



EUROPEAN COMMISSION

Directorate General Regional Policy
Directorate General Employment, Social Affairs and Equal Opportunities
Directorate General Agricultural and Rural Development
Directorate General Maritime Affairs and Fisheries

SFC2007 Information System

Member State Managing Authority Manual

Date: 03/06/2009
Version: 1.7
Authors: Wim Nahon (DG EMPL)
Revised by: Didier BONAERT (DG AGRI) Morten GREVE (DG REGIO)
Approved by: Morten GREVE (DG REGIO)
Public:
Reference Number: SFC2007-MAN-184
Path: \\net1\commons\services\workflow\SFC2007_Project\Training2007\Manuals\
FrontEndManuals\MSMAManual\

TABLE OF CONTENTS

1. Introduction.....	10
1.1. Definition.....	10
1.2. Tasks.....	10
1.3. References used in this manual.....	10
1.4. Disclaimer.....	10
2. Managing Common Identification Codes (CCI).....	12
2.1. Definition.....	12
2.2. Managing a CCI: Workflow overview.....	13
2.3. Creating and sending a CCI request.....	14
2.4. Cancelling a CCI Request.....	20
2.5. Handling a CCI Request (by the Commission).....	23
2.6. Working with an allocated CCI.....	23
3. Managing Operational Programmes.....	25
3.1. Introduction to Operational Programmes.....	25
3.2. Managing Operational Programmes: Workflow overview.....	25
3.3. Creating Operational Programmes.....	27
3.3.1. Creating Operational Programmes funded by the ERDF, CF or ESF.....	27
3.3.2. Creating Operational Programmes funded by the EAFRD.....	31
3.3.3. Creating Operational Programmes funded by the EFF.....	35
3.4. Searching existing Operational Programmes.....	37
3.5. Consulting the Display Screen of an Operational Programme.....	41
3.5.1. Consulting the Display Screen for an Operational Programme funded by the ERDF, CF or ESF.....	41
3.5.2. Consulting the Display Screen for an Operational Programme funded by the EAFRD.....	46
3.5.3. Consulting the Display Screen for an Operational Programme funded by the EFF.....	51
3.6. Updating Operational Programmes.....	54
3.6.1. Updating Operational Programmes funded by the ERDF, CF or ESF.....	54
3.6.2. Updating Operational Programmes funded by the EAFRD.....	78
3.6.3. Updating Operational Programmes by the EFF.....	90
3.7. Validating Operational Programmes.....	95
3.8. Sending Operational Programmes to the European Commission.....	97
3.9. Evaluating Operational Programmes (by the Commission).....	98
3.10. Correcting returned Operational Programmes.....	101
3.11. Creating a new version of an Operational Programme.....	103
3.12. Operational Programme Data Fields.....	104
3.12.1. General Operational Programme Data Fields.....	104

3.12.2. Priority Axis Data Fields	108
3.12.3. Major Project Data Fields	111
3.12.4. Categorisation by Priority Theme Data Fields.....	111
3.12.5. Categorisation by Form of Finance Data Fields	112
3.12.6. Categorisation by Territory Type Data Fields	112
3.12.7. Region Data Fields	112
3.12.8. Earmarking Data Fields	112
3.12.9. Axis Detail Data Fields (EAFRD).....	113
3.12.10. Measure Detail Data Fields (EAFRD).....	113
3.12.11. Priority Detail Data Fields (EFF)	114
4. Managing Major Projects (MP) (ERDF and CF only).....	116
4.1. Introduction to Major Projects	116
4.2. Managing Major Projects: Workflow Overview	116
4.3. Creating Major Projects	117
4.4. Searching and displaying existing Major Projects	122
4.5. Updating Major Projects	131
4.5.1. Workflow Overview	131
4.5.2. Updating the tab General Info	132
4.5.3. Updating the tab Undertaking (Productive Investment Major Projects only)	133
4.5.4. Updating the subtab Categorisation – Priority Themes	135
4.5.5. Updating the subtab Categorisation – Forms of Finance.....	137
4.5.6. Updating the subtab Categorisation – Territory Types.....	139
4.5.7. Updating the subtab Categorisation – Economic Activity.....	140
4.5.8. Updating the subtab Categorisation – Locations	143
4.5.9. Updating the tab Timetable	146
4.5.10. Updating the subtab Cost/Benefit – Analysis (Infrastructure Investment MP)	149
4.5.11. Updating the subtab Cost/Benefit – Analysis (Productive Investment MP).....	152
4.5.12. Updating the subtab Cost/Benefit – Economic Costs/Benefits.....	155
4.5.13. Updating the subtab Cost/Benefits – Core Indicators.....	158
4.5.14. Updating the subtab Cost/Benefits – Main Indicators	162
4.5.15. Updating the subtab Cost/Benefits – Employment Effects.....	163
4.5.16. Updating the subtab Cost/Benefit – Risks and Sensitivity	165
4.5.17. Updating the tab Environment.....	166
4.5.18. Updating the tab Financial Tables	168
4.5.19. Updating the tab Community Policies	171
4.6. Validating Major Projects	172
4.7. Sending Major Projects to the European Commission	174
4.8. Evaluating validated Major Projects (by the Commission).....	175
4.9. Correcting returned Major Projects.....	178
4.10. Creating new versions of an approved Major Project	179
4.11. Major Project Data Fields	181
4.11.1. General Major Project Data Fields	181

5. Managing Management and Control System Dossiers	184
5.1. Introduction to the Member State Management and Control Systems.....	184
5.2. Workflow Overview	184
5.3. Creating, editing and validating Management and Control System Dossiers	186
5.4. Searching and sending a validated Management and Control Systems Dossier	186
5.5. Evaluating submitted (sent) MCS Dossiers (by the ECOA)	189
5.6. Management and Control System Dossier Data Fields.....	191
5.6.1. General Details Data Fields	192
5.6.2. Programmes Covered Data fields	194
5.6.3. Reservations on Priorities Data Fields.....	195
5.6.4. Results on the Assessment Data Fields.....	196
5.7. Consulting a Management Control Systems Dossier Non-Reception Letter	197
6. Managing Communication Plans	200
6.1. Introduction to the Communication Plans.....	200
6.2. Workflow Overview	200
6.3. Creating Communication Plans	201
6.4. Searching and displaying existing Communication Plans	206
6.5. Updating Communication Plans	209
6.5.1. Workflow Overview	209
6.5.2. Updating the tab General.....	210
6.5.3. Updating the tab Programmes Covered	211
6.6. Validating Communication Plans	214
6.7. Sending Communication Plans to the European Commission.....	216
6.8. Evaluating validated Communication Plans (by the Commission).....	217
6.9. Correcting returned Communication Plans.....	218
6.10. Creating new versions of an approved Communication Plan	220
6.11. Communication Plan Data Fields	221
6.11.1. General Communication Plan Data Fields.....	221
6.11.2. Programmes Covered Data fields	224
6.12. Consulting a Communication Plan Non-Reception Letter	224
7. Managing Monitoring Committees	226
7.1. Introduction to the Monitoring Committees.....	226
7.1.1. Definition.....	226
7.1.2. Composition.....	226
7.1.3. Tasks.....	226
7.2. Workflow Overview	227
7.3. Creating Monitoring Committees	228
7.4. Searching and displaying existing Monitoring Committees	231

7.5. Updating Monitoring Committees	234
7.5.1. Workflow Overview	234
7.5.2. Updating the tab General	235
7.5.3. Updating the tab Programmes Covered	236
7.6. Monitoring Committee Data Fields	238
7.6.1. General Details Data Fields	238
7.6.2. Programmes Covered Data fields	239
8. Managing Annual Payment Application Forecasts (APAF)	240
8.1. Introduction to Annual Payment Application Forecasts	240
8.2. Managing Annual Payment Application Forecasts: Workflow overview	240
8.3. Creating Annual Payment Application Forecasts	242
8.4. Searching existing Annual Payment Application Forecasts	244
8.5. Consulting the Display Screen of an Annual Payment Application Forecast	247
8.6. Synchronizing Annual Payment Application Forecasts with its Operational Programme.....	249
8.7. Updating Annual Payment Application Forecasts	250
8.7.1. Workflow Overview	250
8.7.2. Verifying General Settings	251
8.7.3. Updating the tab Forecast Details.....	252
8.8. Validating Annual Payment Application Forecasts	253
8.9. Sending Annual Payment Application Forecast to the European Commission..	255
8.10. Evaluating Annual Payment Application Forecasts (by the Commission)	256
8.11. Correcting returned Annual Payment Application Forecasts.....	257
8.12. Annual Payment Application Forecast Data Fields	258
8.12.1. General Annual Payment Application Forecast Data Fields	258
8.12.2. Forecast Details Data Fields	259
9. Defining Programme Indicator Sets (ERDF/CF and ESF only)	261
9.1. Introduction to Programme Indicators and Programme Indicator Sets.....	261
9.2. Workflow Overview	261
9.3. Creating a Programme Indicator Set	262
9.4. Searching and displaying existing Programme Indicator Sets.....	265
9.5. Copying Custom Indicators from another Programme.....	271
9.6. Updating Programme Indicator Sets.....	273
9.6.1. Workflow Overview	273
9.6.2. Updating the tab General.....	274
9.6.3. Updating the subtab Custom Indicators – Groups	275
9.6.4. Updating the subtab Custom Indicators – Indicator Details	277
9.6.5. Updating the tab Indicator Usage	280
9.6.6. Updating the tab Baselines / Targets	282

9.7. Validating Programme Indicator Sets	283
9.8. Sending Programme Indicator Sets to the European Commission	285
9.9. Evaluating validated Programme Indicator Sets (by the Commission)	286
9.10. Correcting returned Programme Indicator Sets	287
9.11. Creating new versions of an approved Programme Indicator Set	288
9.12. Programme Indicator Set Data Fields	289
9.12.1. General Programme Indicator Set Data Fields	289
9.12.2. Custom Indicator Groups Data fields	291
9.12.3. Custom Indicator Details Data fields.....	291
9.12.4. Indicator Usage Data fields	293
9.12.5. Baselines / Targets Data fields	294
10. Defining Annual and Final Implementation Reports	296
10.1. Introduction to Annual and Final Implementation Reports	296
10.2. Workflow Overview	297
10.3. Creating an Annual or Final Implementation Report	298
10.4. Searching and displaying existing Annual or Final Implementation Reports..	301
10.5. Synchronising the Set of Indicators for an Annual or Final Implementation Report	309
10.6. Updating Annual or Final Implementation Reports	310
10.6.1. Workflow Overview	310
10.6.2. Updating the tab General.....	312
10.6.3. Updating the tab Indicators.....	313
10.6.4. Updating the subtab Data on Participants – Sub-Priorities (ESF only).....	315
10.6.5. Updating the subtab Data on Participants – Participant Values (ESF only).....	317
10.6.6. Updating the tab Financial Detail	319
10.7. Validating Annual or Final Implementation Reports	321
10.8. Sending Annual or Final Implementation Reports to the European Commission	323
10.9. Evaluating validated Annual or Final Implementation Reports (by the Commission)	324
10.10. Correcting returned Annual or Final Implementation Reports	325
10.11. Annual or Final Implementation Report Data Fields	326
10.11.1. General Annual or Final Implementation Report Data Fields	326
10.11.2. Indicator Values Data fields	328
10.11.3. Data on Participants – Sub-Priorities Data fields (ESF only).....	329
10.11.4. Data on Participants – Participant Values data fields	330
10.11.5. Financial Information per Priority Axis Data fields	333
10.12. Consulting an Annual or Final Implementation Report Non-Receipt Letter	333
11. Appendix A: Validation Rules for Operational Programmes	336

12. Appendix B: Operational Programme Sample Reports	342
12.1. B.1 Print Report	342
12.2. B.2 Print All Report	343
12.3. B.3 Snapshot report.....	344
12.4. B.4 Acknowledgment report.....	344
13. Appendix C: Validation Rules for Major Projects.....	346
14. Appendix D: Major Project Sample Reports.....	348
14.1. D.1 Print Report	348
14.2. D.2 Print All Report	353
14.3. D.3 Snapshot Report	354
14.4. D.4 Acknowledgment Report	355
15. Appendix E: Monitoring Committee Sample Reports	357
15.1. E.1 Print Report	357
15.2. E.2 Print All Report	357
16. Appendix F: Annual Payment Application Forecast Validation Rules.....	358
17. Appendix G: Annual Payment Application Forecast Sample Reports	359
17.1. G.1 Print Report	359
17.2. G.2 Print All Report.....	359
17.3. G.3 Snapshot Report	360
17.4. G.4 Acknowledgement Report.....	361
18. Appendix H: Communication Plan Validation Rules	364
19. Appendix I: Communication Plan Sample Reports	365
19.1. I.1 Print Report.....	365
19.2. I.2 Print All Report.....	365
19.3. I.3 Snapshot Report.....	366
19.4. I.4 Acknowledgement Report	367
20. Appendix J: Programme Indicator Set Validation Rules.....	369
21. Appendix K: Programme Indicator Set Sample Reports.....	371
21.1. K.1 Print Report	371
21.2. K.2 Print All Report	371
21.3. K.3 Snapshot Report	372
21.4. K.4 Acknowledgement Report.....	373
22. Appendix L: Annual or Final Implementation Report Validation Rules.....	376
23. Appendix M: Annual /Final Implementation Report Sample Reports.....	378
23.1. M.1 Print Report	378

23.2. M.2 Print All Report	379
23.3. M.3 Snapshot Report	380
23.4. M.4 Acknowledgement Report.....	382
<i>24. Appendix N: List of Core Programme Indicators</i>	<i>385</i>

Document History

Version	Date	Comment	By
0.1	21/06/2007	Initial draft	WN
0.2	23/10/2007	Optimised and extended	WN
0.3	23/10/2007	Included MCS Dossier Management	WN
0.4	19/03/2008	Included Monitoring Committee	WN
0.5	01/04/2008	Included Annual Payment Application Forecast (APAF)	WN
1.0	03/06/2008	Included comments from revisers Morten Greve and Didier Bonaert	WN
1.1	05/06/2008	Included disclaimer	WN
1.2	10/03/2009	Applied new document template and updated validation rules for OP, MP, APAF	WN
1.3	15/03/2009	Added section about Communication Plans	WN
1.4	12/05/2009	Updated sections Update EAFRD OP: Annual and Priority Axes Financial Tables : Add New Challenges sections	WN
1.5	7/06/2009	Added Non-Reception Letters for all Objects	WN
1.6	17/06/2009	Added section about Programme Indicator Sets and Annual Implementation Reports	WN
1.7	03/07/2009	Last little updates	WN

1. INTRODUCTION

1.1. Definition

The Member State Management Authority (MSMA) is a national, regional or local public authority or a public or private body designated by the Member State to manage an Operational Programme (Art. 59 of Council Regulation (EC) No 1083/2006).

For EAFRD, the Member State Managing Authority, which may be either a public or private body acting at national or regional level, or the Member State itself when it carries out that task, designated by the Member State to be in charge of the management of the programme concerned (Art 74 of Council Regulation (EC) N° 1698/2005).

1.2. Tasks

The MSMA has the following key responsibilities:

- [Managing Common Identification Codes \(CCI\)](#)
- [Managing Operational Programmes \(OP\)](#)
- [Managing Major Projects \(MP\) \(ERDF and CF only\)](#)
- [Managing Management and Control System Dossiers](#)
- [Managing Communication Plans](#)
- [Managing Monitoring Committees](#)
- [Managing Annual Payment Application Forecasts for DG REGIO, EMPL and FISH](#)

Refer to the indicated sections for more detailed information.

The MSMA may also view the following information

- National Strategic Frameworks
- National Strategic Plans
- Payments
- Member State Management and Control System.

1.3. References used in this manual

The following references are used in this manual:

Ref	Name	Filename
[R1]	Glossary	SFC2007-BM-033 Business Glossary
[R2]	Introduction Guide	SFC2007-MAN-183 Introduction Guide
[R3]	European Commission Operating Agent Manual	SFC2007-MAN-190 European Commission Operating Agent Manual
[R4]	Member State Authority Manual	SFC2007-MAN-185 Member State Authority Manual
[R5]	Member State Compliance Assessment Authority Manual	SFC2007-MAN-188 Member State Compliance Assessment Authority Manual

1.4. Disclaimer

The information contained in this manual is for guidance only and is a description on how to use the SFC2007 application. There can be no guarantees as to the accuracy of the

descriptions due to the evolving nature of the computer system. In no way does this information replace the regulations or could be considered as a legal interpretation of the Commission services.

2. MANAGING COMMON IDENTIFICATION CODES (CCI)

2.1. Definition

A Common Identification Code (CCI) is a unique 14-character code assigned to an Object like an Operational Programme or a Project.

The format of such a code is **yyyyCC99OTY###**, where:

- **yyyy** = 4-digit code indicating the year in which the CCI has been allocated
- **CC** = 2-character code representing the member state or geographical group for which the CCI is requested

Possible values:

Code	Country
AT	Austria
BE	Belgium
BG	Bulgaria
CY	Cyprus
CZ	Czech Republic
DE	Germany
DK	Denmark
EE	Estonia
ES	Spain
FI	Finland
FR	France
UK	United Kingdom
GR	Greece
HU	Hungary
IE	Ireland
IT	Italy

Code	Country/Geographical Group
LT	Lithuania
LU	Luxembourg
LV	Latvia
MT	Malta
NL	Netherlands
PL	Poland
PT	Portugal
RO	Romania
SE	Sweden
SI	Slovenia
SK	Slovakia (Slovak Republic)
CB	Cross-border co-operation
CE	European Commission
EU	European Union
HR	Republic of Croatia
TR	Republic of Turkey
MK	Former Yugoslav Republic of Macedonia

- **99** = 2-digit code representing the Directorate General in charge of managing the Operational Programme or Major Project within the Commission

Possible values:

Code	Directorate General	Abbreviation
05	DG for Employment and Social Affairs	EMPL
06	DG for Agriculture	AGRI
14	DG for Fisheries	FISH
16	DG for Regional Policy	REGIO

- **O** = 1-character code representing the Objectives and Budget Sources covered by the Operational Programme or Major Project

Possible values:

Code	Objective / Budget Source
1	Convergence
2	Competitiveness and Employment
3	EU Territorial Cooperation
F	Fisheries Fund (EFF)
I	Instrument for Pre-Accession Assistance (IPA)
R	Rural Development (EAFRD)
U	Multi-Objective

- **TY** = 2-character code representing the type of Operational Programme or Project

Possible values:

Code	Operational Programme or Project Type
AT	Technical Assistance
GG	Global Grant
NS	NSRF / NSP
PO	Operational Programme
PR	Major Project
RV	National Contingency Reserve Programme
SA	State Aid Scheme

- **###** = 3-digits sequential number, starting at 001, which avoids having documents with identical names

2.2. Managing a CCI: Workflow overview

Managing a CCI involves going through a workflow consisting of several procedures. Some procedures are performed by the Member State Managing Authority (MSMA) or Member State Authority (MSA), while other procedures are performed by a European Commission Operating Agent (ECO).

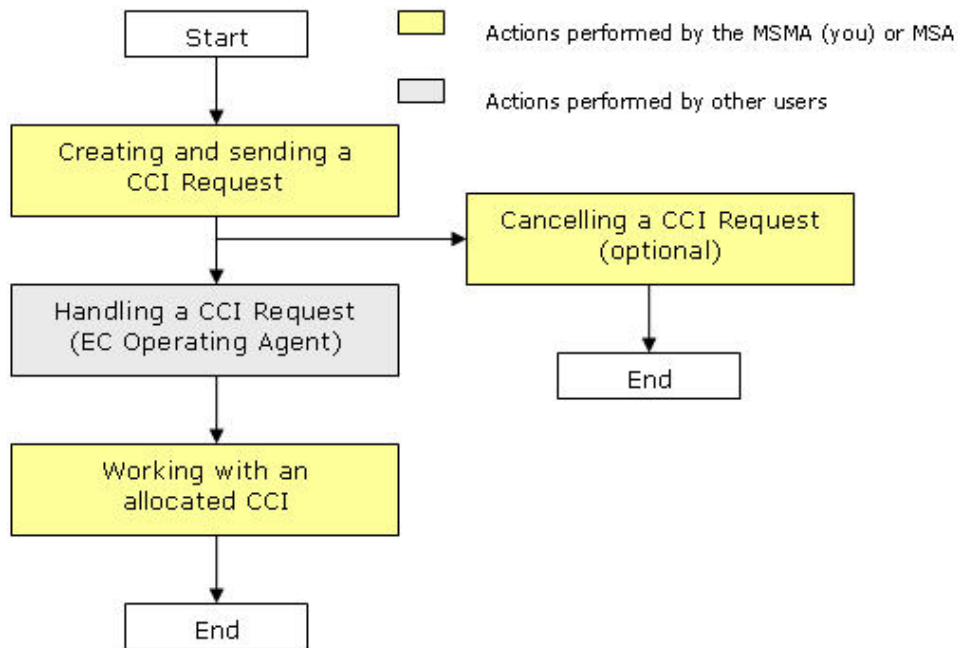
An overview of this workflow is displayed below.

The procedures handled by the MSA or MSMA are represented as yellow boxes. Click one of the links below to access a detailed description:

- [Creating and sending a CCI Request](#)
- [Cancelling a CCI Request](#)
- [Working with an allocated CCI](#)

The procedures performed by the ECOA are displayed in gray boxes. Click the link below to access a short description. A full description of these procedures can be found in the SFC2007 manuals dedicated to user types:

- [Handling a CCI request](#)



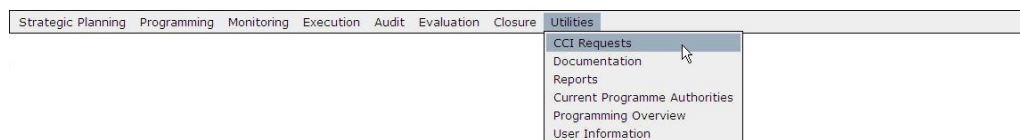
2.3. Creating and sending a CCI request

You typically need a new CCI, when you want to create a new Operational Programme or a new Project. As you cannot create a CCI yourself, you need to request one to the European Commission. The Commission then creates a new CCI and allocates it to you.

1. Log in to the SFC2007 information system.

The login procedure is explained in the [SFC2007 Introduction guide](#). This guide also provides a description of the general aspects of the SFC2007 user interface.

2. On the SFC2007 initial screen, select the option *CCI Requests* from the *Utilities* drop-down menu:



The following screen is displayed:

User: w0050164 Node: HU Profile: w0050164 - HU Version: v3.0.23 [Help](#) [Home](#) [Logout](#)

SFC 2007 **System for Fund management in the European Community 2007-2013** English (en)

Utilities > CCI Request > List CCI Requests and Allocations

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Search

CCI: Show? Start Year: Show?

Target Area: Leading DG:

Objective: Type:

Status: My Requests Only:

List of CCI Requests and Allocations

555 results found, displaying 11 to 20 Page(s): [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#)... Item(s) per page:

Allocated CCI	Title	Start Year	Target Area	Leading DG	Objective	Type	Status	Last Modified
2007FR06RPO002	Demo 24/10/2006 OP for EAFRD France	2007	France	AGRI	Rural Development	Operational Programme	Allocated	23/10/2006
2007FR141PO001	Demo 24/10/2006 OP for EFF France	2007	France	MARE	Convergence	Operational Programme	Allocated	23/10/2006
2007FR16UPO002	Demo 24/10/2006 OP for ERDF France	2007	France	REGIO	Multiple Objectives	Operational Programme	Allocated	23/10/2006
2007FR161PR001	Demo 24/10/2006 MP for ERDF France	2007	France	REGIO	Convergence	Major Project	Allocated	23/10/2006
2007NL16UPO001	Demo 24/10/2006 OP for ERDF Netherlands	2007	Netherlands	REGIO	Multiple Objectives	Operational Programme	Allocated	23/10/2006
2007FR06RPO003	Demo 24/10/2006 OP for EAFRD France 2	2007	France	AGRI	Rural Development	Operational Programme	Allocated	23/10/2006
	Operational Programme EMPL [EEI(Functional Testing [1.3.4. AM])]	2007	Estonia	EMPL	Regional Competitiveness and Employment	Operational Programme	Requested	13/10/2006
	OP Netherlands	2007	Netherlands	EMPL	Convergence	Operational Programme	Requested	24/10/2006
2007IT161PO002	Test Programme IT	2007	Italy	REGIO	Convergence	Operational Programme	Allocated	07/06/2006
2007IT061PO001	Test	2007	Italy	AGRI	Convergence	Operational Programme	Allocated	21/06/2006

[Create a New CCI Request](#)

This screen contains the following standard panes:

- **Search pane:** This pane allows defining Search criteria for finding existing CCI Requests.
 - **List of CCI Requests and Allocations:** This pane lists default information for existing CCI Requests The Allocated CCI column is empty if:
 - The Request was cancelled by the requesting MSMA or MSA
 - The Request was not yet treated by the EC Operating Agent
 - The Request was rejected by the EC Operating Agent
3. Click the link **Create a New CCI Request** below the **List of CCI Requests and Allocations**.

The following screen is displayed:

User: w0050164 Node: HU Profile: w0050164 - HU Version: v3.0.23 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013 English (en)

Utilities > CCI Request > Create CCI Requests

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Record Programme/Project Information Send Request

Create CCI Request - Step 1: Record Programme/Project Information relevant to determine CCI Number

Start Year: * Target Area: *

Leading DG: * Objective: *

Type: * Additional Email: *

Title: *

Comments:

Attached Document

Title: *

Attachment: Browse...

Document Date: *

Language: *

Add Clear

Cancel


The current phase *Record Programme/Project Information* is highlighted.

4. Fill out the fields as required.

The following table lists the available fields. For each field the following information is provided:

- Field name
- Description
- Maximum length (M.L.), expressed as a number of characters. If the maximum field length is not relevant, the field contains a dash (-). (The field length is not relevant for check boxes, for fields containing a date and for fields for which a predefined value must be selected from a drop-down list.)
- Status: M (Mandatory), O (Optional) or C (Calculated by the system)

Field name	Description	M.L.	Status
Start Year	In this field, enter the year of the programme.	255	M
Leading DG	From the drop-down list, select the Directorate General managing the Programme at the European Commission.	-	M
Type	From the drop-down list, select Operational Programme OR the Project Type for which you require the new CCI.	-	M

Field name	Description	M.L.	Status																																																																																																																																																																																																																																																																								
Title	In this field, enter the title of the Programme or Project.	255	M																																																																																																																																																																																																																																																																								
Target Area	Select the target area from the drop-down list. The available entries match the Member States and the predefined Geographical groups	-	M																																																																																																																																																																																																																																																																								
Objective	From the drop-down list, select the predefined Objective for the Programme or Project you require the CCI for.	-	M																																																																																																																																																																																																																																																																								
Additional Email	In this field, you may enter the e-mail address of an additional person to be notified when the Commission allocates the CCI you are requesting. If you do not enter an additional e-mail address, you are the only person that will be notified.	255	O																																																																																																																																																																																																																																																																								
Comments	In this field, enter free text comment.	2000	O																																																																																																																																																																																																																																																																								
Attached Documents – Title	The European Commission will only allocate a CCI to you, if you can give an indication what you need it for. You can prove your need by attaching a document about the Operational Program or Project. In this field you enter the title for the attached document.	240	M																																																																																																																																																																																																																																																																								
Attached Documents – Attachment	In this field, you can enter the path to the file to be attached as a justification for your CCI request. You can also click the Browse button to locate and attach the required file.	2000	O																																																																																																																																																																																																																																																																								
Attached Document – Document Date	In this field you can enter the Document Creation date in the/mm/yyyy format. You can also click the Calendar icon  to select the date from the Calendar: <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="text-align: center;">Previous (<<) / Next (>>) year</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td colspan="7">?</td> <td colspan="7">March, 2009</td> <td colspan="7">x</td> </tr> <tr> <td colspan="7"><</td> <td colspan="7">Today</td> <td colspan="7">></td> </tr> <tr> <td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td><td>Sun</td> <td colspan="21"></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td>1</td> <td colspan="21"></td> </tr> <tr> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> <td colspan="21"></td> </tr> <tr> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> <td colspan="21"></td> </tr> <tr> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td> <td colspan="21"></td> </tr> <tr> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> <td colspan="21"></td> </tr> <tr> <td>30</td><td>31</td><td colspan="24"></td> </tr> <tr> <td colspan="28">Select date</td> </tr> </table> <p style="text-align: center;">Previous (<) / Next (>) month</p> </div>	?							March, 2009							x							<							Today							>							Mon	Tue	Wed	Thu	Fri	Sat	Sun																												1																						2	3	4	5	6	7	8																						9	10	11	12	13	14	15																						16	17	18	19	20	21	22																						23	24	25	26	27	28	29																						30	31																									Select date																												-	M
?							March, 2009							x																																																																																																																																																																																																																																																													
<							Today							>																																																																																																																																																																																																																																																													
Mon	Tue	Wed	Thu	Fri	Sat	Sun																																																																																																																																																																																																																																																																					
						1																																																																																																																																																																																																																																																																					
2	3	4	5	6	7	8																																																																																																																																																																																																																																																																					
9	10	11	12	13	14	15																																																																																																																																																																																																																																																																					
16	17	18	19	20	21	22																																																																																																																																																																																																																																																																					
23	24	25	26	27	28	29																																																																																																																																																																																																																																																																					
30	31																																																																																																																																																																																																																																																																										
Select date																																																																																																																																																																																																																																																																											
Attached Document – Language	From the drop-down list, select the language in which the attached document is written.	-	M																																																																																																																																																																																																																																																																								

5. Fill out the fields and make the selections as required.

6. Click the *Add* button to save the CCI Request:

User: w0050164 Node: HU Profile: w0050164 - HU Version: v3.0.23 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Utilities > CCI Request > Create CCI Requests

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Record Programme/Project Information Send Request

Create CCI Request - Step 1: Record Programme/Project Information relevant to determine CCI Number

Start Year: 2009* Target Area: Hungary*
 Leading DG: EMPL* Objective: Convergence*
 Type: Operational Programme* Additional Email: *
 Title: CCI for OP Hungary*
 Comments: *

Attached Document
 Title: OP Hungary*
 Attachment: \\s-empl-fs6\homes\nahonwi\OP Doc.doc Browse...
 Document Date: 23/03/2009*
 Language: Hungarian*
 Add Clear

Cancel

The following screen is displayed:

User: w0050164 Node: HU Profile: w0050164 - HU Version: v3.0.23 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Utilities > CCI Request > Create CCI Requests

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Record Programme/Project Information Send Request

Create CCI Request - Step 1: Record Programme/Project Information relevant to determine CCI Number

Start Year: * Target Area: *
 Leading DG: * Objective: *
 Type: * Additional Email: *
 Title: *
 Comments: *

Attached Document
 Title: *
 Attachment: Browse...
 Document Date: *
 Language: *
 Add Clear

Start Year	Target Area	Leading DG	Objective	Type	Title	Attachment
2009	Hungary	EMPL	Convergence	Operational Programme	CCI for OP Hungary	1

Next Cancel

The new CCI definition is displayed in the table at the bottom.

You may now:

- Click the **Start Year** hyperlink to display all CCI Requests for that year.
- Click the **Attachment** hyperlink to open the attachment
- Click the **Rubbish bin** icon () to remove the CCI Request.

7. Click the **Next** button.

The following screen is displayed:

User: w0050164 Node: HU Profile: w0050164 - HU Version: v3.0.23 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Utilities > CCI Request > Create CCI Requests

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Record Programme/Project Information **Send Request**

Create CCI Request - Step 2: Send Request

Once you have sent this request, the Commission will allocate CCI numbers for the following Programmes/Projects:

Start Year	Target Area	Leading DG	Objective	Type	Title	Attachment	Additional Email
2009	Hungary	EMPL	Convergence	Operational Programme	CCI for OP Hungary	↓	

The allocated CCI numbers will in any case be send to the following email address:
sfc2007_test1@yahoo.com

To send your request to the Commission, please click the Send button.

Previous Send Cancel

The current phase **Send Request** is highlighted.

You can now:

- Click the **Previous** button to return to the previous screen. You will be able to make required changes.
- Click the **Cancel** button to cancel the CCI Request as a whole.
- Click the **Send** button.

8. Click the Send button.

The following screen is displayed

User: w0050164 Node: HU Profile: w0050164 - HU Version: v3.0.23 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Utilities > CCI Request > List CCI Requests and Allocations

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Search

CCI: [] Start Year: [] Show?

Target Area: [] Leading DG: []

Objective: [] Type: []

Status: [] My Requests Only:

Search Clear

List of CCI Requests and Allocations

27 results found, displaying 1 to 10 Page(s): 1, 2, 3. Item(s) per page: 10 Show all

Allocated CCI	Title	Start Year	Target Area	Leading DG	Objective	Type	Status	Last Modified
	CCI for OP Hungary	2009	Hungary	EMPL	Convergence	Operational Programme	Requested	23/03/2009
2007HU052PO004	CCI Request HU RCE EMPL Sfcf with attachment(1) for REGMOD 106-cc	2007	Hungary	EMPL	Regional Competitiveness and Employment	Operational Programme	Allocated	09/10/2007
2008HU051PO104	test regmod CCI att2	2008	Hungary	EMPL	Convergence	Operational Programme	Allocated	16/05/2008
2007HU051PO900RTF	Hungary Convergence	2007	Hungary	EMPL	Convergence	Operational Programme	Allocated	02/02/2009
2007HU051PO899RTF	Hungary Operational Programme	2007	Hungary	EMPL	Convergence	Operational Programme	Allocated	23/01/2009
2007HU05RPO001	Programme Test EMPL_SFC2007 Support Team	2007	Hungary	EMPL	Rural Development	Operational Programme	Allocated	22/01/2009
2008HU052PO103	test regmod CCI att	2008	Hungary	EMPL	Regional Competitiveness and Employment	Operational Programme	Allocated	16/05/2008
2007CR05IPO001	Test IPA DG Empl - APK 2001	2007	Cross-border co-operation	EMPL	IPA	Operational Programme	Allocated	01/12/2008
2008CE052PO901	DG Empl CE OP - APK 601	2008	European Commission	EMPL	Regional Competitiveness and Employment	Operational Programme	Allocated	13/10/2008
2007HU052PO001	OP_CRE_HU_254 for REGMOD 106 -cc	2007	Hungary	EMPL	Regional Competitiveness and Employment	Operational Programme	Allocated	03/10/2007

[Create a New CCI Request](#)

Description:

- The confirmation message **CCI Request(s) Successfully Created** is displayed at the top of the screen.
- The **List of CCI Requests and Allocations** contains the CCI Request you sent to the Commission. The **Allocated CCI** column is still empty, because the Commission did not yet allocate a CCI to your Request. The CCI Status is set to **Requested**, because the CCI was sent to the Commission, but it was not yet allocated or cancelled.
- You may now click the hyperlink in the **Title** column to display the CCI Request Detail screen:

User: w0050164 Node: HU Profile: w0050164 - HU Version: v3.0.23 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Utilities > CCI Request > Display CCI Request

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

[return to list](#) [Cancel Request](#)

CCI Request Detail

Start Year: 2009
Target Area: Hungary
Leading DG: EMPL
Objective: Convergence
Type: Operational Programme
Requester: w0050164
Requester Email: sfc2007_test1@yahoo.com
Additional Email:
Title: CCI for OP Hungary
Comments:
Request Date: 23/03/2009
Status: Requested
Last Modified: 23/03/2009
Attachment: [OP Hungary](#)

[return to list](#) [Cancel Request](#)

In this screen you can:

- Click the link in the **Attachment** field to open or to save the attached document.
- Click the link **Return to List** to return to the **List of CCI Requests and Allocations**.
- Click the link **Cancel Request** to cancel the CCI Request. This link is only available as long as the Commission did not yet allocate the CCI.

9. What to do next?

This concludes the CCI Request Procedure. You will now have to wait until the Operating Agent at the European Commission evaluates your request and informs you about his decision. Refer to [Handling a CCI Request](#) for brief description.

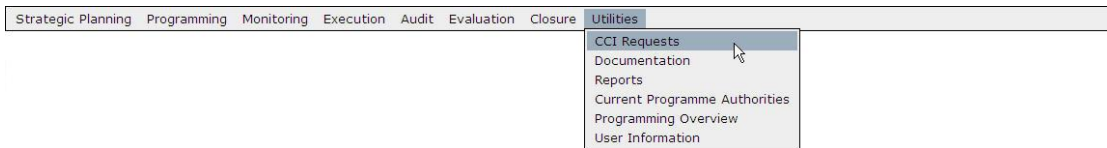
2.4. Cancelling a CCI Request

You may want to cancel a CCI Request you performed, if:

- You submitted the CCI Request, but it was not required
- You made a mistake in the CCI Request definition and you want to replace your request by a corrected one.

Attention: You can only cancel CCI Requests you submitted yourself and as long as the EC Operating Agent did not allocate the CCI. Once the CCI has been allocated, the request cannot be undone. However it is still possible to delete the CCI itself.

1. On the SFC2007 initial screen, select the option *CCI Requests* from the *Utilities* drop-down menu:



The following screen is displayed:

The screenshot displays the 'System for Fund management in the European Community 2007-2013' interface. The page title is 'Utilities > CCI Request > List CCI Requests and Allocations'. Below the title is a search pane with various filters: CCI, Target Area, Objective, Status, Start Year, Leading DG, Type, and My Requests Only. A search button and a clear button are present. Below the search pane is a table titled 'List of CCI Requests and Allocations' showing 555 results. The table has columns for Allocated CCI, Title, Start Year, Target Area, Leading DG, Objective, Type, Status, and Last Modified. The first few rows show requests for France, Netherlands, and Italy.

Allocated CCI	Title	Start Year	Target Area	Leading DG	Objective	Type	Status	Last Modified
2007FR06RP0002	Demo 24/10/2006 OP for EAFRD France	2007	France	AGRI	Rural Development	Operational Programme	Allocated	23/10/2006
2007FR141PO001	Demo 24/10/2006 OP for EFF France	2007	France	MARE	Convergence	Operational Programme	Allocated	23/10/2006
2007FR161PO002	Demo 24/10/2006 OP for ERDF France	2007	France	REGIO	Multiple Objectives	Operational Programme	Allocated	23/10/2006
2007FR161PR001	Demo 24/10/2006 MP for ERDF France	2007	France	REGIO	Convergence	Major Project	Allocated	23/10/2006
2007NL161PO001	Demo 24/10/2006 OP for ERDF Netherlands	2007	Netherlands	REGIO	Multiple Objectives	Operational Programme	Allocated	23/10/2006
2007FR06RP0003	Demo 24/10/2006 OP for EAFRD France 2	2007	France	AGRI	Rural Development	Operational Programme	Allocated	23/10/2006
	Operational Programme EMPL IEEI[Functional Testing (1.3.4. AM1)]	2007	Estonia	EMPL	Regional Competitiveness and Employment	Operational Programme	Requested	13/10/2006
	OP Netherlands	2007	Netherlands	EMPL	Convergence	Operational Programme	Requested	24/10/2006
2007IT161PO002	Test Programme IT	2007	Italy	REGIO	Convergence	Operational Programme	Allocated	07/06/2006
2007IT061PO001	Test	2007	Italy	AGRI	Convergence	Operational Programme	Allocated	21/06/2006

This screen contains the following standard elements:

- **Search pane:** This pane allows defining search criteria for finding the CCI Request you want to cancel. In the screen above, only entries with EMPL as Leading DG are displayed.
- **List of CCI Requests and Allocations:** This pane lists default information for existing CCI Requests.

A detailed description of the standard User Interface elements is provided in the [SFC2007 Introduction guide](#).

2. In the List of CCI Requests and Allocations, look for the CCI Request you want to cancel.

If required, define search criteria to find the CCI Request or browse through the pages by clicking the Browse buttons.

3. Click the link in the *Title* field of the CCI Request to be cancelled.

The CCI Request Detail screen is displayed:

User: w0050164 Node: HU Profile: w0050164 - HU Version: v3.0.23 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013 English (en)

Utilities > CCI Request > Display CCI Request

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

[return to list](#) [Cancel Request](#)

CCI Request Detail

Start Year: 2009
 Target Area: Hungary
 Leading DG: EMPL
 Objective: Convergence
 Type: Operational Programme
 Requester: w0050164
 Requester Email: sfc2007_test1@yahoo.com
 Additional Email:
 Title: CCI for OP Hungary
 Comments:
 Request Date: 23/03/2009
 Status: Requested
 Last Modified: 23/03/2009
 Attachment: [OP Hungary](#)

[return to list](#) [Cancel Request](#)

In this screen you can:

- Click the link in the **Attachment** field to open or to save the attached document
- Click the link **Return to List** to return to the **List of CCI Requests and Allocations**.
- Click the link **Cancel Request** to cancel the CCI Request. This link is only available as long as the Commission did not yet allocate the CCI.

4. Click the *Cancel Request* link.

The following screen appears:

User: w0050164 Node: HU Profile: w0050164 - HU Version: v3.0.23 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013 English (en)

Utilities > CCI Request > Cancel CCI Request

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

CCI Request Detail

Start Year: 2009
 Target Area: Hungary
 Leading DG: EMPL
 Objective: Convergence
 Type: Operational Programme
 Requester: w0050164
 Requester Email: sfc2007_test1@yahoo.com
 Additional Email:
 Title: CCI for OP Hungary
 Comments:
 Request Date: 23/03/2009
 Status: Requested
 Last Modified: 23/03/2009
 Attachment: [OP Hungary](#)

Reason:

Do you really want to cancel this CCI Request?

5. Enter a description in the *Reason* field and click the *Yes* button to confirm the cancellation of the CCI Request.

The following screen appears:

User: w0050164 Node: HU Profile: w0050164 - HU Version: v3.0.23 Help Home Logout

English (en)

System for Fund management in the European Community 2007-2013

Utilities > CCI Request > Display CCI Request

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

CCI Request Successfully Cancelled!
[return to list](#)

CCI Request Detail

Start Year: 2009
Target Area: Hungary
Leading DG: EMPL
Objective: Convergence
Type: Operational Programme
Requester: w0050164
Requester Email: sfc2007_test1@yahoo.com
Additional Email:
Title: CCI for OP Hungary
Comments:
Request Date: 23/03/2009
Status: Cancelled
Reason: Not required
Last Modified: 23/03/2009
Attachment: [OP Hungary](#)

[return to list](#)

Note that:

- A message is displayed indicating that the CCI Request has successfully cancelled.
- The status has switched to **Cancelled**.
- The reason for cancelling is also displayed.
- Click the link **Return to list** to return to the **List of CCI Requests and Allocations**.

This concludes the procedure **Canceling a CCI Request**. You can now perform any other task in SFC2007 or log off the system.

2.5. Handling a CCI Request (by the Commission)

CCI Requests submitted by Member States are handled by Operating Agents at the European Commission.

The Operating Agent performs the following actions:

- He evaluates whether the request for a new CCI was justified
- If the CCI Request is justified, he creates and allocates a CCI
- If the CCI Request is not justified, he cancels the CCI Request
- In both cases, he notifies the requester.

2.6. Working with an allocated CCI

When the EC Operating Agent takes a decision about your CCI Request, a notification e-mail message will be sent to you (the requester) and optionally to the second e-mail address you defined on the request.

If the EC Operating Agent cancelled your request, this e-mail message will have the following format.

From: "sfc2007-info@ec.europa.eu" <sfc2007-info@ec.europa.eu>
To: msma@memberstate.eu
Sent: Tuesday, June 26, 2007 1:19:39 PM
Subject: SFC2007 Event Notification
Object: CCI Request 2007PT051PO
Related to OP for Portugal for Convergence — User-defined title
Event: Cancelled
By: Commission
To review this CCI Request click [here](#)

Click the **here** link to view the Detail screen for the CCI Request. It is not possible to "reactivate" the cancelled CCI Request. You can however create a new one, if you think that the CCI Request was wrongfully cancelled. It might then be a good idea to clarify your request by providing some additional justification (e.g. in the **Comments** field) or to contact the Commission prior to sending the new CCI request.

If the EC Operating Agent **allocated** the CCI, the notification e-mail message will have the following format:

----- Forwarded Message -----
From: "sfc2007-info@ec.europa.eu" <sfc2007-info@ec.europa.eu>
To: msma@memberstate.eu
Sent: Tuesday, June 26, 2007 2:16:15 PM
Subject: SFC2007 Event Notification
Object: CCI Request 2007PT163PR
Related to MP for Portugal — User-defined title
Event: Allocated 2007PT163PR001
By: Commission
To review this CCI Request click [here](#)

Click the **here** link to view the Detail screen for the CCI Request. Now that your requested CCI is available you can start using it.

3. MANAGING OPERATIONAL PROGRAMMES

3.1. Introduction to Operational Programmes

(After Articles 2, 3 and 32 of Council Regulation (EC) No 1083/2006)

An Operational Programme is a document submitted by a Member State and adopted by the Commission. It sets out a development strategy with a coherent set of priorities to be carried out with the aid of a Fund, or, in the case of the Convergence objective, with the aid of the Cohesion Fund and the ERDF. Each Operational Programme covers a period between 1 January 2007 and 31 December 2013.

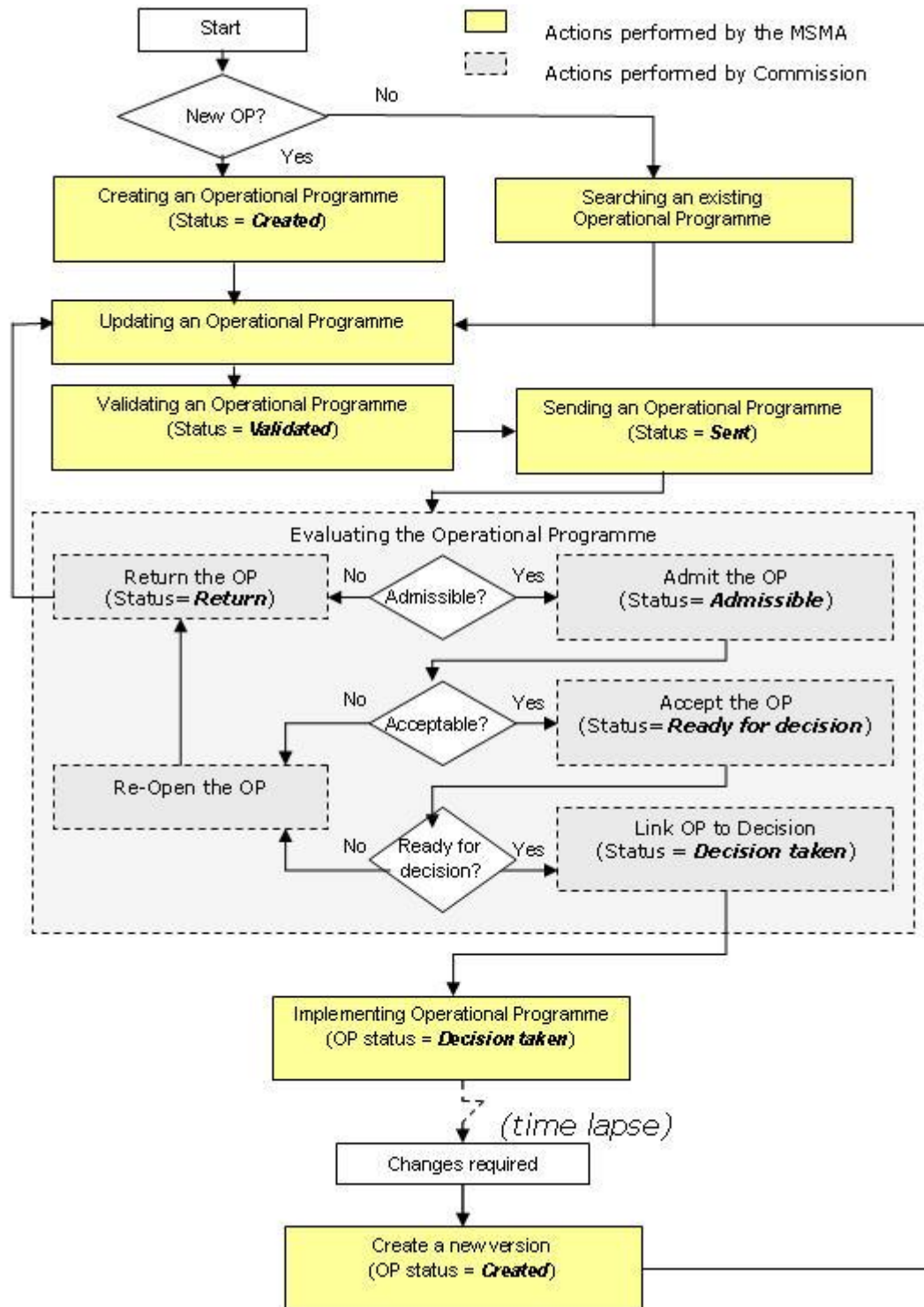
An Operational Programme covers only one of the following three objectives:

- **Convergence**
This objective is aimed at speeding up the convergence of the least-developed Member States and regions by improving conditions for growth and employment through the increasing and improvement of the quality of investment in physical and human capital, the development of innovation and of the knowledge society, adaptability to economic and social changes, the protection and improvement of the environment, and administrative efficiency. This objective constitutes the priority of the Funds
- **Regional competitiveness and employment**
This objective is aimed (outside the least-developed regions) strengthening regions' competitiveness and attractiveness as well as employment by anticipating economic and social changes, including those linked to the opening of trade, through the increasing and improvement of the quality of investment in human capital, innovation and the promotion of the knowledge society, entrepreneurship, the protection and improvement of the environment, and the improvement of accessibility, adaptability of workers and businesses as well as the development of inclusive job markets.
- **European territorial cooperation**
This objective is aimed at strengthening cross-border cooperation through joint local and regional initiatives, strengthening transnational cooperation by means of actions conducive to integrated territorial development linked to the Community priorities, and strengthening interregional cooperation and exchange of experience at the appropriate territorial level.

3.2. Managing Operational Programmes: Workflow overview

Managing an Operational Programme involves going through a workflow consisting of several procedures. Some procedures are performed by you, the Member State Managing Authority, while other procedures are performed by European Commission Users (European Commission Operating Agent (ECOA) and European Commission Publishing Officers (ECPO)).

An overview of this workflow is displayed below:



The actions you perform are represented as yellow boxes. Click one of the links below to access a detailed description:

- [Creating Operational Programmes](#)
- [Searching existing Operational Programmes](#)
- [Consulting existing Operational Programmes](#)
- [Updating Operational Programmes](#)
- [Validating Operational Programmes](#)
- [Sending Operational Programmes to the European Commission](#)
- [Correcting returned Operational Programmes](#)
- [Creating new versions of an approved Operational Programme](#)

The actions performed by European Commission users are displayed in gray boxes. Refer to the section [Evaluating Operational Programmes \(by the Commission\)](#) to access a short description.

3.3. Creating Operational Programmes

The Operational Programme creation procedures depend on the participating Funds. They are therefore explained in separate sections:

- [Creating Operational Programmes funded by the ERDF, CF or ESF](#)
- [Creating Operational Programmes funded by the EAFRD](#)
- [Creating Operational Programmes funded by the EFF](#)

3.3.1. Creating Operational Programmes funded by the ERDF, CF or ESF

As Operational Programmes funded by the European Regional Development Fund (ERDF), Cohesion Fund (CF) or European Social Fund (ESF) are created in a similar way, they are treated together in one procedure.

1. **On the SFC2007 initial screen, select the option *Operational Programme* from the *Programming* drop-down menu:**



The following screen is displayed:

User: w0050164 Mode: HU Profile: w0050164 - HU Version: v3.0.23 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013
 Programming > Operational Programmes > List Operational Programmes English (en)

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Search

CCI: Show? Status: Show?

Version: Previous Node:

Title: Current Node:

Decision:

List of Operational Programmes

34 results found, displaying 1 to 10

CCI	Version	Title	Status	Previous Node	Current Node	Last Modified	Decision
2007HU051PO0021		Programme for demo (24 oct 2007)	Sent	Hungary	Commission	24/01/2008	
2007HU051PO0111		test for regmod 108 (EMPL) - classement par défaut - cc	Decision Taken	Commission	Commission	19/02/2008	CD 12345 - 19/02/2008
2007HU051PO0112		test for regmod 108 (EMPL) - classement par défaut - cc	Created	Hungary	Hungary	14/05/2008	
2007HU051PO0121		very long OP title with chars &é"*(é^è(à))^\[!\$%"~"µÉ7890 1234567890 1234567890 1234567890 1234567890 1234567890 1234567890 1234567890 1234567890 1234567890 1234567890 1234567890 1234567890	Returned - For Correction	Commission	Hungary	06/10/2008	
2007HU051PO0161		HU Test AK 003	Decision Taken	Commission	Commission	07/08/2008	AUTOCD26 - 07/08/2008
2007HU051PO8141		Test DG Empl CCI - APK - 501 DO NOT DELETE	Decision Taken	Commission	Commission	23/01/2009	MY DECISION - 11/04/2007
2007HU051PO8151		DG Empl - Test CCI - APK - 1101	Decision Taken	Commission	Commission	25/11/2008	MY DECISION - 11/04/2007
2007HU051PO8152		DG Empl - Test CCI - APK - 1101	Sent	Hungary	Commission	04/12/2008	
2007HU051PO8991		RTF Hungary Operational Programme	Decision Taken	Commission	Commission	23/01/2009	AUTOCD4 - 14/07/2008
2007HU051PO9001		RTF Hungary Convergence	Decision Taken	Commission	Commission	02/02/2009	AUTOCD4 - 14/07/2008

[Create a new Operational Programme](#)

This screen contains the following standard elements:

- *Search pane:* This pane allows defining search criteria for searching Operational Programmes.
- *List of existing Operational Programmes:* This pane lists default information for existing Operational Programmes.
- *Create a new Operational Programme* link

A detailed description of the standard User Interface elements is provided in the [SFC2007 Introduction guide](#).

2. Click the link *Create a new Operational Programme*.

The following screen is displayed:

User: w0050164 Mode: HU Profile: w0050164 - HU Version: v3.0.23 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013
 Programming > Operational Programme > Create Operational Programme English (en)

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Create Operational Programme - Step 1: Provide General Details

General Details Priority Axes

CCI: [Request CCI](#)

Title:

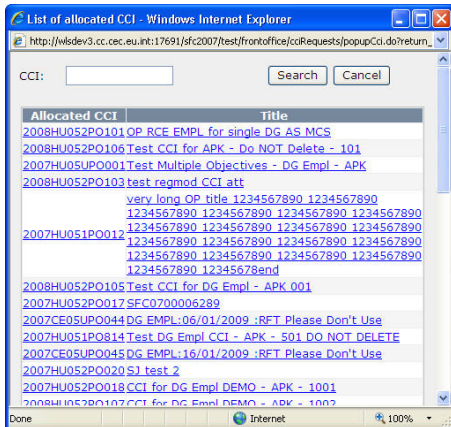
First Year: Last Year:

Comments:

The current step *General Details* is highlighted.

3. Click the field *Operational Programme CCI*.

The dialog *List of allocated CCI* is displayed:



If the list of allocated CCI is too long and you do not easily find the required one, you can define (a part of) the CCI in the **CCI** search field. Then click the **Search** button. The list of allocated CCI matching the search criteria will be displayed. You can use the following wildcards:

- % represents several characters
- _ (underscore) represents a single characters

If the required CCI is not available in the **List of allocated CCI**, there are several possibilities:

- You have not yet requested the required CCI. In that case you can use the **Request CCI** link to access the **List of CCI Requests and Allocations** page. Refer to the chapter [Managing Common Identification Codes](#).
- You have requested the CCI, but the Commission did not allocate it yet. You will receive an e-mail message, when the CCI is allocated by the Commission.
- The CCI has already been allocated to another Operational Programme.

4. Select the required CCI by clicking the matching link in the *Allocated CCI* or *Title* field.

Result:

- The selected CCI is copied into the field **Operational Programme CCI**.
- The title linked to the selected CCI is copied into the **Title** field.

5. Fill out the other fields and make the selections as required.

The following fields are available:

- [Operational Programme CCI](#)
- [Title](#)
- [First Year](#)
- [Last Year](#)
- [Contains Transitional Support Regions](#)
- [Comments](#)

For a description of these fields, refer to the section [General Operational Programme Data Fields](#) or click an individual field link in the list above.

Note: If a mandatory field was not filled out, the system displays the Missing Information icon (⚠) next to the field.

6. Click the *Next* button.

The following screen is displayed:

The current step, **Priority Axes**, is highlighted.

The following fields are available:

- [Code](#)
- [Description](#)
- [Fund](#)
- [Objective](#)
- [Expressed in Public Cost](#)
- [Is Technical Assistance](#)
- [Is Performance Reserve](#)
- [Is Transnational with 10% Bonus](#)

For a description of these fields, refer to section [Priority Axes Data fields](#) or click an individual field link in the list above.

7. Fill out the fields and make the selections as required. Then click the *Add* button.

The following screen is displayed:

The newly added Priority Axis is displayed in the list.

You can now:

- Click the **Rubbish bin** icon () to delete the Priority definition.

- Click the link in the **Code** field to copy the Priority definition back into the introduction fields above. You will be able to update the settings and to add the edited definition.
 - Click the **Cancel** button to cancel the Operational Programme creation as a whole.
 - Repeat step 6 for all Priority Axes you want to assign to the Operational Programme.
- 8. Once you have added all required Priorities, click the *Finish* button.**

The following message is displayed briefly:

Programme Created!

Then the following screen is displayed:

The screenshot displays the 'System for Fund management in the European Community 2007-2013' interface. At the top, it shows user information (User: w0050164, Node: HU, Profile: w0050164 - HU, Version: v3.0.23) and navigation links (Help, Home, Logout). The main header includes the SFC 2007 logo and the title 'System for Fund management in the European Community 2007-2013'. Below the header is a breadcrumb trail: 'Programming > Operational Programme > Edit Operational Programme'. A secondary navigation bar contains links for 'Strategic Planning', 'Programming', 'Monitoring', 'Execution', 'Audit', 'Evaluation', 'Closure', and 'Utilities'. The main content area is titled 'Operational Programme' and shows details for CCI: 2009HU051PO001, Version: 1, Status: Created. The 'General Details' tab is selected, showing fields for CCI (2009HU051PO001), Title (CCI for OP (ESF)), First Year (2007), Last Year (2013), and a checkbox for 'Contains Transitional Support Regions'. There is also a 'Comments' field and 'Save' and 'Cancel' buttons at the bottom right.

This screen contains a number of tabs and subtabs allowing updating (editing and/or completing) the Operational Programme definition. Refer to [Updating Operational Programmes funded by the ERDF, CF or ESF](#) for a detailed description.

3.3.2. Creating Operational Programmes funded by the EAFRD

This procedure explains how an Operational Programme receiving contributions from the European Agricultural Fund for Regional Development (EAFRD) is created.

- 1. On the SFC2007 initial screen, select the option *Operational Programme* from the *Programming* drop-down menu.**

The screenshot shows the 'Programming' menu in the SFC2007 interface. The 'Programming' tab is selected, and a dropdown menu is open showing options: 'Operational Programme', 'IPA Programme', and 'Commission Decision'.

The following screen is displayed:

User: w0050164 Node: HU Profile: w0050164 - HU Version: v3.0.23 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013
 Programming > Operational Programmes > List Operational Programmes

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Search

Show? Show?

CCI: Status:

Version: Previous Node:

Title: Current Node:

Decision:

List of Operational Programmes

34 results found, displaying 1 to 10 Page(s): 1 2 3 4 Item(s) per page: 10 [Show all](#)

CCI	Version	Title	Status	Previous Node	Current Node	Last Modified	Decision
2007HU051P00021		Programme for demo (24 oct 2007)	Sent	Hungary	Commission	24/01/2008	
2007HU051P00111		test for regmod 108 (EMPL) -classement par défaut - cc	Decision Taken	Commission	Commission	19/02/2008	CD 12345 - 19/02/2008
2007HU051P00112		test for regmod 108 (EMPL) -classement par défaut - cc	Created	Hungary	Hungary	14/05/2008	
2007HU051P00121		very long OP title with chars '(á)'^[]\$%~"µE7890 1234567890 1234567890 1234567890 1234567890 1234567890 1234567890 1234567890 1234567890 1234567890 1234567890 1234567890	Returned - For Correction	Commission	Hungary	06/10/2008	
2007HU051P00161		HU Test AK 003	Decision Taken	Commission	Commission	07/08/2008	AUTOCD26 - 07/08/2008
2007HU051P08141		Test DG Empl CCI - APK - 501 DO NOT DELETE	Decision Taken	Commission	Commission	23/01/2009	MY DECISION - 11/04/2007
2007HU051P08151		DG Empl - Test CCI - APK - 1101	Decision Taken	Commission	Commission	25/11/2008	MY DECISION - 11/04/2007
2007HU051P08152		DG Empl - Test CCI - APK - 1101	Sent	Hungary	Commission	04/12/2008	
2007HU051P08991		RTF Hungary Operational Programme	Decision Taken	Commission	Commission	23/01/2009	AUTOCD4 - 14/07/2008
2007HU051P09001		RTF Hungary Convergence	Decision Taken	Commission	Commission	02/02/2009	AUTOCD4 - 14/07/2008

[Create a new Operational Programme](#)

This screen contains the following standard elements:

- **Search pane:** This pane allows defining search criteria for searching Operational Programmes.
- **List of Operational Programmes:** This pane lists default information for existing Operational Programmes.
- **Create a new Operational Programme** link

A detailed description of the standard User Interface elements is provided in the [SFC2007 Introduction guide](#).

2. Click the link **Create a new Operational Programme**.

The following screen is displayed:

User: w0050166 Node: HU Profile: w0050166 - HU Version: v3.0.23 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013
 Programming > Operational Programme > Create Operational Programme

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details Priority Axes

Create Operational Programme - Step 1: Provide General Details

CCI:

Title:

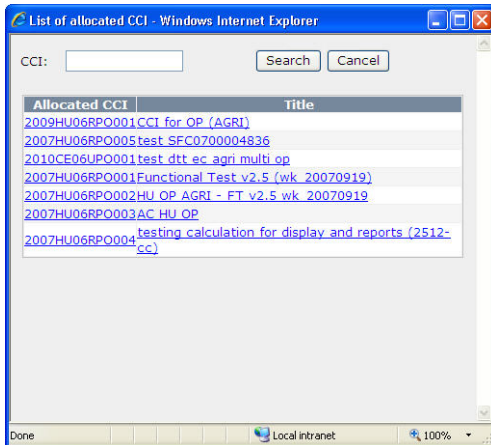
First Year: Last Year:

Comments:

The current step **General Details** is highlighted.

3. Click the field **Operational Programme CCI**.

The dialog **List of allocated CCI** is displayed:



Notes:

If the list of allocated CCI is too long and you do not easily find the required one, you can define (a part of) the CCI in the **CCI** search field. Then click the **Search** button. The list of allocated CCI matching the search criteria will be displayed. You can use the following wildcards:

- % represents several characters
- _ (underscore) represents a single characters

If the required CCI is not available in the **List of allocated CCI**, there are several possibilities:

- You have not yet requested the required CCI. In that case you can use the **Request CCI** link to access the **List of CCI Requests and Allocations** page. Refer to the chapter [Managing Common Identification Codes](#).
- You have requested the CCI, but the Commission did not allocate it yet. You will receive an e-mail message, when the CCI is allocated by the Commission.
- The CCI has already been allocated to another Operational Programme.

4. Click the required CCI to select it.

The following screen is displayed:

The following fields are available:

- [Operational Programme CCI](#)
- [Title](#)
- [First Year](#)
- [Last Year](#)
- [Comments](#)
- [Covers section](#)

For a description of these fields, refer to section [General Operational Programme Data Fields](#) or click an individual field link in the list above.

5. **Fill out the fields and make the selections as required.**
6. **Click the *Next* button.**

The following screen is displayed:

7. **Click the *Finish* button.**

The following message is displayed briefly:

Programme Created!

Then the following screen is displayed:

This screen contains a number of tabs and subtabs allowing updating (editing and/or completing) the Operational Programme definition. Refer to [Updating an Operational Programme receiving contributions from the EAFRD](#) for a detailed description.

3.3.3. Creating Operational Programmes funded by the EFF

This procedure explains how an Operational Programme receiving contributions from the European Fisheries Fund (EFF) is created.

1. On the SFC2007 initial screen, select the option **Operational Programme** from the **Programming drop-down menu**:



The following screen is displayed:

CCI	Version	Title	Status	Previous Node	Current Node	Last Modified	Decision
2007HU14FPO0011		OP HU FISH FIP (1) Ftest 247-cc	Decision Taken	Commission	Commission	08/10/2008	CD-2007HU14FPO001-01 - 06/08/2007
2007HU14FPO0031		test for regmod 108 (FISH) - AS (ACK) - cc	Decision Taken	Commission	Commission	21/01/2008	CD-2007HU14FPO003(1) - 10/10/2007
2007HU14FPO0032		test for regmod 108 (FISH) - AS (ACK) - cc	Created	Hungary	Hungary	08/10/2008	

This screen contains the following standard elements:

- **Search pane:** This pane allows defining search criteria for searching Operational Programmes.
- **List of Operational Programmes:** This pane lists default information for existing Operational Programmes.
- **Create a new Operational Programme** link

A detailed description of the standard User Interface elements is provided in the [SFC2007 Introduction guide](#).

2. Click the link **Create a new Operational Programme**.

The following screen is displayed:

General Details Priority Axes

Create Operational Programme - Step 1: Provide General Details

CCI: [] [Request CCI]

Title: []

First Year: 2007 Last Year: 2013

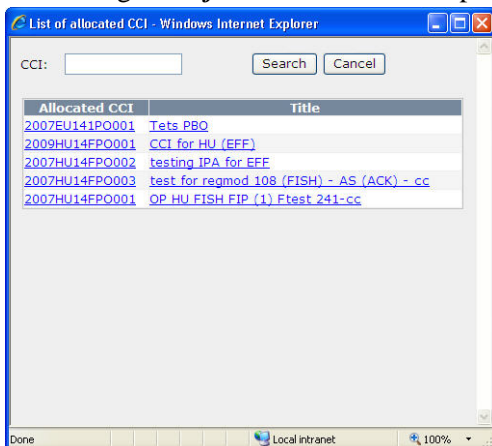
Comments: []

Next Cancel

The current step **General Details** is highlighted.

3. Click the field **Operational Programme CCI**.

The dialog **List of allocated CCI** is displayed:



Notes:

If the list of allocated CCI is too long and you do not easily find the required one, you can define (a part of) the CCI in the **CCI** search field. Then click the **Search** button. The list of allocated CCI matching the search criteria will be displayed. You can use the following wildcards:

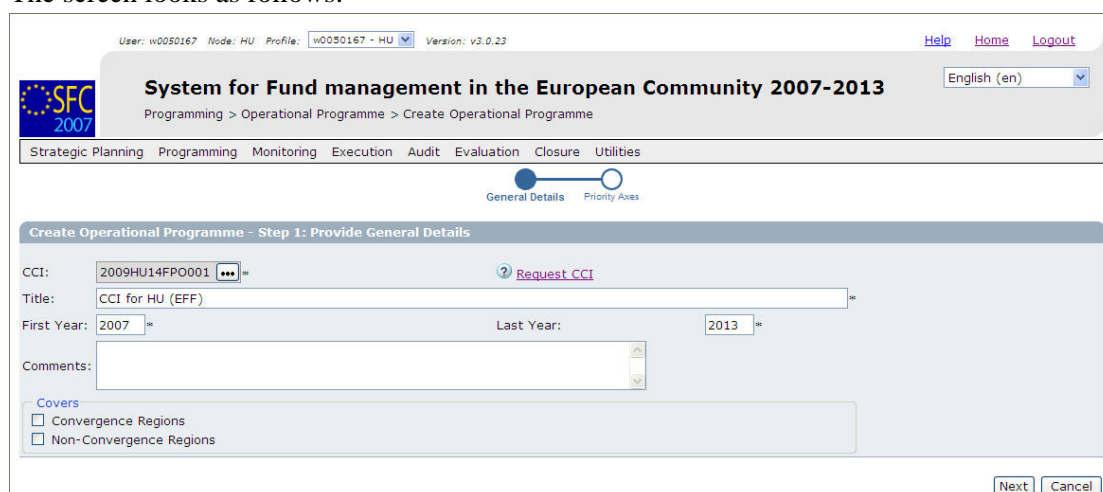
- % represents several characters
- _ (underscore) represents a single character

If the required CCI is not available in the **List of allocated CCI**, there are several possibilities:

- You have not yet requested the required CCI. In that case you can use the **Request CCI** link to access the **List of CCI Requests and Allocations** page. Refer to the chapter [Managing Common Identification Codes](#).
- You have requested the CCI, but the Commission did not allocate it yet. You will receive an e-mail message, when the CCI is allocated by the Commission.
- The CCI has already been allocated to another Operational Programme.

4. Click the required CCI to select it.

The screen looks as follows:



The following fields are available:

- [Operational Programme CCI](#)

- [Title](#)
- [First Year](#)
- [Last Year](#)
- [Comments](#)
- [Covers Section](#)

For a description of these fields, refer to section [General Operational Programme Data Fields](#) or click an individual field link in the list above a description of these fields.

5. Fill out the fields and make the selections as required.

6. Click the *Next* button.

The following screen is displayed:



7. Click the *Finish* button.

The following message is displayed briefly:

Programme Created!

Then the following screen is displayed:

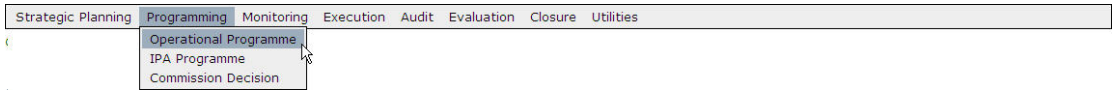


This screen contains a number of tabs and subtabs allowing updating (editing and/or completing) the Operational Programme definition. Refer to [Updating Operational Programmes funded by the EFF](#) for a detailed description.

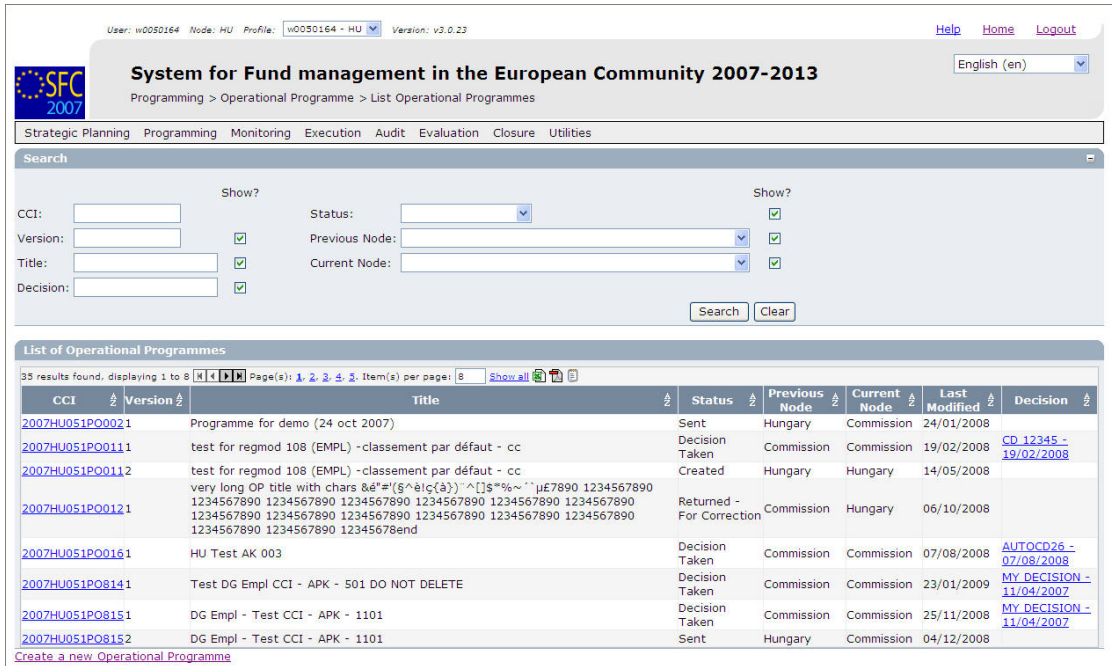
3.4. Searching existing Operational Programmes

You typically search an existing Operational Programme, if you need to display or update its settings.

1. On the SFC2007 initial screen, select the option *Operational Programme* from the Programming drop-down menu.



The following screen is displayed:



This screen contains the following standard elements:

- **Search pane:** This pane allows defining search criteria for searching Operational Programmes.
- **List of existing Operational Programmes:** This pane lists default information for existing Operational Programmes.
- **Create a new Operational Programme** link

A detailed description of the standard User Interface elements is provided in the [SFC2007 Introduction guide](#).

2. Define search criteria in the fields available in the Search pane, if you do not immediately find the required Operational Programme.

The following search fields are available:

- [CCI](#)
- [Version](#)
- [Title](#)
- [Status](#)
- [Previous Node](#)
- [Current Node](#)
- [Decision](#)

For a description of these fields, refer to refer to section [General Operational Programme Data Fields](#) or click an individual field link in the list above.

3. Click the Search button.

The Operational Programmes matching your search criteria are displayed in the **List of Operational Programmes**:

User: w0050164 Mode: HU Profile: w0050164 - HU Version: v3.0.23 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013
 Programming > Operational Programme > List Operational Programmes

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Search

CCl: Show? Status: Show?

Version: Previous Node: HU - Hungary [Select](#)

Title: Current Node:

Decision:

[Search](#) [Clear](#) [Click](#)

List of Operational Programmes

7 results found, displaying 1 to 7 Page(s): 1 Item(s) per page: 8 [Show all](#)

CCl	Version	Title	Status	Previous Node	Current Node	Last Modified	Decision
2007HU051P0002	1	Programme for demo (24 oct 2007)	Sent	Hungary	Commission	24/01/2008	
2007HU051P0011	2	test for regmod 108 (EMPL) - classement par défaut - cc	Created	Hungary	Hungary	14/05/2008	
2007HU051P0015	2	DG Empl - Test CCI - APK - 1101	Sent	Hungary	Commission	04/12/2008	
2007HU052P0017	1	SFC0700006289	Validated	Hungary	Hungary	09/09/2008	
2007HU052P0020	1	SJ test 2	Created	Hungary	Hungary	29/01/2009	sj/2009 - 23/01/2009
2007HU052P0020	2	DG Empl - Test CCI - APK 1103	Sent	Hungary	Commission	10/12/2008	
2009HU051P0001	1	CCI for OP (ESF)	Created	Hungary	Hungary	23/03/2009	

[Create a new Operational Programme](#)

- Click the link in the CCI column matching the Operational Programme for which you want to verify or update the settings.

The *Display Screen* for the selected Operational Programme is displayed. At the top of the screen, a number of links is displayed:

User: w0050164 Mode: HU Profile: w0050164 - HU Version: v3.0.23 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013
 Programming > Operational Programme > Display Operational Programme

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

[return to list](#) [Delete](#) [Validate](#) [Print](#) [Print All](#) [Links](#)

Version

CCl: 2009HU051P0001 **Version:** 1 **Status:** Created **Last Modified:** 23/03/2009

Title: CCI for OP (ESF)


Period of Eligibility: - **Commission Decision:**

Comments:

Contains Transitional Support Regions

[Edit](#)

Dependent on the Operational Programme status, the following links can be available:

Link	Description
Return to list	<p>This link is always available.</p> <p>Click this link to return to the list of Operational Programmes matching your search criteria.</p>
Delete	<p>This link is available if:</p> <ul style="list-style-type: none"> • The Operational Programme is treated on the Member State level. • The Operational Programme status is Created or Validated. • The Operational Programme has never been sent to the Commission before. <p>Click this link to delete the currently displayed Operational Programme version. The following dialog is displayed:</p>  <p>Confirm or cancel the deletion.</p>
Validate	<p>This link is available if:</p> <ul style="list-style-type: none"> • The Operational Programme is treated on the Member State level. • The Operational Programme status is Created or Returned. <p>Click this link to validate the Operational Programme. Refer to Validating Operational Programmes for more information.</p>
Send	<p>This link is available if:</p> <ul style="list-style-type: none"> • The Operational Programme is treated on the Member State level. • The Operational Programme status is Validated. <p>Click this link to send the Operational Programme. Refer to Sending Operational Programmes to the European Commission for more information.</p>
Print	<p>This link is always available.</p> <p>Click this link to generate a Report containing all encoded official information that allows the Member State to verify what he has entered in the system. Refer to Appendix B.1 Print Report.</p>
Print All	<p>This link is always available.</p> <p>Click this link to generate a Detailed Report containing all encoded official information, plus information required to manage the OP like Last Validation Results, OP History and Officials in Charge. Refer to Appendix B.2 Print All Report.</p>

The rest of the **Display Screen** consists of a number of sections listing the current settings for the Operational Programme. The type of the Operational Programme determines which sections are available and what information is listed. Refer to the section [Consulting the Display Screen of an Operational Programme](#) for detailed information.

3.5. Consulting the Display Screen of an Operational Programme

Once you have [searched an Operational Programme](#), its *Display Screen* is shown. This Display Screen consists of a number of *Information Sections* showing the current settings of the Operational Programme. The Fund contributing to the Operational Programme determines which sections are available and what information is displayed. Refer to the following sections for detailed information:

- [Consulting the Display Screen for an OP funded by the ERDF, CF or ESF](#)
- [Consulting the Display Screen for an OP funded by the EAFRD](#)
- [Consulting the Display Screen for an OP funded by the EFF](#)

3.5.1. Consulting the Display Screen for an Operational Programme funded by the ERDF, CF or ESF

Follow the procedure below to verify the information sections in the Display Screen for an Operational Programme funded by the ERDF, CF or ESF.

1. Search and select the required Operational Programme to access the Display Screen.

Refer to [Searching existing Operational Programmes](#) for detailed instructions.

2. Verify the settings in the *Version* section.



This section lists the basic settings for this version of the Operational Programme. The following fields are available:

- [Operational Programme CCI](#)
- [Version](#)
- [Status](#)
- [Last Modified](#)
- [Title](#)
- [Period of Eligibility](#)
- [Commission Decision](#)
- [Comments](#)
- [Contains Transitional Support Regions](#)

For a description of these fields, refer to section [General Operational Programme Data Fields](#) or click an individual field link in the list above.

The *Edit* link is available, if the Operational Programme status allows edition (i.e. if its status is *Created*, *Validated* or *Returned*). Click this link to change the settings. For a detailed description of the update procedure, refer to section [Updating the tab General Info](#).

3. Verify the settings in the *Priority Axes* section.

Code	Fund	Objective	T.A.	P.R.	C.R.	T.N.	Expressed In Public Cost	Description
1	ESF	Convergence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	First Priority
2	ESF	Convergence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Second Priority

[Edit](#)

This section lists Priority Axes defined for the Operational Programme.

Click the **Edit** link in this section to change its settings. For a detailed description of the update procedure, refer to [Updating the tab Priority Axes](#).

4. Verify the settings in the *Financial Table – Annual Detail for Convergence* section.

For Operational Programmes not covering Transitional Support Regions (cf. Article 8 of the Council Regulation (EC) No 1083/2006, this section looks as follows:

Year	Transitional Support	ESF Funding
2007	<input type="checkbox"/>	18,000
2008	<input type="checkbox"/>	18,000
2009	<input type="checkbox"/>	18,000
2010	<input type="checkbox"/>	18,000
2011	<input type="checkbox"/>	18,000
2012	<input type="checkbox"/>	18,000
2013	<input type="checkbox"/>	18,000
Total	<input type="checkbox"/>	126,000

[Edit](#)

The section lists annual amounts per fund for the selected Objective. At the end a total of these amounts is provided.

- For Operational Programmes covering Transitional Support Regions, this section looks as follows:

Year	Transitional Support	ESF Funding
2007	<input type="checkbox"/>	16,000
2007	<input checked="" type="checkbox"/>	2,000
2008	<input type="checkbox"/>	16,000
2008	<input checked="" type="checkbox"/>	2,000
2009	<input type="checkbox"/>	16,000
2009	<input checked="" type="checkbox"/>	2,000
2010	<input type="checkbox"/>	16,000
2010	<input checked="" type="checkbox"/>	2,000
2011	<input type="checkbox"/>	16,000
2011	<input checked="" type="checkbox"/>	2,000
2012	<input type="checkbox"/>	16,000
2012	<input checked="" type="checkbox"/>	2,000
2013	<input type="checkbox"/>	16,000
2013	<input checked="" type="checkbox"/>	2,000
Total	<input type="checkbox"/>	112,000
Total	<input checked="" type="checkbox"/>	14,000
Grand Total		126,000

[Edit](#)

The section lists two lines of Annual amounts per Fund and for the selected Objective, one for the regular regions and one for the transitional support regions. At the end a total of these amounts is provided for the regular and transitional regions. Furthermore, a grand total is also provided.

- For Operational Programmes funded by more than one fund, this section looks as follows:

Year	Transitional Support	ERDF Funding	Cohesion Fund	Total
2007	<input type="checkbox"/>	10,000,000	5,000,000	15,000,000
2008	<input type="checkbox"/>	10,000,000	5,000,000	15,000,000
2009	<input type="checkbox"/>	10,000,000	5,000,000	15,000,000
2010	<input type="checkbox"/>	10,000,000	5,000,000	15,000,000
2011	<input type="checkbox"/>	10,000,000	5,000,000	15,000,000
2012	<input type="checkbox"/>	10,000,000	5,000,000	15,000,000
2013	<input type="checkbox"/>	10,000,000	5,000,000	15,000,000
Total	<input type="checkbox"/>	70,000,000	35,000,000	105,000,000

[Edit](#)

The section lists Annual amounts for each Fund and for the selected Objective. An additional column lists the totals per year. At the end a total of each column is provided.

Click the **Edit** link in this section to change its settings. For a detailed description the update procedure, refer to [Updating the subtab Financial Tables – Annual Detail](#).

5. Verify the settings in the *Financial Table – Priority Detail for Convergence* section.

Priority	Fund	Community	National Public	National Private	Total	Rate %	EIB	Other
1	ERDF	57,000,000	120,000,000	50,000,000	227,000,000	25.11		
2	ERDF	13,000,000	32,000,000	50,000,000	95,000,000	13.68		
Total		70,000,000	152,000,000	100,000,000	322,000,000		0	0

[Edit](#)

This section lists for each Priority the origin and the amounts of the funding.

Click the **Edit** link in this section to change the settings. For a detailed description of the update procedure, refer to section [Updating the subtab Financial Tables – Priority Detail](#).

6. Verify the settings in the *Indicative List of Major Projects* section.

Priority	Fund	CCI	Title
1	ERDF	2007PT163PR001	MP for Portugal

[Edit](#)

This section lists information about the Major Projects linked to the Operational Programme. Click the **Edit** link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to [Updating the tab Major Projects](#).

7. Verify the settings in the *Categorisation – Priority Themes* section.

Code	Description	Community Amount
02	R&TD infrastructure and centres of competence in a specific technology	12,000,000
03	Technology transfer and improvement of cooperation networks ...	23,500,000
34	Electricity (TEN-E)	15,000,000
75	Education infrastructure	13,000,000
77	Childcare infrastructure	6,500,000
Total		70,000,000

[Edit](#)

This section lists Community Amounts per Priority Theme defined for the Operational Programme. At the end a total of the Community amounts is provided.

Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the subtab Categorisation – Priority Themes](#).

8. Verify the settings in the *Categorisation – Forms of Finance* section.

Code	Description	Community Amount
02	Aid (loan, interest subsidy, guarantees)	57,000,000
04	Other forms of finance	13,000,000
Total		70,000,000

[Edit](#)

This section lists amounts per Form of Finance defined for the Operational Programme. At the end a total of the Community amounts is provided.

Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the subtab Categorisation – Forms of Finance](#).

9. Verify the settings in the *Categorisation – Territories* section.

Code	Description	Community Amount
01	Urban	32,000,000
02	Mountains	38,000,000
Total		70,000,000

[Edit](#)

This section lists amounts per Territory Type defined for the Operational Programme. At the end a total of the Community amounts is provided.

Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the subtab Categorisation – Territory Types](#).

10. Verify the settings in the *Regions Covered* section.

Code	Description
PT113	Ave
PT114	Grande Porto
PT117	Douro
PT17	LISBOA

[Edit](#)

This section lists information on the Regions covered by the Operational Programme.

Click the **Edit** link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to [Updating the tab Regions](#).

11. Verify the settings in the *Earmarking* section.

Code	Description	Community Amount
Subtotal	Research and technological development (R&TD), innovation and entrepreneurship	35,500,000
02	R&TD infrastructure and centres of competence in a specific technology	12,000,000
03	Technology transfer and improvement of cooperation networks ...	23,500,000
Subtotal	Energy	15,000,000
34	Electricity (TEN-E)	15,000,000
Total	Community financial allocation to earmarked categories	50,500,000
Total	Community financial allocation to Convergence Objective	70,000,000

[Edit](#)

This section lists Community Amounts per Priority Theme endorsed by the Lisbon Strategy and defined for the Operational Programme. Subtotals and a Grand Total are also provided.

Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the tab Earmarking](#).

12. Verify the settings in the *Authorities* section.

Type	Name	Address	Contact	Phone	Fax	Email
Managing Authority	Ministry of Social Affairs	Plaza Mayor	Edson Arantes			pele@portgov.pt
Certifying Authority	Cabinet of the Prime Minister					pm@portgov.pt
Audit Authority	Cour des Comptes du Portugal					cc@portgov.pt

[Edit](#)

This section lists information on the Authorities designated by the Member State for this Operational Programme. Each of the Authority Types must be defined:

- **Managing Authority:** a national, regional or local public authority or a public or private body designated by the Member State to manage the operational programme
- **Certifying Authority:** a national, regional or local public authority or body designated by the Member State to certify statement of expenditure and applications for payment before they are sent to the Commission
- **Audit Authority:** a national, regional or local public authority or body, functionally independent of the managing authority and the certifying authority, designated by the Member State for each operational programme and responsible for verifying the effective functioning of the management and control system

(The Authority definitions were copied from article 59 of Council Regulation (EC) No 1083/2006.)

Click the **Edit** link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section **Authorities tab** in the [SFC2007 Introduction guide](#).

13. Verify the settings in the *Associated Documents* section.

Title	Type	Language	Attachments	Document Date	Sent Date
Official Doc	Official Operational Programme Proposal	Portuguese	1	07/08/2007	07/08/2007
prepareDocument - en	Snapshot of data before send	English	1	07/08/2007	07/08/2007
Acknowledgement_en.pdf	OP Sent Acknowledgement Document	English	1	07/08/2007	07/08/2007
everything ok	Admissibility Letter	English	1	07/08/2007	07/08/2007
OK for acceptance	Programme Acceptance Letter	English	1	07/08/2007	07/08/2007

[Edit](#)

This section lists information on the Documents and attachments defined for the Operational Programme.

Click the **Edit** link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section **Documents tab** in the [SFC2007 Introduction guide](#).

14. Verify the settings in the *Officials In Charge* section.

Name	Phone	Fax	Email	Valid From	Until
Jorge Morales			sfc2007_tra1@yahoo.com	01/08/2007	31/08/2012

[Edit](#)

This section lists information on the Officials in Charge of the Operational Programme. Click the **Edit** link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section **Officials in Charge** in the [SFC2007 Introduction guide](#).

15. Expand the *Last Validation Results* section by clicking the **Expand** icon (+).

The following screen appears:

Date	Severity	Message
10/07/2007	Error	Missing community amount for priority 2
10/07/2007	Error	Sum of community contributions by years (70000) is not equals to the sum of contribution (1000) for fund 'ERDF'
10/07/2007	Error	Missing audit authority
10/07/2007	Error	Missing certifying authority
10/07/2007	Error	Total amount of priority themes (1533) does not equal total amount for funds (70000)
10/07/2007	Error	Total amount of territories themes (800) does not equal total amount for funds (70000)
10/07/2007	Error	Total amount of financing forms (500) does not equal total amount for funds (70000)
10/07/2007	Error	Contribution rate (4.7600) must be >= 20% for priority "1"
10/07/2007	Error	Contribution rate (0) must be >= 20% for priority "2"
10/07/2007	Error	The total of Community contribution in the financial plan by year (70000) is different than the total of Community contribution in the financial plan by Priority for the Objective "Convergence" (1000) !
10/07/2007	Warning	This OP is not found in the relevant NSRF !
10/07/2007	Warning	SFC2007 doesn't check criteria 2, 5 and 6 of Annex III. Please check these criteria manually.
10/07/2007	Warning	The NSRF of that country has not been sent !
10/07/2007	Info	Operational Programme could not be validated. Please correct errors.

This section lists error, warning and information messages about the last validation attempt. At least all errors must be corrected before the Operational Programme can be sent to the European Commission. For a detailed description of the Validation process, refer to [Validating Operational Programmes](#).

16. Expand the *History* section by clicking the *Expand* icon (+).

The following screen appears:

Status	Comment	By Level	Date	User
Returned	not sufficiently motivated	Commission	09/08/2007 15:01	w0050139
Sent	After Re-Open	Commission	09/08/2007 14:28	w0050139
Decision Taken		Commission	07/08/2007 14:31	w0050139
Ready for Decision		Commission	07/08/2007 14:22	w0050139
Admissible		Commission	07/08/2007 14:21	w0050139
Sent		Portugal	07/08/2007 14:18	w0052354
Validated		Portugal	07/08/2007 14:16	w0052354
Created		Portugal	07/08/2007 14:16	w0052354
Created	created by wizard	Portugal	07/08/2007 13:38	w0052354

Comments entered by the Commission: [Blue square]
 Comments generated by the system: [Green square]

This section lists, in inversed chronological order, all "events" that occurred during the life of this Operational Programme. All entries are read-only, some are generated by the system, while others have been defined by a Commission or Member State user.

The following fields are displayed:

Field	Description
Status	This field displays the status of the Operational Programme at the moment of the event
Comment	This field contains a system-generated comment for some standard "events".
By level	This field contains the name of the Level (node) where the Operational Programme resided at the moment of the event
Date	This field contains the timestamp (date and time) of the event
User	This field contains the username used by the person initiating the event

3.5.2. *Consulting the Display Screen for an Operational Programme funded by the EAFRD*

Follow the procedure below to verify the information sections in the Display Screen for an Operational Programme funded by the EAFRD.

1. Search and select the required Operational Programme to access the Display Screen.

Refer to [Searching existing Operational Programmes](#) for detailed instructions.

2. Verify the settings in the *Version* section.

This section lists the basic settings for this version of the Operational Programme. The following fields are available:

- [Operational Programme CCI](#)
- [Version](#)
- [Status](#)
- [Last Modified](#)
- [Title](#)
- [Period of Eligibility](#)
- [Commission Decision](#)
- [Comments](#)
- [Covers](#)

For a description of these fields, refer to section [General Operational Programme Data Fields](#) or click an individual field link in the list above.

The **Edit** link is available, if the Operational Programme status allows edition (i.e. if its status is Created, Validated or Returned). Click this link to change the settings. For a detailed description of the update procedure, refer to section [Updating the tab General Info](#).

3. Verify the settings in the *Financial Table – Annual Detail* section.

Regions	2007	2008	2009	2010	2011	2012	2013	Total
Non-Convergence Regions		10,000	10,000	10,000	10,000	10,000	10,000	60,000
Convergence Regions		15,000	15,000	15,000	15,000	15,000	15,000	90,000
New Challenges - Non-Convergence Regions		20,000	20,000	20,000	20,000	20,000	20,000	120,000
New Challenges - Convergence Regions		25,000	25,000	25,000	25,000	25,000	25,000	150,000
Total	0	70,000	70,000	70,000	70,000	70,000	70,000	420,000

The section lists the Annual Detail per Region Type. A Total Amount per year and a General Total are also provided.

Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the subtab Financial Table - Annual Detail](#).

4. Verify the settings in the *Financial Table – Axis Detail* section.

Financial Table - Axis Detail for Non-Convergence Regions (in EUR)			
Title	Total Public Expenditure (1)	EAFRD Contribution Rate (%)	EAFRD Contribution
1 Improving the competitiveness of the agricultural and forestry sector	1,333,333	15.00	200,000
2 Improving the environment and the countryside	1,333,333	15.00	200,000
3 The quality of life in rural areas and diversification of the rural economy	1,333,333	15.00	200,000
4 Leader	1,333,333	15.00	200,000
5 Technical Assistance	1,333,333	15.00	200,000
Total	6,666,667	15.00	1,000,000

(1) Calculated amount rounded to the euro

[Edit](#)

Financial Table - Axis Detail for Convergence Regions (in EUR)			
Title	Total Public Expenditure (1)	EAFRD Contribution Rate (%)	EAFRD Contribution
1 Improving the competitiveness of the agricultural and forestry sector	875,000	20.00	175,000
2 Improving the environment and the countryside	875,000	20.00	175,000
3 The quality of life in rural areas and diversification of the rural economy	875,000	20.00	175,000
4 Leader	875,000	20.00	175,000
5 Technical Assistance	875,000	20.00	175,000
Total	4,375,000	20.00	875,000

(1) Calculated amount rounded to the euro

[Edit](#)

Financial Table - Axis Detail for New Challenges - Non-Convergence Regions (in EUR)			
Title	Total Public Expenditure (1)	EAFRD Contribution Rate (%)	EAFRD Contribution
1 Improving the competitiveness of the agricultural and forestry sector	600,000	25.00	150,000
2 Improving the environment and the countryside	600,000	25.00	150,000
3 The quality of life in rural areas and diversification of the rural economy	600,000	25.00	150,000
4 Leader	600,000	25.00	150,000
Total	2,400,000	25.00	600,000

(1) Calculated amount rounded to the euro

[Edit](#)

Financial Table - Axis Detail for New Challenges - Convergence Regions (in EUR)			
Title	Total Public Expenditure (1)	EAFRD Contribution Rate (%)	EAFRD Contribution
1 Improving the competitiveness of the agricultural and forestry sector	416,667	30.00	125,000
2 Improving the environment and the countryside	416,667	30.00	125,000
3 The quality of life in rural areas and diversification of the rural economy	416,667	30.00	125,000
4 Leader	416,667	30.00	125,000
Total	1,666,667	30.00	500,000

(1) Calculated amount rounded to the euro

[Edit](#)

A section with Financial Axis Details is displayed for each Region Type selected during the creation of the Operational Programme. Furthermore, a section with Financial Axis Details is displayed for the New Challenges in the same Region Types. Each section lists Amounts per Axis. At the end a total amount is provided.

Note: There are no *New Challenges Region Types* for *EAFRD Technical Assistance Programmes*.

Click the *Edit* link in a section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the subtab Financial Tables – Axis Detail](#).

5. Verify the settings in the *Financial Table – Measure Detail* section.

Financial Table - Measure Detail (in EUR)

Axis/Measure	EAFRD Contribution	Total Public Expenditure (1)	Private Expenditure	Total Cost (1)
111 Vocational training and information actions	12,500	21,329	10,000	31,329
112 Setting up of young farmers	12,500	21,329	15,000	36,329
113 Early retirement	0	0	0	0
142 Producer groups	0	0	0	0
211 Natural handicap payments to farmers in mountain areas	12,500	21,329	20,000	41,329
212 Payments to farmers in areas with handicaps, other than ...	12,500	21,329	25,000	46,329
213 Natura 2000 payments and payments linked to Directive ...	0	0	0	0
214 Agri-environment payments	0	0	0	0
227 Non-productive investments	0	0	0	0
311 Diversification into non-agricultural activities	12,500	21,329	30,000	51,329
312 Business creation and development	12,500	21,329	25,000	46,329
313 Encouragement of tourism activities	0	0	0	0
341 Skills acquisition, animation and implementation of ...	0	0	0	0
411 Implementing local development strategies. Competitiveness	12,500	21,329	20,000	41,329
412 Implementing local development strategies. Environment/land	12,500	21,329	15,000	36,329
413 Implementing local development strategies. Quality of life	0	0	0	0
421 Implementing cooperation projects	0	0	0	0
431 Running the local action group, acquiring skills and ...	0	0	0	0
511 Technical Assistance	25,000	42,657	10,000	52,657
Total	125,000	213,286	170,000	383,286

(1) Calculated amount rounded to the euro

Edit

-----> Measures with 0 values removed

This section lists amounts per Measure. Each Measure belongs to the Priority Axis matching the first digit of its code. For instance, Measure **227 Non-Productive Investment** belongs to Axis 2. Only the measures for which an amount was entered are displayed.

Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the subtab Financial Tables – Measure Detail](#).

6. Verify the settings in the *Regions Covered* section.

Regions Covered

Code	Description
PT112	Cavado
PT165	Dão - Lafões

Edit

This section lists information on the Regions covered by the Operational Programme. Click the **Edit** link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to [Updating the tab Regions](#).

7. Verify the settings in the *Authorities* section.

Authorities

Type	Name	Address	Contact	Phone	Fax	Email
Paying Agency	Paying Agency	Rua Central	mario suares	351 2 234 567	351 2 234 568	sfc2007_tra1@yahoo.com
Coordination Body	Coordination Body	Rua Central	jose aznar	351 2 123 456	351 2 123 459	sfc2007_tra1@yahoo.com
Certifying Body	Certifying Body	Rua Central	contact person	351 2 123 456	351 2 123 457	sfc2007_tra1@yahoo.com

Edit

This section lists information on the Authorities designated by the Member State for this Operational Programme. Each of the Authority Types must be defined:

- Paying Agency
- Coordination Body
- Certifying Body

Click the **Edit** link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section **Authorities tab** in the [SFC2007 Introduction guide](#).

8. Verify the settings in the *Associated Documents* section.

Title	Type	Language	Attachments	Document Date	Sent Date
AGRI OP: Request for Information from PT	Informal Operational Programme Proposal	Portuguese	1 2	14/08/2007	
OP doc for PT AGRI	Official Operational Programme Proposal	Portuguese	1	14/08/2007	

[Edit](#)

This section lists information on the Documents and attachments defined for the Operational Programme.

Click the **Edit** link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section **Documents tab** in the [SFC2007 Introduction guide](#).

9. Verify the settings in the *Officials In Charge* section.

Name	Phone	Fax	Email	Valid From	Until
Manuel Conceçao	351 2 789 65 23	351 2 789 65 28	sfc2007_tra1@yahoo.com	14/08/2007	31/08/2010
Joao Pinto	351 2 568 98 63		sfc2007_tra1@yahoo.com	14/08/2007	31/08/2007

[Edit](#)

This section lists information on the Officials in Charge of the Operational Programme. Click the **Edit** link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section **Officials in Charge** in the [SFC2007 Introduction guide](#).

10. Expand the *Last Validation Results* section by clicking the *Expand* icon (+).

The following screen appears:

Date	Severity	Message
10/07/2007	Error	Missing community amount for priority 2
10/07/2007	Error	Sum of community contributions by years (70000) is not equals to the sum of contribution (1000) for fund 'ERDF'
10/07/2007	Error	Missing audit authority
10/07/2007	Error	Missing certifying authority
10/07/2007	Error	Total amount of priority themes (1533) does not equal total amount for funds (70000)
10/07/2007	Error	Total amount of territories themes (800) does not equal total amount for funds (70000)
10/07/2007	Error	Total amount of financing forms (500) does not equal total amount for funds (70000)
10/07/2007	Error	Contribution rate (4.7600) must be >= 20% for priority "1"
10/07/2007	Error	Contribution rate (0) must be >= 20% for priority "2"
10/07/2007	Error	The total of Community contribution in the financial plan by year (70000) is different than the total of Community contribution in the financial plan by Priority for the Objective "Convergence" (1000) !
10/07/2007	Warning	This OP is not found in the relevant NSRF !
10/07/2007	Warning	SFC2007 doesn't check criteria 2, 5 and 6 of Annex III. Please check these criteria manually.
10/07/2007	Warning	The NSRF of that country has not been sent !
10/07/2007	Info	Operational Programme could not be validated. Please correct errors.

