

Types of Documents that can be uploaded and sent by the Commission

EC users with the role of Operational Agent (EOA) at the Commission level and MS Managing Authority (MSMA) at the Member State level are responsible for uploading and sending the documents to the Operational Programme.

1. Types of Documents

- **Integral Documents:** These documents; '**Official Commission's Observations**' (optionally) are sent together with the Return action to the Member State. These documents are not visible for the Member State until the Programme is 'Returned for Modification'.

The screenshot displays the 'Return for modification' interface in the SHARED FUND MANAGEMENT COMMON SYSTEM. The left sidebar shows a navigation menu with 'Return' highlighted. The main form contains the following fields:

- CCI: 2015GR16RFOP003
- Version: 1.0
- Title: test Alexandra - sfc integration
- Reason for return: TEST
- Title: (empty)
- Document date: (empty)
- Local reference: (empty)
- Commission reference: (empty)

The 'Attached files' section shows a table with one entry:

TITLE	LANGUAGE	FILENAME
Official Commission's Ob	English	null

A confirmation dialog at the bottom asks: 'Do you really want to return this programme version?' with 'Yes' and 'No' buttons.

- **Non-Integral Documents:** It is also possible for an EC user to add annexes to the Programme as documents of type 'Informal Commission's Observations', 'Other Commission Document' and 'Other Commission Internal Document', these documents can be sent at any time independently of the status of the Programme.

- The 'Informal Commission's Observations', 'Other Commission Document' or 'Other Commission Internal Document' type demands a manual submission. The 'Official Commission's Observations' are automatically sent – together with the Return action – when the Programme is returned for modification to the Member State.
- This type of document can be manually submitted to the Member State before and/or after the Programme has been Adopted by EC.

Document details

Document type * Informal Commission's observation

Title * Informal Commission's observations

Document date * Other Commission document

Local reference

Commission reference

Not yet sent

Attached files

TITLE	LANGUAGE	FILENAME

Update Update & send Cancel

A document is only visible to the Member State when the **Sent Date** is visible:

GENERAL

Documents annexed to this programme

TITLE	DOCUMENT TYPE	DOCUMENT DATE	L	COMMISSION REFERENCE	FILES	SENT DATE	SENT BY
ante	Report of the ex-ante evaluation	09-Jan-2015		Ares(2015)769	1	09-Jan-2015	EXTRA MUR
Programme Snapshot 2015BE16RFOP005 1.0	Snapshot of data before send	09-Jan-2015		Ares(2015)769	1 2 3	09-Jan-2015	EXTRA MUR
Programme Acknowledgement 2015BE16RFOP005 1.0	Acknowledgement of receipt	09-Jan-2015		Ares(2015)768	1 2 3	09-Jan-2015	ack ACK
Informal Commission's Observation	Informal Commission's observations	19-Jan-2015			1	19-Jan-2015	Silvia IBANE

Once a document has been sent it cannot be deleted. However if you are the sender of the document you may choose to 'hide' a sent document so that it is no longer visible within the Programme by the Member State.

1. Select the document from the list (1) and click on the Edit button (2):

SFC2014-FO > Programming > Operational programme (IGJ)

Strategic planning Programming Monitoring Execution Audit Evaluation Closure Anti-fraud Utilities

