



Funding Policy and Procedures

Version 1.4

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**Reviewed by Senior Manager Administration, Administration Department and
Head of Finance**

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1. Policy

The Institute for Education (IfE) is committed to the key principals of equity and social justice and to enhance accessibility for continuing professional learning for all educators. This can greatly contribute to the cultivation of life-long learning, functioning citizens and individuals who have acquired the required 21st century skills and competences in order to activate those coming after us.

To fulfil this vision the Institute is giving the opportunity to Directorates, Colleges and Schools to organise Seminars/Courses/Conferences. The Institute is also giving the opportunity to all those employed within the education sector to attend Seminars/Courses/Conferences locally or abroad so as to enhance their personal as well as their institution's professional development. Through these Seminars/Courses/Conferences funded by the Institute, all Educators will have the opportunity to reflect on learning, set goals, provide evidence of learning, give and receive feedback, analyse performances, and improve practice through self-assessment.

2. Procedures for directorates, colleges and schools (state, church or independent) for the organisation of seminars/courses/conferences to be funded by IfE.

- 2.1. The Directorate, College or School approaches IfE with a completed '**Application form to apply for funds for the organisation of seminars/courses/conferences locally**' (Refer to Appendix A). This application is to reach IfE a minimum of six (6) weeks prior to the event.
- 2.2. The application is to reach the Administrative Office at IfE with the required documentation and approval signatures. The application should also include the following:
 - Details of the Directorate, College or School applying for funds;
 - Details about the Seminar/Course/Conference which should include; the type, title, date and time, main objectives, justification for engaging chosen trainer, details about prospective participants; and whether the learning programme is mandatory or voluntary;
 - A detailed breakdown of costs and total expense as requested in section C.
- 2.3. Once the application is submitted to IfE, it goes through the process described here under. This may take a minimum of six (6) weeks.

- 2.3.1 The Institute will register the application and an acknowledgement email will be sent to the applicant.
- 2.3.2 The Funding Board* will then form a collective judgment on whether or not to approve the application or seek further information from the applicant. The Funding Board will indicate its recommendations which will be based on the six (6) eligibility criteria listed below:

**The funding board is composed of the CEO and Senior Management Administration or their delegates.*

Criteria to classify eligibility for funding from the Institute for Education
1. Developed accredited courses or assisted in the development of accredited courses with the Institute for Education;
2. Delivered accredited sessions with the Institute for Education;
3. Delivered non accredited sessions with the Institute for Education;
4. The Seminar/Course/Conference supports the achievement of the aims of the Educational Strategy for Malta 2014-2024;
5. The Seminar/Course/Conference is value for money (Number of Participants Min 10).

Table 1: Criteria to classify eligibility for funding.

- 2.3.3 The application is also reviewed by the Funding Board which will also form a judgement on whether or not to approve the application.
 - 2.3.4 If the funding required exceeds €10,000 and/or includes any type of travel the application is reviewed by the Permanent Secretary, who will indicate whether the application has been approved or not.
 - 2.3.5 The Directorate, College or School are notified via email by the Administrative Officer about the decision taken by IfE to fund/not fund the professional learning programme. The email will also include any further documentation required.
 - 2.3.6 The conference coordinator on behalf of the Directorate, College or School is responsible in ascertaining that the logo of IfE is displayed on all material, this includes but is not limited to the programme agenda, the conference invites and any distributed material. Moreover the conference coordinator should collect a roll up banner from IfE and have it displayed in a prominent position throughout the conference.
- 2.4 Funds will be reimbursed following the event, only once the following documentation has been submitted to IfE:

- The Final agenda (which should display IfE logo);
- Copies of course/conference/seminar invites and other distributed material that is to include IfE logo;
- Flight tickets, Boarding passes, accommodation and airport transfers receipts (if approval included travel);
- Payment details for reimbursement including Name, ID Card Number and Mailing address;
- Speaker invoice including bank payment details;
- A report (Appendix C) outlining objectives and how it will support the implementations of the Ministry's objectives;
- Photos of the event;
- The completed feedback form on the following link: <https://bit.ly/2Rdnhh1> to be passed to all participants;
- The completed feedback form on the following link: <https://bit.ly/2Zgfp2a> to be completed by the organizing department;
- The IfE banner.

