

# Reimbursement Request No. 2

## Technical Assistance Fund

### Instructions

Estonia

### A. Basic information

Support Measure Title	Technical Assistance Fund		
Support Measure Identification Code		7F-10899.01	
Support Measure duration	from 2/21/2023	to 12/3/2029	
Name of Executing Agency	State Shared Service Centre		
Reporting period	from 7/1/2024	to 12/31/2024	
Reimbursement Request No	2		
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 1.038	Date of exchange rate 3/17/2025	

### B. Amount requested by the Paying Authority

Total amount requested	33,584.30 EUR	32,341.68 CHF
National co-financing	19,478.89 EUR	18,758.17 CHF
Deductions (according to Regulations 11.4/3)	0.00 EUR	0.00 CHF
<b>Swiss co-financing = Reimbursement by CH</b>	<b>14,105.41 EUR</b>	<b>13,583.51 CHF</b>

### C. Available amount from the Swiss Contribution

Maximum Swiss Contribution	390,000.00 CHF	100.00%
Cumulative amount received from Switzerland	31,283.14 CHF	8.02%
Available amount before the current reimbursement	358,716.86 CHF	91.98%
Total amount of current reimbursement request	13,583.51 CHF	3.48%
<b>Remaining amount after the current reimbursement</b>	<b>345,133.35 CHF</b>	<b>88.50%</b>

### 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:	3756466003
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	
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:	<a href="mailto:janika.otsing@rtk.ee">janika.otsing@rtk.ee</a>
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>	
<b>The bank details for reimbursement are as follows:</b>	
Beneficiary: Ministry of Finance of the Republic of Estonia	
IBAN: EE891010220034796011	
SWIFT: EEUHEE2X	
Reference: 2550081357	
Name: Karin Viikmaa	Position: Head of the Grants Payment Department
Date and signature	

Technical Assistance Fund / Reimbursement Request No. 2																						
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		1.036081			1.068				1.038													
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	85,263.41	13.61%	541,012.59	80,486.38	33,804.28	13.32%	220,071.55	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				7,880.14	13.81%	49,176.86							
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 (j)	124,674.00			368.38				552.33				920.71	0.74%	123,753.29							
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				76,462.56	26.83%	208,495.44							
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	5,017.53	5.79%	81,697.47	4,831.88	2,029.39	5.77%	33,122.59	3,000.00	4,000.00	5,000.00
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				5,017.53	5.79%	81,697.47							
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	13,268.62	7.30%	168,470.38	12,469.74	5,237.29	7.11%	68,434.92	3,000.00	19,500.00	20,000.00
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								282.88	13.65%	1,789.12							
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				12,985.74	7.23%	166,681.26							
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	9,611.31	14.27%	57,733.69	9,037.35	3,795.69	13.90%	23,504.20	2,000.00	5,460.00	5,460.00
4.1	Miscellaneous expenses	67,345.00			8,087.06				1,524.25				9,611.31	14.27%	57,733.69							
	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	113,160.87	11.76%	848,914.13	106,825.35	44,866.65	11.50%	345,133.26	23,000.00	76,960.00	80,460.00

<b>Information on modifications of the Support Measure approved during the reporting period</b> <i>According to Technical Support Agreement Article 11</i>
Modification of the Technical Assistance budget was submitted to the Swiss Contribution Office together with the TA budget for 2025 and TA annual plan for 2025 on 31.10.2024. With the budget modification, funds unspent in 2023 and 2024 were transferred to the 2025 budget. In several budget lines description of the types of expenditures was specified and supplemented. More information can be found from the excel file "Annex_2_CH-EE_TA_Annual_budget_2025_22.11.2024". The SCO aproved modification of the TA budget on 25.11.2024.
<b>Information on non-eligible expenditures during the reporting period</b> <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.
<b>Information on deductions related to financial corrections (Art 11.4/3 Regulations)</b> <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.
<b>Information on advance payments</b> <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.
<b>Information regarding deviations from financial planning</b> <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

