

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	Ву
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. <u>Member State Management Authority (MSMA)</u>

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 Republic 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
- <u>Managing IPA Programmes</u>

1.3. References used in this Manual

Ref	Name	Filename
[<u>R1</u>]	Glossary	SFC2007-BM-033 Business Glossary
[<u>R2</u>]	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
[<u>R5</u>]	Member State Compliance Assessment Authority Manual	SFC2007-MAN-185 Member State Compliance Assessment Authority Manual
[<u>R6</u>]	Member State Managing Authority Manual	SFC2007-MAN-184 Member State Managing Authority Manual

The following references are used throughout this 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 *yyyyCC990TY###*, 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

Code	Country	Code	Country/Geographical Group
AT	Austria	LT	Lithuania
BE	Belgium	LU	Luxembourg
BG	Bulgaria	LV	Latvia
CY	Cyprus	MT	Malta
CZ	Czech Republic	NL	Netherlands
DE	Germany	PL	Poland
DK	Denmark	PT	Portugal
EE	Estonia	RO	Romania
ES	Spain	SE	Sweden
FI	Finland	SI	Slovenia
FR	France	SK	Slovakia (Slovak Republic)
UK	United Kingdom	СВ	Cross-border co-operation
GR	Greece	CE	European Commission
HU	Hungary	EU	European Union
IE	Ireland	HR	Republic of Croatia
IT	Italy	TR	Republic of Turkey
		MK	Former Yugoslav Republic of Macedonia

Possible values:

• 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.

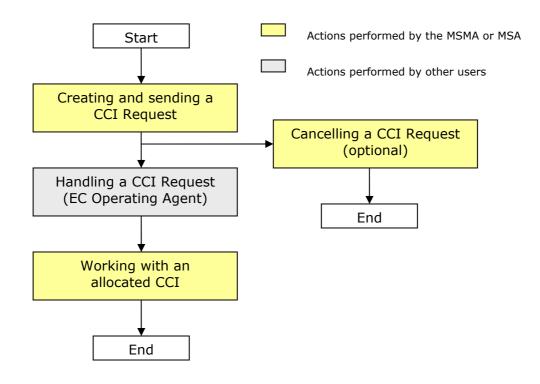
The procedures handled by the MSA or MSMA are represented as yellow boxes. Click one of the links below to access a detailed description:

- Creating and sending a CCI Request
- Cancelling a CCI Request

• <u>Working with an allocated CCI</u>

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 <u>SFC2007 Introduction guide</u>. 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:

Strategic Planning	Programming	Monitoring	Execution	Audit	Evaluation	Closure	Documentation	Reports	Utilities
									CCI Requests

The following screen is displayed:

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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:

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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	М
Leading DG	From the drop-down list, select the Directorate General managing the Programme at the European Commission.	-	М
Туре	From the drop-down list, select Operational Programme OR the Project Type for which you require the new CCI.	-	М
Title	In this field, enter the title of the Programme or Project.	255	М
Target Area	Select the target area from the drop-down list. The available entries match the Member States and the predefined Geographical groups	-	Μ
Objective	From the drop-down list, select the predefined Objective for the Programme or Project you require the CCI for.	-	М
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.	255	0
	If you do not enter an editional e-mail address, you are the only person that will be notified.		
Comments	In this field, enter free text comment.	2000	0
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.	240	Μ
	In this field you enter the title for the attached document.		-
Attached Documents –	In this field, you can enter the path to the file to be attached as a justification for your CCI request.	2000	0
Attachment	You can also click the Browse button to locate and attach the required file.		
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 ((i)) to select the date from the Calender: Previous (<<) / Next (>>) year (<) Today 207 (<) Today 2 2 () 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 Select date Previous (<) and Next (>) month	-	Μ
Attached Document – Language	From the drop-down list, select the language in which the attached document is written.	-	М

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

6.	Click the	Add button	to save the	e CCI Request:
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le:	*	, Leading DG					Browse	* - - - -		Attad	ment

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 (1) to remove the CCI Request.
- 7. Click the *Next* button.

The following screen is displayed:

SFC		n for Fu	nd management in st > Create CCI Requests	the Europea	n Commu	nity 2007-2013	I	<u>e-Learning Hon</u> English (en)
Strategic Planni	ng Programmin	g Monito	ing Execution Audit E	Evaluation Closure	Document	ation Reports Utilities		
			RE	cott Programme/Project Externa	Ilon Send Regi	Jet		
	est - Step 2: Send nt this request, th		ion will allocate CCI numbers					
ce you have se	nt this request, th	e Commiss	ion will allocate CCI numbers	s for the following Pro	grammes/Proj	ects:	Attachment	Additional Fma
once you have se Start Year	nt this request, th	e Commiss eading DG		s for the following Pro			Attachment	Additional Em

The current phase *Send Request* is highlighted.

You can now:

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

8. Click the *Send* button.

The following screen is displayed

User, #0050	741 Made. SC Version. v2.1	12			TRAINING			e-Learning Home
JIC .	stem for Func lities > CCI Request >				pean Community 2007	7-2013		English (en) 💌
Strategic Planning Progr	amming Monitoring	Executio	n Audit I	Evaluation C	losure Documentation Report:	s Utilities		
CI Request(s) Successfully Search	Created)
CI: Belgium]			Year: ing DG: :		Show 고 고 고	2	
bjective: tatus: List of CCI Requests and Al Preside Joint M				equests Only:		Search Clear	1	_
ist of CCI Requests and Al) Status	∱ Last Modified ∂
ist of CCI Requests and Al results ford, dicalaying 100 80 K 《 Allocated CCI 순	Page(s): 1, 2, Joem	(s) ber bage: 10	5.220. All 🛃 🕇	D.F.	Objective A	Type 4/2 Major Project	2 Status Requested	25/06/2007
ist of CCI Requests and Al reside found, disabying too 10 K a Allocated CCI 🛔	Title Agents): 1, 2, Joewi Title Agents Major Project	ls) oer osge: JØ Start A Yozy Z	Snoo all A	Leading A	Objective 👌	Type #	and the second se	
ist of CCI Requests and Al results found, disalaying too to K Nilocated CCI 2 Belgium 20078E051PO002Training	Title A Major Project Programme - CC	s) ser usge: ju Start ▲ You: Ž 2007	Snon all 🔊 🗍 Target A Area Z Belgium	Leading A EMPL	Objective 2 European Territorial Cooperation Regional Competitueness and	Type # Major Project Operational	Requested	25/06/2007
st of CCI Requests and Al easts for CCI Requests and Al store of CCI Requests and Al store of CCI A Belgium 107BE051P0002Training 107BE052P0002WALLO	Title A Major Project Programme - CC	(s) 007 00000: 10 Start & You: 2007 2007	Snoral (2) Target A Belgium Belgium	Leading A DC Z EMPL EMPL	Objective 2 European Territorial Cooperation Regional Competitiveness and Employment Regional Competitiveness and Employment	Type Major Project Operational Programme Operational Operational	Requested Allocated	25/06/2007 07/11/2006
st of CCI Requests and Al es ds found, disaloging 100 JD K Illocated CCI 2 Belgium 107BE051P0002Training 107BE052P0002WALLOI 107BE052P0002WALLOI	Title A Major Project Programme - CC	(c) per cose: [10 Start 10 Y-22 2007 2007	Sama al a Target A Belgium Belgium Belgium	Eleding Z EMPL EMPL EMPL	Objective 2 European Territorial Cooperation Regional Competitiveness and Employment Regional Competitiveness and Employment	Type 2 Major Project Operational Programme Operational Programme	Requested Allocated Allocated	25/06/2007 07/11/2006 07/11/2006
st of CCI Requests and Al esus found, disapping to JD K illocated CCI 2 Belgium 1078E051P0002 Training 1078E052P0002 WALLO 1078E052P0002 WALLO 1078E052P0004 MF Test test for:	Title A Maior Project Programme - CC NIE-BXL	(*) 807 00000: [30 Start & 2 2007 2007 2007 2007	Ston all a financial and a fin	EMPL EMPL EMPL EMPL EMPL EMPL	Objective European Territorial Cooperation Regional Competitiveness and Employment Regional Competitiveness and Employment	Type 2 Major Project Operational Programme Operational Programme	Requested Allocated Allocated Allocated	25/06/2007 07/11/2006 07/11/2006 07/11/2006
ist of CCI Requests and Al results found, disaloging 100 JD [K] = Allocated CCI 2 Belgium 30078E051P0002 Training 30078E052P0002 WALLO 30078E052P0002 WALLO 30078E052P0002 MF Test	Title 2 Maior Project Programme - CC VIE-BXL craining by PBO OP EFF - test	(*) 007 00000; (*) Start & 2 2007 2007 2007 2007 2007	Belgium Belgium Belgium Belgium Belgium Belgium	EMPL EMPL EMPL EMPL EMPL EMPL EMPL	Objective European Territorial Cooperation Regional Competitiveness and Employment Regional Competitiveness and Employment Convergence	Type 2 Major Project Operational Programme Operational Programme Global Grant Operational	Requested Allocated Allocated Allocated Requested	25/06/2007 07/11/2006 07/11/2006 07/11/2006 13/12/2006

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:

	User, #0050741 Mode, SC Version, v2 1 12		e-Learning Home
SFC 2007	System for Fund management in t Utilities > CCI Request > Display CCI Request	ne European Community 2007-2013	English (en) 🔽
Strategic Plan	ning Programming Monitoring Execution Audit Ev	uation Closure Documentation Reports Utilities	
<u>return to list</u>			
CCI Request D	tail		
Start Year:	2007		
Target Area:	Belgium		
Leading DG:	EMPL		
Objective:	European Territorial Cooperation		
Type:	Major Project		
Requester:	w0050741		
Requester Emai	: no.e-mail@ec.europa.eu		
Additional Emai	r		
Title:	Belgium Major Project		
Comments:			
Request Date:	25/06/2007		
Status:	Requested		
Last Modified:	25/06/2007		
Attachment:	Doc for Belgium Major Project		

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 <u>Handling a CCI Request</u> 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* dropdown menu:

Strategic Planning	Programming	Monitoring	Execution	Audit	Evaluation	Closure	Documentation	Reports	Utilities
									CCI Requests
he follov	ving scre	een is c	display	ed:					
	User. #0052353 Ad	ide. Pl - Version. v.	226				INTERNAL TESTS		
CCC .	Syste	m for Fu	nd mana	geme	nt in the	Europe	ean Commu	nity 20	07-2013

2007											
Strategic Planning	Programming Monitoring	Execution	Audit	Evaluation	Closure Docum	nentation Re	eports	Utilities			
òearch											
		s	how?					s	how?		
DI:			Star	t Year:					•		
rget Area:		•	🔽 Lead	ling DG:	EMPL -				•		
ojective:			🔽 Туре					•	2		
atus:			My F	equests Only	n 🗖						
							s	Search C	lear		
ist of CCI Request	s and Allocations										
	s and Allocations Si to 358 H 4 > H Popels): 27, 28,	29, 20, 31, 32, 3	13. 32. 35. 36. 1	item (s) per page: [10 <u>2000.01</u> (1)	Đ					
5 results found, displaying 3		29. 20. 31. 32. 1 Start <u>A</u> Year Z	13, 12, 35, 35, 1 Target Area	lcem(s) ner mage: <mark>.</mark> A Leading Z DG	10 5 200 ал (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	P ective	Å	Туре	Å	Status	A Last Modified
8 results found, disalaying 8 Allocated CCI $\frac{A}{Z}$	si co 358 N 4 ▶ N Pegels): 27, 28, Title & A title rft70 2	Start 🛓	Target	lœm(s) ær øsge:∏ A Leading DG EMPL	الم معند من المعند من Convergence		Te	Type echnical ssistance	Â	Status Requested	출 Last Modified 31/01/2007
Allocated CCI 🛔	51 co 358 H 4 ▶ M Pegels): 27, 28, Title Å	Start <u>∧</u> Year Z	Target Area	A Leading Z DG	Å Z Obje	ective	Te A: nd O	echnical			
i resuks found, displaying 3 Allocated CCI 🛔	Si co 335 N () N Popels): 27, 28, Title & title rft 70 2 OP EMPL SE Functional Testing	Start A Year Z 2007 2007	Target Area Sweden	A Leading DG EMPL	Z Obje Convergence Regional Comp	ective betitiveness an	Te A: nd O Pr nd O	echnical ssistance perational		Requested	31/01/2007
5 results found, disalaying 3 Allocated CCI & 00755E052P0005	Sto 32 H + H Poetr 2. 2. Title 4 OP EMPL SE Functional Testing 1.5.6 - cc Operational Programme for Sweden (AC2) Functional Testin 1.2.16	Start A Year Z 2007 2007 2007	Target Area Sweden Sweden	EMPL	A Obje Convergence Regional Comp Employment Regional Comp	ective petitiveness an petitiveness an	nd O Pr nd O Pr	echnical ssistance perational rogramme perational		Requested Allocated	31/01/2007 06/12/2006
a results found, displaying 2 Allocated CCI 🛔	Sito 338 H ()) N Popels): 27. 28. Title A 20 P EMPL SE Functional Testing 1.5.6 - cc Operational Programme for Sweden (ACS) Functional Testin 1.2.16 Operational Programme for Sweden (ACS) Functional Testin	Start A Year Z 2007 2007 2007	Target Area Sweden Sweden Sweden	Leading EMPL EMPL EMPL	Obje Convergence Regional Compe Employment Regional Compe Employment Regional Compe Employment Regional Compe	ective vetitiveness an vetitiveness an	nd O Pr nd O Pr nd O Pr nd O	echnical ssistance perational rogramme perational rogramme perational		Requested Allocated Cancelled	31/01/2007 06/12/2006 29/09/2006
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Periodic Score, dicitización 2 Nillocated CCI 2 00078E052P0005 2 00078E052P0003 2 00078E052P0002 2	Sito 32 K () M Popely: 27, 28, Title A D EMPL SE Functional Testing 15.6 - cc Operational Programme for Sweden (AC3) Functional Testin 1.2.16 Operational Programme for Sweden (AC2) Functional Testin 1.2.16	Start Year 2 2007 2 2007 2 2007 2 2007 2 2007 2 2007 2 2007 2 2007 2	Target Area Sweden Sweden Sweden Sweden Sweden	Leading DG EMPL EMPL EMPL EMPL EMPL	Obje Convergence Regional Comp Employment Regional Comp Employment Regional Comp Employment Regional Comp Employment Regional Comp Employment	ective petitiveness an petitiveness an petitiveness an petitiveness an	and OPP	echnical ssistance perational rogramme perational rogramme perational rogramme perational		Requested Allocated Cancelled Allocated Allocated	31/01/2007 06/12/2006 29/09/2006 29/09/2006 29/09/2006

This screen contains the following standard elements:

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

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

e-Learning Home Logout

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:

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities return to list Cancel Request CCI Request Detail Start Vear: 2007 Target Area: Portugal Leading D6: EMPL Objective: Convergence Type: Operational Programme Requester w0052353 Requester Additional Email: winnabon@yahoo.com Title: OP for Portugal for Convergence Convergence Convergence Comments: Request Detail 26/06/2007 Status: Requested VMIN: Portugal for Convergence Leading Or Convergence Comments: Request Detail	SFC	User, #053233 Mook, FF Version, #2.2.8 System for Fund management in the European Community 2007-2013 Utilities > CCI Request > Display CCI Request	<u>e-Learning</u> Hom <u>e</u> Logout English (en)
CCT Request Detail Start Vear: 2007 Target Area: Portugal Leading DG: EMPL Objective: Convergence Type: Operational Programme Requester: w0052353 Requester: w0052353 Requester: w0052353 Requester: w0052363 Requester: w005260 Comments: Requested Requested Model	Strategic Plan	l Ining Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilitie	es
Start Year: 2007 Target Area: Portugal Leading DG: EMPL Objective: Overspence Operational Programme Requester: v052353 Requester Email: no-e-mail@ec.europa.eu Additional Email: winnahon@yahoo.com Title: OP for bortugal for Convergence Comments: Requester Request Parket: 26/06/2007 Status: Requested	return to list Ca	ancel Request	
Start Year: 2007 Target Area: Portugal Leading DG: EMPL Objective: Overspence Operational Programme Requester: v052353 Requester Email: no-e-mail@ec.europa.eu Additional Email: winnahon@yahoo.com Title: OP for bortugal for Convergence Comments: Requester Request Parket: 26/06/2007 Status: Requested	COT Down th D		
Target Area: Portugal Leading DG: EMDL Objective: Convergence Operational Programme Operational Programme Requester: v052353 Requester: vo.=mail@cs.europa.eu Additional Encoded for Convergence Operational for Convergence Comments:	CCI Request D	ल दत्ता	
Leading DG: EMPL Objective: Onvergence Operational Programme Operational Programme Requester: v052353 Requester Email: n=mail@ec.europa.eu Additional Email: wim.naho@yahoo.com Title: OP fortugal for Convergence Comments:	Start Year:	2007	
Objective: Convergence Type: Operational Programme Requester: w052353 Requester: w10x32353 Requester: w10x3400.com Itide: OP for Portugal for Convergence Comments: Fequest 10/2007 Status: Requested	Target Area:	Portugal	
Type: Operational Programme Requester: v0052353 Requester: moleccurropa.eu Additional Email: wim.nahon@yahoo.com Title: OP for Portugal for Convergence Comment: Fequest Data Request Data 26/06/2007 Status: Requested	Leading DG:	EMPL	
Requester: w0052353 Requester: Email: no.e-mail@ec.europa.eu Additional Email: wim.nahon@yahoo.com Title: OP for Portugal for Convergence Comments: Request Date: 26/06/2007 Status: Requested	Objective:	Convergence	
Requester Email: no.e-mail@ec.europa.eu Additional Email: wim.nahon@yahoo.com Title: OP for Portugal for Convergence Comments: Request Date: 26/06/2007 Status: Requested	Type:	Operational Programme	
Additional Email: wim.nahon@yahoo.com Title: OP for Portugal for Convergence Comments: Request Date: 26/06/2007 Status: Requested	Requester:	w0052353	
Title: OP for Portugal for Convergence Comments: Request Date: 26/06/2007 Status: Requested	Requester Emai	il: no.e-mail@ec.europa.eu	
Comments: Request Date: 26/06/2007 Status: Requested	Additional Emai	il: wim.nahon@yahoo.com	
Request Date: 26/06/2007 Status: Requested	Title:	OP for Portugal for Convergence	
Status: Requested	Comments:		
	Request Date:	26/06/2007	
Land Market and Concern	Status:	Requested	
Last modified: 26/06/2007	Last Modified:	26/06/2007	
Attachment: OP Portugal Convergence doc	Attachment:	OP Portugal Convergence doc	

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:

SFC			manage			ropean	Community	2007-	2013	<u>e-Learning Home L</u> English (en)	.oqout
Strategic Plan		Monitoring	Execution	Audit	Evaluation	Closure	Documentation	Reports	Utilities		
CCI Request De	etail										
	2007 Portugal EMPL Convergence Operational Program w0052353 In no.e-mail@ec.europ Is wim.nahon@yahoo.c OP for Portugal for 0 26/06/2007 CP Portugal Conver	a.eu om Convergence									
Reason: Do you really wa	nt to cancel this CCI	Request?					*				

