



UNIA EUROPEJSKA  
EUROPEJSKI FUNDUSZ ROZWOJU REGIONALNEGO  
SĄSIEDZI W DZIAŁANIU



BIP

SR. 041.03.2013

Elk, 16.05.2014 r.

Joint Technical Secretariat

Konstitucijos av. 7

LT-09308, Vilnius

Re.: Project No.LT-PL/145, „Cooperation in the energy saving decisions making in Lithuanian – Polish cross-border”.

Please be informed that the shortcomings detected during the check on performed on 2014-03-21 by the JTS in the project No. LT-PL/145 implemented by Elk City Municipality institution were removed. CD with photos is attached.

ZASTĘPCA PREZYDENTA  
MIASTA

*Artur Urbański*



Projekt „Współpraca w zakresie oszczędzania energii – podejmowanie decyzji w obszarze transgranicznym w Polsce i Litwie ” jest wdrażany w ramach Celu 3: Europejska Współpraca Terytorialna Programu Współpracy Transgranicznej „Litwa-Polska”, który ma na celu wspieranie zrównoważonego rozwoju obszaru przygranicznego Litwy i Polski, poprzez podniesienie ekonomicznej, społecznej i terytorialnej spójności. Program jest współfinansowany z Europejskiego Funduszu Rozwoju Regionalnego.

Menadżer Projektu

*Dariusz Gieniec*



**RECOMMENDATIONS IMPLEMENTATION PLAN  
OF THE PROJECT NO. LT-PL/145 "COOPERATION IN THE ENERGY SAVING DECISIONS  
MAKING IN LITHUANIAN – POLISH CROSS-BORDER"**

**Check on spot performed by JTS on: 2014-03-21**  
**Partner checked: LP – Elk City Municipality**

	<b>Recommendation</b>	<b>Significance of recommendation*</b>	<b>Actions to be taken</b>	<b>Deadline of the implementation</b>	<b>Responsible executer</b>
<b>1</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
1.	Missing stamp of Alytus City Municipality under the LP original copy of Partnership Agreement	3	Missing stamp will be supplemented. Copy of supplemented agreement will be submitted to JTS.	2014-05-31	Dariusz Gienieccko
2.	Protocols defining the conditions for the dividing sports equipment to sports club and primary school missing.	3	Protocols will be attached to project documentation. Copy of protocols will be submitted to JTS.	2014-05-31	Dariusz Gienieccko
3.	It is recommended to put the information about location of the originals of documents on their copies kept in the project binders.	1	Documents will be marked with links to original documents. Example marked documents will be submitted to JTS.	2014-05-31	Dariusz Gienieccko
4.	Information about keeping documentation up to 30 June 2021 should be indicated in the description of the project binders.	2	Binders will be marked with the Information about keeping documentation up to 30 June 2021. Photo of marked binders will be submitted to JTS.	2014-05-31	Dariusz Gienieccko
5.	Lead Partner should have original lists of participants of the events which was the organizer.	3	Copies of lists will be exchanged for originals.	2014-05-31	Dariusz Gienieccko

\* 3 – high, 2 – medium, 1 – low.

Authorised person of the Partner institution: Artur Urbański – Zastępca Prezydenta Elku  
(Name, surname, position)

Signature:

