

OVERVIEW OF TASKS AND RESPONSIBILITIES OF THE RESPONSIBLE AUTHORITY FOR AMIF 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 AMIF 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 AMIF in the Foreign Financing Department subordinating to the head of the department.

Main responsibilities of a CO:

- prepares the draft of the annual work plan (AWP) based on the input of other ministries and relevant authorities, ensures that the AWP is in accordance with the European Commission (COM) approved multi-annual programme (MAP) and presents it to the Monitoring Committee (MC);
- prepares and carries out calls for proposals, arranges information seminars;
- performs the first administrative (technical and eligibility) control of proposals, assists evaluation committee with documentation and prepares grant agreements;
- reports about the implementation of the fund and the results to the MC and the European Commission (COM);
- acts as a liaison between Estonia and COM.

There are **2 surveillance officials** (SO) for the AMIF: 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 partners from other ministries. The RA ensures that while various administrations are involved, conflicts of interest are avoided and transparency and equal treatment of the parties are ensured.

The head of the MC is the Deputy Secretary General for Internal Security of the MoI.

Main responsibilities of the MC:

- consults responsible authority on the implementation of the MAP;
- gives input, approves, monitors and evaluates the implementation of the AWP;
- approves reports compiled by COs.

Evaluation Committee (EC) consists of 3 experts that will be nominated by the decree of the minister for each open call for proposals. Experts evaluate applications compliance with the award criteria introduced in application guidelines. Evaluators fill in the grid for each application. Only the projects which obtain at least 60 points have the possibility to receive co-financing.

Evaluation Steering Committee (ESC) consists of 3 high-level authorities of the MoI nominated by the decree of the minister. The ESC approves the decisions of the EC and makes a proposal to the Secretary General of MoI to finance projects.

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. The amounts are set in the grant agreement. The pre-payment is never higher than 70% of the project cost. The next payment will follow, if the RA has approved either the progress or final report.

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. Depending on the length of the project a financial and action report including financial claim have to be submitted at least once in 6 months. 100 % of project documents will fall under administrative control, if the beneficiary has not received a grant in the framework of European Refugee Fund or European Return 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.