



Draft Working Document¹

SFC2014 EAFRD AIR technical guidance

Proposed technical structure and content of Annual Implementation Reports (AIR)

(referred to in Article 50 of Regulation (EU) No 1303/2013, Article 75 of Regulation (EU) No 1305/2013 and in ANNEX VII to Commission Implementing Regulation (EU) No 808/2014)

V.05.2019

Disclaimer:

This draft document does not fully cover the financial and monitoring tables and does not represent the final layout of the AIR for users (AIR report). It is constituted of the technical sections which are needed for encoding of the AIR information

¹ Version of March 2017

0. INTRODUCTION

0.1. Purpose of the Document

The purpose of this document is to provide a technical guideline on the structure and content of an Annual Implementation Report (AIR) for the RDPs of the programming period 2014-2020. This technical guideline can be used by the MS to prepare their AIR before submitting it to the EC through the SFC2014 System.

This document is not a tutorial that explains how to encode step by step the AIR data in SFC2014 System. This kind of tutorial is published in the SFC2014 Support Portal once the AIR is open for encoding in SFC2014.

0.2. Scope of the Document

This document is related to the structure and content of the AIR referred to in:

- Article 50 of CPR Regulation (EU) No 1303/2013
- Article 75 of EAFRD Regulation (EU) No 1305/2013
- Annex VII to EAFRD Commission Implementing Regulation (EU) No 808/2014

This document is related to the implementation of the AIR in the SFC2014 which is the common electronic data exchange System for shared Fund management.

Characteristics of the SFC2014 System are laid down in the CPR Commission Implementing Regulation (EU) No 184/2014.

0.3. Intended Audience

This document is intended for:

- Member State Managing Authorities
- EC Business Units

0.4. Important Remarks

0.4.1. Structured Approach

- Electronic forms embedded in the system (structured data);
- Data defined as structured cannot be replaced by non-structured data;
- Content of references / hyper-links are not considered as submitted to the Commission unless explicitly permitted in the system;
- Structured data prevails in case of inconsistency with non-structured data.

0.4.2. Limitation of number of characters

- The limitations are defined for each textual fields, for instance:

[A maximum of 14000 characters = approx. 4 pages]

For each textual field that exceeds this limit, SFC2014 will display a "warning". Text exceeding 115% of the limit set for each individual field will not be accepted by SFC2014 (application and web-services);

- Additional information can be provided in attachments;
- In case of difficulties, practical solutions to be discussed with EC.

0.4.3. Upload of Figures (illustration)

- For each textual field, where indicated one or several figures can be uploaded;
- Formats allowed are:
 - JPEG for photographic images;

- PNG for everything else.
- All figures referring to a textual field will be displayed after the text;
- The size of each of the figures must be lower than 1 Mb.

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TABLE OF CHANGES (last revised 12/02/2019)

Chapter 1.c, e Chapter 2 e Chapter 3 a Chapter 4 a Chapter 8 c Chapter 9:	Inserted	“... and Tables ...”
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STRUCTURE AND CONTENT OF ANNUAL IMPLEMENTATION REPORTS (ARTICLE 75 OF REGULATION (EU) NO 1305/2013)

1. KEY INFORMATION ON IMPLEMENTATION OF THE PROGRAMME AND ITS PRIORITIES

- AIRs shall set out information on implementation of the programme and its priorities by reference to the financial data, common and programme-specific indicators and quantified target values, including changes in result indicators, and the milestones defined in the performance framework. The data transmitted shall relate to values for indicators for implemented or ongoing operations and also for selected operations.
- In addition to complying with the requirements of Article 50 of Regulation (EU) no 1303/2013, AIRs shall include information inter alia on financial commitments and expenditure by measure, and a summary of the activities undertaken in relation to the evaluation plan (Article 75 of Regulation (EU) No 1305/2013).

a Financial Data

Financial implementation data giving, for each measure and focus area, a statement of the expenditure incurred and declared in the declarations of expenditure. It shall cover the total incurred public expenditure as well as the financial recoveries and corrections brought by the Member States during the previous calendar year.

