

Reimbursement Request No. 5

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 22.02.2023	to 03.12.2029	
Name of Executing Agency	State Shared Service Centre		
Reporting period	from 01.01.2026	to 30.06.2026	
Reimbursement Request No	5		
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 1,066	Date of exchange rate 01.09.2026	

B. Amount requested by the Paying Authority

Total amount requested	45 464,95 EUR	42 664,31	CHF
National co-financing	26 369,67 EUR	24 745,30	CHF
Deductions (according to Regulations 11.4/3)	0,00 EUR	0,00	CHF
Swiss co-financing = Reimbursement by CH	19 095,28 EUR	17 919,01	CHF

C. Available amount from the Swiss Contribution

Maximum Swiss Contribution	390 000,00 CHF	100,00%
Cumulative amount received from Switzerland	77 863,62 CHF	19,97%
Available amount before the current reimbursement	312 136,38 CHF	80,03%
Total amount of current reimbursement request	17 919,01 CHF	4,59%
Remaining amount after the current reimbursement	294 217,37 CHF	75,44%

D. Certification and approval of Reimbursement Request

National Coordination Unit	
Name of the institution:	State Shared Service Centre
Address:	Lõkke 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	
(i) that the Support Measure is implemented in accordance with the Technical Support 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; (vii) that the information and financial data provided in this Reimbursement Request has been thoroughly reviewed and found to be correct, reliable and accurate; (viii) that claimed expenditures are incurred as part of the Support Measure in accordance with the Framework Agreement and the Technical Support Agreement; (ix) that all payments declared have actually been made in the indicated (or exceptionally previous) reporting period; (x) the compliance with state aid rules of all activities performed in the reporting period.	
Name: Urmo Merila	Position: Deputy Director General
Date and signature	digitally signed
Paying Authority	
Name of the institution:	State Shared Service Centre
Address:	Lõkke 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	
(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; (ii) to have received sufficient information for the certification of the Reimbursement Request; (iii) to have checked the compliance of the Reimbursement Request with the information available to the Paying Authority; (iv) that the co-financing of the Partner State has been provided in accordance with the Technical Support Agreement; (v) that based on the information available to the Paying Authority no double-financing could be identified; (vi) that recoverable VAT is not included in the Reimbursement Request as eligible expense.	
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

Technical Assistance Fund / Reimbursement Request No. 5																																																																									
Financial Progress																																																																									
Instructions																																																																									
BUDGET					REPORTING PERIOD 1:				21.02.2023				30.06.2024				REPORTING PERIOD 2:				01.07.2024				31.12.2024				REPORTING PERIOD 3:				01.01.2025				30.06.2025				REPORTING PERIOD 4:				01.07.2025				31.12.2025				REPORTING PERIOD 5:				01.01.2026				30.06.2026				CUMULATIVE DATA						PLANNING		
		EUR	%	CHF	EUR	CHF	CHF	CHF	EUR	CHF	CHF	CHF	EUR	CHF	CHF	CHF	EUR	CHF	CHF	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%	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				1,066																																																				
1	National Coordination Unit (NCU)	626 276,00	42,00%	253 876	60 084,56	56 239,15	32 618,71	23 620,44	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	33 641,50	31 569,18	18 310,12	13 259,06	178 204,82	28,45%	448 071,18	166 573,22	69 960,76	27,56%	183 915,07	0,00	30 000,00			35 000,00																																	
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				35,45				14 434,23	25,30%	42 622,77																																														
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																							0,00	0,00%	113 969,00																																														
1.4	Visibility, public awareness of the CP, reg art 6.5 (i)	124 674,00			368,38				552,33				597,71				1 123,34				9 719,20				12 360,96	9,91%	112 313,04																																														
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				23 886,85				151 409,63	53,13%	133 548,37																																														
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	5 970,83	5 603,03	3 249,76	2 353,27	23 594,97	27,21%	63 120,03	22 032,93	9 253,83	26,33%	25 898,15	0,00	5 000,00			6 000,00																																					
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				5 970,83				23 594,97	27,21%	63 120,03																																														
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	5 439,62	5 104,54	2 960,63	2 143,91	30 224,28	16,63%	151 514,72	28 116,31	11 808,85	16,03%	61 863,36	0,00	6 000,00			7 000,00																																					
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				41,52				410,28	19,80%	1 661,72																																														
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				5 398,10				29 814,00	16,59%	149 853,00																																														
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	413,00	387,56	224,79	162,77	12 092,54	17,96%	55 252,46	11 331,42	4 759,19	17,43%	22 540,70	0,00	2 000,00			2 000,00																																					
4.1	Miscellaneous expenses	67 345,00			8 087,06				1 524,25				1 169,98				898,25				413,00				12 092,54	17,96%	55 252,46																																														
	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	45 464,95	42 664,31	24 745,30	17 919,01	244 116,61	25,37%	717 958,39	228 053,88	95 782,63	24,56%	294 217,28	0,00	43 000,00			50 000,00																																					

