

Reimbursement Request No. 2**Biodiversity Programme****Instructions****Estonia**

A. Basic information			
Support Measure Title	Biodiversity Programme		
Support Measure Identification Code	Šveits.1.02	7F-10768.01	
Support Measure duration	from 5/1/2024	to	8/31/2028
Name of Executing Agency (EA)			
Reporting period	from 7/1/2025	to	12/31/2025
Reimbursement Request No	2		
Total Support Measure Budget (local currency)	8,447,107.00	EUR	
Maximum Swiss contribution (CHF)	6,930,000.00 CHF		
Swiss co-financing rate	on total budget 85.00%	on total expenditures	85.00%
Exchange rate used	CHF/EUR 1.104	Date of exchange rate	3/2/2026
B. Amount requested by the Paying Authority			
Total amount requested	580,963.59	EUR	526,004.43 CHF
National co-financing	87,144.54	EUR	78,900.67 CHF
Deductions (according to Regulations 11.4/3)	0.00	EUR	0.00 CHF
Swiss co-financing = Reimbursement by CH	493,819.05	EUR	447,103.76 CHF
C. Available amount from the Swiss Contribution			
Maximum Swiss Contribution	6,930,000.00	CHF	100.00%
Cumulative amount received from Switzerland	532,031.61	CHF	7.68%
Available amount before the current reimbursement	6,397,968.39	CHF	92.32%
Total amount of current reimbursement request	447,103.76	CHF	6.45%
Remaining amount after the current reimbursement	5,950,864.63	CHF	85.87%
D. Certification and approval of Reimbursement Request			
Executing Agency: Programme Operator			
Name of the institution:	Ministry of Climate		
Address:	Suur-Ameerika 1, 10122 Tallinn, Estonia		
Name of the contact person:	Kairi Toiger		
Position:	Advisor, financial department		
Email:	kairi.toiger@kliimaministeerium.ee		
Phone number:	3,726,262,931		
The Executing Agency hereby certifies			
(i) that the Support Measure is implemented in accordance with the Support Measure Agreement and Support Measure Implementation Agreement;			
(ii) the reporting under Physical Progress, Financial Progress and Procurement Plan is true and accurate;			
(iii) that the reporting under Financial Progress reflects correctly the incurred expenditures;			
(iv) that recoverable VAT is not included in the Financial Progress as eligible expense;			
(v) that no double-financing occurs;			
(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.			
Name: Antti Tooming	Position:	Deputy Secretary General on Environmental Protection and Biological Diversity	
Place, date and signature	digitally signed		

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:	+37256466003
The National Coordination Unit hereby certifies	
<p>(i) 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>(ii) that claimed expenditures are incurred as part of the Support Measure in accordance with the Framework Agreement, the relevant Support Measure Agreement and Support Measure Implementation Agreement;</p> <p>(iii) that all payments declared have actually been made in the indicated (or exceptionally previous) reporting period.</p> <p>(iv) 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 relevant Support Measure 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 relevant Support Measure 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:				CUMULATIVE DATA							PLANNING		
		EUR	%	CHF	EUR	CHF	CHF	CHF	EUR	CHF	CHF	CHF	EUR			CHF				CHF	CHF	CHF																		
No	Budget items	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%	% 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	1.036			1.070				1.104																															
1	Management Costs	247,384.00	85.00%	202,953.63	34,210.56	31,966.35	4,794.95	27,171.40	8,522.81	7,716.55	1,157.48	6,559.07	42,733.37	17.27%	204,650.63	39,682.90	33,730.47	16.62%	169,223.16	30,000.00	52,000.00	87,223.16																		
1.1	Personnel	71,760.00			11,986.39				4,712.44				16,698.83	23.27%	55,061.17																									
1.2	Expenses of State Shared Service Centre for verification of incurred expenditure	72,800.00			3,895.71				3,307.48				7,203.19	9.89%	65,596.81																									
1.3	Information and communication	57,420.00			14,881.88				450.00				15,331.88	26.70%	42,088.12																									
1.4	Miscellaneous	45,404.00			3,446.58				52.89				3,499.47	7.71%	41,904.53																									
2	Programme Component 1 "Development of innovative monitoring technologies/solutions and improvement of Environmental data-bases and systems" (operator Environmental Agency)	3,514,862.00	85.00%	2,883,589.89	189,976.42	177,513.97	26,627.10	150,886.87	171,790.78	155,539.37	23,330.91	132,208.46	361,767.20	10.29%	3,153,094.80	333,053.34	283,095.33	9.82%	2,600,494.56	983,280.00	929,560.00	687,654.56																		
2.1	Management costs Programme Component 1	301,700.00			56,991.21				47,631.08				104,622.29	34.68%	197,077.71																									
2.2	Activity 1: Development of new monitoring methods	1,927,562.00			88,406.86				91,069.04				179,475.90	9.31%	1,748,086.10																									
2.3	Activity 2: Development of IT systems	1,285,600.00			44,578.35				33,090.66				77,669.01	6.04%	1,207,930.99																									
3	Programme Component 2 "Implementation of a systematic assessment of the social and conservation outcomes of protected areas" (operator Environmental Board)	4,684,861.00	85.00%	3,843,456.11	445,675.53	416,439.22	62,465.88	353,973.34	400,650.00	362,748.51	54,412.28	308,336.23	846,325.53	18.07%	3,838,535.47	779,187.73	662,309.57	17.23%	3,181,146.54	950,000.00	1,215,000.00	1,016,146.54																		
3.1	Management costs Programme Component 2	961,111.14			77,679.89				74,212.00				151,891.89	15.80%	809,219.25																									
3.2	Activity 1: Conservation Management Effectiveness Assessment	492,515.41			37,933.81				67,889.81				105,823.62	21.49%	386,691.79																									
3.3	Activity 2: Conservation Management Planning	1,916,120.91			216,266.56				156,284.53				372,551.09	19.44%	1,543,569.82																									
3.4	Activity 3: Species Protection	1,315,113.54			113,795.27				102,263.66				216,058.93	16.43%	1,099,054.61																									
	TOTAL	8,447,107.00	85.00%	6,929,999.63	669,862.51	625,919.54	93,887.93	532,031.61	580,963.59	526,004.43	78,900.67	447,103.76	1,250,826.10	14.81%	7,196,280.90	1,151,923.97	979,135.37	14.13%	5,950,864.26	1,963,280.00	2,196,560.00	1,791,024.26																		