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

The following screen appears:

System for Fund management in the European English (en) Community 2007-2013 Utilities > CCI Request > Display CCI Request	it •
ing Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities	
letail	
2007	
Portugal	
EMPL	
Convergence	
Operational Programme	
w0052353	
no.e-mail@ec.europa.eu	
OP for Portugal for Convergence	
26/06/2007	
Cancelled	
Cancelled because not required	
26/06/2007	
OP Portugal Convergence doc	
	System for Fund management in the European Community 2007-2013 Utilities > CCI Request > Display CCI Request English (en) ing Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities ccssfully Cancelled! Utilities Utilities Utilities 2007 Portugal EMPL Utilities Utilities Convergence Operational Programme Utilities Utilities 0P for Portugal for Convergence Utilities Utilities 26/06/2007 Cancelled Utilities Utilities

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:

Forwarded Message From: "sfc2007-info@ec.europa.eu" <sfc2007-info@ec.europa.eu> To: msa@memberstate.eu Sent: Tuesday, June 26, 2007 2:16:15 PM Subject: SFC2007 Event Notification</sfc2007-info@ec.europa.eu>							
Object: CCI Request 2007PT163PR							
Related to: Cross-Border Cooperation between BG and TR User-defined tit							
Event: Allocated 2007CB16IPO005							
By: Commission							
To review this CCI Request click here							

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

3. MANAGING 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:

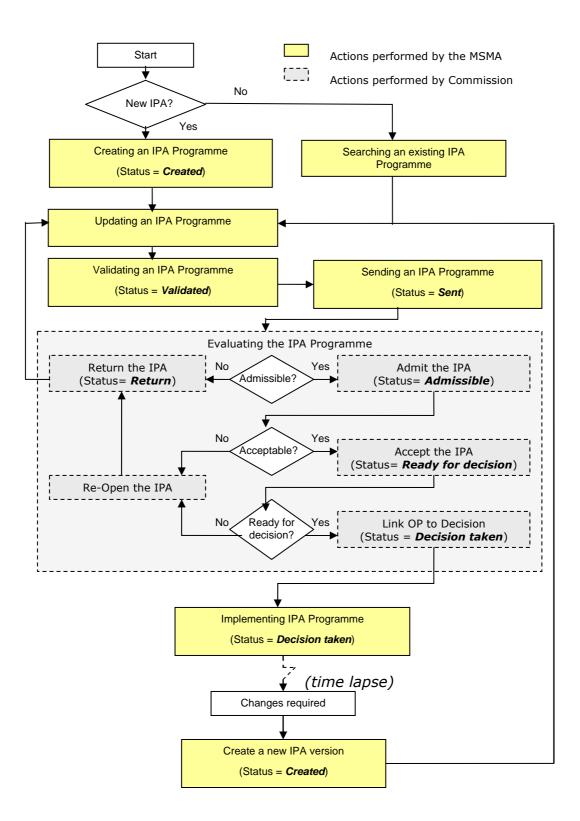
- Support for Transition and Institution building, aimed at financing capacity and institution building
- *Cross-border cooperation,* aimed at supporting the beneficiary countries in the area of cross-border cooperation between themselves, with the Member States or within the framework of cross-border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



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

- <u>Creating IPA Programmes</u>
- <u>Searching existing IPA Programmes</u>
- <u>Consulting existing IPA Programmes</u>
- <u>Updating IPA Programmes</u>
- Validating IPA Programmes
- <u>Sending IPA Programmes to the European Commission</u>
- <u>Correcting returned IPA Programmes</u>
- 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 <u>Evaluating IPA Programmes (by the Commission)</u> 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:

- <u>Creating IPA Programmes covering component 1 (Support for Transition and Institution</u> <u>Building)</u>
- <u>Creating IPA Programmes covering component 2 (Cross-Border Cooperation)</u>
- 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:

Strategic Planning	Programming	Monitoring	Execution	Audit	Evaluation	Closure	Utilities
	Operational P	rogramme					
	IPA Programm	ne N					
	Major Project Commission E	9					

The following screen is displayed:

	Vaer. w0033229 Node, 8G Version, v2 7 26				Help Home Log	582 T
	user, woosszan mode, als version, vz r za				Help Home Log	1000
:::SFC 2007	System for Fund manage Programming > IPA Programme > List	· · · · · · · · · · · · · · · · · · ·	mmunity 2007-2013		English (en)	•
Strategic Planning	Programming Monitoring Execution	Audit Evaluation Closure Uti	lities			
Search						E
	Show?		Show?			
CCI:	Status:	×				
Version:	Previous Node:		× V			
Title:	Current Node:					
Decision:						
			Search Clear			
List of IPA Program	umes					
	co 1 M 4 D M Page(s): 1. Icew(s) per page: 12 500	nau 🗟 📆 🗒				
CCI	A Version A	Title	👌 Status 👌 Previous Node	👌 Current Node 👌	Last Modified 👌 Decision	n ĝ
2007CB16IPO005	1 Cross-Border Coo	peration between BG and TR	Created Bulgaria	Bulgaria	08/04/2008	-
Create a new IPA Pro	ogramme					

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 <u>SFC2007</u> <u>Introduction guide</u>.

2. Click the link Create a new IPA Programme.

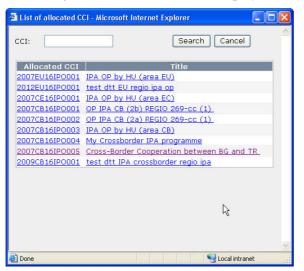
The following screen is displayed:

User, #005	3239 Made, 8G Version, +2 7 26			Help Home Logout
	ystem for Fund management ir ogramming > IPA Programme > Create IPA Pro	······································	ity 2007-2013	English (en) 🗸
Strategic Planning Prog	amming Monitoring Execution Audit	Evaluation Closure Utilities		
		General Details Priority	Avis Measures Regions	
Create IPA Programme Ste	p 1 : Provide General Details			
Operational Programme Cci	••••	2 Request CCI		
Title:			*	
First Year:	2008 *	Last Year:	2010 *	
Comments:		 2 		
				Next Cancel

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:

- <u>Title</u>
- <u>First Year</u>
- Last Year
- Comments

For a description of these fields, refer to the section <u>General IPA Programme Data Fields</u> 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 (\triangle) next to the field.

6. Click the *Next* button.

The following screen is displayed:

User. w0053239 Acc	de. BG Vension. v2 7 26			Help Home Logout
	n for Fund mana ning > IPA Programme >		e European Community 2007-2013 ne	English (en) 💙
Strategic Planning Programmin	g Monitoring Execut	ion Audit Evalu	ation Closure Utilities	
			General Details Priority Axis Measures Regions	
Create IPA Programme - Step 2: D	Jefine Priorities Axes			
Code:	*	Description:		*
Is Technical Assistance	In Public Cost			
	_			Add Clear
Code			Description	Is Technical In Public Cost
Add New Priority				Previous Next Cancel

The current step, Priority Axes, is highlighted.

The following fields are available:

- <u>Code</u>
- <u>Description</u>
- <u>Is Technical Assistance</u>
- In Public Cost

For a description of these fields, refer to section <u>Priority Axes Data fields</u> 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:

User, #0053229 Acole, 8G Version +2.7.26	Help Home Logout
System for Fund management in the European Community 2007-2013 Programming > IPA Programme > Create IPA Programme	English (en) 🔍
Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities	
General Datails Priority Axis Measures Regions	
Create IPA Programme - Step 2: Define Priorities Axes	
ode:	*
Is Technical Assistance 🔲 In Public Cost	
	Add Clea
Code Description	Is Technical In Public Cost
Priority 1	
Id New Priority	

The newly added Priority Axis is displayed in the list.

You can now:

- Click the *Rubbish bin* icon (1) 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:

	User. w0053239 Acide. 8	IG Version. v2 7 26											Help	Home	Logout	
SFC 2007		for Fund r g > IPA Program				uropean Co	mmunity	2007-201	3				En	glish (en)	~	
Strategic Planning	Programming	Monitoring	Execution	Audit E	valuatio	n Closure Util	lities			241						
						General Details	Priority Axis	Measures	Regions							
		Vou do not h	ave to define	Measures	for Cros:	s-border Co-operat	tion IPA Progr	ammes (Comp	onent 2). You	can skip this s	tep and go to t	ne next one.				
													Previo	us Ne	st Cance	

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

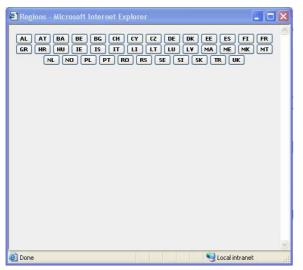
9. Click the *Next* button.

The following screen is displayed:

User, #053229 /b007,85 Ventor, r2.7.26	Help Home Logout
System for Fund management in the European Community 2007-2013 Programming > IPA Programme > Create IPA Programme	English (en) 💌
Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities	
General Details - Priority Avis - Measures - Regions	
Ereate IPA Programme - Step 4: Define Regions	Ξ.
Region ••••	
	Add Clear
Transe was as assumed for a state formed (
Region 2 Description	
AUE ITER REQUIR	Previous Finish Cancel

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	Code	Country name	Statu
AL	Albania	PC	LI	Liechtenstein	А
AT	Austria	MS	LT	Lithuania	MS
BA	Bosnia and Herzegovina	PC	LU	Luxembourg	MS
BE	Belgium	MS	LV	Latvia	MS
BG	Bulgaria	MS	MA	Morocco	А
СН	Switzerland	А	ME	Montenegro	PC
CY	Cyprus	MS	MK	F.Y.R.O.Macedonia	С
CZ	Czech Republic	MS	MT	Malta	MS
DE	Germany	MS	NL	Netherlands	MS
DK	Denmark	MS	NO	Norway	А
EE	Estonia	MS	PL	Poland	MS
ES	Spain	MS	PT	Portugal	MS
FI	Finland	MS	RO	Romania	MS
FR	France	MS	RS	Serbia	PC
GR	Greece	MS	SE	Sweden	MS
HR	Croatia	С	SI	Slovenia	MS
HU	Hungary	MS	SK	Slovakia	MS
IE	Ireland	MS	TR	Turkey	С
IS	Iceland	А	UK	United Kingdom	MS
IT	Italy	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:

🗿 Regions - Microsoft Internet Explorer	
AL AT BA BE SG GH CY CZ DE DK EE ES FT FR GR HR HU IE IS IT LI LI LU LV MA ME MK MT NL NO PL PT RO RS SE SI SK TR UK	
<u>BG</u> Bulgaria	
<u>BG3</u> Severna Bulgaria	
<u>BG31</u> Severozapaden	
BG311 Vidin	
<u>BG312</u> Montana	
<u>BG313</u> Vratsa	
<u>BG314</u> Pleven	
<u>BG315</u> Lovech	
BG32 Severen tsentralen	
<u>BG321</u> Veliko Tarnovo	
BG322 Gabrovo	
<u>BG323</u> Ruse	
<u>BG324</u> Razgrad	
<u>BG325</u> Silistra	
<u>BG33</u> Severoiztochen	
<u>BG331</u> Varna	
BG332 Dobrich	
BG333 Shumen	
<u>BG334</u> Targovishte	
<u>BG34</u> Yugoiztochen	
BG341 Burgas	~
nenda eltima	
🕘 Done 🤤 Local intranet	

12. Select the required region from the list.

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

Uver, #0053279 /note, 85 Version, 12 7 26	Help Home Logout
System for Fund management in the European Community 2007-2013 Programming > IPA Programme > Create IPA Programme	English (en) 💌
Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities	
General Details Pilosity Ada Measures Regions	
Create IPA Programme - Step 4: Define Regions	
Region BG34 ••• ¥ Yugoittochen	[Add] Clear
Tre-structure no equate lowed, 🕅 🔞 🖡 🕅 People's : :revelus) and radge 12 2 2000-201	
mee wee to estat (vet ((())) meet): se toge 12 _ available Region () Description	
Add New Region	Previous Finish Cancel

- 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:

System for Fund management in the European Community 2007-2013 Programming > IPA Programme > Edit IPA Programme	Deer. #00533	29 Aade, 8G Version, v2 7 26		Help Home Logout
Operational Programme PA Programme CCI: 2007CB16IP005 Version: 1 Status: Created ③ Title: Cross-Border Cooperation between BG and TR Central Details Operational Programme CCI: Title: Cross-Border Cooperation between BG and TR First Year: 2008 * Last Year: 2010 * Comments: Created for User Manual				English (en) 🗸
PA Programme CCI: 2007CB16IP0005 Version: 1 Status: Created ? ide: Cross-Border Cooperation between BG and TR General Details Operational Programme Cci: 2007CB16IP00	Strategic Planning Progra	mming Monitoring Execution Audit	Evaluation Closure Utilities	
IPA Programme CCI: 2007CB16IP0005 Version: 1 Status: Created ? Title: Cross-Border Cooperation between BG and TR Central Details Operational Programme CCI: 2007CB16IP00	Operational Programme			
Operational Programme Citi 2007Cb161P00 eeee <pre></pre>	itle: Cross-	Border Cooperation between BG and TR		
Title: Cross-Border Cooperation between BG and TR + First Year: 2008 * Last Year: 2010 * Comments: Created for User Manual	General Prioricy Ares	Financial Plan Regions Addior	des Documents in charge	
First Vear: 2008 * Last Vear: 2010 * Comments: Created for User Manual	General Details			
Comments:	General Details Operational Programme Ccir	2007CB16IPO0	2 Request CCI	
Comments:	General Details Operational Programme Cci: Title:	2007CB16IPO0 *** * Cross-Border Cooperation between BG an	Request CCI d TR	*
Save Canc	General Details Operational Programme Cci: Title:	2007CB16IPO0	Request CCI d TR	
	General Details Operational Programme Ccli Title: First Year:	2007CB16IPO0	Request CCI d TR	

This screen contains a number of tabs allowing updating (editing and/or completing) the IPA Programme definition. Refer to <u>Updating IPA Programmes covering component 2</u> (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:

Strategic Planning	Programming	Monitoring	Execution	Audit	Evaluation	Closure	Utilities
	Operational P						
	IPA Programm	ne N					
	Major Project	13					
	Commission E	ecision					

The following screen is displayed:

Upper.	w0053239 Aade, BG Version, v2 7 26				<u>Help Home Logout</u>
::SFC 2007	System for Fund manage Programming > IPA Programme > List		English (en) 💌		
Strategic Planning P	rogramming Monitoring Execution	Audit Evaluation Closure Util	ties		
Search					
	Show?		Show?		
CCI:	Status:	×			
Version:	Previous Node:				
Title:	Current Node:		V		
Decision:					
			Search Clear		
List of IPA Programme	9				
1 results found, displaying 1 to 1 🕅	(() Page(s): 1. Joew(s) per page: 12 Sac				
CCI	A Version A	Title	👌 🛛 Status 👌 📄 Previous Node	2 Current Node	Last Modified 👌 Decision 👌

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 <u>SFC2007</u> <u>Introduction guide</u>.

2. Click the link Create a new IPA Programme.

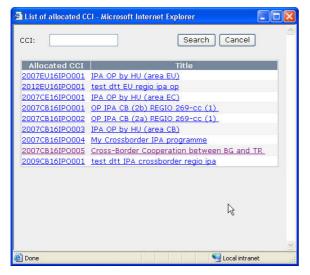
The following screen is displayed:

	53239 Node, BG Version, v2 7 26		<u>Help</u> <u>Home</u> <u>Loqout</u>
	system for Fund managemerrogramming > IPA Programme > Create	ent in the European Community 2007-2013 PA Programme	English (en) 🗸
Strategic Planning Prog	ramming Monitoring Execution A	udit Evaluation Closure Utilities	
reate IPA Programme St	ep 1 : Provide General Betails	General Details Priority Axis Measures Regions	
perational Programme Cci		3 Request CCI	
tle:		*	
rst Year:	2008 *	Last Year: 2010 *	
omments:		<u> </u>	

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:

- <u>Title</u>
- First Year
- Last Year
- <u>Comments</u>

For a description of these fields, refer to the section <u>General IPA Programme Data Fields</u> 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 (\triangle) next to the field.

6. Click the *Next* button.

The following screen is displayed:

User, #9003229 /hole, #G Vereion, /2 7 26	Help H	lome Logout
System for Fund management in the European Community 2007-2013 Programming > IPA Programme > Create IPA Programme	Englis	h (en) 💌
Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities		
Ofeneral Details Priority Axis Measures Regions		
Create IPA Programme - Step 2: Define Priorities Axes		1
Code: * Description:	*	
Is Technical Assistance In Public Cost		
		Add Clea
Code Description	Is Technical In Assistance In	Public Cost
dd New Priority	Previous	Next Cance

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

The following fields are available:

- <u>Code</u>
- Description
- <u>Is Technical Assistance</u>
- In Public Cost

For a description of these fields, refer to section <u>Priority Axes Data fields</u> 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:

War, #2003279 . Node, 8G . Version, 42.7.26	Help Home Logout
System for Fund management in the European Community 2007-2013 Programming > IPA Programme > Create IPA Programme	English (en) 💌
Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities	
Oseneral Details Priority Axis Measures Regions	
Create IPA Programme - Step 2: Define Priorities Axes	
Code: Description:	*
Is Technical Assistance In Public Cost	Add Clear
Code Description	Is Technical Assistance In Public Cost
1 Priority 1	i i
Add New Priority	Previous Next Cancel

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:

	User. w0053236 Mode.	IR Version. v2 7 2								Help Home	Logout
SFC 2007		for Fund g > IPA Progr				iropear	Commun	ity 2007-	2013	English (en)	~
Strategic Planning	Programming	Monitoring	Execution	Audit	Evaluation	Closure	Utilities				
				Gene	Cal Details	Priority Av	Measures	s Regions			
Create IPA Progra	mme - Step 3: Def	ine Measures									
Priority:		*									
Measure Code:	· · · ·	*									
Description:									*		
4											Add Clear
Priority Code Me	asure Code						Descrip	tion			
Add New Measure										Previous	xt Cancel

The current step *Measures* is indicated.

