!

Beneficial owner(s)

Beneficial owner(s) of the contractor

 No beneficial owners

×

+ Add beneficial owner

Subcontract(s)

 No subcontractors

×

+ Add subcontractor

- For any procurements above EU-thresholds that are reported as real costs, fill in the section **Beneficial owner(s)** of the contractor. For any sub-contractor above 50 000 euro, fill in section Subcontractor(s).

4. General rules

Value Added Tax (VAT)

- VAT is an eligible cost for all partners, despite the partner VAT status.
- *The **exception** is project partners to whom the funding is granted as State Aid under the General Block Exemption Regulation (GBER) Article 20:*
 - *If the partner cannot recover VAT, then it is part of the eligible cost*
 - *If the VAT can be recovered by the partner, the VAT is not an eligible cost*

Flexibility rule



Projects are allowed to overspend by a maximum of 20% or 40 000 euro (whichever is higher) of the individual cost categories at **project level**.



Using flexibility rule must be agreed with the lead partner in advance



The project or partner total budget may never be exceeded

Communication rules

The project logo or Central Baltic Programme logo must be displayed correctly

Plaque or billboard, when required

In case the communication rules are not respected and the situation cannot be corrected, a correction will be made

Audit trail



All documents must be kept in a safe and orderly manner for 5 years after the closure of the project, 10 years in case of state aid (GBER Art. 20) or investments.



The lead partner and other project partners must ensure that all accounting documentation related to the project real costs is filed separately and have a clearly distinguishable book-keeping code.

Second level audit and financial corrections



Second level audit - Audit Authority and group of auditors, European Commission, other controls



If a cost is found ineligible at any time during or after the project duration, a correction will be made.



If the basis cost of a flat rate (staff cost) is found ineligible, it will also affect the flat rates.



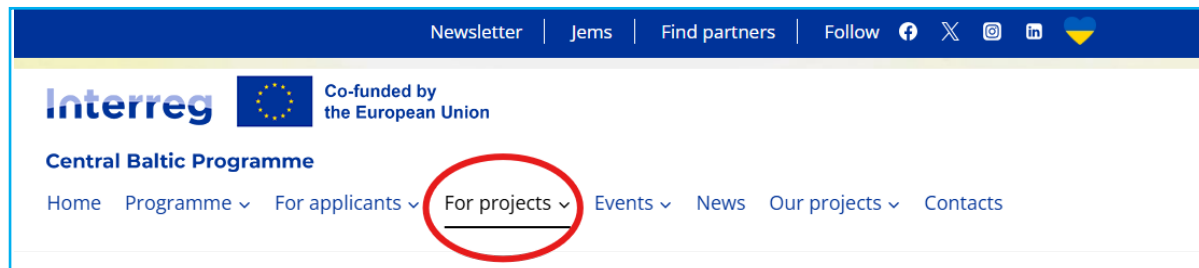
A project with investments may have to repay the ERDF contribution if the productive activity ceases or is relocated outside the programme area

National controllers

- Estonia: The State Shared Service Centre (Riigi Tugiteenuste Keskus - RTK)
- Finland: Uusimaa Regional Council (Uudenmaan Liitto)
- Latvia: Ministry of Smart Administration and Regional Development (VARAM)
- Sweden: The Swedish Agency for Economic and Regional Growth (Tillväxtverket)
- Åland: The Government of Åland, Department of Trade and Industry (Landskapsregering)
- <https://centralbaltic.eu/for-projects/national-controllers/>

Main information sources

- www.centralbaltic.eu



- Programme Manual
- Guide for Project Implementation
- Templates and supporting documents
- FAQs: Frequently Asked Questions - Project Implementation & Reporting

Always refer to the last version of the documents on www.centralbaltic.eu

Project Implementation Webinar

Project modifications

Tiina Keinänen | 9.9.2026 | Online

Types of project modifications

- 
- Minor changes
 - Flexibility rule
 - Formal project modifications

Always!



Plan in advance



Read the Programme Manual



Read the Guide for Project Implementation



Contact the lead partner / JS contact person

Minor changes (1)

- Minor adjustments like
 - change of timetable for activities or deliverables
 - place of meetings (remember face-to-face event Simplified Unit Cost requirements)
- *communicated as deviations in Partner Report and Project Report*



Minor changes (2)

