

Annex 20 - Technical Assistance Plan

Asylum, Migration and Integration Fund and Internal Security Fund 2014-2020

Following approval of the Asylum, Migration and Integration Fund and the Internal Security Fund as per European Commission's approval taken on the 19th March 2015 and on the 29th July 2015, respectively, co-financing of expenditure in relation to the implementation of the said Programmes, was attained, through the use of the Technical Assistance budget as identified in Article 9 of Regulation (EU) No 514/2014.

Article 9 of Regulation (EU) No 514/2014 defines Technical Assistance as having the objective of attaining an effective and correct implementation of the programme through preparatory, management, monitoring, evaluation, and information and control actions of the financed interventions.

For this scope the financial plans of the AMIF and ISF Programmes establish a specific budgetary allocation for the Technical Assistance. This is financed 100% from the two Programmes. Although the ISF is covered by one National Programme, it should be noted that it is divided into two funding strands, ISF for Borders and Visas and the ISF for the Police Cooperation. The Technical Assistance budgetary allocation for all Programmes amounts to €5,648,690.25 and is assigned amongst the programmes as follows - AMIF - €1,944,838.00 (34%); ISF Borders - €3,154,897.00 (55%) and ISF Police - €548,955.25 (9%).

The Responsible Authority within the Funds and Programmes Division, within the Ministry for European Affairs and Implementation of the Electoral Manifesto (MEAIM), is the sole entity responsible from the Technical Assistance budget and hence it has the obligation to distribute the funds from Technical Assistance accordingly over the whole programming period. For this reason, a set of budget categories Fig 1 have been identified that need to be accomplished during the lifetime of the Programmes so that the Programmes are implemented in an effective and efficient manner.

The below activities are referred to in Article 8 and relate the expenses that are eligible under the Technical Assistance. Consequently, these were summarised according to the Budget Categories mentioned in Figure 1:

- (a) expenditure relating to the preparation, selection, appraisal, management and monitoring of the programme, actions or projects;
- (b) expenditure relating to audits and on-the-spot controls of actions or projects;
- (c) expenditure relating to evaluations of the programme, actions or projects;
- (d) 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;
- (e) expenditure on the acquisition, installation and maintenance of computerised systems for the management, monitoring and evaluation of this Regulation and the Specific Regulations;

(f) 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 projects;

(g) expenditure for the reinforcement of the administrative capacity for the implementation of this Regulation and the Specific Regulations

