

## Italia - Malta

# Project management and implementation under the INTERREG VI-A Italia Malta programme:

## eligibility of expenses, monitoring and claiming activities, information and communication rules

*Info seminar*

20 May 2025 - Malta



## Italia - Malta

# MAIN TOPICS

### **1 hour**

1. Lead Partner Obligations
2. Claim of the expenses, first level control, submission of the request for reimbursement (process);
3. Eligibility of the expenditures;
4. Type of expenditures;
5. Authorization from the MA;
6. Non-Eligible expenses;
7. Documents needed for 1<sup>st</sup> level control;
8. Communication rules

### **20 minutes** Questions & Answers

### Pause 15 minutes

### **1 hour**

1. deadline for submission of the claims
2. Annexes to support the claim for reimbursement
3. Advance payment request up to 50%
4. Project monitoring system/reporting system

### **20 minutes** Questions & Answers



## Italia - Malta

### WHY SUCH AN INFO SESSION ON THE REPORTING OF EXPENSES?

Clarify the **main duties** of PPs and LP in relation to the administrative and financial project requirements;



Clarify the main rules for a **sound financial management** in relation to the obligations of the Subsidy Contract;

Introduce the correct functioning of the project **monitoring system/reporting system**;



Improve the **claiming process** in order to allow the FLC to quickly verify the expenses without any delay;

Avoid the **decommittment risk** on 31<sup>st</sup> December 2025 and further years



## Italia - Malta

# FUNDING

The programme INTERREG VI-A Italia Malta foresees an ERDF **contribution** (and NC for IT beneficiaries) as a **reimbursement of the expenses** under the following conditions:

- The expenses of a beneficiary (LP and PP) are **correctly claimed** and **verified** by the First Level Controller;
- The LP validates the FLC verification and claims such expenses within the **Request for reimbursement**;
- The MA/JS positively validates the Request for reimbursement.



### Lead Partner Obligations

1. Coordination of the project in accordance with the sound financial management principle, i.e. in accordance with economy, efficiency and effectiveness principles;
2. Being the only point of contact with the Managing Authority and the Joint Secretariat;
3. Coordination of all beneficiaries of the project.



## Italia - Malta

# STRUCTURE OF A PROJECT

### The lead partner performs the following functions:

- Ensures that expenses claimed by all the beneficiaries are related to the implementation of the project as well as with the activities agreed upon by all the beneficiaries
- Ensures that expenses claimed by the other beneficiaries have been verified by the controllers
- Ensures that the other beneficiaries receive the total amount of the funds as quickly as possible. No amount shall be deducted or withheld and no specific fees or other amounts that may reduce the allocated sums shall be charged in favour of the other beneficiaries;
- Informs the partners about the outcome of the preliminary stage as well as the decisions made by the Monitoring Committee. They also inform the Managing Authority about the acceptance of the adopted amendments and provisions
- Organises the coordinated project launch and ensures that the activities are implemented in line with the modalities and timeframes indicated in the application form
- Informs the Managing Authority about the project launch date
- Assures the Managing Authority that the implementation of a separate accounting system or an appropriate accounting codification shall be applied
- Regularly informs the Managing Authority about the project's physical, administrative and financial progress that is essential to the monitoring system implementation
- Is responsible for the project's progress in terms of physical implementation and, in particular, is responsible for the ERDF granted by the Managing Authority
- Is also responsible towards the MA for the recovery of the allocated sums in case of irregularities



## Italia - Malta

# AUDIT TRAIL AND FILING OF DOCUMENTATION BY BENEFICIARIES

**Ensure a “digital project file”:** The archiving must be organized in such a way as to allow documents to be easily found and consulted, in the forms foreseen by the EU regulations and national reference regulations. All documentation relating to the operation must therefore be preserved and archived, and in particular:

- documents concerning the evaluation, selection, grant approval and awarding of the public contribution and the application of selection criteria;
- financial plan and technical specifications of the operation;
- documentation on the tendering and awarding procedures, i.e. the contracts carried out;
- other project documents;
- supporting documentation for expenditure, expenditure statements, other technical-administrative documents concerning implementation;
- implementation and monitoring reports;
- reports on the verification of co-financed products and services.



