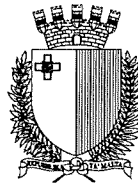


L-UFFIČĊJU TAL-PRIM MINISTRU



MALTA

OFFICE OF THE PRIME MINISTER

*Diviżjoni għall-Ippjanar u Koordinazzjoni tal-Prijoritajiet*

*Planning and Priorities Co-ordination Division*

23<sup>rd</sup> December 2020

MA Circular 07/2020

To: Project Leaders  
European Structural and Investment Funds 2014-2020 Horizontal Stakeholders

**Re: Documents to be uploaded on the Structural Funds Database 2014-2020 (Publicity update)**

Further to MA Circular 05/2018: *Documents to be uploaded on the Structural Funds Database 2014-2020*<sup>1</sup>, following the release of the Publicity module, the Managing Authority is, by means of this Circular, updating the list of documentation that can be uploaded on the system. Stakeholders are also hereby reminded that the requirements in place for the availability of documents are in line with Article 140 of Regulation (EU) 1303 of 2013. The aim of the updates on the SFD are meant to automate the reporting of publicity related progress for the compilation of the Implementation Progress Report. Therefore, the documentation mentioned below attesting to the progress achieved, should be uploaded on the system during the operation implementation phase.

The following documentation may be recorded in the central information system:

**Scheme level** (Publicity tab)

Documentation relating to the publicity at Scheme level including annual events, social media posts, newspaper adverts, European Commission initiatives, websites, printing of material, radio adverts and television adverts.

**Operation level** (Publicity tab)

Documentation relating to the publicity at Operation level including launch of projects, press events, social media posts, newspaper adverts, websites, printing of material, radio adverts and television adverts.

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<sup>1</sup> A copy of MA Circular 05/2018 – Documents to be uploaded on the Structural Funds Database 2014-2020 can be found on the EU Funds Website: <https://eufunds.gov.mt>.

Whilst documents uploaded in the Structural Funds Database 2014-2020 should only be in Portable Document Format (PDF), common media files will be allowed in the system within the publicity screens. In general, files should be in compressed format. The procedure to be followed on the upload of publicity related data is included in the SFD's help files. Business queries are to be referred to the respective implementing units.

### **Data Protection**

We take this opportunity to remind you that it is the responsibility of the beneficiary / stakeholder uploading the documents / information on SFD to ensure that applicable data protection and privacy laws, including but not limited to the General Data Protection Regulation (2016/679) and the Data Protection Act (Chapter 586 of the Laws of Malta), are being observed in the collection of the data and upload to the SFD, and that individuals / enterprises ensure that the data subjects are informed that their personal data concerned will be accessible to national and EU stakeholders (or delegated bodies) for payment, control and audit purposes in line with Article 125 of the Common Provision Regulation. Kindly also note that any personal data uploaded to the SFD shall be retained for five years following the last payment processed for the project.



Jonathan Vassallo  
Head - Managing Authority