

General Programme Solidarity & Management of Migration Flows
TECHNICAL ASSISTANCE
FORM A - REQUEST FOR APPROVAL

Annex 28

State from which Annual Programme (year) will the expense be incurred

Applicant's Details

Name of applicant¹

Designation

Department/Organisation

Ministry

Telephone number

Fax number

Email address

Applicant's signature

Items being Requested

| Item/Title of overseas event ² | Detailed Description ³ | Justification ⁴ | Estimate in Euros ⁵ to be filled ex-ante by applicant |
|-------------------------------------------|-----------------------------------|----------------------------|---------------------------------------------------------------------|
| | | | |
| Overall Cost in Euros | | | xxxxx exc. VAT |

In which aspect of the implementation of the four Funds are you/organisation making request involved in? (please specify the Fund(s) you work for)

Responsible Authority of the four Funds

Under which activity does the requested expense fall? (underline & bold where appropriate)

a) Expenditure relating to the preparation, selection, appraisal, management & monitoring of actions;

How is the request going to address & continue to address horizontal priorities (equal opportunities & environmental sustainability)? (where applicable)

N/A

Procurement process foreseen to be used (N/A in the case of travel)

Director Approval

Approved

Rejected

Director Funds

Christopher Magri

For Office Use only

TA request Ref No

Validity of TA approval

*Notes:

¹ Applicant

² Item

³ Detailed description

⁴ Justification

The applicant should be the head of department/unit and not the individual Name of item requested by applicant. In the case of overseas event the title of the event should be provided

Details and specifications of the items requested, quantity of items, location of items, etc. In the case of overseas event, the location, date & organisers of event must be provided, the agenda must also be attached. If the applicant is not the attendee then the attendee's details (full name & designation) are to be provided.

The intended use of the items requested must be clearly explained. In the case of capacity building, a detailed explanation is to highlight how the event to be attended is clearly linked to the attendee's role in the implementation of the four Funds

⁵ Estimate in Euros

Estimate is to exclude any ineligible expenses. The estimate should only quote a breakdown of the estimated eligible amount.



General Programme Solidarity & Management of Migration Flows

External Borders Fund (EBF), European Refugee Fund (ERF), European Return Fund (RF), European Fund for the Integration of Third Country Nationals (IF)

Technical Assistance 100% financed by the European Union

Sustainable Management of Migration Flows

General Programme Solidarity & Management of Migration Flows