[Comment : The aim of this part is to give a good state of play of the financial implementation during the calendar year, as well as for all calendar years since 2014. These tables are automatically generated by the SFC2014 system.]

b Common and programme-specific indicators and quantified target values

Information on RDP implementation as measured by common and specific indicators, including the progress achieved in relation to the targets set for each focus area and on realised output compared to planned output as set out in the indicator plan. Beginning from the annual implementation report to be submitted in 2017, the achievements towards the milestones set in the performance framework (table F). Additional information on the stage of RDP implementation is provided through data on financial commitments by measure and focus area, and the related expected progress towards targets.

Encoding Monitoring Tables (including specific indicators): to improve the readability of the main AIR PDF Snapshot (e.g. smaller size, focus on content...) will be retrieved by SFC2014 in a separate technical annex:

- Table A: Committed expenditure by measure and focus area
- Table B: Realised output indicators by measure and focus area
- Table C: Breakdown for relevant outputs and measures by type of area, gender and/or age, integration of Third-Country National TCN (see Annex I)
- Table D: Progress towards targets
- Table E: Monitoring of transitional measures
- Table F: Achievement of the performance framework indicators
- Table G: Programme specific indicators

In the main AIR PDF Snapshot, the two overview Monitoring tables are automatically generated) and will remain available part of the main report: implementation monitoring reports (see first examples of report in annex I):

c Key information on RDP implementation based on data from a) and b) by Focus Area

[A maximum of 100000 characters = approx. 30 pages –Mandatory – Figures and Tables allowed]

d Key information on achievements towards the milestones set in the performance framework based on Table F

[From AIR submitted in 2017:]

[A maximum of 35000 characters = approx. 10 pages –Mandatory – Figures allowed]

e Other RDP specific element (optional)

[A maximum of 7 000 characters = approx. 2 pages – OPTIONAL – Figures and Tables allowed]

f Currency rate used for conversion AIR (non EUR countries)

[A maximum of 100 characters = approx. 1/4 pages – OPTIONAL – Figures allowed]

g Macro-regional and sea basin strategies (Optional)

[Follow other funds template]

2. THE PROGRESS IN IMPLEMENTING THE EVALUATION PLAN:

a **A description of any modifications made to the evaluation plan in the RDP during the year, with their justification.**

1. **Objectives and purpose:** objectives and purpose of the evaluation plan may be modified without putting into question the minimum requirements which are to ensure that sufficient and appropriate evaluation activities are undertaken, as stated in Annex I, Part 1, point 9(1) of Commission Implementing Regulation (EU) No 808/2014. For example, changes may be made to additional programme-specific objectives of the evaluation plan if these have been formulated (where?).
2. **Governance and coordination:** modification of the monitoring and evaluation arrangements, governance structures, roles and responsibilities of various bodies involved in the monitoring and evaluation of the RDP, links between evaluation activities and RDP implementation (for example, involvement of new stakeholders, changes in the composition and responsibilities of the evaluation steering group, set up of an evaluation unit, changes in the monitoring system/operations database to ensure data availability for evaluations, etc.).
3. **Evaluation topics:** modifications could involve for example adding or excluding certain evaluation topics, changes to their definition or focus, etc.
4. **Evaluation activities:** changes to the evaluation activities planned or in the timing to conduct them, as well as in the planned support for evaluation at LAG level.
5. **Data and information management:** changes to the system of statistical information on RDP implementation and in the provision of monitoring data for evaluation (i.e. changes in the data items list for Pillar II operations database or in the collection of data for RDP specific result indicators), changes in planned data sources to be used for evaluation, any new data gaps or issues related to data availability identified and measures taken.
6. **Timeline:** modifications shall not relate to legal requirements for reporting on evaluation; however, changes may be made on any evaluation activities planned to ensure that those requirements are fulfilled or on any milestones specific to the RDP. Changes may also relate to the indicative outline of timing for obtaining results, for example if it is realized that adjustments are needed to preparatory work steps.
7. **Communication of evaluation results:** changes in the communication strategy, for example in the target recipients, in the way to make results of evaluation activities available, in communication channels/means or in the procedures/mechanisms used to follow-up the findings and recommendations from evaluations.
8. **Resources:** changes in the resources foreseen to implement the evaluation plan, including financial, human, IT, data, as well as in the capacity building activities planned.