2.5 Throughout this process IfE will communicate exclusively with the conference coordinator. Any correspondence both with the participants and/or the speaker is to be at the sole discretion of the coordinator on behalf of the Directorate, College or School.

3. Procedure with Private Entities

To organise a professional learning programme, the Institute, may deem it fit to outsource it through a call for quotes/tender.

4. Procedures for those employed within the educational sector to attend a seminar/course/conference locally or abroad to be funded by IfE.

4.1 The applicant approaches IfE with a completed 'Application form to apply for funds to attend a seminar/course/conference locally or abroad (Refer to Appendix B). This application is to reach IfE a minimum of 6 weeks prior to the event. The employee that shall be travelling for a course/conference/seminar must seek approval from his immediate head, director and director general/permanent secretary prior submission of application to IfE.

4.2 The application is to reach the Administrative Office at IfE with the required documentation and approval signatures. The application should also include the following:

- Details of Directorate / Department / Entity / School of the applicant;

- Details of the applicant;
- Details about the Seminar/Course/Conference which should include; the type, title, country and location, short description including copy of agenda and other relevant details, dates, organisers, main objectives, its relevance to the implementation of MEDE's objectives; and whether the learning programme is mandatory, voluntary, self-sought or delegated;
- A detailed breakdown of the expenses of the seminar/course/conference by including the cost of seminar/course/conference per person and total in the case that more than one (1) person is applying. In case of overseas travel the application is to include: value for airfare (obtained through three (3) quotes), the subsistence calculation, airport transfer estimated cost and cost for travel insurance (obtained through three (3) quotes);
- Whilst as a first preference the option to purchase an airline ticket must be the national airline in this case Airmalta, one needs to consider the following options:-
 - Class
 - Timings
 - Connection flights
 - Price

If any issue is encountered related to the above mentioned, it would be suggested to browse other airlines travelling options i.e. www.skyscanner.net or www.edreams.com

- Details about how the applicant plans to disseminate the information related to the Seminar/Course/Conference and a brief description of this dissemination;
- Details provided by the Director/Head/Line Manager as to the relevance of the training towards the implementation of the Ministry's objectives. The total number of attending employees should not exceed two (2) persons in the same grade;
- If the funding required includes any type of travel the application is reviewed by the College principal; Director of Human Recourses and the Permanent Secretary, who shall indicate whether the application has been approved or not.

4.3 Once the application is submitted to IfE, it goes through the process described here under. This may take a minimum of six (6) weeks.

- 4.3.1 The Institute will register the application and an acknowledgement email will be sent to the applicant.
- 4.3.2 The Funding Board will then form a collective judgment on whether or not to approve the application or seek further information from the applicant.

The Funding Board will indicate its recommendations which will be based on the four (4) eligibility criteria listed below:

Criteria to classify eligibility for funding from the Institute for Education
1. Justification of how this professional development relates to service provided as an employee in the educational sector;
2. The proposed Seminar/Course/Conference supports the achievement of the aims of the Educational Strategy for Malta 2014-2024;
3. Justification related to the benefits of attending (how will the children benefit);
4. The proposed Seminar/Course/Conference is value for money.

Table 2: Criteria to classify eligibility for funding.