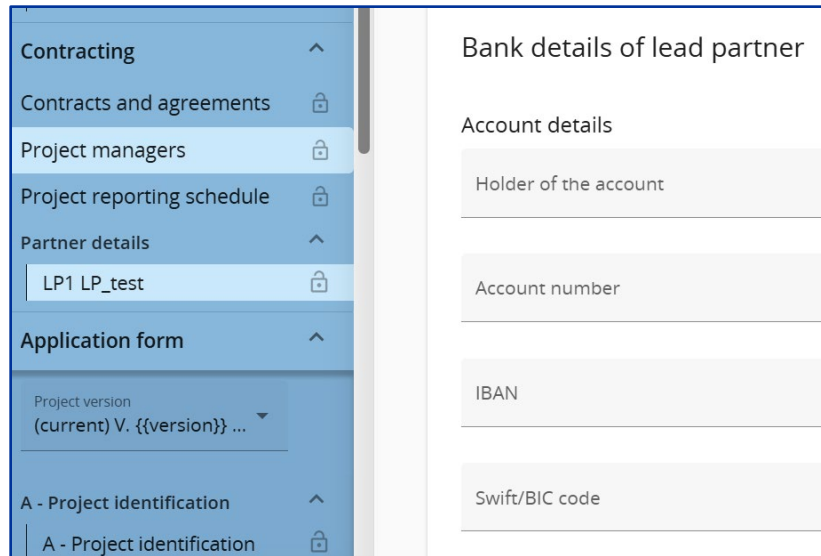
- **Technical modifications like**

- bank data change, lead partner project manager

➤ *updated in Jems by the lead partner*

- change of the partner's name, legal status, change of hosting organization etc.

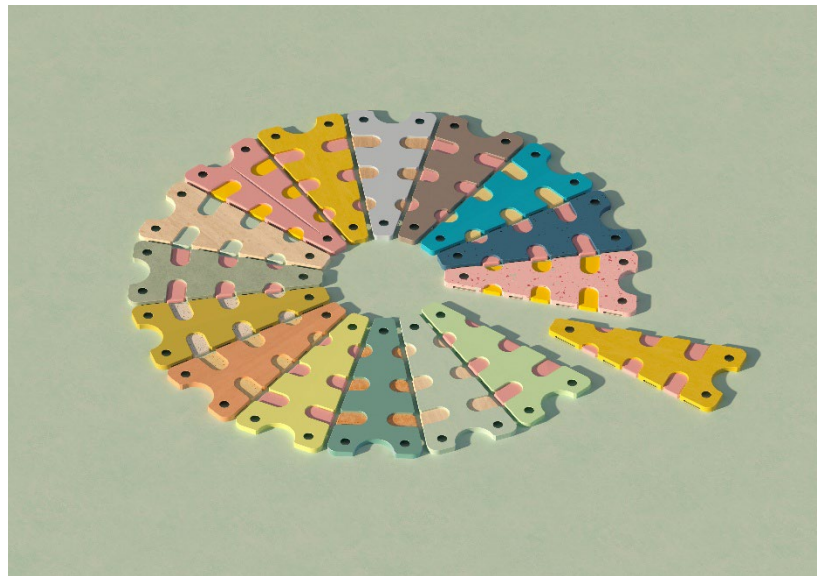
➤ *lead partner informs JS contact person*



The screenshot displays the 'Bank details of lead partner' form in the Jems system. The left sidebar contains a navigation menu with the following items: 'Contracting' (expanded), 'Contracts and agreements', 'Project managers', 'Project reporting schedule', 'Partner details' (expanded), 'LP1 LP_test', 'Application form', 'Project version' (with a dropdown menu showing '(current) V. {{version}} ...'), 'A - Project identification' (expanded), and 'A - Project identification'. The main content area shows the 'Bank details of lead partner' form with the following sections: 'Account details' (containing 'Holder of the account'), 'Account number', 'IBAN', and 'Swift/BIC code'.

Minor changes (3)

- **Small adjustment or technical corrections** related to the budget or activity plan
 - such as adding new activities or equipment items
 - *lead partner communicates with the JS contact person beforehand*
 - *JS contact person approval before the purchase is done and activity takes place*



Flexibility rule (1)

- Individual cost categories can be exceeded by **max. 20% or 40 000 euro at project level** (whichever is higher)
- Always **agree beforehand** with the lead partner
- Lead partner has the responsibility to follow the use of flexibility rule at project level
 - Cuts if the flexibility rule is exceeded
- Rule concerns both small and regular projects

Flexibility rule - restrictions (2)

- The total budget cannot be exceeded
 - Applies for both project and partner budget
- Changes related to equipment items must be approved by the JS contact person before applying them
- Unforeseen activities which are not planned in the project work plan of the approved application must be approved by the JS contact person before applying them (*see small adjustment*)
- New cost items added in the framework of the flexibility rule must always serve the implementation of the approved work plan

Flexibility rule – Simplified Cost Options (3)

- Predefined calculation methods of Simplified Cost Options (SCOs) cannot be changed
- Due to the large number of Simplified Cost Options the real flexibility between cost categories is rather limited
 - Changes in the amount of Staff cost impact on Office and administration and Travel and accommodation cost categories as well as management equipment
- Unit number of face-to-face event cost can be increased/decreased without JS contact person consultation when it follows other flexibility rules

