

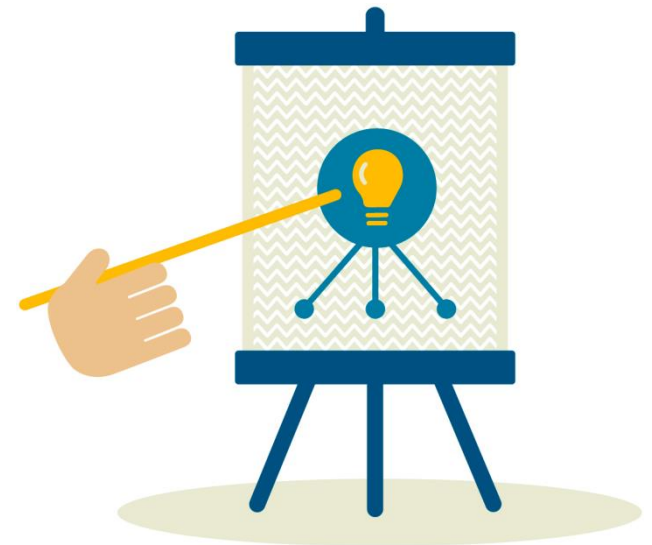
# Project Closure

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Project Management training

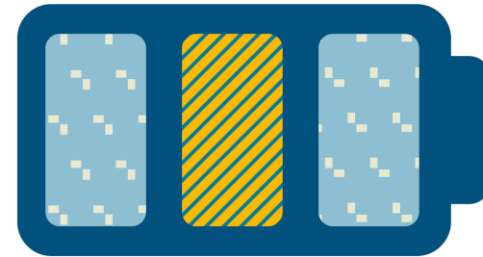
22-23 November 2017 | Nicosia, Cyprus

**Tsveta Aleksandrova, Interact**



# Project closure – steps to be taken

- Plan closure;
  - Resources
  - Timing
  - Last reimbursement
- Finalise all project activities
- Communicate all results
- Accumulate project records
- Prepare final report

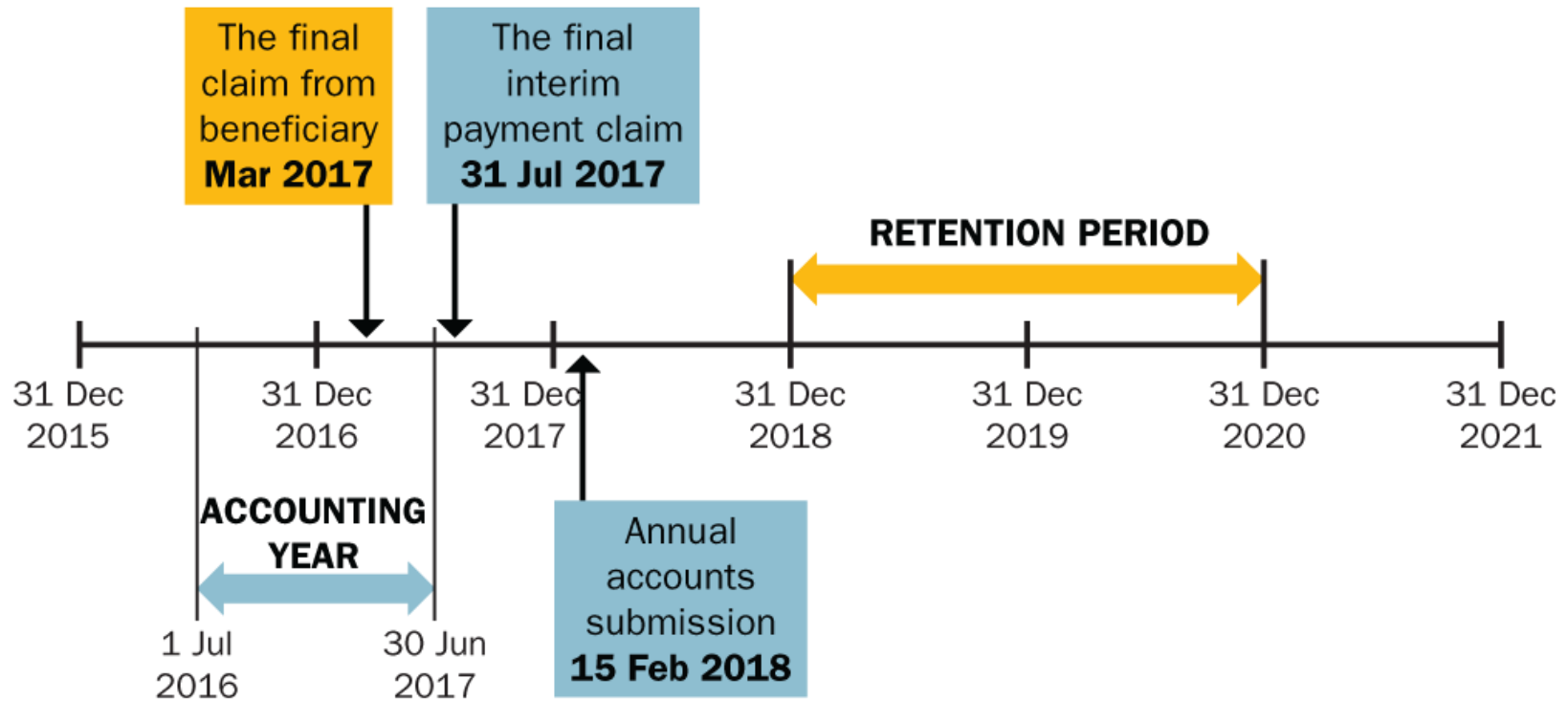


# Obligations after project closure

- Retention of documents:
  - Programme rules – 2 or 3 years
  - If State Aid involved – 10 years
- Ownership of project deliverables
- Revenues
- Irregularities found after project closure



# Retention of documents



# Project legacy

- Ensuring that project activities have a lasting impact on project partner organisations and stakeholders
- Ensuring that project activities have a lasting impact on the wider programme area and beyond
- Trying to ensure that there is commitment and funding to take the next steps
- Taking into account programme supportive activities



# Advice from projects already closed

- LP knows who to approach in partners institutions after the project closure
- Partners know all their obligations, and ensure there is staff ready to be approached should there be additional control
- Partners know about their obligations regarding paying back unduly paid funds, once irregularity is found after project closure.



# Cooperation works

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All materials will be available on:

**[www.interact-eu.net](http://www.interact-eu.net)**