Information on modifications of the Support Measure approved during the reporting period <i>According to Technical Support Agreement Article 11</i>
There were no modifications during the reporting period.
Information on non-eligible expenditures during the reporting period <i>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?</i>
No ineligible costs were found.
Information on deductions related to financial corrections (Art 11.4/3 Regulations) <i>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.</i>
There were no deductions.
Information on advance payments <i>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.</i>
Advance payments were not foreseen.
Information regarding deviations from financial planning <i>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.</i>
There were no significant deviations.

Operational Progress

National Coordination Unit (NCU)	
No	Short description of activities undertaken in the reporting period
1,1	Meetings with the Swiss authorities Annual Meeting of the Swiss-Estonian Cooperation Programme On 1 June 2026, the NCU organised the third Annual Meeting of the Cooperation Programme, which was held at the Joint Building of Ministries in Tallinn. During the meeting, the Annual Cooperation Programme Report for the previous year was discussed and approved.
1,1	Steering Committee meetings The programme expert from the NCU participated in the following meetings of the SM Steering Committees: the Steering Committee meeting of the SM "Biodiversity Programme", held on 27-28 April 2026 in Tartumaa; the Steering Committee meeting of the SM "Supporting Social Inclusion", held on 05 March 2026 in Pärnu.
1,1	Other meetings and events On 31 May 2026, the NCU organised an Evening Gathering at the Tallinn Zoo. The event was attended by representatives of Switzerland, the SCO, the NCU, Programme Operators, Programme Component Operators, Implementers and the Audit Authority. The event provided participants with an opportunity to meet and interact in an informal atmosphere.
1,4	Visibility, public awareness The NCU published information about the Cooperation Programme on the website of the State Shared Service Centre and organised discussions and meetings related to communication. In spring 2026, the NCU promoted videos about the Cooperation Programme, filmed in 2025, through paid Facebook posts. Videos are also publicly available on YouTube and on the NCU website. On 5 February and on 21 May 2026, joint communication meetings were held with the participation of the NCU programme operators, component operators and implementers. Future communication activities and communication-related issues were discussed during the meetings.
1,6	NCU salaries The NCU supports Programme Operators, Component Operators, Implementers and Partners in the implementation of their activities. The NCU programme expert participated in the Task Force and Steering Committee meetings of both Support Measures and organised the Annual Meeting, communication meetings and regular meetings of the programme components, involving Programme Operators, Component Operators, Implementers and Partners. The programme expert reviewed the Annual Support Measure Reports and Reimbursement Requests submitted by the Programme Operators and prepared the Reimbursement Requests for Technical Assistance. The programme expert prepared the Annual Cooperation Programme Report and submitted it to the SCO in April 2026. The report was subsequently approved at the Annual Meeting held in June 2026.
Estimated cumulative physical progress (%)	

Paying Authority	
No	Short description of activities undertaken in the reporting period
2,1	Paying Authority salaries In March 2026, the Paying Authority submitted to the SCO Reimbursement Request No. 4 for Technical Assistance and Reimbursement Request No. 2 for each of the Support Measures, "Supporting Social Inclusion" and "Biodiversity Programme", covering the period from 1 July 2025 to 31 December 2025.
Estimated cumulative physical progress (%)	

Audit Authority	
No	Short description of activities undertaken in the reporting period
3,1	Audit Authority - Information events, exchange of experience and capacity building A representative of the Audit Authority participated in the Annual Conference on Risk Management and Internal Control in April 2026.
3,2	Audit Authority salaries The Audit Authority carried out an audit of the expenditures paid by the NCU during the period from 1 July 2024 to 30 June 2025. The Audit Authority prepared the Annual Audit Report, which was submitted to the SCO in April 2026. A representative of the Audit Authority participated in the Annual Meeting and provided an overview of the Audit Authority's activities.
Estimated cumulative physical progress (%)	

Miscellaneous expenses	
No	Short description of activities undertaken in the reporting period
4,1	Miscellaneous expenses Expenditures of costs of paid promotion on Facebook, Dokobit package for submitting Reimbursement Requests.
Estimated cumulative physical progress (%)	

Programme Characteristics

[illegible]

Procurement Plan

To be filled in by Programme Operator

[illegible]

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	17 919,01
Aufteilung nach Programmkomponente / Breakdown by programme component	
National Coordination Unit (NCU)	13 259,06
Paying Authority	2 353,27
Audit Authority	2 143,91
Miscellaneous expenses	162,77

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