[A maximum of 14000 characters = approx. 4 page – Mandatory]

b **A description of the evaluation activities undertaken during the year (in relation to section 3 of the evaluation plan)*.**

Describe activities/problems encountered/solutions in relation to:

1. Preparing and conducting the assessment of the contribution of the RDP to rural development priorities, of programme results and impacts, including a description of evaluation approach and methods chosen,
2. Preparing and conducting the evaluation of:
 - thematic issues (including those addressed by sub-programmes),
 - cross-cutting issues (sustainable development, climate change and innovation),
 - the National Rural Networks,
 - the contribution of CLLD strategies to RDP objectives, the added value of LEADER, etc.

[A maximum of 14000 characters = approx. 4 pages – Mandatory – Tables, Figures allowed]

c A description of activities undertaken in relation to the provision and management of data (in relation to section 4 of the evaluation plan)*.

Describe activities/problems encountered/solutions in relation to:

1. Preparing and running the operations database to collect data and information for evaluation,
2. Screening data and information sources/providers to ensure the application of robust evaluation methods (including conducting the counterfactual analysis),
3. Agreements with data providers and necessary arrangements/legal steps to include the identified providers' data in the databases used in the RDP evaluation,
4. Arrangements to fill data gaps and collect missing information.

[A maximum of 7000 characters = approx. 2 pages – Mandatory – Tables, Figures allowed]

d A list of completed evaluations, including references to where they have been published on-line.

Publisher / Editor [255 characters]	Author(s) [255 characters; separated by semicolons]	Title [500 characters; original language]	Abstract [1000 characters]	URL [Hyperlink; 255 characters]

e A summary of completed evaluations, focussing on evaluation findings.

Provide a summary of evaluation findings per topic (e.g. environment, local development, competitiveness etc.) and mention sources used in brackets:

Topic 1: Summary of evaluation findings (Source X, Source Y...)

Topic 2: Summary of evaluation findings (Source X, Source Y...)

Topic 3: Summary of evaluation findings (Source X, Source Y...)

[A maximum of 14000 characters = approx. 4 pages – Mandatory – Figures and Tables allowed]

f A description of communication activities undertaken in relation to publicising evaluation findings (in relation to section 6 of the evaluation plan)*.

WHEN ?	WHAT?	WHO?	HOW?	TO WHOM?	HOW MANY?	URL
	Title of communication activity/event & Topic of evaluation findings discussed/ disseminated [500 char]	Overall organizer of activity/event [255 char]	Information channels/ format used [255 char]	Type of target audience [255 char]	Approximate number of stakeholders reached [number]	[If available; hyperlink; 255 char]

g Description of the follow-up given to evaluation results (in relation to section 6 of the evaluation plan)*.

Evaluation result relevant for follow-up (Describe finding & mention source in brackets) [500 characters]	Follow-up carried out	Responsible authority for follow-up
	Related to improvement of programme design or implementation [1000 characters]	
		<i>Managing Authority/ Paying agency/Other</i>

* Reference shall be made to the evaluation plan, any difficulties encountered in implementation shall be described, together with solutions adopted or proposed.

3. ISSUES WHICH AFFECT THE PERFORMANCE OF THE PROGRAMME AND THE MEASURES TAKEN

a Description of the steps taken to ensure the quality and effectiveness of programme implementation

Description of the steps taken by the Managing Authority and the Monitoring Committee to ensure the quality and effectiveness of programme implementation and in particular as regards issues encountered in managing the programme and any corrective measures taken, notably in response to comments made by the Commission.

