



Social Partners' Sponsorship Fund

for OHS Initiatives

Sponsor: Occupational Health and Safety Authority

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1 Document Control Information

1.1 Document Reference

Social Partners' Sponsorship Fund for OHS initiatives.

1.2 Synopsis

This document outlines the process that will be adopted by the Occupational Health and Safety Authority (OHSA) for the administration of a fund to sponsor occupational health and safety (OHS) initiatives that may be undertaken by Social Partners.

2. Introduction

2.1 Scope

The scope of this sponsorship fund (hereinafter called 'the fund') is to encourage and assist constituted bodies¹, hereinafter called 'Social Partners', to promote the benefits of having adequate levels of OHS and to disseminate information or guidance about different aspects of OHS.

The total threshold available for this sponsorship fund shall not exceed €5,000 for a given calendar year.

2.2 Duration of the sponsorship

This sponsorship fund will have a duration of one calendar year, and may be renewed every year by OHSA, subject to funding availability.

Applications for sponsorships under this incentive will be received until the 30th September of every year.

2.3 Legal Basis and administration

OHSA has launched this sponsorship fund within the functions assigned to it under Art. 9 (2) (f) and (g) of Act XXVII of 2000.

The fund will be administered by OHSA at its discretion, but in line with the criteria set out in this document.

¹ A 'Constituted Body' means an employers' association or trade union constituted by law according to the Employment and Industrial relations Act, Chapter 452.

3. Eligibility

The fund is open to all Social Partners which are recognized by the Malta Council of Economic and Social Development and / or registered with the Registrar of Trade Unions.

Any initiative for which funding is being applied for shall have as an over-riding objective the improvement in the levels of health and safety at any workplace in Malta.

For eligibility, an initiative example should, as far as possible:

- Demonstrate a real, identifiable intervention to prevent or minimize risks at places of work;
- Improve working conditions through effective social dialogue between employers and workers;
- Aim to achieve an identifiable long term or permanent benefit.

Interventions should, as a minimum, meet all relevant legislative requirements in Malta, and shall in particular be consistent with the general principles of prevention as laid down in Act XXVII of 2000.

4. Sponsorship Details

4.1 Sponsorship amount

OHSA may approve a sponsorship for an amount, which in the aggregate shall not be greater than €1,000 for every social partner applying for sponsorship.

The total value of all initiatives sponsored by OHSA shall not exceed €5,000 in every calendar year.

4.2 Eligible Costs

Eligible expenses that may be covered by the sponsorship include:

- a. Costs subcontracted to third parties in relation to OHS related training of the applicants' members and / representatives;
- b. Costs of designing, printing and dissemination of promotion and / or awareness raising initiatives, including web based OHS initiatives, media interventions and adverts;

- c. Costs of organizing OHS themed seminars, conferences, information sessions including travel and accommodation of foreign experts to Malta who will be required to deliver key speeches at the same initiatives etc.

To be considered eligible, applicants shall make clear reference during the activity sponsored under this Fund, that the activity was partly or fully sponsored by OHSA as the case may be.

4.3 Ineligible Costs

Cost incurred in relation to the following items will not be considered as eligible:

- a. Purchase of land and/or property, equipment, furniture, vehicles etc.;
- b. Costs related to licenses, fines;
- c. Hire purchase agreements;
- d. Costs to cover specific obligations arising out of any legal requirement.

4.4 Additional Provisions

- a. Sponsorships under this initiative shall only be awarded by OHSA if the initiative does not receive other funding from the EU or State funded financial assistance. Applicants will be required to submit a declaration to this effect with the application form. Recovery of sponsorship amount will be made in case of breach of this condition.
- b. Applicants shall consent that any data and information provided to OHSA as part of this sponsorship may be acquired from 3rd parties for the scope of audit purposes.
- c. The name of the organisations which are awarded sponsorship and the information about the initiative may be used by OHSA for promotional purposes.
- d. Initiatives may be co-organised between two or more organisations, in which case the total amount of funds that can be awarded by OHSA shall not be greater than €1000 for the co-sponsored initiative, which shall be shared between the co-organisers as declared in the joint application.

5 Application and award of sponsorship

5.1 Application

Applications for sponsorship shall be made through submission of an application in writing which shall include:

1. Name/s of applicant organisation.
2. Amount being applied for.
3. Description of initiative to be taken or activity to be organised.
4. Date and location of activity, or applicable.
5. Name of contact person.
6. Contact details.

When evaluating applications, OHSA may seek additional information, and if this is not forthcoming, OHSA may decide not to grant funding.

The application should be sent **at least ONE MONTH prior to the implementation of the initiative** for which sponsorship is being sought.

All applications will be duly acknowledged by OHSA.

Once informed in writing by OHSA that the application has been accepted, the social partner will as soon as possible after the event has been implemented, send copies of all invoices relating to approved expenditure covering that initiative, together with a breakdown of actual expenditure and the respective receipts. The expenditure claimed through the sponsorship shall be the same as the fiscal receipts produced and not exceeding the amounts declared on the application form.

Costs must be incurred and paid for by the applying social partner during the 6 months following the submission of the sponsorship request.

5.2 Award

On being satisfied that an applicant meets the conditions set out in these guidelines, OHSA will inform the applicant of its decision.

Sponsorship will be made on a first come first served basis, and until the entire Fund is exhausted.

A selection committee will be appointed by the Chief Executive Officer – OHSA to evaluate applications received and to make recommendations on whether sponsorship should be awarded. The decision by the Chief Executive shall be final and not subject to appeal.

Once the full amount of sponsorship has been allocated for a given year, no further applications will be considered.

6 Contact Details

Further information about this sponsorship initiative by OHSA, as well as information and guidance on the filling in of the application form may be obtained by contacting OHSA during office hours. Details of how OHSA can be contacted may be obtained from the Authority's website at: <http://www.ohsa.org.mt>

This sponsorship is intended to cover costs anticipated to be incurred by a Social Partner during the 6 months following the submission of an application.

Applications for sponsorships under this incentive will be received until the 30th September of every year or until the amount dedicated to the Fund by OHSA for any calendar year is exhausted.

7. Right to review criteria

OHSA reserves the right to review this document in its entirety at its discretion. Any awards that have already been granted before any such review will be subject to such criteria in force at the time of the award, and will not be affected by any subsequent change or revisions to this document.