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 (Instrument for Pre-Accession Assistance)

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Document History

Version	Date	Comment	By
0.1	07/04/2008	Initial draft, based on standard MSMA manual	WN
0.2	05/06/2008	Included remarks from Didier Bonaert and disclaimer	WN
1.0	06/06/2008	Approved version	AC
1.1	03/07/2009	Applied new template	WN

1. INTRODUCTION

1.1. Definitions

1.1.1. Member State Management Authority (MSMA)

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)

1.1.2. Instrument for Pre-Accession Assistance (IPA)

The ***Instrument for Pre-Accession Assistance*** (IPA) is the Community's financial instrument for the pre-accession process for the period 2007-2013. Assistance is provided on the basis of:

- The ***Accession Partnerships*** of the ***candidate*** countries, being:
  - The Former Yugoslav Repulbic of Macedonia
  - Croatia
  - Turkey
- The ***European Partnerships*** of the ***potential candidate*** countries, being:
  - Albania
  - Bosnia and Herzegovina
  - Montenegro
  - Serbia including Kosovo as defined by the United Nations Security Council Resolution 1244

The IPA is made up of five components:

The first and second components concern both ***candidate*** and ***potential candidate*** countries:

- ***Support for Transition and Institution building***, aimed at financing capacity and institution building
- ***Cross-border cooperation,*** aimed at supporting the beneficiary countries in the area of cross-border cooperation between themselves, with the Member States or within the framework of cross-border or inter-regional actions

The third, fourth and fifth components concern only the candidate countries:

- ***Regional Development,*** aimed at at supporting the countries' preparations for the implementation of the Community's cohesion policy, and in particular for the European Regional Development Fund and the Cohesion Fund
- ***Human Resources Development*** which concerns preparation for cohesion policy and the European Social Fund
- ***Rural Development*** which concerns preparation for the common agricultural policy and related policies and for the European Agricultural Fund for Rural Development.

IPA is based on strategic multi-annual planning established in accordance with the broad political guidelines set out in the Commission's enlargement package, which now includes a Multi-annual Indicative Financial Framework (MIFF). The MIFF takes the form of a table presenting the Commission's intentions for the allocation of funds for the three forthcoming years, broken down by beneficiary and by component, on the basis of the needs and the administrative and management capacity of the country concerned and compliance with the Copenhagen criteria.

The strategic planning introduced under the IPA is made up of multi-annual indicative planning documents, with the MIFF constituting the reference framework. They are established for each beneficiary country and cover the main intervention areas envisaged for that country.

As regards action on the ground, annual or multi-annual Operational Programmes (depending on the component) based on the indicative planning documents, are adopted by the Commission. They are implemented in three ways: by centralised, decentralised or shared management.

1.2. Tasks

The tasks performed by the Member State Managing Authorities in relation to the IPA Programmes include:

- Managing CCI
- Managing IPA Programmes

1.3. References used in this Manual

The following references are used throughout 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-185 Member State Compliance Assessment Authority Manual
[R6]	Member State Managing Authority Manual	SFC2007-MAN-184 Member State Managing 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 Major 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 Project within the Commission

Possible values:

Code	Directorate General	Abbreviation
05	DG for Employement 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 Project

Possible values:

Code	Objective / Budget Source
1	Convergence
2	Competitiveness and Employement
3	EU Territorial Cooperation
F	Fisheries Fund (EFF)
I	Instrument for the 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 (ECOA).

An overview of this workflow is displayed below.

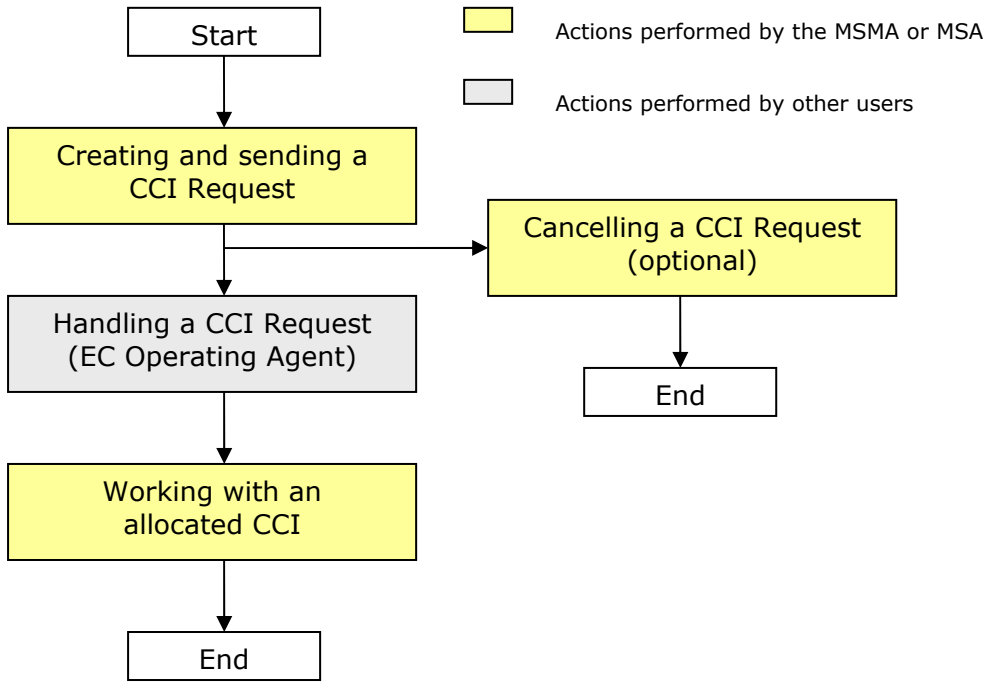
The procedures handled by the MSA or MSMA are represented as yellow boxes. Click one of the links below to access a detailed description:

- 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 SFC manuals dedicated to user types:

- Handling a CCI Request



2.3. Creating and sending a CCI Request

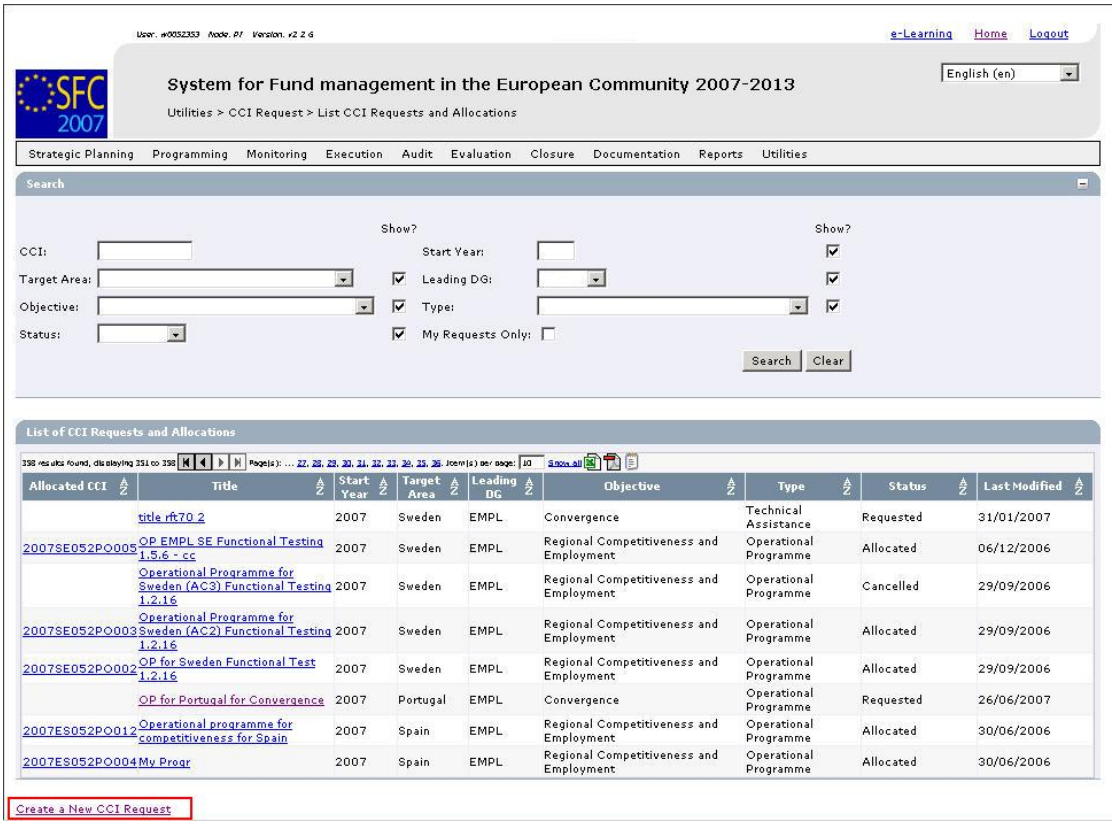
You typically need a new CCI, when you want to create a new Operational Programme or a new Project. As you cannot create a CCI yourself, you need to request one to the European Commission. The Commission then creates a new CCI and allocates it to you.

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:



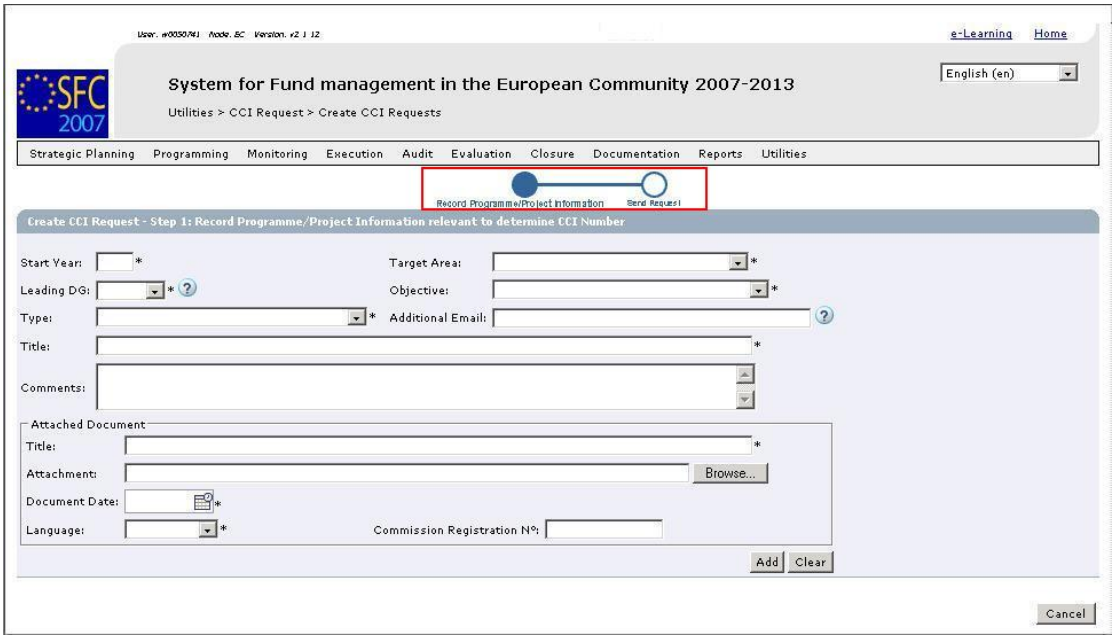
Allocated CCI	Title	Start Year	Target Area	Leading DG	Objective	Type	Status	Last Modified
	title rft70 2	2007	Sweden	EMPL	Convergence	Technical Assistance	Requested	31/01/2007
2007SE052PO005	OP EMPL SE Functional Testing 1.5.6 - cc	2007	Sweden	EMPL	Regional Competitiveness and Employment	Operational Programme	Allocated	06/12/2006
	Operational Programme for Sweden (AC3) Functional Testing 1.2.16	2007	Sweden	EMPL	Regional Competitiveness and Employment	Operational Programme	Cancelled	29/09/2006
2007SE052PO003	Operational Programme for Sweden (AC2) Functional Testing 1.2.16	2007	Sweden	EMPL	Regional Competitiveness and Employment	Operational Programme	Allocated	29/09/2006
2007SE052PO002	OP for Sweden Functional Test 1.2.16	2007	Sweden	EMPL	Regional Competitiveness and Employment	Operational Programme	Allocated	29/09/2006
	OP for Portugal for Convergence	2007	Portugal	EMPL	Convergence	Operational Programme	Requested	26/06/2007
2007ES052PO012	Operational programme for competitiveness for Spain	2007	Spain	EMPL	Regional Competitiveness and Employment	Operational Programme	Allocated	30/06/2006
2007ES052PO004	My Progr	2007	Spain	EMPL	Regional Competitiveness and Employment	Operational Programme	Allocated	30/06/2006

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:



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:

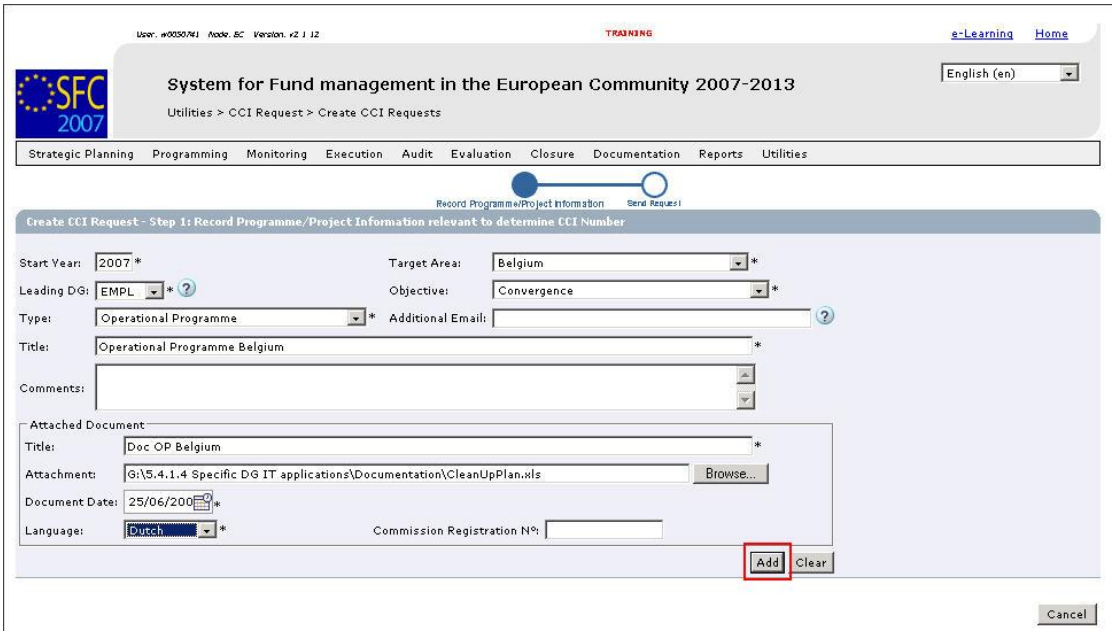
- Field name
- Description
- Maximum length (M.L.), expressed as a number of characters. If the maximum field length is not relevant, the field contains a dash (-). (The field length is not relevant for check boxes, for fields containing a date and for fields for which a predefined value must be seleted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

The following fields are available:

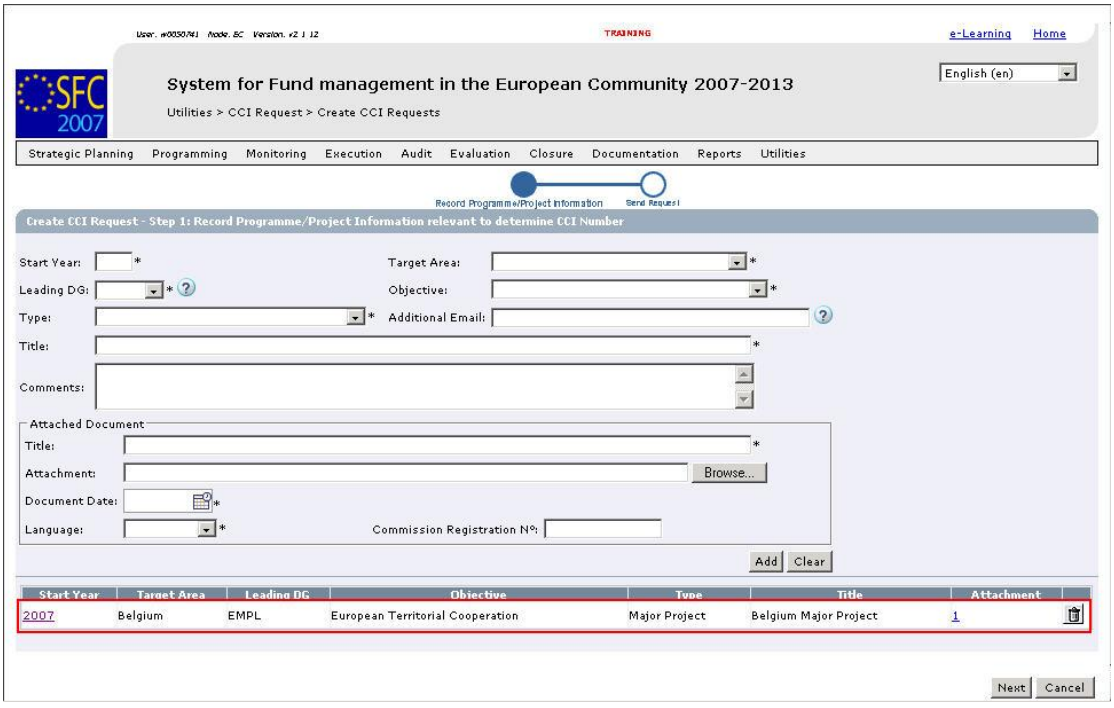
Field name	Description	M.L.	Status
Start Year	In this field, enter the year of the programme.	255	M
Leading DG	From the drop-down list, select the Directorate General managing the Programme at the European Commission.	-	M
Type	From the drop-down list, select Operational Programme OR the Project Type for which you require the new CCI.	-	M
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 editional 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 dd/mm/yyyy format. You can also click the Calendar icon ( ) to select the date from the Calender: 	-	M
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:**



The following screen is displayed:



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:

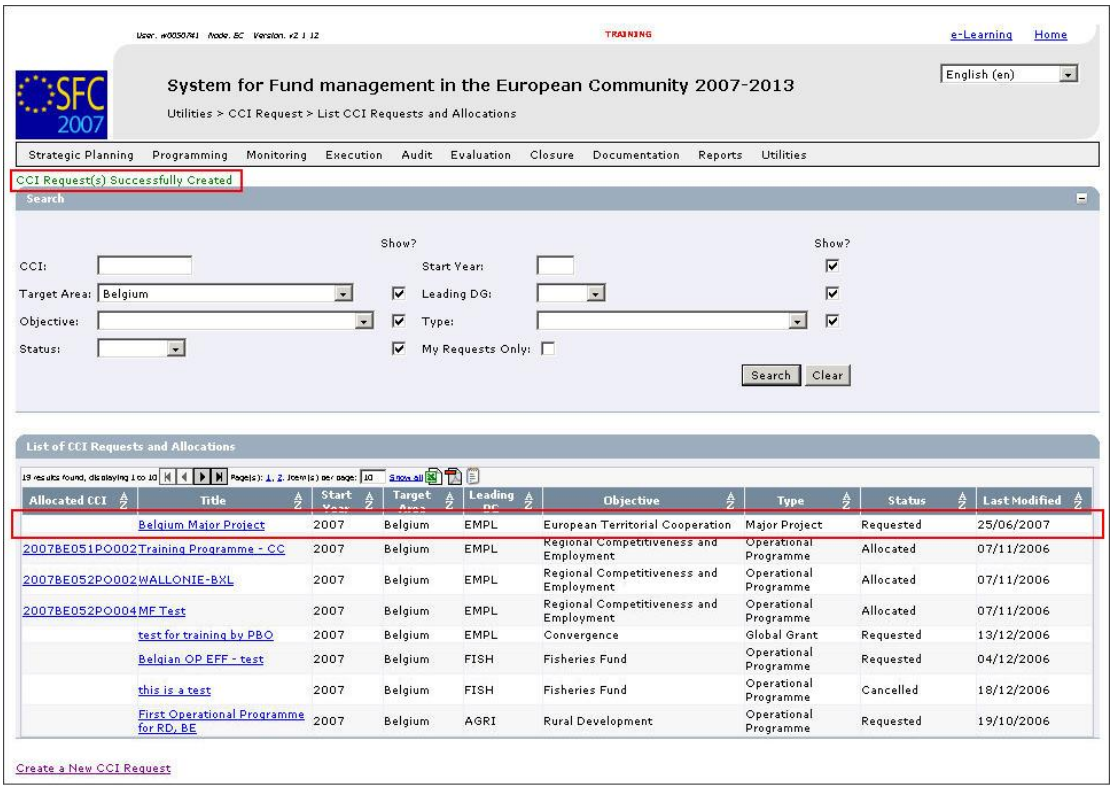
The current phase ***Send Request*** is highlighted.

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



Description:

- The confirmatory 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:

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 Commisson evaluates your request and informs you about his decision. Refer to Handling a CCI Request for detailed information.

2.4. Cancelling a CCI Request

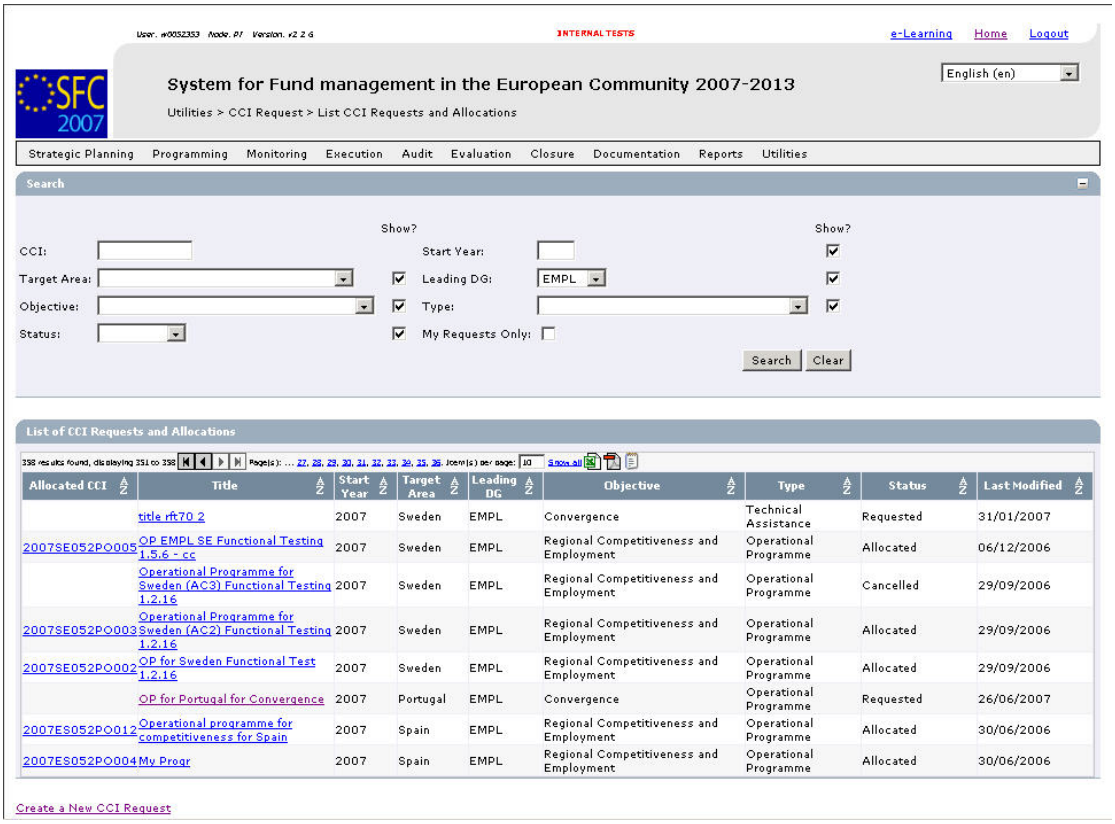
You may want to cancel a CCI Request you performed, if:

- 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:



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.**

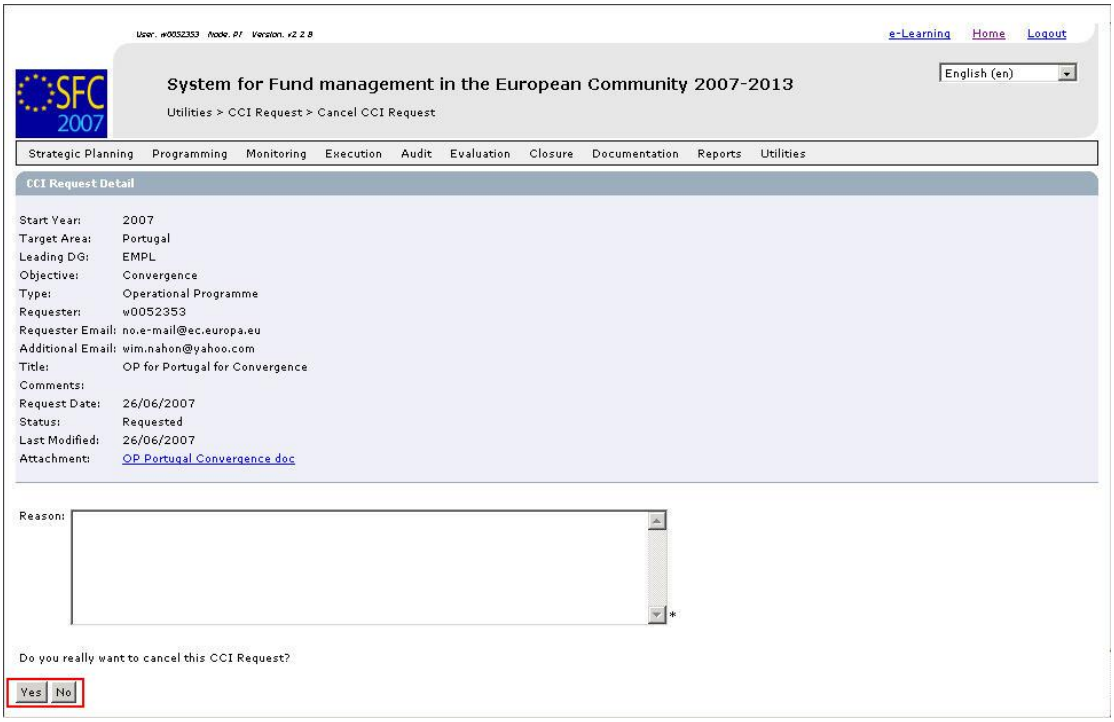
   The CCI Request Detail screen is displayed:

   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.
   - Click the ***Cancel Request*** link.

4. **Click the *Cancel Request* link.**

The following screen appears:



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:

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 ***Cancelling 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.

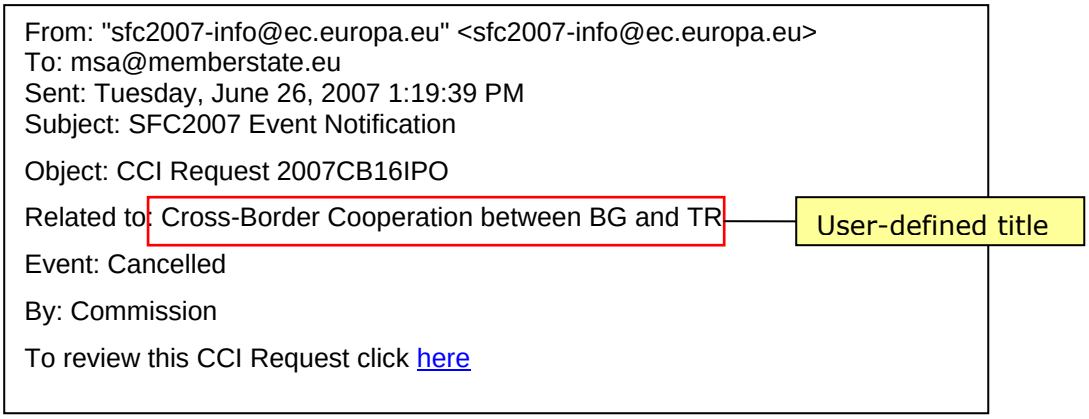
The Operating Agent performs the following actions:

- 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

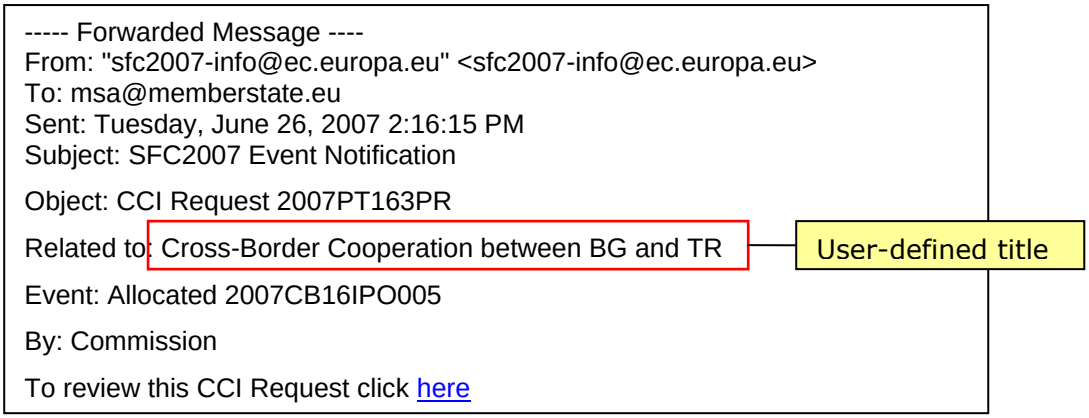
When the EC Operating Agent takes a decision about your CCI Request, a notification e-mail message will be sent to you (the requester) and optionally to the second e-mail address you defined on the request.

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



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:



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 IPA PROGRAMMES

3.1. Introduction to IPA Programmes

An IPA Programme is a document submitted on behalf of a Member State or a Candiate 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 the IPA Fund. Each IPA Programme covers a period between 1 January 2007 and 31 December 2013.

Each IPA Programme covers one of the following components:

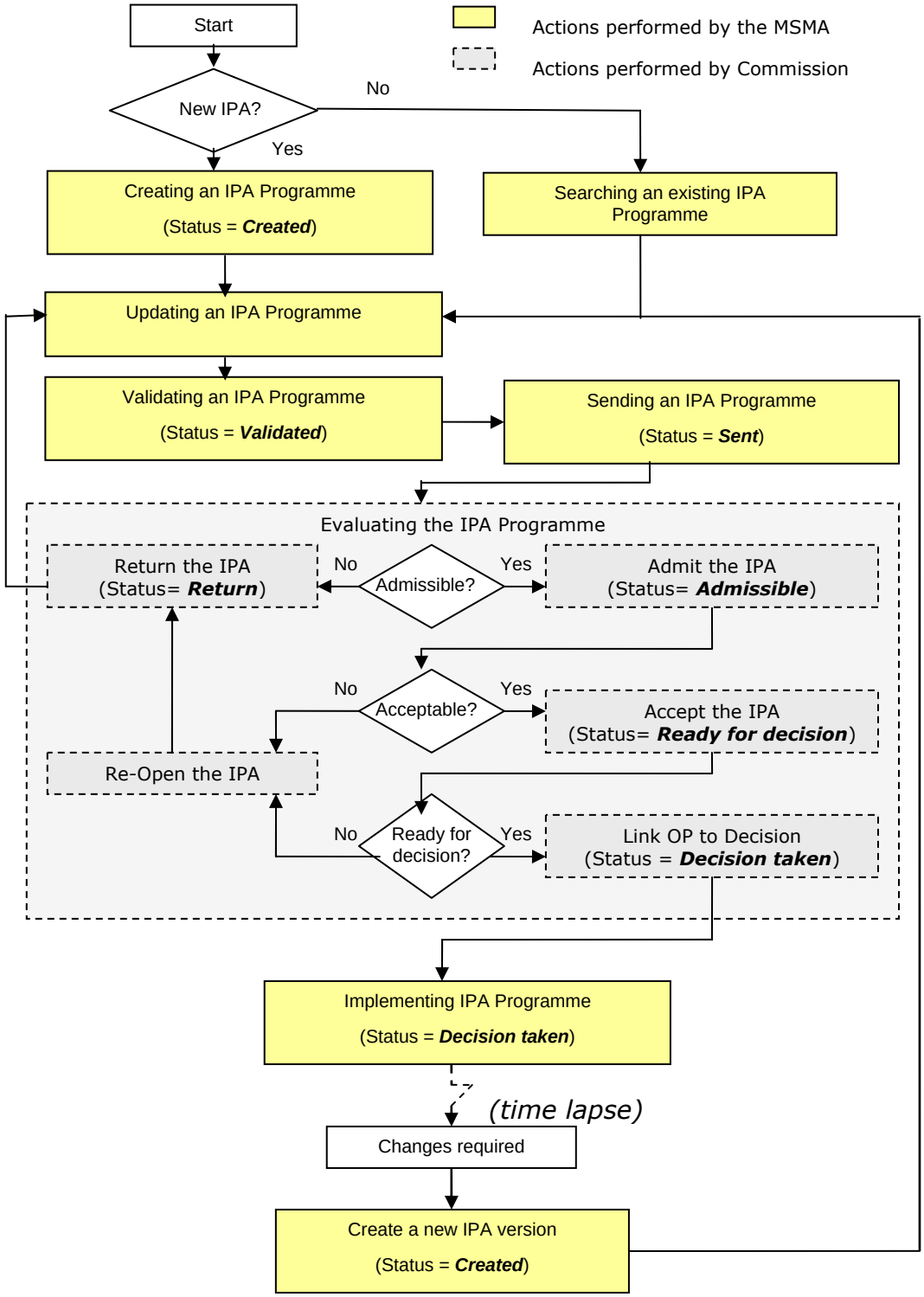
- ***Support for Transition and Institution building***, aimed at financing capacity and institution building
- ***Cross-border cooperation,*** aimed at supporting the beneficiary countries in the area of cross-border cooperation between themselves, with the Member States or within the framework of cross-border or inter-regional actions. IPA Programmes covering this component are funded by the ERDF (DG REGIO). They are managed by the Managing Authority of a Member State, even if the funds are at least partially spent in a candidate Member State.
- ***Regional Development,*** aimed at at supporting the countries' preparations for the implementation of the Community's cohesion policy, and in particular for the European Regional Development Fund and the Cohesion Fund
- ***Human Resources Development*** which concerns preparation for cohesion policy and the European Social Fund
- ***Rural Development*** which concerns preparation for the common agricultural policy and related policies and for the European Agricultural Fund for Rural Development.

