

EUROPEAN COMMISSION

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

SFC2007 Information System

Member State Authority Manual

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Document History

| Version | Date | Comment | Ву |
|---------|------------|--|----|
| 0.1 | 27/06/2007 | Initial draft | WN |
| 0.2 | 11/02/2008 | Added section about the Annual Summary Functionality | WN |
| 1.0 | 06/06/2008 | Approved version + Added disclaimer | WN |
| 1.1 | 21/04/2009 | Applied new Manual Template | WN |
| 1.2 | 28/04/2009 | Added chapters about NSP and Strategic reporting | WN |

1. INTRODUCTION

1.1. Definition

The Member State Authority (MSA) is representing the Member State for operations covering issues related to the fund(s) and not related to individual programmes. Examples of this are the strategic documents.

1.2. Tasks

The Member State Authority has the following key responsibilities:

- <u>Managing Common Identification Codes (CCI)</u>
- Managing National Strategic Reference Frameworks (NSRF) for ERDF and ESF
- Managing National Strategic Plans (NSP) for EAFRD and EFF
- Managing Annual Summaries
- <u>Strategic Reporting</u>

Refer to the indication sections for more detailed information.

1.3. References used in this manual

The following references are used in this manual:

| Ref | Name | File name |
|---------------|---|---|
| [R1] | Glossary | SFC2007-BM-033 Business Glossary |
| [<u>R2</u>] | Introduction Guide | SFC2007-MAN-183 Introduction Guide |
| [R3] | European Commission Operating Agent Manual | SFC2007-MAN-190 European Commission Operating Agent Manual |
| [<u>R4]</u> | Member State Managing Authority Manual | SPF2007-MAN-184 Member State Managing Authority Manual |

1.4. Disclaimer

The information contained in this manual 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.

2. MANAGING COMMON IDENTIFICATION CODES (CCI)

2.1. Definition

A Common Identification Code (*CCI* for *Code Commun d'Identification*) is a unique 14 character code assigned to an Object like an Operational Programme or a Project.

The format of such a code is *yyyyCC990TY###*, where:

- *yyyy* = 4-digit code indicating the year in which the CCI has been allocated
- *CC* = 2-character code representing the member state or geographical group for which the CCI is requested Possible values:

| Code | Country | Code | Country/Geographical Group |
|------|----------------|------|---------------------------------------|
| AT | Austria | LU | Luxembourg |
| BE | Belgium | LV | Latvia |
| BG | Bulgaria | MT | Malta |
| CY | Cyprus | NL | Netherlands |
| CZ | Czech Republic | PL | Poland |
| DE | Germany | PT | Portugal |
| DK | Denmark | RO | Romania |
| EE | Estonia | SE | Sweden |
| ES | Spain | SI | Slovenia |
| FI | Finland | SK | Slovakia (Slovak Republic) |
| FR | France | UK | United Kingdom |
| UK | United Kingdom | СВ | Cross-border co-operation |
| GR | Greece | CE | European Commission |
| HU | Hungary | EU | European Union |
| IE | Ireland | HR | Republic of Croatia |
| IT | Italy | TR | Republic of Turkey |
| LT | Lithuania | MK | Former Yugoslav Republic of Macedonia |

• **99** = 2-digit code representing the Directorate General in charge of managing the Operational Programme or Project within the Commission. Possible values:

| Code | Directorate General | Abbreviation |
|------|--------------------------------------|--------------|
| 05 | DG for Employment and Social Affairs | EMPL |
| 06 | DG for Agriculture | AGRI |
| 14 | DG for Fisheries | MARE |
| 16 | DG for Regional Policy | REGIO |

• *O* = 1-character code representing the Objectives and Budget Sources covered by the Operational Programme or Project.

Possible values:

| Code | Objective / Budget Source |
|------|-----------------------------------|
| 1 | Convergence |
| 2 | Competitiveness and Employment |
| 3 | EU Territorial Cooperation |
| F | Fisheries Fund (EFF) |
| I | Instrument for Pre-Adhesion (IPA) |
| R | Rural Development (EAFRD) |
| U | Multi-Objective |

• *TY* = 2-character code representing the type of Operational Programme or Project. Possible values:

| Code | Operational Programme or Project Type |
|------|--|
| AT | Technical Assistance |
| GG | Global Grant |
| NS | NSRF / NSP |
| PO | Operational Programme |
| PR | Major Project |
| RV | National Contingency Reserve Programme |
| SA | State Aid Scheme |

• ### = 3-digits sequential number, starting at 001, which avoids having Programmes with identical names.

2.2. Managing a CCI: Workflow Overview

Managing a CCI involves going through a workflow consisting of several procedures. Some procedures are performed by you, the *Member State Authority (MSA)* or the *Member State Managing Authority (MSMA)*, while other procedures are performed by the *European Commission Operating Agent (ECOA)*.

An overview of this workflow is displayed below:

- The procedures handled by the *MSA* or *MSMA* are represented as yellow boxes. Click one of the links below to access a detailed description:
 - Creating and sending a CCI Request
 - <u>Cancelling a CCI Request</u>
 - Working with an allocated CCI
- The procedure performed by the ECOA is displayed as a gray box. Click the link below to access a short description.
 - Handling a CCI Request



2.3. Creating and sending a CCI Request

You typically need a new CCI, when you want to create a new Operational Programme or a new Project. As you cannot create a CCI yourself, you need to request one to the European Commission. The Commission then creates a new CCI and allocates it to you.

The Commission can also reject a CCI request, if the request is not justified.

1. Log in to the SFC2007 information system.

The login procedure is explained in the <u>SFC2007 Introduction guide</u>. This guide also provides a description of the general aspects of the SFC2007 user interface.

2. On the SFC2007 initial screen, select the option *CCI Requests* from the *Utilities* drop-down menu.

| Strategic Planning | Programming | Monitoring | Execution | Audit | Evaluation | Closure | Utilities |
|--------------------|-------------|------------|-----------|-------|------------|---------|-------------------------------|
| | | | | | | | CCI Requests |
| | | | | | | | Documentation |
| | | | | | | | Reports |
| | | | | | | | Current Programme Authorities |
| | | | | | | | User Information |

| SFC 2007 | System for Fund m Utilities > CCI Request > Lis | ianage it CCI Req | ment in Juests and Al | the Euro | opean Community 200 | 7-2013 | | | English (| en) 🧕 |
|--|--|---|---|---|--|---|---------------------|--|--|---|
| trategic Planning | g Programming Monitoring E | xecution | Audit Ev | valuation (| Closure Documentation Repo | rts Utilities | _ | _ | _ | _ |
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This screen contains the following standard panes:

- Search pane: This pane allows defining search criteria for finding existing CCI.
- *List of CCI requests and Allocations:* This pane lists default information for existing CCI requests. The *Allocated CCI* column is empty, if:
 - The Request was cancelled by the requesting MSMA or MSA
 - The Request was not yet treated by the ECOA
 - The Request was rejected by the ECOA.
- 3. Click the link *Create a New CCI Request* below the *List of CCI Requests* and Allocations.

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| Strategic Planning Programmin | Monitoring Execution Audit Evaluatio | n Closure Documentation Reports U | tilities |
| | Record Program | Ime/Project Information Send Request | |
| Create CCI Request - Step 1: Reco | d Programme/Project Information relevant to d | etermine CCI Number | |
| Start Year: 🛛 * | Target Area: | * | |
| _eading DG: 📃 💌 * 🕐 | Objective: | • | * |
| Type: | 🔹 * Additional Email: | | 2 |
| Title: | | * | |
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| Attachment: | | Browse | |
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The current phase *Record Programme/Project Information* is highlighted.

4. Fill out the fields as required.

The following table lists the available fields. For each field the following information is provided:

- Field name
- Description
- Maximum length (M.L.), expressed as a number of characters. If the maximum filed length is not relevant, the field contains a dash. This is the case for check boxes, date fields or fields for which a predefined value must be selected from a drop-down list/
- Status: M (Mandatory), O (Optional) or C (Calculated by the system)

| Field name | Description | M.L. | Status |
|------------------------------------|--|------|--------|
| Start Year | In this field, enter the year of the programme. | 255 | М |
| Leading DG | From the drop-down list, select the Directorate General managing the Programme at the European Commission. | - | М |
| Туре | From the drop-down list, select Operational Programme OR the Project Type for which you require the new CCI. | - | М |
| Title | In this field, enter the title of the Programme or Project. | 255 | М |
| Target Area | Select the target area from the drop-down list. The available entries match the Member States and the predefined Geographical groups | - | М |
| Objective | From the drop-down list, select the predefined Objective for the Programme or Project you require the CCI for. | - | М |
| Additional Email | In this field, you may enter the e-mail address of an additional person to be notified when the Commission allocates the CCI you are requesting. | 255 | 0 |
| | If you do not enter an additional e-mail address, you are the only person that will be notified. | | |
| Comments | In this field, enter free text comment. | 2000 | 0 |
| Attached Documents – Title | You may attach documents to your CCI request, if you consider that it can provide the European Commission with more precise information on the nature of the request. | 240 | Μ |
| | If you want to attach a document, you must provide a title in this field. | | |
| Attached Documents – Attachment | In this field, you can click the Browse button to locate and attach the required file. | 2000 | 0 |
| | You can also enter the path to the file to be attached as a justification for your CCI request. | | |

| Field name | Description | M.L. | Status |
|--------------------------------------|--|------|--------|
| Attached Document – Document Date | In this field you can enter the Document Creation date in the <i>dd/mm/yyyy</i> format. You can also click the Calendar icon () to select the date from the Calendar: Previous (<<) / Next (>>) year V Coday V Co | - | Μ |
| Attached Document – Language | From the drop-down list, select the language in which the attached document is written. | - | М |

5. Click the *Add* button to save the CCI request.

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| Create CCI Request - S | tep 1: Record Programme/Project Info | rmation relevant to determine CCI N | umber | | | |
| Start Vear: 2007 * | | Target Areas Belgium | * | | | |
| Leading DG: EMPL | J * 2 | Objective: Convergence | |]* | | |
| Type: Operation | nal Programme 💽 * | Additional Email: | | | | |
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| Comments: | | | - | | | |
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| Document Date: 25/0 | 06/200 | | | - | | |
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| | | | | | | Cancel |

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| Strategic Planning Progra | mming Monitoring E | ecution Audit Evaluation Closure | Documentation Repor | ts Utilities | | |
| | | • | O | | | |
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| 2007 Belgium | EMPL E | uropean Territorial Cooperation | Major Project | Belgium Major Project | 1 | Û |
| | | | | | | |
| | | | | | | |
| | | | | | INES | Cancel |

The new CCI definition is displayed in the table at the bottom.

You may now:

- Click the Start Year link to display all CCI requests for that year •
- Click the *Attachment* link to open the attachment. •
- Click the *Rubbish bin* icon (1) to delete the CCI request.
 6. Repeat the steps 4 5 to add more CCI requests.
- 7. Once you have defined all required CCI requests, click the *Next* button.

The following screen is displayed:

| | User. r | #00507#1 Made.8 | 5C - Version, v2 J . | 12 | | | | | | e-Learning | Home |
|-----------------------------|----------------------------|--------------------------------|----------------------|--|------------------------------------|----------------|--------------|-----------|----------|-------------|-----------|
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| Cleate COL | Request st | ep z. sena ra | equest | | | | | | | | |
| Once you ha | ive sent this | request, the | Commission | will allocate CCI number | rs for the following Pro | grammes/Proje | cts: | | | | |
| | | | | | | | | | | | |
| Start Year | r Target i | Area Lea | iding DG | Objectiv | e l | Туре | | Title | Attachme | nt Additio | nal Email |
| 2007 | Belgium | EMPL | . Eu | ropean Territorial Coope | aration M | ajor Project | Belgium Majo | r Project | 1 | | |
| The allocate no.e-mail@e | d CCI numbe c.europa.eu | ers will in any | case be sen | d to the following email a | ıddress: | | | | | | |
| To send you | r request to t | he Commissi | ion, please cl | ick the Send button. | | | | | | | |
| | | | | | | | | | | | |

The current phase Send Request is highlighted.

You can now:

- Click the *Previous* button to return to the previous screen. You will be able to make • required changes.
- Click the *Cancel* button to cancel the CCI request as a whole. •

8. Click the Send button.

| | 1 12 | | | TRAINING | | | e-Learning Home |
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| System for Fun 2007 | d manag | ement ir equests and | n the Euro | ppean Community 2007 | -2013 | | English (en) 💌 |
| Strategic Planning Programming Monitoring | g Execution | Audit | Evaluation C | losure Documentation Report: | s Utilities | | |
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| ist of CCI Requests and Allocations reads Yours, disloying 1 to JD 세 에 가지 Popels) 1, 2, JRA Allocated CCI 중 Title 중 | nis) ber bage: 10 Start A Year Z | Saznall N T Target A Area 2 | Leading A | Objective 👌 | Search Cle | ar | 2 Last Modified |
| ist of CCI Requests and Allocations results found, displaying 100 JD 🗽 🚺 Popels): 1, 2, Jaco Allocated CCI 👌 Title 👌 Belgium Major Project 0078E051PO002Training Programme - CC | (اه) هد معرود Start ۸ ۲۹۵۲ 2007 2007 | Samal (S) T Target A Oros 2 Belgium Belgium | Leading A Leading Z EMPL EMPL | Objective 👌 European Territorial Cooperation Regional Competitiveness and Employment | Search Cle. Type Major Project Operational Programme | ar 2 Status Requested Allocated | ₹ Last Modified 25/06/2007 07/11/2006 |
| ist of CCI Requests and Allocations reads found, dualoying to 10 K K P Popular) 1, 2, ree Allocated CCI 2 Title 2 Belgium Major Project 0078E051P0002Training Programme - CC 0078E052P0002WALLONIE-BXL | *(s) ber boge: 10 Start & 2007 2007 2007 | Saxe all (2) (1) Target 4 Area 4 Belgium Belgium Belgium | Empl EMPL EMPL | Objective A European Territorial Cooperation Regional Competitiveness and Employment Regional Competitiveness and Employment | Search Cle Type Major Project Operational Programme Operational | ar <u> Status</u> Requested Allocated Allocated | ▲ Last Modified 25/06/2007 07/11/2006 07/11/2006 |
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| ist of CCI Requests and Allocations results found, disaloging to at K K K K Regularity L. 2. Rev Nocated CCI A Title A Belgium Major Project D07BE051P0002Training Programme - CC D07BE052P0002WALLONIE-BXL D07BE052P0004 MF Test test for training by PBO Belgian OP EFF - test | 2007 2007 2007 2007 2007 2007 2007 2007 | Stream and Stream 2 Target 2 Belgium Belgium Belgium Belgium Belgium | EMPL EMPL EMPL EMPL EMPL EMPL EMPL EMPL | Objective 2 European Territorial Cooperation Regional Competitiveness and Employment Regional Competitiveness and Employment Convergence Fisheries Fund | Search Cle Type Major Project Operational Programme Operational Programme Global Grant Operational Programme | r Status Requested Allocated Allocated Allocated Requested Requested | ▲ Last Modified 25/06/2007 07/11/2006 07/11/2006 07/11/2006 07/11/2006 03/12/2006 04/12/2006 04/12/2006 |
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Description:

- The confirmation message *CCI Request(s) Successfully Created* is displayed at the top of the screen.
- The *List of CCI Requests and Allocations* contains the CCI Request you sent to the Commission. The *Allocated CCI* column is still empty, because the Commission did not yet allocate a CCI to your Request. The CCI Status is set to *Requested*, because the CCI was sent to the Commission, but it was not yet allocated or cancelled.
- 9. Click the link in the *Title* column to display the *CCI Request Detail* screen.

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|-------------------|--|------------|------|--|--|--|--|--|--|
| SFC 2007 | System for Fund management in the European Community 2007-2013 Utilities > CCI Request > Display CCI Request | | | | | | | | |
| Strategic Plann | ing Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities | | | | | | | | |
| return to list | | | | | | | | | |
| CCI Request De | tail | | | | | | | | |
| Start Year: | 2007 | | | | | | | | |
| Target Area: | Belgium | | | | | | | | |
| Leading DG: | EMPL | | | | | | | | |
| Objective: | European Territorial Cooperation | | | | | | | | |
| Type: | Major Project | | | | | | | | |
| Requester: | w0050741 | | | | | | | | |
| Requester Email: | no.e-mail@ec.europa.eu | | | | | | | | |
| Additional Email: | | | | | | | | | |
| Title: | Belgium Major Project | | | | | | | | |
| Comments: | | | | | | | | | |
| Request Date: | 25/06/2007 | | | | | | | | |
| Status: | Requested | | | | | | | | |
| Last Modified: | 25/06/2007 | | | | | | | | |
| Attachment: | Doc for Belgium Major Project | | | | | | | | |
| | | | | | | | | | |

return to list

In this screen, you can:

- Click the link in the Attachment field to open or to save the attached document.
- Click the link *Return to List* to return to the *List of CCI Requests and Allocations*.
- Click the link *Cancel Request* to cancel the CCI Request. This link is only available as long as the Commission did not yet allocate the CCI.
- 10. What to do next?

This concludes the procedure *Requesting CCI*. You will now have to wait until the Operating Agent at the European Commission evaluates your request. You will be automatically be notified of his decision by means of an e-mail message. Refer to <u>Handling a CCI Request</u> for detailed information.

2.4. Cancelling a CCI Request

You may want to cancel a CCI Request you submitted, if:

- The requested CCI seems not to be required anymore.
- There is a mistake in the CCI Request definition and you want to replace the request by a corrected one.

Attention: You can only cancel CCI Requests you submitted yourself and as long as the EC Operating Agent did not allocate the CCI. Once the CCI has been allocated, the request cannot be undone.

