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30 April 2026

Permanent Secretaries  
Directors General  
Directors

### **Sponsorships to attend International Events**

*(co-funded by the European Social Fund Plus)*

#### **1. Introduction**

A number of sponsorships to attend international events are being offered under *ESF+.03.345 – A Career of Service – a lifelong learning experience within the Public Administration*, a project managed by the Institute for the Public Services within the Office of the Prime Minister. These sponsorships are co-funded by the European Social Fund Plus (ESF+).

1.2 Officers eligible for sponsorship are those holding an appointment in the Public Administration as recognised by the Public Administration Act and that are nominated by their Permanent Secretary to attend an international event, held either locally or abroad, which is considered important and relevant to the respective Ministry.

#### **2. Areas**

2.1 The international events to be sponsored shall focus on areas identified as having a direct bearing on the effectiveness of the Ministry/Department/Entity's function and it is the Permanent Secretary's responsibility to ensure that each nomination satisfies these criteria. Preference will be given to areas which the IPS has identified as having a further need for training and development.

These areas are:

Government HR/Administration/People Management  
Leadership, Management and Strategic Change  
Artificial Intelligence  
Strategic Foresight  
Policy Making  
EU Affairs  
Government Procurement  
Government Finance/Accounting  
Innovation  
ICT  
Customer Care

2.2 International events include, although not exclusively, seminars, conferences, workshops and forums. Specialised short training courses abroad will also be considered. The duration of these training courses should not be longer than two weeks. Meetings are not considered eligible for sponsorship.

2.3 In-depth, specialised short training courses will also be considered. Such courses need to be highly relevant and important to the current issues and projects within a specific Ministry/Department/Entity or the wider Public Administration. The duration of these training courses should not be longer than two weeks.

2.4 When applying for events, justification is to be provided by the Permanent Secretary concerned. It shall be solely their responsibility to justify this need and correlating benefit and to ensure that such programmes reap success.

### 3. Eligibility

3.1 To be eligible for the award of sponsorship, applicants must provide:

- a) An application form approved by the Permanent Secretary and Head of Department
- b) Section 5 (Justification) of the application form filled in by the Permanent Secretary
- c) The official agenda and/or programme of activities, showing evidence of the request for a participation fee for the international event (unless waived)
- d) Evidence of their acceptance by the organiser/s to participate in the international event (such as a formal invitation, email with confirmation of booking or acceptance letter)
- e) For events held outside the European Union, a separate letter annexed to the application form, endorsed by the Permanent Secretary, justifying/explaining why the applicant is required to attend this course/event specifically outside the EU is requested. A justification is not required if the event is held in the EEA/EFTA countries (Iceland, Liechtenstein and Norway), or the United Kingdom.

3.2 All international events are to be scheduled after 11 May 2026 and by not later than end of 30 April 2029. If the entire budget allocated for this component is taken up before the end of the project, the call for application shall be terminated.

3.3 Applications are accepted on a first come first served basis. It is pertinent to note that applicants will be entitled to attend no more than two events throughout the project duration. This is with effect from the 11 May 2026.

3.4 Applications should be received by IPS prior to the actual event taking place. It is to be noted that any late payment fees are not eligible.

All Permanent Secretaries are invited to submit nominations for officers in the Public Administration whose positions are considered strategically beneficial by the Ministry/Department/Entity and who are compliant with the eligibility criteria described above. An application form can be downloaded from the IPS website <https://instituteforthepublicservices.gov.mt/en/pages/esf-03-345>.

3.5 Public officers who would already have been awarded a sponsorship through any other financial mechanism for the same international event, will be considered ineligible.

3.6 The Institute for the Public Services reserves the right to refuse any nomination it considers not in compliance with the objectives of the sponsorship.

3.7 Nominations may be refused if the entire budget available is allocated beforehand. Accordingly, Permanent Secretaries are invited to plan their events in good time.

#### **4. Award**

4.1 Nominees will be notified in writing of the award of the sponsorship within 10 working days following receipt of application.

#### **5. Eligible Costs**

5.1 Participation fees, flight costs and subsistence<sup>1</sup> allowance are eligible for sponsorship.

5.2 IPS reserves the right to refuse full sponsorship or even the application if it considers

a. the amount to be abnormally high, or

b. the application, including the justification, as not being in line with the afore-mentioned criteria.

