

Reimbursement Request No. 4

Technical Assistance Fund

Instructions**Estonia**

A. Basic information			
Support Measure Title	Technical Assistance Fund		
Support Measure Identification Code	Šveits.1.03	7F-10899.01	
Support Measure duration	from 2/22/2023	to	12/3/2029
Name of Executing Agency	State Shared Service Centre		
Reporting period	from 7/1/2025	to	12/31/2025
Reimbursement Request No	4		
Total Support Measure Budget (local currency)	962,075.00	EUR	
Maximum Swiss contribution (CHF)	390,000.00	CHF	
Swiss co-financing rate	on total budget 42.00%	on total expenditures	42.00%
Exchange rate used	CHF/EUR 1.104	Date of exchange rate	3/2/2026
B. Amount requested by the Paying Authority			
Total amount requested	45,461.27	EUR	41,160.64 CHF
National co-financing	26,367.53	EUR	23,873.16 CHF
Deductions (according to Regulations 11.4/3)	0.00	EUR	0.00 CHF
Swiss co-financing = Reimbursement by CH	19,093.74	EUR	17,287.48 CHF
C. Available amount from the Swiss Contribution			
Maximum Swiss Contribution	390,000.00	CHF	100.00%
Cumulative amount received from Switzerland	60,576.14	CHF	15.53%
Available amount before the current reimbursement	329,423.86	CHF	84.47%
Total amount of current reimbursement request	17,287.48	CHF	4.43%
Remaining amount after the current reimbursement	312,136.38	CHF	80.03%
D. Certification and approval of Reimbursement Request			

National Coordination Unit	
Name of the institution:	State Shared Service Centre
Address:	Lökke 4, 10122 Tallinn
Name of the contact person:	Helena Musthallik
Position:	programme expert
Email:	helena.musthallik@rtk.ee
Phone number:	3726466003
The National Coordination Unit hereby certifies	
<p>(i) that the Support Measure is implemented in accordance with the Technical Support Agreement;</p> <p>(ii) the reporting under Physical Progress, Financial Progress and Procurement Plan is true and accurate;</p> <p>(iii) that the reporting under Financial Progress reflects correctly the incurred expenditures;</p> <p>(iv) that recoverable VAT is not included in the Financial Progress as eligible expense;</p> <p>(v) that no double-financing occurs;</p> <p>(vi) that all procurements for which expenditures were incurred during the reporting period have been conducted in compliance with the applicable law of the Partner State and EU directives on public procurement;</p> <p>(vii) that the information and financial data provided in this Reimbursement Request has been thoroughly reviewed and found to be correct, reliable and accurate;</p> <p>(viii) that claimed expenditures are incurred as part of the Support Measure in accordance with the Framework Agreement and the Technical Support Agreement;</p> <p>(ix) that all payments declared have actually been made in the indicated (or exceptionally previous) reporting period;</p> <p>(x) the compliance with state aid rules of all activities performed in the reporting period.</p>	
Name: Urmo Merila	Position: Deputy Director General
Date and signature	digitally signed
Paying Authority	
Name of the institution:	State Shared Service Centre
Address:	Lökke 4, 10122 Tallinn
Name of the contact person:	Janika Otsing
Position:	financial specialist
Email:	janika.otsing@rtk.ee
Phone number:	3726631926
The Paying Authority hereby certifies	
<p>(i) to have checked the conformity of the Reimbursement Request with the financial stipulations, in particular the co-financing rate, set out in the Technical Support Agreement;</p> <p>(ii) to have received sufficient information for the certification of the Reimbursement Request;</p> <p>(iii) to have checked the compliance of the Reimbursement Request with the information available to the Paying Authority;</p> <p>(iv) that the co-financing of the Partner State has been provided in accordance with the Technical Support Agreement;</p> <p>(v) that based on the information available to the Paying Authority no double-financing could be identified;</p> <p>(vi) that recoverable VAT is not included in the Reimbursement Request as eligible expense.</p>	
The bank details for reimbursement are as follows:	
Beneficiary: Ministry of Finance of the Republic of Estonia	
IBAN: EE891010220034796011	
SWIFT: EEUH22XX	
Reference: 2550081357	
Name: Karin Viikmaa	Position: Head of the Grants Payment Department
Date and signature	digitally signed