<b>National Coordination Unit (NCU)</b>	
<b>No</b>	<b>Short description of activities undertaken in the reporting period</b>
1.1	<b>Events, meetings, Steering Committee meeting, opening event of the SM „Supporting Social Inclusion“</b> Representatives of the NCU attended the reception-garden party held on the occasion of the Swiss National Day on August 29, 2024, in Riga. The event was organized by the Embassy of Switzerland to Latvia, Lithuania, and Estonia. On August 30, 2024, the programme expert from the NCU and the coordinator of the Support Measure „Supporting Social Inclusion“ met with representatives of the SCO to discuss questions related to the implementation of the support measure and the opening event.
1.1	The programme expert from the NCU participated at the Steering Committee meeting of the SM „Supporting Social Inclusion“ on October 16, 2024, in Narva. At the meeting the current status of activities, future plans, the supplementation of indicators in the logframe, issues related to joint discipline of language and other topics were discussed. On October 17, 2024, the programme expert from the NCU attended the opening event of the SM „Supporting Social Inclusion“ in Narva.
1.4	The communication specialist from the NCU published information on the website of the State Shared Service Centre and participated in discussions related to communication.
1.6	<b>Steering Committee meetings, opening event</b> The programme expert from the NCU participated at the online Steering Committee meeting of the SM „Biodiversity Programme“ on October 15, 2024. During the meeting, the current status of activities, future plans, and other relevant topics were discussed. The programme expert also participated at the Steering Committee meeting of the SM „Supporting Social Inclusion“ on October 16, 2024 and on October 17, 2024 attended the opening event of the SM „Supporting Social Inclusion“ in Narva.
1.6	<b>Support Measure Implementation Agreements</b> The SM Implementation Agreement for the SM „Supporting Social Inclusion“ was concluded between the State Shared Service Centre and the Ministry of Culture on November 19, 2024. The SM Implementation Agreement for the SM „Biodiversity Programme“ was concluded between the State Shared Service Centre and the Ministry of Climate on December 19, 2024. Both agreements were prepared by the NCU, and their content was agreed upon with the programme operators and component operators.
1.6	<b>Orders and agreements</b> After the signature of the support measure agreements the preparation of the agreements and orders for the implementation of components was started. All agreements and orders are prepared in cooperation with the NCU and the respective PO of the support measure, who both must also approve the documents before they are issued or signed. The Ministry of the Interior and the National Foundation of Civil Society signed an agreement on December 9, 2024, for the implementation of the component „Strengthening Civil Society through Social Innovation“ under the SM „Supporting Social Inclusion“. The order of the Minister of Climate for implementing the components of the SM „Biodiversity Programme“ was submitted to the NCU for approval in December 2024.
1.6	<b>Annual plan and budget</b> The NCU submitted the annual plan and budget for 2025 to the SCO on October 31, 2024. Both documents were approved by the SCO on November 25, 2024.
<b>Estimated cumulative physical progress (%)</b>	

<b>Paying Authority</b>	
<b>No</b>	<b>Short description of activities undertaken in the reporting period</b>

2.1	The Paying Authority submitted Reimbursement Requests No. 1 for the Technical Assistance Fund, the Ministry of Culture for the Support Measure Preparation Fund, and the Ministry of Climate for the Support Measure Preparation, covering the period from February 21, 2023, to June 30, 2024, on October 24, 2024.
<b>Estimated cumulative physical progress (%)</b>	

<b>Audit Authority</b>	
<b>No</b>	<b>Short description of activities undertaken in the reporting period</b>
3.2	In March, April, and October 2024, the Audit Authority audited the expenditures financed from the Technical Assistance Fund and the Support Measure Preparation Fund and did not detect any ineligible costs. The Audit Authority submitted the first version of the Audit Report to the State Shared Service Centre on October 22, 2024, and the final version with minor corrections on October 28, 2024. The Paying Authority submitted the first version of the Audit Report to the SCO on October 24, 2024, together with Reimbursement Request No. 1 for the Technical Assistance Fund. The NCU submitted the final version by e-mail on November 11, 2024.
<b>Estimated cumulative physical progress (%)</b>	

<b>Miscellaneous expenses</b>	
<b>No</b>	<b>Short description of activities undertaken in the reporting period</b>
4	Specialists of the State Shared Service Centre controlled the expenses made from the Support Measure Preparation Fund and the Technical Assistance Fund.
<b>Estimated cumulative physical progress (%)</b>	

Swiss-Estonian Cooperation Programme  
Technical Assistance Fund / Reimbursement Request No. 2

## Programme Characteristics

*To be filled in by Programme Operator*

No	Programme Component Name <small>maximum 40 characters</small>	Swiss Contribution CHF <small>in CHF</small>	Specific Objective <small>according to Art. 2.2 Regulations</small>	Thematic Area <small>according to Art. 2.4 Regulations</small>	(in-country) Geographic Focus	Name Programme Component Operator	Type of entity	Planned duration	
								Start	End
1	National Coordination Unit (NCU)	253,875.83							
2	Paying Authority	35,151.98							
3	Audit Authority	73,672.21							
4	Miscellaneous expenses	27,299.89							
5	Programme Component 4	0.00							
6	Programme Component 5	0.00							
7	Programme Component 6	0.00							
8	Programme Component 7	0.00							
9	Programme Component 8	0.00							
10	Programme Component 9	0.00							
	<i>delete or add lines as necessary</i>								

[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

13,583.51

Aufteilung nach Programmkomponente / Breakdown by programme component

National Coordination Unit (NCU)

10,183.84

Paying Authority

2,029.39

Audit Authority

753.78

Miscellaneous expenses

616.50

### 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