Figure 1 – Budget Categories

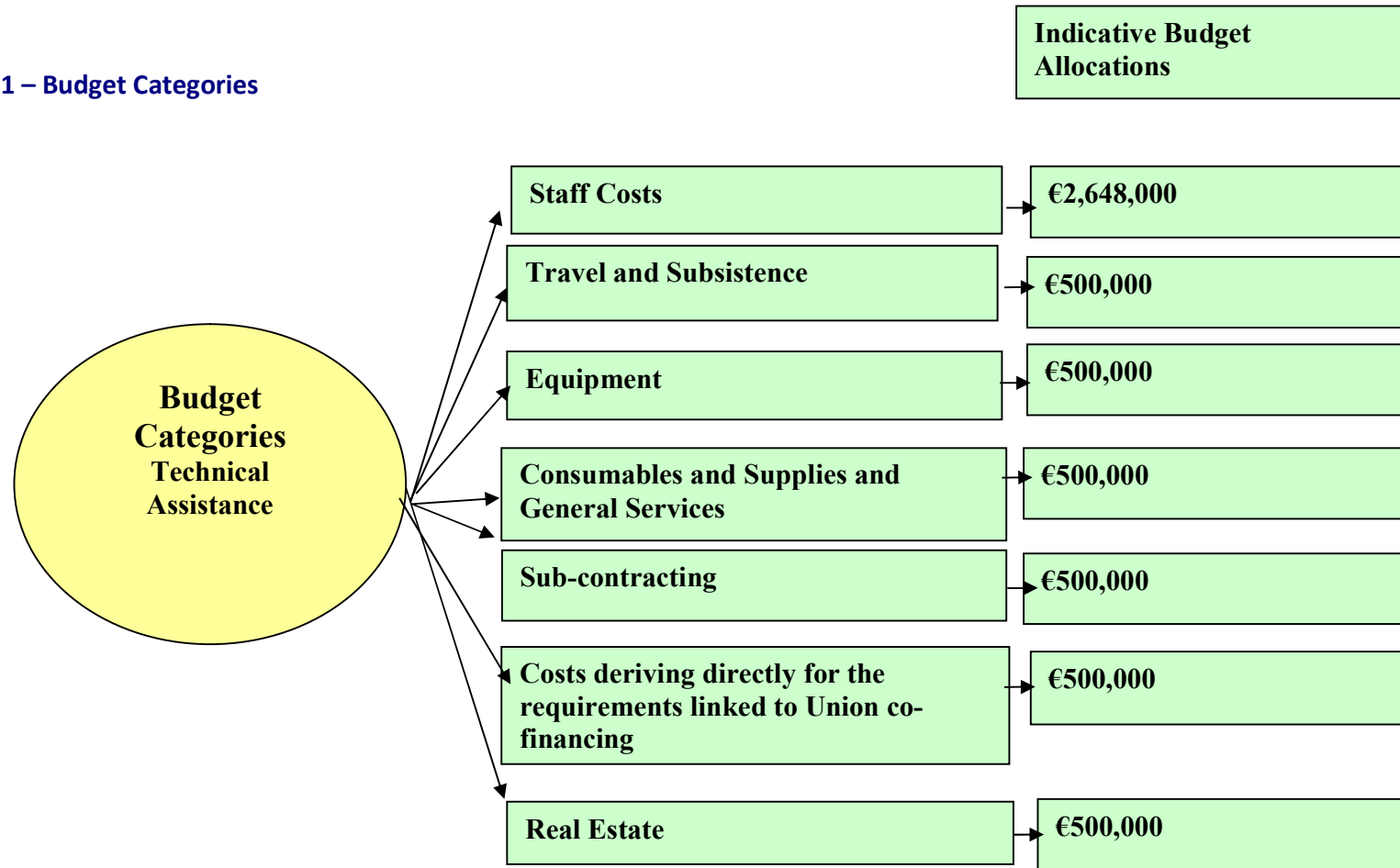
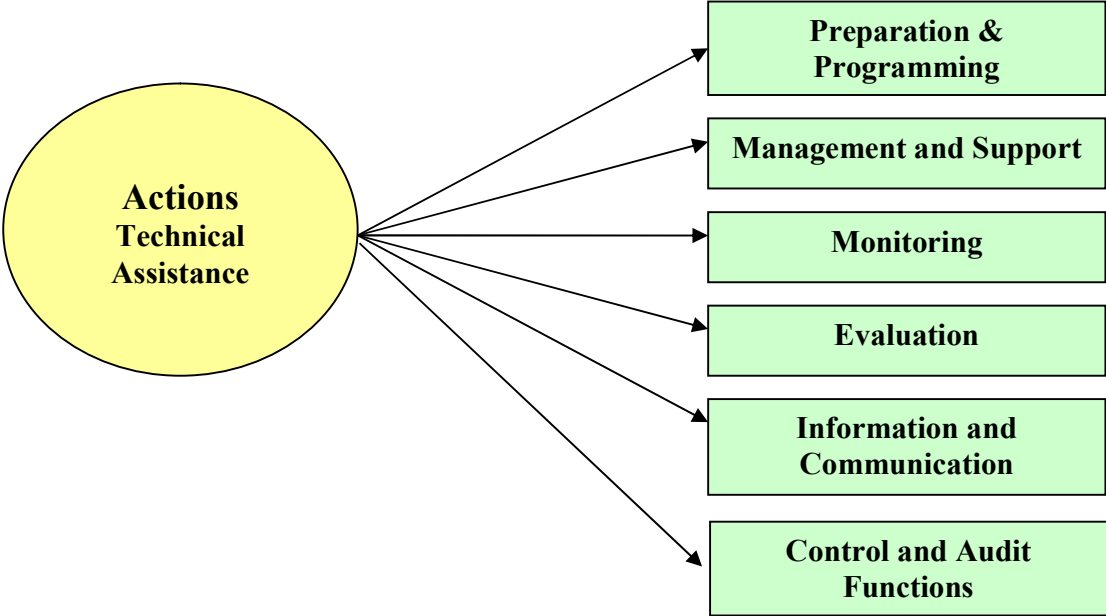


Figure 2 - Actions to be carried out for the Technical Assistance



Through these actions the budget categories taken into consideration in Fig 1 can be implemented.