This section lists error, warning and information messages about the last validation attempt. At least all errors must be corrected before the Operational Programme can be sent to the European Commission. For a detailed description of the Validation process, refer to [Validating Operational Programmes](#).

11. Expand the *History* section by clicking the *Expand* icon (+).

The following screen appears:

Status	Comment	By Level	Date	User
Created		Portugal	14/08/2007 14:21	w0050739
Created		Portugal	14/08/2007 14:21	w0050739
Created		Portugal	14/08/2007 14:20	w0050739
Created		Portugal	14/08/2007 14:03	w0050739
Created		Portugal	14/08/2007 13:56	w0050739
Created		Portugal	13/08/2007 17:31	w0050739
Created		Portugal	13/08/2007 16:05	w0050739
Created		Portugal	13/08/2007 15:58	w0050739
Created		Portugal	13/08/2007 15:47	w0050739
Created	created by wizard	Portugal	13/08/2007 15:44	w0050739

This section lists, in inversed chronological order, all "events" that occurred during the life of this Operational Programme. All entries are read-only, some are generated by the system, while others have been defined by a Commission or Member State user.

The following fields are displayed:

Field	Description
Status	This field displays the status of the Operational Programme at the moment of the event
Comment	This field contains a system-generated comment for some standard "events".
By level	This field contains the name of the Level (node) where the Operational Programme resided at the moment of the event
Date	This field contains the timestamp (date and time) of the event
User	This field contains the username used by the person initiating the event

3.5.3. Consulting the Display Screen for an Operational Programme funded by the EFF

Follow the procedure below to verify the information sections in the Display Screen for an Operational Programme funded by the EFF.

1. Search and select the required Operational Programme to access the Display Screen.

Refer to [Searching existing Operational Programmes](#) for detailed instructions.

2. Verify the settings in the *Version* section.

This section lists the basic settings for this version of the Operational Programme. The following fields are available:

- [Operational Programme CCI](#)
- [Version](#)
- [Status](#)
- [Last Modified](#)
- [Title](#)
- [Period of Eligibility](#)
- [Commission Decision](#)
- [Comments](#)
- [Covers](#)

For a description of these fields, refer to section [General Operational Programme Data Fields](#) or click an individual field link in the list above.

The *Edit* link is available, if the Operational Programme status allows edition (i.e. if its status is *Created*, *Validated* or *Returned*). Click this link to change the settings. For a detailed description of the update procedure, refer to section [Updating the tab General Info](#).

3. Verify the settings in the *Financial Table – Annual Detail* section.

Regions	2007	2008	2009	2010	2011	2012	2013	Total
Non-Convergence Regions	10,000	10,000	10,000	10,000	10,000	10,000	10,000	70,000
Convergence Regions	15,000	15,000	15,000	15,000	15,000	15,000	15,000	105,000
Total	25,000	25,000	25,000	25,000	25,000	25,000	25,000	175,000

The section lists the Annual Detail per Region Type. A Total Amount per year is also provided.

Click the *Edit* link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the subtab Financial Table - Annual Detail](#).

4. Verify the settings in the *Financial Table – Priority Detail* section.

Priority	Total Public	EFF Contribution	National Contribution	EFF Cofinancing Rate %
1 Measures for the adaptation of the Community fishing fleet	39,000	14,000	25,000	35.90
2 Aquaculture, inland fishing, processing and marketing of fishery and aquaculture products	39,000	14,000	25,000	35.90
3 Measures of common interest	39,000	14,000	25,000	35.90
4 Sustainable development of fisheries areas	39,000	14,000	25,000	35.90
5 Technical assistance	39,000	14,000	25,000	35.90
Total	195,000	70,000	125,000	35.90

Priority	Total Public	EFF Contribution	National Contribution	EFF Cofinancing Rate %
1 Measures for the adaptation of the Community fishing fleet	51,000	21,000	30,000	41.18
2 Aquaculture, inland fishing, processing and marketing of fishery and aquaculture products	51,000	21,000	30,000	41.18
3 Measures of common interest	51,000	21,000	30,000	41.18
4 Sustainable development of fisheries areas	51,000	21,000	30,000	41.18
5 Technical assistance	51,000	21,000	30,000	41.18
Total	255,000	105,000	150,000	41.18

Each section pertains to a Region Type selected on the tab *General Info*. It displays user-defined amounts for each predefined Priority (numbered from 1 to 5). At the end of each section, a Total of these amounts is provided. Click the Edit link in a section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the subtab Financial Tables – Priority Detail](#).

5. Verify the settings in the *Authorities* section.

Type	Name	Address	Contact	Phone	Fax	Email
Managing Authority	Managing Authority	Rua Central	Jose Pinto	351 2 987 65 31	351 2 987 65 32	sfc2007_tra1@yahoo.com
Certifying Authority	Certifying Authority	Rua Central	Ana Lopes	351 2 654 21 35	351 2 654 2136	sfc2007_tra2@yahoo.com

This section lists information on the Authorities designated by the Member State for this Operational Programme. Each of the Authority Types must be defined:

- **Managing Authority:** a national, regional or local public authority or a public or private body designated by the Member State to manage the operational programme
- **Certifying Authority:** a national, regional or local public authority or body designated by the Member State to certify statement of expenditure and applications for payment before they are sent to the Commission
- **Audit Authority:** a national, regional or local public authority or body, functionally independent of the managing authority and the certifying authority, designated by the Member State for each operational programme and responsible for verifying the effective functioning of the management and control system

(The Authority definitions were copied from article 59 of Council Regulation (EC) No 1083/2006.)

Click the **Edit** link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section **Authorities tab** in the [SFC2007 Introduction guide](#).

6. Verify the settings in the *Associated Documents* section.

Title	Type	Language	Attachments	Document Date	Sent Date
Informal EFF OP for PT	Informal Operational Programme Proposal	Portuguese	1 2	16/08/2007	
Official OP for EFF (PT)	Official Operational Programme Proposal	Portuguese	1	16/08/2007	

[Edit](#)

This section lists information on the Documents and attachments defined for the Operational Programme.

Click the **Edit** link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section **Documents tab** in the [SFC2007 Introduction guide](#).

7. Verify the settings in the *Officials In Charge* section.

Name	Phone	Fax	Email	Valid From	Until
Jorge Morales			sfc2007_val1@yahoo.com	01/08/2007	31/06/2012

[Edit](#)

This section lists information on the Officials in Charge of the Operational Programme. Click the **Edit** link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section **Officials in Charge** in the [SFC2007 Introduction guide](#).

8. Expand the *Last Validation Results* section by clicking the *Expand* icon (+).

The following screen appears:

Date	Severity	Message
16/08/2007	Error	Missing audit authority
16/08/2007	Info	Operational Programme could not be validated. Please correct errors.

This section lists error, warning and information messages about the last validation attempt. At least all errors must be corrected before the Operational Programme can be sent to the European Commission. For a detailed description of the Validation process, refer to [Validating Operating Programmes](#).

9. Expand the *History* section by clicking the *Expand* icon (+).

The following screen appears:

Status	Comment	By Level	Date	User
Returned	not sufficiently motivated	Commission	09/08/2007 15:01	v0050139
Sent	Abar Re-Open	Commission	09/08/2007 14:28	v0050139
Decision Taken		Commission	07/08/2007 14:31	v0050139
Ready for Decision		Commission	07/08/2007 14:22	v0050139
Admissible		Commission	07/08/2007 14:21	v0050139
Sent		Portugal	07/08/2007 14:18	v0052354
Validated		Portugal	07/08/2007 14:16	v0052354
Created		Portugal	07/08/2007 14:16	v0052354
Created	created by wizard	Portugal	07/08/2007 13:38	v0052354

Comments entered by the Commission: [Blue square]
 Comments generated by the system: [Green square]

This section lists, in inversed chronological order, all "events" that occurred during the life of this Operational Programme. All entries are read-only, some are generated by the system, while others have been defined by a Commission or Member State user.

Field	Description
Status	This field displays the status of the Operational Programme at the moment of the event.
Comment	This field contains a system-generated comment for some standard "events".
By level	This field contains the name of the Level (node) where the Operational Programme resided at the moment of the event.
Date	This field contains the timestamp (date and time) of the event.
User	This field contains the username used by the person initiating the event.

3.6. Updating Operational Programmes

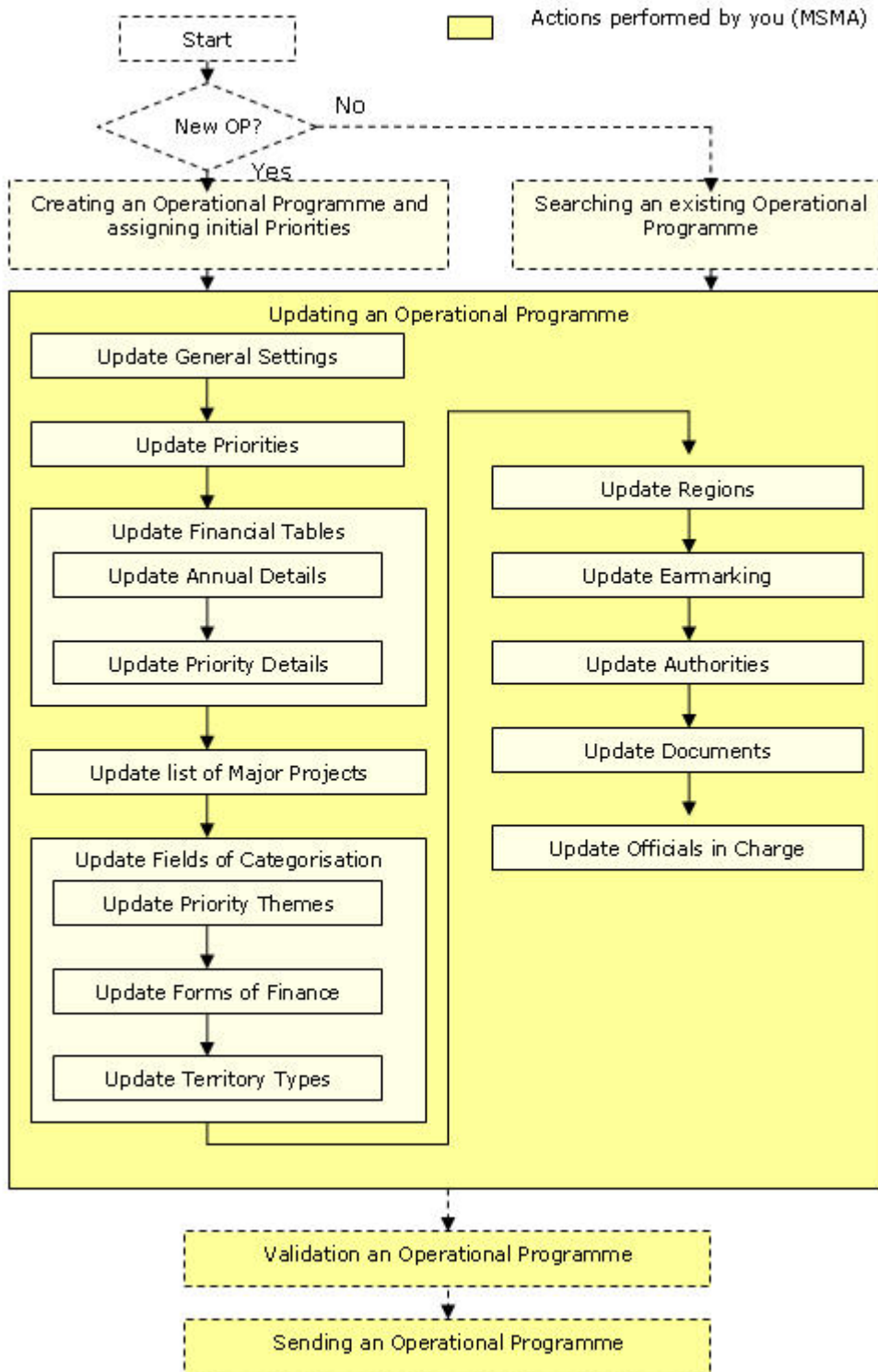
The update procedure varies for the different Operational Programme types. Refer to the sections listed below:

- [Updating Operational Programmes funded by the ERDF, DF or ESF](#)
- [Updating Operational Programmes funded by the EAFRD](#)
- [Updating Operational Programmes funded by the EFF](#)

3.6.1. *Updating Operational Programmes funded by the ERDF, CF or ESF*

3.6.1.1. *Workflow Overview*

The following graphic shows the Workflow for updating Operational Programmes funded by the ERDF, CF or ESF. It is a subset from the general Operational Programme Workflow shown in the section [Managing Operational Programmes: Workflow overview](#).



These actions are described in separate procedures:

- [Updating the tab General Info](#)
- [Updating the tab Priority Axes](#)
- [Updating the subtab Financial Tables – Annual Detail](#)
- [Updating the subtab Financial Tables – Priority Detail](#)

- [Updating the tab Major Projects](#)
- [Updating the subtab Categorisation – Priority Themes](#)
- [Updating the subtab Categorisation – Forms of Finance](#)
- [Updating the subtab Categorisation – Territory Types](#)
- [Updating the tab Regions](#)
- [Updating the tab Earmarking](#)

The update procedure for the *Authorities*, *Documents* and *Officials In Charge* tabs are explained in the [SFC2007 Introduction guide](#).

3.6.1.2. Updating the tab General Info

The tab **General Info** on the **Operational Programme Update** screen lists basic information about the Operational Programme, such as the associated CCI, the Operational Programme title, and first and last years of the OP annual plan. Follow the procedure described in this section to update the existing settings.

1. Browse to the **General** tab on the **Update Operational Programme** screen.

Refer to one of the following procedures for instructions:

- [Creating Operational Programmes funded by the ERDF, CF or ESF](#)
- [Searching existing Operational Programmes](#)

The screen looks as follows:

The screenshot displays the 'Operational Programme' management interface. At the top, it shows the user 'w052204' and the system version 'v2.3.1'. The main header identifies the system as 'System for Fund management in the European Community 2007-2013'. Below this, a breadcrumb trail indicates 'Programming > Operational Programme > Edit Operational Programme'. A navigation menu includes 'Strategic Planning', 'Programming', 'Monitoring', 'Execution', 'Audit', 'Evaluation', 'Closure', 'Documentation', 'Reports', and 'Utilities'. The current view is for 'Operational Programme' with CCI '2007PT161PO001', Version '1', and Status 'Created'. The title is 'OP for Portugal'. The 'General' tab is active, showing fields for CCI (with a 'Request CCI' link), Title, First Year (2007), and Last Year (2013). There is also a checkbox for 'Contains Transitional Support Regions' and a comments field. 'Save' and 'Cancel' buttons are at the bottom right.

2. Verify the basic information about the Operational Programme in the information pane at the top of the screen.

The following fields are available:

- [CCI](#)
- [Version](#)
- [Status](#)
- [Title](#)

For a description of these fields, refer to section [General Operational Programme Data fields](#) or click an individual link in the list above.

3. Update the values in the **General** tab as required.

The following fields are available:

- [CCI](#)
- [Title](#)
- [First Year](#)
- [Last Year](#)
- [Contains Transitional Support Regions](#)
- [Comments](#)

For a description of these fields, refer to section General [Operational Programme Data fields](#) or click an individual link in the list above.

4. Perform the required changes and click the *Save* button.

This concludes the procedure *Updating the tab General*.

You can now:

- [Update the tab Priority Axes](#) (logical next step)
- Update another tab on the on the Audit Strategy Update screen. Refer to the [Action Overview](#) in the section *Updating Operational Programmes funded by the ERDF, CF or ESF*.

3.6.1.3. Updating the tab Priority Axes

The tab *Priority Axes* on the *Operational Programme Update* screen lists the Priorities defined for the Operational Programme (OP). During the OP creation procedure, at least one Priority has been defined. This screen allows editing or deleting existing Priorities, as well as adding new Priorities. If you are working with a higher version of an Operational Programme, it is no longer possible to delete existing priorities.

1. Browse to the *Priority Axes* tab on the *Update Operational Programme* screen.

Refer to one of the following procedures for instructions:

- [Creating Operational Programmes funded by the ERDF, CF or ESF](#)
- [Searching existing Operational Programmes](#)

The screen looks as follows:

User: w0332354 Node: P1 Version: v2.3.1

e-Learning Home Logout

System for Fund management in the European Community 2007-2013

English (en)

Programming > Operational Programme > Edit Operational Programme

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Operational Programme

CCI: 2007PT161PO001 Version: 1 Status: Created

Title: OP for Portugal

General **Priority Axes** Financial Tables Projects Categorisation Regions Earmarking Authorities Documents In Charge

Priority Details

Code	Fund	Objective	T.A.	P.R.	E.R.	T.N.	Expressed In Public Cost	Description
1	ERDF	Convergence	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Priority 1

[Add a new Priority](#)

[Return to Display](#)

2. Verify the basic information about the Operational Programme in the information pane at the top of the screen.

The following fields are available:

- [CCI](#)
- [Version](#)
- [Status](#)

- [Title](#)

For a description of these fields, refer to section [General Operational Programme Data fields](#) or click an individual link in the list above.

3. Verify the values for the existing Priorities.

For each Priority, the following fields are available:

- [Code](#)
- [Fund](#)
- [Objective](#)
- [T.A.](#)
- [P.R.](#)
- [C.R.](#)
- [T.N.](#)
- [Expressed in public cost](#)

For a description of these fields, refer to section [Priority Axis Data fields](#) or click an individual link in the list above.

4. Click the link in the Code field to change the settings for an existing Priority.

The screen looks as follows:

Code	Fund	Objective	T.A.	P.R.	C.R.	T.N.	Expressed In Public Cost	Description
1	ERDF	Convergence	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Priority 1

The following fields are available for the selected Priority Axis:

- [Code](#)
- [Description](#)
- [Fund](#)
- [Objective](#)
- [Expressed in public cost](#)
- [Is Technical Assistance](#)
- [Is Performance Reserve](#)
- [Is Contingency Reserve](#)
- [Is Transnational with 10% bonus](#)

For a description of these fields, refer to section [Priority Axis Data Fields](#) or click an individual field link in the list above.

5. Click the link *Add a new Priority* to create an additional Priority for the Operational Programme.

The following screen is displayed:

For a description of these fields, refer to section [Priority Axis Data Fields](#) or click an individual field link in the list above.

6. **Once you have completed the fields as required, click the Add button and repeat this step for all Priorities you want to add.**

This concludes the procedure *Updating the tab Priority Axes*.

You can now:

- [Update the subtab Financial Tables – Annual Detail](#) (logical next step)
- Update another tab or subtab on the Operational Programme Update screen. Refer to the [Action Overview](#) in the section Updating Operational Programmes funded by the ERDF, CF or ESF.

3.6.1.4. *Updating the tab Financial Tables – Annual Detail*

The subtab *Annual Detail* on the tab *Financial Tables* displays an annual Financial Plan for each of the Objectives covered by the Operational Programme.

1. **Browse to the subtab *Annual Detail* on the *Financial Tables* tab on the *Operational Programme Update* screen.**

Refer to one of the following procedures for instructions:

- [Creating Operational Programmes funded by the ERDF, CF or ESF](#)
- [Searching existing Operational Programmes](#)

The screen looks as follows:

User: #0052354 Node: R1 Version: v2.4.1 Help Home Logout

**System for Fund management in the European Community
2007-2013** English (en) ▾

Programming > Operational Programme > Edit Operational Programme

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation **Reports** Utilities

Operational Programme

CCI: 2007PT161PO001 Version: 1 Status: Created
Title: OP for MP

General **Priority Axes** **Financial Tables** Projects Categorisation Regions Earmarking Authorities Documents In Charge

Annual Detail Priority Detail

Financial Plan of the Operational Programme by Year (in EUR)

Year	Transitional Support	ERDF Funding	
		Convergence	
2007	<input type="checkbox"/>	10,000,000	
2008	<input type="checkbox"/>	10,000,000	
2009	<input type="checkbox"/>	10,000,000	
2010	<input type="checkbox"/>	10,000,000	
2011	<input type="checkbox"/>	10,000,000	
2012	<input type="checkbox"/>	10,000,000	
2013	<input type="checkbox"/>	10,000,000	

Save Cancel

[Return to Display](#)

An amount must be provided for each Objective and each year in the Programme Annual Plan.

Notes:

- If several Objectives are defined in the Priority Axes, a table is available for each Objective:

General **Priority Axes** **Financial Tables** Projects Categorisation Regions Earmarking Authorities Documents In Charge

Annual Detail Priority Detail

Financial Plan of the Operational Programme by Year (in EUR)

Year	Transitional Support	ERDF Funding	
		Convergence	
2007	<input type="checkbox"/>		
2008	<input type="checkbox"/>		
2009	<input type="checkbox"/>		
2010	<input type="checkbox"/>		
2011	<input type="checkbox"/>		
2012	<input type="checkbox"/>		
2013	<input type="checkbox"/>		
		Other Objective	
2007	<input type="checkbox"/>		
2008	<input type="checkbox"/>		
2009	<input type="checkbox"/>		
2010	<input type="checkbox"/>		
2011	<input type="checkbox"/>		
2012	<input type="checkbox"/>		
2013	<input type="checkbox"/>		

- If the Operational Programme contains Transitional Support Regions, the table contains two lines for each year in the of the Programme Annual Plan, one standard line and one line for the Transitional Support Regions:

General		Priority Axes	Financial Tables	Projects	Categorisation	Regions	Earmarking	Authorities	Documents	In Charge
Annual Detail		Priority Detail								
Financial Plan of the Operational Programme by Year (in EUR)										
Year	Transitional Support	ERDF Funding								
		Convergence								
2007	<input type="checkbox"/>									
2007	<input checked="" type="checkbox"/>									
2008	<input type="checkbox"/>									
2008	<input checked="" type="checkbox"/>									
2009	<input type="checkbox"/>									
2009	<input checked="" type="checkbox"/>									
2010	<input type="checkbox"/>									
2010	<input checked="" type="checkbox"/>									
2011	<input type="checkbox"/>									
2011	<input checked="" type="checkbox"/>									
2012	<input type="checkbox"/>									
2012	<input checked="" type="checkbox"/>									
2013	<input type="checkbox"/>									
2013	<input checked="" type="checkbox"/>									

- If the Operational Programme receives contributions from more than one Fund, the table contains a column for each Fund:

General		Priority Axes	Financial Tables	Projects	Categorisation	Regions	Earmarking	Authorities	Documents	In Charge
Annual Detail		Priority Detail								
Financial Plan of the Operational Programme by Year (in EUR)										
Year	Transitional Support	ERDF Funding				CF Funding				
		Convergence								
2007	<input type="checkbox"/>	10,000,000					5,000,000			
2008	<input type="checkbox"/>	10,000,000					5,000,000			
2009	<input type="checkbox"/>	10,000,000					5,000,000			
2010	<input type="checkbox"/>	10,000,000					5,000,000			
2011	<input type="checkbox"/>	10,000,000					5,000,000			
2012	<input type="checkbox"/>	10,000,000					5,000,000			
2013	<input type="checkbox"/>	10,000,000					5,000,000			

2. Verify the basic information about the Operational Programme in the information pane at the top of the screen.

The following fields are available:

- [CCI](#)
- [Version](#)
- [Status](#)
- [Title](#)

For a description of these fields, refer to section [General Operational Programme Data Fields](#) or click an individual field link in the list above.

3. Verify and/or edit the annual amounts in the *Programme Annual Plan*.

It is not necessary to format the amounts as this will be done automatically by the system when saving.

4. Click the *Save* button to save the entered values.

The entered amounts are formatted according the regional settings of your computer. Decimal values are not accepted.

This concludes the procedure *Updating the subtab Financial Tables – Annual Detail*.

You can now:

- [Update the subtab Financial Tables – Priority Detail](#) (logical next step)
- Update another tab or subtab on the Operational Programme Update screen. Refer to the [Action Overview](#) in the section *Updating Operational Programmes funded by the ERDF, CF or ESF*.

3.6.1.5. Updating the tab Financial Tables – Priority Detail

The subtab **Priority Detail** on the tab **Financial Tables** displays an annual Financial Plan for each of the Priorities covered by the Operational Programme.

1. Browse to the subtab **Priority Detail** on the Financial Tables tab on the **Operational Programme Update** screen.

Refer to one of the following procedures for instructions:

- [Creating Operational Programmes funded by the ERDF, CF or ESF](#)
- [Searching existing Operational Programmes](#)

The screen looks as follows:

User: #005235# Node: #1# Version: #2.4.1# Help Home Logout

System for Fund management in the European Community
2007-2013
Programming > Operational Programme > Edit Operational Programme

English (en)

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Operational Programme

CCI: 2007PT161PO001 Version: 1 Status: Created
Title: OP for MP

General Priority Axes **Financial Tables** Projects Categorisation Regions Earmarking Authorities Documents In Charge

Annual Detail **Priority Detail**

Financial Plan of the Operational Programme by Priority (in EUR)

Priority	Fund	Objective	Community	National Public	National Private	Total	Rate %	EIB	Other
1	ERDF	Convergence	57,000,000	120,000,000	50,000,000	227,000,000	25.11		
2	ERDF	Convergence	13,000,000	32,000,000	50,000,000	95,000,000	13.68		

Note: The precise Rate used to reimburse payments is the ratio between the Community funding and the Total funding decided in the Commission decision approving the OP. EIB and Other funding are for information only.

Save Cancel

[Return to Display](#)

2. Verify the basic information about the Operational Programme in the information pane at the top of the screen.

The following fields are available:

- [CCI](#)
- [Version](#)
- [Status](#)
- [Title](#)

For a description of these fields, refer to section [General Operational Programme Data Fields](#) or click an individual field link in the list above.

3. Provide the funding amounts as indicated below.

For each listed Priority, amounts must be entered for:

- Community funding
- National Public funding
- National Private funding

The system calculates values for:

- Total = Community funding + National Public funding + National Private funding
- Rate:
If the contribution rate for this priority is based on public cost, the Rate is calculated as follows:

$$Rate = \frac{CommunityFunding}{(CommunityFunding + NationalPublicFunding)} X 100$$

If the contribution rate for this priority is based on total cost, the Rate is calculated as follows:

$$Rate = \frac{CommunityFunding}{(CommunityFunding + NationalPublicFunding + NationalPrivateFunding)} X 100$$

For informational purposes only, you may also enter values for:

- EIB (European Investment Bank) funding
- Other funding

4. Click the *Save* button to save the entered values.

The entered amounts are formatted according the regional settings of your computer. Decimal amounts are not accepted.

The **Total** and **Rate** values are calculated automatically.

This concludes the procedure *Updating the subtab Financial Tables – Priority Detail*.

You can now:

- [Update the tab Major Projects](#) (logical next step for Operational Programmes funded by the ERDF or CF)
- [Update the subtab Categorisation – Priority Themes](#) (logical next step for Operational Programmes funded by the ESF)
- Update another tab or subtab on the Operational Programme Update screen. Refer to the [Action Overview](#) in the section *Updating Operational Programmes funded by the ERDF, CF or ESF*.

3.6.1.6. Updating the tab Major Projects (ERDF and CF only)

The tab **Major Projects** lists all Major Projects linked to the Operational Programme. This tab is only available for Operational Programmes funded by the ERDF or CF. (DG REGIO is then the Leading DG).

1. Browse to the **Projects** tab on the *Update Operational Programme* screen.

Refer to one of the following procedures for instructions:

- [Creating Operational Programmes funded by the ERDF, CF or ESF](#)
- [Searching existing Operational Programmes](#)

The screen looks as follows:

User: w0032354 Node: 07 Version: v2.3.1 [Help](#) [Home](#) [Logout](#)

 **System for Fund management in the European Community 2007-2013** English (en) ▾

Programming > Operational Programme > Edit Operational Programme

Strategic Planning | Programming | Monitoring | Execution | Audit | Evaluation | Closure | Documentation | Reports | Utilities

Operational Programme

CCI: 2007PT161PO001 Version: 1 Status: Created
Title: OP for Portugal

General | Priority Axes | Financial Tables | **Projects** | Categorisation | Regions | Earmarking | Authorities | Documents | In Charge

Indicative list of Major Projects

Priority	Fund	CCI	Title
1	ERDF	2007PT163PR001	MP for Portugal

[Add a new Major Project](#)

[Return to Display](#)

2. Verify the basic information about the Operational Programme in the information pane at the top of the screen.

The following fields are available:

- [CCI](#)
- [Version](#)
- [Status](#)
- [Title](#)

For a description of these fields, refer to section [General Operational Programme Data Fields](#) or click an individual field link in the list above.

3. Verify the values for the existing Major Projects.

For each Major Project, the following fields are available:

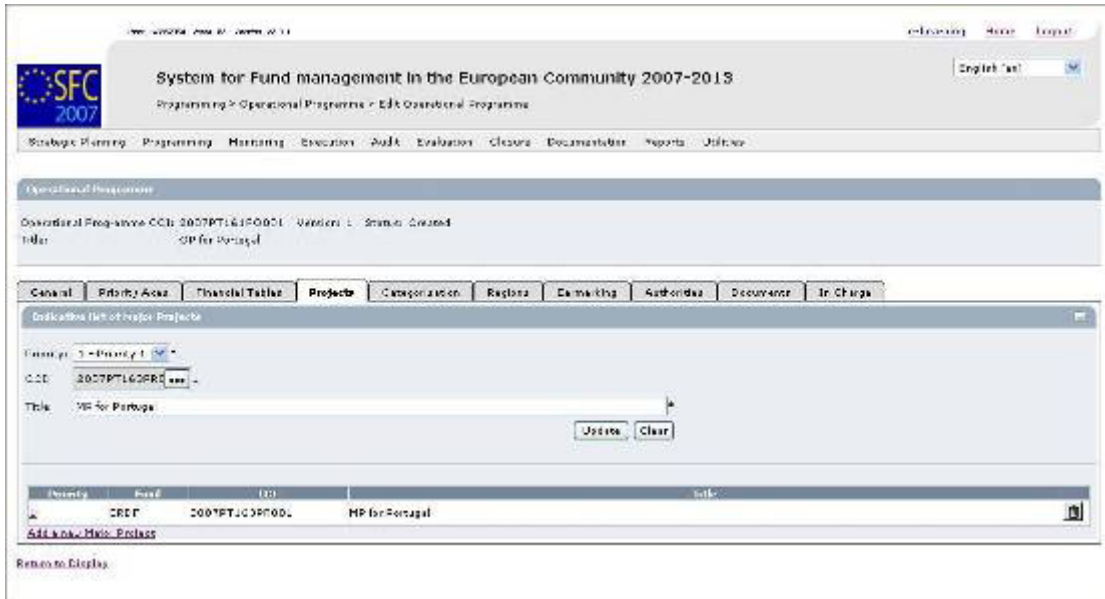
- [Priority](#)
- [Fund](#)
- [CCI](#)
- [Title](#)

For a description of these fields, refer to section [Major Project Data Fields](#) or click an individual field link in the list above.

4. Click the *Rubbish bin* icon () to remove the link between the Major Project and the Operational Programme.

5. Click the link in the *Priority* field to change the settings for an existing Major Project.

The screen looks as follows:



The following fields are available:

- [Priority](#)
- [CCI](#)
- [Title](#)

For a description of these fields, refer to section [Major Project Data Fields](#) or click an individual field link in the list above.

6. Perform the required changes and click the *Update* button to save them.
7. Click the link *Add a new Major Project* to add an additional Major Project to the Operational Programme.

The following screen is displayed:



The following fields are available:

- [Priority](#)

- [CCI](#)
- [Title](#)

For a description of these fields, refer to section [Major Project Data Fields](#) or click an individual field link in the list above.

8. Once you have completed the fields as required, click the *Add* button and repeat this step for all Major Projects you want to add.

This concludes the procedure *Updating the tab Major Projects*.

You can now:

- [Update the subtab Categorisation – Priority Themes](#) (logical next step)
- Update another tab or subtab on the Operational Programme Update screen. Refer to the [Action Overview](#) in the section *Updating Operational Programmes funded by the ERDF, CF or ESF*.

3.6.1.7. Updating the subtab Categorisation – Priority Themes

Categorisation is performed by Priority Theme, Form of Finance and by Territory Type, as described in Annex II of the Commission Regulation (EC) No 1828/2006. The subtab *Priority Themes* on the tab *Categorisation* displays an indicative breakdown of contributions of the Funds by Priority Theme.

1. Browse to the subtab *Priority Themes* on the *Categorisation* screen.

Refer to one of the following procedures for instructions:

- [Creating Operational Programmes funded by the ERDF, CF or ESF](#)
- [Searching existing Operational Programmes](#)

The screen looks as follows:

Code	Description	Amount
76	Health infrastructure	250
77	Childcare infrastructure	500

2. Verify the basic information about the Operational Programme in the information pane at the top of the screen.

The following fields are available:

- [CCI](#)
- [Version](#)
- [Status](#)
- [Title](#)

For a description of these fields, refer to section [General Operational Programme Data Fields](#) or click an individual field link in the list above.

3. Verify the values for the existing Priority Themes.

For each Priority Theme, the following fields are available:

- [Code](#)
- [Description](#)
- [Amount](#)

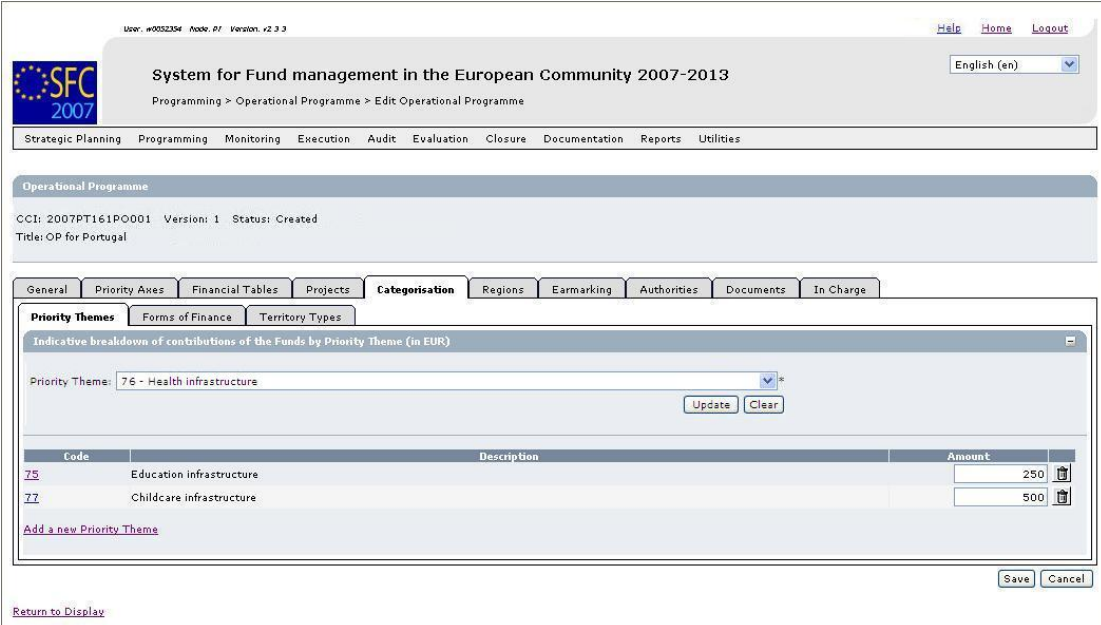
For a description of these fields, refer to section [Categorisation by Priority Theme Data Fields](#) or click an individual field link in the list above.

4. Click the *Rubbish* bin icon () to remove the matching Priority Theme definition, if required.

Edit the value in the *Amount* field of a Priority Theme, if required.

5. Click the link in the *Code* field to change the settings of an existing Priority Theme.

The screen looks as follows:



Operational Programme

CCI: 2007PT161PO001 Version: 1 Status: Created
Title: OP for Portugal

General Priority Axes Financial Tables Projects **Categorisation** Regions Earmarking Authorities Documents In Charge

Priority Themes Forms of Finance Territory Types

Indicative breakdown of contributions of the Funds by Priority Theme (in EUR)

Priority Theme: 76 - Health infrastructure

Update Clear

Code	Description	Amount
75	Education infrastructure	250
77	Childcare infrastructure	500

[Add a new Priority Theme](#)

Save Cancel

[Return to Display](#)

6. Select the required Priority Theme from the drop-down list and click the *Update* button to save it.

The new Priority Theme is saved. Its code and Description automatically replace the old values.

Note: Amounts assigned to the updated Priority Theme are maintained.

7. Click the link *Add a new Priority Theme* to create an additional Priority Theme for the Operational Programme.

The following screen is displayed:

User: w0032354 Node: 01 Version: v2 3.3 Help Home Logout

SFC 2007 System for Fund management in the European Community 2007-2013 English (en)

Programming > Operational Programme > Edit Operational Programme

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Operational Programme

CCI: 2007PT161PO001 Version: 1 Status: Created
Title: OP for Portugal

General Priority Axes Financial Tables Projects **Categorisation** Regions Earmarking Authorities Documents In Charge

Priority Themes Forms of Finance Territory Types

Indicative breakdown of contributions of the Funds by Priority Theme (in EUR)

Priority Theme: 01 - R&TD activities in research centres Add Clear

Code	Description	Amount
75	Education infrastructure	250
77	Childcare infrastructure	500

[Add a new Priority Theme](#)

Save Cancel

[Return to Display](#)

8. Select the required Priority Theme from the drop-down list and click the *Add* button.

The new Priority Theme is added to the table.

9. Define the required Amount for the new Priority Theme and click the *Save* button.

This concludes the procedure *Updating the subtab Priority Themes*.

You can now:

- [Update the subtab Categorisation – Forms of Finance](#) (logical next step)
- Update another tab or subtab on the Operational Programme Update screen. Refer to the [Action Overview](#) in the section *Updating Operational Programmes funded by the ERDF, CF or ESF*.

3.6.1.8. Updating the subtab Categorisation – Forms of Finance

Categorisation is performed by Priority Theme, Form of Finance and by Territory Type, as described in Annex II of the Commission Regulation (EC) No 1828/2006. The subtab **Forms of Finance** on the tab **Categorisation** displays an indicative breakdown of contributions of the Funds by Form of Finance.

Follow the procedure described in this section to update this tab.

1. Browse to the subtab *Forms of Finance* on the tab *Categorisation*.

Refer to one of the following procedures for instructions:

- [Creating Operational Programmes funded by the ERDF, CF or ESF](#)
- [Searching existing Operational Programmes](#)

The screen looks as follows:

User: w0032354 Node: 01 Version: v2.3.3 [Help](#) [Home](#) [Logout](#)

SFC 2007 System for Fund management in the European Community 2007-2013
 Programming > Operational Programme > Edit Operational Programme English (en) ▾

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Operational Programme

CCI: 2007PT161PO001 Version: 1 Status: Created
 Title: OP for Portugal

General Priority Axes Financial Tables Projects **Categorisation** Regions Earmarking Authorities Documents In Charge

Priority Themes **Forms of Finance** Territory Types

Indicative breakdown of contributions of the Funds by Form of Finance (in EUR)

Code	Description	Amount
01	Non-repayable aid	200 
02	Aid (loan, interest subsidy, guarantees)	300 

[Add a new Form of Finance](#)

[Return to Display](#)

2. Verify the basic information about the Operational Programme in the information pane at the top of the screen.

The following fields are available:

- [CCI](#)
- [Version](#)
- [Status](#)
- [Title](#)

For a description of these fields, refer to section [General Operational Programme Data Fields](#) or click an individual field link in the list above.

3. Verify the values for the existing Forms of Finance.

For each *Form of Finance*, the following fields are available:

- [Code](#)
- [Description](#)
- [Amount](#)

For a description of these fields, refer to section [Categorisation by Form of Finance Data Fields](#) or click an individual field link in the list above.

4. Click the *Rubbish bin* icon () to remove the matching Form of Finance definition, if required.

5. Edit the value in the *Amount* field of a Form of Finance, if required.

6. Click the link in the *Code* field to change the settings for an existing *Form of Finance* entry.

The screen looks as follows:

User: #0032354 Node: PF Version: v2.3.3 Help Home Logout

SFC 2007 System for Fund management in the European Community 2007-2013 English (en) ▾

Programming > Operational Programme > Edit Operational Programme

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Operational Programme

CCI: 2007PT161PO001 Version: 1 Status: Created
Title: OP for Portugal

General Priority Axes Financial Tables Projects **Categorisation** Regions Earmarking Authorities Documents In Charge

Priority Themes **Forms of Finance** Territory Types

Indicative breakdown of contributions of the Funds by Form of Finance (in EUR)

Form of Finance: *

Code	Description	Amount
02	Aid (loan, interest subsidy, guarantees)	300
04	Other forms of finance	200

[Add a new Form of Finance](#)

[Return to Display](#)

7. Select the required Form of Finance from the drop-down list and click the *Update* button to save it.

The new Form of Finance is saved. Its code and description automatically replace the old values.

Note: Amounts assigned to the updated Form of Finance are maintained.

8. Click the link *Add a new Form of Finance* to create an additional Form of Finance entry for the Operational Programme.

The following screen is displayed:

User: #0032354 Node: PF Version: v2.3.3 Help Home Logout

SFC 2007 System for Fund management in the European Community 2007-2013 English (en) ▾

Programming > Operational Programme > Edit Operational Programme

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Operational Programme

CCI: 2007PT161PO001 Version: 1 Status: Created
Title: OP for Portugal

General Priority Axes Financial Tables Projects **Categorisation** Regions Earmarking Authorities Documents In Charge

Priority Themes **Forms of Finance** Territory Types

Indicative breakdown of contributions of the Funds by Form of Finance (in EUR)

Form of Finance: *

Code	Description	Amount
02	Aid (loan, interest subsidy, guarantees)	300
04	Other forms of finance	200

[Add a new Form of Finance](#)

[Return to Display](#)

9. Select the required Form of Finance from the drop-down list and click the *Add* button.

The new Form of Finance is added to the table.

10. Define the required Amount for the new Form of Finance and click the *Save* button.

This concludes the procedure *Updating the subtab Forms of Finance*.

You can now:

- [Update the subtab Categorisation – Territory Types](#) (logical next step)
- Update another tab or subtab on the Operational Programme Update screen. Refer to the [Action Overview](#) in the section Updating Operational Programmes funded by the ERDF, CF or ESF.

3.6.1.9. Updating the tab Categorisation – Territory Types

Categorisation is performed by Priority Theme, Form of Finance and by Territory Type, as described in Annex II of the Commission Regulation (EC) No 1828/2006. The subtab *Territory Types* on the tab *Categorisation* displays an indicative breakdown of contributions of the Funds by Territory Type.

1. Browse to the subtab *Territory Types* on the tab *Categorisation*.

Refer to one of the following procedures for instructions:

- [Creating Operational Programmes funded by the ERDF, CF or ESF](#)
- [Searching existing Operational Programmes](#)

The screen looks as follows:

The screenshot shows the SFC2007 system interface. At the top, there is a header with the SFC 2007 logo and the text 'System for Fund management in the European Community 2007-2013'. Below this, there is a navigation menu with options like 'Strategic Planning', 'Programming', 'Monitoring', etc. The main content area is titled 'Operational Programme' and shows details for CCI: 2007PT161PO001, Version: 1, Status: Created, and Title: OP for Portugal. The 'Categorisation' tab is selected, and the 'Territory Types' subtab is active. A table displays the 'Indicative breakdown of contributions of the Funds by Territory (in EUR)' with columns for Code, Description, and Amount. The table contains two rows: 01 Urban with an amount of 200, and 02 Mountains with an amount of 600. There is a link 'Add a new Territory' and 'Save' and 'Cancel' buttons at the bottom.

Code	Description	Amount
01	Urban	200
02	Mountains	600

2. Verify the basic information about the Operational Programme in the information pane at the top of the screen.

The following fields are available:

- [CCI](#)
- [Version](#)
- [Status](#)
- [Title](#)


For a description of these fields, refer to section [General Operational Programme Data Fields](#) or click an individual field link in the list above.

3. Verify the values for the existing Territory Types.

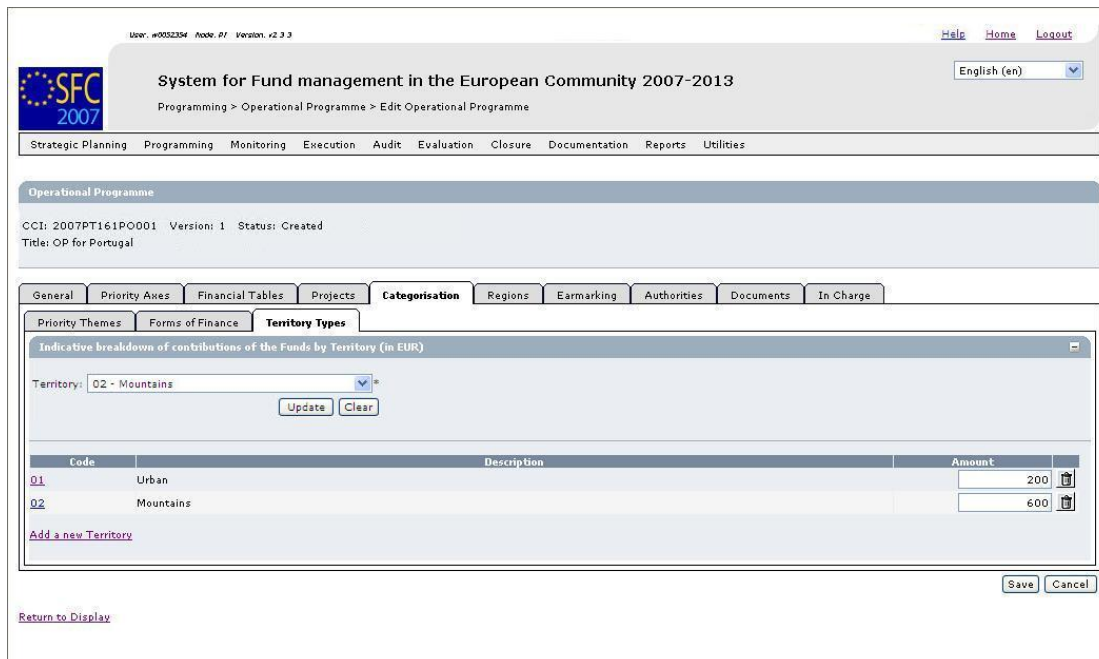
For each Territory Type, the following fields are available:

- [Code](#)
- [Description](#)
- [Amount](#)

For a description of these fields, refer to section [Categorisation by Territory Type Data Fields](#) or click an individual field link in the list above.

4. Click the *Rubbish bin* icon () to remove the matching Territory Type definition, if required.
5. Edit the value in the *Amount* field of a Territory Type, if required.
6. Click the link in the *Code* field to change the settings for an existing Territory Type.

The screen looks as follows:



Code	Description	Amount
01	Urban	200
02	Mountains	600

7. Select the required Territory Type from the drop-down list and click the *Update* button to save it.

The new Territory Type is saved. Its code and description automatically replace the old values.

Note: Amounts assigned to the updated Territory Type are maintained.

8. Click the link *Add a new Territory Type* to create an additional Territory Type for the Operational Programme.

The following screen is displayed:

User: w032354 Node: 01 Version: v2.3.3 Help Home Logout

SFC 2007 System for Fund management in the European Community 2007-2013 English (en) ▼

Programming > Operational Programme > Edit Operational Programme

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Operational Programme

CCI: 2007PT161PO001 Version: 1 Status: Created
Title: OP for Portugal

General Priority Axes Financial Tables Projects **Categorisation** Regions Earmarking Authorities Documents In Charge

Priority Themes Forms of Finance **Territory Types**

Indicative breakdown of contributions of the Funds by Territory (in EUR)

Territory: 00 - Not applicable ▼*
Add Clear

Code	Description	Amount
01	Urban	200
02	Mountains	600

[Add a new Territory](#)

Save Cancel

[Return to Display](#)

9. Select the required Territory Type from the drop-down list and click the *Add* button.

The new Territory Type is added to the table.

10. Define the required Amount for the new Territory Type and click the *Save* button.

This concludes the procedure *Updating the subtab Territory Types*.

You can now:

- [Update the tab Regions](#) (logical next step)
- Update another tab on the on the *Operational Programme Update* screen. Refer to the [Action Overview](#) in the section *Updating Operational Programmes funded by the ERDF, CF or ESF*.

3.6.1.10. Updating the tab Regions

The tab **Regions** on the *Operational Programme Update* screen displays the regions for which the Operational Programme applies.

Follow the procedure described in this section to update this tab.

1. Browse to the *Regions* tab on the *Update Operational Programme* screen.

Refer to one of the following procedures for instructions:

- [Creating Operational Programmes funded by the ERDF, CF or ESF](#)
- [Searching existing Operational Programmes](#)

The screen looks as follows:

User: w0032354 / Node: PT / Version: v2.3.3 [Help](#) [Home](#) [Logout](#)

 **System for Fund management in the European Community 2007-2013** English (en) ▾

Programming > Operational Programme > Edit Operational Programme

Strategic Planning | Programming | Monitoring | Execution | Audit | Evaluation | Closure | Documentation | Reports | Utilities

Operational Programme

CCI: 2007PT161PO001 | Version: 1 | Status: Created
 Title: OP for Portugal

General | Priority Axes | Financial Tables | Projects | Categorisation | **Regions** | Earmarking | Authorities | Documents | In Charge

Regions covered by the Operational Programme

Code	Description
PT114	Grande Porto
PT17	LISBOA

[Add a new Region](#)

[Return to Display](#)

2. Verify the basic information about the Operational Programme in the information pane at the top of the screen.

The following fields are available:

- [CCI](#)
- [Version](#)
- [Status](#)
- [Title](#)


For a description of these fields, refer to section [General Operational Programme Data Fields](#) or click an individual field link in the list above.

3. Verify the values for the existing Regions.

For each Region, the following fields are available:

- [Code](#)
- [Description](#)

For a description of these fields, refer to section [Region Data Fields](#) or click an individual field link in the list above.

- 4. Click the *Rubbish bin* icon () to remove the matching Region definition, if required.**
- 5. Click the link *Add a new Region* to create an additional Region entry for the Operational Programme.**

The following screen is displayed:



6. Click the gray *Region* field to display the Regions dialog.

The Regions dialog is displayed:



At the top of the dialog, each Member State is represented by a button. By default, the Member State whose acronym is part of the Operational Programme CCI is selected. In this example, Hungary (*PT*) is selected, because the Operational Programme CCI refers to that Member State: 2009*PT*051PO001).

For Crossborder/Interregional Programmes, no specific country is selected. You have to select it manually.

Below the Member State buttons, the pre-defined regions for the selected Member State are listed. In this example, the Portuguese regions are displayed.

Note: The predefined regions in this list correspond to the NUTS regions levels I, II and III.

7. Select another Member State button, if required.

It is not likely that this is required, as the Operational Programme logically refers to the Member State whose acronym is part of the CCI.

8. Select required Region from the list by clicking the code on the left.

The selected entry is copied in the Region Code and Description fields.

9. Select the *Add* button to add the region to the table of selected Regions.

The Region is added.

10. Repeat steps 5 – 8 for all Regions to be added.

Note: It is not possible to add multiple Regions in one go.

This concludes the procedure *Updating the tab Regions*.

You can now:

- [Update the tab Earmarking](#) (logical next step)
- Update another tab or subtab on the Operational Programme Update screen. Refer to the [Action Overview](#) in the section *Updating Operational Programmes funded by the ERDF, CF or ESF*.

3.6.1.11. Updating the tab Earmarking

The tab *Earmarking* on the *Operational Programme Update* screen may contain up to two subtabs matching the Objectives covered by the Operational Programme:

- Convergence and/or
- Competitiveness / Employment

1. Browse to the subtab *Convergence* or *Competitiveness/Employment* of the tab *Earmarking*.

Refer to one of the following procedures for instructions:

- [Creating Operational Programmes funded by the ERDF, CF or ESF](#)
- [Searching existing Operational Programmes](#)

The screen looks as follows:

Code	Description	Community Amount
01	R&TD activities in research centres	540
02	R&TD infrastructure and centres of competence in a specific technology	120
34	Electricity (TEN-E)	123

2. Verify the basic information about the Operational Programme in the information pane at the top of the screen.

The following fields are available:

- [CCI](#)
- [Version](#)
- [Status](#)
- [Title](#)

For a description of these fields, refer to section [General Operational Programme Data Fields](#) or click an individual field link in the list above.

3. Verify the values for the existing Earmarking Records.

Note: The values previously selected in the *tab Categorisation by Theme* are automatically inherited in the *tab Earmarking*.

For each Earmarking record, the following fields are available:

- [Code](#)
- [Description](#)
- [Community Amount](#)

For a description of these fields, refer to section [Earmarking Data Fields](#) or click an individual field link in the list above.

4. Click the *Rubbish bin* icon () to remove the matching Earmarking definition, if required.

Attention: The matching Priority Theme on the *Priority Themes* subtab of the *Categorisation* tab will also be deleted.

5. Click the link in the *Code* field to change the settings for an existing Earmarking Record.

The screen looks as follows:

6. Select the required Priority Theme from the drop-down list and click the *Update* button to save the Earmarking Record.

The new version of the Earmarking Record is saved. Its code and description automatically replace the old values.

7. Click the link *Add a new Earmarking Record* to create an additional Earmarking Record for the Operational Programme.

The following screen is displayed:

User: #0032354 Node: 01 Version: v2.3.3 [Help](#) [Home](#) [Logout](#)

SFC 2007 System for Fund management in the European Community 2007-2013 English (en) ▾

Programming > Operational Programme > Edit Operational Programme

Strategic Planning | Programming | Monitoring | Execution | Audit | Evaluation | Closure | Documentation | Reports | Utilities

Operational Programme

CCI: 2007PT161PO001 Version: 1 Status: Created
Title: OP for Portugal

General | Priority Axes | Financial Tables | Projects | Categorisation | Regions | **Earmarking** | Authorities | Documents | In Charge

Convergence

Earmarking for Convergence Objective

Priority Theme:

Code	Description	Community Amount
02	R&TD infrastructure and centres of competence in a specific technology	120
03	Technology transfer and improvement of cooperation networks ...	540
34	Electricity (TEN-E)	123

[Add a new Earmarking Record](#)

[Return to Display](#)

8. Select the required Priority Theme from the drop-down list and click the *Add* button.

The new Earmarking Record is added in the table.

9. Define the required Amount for the new Earmarking Record and click the *Save* button.

This concludes the procedure *Updating the Earmarking tab*.

You can now:

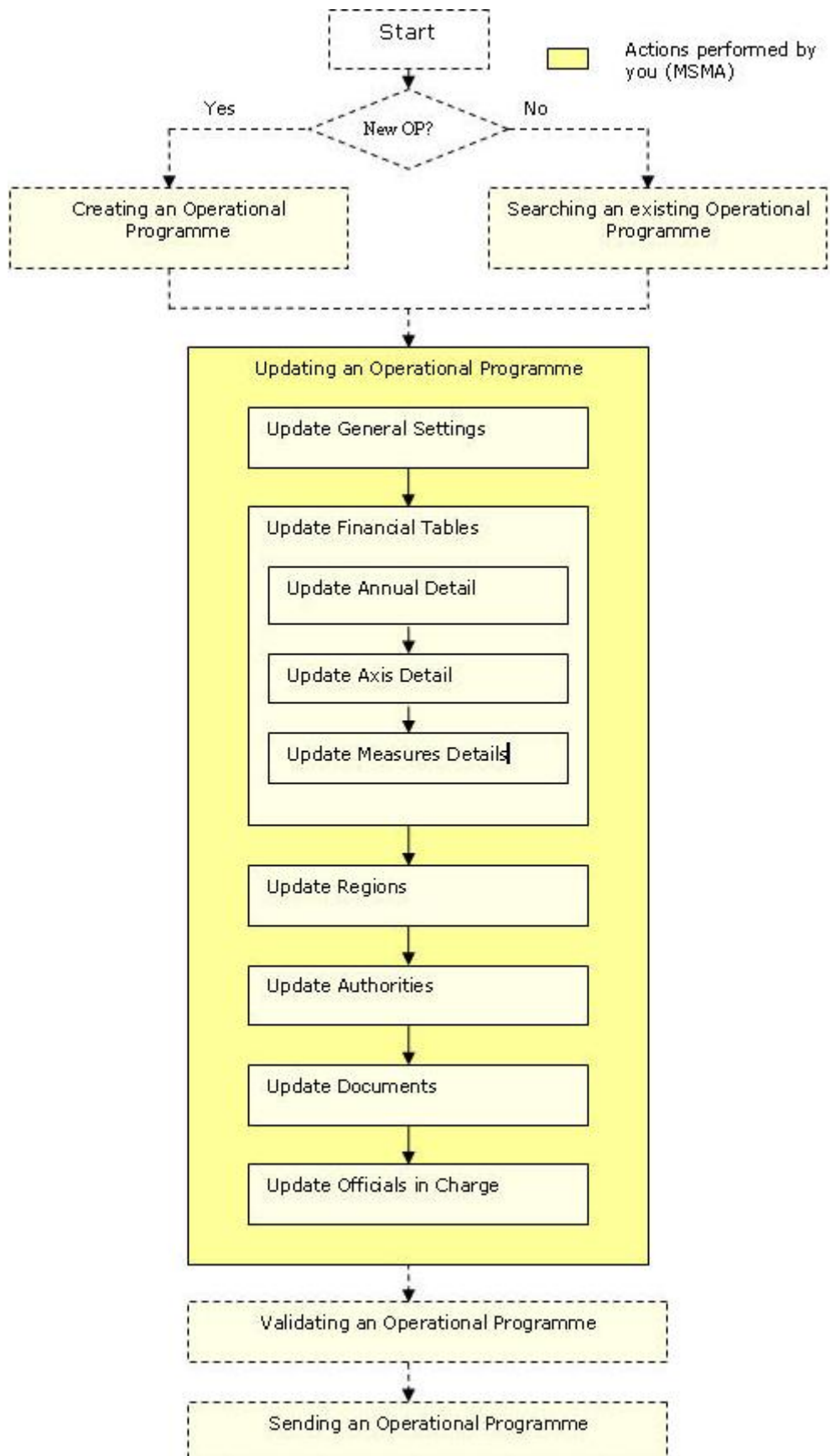
- Update the tabs common to all SFC2007 Objects: *Authorities, Documents* and *Officials in Charge*. Refer to the [SFC2007 Introduction guide](#) for a detailed description.
- Update another tab or subtab on the Operational Programme Update screen. Refer to the [Action Overview](#) in the section *Updating Operational Programmes funded by the ERDF, CF or ESF*.

Once you have updated all tabs as required, the next logical step to do is to [validate the Operational Programme](#).

3.6.2. Updating Operational Programmes funded by the EAFRD

3.6.2.1. *Workflow Overview*

The following graphic shows the Workflow for updating Operational Programmes funded by the European Agriculture Fund for Regional Development (EAFRD). It is a subset from the general Operational Programme Workflow shown in the section [Managing Operational Programmes: Workflow overview](#).



These actions are described in separate procedures:

- [Updating the tab General Info](#)
- [Updating the subtab Financial Tables – Annual Detail](#)
- [Updating the subtab Financial Tables – Axis Detail](#)
- [Updating the subtab Financial Tables – Measure Detail](#)
- [Updating the tab Regions](#)

The update procedure for the *Authorities*, *Documents* and *Officials in Charge* tabs are explained in the [SFC2007 Introduction guide](#).

3.6.2.2. Updating the tab General Info

The tab *General Info* on the *Operational Programme Update* screen lists basic information about the Operational Programme, such as the associated CCI, the Operational Programme (OP) title, and first and last years of the OP annual plan.

Follow the procedure described in this section to update the existing settings.

1. Browse to the *General Info* tab on the *Update Operational Programme* screen.

Refer to one of the following procedures for instructions:

- [Creating Operational Programmes funded by the EAFRD](#)
- [Searching existing Operational Programmes](#)

The screen looks as follows:

The screenshot shows the 'System for Fund management in the European Community 2007-2013' interface. The user is logged in as 'w0050165' with the profile 'w0050165 - MSMA06US'. The version is 'v3.1.17'. The language is set to 'English (en)'. The breadcrumb trail is 'Programming > Operational Programme > Edit Operational Programme'. The main navigation bar includes 'Strategic Planning', 'Programming', 'Monitoring', 'Execution', 'Audit', 'Evaluation', 'Closure', and 'Utilities'. The 'Operational Programme' section displays 'CCI: 2008HU06RPO999', 'Version: 1', and 'Status: Created'. The title is 'test new challenges'. The 'General' tab is selected, showing 'General Details' with fields for CCI, Title, First Year (2008), and Last Year (2013). The 'Covers' section has checkboxes for 'Non-Convergence Regions' and 'Convergence Regions', both of which are checked. A 'Selected coverage items' box is visible below the checkboxes. The 'Save' and 'Cancel' buttons are at the bottom right.

2. Verify the basic information about the Operational Programme in the information pane at the top of the screen.

The following fields are available:

- [CCI](#)
- [Version](#)
- [Status](#)
- [Title](#)

For a description of these fields, refer to section [General Operational Programme Data Fields](#) or click an individual field link in the list above.

3. Update the values in the *General* tab as required.

The following fields are available:

- [Operational Programme CCI](#)
- [Title](#)
- [First Year](#)
- [Last Year](#)
- [Comment](#)
- [Covers](#)

For a description of these fields, refer to section [General Operational Programme Data Fields](#) or click an individual field link in the list above.

4. Perform the required changes and click the *Save*.

This concludes the procedure *Updating the tab General Info*.

You can now:

- [Update the subtab Financial Tables – Annual Detail](#) (logical next step)
- Update another tab or subtab on the Operational Programme Update screen. Refer to the [Action Overview](#) available in the section *Updating Operational Programmes funded by the EAFRD*.

3.6.2.3. Updating the subtab Financial Tables – Annual Detail

The subtab *Annual Detail* on the tab *Financial Tables* displays one or two annual Financial Plans for each of the Coverage items selected on the tab [General Info](#).

1. Browse to the subtab *Annual Detail* on the tab *Financial Tables* on the *Update Operational Programme* screen.

Refer to one of the following procedures for instructions:

- [Creating Operational Programmes funded by the EAFRD](#)
- [Searching existing Operational Programmes](#)

The screen looks as follows:

User: w0050165 Node: HU Profile: w0050165 - MSMA06US Version: v3.1.17 Help Home Logout

SFC 2007 System for Fund management in the European Community 2007-2013 English (en)

Programming > Operational Programme > Edit Operational Programme

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Operational Programme

CCI: 2008HU06RPO999 Version: 1 Status: Created
Title: test new challenges

General **Financial Tables** Regions Authorities Documents In Charge

Annual Detail Axis Detail Measure Detail

Annual Contribution from EAFRD (in EUR)

Year		EAFRD	
Non-Convergence Regions			
2008	10,000		
2009	10,000		
2010	10,000		
2011	10,000		
2012	10,000		
2013	10,000		
Convergence Regions			
2008	10,000		
2009	10,000		
2010	10,000		
2011	10,000		
2012	10,000		
2013	10,000		
New Challenges - Non-Convergence Regions			
2008	10,000		
2009	10,000		
2010	10,000		
2011	10,000		
2012	10,000		
2013	10,000		
New Challenges - Convergence Regions			
2008	10,000		
2009	10,000		
2010	10,000		
2011	10,000		
2012	10,000		
2013	10,000		

Save Cancel

Annual amounts must be provided for each section. The following sections can be available:

- If the OP covers Convergence Regions, the following two sections are available:
 - Convergence Regions
 - New Challenges – Convergence Regions
 - If the OP covers Non-Convergence Regions, the following two sections are available:
 - Non-Convergence Regions
 - New Challenges – Non-Convergence Regions
 - If the OP covers other (country-specific) region types, only one section is available:
 - Greece, France, Spain: Outermost Regions and Smaller Aegean Islands / DOM
 - Portugal: Additional Financing for PT
 - UK: Voluntary Modulation
- 2. Verify the basic information about the Operational Programme in the information pane at the top of the screen.**

The following fields are available:

- [CCI](#)

- [Version](#)
- [Status](#)
- [Title](#)

For a description of these fields, refer to section [General Operational Programme Data Fields](#) or click an individual field link in the list above.

3. **Verify and/or edit the annual amounts for each year and Covered Region Type in the of the Programme Annual Plan.**
4. **Click the *Save* button to save the entered values.**

After saving, the entered amounts are formatted according to the regional setting formatting of your computer.

This concludes the procedure *Updating the subtab Financial Tables – Annual Detail*.

You can now:

- [Update the subtab Financial Tables – Axis Detail](#) (logical next step)
- Update another tab or subtab on the Operational Programme Update screen. Refer to the [Action Overview](#) available in the section *Updating Operational Programmes funded by the EAFRD*.

3.6.2.4. *Updating the subtab Financial Tables – Axis Detail*

The subtab *Axis Detail* on the tab *Financial Tables* displays, for each of the Coverage items selected on the tab [General Info](#), one or two Financial Plans with amounts for the predefined Priority Axes (numbered 1 to 5; for Romania and Bulgaria 1 to 6).

1. **Browse to the subtab *Axis Detail* on the tab *Financial Tables* on the *Update Operational Programme* screen.**

Refer to one of the following procedures for instructions:

- [Creating Operational Programmes funded by the EAFRD](#)
- [Searching existing Operational Programmes](#)

The screen looks as follows:

User: w0050165 Node: HU Profile: w0050165 - MSMA06US Version: v3.1.17 [Help](#) [Home](#) [Logout](#)

SFC 2007 **System for Fund management in the European Community 2007-2013** English (en)

Programming > Operational Programme > Edit Operational Programme

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Operational Programme

CCI: 2008HU06RPO999 Version: 1 Status: Created
Title: test new challenges

General **Financial Tables** Regions Authorities Documents In Charge

Annual Detail **Axis Detail** Measure Detail

Financial Plan by Axis (in EUR)

Axis	Total Public Expenditure (1)	EAFRD Contribution Rate (%)		EAFRD Contribution
		Non-Convergence Regions	Convergence Regions	
Non-Convergence Regions				
1	0			
2	0			
3	0			
4	0			
5	0			
Convergence Regions				
1	0			
2	0			
3	0			
4	0			
5	0			
New Challenges - Non-Convergence Regions				
1	0			
2	0			
3	0			
4	0			
New Challenges - Convergence Regions				
1	0			
2	0			
3	0			
4	0			

(1) Calculated amount rounded to the euro

[Save](#) [Cancel](#)

The following sections can be available:

- If the OP covers Convergence Regions, the following two sections are available:
 - Convergence Regions
 - New Challenges – Convergence Regions
- If the OP covers Non-Convergence Regions, the following two sections are available:
 - Non-Convergence Regions
 - New Challenges – Non-Convergence Regions
- If the OP covers other (country-specific) region types, only one section is available:
 - Greece, France, Spain: Outermost Regions and Smaller Aegean Islands / DOM
 - Portugal: Additional Financing for PT
 - UK: Voluntary Modulation

The following fields are available for each axis and each available Coverage section:

- [Axis](#)
- [Total Public Expenditure](#)
- [EAFRD Contribution Rate \(%\)](#)
- [EAFRD Contribution](#)

2. Verify the basic information about the Operational Programme in the information pane at the top of the screen.

The following fields are available:

- [CCI](#)
- [Version](#)
- [Status](#)
- [Title](#)

For a description of these fields, refer to section [General Operational Programme Data Fields](#) or click an individual field link in the list above.

3. **Verify and/or edit the EAFRD contribution rate and contribution amount for each predefined Priority Axis.**
4. **Click the *Save* button to save the entered values.**

After saving, the entered amounts are formatted according to the regional setting formatting of your computer.

This concludes the procedure *Updating the subtab Financial Tables – Axis Detail*.

You can now:

- [Update the subtab Financial Tables – Measure Detail](#) (logical next step)
- Update another tab or subtab on the *Operational Programme Update* screen. Refer to the [Action Overview](#) available in the section *Updating Operational Programmes funded by the EAFRD*.

3.6.2.5. *Updating the subtab Financial Tables – Measure Detail*

The subtab *Measure Detail* on the tab *Financial Tables* displays financial details for each of the predefined Measures (numbered 111 to 511).

1. **Browse to the subtab *Measure Detail* on the tab *Financial Tables* on the *Update Operational Programme* screen.**

Refer to one of the following procedures for instructions:

- [Creating Operational Programmes funded by the EAFRD](#)
- [Searching existing Operational Programmes](#)

The screen looks as follows:

User: #0050/29 Node: #1 Version: v2.3.15 [Help](#) [Home](#) [Logout](#)

**System for Fund management in the European Community
2007-2013** English (en) ▾

Programming > Operational Programme > Edit Operational Programme

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Operational Programme

CCI: 2007PT06RNF001 Version: 1 Status: Created
Title: AGRI OP for Portugal

General **Financial Tables** Regions Authorities Documents In Charge

Annual Detail Axis Detail **Measure Detail**

Indicative Breakdown by Rural Development Measure (in EUR)

Axis/Measure	EAFRD Contribution	Total Public Expenditure (1)	Private Expenditure	Total Cost (1)
111 Vocational training and information actions	12,500	21,329	10,000	31,329
112 Setting up of young farmers	12,500	21,329	15,000	36,329
113 Early retirement	0	0		0
142 Producer groups	0	0		0
211 Natural handicap payments to farmers in mountain areas	12,500	21,329	20,000	41,329
212 Payments to farmers in areas with handicaps, other than ...	12,500	21,329	25,000	46,329
213 Natura 2000 payments and payments linked to Directive ...	0	0	0	0
227 Non-productive investments	0	0	0	0
311 Diversification into non-agricultural activities	12,500	21,329	30,000	51,329
312 Business creation and development	12,500	21,329	25,000	46,329
313 Encouragement of tourism activities	0	0	0	0
341 Skills acquisition, animation and implementation of ...	0	0	0	0
411 Implementing local development strategies. Competitiveness	12,500	21,329	20,000	41,329
412 Implementing local development strategies. Environment/land	12,500	21,329	15,000	36,329
413 Implementing local development strategies. Quality of life	0	0	0	0
431 Running the local action group, acquiring skills and ...	0	0	0	0
511 Technical Assistance	25,000	42,657	10,000	52,657

(1) Calculated amount rounded to the euro

[Return to Display](#) Measures with 0 values removed

Note: In the screenshot above, some measures for which no amount was specified were removed for simplicity reasons. The real list of possible measures is indeed much longer. Furthermore, when you update an existing Operational Programme, the measures for which no amount (not implemented in the RDP) was specified, are no longer displayed, nor in the Financial plan, nor in the declaration of expenditure. Total Public Expenditure is shown for informational purposes. Calculated amounts are rounded to the euro.

The following fields are available for each Measure:

- [Measure Code](#)
- [Measure Description](#)
- [EAFRD Contribution](#)
- [Total Public Expenditure](#)
- [Private Expenditure](#)
- [Total Cost](#)

2. Verify the basic information about the Operational Programme in the information pane at the top of the screen.

The following fields are available:

- [CCI](#)
- [Version](#)
- [Status](#)
- [Title](#)

For a description of these fields, refer to section [General Operational Programme Data Fields](#) or click an individual field link in the list above.

3. Verify and/or edit the EAFRD contribution amount and Private Expenditure Amount for the applicable Measures.

4. Click the *Save* button to save the entered values.

After saving, the entered amounts are formatted according to the regional setting formatting of your computer.

This concludes the procedure *Updating the subtab Financial Tables – Measures Detail*.

You can now:

- [Update the tab Regions](#) (logical next step)
- Update another tab or subtab on the Operational Programme Update screen. Refer to the [Action Overview](#) available in the section *Updating Operational Programmes funded by the EAFRD*.

3.6.2.6. Updating the tab Regions

The tab *Regions* on the *Operational Programme Update* screen displays the regions for which the Operational Programme applies.

Follow the procedure described in this section to update this tab.

1. Browse to the *Regions* tab on the *Update Operational Programme* screen.

Refer to one of the following procedures for instructions:

- [Creating Operational Programmes funded by the EAFRD](#)
- [Searching existing Operational Programmes](#)

The screen looks as follows:

User: #0050/39 Mode: P/ Version: #2.4.1 Help Home Logout

System for Fund management in the European Community
2007-2013
English (en)

Programming > Operational Programme > Edit Operational Programme

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Operational Programme

CCI: 2007PT06RNF001 Version: 1 Status: Created
Title: AGRI OP for Portugal

General Financial Tables **Regions** Authorities Documents In Charge

Regions covered by the Operational Programme

Code	Description
PT112	Cavado
PT165	Dão - Lafões

[Add a new Region](#)

[Return to Display](#)

2. **Verify the basic information about the Operational Programme in the information pane at the top of the screen.**

The following fields are available:

- [CCI](#)
- [Version](#)
- [Status](#)
- [Title](#)

For a description of these fields, refer to section [General Operational Programme Data Fields](#) or click an individual field link in the list above.

3. **Verify the values for the existing Regions.**

For each Region, the following fields are available:

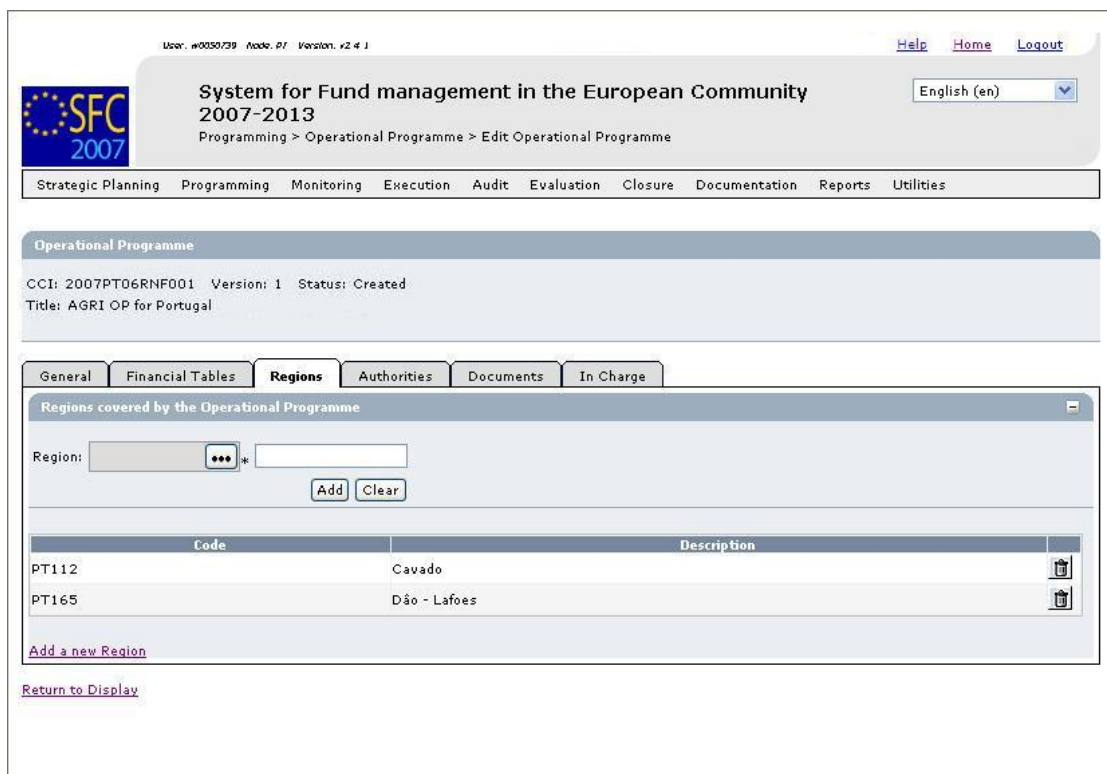
- [Code](#)
- [Description](#)

For a description of these fields, refer to section [Region Data Fields](#) or click an individual field link in the list above.

4. **Click the *Rubbish bin* icon () to remove the matching Region definition, if required.**

5. **Click the link *Add a new Region* to create an additional Region entry for the Operational Programme.**

The following screen is displayed:



User: #0050/39 Mode: PF Version: #2.4.1 Help Home Logout

System for Fund management in the European Community
2007-2013
Programming > Operational Programme > Edit Operational Programme

English (en)

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities



Operational Programme

CCI: 2007PT06RNF001 Version: 1 Status: Created
Title: AGRI OP for Portugal

General Financial Tables **Regions** Authorities Documents In Charge

Regions covered by the Operational Programme

Region:

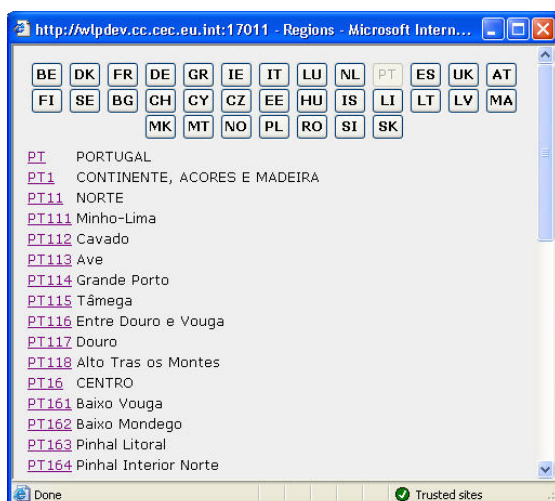
Code	Description	
PT112	Cavado	
PT165	Dão - Lafões	

[Add a new Region](#)

[Return to Display](#)

6. **Click the gray *Region* field to display the *Regions* dialog.**

The *Regions* dialog is displayed:



At the top of the dialog, each Member State is represented by a button. By default, the Member State whose acronym is part of the Operational Programme CCI is selected. In this example, Portugal (**PT**) is selected, because the Operational Programme CCI refers to that Member State: 2007**PT**161PO001).

For Crossborder/Interregional Programmes, no specific country is selected. You have to select it manually.

Below the Member State buttons, the pre-defined regions for the selected Member State are listed. In this example, the Portuguese regions are displayed.

Note: The predefined regions in this list correspond to the NUTS regions levels I, II and III.

7. Select another Member State button, if required.

It is not likely that this is required, as the Operational Programme logically refers to the Member State whose acronym is part of the CCI.

8. Select required Region from the list by clicking the code on the left.

The selected entry is copied in the Region Code and Description fields.

9. Select the Add button to add the region to the table of selected Regions.

The Region is added.

10. Repeat steps 5 – 8 for all Regions to be added.

Note: It is not possible to add multiple Regions in one go.

This concludes the procedure *Updating the tab Regions*.

You can now:

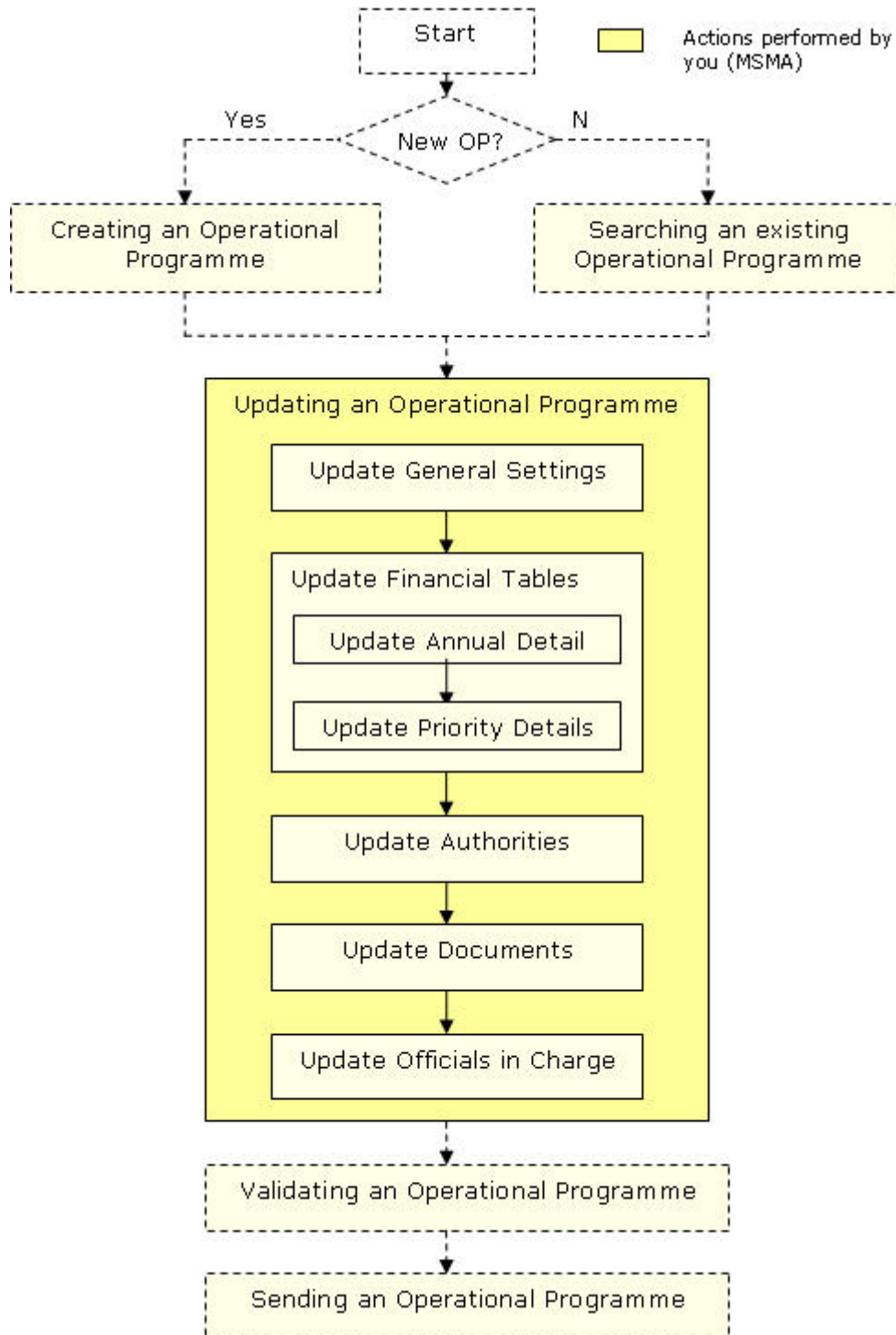
- Update the tab *Authorities, Documents* and *Officials in Charge* (logical next steps), these procedures are explained in the [SFC2007 Introduction guide](#).
- Update another tab or subtab on the Operational Programme Update screen. Refer to the [Action Overview](#) in the section *Updating Operational Programmes funded by the EAFRD*.

Once you have updated all tabs as required, the next logical step to do is to [validate the Operational Programme](#).

3.6.3. *Updating Operational Programmes by the EFF*

3.6.3.1. *Workflow Overview*

The following graphic shows the Workflow for updating Operational Programmes funded by the European Fisheries Fund (EFF). It is a subset from the general Operational Programme Workflow shown in the section [Managing Operational Programmes: Workflow overview](#).



These actions are described in separate procedures:

- [Updating the tab General Info](#)
- [Updating the subtab Financial Tables – Annual Detail](#)
- [Updating the subtab Financial Tables – Priority Detail](#)

The update procedure for the *Authorities*, *Documents* and *Officials in Charge* tabs are explained in the [SFC2007 Introduction guide](#).

3.6.3.2. Updating the tab General Info

The tab *General Info* on the *Operational Programme Update* screen lists basic information about the Operational Programme, such as the associated CCI, the Operational Programme (OP) title, and first and last years of the OP annual plan. Follow the procedure described in this section to update the existing settings.

Follow the procedure described in this section to update this tab.

1. Browse to the *General Info* tab on the *Update Operational Programme* screen.

Refer to one of the following procedures for instructions:

- [Creating Operational Programmes funded by the EFF](#)
- [Searching existing Operational Programmes](#)

The screen looks as follows:

The screenshot displays the 'Operational Programme' update screen. At the top, it shows the user 'User: #0051965 Mode: PF Version: v2.4.1' and navigation links 'Help Home Logout'. The main header identifies the system as 'System for Fund management in the European Community 2007-2013' with a language dropdown set to 'English (en)'. A breadcrumb trail indicates 'Programming > Operational Programme > Edit Operational Programme'. A menu bar contains 'Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities'. The 'Operational Programme' section shows 'CCI: 2007PT14FPO002 Version: 1 Status: Created' and 'Title: FISH OP for PT'. Below this, the 'General' tab is active, showing 'General Details' with input fields for 'Operational Programme CCI' (2007PT14FPO002), 'Title' (FISH OP for PT), 'First Year' (2007), and 'Last Year' (2013). A 'Comments' text area and a 'Covers' section with checked boxes for 'Convergence Regions' and 'Non-Convergence Regions' are also visible. 'Save' and 'Cancel' buttons are at the bottom right, and a 'Return to Display' link is at the bottom left.

2. Verify the basic information about the Operational Programme in the information pane at the top of the screen.

The following fields are available:

- [CCI](#)
- [Version](#)
- [Status](#)

- [Title](#)

For a description of these fields, refer to section [General Operational Programme Data Fields](#) or click an individual field link in the list above.

3. Update the values in the tab *General Info* as required.

The following fields are available:

- [Operational Programme CCI](#)
- [Title](#)
- [First Year](#)
- [Last Year](#)
- [Comments](#)
- [Covers](#)

For a description of these fields, refer to section [General Operational Programme Data Fields](#) or click an individual field link in the list above.

4. Perform the required changes and click the *Save* button.

This concludes the procedure *Updating General Info*.

You can now:

- [Update the subtab Financial Tables – Annual Detail](#) (logical next step)
- Update another tab or subtab on the Operational Programme Update screen. Refer to the [Action Overview](#) in the section *Updating Operational Programmes funded by the EFF*.

3.6.3.3. Updating the subtab Financial Tables – Annual Detail

The subtab *Annual Detail* on the tab *Financial Tables* displays an annual Financial Plan for each of the Region Types covered by the Operational Programme and selected on the tab [General Info](#).

1. Browse to the *Annual Detail* subtab on the *Financial Tables* tab on the *Update Operational Programme* screen.

Refer to one of the following procedures for instructions:

- [Creating Operational Programmes funded by the EFF](#)
- [Searching existing Operational Programmes](#)

The screen looks as follows:

User: #0051935 Mode: R1 Version: #2.4.1 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community
2007-2013
 Programming > Operational Programme > Edit Operational Programme English (en) ▾

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Operational Programme

CCI: 2007PT14FPO002 Version: 1 Status: Created
 Title: FISH OP for PT

General **Financial Tables** Authorities Documents In Charge

Annual Detail Priority Detail

Financial Plan of the Operational Programme by Year (in EUR)

Year	Non-Convergence Regions	Convergence Regions	EFF Funding
2007	10,000		
2008	10,000		
2009	10,000		
2010	10,000		
2011	10,000		
2012	10,000		
2013	10,000		
Convergence Regions			
2007		15,000	
2008		15,000	
2009		15,000	
2010		15,000	
2011		15,000	
2012		15,000	
2013		15,000	

Covered Region Types selected on the General Tab

[Return to Display](#)

2. Verify the basic information about the Operational Programme in the information pane at the top of the screen.

The following fields are available:

- [CCI](#)
- [Version](#)
- [Status](#)
- [Title](#)

For a description of these fields, refer to section [General Operational Programme Data Fields](#) or click an individual field link in the list above.

3. Verify and/or edit the annual amounts for each year and Covered Region Type in the of the Programme Annual Plan.

4. Click the *Save* button to save the entered values

The entered amounts are formatted according the regional settings of your computer. Decimal values are not accepted

This concludes the procedure *Updating the subtab Financial Tables – Annual Detail*.

You can now:

- [Update the subtab Financial Tables – Priority Detail](#) (logical next step)
- Update another tab or subtab on the Operational Programme Update screen. Refer to the [Action Overview](#) in the section *Updating Operational Programmes funded by the EFF*.

3.6.3.4. Updating the subtab Financial Tables – Priority Detail

The subtab **Priority Detail** on the tab **Financial Tables** displays financial details for each of the predefined Priority Axes (numbered 1 to 5) for each of the Region Types covered by the Operational Programme and selected on the [General tab](#).

1. Browse to the **Priority Detail** subtab on the **Financial Tables** tab on the **Update Operational Programme** screen.

Refer to one of the following procedures for instructions:

- [Creating Operational Programmes funded by the EFF](#)
- [Searching existing Operational Programmes](#)

The screen looks as follows:

The screenshot shows the 'System for Fund management in the European Community 2007-2013' interface. The 'Financial Tables' tab is active, and the 'Priority Detail' subtab is selected. The main table displays financial data for 'Non-Convergence Regions' and 'Convergence Regions' across five priority axes. A legend at the bottom explains the priority axes and region types.

Priority	Total Public	EFF Contribution	National Contribution		EFF Cofinancing Rate %
Non-Convergence Regions					
1	39,000	14,000		25,000	35.90
2	39,000	14,000		25,000	35.90
3	39,000	14,000		25,000	35.90
4	39,000	14,000		25,000	35.90
5	39,000	14,000		25,000	35.90
Convergence Regions					
1	51,000	21,000		30,000	41.18
2	51,000	21,000		30,000	41.18
3	51,000	21,000		30,000	41.18
4	51,000	21,000		30,000	41.18
5	51,000	21,000		30,000	41.18

(1) Calculated amount rounded to the euro

Predefined Priority Axes numbered from 1 to 5

Covered Territory Types selected on the General Tab

Return to Display

Save Cancel

2. Verify the basic information about the Operational Programme in the information pane at the top of the screen.

The following fields are available:

- [CCI](#)
- [Version](#)

- [Status](#)
- [Title](#)

For a description of these fields, refer to section [General Operational Programme Data Fields](#) or click an individual field link in the list above.

3. Verify and/or edit the annual amounts for each year and Covered Region Type in the of the Programme Annual Plan.

The following fields are available for each Priority and each covered Region Type:

- [Priority](#)
- [Total Public](#)
- [EFF Contribution](#)
- [National Contribution](#)
- [EFF Co-financing Rate](#)

For a description of these fields, refer to section [Priority Detail Data Fields](#) or click an individual field link in the list above.

4. Click the *Save* button to save the entered values.

The entered amounts are formatted according the regional settings of your computer. Decimal values are not accepted

This concludes the procedure *Updating the subtab Financial Tables – Priority Detail*.

You can now:

- Update the tabs common to all SFC2007 Objects: *Authorities, Documents* and *Officials in Charge*. Refer to the [SFC2007 Introduction guide](#) for a detailed description)
- Update another tab or subtab on the Operational Programme Update screen. Refer to the Action Overview in the section *Updating Operational Programmes funded by the EFF*.

3.7. Validating Operational Programmes

When you validate an Operational Programme, the system will check the validity and completeness of the information related to a version of the Operational Programme. Refer to [Appendix A: Validation rules for Operational Programmes](#) for a detailed list of the validation rules. You will logically perform a validation of your Operational Programme AFTER having [created](#) and [updated](#) it and BEFORE [sending it to the European Commission](#) for acceptance.

You can only validate an Operational Programme, if it has the status *Created* or *Returned* (by the Commission).

Follow the procedure detailed in this section to validate an Operational Programme.

1. Search the Operational Programme to be validated.

Refer to [Searching existing Operational Programmes](#) for a detailed description.

2. Once you have accessed the Operational Programme Display screen, click the *Validate* link.

User: #0032354 Node: PF Version: v2.3.3 [Help](#) [Home](#) [Logout](#)

 **System for Fund management in the European Community 2007-2013** English (en) ▾

Programming > Operational Programme > Display Operational Programme

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

[return to list](#) [Delete](#) [Validate](#) [Print](#) [Print All](#) [Click](#)

Version

CCI: 2007PT161PO001 Version: 1 Status: Created Last Modified: 09/07/2007

Title: OP for Portugal

Period of Eligibility: - Commission Decision:

Comments: OP for Portugal comments and remarks

Contains Transitional Support Regions

[Edit](#)

(Truncated)

The Validation Results are displayed:

User: #0032354 Node: PF Version: v2.3.7 [Help](#) [Home](#) [Logout](#)

 **System for Fund management in the European Community 2007-2013** English (en) ▾

Programming > Operational Programme > Validate Operational Programme

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Operational Programme

CCI: 2007PT161PO001 Version: 1 Status: Created

Title: OP for Portugal

Latest Validation Results

Date	Severity	Message
10/07/2007	Error	Missing community amount for priority 2
10/07/2007	Error	Sum of community contributions by years (70000) is not equals to the sum of contribution (1000) for fund 'ERDF'
10/07/2007	Error	Missing audit authority
10/07/2007	Error	Missing certifying authority
10/07/2007	Error	Total amount of priority themes (1530) does not equal total amount for funds (70000)
10/07/2007	Error	Total amount of territories themes (800) does not equal total amount for funds (70000)
10/07/2007	Error	Total amount of financing forms (500) does not equal total amount for funds (70000)
10/07/2007	Error	Contribution rate (4.7600) must be >= 20% for priority "1"
10/07/2007	Error	Contribution rate (0) must be >= 20% for priority "2"
10/07/2007	Error	The total of Community contribution in the financial plan by year (70000) is different than the total of Community contribution in the financial plan by Priority for the Objective "Convergence" (1000) !
10/07/2007	Warning	This OP is not found in the relevant NSRF !
10/07/2007	Warning	SFC2007 doesn't check criteria 2, 5 and 6 of Annex III. Please check these criteria manually.
10/07/2007	Warning	The NSRF of that country has not been sent !
10/07/2007	Info	Operational Programme could not be validated. Please correct errors.

[Return to Display](#)

The table lists messages in three severity levels:

- **Error:** Errors are blocking shortcomings to the Operational Programme. The Operational Programme will not get the *Validated* status and you will not be able to send it to the European Commission, as long as errors persist.
- **Warning:** Warnings are non-blocking shortcomings to the Operational Programme. The Operational Programme will get the *Validated* status and you will be able to send it to the European Commission, while warnings persist. However, the Commission is more likely to return the Operational Programme to you in order to remove the warnings.
- **Info:** Informational messages provide a conclusion of the Error and Warning messages, such as the info message in the screen above:
Operational Programme could not be validated. Please correct errors.

For a detailed overview of the Validation Rules, refer to [Appendix A: Validation Rules for Operational Programmes](#).

3. Analyse the Validation results and correct the errors (and the warnings).

Refer to the procedures in chapter [Updating Operational Programmes](#).

4. Once you think you have corrected all errors (required) and all warnings (preferably), try validating the Operational Programme again.

5. Repeat the steps above, until all errors have been eliminated.

The Validation report will look as follows:

System for Fund management in the European Community 2007-2013
 Programming > Operational Programme > Validate Operational Programme

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Operational Programme
 CCI: 2007PT161PO001 Version: 1 Status: Validated Status has been updated
 Title: OP for Portugal

Latest Validation Results

Date	Severity	Message
11/07/2007	Warning	This OP is not found in the relevant NSRF !
11/07/2007	Warning	SFC2007 doesn't check criteria 2, 5 and 6 of Annex III. Please check these criteria manually.
11/07/2007	Warning	The NSRF of that country has not been sent !
11/07/2007	Info	Operational Programme has been validated.

Return to Display
 No errors persist

6. You can now send the Operational Programme to the European Commission for approval.

Refer to [Sending Operational Programmes to the European Commission.](#)

3.8. Sending Operational Programmes to the European Commission

Once you have [validated](#) an Operational Programme, you can send it to the European Commission for Approval.

Sending an Operational Programme to the Commission is only possible, if it has the status **Validated**.

Follow the procedure detailed in this section to send an Operational Programme to the Commission.

1. Search the Operational Programme you want to send to the European Commission.

Refer to [Searching existing Operational Programmes for a detailed description.](#)

2. Once you have accessed the Operational Programme Display screen, click the *Send* link, as indicated below:

System for Fund management in the European Community 2007-2013
 Programming > Operational Programme > Display Operational Programme

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

return to list Delete Send Print Print All Click

Version

CCI: 2007PT161PO001 Version: 1 Status: Validated Last Modified: 11/07/2007
 Title: OP for Portugal
 Period of Eligibility: - Commission Decision:
 Comments: OP for Portugal comments and remarks
 Contains Transitional Support Regions
 Edit

(Truncated)

The following screen is displayed:

User: #0052354 Node: #7 Version: v2.3.15 Help Home Logout

SFC 2007 System for Fund management in the European Community 2007-2013 English (en) ▼

Programming > Major Project > Send Major Project

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Major Project

CCI: 2007PT161PR005 **Version:** 1 **Status:** Validated **Modification Date:** 07/08/2007
Title: Second MP Portugal
Operational Programme Title: OP for MP

Documents

1 results found, displaying 1 to 1 | | Pages (1): 1, Items (1) per page: 12 [Show all](#)

Title	Type	Language	Attachments	Document Date	Sent Date
prepareDocument - en	Snapshot of data before send	English		07/08/2007	

Do you really want to send this Major Project Version?

The Snapshot report is generated. This snapshot shows the data that will be sent to the Commission, once you confirm the sending.

3. Click the link in the *Attachment* field to open and verify the PDF Snapshot report.

Refer to [Appendix B.3: Snapshot Report](#) for a sample report.

4. Click the *Yes* button.

Results:

- The Operational Programme is sent to the Commission.
- The European Commission is notified of this event by means of a standard e-mail message.
- The Operational Programme Display screen is again displayed.
- The Status of the Operational Programme is set to *Sent*.

This concludes the procedure *Sending Operational Programmes to the European Commission*.

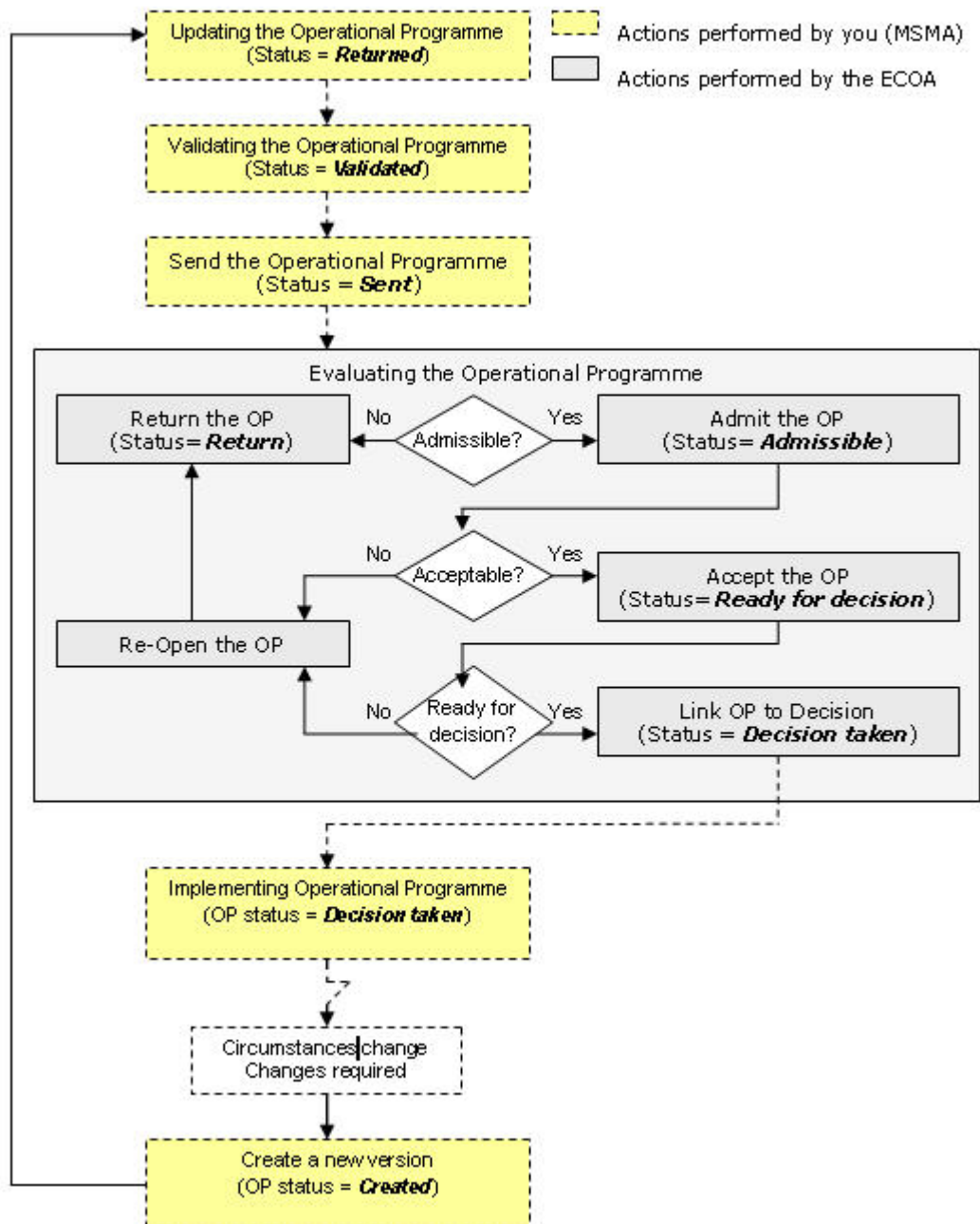
You will now have to wait until the European Commission evaluates your Operational Programme and notifies you of their decision.