Financial Progress

Instructions

BUDGET		REPORTING PERIOD 1:				REPORTING PERIOD 2:				REPORTING PERIOD 3:				REPORTING PERIOD 4:				CUMULATIVE DATA					PLANNING								
No	Budget Items	EUR	%	CHF	EUR	CHF	CHF	CHF	EUR				CHF																		
		Budget 100%	Co-financing rate (CH co-financing)	Swiss contribution (co-financing)	Eligible expenditures 100%	Eligible expenditures 100%	National co-financing	Swiss contribution (co-financing)	Eligible expenditures 100%	Eligible expenditures 100%	National co-financing	Swiss contribution (co-financing)	Eligible expenditures 100%	Eligible expenditures 100%	National co-financing	Swiss contribution (co-financing)	Eligible expenditures 100%	Eligible expenditures 100%	National co-financing	Swiss contribution (co-financing)	Eligible expenditures 100%	% of Budget spent	Total remaining Budget	Eligible Expenditures 100%	Swiss contribution (co-financing)	% of Swiss Contribution spent	Total remaining Swiss contribution	Reimbursements expected to be received from Switzerland (current year)	Reimbursements expected to be received from Switzerland (year +1)	Reimbursements expected to be received from Switzerland (year +2)	
	Exchange rate CHF/EUR	1.036081			1.068				1.038				1.070				1.104														
1	National Coordination Unit (NCU)	626,276.00	42.00%	253,876	60,084.56	56,239.15	32,618.71	23,620.44	25,178.85	24,247.23	14,063.39	10,183.84	28,535.25	26,663.34	15,464.74	11,198.60	30,764.66	27,854.32	16,155.50	11,698.82	144,563.32	23.08%	481,712.68	135,004.04	56,701.70	22.33%	197,174.13	15,000.00	48,000.00	50,000.00	
1.1	Meetings with the Swiss authorities, reg art 6.5 (a)	57,057.00			6,478.31				1,401.83				1,844.64			4,674.00				14,398.78	25.24%	42,658.22									
1.2	Information events, exchange of experience and capacity building between NCU, Paying Authority, Audit Authority, Executing Agencies, Intermediate Bodies, programme operators and programme component operators, reg art 6.5 (d)	25,280.00																			0.00	0.00%	25,280.00								
1.3	Expenditures associated with evaluations at the level of the CP or in a thematic area, reg art 6.5 (h)	113,969.00							552.33				597.71			1,123.34				0.00	0.00%	113,969.00									
1.4	Visibility, public awareness of the CP, reg art 6.5 (j)	124,674.00			368.38											1,123.34				2,641.76	2.12%	122,032.24									
1.5	Translation and interpretation costs, reg art 6.5 (k)	20,338.00																		0.00	0.00%	20,338.00									
1.6	NCU salaries, social security contributions and other statutory costs in respect of public officials of the national entities, reg art 6.5 (m)	284,958.00			53,237.87				23,224.69				26,092.90			24,967.32				127,522.78	44.75%	157,435.22									
2	Paying Authority	86,715.00	42.00%	35,152	0.00	0.00	0.00	0.00	5,017.53	4,831.88	2,802.49	2,029.39	6,344.77	5,928.55	3,438.56	2,489.99	6,261.84	5,669.47	3,288.29	2,381.18	17,624.14	20.32%	69,090.86	16,429.90	6,900.56	19.63%	28,251.42	3,500.00	6,000.00	7,000.00	
2.1	Paying Authority salaries, social security contributions and other statutory costs in respect of public officials of the national entities, reg art 6.5 (m)	86,715.00							5,017.53				6,344.77			6,261.84				17,624.14	20.32%	69,090.86									
3	Audit Authority	181,739.00	42.00%	73,672	11,404.95	10,675.03	6,191.52	4,483.51	1,863.67	1,794.71	1,040.93	753.78	3,979.52	3,718.46	2,156.71	1,561.75	7,536.52	6,823.57	3,957.67	2,865.90	24,784.66	13.64%	156,954.34	23,011.77	9,664.94	13.12%	64,007.27	3,200.00	10,000.00	10,000.00	
3.1	Audit Authority - Information events, exchange of experience and capacity building between NCU, Paying Authority, Audit Authority, Executing Agencies, Intermediate Bodies, programme operators and programme component operators, reg art 6.5 (d)	2,072.00			282.88								55.88			30.00				368.76	17.80%	1,703.24									
3.2	Audit Authority salaries, social security contributions and other statutory costs in respect of public officials of the national entities, reg art 6.5 (m)	179,667.00			11,122.07				1,863.67				3,923.64			7,506.52				24,415.90	13.59%	155,251.10									
4	Miscellaneous expenses	67,345.00	42.00%	27,300	8,087.06	7,569.49	4,390.30	3,179.19	1,524.25	1,467.86	851.36	616.50	1,169.98	1,093.23	634.08	459.15	898.25	813.28	471.70	341.58	11,679.54	17.34%	55,665.46	10,943.86	4,596.42	16.84%	22,703.47	500.00	2,000.00	2,000.00	
4.1	Miscellaneous expenses	67,345.00			8,087.06				1,524.25				1,169.98			898.25				11,679.54	17.34%	55,665.46									
	TOTAL	962,075.00	42.00%	390,000	79,576.57	74,483.67	43,200.53	31,283.14	33,584.30	32,341.68	18,758.17	13,583.51	40,029.52	37,403.58	21,694.09	15,709.49	45,461.27	41,160.64	23,873.16	17,287.48	198,651.66	20.65%	763,423.34	185,389.57	77,863.62	19.97%	312,136.29	22,200.00	66,000.00	69,000.00	

