



Project closure workshop for project beneficiaries

23-24 November 2021



LATVIA-RUSSIA

CROSS-BORDER COOPERATION PROGRAMME



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Preparation of final report



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Lauris Šēls

Senior Expert of the External Programmes
Division

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Before project deadline

- Expenditures in Final report must be in line with planned budget amounts stated in Application form (budget headings per partner cannot be exceeded).
- All payments are made (except expenditures for audit of Russian beneficiaries – those can be made within 1 month after project deadline).

Derogations will result in ineligible expenditures and will not be approved.

- Adjustments or changes in activities must be requested immediately in case some activity cannot be implemented as planned and approved before.

Derogations may result in financial corrections (if activities directly linked to output or result indicators are not achieved) according to Section 8.2. of Practical Guidelines

How to avoid financial corrections and ineligible expenditures?

- ▶ Please check if all activities planned are implemented or changes have been requested and approved by the MA (in case the activity is substituted or changed).
- ▶ Please make sure that expenditures made and to be included in report are planned and are reported under correct budget line (check if necessary budget lines are created).
- ▶ Please verify that activities to be reported correspond to activities approved in Application form.
- ▶ **In case of problems with implementation of activities, please contact your project manager of the JTS to seek for advise.**

NB! Changes in application form after the project deadline are not possible.

Final individual report (similarities)

Similarities with interim reports

Process { Preparation of FINAL report
= Preparation of INTERIM report

- ▶ Individual Final reports still must be submitted to the auditors (RU) or financial controllers (LV) together with expenditure supporting documents.
- ▶ Lead beneficiary still prepares Consolidated final report and gathers all approved final individual reports from other beneficiaries.
- ▶ Proof of expenditures and implemented activities still must be provided by each beneficiary.

Guidance to documents

How to prepare supporting documents for the JTS?

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News About the Programme Projects **For Beneficiaries** For Auditors Publications Events 2021 – 2027 Programme

REPORTING

- Lead Beneficiary Statement for Project Report
- Statement for Project Report for Beneficiaries from Russia
- Updated (08/10/2020) Statement for Project Report for Beneficiaries from Latvia
- Statement for Project Report for Beneficiaries from Latvia
- Documents to be submitted for expenditure verification
- Documents to be submitted with consolidated report**
- Individual interim report form template

No	Type of the document
Supporting documents to be submitted with consolidated reports (NB Supporting documents may be submitted either by e-mail, as paper copies or scanned copies in a data carrier)	
Documents confirming evidence of carried out infrastructure activity: (NB Documents shall be provided confirming achievement not only of final outputs and results, but also of performed activities and reached deliverables during the implementation of construction works)	
1.	Construction contract or contract laying down the investments in infrastructure, annexes and amendments
2.	Documents evidencing the infrastructure works done: bills, invoices, acceptance acts, list of performed works
3.	Photos/other relevant visual evidences of infrastructure objects constructed/renovated with proof that communication and visibility requirements have been respected
4.	Documents proving change of amount of works (estimates of change, agreement of changes, and other, if relevant)
5.	Documents that evidence completion of construction work, commissioning acts
Documents confirming evidence of purchased equipment: (NB Documents shall be provided confirming achievement not only of final outputs and results, but also of performed activities and reached deliverables during implementation of contract on purchase of equipment)	
6.	Contract (including documented amendments in case of changes) laying down the purchase of the equipment according to the project
7.	Documents evidencing the purchase of equipment: bills, invoices, acceptance acts, list of purchased equipment
8.	Photos proving the purchase and usage of the equipment with proof that communication and visibility requirements have been respected
Documents confirming evidence of provided service that is part of project outputs e.g. developed documents (researches, studies, translations, etc.), organised seminar, public event etc. (NB Documents shall be provided confirming achievement not only of final outputs and results, but also of performed activities and reached deliverables during implementation of service contract)	
9.	Service contract, annexes and amendments, if applicable
10.	Documents evidencing fulfilment of contract obligations, e.g. bills, invoices, acceptance acts on fulfilment of services according to contract, developed documents (researches, studies, translations, etc.).
11.	Evidence of organised meetings and events (e.g. photos, agendas, presentations, memos, minutes, report of events, list of participants with signatures for each day, handouts, photo of promotional materials – confirming compliance with Programme communication and visibility requirements)
Documents confirming evidence of carried out communication and visibility activities	

AP1.5 AGENDA partner meeting 2020-05-07
AP1.5 INVITATION partner meeting 2020-05-07
AP1.5 PRESENTATION P1 partner meeting 2020-05-07
AP1.5 PRESENTATION P2 partner meeting 2020-05-07
AP2.2 P2 www... 2019-12-13
AP2.2 P2 www... 2020-01-10
AP2.2 P2 www... 2020-01-28
AP2.2 P2 www... 2020-03-24
AP2.4 P1 RNZ 2019-12 6 lpp
AP2.4 P1 RNZ 2020-02 9 lpp
AP2.4 P2 regional newspaper 2020-01-28
AP2.4 P2 RNV 2019-12
AP2.4 P2 RNV 2020-01
AP2.4 P2 RNV 2020-02

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Size: 156 KB
Date modified: 13.07.2021 1



Key differences from interim individual/consolidated reports:

- ▶ Submission to the JTS – 4 months after project deadline (for previous (interim) reports – 3 months after the end of reporting period).
- ▶ Additional information fields in sheet «VIII Indicators»
 - ▶ Table 3.2. - More detailed information requested regarding details of reached outputs
 - ▶ Table «3.4. Achievement of Programme result indicators»
 - ▶ Field «3.5. Description of achievement of Programme result indicators (including deviations)»
- ▶ Additional sheet – «XII Summary»

Individual final report & consolidated final report

NB! To be filled by each beneficiary (even if one does not have expenditures during final period)

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Managing Authority: Ministry of Environmental Protection and Regional Development of Republic of Latvia

Latvia – Russia
Cross-Border Cooperation Programme

2014 - 2020

FINAL REPORT - BENEFICIARY n

Number of report:

The Excel protection must not be removed.
Damaged report form will be declared ineligible.

Project index:

Title of the project:

Short title of the project (acronym):

Thematic objective and Priority:

Total duration of the project:

Total project budget, EUR:

Reporting period (ddmm/yyyy):

Error! Please provide description!

XII Summary

XII Summary

XII Summary



Contents of «XII Summary»

- Overall summary of the project implementation
- Main achievements of the project
- Maintenance of outputs after the end of the project
- Ownership of project outputs
- Publicity measures after the end of the project
- Evaluation of project partnership and cooperation

Overall summary of the project implementation



Overall summary of project implementation

(Maximum 4000 characters)

Please, describe the overall process of project implementation, provide evaluation of positive and negative aspects and risk that were encountered, describe what measures were taken to tackle them. Provide main conclusions after project implementation.

Describe how the results of project activities and achievements (actual outcomes of activities) contribute to the Programme cross-cutting issues: environmental sustainability, gender equality, democracy, human rights and HIV/AIDS. Would the overall effect of the project be treated as positive, neutral or negative in respect to cross-cutting issues.”