The Commission procedures are not explained in detail in this manual. For a short description, refer to [Evaluating Operational Programmes \(by the Commission\)](#).

Note: Once the Operational Programme is sent to the Commission (status is *Sent*), only the *Officials in Charge* and the *Documents* sections are available for editing. You are not able to modify the rest of the data.

3.9. Evaluating Operational Programmes (by the Commission)

The European Commission Operating Agent (EOCA) is responsible for evaluating the validated Operational Programme you sent to the Commission. The following diagram provides an overview of the evaluating actions.



Explanation:

- **Admitting the Operational Programme**

When you send your validated Operational Programme to the European Commission, the responsible ECOA is notified of this fact. The ECOA then determines if your Operational Programme can be admitted in its current form.

If your Operational Programme cannot be admitted in its current form, the ECOA returns it to you for correction. Refer to the procedure [Correcting returned Operational Programmes for detailed instructions](#).

If your Operational Programme can be admitted, the ECOA admits the Operational Programme and sets its status to *Admissible*. You can verify the evolution in the Operational Programme Display:



Note: The available links do not allow you to update or change the Operational Programme at this stage, except uploading non-integral documents and officials in charge.

- **Accepting the Operational Programme**

After the ECOA admitted your Operational Programme, he determines if your Operational Programme can be accepted in its current form.

If your Operational Programme cannot be accepted in its current form, the ECOA re opens it and then returns it you for correction. Refer to the procedure [Correcting returned Operational Programmes for detailed instructions](#).

If your Operational Programme can be accepted, the ECOA accepts the Operational Programme and sets its status to Ready for Decision. You can verify the evolution in the Operational Programme Display:



Note: The available links do not allow you to update or change the Operational Programme at this stage, except uploading non-integral documents and officials in charge.

- **Linking the Operational Programme**

After the ECOA accepted your Operational Programme and a Decision is taken, the ECOA creates the Decision in SFC2007 and links your programme to this Decision.

The status of the programme is set to **Decision Taken**.

Even at this stage, the ECOA can re open the Operational Programme and return it you for minor (typo) corrections. Refer to the procedure [Correcting returned Operational Programmes for detailed instructions](#).

You and the officials in charge will be notified by e-mail and can verify the evolution in the Operational Programme Display:

User: #005235# Mode: #7 Version: v2.3.7 e-Learning Home Logout English (en)

System for Fund management in the European Community 2007-2013
Programming > Operational Programme > Display Operational Programme

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

return to list Create New Version Print Print All You cannot change the settings for this OP anymore. However you can create a new version to reflect changed circumstances

Version

Operational Programme CCI: 2007PT161PO001 Version: 1 Status: Decision Taken Last Modified: 16/07/2007

Title: OP for Portugal

Period of Eligibility: 01/01/2007 - 30/11/2015 Commission Decision: PT-001 - 13/07/2007

Comments: OP for Portugal comments and remarks

Contains Transitional Support Regions

Once the Commission has linked a decision to your Operational Programme, you can start implementing it.

Note that you cannot change the settings of a Commission-approved Operational Programme. The link **Create a new version** however allows you to create a new version of the Operational Programme, which might reflect changed circumstances. Refer to the procedure [Creating new versions of an Operational Programme](#).

3.10. Correcting returned Operational Programmes

If the responsible European Commission Operating Agent (ECO) determines that a sent Operational Programme proposal cannot be admitted in its current form, he will return it to the sender for correction.

You are notified of this event by means of an e-mail message in the following format:

```
From: "sfc2007-info@ec.europa.eu" <sfc2007-info@ec.europa.eu>
To: msma@portugal.pt
Sent: Tuesday, June 26, 2007 1:19:39 PM
Subject: SFC2007 Event Notification

Object: Operational Programme 2007PT161PO001 Version 1
Event: Returned
By: Commission
To: Portugal
Next Action: The Member State is expected to correct this OP Proposal.
To review this Operational Programme version click here
```


Perform the following procedure to correct the Operational Programme.

1. Search returned Operational Programme.

Click the *Here* link in the notification e-mail message above or refer to [Searching existing Operational Programmes](#).

2. In the Operational Programme Display screen, browse to the *Associated Documents* section:

Title	Type	Language	Attachments	Document Date	Sent Date
OP for Portugal draft	Informal Operational Programme Proposal	Portuguese	1 2 3	04/07/2007	
qdq	Official Operational Programme Proposal	English	1	09/07/2007	12/07/2007
prepareDocument - en	Snapshot of data before send	English	1	12/07/2007	12/07/2007
Acknowledgement.pdf	OP Sent Acknowledgement Document	English	1	12/07/2007	12/07/2007
How to define correctly Priority Amounts	Official Commission's Observations on Operational Programme Proposal	English	1	03/07/2007	12/07/2007
Official Doc	Official Operational Programme Proposal	Portuguese	1	12/07/2007	12/07/2007
prepareDocument - en	Snapshot of data before send	English	1	12/07/2007	12/07/2007
Acknowledgement.pdf	OP Sent Acknowledgement Document	English	1	12/07/2007	12/07/2007
How not to forget any fields to be filled out	Official Commission's Observations on Operational Programme Proposal	English	1	12/07/2007	12/07/2007

[Click](#)

If the ECOA attached a document to your Operational Programme proposal motivating his decision to return it to you for correction, this document will be listed in this section (probably on the last line).

3. Click the link in the *Attachments* column to open the document and follow the guidelines to correct the Operational Programme.

4. In the Operational Programme Display screen, browse to the *History* section as well:

Status	Comment	Prj Level	Date	User
Returned	Please fill out all fields as required.	Commission	12/07/2007 17:06	w0050139
Sent		Portugal	12/07/2007 16:54	w0052354
Validated		Portugal	12/07/2007 16:48	w0052354
Created		Portugal	12/07/2007 16:44	w0052354
Returned	Please provide amounts for priorities 2 and 3.	Commission	12/07/2007 16:30	w0050139
Sent		Portugal	12/07/2007 09:53	w0052354
Validated		Portugal	11/07/2007 10:37	w0052354
Created		Portugal	11/07/2007 10:37	w0052354
Created		Portugal	11/07/2007 10:36	w0052354
Created		Portugal	02/07/2007 15:37	w0052354
Created		Portugal	02/07/2007 13:58	w0052354
Created	created by wizard	Portugal	02/07/2007 13:27	w0052354

Look for the line marking the return of your Operational Programme (probably the first line) and consult the Comment field.

In this field, the ECOA may have briefly explained why he returned your Operational Programme to you.

5. Perform the required changes to the Operational Programme.

Refer to the procedures described in section [Updating Operational Programmes](#).

6. Validate the revised Operational Programme.

Refer to the procedure described in section [Validating Operational Programmes](#).

7. Send the revised and validated Operational Programme again to the Commission.

Refer to the procedure described in section [Sending Operational Programmes \(to the Commission\)](#).

You will now have to wait until the European Commission evaluates your revised Operational Programme and notifies you of their decision.

The Commission procedures are not explained in detail in this manual. For a short description, refer to [Evaluating Operational Programmes \(by the European Commission\)](#).

3.11. Creating a new version of an Operational Programme

If you need to change the settings of an approved Operational Programme linked to a European Commission decision (status "**Decision Taken**"), you must create a new version of that Operational Programme.

Perform the following procedure to create a new version of an Operational Programme:

1. Search the Operational Programme for which you need to create a new version.

Refer to [Searching existing Operational Programmes](#).

2. In the Operational Programme display screen, click the link *Create New Version*:



The following screen is displayed:



3. Click the *Yes* button.

The new version is created and displayed on the screen.

Some settings in the **Version** section have changed:

System for Fund management in the European Community 2007-2013
Programming > Operational Programme > Display Operational Programme

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

return to list Delete Validate Print Print All Links are available as normal for OP's with **Created** Status

Version

CCI: 2007PT161PO001 Version: 2 Status: Created Last Modified: 16/07/2007

Title: OP for Portugal

Period of Eligibility: 01/01/2007 - 30/11/2015 Commission Decision:

Comments: OP for Portugal comments and remarks

Contains Transitional Support Regions

Edit

Priority Axis

Code	Fund	Objective	T.A.	P.R.	C.R.	T.N.	Expressed In Public Cost	Description
1	ERDF	Convergence	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Priority 1
2	ERDF	Convergence	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Priority 2

Edit Priority definitions are copied from the previous version. It is possible to edit them and to define additional priorities.

(Continued)

The values in the sections *Associated Documents*, *Last Validation Results* and *History* are initialized.

4. Perform the required updates for the new Operational Programme version.

Refer to the procedures described in section [Updating Operational Programmes](#).

5. Validate the new version of the Operational Programme.

Refer to the procedure described in the section [Validating Operational Programmes](#).

6. Send the validated Operational Programme to the European Commission.

Refer to the procedure described in section [Sending Operational Programmes](#).

7. You will now have to wait until the European Commission evaluates the new version of the Operational Programme and notifies you of their decision.

Refer to [Evaluating Operational Programmes \(by the European Commission\)](#).

3.12. Operational Programme Data Fields

This section provides a detailed description of the data fields you can encounter when managing Operational Programmes. The fields are grouped in a table per section or tab.

The tables always have the same structure and contain the following information for each field:

- Field name
- Description
- Maximum Length (M.L.) expressed as a number of characters.

If the maximum field length is pre-defined, the field contains a dash (-). This is the case check boxes, for fields containing a date or another fix-format entry (such as a CCI) and for fields for which a predefined value must be selected from a drop-down list.

- Status: M (Mandatory), O (Optional), C (Calculated by the system)

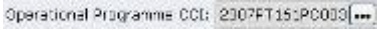
3.12.1. *General Operational Programme Data Fields*

The following table lists the data fields containing General Settings about the Operational Programme. You can find them on one or more of the following screens:

- The Operational Programme Search pane
- The List of Operational Programmes

- The Operational Programme Creation screen
- The Version section of the Operational Programme Display screen
- The General tab of the Operational Programme Edit screen

Note: This does not mean that all listed fields appear on all screens.

Field name	Description	M.L.	Status
Operational Programme CCI	<p>The Operational Programme CCI is to the Common Identification Code (CCI) assigned to the Operational Programme. It allows an unambiguous identification of the Operational Programme. For an explanation of the CCI structure, refer to the section Managing Common Identification Codes.</p> <p>When you are creating an Operational Programme or editing a first version of an Operational Programme, the field appears as follows:</p>  <p>Click the field to select another CCI from the List of allocated CCI dialog.</p> <p>If you are editing a higher version of an Operational Programme, you can no longer change the CCI.</p>	-	M
Version	The version of the Operational Programme is a numeric value that is automatically incremented by 1, each time a new version of the Operational Programme is created.	-	C
Title	The Title field contains the title linked to the CCI you selected for the Operational Programme. It can however be edited manually.	255	M

Field name	Description	M.L.	Status
Status	<p>This field indicates the status of the Operational Programme you are working with. This is a read-only field completed automatically by the system.</p> <p>An Operational Programme can have the following status indications:</p> <ul style="list-style-type: none"> • Created: The OP has been created by the Member State user, but not yet validated. • Validated: The OP has been validated by the Member State user, which means that the OP is in line with the Validation rules and can be sent to the European Commission. • Sent: The OP has been sent to the Commission by the Member State user and awaits treatment by the European Commission Operating Agent (ECO A). • Returned: The OP was not admitted by the ECO A and sent back to the Member State for correction. • • Admissible: The OP was admitted for evaluation by the ECO A. • Ready for Decision: The OP was accepted by the ECO A. • Decision taken: The Commission Decision Document is linked to the OP and the OP is sent back to the Member State. This is normally the last phase in the OP Life-cycle. If changes must be performed once a Decision is taken, a new OP version is normally created. 	-	C
Last Modified	This field contains the date at which the OP definition was changed for the last time.	-	C
First Year	<p>This field contains the first year of the Programme Annual Plan. The default value in this field is 2007.</p> <p>When you are completing or editing an Operational Programme definition, you can select another year (from 2007 to 2013) from the drop-down menu.</p>	-	M
Last Year	<p>This field contains the last year of the Programme Annual Plan. The default value in this field is 2013.</p> <p>When you are completing or editing an Operational Programme definition, you can select another year (from 2007 to 2013) from the drop-down menu.</p>	-	M

Field name	Description	M.L.	Status
Eligibility Period	<p>This field contains the start and end dates of the IPA Programme Eligibility Period. It is automatically filled out, when the IPA Programme is sent to the European Commission.</p> <p>By default, the Start Date of the Eligibility Period is set to a predefined date selected by the Leading DG. For instance, the Start Date of the Eligibility Period for IPA Programmes funded by DG REGIO (covering component 3 Regional Development) is set by default to 01/01/2007.</p> <p>The End Date of the Eligibility Period is set to the 31/12 of the user-defined Last Year + 2. For instance, if the Last Year is set to 2010, the Eligibility Period will end on 31/12/2012.</p>	-	C
Contains Transitional Support Regions	<p>Select this check box, if the Operational Programme applies to Transitional Support Regions.</p> <p>For a detailed description, refer to Article 8 of the Council Regulation (EC) No 1083/2006.</p>	-	O
Previous Node	<p>This field contains the Node where the Operational Programme resided, before it was transferred to the current Node</p> <p>When you are searching an Operational Programme, select the required Node from the drop-down list.</p>	-	C
Current Node	<p>This field contains the Node where the Operational Programme is residing now.</p> <p>When you are searching an Operational Programme, you can select the required Node from the drop-down list.</p>	-	C
Comments	<p>This field contains free comments about the Operational Programme. When you are completing or editing an Operational Programme, you can enter free text comment in this field</p>	255	O

Field name	Description	M.L.	Status
Covers	<p>When you are creating or updating an Operational Programme, the following check boxes are available in the Covers section:</p> <ul style="list-style-type: none"> • Convergence Regions: A Convergence region is a region whose per capita gross domestic product (GDP) measured in purchasing power parities is less than 75 % of the Community average (Article 5 of the Council Regulation (EC) No 1083/2006). Select this check box, if the programme applies to Convergence Regions. • Non-Convergence Regions: Select this check box, if the programme applies to Non-Convergence Regions <p>When you are creating or updating an Operational Programme funded by the EAFRD, the following additional check boxes are available for specific countries:</p> <ul style="list-style-type: none"> • Outermost Regions and Smaller Aegean Islands / DOM: only for Greece, France, Spain • Additional Financing for PT: only for Portugal • Voluntary Modulation: only for the United Kingdom <p>When you are working with the Display Screen of an Operational Programme, the Version section contains a selected check box for each selected Region Types.</p> <p>When you are working with the Display Screen of an Operational Programme funded by the EAFRD and covering Convergence Regions, the Version section also contains the New Challenges – Convergence Regions check box.</p> <p>When you are working with the Display Screen of an Operational Programme funded by the EAFRD and covering Non-Convergence Regions, the Version section also contains the New Challenges – Non-Convergence Regions check box.</p>	-	O
Commission Decision Or Decision	<p>This field can contain the Commission Decision code linked to the Operational Programme.</p> <p>When you are searching an IPA Programme, you can enter the number to be searched in this list.</p> <p>When you are displaying an IPA Programme, the Commission Decision code is presented as a link. Click the link to display the Decision's details.</p>	-	O

3.12.2. Priority Axis Data Fields

The following table lists the fields available for a Priority Axis definition. For a description of the table structure, refer to the Table legend in section [Operational Programme Data Fields](#).

Field name	Description	M.L.	Status
------------	-------------	------	--------

Field name	Description	M.L.	Status
Code	<p>The Priority Axis Code is defined by the user who created the priority. Though its maximum length is 5 characters, it is mostly a single-digit number.</p> <p>When you are creating a new Priority Axis or editing a Priority Axis created in the current version of the Operational Programme, you can enter or change the value in this field.</p> <p>When you are editing a Priority Axis created in an earlier version of the Operational Programme, you can no longer change the value.</p>	5	M
Description	<p>The Priority Axis description is a free user-defined text.</p> <p>When you are creating a new Priority Axis or editing a Priority Axis created in the current version of the Operational Programme, you can enter or change the value in this field.</p> <p>When you are editing a Priority Axis created in an earlier version of the Operational Programme, you can no longer change the value.</p>	60	M
Fund	<p>The Fund field indicates which Fund participates in this Priority Axis. Priorities are always linked to a single fund.</p> <p>When you are creating a new Priority Axis or editing a Priority Axis created in the current version of the Operational Programme, you can select another value from the drop-down list. The content of the Fund drop-down list is determined by the Leading DG code in the CCI. Furthermore, if the Objective Code in the CCI is set to Territorial Cooperation, the drop-down List contains only ERDF.</p> <p>If the drop-down list contains only one value, this value is set as default.</p> <p>When you are editing a Priority Axis created in an earlier version of the Operational Programme, you can no longer select another Fund.</p>	-	M
Objective	<p>This Objective field indicates which Objective has been selected for the Priority Axis.</p> <p>When you are creating a new Priority Axis or editing a Priority Axis created in the current version of the Operational Programme, you can select another value from the drop-down list. The Objective Code in the CCI determines which Objectives are available in the drop-down list. If it contains only one value, this value is set as default.</p> <p>When you are editing a Priority Axis created in an earlier version of the Operational Programme, you can no longer select another Objective.</p>	-	M

Field name	Description	M.L.	Status
Expressed in public Cost	<p>The Contribution rate for a priority can be based on public or total cost.</p> <p>When you are creating or editing a Priority Axis, select the check box if the contribution rate is based on public cost. Clear it, if the contribution rate is based on total cost.</p> <p>This status can also be changed for Priority Axes defined in previous versions of the Operational Programme</p>	-	O
Is Technical Assistance	<p>A Priority can involve Technical Assistance or not. For a detailed description, refer to Articles 45 and 46 of the Council Regulation (EC) No 1083/2006.</p> <p>When you are creating a new Priority Axis or editing a Priority Axis created in the current version of the Operational Programme, you can select the check box to indicate that the priority is a technical assistance priority or clear it to indicate that it is not.</p> <p>If the Priority Axis was defined in an earlier version of the Operational Programme, you can no longer change this setting.</p>	-	O
Is Performance Reserve	<p>A Priority can involve a Performance Reserve or not. For a detailed description, refer to Article 50 of the Council Regulation (EC) No 1083/2006.</p> <p>When you are creating a new Priority Axis or editing a Priority Axis created in the current version of the Operational Programme, you can select the check box to indicate that the priority is a Performance Reserve Priority or clear it to indicate that it is not.</p> <p>If the Priority Axis was defined in an earlier version of the Operational Programme, you can no longer change this setting.</p>	-	O
Is Contingency Reserve	<p>A Priority can involve a Contingency Reserve or not. For a detailed description, refer to Article 51 of the Council Regulation (EC) No 1083/2006.</p> <p>When you are creating a new Priority Axis or editing a Priority Axis created in the current version of the Operational Programme, you can select the check box to indicate that the priority is a Contingency Reserve priority or clear it to indicate it is not.</p> <p>If the Priority Axis was defined in an earlier version of the Operational Programme, you can no longer change this setting.</p>	-	O

Field name	Description	M.L.	Status
Is Transnational with 10% bonus	<p>For ESF Programmes, a single Priority per Objective can be transnational.</p> <p>When you are creating a new Priority Axis or editing a Priority Axis created in the current version of the Operational Programme, you can select the check box to indicate that the priority is a Transnational Priority or clear it to indicate that it is not.</p> <p>If the Priority Axis was defined in an earlier version of the Operational Programme, you can no longer change this setting.</p>	-	O

3.12.3. Major Project Data Fields

The following table lists the fields available for a Major Project definition. For a description of the table structure, refer to the Table legend in section [Operational Programme Data Fields](#).

Field name	Description	M.L.	Status
CCI	<p>This field contains the CCI linked to the Major Project.</p> <p>You can click this field to select a CCI from the List of allocated CCI dialog.</p>	-	M
Priority	<p>This field contains the user-defined code of the Priority (ERDF or CF only) linked to the Major Project.</p> <p>When you are editing or adding a Major Project, you can select a Priority Code from the drop-down list. Only the Priorities for the ERDF and CF are listed.</p>	5	M
Fund	<p>This field contains the name of the Fund participating in the Priority linked to the Major Project.</p>	-	C
Title	<p>By default, this field contains the user-defined title of the CCI linked to this Major Project. You can edit the field if required.</p>	255	M

3.12.4. Categorisation by Priority Theme Data Fields

The following table lists the fields available for a Priority Theme definition. For a description of the table structure, refer to the Table legend in section [Operational Programme Data Fields](#).

Field name	Description	M.L.	Status
Code	<p>This field contains the code matching the Priority Theme linked to the Operational Programme</p>	-	M
Description	<p>This field contains the pre-defined description of the Priority Theme linked to the Operational Programme.</p>	-	M
Amount	<p>This field contains the amount allocated to this Priority Theme.</p> <p>If required, enter or edit the value in this field.</p>	-	M

3.12.5. Categorisation by Form of Finance Data Fields

The following table lists the fields available for a Form of Finance definition. For a description of the table structure, refer to the Table legend in section [Operational Programme Data Fields](#).

Field name	Description	M.L.	Status
Code	This field contains the code matching the Form of Finance linked to the Operational Programme	-	M
Description	This field contains the pre-defined description of the Form of Finance linked to the Operational Programme.	-	M
Amount	This field contains the amount covered by this Form of Finance. If required, enter or edit the value in this field.	-	M

3.12.6. Categorisation by Territory Type Data Fields

The following table lists the fields available for a Territory Type definition. For a description of the table structure, refer to the Table legend in section [Operational Programme Data Fields](#).

Field name	Description	M.L.	Status
Code	This field contains the code matching the Territory Type linked to the Operational Programme	-	M
Description	This field contains the pre-defined description of the Territory Type linked to the Operational Programme.	-	M
Amount	This field contains the amount assigned to this Territory Type. If required, enter or edit the value in this field.	-	M

3.12.7. Region Data Fields

The following table lists the fields available for a Region definition. For a description of the table structure, refer to the Table legend in section [Operational Programme Data Fields](#).

Field name	Description	M.L.	Status
Code	This field contains the code matching the Region linked to the Operational Programme.	-	M
Description	This field contains the predefined description of the Region linked to the Operational Programme.	-	M

3.12.8. Earmarking Data Fields

The following table lists the fields available for an Earmarking definition. For a description of the table structure, refer to the Table legend in section [Operational Programme Data Fields](#).

Field name	Description	M.L.	Status
Code	This field contains the code matching the Earmarking Record linked to the Operational Programme.	-	M
Description	This field contains the predefined description of the	-	M

Field name	Description	M.L.	Status
	Earmarking Record linked to the Operational Programme.		
Community Amount	This field contains the amount allocated to this Earmarking Record. This amount can be edited directly on this screen.	-	M

3.12.9. Axis Detail Data Fields (EAFRD)

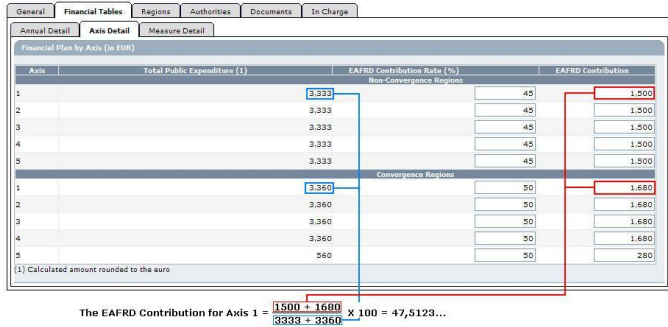
The following table lists the data fields available for an Axis Detail definition. For a description of the table structure, refer to the Table legend in section [Operational Programme Data Fields](#).

Field name	Description	M.L.	Status
Axis	This field displays the predefined Priority Axes (1 to 5): 1. Improving the competitiveness of the agricultural and forestry sector 2. Improving the environment and the countryside 3. The quality of life in rural areas and diversification of the rural economy 4. Leader 5. Technical Assistance Note: For Bulgaria na Romania, an Axis 6 is also displayed.	-	M
Total Public Expenditure	This field is calculated by the system by means of the following formula: Total Public Expenditure = (EAFRD Contribution / EAFRD Contribution Rate) X 100 The result is then rounded to the euro.	-	M
EAFRD Contribution Rate (%)	This field contains the user-defined EAFRD Contribution Rate (%). You can enter another value, if required.	-	M
EAFRD Contribution	This field contains the user-defined EAFRD Contribution for this axis. You can enter another value, if required.	-	M

3.12.10. Measure Detail Data Fields (EAFRD)

The following table lists the data fields available for a Measure Detail definition. For a description of the table structure, refer to the Table legend in section [Operational Programme Data Fields](#).

Field name	Description	M.L.	Status
Measure Code	This read-only field displays the code matching the Measure. The first digit matches the Priority Axis number.	-	M

Field name	Description	M.L.	Status
Measure Description	This field displays the predefined description matching the Measure code.	-	M
EAFRD Contribution	This field contains the amount contributed by the EAFRD for the Measure. Edit the amount if required.	-	M
Total Public Expenditure	<p>When you click the Save button, this read-only field is calculated by the system by means of the following formula:</p> <p>Total Public Expenditure = (EAFRD Contribution / EAFRD Axis Contribution Rate) X 100.</p> <p>Notes:</p> <p>You defined the EAFRD Axis contribution rate for each Axis on the subtab Financial Tables – Axis Detail.</p> <p>If this subtab lists more than one Territory Type, the EAFRD Axis Contribution Rate is calculated for each Axis according to the following formula:</p> <p>EAFRD Axis contribution rate = $(\sum \text{EAFRD Contributions}_{(\text{Axis } n)} / \sum \text{Total Public Expenditures}_{(\text{Axis } n)}) \times 100$</p> <p>Example:</p> 	-	C
Private Expenditure	This field contains the private expenditure amount for the Measure. Edit the amount if required.	-	M
Total Cost	<p>This field contains the Total Cost, which value is calculated by the system by means of the following formula:</p> <p>Total Cost = Total Public Expenditure + Private Expenditure</p>	-	C

3.12.11. Priority Detail Data Fields (EFF)

The following table lists the data fields available for a Priority Detail definition. For a description of the table structure, refer to the Table legend in section [Operational Programme Data Fields](#).

Field name	Description	M.L.	Status
Priority	This field displays the number of the predefined Priorities: 1. Measures for the adaptation of the Community fishing fleet 2. Aquaculture, inland fishing, processing and marketing of fishery and aquaculture products 3. Measures of common interest 4. Sustainable development of fisheries areas 5. Technical assistance	-	M
Total Public	This field is calculated by the system by means of the following formula: Total Public = EFF Contribution + National Contribution	-	C
EFF Contribution	This field contains the user-defined EFF Contribution for this Priority.	-	M
National Contribution	This field contains the user-defined National Contribution for this Priority.	-	M
EFF Co-financing Rate (%)	This field is calculated by the system by means of the following formula: EFF Co-financing Rate = (EFF Contribution / Total Public) X 100	-	C

4. MANAGING MAJOR PROJECTS (MP) (ERDF AND CF ONLY)

4.1. Introduction to Major Projects

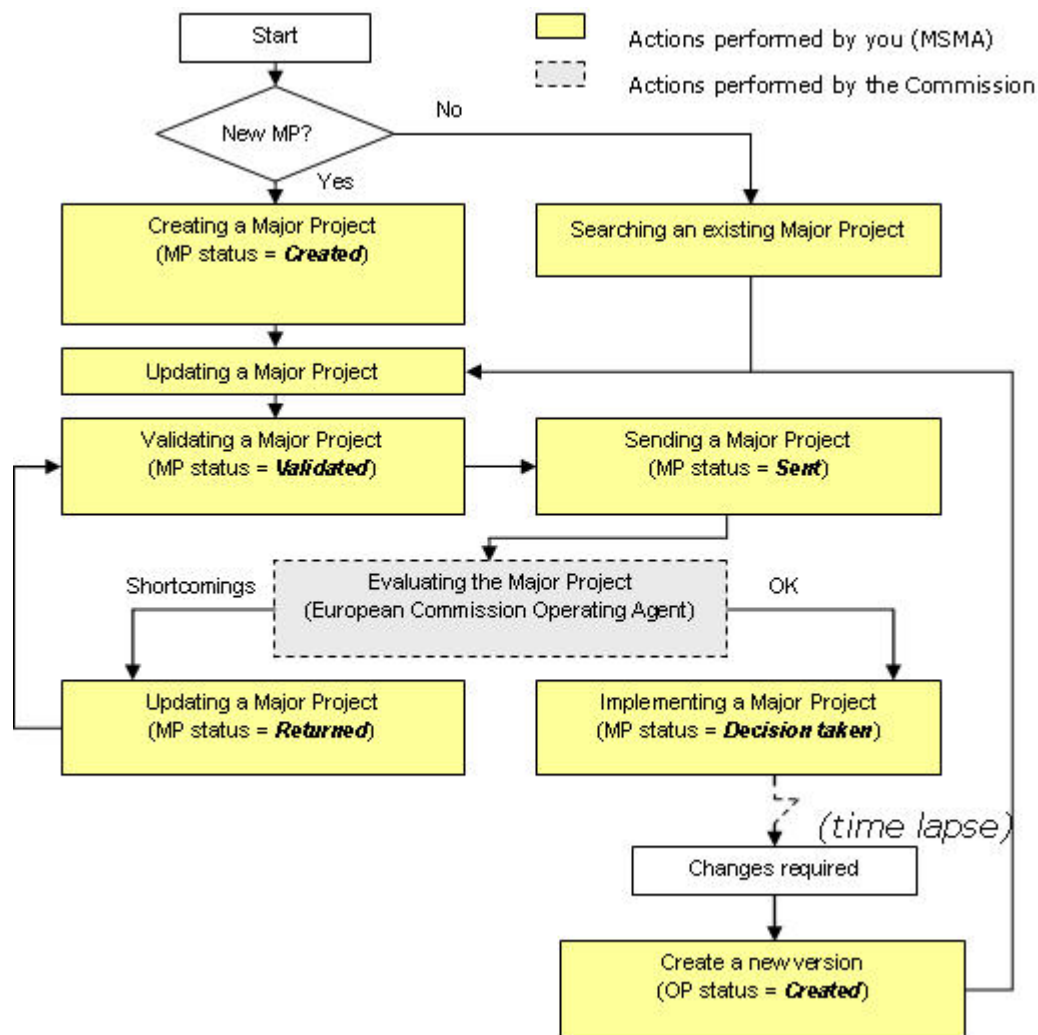
A Major Project is an operation comprising a series of works, activities or services intended in itself to accomplish an indivisible task of a precise economic or technical nature, which has clearly identified goals and whose total cost exceeds EUR 25 million in the case of the environment and EUR 50 million in other fields (Article 39 of the Council Regulation (EC) No 1083/2006).

Major Projects are always linked to an Operational Programme funded by the ERDF (European Regional Development Fund) or the Cohesion Fund (CF). Both ERDF and CF are managed by the Directorate General Regional Policy (DG REGIO).

4.2. Managing Major Projects: Workflow Overview

Managing a Major Project involves going through a workflow consisting of several procedures. Some procedures are performed by you, the Member State Managing Authority, while other procedures are performed by the European Commission Operating Agent (EOA) and the European Commission Publishing Officer (ECPO).

An overview of this workflow is displayed below:



The actions you perform are represented as yellow boxes. Click one of the links below to access a detailed description:

- [Creating Major Projects](#)
- [Searching and displaying existing Major Projects](#)
- [Updating Major Projects](#)
- [Validating Major Projects](#)
- [Sending Major Projects to the European Commission](#)
- [Correcting returned Major Projects](#)
- [Creating new versions of an approved Major Project](#)

The actions performed by European Commission users are displayed in the gray box. Refer to the section [Evaluating a validated Major Project \(by the Commission\)](#) to access a short description. A full description of these procedures can be found in the SFC2007 manuals dedicated to the European Commission users.

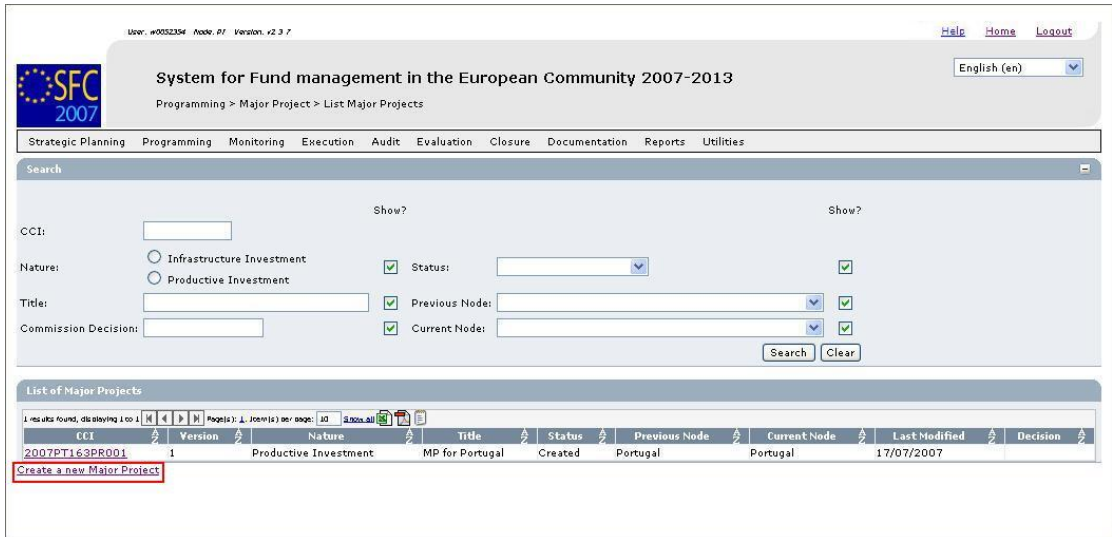
4.3. Creating Major Projects

Follow this procedure to create a Major Project.

1. On the SFC2007 initial screen, select the option *Major Projects* from the *Programming* drop-down.



The following screen is displayed:



This screen contains the following standard elements:

- **Search pane:** This pane allows defining search criteria for searching Major Projects.
- **List of Major Projects:** This pane lists default information for existing Major Projects.
- **Create a new Major Project link**

A detailed description of the standard User Interface elements is provided in the [SFC2007 Introduction guide](#).

2. Click the link *Create a new Major Project*.

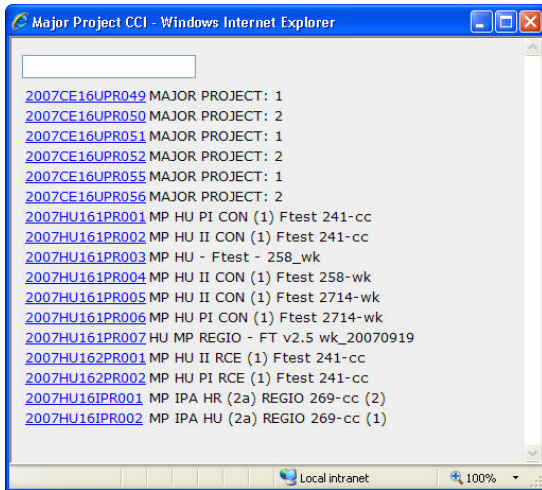
The following screen is displayed:



The current step Major Project CCI is highlighted.

3. Click the *Major Project CCI* field.

The List of allocated Major Project CCI is displayed in a separate dialog:



If the list of allocated CCI is too long and you do not easily find the required one, you can define (a part of) the CCI in the CCI search field. Then click the **Search** button. The list of allocated CCI matching the search criteria will be displayed. You can use the following default wildcards:

- % represents several characters
- _ (underscore) represents a single character.

If the required CCI is not available in the *List of allocated CCI*, there are several possibilities:

- You have not yet requested the required CCI. In that case you can use the **Request CCI** link to access the *List of CCI Requests and Allocations* page. Refer to the chapter [Managing Common Identification Codes](#).
- You have requested the CCI, but the Commission did not allocate it yet. You will receive an e-mail message, when the CCI is allocated by the Commission.
- The CCI has already been allocated to another Major Project

4. Select the required CCI from the dialog.

The selected CCI is copied into the *Major Project CCI field*. Furthermore, the title associated with the CCI is displayed in the *Title* field.

5. Edit the content of the Title field if required.

This field can contain up to 255 characters.

6. Click the Next button.

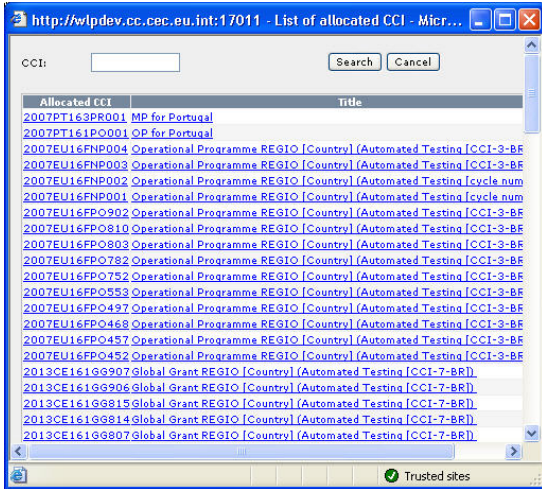
The following screen is displayed:



The current step **Operational Project CCI** is highlighted.

7. Click the **Operational Project CCI** field.

The **List of existing Operational Programmes (by CCI)** is displayed in a separate dialog:



It operates in the same way as the List of allocated CCI for the Major Projects.

8. Select the required CCI from the list.

The selected CCI is copied into the **Operational Programme CCI** field.

9. Click the **Next** button.

The following screen is displayed:



The current step **Objective** is highlighted.

The following elements can be defined:

- [Priority](#)
- [Nature](#)
- [Comment](#)

10. Make the required selections and click the **Create** button.

The following message is briefly displayed:

Major Project Created!

If you created an **Infrastructure Investment Major Project**, the following screen is displayed:

User: w0052354 Node: PT Version: 2_3_9 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013 English (en) ▾

Programming > Major Project > Edit Major Projects

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Major Project

CCI: 2007PT161PR002 **Version:** 1 **Status:** Created **Modification Date:** 18/07/2007
Title: Second MP for Portugal
Operational Programme Title: OP for Portugal

General | Categorisation | Timetable | Cost - Benefit | Environment | Financial Tables | Community Policies | Authorities | Documents | In Charge

Major Project

Major Project CCI: 2007PT161PR002 * ?

Title: Second MP for Portugal *

Comment: Infrastructure investment comment

Operational Programme CCI: 2007PT161PO001
Fund: ERDF
Priority Axis: Priority 1
Nature: Infrastructure Investment

[Return to Display](#)

This screen contains a number of tabs and subtabs allowing updating (editing and/or completing) the Major Project definition. Refer to [Updating Major Projects](#) for a detailed description.

If you created a *Productive Investment Major Project*, the following screen is displayed:

User: w0052354 Node: PT Version: v2.3.13 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013 English (en) ▾

Programming > Major Project > Edit Major Projects

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Major Project

CCI: 2007PT163PR001 **Version:** 1 **Status:** Created **Modification Date:** 17/07/2007
Title: MP for Portugal
Operational Programme Title: OP for Portugal

General | Undertaking | Categorisation | Timetable | Cost - Benefit | Environment | Financial Tables | Community Policies | Authorities | Documents | In Charge

Major Project

Major Project CCI: 2007PT163PR001 * ?

Title: MP for Portugal *

Comment: Productive investment comment

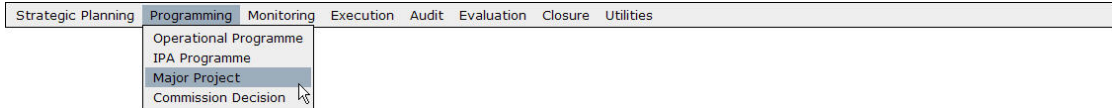
Operational Programme CCI: 2007PT161PO001
Fund: ERDF
Priority Axis: Priority 1
Nature: Productive Investment

This screen contains a number of tabs and subtabs allowing updating (editing and/or completing) the Major Project definition. Refer to [Updating Major Projects](#) for a detailed description.

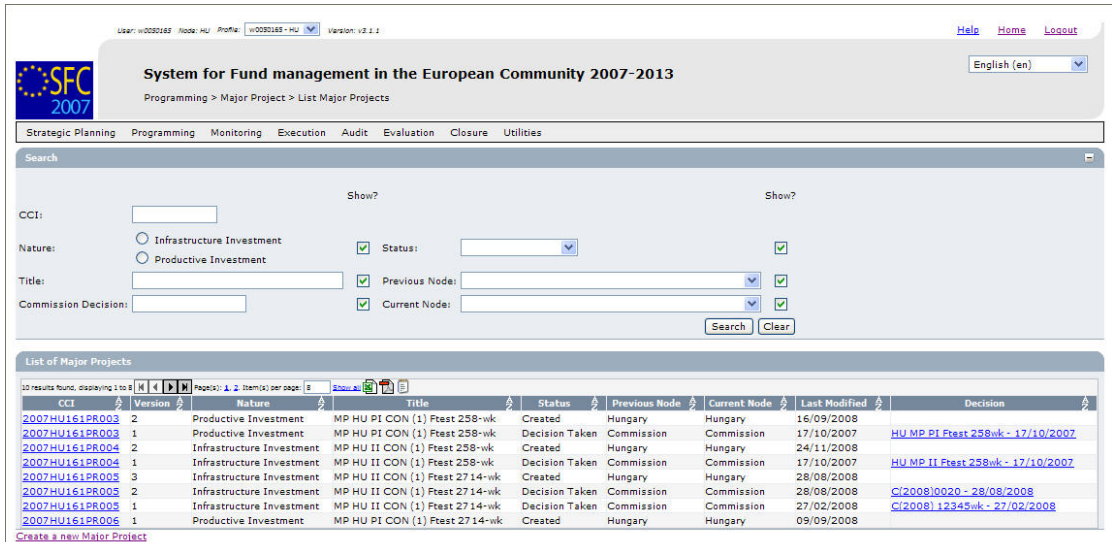
4.4. Searching and displaying existing Major Projects

You typically search an existing Major Project, if you need to update its settings.

1. On the SFC2007 initial screen, select the option Major Projects from the Programming drop-down:



The following screen is displayed:

The screenshot shows the 'System for Fund management in the European Community 2007-2013' interface. It includes a search pane with fields for CCI, Nature (Infrastructure/Productive Investment), Title, and Commission Decision, along with checkboxes for Status, Previous Node, and Current Node. Below the search pane is a table titled 'List of Major Projects' with columns for CCI, Version, Nature, Title, Status, Previous Node, Current Node, Last Modified, and Decision. The table contains several rows of project data, including CCI numbers like 2007HU161PRO03 and 2007HU161PRO04, and various project titles and statuses.

CCI	Version	Nature	Title	Status	Previous Node	Current Node	Last Modified	Decision
2007HU161PRO03	2	Productive Investment	MP HU PI CON (1) Feest 258-wk	Created	Hungary	Hungary	16/09/2008	
2007HU161PRO03	1	Productive Investment	MP HU PI CON (1) Feest 258-wk	Decision Taken	Commission	Commission	17/10/2007	HU MP PI Feest 258wk - 17/10/2007
2007HU161PRO04	2	Infrastructure Investment	MP HU II CON (1) Feest 258-wk	Created	Hungary	Hungary	24/11/2008	
2007HU161PRO04	1	Infrastructure Investment	MP HU II CON (1) Feest 258-wk	Decision Taken	Commission	Commission	17/10/2007	HU MP II Feest 258wk - 17/10/2007
2007HU161PRO05	3	Infrastructure Investment	MP HU II CON (1) Feest 2714-wk	Created	Hungary	Hungary	28/08/2008	
2007HU161PRO05	2	Infrastructure Investment	MP HU II CON (1) Feest 2714-wk	Decision Taken	Commission	Commission	28/08/2008	C/2008/0020 - 28/08/2008
2007HU161PRO06	1	Infrastructure Investment	MP HU II CON (1) Feest 2714-wk	Decision Taken	Commission	Commission	27/02/2008	C/2008/12345wk - 27/02/2008
2007HU161PRO06	1	Productive Investment	MP HU PI CON (1) Feest 2714-wk	Created	Hungary	Hungary	09/09/2008	

This screen contains the following standard elements:

- **Search pane:** This pane allows defining search criteria for searching Major Projects.
- **List of Major Projects:** This pane lists default information for existing Major Projects.
- **Create a new Major Project** link

A detailed description of the standard User Interface elements is provided in the [SFC2007 Introduction guide](#).

2. Define search criteria in the *Search* pane, if you do not immediately find the required Major Project.

The following search fields are available:

- [CCI](#)
- [Nature](#)
- [Title](#)
- [Decision](#)
- [Status](#)
- [Previous Node](#)
- [Current Node](#)

3. Click the *Search* button.

The Major Projects matching your search criteria are displayed in the *List of Major Projects*:

User: w0052354 Node: PT Version: 2 3 9 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013 English (en)

Programming > Major Project > List Major Projects

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Search

CCI: Show? Show?

Nature: Infrastructure Investment Productive Investment [Select](#)

Title:

Commission Decision:

Status:

Previous Node: PT - Portugal

Current Node:

[Click](#) [Search](#) [Clear](#)

List of Major Projects

1 results found, displaying 1 to 1 Page(s): 1, Item(s) per page: 10 [Show all](#)

CCI	Version	Nature	Title	Status	Previous Node	Current Node	Last Modified	Decision
2007PT161PR002		Infrastructure Investment	Second MP for Portugal	Created	Portugal	Portugal	18/07/2007	

[Create a new Major Project](#)

[Click](#)

- Click the link in the *CCI* column matching the Major Project you want to display. The details for the selected Major Project are shown on the *Major Project Display screen*.
- Select a link at the top of the *Display* screen, if required.

User: w0052354 Node: PT Version: 2 3 13 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013 English (en)

Programming > Major Projects > Display Major Projects

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

[return to list](#) [Delete](#) [Validate](#) [Print](#) [Print All](#) [Links](#)


General

Title: Second MP for Portugal

CCI: 2007PT161PR002

(Truncated)

Dependent on the Major Project status, the following links can be available:

Link	Description
Return to list	This link is always available. Click this link to return to the list of Major Projects matching your search criteria.
Delete	<p>This link is available if:</p> <ul style="list-style-type: none"> • The Major Project is treated on the Member State level. • The Major Project status is Created or Validated. • The Major Project has never been sent to the Commission before. <p>Click this link to delete the currently displayed Major Project version. The following dialog is displayed:</p>  <p>Confirm or cancel the deletion.</p>
Validate	<p>This link is available if:</p> <ul style="list-style-type: none"> • The Major Project is treated on the Member State level. • The Major Project status is Created or Returned. <p>Click this link to validate the Major Project. Refer to Validating Major Projects for more information.</p>
Send	<p>This link is available if:</p> <ul style="list-style-type: none"> • The Major Project is treated on the Member State level. • The Major Project status is Validated. <p>Click this link to send the Major Project. Refer to Sending Major Projects to the European Commission for more information.</p>
Print	This link is always available. Click this link to generate a Summary Report about the Major Project. Refer to Appendix D.1 Print Report .
Print All	This link is always available. Click this link to generate a Detailed Report about the Major Project. Refer to Appendix D.2 Print All Report .

6. Verify the settings in the *General* section.

General	
Title:	Second MP for Portugal
CCI:	2007PT161PR002
Version:	1
Status:	Created
Operational Programme CCI:	2007PT161PO001
Fund:	European Regional Development Fund
Priority Axis:	Priority 1
Nature:	Infrastructure Investment
Comment:	Infrastructure investment comment

[Edit](#)

This section lists the basic settings for this version of the Major Project. The following fields are available:

- [Title](#)
- [CCI](#)
- [Version](#)
- [Status](#)
- [Operational Programme CCI](#)
- [Fund](#)
- [Priority Axis](#)
- [Nature](#)
- [Comments](#)

This section lists basic information about this version of the Major Project. Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the tab General Info](#).

7. Verify the settings in the *Undertaking* section (Productive Investment Major Projects only).

Undertaking	
Name:	Undertaking name
<input checked="" type="checkbox"/> SME	
Turnover:	2
Total number of persons employed:	26
<input checked="" type="checkbox"/> 25% or more of one of the capital or voting rights of the undertaking are owned by one enterprise or a group of enterprises falling outside the definition of an SME	

[Edit](#)

This section lists **Undertaking** settings defined for the Productive Investment Major Project. Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the tab Undertaking Settings](#).

8. Verify the settings in the *Categorisation by Priority Theme* section.

Categorisation by Priority Theme		
Code	Description	Percentage
01	R&TD activities in research centres	40.00
03	Technology transfer and improvement of cooperation networks ...	10.00
12	Information and communication technologies (TEN-ICT)	30.00
20	Motorways	20.00

[Edit](#)

This section lists Priority Themes defined for the Major Project, along with a percentage. For the Major Project to get validated, the sum of the percentages must be equal to 100. Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the subtab Categorisation – Priority Themes](#).

9. Verify the settings in the *Categorisation by Form of Finance* section.

Categorisation by Territory Type		
Code	Description	Percentage
01	Urban	62.00
04	Sparsely and very sparsely populated areas	38.00

[Edit](#)

This section lists Forms of Finance defined for the Major Project, along with a percentage. For the Major Project to get validated, the sum of the percentages must be

equal to 100. Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the subtab Categorisation – Forms of Finance](#).

10. Verify the settings in the *Categorisation by Territory Type* section.

Categorisation by Territory Type			
Code	Description		Percentage
01	Urban		40.00
02	Mountains		60.00

[Edit](#)

This section lists the Territory Types defined for the Major Project, along with a percentage. For the Major Project to get validated, the sum of the percentages must be equal to 100. Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure refer to [Updating the subtab Categorisation – Territory Types](#).

11. Verify the settings in the *Categorisation by Economic Activity* section.

Categorisation by Economic Activity			
Code	Description		Percentage
17	Public administration		20.00
18	Education		80.00

[Edit](#)

This section lists the Economic Activities defined for the Major Project, along with a percentage. For the Major Project to get validated, the sum of the percentages must be equal to 100. Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the subtab Categorisation – Economic Activity](#).

12. Verify the settings in the *Categorisation by Location* section.

Categorisation by Location			
Code	Description		Percentage
PT114	Grande Porto		40.00
PT117	Douro		20.00
PT168	Beira Interior Norte		40.00

[Edit](#)

This section lists the Locations defined for the Major Project, along with a percentage. For the Major Project to get validated, the sum of the percentages must be equal to 100. Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the subtab Categorisation – Locations](#).

13. Verify the settings in the *Timetable* section.

Timetable			
Name	Construction Phase Start	Construction Phase End	
Implementation Phase	01/01/2008	31/12/2010	
Inventory phase	02/08/2007	31/12/2007	

[Edit](#)

This section lists the Timetable defined for the Major Project. Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the tab Timetable](#).

14. Verify the settings in the *Financial Parameter* and *Financial Analysis Results* sections.

Financial Parameter		Financial Analysis Parameters	
1. Reference Period (Years):	7	1. Reference period (years):	7
2. Financial Discount Rate (%):	5,00 Nominal Rate	2. Financial Discount Rate (%):	25,00
3. Total Investment Cost (EUR, not discounted):	100,000,000	3. Total Investment Cost (in Euro, not discounted):	120,000
4. Total Investment Cost (EUR, discounted):	85,000,000	4. Estimated capacity utilisation rate (%):	80,00
5. Residual Value (EUR, not discounted):	50,000,000	5. Capacity utilisation rate estimated to breakeven (%):	70,00
6. Residual Value (EUR, discounted):	20,000,000	6. Estimated increase in annual turnover realised by the investment (in Euro):	40,000
7. Revenue (EUR, discounted):	38,000,000	7. Turnover per person employed (in Euro):	2,000
8. Operating Cost (EUR, discounted):	18,000,000	8. % Change in Turnover per person employed (%):	0
9. Net Revenue (EUR, discounted):	40,000,000	Edit	
10. Eligible Expenditure (EUR, discounted):	45,000,000	Productive Investment	
11. Funding Gap Rate:	52,94		
Edit			
Financial Analysis Results		Financial Analysis Results	
	Without EU Assistance	With EU Assistance	
Financial Rate of Return (%)	25,00	36,00	
Net Present Value (Euro)	15,000,000.00	26,000,000.00	
Edit			

These sections list the Financial Analysis Parameters and Results defined for the Major Project. Click the **Edit** link in these sections to change the settings. For a detailed description of the fields and the update procedure, refer to [Updating the subtab Cost/Benefit – Analysis \(Infrastructure Investments\)](#) or [Updating the subtab Cost/Benefit – Analysis \(Productive Investments\)](#).

15. Verify the settings in the *Costs and Benefits* sections.

Costs				
Name	Unit Value	Total Value	Percentage Of Total	
Administrative Costs	1	5,000,000	45.45	
HR Cost	1	3,500,000	31.82	
Travel Costs	1	2,500,000	22.73	
Edit				
Benefits				
Name	Unit Value	Total Value	Percentage Of Total	
Exchange revenue	1	1,000,000	12.50	
Sales Revenues	1	7,000,000	87.50	
Edit				

These sections list the Costs and Benefits defined for the Major Project. Click the **Edit** link in these settings to change the settings. For a detailed description of the fields and the update procedure, refer to [Updating the subtab Cost/Benefit – Economic Costs/Benefits](#).

16. Verify the settings in the *Core Indicators* section.

Core Indicators		
Code	Description	Value
4.1	km of new roads	100,00
4.6	km of reconstructed railroads	60,00
4.8	Value for time savings in Euro / year stemming from new and reconstructed railroads for passengers and freight	20,000,000.00
4.9	Additional population served with improved urban transport	45,000.00
Edit		

This section lists the Core Indicators defined for the Major Project. Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the subtab Cost/Benefit – Core Indicators](#).

17. Verify the settings in the *Main Indicators* section.

Main Indicators	
Social Discount rate (%):	12.00
Economic Rate of Return (%):	15.00
Economic Net Present Value (in Euro):	50,000
Benefit-Cost Ratio:	52.00
Edit	

This section lists the Main Indicators defined for the Major Project. Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the subtab Cost/Benefit – Main Indicators](#).

18. Verify the settings in the *Employment* section.

Employment

Number of Jobs Directly Created

During Implementation Phase: 200 Average Duration (Months): 12

During Operational Phase: 50 Average Duration (Months): 120

Number of Jobs Indirectly Created

During Implementation Phase: 0 Average Duration (Months): 0

During Operational Phase: 1500 Average Duration (Months): 72

Number of jobs (Full-time equivalent) that would be lost if the investment is not realised: 2500

What impact is the project expected to have on employment in other regions of the Community?: Neutral

[Edit](#)

Productive Investments only

This section lists the Main Indicators defined for the Major Project. Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the subtab Cost/Benefit – Employment Effects](#).

19. Verify the settings in the *Risks and Sensitivity* section.

Risks and Sensitivity

Variables identified as critical variables: The Risks and Sensitivity field can be filled out with free text up to ... characters.

[Edit](#)

This section displays the Risks and Sensitivity text defined for the Major Project. Click the **Edit** link in this section to edit the text. For a detailed description of the update procedure, refer to [Updating the subtab Cost/Benefit – Risks and Sensitivity](#).

20. Verify the settings in the *Analysis of Environmental Impact* section.

Analysis of Environmental Impact

The project is a class of development covered by:

Annex I of the Directive Annex II of the Directive Neither of the two annexes

when covered by annex II of the Directive, Environmental Impact Assessment has been carried out for this project

The project is likely to have significant negative effects on sites included or intended to be included in the NATURA 2000 network

If included in total cost, estimate the proportion of cost of measures taken to reduce and/or to compensate for negative environmental impacts: 12.00

[Edit](#)

This section lists the Analysis of Environmental Impact settings defined for the Major Project. Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the tab Environment](#).

21. Verify the settings in the sections *Financing Plan, Sources of Co-Financing and Annual Plan*.

Financing Plan

Total Eligible Costs (Total Project Costs - Ineligible Costs): 32,000,000

Decision Amount (eligible cost * funding gap rate): 20,000,000

Co-financing Rate of the Priority Axis: 85.00

Community Contribution (Decision amount * co-financing rate of priority): 17,000,000

Funding Gap Rate (eligible expenditure/investment cost): 62.50

[Edit](#)

Infrastructure Investments only

Sources of co-financing

Fund	Community	National Public	National Private	Other	Total	Rate	EIB/EIF Loans
	17,000,000	20,000,000	50,000,000	20,000,000	107,000,000	85.00	15,000,000

[Edit](#)

Annual Plan

Fund	2007	2008	2009	2010	2011	2012	2013	Total
	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,000,000	17,000,000

[Edit](#)

These sections list information about Financial Tables defined for the Major Project. Click the **Edit** link in one of these sections to change the settings. For a detailed description of the fields and the update procedure, refer to [Updating the tab Financial Tables](#).

22. Verify the settings in the *Compatibility with Commission Policy and Law* section.

Compatibility with Community Policies and Law

An application has been made for assistance for loan or equity support from EIB/EIF for this project

The project is subject to a legal procedure for compliance with the Community legislation

JASPERS technical assistance contributed to a part of the preparation of this project

The benefiting undertaking has previously been, or is currently, the subject of a procedure to recovery EU assistance following the transfer of a productive activity within a member State or toward another Member State

[Edit](#)

Productive Investments only

This section lists the settings regarding Policy and Law compatibility defined for the Major Project. Click the **Edit** link in this section to change the settings. For a detailed

description of the options and the update procedure, refer to [Updating the tab Community Policies](#).

23. Verify the settings in the *Authorities* section.

Type	Name	Address	Contact	Phone	Fax	Email
Managing Authority	Government of Portugal	Rua Central 1, Lisboa	Joao Alves	351 2 213 45 23	351 2 213 45 24	sfc2007_tra1@yahoo.com
Intermediate Body	Ministry of Transportation	Rua Norte 2, Lisboa	Antinio Concescao	351 2 654 12 12	351 2 654 12 13	sfc2007_tra2@yahoo.com
Beneficiary	Consortium Construct	Rua Central 12, Oporto	Ana Pinto	351 3 121 12 32	351 3 121 12 33	sfc2007_tra1@yahoo.com

This section lists information on the Authorities designated by the Member State for this Major Project. Each of the Authority Types must be defined:

- **Managing Authority:** a national, regional or local public authority or a public or private body designated by the Member State to manage the operational programme
- **Intermediate Body:** a public or private body or service which acts under the responsibility of a managing authority, or which carries out duties on behalf of such an authority vis-à-vis beneficiaries implementing operations
- **Beneficiary:** an operator, body or firm, whether public or private, responsible for initiating or initiating and implementing operations. In the context of aid schemes under Article 87 of the Treaty, beneficiaries are public or private firms carrying out an individual project and receiving public aid

(The Authority definitions were copied from article 1 and 59 of Council Regulation (EC) No 1083/2006.)

Click the **Edit** link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section *Authorities tab* in the [SFC2007 Introduction guide](#).

24. Verify the settings in the *Associated Documents* section.

Title	Type	Language	Attachments	Document Date	Sent Date
Improving Long-Distance transportaion in Portugal	Major Project Proposal	Portuguese	1 2	01/08/2007	07/08/2007
prepareDocument - en	Snapshot of data before send	English	1	07/08/2007	07/08/2007
Acknowledgement_en.pdf	MP Sent Acknowledgement Document	English	1	07/08/2007	07/08/2007
Motivating a Major Project	Commission's Observations on Major Project Proposal	English	1 2	08/08/2007	08/08/2007
Official Major Project Proposal	Major Project Proposal	Portuguese	1 2	01/08/2007	08/08/2007
prepareDocument - en	Snapshot of data before send	English	1	08/08/2007	08/08/2007
Acknowledgement_en.pdf	MP Sent Acknowledgement Document	English	1	08/08/2007	08/08/2007
Improving long-distance transport in Portugal	Major Project Proposal	Portuguese	1 2	08/08/2007	08/08/2007
prepareDocument - en	Snapshot of data before send	English	1	08/08/2007	08/08/2007
Acknowledgement_en.pdf	MP Sent Acknowledgement Document	English	1	08/08/2007	08/08/2007
Admittance Motivation	Admissibility Letter	English	1	08/08/2007	08/08/2007
MP motivation	Major Project Proposal	Portuguese	1	08/08/2007	08/08/2007

Documents attached manually by the MSMA (you): ■

Documents attached manually by the Commission: ■

Documents generated and attached by the system: ■

This section lists information on the Documents and attachments defined for the Major Project. Click the **Edit** link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section *Documents tab* in the [SFC2007 Introduction guide](#).

25. Verify the settings in the *Officials in Charge* section.

Name	Phone	Fax	Email	Valid From	Until
Pinto Antonio	351 2 223 98 76	351 2 223 98 77	sfc2007_tra1@yahoo.com	01/08/2007	31/08/2011
Ana Lopes	351 2 123 45 67	351 2 123 45 68	sfc2007_tra2@yahoo.com	01/08/2007	31/08/2011

This section lists information on the Officials in Charge of the Major Project. Click the **Edit** link in this section to change the settings. For a detailed description of the fields and

the update procedure, refer to the section *Officials in Charge* in the [SFC2007 Introduction guide](#).

26. Expand the *Last Validation Results* section by clicking the *Expand* icon (+).

The following screen appears:

Latest Validation Results		
Date	Severity	Message
08/08/2007	Warning	The major project doesn't exist in the list of indicative Major Projects under the Operational Programme.
08/08/2007	Warning	The Funding Gap Rate in the FinancingPlan is different from the Funding Gap Rate in the FinancingAnalysisParameters (62.500000000000000000, 52.941176470588235294).
08/08/2007	Info	Object has been validated.

This section lists error, warning and information messages about the last validation attempt. At least all errors must be corrected before the Operational Programme can be sent to the European Commission. For a detailed description of the Validation process, refer to [Validating Major Projects](#).

27. Expand the *History* section by clicking the *Expand* icon (+).

The following screen appears:

History					
Status	Comment	By Level	Date	User	
Validated		Portugal	08/08/2007 14:25	w0052354	
Returned	not adequately motivated	Commission	08/08/2007 14:16	w0050139	
Sent	After Re-Open	Commission	08/08/2007 14:15	w0050139	
Ready for Decision		Commission	08/08/2007 13:17	w0050139	
Admissible		Commission	08/08/2007 13:11	w0050139	
Sent		Portugal	08/08/2007 12:04	w0052354	
Validated		Portugal	08/08/2007 12:03	w0052354	
Returned	not adequately motivated	Commission	08/08/2007 10:58	w0050139	
Sent		Portugal	08/08/2007 10:22	w0052354	
Validated		Portugal	08/08/2007 10:21	w0052354	
Returned	Not adequately motivated	Commission	08/08/2007 10:11	w0050139	
Sent		Portugal	07/08/2007 17:07	w0052354	
Validated		Portugal	07/08/2007 15:09	w0052354	
Created		Portugal	07/08/2007 15:06	w0052354	
Created		Portugal	07/08/2007 14:40	w0052354	
Created		Portugal	07/08/2007 14:40	w0052354	

Comments entered by the Commission: ■
 Comments generated by the system: ■

This section lists, in inversed chronological order, all "events" occurred during the life of this Major Project. All entries are read-only and generated by the system. Comments have been defined by the European Commission or by the system.

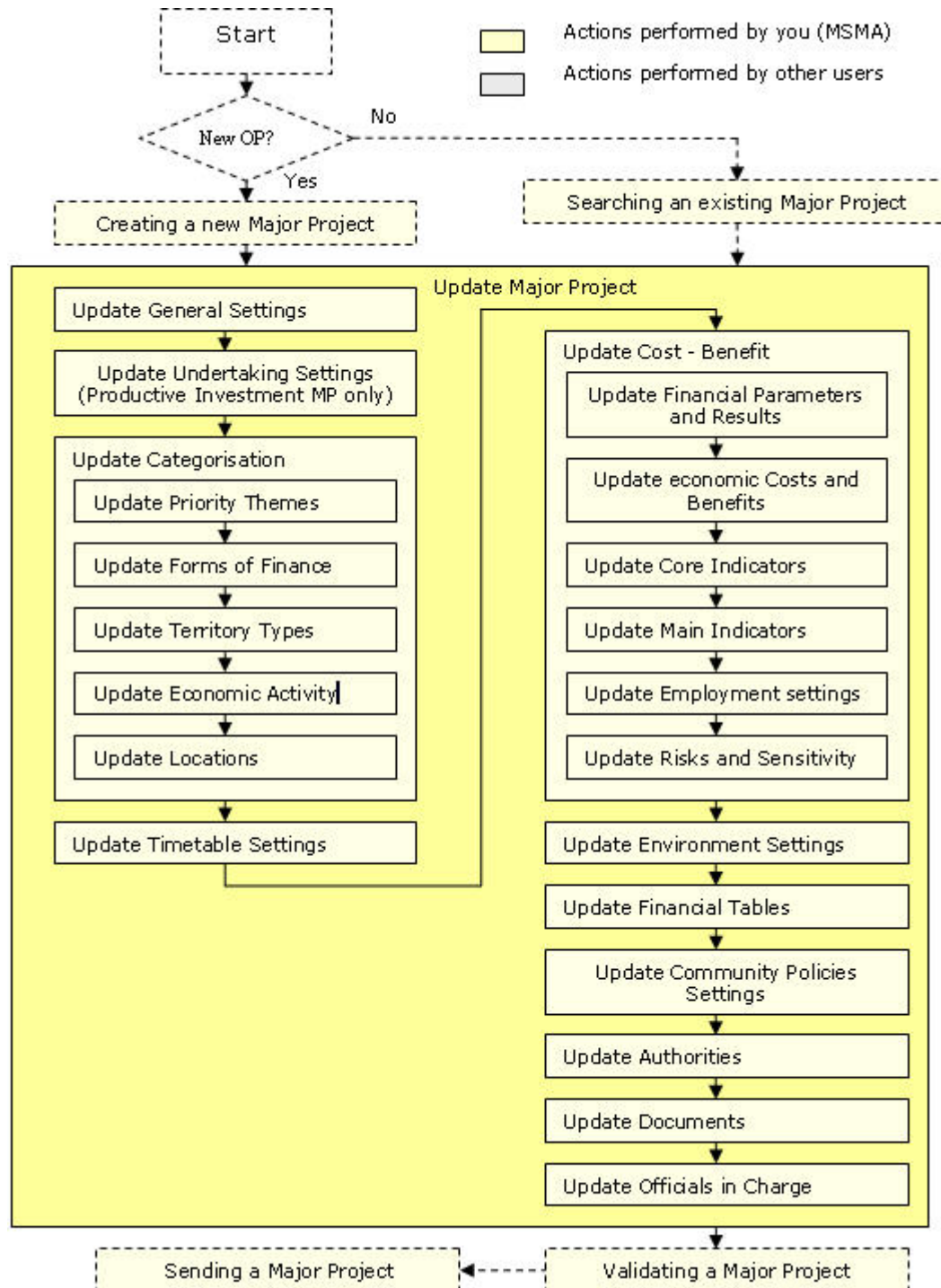
The following fields are displayed:

Field	Description
Status	This field displays the status of the Major Project at the moment of the event.
Comment	This field contains a comment generated by the system or entered by the ECOA for some standard "events".
By level	This field contains the name of the Level (node) where the Major Project resided at the moment of the event.
Date	This field contains the timestamp (date and time) of the event.
User	This field contains the username of the person initiating the event.

4.5. Updating Major Projects

4.5.1. Workflow Overview

The following graphic shows the Workflow for updating Major Projects. It is a subset from the general Major Project Workflow shown in the section [Managing Major Projects: Workflow overview](#).



These actions are described in separate procedures:

- [Updating the tab General Info](#)
- [Updating the tab Undertaking \(Productive Investment Major Projects only\)](#)
- [Updating the subtab Categorisation – Priority Themes](#)
- [Updating the subtab Categorisation – Forms of Finance](#)
- [Updating the subtab Categorisation – Territory Types](#)
- [Updating the subtab Categorisation – Economic Activity](#)
- [Updating the subtab Categorisation – Locations](#)
- [Updating the tab Timetable](#)
- [Updating the subtab Cost/Benefit – Analysis \(Infrastructure Investment Major Projects\)](#)
- [Updating the subtab Cost/Benefit – Analysis \(Productive Investment Major Projects\)](#)
- [Updating the subtab Cost/Benefit – Economic Costs and Benefits](#)
- [Updating the subtab Cost/Benefit – Core Indicators](#)
- [Updating the subtab Cost/Benefit – Main Indicators](#)
- [Updating the subtab Cost/Benefit - Employment Effects](#)
- [Updating the subtab Cost/Benefit – Risks and Sensitivity](#)
- [Updating the tab Environment](#)
- [Updating the tab Financial Tables](#)
- [Updating the tab Community Policies](#)

The update procedure for the *Authorities*, *Documents* and *Officials in Charge* tabs are explained in the [SFC2007 Introduction guide](#).

4.5.2. Updating the tab General Info

The tab *General Info* on the *Major Project Update* screen lists basic information about the Major Project, such as the associated CCI, and the Major Project (MP) title. Follow the procedure described in this section to update the existing settings.

1. Browse to the tab *General* on the *Update Major Project* screen.

Refer to one of the following procedures for instructions:

- [Creating Major Projects](#)
- [Searching and displaying existing Major Projects](#)

The screen looks as follows:

User: w0052364 Mode: PT Version: 2_3_9 Help Home Logout

System for Fund management in the European Community 2007-2013
Programming > Major Project > Edit Major Projects English (en) ▾

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Major Project

CCI: 2007PT161PR002 Version: 1 Status: Created Modification Date: 18/07/2007
 Title: Second MP for Portugal
 Operational Programme Title: OP for Portugal

General Categorisation Timetable Cost - Benefit Environment Financial Tables Community Policies Authorities Documents In Charge

Major Project

Major Project CCI: 2007PT161PRC***
 Title: Second MP for Portugal
 Comment: Infrastructure investment comment

Operational Programme CCI: 2007PT161PO001
 Fund: ERDF
 Priority Axis: Priority 1
 Nature: Infrastructure Investment

Save Cancel

[Return to Display](#)

2. Verify the basic information about the Major Project in the information pane at the top of the screen.

The following fields are available:

- [Major Project CCI](#)
- [Title](#)
- [Comment](#)
- [Operational Programme CCI](#)
- [Fund](#)
- [Priority Axis](#)
- [Nature](#)

For a description of these fields, refer to section [General Major Project Data Fields](#) or click an individual field link in the list above.

3. Update the values in the *General* tab as required.

For a description of these fields, refer to section [General Major Project Data Fields](#) or click an individual field link in the list above.

4. Perform the required changes and click the *Save* button.

This concludes the procedure *Updating General Info*.

You can now:

- [Update the tab Undertaking](#) (logical next step for Productive Investment Major Projects)
- [Update the subtab Categorisation – Priority Themes](#) (logical next step for Infrastructure Investment Major Projects)
- Update another tab or subtab on the Major Project Update screen. Refer to the [Action Overview](#) in the section *Updating Major Projects*.

4.5.3. Updating the tab Undertaking (Productive Investment Major Projects only)

The tab *Undertaking Settings* on the *Major Project Update* screen lists information about the enterprise(s) undertaking this Major Project.

1. Browse to the tab *Undertaking* on the *Update Major Project* screen.

Refer to one of the following procedures for instructions:

- [Creating Major Projects](#)
- [Searching and displaying existing Major Projects](#)

The screen looks as follows:

2. Verify the basic information about the Major Project in the information pane at the top of the screen.

The following fields are available:

- [Major Project CCI](#)
- [Title](#)
- [Comment](#)
- [Operational Programme CCI](#)
- [Fund](#)
- [Priority Axis](#)
- [Nature](#)

For a description of these fields, refer to section [General Major Project Data Fields](#) or click an individual field link in the list above.

3. Update the values in the *Undertaking* tab as required.

The following fields are available:

Field/Element	Description
Name	This field contains the name assigned to the Undertaking. Edit the name if required.
SME Check box	This check box is selected if the undertaking enterprise is an SME (Small or Medium sized Enterprise). Change the status of this check box, if required.
Turnover	This field contains the Turnover in millions of euro. Edit the value if required.

Field/Element	Description
Total Number of persons employed	This field contains the number of persons employed as a result of the realisation of the Major Project. Edit the value if required.
Group Structure check box	This check box is selected if 25% or more of one of the capital or voting rights of the undertaking are owned by an enterprise or a group of enterprises falling outside the definition of an SME. Change the status of this check box, if required.

4. Perform the required changes and click the *Save* button.

This concludes the procedure *Updating the tab Undertaking*.

You can now:

- [Update the subtab Categorisation – Priority Themes](#) (logical next step)
- Update another tab or subtab on the Major Project Update screen. Refer to the [Action Overview](#) in the section *Updating Major Projects*.

4.5.4. Updating the subtab Categorisation – Priority Themes

The subtab *Priority Themes* on the *Categorisation* tab provides an overview of the Priority Themes addressed by the Major Project. For each Priority Theme, a percentage indicates the relative Fund contribution. The sum of all contribution percentages must equal 100%.

1. Browse to the subtab *Priority Themes* on the tab *Categorisation* on the *Update Major Project* screen.

Refer to one of the following procedures for instructions:

- [Creating Major Projects](#)
- [Searching and displaying existing Major Projects](#)

The screen looks as follows:

User: w0052254 Node: PF Version: 2_3_9 Help Home Logout

System for Fund management in the European Community 2007-2013
Programming > Major Project > Edit Categorisation

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Major Project

CCI: 2007PT161PR002 Version: 1 Status: Created Modification Date: 19/07/2007
Title: Second MP for Portugal
Operational Programme Title: OP for Portugal

General **Categorisation** Timetable Cost - Benefit Environment Financial Tables Community Policies Authorities Documents In Charge

Priority Themes Forms Of Finance Territory Types Economic Activity Location

Indicative breakdown of contribution of the Fund by Priority Theme (in percentage)

Code	Description	Percentage
01	R&TD activities in research centres	45%
11	Information and communication technologies (...)	55%
Total		100 %

Add

Save Cancel

Return to Display

2. Verify the basic information about the Major Project in the information pane at the top of the screen.

The following fields are available:

- [Major Project CCI](#)
- [Title](#)
- [Comment](#)
- [Operational Programme CCI](#)
- [Fund](#)
- [Priority Axis](#)
- [Nature](#)

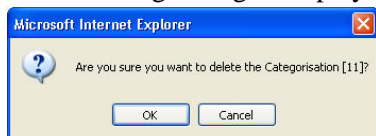
For a description of these fields, refer to section [General Major Project Data Fields](#) or click an individual field link in the list above.

3. **Edit the percentage values for the existing Priority Themes if required. Then click the *Save* button.**

Note: Take care that the percentage sum remains 100%.

4. **Delete an existing Priority Theme by clicking the Rubbish bin icon () next to it, if required.**

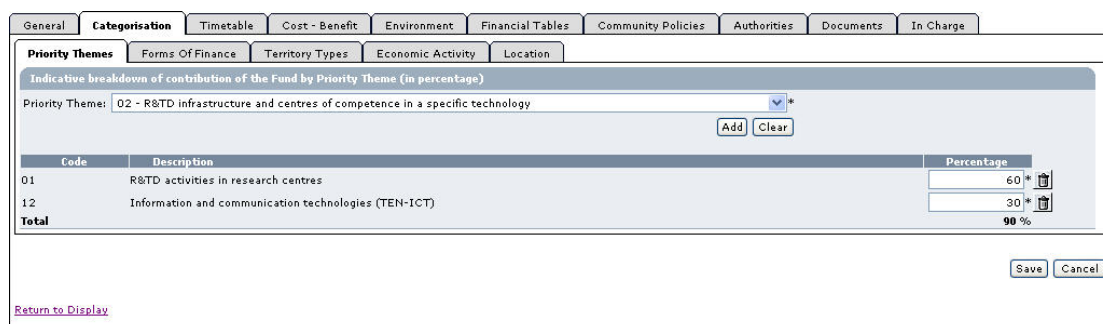
The following dialog is displayed:



Click the **OK** button to confirm the deletion.

5. **Add a new Priority Theme by clicking the *Add* link, if required.**

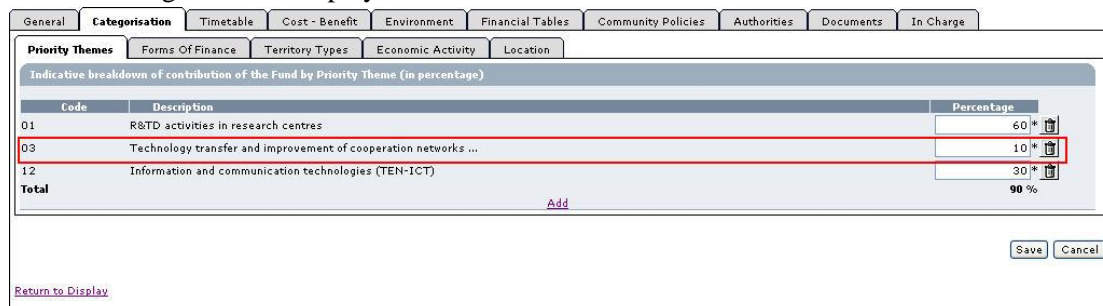
The following screen is displayed:



Code	Description	Percentage
01	R&TD activities in research centres	60 %
12	Information and communication technologies (TEN-ICT)	30 %
Total		90 %

6. **Select the required Priority Theme from the drop-down list and click the *Add* button.**

The following screen is displayed:



Code	Description	Percentage
01	R&TD activities in research centres	60 %
03	Technology transfer and improvement of cooperation networks ...	10 %
12	Information and communication technologies (TEN-ICT)	30 %
Total		90 %

The new Priority Theme is added to the list.

7. **Enter the required Contribution Percentage.**

You may have to edit the percentages defined for the other Priority Themes to make the sum equal to 100%.

8. Press the *Save* button.

This concludes the procedure *Updating the subtab Categorisation – Priority Themes*.

You can now:

- [Update the subtab Categorisation – Forms of Finance](#) (logical next step)
- Update another tab or subtab on the Major Project Update screen. Refer to the [Action Overview](#) in the section *Updating Major Projects*.

4.5.5. *Updating the subtab Categorisation – Forms of Finance*

The subtab *Forms of Finance* on the tab *Categorisation* provides an overview of the Forms of Finance used by the Major Project. For each Form of Finance, a percentage indicates the relative importance. The sum of all percentages must equal 100%.

1. Browse to the subtab *Forms of Finance* on the tab *Categorisation* on the *Update Major Project* screen.

Refer to one of the following procedures for instructions:

- [Creating Major Projects](#)
- [Searching and displaying existing Major Projects](#)

The screen looks as follows:

User: w0052354 Mode: PT Version: 2_3_9 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Programming > Major Project > Edit Categorisation

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Major Project

CCI: 2007PT161PR002 Version: 1 Status: Created Modification Date: 19/07/2007
Title: Second MP for Portugal
Operational Programme Title: OP for Portugal

General **Categorisation** Timetable Cost - Benefit Environment Financial Tables Community Policies Authorities Documents In Charge

Priority Themes **Forms Of Finance** Territory Types Economic Activity Location

Indicative breakdown of contribution of the Fund by Form of Finance (in percentage)

Code	Description	Percentage
01	Non-repayable aid	42*
03	Venture capital (participation, venture-capital fund)	58*
Total		100 %

Add

Save Cancel

[Return to Display](#)

2. Verify the basic information about the Major Project in the information pane at the top of the screen.

The following fields are available:

- [Major Project CCI](#)
- [Title](#)
- [Comment](#)
- [Operational Programme CCI](#)
- [Fund](#)
- [Priority Axis](#)
- [Nature](#)

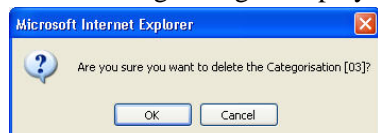
For a description of these fields, refer to section [General Major Project Data Fields](#) or click an individual field link in the list above.

3. **Edit the percentage values for the existing Forms of Finance if required. Then click the *Save* button.**

Note: Take care that the percentage sum remains 100%.

4. **Delete an existing Form of Finance by clicking the *Rubbish bin* icon () next to it, if required.**

The following dialog is displayed:



Click the **OK** button to confirm the deletion.

5. **Add a new Form of Finance by clicking the *Add* link, if required.**

The following screen is displayed:

Code	Description	Percentage
01	Non-repayable aid	42 %
03	Venture capital (participation, venture-capital fund)	58 %
Total		100 %

6. **Select the required Form of Finance from the drop-down list and click the *Add* button.**

The following screen is displayed:

Code	Description	Percentage
01	Non-repayable aid	38 %
02	Aid (loan, interest subsidy, guarantees)	4 %
03	Venture capital (participation, venture-capital fund)	58 %
Total		100 %

The new Form of Finance is added to the list.

7. **Enter the required Percentage for this Form of Finance.**

You may have to edit the percentages defined for the other Forms of Finance to make the sum equal to 100%.

8. **Press the *Save* button.**

This concludes the procedure *Updating the subtab Categorisation – Forms of Finance*.

You can now:

- [Update the subtab Categorisation – Territory Types](#) (logical next step)
- Update another tab or subtab on the Major Project Update screen. Refer to the [Action Overview](#) in the section *Updating Major Projects*.

4.5.6. Updating the subtab Categorisation – Territory Types

The subtab *Territory Types* on the tab *Categorisation* provides an overview of the Territory Types covered by the Major Project. For each Territory Type, a percentage indicates the relative importance. The sum of all percentages must equal 100%.

1. Browse to the subtab *Territory Types* on the tab *Categorisation* on the *Update Major Project* screen.

Refer to one of the following procedures for instructions:

- [Creating Major Projects](#)
- [Searching and displaying existing Major Projects](#)

The screen looks as follows:

Code	Description	Percentage
01	Urban	40*
02	Mountains	60*
Total		100 %

2. Verify the basic information about the Major Project in the information pane at the top of the screen.

The following fields are available:

- [Major Project CCI](#)
- [Title](#)
- [Comment](#)
- [Operational Programme CCI](#)
- [Fund](#)
- [Priority Axis](#)
- [Nature](#)

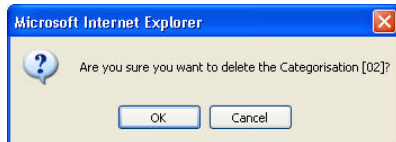
For a description of these fields, refer to section [General Major Project Data Fields](#) or click an individual field link in the list above.

3. Edit the percentage values for the existing Territory Type if required. Then click the *Save* button.

Note: Take care that the percentage sum remains 100%.

4. Delete an existing Territory Type by clicking the *Rubbish bin* icon () next to it, if required.

The following dialog is displayed:



Click the **OK** button to confirm the deletion.

5. Add a new Territory Type by clicking the *Add* link, if required.

The following screen is displayed:

Code	Description	Percentage
01	Urban	40*
02	Mountains	60*
Total		100 %

6. Select the required Territory Type from the drop-down list and click the *Add* button.

The following screen is displayed:

Code	Description	Percentage
01	Urban	40*
02	Mountains	40*
04	Sparsely and very sparsely populated areas	20*
Total		100 %

The new Territory Type is added to the list.

7. Enter the required Percentage for this Territory Type.

You may have to edit the percentages defined for the other Territory Types to make the sum equal to 100%.

8. Press the *Save* button.

This concludes the procedure *Updating the subtab Categorisation – Territory Types*.

You can now:

- [Update the subtab Categorisation – Economic Activity](#) (logical next step)
- Update another tab or subtab on the Major Project Update screen. Refer to the [Action Overview](#) in the section *Updating Major Projects*.

4.5.7. Updating the subtab Categorisation – Economic Activity

The subtab *Economic Activity* on the tab *Categorisation* provides the Product information as well as overview of the Economic Activities covered by the Major Project. For each Economic Activity, a percentage indicates the relative importance. The sum of all percentages must equal 100%.

1. Browse to the subtab *Economic Activity* on the tab *Categorisation* on the *Update Major Project* screen.

Refer to one of the following procedures for instructions:

- [Creating Major Projects](#)
- [Searching and displaying existing Major Projects](#)

The screen looks as follows:

Ucar: #0052354 Node: #1 Version: v2.3.13 Help Home Logout

System for Fund management in the European Community 2007-2013
 Programming > Major Project > Edit Categorisation

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Major Project

CCI: 2007PT163PR001 Version: 1 Status: Created Modification Date: 31/07/2007
 Title: MP for Portugal
 Operational Programme Title: OP for Portugal

General Undertaking **Categorisation** Timetable Cost-Benefit Environment Financial Tables Community Policies Authorities Documents In Charge

Priority Themes Forms Of Finance Territory Types **Economic Activity** Location

Product

NACE Code: K.72.22 Other software consultancy and supply

Nature of Investment: 3 - conversion/modernisation * **Productive Investment Major Projects only**

Product concerned: 4901 Printed books, brochures and similar printed matter, whether or not in single sheets (excl. periodicals and publications which are essentially devoted to advertising)

Indicative breakdown of contribution of the Fund by Economic Activity (in percentage)

Code	Description	Percentage
17	Public administration	20 %
18	Education	80 %
Total		100 %

Save Cancel

Return to Display

2. Verify the basic information about the Major Project in the information pane at the top of the screen.

The following fields are available:

- [Major Project CCI](#)
- [Title](#)
- [Comment](#)
- [Operational Programme CCI](#)
- [Fund](#)
- [Priority Axis](#)
- [Nature](#)


For a description of these fields, refer to section [General Major Project Data Fields](#) or click an individual field link in the list above.

3. Verify (and edit) the information in the *Product* section.

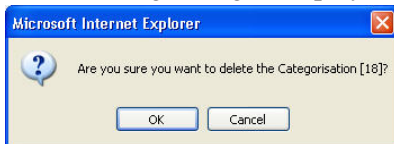
The following fields are available:

Field	Description
NACE code	This field may contain the NACE code associated with the Economic Activity for this Major Project. Enter another code if required. The NACE codes have been defined by the European Commission. A complete overview can be found on: http://ec.europa.eu/comm/competition/mergers/cases/index/nace_all.html

Field	Description
Nature of Investment	This field contains an indication of the Nature of the Investment. Select another Nature setting from the drop-down menu, if required. the 4-digit main Common Nomenclature (CN) code for the product concerned.
Product concerned	This field may contain the 4-digit main Common Nomenclature (CN) code for the product concerned. Enter another code if required The CN product codes have been defined by the European Commission.. A complete overview can be found on: http://eurex.europa.eu/LexUriServ/site/en/oj/2003/l_281/l_28120031030en00010893.pdf

- Verify (and edit) the values in the *Indicative Breakdown* section.
 - Edit the percentage values for the existing Economic Activities, if required. Then click the *Save* button
- Note: Take care that the percentage sum remains 100%.
- Delete an existing Economic Activity by clicking the *Rubbish bin* icon () next to it, if required.

The following dialog is displayed:



Click the **OK** button to confirm the deletion.

- Add a new Economic Activity by clicking the *Add* link, if required.

The following screen is displayed:

Code	Description	Percentage
13	Wholesale and retail trade	75 %
18	Education	25 %
Total		100 %

- Select the required Economic Activity from the drop-down list and click the *Add* button.

The following screen is displayed:

General	Categorisation	Timetable	Cost - Benefit	Environment	Financial Tables	Community Policies	Authorities	Documents	In Charge	
Priority Themes	Forms Of Finance	Territory Types	Economic Activity	Location						
Product NACE Code: K.72.22 Other software consultancy and supply Check										
Indicative breakdown of contribution of the Fund by Economic Activity (in percentage) Economic Activity: 00 - Not applicable Add Clear										
Code	Description							Percentage		
13	Wholesale and retail trade							75	%	
18	Education							25	%	
Total								100	%	
Save Cancel										
Return to Display										

The new Economic Activity is added to the list.

9. Enter the required Percentage for this Economic Activity.

You may have to edit the percentages defined for the other Economic Activities to make the sum equal to 100%.

10. Press the Save button.

This concludes the procedure *Updating the subtab Categorisation – Economic Activity*.

You can now:

- [Update the subtab Categorisation – Locations](#) (logical next step)
- Update another tab or subtab on the Major Project Update screen. Refer to the [Action Overview](#) in the section *Updating Major Projects*.

4.5.8. Updating the subtab Categorisation – Locations

The subtab *Locations* on the tab *Categorisation* provides an overview of the Locations covered by the Major Project. For each Location, a percentage indicates the relative importance. The sum of all percentages must equal 100%.

1. Browse to the subtab Locations on the tab Categorisation on the Update Major Project screen.

Refer to one of the following procedures for instructions:

- [Creating Major Projects](#)
- [Searching and displaying existing Major Projects](#)

The screen looks as follows:

User: w005235# Node: PT Version: 2_3_9 Help Home Logout

SFC 2007 System for Fund management in the European Community 2007-2013 English (en) ▾

Programming > Major Project > Edit Categorisation

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Major Project

CCI: 2007PT161PR002 Version: 1 Status: Created Modification Date: 19/07/2007
 Title: Second MP for Portugal
 Operational Programme Title: OP for Portugal

General **Categorisation** Timetable Cost - Benefit Environment Financial Tables Community Policies Authorities Documents In Charge

Priority Themes Forms Of Finance Territory Types Economic Activity **Location**

Indicative breakdown of contribution of the Fund by Location (in percentage)

Code	Description	Percentage
PT114	Grande Porto	40 *
PT117	Douro	20 *
PT168	Beira Interior Norte	40 *
Total		100 %

[Add](#)

[Return to Display](#)

2. Verify the basic information about the Major Project in the information pane at the top of the screen.

The following fields are available:

- [Major Project CCI](#)
- [Title](#)
- [Comment](#)
- [Operational Programme CCI](#)
- [Fund](#)
- [Priority Axis](#)
- [Nature](#)

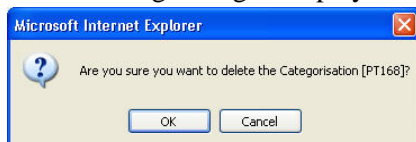
For a description of these fields, refer to section [General Major Project Data Fields](#) or click an individual field link in the list above.

3. Edit the percentage values for the existing Locations, if required. Then click the *Save* button.

Note: Take care that the percentage sum remains 100%.

4. Delete an existing Location by clicking the Rubbish bin icon (🗑️) next to it, if required.

The following dialog is displayed:



Click the **OK** button to confirm the deletion.

5. Add a new Location by clicking the *Add* link, if required.

The following screen is displayed:

Indicative breakdown of contribution of the Fund by Location (in percentage)

Location: ***

Code	Description	Percentage
PT114	Grande Porto	40 %
PT117	Douro	20 %
PT168	Beira Interior Norte	40 %
Total		100 %

[Return to Display](#)

6. Click the *Location* field to display the *Locations* dialog:

http://wlpdev.cc.cbc.eu.int:17011 - Regions - Microsoft Intern...

BE DK FR DE GR IE IT LU NL **PT** ES UK AT
 FI SE BG CH CY CZ EE HU IS LI LT LV MA
 MK MT NO PL RO SI SK

PT PORTUGAL
 PT1 CONTINENTE, ACORES E MADEIRA
 PT11 NORTE
 PT111 Minho-Lima
 PT112 Cavado
 PT113 Ave
 PT114 Grande Porto
 PT115 Tâmega
 PT116 Entre Douro e Vouga
 PT117 Douro
 PT118 Alto Trás os Montes
 PT16 CENTRO
PT161 Baixo Vouga
 PT162 Baixo Mondego
 PT163 Pinhal Litoral
 PT164 Pinhal Interior Norte

Done Trusted sites

The buttons at the top allow selecting a Member State. The Member State referenced in the CCI is preselected. (In this example, the CCI is 2007PT161PR002, where *PT* refers to Portugal.) The predefined Locations for the selected Member State are displayed.

7. Click the code matching a Location to be included. As a result, the Location code and name are copied in the *Location* fields:

Indicative breakdown of contribution of the Fund by Location (in percentage)

Location: PT161 *** Baixo Vouga

Code	Description	Percentage
PT114	Grande Porto	40 %
PT117	Douro	20 %
PT168	Beira Interior Norte	40 %
Total		100 %

8. Click the *Add* button to include the Location in the list.

The following screen is displayed:

Code	Description	Percentage
PT114	Grande Porto	40 %
PT117	Douro	20 %
PT161	Baixo Vouga	0 %
PT168	Beira Interior Norte	40 %
Total		100 %

[Add](#)

[Return to Display](#)

The new Location is added to the list.

9. Enter the required Percentage for this Location.

Maybe you will have to edit the percentages defined for the other Locations to make the sum equal to 100%.

10. Press the Save button.

This concludes the procedure *Updating the subtab Categorisation – Locations*.

You can now:

- [Update the tab Timetable](#) (logical next step)
- Update another tab or subtab on the Major Project Update screen. Refer to the [Action Overview](#) in the section *Updating Major Projects*.

4.5.9. Updating the tab Timetable

The tab *Timetable* lists the different phases defined for the Major Project. Foresee a separate entry in the table for each contract or phase, where relevant. Where the application concerns a project stage clearly indicate in the table the elements of the overall period for which assistance is being sought by this application. As a minimum that start date and the completion date of the construction phase must be indicated.

1. Browse to the tab *Timetable* on the Update Major Project screen.

Refer to one of the following procedures for instructions:

- [Creating Major Projects](#)
- [Searching and displaying existing Major Projects](#)

The screen looks as follows:

User: #005235# Mode: #1# Version: #2.3.13# [Help](#) [Home](#) [Logout](#)

 **System for Fund management in the European Community 2007-2013** English (en) ▾

Programming > Major Project > Edit Timetable

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Major Project:

CCI: 2007PT161PR002 **Version:** 1 **Status:** Created **Modification Date:** 30/07/2007
Title: Second MP for Portugal
Operational Programme Title: OP for Portugal

General Categorisation **Timetable** Cost - Benefit Environment Financial Tables Community Policies Authorities Documents In Charge

Timetable

2 results found, displaying 1 to 2 |  | Page(s): 1, 2 (of 2) | per page: 12 | [Show All](#)

Project Phase	Start Date	End Date	
Inventory Phase	01/08/2007	31/12/2007	
Implementation Phase	01/01/2008	31/12/2010	

[Add a New Phase](#)
[Return to Display](#)

- Verify the basic information about the Major Project in the information pane at the top of the screen Browse to the tab *Timetable* on the *Update Major Project* screen.


The following fields are available:

- [Major Project CCI](#)
- [Title](#)
- [Comment](#)
- [Operational Programme CCI](#)
- [Fund](#)
- [Priority Axis](#)
- [Nature](#)

For a description of these fields, refer to section [General Major Project Data Fields](#) or click an individual field link in the list above.

- Verify the values for the existing Project Phases.

For each Phase, the following fields are available:

Field	Description
Project Phase	This field contains the user-defined name of the Project Phase.
Start Date	This field contains the start date of the Project Phase.
End Date	This field contains the end date of the Project Phase.
Rubbish bin button ()	Click this button to delete the Project Phase.

- Click the link in the Project Phase field to change the settings for an existing Project Phase.

The screen looks as follows:

General Categorisation **Timetable** Cost - Benefit Environment Financial Tables Community Policies Authorities Documents In Charge

Timetable

Project or phase Name: *


Start Date: * Completion Date: *

2 results found, displaying 1 to 2 Page(s): 1, 2 (of 2) per page: 12 [Show all](#)

Project Phase	Start Date	End Date
Inventory Phase	01/08/2007	31/12/2007
Implementation Phase	01/01/2008	31/12/2010

[Add a New Phase](#)
[Return to Display](#)

The following fields are available:

Field	Description
Project Phase	This field contains the user-defined name of the Project Phase. Edit the name if required. You can enter up to 80 characters in this field.
Start Date	This field contains the start date of the Project Phase. You may click the Calendar icon (📅) to select another date: 
Completion Date	This field contains the completion date of the Project Phase. You may click the Calendar icon (📅) to select another date.

5. Perform the required changes and click the *Update* button to save them.
6. Click the link *Add a new Phase* to define an additional Phase for the Major Project.

The following screen is displayed:

General Categorisation **Timetable** Cost - Benefit Environment Financial Tables Community Policies Authorities Documents In Charge

Timetable

Project or phase Name: *

Start Date: * Completion Date: *



2 results found, displaying 1 to 2 Page(s): 1, 2 (of 2) per page: 12 [Show all](#)

Project Phase	Start Date	End Date
Inventory Phase	01/08/2007	31/12/2007
Implementation Phase	01/01/2008	31/12/2010

[Add a New Phase](#)
[Return to Display](#)

The following fields are available:

Field	Description
-------	-------------

Field	Description																																										
Project Phase	In this field, enter the name of the new Project Phase (up to 80 characters).																																										
Start Date	Click the Calendar icon () to select the start date for the Project phase. The following dialog is displayed: <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <div style="background-color: #ffffcc; border: 1px solid black; padding: 2px; text-align: center;">Previous (<<) / Next (>>) year</div> <div style="border: 1px solid gray; padding: 5px; text-align: center; margin: 5px auto; width: 150px;"> <div style="background-color: #e0e0e0; border: 1px solid gray; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> ? March, 2009 x </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 2px;"> < Today > </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 2px;"> Mon Tue Wed Thu Fri Sat Sun </div> <table style="width: 100%; border-collapse: collapse; margin-top: 2px;"> <tr> <td style="text-align: center;">1</td> <td colspan="6"></td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> <td style="text-align: center;">7</td> <td style="text-align: center;">8</td> </tr> <tr> <td style="text-align: center;">9</td> <td style="text-align: center;">10</td> <td style="text-align: center;">11</td> <td style="text-align: center;">12</td> <td style="text-align: center;">13</td> <td style="text-align: center;">14</td> <td style="text-align: center;">15</td> </tr> <tr> <td style="text-align: center;">16</td> <td style="text-align: center;">17</td> <td style="text-align: center;">18</td> <td style="text-align: center;">19</td> <td style="text-align: center;">20</td> <td style="text-align: center;">21</td> <td style="text-align: center;">22</td> </tr> <tr> <td style="text-align: center;">23</td> <td style="text-align: center;">24</td> <td style="text-align: center;">25</td> <td style="text-align: center;">26</td> <td style="text-align: center;">27</td> <td style="text-align: center;">28</td> <td style="text-align: center;">29</td> </tr> <tr> <td style="text-align: center;">30</td> <td style="text-align: center;">31</td> <td colspan="4"></td> <td></td> </tr> </table> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px; text-align: center;">Select date</div> </div> <div style="background-color: #ffffcc; border: 1px solid black; padding: 2px; text-align: center; margin-top: 5px;">Previous (<) / Next (>) month</div> </div>	1							2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
1																																											
2	3	4	5	6	7	8																																					
9	10	11	12	13	14	15																																					
16	17	18	19	20	21	22																																					
23	24	25	26	27	28	29																																					
30	31																																										
Completion Date	Click the Calendar icon () to select the start date for the Project phase.																																										

7. Once you have completed the fields as required, click the *Add* button and repeat this step for all Project Phases you want to add.