1. On the SFC2007 initial screen, select the option *CCI Requests* from the *Utilities* dropdown menu:

| | Programming Mo | nitoring | Execution | Audit | Evaluation C | Closure | Utilities | | | |
|--|---|--|---|--|---|--|---|------------------------------------|--|---|
| | | | 4. | | | | CCI Reque Document Reports Current P User Infor | ests tation rogram mation | k me Authori ⊓ | ities |
| ne following | screen 1s dis | playe | d: | | | | | | | |
| User. #003 | 32353 Node. P1 Version. v2 2 6 | | | | INTERNAL TESTS | | | | <u>e-Learnin</u> | ig <u>Home</u> Loqout |
| SFC 2007 | ystem for Fund tilities > CCI Request > 1 | manage | e ment in t quests and Allo | ne Euro | opean Commu | nity 200 | 07-2013 | | I | English (en) 🤄 |
| Strategic Planning Prog | ramming Monitoring | Execution | Audit Eva | luation C | Closure Documenta | tion Repo | rts Utilities | | | |
| earch | | | | | | | | | | |
| | | s | how? | | | | | Show? | | |
| DI: | | | Start Yea | ar: | | | | • | | |
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| and a second | | | | | | | | | | |
| bjective: | | - | Type: | | 0 | | - | 2 | | |
| bjective: | 1 | • | ☑ Type: ☑ My Requ | ests Only: | | | Search | Clear | | |
| ist of CCI Requests and A | llocations | | ₩ Type: | ests Only: | | | ▼ Search | Clear | | |
| bjective: | Illocations | . 29. 20. 21. 22. | ✓ Type: ✓ My Requ 33, 36, 35, 36, Joem/s | ests Only: | □ 5300.41(8) (5) (5) | | Search | Clear | | |
| bjective: iatus: ist of CCI Requests and A 8 reads found, disleying 351 to 338 Allocated CCI A | Illocations III I I I I I I I I I I I I I I I I I | 23, 20, 21, 22, Start A Year Z | ✓ Type: ✓ My Requ | ests Only: i) seresque: Jo Leading A DG Z | Samai R D S Objective | | Search | Clear A | Status | A Last Modified |
| ist of CCI Requests and A area is for a star of CCI Requests and A area is food, disabying 351 or 352 Allocated CCI 🛔 | Illocations K) Magais): 22, 22 Title 2 70 2 | • 23, 20, 21, 22, Start A Year Z 2007 | ✓ Type: ✓ My Requ 33. 22, 35. 35. Joenn Target A Area Z Sweden I | ests Only:) eer esqe: [J0 Leading A DG Z EMPL | Convergence | 1 | Search Search Z Technical Assistance | Clear A | Status Requested | <u>출</u> Last Modified 31/01/2007 |
| ist of CCI Requests and A area its found, diaboling 351 to 358 Allocated CCI 👌 title rft 0075E052P0005 | Ilocations III () M Poetro: 22, 22 Title 2 70.2 PL SE Functional Testing SC | • 28, 20, 31, 32, • Start A • Year Z 2007 | ✓ Type: ✓ My Require II. 22, IS. 35. Josewice Target Area ✓ Sweden Sweden | ests Only:) er exe: Leading A DG Z EMPL EMPL | Stocal (R) (R) (R) Objective Convergence Regional Competition Employment | s reness and | Search Search 2 Type Technical Assistance Operationa | Clear Clear | Status Requested Allocated | ▲ Last Modified 31/01/2007 06/12/2006 |
| jective: Atus: · · · · · · · · · · · · · · · · · · · | Ilocations Ilocations It I Page 22, 22, 22, 24, 24, 24, 24, 24, 24, 24, | 21, 21, 21, 22, 23, 24, 24, 24, 24, 24, 24, 24, 24, 24, 24 | ✓ Type: ✓ My Require 13. ≥, 15. ≥. Josen Josen Target Area Z Sweden I Sweden I Sweden I | ests Only:) er exe: Leading A DG Z EMPL EMPL EMPL | Store all (2) (2) (2) Store all (2) (2) (2) Convergence Regional Competitiv Employment Employment | ereness and | Search Search Type Technical Assistance Operationa Programma | Clear Clear | Status Requested Allocated Cancelled | 上ast Modified 31/01/2007 06/12/2006 29/09/2006 |
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| ist of CCI Requests and A ist of CCI Requests and A seats found, disabying 351 to 352 Allocated CCI 2 uitle fit 0075E052P0005 0075E052P0002 1.2.16 0075E052P0002 0.0 for 007E5052P0012 007E5052P0012 | Ilocations Ilocations It I I I I I I I I I I I I I I I I I I | 2007 2007 2007 2007 2007 2007 2007 | ✓ Type: ✓ My Require 21, 25, 25, 25, 25, 1000 [cl Target 2 Xweden Sweden | ests Only: | Convergence Regional Competitiv Employment Regional Competitiv Employment Regional Competitiv Employment Convergence Regional Competitiv Employment Convergence | reness and reness and reness and reness and reness and | Search Search | | Status Requested Allocated Cancelled Allocated Requested Allocated | 2 Last Modified 31/01/2007 06/12/2006 29/09/2006 29/09/2006 29/09/2006 29/09/2006 29/09/2006 26/06/2007 30/06/2006 20/06/2006 |

This screen contains the following standard panes:

- *Search pane:* This pane allows defining search criteria for finding the CCI Request you want to cancel. In the screen above, only entries with EMPL as Leading DG are displayed.
- *List of CCI Requests and Allocations:* This pane lists default information for existing CCI Requests.

2. In the List of CCI Requests and Allocations, search the CCI request you want to cancel.

If required, define search criteria to find the CCI Request or browse through the pages by clicking the Browse buttons.

3. Click the link in the *Title* field of the CCI request to be cancelled.

The CCI Request Detail screen is displayed:

| | User. #0052353 Node. P1 Version. v2 2 8 | | | | | | e-Learning Home Logout |
|--------------------|--|--------------------------------------|-----------------|------------------|---------|-----------|------------------------|
| :::SFC 2007 | System for Fund ma l Utilities > CCI Request > Displ | n agement i ay CCI Request | n the Europe | an Community | / 2007- | 2013 | English (en) 💽 |
| Strategic Planr | ng Programming Monitoring Exe | cution Audit | Evaluation Clos | re Documentation | Reports | Utilities | |
| return to list Car | cel Request | | | | | | |
| CCI Request De | ail | | | | | | 3 |
| Start Year: | 2007 | | | | | | |
| Target Area: | Portugal | | | | | | |
| Leading DG: | EMPL | | | | | | |
| Objective: | Convergence | | | | | | |
| Type: | Operational Programme | | | | | | |
| Requester: | w0052353 | | | | | | |
| Requester Email | no.e-mail@ec.europa.eu | | | | | | |
| Additional Email | wim.nahon@yahoo.com | | | | | | |
| Title: | OP for Portugal for Convergence | | | | | | |
| Comments: | | | | | | | |
| Request Date: | 26/06/2007 | | | | | | |
| Status: | Requested | | | | | | |
| Last Modified: | 26/06/2007 | | | | | | |
| Attachment: | OP Portugal Convergence doc | | | | | | |
| return to list Car | cel Request | | | | | | |
| recom co list Cal | Centequest | | | | | | |

In this screen, you can:

- Click the link in the *Attachment* field to open or to save the attached document.
- Click the link *Return to List* to return to the *List of CCI Requests and Allocations*.
- Click the link *Cancel Request* to cancel the CCI request. This link is only available as long as the Commission did not yet allocate the CCI.
- 4. Click the link in the Cancel Request.

The following screen appears:

| 5 L | Uzer, #0052353 Node, PT Version, #2.2.8 | | | | | | | | <u>e-Learning</u> <u>Home</u> Loqout |
|---|---|-------------------------|-------------------|------------|---------|---------------|---------|-----------|--------------------------------------|
| SFC 2007 | System for Fund Utilities > CCI Request > | managen Cancel CCI R | nent in equest | the Eu | ropean | Community | 2007- | 2013 | English (en) 🔹 |
| Strategic Planning | Programming Monitoring | Execution | Audit i | Evaluation | Closure | Documentation | Reports | Utilities | |
| CCI Request Detail | | | | | | | | | |
| Start Year: 20 Target Area: Pon Leading DG: EM Objective: Coi Type: Op Requester: WD Additional Email: in Title: OP Comments: Request Date: Last Modified: 26, Attachment: OP | 107 rtugal 1PL nvergence 1052353 e-mail@ec.europa.eu m.nahon@yahoo.com 9 for Portugal for Convergence /06/2007 quested /06/2007 | | | | | | | | |
| Reasoni | o cancel this CCI Request? | | | | | * | | | |

5. Enter a description in the Reason field and click the Yes button to confirm the cancellation of the CCI request.

The following screen appears:

| | User: w0052353 Node: PT Version: v2.2.8 | e-Learnin | g <u>Home</u> | <u>Logout</u> |
|---------------------------|--|--------------|---------------|---------------|
| SFC | System for Fund management in the European Community 2007-2013 Utilities > CCI Request > Display CCI Request | | English (en | - |
| Strategic Plan | ning Programming Monitoring Execution Audit Evaluation Closure Documenta | tion Reports | Utilities | |
| CCI Request Suc | ccessfully Cancelled! | | | |
| <u>return to list</u> | | | | |
| CCI Request I | Detail | | | |
| | | | | |
| Start Year: | 2007 | | | |
| Target Area: | Portugal | | | |
| Leading DG: | EMPL | | | |
| Objective: | Convergence | | | |
| Туре: | Operational Programme | | | |
| Requester: | w0052353 | | | |
| Requester Email | : no.e-mail@ec.europa.eu | | | |
| Additional Email | | | | |
| Title: | OP for Portugal for Convergence | | | |
| Comments: | | | | |
| Request Date: | 26/06/2007 | | | |
| Blatus: | Cancelled because not required | | | |
| Reason: Lost Modified: | | | | |
| Attachment: | OB Portugal Convergence doc | | | |
| Actaonment. | | | | |
| <u>return to list</u> | | | | |

6. Click the link *Return to list* to return to the *List of CCI Requests and Allocations*.

This concludes the procedure *Cancelling a CCI Request*. You can now perform any other task in SFC2007 or log off from the system.

2.5. Handling a CCI Request (by the EC Operating Agent)

CCI Requests submitted by Member State Authorities are handled by Operating Agents at the European Commission.

The Operating Agent performs the following actions:

- He evaluates whether the request for a new CCI was justified.
- If the CCI Request is justified, he creates and allocates a CCI.
- If the CCI Request is not justified, he cancels the CCI Request.
- In both cases, the requester (that's you, the Member State Authority) is notified automatically by means of an e-mail message.

2.6. Working with an allocated CCI

When the EC Operating Agent takes a decision about your CCI Request, a notification e-mail message will be sent to you (the requester) and optionally to the second e-mail address you defined on the request.

• If the EC Operating Agent *cancelled* your request, this e-mail message will have the following format:

| From: "sfc2007-info@ec.europa.eu" <sfc2007-info@ec.europa.eu> To: msa@memberstate.eu Sent: Tuesday, June 26, 2007 1:19:39 PM Subject: SFC2007 Event Notification</sfc2007-info@ec.europa.eu> |
|--|
| Object: CCI Request 2007PT051PO |
| Related to: OP for Portugal for Convergence User-defined title |
| Event: Cancelled |
| By: Commission |
| To review this CCI Request click here |

Click the *here* link to view the Detail screen for the CCI Request. It is not possible to "reactivate" the cancelled CCI Request. You can however create a new one, if you think that the CCI Request was wrongfully cancelled. It might then be a good idea to clarify your request by providing some additional justification (e.g. in the *Comments* field) or to contact the Commission prior to sending the new CCI request.

• If the EC Operating Agent *allocated* the CCI, the notification e-mail message will have the following format:

| From: "sfc2007-info@ec.europa.eu" <sfc2007-info@ec.europa.eu> To: msa@memberstate.eu Šent: Tuesday, June 26, 2007 2:16:15 PM Subject: SFC2007 Event Notification</sfc2007-info@ec.europa.eu> |
|--|
| Object: CCI Request 2007PT163PR |
| Rela <mark>ted to: MP for Portugal User-defined title</mark> |
| Event: Allocated 2007PT163PR001 |
| By: Commission |
| To review this CCI Request click here |

Click the *here* link to view the Detail screen for the CCI Request. Now that your requested CCI is available you can start using it.

3. MANAGING NATIONAL STRATEGIC PLANS (EAFRD AND EFF)

3.1. Definition

On the basis of the strategic guidelines, each Member State should prepare a National Strategic Plan (NSP).

For the *EFF*, the aim is to reinforce the strategic content of the common fisheries policy in line with the Community's priorities for the sustainable development of fisheries and aquaculture. The Member State should adopt, following a dialogue with the Commission, a national strategic plan on all relevant aspects of the common fisheries policy.

For the *EAFRD*, each Member State should prepare its rural development national strategy plan constituting the reference framework for the preparation of the rural development programmes. Member States and the Commission should report on the monitoring of the national and Community strategy.

Each Member State must use the SFC2007 system to upload documents pertaining to the National Strategic Plans for the following funds:

- EAFRD (DG AGRI)
- EFF (DG MARE)

3.2. Sending NSP-related Member State Documents and their Attachments

In order to send NSP-related Member State Documents to the Commission, you must perform the following procedures:

- Define the NSP-related Member State Documents
- Define the Attachments to these Documents
- Send the NSP Documents to the European Commission

3.2.1. Defining NSP documents

Follow this procedure to define new NSP-related Member State Documents.

1. Log in to the SFC2007 information system.

The login procedure is explained in the <u>SFC2007 Introduction guide</u>. This guide also provides a description of the general aspects of the SFC2007 user interface.

2. On the SFC2007 initial screen, select the option *National Strategic Plan* from the *Strategic Planning* menu.



| User: w0050165 Node: HU Profile: V | 0050165 - MSA06US Version: v3.1.9 | | | Help | Home L | ogout |
|---|---|--------------|---------------|------------------|--------------|-------|
| System for Fund Strategic Planning > Nation | management in the Europea al Strategic Plan > List Related Documents | an Commu | nity 2007- | 2013 En | glish (en) | ~ |
| Strategic Planning Programming Monitoring | Execution Audit Evaluation Closure Util | ities | | | | |
| Search | | | | | | |
| | Show? | | | | | |
| Туре: | | | | | | |
| Document Title: | | | | | | |
| Attachment Title: | | | | | | |
| Document Date: | | | Docur | ment search pane | | |
| Sent Date: | | | | | | |
| Language: | | | | | | |
| Member State: | | | | | | |
| | Search Clear | | | | | |
| List of Documents | | | | | | |
| 1 results found, displaying 1 to 1 H + H Page(s): 1 | . Item(s) per page: 12 <u>Show all</u> 🗟 🔂 🗐 | | | | | |
| Title | Туре | 👌 Language 着 | Attachments 👌 | Document Date | Sent Date | ž |
| NSP Official Proposal for EAFR (Functional Testing [1.3.4 - AM]) | Official Commission's Observations on NSP Proposal for EAFRD | Estonian | 1 | 31/07/2006 | 18/10/2006 | i |
| | | | | | | |

This screen contains the following standard panes:

- **Document Search pane:** This pane allows defining Search criteria for finding uploaded documents pertaining to the National Strategic Plan.
- *List of Documents:* This pane contains the list of uploaded documents pertaining to the National Strategic Plan.
- 3. Click the link Upload a new Document below the List of Documents.

The *Upload* screen is displayed:

| User: w00501 | 5 Node: HU Profile: w | 0050165 - MSA06US | Version: v3 | 1.1.9 | | | <u>Help Home</u> | Logout |
|---|---------------------------------------|--|------------------------------------|---------|------------|----------------|-------------------|-----------|
| Syst 2007 | em for Fund pic Planning > Nationa | manageme al Strategic Plan > E | nt in the Edit Related D | e Euro | pean Commu | nity 2007-2013 | English (en) | * |
| Strategic Planning Prog | amming Monitoring | Execution Audit | Evaluation | Closure | Utilities | | | |
| Document Details | | | | | | | | |
| Type: Title: | | | * | | | | se | |
| Document Date: | | | | | Language: | * | Document Definiti | on fields |
| Comments: | | | | | | ~ ~ | | |
| Attachments | | | | | | | | Ξ |
| There were no results found. K Title | A Page(s): . Item | (s) per page: 12 <u>S</u> Filename | now all | Link | | Upload Date | | <u> </u> |
| | | | | | | | Save | Cancel |

4. Select the required Document Type from the drop-down list.

- If you are uploading a document for the National Strategic Plan for the *EAFRD*, the following document types are available:
 - Bi-Annual Report
 - Informal NSP Proposal for EAFRD
 - Official NSP Proposal for EAFRD
 - Other Member State Document for EAFRD

For a description of these documents, refer to section <u>NSP Documents for the EAFRD</u> or click an individual link in the list above.

• If you are uploading a document for the National Strategic Plan for the *EFF*, the following document types are available:

- Informal NSP for the Fisheries Sector in the MS
- Official NSP for the Fisheries Sector in the MS
- Other Member State Document for EFF

For a description of these documents, refer to section <u>NSP Documents for the EFF</u> or click an individual link in the list above.

5. Fill out the other fields on the *Upload Document* screen.

The following fields are available:

- <u>Title</u>
- <u>Document Date</u>
- <u>Language</u>
- Commission Registration Number
- Local Reference
- <u>Comments</u>

For a description of these fields, refer to section <u>NSP Document Data Fields</u> or click an individual link in the list above.

6. Click the Save button, once you have completed the fields as required.

The screen is displayed:

| User: w0050165 | Node: HU Profile: w0050165 - MSA06US | Version: v3.1.9 | | | Help Home Logout |
|--------------------------------|--|--|---------------|-------------|------------------|
| Syste 2007 | em for Fund manageme c Planning > National Strategic Plan > | ent in the Europea Edit Related Documents | an Community | 2007-2013 | English (en) 💌 |
| Strategic Planning Progra | amming Monitoring Execution Audit | Evaluation Closure Util | ities | | |
| Transaction Successfully Co | mpleted! Confirmatio | n message | | | |
| Document Details | | | | | |
| Туре: | Official NSP Proposal for EAFRD | | | | |
| Title: | NSP for Hungary EAFRD | | | * | |
| Document Date: | 22/04/2009 🖺* | Language: | Hungarian 💌 * | | |
| Commission Registration N°: | | Local Reference: | HU123 | | |
| Comments: | creation comment for NSP for Hungar | У | | ∧ × | |
| Attachments | | | | | - |
| There were no results found. N | I ▶ N Page(s): . Item(s) per page: 12 S | how all | | | |
| Title Add a new Attachment | ∱ Filename Link | Link | | Upload Date | <u>2</u> |
| Patura to Document List | | | | | Save Cancel |

Description:

- The following confirmation message is displayed: *Transaction Successfully Completed*
- The link *Add a new Attachment* is available in the *Attachments* section.

This concludes the procedure *Defining NSP Documents*. The next logical step is to <u>add</u> <u>Attachments to the NSP Documents</u>.

3.2.2. Adding Attachments to NSP Documents

Follow this procedure to add Attachments to defined NSP-related Member State Documents.

1. Log in to the SFC2007 information system.

The login procedure is explained in the <u>SFC2007 Introduction guide</u>. This guide also provides a description of the general aspects of the SFC2007 user interface.

2. On the SFC2007 initial screen, select the option *National Strategic Plan* from the *Strategic Planning* menu.

| Strategic Planning | Programming | Monitoring | Execution | Audit | Evaluation | Closure | Utilities |
|---------------------|---------------|------------|-----------|-------|------------|---------|-----------|
| National Strategic | Plan 📐 | ÷ | | | | | |
| Rural Development | Report 15 | | | | | | |
| Annual Summary | ÷ | | | | | | |
| Community Strateg | ic Guidelines | | | | | | |
| Financial Perspecti | ves | | | | | | |

The following screen is displayed:

| | User: w0050165 Node: HU Profile: | w0050165 - MSA06US 💌 | Version: v3.1.9 | | | <u>Help</u> | Home Log | <u>jout</u> |
|----------------------------------|--|---|-------------------------------------|------------|---------------|-------------------|------------------|-------------|
| SFC | System for Fund Strategic Planning > Nation | management al Strategic Plan > List R | in the Europea Related Documents | an Comm | unity 2007 | -2013 Eng | glish (en) | ~ |
| Strategic Pla | nning Programming Monitoring | Execution Audit Ev | aluation Closure Uti | lities | | | | |
| Search | | | | | | | | |
| | | | Show? | | | | | |
| Type: | | | ✓ | | | | | |
| Document Titl | e: | | | | | | | |
| Attachment T | itle: | | V | | | | | |
| Document Dat | te: | | | | Docu | iment search pane |] | |
| Sent Date: | E | | | | | | | |
| anguage: | ~ | | | | | | | |
| Member State | | | | | | | | |
| | | Se | arch Clear | | | | | |
| List of Docu | ments | | | | | | | |
| results found, (| displaying 1 to 1 🕅 🖣 🕨 Page(s): 1 | . Item(s) per page: 12 S | how all 🗟 🔂 🗐 | | | | | |
| | Title | ž T | уре | A Language | Attachments 🖞 | Document A | Sent A Date 2 | |
| ISP Official Pr esting [1.3.4 | oposal for EAFR (Functional AMI) | Official Commission's (Proposal for EAFRD | Observations on NSP | Estonian | 1 | 31/07/2006 | 18/10/2006 | C |
| pload a new | Document | | | | | | | |

This screen contains the following standard panes:

- **Document Search pane:** This pane allows defining Search criteria for finding uploaded documents pertaining to the National Strategic Plan.
- *List of Documents:* This pane contains the list of uploaded documents pertaining to the National Strategic Plan.
- **3.** In the *List of Documents*, search the Document to which you want to add an Attachment.

