

## SFC2007 Project Glossary

Term/ Business Entity	Description
Acknowledgement	The acknowledgement is a PDF file containing information about the data after it is transmitted to the Commission. It serves as a proof of transmission in case of a dispute, and is electronically signed by the SFC2007 system using a digital certificate. To properly view the signature information on the acknowledgement, a certificate must be installed on your computer. The certificate and installation instructions are published on Circa.
Additionality	Contributions from the Structural Funds shall not replace public or equivalent structural expenditure by a Member State
Annual /Final Implementation Report	The Member State Managing authority creates or modifies the Annual or Final Implementation Report. It contains as structured information: -financial tables on expenses declared per civil year -Categorisation Breakdown -Indicators for ESF  Apart from the structured financial table of the implementation report, it is equally important to have the complete unstructured implementation report in the system, together with the actual registration date. The structured implementation report for EAFRD does not have to be provided by the Member State since it can be generated automatically based on declaration of expenses.
Annual Payment Application Forecast	At the latest by the end of February every year, the Member States shall send the Commission a provisional forecast of its likely payment applications for the current financial year and the subsequent financial year
Annual progress report (EAFRD	Report on the implementation of the programme,
Annual financial report (EAFRD	By 1 September of each year, the Commission shall draw up a financial report on the administration of the EAGF and the EAFRD during the previous financial year and shall submit it to the European Parliament and the Council.
Annual Report on Structural Funds	(DG BUDG document)
Application User Account	A user id defined in the SFC2007 application to be associated to a certificate, for the purpose of accessing the Web Services interface of SFC2007 via a Member State developed application.

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Automatic De-commitment	The Commission shall automatically decommit any part of a commitment
	<ul> <li>which has not been settled by the payment on account or</li> <li>for which it has not received an acceptable payment application</li> </ul>
	by the end of the second year following the year of commitment or, where appropriate and for the amounts concerned, following the date of a subsequent Commission decision necessary in order to authorise a measure or an operation or by the end of the deadline for the transmission of the final report.
Axis (EAFRD	A coherent group of measures in a Rural Development Programme
Beneficiary (EAFRD	An operator, body or firm, whether public or private, responsible for initiating and/or implementing operations. In the context of aid schemes under Article 87 of the Treaty, beneficiaries are public or private firms carrying out an individual action and receiving public aid.
Categorisation	
Categorisation Breakdown	A breakdown of programmed use of the Funds at Programme/Priority level, for each of the six dimensions of categories.
CCI	Common Code Identifier used to identify an intervention
Certification body	Public or private legal entity designated by the Member State to certify the truthfulness, completeness and accuracy of the accounts of the accredited paying agency, taking account of the management and control systems set up.
CF	Cohesion Fund
Clearance	At closure of Programme the Pre-Financing is cleared.
Clearance of accounts (EAFRD)	Procedure laid down in Art.30 of Reg. 1290/2005 in order to clear each year the accounts of paying agencies for each RD programme. Prior to 30 April of the year following the budget year in question, the Commission shall take a decision concerning the clearance of the accounts of the accredited paying agencies under the procedure laid down in Regulation 1290/2005 Article 41(3), on the basis of the information transmitted in accordance with Article 8§1-ciii in Regulation 1290/2005