The following fields are available:

- <u>Priority</u>
- <u>Measure code</u>
- <u>Description</u>

For a description of these fields, refer to section <u>Measure Detail Data fields</u> 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:

	Uaer. #0053236 Nade. /R Version. v2.7.28	<u>Help Home Logout</u>
SEC	System for Fund management in the European Community 2007-2013	English (en)
2007	Programming > IPA Programme > Create IPA Programme	
Strategic Planning	Programming Monitoring Execution Audit Evaluation Closure Utilities	
Create IPA Program	mme - Step 3: Define Measures	F
riority:	*	
Measure Code:	*	
Description:	*	
		Add Clea
Priority Code Mea	sure Code Description	
1 1-3	1 Measure 1 for Priority 1	<u>ů</u>

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:

	User, #0033236 Hoole, IR Version, +2 7 28	Help Home Logout					
SFC 2007	System for Fund management in the European Community 2007-2013 Programming > IPA Programme > Create IPA Programme						
Strategic Planning	Programming Monitoring Execution Audit Evaluation Closure Utilities						
	General Details Priority Avis Measures Regions Regional coverage is not required for non Cross-border Cooperation IPA Programmes. You can click						

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:

	36 Acolo, /R Version, v2 7 28	<u>Help</u> <u>Home</u> English (en)	Loqout
	stem for Fund management in the European Community 2007-2013 ramming > IPA Programme > Edit IPA Programme	anginari (crij	
Strategic Planning Progra	mming Monitoring Execution Audit Evaluation Closure Utilities		
Operational Programme			
	216IPO001 Version: 1 Status: Created 3		
Title: IPA pro	gramme Component 3 Regional Development		
General Priority Axes	Measures Financial Plan Projects Authorities Documents In Charge		
General Details			
Operational Programme Cci:	2007TR16IP00		
Title:	IPA programme Component 3 Regional Development *		
First Year:	2008 * Last Year: 2010 *		
Comments:			
		Sau	e Cancel
Return to Display			

This screen contains a number of tabs allowing updating (editing and/or completing) the IPA Programme definition. Refer to <u>Updating IPA Programmes covering component 3</u> (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:

Strategic Planning	Programming	Monitoring	Execution	Audit	Evaluation	Closure	Utilities
	Operational P	rogramme					
	IPA Programm	ne N					
	Major Project	13					
	Commission D	ecision					

The following screen is displayed:

Ure	r. w0033239 Nade. 8G Version. +2 7 26				Help Home	Logout
SFC	System for Fund manageme Programming > IPA Programme > List IPA	· · · · · · · · · · · · · · · · · · ·	nmunity 2007-2013		English (en) 🔽
Strategic Planning	Programming Monitoring Execution Au	dit Evaluation Closure Utili	ties			
Search						1
	Show?		Show?			
CI:	Status:	*				
ersion:	Previous Node:					
tle:	Current Node:					
ecision:						
			Search Clear			
List of IPA Programm	105					
	H + H Page(s): 1. Joew(s) per page: 12 Snoon all	a=				
COL	A Version A	Title	👌 Status 👌 🛛 Previous Node	e 👌 Current Node	Last Modified 👌 🛛	Decision
007CB16IPO005		tion between BG and TR	Created Bulgaria	Bulgaria	08/04/2008	

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 <u>SFC2007</u> <u>Introduction guide</u>.

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

The following screen is displayed:

User. w00	053239 Node, 8G Version, v2 7 26		Help Home Logout
	System for Fund managemen rogramming > IPA Programme > Create IPA	t in the European Community 2007-2013 Programme	English (en) 🗸
Strategic Planning Prog	gramming Monitoring Execution Audi	: Evaluation Closure Utilities	
Greate IDA Drogramme St	tep 1 : Provide General Details	General Details Priority Axis Measures Regions	
Operational Programme Cci		2 Request CCI	
Title:		*	
First Vear:	2008 *	Last Year: 2010 *	
Comments:		×	
			Next Cance

The current step *General Details* is highlighted.

3. Click the field *Operational Programme CCI*.

The dialog *List of allocated CCI* is displayed:

🕘 List of allocated C	Cl - Microsoft Internet Explorer
CCI:	Search Cancel
Allocated CCI	Title
2007EU16IPO001	IPA OP by HU (area EU)
2012EU16IPO001	test dtt EU regio ipa op
2007CE16IPO001	IPA OP by HU (area EC)
2007CB16IPO001	OP IPA CB (2b) REGIO 269-cc (1)
2007CB16IPO002	OP IPA CB (2a) REGIO 269-cc (1)
2007CB16IP0003	IPA OP by HU (area CB)
2007CB16IPO004 2007CB16IPO005	My Crossborder IPA programme
2007CB16IPO003 2009CB16IPO001	
🕘 Done	Second Intranet

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:

- <u>Title</u>
- First Year
- Last Year
- <u>Comments</u>

For a description of these fields, refer to the section <u>General IPA Programme Data Fields</u> 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 (\triangle) next to the field.

6. Click the *Next* button.

The following screen is displayed:

8						
	User. w0053239 Ande.	.8G Version. v2 7 26				Help Home Logout
SFC		I for Fund ma ng > IPA Programm			e European Community 2007-2013 ^{me}	English (en) 💌
Strategic Plannin	g Programming	Monitoring Ex	ecution /	Audit Eval	ation Closure Utilities	
					General Details Priority Axis Measures Regions	
Create IPA Progra	ımme - Step 2: De	fine Priorities Axes				
Code:		*	Des	scription:		*
🗌 Is Technical A	ssistance	🔲 In Public Cos	t			Add Clear
Code					Description	Is Technical In Public Cost
Add New Priority						Previous Next Cancel

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

The following fields are available:

- <u>Code</u>
- <u>Description</u>
- <u>Is Technical Assistance</u>
- In Public Cost

For a description of these fields, refer to section <u>Priority Axes Data fields</u> 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:

New, #003228 News #6 Version 12 7 26	Help Home Logou	
System for Fund management in the European Community 2007-2013 Programming > IPA Programme > Create IPA Programme		~
Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities		
Observal Details Priority Axis Measures Regions		
Create IPA Programme - Step 2: Define Priorities Axes		=
Code:	*	
Is Technical Assistance In Public Cost		
	Add C	lear
	Technical In Public Cost	
1 Priority 1		Û
Add New Priority	Previous Next Ca	ncel

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:

	User. #0053236 Mode. 17	R Veralon. v2 7 2	,								Help Hom	ie Loqout	2
SFC 2007	System for Fund management in the European Community 2007-2013 Programming > IPA Programme > Create IPA Programme									English (en) 💌		
Strategic Planning	Programming	Monitoring	Execution	Audit	Evaluation	Closure	Jtilities						
				Gen	Orecal Details	Priority Axis	Measures	Regions					
Create IPA Program	nme - Step 3: Defi	ne Measures										l.	2
Priority:		*											
Measure Code:	*	¢											
Description:									*				
												Add Clea	Ð
Priority Code Meas	sure Code	_	_	_	_	_	Descripti	on	_	_	_		
Mud new Measure											Previous	Next Cance)

The current step *Measures* is indicated.

The following fields are available:

- <u>Priority</u>
- <u>Measure code</u>
- <u>Description</u>

For a description of these fields, refer to section <u>Measure Detail Data fields</u> 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:

	Ucer. #0053236 Node. /R Version. r2 7 28	<u>Help Home Loqout</u>
SFC	System for Fund management in the European Community 2007-2013	English (en) 💽
2007	Programming > IPA Programme > Create IPA Programme	
Strategic Planning	Programming Monitoring Execution Audit Evaluation Closure Utilities	
Create IPA Program	nme - Step 3: Define Measures	- E
Priority:	*	
1easure Code:	*	
Description:	· · · · · · · · · · · · · · · · · · ·	*
		Add Clear
Priority Code Mea	sure Code Description	
<u>1 1-1</u>		<u>Ů</u>
dd New Measure		

The newly added Measure is displayed in the list.

You can now:

- Click the *Rubbish bin* icon (i) 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:

	Neer, #0000236 Acode, 7A Version, +2 7 28	Help Home Logout
SFC	System for Fund management in the European Community 2007-2013 Programming > IPA Programme > Create IPA Programme	English (en) 💌
Strategic Planning	Programming Monitoring Execution Audit Evaluation Closure Utilities	
	General Details Pilonty Add Measures Regions Regional coverage is not required for non Cross-border Cooperation IPA Programmes. You can click on Finish to complete your creati	on process.
	Regional coverage is not required for non Cross-border Cooperation IPA Programmes. You can click on Finish to complete your creati	on process. Previous Finish

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:

User. #00532	6 Acole, /R Version, v2 7 28	<u>Help Home</u>	Logout
	stem for Fund management in the European Community 2007-2013 ramming > IPA Programme > Edit IPA Programme	English (en)	•
Strategic Planning Program	nming Monitoring Execution Audit Evaluation Closure Utilities		
Operational Programme			
IPA Programme CCI: 2007TF	16IP0001 Version: 1 Status: Created 🧿		
-	gramme Component 3 Regional Development		
	Measures Financial Plan Projects Authorities Documents In Charge		
General Priority Axes General Details	Measures Financial Plan Projects Authorities Documents In Charge		
Operational Programme Cci:	2007TR16IPO0		
Title:	IPA programme Component 3 Regional Development *		
First Year:	2008 * Last Year: 2010 *		
Comments:			
р. У		Sav	e Cancel
Return to Display			

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

Strategic Planning	Programming	Monitoring	Execution	Audit	Evaluation	Closure	Utilities
	Operational P	rogramme					
	IPA Programm	ne N					
	Major Project	13					
	Commission E	ecision					

The following screen is displayed:

User.	w0053239 Node, 8G Version, v2 7 26					Help	Home Logout
SFC 2007	System for Fund manager Programming > IPA Programme > List I	· · · · · · · · · · · · · · · · · · ·	mmunity 2007-20:	13		Eng	glish (en) 💌
Strategic Planning P	Programming Monitoring Execution	Audit Evaluation Closure Uti	lities				
Search							
	Show?		Sho	w?			
CI:	Status:	~		2			
ersion:	Previous Node:		× .	2			
itle:	Current Node:		× .	2			
ecision:							
			Search Cle	ear			
List of IPA Programme	29						
results found, displaying 1 to 1	H I I Regels): L. Joewis) per page: 12 Second						
CCI	∱ Version ≜	Title	👌 Status 👌	Previous Node	Å Current Node	A Last Modified	A Decision
007CB16IPO005	1 Cross-Border Coop	eration between BG and TR	Created E	Bulgaria	Bulgaria	08/04/2008	

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 <u>SFC2007</u> <u>Introduction guide</u>.

2. Click the link Create a new IPA Programme.

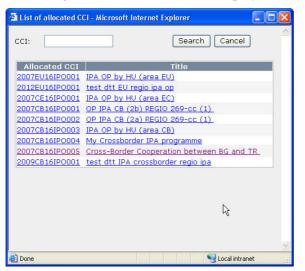
The following screen is displayed:

Us	er. #0053239 Acode. 8G Version. x2 7 26		Help Home Logout
SFC	System for Fund management i Programming > IPA Programme > Create IPA Pr	n the European Community 2007-2013 ogramme	English (en) 💌
Strategic Planning	Programming Monitoring Execution Audit	Evaluation Closure Utilities	
		General Details Priority Axis Measures Regions	
Create IPA Program	ne Step 1 : Provide General Details		
Operational Programm	ne Cci: •••• *	2 Request CCI	
Title:		*	
First Year:	2008 *	Last Year: 2010 *	
Comments:		 ⊻	
			[Next] Cancel

The current step *General Details* is highlighted.

3. Click the field Operational Programme CCI.

The dialog *List of allocated CCI* is displayed:



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:

- <u>Title</u>
- First Year
- Last Year
- <u>Comments</u>

For a description of these fields, refer to the section <u>General IPA Programme Data Fields</u> 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 (\triangle) next to the field.

6. Click the *Next* button.

The following screen is displayed:

	User, #0033238 hook. /R. Version. /2.7.28	Help Home	Logout
SFC 2007	System for Fund management in the European Community 2007-2013 Programming > IPA Programme > Create IPA Programme	English (en)	~
Strategic Planning	Programming Monitoring Execution Audit Evaluation Closure Utilities		
	Orneral Details Priority Axis Measures Regions Priority Axes for Rural Development IPA Programmes (Component 5) are pre-defined. You can skip this step and go to the next one,	Previous	xt) Cancel

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:

C'ACEC	System	for Fund		ment	in the Eu	iropean	Commu	nity 2007	7-2013		<u>Help</u> Eng	<u>Home</u> glish (en)	Loqout	7
Strategic Planning		ig > IPA Progr Monitoring	amme > Crea		-	Closure	Utilities							-
					General De M	lis Pifot ly A	Mes ILITe I	Regions						
	Me	asures for Rur	al Developme	nt IPA P	^o rogrammes (Component	5) are pre-de	fined. You car	n skip this step and g	o to the next one,				
											Previo	us Ne	t Cancel	

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:

	aar. #0053236 Mode. /R Va	ralon. x2 7 28						Hel	p <u>Home</u>	Logout
SFC 2007		• Fund manage IPA Programme > Crea	ment in the Eu	ropean Co	mmunity	2007-2013			English (en)	~
Strategic Planning	Programming Mo	nitoring Execution	Audit Evaluation	Closure Ut	lities					
	Regional covera	ige is not required for r	General Details	Priority Acis eration IPA Pro	Measures grammes. Yo	Regions	h to complete your cr	eation process. Previ		sh Cancel

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:

and the second	8 hode, IR Version, v2 7 28				<u>Help</u> <u>Home</u> Loqout
	tem for Fund management in the Eu ramming > IPA Programme > Edit IPA Programme	ropean Community	2007-2013		English (en) 💌
Strategic Planning Program	nming Monitoring Execution Audit Evaluation	Closure Utilities			
Operational Programme					
-	06IPO001 Version: 1 Status: Created ③ gramme for Component 5 Rural Development Authorities Documents In Charge				
General Details	Honorides Documents In charge				
Operational Programme Cci:	2007TR06IPO0 +	2 Request CCI			
Title:	IPA Programme for Component 5 Rural Development			*	
First Year:	2008 *	Last Year:	2010 *		
Comments:		 N 			
					Save Cancel

This screen contains a number of tabs allowing updating (editing and/or completing) the IPA Programme definition. Refer to <u>Updating IPA Programmes covering component 5</u> (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:

Strategic Planning	Programming	Monitoring	Execution	Audit	Evaluation	Closure	Utilities
	Operational P	rogramme					
	IPA Programm	ne N					
	Major Project	13					
	Commission E	ecision					

The following screen is displayed:

	User, w0053229 Ande, 8G Version, +2 7 26				Help Home Logout
SFC 2007	System for Fund manage Programming > IPA Programme > List	· · · · · · · · · · · · · · · · · · ·	ommunity 2007-2013		English (en)
Strategic Planning	Programming Monitoring Execution	Audit Evaluation Closure U	tilities		
Search					
	Show?		Show?		
CCI:	Status:	×			
Version:	Previous Node:				
Title:	Current Node:	0			
Decision:					
			Search Clear		
List of IPA Program	-				
		AA C			
1 results found, displaying 1 or CCT	o 1 K K Page(s): 1. Joew(s) per page: 12 Sac	Title			Last Modified
2007CB16IP0005	6	peration between BG and TR	Status Previous Node Created Bulgaria	2 Current Node 2 Bulgaria 08	Last Modified 👌 Decision 👌
Create a new IPA Pro		person between 50 and TR	Created Bulgaria	Doigana Do	104/2000

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 <u>SFC2007</u> <u>Introduction guide</u>.

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:

- <u>CCI</u>
- <u>Version</u>
- <u>Title</u>
- <u>Status</u>
- Previous Node
- <u>Current Node</u>
- <u>Decision</u>

For a description of these fields, refer to refer to section <u>General IPA Programme Data</u> <u>Fields</u> 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:*

User, #0033239 Acde. BG	Version, v2.7.26	Help Home Logout
	r Fund management in the European Community 2007-2013 IPA Programme > List IPA Programmes	English (en) 🔍
Strategic Planning Programming M	Ionitoring Execution Audit Evaluation Closure Utilities	
Search		
CI: 2007% Define V ersion: Cross% Define V itle: Cross% Define V	Show? Status: Created V Select.kode: V Current Node: V Click. Clear	
.ist of IPA Programmes esults found, displaying 1 co 1 🔣 🕇 🕨 Page(s)	•	
CCI 2 Version	A Title A Status Previous Node Cross-Border Cooperation between BG and TR Created Bulgaria	Current Node Last Modified Decision Bulgaria08/04/2008

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:

	User. #0032354 Made. PT	Version, v2 3 15							e-Lea	arning J	Home L	oqout
SFC 2007	System fo 2013 Programming ?		-			•	Community	2007-		Engli	sh (en)	~
Strategic Planning	Programming 1	Monitoring	Execution	Audit	Evaluation	Closure	Documentation	Reports	Utilities			
<mark>eturn to list Delete</mark> ! Version	<u>Validate</u> <u>Print</u> <u>Print</u>	<u>cAll</u>			Links							ţ
Operational Program Title: OP for MP Period of Eligibility: Comments:							l: 09/08/2007					
Contains Trans	sitional Support Reg	jions										
Edit												

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 <i>Created</i> or <i>Validated</i> 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: Were and the Event of the Event of the Even
Validate	 This link is available if: The IPA Programme is treated on the Member State level. The IPA Programme status is <i>Created</i> or <i>Returned</i> Click this link to validate the IPA Programme. Refer to <u>Validating IPA</u> <u>Programmes</u> for more information.
Send	 This link is available if: The IPA Programme is treated on the Member State level. The IPA Programme status is <i>Validated</i>. Click this link to send the IPA Programme. Refer to <u>Sending IPA</u> <u>Programmes to the European Commission</u> 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 <u>Appendix B: Sample Print Reports</u> .
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 <i>Last Validation Results</i> , <i>History</i> and <i>Officials in</i> <i>Charge</i> . Refer to <u>Appendix C.1 Print All Report</u> .

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

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 <u>Consulting the Display Screen of an IPA Programme</u> for detailed information.

6. CONSULTING EXISTING IPA PROGRAMMES

Once you have <u>searched an IPA Programme</u>, 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:

- <u>Consulting the Display Screen for an IPA Programme covering component 1 (Support for</u> <u>Transition and Institution Building)</u>
- Consulting the Display Screen for an IPA Programme covering component 2 (Cross-Border Cooperation)
- <u>Consulting the Display Screen for an IPA Programme covering component 3 (Regional Development)</u>
- <u>Consulting the Display Screen for an IPA Programme covering component 4 (Human Resources Development)</u>
- <u>Consulting the Display Screen for an IPA Programme covering component 5 (Rural Development)</u>

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.

```
IPA Programme CEI: 2007CB16IPO005 Version: 1 Status: Created Last Modified: 08/04/2008
Title: Cross-Border Cooperation between BG and TR
Period of Eligibility: - Commission Decision:
Comments: Created for User Manual
Edit
```

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

- <u>IPA Programme CCI</u>
- <u>Version</u>

Version

- <u>Status</u>
- Last Modified
- <u>Title</u>
- Period of Eligibility
- Commission Decision
- <u>Comments</u>

For a description of these fields, refer to section <u>General IPA Programme Data Fields</u> 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 <u>Updating the tab General Info</u>.

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

Code	Yugoiztochen	Description	
BG34 TR213	Kirklareli		
TR213	Kirklareli		

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 <u>Updating the tab Regions</u>.

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

Code	т.а.	Expressed In Public Cost	c Description
1			Priority 1

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 <u>Updating the tab Priority Axes</u>.

- 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:

7 results found, displayi	ng 1 co 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

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:

13 results found, display	Ing 1 co 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 <u>Updating the tab Financial Plan</u>.

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

Туре	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

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 <u>SFC2007</u> <u>Introduction guide</u>.

7. Verify the settings in the Associated Documents section.

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

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 <u>SFC2007 Introduction guide</u>.

