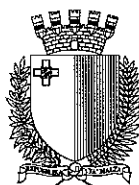


UFFIĊĊJU TAD-DEPUTAT  
PRIM MINISTRU  
MINISTERU GĦALL-AFFARIJJIET  
EWROPEJ

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

*Id-Divizjoni għall-Fondi u Programmi*



MALTA

OFFICE OF THE DEPUTY  
PRIME MINISTER  
MINISTRY FOR EUROPEAN AFFAIRS

PARLIAMENTARY SECRETARIAT FOR  
THE EU PRESIDENCY 2017 AND EU  
FUNDS

*Funds and Programmes Division*

## RA CIRCULAR 2/14

**To: Project Leaders**

**From: Head of Responsible Authority**

**Date: 16<sup>th</sup> April 2014**

**Subject: Closure of 2012 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 2012 is the 30<sup>th</sup> June 2014. 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<sup>th</sup> June 2014. Any costs incurred after this period are **NOT** eligible. Invoices dated after the 30<sup>th</sup> June 2014 will not be accepted. 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 30<sup>th</sup> June 2014), by not later than the 18<sup>th</sup> July 2014. 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.mt](http://www.eufunds.gov.mt)<sup>1</sup>

### 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”.

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

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 2014 by not later than 15<sup>th</sup> July 2014.

Final Report

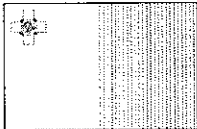
A Final Report on the implementation of the project is due by not later than three months after the closure of the eligibility period of the Annual Programme in question that is the 30<sup>th</sup> September 2014. The Final Report (Annex 19) template can be downloaded from the following website [www.eufunds.gov.mt](http://www.eufunds.gov.mt)<sup>2</sup>

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



**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*



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