ARTUR URBAŃSKI  
ZASTĘPCA PREZYDENTA  
ELKU  
Artur Urbański

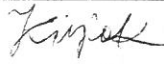

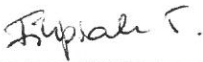


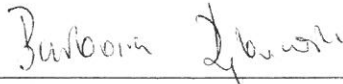
Date and place: 07.04.2014, Elk

## PROJECT CHECK ON SPOT CHECKLIST

*Pre-filled by JTS Project Manager before the visit*

Project Index No.	LT-PL/145		
Project title	"Cooperation in the energy saving decisions making in Lithuanian - Polish cross-border"		
Subsidy Contract No.	LT-PL/145/1VL-882		
Lead Partner institution / country	Elk City Municipality / Poland		
Project Partner visited/institution, address and contact details	Elk City Municipality / Lead Partner, Marsz. J. Piłsudskiego 4, 19-300 Elk, Poland. Tel.: + 48 87 732 62 00		
Total eligible project budget	521.437,00 EUR		
ERDF granted	443.221,45 EUR		
ERDF granted to partner visited	194 032, 90 EUR		
Project start date	2012.10.01		
Project end date	2014.03.31		
Last report received in JTS (date / reporting period / if checked – approved or not and when)	Last CPR received on 2014.01.28 (G-144), reporting period 2013.07.01 – 2013.09.30. During the assessment by the JTS. Not approved. Request for clarifications to this CPR were sent to LP (P-243). Satisfying clarifications to CPR received on 2014-03-12 (G-390).		
Reason of visit	Planned visit	<input checked="" type="checkbox"/>	Not planned visit
Date of visit	21.03.2014		

### PARTICIPANTS:

Institution, position	Name, surname	Signature
Project Manager / JTS	Mateusz Kirjak	
Financial Project Manager/JTS	Radosław Kapela	
Programme Manager / JTS	Tomasz Filipiak	
Project Manager / JTS	Justyna Bociek	
Lead Partner institution representative / Project coordinator	Dariusz Gienieccko	
Lead Partner institution representative / Project financial manager	Barbara Dąbrowska	

## PROJECT CHECK ON SPOT CHECKLIST

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Institution, position	Name, surname	Signature
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Financial Project Manager/JTS	Radosław Kapela	<i>R. Kapela</i>
Programme Manager / JTS	Tomasz Filipiak	<i>Filipiak T.</i>
Project Manager / JTS	Justyna Bociek	<i>#</i>
Lead Partner institution representative / Project coordinator	Dariusz Gienieczko	<i>Gienieczko</i>
Lead Partner institution representative / Project financial manager	Barbara Dąbrowska	<i>Barbara Dąbrowska</i>

To be filled during the visit

I. Main project activities and results	Yes	No	N/a	Comments
<b>I.1. Implementation of project activities</b>				
Are all the activities performed according to the approved application form?	X			<p>Activities foreseen to be implemented by the LP:</p> <p><b>1. ACTION 1. Project management.</b> Project management on LP level: 1 project manager, 1 financial manager.</p> <p>Lead Partner is taking part in Steering Group. LP took part in 8 meetings of the Steering Group (Working Group).</p> <p><b>2. ACTION 2. Development of auction documentation, auction announcement, signing the contract with the contractor.</b></p> <p>Action 2 has been completed by the LP. Documentation prepared, public procurement performed for Action 5.</p> <p><b>3. ACTION 3. Promotion of the project</b></p> <p><u>Action finalized.</u></p> <p>1<sup>st</sup> article were published on 30.11.2013 in Gazeta Olsztynska.</p> <p>2<sup>nd</sup> article were published on 21.03.2014 in Gazeta Wspolczesna.</p> <p>News about the project were placed on City Hall website <a href="http://www.elk.pl">www.elk.pl</a> and other pages <a href="http://www.wspolczesna.pl">www.wspolczesna.pl</a>, <a href="http://www.elk24.pl">www.elk24.pl</a>, <a href="http://www.radio5.com.pl">www.radio5.com.pl</a>.</p> <p>Emission of the TV spot had place from 15.03.2014 till 21.03.2014.</p> <p>2 plaques were placed to indicate the location of the investment realized during Action 5.</p> <p><b>4. ACTION 4. The conference inaugurating the project in Elk.</b></p> <p><u>Action finalized.</u></p> <p>Inauguration conference had place on 21.11.2012 with 50 total participants, from which 39 participants</p>

represented Lead Partner.

**5. ACTION 5. The modernization of the multifunctional playing field near Primary School No. 9 in Elk with renewable energy sources.**

Modernized Playing Field near Primary School No. 9 was finalized. Deed of acceptance form 14.10.2013.

**6. ACTION 6. The modernization of the small pool in Sports and Recreation Centre in Alytus**

LP is not taking part in this activity.

**7. ACTION 7. 2 Study visits (20/20).**

Action finalized.

13 persons, delegated by Lead Partner, took part in study visit in Alytus on 14.01.2014.