Refer to <u>Searching and consulting NSP-related documents</u> for a detailed description.

4. Click the link in the *Title* field for the Document to which you want to add an Attachment.

The following screen is displayed:

| User: w005016 | Node: HU Profile: w0050 | 165 - MSA06US 💉 | Version: v3.1.11 | | | Help Home | Logout |
|--------------------------------|---|--------------------------------------|------------------|-------------|--------------|-----------------|------------|
| Syste 2007 | em for Fund m c Planning > National St | anagement i rategic Plan > Edit R | in the Europ | ean Communi | ity 2007-201 | Bnglish (er |) |
| Strategic Planning Progra | amming Monitoring Ex | ecution Audit Ev | aluation Closure | Utilities | | | |
| Document Details | | | | | | | |
| Туре: | Official NSP Proposal fo | r EAFRD | | | | | |
| Title: | NSP for Hungary EAFR |) | | | | 540 | |
| Document Date: | 22/04/2009 🗳 | | Language: | Hungarian 💌 | e | Document Defint | ion fields |
| Commission Registration Nº | | | Local Reference: | HU123 | | | |
| Comments: | creation comment for I | NSP for Hungary | | | ~ ~ | | |
| Attachments | | | | | | | |
| There were no results found. 🕅 | € ▶ N Page(s): . Item(s) p | er page: 12 Show al | L | | | | |
| Title | <u>₿</u> Fil | ename | Link | | Upload Date | | <u> </u> |
| Return to Document List | | | | | | Sa | ve Cancel |

5. Verify and/or edit the Document Definition fields, if required.

The following fields can be edited:

- <u>Title</u>
- Document Date
- <u>Language</u>
- Local Reference
- <u>Comments</u>

The following fields can only be verified:

- <u>Type</u>
- <u>Commission Registration No</u>

For a description of these fields, refer to section <u>NSP Document Data Fields</u> or click an individual link in the list above.

6. Click the link Add a new Attachment.

The following screen is displayed:

| 10 | |
|--|----------------------------|
| User: w0050165 Node: HU Profile: w0050165 - MSA06US 🚩 Version: v3.1.9 | <u>Help Home Logout</u> |
| System for Fund management in the European Commun | ity 2007-2013 English (en) |
| 2007 Strategic Planning > National Strategic Plan > Edit Related Document Attachments | |
| Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities | |
| | |
| Document | |
| Fitle: NSP for Hungary EAFRD | |
| Type: Official NSP Proposal for EAFRD Document Date: 22/04/2009 | |
| | |
| Attachment | |
| | |
| | *** |
| Attachment to | |
| | Diowse |
| Ink (URL) | |
| | Save |

Return to Document

The following fields are available in the *Attachment* section:

- <u>Title</u>
- <u>Attachment to</u>

For a description of these fields, refer to section <u>NSP Attachment Data Fields</u> or click an individual link in the list above.

7. Fill out the fields in the *Attachment* section and click the *Save* button.

| User: w0050165 | Node: HU Profile: w00 | 50165 - MSAOGUS 💌 V | ersion: v3.1.11 | | Help | <u>) Home</u> | Logout |
|------------------------------------|-------------------------------------|--|--------------------------------------|----------------|-------------------|---------------|----------|
| SFC System 2007 | m for Fund r Planning > National | nanagement i Strategic Plan > Edit Re | n the European (elated Documents | Community 2007 | 7-2013 | English (en) | |
| Strategic Planning Program | nming Monitoring | Execution Audit Eva | luation Closure Utilities | | | | |
| Transaction Successfully Com | pleted! | | | | | | |
| Document Details | | | | | | | |
| Type: | Official NSP Proposa | l for EAERD | | | | | |
| Title: | NSP for Hungary EA | FRD | | | 141 | | |
| Document Date: | 22/04/2009 | | Language: | Hungarian 💌 * | | | |
| Commission Registration Nº: | | | Local Reference: | HU123 | | | |
| Comments: | creation comment | or NSP for Hungary | | | × | _ | |
| - Notification Details | | | | | | | |
| Disable Automatic Notifi | cation ③ | | | | | i . | |
| Comments: | | | | | ~ | | |
| | | | | | | | |
| Attachments | | | | | | | Ξ. |
| 1 results found, displaying 1 to 1 | 【▲▶N Page(s): <u>1</u> . It | em(s) per page: 12 <u>Sh</u> | ow all | | | | |
| NSP Proposal in Word format | Title | | - 3 Filename nspdoc.doc | 22/04/ | Upload Da 2009 | ite | |
| Add a new Attachment | | | | ==** | | | |
| | | | | Send | Official Document | Save | e Cancel |
| Return to Document List | | | | | | | |

Description:

- The following confirmation message Is displayed at the top of the screen: *Transaction successfully completed!*
- The *Notification Details* section is added to the Document Details (if you just added the first Attachment to this Document)
- In the *Attachments* section, the newly added Attachment is displayed.
- At the bottom of the screen, the *Send Official Document* button becomes available.
- 8. Perform the required selections in the *Notification Details* section and click the *Save* button.

You can:

- Select the check box *Disable Automatic Notification*, if you do not want the destination to be notified automatically, when documents are uploaded or referenced.
- Enter a free comment in the *Comments* field (max. 2000 characters).

9. Perform the required selections in the *Attachment* section.

You can:

- Click the link in the *Title* field to return to the Attachment definition screen. You will be able to update the *Title* and the *Attachment to* fields.
- Click the link in the *Filename* field to open the attached file (or the URL in the Link field to show its contents in a web browser).
- Click the *Rubbish bin* icon ()) to remove the Attachment. This button is not available anymore, once the Document has been sent to the Commission.

10. Repeat the steps 6 – 9 for all Attachments to be added to the Document.

This concludes the procedure *Adding Attachments to NSP Documents*. The next logical step is to <u>send the NSP Document to the Commission</u>.

3.2.3. Sending NSP Documents to the European Commission

Follow this procedure to send NSP Documents to the European Commission.

1. Log in to the SFC2007 information system.

The login procedure is explained in the <u>SFC2007 Introduction guide</u>. This guide also provides a description of the general aspects of the SFC2007 user interface.

2. On the SFC2007 initial screen, select the option *National Strategic Plan* from the *Strategic Planning* menu.

| Strategic Planning P | rogramming | Monitoring | Execution | Audit | Evaluation | Closure | Utilities |
|------------------------------|------------|------------|-----------|-------|------------|---------|-----------|
| National Strategic Pla | an N | ÷ | | | | | |
| Rural Development Re | eport 15 | | | | | | |
| Annual Summary | • | | | | | | |
| Community Strategic | Guidelines | | | | | | |
| Financial Perspective | s | | | | | | |

The following screen is displayed:

| User: w0050165 Node: HU P | rofile: v0050165 - MSA06US 💟 Version: v | 3.1.9 | | <u>Help Home Logout</u> |
|--|--|-----------------------|-------------------|-------------------------|
| System for F 2007 Strategic Planning > | Fund management in the National Strategic Plan > List Related D | | nity 2007-201 | 3 English (en) 💌 |
| Strategic Planning Programming Mor | nitoring Execution Audit Evaluation | Closure Utilities | | |
| Search | | | | = |
| | | Show? | | |
| Туре: | | | | |
| Document Title: | | | | |
| Attachment Title: | | | | |
| Document Date: | | V | Document s | earch pane |
| Sent Date: | | | | |
| Language: | | | | |
| Member State: | | | | |
| | Search | Clear | | |
| List of Documents | | | | |
| 1 results found, displaying 1 to 1 🕅 🖣 🕨 Pa | ige(s): <u>1</u> . Item(s) per page: 12 <u>Show all</u> 📓 | 1 🔂 🗊 | | |
| Title | | 👌 Language 灯 | Attachments 2 Doc | ument A Sent A |
| NSP Official Proposal for EAFR (Function Testing [1.3.4 -AM]) | al Official Commission's Observat Proposal for EAFRD | tions on NSP Estonian | 1 31/07, | /2006 18/10/2006 3 |
| Upload a new Document | | | | |

This screen contains the following standard panes:

- **Document Search pane:** This pane allows defining Search criteria for finding uploaded documents pertaining to the National Strategic Plan.
- *List of Documents:* This pane contains the list of uploaded documents pertaining to the National Strategic Plan.
- **3.** In the *List of Documents*, search the Document which you want to send to the Commission.

Refer to Searching and consulting NSP documents for a detailed description.

4. Click the link in the *Title* field for the Document which you want to send to the Commission.

| User: w0050165 | Node: HU Profile: w0050165 - MSA0 | 6US Version: v3.1.11 | | <u>Help Home Logout</u> |
|------------------------------------|---|--|--------------------|-------------------------|
| Syste 2007 | m for Fund manage Planning > National Strategic Pla | ment in the European Co an > Edit Related Documents | ommunity 2007-2013 | English (en) 💌 |
| Strategic Planning Program | nming Monitoring Execution | Audit Evaluation Closure Utilities | | |
| | | | | |
| Document Details | | | | |
| Туре: | Official NSP Proposal for EAFRD | | | |
| Title: | NSP for Hungary EAFRD | | | |
| Document Date: | 22/04/2009 🛱* | Language: | Hungarian 💙 * | |
| Commission Registration Nº: | 1 | Local Reference: | HU123 | |
| Comments: | creation comment for NSP for H | lungary | | |
| Notification Details | | | | |
| 🔲 Disable Automatic Notifi | cation ③ | | | |
| Comments: | | | | |
| L | | | | |
| Attachments | | | | = |
| 1 cosulta found displaying the t | | an 12 Show all | | |
| r results round, displaying 1 to 1 | Title | A Filename | Link Uplo | ad Date 🕴 |
| NSP Proposal in Word format | | nspdoc.doc | 22/04/2009 | Ċ |
| Add a new Attachment | | | | |
| | | | C | |
| | | | Send Official Doc | ument Save Cancel |

5. Verify and/or edit the Document Definition fields, if required.

The following fields can be edited:

- <u>Title</u>
- Document Date
- <u>Language</u>
- Local Reference
- <u>Comments</u>

The following fields cannot be edited anymore:

- <u>Type</u>
- <u>Commission Registration No</u>

For a description of these fields, refer to section <u>NSP Document Data Fields</u> or click an individual link in the list above.

6. Add additional Attachments, if required.

Refer to Adding Attachments to NSP Documents.

7. Click the Send Official Document button.

Note: This button is only available if at least one Attachment has been added to the Document.

The Document Details screen appears as follows:

| User: w0050165 | Node: HU Profile: w0050165 - MSA06US 💙 Vers | ion: v3.1.11 | | | Help Home | Logout |
|--|--|---|--------------------|--|--|----------------------|
| Syster 2007 Strategic | m for Fund management in Planning > National Strategic Plan > Edit Rela | the European Com | munity 2 | 007-2013 | English (en) | • |
| Strategic Planning Program | ming Monitoring Execution Audit Evaluation | ation Closure Utilities | The | a Sent Date field is | filled out | |
| | precess | | | | - mod out | |
| Document Details | | | | | | |
| Type: Title: | Official NSP Proposal for EAFRD NSP for Hungary EAFRD | | | Sent Date: 22/0 | 4/2009 | |
| Document Date: Commission Registration N°: | 22/04/2009 | Language: Local Reference: | Hungarian HU123 | cannot be ec | lited anymore. | s |
| Comments: | creation comment for NSP for Hungary | | | < > | | |
| - Notification Details | antion (2) | | | | | |
| Comments: | | | | | | |
| Attachments | | | | | | B |
| 1 results found, displaying 1 to 1 [| Image(s): 1. Item(s) per page: 12 Show | all | | | | |
| NSP Proposal in Word format | Title | Filename nspdoc.doc | Link 2 | Uploa 2/04/2009 | d Date | |
| The link Add new Attachment it is no longer possible to add | t has disappeared, because Click the I more Attachments. column to | ink in the Filename (or Link) open the Attachment. | Tł | he Rubbish bin icor ne Attachment can | n has disappeare I no longer be rei | d, because moved. |

Description:

- The following confirmation message is displayed at the top of the screen: *Transaction successfully completed!*
- The *Document Definition* fields can no longer be edited.
- The *Sent Date* field is filled out.
- Only the *Filename* (or *Link*) field is represented as a hyperlink. You can click this link to open the attachment.
- It is no longer possible to add or remove Attachments.

3.3. Searching and consulting NSP documents

Follow this procedure to search and consult NSP Documents that you defined and sent to the Commission, as well as those the Commission defined and sent to you.

1. Log in to the SFC2007 information system.

The login procedure is explained in the <u>SFC2007 Introduction guide</u>. This guide also provides a description of the general aspects of the SFC2007 user interface.

2. On the SFC2007 initial screen, select the option *National Strategic Plan* from the *Strategic Planning* menu.



| User: w0050165 Node: HU Profile: | w0050165 - MSA06US Version: v3.1.9 | | | Help Home | Logout |
|---|---|---------------------------|-------------------|-----------------|--------|
| System for Fund Strategic Planning > Natio | d management in the E nal Strategic Plan > List Related Docu | uropean Commu | nity 2007-20 | D13 English (er |) 💌 |
| Strategic Planning Programming Monitorin | g Execution Audit Evaluation Cl | osure Utilities | | | |
| Search | | | | | |
| Type: Document Title: Attachment Title: Document Date: Sent Date: Language: Member State: | Search (Clea | Show? V V V V | Document | t search pane | |
| List of Documents | | | | | |
| 1 results found, displaying 1 to 1 NADA Page(s): | 1. Item(s) per page: 12 Show all 🗐 📆 | 0 | | | |
| Title | Å Туре | 👌 Language 🎗 | Attachments 🛔 🛛 D | Document A Sen | t ž |
| NSP Official Proposal for EAFR (Functional Testing [1.3.4 - AM]) | Official Commission's Observations Proposal for EAFRD | on NSP Estonian | 1 31/ | 07/2006 18/10/ | 2006 3 |
| Upload a new Degument | | | | | |

This screen contains the following standard panes:

- **Document Search pane:** This pane allows defining Search criteria for finding uploaded documents pertaining to the National Strategic Plan.
- *List of Documents:* This pane contains the list of uploaded documents pertaining to the National Strategic Plan.

3. Define search criteria in the fields available in the *Search* pane, if you do not immediately find the required NSP Document.

The following search fields are available:

- <u>Type</u>
- Document Title
- Attachment Title
- Document Date
- Sent Date
- Language
- Member State

For a description of these fields, refer to the sections <u>NSP Document Data Fields</u> and <u>NSP Attachment Data Fields</u> or click an individual field link in the list above.

4. Click the *Search* button.

The Documents matching your search criteria are displayed in the List of Documents.

| Us | er: w0050165 Node: HU Profile: w0050165 - MSADEUS 💟 Version: v3.1.11 | Help Home L | ogout |
|-----------------------|---|-----------------------------|-------|
| SFC 2007 | System for Fund management in the European Community 2007-2013 Strategic Planning > National Strategic Plan > List Related Documents | English (en) | ~ |
| Strategic Planni | ng Programming Monitoring Execution Audit Evaluation Closure Utilities | | |
| Search | | | |
| | Show? | | |
| Type: | Official NSP Proposal for EAFRD | | |
| Document Title: | | | |
| Attachment Title | | | |
| Document Date: | | | |
| Sent Date: | | | |
| Language: | Hungarian 🔽 Select | | |
| Member State: | | | |
| | Search Clear | | |
| | | | |
| (| ¥ | | |
| List of Docume | nts | | |
| 1 results found, disp | aying 1 to 1 K () K Page(s): 1. Item(s) per page: 12 Show all ()] B B B B B B B B B | A Cont Date | |
| NSP for Hungary | AFRD Official NSP Proposal for EAFRD Hungarian 1 22/04/2009 | 2 Sent Date 2 22/04/2009 | 2 |
| | | | |
| Upload a new Doo | ument | | |

5. Click the link in the *Title* column matching the Document for which you want to display the details and/or consult the Attachments.

The Edit screen for the selected Document is shown:

| User: w0050165 Syste Strategic | Node: HU Profile: w0000165 - MSAD6US Ve m for Fund management in Planning > National Strategic Plan > Edit Re | rsion: v3.1.11 1 the European Cou lated Documents | mmunity 2007 | Help Hon | en) |
|--------------------------------------|---|--|--------------|------------------|-----|
| Strategic Planning Program | mming Monitoring Execution Audit Eval | uation Closure Utilities | | | |
| Document Details | | | | | |
| Type: Title: | Official NSP Proposal for EAFRD NSP for Hungary EAFRD | | Sent | Date: 22/04/2009 | |
| Document Date: | 22/04/2009 | Language: | Hungarian | | |
| Commission Registration N°: | | Local Reference: | HU123 | | |
| Comments: | creation comment for NSP for Hungary | | | < <u>></u> | |
| Notification Details | | | | | |
| Disable Automatic Notif Comments: | ication 3 | | | | |
| Attachments | | | | | Ξ |
| 1 results found, displaying 1 to 1 | N () N Page(s): 1. Item(s) per page: 12 Sho | <u>w all</u> | | | |
| | Title | Filename | Link | Upload Date | Å |
| NSP Proposal in Word format | | nspdoc.doc OR | 22/04/2 | 009 | |
| | | Click | | | |

Description:

- Depending on the Document status and your profile, the fields in the Document Details pane are editable or not.
- The Attachments are displayed at the bottom of the screen.
- 6. Click the link in the *Filename* or *Link* column matching the Attachment you want to consult.

The system will suggest a file download or it will open the defined URL.