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Cohesion Report	Every 3 years a cohesion report is created by the European Commission.
	The first cohesion report is created in 2007.
	The Cohesion report shall include in particular:
	a) a record of the progress made on economic and social cohesion, including the socio-economic situation and development of the regions, as well as the integration of the Community priorities;
	b) a record of the role of the Funds, the EIB and the other financial instruments, as well as the effect of other Community and national policies on the progress made.
	The report shall contain, if necessary, any proposals on Community measures and policies which should be adopted in order to strengthen economic and social cohesion. It shall also propose, if necessary, proposals concerning any adjustments linked to new Community policy initiatives in the strategic guidelines on cohesion.
Commission Acceptance on Annual and Final Report on Implementation	The Commission Acceptance on an Annual and Final Report on Implementation
Commission Audit Annual Plan	Planning of audit missions that the Commission executes toward its Member States.
Commission Audit Report	Report of audit missions that are executed.
Commission Decision on Operational programmes	Commission Decision taken on Operational Programmes
Commission Report (EAFRD	Report summarising the main developments, trends and challenges relating to the implementation of the NSP and the Community strategic guidelines
Commission Strategic Decision on NSR Framework	The Commission Strategic Decision taken on the National Strategic Reference Framework.
Commitment	Community budget commitments shall be made on the basis of the decision on the contribution from the Funds. Commitments in respect of assistance to be carried out over a period of two or more years shall be as a general rule effected annually. The first commitment shall be made when the Commission lays down its decision approving the assistance. Subsequent commitments shall be effected as a general rule by 30 April each year.
Common monitoring and evaluation framework (EAFRD	A general approach developed by the Commission and the Member States defining a limited number of common indicators relating to the baseline situation and the financial execution, outputs, results and impacts of the programmes (Art.80 of Reg. 1698/2005)

Term/ Business Entity	Description
Community Strategic Guideline	Guideline that set at Community level the strategic priorities for rural development for the programming period with a view to implementing each of the axes laid down in the Regulation 1698/2005. The Council establishes at Community level strategic guidelines on economic, social and territorial cohesion defining a framework for the intervention of the Funds.
	The document adopted by the Council is based on a communication made by the Commission.
	For each of the objectives of the Funds, those guidelines shall in particular give effect to the priorities of the Community with a view to promote balanced, harmonious and sustainable development.
Competitiveness	While interventions in the less developed Member States and regions remain the priority of cohesion policy, there are important challenges that concern all EU Member States such as rapid economic and social change and restructuring, trade globalisation, a move towards a knowledge-based economy and society, an ageing population, growing immigration, labour shortages in key sectors and social inclusion problems.
Complementarity	The EAFRD shall complement national, regional and local actions contributing to the Community's priorities. (see "contribution rate")
Conformity clearance (EAFRD	Procedure laid down in Art.31 of Reg. 1290/2005 in order to exclude from Community financing any expenditure incurred in a way that has infringed Community rules, it shall decide what amounts are to be in accordance with the procedure Art. 31 of Reg. 1290/2005
Contribution rate (EAFRD	Rate establish for each axis applicable on the eligible public expenditure to calculate the EAFRD contribution
Convergence Objective	The "Convergence" objective concerns the less developed Member States and regions which in accordance with the Treaty are the top priority for Community cohesion policy. The Treaty calls for a reduction in disparities between "the levels of development of the various regions and the backwardness of the least favoured regions or islands, including rural areas" (Article 158). Enlargement will bring about an unprecedented increase in the disparities within the Union, the reduction of which will require long-term, sustained efforts.
Coordinating body	The department or body assigned by the Member State where more than one paying agency is accredited, to collect the information and promote harmonised application of the rules
Digital Certificate	a public key certificate (or identity certificate) is a certificate which uses a digital signature to bind together a public key with an identity — information such as the name of a person or an organization, their address, and so forth. The certificate can be used to verify that a public key belongs to an individual.
DOM	Départements Français d'Outremer

Term/ Business Entity	Description
EAFRD	European Agricultural Fund for Rural Development
Earmarking	Specific information related to Lisbon-related expenditure detailing the way operational programmes will implement the Lisbon priorities
ECAS	European Commission Authentication Service, is a centralised authentication facility for web applications, provided and managed by DIGIT, the central IT department.
EFF	European Fisheries Fund
ERDF/CF	European Regional Development Fund/Cohesion Fund
ESF	European Social Fund
European Network for Rural Development (EAFRD	According to Art.67 Of Reg. 1698/2005, a European Network for Rural Development for the networking of national networks, organisations and administrations active in the field of rural development at Community level shall be put in place
European Territorial Cooperation	Building on the experience of the present INTERREG Initiative, the Commission proposes to create a new objective dedicated to further the harmonious and balanced integration of the territory of the Union by supporting co-operation between its different components on issues of Community importance at cross- border, trans-national and interregional level.
Ex-Ante Evaluation	The ex-ante evaluation consists of the following:
	-the need to be met in the short or long term;
	-the objectives to be achieved;
	-the results expected and the indicators needed to measure them;
	-the added value of Community involvement;
	-the risks, including fraud, linked with the proposals and the alternative options available;
	-the lessons learned from similar experiences in the past;
	-the volume of appropriations, human resources and other administrative expenditure to be allocated with due regard for the cost-effectiveness principle;
	-the monitoring system to be set up.

