

MINISTERU GHALL-AFFARIJIET
BARRANIN U EWROPEJ

SEGRETARJAT PARLAMENTARI
GHALL-FONDI EWROPEJ



MINISTRY FOR FOREIGN AND
EUROPEAN AFFAIRS

PARLIAMENTARY SECRETARIAT
FOR EU FUNDS

Diviżjoni għall-Ippjanar u Koordinazzjoni tal-Prijoritajiet

Planning and Priorities Co-ordination Division

12th February 2020

MA Circular 01/2020

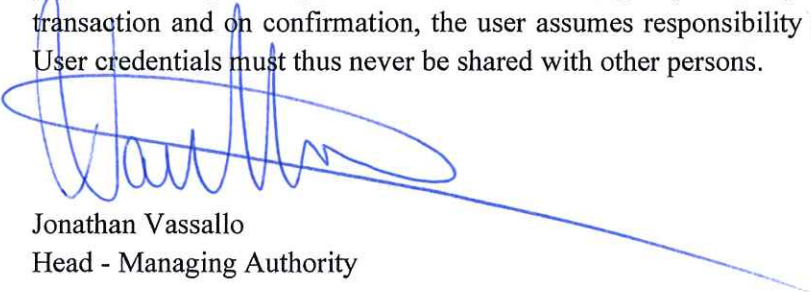
To: Project Leaders
Contact Persons
All Structural Funds Database users

Re: Transmission of documents and data through the electronic data exchange system

By means of this circular the MA would like to remind Project Leaders of the responsibility they carry when they certify invoices through the Structural Funds Database 2014-2020 (SFD). It is being reminded that the confirmation of an invoice through the SFD carries the same weight as a signature and is considered to be equivalent to the certification of the payment claim through what was previously requested to be the physical signature and stamp of the Project Leader.

As part of the checklist confirmation prior to submission of a payment claim, the Project Leader declares that the details of the invoice and/or claim for reimbursement, and any other submitted documents as part of the payment claim, are correct. Indeed, the confirmation button rights at payment claim / payment claim multiple invoices level, on the SFD, are only available for the Project Leader working on the operation, unless authorisation is also given to the Contact Person working on the same operation. Project Leaders and Contact Persons, like all other users, access the system through their unique personal credentials thus retaining accountability throughout the electronic system, in line with the Commission Implementing Regulation (EU) No 1011/2014 Article 10 (2).

Further to MA Circular 2/2019 *Compliance with the Government of Malta Information Security Policy*, all system users are hereby reminded of the need for proper use and storage of their username and password. Each time a user is logging in an audit trail is maintained and when a user is confirming a payment through the system, the user is assuming responsibility on the legality and regularity of the transaction and on confirmation, the user assumes responsibility of the certification of the payment. User credentials must thus never be shared with other persons.



Jonathan Vassallo
Head - Managing Authority