[A maximum of 42 000 characters = approx. 12 pages – Mandatory – Figures and tables allowed]

b Quality and efficient delivery mechanisms:

	Simplified Cost Options (SCOs)², proxy automatically calculated		
	Total RDP financial allocation [EAFRD]	[%] planned SCO coverage out of the total RDP allocation	[%] realised expenditure through SCO out of total RDP allocation (cumulative)
Fund specific methods CPR Article 67(5)(e)	[from RDP]	[Automatically calculated by SFC from RDP] ³	[Automatically calculated by SFC from DoE] ⁴

Tick box: no detailed MS data available for SCO (if this tick box is ticked, the following table is automatically filled in with 'no data available level'; if not ticked, the MA edits the cells)

	Simplified Cost Options (SCOs), based on specific detailed MS data (Optional)		
	Total RDP financial allocation [EAFRD]	[%] planned SCO coverage out of the total RDP allocation	[%] realised expenditure through SCO out of total RDP allocation (cumulative)
Total CPR Article 67(1)(b)(c)(d) + 67(5)(e)	[from RDP]		
Out of which Fund specific methods CPR Article 67(5)(e)	[from RDP]		

Table 1

E-management for beneficiaries (Optional)		
	[%] EAFRD funding	[%] Operations concerned

² Simplified Cost Options shall be intended as unit cost/flat rates/lumps sums CPR Article 67(5) including the EAFRD specific methods under point (e) of that article such as business start-up lump sums, flat rate payments to producers organisations and area and animal related unit costs.

³ 100% of measures 06, 09, 10, 11, 12, 13, 14, 15, 18

⁴ ditto

Application for support		
Payment claims		
Controls and compliance	Not applicable	
Monitoring and reporting to the MA/PA	Not applicable	

Average time limits for beneficiaries to receive payments <i>(Optional)</i>	
[Days] Where applicable, MS deadline for payments to beneficiaries	[Days] Average time for payments to beneficiaries

4. STEPS TAKEN TO IMPLEMENT TECHNICAL ASSISTANCE AND PROGRAMME PUBLICITY REQUIREMENTS

- a In case of coverage under the technical assistance of the establishment and functioning of NRN, the report shall describe actions taken and state of play as regards the establishment of the NRN and the implementation of its action plan;**

Actions taken and state of play as regards establishment of the NRN (governance structure and network support unit)

[A maximum of 7000 characters = approx. 2 pages – Mandatory – Figures allowed]

Actions taken and state of play as regards the implementation of the action plan

- Collections of examples of projects (art. 54 3b(i) of reg. 1305/2013)
- Facilitation of thematic and analytical exchanges (art. 54 3b(ii) of reg. 1305/2013)
- Provision of training and networking to LAG (art. 54 3b(iii) of reg. 1305/2013)
- Provision of networking for advisers and innovation support services (art. 54 3b(iv) of reg. 1305/2013)
- Sharing and dissemination of M&E findings (art. 54 3b(v) of reg. 1305/2013)
- The Network communication plan (art. 54 3b(vi) of reg. 1305/2013)*
- Activities regarding the participation in and contribution to the ENRD (art. 54 3b(vii) of reg. 1305/2013)
- others

[A maximum of 70000 characters = approx. 20 pages – Mandatory – Figures and Table allowed] with sub-sections:

* this point could be treated under following section 4b of the AIR

b Steps taken to ensure that the programme is publicised (Article 13 of Commission Implementing Regulation (EU) No 808/2014).

Please mention what the managing authority has done to implement its information and publicity strategy and how the beneficiaries have fulfilled their obligation of acknowledging support from the EAFRD.

[A maximum of 10500 characters = approx. 3 pages – Mandatory – Figures allowed]

5. ACTIONS TAKEN TO FULFIL EX ANTE CONDITIONALITIES

Nihil [Only for AIR submitted in 2017]

6. DESCRIPTION OF IMPLEMENTATION OF SUB-PROGRAMMES

[AIR submitted in 2017 and in 2019 only]

The AIRs submitted in 2017 and 2019 shall also include the information on the implementation as measured by common and specific indicators including on the progress achieved in relation to the targets set in the indicator plan of the sub-programme as well as on realised output and expenditure compared to planned output and expenditure set in the sub-programme.

