

MINISTERU GĦALL-AFFARIJET EWROPEJ U  
L-UGWALJANZA

SEGRETARJAT PARLAMENTARI GĦALL-FONDI  
EWROPEJ U ID-DJALOGU SOCJALI



MALTA

MINISTRY FOR EUROPEAN AFFAIRS AND  
EQUALITY

PARLIAMENTARY SECRETARIAT FOR EU  
FUNDS AND SOCIAL DIALOGUE

*Id-Divizjoni għall-Fondi u Programmi*

*Funds and Programmes Division*

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RA Circular 07/2018

**Documents to be uploaded on the Migration and Security Information System (MSIS) 2014 - 2020**

Dear Beneficiaries,

Reference is made to Chapter 5, *Financial Management and Payments*, section 5.6 *Invoices and confirmation (proof of payment)* of the Manual of Procedures whereby an indicative list of the procedure involved in effecting payments through Treasury is provided. In addition to that list, the Responsible Authority is issuing this circular to provide guidance on the type of documents that should be uploaded by beneficiaries on MSIS for payments to be processed without further delay. This shall ensure consistency of information required in the conduct of first-level controls, provide clear guidance to eliminate unnecessary duplication of work and reduce administrative burdens. It should therefore not be considered as a reduction in the scope and intensity of administrative checks but an effort towards simplification and harmonization of activities. In this regard, Beneficiaries and stakeholders are informed that all the obligations relating to retention of documents as stipulated in Chapter 13 of the Manual of Procedures and Article 20.8 of the Grant Agreement shall remain valid and effective.

The following is a list of documents to be uploaded in the Migration and Security Information System 2014 - 2020. Documents are to be uploaded only in Portable Document Format (PDF). Assistance on how to upload the documents on the database can be found on the User Manual for Beneficiaries, which can be accessed through the below link:

<https://eufunds.gov.mt/en/EU%20Funds%20Programmes/Migration%20Funds/Documents/AMIF%20and%20ISF/MSIS/Beneficiaries%20User%20Manual%20of%20MSIS%202014%20-%202020%20v1.pdf>

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## **STAFF COSTS**

### At Procurement level

- Copy of employment contract (if employed specifically on the project)
- Copy of selection report, in case employee is selected specifically for the project
- Assignment letter (if employee is assigned on the project)

### At Payment Claim level

- Payslips (signed by both the employee and the project leader)
- Timesheets (signed by both the employee and the project leader. In case the project leader's salary is being claimed, this has to be countersigned by his/her superior).
- Declaration of NI
- Reimbursement letter

## **TRAVEL**

### At Procurement level

- Approval to travel by Head of Department / Organisation
- Invitation to training/activity/event , if applicable
  
- In case of reimbursement, please also upload at procurement level:  
Request for quotations  
3 quotations
  
- In case of direct order, please also upload at procurement level:  
Approval for direct order from Head of Department (for Public Entities) /  
1 single bid (for NGOs/ International Organisations)

### At Payment Claim level

- Invoice from travel agency
- Boarding passes
- Itinerary / e-ticket
- Agenda of training/event (in cases where travel relates to the attendance of a seminar/training)
- Fiscal receipt / proof of payment (SEPA Report)
- Reimbursement letter

## **SUBSISTENCE ALLOWANCE**

### At Procurement Level

- Boarding passes
- Approval to travel by Head of Department / Organisation

#### At Payment Claim level

- Statement of expenditure (breakdown of the subsistence allowance signed by the person receiving the allowance)
- Copy of the Funds Transfer Report
- GA27 – signed by Director Corporate Services and Permanent Secretary (for Public Entities)
- E-ticket
- Copy of Debit Advice from CBM / SEPA Report – for public entities
- Copy of receipts (taxi/bus)
- Travel report
- Reimbursement letter, if applicable

**It is recommended to process the costs of the subsistence allowance with the costs of the flight tickets.**

#### **EQUIPMENT**

##### At Procurement Level

- Evaluation Report
- Direct order approval by Head of Department (for public entities) / 1 single quote (in case of NGOs)
- Declaration by independent technical expert confirming compliance with the requested specifications
- Declaration on the acquisition of equipment by the Project Leader
- Performance guarantee / or retention guarantee
- Contract or notification of award

##### At Payment Claim level

- Calculation of depreciation costs, if applicable
- Provisional acceptance, if applicable
- Invoice (certified correct)
- Proof of payment, in case reimbursement of costs is carried out
- Reimbursement letter, if applicable

#### **REAL ESTATE**

##### At Procurement Level

- Declaration by the beneficiary and technical expert on the property's compliance with technical properties and it's duration of contract
- Certification obtained from an independent qualified valuer
- Contract / order to start works
- Performance guarantee / or retention guarantee, as applicable
- Evaluation Report, if applicable
- Technical Specifications / Terms of Reference / Special Conditions

