



# Fraud Allegation Reporting Form

## DG ECHO Beneficiaries (UCPM)

Reporting on fraud is regulated by Article 19.3 [UCPM Model Grant Agreement](#) which states that “The beneficiaries must immediately inform the granting authority (and the other beneficiaries) of [...] events which are likely to affect or delay the implementation of the action or affect the EU’s financial interests”

For such instances, you are requested to immediately inform DG ECHO by email to [echo-reportfraud@ec.europa.eu](mailto:echo-reportfraud@ec.europa.eu) using this form. It is to be used both to inform DG ECHO of a new case of suspected fraud, and to provide updates on existing cases. When reporting a new case, please ensure that you fill in at least sections 1 and 2 of the form, as well as any other section for which you may have information available at the time of reporting. Moreover, you can attach any supporting document you consider relevant. Please note that DG ECHO requests its beneficiaries to submit an investigation report as soon as the investigation has been finalised.

All information provided will be handled confidentially to protect the rights of those involved<sup>1</sup>.

## 1. Information

### a. Project(s) impacted by the allegation

<b>DG ECHO project reference(s)</b>	
<b>Coordinator</b>	
<b>Country</b>	
<b>Other beneficiaries concerned (if applicable)</b>	

### b. Allegation

<b>When?</b>	<i>Provide the date when the suspected fraud was detected</i>
	<i>Provide the period during which the suspected fraud occurred</i>
<b>Where?</b>	<i>Identify the location and the activities possibly impacted</i>
<b>What?</b>	<i>Provide a detailed description of the allegation</i>
<b>Who?</b>	<i>Identify the persons and/or entities possibly involved. Provide your assessment as to whether they might have acted with fraudulent intent</i>
<b>Value at Risk?</b>	<i>Include:</i> <ul style="list-style-type: none"><li>- <i>(Estimated) amount involved</i></li><li>- <i>(Estimated) financial implication for DG ECHO-funded project(s)</i></li><li>- <i>Whether or not you have already claimed the amount concerned from DG</i></li></ul>

<sup>1</sup> DG ECHO handles personal data in accordance with Regulation (EC) 2018/1725 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. The data shared with DG ECHO will be processed in order to ensure the protection of the financial interests of the Union in compliance in particular with Regulation (EU) 2018/1046 and Regulation (EU, Euratom) 883/2013. In the event of fraud, the matter will be referred to the authorities and bodies designated by the applicable legislation, in particular to the European Commission Anti-fraud Office (OLAF).

## 2. Follow up

<b>Follow up</b>	<i>Provide information on the steps you are taking for addressing the allegation.</i>
<b>Timeframe</b>	<i>Provide information on the expected overall timeframe for transmitting the Investigation Report to DG ECHO</i>
<b>Immediate actions</b>	<i>Describe the immediate actions taken to minimize the potential impact of the allegation</i>

## 3. Investigation

<b>Investigation</b>	<i>Describe the investigation methodology, including:</i> <ul style="list-style-type: none"> <li>- <i>When the investigation took place (timeframe)</i></li> <li>- <i>Its scope</i></li> <li>- <i>Whether it was carried out remotely or on the spot</i></li> <li>- <i>Who conducted the investigation</i></li> </ul>
<b>Findings</b>	<i>Describe the results of the investigation:</i> <ul style="list-style-type: none"> <li>- <i>What occurred?</i></li> <li>- <i>Who was involved?</i></li> <li>- <i>Were any related risks previously identified?</i></li> </ul>
<b>Conclusion</b>	<i>Confirm if fraud occurred, or if the allegation could not be substantiated</i>
<b>Value of the loss</b>	<i>If fraud did occur, report:</i> <ul style="list-style-type: none"> <li>- <i>Final amount affected by the fraud</i></li> <li>- <i>Final financial implication on DG ECHO-funded project(s)</i></li> <li>- <i>Whether or not you have claimed the amount concerned from DG ECHO</i></li> </ul>

## 4. Actions taken

<b>Correctives actions</b>	<i>Describe all corrective actions taken, including police and legal complaints, disciplinary processes, etc.</i>
<b>Funds recovered</b>	<i>Mention if the funds or property lost have been recovered. If not, list the actions you are taking to recover the losses</i>
<b>Mitigating actions</b>	<i>List all mitigating measures taken to prevent similar cases from occurring:</i> <ul style="list-style-type: none"> <li>- <i>Describe the underlying internal control weaknesses or gaps that allowed this incident to occur</i></li> <li>- <i>Describe how you have reinforced your supervision and control framework</i></li> <li>- <i>Describe new controls put in place to mitigate the weaknesses detected</i></li> <li>- <i>Describe how you will measure the effectiveness of these new controls</i></li> </ul>

## 5. Further actions planned

<b>Planned correctives actions</b>	<i>Describe and give a timeline for planned correctives actions</i>
<b>Planned mitigating actions</b>	<i>Describe and give a timeline for planned mitigating measures</i>

## 6. Attachments

I	<i>Brief description</i>
II	<i>Brief description</i>
III	<i>Brief description</i>

**Date:**