

21 May 2003

Procedure for the provision of development assistance and humanitarian aid

Regulation of the Government of the Republic No. 124

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The Regulation will be enforced under point 3² of §7 1 (RT I 1993, 72/73, 1020; 1996, 49, 953; 1997, 73, 1200; 2003, 21, 122).

§ 1. Institutions organising the provision of development assistance and humanitarian aid

(1) The Ministry of Foreign Affairs distributes development assistance and humanitarian aid in co-operation with relevant institutions and persons.

(2) The development co-operation project required for the allocation of development assistance and humanitarian aid (hereinafter *project*) will be approved or rejected by the Minister of Foreign Affairs based on Estonia's principles of development co-operation, on the possible effects of the project on the development of the recipient country, on the cost of the project and on the recommendations from the Development Co-operation Commission.

§ 2. Development Co-operation Commission

(1) The Minister of Foreign Affairs will form an Advisory Development Co-operation Commission (hereinafter *Commission*).

(2) The Commission will:

- 1) assess the submitted projects based on Estonia's principles of development co-operation, on the possible effects of the project on the development of the recipient country and on the cost of the project;
- 2) in the case of necessity request additional information from the submitters of the project and make suggestions to improve the project;
- 3) make a proposal to the Minister of Foreign Affairs either to approve or reject the project.

(3) The Commission will include the representatives of the Ministry of Economic Affairs and Communications, the Ministry of Finance, the Ministry of Internal Affairs and the Ministry of

Foreign Affairs. If required, the Commission will involve representatives of other governmental authorities and experts in its activities.

(4) The activities of the Commission will be organised by the Ministry of Foreign Affairs and the Ministry of Foreign Affairs serves as a secretariat for the Commission.

§ 3. Submission of the development co-operation project

(1) A project can be submitted to the Ministry of Foreign Affairs by an institution or a person under an application for assistance made by the recipient country, under a call made by an international organisation or on the initiative of a non-governmental organisation. The Ministry of Foreign Affairs can also submit a project at its own initiative.

(2) The Ministry of Foreign Affairs will forward a project meeting the requirements of § 4 to the Commission for assessment.

§ 4. Development co-operation project requirements

The project will include at least the following data:

- 1) presentation of the problem;
- 2) objectives of the project and anticipated results;
- 3) budget for the implementation of the project;
- 4) action plan;
- 5) monitoring procedure for the implementation of the project;
- 6) name of the person or institution responsible for its fulfilment and their contact data.

§ 5. Implementation of the project

(1) Upon ascertaining the availability of the necessary means for the funding of the project a contract will be signed between the Ministry of Foreign Affairs and the person or institution responsible for the implementation of the project (hereinafter person responsible for the implementation of the project) providing the commitments and responsibilities of the parties, as well as the project's implementation schedule, reporting and monitoring requirements.

(2) In case the person responsible for the implementation of the project is the Ministry of Foreign Affairs a standard project and reports will be submitted, but no contract will be signed for the implementation of the project.

§ 6. Monitoring and reports

(1) The Minister of Foreign Affairs or the appointed Ministry of Foreign Affairs official will have the right to request interim project implementation reports from the person responsible for the implementation of the project.

(2) The Ministry of Foreign Affairs shall submit the interim report to the Commission for review and the Minister of Foreign Affairs or the appointed Ministry of Foreign Affairs official may on the basis of the opinion of the Commission make proposals to the person responsible for the implementation of the project as to the further implementation of the project.

(3) Upon the termination of the project the person responsible for the implementation of the project will submit a final report to the Ministry of Foreign Affairs. If requested by the Minister of Foreign Affairs or the appointed Ministry of Foreign Affairs official, the person responsible for the implementation of the project will submit additional information.

(4) The Ministry of Foreign Affairs will submit the final report to the Commission for review. The Commission will assess the attainment of the project objectives based on the final report and will submit a report with its opinion to the Minister of Foreign Affairs for approval.

Development co-operation [project applications](#) and [report forms](#)