



Utrikesdepartementet

**Stöd till FRIDE gällande rundabordssamtal om EU:s demokratistöd**

2 bilagor

**Ärendet**

Regeringskansliet (Utrikesdepartementet) har fått en ansökan från Fundación para las Relaciones Internacionales y el Diálogo Exterior (FRIDE) för planering och genomförande av minst två rundabordssamtal mellan svenska, spanska och belgiska regeringsföreträdare inom respektive förvaltning om demokratistöd i allmänhet och EU:s demokratistöd i synnerhet. Syftet är att underlätta genomförandet av de rådsslutsatser om demokratistöd i EU:s yttre förbindelser som antogs under det svenska ordförandeskapet genom att få till stånd en ökad samsyn.

Förslaget är att vid två tillfällen samla 4-8 personer från respektive land att diskutera fyra temata utifrån *policy briefs* à 2-3 sidor som författas av FRIDE. Deltagande från Kommissionen och EAS uppmuntras.

Kontering enligt följande: finansiering 7130500, verksamhet 1253602.

**Regeringskansliets beslut**

Regeringskansliet (Utrikesdepartementet) beslutar att utbetala ett bidrag om högst 60 000 euro (dock högst 620 000 kronor) till FRIDE för omkostnader i samband med förberedelser och genomförande av minst två rundabordssamtal om demokratistöd under 2010.

För medlens användning gäller de allmänna villkor (Standard Conditions) som bifogas (*bilaga 1*), inklusive DAC-kriterier för internationellt utvecklingssamarbete. Bidraget avser verksamhet längst till den 31 december 2010. Medlen ska ha rekvirerats senast den 31 augusti 2010 med användande av bifogad blankett (*bilaga 2*).

Utgiften ska belasta utgiftsområde 7 Internationellt bistånd, anslaget 1:1 Biståndsverksamhet, anslagsposten 29.1 Organisations- och temastöd, budgetåret 2010.

FRIDE ska senast den 31 mars 2011 presentera en rapport till Regeringskansliet (Utrikesdepartementet) om hur verksamheten bedrivits samt en ekonomisk rapport, i enlighet med allmänna villkor. Eventuellt outnyttjade medel ska återbetalas vid samma tidpunkt för att återföras till delposten.

Beslutet har fattats av biträdande chefen för enheten för utvecklingspolitik, departementsrådet Björn Andersson.

Utdrag till

UD-UP

UD-EKO

UD-USTYR

UD-AME

UD-MU EU

UD-EC

UD-FMR

UD-MENA

Fi/BA

FA AB AR

Representationen Bryssel rep

Sida Policy/Empowerment

International IDEA

FRIDE



Government Offices  
Ministry for Foreign Affairs  
Sweden

## STANDARD CONDITIONS for Contributions by the Government or the Government Offices of Sweden, Ministry for Foreign Affairs

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### 1. FIELD OF APPLICATION

The Standard Conditions regulate the contributions granted by the Government or the Government Offices of Sweden, Ministry for Foreign Affairs, to international, inter-governmental, non-governmental and other organisations for their activities and/or operations.

The Donor is either the Government or the Government Offices of Sweden, Ministry for Foreign Affairs.

The Recipient is the organisation applying for or receiving the contribution.

### 2. BUDGET

The budget should contain the following main headings.

#### Revenues

- Contributions from the Donor
- Contributions from other donors
- Other contributions

#### Expenditures

- Salaries, taxes and other personnel costs
- Premises
- Travel
- Office costs
- Costs for audits
- Other costs

#### Contribution by the Recipient

January 2010

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### **3. REQUISITION AND DISBURSEMENT**

The Recipient shall submit a requisition in accordance with the attached Contribution Request Form. The Contribution Request Form shall contain all relevant details, including the Recipient's reference, which will be quoted in the disbursement payment advice. The Donor shall disburse the contribution upon receipt of the Contribution Request Form, which shall be signed by a qualified representative of the Recipient.

If part of the contribution for the same purpose has already been disbursed, the Recipient shall submit a report to the Donor on that part of the project. The report must be received by the Donor prior to any new disbursement.

The Contribution Request Form shall be submitted in the same year as the Government/Government Offices Decision was taken, unless otherwise agreed. The Contribution Request Form shall be submitted within three months of the commencement of the activities at the latest. If the Contribution Request Form has not been submitted within the stipulated time, the Recipient's right to the contribution will cease.

The contribution shall only be used in connection with activities for which the Recipient has received approval, or in accordance with other agreements.

Contributions to be used over a period longer than twelve months shall be disbursed in installments, unless otherwise agreed. Other reasons may exist for which the Donor may choose to disburse the contribution in installments.

### **4. ACCRUED INTEREST**

Any interest accrued on disbursements shall be used for the same purpose as the contribution. The financial report shall give details of any accrued interest. If a repayment shall be made, any accrued interest shall be included.

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## 5. REPORTING

The Recipient shall submit activity reports and financial reports in accordance with the pledging letter and the Standard Conditions. The attached Guidelines for Reporting should be used.

### 5.1 Periods and time limits

Unless otherwise stipulated, the Recipient shall submit *partial reports* along with every new requisition for funds.

The *final reports* shall be submitted within three months of the finalisation of the activities. The Recipient shall also provide any reports the Donor requests. If satisfactory reports are not submitted, no further funds will be disbursed.