Information on modifications of the Support Measure approved during the reporting period
According to Technical Support Agreement Article 11

There were no modifications during the reporting period.

Information on non-eligible expenditures during the reporting period

Please indicate the amount of non-eligible expenditures during the reporting period. Why are the expenditures non-eligible (for example due to irregularities or because it was agreed during the approval process of the SM that the costs are non-eligible)? Who will finance the non-eligible expenditures?

No ineligible costs were found.

Information on deductions related to financial corrections (Art 11.4/3 Regulations)

In case of a financial correction already paid by Switzerland and deducted in this Reimbursement Request, please indicate the budget item, reporting period in question and provide explanation on the deduction made / refer to irregularity report.

There were no deductions.

Information on advance payments

According to Art. 8.3. of the Regulations the Partner State may in exceptional cases agree with Switzerland on advance payments. If these are foreseen in the Support Measure Agreement, describe how the advance payment will be used in the upcoming reimbursement period and provide proof for the execution of the advance payment by the Partner State.

Advance payments were not foreseen.

Information regarding deviations from financial planning

If there is a significant difference between the expenditures planned for this reporting period and the actual expenditures paid by the Paying Authority, justify the deviations. Also explain if the financial planning in this reimbursement request significantly differs from the financial planning in the previous reimbursement requests. If there is a cost overrun per budget item, describe how the additional costs will be covered.

There were no significant deviations.

