

AI for monitoring Progress Reports

Andrejs Krjukovs
Interreg Latvia - Lithuania Programme

Need for an Agent

- Navigates through hundreds of PDF pages efficiently
- Cross-references data across Application Form,
Project Report, and Partner Reports
- Cross checks with Programme Manual
- Reduces the need for multiple screens, tabs,
and manual Ctrl+F searches > acts as an advance Ctrl+F tool
- Saves time and reduces oversight in complex document checks
- Used in MS 365 Copilot

The Two-Level Checklist System

70% check – 6 questions

Done in first two weeks post-submission

30% or 100% check – 15 questions

Completed within 45 days

Includes more detailed verifications:

- Communication guidelines
- Timely delivery
- Budget compliance
- Horizontal principles
- Etc.

Static vs Variable Documents

Static files

- 3rd Programme-Manual-1st-call-for-proposals-v3.1.pdf
- Checklist_Communication in Projects reports 2025-07-17.docx
- Instructions to answering 30% Qs.docx**
- JEMS guidance_internal v7.docx
- Q4_Instructions.docx**

Variables - Project-Specific Files

- LL-00201_V2.0 (3).pdf
- PartnerReport_LL-00201_LP1_R1.pdf
- PartnerReport_LL-00201_PP2_R1.pdf
- PartnerReport_LL-00201_PP3_R1.pdf
- PartnerReport_LL-00201_PP4_R1.pdf
- ProjectReport_LL-00201_PR1.pdf

Tasks that Cannot Be Automated

Why?

- Involves actions in JEMS, checking other files, validation of signature etc.

Actions performed by an Agent:

- Agent flags these with clear instruction: “Manual check required”
- Then a step-by-step instruction is provided on how to proceed

For **Q14**, the checklist question is:

"Are there deductions that should be made in amount of reported costs before 30% or 100% payment of ERDF co-financing?"

What needs to be done

This is a **manual check**. Here's the process:

1. Review previous Project Reports

- Check if any ineligible costs were identified in earlier periods.
- Verify if those amounts were higher than reported costs and should be deducted from the next Project Report.

2. Cross-check deductions

- Look for notes in Control Reports or expenditure verification tables indicating deductions.
- Ensure these deductions are applied before calculating the 30% or 100% ERDF payment.

3. If deductions exist

Easy Questions Handled by AI for Convenience

Some questions are easy for assessors to verify manually:

- If Project respects the Horizontal principles (Q7)
- Is Summary provided and clearly understandable as well as added value of cooperation is highlighted (Q1)

Summarize what deviations are reported (Q6)

Deliverable No.	Deviation Type	Justification Provided	Impact on Objectives
D.1.2.1	Postponed to Period 2	<i>"Summer holidays and limited staff availability; moving to autumn ensures broader participation."</i>	No negative impact; activity rescheduled
D.2.1.1	Partly achieved	<i>"Procurement completed; physical suitcase delayed due to supplier lead time."</i>	No negative impact; installation planned next period
D.2.1.2	Postponed to Period 2	<i>"Dependent on completion of suitcase; postponed to next period."</i>	No negative impact; linked to D.2.1.1
D.2.1.3	Postponed to Period 2	<i>"Training postponed until suitcase installation."</i>	No negative impact; training rescheduled

Where the GPT Adds Real Value

Strongest value in multi-source, multi-document comparisons

Q4 – **Are reported deliverables in line with the work plan?**

Involves checking:

- AF commitments
- Progress in Project Report
- Inputs from all Partner Reports
- Mentioned attachments

Deliverable No.	Responsible PP	Planned Period (AF)	Title	Reported Status	Evidence / Attachments
D.1.1.1	PP2 – Zarasai Library	Period 1	Online experience exchange seminar on Latvian DigiHub practices	Fully achieved	<i>Online seminar_25_06_18.pdf</i> (PP2)
D.1.2.1	PP3 – Latgale Library	Period 1	Online experience exchange seminar on Lithuanian DigiHub practices	Postponed to Period 2	No attachment
D.1.3.1	LP1 – Utena Library	Period 1	Targeted training series: “Strategies and Methods for Digital Inclusion”	Fully achieved	<i>D.1.3.1.zip</i> (Project Report), <i>Trainings_PP2_25 07-16-18.pdf</i>
D.2.1.1	LP1 – Utena Library	Period 1	Creation of an interactive book suitcase	Partly achieved	<i>Interactive_suitcase.zip</i>
D.2.1.2	LP1 – Utena Library	Period 1	Installation of interactive book suitcase	Not achieved	No attachment

Why D.1.2.1 is being postponed?

Here is the **direct quote explaining why deliverable D.1.2.1 was postponed**, taken from the *Project Report LL-00201_PR1.pdf*, section "Summary of Achievements" (page 13):

"The experience exchange online seminar planned by Lithuanian partners was postponed to the second period due to summer holidays and limited staff availability. Moving it to autumn will ensure broader participation and greater impact."

Tables as Customizable Outputs

Tables can show:

- Deliverables by partner
- Sorted by number,
- According to the WP,
- According to the status

Key Benefits and Limitations

- Saves time on routine and repetitive comparisons
- Enables more consistency and data transparency
- Still needs human oversight
 - I still stress and check after it
- Very helpful for onboarding new staff or occasional users
- Doesn't replace judgment – supports it

Current status

- Currently used by me alone in production
- Tested by others with some feedback already received
- Main challenge: making it intuitive for broader team use
- Excel/table management requires extra user guidance
- Would like to collaborate with other Programmes:
 - Share code
 - Co-develop
 - Adapt for their workflows
 - Advice and networking



Co-funded by
the European Union

Latvia – Lithuania