- 4.3.3 The application is also reviewed by the Funding board which will also form a judgment on whether or not to approve the application.
 - 4.3.4 If the funding required exceeds €10,000 however does not include any type of travel the application shall also need to be reviewed by the Permanent Secretary, who will indicate whether the application has been approved or not.
 - 4.3.5 The final decision is communicated to the applicant via an email from the Administrative Officer. The email will also include any further documentation required.
- 4.4 IfE will only consider funding those applicants that accept to be called to deliver sessions, feedback, expertise and/or recommendations at any future date deemed necessary by the Institute for Education. These Professional Development Sessions will be specific in nature to the Seminar/Course/Conference that the applicant has been funded to attend.
- 4.5 Should the applicant be a Directorate / Department / Entity representing a number of its employees, IfE will communicate exclusively with the coordinator. Any correspondence both with the participants and/or the organiser of the Seminar/Course/Conference is to be at the sole discretion of the coordinator on behalf of the Directorate, College or School.
- 4.6 IfE will only consider funding applications that are over €75 in value.

4.7 Funds will be reimbursed following the event, only once the following documentation has been submitted to IfE:

- The Final agenda / Course Outline;
- Confirmation of attendance;
- Flight tickets, Boarding passes, accommodation and airport transfers receipts (if approval included travel abroad);
- Payment details for reimbursement including Name, ID Card Number and Mailing address;
- Invoice covering event or receipt of payment whichever is applicable;
- A report (Appendix C) outlining objectives and how it will support the implementations of the Ministry's objectives;
- The completed online feedback form accessed via the following link <https://bit.ly/2Rdnh1>.

5. Important Notes

- 5.1 The total per diem allowance entitlement for travel abroad is calculated on the number of nights spent abroad multiplied by the per diem allowance, as per PSMC. Educators travelling overseas are entitled to full Class A or Class B allowances on a per night basis, in accordance with the rates determined annually by the Office of the Prime Minister (OPM).
- 5.2 The per diem allowance is all inclusive, except for, where applicable expenses relating to hotel/airport transfers in the country of destination and local transportation to/from airport, including parking tickets. In the case of such expenses, the most economic means of transportation available should be utilised. All claims for reimbursement of such expenses should invariably be supported by relevant receipts.
- 5.3 Applicants are encouraged to use, whenever possible, bus/metro/tube or train services to commute between the airport and their place of accommodation.
- 5.4 Taxi fares are refunded only for journeys for which there is no other suitable means of public transport from airport to hotel and vice-versa, where heavy luggage is to be transported to or from terminal stations or where the saving of official time is of paramount importance.
- 5.5 Costs incurred under clauses of this policy shall be fully refundable against submission of the relevant original ticket/receipt.

6. Appeals

A Directorate, College or School / Applicant may appeal a decision taken by the Institute to the Appeals Board in writing within ten (10) business days (excluding weekends and public holidays)

of receiving the decision. The Appeals Board shall review the record and any additional information submitted by the applicant and render a decision within ten (10) business days (excluding weekends and public holidays) of receiving the appeal. The Appeals Board’s decision shall be final. The Appeals Board may extend the time limits set forth above as necessary.

7. Version history

Originator	Version	Date	Changes Done
Quality Assurance Department	1.0	2/03/2017	Initial Release
Administration Department	1.1	12/06/2019	Updates to 2,4,5,6, Appendix A, B & C
Administration Department	1.2	31/01/2020	Updates to Appendix A & B
Administration Department	1.3	19/01/2021	Updates to Logos
Administration Department	1.4	29/03/2021	Updates to 4, Appendix A & B

APPENDIX A

APPLICATION FORM TO APPLY FOR FUNDS FOR THE ORGANISATION OF SEMINARS/COURSES/CONFERENCES LOCALLY

Date: _____

Ref: _____

Date Received _____

(For Internal use only)

Sections A to D are to be filled in by the Directorate/College/School applying for funds to organise a Seminar/Course/Conference locally. Section E need to be endorsed as required.

SECTION A

Name of Directorate/College/School applying for funds to organise Seminar/Course/Conference:				
Name of contact person/course coordinator (as per I.D. & Passport)	Designation	Contact e-mail	Office Tel. No.	Mobile No.

