

The Malta Central Co-operative Fund
Premises and Legacy Review Committee
Guidance for Claimants – 15th June 2018

Introduction

Claims to the Premises and Legacy Review Committee

The Central Co-operative Fund (CCF) and the two organisations - Koperattivi Malta (KM) and Malta Co-operative Federation (MCF) - have recognised and accepted that current relationships are not a sustainable or desirable state of affairs, and all these parties have decided to seek a dramatic improvement.

The CCF Committee has been pleased to note the recent progress in encouraging these two important organisations to agree to co-operate together, as a result of the facilitated discussions between delegates of the organisations. However, the CCF Committee is aware that there is the unresolved legacy issue of possible lack of fair treatment in the funding of the organisations by the CCF.

The CCF desires to be proactive and will seek to address and resolve any issues of real or perceived unfairness in the funding of the organisations in past years. Therefore, on an entirely without prejudice basis, the CCF has decided to invite the two organisations and other affected co-operative societies to submit reasoned claims, supported by appropriate, available evidence in either or both of the following two categories:

- a) non-funding of claims to CCF, from 2011 to date; and
- b) support provided by CCF in the form of premises and any other fixed assets

The CCF Committee has determined an approach to address and resolve such issues in a transparent and fair process. It is establishing an independent Premises and Legacy Review Committee (PLRC) to consider all claims made to it.

The PLRC is tasked with submitting its recommendations to the Chairman of the CCF by the end of October 2018. The CCF Committee intends to accept the recommendations of the PLRC, on the basis that there is consensus on these recommendations between all PLRC members.

The notes overleaf are intended to provide guidance to assist co-operative societies wishing to submit a claim for consideration by The PLRC. Following the guidelines will facilitate The PLRC to consider the claims submitted. Significant departure from the guidelines will be unhelpful to The PLRC, and in turn to the claimant society.

Please note that claimants will have the opportunity to meet The PLRC members to present their claims and respond to questions raised. They will also be able to comment on the claims of others. This will be in week commencing 10th September.

What claims can be considered?

The PLRC will consider two categories of claims, as follows:-

- a) claims from the two organisations and eligible co-operative societies for activities between January 2011 and June 2018, where the claimant thinks that the activities should have been funded by the CCF, but were not so funded. These should be separated into claims for CCF discrete years, i.e. to 30/09/2011 if any, 1/10/2011 to 30/09/2012, then years ending 30/09/2013, 30/09/2014, 30/09/2015 and 30/09/2016; then 1/10/2016 to 31/12/2017, (when the CCF year changed) and finally 1/1/2018 to 30/06/2018.
- b) claims for the provision of premises and other forms of fixed assets that the claimants consider they should have been able to claim from The CCF.

Substantiation of claims

The PLRC expects all claims to be reasoned and to be supported by every available and appropriate evidence.

Claims that do not observe these criteria and, for example, are exaggerated or based on wishful thinking, are unlikely to be approved by The PLRC.

Format of claims

- I. All claims should ideally be submitted in English.
- II. The deadline for receipt of final claims is Saturday 14th July 2018, but claimants should submit claims as they become available. This will assist the PLRC to read and digest the claims in an orderly manner.
- III. The PLRC does not propose to issue a prescribed format for claimants to adhere to strictly (except for certain basic details), but does expect that all claims will state:-
 - 1) The reason why the claimant thinks the claim is valid and justified
 - 2) The amount and detail of the claim
 - 3) What the claim will be used for, if accepted
 - 4) Which organisations and individuals will be paid, if the claim is approved
- IV. The PLRC seeks claims that are clear and concise. Each claim should require no more than the equivalent of 3 faces of A4 paper for the claim itself, but appendices may be attached, if necessary, e.g. for evidence purposes, invoices and receipts, copies of prior claims not funded, copies of meetings' minutes, etc.
- V. Wherever possible, claims should be submitted electronically as PDF documents. The address that they should be submitted to is: **claimstoplrc@gmail.com**

- VI. If the claim is relates to the fact that the CCF had not funded a previous claim that the claimant had submitted, please provide a brief note of the understanding of how it was processed, and why it was not funded.
- VII. All claims must be signed on the Cover Page by two people, who are authorised signatories of the claimant organisation.