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

Name	Phone	Fax	Email	Valid From	Until
tojanova Irena			irena.stojanova@bulgaria.bg	01/04/2008	30/04/2013

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 <u>SFC2007</u> 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:

Status	Comment	By Level	Date	User
Decision Taken		Commission	10/04/2008 14:50	w0050144
Ready for Decision		Commission	10/04/2008 14:30	w0050144
Admissible		Commission	10/04/2008 14:29	w0050144
Sent		Bulgaria	10/04/2008 14:29	w0053239
Validated		Bulgaria	10/04/2008 14:28	w0053239
Returned	Not sufficiently motivated	Commission	10/04/2008 13:52	w0050144
Sent	After Re-Open	Commission	10/04/2008 13:51	w0050144
Decision Taken		Commission	10/04/2008 13:46	w0050144
Ready for Decision		Commission	10/04/2008 13:34	w0050144
Admissible		Commission	10/04/2008 13:27	w0050144
Sent		Bulgaria	10/04/2008 11:45	w0053239
Validated		Bulgaria	10/04/2008 11:28	w0053239
Created		Bulgaria	10/04/2008 11:28	w0053239
Created		Bulgaria	10/04/2008 11:28	w0053239
Created		Bulgaria	09/04/2008 16:22	w0053239
Created		Bulgaria	09/04/2008 15:10	w0053239
Created		Bulgaria	09/04/2008 12:02	w0053239
Created		Bulgaria	09/04/2008 12:00	w0053239
Created		Bulgaria	09/04/2008 11:51	w0053239
Created	created by wizard	Bulgaria	08/04/2008 17:22	w0053239

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.

```
IPA Programme CCI: 2007TR16IPO001 Version: 1 Status: Created Last Modified: 15/04/2008
Title: IPA programme Component 3 Regional Development
Period of Eligibility: - Commission Decision:
Comments:
Edit
```

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

- <u>IPA Programme CCI</u>
- <u>Version</u>
- <u>Status</u>
- Last Modified
- <u>Title</u>
- Period of Eligibility
- <u>Commission Decision</u>
- <u>Comments</u>

For a description of these fields, refer to section <u>General IPA Programme Data Fields</u> 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 <u>Updating the tab General Info</u>.

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

```
Indicative List of Major Projects

        Priority
        CCI
        Title

        1
        2007TR16IPR001
        TR Major Project for IPA Component 3

        Edit
        Edit
        Edit
```

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

- <u>Priority</u>
- <u>CCI</u>
- <u>Title</u>

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

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

Code	т.а.	Expressed In Public Cost	r Description
			Priority 1
			Priority 2

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

- <u>Code</u>
- <u>T.A.</u>
- Expressed in Public Cost
- <u>Description</u>

For a description of these fields, refer to section <u>Priority Axis Data fields</u> 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 <u>Updating the tab Priority Axes</u>.

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

Priority	Code Measure (Code	Description
1	1 - 1	Measure 1 for Priority 1	
l.	1 - 2	Measure 2 for Priority 1	
: :	2 - 1	Measure 1 for Priority 2	
2	2 - 2	Measure 2 for Priority 2	

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

- <u>Priority Code</u>
- Measure Code
- <u>Description</u>

For a description of these fields, refer to section <u>Measure Data fields</u> 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 <u>Updating the tab Measures</u>.

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

13 results found, display	/ing 1 co 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 <u>Updating the tab Financial Plan</u>.

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

Туре	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

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 <u>SFC2007</u> <u>Introduction guide</u>.

8. Verify the settings in the Associated Documents section.

Title	Туре	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	

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 <u>SFC2007 Introduction guide</u>.

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

Officials in Charge

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

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 <u>SFC2007</u> <u>Introduction guide</u>.

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:

Status	Comment	By Level	Date	User
Decision Taken		Republic of Turkey	10/04/2008 14:50	w0050144
Ready for Decision		Commission	10/04/2008 14:30	w0050144
Admissible		Commission	10/04/2008 14:29	w0050144
Sent		Republic of Turkey	10/04/2008 14:29	w0053239
/alidated		Republic of Turkey	10/04/2008 14:28	w0053239
Returned	Not sufficiently motivated	Commission	10/04/2008 13:52	w0050144
Sent	After Re-Open	Commission	10/04/2008 13:51	w0050144
Decision Taken		Commission	10/04/2008 13:46	w0050144
Ready for Decision		Commission	10/04/2008 13:34	w0050144
Admissible		Commission	10/04/2008 13:27	w0050144
Sent		Republic of Turkey	10/04/2008 11:45	w0053239
/alidated		Republic of Turkey	10/04/2008 11:28	w0053239
Created		Republic of Turkey	10/04/2008 11:28	w0053239
Created		Republic of Turkey	10/04/2008 11:28	w0053239
Created		Republic of Turkey	09/04/2008 16:22	w0053239
reated		Republic of Turkey	09/04/2008 15:10	w0053239
Created		Republic of Turkey	09/04/2008 12:02	w0053239
Created		Republic of Turkey	09/04/2008 12:00	w0053239
Created		Republic of Turkey	09/04/2008 11:51	w0053239
Created	created by wizard	Republic of Turkey	08/04/2008 17:22	w0053239

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 display	ed:
----------------------------------	-----

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.

```
IPA Programme CEI: 2007TR05IPO001 Version: 1 Status: Created Last Modified: 15/04/2008
Title: IPA for Turkey Component 4 HR Management
Period of Eligibility: - Commission Decision:
Comments:
Edit
```

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

- IPA Programme CCI
- <u>Version</u>
- <u>Status</u>
- Last Modified
- <u>Title</u>
- <u>Period of Eligibility</u>
- <u>Commission Decision</u>
- <u>Comments</u>

For a description of these fields, refer to section <u>General IPA Programme Data Fields</u> 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 <u>Updating the tab General Info</u>.

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

Priority Axis			E Contraction and the second
Code	T.A.	Expressed In Public Cost	Description
1			Priority 1
2			Priority 2

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

- <u>Code</u>
- <u>T.A.</u>
- Expressed in Public Cost
- Description

For a description of these fields, refer to section <u>Priority Axis Data fields</u> 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 <u>Updating the tab Priority Axes</u>.

4. Verify the settings in the Measure Details section.

Priority Code	Measure Code		Description	
1	1 - 1	Measure 1 for Priority 1		
1	1 - 2	Measure 2 for Priority 1		
2	2 - 1	Measure 1 for Priority 2		
2	2-2	Measure 2 for Priority 2		

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

- <u>Priority Code</u>
- Measure Code
- <u>Description</u>

For a description of these fields, refer to section <u>Measure Data fields</u> 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 <u>Updating the tab Measures</u>.

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

13 results found, display	ying 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

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 <u>Updating the tab Financial Plan</u>.

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

Туре	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

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 <u>SFC2007</u> <u>Introduction guide</u>.

7. Verify the settings in the Associated Documents section.

Title	Type	Language	Attachments	Document Date	Sent Dat
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 <u>SFC2007 Introduction guide</u>.

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

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

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 <u>SFC2007</u> 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:

Status	Comment	By Level	Date	User
Decision Taken		Republic of Turkey	10/04/2008 14:50	w0050144
Ready for Decision		Commission	10/04/2008 14:30	w0050144
Admissible		Commission	10/04/2008 14:29	w0050144
Sent		Republic of Turkey	10/04/2008 14:29	w0053239
Validated		Republic of Turkey	10/04/2008 14:28	w0053239
Returned	Not sufficiently motivated	Commission	10/04/2008 13:52	w0050144
Sent	After Re-Open	Commission	10/04/2008 13:51	w0050144
Decision Taken		Commission	10/04/2008 13:46	w0050144
Ready for Decision		Commission	10/04/2008 13:34	w0050144
Admissible		Commission	10/04/2008 13:27	w0050144
Sent		Republic of Turkey	10/04/2008 11:45	w0053239
Validated		Republic of Turkey	10/04/2008 11:28	w0053239
Created		Republic of Turkey	10/04/2008 11:28	w0053239
Created		Republic of Turkey	10/04/2008 11:28	w0053239
Created		Republic of Turkey	09/04/2008 16:22	w0053239
Created		Republic of Turkey	09/04/2008 15:10	w0053239
Created		Republic of Turkey	09/04/2008 12:02	w0053239
Created		Republic of Turkey	09/04/2008 12:00	w0053239
Created		Republic of Turkey	09/04/2008 11:51	w0053239
Created	created by wizard	Republic of Turkey	08/04/2008 17:22	w0053239

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.

```
IPA Programme CCI: 2007TR06IP0001 Version: 1 Status: Created Last Modified: 16/04/2008
Title: IPA Programme for Component 5 Rural Development
Period of Eligibility: - Commission Decision:
Comments:
Covers: 
Normal Ipa Regions
Edit
```

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

- <u>IPA Programme CCI</u>
- <u>Version</u>

Versi

- <u>Status</u>
- Last Modified
- <u>Title</u>
- <u>Period of Eligibility</u>
- Commission Decision
- <u>Comments</u>
- <u>Covers normal IPA Regions</u>

For a description of these fields, refer to section <u>General IPA Programme Data Fields</u> 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 <u>Updating the tab General Info</u>.

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

2 results found, displaying 1 to 2 🛐 📆 🗐								
Regions	2007	2008	2009	2010	2011	2012	2013	Total
Normal Ipa Regions		200,000	300,000	400,000				900,000
Total	0	200,000	300,000	400,000	0	0	0	900,000

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 <u>Updating the subtab Financial Plan – Annual Detail</u>.

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

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	300,00
2 Preparatory actions for the implementation of agri-environmental measures and Leader	1,200,000	25.00	300,00
3 Development of the rural economy	1,000,000	20.00	200,00
5 Technical assistance	555,556	18.00	100,00
Total	3,955,556	22.75	900,00

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 <u>Updating the subtab Financial Plan – Axis Detail</u>.

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

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	432,00
102 Support for the setting-up of producer groups. Art 175	100,000	400,000	32,000	432,00
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	432,00
201 Actions to improve the environment and the countryside. Art 177	150,000	600,000	32,000	632,00
202 Preparation and implementation of local rural development strategies. Art 178	150,000	600,000	32,000	632,00
301 Improvement and development of rural infrastructure. Art 179	100,000	500,000	32,000	532,00
302 Diversification and development of rural economic activities. Art 180	50,000	250,000	32,000	282,00
303 Improvement of training. Art 181	50,000	250,000	32,000	282,00
501 Technical Assistance, Art 182	75,000	416,667	32,000	448,66
502 European Network for Rural Development. Art 183	25,000	138,889	32,000	170,88
Total	900,000	3,955,556	320,000	4,275,55

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 <u>Updating the subtab Financial Plan – Measure Detail</u>.

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

Туре	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

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 <u>SFC2007</u> <u>Introduction guide</u>.

7. Verify the settings in the Associated Documents section.

Title	Туре	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	

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 <u>SFC2007 Introduction guide</u>.

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

Name	Phone	Fax	Email	¥alid From	Until
Aehmet Orhan	90 312 234 567	90 312 234 568	mehmet.orhan@turkive.tr	16/04/2008	30/04/2012

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 <u>SFC2007</u> 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:

Status	Comment	By Level	Date	User
Decision Taken		Republic of Turkey	10/04/2008 14:50	w0050144
Ready for Decision		Commission	10/04/2008 14:30	w0050144
Admissible		Commission	10/04/2008 14:29	w0050144
Sent		Republic of Turkey	10/04/2008 14:29	w0053239
Validated		Republic of Turkey	10/04/2008 14:28	w0053239
Returned	Not sufficiently motivated	Commission	10/04/2008 13:52	w0050144
Sent	After Re-Open	Commission	10/04/2008 13:51	w0050144
Decision Taken		Commission	10/04/2008 13:46	w0050144
Ready for Decision		Commission	10/04/2008 13:34	w0050144
Admissible		Commission	10/04/2008 13:27	w0050144
Sent		Republic of Turkey	10/04/2008 11:45	w0053239
Validated		Republic of Turkey	10/04/2008 11:28	w0053239
Created		Republic of Turkey	10/04/2008 11:28	w0053239
Created		Republic of Turkey	10/04/2008 11:28	w0053239
Created		Republic of Turkey	09/04/2008 16:22	w0053239
Created		Republic of Turkey	09/04/2008 15:10	w0053239
Created		Republic of Turkey	09/04/2008 12:02	w0053239
Created		Republic of Turkey	09/04/2008 12:00	w0053239
Created		Republic of Turkey	09/04/2008 11:51	w0053239
Created	created by wizard	Republic of Turkey	08/04/2008 17:22	w0053239

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:

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

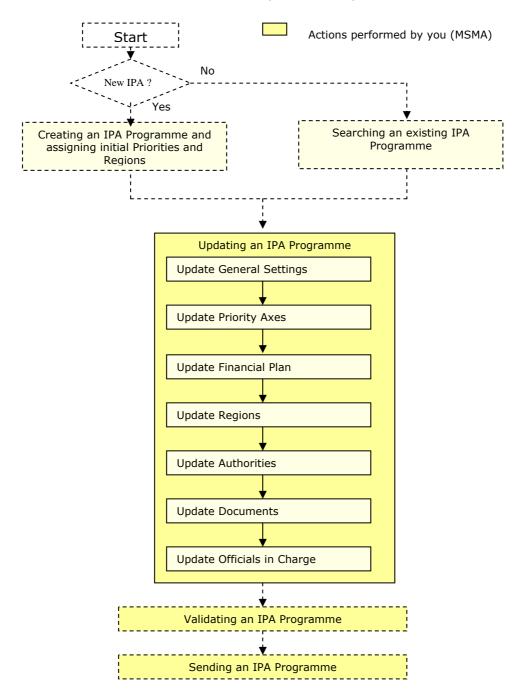
7.1. Updating IPA Programmes covering component 1 (Support for Transition and Institution Building)

TO BE COMPLETED

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

7.2.1. <u>Workflow Overview</u>

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 <u>General IPA Programme management workflow</u>.



These actions are described in separate procedures:

- Updating the tab General
- <u>Updating the tab Priority Axes</u>
- <u>Updating the tab Financial Plan</u>
- Updating the tab Regions

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

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)
- <u>Searching existing IPA Programmes</u>

The screen looks as follows:

User. #00532	9 Acobe 8G Version, 12 7 26	<u>Help Home Loqout</u>
	stem for Fund management in the European Community 2007-2013 ramming > IPA Programme > Edit IPA Programme	English (en) 💌
Strategic Planning Progra	nming Monitoring Execution Audit Evaluation Closure Utilities	
Operational Programme		
	161P0005 Version: 1 Status: Created order Cooperation between BG and TR Financial Plan Regions Authorities Documents In Charge	
General Details		
Operational Programme Cci:	2007CB16IP00	
Title:	Cross-Border Cooperation between BG and TR	
First Year:	2008 * Last Year: 2010 *	
Comments:	Created for User Manual	
		Save Cancel

Return to Display

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

The following fields are available:

- <u>IPA Programme CCI</u>
- <u>Version</u>
- <u>Status</u>
- <u>Title</u>

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

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

The following fields are available:

- <u>IPA Programme CCI</u>
- <u>Title</u>
- First Year
- Last Year
- <u>Comments</u>

For a description of these fields, refer to section <u>General IPA Programme Data fields</u> 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:

- <u>Update the tab Priority Axes</u> (logical next step)
- Update another tab on the on the IPA Programme Update screen. Refer to the <u>Action</u> <u>Overview</u> 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)
- <u>Searching existing IPA Programmes</u>

The screen looks as follows:

	leer. #0053239 Aode. 8	IG Version. v2 7 2	26										Help	Home	Logout
SFC 2007			manage ramme > Edit			iropeai	n Commi	unity 2	2007-2	013			Er	nglish (en)	
Strategic Planning	Programming	Monitoring	Execution	Audit	Evaluation	Closure	Utilities								
Operational Program	ume.														
operational Program															
PA Programme CCI	2007CB16IPO														
PA Programme CCI															
PA Programme CCI itle:	2007CB16IPO Cross-Border C		etween BG an		ies Doc	uments	In Charge	ר							
PA Programme CCI itle:	2007CB16IPO Cross-Border C	ooperation be		I TR	ies Doc	uments	In Charge	<u>]</u>							
PA Programme CCI "itle: General Priorit	2007CB16IPO Cross-Border C	ooperation be	etween BG an	I TR	ies Doc	uments	In Charge	٦	_	_	_	_		_	
PA Programme CCI itle: General Priorit Priority Axes Z-resultz found, displaying 1	2007CB16IPO Cross-Border C y Axes Finar	ooperation be	etween BG and	I TR Authorit	ies Doc	uments 1	In Charge	7							
PA Programme CCI itle: <u>General</u> Priorit Priority Axes	2007CB16IPO Cross-Border C y Axes Finar	ooperation be	etween BG and	I TR Authorit	ies Doc Descript		In Charge	7				Is Techn Assistar		In Public (Cost
PA Programme CCI ittle: General Priorit Priority Axes 2 resets found, dis playing 1 Code <u>2</u>	2007CB16IPO Cross-Border C y Axes Finar	ooperation be	etween BG and	I TR Authorit			In Charge	1						In Public (Cost
PA Programme CCI ittle: General Priorit Priority Axes 2-raida ford, disabying 1 Code <u>A</u> 1 Prio	2007CB16IPO Cross-Border C y Axes Finan w 2 M 4 F M Po	ooperation be	etween BG and	I TR Authorit			In Charge	1						In Public (Cost

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

The following fields are available:

- IPA Programme CCI
- <u>Version</u>
- <u>Status</u>
- <u>Title</u>

For a description of these fields, refer to section <u>General IPA Programme Data fields</u> 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:

- <u>Code</u>
- <u>Description</u>
- <u>Is Technical Assistance</u>
- In Public Cost

For a description of these fields, refer to section <u>Priority Axis Data fields</u> 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:

General	Priority Axes	Financial Plan	Regions	Authorities	Documents	In Charge				
Priority Ax	e <i>s</i>									=
Code:		*	Descrip	tion: Priority	1				*	
	nical Assistance	In Public C		i 700a ali					Update	Clear
No. of Concession, Name	<u></u>				Description			Is Technical Assistance	In Public Cost	
1	Priority 1									Û
2	Priority 2									Û
Add New Pric	rity									

For a description of these fields, refer to section <u>Priority Axis Data Fields</u> 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:

General Pri	ority Axes Financial Plan	Regions Authorities	Documents	In Charge)			
Priority Axes								=
Code:	*	Description:					*	
Is Technica	Assistance In Public C						(PPP)	Clear
Code 🛓			escription			Is Technical Assistance	In Public Cost	
1 1	riority 1							Û
2 1	riority 2							Û
Add New Priority								

For a description of the available fields, refer to section <u>Priority Axis Data Fields</u> 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:

- <u>Update the tab Financial Plan</u> (logical next step)
- Update another tab on the on the IPA Programme Update screen. Refer to the <u>Action</u> <u>Overview</u> 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:

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

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:

- <u>Creating IPA Programmes covering component 2 (Cross-Border Cooperation)</u>
- <u>Searching existing IPA Programmes</u>

The screen looks as follows:

SF	C Sys	* Node: #G Vereion, v2 7 26 :tem for Fund mana ramming > IPA Programme > E	gement in the Europe	an Community 2007	-2013		Help Home Loqout
Strategic	Planning Program	nming Monitoring Executi	ion Audit Evaluation Closu	ure Utilities			
Operation	ial Programme						
1000 CONTRACTOR		16IPO005 Version: 1 Sta					
itle:	Cross-B	order Cooperation between BG	and IR				

