

Asylum, Migration & Integration Fund and Internal Security Fund

ANNEX 18 - TECHNICAL ASSISTANCE
FORM A - REQUEST FOR APPROVAL

State from which financial year will the expense be incurred

Applicant's Details

Name of applicant ¹		Telephone number	
Designation		Fax number	22001141
Department/Organisation	Funds & Programmes Division	Email address	
Ministry	MEAIM	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 AMIF & ISF are you/organisation making request involved in? (please specify the Fund(s) you work for)

Responsible Authority for the AMIF and the ISF

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

- i) Expenditure relating to the preparation, selection, appraisal, management and monitoring of the programme, actions or project;
- ii) Expenditure relating to audits and on-the-spot controls of actions or projects;
- iii) Expenditure relating to evaluations of the programme, actions or projects;
- iv) Expenditure relating to information, dissemination and transparency in relation to the programme, actions or projects, including expenditure resulting from the application of Article 53 and expenditure on campaigns to inform and raise awareness about the programme's purpose, organised inter alia, at a local level;
- v) Expenditure on the acquisition, installation and maintenance of computerised systems for the management, monitoring and evaluation of this Regulation and the Specific Regulations;
- vi) Expenditure on meetings of monitoring committees and sub-committees relating to the implementation of actions; including the costs of experts and other participants in those committees and including third-country participants, where their presence is essential to the effective implementation of programmes, actions or project;
- vii) Expenditure for the reinforcement of the administrative capacity for the implementation of this Regulation and the Specific Regulations.

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)

Senior Management Approval

<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected	Director Funds
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TA request Ref No	Validity of TA approval
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*Notes:

- ¹Applicant: The applicant should be the head of department/Unit and not the individual
- ²Item: Name of item requested by applicant. In the case of overseas event the title of the event should be provided
- ³Detailed description: 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.
- ⁴Justification: 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
- ⁵Estimate in Euros: Estimate is to exclude any ineligible expenses. The estimate should only quote a breakdown of the estimated eligible amount.



Asylum, Migration and Integration Fund
Internal Security Fund
2014 – 2020
Co-financing rate: 100% Technical Assistance
Sustainable Management of Internal Security and Migration Flows



Asylum, Migration & Integration Fund and Internal Security Fund
ANNEX 19 - TECHNICAL ASSISTANCE
FORM B - REQUEST FOR PAYMENT/RE-IMBURSEMENT APPLICATION

State from which financial year will the expense be charged						Ref No (through Form A*)	
TA approval sought through Form A*	yes			no			
Procurement letter** as approved by DG/Perm Sec of division	Yes			no			

Financial Details												
Section A - to be filled by applicant												
	Quotation 1***/Bidder 1****			Quotation 2/Bidder 2			Quotation 3/ Bidder 3			Successful bidders		
	€	VAT*****	Total	€	VAT	Total	€	VAT	Total	€	VAT	Total
eg. Item A												
eg. Item B												

Section B														
		Actual in Euros			Verified in Euros					Actual in Euros		Successful bidders		
1.1 Item - Successful bidders		<i>to be filled in & signed ex-post by TA Manager</i>			<i>to be filled in & signed ex-post by TA Manager</i>					<i>to be filled & signed ex-post by DCS</i>		<i>to be filled & signed ex-post by DCS</i>		
eg. Item A Quotation 2/Bidder 2														
eg. Item B Quotation 1/Bidder 1														
		Signature												
The Procurement Procedure carried out respects the general guidelines in the MoP/instructions by DOC (delete where applicable)														
											1.2 Overseas Event			
											Flights			
											Daily Allowance quoted in travel circular			
											Transfers to and from airport/parking			
											Conference Fees			
											Others			
											Total Amount			
											Signature			

For Official Use only												
<input type="checkbox"/> Approved		<input type="checkbox"/> Rejected			Date				Official stamp RA		Signature of TA Manager	

Notes			
*Form A	Technical Assistance - Request for Approval	****VAT & other ineligible costs	VAT & any other ineligible costs are to be quoted
** Procurement Letter	Procurement letter is to be attached to Form B	Daily Allowance	The daily allowance workings should be provided overleaf
***Quotations 1, 2 & 3	3 (or more) quotations have to be submitted for each item (where applicable). The cheapest should be chosen (where applicable)		
****Bidder 1, 2, 3	The first 3 ranked bidders are to be quoted when the method of procurement chosen is through tender		
Documentation	<p>In case of Overseas event the following documentation is required for payment for Treasury:- 1. Flight ticket payment receipt. 2. Signed GA 27A (public officers). 3. Statement of Expenditure. 4. Financial Identification Form (non-public officers). 5. Flight tickets & boarding passes 6. Accommodation receipt(s) if necessary. 7. Conference payment receipt(s). 8. Transfer receipt(s). 9. Other receipt(s) For all other TA expenditure relevant documentation including full details of technical specifications of items, necessary justifications, quotations and original invoices should be attached. For TA reimbursements the original receipt as proof of payment must also be attached.</p>		

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