# Italia - Malta

## CLAIM OF THE EXPENSES, FIRST LEVEL CONTROL, SUBMISSION OF THE REQUEST FOR REIMBURSEMENT

WHO	WHEN	WHAT
B	Phase 1	<ul style="list-style-type: none"> <li>☐ Launch of the administrative procedures for purchasing services and goods;</li> <li>☐ Register the commitments (contracts, letters of order) within JEMS system</li> </ul>
B	Phase 2	<ul style="list-style-type: none"> <li>☐ Payment of the services provided (receipts and/or equivalent documents)</li> <li>☐ Register the payments within JEMS system</li> <li>☐ Submit the claim and the Annex 1 technical report to the FLC using JEMS</li> </ul>
FLC	Phase 3	<ul style="list-style-type: none"> <li>☐ Start of the FLC procedures – desk and in loco on risk analysis bases (except the first and last claims)</li> <li>☐ Request for eventually additional documentation</li> <li>☐ Conclusion of the checks within 30 days (deliver of the audit certificate + Check list) to the Beneficiary</li> </ul>
B	Phase 4	<ul style="list-style-type: none"> <li>☐ the Project Partners, through JEMS, shall send to the Lead Partner the data concerning the expenditures validated by the controllers of each country</li> </ul>
LP	Phase 5	<ul style="list-style-type: none"> <li>☐ Verify the compliance and the coherence of the expenditures actually incurred by the partner with the Project objectives. Finalise the RfR and complete the technical-administrative report of the application for reimbursement (Annex 2)</li> <li>☐ Submit the request for reimbursement RfR t to the JS</li> </ul>
JS	Phase 6	<ul style="list-style-type: none"> <li>☐ The JS and MA validates the correctness of the RfR</li> </ul>
MA	Phase 7	<ul style="list-style-type: none"> <li>☐ The MA proceeds with the administrative procedures for the payments</li> </ul>
LP	Phase 8	<ul style="list-style-type: none"> <li>☐ The LP proceeds with the administrative procedures for the reimbursement of funds to the partners</li> </ul>

## Italia - Malta

### GENERAL REQUIREMENTS FOR THE ELIGIBILITY OF EXPENDITURE (Cfr. Par. 2 of the manual)

Expense are considered to be eligible if:

- incurred for **activities under the project**, as indicated in the AF
- **in compliance with the applicable european, national and regional level** as well as with the provisions of the programme;
- generated through procedures (irrespective of the legal status of the entities: public, public governed by public law and/or private) that must be in line with the avoidance of "**conflict of interest**" rules set out in Article 61 of Regulation (EU, Euratom) 2018/1046 as well as Commission Communication (2021/C 121/01) "*Guidelines on the prevention and management of conflicts of interest under the Financial Regulation*";
- incurred and paid in the **period** between the commencement date and conclusion date of the Project as set out in the grant contract;
- **traceable and verifiable**, i.e. paid by bank transfer in the name of the supplier with evidence of the debiting of the bank account. Payments in cash or by personal credit card are not acceptable;



## Italia - Malta

### GENERAL REQUIREMENTS FOR THE ELIGIBILITY OF EXPENDITURE (Cfr. Par. 2 of the manual)

- electronically marked with the relevant **Unique Project Code (CUP)** and the indication of the name of the project (acronym) and of the INTERREG VI-A Italia-Malta programme; In the case of documents other than electronic invoices (pay slips, expense certificates, receipts, payment receipts, etc.) the affixing of the Unique Project Code (CUP), name of the project (acronym) and of the INTERREG VI-A Italia-Malta programme must be done by means of a "cancellation stamp" ("Expenditure stamp").
- refers to interventions that are **additional to the ordinary activities** of the beneficiary because they are unequivocally linked to the project activity;
- in line with EU/programme/national provisions for the individual **category of expenditure**;
- incurred and actually paid** (cash outflow) and definitively (without possibility of cancellation, transfer and/or recovery) by LP and PP listed in the project fiche.



## Italia - Malta

### GENERAL REQUIREMENTS FOR THE ELIGIBILITY OF EXPENDITURE (Cfr. Par. 2 of the manual)

- has a fair value in line with the principles of **sound financial management, effectiveness, efficiency and cost-effectiveness**;
- attributable to an **account dedicated** to the project or clearly distinguishable from the ordinary activities of the beneficiary by using of a specific coding;
- which has not been and will not be financed by other EU/national/regional public funds for the same activities (**double financing is prohibited**). If there is evidence that the double funding is intentional, the grant is withdrawn and the applicable anti-fraud regulations and procedures are applied;
- **Private beneficiaries**, have to guarantee cost-effectiveness, participation, transparency, impartiality, absence of conflicts of interest as provided for by EU regulations. In addition they have to **publish on the website [www.italiamalta.eu](http://www.italiamalta.eu)** all the public procurement procedures for the acquisition of human resources, both internal and external, under penalty of ineligibility of expenditure;
- in line with the applicable ***Guidelines for Communication and Visibility of Projects***, and with all requirements for information and communication activities.



## Italia - Malta

### GENERAL REQUIREMENTS FOR THE ELIGIBILITY OF EXPENDITURE (Cfr. Par. 2 of the manual)

- must be compliant with the "**Do Not Significant Harm**" (DNSH) principle under Article 17 of Regulation (EU) 2020/8529, in accordance with the EC Technical Guidelines on environmental Objectives:
  - mitigation of climate change;
  - adaptation to climate change
  - sustainable use and protection of water and marine resources;
  - circular economy;
  - prevention and reduction of pollution;
  - protection and restoration of biodiversity and ecosystems.