Lead Partner organized Study Visit in Elk on 11.02.2014. 8 persons from Lead Partner institution took part in this activity.

**8. ACTION 8. Energy saving audit and strategy**

LP is not taking part in this activity.

**9. ACTION 9. Sports competitions for children and youth in Elk and Alytus.**

Lead Partner organized following sports competitions:

25.05.2013 – Swimming Competition. With 24 participants delegated by Lead Partner.

25.09.2013 – Football Competition. With 24 participants delegated by Lead Partner.

17.10.2013 – Football Competition. With 24 participants delegated by Lead Partner.

15.11.2013 – Basketball Competition. With 24 participants delegated by

				<p>Lead Partner.</p> <p>26.11.2013 – Volleyball Competition. With 24 participants delegated by Lead Partner.</p> <p>24.01.2014 –Swimming Competition. With 27 participants delegated by Lead Partner.</p> <p>144 participants from LP took place in sports competitions in Alytus:</p> <p>12.06.2013 – 24 participants delegated by LP</p> <p>20.06.2013 – 24 participants delegated by LP</p> <p>01.10.2013 - 24 participants delegated by LP</p> <p>8.10.2013 - 24 participants delegated by LP</p> <p>29.10.2013 - 24 participants delegated by LP</p> <p>07.03.2014 – 24 participants delegated by LP</p> <p>Equipment for participants of sports competitions were purchased by Lead Partner: tracksuits and balls. Lead Partner is during finalization of purchase fins for swimmers. Delivery of the equipment is scheduled for 25 March 2014.</p> <p><b>10. ACTION 10. The final conference in Alytus</b></p> <p><u>Action finalized.</u></p> <p>12 peoples delegated by Lead Partner participated in Final Conference in Alytus on 20.03.2014.</p>
Are the activities performed according to the approved time schedule?	X			
Has the time schedule been modified?		X		
Is there need to modify time schedule due to some reasons (please indicate the reasons)?	X			In Project appeared savings and LP submitted request for additional works related with thermo-modernization of the



				<p>building of Primary School No. 9 in Elk.</p> <p>Performing of additional works require prolongation of project implementation period.</p> <p>Request was submitted on 28.02.2014. After additional clarifications, JMSC written procedure were lunched on 17.03.2014.</p>
<b>Actions to be taken</b>				
<b>I.2. Achievement of planned project outputs (to indicate all planned outputs in the AF and outputs already achieved in comments)</b>				
<b>Output indicator</b> (indicators of the partner checked (as divided in the Partnership agreement or additional letter to JTS) should be included)	<b>Planned</b>	<b>Reached</b>	<b>Comments</b>	
No of institutions involved as partners in each partner country	1 (out of 3)	1	Municipality of Elk	
No of organized events	8 (out of 16)	8	1 Conference inaugurating the project, 1 study visit, 6 sports competitions	
No of event participants	214 (out of 428)	216	39 participants of inauguration conference, 12 participants of final conference, 13 participating of study visit in Alytus, 8 Participants of study visit in Elk, 144 participants of sport competitions	
No of elaborated studies/analysis/preparatory documents	0 (out of 2)	n/a	n/a	
No of built/reconstructed infrastructure objects	1 (out of 2)	1	1 multifunctional playing field near Primary School No. 9	
No of object using clean and renewable energy sources as a result of implemented project	1 (out of 2)	1	1 multifunctional playing field near Primary School No. 9 in Elk using renewable energy sources.	
The number of announcements in local television. Publicity measures	5 (out of 9)	5	2 articles in local press 1 TV broadcast, 2 plaques	
<b>Actions to be taken</b>				
<b>II. Partnership</b>	<b>Yes</b>	<b>No</b>	<b>N/a</b>	<b>Comments</b>
Are there any amendments to the Partnership Agreement? (please check that original of the PA is kept in the organization)		X		<p>No changes to PA have been made. Original of Partnership Agreement are kept in the Project binder together with documentation.</p> <p>During Check On Spot discovered missing</p>