General	Priority Axes	Financial Plan Regions	Authorities Documents	In Charge			
	Thomey three						
Financial	Plan of the Operati	ionnal Programme (in EUR)	* *				
Financial Year	Plan of the Operati	ionnal Programme (in EUR) Community	National Public	National Private	Total	Rate %	Other
Year			National Public 300,000		Total 600,000	Rate %	Other 5,000
Year 008	Priority	Community		National Private			
Year 008 008	Priority 1	Community 200,000	300,000	National Private 100,000	600,000	33.33	5,000
Year 008 008 009	Priority 1 2	Community 200,000 250,000	300,000 350,000	National Private 100,000 150,000	600,000 750,000	33.33 33.33	5,000
Year 008 008 009 009	Priority 1 2 1 2 2 1 2	Community 200,000 250,000 300,000 350,000	300,000 350,000 400,000 450,000	National Private 100,000 150,000 200,000 250,000	600,000 750,000 900,000 1,050,000	33.33 33.33 33.33 33.33	5,000 5,000 5,000
Year 2008 2008 2009 2009 2010	Priority 1 2 1 2 1 2 1	Community 200,000 250,000 300,000 350,000 400,000	300,000 350,000 400,000 450,000 500,000	National Private 100,000 150,000 200,000 250,000 300,000	600,000 750,000 900,000 1,050,000 1,200,000	33.33 33.33 33.33 33.33 33.33 33.33	5,000 5,000 5,000 5,000 5,000
	Priority 1 2 1 2 2 1 2	Community 200,000 250,000 300,000 350,000	300,000 350,000 400,000 450,000	National Private 100,000 150,000 200,000 250,000	600,000 750,000 900,000 1,050,000	33.33 33.33 33.33 33.33	5,000 5,000 5,000
Year :008 :008 :009 :009 :010 :010 :010	Priority 1 2 1 2 1 2 1 2 precise Rate used to	Community 200,000 250,000 300,000 350,000 400,000 450,000	300,000 350,000 400,000 450,000 500,000	National Private 100,000 150,000 200,000 250,000 300,000 350,000	600,000 750,000 900,000 1,050,000 1,200,000 1,350,000	33.33 33.33 33.33 33.33 33.33 33.33 33.33	5,000 5,000 5,000 5,000 5,000
Year 2008 2009 2009 2009 2010 2010	Priority 1 2 1 2 1 2 1 2 precise Rate used to	Community 200,000 250,000 300,000 350,000 400,000 450,000	300,000 350,000 400,000 450,000 500,000 550,000	National Private 100,000 150,000 200,000 250,000 300,000 350,000	600,000 750,000 900,000 1,050,000 1,200,000 1,350,000	33.33 33.33 33.33 33.33 33.33 33.33 33.33	5,000 5,000 5,000 5,000 5,000

Return to Display

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:

• <u>IPA Programme CCI</u>

- <u>Version</u>
- <u>Status</u>
- <u>Title</u>

For a description of these fields, refer to section <u>General IPA Programme Data Fields</u> 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:

- <u>Update the tab Regions</u> (logical next step)
- Update another tab on the on the IPA Programme Update screen. Refer to the <u>Action</u> <u>Overview</u> 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:

- <u>Creating IPA Programmes covering component 2 (Cross-Border Cooperation)</u>
- <u>Searching existing IPA Programmes</u>

The screen looks as follows:

STC	1053236 Mode. /# Version. +2 7 28 System for Fund m Programming ≻ IPA Programm	-	European Commu	nity 2007-2013		Help	Home Loqout
Strategic Planning Pro	gramming Monitoring E	ecution Audit Evaluation	on Closure Utilities				
perational Programme							
A Programme CCI: 200	7CB16IPO006 Version: 1	Status: Created					
de: Cro	ss border defined by Turkey (Component 2b)					
General Priority Ax	Es Financial Plan Re	gions Authorities D	ocuments In Charge				
Einancial Plan of the On	erationnal Programme (in EU	RÌ					
Country	Year Priority	Community	National Public	National Private	Total	Rate %	Other
epublic of Croatia	2008 1	100,000	200,000	50,000	350,000	28.57	5,000
epublic of Croatia	2008 2	150,000	250,000	75,000	475,000	31.58	5,000
epublic of Croatia	2009 1	200,000	300,000	100,000	600,000	33.33	5,000
epublic of Croatia	2009 2	250,000	350,000	125,000	725,000	34.48	5,000
epublic of Croatia	2010 1	300,000	400,000	150,000	850,000	35.29	5,000
epublic of Croatia	2010 2	350,000	450,000	175,000	975,000	35.90	5,000
epublic of Turkey	2008 1	400,000	500,000	200,000	1,100,000	36.36	5,000
epublic of Turkey	2008 2	450,000	550,000	225,000	1,225,000	36.73	5,000
epublic of Turkey	2009 1	500,000	600,000	250,000	1,350,000	37.04	5,000
epublic of Turkey	2009 2	550,000	650,000	275,000	1,475,000	37.29	5,000
epublic of Turkey	2010 1	600,000	700,000	300,000	1,600,000	37.50	5,000
epublic of Turkey	2010 2	650,000	750,000	350,000	1,750,000	37.14	5,000
		terminations and the second second	hanness and the second se				termination of the second s
				unding decided in the com			

Return to Display

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:

- <u>IPA Programme CCI</u>
- <u>Version</u>
- Status
- <u>Title</u>

For a description of these fields, refer to section <u>General IPA Programme Data Fields</u> 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:

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

7.2.5. <u>Updating the tab Regions</u>

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)
- <u>Searching existing IPA Programmes</u>

The screen looks as follows:

User, #033229 hode. 8G Version, r2.7.26	Help Home Logout
System for Fund management in the European Community 2007-2013 Programming > IPA Programme > Edit IPA Programme	English (en) 💌
Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities	
Operational Programme IPA Programme CCI: 2007CB16IPO005 Version: 1 Status: Created Title: Cross-Border Cooperation between BG and TR General Priority Axes Financial Plan Regions Authorities Documents In Charge	
Regions	Ŧ
2 -es uts found, disetsymp 1 to 2 M 4 b M Regis (; 1, 164 m is) ser taget: 12 Button di	
Region 👌 Description	
BG34 Yugoiztochen	Ô
TR213 Kirklareli	Û
Add New Region	
Return to Display	

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

The following fields are available:

- IPA Programme CCI
- Version
- <u>Status</u>
- Title

For a description of these fields, refer to section <u>General IPA Programme Data Fields</u> 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:

- <u>Region</u>
- <u>Description</u>

For a description of these fields, refer to section <u>Region Data Fields</u> or click an individual field link in the list above.

- 4. Click the *Rubbish bin* icon (1) 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:

	lber, #0553239 Made, 8G Version v2 7 26	Help Home	Logout
SFC	System for Fund management in the European Community 2007-2013 Programming > IPA Programme > Edit IPA Programme	English (en)	
Strategic Plannir	g Programming Monitoring Execution Audit Evaluation Closure Utilities		
Operational Prog	ramme Cl: 2007CB16IPO005 Version: 1 Status: Created		
Title:	Cross-Border Cooperation between BG and TR		
General Priv	rity Axes Financial Plan Regions Authorities Documents In Charge		
Regions			
Region	*	æ	Add Clear
Z results found, displayin	g 1 to 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
Region 🛓	Description		
<u>BG34</u> Y	ugoiztochen		Û
10	rklareli		Û
Add New Region			
Return to Display			

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

The *Regions* dialog is displayed:

🗿 Regions - Microsoft Internet Explorer	
AL AT BA BE BG CH CY CZ DE DK EE ES FI FR GR HR HU IE IS IT LI LT LU LV MA ME MK MT NL NO PL PT RO RS SE SI SK TR UK	2
🗃 Done 😌 Local intranet	1. IS

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	Code	Country name	Status
AL	Albania	PC	LI	Liechtenstein	А
AT	Austria	MS	LT	Lithuania	MS
BA	Bosnia and Herzegovina	PC	LU	Luxembourg	MS

Code	Country name	Status	Code	Country name	Status
BE	Belgium	MS	LV	Latvia	MS
BG	Bulgaria	MS	MA	Morocco	А
СН	Switzerland	А	ME	Montenegro	PC
CY	Cyprus	MS	MK	F.Y.R.O.Macedonia	С
CZ	Czech Republic	MS	MT	Malta	MS
DE	Germany	MS	NL	Netherlands	MS
DK	Denmark	MS	NO	Norway	А
EE	Estonia	MS	PL	Poland	MS
ES	Spain	MS	PT	Portugal	MS
FI	Finland	MS	RO	Romania	MS
FR	France	MS	RS	Serbia	PC
GR	Greece	MS	SE	Sweden	MS
HR	Croatia	С	SI	Slovenia	MS
HU	Hungary	MS	SK	Slovakia	MS
IE	Ireland	MS	TR	Turkey	С
IS	Iceland	А	UK	United Kingdom	MS
IT	Italy	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:

System for Fund management in the European Community 2007-2013 Programming > IPA Programme > Edit IPA Programme Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities Operational Programme Operational Programme Coperational Programme Coperation Detween BG and TR Coperation Regions Region Edime Image: Status/programme Edime Image: Status/programe Edime	Uzer, w0053239 /hode, 8G Version, +2 7 26	<u>Help Home Loqout</u>
Operational Programme PA Programme CCI: 2007CB161P0005 Version: 1: Status:: Created itle: Cross-Border Cooperation between BG and TR General Priority Axes Financial Plan Regions Regions Regions Region TR212 ** Edirne Zendets how, disbudging too Z N (L > N Ange); L. Incom(L) Ser sage: 12: Sace all Region Description BG34 Yugoittochen		English (en) 💌
PA Programme CCI: 2007CB16IP0005 Version: 1 Status: Created irde: Cross-Border Cooperation between BG and TR General Priority Axes Financial Plan Regions Authorities Documents In Charge Regions Region TR212	Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities	
Itle: Cross-Border Cooperation between BG and TR General Priority Axes Financial Plan Regions Regions Regions In Charge 2 ecides found, disblying too 2 K () M (sepile) arrays: 12 Saxe all Region () Description 2 ecides found, disblying too 2 K () M (sepile) arrays: 12 Saxe all Description	Operational Programme	
2 45 akts (hynd, dis blying 1 to 2 [K]] [] [] frequels [] 2 1 5 con (d) Region 2 Region 2 R		
Region 2000 Description		=
2034 Yugoiztochen	Regions	- [Add][Clear
	Regions TR212 # Edime 2 results found, disaboring 100 2 [K] [] [] food(s); j. J. foom(s) per large: 12 50000.001	
TR213 Kirklareli	Regions Region TR212 •••• • Edirne 2 results found, disalaying 1 co 2 H () H Popular 1, Rewijk) arr space 12 alone all Region $\frac{1}{2}$ Description	(Add) Clear
Add New Region	Regions Region TR212	(Add) [Clear

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

The Region is added:

	User, w0053239 Node, 8G Version, v2 /	26							Help	<u>Home</u>	Logout
SFC	System for Fund Programming > IPA Prog	_		ropean	i Communi	ty 2007-:	2013		Eng	lish (en)	~
Strategic Planning	Programming Monitoring	Execution Audit	: Evaluation	Closure	Utilities						
ansaction Succes:	sfully Completed										
Dperational Progra	any compressed.										
PA Programme CC	I: 2007CB16IPO005 Versi		łd					_			
PA Programme CC itle:				ments	In Charge					_	
PA Programme CC tle: General Prior Regions	I: 2007CB16IPO005 Versi Cross-Border Cooperation b	etween BG and TR Regions Author		ments	In Charge	_					
A Programme CC tle: General Prior Regions Securs duals dualsying Region &	I: 2007CB16IPO005 Versi Cross-Border Cooperation t ity Axes Financial Plan	etween BG and TR Regions Author			In Charge			_			
A Programme CC tle: General Prior Regions Regions Region $\frac{1}{2}$	I: 2007CB16IPO005 Versi Cross-Border Cooperation b ity Axes Financial Plan	etween BG and TR Regions Author							_		
PA Programme CC ttle: General Prior Regions 3 esuts found, disalaying Region 👌	I: 2007CB16IPO005 Versi Cross-Border Cooperation b ity Axes Financial Plan ito 2 K 4 F M Peeela: 1. rewlay goiztochen	etween BG and TR Regions Author				_					
A Programme CC tte: General Prior Regions Region 2 Region 2 8034 Yuu TR212 Edi	I: 2007CB16IPO005 Versi Cross-Border Cooperation b ity Axes Financial Plan ito 2 K 4 F M Peeela: 1. rewlay goiztochen	etween BG and TR Regions Author						_	_		

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:

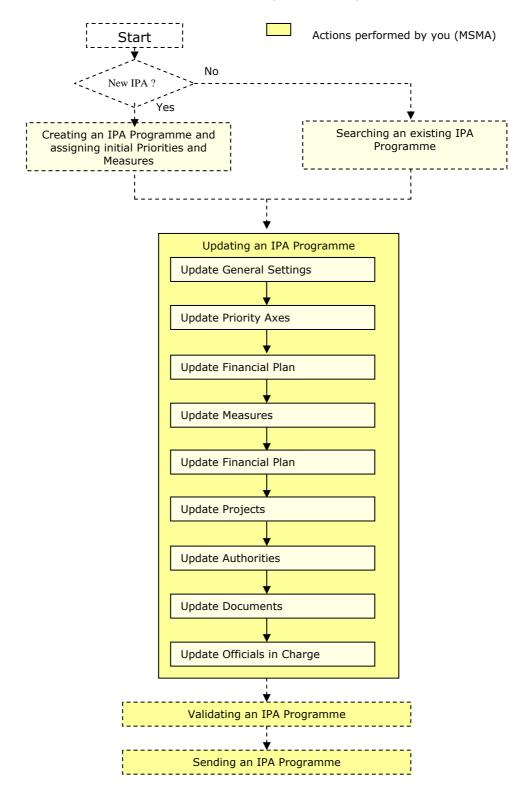
- Update the tabs common to all SFC2007 Objects: *Authorities*, *Documents* and *Officials in Charge*. Refer to the <u>SFC2007 Introduction guide</u> for a detailed description.
- Update another tab on the on the IPA Programme Update screen. Refer to the <u>Action</u> <u>Overview</u> in the section *Updating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

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

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

7.3.1. <u>Workflow Overview</u>

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 <u>General IPA Programme management workflow</u>.



These actions are described in separate procedures:

- Updating the tab General
- <u>Updating the tab Priority Axes</u>
- <u>Updating the tab Measures</u>
- <u>Updating the tab Financial Plan</u>
- Updating the tab Projects

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

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:

- <u>Creating IPA Programmes covering component 3 (Regional Development)</u>
- <u>Searching existing IPA Programmes</u>

The screen looks as follows:

	0053236 Adde, /R. Veraton, v2 7 28	Help Home Logout
SFC 2007	System for Fund management in the European Community 2007-2013 Programming > IPA Programme > Edit IPA Programme	English (en) 💌
Strategic Planning P	ogramming Monitoring Execution Audit Evaluation Closure Utilities	
Operational Programme		
General Priority A	07TR16IPO001 Version: I Status: Created A programme Component 3 Regional Development es Measures Financial Plan Projects Authorities Documents In Charge	
General Details Operational Programme	Cci: 2007TR16IPO0()* 2007TR16IPO0()	
Title:	IPA programme Component 3 Regional Development *	
First Vear:	2008 * Last Year: 2010 *	
Comments:	× •	

Return to Display

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

The following fields are available:

- <u>IPA Programme CCI</u>
- <u>Version</u>
- <u>Status</u>
- Title

For a description of these fields, refer to section <u>General IPA Programme Data fields</u> 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
- <u>Title</u>
- First Year
- Last Year
- <u>Comments</u>

For a description of these fields, refer to section <u>General IPA Programme Data fields</u> 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:

- <u>Update the tab Priority Axes</u> (logical next step)
- Update another tab on the on the IPA Programme Update screen. Refer to the <u>Action</u> <u>Overview</u> 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)
- <u>Searching existing IPA Programmes</u>

The screen looks as follows:

User. w0	053239 Aode, 8G Version, v2 7 26								Help Home	Logout
	System for Fund m Programming > IPA Programm			opean (Communi	ty 2007 [.]	-2013		English (en)
trategic Planning Pro	gramming Monitoring E	ecution Audit	Evaluation	Closure	Utilities					
erational Programme	_									
Programme CCI: 200	7CB16IPO005 Version: 1									
	7CB16IPO005 Version: 1 s-Border Cooperation betwe									
A Programme CCI: 200				14.74						
. Programme CCI: 200 e: Cro:	s-Border Cooperation betwe		es Docum	nents I	In Charge					
eneral Priority Axe	s-Border Cooperation betwe	en BG and TR	es Docun	nents I	In Charge					
A Programme CCI: 200 e: Cro: eneral Priority A xe	s-Border Cooperation betwe	en BG and TR	es Docum	nents I	In Charge	_	_	_		
A Programme CCI: 200 e: Cros ieneral Priority Axe s	s-Border Cooperation betwe	an BG and TR gions Authoriti	es Docun	ments I	In Charge					
eneral Priority Axes	ss-Border Cooperation betwe	an BG and TR gions Authoriti	es Docun Descriptio		In Charge			Is Technical	In Public	
A Programme CCI: 200 le: Cros eneral Priority Axe hiority Axes	ss-Border Cooperation betwe	an BG and TR gions Authoriti			(n Charge			Is Technical Assistance	In Public	
Programme CCI: 200 e: Cros eneral Priority Axe riority Axes sats found, disaboling 1 to 2 [K Code A	is - Border Cooperation betwe Is Financial Plan Re 《	an BG and TR gions Authoriti			In Charge				In Public	: Cost

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

The following fields are available:

- IPA Programme CCI
- <u>Version</u>
- <u>Status</u>
- <u>Title</u>

For a description of these fields, refer to section <u>General IPA Programme Data fields</u> 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:

- <u>Code</u>
- Description
- Is Technical Assistance
- In Public Cost

For a description of these fields, refer to section <u>Priority Axis Data fields</u> 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:

General	Priority Axes Financial Plan Regions Authorities Documents In Charge		
Priority Axe			=
ode:	1 * Description: Priority 1		*
	cal Assistance In Public Cost		Update Clear
Code		Is Technical Assistance	In Public Cost
-0	Priority 1		Û
	Priority 2		0
d New Prior	ty		

For a description of these fields, refer to section <u>Priority Axis Data Fields</u> 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:

eneral Prio	iority Axes Financial Plan Regions Authorities Documents In Charge			
riority Axes				-
de:	* Description:		*	
Is Technical	l Assistance 🗌 In Public Cost			
			Add	Cle
alks found, displayin	ting 1 co 2 🔣 📕 🕨 Regels (): (L. Icent) (s) per sege: 12 Sacks.dll			
saks found, displayin Code A	ing 1 co 2 [K] (] [K] Appels); J. Josevis) av apps: 12 Satonall Description	Is Technical Assistance	In Public Cost	
Code ≜			In Public Cost	ť