Staff Costs

Under this category it is envisaged that all wages pertaining to the Responsible Authority's personnel are reimbursed. This category also takes into consideration the reimbursement of salaries from the Treasury Department personnel (those working on payments relating the AMIF and ISF) and the Internal Audit and Investigation Department personnel (those auditing the AMIF and ISF). The remuneration given to technical experts for participating in the Project Selection Committee is also budgeted under staff costs. Another expenditure related to staff costs is that of reimbursing the salary of the persons in charge of preparing the mid-term and ex-post evaluation reports, in case the evaluation is undertaken by a Government Department or Entity in charge of undertaking such an evaluation.

Travel and Subsistence

Travelling abroad is one of the requisites within the Responsible Authority. This incorporates training of personnel involved in the running of the programmes, attending EU-level committee meetings and expert groups, seminars both locally and abroad, information sessions and other events deemed necessary to ensure the continued successful implementation of the programmes. Travel and subsistence will also cover any costs sustained for the travel and subsistence of experts brought in to provide training to the RA and/or the stakeholders involved in the implementation of the programme.

Equipment

This is a fundamental element in order to ensure constant and appropriate support to the activities and phases linked with the regulations, in terms of preparation, programming, financial execution and budgeting of the two programmes. In order to have such support in place adequate information systems such as laptops and ancillary equipment are required. The systems will cater for the requirements of both the Responsible Authority and the other stakeholders involved in the implementation of the Programmes. For this reason it was decided to procure new hardware and software for the Responsible Authority and the Financial Control Unit.

Consumables and Supplies and General Services

This takes into account the general expenditure related to the running of the unit involved in the programmes' implementation like for example stationery. Apart from this, it includes also recurrent costs incurred by the RA and the stakeholders such as the cost of toners, maintenance costs for photocopiers and IT systems, procurement of rubber stamps for the project leaders, etc.

Sub-contracting

Under sub-contracting there will be included a number of service providers who will be contracted by the Responsible Authority. These experts will vary from technical persons to be involved in the evaluation of the technical specifications issued in the Beneficiary's tender documents vis a vis the actual deliverables, in order to ascertain as part of the RA checks to be undertaken that what was required was eventually attained. Other calls for service will also be issued as the need requires to cover certain aspects of the Programmes implementation such as, the verification of the bills of quantities submitted with respect to real estate costs, and any other actions which may require the assistance of technical persons to be able to ascertain and verify the correctness of the expenditure being claimed. In addition costs related to hiring of venues and any catering costs incurred in the organization of events or other meetings to be held outside the RA's premises such as the organization of the Monitoring Committee will be covered through this budget component. In addition the Migration and Security Information System set up to process and record all payments under this fund will also be paid for under this budget heading.

Costs deriving directly for the requirements linked to Union co-financing

Information and Publicity are an integral part of the Programme and the European Commission stresses its importance especially the co-financing text so that the programmes' objectives and the role played by the Union in the programmes reach the general public. Therefore, a procurement under this category will be that of the visibility stickers to be used by both the beneficiaries and the Responsible Authority. Another procurement under this heading will be the adverts issued on the local media and the Government Gazette in order to inform potential beneficiaries with for example calls so that they can apply for funding or to inform the general public with events that will be organised by the Responsible Authority. The procurement of roll up banners and other materials to be used during events organised by the RA. The distribution of give-aways portraying the funds and its use, such as corporate diaries, as well as the organization of public events or other printed material published to inform the general public of the achievements being made through the Funds.

Real Estate

Real Estate costs charged to the Division in relation to the office space being used by the Responsible Authority or other stakeholders involved in the implementation of the Funds.

The Procurement Procedure and Payment Procedure

A detailed account of the procurement procedure and the payment procedure is listed in Chapter 8 of the Manual of Procedures. References to TA Forms A (Annex 18 of the MOP) and B (Annex 19 of the MOP) are also made in the chapter which are duly completed by the respective officers in charge of TA¹

¹ The eligibility rules (version 3) are applicable for all TA expenditure except for staff costs.