

Indicative Documents That Must Be Retained (in hard copy/original)

1. PROJECT APPLICATION, SUPPORTING DOCUMENTS, PROJECT CONTRACT AND ADDENDA TO THE GRANT AGREEMENT¹

Documentation	Beneficiary	SFD	MA	Stakeholders
Cohesion Policy Application Form submitted by the Beneficiary (during call)		Copy under the operation tab		
Feasibility Studies, CBA (where applicable), Environmental Impact Assessment & other related studies including studies related to SCOs (where applicable)	Original /Copy	Copy under the operation tab ²		
Preliminary Agreement	Original	Copy under the operation tab		
Grant Agreement	Original	Copy under the operation tab		
Addenda to the Grant Agreement (where applicable)	Original	Copy under the operation tab		
Official Correspondence on agreed changes to the project (such as clarification letters from/to PSC, Letter of Approval, request for addendum and approval both the justification and the approval reply)	Original/ ³	Copy under the operation tab		

¹ All documentation related to this section is to be uploaded under the operations tab on SFD by the MA.

² The copy uploaded is to reflect the final version on which the GA calculations are based on.

³ The retention of these documents depends on the body sending the information. The sender must retain a copy of the letter/documents sent while the recipient must keep the original. Generally changes to a project are handled by the MA, Beneficiary and the relevant Line Ministry.

2. GENERAL CORRESPONDENCE

Documentation	Beneficiary	SFD	MA	Stakeholders
Any other correspondence related to the project ⁴	Original/ Copy	Copy under the operation tab	Original/ Copy	
Delegation of Authority ⁵		Copy under the operation tab		
Change in project leadership		Copy under the operation tab		
Financial Estimates (forecast) ⁶ [not required]				

⁴ The retention of these documents depends on the body sending the information. The sender must retain a copy of the letter/documents sent while the recipient must keep the originals.

⁵ It is highly recommended that each office/body identified above, should have the Delegation of Authority Template duly filled in and signed. Each office should retain the original document and forward copies of the document to all offices identified above.

⁶ Financial forecasts are requested by the MA/ stakeholders as needed for budget allocation purposes.

3. PAYMENT PROCESS⁷ - REFER TO MA CIRCULAR 01/2018 & 05/2018⁸

Documentation	Beneficiary	SFD	MA	Stakeholders
Invoices/ reimbursement requests related to all project expenditure		Copy under the payment claim tab		
Summary of Debit advices (prepared by Treasury)		Copy available under Treasury module		Electronic copy at Treasury
Fiscal Receipts (as applicable) or other proof of payment where fiscal receipts do not apply	Original ⁹	Copy under the payment claim tab		
Pre-financing guarantee (in case of advance payments)		Copy under the payment claim tab		
Certificate of works by an architect or engineer and summary of BOQ (in case of works or technical supplies)		Copy under the payment claim tab		
Insurance Policy		Copy under the Contract tab		

⁷ Payment Process documentation is uploaded under the payment claim window on SFD.

⁸ 01_2018 – Reimbursement request staff costs V2 & 05_2018 Documents to be uploaded on SFD.

⁹ The Beneficiary retains the original receipt (whether fiscal or not) in line with the applicable financial rules.

4. VERIFICATION PROCESS

	Beneficiary	SFD	MA	Stakeholders
On the Spot Check reports including Physical Check reports conducted by the MA		A copy is to be uploaded under the verifications tab		

5. CERTIFICATION PROCESS

	Beneficiary	SFD	MA	Stakeholders
SoE at Project Level/ PA level/ Fund including declaration		Generated through the system		

6. PROCUREMENT (PUBLIC PROCUREMENT REGULATIONS) ¹⁰

¹⁰DoC manage procurement through online epps at DoC except for the contract which BN is to retain copy and upload a copy on SFD. With regards to the Departmental procurement BN is to retain in copy of the procurement documents.

7. MONITORING

	Beneficiary	SFD	MA	Stakeholders
Forecast ¹¹		Updated at operation level		
Indicators		Updated at operation level		

8. IRREGULARITIES

	Beneficiary	SFD	MA	Stakeholders
Structural Funds Irregularity Report ¹²		Circulated through the SFD tab of Irregularities		
Proof of recovery		Treasury to update irregularity deposit at operation on SFD once payment is received		Payments to be received at Treasury

¹¹ Financial forecasts are requested by the MA/ stakeholders as needed for budget allocation purposes.

¹² A copy is retained by the Beneficiary, Line Ministry, DoC and Treasury, where applicable only, depending where and/or by whom the irregularity was committed.

9. ASSETS/EQUIPMENT

	Beneficiary	SFD	MA	Stakeholders
Inventory for all tangible fixed assets procured through the fund		uploaded under the level of procurement/ contract		
Any reports/studies delivered through the project		Copy under the Contract tab		
Warranties		Copy under the Contract tab		

10. PUBLICITY RECORDS

	Beneficiary	SFD	MA	Stakeholders
Copies of all publicity used (adverts, press releases, photos of billboards on site, photos of publicity events, leaflets, posters, CDs & DVDs)	Original/ Copy	Uploaded under 'Others' at operation level with other horizontal items		
Evidence of using EU and Malta flag notify the beneficiaries and general public of the Cohesion Policy contribution	Original/ Copy	Uploaded under 'Others' at operation level with other horizontal items		

11. TRAINING ¹³				
	Beneficiary	SFD	MA	Stakeholders
Call for participants	Original/ Copy			
Application Form	Original/ Copy			
Acknowledgement Letter	Original/ Copy			
Eligibility of groups and individuals including a signed declaration by the beneficiary and project leader	Original/ Copy			
Document report on selection of participants	Original/ Copy			
Letter to successful applicants	Original/ Copy			
Letter to non-successful applicants	Original/ Copy			
Participants' list and details	Original/ Copy			
Synthesis of the type of training offered	Original/ Copy			
Training costs (details time sheets)	Original/ Copy			
Signed attendance Sheets for both teachers and participants	Original/ Copy			
Feedback/Evaluation Sheets	Original/ Copy			
Documentation used to deliver training (e.g. presentation, lesson plans, handouts, etc)	Original/ Copy			

¹³Documentation is to be retain by the BN in line with the GDPR. BN is to remain the data owner of the training.

Outputs where applicable (e.g. studies, examination papers, etc)	Original/ Copy			
Certificates to beneficiaries	Original/ Copy			
Record of the support provided to each individual beneficiary	Original/ Copy			
Teacher/trainer's annual report (where applicable)	Original/ Copy			
Certificates	Original/ Copy			
Photos of training	Original/ Copy			