Annex 22

For RA use: Irregularity Report No.

General Programme Solidarity & Management of Migration Flows
IRREGULARITY REPORT

1.0 GENERAL INFORMATION	
Member State	**Malta**
Programming Period	**2007-2013**
Fund	
Annual Programme	
Project Reference No.	
Title of the Project	
Beneficiary	
Case No.	**Irregularity Report No.**
Date of first information leading to suspicion of irregularity	
Source of first information on the irregularity	
Date when irregularity was detected	
Organisation that detected the irregularity	
Role of organisation that detected the irregularity	

Template Version date: 9th December 2013

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2.0 DESCRIPTION OF THE IRREGULARITY					
2.1 Irregular amount (Public share only)					
2.2 Indicate regulation/decision/procedure that has suffered the infringement	Community Regulation	National Provisions	Manual of Procedures	Governance	Other
2.3 Nature of expenditure *e.g. purchase of equipment, employment, training costs*					
2.4 Provide a brief description of the practices employed in committing the irregularity					
2.5 Provide a brief description on how the irregularity was quantified					
2.6 Type of Irregularity *(only one can be ticked)*	Overpayment	☐			
	Non-eligible expenditure	☐			
	Incorrect supporting documents	☐			
	Insufficient / Absence of supporting documents	☐			
	Public Procurement irregularity	☐			
	Administrative error	☐			
	Human error	☐			
	Systemic error	☐			
	Other (please specify)	☐			

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2.7 Qualification of the irregularity *(in the sense of Reg. 2988/95)*	i. Irregularity	☐
	ii. Suspicion of Fraud	☐
	iii. Established Fraud (Only by Court Decision)	☐
2.8 Irregularity detected during	Checks undertaken by stakeholders *(including the Beneficiary itself)* during implementation *(e.g. the payment process)*	☐
	Management verifications desk base check	☐
	Management verifications physical on-the-spot check	☐
	Checks carried out during the certification process by the CA	☐
	Audits carried out by the Audit Authority	☐
	Audits carried out by other audit bodies	☐
	Other	☐
2.9 Stage at which Irregularity took place *e.g. procurement, payment process*	The irregularity was detected prior to payment by Treasury	

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3.0 NATURAL AND/OR LEGAL PERSONS INVOLVED IN COMMITTING THE IRREGULARITY *(Repeat sections as appropriate)*	
Natural Person	
Name	
Address	
Role of the organisation wherein the person functions *e.g. Beneficiary, Intermediary Body*	
Position held/Function (in case irregularity was committed by a person):	

4.0 FINANCIAL DETAILS OF IRREGULARITY				
4.1 See Annex 1				
4.2 Is further expenditure being suspended?	Yes	☐	Amount and why?	
	No	☐	Why?	
	NA	☐	Why?	
4.3 State how the recovery of funds will be/has been done (*Note: If the irregularity is related to Technical assistance include VAT with Public Eligible. This must also be reflected in Annex 1)*				

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5.0 FOLLOW-UP (Refer also to Annex 1)	
5.1 Briefly describe what follow-up actions are required and who is responsible *(Note: If the irregularity is related to Technical assistance include VAT with Public Eligible. This must also be reflected in Annex 1)*	

6.0 RECURRENCE	
6.1 Briefly describe the actions and/or measures taken to prevent the recurrence of similar irregularities	

7.0 OTHER	
7.1 Insert any additional observations/comments	

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Report submitted by:

NAME IN BLOCK LETTERS	**NAME OF ORGANISATION/DEPARTMENT**
DESIGNATION	**SIGNATURE**
DATE	

Report received by:

NAME IN BLOCK LETTERS	**NAME OF ORGANISATION/DEPARTMENT**
DESIGNATION	**SIGNATURE**
DATE	**STAMP**

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