How to create, validate and send the Annex V?

Contents of this guide:

Purpose of this functionality

This document describes the specifications related to the “Annex V -Reporting on progress on projects non-functioning by 31/03/2017” to be submitted after the submission of the Final Implementation Report for ERDF, CF and ESF.

"In order to perform the follow up on Annex V a separate module with structured data will be available in SFC2007 (under 'Closure' tab).

This module will include the same columns as the above mentioned Annex V with three additional columns: information on whether the project is completed (yes/no), measures taken and milestones and any comments.

The MSs shall complete and bring the projects declared as non-functioning into operation within two years from the deadline for submitting the closure documents (31 March 2019). The MSs shall provide the Commission with the necessary information on the completion and the operational aspect of these projects retained in the programme" Council Regulation (EC) No 1083/2006: Article. 62.1.d

Regulation source

sections 3.5 and 5.2.8 of the Closure Guidelines

Concerned Funds

ERDF/CF	ESF		

User roles and permission needed

Member State **MANAGING AUTHORITY** with **UPDATE** and **SEND** permissions.

Before you start, check that…

When creating the Annex V version, it does not yet exist and all previous versions are **SENT** to the Commission.

The Final Implementation Report for the Programme is already **SENT** to the Commission.

The Operational Programme is managed on the user's level.

When modifying, the current Annex V status is '**CREATED**', '**VALIDATED**' or '**RETURNED**' (from a higher MS node). The Annex V is managed at the user's level.

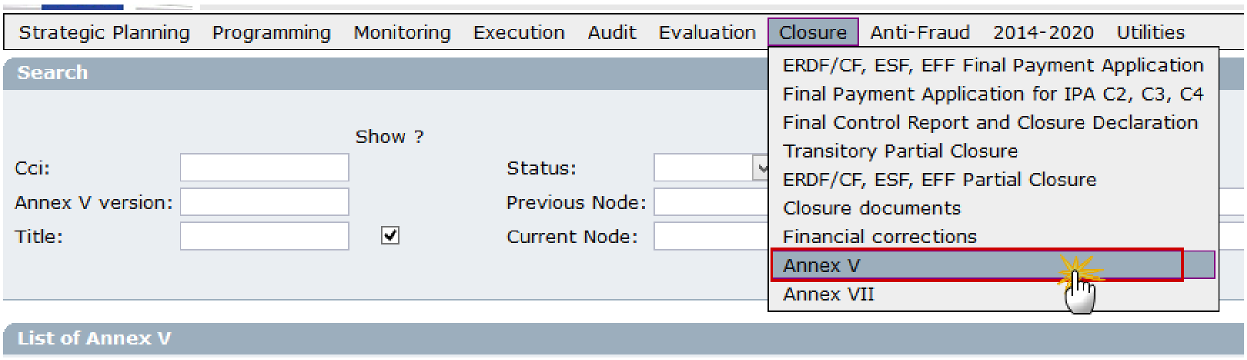
1. Create the Annex V

1.1. Workflow of the Annex V

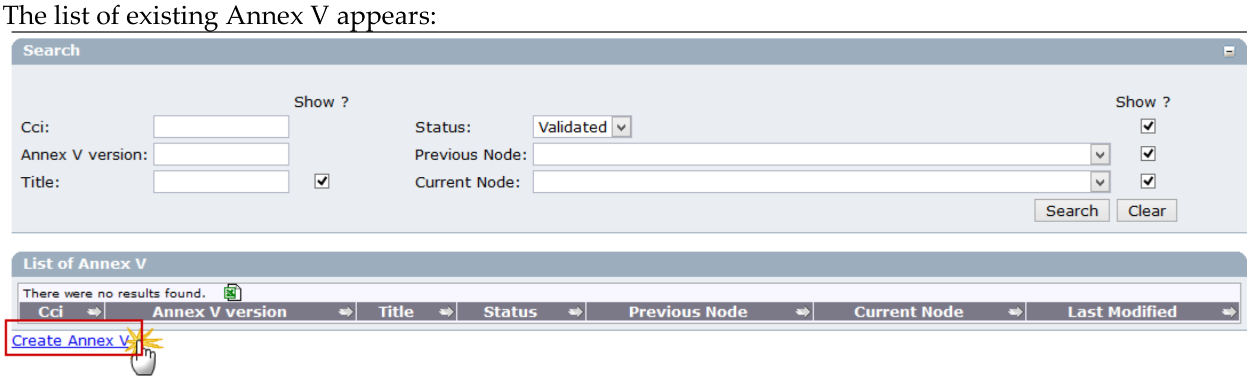
Action	Status	Editable by MS?
The MS creates the Annex V dossier	Created	Yes
The MS Validates the data entered for the dossier	Validated	Yes
The MS Sends the dossier to the Commission	Sent	Only the "Officials in charge" section

1.2. The "Create Annex V" wizard

1. Select the **CLOSURE** > **ANNEX V** menu:

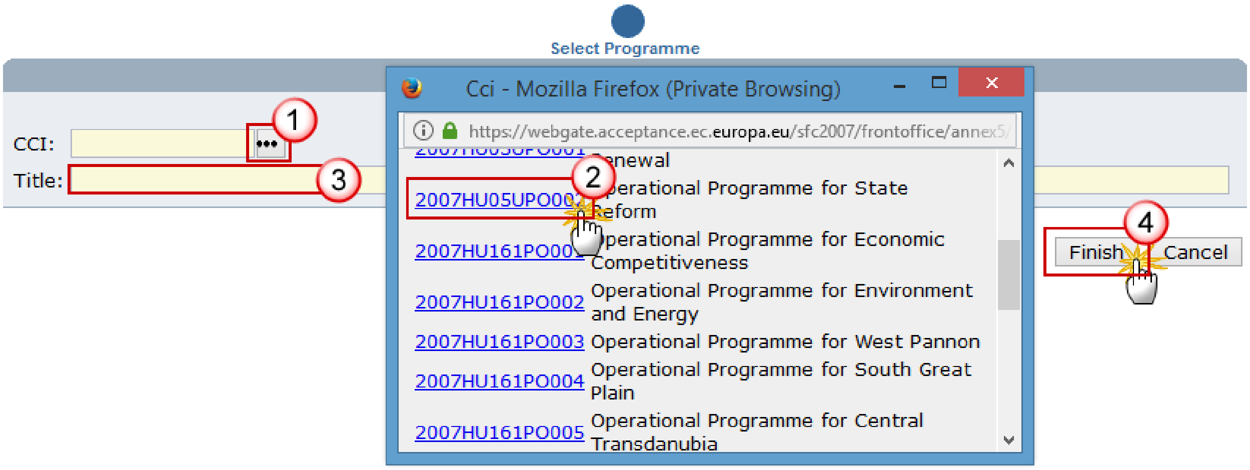


The list of existing Annex V appears:



2. Select the [Create Annex V]() link.

The create wizard appears:



3. Enter the following:

   (1) Click on the *CCI* button 

   This shows ERDF/CF/ESF Operational Programmes managed at the User's Node, for Funds (DGs) for which the User has registered and which have a Final Implementation Report once sent to the Commission

   (2) Select the CCI in the pop-up window that appears

   (3) The *Title* is automatically filled but can be modified

4. Click on **FINISH** to go to the next step **(4)**

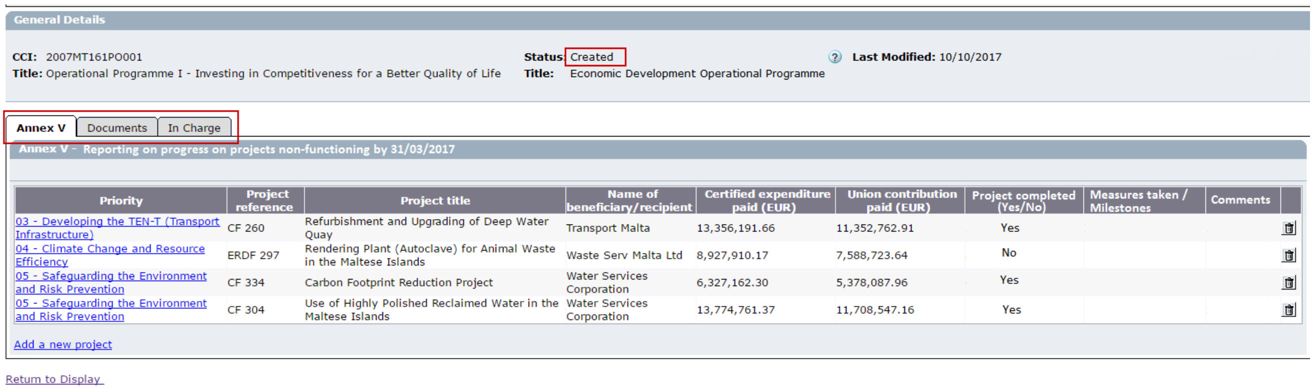
The Annex V is now created and will appear in the list of existing dossiers. The Status of the dossier is "**CREATED**".

2. Edit the Annex V

2.1. Edit the Annex V Information

REMARK	The Annex V information is automatically copied either from the Final Implementation Report (FIR) or from the last Annex V version sent to the Commission, whatever is the most recent.

After having created the dossier you can immediately edit it.
You are directed to the editing tabs:



General Details

CCI: 2007MT161PO001
Title: Operational Programme I - Investing in Competitiveness for a Better Quality of Life
Status: Created
Title: Economic Development Operational Programme
Last Modified: 10/10/2017

Annex V | Documents | In Charge

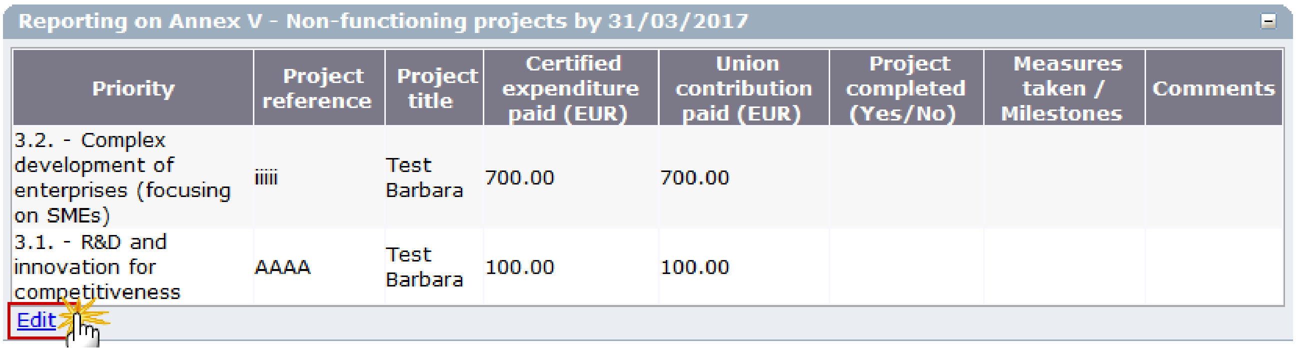
Annex V - Reporting on progress on projects non-functioning by 31/03/2017

Priority	Project reference	Project title	Name of beneficiary/recipient	Certified expenditure paid (EUR)	Union contribution paid (EUR)	Project completed (Yes/No)	Measures taken / Milestones	Comments
03 - Developing the TEN-T (Transport Infrastructure)	CF 260	Refurbishment and Upgrading of Deep Water Quay	Transport Malta	13,356,191.66	11,352,762.91	Yes		
04 - Climate Change and Resource Efficiency	ERDF 297	Rendering Plant (Autoclave) for Animal Waste in the Maltese Islands	Waste Serv Malta Ltd	8,927,910.17	7,588,723.64	No		
05 - Safeguarding the Environment and Risk Prevention	CF 334	Carbon Footprint Reduction Project	Water Services Corporation	6,327,162.30	5,378,087.96	Yes		
05 - Safeguarding the Environment and Risk Prevention	CF 304	Use of Highly Polished Reclaimed Water in the Maltese Islands	Water Services Corporation	13,774,761.37	11,708,547.16	Yes		

Add a new project

Return to Display

If you are accessing the Annex V after leaving the edit tabs, just click on the Edit link in the '**Reporting on Annex V'** section to modify the information:



Reporting on Annex V - Non-functioning projects by 31/03/2017

Priority	Project reference	Project title	Certified expenditure paid (EUR)	Union contribution paid (EUR)	Project completed (Yes/No)	Measures taken / Milestones	Comments
3.2. - Complex development of enterprises (focusing on SMEs)	iiiii	Test Barbara	700.00	700.00			
3.1. - R&D and innovation for competitiveness	AAAA	Test Barbara	100.00	100.00			

Edit

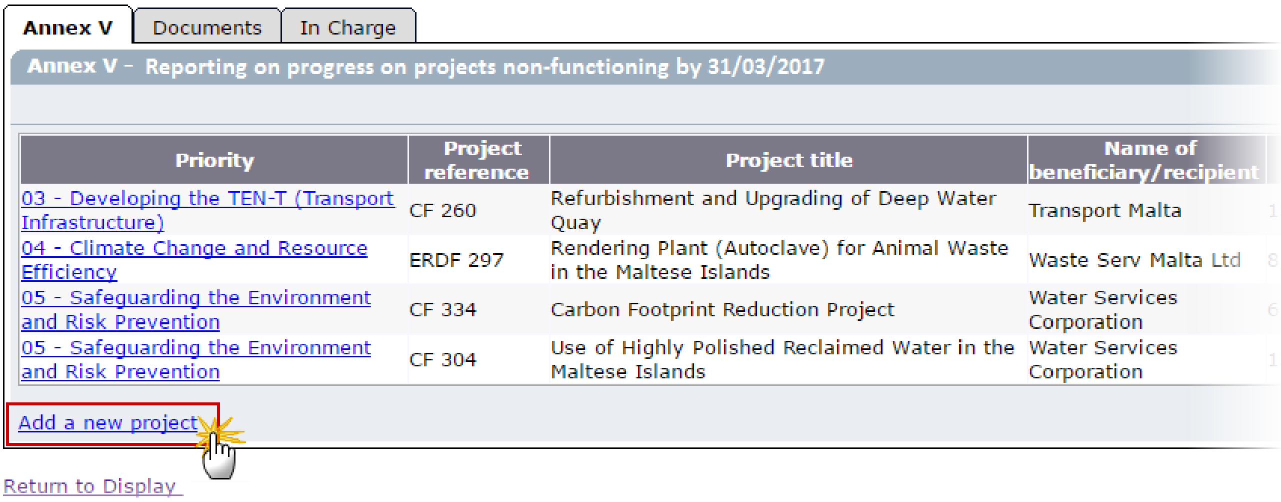
The Following tabs are available:

- ANNEX V.
- DOCUMENTS.
- OFFICIALS IN CHARGE.

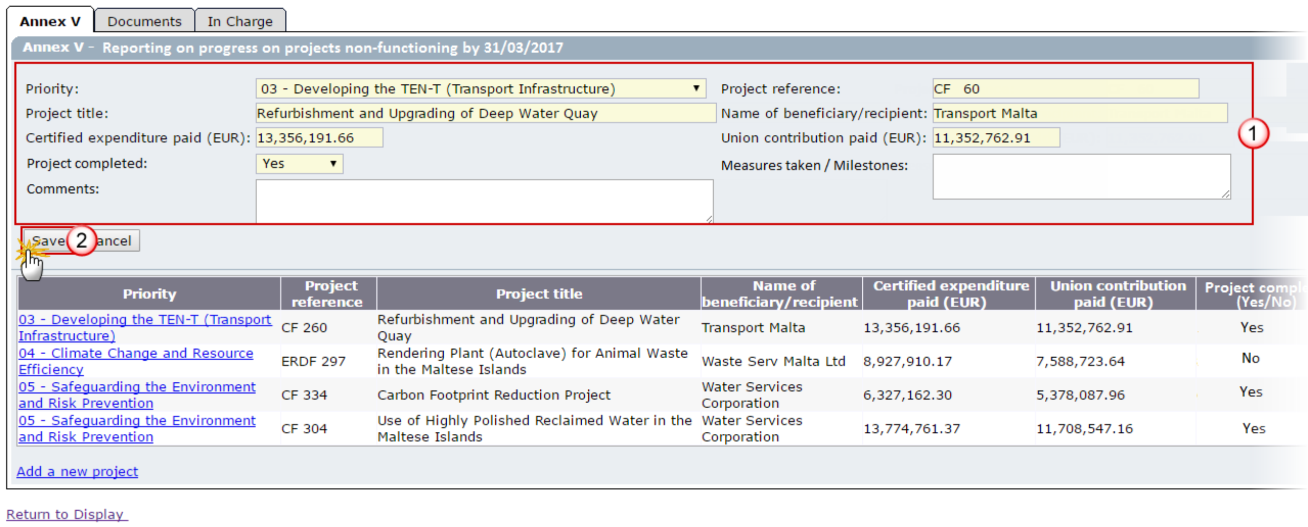
2.1.1. Adding a Project

REMARK	Adding a Project record is only allowed when there is a **Pre-closure letter** or **Closure letter** sent to the Member State for that Programme in the system When adding a Project that did not yet exist in the Final Implementation Report, all fields are updateable

1. Click Add a new project to add a project record:



The Project details edit screen is available:



2. Enter/Select the following information **(1)** (Fields marked with asterisk (*) are mandatory):

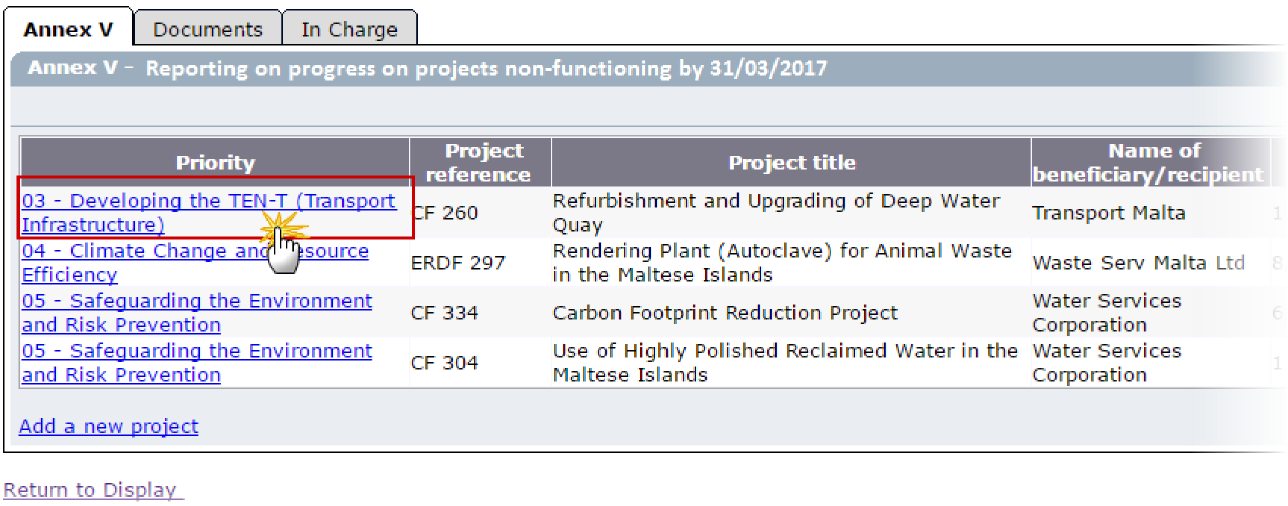
- Select the *Priority**
- Enter the *Project Reference**
- Enter the *Project Title**
- Enter the *Name of beneficiary/recipient**
- Enter the *Certified expenditure paid (EUR)**
- Enter the *Union Contribution paid (EUR)**
- Select if *Project Completed* (yes or No)*
- Enter any *comments* (optional)
- Enter any *Measures taken/Milestones* (optional)

3. Click on **Save** to save the Project **(2)**:

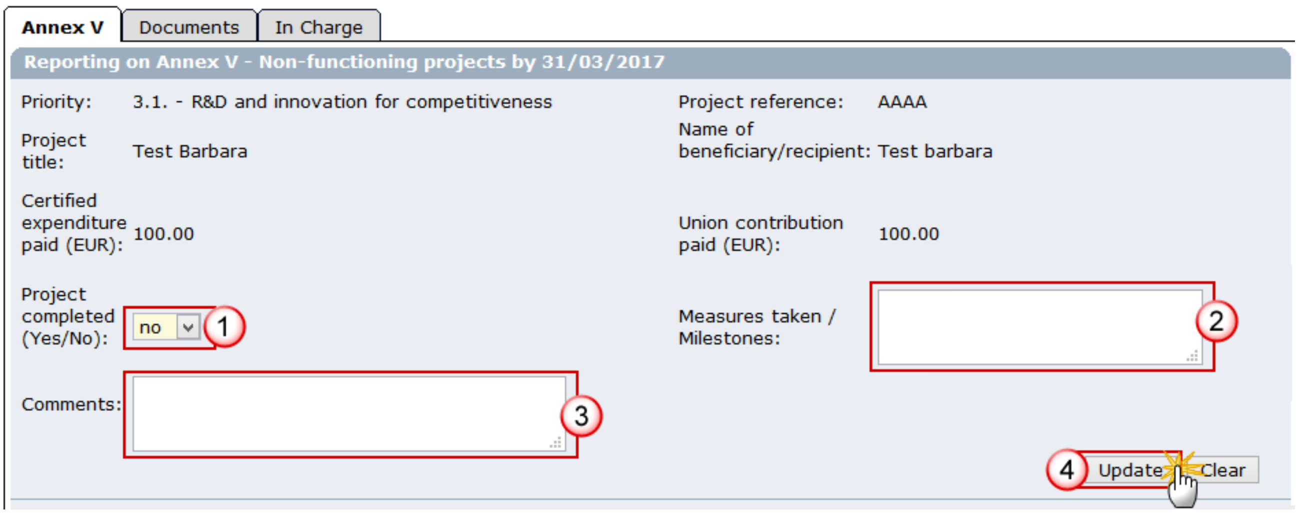
2.1.2. Updating a Project

REMARK	When updating Projects already defined in the Final Implementation Report, only "Project completed (Yes/No)", "Measures taken / Milestones" and "Comments" are updateable.

1. Click **The link text of the priority column** to edit a project record:



The Project details edit screen is available:



2. Enter the following information (Fields marked with asterisk (*) are mandatory)::

   (1) Select if *Project Completed* (yes or No)*

   (2) Enter any *comments* (optional)

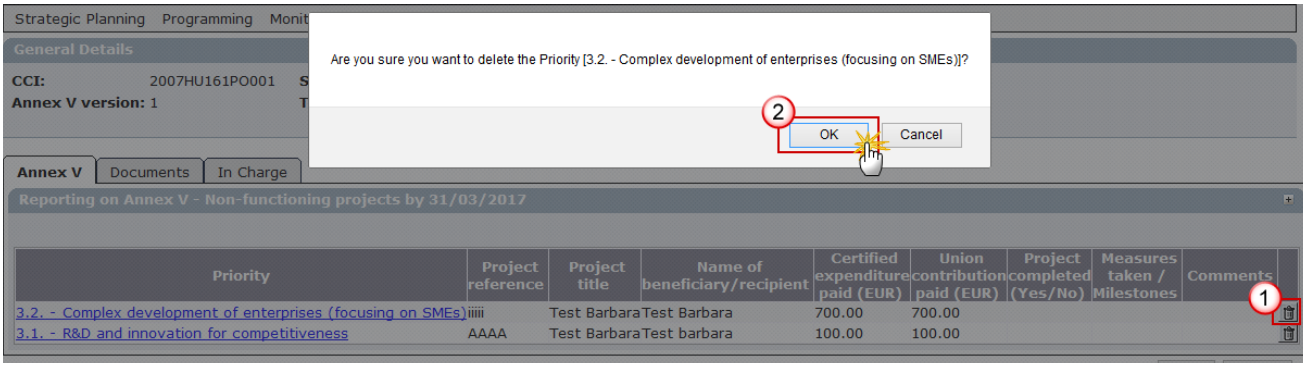
   (3) Enter any *Measures taken/Milestones* (optional)

3. Click on **UPDATE** to save your changes **(4)**

2.1.3. Deleting a Project

REMARK	Only Projects that did not yet exist in the Final Implementation Report can be deleted via the delete button.