This concludes the procedure *Updating the Timetable tab*.

You can now:

- [Update the subtab Cost/Benefit – Analysis for Infrastructure Investment Major Projects](#)
- [Update the subtab Cost/Benefit – Analysis for Productive Investment Major Projects](#)
- Update another tab or subtab on the Major Project Update screen. Refer to the [Action Overview](#) in the section *Updating Major Projects*.

4.5.10. *Updating the subtab Cost/Benefit – Analysis (Infrastructure Investment MP)*

The subtab *Analysis* on the tab *Cost/Benefit* displays an overview of the Financial Analysis Parameters. The data required are the key elements from the financial analysis of the CBA (Cost Benefit Analysis), notably the main elements and parameters taken into account in calculation of the expected profitability.

1. Browse to the subtab *Analysis* on the tab *Cost/Benefit* on the *Update Major Project* screen.

Refer to one of the following procedures for instructions:

- [Creating Major Projects](#)
- [Searching and displaying existing Major Projects](#)

The screen looks as follows:

User: #0052354 Node: P1 Version: v2.3.13 [Help](#) [Home](#) [Logout](#)

SFC 2007 **System for Fund management in the European Community 2007-2013** English (en) ▾

Programming > Major Project > Edit Costs - Benefits

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Major Project

CCI: 2007PT161PR002 **Version:** 1 **Status:** Created **Modification Date:** 30/07/2007
Title: Second MP for Portugal
Operational Programme Title: OP for Portugal

General Categorisation Timetable **Cost - Benefit** Environment Financial Tables Community Policies Authorities Documents In Charge

Analysis Economic Costs - Benefits Core Indicators Main Indicators Employment Effects Risks and sensitivity

Financial Analysis Parameters

Main Elements

1. Reference Period (years):	<input type="text" value="7"/>	*
2. Financial Discount Rate (%):	<input type="text" value="5"/>	* <input checked="" type="radio"/> Nominal Rate <input type="radio"/> Real Rate
3. Total Investment Cost (EUR, not discounted):	<input type="text" value="100,000"/>	*
4. Total Investment Cost (EUR, discounted):	<input type="text" value="85,000"/>	*
5. Residual Value (EUR, not discounted):	<input type="text" value="50,000"/>	*
6. Residual Value (EUR, discounted):	<input type="text" value="20,000"/>	*
7. Revenues (EUR, discounted):	<input type="text" value="36,000"/>	*
8. Operating Costs (EUR, discounted):	<input type="text" value="18,000"/>	*
9. Net Revenue (EUR, discounted) = (7) - (8) + (6):	38,000	
10. Eligible expenditure (EUR, discounted) = (4) - (9):	47,000	
11. Funding Gap Rate = (10) / 4:	55.29%	

Main Results

	Without EU Assistance	With EU Assistance
Financial Rate of Return (%):	<input type="text" value="25"/>	<input type="text" value="36"/>
Net Present Value (Euro):	<input type="text" value="15,000"/>	<input type="text" value="26,000"/>

[Return to Display](#)

2. Verify the basic information about the Major Project in the information pane at the top of the screen.

The following fields are available:

- [Major Project CCI](#)
- [Title](#)
- [Comment](#)
- [Operational Programme CCI](#)
- [Fund](#)
- [Priority Axis](#)
- [Nature](#)

For a description of these fields, refer to section [General Major Project Data Fields](#) or click an individual field link in the list above.

3. Verify the values for *Main Elements* section of the *Analysis* subtab.

Note: For newly created Major Projects, the fields are empty. Enter the required values. For a detailed explanation of each field, please refer to separate documentation on the tools used for the CBA calculations.

Field	Description	Mand.?
-------	-------------	--------

Field	Description	Mand.?
Reference Period (number of years)	In this field, verify, enter or update the number of years for the Reference Period.	Yes
Financial Discount Rate (%)	In this field, verify, enter or update the percentage value for the Financial Discount Rate. Also select the option box matching the required Rate type: Nominal or Real Rate.	Yes
Total Investment Cost (EUR, not discounted)	In this field, verify, enter or update the undiscounted Total Investment Cost.	Yes
Total Investment Cost (EUR, discounted)	In this field, verify, enter or update the discounted Total Investment Cost.	Yes
Residual Value (EUR, not discounted)	In this field, verify, enter or update the undiscounted Residual Value.	Yes
Residual Value (EUR, discounted)	In this field, verify, enter or update the discounted Residual Value.	Yes
Revenues (EUR, discounted)	In this field, verify, enter or update the discounted Revenues.	Yes
Operating Costs (EUR, discounted)	In this field, verify, enter or update the discounted Operating Costs.	Yes
Net Revenue (EUR, discounted)	When you press the Save button, the system calculates the value for this read-only field according to the following formula: Net Revenue = Revenues – Operating Costs + Disc. Residual Values	Yes
Eligible Expenditure (EUR, discounted)	When you press the Save button, the system calculates the value for this read-only field according to the following formula: Eligible expenditure = Disc.Total Investment Cost – Disc. Net Revenue	Yes
Funding Gap Rate (%)	When you press the Save button, the system calculates the value for this read-only field according to the following formula: Funding Gap Rate = (Disc.Eligible Expenditure / Disc. Total Investment Cost) X 100	Yes

4. Verify the values for *Main Results* section of the *Analysis* subtab.

Note: For newly created Major Projects, the fields are empty. Enter values if required:

Field	Description	Mand.?
Financial Rate of Return (%) – Without EU Assistance	In this field, verify, enter or update the Financial Rate of Return (%) without EU Assistance.	No
Financial Rate of Return (%) – With EU Assistance	In this field, verify, enter or update the Financial Rate of Return (%) with EU Assistance.	No

Field	Description	Mand.?
Net Present Value (EUR) – Without EU Assistance	In this field, verify, enter or update the Net Present Value (EUR) without EU Assistance.	No
Net Present Value (EUR) – With EU Assistance	In this field, verify, enter or update the Net Present Value (EUR) with EU Assistance.	No

5. Fill out the fields as required and click the Save button to save the values and to calculate the read-only fields.

This concludes the procedure *Updating the subtab Cost/Benefit – Analysis*.

You can now:

- [Update the subtab Cost/Benefit – Economic Costs/Benefits](#) (logical next step)
- Update another tab or subtab on the Major Project Update screen. Refer to the [Action Overview](#) in the section *Updating Major Projects*.

4.5.11. Updating the subtab Cost/Benefit – Analysis (Productive Investment MP)

The subtab Analysis on the tab Cost/Benefit displays an overview of the Financial Analysis Parameters. The data required are the key elements from the financial analysis of the CBA (Cost Benefit Analysis), notably the main elements and parameters taken into account in calculation of the expected profitability.

1. Browse to the subtab *Analysis* on the tab *Cost/Benefit* on the *Update Major Project* screen.

Refer to one of the following procedures for instructions:

- [Creating Major Projects](#)
- [Searching and displaying existing Major Projects](#)

The screen looks as follows:

User: #0052354 Mode: P/ Version: v2.3.13 Help Home Logout

SFC 2007 **System for Fund management in the European Community 2007-2013** English (en) ▾

Programming > Major Project > Edit Costs - Benefits

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Major Project:

CCI: 2007PT163PR001 **Version:** 1 **Status:** Created **Modification Date:** 02/08/2007
Title: MP for Portugal
Operational Programme Title: OP for Portugal

General Undertaking Categorisation Timetable **Cost - Benefit** Environment Financial Tables Community Policies Authorities Documents In Charge

Analysis Economic Costs - Benefits Core Indicators Main Indicators Employment Effects Risks and sensitivity

Financial Analysis Parameters

Main Elements

1. Reference Period (years):	<input type="text" value="7"/>	*
2. Financial Discount Rate (%):	<input type="text" value="25"/>	*
3. Total Investment Cost (EUR, not discounted):	<input type="text" value="120,000"/>	*
4. Estimated capacity utilisation rate (C.3.4) (%):	<input type="text" value="80"/>	*
5. Capacity utilisation rate estimated to breakeven (%):	<input type="text" value="70"/>	*
6. Estimated increase in annual turnover realised by this investment (in euro):	<input type="text" value="40,000"/>	*
7. Turnover per person employed (in euro):	<input type="text" value="2,000"/>	*
8. % change in Turnover per person employed (only in the case of expansion of an activity):	<input type="text" value="0"/>	*

Main Results

	Without EU Assistance	With EU Assistance
Financial Rate of Return (%):	<input type="text" value="25"/>	<input type="text" value="36"/>
Net Present Value (Euro):	<input type="text" value="50,000"/>	<input type="text" value="75,000"/>

[Return to Display](#)

2. Verify the basic information about the Major Project in the information pane at the top of the screen.

The following fields are available:

- [Major Project CCI](#)
- [Title](#)
- [Comment](#)
- [Operational Programme CCI](#)
- [Fund](#)
- [Priority Axis](#)
- [Nature](#)

For a description of these fields, refer to section [General Major Project Data Fields](#) or click an individual field link in the list above.

3. Verify the values for Main Elements section of the Analysis subtab.

Note: For newly created Major Projects, the fields are empty. Enter the required values. For a detailed explanation of each field, please refer to separate documentation on the tools used for the CBA calculations.

Field	Description	Mand.?
Reference Period (number of years)	In this field, verify, enter or update the number of years for the Reference Period.	Yes

Field	Description	Mand.?
Financial Discount Rate (%)	In this field, verify, enter or update the percentage value for the Financial Discount Rate.	Yes
Total Investment Cost (EUR, not discounted)	In this field, verify, enter or update the undiscounted Total Investment Cost. .	Yes
Estimated capacity utilisation rate (C.3.4) (%)	In this field, verify, enter or update the estimated capacity utilisation, expressed as a percentage.	Yes
Capacity utilisation rate estimated to break-even (%)	In this field, verify, enter or update the capacity utilisation rate estimated to break-even, expressed as a percentage.	Yes
Estimated increase in annual turnover realised by this investment (EUR)	In this field, verify, enter or update the estimated increase in annual turnover realised by this investment.	Yes
Turnover per person employed (EUR)	In this field, verify, enter or update the Turnover per person employed. .	Yes
% change in Turnover per person employed	In this field, verify, enter or update change percentage in Turnover per person employed. This value must only be provided in the case of an expansion of activity. Otherwise enter 0 in this field.	Yes

4. Verify the values for the *Main Results* section of the *Analysis* subtab.

Note: For newly created Major Projects, the fields are empty. Enter values if required:

Field	Description	Mand.?
Financial Rate of Return (%) – Without EU Assistance	In this field, verify, enter or update the Financial Rate of Return (%) without EU Assistance.	No
Financial Rate of Return (%) – With EU Assistance	In this field, verify, enter or update the Financial Rate of Return (%) with EU Assistance.	No
Net Present Value (EUR) – Without EU Assistance	In this field, verify, enter or update the Net Present Value (EUR) without EU Assistance.	No
Net Present Value (EUR) – With EU Assistance	In this field, verify, enter or update the Net Present Value (EUR) with EU Assistance.	No

5. Fill out the fields as required and click the *Save* button to save the values and to calculate the read-only fields.

This concludes the procedure *Updating the subtab Cost/Benefit – Analysis*.

You can now:

- [Update the subtab Cost/Benefit – Economic Costs/Benefits](#) (logical next step)
- Update another tab or subtab on the Major Project Update screen. Refer to the [Action Overview](#) in the section *Updating Major Projects*.

4.5.12. Updating the subtab Cost/Benefit – Economic Costs/Benefits

The subtab **Economic Costs/Benefits** on the tab **Cost/Benefit** displays an indicative overview of the economic costs and benefits along with their relative importance.

1. Browse to the subtab **Analysis** on the tab **Cost/Benefit** on the **Update Major Project** screen.

Refer to one of the following procedures for instructions:

- [Creating Major Projects](#)
- [Searching and displaying existing Major Projects](#)

The screen looks as follows:

The screenshot shows the SFC 2007 interface. At the top, it displays 'System for Fund management in the European Community 2007-2013' and 'Programming > Major Project > Edit Costs - Benefits'. Below this is a navigation bar with tabs: Strategic Planning, Programming, Monitoring, Execution, Audit, Evaluation, Closure, Documentation, Reports, Utilities. The 'Major Project' information pane shows: CCI: 2007PT161PR002, Version: 1, Status: Created, Modification Date: 31/07/2007; Title: Second MP for Portugal; Operational Programme Title: OP for Portugal. The 'Cost-Benefit' tab is selected, showing sub-tabs: Analysis, Economic Costs - Benefits, Core Indicators, Main Indicators, Employment Effects, Risks and sensitivity. The 'Economic Benefits and Costs' sub-tab is active, displaying a table with 4 rows:

Name	Type	Unit Name	Unit Value	Total Value	Percentage Of Total
Exchange revenue	Benefit	euro	1	1,000	12.50
Sales revenue	Benefit	euro	1	7,000	87.50
Administrative Costs	Cost	euro	1	5,000	66.67
Travel Costs	Cost	euro	1	2,500	33.33

2. Verify the basic information about the Major Project in the information pane at the top of the screen.

The following fields are available:

- [Major Project CCI](#)
- [Title](#)
- [Comment](#)
- [Operational Programme CCI](#)
- [Fund](#)
- [Priority Axis](#)
- [Nature](#)

For a description of these fields, refer to section [General Major Project Data Fields](#) or click an individual field link in the list above.

3. Verify the values for the existing Costs and Benefits.

For each entry, the following fields are available:

Field	Description
-------	-------------

Field	Description
Name	This field contains the user-defined name of the Cost or Benefit.
Type	This field contains the entry type. There are two possibilities: Cost and Benefit.
Unit Name	This field contains the user-defined unit name.
Unit Value	This field contains the user-defined unit value For example, if one of the costs items is Salaries, the Unit name could be EUR and the Unit Value 2000. The Total Value would then be 20000 (EUR), if there are 10 salaries to pay.
Total Value (EUR, Discounted)	This field contains the user-defined total entry value.
Percentage of Total	This field contains the relative importance of each entry in the total costs or benefits. For a cost entry, the percentage is calculated as follows: Percentage = (Entry Cost / Total Cost) X 100 For a benefit entry, the percentage is calculated as follows: Percentage = (Entry Benefit / Total Benefit) X 100
Rubbish bin button (🗑)	Click this button to delete the Cost or Benefit entry.

4. Click the link in the *Name* field to change the settings for an existing Cost or Benefit entry.

The screen looks as follows:

The screenshot shows the 'Economic Benefits and Costs' management interface. The 'Type' is set to 'Benefit', 'Name' is 'Sales revenue', 'Unit Name' is 'euro', 'Unit Value' is '1', and 'Total value (EUR, discounted)' is '7,000'. Below the form is a table listing existing entries:

Name	Type	Unit Name	Unit Value	Total Value	Percentage Of Total
Exchange revenue	Benefit	euro	1	1,000	12.50
Sales revenue	Benefit	euro	1	7,000	87.50
Administrative Costs	Cost	euro	1	5,000	66.67
Travel Costs	Cost	euro	1	2,500	33.33

5. Edit the fields for the selected entry as required.

The following fields are available:

Field	Description
-------	-------------

Field	Description
Type	This field contains the currently selected type (Cost or Benefit) for this entry. You can select the other type, if required.
Name	This field contains the user-defined name for the cost or benefit entry. Edit the name if required.
Unit Name	This field contains the user-defined unit name for the cost or benefit entry. Edit the name if required.
Unit Value	This field contains the user-defined unit Edit the name if required.
Discounted Total Value (EUR)	In this field, you may enter the total discounted value of the cost or benefit. The Percentage of Total will be calculated based on this.

6. Click the *Update* button, once you have performed all required changes.
7. Click the *Add a new Cost or Benefit* link to create an additional entry.

The following screen is displayed:

8. Fill out the fields for the new Cost or Benefit entry as required.

The following fields are available:

Field	Description	Mand.?
Type	Select the required type (Cost or Benefit) from the drop-down list.	Yes
Name	In this field, enter the name of the Cost or Benefit entry in this field.	Yes
Unit Name	In this field, you may enter the unit name for the cost or benefit entry.	No
Unit Value	In this field, you may enter the unit value for the cost or benefit entry.	No
Discounted Total	In this field, you may enter the total discounted value of	No

Field	Description	Mand.?
Value (EUR)	the cost or benefit. The Percentage of Total will be calculated based on this.	

9. Click the *Add* button, once you have completed the fields as required.

The new entry is added to the table. If the added entry represents a Cost, the percentage value for all Cost entries is recalculated. If the added entry represents a Benefit, the percentage value for all Benefit entries is recalculated.

Major Project

CCI: 2007PT161PR002 Version: 1 Status: Created Modification Date: 02/08/2007
 Title: Second MP for Portugal
 Operational Programme Title: OP for Portugal

General | Categorisation | Timetable | **Cost - Benefit** | Environment | Financial Tables | Community Policies | Authorities | Documents | In Charge

Analysis | **Economic Costs - Benefits** | Core Indicators | Main Indicators | Employment Effects | Risks and sensitivity

Economic Benefits and Costs

5 results found, displaying 1 to 5 | Page(s): 1 | Items(s) per page: 12 | Show All

Name	Type	Unit Name	Unit Value	Total Value	Percentage Of Total
Exchange revenue	Benefit	euro	1	1,000	12.50
Sales revenue	Benefit	euro	1	7,000	87.50
Administrative Costs	Cost	euro	1	5,000	45.45
HR costs	Cost	eur	1	3,500	31.82
Travel Costs	Cost	euro	1	2,500	22.73

Newly added Cost entry

Add a new Cost or Benefit

Return to Display

The percentage for the other Cost entries is updated automatically.

This concludes the procedure *Updating the subtab Economic Costs/Benefits* from the tab *Cost/Benefit*.

You can now:

- [Update the subtab Cost/Benefit – Core Indicators](#) (next logical step)
- Update another tab or subtab on the Major Project Update screen. Refer to the [Action Overview](#) in the section Updating Major Projects.

4.5.13. *Updating the subtab Cost/Benefits – Core Indicators*

The subtab *Core Indicators* on the tab *Cost/Benefit* displays the main indicators for the project allowing measuring the expected results. The list of Core Indicators depends on the categories that have been specified in the categorisation menu. Only the relevant Core Indicators will be displayed in the selection list.

1. Browse to the subtab *Core Indicators* on the tab *Cost/Benefit* on the *Update Major Project* screen.

Refer to one of the following procedures for instructions:

- [Creating Major Projects](#)
- [Searching and displaying existing Major Projects](#)

The screen looks as follows:

User: #0052354 Mode: P/ Version: v2.3.13 [Help](#) [Home](#) [Logout](#)

SFC 2007 System for Fund management in the European Community 2007-2013 English (en)

Programming > Major Project > Edit Costs - Benefits

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Major Project:

CCI: 2007PT161PR002 **Version:** 1 **Status:** Created **Modification Date:** 02/08/2007
Title: Second MP for Portugal
Operational Programme Title: OP for Portugal

General Categorisation Timetable **Cost - Benefit** Environment Financial Tables Community Policies Authorities Documents In Charge

Analysis Economic Costs -Benefits **Core Indicators** Main Indicators Employment Effects Risks and sensitivity

Core Indicators

Code	Description	Value
4.6	km of reconstructed railroads	<input type="text" value="60"/>
4.7	Value for time savings in Euro / year stemming from new and reconstructed roads for passengers and freight	<input type="text" value="20,000"/>
4.9	Additional population served with improved urban transport	<input type="text" value="45,000"/>

[Add a new Core Indicator](#)

[Return to Display](#)

2. Verify the basic information about the Major Project in the information pane at the top of the screen.

The following fields are available:


- [Major Project CCI](#)
- [Title](#)
- [Comment](#)
- [Operational Programme CCI](#)
- [Fund](#)
- [Priority Axis](#)
- [Nature](#)

For a description of these fields, refer to section [General Major Project Data Fields](#) or click an individual field link in the list above.

3. Verify the values for the existing Core Indicators.

For each entry, the following fields are available:

Field	Description
-------	-------------

Field	Description
Code	<p>This field contains the Core Indicator Code, as defined in the following table:</p> <ul style="list-style-type: none"> 1.1 Research jobs created (preferably 5 years after project start) 2.1 Jobs created (gross, full time equivalent) 2.2 Investment induced (million €) 3.1 Number of additional population covered by broadband access 4.1 km of new roads 4.2 km of new roads, of which TEN 4.3 km of reconstructed roads 4.4 km of railroads 4.5 km of railroads of which TEN 4.6 km of reconstructed railroads 4.7 Value for time savings in Euro / year stemming from new and reconstructed roads for passengers and freight 4.8 Value for time savings in Euro / year stemming from new and reconstructed railroads for passengers and freight 4.9 Additional population served with improved urban transport 5.1 Additional capacity of renewable energy production (MWh) 6.1 Additional population served by water projects 6.2 Additional population served by waste water projects 6.3 Area rehabilitated (km²) 7.1 Reduction greenhouse emissions (CO₂ and equivalents, kt) 8.1 Number of people benefiting from flood protection measures 8.2 Number of people benefiting from forest fire protection and other protection measures 9.1 Number of jobs created 10.1 Number of benefiting students
Description	This field contains Core Indicator description, as defined in...
Value	This field contains the user-defined value for the Core Indicator. The unit depends on the specific Core Indicator. For instance, for Core Indicator 4.6 above, the unit is kilometres. For Core Indicator 4.7 above, the unit is euro.
Rubbish bin button ()	Click this button to delete the Core Indicator.

4. Update the *Value* field for the existing Core Indicators, if required. Then click the *Save* button.

5. Click the *Add a new Core Indicator* link to create an additional entry.

The following screen is displayed:

Major Project

CCI: 2007PT161PR002 Version: 1 Status: Created Modification Date: 02/08/2007
 Title: Second MP for Portugal
 Operational Programme Title: OP for Portugal

General Categorisation Timetable **Cost - Benefit** Environment Financial Tables Community Policies Authorities Documents In Charge

Analysis Economic Costs -Benefits **Core Indicators** Main Indicators Employment Effects Risks and sensitivity

Core Indicators

Indicator: km of reconstructed railroads *

Code	Description	Value
4.6	km of reconstructed railroads	<input type="text" value="60"/>
4.7	Value for time savings in Euro / year stemming from new and reconstructed roads for passengers and freight	<input type="text" value="20,000"/>
4.9	Additional population served with improved urban transport	<input type="text" value="45,000"/>

[Add a new Core Indicator](#)

6. Select the required Indicator from the drop-down list and click the *Add* button.

The list of available Core Indicators is determined by the *Priority Themes* subtab on the *Categorisation* tab. The following screen is displayed:

Major Project

CCI: 2007PT161PR002 Version: 1 Status: Created Modification Date: 02/08/2007
 Title: Second MP for Portugal
 Operational Programme Title: OP for Portugal

General Categorisation Timetable **Cost - Benefit** Environment Financial Tables Community Policies Authorities Documents In Charge

Analysis Economic Costs -Benefits **Core Indicators** Main Indicators Employment Effects Risks and sensitivity

Core Indicators

Code	Description	Value
4.1	km of new roads	<input type="text"/>
4.6	km of reconstructed railroads	<input type="text" value="60"/>
4.7	Value for time savings in Euro / year stemming from new and reconstructed roads for passengers and freight	<input type="text" value="20,000"/>
4.9	Additional population served with improved urban transport	<input type="text" value="45,000"/>

[Add a new Core Indicator](#)

7. Enter the required value in the *Value* field and click the *Save* button.

This concludes the procedure *Updating the subtab Core Indicators from the tab Cost/Benefit*.

You can now:

- [Update the subtab Cost/Benefit – Main Indicators](#) (next logical step)
- Update another tab or subtab on the Major Project Update screen. Refer to the [Action Overview](#) in the section Updating Major Projects.

4.5.14. Updating the subtab Cost/Benefits – Main Indicators

The subtab Main Indicators on the tab Cost/Benefit displays the main indicators for the project allowing measuring the expected results.

1. **Browse to the subtab Main Indicators on the tab Cost/Benefit on the Update Major Project screen.**

Refer to one of the following procedures for instructions:

- [Creating Major Projects](#)
- [Searching and displaying existing Major Projects](#)

The screen looks as follows:

User: #005235# Mode: #1 Version: #2.3.13 Help Home Logout

System for Fund management in the European Community 2007-2013
Programming > Major Project > Edit Costs - Benefits

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Major Project

CCI: 2007PT163PR001 Version: 1 Status: Created Modification Date: 02/08/2007
Title: MP for Portugal
Operational Programme Title: OP for Portugal

General Undertaking Categorisation Timetable **Cost - Benefit** Environment Financial Tables Community Policies Authorities Documents In Charge

Analysis Economic Costs -Benefits Core Indicators **Main Indicators** Employment Effects Risks and sensitivity

Main Indicators

Social Discount rate (%):	<input type="text" value="12"/>
Economic Rate of Return (%):	<input type="text" value="15"/>
Economic Net Present Value (EUR):	<input type="text" value="50,000"/>
Benefit-Cost Ratio:	<input type="text" value="52"/>

Return to Display

Save Cancel

2. **Verify the basic information about the Major Project in the information pane at the top of the screen.**

The following fields are available:

- [Major Project CCI](#)
- [Title](#)
- [Comment](#)
- [Operational Programme CCI](#)
- [Fund](#)
- [Priority Axis](#)
- [Nature](#)

For a description of these fields, refer to section [General Major Project Data Fields](#) or click an individual field link in the list above.

3. **Verify the existing values in the fields and edit them if required.**

Note: The fields are empty, if you are working with a newly created Major Project. In that case, enter the required values.

For each entry, the following fields are available:

Field	Description
Social Discount Rate (%)	This field contains the Social Discount Rate of Return of the Major Project. Enter another value if required.
Economic Rate of Return (%)	This field contains the Economic Rate of Return of the Major Project. Enter another value if required.
Economic Net Present Value (EUR)	This field contains the Economic Net Present Value of the Major Project, expressed in euro. Enter another value if required.
Benefit/Cost Ratio	This field contains the Benefit/Cost Ratio of the Major Project. Enter another value if required.

4. Update the *Save* button to save the new settings.

This concludes the procedure *Updating the subtab Main Indicators* from the tab *Cost/Benefit*.

You can now:

- [Update the subtab Cost/Benefit – Employment Effects](#) (next logical step)
- Update another tab or subtab on the Major Project Update screen. Refer to the [Action Overview](#) in the section *Updating Major Projects*.

4.5.15. Updating the subtab Cost/Benefits – Employment Effects

The subtab *Employment Effects* on the tab *Cost/Benefit* displays the expected positive consequences on the employment as a result of the Major Project implementation.

1. Browse to the subtab *Employment Effects* on the tab *Cost/Benefit* on the *Update Major Project* screen.

Refer to one of the following procedures for instructions:

- [Creating Major Projects](#)
- [Searching and displaying existing Major Projects](#)

The screen looks as follows:

User: #0052354 Mode: P/ Version: v2.3.13 Help Home Logout

SFC 2007 System for Fund management in the European Community 2007-2013 English (en) ▾

Programming > Major Project > Edit Costs - Benefits

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Major Project:

CCI: 2007PT163PR001 **Version:** 1 **Status:** Created **Modification Date:** 02/08/2007
Title: MP for Portugal
Operational Programme Title: OP for Portugal

General Undertaking Categorisation Timetable **Cost - Benefit** Environment Financial Tables Community Policies Authorities Documents In Charge

Analysis Economic Costs -Benefits Core Indicators Main Indicators **Employment Effects** Risks and sensitivity

Employment Effects

Number of Jobs directly Created:

During Implementation Phase: Average Duration (Months):
During Operational Phase: Average Duration (Months):

Number of Jobs indirectly Created: Productive Investment Major Projects only

During Implementation Phase: Average Duration (Months):
During Operational Phase: Average Duration (Months):

Number of Jobs (full time equivalent) that would be lost if the investment is not realised:

What impact is the project expected to have on employment in other regions of the Community?: Positive Neutral Negative Impact

2. Verify the basic information about the Major Project in the information pane at the top of the screen.

The following fields are available:

- [Major Project CCI](#)
- [Title](#)
- [Comment](#)
- [Operational Programme CCI](#)
- [Fund](#)
- [Priority Axis](#)
- [Nature](#)

For a description of these fields, refer to section [General Major Project Data Fields](#) or click an individual field link in the list above.

3. Verify (and update if required) the values for the jobs created directly.

The following fields are available:

Field	Description
Number of jobs during the implementation phase	This field contains the number of jobs estimated to be created directly during the implementation phase of the project.
Average duration of these jobs (months)	This field contains the estimated average duration of these jobs.
Number of jobs during the Operational phase	This field contains the number of jobs estimated to be created directly during the operational phase of the project.
Average duration of these jobs (months)	This field contains the estimated average duration of these jobs.

4. Verify (and update if required) the values for the jobs created indirectly (Productive Investment Major Projects only).

The following fields are available:

Field	Description
Number of jobs during the implementation phase	This field contains the number of jobs estimated to be created indirectly during the implementation phase of the project.
Average duration of these jobs (months)	This field contains the estimated average duration of these jobs.
Number of jobs during the Operational phase	This field contains the number of jobs estimated to be created indirectly during the operational phase of the project.
Average duration of these jobs (months)	This field contains the estimated average duration of these jobs.

5. Verify (and update) the number of jobs that would be lost if the investment is not realized (Productive Investment Major Projects only).

6. Verify (and update) the answer to the following question (Productive Investment Major Projects only)

What impact is the project expected to have on employment in other regions of the Community?

There are three possibilities:

- Positive
- Neutral
- Negative

7. Update the values as required and click the *Save* button.

This concludes the procedure *Updating the subtab Employment Effects* from the tab *Cost/Benefit*.

You can now:

- [Update the subtab Cost/Benefit – Risks and Sensitivity](#) (next logical step)
- Update another tab or subtab on the Major Project Update screen. Refer to the [Action Overview](#) in the section *Updating Major Projects*.

4.5.16. Updating the subtab Cost/Benefit – Risks and Sensitivity

The subtab *Risks and Sensitivity* on the tab *Cost/Benefit* displays a short description of the methodology and summary results related to the risks and sensitivity of the project.

1. Browse to the subtab *Risks and Sensitivity* on the tab *Cost/Benefit* on the *Update Major Project* screen.

Refer to one of the following procedures for instructions:

- [Creating Major Projects](#)
- [Searching and displaying existing Major Projects](#)

The screen looks as follows:

User: #0052354 Mode: P/ Version: v2.3.13 [Help](#) [Home](#) [Logout](#)

SFC 2007 **System for Fund management in the European Community 2007-2013** English (en) ▼

Programming > Major Project > Edit Costs - Benefits

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Major Project

CCI: 2007PT161PR002 **Version:** 1 **Status:** Created **Modification Date:** 03/08/2007
Title: Second MP for Portugal
Operational Programme Title: OP for Portugal

General Categorisation Timetable **Cost - Benefit** Environment Financial Tables Community Policies Authorities Documents In Charge

Analysis Economic Costs -Benefits Core Indicators Main Indicators Employment Effects **Risks and sensitivity**

Risks and sensitivity

Which variables were identified as critical variables?:

The critical values have been identified as follows:

- increased employment
- respect for the environment

[Return to Display](#)

2. Verify the basic information about the Major Project in the information pane at the top of the screen.

The following fields are available:

- [Major Project CCI](#)
- [Title](#)
- [Comment](#)
- [Operational Programme CCI](#)
- [Fund](#)
- [Priority Axis](#)
- [Nature](#)

For a description of these fields, refer to section [General Major Project Data Fields](#) or click an individual field link in the list above.

3. Verify (and update if required) the description available in the text field.

You can enter up to 2000 characters in this field.

4. Click the *Save* button.

This concludes the procedure *Updating the subtab Risk and Sensitivity* from the tab *Cost/Benefit*.

You can now:

- [Update the tab Environment](#) (next logical step)
- Update another tab or subtab on the Major Project Update screen. Refer to the [Action Overview](#) in the section *Updating Major Projects*.

4.5.17. Updating the tab Environment

The tab *Environment* details expected environmental consequences of the Major Project, as well as measures to limit these consequences.

1. Browse to the subtab *Environment* on the *Update Major Project* screen.

Refer to one of the following procedures for instructions:

- [Creating Major Projects](#)
- [Searching and displaying existing Major Projects](#)

The screen looks as follows:

2. Verify the basic information about the Major Project in the information pane at the top of the screen.

The following fields are available:

- [Major Project CCI](#)
- [Title](#)
- [Comment](#)
- [Operational Programme CCI](#)
- [Fund](#)
- [Priority Axis](#)
- [Nature](#)

For a description of these fields, refer to section [General Major Project Data Fields](#) or click an individual field link in the list above.

3. Verify (and update if required) the settings.

The following elements are available:

Element	Description
Option list: The project is a class of development covered by	Application of the Council Directive 85/337/EEC on environmental impact assessment (EIA) There are three possibilities: <ul style="list-style-type: none"> • Annex I of the Directive • Annex II of the Directive • Neither of the two annexes

Element	Description
Environmental Impact Analysis performed (Annex II projects)	Select this check box, if the EIA has been performed. Clear it, if this is not the case.
Negative effects on sites (to be) included the NATURA 2000 network?	Select this checkbox, if negative environmental effects are to be expected.
% of total cost dedicated to reduce or compensate the negative environmental effects?	This field contains the percentage of the total project cost dedicated to reduce or compensate the negative environmental effects. Update the value if required.

4. Click the *Save* button.

This concludes the procedure *Updating the tab Environment* from the tab *Cost/Benefit*.
You can now:

- [Update the tab Financial Tables](#) (next logical step)
- Update another tab or subtab on the Major Project Update screen. Refer to the [Action Overview](#) in the section *Updating Major Projects*.

4.5.18. Updating the tab Financial Tables

The tab *Financial Tables* provides financial details about the Major Project.

1. Browse to the tab *Financial Tables* on the *Update Major Project* screen.

Refer to one of the following procedures for instructions:

- [Creating Major Projects](#)
- [Searching and displaying existing Major Projects](#)

The screen looks as follows:

User: #0052354 / Role: #7 / Version: v2.3.13 Help Home Logout

SFC 2007 System for Fund management in the European Community 2007-2013 English (en)

Programming > Major Project > Edit Financial Tables

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Major Project

CCI: 2007PT161PR002 **Version:** 1 **Status:** Created **Modification Date:** 03/08/2007
Title: Second MP for Portugal
Operational Programme Title: OP for Portugal

General Categorisation Timetable Cost - Benefit Environment **Financial Tables** Community Policies Authorities Documents In Charge

Financing Plan

1. Total Eligible Costs: * Infrastructure Investment Major Projects only
2. Funding Gap Rate:
3. Decision Amount (1 * 2): *
4. Co-financing Rate of Priority Axis:
5. Community Contribution (Euro) (3 * 4): *

Co-financing sources

	Community	National Public	National Private	Other	Total	Rate	EIB / EIF loans
ERDF	17,000	<input type="text" value="20,000"/>	<input type="text" value="50,000"/>	<input type="text" value="20,000"/>	107,000	85.00%	<input type="text" value="15,000"/>

Annual Plan

	2007	2008	2009	2010	2011	2012	2013
ERDF	<input type="text" value="2,500"/>	<input type="text" value="2,500"/>	<input type="text" value="2,500"/>	<input type="text" value="2,500"/>	<input type="text" value="2,500"/>	<input type="text" value="2,500"/>	<input type="text" value="2,000"/>

Save Cancel

[Return to Display](#)

2. Verify the basic information about the Major Project in the information pane at the top of the screen.

The following fields are available:

- [Major Project CCI](#)
- [Title](#)
- [Comment](#)
- [Operational Programme CCI](#)
- [Fund](#)
- [Priority Axis](#)
- [Nature](#)

For a description of these fields, refer to section [General Major Project Data Fields](#) or click an individual field link in the list above.

3. Verify (and update if required) the settings in the *Financial Plan* section.

The following fields are available:

Field	Description
Total Eligible Cost (Infrastructure Investment Major Projects only)	This field contains the total eligible cost amount, expressed in euro. You can update the value if required.

Field	Description
Funding Gap Rate (Infrastructure Investment Major Projects only)	This read-only field is calculated automatically by the system, when you click the Save button. The following formula is used: Funding Gap Rate = (Decision Amount / Total Eligible Cost) X 100
Decision Amount	This field contains the decision amount for this Major Project, expressed in euro. You can update the value if required.
Co-Financing Rate of Priority Axis	This read-only field is calculated automatically by the system, when you click the Save button. The following formula is used: Priority Co-Financing Rate = (Community Contribution / Decision Amount) X 100
Community Contribution	This field contains the decision amount for this Major Project, expressed in euro. You can update the value if required.

4. Update the settings in the *Financial Plan* section as required and click the *Save* button.
5. Verify (and update if required) the settings in the *Co-Financing Sources* section.

The following fields are available for all participating Funds (in practice always ERDF):

Field	Description
Community	This read-only field contains the Community Contribution amount in euro. If you want to change this amount, you must do this in the Community Contribution field in the Financial Plan section.
National Public	This field contains the amount invested by the national authorities in addition to the Community contribution. Update the value if required.
Nation Private	This field contains the amount invested by the private sector in addition to the Community and national public contributions. Update the value if required.
Other	This field contains the amount invested by other co-financing sources in addition to the Community and national public and national private contributions. Update the value if required.
Total	This read-only field is calculated automatically by the system, when you click the Save button. The following formula is used: Total = Community + National Public + National Private + Other
Rate	This read-only field is calculated automatically by the system, when you click the Save button. The following formula is used: Rate = (Community / National Public) X 100

6. Update the settings in the *Co-Financing* section as required and click the *Save* button.

7. Verify (and update if required) the settings in the *Annual Plan* section.

A field containing an amount in Euro is available for each year in the Eligibility period and for each participating Fund.

8. Update the Annual Amounts if required and click the *Save* button.

This concludes the procedure *Updating the tab Financial Tables* on the *Update Major Project* screen.

You can now:

- [Update the tab Community Policies](#) (next logical step)
- Update another tab or subtab on the Major Project Update screen. Refer to the [Action Overview](#) in the section Updating Major Projects.

4.5.19. Updating the tab Community Policies

The tab *Community Policies* allows indicating the Project's compatibility with Community Policies and Law.

1. Browse to the tab *Community Policies* on the tab on the *Update Major Project* screen.

Refer to one of the following procedures for instructions:

- [Creating Major Projects](#)
- [Searching and displaying existing Major Projects](#)

The screen looks as follows:

The screenshot displays the 'System for Fund management in the European Community 2007-2013' interface. The main navigation bar includes 'Strategic Planning', 'Programming', 'Monitoring', 'Execution', 'Audit', 'Evaluation', 'Closure', 'Documentation', 'Reports', and 'Utilities'. The 'Major Project' information pane shows CCI: 2007PT168PRO01, Title: MP for Portugal, and Operational Programme Title: OP for Portugal. The 'Community Policies' tab is active, showing the 'Compatibility with Community Policies and Law' section. This section contains three checkboxes: 'An application has been made for assistance for loan or equity support from EIB/EIF for this project' (unchecked), 'The project is subject to a legal procedure for compliance with the Community legislation' (checked), and 'JASPERS technical assistance contributed to a part of the preparation of this project' (checked). A fourth checkbox, 'The benefiting undertaking has previously been, or is currently, the subject of a procedure to recover EU assistance following the transfer of a productive activity within a member State or towards another Member State', is highlighted with a red box and a yellow label 'Productive Investment Major Projects only'. The 'Save' and 'Cancel' buttons are located at the bottom right of the form.

2. Verify the basic information about the Major Project in the information pane at the top of the screen.

The following fields are available:

- [Major Project CCI](#)
- [Title](#)

- [Comment](#)
- [Operational Programme CCI](#)
- [Fund](#)
- [Priority Axis](#)
- [Nature](#)

For a description of these fields, refer to section [General Major Project Data Fields](#) or click an individual field link in the list above.

3. Verify (and update if required) the status of the available options by clicking the matching check.

The following options are available:

- for this project
- The project is subject to a legal procedure for compliance with the Community legislation
- JASPERS technical assistance contributed to a part of the preparation of this project
- The benefiting undertaking has previously been, or is currently, the subject of a procedure to recovery EU assistance following the transfer of a productive activity within a member State or toward another Member State. (Productive Investment Major Project only)

4. Click the *Save* button.

This concludes the procedure *Updating the tab Community Policies* on the *Update Major Project* screen.

You can now:

- Update the tabs common to all SFC2007 Objects: *Authorities, Documents* and *Officials in Charge*. Refer to the [SFC2007 Introduction guide](#) for a detailed description.
- Update another tab or subtab on the Major Project Update screen. Refer to the [Action Overview](#) in the section *Updating Major Projects*.
- [Validate the Major Project](#)

4.6. Validating Major Projects

When you validate a Major Project, the system will check the validity and completeness of the information related to a version of the Major Project. Refer to [Appendix C](#) for a detailed list of the validation rules. You will logically perform a validation of your Major Project AFTER having [created](#) and [updated](#) it and BEFORE [sending](#) it to the European Commission for approval.

Validating a Major Project is only possible, if it has the status *Created* or *Returned* (by the Commission).

Follow the procedure detailed in this section to validate a Major Project.

1. Search the Major Project to be validated.

Refer to [Searching and displaying existing Major Projects](#) for a detailed description.

2. Once you have accessed the Major Project Display Screen, click the *Validate* link.

User: #0052354 Mode: P/ Version: v2.3.15 [Help](#) [Home](#) [Logout](#)

 **System for Fund management in the European Community 2007-2013** English (en)

Programming > Major Projects > Display Major Projects

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

[return to list](#) [Delete](#) [Validate](#) [Print](#) [Print All](#) [Click](#)

General

Title: Second MP for Portugal
 CCI: 2007PT161PR002
 Version: 1
 Status: Created
 Operational Programme CCI: 2007PT161PO001
 Fund: European Regional Development Fund
 Priority Axis: Priority 1
 Nature: Infrastructure Investment
 Comment: Infrastructure investment comment
[Edit](#)

The validation results are displayed:

User: #0052354 Mode: P/ Version: v2.3.15 [Help](#) [Home](#) [Logout](#)

 **System for Fund management in the European Community 2007-2013** English (en)

Execution > Annual Payment Application Forecast > Validate Payment Application Forecasts

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Major Project

CCI: 2007PT161PR002 **Version:** 1 **Status:** Created **Modification Date:** 06/08/2007
Title: Second MP for Portugal
Operational Programme Title: OP for Portugal

Validation Results

Date	Severity	Message
07/08/2007	Error	Categorisation is not specified for the full 100% (TER).
07/08/2007	Error	The total cost for this Major Project Infrastructure Investment should exceed 25 million Euro.
07/08/2007	Warning	The major project doesn't exist in the list of indicative Major Projects under the Operational Programme.
07/08/2007	Warning	The Funding Gap Rate in the FinancingPlan is different from the Funding Gap Rate in the FinancingAnalysisParameters (62.500000000000000000, 55.294117647058823529).
07/08/2007	Info	Object could not be validated. Please correct errors.

[Return to Display](#)

The table lists messages in three severity levels:

- **Error:** Errors are blocking shortcomings to the Major Project. The Major Project will not get the **Validated** status and you will not be able to send it to the European Commission, as long as errors persist.
- **Warning:** Warnings are non-blocking shortcomings to the Major Project. The Major Project will get the **Validated** status and you will be able to send the Major Project to the European Commission, while warnings persist.
- **Info:** Informational messages provide a conclusion of the Error and Warning messages, such as the info message in the screen above:
Object could not be validated. Please correct errors.

3. Analyse the Validation results and correct the errors (and/or warnings).

Refer to the procedures in the chapter [Updating Major Projects](#).

4. Once you think that you have corrected all errors (mandatory) and warnings (advised), try validating the Major Project again.

5. Repeat the steps above, until all errors (and if possible all warnings) have been eliminated.

The Validation report will look as follows:

User: #0052354 Node: 07 Version: v2.3.15 Help Home Logout

SFC 2007 System for Fund management in the European Community 2007-2013
 Programming > Major Projects > Display Major Projects English (en)

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

return to list Delete Send Print Print All

General

Title: Second MP Portugal
 CCI: 2007PT161PR005
 Version: 1
 Status: Validated Status has been updated
 Operational Programme CCI: 2007PT161PO003
 Fund: European Regional Development Fund
 Priority Axis: Priority 1
 Nature: Infrastructure Investment
 Comment: comment
[Edit](#)

Latest Validation Results

Date	Severity	Message
07/08/2007	Warning	The major project doesn't exist in the list of indicative Major Projects under the Operational Programme.
07/08/2007	Warning	The Funding Gap Rate in the FinancingPlan is different from the Funding Gap Rate in the FinancingAnalysisParameters (62.500000000000000000, 52.941176470588235294).
07/08/2007	Info	Object has been validated.

No errors persist

6. You can now send the Major Project to the European Commission for approval.

Refer to [Sending Major Projects to the European Commission](#).

4.7. Sending Major Projects to the European Commission

Note: For countries with a sub-node hierarchy, the Major Project has to be sent from the sub-node to the higher node(s) as only the higher node is able to send the Major Project to the Commission.

Once you have validated a Major Project, you can send it to the European Commission for approval. Sending a Major Project to the Commission is only possible if it has the status *Validated*.

Follow the procedure detailed in this section to send a Major Project to the European Commission.

1. Search the Major Project you want to send to the European Commission.

Refer to [Searching and displaying existing Major Projects](#) for a detailed description.

2. Once you have accessed the Major Project Display screen, click the *Send* link, as indicated below:

User: #0052354 Node: 07 Version: v2.3.15 Help Home Logout

SFC 2007 System for Fund management in the European Community 2007-2013
 Programming > Major Projects > Display Major Projects English (en)

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

return to list Delete Send Print Print All Click

General

Title: Second MP Portugal
 CCI: 2007PT161PR005
 Version: 1
 Status: Validated
 Operational Programme CCI: 2007PT161PO003
 Fund: European Regional Development Fund
 Priority Axis: Priority 1
 Nature: Infrastructure Investment
 Comment: comment
[Edit](#)

The following screen is displayed:



The Snapshot report is generated. This snapshot shows the data that will be sent to the Commission, once you confirm the sending.

3. Click the link in the *Attachment* field to open the PDF snapshot report.

Refer to [Appendix D.1 Print Report](#).

4. Click the *Yes* button to confirm the sending.

Results:

- The Major Project is sent to the Commission.
- The European Commission is notified of this event by means of a standard e mail message.
- The Major Project Display screen is again displayed. The status of the Major Project has been set to *Sent*. From now on, only the *Officials in charge* and the *Documents* sections (for non-integral documents) are available for editing. You are not able to modify the rest of the data.

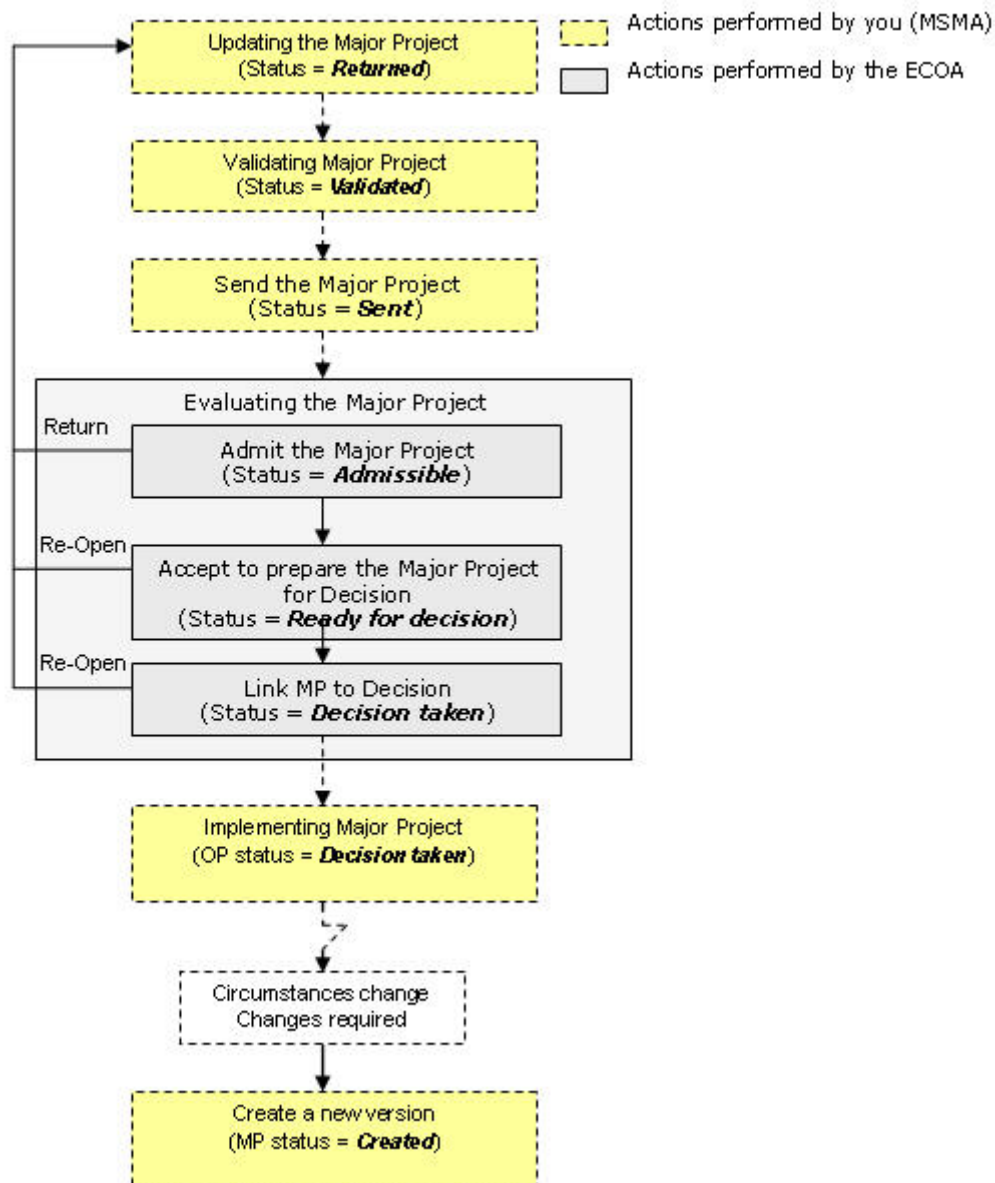
This concludes the procedure *Sending a Major Project to the European Commission*.

You will now have to wait until the European Commission evaluates your Major Project and notifies you of their decision.

The Commission procedures are not explained in detail in this manual. For a short description, refer to [Evaluating validated Major Projects \(by the Commission\)](#).

4.8. Evaluating validated Major Projects (by the Commission)

The European Commission Operating Agent (ECO) is responsible for evaluating the validated Major Project you sent to the Commission. The following diagram provides an overview of the evaluating actions.



Explanation:

- **Admitting the Major Project**

When you send your validated Major Project to the European Commission, the responsible ECOA is notified of this fact. The ECOA then determines if your Major Project can be admitted in its current form.

If your Major Project cannot be admitted in its current form, the ECOA returns it to you for correction. Refer to the procedure [Correcting returned Major Projects](#) for detailed instructions.

If your Major Project can be admitted, the ECOA admits the Major Project and sets its status to *Admissible*. You can verify the evolution in the Major Project Display:

User: #0052354 Mode: P/ Version: v2.3.15 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Programming > Major Projects > Display Major Projects

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

return to list Print Print All The available links do not allow any update or status change

General

Title: Second MP Portugal
 CCI: 2007PT161PR005
 Version: 1
 Status: Admissible
 Operational Programme CCI: 2007PT161PO003
 Fund: European Regional Development Fund
 Priority Axis: Priority 1
 Nature: Infrastructure Investment
 Comment: comment

Note that the available links do not allow you to update or change the Major Project in any way at this stage.

- **Accepting to prepare the Major Project for Decision**

After the ECOA admitted your Major Project, he determines if your Major Project can be prepared for Decision in its current form.

If your Major Project cannot be prepared for Decision in its current form, the ECOA re opens it and then returns it you for correction. Refer to the procedure [Correcting returned Major Projects for detailed instructions](#).

If your Major Project can be prepared for Decision, the ECOA accepts to prepare the Major Project for Decision and sets its status to **Ready for Decision**. You can verify the evolution in the Major Project Display:

User: #0052354 Mode: P/ Version: v2.3.15 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Programming > Major Projects > Display Major Projects

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

return to list Print Print All The available links do not allow any update or status change

General

Title: Second MP Portugal
 CCI: 2007PT161PR005
 Version: 1
 Status: Ready for Decision
 Operational Programme CCI: 2007PT161PO003
 Fund: European Regional Development Fund
 Priority Axis: Priority 1
 Nature: Infrastructure Investment
 Comment: comment

Note that the available links do not allow you to update or change the Major Project in any way at this stage.

- **Link the Major Project to a Commission Decision**

After the ECOA accepted your Major Project, he links the Major Project to a Commission Decision.

However, even at this stage, the ECOA can re open the Major Project and return it to you for correction if errors or missing information are detected. Refer to the procedure [Correcting returned Major Projects for detailed instructions](#).

If the Major Project can be linked to a Commission decision, the ECOA links the Major Project to the required Decision definition and sets the MP status to **Decision taken**. The officials listed in the Officials in Charge list will be notified by e-mail and can verify the evolution in the Major Project Display:

Once the Commission has linked a decision to your Major Project, you can start implementing it.

Note that you cannot modify the settings of a Commission-approved Major Project. The link *Create a new version* however allows you to create a new version of the Major Project, which might reflect changed circumstances occurred after a Decision has been taken. Refer to the procedure [Creating new versions of an approved Major Project](#).

4.9. Correcting returned Major Projects

If the responsible European Commission Operating Agent (EOCA) determines that a sent Major Project proposal cannot be admitted in its current form, he will return it to the Member State for correction.

The officials listed in the *Officials in Charge* list will be notified of this event via an e-mail message in the following format:

```

From: "sfc2007-info@ec.europa.eu" <sfc2007-info@ec.europa.eu>
To: msma@portugal.pt
Sent: Tuesday, June 26, 2007 1:19:39 PM
Subject: SFC2007 Event Notification
Object: Major Project 2007PT161PR005 Version 1
Event: Returned
By: Commission
To: Portugal
Next Action The Member State is expected to correct this Major
Project.
To review this Major Project version click here

```

Perform the following procedure to correct the Major Project:

- 1. Search the returned Major Project.**

Click the *here* link in the notification e-mail message above or refer to [Searching and displaying an existing Major Project](#).

- 2. In the Major Project Display screen, browse to the *Associated Documents* section:**

Title	Type	Language	Attachments	Document Date	Sent Date
Improving Long-Distance transportaion in Portugal	Major Project Proposal	Portuguese	1	01/08/2007	07/08/2007
prepareDocument - en	Snapshot of data before send	English	1	07/08/2007	07/08/2007
Acknowledgement_en.pdf	MP Sent Acknowledgement Document	English	1	07/08/2007	07/08/2007
Motivating a Major Project	Commission's Observations on Major Project Proposal	English	1	08/08/2007	08/08/2007

Click

If the ECOA attached a document to your Major Project proposal motivating his decision to return it to you for correction, this document will be listed in this section (probably on the last line).

3. Click the link in the Attachments column to open the document and follow the guidelines to correct the Major Project.
4. In Major Project Display screen, browse the *History* section as well:

Status	Comment	By Level	Date	Heap
Returned	not adequately motivated	Commission	08/08/2007 10:58	w0050139
Sent		Portugal	08/08/2007 10:22	w0052354
Validated		Portugal	08/08/2007 10:21	w0052354
Created		Portugal	07/08/2007 15:06	w0052354
Created		Portugal	07/08/2007 15:06	w0052354

5. Look for the line marking the return of your Major Project (probably the first line) and consult the *Comment* field.

In this field, the ECOA may have briefly explained why he returned your Major Project to you.

6. Perform the required changes to the Major Project.

Refer to the procedures in the section [Updating Major Projects](#).

7. Validate the revised Major Project.

Refer to the procedures in section [Validating Major Projects](#).

8. Send the revised and validated Major Project again to the Commission.

Refer to the procedures in section [Sending Major Projects to the European Commission](#).

You will now have to wait until the European Commission evaluates your revised Major Project and notifies you of their decision.

The Commission procedures are not explained in detail in this manual. For a short description, refer to [Evaluating submitted \(sent\) Major Projects \(by the Commission\)](#).

4.10. Creating new versions of an approved Major Project

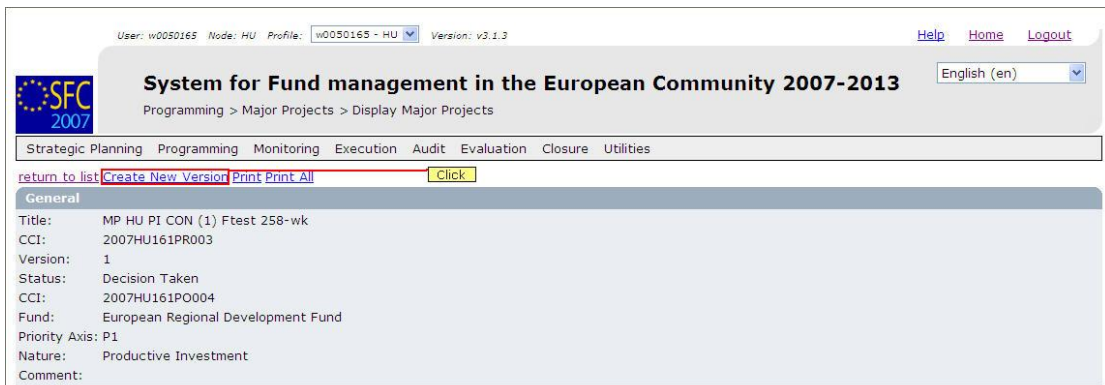
If you need to change the settings of an approved Major Project linked to a European Commission decision, you must create a new version of that Major Project.

Perform the following procedure to create a new version of a Major Project:

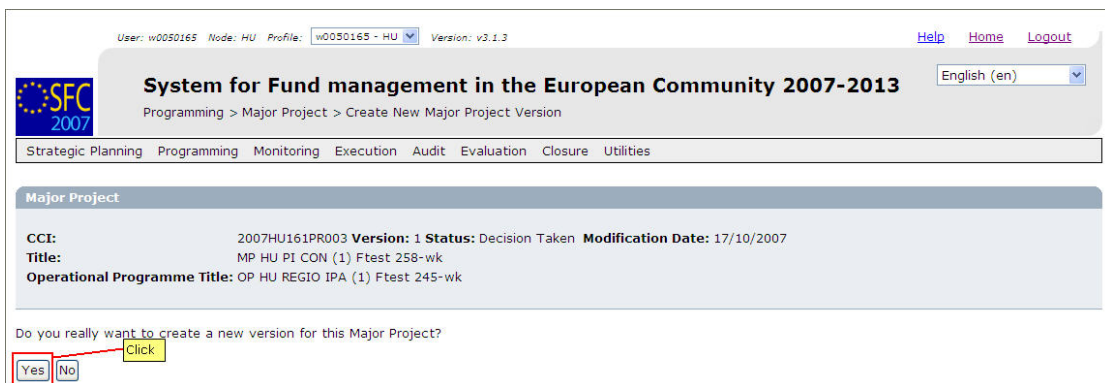
1. Search the Major Project for which you need to create a new version.

Refer to [Searching and displaying existing Major Projects](#).

2. In the Major Project Display screen, click the link *Create a new version*:

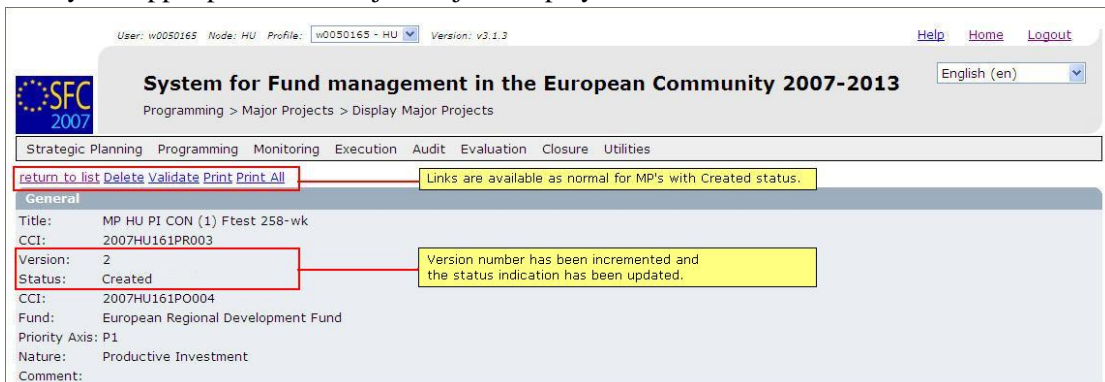


The following screen is displayed:



3. Click the Yes button.

Verify the upper part of the Major Project Display screen:



The values in the other sections are copied from the previous Major Project version.

4. Perform the required updates for the new Major Project version.

Refer to the procedures in the section [Updating Major Projects](#).

5. Validate the revised Major Project.

Refer to the procedures in the section [Validating Major Projects](#).

6. Send the revised and validated new version of Major Project to the Commission.

Refer to the procedures in the section [Sending Major Projects to the European Commission](#).

You will now have to wait until the European Commission evaluates your revised Operational Programme and notifies you of their decision. Refer to [Evaluating validated Major Projects \(by the Commission\)](#).

4.11. Major Project Data Fields

This section provides a detailed description of the data fields you can encounter when managing Major Projects. The fields are grouped in a table per section or tab.

The tables always have the same structure and contain the following information for each field:

- Field name
- Description
- Maximum Length (M.L.) expressed as a number of characters.
- If the maximum field length is pre-defined, the field contains a dash (-). This is the case check boxes, for fields containing a date or another fix-format entry (such as a CCI) and for fields for which a predefined value must be selected from a drop-down list.
- Status: M (Mandatory), O (Optional), C (Calculated by the system)

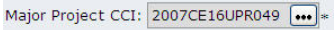
4.11.1. General Major Project Data Fields

The following table lists the data fields containing General Settings about the Major Project. You can find them on one or more of the following screens:

- The Major Project Search pane
- The List of Major Projects
- The Major Project Creation wizard
- The **Version** section of the Major Project Display screen
- The **General** tab of the Major Project Edit screen

Note: This does not mean that all listed fields appear on all screens.

For a description of the table structure, refer to the Table legend in section Major Project Data Fields

Field name	Description	M.L.	Status
Major Project CCI	<p>The Major Project CCI is to the Common Identification Code (CCI) assigned to the Major Project. It allows an unambiguous identification of the Major Project. For an explanation of the CCI structure, refer to the section Managing Common Identification Codes.</p> <p>When you are creating an Major Project or editing a first version of a Major Project, the field appears as follows:</p>  <p>Click the field to select another CCI from the List of allocated CCI dialog.</p> <p>If you are editing a higher version of an Major Project, you can no longer change the CCI.</p> <p>When you are searching an existing Major Project, you can enter (part of its) CCI in this field.</p>	-	M
Title	<p>This field contains a title for the Major Project. By default, this is the title associated with the Major Project CCI, which is copied into the Title field during the creation of the Major Project. It is however possible to edit this default.</p>	255	M

Field name	Description	M.L.	Status
Version	This field contains the number of this version of the Major Project. It is a numeric value that is automatically incremented by 1, each time a new version of the Major Programme is created.		M
Operational Programme CCI	The Operational Programme CCI is to the Common Identification Code (CCI) of the OP which the MP is linked to. When you are creating a Major Project, you can click this field to select the required OP CCI from a separate dialog. When you are editing an existing Major Project, you cannot change this setting. If the selected OP is not correct, you have to delete this Major Project and recreate a new one.		M
Priority (Axis)	This field contains the Priority Axis defined for the Operational Programme and linked to the Major Project. When you are creating a Major Project, you can select the required Priority from a drop-down list. The drop-down list contains the Priority Axes defined for the Operational Programme to which the Major Project is linked. When you are editing an existing Major Project, this is a read-only field displaying the description of the Priority Axis selected for this Major Project. You cannot change this setting.	-	M
Nature	Each Major Project belongs to a one of the two natures (or types): <ul style="list-style-type: none"> • Infrastructure Investment • Productive investment This field indicates the type for the Major Project. When creating or searching a Major Project, you select the nature by selecting the required option button. When you are editing an existing Major Project, you cannot change this setting.	-	M
Comment	This field contains the comment assigned to the Major Project definition. You can create or edit the value in this field.	2000	O
Fund	This field contains the name of the Fund participating in the Priority linked to the Major Project.	-	C

Field name	Description	M.L.	Status
Status	<p>This field contains the current state of the Major Project. The following status indications apply:</p> <ul style="list-style-type: none"> • Created • Validated • Sent • Admissible • Ready for decision • Decision taken • Returned <p>When you are searching for an existing Major Project, you can select its status indication from the drop-down list.</p>	-	C
Decision	<p>This field contains the number of the Commission decision linked to the Major Project. If the Commission did not yet take a Decision, the field is empty. If the Decision is displayed as a link, you can click it to access the Decision Display screen.</p> <p>When you are searching an existing Major Project, you can enter (a part of) the Commission Decision code assigned to the Major Project in this field.</p>	-	O
Previous Node	<p>This field contains the name of the Node where the Major Project resided, before it was transferred to the current node.</p> <p>When you are searching an existing Major Project, you can select the required Node from the drop-down list.</p>	-	C
Current Node	<p>This field contains the name of the Node where the Major Project currently resides.</p> <p>When you are searching an existing Major Project, you can select the required Node from the drop-down list.</p>	-	C

5. MANAGING MANAGEMENT AND CONTROL SYSTEM DOSSIERS

5.1. Introduction to the Member State Management and Control Systems

The Management and Control Systems are set up by the Member State for one or more Operational Programmes. It provides the following elements:

- the definition of the functions of the bodies concerned in management and control and the allocation of functions within each body
- compliance with the principle of separation of functions between and within such bodies;
- procedures for ensuring the correctness and regularity of expenditure declared under the Operational Programme;
- reliable accounting, monitoring and financial reporting systems in computerized form;
- a system of reporting and monitoring where the responsible body entrusts the execution of tasks to another body;
- arrangements for auditing the functioning of the systems;
- systems and procedures to ensure an adequate audit trail;
- reporting and monitoring procedures for irregularities and for the recovery of amounts unduly paid.

(Article 58 of the Council Regulation (EC) No 1083/2006)

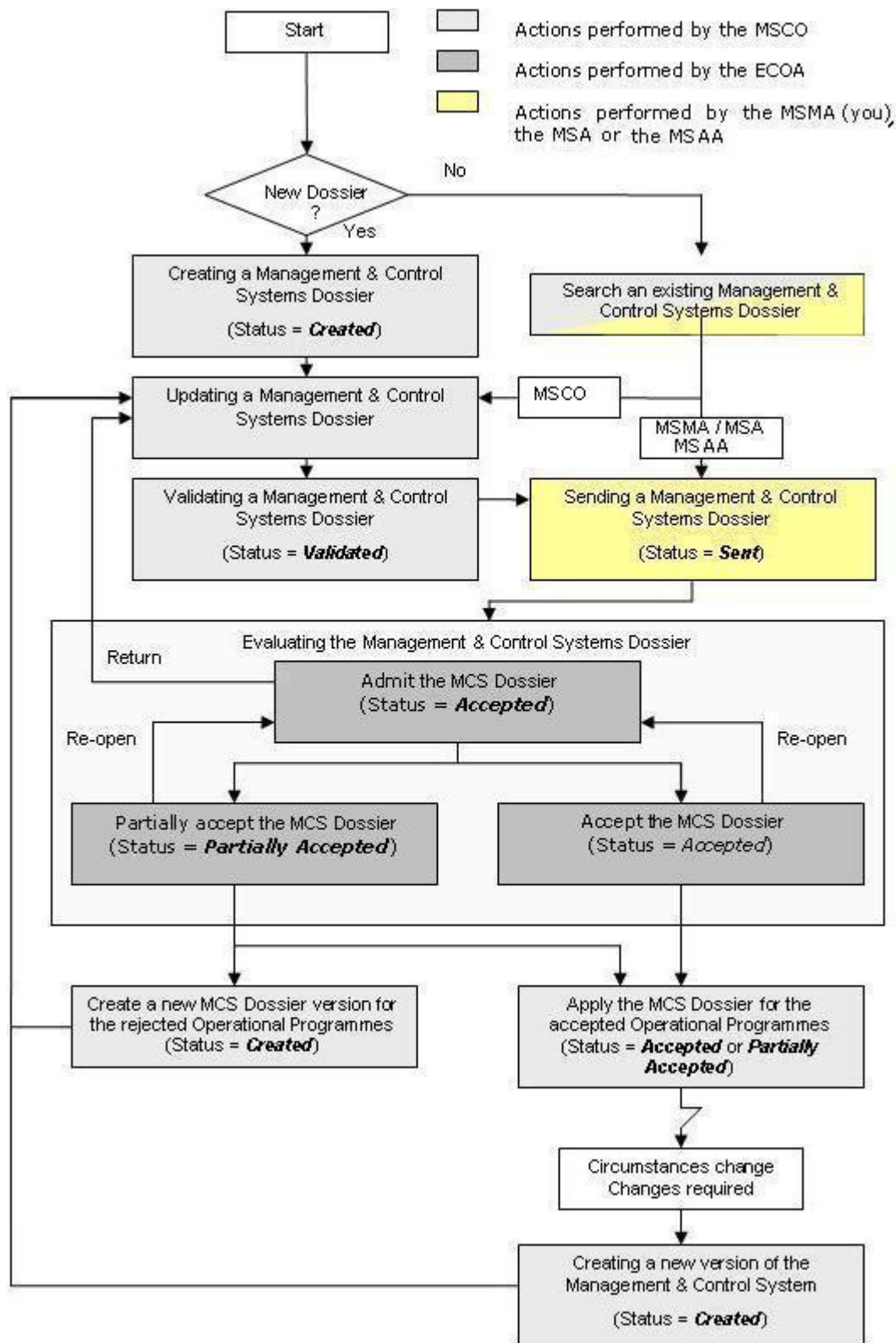
A Management and Control System Dossier must be submitted before the submission of the first interim application for payment or at the latest within twelve months of the approval of each operational programme. Refer to Article 71.1 of the Council Regulation (EC) No 1083/2006 for details.

Note: If the Member state does not submit a required Management and Control System Dossier within the defined delays, the European Commission will register a ***Management and Control System Non-Reception Letter*** in SFC2007. This Non-Reception Letter can then be consulted by the Member State. Refer to [Consulting a Management and Control Systems Dossier Non-Reception letter](#).

5.2. Workflow Overview

Managing a Management and Control Systems Dossier involves going through a workflow consisting of several procedures. Some procedures are performed by you, the Member State Management Authority (MSMA), while some procedures are performed by the Member State Compliance Assessment Authority (MSCO), Member State Authority (MSA), Member State Audit Authority (MSAA) or the European Commission Operating Agent (ECO A).

An overview of this workflow is displayed below:



The action you perform is displayed as yellow box. Refer to the section [Sending a validated MCS Dossier to the European Commission \(by the MSMA or MSA\)](#).

The actions performed by the Member State Compliance Assessment Authority (MSCO) are displayed in light gray boxes. Refer to the section [Creating, editing and validating MCS](#)

[Dossiers for a short description](#). A full description of these procedures can be found in the SFC2007 manual dedicated to the [Member State Compliance Assessment Authority](#).

The actions performed by the European Commission Operating Agent (ECO) are represented as dark gray boxes. Refer to the section [Evaluating a submitted \(sent\) MCS Dossier for a short description](#).

5.3. Creating, editing and validating Management and Control System Dossiers

The Member State Compliance Assessment Authority (MSCO) is responsible for creating, editing and validating Management and Control Systems Dossiers.

The **creation** of a new MCS Dossier is performed by means of a Creation Wizard. This Wizard is composed of three phases:

- Definition of General Details, such as the Title and Comments
- Selection of the Operational Programmes covered by the MCS Dossier and indication of there are reservations or not
- Definition of Reservations on the Priority Level or not

During the **update** of an existing MCS Dossier, the values set during creation can be changed. Furthermore, the Assessment Results and Officials in Charge can be defined and Documents and Attachments can be linked.

Once the Member State Compliance Assessment Authority deems that the MCS Dossier definition is complete, he **validates** the Dossier. When this action is successful, the status of the MCS Dossier is set to **Validated** and the Dossier is ready to be sent to the European Commission for acceptance.

The action of **sending** the MCS Dossier to the European Commission is the responsibility of the Member State Managing Authority (MSMA, you) or the Member State Authority (MSA). In order to perform this action, you have to [search the validated MCS Dossier and send it to the Commission](#). Refer to this section for a detailed description.

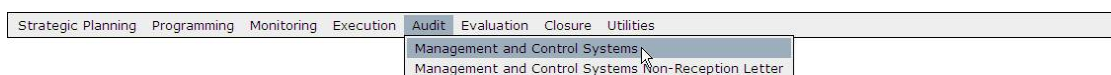
5.4. Searching and sending a validated Management and Control Systems Dossier

You typically search a validated Management and Control Systems Dossier, if you need to display its settings or send it to the European Commission for acceptance.

Note:

Next to the Member State Managing Authority (MSMA), both the Member State Authority (MSA) and the Member State Audit Authority (MSAA) can send a validated Management and Control Systems Dossier to the European Commission.

1. **On the SFC2007 initial screen, select the option Management and Control Systems from the Audit drop down menu:**



The following screen is displayed:

User: #005235# Node: #1 Version: v2.5.12 Help Home Logout

System for Fund management in the European Community 2007-2013
 Audit > Management and Control Systems > List Management and Control Systems Dossiers

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Search

Show? Show?

Title: Status:

Version: Previous Node:

Cci: Current Node:

Search Clear

List of Member State Management and Control Systems Dossiers

1 results found, displaying 1 to 1 | Page(s): 1 | Items(s) per page: 12 | Show all

Title	Version	Status	Previous Node	Current Node	Last Modified
Management & Control system for PT	1	Created	Portugal	Portugal	12/11/2007

[Create a new Member State Management and Control Systems Dossier](#)

This screen contains the following standard elements:

- **Search pane:** This pane allows defining search criteria for finding existing Management and Control Systems Dossiers.
- **List of existing Management and Control Systems Dossiers:** This pane lists default information for existing MCS Dossiers.
- **Create a new Management and Control Systems Dossier** link

A detailed description of the standard User Interface elements is provided in the [SFC2007 Introduction guide](#).

2. Define search criteria in the Search pane, if you do not immediately find the required MCS Dossier.

The following search fields are available:

- [Title](#)
- [Version](#)
- [CCI](#)
- [Status:](#) It will be useful to select the *Validated* status from the drop-down list.
- [Previous Node](#)
- [Current Node](#)

For a description of these fields, refer to sections [General MCS Dossier Data fields](#) and [Programmes Covered Data Fields](#), or click an individual field link in the list above.

3. Click the Search button.

The Management and Control Systems Dossiers matching your search criteria are displayed in the **List of Management and Control Systems Dossiers:**

User: #0052394 Node: PT Version: v2.5.12 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Audit > Management and Control Systems > List Management and Control Systems Dossiers

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Search

Title: Management% Show? Status: Previous Node: PT - Portugal Show?
 Version: Select Current Node: Search Clear
 Click

List of Member State Management and Control Systems Dossiers

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 12 Show All

Title	Version	Status	Previous Node	Current Node	Last Modified
Management & Control Systems Dossier for PT Create a new Member State Management and Control Systems Dossier	1	Created	Portugal	Portugal	13/11/2007

Click

4. Click the link in the *Title* column matching the Management and Control Systems Dossier you want to display.

The details for the selected Management and Control Systems Dossier are shown on its *Display* screen. A detailed description of this screen can be found in the [Member State Compliance Assessment Authority Manual](#).

5. Select the *Send* link at the top of the *Display* screen.

User: #0052394 Node: PT Version: v2.5.12 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Audit > Management and Control Systems > Display Management and Control Systems Dossier

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

[return to list](#) [Delete](#) [Cancel](#) [Send](#) [Print](#) [Print All](#) Click

General Details

Title: Management & Control Systems Dossier for PT
Version: 1 **Status:** Validated **Date:** 14/11/2007
Comment: Title comment
[Edit](#)

Programmes Covered

Operational Programme CCI	Title	Opinion	Accept	Not Accepted Reason
2007CB162GG847	Gobal Grant REGIO [Country] (Automated Testing [CCI-1-2.4-BR])	No Reserve	<input type="checkbox"/>	
2007PT161PO001	OP for Portugal	with Reserve	<input type="checkbox"/>	

[Edit](#)

The following dialog is displayed:

User: #0052354 Mode: P7 Version: v2.3.15 [Help](#) [Home](#) [Logout](#)

SFC 2007 System for Fund management in the European Community 2007-2013 English (en) ▼

Programming > Major Project > Send Major Project

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Major Project

CCI: 2007PT161PR005 **Version:** 1 **Status:** Validated **Modification Date:** 07/08/2007
Title: Second MP Portugal
Operational Programme Title: OP for MP

Documents

1 results found, displaying 1 to 1 [Page\(s\): 1](#) Items(s) per page: 12 [Show all](#)

Title	Type	Language	Attachments	Document Date	Sent Date
prepareDocument - en	Snapshot of data before send	English	1	07/08/2007	

Do you really want to send this Major Project Version? [Click](#)

[Click](#)

6. Click the *Yes* button to confirm the action.

The following screen is displayed:

User: #0052354 Mode: P7 Version: v2.4.5 [Help](#) [Home](#) [Logout](#)

SFC 2007 System for Fund management in the European Community 2007-2013 English (en) ▼

Audit > Management and Control Systems > Display Management and Control Systems Dossier

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

[return to list](#) [Print](#) [Print All](#)

General Details

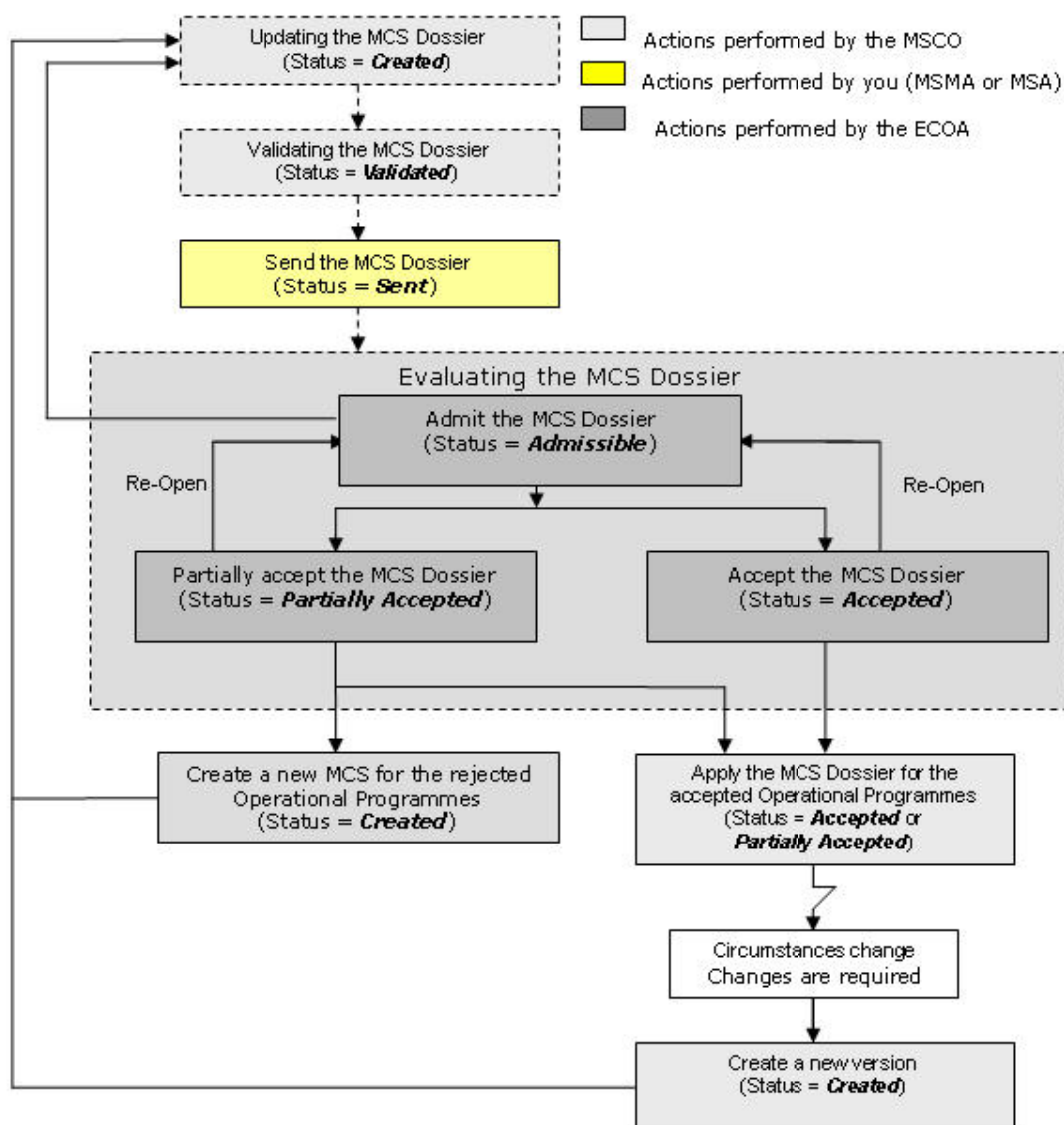
Title: Management and Control Systems Dossier for Portugal
Version: 1 **Status:** Sent **Date:** 22/11/2007
Comment: creation comments

(Truncated)

This completes the procedure *Searching and Sending a MCS Dossier to the Commission*. The European Commission Operating Agent now has to evaluate the Dossier. Refer to the section [Evaluating a Submitted \(sent\) MCS Dossier \(by the ECOA\)](#) for an overview of the steps.

5.5. Evaluating submitted (sent) MCS Dossiers (by the ECOA)

The European Commission Operating Agent (ECO) is responsible for evaluating the MCS Dossiers sent to the Commission by the Member State Managing Authority (MSMA). The following diagram provides an overview of the evaluating actions.



Explanation:

- **Admitting the MCS Dossier**

Once you sent a validated MCS Dossier to the European Commission, the responsible ECOA is notified of this fact. The ECOA then determines if it can be admitted in its current form.

If the MCS Dossier cannot be admitted in its current form, the ECOA returns it to the MSCO for correction.

If the MCS Dossier can be admitted, the ECOA sets its status to Admissible. You can verify the evolution in the MCS Dossier Display Screen:

Note that that the available links do not allow you to update or change the MCS Dossier in any way at this stage.

- **Accepting the MCS Dossier**

After the ECOA admitted your MCS Dossier, he determines if it can be accepted.

There are three possibilities:

- The ECOA **does not accept** the MCS Dossier. He will return it to the MSCO for correction.
- The ECOA **completely accepts** the MCS Dossier, meaning that he accepts it for all Operational Programmes it covers. As a result, the status is set to *Accepted*.
The *Accepted* status is final: once an MCS Dossier has reached this status, its settings cannot be changed anymore. If they need updating because of changed circumstances, the MSCO must create a new version of the MCS Dossier and edit the settings in that new version.
- The ECOA **partially accepts** the MCS Dossier. This is only possible, if the MCS Dossier covers more than one Operational Programme. In such a case, the ECOA can accept the MCS Dossier for some but not all covered Operational Programmes. The ECOA indicates for which covered Operational Programmes he accepts the MCS Dossier, and he also provides the reason for rejection for each rejected Operational Programme. As a result, the MCS Dossier status is set to *Partially Accepted*.
The *Partially Accepted* status is final: once an MCS Dossier has reached this status, its settings cannot be changed anymore. The MSCO must create a new version of the MCS Dossier and edit the settings in that new version, in order to remove the shortcomings for the rejected Operational Programmes.

5.6. Management and Control System Dossier Data Fields

This section provides a detailed description of the data fields you can encounter when managing MCS Dossiers. The fields are grouped in a table per tab.

The tables always have the same structure and contain the following information for each field:

- Field name
- Description
- Maximum Length (M.L.) expressed as a number of characters
If the maximum field length is pre-defined, the field contains a dash (-). This is the case check boxes, for fields containing a date or another fix-format entry (such as a CCI) and for fields for which a predefined value must be selected from a drop-down list.
- Status: M (Mandatory), O (Optional), C (Calculated by the system)

5.6.1. General Details Data Fields

The following table lists the data fields containing General Settings about the MCS Dossier. You can find them on one or more of the following screens:

- The MCS Dossier Search pane
- The MCS Dossier Creation Wizard (first phase)
- The **General Details** section of the MCS Dossier Display screen
- The **General** tab of the MCS Dossier Edit screen

Note: This does not mean that all listed fields appear on all screens.

For a description of the table structure, refer to the Table legend in section MCS Dossier Data Fields.

Field name	Description	M.L.	Status
Title	The title describes the MCS Dossier. You define the MCS Dossier Title during the first phase of the Creation Wizard. When you are searching for a specific MCS Dossier, you can enter (part of) the title to find the required MCS Dossier. When you are editing an existing MCS Dossier, you can change the settings in this field.	255	M
Comment	The comment further describes the MCS Dossier. The user defines it during the first phase of the Creation Wizard. When you are editing an existing MCS Dossier, you can change the settings in this field.	2000	O
Version	The version of the MCS Dossier is a numeric value that is automatically incremented by 1, each time a new version of the MCS Dossier is created. When you are searching for a specific MCS Dossier, you can enter its version number.	-	C

Field name	Description	M.L.	Status
Status	<p>This field indicates the status of the MCS Dossier you are working with. This is a read-only field completed automatically by the system.</p> <p>An MCS Dossier can have the following status indications:</p> <ul style="list-style-type: none"> • Created: The MCS Dossier has been created by the Member State user, but it has not yet been validated. • Validated: The MCS Dossier has been validated by the Member State user, which means that it is in line with the Validation rules and can be sent to the European Commission. • Sent: The MCS Dossier has been sent to the Commission by the Member State user and awaits treatment by the European Commission Operating Agent (ECO A). • Admissible: The MCS Dossier has been admitted for evaluation by the ECOA. • Partially Accepted: The MCS Dossier has been partially accepted by the ECOA. Partially accepted means that not all programmes covered by the MCS has been accepted. The non accepted programmes must be resubmitted in a new MCS • Accepted: The MCS was accepted as a whole by the ECOA. • Returned: The MCS Dossier was not admitted by the ECOA and has been sent back to the Member State. If the Commission returned the MCS Dossier for correction, the Member State User can send a corrected version to the Commission again. If the Commission returned the MCS Dossier with full rejection, the Member State User is expected to make major changes before re-submitting • Cancelled: The MCS Dossier has been cancelled by the Member State user. A Member State user can cancel an MCS Dossier, if he does not want to correct an MCS Dossier returned by the European Commission. Once an MCS Dossier is cancelled, the covered Operational Programmes can be linked to another MCS Dossier. 	-	C
Previous Node	<p>This field contains the Node where the MCS Dossier resided, before it was transferred to the current Node</p> <p>When you are searching an MCS Dossier, select the required Node from the drop-down list.</p>	-	C
Current Node	<p>This field contains the Node where the MCS Dossier is residing now.</p> <p>When you are searching an MCS Dossier, you can select the required Node from the drop-down list.</p>	-	C

Field name	Description	M.L.	Status
Date	This field contains the last modification date for the MCS Dossier.	-	C

5.6.2. Programmes Covered Data fields

The following table lists the data fields containing information about the Programmes Covered by the MCS Dossier. You can find them on one or more of the following screens:

- The MCS Dossier Search pane
- The MCS Creation Wizard (second phase)
- The **Programmes Covered** section of the MCS Dossier Display screen
- The **Programmes Covered** tab on the MCS Dossier Edit screen

Note: This does not mean that all listed fields appear on all screens.

Field name	Description	M.L.	Status
Operational Programme CCI	An Operational Programme CCI unambiguously identifies an Operational Programme covered by the MCS Dossier. During the second phase of the MCS Dossier Creation Wizard, you must select at least one Operational Programme CCI covered by the MCS Dossier. When you are searching an MCS Dossier, you can enter (part of) an Operational Programme CCI in order to find the MCS Dossier covering the entered OP CCI.	-	M
Operational Programme Title	The OP Title field contains the title linked to the Operational Programme. It cannot be edited when you are working with the MCS Dossier.	255	C
Opinion Options	There are two possible values: <ul style="list-style-type: none"> • No Reserve meaning that the Member State's opinion about the Management and Control systems set up for the Operational Programme does not contain reservations. • With Reserve meaning that e Member State's opinion about the Management and Control systems set up for the Operational Programme contains reservations During the second phase of the MCS Dossier Creation Wizard, you must select the required value by clicking an option button. When you are editing an existing MCS Dossier, you can change this setting on the Programmes Covered tab.	-	M
Opinion Comment	This field can contain a free comment about the selected Opinion setting. During the second phase of the MCS Dossier Creation Wizard, you can enter a free comment in this field. When you are editing an existing MCS Dossier, you can change the Opinion Comment on the Programmes Covered tab.	2000	O

Field name	Description	M.L.	Status
Accept	<p>This field indicates whether the Commission accepted the MCS Dossier for a particular Operational Programme.</p> <p>For Member State users, it is present as a read-only status box on the Programmes Covered section on the MCS Dossier Display screen.</p> <p>For European Commission users, it is available as a check box on the Programmes Covered tab of the MCS Dossier Edit screen.</p>	-	M
Not Accepted Reason	<p>This field indicates the reason why the Commission did not accept the MCS Dossier for a particular Operational Programme.</p> <p>For Member State users, the field is present as a read-only field on the Programmes Covered section of the MCS Dossier Display screen.</p> <p>For European Commission users, it is available as a text box on the Programmes Covered tab of the MCS Dossier Edit screen.</p>	2000	M

5.6.3. Reservations on Priorities Data Fields

The following table lists the data fields containing information about the Reservations on specific Priorities defined for Operational Programmes covered by the MCS Dossier. You can find them on one or more of the following screens:

- The MCS Creation Wizard (third phase)
- The **Reservations on Priorities** section of the MCS Dossier Display screen
- The **Reservations on Priorities** tab on the MCS Dossier Edit screen

Field name	Description	M.L.	Status
Operational Programme CCI	<p>An Operational Programme CCI unambiguously identifies an Operational Programme covered by the MCS Dossier.</p> <p>In the Reservations on Priorities section of the MCS Dossier Display screen and on the Priority Reservations tab of the MCS Dossier Edit screen, this field contains the CCI of the Operational Programme for which a reservation on a particular Priority has been defined.</p>	-	M
Priority	<p>This field contains the Title of the Priority as it was defined in the Operational Programme.</p> <p>If a Priority appears in this field on the Reservations on Priorities section of the MCS Dossier Display screen or the Priority Reservations tab of the MCS Dossier Edit screen, this means that a specific reservation has been defined for that Priority.</p>	-	M

Field name	Description	M.L.	Status
CCI – Priority	When you are defining Priority Reservations in the MCS Creation Wizard or the MCS Dossier Edit screen, the CCI – Priority drop-down list contains the Priorities belonging to the Operational Programmes for which you selected the With Reserve opinion option. You can select the required definitions from the drop-down list.	-	M
Reservation Comment	In this field you can enter comments to the Priority Reservation.	2000	O

5.6.4. Results on the Assessment Data Fields

The following table lists the data fields containing information about the Results on the Assessment defined for the MCS Dossier. You can find them on one or more of the following screens:

- The Results on the Assessment section of the MCS Dossier Display screen
- The Assessment Results tab on the MCS Dossier Edit screen

Field name	Description	M.L.	Status
Authority / Body	This field contains the name of the Authority or Intermediate Body whose Management and Control System is being assessed by the Member State Compliance Assessment Authority. When you are creating a new Assessment entry, you can enter the name of the Authority or the Intermediate Body in this field	255	M
Type	This field contains the an indication of the type of Authority or Intermediate Body to be assessed. The following types are available: <ul style="list-style-type: none"> • Audit Authority • Certifying Authority • Certifying Body • Coordination Body • Managing Authority • National Authorising Officer • National IPA Coordinator • Paying Agency 	-	M
Complete	If this status or check box is selected, the MSCO considers that the Description of the Management and Control Systems for the current Authority or Body is complete and accurate. If the status or check box is not selected, the MSCO considers that this Description is not complete and accurate.	-	M

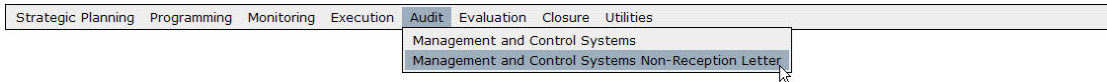
Field name	Description	M.L.	Status
Conclusion	<p>The Conclusion can be one of the following three values:</p> <ul style="list-style-type: none"> • Adverse: The MSCO gives a negative judgement on the Management and Control System as presented for the current Authority or Intermediate Body • Qualified: The MSCO gives a positive judgement on the Management and Control System as presented for the current Authority or Intermediate Body. However, the MSCO deems that the shortcomings in the system are important enough to make reservations. • Unqualified: The MSCO gives a positive judgement on the Management and Control System as presented for the current Authority or Intermediate Body. If there are shortcomings, the MSCO deems that they are not important enough to make reservations. 	-	M
Shortcomings	This field contains a textual description of the shortcomings the MSCO deems required mentioning.	2000	O
CCI Affected	<p>If the Assessment Result applies to a single Operational Programme, this field contains the matching CCI.</p> <p>When you are creating or editing an Assessment Result, you can limit the Assessment Result to an Operational Programme by selecting the matching CCI from the drop-down list.</p>	-	O
Priority Axis affected	<p>If the Assessment Result applies to a single Priority Axis linked to the selected Operational Programme, this field contains the user-defined Title of this Priority Axis.</p> <p>When you are creating or editing an Assessment Result, you can limit the Assessment Result to a Priority Axis by selecting the Operational Programme CCI and Priority Axis Title from the drop-down lists.</p>	-	O
Key / Auxiliary elements	This field contains a textual description of the Key and Auxiliary elements.	2000	O
Recommendations / Corrective Measures	This field contains a textual description of the recommendations and corrective measures suggested by the MSCO in order to eliminate the signalled shortcomings.	2000	O

5.7. Consulting a Management Control Systems Dossier Non-Reception Letter

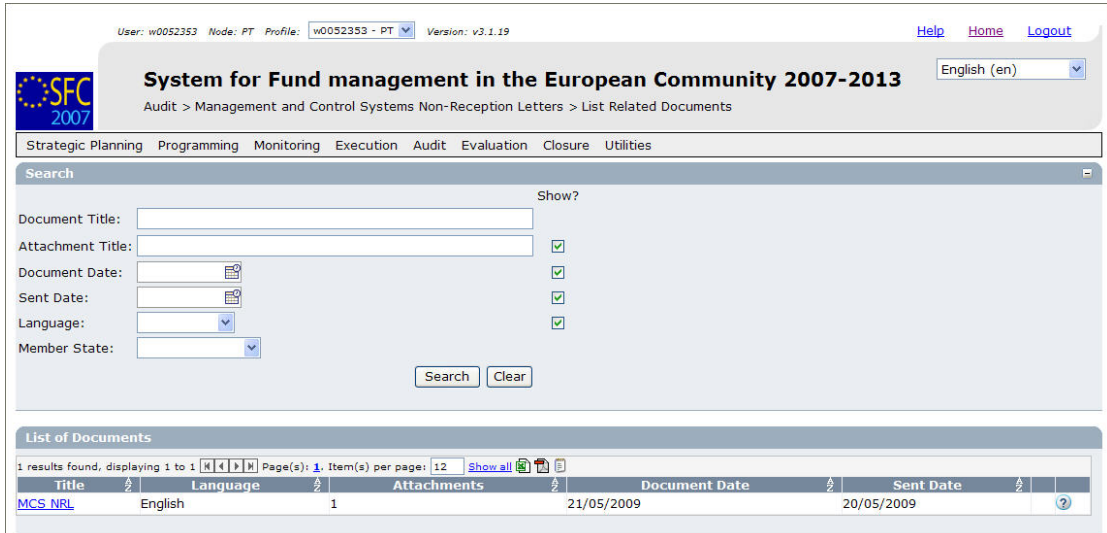
If the Member state does not submit a required Management Control Systems Dossier within the defined delays, the European Commission will register a **Management Control Systems Non-Reception Letter** in SFC2007. This Non-Reception Letter can then be consulted by the Member State.

Follow this procedure to consult a Management Control Systems Non-Reception Letter.

1. On the SFC2007 initial screen, select the option *Management Control Systems Dossier Non-Reception Letter* from the *Audit* drop-down menu:

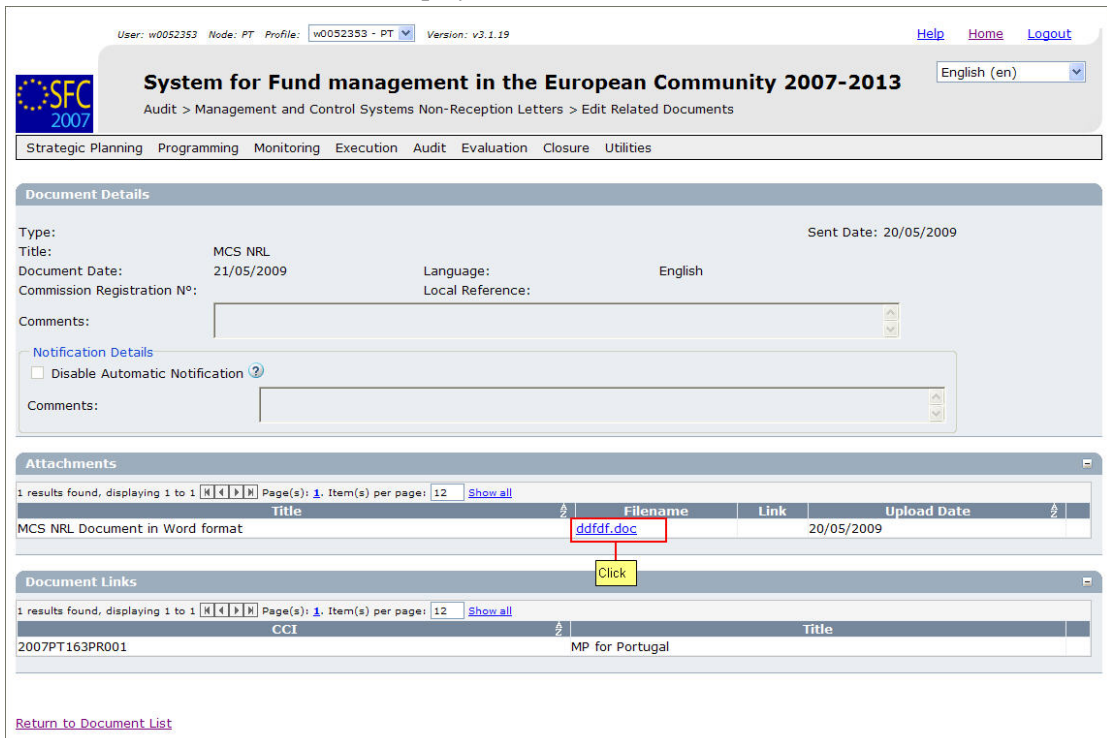


The following screen is displayed:



2. Search the required *Management Control Systems Dossier Non-Reception Letter*.
3. Click the link in the *Title* field.