Information on modifications of the Support Measure approved during the reporting period

According to Regulation Article 4.12

No modifications of the Support Measure were approved 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 non-eligible expenditures 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.

Programme Component 2 reimbursement request is lower than planned because the central procurements of the institution took longer and the signing of the contracts was delayed.

Operational Progress

Management Costs	
No	Short description of activities undertaken in the reporting period
1.1	<p>Personnel Preparation of different legal documents, annual reports etc.</p> <ul style="list-style-type: none"> - Reporting expenses in a domestic program - Preparation and submission of the Reimbursement Request. RR was submitted in September 2025. - Organising the third Steering Committee meeting in Ida-Virumaa on 6-7th October 2025.
1.2	<p>Expenses of State Shared Service Centre for verification of incurred expenditure The NCU verified the expenditures of the support measure.</p>
1.3	<p>Information and communication Programme operator organised task force meetings. This budget line includes some costs related to a monitoring visit in Saaremaa in April 2025.</p>
1.4	<p>Miscellaneous Study trip and monitoring visit. The Programme Operator participated in a study trip to Switzerland with Programme Component 2 to learn about national park. The Programme Operator organised the third Steering Committee meeting and a monitoring visit in Ida-Virumaa 6–7 October 2025.</p>
Estimated cumulative physical progress (%)	

Programme Component 1 "Development of innovative monitoring technologies/solutions"	
No	Short description of activities undertaken in the reporting period
2.1	<p>Management of the programme component Personnel managed. Procurement of 4 bird-radars and other innovative monitoring devices were managed and contracted. Preparation of integrating innovative devices into national biodiversity monitoring is launched in cooperation with monitoring team in Estonian Environment Agency. eDNA method testing contract was finalised and report handed over, acceptance will be expected in January 2026. 10 voluntary monitoring campaigns were finalised and next 10 prepared for 2026 together with substantial communication plan, including two big events as feedback for voluntary monitorers in 2026. Project IT development plan was promoted and needed institutions as well as contact persons networked. Cooperation contract with the IT Centre of the Ministry of the Environment (KEMIT) is in force and expenditures as well as developments plan is obtained.</p>
2.2	<p>Activity 1. Development of new monitoring methods Purchase process of 4 mobile 3D birdradars reached contracting in september 2025 and radars are expected to be delivered in spring-summer 2026. Many other innovative monitoring devices (fieldwork rugged tablets, bat-detectors, bird sound recorders, thermal binoculars etc) testing by monitorers ended successfully and devices were purchased in bigger numbers to be integrated and used in national biodiversity monitoring programme. These devices will be also delivered in spring-summer 2026. Preparation of new innovative monitoring method basing on eDNA for monitoring invertebrates and fish in rivers was successfully finalised by contractor Estonian University of Life Sciences and results will be discussed further in January 2026. New monitoring method for testin was prepared for DNA basing monitoring of the Flying Squirrel as well as new method for Sand Lizzard and both methods testing is planned to be performed in 2026. Ten monitoring campaigns were successfully performed for volunteers and preparation of the results to be presented in feedback event in March 2026. Also 10 new voluntary bases monitoring campaigns were prepared for 2026.</p>

