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Public Authority	European Union Programmes Agency (EUPA)
Description of the department / directorate / entity's structure	European Union Programmes Agency – EUPA, is a government agency in terms of the Public Administration Act (CAP. 497). The EUPA is led by the CEO and performs its functions through six teams: Finance Unit, Checks & Control Unit, Programme Monitoring & Support Unit, Communications and Outreach Unit, Information & Communication Technology Unit and the Internal Audit Unit.
Description of the department / directorate / entity's functions and responsibilities	The European Union Programmes Agency (EUPA), is a legal autonomous Agency established through the legal notice 128 of 2007. The Agency was formerly a unit within the Ministry of Education, Youth and Employment set up on the 4 May 2000. The aim of the EUPA has always been to support Maltese individuals and entities in availing themselves of funding under the various educational programmes provided by the European Commission. Yet the aim of the Agency is deeper than simply a financial contribution or sponsorship through which projects may be realised. During 2007 and 2013 the EUPA was responsible for the management of the decentralised action of former generations of EU programmes for education including the Youth in Action and Lifelong learning programmes. The Agency acts as a link between the European Commission and project promoters both at national as well as the local level and promotes as well as manages EU projects of an educational nature, content or objective. The EUPA engages itself in initiatives that are consonant with the educational policies and strategies of the Ministry responsible for education.

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 EUPA Malta - Erasmus+ & European Solidarity Corps eupa.malta





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	For the current programming period (2021- 2027) the European Commission developed the old EU programme for Education, Training, Youth and Sport under the name of Erasmus+. Erasmus+ is the EU Programme in the fields of education, training, youth and sport. Education, training, youth and sport are key areas that support citizens in their personal and professional development. Programme decentralised actions are implemented at national level by a network of National Agencies. In Malta the National Agency responsible for the management of these actions is the European Union Programmes Agency (EUPA). The EUPA has a number of sections that assist the organization to fulfil its functions and responsibilities efficiently and transparent, in line with its legal obligations. These sections include: The CEO office – The Chief Executive Officer provides leadership for all aspects of the agency’s operations with an emphasis on long-term goals, programme management success and budget absorption. The Finance unit – The focus of the Finance and Administration office is primarily that of financial management, procurement and general administration of the Agency. The Unit compiles internal, National and European Commission reports relating to all EU programmes and initiatives managed by the Agency, while at the same time liaises with the European Commission, External Auditors, the Agency’s National Coordinator as well as the Agency’s management and staff. Checks & Control unit – The focus of the Checks & Controls office is primarily that of monitoring projects and carry out the necessary checks & audits on funded projects. Thus, ensuring that the rules and regulations of the Erasmus+ programme are observed during project implementation.
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	The programme monitoring and support unit - is committed to continuously support its beneficiaries through quality monitoring, bi-lateral meetings, on-the-spot and desk checks throughout the project implementation. This approach enables beneficiaries to maximise the potential of respective projects implemented over the past year thus widening their personal knowledge and potential as beneficiaries. The programme monitoring and support unit follows up beneficiaries to ensure that they are well geared towards the fulfilment of obligations under the Erasmus+ Programme. Moreover, the office provides guidance and support to beneficiaries who are partners in projects granted by other National Agencies, more specifically with respect to obligations or challenges during the management of project. Communications and Outreach Office - is responsible of carrying out a communication campaign for the Erasmus+ programme. Furthermore, the unit undertakes several activities in order to ensure a wider and more concrete outreach with the aim to secure a substantial take up of the Erasmus+ funds available to the Maltese Islands. Information and Communication Technology Unit - The Information and Communication Technology unit main role is that of maintaining the ICT infrastructure and equipment, developing and sustaining ICT-related Projects, as well as Data and Information Management. The unit ensures that through the systems provided, there is an optimised execution of all programmes related to the implementation of the EU funded programmes managed by the EUPA. Internal Audit Unit - The purpose of EUPA's Internal Audit Unit is to provide reliable independent reviews on the Agency's operations, in accordance with its standard operating procedures and Commission regulations. The aim of this unit is to provide an independent and objective
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	evaluation on EUPA's operational procedures together with consulting services intended to enhance the Agency's quality of service. Throughout the year under review the unit continued to provide reviews and assessments in respect of the audited activities.
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	The following section contains a list of document categories kept at EUPA: • Project files funded by the Erasmus+ Programme • Project files funded by the European Solidarity Core Programme • Grant Award Procedure Minutes • Selection results • Contact & Feedback information • Mailing List subscription information • HR records
Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance with which decisions or recommendations are made in respect of members of the public (including bodies corporate and employees of the public authority in their personal capacity).	The following section contains a list of manuals used by the EUPA for the management of the Erasmus+ programme: • Programme guide for each specific call year • Guide for National agencies for each specific call year • Manual of procedures • Circulars
Statement of the information that needs to be available to members of the public who wish to obtain access to official documents from the public authority, which statement shall include particulars of the officer or officers to whom requests for such access should be sent	The FOI officers of EUPA may be contacted by e-mail foi.dp.eupa@gov.mt or by telephone 25552302. FOI Requests may be submitted by e-mail to foi.dp.eupa@gov.mt or through the FOI Portal https://foi.gov.mt/ via the e-ID.



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Details of Internal Complaints Procedure	Applicants may submit a complaint to the Public Authority within a maximum of 30 days from the date of the last relevant communication by the Public Authority. A decision will be provided within 10 working days from the receipt of the complaint. Subsequent and different complaints on the same request can only be submitted to the Public Authority after the first complaint has been answered or following the lapse of 10 working days from the date of submission of the complaint. If applicants remain dissatisfied with the outcome of their complaint, they may appeal the decision through the Information and Data Protection Commissioner (IDPC) within 60 days from the date of the notification by the Public Authority. Should applicants remain dissatisfied with the outcome of this procedure, they may appeal the decision through the Information and Data Protection Appeals Tribunal within 20 working days from the last relevant communication by the IDPC. An appeal from this decision may be registered at the Courts of Appeal within 30 days from the last relevant communication of the Information and Data Protection Appeals Tribunal.
Other Information	Office Hours Winter Hours 07:30 – 16:15 Summer Hours 07:30 – 14:45 Complaints may be submitted to the Public Authority by e-mail to foi.dp.eupa@gov.mt or through the FOI portal via e-ID. Further information with regards the Freedom of Information Act can be found on https://foi.gov.mt/
Public Authority Contact Details	https://fondi.eu/eupa/



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