The Document Details screen is displayed:



4. Click the link in the *Filename* field to open the document or to save it on a local drive.

6. MANAGING COMMUNICATION PLANS

6.1. Introduction to the Communication Plans

The communication plan shall include at least the following:

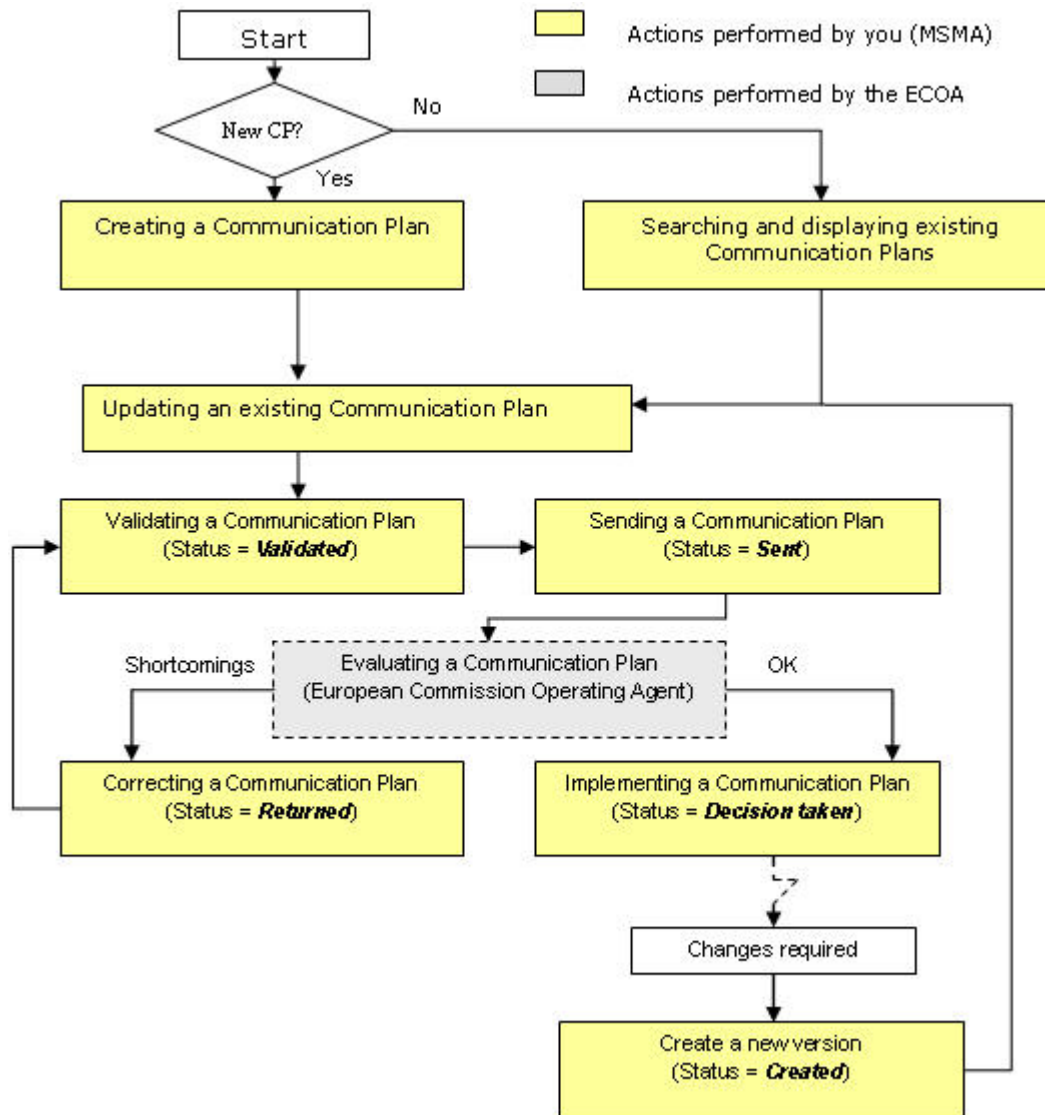
- its aims and target groups,
- the strategy and content of the information and publicity measures to be taken by the Member State or the managing authority, aimed at potential beneficiaries, beneficiaries and the public, having regard to the added value of Community assistance at national, regional and local level,
- the indicative budget for implementation of the plan
- the administrative departments or bodies responsible for implementation of the information and publicity measures,
- an indication of how the information and publicity measures are to be evaluated in terms of visibility and awareness of operational programmes and of the role played by the Community.

A Communication Plan must be submitted by the Member State or the Managing Authority to the Commission within four months of the date of adoption of the operational programme or, where the communication plan covers two or more operational programmes, of the date of adoption of the last of these operational programmes.

Note: If the Member state does not submit a required Communication Plan within the defined delays, the European Commission will register a *Communication Plan Non-Reception Letter* in SFC2007. This Non-Reception Letter can then be consulted by the Member State Authorities. Refer to [Consulting a Communication Plan Non-Reception letter](#).

6.2. Workflow Overview

Managing Communication Plans involves going through a workflow consisting of several procedures performed by you, the Member State Management Authority (MSMA). An overview of this workflow is displayed below:



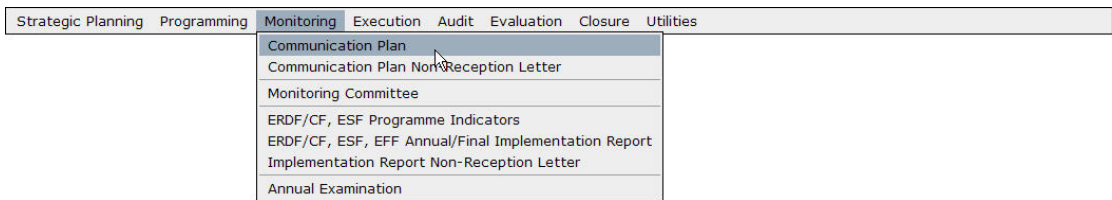
Click one of the links below to access a detailed description:

- [Creating Communication Plans](#)
- [Searching and displaying existing Communication Plans](#)
- [Updating Communication Plans](#)
- [Validating Communication Plans](#)
- [Sending Communication Plans to the Commission](#)
- [Evaluating Communication Plans \(by the Commission\)](#)
- [Correcting returned Communication Plans](#)
- [Creating a new version of an approved Communication Plan](#)

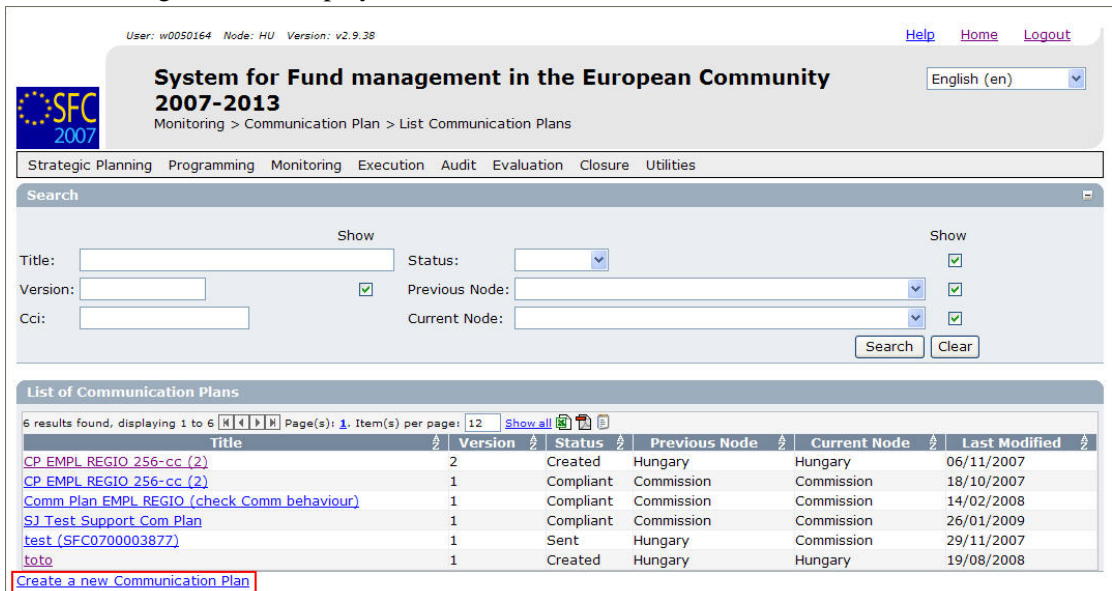
6.3. Creating Communication Plans

Follow this procedure to create a Communication Plan.

1. **On the SFC2007 initial screen, select the option *Communication Plan* from the *Monitoring* drop-down menu:**



The following screen is displayed:



This screen contains the following standard elements:

- **Search pane:** This pane allows defining search criteria for searching Communication Plans.
- **List of Communication Plans:** This pane lists default information for existing Communication Plans.
- **Create a new Communication Plan** link

A detailed description of the standard User Interface elements is provided in the [SFC2007 Introduction guide](#).

2. Click the link **Create a new Communication Plan**.

The following screen is displayed:



The current step **General Details** is highlighted. The following fields are available:

- [Title](#)
- [Comment](#)

For a description of these fields, refer to section [General Communication Plan Data fields](#) or click an individual link in the list above.

3. Fill out the fields as required and click the *Next* button.

The following screen is displayed:

User: w0050164 Node: HU Version: v2.9.38 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Monitoring > Communication Plan > Create Communication Plan

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details Programmes Covered

Create CommunicationPlan step 2: List Programmes Covered

Cci: * Title:

Add Clear

No Programmes Found

Add a new Programme Covered

Previous Finish Cancel

The current step *Programmes Covered* is highlighted.

4. Click the link *Add a new Programme Covered*.

The following screen is displayed:

User: w0050164 Node: HU Version: v2.9.38 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Monitoring > Communication Plan > Create Communication Plan

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details Programmes Covered

Create CommunicationPlan step 2: List Programmes Covered

Cci: * Title:

Add Clear

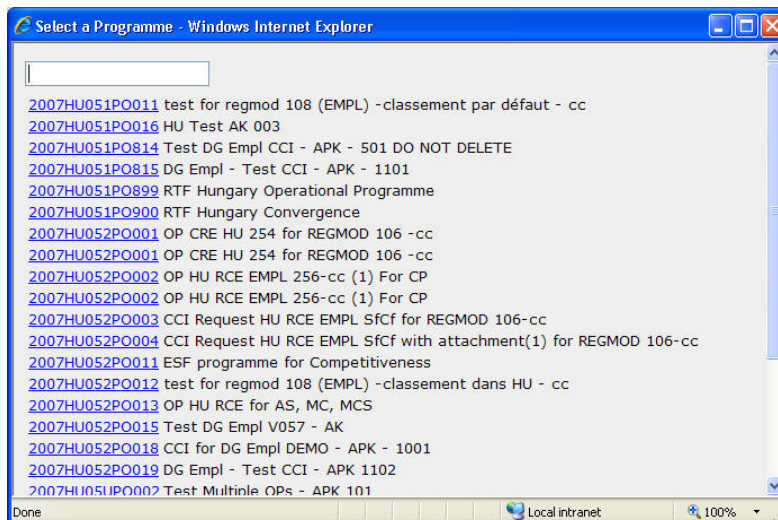
No Programmes Found

Add a new Programme Covered

Previous Finish Cancel

5. Click the *CCI* field.

The available Operational Programmes are listed in a separate dialog:



Only the Operational Programmes referring to the geographical area you are responsible for are displayed. If the list of available Operational Programmes is too long and you do not easily find the required one, you can enter (the start of) the CCI allocated to the required Operational Programme in the search field. It is highly advised to mention at least one CCI.

6. **Select the required Operational Programme from the dialog, by clicking the matching CCI link.**

The following screen is displayed:



The CCI and Title associated with the selected Operational Programme is copied into the fields.

7. **Click the Add button to add the Operational Programme to the list of Operational Programmes covered by the Communication Plan.**

The following screen is displayed:

User: w0050164 Node: HU Version: v2.9.38 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013 English (en)

Monitoring > Communication Plan > Create Communication Plan

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details Programmes Covered

Create CommunicationPlan step 2: List Programmes Covered

Cci: Title:


1 results found, displaying 1 to 1 Page(s): 1, Item(s) per page: 12 [Show all](#)

Cci	Title
2007HU05UPO003DG Empl - Test CCI - APK 1103	

[Add a new Programme Covered](#)

The selected Programme has been added to the list.

You can now:

- Click the link in the **CCI** field to copy the entry into the edit fields again.
 - Click the **Rubbish bin** icon () to remove the matching Operational Programme from the list.
 - Click the link **Add a new Programme Covered** again to add an additional Operational Programme to be covered by the Monitoring Committee.
8. Click the **Finish** button, once you have defined the settings as required.

The following message is displayed briefly:

Creation of Communication Plan was successful

Then the following screen is displayed:

User: w0050164 Node: HU Version: v2.9.38 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013 English (en)

Monitoring > Communication Plan > Edit Communication Plan

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details

Title: Communication Plan Title
Version: 1 **Status:** Created **Date:** 12/03/2009

General Programmes Covered Documents In Charge

General Details

Title: *

Comment:

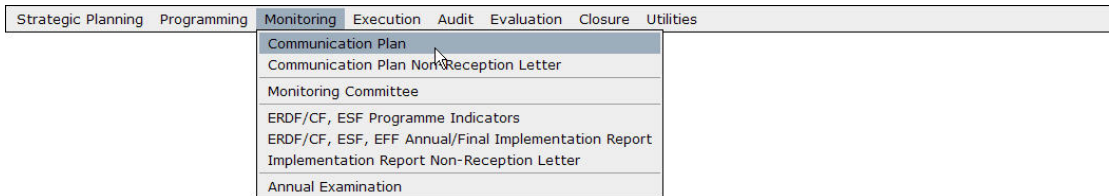
[Return to Display](#)

This screen contains a number of tabs allowing updating (editing and/or completing) the Communication Plan definition. Refer to [Updating Communication Plans](#) for a detailed description.

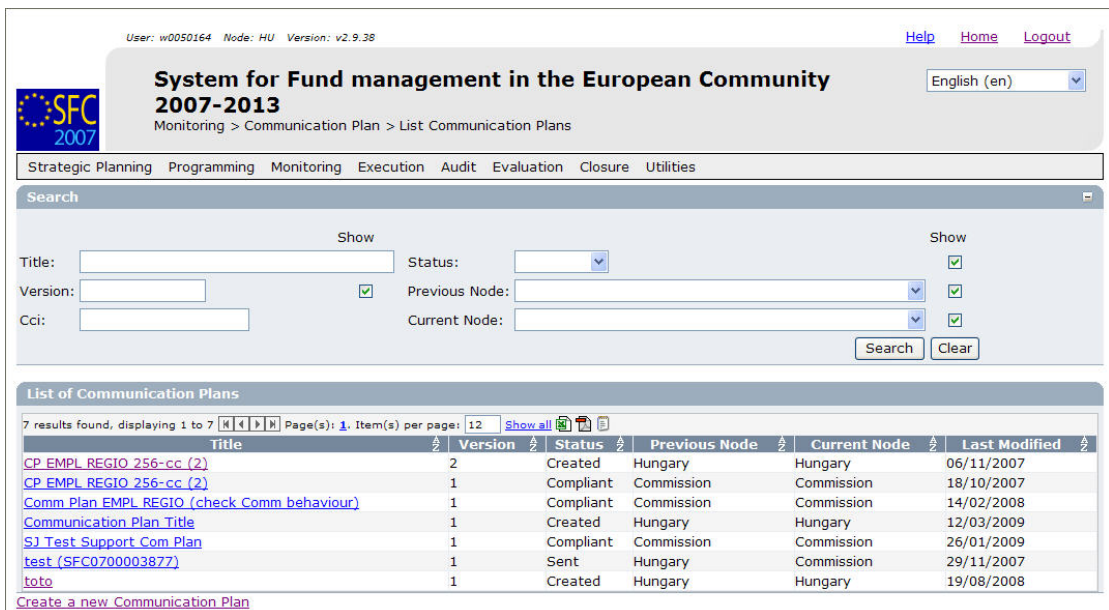
6.4. Searching and displaying existing Communication Plans

You typically search an existing Communication Plan, if you need to display or update its settings.

1. On the SFC2007 initial screen, select the option *Communication Plan* from the *Monitoring* drop-down menu:



The following screen is displayed:



The screenshot displays the 'System for Fund management in the European Community 2007-2013' interface. The user is logged in as 'w0050164' from 'HU' on version 'v2.9.38'. The current page is 'Monitoring > Communication Plan > List Communication Plans'. The search pane includes fields for Title, Version, Cci, Status, Previous Node, and Current Node, with checkboxes for 'Show' and 'Search'. Below the search pane is a table titled 'List of Communication Plans' with 7 results found. The table has columns for Title, Version, Status, Previous Node, Current Node, and Last Modified. The data rows are as follows:

Title	Version	Status	Previous Node	Current Node	Last Modified
CP_EMPL_REGIO_256-cc (2)	2	Created	Hungary	Hungary	06/11/2007
CP_EMPL_REGIO_256-cc (2)	1	Compliant	Commission	Commission	18/10/2007
Comm Plan EMPL REGIO (check Comm behaviour)	1	Compliant	Commission	Commission	14/02/2008
Communication Plan Title	1	Created	Hungary	Hungary	12/03/2009
SJ Test Support Com Plan	1	Compliant	Commission	Commission	26/01/2009
test (SFC0700003877)	1	Sent	Hungary	Commission	29/11/2007
toto	1	Created	Hungary	Hungary	19/08/2008

Below the table is a link: [Create a new Communication Plan](#).

This screen contains the following standard elements:

- **Search pane:** This pane allows defining search criteria for searching Communication Plans.
- **List of Communication Plans:** This pane lists default information for existing Communication Plans.
- **Create a new Communication Plan** link

A detailed description of the standard User Interface elements is provided in the [SFC2007 Introduction guide](#).

2. Define search criteria in the Search pane, if you do not immediately find the required Communication Plan.

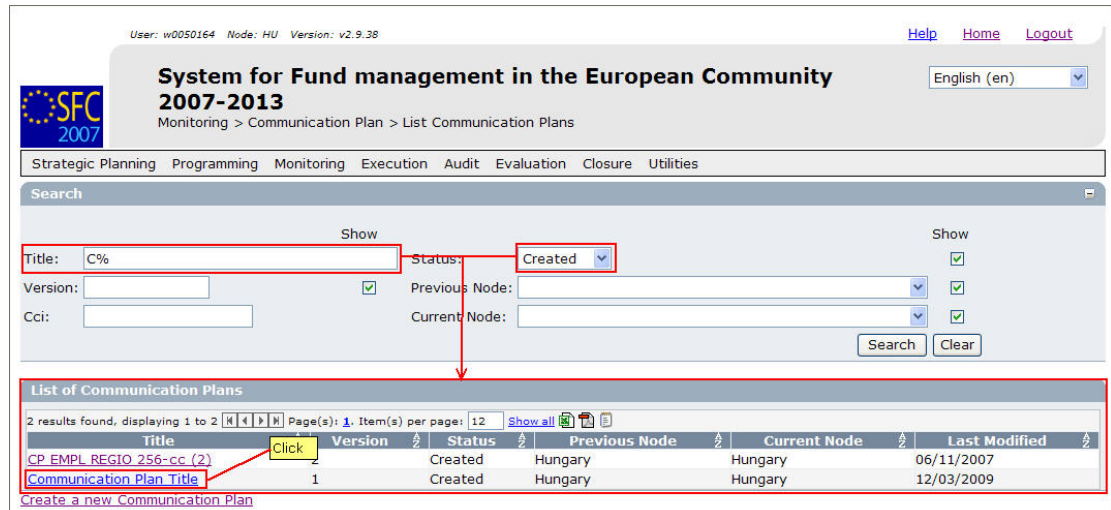
The following search fields are available:

- [Title](#)
- [Version](#)
- [CCI](#)
- [Status](#)
- [Previous Node](#)
- [Current Node](#)

For a description of these fields, refer to section [Communication Plan Data fields](#) or click an individual link in the list above.

3. Click the *Search* button.

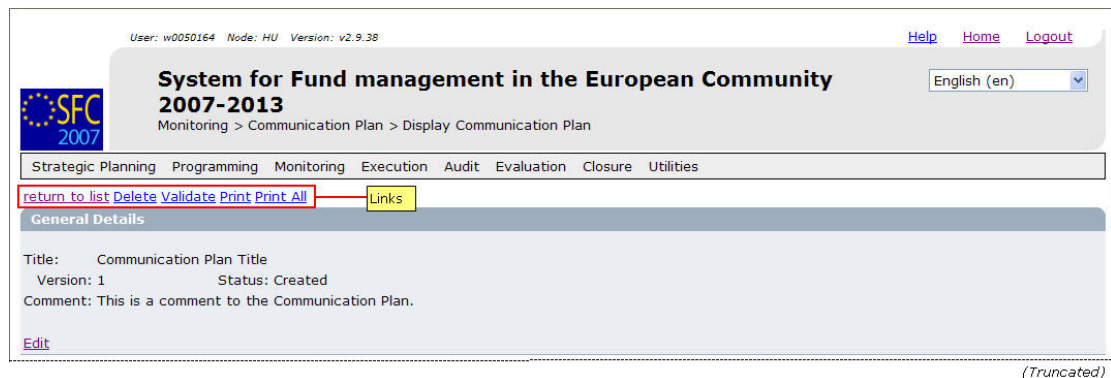
The Communication Plans matching your search criteria are displayed in the *List of Communication Plans*:



4. Click the link in the *Title* column matching the Communication Plan you want to display.


The details for the selected Communication Plan are shown on the *Communication Plan Display* screen.

5. Select a link at the top of the *Display* screen, if required.



The following links are available:

Link	Description
Return to list	Click this link to return to the list of Communication Plans matching your search criteria.

Link	Description
Delete	<p>Click this link to delete the currently displayed Communication Plan. The following dialog is displayed:</p>  <p>Confirm or cancel the deletion. This link is available if the status of the Communication Plan is Created or Validated, and the Communication Plan has not yet been set to the Commission.</p>
Validate	<p>This link is available if:</p> <ul style="list-style-type: none"> The Communication Plan is treated on the Member State level. The Communication Plan status is Created or Returned. <p>Click this link to validate the Major Project. Refer to Validating Communication Plans for more information.</p>
Send	<p>This link is available if:</p> <ul style="list-style-type: none"> The Communication Plan is treated on the Member State level. The Communication Plan status is Validated. <p>Click this link to send the Major Project. Refer to Sending Communication Plans to the European Commission for more information.</p>
Print	<p>Click this link to generate a Summary Report about the Communication Plan. Refer to Appendix I.1 Print Report.</p>
Print All	<p>Click this link to generate a Detailed Report about the Communication Plan. Refer to Appendix I.2 Print All Report.</p>

6. Verify the settings in the *General Details* section.



General Details

Title: Communication Plan for HU
Version: 1 Status: Created
Comment: Comment to the Communication Plan for HU

[Edit](#)

This section lists the basic settings for this Communication Plan. The following fields are available:

- [Title](#)
- [Version](#)
- [Status](#)
- [Comment](#)

Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the tab General](#).

7. Verify the settings in the *Programmes Covered* section.

Programmes Covered	
CCI	Title
2007HU161PO007	OP CONV REGIO 2611 -cc (testing rule 2.15)

[Edit](#)

This section lists the Operational Programmes covered by the Communication Plan. For each covered Operational Programme, the following fields are available:

- [CCI](#)
- [Title](#)

Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the tab Programmes Covered](#).

8. Verify the settings in the *Associated Documents* section.

Associated Documents							
Title	Type	Language	Attachments	Document Date	Sent Date		
OMSD REGIO	Other Member State Document	Hungarian	↓	10/10/2007	18/10/2007		?
OMSD EMPL	Other Member State Document	Hungarian	↓	10/10/2007	18/10/2007		?
CP EMPL	Communication Plan	Hungarian	↓	11/10/2007	18/10/2007		?
CP REGIO	Communication Plan	Hungarian	↓	12/10/2007	18/10/2007		?
prepareDocument - hu	Snapshot of data before send	Hungarian	↓	18/10/2007	18/10/2007		?
CLCP EMPL	Compliance Letter on Communication Plan	Hungarian	↓	15/10/2007	18/10/2007		?
CLCP REGIO	Compliance Letter on Communication Plan	Hungarian	↓	15/10/2007	18/10/2007		?

[Edit](#)

This section lists information on the Documents and attachments defined for the Communication Plan.

The following document types can be associated with a Communication Plan:

- Communication Plan
- Compliance Letter on Communication Plan

Click the **Edit** link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section **Documents tab** in the [SFC2007 Introduction guide](#).

9. Verify the settings in the *Officials in Charge* section.

Officials in Charge					
Name	Phone	Fax	Email	Valid From	Until
official 4 (EC) ES			sfc2007-info@ec.europa.eu		
official 3 (EC) DE			sfc2007-info@ec.europa.eu		

[Edit](#)

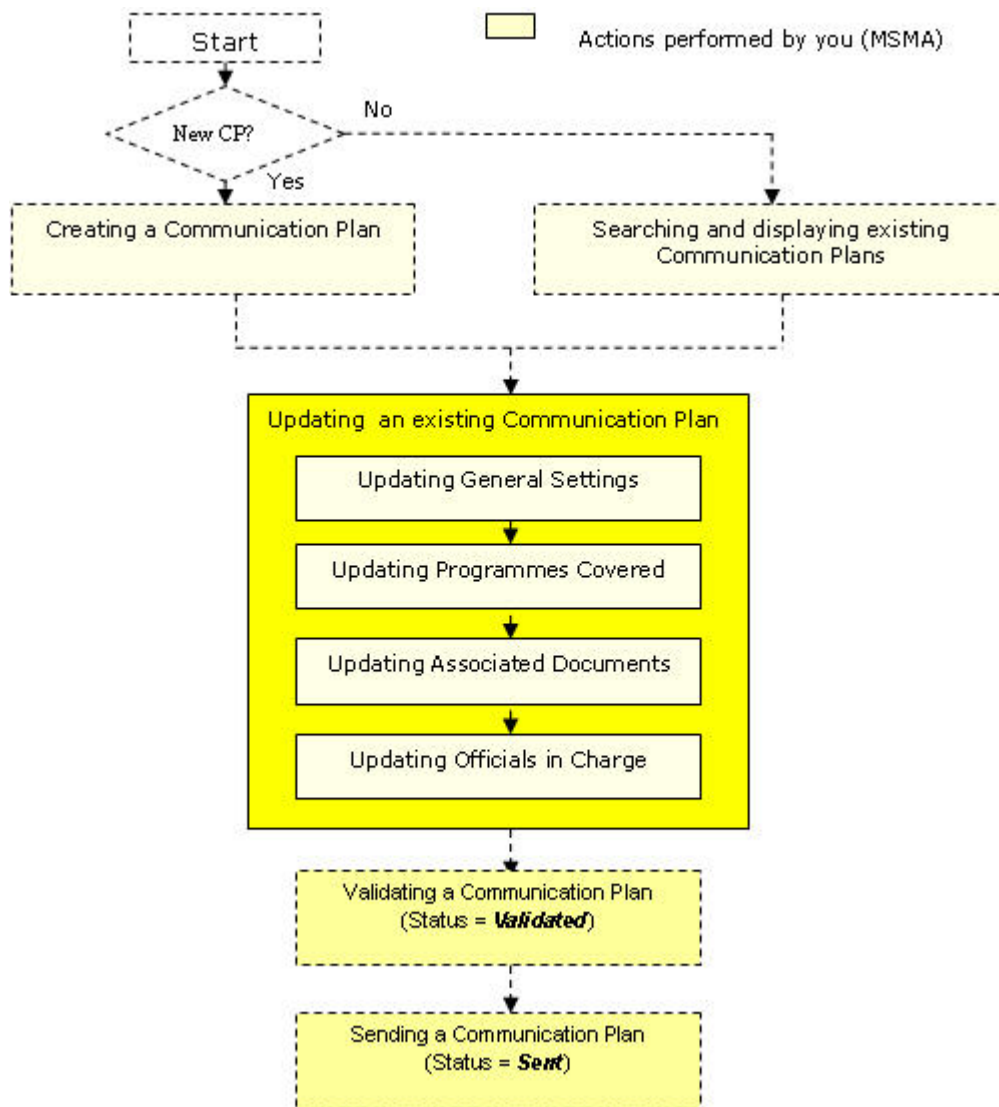
This section lists information on the Officials in Charge of the Monitoring Committee.

Click the **Edit** link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section **Officials in Charge** in the [SFC2007 Introduction guide](#).

6.5. Updating Communication Plans

6.5.1. Workflow Overview

The following graphic shows the Workflow for updating Communication Plans. It is a subset from the general Communication Plan Workflow shown in the section Managing Communication Plans: Workflow overview.



These actions are described in separate procedures:

- [Updating the tab General](#)
- [Updating the tab Programmes Covered](#)

The update procedure for the *Documents* and *Officials in Charge* tabs are explained in the [SFC2007 Introduction guide](#).

6.5.2. Updating the tab General

The tab *General* on the *Communication Plan* update screen lists basic information about the Communication Plan, such as its title and its creation comment. Follow the procedure described in this section to update the existing settings.

1. **Browse to the tab *General* on the *Update Communication Plan* screen.**

Refer to one of the following procedures for instructions:

- [Creating Communication Plans](#)
- [Searching and displaying existing Communication Plans](#)

The screen looks as follows:

User: w0050165 Node: HU Profile: w0050165 - HU Version: v3.1.3 [Help](#) [Home](#) [Logout](#)

SFC 2007 **System for Fund management in the European Community 2007-2013** English (en)

Monitoring > Communication Plan > Edit Communication Plan

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details

Title: Communication Plan for HU
Version: 1 Status: Created Date: 30/03/2009

General Programmes Covered Documents In Charge

General Details

Title: Communication Plan for HU *

Comment: Comment to the Communication Plan for HU

[Return to Display](#)

2. Verify the basic settings of the Communication Plan in the *General Details* pane at the top.

The following fields are available:

- [Title](#)
- [Version](#)
- [Status](#)
- [Date](#)

For a description of these fields, refer to section [General Communication Plan Data Fields](#) or click an individual field link in the list above.

3. Update the values in the *General* tab as required.

The following fields are available:

- [Title](#)
- [Comment](#)

For a description of these fields, refer to section [General Communication Plan Data Fields](#) or click an individual field link in the list above.

4. Perform the required changes and click the *Save* button.

This concludes the procedure *Updating General Info*.

You can now:

- [Update the tab Programmes Covered](#) (logical next step)
- Update another tab on the Communication Plan Update screen. Refer to the [Action Overview](#) in the section *Updating Communication Plans*.

6.5.3. *Updating the tab Programmes Covered*

The tab *Programmes Covered* on the *Update Communication Plan Update* screen lists information about the Operational Programmes covered by the Communication Plan. Follow the procedure described in this section to update the existing settings.

1. Browse to the tab *Programmes Covered* on the *Update Communication Plan* screen.

Refer to one of the following procedures for instructions:

- [Creating Communication Plans](#)
- [Searching and displaying existing Communication Plans](#)

The screen looks as follows:



2. Verify the basic settings of the Communication Plan in the *General Details* pane at the top.

The following fields are available:

- [Title](#)
- [Version](#)
- [Status](#)
- [Date](#)

For a description of these fields, refer to section [General Communication Plan Data Fields](#) or click an individual field link in the list above

3. Verify the information about the Programmes Covered by the Communication Plan.

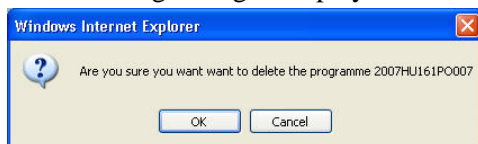
The following fields are available for each Operational Programme Covered:

- [CCI](#)
- [Title](#)

For a description of these fields, refer to section [Programmes Covered Data Fields](#) or click an individual field link in the list above.

4. Click the *Rubbish bin* icon (🗑️) next to an existing entry, if the matching Operational Programme should no longer be covered by the Communication Plan.

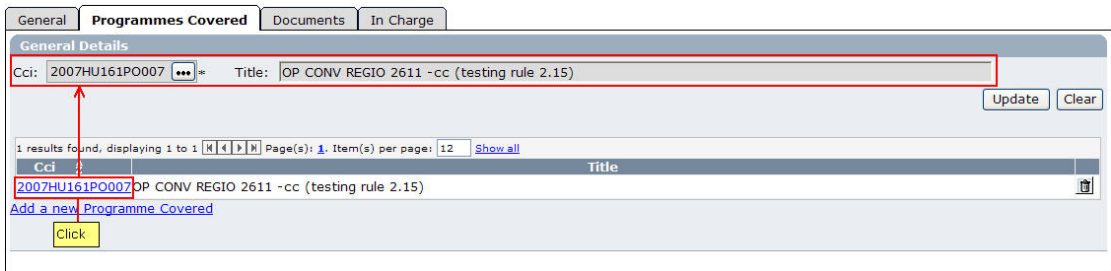
The following dialog is displayed:



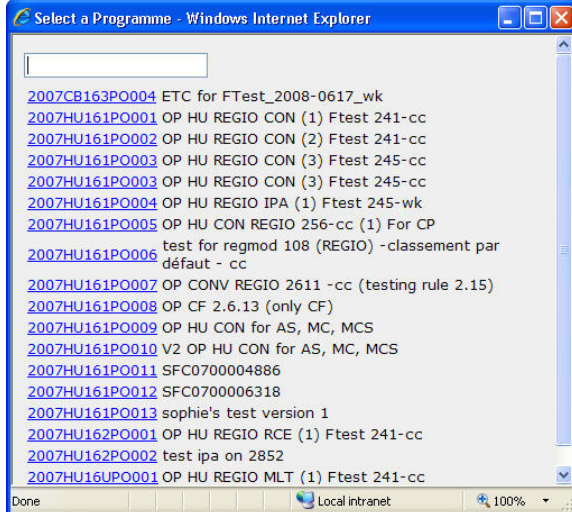
Confirm or cancel the deletion as required.

5. Click the link in the CCI column for an existing entry, if you want to change the settings for that entry.

The current settings are copied into the fields:



- Click the **CCI** field to display the Operational Programmes dialog:



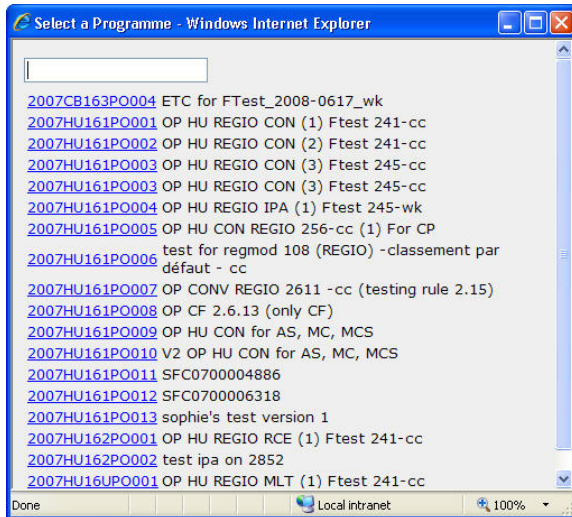
- Select the required OP from the list. Only the approved Operational Programmes pertaining to your geographical region are listed. The selected Operational Programme will replace the original OP on the **Programmes Covered** tab.

6. Click the link *Add a new Programme Covered*, if you want to add an Operational Programme to be covered by the Communication Plan.

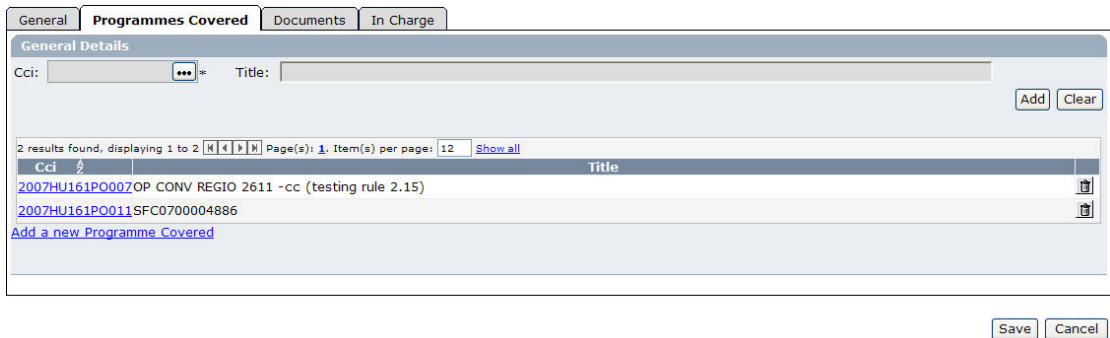
The following screen is displayed:



- Click the **CCI** field to display the Operational Programmes dialog:



- Select the required OP from the list and click the **Add** button. Only the approved Operational Programmes pertaining to your geographical region are listed. The selected Operational Programme will be added on the **Programmes Covered** tab as well:



This concludes the procedure **Updating the tab Programmes Covered**.

You can now:

- Update the tabs common to all SFC2007 Objects: **Documents** and **Officials in Charge**. Refer to the [SFC2007 Introduction guide](#) for a detailed description.
- Update another tab on the Communication Plan Update screen. Refer to the [Action Overview](#) in the section **Updating Communication Plans**.
- [Validate the Communication Plan](#)

6.6. Validating Communication Plans

When you validate a Communication Plan, the system will check the validity and completeness of the information related to a version of the Communication Plan. Refer to [Appendix H](#) for a detailed list of the validation rules. You will logically perform a validation of your Communication Plan AFTER having [created](#) and [updated](#) it and BEFORE [sending](#) it to the European Commission for approval.

Validating a Communication Plan is only possible, if it has the status **Created** or **Returned** (by the Commission).

Follow the procedure detailed in this section to validate a Communication Plan.

1. Search the Communication Plan to be validated.

Refer to [Searching and displaying existing Communication Plan](#) for a detailed description.

2. Once you have accessed the Communication Plan Display Screen, click the *Validate* link.

User: w0050165 Node: HU Profile: w0050165 - HU Version: v3.1.3 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Monitoring > Communication Plan > Display Communication Plan

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

[return to list](#) [Delete](#) [Validate](#) [Print](#) [Print All](#) Click

General Details

Title: Communication Plan for HU
Version: 1 Status: Created
Comment: Comment to the Communication Plan for HU

[Edit](#)

The validation results are displayed:

User: w0050165 Node: HU Profile: w0050165 - HU Version: v3.1.3 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Monitoring > Communication Plan > Validate Communication Plan

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details

Title: Communication Plan for HU
Version: 1 Status: Created Date: 31/03/2009

Validation Results

Date	Severity	Message
31/03/2009	Error	At least one Operational Programme must be covered !
31/03/2009	Error	No official document was uploaded
31/03/2009	Info	Communication Plan could not be validated. Please correct errors.

[Return to Display](#)

The table lists messages in three severity levels:

- **Error:** Errors are blocking shortcomings to the Communication Plan. The Communication Plan will not get the *Validated* status and you will not be able to send it to the European Commission, as long as errors persist.
- **Warning:** Warnings are non-blocking shortcomings to the Communication Plan. The Communication Plan will get the *Validated* status and you will be able to send the Communication Plan to the European Commission, while warnings persist.
- **Info:** Informational messages provide a conclusion of the Error and Warning messages, such as the info message in the screen above:
Communication Plan could not be validated. Please correct errors.

3. Analyse the Validation results and correct the errors (and/or warnings).

Refer to the procedures in the chapter [Updating Communication Plans](#).

4. Once you think that you have corrected all errors (mandatory) and warnings (advised), try validating the Communication Plan again.
5. Repeat the steps above, until all errors (and if possible all warnings) have been eliminated.

The Validation report will look as follows:

User: w0050165 Node: HU Profile: w0050165 - HU Version: v3.1.3 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Monitoring > Communication Plan > Validate Communication Plan

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details

Title: Communication Plan for HU
 Version: 1 Status: Validated Date: 31/03/2009

Status has been updated

Validation Results

Date	Severity	Message
31/03/2009	Info	Communication Plan has been validated.

No errors persist

6. You can now send the Communication Plan to the European Commission for approval.

Refer to [Sending Communication Plans to the European Commission](#).

6.7. Sending Communication Plans to the European Commission

Note: For countries with a sub-node hierarchy, the Communication Plan has to be sent from the sub-node to the higher node(s) as only the higher node is able to send the Communication Plan to the Commission.

Once you have validated a Communication Plan, you can send it to the European Commission for approval. Sending a Communication Plan to the Commission is only possible if it has the status *Validated*.

Follow the procedure detailed in this section to send a Communication Plan to the European Commission.

1. Search the Communication Plan you want to send to the European Commission.

Refer to [Searching and displaying existing Communication Plans](#) for a detailed description.

2. Once you have accessed the Communication Plan Display screen, click the *Send* link, as indicated below:

User: w0050165 Node: HU Profile: w0050165 - HU Version: v3.1.3 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Monitoring > Communication Plan > Display Communication Plan

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

[return to list](#) [Delete](#) [Send](#) [Print](#) [Print All](#) [Click](#)

General Details

Title: Communication Plan for HU
 Version: 1 Status: Validated
 Comment: Comment to the Communication Plan for HU

[Edit](#)

The following screen is displayed:

User: w0050165 Node: HU Profile: w0050165 - HU Version: v3.1.3 [Help](#) [Home](#) [Logout](#)

SFC 2007 **System for Fund management in the European Community 2007-2013** English (en)

Monitoring > Communication Plan > Send Communication Plan

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details

Title: Communication Plan for HU
Version: 1 **Status:** Validated **Date:** 31/03/2009

Documents

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 12 [Show all](#)

Title	Type	Language	Attachments	Document Date	Sent Date
prepareDocument - hu	Snapshot of data before send	Hungarian	1 Click	31/03/2009	

Are you sure you want to send this Communication Plan?

The Snapshot report is generated. This snapshot shows the data that will be sent to the Commission, once you confirm the sending.

3. Click the link in the *Attachment* field to open the PDF snapshot report.

Refer to [Appendix I.3 Snapshot Report](#).

4. Click the *Yes* button to confirm the sending.

Results:

- The Communication Plan is sent to the Commission.
- The European Commission is notified of this event by means of a standard e mail message.
- The Communication Plan Display screen is again displayed. The status of the Communication Plan has been set to **Sent**. From now on, only the **Officials in charge** and the **Documents** sections (for non-integral documents) are available for editing. You are not able to modify the rest of the data.

This concludes the procedure ***Sending a Communication Plan to the European Commission***.

You will now have to wait until the European Commission evaluates your Communication Plan and notifies you of their decision.

The Commission procedures are not explained in detail in this manual. For a short description, refer to [Evaluating validated Communication Plan \(by the Commission\)](#).

6.8. Evaluating validated Communication Plans (by the Commission)

The European Commission Operating Agent (ECO) is responsible for evaluating the validated Communication Plans you sent to the Commission.

The ECOA can:

- Accept the Communication Plan
 If the ECOA accepts the Communication Plan, its status changes to **Compliant**. The officials listed in the Officials in Charge list will be notified by e-mail. You can verify the evolution in the Communication Plan Display screen:

The screenshot shows the 'System for Fund management in the European Community 2007-2013' interface. The user is logged in as 'w0050165' with profile 'HU'. The page title is 'Monitoring > Communication Plan > Display Communication Plan'. A navigation menu includes 'Strategic Planning', 'Programming', 'Monitoring', 'Execution', 'Audit', 'Evaluation', 'Closure', and 'Utilities'. A yellow warning box states: 'You cannot change the settings for this Communication Plan anymore. However, you can create a new version to reflect changed circumstances.' The 'General Details' section shows: Title: 'Communication Plan for HU', Version: '1', Status: 'Compliant', and Comment: 'Comment to the Communication Plan for HU'. A red box highlights the 'Create New Version' link.

Once the Communication Plan has this status, you can start applying it.

Notes:

- It is not possible to modify the settings of a Commission-approved Communication Plan. The link **Create a new version** however allows creating a new version of the Communication Plan, which might reflect changed circumstances. Refer to the procedure [Creating new versions of an approved Communication Plan](#).
- Even when the ECOA has accepted the Communication Plan, he can re-open it for correction. The status reverts to **Sent**. He can then choose to accept the Communication Plan again or to return it to the Member State for correction.
- Return the Communication Plan for correction

If the ECOA does not accept the Communication Plan, its status changes to **Returned**. The officials listed in the Officials in Charge list will be notified by e-mail. You can verify the evolution in the Communication Plan Display screen:

The screenshot shows the same SFC2007 interface. The user is logged in as 'w0050165' with profile 'HU'. The page title is 'Monitoring > Communication Plan > Display Communication Plan'. A navigation menu includes 'Strategic Planning', 'Programming', 'Monitoring', 'Execution', 'Audit', 'Evaluation', 'Closure', and 'Utilities'. The 'General Details' section shows: Title: 'Communication Plan for HU', Version: '1', Status: 'Returned', and Comment: 'Comment to the Communication Plan for HU'. A red box highlights the 'Status: Returned' text.

You will now have to correct the Communication Plan, validate it and send it to the Commission again. Refer to the section [Correcting returned Communication Plans](#).

6.9. Correcting returned Communication Plans

If the responsible European Commission Operating Agent (ECO) determines that a sent Communication Plan cannot be admitted in its current form, he will return it to the Member State for correction.

The officials listed in the **Officials in Charge** list will be notified of this event via an e-mail message in the following format:

From: "sfc2007-info@ec.europa.eu" <sfc2007-info@ec.europa.eu>
 To: msma@portugal.pt
 Sent: Tuesday, June 26, 2007 1:19:39 PM
 Subject: SFC2007 Event Notification
 Object: Communication Plan "Communication Plan for HU" Version 1
 Event: Returned
 By: Commission
 To: Hungary
 Next Action: The Member State is expected to correct this
 Communication Plan.
 To review this Communication Plan version click [here](#)

Perform the following procedure to correct the Communication Plan:

1. Search the returned Communication Plan.

Click the *here* link in the notification e-mail message above or refer to [Searching and displaying an existing Communication Plan](#).

2. In the Communication Plan Display screen, browse to the *Associated Documents* section:

Title	Type	Language	Attachments	Document Date	Sent Date
Communication Plan document	Communication Plan	Hungarian	1	31/03/2009	31/03/2009
prepareDocument - hu	Snapshot of data before send	Hungarian	1	31/03/2009	31/03/2009
Acknowledgement_hu.pdf	Communication Plan Sent Acknowledgement Document	Hungarian	1	31/03/2009	31/03/2009
Acceptance document	Compliance Letter on Communication Plan	English	1	31/03/2009	31/03/2009
Communication Plan -2	Communication Plan	Hungarian	1	01/04/2009	01/04/2009
prepareDocument - hu	Snapshot of data before send	Hungarian	1	01/04/2009	01/04/2009
Acknowledgement_hu.pdf	Communication Plan Sent Acknowledgement Document	Hungarian	1	01/04/2009	01/04/2009
Suggestions for Improving the Comm Plan	EC Observations on Communication Plan	English	1	01/04/2009	01/04/2009

[Edit](#) [Click](#)

If the ECOA attached a document to your Communication Plan proposal motivating his decision to return it to you for correction, this document will be listed in this section (probably on the last line).

3. Click the link in the *Attachments* column to open the document and follow the guidelines to correct the Communication Plan.

4. In Communication Plan Display screen, browse the *History* section as well:

Status	Comment	By Level	Date	User
Returned	Incomplete procedure description	Commission	31/03/2009 15:22	w0050144
Sent	After Re-Open	Commission	31/03/2009 15:16	w0050144
Compliant		Commission	31/03/2009 14:45	w0050144
Sent		Hungary	31/03/2009 14:36	w0050165
Validated		Hungary	31/03/2009 13:59	w0050165
Created		Hungary	18/12/2007 16:45	w0050165

5. Look for the line marking the return of your Communication Plan (probably the first line) and consult the *Comment* field.

In this field, the ECOA may have briefly explained why he returned your Communication Plan to you.

6. Perform the required changes to the Communication Plan.

Refer to the procedures in the section [Updating Communication Plans](#).

7. Validate the revised Communication Plan.

Refer to the procedures in section [Validating Communication Plans](#).

8. Send the revised and validated Communication Plan again to the Commission.

Refer to the procedures in section [Sending Communication Plans to the European Commission](#).

You will now have to wait until the European Commission evaluates your revised Communication Plan and notifies you of their decision.

The Commission procedures are not explained in detail in this manual. For a short description, refer to [Evaluating submitted \(sent\) Communication Plans \(by the Commission\)](#).

6.10. Creating new versions of an approved Communication Plan

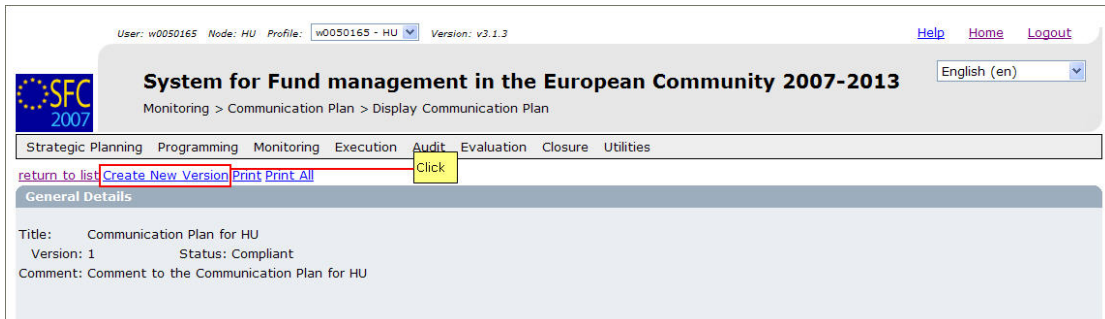
If you need to change the settings of an approved Communication Plan, you must create a new version of that Communication Plan.

Perform the following procedure to create a new version of a Communication Plan:

1. Search the Communication Plan for which you need to create a new version.

Refer to [Searching and displaying existing Communication Plans](#).

2. In the Communication Plan Display screen, click the link *Create a new version*:

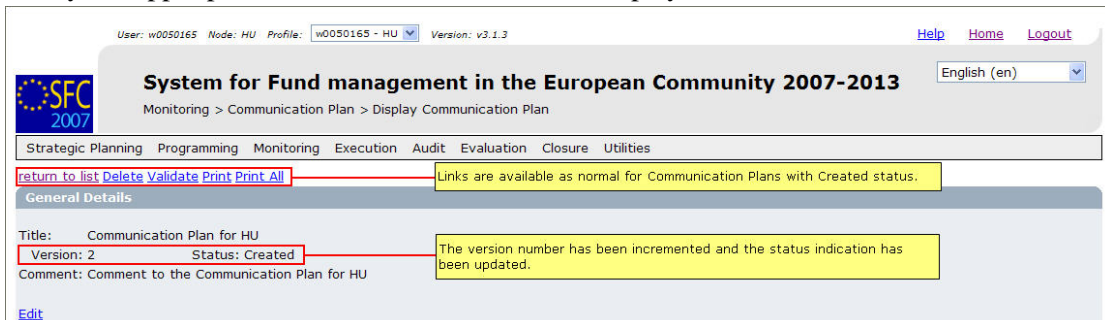


The following screen is displayed:



3. Click the *Yes* button.

Verify the upper part of the Communication Plan Display screen:



The *Programmes Covered* and *Officials in Charge* are copied from the previous Communication Plan version. The other sections (*Associated Documents*, *Latest Validation Results* and *History*) are initialised.

4. Perform the required updates for the new Communication Plan version.

Refer to the procedures in the section [Updating Communication Plans](#).

5. Validate the revised Communication Plan.

Refer to the procedures in the section [Validating Communication Plans](#).

6. Send the revised and validated new version of Communication Plan to the Commission.

Refer to the procedures in the section [Sending Communication Plans to the European Commission](#).

You will now have to wait until the European Commission evaluates your revised Operational Programme and notifies you of their decision. Refer to [Evaluating validated Communication Plans \(by the Commission\)](#).

6.11. Communication Plan Data Fields

This section provides a detailed description of the data fields you can encounter when managing Communication Plans. The fields are grouped in a table per tab.

The tables always have the same structure and contain the following information for each field:

- Field name
- Description
- Maximum Length (M.L.) expressed as a number of characters
If the maximum field length is pre-defined, the field contains a dash (-). This is the case check boxes, for fields containing a date or another fix-format entry (such as a CCI) and for fields for which a predefined value must be selected from a drop-down list.
- Status: M (Mandatory), O (Optional), C (Calculated by the system)

6.11.1. General Communication Plan Data Fields

The following table lists the data fields containing General Settings about the Communication Plans. You can find them on one or more of the following screens:

- The Communication Plan Search pane
- The Communication Plan Creation Wizard (first phase)
- The **General Details** section of the Communication Plan Display screen
- The **General** tab of the Communication Plan Edit screen

Note: This does not mean that all listed fields appear on all screens.

Field name	Description	M.L.	Status
------------	-------------	------	--------

Field name	Description	M.L.	Status
Title	<p>The title describes the Communication Plan or its purpose.</p> <p>You define the Title during the first phase of the Creation Wizard.</p> <p>When you are searching for a specific Communication Plan, you can enter (part of) the title to find the required Communication Plan.</p> <p>When you are editing an existing Communication Plan, you can change the settings in this field.</p>	255	M
Comment	<p>The comment further describes the Communication Plan.</p> <p>The user defines it during the first phase of the Creation Wizard.</p> <p>When you are editing an existing Communication Plan, you can change the settings in this field.</p>	2000	O
Version	<p>The version of the Communication Plan is a numeric value that is automatically incremented by 1, each time a new version of the Communication Plan is created.</p> <p>When you are searching for a specific Communication Plan, you can enter its version number.</p>	-	C

Field name	Description	M.L.	Status
Status	<p>This field indicates the status of the Communication Plan you are working with. This is a read-only field completed automatically by the system.</p> <p>A Communication Plan can have the following status indications:</p> <ul style="list-style-type: none"> • Created: The Communication Plan has been created by the Member State user, but it has not yet been validated. • Validated: The Communication Plan has been validated by the Member State user, which means that it is in line with the Validation rules and can be sent to the European Commission. • Sent: The Communication Plan has been sent to the Commission by the Member State user and awaits treatment by the European Commission Operating Agent (ECO A). • Compliant: The Communication Plan has been accepted as compliant by the ECO A. • Returned: The Communication Plan was not accepted as compliant by the ECO A and has been sent back to the Member State. If the Commission returned the Communication Plan for correction, the Member State User can send a corrected version to the Commission again. If the Commission returned the Communication Plan with full rejection, the Member State User is expected to make major changes before re-submitting • Cancelled: The Communication Plan has been cancelled by the Member State user. A Member State user can cancel a Communication Plan, if he does not want to correct a Communication Plan returned by the European Commission. Once a Communication Plan is cancelled, the covered Operational Programmes can be linked to another Communication Plan. 	-	C
Previous Node	<p>This field contains the Node where the Communication Plan resided, before it was transferred to the current Node</p> <p>When you are searching a Communication Plan, select the required Node from the drop-down list.</p>	-	C
Current Node	<p>This field contains the Node where the Communication Plan is residing now.</p> <p>When you are searching a Communication Plan, you can select the required Node from the drop-down list.</p>	-	C
Last Modified Date	<p>This field contains the Date on which the Communication Plan was updated for the last time.</p>	-	C

6.11.2. Programmes Covered Data fields

The following table lists the data fields containing information about the Programmes Covered by the Communication Plan. You can find them on one or more of the following screens:

- The Communication Plan Creation Wizard (second phase)
- The Programmes Covered section of the Communication Plan Display screen
- The Programmes Covered tab on the Communication Plan Edit screen

Note: This does not mean that all listed fields appear on all screens.

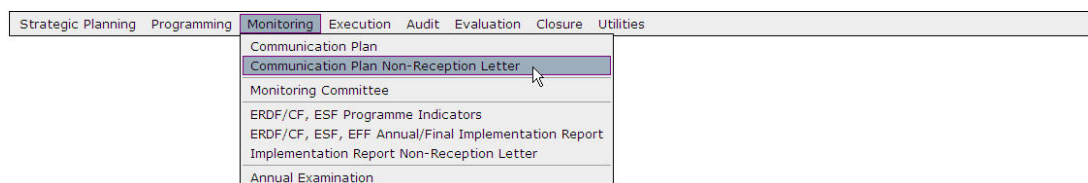
Field name	Description	M.L.	Status
Operational Programme CCI	An Operational Programme CCI unambiguously identifies an Operational Programme covered by the Communication Plan. During the second phase of the Communication Plan Creation Wizard, you must select at least one Operational Programme CCI to be covered by the Communication Plan.	-	M
Operational Programme Title	The OP Title field contains the title linked to the Operational Programme. It cannot be edited when you are working with the Communication Plan.	255	C

6.12. Consulting a Communication Plan Non-Reception Letter

If the Member state does not submit a required Communication Plan within the defined delays, the European Commission will register a **Communication Plan Non-Reception Letter** in SFC2007. This Non-Reception Letter can then be consulted by the Member State.


Follow this procedure to consult a Communication Plan Non-Reception Letter.

1. **On the SFC2007 initial screen, select the option *Communication Plan Non-Reception Letter* from the *Monitoring* drop-down menu.**



The following screen is displayed:

User: w0052353 Node: PT Profile: w0052353 - PT Version: v3.1.19 [Help](#) [Home](#) [Logout](#)

 **System for Fund management in the European Community 2007-2013** English (en)

Monitoring > Communication Plan Non-Receipt Letters > List Related Documents

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Search

Document Title: Show?

Attachment Title:

Document Date:

Sent Date:

Language:

Member State:

CCI:

List of Documents


2 results found, displaying 1 to 2 Page(s): 1. Item(s) per page: 12 [Show all](#)

Title	Language	Attachments	Document Date	Sent Date
CP NRL for Portugal	English	1	21/05/2009	20/05/2009

2. Search the required *Communication Plan Non-Receipt Letter*.
3. Click the link in the *Title* field.

The Documents Details screen is displayed:

User: w0052353 Node: PT Profile: w0052353 - PT Version: v3.1.19 [Help](#) [Home](#) [Logout](#)

 **System for Fund management in the European Community 2007-2013** English (en)

Monitoring > Communication Plan Non-Receipt Letters > Edit Related Documents

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Document Details

Type: CP NRL for Portugal Sent Date: 20/05/2009

Title: CP NRL for Portugal

Document Date: 21/05/2009 Language: English

Commission Registration N°: Local Reference:

Comments:

Notification Details

Disable Automatic Notification [?](#)

Comments:

Attachments

1 results found, displaying 1 to 1 Page(s): 1. Item(s) per page: 12 [Show all](#)

Title	Filename	Link	Upload Date
CP Non-Receipt Letter document	ddfdf.doc		20/05/2009

Document Links

1 results found, displaying 1 to 1 Page(s): 1. Item(s) per page: 12 [Show all](#)

CCI	Title
2007PT163PR001	MP for Portugal

[Return to Document List](#)

4. Click the link in the *Filename* field to open the document or to save it on a local drive.

7. MANAGING MONITORING COMMITTEES

7.1. Introduction to the Monitoring Committees

7.1.1. Definition

The Monitoring Committee is set up by Member State for each Operational Programme, in agreement with the Managing Authority. The Monitoring Commission will be set up within three months from the date of the notification to the Member State of the decision approving the Operational Programme. A single Monitoring Committee may be set up for several Operational Programmes.

7.1.2. Composition

The Monitoring Committee shall be chaired by a representative of the Member State or the Managing Authority. Its composition shall be decided by the Member State in agreement with the Managing Authority. At its own initiative or at the request of the Monitoring Committee, a representative of the Commission shall participate in the work of the Monitoring Committee in an advisory capacity. A representative of the EIB and the EIF may participate in an advisory capacity for those Operational Programmes to which the EIB or the EIF makes a contribution.

For EAFRD, each Monitoring Committee shall be chaired by a representative of the Member State or of the Managing Authority. Its composition shall be decided by the Member State and shall include the partners referred to in Commission Regulation (EC) N°1698/2005 Article 6(1). At their own initiative, Commission representatives may participate in the work of the Monitoring Committee in an advisory capacity.

7.1.3. Tasks

The Monitoring Committee shall satisfy itself as to the effectiveness and quality of the implementation of the Operational Programme, in accordance with the following provisions:

- it shall consider and approve the criteria for selecting the operations financed within six months of the approval of the Operational Programme and approve any revision of those criteria in accordance with programming needs;
- it shall periodically review progress made towards achieving the specific targets of the Operational Programme on the basis of documents submitted by the Managing Authority;
- it shall examine the results of implementation, particularly the achievement of the targets set for each priority axis and the evaluations referred to in Article 48(3);
- it shall consider and approve the annual and final reports on implementation referred to in Article 67;
- it shall be informed of the annual control report, or of the part of the report referring to the Operational Programme concerned, and of any relevant comments the Commission may make after examining that report or relating to that part of the report;
- it may propose to the Managing Authority any revision or examination of the Operational Programme likely to make possible the attainment of the Funds' objectives referred to in Article 3 or to improve its management, including its financial management;
- it shall consider and approve any proposal to amend the content of the Commission decision on the contribution from the Funds.

(Refer to Articles 63, 64 and 65 of the Council Regulation (EC) No 1083/2006. The referenced Articles also refer to this Council Regulation.)

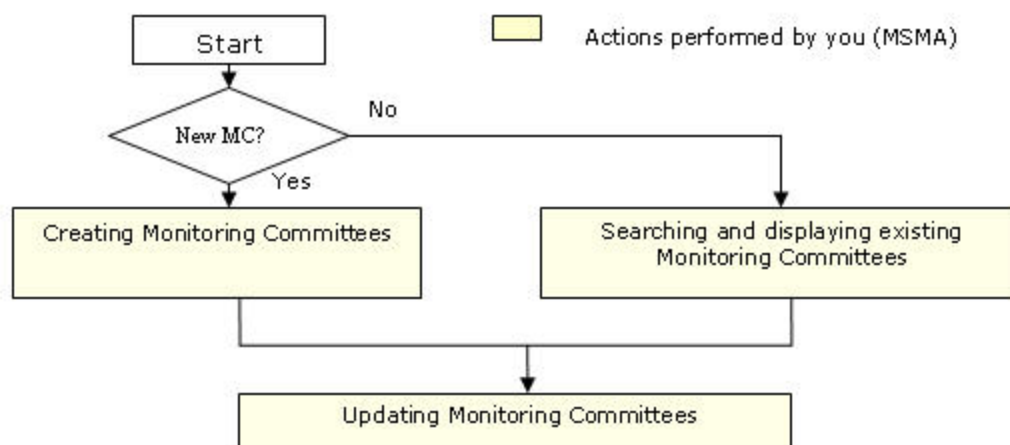
For EAFRD:

The Monitoring Committee shall satisfy itself as to the effectiveness of the implementation of the rural development programme. To that end, the Monitoring Committee:

- shall be consulted, within four months of the decision approving the programme, on the selection criteria for financed operations. The selection criteria shall be revised according to programming needs;
- shall periodically review progress made towards achieving the specific targets of the programme, on the basis of the documents submitted by the Managing Authority;
- shall examine the results of implementation, particularly achievement of the targets set for each axis and ongoing evaluations;
- shall consider and approve the annual progress report and the last progress report before they are sent to the Commission;
- may propose to the Managing Authority any adjustment or review of the programme aimed at achieving the Objectives of the EAFRD defined in Article 4 or improving its management, including its financial management;
- shall consider and approve any proposal to amend the content of the Commission decision on the contribution from the EAFRD.

7.2. Workflow Overview

Managing Monitoring Committees involves going through a workflow consisting of several procedures performed by you, the Member State Management Authority (MSMA). An overview of this workflow is displayed below:



The actions you perform are represented as yellow boxes. Click one of the links below to access a detailed description:

- [Creating Monitoring Committees](#)
- [Searching and displaying existing Monitoring Committees](#)
- [Updating Monitoring Committees](#)

7.3. Creating Monitoring Committees

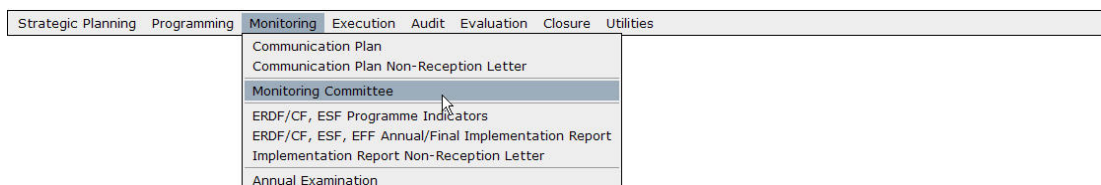
The Monitoring Committee process can be used to create a Monitoring Committee dossier for each meeting or for all meetings.

Tips:

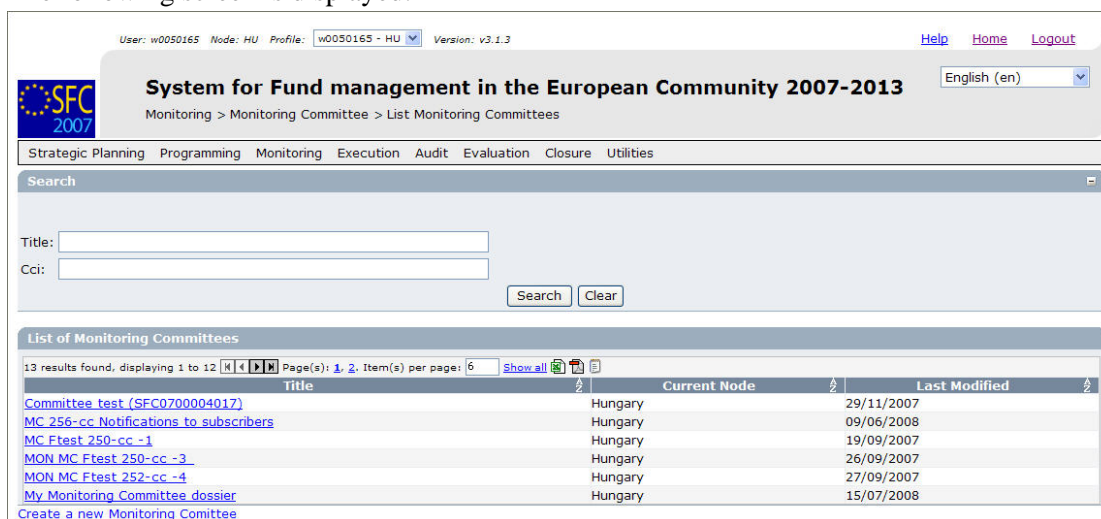
- To facilitate search, type as much information as possible in the title of the Monitoring Committee (Object, Meeting date, etc) when used for one meeting
- DG AGRI (EAFRD programme) highly recommends to create one Monitoring Committee per meeting

Follow this procedure to create a Monitoring Committee.

1. **On the SFC2007 initial screen, select the option *Monitoring Committee* from the Monitoring drop-down menu.**



The following screen is displayed:



This screen contains the following standard elements:

- **Search pane:** This pane allows defining search criteria for searching Monitoring Committees.
- **List of Monitoring Committees:** This pane lists default information for existing Monitoring Committees.
- **Create a new Monitoring Committee** link

A detailed description of the standard User Interface elements is provided in the [SFC2007 Introduction guide](#).

2. **Click the link *Create a new Monitoring Committee*.**

The following screen is displayed:

UW: #0032304 Rev: 01 Version: V2.7.24 Help Home Logout

SFC 2007 System for Fund management in the European Community 2007-2013 English (en) ▾

Monitoring > Monitoring Committee > Create Monitoring Committee

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details Programmes Covered

Create Monitoring Committee step 1: Provide General Details

Title: *

Comment:

Next Cancel

The current step **General Details** is highlighted. The following fields are available:

- [Title](#)
- [Comment](#)

For a description of these fields, refer to section [General Monitoring Committee Data fields](#) or click an individual link in the list above.

3. Fill out the fields as required and click the *Next* button.

The following screen is displayed:

UW: #0032304 Rev: 01 Version: V2.7.24 Help Home Logout

SFC 2007 System for Fund management in the European Community 2007-2013 English (en) ▾

Monitoring > Monitoring Committee > Create Monitoring Committee

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details Programmes Covered

Create Monitoring Committee step 2: List Programmes Covered

No programmes Covered

[Add a new Programme Covered](#)

Previous Finish Cancel

The current step **Programmes Covered** is highlighted.

4. Click the link *Add a new Programme Covered*.

The following screen is displayed:

UW: #0032304 Rev: 01 Version: V2.7.24 Help Home Logout

SFC 2007 System for Fund management in the European Community 2007-2013 English (en) ▾

Monitoring > Monitoring Committee > Create Monitoring Committee

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details Programmes Covered

Create Monitoring Committee step 2: List Programmes Covered

Cci: * Title:

Add Clear

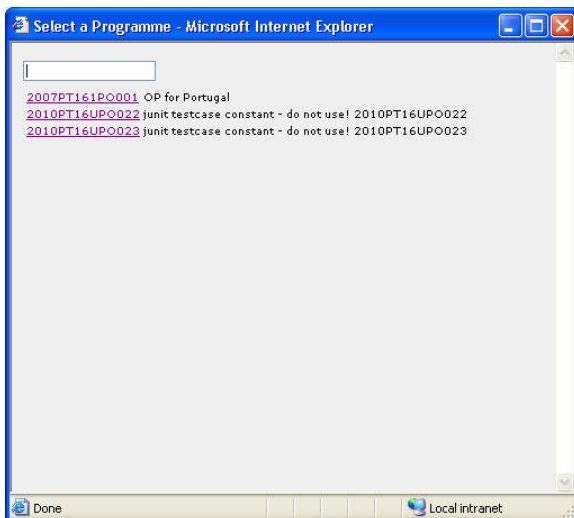
[Add a new Programme Covered](#)

No programmes Covered

Previous Finish Cancel

5. Click the *CCI* field.

The available Operational Programmes are listed in a separate dialog:



Only the Operational Programmes referring to the geographical area you are responsible for, are displayed. If the list of available Operational Programmes is too long and you do not easily find the required one, you can enter (the start of) the CCI allocated to the required Operational Programme in the search field. It is highly advised to mention at least one CCI.

6. **Select the required Operational Programme from the dialog, by clicking the matching CCI link.**

The following screen is displayed:



The CCI and Title associated with the selected Operational Programme are copied into the fields.

7. **Click the *Add* button to add the Operational Programme to the list of Operational Programmes covered by the Monitoring Committee.**

The following screen is displayed:



The selected Programme has been added to the list.

You can now:

- Click the link in the **CCI** field to copy the entry into the edit fields again.

- Click the **Rubbish bin** icon (🗑️) to remove the matching Operational Programme from the list.
 - Click the link **Add a new Programme Covered** again to add an additional Operational Programme to be covered by the Monitoring Committee.
- 8. Click the *Finish* button, once you have defined the settings as required.**

The following message is displayed briefly:

Monitoring Committee created

Then the following screen is displayed:

This screen contains a number of tabs allowing updating (editing and/or completing) the Monitoring Committee definition. Refer to [Updating Monitoring Committees for a detailed description](#).

7.4. Searching and displaying existing Monitoring Committees

You typically search an existing Monitoring Committee, if you need to display or update its settings.

- 1. On the SFC2007 initial screen, select the option Monitoring Committee from the Monitoring drop-down menu:**

The following screen is displayed:

User: w0050165 Node: HU Profile: w0050165 - HU Version: v3.1.3 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013 English (en)

Monitoring > Monitoring Committee > List Monitoring Committees

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Search

Title:

Cci:

List of Monitoring Committees

13 results found, displaying 1 to 12 Page(s): 1, 2. Item(s) per page: 6 [Show all](#)

Title	Current Node	Last Modified
Committee test (SFC0700004017)	Hungary	29/11/2007
MC 256-cc Notifications to subscribers	Hungary	09/06/2008
MC Ftest 250-cc -1	Hungary	19/09/2007
MON MC Ftest 250-cc -3	Hungary	26/09/2007
MON MC Ftest 252-cc -4	Hungary	27/09/2007
My Monitoring Committee dossier	Hungary	15/07/2008
Create a new Monitoring Committee		

This screen contains the following standard elements:

- **Search pane:** This pane allows defining search criteria for searching Monitoring Committees.
- **List of Monitoring Committees:** This pane lists default information for existing Monitoring Committees.
- **Create a new Monitoring Committee** link

A detailed description of the standard User Interface elements is provided in the [SFC2007 Introduction guide](#).

2. Define search criteria in the Search pane, if you do not immediately find the required Monitoring Committee.

The following search fields are available:

- [Title](#)
- [CCI](#)

For a description of these fields, refer to section [Monitoring Committee Data fields](#) or click an individual link in the list above.

3. Click the **Search** button.

The Monitoring Committees matching your search criteria are displayed in the **List of Monitoring Committees**:

User: w0052304 Node: PT Version: V2.7.24 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013 English (en)

Monitoring > Monitoring Committee > List Monitoring Committees

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Search

Title:

Cci:

List of Monitoring Committees

1 results found, displaying 1 to 1 Page(s): 1. Item(s) per page: 12 [Show all](#)


Title	Current Node	Last Modified
Monitoring Committee for Portugal	Portugal	31/03/2008
Create a new Monitoring Committee		

4. Click the link in the **Title** column matching the Monitoring Committee you want to display.

The details for the selected Monitoring Committee are shown on the **Monitoring Committee Display** screen.

5. Select a link at the top of the Display screen, if required.

The following links are available:

Link	Description
Return to list	Click this link to return to the list of Monitoring Committees matching your search criteria.
Delete	Click this link to delete the currently displayed Monitoring Committee. The following dialog is displayed: 
Print	Click this link to generate a Summary Report about the Monitoring Committee. Refer to Appendix E.1 Print Report .
Print All	This link is always available. Click this link to generate a Detailed Report about the Monitoring Committee. Refer to Appendix E.2 Print All Report .

6. Verify the settings in the *General Details* section.

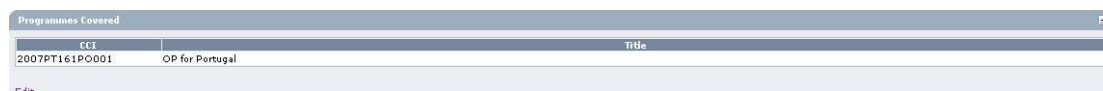


This section lists the basic settings for this Monitoring Committee. The following fields are available:

- [Title](#)
- [Comment](#)

Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the tab General Info](#).

7. Verify the settings in the *Programmes Covered* section.



This section lists the Operational Programmes covered by the Monitoring Committee. For each covered Operational Programme, the following fields are available:

- [CCI](#)
- [Title](#)

Click the Edit link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the tab Programmes Covered](#).

8. Verify the settings in the *Associated Documents* section.



This section lists information on the Documents and attachments defined for the Monitoring Committee.

The following document types can be associated with a Monitoring Committee:

- Monitoring Committee Agenda

- Monitoring Committee Invitation Letter
- Monitoring Committee Other Member State Document
- Monitoring Committee Report and Conclusions
- Monitoring Committee Rules of Procedure
- Monitoring Committee Selection Criteria
- Monitoring Committee Working Documents

Click the **Edit** link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section **Documents tab** in [SFC2007 Introduction guide](#).

9. Verify the settings in the *Officials in Charge* section.

Officials in Charge						
Name	Phone	Fax	Email	Valid From	Until	
Pinto Antonio	351 2 223 98 76	351 2 223 98 77	sfc2007_tra1@yahoo.com	01/08/2007	31/08/2011	
Ana Lopes	351 2 123 45 67	351 2 123 45 68	sfc2007_tra2@yahoo.com	01/08/2007	31/08/2011	

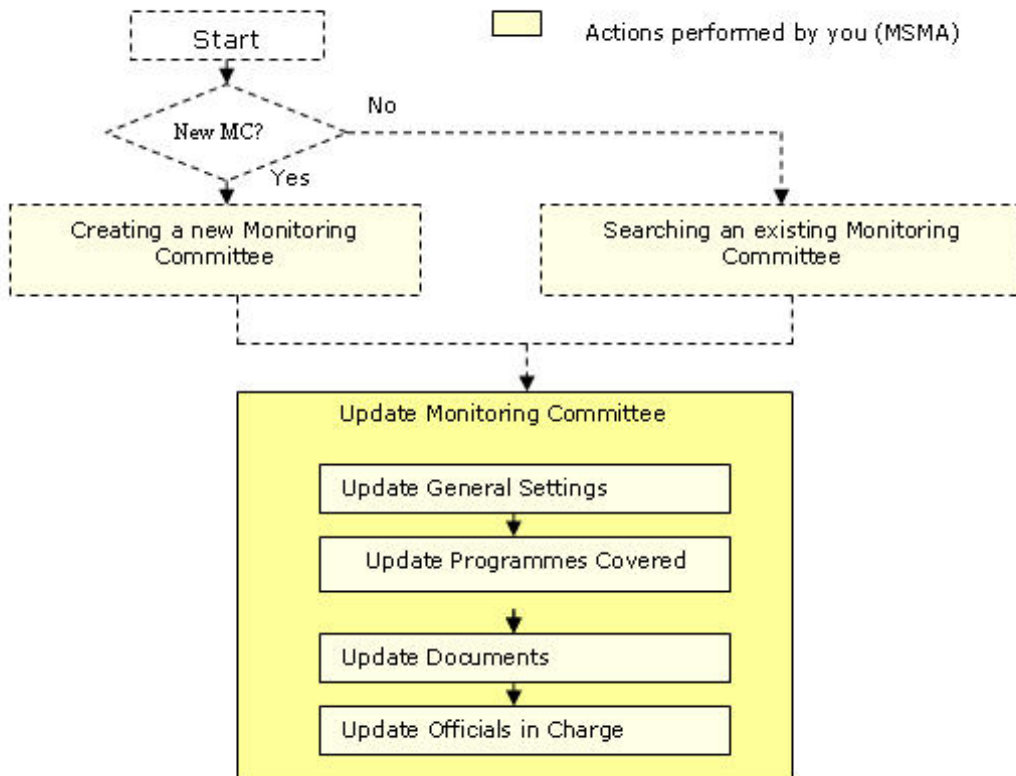
[Edit](#)

This section lists information on the Officials in Charge of the Monitoring Committee. Click the **Edit** link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section **Officials in Charge** in the [SFC2007 Introduction guide](#).

7.5. Updating Monitoring Committees

7.5.1. Workflow Overview

The following graphic shows the Workflow for updating Monitoring Committees. It is a subset from the general Monitoring Committee Workflow shown in the section [Managing Monitoring Committees: Workflow overview](#).



These actions are described in separate procedures:

- [Updating the tab General](#)
- [Updating the tab Programmes Covered](#)

The update procedure for the *Documents* and *Officials in Charge* tabs are explained in the [SFC2007 Introduction guide](#).

7.5.2. *Updating the tab General*

The tab *General* on the *Monitoring Committee* screen lists basic information about the Monitoring Committee, such as its title and its creation comment. Follow the procedure described in this section to update the existing settings.

1. Browse to the tab *General* on the *Update Monitoring Committee* screen.

Refer to one of the following procedures for instructions:

- [Creating Monitoring Committees](#)
- [Searching and displaying existing Monitoring Committees](#)

The screen looks as follows:

The screenshot shows the 'Edit Monitoring Committee' screen. At the top, there is a header with the SFC 2007 logo and the text 'System for Fund management in the European Community 2007-2013'. Below this is a navigation menu with options: Strategic Planning, Programming, Monitoring, Execution, Audit, Evaluation, Closure, Utilities. The main content area is titled 'General Details' and shows the 'Title' as 'Monitoring Committee for Portugal'. There are four tabs: 'General', 'Programmes Covered', 'Documents', and 'In Charge'. The 'General' tab is selected, showing a 'Title' field with the value 'Monitoring Committee for Portugal' and a 'Comment' field with the value 'Covering the approved Operational Programme'. At the bottom right, there are 'Save' and 'Cancel' buttons. A 'Return to Display' link is at the bottom left.

2. **Verify the title of Monitoring Committee in the information pane at the top of the screen.**
3. **Update the values in the *General* tab as required.**

The following fields are available:

- [Title](#)
- [Comment](#)

For a description of these fields, refer to section [General Monitoring Committee Data Fields](#) or click an individual field link in the list above.

4. **Perform the required changes and click the *Save* button.**

This concludes the procedure *Updating General Info*.

You can now:

- [Update the tab Programmes Covered](#) (logical next step)
- Update another tab or subtab on the Monitoring Committee Update screen. Refer to the [Action Overview](#) in the section Updating Monitoring Committees.

7.5.3. Updating the tab Programmes Covered

The tab **Programmes Covered** on the **Monitoring Committee** screen lists information about the Operational Programmes covered by the Monitoring Committee. Follow the procedure described in this section to update the existing settings.

1. Browse to the tab **Programmes Covered** on the **Update Monitoring Committee** screen.

Refer to one of the following procedures for instructions:

- [Creating Monitoring Committees](#)
- [Searching and displaying existing Monitoring Committees](#)

The screen looks as follows:



2. Verify the title of Monitoring Committee in the information pane at the top of the screen.

3. Verify the information about the Programmes Covered by the Monitoring Committee.

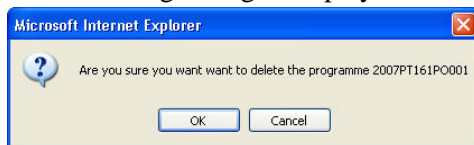
The following fields are available for each Operational Programme Covered:

- [CCI](#)
- [Title](#)

For a description of these fields, refer to section [Programmes Covered Data Fields](#) or click an individual field link in the list above.

4. Click the **Rubbish bin icon** () next to an existing entry, if the matching Operational Programme should no longer be covered by the Monitoring Committee.

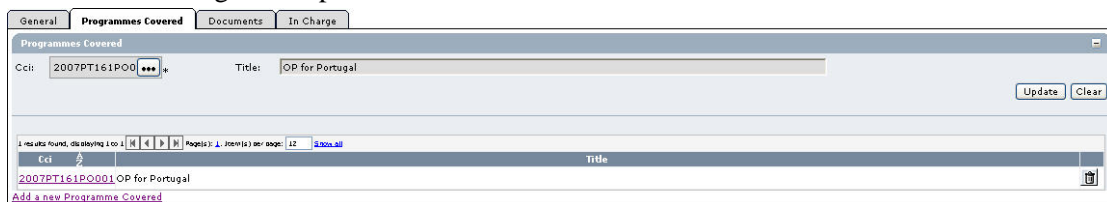
The following dialog is displayed:



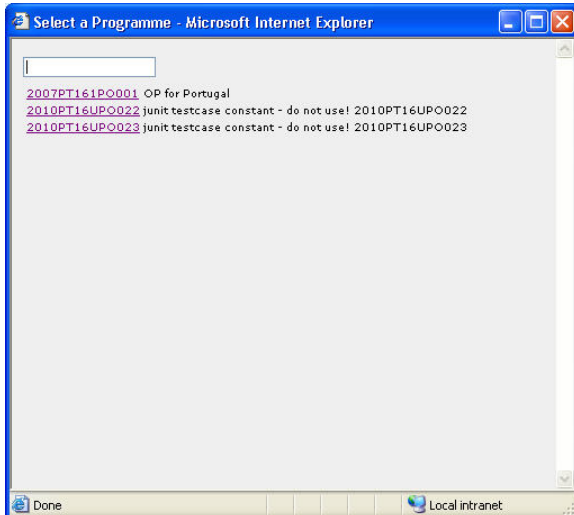
Confirm or cancel the deletion as required.

5. Click the link in the **CCI** column for an existing entry, if you want to change the settings for that entry.

The current settings are copied into the fields:



Click the **CCI** field to display the **Operational Programmes** dialog:

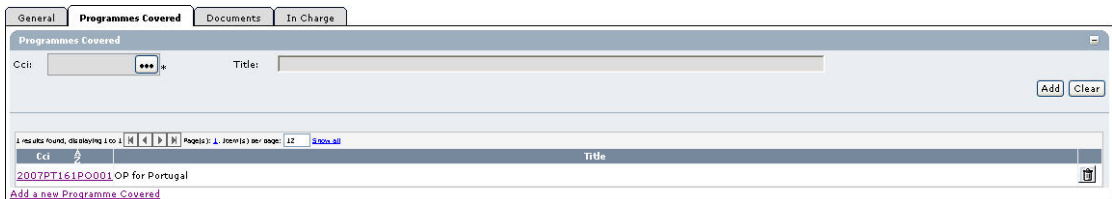


Select the required OP from the list. Only the approved Operational Programmes pertaining to your geographical region are listed.

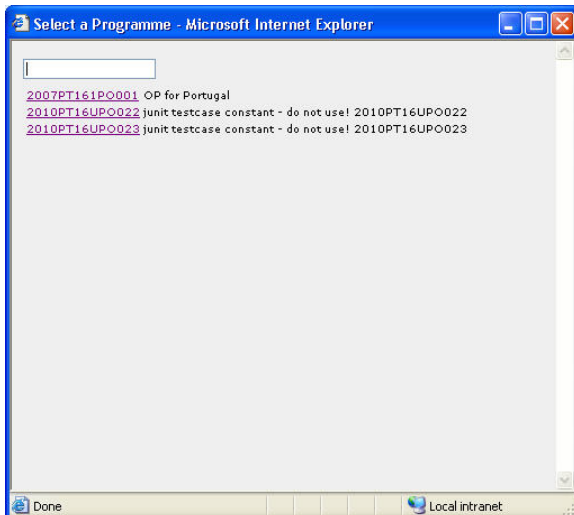
The selected Operational Programme will replace the original OP on the **Programmes Covered** tab.

6. Click the link **Add a new Programme Covered**, if you want to add an Operational Programme to be covered by the Monitoring Committee.

The following screen is displayed:

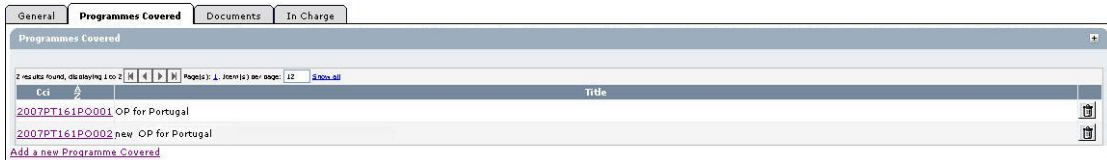


Click the **CCI** field to display the **Operational Programmes** dialog:



Select the required OP from the list. Only the approved Operational Programmes pertaining to your geographical region are listed.

The selected Operational Programme will be added on the **Programmes Covered** tab as well:



This concludes the procedure *Updating the tab Programmes Covered*.

You can now:

- Update the tabs common to all SFC2007 Objects: **Documents** and **Officials in Charge**. Refer to the [SFC2007 Introduction guide](#) for a detailed description.
- Update another tab or subtab on the Monitoring Committee Update screen. Refer to the [Action Overview](#) in the section *Updating Monitoring Committees*.

7.6. Monitoring Committee Data Fields

This section provides a detailed description of the data fields you can encounter when managing Monitoring Committees. The fields are grouped in a table per tab.

The tables always have the same structure and contain the following information for each field:

- Field name
- Description
- Maximum Length (M.L.) expressed as a number of characters
If the maximum field length is pre-defined, the field contains a dash (-). This is the case check boxes, for fields containing a date or another fix-format entry (such as a CCI) and for fields for which a predefined value must be selected from a drop-down list.
- Status: M (Mandatory), O (Optional), C (Calculated by the system)

7.6.1. General Details Data Fields

The following table lists the data fields containing General Settings about the Monitoring Committees. You can find them on one or more of the following screens:

- The Monitoring Committee Search pane
- The Monitoring Committee Creation Wizard (first phase)
- The General Details section of the Monitoring Committee Display screen
- The General tab of the Monitoring Committee Edit screen

Note: This does not mean that all listed fields appear on all screens.

Field name	Description	M.L.	Status
Title	The title describes the Monitoring Committee or its purpose. You define the Title during the first phase of the Creation Wizard. When you are searching for a specific Monitoring Committee, you can enter (part of) the title to find the required Monitoring Committee. For instance, <i>%january%</i> written in the fields "Title", looks for the word between % anywhere in the fields. When you are editing an existing Monitoring Committee, you can change the settings in this field.	255	M

Field name	Description	M.L.	Status
Comment	<p>The comment further describes the Monitoring Committee.</p> <p>The user defines it during the first phase of the Creation Wizard.</p> <p>When you are editing an existing Monitoring Committee, you can change the settings in this field.</p>	2000	O

7.6.2. Programmes Covered Data fields

The following table lists the data fields containing information about the Programmes Covered by the Monitoring Committee. You can find them on one or more of the following screens:

- The Monitoring Committee Creation Wizard (second phase)
- The Programmes Covered section of the Monitoring Committee Display screen
- The Programmes Covered tab on the Monitoring Committee Edit screen

Note: This does not mean that all listed fields appear on all screens.

Field name	Description	M.L.	Status
Operational Programme CCI	<p>An Operational Programme CCI unambiguously identifies an Operational Programme covered by the Monitoring Committee.</p> <p>During the second phase of the Monitoring Committee Creation Wizard, you must select at least one Operational Programme CCI to be covered by the Monitoring Committee.</p>	-	M
Operational Programme Title	The OP Title field contains the title linked to the Operational Programme. It cannot be edited when you are working with the Monitoring Committee.	255	C

8. MANAGING ANNUAL PAYMENT APPLICATION FORECASTS (APAF)

8.1. Introduction to Annual Payment Application Forecasts

(After Article 76.3 of Council Regulation (EC) No 1083/2006 and article 75.3 of (EC) No 1198/2006)

The Annual Payment Application Forecast is the provisional forecast of likely payment applications for the current and the subsequent financial year that the Member States must send to the European Commission, no later than the 30 April each year.

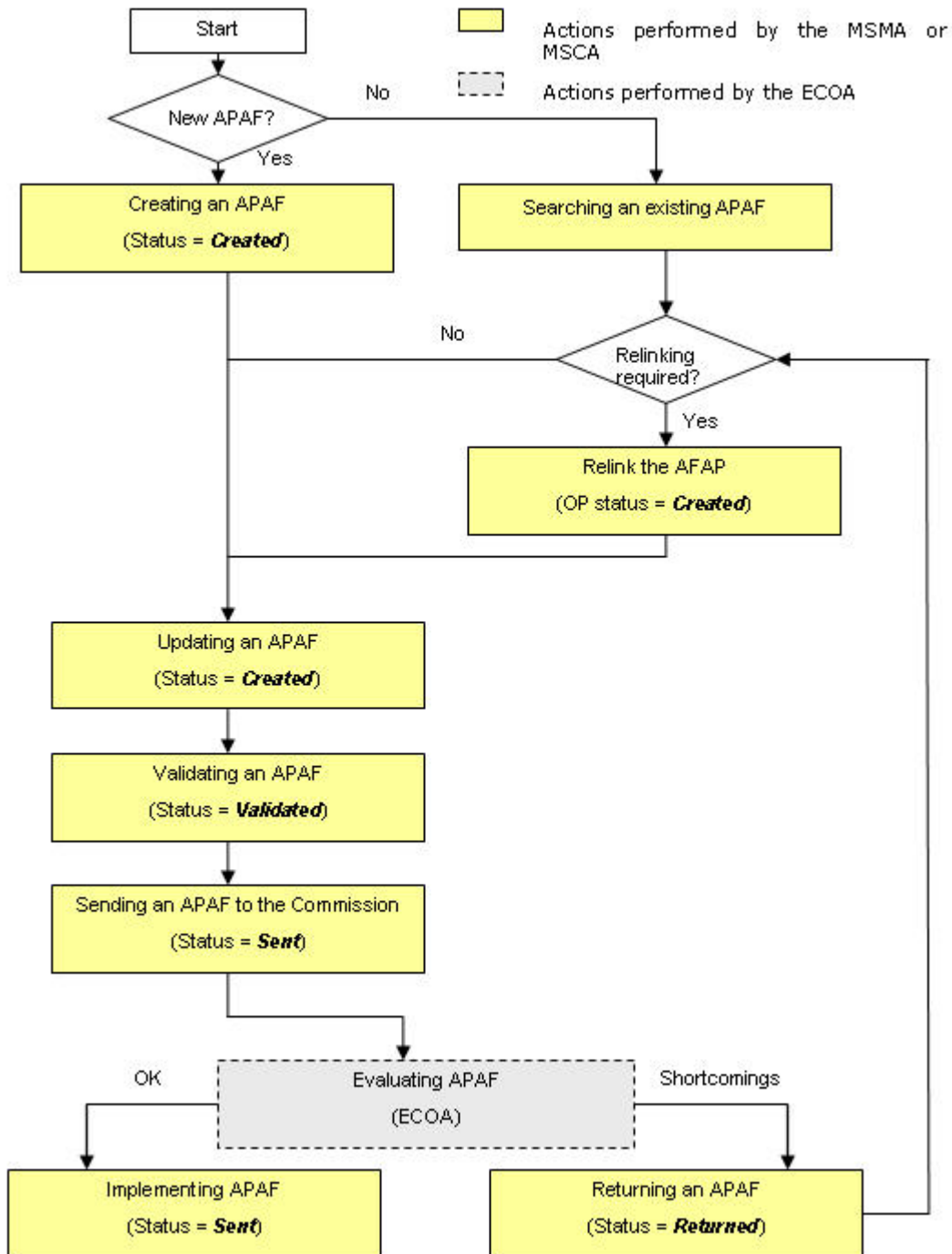
Annual Payment Application Forecasts are relevant for the following Funds:

- ERDF / CF
- ESF
- EFF

8.2. Managing Annual Payment Application Forecasts: Workflow overview

Managing Annual Payment Application Forecasts involves going through a workflow consisting of several procedures. Some procedures are performed by you, the Member State Managing Authority (MSMA) or Member State Certifying Authority (MSCA), while other procedures are performed by European Commission Operating Agent (ECOAG).

An overview of this workflow is displayed below:



The actions you perform are represented as yellow boxes. Click one of the links below to access a detailed description:

- [Creating Annual Payment Application Forecasts](#)
- [Searching existing Annual Payment Application Forecasts](#)
- [Consulting existing Annual Payment Application Forecasts](#)
- [Synchronizing existing Annual Payment Application Forecasts](#)
- [Updating Annual Payment Application Forecasts](#)
- [Validating Annual Payment Application Forecasts](#)

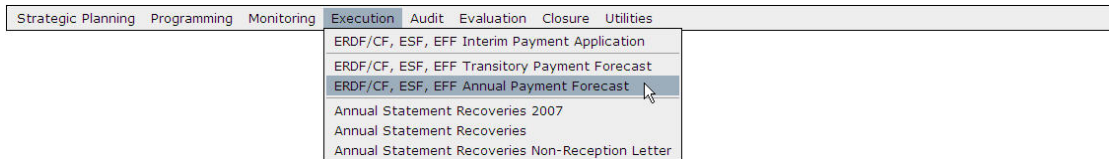
- [Sending Annual Payment Application Forecasts to the European Commission](#)
- [Correcting returned Annual Payment Application Forecasts](#)

The actions performed by European Commission users are displayed in gray boxes. Refer to the section [Evaluating Annual Payment Application Forecasts \(by the Commission\)](#) to access a short description.

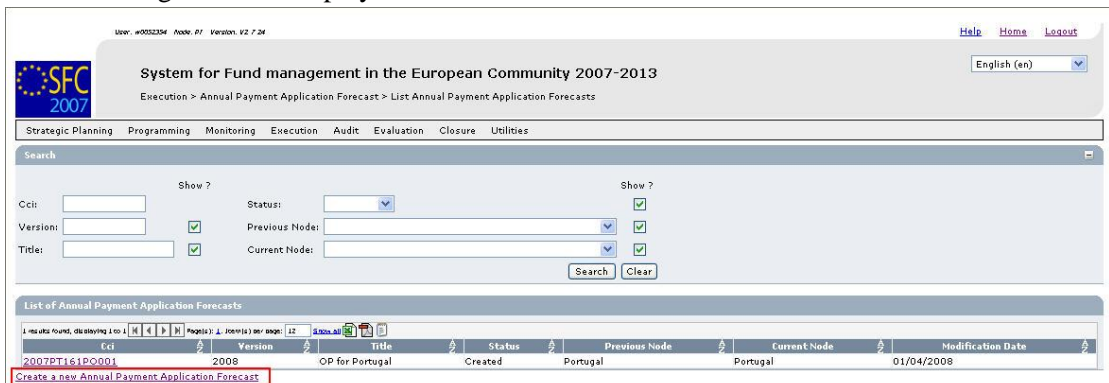
8.3. Creating Annual Payment Application Forecasts

Follow the procedure below to create a new Annual Payment Application Forecast.

1. **On the SFC2007 initial screen, select the option *ERDF/CF, ESF, EFF Annual Payment Forecast* from the *Execution* drop-down menu:**



The following screen is displayed:



This screen contains the following standard elements:

- **Search pane:** This pane allows defining search criteria for searching Annual Payment Application Forecasts.
- **List of existing Annual Payment Application Forecasts:** This pane lists default information for existing Annual Payment Application Forecasts.
- **Create a new Annual Payment Application Forecast link**

A detailed description of the standard User Interface elements is provided in the [SFC2007 Introduction guide](#).

2. **Click the link *Create a new Annual Payment Application Forecast*:**

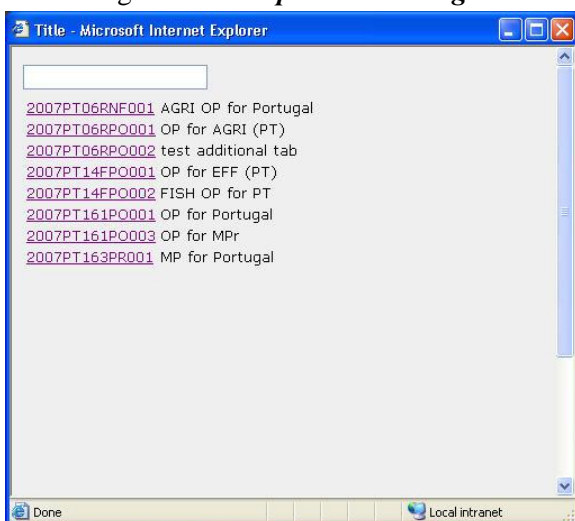
The following screen is displayed:



The current step *Select Programme* is highlighted.

3. Click the field *CCI*.

The dialog *Select an Operational Programme* is displayed:



If the list of Operational Programmes is too long and you do not easily find the required one, you can define (a part of) the CCI in the *CCI* search field. The list will only list the matching CCIs.

4. Select the required Operational Programme by clicking the CCI link.

The information pertaining to the selected Operational Programme is copied into the *CCI* and *Title* fields:



5. Select the required year from the *Version* drop-down list.

6. Click the *Next* button.

The following screen is displayed:



7. Click the *Finish* button to confirm the creation of the Payment Application Forecast.

The following message is briefly displayed:

Payment Forecast created

Then the following screen is displayed:

This screen contains a number of tabs allowing updating (editing and/or completing) the Annual Payment Application Forecast definition. Refer to [Updating Annual Payment Application Forecasts](#) for a detailed description.

8.4. Searching existing Annual Payment Application Forecasts

You typically search an existing Annual Payment Application Forecast, if you need to display or update its settings.

1. **On the SFC2007 initial screen, select the option *ERDF/CF, ESF, EFF Annual Payment Forecast* from the *Execution* drop-down menu:**

The following screen is displayed:

This screen contains the following standard elements:

- **Search pane:** This pane allows defining search criteria for searching Annual Payment Application Forecasts.
- **List of existing Annual Payment Application Forecasts:** This pane lists default information for existing Annual Payment Application Forecasts.
- **Create a new Annual Payment Application Forecast link**

A detailed description of the standard User Interface elements is provided in the [SFC2007 Introduction guide](#).

