

Annex 5
Template for irregularities reports
EEA and Norwegian Financial Mechanisms 2009-2014

Report on new irregularities

1. Report from (Beneficiary State and Designated Entity)	
2. Type of reporting (tick one of the alternatives)	
Immediate reporting of irregularities according to Article 11.4 of the Regulation	
Regular report on new irregularities according to 11.5 of the Regulation	
3. Reporting Period and reference number	
3.1 Report for period from and including (month/year)	
to and including (month/year)	
3.2 Reference number of this report	
4. Irregularities / no irregularities to report	
4.1 If no suspected or actual irregularities, tick this box (parts 5 and 6 of this table do not need completing)	
4.2 If suspected or actual irregularities are reported, tick this box (parts 5 and 6 of this table must be completed)	
5. Programme / Project information	
5.1 Programme name	
5.2 Programme ID number	
5.3 Project name	
5.4 Project ID number	
5.5 Total amount of support from the EEA Mechanism 2009-2014 for the project / programme in €	
6. Irregularity description	
6.1 Provision or provisions that have been infringed	
6.2 Description of the irregularity detected (also whether the irregularity is actual or suspected), including practices employed when committing the irregularity	

6.3 Nature and amount of the expenditure wrongfully incurred by the irregularity, or in cases where no payments have been made, the amounts which would have been wrongly paid had the irregularity not been discovered
6.4 Period during which, or the moment at which, the irregularity was committed
6.5 Manner in which the irregularity was detected, including the date and source of the first information leading to suspicion that an irregularity was in evidence, and investigations made after the irregularity was detected
6.6 National authorities or bodies which drew up the official report (also internal reports) on the irregularity and the date on which the reports were drawn up
6.7 Financial consequences of the irregularity including suspension of payments and the possibilities for recovery
6.8 Other countries involved (where appropriate)
6.9 Identity of the natural and/or legal persons involved (except in cases where such information is of no relevance in combating the irregularity on account of the character of the irregularity concerned)
6.10 Any procedures, including criminal investigation initiated because of the irregularity and the stage reached in this procedure, including the stage of recovery

6.11 Information as to coverage on the irregularity in the media
6.12 Measures taken to remedy the irregularity detected, and measures taken or envisaged to prevent the recurrence of the case of irregularity already detected
6.13 Other information
7. Complaints involving suspected irregularities

Report completed in

(place)

(date)

By

(name, position)

Report on measures taken regarding already reported irregularities

1. Report from (Beneficiary State and Designated Entity)	
2. Other reporting regarding the same irregularity	
2.1 Report number and date for the first report regarding this irregularity	
2.2 Report numbers and dates for the following reports regarding this irregularity	
3. Reporting Period and reference number	
3.1 Report for period from and including (month/year)	
to and including (month/year)	
3.2 Reference number of this report	
4. Developments / no developments to report	
4.1 If no developments regarding the earlier reported irregularity, tick this box (parts 5 and 6 of this table do not need completing)	
4.2 If developments regarding the earlier reported irregularity are reported, tick this box (parts 5 and 6 of this table must be completed)	
5. Programme / Project information	
5.1 Programme name	
5.2 Programme ID number	
5.3 Project Name	
5.4 Project ID number	
5.5 Total amount of support from the EEA Mechanism 2009-2014 for the project / programme in €	
6. Description of developments	
6.1 Amounts which have been and/or are expected to be recovered	
6.2 Interim and precautionary measures taken by the Beneficiary State to safeguard the recovery of sums wrongly paid	

6.3 Judicial and administrative procedures initiated with a view to recover sums wrongly paid and to impose sanctions

6.4 The reasons for any abandonment of recovery procedures and any abandonment of criminal prosecution or other procedures for imposing sanctions

6.5 Administrative or judicial decisions, or the main points thereof, concerning the termination of recovery procedures and/or procedures for imposing sanctions

6.6 Measures taken to remedy the irregularity detected, and measures taken in order to prevent and avoid similar irregularities

6.7 Other information (including information that was not available when submitting earlier reports on the irregularity)

7. Complaints involving suspected irregularities

Report completed in

(place)

(date)

By

(name, position)