On the basis the types of expenses:

1. **for intangible expenses** (personnel expenses; office and administrative expenses; travel and subsistence expenses; consultancy expenses) the DNSH requirements are considered to be fulfilled *a priori*;
2. **For expenditure on external services, equipment and infrastructure**, verification of compliance with the DNSH principle will require the beneficiary to demonstrate in management verification the **use of environmental and energy performance/labelling of the equipment and/or services acquired as part of the project (see Annex 4).**



## Italia - Malta

FOCUS

### Conflict of interest

(Cfr. Article 61 of Regulation (EU, Euratom) 2018/1046

### Durability of the operation

(Cfr. Article 65 of the General Regulation)

### Double financing and CUP

### Sound financial management

(Article 26 of Regulation (EU) No 2021/1059 )

- **principle of economy** "whereby the resources used by the Union institution concerned in carrying out its activities are made available in good time, in appropriate quantity and quality and at the best price";
- **principle of efficiency** "according to which the best relationship between the resources employed, the activities undertaken and the achievement of objectives must be sought";
- **principle of effectiveness** 'which determines the extent to which the objectives pursued are achieved through the activities undertaken'.



## Missions outside the cooperation area



- Missions outside the cooperation area but in the European territory have to be authorized by the MA/JS in advance through a specific request sent by the LP to the MA.
- Missions to be done are approved within the SC of the project
- **The expenses are not eligible if they are not authorized in advance**

## Missions outside the European territory



As a general rule, missions outside the European territory are not eligible.



## Italia - Malta

## DOCUMENTATION FOR THE FIRST LEVEL CONTROL

Documentation and administrative/accounting facts concerning the selection of providers starting from the commencement of the public procedures until the definitive payment

a

Legally binding documents  
(contracts, agreements, order notes, job orders, etc.)

b

Supporting documentation for expenditures and payments

c

Supporting documentation (timesheet, accounting sheets etc.) useful to clarify the methodology and the calculation methods

d

Copies of all the publicity material and information products produced and/or photos of the large size goods

e



## Italia - Malta DOCUMENTATION TO BE CLAIMED

1

### Documents providing a legal basis for expenditure

- Appropriate documentation to verify the proper execution of public procedures
- Contracts concluded and/or purchase orders with service providers

2

### Supporting documentation - Expenditures

Documents that allow to prove the effectiveness of the expenditure, such as:

- Invoices or receipts
- Equivalent accounting documents

3

### Supporting documentation - Payments

Documents that allow to prove the effectiveness of the payment, such as:

- payment order received by the receiving bank and/or treasurer
- bank transfers showing the amount and the name of the recipient, accompanied by the bank statement confirming the effective and definitive financial disbursement



## Italia - Malta

# CRITERIA FOR ELIGIBILITY OF THE EXPENSES

## TYPE OF EXPENSES

Expenses must be classified under one of the following line items:

1. Internal staff
2. Office and administrative expenditure (*always flat rate*)
3. Travel and accommodation
4. External expertise and services
5. Equipment expenditure
6. Infrastructure and works expenditure



## Italia - Malta EXPENDITURE CATEGORIES – STAFF COSTS

Internal staff must be included in the beneficiary's organisation by means of the following types/contractual positions:

- a) permanent or fixed-term employment (both full-time and part-time)
- b) trainership;
- c) coordinated and continuous collaboration (co.co.co.);
- d) occasional self-employment without VAT number;
- e) occasional service contract (voucher);
- f) university professor;
- g) university researcher;
- h) research fellows;
- i) scholarship holders and other similar types;
- j) employees on secondment, posting, codetermination;
- k) agency workers (so-called temporary workers);
- l) any other types comparable to employment contracts.



# Italia - Malta EXPENDITURE CATEGORIES – STAFF COSTS

WHAT

Salary payments related to the activities which the entity would not carry out if the operation concerned was not undertaken, fixed in an employment/work contract

any other costs directly linked to salary payments incurred and paid by the employer, such as employment taxes and social security including pensions provided that they are fixed in an employment document or by law; in accordance with the legislation referred to in the employment document and with standard practices in the country and/or organisation where the individual staff member is actually working; not recoverable by the employer.

HOW

Full Time

Part-Time

1 hr work = Yearly gross labour cost/1,720

% to be claimed

Real costs (max 40%)

To be documented

Flat rate costs (20%)