As the procedures for managing IPA Programmes differ according to the covered component, they are covered in separate sections, as indicated above.

3.2. General IPA Programme Management Workflow

Managing an IPA Programme involves going through a workflow consisting of several procedures. Some procedures are performed by 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 general workflow is displayed below:


Start
Actions performed by the MSMA
Actions performed by Commission
New IPA?
No
Yes
Creating an IPA Programme
(Status = Created)
Searching an existing IPA Programme
Updating an IPA Programme
Validating an IPA Programme
(Status = Validated)
Sending an IPA Programme
(Status = Sent)
Evaluating the IPA Programme
Return the IPA
(Status= Return)
No
Admissible?
Yes
Admit the IPA
(Status= Admissible)
No
Acceptable?
Yes
Accept the IPA
(Status= Ready for decision)
Re-Open the IPA
No
Ready for decision?
Yes
Link OP to Decision
(Status = Decision taken)
Implementing IPA Programme
(Status = Decision taken)
(time lapse)
Changes required
Create a new IPA version
(Status = Created)

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

- Creating IPA Programmes
- Searching existing IPA Programmes
- Consulting existing IPA Programmes
- Updating IPA Programmes
- Validating IPA Programmes
- Sending IPA Programmes to the European Commission
- Correcting returned IPA Programmes
- Creating a new version of an approved IPA Programme

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

4. CREATING IPA PROGRAMMES

The IPA Operational Programme creation procedures depend on the covered component. They are therefore explained in separate sections:

- Creating IPA Programmes covering component 1 (Support for Transition and Institution Building)
- Creating IPA Programmes covering component 2 (Cross-Border Cooperation)
- Creating IPA Programmes covering component 3 (Regional Development)
- Creating IPA Programmes covering component 4 (Human Resources Development)
- Creating IPA Programmes covering component 5 (Rural Development)

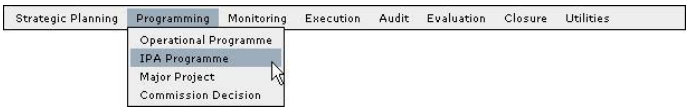
4.1. Creating IPA Programmes covering component 1 (Support for Transition and Institution Building)

TO BE COMPLETED

4.2. Creating IPA Programmes covering component 2 (Cross-Border Cooperation)

Follow the procedure described in this section to create an IPA Programme covering component 2 (Cross-Border Cooperation).

1. **On the SFC2007 initial screen, select the option *IPA 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 IPA Programmes.
- ***List of existing IPA Programmes***: This pane lists default information for existing IPA Programmes.
- ***Create a new IPA Programme*** link

A detailed description of the standard User Interface elements is provided in the SFC2007 Introduction guide.

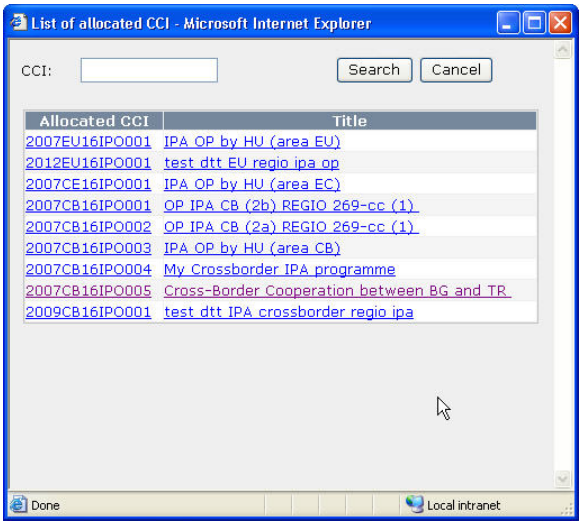
2. **Click the link *Create a new IPA Programme*.**

The following screen is displayed:

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.

Note: IPA Programmes covering component 2 (Cross-Border Cooperation) are always linked to a CCI with the following format: ***YYYYCB16IPO###***, where:

- ***YYYY***: 4-digit year indication
- ***CB***: code referring to Cross-Border Cooperation
- ***16***: code referring to DG REGIO
- ***I***: code referring to IPA
- ***PO***: code referring to Operational Programme
- ***###***: sequential number

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:

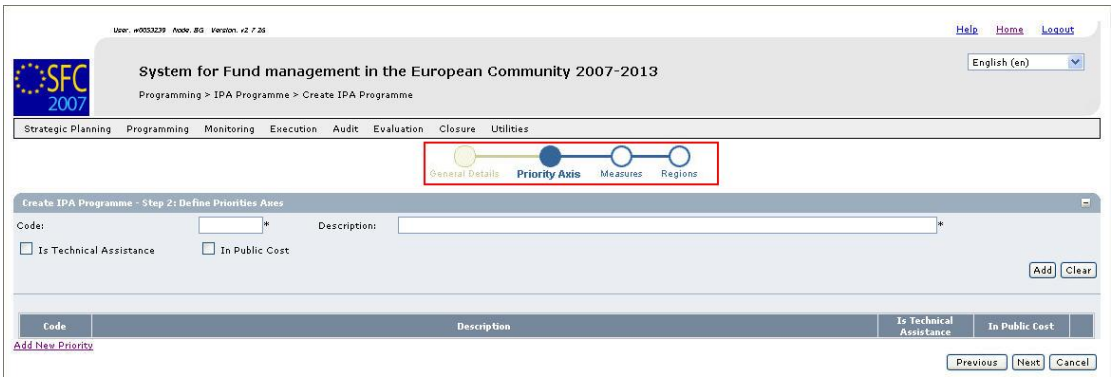
- Title
- First Year
- Last Year
- Comments

For a description of these fields, refer to the section General IPA 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
- Is Technical Assistance
- In Public Cost

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 IPA Programme creation as a whole.
- Repeat step 6 for all Priority Axes you want to assign to the IPA Programme.

8. Once you have added all required Priorities, click the *Next* button.

The following screen is displayed:

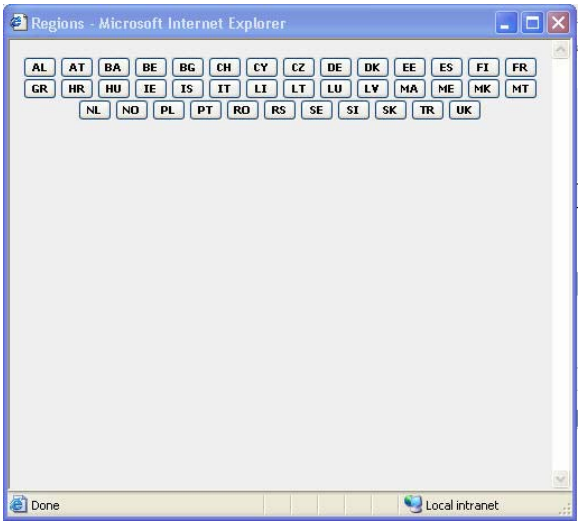
As indicated, you do not have to define Measures for an IPA Programme covering the Cross-Border Cooperation component.

9. Click the *Next* button.

The following screen is displayed:

10. Click the *Region* field.

The ***Regions*** dialog is displayed:



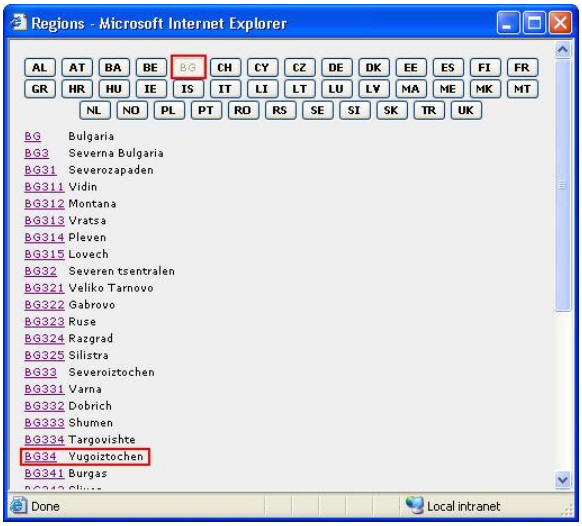
The Country Code buttons are displayed in the upper half of the dialog. Each button refers to a Member State (MS), a candidate Member State (C), a potential candidate Member State (PC) or an associated state (A):

Code	Country name	Status
AL	Albania	PC
AT	Austria	MS
BA	Bosnia and Herzegovina	PC
BE	Belgium	MS
BG	Bulgaria	MS
CH	Switzerland	A
CY	Cyprus	MS
CZ	Czech Republic	MS
DE	Germany	MS
DK	Denmark	MS
EE	Estonia	MS
ES	Spain	MS
FI	Finland	MS
FR	France	MS
GR	Greece	MS
HR	Croatia	C
HU	Hungary	MS
IE	Ireland	MS
IS	Iceland	A
IT	Italy	MS

Code	Country name	Status
LI	Liechtenstein	A
LT	Lithuania	MS
LU	Luxembourg	MS
LV	Latvia	MS
MA	Morocco	A
ME	Montenegro	PC
MK	F.Y.R.O.Macedonia	C
MT	Malta	MS
NL	Netherlands	MS
NO	Norway	A
PL	Poland	MS
PT	Portugal	MS
RO	Romania	MS
RS	Serbia	PC
SE	Sweden	MS
SI	Slovenia	MS
SK	Slovakia	MS
TR	Turkey	C
UK	United Kingdom	MS

11. Click the button matching the country from which a region is covered by the IPA Programme.

The predefined regions (NUTS levels 1 and 2) or the selected country are displayed. In the example below, the regions defined for Bulgaria are displayed:



12. Select the required region from the list.

The selected region (in this example: ***Yugoiztochen***) is copied into the main screen:

13. Click the Add button to effectively add the selected region to the IPA Programme.

14. Repeat steps 10 – 13 for all regions you want to add to the IPA Programme.

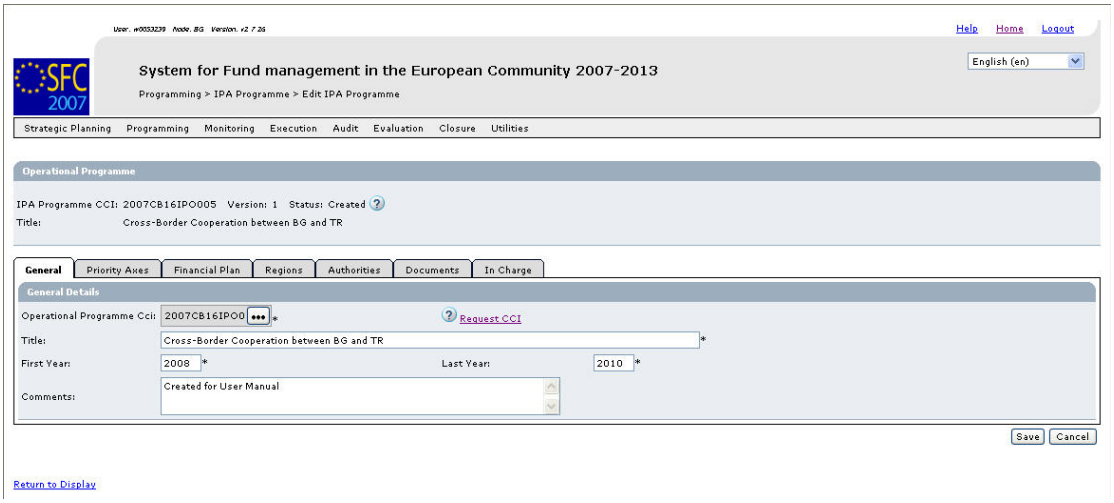
Note: You cannot add multiple regions in one go.

15. Once you have added all required regions, click the *Finish* button.

The following message is displayed briefly:

Creation of IPA Programme was successful!

Then the following screen is displayed:

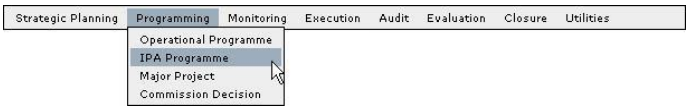


This screen contains a number of tabs allowing updating (editing and/or completing) the IPA Programme definition. Refer to Updating IPA Programmes covering component 2 (Cross-Border Cooperation) for a detailed description.

4.3. Creating IPA Programmes covering component 3 (Regional Development)

Follow the procedure described in this section to create an IPA Programme covering component 3 (Regional Development).

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



The following screen is displayed:

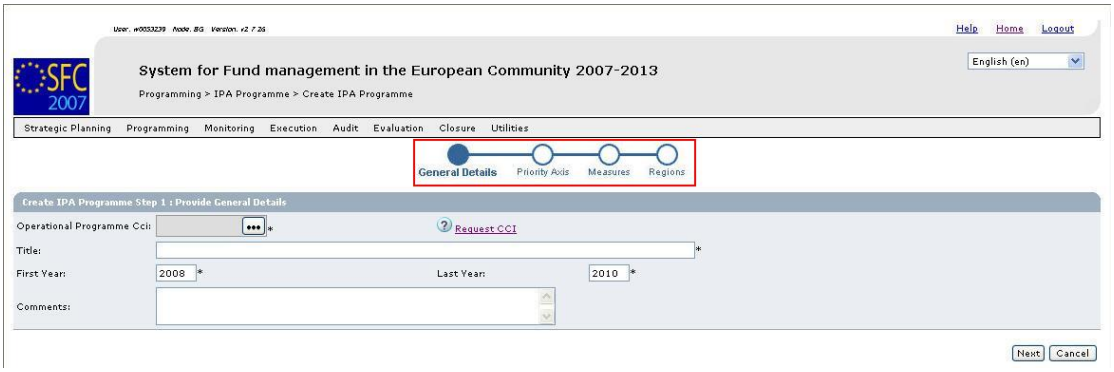
This screen contains the following standard elements:

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

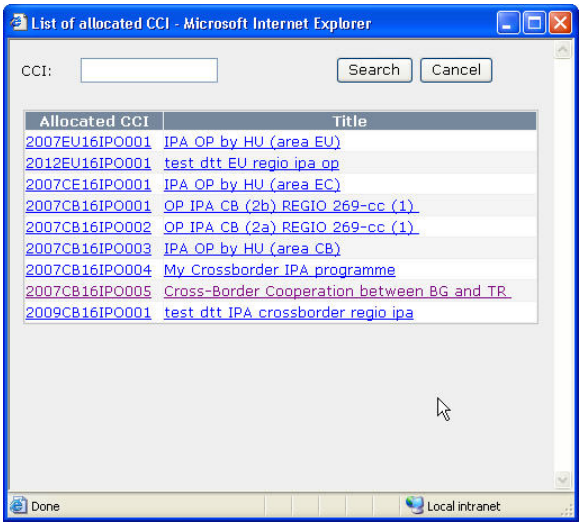
The following screen is displayed:



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.

Note: IPA Programmes covering component 3 (Regional Development) are always linked to a CCI with the following format: ***YYYYCA16IPO###***, where:

- ***YYYY***: 4-digit year indication
- ***CA***: code referring to Candidate Member State Country

  Possible values:

  - ***TR***: Turkey
  - ***HR***: Croatia
  - ***MK***: Former Yugoslav Republic of Macedonia
- ***16***: code referring to DG REGIO
- ***I***: code referring to IPA
- ***PO***: code referring to Operational Programme
- ***###***: sequential number

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:

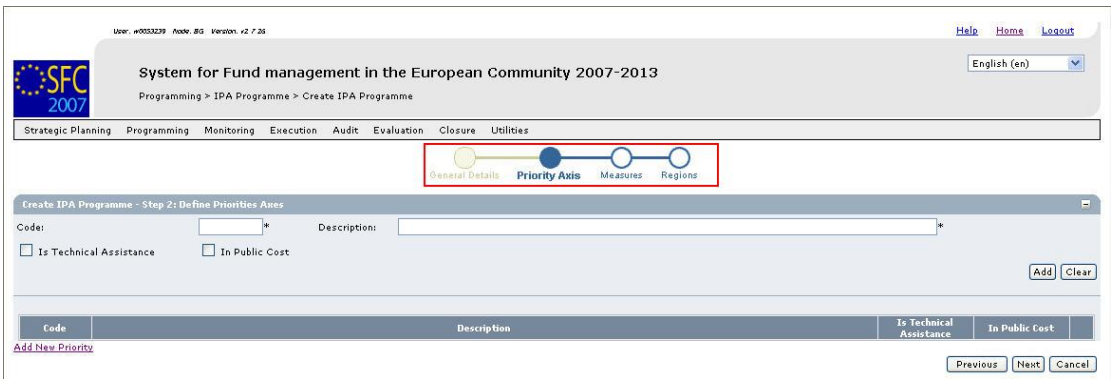
   - Title
   - First Year
   - Last Year
   - Comments

   For a description of these fields, refer to the section General IPA 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
- Is Technical Assistance
- In Public Cost

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 into the introduction fields above. You can then update the settings and click the ***Update*** button to save the edited definition.
- Click the ***Cancel*** button to cancel the IPA Programme creation as a whole.

8. **Repeat step 7 for all Priority Axes you want to assign to the IPA Programme.**
9. **Once you have added all required Priorities, click the *Next* button.**

The following screen is displayed:

The current step ***Measures*** is indicated.

The following fields are available:

- Priority
- Measure code
- Description

For a description of these fields, refer to section Measure Detail Data fields or click an individual field link in the list above.

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

The following screen is displayed:

The newly added Measure is displayed in the list.

You can now:

- Click the ***Rubbish bin*** icon ( ) to delete the Priority definition.
- Click the link in the ***Priority Code*** or ***Measure Code*** field to copy the Measure definition into the introduction fields above. You can then update the settings and click the ***Update*** button to save the edited definition.
- Click the ***Cancel*** button to cancel the IPA Programme creation as a whole.

11. Repeat step 10 for all Measures you want to assign to the Priorities defined for the IPA Programme.

12. Click the *Next* button.

The following screen is displayed:

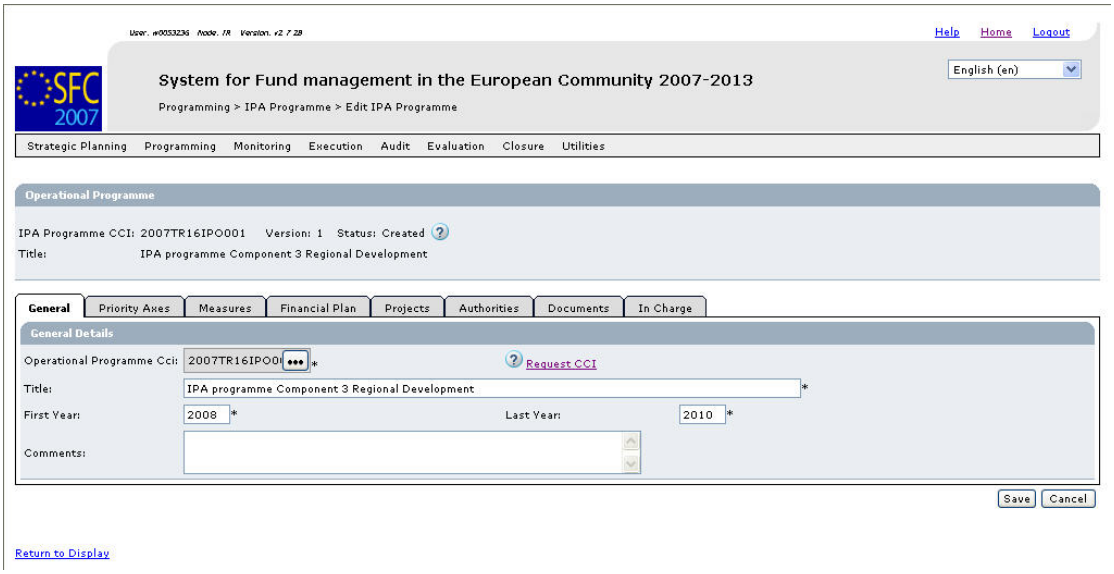
As indicated, you do not have to define regions for IPA Programmes covering component 3 (Regional Development).

13. Click the *Finish* button.

The following message is displayed briefly:

Creation of IPA Programme was successful!

Then the following screen is displayed:

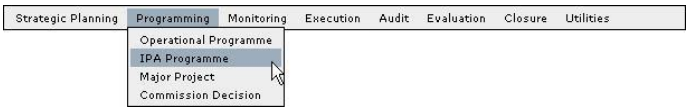


This screen contains a number of tabs allowing updating (editing and/or completing) the IPA Programme definition. Refer to Updating IPA Programmes covering component 3 (Regional Development) for a detailed description.

4.4. Creating IPA Programmes covering component 4 (Human Resources Development)

Follow the procedure described in this section to create an IPA Programme covering component 4 (Human Resources Development).

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



The following screen is displayed:

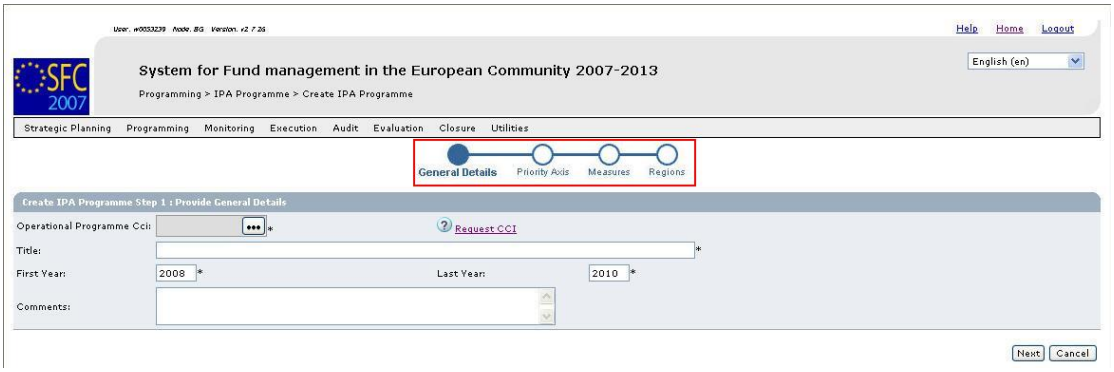
This screen contains the following standard elements:

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

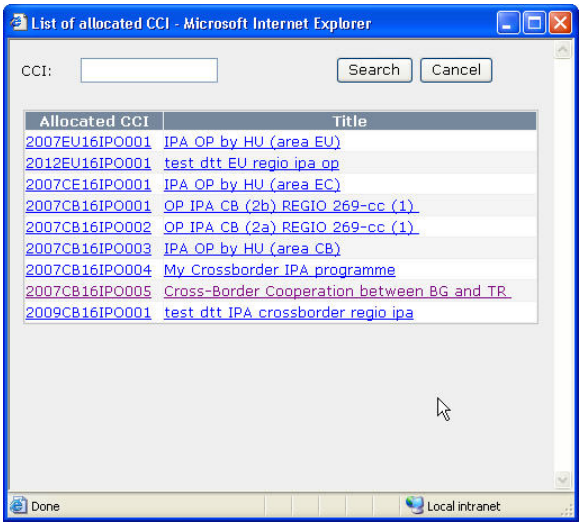
The following screen is displayed:



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.

Note: IPA Programmes covering component 4 (Human Resources Development) are always linked to a CCI with the following format: ***YYYYCA16IPO###***, where:

- ***YYYY***: 4-digit year indication
- ***CA***: code referring to Candidate Member State Country

  Possible values:

  - ***TR***: Turkey
  - ***HR***: Croatia
  - ***MK***: Former Yugoslav Republic of Macedonia
- ***05***: code referring to DG EMPL
- ***I***: code referring to IPA
- ***PO***: code referring to Operational Programme
- ***###***: sequential number

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, but can be edited.

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

   The following fields are available:

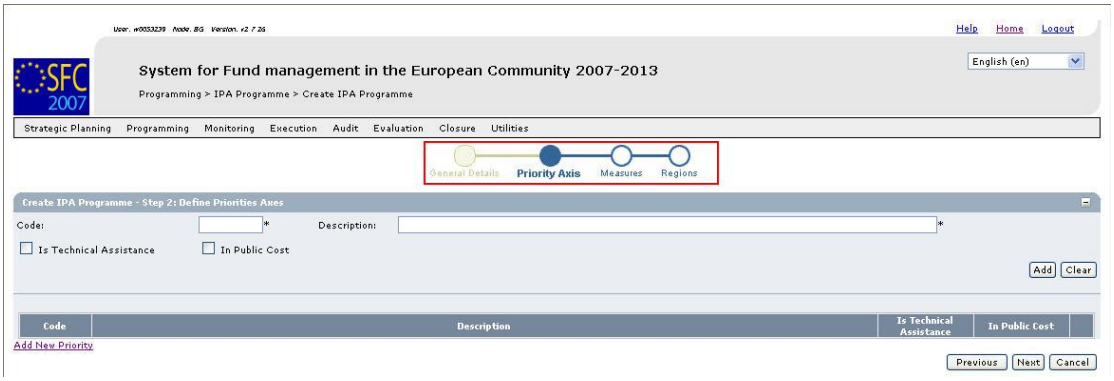
   - Title
   - First Year
   - Last Year
   - Comments

   For a description of these fields, refer to the section General IPA 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
- Is Technical Assistance
- In Public Cost

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 into the introduction fields above. You can then update the settings and click the ***Update*** button to save the edited definition.
- Click the ***Cancel*** button to cancel the IPA Programme creation as a whole.

8. **Repeat step 7 for all Priority Axes you want to assign to the IPA Programme.**
9. **Once you have added all required Priorities, click the *Next* button.**

The following screen is displayed:

The current step ***Measures*** is indicated.

The following fields are available:

- Priority
- Measure code
- Description

For a description of these fields, refer to section Measure Detail Data fields or click an individual field link in the list above.

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

The following screen is displayed:

The newly added Measure is displayed in the list.

You can now:

- Click the ***Rubbish bin*** icon ( ) to delete the Priority definition.
- Click the link in the ***Priority Code*** or ***Measure Code*** field to copy the Measure definition into the introduction fields above. You can then update the settings and click the ***Update*** button to save the edited definition.
- Click the ***Cancel*** button to cancel the IPA Programme creation as a whole.

11. Repeat step 10 for all Measures you want to assign to the Priorities defined for the IPA Programme.

12. Click the *Next* button.

The following screen is displayed:

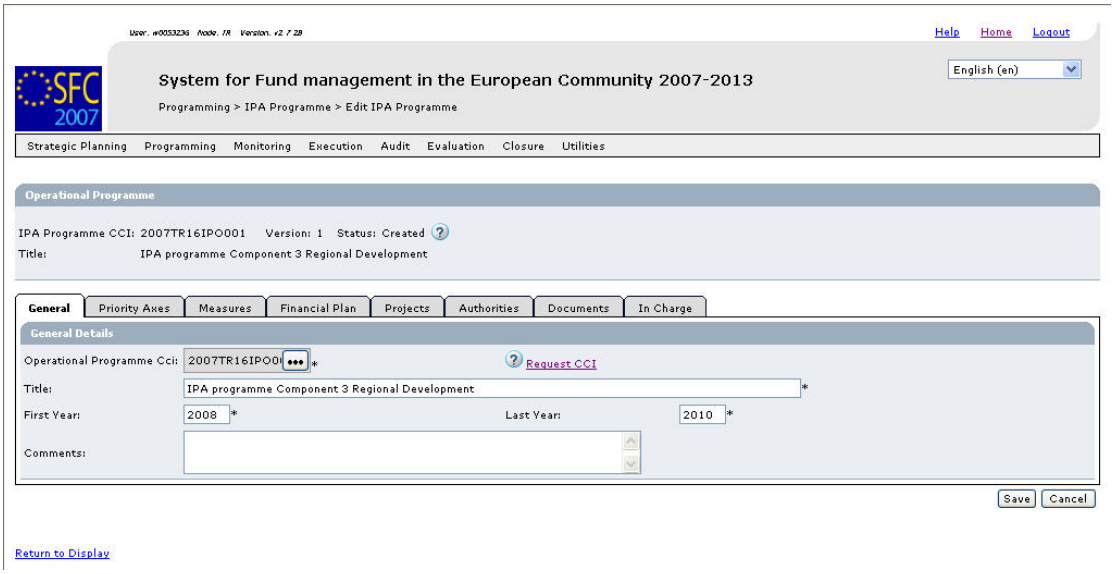
As indicated, you do not have to define regions for IPA Programmes covering component 4 (Human Resources Development).

13. Click the *Finish* button.

The following message is displayed briefly:

Creation of IPA Programme was successful!

Then the following screen is displayed:

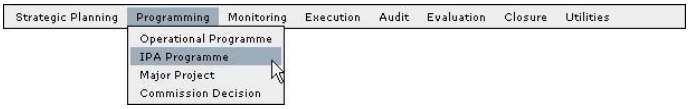


This screen contains a number of tabs allowing updating (editing and/or completing) the IPA Programme definition. Refer to Updating IPA Programmes covering component 4 (Human Resources Development) for a detailed description.

4.5. Creating IPA Programmes covering component 5 (Rural Development)

Follow the procedure described in this section to create an IPA Programme covering component 5 (Rural Development).

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



The following screen is displayed:

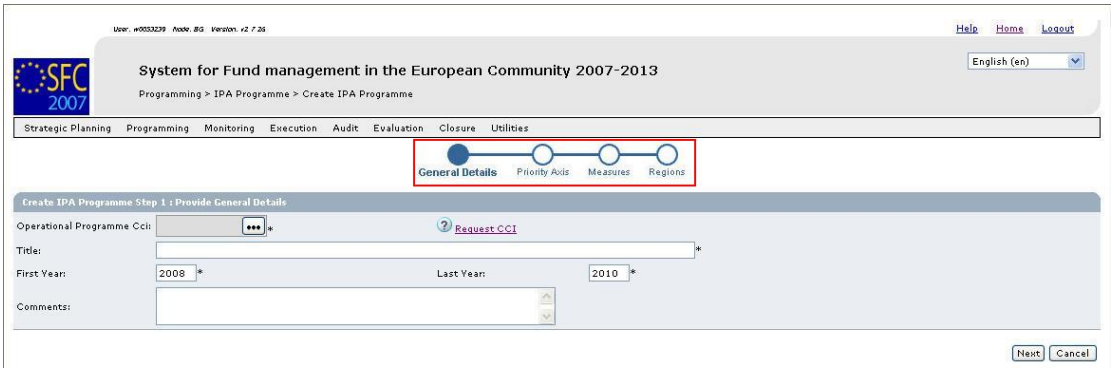
This screen contains the following standard elements:

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

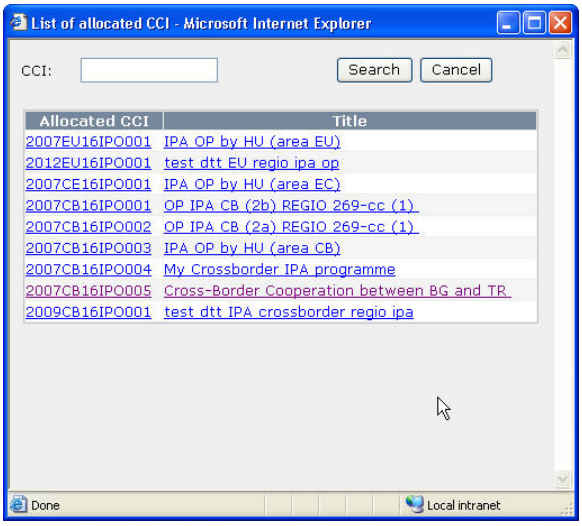
The following screen is displayed:



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.

Note: IPA Programmes covering component 3 (Regional Development) are always linked to a CCI with the following format: ***YYYYCA06IPO###***, where:

- ***YYYY***: 4-digit year indication
- ***CA***: code referring to Candidate Member State Country

  Possible values:

  - ***TR***: Turkey
  - ***HR***: Croatia
  - ***MK***: Former Yugoslav Republic of Macedonia
- ***06***: code referring to DG AGRI
- ***I***: code referring to IPA
- ***PO***: code referring to Operational Programme
- ***###***: sequential number

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:

   - Title
   - First Year
   - Last Year
   - Comments

   For a description of these fields, refer to the section General IPA 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. As indicated, you do not have to define Priority Axes for IPA Programmes covering component 5 (Rural Development), as these Priority Axes are pre-defined.

7. **Click the *Next* button.**

   The following screen is displayed:

   The current step, ***Measures***, is highlighted. As indicated, you do not have to define Measures for IPA Programmes covering component 5 (Rural Development), as these Measures are pre-defined.

8. **Click the *Next* button.**

   The following screen is displayed:

The current step, ***Measures***, is highlighted. As indicated, you do not have to define Measures for IPA Programmes covering component 5 (Rural Development), as these Measures are pre-defined.

9. Click the *Next* button.

The following screen is displayed:

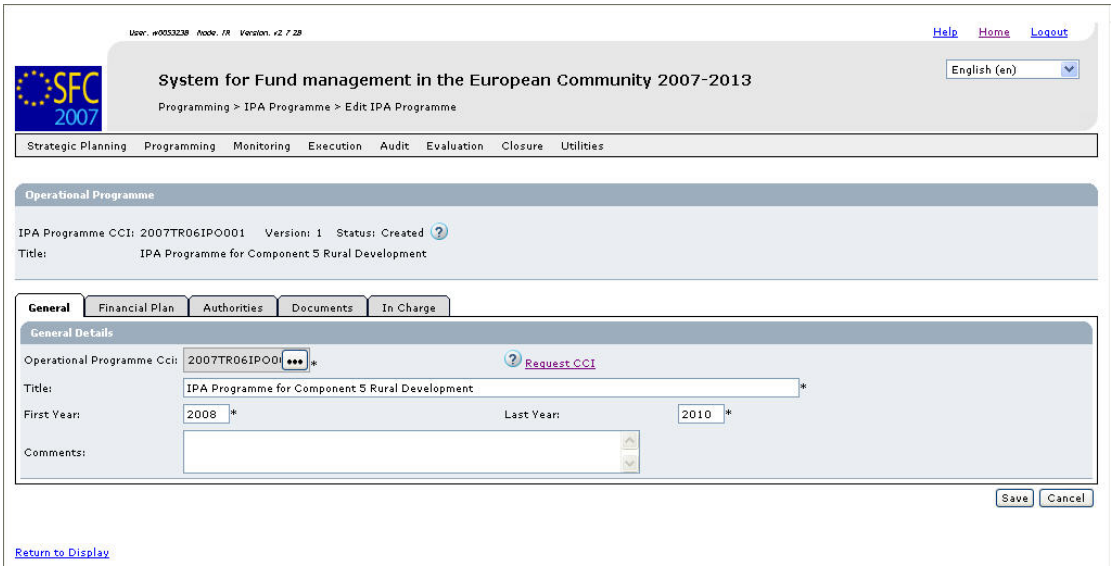
The current step, ***Regions***, is highlighted. As indicated, you do not have to define Regions for IPA Programmes covering component 5 (Rural Development).