#### At Payment Claim Level

- Calculation of apportionment, if applicable
- Certified Bill of Quantities
- Certified measured works
- Provisional Acceptance
- Invoice (certified correct)
- Proof of payment, in case reimbursement of costs will be carried out
- Reimbursement letter, if applicable

### **CONSUMABLES, SUPPLIES & GENERAL SERVICES**

#### At Procurement Level

- Request for quotations
- Minimum three quotations for public entities / 1 single bid in case of NGOs
- Evaluation report
- Letter to successful bid

#### At Payment Claim Level

- Invoice (certified correct)
- Proof of payment, in case reimbursement of costs is carried out
- Reimbursement Letter, if applicable

### **SUBCONTRACTING**

#### Delivery of training by subcontracted tutor

##### At Procurement Level

- Contract – in cases where procurement exceeds € 5,000
- Confirmation email / letter agreed between both parties – in cases where procurement is below € 5,000
- Request for Quotations / Expression of interest
- Quotations
- Evaluation report

##### At Payment Claim Level

- Timesheets endorsed by the Project Leader and the trainer
- Attendance sheets endorsed by the trainer
- Invoice (certified correct)
- Proof of payment, in case reimbursement of costs is carried out applicable
- Reimbursement Letter, if applicable

### Delivery of a Conference

#### At Procurement Level

- 3 quotations for venue / food items and request for quotations
- In case of direct order, direct order approval by Head of Department (for public entities) and 1 single quote (as for NGOs)
- Contract / Confirmation email sent to winning bidder
- Evaluation report, if applicable

#### At Payment Claim Level

- Confirmation email of actual number of participants 24 hours prior to event
- Attendance sheets
- Agenda of event
- Invoice (certified correct)
- Proof of payment, in case reimbursement of costs is carried out
- Reimbursement Letter, if applicable

### Delivery of a Product / Service

#### At Procurement Level

- 3 quotations and request for quotations / special conditions in case of tenders
- In case of direct order, direct order approval by Head of Department (for public entities) and 1 single quote (as for NGOs)
- Evaluation Report, if applicable
- Performance guarantee / or Retention Guarantee, as applicable
- Notification email to winning bidder / contract

#### At Payment Claim Level

- Invoice (certified correct)
- Proof of payment, in case reimbursement of costs is carried out
- Reimbursement Letter, if applicable

### **COSTS DERIVING DIRECTLY FROM EU REQUIREMENTS**

#### At Procurement Level

- Request for quotations sent to prospective bidders
- 3 quotations / direct order approval from Head of Department for public entities / 1 single quote in case of direct order by NGOs
- Evaluation report
- Letter to selected and non-selected bidders
- Booking order in case of adverts

At Payment Claim Level

- Copy of Printed material
- Invoices
- Proof of payment in case reimbursement of costs is carried out
- Reimbursement letter, if applicable

**EXPERT FEES**

At Procurement Level

- 3 quotations and request for quotations / expression of interest
- In case of direct order, direct order approval by Head of Department (for public entities) and 1 single quote (as for NGOs)
- Evaluation report
- Contract / letters of offer / letters of acceptance

At Payment Claim Level

- Timesheets
- Invoice / payslips
- Proof of payment in case reimbursement of costs is carried out
- Reimbursement letter, if applicable

**SPECIFIC EXPENSES IN RELATION TO THIRD COUNTRY NATIONALS**

**AVR-R**

At Procurement Level

- Application form of returnee
- Flights itinerary and boarding passes

At Payment Claim Level

- Invoice of service fees
- Transaction reports for all fees
- Bank Transfer
- Invoice of reintegration grant
- Declaration of receipt of reintegration assistance
- Copy of cash allowance declaration and receipt
- Cash withdrawal form
- Copy of passport photos receipt
- Statement of expenses
- Reimbursement letter

## **FORCED RETURN**

### At Procurement Level

- Declaration from immigration inspector on the deportation of returnee
- Copy of the returnee's passport
- Removal order
- Quotations of flight

### At Payment Claim Level

- Invoice and proof of payments
- Reimbursement letter

## **INDIRECT COSTS**

### At Procurement Level

- Project Transaction Report

### At Payment Claim Level

- Reimbursement letter

## **Data Protection**

In all cases, including a request for quotations, invoices, payslips and commercial and/or employment contracts, it is the responsibility of the Beneficiary/Stakeholder uploading the information/document on MSIS to ensure that the Data Protection Act (ACT XXVI of 2001 and subsequent amendments) is being observed and that individuals/enterprises are informed that the data concerned will be accessible to national and EU stakeholders (or their delegated bodies) for payment, control and audit purposes, as per RA Circular on Data Protection.



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