1. Click the **DELETE** button to delete a project record **(1)**:

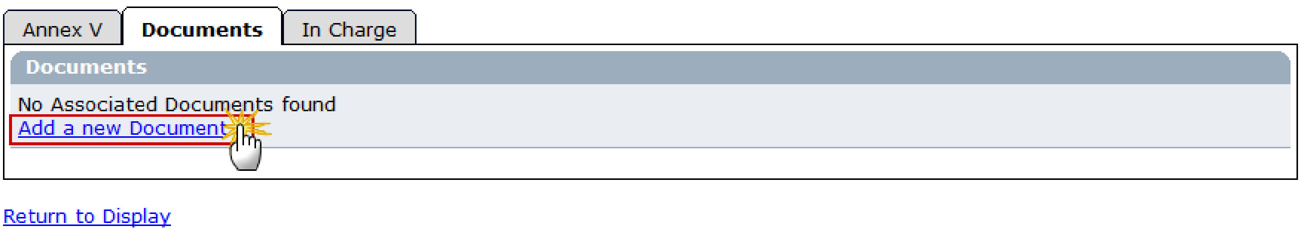


2. Click on **OK** to confirm the deletion **(2)**.

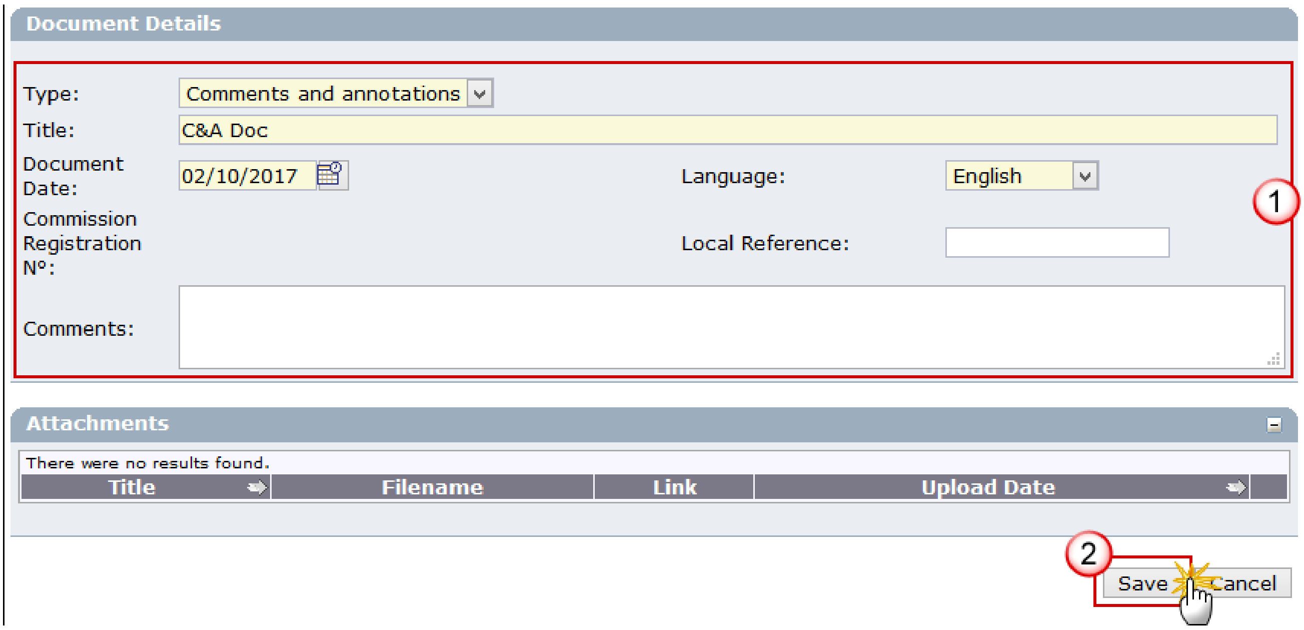
2.2. Upload the Documents

2.2.1. Enter general document information

1. Select the **DOCUMENTS** tab and click on [Add a new Document link]:



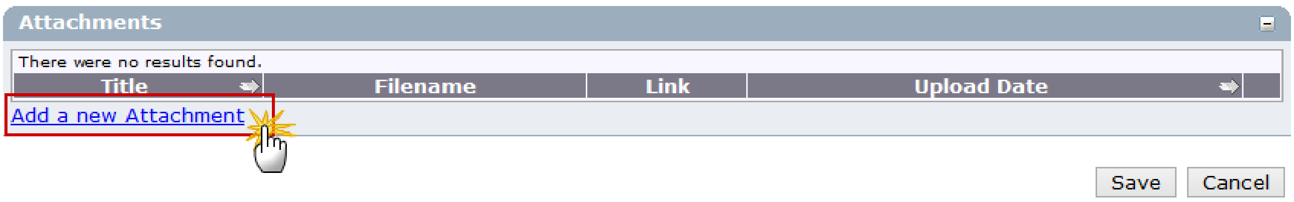
2. The screen that appears allows you to select the type of document you want to upload.