- Check your budget spendings and activities implemented as well as pace of implementation – causes for delays or timely implementation.
- Please also pay attention to cross-cutting issues which you have indicated in application form (**«III Relevance», field «2.8. Contribution to the Programme cross-cutting issues»**) – those must be addressed here.

Main achievements of the project

Main achievements of the project	(Maximum 2000 characters)
<p>Please, provide information addressing the fulfillment of planned specific objectives described under Section 2.3. of full application form.</p>	

- ▶ Please provide information on project achievements and their linkage to initially stated specific objectives.
- ▶ You should also involve information about reached target groups.

Maintenance of outputs after the closure of the project



Maintenance of outputs after the end of the project

(Maximum 2000 characters)

Please, describe what actions will be taken to maintain project outputs. Please indicate how project partners are planning to provide durability and maintenance of created outputs. All outputs notwithstanding of their nature (websites, intellectual property, subscriptions, infrastructure etc.) must be maintained accordingly.

- Project is closed after the balance payment is paid to the lead beneficiary.
- Please provide information how project partners will provide durability and maintenance of created outputs after closure of project. **Please note that reference regarding the participation to other EU funded projects is not sufficient substantiation. Handing over for making profit is also not allowed.**

Ownership of project outputs

Ownership of project outputs	(Maximum 2000 characters)
<p>Please, indicate the institutions which will hold ownership rights of created outputs at least 5 years after the closure of project (5 years after the date when balance payment is transferred to the lead beneficiary).</p>	

- ▶ Please provide detailed information regarding the owner (institution) responsible for project outputs. **Confirmation from each partner will be required by the MA of the Programme.**
- ▶ Changes in ownership can only be made after receipt of written consent from the Managing Authority **(during the 5 years after Project has received balance payment).**

Publicity measures after the end of the project



Publicity measures after the end of the project

(Maximum 1000 characters)

Please, describe what publicity measures of the Programme will be observed after the end of the project.

- NB! Commemorative plaques are must for all beneficiaries.
- Make sure that precise reference to project and Programme is used for publicity in other events outside the Programme.

Evaluation of project partnership and cooperation



Evaluation of project partnership and cooperation

(Maximum 2000 characters)

Please, provide evaluation of project partnership and overall cooperation. Indicate whether there were any problems within partnership and what actions were taken to overcome them.

- Each beneficiary provide information on solutions (best practice) you have invented, implemented or experienced in your partnership.
- Possibly experienced drawbacks in cooperation and lessons learnt



Thank You! Paldies! Спасибо!

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Sustainability of project outputs and results



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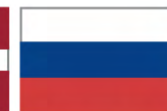
Achievement of output and result indicators

Achieved outputs and results in project is essence of each project,

- 1) thus, information in final report how the projects achieved and will maintain the project outputs and results has to be provided;
- 2) project output and result indicators shall be achieved in full according to set target value in application form! In case of underachievement the financial correction can be applied (section 8.2. of Practical Guidelines);
- 3) project does not finish with competition of project activities:
 - make use of prepared outputs;
 - capitalization activities are essential to continue (dissemination in social media, to the stakeholders and other involved parties etc.).



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Evidence and description for achieved output indicators and result indicators

- In final report (section VIII indicators) project shall submit information about achievement of project output and result indicators and provide evidence for achieved output and result indicators

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3.1. Achievement of Programme output indicators

Output indicator	Planned	Previously reported	Current report	Cummulative

3.2 Description of achievement of Programme output indicators (including deviations) (Maximum 1000 characters)

Error! Please provide description!

State the amount of achieved output indicator(-s) within the current reporting period.

Please, provide description of concrete actions that have been carried out for achievement of the output indicators as set in the full application form of the project. In case deviations, provide information and justify reasons for their occurrence.

Explain whether these deviations will affect the achievement of the planned amount of output indicators.

VIII Indicators IX Expenditures IX.a List of expenditures X Reported costs XI Annexes&signature XII Summary XIII Factual findings XIV Au ...

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Evidence and description for achieved output indicators related to infrastructure

Output indicators related to infrastructure:

- 1.2. priority: number of improved cultural and historical sites
- 2.1. priority: number of objects of natural resources with improved condition and sustainability
- 3.1. priority: number of border crossing points with increased throughput capacity



Evidence and description for achieved output indicators related to infrastructure

- **Required evidence documentation:** documents that evidence completion of construction work and putting into operation of infrastructure object according national regulation, e.g. acceptance acts, commissioning acts etc.
- Photos / other relevant visual evidences of infrastructure objects constructed/renovated with proof that communication and visibility requirements have been respected
- Evidence documents shall be attached to final report
- **Description:** in section VIII «Indicators», point 3.2 «Description of achievement of Programme output indicators» of final report description about created infrastructure object and information on its exact address shall be provided
- In section XII «Summary», point «Maintenance of outputs after the end of the project» information how maintenance will be ensured, as well as about responsible contact person of each project beneficiary after the end of project shall be provided



Evidence for achieved output indicators related to involved institutions

Output indicators related to involved institutions:

- **1.1. priority: number of enterprises substantially and actively involved in projects**
- **2.2. priority: number of persons actively participating in environmental actions and awareness raising activities**
- **2.3. priority: number of institutions using Programme funding for capacity building actions**
- **Required evidence documentation** attached to final report: list of enterprises supported, list of participants in (environmental) actions, list of institutions participated in capacity building actions
- **Description of activities and thematic focus** information of awareness raising activities, support activities for enterprises, capacity building actions etc. shall be provided in section VIII «Indicators», point 3.2. «Description of achievement of Programme output indicators» of the final report.



Evidence and description for achieved output indicators

Description for achievement of other output indicators:

- **1.1. priority: number of business development organizations receiving support**
- **1.2. priority: number of institutions using Programme support for promoting local culture and preserving historical heritage**

Description: in section VIII «Indicators», point 3.2. «Description of achievement of Programme output indicators» of the final report provide information about organizations/ institutions receiving support, indicate its name and type of support provided.

Evidence and description for achieved output indicators

Evidence and description for achievement of other output indicators:

► 2.2. priority: cross-border initiatives for promotion of sustainable use of natural resources

Required evidence documentation attached to final report: photos / other relevant visual evidences etc.

Description of cross-border initiatives shall be provided in section VIII «Indicators», point 3.2. «Description of achievement of Programme output indicators» of the final report.

Evidence and description for achieved result indicators

Result indicators related to number of visitors or tourists:

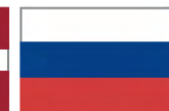
- 1.2. priority: number of tourists that have visited newly developed local services and products
- 2.1. priority: number of visitors that have visited the improved or newly developed objects of natural resources
- 3.1. priority: throughput capacity of the border crossing points (number of persons crossing the border)
- In final report the baseline, target and achieved value of result indicator shall be indicated in point 3.4. of final report, target values shall be achieved in full in final report
- **Description** of counting system applied of number of visitors/ tourists or of achieved result under 3.1. priority shall be provided in section VIII «Indicators», point 3.5. of the final report
- **Evidence**: link to official statistics, evidence of calculation of indicator etc.