10. Click the *Finish* button.

The following message is displayed briefly:

Creation of IPA Programme was successful!

Then the following screen is displayed:

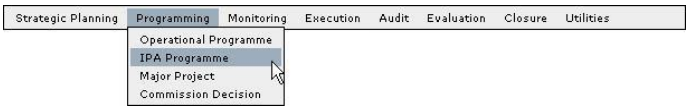


This screen contains a number of tabs allowing updating (editing and/or completing) the IPA Programme definition. Refer to Updating IPA Programmes covering component 5 (Rural Development) for a detailed description.

5. SEARCHING EXISTING IPA PROGRAMMES

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

1. **On the SFC2007 initial screen, select the option *IPA 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 IPA Programmes***: This pane lists default information for existing Operational Programmes.
- ***Create a new IPA 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 IPA 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 IPA Programme Data Fields or click an individual field link in the list above.

3. **Click the *Search* button.**

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

4. **Click the link in the *CCI* column matching the IPA Programme for which you want to verify or update the settings.**

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

Dependent on the IPA 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 IPA Programmes matching your search criteria.
Delete	This link is available if: • The IPA Programme is treated on the Member State level. • The IPA Programme status is ***Created*** or ***Validated*** • The IPA Programme has never been sent to the Commission before. Click this link to delete the currently displayed IPA Programme version. The following dialog is displayed: Confirm or cancel the deletion.
Validate	This link is available if: • The IPA Programme is treated on the Member State level. • The IPA Programme status is ***Created*** or ***Returned*** Click this link to validate the IPA Programme. Refer to Validating IPA Programmes for more information.
Send	This link is available if: • The IPA Programme is treated on the Member State level. • The IPA Programme status is ***Validated***. Click this link to send the IPA Programme. Refer to Sending IPA Programmes to the European Commission for more information.
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 B: Sample Print Reports.
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 IPA Programme like ***Last Validation Results***, ***History*** and ***Officials in Charge***. Refer to Appendix C.1 Print All Report.

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

6. CONSULTING EXISTING IPA PROGRAMMES

Once you have searched an IPA Programme, its ***Display Screen*** is shown. This Display Screen consists of a number of ***Information Sections*** showing the current settings of the IPA Programme. The component covered by the IPA 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 IPA Programme covering component 1 (Support for Transition and Institution Building)
- Consulting the Display Screen for an IPA Programme covering component 2 (Cross-Border Cooperation)
- Consulting the Display Screen for an IPA Programme covering component 3 (Regional Development)
- Consulting the Display Screen for an IPA Programme covering component 4 (Human Resources Development)
- Consulting the Display Screen for an IPA Programme covering component 5 (Rural Development)

6.1. Consulting the Display Screen for an IPA Programme covering component 1 (Support for Transition and Institution Building)

TO BE COMPLETED

6.2. Consulting the Display Screen for an IPA Programme covering component 2 (Cross-Border Cooperation)

Follow the procedure below to verify the information sections in the Display Screen for an IPA Programme covering component 2 (Cross-Border Cooperation).

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

   Refer to Searching existing IPA Programmes for detailed instructions.

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

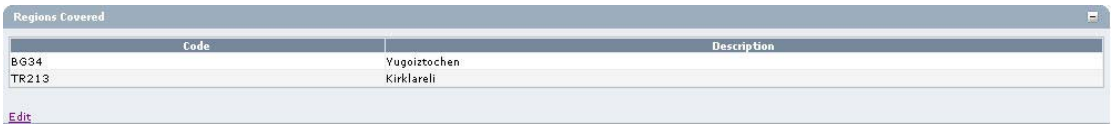
   This section lists the basic settings for this version of the IPA Programme. The following fields are available:

   - IPA Programme CCI
   - Version
   - Status
   - Last Modified
   - Title
   - Period of Eligibility
   - Commission Decision
   - Comments

   For a description of these fields, refer to section General IPA Programme Data Fields or click an individual field link in the list above.

   The ***Edit*** link is available, if the IPA 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.

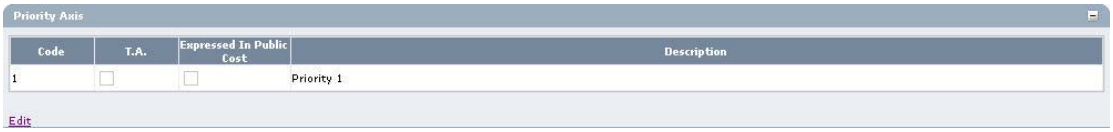
3. **Verify the settings in the *Regions Covered* section.**



   This section lists the Regions selected for the IPA Programme.

   Click the ***Edit*** link in this section to change its settings. For a detailed description of the the update procedure, refer to Updating the tab Regions.

4. **Verify the settings in the *Priority Axis* section.**

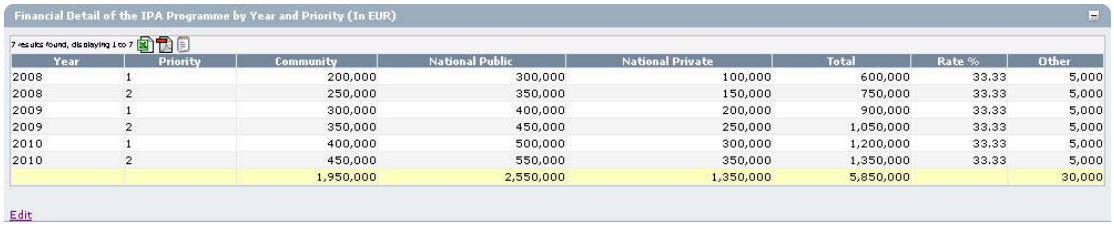


   This section lists Priority Axes defined for the IPA Programme.

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

5. **Verify the settings in the *Financial Detail of the IPA Programme by Year and Priority* section.**

- For IPA Programmes referring to both Member States and Candiate Member States (also referred to as ***Component 2a***), this section has the following appearance:



Financial Detail of the IPA Programme by Year and Priority (In EUR)

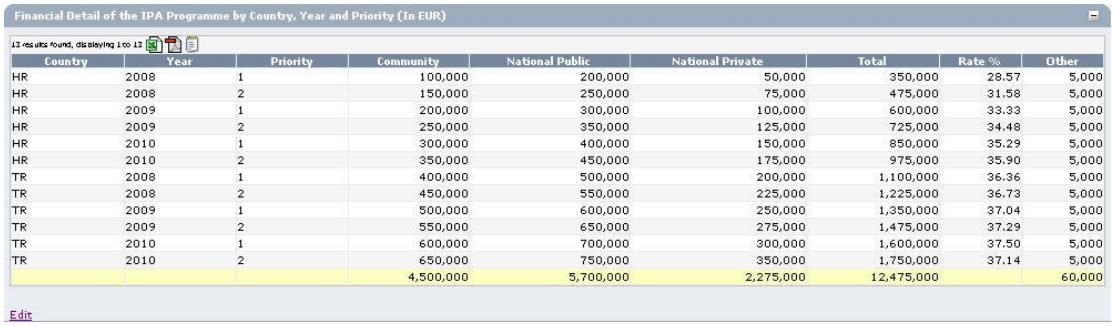
7 results found, displaying 1 to 7

Year	Priority	Community	National Public	National Private	Total	Rate %	Other
2008	1	200,000	300,000	100,000	600,000	33.33	5,000
2008	2	250,000	350,000	150,000	750,000	33.33	5,000
2009	1	300,000	400,000	200,000	900,000	33.33	5,000
2009	2	350,000	450,000	250,000	1,050,000	33.33	5,000
2010	1	400,000	500,000	300,000	1,200,000	33.33	5,000
2010	2	450,000	550,000	350,000	1,350,000	33.33	5,000
		1,950,000	2,550,000	1,350,000	5,850,000		30,000

Edit

It lists annual amounts per year and per Priority. At the end a total of these amounts is provided.

- For IPA Programmes referring to Candidate Member States only (also referred to as ***Component 2b***), this section has the following appearance:



Financial Detail of the IPA Programme by Country, Year and Priority (In EUR)

13 results found, displaying 1 to 13

Country	Year	Priority	Community	National Public	National Private	Total	Rate %	Other
HR	2008	1	100,000	200,000	50,000	350,000	28.57	5,000
HR	2008	2	150,000	250,000	75,000	475,000	31.58	5,000
HR	2009	1	200,000	300,000	100,000	600,000	33.33	5,000
HR	2009	2	250,000	350,000	125,000	725,000	34.48	5,000
HR	2010	1	300,000	400,000	150,000	850,000	35.29	5,000
HR	2010	2	350,000	450,000	175,000	975,000	35.90	5,000
TR	2008	1	400,000	500,000	200,000	1,100,000	36.36	5,000
TR	2008	2	450,000	550,000	225,000	1,225,000	36.73	5,000
TR	2009	1	500,000	600,000	250,000	1,350,000	37.04	5,000
TR	2009	2	550,000	650,000	275,000	1,475,000	37.29	5,000
TR	2010	1	600,000	700,000	300,000	1,600,000	37.50	5,000
TR	2010	2	650,000	750,000	350,000	1,750,000	37.14	5,000
			4,500,000	5,700,000	2,275,000	12,475,000		60,000

Edit

It lists annual amounts per country, per year and by Priority. At the end, a total of these amounts is provided.

Click the ***Edit*** link in this section to change its settings. For a detailed description the update procedure, refer to Updating the tab Financial Plan.

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

Authorities

Type	Name	Address	Contact	Phone	Fax	Email
Managing Authority	Ministery of Social Affairs	Main Street	Stojanova Irena	359 2 123 456	359 2 234 567	irena.stojanova@socmin.bg

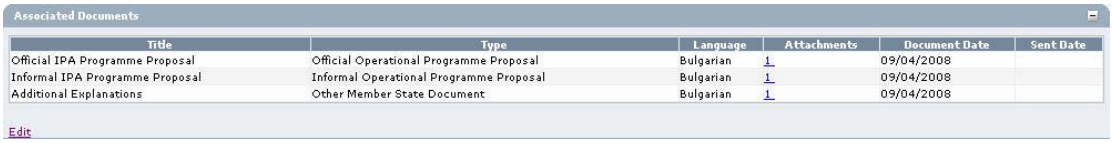
Edit

This section lists information on the Authorities designated by the Member State for this IPA 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 IPA 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 IPA programme and responsible for verifying the effective functioning of the management and control system

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.

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



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

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

This section lists information on the Officials in Charge of the IPA 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.

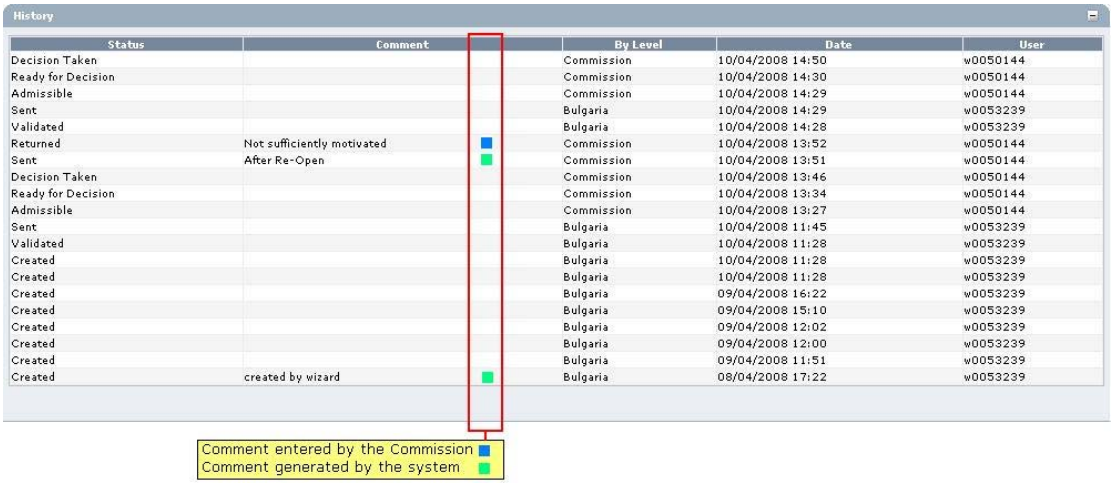
9. **Expand the *Last Validation Results* section by clicking the *Expand* icon (⊞).**

The following screen appears:

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

10. **Expand the *History* section by clicking the *Expand* icon (⊞).**

The following screen appears:



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

The following fields are displayed:

Field	Description
Status	This field displays the status of the IPA 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 IPA 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.

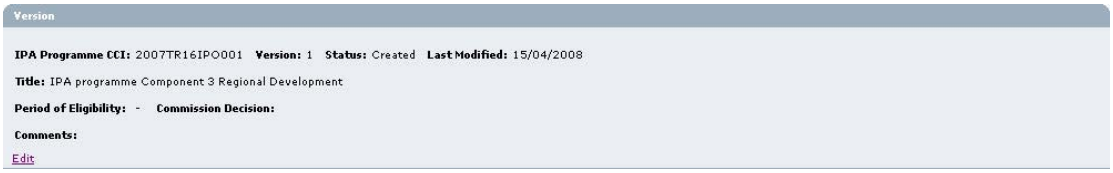
6.3. Consulting the Display Screen for an IPA Programme covering component 3 (Regional Development)

Follow the procedure below to verify the information sections in the Display Screen for an IPA Programme covering component 3 (Regional Development).

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

   Refer to Searching existing IPA Programmes for detailed instructions.

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



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

   - IPA Programme CCI
   - Version
   - Status
   - Last Modified
   - Title
   - Period of Eligibility
   - Commission Decision
   - Comments

   For a description of these fields, refer to section General IPA Programme Data Fields or click an individual field link in the list above.

   The ***Edit*** link is available, if the IPA 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.

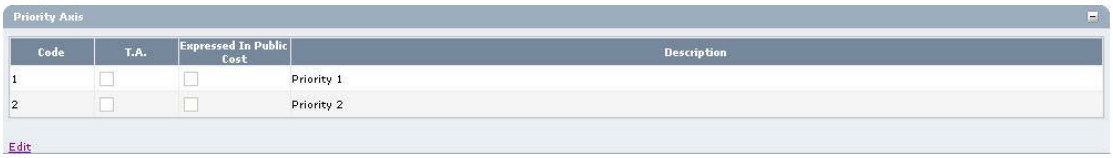
3. **Verify the settings in the *Indicative List of Major Projects* section.**

This section lists the Major Projects linked to the IPA Programme. The following fields are available:

- Priority
- CCI
- Title

For a description of these fields, refer to section Major Projects Data Fields or click an individual field link in the list above.

4. **Verify the settings in the *Priority Axis* section.**



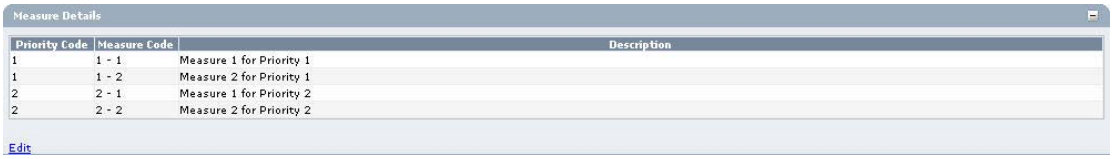
This section lists Priority Axes defined for the IPA Programme. The following fields are available:

- Code
- T.A.
- Expressed in Public Cost
- Description

For a description of these fields, refer to section Priority Axis Data fields LINK or click an individual field link in the list above.

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

5. **Verify the settings in the *Measure Details* section.**



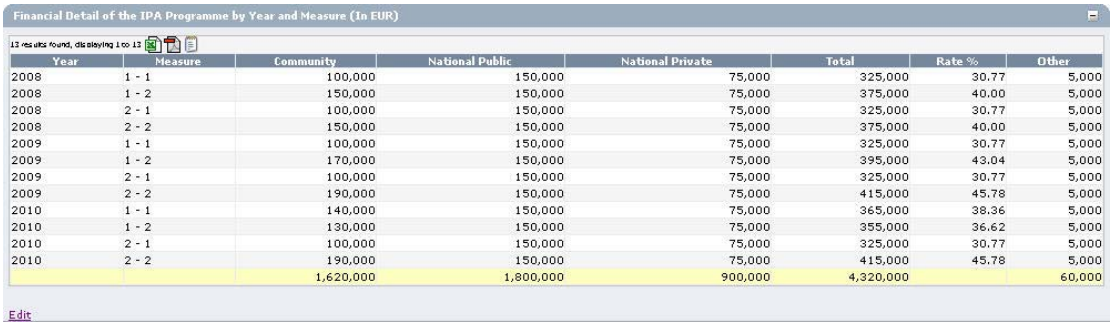
This section lists Measure Details defined for the IPA Programme. The following fields are available:

- Priority Code
- Measure Code
- Description

For a description of these fields, refer to section Measure Data fields or click an individual field link in the list above.

Click the ***Edit*** link in this section to change its settings. For a detailed description of the the update procedure, refer to Updating the tab Measures.

6. **Verify the settings in the *Financial Detail of the IPA Programme by Year and Measure* section.**



Financial Detail of the IPA Programme by Year and Measure (In EUR)

13 results found, displaying 1 to 13

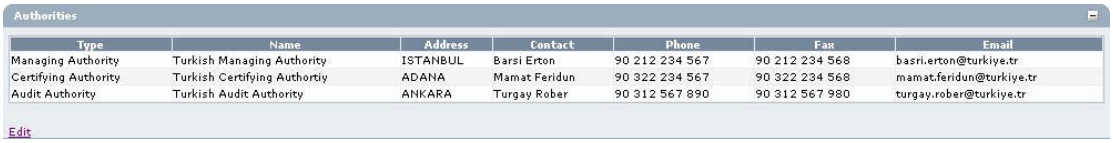
Year	Measure	Community	National Public	National Private	Total	Rate %	Other
2008	1 - 1	100,000	150,000	75,000	325,000	30.77	5,000
2008	1 - 2	150,000	150,000	75,000	375,000	40.00	5,000
2008	2 - 1	100,000	150,000	75,000	325,000	30.77	5,000
2008	2 - 2	150,000	150,000	75,000	375,000	40.00	5,000
2009	1 - 1	100,000	150,000	75,000	325,000	30.77	5,000
2009	1 - 2	170,000	150,000	75,000	395,000	43.04	5,000
2009	2 - 1	100,000	150,000	75,000	325,000	30.77	5,000
2009	2 - 2	190,000	150,000	75,000	415,000	45.78	5,000
2010	1 - 1	140,000	150,000	75,000	365,000	38.36	5,000
2010	1 - 2	130,000	150,000	75,000	355,000	36.62	5,000
2010	2 - 1	100,000	150,000	75,000	325,000	30.77	5,000
2010	2 - 2	190,000	150,000	75,000	415,000	45.78	5,000
		1,620,000	1,800,000	900,000	4,320,000		60,000

Edit

The section lists annual amounts per year and per Measure. At the end a total of these amounts is provided.

Click the ***Edit*** link in this section to change its settings. For a detailed description the update procedure, refer to Updating the tab Financial Plan.

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



Authorities

Type	Name	Address	Contact	Phone	Fax	Email
Managing Authority	Turkish Managing Authority	ISTANBUL	Barsi Erton	90 212 234 567	90 212 234 568	basri.erton@turkiye.tr
Certifying Authority	Turkish Certifying Authortiy	ADANA	Mamat Feridun	90 322 234 567	90 322 234 568	mamat.feridun@turkiye.tr
Audit Authority	Turkish Audit Authority	ANKARA	Turgay Rober	90 312 567 890	90 312 567 980	turgay.rober@turkiye.tr

Edit

This section lists information on the Authorities designated by the Member State for this IPA 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 IPA 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 IPA programme and responsible for verifying the effective functioning of the management and control system

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.

Associated Documents

Title	Type	Language	Attachments	Document Date	Sent Date
Official IPA Programme Proposal	Official Operational Programme Proposal	English	1	09/04/2008	
Informal IPA Programme Proposal	Informal Operational Programme Proposal	English	1	09/04/2008	
Additional Explanations	Other Member State Document	English	1	09/04/2008	

Edit

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

Officials in Charge

Name	Phone	Fax	Email	Valid From	Until
Mehmet Orhan	90 312 234 567	90 312 234 568	mehmet.orhan@turkiye.tr	16/04/2008	30/04/2012

Edit

This section lists information on the Officials in Charge of the IPA 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.

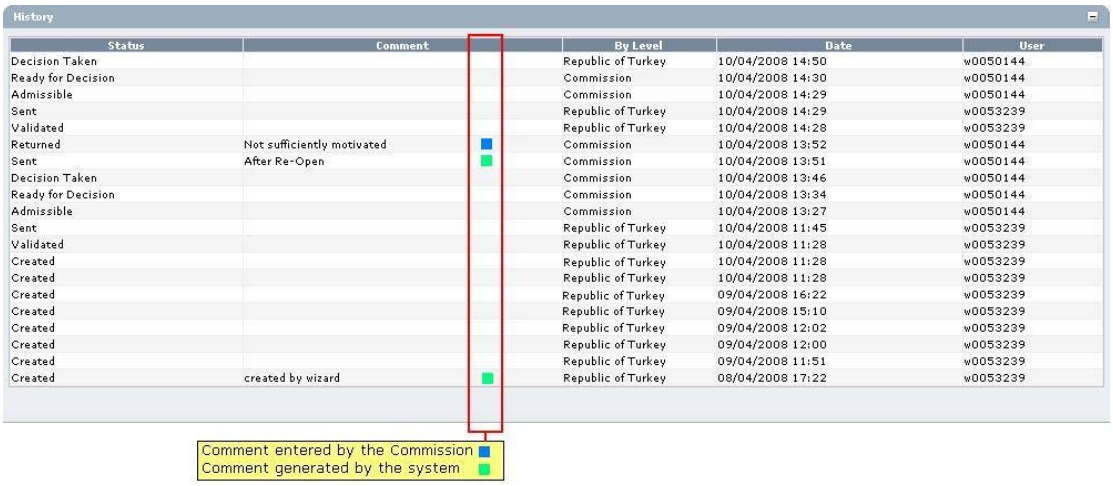
10. **Expand the *Last Validation Results* section by clicking the *Expand* icon (⊞).**

The following screen appears:

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

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

The following screen appears:



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

The following fields are displayed:

Field	Description
Status	This field displays the status of the IPA 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 IPA 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.

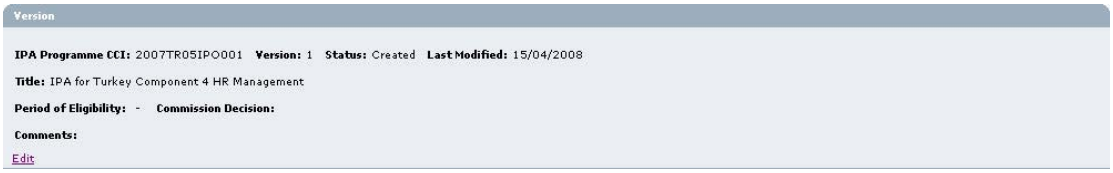
6.4. Consulting the Display Screen for an IPA Programme covering component 4 (Human Resources Development)

Follow the procedure below to verify the information sections in the Display Screen for an IPA Programme covering component 4 (Human Resources Development).

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

Refer to Searching existing IPA Programmes for detailed instructions.

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



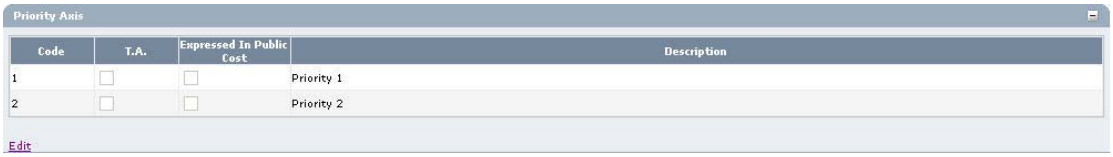
This section lists the basic settings for this version of the IPA Programme. The following fields are available:

- IPA Programme CCI
- Version
- Status
- Last Modified
- Title
- Period of Eligibility
- Commission Decision
- Comments

For a description of these fields, refer to section General IPA Programme Data Fields or click an individual field link in the list above.

The ***Edit*** link is available, if the IPA 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 Axis* section.**



This section lists Priority Axes defined for the IPA Programme. The following fields are available:

- Code
- T.A.
- Expressed in Public Cost
- Description

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

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

4. **Verify the settings in the *Measure Details* section.**

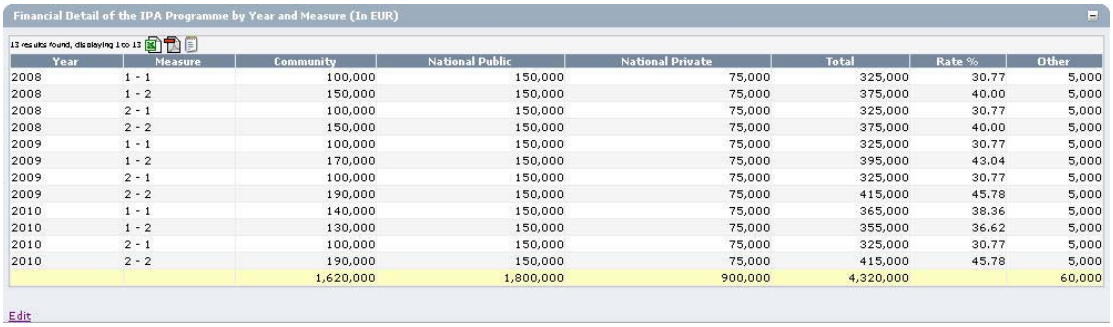
This section lists Measure Details defined for the IPA Programme. The following fields are avialalble:

- Priority Code
- Measure Code
- Description

For a description of these fields, refer to section Measure Data fields or click an individual field link in the list above.

Click the ***Edit*** link in this section to change its settings. For a detailed description of the the update procedure, refer to Updating the tab Measures.

5. **Verify the settings in the *Financial Detail of the IPA Programme by Year and Measure* section.**



Financial Detail of the IPA Programme by Year and Measure (In EUR)

13 results found, displaying 1 to 13

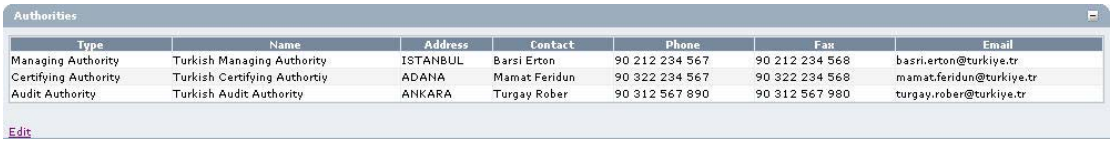
Year	Measure	Community	National Public	National Private	Total	Rate %	Other
2008	1 - 1	100,000	150,000	75,000	325,000	30.77	5,000
2008	1 - 2	150,000	150,000	75,000	375,000	40.00	5,000
2008	2 - 1	100,000	150,000	75,000	325,000	30.77	5,000
2008	2 - 2	150,000	150,000	75,000	375,000	40.00	5,000
2009	1 - 1	100,000	150,000	75,000	325,000	30.77	5,000
2009	1 - 2	170,000	150,000	75,000	395,000	43.04	5,000
2009	2 - 1	100,000	150,000	75,000	325,000	30.77	5,000
2009	2 - 2	190,000	150,000	75,000	415,000	45.78	5,000
2010	1 - 1	140,000	150,000	75,000	365,000	38.36	5,000
2010	1 - 2	130,000	150,000	75,000	355,000	36.62	5,000
2010	2 - 1	100,000	150,000	75,000	325,000	30.77	5,000
2010	2 - 2	190,000	150,000	75,000	415,000	45.78	5,000
		1,620,000	1,800,000	900,000	4,320,000		60,000

Edit

The section lists annual amounts per year and per Measure. At the end a total of these amounts is provided.

Click the ***Edit*** link in this section to change its settings. For a detailed description the update procedure, refer to Updating the tab Financial Plan.

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



Authorities

Type	Name	Address	Contact	Phone	Fax	Email
Managing Authority	Turkish Managing Authority	ISTANBUL	Barsi Erton	90 212 234 567	90 212 234 568	basri.erton@turkiye.tr
Certifying Authority	Turkish Certifying Authortiy	ADANA	Mamat Feridun	90 322 234 567	90 322 234 568	mamat.feridun@turkiye.tr
Audit Authority	Turkish Audit Authority	ANKARA	Turgay Rober	90 312 567 890	90 312 567 980	turgay.rober@turkiye.tr

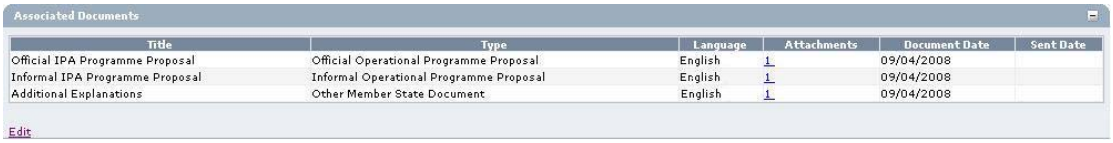
Edit

This section lists information on the Authorities designated by the Member State for this IPA 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 IPA 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 IPA programme and responsible for verifying the effective functioning of the management and control system

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.

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



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

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

This section lists information on the Officials in Charge of the IPA 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.

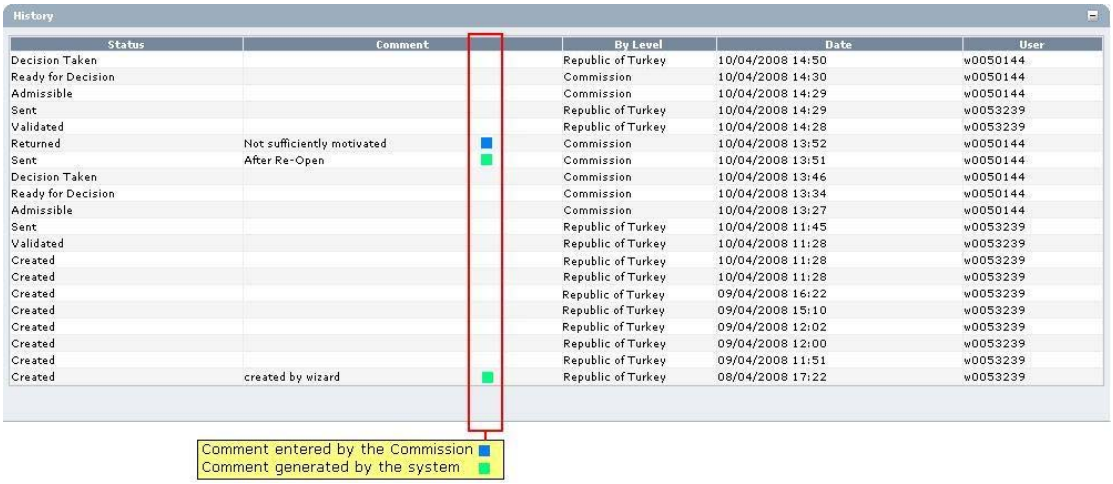
9. **Expand the *Last Validation Results* section by clicking the *Expand* icon (⊞).**

   The following screen appears:

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

10. **Expand the *History* section by clicking the *Expand* icon (⊞).**

The following screen appears:



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

The following fields are displayed:

Field	Description
Status	This field displays the status of the IPA 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 IPA 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.

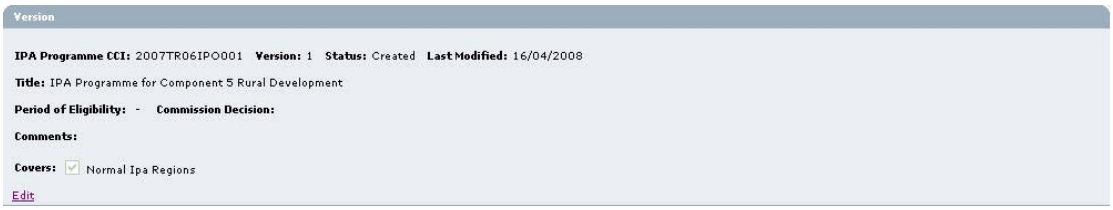
6.5. Consulting the Display Screen for an IPA Programme covering component 5 (Rural Development)

Follow the procedure below to verify the information sections in the Display Screen for an IPA Programme covering component 5 (Rural Development).

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

   Refer to Searching existing IPA Programmes for detailed instructions.

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



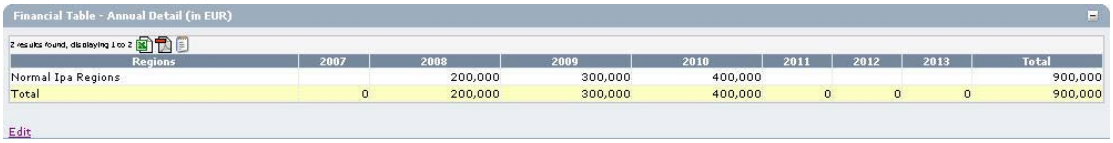
   This section lists the basic settings for this version of the IPA Programme. The following fields are available:

   - IPA Programme CCI
   - Version
   - Status
   - Last Modified
   - Title
   - Period of Eligibility
   - Commission Decision
   - Comments
   - Covers normal IPA Regions

   For a description of these fields, refer to section General IPA Programme Data Fields or click an individual field link in the list above.

   The ***Edit*** link is available, if the IPA 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.

