

OVERVIEW OF TASKS AND RESPONSIBILITIES OF THE RESPONSIBLE AUTHORITY FOR ISF ESTONIA

By the letter No 14-8.5/64-1 on 2nd June of 2015 of the Minister of the Interior (MoI) the Foreign Financing Department acts as a Responsible Authority (RA) for ISF Estonia.

Full use of the knowledge, expertise and experience gained by the RA in implementing earlier funds are made. The similar management and control system is used as for the SOLID funds in 2007–2013.

1. The description and division of responsibilities within the RA

The RA is responsible for fulfilling tasks stipulated in basic acts. Delegated authority is not foreseen. The compliance with the principle of separation of functions between and within authorities is ensured. The main responsibilities are fulfilled by the Foreign Financing Department which is subordinated to the Deputy Secretary General for Internal Security of the MoI. The financial control is carried out and payments done by the Financing Department which is subordinated to the Deputy Secretary General for Recourses. All decisions of financing are signed by the Secretary General of the MoI.

There are **2 co-ordinators** (CO) for the ISF in the Foreign Financing Department subordinating to the head of the department.

Main responsibilities of a CO:

- preparing the implementation of ISF, including coordinating and drafting the multi-annual programme (MAP) with departments of the MoI and other partners and drafting the revision of the MAP, if necessary;
- coordinating and administrating the implementation of ISF;
- reporting about the implementation and the results of the fund to the European Commission (COM);
- performing the technical and eligibility control of proposals, fulfilling the assignments of Monitoring Committee's (MC) secretary (preparing documentation) and preparing grant agreements;
- drafting and updating the guidance material and other documents related to the implementation of ISF;
- consulting the final beneficiaries and distributing information
- acting as a liaison between Estonia and COM.

There are **2 surveillance officials** (SO) for the ISF: 1 in the Foreign Financing Department and subordinated to the head of the FFD and 1 in the Financing Department subordinated to the head of FD to ensure the 4-eye-control principle.

Main responsibilities of a SO:

- the prevention, detection and correction of irregularities and infringements of law by performing administrative and on-the-spot controls (both announced and unannounced);
- prepares documentation for approval of reports.

Monitoring Committee (MC) consists of officials and representatives of the MoI and representatives of the beneficiaries. The head of the MC is the Deputy Secretary General for Internal Security of the MoI.

Main responsibilities of the MC:

- assessing project proposals;
- assessing proposals for making amendments during project implementation presented by the final beneficiaries;
- assessing the level of success of implementing the ISF and making proposals for increasing effectiveness of implementing the fund;
- deciding on individual questions related to the implementation of the fund.

2. Summary of processing financial claims and authorising expenditure

After the grant agreement is signed, the RA makes the pre-payment within 14 calendar days maximum. The amounts and time of making the payments are set in the grant agreement. Usually the pre-payment is 50% of the project cost for the given year. The next payment will follow, if the RA has approved the progress report. Depending on the project, also 100% pre-payment can be made.

The RA monitors systematically projects ensuring that expenditure declared for projects has actually been incurred and complies with Union and national rules.

The deadlines of reports are set in the grant agreement. Financial and action report including financial claim have to be submitted by deadline set in the grant agreement. 100 % of project documents will fall under administrative control, if the beneficiary has not received a grant in the framework of External Borders Fund from the RA. If the beneficiary is well-known and has a clean record, the RA draws its control sample which is at least 20% of documents from all direct costs. During the administrative control, eligibility and necessity of expenditure and arithmetical correctness is checked. If the report passes the administrative control, the Deputy Secretary General for Internal Security of the MoI approves the expenditure and the Financial Department authorises the next payment.

On-the-spot **activity** controls are carried out at least once during or after implementation of each project. On-the-spot **financial** controls will be carried out on the expenditure related to the concluded projects. The sample covers at least 10% of the EU allocation of the respective year. If the error rate is higher than 2 %, the % of the sample will be increased for the following year.

The results of controls are fixed in written forms and signed by all parties. The irregularities and fraud are reported to the Ministry of Finance and recovery of ineligible amounts claimed in compliance to the legal act.