For a description of the available fields, refer to section <u>Priority Axis Data Fields</u> 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:

- <u>Update the tab Measures</u> (logical next step)
- Update another tab on the on the IPA Programme Update screen. Refer to the <u>Action</u> <u>Overview</u> 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)
- <u>Searching existing IPA Programmes</u>

The screen looks as follows:

	User. with	33236 Apode, IR Veralon. v2 7 28	Help Home	Logout
∵:SF	C s	ystem for Fund management in the European Community 2007	-2013	
20	07 ^P	rogramming ≻ IPA Programme ≻ Edit IPA Programme		
trategic	Planning Prog	ramming Monitoring Execution Audit Evaluation Closure Utilities		
peration	nal Programme			
		TR16IPO001 Version: 1 Status: Created		
A Progra le:		TR16IPO001 Version: 1 Status: Created programme Component 3 Regional Development		
le:	IPA	vrogramme Component 3 Regional Development		
le: ieneral	IPA Priority Axe	vrogramme Component 3 Regional Development	1	
e: ieneral	IPA Priority Axe	vrogramme Component 3 Regional Development	1	
e: eneral leasures	IPA Priority Axe	orogramme Component 3 Regional Development	1	
e: ieneral feasures esuks /oun: Priority	IPA Priority Axe diselsying 1 co 4 M	orogramme Component 3 Regional Development 5 Measures Financial Plan Projects Authorities Documents In Charge ()) Projects J. Involation or angle Iz Stom all	1	
ei eneral leasures suks /ounc	IPA Priority Axe s d, diseleving 1 co 4 M Z Measure Code	orogramme Component 3 Regional Development	1	
e: eneral leasures suks found Priority	IPA Priority Axe s d. dkalaying 100 / M Z Code <u>1 - 1</u>	vrogramme Component 3 Regional Development Measures Financial Plan Projects Authorities Documents In Charge ▲ ▶ N Regnin: L. Revelo: error socie 2 Description Measure 1 for Priority 1	1	
e: eneral leasures esuks fourc Priority	Priority Axe di disabujing 1 co o (K) Measure Code 1-1 1-2	Authorities Documents In Charge Image: State Stat		
e: eneral leasures esuks fourc Priority	IPA Priority Axe s d. dkalaying 100 / M Z Code <u>1 - 1</u>	vrogramme Component 3 Regional Development Measures Financial Plan Projects Authorities Documents In Charge ▲ ▶ N Regnin: L. Revelo: error socie 2 Description Measure 1 for Priority 1		

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
- <u>Version</u>
- <u>Status</u>
- <u>Title</u>

For a description of these fields, refer to section <u>General IPA Programme Data fields</u> 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:

- <u>Priority Code</u>
- <u>Measure Code</u>
- <u>Description</u>

For a description of these fields, refer to section <u>Measure Data fields</u> 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:

General	Priority Ax	es Measures	Financial Plan	Projects	Authorities	Documents	In Charge]	
Measures									=
Priority:		1 - Priority 1 💌 *							
Measure Co	de:	1 - 1 *							
Description:	: [Measure 1 for Prior	ity 1					*	
									Update Clear
A results found, d	dis alaying 1 co 4	Page s): .	Joemijs) per page: 12 St	Wa all					
Priority Code	A Measure Z Code	² ≜ Ž	Landard			Desc	ription		
1	<u>1 - 1</u>	Measure 1 fe	or Priority 1						1 1
1	<u>1 - 2</u>	Measure 2 fe	or Priority 1						D
2	2 - 1	Measure 1 fe	or Priority 2						Û
2	2 - 2	Measure 2 fe	or Priority 2						
Add New Mea	asure								

The following fields are available for the selected Measure:

- Priority Code
- <u>Measure Code</u>
- <u>Description</u>

For a description of these fields, refer to section <u>Measure Detail Data Fields</u> 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:

General	Priority Axes	Measures	Financial Plan	Projects	Authorities	Documents	In Charge		
Measures									=
Priority:		*							
Measure Cod	de:	*							
Description:								*	
									Add Clear
-									
A results found, di	is allaying 1 to 4 🕅 🖣	▶ M Page(s): <u>1</u> . Je	cerv(s) cer sege: 12 5	non all					
Priority Code	A Measure A Z Code 2	2				Desc	ription		
1	<u>1 - 1</u>	Measure 1 fo	r Priority 1						Û
1	<u>1 - 2</u>	Measure 2 fo	r Priority 1						Û
2	<u>2 - 1</u>	Measure 1 fo	r Priority 2						Û
2	2 - 2	Measure 2 fo	r Priority 2						Û
Add New Mea	sure								

For a description of the available fields, refer to section <u>Measure Data Fields</u> 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:

- <u>Update the tab Financial Plan</u> (logical next step)
- Update another tab on the on the IPA Programme Update screen. Refer to the <u>Action</u> <u>Overview</u> 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)
- <u>Searching existing IPA Programmes</u>

The screen looks as follows:

** 0-					0010		English (en)
SF 200		iem TOF FUNG Mana amming > IPA Programme >	gement in the Europe	an Community 2007	-2013		
Strategic	Planning Program	ming Monitoring Execut	ion Audit Evaluation Closu	ure Utilities			
Decation	al Programme						
Ipterarcion	ran Programme						
		6IPO005 Version: 1 Sta					
tle:	Cross-Bo	rder Cooperation between BC	3 and TR				
	V 84	. <u>.</u>	2742	242 W			
General	Priority Axes	Financial Plan Regions	Authorities Documents	In Charge			
Financial	Plan of the Operatio	onnal Programme (in EUR)					
	1						
Year 008	Priority 1	Community 200,000	National Public 300,000	National Private 100.000	Total 600.000	Rate % 33.33	Other 5,000
:008	2	250,000	350,000	150,000	750,000	33.33	5,000
:008	17	300.000	400,000	200.000		33.33	
009	1				900,000		5,000
	2	350,000	450,000	250,000	1,050,000	33.33	5,000
	1	400,000	500,000	300,000	1,200,000	33.33	5,000
		450,000	550,000	350,000	1,350,000	33.33	5,000
2009 2010 2010	2	430,000					
010 010	precise Rate used to		atio between the Community fundi	ng and the Total funding decide	d in the commision deci	sion approving the	e OP. Other funding are for

. . .

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:

- <u>IPA Programme CCI</u>
- <u>Version</u>
- <u>Status</u>
- <u>Title</u>

For a description of these fields, refer to section <u>General IPA Programme Data Fields</u> 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:

- <u>Update the tab Projects</u> (logical next step)
- Update another tab on the on the IPA Programme Update screen. Refer to the <u>Action</u> <u>Overview</u> 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)
- <u>Searching existing IPA Programmes</u>

The screen looks as follows:

User. w0053236 Ande. /R Ven	Non. 12 7 28	<u>Help</u> <u>Home</u> Loqout
	Fund management in the European Community 2007-2013 A Programme ≻ Edit IPA Programme	English (en) 💌
Strategic Planning Programming Mon	itoring Execution Audit Evaluation Closure Utilities	
Operational Programme		
IPA Programme CCI: 2007TR16IPO001 Title: IPA programme Com	Version: 1 Status: Created sonent 3 Regional Development	
4		
General Priority Axes Measures	Financial Plan Projects Authorities Documents In Charge	
Indicative list of Major Projects		
Priority CCI	Title	
1 2007TR16IPR001	TR Major Project for IPA Component 3	1
Add a new Major Project		
Add a new Major Project Return to Display		

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

The following fields are available:

- <u>IPA Programme CCI</u>
- <u>Version</u>
- <u>Status</u>
- <u>Title</u>

For a description of these fields, refer to section <u>General IPA Programme Data Fields</u> 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:

- <u>Priority</u>
- CCI
- <u>Title</u>

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

- 4. Click the *Rubbish bin* icon (1) 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:

General	Priority Axes Measure	s Financial Plan Pro	jects Authorities	Documents	In Charge	
Indicative	list of Major Projects					=
Priority:	*					
CCI:	••••					
Title:					*	
				(Add Clear	
Priority	CCI				Title	
1	2007TR16IPR001	TR Major Project for IPA	Component 3			Û
Add a new I	Major Project					

6. Fill out the available fields.

For a description of these fields, refer to section <u>Major Project Data Fields</u> 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:

User, #0033239 Rode, 85 Version, r2 / 26	<u>Help</u> <u>Home</u> Loqout
System for Fund management in the European Community 2007-2013 Programming > IPA Programme > Edit IPA Programme	English (en) 💙
2007 Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities	
Operational Programme	
PA Programme CCI: 2007CB16IPO005 Version: 1 Status: Created	
itle: Cross-Border Cooperation between BG and TR	
General Priority Axes Financial Plan Regions Authorities Documents In Charge	
General Priority Axes Financial Plan Regions Authorities Documents In Charge	-
Regions	-
Regions Region TR212 ••• • Edirme	
Regions Region TR212 *** * Edirne 2 results found, dis storying 1 to 2 K () H / Popular; L. Internia) per store tage	
Regions Region TR212 ••• • Edirme	(Add)
Regions Region TR212 * Edirine 2 results (word, disalwing 1 co 2 K () K result); jur respectaz States, all Region 2 Region 2 Begion 2	

- 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:

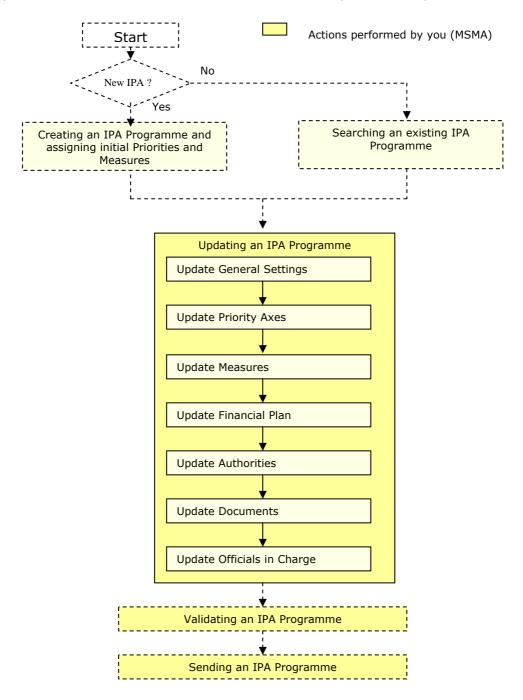
- Update the tabs common to all SFC2007 Objects: *Authorities*, *Documents* and *Officials in Charge*. Refer to the <u>SFC2007 Introduction guide</u> for a detailed description.
- Update another tab on the on the IPA Programme Update screen. Refer to the <u>Action</u> <u>Overview</u> in the section *Updating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

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

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

7.4.1. <u>Workflow overview</u>

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 <u>General IPA Programme management workflow</u>.



These actions are described in separate procedures:

- <u>Updating the tab General</u>
- <u>Updating the tab Priority Axes</u>
- <u>Updating the tab Measures</u>
- <u>Updating the tab Financial Plan</u>

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

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:

System for Fund management in the European Community 2007-2013 Programming > IPA Programme > Edit IPA Programme Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities Operational Programme Programme CCI: 2007TR0SIPO001 Version: 1 Status: Created Title: IPA for Turkey Component 4 HR Development Operational Programme CCI: 2007TR0SIPO0 Operational Programme CCI: 2007TR0SIPO0 Operational Programme CCI: 2007TR0SIPO0 Priority Axes Measures Financial Plan Authorities Documents ID A for Turkey Component 4 HR Development Title: IPA for Turkey Component 4 HR Development Operational Programme CCI: 2007TR05IP00 Operational Programme CCI: 2007TR05IP00 * * Colspan="2">* Colspan= 2: Operational Programme CCI: 2007TR05IP00 * *	<u>Help Home Loqout</u>					8	ode. TR Version. v2 7 2	lear. #0053237 A	
Operational Programme IPA Programme CCI: 2007TR05IPO001 Version: 1 Status: Created Title: IPA for Turkey Component 4 HR Development General Details Operational Programme Cci: 2007TR05IPO0[]* Operational Programme Cci: 2007TR05IPO0[]* Title: IPA for Turkey Component 4 HR Development First Vear: 2008 *	English (en) 💌		nmunity 2007-2013	ropean Comr					SFC 2007
IPA Programme CCI: 2007TR05IPO001 Version: 1 Status: Created Title: IPA for Turkey Component 4 HR Development			ties	Closure Utilitie:	t Evaluation	Execution Audi	ng Monitoring	Programmi	trategic Planning
IPA Programme CCI: 2007TR05IPO001 Version: 1 Status: Created Title: IPA for Turkey Component 4 HR Development								ome	perational Program
Ceneral Priority Axes Measures Financial Plan Authorities Documents In Charge Ceneral Details Operational Programme Ccli 2007TR05IP00 *** * * * * * * * * * * * * * * * *					≥d				
General Details Operational Programme Cci: 2007TR05IPO0 * Title: IPA for Turkey Component 4 HR Development * First Year: 2008 * Last Year: 2010 *						HR Development	ey Component 4	IPA for Turl	le:
Operational Programme Ccl: 2007TR05IPO0			Charge	uments In Cha	norities Doo	ancial Plan Aut	1easures Fin	y Axes N	eneral Priorit
Title: IPA for Turkey Component 4 HR Development * First Year: 2010 *						- 20			ieneral Details
First Year: 2008 * Last Year: 2010 *			<u>01</u>	2 Request CCI		•	07TR05IP00	nme Cci: 20	perational Program
		*			oment	oonent 4 HR Develo	A for Turkey Com	IP	tle:
Comments:			2010 *	Last Year:			* 80	20	rst Vear:
			~						omments:
	Save Cancel								

Return to Display

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
- <u>Version</u>
- <u>Status</u>
- <u>Title</u>

For a description of these fields, refer to section <u>General IPA Programme Data fields</u> 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
- <u>Title</u>
- First Year
- Last Year
- <u>Comments</u>

For a description of these fields, refer to section <u>General IPA Programme Data fields</u> 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:

- <u>Update the tab Priority Axes</u> (logical next step)
- Update another tab on the on the IPA Programme Update screen. Refer to the <u>Action</u> <u>Overview</u> 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:

- <u>Creating IPA Programmes covering component 4 (Human Resources Development)</u>
- <u>Searching existing IPA Programmes</u>

The screen looks as follows:

La La	rer. #0053237 Mode. /R Ven	aron. v2 / 28								<u>Help Home</u>	Logout
SFC 2007		Fund manag PA Programme > Ed			ropean	Communi	ty 2007	-2013		English (en)) <mark>v</mark>
rategic Planning	Programming Mor	nitoring Execution	n Audit I	Evaluation	Closure	Utilities					
erational Program	me										
		Varcion: 1 Statu	e: Created	_							
Programme CCI:	me 2007TR05IPO001 IPA for Turkey Comp										
Programme CCI:	2007TR05IP0001										
Programme CCI: e:	2007TR05IPO001 IPA for Turkey Comp	oonent 4 HR Develo	oment								
eneral Priorit	2007TR05IPO001 IPA for Turkey Comp	oonent 4 HR Develo		ties Doc	uments 1	In Charge					
eneral Priorit	2007TR05IPO001 IPA for Turkey Comp	oonent 4 HR Develo	oment	ties Doc	uments 1	In Charge					
Programme CCI: e: eneral Priorit y niority Axes	2007TR05IP0001 IPA for Turkey Comp 7 Axes Measures	Financial Plan	Authorit	ties Doc	uments 1	In Charge					
Programme CCI: ar eneral Priority riority Axes	2007TR05IPO001 IPA for Turkey Comp	Financial Plan	oment			In Charge			Te Technical		
Programme CCI: a: eneral Priorit y riority Axes	2007TR05IP0001 IPA for Turkey Comp 7 Axes Measures	Financial Plan	Authorit	ties Doc Descriptic		In Charge			Is Technical Assistance	In Public	
Programme CCI: e: eneral Priority riority Axes	2007TR05IP0001 IPA for Turkey Comp / Axes Measures	Financial Plan	Authorit			In Charge				1 In Public	Cost [
Programme CCI: aneral Priority riority Axes subs found, dissipying 10 Code A	2007TR05IP0001 IPA for Turkey Comp J Akes Measures 2 K () M readily J	Financial Plan	Authorit			In Charge		_		In Public	

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
- <u>Version</u>
- <u>Status</u>
- <u>Title</u>

For a description of these fields, refer to section <u>General IPA Programme Data fields</u> 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:

- <u>Code</u>
- Description
- Is Technical Assistance
- In Public Cost

For a description of these fields, refer to section <u>Priority Axis Data fields</u> 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:

General	Priority Axes Financial Plan Regions Authorities Documents In Charge		
Priority Axe	15		
ode:	1 * Description: Priority 1		*
	ical Assistance In Public Cost		Update Clea
÷	A Z Description	Is Technical Assistance	In Public Cost
1	Priority 1		1
2	Priority 2		
dd New Prio	vity		

For a description of these fields, refer to section <u>Priority Axis Data Fields</u> 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:

ieneral	Priority Axes Financial Plan Regions Authorities Documents In C	large			
Priority Aa					
de:	* Description:			*	
Is Tech	:hnical Assistance 🔲 In Public Cost				
				(Add	Cle
es alles found, i	, disalaying 1 to 2 🔣 🔞 🖡 🕅 Respirational Josephia (and several and several se			(Add	Cle
	, disablying 1 co 2 K K K M Popels); j. Assmirs) are soge: 12 Sace all		Is Technical Assistance	Add (In Public Cost	Cle
					Cle

For a description of the available fields, refer to section <u>Priority Axis Data Fields</u> 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:

- <u>Update the tab Measures</u> (logical next step)
- Update another tab on the on the IPA Programme Update screen. Refer to the <u>Action</u> <u>Overview</u> 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)
- <u>Searching existing IPA Programmes</u>

The screen looks as follows:

	User. with	333237 Hode. (R. Version. v2.7.28	<u>Heip</u> <u>Home</u> Logout
:.	FC s	System for Fund management in the European Community 2007-2013	English (en)
20	007 ^P	rogramming > IPA Programme > Edit IPA Programme	
trategi	c Planning Pro	gramming Monitoring Execution Audit Evaluation Closure Utilities	
in the second			
eratio	onal Programme		
100 C 10		7TR05IP0001 Version: 1 Status: Created	
e:	IPA	for Turkey Component 4 HR Development	
	. Y		
eneral		s Measures Financial Plan Authorities Documents In Charge	
leasure	es		
es altes for	und, displaying 1 to 4 🕅	Page(s): 1, Joew(s) der ange: 12 Sinon, all	
	ty 🛕 Measure		
Priorit	<u>1 - 1</u>	Measure 1 for Priority 1	1
Priorit Code		Measure 2 for Priority 1	1
	1 - 2		
	<u>1 - 2</u> <u>2 - 1</u>	Measure 1 for Priority 2	
	-		1 1 1 1

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
- <u>Version</u>
- <u>Status</u>
- <u>Title</u>

For a description of these fields, refer to section <u>General IPA Programme Data fields</u> 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:

- <u>Priority Code</u>
- <u>Measure Code</u>
- <u>Description</u>

For a description of these fields, refer to section <u>Measure Data fields</u> 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:

