

## RA CIRCULAR 2/13

**To: Project Leaders**

**From: Head of Responsible Authority**

**Date: 10<sup>th</sup> April 2013**

**Subject: Closure of Annual Programme 2011 General Programme Solidarity and Management of Migration Flows**

As you may be aware, the closure date for the projects submitted under the Annual Programme 2011 is the 30<sup>th</sup> June 2013. In view of this process, the RA would like to remind beneficiaries to fulfil their obligations and ensure that the below mentioned requirements are fulfilled:

### Claims for payments

All expenditure must occur before the 30 June 2013. Any costs incurred after this period is **NOT** eligible. Invoices dated after the 30 June will not be accepted. Invoices, which fall within the eligibility period (i.e. up to 30 June 2013), should be submitted to the RA by not later than **14<sup>th</sup> July 2013**. Claims for payments which will be submitted following this deadline **will not be accepted**. Your attention is also being drawn to Circular no 1/2013 issued in February whereby your obligations under the Grant Agreement in relation to the submission of claims was outlined. The latter circular can be found at the following link [https://secure2.gov.mt/fpd/circulars\\_solid](https://secure2.gov.mt/fpd/circulars_solid)

### Final On-the-Spot Check

After all claims for payments have been submitted to the Responsible Authority, a final on-the-spot check will be undertaken by the RA. It is important that project leaders cooperate with the RA and make sure that all documents are made available while files are organized as indicated in the Manual of Procedures.


### Report on Irregularities

Beneficiaries shall submit Annex 13 – Nil Irregularities Report (FO 6A) or Annex14 – Irregularities Report (FO 6B) for the final quarter (Q4) of the project that is from April-June 2013 by not later than 14 July 2013. Those beneficiaries who have not submitted the Nil Irregularity Reports for the previous quarter are expected to cooperate and submit these documents immediately.

## Final Report

A Final Report on the implementation of the project is due by not later than three months after the closure of the eligibility period of the Annual Programme in question that is the 30<sup>th</sup> September 2013. The Final Report template can be downloaded from the following link [https://secure2.gov.mt/fpd/manual\\_procedures](https://secure2.gov.mt/fpd/manual_procedures)

Please abide by the deadlines. All those beneficiaries who have not yet submitted any claims for payment are urged to do so as soon as possible in order to be able to meet the above deadlines. We thank you for your co-operation.



Raphael Scerri  
Head of the Responsible Authority  
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)  
75% EU Funds / 25% Beneficiary Funds

*Sustainable Management of Migration Flows*

