



National Complementary Requirements

Territorial Cooperation Programmes & ENI CBC Med
2014-2020

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General Overview



- Applicable to the Territorial Cooperation Programme being:
 - Interreg Italia-Malta
 - Interreg Europe
 - Interreg MED
 - Interact III
 - ENI CBC MED
- **Complimentary – not replacing other manuals, not optional**
 - **Stricter rule applies;**



Project Management



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- Lead Partner(LP) – overall responsibility;
- LP carries the responsibility for the management, communication, implementation and co-ordination of activities amongst all the partners on the project;
- LP disburses funding from the MA;
- LP submits collective project claim;
- Each partner is equally responsible for the success of the project;
- Each partner is responsible for the implementation of its Actions/WP;
- Each partner prepares its own claim following verification & certification by its FLC;
- Each partner is responsible for the long term sustainability of the projects' investments;



General Principles



- VAT is not eligible unless unrecoverable;
- Double-financing – Partner Declaration - [Annex 5](#)
 - Rubber Stamp Documentation
- Principles of transparency, equal treatment and non-discrimination
 - Public Entities - Procurement Regulations;
 - Private entities – spirit of Public Procurement - [FCU Circular 01/2019](#)

General Principles



- Reporting – use the programme templates
- Audit trail
 - Separate bank account recommended
 - Project Accounting code
- FLC Check for Audit Certificate – List of documentation to be checked
- Filing – Supporting Documentation as per Manuals



Publicity – dissemination in Malta

Publicity material which are of a considerable size should include the following:

- Maltese and EU flag
- Logo of the Parliamentary Secretary for European Funds, Office of the Prime Minister;
- EU funds for Malta logo;
- Co-financing text (reference to the Programme, the fund and co-financing rate) ;
- Programme logo, any third party logos should feature adjacent to the Programme logo.



Publicity - dissemination in Malta



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INSERT
PROGRAMME
LOGO



GOVERNMENT OF MALTA
PARLIAMENTARY SECRETARIAT
FOR EUROPEAN FUNDS



INSERT REFERENCE TO THE PROGRAMME
PROGRAMME PART-FINANCED BY THE EUROPEAN UNION
INSERT REFERENCE TO THE FUND (ERDF / ENI CBC MED)
INSERT REFERENCE TO THE CO-FINANCING RATE





Publicity - dissemination in Malta

- Small publicity material (such as USBs, pens etc) should at least include
 - the Maltese and EU flag
 - reference to the Programme and the pertinent co-financing rate



Publicity – at Project Level



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- When material is to be distributed at Project level, that is out of Malta, then this should follow the Programme Manual;
- Retain proof of details
 - Sample
 - Number produced
 - Location of distribution
 - Other details



Monthly Communication



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- FPD collates details about communication activities & project media events monthly;
- These include
 - webinar, video-conference , workshop online, conferences, press events, project launch, milestone event etc
- Please provide date, location and other relevant details two months in advance!

Eligibility of Costs – National Requirements



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- Refer to the list of supporting documentation on the programme manual;
- In **ADDITION** do also refer to the documentation in Section 7 of the National Complimentary Requirements Manual (Malta)

Eligibility of Costs – National Requirements



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Additional Supporting Documents:

- Partner Declaration of Staff Costs ([Annex 6](#));
- Letter of Assignment / Mission Letter ([Annex 7](#));
- List of staff working on the project ([Annex 8](#));
- Proof of payment by employer and to the employee ([Annex 9 & 10](#));
- Detailed Timesheets including list of duties carried out ([Financial Control Unit \(FCU\) Circular 2/2019](#))

National Requirements Timesheet



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Excel interface showing the 'Annex 1 - Timesheet template (3) - Excel' file. The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, Add-ins, and Help. The Home ribbon is active, showing options for Clipboard, Font, Alignment, Number, Styles, Cells, Editing, Ideas, and Sensitivity.