2.3	<p>Activity 2. Development of IT systems</p> <p>Cooperation contract signed between Environment Agency and the IT Centre of the Ministry of the Environment (KEMIT) for IT developments foreseen in Component 1 Activity 2 to be performed during following two years (2026 and 2027). Preparatory work (data analysis, development meetings, IT-specifications etc) was done by Component 1 IT operators for following IT developments planned in 2026 and 2027: Automated cross-flow of data between the Environmental Monitoring Information System (KESE) and Estonian Nature Information System (EELIS); automated cross-flow of data between the eBiodiversity Portal (using online and citizen science based database called PlutoF) and Estonian Nature Information System (EELIS) - both these IT-developments are planned to be performed during 2026; development of a fieldwork tool that allows the field-workers to enter the monitoring and inventory data directly to the system as well as development of a management efficiency assessment tool for the Environmental Board into EELIS were planned to be developed during 2027.</p>
<p>Estimated cumulative physical progress (%)</p>	

Programme Component 2 "Implementation of a systematic assessment of the social and con

No	Short description of activities undertaken in the reporting period
3.1	<p>Management of the programme component</p> <p>The management cost includes expenses of the personnel (general project manager) and overheads of all other expenses on personnel (activities 1, 2 and 3). The project manager (0.5 FTEs) has been responsible for the overall coordination of the project, also hiring the personnel, organising meetings, seminars and study trips and dealing with financial reports. There has been one 5-day study trip to Switzerland for 8 people from the Environmental Board and 2 people from the Ministry of Climate. Swiss National Park, Jurapark Aargau, Zurich Canton and the Swiss Federal Institute for Forest, Snow and Landscape Research were visited during the study trip. Another study trip was to Brussels: two people participated in the seminar organised by the European Commission, the topic was connected with setting objectives in management plans.</p>
3.2	<p>Activity 1: Conservation Management Effectiveness Assessment.</p> <p>The assessment of conservation management effectiveness started at the beginning of 2025. By the end of the year the management effectiveness of 97 sites has been assessed (the objective of the project is assessing 300 sites). The guidelines for the assessment has been reviewed according to the assessment results, gathering data has been made more effective (AI tools used). The assessing team: coordinator (1 FTE) and four assessors (2 FTEs). There is also one data analyst and one data specialist who support all the activities.</p>
3.3	<p>Activity 2: Conservation Management Planning</p> <p>The guidelines for protected area management plans are finalized and ready for use. They include all compulsory (legally required) chapters, and several sections have been refined based on the testing process. During the testing phase, specialists prepared protected area management plans and provided feedback for improving or amending the guidelines, as a result of which the guidelines were further refined. In addition, the guidelines were supplemented with technical solutions such as visitor management online maps, the Environmental Portal webpage, and the full translation of the lists of pressures, threats, and conservation measures. Under the new guidelines, three (Anne loodusala, Kaasiku loodusala, Andresaare loodusala) management plans have been approved and twelve draft plans have been prepared for approval. The data sheet about protected areas was completed in 2025. The data sheet is based on the data analytics tool Tableau, and the information is displayed on the Environmental Portal (Keskkonnaportaal).</p>
3.3	<p>The data used originate from the Estonian Nature Information System (EELIS). The web page has been publicly available since November 2025. Thanks to the web page, there is no longer a need to provide detailed descriptions or create maps for presenting the area and its values in management plans. The page consolidates all essential information related to protected areas in one place. 2025 was the year when most of the inventories of the habitats and species were prepared and ordered. The inventories give input to management plans. By the end of 2025 35 inventories were completed and 47 are being carried out. Three management plans of habitats have been prepared (lakes and springs, forests, wetlands). In June a seminar on river habitats took place, the seminar was organised together with Tartu University and Estonian Nature Fund, the number of participants was 117. The conservation management team: coordinator (1 FTE), 5 specialists (3 FTEs), 1 expert (0.4 FTEs), 1 expert (1 FTE) will join the team in February.</p>

3.4	<p>Activity 3: Species Protection</p> <p>In January the kick-off seminar of changing the categories of protected species was organised, Estonian best species experts were invited to the seminar. 119 people participated in Tartu and more than 140 people listened to the seminar online. In 2025 8 meetings for experts were organised, 39 species experts took part of these meetings. 9 different species groups (239 protected species and a list of new species) were discussed. The 1st out of 3 planned proposals of changing the categories of protected species has been put together. 2 action plans for protected species (2 species) have been approved; 2 action plans have been prepared by experts (2 species), 10 action plans (for 141 species) are under preparation by experts (contracts have been signed). 4 species inventories have been completed and 7 are being carried out (contracts). The species team: coordinator (1 FTE), specialist (1 FTE), expert (1 FTE).</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-10768.01
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	447,103.76
Aufteilung nach Programmkomponente / Breakdown by programme component	
Management Costs	6,559.07
Programme Component 1 "Development of innovative monitoring technologies/solutions and improvement of Environmental databases and systems" (operator Environmental Agency)	132,208.46
Programme Component 2 "Implementation of a systematic assessment of the social and conservation outcomes of protected areas" (operator Environmental Board)	308,336.23

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
Reference:	2550081357
Bankbezeichnung / Name and address of the bank	SEB, Tornimäe 2, 15010 Tallinn, Estonia