2. Define search criteria in the fields available in the *Search* pane, if you do not immediately find the required Annual Payment Application Forecast.

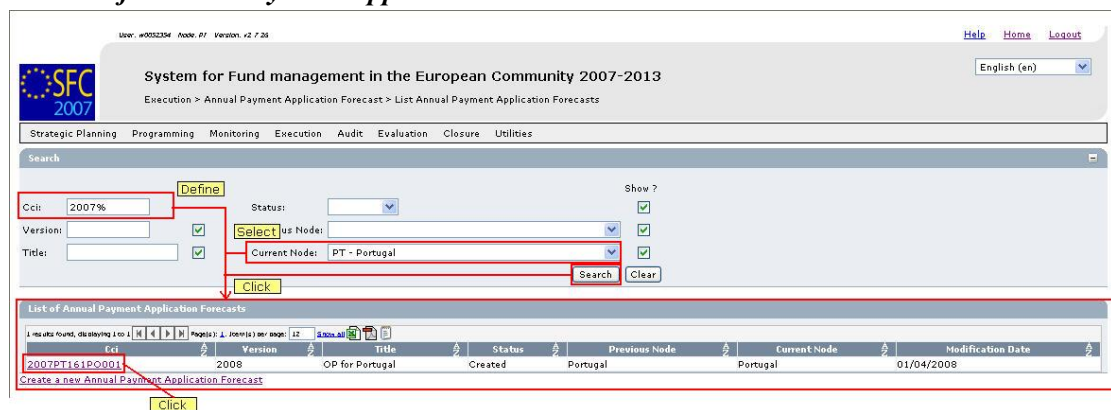
The following search fields are available:

- [CCI](#)
- [Version](#)
- [Title](#)
- [Status](#)
- [Previous Node](#)
- [Current Node](#)

For a description of these fields, refer to refer to section [General Annual Payment Application Forecast Data Fields](#) or click an individual field link in the list above.

3. Click the *Search* button.

The Annual Payment Application Forecasts matching your search criteria are displayed in the *List of Annual Payment Application Forecast*:




4. Click the link in the *CCI* column matching the Annual Payment Application Forecast for which you want to verify or update the settings.

The *Display Screen* for the selected Annual Payment Application Forecast is displayed. At the top of the screen, a number of links is displayed:



Dependent on the Operational Programme status, the following links can be available:

Link	Description
Return to list	This link is always available. Click this link to return to the list of Annual Payment Application Forecasts matching your search criteria.

Link	Description
Delete	<p>This link is available if:</p> <ul style="list-style-type: none"> • The Annual Payment Application Forecast is treated on the Member State level. • The Annual Payment Application Forecast status is Created or Validated • The Annual Payment Application Forecast has never been sent to the Commission before. <p>Click this link to delete the currently displayed Annual Payment Application Forecast version. The following dialog is displayed:</p>  <p>Confirm or cancel the deletion.</p>
Validate	<p>This link is available if:</p> <ul style="list-style-type: none"> • The Annual Payment Application Forecast is treated on the Member State level. • The Annual Payment Application Forecast status is Created or Returned <p>Click this link to validate the Annual Payment Application Forecast. Refer to Validating Annual Payment Application Forecasts for more information.</p>
Relink	<p>This link is available if:</p> <ul style="list-style-type: none"> • The Annual Payment Application Forecast is treated on the Member State level. • The Annual Payment Application Forecast status is Created, Validated or Returned. • Funds and/or Objectives (ERDF/CF and ESF) or Region Types (EFF) have been modified/added in the modified/new Operational Programme Version since the creation of the Annual Payment Application Forecast. <p>Click this link to relink the Annual Payment Application Forecast with another version of a covered Operational Programme. Refer to Synchronizing Annual Payment Application Forecasts for more information.</p>
Send	<p>This link is available if:</p> <ul style="list-style-type: none"> • The Operational Programme is treated on the Member State level. • The Operational Programme status is Validated. <p>Click this link to send the Annual Payment Application Forecast. Refer to Sending Annual Payment Application Forecasts to the European Commission for more information.</p>

Link	Description
Print	This link is always available. Click this link to generate a Report containing all encoded official information that allows the Member State to verify what he has entered in the system. Refer to Appendix G.1 Print Report .
Print All	This link is always available. Click this link to generate a Detailed Report containing all encoded official information, plus information required to manage the OP like Last Validation Results, OP History and Officials in Charge. Refer to Appendix G.2 Print All Report .

The rest of the **Display Screen** consists of a number of sections listing the current settings for the Annual Payment Application Forecast. Refer to the section [Consulting the Display Screen of an Annual Payment Application Forecast](#) for detailed information.

8.5. Consulting the Display Screen of an Annual Payment Application Forecast

Once you have [searched an Annual Payment Application Forecast](#), its **Display Screen** is shown. This Display Screen consists of a number of **Information Sections** showing the current settings of the Annual Payment Application Forecast.

Follow the procedure below to verify the information sections in the Annual Payment Application Forecast Display Screen.

1. Search and select the required Annual Payment Application Forecast to access the Display Screen.

Refer to [Searching existing Annual Payment Application Forecasts](#) for detailed instructions.

2. Verify the settings in the *General* section.

General
CCI: 2007PT161P0001 Version: 2008 Status: Created ?
Title: OP for Portugal

This section lists the basic settings for this version of the Annual Payment Application Forecast. The following fields are available:

- [CCI](#)
- [Version](#)
- [Status](#)
- [Title](#)

For a description of these fields, refer to section [General Annual Payment Application Forecast Data Fields](#) or click an individual field link in the list above.

As the General settings for the Annual Payment Application Forecast cannot be changed after creation, the **Edit** link is never available in this section.

3. Verify the settings in the *Forecast of Likely Payment Application* section.

Forecast of likely Payment Application (in EUR)(1)			
Objective	Fund	Community co-financing 2008	Community co-financing 2009
Convergence	ERDF	200000	215000

(1) Only provisional forecasts of likely payment applications in respect of the Community contribution, and not total expenditure forecast, should be stated. In the provisional forecasts of likely payment applications, the community contribution should be stated in the year in question, and should not be cumulated from the beginning of the programming period.

[Edit](#)

This section contains **Community Co-financing** fields for each Objective and Fund included in the Operational Programme covered by the APAF. Furthermore, a field is foreseen for the year matching the version indication as well as for the following year.

In the example above, the covered Operational Programme contains only one Objective (*Convergence*) and Fund (*ERDF*). There are two *Co-financing* fields: one for the year matching the version number (*2008*) and one for the following year (*2009*).

Click the *Edit* link in this section to change the values in the *Community Co-financing* fields. For a detailed description of the the update procedure, refer to [Updating the tab Forecast Details](#).

4. Verify the settings in the *Associated Documents* section.

Associated Documents						
Title	Type	Language	Attachments	Document Date	Sent Date	
AFAP for Portugal (2008)	Annual Payment Application Forecast	Portuguese	1	01/04/2008		
Additional Explanations about the Portuguese AFAP	Other Member State Document	Portuguese	1	01/04/2008		

This section lists information on the Documents and Attachments defined for the Annual Payment Application Forecast. Click the *Edit* link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section *Documents tab* in the [SFC2007 Introduction guide](#).

5. Verify the settings in the *Officials In Charge* section.

Officials in Charge					
Name	Phone	Fax	Email	Valid From	Until
official 4 (EC) ES			sfc2007-info@ec.europa.eu		
official 3 (EC) DE			sfc2007-info@ec.europa.eu		

This section lists information on the Officials in Charge of the Annual Payment Application Forecast. Click the *Edit* link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section *Officials in Charge* in the [SFC2007 Introduction guide](#).

6. Expand the *Last Validation Results* section by clicking the *Expand* icon (+).

The following screen appears:

Validation Results		
Date	Severity	Message
02/04/2008	Error	Annual Payment Application Forecast should be linked to an Operational Programme
02/04/2008	Warning	The Payment Application Forecast should have at least one valid Person In Charge for the member state.
02/04/2008	Info	Object could not be validated. Please correct errors.

This section lists error, warning and information messages about the last validation attempt. At least all errors must be corrected before the Annual Payment Application Forecast can be sent to the European Commission. For a detailed description of the Validation process, refer to [Validating Annual Payment Application Forecasts](#).

7. Expand the *History* section by clicking the *Expand* icon (+).

The following screen appears:

History						
Status	Comment	By Level	Date	User		
Returned	Not sufficiently motivated	Commission	02/04/2008 13:37	w0050144		
Sent		Portugal	02/04/2008 13:35	w0052354		
Validated		Portugal	02/04/2008 13:35	w0052354		
Returned	Not sufficiently motivated	Commission	02/04/2008 12:32	w0050144		
Sent		Portugal	02/04/2008 11:18	w0052354		
Validated		Portugal	02/04/2008 10:18	w0052354		
Created		Portugal	02/04/2008 10:17	w0052354		
Validated		Portugal	02/04/2008 10:14	w0052354		
Created		Portugal	01/04/2008 17:03	w0052354		
Created	created by wizard	Portugal	01/04/2008 14:52	w0052354		

This section lists, in inversed chronological order, all "events" that occurred during the life of this Annual Payment Application Forecast. All entries are read-only, some are generated by the system, while others have been defined by a Commission or Member State user.

The following fields are displayed:

Field	Description
-------	-------------

Field	Description
Status	This field displays the status of the Annual Payment Application Forecast at the moment of the event.
Comment	This field contains a system-generated comment for some standard "events".
By level	This field contains the name of the Level (node) where the Annual Payment Application Forecast resided at the moment of the event.
Date	This field contains the timestamp (date and time) of the event.
User	This field contains the username used by the person initiating the event.

8.6. Synchronizing Annual Payment Application Forecasts with its Operational Programme

The APAF needs to be synchronized with its Operational Programme, if that Operational Programme has been modified or if a new version was created. This can occur when Funds or Objectives (ERDF/CF and ESF) or Region Types (EFF) have been modified or added since the creation of the Annual Payment Application Forecast.

In this case, the structure of the Annual Payment Application Forecast can be realigned with the structure of the modified/new Operational Programme Version.

Synchronising an Annual Payment Application Forecast to the Commission is only possible, if it has the status **Created**, **Validated** or **Returned**.

Follow the procedure detailed in this section to synchronize an Annual Payment Application Forecast with its Operational Programme.

1. Search the Annual Payment Application Forecast you want to synchronize.

Refer to [Searching existing Annual Payment Application Forecasts](#) for a detailed description.

2. Once you have accessed the *Annual Payment Application Forecast Display* screen, click the **Relink** link, as indicated below:



The following screen is displayed:

User: #0552354 Node: P1 Version: v2.7.26 [Help](#) [Home](#) [Logout](#)

 **System for Fund management in the European Community 2007-2013** English (en) ▾

Execution > Payment Application > Forecast > Re-Link Interim Payment Applications

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Payment Application Forecast

CCI: 2007PT161PO001 Version: 2008 Status: Returned [?](#)

Title: OP for Portugal

Do you really want to link this Payment Forecast to the latest Operational Programme Version?

3. Click the *Yes* button.

Results:

- The Annual Payment Application Forecast Display screen is again shown.
- The Status of the Annual Payment Application Forecast is set to **Created**.
- The section **Forecast of likely Payment Application** matches the Objective and Fund structure as defined in the new version of the Operational Programme.

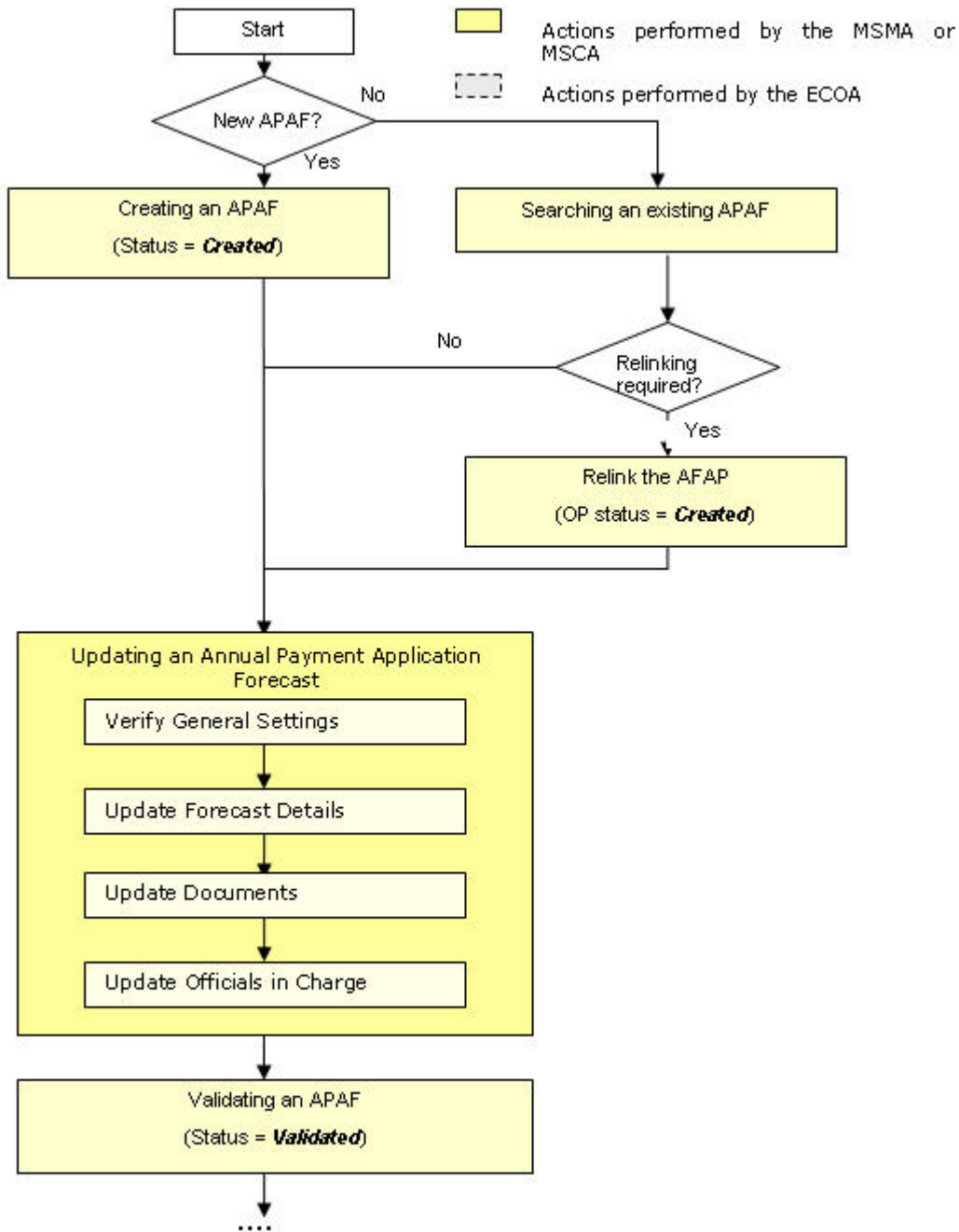
This concludes the procedure ***Synchronizing the Annual Payment Application Forecast with its Operational Programme.***

You will probably have to [update the Annual Payment Application Forecast](#) now, in order to define the Community co-financing amounts for the new Objectives and Funds.

8.7. Updating Annual Payment Application Forecasts

8.7.1. Workflow Overview

The following graphic shows the Workflow for updating Annual Payment Application Forecasts. It is a subset from the general Annual Payment Application Forecast Workflow shown in the section [Managing Annual Payment Application Forecasts: Workflow overview](#).



These actions are described in separate procedures:

- [Verify the General Settings](#)
- [Updating the tab Forecast Details](#)

The update procedure for the **Documents** and **Officials In Charge** tabs are explained in the [SFC2007 Introduction guide](#).

8.7.2. Verifying General Settings

The section **General Info** on the **Annual Payment Application Forecast Update** screen lists basic information about the Annual Payment Application Forecast. As it is not possible to

update these settings, they are not displayed on a editing tab, but in a read-only section above these tabs. Follow the procedure described in this section to verify the General Settings.

1. Browse to the *Update Annual Payment Application Forecast* screen.

Refer to one of the following procedures for instructions:

- [Creating Annual Payment Application Forecasts](#)
- [Searching existing Annual Payment Application Forecasts](#)

The screen looks as follows:



2. Verify the basic information about the Annual Payment Application Forecast in the information section at the top of the screen.

The following fields are available:

- [CCI](#)
- [Version](#)
- [Status](#)
- [Title](#)

For a description of these fields, refer to section General Annual Payment Application Forecast Data fields or click an individual link in the list above.

This concludes the procedure *Verifying General Settings*.

You can now:

- [Update the tab Forecast Details](#) (logical next step)
- Update another tab on the on the Audit Strategy Update screen. Refer to the [Action Overview](#) in the section *Updating Annual Payment Application Forecasts*.

8.7.3. *Updating the tab Forecast Details*

The tab *Forecast Details* on the *Annual Payment Application Forecast Update* screen lists the Community Co-financing Amounts for each Objective and participating Fund defined in the Operational Programme that was selected for this Annual Payment Application Forecast. Community Co-financing Amounts are provided for the year matching the Version indication, as well as for the subsequent year.

1. Browse to the *Forecast Details* tab on the *Update Annual Payment Application Forecast* screen.

Refer to one of the following procedures for instructions:

- [Creating Annual Payment Application Forecasts](#)
- [Searching existing Annual Payment Application Forecasts](#)

The screen looks as follows:

User: #002234 Mode: P1 Version: v2.7.26 Help Home Logout

System for Fund management in the European Community 2007-2013
Execution > Payment Application Forecast > Edit Payment Application Forecast

English (en)

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Payment Application Forecast

CCI: 2007PT161PO001 Version: 2008 Status: Created
Title: OP for Portugal

Forecast Details Documents In Charge

Forecast of likely Payment Application (in EUR)(1)

Objective	Fund	Community co-financing 2008	Community co-financing 2009
Convergence	ERDF	200,000	215,000

(1) Only provisional forecasts of likely payment applications in respect of the Community contribution, and not total expenditure forecast, should be stated. In the provisional forecasts of likely payment applications, the community contribution should be stated in the year in question, and should not be cumulated from the beginning of the programming period.

Save Cancel

[return to display](#)

2. **Verify the basic information about the Annual Payment Application Forecast in the information pane at the top of the screen.**

The following fields are available:

- [CCI](#)
- [Version](#)
- [Status](#)
- [Title](#)

For a description of these fields, refer to section General Annual Payment Application Forecast Data fields or click an individual link in the list above.

3. **Edit the existing Community Co-financing amounts, if required.**

4. **Click the *Save* button to save the new values.**

This concludes the procedure *Updating the tab Forecast Details*.

You can now:

- Update the tabs common to all SFC2007 Objects: *Documents* and *Officials in Charge*. Refer to the [SFC2007 Introduction guide](#) for a detailed description.
- Update another tab or subtab on the Operational Programme Update screen. Refer to the [Action Overview](#) in the section *Updating Annual Payment Application Forecasts*.

Once you have updated all tabs as required, the next logical step is to [validate the Annual Payment Application Forecast](#).

8.8. Validating Annual Payment Application Forecasts

When you validate an Annual Payment Application Forecast, the system will check its validity and completeness. Refer to [Appendix F: Validation rules for Annual Payment Application Forecasts](#) for a detailed list of the validation rules. You will logically perform a validation of your Annual Payment Application Forecast **AFTER** having [created](#), [synchronized](#) and/or [updated](#) it and **BEFORE** [sending it to the European Commission](#) for acceptance.

You can only validate an Annual Payment Application Forecast, if it has the status *Created* or *Returned* (by the Commission).

Follow the procedure detailed in this section to validate an Annual Payment Application Forecast.

1. **Search the Annual Payment Application Forecast to be validated.**

Refer to [Searching existing Annual Payment Application Forecasts for a detailed description.](#)

2. **Once you have accessed the Annual Payment Application Forecast Display, click the *Validate* link:**



The Validation Results are displayed:



The table lists messages in three severity levels:

- **Error:** Errors are blocking shortcomings to the Annual Payment Application Forecast. The Annual Payment Application Forecast will not get the *Validated* status and you will not be able to send it to the European Commission, as long as errors persist.
- **Warning:** Warnings are non-blocking shortcomings to the Annual Payment Application Forecast. The Annual Payment Application Forecast will get the *Validated* status and you will be able to send it to the European Commission, while warnings persist. However, the Commission is more likely to return the Annual Payment Application Forecast to you in order to remove the warnings.
- **Info:** Informational messages provide a conclusion of the Error and Warning messages, such as the info message in the screen above:
Object could not be validated. Please correct errors.

For a detailed overview of the Validation Rules, refer to [Appendix F: Validation Rules for Annual Payment Application Forecasts.](#)

3. **Analyse the Validation results and correct the errors (and the warnings).**

Refer to the procedures in chapter [Updating Annual Payment Application Forecasts.](#)

4. **Once you think you have corrected all errors (required) and all warnings (preferably), try validating the Annual Payment Application Forecast again.**

5. **Repeat the steps above, until all errors have been eliminated.**

The Validation report will look as follows:

User: #0552394 Node: P1 Version: v2.7.26 Help Home Logout

System for Fund management in the European Community 2007-2013
Execution > Payment Application > Forecast > Validate Payment Application Forecast

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Payment Application Forecast

CCI: 2007PT161PO001 Version: 2008 Status: Validated Status has changed
Title: OP for Portugal

Validation Results

Date	Severity	Message
02/04/2008	Warning	The Payment Application Forecast should have at least one valid Person In Charge for the member state.
02/04/2008	Info	Object has been validated.

return to display No errors persist

6. You can now send the Annual Payment Application Forecast to the European Commission for approval.

Refer to [Sending Annual Payment Application Forecast to the European Commission](#).

8.9. Sending Annual Payment Application Forecast to the European Commission

Once you have [validated](#) an Annual Payment Application Forecast, you can send it to the European Commission for Approval.

Sending an Annual Payment Application Forecast to the Commission is only possible, if it has the status *Validated*.

Follow the procedure detailed in this section to send an Annual Payment Application Forecast to the Commission.

1. Search the Annual Payment Application Forecast you want to send to the European Commission.

Refer to [Searching existing Annual Payment Application Forecasts](#) for a detailed description.

2. Once you have accessed the Annual Payment Application Forecast Display screen, click the *Send* link, as indicated below:

User: #0552394 Node: P1 Version: v2.7.26 Help Home Logout

System for Fund management in the European Community 2007-2013
Execution > Payment Application > Forecast > Display Payment Application Forecast

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

return to list Delete Send Relink Print Print All Click

General

CCI: 2007PT161PO001 Version: 2008 Status: Validated
Title: OP for Portugal

The following screen is displayed:

User: #0552354 Node: PT Version: v2.7.26 Help Home Logout

SFC 2007 System for Fund management in the European Community 2007-2013 English (en) ▾

Execution > Payment Application > Forecast > Send Payment Application Forecast

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Payment Application Forecast

CCI: 2007PT161PO001 Version: 2008 Status: Validated
Title: OP for Portugal

Documents

1 results found, displaying 1 to 1 | Page(s): 1, Item(s) per page: 12 | [Show All](#)

Title	Type	Language	Attachments	Document Date	Sent Date
prepareDocument - pt	Snapshot of data before send	Portuguese	1 Click	02/04/2008	

Are you sure you want to send this Payment Application Forecast?

The Snapshot report is generated. This snapshot shows the data that will be sent to the Commission, once you confirm the sending.

3. Click the link in the *Attachment* field to open and verify the PDF Snapshot report.
4. Click the *Yes* button.

Results:

- The Annual Payment Application Forecast is sent to the Commission.
- The European Commission is notified of this event by means of a standard e-mail message.
- The Annual Payment Application Forecast Display screen is again displayed.
- The Status of the Annual Payment Application Forecast is set to *Sent*.

This concludes the procedure *Sending Annual Payment Application Forecasts to the European Commission*.

You will now have to wait until the European Commission evaluates your Annual Payment Application Forecast and notifies you of their decision.

The Commission procedures are not explained in detail in this manual. For a short description, refer to [Evaluating Annual Payment Application Forecast \(by the Commission\)](#).

Note: Once the Annual Payment Application Forecast is sent to the Commission (status is *Sent*), only the *Officials in Charge* and the *Documents* sections are available for editing. You are not able to modify the rest of the data.

8.10. Evaluating Annual Payment Application Forecasts (by the Commission)

When you send your validated Annual Payment Application Forecast to the European Commission, the responsible ECOA is notified of this fact. The ECOA then determines if your Annual Payment Application Forecast is acceptable in its current form.

If your Annual Payment Application Forecast is not acceptable in its current form, the ECOA returns it to you for correction. Refer to the procedure [Correcting returned Annual Payment Application Forecasts](#) for detailed instructions.

If your Annual Payment Application Forecast is acceptable, the ECOA does not perform any additional actions. The *Sent* status is in this case the final status of the Annual Payment Application Forecast.

8.11. Correcting returned Annual Payment Application Forecasts

If the responsible European Commission Operating Agent (ECO) determines that a sent Operational Programme proposal cannot be admitted in its current form, he will return it to the sender for correction.

You are notified of this event by means of an e-mail message in the following format:

From: "sfc2007-info@ec.europa.eu" <sfc2007-info@ec.europa.eu>
 To: msma@portugal.pt
 Sent: Tuesday, June 26, 2007 1:19:39 PM
 Subject: SFC2007 Event Notification

Object: Payment Application Forecast "2007PT161P0001" Version 2008

Event: Returned

By: Commission

To: Portugal

Next Action: The Member State is expected to correct this Payment Application Forecast.
 To review this Payment Application Forecast version click [here](#)

Perform the following procedure to correct the Annual Payment Application Forecast.

1. Search the returned Annual Payment Application Forecast.

Click the *Here* link in the notification e-mail message above or refer to Searching existing Annual Payment Application Forecasts.

2. In the *Annual Payment Application Forecast Display* screen, browse to the *Associated Documents* section:

Title	Type	Language	Attachments	Document Date	Sent Date
prepareDocument - pt	Snapshot of data before send	Portuguese	↓	02/04/2008	02/04/2008
Acknowledgement_pt.pdf	Payment Application Forecast Sent Acknowledgement Document	Portuguese	↓	02/04/2008	02/04/2008
Additional guidelines for AFAP	Official Commission's Observations on Payment Application Forecast	English	↓	02/04/2008	02/04/2008
prepareDocument - pt	Snapshot of data before send	Portuguese	↓	02/04/2008	02/04/2008
Acknowledgement_pt.pdf	Payment Application Forecast Sent Acknowledgement Document	Portuguese	↓	02/04/2008	02/04/2008
Additional APAF guidelines	Official Commission's Observations on Payment Application Forecast	English	↓	02/04/2008	02/04/2008

[Click](#)

If the ECOA attached a document to your Annual Payment Application Forecast motivating his decision to return it to you for correction, this document will be listed in this section (probably on the last line).

3. Click the link in the *Attachments* column to open the document and follow the guidelines to correct the Annual Payment Application Forecast.

4. In the *Annual Payment Application Forecast Display* screen, browse to the *History* section as well:

Status	Comment	By Level	Date	User
Returned	Not sufficiently motivated	Commission	02/04/2008 13:37	w0050144
Sent		Portugal	02/04/2008 13:35	w0052354
Validated		Portugal	02/04/2008 13:35	w0052354
Returned	Not sufficiently motivated	Commission	02/04/2008 12:32	w0050144
Sent		Portugal	02/04/2008 11:18	w0052354
Validated		Portugal	02/04/2008 10:18	w0052354
Created		Portugal	02/04/2008 10:17	w0052354
Validated		Portugal	02/04/2008 10:14	w0052354
Created		Portugal	01/04/2008 17:03	w0052354
Created	created by wizard	Portugal	01/04/2008 14:52	w0052354

Look for the line marking the return of your Operational Programme (probably the first line) and consult the *Comment* field.

In this field, the ECOA may have briefly explained why he returned your Annual Payment Application Forecast to you.

5. Perform the required changes to the Annual Payment Application Forecast.

Refer to the procedures described in section [Updating Annual Payment Application Forecasts](#).

6. Validate the revised Annual Payment Application Forecast.

Refer to the procedure described in section [Validating Annual Payment Application Forecasts](#).

7. Send the revised and validated Annual Payment Application Forecast again to the Commission.

Refer to the procedure described in section [Sending Annual Payment Application Forecasts \(to the Commission\)](#).

You will now have to wait until the European Commission evaluates your revised Annual Payment Application Forecast and notifies you of their decision.

The Commission procedures are not explained in detail in this manual. For a short description, refer to [Evaluating Annual Payment Application Forecasts \(by the European Commission\)](#).

8.12. Annual Payment Application Forecast Data Fields

This section provides a detailed description of the data fields you can encounter when managing Annual Payment Application Forecasts. The fields are grouped in a table per section or tab.

The tables always have the same structure and contain the following information for each field:

- Field name
- Description
- Maximum Length (M.L.) expressed as a number of characters.
If the maximum field length is pre-defined, the field contains a dash (-). This is the case check boxes, for fields containing a date or another fix-format entry (such as a CCI) and for fields for which a predefined value must be selected from a drop-down list.
- Status: M (Mandatory), O (Optional), C (Calculated by the system)

8.12.1. General Annual Payment Application Forecast Data Fields

The following table lists the data fields containing General Settings about the Annual Payment Application Forecast. You can find them on one or more of the following screens:

- The Annual Payment Application Forecast Search pane
- The List of Annual Payment Application Forecasts
- The Annual Payment Application Forecast Creation Wizard (First Phase)
- The **General** section on the Annual Payment Application Forecast Display screen
- The **Payment Application Forecast** section on the Annual Payment Application Forecast Edit screen

Note: This does not mean that all listed fields appear on all screens.

Field name	Description	M.L.	Status
------------	-------------	------	--------

Field name	Description	M.L.	Status
CCI	This field refers to the CCI assigned to the Operational Programme covered by the Annual Payment Application Forecast. For an explanation of the CCI structure, refer to the section Managing Common Identification Codes .	-	M
Version	The version of the Annual Payment Application Forecast is a year indication. The Annual Payment Application Forecast contains Community Co-Financing amounts for the year matching the Version, as well as for the following year.	-	M
Title	This field refers to the Operational Programme Title associated with the CCI.	255	M
Status	<p>This field indicates the status of Annual Payment Application Forecast.</p> <p>An Annual Payment Application Forecast can have the following status indications:</p> <ul style="list-style-type: none"> • Created: The AFAP has been created by the Member State user, but not yet validated. An AFAP also gets or keeps this status, when it has been synchronized. • Validated: The AFAP has been validated by the Member State user, which means that the OP is in line with the Validation rules and can be sent to the European Commission. • Sent: The AFAP has been sent to the Commission by the Member State user and awaits treatment by the European Commission Operating Agent (ECO A). • Returned: The AFAP was not admitted by the ECO A and sent back to the Member State for correction. 	-	M
Previous Node	<p>This field contains the Node where the Annual Payment Application Forecast resided, before it was transferred to the current Node</p> <p>When you are searching an Annual Payment Application Forecast, select the required Node from the drop-down list.</p>	-	C
Current Node	<p>This field contains the Node where the Annual Payment Application Forecast is residing now.</p> <p>When you are searching an Annual Payment Application Forecast, you can select the required Node from the drop-down list.</p>	-	C
Last Modified	This field contains the date at which the Annual Payment Application Forecast definition was changed for the last time.	-	C

8.12.2. Forecast Details Data Fields

The following table lists the fields available for Forecast Detail definitions.

You can find them on one or more of the following screens:

- The Forecast of likely Payment Application section on the Annual Payment Application Forecast Display screen
- The Forecast Details tab on the Annual Payment Application Forecast Edit screen

Field name	Description	M.L.	Status
Objective	This field refers to the Objectives included in the Operational Programme linked to this Annual Payment Application Forecast. Community Co-financing Amounts can be defined for each Objective.	-	C
Fund	This field refers to the Funds participating in the Operational Programme linked to this Annual Payment Application Forecast.	-	C
Community Co-financing Version year	This field contains the user-defined Payment Application Amount per Objective for the year matching the APAF's Version indication.	-	O
Community Co-financing Version+1 year	This field contains the user-defined Payment Application Amount per Objective for the year following the APAF's Version indication.	-	O

9. DEFINING PROGRAMME INDICATOR SETS (ERDF/CF AND ESF ONLY)

9.1. Introduction to Programme Indicators and Programme Indicator Sets

Programme Indicators are a way to measure progress on priority axes and their specific targets, compared to a baseline situation. The Member State Managing Authority decides which Programme Indicators he wants to consider for a specific Operational Programme.

There are two types of Programme Indicators:

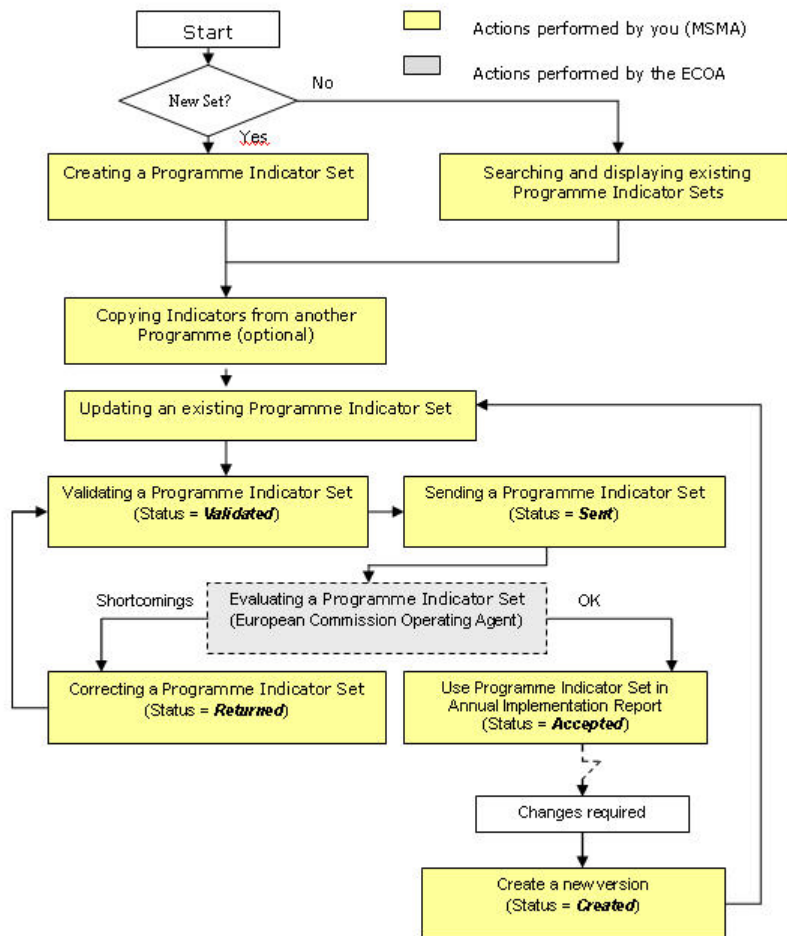
- **Core Programme Indicators:** These Programme Indicators are pre-defined indicators linked to a Priority Axis. The MSMA can select one or more Indicators for each Priority Axis covered by the Operational Programme. (ERDF/CF only)
- **Custom Programme Indicators:** These Programme Indicators can be defined by the Member State Managing Authority, if the Core Programme Indicators do not offer the measurement he wants to consider.

A **Programme Indicator Set** is a group of Programme Indicators defined for and linked to a specific Operational Programme version. The Programme Indicator set constitutes the basis of the **Annual Implementation Report** for that Operational Programme. In fact, the Annual Implementation Report contains the achieved results (expressed as numerical values) for each of the Programme Indicators defined in the Programme Indicator Set.

For more information on Annual Implementation Reports, refer to [Defining Annual Implementation Reports](#).

9.2. Workflow Overview

Defining a Programme Indicator Set involves going through a workflow consisting of several procedures performed by you, the Member State Management Authority (MSMA). An overview of this workflow is displayed below:



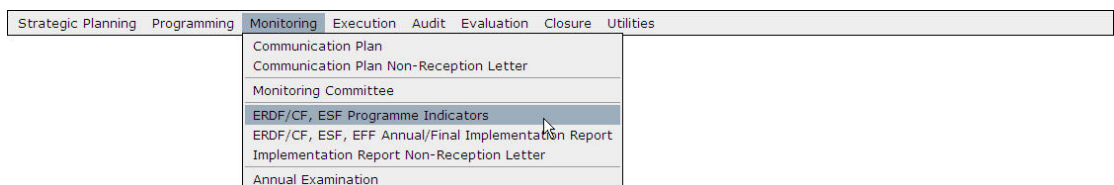
Click one of the links below to access a detailed description:

- [Creating a Programme Indicator Set](#)
- [Searching and displaying existing Programme Indicator Sets](#)
- [Updating Programme Indicator Sets](#)
- [Validating Programme Indicator Set](#)
- [Sending Programme Indicator Sets to the Commission](#)
- [Evaluating Programme Indicator Sets \(by the Commission\)](#)
- [Correcting returned Programme Indicator Sets](#)
- [Creating a new version of an approved Programme Indicator Set](#)

9.3. Creating a Programme Indicator Set

Follow this procedure to create a Programme Indicator Set.

1. **On the SFC2007 initial screen, select the option *ERDF/CF, ESF Programme Indicators* from the *Monitoring* drop-down menu.**



The following screen is displayed:

User: w0052354 Node: PT Profile: w0052354 - PT Version: v3.1.21 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013 English (en)

Monitoring > ERDF/CF, ESF Programme Indicators > List Set of Programme Indicators

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Search

Search criteria: Cci: [] Show ? Title: [] Show ?
 Set Status: [] Set Previous Node Code: []
 OP Version: [] Set Current Node Code: []
 Set Version: []

List of Sets of Programme Indicators

1 results found, displaying 1 to 1 Page(s): 1, Item(s) per page: 12

CCI	OP Version	Title	Set Version	Status	Previous Node	Current Node	Last Modified
2007PT163PR001	1	MP for Portugal	1	Created	Portugal	Portugal	26/05/2009

[Create a New Set of Programme Indicators](#)

This screen contains the following standard elements:

- **Search pane:** This pane allows defining search criteria for searching Programme Indicator Sets.
- **List of Programme Indicator Sets:** This pane lists default information for existing Programme Indicator Sets.
- **Create a new Set of Programme Indicators** link

A detailed description of the standard User Interface elements is provided in the [SFC2007 Introduction guide](#).

2. Click the link **Create a new Set of Programme Indicators**.

The following screen is displayed:

User: w0052354 Node: PT Profile: w0052354 - PT Version: v3.1.21 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013 English (en)

Monitoring > ERDF/CF, ESF Programme Indicators > Create Set of Programme Indicators

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Select Programme **Confirm Version Creation**

Create Set of Programme Indicators. Step 1: Select a Programme

CCI: []

Title: []

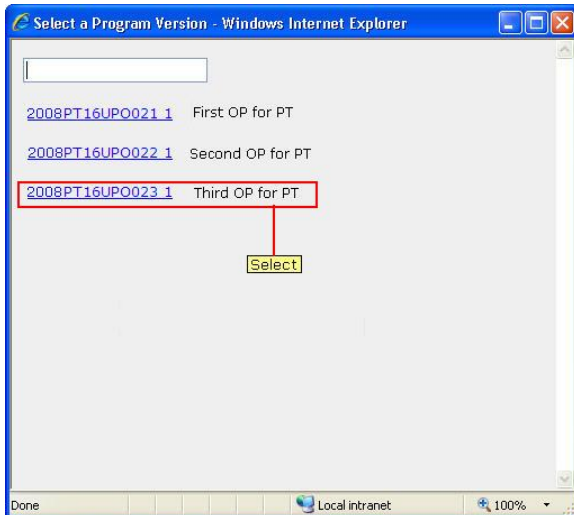
The current step **Select Programme** is highlighted. The following fields are available:

- [CCI](#)
- [Title](#)

For a description of these fields, refer to section [General Programme Indicator Set Data fields](#) or click an individual link in the list above.

3. Click the button in the CCI field.

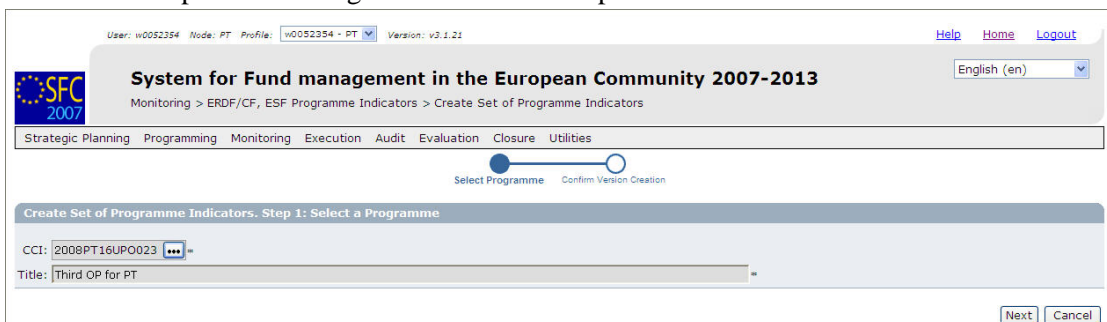
The **Programme Version selection** dialog is displayed:



This dialog lists all *existing* Operational Programme versions for the required Member State. Each Operational Programme version is identified by means of its CCI and a version indication.

4. Select the required Operational Programme version by clicking the matching link.

The selected Operational Programme version is copied in the introduction fields:



5. Click the *Next* button.

The following screen is displayed:



6. Click the *Finish* button.

The following message is displayed briefly:

Set of Indicators successfully created

Then the following screen is displayed:

User: w0052354 Node: PT Profile: w0052354 - PT Version: v3.1.21

System for Fund management in the European Community 2007-2013

Monitoring > ERDF/CF, ESF Programme Indicators > Edit Set of Programme Indicators

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Set of Indicators

Cci: 2008PT16UPO023 OP Version: 1 Set Version: 1 Set Status: Created Last Modified: 26/05/2009

Title: Third OP for PT

General Custom Indicators Indicator Usage Baselines / Targets Documents In Charge

General Details

CCI: 2008PT16UPO023 (1) Third OP for PT

Comment:

Save Cancel

[Return to Display](#)

This screen contains a number of tabs allowing updating (editing and/or completing) the Programme Indicator Set. Refer to [Updating Programme Indicator Sets](#) for a detailed description.

9.4. Searching and displaying existing Programme Indicator Sets

You typically search an existing Programme Indicator Set, if you need to display or update its settings.

1. On the SFC2007 initial screen, select the option *ERDF/CF, ESF Programme Indicators* from the *Monitoring* drop-down menu:

Strategic Planning Programming **Monitoring** Execution Audit Evaluation Closure Utilities

- Communication Plan
- Communication Plan Non-Reception Letter
- Monitoring Committee
- ERDF/CF, ESF Programme Indicators**
- ERDF/CF, ESF, EFF Annual/Final Implementation Report
- Implementation Report Non-Reception Letter
- Annual Examination

The following screen is displayed:

User: w0052354 Node: PT Profile: w0052354 - PT Version: v3.1.21

System for Fund management in the European Community 2007-2013

Monitoring > ERDF/CF, ESF Programme Indicators > List Set of Programme Indicators

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Search

Search ? Show ?

Cci: Title:

Set Status: Set Previous Node Code:

OP Version: Set Current Node Code:

Set Version:

Search Clear

List of Sets of Programme Indicators

2 results found, displaying 1 to 2 Page(s): 1, Item(s) per page: 12 [Show all](#)

CCI	OP Version	Title	Set Version	Status	Previous Node	Current Node	Last Modified
2008PT16UPO022	1	First OP for PT	1	Created	Portugal	Portugal	27/05/2009
2008PT16UPO023	1	Third OP for PT	1	Created	Portugal	Portugal	26/05/2009

[Create a New Set of Programme Indicators](#)

This screen contains the following standard elements:

- **Search pane:** This pane allows defining search criteria for searching Programme Indicator Sets.

- **List of Programme Indicator Sets:** This pane lists default information for existing Programme Indicator Sets.
- **Create a new Programme Indicator Set** link

A detailed description of the standard User Interface elements is provided in the [SFC2007 Introduction guide](#).

2. Define search criteria in the Search pane, if you do not immediately find the required Programme Indicator Set.

The following search fields are available:

- [CCI](#)
- [Set Status](#)
- [OP Version](#)
- [Set Version](#)
- [Title](#)
- [Set Previous Node](#)
- [Set Current Node](#)

For a description of these fields, refer to section [General Programme Indicator Set Data fields](#) or click an individual link in the list above.

3. Click the Search button.

The Programme Indicator Sets matching your search criteria are displayed in the **List of Programme Indicator Sets**:

The screenshot shows the SFC2007 interface for fund management. The search pane is active, and the search criteria are: CCI (empty), Set Status: Created, OP Version (empty), Set Version (empty), Title: First%, Set Previous Node Code (empty), and Set Current Node Code (empty). The Search button is highlighted with a red box. Below the search pane, the 'List of Sets of Programme Indicators' table is shown with one result: CCI 2008PT16UP0231, Title: First OP for PT, Set Version: 1, Status: Created, Previous Node: Portugal, Current Node: Portugal, Last Modified: 26/05/2009. A red box highlights the CCI column and the 'Click' link next to the first result.

CCI	OP Version	Title	Set Version	Status	Previous Node	Current Node	Last Modified
2008PT16UP0231		First OP for PT	1	Created	Portugal	Portugal	26/05/2009

4. Click the link in the CCI column matching the Programme Indicator Set you want to display.

The details for the selected Programme Indicator Set are shown on the **Programme Indicator Set Display** screen.

5. Select a link at the top of the Display screen, if required.

User: w0052354 Node: PT Profile: w0052354 - PT Version: v3.1.21 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013 English (en)

Monitoring > ERDF/CF, ESF Programme Indicators > Display Set of Programme Indicators

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

[return to list](#) [Delete](#) [Validate](#) [Print](#) [Print All](#) [Copy Indicators from Another Programme](#) [Links](#)

Versions


Cci: 2008PT16UP0023 **OP Version:** 1 **Set Version:** 1 **Set Status:** Created **Last Modified:** 26/05/2009

Title: Third OP for PT

Comment:

[Edit](#)

The following links are available:

Link	Description
Return to list	Click this link to return to the list of Programme Indicator Sets matching your search criteria.
Delete	<p>Click this link to delete the currently displayed Programme Indicator Set. The following dialog is displayed:</p>  <p>Confirm or cancel the deletion.</p> <p>This link is only available, if the status of the Programme Indicator Set is Created or Validated, and the Set has not yet been sent to the Commission.</p>
Validate	<p>This link is available if:</p> <ul style="list-style-type: none"> The Programme Indicator Set is treated on the Member State level. The Programme Indicator Set status is Created or Returned <p>Click this link to validate the Programme Indicator Set. Refer to Validating Programme Indicator Sets for more information.</p>
Send	<p>This link is available if:</p> <ul style="list-style-type: none"> The Programme Indicator Set is treated on the Member State level. The Programme Indicator Set status is Validated. <p>Click this link to send the Programme Indicator Set. Refer to Sending Programme Indicator Sets to the European Commission for more information.</p>
Print	Click this link to generate a Summary Report about the Programme Indicator Set. Refer to Appendix K.1 Print Report .
Print All	Click this link to generate a Detailed Report about the Programme Indicator Set. Refer to Appendix K.2 Print All Report .

Link	Description
Copy Indicators from another Programme	Click this link to copy Indicators from Another Programme. Refer to Copying Indicators from another Programme for more information.

6. Verify the settings in the *Versions* section.

Versions									
Cci:	2008PT16UPO023	OP Version:	1	Set Version:	1	Set Status:	Created	Last Modified:	27/05/2009
Title:	Third OP for PT								
Comment:	Comment to the Programme Indicator Set								
Edit									

This section lists the basic settings for this Programme Indicator Set. The following fields are available:

- [CCI](#)
- [Title](#)
- [Comment](#)
- [OP Version](#)
- [Set Version](#)
- [Set Status](#)
- [Last Modified](#)

Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the tab General](#).

7. Verify the settings in the *Custom Indicator Groups* section.

Custom Indicators Groups		
Code	Description	Parent Group
GR1	Group 1	
GR2	Group 2	
GR1a	Group 1a	GR1 - Group 1
GR1b	Group 1b	GR1 - Group 1
Edit		

This section lists the Custom Indicator Groups defined for this Programme Indicator Set.

Note: If it is not required to define Custom Indicators or Custom Indicator Groups for your Programme Indicator Set, this section may remain empty.

For each covered Custom Indicator Group, the following fields are available:

- [Code](#)
- [Description](#)
- [Parent Group](#)

Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the subtab Custom Indicators – Groups](#).

8. Verify the settings in the *Custom Indicators* section.

Custom Indicators							
Type	Code	Description	Data Source	Frequency	Unit	Gender	Baseline Context
I	IN1	Indicator 1	Data source for IN1	Annual	% - Percentage	<input type="checkbox"/>	Baseline context for Indicator 1
I	IN1a	Indicator IN1a	Datasource for IN1a	Annual	NUMBER - Number	<input checked="" type="checkbox"/>	Baseline context for IN1a
Edit							

This section lists the Custom Indicators defined for this Programme Indicator Set.

Note: If it is not required to define Custom Indicators for your Programme Indicator Set, this section may remain empty.

For each covered Custom Indicator, the following fields are available:

- [Type](#)
- [Code](#)
- [Description](#)

- [Data Source](#)
- [Frequency](#)
- [Unit](#)
- [Gender](#)
- [Baseline Context](#)

Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the subtab Custom Indicators – Indicator Details](#).

9. Verify the settings in the *Indicator Usage* section.

Indicator	Monitored at level
1 - Jobs created	
23 - Number of renewable energy projects	EP4 - Coesão territorial e governação
IN1 - Indicator 1	
IN1a - Indicator IN1a	EP2 - Coordenação e monitorização financeira do FEDER e FC

[Edit](#)

This section lists the Indicator Usage settings defined for this Programme Indicator Set. For each covered Indicator, the following fields are available:

- [Indicator](#)
- [Monitored at level](#)

Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the tab Indicator Usage](#).

10. Verify the settings in the *Baseline and Target Values* section.

Type	Indicator	Unit	M/W	Priority	Initial Baseline	Final Target	2007	2008	2009	2010	2011	2012	2013
	1				0.00	25,000.00	2,500.00	3,200.00					
	23			EP4	150.00	3,500.00	800.00	1,100.00					
I	IN1	%			12.00	3.00	10.00	8.00					
I	IN1a	NUMBER	M	EP2	700.00	8,000.00	1,200.00	1,300.00					
I	IN1a	NUMBER	W	EP2	6,200.00	0.00	5,300.00	4,120.00					

[Edit](#)

This section lists the Baseline and Target Values for the various Indicators defined for this Programme Indicator Set. For each covered Indicator, the following fields are available:

- [Type](#)
- [Indicator](#)
- [Unit](#)
- [M/W](#)
- [Priority](#)
- [Initial Baseline](#)
- [Final Target](#)
- [Target per Year](#) covered by the programming period (2007 – 2013)

Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the tab Baselines / Targets](#).

11. Verify the settings in the *Associated Documents* section.

Title	Type	Language	Attachments	Document Date	Sent Date
Programme Indicators document	Programme Indicators	Portuguese	1 2	28/05/2009	?
Questions for clarifications	Other MS Document on Programme Indicators	Portuguese	1	28/05/2009	?

[Edit](#)

This section lists information on the Documents and attachments defined for the Programme Indicator Set.

The following document types can be associated with a Programme Indicator Set:

- Programme Indicators

- Other MS document on Programme Indicators

Click the **Edit** link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section **Documents tab** in the [SFC2007 Introduction guide](#).

12. Expand the *Officials In Charge* section by clicking the *Expand icon (+)*.

The following screen appears:

Name	Phone	Fax	Email	Valid From	Until
Lopes Juan	351 21 123 123	351 21 123 124	j.lopes@portugal.pt	01/01/2009	31/12/2014
pinto manuel	351 21 213 213	351 21 213 214	m.pinto@portugal.pt	01/05/2006	31/05/2014

This section lists information on the Officials in Charge of the Programme Indicator Set. Click the **Edit** link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section **Officials in Charge** in the [SFC2007 Introduction guide](#).

13. Expand the *Last Validation Results* section by clicking the *Expand icon (+)*.

The following screen appears:

Date	Severity	Message
28/05/2009	Warning	The Programme Indicators SfcF should have at least one valid Person In Charge for the member state.
28/05/2009	Info	Object has been validated.

This section lists error, warning and information messages about the last validation attempt. At least all errors must be corrected before the Programme Indicator Set can be sent to the European Commission. For a detailed description of the Validation process, refer to [Validating Programme Indicator Sets](#).

14. Expand the *History* section by clicking the *Expand icon (+)*.

The following screen appears:

Status	Comment	By Level	Date	User
Validated		Portugal	28/05/2009 14:59	w0052354
Returned	Return comment	Commission	28/05/2009 14:58	w0050144
Sent		Portugal	28/05/2009 14:54	w0052354
Validated		Portugal	28/05/2009 14:50	w0052354
Created		Portugal	27/05/2009 11:07	w0052354
Created	created by wizard	Portugal	26/05/2009 17:58	w0052354

This section lists, in inversed chronological order, all "events" that occurred during the life of this Programme Indicator Set. All entries are read-only, some are generated by the system, while others have been defined by a Commission or Member State user.

The following fields are displayed:

Field	Description
Status	This field displays the status of the Programme Indicator Set at the moment of the event
Comment	This field contains a system-generated or user-defined comment for some standard "events".
By level	This field contains the name of the Level (node) where the Programme Indicator Set resided at the moment of the event
Date	This field contains the timestamp (date and time) of the event
User	This field contains the username used by the person initiating the event

9.5. Copying Custom Indicators from another Programme

When you are creating a new Set of Programme Indicators, you may want to copy Custom Indicators from another Programme. Optionally, you may also copy the Usage entries.

Follow this procedure to copy Custom Indicators from another Programme.

1. **Browse to the Display screen of the Programme Indicator Set to which you want to copy Custom Indicators from another Programme.**

Refer to [Searching and displaying Programme Indicator Sets](#) for a detailed description.

2. **Click the link *Copy Indicators from Another Programme* as indicated below:**

The screenshot shows the 'Display Set of Programme Indicators' page. At the top, there is a navigation menu with 'Strategic Planning', 'Programming', 'Monitoring', 'Execution', 'Audit', 'Evaluation', 'Closure', and 'Utilities'. Below the menu, there are links: 'return to list', 'Delete', 'Validate', 'Print', 'Print All', 'Copy Indicators from Another Programme', and 'Click'. The 'Copy Indicators from Another Programme' link is highlighted with a red box. Below this, there is a section titled 'Versions' with details for CCI: 2010PT16UPO022, OP Version: 1, Set Version: 1, Set Status: Created, and Last Modified: 27/05/2009. A yellow box highlights the 'Click' button.

The following screen is displayed:

The screenshot shows the 'Copy Indicators from Other Programme' page. At the top, there is a navigation menu with 'Strategic Planning', 'Programming', 'Monitoring', 'Execution', 'Audit', 'Evaluation', 'Closure', and 'Utilities'. Below the menu, there is a section titled 'Set Of Custom Indicators' with details for CCI: 2010PT16UPO022, OP Version: 1, Set Version: 1, Status: Created, and Last Modified: 27/05/2009. Below this, there is a section titled 'Indicators to be copied from other Programme'. A red box highlights the 'CCl:' dropdown menu, which contains the text '2010PT16UPO023 junit testcase constant - do not use!'. A yellow box highlights the instruction 'Select the Programme from which you want to copy Custom Indicators.' Below the dropdown, there is a table with columns: 'To be copied', 'Type', 'Code', 'Description', 'Data Source', 'Frequency', 'Unit', 'Gender', and 'Baseline Context'. The table contains two rows of indicators. A yellow box highlights the text 'The Custom Indicators belonging to the selected Programme are displayed.' Below the table, there is a note: 'Note: Select the Indicators you want to copy by checking the "To be copied" checkbox next to the Indicator.' and a checkbox 'Also copy Usages'. At the bottom, there are 'Copy' and 'Cancel' buttons.

To be copied	Type	Code	Description	Data Source	Frequency	Unit	Gender	Baseline Context
<input type="checkbox"/>	R	IN1	Indicator 1	Data source for IN1	Annual	eu.cec.sfc.directory.model.domain.referenceData.SfcMeasurementUnit@c4609f (objec	<input type="checkbox"/>	Baseline context for Indicator 1
<input type="checkbox"/>	I	IN1a	Indicator IN1a	Datasource for IN1a	Annual	eu.cec.sfc.directory.model.domain.referenceData.SfcMeasurementUnit@a37266 (objectUniqId=1, code=NUMBER, dsc=Number, messageId=30145)	<input checked="" type="checkbox"/>	Baseline context for IN1a

3. **Select the required Programme from the drop-down list.**

The Custom Indicators belonging to the selected Programmes are displayed.

4. **Select the *Custom Indicators to be copied* link and select the *Also copy Usages* checkbox, if you want to copy the Indicator Usage entries as well.**

User: w0052354 Mode: PT Profile: w0052354 - PT Version: v3.2.1 [Help](#) [Home](#) [Logout](#)

SFC 2007 **System for Fund management in the European Community 2007-2013** English (en)

Monitoring > ERDF/CF, ESF Programme Indicators > Copy Indicators from Other Programme

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Set Of Custom Indicators

CCI: 2010PT16UPO022 OP Version: 1 Set Version: 1 Status: Created Last Modified: 27/05/2009
 Title: junit testcase constant - do not use! 2010PT16UPO022

Indicators to be copied from other Programme

CCI: 2010PT16UPO023 junit testcase constant - do not use!...

To be copied	Type	Code	Description	Data Source	Frequency	Unit	Gender	Baseline Context
<input checked="" type="checkbox"/>	R	IN1	Indicator 1	Data source for IN1	Annual	eu.cec.sfc.directory.model.domain.referenceData.SfcMeasurementUnit@c4609f	<input type="checkbox"/>	Baseline context for Indicator 1
<input checked="" type="checkbox"/>	I	IN1a	Indicator IN1a	Datasource for IN1a	Annual	eu.cec.sfc.directory.model.domain.referenceData.SfcMeasurementUnit@a37266 (objectUniqId=1, code=NUMBER, dsc=Number, messageId=30145)	<input checked="" type="checkbox"/>	Baseline context for IN1a

Note: Select the Indicators you want to copy by checking the "To be copied" checkbox next to the Indicator.
 Also copy Usages Select this check box, if you want to copy the Usage entries as well.

5. Click the Copy button.

The Display screen will be displayed again:

User: w0052354 Mode: PT Profile: w0052354 - PT Version: v3.1.37 [Help](#) [Home](#) [Logout](#)

SFC 2007 **System for Fund management in the European Community 2007-2013** English (en)

Monitoring > ERDF/CF, ESF Programme Indicators > Display Set of Programme Indicators

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

[return to list](#) [Delete](#) [Validate](#) [Print](#) [Print All](#) [Copy Indicators from Another Programme](#)

Versions

Cci: 2010PT16UPO022 OP Version: 1 Set Version: 1 Set Status: Created Last Modified: 27/05/2009
 Title: junit testcase constant - do not use! 2010PT16UPO022
 Comment: [Edit](#)

Custom Indicators Groups

Code	Description	Parent Group

[Edit](#)

Custom Indicators

Type	Code	Description	Data Source	Frequency	Unit	Gender	Baseline Context
R	IN1	Indicator 1	Data source for IN1	Annual	% - Percentage	<input type="checkbox"/>	Baseline context for Indicator 1
I	IN1a	Indicator IN1a	Datasource for IN1a	Annual	NUMBER - Number	<input checked="" type="checkbox"/>	Baseline context for IN1a

[Edit](#)

Indicator Usage

Indicator	Monitored at level
IN1 - Indicator 1	
IN1a - Indicator IN1a	EP2 - Coordenação e monitorização financeira do FEDER e FC

[Edit](#)

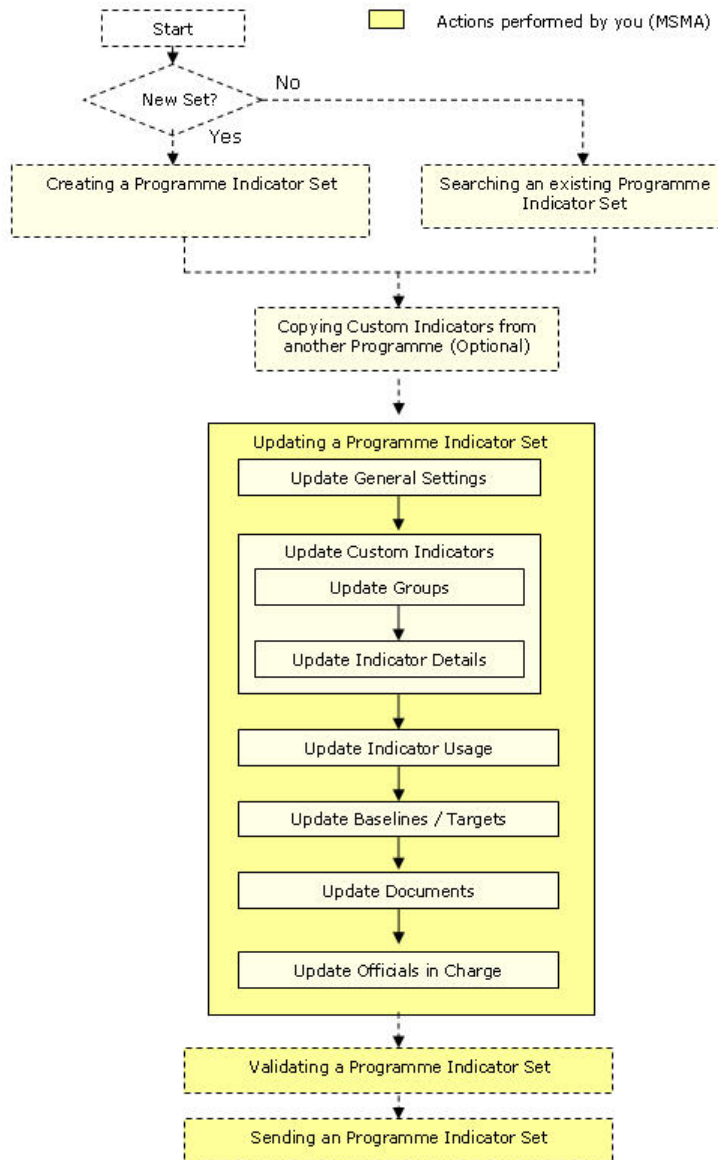
Copied Custom Indicators

Copied Usage entries

9.6. Updating Programme Indicator Sets

9.6.1. *Workflow Overview*

The following graphic shows the Workflow for updating Programme Indicator Sets. It is a subset from the general Programme Indicator Set Workflow shown in the section [Managing Programme Indicator Sets: Workflow overview](#).



These actions are described in separate procedures:

- [Updating the tab General Settings](#)
- [Updating the subtab Custom Indicators – Groups](#)
- [Updating the subtab Custom Indicators – Indicator Details](#)
- [Updating the tab Indicator Usage](#)
- [Updating the tab Baselines / Targets](#)

The update procedure for the *Documents* and *Officials in Charge* tabs are explained in the [SFC2007 Introduction guide](#).

9.6.2. *Updating the tab General*

The tab *General* on the *Programme Indicator Set* update screen lists basic information about the Programme Indicator Set, such as the Operational Programme it is linked to and the creation comment. Follow the procedure described in this section to update the existing settings.

1. Browse to the tab *General* on the *Update Programme Indicator Set* screen.

Refer to one of the following procedures for instructions:

- [Creating Programme Indicator Sets](#)
- [Searching and displaying existing Programme Indicator Sets](#)

The screen looks as follows:

The screenshot displays the SFC2007 web application interface. At the top, there is a header with the SFC 2007 logo and the title 'System for Fund management in the European Community 2007-2013'. Below the header, a navigation menu includes 'Strategic Planning', 'Programming', 'Monitoring', 'Execution', 'Audit', 'Evaluation', 'Closure', and 'Utilities'. The main content area is titled 'Set of Indicators' and shows a table with the following data:

CCI	OP Version	Set Version	Set Status	Last Modified
2008PT16UPO023	1	1	Created	27/05/2009

Below the table, there is a 'General' tab selected, showing 'General Details' for the CCI '2008PT16UPO023 (1)'. The title is 'Third OP for PT'. There is a text area for a 'Comment to the Programme Indicator Set'. At the bottom right of the form are 'Save' and 'Cancel' buttons. A 'Return to Display' link is located at the bottom left of the page.

2. Verify the basic settings of the Programme Indicator Set in the *Set of Indicators* pane at the top.

The following fields are available:

- [CCI](#)
- [Title](#)
- [OP Version](#)
- [Set Version](#)
- [Set Status](#)
- [Last Modified](#)

For a description of these fields, refer to section [General Programme Indicator Set Data Fields](#) or click an individual field link in the list above.

3. Verify the *CCI* field on the *General* tab.

The field cannot be edited.

4. Update the *Comment* field on the *General* tab.

This field contains a free comment associated with this Programme Indicator Set. The maximum length is 2000 characters.

5. Click the *Save* button.

This concludes the procedure *Updating the tab General*.

You can now:

- [Update the subtab Custom Indicators – Groups](#) (logical next step)
- Update another tab on the Programme Indicator Set Update screen. Refer to the [Action Overview](#) in the section *Updating Programme Indicator Sets*.

9.6.3. *Updating the subtab Custom Indicators – Groups*

The subtab **Groups** on the **Programme Indicator Set Update** screen lists information about the groups manually created by the Member State. Groups are used to make it easier to manage the indicators, for example if the Member State uses the concept of "groups" in its local systems.

Follow the procedure described in this section to update the existing settings.

1. **Browse to the subtab *Groups* on the *Programme Indicator Set Update* screen.**

Refer to one of the following procedures for instructions:

- [Creating Programme Indicator Sets](#)
- [Searching and displaying existing Programme Indicator Sets](#)

The screen looks as follows:

Code	Type	Description	Data Source	Frequency	Gender	Unit
IN1	I	Indicator 1	Data source for IN1	Annual	<input type="checkbox"/>	Percentage
IN1a	I	Indicator IN1a	Datasource for IN1a	Annual	<input checked="" type="checkbox"/>	Number

2. **Verify the basic settings of the Programme Indicator Set in the *Set of Indicators* pane at the top.**

The following fields are available:

- [CCI](#)
- [Title](#)
- [OP Version](#)
- [Set Version](#)
- [Set Status](#)
- [Last Modified](#)

For a description of these fields, refer to section [General Programme Indicator Set Data Fields](#) or click an individual field link in the list above.

3. **Verify the information about the Groups defined for the Programme Indicator Set**

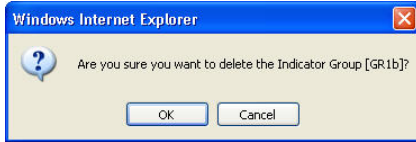
The following fields are available for each Group:

- [Code](#)
- [Description](#)

For a description of these fields, refer to section [Custom Indicator Groups Data Fields](#) or click an individual field link in the list above.

4. Click the *Rubbish bin icon* (🗑️) next to an existing entry, if the matching Group should no longer be applicable for the Programme Indicator Set.

The following dialog is displayed:

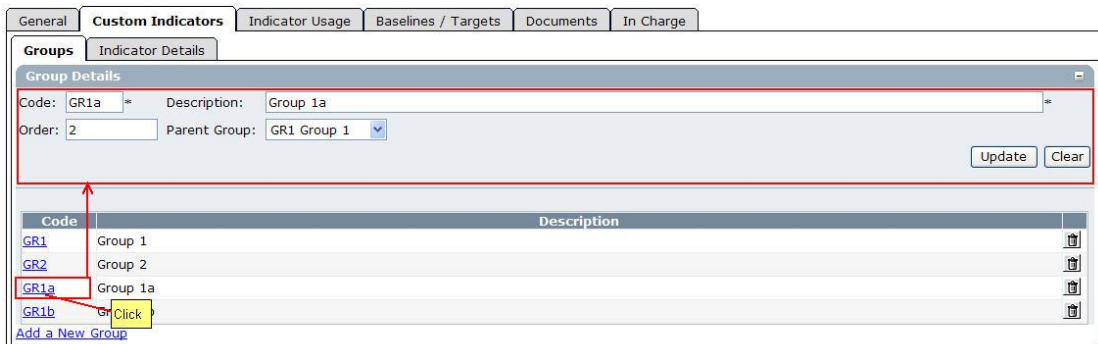


Confirm or cancel the deletion as required.

Note: It is not possible to delete a Group, when it is a Parent Group for another Group or when Indicators have already been created in this Group. You must remove these references before you can delete the Group.

5. Click the link in the *Code* column for an existing entry, if you want to change the settings for that entry.

The current settings are copied into the fields:



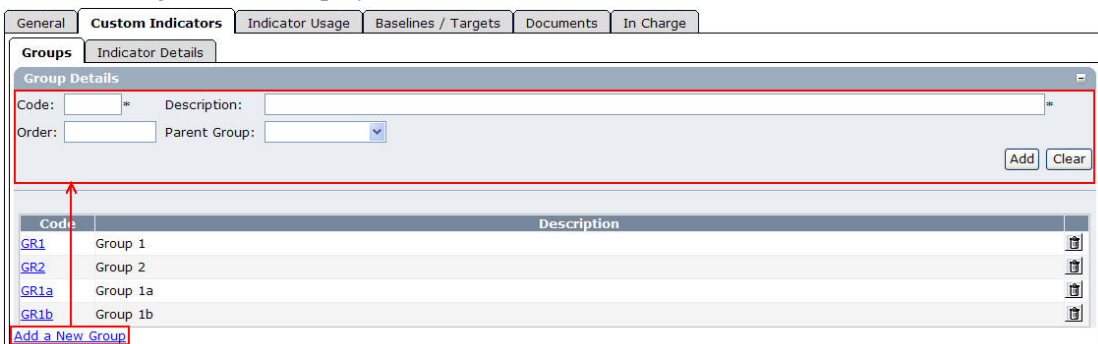
The following fields can be updated:

- [Code](#)
- [Description](#)
- [Order](#)
- [Parent Group](#)

For a description of these fields, refer to section [Custom Indicator Groups Data Fields](#) or click an individual field link in the list above.

6. Change the values as required and click the *Update* button.
7. Click the link *Add a new Group*, if you want to add a Group to the Programme Indicator Set.

The following screen is displayed:



The following fields can be filled out to define the new Group:

- [Code](#)
- [Description](#)
- [Order](#)
- [Parent Group](#)

For a description of these fields, refer to section [Custom Indicator Groups Data Fields](#) or click an individual field link in the list above.

8. Complete the fields as required and click the *Add* button.

This concludes the procedure *Updating the subtab Custom Indicators – Groups*.

You can now:

- [Update the subtab Custom Indicators – Indicator Details](#) (logical next step)
- Update another tab on the Programme Indicator Set Update screen. Refer to the [Action Overview](#) in the section *Updating Programme Indicator Sets*.

9.6.4. *Updating the subtab Custom Indicators – Indicator Details*

The subtab *Indicator Details* on the *Programme Indicator Set Update* screen lists information about the Custom Indicators entered by the Member State and their characteristics.

Follow the procedure described in this section to update the existing settings.

1. Browse to the subtab *Indicator Details* on the *Programme Indicator Set Update* screen.

Refer to one of the following procedures for instructions:

- [Creating Programme Indicator Sets](#)
- [Searching and displaying existing Programme Indicator Sets](#)

The screen looks as follows:

The screenshot displays the SFC2007 interface for managing Programme Indicator Sets. At the top, it shows user information and navigation links. The main content area is titled 'System for Fund management in the European Community 2007-2013' and includes a breadcrumb trail: 'Monitoring > ERDF/CF, ESF Programme Indicators > Edit Set of Programme Indicators'. Below this is a navigation menu with options like 'Strategic Planning', 'Programming', 'Monitoring', etc. The 'Set of Indicators' section contains a table with the following data:

CCI	OP Version	Set Version	Set Status	Last Modified
2008PT16UPO023	1	1	Created	27/05/2009

The 'Title' field is set to 'Third OP for PT'. Below this is a tabbed interface with 'Custom Indicators' selected. The 'Group Details' table is as follows:

Code	Description
GR1	Group 1
GR2	Group 2
GR1a	Group 1a
GR1b	Group 1b

There is a link 'Add a New Group' at the bottom of the table. A 'Return to Display' link is also visible at the bottom left of the screenshot.

2. Verify the basic settings of the Programme Indicator Set in the *Set of Indicators* pane at the top.

The following fields are available:

- [CCI](#)
- [Title](#)

- [OP Version](#)
- [Set Version](#)
- [Set Status](#)
- [Last Modified](#)

For a description of these fields, refer to section [General Programme Indicator Set Data Fields](#) or click an individual field link in the list above.

3. Verify the details about the Indicators defined for the Programme Indicator.

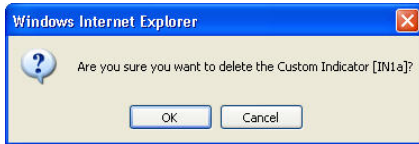
The following fields are available for each Indicator:

- [Code](#)
- [Type](#)
- [Description](#)
- [Data Source](#)
- [Frequency](#)
- [Gender](#)
- [Unit](#)

For a description of these fields, refer to section [Custom Indicator Details Data Fields](#) or click an individual field link in the list above.

4. Click the Rubbish bin icon (🗑️) next to an existing entry, if the matching Indicator should no longer be applicable for the Programme Indicator Set.

The following dialog is displayed:



Confirm or cancel the deletion as required.

Note: It is not possible to delete a Group, when it is the Parent Indicator for another Indicator. You must remove these references before you can delete the Indicator.

5. Click the link in the Code column for an existing entry, if you want to change the settings for that entry.

The current settings are copied into the fields:

Code	Type	Description	Data Source	Frequency	Gender	Unit	
IN1	I	Indicator 1	Data source for IN1	Annual	<input type="checkbox"/>	Percentage	🗑️
IN1a		Indicator IN1a	Datasource for IN1a	Annual	<input checked="" type="checkbox"/>	Number	🗑️

The following fields can be updated:

- [Code](#)
- [Type](#)
- [Parent Indicator](#)
- [Data Source](#)
- [Unit](#)

- [Order](#)
- [Description](#)
- [Gender](#)
- [Belongs to Group](#)
- [Frequency](#)
- [Baseline Context](#)

For a description of these fields, refer to section [Custom Indicator Details Data Fields](#) or click an individual field link in the list above.

6. **Change the values as required and click the *Update* button.**
7. **Click the link *Add a New Custom Indicator*, if you want to define a new Custom Indicator for the Programme Indicator Set.**

The following screen is displayed:

Code	Type	Description	Data Source	Frequency	Gender	Unit
IN1	I	Indicator 1	Data source for IN1	Annual	<input type="checkbox"/>	Percentage
IN1a	I	Indicator IN1a	Datasource for IN1a	Annual	<input checked="" type="checkbox"/>	Number

The following fields can be filled out to define the new Indicator:

- [Code](#)
- [Type](#)
- [Parent Indicator](#)
- [Data Source](#)
- [Measurement Unit](#)
- [Order](#)
- [Description](#)
- [Must be broken down by Gender](#)
- [Belongs to Group](#)
- [Frequency](#)
- [Baseline Context](#)

For a description of these fields, refer to section [Custom Indicator Details Data Fields](#) or click an individual field link in the list above.

8. **Complete the fields as required and click the *Add* button.**

This concludes the procedure *Updating the subtab Custom Indicators – Indicator Details*.

You can now:

- [Update the tab Indicator Usage](#) (logical next step)
- Update another tab on the Programme Indicator Set Update screen. Refer to the [Action Overview](#) in the section *Updating Programme Indicator Sets*.

9.6.5. Updating the tab Indicator Usage

The tab **Indicator Usage** on the **Programme Indicator Set Update** screen allows selecting the Core and Custom Indicators that will be taken into account in the Programme Parameter Set and thus in the Annual Implementation Report.

Follow the procedure described in this section to update the existing settings.

1. Browse to the subtab **Indicator Usage** on the **Programme Indicator Set Update** screen.

Refer to one of the following procedures for instructions:

- [Creating Programme Indicator Sets](#)
- [Searching and displaying existing Programme Indicator Sets](#)

The screen looks as follows:

The screenshot shows the 'System for Fund management in the European Community 2007-2013' interface. The user is logged in as 'w0052354' with the profile 'w0052354 - PT'. The system version is 'v3.2.23'. The language is set to 'English (en)'. The breadcrumb trail is 'Monitoring > ERDF/CF, ESF Programme Indicators > Edit Set of Programme Indicators'. The main navigation bar includes 'Strategic Planning', 'Programming', 'Monitoring', 'Execution', 'Audit', 'Evaluation', 'Closure', and 'Utilities'. The 'Set of Indicators' section shows 'Cci: 2010PT16UPO023', 'OP Version: 1', 'Set Version: 1', 'Set Status: Created', and 'Last Modified: 28/05/2009'. The 'Title' is 'junit testcase.constant - do not use! 2010PT16UPO023'. The 'Indicator Usage' tab is active, showing a table with columns 'Code' and 'Monitored at level'. The table contains four rows: '1 - Jobs created' (Selected CORE Indicators), '23 - Number of renewable energy projects', 'IN1 - Indicator 1', and 'IN1a - Indicator IN1a' (Selected CUSTOM Indicators). The 'Monitored at level' column shows 'EP3 - Valorização Territorial' for the first two rows and 'EP2 - Coordenação e monitorização financeira do FEDER e FC' for the last two rows. There are 'Return to Display' and 'Indicators monitored at the level of the indicated priority' buttons.

2. Verify the basic settings of the Programme Indicator Set in the **Set of Indicators** pane at the top.

The following fields are available:

- [CCI](#)
- [Title](#)
- [OP Version](#)
- [Set Version](#)
- [Set Status](#)
- [Last Modified](#)

For a description of these fields, refer to section [General Programme Indicator Set Data Fields](#) or click an individual field link in the list above.

3. Verify the details about the **Indicator Usage**.

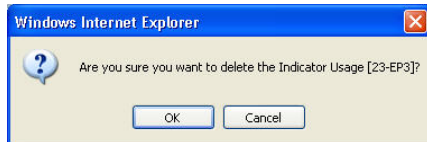
The following fields are available for each selected Indicator:

- [Code](#)
- [Monitored at level](#)

For a description of these fields, refer to section [Indicator Usage Data Fields](#) or click an individual field link in the list above.

4. Click the **Rubbish bin** icon (🗑️) next to an existing entry, if the matching **Indicator Usage** definition should no longer be applicable for the Programme Indicator Set.

The following dialog is displayed:



Confirm or cancel the deletion as required.

5. Click the link in the *Code* column for an existing entry, if you want to change the settings for that entry.

The current settings are copied into the fields:

Code	Monitored at level
1 - Jobs created	
23 - Number of renewable energy projects	EP3 - Valorização Territorial
IN1 - Indicator 1	
IN1a - Indicator IN1a	EP2 - Coordenação e monitorização financeira do FEDER e FC

The following fields can be updated:

- [Indicator](#)
- [At Programme Level or At Priority Level](#)

For a description of these fields, refer to section [Indicator Usage Data Fields](#) or click an individual field link in the list above.

6. Change the values as required and click the *Update* button.
7. Click the link *Add a New Indicator Usage*, if you want to add an **Indicator Usage Definition** to the Programme Indicator Set.

The following screen is displayed:

Code	Monitored at level
1 - Jobs created	
23 - Number of renewable energy projects	EP4 - Coesão territorial e governação
IN1 - Indicator 1	
IN1a - Indicator IN1a	EP2 - Coordenação e monitorização financeira do FEDER e FC

The following fields can be updated:

- [Indicator](#)
- [At Programme Level or At Priority Level](#)

For a description of these fields, refer to section [Indicator Usage Data Fields](#) or click an individual field link in the list above.

8. Complete the fields as required and click the *Add* button.

This concludes the procedure *Updating the tab Indicator Usage*.

You can now:

- [Update the tab Baselines / Targets](#) (logical next step)
- Update another tab on the Programme Indicator Set Update screen. Refer to the [Action Overview](#) in the section *Updating Programme Indicator Sets*.

9.6.6. Updating the tab Baselines / Targets

The tab **Baselines / Targets** on the **Programme Indicator Set Update** screen allows defining the Baseline and Target values for those Indicators for which you defined a Usage entry on the **Indicator Usage** tab.

Follow the procedure described in this section to update the existing settings.

1. Browse to the tab **Baselines / Targets** on the **Programme Indicator Set Update** screen.

Refer to one of the following procedures for instructions:

- [Creating Programme Indicator Sets](#)
- [Searching and displaying existing Programme Indicator Sets](#)

The screen looks as follows:

User: w0052354 Mode: PT Profile: w0052354 - PT Version: v3.1.25 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Monitoring > ERDF/CF, ESF Programme Indicators > Edit Set of Programme Indicators

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Set of Indicators

Cci: 2010PT16UPO023 OP Version: 1 Set Version: 1 Set Status: Created Last Modified: 28/05/2009

Title: junit testcase constant - do not use! 2010PT16UPO023

Selected Core indicators

General Custom Indicators Indicator Usage **Baselines / Targets** Documents In Charge

Define Baseline and Target Values

Type/Indicator	Unit	M/W/Priority	Initial Baseline	Final Target	2007	2008	2009	2010	2011	2012	2013
1			0	25,000	2,500	3,200					
23		EP4	150	3,500	800	1,100					
Input IN1	%		12	3	8	9					
Input IN1a	NUMBER M	EP2	700	8,000	1,200	1,300					
Input IN1a	NUMBER W	EP2	6,200	0	5,300	4,120					

Selected Custom indicators

Save Cancel

[Return to Display](#)

2. Verify the basic settings of the Programme Indicator Set in the **Set of Indicators** pane at the top.

The following fields are available:

- [CCI](#)
- [Title](#)
- [OP Version](#)
- [Set Version](#)
- [Set Status](#)
- [Last Modified](#)

For a description of these fields, refer to section [General Programme Indicator Set Data Fields](#) or click an individual field link in the list above.

3. Verify the Baseline and Target values for each displayed Indicator.

The table lists a line of information for each Core and Custom Indicator, for which a Indicator Usage entry has been defined on the **Indicator Usage** tab.

The following fields are available for each displayed Indicator:

- [Type](#) (Custom Indicators only)
- [Indicator](#)
- [Unit](#) (Custom Indicators only)
- [M/W](#) (Custom Indicators only)

- [Priority](#)
- [Initial Baseline](#)
- [Final Target](#)
- [Annual Targets](#)

For a description of these fields, refer to section [Baselines / Targets Data Fields](#) or click an individual field link in the list above.

4. Update the values in the accessible fields as required, and click the *Save* button.

The new values are saved.

This concludes the procedure *Updating the tab Baselines / Targets*.

You can now:

- Update the tabs common to all SFC2007 Objects: *Documents* and Officials in Charge. Refer to the [SFC2007 Introduction guide](#) for a detailed description.
- Update another tab on the Programme Indicator Set Update screen. Refer to the Action Overview in the section *Updating Programme Indicator Sets*.
- [Validate the Programme Indicator Set](#)

9.7. Validating Programme Indicator Sets

When you validate a Programme Indicator Set, the system will check the validity and completeness of the information. Refer to [Appendix J](#) for a detailed list of the validation rules. You will logically perform a validation of your Programme Indicator Set AFTER having [created](#) and [updated](#) it and BEFORE [sending](#) it to the European Commission for approval.

Validating a Programme Indicator Set is only possible, if it has the status *Created* or *Returned* (by the Commission).

Follow the procedure detailed in this section to validate a Programme Indicator Set.

1. Search the Programme Indicator Set to be validated.

Refer to [Searching and displaying existing Programme Indicator Set](#) for a detailed description.

2. Once you have accessed the Programme Indicator Set Display Screen, click the *Validate* link.

The screenshot shows the SFC2007 system interface. At the top, there is a user information bar: "User: w0052354 Node: PT Profile: w0052354 - PT Version: v3.1.25". To the right are links for "Help", "Home", and "Logout". Below this is the system title "System for Fund management in the European Community 2007-2013" and a language dropdown set to "English (en)". The breadcrumb trail is "Monitoring > ERDF/CF, ESF Programme Indicators > Display Set of Programme Indicators". A navigation menu includes "Strategic Planning", "Programming", "Monitoring", "Execution", "Audit", "Evaluation", "Closure", and "Utilities". Below the menu are links: "return to list", "Delete", "Validate" (highlighted in a red box), "Print", "Print All", "Copy Indicators from Another Programme", and a "Click" button. The main content area is titled "Versions" and displays the following information:

Cci:	2008PT16UPO023	OP Version:	1	Set Version:	1	Set Status:	Created	Last Modified:	28/05/2009
Title:	Third OP for PT								
Comment:	Comment to the Programme Indicator Set								

There is an "Edit" link below the comment field.

The validation results are displayed:

User: w0052354 Mode: PT Profile: w0052354 - PT Version: v3.1.25 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013 English (en)

Monitoring > ERDF/CF, ESF Programme Indicators > Validate Set of Programme Indicators

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Set Of Custom Indicators

CCI: 2008PT16UPO023 OP Version: 1 Set Version: 1 Status: Created Last Modified: 28/05/2009
 Title: Third OP for PT

Latest Validation Results

Date	Severity	Message
28/05/2009	Warning	The Programme Indicators SFCf should have at least one valid Person In Charge for the member state.
28/05/2009	Error	No official document was uploaded
28/05/2009	Info	Object could not be validated. Please correct errors.

[Return to Display](#)

The table lists messages in three severity levels:

- **Error:** Errors are blocking shortcomings to the Programme Indicator Set. The Programme Indicator Set will not get the *Validated* status and you will not be able to send it to the European Commission, as long as errors persist.
- **Warning:** Warnings are non-blocking shortcomings to the Programme Indicator Set. The Programme Indicator Set will get the *Validated* status and you will be able to send the Programme Indicator Set to the European Commission, while warnings persist.
- **Info:** Informational messages provide a conclusion of the Error and Warning messages, such as the info message in the screen above:
Object could not be validated. Please correct errors.

3. Analyse the Validation results and correct the errors (and/or warnings).

Refer to the procedures in the chapter [Updating Programme Indicator Sets](#).

4. Once you think that you have corrected all errors (mandatory) and warnings (advised), try validating the Programme Indicator Set again.

5. Repeat the steps above, until all errors (and if possible all warnings) have been eliminated.

The Validation report will look as follows:

User: w0052354 Mode: PT Profile: w0052354 - PT Version: v3.1.25 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013 English (en)

Monitoring > ERDF/CF, ESF Programme Indicators > Validate Set of Programme Indicators

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Set Of Custom Indicators

CCI: 2010PT16UPO023 OP Version: 1 Set Version: 1 Status: Validated Last Modified: 28/05/2009
 Title: junit testcase constant - do not use! 2010PT16UPO023

Status has been updated.

Latest Validation Results

Date	Severity	Message
28/05/2009	Warning	The Programme Indicators SFCf should have at least one valid Person In Charge for the member state.
28/05/2009	Info	Object has been validated.

[Return to Display](#) No errors persist

6. You can now send the Programme Indicator Set to the European Commission for approval.

Refer to [Sending Programme Indicator Sets to the European Commission](#).

9.8. Sending Programme Indicator Sets to the European Commission

Once you have [validated](#) a Programme Indicator Set, you can send it to the European Commission for approval. Sending a Programme Indicator Set to the Commission is only possible if it has the status *Validated*.

Follow the procedure detailed in this section to send a Programme Indicator Set to the European Commission.

1. Search the Programme Indicator Set you want to send to the European Commission.

Refer to [Searching and displaying existing Programme Indicator Sets](#) for a detailed description.

2. Once you have accessed the Programme Indicator Set Display screen, click the *Send* link, as indicated below:

User: w0052354 Node: PT Profile: w0052354 - PT Version: v3.1.25 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Monitoring > ERDF/CF, ESF Programme Indicators > Display Set of Programme Indicators

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

[return to list](#) [Delete](#) [Send](#) [Print](#) [Print All](#) [Copy Indicators from Another Programme](#) [Click](#)

Versions

Cci:	2010PT16UPO023	OP Version: 1	Set Version: 1	Set Status: Validated	Last Modified: 28/05/2009
Title:	junit testcase constant - do not use! 2010PT16UPO023				
Comment:	Comment to the Programme Indicator Set				

[Edit](#)

The following screen is displayed:

User: w0052354 Node: PT Profile: w0052354 - PT Version: v3.1.25 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Monitoring > ERDF/CF, ESF Programme Indicators > Send Set of Programme Indicators

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Set Of Custom Indicators

CCI:	2008PT16UPO023	OP Version: 1	Set Version: 1	Status: Validated	Last Modified: 28/05/2009
Title:	Third OP for PT				

Documents

1 results found, displaying 1 to 1 | [K](#) [L](#) [R](#) [N](#) Page(s): 1. Item(s) per page: 12 [Show all](#)

Title	Type	Language	Attachments	Document Date	Sent Date
prepareDocument - pt	Programme Indicators Sent Snapshot	Portuguese	1	28/05/2009	

Do you really want to send this Set of Indicators?

[Click](#)

The Snapshot report is generated. This snapshot shows the data that will be sent to the Commission, once you confirm the sending.

3. Click the link in the *Attachment* field to open the PDF snapshot report.

Refer to [Appendix K.3 Snapshot Report](#).

4. Click the *Yes* button to confirm the sending.

Results:

- The Programme Indicator Set is sent to the Commission or to the higher node within the Member State. In this case, the higher node must send the Programme Indicator Set to the next higher node or to the Commission.

- The European Commission is notified of this event by means of a standard e-mail message.
- The Programme Indicator Set Display screen is again displayed. The status of the Programme Indicator Set has been set to **Sent**. From now on, only the **Officials in charge** and the **Documents** sections (for non-integral documents) are available for editing. You are not able to modify the rest of the data.

This concludes the procedure ***Sending a Programme Indicator Set to the European Commission***.

You will now have to wait until the European Commission evaluates your Programme Indicator Set and notifies you of their decision.

The Commission procedures are not explained in detail in this manual. For a short description, refer to [Evaluating validated Programme Indicator Sets \(by the Commission\)](#).

9.9. Evaluating validated Programme Indicator Sets (by the Commission)

The European Commission Operating Agent (ECO) is responsible for evaluating the validated Programme Indicator Sets you sent to the Commission.

The ECOA can:

- Accept the Programme Indicator Set

If the ECOA accepts the Programme Indicator Set, its status changes to **Accepted**. The officials listed in the Officials in Charge list will be notified by e-mail. You can verify the evolution in the Programme Indicator Set Display screen:

The screenshot shows the following details from the 'Versions' table:

Versions					
Cci:	2008PT16UPO023	OP Version:	1	Set Version:	1
Title:	Third OP for PT	Set Status:	Accepted	Last Modified:	28/05/2009
Comment:	Comment to the Programme Indicator Set				

Notes:

- It is not possible to modify the settings of a Commission-accepted Programme Indicator Set. The link ***Create a new version*** however allows creating a new version of the Programme Indicator Set, which might reflect changed circumstances. Refer to the procedure [Creating new versions of an approved Programme Indicator Set](#).
- Even when the ECOA has accepted the Programme Indicator Set, he can re-open it for correction. The status reverts to **Sent**. He can then choose to accept the Communication Plan again or to return it to the Member State for correction.
- Return the Programme Indicator Set for correction

If the ECOA does not accept the Programme Indicator Set, its status changes to **Returned**. The officials listed in the Officials in Charge list will be notified by e-mail. You can verify the evolution in the Programme Indicator Set Display screen:

User: w0050165 Node: HU Profile: w0050165 - HU Version: v3.1.3 [Help](#) [Home](#) [Logout](#)

SFC 2007 **System for Fund management in the European Community 2007-2013** English (en)

Monitoring > Communication Plan > Display Communication Plan

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

[return to list](#) [Validate](#) [Cancel](#) [Print](#) [Print All](#)

General Details

Title: Communication Plan for HU
 Version: 1 **Status: Returned** ⓘ
 Comment: Comment to the Communication Plan for HU

[Edit](#)

You will now have to correct the Programme Indicator Set, validate it and send it to the Commission again. Refer to the section [Correcting returned Programme Indicator Sets](#).

9.10. Correcting returned Programme Indicator Sets

If the responsible European Commission Operating Agent (ECO) determines that a sent Programme Indicator Set cannot be accepted in its current form, he will return it to the Member State for correction.

The officials listed in the *Officials in Charge* list will be notified of this event via an e-mail message.

Perform the following procedure to correct the Programme Indicator Set:

1. Search the returned Programme Indicator Set.

Click the *here* link in the notification e-mail message or refer to [Searching and displaying an existing Programme Indicator Set](#).

2. In the Programme Indicator Set Display screen, browse to the *Associated Documents* section:

Title	Type	Language	Attachments	Document Date	Sent Date
prepareDocument - pt	Programme Indicators Sent Snapshot	Portuguese	1	28/05/2009	28/05/2009 ⓘ
Acknowledgement_pt.pdf	Programme Indicators Sent Acknowledgement Document	Portuguese	1	28/05/2009	28/05/2009 ⓘ
prepareDocument - pt	Programme Indicators Sent Snapshot	Portuguese	1	28/05/2009	28/05/2009 ⓘ
Acknowledgement_pt.pdf	Programme Indicators Sent Acknowledgement Document	Portuguese	1	28/05/2009	28/05/2009 ⓘ
Selecting a representative set of indicators	EC Observations on Programme Indicators	English	1	28/05/2009	28/05/2009 ⓘ

[Edit](#) [Click](#)

If the ECOA attached a document to your Programme Indicator Set proposal motivating his decision to return it to you for correction, this document will be listed in this section (probably on the last line).

3. Click the link in the *Attachments* column to open the document and follow the guidelines to correct the Programme Indicator Set.

4. In Programme Indicator SetDisplay screen, browse the *History* section as well:

Status	Comment	By Level	Date	User
Returned	Select a more representative set of indicators	Commission	28/05/2009 17:02	w0050144
Sent		Portugal	28/05/2009 16:48	w0052354
Validated		Portugal	28/05/2009 14:59	w0052354
Created		Portugal	28/05/2009 10:33	w0052354
Created		Portugal	28/05/2009 10:32	w0052354
Created		Portugal	28/05/2009 10:32	w0052354
Created		Portugal	28/05/2009 10:30	w0052354
Created		Portugal	28/05/2009 10:29	w0052354
Created		Portugal	27/05/2009 11:07	w0052354
Created	created by wizard	Portugal	26/05/2009 17:58	w0052354

5. Look for the line marking the return of your Programme Indicator Set (probably the first line) and consult the *Comment* field.

In this field, the ECOA may have briefly explained why he returned your Programme Indicator Set to you.

6. Perform the required changes to the Programme Indicator Set.

Refer to the procedures in the section [Updating Programme Indicator Sets](#).

7. Validate the revised Programme Indicator Set.

Refer to the procedures in section [Validating Programme Indicator Sets](#).

8. Send the revised and validated Programme Indicator Set again to the Commission.

Refer to the procedures in section [Sending Programme Indicator Sets to the European Commission](#).

You will now have to wait until the European Commission evaluates your revised Programme Indicator Set and notifies you of their decision.

The Commission procedures are not explained in detail in this manual. For a short description, refer to [Evaluating submitted \(sent\) Programme Indicator Sets \(by the Commission\)](#).

9.11. Creating new versions of an approved Programme Indicator Set

If you need to change the settings of an approved Programme Indicator Set, you must create a new version of that Programme Indicator Set.

Perform the following procedure to create a new version of a Programme Indicator Set:

1. Search the Programme Indicator Set for which you need to create a new version.

Refer to [Searching and displaying existing Programme Indicator Sets](#).

2. In the Programme Indicator Set Display screen, click the link *Create New Version*:



The following screen is displayed:



3. Click the Yes button.

Verify the upper part of the Programme Indicator Set Display screen:

User: w0052354 Node: PT Profile: w0052354 - PT Version: v3.1.27 [Help](#) [Home](#) [Logout](#)

SFC 2007 **System for Fund management in the European Community 2007-2013** English (en)

Monitoring > ERDF/CF, ESF Programme Indicators > Display Set of Programme Indicators

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

[return to list](#) [Delete](#) [Validate](#) [Print](#) [Print All](#) [Copy Indicators from Another Programme](#) Links are available as normal for Programme Indicator Sets with Created status.

Versions

Cci:	2008PT16UPO023	OP Version:	1	Set Version:	2	Set Status:	Created	Last Modified:	02/06/2009
Title:	Third OP for PT								
Comment:	Comment to the Programme Indicator Set								

[Edit](#)

The Set Version has been incremented and the status indication has been updated.

The *Custom Indicator Groups*, *Custom Indicators*, *Indicator Usage* and *Officials in Charge* are copied from the previous Programme Indicator Set version. The other sections (*Associated Documents*, *Latest Validation Results* and *History*) are initialised.

4. Perform the required updates for the new Programme Indicator Set version.

Refer to the procedures in the section [Update Programme Indicator Sets](#).

5. Validate the revised Programme Indicator Set.

Refer to the procedures in the section [Validating Programme Indicator Sets](#).

6. Send the revised and validated new version of Programme Indicator Set to the Commission.

Refer to the procedures in the section [Sending Programme Indicator Sets to the European Commission](#).

You will now have to wait until the European Commission evaluates your revised Operational Programme and notifies you of their decision. Refer to [Evaluating validated Communication Plans \(by the Commission\)](#).

9.12. Programme Indicator Set Data Fields

This section provides a detailed description of the data fields you can encounter when managing Programme Indicator Sets. The fields are grouped in a table per tab.

The tables always have the same structure and contain the following information for each field:

- Field name
- Description
- Maximum Length (M.L.) expressed as a number of characters
If the maximum field length is pre-defined, the field contains a dash (-). This is the case check boxes, for fields containing a date or another fix-format entry (such as a CCI) and for fields for which a predefined value must be selected from a drop-down list.
- Status: M (Mandatory), O (Optional), C (Calculated by the system)

9.12.1. General Programme Indicator Set Data Fields

The following table lists the data fields containing Version information the Programme Indicator Set. You can find them on one or more of the following screens:

- The *Programme Indicator Set* Search pane
- The *Programme Indicator Set* Creation Wizard (first phase)
- The *Versions* section of the *Programme Indicator Set* Display screen
- The *General* tab of the *Programme Indicator Set* Edit screen

Note: This does not mean that all listed fields appear on all screens.