Up-to-date information will be requested by MA/JTS about result indicators in year 2023



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Evidence for achieved result indicators

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3.4. Achievement of Programme result indicators

Result indicator	Baseline value in 2014	Target value in 2023	Reported

3.5. Description of achievement of Programme result indicators (including deviations) (Maximum 1000 characters)

Error! Please provide description!

For each result indicator state the baseline value and target value.

Please, provide description of concrete actions that have been carried out for achievement of the result indicators as set in the full application form of the project. In case deviations, provide information and justify reasons for their occurrence.

Explain whether these deviations will affect the achievement of the planned amount of result indicators.

VIII Indicators IX Expenditures IX.a List of expenditures X Reported costs XI Annexes&signature XII Summary XIII Factual findings XIV Au ...

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Evidence and description for other achieved result indicators

► 1.2. priority: number of new cross-border products and services based on local resources

- 1) In final report the baseline, target and achieved value of result indicator shall be indicated in point 3.4. of final report
- 2) **Description**: in section VIII «Indicators», point 3.5. of the final report description of new cross-border products and services created, the internet link, where the new product (e.g. tourism route) is described, shall be provided
- 3) **Evidence** to final report attached: photos / other relevant visual evidences etc.

Evidence and description for other achieved result indicators

- **2.2. priority: percentage of event participants knowledgeable on sustainable use of resources (level 4 and above)**
 - **2.3. priority: percentage of event participants knowledgeable on sustainable wastewater management (level 4 and above)**
- 1) In final report the baseline, target and achieved value of result indicator shall be indicated in point 3.4. of final report, target values shall be achieved in full in final report
 - 2) **Description:** in section VIII «Indicators», point 3.5. of the final report the number of participants in events and level of their knowledge shall be indicated (e.g. level 4 - ...participants, level 5 - ...participants), thematic focus of each event described
 - 3) **Evidence:** evidence of calculation of indicator, participant list etc. attached to the final report.

Result indicators to be calculated by the MA

Result indicators which will be calculated by the Managing Authority in year 2023:

- **1.1. priority: Number of operating small business (official statistical data)**
- **2.1. priority: Degree to which sustainability measures for natural resources are put in place for the objects supported by the Programme (set target value - 5 points – “Sustainability of object is high”, it shall be achieved)**
- **Upon need support of projects for calculation of achieved value of result indicator for priority 2.1. will be requested**





Additional Information



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Statement after project implementation

- **Statement after project implementation of each beneficiary** shall be submitted together with final consolidated report
- The template of *statement after project implementation* will be published on Programme webpage - <https://latruscbc.eu>



In statement after project implementation each beneficiary confirms that:

- 1) no revenue/profit was generated during project implementation; in case revenue/profit was generated, it was deducted from reported eligible costs;
- 2) the Programme rules on information and visibility will be respected after the Project end date for outputs and results produced;
- 3) no substantial change will be made in project produced outputs and results affecting project nature, objectives or implementation conditions which would results in undermining its original objectives;
- 4) without prior consent of MA, the beneficiary will not transfer ownership, industrial and intellectual property rights for outputs and results of the project within 5 years of the project closure or within the period of time set out in state aid rules, where applicable;
- 5) beneficiary provides information about purchased or created fixed assets;
- 6) beneficiary indicates contact person after project implementation in final report and confirms, that in case of change of contact person, it will immediately inform the MA about it;
- 7) beneficiary retains all files, documents and data about the Project on standard data storage media in a safe and orderly manner for control and audit purposes at least 5 years after the balance payment to the Programme.

What documentation to submit with final report?

- ▶ All documentation needed for regular check of the **individual expenditure verification** report to be submitted to your auditor/ financial controller.



<https://latruscbc.eu/> → For beneficiaries
→ Reporting → Documents to be submitted for expenditure verification



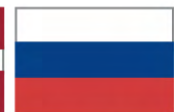
- ▶ Documents to be submitted with **final consolidated report**



<https://latruscbc.eu/> → For beneficiaries
→ Reporting → Documents to be submitted with consolidated report



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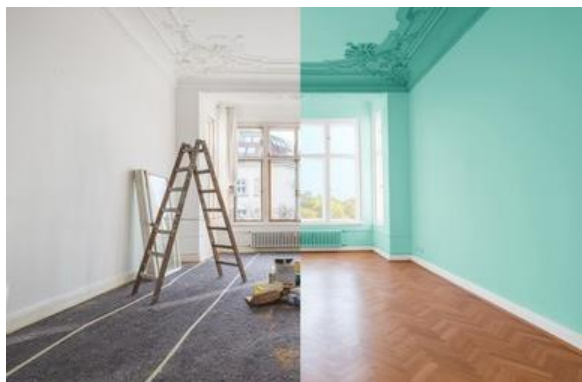
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Why documents differ?

- ▶ Auditor/ financial controller checks the eligibility of costs reported in each reporting period
- ▶ Project manager of the Joint Technical Secretariat makes control check and pays attention to:

Services have been performed

according to application form, in due quality



Works have been performed
according to application form, in due quality

Supplies have been delivered (installed)

according to application form, in due quality



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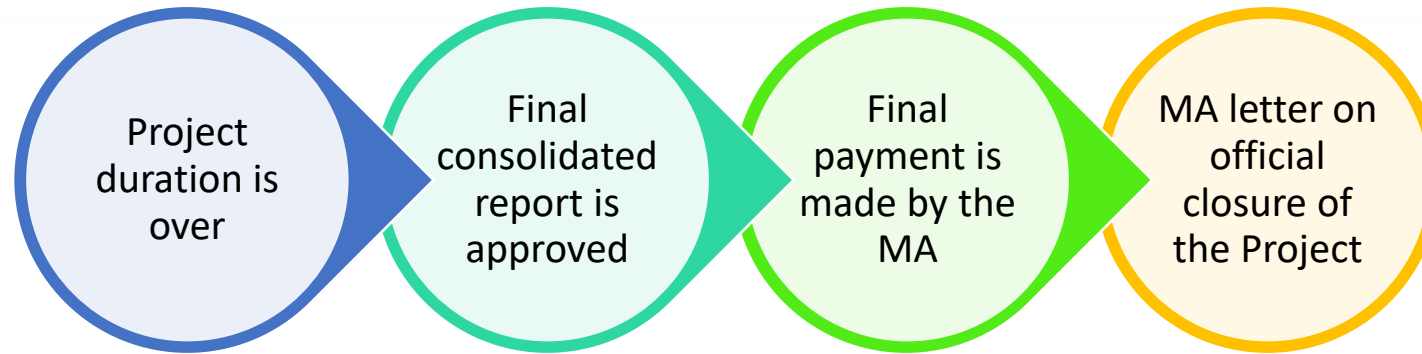
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Contractual Obligations – Article 11

Reminder about programme requirements to be fulfilled by beneficiaries after the Project end



- **Ownership, property rights to the Project results, reports and documents belong to beneficiaries**
- **MA, EC and NAs have right to use** (e.g. store, modify, translate, display, reproduce, publish) **documents** deriving from the Project, respecting property rights
- **Transfer of ownership, property rights** for outputs and results of the Project (if it was not foreseen in the latest approved AF) **to be agreed with the MA** (at least five years of the Project closure (in case of state aid within the project this time may differ))
- Use of Project results shall **not jeopardize their sustainability** and **not to make profit** for beneficiaries
- If the **transfer of ownership rights resulted into a profit** for beneficiary/ies, the MA will recover the respective amount from the LB

Contractual Obligations – Article 12

Who may perform the checks of project documentation and sustainability of result after the Project end?

verifications
may take
place 5
years after
payment of
the balance
for the
Programme

- Managing Authority/ Joint Technical Secretariat
- Audit Authority
- National Authorities of the Republic of Latvia and the Russian Federation
- Authorised representatives of the European Commission
- European Anti-Fraud Office
- European Court of Auditors, the Group of Auditors and any external auditor authorised by these institutions or bodies.

