**Seminar for Beneficiaries and Partners of Projects supported within ENPI Estonia-Latvia-Russia CBC Programme**

**AGENDA**

**19-20 March 2014**

Hotel „Dvor Podznojeva“

Nekrasova street, 1B, Pskov, Russia

**1st Day**

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| 10:30 – 11:30 | REGISTRATION, welcome coffee |
| 11:30 – 13:00 | **Welcome and Introduction**  *Unda Ozoliņa*, Head of the Joint Technical Secretariat (JTS) |
|  | **Visibility of the Programme** (requirements, mistakes leading to ineligible costs, evidences, results, etc.)  *Anna Filatova*, Information Manager, JTS |
|  | **Partnership** (chalenges, good practices etc.)  *Unda Ozoliņa*, Head of the JTS |
| 13:00 – 14:00 | LUNCH |
| 14:00 – 15:30 | **Contractual obligations/supervision of projects** - Changes (minor, addendums)  - Transfer of assests  - On-spots  *Ilze Skrebele-Stikāne*, Project Manager, JTS *Riina Vaap*, Project Manager, JTS |
| 15:30 - 16:00 | COFFEE BREAK |
| 16:00 – 17:00 | **Construction Works**  *Aleksejs Šaforostovs*, Project Manager, JTS |
| 17:30 – 18:30 | DINNER |
| 19:00 | **Individual consultations** (JTS staff available – Project Managers, Financial Managers, Information Managers) |
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**2nd  Day**

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| 9:00 – 10:30 | **Projects involvement in the Annual Event and European Cooperation Day 2014**  *Vladimir Skorokhodov*, Information Manager, JTS *Anna Filatova*, Information Manager, JTS |
|  | **Final Reporting**  - Narrative (indicators, results, outputs, etc.) - Financial (payments in project, balance payment, planning)  - How to fill in the Final Report  *Liina Saar, Project Manager, JTS  Dace Krupenko, Financial Manager, JTS Sergejs Dubcaks, Financial Manager, JTS* |
| 10:30 – 11:00 | Coffee-break |
|  | **Final Reporting (continuation)** |
|  | **Recovery**  *Dace Krupenko, Financial Manager, JTS* |
| 13:00 – 14:00 | LUNCH |
| 14:00 -  15:00 | **Question and Answer Session**  **Consultations** |
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