**Delegation of Authority Template**

**Version 1.1**

**27th January 2025**

**Scope**

Beneficiaries of interventions funded through the Common Agricultural Programme – Strategic Plan for Malta 2023-2027 (including LEADER but excluding AECM and ANC) are requested to use the below template when notifying the Managing Authority of a Delegation of Authority.

**Instructions**

Beneficiaries should use the latest version of the Delegation of Authority Template for download from www.fondi.eu

The Beneficiary organisation is responsible for the entire implementation of the project. The Project Leader represents the Beneficiary on all matters related to the project. In cases where tight deadlines are involved, such as during the processing of payment claims, the project leader may delegate authority to another person. This option should only be exercised in circumstances, namely when the project leader is abroad, on sick leave or vacation leave for a period beyond 15 calendar days. However, in exceptional circumstances, the Managing Authority may seek utilisation of this tool for shorter periods of absence.

It is the responsibility of the project leader and the Beneficiary to ensure that such delegation of authority is adequately documented, covers a definite time period and is supervised. Only one person shall perform actions outlined in the ‘Delegation of Authority Form. Multiple signatures are not permitted.

The project leader must complete the delegation of authority template, authorising the officer/s concerned to carry out specific tasks on its behalf. It should be noted that while the function can be delegated, responsibility remains with the project leader. The Delegation of Authority template must be completed and signed by both parties.

Kindy use the below text as a template and replace the ***text in italics*** with the necessary information.The text below should be presented in the form of a letter, printed on the beneficiary organisation letterhead.

The letter, signed by the necessary parties together with a copy of the person being authorised ID card, should be delivered to the:

Funds and Programmes Division

The Oaks Business Centre

Block B, Farsons Street

Hamrun

Once signed by all parties, a scanned copy must also be sent via email on: rdd.opm-ees@gov.mt

More information regarding the Common Agricultural Programme – Strategic Plan for Malta 2023-2027 can be found on the [www.fondi.eu](http://www.fondi.eu)

Delegation of Authority Version 1.1

Director General,

Funds and Programmes Division,

The Oaks Business Centre

Block B, Farsons Street

Hamrun

Click here to enter a date.

This is to notify that *insert name of person being authorised* , who holds the position of insert position of the person being authorised within *insert name of Beneficiary organisation*, is hereby authorised to act and sign on behalf of *Insert name of person delegating authority* within *insert name of Beneficiary organisation* on:

1. all matters, or

2. on the following specific matters:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Pertaining to the EU co-financed project *insert reference number and title of the project* while the undersigned *Name of Person Delegating Authority* is away from the office on *insert applicable reason* from *Click here to enter a date* to *Click here to enter a date*.

Delegated by:

*Insert name of person delegating authority*

------------------------------------------

**Name of Person Delegating Authority**  **Signature**

Accepted by:

*Insert name of person being authorised*

------------------------------------------

**Name of Person being Authorised**  **Signature**