



**LATVIA-RUSSIA**

CROSS-BORDER  
COOPERATION PROGRAMME



Co-funded by the European Union,  
the Republic of Latvia and  
the Russian Federation



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# Draft Agenda

## Reporting seminar for beneficiaries

**3 October 2019**

Pokrovsky Hotel

Conference hall, ground floor

Kuznetskaya Street 2, Pskov, Russia

**9:30 – 10:00**

**Registration and welcome coffee**

**10:00 – 10:15**

**Intro & Outline of event**

**10:15 – 12:00**

**Reporting part I**

*Procedure and responsibility of each beneficiary.*

*Project expenditures reporting, examples.*

*Project activity reporting, examples.*

*Outputs and results reporting, examples.*

*List of supporting documents etc.*

**12:00 – 13:00**

**Lunch**

**13:00 – 15:00**

**Reporting part II**

*Minor project changes in report, examples.*

*Reporting of revenues and compliance with the non-profit rule. Verification by auditors or public officers,*

*Monitoring by MA and JTS, Payments from the MA etc.*

**15:00 – 15:30**

**Questions & Answers**

**15:30 – 17:00**

**Individual consultations and coffee**

The event is held in English and Russian.