



MA Circular 02/2010

24th February 2010

To: **Project Leaders**
Structural Funds and Cohesion Fund 2007-13 Horizontal Stakeholders

Documents to be uploaded in the Structural Funds Database 2007-13

Following the experiences with the Structural Funds Programme 04-06, the initial implementation of projects under the Cohesion Policy 2007-13, as well as a recent data protection audit undertaken by the Malta Information Technology Agency (MITA) on the Structural Funds Database (SFD), the Managing Authority (MA) is hereby providing guidance on the documents to be uploaded by the MA, Intermediate Bodies (IBs), Beneficiaries and Treasury in the SFD. This shall ensure consistency of information required in the conduct of first-level controls, provide clear guidance to eliminate unnecessary duplication of work, reduce administrative burdens and mitigate impact on SFD 07-13 hardware capacity. 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 Article 90 of EC1083/2006 (and subsequent amendments), the Grant Agreement and Manual of Procedures shall remain valid and effective.

The following is a list of documents to be uploaded in the Structural Funds Database 2007-13, under each category of funding – Projects and Grant Schemes. Documents are to be uploaded only in Portable Document Format (PDF). Assistance on how to upload the documents on the database can be sought at the SFD07-13 tutorials website: <http://www.ppcd.gov.mt/tutorials>.

SECTION 1: PROJECTS – ERDF, COHESION FUND, ESF

At Project level:

- Grant Agreement between the MA and the Beneficiary;
- Any Addenda to the Grant Agreement;
- Documentary and Physical On-the-Spot check reports and any reports on follow-up checks by the MA;

At Contract level:

- Quotations:
 - the winning quotation;
 - 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:
 - 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:
 - contract up to signatures;
 - payment schedule in special or general conditions;
 - summary of bills of quantities or terms of reference; and
 - any addendum/a to the contract.

At Invoice level:

- Invoice or tax invoice or accounting documents of equivalent probative value;
- In the case of advance payments, the pre-financing guarantee;
- 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:
 - the Reimbursement Request Form duly signed and certified;
 - payslips;
 - in the case of staff costs, the staff costs calculator and payslips; and
 - for reimbursement of Employer's Social Security Contribution, 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);
- In case of other claims on a reimbursement basis:
 - the Reimbursement Request Form duly signed and certified, supported by:

- either a tax invoice and proof of payment (e.g. receipt, bank statements, bank transfer advice slips, official cheque images issued by the bank);
 - or invoices together with fiscal receipts;
- Final Invoice Status Certificate after approval of the Treasury

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 SFD 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.

SECTION 2: GRANT SCHEMES

At Project level:

- Grant Agreement between the MA and the Intermediary Body (IB);
- Any Addenda to the Grant Agreement;
- Documentary and Physical On-the-Spot checks by the MA and any reports on follow-up checks by the MA;

At Contracts level:

- Agreement between IB and Beneficiary;
- Addenda to the Agreement between IB and Beneficiary;
- Documentary and Physical On-the-Spot checks by the IB on the Beneficiaries, and any reports on follow-up checks by the IB;

At Invoice level:

- In case of employment, on a reimbursement basis:
 - the Reimbursement Request Form duly signed and certified, supported by;
 - payslips;
 - in the case of staff costs, the staff costs calculator and payslips;
 - for reimbursement of Employer's Social Security Contribution, 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);

- In case of other claims on a reimbursement basis:
 - the Reimbursement Request Form duly signed and certified, supported by:
 - either a tax invoice and proof of payment (e.g. receipt, bank statements, bank transfer advice slips, official cheque images issued by the bank);
 - or invoices together with fiscal receipts;
 - In case of works or technical supplies, certificate of works by an architect or engineer and summary of the bill of quantities ;
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