

MINISTERU GHALL-AFFARIJIET
EWROPEJ U L-UGWALJANZA



MINISTRY FOR EUROPEAN AFFAIRS
AND EQUALITY

SEGRETARJAT PARLAMENTARI GHALL-
FONDI EWROPEJ U ID-DJALOGU
SOCJALI

MALTA

PARLIAMENTARY SECRETARIAT FOR
EU FUNDS AND SOCIAL DIALOGUE

Id-Divizjoni għall-Fondi u Programmi

Funds and Programmes Division

12 November 2019

Dear Project Leaders

As you may already be aware, beneficiaries have responsibilities which pertain to information and publicity of their projects. These responsibilities, as set out in the *Communication and Design Manual EEA and Norway Grants 2014-2021*, have been adopted by the National Focal Point (NFP) as the case may be. In this regard, please be informed that participants are also reminded to follow Section 14.2.2 para 3 under Roles and Responsibilities at Project level of the *Manual of Procedures* of October 2018.

In light of the above, and in order to retain an accurate record of publicity, you are kindly requested to inform the NFP of any publicity activities which might be carried out as part of your project.

These activities include, although not limited to:

- Project Launch;
- Project Closure;
- Press/Public Conferences;
- Open day(s);
- Information Sessions; and


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- Any media-related activities featuring the project, amongst other activities.

Information relating to any of the activities listed above, is to reach the NFP in a timely manner, but not later than 48 hours prior to the activity taking place. Reference to your project is to be made when notifying details – these include: the date, time, venue and target audience/participants, on the following: eeanorway@gov.mt

We thank you for your cooperation.

Regards



Mr. Raphael Scerri

Director General – Funds and Programmes Division