



MA Circular 03/2022

24<sup>th</sup> August 2022

To: All Horizontal Stakeholders

CC: Director General (Internal Audit & Investigations Department)

**Re: Structural Funds Database 2014-2020 horizontal users' registration**

Further to the SFD Standard Operating Procedure number 5 on *User Rights (Grant / Modify / Revoke / Review)*<sup>1</sup> published in April 2019 and MA Circular 05/2020 *SFD User Accounts Management*<sup>2</sup> published in September 2020, the Managing Authority is launching a pilot project to continue empowering data group owners by enhancing the user rights management of horizontal stakeholders.

On 1<sup>st</sup> September 2022, a registration portal for Structural Funds Database 2014-2020 users from horizontal stakeholders will be launched at <https://sfd.gov.mt/userregistration/>. The portal will be used by applicants from the Managing Authority, Audit Authority, Certifying Authority, Strategy and Implementation Division, and Intermediate Bodies.

A step-by-step guidance on the registration process is included in Annex 1 to this circular. Any new requests from horizontal stakeholders for user accounts are to be submitted solely through this portal.

An updated SFD Standard Operating Procedure number 5 is also being attached to this circular.

Technical clarifications may be sought by contacting the Planning and Priorities Coordination Division via e-mail on [eufunds.ict.mefl@gov.mt](mailto:eufunds.ict.mefl@gov.mt) or telephone number 25552646.

Best regards

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Enc.

*Annex 1 – Tutorial: User Registration Portal*

*Annex 2 – SFD 14-20 Standard Operating Procedure 5 on User Rights I (Grant / Modify / Revoke / Review)*

<sup>1</sup> Available at

<https://eufunds.gov.mt/en/Operational%20Programmes/Structural%20Funds%20Database/Pages/SFD-Standard-Operating-Procedures.aspx>

<sup>2</sup> Available at

<https://eufunds.gov.mt/en/Operational%20Programmes/Useful%20Links%20and%20Downloads/Pages/Reference%20Documents.aspx>