



Shaping cooperation

Latvia-Russia CBC Programme event on project implementation experience exchange
Overview of main conclusions drawn by participants

Lessons learnt

How would you build your partnership today?

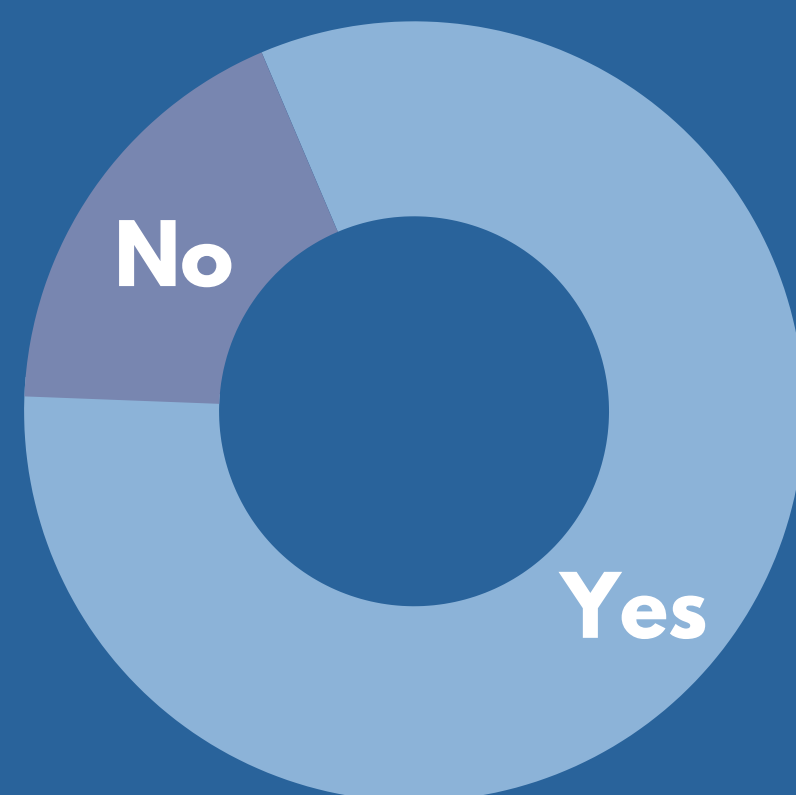
01

Describe financial issues in a Partnership Agreement in more detail, i.e. budget breakdown and procedure of payment

02

Add annexes to a Partnership Agreement describing project management structures and procedures

Does your partnership have a potential to improve?



What to do now

How to improve current project partnership?

01

Use email as an official channel for documents and WhatsApp as a reminder

02

Use or develop templates for partner reports to simplify work on consolidated report

03

List actions in a Partnership Agreement in case of any responsibility failure and describe recovery procedure

04

Always set clear deadlines and control your project implementation to meet them



Tips & tricks for successful project application

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How would you develop the project application today?

01

Evaluate CBC experience of potential partners (on staff level as well)

02

Find the right balance of information in application form, including budget

03

Consult more actively with Programme during the development of the application

04

Agree on fair distribution of responsibilities and joint approach to project implementation

What to do now

How to improve current project implementation?

01

Adapt project activities to COVID-19 restrictions and prolong project implementation if needed

02

Reallocate project savings reasonably and inform Programme about changes needed ASAP

03

The Programme should ensure timely and effective support (clear Guidelines, individual consultations, trainings, etc.)

04

Improve project management (agree on procedures, communication tools and channels, etc.)



Strategy of project closure and sustainability of results

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The most important strategies for project sustainability

Replicability of project results

42%

Generation of pool of sources for funding for maintenance

46%

Maintenance of the key project results

82%

Assessment of capacity needed to ensure sustainability

49%

participants

01

Work on sustainability at each stage of project lifetime from planning to closure

02

A volatile environment calls for a flexible approach to project sustainability – be ready to adjust project activities, outputs/products and results in changing circumstances

What to do now

How to ensure sustainability of current project results?

01

Accumulate and synthesize experiences of different projects to sustain and enhance your project initiative in future

02

The partnership is a source of sustainability: team up with peer beneficiaries and key stakeholders to maintain project results

03

Do not hesitate to localize project outputs to mainstream project results

04


Create activities that will stay viable after the project: propose solutions that would continuously liven up project results




Successful cooperation tips

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Create a shared file with timeline and action plan for each beneficiary to mark progress, etc.




Before submitting request for change, ask every partner if there are any more changes



Know when a recipient reads your email by setting up a read request. Call your partner if a read receipt is not received



Set up clear rules and responsibilities beforehand: develop a detailed implementation plan and settle timeframes




Create a joint digital folder to exchange documents and have prompt access to them




Use minutes of the meetings or follow-up message with "to-do list" to improve cooperation



When possible, meet personally




Agree on official communication channels and create group chat on messenger to speed up communication




Embrace proactive and flexible approach to cooperation in project partnership




Healthy communication implies joint meetings once a quarter/half year, and in case of challenging times – every 2 weeks




Lead beneficiary should distribute information received from the Programme to project partners ASAP



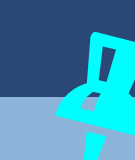
Inform your partners as soon as the potential risks have been identified



Being on vacation, use an email notification or have someone to support partners while you are away



Make your message clear and understandable (terminology, language, partner knowledge, etc.)



Lead beneficiary should pre-check finances and justification before submission of the request of changes to Programme



What are the most essential aspects of a successful partnership?

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Regulāra komunikēšana!
Sadarbība
involved of staff
Komunikācija un sadarbība
Frequent communication
Spēcīgs vadošais partn.
Cilvēcība
Time
Dedication
ОТВЕТСТВЕННОСТЬ
Control
trust
communication
responsibility
kopīga mērķu izpratne
make everything in time
regular communication
komunikācija
Savstarpējā cieņa
Previous sound experience

before

Strong management
Personal/sincere devotion
komunikācija
projekta vadītājs
Оперативные ответы
regulāra komunikācija
Open mind
Trust and feel of respons
clear tasks and timing
Responsiveness
to be in time:)
cilvēcība
sadarbība
Respect
Management
TRUST
Responsibility

after

exchange of experience