3.4. Data Fields

This section provides a detailed description of the data fields you can encounter when you are working with NSP-related documents. The fields are grouped in two tables:

- NSP Document data fields
- NSP Attachment data fields

These tables have the same structure and contain the following information for each field:

- Field name
- Description
- Maximum Length (M.L.) expressed as a number of characters. If the maximum field length is pre-defined, the field contains a dash (-). This is the case for check boxes, for fields containing a date or another fix-format entry (such as a CCI). and for fields for which a predefined value must be selected from a drop-down list.
- Status: M (Mandatory), O (Optional), C (Calculated by the system)

| 3.4.1. | NSP | Document Data | fields |
|--------|-----|---------------|--------|
| | | | - |

| Field name | Description | M.L. | Status |
|-------------------------------|--|------|--------|
| Туре | This field contains the document type. The available document types depend on the Object you are working with: | - | М |
| | <u>NSP documents for the EAFRD</u> | | |
| | <u>NSP documents for EFF</u> | | |
| | Refer to the indicated sections for a detailed list with document descriptions. | | |
| | When you are uploading a new document, the drop-down list only contains the document types you can upload with your user profile of Member State Authority. | | |
| Title | In this field, enter a Title for the Document. | 240 | М |
| Document Date | In this field, enter the Document date in the dd/mm/yyyy format. You can also click the Calendar icon () to select the date from the Calender: Previous (<<) / Next (>>) year 7 June: 2007 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 Select date Previous (<) and Next (>) month | - | Μ |
| Language | From the drop-down list, select the language in which the attached document is written. | - | М |
| Commission Registration N° | This read-only field will be completed automatically by the Commission's document registration application. | - | С |
| Local Reference | In this field, you may enter a Local Reference for this document. | 240 | 0 |
| Comments | In this field, you may enter a free Comment for this document | 2000 | 0 |

| Field name | Description | M.L. | Status |
|--------------|--|------|--------|
| Sent Date | This field contains the Date (format <i>dd/mm/yyyy</i>) on which the Document was sent from the Member State to the Commission or vice versa. This field is empty for Documents that are not (yet) sent. | - | С |
| Member State | This field appears only on the in the Search pane. Select a Member State from the drop-down list to limit the list of matching Documents to the ones sent by or sent to the selected Member State. | - | 0 |

3.4.2. <u>NSP Attachment Data fields</u>

| Field name | Description | M.L. | Status |
|---------------|---|------|--------|
| Title | Enter the title for the Attachment in this field. | 240 | М |
| Attachment to | There are two Attachment types: | 2000 | М |
| | • Upload: | | |
| | Select this option box, if you want to link the attachment by means of a Windows path. Then enter the Windows path in the Upload text field. As an alternative you can click the Browse button and browse to the file to be attached. | | |
| | Link (URL): | | |
| | Select this option box, if you want to link the attachment by means of an URL. Then enter the required URL in the <i>Link (URL)</i> text field. | | |
| | In an Attachment List, the defined URL is displayed in the <i>Link</i> field. | | |
| | Note: For Official documents (official proposals), linking to an URL is only possible if there is already a file attachment. | | |

3.5. National Strategic Plan Document Overview

This section provides a detailed description of the document types that can be associated to the National Strategic Plans. The document types are grouped in two tables:

- NSP Documents for the EAFRD
- NSP Documents for the EFF

These tables have the same structure and contain the following information for each Document type:

- Document Type
- Description
- User Profile responsible for upload

3.5.1. NSP documents for the EAFRD

The following table lists the documents that can be linked to the NSP for the EAFRD:

| Document Type | Description | Uploaded |
|---------------|-------------|----------|
| | | by |

| Document Type | Description | Uploaded by |
|---|---|----------------|
| Bi-Annual Report | This official document contains the Bi- Annual report of the Member State. | MS |
| Informal NSP Proposal for EAFRD | This informal document contains a draft of the National Strategy Plan of the Member State. | MS |
| Official NSP Proposal for EAFRD | This official document contains the National Strategy Plan of the Member State. | MS |
| Other Member State Document for EAFRD | This document from the Member State to the Commission contains supplementary information not covered by one of the other standard documents. This document type can be sent independently of the overall status. | MS |
| Informal Commission's Observations on NSP Proposal for EAFRD | This document contains informal comments by the Commission on the NSP. | EC |
| Official Commission's Observations on Bi-Annual Report | This official document contains the observations (positive and negative) by the Commission on the Bi-Annual report. | EC |
| Official Commission's Observations on NSP Proposal for EAFRD | This official document contains the observations (positive and negative) by the Commission on the NSP. | EC |
| Other Commission Document for EAFRD | This document from the Commission to the Member State contains supplementary information not covered by one of the other standard documents. This document type can be sent independently of the overall status. | EC |
| Other Commission Internal Document for EAFRD | This document is internal to the Commission. It will not be visible to Member States. | EC |
| Reception Letter on Bi-Annual Report | This document from the Commission to the Member State confirms the reception of the Bi-Annual Report. | EC |
| Reception Letter on NSP | This document from the Commission to the Member State confirms the reception of the NSP. | EC |

3.5.2. <u>NSP documents for the EFF</u>

The following table lists the documents that can be linked to the NSP for the EFF:

| Document Type | Description | Uploaded by |
|---|--|----------------|
| Informal NSP for the Fisheries Sector in the MS | This informal document contains a draft of the National Strategic Plan of the Member State | MS |

| Document Type | Description | Uploaded by |
|--|---|----------------|
| Official NSP for the Fisheries Sector in the MS | This official document contains the National Strategic Plan of the Member State. | MS |
| Other Member State Document for EFF | This document from the Member State to the Commission containing supplementary information not covered by one of the other standard documents. This document type can be sent independently of the overall status. | MS |
| Informal Commission's Observations on NSP for the Fisheries Sector in the MS | This document contains informal comments by the Commission on the NSP. | EC |
| Official Commission's Observations on NSP for the Fisheries Sector in the MS | This official document contains the observations (positive and negative) by the Commission on the NSP | EC |
| Other Commission Document for EFF | This document from the Commission to Member State contains supplementary information not covered by one of the other standard documents. This document type can be sent independently of the overall status | EC |
| Other Commission Internal Document for EFF | The Internal Commission documents will not be visible to Member States. | EC |

4. MANAGING STRATEGIC REPORTING (ESF, ERDF AND CF)

4.1. Definition

Strategic Reporting by the Member States is defined in Article 29 of Council Regulation No 1083/2006:

1. For the first time in 2007, each Member State shall include in the annual implementation report on its national reform programme a concise section on the contribution of the operational programmes co-financed by the Funds towards the implementation of the national reform programme.

2. At the latest by the end of 2009 and 2012, the Member States shall provide a concise report containing information on the contribution of the programmes co-financed by the Funds:

(a) towards implementing the objectives of cohesion policy as established by the Treaty;

(b) towards fulfilling the tasks of the Funds as set out in this Regulation;

(c) towards implementing the priorities detailed in the Community strategic guidelines on cohesion referred to in Article 25 and specified in the priorities set by the national strategic reference framework referred to in Article 27; and

(d) towards achieving the objective of promoting competitiveness and job creation and working towards meeting the objectives of the Integrated Guidelines for Growth and Jobs (2005 to 2008) as laid down in Article 9(3).

3. Each Member State shall define the content of the reports referred to in paragraph 2, with a view to identifying:

(a) the socio-economic situation and trends;

(b) achievements, challenges and future prospects in relation to implementation of the agreed strategy; and

(c) examples of good practice.

4. References to the national reform programme in this Article shall relate to the Integrated Guidelines for Growth and Jobs (2005 to 2008) and shall equally apply to any equivalent guidelines defined by the European Council.

4.2. Sending Strategic Reporting Member State Documents and their Attachments

In order to send Strategic Reporting Member State Documents to the Commission, you must perform the following procedures:

- Define the Strategic Reporting Member State Documents
- Define the Attachments to these Documents
- Send the Strategic Reporting Documents to the European Commission

4.2.1. <u>Defining Strategic Reporting Documents</u>

Follow this procedure to define new Strategic Reporting Member State Documents.

1. Log in to the SFC2007 information system.

The login procedure is explained in the <u>SFC2007 Introduction guide</u>. This guide also provides a description of the general aspects of the SFC2007 user interface.

2. On the SFC2007 initial screen, select the option *Strategic Reporting* from the *Strategic Planning* menu.



The following screen is displayed:

| User: w0050165 Mode: HU Profile: w0050165 - MSAUS 🕑 Version: v3.1.11 | Help Home | Logout |
|--|--------------|--------|
| System for Fund management in the European Community 2007-2013 Strategic Planing > Strategic Reporting > List Related Documents | English (en) | ~ |
| Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities | | |
| Search | | Ξ |
| Show? | | |
| Type: | | |
| Document Title: | | |
| Attachment Title: | | |
| Document Date: Document search pane | | |
| Sent Date: | | |
| Language: | | |
| Member State: | | |
| Search Clear | | |
| | | |
| | | |
| List of Documents | | |
| i results found, displaying 1 to 1 🔣 🛃 Page(s): 1. Item(s) per page: 12 Showsli 🛍 🟗 🗄 | | |
| Title 🏦 Type 🏦 Language 🏦 Attachments 🏦 Document Date | Sent Date | 2 |
| Progress Report Strategic Reporting by the Member State (Art. 29) Hungarian 1 27/04/2009 | 27/04/2009 | (3) |
| Upload a new Document | | |

This screen contains the following standard panes:

- **Document Search pane:** This pane allows defining Search criteria for finding uploaded Strategic Reporting Documents.
- *List of Documents:* This pane contains the list of uploaded Strategic Reporting Documents.
- 3. Click the link Upload a new Document below the List of Documents.

The Upload screen is displayed:

| SFC Syst | em for Fur | nd manageme | ent in the | e European C | ommunity 200 | 7-2013 | nglish (en) |
|--|-----------------|---------------------------------|-----------------|-------------------------------|--------------|----------------|--------------|
| 2007 trategic Planning Progr | amming Monitor | ing Execution Aud | it Evaluation | Closure Utilities | | | |
| pe: | Strategic Repor | ting by the Member S | itate (Art. 29) | | | sie | |
| cument Date: mmission Registration N ^e | : |) ** | | Language: Local Reference: | * | Document defin | ition fields |
| mments: | | | | | | ~ | |
| ttachments re were no results found. M Title | A Page(s): . I | tem(s) per page: 12 Filename | Show all | Link | Uplo | ad Date | ģ. |
| | | | | | | | Save Ca |

The *Type* field is automatically set to *Strategic Reporting by the Member State (Art.29)*. **Note:** The indication to Article 29 refers to Council Regulation 1083/2006.

4. Fill out the other fields on the *Upload Document* screen.

The following fields are available:

- <u>Title</u>
- Document Date
- Language
- <u>Commission Registration Number</u>
- Local Reference
- <u>Comments</u>

For a description of these fields, refer to section <u>Strategic Reporting Document Data</u> <u>Fields</u> or click an individual link in the list above.

5. Click the Save button, once you have completed the fields as required.

The screen is displayed:

| User: w0050165 | Node: HU Profile: w0050165 - MSAUS Version: v3.1. | 11 | Help Home Logout |
|----------------------------------|--|------------------------------|------------------|
| Syste 2007 | m for Fund management in the I Planing > Strategic Reporting > Edit Related Documer | European Community 2007-2013 | English (en) 💌 |
| Strategic Planning Progra | nming Monitoring Execution Audit Evaluation C | Closure Utilities | |
| Transaction Successfully Co | npleted! Confirmation message | | |
| Document Details | | | |
| Туре: | Strategic Reporting by the Member State (Art. 29) | | |
| Title: | Job creation initiatives | | * |
| Document Date: | 29/04/2009 🗳 🖌 | Language: Hungarian 💙 * | |
| Commission Registration Nº: | 1 | Local Reference: HU123 | |
| Comments: | Creation Comment for doc | <u>^</u> | |
| Year: | Additional Document definit | tion field | |
| | | | |
| Attachments | | | Ξ. |
| There were no results found. 🕅 🖣 | ▶ N Page(s): . Item(s) per page: 12 Show all | | |
| Title Add a new Attachment | Eilename | Link Upload Date | <u>Å</u> |
| | | | Save Cancel |
| Return to Document List | | | |

Description:

- The following confirmation message is displayed: *Transaction Successfully Completed*
- The <u>Year</u> drop-down list is displayed. For a description of this field, click the link or refer to section <u>Strategic Reporting Document Data Fields</u>.
- The link *Add a new Attachment* is available in the *Attachments* section.
- 6. Select the required year indication from the drop-down list and click the *Save* button again.

This concludes the procedure *Defining Strategic Reporting Documents*. The next logical step is to add Attachments to the newly defined Strategic Reporting Documents.

4.2.2. Adding Attachments to Strategic Reporting Documents

Follow this procedure to add Attachments to defined Strategic Reporting Member State Documents.

1. Log in to the SFC2007 information system.

The login procedure is explained in the <u>SFC2007 Introduction guide</u>. This guide also provides a description of the general aspects of the SFC2007 user interface.

2. On the SFC2007 initial screen, select the option *Strategic Reporting* from the *Strategic Planning* menu.

| Strategic Planning | Programming | Monitoring | Execution | Audit | Evaluation | Closure | Utilities |
|----------------------|----------------|------------|-----------|-------|------------|---------|-----------|
| National Strategic R | Reference Fram | nework | | | | | |
| Cohesion Report | | | | | | | |
| Annual Summary | | • | | | | | |
| Strategic Reporting | | | | | | | |
| Community Strategi | c Guidelines | 0 | | | | | |
| Financial Perspectiv | es | | | | | | |
| Strategic Decision | | | | | | | |

The following screen is displayed:

| User | : w0050165 Node: F | HU Profile; w | 0050165 - MSA | US N | Version: v3 | .1.11 | | | | Help | <u>Home</u> | Logout |
|-------------------------|--------------------------------|----------------------------------|-----------------------|-------------------|---------------------------------|----------|-----------|-------------|----------------------|------|--------------|--------|
| SFC 2007 | System for Strategic Planin | or Fund Ig > Strategic | manage Reporting : | emer > List Re | it in the lated Docum | e Euro | pean | Communi | ty 2007-2013 | [| English (en) | ~ |
| Strategic Planning | 9 Programming | Monitoring | Execution | Audit | Evaluation | Closure | Utilities | | | | | |
| Search | | | | | | | | | | | | - |
| | | | | | | Show? | | | | | | |
| Type: | | | | | * | | | | | | | |
| Document Title: | | | | | | | | | | | | |
| Attachment Title: | | | | | | | | | | _ | | |
| Document Date: | EQ | | | | | | | | Document search pane | 9 | | |
| Sopt Date: | === | | | | | | | | | _ | | |
| Sent Date. | | | | | | | | | | | | |
| Language: | <u> </u> | | | | | | | | | | | |
| Member State: | | × | | | | | | | | | | |
| | | | | Sear | ch Clear | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| List of Documen | S | | | | | | | | | | | |
| 1 results found, displa | ying 1 to 1 🕅 🖣 🕨 | M Page(s): <u>1</u> . | Item(s) per pa | age: 12 | Show all | 1 | | | | | | |
| Title A | | T | уре | (4.4.0 | 2 | Langua | ige 💈 | Attachments | 2 Document Date | e ĝ | Sent Date | 2 |
| Progress Report | Strategic Report | ting by the M | iemper State | e (Art. 2 | 9) | Hungaria | n | 1 | 27/04/2009 | | 27/04/2009 | |
| Unload a new Docu | ment | | | | | | | | | | | |

This screen contains the following standard panes:

- **Document Search pane:** This pane allows defining Search criteria for finding uploaded documents pertaining to Strategic Reporting.
- *List of Documents:* This pane contains the list of uploaded documents pertaining to Strategic Reporting.
- 3. In the *List of Documents*, search the Document to which you want to add an Attachment.

Refer to <u>Searching and consulting Strategic Reporting documents</u> for a detailed description.

4. Click the link in the *Title* field for the Document to which you want to add an Attachment.

The following screen is displayed:

| User: w0050165 | Node: HU Profile: w0050165 - MSA06U | S 💙 Version: v3.1.11 | | <u>Help</u> | Home Logout |
|--------------------------------|---|------------------------------|-----------------|-------------|---------------------|
| Syste 2007 | em for Fund managem - Planning > National Strategic Plan | > Edit Related Documents | an Community 20 | 07-2013 | ıglish (en) 💌 |
| Strategic Planning Progra | mming Monitoring Execution Au | idit Evaluation Closure Util | ities | | |
| Document Details | | | | | |
| Туре: | Official NSP Proposal for EAFRD | | | | |
| Title: | NSP for Hungary EAFRD | | | ste | |
| Document Date: | 22/04/2009 🛱* | Language: | Hungarian 💌 * | Docume | nt Defintion fields |
| Commission Registration N°: | | Local Reference: | HU123 | | |
| Comments: | creation comment for NSP for Hung | gary | | ~ | |
| Attachments | | | | | = |
| There were no results found. N | Page(s): . Item(s) per page: 12 | Show all | | | |
| Title Add a new Attachment | ੈ Eilename | Link | Up | load Date | <u>Å</u> |
| | | | | | Save Cancel |

5. Verify and/or edit the Document Definition fields, if required.
The following fields can be edited:

- <u>Title</u>
- Document Date
- Language
- <u>Commission Registration Number</u>
- Local Reference
- <u>Comments</u>
- Year

The following fields can only be verified:

Type

•

• Commission Registration No

For a description of these fields, refer to section <u>Strategic Reporting Document Data</u> <u>Fields</u> or click an individual link in the list above.

6. Click the link *Add a new Attachment*.

The following screen is displayed:

| User: | w0050165 Node: H | IU Profile: w0 | 050165 - MSA | us | Version: v3 | .1.11 | | | | <u>Help</u> | <u>Home</u> | Logout |
|---|-------------------------------|----------------------------------|-----------------------|-------------------|----------------------------------|---------|-----------|----------|----------|-------------|-------------|----------|
| SFC 2007 | System fo | o r Fund g > Strategic | manage Reporting > | emer • Edit Re | nt in the elated Docum | e Euro | pean Comi | nunity 2 | 007-2013 | En | glish (en) | ~ |
| Strategic Planning | Programming | Monitoring | Execution | Audit | Evaluation | Closure | Utilities | | | | | |
| Document | | | | | | | | | | | | |
| Title: Job Creation in Type: Strategic Rep | nitiatives orting by the M | ember State | (Art. 29) Do | cument | : Date: 28/04 | 4/2009 | | | | | | |
| Attachment | | | | | | | | | | | | |
| Title: | | | | | | | | * | | | | |
| Attachment to | | | | | | | | | | | | |
| 🔿 upload 📃 | | | | | | | | | Browse | | | |
| Iink (URL) | | | | | | | | | | | | |
| <u>></u> | | | | | | | | | | | Sav | e Cancel |

Return to Document

The following fields are available in the *Attachment* section:

- <u>Title</u>
- <u>Attachment to</u>

For a description of these fields, refer to section <u>Strategic Reporting Document Data</u> <u>Fields</u> or click an individual link in the list above.

7. Fill out the fields in the *Attachment* section and click the *Save* button.

The following screen is displayed:

| User: w0050165 | Node: HU Profile: w0050165 - MSAUS | Version: v3.1.11 | | | Help | Home Logout |
|--|---|--------------------------------------|------------------------|-------------|-----------------------|--------------|
| Syste 2007 Strategic | m for Fund managem Planing > Strategic Reporting > Edi | ent in the Eu t Related Documents | iropean Com | munity 20 | 07-2013 ^{En} | glish (en) 💌 |
| Strategic Planning Program | nming Monitoring Execution Au | dit Evaluation Clos | sure Utilities | | | |
| Transaction Successfully Con | npleted! Confi | rmation message | | | | |
| Document Details | | | | | | |
| Type: | Strategic Reporting by the Member | State (Art. 29) | | | | |
| Title: | Job Creation initiatives | | | | 365 | |
| Document Date: | 28/04/2009 | l | _anguage: | Hungarian 💌 | 4 | |
| Commission Registration Nº: | | I. | _ocal Reference: | HU123 | | |
| Comments: | creation comment | | | | | |
| Year: | 2009 💌 | | | | | |
| Notification Details Disable Automatic Notifi | cation ③ | Notific | cation Details section | | | |
| Comments: | | | | | ~ ~ | |
| Attachments | | | | | | |
| 1 results found, displaying 1 to 1 [| K ◀ ▶ ₩ Page(s): 1. Item(s) per page: | 12 Show all | | | | |
| | Title | Å | Filename | Link | Upload Date | ź |
| Job initiatives in doc format | | ddfdf.dd | <u>)C</u> | 27/04 | 1/2009 | <u> </u> |
| Add a new Attachment | | | | | | |
| | Added Attachment | | | Se | nd Official Document | Save Cancel |
| _ | 100 | | | | | |
| Return to Document List | | | | | | |

Description:

- The following confirmation message Is displayed at the top of the screen: *Transaction successfully completed!*
- The *Notification Details* section is added to the Document Details (if you just added the first Attachment to this Document)
- In the *Attachments* section, the newly added Attachment is displayed.
- At the bottom of the screen, the *Send Official Document* button becomes available.
- 8. Perform the required selections in the *Notification Details* section and click the *Save* button.

