

In line with Article 34 (d) of EU Reg 1303/2013, all running costs incurred by the LAG in managing, delivering, evaluating and reporting of the LEADER Programme are eligible; *(d) running costs linked to the management of the implementation of the community-led local development strategy consisting of operating costs, personnel costs, training cost, costs linked to public relations, financial costs as well as the costs linked to monitoring and evaluation of that strategy as referred to in point (g) of Article 34(3).*

These expenses include, though not exclusively, the items listed below. In the case of extraordinary items not listed in table 3, the LAG should always check eligibility with the MA prior to committing.

Table 3 - Eligible Items: Measure 19.4

Ref.	Eligible Items ⁷
1	Manager wage
2	Secretary wage
3	Performance Bonus – (up to the maximum stipulated in the employment contract)
4	Government Income supplement
5	Social Security
6	Legal Advice
7	Accountant/Auditor
8	Operations and Maintenance
9	Electricity
10	Water
11	Stationery and adverts
12	Postage
13	Telephony expenses and internet
14	Rent (excludes maintenance)
15	Cleaning Services (excludes cleaning equipment/material unless same is part of a cleaning contract agreement)
16	Insurance Policy on Operations
17	Office equipment strictly linked to the implementation of the LDS
18	‘Mileage’ costs in line with Government established circular
19	DC Members’ Allowance
20	Animation costs
21	Special initiatives as endorsed by the MA
22	Evaluation of the LEADER
23	Holding of training conference and seminars
24	Website costs

⁷ The LAG’s shall consult with and shall adhere to any guidelines/circulars issued by the Paying Agency with regards to the submission of claims related to M19.4.

25	Printing & Publications
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- Evaluation

In line with Article 34 (g) of EU Reg 1303/2013, LAG’s shall ensure that evaluation of the strategy is carried out; *(g) monitoring the implementation of the community-led local development strategy and the operations supported and carrying out specific evaluation activities linked to that strategy.*

Reference should be made to the guidelines of the Evaluation Helpdesk, ‘GUIDELINES EVALUATION OF LEADER/CLLD’ (August 2017), in particular document Chapter 1.2.2.

4.3.4 Eligibility of Running Costs

Eligibility of M19.4 shall be triggered from the date of the award letter by the MA (6th November 2017); hence, support under M19.1 would cease to be eligible as of the 5th November 2017 to avoid the any possibility of double funding. Expenditure and Budget shall be in line with articles EU Reg 35(1)(d)(e).

4.3.5 Running Costs Budget

The Decision Committee together with the LAG Manager must present to the MA, an indicative budget on the management of the running costs for the duration of the strategy. This budget must be in line with established rules and procedures and must not exceed the total budget allocated for M19.4 allocated in the grant agreement for the duration of the entire strategy implementation period (by latest December 2023). The LAG must revert (ex-ante) to MA approval should budget shifts between line items be sought; although no contract addendum would be required, the MA, should it positively considers the request for shift of funds, would have to amend line budgets on the IACS.

Remuneration of board members including Chairman should be tied and proportional to attendance.

4.3.6 Employment

The LAG must follow Chapter 452 of the Employment and Industrial Relations Act and any other subsequent conditions of employment identified in Maltese Law. This information can be accessed on:

<http://www.justiceservices.gov.mt/DownloadDocument.aspx?app=lom&itemid=8918&l=1>

It is expected that each LAG will carry out all recruitment processes within the spirit of national regulations (such as discrimination based on gender etc.) and through the public employment service of Malta (i.e. Jobs Plus).

Whenever there is an employment vacancy, the LAG must issue a call, on at least 1 local newspaper and also on the website of the LAG. The LAG must keep records of all publicity and information related to the call.