

UFFIĊĊJU TAD-DEPUTAT
PRIM MINISTRU
MINISTERU GĦALL-AFFARIJET EWROPEJ

SEGRETARJAT PARLAMENTARI GĦALL-
PRESIDENZA UE 2017 U GĦALL-FONDI
EWROPEJ



MALTA

OFFICE OF THE DEPUTY
PRIME MINISTER
MINISTRY FOR EUROPEAN AFFAIRS

PARLIAMENTARY SECRETARIAT FOR THE EU
PRESIDENCY 2017 AND EU FUNDS

Id-Divizjoni għall-Fondi u Programmi

Funds and Programmes Division

RA CIRCULAR 5/15

To: Project Leaders

From: Head of Responsible Authority

Date: 4th May 2015

Subject: Closure of 2013 Annual Programmes "General Programme Solidarity and Management of Migration Flows"

As you are aware, the closure date for the projects submitted under the Annual Programme 2013 is the 30th June 2015. 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 30th June 2015. Any costs incurred after this period are **NOT** eligible. Beneficiaries are encouraged to upload on the SOLID Information System and submit in hard copies, the invoices, which fall within the eligibility period (i.e. up to 30th June 2015), by not later than the **31st July 2015**. In order to avoid any delays particularly in the processing of direct payments beneficiaries are kindly requested to respect the above-indicated time frame. As for direct payments, beneficiaries are highly advised to take note of the period of payment stipulated in the contract in order to allow sufficient for the RA to make the necessary checks. Penalties arising from late payments are not eligible for co-financing. Your attention is also being drawn to Circular no 1/2013 issued in February 2013 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 website: www.eufunds.gov.mt¹

¹ <http://www.eufunds.gov.mt/en/EU%20Funds%20Programmes/Migration%20Funds/Pages/Circulars.aspx>

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 Section 8 of the Manual of Procedures on the "Retention of Documents".

Report on Irregularities

Beneficiaries shall submit Annex 23 – Nil Irregularities Report or Annex 22 – Irregularities Report for the final quarter (Q4) of the project that is from April-June 2015 by not later than 15th July 2015.

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 **30th September 2015**. The Final Report (Annex 27) template can be downloaded from the following website www.eufunds.gov.mt²

Please abide by the deadlines. May I remind you that payments should be submitted to the Responsible Authority every four months as per Article 6 of the Grant Agreement. 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



² <http://eufunds.gov.mt/en/EU%20Funds%20Programmes/Migration%20Funds/Pages/Manual-of-Procedures.aspx>