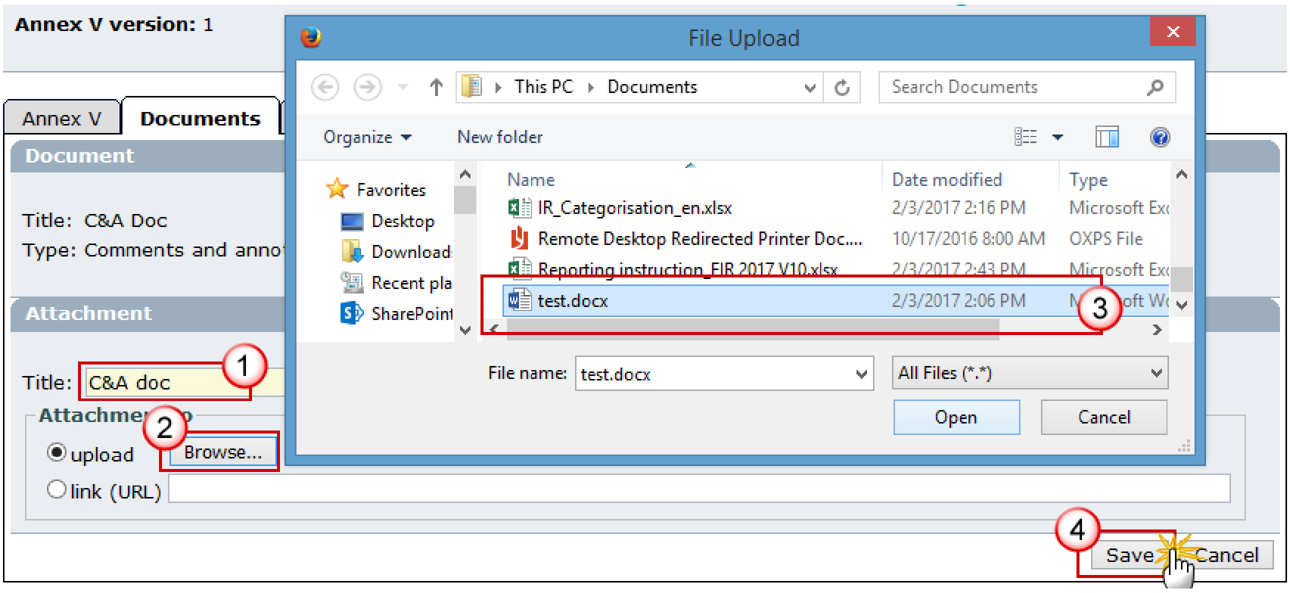
3. Enter/select the following information (Fields marked with asterisk (*) are mandatory):
   - Select the *Document Type* (only 'Comments and Annotations' are available)*
   - Enter the *Title* of the document*
   - Enter the *Document date**
   - Enter the *Language**
   - Enter a *Local reference* (if any).
   - You can enter *comments* if you wish **(1)**.
4. Click **Save** to save the entered data **(2)**.

2.2.2. Upload the attachments

1. The **Add a new Attachment** link appears. Click on it:

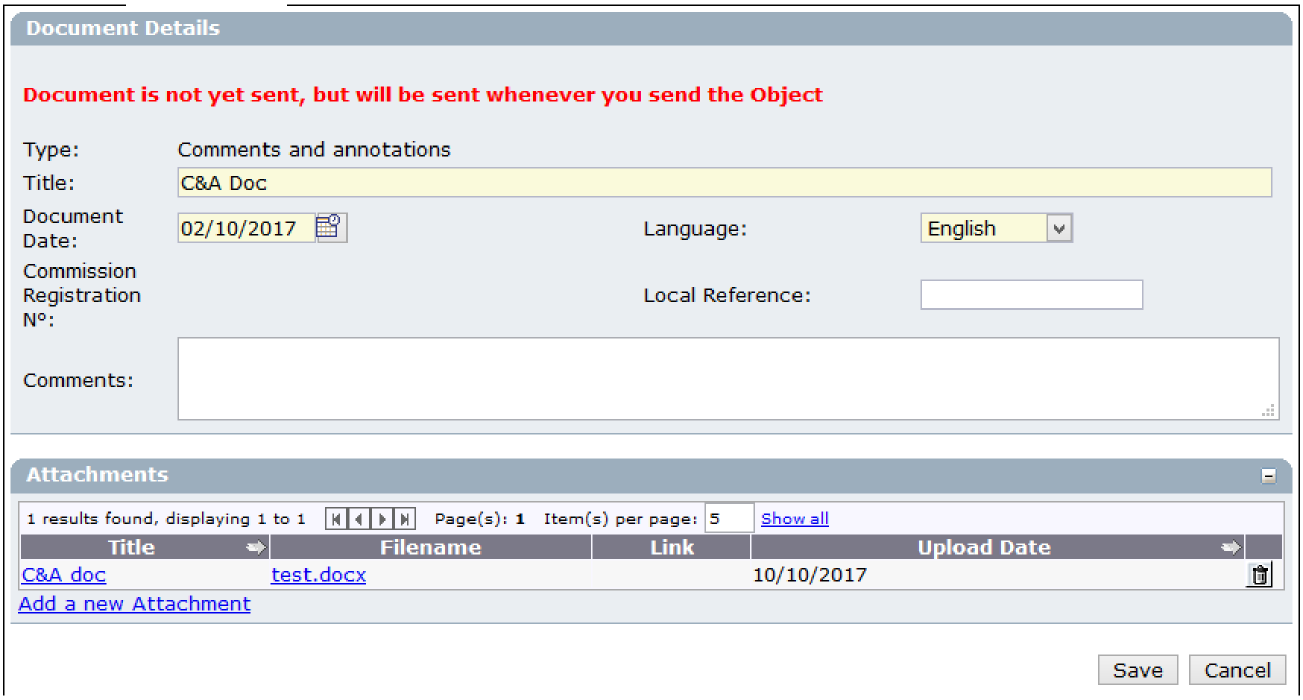


The upload attachments screen appears:



2. Enter requested data (Fields marked with asterisk (*) are mandatory):
   (1) Give a *title* to the file you want to upload*.
   (2) Click on **BROWSE** to search for the file on your computer.
   (3) On the **CHOOSE FILE** window, select the file by double-clicking on it.
3. Click **SAVE (4)** to save the entered data.

You are redirected to the overview of the document:



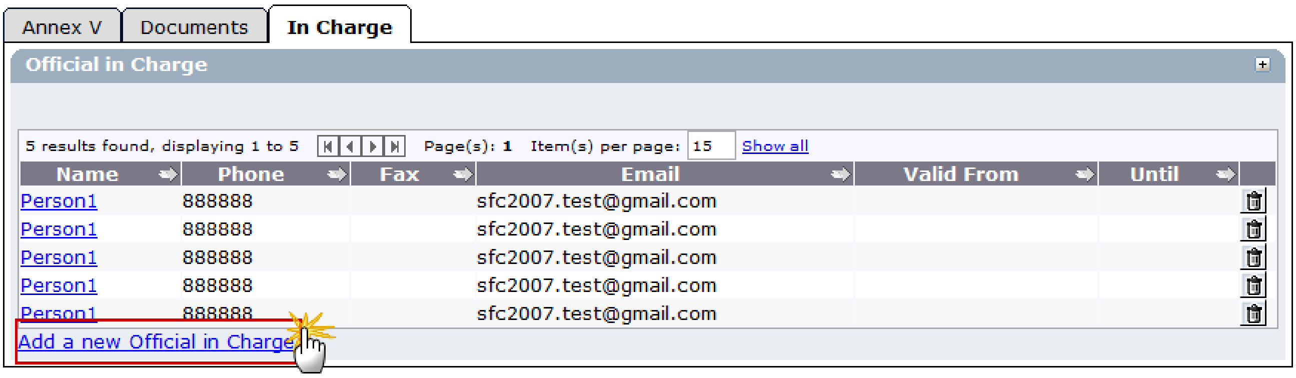
4. Click on [Add new Attachment] link if you wish to add a second file to your document.