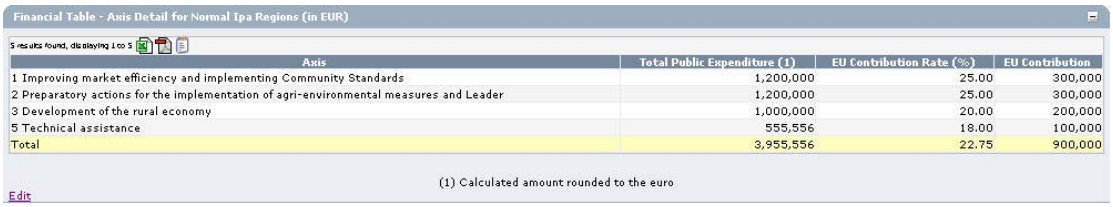
3. **Verify the settings in the *Financial Table – Annual Detail* section.**



   The section lists amounts per year. At the end a total of these amounts 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 Plan – Annual Detail.

4. **Verify the settings in the *Financial Table – Axis Detail for Normal IPA Regions* section.**



Financial Table - Axis Detail for Normal Ipa Regions (in EUR)

5 results found, displaying 1 to 5

Axis	Total Public Expenditure (1)	EU Contribution Rate (%)	EU Contribution
1 Improving market efficiency and implementing Community Standards	1,200,000	25.00	300,000
2 Preparatory actions for the implementation of agri-environmental measures and Leader	1,200,000	25.00	300,000
3 Development of the rural economy	1,000,000	20.00	200,000
5 Technical assistance	555,556	18.00	100,000
Total	3,955,556	22.75	900,000

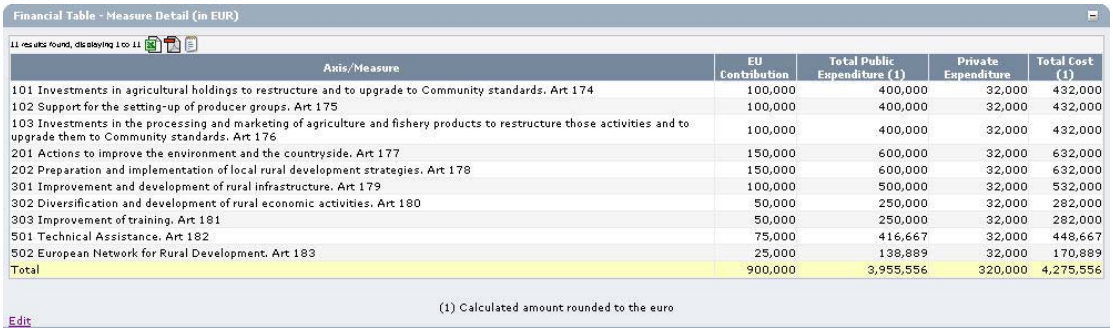
(1) Calculated amount rounded to the euro

Edit

The section lists amounts for each predefined Priority Axis. At the end a total of these amounts 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 Plan – Axis Detail.

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



Financial Table - Measure Detail (in EUR)

11 results found, displaying 1 to 11

Axis/Measure	EU Contribution	Total Public Expenditure (1)	Private Expenditure	Total Cost (1)
101 Investments in agricultural holdings to restructure and to upgrade to Community standards. Art 174	100,000	400,000	32,000	432,000
102 Support for the setting-up of producer groups. Art 175	100,000	400,000	32,000	432,000
103 Investments in the processing and marketing of agriculture and fishery products to restructure those activities and to upgrade them to Community standards. Art 176	100,000	400,000	32,000	432,000
201 Actions to improve the environment and the countryside. Art 177	150,000	600,000	32,000	632,000
202 Preparation and implementation of local rural development strategies. Art 178	150,000	600,000	32,000	632,000
301 Improvement and development of rural infrastructure. Art 179	100,000	500,000	32,000	532,000
302 Diversification and development of rural economic activities. Art 180	50,000	250,000	32,000	282,000
303 Improvement of training. Art 181	50,000	250,000	32,000	282,000
501 Technical Assistance. Art 182	75,000	416,667	32,000	448,667
502 European Network for Rural Development. Art 183	25,000	138,889	32,000	170,889
Total	900,000	3,955,556	320,000	4,275,556

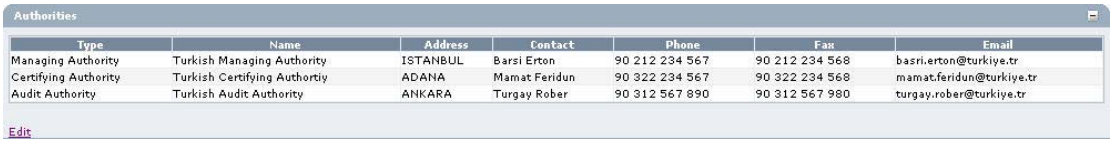
(1) Calculated amount rounded to the euro

Edit

The section lists amounts for each predefined Measure. At the end a total of these amounts 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 Plan – Measure Detail.

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



Authorities

Type	Name	Address	Contact	Phone	Fax	Email
Managing Authority	Turkish Managing Authority	ISTANBUL	Barsi Erton	90 212 234 567	90 212 234 568	basri.erton@turkiye.tr
Certifying Authority	Turkish Certifying Authortiy	ADANA	Mamat Feridun	90 322 234 567	90 322 234 568	mamat.feridun@turkiye.tr
Audit Authority	Turkish Audit Authority	ANKARA	Turgay Rober	90 312 567 890	90 312 567 980	turgay.rober@turkiye.tr

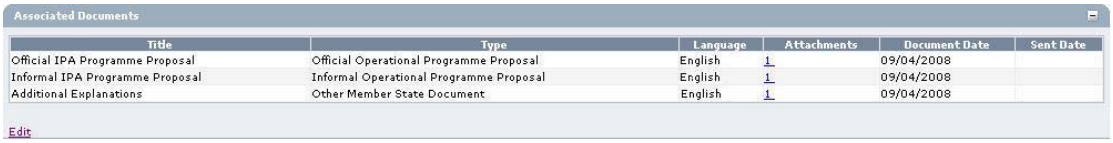
Edit

This section lists information on the Authorities designated by the Member State for this IPA 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 IPA 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 IPA programme and responsible for verifying the effective functioning of the management and control system

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.

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



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

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

This section lists information on the Officials in Charge of the IPA 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.

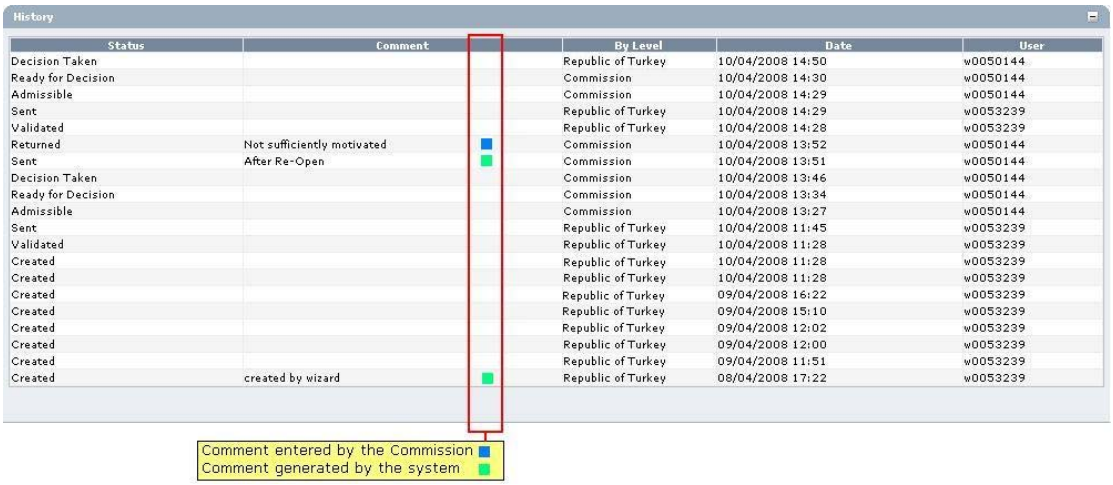
9. **Expand the *Last Validation Results* section by clicking the *Expand* icon (⊞).**

The following screen appears:

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

10. **Expand the *History* section by clicking the *Expand* icon (⊞).**

The following screen appears:



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

The following fields are displayed:

Field	Description
Status	This field displays the status of the IPA 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 IPA 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.

7. UPDATING IPA PROGRAMMES

The way IPA Programmes are updated depends on the covered component. Refer to the sections listed below:

- Updating IPA Programmes covering component 1 (Support for Transition and Institution Building)
- Updating IPA Programmes covering component 2 (Cross-Border Cooperation)
- Updating IPA Programmes covering component 3 (Regional Development)
- IPA Programmes covering component 4 (Human Resources Development)
- IPA Programmes covering component 5 (Rural Development)

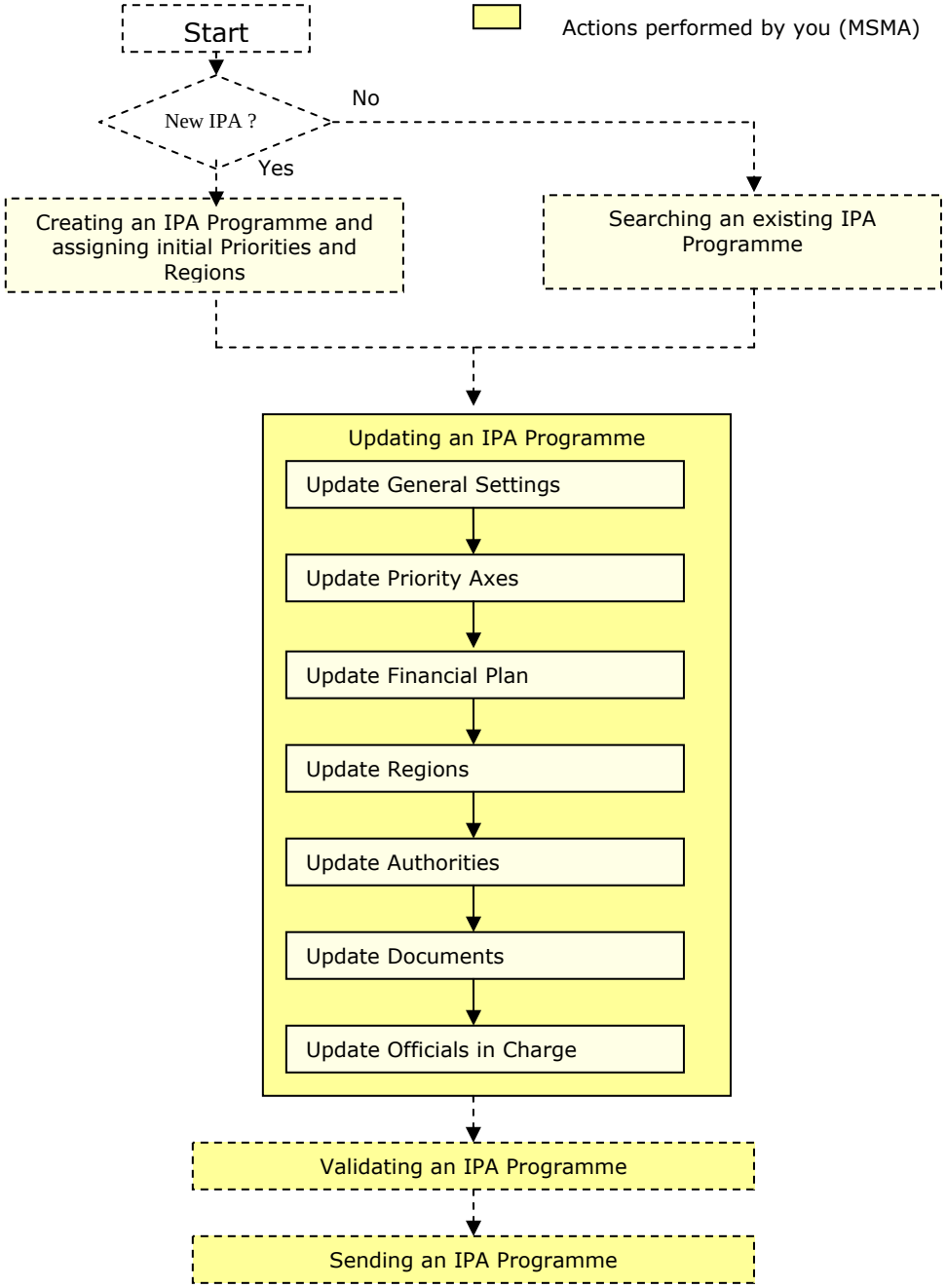
7.1. Updating IPA Programmes covering component 1 (Support for Transition and Institution Building)

TO BE COMPLETED

7.2. Updating IPA Programmes covering component 2 (Cross-Border Cooperation)

7.2.1. Workflow Overview

The following graphic shows the Workflow for updating IPA Programmes covering component 2 (Cross-Border Cooperation). It is a subset from the general IPA Programme Workflow shown in the section General IPA Programme management workflow.



These actions are described in separate procedures:

- Updating the tab General
- Updating the tab Priority Axes
- Updating the tab Financial Plan
- Updating the tab Regions

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

7.2.2. Updating the tab General

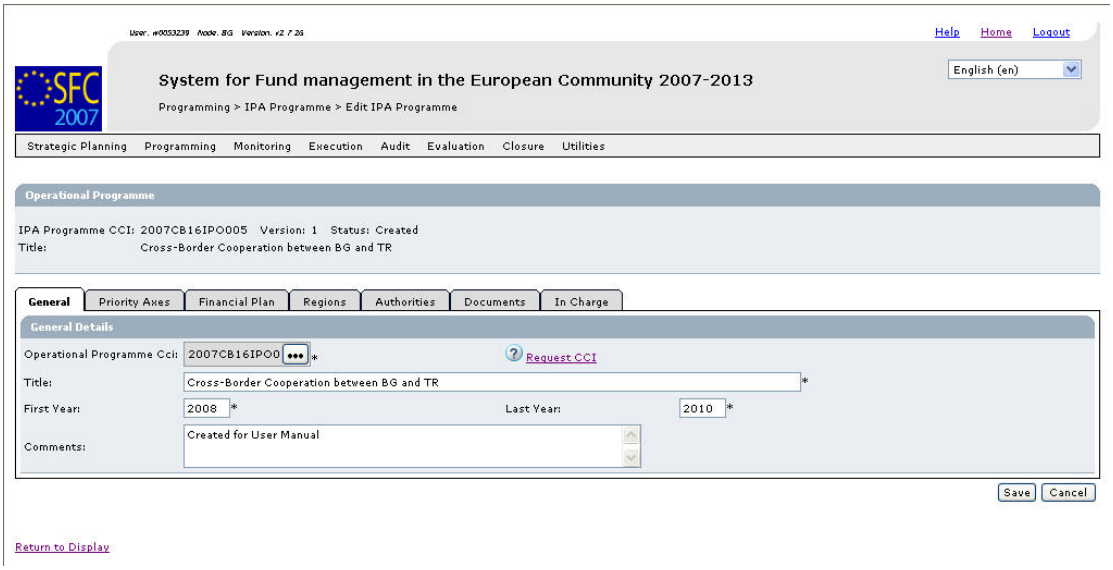
The tab ***General*** on the ***IPA Programme Update*** screen lists basic information about the IPA Programme, such as the associated CCI, the Operational Programme title, and first and last years of the IPA Programme. Follow the procedure described in this section to update the existing settings.

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

   Refer to one of the following procedures for instructions:

   - Creating IPA Programmes covering component 2 (Cross-Border Cooperation)
   - Searching existing IPA Programmes

   The screen looks as follows:



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

   The following fields are available:

   - IPA Programme CCI
   - Version
   - Status
   - Title

   For a description of these fields, refer to section General IPA 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:

   - IPA Programme CCI
   - Title
   - First Year
   - Last Year
   - Comments

   For a description of these fields, refer to section General IPA 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 IPA Programme Update screen. Refer to the Action Overview in the section ***Updating IPA Programmes covering component 2 (Cross-Border Cooperation)***.

7.2.3. Updating the tab Priority Axes

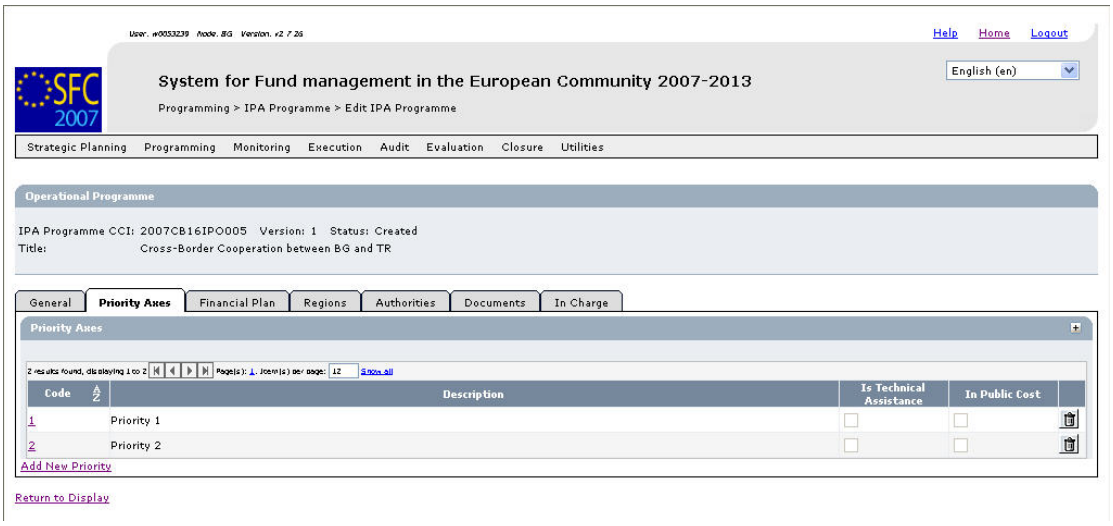
The tab ***Priority Axes*** on the ***IPA Programme Update*** screen lists the Priorities defined for the IPA Programme. During the IPA Programme creation procedure, at least one Priority has been defined. This screen allows editing or deleting existing Priorities, as well as adding new Priorities. If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

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

   Refer to one of the following procedures for instructions:

   - Creating IPA Programmes covering component 2 (Cross-Border Cooperation)
   - Searching existing IPA Programmes

   The screen looks as follows:



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

The following fields are available:

- IPA Programme CCI
- Version
- Status
- Title

For a description of these fields, refer to section General IPA Programme Data fields or click an individual link in the list above.

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

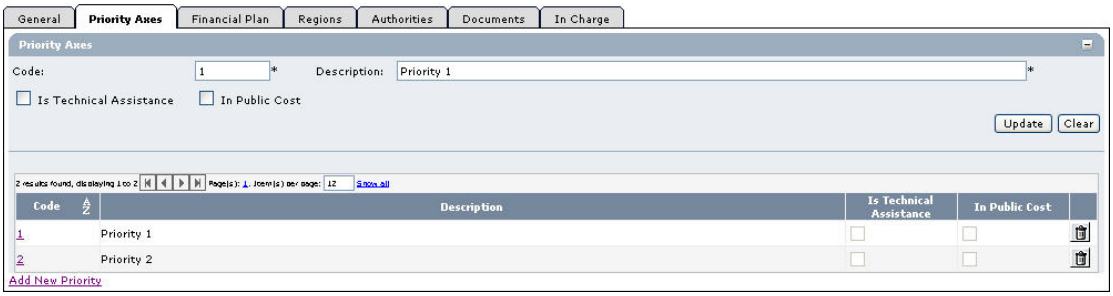
   For each Priority, the following fields are available:

   - Code
   - Description
   - Is Technical Assistance
   - 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.**

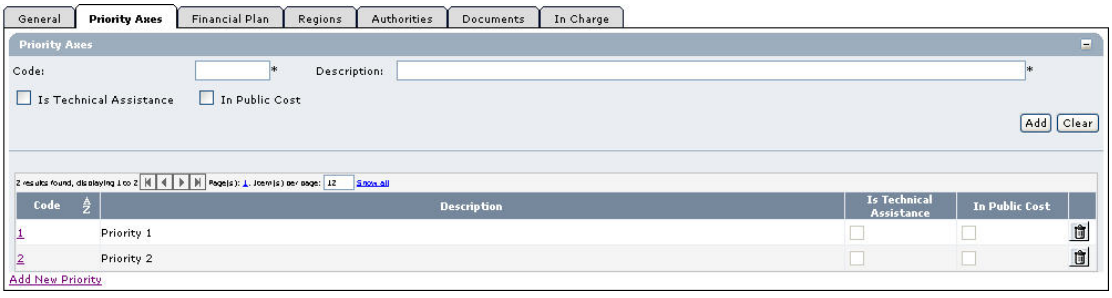
   The screen looks as follows:



   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 New Priority* to create an additional Priority for the IPA Programme.**

   The following screen is displayed:



   For a description of the available 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 tab Financial Plan (logical next step)
- Update another tab on the on the IPA Programme Update screen. Refer to the Action Overview in the section ***Updating IPA Programmes covering component 2 (Cross-Border Cooperation)***.

7.2.4. Updating the tab Financial Plan

There is a specific procedure:

- Updating the tab Financial Plan for IPA Programmes covering both Member States and Candidate Member States (Component 2a)
- Updating the tab Financial Plan for IPA Programmes covering only Candidate Member States (Component 2b)

7.2.4.1. Updating the tab Financial Plan covering both Member States and Candidate Member States (Component 2a)

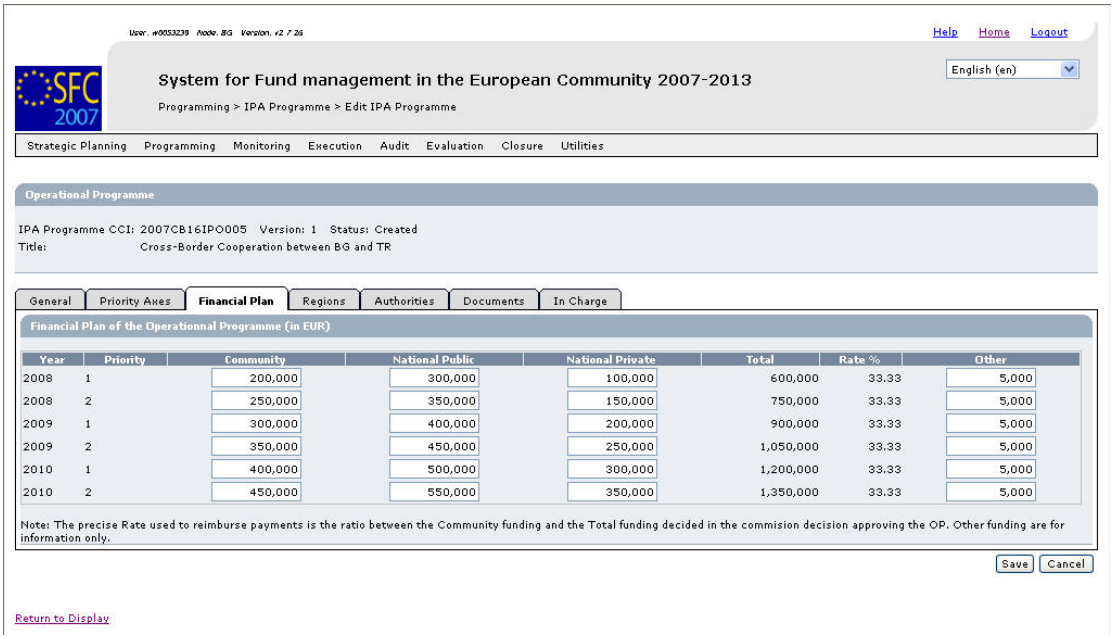
The tab ***Fiancial Plan*** on the ***IPA Programme Update*** screen for lists annual amounts for each defined priority and for each year in the implementation Period.

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

   Refer to one of the following procedures for instructions:

   - Creating IPA Programmes covering component 2 (Cross-Border Cooperation)
   - Searching existing IPA Programmes

   The screen looks as follows:



   An amount must be provided for each Priority and each year in the IPA Programme implementation period.

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

   The following fields are available:

   - IPA Programme CCI

- Version
- Status
- Title

For a description of these fields, refer to section General IPA Programme Data Fields or click an individual field link in the list above.

3. **Verify and/or edit the annual amounts in the *Financial 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 tab Financial Plan.***

   You can now:

   - Update the tab Regions (logical next step)
   - Update another tab on the on the IPA Programme Update screen. Refer to the Action Overview in the section ***Updating IPA Programmes covering component 2 (Cross-Border Cooperation)***.

7.2.4.2. Updating the tab Financial Plan covering both Member States and Candidate Member States (Component 2b)

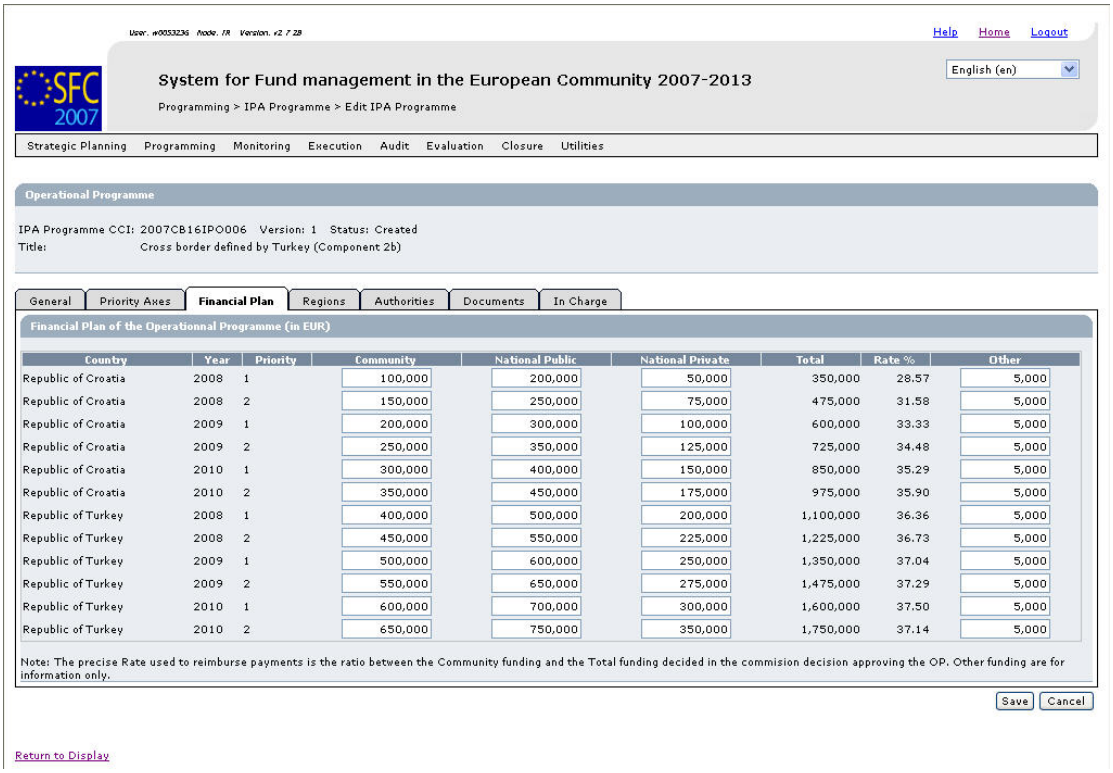
The tab ***Fiancial Plan*** on the ***IPA Programme Update*** screen for lists annual amounts for each defined priority and for each year in the implementation Period.

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

   Refer to one of the following procedures for instructions:

   - Creating IPA Programmes covering component 2 (Cross-Border Cooperation)
   - Searching existing IPA Programmes

The screen looks as follows:



An amount must be provided for each Priority, each Country and each year in the IPA Programme implementation period.

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

   The following fields are available:

   - IPA Programme CCI
   - Version
   - Status
   - Title

   For a description of these fields, refer to section General IPA Programme Data Fields or click an individual field link in the list above.

3. **Verify and/or edit the annual amounts in the *Financial 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 tab Financial Plan.***

You can now:

- Update the tab Regions (logical next step)
- Update another tab on the on the IPA Programme Update screen. Refer to the Action Overview in the section ***Updating IPA Programmes covering component 2 (Cross-Border Cooperation)***.

7.2.5. Updating the tab Regions

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

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

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

   Refer to one of the following procedures for instructions:

   - Creating IPA Programmes covering component 2 (Cross-Border Cooperation)
   - Searching existing IPA Programmes

   The screen looks as follows:

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

   The following fields are available:

   - IPA Programme CCI
   - Version
   - Status
   - Title

   For a description of these fields, refer to section General IPA 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:

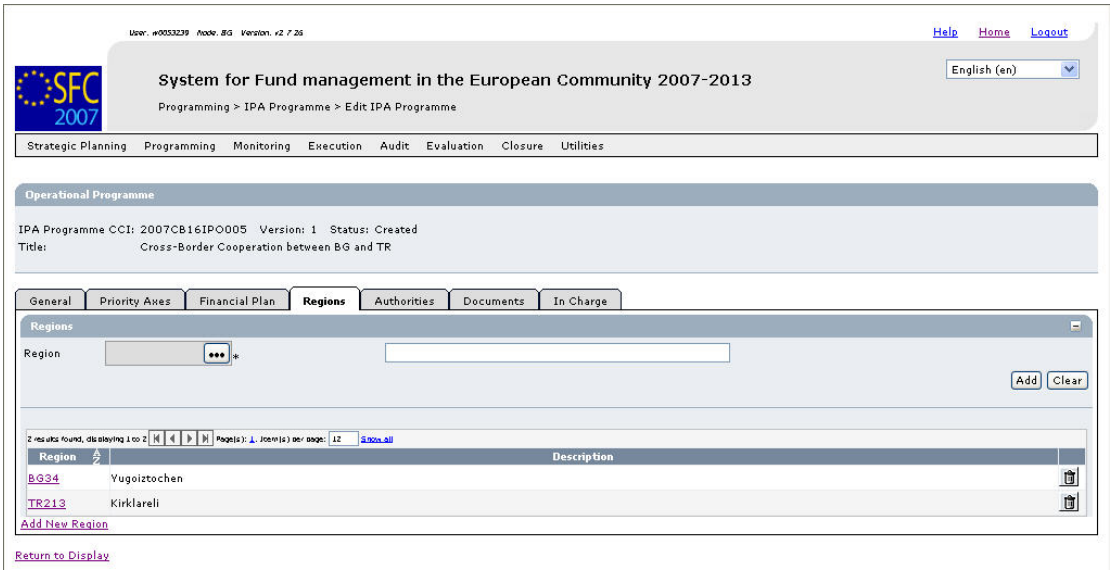
   - Region
   - Description

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.**

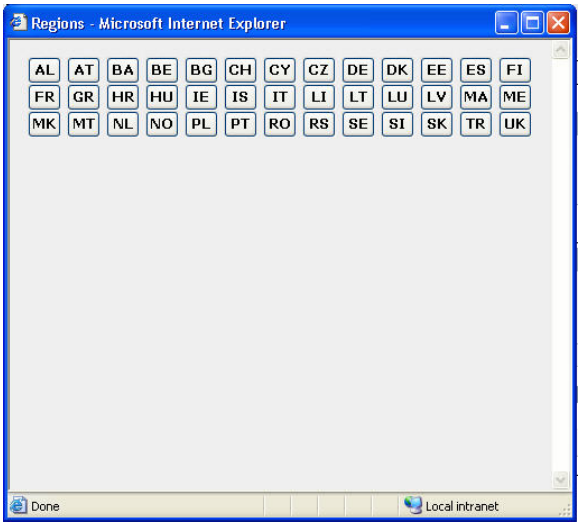
5. **Click the link *Add a new Region* to create an additional Region entry for the IPA Programme.**

   The following screen is displayed:



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

   The ***Regions*** dialog is displayed:



The Country Code buttons are displayed in the upper half of the dialog. Each button refers to a Member State (MS), a candidate Member State (C), a potential candidate Member State (PC) or an associated state (A):

Code	Country name	Status
AL	Albania	PC
AT	Austria	MS
BA	Bosnia and Herzegovina	PC

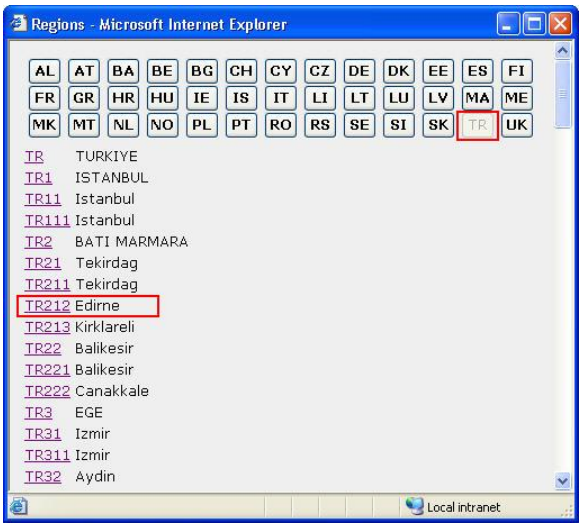
Code	Country name	Status
LI	Liechtenstein	A
LT	Lithuania	MS
LU	Luxembourg	MS

Code	Country name	Status
BE	Belgium	MS
BG	Bulgaria	MS
CH	Switzerland	A
CY	Cyprus	MS
CZ	Czech Republic	MS
DE	Germany	MS
DK	Denmark	MS
EE	Estonia	MS
ES	Spain	MS
FI	Finland	MS
FR	France	MS
GR	Greece	MS
HR	Croatia	C
HU	Hungary	MS
IE	Ireland	MS
IS	Iceland	A
IT	Italy	MS

Code	Country name	Status
LV	Latvia	MS
MA	Morocco	A
ME	Montenegro	PC
MK	F.Y.R.O.Macedonia	C
MT	Malta	MS
NL	Netherlands	MS
NO	Norway	A
PL	Poland	MS
PT	Portugal	MS
RO	Romania	MS
RS	Serbia	PC
SE	Sweden	MS
SI	Slovenia	MS
SK	Slovakia	MS
TR	Turkey	C
UK	United Kingdom	MS

7. **Click the button matching the country from which a region is covered by the IPA Programme.**