### 5.2 Activity report

The activity report shall give the Donor a basis for evaluation and for future decisions. It shall include the following:

- activities financed by the contribution; if the contribution only financed part of the activity, both the activity as a whole and the part for which the contribution was received shall be reported
- the actual results and goals achieved in relation to the results and goals outlined in the application or proposal; where these differ, reasons shall be given
- a presentation of any difficulties, shortcomings or deviations from agreed plans and a proposal for possible remedies
- a presentation of how the conclusions can or will be used in the future and any plans for further activities financed by contributions (in the final report only)

### 5.3 Financial report

The financial report shall present the total cost of the activities and explain how contributions from the Donor and other donors have been used. The Donor may visit, audit or evaluate the activities it finances. The Donor may request copies of the accounts and other supporting documents related to the contribution. The Recipient shall be able to give a separate report on the activities financed by the contribution.

The activities shall be considered in relation to the budget accepted by the Donor at the time of the decision. Any discrepancies shall be reported and explanation provided. A qualified representative of the Recipient shall sign the reports.

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**5.4 Audit report**

An auditor shall verify the correctness of the information in the financial report. The observations of the auditor shall be given in a certificate.

**6. OBLIGATION TO REPAY**

Funds not used for financing the operations or activities shall be reported and repaid to the Donor. The repayment shall include any interest accrued on the disbursed amount and be made in connection with the final report.

The repayment shall be made to:

Name of bank: SEB

IBAN: SE92 5000 0000 0543 9100 3775

SWIFT: ESSESESS

The reference number of the Donor, which is the Government/Government Offices Decision number in the pledging letter, shall be included.

The Recipient shall repay the disbursed amount, wholly or in part, to the Donor in the following cases.

**6.1 Funds not used within the prescribed period**

Unused funds or funds which will not be used within the prescribed period shall be repaid. The Recipient may apply for an extension of the activity period in which to use the funds. The application shall be submitted as soon as the Recipient recognises that the activity period must be extended or before the end of the agreed period at the latest.

**6.2 The Swedish part of the contribution becomes too large in proportion to other financing**

When the Swedish contribution is only intended to cover part of the total cost of the activities, funds shall be repaid if the total cost decreases and the Swedish contribution consequently covers a larger share of the total cost than agreed. The repayment shall be in the amount necessary to restore the original proportion of the Swedish contribution, unless otherwise agreed.

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**6.3 The contribution has been used for purposes other than those agreed**

If the contribution has been used for purposes other than those agreed, the Recipient shall repay the disbursed amount, wholly or in part, to the Donor.

**6.4 The Recipient does not submit reports**

If the Recipient does not submit reports in accordance with item 4, the Donor may require that the Recipient repay the disbursed amount, wholly or in part. This will not be required if the Recipient submits the reports within one month of receiving a reminder.

**6.5 The Recipient submits incorrect information**

If the Recipient, by submitting incorrect information, is granted a contribution based on this information, the Recipient shall repay the disbursed amount, wholly or in part. The same applies if incorrect information from the Recipient results in a contribution that is too large.

If the Recipient was aware, or should have been aware, that incorrect information was submitted, the Recipient shall repay the entire disbursed amount. This applies whether whole or part of the contribution has been used.

The obligation to repay can be waived, wholly or in part, if incorrect information has had an insignificant effect on the contribution.

If the Recipient was unaware of incorrect information being submitted, the obligation to repay only applies to unused funds. The obligation to repay does not apply to funds needed to cover future compulsory costs if the Recipient has agreed to these costs while unaware that the information was incorrect.

**7. APPLICATION FOR POSTPONEMENT**

The Recipient shall without reminder, comply with the repayment dates in the pledging letter and in the Standard Conditions.

If the Recipient has been asked to repay the contribution, wholly or in part, the repayment shall be made in accordance with the conditions laid down by the Donor.

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If the Recipient is not able to repay within the stipulated period of time, the Donor can upon application, agree to a postponement. The Donor must receive the application for postponement by the due date of the repayment at the latest.

The Recipient may apply for a waiver of the repayment if the request for repayment is considered unjustified.

Signature of this document certifies that the Recipient accepts the Standard Conditions

.....  
Date

.....  
Signature of authorized person  
(authorization according to enclosed document)

.....  
Name in block letters

.....  
Department

.....  
Organisation



# CONTRIBUTION REQUEST FORM

This is to request payment of the below specified contribution.

## Project Details

<b>Name of project and/or operations</b>	
<b>Swedish Government Offices' Decision Number</b> (according to the pledging letter)	
<b>Requested Amount</b>	<b>Currency</b>

## Organisation Details

<b>Name of Organisation</b>	
<b>Contact person</b>	
<b>E-mail</b>	
<b>Telephone number</b>	<b>Fax number</b>
<b>Postal address</b>	<b>Postcode</b>
<b>City</b>	<b>Country</b>

## Bank Details

<b>Name of bank</b>	
<b>City</b>	<b>Country</b>
<b>Account name/holder</b>	
<b>Account number</b>	
<b>IBAN number</b> (EU, Norway, Switzerland)	<b>SWIFT code</b> (BIC)
<b>Bank code</b> (ABA for USA)	<b>Currency of account</b>
<b>Reference of the Recipient</b> (to be quoted in the payment details)	

.....  
Date

.....  
Signature of authorized person (Authorization according to enclosed document)

.....  
Name in block letters

.....  
Department

.....  
Organisation