it will not be necessary to document



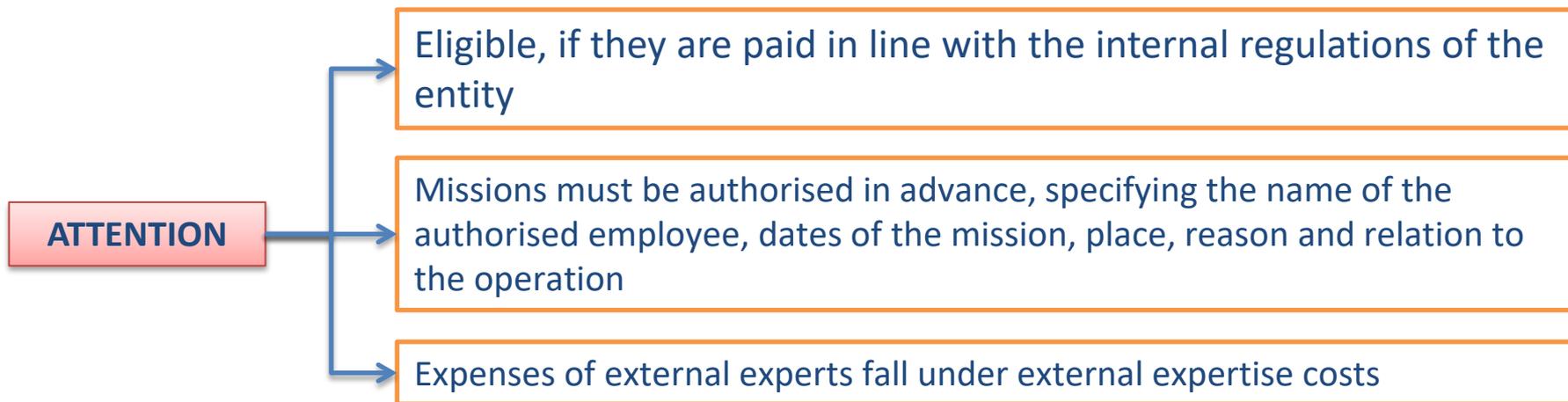
## Italia - Malta OFFICE AND ADMINISTRATIVE EXPENDITURE

- a) office rent;
- b) insurance and taxes relating to buildings housing staff and office equipment (e.g. fire insurance, theft);
- c) consumption for utilities (e.g. electricity, heating, water);
- d) office supplies;**
- e) general accounting within beneficiary organisation;
- f) archives;
- g) maintenance, cleaning and repairs;
- h) security;
- i) computer systems;**
- j) communication (e.g. telephone, fax, Internet, postal services, business cards)
- k) bank charges for opening and operating the account(s), if the implementation of the transaction requires the opening of a separate account;
- l) and associated with transnational financial transactions.



## Italia - Malta TRAVEL AND ACCOMMODATION COSTS

- a) travel expenses (e.g. tickets, travel and car insurance, fuel, car mileage reimbursement, tolls and parking fees);
- b) food costs;
- c) living expenses;
- d) visa fees;
- e) daily subsistence allowances (with the provision that, where travel and subsistence expenses are fully covered by daily subsistence allowances, no other form of additional reimbursement is admissible).



## Italia - Malta **EXTERNAL EXPERTISE AND SERVICES COSTS**

- a) studies or surveys (such as evaluations, strategies, summary notes, design schemes, manuals);
- b) training;
- c) translations;
- d) creation, modification and updating of computer systems and websites;
- e) promotion, communication, advertising, promotional items and activities or information;
- f) financial management;
- g) services related to the organisation and implementation of events or meetings (including rental fees catering or interpretation services);
- h) participation in events (such as registration fees);
- i) legal advice and notary services, technical and financial advice, other advisory and accounting services;
- j) intellectual property rights;
- k) verifications (Art. 74(1)(a) of CRP (EU) 2021/1060 and Art. 46(1) of ETC Regulation);
- l) costs for the accounting function at programme level pursuant to Article 76 of the General Regulation and Article 47 of these Rules;
- m) audit costs at programme level under Articles 78 and 81 of Regulation (EU) 2021/1060 and Articles 48 and 49 of this Regulation;
- n) guarantees provided by a bank or other financial institution where required by national or Union law or by a programme document adopted by the Monitoring Committee;
- o) travel and subsistence expenses of experts, speakers, meeting chairs and external service providers, if provided for in the contract, and other specific advice and services needed for the operations.
- p) travel and accommodation expenses of experts, speakers, meeting chairs and external service providers;
- q) other specific advice and services required for the operations.



## Italia - Malta EQUIPMENT EXPENDITURE

- a) office equipment;
- b) hardware and software;
- c) furniture and accessories;
- d) laboratory equipment;
- e) tools and machinery;
- f) tools or devices;
- g) vehicles;
- h) other specific equipment required for the operations.

### Rental/leasing

if the use of these assets is strictly necessary for the implementation of the operation

its price does not exceed the generally accepted price on the market

if the use of these assets is strictly necessary for the achievement of the project objectives



## Italia - Malta EQUIPMENT EXPENDITURE

To be noted that is eligible the depreciation of the purchased goods

### a) Supporting equipment for the implementation of the project

In this case, the full purchase price is allowed provided that the use is exclusive to the project and that the depreciation period is equal to or shorter than the remaining life of the project; without prejudice to the fact that the allocation of the cost (depreciation) shall be based on actual use, in accordance with the accounting rules of the individual asset; if the duration of usability is longer than the remaining life of the project, **only the depreciation costs may be reimbursed**, provided that they are calculated according to national rules and in relation to the period of co-financing of the project and that no other EU or national contribution has already been granted for the same purchase of assets.

### b) Thematic and project-specific equipment -

This category includes all **equipment that is part of the main subject of the interventions and whose exclusive use is essential to achieve the objectives of the project** (e.g. specific software, technical tools, etc.). For this type of equipment, the entire cost is eligible on condition that the equipment is maintained in its original ownership and intended use for at least five years, from 31 December of the last year of the final payment by the MA to the lead beneficiary and 10 years in the case of an operation falling under State Aid, and is essential for the project.



