



SFC2007 Tips & Tricks

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Purpose of this document

Tips & Tricks relating to the SFC2007 system

Regulation source

n/a

Concerned Funds

ERDF/CF	ESF	EFF	EAFRD	IPA	SOLID
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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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For more information on this document please contact sfc2007-info@ec.europa.eu

1. Contact the SFC2007 support

The central point of contact for questions regarding the use of the SFC2007 application is sfc2007-info@ec.europa.eu.

When you contact the support team, don't forget to mention:

- Your personal username (w0050...)
- Do not under any circumstances send your password;
- The Programme CCI or the type of the document you are working with;
- Include the URL causing a problem (the address displayed in the browser);
- Include a screenshot (if possible);
- If an error message appears, give us its details;
- Be as specific as you can (avoid general sentences like "I cannot access"). Check first the "help" page in SFC2007.

2. Access for cross-border programmes

Since the cross border programmes cover different countries, it is necessary to coordinate the request for access of users of the concerned countries. Therefore, this task has to be done by the MS liaison of the country acting as Managing Authority for the concerned programme.

The list of available MS liaisons is available on Circa at:

- http://circa.europa.eu/Members/irc/region/sfc2007/library?l=/control_security&vm=detailed&sb=Title > MS Liaison Entities List.

3. Get notified via the "Officials In Charge" section

This section allows any person dealing with the follow-up of a type of data (OP, RDP, Audit Strategy, Payment application etc.) to receive automatic notifications from SFC2007 when the status of the concerned data is changed or when documents related to the data are uploaded and sent through SFC2007.

- To receive the notifications, simply add your name to the "Officials in charge" section of the specific data and check the "automatically notified" box.
- To stop receiving the notifications: uncheck the "Automatically Notified" checkbox (if you're still Official in Charge). If you no longer act as an Official in Charge enter the date in the "Valid Until" field instead of removing your name from the list.
- Explanation on how to add, remove or change the officials in charge section is available in each quick guide (see the "help" page in SFC2007).
- Don't forget to update your details if there are any changes to them (for example, if your e-mail address changes).

4. Force Majeure

The Force Majeure can be invoked on request by Member States when the web-application part of the SFC2007 system is unavailable due to reasons under the control of the European Commission. The Member State must inform with the European Commission (via sfc2007-info@ec.europa.eu) that there might be a problem. If the European Commission confirms this and accepts that it is their responsibility, then the Force Majeure is invoked. Force Majeure

allows the Member State to send their documents to the EC in paper-form. However, the moment the SFC2007 system is available again, the Member State is obliged to enter the data into the system as usual. Force Majeure only applies to the web-application, and not to the provided web-services. This means that if a Member State only uses the web-services to connect to the SFC2007 system, and the web-services are unavailable, the Member State is then obliged to use the web application for entering the data.

5. The Annual Implementation Report

Consists in two different dossiers: The Annual Implementation Report itself and the corresponding set of Indicators. These dossiers are related, this means that:

- if an Annual Report is returned by the Commission to the MS, the corresponding Indicators set is returned automatically, too. In this case, the Member State must send again the indicators to the Commission (with the necessary corrections, if any) prior to sending the corrected Annual Implementation Report.
- Also, when validating and sending the Annual Report for the first time, be sure that the corresponding set of indicators have already been sent to the Commission.

6. Your SFC2007 password

Your access to SFC2007 is managed by ECAS (the European Commission Authentication Service).

Commission users can change their own password (follow the normal procedure for ECAS password reset).

Member State users: send an e-mail to sfc2007-info@ec.europa.eu with your MS liaison Officer in copy and include your username (w005...). You will receive the first half of the new password via e-mail. The second part of the password will be transmitted to you by your MS liaison.

Password security policy:

- A password must contain at least 10 characters
- At least one capital letter (A B C D E F G)
- At least one number (0 1 2 3 4 5 6 ...)
- At least one small letter (a b c d e f g h ...)
- It expires 90 days after being changed or (re-)initialised
- A changed password cannot be changed again on the same day (within 24 hours after last change)
- The last 5 passwords are remembered and cannot be re-used

7. The training environment

The training environment allows you to “practice” how to enter or view data in SFC2007. All users have access to his environment (same access codes).

But keep in mind that the data in this environment is not “copied” from the real data, but is entered manually by you or your colleagues.

If you want to use the training environment, please ensure that the conditions and necessary

information have been entered in it beforehand.

Example: if you want to enter an Application for Payment, ensure that your colleagues from the Managing Authority have entered the corresponding Operational Programme and the status of the Programme is “Decision Taken”.

Link to the training environment: <https://webgate.training.ec.europa.eu/sfc2007/frontoffice>