



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

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 – 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 Latvian.