



# 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

**23 November 2021, 10:00-13:00 (Moscow 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, Russian