Allowed

Flexibility rule examples (1)

- Partner wants to add a new staff position
 - if his/her tasks are already planned in the approved Application Form
 - Staff cost budget category will exceed because of the new position
 - OK, if flexibility rule limits are respected between the budget lines

Staff costs

Programme Unit costs	Staff function	Comments	Unit type	No. of units	Price per unit	Total
Staff hourly rate ... ▾	Hourly rate for staff costs	Project manager	Hourly rate	2.500,00	29,00	72.500,00
Staff hourly rate ... ▾	Hourly rate for staff costs	Content expert	Hourly rate	2.000,00	29,00	58.000,00
Staff hourly rate ... ▾	Hourly rate for staff costs	Communication manager	Hourly rate	1.500,00	29,00	43.500,00
+						174.000,00

Allowed

Flexibility rule examples (2)

- Partner wants to have more face-to-face events than planned and less cost is needed for external expert services
 - OK, if flexibility rule limits are respected between the budget lines
 - budget changes between the cost items within the cost categories are not followed

External expertise and services

Programme Unit costs	Description	Award procedures	Unit type	No. of units	Price per unit	Total
Face-to-face eve... ▼	Face-to-face events organis...		Per participant per day	50,00	55,00	2.750,00
Face-to-face eve... ▼	Face-to-face events organis...		Per participant per day	250,00	55,00	13.750,00
N/A ▼	Expert for XXX developme...		training service	2,00	11.000,00	22.000,00
+						38.500,00

Not
allowed

Flexibility rule examples (3)

- Budget includes face-to-face events only in Estonia, but partner wants to organise an event in Sweden
 - NOT OK, as SCO units cannot be changed
 - Technical budget modification must be done

External expertise and services

Programme Unit costs	Description	Award procedures	Unit type	No. of units	Price per unit	Total
Face-to-face eve... ▾	Face-to-face events organis...	...	Per participant per day	50,00	55,00	2.750,00
Face-to-face eve... ▾	Face-to-face events organis...	...	Per participant per day	250,00	55,00	13.750,00
N/A ▾	Expert for XXX developme...	...	training service	2,00	11.000,00	22.000,00
+						38.500,00

Not
allowed

Flexibility rule examples (4)

- Partner wants to purchase a new equipment which is not planned in the budget
 - Adding new equipment will not exceed flexibility rule limits
 - NOT OK, as all new equipment must be always approved by the JS contact person beforehand

Equipment

Programme Unit costs	Description	Award procedures	Unit type	No. of units	Price per unit	Total
N/A	Equipment XXX		xxx	1,00	5.000,00	5.000,00
+						5.000,00

Flexibility rule

- Always keep in mind the approved work plan
- If you are unsure, contact your lead partner or JS contact person



Formal project modifications (1)

- Any modifications beyond the scope of the flexibility rule and minor changes
- Duration of the project
- Monitoring Committee decision is needed if
 - Increasing ERDF co-financing rate or amount
 - More than two partners withdraw or/and replaced

Formal project modifications (2)

- Two formal project modification are allowed during project implementation
- The last modification request must be submitted six months before the end date of the project
- Project Steering Group must approve the project modification before it is submitted for the Joint Secretariat

Formal project modifications (3)

- Changes based on flexibility rule and minor changes must be updated to Application Form when the formal project modification is done
- Project modifications are in force from the date of the decision by the Managing Authority or the Monitoring Committee
- No costs can be incurred before the decision has been made

Formal project modification procedure



[Project modification template](#)

Remember!

- Plan in advance
- Include whole partnership to discuss about the modification needs
- Include as many changes as possible in one formal project modification
- Be in contact with your JS contact person early enough



Project Implementation Webinar

Project closure and duties after the project end

Miranda Sundholm | 9.9.2026 | Online

Content

- 
- Sustainability of project
 - Project closure and closure period
 - Final report
 - Duties after the project

Sustainability of projects

- Making lasting results and impact together
- Focus on results from the very beginning



TARGET GROUPS'
INVOLVEMENT



USE OF OUTPUTS/
DELIVERABLES



MAINTENANCE OF
OUTPUTS/
DELIVERABLES



DISSEMINATION
AND
COMMUNICATION

Project closure and closure period



Closure period

The closure period is the last month before the project end date.



All content activities completed before the closure period

Only project staff costs and linked flat rates for the Lead Partner, no other costs.

All partners can still receive and pay invoices from earlier before the end date of the project.



Financial and administrative closure

All costs must be incurred and paid out before the project end date



Plan in advance

Final report 1 / 2



Lead partner fills in [the Word template](#) in collaboration with the whole partnership and submits it by e-mail to JS contact person



Approval by the project Steering Group

Steering Group approval must be documented and submitted together with the Final report



Content questions only; no costs are included

The Final Report

CBxx 'Project name'

Date: Click or tap to enter a date.