General	Priority A:	kes Measures	Financial Plan	Projects	Authorities	Documents	In Charge		3
Measures									=
Priority:		1 - Priority 1 💌 *							
Measure Coo	de:	1 - 1 *							
Description:		Measure 1 for Prior	ty 1					*	
									Update Clear
-									
A results found, d	ils alaying 1 co 4	N A D N Poge(s): 1	tem (s) per page: 12 5	ntra all					
Priority Code	A Measur Z Code					Desc	ription		
1	1 - 1	Measure 1 fo	r Priority 1						
1	<u>1 - 2</u>	Measure 2 fo	r Priority 1						Û
2	2 - 1	Measure 1 fo	r Priority 2						Û
2	2 - 2	Measure 2 fo	r Priority 2						1
Add New Mea	asure								

For a description of these fields, refer to section <u>Measure Data fields</u> 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:

Measure	15						
iority:		*					
easure	Code:	*					
escripti	ion:					*	
						1.1	
							Add Cle
							Add CI
							Add Cle
results four	nd, displaying 1 to 4 M	Popeia): J. Joernia') der gege: 12	5924 all				
Priorit	y 🔬 Measure	Pegels): L. Joew(s) per age: 12	Stor all	Descri	ntion		
	y A Measure Z Code	Ź	Store all	Descri	ption		
Priorit	y 🔬 Measure		Store all	Descri	ption		
Priority Code	y A Measure Z Code	Ź	Stove all	Descri	ption	_	
Priority	y <u>A</u> Measure Code <u>1 - 1</u>	2 Measure 1 for Priority 1	ີ 1932 ລຢ	Descri	ption	_	الله الله الله الله الله الله الله الله

For a description of the available fields, refer to section <u>Measure Data Fields</u> 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:

- <u>Update the tab Financial Plan</u> (logical next step)
- Update another tab on the on the IPA Programme Update screen. Refer to the <u>Action</u> <u>Overview</u> 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:

- <u>Creating IPA Programmes covering component 4 (Human Resources Development)</u>
- Searching existing IPA Programmes

The screen looks as follows:

Strategic Planning Pro						English (en)
	gramming Monitoring Executio	on Audit Evaluation Closure	2 Utilities			
Operational Programme						
A D	TROFIL ON LINE A COM					
	7TR05IPO001 Version: 1 Stat for Turkey Component 4 HR Devel					
	,,					
General Priority Axe		Authorities Documents	In Charge			
Financial Plan of the Ope	erationnal Programme (in EUR)					
Year Measure	Community	National Public	National Private	Total	Rate %	Other
008 1 - 1	100,000	230,000	75,000	405,000	24.69	5,000
008 1-2						
	120,000	250,000	75,000	445,000	26.97	5,000
	120,000	250,000	75,000	445,000 575,000	26.97 34.78	5,000
008 2 - 1						
2008 2 - 1 2008 2 - 2	200,000	300,000	75,000	575,000	34.78	5,000
2008 2 - 1 2008 2 - 2 2009 1 - 1	200,000 240,000	300,000 340,000	75,000 75,000	575,000 655,000	34.78 36.64	5,000
2 - 1 2008 2 - 2 2009 1 - 1 2009 1 - 2	200,000 240,000 140,000	300,000 340,000 260,000	75,000 75,000 75,000	575,000 655,000 475,000	34.78 36.64 29.47	5,000 5,000 5,000
2008 2 - 1 2008 2 - 2 2009 1 - 1 2009 1 - 2 2009 2 - 1	200,000 240,000 140,000 160,000	300,000 340,000 260,000 280,000	75,000 75,000 75,000 75,000	575,000 655,000 475,000 515,000	34.78 36.64 29.47 31.07	5,000 5,000 5,000 5,000
0008 2 - 1 0008 2 - 2 0009 1 - 1 0009 1 - 2 0009 2 - 1 0009 2 - 2	200,000 240,000 140,000 160,000 260,000	300,000 340,000 260,000 280,000 300,000	75,000 75,000 75,000 75,000 75,000	575,000 655,000 475,000 515,000 635,000	34.78 36.64 29.47 31.07 40.94	5,000 5,000 5,000 5,000 5,000
2008 2 - 1 2008 2 - 2 2009 1 - 1 2009 2 - 1 2009 2 - 2 2010 1 - 1	200,000 240,000 140,000 260,000 280,000	300.000 340.000 260.000 280.000 300.000 420.000	75,000 75,000 75,000 75,000 75,000 75,000	575,000 655,000 475,000 515,000 635,000 775,000	34.78 36.64 29.47 31.07 40.94 36.13	5,000 5,000 5,000 5,000 5,000
2008 2 - 1 2008 2 - 2 2009 1 - 1 2009 2 - 1 2009 2 - 2 2009 1 - 1	200,000 240,000 140,000 260,000 280,000 180,000	300.000 340.000 260.000 280.000 300.000 420.000 210.000	75,000 75,000 75,000 75,000 75,000 75,000 75,000	575,000 655,000 475,000 515,000 635,000 775,000 465,000	34.78 36.64 29.47 31.07 40.94 36.13 38.71	5,000 5,000 5,000 5,000 5,000 5,000 5,000

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:

- <u>IPA Programme CCI</u>
- <u>Version</u>
- <u>Status</u>
- <u>Title</u>

For a description of these fields, refer to section <u>General IPA Programme Data Fields</u> 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:

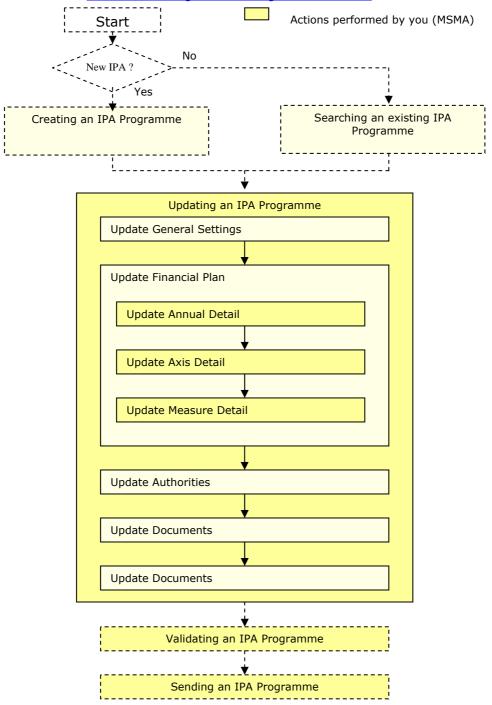
- Update the tabs common to all SFC2007 Objects: *Authorities*, *Documents* and *Officials in Charge*. Refer to the <u>SFC2007 Introduction guide</u> for a detailed description.
- Update another tab on the on the IPA Programme Update screen. Refer to the <u>Action</u> <u>Overview</u> in the section *Updating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

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

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:

- <u>Updating the tab General</u>
- <u>Updating the subtab Financial Plan Annual Detail</u>
- Updating the sibtab Financial Plan Axis Detail
- <u>Updating the subtab Financial Plan Measure Detail</u>

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

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:

User, ed	053238 Node. /R Version. v2 / 2	9							Help	<u>Home</u>	Logout
	System for Fund			iropear	ı Commu	nity 20	07-2013		Engl	ish (en)	*
Strategic Planning Pro	gramming Monitoring	Execution Audi	t Evaluation	Closure	Utilities						
Operational Programme											
IPA Programme CCI: 200 Title: IPA	7TR06IPO001 Versi Programme for Compone										
General Financial Pl	an Authorities C	ocuments In C	harge								
General Details											
Operational Programme C	ci: 2007TR06IPO0	• *		2 Req	uest CCI						
Title:	IPA Programme for	Component 5 Rural [Development					*			
First Year:	2008 *			Last Ye	ar:	[2010 *				
Comments:						~ >					
										Sav	e Cancel

Return to Display

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
- <u>Version</u>
- <u>Status</u>
- <u>Title</u>

For a description of these fields, refer to section <u>General IPA Programme Data fields</u> 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
- <u>Title</u>
- First Year
- Last Year
- <u>Comments</u>

For a description of these fields, refer to section <u>General IPA Programme Data fields</u> 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:

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

7.5.3. <u>Updating the subtab Financial Plan – Annual Detail</u>

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:

- <u>Creating IPA Programmes covering component 5 (Rural Development)</u>
- <u>Searching existing IPA Programmes</u>

The screen looks as follows:

System System	e. /# Version. 47.728 n for Fund management in the European Community 2007-2013 ing > IPA Programme > Edit IPA Programme	Halp Home Logout
Strategic Planning Programmin	g Monitoring Execution Audit Evaluation Closure Utilities	
	10001 Version: 1 Status: Created me for Component 5 Rural Development	
General Financial Plan A Annual Detail Axis Detail Annual EU contributions (in EUR	uthorities Documents In Charge Measure Detail	
Year	EU Contributions	
	Normal Ipa Regions	
2008	200,000	
2009	300,000	
2010	400,000	
Return to Display		Save Cancel

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 <u>General IPA Programme Data Fields</u> 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.

- <u>Update the subtab Financial Plan Axis Detail</u> (logical next step)
- Update another tab or subtab on the on the IPA Programme Update screen. Refer to the <u>Action Overview</u> 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:

- <u>Creating IPA Programmes covering component 5 (Rural Development)</u>
- Searching existing IPA Programmes

The screen looks as follows:

Us	eer. #0033238 Mode. (R. Veralon, #2.7.28		<u>Help Home Logout</u>
SFC 2007	System for Fund management in the European C Programming > IPA Programme > Edit IPA Programme	community 2007-2013	English (en) 🛛 👻
Strategic Planning	Programming Monitoring Execution Audit Evaluation Closure U	Jtilities	
Operational Program	me		
A Programme CCI:	2007TR06JPO001 Version: 1 Status: Created		
	IPA Programme for Component 5 Rural Development		
General Financi	ial Plan Authorities Documents In Charge		
Annual Detail	Axis Detail Measure Detail		
Financial Plan by A	axis (in EUR)		
Axis	Total Public Expenditure (1)	EU Contribution Rate (%)	EU contributions
	Normal Ipa R		
1	1,200,000	25	300,000
2	1,200,000	25	300,000
3	1,000,000	20	200,000
	555,556	18	100,000
5			
	nt rounded to the euros		
5 (1) Calculated amou	nt rounded to the euros		
	nt rounded to the euros		(Save) (Canc
	nt rounded to the euros		Save) Cano
	nt rounded to the euros		(Save) (Can

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 <u>General IPA Programme Data Fields</u> 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.

- <u>Update the subtab Financial Plan Measure Detail</u> (logical next step)
- Update another tab or subtab on the on the IPA Programme Update screen. Refer to the <u>Action Overview</u> 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:

- <u>Creating IPA Programmes covering component 5 (Rural Development)</u>
- <u>Searching existing IPA Programmes</u>

The screen looks as follows:

			Help	Home Logout
System for Fund management in the 2007 Programming > IPA Programme > Edit IPA Programme	European Commu	nity 2007-2013	En	ıglish (en) 🛛 👻
trategic Planning Programming Monitoring Execution Audit Evalua	tion Closure Utilities			
iperational Programme				
Seneral Financial Plan Authorities Documents In Charge				
Annual Detail Axis Detail Measure Betail				
	EU Contribution	Total Public Expenditure (1)	Private Expenditure	Total Cost (1)
Annual Detail Axis Detail Measure Detail Indicative Breakdown by Measure (in EUR) Measure	EU Contribution	Total Public Expenditure (1) 400,000	Private Expenditure 32,000	
Annual Detail Axis Detail Measure Detail Indicative Breakdown by Measure (in EUR) Measure 01. Investments in agricultural holdings to restructure and				432,000.00
Annual Detail Axis Detail Measure Detail Indicative Breakdown by Measure (in EUR) Measure 01. Investments in agricultural holdings to restructure and 02. Support for the setting-up of producer groups Art 175	100,000	400,000	32,000	432,000.00 432,000.00
Annual Detail Axis Detail Measure Detail Indicative Breakdown by Measure (in EUR) Measure 01. Investments in agricultural holdings to restructure and 02. Support for the setting-up of producer groups Art 175 03. Investments in the processing and marketing of agricul	100,000	400,000 400,000	32,000 32,000	432,000.00 432,000.00 432,000.00
Annual Detail Axis Detail Measure Detail Indicative Breakdown by Measure (in EUR) 01. Investments in agricultural holdings to restructure and 02. Support for the setting-up of producer groups Art 175 03. Investments in the processing and marketing of agricul 01. Actions to improve the environment and the countryside	100,000 100,000 100,000	400,000 400,000 400,000	32,000 32,000 32,000	432,000.00 432,000.00 432,000.00 632,000.00
Annual Detail Axis Detail Measure Detail Indicative Breakdown by Measure (in EUR) Measure 01. Investments in agricultural holdings to restructure and 02. Support for the setting-up of producer groups Art 175 03. Investments in the processing and marketing of agricul 201. Actions to improve the environment and the countryside 202. Preparation and implementation of local rural develop	100,000 100,000 100,000 150,000	400,000 400,000 400,000 600,000	32,000 32,000 32,000 32,000	432,000.00 432,000.00 432,000.00 632,000.00 632,000.00
Annual Detail Axis Detail Measure Detail Indicative Breakdown by Measure (in EUR) Neasure 01. Investments in agricultural holdings to restructure and 02. Support for the setting-up of producer groups Art 175 03. Investments in the processing and marketing of agricul 101. Actions to improve the environment and the countryside 102. Preparation and implementation of local rural develop 101. Improvement and development of rural infrastructure Art 179	100,000 100,000 150,000 150,000	400,000 400,000 400,000 600,000 600,000	32,000 32,000 32,000 32,000 32,000	432,000.00 432,000.00 432,000.00 632,000.00 632,000.00 532,000.00
Annual Detail Axis Detail Measure Detail Indicative Breakdown by Measure (in EUR) Neasure 101. Investments in agricultural holdings to restructure and 102. Support for the setting-up of producer groups Art 175 103. Investments in the processing and marketing of agricul 101. Actions to improve the environment and the countryside 102. Preparation and implementation of local rural develop 103. Improvement and development of rural infrastructure Art 179 102. Diversification and development of rural economic	100,000 100,000 150,000 150,000 100,000	400,000 400,000 400,000 600,000 600,000 500,000	32,000 32,000 32,000 32,000 32,000 32,000	432,000.00 432,000.00 632,000.00 632,000.00 532,000.00 282,000.00
Annual Detail Axis Detail Measure Detail Indicative Breakdown by Measure (in EUR)	100,000 100,000 150,000 150,000 100,000 50,000	400,000 400,000 600,000 600,000 500,000 250,000	32,000 32,000 32,000 32,000 32,000 32,000 32,000	Total Cost (1) 432,000.00 432,000.00 632,000.00 632,000.00 532,000.00 282,000.00 282,000.00 282,000.00 448,667.00
Annual Detail Axis Detail Measure Detail Indicative Breakdown by Measure (in EUR) Measure I.O.I. Investments in agricultural holdings to restructure and I.O.2. Support for the setting-up of producer groups Art 175 I.O.3. Investments in the processing and marketing of agricul I.O.2. Actions to improve the environment and the countryside I.O.2. Preparation and implementation of local rural develop I. Improvement and development of rural infrastructure Art 179 I.O.2. Diversification and development of rural economic I.O.3. Improvement of training Art 1813	100,000 100,000 150,000 150,000 100,000 50,000 50,000	400,000 400,000 600,000 600,000 500,000 250,000 250,000	32,000 32,000 32,000 32,000 32,000 32,000 32,000 32,000	432,000.00 432,000.00 632,000.00 632,000.00 532,000.00 282,000.00 282,000.00

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 <u>General IPA Programme Data Fields</u> 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 <u>SFC2007 Introduction guide</u> for a detailed description.
- Update another tab on the on the IPA Programme Update screen. Refer to the <u>Action</u> <u>Overview</u> 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 <u>validate the IPA</u> <u>Programme</u>.

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 <u>Appendix A:</u> <u>Validation rules for IPA Programmes</u> for a detailed list of the validation rules. You will logically perform a validation of your IPA Programme AFTER having <u>created</u> and <u>updated</u> it and BEFORE <u>sending</u> 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.

Ueer, #0553239 Rode, 8G Vention, v2 7 26	Help Home Logout
System for Fund management in the European Community 2007-2013 Programming > IPA Programme > Display IPA Programme	English (en)
Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities	
return to list Delete Validate Print Print All Click	
IPA Programme CCI: 2007CB16IPO005 Version: 1 Status: Created Last Modified: 09/04/2008 Title: Cross-Border Cooperation between BG and TR Period of Eligibility: - Commission Decision:	
Comments: Created for User Manual	
Edit	

The Validation Results are displayed:

Us Us	ier. #0053239 Abde. 8G Ve									<u>Help</u>	Home	Logout
SFC 2007		Fund manag 'A Programme > Va			ropean	Communit	y 2007-201	13		Engli	ish (en)	~
Strategic Planning	Programming Mor	itoring Execution	Audit	Evaluation	Closure	Utilities						
General Details												
	2007CB16IPO005	Version: 1 Statu	5: Created					-	-			
PA Programme CCI:	2007CB16IPO005 Cross-Border Coope					-						
PA Programme CCI:												
PA Programme CCI: itle:	Cross-Border Coope											-
PA Programme CCI: itle:	Cross-Border Coope						Message					-
PA Programme CCI: itle: Latest Validation Re Date	Cross-Border Coope		nd TR				Message					-
PA Programme CCI: itle: Latest Validation Re	Cross-Border Coope sults Severity	ation between BG a	nd TR g authority				Message	_				-

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 <u>Appendix A: Validation Rules</u> 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:

USW.	. w0053239 Node. 8G Version. v2 i	26							Hel	p <u>Home</u>	Logout
SFC	System for Fun Programming > IPA Pro	-		·····	pean Co	ommunit	y 2007-	2013	[English (er) 💌
Strategic Planning	Programming Monitoring	Execution	Audit Eval	luation Cl	losure Uti	tilities					
General Details											
	007CB16IPO005 Versi	on: 1 Status:	Validated		Status	s has been	updated				
IPA Programme CCI: 2	007CB16IPO005 Versi ross-Border Cooperation I			-	- Status	s has been	ı updated				-
PA Programme CCI: 2					Status	s has been	n updated				
IPA Programme CCI: 2	ross-Border Cooperation I				- Status	<mark>s has been</mark>) updated				-
IPA Programme CCI: 2 Title: C	ross-Border Cooperation Its				- Status	s has been		lessage			-

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 <u>validated</u> 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:

														E DIA	~
SEC	System	for Fund	manager	nent i	n the Eu	iropeai	n Comn	unity	2007-2	013				English (e	nj
2007	Programmin	g > IPA Progr	amme ≻ Send	IPA Prog	gramme										
rategic Planning	Programming	Monitoring	Execution	Audit	Evaluation	Closure	Utilities	8							
neral Details															
	2007CB16IPO	005 Version	n 1 Status:	Validate	d										
eneral Details A Programme CCI: e:	2007CB16IPO Cross-Border C				d										
A Programme CCI:					d										
A Programme CCI:					d										
A Programme CCI: e:					d	_		_							
A Programme CCI: e: ocuments uks found, diselaying 1 co J	Cross-Border C	ooperation be	tween BG and	TR	d										
Programme CCI: e: cuments	Cross-Border C	ooperation be	tween BG and oge: 12 <u>5000</u> . Type	TR M	ź	Langua Bulgarian	ge 🁌	Atta	chments	<u>A</u>	Docum: 0/04/2008	ent Date	AZ	Sent Dat	e Å

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.

