

MINISTERU GHALL-AFFARIJJIET BARRANIN  
U EWROPEJ

SEGRETARJAT PARLAMENTARI  
GHALL-FONDI EWROPEJ



MALTA

MINISTRY FOR FOREIGN AND EUROPEAN  
AFFAIRS

PARLIAMENTARY SECRETARIAT  
FOR EUROPEAN FUNDS

*Id-Divizjoni għall-Fondi u Programmi*

*Funds and Programmes Division*

**FPD circular 1/2020**

To: Project Leaders  
Contact Persons  
ALL MSIS, EMFF and CARS Funds Databases users

**Re: Transmission of documents and data through the electronic data exchange system due to COVID 19.**

In the past days the MA/RA/PO received several queries about the certification of the invoice and the necessary Project Leader endorsement.

According to the fund specific Manual of Procedures the beneficiary shall endorse and scan the invoice (and any additional documentation required such as the summary certificate of the architect in relation to works) and upload it on the Database.

Since most of the Project Leaders (PL) are teleworking and may not have scanning facilities, the RA/MA/PO would like to exempt PL from signing the document and can upload the digital document directly on the respective database.

By means of this circular the MA/RA/PO would like to remind Project Leaders of the responsibility they carry when they certify invoices through the respective funds database. It is being reminded that the confirmation of invoice through the database 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 physical signature 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/or claim for reimbursement, and any other submitted documents as part of a payment claim, are correct. Indeed, the confirmation button rights at payment stage are available only to the Project Leader working on the project.

Kindly consider this as a temporary measure and until further notice by the respective RA/MA/PO.

Meanwhile each Project Leader should make sure that double funding is completely eliminated, and no invoice should be uploaded on multiple databases or claimed from other National or European funds.

Thanks for your cooperation

Raphael Scerri  
Director General  
Funds and Programmes