## Italia - Malta

## INFRASTRUCTURE COSTS

- a) purchase of land in accordance with Article 58(1)(b) of the General Regulation;
- b) building permits;
- c) construction material;
- d) labour;
- e) specialised interventions (such as soil remediation, demining).

In the case of the purchase of land, a certificate must be issued by a qualified and independent professional or authorised body stating that the price does not exceed the market value and that the property complies with national standards

Expenditure for the purchase of land must not exceed 10% of the total project expenditure

The beneficiary must acquire all required legal authorisations

ATTENTION



## Italia - Malta **NON-ELIGIBLE EXPENSES**

- representation costs and costs for gifts/compensation;
- costs for the development of an independent project website
- amounts expressed in invoices that do not show the CUP - Unique Project Code;
- sponsorships, meeting fees;
- fines, penalties and litigation costs;
- second-hand goods and equipment;
- common expenses divided among the PPs;
- payments incurred without a legal basis and contrary to the above provisions;
- copyrights, membership fees, attendance fees;
- remuneration to artists is not eligible if their activity is not directly related to the results of the Project;
- are not relevant and attributable to the implementation of the specific operation
- are not temporally related to the approved operation,
- are not substantiated and justified by receipted invoices or accounting documents of equivalent probative value;
- are not legitimate, i.e. do not comply with regional/national/EU rules or with the provisions on the eligibility of expenditure laid down in the manual.



## Italia - Malta

## ADVANCE PAYMENT UP TO 50%

- The Italian PPs have to submit a formal advance payment request to the LP up to 50% of the ERDF + National Contribution of their budget;
- The Maltese PPs have to submit a formal advance payment request to the LP up to 50% of the ERDF of their budget;
- The LP submits to the MA a formal advance payment request for the whole project, namely up to 50% of the ERDF for all PPs and up to 50% of the National Public Contribution for the Italian PPs.

**IMPORTANT**

**Insurance/bank guarantee**



# Italia - Malta DEADLINE FOR SUBMISSION OF THE CLAIMS

N.	EXPENSES INCURRED AND RECEIVED BY THE BENEFICIARIES			SUBMISSION OF REPORTS BY THE BENEFICIARY (LEAD PARTNER AND PARTNER)	Sampled operation	SUBMISSION OF LP APPLICATION BY	VALIDATION BY CONTROLLERS	SUBMISSION OF LP APPLICATION BY
	FROM	TO	MONTHS					
1	Start date of activities	30/06/2025	6	07/07/2025	YES		07/08/2025	10/09/2025
2	01/07/2025	31/10/2025	4	07/11/2025	NO	15/11/2025		
					YES		07/12/2025	15/12/2025
3	01/11/2025	28/02/2026	4	07/03/2026	NO	15/03/2026		
					YES		07/04/2026	15/04/2026
4	01/03/2026	30/06/2026	4	07/07/2026	NO	15/07/2026		
					YES		07/08/2026	10/09/2026
5	01/07/2026	31/10/2026	4	07/11/2026	NO	15/11/2026		
					YES		07/12/2026	15/12/2026



# Italia - Malta PROJECT MONITORING: OUTPUT & RESULT INDICATORS

- ✓ At the application stage, applicants have been required to design a specific framework of output and result indicators using specific and, at least one, output and result common indicator provided in the Public Notice.
- ✓ The basic principle of monitoring is to “keep under systematic observation” and check compliance against what was originally planned in the AF. Monitoring therefore supports effective programme management by enabling continuous adjustments based on ongoing progress.
- ✓ This is performed at:
  - ✓ *Output indicator means an indicator to measure the specific deliverables of the intervention (CPR Art.2): reflecting the actions, not the objectives of a programme or of regional policy.*
  - ✓ *Result indicator means an indicator to measure the effects of the interventions supported, with particular reference to the direct addressees, population targeted or users of infrastructure (CPR Art.2): meaning the advantage of carrying out the project, with particular reference to the effects/benefit of using the project outputs for the target groups. In the period 2021-2027, result indicators are closely related to the outcome or effect of the actions and outputs, and are used for monitoring and management purposes. Monitoring is likely to provide a stronger basis for later evaluation activities*
- ✓ (\*) Despite the wider use of output Common indicators, some project activities may also lead to some deliverables – also subject to monitoring - that may contribute to project outputs, or be important achievements of the project on their own, which are project specific and not standardised on programme level (not measured by the programme common output indicators) (they are labelled as “other”).



## Italia - Malta

### Project monitoring

- ✓ Properly defining project outputs and results guarantees that the supported projects' success can be properly measured and aggregated on the programme (and the EU) level.
- ✓ During the implementation of the project, the progress and final achievement of these targets have to be reported through periodic activity progress reports, with corresponding evidence of the achievement of the chosen indicators.
- ✓ This serves the twofold purpose of checking the progress during project implementation and to assess actual achievements at project closure.
- ✓ Beneficiaries will produce proofing documentation on deliverables, outputs and results according to AF description and timetable
- ✓ If appropriate progress cannot be demonstrated it can lead to financial corrections.