Field name	Description	M.L.	Status
CCI	This field contains the CCI of the Operational Programme, to which this Programme Indicator Set is linked.	-	M
Title	This field contains the description of the CCI, as it was defined during the creation of the CCI.	2000	C
Comment	This field contains a comment about the Programme Indicator Set. In the General tab, you can update the text. Enter a comment if you consider that it serves to provide useful information regarding this Annual Implementation Report.	255	O
OP Version	This field contains the version indication of the Operational Programme, to which the Programme Indicator Set is linked.	2	M
Set Version	This field contains the version indication of the Programme Indicator Set	2	C
Status	This field indicates the status of the Programme Indicator Set you are working with. This is a read-only field completed automatically by the system. A Programme Indicator Set can have the following status indications: <ul style="list-style-type: none"> • Created: The Programme Indicator Set has been created by the Member State user, but it has not yet been validated. • Validated: The Programme Indicator Set has been validated by the Member State user, which means that it is in line with the Validation rules and can be sent to the European Commission. • Sent: The Programme Indicator Set has been sent to the Commission – or to a higher node – by the Member State user and awaits treatment by the European Commission Operating Agent (ECO A). • Accepted: The Programme Indicator Set has been accepted by the ECO A. • Returned: The Programme Indicator Set was not accepted as compliant by the ECO A and has been sent back to the Member State. The Member State User can send a corrected version to the Commission again. 	-	C
(Set) Previous Node	This field contains the Node where the Programme Indicator Set resided, before it was transferred to the current Node When you are searching a Programme Indicator Set, select the required Node from the drop-down list.	-	C
(Set) Current Node	This field contains the Node where the Programme Indicator Set is residing now. When you are searching a Programme Indicator Set, you can select the required Node from the drop-down list.	-	C

Field name	Description	M.L.	Status
Last Modified (Date)	This field contains the Date on which the Programme Indicator Set was updated for the last time.	-	C

9.12.2. Custom Indicator Groups Data fields

The following table lists the data fields containing information about the Custom Indicator Groups defined in the Programme Indicator Set. You can find them on one or more of the following screens:

- The **Custom Indicator Groups** section of the **Programme Indicator Set** Display screen
- The **Groups** subtab on the **Custom Indicators** tab on the **Programme Indicator Set** Edit screen.

Note: This does not mean that all listed fields appear on all screens.

Field name	Description	M.L.	Status
Code	This field contains the user-defined code identifying the Custom Indicator Group.	255	M
Description	This field contains the user-defined description of the Custom Indicator Group.	5	M
Order	This field indicates the order in which the indicators should be displayed.	10	O
Parent Group	This field allows selecting the parent group from a drop-down list. This field remains empty, if the Group is not subordinated to another Group.	-	O

9.12.3. Custom Indicator Details Data fields

The following table lists the data fields containing detailed information about the Custom Indicator defined in the Programme Indicator Set. You can find them on one or more of the following screens:

- The **Custom Indicators** section of the **Programme Indicator Set** Display screen
- The **Indicator Details** subtab on the **Custom Indicators** tab on the **Programme Indicator Set** Edit screen.

Note: This does not mean that all listed fields appear on all screens.

Field name	Description	M.L.	Status
------------	-------------	------	--------

Field name	Description	M.L.	Status
Type	<p>This field contains an indication of the type of Custom Indicator.</p> <p>When you are editing a Custom Indicator, you can select the required type indication from the drop-down list.</p> <p>The following values are available. The abbreviated indications, as displayed in the table on the Display and Edit screens, are mentioned between brackets.</p> <ul style="list-style-type: none"> • Input (I) • Output (O) • Impact (P) • Result (R) 	-	M
Parent Indicator	<p>This field contains the name of the parent group.</p> <p>An indicator can be parent of other indicators. So you can select a "parent indicator" among the already entered indicators.</p>	-	O
Code	This field contains the user-defined code identifying the Custom Indicator.	5	M
Description	This field contains the user-defined description of the Custom Indicator.	5	M
Data Source	This field contains the source used to indentify and measure the indicator.	5	O
Belongs to Group	<p>This field is used to associate the inficator to one of the previously defined groups in the Group tab.</p> <p>Select one of the predefined groups in the Group tab.</p>	-	O
Frequency	This field allows defining an indication of the reporting frequency for the Custom Indicator.	255	O
(Measurement) Unit	<p>This field allows selecting the Measurement Unit for the Custom Indicator from a predefined list of possible measurement units.</p> <p>The following options are available in the drop-down list:</p> <ul style="list-style-type: none"> • % (Percentage) • EURO • NATCUR (National Currency) • NUMBER • RATIO • SCALE • ‰ (Permil) 	-	O
Order	<p>This field indicates the order in which the indicators should be displayed.</p> <p>Enter the order in which you want the indicator to be displayed in lists.</p>	5	O

Field name	Description	M.L.	Status
Gender	<p>This status box indicates whether the values for this Custom Indicator must be split between the genders. When it is selected, the annual report will contain two lines for the Custom Indicator, one marked with M (for Men) and one marked with W (for Women).</p> <p>The Gender status box matches the Must be broken down by Gender check box on the Custom Indicator Edit screen. Select the check box, if you want to break down the values for the Custom Indicator by gender, or clear it, if this break-down is not required.</p>	-	O
Baseline context	This field contains an explanation of the context under which the baseline has been established.	255	O

9.12.4. Indicator Usage Data fields

The following table lists the data fields containing information about the Indicator Usage as defined in the Programme Indicator Set. You can find these fields on one or more of the following screens:

- The **Indicator Usage** section of the **Programme Indicator Set** Display screen
- The **Indicator Usage** tab on the **Programme Indicator Set** Edit screen.

Note: This does not mean that all listed fields appear on all screens.

Field name	Description	M.L.	Status
Indicator / Code	<p>This field contains the Code or Name of the selected Indicator.</p> <p>When you are editing a usage definition, you can select the required code from the drop-down list.</p> <p>The drop-down list contains both Core Indicators (default or predefined – ERDF/CF only) and Custom Indicators (that were defined on the Custom Indicators tab).</p> <p>The Core Indicators match the indicators defined per regulation according to the categorisation fields included in the matching OP. The complete list can be found in Appendix N: Core Indicators.</p>	-	M

Field name	Description	M.L.	Status
Monitored at Level	<p>This field contains an indication of the Level at which the Indicator will be monitored. There are two possibilities:</p> <ul style="list-style-type: none"> Monitoring at Programme Level. Monitoring at the Level of a specific Priority Axis defined for the Operational Programme. In this case, the field contains an indication of the selected Priority Axis in the following format: PriorityAxisCode – Description. (Click the links to access a detailed description.) <p>When you are editing or creating a usage definition this field matches the following two option boxes:</p> <ul style="list-style-type: none"> At Programme Level At Priority Level. <p>Select the required option box. If you select the At Priority Level option box, you should also select the required Priority Axis from the drop-down list.</p>	-	M

9.12.5. *Baselines / Targets Data fields*

The following table lists the Baselines and Targets data fields as they are defined in the Programme Indicator Set. You can find these fields on one or more of the following screens:

- The **Baseline and Target Values** section of the **Programme Indicator Set** Display screen
- The **Baselines / Targets** tab on the **Programme Indicator Set** Edit screen.

Note: This does not mean that all listed fields appear on all screens.

Field name	Description	M.L.	Status
Type	<p>For Custom Indicators, this read-only field contains the selected Indicator Type.</p> <p>For Core Indicators, this field remains empty.</p>	-	M
Indicator	This read-only field contains the code of the Custom or Core Indicator	-	M
Unit	<p>For Custom Indicators, this read-only field contains the Unit selected in the Custom Indicators tab.</p> <p>For Core Indicators, this field remains empty.</p>		
M / W	<p>For Custom Indicators with Gender Split, this read-only field contains the indication M on the line with the results for Men and the indication W on the line with the results for Women.</p> <p>For Custom Indicators without Gender Split and for Core Indicators, this field remains empty.</p>	-	C
Priority	For Indicators that are monitored on the Priority Axis Level, this read-only field contains the relevant user-defined Priority Axis Code .	-	C
Initial Baseline	This field contains the Initial Baseline value before the execution of the Operational Programme. Update the value if required.	-	O

Field name	Description	M.L.	Status
Final Target	This field contains the Final Target value that is to be reached when the Operational Programme will be completely executed. Update the value if required	-	O
Annual Target values 2007 – 2013	The Annual Target fields allow defining target values for each of the years within the Operational Programme eligible period.	-	O

10. DEFINING ANNUAL AND FINAL IMPLEMENTATION REPORTS

10.1. Introduction to Annual and Final Implementation Reports

Note:

Annual and Final Implementation Reports are based on relevant Programme Indicators, these Programme Indicators must be defined and selected before the Annual Report can be prepared.

Annual Implementation Reports must be created by the Member State Managing Authority and sent to the Commission for each implemented/approved Operational Programme in its Member State. These reports provide a clear view of the implementation of these Operational Programmes:

- the progress made in implementing the operational programme and priority axes in relation to their specific, verifiable targets, with a quantification, wherever and whenever they lend themselves to quantification, using the Programme Indicators at the level of the priority axis;
- the financial implementation of the operational programme, detailing for each priority axis:
 - the expenditure paid out by the beneficiaries included in applications for payment sent to the managing authority and the corresponding public contribution;
 - the total payments received from the Commission and quantification of the financial indicators
 - the expenditure paid out by the body responsible for making payments to the beneficiaries,

Where appropriate, financial implementation in areas receiving transitional support shall be presented separately within each operational programme;

- for information purposes only, the indicative breakdown of the allocation of Funds by categories
- the steps taken by the managing authority or the monitoring committee to ensure the quality and effectiveness of implementation, in particular:
 - monitoring and evaluation measures, including data collection arrangements;
 - a summary of any significant problems encountered in implementing the operational programme and any measures taken, including the response to comments by the Commission
 - the use made of technical assistance
- the measures taken to provide information on and publicise the operational programme;
- information about significant problems relating to compliance with Community law which have been encountered in the implementation of the operational programme and the measures taken to deal with them;
- the progress and financing of major projects;
- the use made of assistance released following cancellation to the managing authority or to another public authority during the period of implementation of the operational programme;
- cases where a substantial modification has been detected

(Based on Article 68 of Concil Regulation No 1083/2006)

Note:

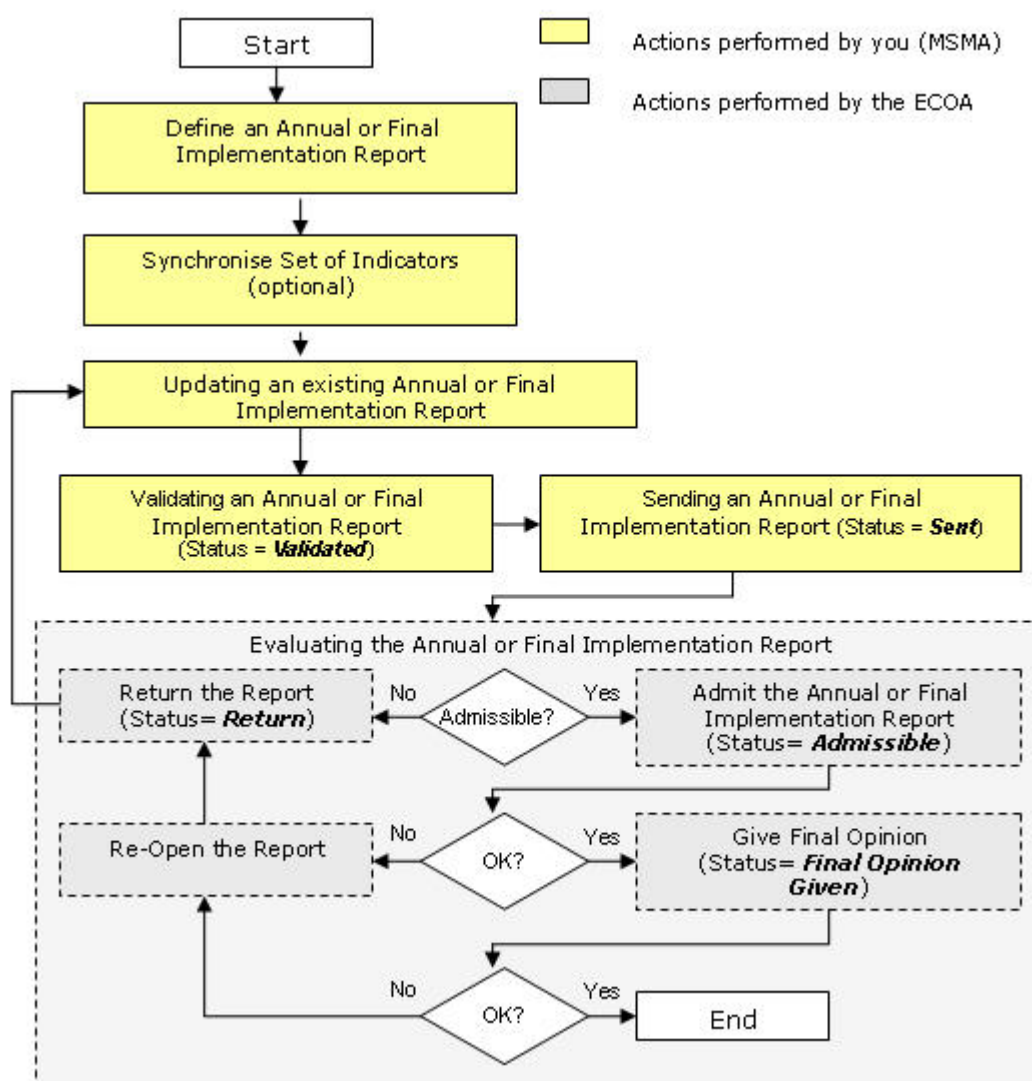
Annual and Final Implementation Reports are based on a set of relevant Programme Indicators.

For ERDF/CF and ESF Operational Programmes, these Sets of Programme Indicators must be defined and configured before the Annual Report can be prepared. Refer to [Managing Programme Indicators](#) for a detailed description.

For EFF Operational Programmes, the Indicators are predefined, and there is no need to create Programme Indicators in advance.

10.2. Workflow Overview

Defining an Annual or Final Implementation Report involves going through a workflow consisting of several procedures performed by you, the Member State Management Authority (MSMA). An overview of this workflow is displayed below:



Click one of the links below to access a detailed description:

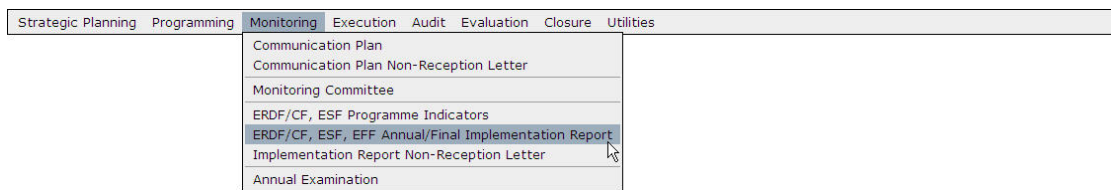
- [Creating an Annual or Final Implementation Report](#)
- [Searching and displaying existing Annual or Final Implementation Reports](#)

- [Synchronising the Set of Indicators for an existing Annual or Final Implementation Report](#)
- [Updating Annual or Final Implementation Reports](#)
- [Validating Annual or Final Implementation Reports](#)
- [Sending Annual or Final Implementation Reports to the Commission](#)
- [Evaluating Annual or Final Implementation Reports \(by the Commission\)](#)
- [Correcting returned Annual or Final Implementation Reports](#)

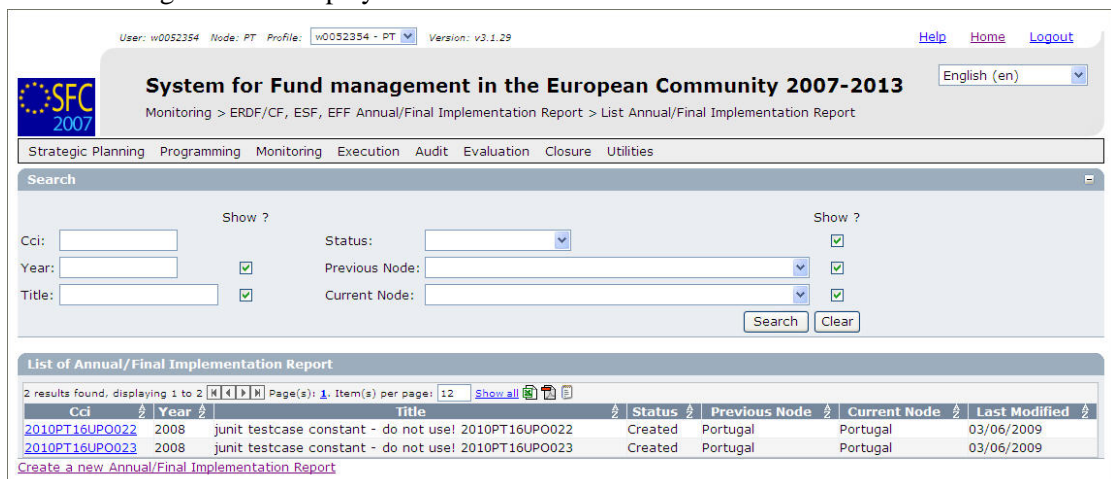
10.3. Creating an Annual or Final Implementation Report

Follow this procedure to create an Annual or Final Implementation Report.

1. **On the SFC2007 initial screen, select the option *ERDF/CF, ESF, EFF Annual/Final Implementation Report* from the *Monitoring* drop-down menu.**



The following screen is displayed:



This screen contains the following standard elements:

- **Search pane:** This pane allows defining search criteria for searching Annual or Final Implementation Report.
- **List of Annual or Final Implementation Report:** This pane lists default information for existing Annual or Final Implementation Report.
- **Create a new Annual or Final Implementation Report link**

A detailed description of the standard User Interface elements is provided in the [SFC2007 Introduction guide](#).

2. **Click the link *Create a new Annual or Final Implementation Report*.**

The following screen is displayed:

The current step *Select Programme* is highlighted. The following fields are available:

- [CCI](#)
- [Title](#)

For a description of these fields, refer to section [General Annual or Final Implementation Report Data fields](#) or click an individual link in the list above.

3. Click the [...] button in the *CCI* field.

The *Programme Version selection* dialog is displayed:

4. Select the required Operational Programme version by clicking the matching link.

The selected Operational Programme version is copied in the input fields:

5. Click the *Next* button.

The following screen is displayed:

User: w0052354 Node: PT Profile: w0052354 - PT Version: v3.1.29 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013 English (en)

Monitoring > ERDF/CF, ESF, EFF Annual/Final Implementation Report > Create Annual/Final Implementation Report

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Select Programme Provide Additional Info Confirm Creation

Create Annual/Final Implementation Report : Step 2. Provide Additional Information

Reporting Year: 2008 *

Monitoring Committee Approval Date: [Upload Monitoring Committee Documents](#)

Version of Set of Indicators: *

Use is made of the option under Article 34(2) of Regulation (EC) No 1083/2006:

The following fields are available:

- [Reporting Year](#)
 - [Monitoring Committee Approval Date](#)
 - [Version of Set of Indicators](#)
 - [Use is made of the option under Article 34 \(2\) of Regulation \(EC\) No 1083/2006](#)
6. **If you did not yet uploaded the document *Monitoring Committee Report and Conclusions* You may click the link *Upload Monitoring Committee Documents*.**

The List Monitoring Committees screen is displayed in a new browser window. Refer to [Searching Monitoring Committees](#) for a detailed description of this screen.

7. **If the document was already uploaded, enter its date in the field.**
8. **Make the required selections and click the *Next* button.**

The following screen is displayed:

User: w0052354 Node: PT Profile: w0052354 - PT Version: v3.1.29 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013 English (en)

Monitoring > ERDF/CF, ESF, EFF Annual/Final Implementation Report > Create Annual/Final Implementation Report

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Select Programme Provide Additional Info Confirm Creation

Create Annual/Final Implementation Report : Step 3. Confirm creation

Please confirm or cancel the creation of this Implementation Report

CCI: 2008PT16UPO023 Reporting Year: 2008

9. **Click the *Finish* button.**

The following message is displayed briefly:

Object Creation Successful

Then the following screen is displayed:

User: w0052354 Node: PT Profile: w0052354 - PT Version: v3.1.29 [Help](#) [Home](#) [Logout](#)

SFC 2007 **System for Fund management in the European Community 2007-2013** English (en)

Monitoring > Annual/Final Implementation Report > Edit Annual/Final Implementation Report

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details

CCI: 2008PT16UPO023 Year: 2008 Status: Created Last Modified: 03/06/2009
 Title: Third OP for PT

General Indicators Financial Detail Documents In Charge

General Details

Reporting Year: 2008
 Monitoring Committee Approval Date: 25/06/2009 [Upload Monitoring Committee Documents](#)
 Version of Set of Indicators: 2
 Use is made of the option under Article 34(2) of Regulation (EC) No 1083/2006:
 Comment:

[Return to Display](#)

This screen contains a number of tabs allowing updating (editing and/or completing) the Annual or Final Implementation Report. Refer to [Updating Annual or Final Implementation Reports for a detailed description](#).

10.4. Searching and displaying existing Annual or Final Implementation Reports

You typically search an existing Annual or Final Implementation Report, if you need to display or update its settings.

1. On the SFC2007 initial screen, select the option *ERDF/CF, ESF, EFF Annual/Final Implementation Report* from the *Monitoring* drop-down menu:

Strategic Planning Programming **Monitoring** Execution Audit Evaluation Closure Utilities

- Communication Plan
- Communication Plan Non-Reception Letter
- Monitoring Committee
- ERDF/CF, ESF Programme Indicators
- ERDF/CF, ESF, EFF Annual/Final Implementation Report**
- Implementation Report Non-Reception Letter
- Annual Examination

The following screen is displayed:

User: w0052354 Node: PT Profile: w0052354 - PT Version: v3.1.29 [Help](#) [Home](#) [Logout](#)

SFC 2007 **System for Fund management in the European Community 2007-2013** English (en)

Monitoring > ERDF/CF, ESF, EFF Annual/Final Implementation Report > List Annual/Final Implementation Report

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Search

Cci: Show ? Status: Show ?
 Year: Previous Node:
 Title: Current Node:

List of Annual/Final Implementation Report

2 results found, displaying 1 to 2 Page(s): 1. Item(s) per page: 12 [Show all](#)

Cci	Year	Title	Status	Previous Node	Current Node	Last Modified
2010PT16UPO022	2008	junit testcase constant - do not use!	Created	Portugal	Portugal	03/06/2009
2010PT16UPO023	2008	junit testcase constant - do not use!	Created	Portugal	Portugal	03/06/2009

[Create a new Annual/Final Implementation Report](#)

This screen contains the following standard elements:

- **Search pane:** This pane allows defining search criteria for searching Annual or Final Implementation Reports.
- **List of Annual or Final Implementation Reports:** This pane lists default information for existing Programme Indicator Sets.
- **Create a new Annual or Final Implementation Report link**

A detailed description of the standard User Interface elements is provided in the [SFC2007 Introduction guide](#).

2. Define search criteria in the Search pane, if you do not immediately find the required Annual or Final Implementation Report.

The following search fields are available:

- [CCI](#)
- [Year](#)
- [Title](#)
- [Status](#)
- [Previous Node](#)
- [Current Node](#)

For a description of these fields, refer to section [General Annual or Final Implementation Report Data fields](#) or click an individual link in the list above.

3. Click the Search button.

The Annual or Final Implementation Reports matching your search criteria are displayed in the **List of Annual or Final Implementation Reports**:

The screenshot shows the SFC2007 interface. At the top, it says 'System for Fund management in the European Community 2007-2013'. Below that, there's a navigation menu with 'Strategic Planning', 'Programming', 'Monitoring', 'Execution', 'Audit', 'Evaluation', 'Closure', and 'Utilities'. The 'Search' pane is open, showing search criteria: CCI: %23, Status: Created, Previous Node: PT - Portugal, and Current Node: (empty). There are checkboxes for 'Show ?' next to each field. A 'Search' button and a 'Clear' button are at the bottom of the search pane. Below the search pane, there's a table titled 'List of Annual/Final Implementation Report'. The table has columns: CCI, Year, Title, Status, Previous Node, Current Node, and Last Modified. One row is visible: CCI: 2008PT16UP0023, Year: 2008, Title: Third OP for PT, Status: Created, Previous Node: Portugal, Current Node: Portugal, Last Modified: 03/06/2009. A red box highlights the CCI column in the table, and a red arrow points from the search criteria to this box.

4. Click the link in the CCI column matching the Annual or Final Implementation Report you want to display.

The details for the selected Annual or Final Implementation Report are shown on the **Annual or Final Implementation Report Display** screen.

The following links are available at the top of the screen:

User: w0052354 Node: PT Profile: w0052354 - PT Version: v3.1.29 [Help](#) [Home](#) [Logout](#)

 **System for Fund management in the European Community 2007-2013** English (en)

Monitoring > ERDF/CF, ESF, EFF Annual/Final Implementation Report > Display Annual/Final Implementation Report


Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

[return to list](#) [Delete](#) [Validate](#) [Print](#) [Print All](#) [Links](#)

Version

CCI: 2008PT16UPO023 Year: 2008 Status: Created [?](#) Last Modified: 03/06/2009
 Title: Third OP for PT
 Monitoring Committee Approval Date: 25/06/2009
 Version of Set of Indicators: 2 Use is made of the option under Article 34(2) of Regulation (EC) No 1083/2006
 Comment:
[Edit](#)

The following links are available:

Link	Description
Return to list	Click this link to return to the list of Annual or Final Implementation Reports matching your search criteria.
Delete	<p>Click this link to delete the currently displayed Annual or Final Implementation Report. The following dialog is displayed:</p>  <p>Confirm or cancel the deletion.</p> <p>This link is only available, if the status of the Annual or Final Implementation Report is Created or Validated, and the Report has not yet been sent to the Commission.</p>
Validate	<p>This link is available if:</p> <ul style="list-style-type: none"> The Annual or Final Implementation Report is treated on the Member State level. The Annual or Final Implementation Report status is Created or Returned <p>Click this link to validate the Annual or Final Implementation Report. Refer to Validating Annual or Final Implementation Report for more information.</p>
Send	<p>This link is available if:</p> <ul style="list-style-type: none"> The Annual or Final Implementation Report is treated on the Member State level. The Annual or Final Implementation Report status is Validated. <p>Click this link to send the Annual or Final Implementation Report. Refer to Sending Annual or Final Implementation Reports to the European Commission for more information.</p>

Link	Description
Synchronise Set of Indicators	<p>This link is available if:</p> <ul style="list-style-type: none"> The Annual or Final Implementation Report is treated on the Member State level. The Annual or Final Implementation Report status is Created, Validated or Returned. <p>Click this link to synchronise the Set of Indicators used for the current Annual or Final Implementation Report. Refer to Synchronising the Set of Indicators for an Annual or Final Implementation Report for more information.</p>
Print	Click this link to generate a Summary Report about the Annual or Final Implementation Report. Refer to Appendix M.1 Print Report .
Print All	Click this link to generate a Detailed Report about the Annual or Final Implementation Report. Refer to Appendix M.2 Print All Report .

5. Select a link at the top of the *Display* screen, if required.

6. Verify the settings in the *Version* section.

Version

CCI: 2008PT16UPO023 Year: 2008 Status: Created Last Modified: 03/06/2009

Title: Third OP for PT

Monitoring Committee Approval Date: 25/06/2009

Version of Set of Indicators: 2 Use is made of the option under Article 34(2) of Regulation (EC) No 1083/2006

Comment:

[Edit](#)

This section lists the basic settings for this Communication Plan. The following fields are available:

- [CCI](#)
- [Year](#)
- [Status](#)
- [Last Modified](#)
- [Title](#)
- [Monitoring Committee Approval Date](#)
- [Version of Set of Indicators](#)
- Use is made of the option under Article 34(2) of Regulation (EC) No 1083/2006

Click the *Edit* link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the tab General](#).

7. Verify the settings in the *Indicator Values* section.

Indicator Values

5 results found, displaying 1 to 5

Type	Indicator	Unit	M/W	Priority	Initial Baseline	Final Target	2007 Achievement	2008 Achievement
Input	IN1a - Indicator IN1a	NUMBER	M	EP2	700	8000		
Input	IN1a - Indicator IN1a	NUMBER	W	EP2	6200	0		
Result	IN1 - Indicator 1	%			12	3		
Core	1 - Jobs created				0	25000		
Core	23 - Number of renewable energy projects			EP4	150	3500		

[Edit](#)

This section lists the Indicator Values as defined in the Programme Indicator Set selected for this Annual or Final Implementation Report.

For each covered Indicator, the following fields are available:

- [Type](#)
- [Indicator](#)
- [Unit](#)
- [M/W](#)

- [Priority](#)
- [Initial Baseline](#)
- [Final Target](#)
- [Annual Achievement columns](#)

Click the *Edit* link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the tab Indicators](#).

8. Verify the settings in the *Data on Participants* section. (ESF only)

Data on Participants		Current Year						Cumulated values since the beginning			
(Sub)Priority	Indicator	People Entering		People Leaving		People carried over		People Entering		People Leaving	
		Total	Woman	Total	Woman	Total	Woman	Total	Woman	Total	Woman
PR01	Total number of participants	10	5			0	0	10	5	0	0
PR01	Employed	6	3			0	0	6	3	0	0
PR01	of which self-employed	0	0			0	0	0	0	0	0
PR01	Unemployed	2	1			0	0	2	1	0	0
PR01	of which LTU	0	0			0	0	0	0	0	0
PR01	Inactive	2	1			0	0	2	1	0	0
PR01	of which in education/training	0	0			0	0	0	0	0	0
PR01	Young people (15-24 years)	0	0			0	0	0	0	0	0
PR01	Older people (55-64 years)	0	0			0	0	0	0	0	0
PR01	Migrants	0	0			0	0	0	0	0	0
PR01	Minorities	0	0			0	0	0	0	0	0
PR01	Disabled	0	0			0	0	0	0	0	0
PR01	Others	0	0			0	0	0	0	0	0
PR01	Primary or lower secondary education (ISDEC 1 and 2)	2	1			0	0	2	1	0	0
PR01	Upper secondary education (ISCED 3)	2	1			0	0	2	1	0	0
PR01	Post-secondary non tertiary education (ISCED 4)	6	3			0	0	6	3	0	0
PR01	Tertiary education (ISCED 5 and 6)	0	0			0	0	0	0	0	0

[Edit](#)

This section lists the statistics on Participants for each OP Priority Axis covered by the Annual or Final Implementation Report.

For each available information line, the following fields are available:

- Current Year:
 - People Entering (total and subtotal for women)
 - People Leaving (total and subtotal for women)
 - People carried over from the previous year (total and subtotal for women)
- Cumulated values since the beginning
 - People Entering (total and subtotal for women)
 - People Leaving (total and subtotal for women)

If [Sub-Priorities have been defined](#), these statistics are displayed by Sub-Priority:

Data on Participants											
(Sub)Priority	Indicator	Current Year						Cumulated values since the beginning			
		People Entering		People Leaving		People carried over		People Entering		People Leaving	
		Total	Woman	Total	Woman	Total	Woman	Total	Woman	Total	Woman
PR01-Pro1a	Total number of participants	120	60	10	3	0	0	120	60	10	3
PR01-Pro1a	Employed	100	50	5	3	0	0	100	50	5	3
PR01-Pro1a	of which self-employed	80	40	5	3	0	0	80	40	5	3
PR01-Pro1a	Unemployed	20	10	5	3	0	0	20	10	5	3
PR01-Pro1a	of which LTU	40	20	5	3	0	0	40	20	5	3
PR01-Pro1a	Inactive	20	10	5	3	0	0	20	10	5	3
PR01-Pro1a	of which in education/training	8	4	5	3	0	0	8	4	5	3
PR01-Pro1a	Young people (15-24 years)	60	30	5	3	0	0	60	30	5	3
PR01-Pro1a	Older people (55-64 years)	30	15	5	3	0	0	30	15	5	3
PR01-Pro1a	Migrants	45	23	5	3	0	0	45	23	5	3
PR01-Pro1a	Minorities	15	8	5	3	0	0	15	8	5	3
PR01-Pro1a	Disabled	10	5	5	3	0	0	10	5	5	3
PR01-Pro1a	Others	45	23	5	3	0	0	45	23	5	3
PR01-Pro1a	Primary or lower secondary education (ISDEC 1 and 2)	10	5	5	3	0	0	10	5	5	3
PR01-Pro1a	Upper secondary education (ISCED 3)	40	20	5	3	0	0	40	20	5	3
PR01-Pro1a	Post-secondary non tertiary education (ISCED 4)	45	23	5	3	0	0	45	23	5	3
PR01-Pro1a	Tertiary education (ISCED 5 and 6)	5	3	5	3	0	0	5	3	5	3
PR01-Pro1b	Total number of participants	240	120	5	3	0	0	240	120	5	3
PR01-Pro1b	Employed	200	100	5	3	0	0	200	100	5	3
PR01-Pro1b	of which self-employed	160	80	5	3	0	0	160	80	5	3
PR01-Pro1b	Unemployed	40	20	5	3	0	0	40	20	5	3
PR01-Pro1b	of which LTU	80	40	5	3	0	0	80	40	5	3
PR01-Pro1b	Inactive	40	20	5	3	0	0	40	20	5	3
PR01-Pro1b	of which in education/training	16	8	5	3	0	0	16	8	5	3
PR01-Pro1b	Young people (15-24 years)	120	60	5	3	0	0	120	60	5	3
PR01-Pro1b	Older people (55-64 years)	60	30	5	3	0	0	60	30	5	3
PR01-Pro1b	Migrants	90	45	5	3	0	0	90	45	5	3
PR01-Pro1b	Minorities	30	15	5	3	0	0	30	15	5	3
PR01-Pro1b	Disabled	20	10	5	3	0	0	20	10	5	3
PR01-Pro1b	Others	90	45	5	3	0	0	90	45	5	3
PR01-Pro1b	Primary or lower secondary education (ISDEC 1 and 2)	20	10	5	3	0	0	20	10	5	3
PR01-Pro1b	Upper secondary education (ISCED 3)	80	40	5	3	0	0	80	40	5	3
PR01-Pro1b	Post-secondary non tertiary education (ISCED 4)	90	45	5	3	0	0	90	45	5	3
PR01-Pro1b	Tertiary education (ISCED 5 and 6)	10	5	5	3	0	0	10	5	5	3

[Edit](#)

Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the subtab Data on Participants – Participant Values](#).

9. Verify the settings in the *Financial Information per Priority Axis* section.

Priority	Fund (scope)	Expenditure paid out by the beneficiaries included in payment claims sent to the managing authority	Corresponding public Contribution	Private Expenditure	Expenditure paid by the body responsible for making payments to the beneficiaries	Total payments received from the Commission
EP1 - Coordenação e monitorização estratégica do QREN	ERDF	1,500,000.00	1,750,000.00		1,200,000.00	1,400,000.00
EP1 - Coordenação e monitorização estratégica do QREN	ESF	2,000,000.00	2,250,000.00		1,700,000.00	1,900,000.00
EP2 - Coordenação e monitorização financeira do FEDER e FC	ERDF	2,500,000.00	2,750,000.00		2,200,000.00	2,400,000.00
EP2 - Coordenação e monitorização financeira do FEDER e FC	ESF	3,000,000.00	3,250,000.00		2,700,000.00	2,900,000.00
EP3 - Valorização Territorial	ERDF	3,500,000.00	3,750,000.00		3,200,000.00	3,400,000.00
EP3 - Valorização Territorial	ESF	4,000,000.00	4,250,000.00		3,700,000.00	3,900,000.00
EP4 - Coesão territorial e governação	ERDF	3,500,000.00	3,750,000.00		3,200,000.00	3,400,000.00
EP4 - Coesão territorial e governação	ESF	3,000,000.00	3,250,000.00		2,700,000.00	2,900,000.00
EP5 - Redes e Equipamentos Estruturantes Nacionais	CF	2,500,000.00	2,750,000.00		2,200,000.00	2,400,000.00
EP6 - Infra-estruturas para a Conectividade e a Qualificação Territorial	ERDF	2,000,000.00	2,250,000.00	1,000,000.00	1,700,000.00	1,900,000.00
EP6 - Infra-estruturas para a Conectividade e a Qualificação Territorial	ESF	2,500,000.00	2,750,000.00	1,000,000.00	2,200,000.00	2,400,000.00
EP7 - Coesão Social	ERDF	3,000,000.00	3,250,000.00	1,000,000.00	2,700,000.00	2,900,000.00
EP7 - Coesão Social	ESF	3,500,000.00	3,750,000.00	1,000,000.00	3,200,000.00	3,400,000.00
EP8 - Prevenção, Gestão e Monitorização de Riscos Naturais e Tecnológicos	CF	4,000,000.00	4,250,000.00	1,000,000.00	3,700,000.00	3,900,000.00
Fund type expenditure in the Grand Total	CF	6,500,000.00	7,000,000.00	1,000,000.00	5,900,000.00	6,300,000.00
Fund type expenditure in the Grand Total	ERDF	16,000,000.00	17,500,000.00	2,000,000.00	14,200,000.00	15,400,000.00
Fund type expenditure in the Grand Total	ESF	18,000,000.00	19,500,000.00	2,000,000.00	16,200,000.00	17,400,000.00
Grand Total		40,500,000.00	44,000,000.00	5,000,000.00	36,300,000.00	39,100,000.00
Total in transitional regions in the Grand Total		20,500,000.00	22,000,000.00	2,000,000.00	18,000,000.00	20,100,000.00
Total in non-transitional regions in the Grand Total		20,000,000.00	22,000,000.00	3,000,000.00	18,300,000.00	19,000,000.00

[Edit](#)

This section lists financial information for each Priority Axis defined for the Operational Programme covered by the Annual or Final Implementation Report.

For each available Priority Axis, the following fields are available:

- [Priority](#)
- [Fund \(scope\)](#)
- [Expenditure paid out by the beneficiaries included in the payment claims sent to the Managing Authority](#)
- [Corresponding public Contribution](#)
- [Private Expenditure](#)
- [Expenditure paid by the body responsible for making payments to the beneficiaries](#)
- [Total payments received from the Commission](#)

At the end of the table, the following subtotal values are displayed:

- Fund type expenditure in the Grand total for the CF
- Fund type expenditure in the Grand total for the ERDF
- Fund type expenditure in the Grand total for the ESF
- Grand Total
- Total in transitional regions in the Grand Total
- Total in non-transitional regions in the Grand Total

Click the *Edit* link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the tab Financial Detail](#).

10. Verify the settings in the *Associated Documents* section.

Title	Type	Language	Attachments	Document Date	Sent Date
Annual Implementation Report 2008	Annual/Final Implementation Report for ERDF/CF, ESF and EFF	Portuguese	1	09/06/2009	10/06/2009
Categorisation sheet document	Categorisation Sheet	Portuguese	1	09/06/2009	10/06/2009
prepareDocument - pt	IR Sent Snapshot Document	Portuguese	1	10/06/2009	10/06/2009
Acknowledgement_pt.pdf	IR Sent Acknowledgement Document	Portuguese	1	10/06/2009	10/06/2009
Verifying financial values	EC Observations on Annual/Final Implementation Report	English	1	10/06/2009	10/06/2009
abcd	Annual/Final Implementation Report for ERDF/CF, ESF and EFF	Portuguese	1	10/06/2009	10/06/2009
sheet	Categorisation Sheet	Portuguese	1	10/06/2009	10/06/2009
prepareDocument - pt	IR Sent Snapshot Document	Portuguese	1	10/06/2009	10/06/2009
Acknowledgement_pt.pdf	IR Sent Acknowledgement Document	Portuguese	1	10/06/2009	10/06/2009
admission document	Admissibility Letter	English	1	10/06/2009	10/06/2009
Final opinion document	EC Final Opinion	English	1	10/06/2009	10/06/2009
bxsb	Annual/Final Implementation Report for ERDF/CF, ESF and EFF	Portuguese	1	10/06/2009	15/06/2009
sfg	Categorisation Sheet	Portuguese	1	15/06/2009	15/06/2009
prepareDocument - pt	IR Sent Snapshot Document	Portuguese	1	15/06/2009	15/06/2009
Acknowledgement_pt.pdf	IR Sent Acknowledgement Document	Portuguese	1	15/06/2009	15/06/2009

This section lists information on the Documents and attachments defined for the Annual or Final Implementation Report.

You can associate the following document types with an Annual or Final Implementation Report:

- Annual/Final Implementation Report for ERDF/CF, ESF and EFF
- Categorisation Sheet:
The Categorisation sheet is a mandatory attachment in the form of an Excel workbook in a prescribed format. Templates in 22 languages can be found on the [SFC2007 online help page](#), in the section **Quick Guides – Monitoring – Categorisation**. An explanation of how to use these templates can be found in the [Categorisation FAQ](#).
- Other MS document on the Annual/Final Report

Click the **Edit** link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section **Documents tab** in the [SFC2007 Introduction guide](#).

11. Expand the **Officials In Charge** section by clicking the **Expand icon (+)**.

The following screen appears:

Name	Phone	Fax	Email	Valid From	Until
Lopes Juan	351 21 123 123	351 21 123 124	j.lopes@portugal.pt	01/01/2009	31/12/2014
pinto manuel	351 21 213 213	351 21 213 214	m.pinto@portugal.pt	01/05/2006	31/05/2014

This section lists information on the Officials in Charge of the Annual or Final Implementation Report. Click the **Edit** link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section **Officials in Charge** in the [SFC2007 Introduction guide](#).

12. Expand the **Last Validation Results** section by clicking the **Expand icon (+)**.

The following screen appears:

Date	Severity	Message
15/06/2009	Warning	The document type "Monitoring Committee Reports and Conclusions" with a Meeting Date equal to the Monitoring Committee Approval Date should be uploaded in the Monitoring Committee menu for this Operational Programme.
15/06/2009	Info	Object has been validated.

This section lists error, warning and information messages about the last validation attempt. At least all errors must be corrected before the Annual or Final Implementation Report can be sent to the European Commission. For a detailed description of the Validation process, refer to [Validating Annual or Final Implementation Reports](#).

13. Expand the **History** section by clicking the **Expand icon (+)**.

The following screen appears:

Status	Comment	By Level	Date	User
Returned	htzrh	Commission	15/06/2009 14:02	w0050144
Sent	After Re-Open	Commission	15/06/2009 12:28	w0050144
Admissible		Commission	15/06/2009 11:25	w0050144
Sent		Portugal	15/06/2009 11:21	w0052354
Validated		Portugal	15/06/2009 11:20	w0052354
Returned	Object could not be validated, see validation results.	Commission	15/06/2009 11:07	w0052354
Returned	wxvwx	Commission	10/06/2009 14:39	w0050144
Sent	After Re-Open	Commission	10/06/2009 12:22	w0050144
Final Opinion Given		Commission	10/06/2009 12:15	w0050144
Admissible		Commission	10/06/2009 12:10	w0050144
Sent		Portugal	10/06/2009 12:08	w0052354
Validated		Portugal	10/06/2009 12:07	w0052354
Returned	Object could not be validated, see validation results.	Commission	10/06/2009 12:03	w0052354
Returned	Some values do not match our information.	Commission	10/06/2009 11:27	w0050144
Sent		Portugal	10/06/2009 11:18	w0052354
Validated		Portugal	09/06/2009 17:03	w0052354
Created	Object could not be validated, see validation results.	Portugal	09/06/2009 16:32	w0052354
Created		Portugal	09/06/2009 16:26	w0052354
Created		Portugal	09/06/2009 16:23	w0052354
Created		Portugal	09/06/2009 16:22	w0052354
Created		Portugal	09/06/2009 16:11	w0052354
Created		Portugal	09/06/2009 14:57	w0052354
Created		Portugal	09/06/2009 11:43	w0052354
Created		Portugal	09/06/2009 11:32	w0052354
Created	created by wizard	Portugal	03/06/2009 16:26	w0052354

This section lists, in inversed chronological order, all "events" that occurred during the life of this Annual or Final Implementation Report. All entries are read-only, and are generated by the system.

The following fields are displayed:

Field	Description
Status	This field displays the status of the Annual or Final Implementation Report at the moment of the event
Comment	This field contains a system-generated or user-defined comment for some standard "events".
By level	This field contains the name of the Level (node) where the Annual or Final Implementation Report resided at the moment of the event
Date	This field contains the timestamp (date and time) of the event
User	This field contains the username used by the person initiating the event

10.5. Synchronising the Set of Indicators for an Annual or Final Implementation Report

An Annual or Final Implementation Report is always based on a Programme Indicator Set. If the definitions in the Programme Indicator Set (Custom Indicators, Usage Settings) have been changed since the Set was assigned to the Report, you need to synchronise the Set, in order to take into account these changes in the Report.

Follow the procedure detailed in this section to synchronise the Set of Indicators linked to the Annual or Final Implementation Report.

1. Search the Annual or Final Implementation Report to be validated.

Refer to [Searching and displaying existing Annual or Final Implementation Reports](#) for a detailed description.

2. Once you have accessed the Annual or Final Implementation Report Display Screen, click the link *Synchronise Set of Indicators*.

The following screen is displayed:

3. Click the **Yes** button.

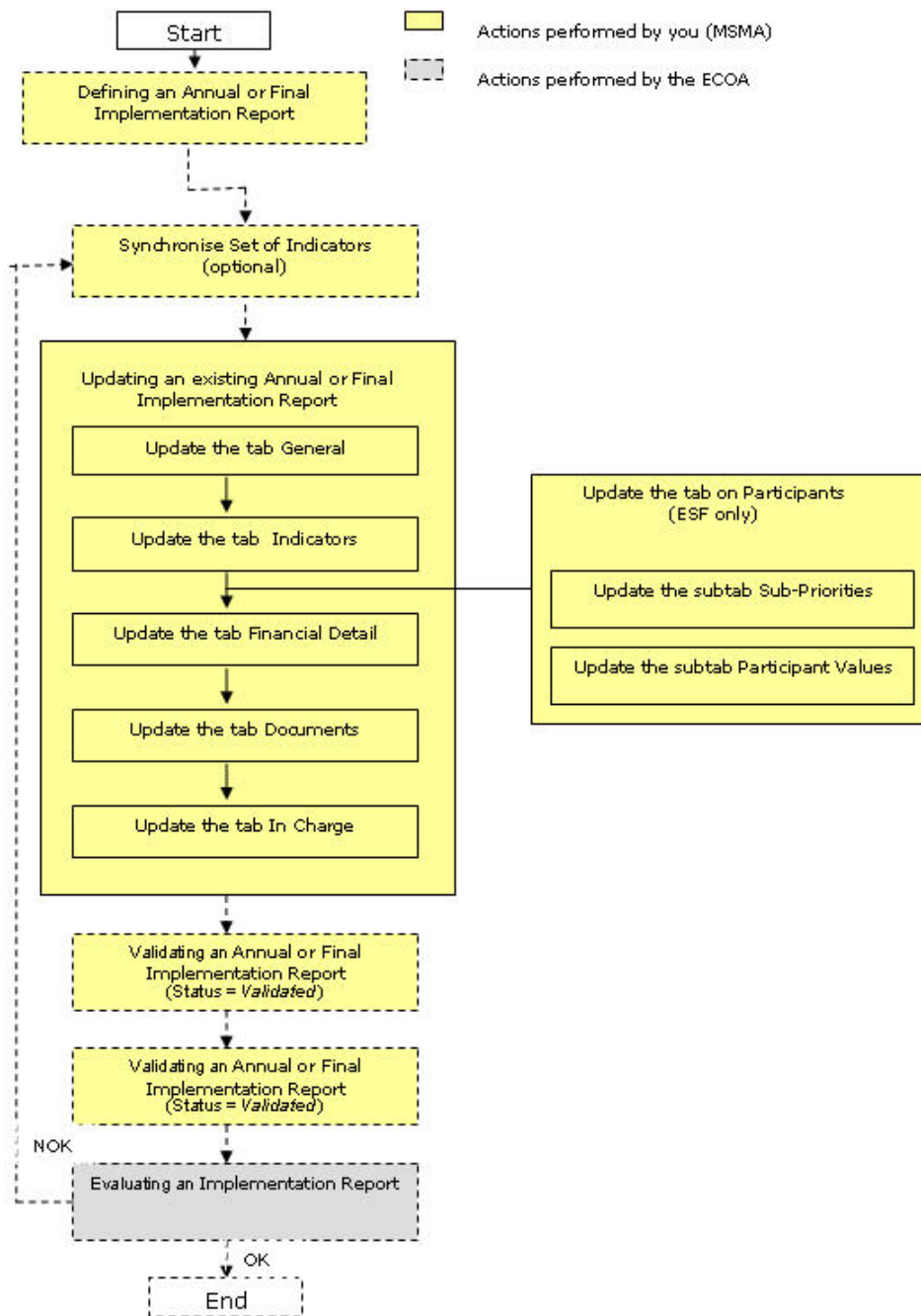
The Annual or Final Implementation Report Display screen is again displayed.

It contains the most recent settings for the selected Indicator Set version (2 in this example).

10.6. Updating Annual or Final Implementation Reports

10.6.1. *Workflow Overview*

The following graphic shows the Workflow for updating Annual or Final Implementation Reports. It is a subset from the general Annual or Final Implementation Report Workflow shown in the section [Managing Annual or Final Implementation Reports: Workflow overview](#).



These actions are described in separate procedures:

- [Updating the tab General](#)
- [Updating the tab Indicators](#)
- [Updating the subtab Data on Participants – Sub-Priorities](#)
- [Updating the subtab Data on Participants – Participant Values](#)
- [Updating the tab Financial Detail](#)

The update procedure for the *Documents* and *Officials in Charge* tabs are explained in the [SFC2007 Introduction guide](#).

10.6.2. Updating the tab General

The tab **General** on the **Annual or Final Implementation Report** update screen lists basic information about the Annual or Final Implementation Report, such as the Reporting Year. Follow the procedure described in this section to update the existing settings.

1. **Browse to the tab *General* on the *Update Annual or Final Implementation Report* screen.**

Refer to one of the following procedures for instructions:

- [Creating Annual or Final Implementation Reports](#)
- [Searching and displaying existing Annual or Final Implementation Reports](#)

The screen looks as follows:

User: w0052354 Mode: PT Profile: w0052354 - PT Version: v3.1.29 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Monitoring > Annual/Final Implementation Report > Edit Annual/Final Implementation Report

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details

CCI: 2008PT16UPO023 Year: 2008 Status: Created Last Modified: 03/06/2009
Title: Third OP for PT

General Indicators Financial Detail Documents In Charge

General Details

Reporting Year: 2008
Monitoring Committee Approval Date: 25/06/2009 Upload Monitoring Committee Documents
Version of Set of Indicators: 2
Use is made of the option under Article 34(2) of Regulation (EC) No 1083/2006:
Comment:

Save Cancel

[Return to Display](#)

2. **Verify the basic settings of the Annual or Final Implementation Report in the *General Details* pane at the top.**

The following fields are available:

- [CCI](#)
- [Year](#)
- [Status](#)
- [Last Modified](#)
- [Title](#)

For a description of these fields, refer to section [General Annual or Final Implementation Report Fields](#) or click an individual field link in the list above.

3. **Verify the *Reporting Year* and *Version of Set of Indicator* fields on the *General* tab.**

The field cannot be edited. Click a link to access a detailed description:

- [Reporting Year](#)
- [Version of Set of Indicators](#)

4. **Update the *Monitoring Committee Approval Date* field, if required.**

This field contains the date on which the documents defining the Monitoring Committee were approved by the Commission.

Note:

If the Monitoring Committee documents were not yet submitted, you can do that now by clicking the link **Upload Monitoring Committee documents**. The List Monitoring

Committees screen will be displayed. For a detailed description of this screen, refer to [Searching and Displaying Monitoring Committees](#).

5. **If required, select or clear the check box *Use is made of the option under Article 34(2) of Regulation (EC) No 1083/2006*.**

Click [here](#) for a description of this check box.

6. **Fill out or enter the *Comment* field, if required.**

Click [here](#) for a description of this field.

7. **Click the *Save* button.**

This concludes the procedure *Updating the tab General*.

You can now:

- [Update the tab Indicators](#) (logical next step)
- Update another tab on the Annual or Final Implementation Report Update screen. Refer to the [Action Overview](#) in the section *Updating Annual or Final Implementation Reports*.

10.6.3. Updating the tab Indicators

The tab *Indicators* on the *Annual or Final Implementation Report Update* screen lists annual achievements for the Programme Indicators for which a Usage was defined in the Programme Indicator Set version selected for this Annual or Final Implementation Report.

Note: If this tab does not display one or more Indicators you expected, please verify that a *Usage entry* exists for *all required Indicators* in the *correct Programme Indicator Set version* and that you have synchronised the Indicators version. Refer to [Updating the tab Indicator Usage \(Programme Indicator Sets\)](#).

Follow the procedure described in this section to update the existing settings.

1. **Browse to the tab *Indicators* on the *Annual or Final Implementation Report Update* screen.**

Refer to one of the following procedures for instructions:

- [Creating Annual or Final Implementation Reports](#)
- [Searching and displaying existing Annual or Final Implementation Reports](#)

The screen looks as follows:

User: w0052354 Node: PT Profile: w0052354 - PT Version: v3.1.29 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013 English (en)

Monitoring > Annual/Final Implementation Report > Edit Annual/Final Implementation Report

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details

CCI: 2008PT16UP0023 Year: 2008 Status: Created Last Modified: 03/06/2009
 Title: Third OP for PT

General Indicators Financial Detail Documents In Charge

Indicator Values

Type	Indicator	Unit	M/W	Priority	2007 Achievement	2008 Achievement
Input	IN1a - Indicator IN1a	NUMBER	M	EP2	8500	7000
Input	IN1a - Indicator IN1a	NUMBER	W	EP2	10000	8500
Result	IN1 - Indicator 1	%			10	8
Core	1 - Jobs created				2500	3500
Core	23 - Number of renewable energy projects			EP4	500	965

[Return to Display](#)

2. Verify the basic settings of the Annual or Final Implementation Report in the *General Details* pane at the top.

The following fields are available:

- [CCI](#)
- [Year](#)
- [Status](#)
- [Last Modified](#)
- [Title](#)

For a description of these fields, refer to section [General Annual or Final Implementation Report Fields](#) or click an individual field link in the list above.

3. Verify the read-only fields for the displayed Indicators.

The tab lists the Indicators for which a *Usage entry* exists in the *Programme Indicator Set version* selected for this Annual or Final Implementation Report.

For these listed Indicators, the following read-only fields are displayed:

- [Type](#)
- [Indicator](#)
- [Unit](#)
- [M/W](#)
- [Priority](#)

For a description of these fields, refer to section [Indicator Values Data Fields](#) or click an individual field link in the list above.

4. Fill out or edit the values in the available *Annual Achievement* fields for each Indicator.

An Annual Achievement field is available for each Indicator and for each Year in the Eligibility Period of the Operational Programme upto the Year for which the Annual or Final Report is generated.

Example: If the Operational Programme covers the period 2007 – 2013 and you are creating the Annual Report for 2008, Annual Achievement fields will be available for 2007 and 2008 (as in the screenshot above).

5. Click the *Save* button.

This concludes the procedure *Updating the tab Indicators*.

You can now:

- [Update the subtab Data on Participants – Sub-Priorities](#) (logical step for ESF)
- [Update the tab Financial Detail](#) (logical next step for other Funds)
- Update another tab on the Annual or Final Implementation Report Update screen. Refer to the [Action Overview](#) in the section *Updating Annual or Final Implementation Reports*.

10.6.4. *Updating the subtab Data on Participants – Sub-Priorities (ESF only)*

The subtab *Data on Participants – Sub-Priorities* on the *Annual or Final Implementation Report Update* screen lists user-defined Sub-Priorities for which the user wishes to provide Data on Participants separately.

Follow the procedure described in this section to update the existing settings.

1. **Browse to the subtab *Sub-Priorities* on the *Annual or Final Implementation Report Update* screen.**

Refer to one of the following procedures for instructions:

- [Creating Annual or Final Implementation Reports](#)
- [Searching and displaying existing Annual or Final Implementation Reports](#)

The screen looks as follows:

The screenshot displays the SFC2007 System for Fund management in the European Community 2007-2013 interface. The page title is "System for Fund management in the European Community 2007-2013" and the breadcrumb is "Monitoring > Annual/Final Implementation Report > Edit Annual/Final Implementation Report". The page is in English (en). The main navigation menu includes Strategic Planning, Programming, Monitoring, Execution, Audit, Evaluation, Closure, and Utilities. The "General Details" pane at the top shows CCI: 2007HU051P0815, Year: 2008, Status: Created, Last Modified: 16/06/2009, and Title: DG Empl - Test CCI - APK - 1101. The "Data on Participants" sub-tab is active, showing a table of sub-priorities. The table has columns for Priority, Code, and Description. Two sub-priorities are listed: Pro1a (Sub-Priority 1a) and Pro1b (Sub-Priority 1b). There is a link to "Add a New Sub-Priority" and a "Return to Display" link at the bottom.

Priority	Code	Description
PR01	Pro1a	Sub-Priority 1a
PR01	Pro1b	Sub-Priority 1b

2. **Verify the basic settings of the Annual or Final Implementation Report in the *General Details* pane at the top.**

The following fields are available:

- [CCI](#)
- [Year](#)
- [Status](#)
- [Last Modified](#)
- [Title](#)

For a description of these fields, refer to section [General Annual or Final Implementation Report Fields](#) or click an individual field link in the list above.

3. **Verify the the settings for the currently defined Sub-Priorities.**

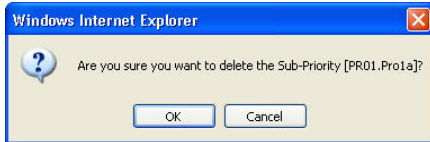
The following fields are displayed for each defined Sub-Priority:

- [Priority](#)
- [Code](#)
- [Description](#)

For a description of these fields, refer to section [Data on Participants – Sub-Priorities Data Fields](#) or click an individual field link in the list above.

4. Click the Rubbish bin icon (🗑️) next to an existing entry, if the matching Sub-Priority is no longer relevant for the Data on Participants for this Annual or Final Implementation Report.

The following dialog is displayed:

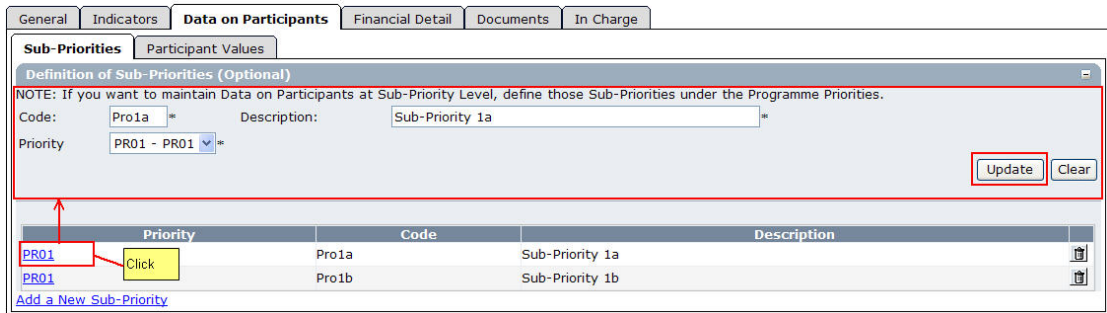


Confirm or cancel the deletion as required.

Note: If you delete a Sub-Priority for which Participant Values have already been defined, these values will be deleted.

5. Click the link in the *Priority* column for an existing entry, if you want to change the settings for that entry.

The current settings are copied into the fields:



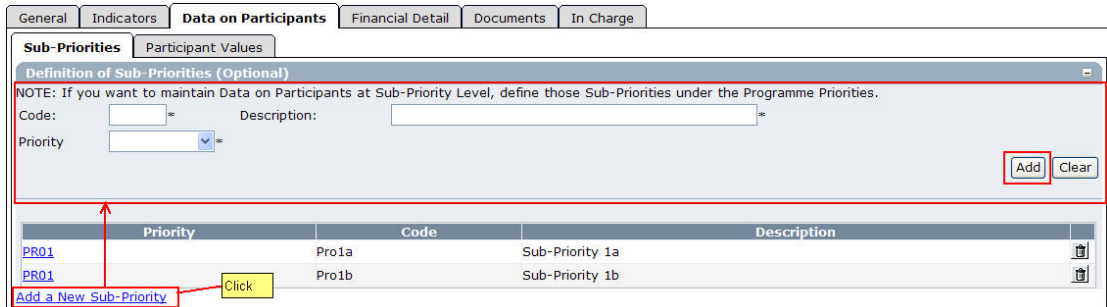
The following fields can be updated:

- [Priority](#)
- [Code](#)
- [Description](#)

For a description of these fields, refer to section [Data on Participants – Sub-Priorities Data Fields](#) or click an individual field link in the list above.

6. Change the values as required and click the *Update* button.
7. Click the link *Add a New Sub-Priority*, if you want to add a Sub-Priority to the Programme Indicator Set.

The following screen is displayed:



The following fields can be filled out to define the new Sub-Priority:

- [Priority](#)
- [Code](#)
- [Description](#)

For a description of these fields, refer to section [Data on Participants – Sub-Priorities Data Fields](#) or click an individual field link in the list above.

8. Complete the fields as required and click the *Add* button.

This concludes the procedure Updating the subtab Data on Participants – Sub-Priorities.

You can now:

- [Update the subtab Participant Values](#) (logical next step)
- Update another tab on the Annual or Final Implementation Report Update screen. Refer to the [Action Overview](#) in the section *Updating Annual or Final Implementation Reports*.

10.6.5. Updating the subtab Data on Participants – Participant Values (ESF only)

The subtab *Data on Participants – Participant Values* on the *Annual or Final Implementation Report Update* screen allows defining or updating Participant Values for each Priority Axis. If Sub-Priorities have been defined, the Participant Values are defined on the Sub-Priority level.

Follow the procedure described in this section to update the existing settings.

1. Browse to the subtab *Sub-Priorities* on the *Annual or Final Implementation Report Update* screen.

Refer to one of the following procedures for instructions:

- [Creating Annual or Final Implementation Reports](#)
- [Searching and displaying existing Annual or Final Implementation Reports](#)

The screen looks as follows:

User: w0050165 Node: HU Profile: w0050165 - MSMA05US Version: v3.1.33 [Help](#) [Home](#) [Logout](#)

SFC 2007 **System for Fund management in the European Community 2007-2013** English (en)

Monitoring > Annual/Final Implementation Report > Edit Annual/Final Implementation Report

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details

CCI: 2007HU051P0815 Year: 2008 Status: Created Last Modified: 17/06/2009
 Title: DG Empl - Test CCI - APK - 1101

General Indicators **Data on Participants** Financial Detail Documents In Charge

Sub-Priorities **Participant Values**

Data on Participants for Indicated Year

Year: 2008

(Sub-) Priority	Indicator	Total In	Woman In	Total Out	Woman Out
PR01-Pro1a	Total number of participants	480	240	10	6
PR01-Pro1a	Employed	400	200	10	6
PR01-Pro1a	of which self-employed	320	160	10	6
PR01-Pro1a	Unemployed	80	40	10	6
PR01-Pro1a	of which LTU	160	80	10	6
PR01-Pro1a	Inactive	80	40	10	6
PR01-Pro1a	of which in education/training	32	16	10	6
PR01-Pro1a	Young people (15-24 years)	240	120	10	6
PR01-Pro1a	Older people (55-64 years)	120	60	10	6
PR01-Pro1a	Migrants	180	90	10	6
PR01-Pro1a	Minorities	60	30	10	6
PR01-Pro1a	Disabled	40	20	10	6
PR01-Pro1a	Others	180	90	10	6
PR01-Pro1a	Primary or lower secondary education (ISDEC 1 and 2)	40	20	10	6
PR01-Pro1a	Upper secondary education (ISCED 3)	160	80	10	6
PR01-Pro1a	Post-secondary non tertiary education (ISCED 4)	180	90	10	6
PR01-Pro1a	Tertiary education (ISCED 5 and 6)	20	10	10	6
PR01-Pro1b	Total number of participants	240	120	5	3
PR01-Pro1b	Employed	200	100	5	3
PR01-Pro1b	of which self-employed	160	80	5	3
PR01-Pro1b	Unemployed	40	20	5	3
	(Truncated)				
PR01-Pro1b	Post-secondary non tertiary education (ISCED 4)	90	45	5	3
PR01-Pro1b	Tertiary education (ISCED 5 and 6)	10	5	5	3

Save Cancel

2. Verify the basic settings of the Annual or Final Implementation Report in the *General Details* pane at the top.

The following fields are available:

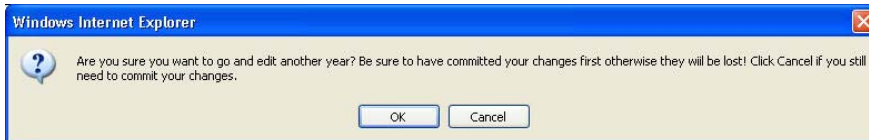
- [CCI](#)
- [Year](#)
- [Status](#)
- [Last Modified](#)
- [Title](#)

For a description of these fields, refer to section [General Annual or Final Implementation Report Fields](#) or click an individual field link in the list above.

3. Select the required reporting year from the *Year* drop-down list.

By default, the current reporting year is selected. It is however possible to select a preceding year from the drop-down list, provided that this year is within the Operational Programme's Eligibility Period.

When you select another year from the drop-down list, the following dialog box is displayed:



Be sure to save your settings before selecting another year from the drop-down list.

4. Verify the the Participant Values for the displayed Priorities or Sub-Priorities.

The following fields are displayed for each defined Priority or Sub-Priority:

- [\(Sub-\)Priority](#)
- [Indicator](#)
- [Total In](#)
- [Woman In](#)
- [Total Out](#)
- [Woman Out](#)

For a description of these fields, refer to section [Data on Participants – Participants Values Data Fields](#) or click an individual field link in the list above.

5. Update the values as required and click the Save button.

This concludes the procedure *Updating the subtab Data on Participants – Participant Values*.

You can now:

- [Update the tab Financial Detail](#) (logical next step)
- Update another tab on the Annual or Final Implementation Report Update screen. Refer to the [Action Overview](#) in the section *Updating Annual or Final Implementation Reports*.

10.6.6. Updating the tab Financial Detail

The tab *Financial Detail* on the *Annual or Final Implementation Report Update* screen lists financial expenditure information per Fund for each Priority Axis defined in the Operational Programme. A total for the transitional and non-transitional regions is also provided.

Follow the procedure described in this section to update the existing settings.

1. Browse to the tab *Financial Detail* on the *Annual or Final Implementation Report Update* screen.

Refer to one of the following procedures for instructions:

- [Creating Annual or Final Implementation Reports](#)
- [Searching and displaying existing Annual or Final Implementation Reports](#)

The screen looks as follows:

User: w0052354 Node: PT Profile: w0052354 - PT Version: v3.1.29 [Help](#) [Home](#) [Logout](#)

SFC 2007 **System for Fund management in the European Community 2007-2013** English (en)

Monitoring > Annual/Final Implementation Report > Edit Annual/Final Implementation Report

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details

CCI: 2008PT16UPO023 Year: 2008 Status: Created Last Modified: 03/06/2009
 Title: Third OP for PT

General Indicators **Financial Detail** Documents In Charge

Financial Information per Priority Axis (EUR)

Priority	Fund (scope)	Expenditure paid out by the beneficiaries included in payment claims sent to the managing authority	Corresponding public Contribution	Private Expenditure	Expenditure paid by the body responsible for making payments to the beneficiaries	Total payments received from the Commission
EP1 - Coordenação e monitorização estratégica do QREN	ERDF					
EP1 - Coordenação e monitorização estratégica do QREN	ESF					
EP2 - Coordenação e monitorização financeira do FEDER e FC	ERDF					
EP2 - Coordenação e monitorização financeira do FEDER e FC	ESF					
EP3 - Valorização Territorial	ERDF					
EP3 - Valorização Territorial	ESF					
EP4 - Coesão territorial e governação	ERDF					
EP4 - Coesão territorial e governação	ESF					
EP5 - Redes e Equipamentos Estruturantes Nacionais	CF					
EP6 - Infra-estruturas para a Conectividade e a Qualificação Territorial	ERDF					
EP6 - Infra-estruturas para a Conectividade e a Qualificação Territorial	ESF					
EP7 - Coesão Social	ERDF					
EP7 - Coesão Social	ESF					
EP8 - Prevenção, Gestão e Monitorização de Riscos Naturais e Tecnológicos	CF					
Total in non-transitional regions in the Grand Total						
Total in transitional regions in the Grand Total						

There is a line per Priority Axis and contributing Fund

It is not possible to define Private Expenditure for Priority Axes that are expressed in Public Cost. See Priority Axis section in the Operational Programme Display screen

Breakdown of the Grand Total in transitional and non-transitional regions.

Save Cancel

[Return to Display](#)

2. Verify the basic settings of the Annual or Final Implementation Report in the *General Details* pane at the top.

The following fields are available:

- [CCI](#)
- [Year](#)
- [Status](#)
- [Last Modified](#)
- [Title](#)

For a description of these fields, refer to section [General Annual or Final Implementation Report Fields](#) or click an individual field link in the list above.

3. Verify the read-only fields for the available Priority Axes.

The following fields are available for Priority Axis

- [Priority](#)
- [Fund \(Scope\)](#)

For a description of these fields, refer to section [Financial Information per Priority Axis Data Fields](#) or click an individual field link in the list above.

4. Fill out or edit the Expenditure fields for the available Priority Axes, if required.

For each combination Priority Axis – Fund, the following fields are available:

- Expenditure paid out by the beneficiaries included in payment claims sent to the Managing Authority
- Corresponding public Contribution
- Private Expenditure (field not accessible for Priority Axes expressed in public cost)
- Expenditure paid by the body responsible for making payments to the beneficiaries
- Total payments received from the Commission

5. Click the *Save* button.

You can now:

- Update the tabs common to all SFC2007 Objects: *Documents* and *Officials in Charge*. Refer to the [SFC2007 Introduction guide](#) for a detailed description.
- Update another tab on the Programme Indicator Set Update screen. Refer to the [Action Overview](#) in the section *Updating Programme Indicator Sets*.
- [Validate the Annual or Final Implementation Report](#)

10.7. Validating Annual or Final Implementation Reports

When you validate an Annual or Final Implementation Report, the system will check the validity and completeness of the information. Refer to [Appendix L](#) for a detailed list of the validation rules. You will logically perform a validation of your Annual or Final Implementation Report AFTER having [created](#) and [updated](#) it and BEFORE [sending](#) it to the European Commission for approval.

Validating an Annual or Final Implementation Report is only possible, if it has the status *Created* or *Returned* (by the Commission).

Follow the procedure detailed in this section to validate an Annual or Final Implementation Report.

1. Search the Annual or Final Implementation Report to be validated.

Refer to [Searching and displaying existing Annual or Final Implementation Reports](#) for a detailed description.

2. Once you have accessed the Annual or Final Implementation Report Display Screen, click the *Validate* link.

The screenshot shows the SFC2007 system interface. At the top, there is a header with user information: "User: w0052354 Node: PT Profile: w0052354 - PT Version: v3.1.31". On the right, there are links for "Help", "Home", and "Logout", and a language dropdown menu set to "English (en)". The main title is "System for Fund management in the European Community 2007-2013". Below the title, the breadcrumb path is "Monitoring > ERDF/CF, ESF, EFF Annual/Final Implementation Report > Display Annual/Final Implementation Report". A navigation bar contains tabs for "Strategic Planning", "Programming", "Monitoring", "Execution", "Audit", "Evaluation", "Closure", and "Utilities". Below the navigation bar, there are links: "return to list", "Delete", "Validate", "Synchronise Set of Indicators", "Print", "Print All", and a "Click" button. The main content area is titled "Version" and displays the following information: "CCI: 2008PT16UPO023 Year: 2008 Status: Created Last Modified: 09/06/2009", "Title: Third OP for PT", "Monitoring Committee Approval Date: 25/06/2009", "Version of Set of Indicators: 2" with a checked checkbox for "Use is made of the option under Article 34(2) of Regulation (EC) No 1083/2006", and a "Comment:" field. An "Edit" link is located at the bottom left of the content area.

The validation results are displayed:

User: w0052354 Node: PT Profile: w0052354 - PT Version: v3.1.31 [Help](#) [Home](#) [Logout](#)

SFC 2007 **System for Fund management in the European Community 2007-2013** English (en)

Monitoring > Annual/Final Implementation Report > Validate Annual/Final Implementation Report

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Version

CCI: 2010PT16UPO023 Year: 2008 Status: Created Last Modified: 09/06/2009
 Title: junit testcase constant - do not use! 2010PT16UPO023

Latest Validation Results

Date	Severity	Message
09/06/2009	Error	The Annual/Final Implementation Report should be linked to a Set of Indicators sent to a higher node.
09/06/2009	Error	The official Annual/Final Implementation Report document should be uploaded.
09/06/2009	Error	The "Categorisation sheet" document should be uploaded (ERDF/CF, ESF)
09/06/2009	Warning	At least one valid Person In Charge for the member state should exist.
09/06/2009	Warning	The document type "Monitoring Committee Reports and Conclusions" with a Meeting Date equal to the Monitoring Committee Approval Date should be uploaded in the Monitoring Committee menu for this Operational Programme.
09/06/2009	Info	Object could not be validated. Please correct errors.

[Return to Display](#)

The table lists messages in three severity levels:

- **Error:** Errors are blocking shortcomings to the Annual or Final Implementation Report. The Annual or Final Implementation Report will not get the *Validated* status and you will not be able to send it to the European Commission, as long as errors persist.
- **Warning:** Warnings are non-blocking shortcomings to the Annual or Final Implementation Report. The Annual or Final Implementation Report will get the *Validated* status and you will be able to send the Annual or Final Implementation Report to the European Commission, while warnings persist.
- **Info:** Informational messages provide a conclusion of the Error and Warning messages, such as the info message in the screen above:
Object could not be validated. Please correct errors.

3. Analyse the Validation results and correct the errors (and/or warnings).

Refer to the procedures in the chapter [Updating Annual or Final Implementation Reports](#).

4. Once you think that you have corrected all errors (mandatory) and warnings (advised), try validating the Programme Indicator Set again.

5. Repeat the steps above, until all errors (and if possible all warnings) have been eliminated.

The Validation report will look as follows:

User: w0052354 Node: PT Profile: w0052354 - PT Version: v3.1.31 [Help](#) [Home](#) [Logout](#)

SFC 2007 **System for Fund management in the European Community 2007-2013** English (en)

Monitoring > Annual/Final Implementation Report > Validate Annual/Final Implementation Report

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Version

CCI: 2008PT16UPO023 Year: 2008 Status: Validated Last Modified: 09/06/2009
 Title: Third OP for PT

Latest Validation Results

Date	Severity	Message
09/06/2009	Warning	The document type "Monitoring Committee Reports and Conclusions" with a Meeting Date equal to the Monitoring Committee Approval Date should be uploaded in the Monitoring Committee menu for this Operational Programme.
09/06/2009	Info	Object has been validated.

[Return to Display](#) No errors persist.

6. You can now send the Annual or Final Implementation Report to the European Commission for approval.

Refer to [Sending Annual or Final Implementation Reports to the European Commission](#).

10.8. Sending Annual or Final Implementation Reports to the European Commission

Once you have [validated](#) an Annual or Final Implementation Report, you can send it to the European Commission for approval. Sending an Annual or Final Implementation Report to the Commission is only possible if it has the status *Validated*.

Follow the procedure detailed in this section to send an Annual or Final Implementation Report to the European Commission.

1. Search the Annual or Final Implementation Report you want to send to the European Commission.

Refer to [Searching and displaying existing Annual or Final Implementation Reports](#) for a detailed description.

2. Once you have accessed the Annual or Final Implementation Report Display screen, click the *Send* link, as indicated below:



The following screen is displayed:



The Snapshot report is generated. This snapshot shows the data that will be sent to the Commission, once you confirm the sending.

3. Click the link in the *Attachment* field to open the PDF snapshot report.

Refer to [Appendix M.3 Snapshot Report](#).

4. Click the *Yes* button to confirm the sending.

Results:

- The Annual or Final Implementation Report is sent to the Commission.
- The European Commission is notified of this event by means of a standard e-mail message.
- The Annual or Final Implementation Report Display screen is again displayed. The status of the Annual or Final Implementation Report has been set to *Sent*. From now on, only the *Officials in charge* and the *Documents* sections (for non-integral documents) are available for editing. You are not able to modify the rest of the data.

This concludes the procedure *Sending an Annual or Final Implementation Report to the European Commission*.

You will now have to wait until the European Commission evaluates your Annual or Final Implementation Report and notifies you of their decision.

The Commission procedures are not explained in detail in this manual. For a short description, refer to [Evaluating validated Annual or Final Implementation Reports \(by the Commission\)](#).

10.9. Evaluating validated Annual or Final Implementation Reports (by the Commission)

The European Commission Operating Agent (ECO) is responsible for evaluating the validated Annual or Final Implementation Reports you sent to the Commission.

The ECO can:

- **Admit the Annual or Final Implementation Report**

If the ECO accepts the Annual or Final Implementation Report, its status changes to *Admissible*. The officials listed in the Officials in Charge list will be notified by e-mail.

You can verify the evolution in the Programme Indicator Set Display screen:

Version			
CCI:	2008PT16UPO023	Year: 2008	Status: Admissible
Title:	Third OP for PT		
Monitoring Committee Approval Date:	25/06/2009		
Version of Set of Indicators: 2	<input checked="" type="checkbox"/> Use is made of the option under Article 34(2) of Regulation (EC) No 1083/2006		
Comment:			

Once the Annual or Final Implementation Report has this status, the ECO can give his final opinion or re-open the Annual or Final Implementation Report.

- **Give the final Opinion about the Annual or Final Implementation Report**

If the ECO gives his final opinion about the Annual or Final Implementation Report, its status changes to *Final Opinion Given*. The officials listed in the Officials in Charge list will be notified by e-mail. You can verify the evolution in the Programme Indicator Set Display screen:

Version			
CCI:	2008PT16UPO023	Year: 2008	Status: Final Opinion Given
Title:	Third OP for PT		
Monitoring Committee Approval Date:	25/06/2009		
Version of Set of Indicators: 2	<input checked="" type="checkbox"/> Use is made of the option under Article 34(2) of Regulation (EC) No 1083/2006		
Comment:			

Note: Even when the ECO has given his final opinion about an Annual or Final Implementation Report, he can re-open it for correction. The status reverts to *Sent*. He can then choose to accept the Communication Plan again or to return it to the Member State for correction.

- **Return the Annual or Final Implementation Report for correction**

If the ECOA does not accept the Annual or Final Implementation Report, its status changes to **Returned**. The officials listed in the Officials in Charge list will be notified by e-mail. You can verify the evolution in the Annual or Final Implementation Report Display screen:

The screenshot shows the 'System for Fund management in the European Community 2007-2013' interface. The user is logged in as 'w0052354 - PT'. The page title is 'Monitoring > ERDF/CF, ESF, EFF Annual/Final Implementation Report > Display Annual/Final Implementation Report'. The 'Version' section shows the following details:

- CCI: 2008PT16UP0023
- Year: 2008
- Status: Returned (highlighted with a red box)
- Last Modified: 10/06/2009
- Title: Third OP for PT
- Monitoring Committee Approval Date: 25/06/2009
- Version of Set of Indicators: 2
- Use is made of the option under Article 34(2) of Regulation (EC) No 1083/2006 (checked)
- Comment: (empty)

You will now have to correct the Annual or Final Implementation Report, validate it and send it to the Commission again. Refer to the section Correcting returned Annual or Final Implementation Reports.

10.10. Correcting returned Annual or Final Implementation Reports

If the responsible European Commission Operating Agent (ECOA) determines that a sent Annual or Final Implementation Report cannot be admitted in its current form, he will return it to the Member State for correction.

The officials listed in the *Officials in Charge* list will be notified of this event via an e-mail message.

Perform the following procedure to correct the Annual or Final Implementation Report:

1. **Search the returned Annual or Final Implementation Report.**

Click the *here* link in the notification e-mail message or refer to [Searching and displaying an existing Annual or Final Implementation Report](#).

2. **In the Annual or Final Implementation Report Display screen, browse to the *Associated Documents* section:**

Associated Documents						
Title	Type	Language	Attachments	Document Date	Sent Date	
Annual Implementation Report 2008	Annual/Final Implementation Report for ERDF/CF, ESF and EFF	Portuguese	1	09/06/2009	10/06/2009	?
Categorisation sheet document	Categorisation Sheet	Portuguese	1	09/06/2009	10/06/2009	?
prepareDocument - pt	IR Sent Snapshot Document	Portuguese	1	10/06/2009	10/06/2009	?
Acknowledgement_pt.pdf	IR Sent Acknowledgement Document	Portuguese	1	10/06/2009	10/06/2009	?
Verifying financial values	EC Observations on Annual/Final Implementation Report	English	1	10/06/2009	10/06/2009	?

[Edit](#) [Click](#)

If the ECOA attached a document to your Annual or Final Implementation Report proposal motivating his decision to return it to you for correction, this document will be listed in this section (probably on the last line).

3. **Click the link in the *Attachments* column to open the document and follow the guidelines to correct the Annual or Final Implementation Report.**

4. **In the Annual or Final Implementation Report Display screen, browse the *History* section as well:**

Status	Comment	By Level	Date	User
Returned	Some values do not match our information.	Commission	10/06/2009 11:27	w0050144
Sent		Portugal	10/06/2009 11:18	w0052354
Validated		Portugal	09/06/2009 17:03	w0052354
Created	Object could not be validated, see validation results.	Portugal	09/06/2009 16:32	w0052354
Created		Portugal	09/06/2009 16:26	w0052354
Created		Portugal	09/06/2009 16:23	w0052354
Created		Portugal	09/06/2009 16:22	w0052354
Created		Portugal	09/06/2009 16:11	w0052354
Created		Portugal	09/06/2009 14:57	w0052354
Created		Portugal	09/06/2009 11:43	w0052354
Created		Portugal	09/06/2009 11:32	w0052354
Created	created by wizard	Portugal	03/06/2009 16:26	w0052354

5. Look for the line marking the return of your Annual or Final Implementation Report (probably the first line) and consult the *Comment* field.

In this field, the ECOA may have briefly explained why he returned your Annual or Final Implementation Report to you.

6. Perform the required changes to the Annual or Final Implementation Report.

Refer to the procedures in the section [Updating Annual or Final Implementation Reports](#).

7. Validate the revised Annual or Final Implementation Report.

Refer to the procedures in section [Validating Annual or Final Implementation Reports](#).

8. Send the revised and validated Annual or Final Implementation Report again to the Commission.

Refer to the procedures in section [Sending Annual or Final Implementation Reports to the European Commission](#).

You will now have to wait until the European Commission evaluates your revised Annual or Final Implementation Report and notifies you of their decision.

The Commission procedures are not explained in detail in this manual. For a short description, refer to [Evaluating submitted \(sent\) Annual or Final Implementation Reports \(by the Commission\)](#).

10.11. Annual or Final Implementation Report Data Fields

This section provides a detailed description of the data fields you can encounter when managing Annual or Final Implementation Reports. The fields are grouped in a table per tab.

The tables always have the same structure and contain the following information for each field:

- Field name
- Description
- Maximum Length (M.L.) expressed as a number of characters
If the maximum field length is pre-defined, the field contains a dash (-). This is the case check boxes, for fields containing a date or another fix-format entry (such as a CCI) and for fields for which a predefined value must be selected from a drop-down list.
- Status: M (Mandatory), O (Optional), C (Calculated by the system)

10.11.1. General Annual or Final Implementation Report Data Fields

The following table lists the data fields containing general details about the Annual or Final Implementation Report. You can find them on one or more of the following screens:

- The *Annual or Final Implementation Report* Search pane
- The *Programme Indicator Set* Creation Wizard (first phase)

- The *Versions* section of the *Programme Indicator Set* Display screen
- The *General* tab of the *Programme Indicator Set* Edit screen

Note: This does not mean that all listed fields appear on all screens.

Field name	Description	M.L.	Status
CCI	This field contains the CCI of the Operational Programme, to which this Annual or Final Implementation Report is linked. This field is only editable in the Creation Wizard.	-	M
Year or Reporting Year	This field contains the year to which the Annual or Final Implementation Report refers. This field is only editable in the Creation Wizard.	-	M
Title	This field contains the description of the CCI, as it was defined during the creation of the CCI. This field is automatically filled out in the Creation Wizard. It is not accessible in the other screens.	2000	C
Set Version	This field contains the version indication of the Programme Indicator Set used for this Annual Report. This field is only selectable in the Creation Wizard, where the required version can be selected from a drop-down list.	2	C
Status	This field indicates the status of the Annual or Final Implementation Report you are working with. This is a read-only field completed automatically by the system. An Annual or Final Implementation Report can have the following status indications: <ul style="list-style-type: none"> • Created: The Annual or Final Implementation Report has been created by the Member State user, but it has not yet been validated. • Validated: The Annual or Final Implementation Report has been validated by the Member State user, which means that it is in line with the Validation rules and can be sent to the European Commission. • Sent: The Annual or Final Implementation Report has been sent to the Commission by the Member State user and awaits treatment by the European Commission Operating Agent (ECO A). • Admissible: The Annual or Final Implementation Report has been declared admissible by the ECOA. • Final Opinion Given: The Annual or Final Implementation Report has been accepted • Returned: The Annual or Final Implementation Report was not accepted by the ECOA and has been sent back to the Member State. The Member State User can send a corrected version to the Commission. 	-	C

Field name	Description	M.L.	Status
Monitoring Committee Approval Date	This field contains the date on which the Monitoring Committee Documents were approved by the Monitoring Committee. This date can be defined in the Creation Wizard and updated in the General tab.	-	M
Use is made of the option under Article 34(2)...	If this check box is selected, the Member State has decided to apply Article 34(2) of Regulation (EC) No 1083/2006 for the Annual or Final Implementation Report. Clear or select the check box as required.	-	O
Comment	This field contains a Comment the Member State user wants to associate with the Annual or Final Implementation Report.	2000	O
Previous Node	This field contains the Node where the Annual or Final Implementation Report resided, before it was transferred to the current Node. When you are searching an Annual or Final Implementation Report, select the required Node from the drop-down list.	-	C
Current Node	This field contains the Node where the Annual or Final Implementation Report is residing now. When you are searching an Annual or Final Implementation Report, you can select the required Node from the drop-down list.	-	C
Last Modified (Date)	This field contains the Date on which the Annual or Final Implementation Report was updated for the last time.	-	C

10.11.2. Indicator Values Data fields

The following table lists the data fields containing the values for the Indicators referred to in the Annual or Final Implementation Report. You can find them on one or more of the following screens:

- The **Indicator Values** section of the **Annual or Final Implementation Report** Display screen
- The **Indicators** tab on the **Annual or Final Implementation Report** Edit screen.

Note: This does not mean that all listed fields appear on all screens.

Field name	Description	M.L.	Status
Type	For Custom Indicators, this read-only field contains the selected Indicator Type . For Core Indicators, this field contains the indicator Core .	-	M
Indicator	This read-only field contains the code and the description (Title) of the Custom or Core Indicator.	-	M
Unit	For Custom Indicators, this read-only field contains the selected Unit . For Core Indicators, this field remains empty.	-	O

Field name	Description	M.L.	Status
M/W	For Custom Indicators with Gender Split , this read-only field contains the indication M on the line with the results for Men and the indication W on the line with the results for Women . For Custom Indicators without Gender Split and for Core Indicators, this field remains empty.	-	O
Priority	For Indicators that are monitored on the Priority Axis Level, this read-only field contains the relevant user-defined Priority Axis Code .	-	C
Initial Baseline	This field contains the Initial Baseline value before the execution of the Operational Programme. This value was defined on the tab Baselines / Targets on the Project Indicator Set Edit screen. It cannot be changed here.	-	C
Final Target	This field contains the Final Target value that is to be reached when the Operational Programme will be completely executed. This value was defined on the tab Baselines / Targets on the Project Indicator Set Edit screen. It cannot be changed here.	-	C
Annual Achievement columns	The Annual Target fields allow defining, for each Indicator, the actual results for each year within the Operational Programme eligible period, upto the year for which you are currently defining the Annual or Final Report.	-	O

10.11.3. Data on Participants – Sub-Priorities Data fields (ESF only)

The following table lists the data fields that are available for defining Sub-Priorities to be used with the Participant data settings. You can find them on one or more of the following screens:

- The **Data on Participants** section of the **Annual or Final Implementation Report** Display screen
- The **Data on Participants – Sub-Priorities** subtab on the **Annual or Final Implementation Report** Edit screen.

Note: This does not mean that all listed fields appear on all screens.

Field name	Description	M.L.	Status
Priority	This field contains the code of the Priority Axis assigned to the Operational Programme referred to in the Annual Implementation Report, for which Sub-Priorities have been defined. When you are editing or creating a new Sub-Priority, you can select the required Priority code from a drop-down list.	-	M

Field name	Description	M.L.	Status
Code	This field contains the user-defined code for the Sub-Priority. When you are editing a new Sub-Priority, you can edit its code in a text field. When you are creating a new Sub-Priority, you can define its code in a text field.	5	M
Description	This field contains the user-defined description of the Sub-Priority. When you are editing a new Sub-Priority, you can edit its description in a text field. When you are creating a new Sub-Priority, you can enter its description in a text field.	50	M

10.11.4. Data on Participants – Participant Values data fields

The following table lists the data fields containing the values for the Indicators referred to in the Annual or Final Implementation Report. You can find them on one or more of the following screens:

- The **Indicator Values** section of the **Annual or Final Implementation Report** Display screen
- The **Indicators** tab on the **Annual or Final Implementation Report** Edit screen.

Note: This does not mean that all listed fields appear on all screens.

Field name	Subfield	Description
Year	-	This field is available on the Edit screen. It allows selecting, from a drop-down list, the year for which the Participant Values must be entered. The drop-down list contains the reporting year (the year for which the Annual Implementation Report is created) as well as the years preceeding the reporting year, for as far as they are within the Operational Programme's eligibility period.
(Sub-)Priority	-.	For Priorities, for which Sub-Priorities have been defined, this field contains an indication in the following format: PriorityAxisCode – SubPriorityCode. For Priorities without defined Sub-Priorities, this field contains the Priority Axis Code .
Indicator	-	This field contains one of the 17 pre-defined Indicators allowing the definition of Participant Values.

Field name	Subfield	Description
Current Year	People Entering	<p>There are two sub-fields:</p> <ul style="list-style-type: none"> • Total: This field contains the number of people entering the projects supported by the Operational Programme. If the current Reporting year is selected on the Display screen, the value entered in the field Total In is displayed in this field. • Woman: This field contains the number of women entering the projects supported by the Operational Programme. If the current Reporting year is selected on the Display screen, the value entered in the field Women In is displayed in this field.
Current Year	People Leaving	<p>There are two sub-fields:</p> <ul style="list-style-type: none"> • Total: This field contains the number of people leaving the projects supported by the Operational Programme. If the current Reporting year is selected on the Display screen, the value entered in the field Total Out is displayed in this field. • Woman: This field contains the number of women the projects supported by the Operational Programme. If the current Reporting year is selected on the Display screen, the value entered in the field Women Out is displayed in this field.
Current Year	People Carried Over	<p>There are two sub-fields:</p> <ul style="list-style-type: none"> • Total: This field contains the number of people carried over for the current year. If a year preceding the current Reporting year is selected on the Display screen, this field contains the value resulting from the following subtraction: Total In – Total Out • Woman: This field contains the number of women carried over for the current year. If a year preceding the current Reporting year is selected on the Display screen, this field contains the value resulting from the following subtraction: Women In – Women Out.

Field name	Subfield	Description
Cumulated values since the beginning	People Entering	<p>There are two sub-fields:</p> <ul style="list-style-type: none"> Total: This field contains the cumulative number of people entering the projects covered by the Operational Programme. <p>The value in this field matches the sum of the Total In fields for all reporting years for which Parameter Values have been defined.</p> <ul style="list-style-type: none"> Woman: This field contains the cumulative number of women entering the projects covered by the Operational Programmes. <p>The value in this field matches the sum of the Women In fields for all reporting years for which Parameter Values have been defined.</p>
Cumulated values since the beginning	People Leaving	<p>There are two sub-fields:</p> <ul style="list-style-type: none"> Total: This field contains the cumulative number of people leaving the projects covered by the Operational Programme. <p>The value in this field matches the sum of the Total Out fields for all reporting years for which Parameter Values have been defined.</p> <ul style="list-style-type: none"> Woman: This field contains the cumulative number of women leaving the projects covered by the Operational Programmes. <p>The value in this field matches the sum of the Women Out fields for all reporting years for which Parameter Values have been defined.</p>
Year	-	<p>By default, this field on the Edit screen contains the current reporting year. It is possible to select an earlier year from the drop-down list, in order to correct or finetune the data belonging to a previous year.</p> <p>Note: Be sure to save your current data, before selecting another year from the drop-down list.</p>
Total In	-	In this field on the Edit screen, you can enter the number of people entering the projects covered by the Operational Programme during the year selected in the Year drop-down list.
Woman In	-	In this field on the Edit screen, you can enter the number of women entering the projects covered by the Operational Programme during the year selected in the Year drop-down list.
Total Out		In this field on the Edit screen, you can enter the number of people leaving the projects covered by the Operational Programme during the year selected in the Year drop-down list.
Woman Out	-	In this field on the Edit screen, you can enter the number of women leaving the projects covered by the Operational Programme during the year selected in the Year drop-down list.

10.11.5. Financial Information per Priority Axis Data fields

The following table lists the data fields containing the financial information per Priority Axis defined in the Operational Programme referred to in the Annual or Final Implementation Report. You can find these data fields on one or more of the following screens:

- The **Financial Information per Priority Axis** section of the **Annual or Final Implementation Report** Display screen
- The **Financial Detail** tab on the **Annual or Final Implementation Report** Edit screen.

Note: This does not mean that all listed fields appear on both screens.

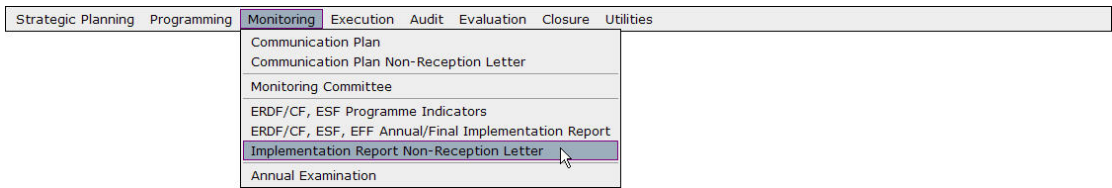
Field name	Description	M.L.	Status
Priority	This read-only column contains the codes and the descriptions of the Priority Axes as they were defined for the Operational Programme concerned by this Annual or Final Implementation report.	-	C
Fund	This read-only field contains the name of the contributing Fund for the Priority Axis. If several Funds contribute to a single Priority Axis, the table contains multiple lines for that Priority Axis.	-	C
Expenditure paid out by the beneficiaries included in the payment claims sent to the Managing Authority	This field contains the Expenditure paid out by the beneficiaries included in the payment claims sent to the Managing Authority.	-	M
Corresponding public contribution	This field contains the public contribution of the expenditures reported in the field above.	-	O
Private Expenditure	This field contains the private contribution of the expenditures reported in the field above.	-	O
Expenditure paid by the body responsible for making payments to the beneficiaries	This field contains the expenditure paid by the body responsible for making payments to the beneficiaries.	-	O
Total Payments received from the Commission	This field contains the total amount received from the Commission on the basis of payment applications.	-	O

10.12. Consulting an Annual or Final Implementation Report Non-Reception Letter

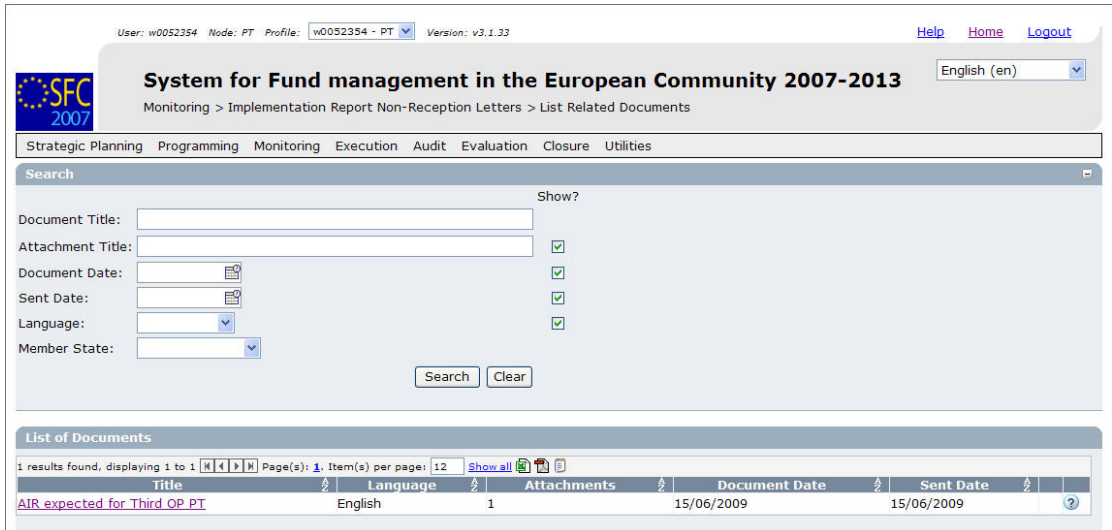
If the Member state does not submit a required Annual or Final Implementation Report within the defined delays, the European Commission will register an **Annual or Final Implementation Report Non-Reception Letter** in SFC2007. This Non-Reception Letter can then be consulted by the Member State.

Follow this procedure to consult an Annual or Final Implementation Report Non-Reception Letter.

1. On the SFC2007 initial screen, select the option *Implementation Report Non-Reception Letter* from the *Monitoring* drop-down menu.

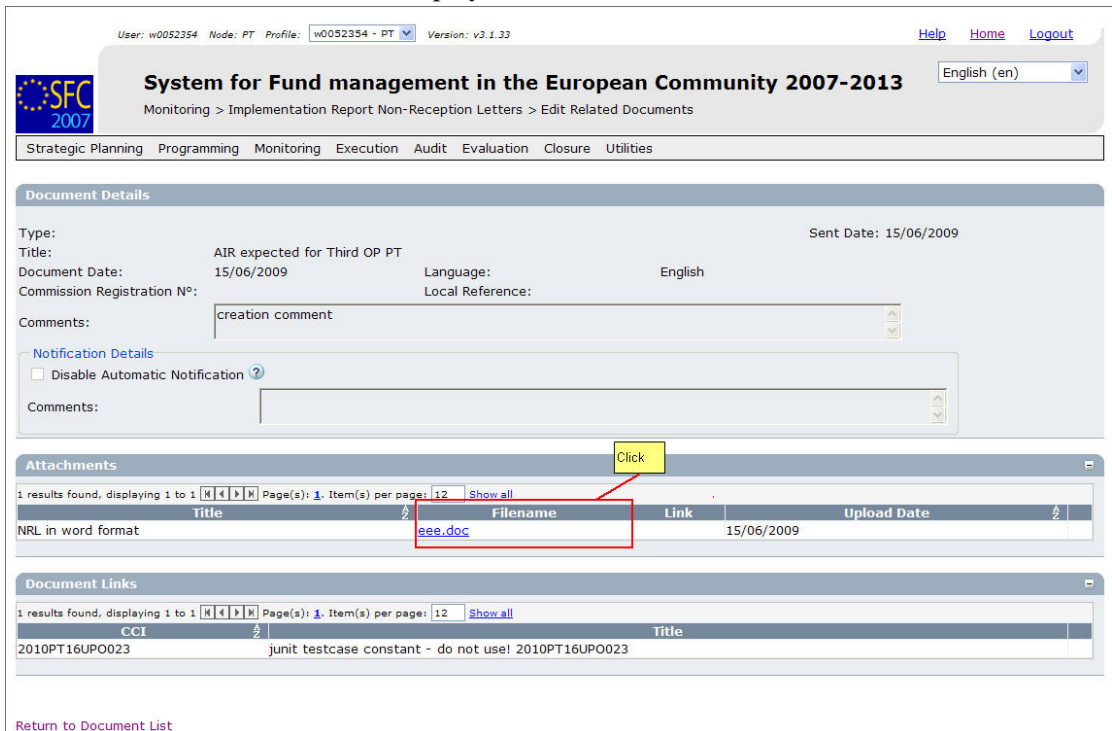


The following screen is displayed:



2. Search the required *Implementation Report Non-Reception Letter*.
3. Click the link in the *Title* field.

The Documents Details screen is displayed:



4. Click the link in the *Filename* field to open the document or to save it on a local drive.

11. APPENDIX A: VALIDATION RULES FOR OPERATIONAL PROGRAMMES

The following table lists the rules applied during the [validation of an Operational Programme](#).

