

## Business Development and Continuity Scheme: Call for the Facilitation of Teleworking Activities

This call for application is being issued as provided for in Clause 3.1.2 of the Business Development and Continuity scheme. The prevailing rules governing this call shall be those stipulated in Version 4.0 of the Incentive Guidelines of the Business Development and Continuity Scheme as published on 1st January, 2020.

This call is being designed to facilitate employers providing teleworking arrangements to their employees who can carry out their work from their residence. The call shall support employers to invest in technology that enable teleworking and to partially cover the costs of teleworking solutions.

### 1. Eligibility

The call is open to all undertakings irrespective of size and sector. The support will be given to employers who incur eligible telework expenses pursuant to a telework agreement. The aid will only be considered if the role of the employee can be addressed through teleworking and when a formal teleworking agreement is in place and connects to the work place via a VPN (or similar) solution.

### 2. Extent of Aid (Support that may be approved)

The total support under this call shall be capped at €2,000,000 and shall be limited up to €500 per teleworking agreement and €4,000 per undertaking.

Applicants should note that the *de minimis* regulation limits the total support per single undertaking to €200,000 undertaking over a period of three (3) rolling fiscal years, and to €100,000 for undertakings engaged in Road Freight Transport.

Any single undertaking may apply for the maximum support as allowed by the Regulation. To this effect, the applicant needs to consider the total *de minimis* aid awarded to the single undertaking through other schemes (even if these are not administered by Malta Enterprise).

### 3. Form of Aid

Support shall be awarded in the form of a cash grant. Assistance will be given to cover a percentage of the eligible costs and shall be awarded in accordance to the terms stipulated in the Incentive Guidelines of Business Development and Continuity scheme.

### 4. Eligible expenses

The grant shall be awarded against 45% of the eligible cost which must be incurred after the 1<sup>st</sup> of March 2020. The following costs are eligible for this cash rebate:

- a) Purchasing and/or leasing of computer hardware (included operating systems) which are considered portable including installation and setting up of connectivity software.
- b) Communication solutions (hardware and software) that allows different users to connect to their place of work (VPN, Point-to-point connection etc.)

## 5. Application

The application and below documentation should be submitted by email on [covid19@maltaenterprise.com](mailto:covid19@maltaenterprise.com)

As part of the application, the applicant will be required to provide the following:

- Signed Teleworking Agreement commencing not earlier than 1<sup>st</sup> March 2020.
- Declaration that no previous teleworking arrangement was in place in the last 12 months.
- A short explanation on how the teleworking arrangement will function explaining how employees will have access to company data (ex. through VPN or Cloud Services).

**This call closes on 30<sup>th</sup> March 2020.**

## 6. Approval

Once the application is approved, the Corporation shall issue a letter of approval indicating the value of aid awarded. The undertaking will have to provide and install the equipment at the teleworker's residence within two (2) weeks from the approval letter.

The beneficiary shall submit monthly report on the teleworking activity of the employee for the three (3) months following the approval.

## 7. Claim Submission

An undertaking must submit the claim within a month. When filing the claim, the undertaking must submit the below documentation:

- a. Copy of Invoices (and proof of payment) of eligible cost in line with the approval.
- b. A document signed by the employee as a confirmation that the employee has sole responsibility of the hardware and software left in his/her care.

## 8. Revocation of Aid

The Corporation shall reserve the right to revoke, suspend or recover any aid awarded in line with Section 7 of the Incentive Guidelines of the Business Development and Continuity Scheme. In the coming twelve months, the Corporation shall have the right to conduct checks and request further documentation to ensure that the teleworking was affective and the hardware and software systems where actual installed.