### Programme monitoring

- ✓ The intervention logic of the Programme is backed by a set of output and result indicator which serve to monitor the progress of its implementation and to assess its capacity to achieve its objectives.
- ✓ This monitoring framework incorporates the European Commission's new guidance for the 2021-2027 programming period and is based on a limited number of output and result indicators.
- ✓ According to art. 32 of the Interreg Regulation, each MA shall electronically transmit to the EC cumulative values of output and result indicators for selected and finalized Interreg operations.
- ✓ Mostly using standardized common indicators serves to showcasing the achievements of Interreg as it allows to aggregate data across all programmes, revealing important trends and successes.



# Italia - Malta PROGRAMME/PROJECT OUTPUT INDICATORS

Indicator code and name	Definition and concepts	Measurement unit
RCO04 - Enterprises with non-financial support	Number of enterprises receiving non-financial support. Enterprises are counted in the indicator if they receive the non-financial support in a structured manner such as, for example, an SMEs receiving incubator services. <u>The support provided needs to be documented.</u> One-off interactions (ex: phone calls for information requests) are not included.	enterprises
RCO81 - Participations in joint actions across borders	The indicator counts the number of participations in joint actions across borders implemented in the supported projects. Joint actions across borders could include, for instance, exchange activities or exchange visits organized with partners across borders. Participations (i.e. number of persons attending a joint action across borders - e.g. citizens, volunteers, students, pupils, public officials, etc.) are counted for each joint action organised on the basis of attendance lists or other relevant means of quantification. A joint action is considered as the action organised with the involvement of organizations from at least two participating countries	participations
RCO83 - Strategies and action plans jointly developed	The indicator counts the <u>number of joint strategies or action plans developed by supported projects.</u> A jointly developed strategy aims at <u>establishing a targeted way to achieve a goal oriented process in a specific domain.</u> An action plan translates an existing jointly developed strategy into actions.  Jointly developed strategy or action plan <u>implies the involvement of organizations from at least two participating countries</u>	strategy/action plan
RCO84 - Pilot actions developed jointly and implemented in projects	The indicator counts the pilot actions developed jointly and implemented by supported projects. The <u>scope of a jointly developed pilot action could be to test procedures, new instruments, tools, experimentation or the transfer of practices.</u> In order to be counted by this indicator, the <u>pilot action needs not only to be developed, but also implemented within the project and the implementation of the pilot action should be finalised by the end of the project.</u>  Jointly developed pilot action implies the involvement of organizations from at least two participating countries	pilot action
RCO87 - Organisations cooperating across borders	The indicator counts the organisations cooperating formally in supported projects. The organisations counted in this indicator are the legal entities including project partners and associated organizations, as mentioned in the financing agreement of the application. Organisations cooperating formally in small projects (for instance under a Small Project Fund) are also counted.  <i>All projects by default contribute to output indicator RCO87 "Organisations co operating across borders".</i>	organizations
RCO116 - Jointly developed solutions	The indicator counts the number of jointly developed solutions from joint pilot actions implemented by supported projects. In order to be counted in the indicator, an <u>identified solution should include indications of the actions needed for it to be taken up or to be upscaled.</u>  A jointly <u>developed solution implies the involvement of organizations from at least two participating countries</u>	solutions