1. Project story

Please describe the project's final achievements in a "Project Story" format. Ensure the story is engaging and understandable for non-specialists, as it may be used for publications.

Remember, you are expected to publish the "Achieved result(s)" on your project webspace and may use this text. Additionally, this story will be included in the KEEP.EU database, which aggregates data on European projects and beneficiaries.

Questions	Your project story
Context and problem: - What were the regional and sectoral challenges? - What specific problem was addressed?	Click or tap here to enter text.
Idea and solution - What was the core project idea? - What was the solution developed and implemented?	Click or tap here to enter text.
Implementation and impact - Why was cooperation among partners crucial? - What impact was achieved in targeted regions and sectors? - What was the benefit for target	Click or tap here to enter text.

Final report 2/2



Prepared in cooperation with the whole partnership



Collecting the results, achievements and conclusions



Submitted during the project closure period



In Jems: No final report, only regular progress report after the last reporting period

Survey after the project end



Project management and administration



Feedback for the
Programme

To be answered both by the lead
partner and project partners
JS contact person sends the link

Duties after the project end



All project outcomes should be publicly available

Update your project webspace by filling in the main outcomes and achievements.

Plan well ahead how the project outcomes will be maintained and kept alive.



All project documents (audit trail) should be kept available 5 years after the official project closure by the Managing Authority (or 10 years in case of State Aid GBER art 20 and investments)

"Location of documents" section in Jems to be filled in

Remember also national rules



Audits possible also after the project closure

Result indicator reporting



Result indicator achievement
to be reported 1 year after
the project end date

[Output and result indicator template](#) for
Programme Objectives 1, 2 and 7.

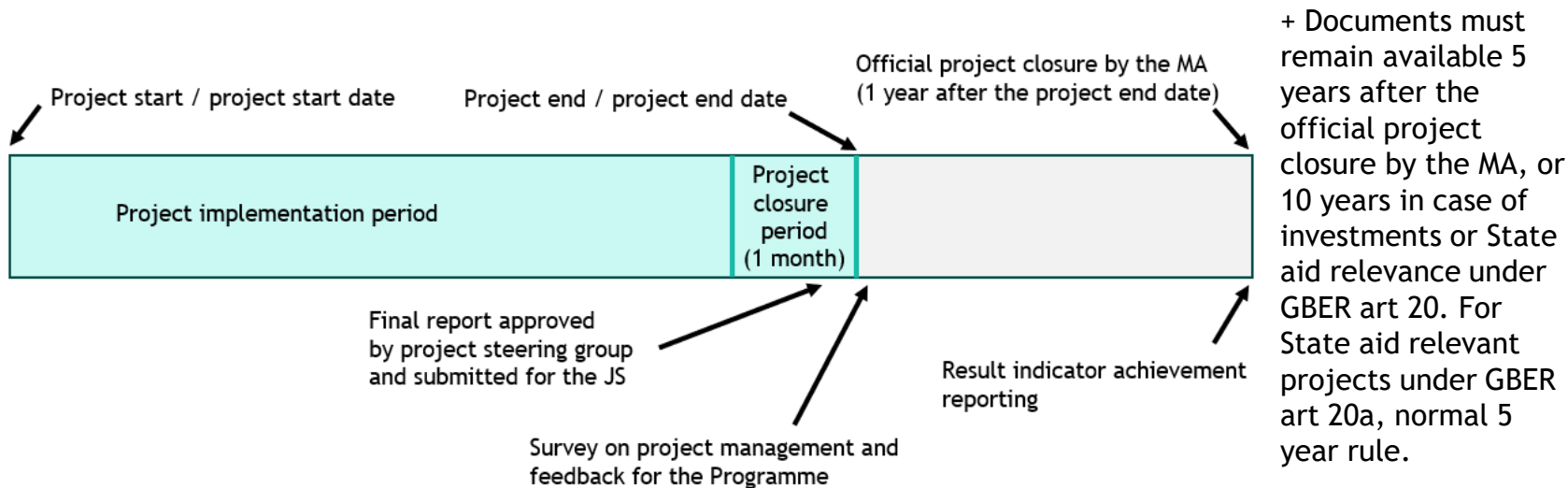
Separate questionnaire for Programme
Objectives 3, 4 and 5.

Not applicable for Programme Objective 6.



Survey about durability of achievements and follow-up
activities for all projects

Project timeline and duties



Interreg



Co-funded by
the European Union

www.centralbaltic.eu



Central Baltic Programme

A wide-angle photograph of a beach with many smooth, dark grey stones in the foreground. The sea is a vibrant blue, and the sky is a pale, hazy blue. A semi-transparent white rectangle is centered over the image, containing the text 'Thank You!'.

Thank You!



Varsinais-Suomen liitto