SECTION B

Type of Event	Seminar <input type="checkbox"/>	Course <input type="checkbox"/>	Conference <input type="checkbox"/>
Title of Seminar/Course/Conference:			
Date & Time of event:			
Main Objectives of the event:			
Rational for engaging chosen trainer: Trainer / Speaker CV is to be attached to this application			

This Seminar/Course/Conference is: (Please tick accordingly)	Mandatory/Obligatory <input type="checkbox"/>	Voluntary <input type="checkbox"/>
	Self-Sought <input type="checkbox"/>	Delegated <input type="checkbox"/>
	EU Work Related <input type="checkbox"/>	
Target Audience:		
Total number of participants (or minimum number for course to be done)		

SECTION C

<p><i>Per diem rate applicable for foreign speakers travelling to Malta is as per EC-funded external aid contracts currently set at €205 per night</i></p>	It is obligatory for this section to be filled in, in full, where not applicable write N/A	Cost
	Trainer / Speaker fees Yes <input type="checkbox"/> No <input type="checkbox"/>	€
	Resources (if applicable)	€
	<i>The following section is to be completed if event involves foreign speaker / trainer</i>	
	Air Fare reimbursed? Yes <input type="checkbox"/> No <input type="checkbox"/> <u>approx</u>	€
	*Subsistence per night € 205 x _____ no of nights (See Note 2)	€
	Travel Insurance required Yes <input type="checkbox"/> No <input type="checkbox"/>	€
	Airport Transfers	€
	TOTAL EXPENSE	€
	Costs to be covered by:	

SECTION D

To be completed by Head / Director of Directorate / College / School

Signature (including rubber stamp):	
Date:	

SECTION E

To be approved by Permanent Secretary (where applicable funding is above €10,000 and /or includes travel)

<p>Permanent Secretary Approval Signature (including rubber stamp)</p> <p>Date:</p>	<p>Approved <input type="checkbox"/> Not Approved <input type="checkbox"/></p>
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SECTION F (for IfE office use only)

To be completed by the Senior Manager Administration (IfE)

<p>I confirm that the proposed quotation provided for the supplier is fair, reasonable and in terms of policy MFIN Circular 3/2013 Sec E.</p>	<p>Approved <input type="checkbox"/> Not Approved <input type="checkbox"/></p> <p>For the funding application process this form is being used instead of the direct order form, I confirm that the amounts are being approved according to the legislation and policy notes with respect to public procurement.</p>
<p>Signature (including Rubber stamp):</p> <p>Date:</p>	

To be completed by CEO Institute for Education

<p>Recommendation</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Signature (including Rubber stamp):</p> <p>Date:</p>	

To be completed in by Head of Finance (IfE)

<p>I confirm that funds are available within the IfE Budget for the year</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Signature (including Rubber stamp):</p> <p>Date:</p>	

Note 1: Schedule of reimbursement in connection to travel to Malta

It is obligatory to submit three quotes for flights with the submission of application. IfE will fund up to the value of the cheapest quote provided that said value does not exceed the threshold listed hereunder.

Travel distances	Amount
Between 10 and 99 KM:	20 EUR per participant
Between 100 and 499 KM:	180 EUR per participant
Between 500 and 1999 KM:	275 EUR per participant
Between 2000 and 2999 KM:	360 EUR per participant
Between 3000 and 3999 KM:	530 EUR per participant
Between 4000 and 7999 KM:	820 EUR per participant
8000 KM or more:	1300 EUR per participant

Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

Considering that Malta is one of the outermost regions and the constraints imposed by the remoteness for flight values exceeding the limitations set in the table above, the Institute may consider funding 80% of the residual value up to a maximum of €200.

Note 2: Subsistence

In case of foreign speakers traveling to Malta, IfE will subsidise up to a maximum of one (1) night prior to the event and one (1) night post event and the nights in between should the duration of the conference be longer than one (1) day. The per diem rate used shall be as per EC-funded external aid contracts.

