

**From:** [REDACTED]  
**Sent:** 24 November 2017 11:10  
**To:** INEA CEF GAS  
**Cc:** [REDACTED]  
**Subject:** RE: RE: Action 5.19-0011-MTIT-S-M-15 - Draft Final Report & Financial Statement  
**Attachments:** Action 5.19-0011-MTIT-S-M-15\_financial\_statements\_MEW\_r1\_241117.xlsx;  
Action 5.19-0011-MTIT-S-M-15 \_draft final report\_ r2\_to INEA 241117.docx  
**Importance:** High

Dear [REDACTED]

Thanks so much for the call of last Friday.

As highlighted in our discussion, kindly find attached the second draft of the final report (r2 attached) which has been updated to address the following:

- a clearer explanation of the milestones wrt to scope, time & budget whilst highlighting the means of verification for each milestone has been provided;
- a description of the cost breakdown from financial statement was inserted in Section 2.4;
- the Executive Summary of Section 6 was concised to 1-2 pages.

A first draft of the financial statement is also being attached.

The supporting documentation which includes the means of verification for each milestone will follow into three separate emails. I have tried to limit the size of the reports to the minimum. Appreciate if you could kindly confirm receipt.

I look forward to our meeting of next Tuesday but please feel free to contact me for any clarifications prior to the meeting.

Best Regards

[REDACTED]

[REDACTED]  
The Energy & Water Agency

[REDACTED]  
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**From:** [REDACTED]  
**Sent:** Wednesday, 15 November 2017 07:20  
**To:** 'INEA-CEF-GAS@ec.europa.eu'  
**Cc:** [REDACTED]  
[REDACTED]

**Subject:** RE: RE: Action 5.19-0011-MTIT-S-M-15 - draft final report

Dear [REDACTED]

Thanks for your kind feedback. Friday afternoon at 2pm is fine for me.

Best Regards

[REDACTED]

[REDACTED]  
The Energy & Water Agency

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**From:** [INEA-CEF-GAS@ec.europa.eu](mailto:INEA-CEF-GAS@ec.europa.eu) [<mailto:INEA-CEF-GAS@ec.europa.eu>]  
**Sent:** Tuesday, 14 November 2017 19:16  
**To:** [REDACTED]  
[REDACTED]

**Subject:** MM: RE: Action 5.19-0011-MTIT-S-M-15 - draft final report

Dear [REDACTED]

Thank you very much for this first draft report and the cost estimate. I would be available for a phone call this Friday. I would suggest Friday afternoon, 2pm or 3pm. Please let me know when it suits you.

Concerning your question on the executive summary. The executive summary should be a brief description of the Action and of the related activities (i.e. 1-2 pages) and should not contain any information which is commercially sensitive.

Thank you very much.

Best regards,

[REDACTED]

[REDACTED]

**Project Manager – C4 CEF Energy**



**European Commission**

Innovation and Networks Executive Agency (INEA)  
Chaussée de Wavre 910  
W910 01/117  
B-1040 Brussels

[REDACTED]

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**From:** [REDACTED]

**Sent:** Friday, November 10, 2017 12:50 PM

**To:** INEA CEF GAS

**Cc:** [REDACTED]

**Subject:** RE: Action 5.19-0011-MTIT-S-M-15 - draft final report

**Importance:** High

Dear [REDACTED]

Kindly find attached the first draft of the Final report for Action 5.19-0011-MTIT-S-M-15 with some comments for your kind review and feedback. If you wish, we can schedule a call next week to discuss further.

We are still finalising the Financial Statement, in particular the project management costs in relation to Activity 4, and we plan to be in a position to forward a draft of the statement before the closure meeting. It is foreseen that the total actual costs will be less than EUR 750 000 and hence the certificate on the financial statements will not be required.

Thanks in advance.

Best Regards

[REDACTED]  
The Energy & Water Agency

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**From:** [INEA-CEF-GAS@ec.europa.eu](mailto:INEA-CEF-GAS@ec.europa.eu) [<mailto:INEA-CEF-GAS@ec.europa.eu>]

**Sent:** Monday, 06 November 2017 18:09

**To:** [REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** Action 5.19-0011-MTIT-S-M-15 - final report and closure meeting - agenda

Dear [REDACTED]

Thank you very much.

Please find attached the agenda for the closure meeting for the Action 5.19-0011-MTIT-S-M-15.

Should you have any question, don't hesitate to contact me again.

