

FAQ for creation and submission of CB Reports in SFC2021

Question 1: Which roles are required for submission of CB Reports in SFC2021?

The roles required sending complete CB Reports are set out per Fund and are as follows:

| | |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MS Certification Body (EAFRD /EAGF) | Create the CB Reports, Consult the CB Reports, Record the CB Reports Upload the CB Reports Documents, Validate the CB Reports Send the CB Reports to upper node MS Create New Version of CB Reports, Delete the CB Reports |
| MS Coordinating Body (EAFRD /EAGF) | Consult the CB Reports, Return the CB Reports to MS, Submit the CB Reports to EC |
| MS Paying Agency (EAFRD /EAGF) | Consult the CB Reports, Return the CB Reports to MS, Submit the CB Reports to EC (only if there is no MS Coordinating Body) |

Question 2: How do I define the different roles in SFC2021?

The different roles are defined and attributed by the respective Liaison Officer of each Member State/UK.

Question 3: Who is my liaison officer?

The liaison officer for each Member State/UK can be found by contacting the SFC2021 helpdesk and support team. An e-mail should be sent to the following address for a list of liaison officers: (EC-SFC2021-INFO@ec.europa.eu)

Question 4: Do we need an additional role to send the EAGF CB Reports?

In short, the answer is no. The role of each actor in the creation of CB Reports in SFC2021 covers both EU agricultural funds: EAGF and EAFRD, provided that the actor have been granted the access rights for both Funds.

The menu option CB Reports under Execution also explicitly mentions EAFRD and EAGF.

Question 5: Which roles are required to submit CB Reports to the Commission in SFC2021?

Users with Certification Authority (MSCT) with update access for EAGF/EAFRD will be able to create, edit and validate the CB Reports. The send option will support sending of document to higher MS node.

In order to send the package to EC, the CB Reports must be submitted in SFC by:

A user with Coordinating Body (MSCB) (send access for EAGF/EAFRD) or, in case this user is not applicable, a user with Paying Agency (MSPA) (send access for EAGF/EAFRD)

Question 6: Can the same user uploading the CB Reports documents also submit them to the EC?

No, the role to upload is attributed to MSCT and role to send to the EC must be attributed to users with the MSPA or MSCB profile.

Question 7: Can several users work at the same time for uploading information in the CB structured report?

For FY 2022 the reports for EAGF and EAFRD will be separate documents in SFC. Therefore, different users will be able to work simultaneously on the two reports with no risk of data overwrite.

There is a possibility for several users to work on the same report at the same time. It should be noted that these users have to login with their individual accounts and to work on different sections, in order to avoid the overwriting of the information.

In case several users will work on the same CB Report version, it is important to align the work done before uploading the information in SFC. This means that the different persons need to work on different chapters in order to ensure that all data will be properly saved.

Question 8: What format can I use when I upload documents to SFC2021?

The annual certification reports prepared by the Certification Bodies will be submitted in structured format developed in SFC2021. Additional Annexes to the reports will also be submitted in SFC2021, in Word (.docx) or Excel (.xlsx) format, as applicable.

Question 9: Is there an option to upload annexes that are not included in the template of the CB structures report (Guideline 3)

Any additional annexes or documents that are not provided in the template as per Guideline 3 can be uploaded as “Other” type of document option, specifying the name of the file.

Question 10: Is there any training for SFC2021?

A training is envisaged on 15.12.2022. All the materials will be uploaded afterwards to the SFC support Portal.