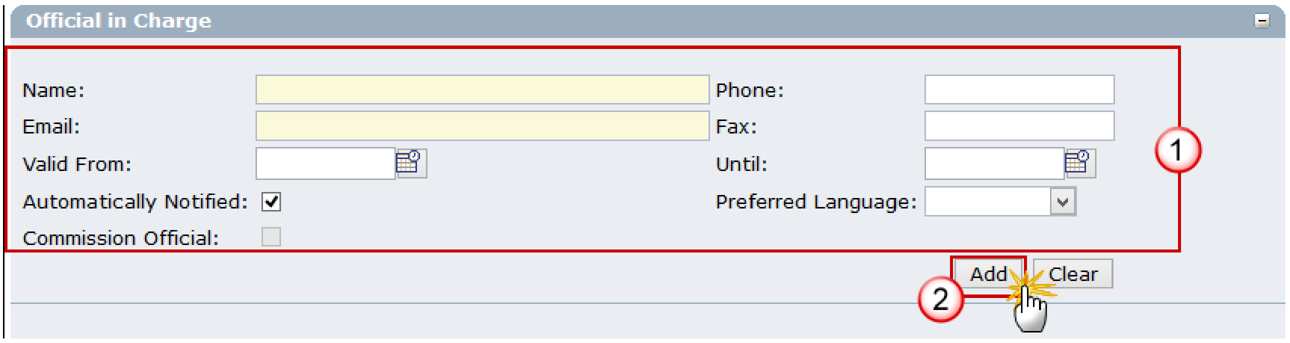
REMARK	The **'Comments an Annotations'** document type is an Integral document and will be sent when the Annex V is sent to the Commission.

2.3. Add the Officials in Charge

REMARK	The Officials in Charge on the first Annex V are copied from the Final Implementation Report, on successive Annex V versions they are copied from the last Annex V version. The Annex V information is copied either from the FIR or from the last Annex V version sent to the Commission, whatever is the most recent.

1. Select the IN CHARGE tab and select the Add a new Official in Charge link.



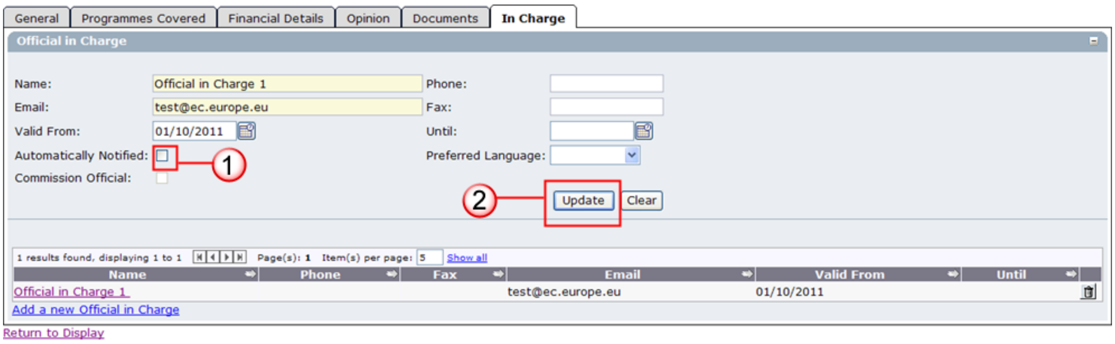


2. Enter the requested data **(1)** (Fields marked with asterisk (*) are mandatory):
   - *Name* of the official*
   - *E-mail* address*
   - *Phone* and *Fax*
   - *Valid from* and *Until* (if the official will be in charge only for a specific period of time).
   - *Automatically notified*: must be checked in order to receive the automatic notifications.
   - *Preferred language*: The automatic notifications will be sent in the selected language.
3. Click ADD to add the entered details **(2)**.

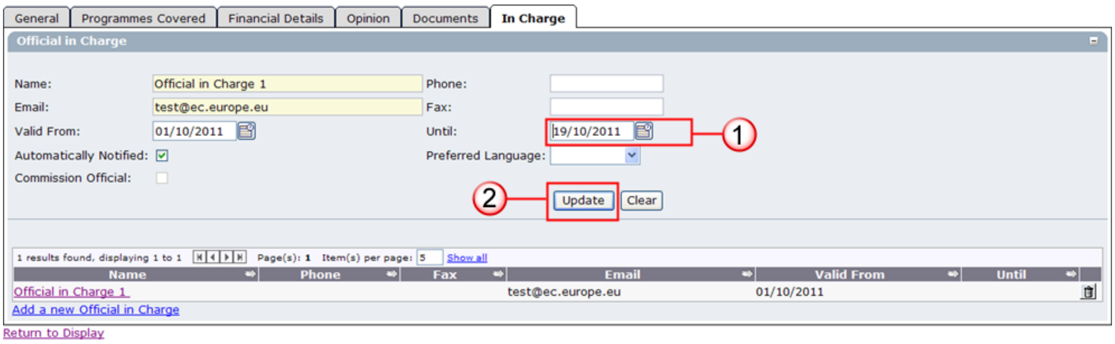
NOTE	Repeat these steps to add as many Officials in Charge as necessary (no limitation).

TIP	If a user no longer wants or needs to receive the automatic notifications (but the user is still Official in Charge simply select the user, uncheck the **AUTOMATICALLY NOTIFIED** option and click

UPDATE.



If a user does no longer acts as an Official in Charge select the user, enter the date in the field '**Until**' and click UPDATE.

