

Questions and Answers raised during the Call

Q: There seems to be a distinction between third country nationals and asylum seekers. Can asylum seekers be targeted through integration measures?

A: Integration measures are also thought of under the national programme with regards to Asylum seekers. At this point in time the call is not yet launched.

Q: Do you have an idea when this call will be launched?

A: The integration measures for asylum seekers fall under the Reception and Asylum national Objective. The said objective tackles also the basic needs provided for the asylum seekers. Discussions are still ongoing with respect to the launch of calls for the basic needs, to take into account the current needs. It is envisaged that funds will be made available to them around January after that we will start discussing about the amount of funds which we can allocate to the integration of asylum seekers and refugees.

Q: Will it be internal or is it going to be open?

A: The integration for refugees will be open.

Q: Do we have to provide the organisational structure like in previous calls?

A: You don't need to provide us with the whole organizational chart of the organization but just the structure in relation to your project.

Q: Can we have partners falling under category A without contributing to the premises but rather assisting to the project?

A: Yes, the project can have partners that will not be receiving money nor co-financing the project but help in implementing activities.

Q: Therefore if the partner, say the ministry do provide co-financing and assist activities, will that be category C?

A: No, that would be A. If the partners are assisting the activities the category should be A. This distinction is basically because we need to understand that for us the obligations which are imposed on the applicant are applicable also on the partners. We had situations where the partners just

helped in co-financing and therefore we couldn't impose certain obligations because they just issued the 25% and were not involved.

Q: If you have another partner, will he also be required to sign the Grant Agreement?

A: No the lead applicant will sign the Grant Agreement. Partners need to submit the partner organisation form.

Q: If you're for example organising an integration course and you're going to have some lecturers or even representatives of the health sector but you haven't yet pinpointed who they are, can you list them as general?

A: If they are just coming in as an expert, there is a budget component called expert fees with which you can pay the expert for doing the training. In this case the expert is not a partner since he is just asked to come give a lecture. Partners are with the project from the start to the end of the project.

Q: With regards to NGOs applying for the NGO co-financing fund, do they need to include the ministry as a partner?

A: No. If you have applied for the NGO co-financing fund which is made available by MSDC, in that case MSDC should not be listed as partner. Please note that one of the eligibility checks is that you have the co-financing amounts because the Programme can't give you the 75% share if you cannot support the remaining 25%.

Q: Can the duration of the project be shorter than 7 years?

A: Yes, you have up to 7 years to implement but you can opt to have it short. My suggestion is not to shorten it too much in order for you to have sufficient time.

Q: When it comes to the planning of the project, that's within the implementation or that's before we even apply? Does it have to be from when we conceptualize the idea or does it have to be from the start date?

A: No the start date can be any date provided it is not before 1st January 2014 as the eligibility rules of the funds covers from the 1st January 2014 till the 30th December 2020.

Q: If we identify a date, let's say it's the 31st March and the project comes into effect in June, the timeline wouldn't remain the same. What can we do in that regard since as you can imagine it is quite difficult to set a timeline on something you don't know?

A: When we are then doing the Grant Agreements, timelines can be revised because at this point in time you are providing estimates. In fact the application states 'an indicative month and year' so when we are signing the grant agreements the timelines can be revised according to when the GA is signed and granted to you. However the budgets as approved by the Project Selection Committee will not be revised.

Q: Could past activities be repeated over this period if they were successful?

A: Yes, of course for example if in the past there was a set of training sessions which were successful and want to repeat it, yes you can.

Q: Is subcontracting necessary up to a certain maximum of percentage of the project or not?

A: No, there is no percentage for the budgets. You can have your own staff delivering the training sessions and therefore your project would just include staff costs for example. That could be an option; there are no strict rules where you are going to allocate the budget. What you need to make sure is that you are in line with the manual of procedures procurement rules which provides for a number of thresholds to be followed by NGOs. Government entities need to follow public procurement regulations so make sure you have a look at the MOP. With regards to NGOs what we ask is that below €5,000 you can go direct by obtaining one quotation. Then between €5,000 and €100,000 you need to get at least three quotations and over €100,000 you need to do a tender for the service or supply you need.

Q: If you have pinpointed a person to deliver training because of his expertise in the subject, do you still need to get quotations?

A: In that case you can either go to sub-contracting or also expert fees. The difference is that expert fees are one-off which means an expert who delivers training ones or twice while subcontracting is someone who delivers training for a whole period of time. However, the appointment of the trainer unless the person is employed with the applicant organisation, should be made through a correct procurement process. It is possible to make use of a person with whom you have already a contract so long that the procurement is not done before the 1st January 2014 and that the procurement has been in accordance with the Manual of Procedures, because if you procured through direct award the cost has to be lower than €5000.