Checklist of Documentation to be submitted with application

Tick where applicable:

- Trainer / Speaker CV;
- Official quote for trainer / speaker fee;
- Breakdown of costs for resources;
- Three (3) quotes for flight.

Assessment Criteria to classify eligibility for funding from Institute for Education to organise Seminars/Courses/Conferences locally

Assessment Criteria	Criterion not reached	Partially reached	Criterion satisfied	Over and above expectations
	0 marks	1 mark	2 marks	3 marks
1. Developed accredited courses or assisted in the development of accredited courses with the Institute for Education;				
2. Delivered accredited sessions with the Institute for Education;				
3. Delivered non accredited sessions with the Institute for Education;				
4. The Seminar/Course/Conference supports the achievement of the aims of the Educational Strategy for Malta 2014-2024;				
5. The Seminar/Course/Conference is value for money (Number of Participants Min 10).				

APPENDIX B

APPLICATION FORM TO APPLY FOR FUNDS TO ATTEND A SEMINAR/COURSE/CONFERENCE LOCALLY OR ABROAD

Date: _____

Ref: _____

Date Received: _____

(For Internal use only)

Sections A to D are to be filled in by the applicant requesting funds for course/conferences/seminars organised locally or abroad. Section E-H need to be endorsed as required.

SECTION A

Details of Directorate/ Department/Entity/School of the applicant	
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Name of Applicant (<i>as per I.D. & Passport</i>)	Designation	Contact e-mail	Office Tel. No.	Mobile No.

SECTION B

Tick Where Applicable:	<input type="checkbox"/> Seminar <input type="checkbox"/> Course <input type="checkbox"/> Conference
Title of Seminar/Course/Conference:	
Country & Location:	
Short description of Seminar/Course/Conference <i>(Attach copy of programme/agenda to this application)</i>	

Date/s of Seminar/Course/Conference:	
Organiser of Seminar/Course/Conference:	
Objectives of Seminar/Course/Conference:	
Relevance to the implementation of MEDE's objectives: (Please tick accordingly)	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
This Seminar/Course/Conference is: (Please tick accordingly)	Mandatory/Obligatory <input type="checkbox"/> Voluntary <input type="checkbox"/> Self-Sought <input type="checkbox"/> Delegated <input type="checkbox"/> EU Work Related <input type="checkbox"/>

SECTION C

<p>Breakdown of costs:</p> <table border="1"> <tr> <td>Accommodation inclusive of breakfast</td> <td>60%</td> </tr> <tr> <td>Accommodation exclusive of breakfast</td> <td>50%</td> </tr> <tr> <td>Two (2) meals</td> <td>10% each</td> </tr> <tr> <td>Sundry expenses</td> <td>20%</td> </tr> </table> <p>As per PSMC</p>	Accommodation inclusive of breakfast	60%	Accommodation exclusive of breakfast	50%	Two (2) meals	10% each	Sundry expenses	20%	<p>It is obligatory for this section to be filled in, in full, where not applicable write N/A</p>	Cost
	Accommodation inclusive of breakfast	60%								
	Accommodation exclusive of breakfast	50%								
	Two (2) meals	10% each								
	Sundry expenses	20%								
	Conference Fee Yes <input type="checkbox"/> No <input type="checkbox"/>	€								
	<i>The following fields are to be completed only if application involves travel</i>									
	Air Fare reimbursed? Yes <input type="checkbox"/> No <input type="checkbox"/> <u>approx</u>	€								
	Per Diem Allowance x 1 / 2 / ___ / ___ / nights	€								
	Any Per Diem Allowance Provided by Event Organisers Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, state total in €	€								
	Complimentary Accommodation Provided? Yes <input type="checkbox"/> No <input type="checkbox"/> - if Yes for ___ nights									
	Complimentary Meals provided 0 / 1 / 2/ ___ / ___	-(€)								
	Travel Insurance required Yes <input type="checkbox"/> No <input type="checkbox"/>	€								
Airport Transfers	€									
TOTAL EXPENSE	€									
*Subsistence Allowance Entitlement on Note 2										
Costs to be covered by:										