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Ex-Post Evaluation	The Commission executes the ex-post evaluation in collaboration with the Member State and the managing authority.
	In the ex-post evaluation the evaluation results of previous programming periods are used.
	The input for the ex-post evaluation :
	use of resources and effectiveness, efficiency and impact and progress towards economic and social cohesion
	The ex-post evaluation focuses on impact, effectiveness, efficiency, implementation systems and community added value.
	The ex-post evaluation should be completed not later than 3 years after the end of the programming period.
Financial Perspective Profile	The financial perspective= budget of the European Union for the period 2007-2013.
	A further Commission decision gives a breakdown of the financial perspectives per year, objective and country for the Cohesion policy.
	This Commission decision contains a table which will be part of the financial management in SFC2007.
Financial Perspectives	
Fisheries Report	
Global Grant	A global grant relates to that part of assistance the implementation and management of which is entrusted to one or more approved intermediaries, including local authorities, regional development bodies or non-governmental organisations, used preferably to assist local development initiatives.
	In the case of Community initiative programmes and innovative measures, the Commission may decide to employ a global grant for all or part of the assistance. In the case of Community initiatives, this decision may only be taken with the prior agreement of the Member States concerned.
Indicators exceptions	When editing the indicators in the set of indicators functionality, If the baseline or target values of an Indicator are not known this is considered as an exception. The possible reason for this exception are:
	<b>NA</b> Not available: The indicator is implemented but you don't know the values yet for the specific year or for the total.
	$\ensuremath{\textbf{NP}}$ Not applicable: The indicator does not apply. It will never be implemented.
	<b>NI</b> Not implemented: The indicator is implemented, but not for the specific year.
Interactive User Account	A user id defined in the SFC2007 application to be associated to a person accessing it via the Web Interface.

Term/ Business Entity	Description
Intermediate body	Any body or public or private service which acts under the responsibility of a managing or certifying authority or which carries out duties on behalf of such an authority vis-à-vis beneficiaries implementing operation.
Interim payment	Interim payments shall relate to expenditure actually paid out, which must correspond to payments effected by the final beneficiaries, supported by receipted invoices or accounting documents of equivalent probative value. Interim payments shall be made by the Commission to reimburse expenditure actually paid under the Funds as certified by the paying authority. Such payments shall be made at the level of each assistance and calculated at the level of measures
LEADER	contained in the financing plan of the programme complement.
Local development strategy (EAFRD	A coherent set of operations to meet local objectives and needs implemented in partnership at the appropriate level According to Art. 61 Of Reg. 1698/2005 this strategy is a condition for the Leader approach
LRA	Local Registration Authority, similarly to the definition above it contributes to the collection and verification of the data needed for the certification. The adjective "Local" emphasises the fact that the function is performed by a local referent on behalf of the Member State organisation. It coincides with the MS Liaison.
Major Project	As part of any assistance, the Funds may finance expenditure in respect of major projects, i.e. those: - which comprise an economically indivisible series of works fulfilling a precise technical function and which have clearly identified aims, and - whose total cost taken into account in determining the contribution of the Funds exceeds EUR 50 million.
Measure (EAFRD	Set of operations contributing to implement an axis.
Member State Annual Opinion	Member State Annual Opinion on audit missions that were executed in the Member State.
Member State Audit Mission Preparation Data on Operations	Information collected during an Audit mission.
Member State Audit Strategy	The Audit strategy sets out the scope, timing and direction/objectives of the audits for the coming year or several years.
Member State Communication Plan	Describes how the Member State will communicate about the Operational Programmes.
Member State First/Annual/Final Control Report	The First/Annual/Final audit report sets out the scope and objectives of the audit work carried out as well as the findings/weaknesses and recommended actions to be taken.

