



LATVIA-RUSSIA

CROSS-BORDER COOPERATION PROGRAMME

CO-FUNDED BY THE EUROPEAN UNION, THE REPUBLIC OF LATVIA AND THE RUSSIAN FEDERATION



Agenda

Workshop on project closure for project beneficiaries

24 November 2021, 10:00-13:00 (Riga time)

Zoom platform

9:45 – 10:00

Check-in to virtual meeting room

10:00 – 10:10

Intro & Outline of event

10:10 – 11:10

Preparation of the final report

Narrative and financial part, examples, instructions, etc.

11:10 – 11:30

Sustainability of project outputs and results

Evidence for the achieved output indicators and result indicators, cases, tips, etc.

11:30 – 11:40

Comfort break

11:40 – 11:55

Additional information

Keeping project documents, contractual obligations, transfer of assets, possible on-spot visits, etc.

11:55 – 12:10

Balance and final payment

Recovery of unused funds, procedures, responsibilities of beneficiaries, etc.

12:10 – 12:30

Communication and visibility

Requirements after project closure, examples, tips, etc.

12:30 – 13:00

Wrap up and Q&A

Working languages: English, Latvian

