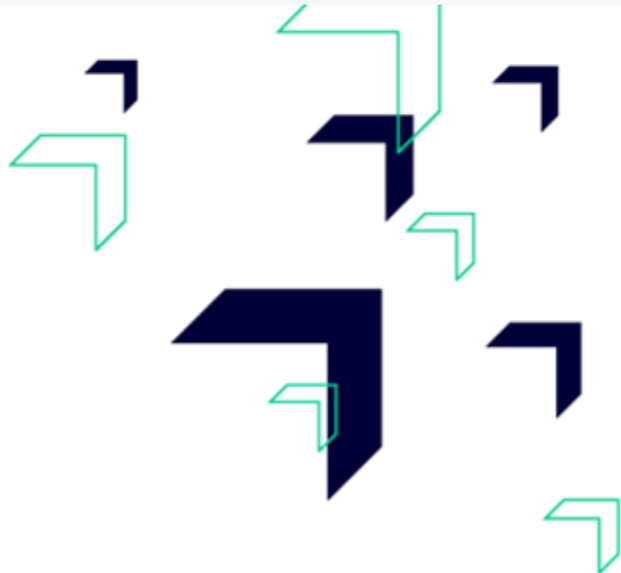


# National Complementary Requirements

Territorial Cooperation Programmes & ENI CBC Med  
2014-2020

Maria Elena Muscat  
Programme Manager EU Funds  
20<sup>th</sup> September 2023



# General Overview



- Applicable to the Territorial Cooperation Programme being:
  - Interreg Italia-Malta
  - Interreg Europe
  - Interreg MED
  - Interact III
  - ENI CBC MED
- **Complimentary – not replacing other manuals, not optional;**
  - **Stricter rule applies;**

# Project Management



- Lead Partner(LP) – overall responsibility;
- LP carries the responsibility for the management, communication, implementation and co-ordination of activities amongst all the partners;
- LP disburses funding from the MA;
- LP submits collective project claim;
- Each partner is equally responsible for the success of the project;
- Each partner is responsible for the implementation of its Actions/WP;
- Each partner prepares its own claim following verification & certification by its FLC;
- Each partner is responsible for the long term sustainability of the projects' investments;

# General Principles



- VAT is not eligible unless unrecoverable;
- Double-financing – Partner Declaration - Annex 5
  - Rubber Stamp Documentation
- Principles of transparency, equal treatment and non-discrimination
  - Public Entities - Procurement Regulations;
  - Private entities – spirit of Public Procurement

# General Principles



- Reporting – use the programme templates;
- Audit trail
  - Separate bank account recommended
  - Project Accounting code
- FLC Check for Audit Certificate – List of documentation to be checked
  - ensure clear reference to the extent of work performed including the audit working papers compiled, the audit fieldwork and the audit conclusion for each specific expenditure item
- Filing – Supporting Documentation as per Manuals