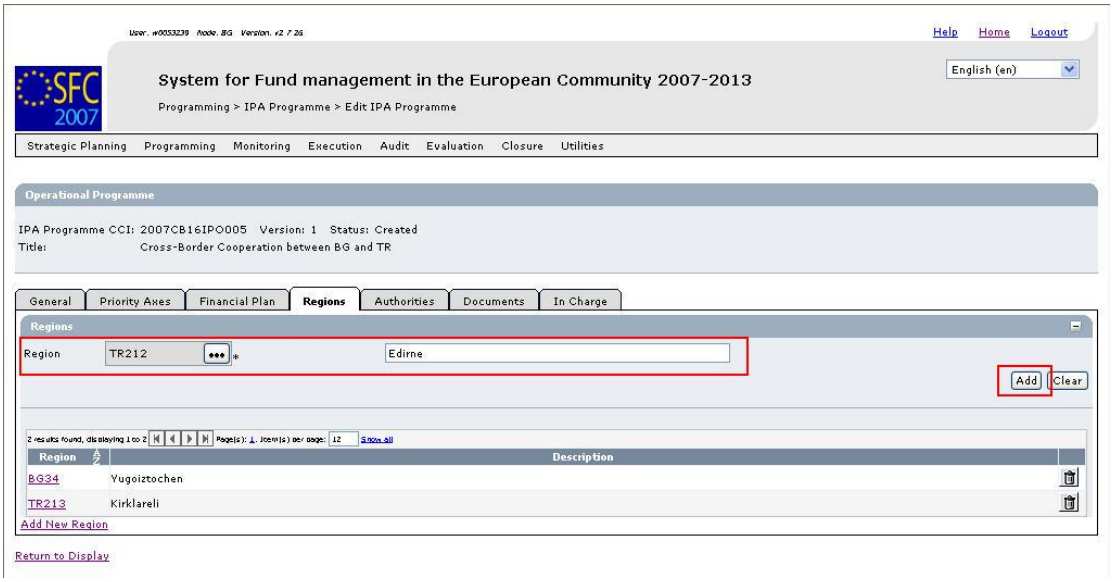
   The predefined regions for the selected country are displayed. In the example below, the regions defined for Turkey are displayed:



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

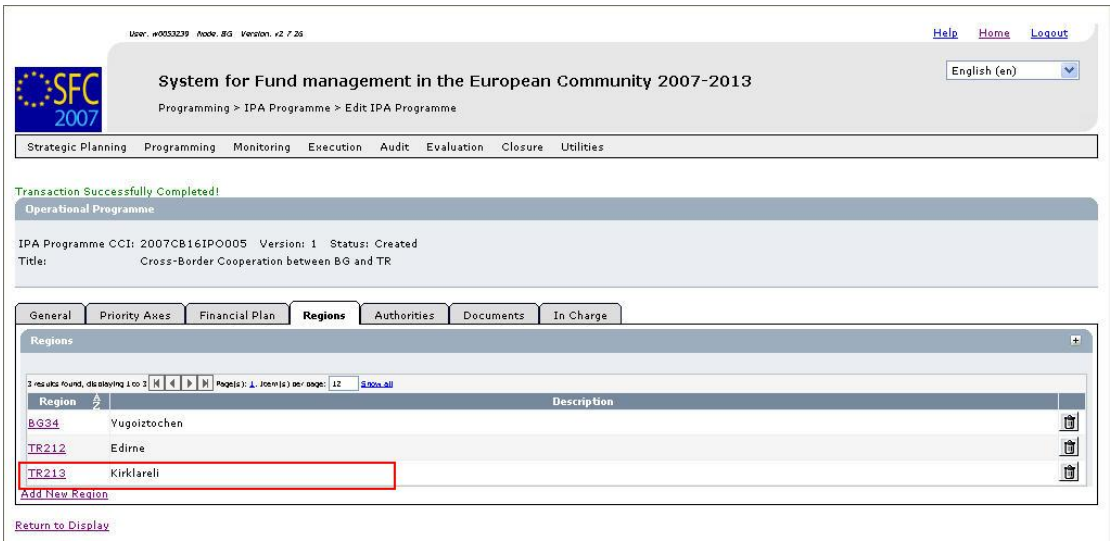
8. **Select the required region from the list.**

   The selected region (in this example: ***Edirne***) is copied into the main screen:



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

   The Region is added:



10. **Repeat steps 5 – 9 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:

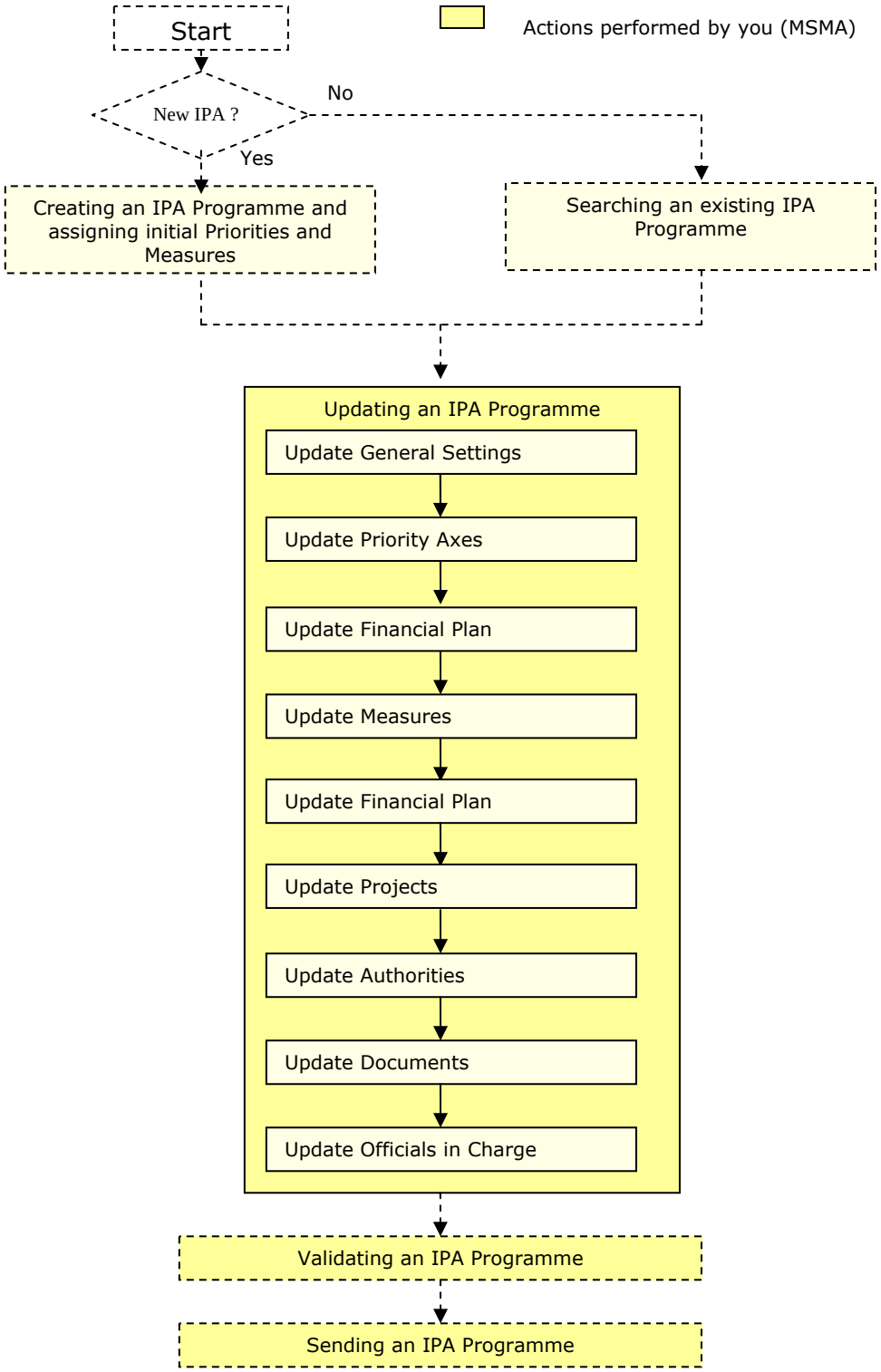
    - Update the tabs common to all SFC2007 Objects: ***Authorities***, ***Documents*** and ***Officials in Charge***. Refer to the SFC2007 Introduction guide for a detailed description.
    - Update another tab on the on the IPA Programme Update screen. Refer to the Action Overview in the section ***Updating IPA Programmes covering component 2 (Cross-Border Cooperation)***.

Once you have updated all tabs as required, the next logical step to do is to validate the IPA Programme.

7.3. Updating IPA Programmes covering component 3 (Regional Development)

7.3.1. Workflow Overview

The following graphic shows the Workflow for updating IPA Programmes covering component 3 (Regional Development). It is a subset from the general IPA Programme Workflow shown in the section General IPA Programme management workflow.



These actions are described in separate procedures:

- Updating the tab General
- Updating the tab Priority Axes
- Updating the tab Measures
- Updating the tab Financial Plan
- Updating the tab Projects

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

7.3.2. Updating the tab General

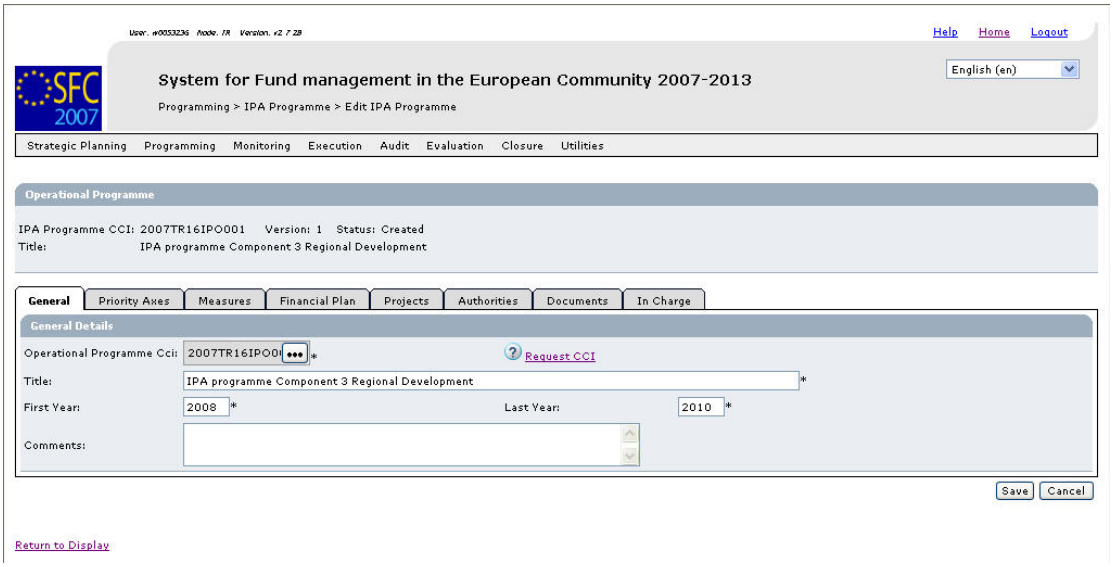
The tab ***General*** on the ***IPA Programme Update*** screen lists basic information about the IPA Programme, such as the associated CCI, the Operational Programme title, and first and last years of the IPA Programme. Follow the procedure described in this section to update the existing settings.

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

   Refer to one of the following procedures for instructions:

   - Creating IPA Programmes covering component 3 (Regional Development)
   - Searching existing IPA Programmes

   The screen looks as follows:



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

   The following fields are available:

   - IPA Programme CCI
   - Version
   - Status
   - Title

   For a description of these fields, refer to section General IPA 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:

   - Operational Programme CCI
   - Title
   - First Year
   - Last Year
   - Comments

   For a description of these fields, refer to section General IPA 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 IPA Programme Update screen. Refer to the Action Overview in the section ***Updating IPA Programmes covering component 3 (Regional Development)***.

7.3.3. Updating the tab Priority Axes

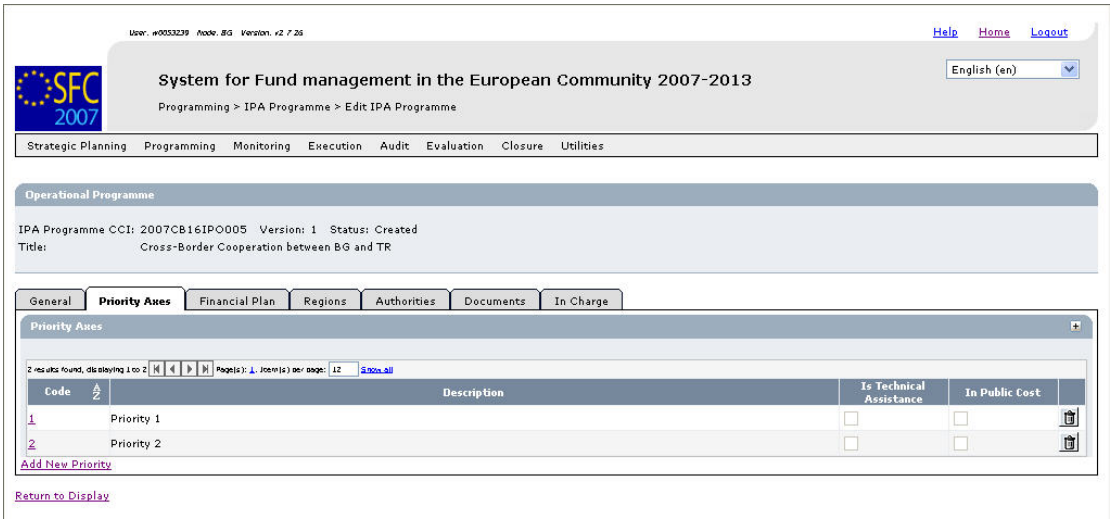
The tab ***Priority Axes*** on the ***IPA Programme Update*** screen lists the Priorities defined for the IPA Programme. During the IPA Programme creation procedure, at least one Priority has been defined. If you are working with Version 1 of an IPA Programme, this screen allows editing or deleting existing Priorities, as well as adding new Priorities. If you are working with a higher version of an IPA programme, you can no longer delete Priorities defined in an earlier version.

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

   Refer to one of the following procedures for instructions:

   - Creating IPA Programmes covering component 3 (Regional Development)
   - Searching existing IPA Programmes

   The screen looks as follows:



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

   The following fields are available:

   - IPA Programme CCI
   - Version
   - Status
   - Title

   For a description of these fields, refer to section General IPA Programme Data fields or click an individual link in the list above.

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

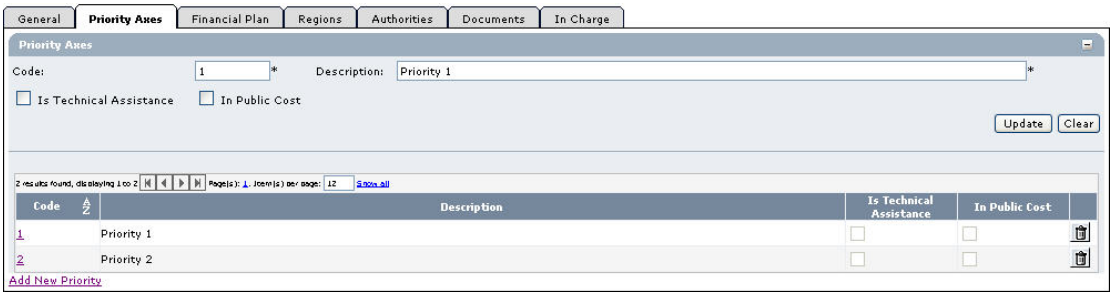
   For each Priority, the following fields are available:

   - Code
   - Description
   - Is Technical Assistance
   - 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.**

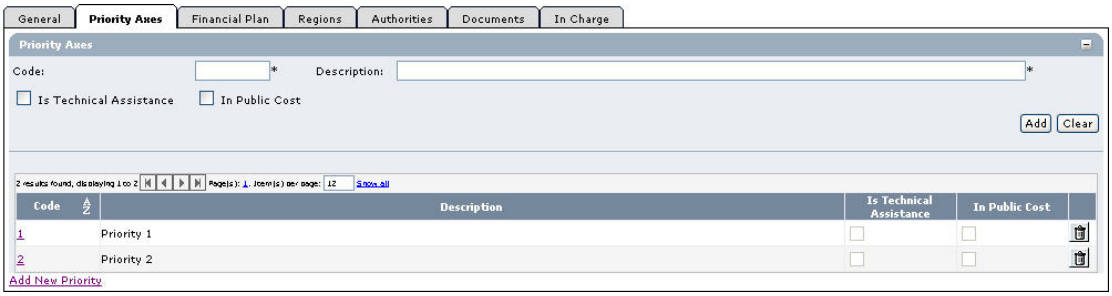
   The screen looks as follows:



   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 New Priority* to create an additional Priority for the IPA Programme.**

   The following screen is displayed:



   For a description of the available 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 tab Measures (logical next step)
   - Update another tab on the on the IPA Programme Update screen. Refer to the Action Overview in the section ***Updating IPA Programmes covering component 3 (Human Resources Development)***.

7.3.4. Updating the tab Measures

The tab ***Measures*** on the ***IPA Programme Update*** screen lists the Measures defined for the Priority Axes linked to the IPA Programme. During the IPA Programme creation procedure, at least one Measure has been defined. If you are working with Version 1 of an IPA Programme, this screen allows editing or deleting existing Measures, as well as adding new Measures. If you are working with a higher version of an IPA programme, you can no longer delete Measures defined in an earlier version.

1. **Browse to the *Measures* tab on the *Update IPA Programme* screen.**

   Refer to one of the following procedures for instructions:

   - Creating IPA Programmes covering component 3 (Regional Development)
   - Searching existing IPA Programmes

   The screen looks as follows:

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

   The following fields are available:

   - IPA Programme CCI
   - Version
   - Status
   - Title

For a description of these fields, refer to section General IPA Programme Data fields or click an individual link in the list above.

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

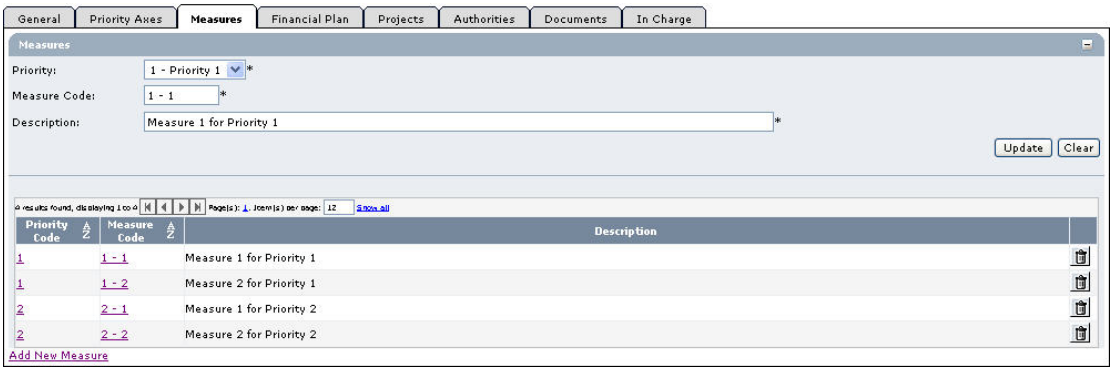
   For each Measure, the following fields are available:

   - Priority Code
   - Measure Code
   - Description

   For a description of these fields, refer to section Measure Data fields or click an individual link in the list above.

4. **Click the link in the *Priority Code* or *Measure Code* field to change the settings for an existing Meausre.**

   The screen looks as follows:



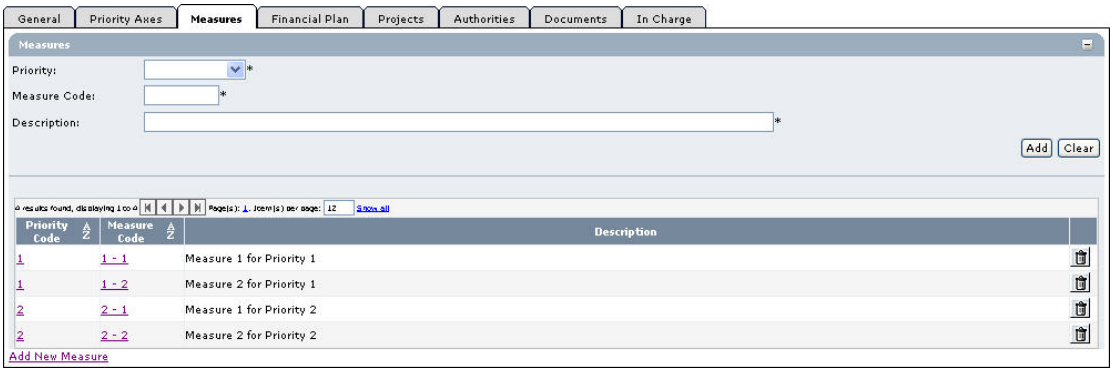
   The following fields are available for the selected Measure:

   - Priority Code
   - Measure Code
   - Description

   For a description of these fields, refer to section Measure Detail Data Fields or click an individual field link in the list above.

5. **Click the link *Add New Measure* to create an additional Measure for the IPA Programme.**

   The following screen is displayed:



   For a description of the available fields, refer to section Measure Data Fields or click an individual field link in the list above.

6. **Fill out the fields as required and click the *Add* button. Repeat this step for all Measures you want to add.**

   This concludes the procedure ***Updating the tab Measures***.

   You can now:

   - Update the tab Financial Plan (logical next step)
   - Update another tab on the on the IPA Programme Update screen. Refer to the Action Overview in the section ***Updating IPA Programmes covering component 3 (Regional Development)***.

7.3.5. Updating the tab Financial Plan

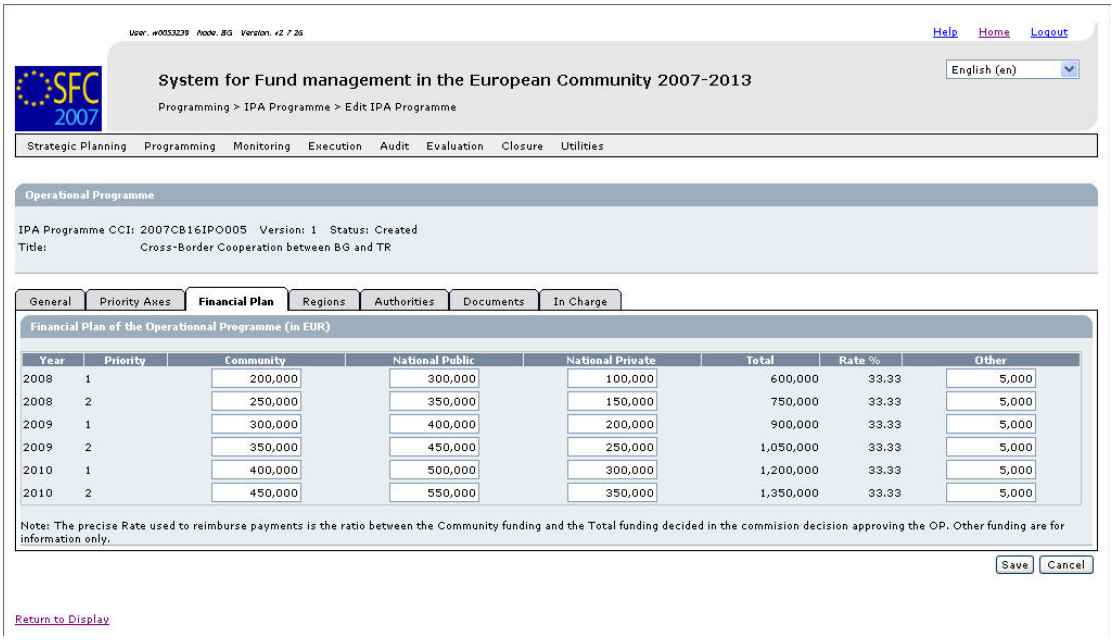
The tab ***Fiancial Plan*** on the ***IPA Programme Update*** screen for lists annual amounts for each defined measure and for each year in the implementation Period.

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

   Refer to one of the following procedures for instructions:

   - Creating IPA Programmes covering component 3 (Regional Development)
   - Searching existing IPA Programmes

   The screen looks as follows:



   An amount must be provided for each Measure and each year in the IPA Programme implementation period.

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

   The following fields are available:

   - IPA Programme CCI
   - Version
   - Status
   - Title

For a description of these fields, refer to section General IPA Programme Data Fields or click an individual field link in the list above.

3. **Verify and/or edit the annual amounts in the *Financial 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 tab Financial Plan.***

   You can now:

   - Update the tab Projects (logical next step)
   - Update another tab on the on the IPA Programme Update screen. Refer to the Action Overview in the section ***Updating IPA Programmes covering component 3 (Regional Development)***.

7.3.6. Updating the tab Projects

The tab ***Projects*** on the ***IPA Programme Update*** screen displays the Major Projects linked to this Operational Programmes for which the IPA Programme applies.

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

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

   Refer to one of the following procedures for instructions:

   - Creating IPA Programmes covering component 3 (Regional Development)
   - Searching existing IPA Programmes

   The screen looks as follows:

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

   The following fields are available:

   - IPA Programme CCI
   - Version
   - Status
   - Title

   For a description of these fields, refer to section General IPA Programme Data Fields or click an individual field link in the list above.

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

   For each Project, the following fields are available:

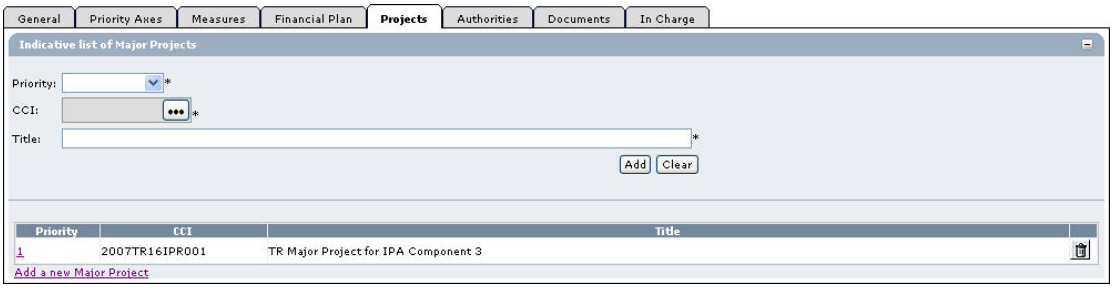
   - Priority
   - CCI
   - Title

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

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

5. **Click the link *Add a new Major Project* to link an additional Majour Project to the IPA Programme.**

   The following screen is displayed:

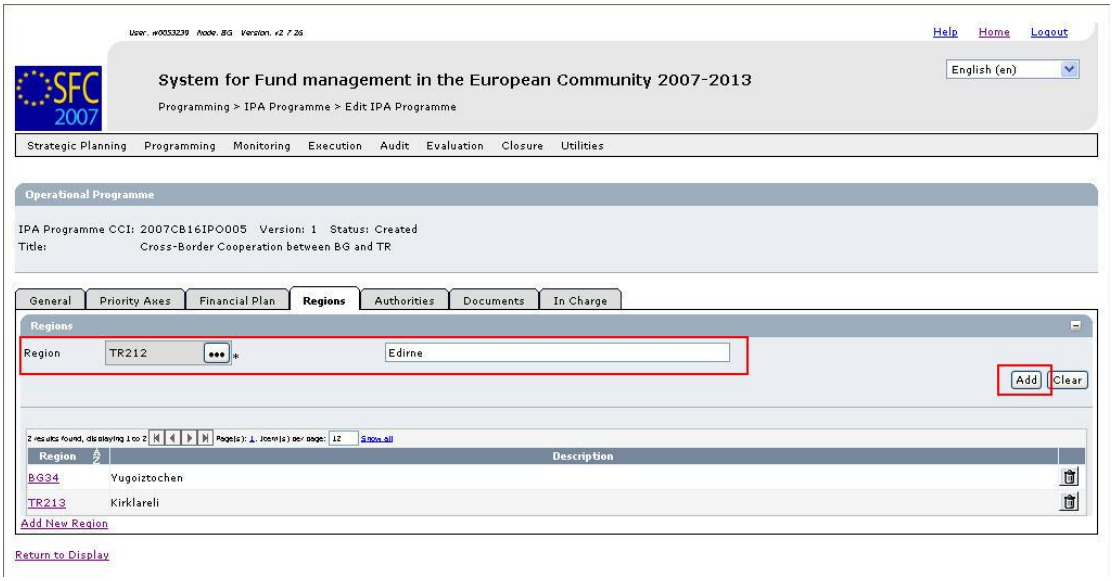


6. **Fill out the available fields.**

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

7. **Click the *Add* button, once you have completed the fields as required.**

The selected region (in this example: ***Edirne***) is copied into the main screen:



8. **Select the *Add* button to add the region to the table of selected Regions.**
9. **Repeat steps 7 – 8 for all Major Projects to be added.**

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

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

You can now:

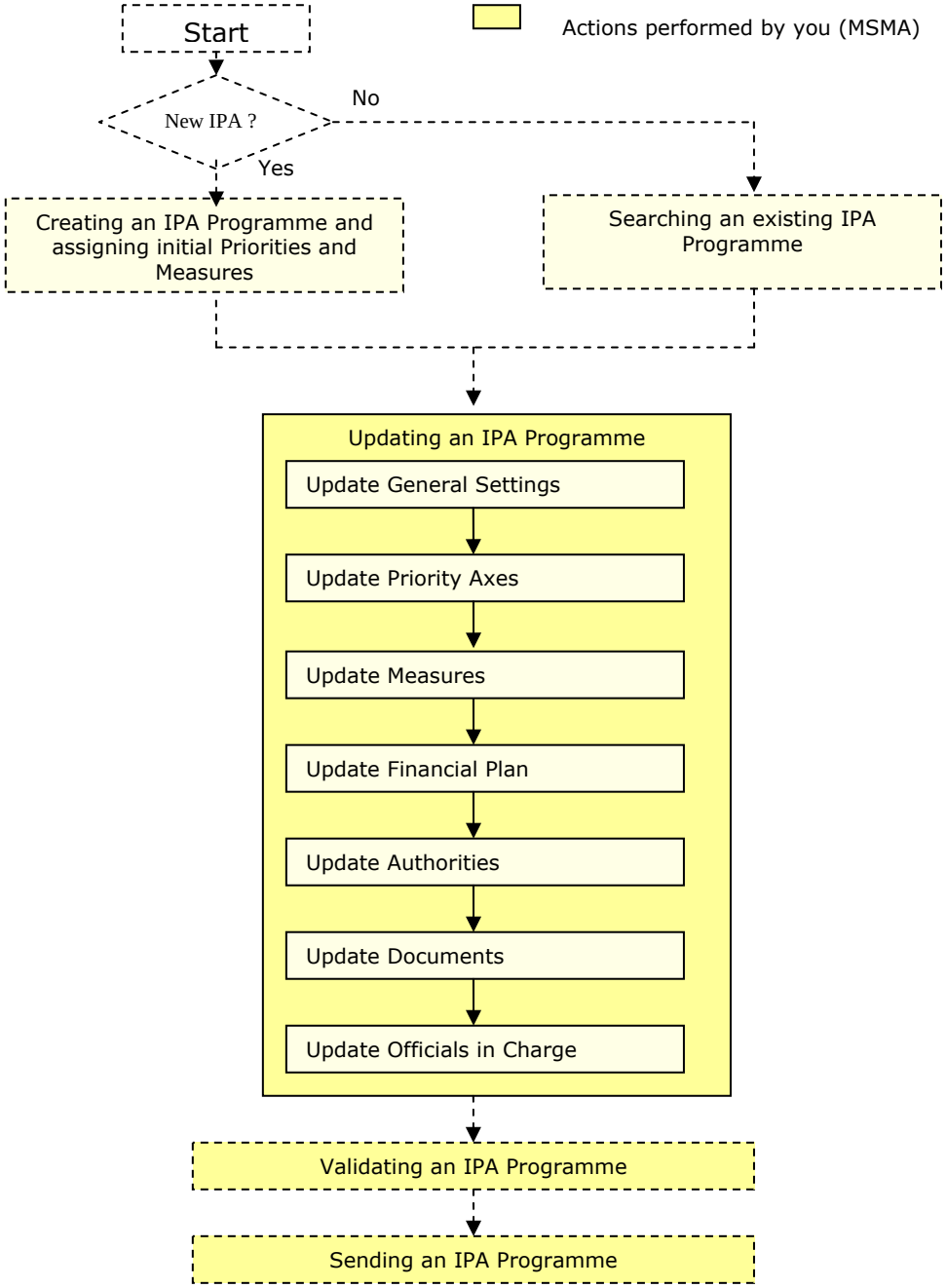
- Update the tabs common to all SFC2007 Objects: ***Authorities***, ***Documents*** and ***Officials in Charge***. Refer to the SFC2007 Introduction guide for a detailed description.
- Update another tab on the on the IPA Programme Update screen. Refer to the Action Overview in the section ***Updating IPA Programmes covering component 3 (Regional Development)***.

Once you have updated all tabs as required, the next logical step to do is to validate the IPA Programme.

7.4. Updating IPA Programmes covering component 4 (Human Resources Development)

7.4.1. Workflow overview

The following graphic shows the Workflow for updating IPA Programmes covering component 4 (Human Resources Development). It is a subset from the general IPA Programme Workflow shown in the section General IPA Programme management workflow.