				stamp of Alytus City Municipality under the LP original copy of Partnership Agreement.
Does each partner implement its responsibilities during implementation of the project?	X			
Is the communication between partners well organized? ( <i>describe means of communication</i> )	X			Partners communicating by e-mails, phones and during Steering Group meetings.
Is the Steering Group established? ( <i>check the minutes of meeting</i> )	X			Regular Working Group meetings had place: - 04.07.2013 in Alytus - 29.04.2013 in Elk - 21.03.2013 in Elk - 23.10.2012 in Alytus - 15.11.2013 in Elk - 08.01.2014 in Elk - 14.01.2014 in Alytus - 29.01.2014 in Elk
Are there any problems in partnership?	X			
Will the equipment acquired during project implementation be divided / already divided between the partners?	X			Sports equipment already purchased through the budget line 3.2.1.7. has been divided to sports club Uczniowski Klub Sportowy Rona 03 Elk, Ul. Jana Brzechwy 1/22, 19-300 Elk and primary school Szkoła Podstawowa nr 9, Ul. Piwnika "Ponurego" 1, Polska 19-300 Elk.  Nevertheless, LP does not have documentation with protocols defining the conditions for the dividing equipment to sports club and primary school.  LP also declared that swimming equipment also will be divided to the primary school.
<b>Actions to be taken</b>	<ol style="list-style-type: none"> <li>1. Missing stamp of Alytus City Municipality under the LP original copy of Partnership Agreement should be supplemented. Copy of supplemented Partnership Agreement should be submitted to JTS.</li> <li>2. Protocols defining the conditions for the dividing equipment to sports club and primary school should be attached to the documentation and copies of them sent to the JTS.</li> </ol>			
<b>III. Public procurement</b>	<b>Yes</b>	<b>No</b>	<b>N/a</b>	<b>Comments</b>
Is the institution applying national Public Procurement Law?	X			The institution acts according to the national procurement law as well as according to the internal regulations („Zarządzenie 538/2012 Prezydenta Miasta Elku z dnia 9 lutego 2012 w sprawie Regulaminu udzielania zamówień publicznych o wartości nieprzekraczającej wyrażonej w złotych równowartości kwoty 14.000 euro”).

				<p>Public procurement procedures organized by the Lead Partner:</p> <p><b><u>A. Tender procedures:</u></b></p> <p>1) <b>The modernization of the multifunctional playing field near Primary School No. 9 in Elk with renewable energy sources:</b></p> <ul style="list-style-type: none"> <li>- 2013-02-14 – 2014-02-19 – <i>ex ante</i> control performed by the FLC, few remarks made;</li> <li>- 2013-03-27 - unlimited tender (price as 100% criterion) announced, announcement was not altered;</li> <li>- 2013-04-15 – deadline for bids, 2 offers received, 1 was rejected;</li> <li>- 2013-05-08 – tender resolved;</li> <li>- 2013-05-14 – contract no. 12/ZI/2013 with <i>Gardenia Sport Sp. z o.o.</i> signed, price 580.491,38 PLN gross;</li> <li>- 2013-10-14 – deed of acceptance signed (according to the contract, deed of acceptance was supposed to be signed until 2013-08-30 and for that reason the contractor paid the penalty in the total amount of 26.122,11 PLN gross).</li> </ul> <p><b><u>B. Procedures by price enquiry – there were 28 such procedures performed by the Lead Partner. All necessary information regarding every price enquiry is included into the document “Zamówienia publiczne przeprowadzone w projekcie nr LT-PL/145”, which is an annex to the checklist.</u></b></p>
Is the tender documentation for all purchases made kept in the institution?	X			The tender documentation is held in the Public Procurements Office (Biuro Zamówień Publicznych) of the Elk City Municipality.
Are the contracts for delivery/services/works concluded following the tender results?		X		According to the contract no. 12/ZI/2013 signed with <i>Gardenia Sport Sp. z o.o.</i> , all the works were supposed to be finished as well as deed of acceptance signed until 2013-08-30. As the there was a delay in works performing, deed of acceptance was signed only on 2013-10-14.
<b>Actions to be taken</b>				
<b>IV. Information and publicity</b>	<b>Yes</b>	<b>No</b>	<b>N/a</b>	<b>Comments</b>
Are the information and publicity measures carried out by the	X			