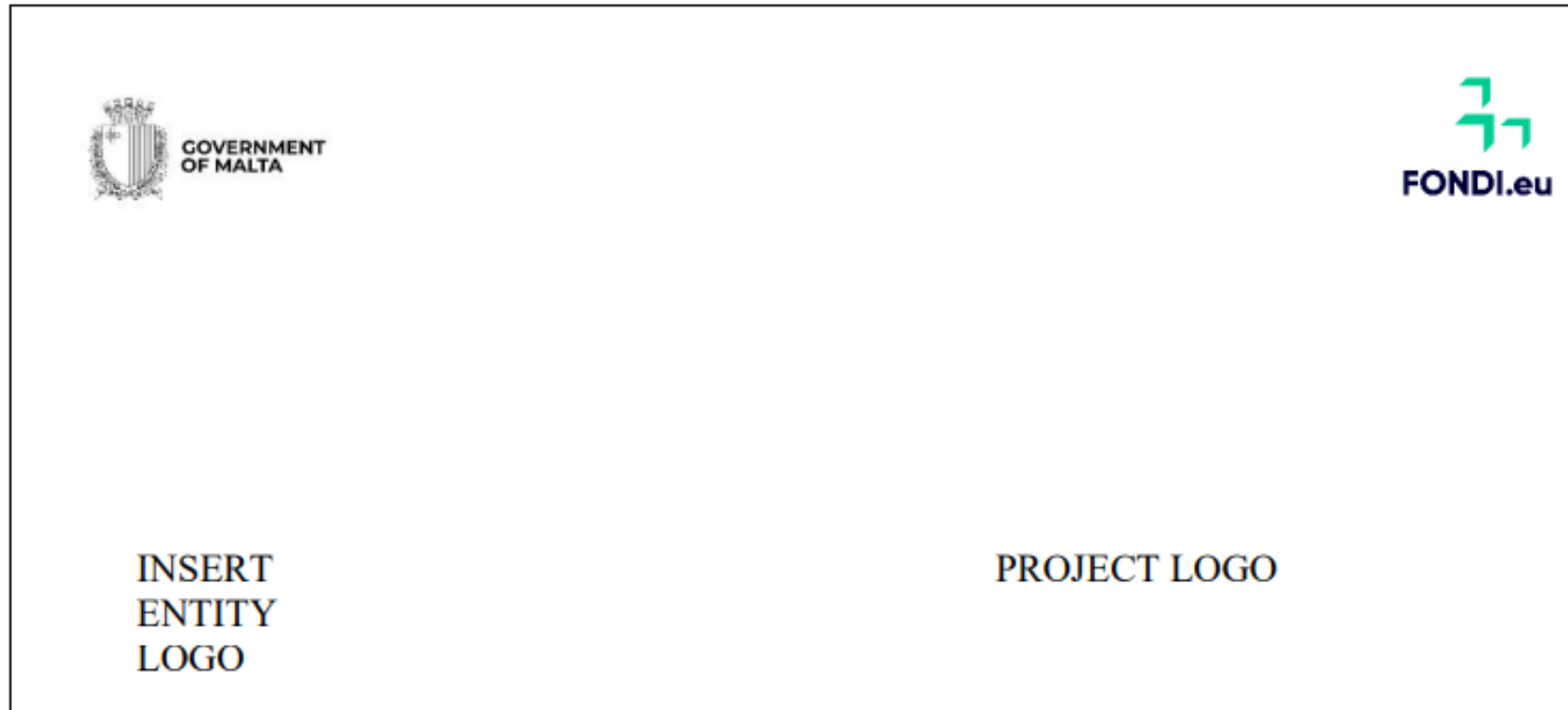
# Publicity – dissemination in Malta



Publicity material which are of a considerable size should include the following:

- Logo of the Government of Malta, **without referring** to Ministry and/or Parliamentary Secretariat (all government Ministries are to be represented through this)
- FONDI.eu logo
- Entity logo
- Project logo (including EU acknowledgement)

# Publicity - dissemination in Malta



# Publicity - dissemination in Malta



- Small publicity materials (such as USBs, pens etc), which have restricted space, and which shall be distributed in Malta, should at least include the **FONDI.eu logo** and **Funding logo**
- Consult the [National Communication and Visibility Requirements](#)



# Publicity – at Project Level



- When material is to be distributed at Project level, that is out of Malta, then this should follow the Programme Manual;
- Retain proof of details
  - Sample
  - Number produced
  - Location of distribution
  - Other details

# Eligibility of Costs – National Requirements



- Refer to the list of supporting documentation within the implementation Manual and the Expenditure and Reporting programme Manual;
- In **ADDITION** do also refer to the documentation in **Section 7** of the National Complimentary Requirements Manual (Malta)

# Eligibility of Costs – National Requirements



## Additional Supporting Documents:

- Partner Declaration of Staff Costs (Annex 6);
- Letter of Assignment / Mission Letter (Annex 7);
- List of staff working on the project (Annex 8);
- Proof of payment by employer and to the employee (Annex 9 & 10);
- Detailed Timesheets including list of duties carried out (Financial Control Unit (FCU) Circular 2/2019)

# National Requirements Timesheet



Excel interface showing a timesheet template for "Annex 1 - Timesheet template (3)". The user is Muscat Maria Elena at MFEA.

The worksheet contains a form for project information and a table for recording work hours.

**Form fields (Rows 3-12):**

- Project Code:
- Project Title:
- Name of organisation:
- Name of staff member:
- Job title/role:
- Is staff member employed full-time or part-time:
- Reporting period: DD/MM/YY - DD/MM/YY

**Table (Rows 13-26):**

Date	No. of hours worked on project X1	Description of tasks on project X1	No. of hours worked on project X2	Description of tasks on project X2	No. of hours worked on project X3	Description of tasks on project X3	No. of hours worked on other activities not related to projects	General description of the other activities not related to projects (e.g. administrative)	Total
TOTAL									Actual 100% of working time*