You can:

- Select the check box *Disable Automatic Notification*, if you do not want the destination to be notified automatically, when documents are uploaded or referenced.
- Enter a free comment in the *Comments* field (max. 2000 characters).
- 9. Perform the required selections in the *Attachment* section.

You can:

- Click the link in the *Title* field to return to the Attachment definition screen. You will be able to update the *Title* and the *Attachment to* fields.
- Click the link in the *Filename* field to open the attached file (or the URL in the Link field to show its contents in a web browser).
- Click the *Rubbish bin* icon ()) to remove the Attachment. This button is not available anymore, once the Document has been sent to the Commission.

10. Repeat the steps 6 – 9 for all Attachments to be added to the Document.

This concludes the procedure *Adding Attachments to Strategic Reporting Documents*. The next logical step is to <u>send the Strategic Reporting Document to the Commission</u>.

4.2.3. Sending Strategic Reporting Documents to the European Commission

Follow this procedure to send Strategic Reporting Documents to the European Commission.

1. Log in to the SFC2007 information system.

The login procedure is explained in the <u>SFC2007 Introduction guide</u>. This guide also provides a description of the general aspects of the SFC2007 user interface.

2. On the SFC2007 initial screen, select the option *Strategic Reporting* from the *Strategic Planning* menu.



The following screen is displayed:

| User: w0050165 Node: HU Profile | : w0050165 - MSA06US Version: v3.1.9 | | | Help | Home Log | lout |
|--|--|--------------|---------------|-----------------|------------|------|
| System for Fur 2007 Strategic Planning > Nat | 1d management in the Euro ional Strategic Plan > List Related Documents | pean Commu | nity 2007-2 | 2013 Eng | glish (en) | ~ |
| Strategic Planning Programming Monitor | ing Execution Audit Evaluation Closure | Utilities | | | | |
| Search | | | | | | E |
| | Sho | N? | | | | |
| Туре: | ¥ | | | | | |
| Document Title: | | | | | | |
| Attachment Title: | | | | | _ | |
| Document Date: | | | Docum | ent search pane | J | |
| Sent Date: | | | | | | |
| Language: | | | | | | |
| Member State: | | | | | | |
| | Search Clear | | | | | |
| List of Documents | | | | | | |
| 1 results found, displaying 1 to 1 🕅 🖛 🕨 Page(s |): <u>1</u> . Item(s) per page: 12 <u>Show all</u> 🗟 🔂 🗐 | | | | | |
| Title | ≜ Type | ੈ Language ੈ | Attachments 👌 | Document A | Sent A | |
| NSP Official Proposal for EAFR (Functional Testing [1.3.4 -AM]) | Official Commission's Observations on NS Proposal for EAFRD | P Estonian | 1 | 31/07/2006 | 18/10/2006 | 2 |
| Upload a new Document | | | | | | |

This screen contains the following standard panes:

- **Document Search pane:** This pane allows defining search criteria for finding uploaded Strategic Reporting Documents.
- *List of Documents:* This pane contains the list of uploaded Strategic Reporting Documents.
- **3.** In the *List of Documents*, search the Document which you want to send to the Commission.

Refer to <u>Searching and consulting Strategic Reporting Documents</u> for a detailed description.

4. Click the link in the *Title* field for the Document which you want to send to the Commission.

The following screen is displayed:

| User: w0050165 User: w0050165 Syste Strategic Strategic Planning Program | Node: HU Profile: w0030165 - MSAUS Version: v3.1 | .11 European Com Ints Closure Utilities | imunity 2007-20 | Help Home | |
|--|---|--|-----------------|---------------|----------|
| Document Details | | | | | |
| Type: Title: | Strategic Reporting by the Member State (Art. 29) | | | 98 | |
| Document Date: | 28/04/2009 🖼* | Language: | Hungarian 💙 * | | |
| Commission Registration Nº: | · | Local Reference: | HU123 | | |
| Comments: | creation comment | | | × × | |
| Year: | 2009 💌 | | | | |
| Notification Details | | | | | |
| Comments: | ication 🥑 | | | | |
| <u></u> | | | | | |
| Attachments | | | | | |
| 1 results found, displaying 1 to 1 | N () N Page(s): 1. Item(s) per page: 12 Show all | | | | |
| | Title | Filename | Link | Jpload Date | ĝ 📃 |
| Job initiatives in doc format | ddfd | <u>f.doc</u> | 27/04/2009 | | Û |
| Add a new Attachment | | | | | |
| Return to Document List | | | Send Official | Document Save | a Cancel |

5. Verify and/or edit the Document Definition fields, if required.

The following fields can be edited:

- <u>Title</u>
- Document Date
- Language
- <u>Commission Registration Number</u>
- Local Reference
- <u>Comments</u>
- <u>Year</u>

The following fields can only be verified:

- <u>Type</u>
- <u>Commission Registration No</u>

For a description of these fields, refer to section <u>Strategic Reporting Document Data</u> <u>Fields</u> or click an individual link in the list above.

6. Add additional Attachments, if required.

Refer to Adding Attachments to Strategic Reporting Documents.

7. Click the *Send Official Document* button.

Note: This button is only available if at least one Attachment has been added to the Document.

The Document Details screen appears as follows:

| User: w0050165 | Node: HU Profile: w0050165 - MSAUS | Version: v3.1.11 | | | Help Home | Logout |
|---|---|---|-------------|--|--------------------------------|---------|
| SFC System 2007 | m for Fund managem Planing > Strategic Reporting > Edit | ent in the Euro Related Documents | pean Commu | nity 2007-2013 | English (en) | ~ |
| Strategic Planning Program | nming Monitoring Execution Aud | it Evaluation Closure | Utilities | | | |
| Transaction Successfully Com | pleted! | on message | | The Sent date has be | een filled out. | |
| Document Details | | | | | | |
| Type: Title: Document Date: Commission Benistration N°: | Strategic Reporting by the Member Job Creation initiatives 28/04/2009 | State (Art. 29) La | nguage: | Sent Date: 27/ Hungarian HI1123 | 04/2009 | |
| Comments: | creation comment | | | × | | |
| Year: | 2009 | | | | | |
| Disable Automatic Notifi | cation 🧿 | | | | | |
| Comments: | | | | | N N | |
| Attachments | | | | | | |
| 1 results found, displaying 1 to 1 | Title | 2 Show all | namo Lie | ak tiplo | ad Dato | |
| Job initiatives in doc format | The | ddfdf.doc | name Li | 27/04/2009 | | |
| The link Add new Attacment has no longer possible to add more at | desappeared, because it is tachments | Click the Filename (or link column to open the Attac |) nment. | he Rubbish bin icon has d ttachment can no longer | esappeared, beca be removed | use the |

Description:

- The following confirmation message is displayed at the top of the screen: *Transaction successfully completed!*
- The *Document Definition* fields can no longer be edited.
- The *Sent Date* field is filled out.
- Only the *Filename* (or *Link*) field is represented as a hyperlink. You can click this link to open the attachment.
- It is no longer possible to add or remove Attachments.

4.3. Searching and consulting Strategic Reporting documents

Follow this procedure to search and consult Strategic Reporting Documents that you defined and sent to the Commission, as well as those the Commission defined and sent to you.

1. Log in to the SFC2007 information system.

The login procedure is explained in the <u>SFC2007 Introduction guide</u>. This guide also provides a description of the general aspects of the SFC2007 user interface.

2. On the SFC2007 initial screen, select the option *Strategic Reporting* from the *Strategic Planning* menu.



The following screen is displayed:

| User: | w0050165 Node: H | HU Profile: w0 | 1050165 - MSAI | US N | Version: v3 | .1.11 | | | | <u>Help</u> | <u>Home</u> | Logout |
|--------------------------|-------------------------------|------------------------------|-------------------------|-----------------|---------------------------|---------------|--------------|-------------|----------------------|-------------|-------------|--------|
| :::SFC 2007 | System fo Strategic Planin | or Fund g > Strategic | manage : Reporting > | emer List Re | nt in the elated Docum | e Euroj | pean (| Communi | ty 2007-2013 | Eng | lish (en) | ~ |
| Strategic Planning | Programming | Monitoring | Execution | Audit | Evaluation | Closure | Utilities | | | | | |
| Search | | | | | | | | | | | | |
| | | | | | | Show? | | | | | | |
| Туре: | | | | | * | | | | | | | |
| Document Title: | | | | | | | | | | | | |
| Attachment Title: | | | | | | | | | | _ | | |
| Document Date: | E9 | | | | | | | | Document search pane | | | |
| Sent Date: | E9 | | | | | | | | | | | |
| Language: | | | | | | | | | | | | |
| Mombor State: | | ~ | | | | | | | | | | |
| Member State: | 0 | | | | | | | | | | | |
| | | | | Sear | ch Clear | | | | | | | |
| | | | | | | | | | | | | |
| List of Document | < | | | | | | | | | | | |
| | | - | | | | | | | | | | |
| 1 results found, display | ing 1 to 1 🕅 🖣 🕨 | <u>M</u> Page(s): <u>1</u> . | Item(s) per pa | ge: 12 | Show all 📕 | ⊠ E Langua | | Attachmonte | A Document Date | A So | nt Dato | |
| Progress Report | Strategic Report | ting by the M | ember State | (Art. 2 | 29) | Hundaria | nge 2 n 1 | Autoenments | 27/04/2009 | 2 30 | 04/2009 | 2 |
| | | | | | | | 18. IT | | | | ., | |
| Upload a new Docur | nent | | | | | | | | | | | |

This screen contains the following standard panes:

- **Document Search pane:** This pane allows defining Search criteria for finding uploaded documents pertaining to the National Strategic Plan.
- *List of Documents:* This pane contains the list of uploaded documents pertaining to the National Strategic Plan.

3. Define search criteria in the fields available in the *Search* pane, if you do not immediately find the required STRATEGIC REPORTING Document.

The following search fields are available:

- <u>Type</u>
- <u>Document Title</u>
- <u>Attachment Title</u>
- Document Date
- <u>Sent Date</u>
- <u>Language</u>
- <u>Member State</u>

For a description of these fields, refer to the sections <u>Strategic Reporting Document Data</u> <u>Fields and Strategic Reporting Attachment Data Fields</u> or click an individual field link in the list above.

4. Click the *Search* button.

The Documents matching your search criteria are displayed in the List of Documents.

| Uzer: w0050165 Node: HU Profile: w0050165 - MSAUS Version: v3.1.11 | Help Home Logout |
|--|--|
| System for Fund management in the European Community Strategic Planing > Strategic Reporting > List Related Documents | 2007-2013 English (en) |
| Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities | |
| Search | |
| Show? | |
| Type: Strategic Reporting by the Member State (Art. 29) 🖌 🔽 Select | |
| Document Title: | |
| Attachment Title: | |
| Document Date: | |
| Saat Data: | |
| | |
| Language: Hungarian M | |
| Member State: Hungary | |
| Year: | |
| Search Clear Click | |
| | |
| | |
| | |
| 2 results found, displaying 1 to 2 📕 🛃 Page(s): <u>1</u> . Item(s) per page: 12 Show all 🗟 🔂 🗄 | |
| Job Creation initiatives Strategic Reporting by the Member State (Art. 29) Hungarian 1 | 2 Document Date 2 Sent Date 2 28/04/2009 27/04/2009 ? |
| Progress Report Strategic Reporting by the Member State (Art. 29) Hungarian 1 | 27/04/2009 |
| | |
| Upload Click Document | |

5. Click the link in the *Title* column matching the Document for which you want to display the details and/or consult the Attachments.

The *Edit* screen for the selected Document is shown:

| Strategic Planning Program | nming Monitoring Execution Audit Evaluation Clo | sure Utilities | | | |
|------------------------------------|---|------------------|------------|------------|---|
| Document Details | | | | | |
| Гуре: | Strategic Reporting by the Member State (Art. 29) | | Sent Date: | 27/04/2009 | |
| Fitle: | Job Creation initiatives | | | | |
| ocument Date: | 28/04/2009 | Language: | Hungarian | | |
| ommission Registration N°: | | Local Reference: | HU123 | | |
| omments: | creation comment | | | 0 | |
| 'ear: | 2009 | | | | |
| Notification Details | | | | | |
| Disable Automatic Notifi | cation 3 | | | | |
| | | | | | |
| Comments: | | | | * | |
| | | | | | |
| | | | | | |
| Attachments | | | | | |
| results found, displaying 1 to 1 [| N 4 Dage(s): 1. Item(s) per page: 12 Show all | | | | |
| | Title 👌 | Filename | Link Uj | oload Date | ź |
| | | | | | |

Description:

.

- Depending on the Document status and your profile, the fields in the Document Details pane are editable or not.
- The Attachments are displayed at the bottom of the screen.
- 6. Click the link in the *Filename* or *Link* column matching the Attachment you want to consult.

The system will suggest a file download or it will open the defined URL.

4.4. Data Fields

This section provides a detailed description of the data fields you can encounter when you are working with Strategic Reporting documents. The fields are grouped in two tables:

- Strategic Reporting Document data fields
- Strategic Reporting Attachment data fields

These tables have the same structure and contain the following information for each field:

- Field name
- Description
- Maximum Length (M.L.) expressed as a number of characters. If the maximum field length is pre-defined, the field contains a dash (-). This is the case for check boxes, for fields containing a date or another fix-format entry (such as a CCI). and for fields for which a predefined value must be selected from a drop-down list.
- Status: M (Mandatory), O (Optional), C (Calculated by the system)

| 4.4.1. | Strategic | Reporting | Document Data | fields |
|--------|------------------|-----------|---------------|--------|
| | | | | |

| Field name | Description | M.L. | Status |
|-------------------------------|---|------|--------|
| Туре | This field contains the document type. The available document types depend on the Object you are working with: | - | Μ |
| | <u>Strategic Reporting documents by the Member</u> <u>State</u> | | |
| | <u>Strategic Reporting documents by the</u> <u>Commission</u> | | |
| | Refer to the indicated sections for a detailed list with document descriptions. | | |
| | When you are uploading a new document, the drop-down list only contains the document types you can upload with your user profile of Member State Authority. | | |
| Title | In this field, enter a Title for the Document. | 240 | М |
| Document Date | In this field, enter the Document date in the dd/mm/yyyy format. You can also click the Calendar icon () to select the date from the Calender: | - | Μ |
| Language | From the drop-down list, select the language in which the attached document is written. | - | М |
| Commission Registration N° | This read-only field will be completed automatically by the Commission's document registration application. | - | С |

| Field name | Description | M.L. | Status |
|-----------------|--|------|--------|
| Local Reference | In this field, you may enter a Local Reference for this document. | 240 | 0 |
| Comments | In this field, you may enter a free Comment for this document | 2000 | 0 |
| Sent Date | This field contains the Date (format <i>dd/mm/yyyy</i>) on which the Document was sent from the Member State to the Commission or vice versa. This field is empty for Documents that are not (yet) sent. | - | С |
| Member State | This field appears only on the in the Search pane. Select a Member State from the drop-down list to limit the list of matching Documents to the ones sent by or sent to the selected Member State. | - | 0 |
| Year | This field contains a 4-digit indication referring to the year covered by the Strategic Reporting Document. | - | М |
| | When you are searching or defining a Document, you can select the required year indication from the drop-down list. | | |

4.4.2. Strategic Reporting Attachment Data fields

| Field name | Description | M.L. | Status |
|---------------|---|------|--------|
| Title | Enter the title for the Attachment in this field. | 240 | М |
| Attachment to | There are two Attachment types: | 2000 | М |
| | • Upload: Select this option box, if you want to link the attachment by means of a Windows path. Then enter the Windows path in the Upload text field. As an alternative you can click the Browse button and browse to the file to be attached. | | |
| | Link (URL): Select this option box, if you want to link the attachment by means of an URL. Then enter the required URL in the <i>Link (URL)</i> text field. In an Attachment List, the defined URL is displayed in the <i>Link</i> field. | | |

4.5. Strategic Reporting overview

This section provides a table describing the Strategic Reporting document types

| Document Type | Description | Uploaded by |
|---|--|----------------|
| Strategic Reporting Documents by the Member State | This document contains the Strategic Report as outlined in the description found in section 4.1. | MS |

| Document Type | Description | Uploaded by |
|---|---|----------------|
| Strategic Reporting Documents by the Commission | This document contains the Commission's strategic report summarising the reports of the Member States referred to above. | EC |

5. MANAGING MANAGEMENT AND CONTROL SYSTEM DOSSIERS

5.1. Introduction to the Member State Management and Control Systems

The Management and Control Systems are set up by the Member State for one or more Operational Programmes. It provides the following elements:

- the definition of the functions of the bodies concerned in management and control and the allocation of functions within each body
- compliance with the principle of separation of functions between and within such bodies;
- procedures for ensuring the correctness and regularity of expenditure declared under the Operational Programme;
- reliable accounting, monitoring and financial reporting systems in computerized form;
- a system of reporting and monitoring where the responsible body entrusts the execution of tasks to another body;
- arrangements for auditing the functioning of the systems;
- systems and procedures to ensure an adequate audit trail;
- reporting and monitoring procedures for irregularities and for the recovery of amounts unduly paid.

(Article 58 of the Council Regulation (EC) No 1083/2006)

A Management and Control System Dossier must be submitted before the submission of the first interim application for payment or at the latest within twelve months of the approval of each operational programme. Refer to Article 71.1 of of the Council Regulation (EC) No 1083/2006 for details.

Note: If the Member state does not submit a required Management and Control System Dossier within the defined delays, the European Commission will register a *Management and Control System Non-Reception Letter* in SFC2007. This Non-Reception Letter can then be consulted by the Member State. Refer to <u>Consulting a Management and Control Systems</u> <u>Dossier Non-Reception letter</u>.

5.2. Workflow Overview

Managing a Management and Control Systems Dossier involves going through a workflow consisting of several procedures. Some procedures are performed by you, the Member State Authority (MSA), while some procedures are performed by the Member State Compliance Assessment Authority (MSCO), Member State Managing Authority (MSMA), Member State Audit Authority (MSAA) or the European Commission Operating Agent (ECOA).

An overview of this workflow is displayed below:



The action you perform is displayed as yellow box. Refer to the section <u>Sending a validated</u> <u>MCS Dossier to the European Commission (by the MSMA or MSA)</u>.

The actions performed by the Member State Compliance Assessment Authority (MSCO) are displayed in light gray boxes. Refer to the section <u>Creating</u>, editing and validating MCS

<u>Dossiers for a short description</u>. A full description of these procedures can be found in the SFC2007 manual dedicated to <u>the Member State Compliance Assessment Authority [R5]</u>.

The actions performed by the European Commission Operating Agent (ECOA) are represented as dark gray boxes. Refer to the section <u>Evaluating a submitted (sent) MCS</u> <u>Dossier for a short description</u>.