Information on Sub-programme implementation based on indicator data of tables B and D

[A maximum of 14000 characters = approx. 4 pages – Mandatory – Figures allowed]

7. ASSESSMENT OF THE INFORMATION AND PROGRESS TOWARDS ACHIEVING THE OBJECTIVES OF THE PROGRAMME

[AIR submitted in 2017 and in 2019 only]

Please see specific guidance devoted to the SFC2014 template for evaluation elements of the enhanced AIR 2017

A new Summary Table of quantified results will be generated to improve reporting (Annex III).

8. IMPLEMENTATION OF ACTIONS TO TAKE INTO ACCOUNT THE PRINCIPLES SET OUT IN ARTICLES 5, 7 AND 8 OF REGULATION (EU) No 1303/2013

This section describes actions implemented in the context of partnership and multi-level governance, of the promotion of equality between men and women and non-discrimination and of sustainable development

[AIR submitted in 2017 and in 2019 only]

The AIRs submitted in 2017 and 2019 shall also include the following information:

a Promotion of equality between men and women and non-discrimination (Article 7 of Regulation (EU) No 1303/2013)

Assessment of actions taken to ensure that equality between men and women and the integration of gender perspective are taken into account and promoted throughout the preparation and implementation of programmes, including in relation to monitoring, reporting and evaluation.

[A maximum of 7000 characters = approx. 2 pages – Mandatory – Figures and tables allowed]

b Sustainable development (Article 8 of Regulation (EU) No 1303/2013)

Assessment of actions taken to ensure that the objectives and implementation of EAFRD is in line with the principle of sustainable development and with the Union's promotion of the aim of preserving, protecting and improving the environment, as set out in Article 11 and Article 91(1) of the Treaty, taking into account the polluter pays principle. In addition, information is provided on the support used for climate change objectives (Climate change tracking).

[A maximum of 7000 characters = approx. 2 pages – Mandatory – Figures and Tables allowed]

c The role of the partners referred to in Article 5 of Regulation (EU) No 1303/2013 in the implementation of the programme

Assessment of actions taken to ensure that the partners referred to in Article 5(1) of Regulation (EU) No 1303/2013 are involved in the preparation of progress reports and throughout the implementation of programmes, including through participation in the monitoring committees for programmes in accordance with Article 48 of that Regulation and in the activities of the NRN.

[A maximum of 7000 characters = approx. 2 pages – Mandatory – Figures and Tables allowed]

9. PROGRESS MADE IN ENSURING INTEGRATED APPROACH TO USE EAFRD AND OTHER UNION FINANCIAL INSTRUMENTS

[AIR submitted in 2019 only]

The AIRs submitted in 2019 shall also include the following information:

Description of progress made in ensuring an integrated approach to use the EAFRD and other Union financial instruments to support the territorial development of rural areas, including through local development strategies.

[A maximum of 7000 characters = approx. 2 pages – Mandatory – Figures and Tables allowed]

10. REPORT ON IMPLEMENTATION OF FINANCIAL INSTRUMENTS (ARTICLE 46 OF REGULATION (EU) No 1303/2013)

Section 10 of the AIR includes a specific report covering the operations comprising financial instruments. The content of this report is set out in Article 46(2) of Regulation (EU) No 1303/2013.

The specific report on financial instruments is required to be filled in by all Managing Authorities up to the extent where it is relevant (e.g. ex-ante assessment started/completed, selection of implementing bodies launched, Funding Agreement signed etc.). Detailed reporting in line with Article 46(2) of Regulation (EU) No 1303/2013 is required only for RDPs where a Funding Agreement has been signed for the implementation of financial instruments. In order to ensure the consistency of data, Managing Authorities are to refer to the technical explanations provided in the form of an updated reporting template (in MS excel format).

