



**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

**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*

*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*

**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 Russian.