Template – Reporting of deviation case to Sida [SMC-MO-20XX-XX]

SMC produces the following information in connection with a report of an investigation of a suspected corruption case to Sida. The information must be updated continuously to facilitate the investigation and follow-up. The information points used come from Sida's template. SMC's investigation is based on its system for deviation management. An update must always be submitted if something important in the investigation has happened, e.g. a decision on an investigation or when the investigation is completed. If an update also affects any of the points in the Basic Data or Description of Suspicion, the update text should be clarified by starting with "*Update 1*", "*Update 2*", etc. **Please note that the information should be kept within as small a circle as possible!**

**Date of first application to Sida:**

**Date of update 1:**

(add a new date for each update)

**Date for the final report of the case:**

**Persons responsible at SMC for this matter:**

# Basic data activity information

**Sida's contracting party:** SMC

**SMC agreement ID:**

**Sida's case number:**

**SMC's internal deviation number:**

**Hyperlink to the CSO database** (*search for* [*https://cso.sida.se/*](https://cso.sida.se/) ):

**SMC’s contracting party (MO):**

**SMC-MO contract start:**

**SMC-MO contract end:**

**Approved Sida funding:**

**Previous agreements since:**

**Cooperating partner (CP):**

**Country:**

**Form of cooperation** (core support, programme support, project support):

**Sector** *(in Lime and in Sida's CSO database):*

**Date when suspicion arose:**

**Total budget of the intervention:**

**Other donors:**

**Contact person at SMC:** *Name and email address*

**Contact person at MO:** *Name and email address*

# Background to suspicion

**The context of the suspicions and the intervention:**

*Briefly describe the suspicions and the operation. For example, the organisation is carrying out an educational initiative in country "X", suspicions have come to light that teachers demand bribes to approve pupils. Here you can also include other information that wants to be conveyed or clarified in the fields below.*

**Type of suspicion received (multiple choices possible)**

☐ Embezzlement

☐ Theft

☐ Bribery and/or bribery

☐ Favouritism and/or nepotism

☐ Conflicts of interest/conflict of interest

☐ Financial extortion

☐ Sextortion

☐ Costs are not substantiated / costs are outside the budget approved by SMC

☐ Money laundering

☐ Illegal financing of political parties

☐ Sexual exploitation, sexual abuse, sexual harassment

☐ Other harassment

☐ Late reporting despite reminders

☐ Ethical issues and values

☐ Unclear

☐ Other

**Amount assumed to be affected:** *Enter amounts without the "," or spaces.* **Currency:**

**How did suspicion arise at SMC:**

**How did suspicion arise at MO:**

**How did suspicion arise at CP:**

**Date of receipt of the suspicion by SMC:** 20XX-XX-XX

**Date of receipt of the suspicion by MO:** 20XX-XX-XX

## Measures taken and planned

*See proposals for appropriate measures in Sida's guidelines section 8.3, or SMC's guidelines section 5 on Corruption, irregularities and SEAH.*

**What measures have been taken so far:**

*Describe what measures the organisation and/or you have taken so far*

**Planned actions:**

*Describe what measures the organisation and/or you have planned for the future.*

**Actions last updated:** 20XX-XX-XX

**Has the police report been filed?** *Yes/No/Unclear*

**Other notifications:** *For example, notification to the Swedish Enforcement Authority if repayment has not been made, notification of a civil case in the case of breach of contract, or notification to the relevant anti-corruption agency, authority for the registration of NGOs, etc.*

# Final report of the case

**Proven suspicion:**

☐ Embezzlement

☐ Theft

☐ Bribery and/or bribery

☐ Favouritism and/or nepotism

☐ Conflicts of interest/conflict of interest

☐ Financial extortion

☐ Sextortion

☐ Costs are not substantiated / costs are outside the budget approved by SMC

☐ Money laundering

☐ Illegal financing of political parties

☐ Sexual exploitation, sexual abuse, sexual harassment

☐ Other harassment

☐ Late reporting despite reminders

☐ Ethical issues and values

☐ Unclear

☐ Other

## Sequence of events

**What has happened?** *Briefly summarise the incident and the follow-up that has been done, such as the type of audit/investigation.*

**Risk analysis at the time of approval of the intervention:** *What assessment/risk analysis did SMC (and MO) make of the contractual partner prior to entering into cooperation with the organisation? Was that assessment correct?*

**Has the matter been reported to the police?** *If not, please justify why (e.g. possible other consequences for the individual).*

**How has the member organisation handled (consider communication, openness, learning) the matter?**

**How has the partner handled the matter?**

**What role has SMC played in this case?**

## Conclusions from the audit/investigation

**What are the key conclusions drawn by the auditor/investigator-in-charge?**

## Conclusions

**What conclusions does SMC draw from the case?**

**In case of financial corruption, how much should be repaid?** *Justify the amount based on the supporting documentation/verifications that have been available.*

**Should the risk assessment of risks in the specific context be taken into account when granting the intervention in the event of reimbursement or other measures?**

## Lessons learned

*Document key lessons learned in connection with the handling of the case. How will the member organization and/or SMC take advantage of the lessons learned?*

**Lessons learned CP**

**Lessons learned MO**

**Lessons learned SMC**

## Repayment (SMC conclusions)

**Amount (Currency specified):**

**Amount (SEK):**

**Payable to:** *MO/SMC/Sida*

**Comment on reclaim:** For example, a request for repayment is sent when Sida has approved the final report of the case, or risk sharing is granted based on the assessment that..., or other.

**Date of application for case closure to Sida:** 20XX-XX-XX

## Repayment (Sida's conclusions)

**Amount (Currency specified):**

**Amount(SEK):**

**Payable to:** *MO/SMC/Sida*

**Comment repayment:**