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Term/ Business Entity	Description
Member State Management and Control Systems Description	Each Member State provides a description of their management and control systems to the Commission within 3 months of the approval of a programme.
Member State Management and Control Systems Opinion	The Commission does give an opinion on compliance of the systems with the regulations.
Midterm Evaluation	Mid-term evaluation shall examine, in the light of the ex ante evaluation, the initial results of the assistance, their relevance and the extent to which the targets have been attained. It shall also assess the use made of financial resources and the operation of monitoring and implementation. It shall cover each Community support framework and each assistance.
	Mid-term evaluation shall be carried out under the responsibility of the managing authority, in co-operation with the Commission and the Member State. It shall be carried out by an independent assessor, be submitted to the Monitoring Committee for the Community support framework or assistance concerned and then sent to the Commission, as a general rule three years after adoption of the Community support framework or assistance, and no later than 31 December 2003, with a view to the revision.
	As a continuation of mid-term evaluation, it shall be updated for each Community support framework and assistance and completed no later than 31 December 2005 in order to prepare for subsequent assistance operations.
MS Liaison	The single referent from a Member State entity authorised to submit requests to grant, modify or suppress access to SFC2007 Systems. This person (or entity/organisation) is responsible for the verification of the identity of the users and their legitimacy to access the system.
MS System Owner	The technical person in charge of the system. Note that for small organisations this may coincide with the MS Liaison.
N+24 Rule (EAFRD) (Not useful as this will be neither implemented by SFC 2007 nor RDIS)	The total amount paid as pre-financing shall be reimbursed to the Commission if no declaration of expenditure for the rural development programme is sent within 24 months of the date on which the Commission pays the first instalment of the pre- financing amount.
N+2 Rule (EAFRD)	The Commission shall automatically decommit any portion of a budget commitment for a rural development programme that has not been used for the purpose of pre-financing or making intermediate payments or for which no declaration of expenditure meeting the conditions laid down in Article 26(3) (reg 1290/2005) has been presented to it in relation to expenditure incurred by 31 December of the second year following that of the budget commitment.
National rural network (EAFRD)	Each Member State shall establish a national rural network, which groups the organisations and administrations involved in rural development.

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Business Entity	Description
National Strategic Plan	Comparable to a National Strategic Reference Framework, but specific for EFF (Fish) and EAFRD (Agri).
National Strategic Reference Framework	The Member State shall present a national strategic reference framework which ensures that Community structural aid is consistent with the Community strategic guidelines, and which identifies the link between Community priorities, on the one hand, and national and regional priorities in order to promote sustainable development, and the national action plan on employment, on the other hand. The framework shall constitute a reference instrument for preparing the programming of the Funds. Each national strategic reference framework shall contain a summary description of the Member State's strategy and its operational implementation.
New version vs Correction of existing version of an object	A new version of a dossier (object) is created when the existing (previous) version is Approved or Accepted by the Commission its status is "Decision Taken" (in the case of OP and Major Projects) or "Accepted" (Interim Payment Application , Payment Forecasts, Set of Indicators) or "Final Opinion" (Annual Implementation Report).
	A correction of an existing version consists in changes to be made to a working version of a dossier (i.e, to a version that is not yet approved, accepted etc).
NODE	The NODE is the SFC2007point of access of a user. It often corresponds to the country or to the region where the user is located. Depending on the organisation of the Member State, there can be only one node representing the whole country or several sub-nodes representing each region and a higher node representing the central management.
	In this case, the data sent by a sub-node is first not directly sent to the Commission but it is sent the country's higher node, and then the users in the country's higher node send the data to the Commission node.
	Data is considered as sent to the Commission when the status is "sent" AND the "current node" is "Commission"
Notification	Information sent automatically by SFC2007 to users in the "official in charge"
	section of a dossier. This notification informs these users about any events occurred with thedossier (status changes, documents sent)
NSP	National Strategic Plan
NSRF	National Strategic Reference Framework
NUTS	Nomenclature of Territorial Units for Statistics. Three classifications are used : NUTS-1, NUTS-2 and NUTS-3
Ongoing Evaluation	Similar to Midterm Evaluation.
ОР	Operational Program