partners of the project according to the legal requirements for the projects financed from EU structural funds?				
Are all foreseen in the AF information and publicity measures implemented?	X			
<b>Actions to be taken</b>				
<b>V. Project management</b>	<b>Yes</b>	<b>No</b>	<b>N/a</b>	<b>Comments</b>
Is project management system efficient and the group implementing the project works effectively?	X			<p>The costs for the project management are foreseen in the Project budget. Number of persons responsible for management from each partner has been predetermined.</p> <p>Project manager and financial manager are assigned to the project on basis of an addendum to the previously existing contracts of employment. Under the contracts, the work related to the project LT-PL/145 is carried out by them in the 50% work time.</p> <p>All copies of the contracts with employees are kept in Organizational Department (Wydział Organizacyjny).</p> <p>Documentation of the project is kept chronologically in binders in the Strategy and Development Department (Wydział Strategii i Rozwoju). The documentation is divided according to its kind - Correspondence, Reports, Events, Publicity. Cabinet with project documents and project binders are marked with appropriate titles and logos.</p>
Do the consultations with project coordinator(s) exist during implementation of the project?	X			
Do the partners of the project know the requirement to preserve all the original documents substantiating the expenditure of project after the implementation of the project?	X			Partner knows the requirement to ensure that Project documents have to be kept not less than up to 30 June 2021. There is lack of this information in the description of the project binders.
Are there effective procedures for monitoring and controlling expenditure?	X			Monitoring and controlling expenditures are in line with the Polish national law and internal regulations of the LP's institution: <i>Zarządzenie Nr 913/2013 Prezydenta Miasta Elku z dnia 28 stycznia 2013 roku w sprawie wprowadzenia zasad (polityki) rachunkowości dla projektu: „Współpraca w zakresie oszczędzania energii – podejmowanie decyzji w obszarze transgranicznym Litwy i Polski” nr LT-PL/145 realizowanego na podstawie umowy</i>

			<p>Nr LT-PL/145/IVL-882 z dnia 22.10.2012 r. o dofinansowanie w ramach Programu Współpracy Transgranicznej Litwa-Polska 2007-2013.</p> <p>Invoices related to Project expenditures are marked with project data.</p>
Is project expenditure accounted using separate accounting system?	X		<p>There is a separate accounting system created for project's needs, however, no separate bank account for project expenditures. The separate bank account was established for reimbursement purposes (EUR currency).</p> <p>Project's expenditures can be easily identified. It is possible to present all the project-related expenditures as well as the expenditures incurred in a particular reporting period and paid to the particular contractor.</p> <p>LP has provided JTS with the printouts from the accounting system, containing the following types of expenditures incurred in 2013:</p> <ul style="list-style-type: none"> <li>- Salaries for the project staff (including taxes and national insurance payments);</li> <li>- Payments to 6 selected contractors (e.g. <i>Gardenia Sport Sp. z o.o.</i> for the construction works).</li> </ul> <p>The data from the printouts was verified by JTS with the documents in the binders and it matched.</p>
Are all original documents certifying project expenditure kept in the institution?	X		<p>Originals of invoices are kept in the Accountancy Department (Wydział Księgowości).</p>
Do the partners of the project prepare and fill in employees working time sheets, the lists of participants of the project events and other necessary documents required according to the national or EU law?	X		<p>Working timesheets are being filled in by both members of the project staff, as they are partly allocated to the project (please see remark to point regarding project management system).</p> <p>Originals of the timesheets are kept in the Strategy and Development Department of the Elk City Municipality.</p> <p>Lead Partner do not have all originals of lists of participants from events organized by the LP institution. Copies were presented during check on spot.</p>
<b>Actions to be taken</b>			<ol style="list-style-type: none"> <li>1. It is recommended to put the information about location of the originals of documents on their copies kept in the project binders.</li> <li>2. Information about keeping documentation up to 30 June 2021 should be indicated in the description of the project binders.</li> <li>3. Lead Partner should have original lists of participants of the events which was the organizer.</li> </ol>

## Conclusions of the visit

The project implementation is conducted in accordance with Application Form, Subsidy Contract and Partnership Agreement. Project management is organized and efficient. Documents are distributed among institutions departments in accordance to internal regulations and easy to locate. Publicity is performed in accordance to EU regulations.

