



Document [RRP SOP001]	Title: RRFD User Rights I (Grant / Modify / Revoke / Review)	
Revision 1.0	Prepared By: Mark Anthony Bezzina	Date Prepared: 13.01.2022
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Purpose: The purpose of this document is to provide guidance to the Recovery and Resilience Facility Database users of the procedures related to account authorisations.

Scope: This document explains the process of granting, amending and revoking of user rights.

Background: The Recovery and Resilience Facility Database is the backbone management information system (MIS) used to manage the Recovery and Resilience Plan in Malta in line with Regulation (EU) No 2021/241. The system is accessed by users from different stakeholders including: the entity responsible for the implementation of the Recovery and Resilience Plan, Intermediate Bodies, Beneficiaries, Line Ministries, and the EU Payments Unit.

Responsibilities:

- Heads of Organisations, and all system users.

Procedure:

1.0 DEFINITIONS

- 1.1 *Applicant* is a natural person who submits a formal application for a user account.
- 1.2 *Approver* is a person who is either the system owner, or authorised by the system owner, and who may approve or reject requests for system access at the second level control.
- 1.3 *Endorser* is a person who is the data group owner, i.e., responsible for the respective data group/s, and is authorised to endorse/reject the applicant's request for system access at the first level control.
- 1.4 *System Administrator* is a person who manages the operation of the information system, including the creation of user accounts.
- 1.5 *User* is a natural person who is authorised to use the information system.
- 1.6 *User Account* is an identity created for a user in the information management system comprising of a unique username and a confidential password.

2.0 GRANTING OF USER RIGHTS

- 2.1 When a prospective user requires access to the management information system, such user is to visit the registration portal at <https://www.sfd.gov.mt/userregistration/>.
- 2.2 Applicants are to submit their duly filled and electronically signed application form through the online portal.
- 2.3 Each application requested is processed as follows:

Applicant	Endorser	Approver
Beneficiaries	Project Leader	Director General PPCD
Intermediate Bodies	Head of IB	Director General PPCD
Line Ministries	Director Programme Implementation ¹ (DPI)	Director General PPCD
Horizontal stakeholders	Respective Head Audit Authority / Chief Coordinator Certifying Authority / Chief Coordinator EU Payments Unit	Director General PPCD
Entity responsible for the implementation of the Recovery and Resilience Plan	Director General PPCD or authorised senior management personnel	Director General PPCD

- 2.4. The *Endorser* shall evaluate and endorse (or otherwise) the application form indicating the rights recommended within the management information system. The Endorser will check, *inter alia*, that the Applicant requires access to the data group/s indicated on the application form, and the applicant's role on the information system.
- 2.5 If endorsed, the application form will then be submitted electronically to the Approver, also informing the Applicant of the application progress.
- 2.6 The *Approver* shall evaluate and approve (or otherwise) the application form. The Approver may also assign a different user functionality role (web group) than requested by the Endorser.
- 2.7 If approved, the unit responsible for the management of the information system will conduct the final verifications and create the *user account*. An automatic email notification will be sent by the *system administrator* through the information system to the *user* containing the account credentials.

¹ Director Programme Implementation or a Director in an equivalent role.

- 2.8 Applications are normally processed within two working days when the duly completed application form is approved, subject to the necessary final verifications.

3.0 MODIFICATION OF USER ACCOUNTS²

- 3.1 When *user* requires modification in access rights, an email needs to be sent by the respective organisation to the entity responsible for the implementation of the Recovery and Resilience Plan.
- 3.2 Requests are to be submitted electronically **through the respective Endorser** identified in section 2.2 above.
- 3.3. The Endorser shall evaluate and endorse (or otherwise) the request.
- 3.4 If endorsed, the notification including the endorsement is to be forwarded to the Director General PPCD, attention: system administration via email on eufunds.ict.opm@gov.mt
- 3.5 The request will then be evaluated and approved (or otherwise) by the Entity responsible for the implementation of the Recovery and Resilience Plan
- 3.6 If approved, the unit responsible for the management of the information system will conduct the final verifications and update the *user account*.
- 3.7 Requests are normally processed within two working days when the duly request is approved, subject to the necessary final verifications.

4.0 REVOKING OF USER RIGHTS

- 4.1 When a user no longer requires access to the information system, the respective Endorser is to revoke the user's access from the Administration menu.

5.0 REVIEW OF ACCOUNTS

- 5.1 At least once a year, the unit responsible for the management of the information system, will conduct a reconciliation exercise of all user accounts.
- 5.2 During reconciliation, the person responsible for each data group will confirm, or otherwise, that each user linked to the data group requires access to the system.
- 5.3 For ease of review, the unit responsible for the management of the information system, will provide a list of active user accounts together with the respective user rights and last date of access.

² Modifications of user accounts due to the appointments of Project Leaders are to follow the procedures related to the *Change of Project Leader*.

- 5.4 The entity responsible for the implementation of the Recovery and Resilience Plan reserves the right to:
- i. Deactivate user accounts which have not been used for more than two years; and
 - ii. Suspend user accounts after a long period of inactivity.

6.0 IMPLEMENTATION

- 6.1 This SOP will come into effect immediately.

Revision History:

Revision	Date	Description of changes	Requested By
0.1	13.01.2022	Initial internal Draft	DG PPCD
1.0	24.02.2022	Circulated final version	DG PPCD