



LATVIA-RUSSIA

CROSS-BORDER
COOPERATION PROGRAMME



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



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Draft Agenda

Reporting seminar for beneficiaries

1 October 2019

The Ministry of Environmental Protection and Regional
Development Conference hall, 4th floor
Peldu Street 25, Riga, Latvia

9:30 – 10:00

Registration and welcome coffee

10:00 – 10:15

Intro & Outline of event

10:15 – 11:45

Reporting part I

Procedure and responsibility of each beneficiary

Individual reporting form

- *Project expenditures reporting, examples*
- *Project activity reporting, examples*
- *Minor project changes in report, examples*
- *Outputs and results reporting, examples*
- *List of supporting documents*
- *Proportional reporting of infrastructure costs*

11:45 – 12:00

Cooperation with Public officers

12:00 – 13:00

Lunch

13:00 – 15:00

Reporting part II

Reporting revenues

Consolidated reporting form

Supporting documents to consolidated report

Payments from the MA

15:00 – 15:30

Questions & Answers

15:30 – 17:00

Individual consultations and coffee

The event is held in English and Latvian.



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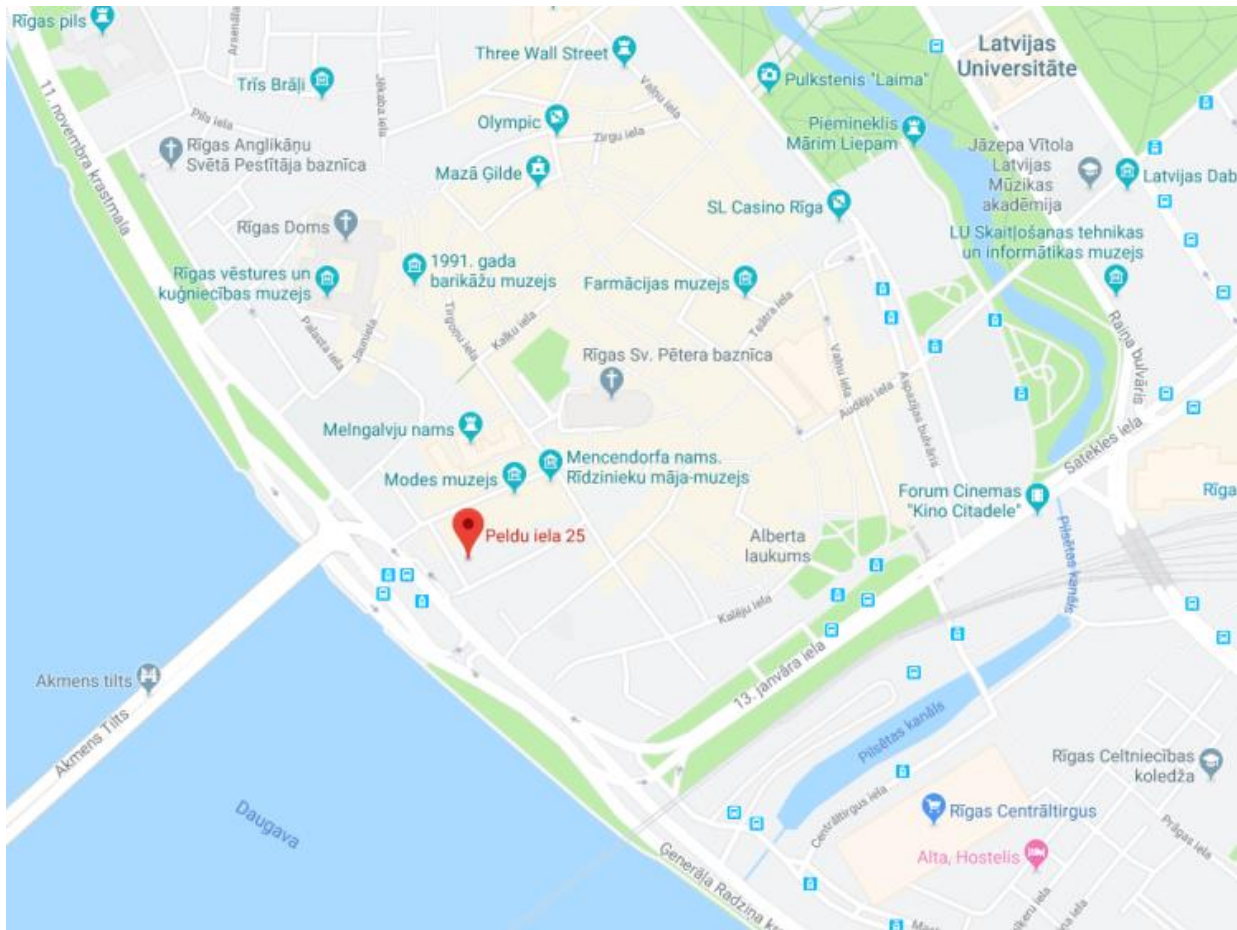


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How to get to the venue - *The Ministry of Environmental Protection and Regional Development, Peldu Street 25, Riga, Latvia*



Enter at the main entrance,
go to the right for security check,
use elevator or go to the 4th floor
(following signages to Conference
hall).

Call us if you're lost:
+371 2580 3000