### During the check on spot, documents were scanned:

1. Lists of participants of Opening Conference in Elk and Final Conference in Alytus;
2. Lists of participants of Working Group meetings;
3. Lists of participants of Study Visits;
4. Copies of articles in "Gazeta Olsztyńska" and "Gazeta Współczesna";
5. Photo of table used in TV spot;
6. Copies of articles duplicated on websites;
7. Documents related to the public procurements described in point III (including the document "Zamówienia publiczne przeprowadzone w projekcie nr LT-PL/145");
8. Example of the invoice paid out within the project (invoice nr 48/08/2013 of 05.08.2013);
9. Employment contracts and terms of responsibilities of all the project staff;
10. Employee's working time sheet of Project Manager for August 2013;
11. Employee's working time sheet of Project Financial Manager for August 2013;
12. Internal accountancy regulation of the institution (*Zarządzenie Nr 913/2013 Prezydenta Miasta Elku z dnia 28 stycznia 2013 roku w sprawie wprowadzenia zasad (polityki) rachunkowości dla projektu: „Współpraca w zakresie oszczędzania energii – podejmowanie decyzji w obszarze transgranicznym Litwy i Polski” nr LT-PL/145 realizowanego na podstawie umowy Nr LT-PL/145/1VL-882 z dnia 22.10.2012 r. o dofinansowanie w ramach Programu Współpracy Transgranicznej Litwa-Polska 2007-2013*);
13. Internal regulation regarding public procurements (*Zarządzenie 538/2012 Prezydenta Miasta Elku z dnia 9 lutego 2012 w sprawie Regulaminu udzielania zamówień publicznych o wartości nieprzekraczającej wyrażonej w złotych równowartości kwoty 14.000 euro*);
14. Internal remuneration policy (*Zarządzenie nr 773/2012 Prezydenta Miasta Elku z dnia 14 września 2012 roku w sprawie ustalenia Regulaminu wynagradzania pracowników Urzędu Miasta Elku*);
15. Printouts from the accounting system, containing the following types of expenditures incurred in 2013:
  - a. Salaries for the project staff (including taxes and national insurance payments);
  - b. Payments to 6 selected contractors (e.g. *Gardenia Sport Sp. z o. o.* for the construction works).

### Photographs of the following items / sites / events were taken / delivered:

1. Project binders and storage place;
2. Information boards and constructed object.

In conclusion, no substantial deviations were found.

### **Recommendations after visit were set:**

1. Missing stamp of Alytus City Municipality under the LP original copy of Partnership Agreement should be supplemented. Copy of supplemented Partnership Agreement should be submitted to JTS.
2. Protocols defining the conditions for the dividing equipment to sports club and primary school should be attached to the documentation and copies of them sent to the JTS.
3. It is recommended to put the information about location of the originals of documents on their copies kept in the project binders.
4. Information about keeping documentation up to 30 June 2021 should be indicated in the description of the project binders. Photos of described binders should be submitted to JTS.
5. Lead Partner should have original lists of participants of the events which was the organizer. Participants lists should be replaced with originals.

JTS Project Manager (name, signature)	Mateusz Kirjak <i>Kirjak</i>
JTS Financial Manager (name, signature)	Radosław Kapela <i>R. Kapela</i>
JTS Programme Manager (name, signature)	Tomasz Filipiak <i>Filipiak T.</i>
JTS Project Manager (name, signature)	Justyna Bociek <i>Bociek</i>

To be filled in by after receiving check-on-spot checklist

<b>I, the undersigning, have read and got acquainted with the content of the check-on-spot-checklist:</b>		
Head of the organisation visited (name, surname, signature, date)	Artur Urbaniski 08.04.2014.	<i>Urbaniski</i>
Project coordinator (name, surname, signature, date)	Dariusz Gienieccko 08.04.2014.	<i>Gienieccko Dariusz</i>
Project accountant (name, surname, signature, date)	Barbara Dąbrowska 08.04.2014	<i>Dąbrowska Barbara</i>