

Reimbursement Request No. 1**Support Measure Preparation Fund****Instructions****Estonia**

A. Basic information			
Support Measure Title	Support Measure Preparation Fund		
Support Measure Identification Code		7F-10899.01.	
Support Measure duration	from 2/21/2023	to	5/31/2024
Name of Executing Agency (EA)	Ministry of Culture		
Reporting period	from 2/21/2023	to	5/31/2024
Reimbursement Request No	1		
Total Support Measure Budget (local currency)	67,293.46	EUR	
Maximum Swiss contribution (CHF)	64,950.00	CHF	
Swiss co-financing rate	on total budget 100.00%	on total expenditures	100.00%
Exchange rate used	CHF/EUR 1.068	Date of exchange rate	10/24/2024
B. Amount requested by the Paying Authority			
Total amount requested	51,910.57	EUR	48,588.29 CHF
National co-financing	0.00	EUR	0.00 CHF
Deductions (according to Regulations 11.4/3)	0.00	EUR	0.00 CHF
Swiss co-financing = Reimbursement by CH	51,910.57	EUR	48,588.29 CHF
C. Available amount from the Swiss Contribution			
Maximum Swiss Contribution	64,950.00	CHF	100.00%
Cumulative amount received from Switzerland	0.00	CHF	0.00%
Available amount before the current reimbursement	64,950.00	CHF	100.00%
Total amount of current reimbursement request	48,588.29	CHF	74.81%
Remaining amount after the current reimbursement	16,361.71	CHF	25.19%
D. Certification and approval of Reimbursement Request			
Executing Agency: Programme Operator			
Name of the institution:	Ministry of Culture		
Address:	Suur-Karja 23, 15076 Tallinn, Estonia		
Name of the contact person:	Olga Gnezdovski		
Position:	Coordinator of the Estonian-Swiss Cooperation Programme		
Email:	olga.gnezdovski@kul.ee		
Phone number:	+37255528081		
The Executing Agency 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.			
Name: Heidi Purga	Position: Minister		

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:	3726632073
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 and the Technical Support 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	
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 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 relevant 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: EEUHEE2X	
Reference: 2550081357	
Name: Karin Viikmaa	Position: Head of the Grants Payment Department
Date and signature	

Information on modifications of the Support Measure approved during the reporting period According to Technical Support Agreement Article 11
There were no modifications that required amendment of the Technical Support Agreement.
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 DSM that the costs are non-eligible)? Who will finance the non-eligible expenditures?
There were no ineligible expenditures.
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 related to financial corrections.
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.
No advance payments were 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 deviations.

Operational Progress

Support Measure Preparation Fund	
No	Short description of activities undertaken in the reporting period
1.1	<p>Preparation of the first stage support measure proposal, study visit to Switzerland Following the signing of the Framework Agreement on November 21, 2022, the Ministry of Culture, in cooperation with Programme Component Operators - the Ministry of Social Affairs, the Ministry of Education and Research, and the Ministry of the Interior – started preparation of the first stage proposal for the SM "Supporting Social Inclusion". The NCU submitted the proposal to the SCO on June 14, 2023, and it was approved by the Swiss Agency for Development and Cooperation on June 28, 2023.</p> <p>Study visit to Switzerland took place on 19.03-24.03.2023. The objectives of the study visit were to acquire knowledge and insight into the Swiss integration policies and best practices and to get to know main Swiss stakeholders in the field of migration/integration in order to identify potential Swiss partners for future collaboration.</p>
1.1	<p>Consultation with stakeholders Following the approval of the first stage proposals, consultation with stakeholders was conducted and compilation of the second stage proposals was started. Ministry of Culture, in collaboration with Programme Component Operators, held a stakeholder consultation on September 21, 2023. The event was very successful. The stakeholders actively participated in the discussions and gave positive feedback on the planned activities planned in both support measures. The feedback provided by stakeholders was taken into account in the preparation of the second stage support measure proposals as much as it was possible.</p>
1.1	<p>Preparation of the second stage support measure proposal, signature of the SM Agreement The NCU submitted the second stage proposal of the SM "Supporting Social Inclusion" to the SCO on February 26, 2024. The Swiss Agency for Development and Cooperation approved the proposal on March 21, 2024. The Support Measure Agreement was signed by the State Shared Service Centre and Swiss Agency for Development and Cooperation on 31.05.2024. Ministry of Culture organised a festive signing ceremony at the Tallinn Town Hall.</p>
Estimated cumulative physical progress (%)	
100	

Swiss-Estonian Cooperation Programme

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Final Balance (only to be filled in in the reimbursement request for Support Measures for which Switzerland reimburses advance payments)

Maximum Swiss contribution according to the Support Measure Agreement	64,950	CHF
Swiss reimbursements received previous periods		CHF
Interest earned due to the advance payments on bank accounts of Project Operators or Programme Operators		CHF
In the case of Programmes, any funds reimbursed from Programme Component Operators to Programme Operators that have not been reallocated to other Programme Components or refunded to Switzerland (indicate only the Swiss share)		CHF
Cumulative Swiss contribution the Support Measure		CHF
Final balance to be reimbursed in the final reporting period		CHF