The spreadsheet content is as follows:

Description of tasks on project X3									
Date	No. of hours worked on project X1	Description of tasks on project X1	No. of hours worked on project X2	Description of tasks on project X2	No. of hours worked on project X3	Description of tasks on project X3	No. of hours worked on other activities not related to projects	General description of the other activities not related to projects (e.g. administrative)	Total
Annex 1: Timesheet template									
Project Code:									
Project Title:									
Name of organisation:									
Name of staff member:									
Job title/role:									
Is staff member employed full-time or part-time:									
Reporting period: DD/MM/YY - DD/MM/YY									
TOTAL									
									Actual 100% of working time^

Footnote: ^ Actual working time does not include sick leave and holidays.

Windows taskbar shows the time as 17:39 on 10/12/2020. The system tray includes icons for network, volume, and battery.



Eligibility of Costs – National Requirements



- The travel report ([Annex 11](#));
- Subsistence statement of expenditure ([Annex 12](#));
- Declaration of exclusive use of equipment on project ([Annex 13](#));
- Inventory template for Government entities ([Annex 14](#));
- Inventory template for non-Government entities ([Annex 15](#));
- Consumables budget ([Annex 16](#));
- Pre-Financing for EU Funded Procurement ([Annex 17](#));
- MFIN Circular No.5

Eligibility of Costs – National Requirements



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The screenshot shows the website eufunds.gov.mt with a navigation menu. The 'EU FUNDS AND PROGRAMMES' menu is open, displaying a list of documents and guidelines. The browser's address bar shows the URL: https://eufunds.gov.mt/en/EU%20Funds%20Programmes/EU%20Territorial%20Programmes/Pages/Key-Documents-and-Downloads.aspx#

Navigation Menu:

- PARLIAMENTARY SECRETARY
- PLANNING AND PRIORITIES COORDINATION
- EU FUNDS AND PROGRAMMES**
- MEASURES AND SUPPORT DIVISION
- STATE AID
- MEDIA

Key Documents and Downloads:

- About FPD
- EU Territorial Programmes**
- European Maritime and Fisheries Fund
- European Agricultural Fund for Rural Development
- EU Educational Programmes
- Migration Funds
- Bi-Lateral Programmes
- Direct Funds and Programmes
- Financial Control Unit
- Appeals Procedure
- Report Irregularities
- 2021-2027 Programmes
- 2014-2020 Programmes
- 2007-2013 Programmes
- Interreg III (2004 - 2006)
- Circulars
- Key Documents and Downloads**
- Reporting, Meeting Minutes and Presentation
- Publicity and Information
- Annex 1 - VAT status for...
- Annex 2 - RFQ Auditor...
- Annex 3a - MED First Le...
- Annex 3b - Interreg Eur...
- Annex 3c - Interreg Italia...
- Annex 3d - ENI CBC ME...
- Annex 4a - MED First Le...
- Annex 4b - Interreg Europe First Level Controller- Letter of Engagement
- Annex 4c - Interreg Italia-Malta First Level Controller - Letter of Engagement
- Annex 4d- ENI CBC MED First Level Controller - Letter of Engagement
- Annex 5 - Partner declaration on the expenses presented in the claim for reimbursement
- Annex 6 - Partner declaration of staff costs
- Annex 7 - Letter of assignment - Mission letter
- Annex 8 - List of staff working on the project
- Annex 9 - Declaration by employer to confirm payment of salary
- Annex 10 - Declaration by employee to confirm receipt of salary
- Annex 11 - Travel report
- Annex 12 - Declaration of exclusive use of equipment on a project
- Annex 13 - Declaration of exclusive use of equipment on a project
- Annex 14 - Declaration of exclusive use of equipment on a project
- Annex 15 - Declaration of exclusive use of equipment on a project
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- Annex 100 - Declaration of exclusive use of equipment on a project





Thank you for your attention!

**Malta National Co-ordinating Authority
Territorial Cooperation Unit
Funds & Programmes Division**

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INTERREG V-A Italy-Malta Programme
Programme part financed by the European Union
European Regional Development Fund (ERDF)
Co-financing rate: 85% EU Funds; 15% National Funds

