

## LETTER OF INTENT

Dear Employer,

Reference is being made to your request to join Gaming Malta's Student Placement Programme 2019 and subsequent correspondence with Gaming Malta on the subject of temporary employment of students throughout summer.

Your willingness to provide students with industry experience will help to improve their employment prospects and help in reducing the mismatch between supply and demand for skills in the Gaming Industry in the Maltese labour market.

Through this initiative, students are placed for a maximum of 300 hours working in the private sector on Gaming related projects or services.

Since you are participating in this Programme you are kindly requested to fulfil and/or accept the following conditions:

- Co-financed student placements shall be for a maximum of 300 hours (circa 10 weeks), as per our records, commencing on July 2019 and terminating in mid-September 2019 (commencement and termination dates can vary due to variations in the completion of the students' selection process, but the term that is reimbursed will not exceed 300 hours);
- You shall submit "Engagement" and "Termination" forms to JobsPlus;
- Throughout the term, you shall assign to students work related to Gaming, and specifically related to the role description you have indicated to Gaming Malta. The placement shall be an introduction to working life within a Gaming industry environment;
- The student's role within the organisation is to be made clear and the student shall be treated as an active staff member. The placement is not to be used to fill a vacancy or as a means of job substitution;
- Students are to be provided with an induction and told how they are expected to dress, behave and interact in the workplace or when taking part in organisational activities outside the workplace;
- The hourly rate of remuneration on which the reimbursement related to this scheme is based, is €6.33/hour;
- At the end of the term, you shall present the SPP Reimbursement Claim Form (a copy of which will be made available to you at a later stage), together with evidence of the wages paid to the student(s), for the purpose of obtaining the reimbursement of 50% of the wages paid to the student(s);;
- Pay National Insurance Contributions in addition to statutory bonuses;

- The students are not expected to pay tax since they do not exceed the threshold stipulated by Government;
- Respect the students' entitlement to statutory vacation and sick-leave on a pro-rata basis.
- Have a relationship with the students which shall be governed by the Laws of Malta including the Employment and Industrial Relations Act. Kindly also be aware of the following:
  - Success is celebrated and the students are to be provided with an enjoyable and positive work experience that encourages them and makes them more confident in their abilities and chances of career success;
  - Open and honest feedback on performance, attitude and technical skills acquisition shall be given to the students in a timely, constructive and respectful manner. Areas of improvement shall also be identified and, if possible, advice on how to achieve this shall be given;
  - Expectations are to be managed and the student is to be informed precisely of what he/she is expected to contribute towards the objectives of the employer as set in the first week of the placement; and
  - The student shall be provided with tools to work, internet access and other means of communication required for them to carry out their placement role at no cost.
- The hosting organisation shall be responsible for the student under The Health and Safety Legislation of Malta. The health and safety of the student is to be given priority at all times. Under no circumstances should the student be exposed to risks for which they are not trained without supervision. Students are to be briefed on all health and safety procedures of the hosting organisation. If the students are under the age of 18, the following specific obligations apply over and above the general obligations to provide health and safety.

Protection of Young Persons at Work Places Regulations (S.L. 424.10)	Regulation 3	Carry out a risk assessment prior to engaging person under 18 years of age
	Regulation 4	Protect, train and supervise employees under the age of 18 years

- The organisation shall comply with the applicable data protection legislation, including without limitation the obligations of maintaining a valid and up-to-date registration or notification as required under the data protection legislation. The organisation acknowledges that the provision of student personal data by Gaming Malta is limited for use in connection with the performance of its obligations under this Student Placement Programme and undertakes not to use such personal data for any other purpose. The hosting organisation shall also ensure that reasonable technical and organisational

measures are in place to prevent unauthorised or unlawful processing of personal data and accidental loss or destruction of, or damage to personal data.

