

SEGRE TARJAT PARLAMENTARI
GHALL-PRESIDENZA UE 2017 U
GHALL-FONDI EWROPEJ



MALTA

PARLIAMENTARY SECRETARIAT
FOR THE EU PRESIDENCY 2017 AND
EU FUNDS

Id-Divizjoni għall-Fondi u Programmi

Funds and Programmes Division

RA Circular 4/13

To: Project Leaders

From: Head of Responsible Authority

Date: 15th May 2013

Subject: Rules regarding Usage and Retention of Equipment

The RA would like to issue this Circular to all Beneficiaries regarding the usage and retention of equipment in the ambit of the ERF, IF, RF and EBF funded projects.

With regards to the projects under EBF there is no limitation upon the eligible cost of the purchased equipment – both in the case of the full purchase cost or part of the value – as long as the purchased equipment is used for the same purpose as intended by the project following the purchasing date for at least the following specific years: (i) 3 years for ICT equipment, (ii) 10 years for helicopters, vessels and aircrafts, and (iii) 5 years for all other types of purchased equipment.

In the case of renting or leasing or purchasing of equipment with respect to all 4 types of Funds i.e. ERF, IF, RF and EBF, beneficiaries are informed that costs are to be calculated in line with the duration of the project and national rules. In the case of purchasing of equipment the latter must be useful for the objectives of the project and reflect the normal market price. Equipment which has been fully purchased or fully depreciated under a previously EU funded project as well as depreciation costs for equipment purchased through EU grants before the lifetime of the project will not be eligible. Note that in the case of leasing of equipment the interest component is to be reported separately.

An inventory of all equipment procured through EU Funds has to be retained by the Project Leader.

SEGRETARJAT PARLAMENTARI
GHALL-PRESIDENZA UE 2017 U
GHALL-FONDI EWROPEJ



MALTA

PARLIAMENTARY SECRETARIAT
FOR THE EU PRESIDENCY 2017 AND
EU FUNDS

Id-Divizjoni għall-Fondi u Programmi

Funds and Programmes Division

In conclusion it is imperative that:

1. Any procured equipment bears the EU emblem as stated in Chapter 13 of the MoP – *Information and Publicity*;
2. Any equipment which breaks down and may no longer remain in use must if possible be retained; or when not possible or practical, a signed technical report must be drawn up and photos of the equipment taken, in order to record its existence and the reason for its disposal. A technical report explaining how the equipment was damaged should invariably be drawn up, even if the damaged equipment is going to be retained. The beneficiary is to repair or replace such items, especially if the items were broken through negligence;
3. If any equipment is stolen, the Beneficiary concerned should prepare a technical report and also report the accident to the Police, retaining a copy of the report issued by the latter. Even in this case, the beneficiary is to repair or replace such items, especially if they were stolen through negligence.

Practicality should be the guide in deciding whether to replace the damaged or stolen items if the incident happens for the second time, but the project leader is answerable in any case. If the item is damaged for the second time, the damaged equipment should still be retained.

It is recommended that some form of sanction should be applied to the person causing the damage if the case was not simply an accident but the result of negligence or misbehaviour.

Note that it is essential that the Beneficiaries follow the above-mentioned regulations regarding equipment, for the successful implementation of these co-financed projects. Notwithstanding this, the RA can always be contacted in case of any difficulties.

Raphael Scerri
Head of the Responsible Authority
Funds and Programmes Division

Triq il- Kukkanja, Santa Venera. SVR 1411
TELEPHONE: +356 2200 1108 FAX: +356 2200 1141
WEBSITE: www.fpd.gov.mt Email: fpd.meaim@gov.mt