EACH
BENEFICIARY
SHALL

- To appoint contact person for smooth closure of the project
- To inform the MA in case of change of appointed person
- To retain all project related files, documents and data for control and audit purposes



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Contractual Obligations – Article 12

How the checks of project documentation and sustainability of result after the Project end may be preformed?

Beneficiaries provide the authorised body performing the verification with the documents/ information necessary for completion of their mission and shall allow:

- To access the Project premises, sites and locations
- To access to Project documents and information of technical and financial character, information systems, databases, etc.
- To take copies of documents
- To carry out on-spot checks
- To conduct a full audit on the basis of all accounting documents and any other document relevant to the financing of the Project
- Requirements of confidentiality with respect to third parties shall be followed



Main principles for keeping of documents

- The maintenance of the documents should be guaranteed for at least 5 years after receipt of balance payment to Programme from the EC
- The procedure of archiving the project documentation might be integrated into organisational internal procedure
- Use as a hint for arranging folders the list of the evidences of eligibility of costs (accountancy records, invoices, delivery acts, procurement documents, participant lists, meeting minutes, publications, webpage printouts, photos, publications, reports, studies etc.)
- Keep folders in safe location
- In case if the originals are kept in different locations the copies should be kept together with references to other locations (e.g. accountancy records)



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Balance and final payment



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Common rules for balance payment

- ▶ Total amount of all payments can't exceed amount of co-financing indicated in the Grant Contract
- NB! Actual costs per partners also can not exceed approved budget per partners**
- ▶ Balance payment will be paid within 45 days after approval of the relevant report
 - ▶ Unused amount have to be returned to the Managing Authority within 45 days after approval of the relevant report accordingly
 - ▶ Lead Beneficiary is responsible for transfer of recoverable amount

Common rules for balance payment (2)

- Request for balance payment has to be submitted together with final report

NB! In any case amount for balance payment will be recalculated taking into account amount of accepted costs

- Summary on used and accepted amounts by partners (total and Programme co-financing) will be prepared by Managing Authority for final summary
- **NB! Do not forget to submit updated Financial Identification form in case account where payment has to be transferred was changed**

Balance payment

Calculation of balance payment:

- ▶ Co-financing of total reported eligible costs

Minus

- ▶ Total by Managing Authority paid amount
- ▶ Total reported interests and revenues
- ▶ Detected irregularities and/or ineligible costs



Positive result:

- ▶ Remaining amount will be paid
- ▶ Rounded amounts of previously reported co-financing will be covered by balance payment (mathematical rounding will be used)



Negative result:

- ▶ Process of recovery will be started

NB! If total reported costs are less than initially planned, programme co-financing to be paid will be decreased accordingly!

NB! Recovery can be initiated even after balance payment was made in case if, for example, 2nd level control will find any irregularity

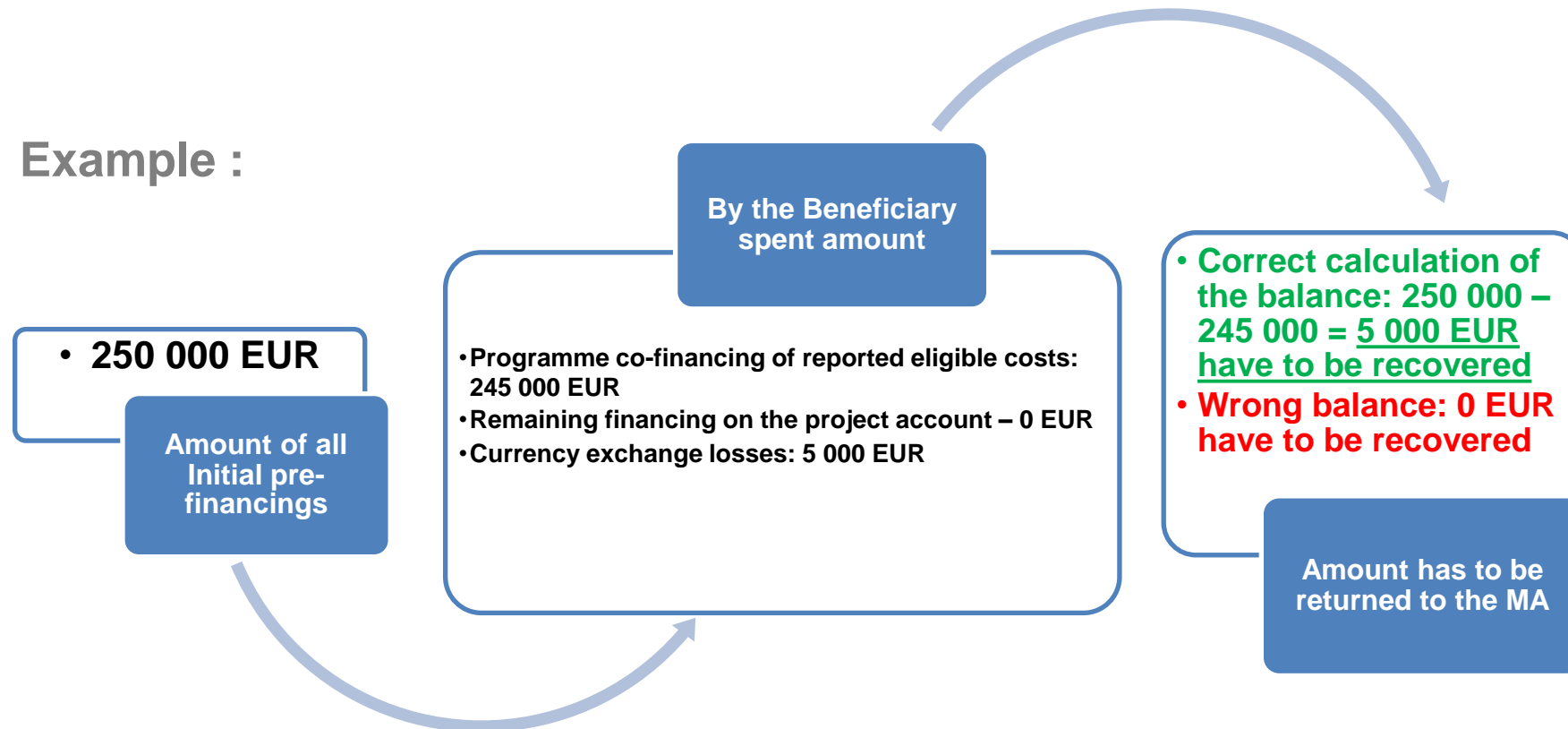
Balance payment– examples

	Example 1 – co-financing of reported costs exceed amount of initial and further payments	Example 2 – co-financing of reported costs are less than amount of initial and further payments	Example 3 – total reported costs are equal with amount of initial and further payments
Total planned costs of the project	400 000 EUR	400 000 EUR	400 000 EUR
In the Grant Contract approved co-financing (90%)	360 000 EUR	360 000 EUR	360 000 EUR
Amount of initial and further payments	288 000 EUR	288 000 EUR	288 000 EUR
Accepted costs	388 889 EUR	300 000 EUR	288 000 EUR
Co-financing of accepted costs	350 000 EUR	270 000 EUR	259 200 EUR
Amount of the final payment / amount has to be recovered	350 000 – 288 000 = 62 000 EUR	270 000 – 288 000 = - 18 000 EUR	259 200 – 288 000 = -28 800 EUR