5.3. Creating, editing and validating Management and Control System Dossiers

The Member State Compliance Assessment Authority (MSCO) is responsible for creating, editing and validating Management and Control Systems Dossiers.

The **creation** of a new MCS Dossier is performed by means of a Creation Wizard. This Wizard is composed of three phases:

- Definition of General Details, such as the Title and Comments
- Selection of the Operational Programmes covered by the MCS Dossier and indication of there are reservations or not
- Definition of Reservations on the Priority Level or not

During the **update** of an existing MCS Dossier, the values set during creation can be changed. Furthermore, the Assessment Results and Officials in Charge can be defined and Documents and Attachments can be linked.

Once the Member State Compliance Assessment Authority deems that the MCS Dossier definition is complete, he **validates** the Dossier. When this action is successful, the status of the MCS Dossier is set to *Validated* and the Dossier is ready to be sent to the European Commission for acceptance.

The action of **sending** the MCS Dossier to the European Commission is the responsibility of the Member State Authority (MSA, you) or the Member State Management Authority (MSMA). In order to perform this action, you have to <u>search the validated MCS Dossier and</u> <u>send it to the Commission</u>. Refer to this section for a detailed description.

5.4. Searching and sending a validated Management and Control Systems Dossier

You typically search a validated Management and Control Systems Dossier, if you need to display its settings or send it to the European Commission for acceptance.

1. On the SFC2007 initial screen, select the option Management and Control Systems from the Audit drop down menu:



The following screen is displayed:

| | leer. #0052354 Mode. 4 | 27 Version, v2 5 12 | 2 | | | | | | | | Hel | <u>p</u> <u>Home</u> | Logout |
|--------------------------------|----------------------------|---------------------|-------------------------|---------------------|------------|---------------------------------|---------|---|-------------|--------------|----------|----------------------|--------|
| SFC 2007 | System Audit≻Man | for Fund | manage Control Syste | ment i :ms ≻ Lis | n the Eu | . IFOPEAF nt and Conf | n Comm | u nity 2007 _{Dossiers} | -2013 | | [| English (en) | ~ |
| Strategic Planning | Programming | Monitoring | Execution | Audit | Evaluation | Closure | Documen | tation Reports | s Utilities | | | | |
| Search | | | | | | | | | | | | | |
| | | Show? | | | | | | | | Show? | | | |
| itle: | | | Statu | IS: | | | ~ | | | ~ | | | |
| ersion: | | | Previ | ous Node | n | | | | ~ | | | | |
| cii | | | Curre | ent Node: | | | | | ~ | | | | |
| | | | | | | | | | Search | Clear | | | |
| l ist of Member Stat | e Management a | nd Control Sus | tems Dossier | < | | | | | | | | | |
| esuits found, dis niveles I re | U H I H I H I H I H | els): L iremis) rec | none: 12 Sinte | | | | | | | | | | |
| | Title | | Å | ¥ei | sion 🔺 | Status | A | Previous Node | . ≜∣ | Current Node | <u>A</u> | Last Modifie | d |
| | | | | | | Currend | Dente | in all | | | 10/1 | 1/0007 | |

This screen contains the following standard elements:

- *Search pane:* This pane allows defining search criteria for finding existing Management and Control Systems Dossiers.
- List of existing Management and Control Systems Dossiers: This pane lists default information for existing Major Projects.
- Create a new Management and Control Systems Dossier link

A detailed description of the standard User Interface elements is provided in the <u>SFC2007</u> <u>Introduction Manual</u>.

2. Define search criteria in the Search pane, if you do not immediately find the required MCS Dossier.

The following search fields are available:

- <u>Title</u>
- <u>Version</u>
- CCI
- <u>Status</u>: It will be useful to select the *Validated* status from the drop-down list.
- Previous Node
- Current Node

For a description of these fields, refer to sections <u>General MCS Dossier Data fields</u> and <u>Programmes Covered Data Fields</u>, or click an individual field link in the list above.

3. Click the *Search* button.

The Management and Control Systems Dossiers matching your search criteria are displayed in the *List of Management and Control Systems Dossiers*:

| LA | ser. #0052354 Nade. P | / Vension. v2.5.12 | | | | | | H | <u>elp Home L</u> | oqout |
|---|-----------------------------------|------------------------------|--------------------------------|-----------------------------------|---------------------------------|---------------------------------------|-----------|---------------|-------------------|-------|
| SFC 2007 | System Audit > Man | for Fund n agement and Co | nanagemen ntrol Systems > I | t in the E .ist Managem | uropean ent and Contr | Community ol Systems Dossie | 2007-20 | 13 | English (en) | ~ |
| Strategic Planning | Programming | Monitoring I | Execution Audi | t Evaluatio | n Closure | Documentation | Reports U | tilities | | |
| Search | | | | | | | | | | Ξ |
| Title: Managemer | 1t% | Show? | Status: | | 8 | 4 | | Show? | | |
| Version: | = | Select | Current No | ider PT - Po Je: | rtugal | | 7.1 | | | |
| 2 | | | _ | | | Clic | <[Si | earch Clear | | |
| List of Member Stat | e Management ar | nd Control Syste | ms Dossiers | | | | | | | |
| I ves alts found, displaying I to | 1 K I D N Page Title | ; s): ⊥. Joem s) ber ba | e: 12 Sava all 🛃 ' | rersion 👌 | Status 🍦 | Previous Node | e 🐴 Cu | irrent Node 💈 | Last Modifie | ed 🏘 |
| Management & Contr Create a new Member | ol Systems Doss State Manageme | ier for PT | 1 Systems Dossier | | Created | Portugal | Portu | gal | 13/11/2007 | |
| | | | lick | | | | | | | |

4. Click the link in the *Title* column matching the Management and Control Systems Dossier you want to display.

The details for the selected Management and Control Systems Dossier are shown on its *Display* screen. A detailed description of this screen can be found in the <u>Member State</u> Compliance Assessment Authority Manual.

5. Select the *Send* link at the top of the *Display* screen.

| | User, #0052354 Node, P | 97 Version, v2 3 12 | la - | | | | | | | Help | <u>Home</u> | Logout |
|---|--|---|--|---------------------|---|------------------------------|--------------|---|-----------|------|-------------|--------|
| SFC 2007 | System Audit > Man | for Fund | manage | ment ™s ≻ Di: | in the Eu ^{splay Manage} | iropean ment and C | Communi | t y 2007-2 _{Dossier} | 2013 | En | glish (en) | ~ |
| Strategic Planning | Programming | Monitoring | Execution | Audit | Evaluation | Closure | Documentatio | n Reports | Utilities | | | |
| St. 17. | and the state of t | 1000 | | | | | | | | | | |
| <u>urn to list</u> <u>Delete</u> | Cancel Send Prin | t Print All | | C | lick | | | | | | | |
| <u>urn to list Delete</u> eneral Details tle: Manage | Cancel Send Prin | <u>it Print All</u> ystems Dossie | r for PT | C | lick | | | | | | | |
| urn to list <u>Delete</u> eneral Details itle: Manage ersion: 1 Sta omment: Title co lit | <u>Cancel Send Prin</u> ment & Control Sy xus: Validated I mment | <u>it Print All</u> ystems Dossie Date: 14/11; | r for PT /2007 | C | lick | | | | | | | |
| uurn to list Delete eneral Details itle: Manage ersion: 1 Sta omment: Title co dit rogrammes Cover | <u>Cancel Send Prin</u> ment & Control Sy xus: Validated I mment | ystems Dossie Date: 14/11, | r for PT /2007 | C | lick | | | | | | | |
| unn to list Delete eneral Details itle: Manage ersion: 1 Sta omment: Title co <u>dit</u> rogrammes Cover Dperational Programme CCT | <u>Cancel Send Prin</u> ment & Control Sy zus: Validated I mment | ystems Dossie Date: 14/11, | r for PT /2007 | Title | lick | _ | | Opinior | h Accept | : Ne | t Accepted | Reason |
| curn to list Delete inter: Manage irrion: 1 Sta omment: Title co dit rogrammes Cover Deperational Programme CCT | <u>Cancel Send Prin</u> ment & Control Sy sus: Validated I mment ed | ystems Dossie Date: 14/11/ IO [Country] | r for PT /2007 (Automated [–] | Title Festing (1 | CCI-1-2.4-B | R]) | | Opinior No Reserve | n Accept | : No | t Accepted | Reason |

The following dialog is displayed:

| SFC 2007 | ser. #0052354 Acce. / System 2013 Programmin | V Version, v2 3 15 for Fund g > Major Proj | manage ect > Send M | ment ajor Proj | in the Eu | ropean | Community | <i>;</i> 2007- | | Help | <u>Home</u> nglish (en) | Loqout V |
|--|---|---|------------------------|-------------------|----------------------|--------------|-------------------------|----------------|-----------|----------|----------------------------|-------------|
| Strategic Planning | Programming | Monitoring | Execution | Audit | Evaluation | Closure | Documentation | Reports | Utilities | | | |
| Major Project | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| CI: Title: Dperational Program | 2007 Secor nme Title: OP fo | PT161PR005 d MP Portugal r MP | Version: 1 S | tatus: V | 'alidated Mod | ification Da | ate: 07/08/2007 | | | | | |
| CI: fite: Dperational Program Documents | 2007 Secor nme Title: OP fo | PT161PR005 d MP Portugal r MP | Version: 1 S | tatus: V | 'alidated Mod | ification Da | a te: 07/08/2007 | _ | | _ | _ | |
| CCI : Title : Jperational Program Jocuments subs found, displaying 1 co. | 2007 Secor ame Title: OP fo | PT161PR005 id MP Portugal r MP s): 1. Jcemis) ter to | Version: 1 S | tatus: ∨ | 'alidated Mod | ification Da | ate: 07/08/2007 | | | <u> </u> | | A 1 |

6. Click the *Yes* button to confirm the action.

The following screen is displayed:

| SFC 2007 | System Audit > Mar | for Fund | manage Control Syste | ment ems≻Di | in the Eu splay Manage | ropean | Community ontrol Systems Do | 2007- ssier | 2013 | En | jlish (en) | |
|---|--|--------------------------|----------------------------|----------------|----------------------------------|---------|--------------------------------|----------------|-----------|----|------------|--|
| Strategic Planning eturn to list Print Pr | Programming | Monitoring | Execution | Audit | Evaluation | Closure | Documentation | Reports | Utilities | | | |
| General Details | | | | | | | | | | | | |
| fitle: Managen fersion: 1 Sta Comment: creation | nent and Control tus: Sent comments | Systems Dos Date: 22/ | sier for Portu '11/2007 | gal | | | | | | | | |
| | | | | | | | | | | | (7 | |

This completes the procedure *Searching and Sending a MCS Dossier to the Commission*. The European Commission Operating Agent now has to evaluate the Dossier. Refer to the section <u>Evaluating a Submitted (sent) MCS Dossier (by the ECOA)</u> for an overview of the steps.

5.5. Evaluating submitted (sent) MCS Dossiers (by the ECOA)

The European Commission Operating Agent (ECOA) is responsible for evaluating the MCS Dossiers sent to the Commission by the Member State Managing Authority (MSMA). The following diagram provides an overview of the evaluating actions.



Explanation:

• Admitting the MCS Dossier

Once you sent a validated MCS Dossier to the European Commission, the responsible ECOA is notified of this fact. The ECOA then determines if it can be admitted in its current form.

If the MCS Dossier cannot be admitted in its current form, the ECOA returns it to the MSCO for correction.

If the MCS Dossier can be admitted, the ECOA sets its status to Admissible. You can verify the evolution in the MCS Dossier Display Screen:

| User: w0050165 Node: HU Profile: w0050165 - HU 💌 Version: v3.1.3 | Help Home | |
|---|------------------|--|
| System for Fund management in the European Community 2007-2013 Audit > Management and Control Systems > Display Management and Control Systems Dossier | [Linglish (chi) | |
| Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities | | |
| return to list Print All The available links do not allow any update or status change. General Details | | |
| Title: REGIO EMPL Version: 1 Status: Admissible Date: 25/08/2008 Comment: | | |

Note that the available links do not allow you to update or change the MCS Dossier in any way at this stage.

• Accepting the MCS Dossier

After the ECOA admitted your MCS Dossier, he determines if it can be accepted. There are three possibilities:

- The ECOA **does not accept** the MCS Dossier. He will return it to the MSCO for correction.
- The ECOA completely accepts the MCS Dossier, meaning that he accepts it for all Operational Programmes it covers. As a result, the status is set to *Accepted*.
 The *Accepted* status is final: once an MCS Dossier has reached this status, its settings cannot be changed anymore. If they need updating because of changed circumstances, the MSCO must create a new version of the MCS Dossier and edit the settings in that new version.
- The ECOA partially accepts the MCS Dossier. This is only possible, if the MCS Dossier covers more than one Operational Programme. In such a case, the ECOA can accept the MCS Dossier for some but not all covered Operational Programmes. The ECOA indicates for which covered Operational Programmes he accepts the MCS Dossier, and he also provides the reason for rejection for each rejected Operational Programme. As a result, the MCS Dossier status is set to *Partially Accepted*.

The *Partially Accepted* status is final: once an MCS Dossier has reached this status, its settings cannot be changed anymore. The MSCO must create a new version of the MCS Dossier and edit the settings in that new version, in order to remove the shortcomings for the rejected Operational Programmes.

5.6. Management and Control System Dossier Data Fields

This section provides a detailed description of the data fields you can encounter when managing MCS Dossiers. The fields are grouped in a table per tab.

The tables always have the same structure and contain the following information for each field:

- Field name
- Description
- Maximum Length (M.L.) expressed as a number of characters If the maximum field length is pre-defined, the field contains a dash (-). This is the case check boxes, for fields containing a date or another fix-format entry (such as a CCI) and for fields for which a predefined value must be selected from a drop-down list.
- Status: M (Mandatory), O (Optional), C (Calculated by the system)

5.6.1. General Details Data Fields

The following table lists the data fields containing General Settings about the MCS Dossier. You can find them on one or more of the following screens:

- The MCS Dossier Search pane
- The MCS Dossier Creation Wizard (first phase)
- The *General Details* section of the MCS Dossier Display screen
- The *General* tab of the MCS Dossier Edit screen

Note: This does not mean that all listed fields appear on all screens.

For a description of the table structure, refer to the Table legend in section MCS Dossier Data Fields.

| Field name | Description | M.L. | Status |
|------------|--|------|--------|
| Title | The title describes the MCS Dossier. | 255 | М |
| | You define the MCS Dossier Title during the first phase of the Creation Wizard. | | |
| | When you are searching for a specific MCS Dossier, you can enter (part of) the title to find the required MCS Dossier. | | |
| | When you are editing an existing MCS Dossier, you can change the settings in this field. | | |
| Comment | The comment further describes the MCS Dossier. | 2000 | 0 |
| | The user defines it during the first phase of the Creation Wizard. | | |
| | When you are editing an existing MCS Dossier, you can change the settings in this field. | | |
| Version | The version of the MCS Dossier is a numeric value that is automatically incremented by 1, each time a new version of the MCS Dossier is created. | - | С |
| | When you are searching for a specific MCS Dossier, you can enter its version number. | | |

| Field name | Description | M.L. | Status |
|---------------|--|------|--------|
| Status | This field indicates the status of the MCS Dossier you are working with. This is a read-only field completed automatically by the system. | - | С |
| | An MCS Dossier can have the following status indications: | | |
| | • Created : The MCS Dossier has been created by the Member State user, but it has not yet been validated. | | |
| | • Validated : The MCS Dossier has been validated by the Member State user, which means that it is in line with the Validation rules and can be sent to the European Commission. | | |
| | • Sent : The MCS Dossier has been sent to the Commission by the Member State user and awaits treatment by the European Commission Operating Agent (ECOA). | | |
| | • Admissible : The MCS Dossier has been admitted for evaluation by the ECOA. | | |
| | • Partially Accepted : The MCS Dossier has been partially accepted by the ECOA. Partially accepted means that not all programmes covered by the MCS has been accepted. The non accepted programmes must be resubmitted in a new MCS | | |
| | • Accepted: The MCS was accepted as a whole by the ECOA. | | |
| | • Returned : The MCS Dossier was not admitted by the ECOA and has been sent back to the Member State. If the Commission returned the MCS Dossier <i>for correction</i> , the Member State User can send a corrected version to the Commission again. If the Commission returned the MCS Dossier with <i>full</i> <i>rejection</i> , the Member State User is expected to make major changes before re-submitting | | |
| | • Cancelled : The MCS Dossier has been cancelled by the Member State user. A Member State user can cancel an MCS Dossier, if he does not want to correct an MCS Dossier returned by the European Commission. Once an MCS Dossier is cancelled, the covered Operational Programmes can be linked to another MCS Dossier. | | |
| Previous Node | This field contains the Node where the MCS Dossier resided, before it was transferred to the current Node | - | С |
| | When you are searching an MCS Dossier, select the required Node from the drop-down list. | | |
| Current Node | This field contains the Node where the MCS Dossier is residing now. | - | С |
| | When you are searching an MCS Dossier, you can select the required Node from the drop-down list. | | |
| Date | This field contains the last modification date for the MCS Dossier. | - | С |

5.6.2. Programmes Covered Data fields

The following table lists the data fields containing information about the Programmes Covered by the MCS Dossier. You can find them on one or more of the following screens:

- The MCS Dossier Search pane
- The MCS Creation Wizard (second phase)
- The *Programmes Covered* section of the MCS Dossier Display screen
- The *Programmes Covered* tab on the MCS Dossier Edit screen

Note: This does not mean that all listed fields appear on all screens.

| Field name | Description | M.L. | Status |
|-----------------------------------|--|------|--------|
| Operational Programme CCI | An Operational Programme CCI unambiguously identifies an Operational Programme covered by the MCS Dossier. | - | Μ |
| | During the second phase of the MCS Dossier Creation Wizard, you must select at least one Operational Programme CCI covered by the MCS Dossier. | | |
| | When you are searching an MCS Dossier, you can enter (part of) an Operational Programme CCI in order to find the MCS Dossier covering the entered OP CCI. | | |
| Operational Programme Title | The OP Title field contains the title linked to the Operational Programme. It cannot be edited when you are working with the MCS Dossier. | 255 | С |
| Opinion | There are two possible values: | - | М |
| Options | • No Reserve meaning that the Member State's opinion about the Management and Control systems set up for the Operational Programme does not contain reservations. | | |
| | • <i>With Reserve</i> meaning that e Member State's opinion about the Management and Control systems set up for the Operational Programme contains reservations | | |
| | During the second phase of the MCS Dossier Creation Wizard, you must select the required value by clicking an option button. | | |
| | When you are editing an existing MCS Dossier, you can change this setting on the <i>Programmes Covered</i> tab. | | |
| Opinion Comment | This field can contain a free comment about the selected Opinion setting. | 2000 | 0 |
| | During the second phase of the MCS Dossier Creation Wizard, you can enter a free comment in this field. | | |
| | When you are editing an existing MCS Dossier, you can change the Opinion Comment on the Programmes Covered tab. | | |

| Field name | Description | M.L. | Status |
|------------------------|--|------|--------|
| Accept | This field indicates whether the Commission accepted the MCS Dossier for a particular Operational Programme. | - | М |
| | For Member State users, it is present as a read-only status box on the <i>Programmes Covered</i> section on the MCS Dossier Display screen. | | |
| | For European Commission users, it is available as a check box on the <i>Programmes Covered</i> tab of the MCS Dossier Edit screen. | | |
| Not Accepted Reason | This field indicates the reason why the Commission did not accept the MCS Dossier for a particular Operational Programme. | 2000 | Μ |
| | For Member State users, the field is present as a read- only field on the <i>Programmes Covered</i> section of the MCS Dossier Display screen. | | |
| | For European Commission users, it is available as a text box on the Programmes Covered tab of the MCS Dossier Edit screen. | | |

