

ADDENDUM

to

Norwegian Financial Mechanism 2009-2014

PROGRAMME AGREEMENT

for the financing of the Programme “Mainstreaming Gender Equality and Promoting Work-Life Balance”

hereinafter referred to as the “Programme Agreement”

between

The Norwegian Ministry of Foreign Affairs
hereinafter referred to as the “NMFA”

and

The Ministry of Finance,
hereinafter referred to as the “Focal Point”,
representing Estonia,
hereinafter referred to as the “Beneficiary State”
together hereinafter referred to as the “Parties”

Article 1

1. In Annex 2 to the Programme Agreement, under the heading “4.2 Verification of payment claims”, in the first and second paragraphs, the text:

“The Foreign Financing Unit of the Department of Finance and Property Management of the Estonian Ministry of Social Affairs will conduct the verification and approval of project interim financial reports and the final reports. The Program Operator will delegate the selection, verification and monitoring of projects under the small grant scheme to a small grant scheme Operator to be selected in accordance with public procurement rules.

In order to ensure equal treatment of all Project Promoters, the verification system for small grant scheme projects and other projects will be harmonized. Project Promoters compile and submit interim financial reports within 20 working days of the end of the previous reporting period. If needed, the relevant entity will request additional information from Project Promoters to be provided within 10 working days. Interim financial reports will be reviewed by the relevant entity on the basis of a random sample of at least 35% of incurred costs. All expenditures over € 6,500 and public procurements over € 40,000 shall be checked. The relevant entity will finalise the verification process within 10 working days of receiving all necessary supporting documents needed to approve the interim financial report. If a pre-payment is requested, this should be disbursed within 15 working days of the approval of the interim financial report.”

Shall be replaced by the following text:

“The Foreign Financing Unit of the Department of Finance and Property Management of the Estonian Ministry of Social Affairs will conduct the verification and approval of project interim financial reports and the final reports.

In order to ensure equal treatment of all Project Promoters, the verification system for small grant scheme projects and other projects will be harmonized. Project Promoters compile and submit interim financial reports within 20 working days of the end of the previous reporting period. If needed, additional information from Project Promoters may be requested and shall be provided within 10 working days. Interim financial reports will be reviewed on the basis of a random sample of at least 35% of incurred costs. All expenditures over € 6,500 and public procurements over € 40,000 shall be checked. The verification process will be finalised within 10 working days of receiving all necessary supporting documents needed to approve the interim financial report. If a pre-payment is requested, this should be disbursed within 15 working days of the approval of the interim financial report.”

2. In Annex 2 to the Programme Agreement, under the heading “4.3 Monitoring and reporting”, in the first and second paragraphs, the text:

“The Foreign Financing Unit of the Department of Finance and Property Management of the Estonian Ministry of Social Affairs together with the Gender Equality Department of the Estonian Ministry of Social Affairs will monitor all projects with the exception of the projects under the Small Grant Scheme, which shall be monitored by the small grant scheme Operator.

In addition to monitoring following the approval of the interim financial report and the final report, the relevant entity will carry out on-the-spot checks based on the annual monitoring plan.

On-the-spot checks will be conducted every year on a sample of projects selected on the basis of risk analysis, or by random sample.”

Shall be replaced by the following text:

“The Foreign Financing Unit of the Department of Finance and Property Management of the Estonian Ministry of Social Affairs together with the Gender Equality Department of the Estonian Ministry of Social Affairs will monitor all projects.

In addition to monitoring following the approval of the interim financial report and the final report, on-the-spot checks will be carried out based on the annual monitoring plan. On-the-spot checks will be conducted every year on a sample of projects selected on the basis of risk analysis, or by random sample.”

3. In Annex 2 to the Programme Agreement, under the heading “5.4 Small Grant Schemes”, the following text, which constitutes the fifth paragraph:

“The operation of the small grant scheme will be subcontracted, in line with the applicable public procurement rules. The contract value for the operator of the small grant scheme shall not exceed € 35,000. The operator will provide guarantees of its solvency and competence in the domain concerned as well as administrative and financial management, and must have strong ties to the NGO sector.”

Is deleted.

4. The modifications described in paragraphs 1, 2 and 3 above take effect from 27 June 2013.

Article 2

This Addendum constitutes an integral part of the Programme Agreement. Except for the stated above (Article 1), the Programme Agreement remains unchanged.

Signed in Brussels on... 2/7/2013

Signed in Tallinn on... 15.07.2013

For the NMFA

For the Focal Point





Stine Andresen
Director
Financial Mechanism Office

Ivar Sikk
Deputy Secretary-General
Ministry of Finance