# Italia - Malta PROGRAMME/PROJECT RESULT

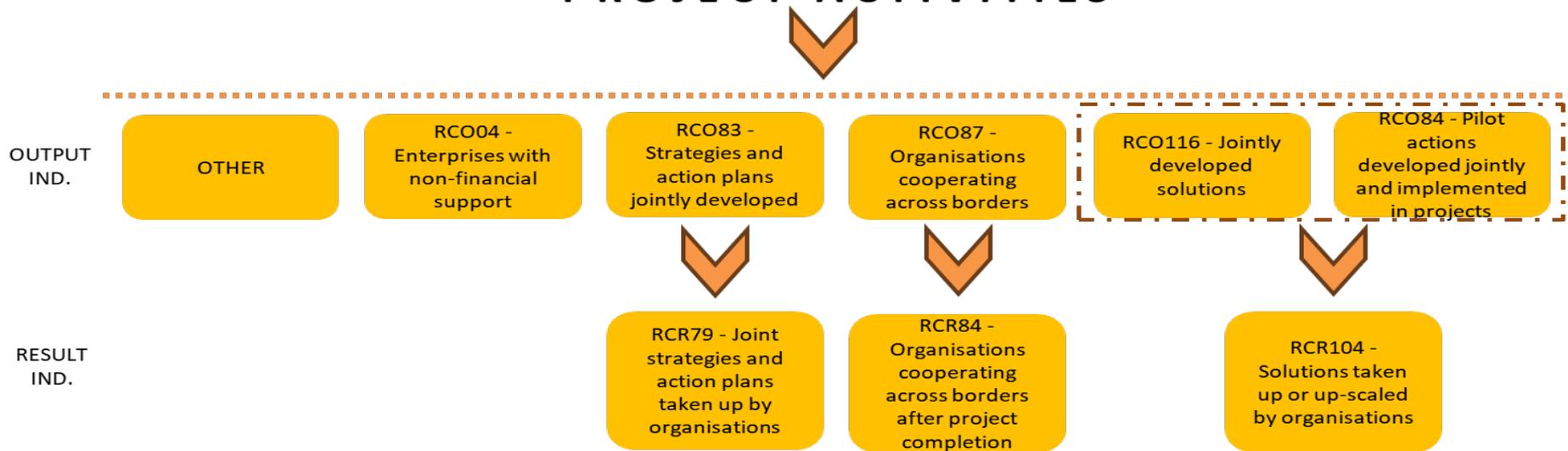
Indicator code and name	Definition and concepts	Measurement unit
<b>RCR79 - Joint strategies and action plans taken up by organisations</b>	<p>The indicator counts the <u>number of joint strategies and action plans (not individual actions) adopted and implemented by organisations during or after the project completion.</u></p> <p>At the time of reporting this indicator, the implementation of the joint strategy or action plan need not to be completed but effectively started. The organisations involved in take-up may or may not be direct participants in the supported project. It is not necessary that all actions identified are taken-up for a strategy/action plan to be counted in this context.</p>	<p>joint strategy/action plan</p>
<b>RCR84 - Organisations cooperating across borders after project completion</b>	<p>The indicator counts the <u>organisations cooperating across borders after the completion of the supported projects.</u> The organisations are legal entities involved in project implementation, counted within RCO87. <u>The cooperation concept should be interpreted as having a statement that the entities have a formal agreement to continue cooperation, after the end of the supported project.</u></p> <p>The cooperation agreements may be established during the implementation of the project or within one year after the project completion. <u>The sustained cooperation does not have to cover the same topic as addressed by the completed project</u></p>	<p>organisations</p>
<b>RCR104 - Solutions taken up or up-scaled by organisations</b>	<p>The indicator counts the <u>number of solutions, other than legal or administrative solutions, that are developed by supported projects and are taken up or upscaled during the implementation of the project or within one year after project completion.</u> <u>The organisation adopting the solutions developed by the project may or may not be a participant in the project.</u></p> <p>The uptake / up-scaling should be documented by the adopting organisations in, for instance, strategies, action plans etc</p>	<p>solutions</p>



## Italia - Malta SOME KEY ISSUES ON ...

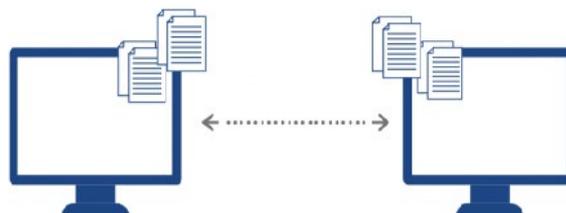
- Common understanding is needed to ensure uniformity and compliance at project and programme level reporting. Before reporting on indicators, the partnership should verify the compliance with the definition provided for each indicator in the previous tables.
- Pay attention to the logic nexus that links output indicators and output vs. result indicators
- Also, pay attention to details on result indicators wording. For instance, “solutions taken up or up-scaled by organisations” cannot be legal or administrative solutions.
- Some changes in the actual project AF may be needed to ensure full consistency with the EU requirements. MA and SC will support such fine tuning, if needed.

### PROJECT ACTIVITIES





### IT system for electronic data exchange



## Italia - Malta

JEMS is a joint electronic monitoring system developed by INTERACT for the INTERREG programmes for the 2021-2027 programming period and offers a unique platform to manage the entire project life cycle.

It replaces the previous Ulysses system

In accordance with Article 72 of the General Regulation the data related to each operation, necessary for monitoring, evaluation, financial management, verifications and audits, are recorded and stored electronically, through the Information System JEMS that will be made available by the MA to all beneficiaries.



## Italia - Malta

### Main JEMS functionalities

- **Application:** enter, edit and submit project proposals
- **Contracting:** uploading of contracts and agreements
- **Project Management:** monitoring of activity progress, financial reporting
- **Control:** uploading documents for controls and audits
- **Communication:** between beneficiaries and Managing Authority
- **Documentation:** archiving and management of documentation and reporting

Reporting is the account of the expenses actually and definitively sustained for the implementation of the Project activities, which must be carried out **exclusively** through the upload of data into the JEMS system by each Beneficiary and for each expense in order to allow the validation of the same and the submission of the intermediate/final Request for Reimbursement.