Q: If we have projects that are completed and we submitted the final reports but then the statements of expenditure are still being processed so basically I cannot indicate the final amount of the final expenditure?

A: You can just say that they are still being processed and will be submitted later.

Q: I have a question about the posters; sectoral and on-site. Can you explain the difference between the two?

A: The difference is the target group the poster is addressing. For example let's say you're doing a course in integration. On-site you have a poster to make everyone aware that the training is being done through European funds and you can have posters set up in consulates to make third country nationals aware of the training, the latter are considered as sectoral, while the former are considered as on-site.

Q: I'm representing a local council. When you come to the stage of getting the Permanent Secretary to sign the declaration it takes weeks. I had a case when we applied for INTERAG and they gave it to me two hours before the deadline even though I gave it to them three weeks before. As the RA can you help us in chasing them to reduce this time?

A: What I can tell you is that it is an obligation to have the Perm Sec on board if it is a public entity.

Q: Could we foresee that the same call will re-open again in the future or when you do a call like this it is basically using all the funds that are allocated?

A: At this point in time we have issued all the funds available for open calls under the two national objectives identified. One would need to wait for the evaluation of the applications before one could say if funds can be made available for subsequent calls.

Q. Can we claim for maintenance of equipment, of lets say document analysis equipment that will be used by one of the projects?

A: Regarding Maintenance costs please following the instructions provided under the eligibility rule 4.9 reproduced hereunder

Eligibility Rule 4.9: Maintenance costs of equipment may be considered to be an asset and charged accordingly, provided that the maintenance costs are included in the purchase price of the equipment. In all other case, maintenance costs may be reported under 'Consumable, Supplies and General services' or 'Subcontracting' according to the type and materiality of the maintenance services (e.g. costs incurred recurrently under a long-term contract for the maintenance of helicopters might be reported under 'Subcontracting'; isolated costs in relation to the maintenance of IT equipment may be reported under 'General services').

Q. Please also confirm if all pages of the Application Form only need to be initialized by the legal representative, or if this applies to all the Annexes as well.

A. It applies to both Application and annexes.

Q. If the authority to sign the Application Form is delegated by the legal representative, to the Officer in Charge, please confirm what document needs to be additionally annexed to the Application Form (would an e-mail correspondence confirming the delegation of authority suffice?)

A. The delegation of authority for the signature of the application form needs to be attached as other supporting documentation.

Q. With regards to the Migration Funds, foreign partners (*registered and residing abroad*) are still meant to submit Annex VII being the Declaration from VAT?

A. If the partners are foreign and are not registered with our VAT department, they need not submit the VAT declaration.

Q. In the description for the annexes there is stated in a number of them that they are not required in case of Government bodies. Kindly clarify whether as a local council we are to be considered as a Government body and therefore we are exempt from having to provide such annexes.

A. All documents which are marked for NGOS should be provided by the Local Council of course excluding the VO application form.

Q. For the Indirect Eligible Costs, could you give a quick overview of how it is worked out please?

A. Under AMIF an applicant has up 7% to claim as indirect costs on the eligible costs. So basically first one needs to compile the eligible costs to be requested and then calculate a percentage of not more than 7% on the total eligible costs. The amount obtained has to be inserted in the budget and added to the total eligible cost one would have compiled.

Q. The transmission on a radio programme targeting TCNs, giving information on how to integrate and what information / tools you need to integrate in different languages, is eligible under Integration National Objective?

A. There is no restriction on the means utilised to provide cultural orientation classes and language learning. Just make sure that the objectives of the project are in line with the objectives of the call. These is specifically stated in the Guidance Notes to the Application Form.

Q. The Lead Applicant is a new organisation. They do not have audited accounts. If they issue a statement of the financial accounts at this point in time, will this be accepted? The fact that they are a new NGO, will this hinder the application?

A. The new organisation, can submit the statement of accounts. What is important is that the applicant organisation can proof that they have sufficient funds to co-finance the project.

Q. In Part 9 of the application you distinguish between Visibility measures and marketing. Could you please explain what type of activities could be included under visibility and what type of activities are considered as marketing?

A. What we mean by marketing is that the promotion utilised should not centre around the organisation and hence be a promotion of the organisation, but the publicity tools identified should be used to expose the project activities.