Balance payment– examples (2)

- *NB! Currency exchange losses must be covered by the beneficiaries themselves and these losses cannot have an impact on calculation of the balance payment.*

Example :





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Communication and visibility



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Communication and visibility in the final report

External expertise and service costs

(Budget Heading 3)

Events (*display panel, agenda, list of participants, presentations, photos, etc.*)

Documents (*visual identity and disclaimer*)

Supplies (*Programme stickers*)

Promo materials (*visual identity*)

Info panels (*visual identity and disclaimer*)

Website (*visual identity and disclaimer*)

Equipment

(Budget Heading 4)

Programme stickers

Infrastructure and works

(Budget Heading 5)

Display panel

Commemorative plaque

Display panels at permanent structures

- Location:

- Beside access routes to the site where the project is taking place
- In a visible place

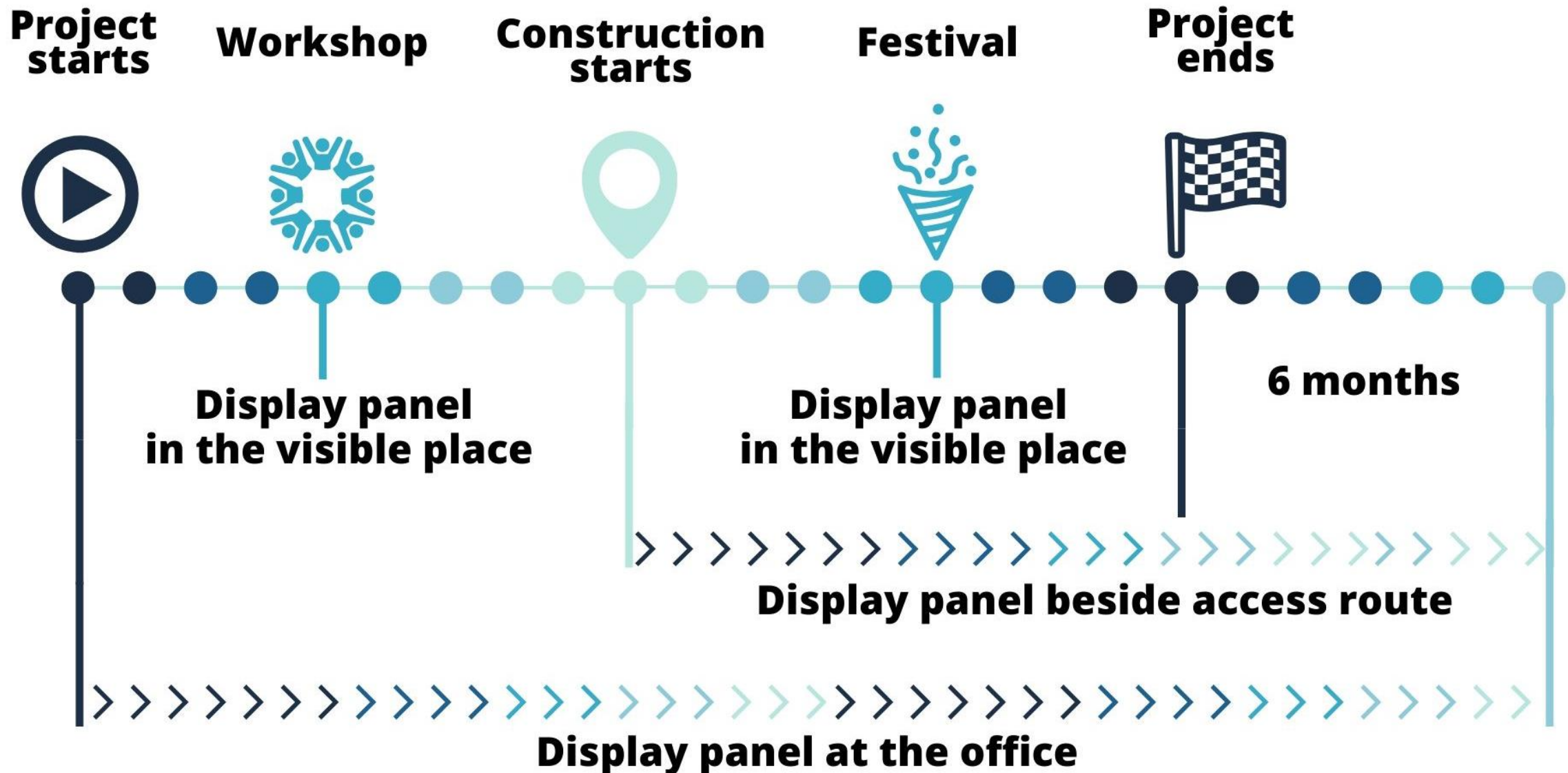
- Size:

- content must be visible and readable so that passers-by are able to read them
- content must be visible and readable for the whole period of display panel duration

Renew the panel if needed!



