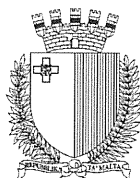


MINISTERU GHALL-AFFARIJJIET
EWROPEJ U UGWALJANZA

SEGRETARJAT PARLAMENTARI
GHALL-FONDI EWROPEJ U
DJALOGU SOCJALI



MALTA

MINISTRY FOR EUROPEAN AFFAIRS
AND EQUALITY

PARLIAMENTARY SECRETARIAT
FOR EUROPEAN FUNDS AND
SOCIAL DIALOGUE

Divizjoni għall-Ippjanar u Koordinazzjoni tal-Prijoritajiet

Planning and Priorities Co-ordination Division

8th August 2017

MA Circular 01/2017

To: Project Leaders
Line Ministries

RE: INFORMATION AND PUBLICITY REQUIREMENTS

As you are aware, Beneficiaries have specific responsibilities relating to information and publicity of their projects. These responsibilities are set out in Annex XII of Regulation (EU) No. 1303/2013 and Articles 3 – 5 of Commission Implementing Regulation (EU) No. 821/2014, as well as the Visual Identity Guidelines for the 2014-2020 programming period adopted by the Managing Authority.

In this regard, in order to keep accurate record of publicity and communication activities organised by the Beneficiaries, you are kindly being requested to inform the Managing Authority of any publicity activities that are going to be carried out as part of your project. These include, but are not limited to:

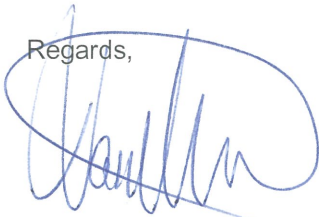
- Project Launch
- Project Closure
- Press Conferences / Releases / Articles
- Public Conferences
- Open Day(s)
- Information Sessions
- Launch of Calls (in case of Intermediate Bodies)
- Any media activities featuring the project
- Other Activities (such as radio and television adverts, collateral material, publications, websites, social media, billboards, posters, plaques, etc.)

Information about these activities is to reach the Managing Authority in a timely manner and not later than 48 hours prior to the activity taking place. Reference to your project is to be made when notifying details including date, time, venue and target audience / participants on the following e-mail address: info.ppcd@gov.mt.

Moreover, I take this opportunity to remind you of the importance to include the visual identity requirements on all material published by the Beneficiary related to the project. These include the EU Funds logo and the co-financing banner (including the European Union's Emblem, National Flag of Malta and the compulsory text). In cases where inclusion of visuals is not possible, reference should be made *at least* to the European Union and the respective Fund. Failure to do so might lead to recovery of funds. A record of all communication and publicity activities, including photography, video clips, materials, etc. should be kept in the project's file.

We thank you in advance for your kind cooperation.

Regards,



Jonathan Vassallo

Director-General, PPCD