SECTION D

Indicate <u>when</u> and <u>how</u> you will disseminate the information:	
What are the benefits of this dissemination of information:	
Number of visits abroad this year:	
Signature of applicant: Date:	

SECTION E

To be completed by the Director/Head/Line Manager

How would this seminar/course support the implementation of the Ministry's objectives, including the education strategy framework 2014 – 2024 and other MEDE's plans:	
Total number of employees under your management attending this Seminar/Course/Conference:	
Signature of Director/Head/Line Manager (including Rubber stamp): Date:	
Endorsement by Director General (if applicable): Date:	

SECTION F

To be approved by College Principal (where applicable funding includes travel)

<p>College Principal Approval</p> <p>Signature (including rubber stamp)</p> <p>Date:</p>	<p>Approved <input type="checkbox"/></p> <p>Not Approved <input type="checkbox"/></p>
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SECTION G

To be approved by the Director HR (where applicable funding includes travel)

<p>Director HR Approval</p> <p>Signature (including rubber stamp)</p> <p>Date:</p>	<p>Approved <input type="checkbox"/></p> <p>Not Approved <input type="checkbox"/></p>
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SECTION H

To be approved by Permanent Secretary (where applicable funding is above €10,000 and /or includes travel)

<p>Permanent Secretary Approval</p> <p>Signature (including rubber stamp)</p> <p>Date:</p>	<p>Approved <input type="checkbox"/></p> <p>Not Approved <input type="checkbox"/></p>
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SECTION I (for IfE office use only)

To be completed by the Senior Manager Administration (IfE)

I confirm that the proposed quotation provided for the supplier is fair, reasonable and in terms of policy MFIN Circular 3/2013 Sec E.	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>
Signature (including Rubber stamp): Date:	For the funding application process this form is being used instead of the direct order form, I confirm that the amounts are being approved according to the legislation and policy notes with respect to public procurement.

To be completed by the CEO Institute for Education

Recommendation	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature (including Rubber stamp): Date:	

To be completed by the Head of Finance (IfE)

I confirm that funds are available within the IfE Budget for the year	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature (including Rubber stamp): Date:	

Checklist of Documentation to be submitted with application

Tick where applicable:

- Agenda / Programme of Seminar/Course/Conference;
- Proof of cost of event fee (e.g. screenshot, invoice, email etc.);
- Three (3) quotes for flight;
- Three (3) quotes for insurance (if applicable).

Note 1: Schedule of reimbursement in connection to travel abroad

It is obligatory to submit three quotes for flights with the submission of application. IfE will fund up to the value of the cheapest quote provided that said value does not exceed the threshold listed hereunder.

Travel distances	Amount
Between 10 and 99 KM:	20 EUR per participant
Between 100 and 499 KM:	180 EUR per participant
Between 500 and 1999 KM:	275 EUR per participant
Between 2000 and 2999 KM:	360 EUR per participant
Between 3000 and 3999 KM:	530 EUR per participant
Between 4000 and 7999 KM:	820 EUR per participant
8000 KM or more:	1300 EUR per participant

Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

Considering that Malta is one of the outermost regions and the constraints imposed by the remoteness for flight values exceeding the limitations set in the table above, the Institute may consider funding 80% of the residual value up to a maximum of €200.

Note 2: Subsistence

IfE will subsidise up to a maximum of one (1) night prior to the event and one (1) night post event and the nights in between should the duration of the conference be longer than one (1) day.

The travel subsistence rates applicable are those published by MFE. The latest updates of the per diem rates are those circulated by MF 201/92/B Letter Circular dated 18th October 2017 and circulated to Permanent Secretaries, Directors General, Directors and Heads of Public Sector Organisations. The rates became effective as from 1st November, 2017 and are included in table below.