Best regards,

[REDACTED]

[REDACTED]  
**Project Manager – C4 CEF Energy**



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**From:** [REDACTED]  
[mailto:[alexandra.a.meli@gov.mt](mailto:alexandra.a.meli@gov.mt)]  
**Sent:** Monday, November 06, 2017 11:41 AM  
**To:** [REDACTED]  
**Subject:** RE: RE: Action 5.19-0011-MTIT-S-M-15 - final report and closure meeting

Dear [REDACTED]

Thanks a lot for your kind clarifications. We shall proceed as per your clear guidance below.

Best Regards

[REDACTED]

[REDACTED]  
The Energy & Water Agency

[REDACTED]  
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**From:** [INEA-CEF-GAS@ec.europa.eu](mailto:INEA-CEF-GAS@ec.europa.eu) [mailto:[INEA-CEF-GAS@ec.europa.eu](mailto:INEA-CEF-GAS@ec.europa.eu)]  
**Sent:** Friday, 03 November 2017 11:00  
**To:** [REDACTED]

**Subject:** MM: RE: Action 5.19-0011-MTIT-S-M-15 - final report and closure meeting

Dear [REDACTED]

Thank you very much for your email. The agenda for the closure meeting will follow next week. Your presentation should provide an overview of the outcome of the Action (i.e. objectives, deliverables, cost figures, etc.). If you need further guidance, we can discuss next Monday on the phone.

Furthermore, the Final Report and Financial Statements need to be submitted to our functional mailbox (INEA CEF GAS). Once submitted and complete, you will receive an

official acknowledgement of receipt that the dossier is complete and that the assessment has started. Please also submit the draft Final Report to our functional mailbox prior to the closure meeting. We can discuss the draft report on the phone prior to the meeting and any follow-up questions can also be clarified during the closure meeting.

Please note, that for each beneficiary for which the total contribution in the form of reimbursement of actual costs is at least EUR 750 000 and which requests a reimbursement in that form of at least EUR 325 000, a certificate on the financial statements and underlying accounts ("certificate on the financial statements") has to be submitted (part of the Final Report dossier). This certificate shall be produced by an approved auditor or, in case of public bodies, by a competent and independent public officer and drawn up in accordance with Annex VII of the Grant Agreement. For further information, please consult Article II.23.2.2 (e) of the Grant Agreement.

Should you have any further questions, don't hesitate to contact me again.

Kind regards,



**Project Manager – C4 CEF Energy**



**European Commission**

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B-1040 Brussels



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**From:**

**Sent:** Wednesday, November 01, 2017 8:06 AM

**To:** INEA CEF GAS;



**Subject:** RE: Action 5.19-0011-MTIT-S-M-15 - final report and closure meeting  
**Importance:** High

Dear [REDACTED]

Thanks so much for your kind email. Details have been sent to [REDACTED]

It would be appreciated if you could provide an agenda for the closure meeting and the main points that you wish to be included in our presentation of the Action deliverables.

In the meantime, we have started compiling the documents for the final payment request. In the coming days we plan to send you a draft of the final report for your initial review and comments. Is this fine for you?

With reference to the Final Report and Financial Statements (downloaded from link : <https://ec.europa.eu/inea/connecting-europe-facility/useful-documents-and-forms>), can you kindly confirm if these documents will need to be eventually submitted on-line through the Tentec system like we did for the ASR?

Best Regards

[REDACTED]

[REDACTED]

The Energy & Water Agency

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WSC,

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**From:** [INEA-CEF-GAS@ec.europa.eu](mailto:INEA-CEF-GAS@ec.europa.eu) [<mailto:INEA-CEF-GAS@ec.europa.eu>]

**Sent:** Tuesday, 31 October 2017 10:46

**To:** [REDACTED]

**Subject:** RE: Action 5.19-0011-MTIT-S-M-15 - final report and closure meeting

Dear [REDACTED]

I hope you are doing well.

Please send the mandatory information directly to my colleagues

Should you have any questions, don't hesitate to contact me again.

11

11/11/2016



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**To:**

Dear

Following our telephone conversation I confirm our closure meeting in INEA scheduled for Tuesday **28/11/2017** (14:00-16:00). Further information, including the agenda for the meeting will follow in due time.

Please note, that all visitors have to be registered in e-Pass, as of 1 June 2015, as part of the enhanced security measures in Commission buildings. Closer to the meeting I would kindly ask you to send to my colleagues Isabelle Fena and Paulina Lak (both in cc), the following mandatory information of all visitors attending the meeting (one week prior to the meeting):

- Last name, Name
- Nationality
- Date of birth
- Identity card nr (if not existing visa nr)

Should you have any question in this regard, don't hesitate to contact me.