Display panel



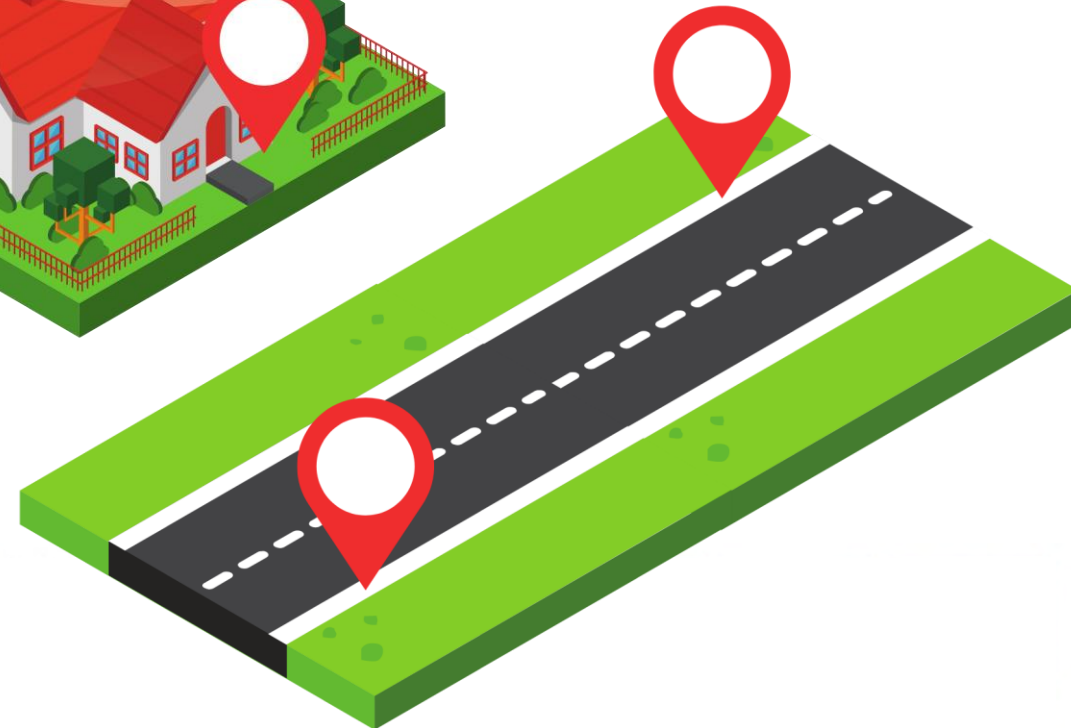
Commemorative plaque

- **Content:**
 - Programme visual identity
 - Phrase in English and in the official language of the respective participating country
- **Location:**
 - in the most visible part of the structure, such as the main entrance or in front of the building
- **Size:**
 - content must be clearly visible so that passers-by are able to read it

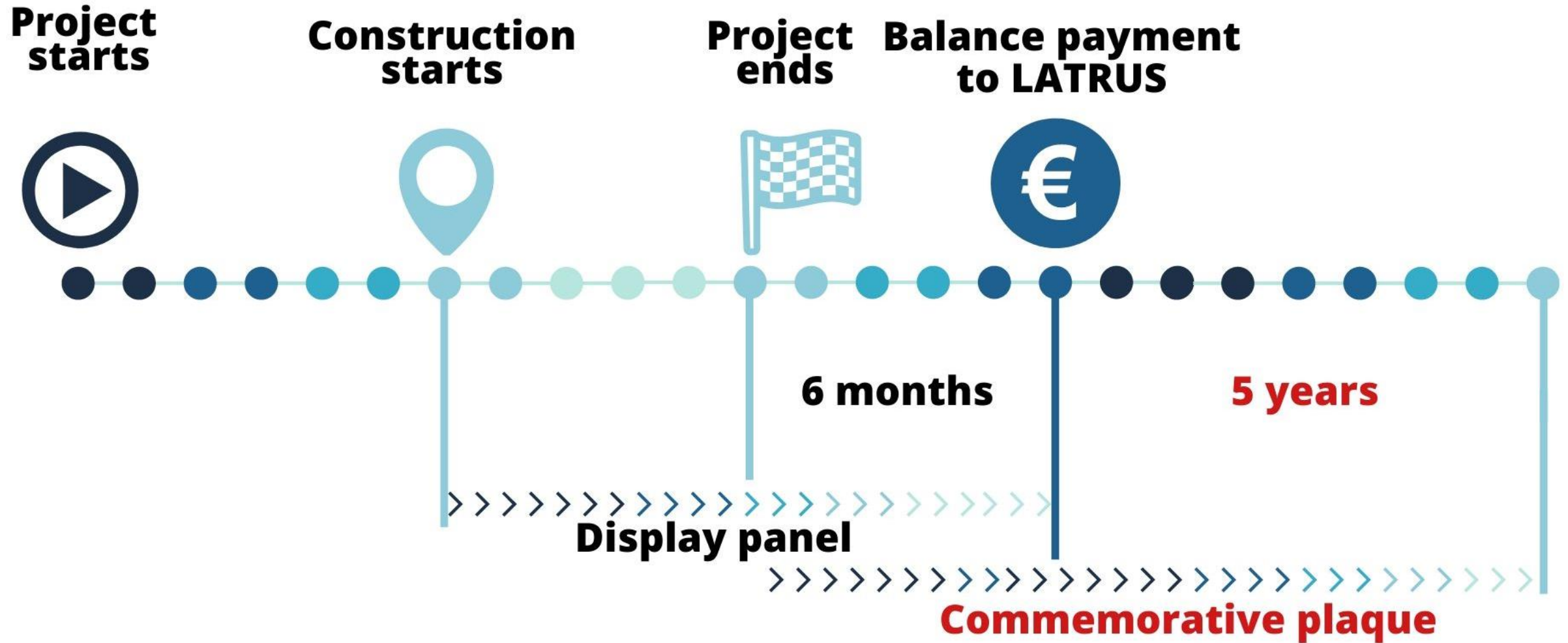


Commemorative plaque

**In case of more than one main entrance,
the commemorative plaques must be located at every main entrance.**



Display panel -> Commemorative plaque



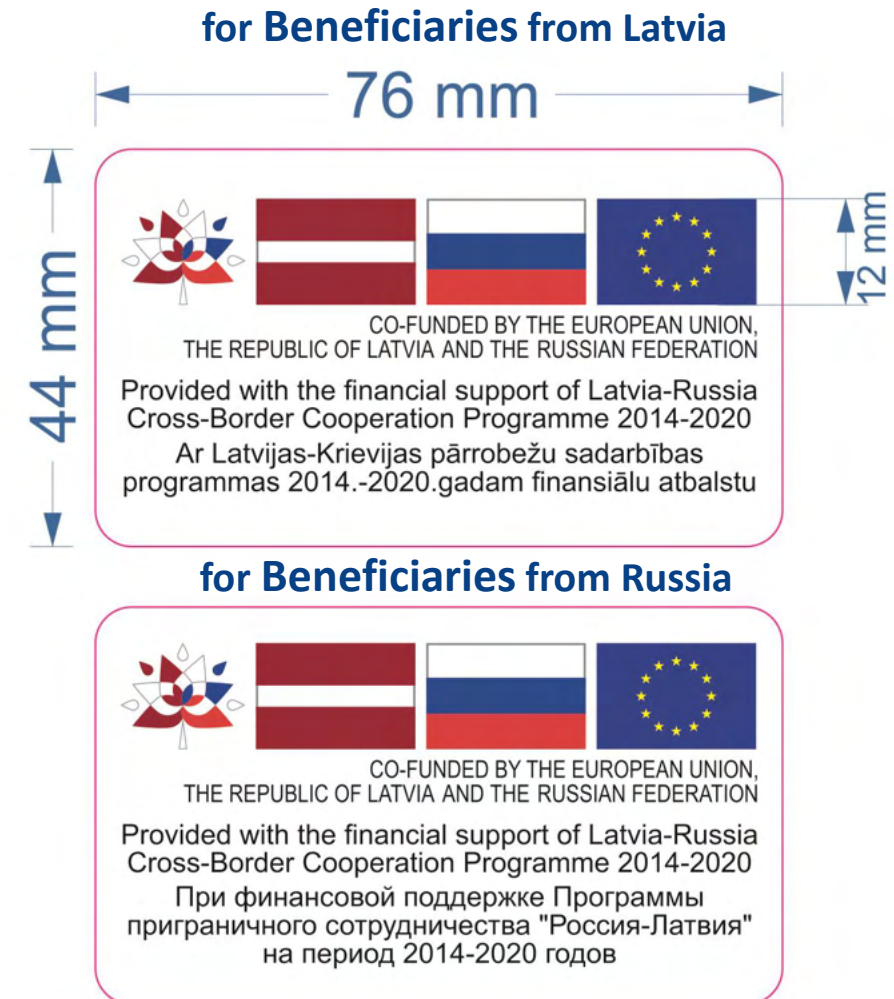
Supplies and equipment

- **Content:**
 - Programme visual identity
 - Phrase in English and in the official language of the respective participating country
- **Location:**
 - in the visible part of the item
- **Duration:**
 - must remain in place at least 5 years after the date of the balance payment

JTS will provide stickers to Beneficiaries for supplies and equipment that will be stored indoor.