Term/ Business Entity	Description
Operation	A project or group of projects selected by the managing authority of the operational programme concerned or under its responsibility according to criteria laid down by the monitoring committee and implemented by one or more beneficiaries allowing achievement of the goals of the priority to which it relates.
Operation (EAFRD)	A project, contract or arrangement, or other action selected according to criteria laid down for the rural development programme concerned and implemented by one or more beneficiaries allowing achievement of the objectives
Operational Programme	The document approved by the Commission to implement a Community support framework and comprising a consistent set of priorities comprising multi-annual measures and which may be implemented through recourse to one or more Funds, to one or more of the other existing financial instruments and to the EIB. An integrated operational programme means an operational programme financed by more than one Fund
Outermost Regions & Smaller Aegean Islands	Specifics regions identified by regulation 2019/93
Partial Closure Declaration	A Partial closure consists of a Declaration of expenses of the closed operations and a Partial Closure Declaration. Declaration of expenses covered in Payment Application (No financial impact)
Partnership (EAFRD)	EAFRD assistance shall be implemented through close consultations (hereinafter partnership) between the Commission and the Member State and with the authorities and bodies designated by the Member State under national rules and practices (Art. 6 Reg. 1698/2005)
Paying Agency	Department or body of the Member States which makes payments and keeps the information.
Payment Application	A request for an interim or final payment. It contains different documents: -a certificate (eligibility of expenditure) -an application for payment -statement of expenditure (declaration of expenses) -statement on recoveries
Payment Calculation	Calculation of the Payment
Payment of Final Balance	The last payment of the final balance by the Commission shall relate to expenditure actually paid out, which must correspond to payments effected by the final beneficiaries, supported by receipted invoices or accounting documents of equivalent probative value.

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Term/ Business Entity	Description
Permissions	The permissions are the possible actions that are allocated to a username. A username can have a permission that only allows viewing the data or a permission that allows editing the data, or sending the data to the Commission.
	Examples of permissions are "Read", "Update" and "Send".
Pre-financing payment	When the first commitment is made, the Commission shall make a payment on account to the paying authority.
Pre-financing Recovery	If no payment application is received 24 months after the initial commitment, the pre-financing payment is recovered.
Priority	One of the priorities of the strategy in an operational programme comprising a group of operations which are related and have specific measurable goals.
Programming (EAFRD)	The process of organisation, decision taking and financing in several stages intended to implement, on a multiannual basis, the joint action by the Community and the Member States to achieve the priority goals of the EAFRD
Proposal	General term for Operational Programme document, Major Project document that is created by the Member State and proposed to the Commission.
Proposal Corrigendum	A corrigendum on the decision on the National Strategic Reference Framework
Public expenditure	Any public contribution to the financing of operations whose origin is the budget of the State, of regional and local authorities, of the European Communities and any similar expenditure. Any contribution to the financing of operations whose origin is the budget of public law bodies or associations of one or more regional or local authorities or public law bodies within the meaning of Directive 2004/18/EC of the European Parliament and of the Council of 31 March 2004 on the coordination of procedures for the award of public works contracts, public supply contracts and public service contracts (2) shall be regarded as public contribution.
RA	Registration Authority, in PKI jargon it defines any person or organisation to which some or all the tasks needed for the certification are delegated except the certification itself. In the context of SFC2007 the SFC2007 Support Team performs this function on behalf of the Commission.
Region	Territorial unit corresponding to a NUTS classification
Reminder	Information sent automatically by SFC2007 in order to inform specific users about upcoming deadlines or activities.
Role	The role allows the user connected with a username to see specific menus in SFC2007 according to the Fund and Authority she/he represents. Examples of roles can be: "Managing Authority" (MSMA), "Certifying Authority" (MSCA), "Compliance Assessment Authority " (MSCO).

