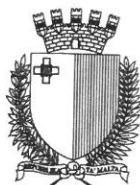


MINISTERU GHALL-AFFARIJJIET EWROPEJ U
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MINISTRY FOR EUROPEAN AFFAIRS AND
EQUALITY

PARLIAMENTARY SECRETARIAT FOR EU
FUNDS AND SOCIAL DIALOGUE

Id-Divizjoni għall-Fondi u Programmi

Funds and Programmes Division

23rd April 2018

RA Circular No 6

Dear beneficiaries,

Subject: The assignment/engagement of officers to/for a particular project in a regular manner

I would like to bring to your attention the premise that the cost of officers assigned to a project, comprising actual salaries plus social security charges and other statutory costs, is eligible, provided that this corresponds to the beneficiary's effective policy on remuneration with respect to these officers at that point in time *and* that it corresponds to the standard salary that the particular officers receive on the basis of their contract of employment. In other words, cost of officers should comprise what is considered to be part or the entirety of their usual remuneration and related contributions. This applies to all officers whose cost will be charged to the project, whether being operational staff or administrative/support staff.

Having a situation where, to cite one example, an officer is in salary scale 15 (e.g. customer care assistant), and through a letter of assignment, is assigned to a project and - through same letter of assignment - is promoted to salary scale 11 (e.g. assistant principal) *and* paid a salary commensurate to salary scale 11, comprises an irregularity. The difference in salary paid to such officer between that of salary scale 11 and salary scale 15 would have to be refunded back.

In other words, the salary cost to be claimed from the project by the beneficiary with respect to an officer should be that corresponding to the salary scale with respect of which the officer was pegged prior to being assigned to the project and promoted to a higher scale. It is only obvious that promotion to a higher scale has to follow the normal recruitment procedure and not merely through the jotting down on a letter of assignment.

Private beneficiaries and non-governmental organisations are to follow the spirit of the above provisos.

It is also pertinent to refer to eligibility rule 1.12 of section 1 of chapter 2 of the Eligibility Rules of the 'Asylum, Migration and Integration Fund and Internal Security Fund 2014-2020',

Parliamentary Secretariat for EU Funds and Social Dialogue

Triq il- Kukkanja, Santa Venera SVR 1411

TELEPHONE: +356 2200 1108 WEBSITE: www.eufunds.gov.mt EMAIL: fpd.meae@gov.mt

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stating that a claim for staff costs should be supported by a copy of the payslip in connection to the period claimed, as well as a copy of the letter of assignment, in case a person is assigned on the project *or* a copy of the contract of employment, if employed specifically for the project, stating the role of the staff in relation to the project. ...'

We thank you in advance for your cooperation.

Sincerely

A handwritten signature in blue ink, appearing to read 'R. Scerri'.

Mr Raphael Scerri
Director General