#### **6. Payments**

6.1 Expenses may be paid upfront by the applicant's Ministry/Department/Entity. IPS will reimburse costs upon submission of a Claim for Reimbursement (provided by the respective Ministry/Department/Entity), together with the required supporting documentation (vide 6.6 below). Claims for travel costs are to be made in line with Article 67(5)(b) of (EU) 1303/2013 and the ERASMUS+ Programme. The ERASMUS+ distance calculator may be found at <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>, while the corresponding travel rate may be found in the latest ERASMUS+ Programme Guide and its applicable rate annexes accessible online.

6.2 Participation fees in other currencies need to be paid by the participant's Ministry/Department/Entity and a request for reimbursement submitted to IPS. The request for reimbursement will need to be accompanied by a copy of the invoice paid by the Ministry/Department/Entity and the related receipt (in Euro), the agenda of the event, a copy of the travel report drawn for the event (where applicable) and a certified true copy of the certificate(s) of attendance received by each nominee following participation. Other payment documentation may be required upon request.

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<sup>1</sup> Subsistence Allowance will be paid as per Manual on Transport and Travel Policies and Procedures  
[https://publicservice.gov.mt/media/PSMC%20Documents/Manual\\_on\\_Transport\\_and\\_Travel\\_Policies\\_and\\_Procedures.pdf?v=202604290739](https://publicservice.gov.mt/media/PSMC%20Documents/Manual_on_Transport_and_Travel_Policies_and_Procedures.pdf?v=202604290739)

6.3 In case of Participation Fee payments prior to the event (such as deposit or early registration fee), the respective Ministry/Department/Entity will be required to effect payment and IPS will reimburse the Department following the presentation of a proof of payment, as instructed by the IPS. Invoices in currencies other than Euro should have the equivalent amount in Euro included. Invoices should also indicate VAT contribution. Participation fees can also be paid directly by the participant followed by a claim for reimbursement from IPS.

6.4 For applications for sponsorship that fall under clause 6.2 and 6.3, only payments effected after 30 April 2026 are eligible for reimbursement from IPS.

6.5 Flights and subsistence<sup>1</sup> shall be payable by reimbursement to the Ministry concerned.

6.6 In the case of participation fees, flights, subsistence<sup>1</sup> and contingency allowances, the request for reimbursement submitted by the applicant's respective Ministry/Department/Entity to the IPS would need to be accompanied by:

- a. Official agenda and/or programme of activities indicating participation fee.
- b. A copy of the invoice and receipt pertaining to the participation fee in Euro or, if in another currency, indicating the equivalent amount in Euro. Invoice should indicate VAT contribution.
- c. A copy of the boarding passes or other evidence in case of online check-in.
- d. Signed statement of expenses by the respective Ministry/Department/Entity or through the Corporate Travel Management System (CTMS).
- e. Proof of payment to the participant vis-à-vis the subsistence<sup>1</sup> allowance and receipts vis-à-vis the travel contingency. Other payment documentation may be required upon request in line with the Manual on Transport and Travel Policies and Procedures issued by the Ministry for Finance (PSMC).
- f. A copy of the certificate(s) of attendance received by each participant following participation.

6.7 Successful applications are eligible for reimbursement by IPS after 11 May 2026.

## 7. Post-Event Obligations

7.1 Participants shall present IPS with:

- a. A signed travel report on the event, including comments on the likely benefits to the performance of their duties and the return on investment obtained from the event.
- b. Proof that knowledge gained has been shared within the Ministry/Department/Entity (e.g. submission of a presentation regarding the event, as evidence of training carried out) to ensure that knowledge transfer has taken place to the benefit of other employees within the Public Administration.

This documentation should be submitted to IPS within ten (10) weeks from the date of the event.

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<sup>1</sup> Subsistence Allowance will be paid as per Manual on Transport and Travel Policies and Procedures  
[https://publicservice.gov.mt/media/PSMC%20Documents/Manual\\_on\\_Transport\\_and\\_Travel\\_Policies\\_and\\_Procedures.pdf?v=202604290739](https://publicservice.gov.mt/media/PSMC%20Documents/Manual_on_Transport_and_Travel_Policies_and_Procedures.pdf?v=202604290739)

## 8. Reservations

8.1 IPS will not be held liable if, for any reason, the event is cancelled.

8.2 IPS reserves the right to refuse any nominations it considers inappropriate within the objectives of the sponsorship.

8.3 IPS reserves the right to publish the names of the applicants being sponsored on its website.

## 9. Further Information

9.1 This may be obtained either by phoning on 22001888, 22001904 or 22001852 or by sending an email to the following address: [esf03.345.ips@gov.mt](mailto:esf03.345.ips@gov.mt)

Keith Bartolo  
Director General (Principal for the IPS)  
Office of the Principal  
Institute for the Public Services