

Document reference:	FPD-SOP001
Document Title:	FPD Funding Systems Database User Access Rights Management v1.0
Scope:	This document details the process to be followed when granting and revoking database users access rights.
Background:	The Funds and Programmes Division Funding Systems (MSIS 1420, EMFF 1420, CARS1421) are the backbone information systems used to manage EU funding and Bilateral funding in Malta. The systems are accessed by users from different stakeholders including the Managing Authority, Beneficiaries, Line Ministries, EU Payments Unit, Audit Authority and Certifying Authority.
Responsibilities:	Heads of Organisations and all system users.
Issuing Authority:	Funds and Programmes Division – ICT Unit
Effective Date:	28/10/2019

1. Granting Of User Access Rights

1.1. When a prospective user requires access to the Funds and Programmes Division Funding Systems, the user shall download the respective User Account Application Form from the eufunds.gov.mt website or by clicking on one of the links below:

- [Migration and Security Information System 2014-2020 \(MSIS 1420\)](#)
- [European Maritime and Fisheries Fund 2014-2020 \(EMFF 1420\)](#)
- [CARS EEA Norway Grants 2014-2021 \(CARS 1421\)](#)

1.2. Applicants are to submit their duly filled and signed application form as follows:

- a) **Beneficiaries** - through their respective Head of Organisation/Unit to the Head of the Managing Authority¹ (Attn: ICT Unit, Funds and Programmes Division, Triq il-Kukkanja, St. Venera).
- b) **Line Ministries** - through the respective Head of Organisation / Director Programme Implementation (DPI)² to the Head of the Managing Authority (Attn: ICT Unit, Funds and Programmes Division, Triq il-Kukkanja, St. Venera).
- c) **Horizontal stakeholders** - through the respective Head Audit Authority / Certifying Authority / EU Payments Unit to Head of the Managing Authority (Attn: ICT Unit, Funds and Programmes Division, Triq il-Kukkanja, St. Venera).
- d) **Managing Authority** – through the respective Directors or the Head of the Managing Authority as applicable.

1.3. The Head of the Organisation/Unit / DPI shall evaluate and endorse (or otherwise) the application form indicating the rights required on the respective Funding System³.

¹ **Managing Authority** shall also refer to Responsible Authority / National Focal Point.

² **Director Programme Implementation (DPI)** shall also refer to Director in an equivalent role.

³ **Funding System** refers to MSIS 1420 / EMFF 1420 / CARS 1421 as applicable

- 1.4. If endorsed, the request will then be evaluated and approved (or otherwise) by the Managing Authority. The Managing Authority will check, inter alia, that the respective operation has already been created⁴, and that the form has been endorsed by the Head of the Organisation / DPI.
- 1.5. If approved, the System Administrator will create the user account on the Funding System. An automatic email notification will be sent by the system to the user.
- 1.6. Applications are normally processed within 3 working days when the duly completed application form is accepted by the ICT Unit.

2. Modification Of User Access Rights

- 2.1 When a user requires modification in access rights, an email needs to be sent by the respective Organisation to the Managing Authority.
- 2.2 Requests are to be submitted electronically as follows:
 - a) **Beneficiaries** - through the respective Head of Organisation/Unit to the Head of the Managing Authority (email to: ict.fpd@gov.mt).
 - b) **Line Ministries** - through the respective Head of Organisation / Director Programme Implementation (DPI) to the Head of the Managing Authority (email to: ict.fpd@gov.mt).
 - c) **Horizontal stakeholders** - through the respective Head Audit Authority / Certifying Authority / EU Payments Unit to the Head of the Managing Authority (email to: ict.fpd@gov.mt).
 - d) **Managing Authority** - through the respective Director or Head of Managing Authority, as applicable (email to: ict.fpd@gov.mt).
- 2.3 The Head of the Organisation / DPI shall evaluate and endorse (or otherwise) the request.
- 2.4 If endorsed, the request will then be evaluated and approved (or otherwise) by the Managing Authority.
- 2.5 If approved, the System Administrator will modify the user account accordingly.
- 2.6 User rights are normally processed within 3 working days from when the System Administrator is informed.

3. Revocation Of User Access Rights

- 3.1 When a user no longer requires access to the Funding System, the ICT Unit shall be informed via email to: ict.fpd@gov.mt.
- 3.2 The ICT Unit will deactivate the user account. An automatic email notification will be sent by the system to the user.
- 3.3 Where applicable, any access rights that the user may have on the Test or Learn environments will also be deactivated.

⁴ Applicable in the case of users from Beneficiary Organisations

4. User Access Rights Review

- 4.1 At least once a year, the ICT Unit will conduct an exercise to review user access rights.
- 4.2 The ICT unit will generate a list of active user accounts together with their respective access rights and last date of access and forward it to the Managing Authority personnel for review.
- 4.3 The System Administrator reserves the right to deactivate accounts which:
 - a) have not been used for more than six months;
 - b) any other valid reason at its own discretion.⁵

Modification history

Version	Date	Comments	Requested by
Version 0.1	16/09/2019	Draft version for internal review	DG FPD
Version 1.0	28/10/2019	First published version	DG FPD

⁵ Valid reasons may include users whose email address (registered in the system) is no longer valid, suspicion of malicious use, etc.