**Footnote (Row 29):** ^ Actual working time does not include sick leave and holidays.

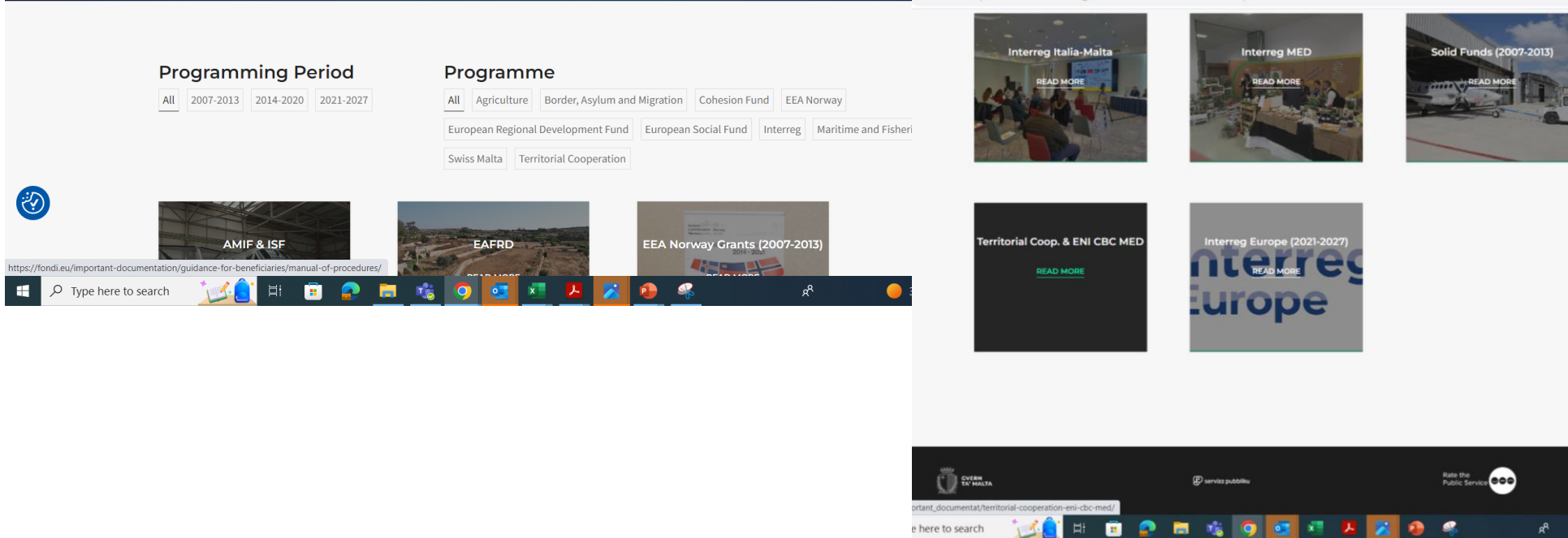
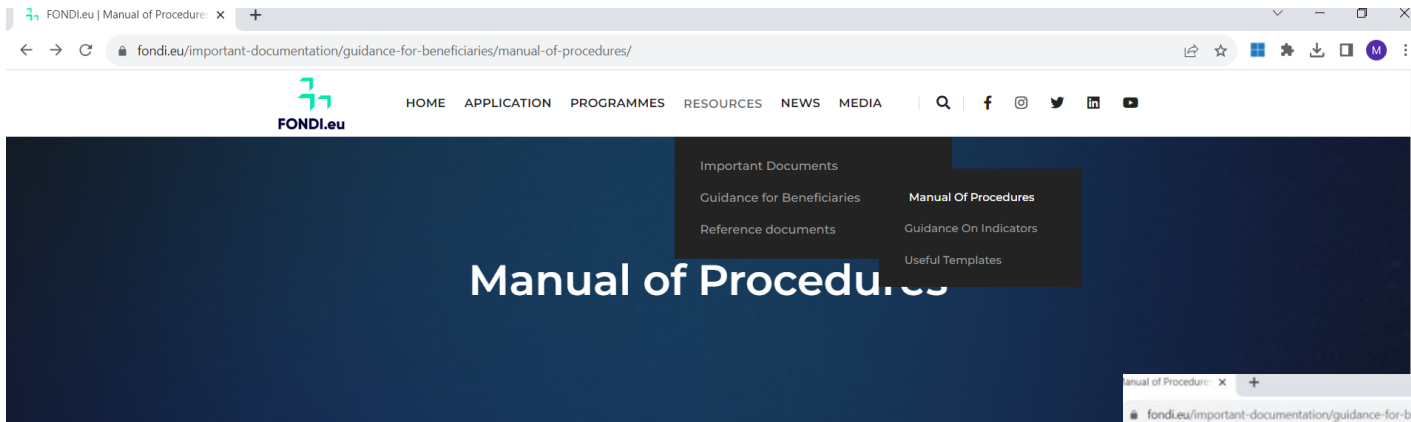
The interface includes a taskbar with search, system tray (clock 17:39, date 10/12/2020), and various application icons.

# Eligibility of Costs – National Requirements



- The travel report (Annex 11) ;
- Subsistence statement of expenditure (Annex 12) ;
- Declaration of exclusive use of equipment on project (Annex 13) ;
- Inventory template for Government entities (Annex 14) ;
- Inventory template for non-Government entities (Annex 15) ;
- Consumables budget (Annex 16);
- Pre-Financing for EU Funded Procurement (Annex 17);
- MFIN Circular No.5

# Eligibility of Costs – National Requirements



# Eligibility of Costs – National Requirements

All Annexes can be found on :

[https://fondi.eu/important\\_documentat/territorial-cooperation-eni-cbc-med/](https://fondi.eu/important_documentat/territorial-cooperation-eni-cbc-med/)



Thank you for your attention!



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