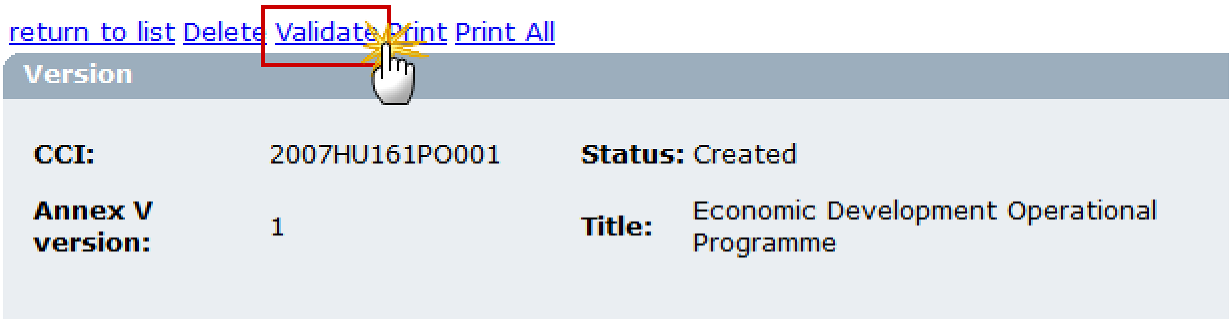


3. Validate the Annex V

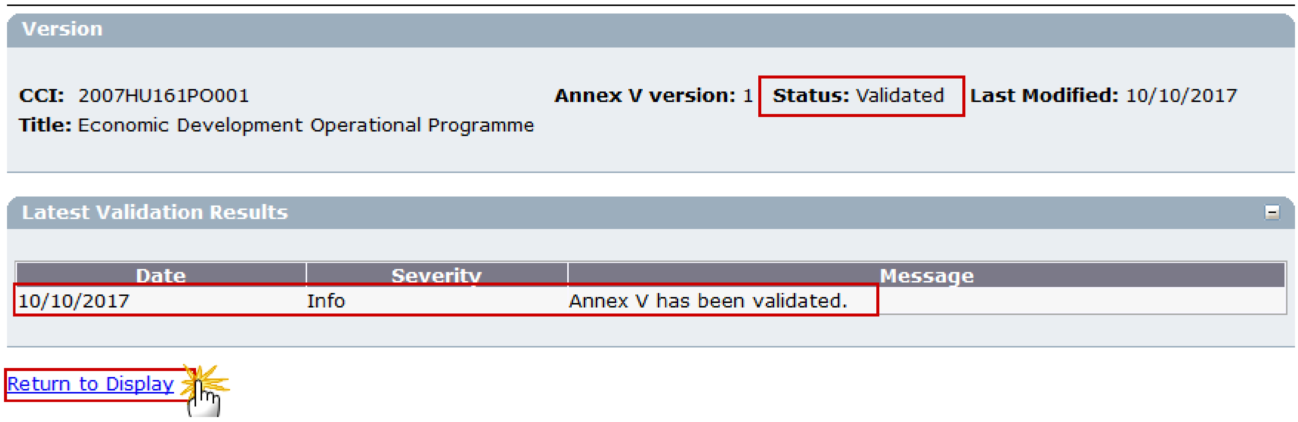
1. Click on the [Return to Display]() link.

   The DISPLAY ANNEX V screen appears. It shows an overview of the dossier and its contents.

2. Click on the [Validate]() link.



The system checks the consistency of the data.
The VALIDATION RESULTS screen appears. If **no errors** are detected, the message **Annex V has been validated** appears:



REMARK	After successful validation, the status of the dossier is "**Validated**". If errors are detected, the status remains "**Created**" and you will not be able to send the dossier.

The system validates the following information:

3.1. Validation rules for the Annex V dossier

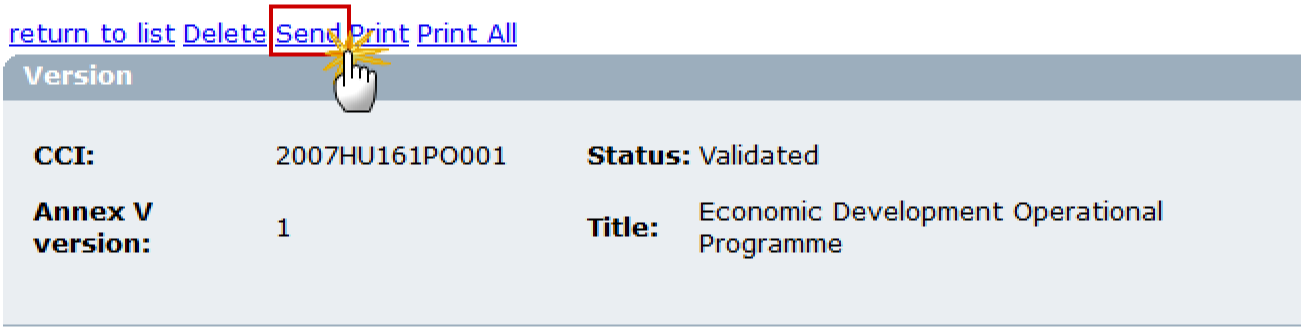
CODE	VALIDATION RULE	SEVERITY
2.1	validate that the Annex V is linked to the last adopted Operational Programme with a Final Implementation Report once sent to the Commission, present at creation time (implicit in web)	error
2.2	validate that at least one Member State Official in Charge exists	warning

TIP	If errors are detected and you need to modify, add or delete data click on the **Return to Display** link and then click on the **Edit** link of the specific section to go to the corresponding edit tab.

4. Send the Annex V

After validation, the send link is available on the **DISPLAY ANNEX V** screen.

1. Click on the **Send** link:



The CONFIRM SENDING screen appears. The snapshot report is available (this report contains the screenshot of the data to be sent, this allows you to verify that the data you are sending is correct and accurate and that you are not missing any data).

2. Click **YES** to confirm the sending:

You are redirected to the **DISPLAY ANNEX V** screen.

REMARK	When the dossier has been sent, the status of the dossier is "**Sent**". The dossier is sent to the Commission when the status of the dossier is "**Sent**" and the related documents show a **sent date**.