These actions are described in separate procedures:

- Updating the tab General
- Updating the tab Priority Axes
- Updating the tab Measures
- Updating the tab Financial Plan

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

7.4.2. Updating the tab General

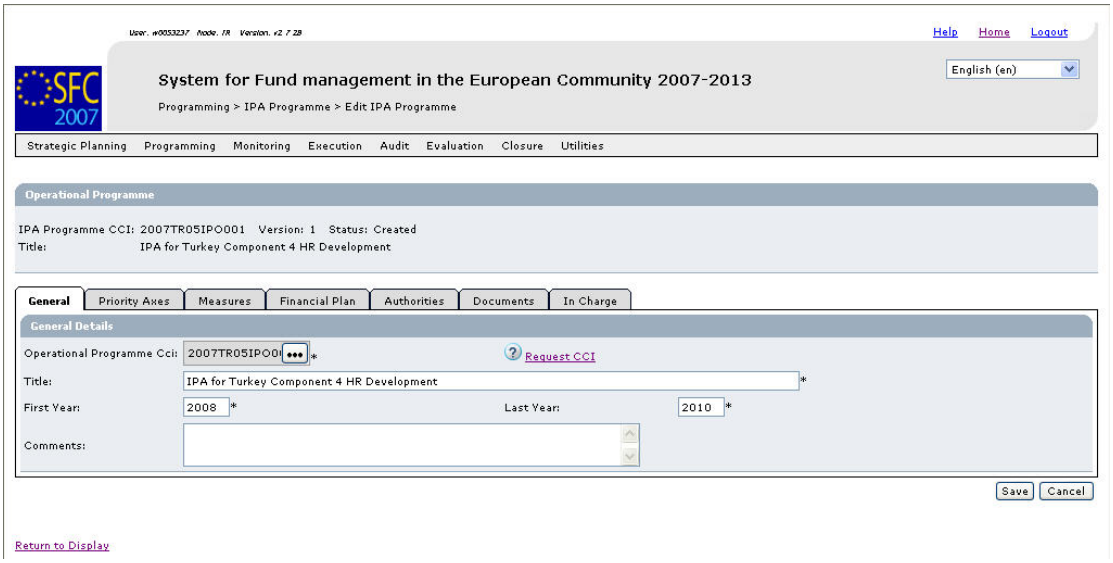
The tab ***General*** on the ***IPA Programme Update*** screen lists basic information about the IPA Programme, such as the associated CCI, the Operational Programme title, and first and last years of the IPA Programme. Follow the procedure described in this section to update the existing settings.

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

   Refer to one of the following procedures for instructions:

   - Creating IPA Programmes covering component 4 (Human Resources Development)
   - Searching existing IPA Programmes

   The screen looks as follows:



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

   The following fields are available:

   - IPA Programme CCI
   - Version
   - Status
   - Title

   For a description of these fields, refer to section General IPA 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:

   - Operational Programme CCI
   - Title
   - First Year
   - Last Year
   - Comments

   For a description of these fields, refer to section General IPA 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 IPA Programme Update screen. Refer to the Action Overview in the section ***Updating IPA Programmes covering component 4 (Human Resources Development)***.

7.4.3. Updating the tab Priority Axes

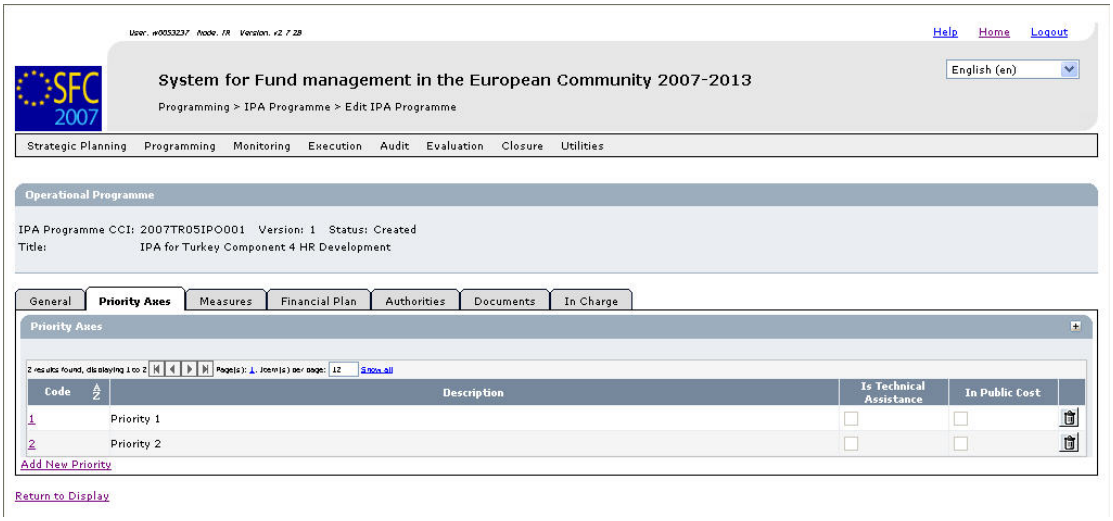
The tab ***Priority Axes*** on the ***IPA Programme Update*** screen lists the Priorities defined for the IPA Programme. During the IPA Programme creation procedure, at least one Priority has been defined. If you are working with Version 1 of an IPA Programme, this screen allows editing or deleting existing Priorities, as well as adding new Priorities. If you are working with a higher version of an IPA programme, you can no longer delete Priorities defined in an earlier version.

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

   Refer to one of the following procedures for instructions:

   - Creating IPA Programmes covering component 4 (Human Resources Development)
   - Searching existing IPA Programmes

   The screen looks as follows:



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

   The following fields are available:

   - IPA Programme CCI
   - Version
   - Status
   - Title

   For a description of these fields, refer to section General IPA Programme Data fields or click an individual link in the list above.

3. **Verify the values for the existing Priority Axes.**

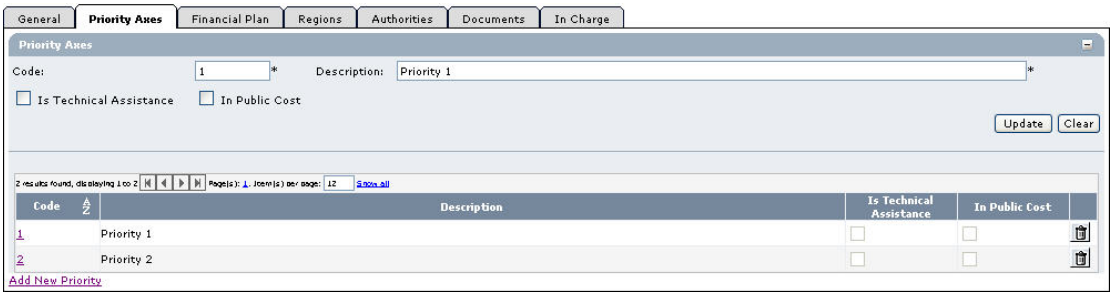
   For each Priority Axis, the following fields are available:

   - Code
   - Description
   - Is Technical Assistance
   - 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.**

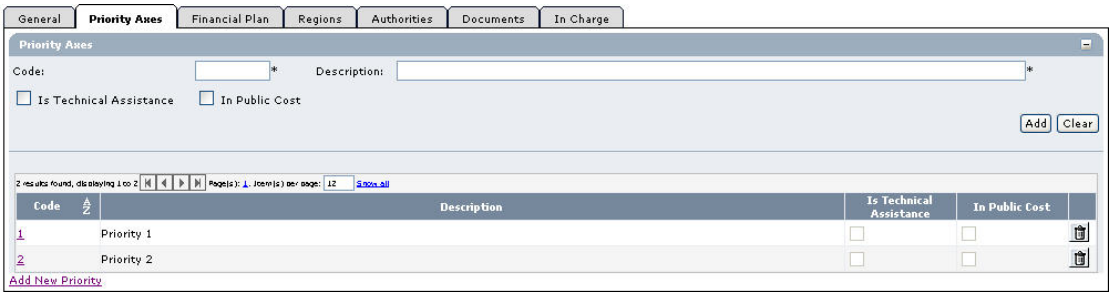
   The screen looks as follows:



   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 New Priority* to create an additional Priority for the IPA Programme.**

   The following screen is displayed:



   For a description of the available 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 Priority Axes you want to add.**

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

   You can now:

   - Update the tab Measures (logical next step)
   - Update another tab on the on the IPA Programme Update screen. Refer to the Action Overview in the section ***Updating IPA Programmes covering component 4 (Human Resources Development)***.

7.4.4. Updating the tab Measures

The tab ***Measures*** on the ***IPA Programme Update*** screen lists the Measures defined for the Priority Axes linked to the IPA Programme. During the IPA Programme creation procedure, at least one Measure has been defined. If you are working with Version 1 of an IPA Programme, this screen allows editing or deleting existing Measures, as well as adding new Measures. If you are working with a higher version of an IPA programme, you can no longer delete Measures defined in an earlier version.

1. **Browse to the *Measures* tab on the *Update IPA Programme* screen.**

   Refer to one of the following procedures for instructions:

   - Creating IPA Programmes covering component 4 (Human Resources Development)
   - Searching existing IPA Programmes

   The screen looks as follows:

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

   The following fields are available:

   - IPA Programme CCI
   - Version
   - Status
   - Title

For a description of these fields, refer to section General IPA Programme Data fields or click an individual link in the list above.

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

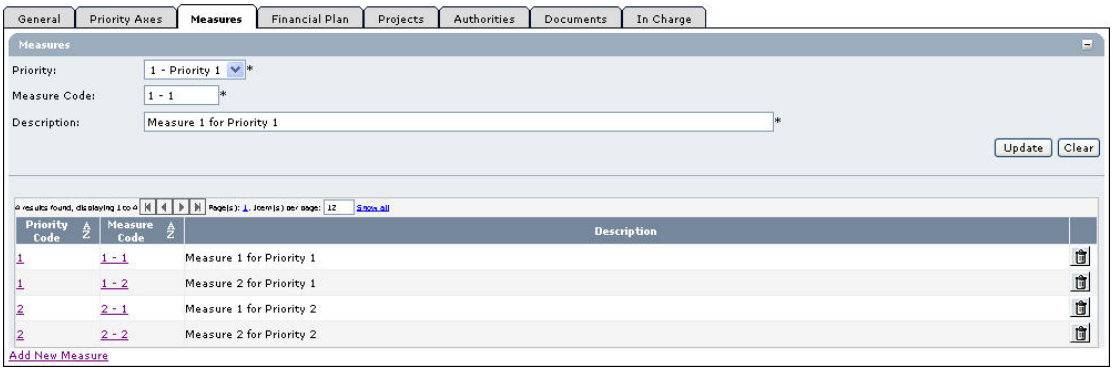
   For each Measure, the following fields are available:

   - Priority Code
   - Measure Code
   - Description

   For a description of these fields, refer to section Measure Data fields or click an individual link in the list above.

4. **Click the link in the *Priority Code* or *Measure Code* field to change the settings for an existing Meausre.**

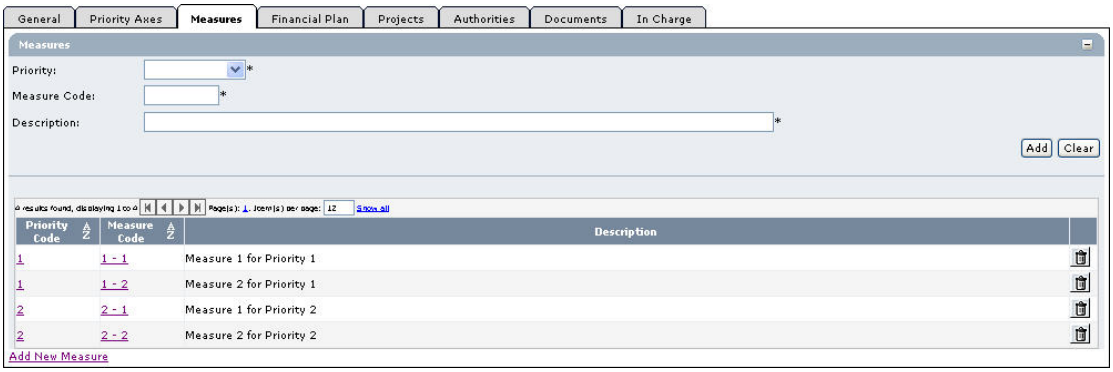
   The screen looks as follows:



   For a description of these fields, refer to section Measure Data fields or click an individual field link in the list above.

5. **Click the link *Add New Measure* to create an additional Measure for the IPA Programme.**

   The following screen is displayed:



   For a description of the available fields, refer to section Measure Data Fields or click an individual field link in the list above.

6. **Fill out the fields as required and click the *Add* button. Repeat this step for all Measures you want to add.**

   This concludes the procedure ***Updating the tab Measures***.

You can now:

- Update the tab Financial Plan (logical next step)
- Update another tab on the on the IPA Programme Update screen. Refer to the Action Overview in the section ***Updating IPA Programmes covering component 4 (Human Resources Development)***.

7.4.5. Updating the tab Financial Plan

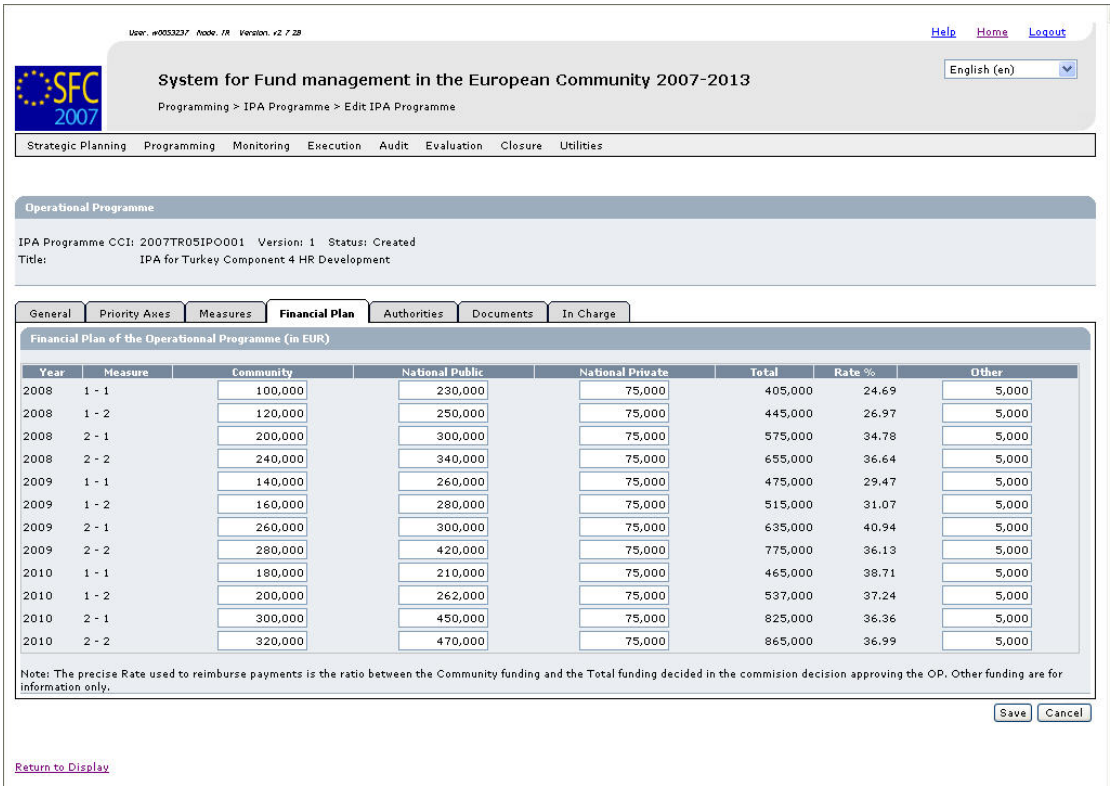
The tab ***Fiancial Plan*** on the ***IPA Programme Update*** screen for lists annual amounts for each defined measure and for each year in the implementation Period.

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

Refer to one of the following procedures for instructions:

- Creating IPA Programmes covering component 4 (Human Resources Development)
- Searching existing IPA Programmes

The screen looks as follows:



An amount must be provided for each Measure and each year in the IPA Programme implementation period.

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

The following fields are available:

- IPA Programme CCI
- Version
- Status
- Title

For a description of these fields, refer to section General IPA Programme Data Fields or click an individual field link in the list above.

3. **Verify and/or edit the annual amounts in the *Financial 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 tab Financial Plan.***

   You can now:

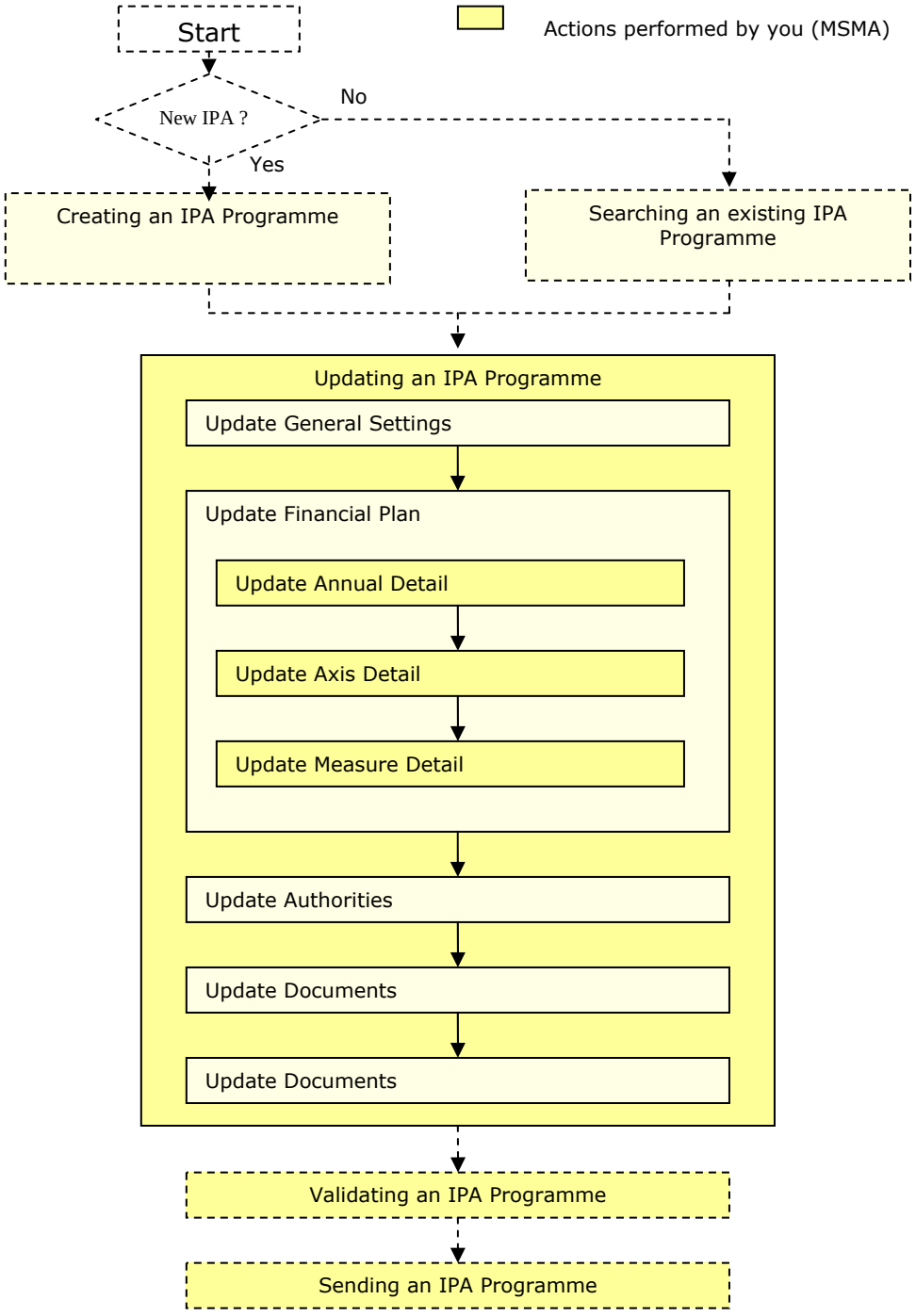
   - Update the tabs common to all SFC2007 Objects: ***Authorities***, ***Documents*** and ***Officials in Charge***. Refer to the SFC2007 Introduction guide for a detailed description.
   - Update another tab on the on the IPA Programme Update screen. Refer to the Action Overview in the section ***Updating IPA Programmes covering component 4 (Human Resources Development)***.

Once you have updated all tabs as required, the next logical step to do is to validate the IPA Programme.

7.5. Updating IPA Programmes covering component 5 (Rural Development)

7.5.1. Workflow overview

The following graphic shows the Workflow for updating IPA Programmes covering component 5 (Rural Development). It is a subset from the general IPA Programme Workflow shown in the section General IPA Programme management workflow.



These actions are described in separate procedures:

- Updating the tab General
- Updating the subtab Financial Plan – Annual Detail
- Updating the sibtab Financial Plan – Axis Detail
- Updating the subtab Financial Plan – Measure Detail

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

7.5.2. Updating the tab General

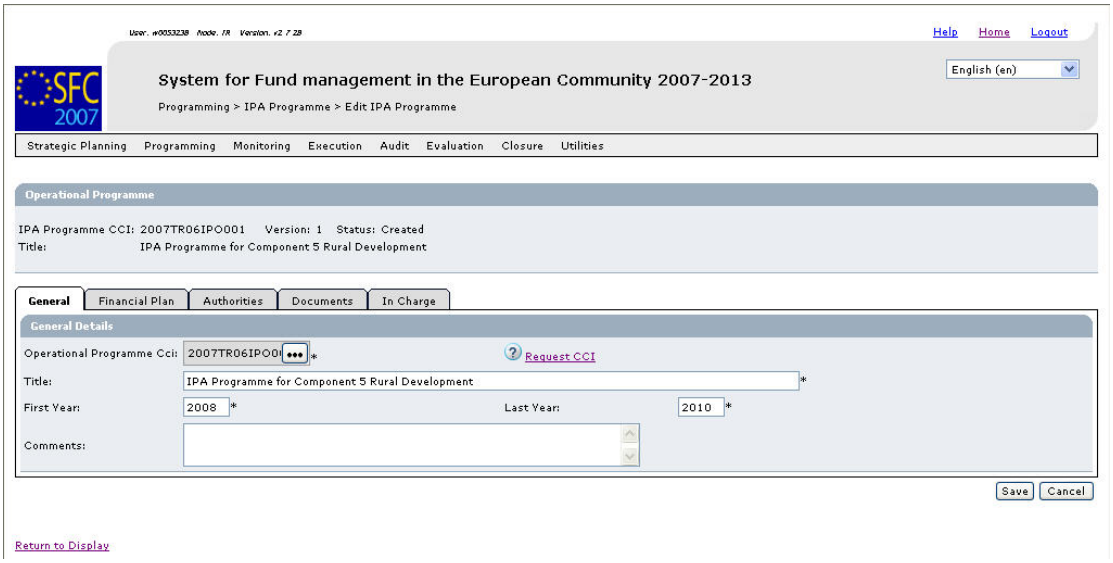
The tab ***General*** on the ***IPA Programme Update*** screen lists basic information about the IPA Programme, such as the associated CCI, the Operational Programme title, and first and last years of the IPA Programme. Follow the procedure described in this section to update the existing settings.

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

   Refer to one of the following procedures for instructions:

   - Creating IPA Programmes covering component 5 (Rural Resources Development)
   - Searching existing IPA Programmes

   The screen looks as follows:



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

   The following fields are available:

   - IPA Programme CCI
   - Version
   - Status
   - Title

   For a description of these fields, refer to section General IPA 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:

   - Operational Programme CCI
   - Title
   - First Year
   - Last Year
   - Comments

   For a description of these fields, refer to section General IPA 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 subtab Financial Plan – Annual Detail (logical next step)
   - Update another tab or subtab on the on the IPA Programme Update screen. Refer to the Action Overview in the section ***Updating IPA Programmes covering component 5 (Rural Development)***.

7.5.3. Updating the subtab Financial Plan – Annual Detail

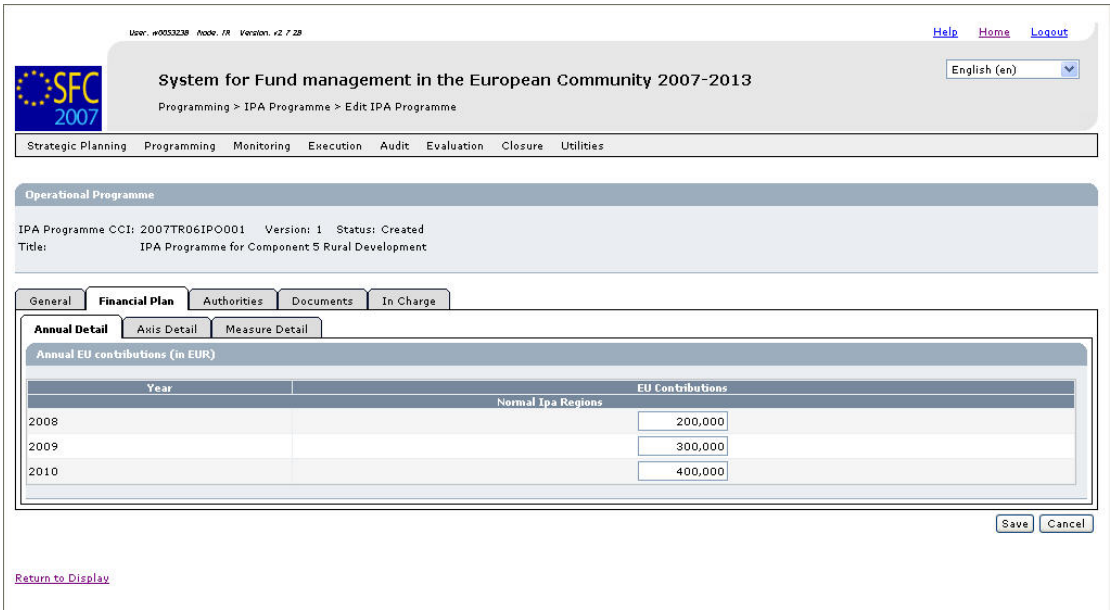
The subtab ***Financial Plan - Annual Detail*** on the ***IPA Programme Update*** screen lists the annual EU contributions for each year in the implementation period.

1. **Browse to the *Financial Plan – Annual Detail* subtab on the *Update IPA Programme* screen.**

   Refer to one of the following procedures for instructions:

   - Creating IPA Programmes covering component 5 (Rural Development)
   - Searching existing IPA Programmes

   The screen looks as follows:



An EU Contribution amount must be provided for each year in the IPA Programme implementation period.

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

   For a description of these fields, refer to section General IPA Programme Data Fields or click an individual field link in the list above.

3. **Verify and/or edit the annual amounts in the *Financial Plan – Annual Detail* subtab.**

   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 Plan – Annual Detail.***

   - Update the subtab Financial Plan – Axis Detail (logical next step)
   - Update another tab or subtab on the on the IPA Programme Update screen. Refer to the Action Overview in the section ***Updating IPA Programmes covering component 5 (Rural Development)***.

7.5.4. Updating the subtab Financial Plan – Axis Detail

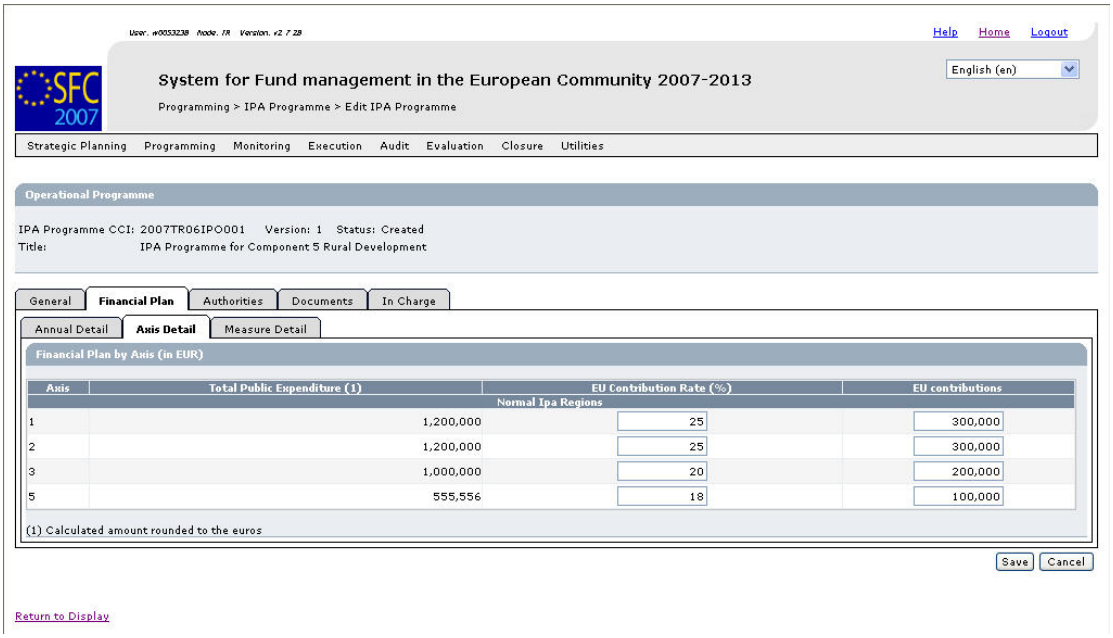
The subtab ***Financial Plan - Axis Detail*** on the ***IPA Programme Update*** screen lists amounts per Priority Axis for the complete implementation period.

1. **Browse to the *Financial Plan – Axis Detail* subtab on the *Update IPA Programme* screen.**

   Refer to one of the following procedures for instructions:

   - Creating IPA Programmes covering component 5 (Rural Development)
   - Searching existing IPA Programmes

   The screen looks as follows:



An amount must be provided for each Priority Axis covered by IPA Programme for the complete implementation period. The Public Expenditure is based on the user-defined EU contribution rate.

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

   For a description of these fields, refer to section General IPA Programme Data Fields or click an individual field link in the list above.

3. **Verify and/or edit the annual amounts in the *Financial Plan – Axis Detail* subtab.**

   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 Plan – Axis Detail.***

   - Update the subtab Financial Plan – Measure Detail (logical next step)
   - Update another tab or subtab on the on the IPA Programme Update screen. Refer to the Action Overview in the section ***Updating IPA Programmes covering component 5 (Rural Development)***.

7.5.5. Updating the subtab Financial Plan – Measure Detail

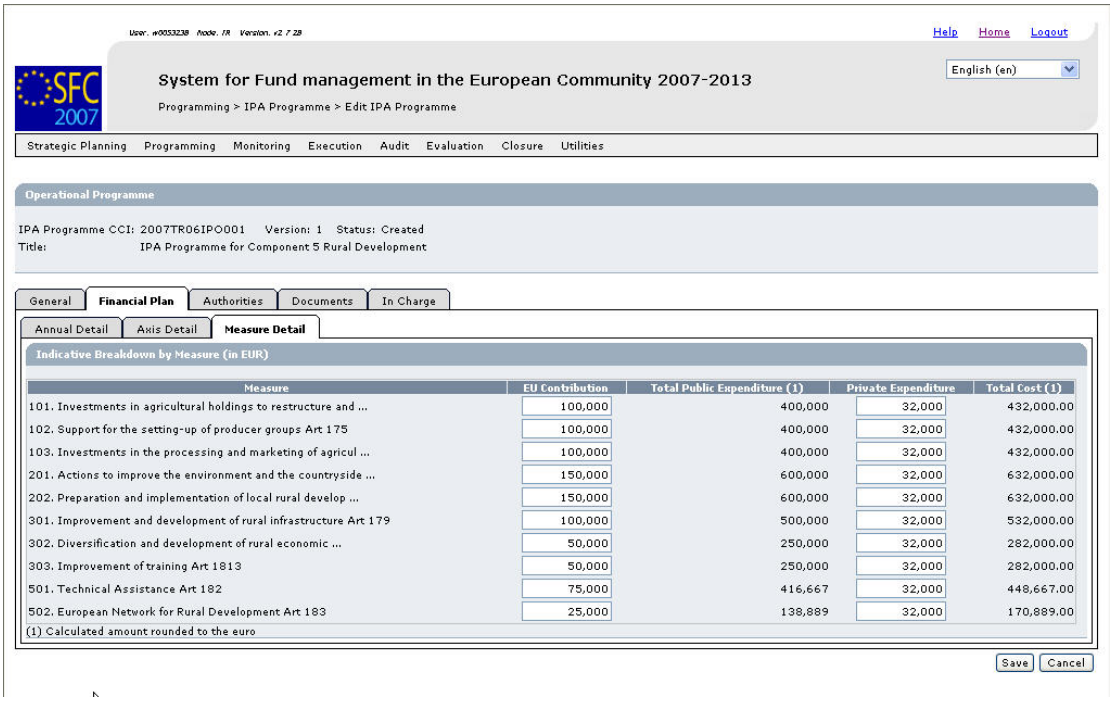
The subtab ***Financial Plan - Measure Detail*** on the ***IPA Programme Update*** screen lists amounts per predefined Measure for the complete implementation period.

1. **Browse to the *Financial Plan – Measure Detail* subtab on the *Update IPA Programme* screen.**

   Refer to one of the following procedures for instructions:

   - Creating IPA Programmes covering component 5 (Rural Development)
   - Searching existing IPA Programmes

The screen looks as follows:



An EU contribution amount can be provided for each predefined Measure covered by IPA Programme for the complete implementation period. The Public Expenditure is based on the user-defined EU contribution rate defined on the ***Axis Detail*** subtab.

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

   For a description of these fields, refer to section General IPA Programme Data Fields or click an individual field link in the list above.

3. **Verify and/or edit the annual amounts in the *Financial Plan – Measure Detail* subtab.**

   It is not necessary to format the amounts as this will be done automatically by the system when saving. A "EU contribution" field containing zero or nothing means that the measure is not implemented.

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 Plan – Measure 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 on the on the IPA Programme Update screen. Refer to the Action Overview in the section ***Updating IPA Programmes covering component 4 (Human Resources Development)***.

Once you have updated all tabs as required, the next logical step to do is to validate the IPA Programme.

8. VALIDATING IPA PROGRAMMES

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

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

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

1. **Search the IPA Programme to be validated.**

   Refer to Searching existing IPA Programmes for a detailed description.

2. **Once you have accessed the IPA Programme 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 IPA Programme. The IPA 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 IPA Programme. The IPA 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 IPA 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 IPA Programmes.

3. **Analyse the Validation results and correct the errors (and the warnings).**

   Refer to the procedures in chapter Updating IPA Programmes.

4. **Once you think you have corrected all errors (required) and all warnings (preferably), try validating the IPA Programme again.**

5. **Repeat the steps above, until all errors have been eliminated.**

   The Validation report will look as follows:

6. **You can now send the IPA Programme to the European Commission for approval.**

   Refer to Sending IPA Programmes to the European Commission.

9. SENDING IPA PROGRAMMES TO THE EUROPEAN COMMISSION

Once you have validated an IPA Programme, you can send it to the European Commission for Approval.

Sending an IPA Programme to the Commission is only possible, if it has the status ***Validated***.

Follow the procedure detailed in this section to send an IPA Programme to the Commission.

