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| Reporting on irregularities, misuse, fraud or corruption within the administration of funds or the suspicion thereof |

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| This form should be used for reporting of irregularities, misuse, fraud or corruption within the administration of funds or the suspicion thereof.  The form must be completed in English and should not exceed 3 pages, using the font Arial 10.    **IMPORTANT: Read before submitting**  Reports of irregularities will be handled according to the following procedures:   1. The initial report is submitted to CISU ([indberet@cisu.dk](mailto:indberet@cisu.dk)) using this format. If necessary, appendices can be attached. 2. A new ‘milepæl’ titled ‘Uregelmæssighed’ is created. 3. There may be a correspondence between CISU and the reporter if anything needs correction in the report. 4. The report is submitted to the Ministry of Foreign Affairs by CISU. 5. At least every 6 months, an updated form must be submitted to CISU. If the case has progressed before 6 months, the update can be submitted earlier. The updated form should be made following these guidelines:    1. The form is an *ongoing* document. This means that nothing should be deleted from the form, but the newest updates should be added and highlighted with yellow and include the date of the update.    2. The report must be uploaded in Vores CISU under the ‘milepæl’ “C-sagsindberetning fra bevillingshaver” (“report from grant holder”). If the milestone is missing, please reach out to [indberet@cisu.dk](mailto:indberet@cisu.dk). 6. The MFA may ask clarifying questions. The grant holder is responsible for taking the necessary steps, and CISU will support the grant holder in the process. 7. The MFA will publish the latest updates on the case at their [website](https://um.dk/danida/bekaempelse-af-korruption/hvor-mange-korruptionssager-er-der/rapporteringer). 8. When all necessary steps have been taken, the grant holder and CISU can request the MFA to close the case. However, the decision solely lies with the National Audit (“Rigsrevisionen”).   Do not hesitate to reach out to us if you have any questions to the above. |
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**General information**

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| **C-file No.** | **Reporting date** | | |
| *to be filled out by MFA* | *to be filled out by MFA* | | |
| **1. Name of the Danish organization** | | | |
| Name |  | | |
| Contact: | Phone number: | | E-mail: |
| 2. General information regarding the grant | | | |
| CISU ref. no. |  | | |
| UM Journal No. |  | | |
| UMF budget line No. | *to be filled out by MFA* | | |
| Project title in Danish |  | | |
| Project title in English |  | | |
| Locality (country, region and/ or city, where the project is located) |  | | |
| Intervention period |  | | |
| Total amount transferred to partner (DKK) |  | | |
| Is this a new case? | Yes | | No |
| If no:  Date of prior report(s) sent to the MFA? | | | |
| 3. Information regarding the organization where irregularities or suspicion thereof have been detected | | | |
| Name of organization: | |  | |
| Describe the relation between the Danish organization and the organization where the irregularity or the suspicion has been detected: | | | |
| **4. Sum of grant from the MFA (in Danish kroner)** | |  | |
| **5. Amount suspected – MUST include amount in Danish kroner** | | | |
| In Danish kroner  In local currency | | | |
| **6. Type of irregularity:**   |  |  | | --- | --- | |  | Corruption | |  | Simple theft | |  | Robbery/assault | |  | Fire | |  | Vandalism | |  | Contract violation | |  | Non-compliance with legislation | |  | Expected results not achieved (confirmed via 'Value for Money Audits” or Reviews) | |  | Court case | |  | Other, please specify: | | | | |
| **7. In case of corruption, specify the type of corruption (MFA’s definition of corruption ”misuse of entrusted power for private gain”**   |  | | --- | |  | | |  |  | | --- | --- | |  | Theft | |  | Nepotism | |  | Bribery/accept of gifts or personal favours | |  | Embezzlement | |  | Corruption when entering a contract (e.g. during tender process, cartels, forgery/falsification of documents, fraud when entering the contract, etc.) | |  | Corruption during execution of contracts (i.e. product substitution, fraud with products/prices, forgery of costs, fraud with travel settlements, etc.) | | | | | |
| **8. When and how has the suspicion arisen - 10 lines maximum** | | | |
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| **9. Short resumé of case – or of any developments since the last report to the MFA - 10 lines maximum** | | | |
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| **10. Which internal or external steps have been taken in relation to the case – 10 lines maximum** | | | |
| E.g. internal investigations, external investigations, police report, report to authorities etc. | | | |
| **11. When are the results of these steps expected?** | | | |
| Date: | | | |
| **12. Is the cooperation with the organization expected to be continued, and under which conditions?** | | | |
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| **13. Further remarks** | | | |
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