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Annex I: New monitoring table C 2.4 for supported operations addressing integration of third-country nationals (TCN) (amended art 14 of Regulation 808/2014):

		P2		P3		P4			P5					P6			Total
		2a	2b	3a	3b	a	4b	4c	5a	5b	5c	5d	5e	6a	6b	6c	
Total Public Expenditure (€)	O.1																
Number of operations supported	O.3																
Participants to trainings	O.12																

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Annex II - Draft AIR Report Tables (Fictive examples for FA 2A, YEAR N = 2017)

Overview tables showing overall intervention logic implementation (automatically generated in AIR report under section 1)

Focus Area 2A							
Target indicator		Period	Based on approved (when relevant)	Uptake (%)	Realised	Uptake (%)	Target 2023
T4: percentage of agricultural holdings with RDP support for investments in restructuring or modernisation (focus area 2A)		2014-2016					
Measure	Output indicator	Period	Committed	Uptake (%)	Realised	Uptake (%)	Planned 2023
M01	O1 - Total public expenditure	2014-2016					
M02	O1 - Total public expenditure	2014-2016					
Total	O1 - Total public expenditure	2014-2016					

Detailed table showing implementation level by FA including output indicator (this table automatically generated by SFC2014 in the AIR PDF Snapshot will have an improved layout (optimized structure, less headers...))

Focus Area 2A							
FA/M	Target indicator	Period	Based on approved (when relevant)	Uptake (%)	Realised	Uptake (%)	Target 2023
2A	T4: percentage of agricultural holdings with RDP support for investments in restructuring or modernisation (focus area 2A)	2014-2016					
		2014-2015					
FA/M	Output indicator	Period	Committed	Uptake (%)	Realised	Uptake (%)	Planned 2023
2A	O1 - Total public expenditure	2014-2016					
		2014-2015					
M01	O1 - Total public expenditure	2014-2016					
		2014-2015					
M01.1	O1 - Total public expenditure	2014-2016					
		2014-2015					
	O12 - Number of participants in trainings	2014-2016					
		2014-2015					
...	...	2014-2016					
		2014-2015					
M01.2	O1 - Total public expenditure	2014-2016					
		2014-2015					
M02	O1 - Total public expenditure	2014-2016					
		2014-2015					
M02.1	O1 - Total public expenditure	2014-2016					
		2014-2015					
	O12 - Number of participants in trainings	2014-2016					
		2014-2015					
...	...						

Annex III – Summary Table of quantified results

Result Indicator Name and unit (1)	Target Value (2)	Main value ^[1] (3)	Secondary Contribution (4)	LEADER Contribution (5)	Total RDP (6)=3+4+5
R1/T4 % holdings with RDP investment support			N/A		
R2 Change in agricultural output on supported farms/AWU	N/A	<i>(From 2A operations)</i>	<i>(from operations with 2ndary contribution to 2A flagged)</i>	<i>(from operations with contribution to 2A flagged)</i>	
R3/T5 % holdings with RDP supported business plan/investment for young farmers			N/A		
R4/T6 % holdings with support for quality schemes, local markets, short supply circuits, producer groups/orgs			N/A		
R5/T7 % farms in risk management schemes			N/A		
R6/T8 % forest/wood contracted for biodiversity			N/A		
R7/T9 % UAA contracted for biodiversity/landscape			N/A		
R8/T10 % UAA contracted for water management			N/A		
R9/T11 % forest/wood contracted for water management			N/A		

^[1] From operations attributed to primarily programmed Focus Area

R10/T12 % UAA contracted for soil management			N/A		
R11/T13 % forest/wood contracted for soil management			N/A		
R12/T14 % irrigated land with improved efficiency			N/A		
R13 Increase in efficiency of water use	N/A				
R14 Increase in efficiency of energy use	N/A				
R15 Renewable energy produced	N/A				
R16/T17 % LU covered by investments to reduce GHG/ammonia			N/A		
R17/18 % UAA contracted to reduce GHG/ammonia					
R18 Reduced emissions of methane/nitrous oxide	N/A				
R19 Reduced ammonia emissions	N/A				
R20/T19 % land contracted for C sequestration			N/A		
R21/T20 Jobs created					
R22/T21 % rural population covered by LDS			N/A		
R23/T22 % rural population with improved services/infrastructure			N/A		

R24/23 Jobs created (LEADER)			N/A		
R25/T24 % rural population with new/improved ICT			N/A		
Programme Specific 1					
Programme Specific 2					

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