



RRP Circular 01/2022

24th February 2022

To: All RRP stakeholders

Re: Management Information System – Recovery and Resilience Facility Database

The Planning and Priorities Co-ordination Division (PPCD) has been entrusted with the effective implementation of Malta's Recovery and Resilience Plan, including the function identified in Article 22 (2) and (3) of Regulation (EU) 2021/241¹. Reporting and monitoring will be registered through the Management Information System (MIS) – Recovery and Resilience Facility Database managed by the PPCD.

User Rights

Stakeholders are invited to apply for user access by visiting the registration portal <https://sfd.gov.mt/userregistration/>. The person responsible for the data group and who is authorised to endorse/reject the respective applicant's request for system access at the first level control should be the first person within the stakeholder entity to apply for user access. Once access has been granted to the data group owner, then other user registrations may be submitted within the organisation.

A step-by-step guidance on the registration process is included in Annex 1 of this circular. Further information on user rights is included in Annex 2 of this Circular – *Standard Operating Procedure RRFD User Rights I (Grant/Modify/Revoke/Review)*.

Documentation Upload

Documents uploaded on the MIS should only be in Portable Document Format (PDF). The database includes a number of help screens which one can make reference to when uploading documentation.

¹ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32021R0241&from=EN>

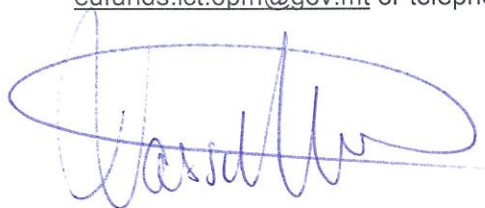
A handwritten signature in blue ink, consisting of a stylized 'A' followed by a flourish.

Data Protection

We take this opportunity to remind you that it is the responsibility of the stakeholder uploading the documents / information on the information system 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 uploading on the MIS, and that individuals / entities / 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. Kindly also note that any personal data uploaded to the MIS shall be retained for a period of *not less than five years* starting from the date of the final payment.

Technical support

Technical clarifications on the MIS may be sought by contacting the PPCD via e-mail at eufunds.ict.opm@gov.mt or telephone number 2555 2646.



Jonathan Vassallo
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Planning and Priorities Co-ordination Division

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Annex 1 – Tutorial: User Registration

Annex 2 – SOP RRFD User Rights I (Grant/Modify/Revoke/Review)