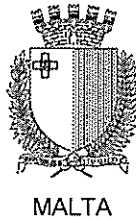


UFFIĊĊJU TAD-DEPUTAT  
PRIM MINISTRU  
MINISTERU GĦALL-AFFARIJET EWROPEJ

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



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 07/2013 v2

To: Project Leaders;  
Horizontal Stakeholders;  
General Programme Solidarity and Management of Migration Flows 2007-13  
From: ICT Support Officer Funds and Programmes Division  
Date: 13<sup>th</sup> October 2013 revising circular 07/2013 issued on 6th August 2013

**Documents to be uploaded in the Solid Information System (SIS) 2007-13 (revised version)**

In response to the European Commission and Audit Authority recommendations the Responsible Authority (RA) for the SOLID Funds has commissioned a management information system to capture all relevant operational and financial data for all projects implemented under the relevant Annual Programme. This circular is intended to provide guidance on the documents to be uploaded by Beneficiaries in the Solid Information System (SIS). This shall ensure consistency of information required in the conduct of first-level controls, provide clear guidance to eliminate unnecessary duplication of work and reduce administrative burdens. It should therefore not be considered as a reduction in the scope and intensity of administrative checks but an effort towards simplification and harmonization of activities. In this regard, Beneficiaries and stakeholders are informed that all the obligations relating to retention of documents as stipulated in the Basic Acts and Implementing Acts, the Grant Agreement and Manual of Procedures Chapter 8<sup>1</sup> shall remain valid and effective.

The following is a list of documents to be uploaded in the Solid Information System 2007-13. Documents are to be uploaded only in Portable Document Format (PDF). Assistance on how to upload the documents on the database can be found on the website: [http://www.fpd.gov.mt/sis\\_system](http://www.fpd.gov.mt/sis_system).

<sup>1</sup> [https://secure2.gov.mt/fpd/manual\\_procedures](https://secure2.gov.mt/fpd/manual_procedures)

UFFIĊĊJU TAD-DEPUTAT  
PRIM MINISTRU  
MINISTERU GĦALL-AFFARIJJIET EWROPEJ

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



OFFICE OF THE DEPUTY  
PRIME MINISTER  
MINISTRY FOR EUROPEAN AFFAIRS

PARLIAMENTARY SECRETARIAT FOR THE  
EU PRESIDENCY 2017 AND EU FUNDS

*Id-Diviżjoni għall-Fondi u Programmi*

*Funds and Programmes Division*

**At Contract level (Direct payment/Reimbursement) (duty of Beneficiary):**

- Quotations:
  - Request for quotations (RFQ) ( Print screen of the email sent to service providers / suppliers plus copy of the request for quotations)
  - Signed evaluation report
  - All quotations including the winning bid (copy of DOI advert were applicable);
  - correspondence (e.g. letter, email) documenting the agreement between the buyer and the seller. This shall include details of the deliverables and prices agreed;
  
- Direct orders:
  - request for direct order
  - direct order approvals
  - correspondence (e.g. letter, email) documenting the agreement between the buyer and the seller. This shall include details of the deliverables and prices agreed;
  
- Contracts through Department of Contracts or departmental contracts for services, supplies, works or employment:
  - Tender document specifications and clarifications (in case of Departmental Tender)
  - Government Gazette / Adverts / Correspondence with bidders
  - signed evaluation report
  - contract up to signatures;
  - payment schedule in special or general conditions;
  - summary of bills of quantities or terms of reference;
  - any addendum/a to the contract;
  - Letter approving the winning bid; and
  - Evaluation of bids plus ranking.

Parliamentary Secretariat for the EU Presidency 2017 and EU Funds  
Triq il- Kukkanja, Santa Venera. SVR 1411  
TELEPHONE: +356 2200 1108 FAX: +356 2200 1141  
WEBSITE: [www.fpd.gov.mt](http://www.fpd.gov.mt) EMAIL: [fpd.meaim@gov.mt](mailto:fpd.meaim@gov.mt)

UFFIĊĠJU TAD-DEPUTAT  
PRIM MINISTRU  
MINISTERU GHALL-AFFARIJJIET EWROPEJ

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



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*

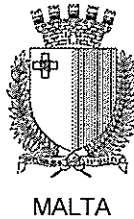
- Guarantee:
  - Performance guarantee, retention guarantee and in the case of advance payments, the pre-financing guarantee.
- In case of employment contracts:
  - Letter of Assignment (if applicable);
  - Employment Contract

**At Invoice level (duty of Beneficiary):**

- Invoice or tax invoice or accounting documents of equivalent probative value;
- In case of works or technical supplies, certificate of works by an architect or engineer and summary of the bill of quantities;
- In case of employment contracts:
  - Detailed Timesheets, which should include the tasks carried out related to the project;
  - Pay slip/s in connection with period of claim;
  - Staff costs calculator where applicable;
  - Documentary evidence of fixed allowances if these are being included in the calculation of hourly rate;
  - Declaration that the employer's share of SSC in respect of the employee being claimed is included in the monthly statement (FS5) sent to the Inland Revenue Department (FS5 shall not be uploaded);
  - The Reimbursement Request Form duly signed and certified;

UFFIĊĠJU TAD-DEPUTAT  
PRIM MINISTRU  
MINISTERU GĦALL-AFFARIJET EWROPEJ

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



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*

## Data Protection

In all cases, including a request for quotations, invoices, payslips and commercial and/or employment contracts, it is the responsibility of the Beneficiary/Stakeholder uploading the information/document on the SIS to ensure that the Data Protection Act (ACT XXVI of 2001 and subsequent amendments) is being observed and that **individuals/enterprises are informed** that the data concerned will be accessible to national and EU stakeholders (or their delegated bodies) for payment, control and audit purposes.

A handwritten signature in black ink, appearing to read "Bernice Grech".

Bernice Grech  
ICT Support Officer  
Funds and Programmes Division