Search 2015BE16RFOP005 - 1.0 x

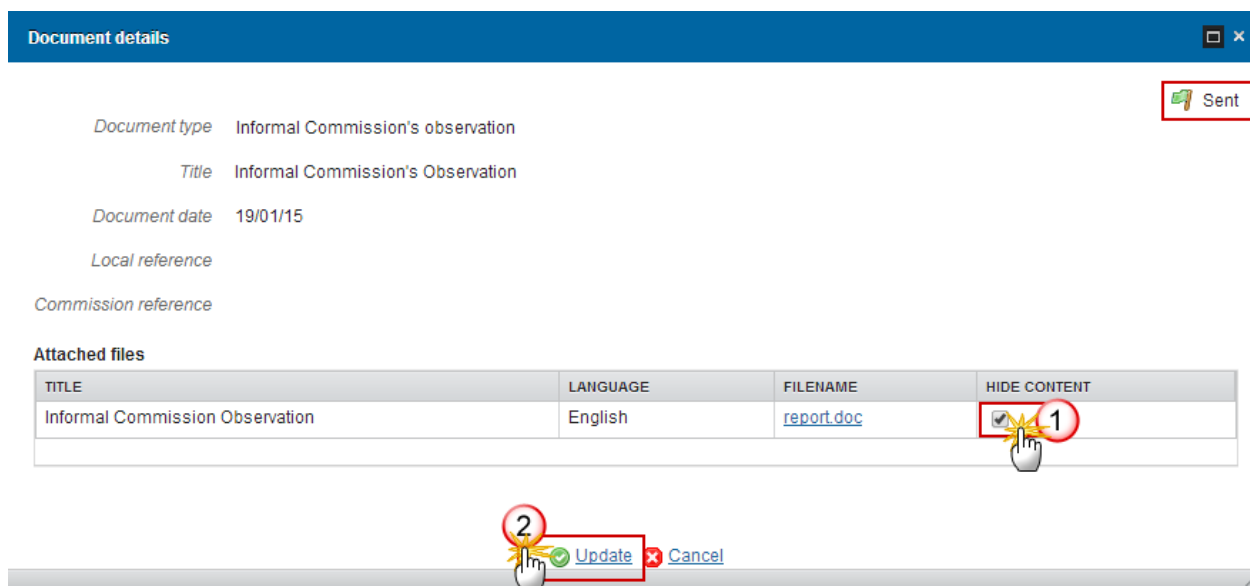
Reopen Previous Next Compare to

Filter

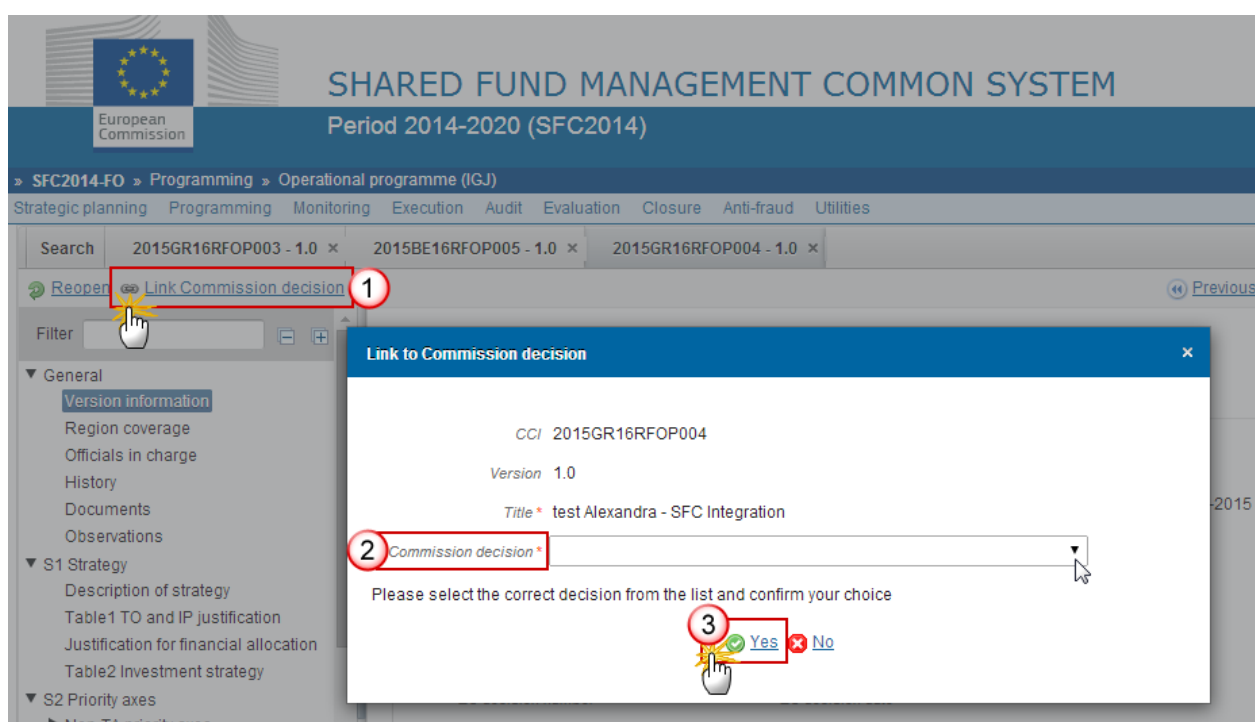
GENERAL Documents annexed to this programme

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Informal Commission's Observation	Informal Commission's observations	19-Jan-2015			1	19-Jan-2015	Silvia

2. Select the document you wish to hide (1) and click on Update (2) to confirm:



- '**Commission Decision**' and 'Corrigendum': In order to Adopt an Operational Programme the Commission Decision document exists and has to be link to the OP.



2. ARES reference

If a document has been sent but SFC2014 doesn't show the ARES reference, please note that there is an **automatic retry each hour**. If the sent document in SFC2014 is still not registered, you can contact us (ec-sfc2014-info@ec.europa.eu) and we will verify if there is a problem with the registration in SFC2014.

As a Commission user you can import your document directly from ARES to be uploaded in SFC2014 by entering the ARES reference number in the Commission Reference field (in the documents section). The ARES number will be immediately validated. If you get an "invalid ARES number" (the number cannot be found in ARES), check the ARES

number has been entered correctly: Ares(2015)+digits with no space, if the problem persists, please provide us with the document ARES number, the 'type' of document you are trying to upload in SFC2014, and the CCI of the Programme. We can then verify if there is a problem with the registration.

If you are trying to upload an 'Official Commission's Observations' document with the Return action using an ARES reference, check as well that the document is classified in ARES under:

EMPL Programme 1 - <CCI> - Negotiations, Decisions and Modifications; Ex-ante conditionalities