- The employer shall keep a copy of the student's CV and details for the duration of the programme and in any case for not longer than one year. The employer shall also offer the option to the student(s) to have all their records deleted or to exercise any rights under data protection legislation.
- You are requested to disclose whether you have or will be requesting/ claiming other funding from Government, EU-funding or any other scheme, or through any other contractual obligation with Gaming Malta or the Government to subsidise the cost(s) of the student(s)' placement(s).
- Accept to provide Gaming Malta with the necessary data and/or other information to undertake analysis and dissemination of the demand for skills by the industry.
- Provide your consent for Gaming Malta to retain the employer contact details and to participate in surveys as may be organised by Gaming Malta from time to time.
- Given that you are engaging in an economic activity, you qualify as an undertaking within the meaning of De Minimis Regulation 1407/2013 and need to provide the General De Minimis State Aid Declaration form duly filled in. (Annex in this Document)
- Students engaged pursuant to this pilot project may not be assigned to third party entities, unless cleared in writing by the State Aid Monitoring Board in accordance with the De Minimis Regulation 1407/2013.

The SPP Reimbursement Claim Form will be made available to you at the end of the placement. This form (duly completed) is to be filed as part of your reimbursement process. All claims for reimbursement are to reach Gaming Malta by Friday, October 25<sup>th</sup> 2019. No claims received after this date will be processed for reimbursement.

Kindly sign this document as a confirmation of your intention to participate in the Student Placement Programme and send it to [spp@gamingmalta.org](mailto:spp@gamingmalta.org). By signing this letter, you are affirming your acceptance of the terms set out herein and affirming your commitment to providing an enriching experience for the student.

The provisions of this Letter of Intent shall be effective on acceptance by the employer of the student placement(s) recommended by Gaming Malta under this pilot programme and shall remain in full force and effect until such time as the student is engaged under the terms of the programme.

We thank you for your participation and support of our pilot programme and look forward to further collaboration with your organisations in the future.

Sincerely,

Ivan Filletti  
Head of Operations and Business Development  
Gaming Malta

## Annex - STATE AID DECLARATION (De Minimis)

### Gaming Malta Student Placement Programme

If the submitted application is approved, the project will benefit from the De Minimis State Aid in line with the Commission Regulation (EU) no 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to De Minimis aid.

Commission Regulation (EU) No 1407/2013 allows a 'single undertaking' to receive an aggregate maximum amount of De Minimis aid of EUR 200,000 under all De Minimis Aid measures, over a period of three 'fiscal years'. This aggregate maximum threshold applies in principle to all economic sectors with the exception of a 'single undertaking' performing road freight transport for hire or rewards for which a lower de minimis threshold of EUR 100,000 over any period of three 'fiscal years' applies. The Agriculture and fisheries sectors are subject to different threshold and criteria. For the purpose of this declaration, the term 'single undertaking' shall have the meaning as established in Commission Regulation (EU) no. 1407/2013. Moreover, 'fiscal year' means the fiscal year as used for tax purposes by the undertaking concerned.

The maximum threshold would include all State Aid under this scheme and any other State Aid measure granted under the De Minimis rules. Any De Minimis aid received in excess of the established threshold will have to be recovered, with interest, from the undertaking receiving aid.

The following is an indicative list of the possible forms of State Aid:

- Grants from Public bodies;
- Loans or loan guarantees at favourable rates;
- Tax benefits;
- Waiving of fees or interest normally due;
- Marketing and advertising assistance; and
- Consultancy, training and other support provided either free or at a reduced rate

I hereby confirm acceptance of the Terms and Conditions in this document.

I further declare that (Please tick):

As a private company, I will be entitled to 50% of the pure salary costs of the student wages incurred. We qualify as an undertaking within the meaning of the De Minimis Regulation 1407/2013 and the duly filled-in General State Aid Declaration Form is being attached.

Hosting Organisation	
Address	
Name of Legally Authorised Person	
Designation	
Telephone/ Mobile phone	
Email	
Signature / Stamp	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