Notes:

- The identification code in the left column can be helpful in your contacts with the SFC2007 Support.
- The severity column indicates which type of message is generated in case of non-compliance with the rule. As long as the Operational Programme generates errors, it cannot be validated and sent to the Commission.

Code	Severity	Description
2.1	Error	The start and last years must not before 2007 and not after 2013. The start year must not be after the end year.
2.2	Error	At least one priority axis must be defined for ESF, ERDF and CF programmes.
2.3	Warning	The annual plan must contain community contribution for each year.
2.4	Error	The financial plan per Priority Axis must contain a Community contribution for each priority axis for ESF, ERDF and CF.
2.5	Error	The sum of Community contributions in the financial plan by year must be equal to the sum of the Community contributions in the financial plan by priority.
2.6	warning	The financial plan per priority axis must contain an EAFRD contribution and a co-financing rate for each priority axis for EAFRD.
2.7	Error	The financial plan per measure must contain an EAFRD contribution for at least one measure that has an EAFRD contribution defined under the Priority Axis for EAFRD.
2.8	Error	The EAFRD contribution on the priority axis must be equal to sum of the EAFRD contributions of the measures defined under that priority axis.
2.9	Error	One Managing Authority must have been specified.
2.10	Error	One Audit Authority must have been specified for the ESF, ERDF, CF and EFF programmes.
2.11	Error	One Certifying Authority must have been specified for the ESF, ERDF, CF and EFF programmes.
2.12	Error	One Certifying Body must have been specified for the EAFRD programmes.
2.13	Error	One Member State Paying Agency must have been specified for the EAFRD programmes.
2.14	Warning	One Member State Coordination Body must have been specified for the EAFRD programmes.
2.15	Warning	Each of the 3 categorisation breakdown totals must be equal to the total Fund contribution for the ESF, ERDF and CF programmes.
2.16	Error	The official OP proposal document must have been uploaded in the system.

Cod e	Severity	Description
2.17	Warning for EAFRD Error for EFF	Validation against Financial Perspective (EAFRD and EFF only): The sum of all OPs of the same Member State other than the current OP, per year, must be smaller or equal to the Financial Perspective's amounts for that Member State per year. (Non-compliance results in a warning for EAFRD, because voluntary modulation and additional funding for Portugal, New Challenges NCR and CR are not in Financial Perspectives.)
2.18	Warning for ESF, ERDF and CF	Validation against annual financial plan for the OP contained in the relevant NSRF (warning for ESF, ERDF and CF) (see also 2.45)
2.19	Warning	There must be at least one official in charge of the Member State.
2.20	Error	Depending on the Leading DG used in the CCI code, the following Funds can be used in the Programme: <ul style="list-style-type: none"> • DG05: ESF • DG06: EAFRD • DG14: EFF • DG16: ERDF and CF
2.21	Error	The following Objective-Fund combinations can be used on Priority Axes for ERDF, ESF and CF: <ul style="list-style-type: none"> • Convergence for ERDF, ESF and CF • Regional Competitiveness and employment for ERDF and ESF and CF Cyprus • European Territorial Cooperation for ERDF
2.22	Error	Depending on the objective code used in the CCI code, the following Objectives can be used in the Priority Axes for ERDF, ESF and CF: <ul style="list-style-type: none"> • CCI objective 1: Objective 1 • CCI objective 2: Objective 2 • CCI objective 3: Objective 3 • CCI objective U: Objectives 1, 2 and 3
2.23	Error for EAFRD	The TA can only be introduced under the Region Type with the highest Community contribution, excluding Voluntary Modulation and Additional Financing, New Challenges NCR and New Challenges CR Region Types.
2.24	Warning	Validation of contribution rates against EAFRD specific ceilings

Code	Severity	Description
2.25	See bullet list	<p>Validation of contribution rates against SF + CF specific ceilings in Annex III of Council Regulation (ESF, ERDF and CF only):</p> <ul style="list-style-type: none"> • The contribution rate based on public cost must not be smaller than 20% for any priority, independent of its calculation basis. (art. 54) Non-compliance results in an error. • The contribution rate for Technical Assistance priority must not be less than 20% and not more than 100%. Non-compliance results in an error. • For Spain, France and Portugal Programmes, always issue the following warning: <i>"SFC2007 doesn't check criteria 2, 5 and 6 of Annex III. Please check these criteria manually."</i> • Validate criterion (1) for Programmes from the Czech Republic, Estonia, Greece, Cyprus, Latvia, Lithuania, Hungary, Malta, Poland, Portugal, Slovenia and Slovakia, that the total contribution rate for the Programme for Convergence and Regional Competitiveness priorities (non TA) does not exceed 85%. For Transnational Priorities with a Bonus of 10% (ESF only), the contribution rate is the contribution rate of the Priority minus 10% (ERDF, ESF, CF). Non-compliance results in an error. Remark: No exception for Portuguese Outermost Regions Programmes is required because the maximum percentage for these Programmes is also 85%. • Validate criterion (3) for Programmes from Belgium, Denmark, Germany, France, Ireland, Italy, Luxembourg, the Netherlands, Austria, Finland, Sweden and the United Kingdom, that the total contribution rate for the Programme for Convergence priorities (non TA) does not exceed 75%. For Transnational Priorities with a Bonus of 10% (ESF only), the contribution rate is the contribution rate of the Priority minus 10% (ERDF, ESF) Non-compliance results in an error. Remark: Since France has no convergence programmes other than the Outermost Regions Programmes, French programmes should not be validated. • Validate criterion (4) for Programmes from Belgium, Denmark, Germany, France, Ireland, Italy, Luxembourg, the Netherlands, Austria, Finland, Sweden and the United Kingdom, that contribution rate for the Programme for Regional Competitiveness priorities (non TA) does not exceed 50%. For Transnational Priorities with a Bonus of 10% (ESF only), the contribution rate is the contribution rate of the Priority minus 10% (ERDF, ESF) Non-compliance results in an error. Remark: No exception for French Outermost Regions Programmes is required because they do not contain Regional Competitiveness Priorities.

Cod e	Severity	Description
2.26	Error	At least one Region Type must be covered for EFF and EAFRD.
2.27	Error	At least one NUTS region must have been entered for ESF, ERDF, CF and EAFRD.
2.28	Warning	At least one earmarking record must exist for ESF, ERDF and CF.
2.29	Warning	Priority themes used in the earmarking per objective must be included in the list in ANNEXE IV of the Council Regulation and specific to the objective for ESF, ERDF and CF.
2.30	Warning	Total community contribution in the earmarking per objective must be smaller or equal to the total community contribution in the financial plan per year per objective (ERDF, ESF and CF only).
2.31	Error	Voluntary Modulation Regions, Additional Financing Regions, New Challenges NCR and New Challenges CR must never have a Technical Assistance Axis for EAFRD.
2.32	Error	There must be no Transitional Support for Objective 3 programmes for ERDF.
2.33	Error	There must be no Transitional Support for programmes for CF.
2.34	Error	There must be no Projects defined under Programmes with a Leading DG different to DG REGIO.
2.35	Error	The Technical Assistance, the Performance Reserve and the Contingency Reserve indicators on ESF, ERDF and CF Priorities must be mutual exclusive.
2.36	See bullet list	<p>Verify for subsequent versions that compared to the previous version:</p> <ul style="list-style-type: none"> • the First Year is not increased. Non-compliance results in an error. • the Last Year is not decreased. Non-compliance results in an error. • The same or more Objectives/Region Types are covered. Non-compliance results in an error. Since Objectives are defined on Priorities and these are not versioned, this validation must be performed on the save instead of the validate. • No Priorities for ESF, ERDF and CF are removed or their Fund, Objective, Description, Technical Assistance Indicator, Performance Reserve Indicator, Contingency Reserve Indicator and Transnational Bonus Indicator are modified. Non-compliance results in an error. Since Priorities are not versioned, this validation must be performed on the save instead of the validate action. • the Community contributions in closed previous years have not been modified Non-compliance results in an warning.
2.37	Error	The Technical Assistance does not exceed 4% of the total EAFRD contribution.

Cod e	Severity	Description
2.38	Error	Voluntary Modulation for the UK can only exist for UK Programmes for EAFRD.
2.39	Error	The Additional Financing for Portugal can only exist for PT Programmes for EAFRD.
2.40	Error	The Authority Types specified must be valid for the Fund in the programme.
2.41	Error	For EAFRD, the Total EAFRD contribution for Axis 4 must be at least (Total EAFRD contribution – Total Technical Assistance) * 5% for EU15 and (Total EAFRD contribution – Total Technical Assistance) * 2.5% for EU10
2.42	Error	The sum of Community contributions in the financial plan by year and objective/region type must be equal to the sum of the Community contributions in the financial plan by priority and objective/region Type
2.43	Error	There must be at least one EAFRD priority with an EAFRD contribution and a co-financing rate different from 0.
2.44	Warning	For Objective 1 and 2 programmes for ERDF, ESF and CF that the NSRF of that country must already been sent.
2.45	Error	Validation of OP against NSRF (ERDF, ESF, CF only). The sum of the community amount of all OPs per Member State, per Objective per Fund for the Member State of the current OP and for the Objectives 1 and 2 and the Funds in the current OP, should be smaller or equal to the Member State / Objective / Fund amounts defined in the NSRF.
2.46	Error	For EAFRD programmes for Portugal, the total EAFRD contribution under Region Type "Additional financing PT" must not exceed 320.000.000.
2.47	Warning	For ERDF, ESF and CF, objective 1, 2 and U, every Lisbon Priority Theme in the categorisation must be also present in the earmarking and every Priority Theme in the earmarking must be also present in the Priority Theme categorisation.
2.48	Warning	The total community contribution in the earmarking per Priority Theme must be equal to the community contribution per Priority Theme in the Priority Theme categorisation (ERDF, ESF, CF only).
2.49	Warning	For EAFRD and for all OPs of the current OP's Member State, the total of the EAFRD contributions under region types Convergence and Outermost Regions, must not be less than the minimum EAFRD contributions for that Member State as defined in the Financial Perspectives.
2.50	Error	For ESF programmes, there must be no more than one Transnational Priority with Bonus per Objective.
2.51	Error	For EAFRD there must be no financial data on axe 6 and measures 143 and 611 when a EU25 country.

Code	Severity	Description
2.52	See bullet list	For EAFRD AT Programmes, validate only the following: <ul style="list-style-type: none"> • Only axe 5 and measure 511 have financial data. Non-compliance results in an Warning. • Only region type non-convergence is used. Non-compliance results in an Warning. • Co-financing must not exceed 50%. Non-compliance results in an Warning. • Rules 2.53, 2.1, 2.3, 2.8, 2.9, 2.12, 2.13, 2.14, 2.16, 2.19, 2.20, 2.26, 2.27, 2.36, 2.40 and 2.42
2.53	Warning	If measure 511 is used, the sum of the EAFRD contribution on measure 511 over all programmes of type "AT" and "PO" of that Member State must not exceed 4% of the total Financial Perspectives for that Member State.
2.54	See bullet list	For EAFRD NF Programmes, validate only the following: <ul style="list-style-type: none"> • No financial data may be entered. Non-compliance results in an error. • Rules 2.1, 2.9, 2.12, 2.16, 2.19, 2.20, 2.27 and 2.40
2.55	Error	For EAFRD PO Programmes for BG and RO, the total EAFRD amount for axe 6 must not exceed 151.670.139 (BG) or 500.108.881 (RO) Non-compliance results in an error , because Axis 6 exceeds maximum allocation.
2.56	Error	For EAFRD PO Programmes for BG and RO, the total EAFRD amount for axe 4 must not exceed 38.234.478 (BG) or 118.714.077 (RO) Non-compliance results in an error , because Axe 4 must be less than 2.5% of financial plan.
2.57	Warning	For ERDF/CF and ESF Programmes with version higher than 1, there must be a Set of Indicators linked to this Programme Version and sent to the Commission.
2.58	Error	When the creation date of the Programme version is not before May 1, 2009, and when Region Types NCR and/or CR are covered, there must be detailed records for Region Types New Challenges NCR and/or CR.
2.59	Error	The annual details for the years 2007 and 2008 are empty or set to 0 for the New Challenges Region Types.

12. APPENDIX B: OPERATIONAL PROGRAMME SAMPLE REPORTS

This appendix contains a sample for each of the four standard Operational Programme Reports:

- [Print Report](#)
- [Print All Report](#)
- [Snapshot Report](#)
- [Acknowledgement Report](#)

12.1. B.1 Print Report

You obtain this report if you click the [Print](#) link on the Operational Programme Display screen.

Operational Programme
 Commission Reference NR: 2007PT161 P0003
 Version: 1 Status: Returned Last Modified: 09/08/2007 Decision: PT-002
 Title: OP for MP
 Period of Eligibility: 01/01/2007 - 31/12/2015
 1. Financial plan of the OP by year for (in euro)

	Structural Funding (ERDF)	Cohesion Fund	Total
2007	10,000,000		10,000,000
2008	10,000,000		10,000,000
2009	10,000,000		10,000,000
2010	10,000,000		10,000,000
2011	10,000,000		10,000,000
2012	10,000,000		10,000,000
2013	10,000,000		10,000,000
Grand Total	70,000,000		70,000,000

2. Financial plan of the OP by priority for

Priority Axis	Fund	Expressed in	Community	National Public	National Private	Total	Cofinancing Rate (%)	EIB	Other
1	2	3	4	5	6	7=4+5+6	8	9	10
Priority 1	ERDF	T	57,000,000	120,000,000	50,000,000	227,000,000	25.11%		
Priority 2	ERDF	I	13,000,000	32,000,000	50,000,000	95,000,000	13.68%		
Total			70,000,000	152,000,000	100,000,000	322,000,000	21.74%		

Note: The precise rate used to reimburse payments is the ratio between the Community funding and the Total funding decided in the Commission decision approving the OP.
 EIB and Other funding are for information only.

3. Authorities

Managing Authority					
Name	Address	Contact	Phone	Fax	Email
Ministry of Social Affairs	Rua Central Lisboa	Edson Arantes	351 2 123 45 68	351 2 123 45 69	pele@portgov.pt

Certifying Authority					
Name	Address	Contact	Phone	Fax	Email
Cabinet of the Prime Minister	Rua Central Lisboa	Edson Arantes	351 2 123 45 68	351 2 123 45 69	pele@portgov.pt

Audit Authority					
Name	Address	Contact	Phone	Fax	Email
Cour des Comptes du Portugal	Rua Central Lisboa	Edson Arantes	351 2 123 45 68	351 2 123 45 69	pele@portgov.pt

4. Indicative breakdown of the contribution of the Funds by category (in euro)

Priority Themes	Code	Description	Amount
	02	R&D infrastructure and centres of competence in a specific technology	12,000,000
	03	Technology transfer and improvement of cooperation networks ...	23,500,000
	34	Electricty (I EN-E)	15,000,000
	75	Education infrastructure	13,000,000
	77	Childcare infrastructure	6,500,000
Total			70,000,000

Financing Types		
Code	Description	Amount
U2	Aid (loan, interest subsidy, guarantees)	57,000,000
U4	Other forms of finance	13,000,000
Total		70,000,000

Territories		
Code	Description	Amount
U1	Urban	32,000,000
U2	Mountains	38,000,000
Total		70,000,000

5. Regions Covered

Code	Description
P1113	Ave
P1114	Grande Porto
P1117	Louros
P117	LISBOA

6. Earmarking

Convergence Objective			
Code	Priority Themes	Community Amount allocated to the Category	Share of category within total Community Allocation to this Objective (%)
Sub Total	Research and Technological Development (R&TD), innovation and entrepreneurship	35,500,000	50.71%
U2	R&D infrastructure and centres of competence in a specific technology	12,000,000	17.14%
U3	Technology transfer and improvement of cooperation networks ...	23,500,000	33.57%
Sub Total	Energy	15,000,000	21.43%
34	Electricity (TEN-E)	15,000,000	21.43%
Total Community financial allocation to earmarked categories		50,500,000	72.14%
Total Community financial allocation to Convergence Objective		70,000,000	100.00%

7. Indicative list of Major Projects

Priority	Fund	Title	CC1
1	ERDF	MP for Portugal	2007PT163PR001

8. Supporting Documents

Title	Type	Language	Document	Sent Date	Commission Registration Nr	Local Reference
UK for Acceptance	Programme Acceptance Letter	English	07/08/2007	07/08/2007		
Everything ok	Admissibility Letter	English	07/08/2007	07/08/2007		
Acknowledgement_en.pdf	UP Sent Acknowledgement Document	English	07/08/2007	07/08/2007		
Official Doc	Official Operational Programme Proposal	Portuguese	07/08/2007	07/08/2007		
prepareDocument - en	Snapshot of data before send	English	07/08/2007	07/08/2007		

12.2. B.2 Print All Report

You obtain this report if you click the [Print All](#) link on the Operational Programme Display screen.

Sections 1 – 8 are identical to the [Print Report](#).

The following sections are specific for the Print All Report:

9. Last Validation Results

Date	Severity	Message
07/08/2007	Warning	This UP is not found in the relevant NSRF.
07/08/2007	Warning	SFC2007 doesn't check criteria 2, 5 and 6 of Annex III. Please check these criteria manually.
07/08/2007	Warning	The NSRF of that country has not been sent.
07/08/2007	Info	Operational Programme has been validated.

10. History

Status	Comment	By Level	Date	User
Returned	Not sufficiently motivated	Commission	09/08/2007	w0050139
Sent	After Re-Open	Commission	09/08/2007	w0050139
Decision Taken		Commission	07/08/2007	w0050139
Ready for Decision		Commission	07/08/2007	w0050139
Admissible		Commission	07/08/2007	w0050139
Sent		Portugal	07/08/2007	w0052354
Validated		Portugal	07/08/2007	w0052354
Created		Portugal	07/08/2007	w0052354

11. Officials in Charge

Name	Phone	Fax	Email	Valid from	Until
Jorge Morales	351 2 466 23 47	351 2 466 23 48	jm@portgov.pt	07/08/2007	31/08/2012

12.3. B.3 Snapshot report

You obtain this report if you open the *prepareDocument.pdf* file which is generated automatically, when you [send the Operational Programme to the Commission](#).

Sections 1 – 7 are identical to the [Print Report](#).

Section 8 looks as follows:

8. Supporting Documents						
Title	Type	Language	Document	Sent Date	Commission Registration Nr	Local Reference
Official Doc	Official Operational Programme Proposal	Portuguese	U7/08/2007			
Document Checksum	dc8877c9 f4106d8b eba88c5e 6deeb4e5 e2c19a65 e1b0e78b 13ba06a5 50fea423 46a387bd 83cec19e e17987d2 3b7f7a3f 3a3083f6 9b939ab1 0bf63789 1c0fcb66					

The Document Checksum refers to the document listed above. It allows making sure that two copies of the document are identical.

At the bottom of the last page, a *Checksum on all Structured Data* is also available:

```
Checksum on all structured data:  
087c4f27 d014b4d6 d6ec6975 2ddc385c 497e632f 2dfef8e5 95a93629 3ba9cd62  
06b3f3dd a2cb6c4d f3709aba a9609867 b29aa8e5 a0260fa0 4045d6f3 bf495fd9
```

The notion *Structured data* refers to the values, text and selections entered in the SFC2007 web application. If the checksum does not change between reports, it is clear that the values have not been changed.

12.4. B.4 Acknowledgment report

When the Member State sends an Operational Programme to the Commission, the Commission acknowledges its reception by means of an automatically generated and digitally signed Acknowledgment Report. This report has a name in the following format: *Acknowledgement_II.pdf*, where *II* is the two-letter language code.

The first page of the Acknowledgment report contains the following statements:

SFC2007
Acknowledgment of Receipt

This document acknowledges the reception on 12/09/2007 at 11:55:12 MEST by the European Commission of version 1 of the Operational Programme 2007PT161P0003 sent via the SFC2007 system by w0052354 on behalf of their Member State.

Digital
Signature

This document certifies that the European Commission has officially recorded in the SFC2007 Information System, at a given date and time, the documents and structured data that are described in the following pages. These documents and data have been entered into the SFC2007 system by users officially appointed by their Member State and have been formally transmitted to the European Commission by the person whose name is indicated on the first page. As such, this acknowledgement of receipt cannot commit the European Commission to anything else other than acknowledging the receipt of these documents and data. In no way can this acknowledgement of receipt be considered as a commitment to approval or acceptance.

This acknowledgement of receipt is signed with an electronic certificate guaranteeing the date and time of the signature as well as the integrity of this document. The certificate used to sign this document is held by the European Commission and can be verified by the corresponding public key which can be downloaded from the CIRCA site of the SFC2007 project (http://forum.europa.eu.int/Members/irc/regio/sfc2007/library?l=/control_security&vm=detailed&sb=Title), as well as the instructions as how to use this public key.

The following pages contain sections, of which Sections 1 – 7 are identical to the [Print Report](#).

Section 8 looks as follows:

8. Supporting Documents

Title	Type	Language	Document	Sent Date	Commission Registration Nr	Local Reference
Official Doc	Official Operational Programme Proposal	Portuguese	07/08/2007			
Document Checksum	dc8877c9 f4106d8b eba88c0e 6deeb4e6 e2c19a85 e160e78b 13ba08a5 50fea423 45a387bd 83cec19e e17987d2 3b717a3f 3a3083f6 9b939ab1 0bf63789 1c6fcbe6					
prepareDocument - en	Snapshot of data before send	English	12/09/2007	12/09/2007		
Document Checksum	21772486 f34eba8e b18d9b18 14ee80a7 0f732afd 59584182 e4f09c46 467be008 b90de61d ab54209e d80bd9d6 c865c08d 43bae259 e8c40fbd f5e4dded eb569477					

The Document Checksum refers to the document listed above. It allows making sure that two copies of the document are identical.

At the bottom of the last page, a Checksum on all Structured Data is also available:

Checksum on all structured data:
627cc368 82970e2a a5363fe1 08cf47c3 bab9dbfd 0114ff99 37ef9f50 ff55fac7
022b77f9 46fe2908 09d16088 6f5d3ba8 635b0a0a 4b9e77e9 282358f3 ad2e7321

The notion **Structured data** refers to the values, text and selections entered in the SFC2007 web application. If the checksum does not change between reports, it is clear that the values have not been changed.

13. APPENDIX C: VALIDATION RULES FOR MAJOR PROJECTS

The following table lists the rules applied during the [validation of a Major Project](#).

Notes:

- The identification code in the left column can be helpful in your contacts with the SFC2007 Support.
- The severity column indicates which type of message is generated in case of non-compliance with the rule. As long as the Major Project generates errors, it cannot be validated and sent to the Commission.

Code	Severity	Description
2.1	Error	Each of the 5 categorisations must add up to 100%.
2.2	Error	The official Major Project proposal document must have been uploaded in the system.
2.3	Warning	There must be at least one Official In Charge of the Member State.
2.4	Error	For Infrastructure Investments, the total cost must exceed 25 million Euro. For Productive Investments, the total cost must exceed 50 million Euro.
2.5	Error	The sum of community contributions for the Major Projects related to the same axis must be equal or inferior to the Financial Plan for that axis.
2.6	Error	The sum of community contributions for the major projects related to the same axis must be equal or inferior to the Financial Plan for that axis.
2.7	Warning	If the last year in the timetable is later than 2013, there must be more than one phase in the timetable.
2.8	Error	The Fund concerned is the same as the Fund concerned by the Priority as defined in the Operational Programme.
2.9	Error	The corresponding Operational Programme has been approved by a Commission Decision. Note: This validation rule has been deferred to the point when the Commission wants to accept this Major Project.
2.10	Warning	The Major Project must exist in the Operational Programme list of Major Projects. This validation rule has been removed when CR: SFC0700003857 was implemented.
2.11	Warning	The Major Project must not exist under another Operational Programme.
2.12	Warning	For Infrastructure Investment Major Projects, the calculated Funding Gap Rate must be the same in the cost-benefit analysis as in the financial Tables.
2.13	Error	The total amount in the Annual Detail must be equal to the Total Community Amount.
2.14	Warning	At least one Core Indicator must exist.

Code	Severity	Description
2.15	Error	The Core Indicators must be used for an existing Dimension (Priority Themes).
2.16	Warning	The Undertaking Information must exist for Productive Investments.

14. APPENDIX D: MAJOR PROJECT SAMPLE REPORTS

This appendix contains a sample for each of the four standard Major Project Reports:

- [Print Report](#)
- [Print All Report](#)
- [Snapshot Report](#)
- [Acknowledgement Report](#)

14.1. D.1 Print Report

You obtain this report if you click the [Print](#) link on the Major Project Display screen.

Status: Validated Last Modified: 08/08/2007 Decision:
Operational Programme CCI: 2007PT161PO003 Priority Axis: Priority 1 Fund: ERDF
Commission Reference Nr: 2007PT161PR005
Title: Second MP Portuga|
Period of eligibility: 01/01/2007 - 31/12/2015

1. Timetable

Phase Name	Start Date	Completion Date
Implementation Phase	01/01/2008	31/12/2010
Inventory Phase	01/08/2007	31/12/2007

2. Indicative breakdown of the contribution of the fund by category

Categorisation by Priority Themes		
Code	Description	Percentage
01	R&TD activities in research centres	40.00%
03	Technology transfer and improvement of cooperation networks ...	10.00%
12	Information and communication technologies (TEN-ICT)	30.00%
20	Motorways	20.00%
		100.00%

Categorisation by Forms of Finance		
Code	Description	Percentage
01	Non-repayable aid	42.00%
03	Venture capital (participation, venture-capital fund)	58.00%
		100.00%

Categorisation by Territory Type		
Code	Description	Percentage
01	Urban	40.00%
02	Mountains	60.00%
		100.00%

Categorisation by Economic Activity		
Code	Description	Percentage
13	Wholesale and retail trade	75.00%
18	Education	25.00%
		100.00%

NACE Code	K .72.22 Other software consultancy and supply
-----------	--

Categorisation by Location		
Code	Description	Percentage
PT114	Grande Porto	40.00%
PT117	Douro	20.00%
PT168	Beira Interior Norte	40.00%
		100.00%

3.1. Financial analysis parameters

1	Reference period (years)	7
2	Financial discount rate (%)	5.00%
3	Total Investment cost (in Euro, not discounted)	100,000,000
4	Total Investment cost (in Euro, discounted)	85,000,000
5	Residual value (in Euro, not discounted)	50,000,000
6	Residual value (in Euro, discounted)	20,000,000
7	Revenues (in Euro, discounted)	38,000,000
8	Operating costs (in Euro, discounted)	18,000,000
9	Net revenue (in Euro, discounted)	40,000,000
10	Eligible expenditure (in Euro, discounted)	45,000,000
11	Funding gap rate (%)	52.94%

3.2. Financial analysis test results

	Without EU Assistance	With EU Assistance
Financial Rate of Return (%)	25.00%	36.00%
Net Present Value (in Euro)	15,000,000	26,000,000

3.3. Benefits

Name	Unit Name	Unit Value	Total Value	% of total
Exchange revenue	euro	1	1,000,000	12.50%
Sales Revenues	euro	1	7,000,000	87.50%

3.4. Costs

Name	Unit Name	Unit Value	Total Value	% of total
Administrative Costs	euro	1	5,000,000	45.45%
HR Cost	euro	1	3,500,000	31.82%
Travel Costs	euro	1	2,500,000	22.73%

3.5. Core Indicators

Name	Description	Value
4.1	km of new roads	100.00
4.6	km of reconstructed railroads	60.00
4.8	Value for time savings in Euro / year stemming from new and reconstructed railroads for passengers and freight	20,000,000.00
4.9	Additional population served with improved urban transport	45,000.00

3.6. Main Indicators of Economic Analysis

Social Discount rate (%)	
Economic rate of return (%)	
Economic net present value (%)	
Benefit-cost Ratio	

3.7. Employment

	FTE	Average duration (months)
Number of jobs directly created during Implementation Phase	1,000	72
Number of jobs directly created during Operational Phase	500	120
Number of jobs indirectly created during Implementation Phase		
Number of jobs indirectly created during Operational Phase		

Number of Jobs(FTE) that would be lost if the investment is not realised	
What impact is the project expected to have on employment in other regions of the Community	

3.8. Risks and sensitivity

Critical variables	
--------------------	--

4. Environmental impact

Class of development covered by	Annex II of the Directive
Environmental Impact Assessment	yes
Is the project likely to have significant negative effects on sites included or intended to be included in the NATURA 2000 network	yes
Proportion of cost of measures taken to reduce and/or compensate for negative environmental impacts (%)	5.00%

5.1. Financing Plan

Total eligible costs	107,000,000
Funding Gap Rate	62.50%
Decision amount	20,000,000
Co-financing rate for the priority axis	85.00%
Community contribution	17,000,000

5.2. Sources of co-financing

In Euro	Community	National Public	National Private	Other	Total	Rate	EIB/EIF loans
ERDF	17,000,000	20,000,000	50,000,000	20,000,000	107,000,000	85.00%	15,000,000

5.3. Annual plan

In Euro	2007	2008	2009	2010	2011	2012	2013
ERDF	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000

6. Compatibility with Community policies and law

Has an application been made for assistance for loan or equity support from EIB/EIF for this project	no
Is the project subjected to legal procedure for compliance with the Community legislation	yes
Has JASPERS technical assistance contributed to any part of the preparation of this project	no

7. Authorities

Beneficiary					
Name	Address	Contact	Phone	Fax	Email
Ministry of Social Affairs	Rua Central Lisboa	Edson Arantes	351 2 123 45 68	351 2 123 45 69	pele@portgov.pt

8. Supporting Documents

Title	Type	Language	Document Date	Sent Date	Commission Registration Nr	Local Reference
Major Project justification	Major Project Proposal	Portuguese	08/08/2007			
MP motivation	Major Project Proposal	Portuguese	08/08/2007			
Acceptance Motivation	Acceptance Letter	English	08/08/2007	08/08/2007		
Admittance Motivation	Admissibility Letter	English	08/08/2007	08/08/2007		
Acknowledgement_en.pdf	MP Sent Acknowledgement Document	English	08/08/2007	08/08/2007		
Improving long-distance transport in Portugal	Major Project Proposal	Portuguese	08/08/2007	08/08/2007		
prepareDocument - en	Snapshot of data before send	English	08/08/2007	08/08/2007		

14.2. D.2 Print All Report

You obtain this report if you click the [Print All](#) link on the Major Project Display screen.

Sections 1 – 8 are identical to the Print Report.

The following sections are specific for the Detailed Report:

9. Last Validation Results

Date	Severity	Message
08/08/2007	Warning	The major project doesn't exist in the list of indicative Major Projects under the Operational Programme
08/08/2007	Warning	The Funding Gap Rate in the FinancingPlan is different from the Funding Gap Rate in the FinancingAnalysisParameters (62.500000000000000000, 52.941176470588235294).
08/08/2007	Info	Object has been validated

10. History

Status	Comment	By Level	Date	User
Validated		Portugal	08/08/2007	w0052354
Returned	Not sufficiently motivated	Commission	08/08/2007	w0050139
Sent	After Re-Open	Commission	08/08/2007	w0050139
Ready for Decision		Commission	08/08/2007	w0050139
Admissible		Commission	08/08/2007	w0050139
Sent		Portugal	08/08/2007	w0052354
Validated		Portugal	08/08/2007	w0052354
Created		Portugal	08/08/2007	w0050139

11. Officials in charge

Name	Phone	Fax	Email	Valid from	Until
Pinto Antonio	351 2 223 98 76	351 2 223 98 77	sfc2007_tra1@yahoo.com	01/08/2007	31/08/2011
Ana Lopes	351 2 123 45 67	351 2 123 45 68	sfc2007_tra2@yahoo.com	01/08/2007	31/08/2011

14.3. D.3 Snapshot Report

You obtain this report if you open the *prepareDocument.pdf* file which is generated automatically, when you [send the Major Project to the Commission](#).

Sections 1 – 7 are identical to the [Print Report](#).

Section 8 looks as follows:

8. Supporting Documents						
Title	Type	Language	Document	Sent Date	Commission Registration Nr	Local Reference
Improving Long-Distance transportation	Major Project Proposal	Portuguese	U1/08/2007			
Document Checksum	9708786e38e483463ab047db54af27f3cd96a42a df387acb7397ad091b0f2a4358deaae67e6bb009ce14f4aa8aa9be04851a37a49a195e6e98e78408c2b143c8					

The Document Checksum refers to the document listed above. It allows making sure that two copies of the document are identical.

At the bottom of the last page, a Checksum on all Structured Data is also available:

Checksum on all structured data: 13163f94 d303eb6d dc3b36e0 585a7d3c 2d05a27f 2dece4c8 dala91d6 035ae0f7 6fb5100c 44c11874 94e7b56b 7c2aa956 113d62fa 583785f3 1e42188e 14069a41
--

The notion **Structured data** refers to the values, text and selections entered in the SFC2007 web application. If the checksum does not change between reports, it is clear that the values have not been changed.

14.4. D.4 Acknowledgment Report

When the Member State sends a Major Project to the Commission, the Commission acknowledges its reception by means of an automatically generated and digitally signed Acknowledgment Report. This report has a name in the following format:

Acknowledgement_II.pdf, where **II** is the two-letter language code.

The first page of the Acknowledgment report contains the following statements:

SFC2007

Acknowledgment of Receipt

This document acknowledges the reception on 07/08/2007 at 17:07:11 MEST by the European Commission of version 1 of the Major Project 2007PT161PR005, sent via the SFC2007 system by w0052354 on behalf of their Member State

Digital
Signature

This document certifies that the European Commission has officially recorded in the SFC2007 Information System, at a given date and time, the documents and structured data that are described in the following pages. These documents and data have been entered into the SFC2007 system by users officially appointed by their Member State and have been formally transmitted to the European Commission by the person whose name is indicated on the first page. As such, this acknowledgement of receipt cannot commit the European Commission to anything else other than acknowledging the receipt

of these documents and data. In no way can this acknowledgement of receipt be considered as a commitment to approval or acceptance.

This acknowledgement of receipt is signed with an electronic certificate guaranteeing the date and time of the signature as well as the integrity of this document. The certificate used to sign this document is held by the European Commission and can be verified by the corresponding public key which can be downloaded from the CIRCA site of the SFC2007 project (http://forum.europa.eu.int/Members/irc/regio/sfc2007/library?l=/control_security&vm=detailed&sb=Title), as well as the instructions as how to use this public key.

The following pages contain sections, of which Sections 1 – 7 are identical to the [Print Report](#).

Section 8 looks as follows:

8. Supporting Documents						
Title	Type	Language	Document	Sent Date	Commission Registration Nr	Local Reference
Improving Long-Distance transportation	Major Project Proposal	Portuguese	01/08/2007	07/08/2007		
Document Checksum	dc8877c9 f4106d8b eba88c9e bdeeb4e5 e2c19ab5 e1b0e78b 13ba06a5 501ea423 45a387bd 830ec19e e17987d2 3b7f7a3f 3a3083f8 9b939ab1 0bf63789 1c8fcb6e					
prepareDocument - en	Snapshot of data before send	English	12/09/2007	12/09/2007		
Document Checksum	21772468 134eba8e b18d9b16 14ee80a7 0f732afd 59584182 e4f09c4c 467ba008 b90de61d ab54209e d80bd9d6 c865c08d 43bae259 e8c40fbd f5e4ddd5 eb569477					

The Document Checksum refers to the document listed above. It allows making sure that two copies of the document are identical.

At the bottom of the last page, a *Checksum on all Structured Data* is also available:

```
Checksum on all structured data:  
627cc368 82970e2a a5363fe1 08cf47c3 bab9dbfd 0114ff99 37ef9f50 ff55fac7  
022b77f9 46fe2908 09d16088 6f5d3ba8 635b0a0a 4b9e77e9 282358f3 ad2e7321
```

The notion *Structured data* refers to the values, text and selections entered in the SFC2007 web application. If the checksum does not change between reports, it is clear that the values have not been changed.

15. APPENDIX E: MONITORING COMMITTEE SAMPLE REPORTS

This appendix contains a sample for the two standard Monitoring Committee Reports:

- [Print Report](#)
- [Print All Report](#)

15.1. E.1 Print Report

You obtain this report if you click the [Print](#) link on the Monitoring Committee Display screen.

Monitoring Committee

Title: Monitoring Committee for Portugal

Comment: Covereing the approved Operational Programme

Programmes Covered

CCI	Title
2007PT161PO001	OP for Portugal

Supporting Documents

Title	Type	Language	Document Date	Sent Date	Commission Registration Nr	Local Reference
Rules of Procedure for Monitoring Committee (Portugal)	Monitoring Committee Rules of Procedure	Portuguese	31/03/2008			
Agenda	Monitoring Committee Agenda	Portuguese	31/03/2008			

15.2. E.2 Print All Report

You obtain this report if you click the [Print All](#) link on the Monitoring Committee Display screen.

Monitoring Committee

Title: Monitoring Committee for Portugal

Comment: Covereing the approved Operational Programme

Programmes Covered

CCI	Title
2007PT161PO001	OP for Portugal

Supporting Documents

Title	Type	Language	Document Date	Sent Date	Commission Registration Nr	Local Reference
Rules of Procedure for Monitoring Committee (Portugal)	Monitoring Committee Rules of Procedure	Portuguese	31/03/2008			
Agenda	Monitoring Committee Agenda	Portuguese	31/03/2008			

Officials in Charge

Name	Phone	Fax	Email	Valid from	Until
Lopes Ana	351 2 123 456	351 2 123 458	Ana.lopes@portGov.pt	01/01/2008	31/12/2012

16. APPENDIX F: ANNUAL PAYMENT APPLICATION FORECAST VALIDATION RULES

The following table lists the rules applied during the [validation of an Annual Payment Application Forecast](#).

Notes:

- The identification code in the left column can be helpful in your contacts with the SFC2007 Support.
- The severity column indicates which type of message is generated in case of non-compliance with the rule. As long as the Annual Payment Application Forecast generates errors, it cannot be validated and sent to the Commission.

Cod e	Severity	Description
2.1	Error	The Annual Payment Application Forecast must be linked to an Operational Programme (implicit in web application).
2.2	Error	The Annual Payment Application Forecast must include all Objectives and Funds covered by the most recent Programme Version in the system (ERDF/CF and ESF). This is Implicit in web application at creation, but maybe not anymore at validation.
2.3	Error	The Annual Payment Application Forecast includes all Region Types covered by the most recent Programme Version in the system (EFF). This is Implicit in web application at creation, but maybe not anymore at validation.
2.4	Error	The second Annual Payment Application Forecast for EAFRD must not contain amounts for the period October-December of the previous year, nor for the period January-March of the current year, because they will be automatically retrieved from previous Quarterly Declarations of Expenditure. This is implicit in web application.
2.5	Warning	The Annual Payment Application Forecast must be validated by April 31 for the current year for ERDF/CF, ESF and EFF. It must be validated by January 31 for the first annual EAFRD forecast and by July 31 for the second one.
2.6	Warning	There must be at least one Official in Charge on the Member State side.
2.7	Error	The year (= version) of the Payment Application Forecast must not be earlier than the first year of the Programme. It must not be later than the last year of the Programme +1.
2.8	Warning	Always issue a validation warning saying: "Please be sure that all amounts are expressed in euros and not in millions of euros!"

17. APPENDIX G: ANNUAL PAYMENT APPLICATION FORECAST SAMPLE REPORTS

This appendix contains a sample for the four standard Annual Payment Application Forecast Reports:

- [Print Report](#)
- [Print All Report](#)
- [Snapshot Report](#)
- [Acknowledgement Report](#)

17.1. G.1 Print Report

You obtain this report if you click the [Print](#) link on the Annual Payment Application Forecast Display screen.

Provisional forecasts of likely payment applications, for the current and subsequent financial year (in EUR)

Commission Reference Nr: 2007PT161PO001 Version: 2008 Status: ReturnedLast Modified: 02/04/2008
Title: OP for Portugal

Programmes Covered

		Community co-financing (1)	
		2008	2009
Convergence	ERDF	201,000	215,000

(1) Only provisional forecasts of likely payment applications in respect of the Community contribution, and not total expenditure forecast, should be stated. In the provisional forecasts of likely payment applications, the community contribution should be stated in the year in question, and should not be cumulated from the beginning of the programming period.

17.2. G.2 Print All Report

You obtain this report if you click the [Print All](#) link on the Annual Payment Application Forecast Display screen.

Provisional forecasts of likely payment applications, for the current and subsequent financial year (in EUR)

Commission Reference Nr: 2007PT161PO001 Version: 2008 Status: ReturnedLast Modified: 02/04/2008
Title: OP for Portugal

Programmes Covered

		Community co-financing (1)	
		2008	2009
Convergence	ERDF	201,000	215,000

(1) Only provisional forecasts of likely payment applications in respect of the Community contribution, and not total expenditure forecast, should be stated. In the provisional forecasts of likely payment applications, the community contribution should be stated in the year in question, and should not be cumulated from the beginning of the programming period.

Associated Documents

Title	Type	Language	Document Date	Sent Date	Commission Registration Nr	Local Reference
Additional APAF guidelines	Official Commission's Observations on Payment Application Forecast	English	02/04/2008	02/04/2008		
Acknowledgement_pt.pdf	Payment Application Forecast Sent Acknowledgement Document	Portuguese	02/04/2008	02/04/2008		
prepareDocument - pt	Snapshot of data before send	Portuguese	02/04/2008	02/04/2008		

Latest Validation Results

Date	Severity	Message
02/04/2008	Info	Object has been validated

History

Status	Comment	By Level	Date	User
Returned	Not sufficiently motivated	Commission	02/04/2008	w0050144
Sent		Portugal	02/04/2008	w0052354
Validated		Portugal	02/04/2008	w0052354
Created	Created by wizard	Portugal	02/04/2008	w0052354

Officials in charge

Name	Phone	Fax	Email	Valid from	Until
Pinto Antonio	351 2 223 98 76	351 2 223 98 77	sfc2007_tra1@yahoo.com	01/08/2007	31/08/2011
Ana Lopes	351 2 123 45 67	351 2 123 45 68	sfc2007_tra2@yahoo.com	01/08/2007	31/08/2011

17.3. G.3 Snapshot Report

You obtain this report if you open the *prepareDocument.pdf* file which is generated automatically, when you [send the Annual Payment Application Forecast to the Commission](#).

The Snapshot report looks as follows:

Provisional forecasts of likely payment applications, for the current and subsequent financial year (in EUR)

Commission Reference Nr: 2007PT161P0001 Version: 2008 Status: ReturnedLast Modified: 02/04/2008
 Title: QP for Portugal

Programmes Covered

		Community co-financing (1)	
		2008	2009
Convergence	ERDF	201,000	215,000

(1) Only provisional forecasts of likely payment applications in respect of the Community contribution, and not total expenditure forecast, should be stated. In the provisional forecasts of likely payment applications, the community contribution should be stated in the year in question, and should not be cumulated from the beginning of the programming period.

Associated Documents

Title	Type	Language	Document Date	Sent Date	Commission Registration Nr	Local Reference
Annual Payment Application Forecast document	Annual Payment Application Forecast	Portuguese	02/04/2008			
Document Checksum	9708786e 38e48345 3ab047db b4af27f3 cd4ca42a df387acb 7397ad09 fb6f2a43 58deaae6 7e6bb009 ce14f4aa 8aa9be04 851a37a4 9a195e6e 98e78408 c2b143c8					

The Document Checksum refers to the document listed above. It allows making sure that two copies of the document are identical.

At the bottom of the last page, a *Checksum on all Structured Data* is also available:

Checksum on all structured data:
 13163f94 d303eb6d dc3b36e0 585a7d3c 2d05a27f 2dece4c8 da1a91d6 035ae0f7
 6fb5100c 44c11874 94e7b56b 7c2aa956 113d62fa 583785f3 1e42188e 14069a41

The notion *Structured data* refers to the values, text and selections entered in the SFC2007 web application. If the checksum does not change between reports, it is clear that the values have not been changed.

17.4. G.4 Acknowledgement Report

When the Member State sends an Annual Payment Application Forecast to the Commission, the Commission acknowledges its reception by means of an automatically generated and digitally signed Acknowledgment Report. This report has a name in the following format: *Acknowledgement_II.pdf*, where *II* is the two-letter language code.

The first page of the Acknowledgment report contains the following statements:

SFC2007
Acknowledgment of Receipt

This document acknowledges the reception on 02/04/2008 at 17:07:11 MEST by the European Commission of version 2008 of the Payment Application from 2007PT161P0001, sent via the SFC2007 system by MSMA (ERDF/CF) USER MANUAL (w0052354) on behalf of their Member State

Digital
Signature

This document certifies that the European Commission has officially recorded in the SFC2007 Information System, at a given date and time, the documents and structured data that are described in the following pages. These documents and data have been entered into the SFC2007 system by users officially appointed by their Member State and have been formally transmitted to the European Commission by the person whose name is indicated on the first page. As such, this acknowledgement of receipt cannot commit the European Commission to anything else other than acknowledging the receipt

of these documents and data. In no way can this acknowledgement of receipt be considered as a commitment to approval or acceptance.

This acknowledgement of receipt is signed with an electronic certificate guaranteeing the date and time of the signature as well as the integrity of this document. The certificate used to sign this document is held by the European Commission and can be verified by the corresponding public key which can be downloaded from the CIRCA site of the SFC2007 project (http://forum.europa.eu.int/Member/irc/region/sfc2007/library/?l=/control_security&vm=detailed&sb=Title), as well as the instructions as how to use this public key.

The following page looks as follows:

Provisional forecasts of likely payment applications, for the current and subsequent financial year (in EUR)

Commission Reference Nr: 2007PT161P0001 Version: 2008 Status: ReturnedLast Modified: 02/04/2008
Title: OP for Portugal

Programmes Covered

		Community co-financing (1)	
		2008	2009
Convergence	ERDF	201,000	215,000

(1) Only provisional forecasts of likely payment applications in respect of the Community contribution, and not total expenditure forecast, should be stated. In the provisional forecasts of likely payment applications, the community contribution should be stated in the year in question, and should not be cumulated from the beginning of the programming period.

Supporting Documents

Title	Type	Language	Document	Sent Date	Commission Registration Nr	Local Reference
prepareDocument - en	Snapshot of data before send	English	02/04/2008	02/04/2008		
Document Checksum	21772466 f34eba8e 618d9616 f4ee80a7 0f732a1d 59584182 e4f09c4c 457be008 b90de61d ab54209e d80bd9d6 c865c08d 43bae259 e8c40fbd f5e4dded eb569477					

The Document Checksum refers to the document displayed above. It allows making sure that two copies of the document are identical.

At the bottom of the last page, a *Checksum on all Structured Data* is also available:

Checksum on all structured data:

```
627cc368 82970e2a a5363fe1 08cf47c3 bab9dbfd 0114ff99 37ef9f50 ff55fac7  
022b77f9 46fe2908 09d16088 6f5d3ba8 635b0a0a 4b9e77e9 282358f3 ad2e7321
```

The notion *Structured data* refers to the values, text and selections entered in the SFC2007 web application. If the checksum does not change between reports, it is clear that the values have not been changed.

18. APPENDIX H: COMMUNICATION PLAN VALIDATION RULES

The following table lists the rules applied during the [validation of an Annual Payment Communication Plan](#).

Notes:

- The identification code in the left column can be helpful in your contacts with the SFC2007 Support.
- The severity column indicates which type of message is generated in case of non-compliance with the rule. As long as the Communication Plan generates errors, it cannot be validated and sent to the Commission.

Code	Severity	Description
2.1	Error	A Title must have been defined for the Communication Plan.
2.2	Error	The Communication Plan must cover at least one Operational Programme.
2.3	Warning	At least one official in charge at Member State side must have been declared.
2.4	Error	Only approved Operational Programmes may have been referenced.
2.5	Error	The covered Operational Programmes may not be covered in other Communication Plans.
2.6	Error	The following official document must have been uploaded in the system: Communication Plan.

19. APPENDIX I: COMMUNICATION PLAN SAMPLE REPORTS

This appendix contains a sample for the standard Communication Plan Reports:

- [Print Report](#)
- [Print All Report](#)
- [Snapshot Report](#)
- [Acknowledgment Report](#)

19.1. I.1 Print Report

You obtain this report if you click the [Print](#) link on the Communication Plan Display screen.

TOBECOMPLETED

19.2. I.2 Print All Report

You obtain this report if you click the [Print All](#) link on the Communication Plan Display screen.

Communication Plan

Title: CP EMPL REGIO 256-cc (2) Version: 2 Status: Created Last Modified: 02/04/2009
Comment: Communication Plan comment

Programmes Covered

CCI	Title
2007HU052PO002	OP HU RCE EMPL 256-cc (1) For CP
2007HU161PO005	OP HU CON REGIO 256-cc (1) For CP

Associated Documents

Title	Type	Language	Document Date	Sent Date	Commission Registration Nr	Local Reference
Communication Plan documents	Communication Plan	Hungarian	02/04/2009			

Latest Validation Results

Date	Severity	Message
18/10/2007	Info	Communication Plan has been validated.

History

Status	Comment	By Level	Date	User
Created		Hungary	02/04/2009	w0050164
Created	created new version	Hungary	06/11/2007	w0050165

Officials in Charge

Name	Phone	Fax	Email	Valid from	Until
official 3 (EC) DE			sfc2007-info@ec.europa.eu		
Official 2 EN			wrong.e-mail@wrong.e-mail.com		
officer 1 FR			cristina.chaparro-ramirez@ext.ec.europa.eu		
official 4 (EC) ES			sfc2007-info@ec.europa.eu		

19.3. I.3 Snapshot Report

You obtain this report if you open the *prepareDocument.pdf* file which is generated automatically, when you [send the Communication Plan to the Commission](#).

The Snapshot report looks as follows:

Communication Plan

Title: Communication Plan for HU Version: 1 Status: Vizsgálva Last Modified: 31/03/2009

Comment: Comment to the Communication Plan for HU

Programmes Covered

CCI	Title
2007HU161PO007	OP CONV REGIO 2611 -cc (testing rule 2.15)

Associated Documents

Cím	Típus	Nyelv	dokumentum dátuma	Elküldés dátuma	Bizottsági bejegyzési szám	Helyi hivatkozás
Communication Plan document	Communication Plan	Magyar	31/03/2009			
A dokumentum ellenőrzőszáma (checksum)	6a2567de b29ee9a3 b5bac5a2 8c523f82 e878a543 58c42780 efd3e656 11c37a56 00c7da7c e0991a83 ffde71ab a405130b 8d5f3cce d72413d5 743e84ab 342fe32f					

The Document Checksum (*A dokumentum ellenőrzőszáma* in this Hungarian example) refers to the document listed above. It allows making sure that two copies of the document are identical.

At the bottom of the last page, a *Checksum on all Structured Data* is also available:

Checksum on all structured data: 13163f94 d303eb6d dc3b36e0 585a7d3c 2d05a27f 2dece4c8 da1a91d6 035ae0f7 6fb5100c 44c11874 94e7b56b 7c2aa956 113d62fa 583785f3 1e42188e 14069a41
--

The notion *Structured data* refers to the values, text and selections entered in the SFC2007 web application. If the checksum does not change between reports, it is clear that the values have not been changed

19.4. I.4 Acknowledgement Report

When the Member State sends an Communication Plan to the Commission, the Commission acknowledges its reception by means of an automatically generated and digitally signed Acknowledgment Report. This report has a name in the following format:

Acknowledgement_II.pdf, where *II* is the two-letter language code.

The first page of the Acknowledgment report contains the following statements:

<p style="text-align: center;">SFC2007</p> <p style="text-align: center;">Acknowledgment of Receipt</p> <p>This document acknowledges the reception on 02/04/2009 15:23:02 MEST by the European Commission of version 2 of the Communication Plan "CP EMPL REGIO 256-cc (2) ", sent via the SFC2007 system by empl msma u+s on behalf of their Member State.</p> <p style="text-align: center;">Digital Signature</p> <p>This document certifies that the European Commission has officially recorded in the SFC2007 Information System, at a given date and time, the documents and structured data that are described in the following pages. These documents and data have been entered into the SFC2007 system by users officially appointed by their Member State and have been formally transmitted to the European Commission by the person whose name is indicated on the first page. As such, this acknowledgement of receipt cannot commit the European Commission to anything else other than acknowledging the receipt</p> <p>of these documents and data. In no way can this acknowledgement of receipt be considered as a commitment to approval or acceptance.</p> <p>This acknowledgement of receipt is signed with an electronic certificate guaranteeing the date and time of the signature as well as the integrity of this document. The certificate used to sign this document is held by the European Commission and can be verified by the corresponding public key which can be downloaded from the CIRCA site of the SFC2007 project (http://forum.europa.eu.int/Members/irc/region/sfc2007/library?l=/control_security&vm=detailed&sb=Title), as well the as the instructions as how to use this public key.</p>

The following page looks as follows:

Communication Plan

Title: CP EMPL REGIO 256-cc (2) Version: 2 Status: Elküldve Last Modified: 02/04/2009
 Comment: Communication Plan comment

Programmes Covered

CCI	Title
2007HU052PO002	OP HU RCE EMPL 256-cc (1) For CP
2007HU161PO005	OP HU CON REGIO 256-cc (1) For CP

Associated Documents

Cím	Típus	Nyelv	dokumentu m dátuma	Elküldés dátuma	Bizottsági bejegyzési szám	Helyi hivatkozás
Communication Plan documents	Communication Plan	Magyar	02/04/2009	02/04/2009		
A dokumentum ellenőrzőszáma (checksum)	d7f40c26 b1f8de0d 21f02df2 7a6adc3b 87642b2f 0bae9592 49578d85 73220520 7649791a f2eaf939 43c98025 f93bb21b df8ab7c4 4247394e bad66e65 e3385abe					
prepareDocument - hu	Snapshot of data before send	Magyar	02/04/2009	02/04/2009		
A dokumentum ellenőrzőszáma (checksum)	8cd3e11e 337902e5 dd29f0ea 62f10119 fd214e47 f2d8860c a7fd6d30 60f0e9c5 809d89b6 c46bbb91 0591cble bb36a15c b3b69838 e9e8d92f alcb45c6 9ac8fbee					

The Document Checksum refers to the document displayed above. It allows making sure that two copies of the document are identical.

At the bottom of the last page, a *Checksum on all Structured Data* is also available:

Checksum on all structured data: 627cc368 82970e2a a5363fe1 08cf47c3 bab9dbfd 0114ff99 37ef9f50 ff55fac7 022b77f9 46fe2908 09d16088 6f5d3ba8 635b0a0a 4b9e77e9 282358f3 ad2e7321
--

The notion *Structured data* refers to the values, text and selections entered in the SFC2007 web application. If the checksum does not change between reports, it is clear that the values have not been changed.

20. APPENDIX J: PROGRAMME INDICATOR SET VALIDATION RULES

The following table lists the rules applied during the [validation of an Annual Payment Communication Plan](#).

Notes:

- The identification code in the left column can be helpful in your contacts with the SFC2007 Support.
- The severity column indicates which type of message is generated in case of non-compliance with the rule. As long as the Programme Indicator Set generates errors, it cannot be validated and sent to the Commission.

Validation rules for Indicator Sets referring to ESF and ERDF/CF Operational Programmes:

Code	Severity	Description
2.1	Warning	Each defined custom indicator must have at least one Usage (Non-compliance results in a warning, because it is possible that in one version of the Indicator Object, some indicators are no longer wanted).
2.2	Error	There must be at least one Usage definition.
2.4	Warning	There must be at least one Member State Official in Charge.
2.5	Error	There must be a Programme Indicator Value record for all Programme Indicator Usages and for the Gender breakdown.

Validation rules for Indicator Sets referring to EAFRD Operational Programmes:

Code	Severity	Description
2.1	Warning	There must be at least one Member State Official in Charge.
2.2	Error	If the Reporting Year is 2007 and the Use Excel Sheets indicator is set, only validate that the Document Type for the Excel Sheets corresponding to the Indicator Table Set is uploaded.
2.3	Error	If the Reporting Year is 2007 and the Use Excel Sheets indicator is not set, or Reporting Year is not 2007, validate that all Input Cells of all Indicator Tables in the Set have a value or an Input Exception Type, except for the Additional Indicator Tables O.A, R.A, B.A and I.A.
2.4	Error	Only Input Cells are provided for Web Services.

Code	Severity	Description
2.5	Error	<p>Validate cell values on Measures in all Tables depending on the Status of the Measure indicated in Table G2. Some Tables are entirely linked to one Measure and therefore all Input Cells are concerned, other Tables have specific Measure related Rows or Columns and therefore only Cells in those Rows or Columns are concerned:</p> <ul style="list-style-type: none"> • If Status = NI (Not Implemented), cell values should be NI • If Status = NP (Not Applicable), cell values should be NP • Exceptions G3.F, G5.F and G5.G can have any value or exception type
2.6	Error	the uploaded Excel Sheets have a Document Type suffix equal to the Set of Indicator Tables code
2.7	Error	The reporting year is must be smaller than or equal to the = current year – 1

21. APPENDIX K: PROGRAMME INDICATOR SET SAMPLE REPORTS

This appendix contains a sample for the standard Communication Plan Reports:

- [Print Report](#)
- [Print All Report](#)
- [Snapshot Report](#)
- [Acknowledgment Report](#)

21.1. K.1 Print Report

You obtain this report if you click the [Print](#) link on the Programme Indicator Set Display screen.

Set of Programme Indicators

Cj2008PT16UPO023 Version: 1 Set of Programme Indicators Version: 2
 Status: Accepted Last Modified: 09/06/2009
 Title: Third OP for PT

Indicator Group

Code	Description
GR1	Group 1
GR2	Group 2
GR1a	Group 1a
GR1b	Group 1b

Custom Indicators

Type	Code	Description	Data Source	Frequency	Unit	Gender Breakdown	Baseline Context
R	IN1	Indicator 1	Data source for IN1	Annual	% - Percentage	<input type="checkbox"/>	Baseline context for Indicator 1
I	IN1a	Indicator IN1a	Datasource for IN1a	Annual	NUMBER - Number	<input checked="" type="checkbox"/>	Baseline context for IN1a

Indicator Usage

Indicator	Priority
1-Jobs created	
23-Number of renewable energy projects	EP4-Coesão territorial e governação
IN1-Indicator 1	
IN1a-Indicator IN1a	EP2-Coordenação e monitorização financeira do FEDER e FC

Baseline and Target Values

Type	Indicator	Unit	Gender	Priority	Initial Baseline	Final Target	2007 Target	2008 Target	2009 Target	2010 Target	2011 Target	2012 Target	2013 Target
R	IN1	%			12	3	10	8					
I	IN1a	NUMBER	M	EP2	10000	100	8000	6000					
I	IN1a	NUMBER	W	EP2	12000	100	9500	7000					
	23			EP4	150	3500	800	1100					
	1				0	25000	2500	3200					

21.2. K.2 Print All Report

You obtain this report if you click the [Print All](#) link on the Programme Indicator Display screen.

Set of Programme Indicators

Cd 2008PT16UPO23 Version: 1 Set of Programme Indicators Version: 2
 Status: Accepted Last Modified: 09/06/2009
 Title: Third OP for PT

Indicator Group

Code	Description
GR1	Group 1
GR2	Group 2
GR1a	Group 1a
GR1b	Group 1b

Custom Indicators

Type	Code	Description	Data Source	Frequency	Unit	Gender Breakdown	Baseline Context
R	IN1	Indicator 1	Data source for IN1	Annual	% - Percentage	<input type="checkbox"/>	Baseline context for Indicator 1
I	IN1a	Indicator IN1a	Datasource for IN1a	Annual	NUMBER - Number	<input checked="" type="checkbox"/>	Baseline context for IN1a

Indicator Usage

Indicator	Priority
1-Jobs created	
23-Number of renewable energy projects	EP4-Coesão territorial e governação
IN1-Indicator 1	
IN1a-Indicator IN1a	EP2-Coordenação e monitorização financeira do FEDER e FC

Baseline and Target Values

Type	Indicator	Unit	Gender	Priority	Initial Baseline	Final Target	2007 Target	2008 Target	2009 Target	2010 Target	2011 Target	2012 Target	2013 Target
R	IN1	%			12	3	10	8					
I	IN1a	NUMBER	M	EP2	10000	100	8000	6000					
I	IN1a	NUMBER	W	EP2	12000	100	9500	7000					
	23			EP4	150	3500	800	1100					
	1				0	25000	2500	3200					

Supporting Documents

Title	Type	Language	Document	Sent Date	Commission Registration Nr	Local Reference
Acknowledgement_pt.pdf	Programme Indicators Sent Acknowledgement Document	Portuguese	09/06/2009	09/06/2009		
prepareDocument - pt	Programme Indicators Sent Snapshot	Portuguese	09/06/2009	09/06/2009		

Latest Validation Results

Date	Severity	Message
09/06/2009	Info	Object has been validated.

History

Status	Comment	By	Level	Date	User
Accepted			Commission	09/06/2009	w0050144
Sent			Portugal	09/06/2009	w0052354
Validated			Portugal	09/06/2009	w0052354
Created			Portugal	09/06/2009	w0052354
Created			Portugal	02/06/2009	w0052354

Officials in Charge

Name	Phone	Fax	Email	Valid from	Until
wim			wim2560@yahoo.com		

21.3. K.3 Snapshot Report

You obtain this report if you open the *prepareDocument.pdf* file which is generated automatically, when you [send the Programme Indicator Set to the Commission](#).

The Snapshot report looks as follows:

Set of Programme Indicators

Cei 2009PT16UPO023 Version: 1 Set of Programme Indicators Version: 2
 Status: Accepted Last Modified: 09/06/2009
 Title: Third OP for PT

Indicator Group

Code	Description
GR1	Group 1
GR2	Group 2
GR1a	Group 1a
GR1b	Group 1b

Custom Indicators

Type	Code	Description	Data Source	Frequency	Unit	Gender Breakdown	Baseline Context
R	IN1	Indicator 1	Data source for IN1	Annual	% - Percentage	<input type="checkbox"/>	Baseline context for indicator 1
I	IN1a	Indicator IN1a	Datasource for IN1a	Annual	NUMBER - Number	<input checked="" type="checkbox"/>	Baseline context for IN1a

Indicator Usage

Indicator	Priority
1-Jobs created	
23-Number of renewable energy projects	EP4-Coesão territorial e governação
IN1-Indicator 1	
IN1a-Indicator IN1a	EP2-Coordenação e monitorização financeira do FEDER e FC

Baseline and Target Values

Type	Indicator	Unit	Gender	Priority	Initial Baseline	Final Target	2007 Target	2008 Target	2009 Target	2010 Target	2011 Target	2012 Target	2013 Target
R	IN1	%			12	3	10	8					
I	IN1a	NUMBER	M	EP2	10000	100	8000	6000					
I	IN1a	NUMBER	W	EP2	12000	100	9500	7000					
	23			EP4	150	3500	800	1100					
	1				0	25000	2500	3200					

Documentos de Apoio

Título	Tipo	Língua	Data do	Data de envio	Registo na Comissão N.º	Referência Local
prepareDocument - pt	Observação de Envio de Indicadores de Programa	Português	09/06/2009	09/06/2009		
Soma de controlo do Documento	1c99c72b 74952c14 e676c734 691a1d66 96970fe0 ed3e1c29 bd835390 59e3a2ed a3d131f2 Ec9de789 1aaf0d33 e242939e aa4a1a5a 7ebd4eb3 09aefb4c f8afb2b0					

The Document Checksum (*Soma de controlo do Documento* in this Portuguese example) refers to the document listed above. It allows making sure that two copies of the document are identical.

At the bottom of the last page, a *Checksum on all Structured Data* is also available:

```
Checksum on all structured data:
13163f94 d303eb6d dc3b36e0 585a7d3c 2d05a27f 2dece4c8 dala91d6 035ae0f7
6fb5100c 44c11874 94e7b56b 7c2aa956 113d62fa 583785f3 1e42188e 14069a41
```

The notion *Structured data* refers to the values, text and selections entered in the SFC2007 web application. If the checksum does not change between reports, it is clear that the values have not been changed

21.4. K.4 Acknowledgement Report

When the Member State sends a Programme Indicator Set to the Commission, the Commission acknowledges its reception by means of an automatically generated and digitally signed Acknowledgment Report. This report has a name in the following format: *Acknowledgement_II.pdf*, where *II* is the two-letter language code.

The first page of the Acknowledgment report contains the following statements:

SFC2007

Acknowledgment of Receipt

This document acknowledges the reception on 02/04/2009 15:23:02 MEST by the European Commission of version 2 of the Programme Indicator Set for Programme 2008PT16UPO023 sent via the SFC2007 system by empl msma on behalf of their Member State.

Digital
Signature

This document certifies that the European Commission has officially recorded in the SFC2007 Information System, at a given date and time, the documents and structured data that are described in the following pages. These documents and data have been entered into the SFC2007 system by users officially appointed by their Member State and have been formally transmitted to the European Commission by the person whose name is indicated on the first page. As such, this acknowledgement of receipt cannot commit the European Commission to anything else other than acknowledging the receipt

of these documents and data. In no way can this acknowledgement of receipt be considered as a commitment to approval or acceptance.

This acknowledgement of receipt is signed with an electronic certificate guaranteeing the date and time of the signature as well as the integrity of this document. The certificate used to sign this document is held by the European Commission and can be verified by the corresponding public key which can be downloaded from the CIRCA site of the SFC2007 project (http://forum.europa.eu.int/Members/irc/region/sfc2007/library?l=/control_security&vm=detailed&sb=Title), as well as the instructions as how to use this public key.

The following page looks as follows:

Set of Programme Indicators

Cei 2009PT16UPO023 Version: 1 Set of Programme Indicators Version: 2
 Status: Accepted Last Modified: 09/06/2009
 Title: Third OP for PT

Indicator Group

Code	Description
GR1	Group 1
GR2	Group 2
GR1a	Group 1a
GR1b	Group 1b

Custom Indicators

Type	Code	Description	Data Source	Frequency	Unit	Gender Breakdown	Baseline Context
R	IN1	Indicator 1	Data source for IN1	Annual	% - Percentage	<input type="checkbox"/>	Baseline context for Indicator 1
I	IN1a	Indicator IN1a	Datasource for IN1a	Annual	NUMBER - Number	<input checked="" type="checkbox"/>	Baseline context for IN1a

Indicator Usage

Indicator	Priority
1-Jobs created	
23-Number of renewable energy projects	EP4-Coesão territorial e governação
IN1-Indicator 1	
IN1a-Indicator IN1a	EP2-Coordenação e monitorização financeira do FEDER e FC

Baseline and Target Values

Type	Indicator	Unit	Gender	Priority	Initial Baseline	Final Target	2007 Target	2008 Target	2009 Target	2010 Target	2011 Target	2012 Target	2013 Target
R	IN1	%			12	3	10	8					
I	IN1a	NUMBER	M	EP2	10000	100	8000	6000					
I	IN1a	NUMBER	W	EP2	12000	100	9500	7000					
	23			EP4	150	3500	800	1100					
	1				0	25000	2500	3200					

Documentos de Apoio

Título	Tipo	Língua	Data do	Data de envio	Registo na Comissão N.º	Referência Local
prepareDocument - pt	Observação de Envio de Indicadores de Programa	Português	09/06/2009	09/06/2009		
Soma de controlo do Documento	1c99c72b 74952c14 e676c734 691a1d56 96970fe0 ed3e1c29 bd835390 59e3a2ed a3d131f2 Ec9de789 1aaf0d33 e242939e aa4a1a5a 7ebd4eb3 09aeEb4c f8aFb2b0					

The Document Checksum refers to the document displayed above. It allows making sure that two copies of the document are identical.

At the bottom of the last page, a *Checksum on all Structured Data* is also available:

Checksum on all structured data:
 627cc368 82970e2a a5363fel 08cf47c3 bab9dbfd 0114ff99 37ef9f50 ff55fac7
 022b77f9 46fe2908 09d16088 6f5d3ba8 635b0a0a 4b9e77e9 282358f3 ad2e7321

The notion *Structured data* refers to the values, text and selections entered in the SFC2007 web application. If the checksum does not change between reports, it is clear that the values have not been changed.

22. APPENDIX L: ANNUAL OR FINAL IMPLEMENTATION REPORT VALIDATION RULES

The following table lists the rules applied during the validation of an Annual or Final Implementation Report.

Notes:

- The identification code in the left column can be helpful in your contacts with the SFC2007 Support.
- The severity column indicates which type of message is generated in case of non-compliance with the rule. As long as the Annual or Final Implementation Report generates errors, it cannot be validated and sent to the Commission.

Validation rules for Indicator Sets referring to ESF and ERDF/CF Operational Programmes:

Cod e	Severity	Description
2.1	Error	The Annual/Final Implementation Report must be linked to an adopted Operational Programme present at validation time.
2.2	Error	The Annual/Final Implementation Report must only contain all Region Types present in the last adopted Operational programme Version (EFF).
2.3	Error	The Annual/Final Implementation Report must only contain all Priorities present in the last adopted Operational programme Version (ERDF/CF, ESF, EFF)
2.4	Warning	There must be at least one Member State Official in Charge.
2.5	Error	The Annual/Final Implementation Report must be linked to a Set of Indicators sent to a higher node and linked to versions of the Programme with a Commission Decision date in or before the indicated Reporting Year (ERDF/CF, ESF)
2.6	Error	The Annual/Final Progress Report must refer at least to the following sent Set of Indicator Tables: "G/O Main" and "R Main" (EAFRD)
2.7	Error	The official Annual/Final Implementation Report document must be uploaded (ERDF/CF, ESF, EFF)
2.8	Error	The Other Annual/Final Progress Report Requirements document for EAFRD is uploaded (EAFRD)
2.9	Error	The Financial Execution Table presented by MS must be uploaded (EAFRD)
2.10	Warning	The document type "Monitoring Committee Reports and Conclusions" with a Meeting Date equal to the Monitoring Approval Date must be uploaded against the Monitoring Committee object of this Programme
2.12	Warning	An achievement value must be entered for all years prior or equal to the smallest of the reporting year and the last eligibility year (ERDF/CF and ESF)
2.14	Error	The reporting year, if different from 9999, must be smaller than or equal to the current year – 1.

Cod e	Severity	Description
2.15	Error	Woman In must be smaller or equal to Total In and Woman Out must be smaller or equal to Total Out in Annex XXIII (ESF)
2.16	Warning	Annex XXIII must contain at least one number (ESF)
2.17	Warning	The Financial Detail must contain at least one amount (ERDF/CF, ESF and EFF)
2.18	Error	There must be at least one categorisation record (ERDF/CF and ESF)
2.19	Error	The official Categorisation Excel Sheet must be uploaded (ERDF/CF, ESF) and it must be possible to save the content in the database.
2.20	Error	All Annex XXIII In columns must have a value (ESF)
2.21	Error	In Annex XXIII: <ul style="list-style-type: none"> • Employed + Unemployed + Inactive must be equal to the Total Number of Participants, both for Total and for Woman. • Long Term Unemployed must be smaller than or equal to Unemployed. • Self Employed must be smaller than or equal to Employed. • Inactive in education/training must be smaller than or equal to Inactive • The total of breakdown of participants by educational level must be smaller than or equal to the total number of participants.

23. APPENDIX M: ANNUAL /FINAL IMPLEMENTATION REPORT SAMPLE REPORTS

This appendix contains a sample for the standard Annual/Final Implementation Report Sample Reports:

- [Print Report](#)
- [Print All Report](#)
- [Snapshot Report](#)
- [Acknowledgment Report](#)

23.1. M.1 Print Report

You obtain this report if you click the [Print](#) link on the Annual/Final Implementation Report Display screen.

Annual/Final Implementation Report

CCI: 2008PT16UPO023 Reporting Year: 2008 Monitoring Committee Approval Date: 25/06/2009
 Status: Returned Last Modified: 10/06/2009
 Annual/Final Progress Report: Third OP for PT
 Use is made of the option under Article 34(2) of Regulation (EC) No 1083/2006

Indicator Values

Type	Indicator	Unit	M/W	Priority	A/T/B	Initial Baseline	Final	2007	2008
I	IN1a	NUMBER	M	EP2	T	10000	100	8000	6000
I	IN1a	NUMBER	M	EP2	A			8500	7000
I	IN1a	NUMBER	W	EP2	T	12000	100	9500	7000
I	IN1a	NUMBER	W	EP2	A			10000	8500
R	IN1	%			T	12	3	10	8
R	IN1	%			A			10	8
C	1				T	0	25000	2500	3200
C	1				A			2500	3500
C	23			EP4	T	150	3500	800	1100
C	23			EP4	A			500	965

Financial Information per Priority Axis

Priority	Fund	Expenditure paid out by the beneficiaries included in payment claims sent to the managing authority	Corresponding public Contribution	Private Expenditure	Expenditure paid by the body responsible for making payments to the beneficiaries	Total payments received from the Commission
EP1 - Coordenação e monitorização estratégica do QREN	ERDF	1,500,000	1,750,000		1,200,000	1,400,000
EP1 - Coordenação e monitorização estratégica do QREN	ESF	2,000,000	2,250,000		1,700,000	1,900,000
EP2 - Coordenação e monitorização financeira do FEDER e FC	ERDF	2,500,000	2,750,000		2,200,000	2,400,000
EP2 - Coordenação e monitorização financeira do FEDER e FC	ESF	3,000,000	3,250,000		2,700,000	2,900,000
EP3 - Valorização Territorial	ERDF	3,500,000	3,750,000		3,200,000	3,400,000
EP3 - Valorização Territorial	ESF	4,000,000	4,250,000		3,700,000	3,900,000
EP4 - Coesão territorial e governação	ERDF	3,500,000	3,750,000		3,200,000	3,400,000
EP4 - Coesão territorial e governação	ESF	3,000,000	3,250,000		2,700,000	2,900,000
EP5 - Redes e Equipamentos Estruturantes Nacionais	CF	2,500,000	2,750,000		2,200,000	2,400,000
EP6 - Infra-estruturas para a Conectividade e a Qualificação Territorial	ERDF	2,000,000	2,250,000	1,000,000	1,700,000	1,900,000
EP6 - Infra-estruturas para a Conectividade e a Qualificação Territorial	ESF	2,500,000	2,750,000	1,000,000	2,200,000	2,400,000
EP7 - Coesão Social	ERDF	3,000,000	3,250,000	1,000,000	2,700,000	2,900,000
EP7 - Coesão Social	ESF	3,500,000	3,750,000	1,000,000	3,200,000	3,400,000
EP8 - Prevenção, Gestão e Monitorização de Riscos Naturais e Tecnológicos	CF	4,000,000	4,250,000	1,000,000	3,700,000	3,900,000
Grand Total		40,500,000	44,000,000	5,000,000	36,300,000	39,100,000
Total in transitional regions in the Grand Total		20,500,000	22,000,000	2,000,000	18,000,000	20,100,000
Total in non-transitional regions in the Grand Total		20,000,000	22,000,000	3,000,000	18,300,000	19,000,000
Fund type expenditure in the Grand Total	CF	6,500,000	7,000,000	1,000,000	5,900,000	6,300,000
Fund type expenditure in the Grand Total	ERDF	16,000,000	17,500,000	2,000,000	14,200,000	15,400,000
Fund type expenditure in the Grand Total	ESF	18,000,000	19,500,000	2,000,000	16,200,000	17,400,000

Note: For Annual/Final Implementation Reports referring to the ESF, the report contains an additional section, named *Data on Participants*:

Data on Participants

(Sub) Priority	Indicator	Current Year						Cumulated values since the beginning			
		People Entering		People Leaving		People carried over		People Entering		People Leaving	
		Total	Woman	Total	Woman	Total	Woman	Total	Woman	Total	Woman
PR01	Total number of participants	240	120	5	3	0	0	240	120	5	3
PR01	Employed	200	100	5	3	0	0	200	100	5	3
PR01	of which self-employed	180	80	5	3	0	0	180	80	5	3
PR01	Unemployed	40	20	5	3	0	0	40	20	5	3
PR01	of which LTU	80	40	5	3	0	0	80	40	5	3
PR01	Inactive	40	20	5	3	0	0	40	20	5	3
PR01	of which in education/training	18	8	5	3	0	0	18	8	5	3
PR01	Young people (15-24 years)	120	60	5	3	0	0	120	60	5	3
PR01	Older people (55-64 years)	80	30	5	3	0	0	80	30	5	3
PR01	Migrants	90	45	5	3	0	0	90	45	5	3
PR01	Minorities	30	15	5	3	0	0	30	15	5	3
PR01	Disabled	20	10	5	3	0	0	20	10	5	3
PR01	Others	90	45	5	3	0	0	90	45	5	3
PR01	Primary or lower secondary education	20	10	5	3	0	0	20	10	5	3
PR01	Upper secondary education (ISCED 3)	80	40	5	3	0	0	80	40	5	3
PR01	Post-secondary non tertiary education	90	45	5	3	0	0	90	45	5	3
PR01	Tertiary education (ISCED 5 and 6)	10	5	5	3	0	0	10	5	5	3

23.2. M.2 Print All Report

You obtain this report if you click the [Print All](#) link on the Programme Indicator Display screen.

Annual/Final Implementation Report

CCI: 2008PT16UPO023 Reporting Year: 2008 Monitoring Committee Approval Date: 25/06/2009
 Status: Returned Last Modified: 10/06/2009
 Annual/Final Progress Report: Third OP for PT
 Use is made of the option under Article 34(2) of Regulation (EC) No 1083/2006

Indicator Values

Type	Indicator	Unit	MW	Priority	A/T/B	Initial Baseline	Final	2007	2008
I	IN1a	NUMBER	M	EP2	T	10000	100	8000	6000
I	IN1a	NUMBER	M	EP2	A			8500	7000
I	IN1a	NUMBER	W	EP2	T	12000	100	9500	7000
I	IN1a	NUMBER	W	EP2	A			10000	8500
R	IN1	%			T	12	3	10	8
R	IN1	%			A			10	8
C	1				T	0	25000	2500	3200
C	1				A			2500	3500
C	23			EP4	T	150	3500	800	1100
C	23			EP4	A			500	965

Financial Information per Priority Axis

Priority	Fund	Expenditure paid out by the beneficiaries included in payment claims sent to the managing authority	Corresponding public Contribution	Private Expenditure	Expenditure paid by the body responsible for making payments to the beneficiaries	Total payments received from the Commission
EP1 - Coordenação e monitorização estratégica do QREN	ERDF	1,500,000	1,750,000		1,200,000	1,400,000
EP1 - Coordenação e monitorização estratégica do QREN	ESF	2,000,000	2,250,000		1,700,000	1,900,000
EP2 - Coordenação e monitorização financeira do FEDER e FC	ERDF	2,500,000	2,750,000		2,200,000	2,400,000
EP2 - Coordenação e monitorização financeira do FEDER e FC	ESF	3,000,000	3,250,000		2,700,000	2,900,000
EP3 - Valorização Territorial	ERDF	3,500,000	3,750,000		3,200,000	3,400,000
EP3 - Valorização Territorial	ESF	4,000,000	4,250,000		3,700,000	3,900,000
EP4 - Coesão territorial e governação	ERDF	3,500,000	3,750,000		3,200,000	3,400,000
EP4 - Coesão territorial e governação	ESF	3,000,000	3,250,000		2,700,000	2,900,000
EP5 - Redes e Equipamentos Estruturantes Nacionais	CF	2,500,000	2,750,000		2,200,000	2,400,000
EP6 - Infra-estruturas para a Conectividade e a Qualificação Territorial	ERDF	2,000,000	2,250,000	1,000,000	1,700,000	1,900,000
EP6 - Infra-estruturas para a Conectividade e a Qualificação Territorial	ESF	2,500,000	2,750,000	1,000,000	2,200,000	2,400,000
EP7 - Coesão Social	ERDF	3,000,000	3,250,000	1,000,000	2,700,000	2,900,000
EP7 - Coesão Social	ESF	3,500,000	3,750,000	1,000,000	3,200,000	3,400,000
EP8 - Prevenção, Gestão e Monitorização de Riscos Naturais e Tecnológicos	CF	4,000,000	4,250,000	1,000,000	3,700,000	3,900,000
Grand Total		40,500,000	44,000,000	5,000,000	36,300,000	39,100,000
Total in transitional regions in the Grand Total		20,500,000	22,000,000	2,000,000	18,000,000	20,100,000
Total in non-transitional regions in the Grand Total		20,000,000	22,000,000	3,000,000	18,300,000	19,000,000
Fund type expenditure in the Grand Total	CF	6,500,000	7,000,000	1,000,000	5,900,000	6,300,000
Fund type expenditure in the Grand Total	ERDF	16,000,000	17,500,000	2,000,000	14,200,000	15,400,000
Fund type expenditure in the Grand Total	ESF	18,000,000	19,500,000	2,000,000	16,200,000	17,400,000

Associated Documents

Title	Type	Language	Document	Sent Date	Commission Registration Nr	Local Reference
Final opinion document	EC Final Opinion	English	10/06/2009	10/06/2009		
admission document	Admissibility Letter	English	10/06/2009	10/06/2009		
Acknowledgement_pt.pdf	IR Sent Acknowledgement Document	Portuguese	10/06/2009	10/06/2009		
abod	Annual/Final Implementation Report for ERDF/CF, ESF and EFF	Portuguese	10/06/2009	10/06/2009		
sheet	Categorisation Sheet	Portuguese	10/06/2009	10/06/2009		
prepareDocument - pt	IR Sent Snapshot Document	Portuguese	10/06/2009	10/06/2009		

Latest Validation Results

Date	Severity	Message
10/06/2009	Warning	The document type "Monitoring Committee Reports and Conclusions" with a Meeting Date equal to the Monitoring Committee Approval Date should be uploaded in the Monitoring Committee menu for this Operational Programme.
10/06/2009	Info	Object has been validated.

History

Status	Comment	By Level	Date	User
Returned	wxvwx	Commission	10/06/2009	w0050144
Sent	After Re-Open	Commission	10/06/2009	w0050144
Final Opinion Given		Commission	10/06/2009	w0050144
Admissible		Commission	10/06/2009	w0050144
Sent		Portugal	10/06/2009	w0052354
Validated		Portugal	09/06/2009	w0052354
Created	Object could not be validated, see validation results.	Portugal	09/06/2009	w0052354
Created		Portugal	09/06/2009	w0052354
Created	created by wizard	Portugal	03/06/2009	w0052354

Officials in Charge

Name	Phone	Fax	Email	Valid from	Until
pinto jose	351 21 232 121	351 21 232 122	sfc2007_test1@yahoo.com	01/06/2007	03/06/2011

Note: For Annual/Final Implementation Reports referring to the ESF, the report contains an additional section, named *Data on Participants*:

Data on Participants

(Sub) Priority	Indicator	Current Year						Cumulated values since the beginning					
		People Entering		People Leaving		People carried over		People Entering		People Leaving			
		Total	Woman	Total	Woman	Total	Woman	Total	Woman	Total	Woman		
PR01	Total number of participants	240	120	5	3	0	0	240	120	5	3		
PR01	Employed	200	100	5	3	0	0	200	100	5	3		
PR01	of which self-employed	180	80	5	3	0	0	180	80	5	3		
PR01	Unemployed	40	20	5	3	0	0	40	20	5	3		
PR01	of which LTU	80	40	5	3	0	0	80	40	5	3		
PR01	Inactive	40	20	5	3	0	0	40	20	5	3		
PR01	of which in education/training	16	8	5	3	0	0	16	8	5	3		
PR01	Young people (15-24 years)	120	60	5	3	0	0	120	60	5	3		
PR01	Older people (55-64 years)	60	30	5	3	0	0	60	30	5	3		
PR01	Migrants	90	45	5	3	0	0	90	45	5	3		
PR01	Minorities	30	15	5	3	0	0	30	15	5	3		
PR01	Disabled	20	10	5	3	0	0	20	10	5	3		
PR01	Others	90	45	5	3	0	0	90	45	5	3		
PR01	Primary or lower secondary education	20	10	5	3	0	0	20	10	5	3		
PR01	Upper secondary education (ISCED 3)	80	40	5	3	0	0	80	40	5	3		
PR01	Post-secondary non tertiary education	90	45	5	3	0	0	90	45	5	3		
PR01	Tertiary education (ISCED 5 and 6)	10	5	5	3	0	0	10	5	5	3		

23.3. M.3 Snapshot Report

You obtain this report if you open the *prepareDocument.pdf* file which is generated automatically, when you [send the Annual or Final Implementation Report](#) to the Commission.

The Snapshot report looks as follows:

Annual/Final Implementation Report

CCI: 2008PT16UPO023 Reporting Year: 2008 Monitoring Committee Approval Date: 25/06/2009
 Status: Returned Last Modified: 10/06/2009
 Annual/Final Progress Report: Third OP for PT
 Use is made of the option under Article 34(2) of Regulation (EC) No 1083/2006

Indicator Values

Type	Indicator	Unit	M/W	Priority	A/T/B	Initial Baseline	Final	2007	2008
I	IN1a	NUMBER	M	EP2	T	10000	100	8000	6000
I	IN1a	NUMBER	M	EP2	A			8500	7000
I	IN1a	NUMBER	W	EP2	T	12000	100	9500	7000
I	IN1a	NUMBER	W	EP2	A			10000	8500
R	IN1	%			T	12	3	10	8
R	IN1	%			A			10	8
C	1				T	0	25000	2500	3200
C	1				A			2500	3500
C	23			EP4	T	150	3500	800	1100
C	23			EP4	A			500	965

Financial Information per Priority Axis

Priority	Fund	Expenditure paid out by the beneficiaries included in payment claims sent to the managing authority	Corresponding public Contribution	Private Expenditure	Expenditure paid by the body responsible for making payments to the beneficiaries	Total payments received from the Commission
EP1 - Coordenação e monitorização estratégica do QREN	ERDF	1,500,000	1,750,000		1,200,000	1,400,000
EP1 - Coordenação e monitorização estratégica do QREN	ESF	2,000,000	2,250,000		1,700,000	1,900,000
EP2 - Coordenação e monitorização financeira do FEDER e FC	ERDF	2,500,000	2,750,000		2,200,000	2,400,000
EP2 - Coordenação e monitorização financeira do FEDER e FC	ESF	3,000,000	3,250,000		2,700,000	2,900,000
EP3 - Valorização Territorial	ERDF	3,500,000	3,750,000		3,200,000	3,400,000
EP3 - Valorização Territorial	ESF	4,000,000	4,250,000		3,700,000	3,900,000
EP4 - Coesão territorial e governação	ERDF	3,500,000	3,750,000		3,200,000	3,400,000
EP4 - Coesão territorial e governação	ESF	3,000,000	3,250,000		2,700,000	2,900,000
EP5 - Redes e Equipamentos Estruturantes Nacionais	CF	2,500,000	2,750,000		2,200,000	2,400,000
EP6 - Infra-estruturas para a Conectividade e a Qualificação Territorial	ERDF	2,000,000	2,250,000	1,000,000	1,700,000	1,900,000
EP6 - Infra-estruturas para a Conectividade e a Qualificação Territorial	ESF	2,500,000	2,750,000	1,000,000	2,200,000	2,400,000
EP7 - Coesão Social	ERDF	3,000,000	3,250,000	1,000,000	2,700,000	2,900,000
EP7 - Coesão Social	ESF	3,500,000	3,750,000	1,000,000	3,200,000	3,400,000
EP8 - Prevenção, Gestão e Monitorização de Riscos Naturais e Tecnológicos	CF	4,000,000	4,250,000	1,000,000	3,700,000	3,900,000
Grand Total		40,500,000	44,000,000	5,000,000	36,300,000	39,100,000
Total in transitional regions in the Grand Total		20,500,000	22,000,000	2,000,000	18,000,000	20,100,000
Total in non-transitional regions in the Grand Total		20,000,000	22,000,000	3,000,000	18,300,000	19,000,000
Fund type expenditure in the Grand Total	CF	6,500,000	7,000,000	1,000,000	5,900,000	6,300,000
Fund type expenditure in the Grand Total	ERDF	16,000,000	17,500,000	2,000,000	14,200,000	15,400,000
Fund type expenditure in the Grand Total	ESF	18,000,000	19,500,000	2,000,000	16,200,000	17,400,000

Documentos Conexos

Título	Tipo	Língua	Data do	Data de envio	Registo na Comissão N.º	Referência Local
abcd	Relatório de Aplicação Anual/Final para o FEDER/FC, o FSE e o FEP	Português	10/06/2009			
Soma de controlo do Documento	561a2d12 50f274c1 ea64427d f1525e68 c5a4f409 2f90c776 493fab28 66ad3676 557e6c63 b3033222 ed3f9f3db 2180aa06 b590ef66 2ff9731d 573b8aea d07e96a1					
sheet	Categorisation Sheet	Português	10/06/2009			
Soma de controlo do Documento	dbde777b 00d5c38e 97158289 e99c3d25 44243a43 c34a1ca8 f6125522 274d3575 afeb172 6fe1604b 24d4d21 8bb60c9b 65b16824 cba53475 a3c7fb80 1f94ffa2					

The Document Checksum (*Soma de controlo do Documento* in this Portuguese example) refers to the document listed above. It allows making sure that two copies of the document are identical.

At the bottom of the last page, a *Checksum on all Structured Data* is also available:

Checksum on all structured data:

13163f94 d303eb6d dc3b36e0 585a7d3c 2d05a27f 2dece4c8 dala91d6 035ae0f7
 6fb5100c 44c11874 94e7b56b 7c2aa956 113d62fa 583785f3 1e42188e 14069a41

The notion *Structured data* refers to the values, text and selections entered in the SFC2007 web application. If the checksum does not change between reports, it is clear that the values have not been changed

23.4. M.4 Acknowledgement Report

When the Member State sends a Programme Indicator Set to the Commission, the Commission acknowledges its reception by means of an automatically generated and digitally signed Acknowledgment Report. This report has a name in the following format: *Acknowledgement_ll.pdf*, where *ll* is the two-letter language code.

The first page of the Acknowledgment report contains the following statements:

<p style="text-align: center;">SFC2007</p> <p style="text-align: center;">Acknowledgment of Receipt</p> <p>This document acknowledges the reception on 02/04/2009 15:23:02 MEST by the European Commission of version 2008 of the Annual/Final Report "2008PT16PO023", sent via the SFC2007 system by empl msma on behalf of their Member State.</p> <p style="text-align: center;">Digital Signature</p> <p>This document certifies that the European Commission has officially recorded in the SFC2007 Information System, at a given date and time, the documents and structured data that are described in the following pages. These documents and data have been entered into the SFC2007 system by users officially appointed by their Member State and have been formally transmitted to the European Commission by the person whose name is indicated on the first page. As such, this acknowledgement of receipt cannot commit the European Commission to anything else other than acknowledging the receipt of these documents and data. In no way can this acknowledgement of receipt be considered as a commitment to approval or acceptance.</p> <p>This acknowledgement of receipt is signed with an electronic certificate guaranteeing the date and time of the signature as well as the integrity of this document. The certificate used to sign this document is held by the European Commission and can be verified by the corresponding public key which can be downloaded from the CIRCA site of the SFC2007 project (http://forum.europa.eu.int/Members/irc/region/sfc2007/library?l=/control_security&vm=detailed&sb=Title), as well as the instructions as how to use this public key.</p>
--

The following page looks as follows:

Annual/Final Implementation Report

CCI: 2008PT16UPO023 Reporting Year: 2008 Monitoring Committee Approval Date: 25/06/2009
 Status: Returned Last Modified: 10/06/2009
 Annual/Final Progress Report: Third OP for PT
 Use is made of the option under Article 34(2) of Regulation (EC) No 1083/2006

Indicator Values

Type	Indicator	Unit	M/W	Priority	A/T/B	Initial Baseline	Final	2007	2008
I	IN1a	NUMBER	M	EP2	T	10000	100	8000	6000
I	IN1a	NUMBER	M	EP2	A			8500	7000
I	IN1a	NUMBER	W	EP2	T	12000	100	9500	7000
I	IN1a	NUMBER	W	EP2	A			10000	8500
R	IN1	%			T	12	3	10	8
R	IN1	%			A			10	8
C	1				T	0	25000	2500	3200
C	1				A			2500	3500
C	23			EP4	T	150	3500	800	1100
C	23			EP4	A			500	965

Financial Information per Priority Axis

Priority	Fund	Expenditure paid out by the beneficiaries included in payment claims sent to the managing authority	Corresponding public Contribution	Private Expenditure	Expenditure paid by the body responsible for making payments to the beneficiaries	Total payments received from the Commission
EP1 - Coordenação e monitorização estratégica do QREN	ERDF	1,500,000	1,750,000		1,200,000	1,400,000
EP1 - Coordenação e monitorização estratégica do QREN	ESF	2,000,000	2,250,000		1,700,000	1,900,000
EP2 - Coordenação e monitorização financeira do FEDER e FC	ERDF	2,500,000	2,750,000		2,200,000	2,400,000
EP2 - Coordenação e monitorização financeira do FEDER e FC	ESF	3,000,000	3,250,000		2,700,000	2,900,000
EP3 - Valorização Territorial	ERDF	3,500,000	3,750,000		3,200,000	3,400,000
EP3 - Valorização Territorial	ESF	4,000,000	4,250,000		3,700,000	3,900,000
EP4 - Coesão territorial e governação	ERDF	3,500,000	3,750,000		3,200,000	3,400,000
EP4 - Coesão territorial e governação	ESF	3,000,000	3,250,000		2,700,000	2,900,000
EP5 - Redes e Equipamentos Estruturantes Nacionais	CF	2,500,000	2,750,000		2,200,000	2,400,000
EP6 - Infra-estruturas para a Conectividade e a Qualificação Territorial	ERDF	2,000,000	2,250,000	1,000,000	1,700,000	1,900,000
EP6 - Infra-estruturas para a Conectividade e a Qualificação Territorial	ESF	2,500,000	2,750,000	1,000,000	2,200,000	2,400,000
EP7 - Coesão Social	ERDF	3,000,000	3,250,000	1,000,000	2,700,000	2,900,000
EP7 - Coesão Social	ESF	3,500,000	3,750,000	1,000,000	3,200,000	3,400,000
EP8 - Prevenção, Gestão e Monitorização de Riscos Naturais e Tecnológicos	CF	4,000,000	4,250,000	1,000,000	3,700,000	3,900,000
Grand Total		40,500,000	44,000,000	5,000,000	36,300,000	39,100,000
Total in transitional regions in the Grand Total		20,500,000	22,000,000	2,000,000	18,000,000	20,100,000
Total in non-transitional regions in the Grand Total		20,000,000	22,000,000	3,000,000	18,300,000	19,000,000
Fund type expenditure in the Grand Total	CF	6,500,000	7,000,000	1,000,000	5,900,000	6,300,000
Fund type expenditure in the Grand Total	ERDF	16,000,000	17,500,000	2,000,000	14,200,000	15,400,000
Fund type expenditure in the Grand Total	ESF	18,000,000	19,500,000	2,000,000	16,200,000	17,400,000

Documentos Conexos

Título	Tipo	Língua	Data do	Data de envio	Registo na Comissão N.º	Referência Local
abcd	Relatório de Aplicação Anual/Final para o FEDER/FC, o FSE e o FEP	Português	10/06/2009			
Soma de controlo do Documento	561a2d12 50f274c1 ea64427d f1525e68 c5a4f409 2f90c776 493fab28 66ad3676 557e6c63 b3033222 ed3f9f3db 2180aa06 b590ef66 2ff9731d 573b8aea d07e96a1					
sheet	Categorisation Sheet	Português	10/06/2009			
Soma de controlo do Documento	dbde777b 00d5c38e 97158289 e99c3d25 44243a43 c34a1ca8 f6125522 274d3575 afeb172 6fe1604b 24d4d21 8bb60c9b 65b16824 cba53475 a3c7fb80 1f94ffa2					

The Document Checksum (*Soma de controlo do Documento* in this Portuguese example) refers to the document listed above. It allows making sure that two copies of the document are identical.

At the bottom of the last page, a *Checksum on all Structured Data* is also available:

Checksum on all structured data:

13163f94 d303eb6d dc3b36e0 585a7d3c 2d05a27f 2dece4c8 dala91d6 035ae0f7
 6fb5100c 44c11874 94e7b56b 7c2aa956 113d62fa 583785f3 1e42188e 14069a41

The notion *Structured data* refers to the values, text and selections entered in the SFC2007 web application. If the checksum does not change between reports, it is clear that the values have not been changed

The Document Checksum refers to the document displayed above. It allows making sure that two copies of the document are identical.

At the bottom of the last page, a *Checksum on all Structured Data* is also available:

```
Checksum on all structured data:  
627cc368 82970e2a a5363fe1 08cf47c3 bab9dbfd 0114ff99 37ef9f50 ff55fac7  
022b77f9 46fe2908 09d16088 6f5d3ba8 635b0a0a 4b9e77e9 282358f3 ad2e7321
```

The notion *Structured data* refers to the values, text and selections entered in the SFC2007 web application. If the checksum does not change between reports, it is clear that the values have not been changed.

24. APPENDIX N: LIST OF CORE PROGRAMME INDICATORS

This appendix lists the Core (pre-defined) Programme Indicators that are available when you [work with Usage entries in a Programme Indicator Set](#).

Code	Description
1	Jobs created
2	Jobs created for men
3	Jobs created for women
4	Number of RTD projects
5	Number of cooperation project enterprises – research institutions
6	Research jobs created
7	Number of direct investment aid projects to SME
8	Number of start-ups supported
9	Jobs created (gross, full time equivalent)
10	Investment induced (million €)
11	Number of information society projects
12	Number of additional population by broadband access
13	Number of transport projects
13a	Km of new or reconstructed roads
13b	Km of new or reconstructed railway
14	Km of new roads
15	Km of new TEN roads
16	Km of reconstructed roads
17	Km of new railroads
18	Km of new TEN railroads
19	Km of reconstructed railroads
20	Value for timesavings in Euro/year stemming from new and reconstructed roads
21	Value for timesavings in Euro/year stemming from new and reconstructed railroads
22	Additional population served with improved urban transport
23	Number of renewable energy projects
24	Additional capacity of renewable energy production
25	Additional population served by water projects
26	Additional population served by waste water projects
27	Number of waste projects
28	Number of projects on improvement of air quality
29	Area rehabilitated (km ²)
30	Reduction greenhouse emissions (CO ₂ and equivalents, kt)
31	Number of risk prevention projects

Cod e	Description
32	Number of people benefiting from flood protection measures
33	Number of people benefiting from forest fire protection and other protection measures
34	Number of tourism projects
35	Number of jobs created in tourism
36	Number of education projects
37	Number of benefiting students
38	Number of health projects
39	Number of projects ensuring sustainability and improving the attractiveness of towns and cities
40	Number of projects seeking to promote businesses, entrepreneurship, new technology
41	Number of projects offering services to promote equal opportunities and social inclusion for minorities and young people
42	Number of projects respecting two of the following criteria: joint development, joint implementation, joint staffing, joint financing
43	Number of projects respecting three of the following criteria: joint development, joint implementation, joint staffing, joint financing
44	Number of projects respecting four of the following criteria: joint development, joint implementation, joint staffing, joint financing
45	Number of projects encouraging the development of cross-border trade
46	Number of projects developing joint use of infrastructure
47	Number of projects developing collaboration in the field of public services
48	Number of projects reducing isolation through improved access to transport, ICT networks and services
49	Number of projects encouraging and improving the joint protection and management of the environment
50	Number of people participating in joint education or training activities
51	Number of people getting employment on the other side of the border as a result of CBC project
52	Number of transnational co-operation projects on water management
53	Number of transnational co-operation projects improving accessibility
54	Number of transnational co-operation projects on risk prevention
55	Number of transnational co-operation projects developing RTD and innovation networks
56	Number of inter-regional co-operation projects