## Italia - Malta

### REPORTING, CONTROL AND REIMBURSEMENT REQUEST CIRCUITS

#### Beneficiaries' Responsibilities

Each beneficiary:

- manages its own part of the project
- Is responsible for the physical and financial implementation
- reports in accordance with EU, national, and regional regulations
- submits documentation via the JEMS system to the national controller (Italian or Maltese)



## Italia - Malta

### REPORTING, CONTROL AND REIMBURSEMENT REQUEST CIRCUITS

#### Overview of the Reporting Process

##### Phases 1 & 2: Start-Up and Reporting

###### Phase 1 – Start of activities:

- ✓ Administrative procedures for procurement and services
- ✓ Signing binding legal agreements (contracts, orders, conventions)

###### Phase 2 – Expense reporting:

- ✓ Receipt of invoices and accounting documents, payment execution
- ✓ Entry of accounting data into JEMS
- ✓ Submission of data and technical-administrative report (Annex 1) to the controller



## Italia - Malta

### REPORTING, CONTROL AND REIMBURSEMENT REQUEST CIRCUITS

#### Overview of the Reporting Process

##### Phase 3: Control Activities

Controllers:

- ✓ review documentation via JEMS
- ✓ may request additional documents if needed
- ✓ carry out on-the-spot checks according to plans approved by MA/ANCM

Deadlines:

- 30 days for desk checks
- 45 days if on-the-spot check is required
- ✓ approve expenses: submission of checklists, reports, and validation certificates via JEMS



## Italia - Malta

### REPORTING, CONTROL AND REIMBURSEMENT REQUEST CIRCUITS

#### Overview of the Reporting Process

##### Phases 4 & 5: Submission and Lead Partner Review

##### Phase 4 – Partner to Lead Partner:

- ✓ Partners send validated expenses via JEMS

##### Phase 5 – Lead Partner verification:

- ✓ Verifies eligibility and consistency of partner expenses
- ✓ Removes ineligible costs (Art. 26 para. 1(c) CTE Regulation)
- ✓ Prepares and submits the Interim/Final Reimbursement Request with Progress Report (Annex 2)



## Italia - Malta

### REPORTING, CONTROL AND REIMBURSEMENT REQUEST CIRCUITS

#### Overview of the Reporting Process

##### Phase 6: Reimbursement Request Review

- ✓ Managing Authority (MA) and Joint Secretariat (JS) assess:
  - Consistency with the approved Application Form
  - Completeness of documentation (via checklist)
- ✓ May request clarifications or corrections
- ✓ Approve the Reimbursement Request in JEMS



## Italia - Malta

### REPORTING, CONTROL AND REIMBURSEMENT REQUEST CIRCUITS

#### Overview of the Reporting Process

##### Phases 7 & 8: Reimbursement Process

##### Phase 7 – Managing Authority:

- ✓ Executes administrative acts for fund disbursement in line with the Subsidy Contract

##### Phase 8 – Lead Partner:

- ✓ Transfers funds to project partners according to financial flows set in the Subsidy Contract



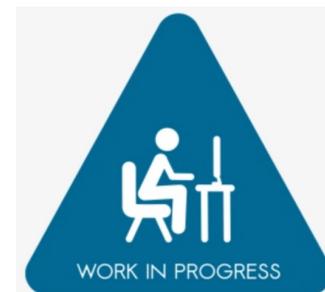


### Overview of the Reporting Process



## Italia - Malta

At this stage, for the INTERREG VI Italy-Malta Programme, JEMS launch and testing are in progress



While we wait for the JEMS launch, the *'Financial and Procedural Monitoring'* tool will be used

  Cofinanziato dall'Unione Europea  
Co-funded by the European Union

**Italia - Malta**

**INTERREG VI A ITALIA-MALTA**  
Monitoraggio finanziario e procedurale - *Financial and procedural monitoring*



# INTERREG VI-A Italia-Malta Programme 2021-2027 Communication



### Beneficiaries' obligations regarding communication

#### LP + Partner = Shared Responsibility

- Provide professional-quality video and photographic documentation of the project: ex ante, during implementation, and ex post
- Ensure active social media presence until the project is fully reported and concluded
- When publishing calls or announcements, ensure maximum visibility by including:



## Italia - Malta

The Manual is available at the link: <https://italiamalta.eu/download/expenditure-manual-2127-annexes/?lang=en&wpdmdl=13652>

## Visual Identity Manual – Interreg VI-A Italy-Malta 2021–2027

This manual is in line with EU Regulation 1060/2021 and the Interreg Brand Design Manual. **All communication materials must include the official logo block to ensure visibility, consistency, and transparency .**

### Alignment

The manual fully complies with the European provisions on the visibility of Interreg





## Italia - Malta

### Project logo: compliant and properly designed

Each project may have a dedicated logo (with or without an icon).



## Italia - Malta

### Beyond the obligation: more visibility, greater impact



Social media  
mini-contests  
with young  
people



Engagement  
of local media  
and stakeholders



Free visibility  
through suppliers  
and local networks



Public events  
with award  
ceremonies



## Italia - Malta

# Key elements for the communication plan

### Common principles:

- Visual consistency with the Programme identity and EU obligations
- Highlight the cross-border dimension
- Ensure clarity and accessibility for all audiences



## Italia - Malta

Thank you for your attention

# INFO

[www.italiamalta.eu](http://www.italiamalta.eu)