Please inform your Information Manager about:

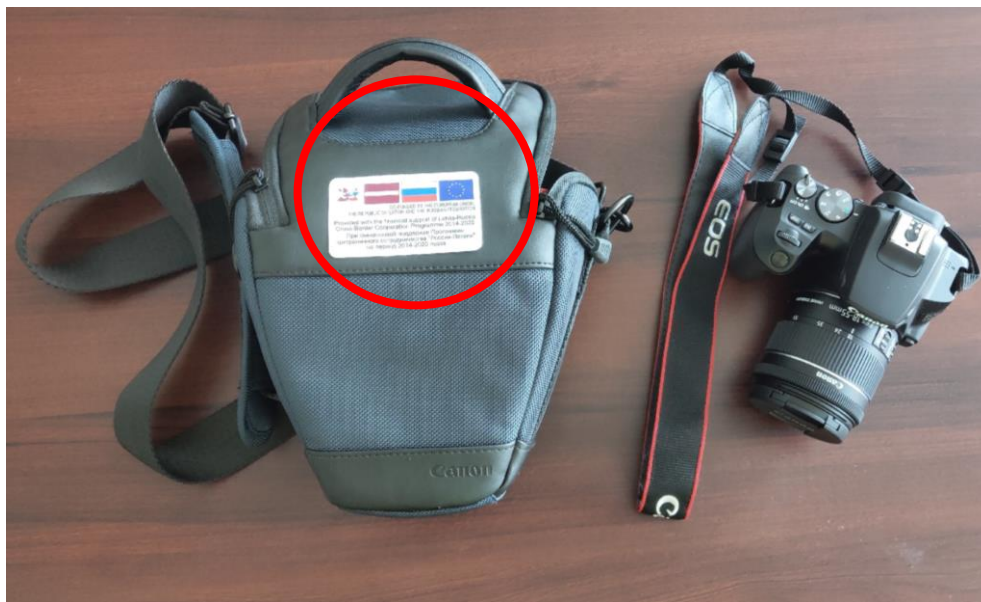
- 1. language version & amount required**
- 2. delivery address**



Supplies and equipment



**If item is too small or
sticker may deface functionality,
place sticker on the case / box / package
of the item**



Supplies and equipment

Wrong



Correct



Websites and project sections

► Visual identity

► Disclaimer:

- Websites and social media accounts created and active only during the project
- OR
- Websites and social media accounts remaining active after the project



Project's & beneficiary's website content must stay available at least 5 years after the balance payment to the Programme



Who can check the evidence?

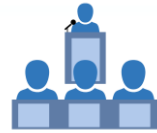
- Managing Authority/ Joint Technical Secretariat
- Audit Authority
- National Authorities of the Republic of Latvia and the Russian Federation
- Authorised representatives of the European Commission
- European Anti-Fraud Office
- European Court of Auditors
- Group of Auditors
- any external auditor authorised by these institutions or bodies.

Commemorative plaques & stickers & websites must remain available for 5 years after the balance payment



Hybrid conference – reporting documents

Offline part



- Agenda
- Presentations
- List of participants

Title of the project _____
Project acronym _____
Project ID number LV-RU-XX _____
Project beneficiary _____
organizing event _____

LIST OF PARTICIPANTS¹
of the (insert title of the event)
_____ (insert location)

No	Name and Surname of Participant	Participant's Organisation	Participant's Contacts (e-mail or phone)	Participant's Signature
1				
2				
3				



- Photos

- Display panel placed on spot (photo)

- Other materials

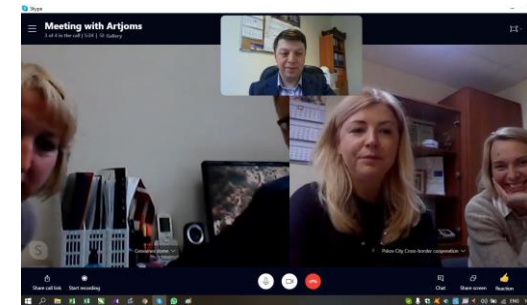
Online part



Title of the project _____
Project acronym _____
Project ID number LV-RU-XX _____
Project beneficiary _____
organizing event _____

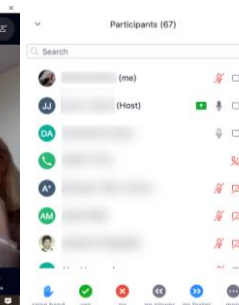
LIST OF PARTICIPANTS¹
of the (insert title of the event)
_____ (insert location)

No	Name and Surname of Participant	Participant's Organisation	Participant's Contacts (e-mail or phone)	Participant's Signature
1				
2				
3				



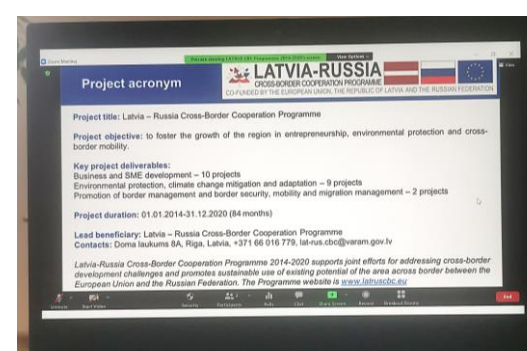
- Agenda
- Presentations
- List of participants (place – online, signature – not applicable)

