

National Requirements

14th November 2016



INTERREG EUROPE Programme
Sharing solutions for better regional policies
Programme part financed by the European Union
European Regional Development Fund (ERDF)
Co-financing rate: 85%/75% EU Funds; 15%/25% National Funds



Malta's participation in Territorial Cooperation Programmes

- Interreg Italia Malta Programme
- Interreg Med Programme
- Interreg Europe Programme
- ENI CBC Med Programme
- Interact III Programme

Role of FPD

- National Contact Point
- Organises bilateral kick-off meetings and other regular meetings to monitor project implementation
- Organises training (launch of calls, financial)
- Drafts national requirements, highlighting:
 - main eligible categories
 - documentation required
 - publicity requirements

Programme requirements vs National requirements?

- Both requirements should be adhered to when compiling a claim for reimbursement purposes
- Applies for all cost categories and principles (e.g. procurement, filing etc)
- Applies also for any publicity
- Partners should see that these are followed and controllers should confirm that all requirements have been adhered to

Cost categories

Preparatory costs

- Costs which are linked to the compilation of the Application Form and with the elaboration of the project itself
- The method to claim such costs as well as the amount allowed to be claimed may differ according to the Programme
- Project partners should also consult the programme guidelines / manuals of the respective programme.

Staff costs

- Partner Declaration of Staff Costs
- Letter of Assignment
- Employment contract
- Detailed Timesheets, which should include list of duties carried out
- A pay slip in connection with period of claim
- As a general rule, one payslip falling within the timeframe of the respective claim is sufficient however partners might be asked to provide additional payslips if further information is deemed necessary.

Staff costs

- Staff costs calculator (in the case of real costs);
- Documentary evidence of fixed allowances if these are being included in the calculation of hourly rate;
- Proof of payment to the employee e.g. a copy of the relevant documentation showing the transfer of funds from the Treasury in case of public entities and bank statements in case of non-public organisations or a declaration from the persons issuing the salary and a counter declaration by the employee confirming that he/she has received the salary;
- Maximum number of hours which may be claimed per day is 8

External expertise and services

- Public call / requests for quotation/expression of interest
- Proof of transparency in the selection of the company / individual (e.g. copies of the newspaper adverts, quotations, tenders depending on the thresholds)
- Evaluation Committee report outlining the selection process and final award

External expertise and services

- Letters of Acceptance
- Contracts
- Invoices and receipts
- Proof of payment to the expert / external company

Travel

- Agenda or invitation to the meeting if the agenda is not available
- Quotations in connection with air tickets should be in line with latest MFIN circular (MF1/2016)
- Printed copies of boarding passes and travel tickets
- Invoice/s issued by the travel agent and the respective receipts
- The travel report

Per diem

- Copy of Funds Transfer Report and copy of Debit Advice from CBM (in case of public officers) or any other commercial bank account (representing the amount credited to the payee's account);
- A signed declaration by the person who received the per diem stating that the money has been received;
- All other receipts such as Taxi / Bus receipts in connection with contingency expenses;
- Subsistence statement of expenditure;

Local travel expenses

- Expenses incurred for local travel [e.g. fuel expenses, scheduled bus / taxi fares] are **not eligible** for reimbursement purposes.
- Other local travel costs such as Gozo ferry tickets for project specific events and / or events such as Monitoring Committees / Steering Committees may be considered eligible.
- Agenda of meeting, participant list and respective tickets (e.g. ferry tickets), proof of transparency in the selection of certain transport (e.g. renting of vans), invoices and receipts.

Organisation of conferences / workshops

- Agenda and a signed attendance sheet;
- Any quotations / tenders and their documented selection process to verify transparency in the procurement process;
- Contracts [where relevant] together with invoices and receipts
- Any pictures and reports which might substantiate proof of deliverable.

Administration costs

- Such costs may be claimed according to different methods, which may include flat rates or real costs according to the respective Programme.
- Reference to the respective programme manual should always be made.

Equipment / durable goods

- Proper inventory
- Core equipment: full cost may be charged to the project in one amount
- Supplementary equipment: (e.g. required for project management but not core) is eligible however depreciation should be applied. Hence, only the depreciation, which corresponds to the period covered by each progress report, may be declared.

Equipment / durable goods

- If the goods being purchased are supplementary goods which may be used for other purposes (e.g. PCs, laptops) the depreciation costs should be apportioned accordingly.
- The partner should provide a declaration which includes details with regard to the method of apportionment.

Equipment / durable goods

- Evidence of compliance with the applicable EU, national and internal procurement rules
- Invoice (or a supporting document with equivalent probative value to invoices, in case of depreciation) providing all relevant information in line with the applicable accountancy rules,
- Calculation of depreciation in compliance with the applicable national schemes,
- Proof of payment.

Consumables

- Whenever consumables are being charged to the project, stock-taking procedures, should be in place identifying:
 - the stock which has been bought in connection with the project
 - how much is being used periodically during the project lifetime

Control costs

- Decentralised system
- Either internal or external as long as independence from the project's activities and implementation is respected
- Documentation to be provided include:

Proof of transparency in selection of auditor

Approbation certificate issued by the FPD

Contract between partner and service provider

Invoice and receipts

Proof of deliverables carried out by service provider

Financial charges

- Opening of a separate bank account for each project is highly recommended; bank charges for the opening and administering the account may be eligible
- Charges for transnational financial transactions and the cost of guarantees provided by a bank or other financial may also be eligible.
- Charges related to the distribution of the funding among national project partners, e.g. shared costs and fees, charges for national financial transactions, debt interest and losses are not eligible.
- Similarly, fines and financial penalties are not eligible.

Legal fees

- Legal consultancy fees and notarial services fees are eligible, if they are directly linked to the project and are necessary for its preparation or implementation.
- However, expenditure on legal disputes and litigation is not eligible.

Horizontal principles

Durability of operations

- Reference to Article 71 of the CPR
- An operation comprising investment in infrastructure or productive investment shall repay the contribution from the ESI Funds if within five years of the final payment to the beneficiary it is subject to any of the following:
 - a cessation or relocation of a productive activity outside the programme area;
 - a change in ownership of an item of infrastructure which gives to a firm or a public body an undue advantage;
 - a substantial change affecting its nature, objectives or implementation conditions which would result in undermining its original objectives.

Retention of documents

- Reference to Article 140 of the CPR which obliges all partners to ensure that 'all supporting documents shall be made available for a two / three year period from 31 December following the submission of the accounts in which the final expenditure of the completed project is included'.
- Note that in the case of public organisations, the National Archives Act applies.
- All the documents must be kept in the relevant Ministry/Entity and after 30 years can be transferred to the National Archives and must be available for public inspection.

Publicity requirements

- Developed in accordance with Articles 115-117 and Annex XII of Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17th December 2013
- The EU Emblem, the National Flag of Malta, the compulsory text, the Programme logo, as well as the logo of the Parliamentary Secretariat for the EU Presidency 2017 and EU Funds

Thank you for your attention



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