1. **Search the IPA Programme you want to send to the European Commission.**

   Refer to Searching existing IPA Programmes for a detailed description.

2. **Once you have accessed the IPA Programme 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 and verify the PDF Snapshot report.**

4. **Click the *Yes* button.**

   Results:

   - The IPA Programme is sent to the Commission.
   - The European Commission is notified of this event by means of a standard e-mail message.
   - The IPA Programme Display screen is again displayed.
   - The Status of the IPA Programme is set to ***Sent***.

This concludes the procedure ***Sending IPA Programmes to the European Commission***.

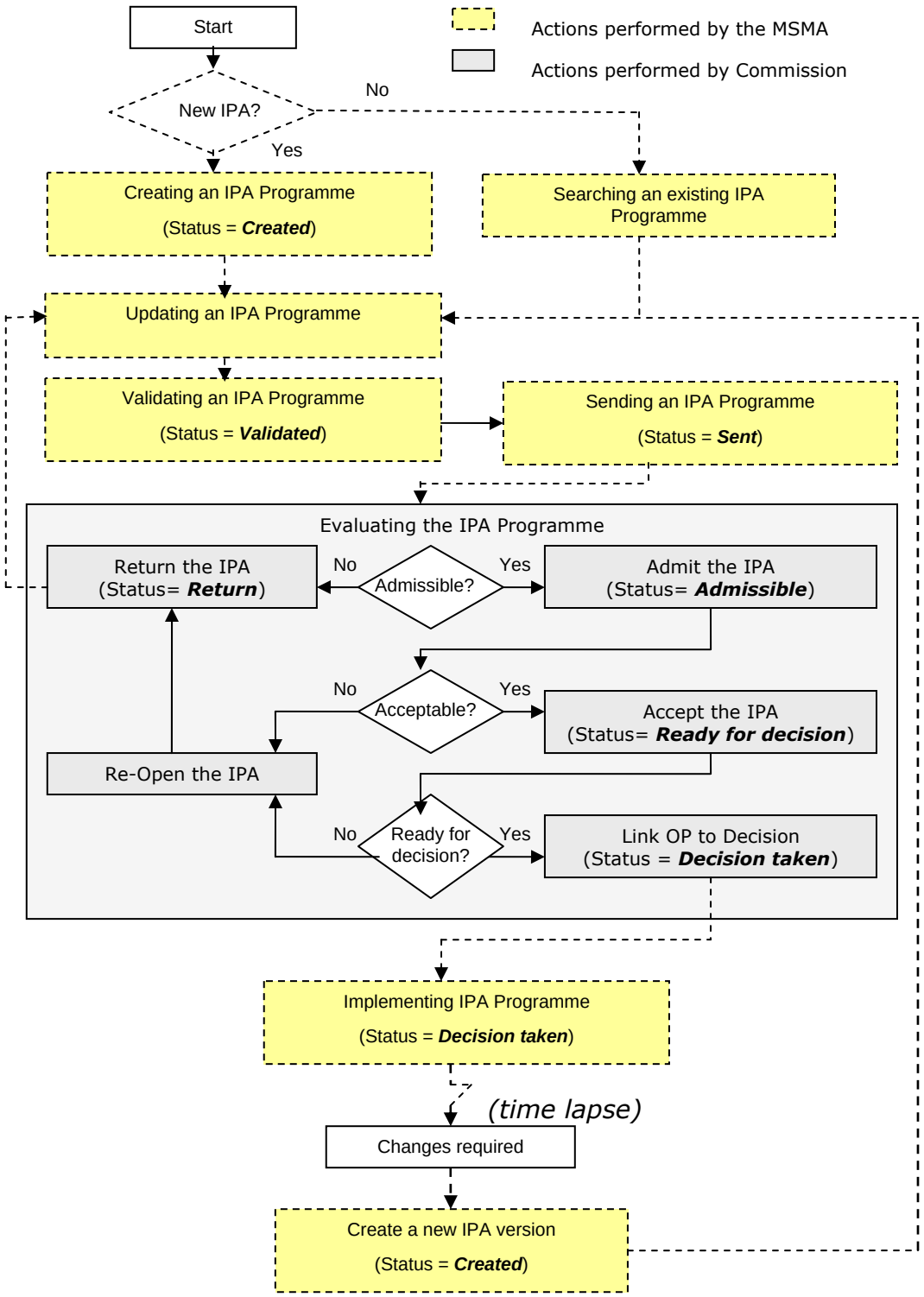
You will now have to wait until the European Commission evaluates your IPA Programme and notifies you of their decision.

The Commission procedures are not explained in detail in this manual. For a short description, refer to Evaluating IPA Programmes (by the Commission).

Note: Once the IPA 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.

10. EVALUATING IPA PROGRAMMES (BY THE COMMISSION)

The European Commission Operating Agent (ECOA) is responsible for evaluating the validated Operational Programme you sent to the Commission. The following diagramme provides an overview of the evaluating actions.



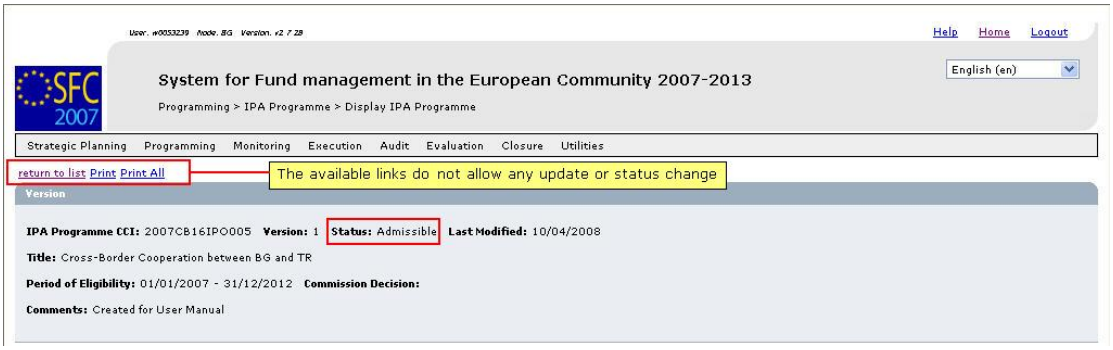
Explanation:

- **Admitting the IPA Programme**

  When you send your validated IPA Programme to the European Commission, the responsible ECOA is notified of this fact. The ECOA then determines if your IPA Programme can be admitted in its current form.

  If your IPA Programme cannot be admitted in its current form, the ECOA returns it to you for correction. Refer to the procedure Correcting returned IPA Programmes for detailed instructions.

  If your IPA Programme can be admitted, the ECOA admits the IPA Programme and sets its status to ***Admissible***. You can verify the evolution in the IPA Programme Display:



  Note: The available links do not allow you to update or change the IPA Programme at this stage, except uploading non-integral documents and officials in charge.

- **Accepting the Operational Programme**

  After the ECOA admitted your IPA Programme, he determines if your IPA Programme can be accepted in its current form.

  If your IPA 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 IPA Programmes for detailed instructions.

  If your IPA Programme can be accepted, the ECOA accepts the IPA Programme and sets its status to ***Ready for Decision***. You can verify the evolution in the IPA Programme Display:

  Note: The available links do not allow you to update or change the IPA Programme at this stage, except uploading non-integral documents and officials in charge.

- **Linking the IPA Programme to a Commission Decision**

  After the ECOA accepted your IPA 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 IPA Programme and return it you for minor corrections. Refer to the procedure Correcting returned IPA Programmes for detailed instructions.

  You and the officials in charge will be notified by e-mail and can verify the evolution in the IPA Programme Display screen:

  Once the Commission has linked a decision to your IPA Programme, you can start implementing it.

  Note that you cannot change the settings of a Commission-approved IPA Programme. The link ***Create a new version*** however allows you to create a new version of the IPA Programme, which might reflect changed circumstances. Refer to the procedure Creating a new version of an approved IPA Programme.

11. CORRECTING RETURNED IPA PROGRAMMES

If the responsible European Commission Operating Agent (ECOA) 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:

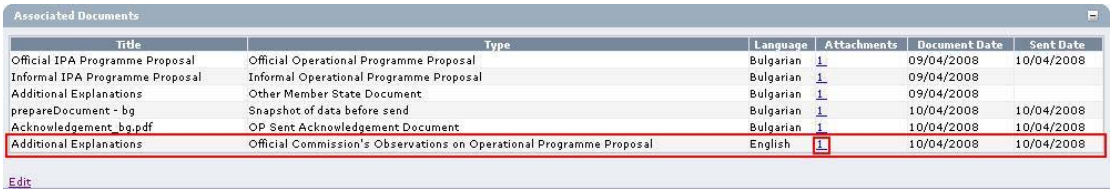
> From: "sfc2007-info@ec.europa.eu" <sfc2007-info@ec.europa.eu>
> To: msma@portugal.pt
> Sent: Tuesday, June 26, 2007 1:19:39 PM
> Subject: SFC2007 Event Notification
>
> Object: IPA Programme 2007PT161PO001 Version 1
>
> Event: Returned
>
> By: Commission
>
> To: Portugal
>
> Next Action: The Member State is expected to correct this IPA Programme Proposal.
>
> To review this Operational Programme version click here

Perform the following procedure to correct the IPA Programme.

1. **Search returned IPA Programme.**

   Click the ***Here*** link in the notification e-mail message above or refer to Searching existing IPA Programmes.

2. **In the IPA Programme Display screen, browse to the *Associated Documents* section:**


Associated Documents

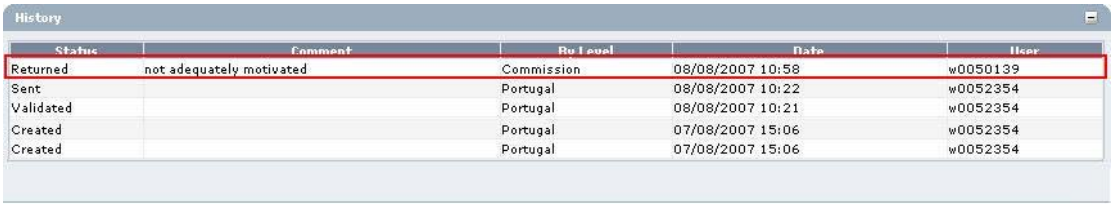
Title	Type	Language	Attachments	Document Date	Sent Date
Official IPA Programme Proposal	Official Operational Programme Proposal	Bulgarian	1	09/04/2008	10/04/2008
Informal IPA Programme Proposal	Informal Operational Programme Proposal	Bulgarian	1	09/04/2008	
Additional Explanations	Other Member State Document	Bulgarian	1	09/04/2008	
prepareDocument - bg	Snapshot of data before send	Bulgarian	1	10/04/2008	10/04/2008
Acknowledgement_bg.pdf	OP Sent Acknowledgement Document	Bulgarian	1	10/04/2008	10/04/2008
Additional Explanations	Official Commission's Observations on Operational Programme Proposal	English	1	10/04/2008	10/04/2008

Edit

   If the ECOA attached a document to your IPA 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 IPA Programme.**

4. **In the IPA Programme Display screen, browse to the *History* section as well:**



Look for the line marking the return of your IPA Programme (probably the first line) and consult the ***Comment*** field.

In this field, the ECOA may have briefly explained why he returned your IPA Programme to you.

5. **Perform the required changes to the IPA Programme.**

   Refer to the procedures described in section Updating IPA Programmes.

6. **Validate the revised IPA Programme.**

   Refer to the procedure described in section Validating IPA Programmes.

7. **Send the revised and validated Operational Programme again to the Commission.**

   Refer to the procedure described in section Sending IPA Programmes (to the Commission).

You will now have to wait until the European Commission evaluates your revised IPA 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 IPA Programmes (by the European Commission).

12. CREATING A NEW VERSION OF AN APPROVED IPA PROGRAMME

If you need to change the settings of an approved IPA Programme linked to a European Commission decision (status "***Decision Taken***"), you must create a new version of that IPA Programme.

Perform the following procedure to create a new version of an IPA Programme:

1. **Search the IPA Programme for which you need to create a new version.**

   Refer to Searching existing IPA Programmes.

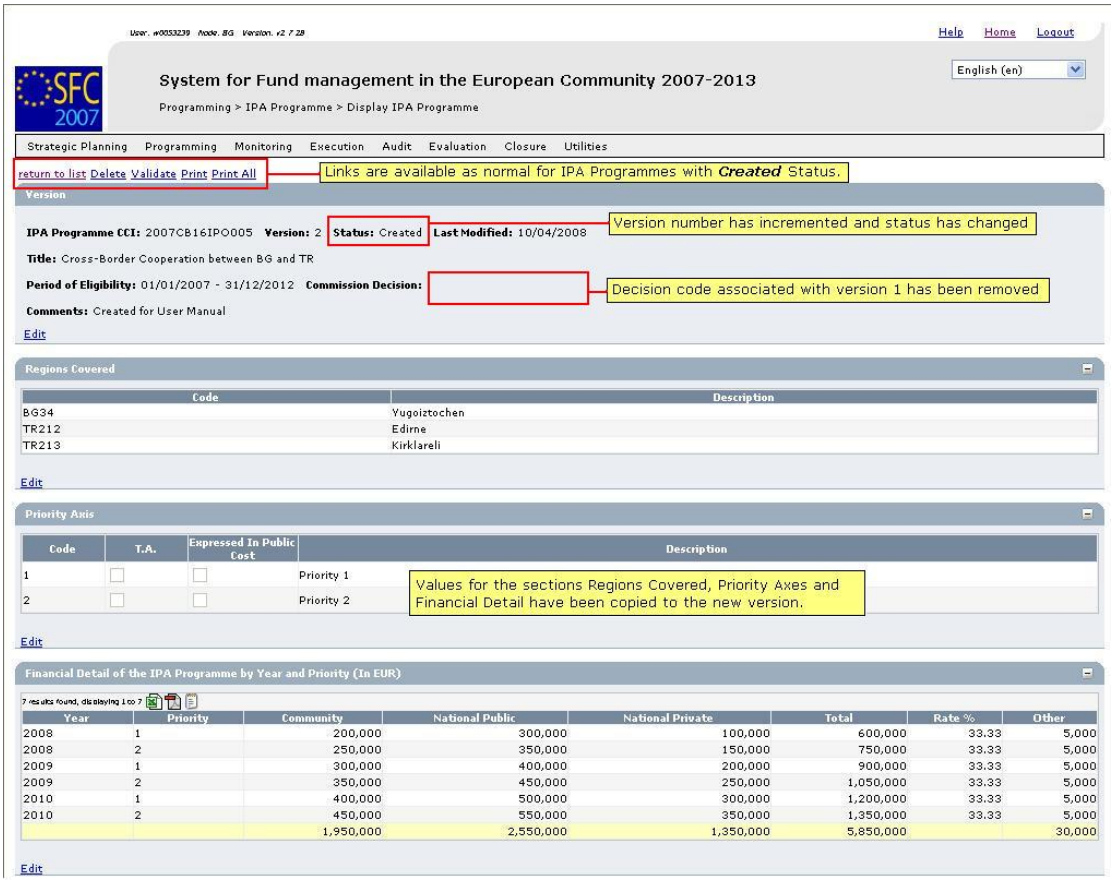
2. **In the IPA Programme display screen, click the link *Create New Version*:**

   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:



The values in the sections ***Associated Documents***, ***Last Validation Results*** and ***History*** are initialised.

4. **Perform the required updates vor the new IPA Programme version.**

   Refer to the procedures described in section Updating IPA Programmes.

5. **Validate the new version of the IPA Programme.**

   Refer to the procedure described in the section Validating IPA Programmes.

6. **Send the validated IPA Programme to the European Commission.**

   Refer to the procedure described in section Sending IPA Programmes.

7. **You will now have to wait until the European Commission evaluates the new version of the IPA Programme and notifies you of their decision.**

   Refer to Evaluating IPA Programmes (by the European Commission)

13. IPA PROGRAMME DATA FIELDS

This section provides a detailed description of the data fields you can encounter when managing IPA 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)

13.1. General IPA Programme Data Fields

The following table lists the data fields containing General Settings about the IPA Programme. You can find them on one or more of the following screens:

- The IPA Programme Search pane
- The List of IPA Programmes
- The IPA Programme Creation Wizards
- The ***Version*** section of the IPA Programme Display screens
- The ***General*** tab of the IPA Programme Update screens

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 IPA Programme Data Fields

Field name	Description	M.L.	Status
IPA Programme CCI ***or*** Operational Programme CCI ***or*** CCI	***Note***: On the various SFC2007 screens managing IPA Programmes, the fields referring to the CCI of an IPA Programme are named in different ways: • IPA Programme CCI • Operational Programme CCI • CCI As they invariably refer to the IPA Programme CCI, they are treated together in this table. The ***IPA Programme CCI*** is to the Common Identification Code (CCI) assigned to the IPA Programme. It allows an unambiguous identification of the IPA Programme. For an explanation of the CCI structure, refer to the section Managing Common Identification Codes. When you are creating an IPA Programme or editing a first version of an Operational Programme, the field appears as follows: 	-	M

Field name	Description	M.L.	Status
	Click the field to select another CCI from the List of allocated CCI dialog. If you are editing a higher version of an Operational Programme, you can no longer change the CCI.		
Version	The version of the IPA Programme is a numeric value that is automatically incremented by 1, each time a new version of the IPA Programme is created.	-	C
Title	The Title field contains the title linked to the CCI you selected for the IPA Programme. It can however be edited manually.	255	M
Status	This field indicates the status of the IPA Programme you are working with. This is a read-only field completed automatically by the system. An IPA Programme can have the following status indications: • **Created**: The IPA Programme has been created by the Member State user, but not yet validated. • **Validated**: The IPA Programme 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 IPA Programme has been sent to the Commission by the Member State user and awaits treatment by the European Commission Operating Agent (ECOA). • **Returned**: The IPA Programme was not admitted by the ECOA and sent back to the Member State for correction. • **Admissible**: The IPA Programme was admitted for evaluation by the ECOA. • **Ready for Decision**: The IPA Programme was accepted by the ECOA. • **Decision taken**: The Commission Decision Document is linked to the IPA Programme and it is sent back to the Member State. This is normally the last phase in the IPA Programme's life cycle. If changes must be performed once a Decision is taken, a new IPA Programme version must be created.	-	C
Last Modified	This field contains the date at which the IPA Programme definition was changed for the last time.	-	C
First Year	This field contains the first year of the IPA Programme Annual Plan. The default value in this field is the current year When you are completing or editing an IPA Programme definition, you can enter another year.	-	M
Last Year	This field contains the last year of the Programme Annual Plan. The default value in this field is 2010. When you are completing or editing an Operational Programme definition, you can enter another year.	-	M
Eligibility Period	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	-	C

Field name	Description	M.L.	Status
	Commission. 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. 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.		
Previous Node	This field contains the Node where the IPA Programme resided, before it was transferred to the current Node When you are searching an IPA Programme, select the required Node from the drop-down list.	-	C
Current Node	This field contains the Node where the IPA Programme is residing now. When you are searching an IPA Programme, you can select the required Node from the drop-down list.	-	C
Comments	This field contains free comments about the IPA Programme. When you are completing or editing an IPA Programme, you can enter free text comment in this field	255	O
Decision ***or*** Commission Decision	This field can contain the Commission Decision code linked to the IPA Programme. When you are searching an IPA Programme, you can enter the number to be searched in this list. 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.	-	O
Covers	This field only applies for IPA Programmes covering component 5 (Rural Development). Furthermore the field can only contain the following default value: Normal IPA Regions	-	C

13.2. Priority Axis Data Fields

The following table lists the data fields containing Priority Axes defined for IPA Programmes. You can find them on one or more of the following screens for IPA Programmes covering components 2 (Cross-Border Cooperation), 3 (Regional Development) and 4 (Human Resources Development):

- The IPA Programme Creation Wizards
- The ***Priority Axis*** section of the IPA Programme Display screens
- The ***Priority Axes*** tab of the IPA Programme Update screens

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 IPA Programme Data Fields.

Field name	Description	M.L.	Status
Code	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. When you are creating a new Priority Axis or editing a Priority Axis created in the current version of the IPA Programme, you can enter a value or change the existing value in this field. When you are editing a Priority Axis created in an earlier version of the IPA Programme, you can no longer change the value.	5	M
Description	The Priority Axis description is a free user-defined text. When you are creating a new Priority Axis or editing a Priority Axis created in the current version of the IPA Programme, you can enter or change the value in this field. When you are editing a Priority Axis created in an earlier version of the IPA Programme, you can no longer change the value.	60	M
Expressed in Public Cost ***or*** In Public Cost	The Contribution rate for a priority can be based on public or total cost. 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. This status can also be changed for Priority Axes defined in previous versions of the IPA Programme	-	O
Is Technical Assistance ***or*** T.A.	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. When you are creating a new Priority Axis or editing a Priority Axis created in the current version of the IPA 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. If the Priority Axis was defined in an earlier version of the IPA Programme, you can no longer change this setting.	-	O

13.3. Measure Detail Data Fields

The following table lists the data fields available for Measure Details. You can find them on one or more of the following screens for IPA Programmes covering components 3 (Regional Development) and 4 (Human Resources Development):

- The IPA Programme Creation Wizards
- The ***Measure Details*** section of the IPA Programme Display screens
- The ***Measures*** tab of the IPA Programme Update screens

For a description of the table structure, refer to the Table legend in section IPA Programme Data Fields.

Field name	Description	M.L.	Status
Priority Code	This field contains the Region code code which the Measure code is linked to. The Priority Code has been defined by the user on the Priority Axis tab. When you are adding a new Measure, you must select an available Priority Code from a drop-down list.	5	M
Measure Code	The Measure Code is defined by the user who created the priority. When you are creating a new Priority Axis or editing a Priority Axis created in the current version of the IPA Programme, you can enter a value or change the existing value in this field. When you are editing a Priority Axis created in an earlier version of the IPA Programme, you can no longer change the value.	???	M
Measure Description	The Measure description is a free user-defined text. When you are creating a new Measure or editing a Measure created in the current version of the IPA Programme, you can enter or change the value in this field. When you are editing a Measure created in an earlier version of the IPA Programme, you can no longer change the value.	60???	M

13.4. Region Data Fields

The following table lists the data fields available for Measure Details. You can find them on one or more of the following screens for IPA Programmes covering component 2 (Cross-Border Cooperation):

- The IPA Programme Creation Wizards
- The ***Regions covered*** section of the IPA Programme Display screens
- The ***Regions*** tab of the IPA Programme Update screens

For a description of the table structure, refer to the Table legend in section IPA Programme Data Fields.

Field name	Description	M.L.	Status
Region ***or*** Region Code	This field contains the Priority code as deined in the common classification of territorial units for statistics (NUTS). When you are adding a new Region, you must click this field to select the Region from a separate dialog.	-	M
Description	This field contains the predefined description of the Region matching the selected Region Code.	???	M

13.5. Financial Plan Column Headings (Components 2, 3 and 4)

For IPA Programmes covering components 2 (Cross-Border Cooperation), 3 (Regional Development) and 4 (Human Resources Development), the ***Financial Detail*** section on the IPA Programme Display screen and the ***Financial Plan*** tab on the IPA Programme Update screen contain a table with the following columns:

Column Heading	Description
Country (Component 2b)	The ***Country*** column is only available for IPA Programmes covering component 2b (Cross-Border Cooperation covering regions of Candiate Member States only). The column contains the country code of the candidate Member States concerned. Possible values: • TR: Turkey • HR: Croatia • MK: Former Yugoslav Republic of Macedonia If the table contains multiple lines for a single Candiate Member State (e.g. multiple years and/or multiple priorities), the country code is repeated on each line.
Year	The ***Year*** column is available for all IPA Programmes covering component 2, 3 and 4. The user-defined ***First Year*** and ***Last Year*** are listed in this column, as well as all years in between. A single year will appear on several lines in the table, if there are annual values for several Candidate Member States (component 2b only) or several Priorities.
Priority (Component 2)	The ***Priority*** column is available for IPA Progammes covering component 2 (Cross-Border Cooperation). It contains the Priority codes defined by the user on the ***Priority Axis*** tab. A single Priority code will appear on several lines in the table, if there are annual values for several Candidate Member States (component 2b only) or several Years.

Column Heading	Description
Measure (Components 3 and 4)	The ***Measure*** column is available for IPA Progammes covering component 3 (Regional Development) and component 4 (Human Resources Development). It contains the Measure codes defined by the user on the ***Measures*** tab. A single Measure code will appear on several lines in the table, if there are annual values several Years.
Community	The ***Community*** column is available for all IPA Programmes covering component 2, 3 and 4. Each line contains the user-defined amount of the European Community contribution for the year, country, priority and/or measure mentioned on that line.
National Public	The ***National Public*** column is available for all IPA Programmes covering component 2, 3 and 4. Each line contains the user-defined amount of the Member State public contribution for the year, country, priority and/or measure mentioned on that line.
National Private	The ***National Private*** column is available for all IPA Programmes covering component 2, 3 and 4. Each line contains the user-defined amount of the Member State's private sector contribution for the year, country, priority and/or measure mentioned on that line.
Total	The ***Total*** column is available for all IPA Programmes covering component 2, 3 and 4. Each line contains the calculated total amount for the year, country, priority and/or measure mentioned on that line. The total amount is calculated with the following formula: ***Total*** = Community + National Public + National Private
Rate %	The ***Rate*** column is available for all IPA Programmes covering component 2, 3 and 4. Each line contains the calculated rate of the Community contributions in relation with the calculated total amount. The total amount is calculated with the following formula: ***Rate*** = Community / Total
Other	The ***Other*** column is available for all IPA Programmes covering component 2, 3 and 4. Each line contains contains the financing amount from other sources than the ones listed above. This field is used for informational purposes only and is not taken into account in any calculation.

13.6. Financial Plan Column Headings (Component 5)

For IPA Programmes covering component 5 (Rural Development), there are three ***Financial Detail*** sections on the IPA Programme Display screen. These sections match the three ***Financial Plan*** subtabs on the IPA Programme Update screen:

- Annual Detail
- Axis Detail
- Measure Detail

These sections or subtabs are explained in the following sections:

13.6.1. Annual Detail

Column Heading	Description
Year indication ***or*** Year	The ***Annual Detail*** section on the IPA Programme Display screen contains a column for each year from 2007 to 2013 included. The user-defined ***EU Contribution*** amounts are listed on the sole line in the table labelled ***Normal IPA regions***. The ***Year*** column on the subtab ***Financial Plan - Annual Detail*** on the IPA Programme Update screen lists the years for which a EU Contribution amount can be defined, i.e. the Start Year, End Year and the years in between.
EU Contribution	The ***EU Contribution*** column is available on the subtab ***Financial Plan – Annual Detail***. It contains the user-defined annual amounts for the year listed in the Year column.

13.6.2. Axis Detail

Column Heading	Description
Axis	This column contains the default Priority Axis Codes (1, 2, 3 and 5). On the IPA Programme Display screen, the Axis descriptions are also provided: 1. Improving market efficiency and implementing Community Standards 2. Preparatory actions for the implementation of agri-environmental measures and Leader 3. Development of the rural economy 5. Technical Assistance
Total Public Expenditure	This column lists for each Priority Axis the Total Public Expenditure Amount. This amount is calculated with the following formula: ***Total Public Expenditure*** = (EU Contribution / EU Contribution Rate) X 100
EU Contribution Rate	This column lists for each Priority Axis the user-defined EU Contribution Rate.
EU Contribution	This column lists for each Priority Axis the user-defined EU Contribution amount.

13.6.3. Measure Detail

Column Heading	Description
Measure ***or*** Axis/Measure	This column contains the default Measure codes. A Measure code is always a three-digit code, where: • The first digit refers to the Axis code (1, 2, 3 or 5) • The second digit is a 0. • The third digit is a sequential number: 1, 2, 3… The following Measure codes are available: 101. Investments in agricultural holdings to restructure and to upgrade to Community standards (Commission Regulation (EC) N° 718/2007, Art. 174) 102. Support for the setting-up of producer groups (Commission Regulation (EC) N° 718/2007, Art. 175) 103. Investments in processing and marketing of agriculture and fishery products to restructure those activities and to upgrade them to Community standads (Commission Regulation (EC) N° 718/2007, Art. 176) 201. Actions to improve the environment and the countryside (Commission Regulation (EC) N° 718/2007, Art. 177) 202. Preparation and implementation of local rural development strategies (Commission Regulation (EC) N° 718/2007, Art. 178) 301. Improvement and development of rural infrastructure (Commission Regulation (EC) N° 718/2007, Art. 179) 302. Diversification and development of rural economic activities (Commission Regulation (EC) N° 718/2007, Art. 180) 303. Improvement of training (Commission Regulation (EC) N° 718/2007, Art. 181) 501. Technical Assistance (Commission Regulation (EC) N° 718/2007, Art. 182) 502. European Network for Rural Development (Commission Regulation (EC) N° 718/2007, Art. 183)
EU Contribution	This column lists for each Measure the user-defined EU Contribution amount.
Total Public Expenditure	This column lists for each Measure the Total Public Expenditure Amount. This amount is calculated with the following formula: ***Total Public Expenditure*** = (EU Contribution / EU Contribution Rate for the applicable Priority Axis) X 100
Private Expenditure	This column lists for each Measure the user-defined Private Expenditure Amount.
Total Cost	This column lists for each Measure the Total Cost amount. This amount is calculated with the following formula: ***Total Cost*** = Total Public Expenditure + Private Expenditure

13.7. Major Project Data Fields (Component 3)

The following table lists the data fields available for Major Projects linked to an IPA Programme covering component 3 (Regional Development). You can find them on the following screens for IPA Programmes covering components 3 (Regional Development):

- The ***Measure Details*** section of the IPA Programme Display screens
- The ***Measures*** tab of the IPA Programme Update screens

For a description of the table structure, refer to the Table legend in section IPA Programme Data Fields.

Field name	Description	M.L.	Status
Priority	This field contains the Priority code which the Major Project is is linked to. The Priority Code has been defined by the user on the Priority Axis tab. When you are adding a new Major Project, you must select an available Priority Code from a drop-down list.	5	M
CCI	This field contains the CCI associated with the linked Major Project.	-	M
Title	By default, this field contains the title associated with the Major Project CCI. You can however change the title, when you are editing or ading additional Projects.		

APPENDIX A: VALIDATION RULES FOR IPA PROGRAMMES

The following table lists the rules applied during the validation of an IPA 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 IPA Programme generates errors, it cannot be validated and sent to the Commission.

Code	Severity	Description
2.1	Error	The start year and the last year must not be earlier than 2007 and not be later than 2013. The start year must not be later than the last year
2.2	Error	Version 1 of the programme must contain three consecutive years or, when exceeding 2013, the number of years left.
2.3	Error	At least one priority axis must have been defined for Programmes covering component 2, 3 or 4.
2.4	Error	At least one Measure must be defined under each Priority for Programmes covering component 3 or 4.
2.5	Error	The financial plan must contain: • all the years between start and last year, • all priorities defined (Component 2a), • all Countries Involved (Component 2b)
2.6	Error	The financial plan must contain: • all the years between start and last year • all measures defined (Components 3 and 4).
2.7	Error	The annual financial plan must contain all the years between start and last year for all the Region Types selected (Component 5)
2.8	Error	The financial plan per Region Type and Priority must contain all pre-defined Priorities (Component 5)
2.9	Error	The financial plan per Measure must contain all pre-defined Measures (Component 5)
2.10	Warning	The financial plan must contain community contribution for each record (Components 2, 3 and 4).
2.11	Warning	The financial plan per priority axis must contain EU contribution and a co-financing rate for each priority axis (Component 5).
2.12	Error	The financial plan per measure must contain EU contribution for at least one measure that has a EU contribution defined under the Priority Axis (Component 5)
2.13	Error	The sum of EU contributions on the priority axis must equal the sum of the EU contributions of the measures defined under that priority axis (Component 5).
2.14	Error	One and only one Managing Authority has been specified
2.15	Warning	At least one Audit Authority must have been specified
2.16	Error	One and only one Certifying Authority must have been specified (Components 2, 3 and 4).
2.17	Error	One and only one National Authorising Officer, who certifies the expenditure made, must have been specified (Component 5) for that Member State per year.

Code	Severity	Description
2.18	Error	One and only one Candidate Country Paying Agency must have been specified (Component 5).
2.19	Warning	One and only one National IPA Coordinator must have been specified (Component 5).
2.20	Error	The official IPA Programme proposal document must have been uploaded in the system
2.21	Warning	At least one official in charge of the (candidate) Member State must exist.
2.22	Error	At least Region Type 'Normal IPA Regions' must be covered (Component 5).
2.23	Error	At least one NUTS region from two different countries are entered (Component 2); for Component 2a this must be at least one Member State and at least one (potential) candidate Member State, for Component 2b it must be at least 2 (potential) candidate Member States and no Member State.
2.24	Error	There must be no Projects, defined under Programmes, with a Leading DG different to DG REGIO.
2.25	Error or Warning	For subsequent versions and compared to the previous version • the First Year must not be increased (ERROR) • the Last Year must not be decreased (ERROR) • no Region Type must be unset on Component 5 (ERROR) • no Priorities of Component 2, 3 and 4 Programmes must be removed, nor can their Description, Technical Assistance Indicator be modified (ERROR). • the Community contributions in closed previous years must not have been modified. (WARNING)
2.26	Error	The Authority Types specified must be valid for the Fund in the programme
2.27	Error	The sum of EU contributions in the financial plan by Year and Region Type mut be equal to the sum of the EU contributions in the financial plan by Priority and Region Type (Component 5).
2.28	Error	There must be at least one Component 5 priority with a EU contribution and a co-financing rate different from 0.
2.29	Error	All calculations based on all Priority Axes of the Programme must be identical (either all "Public Cost" or either all "Total Cost") for programmes covering component 4
2.30	Error	All calculation based on all Priority Axes of the Programme must be of type "Public Cost" for programmes covering component 3.

APPENDIX B: SAMPLE PRINT REPORTS

This appendix contains a sample Print Report for each IPA Programme type:

- Print Report for IPA Programmes covering Component 2a (Cross-Border Cooperation between Member States and Candidate Member States)
- Print Report for IPA Programmes covering Component 2b (Cross-Border Cooperation between Candidate Member States)
- Print Report for IPA Programmes covering Component 3 (Regional Development)
- Print Report for IPA Programmes covering Component 4 (Human Resources Development)
- Print Report for IPA Programmes covering Component 5 (Rural Development)

B.1 Print Report for IPA Programmes covering component 2a

IPA Reports covering Component 2a refer to Cross-Border Cooperation between Member States and Candidate Member States (Turkey, Former Yugoslav Republic of Macedonia, and Croatia).