Operational Progress

National Coordination Unit (NCU)	
No	Short description of activities undertaken in the reporting period
1.1	<p>Meetings with the Swiss authorities</p> <p>Steering Committee meetings</p> <p>The programme expert from the NCU participated in the following meetings of the SM Steering Committees:</p> <p>the Steering Committee meeting of the SM "Biodiversity Programme", held on 06-07 October 2025 in Ida-Viru County;</p> <p>the Steering Committee meeting of the SM "Supporting Social Inclusion", held on 11 November 2025 in Tartu on the premises of the Ministry of Education and Research.</p>
1.1	<p>Other meetings and events</p> <p>The programme expert and the communication expert from the NCU participated in the meeting of the Baltic NCUs in Lithuania on 23–25 September. The meeting provided an opportunity to meet with other NCUs, exchange experiences on various aspects related to programme implementation, and engage with participants in an informal atmosphere.</p>
1.4	<p>Visibility, public awareness</p> <p>The NCU published information about the Cooperation Programme on the website of the State Shared Service Centre and participated in discussions and meetings related to communication.</p> <p>Under the leadership of the NCU, videos introducing the cooperation programme and the activities of the support measures were produced and finalised at the end of 2025. Videos are planned to be published in the first quarter of 2026.</p> <p>On 11 September, a joint communication meeting was held with the participation of programme operators, component operators, and implementers. Future communication activities and communication-related issues were discussed during the meeting.</p>
1.6	<p>NCU salaries</p> <p>The programme expert from the NCU participated in the following meetings and events:</p> <p>Task Force meeting of the SM "Supporting Social Inclusion", held on 30 October 2025 in the premises of the Ministry of Culture; SM Steering Committee meetings in October and November 2025; meeting of the Baltic NCUs in Lithuania in September 2025; joint communication meeting in September; Media Literacy Conference in Rakvere on 23 September 2025; a seminar introducing the study on the volunteer system on 13 November 2025. In addition, the programme expert contributed to the preparation of videos and organised meetings involving the programme operators, component operators, implementers and partners.</p>
Estimated cumulative physical progress (%)	

Paying Authority	
No	Short description of activities undertaken in the reporting period
2.1	<p>Paying Authority salaries</p> <p>On 26 September 2025 the Paying Authority submitted to the SCO the RR No. 3 for the Technical Assistance Fund, covering the period from 1 January 2025 to 30 June 2025, for the SM "Supporting Social Inclusion" covering the period from 01 June 2024 to 30 June 2025 and for the SM "Biodiversity Programme" covering the period from 01 May 2024 to 30 June 2025.</p>
Estimated cumulative physical progress (%)	

Audit Authority	
No	Short description of activities undertaken in the reporting period
3.1	<p>Audit Authority - Information events, exchange of experience and capacity building</p> <p>A representative of the Audit Authority participated in the Estonian Internal Auditors' Annual Conference on 1 October 2025.</p>

3.2	<p>Audit Authority salaries</p> <p>The Audit Authority carried out an assessment of the functioning of the management and control systems of the NCU and the POs in August and September 2025. Respective audit report was submitted to the SCO on 03 October 2025.</p> <p>Audit Authority updated the Audit Startegy, which was submitted to the SCO on 31 December 2025.</p>
Estimated cumulative physical progress (%)	

Miscellaneous expenses	
No	Short description of activities undertaken in the reporting period
4.1	<p>Miscellaneous expenses</p> <p>Travel expenses of the communication specialist to the NCU meeting in Lithuania and within Estonia related to the production of videos.</p>
Estimated cumulative physical progress (%)	

Deckblatt Rechnung E-Billing / Coversheet Invoice E-Billing

Buchungsinformationen / Booking information

Referenz-Nummer / Reference Number	REF-1006-66300
Projektnummer / Support Measure Identification Code	7F-10899.01
Kreditorennummer / Creditor Number	1000643543
Name des Kreditors / Creditor's name	Ministry of Finance of the Republic of Estonia
Strasse / Street	Suur-Ameerika 1
PLZ, Ort / Zip code and place	10122 Tallinn
Währung / Currency:	CHF
Betrag / Reimbursement requested from Switzerland	17,287.48
Aufteilung nach Programmkomponente / Breakdown by programme component	
National Coordination Unit (NCU)	11,698.82
Paying Authority	2,381.18
Audit Authority	2,865.90
Miscellaneous expenses	341.58

Zahladresse / Account details

Kontoinhaber / bank account holder (if different from creditor name)	Ministry of Finance of the Republic of Estonia
IBAN-Nr.:	EE891010220034796011
SWIFT:	EEUHEE2X
Referenz-Nummer / Reference Number	2550081357
Bankbezeichnung / Name and address of the bank	SEB, Tornimäe 2, 15010 Tallinn, Estonia