*Subsistence Allowance Salary Scale Class A: 1- 5 Class B from 6 – 20

Per Diem Allowance For COUNTRY	RATE	
	Class A €	Class B €
ALBANIA	180	162
ALGERIA	303	273
ARGENTINA	339	305
AUSTRALIA	254	229
AUSTRIA	225	203
BAHAMAS	348	313
BAHRAIN	305	275
BANGLADESH	103	93
BELGIUM	242	218
BOSNIA and HERZEGOVINA	145	131
BRAZIL	185	167
BULGARIA	227	204
CANADA	288	259
CHILE	238	214
CHINA	246	221
COLOMBIA	136	122
CROATIA	180	162
CUBA	193	174
CYPRUS	238	214
CZECH REPUBLIC	230	207
DENMARK	270	243
EGYPT	259	233
ESTONIA	181	163
ETHIOPIA	183	165
FINLAND	244	220
FRANCE	245	221
GEORGIA	174	157
GERMANY	208	187
GHANA	301	271
GREECE	222	200
HUNGARY	222	200
ICELAND	248	223
INDIA	152	137
INDONESIA	193	174
IRELAND	254	229
ISRAEL	356	320
ITALY	230	207
JAMAICA	277	249
JAPAN	224	202
JORDAN	224	202
KENYA	276	248
KOREA, REPUBLIC OF	368	331
KUWAIT	290	261
LATVIA	211	190
LEBANON	260	234

LIBYAN ARAB	191	172
LITHUANIA	183	165
LUXEMBOURG	237	213
MALAYSIA	182	164
MEXICO	300	270
MONACO	290	261
MOROCCO	187	168
NETHERLANDS	263	237
NEW ZEALAND	301	271
NIGERIA	201	181
NORWAY	245	221
OMAN	293	264
PAKISTAN	198	178
PHILIPPINES	207	186
POLAND	217	195
PORTUGAL	204	184
QATAR	347	312
ROMANIA	222	200
RUSSIAN FEDERATION	410	369
SAUDI ARABIA	396	356
SINGAPORE	391	352
SLOVAK	205	185
SLOVENIA	180	162
SOMALIA	153	138
SOUTH AFRICA	174	157
SPAIN	212	191
SRI LANKA	188	169
SWEDEN	257	231
SWITZERLAND	361	325
SYRIAN ARAB REPUBLIC	173	156
TANZANIA, UNITED REP. of	191	172
THAILAND	197	177
TUNISIA	142	128
TURKEY	175	158
TURKEY	237	213
UKRAINE	286	257
UNITED ARAB EMIRATES	327	294
UNITED	276	248
URUGUAY	237	213
USA	321	289
VENEZUELA	370	333

Assessment Criteria to classify eligibility for funding from Institute for Education to attend courses

Assessment Criteria	Criterion not reached	Partially reached	Criterion satisfied	Over and above expectations
	0 marks	1 mark	2 marks	3 marks
1. Justification of how this professional development relates to service provided as an employee in the educational sector;				
2. The proposed Seminar/Course/Conference supports the achievement of the aims of the Educational Strategy for Malta 2014-2024;				
3. Justification related to the benefits of attending (how will the children benefit);				
4. The proposed Seminar/Course/Conference is value for money.				

APPENDIX C

REPORT TEMPLATE

Report of the [Title of Seminar/Course/Conference] held on [Date] at [Name of Venue and Location]

Participant/s:

Name/s of participant/s and Designation.

Report drawn up by:

Name of author and Designation.

Contact email address and telephone number.

Time of Seminar/Course/Conference:

Commenced at 00:00hrs and ended at 00:00hrs.

Aims and Objectives of the Seminar/Course/Conference

Short explanation about the purpose of the Seminar/Course/Conference.

Agenda Item number and Agenda item title

Insert Agenda item list and description here

Support to the implementation of the Ministry's Objectives

How would this Seminar/Course/Conference support the implementation of the Ministry's objectives, including the education strategy framework 2014 – 2024 and other MEDE's plans.