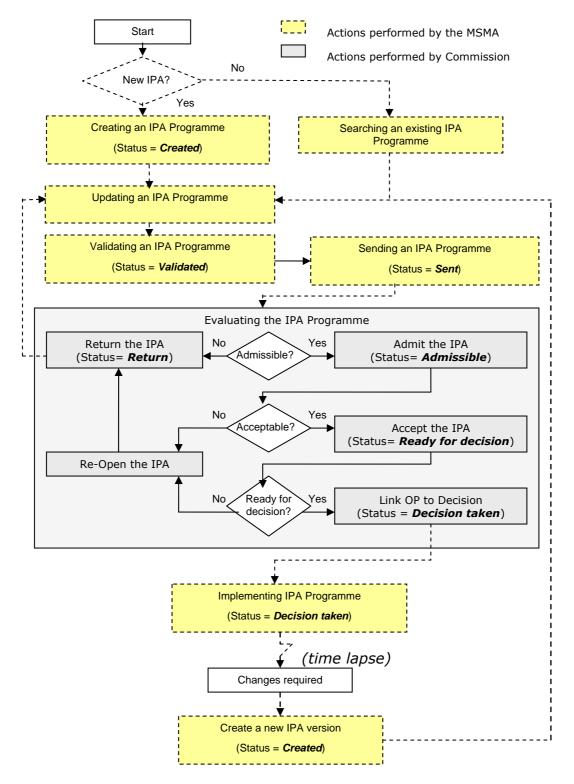
You will now have to wait until the European Commission evaluates your IPA Programme and notifies you of their decision.

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 <u>Correcting returned IPA Programmes</u> 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:

Verv. #033329 Acde. 8G Version. v2 7 28	Help Home Logout
System for Fund management in the European Community 2007-2013 Programming > IPA Programme > Display IPA Programme	English (en) 🔍
Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities	
The available links do not allow any update or status change Version	
IPA Programme CCI: 2007CB16IP0005 Version: 1 Status: Admissible Last Modified: 10/04/2008	
Title: Cross-Border Cooperation between BG and TR Period of Eligibility: 01/01/2007 - 31/12/2012 Commission Decision:	
Comments: Created for User Manual	

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 <u>Correcting returned IPA</u> <u>Programmes</u> 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 <u>Correcting returned IPA Programmes</u> 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:

	Verer, #0053229 /hode, 8G Version, +2 7 28	Help Home	Logout
::::SFC 2007	System for Fund management in the European Community 2007-2013 Programming > IPA Programme > Display IPA Programme	English (en)	~
Strategic Plannin	Programming Monitoring Execution Audit Evaluation Closure Utilities		
return to list Creat	<u>New Version Print All</u> You cannot change the settings for this IPA Programme anymore. However you can create a new version to reflect changed circumstances.		
Title: Cross-Bord	21: 2007CB16IPO005 Version: 1 Status: Decision Taken Last Modified: 10/04/2008 er Cooperation between BG and TR 9: 01/01/2007 - 31/12/2012 Commission Decision: <u>CBC-BG-TR-001 - 10/04/2008</u>		

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 <u>Creating</u> <u>a new version of an approved IPA Programme</u>.

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</sfc2007-info@ec.europa.eu>	
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.

Accoriated Documer

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

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

Title	Туре	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	10/04/200
Additional Explanations	Official Commission's Observations on Operational Programme Proposal	English	1	10/04/2008	10/04/200

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:

Status	Comment	Ry Level	Nate	lise
Returned	not adequately motivated	Commission	08/08/2007 10:58	w0050139
Sent		Portugal	08/08/2007 10:22	w0052354
Validated		Portugal	08/08/2007 10:21	w0052354
Created		Portugal	07/08/2007 15:06	w0052354
Created		Portugal	07/08/2007 15:06	w0052354

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 <u>Sending IPA Programmes (to the Commission)</u>.

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:

6	Leer, #0533239 hode, 8G Version, #2 7 28	<u>Help Home Loqout</u>
SFC 2007	System for Fund management in the European Community 2007-2013 Programming > IPA Programme > Display IPA Programme	English (en) 💌
Strategic Planning	Programming Monitoring Execution Audit Evaluation Closure Utilities	
return to list Create	New Version Print Print All Click	
Title: Cross-Borde	1: 2007CB16IPO005 Version: 1 Status: Decision Taken Last Modified: 10/04/2008 r Cooperation between BG and TR : 01/01/2007 - 31/12/2012 Commission Decision: <u>CBC-BG-TR-001 - 10/04/2008</u> d for User Manual	

The following screen is displayed:

	eer. #0033239 Noole 8G Version. r2.7.28	Help Home Logout
SFC 2007	System for Fund management in the European Community 2007-2013 Programming > IPA Programme > Create New Version	English (en) 💌
Strategic Planning	Programming Monitoring Execution Audit Evaluation Closure Utilities	
General Details		Ň
IPA Programme CCI	2007CB16IPO005 Version: 1 Status: Decision Taken	
Title:	Cross-Border Cooperation between BG and TR	
Do you really want to	reate a new version for this IPA Programme?	
Ves No Click		

3. Click the Yes button.

The new version is created and displayed on the screen.

Some settings in the *Version* section have changed:

	User. #005323	39 Node, 8G Version, v2 7 28				Help Home	Logout
SFC		stem for Fund manageme rramming > IPA Programme > Display	and the second	nmunity 2007-2013		English (er) 💌
Strategic Pla	anning Program	mming Monitoring Execution A	udit Evaluation Closure Utili	ties			
eturn to list <u>D</u> Version	<u>Delete</u> <u>Validate</u> (Print Print All	available as normal for IPA	Programmes with Created S	itatus.		_
Title: Cross-	-Border Coopera	B16IPO005 Version: 2 Status: Cr ition between BG and TR 2007 - 31/12/2012 Commission Dec		6			
	-		ision:	Decision code associated	with version 1 h	as been remov	/ed
Comments: (Created for User	Manual					
Edit							
Regions Cove	ered						- 16
		Code		Description			
BG34			Yugoiztochen				
TR212			Edirne				
TR213			Kirklareli				
Edit							
Priority Axis	Y.						
Code	T.A.	Expressed In Public Cost		Description			
1		Priority 1					
		Priority 2		Regions Covered, Priority Axe en copied to the new versior			
2					22 J		
2							
2 Edit							
Edit	tail of the IPA P	rogramme by Year and Priority (In EU	R)		7.5		5
Edit Financial Det			8)				E
dit Financial Det results found, disp Year	alaying 1 co 7 📓 📆 Pri	P ority Community	National Public	National Private	Total	Rate %	Other
Edit Financial Det results found, dist Year 2008	olaying 1 co 7 😰 📆 Pri-	ority Community 200,000	National Public 300,000	100,000	600,000	33.33	Other 5,00
Edit Financial Det results found, diso Year 2008 2008	olaying 1 co 7 🔊 р Pri 1 2	Community 200,000 250,000	National Public 300,000 350,000	100,000 150,000	600,000 750,000	33.33 33.33	Other 5,00
Financial Det Financial Det Vear 2008 2008 2009	alaying 1 co 7 🔊 Prin 1 2 1	Community 200,000 250,000 300,000	National Public 300,000 350,000 400,000	100,000 150,000 200,000	600,000 750,000 900,000	33.33 33.33 33.33	Other 5,00 5,00 5,00
Edit Financial Det Year 2008 2008 2009 2009	alaying 1 co 7 🔊 🏹 Prin 1 2 1 2	Community 200,000 250,000 300,000 350,000	National Public 300,000 350,000 400,000 450,000	100,000 150,000 200,000 250,000	600,000 750,000 900,000 1,050,000	33.33 33.33 33.33 33.33 33.33	Other 5,00 5,00 5,00 5,00
Edit Financial Det Vesar 2008 2008 2009	alaying 1 co 7 🔊 Prin 1 2 1	Community 200,000 250,000 300,000	National Public 300,000 350,000 400,000	100,000 150,000 200,000	600,000 750,000 900,000	33.33 33.33 33.33	Other 5,00 5,00

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 <u>IPA Programme</u> <u>Data Fields</u>

Field name	Description	M.L.	Status
IPA Programme CCI or	Note : On the various SFC2007 screens managing IPA Programmes, the fields referring to the CCI of an IPA Programme are named in different ways:	-	М
Operational Programme CCI or CCI	 IPA Programme CCI Operational Programme CCI CCI As they invariably refer to the IPA Programme CCI, they are treated together in this table. The <i>IPA Programme CCI</i> 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: 		

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.	-	С
Title	The Title field contains the title linked to the CCI you selected for the IPA Programme. It can however be edited manually.	255	М
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.	-	С
	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.		
Last Modified	This field contains the date at which the IPA Programme definition was changed for the last time.	-	С
First Year	This field contains the first year of the IPA Programme Annual Plan. The default value in this field is the current year	-	М
	When you are completing or editing an IPA Programme definition, you can enter another year.		
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	-	М
	Programme definition, you can enter another year.		
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	-	С

Field name	Description	M.L.	Status
	Commission.		
	By default, the <i>Start Date</i> 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	-	С
	When you are searching an IPA Programme, select the required Node from the drop-down list.		
Current Node	This field contains the Node where the IPA Programme is residing now.	-	С
	When you are searching an IPA Programme, you can select the required Node from the drop-down list.		
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	0
Decision or	This field can contain the Commission Decision code linked to the IPA Programme.	-	0
Commission Decision	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.		
Covers	This field only applies for IPA Programmes covering component 5 (Rural Development). Furthermore the field can only contain the following default value:	-	С
	Normal IPA Regions		

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 <u>IPA Programme</u> <u>Data Fields</u>.

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.	5	М
	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.		
Description	The Priority Axis description is a free user-defined text.	60	М
	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.		
Expressed in Public Cost	The Contribution rate for a priority can be based on public or total cost.	-	0
or In Public 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		
Is Technical Assistance or	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.	-	0
T.A.	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.		

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 <u>IPA Programme</u> <u>Data Fields</u>.

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.	5	Μ
	When you are adding a new Measure, you must select an available Priority Code from a drop-down list.		
Measure Code	The Measure Code is defined by the user who created the priority.	???	М
	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.		
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.	60?? ?	Μ
	When you are editing a Measure created in an earlier version of the IPA Programme, you can no longer change the value.		

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 <u>IPA Programme</u> <u>Data Fields</u>.

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

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 <i>Country</i> 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 <i>First Year</i> and <i>Last Year</i> 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 21 only) or several Priorities.						
Priority (Component 2)	The <i>Priority</i> column is available for IPA Progammes covering component 2 (Cross-Border Cooperation). It contains the Priority codes defined by the user on the <i>Priority Axis</i> 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 <i>Measure</i> 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 <i>Measures</i> 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 <i>Rate</i> 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:
	<i>Rate</i> = 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:

- <u>Annual Detail</u>
- <u>Axis Detail</u>
- <u>Measure Detail</u>

These sections or subtabs are explained in the following sections:

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 <i>EU Contribution</i> column is available on the subtab <i>Financial Plan</i> – <i>Annual Detail</i> . It contains the user-defined annual amounts for the year listed in the Year column.

13.6.1. Annual Detail

13.6.2. <u>Axis Detail</u>

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	This column contains the default Measure codes. A Measure code is
or	always a three-digit code, where:
Axis/Measure	• 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	This column lists for each Measure the Total Public Expenditure Amount.
Expenditure	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 <u>IPA Programme</u> <u>Data Fields</u>.

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.	5	М
	When you are adding a new Major Project, you must select an available Priority Code from a drop-down list.		
CCI	This field contains the CCI associated with the linked Major Project.	-	М
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 noncompliance 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
2.26	Error	have been modified. (WARNING) 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:

- <u>Print Report for IPA Programmes covering Component 2a</u> (Cross-Border Cooperation between Member States and Candidate Member States)
- <u>Print Report for IPA Programmes covering Component 2b</u> (Cross-Border Cooperation between Candidate Member States)
- <u>Print Report for IPA Programmes covering Component 3</u> (Regional Development)
- <u>Print Report for IPA Programmes covering Component 4</u> (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 Title: Cross-Border Coopeation between BG and TR Period of Eligibility: 01/01/2007 - 31/12/2012

1. Financial Tables Eligible expenditure with refe	range to: Total Eve	ondituro	(in euro)				
	erence to. Total Exp		Public E	xpenditure			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	2,700,000	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
			Public E	xpenditure			For Information
YEARS 2008	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	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
			Public E	xpenditure			For Information
YEARS 2009	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	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

			Public Expenditure				For Information
YEARS 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	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		I		
		,	aut Autionty				
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	Туре	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 Title: Cross-Border defined by Turkey (Component 2b) Period of Eligibility: -

Version: 1 Status: Created Last Modified: 10/04/2008 Decision:

1. Financial Tables Eligible expenditure with ref	ference to: Total Evo	enditure	(in euro)				
			Public E	xpenditure			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	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
			Public E	xpenditure			For Information
YEAR 2008	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	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
IN	1,229,000	1,000,000	400,000	ວວບ,ບບບ	223,000	30.73%	5,000
Total Year 2008	3,150,000	2,600,000	1,100,000	1,500,000	550,000	34.92%	20,000

			Public E	xpenditure			For Information
YEAR 2009	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	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
	.,,	0,100,000	1,000,000	1,000,000			
			Public E	xpenditure			For Information
YEAR 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	2,450,000	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%	20,00
2. List of Regions cove	ered	<u> </u>		· · · · · · · · · · · · · · · · · · ·			ł
Code	De	scription					

Code	Description
HR	HRVATSKA
TR	TURKIYE

3. Authorities

		Manag	ging Authority		
Name	Address	Contact	Phone	Fax	Email
Managing Auth.	ISTANBUL	Barsi Erton	90 212 234 567	90 212 234 568	b.erton@turkiye.tr
		Certify	ying Authority		
Name	Address	Contact	Phone	Fax	Email
Certifying Auth.	ADANA	Marmat Feridun	90 322 234 567	90 322 234 568	m.feridun@turkiye.tr
		Aud	lit 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	Туре	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.

(in euro)

IPA Programme Commission Reference NR: 2007TR16IPO001 Title: Cross-Border defined by Turkey (Component 3) Period of Eligibility: 01/01/2007 – 31/12/2012

Status: Created Last Modified: 10/04/2008 Decision: Version: 1

1. Financial Tables Eligible expenditure with reference to: Total Expenditure

					For information
YEARS 2008 - 2010	Public Expenditure	Community Funding (IPA)	National Public Funding	IPA cofinancing rate	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
					1
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

					For information
YEAR 2008	Public Expenditure	Community Funding (IPA)	National Public Funding	IPA cofinancing rate	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
	I				1
Total Year 2008	1,100,000	500,000	600,000	45.45%	20.000

					For information
YEAR 2009	Public Expenditure	Community Funding (IPA)	National Public Funding	IPA cofinancing rate	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
					1
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

					For information
YEAR 2010	Public Expenditure	Community Funding (IPA)	National Public Funding	IPA cofinancing rate	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
	1		I		1
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

Turgay Rober

3. Authorities

Certifying Auth.

ANKARA

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								

90 312 567 894

90 312 567 895

t.rober@turkiye.tr

4. Supporting Documents

Title	Туре	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 Title: IPA for Turkey Component 4 HR Development Period of Eligibility: -Version: 1 Status: Created Last Modified: 10/04/2008 Decision:

1. Financial Tables Eligible expenditure with refe	rence to: Total Exp	enditure	(in euro)				
			Public E	xpenditure			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. Fliolity 2	4,550,000	3,880,000	1,000,000	2,200,000	450,000	55,5576	43,000
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

			Public E	xpenditure			For Information
YEAR 2008	Total Expenditure	Total Public expenditure	Community Contrib. (IPA)	National Public Contrib.	Private (Indicative)	IPA cofinancing rate	Other (IFI, etc)
L	(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
			Public E	xpenditure			For Information
YEAR 2009	Total Expenditure	Total Public expenditure	Community Contrib. (IPA)	National Public Contrib.	Private (Indicative)	IPA cofinancing rate	Other (IFI, etc)
L	(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
			Public E	xpenditure			For Information
YEAR 2010	Total Expenditure	Total Public expenditure	Community Contrib. (IPA)	National Public Contrib.	Private (Indicative)	IPA cofinancing rate	Other (IFI, etc)
L	(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

		Manag	ging Authority		
Name	Address	Contact	Phone	Fax	Email
Managing Auth.	ISTANBUL	Barsi Erton	90 212 234 567	90 212 234 568	b.erton@turkiye.tr
	÷	Certify	ving Authority	·	•
Name	Address	Contact	Phone	Fax	Email
Certifying Auth.	ADANA	Marmat Feridun	90 322 234 567	90 322 234 568	m.feridun@turkiye.tr
		Aud	lit 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	Туре	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 Title: IPA for Turkey Component 5 Rural Development Period of Eligibility: 01/01/2007 – 31/12/2012 Version: 1 Status: Created Last Modified: 10/04/2008 Decision:

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			
		Public Contribution	
Axis	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							
	Public Contribution							
Axis	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	Туре	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 <u>Print Report</u> 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



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 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	Туре	Language	Document	Sent Date	Commission	Local	
					Registration Nr	Reference	
Official Doc	Official Operational	Bulgarian	10/04/2008				
	Programme Proposal	-					
Document	dc8877c9 f4106d8b eba88c	dc8877c9 f4106d8b eba88c5e 6deeb4e5 e2c19a65 e1b0e78b 13ba06a5 50fea423					
Checksum	45a387bd 83cec19e e1798	-45a387bd 83cec19e e17987d2 3b7f7a3f 3a3083f6 9b939ab1 0bf63789 1c6fcbe6					
prepareDocument -	Snapshot of data	Bulgarian	10/04/2008	10/04/2008			
en	before send	-					
Document	21772466 f34eba8e 618d9h	21772466 f34eba8e 618d9b16 f4ee80a7 0f732afd 59584182 e4f09c4c 457be008					
Checksum	b90de61d ab54209e d80bd	9d6 c865c08d 43b	ae259 e8c40fbd f	5e4dded eb569477	7		

The Document Checksum refers to the document listed above. It allows making sure that two copies of the document are identical.

At the bottom of the last page, a *Checksum on all Structured Data* is also available:

 Checksum on all structured data:

 627cc368
 82970e2a
 a5363fe1
 08cf47c3
 bab9dbfd
 0114ff99
 37ef9f50
 ff55fac7

 022b77f9
 46fe2908
 09d16088
 6f5d3ba8
 635b0a0a
 4b9e77e9
 282358f3
 ad2e7321

The notion *Structured data* refers to the values, text and selections entered in the SFC2007 web application. If the checksum does not change between reports, it is clear that the values have not been changed.