5.6.3. <u>Reservations on Priorities Data Fields</u>

The following table lists the data fields containing information about the Reservations on specific Priorities defined for Operational Programmes covered by the MCS Dossier. You can find them on one or more of the following screens:

- The MCS Creation Wizard (third phase)
- The *Reservations on Priorities* section of the MCS Dossier Display screen
- The *Reservations on Priorities* tab on the MCS Dossier Edit screen

| Field name | Description | M.L. | Status |
|---------------------------------|--|------|--------|
| Operational Programme CCI | An Operational Programme CCI unambiguously identifies an Operational Programme covered by the MCS Dossier. | - | Μ |
| | In the Reservations on Priorities section of the MCS Dossier Display screen and on the Priority Reservations tab of the MCS Dossier Edit screen, this field contains the CCI of the Operational Programme for which a reservation on a particular Priority has been defined. | | |
| Priority | This field contains the Title of the Priority as it was defined in the Operational Programme. | - | М |
| | If a Priority appears in this field on the Reservations on Priorities section of the MCS Dossier Display screen or the Priority Reservations tab of the MCS Dossier Edit screen, this means that a specific reservation has been defined for that Priority. | | |
| CCI – Priority | When you are defining Priority Reservations in the MCS Creation Wizard or the MCS Dossier Edit screen, the <i>CCI – Priority</i> drop-down list contains the Priorities belonging to the Operational Programmes for which you selected the <i>With Reserve</i> opinion option. You can select the required definitions from the drop-down list. | - | М |

| Field name | Description | M.L. | Status |
|------------------------|---|------|--------|
| Reservation Comment | In this field you can enter comments to the Priority Reservation. | 2000 | 0 |

5.6.4. <u>Results on the Assessment Data Fields</u>

The following table lists the data fields containing information about the Results on the Assessment defined for the MCS Dossier. You can find them on one or more of the following screens:

- The Results on the Assessment section of the MCS Dossier Display screen
- The Assessment Results tab on the MCS Dossier Edit screen

| Field name | Description | M.L. | Status |
|------------------|---|------|--------|
| Authority / Body | This field contains the name of the Authority or Intermediate Body whose Management and Control System is being assessed by the Member State Compliance Assessment Authority. | 255 | М |
| | When you are creating a new Assessment entry, you can enter the name of the Authority or the Intermediate Body in this field | | |
| Туре | This field contains the an indication of the type of Authority or Intermediate Body to be assessed. The following types are available: | - | Μ |
| | Audit Authority | | |
| | Certifying Authority | | |
| | Certifying Body | | |
| | Coordination Body | | |
| | Managing Authority | | |
| | National Authorising Officer | | |
| | National IPA Coordinator | | |
| | Paying Agency | | |
| Complete | If this status or check box is selected, the MSCO considers that the Description of the Management and Control Systems for the current Authority or Body is complete and accurate. | - | М |
| | If the status or check box is not selected, the MSCO considers that this Description is not complete and accurate. | | |

| Field name | Description | M.L. | Status |
|--|--|------|--------|
| Conclusion | The Conclusion can be one of the following three values: | - | М |
| | • <i>Adverse</i> : The MSCO gives a negative judgement on the Management and Control System as presented for the current Authority or Intermediate Body | | |
| | • Qualified : The MSCO gives a positive judgement on the Management and Control System as presented for the current Authority or Intermediate Body. However, the MSCO deems that the shortcomings in the system are important enough to make reservations. | | |
| | • Unqualified : The MSCO gives a positive judgement on the Management and Control System as presented for the current Authority or Intermediate Body. If there are shortcomings, the MSCO deems that they are not important enough to make reservations. | | |
| Shortcomings | This field contains a textual description of the shortcomings the MSCO deems required mentioning. | 2000 | 0 |
| CCI Affected | If the Assessment Result applies to a single Operational Programme, this field contains the matching CCI. | - | 0 |
| | When you are creating or editing an Assessment Result, you can limit the Assessment Result to an Operational Programme by selecting the matching CCI from the drop-down list. | | |
| Priority Axis affected | If the Assessment Result applies to a single Priority Axis linked to the selected Operational Programme, this field contains the user-defined Title of this Priority Axis. | - | 0 |
| | When you are creating or editing an Assessment Result, you can limit the Assessment Result to a Priority Axis by selecting the Operational Programme CCI and Priority Axis Title from the drop-down lists. | | |
| Key / Auxiliary elements | This field contains a textual description of the Key and Auxiliary elements. | 2000 | 0 |
| Recommen- dations / Corrective Measures | This field contains a textual description of the recommendations and corrective measures suggested by the MSCO in order to eliminate the signalled shortcomings. | 2000 | 0 |

5.7. Consulting a Management Control Systems Dossier Non-Reception Letter

If the Member state does not submit a required Management Control Systems Dossier within the defined delays, the European Commission will register a *Management Control Systems Non-Reception Letter* in SFC2007. This Non-Reception Letter can then be consulted by the Member State.

Follow this procedure to consult a Management Control Systems Non-Reception Letter.

1. On the SFC2007 initial screen, select the option *Management Control Systems Dossier Non-Reception Letter* from the *Audit* drop-down menu.

| Strategic Planning | Programming | Monitoring | Execution | Audit | Evaluation | Closure | Utilities | | |
|--------------------|-------------|------------|-----------|---|------------|---------|-----------|--|----|
| | | | | Management and Control Systems | | | stems | | |
| | | | | Management and Control Systems Non-Reception Letter | | | stems Non | | |
| | | | | | | | | | 34 |

The following screen is displayed:

| User: 1 | w0052353 Node: P | T Profile: w0 | 052353 - PT 💉 | Version: v3 | .1.19 | | | | Help I | <u>Home</u> | Logout |
|----------------------------|------------------------------|-----------------------|----------------|------------------------|------------|------------------------|---------------------------------------|-----------|-----------|-------------|--------|
| SFC 2007 | System fo .udit > Manager | r Fund | manage | ement i s Non-Recep | n the E | uro rs > Lis | pean Community t Related Documents | 2007-2013 | Engli | sh (en) | |
| Strategic Planning | Programming | Monitoring | Execution | Audit Eva | luation C | losure | Utilities | | | | |
| Search | | | | | | | | | | | = |
| | | | | | Sh | ow? | | | | | |
| Document Title: | | | | | | | | | | | |
| Attachment Title: | | | | | | ~ | | | | | |
| Document Date: | E ² | | | | 1 | ~ | | | | | |
| Sent Date: | E | | | | 1 | ~ | | | | | |
| Language: | * | | | | 1 | ~ | | | | | |
| Member State: | | ~ | | | | | | | | | |
| | | | | Search | Clear | | | | | | |
| List of Documents | | | | | | | | | | | |
| 1 results found, displayir | ig 1 to 1 H 4 ▶ 1 | M Page(s): <u>1</u> . | Item(s) per pa | ige: 12 Sho | ow all 🗟 🔂 | 1 | | | | | |
| Title 👌 | Languag | le 🛓 | At | tachments | | Ż | Document Date | <u> </u> | Sent Date | Ź | |
| MCS NRL E | nglish | | 1 | | | 21/0 | 5/2009 | 20/05/2 | 009 | | (2) |

2. Search the required Management Control Systems Dossier Non-Reception Letter.

3. Click the link in the *Title* field.

The Document Details screen is displayed:

| User: w0052353 | Node: PT Profile: w0052353 - PT | Version: v3.1.19 | | <u>Help</u> <u>H</u> | <u>ome Logout</u> |
|-----------------------------------|--|--|--|-----------------------------|-------------------|
| SFC System 2007 Audit > M | m for Fund management and Control System | Jement in the E ms Non-Reception Letter | uropean Commun s > Edit Related Documents | nity 2007-2013 | h (en) 💌 |
| Strategic Planning Program | nming Monitoring Execution | n Audit Evaluation Clo | osure Utilities | | |
| Document Details | | | | | |
| Type: Title: Document Date: | MCS NRL 21/05/2009 | Language: | English | Sent Date: 20/05/2009 | |
| Commission Registration Nº: | | Local Reference: | | | |
| Comments: | | | | ~ | |
| Notification Details | cation 3 | | | | |
| comments. | | | | | |
| results found, displaying 1 to 1 | () Rana(s): 1 Item(s) ner | page: 12 Show all | | | |
| MCS NRL Document in Word f | Title ormat | Page. [12] Silon an | 2 Filename | Link Upload Date 20/05/2009 | Å |
| Document Links | | | Click | | - |
| results found, displaying 1 to 1 | K K ▶ N Page(s): <u>1</u> . Item(s) per | page: 12 Show all | | | |
| 2007PT163PR001 | CCI | | MP for Portugal | Title | |
| leturn to Document List | | | | | |

4. Click the link in the *Filename* field to open the document or to save it on a local drive.

6. MANAGING COMMUNICATION PLANS

6.1. Introduction to the Communication Plans

The communication plan shall include at least the following:

- its aims and target groups,
- the strategy and content of the information and publicity measures to be taken by the Member State or the managing authority, aimed at potential beneficiaries, beneficiaries and the public, having regard to the added value of Community assistance at national, regional and local level,
- the indicative budget for implementation of the plan
- the administrative departments or bodies responsible for implementation of the information and publicity measures,
- an indication of how the information and publicity measures are to be evaluated in terms of visibility and awareness of operational programmes and of the role played by the Community.

A Communication Plan must be submitted by the Member State or the Managing Authority to the Commission within four months of the date of adoption of the operational programme or, where the communication plan covers two or more operational programmes, of the date of adoption of the last of these operational programmes.

Note: If the Member state did not submit a required Communication Plan within the defined delays, the European Commission will register a *Communication Plan Non-Reception Letter* in SFC2007. This Non-Reception Letter can then be consulted by the Member State Authorities. Refer to <u>Consulting a Communication Plan Non-Reception letter</u>.

6.2. Workflow Overview

Managing Communication Plans involves going through a workflow consisting of several procedures performed by you, the Member State Management Authority (MSMA). An overview of this workflow is displayed below:



Click one of the links below to access a detailed description:

- Creating Communication Plans
- <u>Searching and displaying existing Communication Plans</u>
- <u>Updating Communication Plans</u>
- Validating Communication Plans
- <u>Sending Communication Plans to the Commission</u>
- Evaluating Communication Plans (by the Commission)
- Correcting returned Communication Plans
- Creating a new version of an approved Communication Plan

6.3. Creating Communication Plans

Follow this procedure to create a Communication Plan.

1. On the SFC2007 initial screen, select the option *Communication Plan* from the *Monitoring* drop-down menu:

| Strategic Planning Programming | Monitoring Execution Audit Evaluation Closure Utilities |
|--------------------------------|---|
| | Communication Plan |
| | Communication Plan Norfreeception Letter |
| | Monitoring Committee |
| | ERDF/CF, ESF Programme Indicators ERDF/CF, ESF, EFF Annual/Final Implementation Report Implementation Report Non-Reception Letter |
| | Annual Examination |

The following screen is displayed:

| User: w0050164 Node: HU Version: v2.9.38 | R. | | | H | Help Home | Logout |
|---|-----------------------|------------------|---|----------------|--------------|--------|
| System for Fund m 2007-2013 Monitoring > Communication Plan | anagement in | the Eur o | opean Comn | nunity | English (en) | ~ |
| Strategic Planning Programming Monitoring Ex | ecution Audit Evalu | ation Closure | e Utilities | | | |
| Search | | | | | | F |
| Show | | | | | Show | |
| Title: | Status: | ~ | | | | |
| ersion: | Previous Node: | | | | v | |
| 2-ri+ | Current Node: | | | | | |
| | current Node. | | | | | |
| | | | | Search | Clear | |
| List of Communication Plans | | | | | | |
| | -(-) | | | | | |
| Title | M(s) per page: 12 Sho | A Status A | Previous Node | A Current Node | A Last Mo | dified |
| CP EMPL REGIO 256-cc (2) | 2 | Created | Hungary | Hungary | 06/11/200 | 7 |
| CP EMPL REGIO 256-cc (2) | 1 | Compliant | Commission | Commission | 18/10/200 | 7 |
| Comm Plan EMPL REGIO (check Comm behaviour) | 1 | Compliant | Commission | Commission | 14/02/200 | 8 |
| SJ Test Support Com Plan | 1 | Compliant | Commission | Commission | 26/01/200 | 9 |
| test (SFC0700003877) | 1 | Sent | Hungary | Commission | 29/11/200 | 7 |
| | | | - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 | | | |

This screen contains the following standard elements:

- *Search pane:* This pane allows defining search criteria for searching Communication Plans.
- *List of Communication Plans:* This pane lists default information for existing Communication Plans.
- Create a new Communication Plan link

A detailed description of the standard User Interface elements is provided in the <u>SFC2007</u> <u>Introduction Manual</u>.

2. Click the link Create a new Communication Plan.

The following screen is displayed:

| tion: #00020# Awak-W Wester K2 / 38 | Hafa Horas Lossa |
|---|------------------|
| System for Fund management in the European Community Newtoning > Newtoning Constitution Constitution | 2007-2013 |
| Unwegic Planning Programming Northerny Execution Audit Evaluation Cleanse United | |
| General Distails | |
| reals fluidenes, Some Die oug 1: Preside Lenned Details | |
| far [| |
| 2 | |
| | (ALCA) Course |

The current step *General Details* is highlighted. The following fields are available:

• <u>Title</u>

• <u>Comment</u>

For a description of these fields, refer to section <u>General Communication Plan Data fields</u> or click an individual link in the list above.

3. Fill out the fields as required and click the *Next* button.

The following screen is displayed:

| User: w0050164 Node: HU Version: v2.9.38 | Help Home Logout |
|---|------------------------|
| System for Fund management in the European Community 2007-2013 Monitoring > Communication Plan > Create Communication Plan | English (en) |
| Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities | |
| General Details Programmes Covered | |
| Create CommunicationPlan step 2: List Programmes Covered | |
| Cci: ••••* Title: | |
| | Add Clear |
| Add a new Programme Covered | |
| | Previous Finish Cancel |

The current step *Programmes Covered* is highlighted.

4. Click the link Add a new Programme Covered.

The following screen is displayed:

| User: w0050164 Node: HU Version: v2.9.38 | Help Home Logout |
|---|------------------------|
| System for Fund management in the European Community 2007-2013 Monitoring > Communication Plan > Create Communication Plan | English (en) 💌 |
| Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities | |
| General Details Programmes Covered | |
| Create CommunicationPlan step 2: List Programmes Covered | |
| Cci: •••• * Title: | |
| | Add Clear |
| Add a new Programme Covered | |
| | Previous Finish Cancel |

5. Click the CCI field.

The available Operational Programmes are listed in a separate dialog:



Only the Operational Programmes referring to the geographical area you are responsible for are displayed. If the list of available Operational Programmes is too long and you do not easily find the required one, you can enter (the start of) the CCI allocated to the required Operational Programme in the search field. It is highly advised to mention at least one CCI.

6. Select the required Operational Programme from the dialog, by clicking the matching CCI link.

The following screen is displayed:

| User: w0050164 Node: HU Version: v2.9.38 | Help Home Logout |
|---|------------------------|
| System for Fund management in the European Community 2007-2013 Monitoring > Communication Plan > Create Communication Plan | English (en) 💌 |
| Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities | |
| General Details Programmes Covered | |
| Create CommunicationPlan step 2: List Programmes Covered | |
| Cci: 2007HU05UPO003* Title: DG Empl - Test CCI - APK 1103 | |
| No Programmes Found | Add Clear |
| | Previous Finish Cancel |

The CCI and Title associated with the selected Operational Programme is copied into the fields.

7. Click the *Add* button to add the Operational Programme to the list of Operational Programmes covered by the Communication Plan.

The following screen is displayed:

| User: w0050164 Node: HU Version: v2.9.38 | Help Home Logout |
|---|------------------------|
| System for Fund management in the European Community 2007-2013 Monitoring > Communication Plan > Create Communication Plan | English (en) |
| Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities | |
| General Details Programmes Covered | |
| Cci: Title: | İ. |
| | Add Clear |
| | |
| 1 results found, displaying 1 to 1 H () Page(s): 1. Item(s) per page: 12 Show all | |
| Cci 🁌 Title | |
| 2007HU05UPO003DG Empl - Test CCI - APK 1103 | Ŭ |
| Add a new Programme Covered | |
| | |
| | Previous Finish Cancel |

The selected Programme has been added to the list. You can now:

- Click the link in the *CCI* field to copy the entry into the edit fields again.
- Click the *Rubbish bin* icon (1) to remove the matching Operational Programme from the list.
- Click the link *Add a new Programme Covered* again to add an additional Operational Programme to be covered by the Monitoring Committee.
- 8. Click the *Finish* button, once you have defined the settings as required.

The following message is displayed briefly:

Creation of Communication Plan was successful

Then the following screen is displayed:

| | User: w0050. Sys | tem fo | Version: v2. | , .» manag | emei | nt in the | e Euro | pean Com | munity | <u>Help</u> En | <u>Home</u> glish (en) | Logout |
|--|---|---|--------------------------------|---------------|-----------------|---------------|---------|-----------|--------|-------------------|---------------------------|--------|
| SFC 2007 | 200 Monito | pring > Cor | 3 mmunication Monitoring | Plan > Edit | Commur Audit | nication Plan | Closure | Utilities | | | | |
| | | , | | | | 2.2.30000 | | | | | | |
| tle: Co ersion: 1 | mmunication I Status: Cre | Plan Title ated Dat e | e: 12/03/200 | 19 | | | | | | | | |
| | | | | | | | | | | | | |
| General General D | Programmes | Covered | Document | ts 🚺 In Cha | rge | | | | | | | |
| General General D Title: | Programmes Details Communicati | Covered | Document | ts 🛛 In Cha | rge | | | | | | _ | |
| General General D Title: Comment: | Programmes Details Communicati This is a con | : Covered ion Plan Tir nment to t | Document tle he Communio | ts In Cha | rge | | | | - | * | _ | |
| General D General D Title: Comment: | Programmes Petails Communicati This is a com | Covered ion Plan Tir | Document tle he Communio | s In Cha | rge | | | × | | | | |

This screen contains a number of tabs allowing updating (editing and/or completing) the Communication Plan definition. Refer to <u>Updating Communication Plans</u> for a detailed description.

6.4. Searching and displaying existing Communication Plans

You typically search an existing Communication Plan, if you need to display or update its settings.