- Screenshots

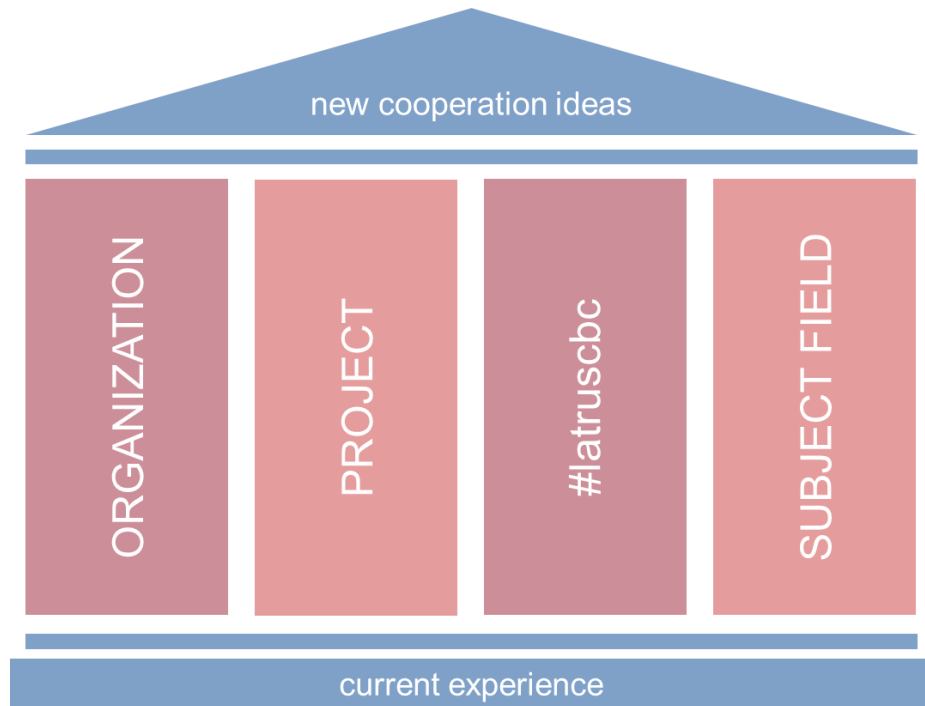


- Display panel shown online (photo/screenshot)

- Other materials



Capitalization options



WHAT is capitalization ABOUT? WHO is capitalization FOR?

- project outcomes
 - project outputs
 - project results
- your target audience
 - your organization
 - your partnership
 - your broader stakeholders

WHY does your project need capitalization?

- make project outputs and results more accessible through knowledge transfer
- obtain additional results through benchmarking
- promote the re-use and / or transfer of knowledge, outputs and results
- raise awareness and improve the communication of outputs and results in specific fields and among target audience

Capitalization within organization and project



* By 'others' we mean quite a broad audience: other employees of your organization, other partners within your project, other projects within the Programme, your stakeholders. And of course, the first and foremost – your Target Audience

Has your organization developed practices / guidelines / materials that are worth sharing?

Are the physical outcomes of your project known and accessible to others*?

Have you shared your outputs and outcomes with broadest possible audience of others*? How?

Has the number of capable project managers increased in your organization?

Can you take a bigger project next time?

Capitalization within Latvia-Russia Programme



Priority 1.1. Promotion of and support to entrepreneurship



Priority 1.2. Development and promotion of new products and services based on local resources



Priority 2.1. Efficient management of nature objects



Priority 2.2. Joint actions in environmental management



Priority 2.3. Support to sustainable waste and waste water management systems



Priority 3.1. Improvement of border crossing efficiency and security



Capitalization within Latvia-Russia Programme



Are there any new target audiences / stakeholders for your project outputs?

Can other projects benefit from your project outputs?
Can you benefit from other projects' outputs?

How can you make your project outputs more visible and accessible to your target audience?

your information channels

our stories

reposts

#latruscbc

ask your infomanager

www.latruscbc.eu

portfolios

articles

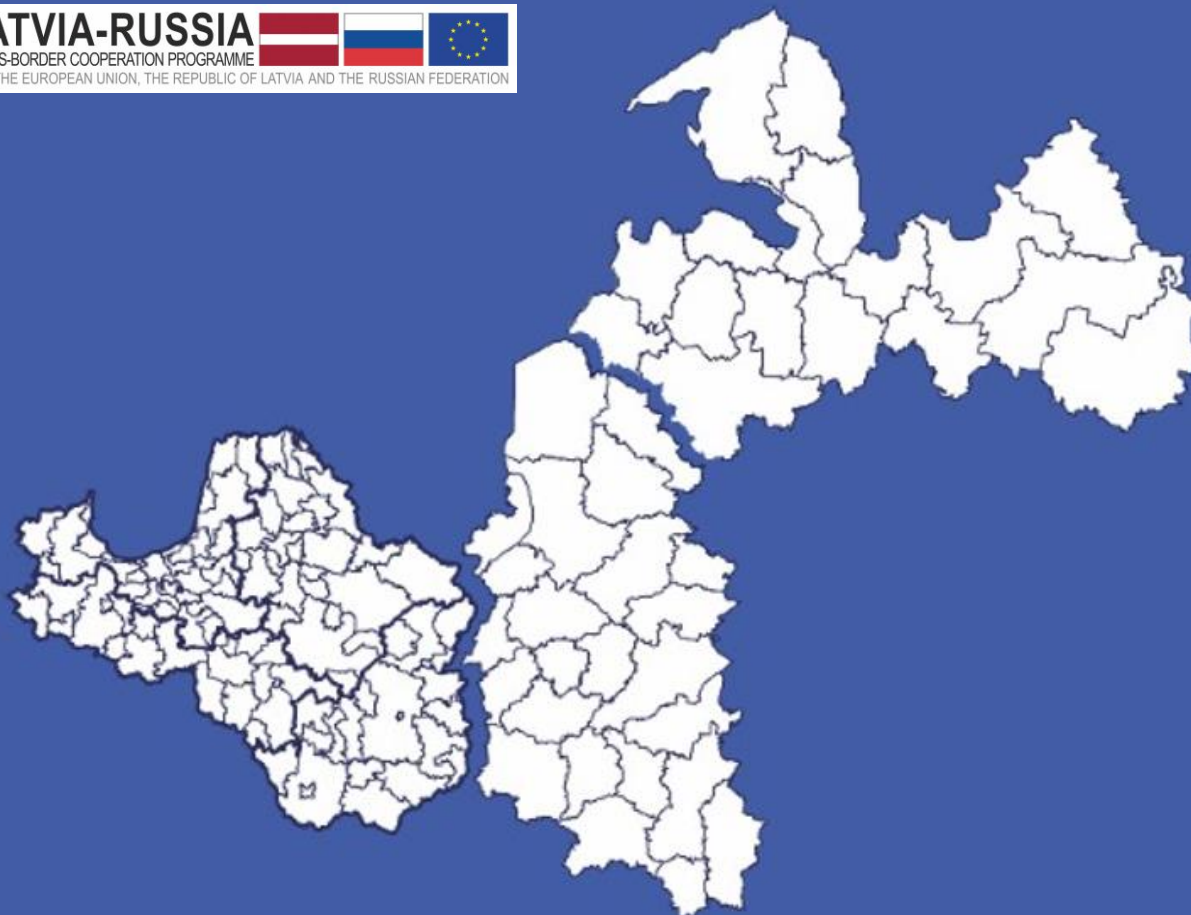
your information channels

Capitalization within subject field

In Latvia:

- Interreg Central Baltic
- Interreg Latvia-Lithuania
- Interreg Estonia-Latvia
- Latvia-Lithuania-Belarus
- Interreg Baltic Sea Region

What's beyond?



In Russia:

- Estonia-Russia CBC
- Interreg Baltic Sea Region
- South-East Finland – Russia
- Kolarctic CBC
- Karelia CBC

What's beyond?



Thank You! Paldies! Спасибо!

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