You obtain this report if you click the Print link on the IPA Programme Display screen.

IPA Programme
Commission Reference NR: 2007CB16IPO005 Version: 1 Status: Decision Taken Last Modified: 10/04/2008 Decision: CBC001
Title: Cross-Border Coopeation between BG and TR
Period of Eligibility: 01/01/2007 - 31/12/2012

1. Financial Tables (in euro)
Eligible expenditure with reference to: Total Expenditure

YEARS 2008 - 2010	Total Expenditure	Total Public expenditure	Public Expenditure: Community Contrib. (IPA)	Public Expenditure: National Public Contrib.	Private (Indicative)	IPA cofinancing rate	For Information: Other (IFI, etc)
	(1)=(2)+(5) (Eur)	(2)=(3)+(4) (Eur)	(3) (Eur)	(4) (Eur)	(5) (Eur)	(6)=(3)/(1) (%)	(Eur)
1. Priority 1	2,700,000	2.100.000	900.000	1.200.000	600,000	33.33%	15.000
2. Priority 2	3,150,000	2.400.000	1.050.000	1.350.000	750,000	33.33%	15.000
Total Years 2008 - 2010	**5,850,000**	**4.500.000**	**1.950.000**	**2.550.000**	**1,350,000**	**33.33%**	**30.000**

YEARS 2008	Total Expenditure	Total Public expenditure	Public Expenditure: Community Contrib. (IPA)	Public Expenditure: National Public Contrib.	Private (Indicative)	IPA cofinancing rate	For Information: Other (IFI, etc)
	(1) = (2) + (5) (Eur)	(2) =(3)+(4) (Eur)	(3) (Eur)	(4) (Eur)	(5) (Eur)	(6) = (3)/(1) (%)	(Eur)
1. Priority 1	600,000	500.000	200.000	300.000	100,000	33.33%	5.000
2. Priority 2	750,000	600.000	250.000	350.000	150,000	33.33%	5.000
Total Years 2008 - 2010	**1,350,000**	**1.100.000**	**450.000**	**650.000**	**250,000**	**33.33%**	**10.000**

YEARS 2009	Total Expenditure	Total Public expenditure	Public Expenditure: Community Contrib. (IPA)	Public Expenditure: National Public Contrib.	Private (Indicative)	IPA cofinancing rate	For Information: Other (IFI, etc)
	(1) = (2) + (5) (Eur)	(2) =(3)+(4) (Eur)	(3) (Eur)	(4) (Eur)	(5) (Eur)	(6) = (3)/(1) (%)	(Eur)
1. Priority 1	900,000	700.000	300.000	400.000	200,000	33.33%	5.000
2. Priority 2	1,050,000	800.000	350.000	340.000	250,000	33.33%	5.000
Total Years 2008 - 2010	**1,950,000**	**1.500.000**	**650.000**	**850.000**	**450,000**	**33.33%**	**10.000**

YEARS 2010	Total Expenditure	Total Public expenditure	Public Expenditure		Private (Indicative)	IPA cofinancing rate	For Information
			Community Contrib. (IPA)	National Public Contrib.			Other (IFI, etc)
	(1) = (2) + (5) (Eur)	(2) =(3)+(4) (Eur)	(3) (Eur)	(4) (Eur)	(5) (Eur)	(6) = (3)/(1) (%)	(Eur)
1. Priority 1	1,200,000	900.000	400.000	500.000	300,000	33.33%	5.000
2. Priority 2	1,350,000	1.000.000	450.000	350.000	350,000	33.33%	5.000
Total Years 2008 - 2010	**2,550,000**	**1.900.000**	**850.000**	**1.050.000**	**650,000**	**33.33%**	**10.000**

2. List of Regions covered

Code	Description
BG34	Yugoiztochen
TR212	Edirne
TR213	Kirklareli

3. Authorities

Managing Authority					
Name	**Address**	**Contact**	**Phone**	**Fax**	**Email**
Managing Auth.		Stojanova E.	359 2 123 456	359 2 234 567	e.stojanova@bulg.bg

Certifying Authority					
Name	**Address**	**Contact**	**Phone**	**Fax**	**Email**
Certifying Auth.		Name	359 2 123 456	359 2 234 567	e.stojanova@bulg.bg

Audit Authority					
Name	**Address**	**Contact**	**Phone**	**Fax**	**Email**
Certifying Auth.		Name	359 2 123 456	359 2 234 567	e.stojanova@bulg.bg

4. Supporting Documents

Title	Type	Language	Document	Sent Date	Commission Registration No	Local Reference
Informal IPA doc	Informal Operational Programme Proposal	Bulgarian	09/04/2008			
Additional explanations	Other Member State Document	Bulgarian	09/04/2008			
Acknowledgment_bg.pdf	OP Sent Acknowledgment Document	Bulgarian	10/04/2008	10/04/2008		
Official IPA Programme Proposal document	Official Operational Programme Proposal	Bulgarian	10/04/2008	10/04/2008		
prepareDocument – bg	Snapshot of data before send	Bulgarian	10/04/2008	10/04/2008		
Additional Explanations	Official Commission's observations on OP proposal	English	10/04/2008	10/04/2008		

B.2 Print Report for IPA Programmes covering component 2b

IPA Reports covering Component 2a refer to Cross-Border Cooperation between Member States and Candidate Member States (Turkey, Former Yugoslav Republic of Macedonia, and Croatia).

You obtain this report if you click the Print link on the IPA Programme Display screen.

IPA Programme
Commission Reference NR: 2007CB16IPO006 Version: 1 Status: Created Last Modified: 10/04/2008 Decision:
Title: Cross-Border defined by Turkey (Component 2b)
Period of Eligibility: -

1. Financial Tables (in euro)
Eligible expenditure with reference to: Total Expenditure

YEARS 2008 - 2010	Total Expenditure	Total Public expenditure	Public Expenditure: Community Contrib. (IPA)	Public Expenditure: National Public Contrib.	Private (Indicative)	IPA cofinancing rate	For Information: Other (IFI, etc)
	(1)=(2)+(5) (Eur)	(2)=(3)+(4) (Eur)	(3) (Eur)	(4) (Eur)	(5) (Eur)	(6)=(3)/(1) (%)	(Eur)
1. Priority 1	**5,850,000**	**4,800,000**	**2,100,000**	**2,700,000**	**1,050,000**	**35.90%**	**45,000**
HR	1,800,000	1,500,000	600,000	900,000	300,000	**33.33%**	15,000
TR	4,050,000	3,300,000	1,500,000	1,800,000	750,000	**37.01%**	30,000
2. Priority 2	**6,625,000**	**5,400,000**	**2,400,000**	**3,000,000**	**1,225,000**	**36.23%**	**45,000**
HR	2,175,000	1,800,000	750,000	1,050,000	375,000	**34.48%**	15,000
TR	4,450,000	3,600,000	1,650,000	1,950,000	850,000	**37.08%**	30,000
Total Years 2008 - 2010	**12,475,000**	**10,200,000**	**4,500,000**	**5,700,000**	**2,275,000**	**36.07%**	**90,000**

YEAR 2008	Total Expenditure	Total Public expenditure	Public Expenditure: Community Contrib. (IPA)	Public Expenditure: National Public Contrib.	Private (Indicative)	IPA cofinancing rate	For Information: Other (IFI, etc)
	(1)=(2)+(5) (Eur)	(2)=(3)+(4) (Eur)	(3) (Eur)	(4) (Eur)	(5) (Eur)	(6)=(3)/(1) (%)	(Eur)
1. Priority 1	**1,450,000**	**1,200,000**	**500,000**	**700,000**	**250,000**	**34.48%**	**10,000**
HR	350,000	300,000	100,000	200,000	50,000	**28,57%**	5,000
TR	1,100,000	900,000	400,000	500,000	200,000	**37.01%**	5,000
2. Priority 2	**1,700,000**	**1,400,000**	**600,000**	**800,000**	**300,000**	**35.29%**	**10,000**
HR	475,000	400,000	150,000	250,000	75,000	**31.58%**	5,000
TR	1,225,000	1,000,000	450,000	550,000	225,000	**36.73%**	5,000
Total Year 2008	**3,150,000**	**2,600,000**	**1,100,000**	**1,500,000**	**550,000**	**34.92%**	**20,000**

YEAR 2009	Total Expenditure	Total Public expenditure	Public Expenditure		Private (Indicative)	IPA cofinancing rate	For Information
			Community Contrib. (IPA)	National Public Contrib.			Other (IFI, etc)
	(1)=(2)+(5) (Eur)	(2)=(3)+(4) (Eur)	(3) (Eur)	(4) (Eur)	(5) (Eur)	(6)=(3)/(1) (%)	(Eur)
1. Priority 1	**1,950,000**	**1,600,000**	**700,000**	**900,000**	**350,000**	**35.90%**	**10,000**
HR	600,000	500,000	200,000	300,000	100,000	**33.33%**	5,000
TR	1,350,000	1,100,000	500,000	600,000	250,000	**37.04%**	5,000
2. Priority 2	**2,200,000**	**1,800,000**	**800,000**	**1,000,000**	**400,000**	**36.36%**	**10,000**
HR	725,000	600,000	250,000	350,000	125,000	**34.48%**	5,000
TR	1,475,000	1,200,000	550,000	650,000	275,000	**37.29%**	5,000
Total Year 2009	**4,150,000**	**3,400,000**	**1,500,000**	**1,900,000**	**750,000**	**36.14%**	**20,000**

YEAR 2010	Total Expenditure	Total Public expenditure	Public Expenditure		Private (Indicative)	IPA cofinancing rate	For Information
			Community Contrib. (IPA)	National Public Contrib.			Other (IFI, etc)
	(1)=(2)+(5) (Eur)	(2)=(3)+(4) (Eur)	(3) (Eur)	(4) (Eur)	(5) (Eur)	(6)=(3)/(1) (%)	(Eur)
1. Priority 1	**2,450,000**	**2,000,000**	**900,000**	**1,100,000**	**450,000**	**36.73%**	**10,000**
HR	850,000	700,000	300,000	400,000	150,000	**35.29%**	5,000
TR	1,600,000	1,300,000	600,000	700,000	300,000	**37.50%**	5,000
2. Priority 2	**2,725,000**	**2,200,000**	**1,000,000**	**1,200,000**	**525,000**	**36.70%**	**10,000**
HR	975,000	800,000	350,000	450,000	175,000	**35.90%**	5,000
TR	1,750,000	1,400,000	650,000	750,000	350,000	**37.14%**	5,000
Total Year 2010	**5,175,000**	**4,200,000**	**1,900,000**	**2,300,000**	**975,000**	**36.71%**	**20,000**

2. List of Regions covered

Code	Description
HR	HRVATSKA
TR	TURKIYE

3. Authorities

Managing Authority					
Name	**Address**	**Contact**	**Phone**	**Fax**	**Email**
Managing Auth.	ISTANBUL	Barsi Erton	90 212 234 567	90 212 234 568	b.erton@turkiye.tr

Certifying Authority					
Name	**Address**	**Contact**	**Phone**	**Fax**	**Email**
Certifying Auth.	ADANA	Marmat Feridun	90 322 234 567	90 322 234 568	m.feridun@turkiye.tr

Audit Authority					
Name	**Address**	**Contact**	**Phone**	**Fax**	**Email**
Certifying Auth.	ANKARA	Turgay Rober	90 312 567 894	90 312 567 895	t.rober@turkiye.tr

4. Supporting Documents

Title	Type	Language	Document	Sent Date	Commission Registration No	Local Reference
Informal IPA doc	Informal Operational Programme Proposal	English	09/04/2008			
Additional explanations	Other Member State Document	English	09/04/2008			
Acknowledgment_en.pdf	OP Sent Acknowledgment Document	English	10/04/2008	10/04/2008		
Official IPA Programme Proposal document	Official Operational Programme Proposal	English	10/04/2008	10/04/2008		
prepareDocument – en	Snapshot of data before send	English	10/04/2008	10/04/2008		
Additional Explanations	Official Commission's observations on OP proposal	English	10/04/2008	10/04/2008		

B.3 Print Report for IPA Programmes covering component 3

IPA Reports covering Component 3 refer to Regional Development.

You obtain this report if you click the Print link on the IPA Programme Display screen.

IPA Programme
Commission Reference NR: 2007TR16IPO001 Version: 1 Status: Created Last Modified: 10/04/2008 Decision:
Title: Cross-Border defined by Turkey (Component 3)
Period of Eligibility: 01/01/2007 – 31/12/2012

1. Financial Tables (in euro)
Eligible expenditure with reference to: Total Expenditure

YEARS 2008 - 2010	Public Expenditure	Community Funding (IPA)	National Public Funding	IPA cofinancing rate	For information: Other (IFI national Private, etc)
	(x+y) (Eur)	(x) (Eur)	(y) (Eur)	x/(x+y) (%)	(Eur)
1. Priority 1	**1,690,000**	**790,000**	**900,000**	**46.75%**	**45,000**
1 – 1. Measure 1 for Priority 1	790,000	340,000	450,000	**43,04%**	15,000
1 – 2. Measure 2 for Priority 1	900,000	450,000	450,000	**50,00%**	30,000
2. Priority 2	**1,730,000**	**830,000**	**900,000**	**47,98%**	**45,000**
2 – 1. Measure 1 for Priority 2	750,000	300,000	450,000	**40.00%**	15,000
2 – 2. Measure 2 for Priority 2	980,000	530,000	450,000	**54.08%**	30,000
Total Years 2008 - 2010	**3,420,000**	**1,620,000**	**1,800,000**	**47.37%**	**90,000**

YEAR 2008	Public Expenditure	Community Funding (IPA)	National Public Funding	IPA cofinancing rate	For information: Other (IFI national Private, etc)
	(x+y) (Eur)	(x) (Eur)	(y) (Eur)	x/(x+y) (%)	(Eur)
1. Priority 1	**550,000**	**250,000**	**300,000**	**45.45%**	**10,000**
1 – 1. Measure 1 for Priority 1	250,000	100,000	150,000	**40.00%**	5,000
1 – 2. Measure 2 for Priority 1	300,000	150,000	150,000	**50.00%**	5,000
2. Priority 2	**550,000**	**250,000**	**300,000**	**45.45%**	**10,000**
2 – 1. Measure 1 for Priority 2	250,000	100,000	150,000	**40.00%**	5,000
2 – 2. Measure 2 for Priority 2	300,000	150,000	150,000	**50.00%**	5,000
Total Year 2008	**1,100,000**	**500,000**	**600,000**	**45.45%**	**20.000**

YEAR 2009	Public Expenditure	Community Funding (IPA)	National Public Funding	IPA cofinancing rate	For information Other (IFI national Private, etc)
	(x+y) (Eur)	(x) (Eur)	(y) (Eur)	x/(x+y) (%)	(Eur)
1. Priority 1	**570,000**	**270,000**	**300,000**	**47.37%**	**10,000**
1 – 1. Measure 1 for Priority 1	250,000	100,000	150,000	**40.00%**	5,000
1 – 2. Measure 2 for Priority 1	320,000	170,000	150,000	**53.13%**	5,000
2. Priority 2	**590,000**	**290,000**	**300,000**	**49.15%**	**10,000**
2 – 1. Measure 1 for Priority 2	250,000	100,000	150,000	**40.00%**	5,000
2 – 2. Measure 2 for Priority 2	340,000	190,000	150,000	**58.88%**	5,000
Total Year 2009	**1,160,000**	**560,000**	**600,000**	**48.28%**	**20.000**

YEAR 2010	Public Expenditure	Community Funding (IPA)	National Public Funding	IPA cofinancing rate	For information Other (IFI national Private, etc)
	(x+y) (Eur)	(x) (Eur)	(y) (Eur)	x/(x+y) (%)	(Eur)
1. Priority 1	**570,000**	**270,000**	**300,000**	**47.37%**	**10,000**
1 – 1. Measure 1 for Priority 1	290,000	140,000	150,000	**40.00%**	5,000
1 – 2. Measure 2 for Priority 1	280,000	130,000	150,000	**53.13%**	5,000
2. Priority 2	**590,000**	**290,000**	**300,000**	**49.15%**	**10,000**
2 – 1. Measure 1 for Priority 2	250,000	100,000	150,000	**40.00%**	5,000
2 – 2. Measure 2 for Priority 2	340,000	190,000	150,000	**58.88%**	5,000
Total Year 2010	**1,160,000**	**560,000**	**600,000**	**48.28%**	**20.000**

2. Indicative list of Major Projects

Priority	Title	CCI
1	TR Major Project for IPA Componenet 3	2007TR16IPR001

3. Authorities

Managing Authority					
Name	**Address**	**Contact**	**Phone**	**Fax**	**Email**
Managing Auth.	ISTANBUL	Barsi Erton	90 212 234 567	90 212 234 568	b.erton@turkiye.tr

Certifying Authority					
Name	**Address**	**Contact**	**Phone**	**Fax**	**Email**
Certifying Auth.	ADANA	Marmat Feridun	90 322 234 567	90 322 234 568	m.feridun@turkiye.tr

Audit Authority					
Name	**Address**	**Contact**	**Phone**	**Fax**	**Email**
Certifying Auth.	ANKARA	Turgay Rober	90 312 567 894	90 312 567 895	t.rober@turkiye.tr

4. Supporting Documents

Title	Type	Language	Document	Sent Date	Commission Registration No	Local Reference
Informal IPA doc	Informal Operational Programme Proposal	English	09/04/2008			
Additional explanations	Other Member State Document	English	09/04/2008			
Acknowledgment_en.pdf	OP Sent Acknowledgment Document	English	10/04/2008	10/04/2008		
Official IPA Programme Proposal document	Official Operational Programme Proposal	English	10/04/2008	10/04/2008		
prepareDocument – en	Snapshot of data before send	English	10/04/2008	10/04/2008		
Additional Explanations	Official Commission's observations on OP proposal	English	10/04/2008	10/04/2008		

B.4 Print Report for IPA Programmes covering component 4

IPA Reports covering Component 4 refer to Human Resource Development in Candidate Member States.

You obtain this report if you click the Print link on the IPA Programme Display screen.

IPA Programme
Commission Reference NR: 2007TR05IPO001 Version: 1 Status: Created Last Modified: 10/04/2008 Decision:
Title: IPA for Turkey Component 4 HR Development
Period of Eligibility: -

1. Financial Tables (in euro)
Eligible expenditure with reference to: Total Expenditure

			Public Expenditure				For Information
YEARS 2008 - 2010	Total Expenditure	Total Public expenditure	Community Contrib. (IPA)	National Public Contrib.	Private (Indicative)	IPA cofinancing rate	Other (IFI, etc)
	(1)=(2)+(5) (Eur)	(2)=(3)+(4) (Eur)	(3) (Eur)	(4) (Eur)	(5) (Eur)	(6)=(3)/(1) (%)	(Eur)
1. Priority 1	**2,842,000**	**2,392,000**	**900,000**	**1,492,000**	**450,000**	**31.67%**	**45,000**
1 – 1. Measure 1 for Priority 1	1,345,000	1,120,000	420,000	700,000	225,000	**31.23**	15,000
1 – 2. Measure 2 for Priority 1	1,497,000	1,272,000	480,000	792,000	225,000	**32.06**	30,000
2. Priority 2	**4,330,000**	**3,880,000**	**1,600,000**	**2,280,000**	**450,000**	**39,95%**	**45,000**
2 – 1. Measure 1 for Priority 2	2,035,000	1,810,000	760,000	1,050,000	225,000	**37.35%**	15,000
2 – 2. Measure 2 for Priority 2	2,295,000	2,070,000	840,000	1,230,000	225,000	**36.60%**	30,000
Total Years 2008 - 2010	**7,172,000**	**6,272,000**	**2,500,000**	**3,772,000**	**900,000**	**34.86%**	**90,000**

YEAR 2008	Total Expenditure	Total Public expenditure	Public Expenditure		Private (Indicative)	IPA cofinancing rate	For Information
			Community Contrib. (IPA)	National Public Contrib.			Other (IFI, etc)
	(1)=(2)+(5) (Eur)	(2)=(3)+(4) (Eur)	(3) (Eur)	(4) (Eur)	(5) (Eur)	(6)=(3)/(1) (%)	(Eur)
1. Priority 1	**850,000**	**700,000**	**220,000**	**480,000**	**150,000**	**25.88%**	**10,000**
1 – 1. Measure 1 for Priority 1	405,000	330,000	100,000	230,000	75,000	**24.69%**	5,000
1 – 2. Measure 2 for Priority 1	455,000	370,000	120,000	250,000	75,000	**26.97%**	5,000
2. Priority 2	**1,230,000**	**1,080,000**	**440,000**	**640,000**	**150,000**	**35.77%**	**10,000**
2 – 1. Measure 1 for Priority 2	575,000	500,000	200,000	300,000	75,000	**34.78%**	5,000
2 – 2. Measure 2 for Priority 2	655,000	500,000	240,000	340,000	75,000	**36.64%**	5,000
Total Year 2008	**2,080,000**	**1,780,000**	**660,000**	**1,120,000**	**300,000**	**31.73%**	**20,000**

YEAR 2009	Total Expenditure	Total Public expenditure	Public Expenditure		Private (Indicative)	IPA cofinancing rate	For Information
			Community Contrib. (IPA)	National Public Contrib.			Other (IFI, etc)
	(1)=(2)+(5) (Eur)	(2)=(3)+(4) (Eur)	(3) (Eur)	(4) (Eur)	(5) (Eur)	(6)=(3)/(1) (%)	(Eur)
1. Priority 1	**990,000**	**840,000**	**300,000**	**540,000**	**150,000**	**30.30%**	**10,000**
1 – 1. Measure 1 for Priority 1	475,000	400,000	140,000	260,000	75,000	**29.47%**	5,000
1 – 2. Measure 2 for Priority 1	515,000	440,000	160,000	280,000	75,000	**31.07%**	5,000
2. Priority 2	**1,410,000**	**1,260,000**	**440,000**	**720,000**	**150,000**	**38.30%**	**10,000**
2 – 1. Measure 1 for Priority 2	635,000	560,000	260,000	300,000	75,000	**40.94%**	5,000
2 – 2. Measure 2 for Priority 2	775,000	700,000	280,000	420,000	75,000	**36.13%**	5,000
Total Year 2009	**2,400,000**	**2,100,000**	**840,000**	**1,260,000**	**300,000**	**35.00%**	**20,000**

YEAR 2010	Total Expenditure	Total Public expenditure	Public Expenditure		Private (Indicative)	IPA cofinancing rate	For Information
			Community Contrib. (IPA)	National Public Contrib.			Other (IFI, etc)
	(1)=(2)+(5) (Eur)	(2)=(3)+(4) (Eur)	(3) (Eur)	(4) (Eur)	(5) (Eur)	(6)=(3)/(1) (%)	(Eur)
1. Priority 1	**1,002,000**	**852,000**	**380,000**	**472,000**	**150,000**	**37.92%**	**10,000**
1 – 1. Measure 1 for Priority 1	465,000	390,000	180,000	210,000	75,000	**38.71%**	5,000
1 – 2. Measure 2 for Priority 1	537,000	462,000	200,000	262,000	75,000	**37.24%**	5,000
2. Priority 2	**1,690,000**	**1,540,000**	**620,000**	**920,000**	**150,000**	**36.69%**	**10,000**
2 – 1. Measure 1 for Priority 2	825,000	750,000	300,000	450,000	75,000	**36.36%**	5,000
2 – 2. Measure 2 for Priority 2	865,000	790,000	320,000	470,000	75,000	**36.99%**	5,000
Total Year 2009	**2,692,000**	**2,392,000**	**1,000,000**	**1,392,000**	**300,000**	**37.15%**	**20,000**

2. Authorities

Managing Authority					
Name	**Address**	**Contact**	**Phone**	**Fax**	**Email**
Managing Auth.	ISTANBUL	Barsi Erton	90 212 234 567	90 212 234 568	b.erton@turkiye.tr

Certifying Authority					
Name	**Address**	**Contact**	**Phone**	**Fax**	**Email**
Certifying Auth.	ADANA	Marmat Feridun	90 322 234 567	90 322 234 568	m.feridun@turkiye.tr

Audit Authority					
Name	**Address**	**Contact**	**Phone**	**Fax**	**Email**
Certifying Auth.	ANKARA	Turgay Rober	90 312 567 894	90 312 567 895	t.rober@turkiye.tr

3. Supporting Documents

Title	Type	Language	Document	Sent Date	Commission Registration No	Local Reference
Informal IPA doc	Informal Operational Programme Proposal	English	09/04/2008			
Additional explanations	Other Member State Document	English	09/04/2008			
Acknowledgment_en.pdf	OP Sent Acknowledgment Document	English	10/04/2008	10/04/2008		
Official IPA Programme Proposal document	Official Operational Programme Proposal	English	10/04/2008	10/04/2008		
prepareDocument – en	Snapshot of data before send	English	10/04/2008	10/04/2008		
Additional Explanations	Official Commission's observations on OP proposal	English	10/04/2008	10/04/2008		

B.5 Print Report for IPA Programmes covering component 5

IPA Reports covering Component 4 refer to Rural Development in Candidate Member States.

You obtain this report if you click the Print link on the IPA Programme Display screen.

IPA Programme
Commission Reference NR: 2007TR06IPO001 Version: 1 Status: Created Last Modified: 10/04/2008 Decision:
Title: IPA for Turkey Component 5 Rural Development
Period of Eligibility: 01/01/2007 – 31/12/2012

1. Annual Contribution from IPA (in Eur)

Year	2007	2008	2009	2010	2011	2012	2013	Total
Normal IPA Regions		200,000	300,000	400,000				**900,000**
Total		**200,000**	**300,000**	**400,000**				**900,000**

2. Financial Plan by Axis (in EUR, total period)

Normal IPA Regions			
Axis	**Public Contribution**		
	Total Public Expenditure (1)	**EU Contribution Rate (%)**	**EU Contribution**
1. Improving market efficiency and implementing Community Standards	**1,176,471**	25.50%	300,000
2. Preparatory actions for the implementation of agri-environmental measures and Leader	**1,200,000**	25.00%	300,000
3. Development of the rural economy	**1,000,000**	20.00%	200,000
5. Technical assistance	**555,556**	18.00%	100,000
Total	**3,932,026**	22.89%	**900,000**

Total				
Axis	**Public Contribution**			
	Total Public Expenditure (1)	**EU Contribution Rate (%)**	**EU Contribution**	**Resulting Spending Rates**
1. Improving market efficiency and implementing Community Standards	**1,176,471**	25.50%	**300,000**	33.33%
2. Preparatory actions for the implementation of agri-environmental measures and Leader	**1,200,000**	25.00%	**300,000**	33.33%
3. Development of the rural economy	**1,000,000**	20.00%	**200,000**	22.22%
5. Technical assistance	**555,556**	18.00%	**100,000**	11.11
Total	**3,932,026**	22.89%	**900,000**	100.00%

(1) Calculated amount rounded to the euro. Summing up the rounded amounts may differ from the related rounded total amount, because total amounts are calculated by summing up the non-rounded amounts.

3. Indicative Breakdown by Measure (in EUR, total period)

Axis/Measure	EU Contribution	Total Public Expenditure (1)	Private Expenditure	Total Cost (1)
101. Investments in agricultural holdings to restructure and to upgrade to Community standards. Art 174	100,000	**392,157**	32,000	**424,157**
102. Support for the setting-up of producer groups.	100,000	**392,157**	32,000	**424,157**
103. Investments in the processing and marketing of agriculture and fishery products to restructure those activities and to upgrade them to Community standards. Art 176	100,000	**392,157**	32,000	**424,157**
Total 1	**300,000**	**1,176,471**	**96,000**	**1,272,471**
201. Actions to improve the environment and the countryside.	150,000	**600,000**	32,000	**632,000**
202. Preparation and implementation of local rural development strategies. Art 178	150,000	**600,000**	32,000	**632,000**
Total 2	**300,000**	**1,200,000**	**64,000**	**1,264,000**
301. Improvement and development of rural infrastructure. Art 179	100,000	**500,000**	32,000	**532,000**
302. Diversification and development of rural economic activities. Art 180	50,000	**250,000**	32,000	**282,000**
303. Improvement of training. Art 181	50,000	**250,000**	32,000	**282,000**
Total 3	**200,000**	**1,000,000**	**96,000**	**1,096,000**
501. Technical Assistance. Art 182	75,000	**416,667**	32,000	**448,667**
502. European Network for Rural Development. Art 183	25,000	**138,889**	32,000	**170,889**
Total 5	**100,000**	**555,556**	**64,000**	**619,556**
Grand Total	**900,000**	**3,932,026**	**320,000**	**4,252,026**

(1) Calculated amount rounded to the euro. Summing up the rounded amounts may differ from the related rounded total amount, because total amounts are calculated by summing up the non-rounded amounts.

4. Authorities

Managing Authority					
Name	**Address**	**Contact**	**Phone**	**Fax**	**Email**
Managing Auth.	ISTANBUL	Barsi Erton	90 212 234 567	90 212 234 568	b.erton@turkiye.tr

Certifying Authority					
Name	**Address**	**Contact**	**Phone**	**Fax**	**Email**
Certifying Auth.	ADANA	Marmat Feridun	90 322 234 567	90 322 234 568	m.feridun@turkiye.tr

Paying Authority					
Name	**Address**	**Contact**	**Phone**	**Fax**	**Email**
Paying Auth.	ANKARA	Turgay Rober	90 312 567 894	90 312 567 895	t.rober@turkiye.tr

National Authorising Officer					
Name	**Address**	**Contact**	**Phone**	**Fax**	**Email**
National Auth. Officer	TRABZON	Arda Yilmaz	90 462 234 567	90 462 234 567	a.yilmaz@turkiye.tr

National IPA Coordinator					
Name	**Address**	**Contact**	**Phone**	**Fax**	**Email**
National IPA Coordinator	ANTALYA	Rustu Boral	90 242 234 567	90 242 234 568	r.boral@turkiye.tr

5. Supporting Documents

Title	Type	Language	Document	Sent Date	Commission Registration No	Local Reference
Informal IPA doc	Informal Operational Programme Proposal	English	09/04/2008			
Additional explanations	Other Member State Document	English	09/04/2008			
Acknowledgment_en.pdf	OP Sent Acknowledgment Document	English	10/04/2008	10/04/2008		
Official IPA Programme Proposal document	Official Operational Programme Proposal	English	10/04/2008	10/04/2008		
prepareDocument – en	Snapshot of data before send	English	10/04/2008	10/04/2008		
Additional Explanations	Official Commission's observations on OP proposal	English	10/04/2008	10/04/2008		

APPENDIX C: OTHER STANDARD REPORTS FOR IPA PROGRAMMES

The other standard reports for IPA Programmes can be treated together:

- Print All Report
- Snapshot Report
- Acknowledgement Report

C.1 Print All Report

You obtain this report if you click the Print All link on an IPA Programme Display screen.

The first sections are identical to the Print Report for the IPA Programmes covering the various components.

The three last sections are specific for the ***Print All*** Report: They are identical for all IPA Programmes:

Last Validation Results

Date	Severity	Message
07/08/2007	Info	Operational Programme has been validated.

History

Status	Comment	By Level	Date	User
Decision taken		Commission	10/04/2008	w0050144
Ready for Decision		Commission	10/04/2008	w0050144
Admissible		Commission	10/04/2008	w0050144
Sent	After Re-Open	Bulgaria	10/04/2008	w0053239
Validated		Bulgaria	10/04/2008	w0053239
Returned	Not sufficiently motivated	Commission	10/04/2008	w0050144
Sent		Bulgaria	10/04/2008	w0053239
Validated		Bulgaria	10/04/2008	w0053239
Created	created by wizard	Bulgaria	10/04/2008	w0053239

Officials in Charge

Name	Phone	Fax	Email	Valid from	Until
Stojanova Irena	359 2 123 456	359 2 234 567	i.stojanova@bulg.bg	01/04/2008	30/04/2013

C.2 Snapshot Report

You obtain this report if you open the ***prepareDocument.pdf*** file which is generated automatically, when you send the IPA Programme to the Commission.

The first sections are identical to the Print Report.

The ***Supporting Documents*** section looks as follows:

4. Supporting Documents

Title	Type	Language	Document	Sent Date	Commission Registration Nr	Local Reference
Official Doc	Official Operational Programme Proposal	Bulgarian	07/08/2007			
Document Checksum	dc8877c9 f4106d8b eba88c5e 6deeb4e5 e2c19a65 e1b0e78b 13ba06a5 50fea423 45a387bd 83cec19e e17987d2 3b7f7a3f 3a3083f6 9b939ab1 0bf63789 1c6fcbe6					

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 2dfeb8e5 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.

C.4 Acknowledgment Report

When the Member State sends an IPA 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_ll.pdf***, where ***ll*** is the two-letter language code.

The first page of the Acknowledgment report contains the following statements:

SFC2007

Acknowlegdment of Receipt

This document acknowledges the reception on 10/04/2008 at 11:55:12 MEST by the European Commission of version 1 of the Operational Programme 2007CB16IPO005 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 the as the instructions as how to use this public key.

The following pages contain the sections matching the sections in the Print Report.

The ***Supporting Documents*** section looks as follows:

Supporting Documents

Title	Type	Language	Document	Sent Date	Commission Registration Nr	Local Reference
Official Doc	Official Operational Programme Proposal	Bulgarian	10/04/2008			
Document Checksum	dc8877c9 f4106d8b eba88c5e 6deeb4e5 e2c19a65 e1b0e78b 13ba06a5 50fea423 45a387bd 83cec19e e17987d2 3b7f7a3f 3a3083f6 9b939ab1 0bf63789 1c6fcbe6					
prepareDocument - en	Snapshot of data before send	Bulgarian	10/04/2008	10/04/2008		
Document Checksum	21772466 f34eba8e 618d9b16 f4ee80a7 0f732afd 59584182 e4f09c4c 457be008 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:

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627cc368 82970e2a a5363fe1 08cf47c3 bab9dbfd 0114ff99 37ef9f50 ff55fac7
022b77f9 46fe2908 09d16088 6f5d3ba8 635b0a0a 4b9e77e9 282358f3 ad2e7321
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