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When the end
is near –
preparing to close the
project



12.6.2020

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Completing the
activities

Closing
meeting

Monitoring and
evaluation

Communicating
the results

Final reporting

Sustainability



Completing the activities

As a main rule, the MA expects you to follow the work plan and to complete the expected outputs.

- Already now, check if any changes need to be made to the budget or to the work plan.
- Two months before closing the project: check again!
 - If changes are needed submit a change request **at least 1 month before** closing the project (request for extension 2 months before).

Closing meeting

= informal conversation with your MA contact person

- Aim is to give and receive feedback
- Timing to be agreed

Monitoring and evaluation

Monitoring by the Managing Authority

Most of you will face

- On the spot visits

Some of you will face

- Result-oriented monitoring
- Sample checks performed by the Audit Authority and Group of Auditors



Monitoring and evaluation

Monitoring by the project

- Internal evaluation in the final report (also from the partners!)
- Also more comprehensive internal evaluation can be made.
- External evaluation is not obligatory but the MA would be happy to see some.

Communicating the results

Should you tell someone what you have done when the project is ending?

”There’s nothing to tell now when the project is already ending.”

”Isn’t it enough we did what we were supposed to do and everything can be found from our website. Do we really have to do something else?”

⇒ If you have nothing to tell when the project is ending, the project has failed.

Communicating the results

You need to make the project **results** visible – tell everybody what you have done!

- Identify the most interesting achievements
- Find the people who benefit from you project and tell their story to the public

Communicating the results

You should at least:

- Make sure information of the results can be easily found.
- Inform the target groups on the outputs they can use (information can be found from the website / there is this bridge we built that you can use etc.).
- Contact relevant media – tell about the outputs and results.
- Make sure your own organisation knows what you did in the project – how could the results be utilized in the organisation?
- Make sure MA knows what did you do (at least, write a good final report).

Communicating the results

You could also, for example:

- Participate events organised by others.
- Inform MA about any results that could be promoted/capitalised by the programme.
- Check if the contacts of other projects could be utilised.
- Invent something you didn't think before...

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Communicating the results

Remember:

- To use plain language.
- That information on the project results can be spread also after the project has ended!



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Communicating the results

Practicalities before closing the project:

- Check if the results are described on the project website.
- Submit photos and videos to the MA.
- Produce commemorative plaques, if relevant.

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Communicating the results

More practical information on dissemination tomorrow.



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Final reporting

To be handled by Jarkko in a few minutes...



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Sustainability

To be discussed in detail tomorrow - but do start thinking about sustainability immediately (if you haven't already started).

Sustainability = continued use of the results



Extension of the implementation period

If more time is needed contact your contact person, and after a green light submit a change request 2 months before the original deadline, the latest.

Note:

- Propore grounds are needed for extension.
- It's not possible to increase the budget in any case.

Archiving

- All original project-related documents need to be archived at least for five years after the Programme has been closed -> at least until the **end of 2030**.
- Material is stored as a single entity.
- MA needs to be informed where the material is archived and a contact person for archiving needs to be named.
- Archiving requirement goes both for the Lead Partner and partners.

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3 months before closing:

- Check if change request is needed
- Book closing meeting
- Do you have a plan for disseminating?

1 month before closing:

- Check website, plaques and photos
- Organise archiving
- Start working with the final report (if you haven't already)
- Make sure expenditure verification is booked.

When the project ends:

- All activities need to be finished.
- Bills need to be paid before the audit.





We know you
can do it!

