

L-UFFIČĊJU TAL-PRIM MINISTRU



OFFICE OF THE PRIME MINISTER

MALTA

*Id-Divizjoni għall-Ippjanar u l-Koordinazzjoni tal-Prijoritajiet*

*Planning and Priorities Co-ordination Division*

**MA Circular 03/2012**

**4<sup>th</sup> April, 2012**

**To: Project Leaders / Contact Persons  
Structural Funds and Cohesion Fund 2007-13 Stakeholders**

**CC: Chief Information Officer, Office of the Prime Minister  
Service Call Centre Manger, Malta Information Technology Agency**

**Structural Funds Database 2007-13 (SFD 07-13) user rights and installations**

The Managing Authority, in consultation with the Information Management Unit (IMU) within the Office of the Prime Minister (OPM) and the Malta Information Technology Agency (MITA) has reviewed the user rights application and installation processes in order to improve the workflow and reduce administrative burden on all stakeholders. With immediate effect, changes are being introduced relating to requests for the creation and de-activation of user accounts and installations with the aim of simplifying the system for everyone whilst maintaining traceability for a full audit trail.

Requests from new users for the creation of user accounts, approved by the respective Heads of Department / Chief Executive Officers<sup>1</sup> are to be sent to the Managing Authority<sup>2</sup>. If the request is endorsed by the Managing Authority, the user account will be created by the Managing Authority without the need of an approval from the respective entity's IMU and IMU (OPM).

Similarly, requests for de-activation of accounts should be sent by the user or a superior to the Managing Authority<sup>3</sup>. There is no need for the user or superior to involve neither the respective entity's IMU nor IMU (OPM).

New users<sup>4</sup> requesting SFD 07-13 installations will continue to be provided with a unique code to be used during the registration of an Electronic Request for Service (ERFS). The electronic

<sup>1</sup>Heads of Department in case of Government entities and Chief Executive Officers (or equivalent Heads of Organisation) in case of applicants from outside the Public Service.

<sup>2</sup> As directed on the SFD 07-13 user rights application form.

<sup>3</sup> *Ibid.*

request is to be logged by the respective entity's Information Management Unit (or delegated logger) and approved by the respective entity's Chief Information Officer (or delegate). Electronic requests are no longer being channelled through the Chief Information Officer (OPM) and will be sent directly to MITA.

Existing users requiring re-installation of the database system, e.g. after changing the computer, will continue to liaise directly with their respective IMU quoting the installation code given initially by the Managing Authority<sup>5</sup>.

In view of the above, it is very important that Heads of Department and Chief Executive Officers liaise with their respective entity's Chief Information Officer to ensure that the user is provided with a desktop or a notebook compliant with the latest Government ICT policies, directives, procedures and standards<sup>6</sup>. As a Government of Malta Core System, the database should only be installed on hardware and software systems which the respective Chief Information Officer has determined to be compliant.

User accounts which are dormant may lead to a security risk both at the user's organisation level and at a National level. The Managing Authority reserves the right to auto-withdraw user rights if an account is not used for more than six months. In such cases, the Heads of Department / Chief Executive Officers will be notified before the accounts are de-activated.

The contents of this letter/circular are to be brought to the attention of the respective IT department and all database users within your organisation.

Regards,



Jonathan Vassallo  
Head Managing Authority

PS. Updated user rights application forms and application flowcharts are available from the Managing Authority's website at <http://www.ppcd.gov.mt/sfd> .

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<sup>4</sup> Excluding MITA employees and officers working within a voluntary organisation which follow a procedure.

<sup>5</sup> If the user has misplaced this code given for the initial installation, the respective IMU may retrieve it from the ERFS system. There is no need for the user to contact the Managing Authority.

<sup>6</sup> Available at: <http://ictpolicies.gov.mt>