

Project closure - workshop



Draft Agenda 29 November 2018
Rotterdam, The Netherlands
exact venue tbc

Outline

Based on a number of requests from Interreg programmes, Interact has initiated a series of events aimed at finding solutions to management challenges in Interreg Programmes. At the moment considerable number of programmes are in the stage, where first projects (approved in the first call) are about to be finished. Therefore this event will be dedicated to exchange of practices and develop efficient procedure (mechanism) for the project closure.

During the workshop we will be working on developing a procedure for the project closure including preparation of the final project report template. Together we will exchange on necessary activities and timing of the process. Moreover we will try to identify additional information in comparison to regular reports that it is necessary to close a project.

Format of the workshop

We foresee that the workshop will be based on contributions from all participants, in that they participate actively in discussions and present their programme practices. Interact will mainly facilitate the workshop and lead the discussion to conclusions that can be shared Europe-wide.

Who is it for?

The event is intended for experienced Interreg programme staff, mainly from the Joint Secretariats, who are directly involved in the project implementation.

To ensure fair representation of participants from all over Europe, and secure the best possible outcome, we will limit the number of participants from each zone (north, south, east and west) and to one representative per programme.



Project closure workshop
29 November 2018
Rotterdam, The Netherlands

Thursday, 28 November 2018

8.45 – 9.00

Registration and welcome coffee

9.00 – 9.30

Welcome, introduction and meeting overview

9.30 – 10.30

Session 1 Previous and current programme practices

- Collection of current practices in project closing,
- Presentations of different practices from programmes
- Exchange on the state of the implementation of the projects

The objective of the session is to exchange on the state of play of the project closure practices, set up a joint understanding of the timing of the process

10.30 – 11.00

Coffee

11.00 – 12.30

Session 2 Project final report documentation

- Identification of additional information that would be needed (required) in comparison to the regular reports;
- Identification of possible additional questions within final project report;
- Exchanges on the challenges concerning project closure (i.e. timing, resources, eligibility periods etc.);
- Preparation of the final letter to the Lead Partner, screening necessary information

At the end of the session, participants will have information and a set of useful tips how to prepare final project reports.

12.30 – 13.30

Lunch

13.30 – 15.00

Session 2 Preparing the final project report documentation
(continuation)

15.00 – 15.30

Coffee

15:30 – 16:30

Session 3 After the project closure

- Identification of programme procedures after the project closure (e.g. on the spot visits, interviews to verify what happened with the project results, etc.),

At the end of the session, participants will have ideas, what kind of different activities can be implemented by a programme after the project closure.

16:30 – 17:00

Summary of discussions