Best regards,

[Redacted]

[Redacted]

**Project Manager – C4 CEF Energy**



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**From:** [Redacted]

**Sent:** Wednesday, July 05, 2017 1:48 PM

**To:** INEA CEF GAS; [Redacted]

[REDACTED]

**Subject:** RE: RE: Action 5.19-0011-MTIT-S-M-15 - final report and closure meeting

Dear [REDACTED]

Is it possible to delay it to the third week of October (week starting 16<sup>th</sup> October) since we are planning to submit another proposal under the current open call CEF Energy call and thus we anticipate a very busy period till the 12<sup>th</sup> October?

Thanks for your understanding.

Best Regards

[REDACTED]

[REDACTED]

The Energy & Water Agency

[REDACTED] |  
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**From:** [INEA-CEF-GAS@ec.europa.eu](mailto:INEA-CEF-GAS@ec.europa.eu) [<mailto:INEA-CEF-GAS@ec.europa.eu>]

**Sent:** Wednesday, 05 July 2017 13:30

**To:** [REDACTED]

[REDACTED]

**Subject:** MM: RE: Action 5.19-0011-MTIT-S-M-15 - final report and closure meeting

Dear [REDACTED]

Thank you very much. After the completion date of the Action we are unable to amend the Grant Agreement regarding the name of the beneficiary. I have however noted down the change. Please let us know in case the bank account has changed as well.

I would suggest to organise the closure meeting a little bit earlier as previously suggested. Would the 1<sup>st</sup> week of October also suit you (i.e. 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup> of October)?

Thank you very much in advance.

Best regards,

[Redacted]

[Redacted]

**Project Manager – C4 CEF Energy**



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**From:** [Redacted]

**Sent:** Wednesday, July 05, 2017 11:45 AM

**To:** INEA CEF GAS; [Redacted]

**Cc:** [Redacted]

**Subject:** RE: Action 5.19-0011-MTIT-S-M-15 - final report and closure meeting

Dear [Redacted]

Thanks for your kind email.

We shall start working on the drafting of the Final Report and our plan is to submit the request for payment of the balance by end of December

2017 at the latest. Myself [REDACTED] shall contact you in case of any clarifications on this matter.

As you might be aware, following the general elections, there was a change in Maltese Government Cabinet as from the 16<sup>th</sup> June 2017 (refer to attached Govt. Notices), and now our Agency does not fall any longer under '**Office of the Prime Minister (Energy & Projects)**' but under a new Ministry with the following nomenclature "**Ministry for Energy & Water Management**" abbreviated as "**MEW**". Thus, the legal name of the beneficiary is being update to MEW and the Final Report/request for payment will be submitted in the name of MEW – hope that this does not create any problems from your end.

Attached is the new legal entity form for your kind reference. We shall send you an updated Financial Identification Form in due course. There was no change in the name of the implementing body as "The Energy & Water Agency".

Our availability for presenting the results to INEA in the second half of October/first half of November is confirmed (i.e. after 12<sup>th</sup> October). Appreciate if you could indicate some dates closer to the time so that we can make the necessary travel arrangements.

Thanks in advance.

Best Regards

[REDACTED]

[REDACTED]

The Energy & Water Agency

[REDACTED]

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**From:** [INEA-CEF-GAS@ec.europa.eu](mailto:INEA-CEF-GAS@ec.europa.eu) [mailto:INEA-CEF-GAS@ec.europa.eu]

**Sent:** Wednesday, 05 July 2017 10:42

**To:** [REDACTED]

**Subject:** Action 5.19-0011-MTIT-S-M-15 - final report and closure meeting

Dear [REDACTED]

Following the implementation of the Action 5.19-0011-MTIT-S-M-15, could you please let me know when you intend to send us your request for payment of the balance.

Please note that you have to submit the request within 12 months following the completion date of the Action (by 30/06/2018 at the latest). We however encourage you, to send us your request earlier.

All documents regarding the final payment request can be accessed via the following link. <https://ec.europa.eu/inea/connecting-europe-facility/useful-documents-and-forms> Please note, some documents (i.e. model individual financial statement) have been recently updated. Should you need any guidance in this regard, don't hesitate to contact me.

In addition, we would also like to invite you to INEA to present us the results of the study in the second half of October/first half of November. Please let me know your availability for a closure meeting by mid-August. The agenda and further information concerning the meeting will be sent to you in due time.

Thank you very much.

Best regards,

[REDACTED]

[REDACTED]

**Project Manager – C4 CEF Energy**



**European Commission**

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Chaussée de Wavre 910

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[REDACTED]

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