



RA CIRCULAR 07/12

To: Project Leaders

From: Head of Responsible Authority

Date: 4th June 2012

Subject: Filing System for Project Related Documentation - General Programme Solidarity and Management of Migration Flows

In order to gain assurances with respect to the internal controls being followed by the Beneficiary, the Responsible Authority shall carry out management verification checks to verify the correct implementation (by the Beneficiary) of projects co-financed under the four Funds. To facilitate these checks for the Responsible Authority when conducting on-the-spot checks and to be in line with Section 8.5 of the Manual of Procedures the Beneficiary should have a proper filing system.

Files must be kept in line with the entity's procedures. The colour of the file is the same as used by the organisation in its day-to-day business. The instructions on this file are the same as those used for other files for the organisation.

The Project Leader shall also keep a standard project file for recording all important project related documents (ideally ring files for ease of reference). This file must be readily available for any inspection made by the relevant authorities.

Each standard project file should be divided into the sections identified below (with separators) and should strictly follow the same order, with Section 1 being the one on top and Section 9 being at the very end:

1. Grant Agreement;
2. Important Correspondence with the RA (eg. agreement to changes to the project prior to the drafting of an addendum to the Grant Agreement)
3. Procurement (eg. publication of tender, appointment of evaluation committee, evaluation report)
4. Project Briefs
5. Spot Check Reports;
6. Irregularity Reports;
7. Interim Reports/Final Reports;
8. Publicity Records;
9. Inventory of Purchased items

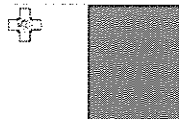
The documents included under each of the above mentioned sections should be filed in date order, with the most recent documents on top.

As stated above, the standard project file does not exempt the organisations from using their usual filing systems for day-to-day correspondence. The standard project file system is merely to facilitate access to the most important original documents during audits and for the four Funds funding purposes only. Copies and day-to-day correspondence should be kept in normal filing systems of the organisations – always in separate files for the project.

Please follow this filing system and thank you for your co-operation.



Raphael Scerri
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Funds and Programmes Division



General Programme Solidarity & Management of Migration Flows
External Borders Fund (EBF), European Refugee Fund (ERF), European Return Fund (RF), European
Fund for the Integration of Third Country Nationals (IF)

Sustainable Management of Migration Flows