Term/ Business Entity	Description
Rural Development Information System	Back Office IT System for Rural Development Programmes
Rural Development Programme Annual Accounts	Annual Accounts clearing = deficit or excess to be taken into account while calculating the rest of the payment. (EAFRD only.)
Rural Development Programme Clearance Decision Accounts	Decision about Annual Accounts Clearing (EAFRD only.)
Rural Development Report	
SFC2007	System for Fund Management in the European Community 2007 – 2013 (Structural Funds and Cohesion Fund, Agricultural Fund for Rural Development, Fisheries Fund)
SFC2007 Operations Team (or Ops)	The entity responsible for the technical execution of the Access Control modifications by accessing the system.
SFC2007 Support Team	The single point of contact for users in the Member States organisations, for any query related to the SFC2007 System and responsible for the identification of the MS Liaison
Snapshot	A snapshot is a PDF report displaying all the data entered by the Member State. It allows the user to verify the content of the data before it will be transmitted to the Commission. The snapshot is generated when the user selects the "Send" option.
	The Snapshot document is available in the "Associated Documents" section in SFC2007.
Subsidiarity	Member States shall be responsible for implementing the (rural development) programmes at the appropriate territorial level, according to their own institutional arrangements, in accordance with this Regulation.
Summary report by Member State (EAFRD)	Report setting out the progress made in implementing its national strategy plan and objectives and its contribution to the achievement of the Community strategic guidelines

Term/ Business Entity	Description
Technical Assistance for Member States	"At the initiative or on behalf of the Commission and following consultation of the Committees on the different types of measures, subject to a ceiling of 0,3% of their respective annual allocation, the Funds may finance preparatory, monitoring, evaluation and checking measures. These shall include:
	- studies, including studies of a general nature, concerning the operations of the Funds;
	- measures of technical assistance, the exchange of experience and information aimed at the partners, the final beneficiaries of assistance from the Funds and the general public;
	- the installation, operation and interconnection of computerised systems for management, monitoring and evaluation;
	<ul> <li>improvements in evaluation methods and exchange of information on practices in this field."</li> </ul>
	- measures of technical assistance, the exchange of experience and information aimed at the partners, the final beneficiaries of assistance from the Funds and the general public;
	For multi-annual assistance, the managing authority shall, within six months of the end of each full calendar year of implementation, submit to the Commission an annual implementation report.
Username	A username is the code given to a person to allow her/him to access the SFC2007 application.
	When a person logs into the application with her/his username, he/she is able to see specific menus and to do specific actions that are allocated to her/his username. Examples of usernames are w0050101, w0054321.
Voluntary Modulation	Funds coming from the Common Agricultural Policy 1st pillar dedicated to Rural Development on a voluntary basis in accordance with point 62 of the conclusions of the European Council of December 2005
Winding Up Declaration	The Winding Up Declaration should be made at final closure, but also for every partial closure. It should contain a structured and signed Closure Declaration and the MS Final Control Report.



European Commission Directorate General Regional Policy Directorate General Employment, Social Affairs and Equal Opportunities Directorate General Agricultural and Rural Development Directorate General Fisheries and Maritime Affairs

## European Commission SFC2007 Business Glossary

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0.1	24/01/2006	First draft	Erik Decolvenaer (Siemens)	Draft
0.2	24/07/2006	Supplements	Eric Derruine (EMPL/H/4)/D. BONAERT (AGRI)	Draft
0.3	27/07/2006	Supplements	D.BONAERT (AGRI)	Draft
0.4	16/03/2007	Publication	Alan Connell (EMPL/H/4)	Public Draft
0.5	19/11/2008	Layout changes	Cristina Chaparro Ramirez	Draft

Disclaimer: The information contained herein 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.

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