1. On the SFC2007 initial screen, select the option *Communication Plan* from the *Monitoring* drop-down menu:



The following screen is displayed:

| User: w0050164 Node: HU Version: v2.9.38 | | | | н | <u>elp Home Logout</u> |
|---|----------------------|-----------------|---|----------------|------------------------|
| System for Fund ma 2007-2013 Monitoring > Communication Plan | nagement in | the Euro | opean Comm | unity | English (en) |
| Strategic Planning Programming Monitoring Exe | cution Audit Evalu | ation Closure | e Utilities | | |
| Search | | | | | ļ |
| Show | | | | | Show |
| Title: | Status: | ~ | | | |
| /ersion: | Previous Node: | | | | < |
| | Current Node: | | | | |
| | | | | Search | Clear |
| | | | | | |
| List of Communication Plans | | | | | |
| 7 results found, displaying 1 to 7 🕅 📢 🕨 🕅 Page(s): <u>1</u> . Item | (s) per page: 12 Sho | <u>wall</u> 🗟 🗟 | | | |
| Title | A Version | 👌 Status 🁌 | Previous Node | Z Current Node | 2 Last Modified |
| CP EMPL REGIO 256-cc (2) | 2 | Created | Hungary | Hungary | 06/11/2007 |
| CP EMPL REGIO 256-cc (2) | 1 | Compliant | Commission | Commission | 18/10/2007 |
| Comm Plan EMPL REGIO (check Comm behaviour) | 1 | Compliant | Commission | Commission | 14/02/2008 |
| Communication Plan Title | 1 | Created | Hungary | Hungary | 12/03/2009 |
| SJ Test Support Com Plan | 1 | Compliant | Commission | Commission | 26/01/2009 |
| test (SFC0700003877) | 1 | Sent | Hungary | Commission | 29/11/2007 |
| | | | T POINT OF THE OWNER | | |

This screen contains the following standard elements:

- *Search pane:* This pane allows defining search criteria for searching Communication Plans.
- *List of Communication Plans:* This pane lists default information for existing Communication Plans.
- Create a new Communication Plan link

A detailed description of the standard User Interface elements is provided in the <u>SFC2007</u> <u>Introduction Manual</u>

2. Define search criteria in the Search pane, if you do not immediately find the required Communication Plan.

The following search fields are available:

- <u>Title</u>
- <u>Version</u>
- <u>CCI</u>
- <u>Status</u>
- <u>Previous Node</u>

• Current Node

For a description of these fields, refer to section <u>Communication Plan Data fields</u> or click an individual link in the list above.

3. Click the *Search* button.

The Communication Plans matching your search criteria are displayed in the *List of Communication Plans*:

| User: w0050164 Noc | le: HU Version: v2.9.3 | 8 | | | Help Home Logout |
|---|--|--|-------------------|-----------------------|--------------------------------|
| System 2007-20 Monitoring > | for Fund m D13 Communication Pla | anagement | in the Euro | opean Community | English (en) 💌 |
| Strategic Planning Programmi | ng Monitoring E | xecution Audit Ev | valuation Closure | e Utilities | |
| Search | | | | | Ξ. |
| Title: C% Version: Cci: List of Communication Plans | Shov | V Status: Previous Node Current Node: | Created V | [| Show V V Search Clear |
| 2 results found, displaying 1 to 2 🕅 | ▶ ▶ Page(s): <u>1</u> . Ite | am(s) per page: 12 | Show all 🗟 🔂 🗊 | 21 . 9 | |
| Title | Click Versi | on 👌 Status | 2 Previou | s Node 👌 Current Node | ≜ Last Modified ≜ |
| Communication Plan Title | 1 | Created | Hungary | Hungary | 12/03/2009 |
| Create a new Communication Pla | n | | | | |

4. Click the link in the *Title* column matching the Communication Plan you want to display.

The details for the selected Communication Plan are shown on the *Communication Plan Display* screen.

5. Select a link at the top of the *Display* screen, if required.

| User: | w0050164 Node: System fo 2007-201 Monitoring > Co | HU Version: v2. or Fund L3 mmunication | 9.38 manag Plan > Displ | emei ay Com | nt in the | e Euro | pean Communit | Help ty E | <u>Home</u> nglish (en) | Logout |
|---|--|--|--------------------------------------|----------------|------------------|---------|---------------|--------------|----------------------------|------------|
| Strategic Planning | Programming | Monitoring | Execution | Audit | Evaluation | Closure | Utilities | | | |
| <u>return to list Delete</u> General Details | <u>Validate Print P</u> | rint All | Links | | | | | | | |
| Title: Communic Version: 1 Comment: This is a c | ation Plan Title Status comment to the | e : Created e Communical | tion Plan. | | | | | | | |
| <u>Edit</u> | | | | | | | | | | (Truncated |

The following links are available:

| Link | Description |
|----------------|--|
| Return to list | Click this link to return to the list of Communication Plans matching your search criteria. |
| Delete | Click this link to delete the currently displayed Communication Plan. The following dialog is displayed: |
| | Utset: W05036F Windle HOL Version: V2.5.36 Help < |
| Print | Click this link to generate a Summary Report about the Communication Plan. Refer to <u>Appendix I.1 Print Report</u> . |

| Link | Description |
|-----------|---|
| Print All | This link is always available. |
| | Click this link to generate a Detailed Report about the Communication Plan. Refer to <u>Appendix I.2 Print All Report</u> . |

6. Verify the settings in the General Details section.

```
Title: Communication Plan for HU
Version: 1 Status: Created
Comment: Comment to the Communication Plan for HU
```

<u>Edit</u>

This section lists the basic settings for this Communication Plan. The following fields are available:

- <u>Title</u>
- <u>Version</u>
- <u>Status</u>
- <u>Comment</u>

Click the *Edit* link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to <u>Updating the tab General</u>.

7. Verify the settings in the *Programmes Covered* section.

| Programmes Cove | vered | |
|-----------------|--|--|
| CCI | Title | |
| 2007HU161PO007 | OP CONV REGIO 2611 -cc (testing rule 2.15) | |
| Edit | | |

This section lists the Operational Programmes covered by the Communication Plan. For each covered Operational Programme, the following fields are available:

- <u>CCI</u>
- <u>Title</u>

Click the *Edit* link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to <u>Updating the tab Programmes Covered</u>.

8. Verify the settings in the Associated Documents section.

| Title | Туре | Language | Attachments | Document Date | Sent Date | |
|----------------------|---|-----------|-------------|---------------|------------|---|
| OMSD REGIO | Other Member State Document | Hungarian | 1 | 10/10/2007 | 18/10/2007 | ? |
| OMSD EMPL | Other Member State Document | Hungarian | 1 | 10/10/2007 | 18/10/2007 | ? |
| CP EMPL | Communication Plan | Hungarian | 1 | 11/10/2007 | 18/10/2007 | ? |
| CP REGIO | Communication Plan | Hungarian | 1 | 12/10/2007 | 18/10/2007 | ? |
| prepareDocument - hu | Snapshot of data before send | Hungarian | 1 | 18/10/2007 | 18/10/2007 | ? |
| CLCP EMPL | Compliance Letter on Communication Plan | Hungarian | 1 | 15/10/2007 | 18/10/2007 | ? |
| CLCP REGIO | Compliance Letter on Communication Plan | Hungarian | 1 | 15/10/2007 | 18/10/2007 | 2 |

<u>Edit</u>

This section lists information on the Documents and attachments defined for the Communication Plan.

The following document types can be associated with a Communication Plan:

- Communication Plan
- Compliance Letter on Communication Plan

Click the *Edit* link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section *Documents tab* in the <u>SFC2007</u> <u>Introduction Manual</u>.

9. Verify the settings in the Officials in Charge section.

| official 4 (EC) ES | | sfc2007-info@ec.europa.eu | |
|--------------------|--|---------------------------|--|
| official 3 (EC) DE | | sfc2007-info@ec.europa.eu | |

This section lists information on the Officials in Charge of the Monitoring Committee. Click the *Edit* link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section *Officials in Charge* in the <u>SFC2007</u> <u>Introduction Manual</u>.

6.5. Updating Communication Plans

6.5.1. <u>Workflow Overview</u>

The following graphic shows the Workflow for updating Communication Plans. It is a subset from the general Communication Plan Workflow shown in the section Managing Communication Plans: Workflow overview.



These actions are described in separate procedures:

- Updating the tab General
- Updating the tab Programmes Covered

The update procedure for the *Documents* and *Officials in Charge* tabs are explained in the <u>SFC2007 Introduction Manual</u>.

6.5.2. Updating the tab General

The tab *General* on the *Communication Plan* update screen lists basic information about the Communication Plan, such as its title and its creation comment. Follow the procedure described in this section to update the existing settings.

1. Browse to the tab General on the Update Communication Plan screen.

Refer to one of the following procedures for instructions:

- <u>Creating Communication Plans</u>
- <u>Searching and displaying existing Communication Plans</u> The screen looks as follows:

| | User: w0050165 Node: HU Profile: w0050165 - HU 💙 Version: v3.1.3 | <u>Help Home Logout</u> |
|---|---|-------------------------|
| SFC 2007 | System for Fund management in the European Community 2007-2013 Monitoring > Communication Plan > Edit Communication Plan | English (en) 🗸 |
| Strategic F | Planning Programming Monitoring Execution Audit Evaluation Closure Utilities | |
| General D | etaile | |
| | Similarication Plan for his | |
| ersion: 1 General | Status: Created Date: 30/03/2009 Programmes Covered Documents In Charge | |
| ersion: 1 General General I | Status: Created Date: 30/03/2009 Programmes Covered Documents In Charge Details | |
| General General General I Title: | Status: Created Date: 30/03/2009 Programmes Covered Documents In Charge Details Communication Plan for HU * | _ |
| General General General I Title: Comment: | Status: Created Date: 30/03/2009 Programmes Covered Documents In Charge Details Communication Plan for HU Communication Plan for HU Communication Plan for HU | |
| ersion: 1 General General I Title: Comment: | Status: Created Date: 30/03/2009 Programmes Covered Documents In Charge Details Communication Plan for HU Communication Plan for HU | |
| ersion: 1 General General I Title: Comment: | Status: Created Date: 30/03/2009 Programmes Covered Documents In Charge Details Communication Plan for HU Communication Plan for HU | |

2. Verify the basic settings of the Communication Plan in the *General Details* pane at the top.

The following fields are available:

- <u>Title</u>
- <u>Version</u>
- <u>Status</u>
- <u>Date</u>

For a description of these fields, refer to section <u>General Communication Plan Data Fields</u> or click an individual field link in the list above.

3. Update the values in the *General* tab as required.

The following fields are available:

- <u>Title</u>
- <u>Comment</u>

For a description of these fields, refer to section <u>General Communication Plan Data Fields</u> or click an individual field link in the list above.

4. Perform the required changes and click the *Save* button.

This concludes the procedure Updating General Info.

You can now:

- <u>Update the tab Programmes Covered</u> (logical next step)
- Update another tab on the Communication Plan Update screen. Refer to the <u>Action</u> <u>Overview</u> in the section *Updating Communication Plans*.

6.5.3. Updating the tab Programmes Covered

The tab *Programmes Covered* on the *Update Communication Plan Update* screen lists information about the Operational Programmes covered by the Communication Plan. Follow the procedure described in this section to update the existing settings.

1. Browse to the tab *Programmes Covered* on the *Update Communication Plan* screen.

Refer to one of the following procedures for instructions:

- Creating Communication Plans
- Searching and displaying existing Communication Plans

The screen looks as follows:

| User: w0050165 Node: HU Profile: w0050165 - HU V Version: v3.1.3 | <u>elp Home Logout</u> |
|---|------------------------|
| System for Fund management in the European Community 2007-2013 Monitoring > Communication Plan > Edit Communication Plan | English (en) |
| Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities | |
| General Details Title: Communication Plan for HU Version: 1 Status: Created Date: 30/03/2009 | |
| General Programmes Covered Documents In Charge | |
| Programmes covered | |
| Cci: Title: | Add Clear |
| 1 results found, displaying 1 to 1 [K ()) Page(s): 1. Item(s) per page: 12 Show all | |
| Cci 2 Title 2007HU161P0007OP CONV REGIO 2611 -cc (testing rule 2.15) | ti i |
| Add a new Programme Covered | |

2. Verify the basic settings of the Communication Plan in the *General Details* pane at the top.

The following fields are available:

- <u>Title</u>
- <u>Version</u>
- <u>Status</u>
- Date

For a description of these fields, refer to section <u>General Communication Plan Data Fields</u> or click an individual field link in the list above

3. Verify the information about the Programmes Covered by the Communication Plan.

The following fields are available for each Operational Programme Covered:

- <u>CCI</u>
- Title

For a description of these fields, refer to section <u>Programmes Covered Data Fields</u> or click an individual field link in the list above.

4. Click the *Rubbish bin* icon (i) next to an existing entry, if the matching Operational Programme should no longer be covered by the Communication Plan.

The following dialog is displayed:

| Window | /s Internet Explorer 🛛 🔀 |
|--------|---|
| 2 | Are you sure you want want to delete the programme 2007HU161PO007 |
| | OK Cancel |

Confirm or cancel the deletion as required.
5. Click the link in the CCI column for an existing entry, if you want to change the settings for that entry.

The current settings are copied into the fields:



• Click the *CCI* field to display the Operational Programmes dialog:

| 🦉 Select a Programme - Windows Internet Explorer | |
|---|--------|
| | ^ |
| | |
| 2007CB163PO004 ETC for FTest_2008-0617_wk | |
| 2007HU161PO001 OP HU REGIO CON (1) Ftest 241-cc | |
| 2007HU161PO002 OP HU REGIO CON (2) Ftest 241-cc | |
| 2007HU161PO003 OP HU REGIO CON (3) Ftest 245-cc | |
| 2007HU161PO003 OP HU REGIO CON (3) Ftest 245-cc | |
| 2007HU161PO004 OP HU REGIO IPA (1) Ftest 245-wk | |
| 2007HU161PO005 OP HU CON REGIO 256-cc (1) For CP | |
| 2007HU161PO006 test for regmod 108 (REGIO) -classement part défaut - cc | r 👘 |
| 2007HU161PO007 OP CONV REGIO 2611 -cc (testing rule 2.15) | |
| 2007HU161PO008 OP CF 2.6.13 (only CF) | |
| 2007HU161PO009 OP HU CON for AS, MC, MCS | |
| 2007HU161PO010 V2 OP HU CON for AS, MC, MCS | |
| 2007HU161PO011 SFC0700004886 | |
| 2007HU161PO012 SFC0700006318 | |
| 2007HU161PO013 sophie's test version 1 | |
| 2007HU162PO001 OP HU REGIO RCE (1) Ftest 241-cc | |
| 2007HU162PO002 test ipa on 2852 | |
| 2007HU16UPO001 OP HU REGIO MLT (1) Ftest 241-cc | ~ |
| ione 😽 🧐 Local intranet 🔍 | 100% - |

- Select the required OP from the list. Only the approved Operational Programmes
 pertaining to your geographical region are listed.
 The selected Operational Programme will replace the original OP on the *Programmes Covered* tab.
- 6. Click the link *Add a new Programme Covered*, if you want to add an Operational Programme to be covered by the Communication Plan.

The following screen is displayed:

| User: w0050165 Node: HU Profile: w0050165 - HU 🕑 Version: v3.1.3 | Help Home | Logout |
|---|--------------|----------|
| System for Fund management in the European Community 2007-2013 Monitoring > Communication Plan > Edit Communication Plan | English (en) | • |
| Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities | | |
| General Details | | |
| Title: Communication Plan for HU Version: 1 Status: Created Date: 30/03/2009 | | |
| General Programmes Covered Documents In Charge | | |
| Programmes covered | | |
| Cci: Title: | | |
| | A | dd Clear |
| 1 results found, displaying 1 to 1 N + Page(s): 1. Item(s) per page: 12 Show all | | 1 |
| Cci 2 Title | | |
| 2007HU161PO007OP CONV REGIO 2611 -cc (testing rule 2.15) | | Û |
| Add a new Programme Covered | | |
| | | |

• Click the *CCI* field to display the Operational Programmes dialog:



• Select the required OP from the list and clcik the *Add* button. Only the approved Operational Programmes pertaining to your geographical region are listed. The selected Operational Programme will be added on the *Programmes Covered* tab as well:



| General Details | |
|--|-----------|
| Cci: ••••* Title: | |
| | Add Clear |
| | |
| 2 results found, displaying 1 to 2 1 Page(s): 1. Item(s) per page: 12 Show all | |
| Cci 🛔 Title | |
| 2007HU161PO007OP CONV REGIO 2611 -cc (testing rule 2.15) | Û |
| 2007HU161P0011SFC0700004886 | Ì |
| Add a new Programme Covered | |
| | |
| | |

Save Cancel

This concludes the procedure *Updating the tab Programmes Covered*. You can now:

- Update the tabs common to all SFC2007 Objects: *Documents* and *Officials in Charge*. Refer to the <u>SFC2007 Introduction Manual</u> for a detailed description.
- Update another tab on the Communication Plan Update screen. Refer to the <u>Action</u> <u>Overview</u> in the section *Updating Communication Plans*.
- Validate the Communication Plan

6.6. Validating Communication Plans

When you validate a Communication Plan, the system will check the validity and completeness of the information related to a version of the Communication Plan. Refer to <u>Appendix H</u> for a detailed list of the validation rules. You will logically perform a validation of your Communication Plan AFTER having <u>created</u> and <u>updated</u> it and BEFORE <u>sending</u> it to the European Commission for approval.

Validating a Communication Plan is only possible, if it has the status *Created* or *Returned* (by the Commission).

Follow the procedure detailed in this section to validate a Communication Plan.

1. Search the Communication Plan to be validated.

Refer to <u>Searching and displaying existing Communication Plan</u> for a detailed description.

2. Once you have accessed the Communication Plan Display Screen, click the *Validate* link.

| User: w | v0050165 Node: H | IU Profile: w | 050165 - HU 💙 Ver | sion: v3.1.3 | | | | | Help Home | Logout |
|---|----------------------------------|--------------------------|---|---------------------------|---------|-----------|------------|----------|-------------|--------|
| SFC SFC | System fo | or Fund | manageme l Plan > Display Com | nt in the munication P | e Euro | pean Coi | mmunity 20 | 007-2013 | English (en |) 💌 |
| 2007 Strategic Planning return to list Delete | Programming /alidatelPrint Pi | Monitoring | Execution Audit | Evaluation | Closure | Utilities | | | | |
| General Details | ation Plan for L | 411 | | 2 | | | | | | |
| Version: 1 Comment: Comment 1 | Status: (to the Commur | Created Nication Plan | for HU | | | | | | | |
| Edit | | | | | | | | | | |

The validation results are displayed:

| Us | er: w0050165 Node: HU | Profile: w0050165 - HU Y Version: v3.1.3 | Help Home | Logout |
|--|---|---|-------------|--------|
| SFC 2007 | System for Monitoring > Comm | Fund management in the European Community 2007-2013 nunication Plan > Validate Communication Plan | English (er | n) |
| Strategic Plannir | ng Programming M | 1onitoring Execution Audit Evaluation Closure Utilities | | |
| | | | | |
| | | | | |
| eneral Details | | | | |
| eneral Details | | | | |
| ieneral Details itle: Commu | inication Plan for HU | | | |
| General Details Title: Commu Version: 1 St | inication Plan for HU atus: Created ③ Da | ite: 31/03/2009 | _ | |
| General Details Title: Commu Yersion: 1 St | inication Plan for HU atus: Created ③ Da | ite: 31/03/2009 | | |
| ieneral Details itle: Commu 'ersion: 1 St | inication Plan for HU atus: Created ③ Da | te: 31/03/2009 | | |
| General Details Fitle: Commu Jersion: 1 St Jalidation Rest | nication Plan for HU atus: Created ③ Da | ite: 31/03/2009 | | |
| itle: Comm itle: Comm /ersion: 1 St /alidation Rest | inication Plan for HU atus: Created ③ Da Its | ite: 31/03/2009 | | |
| ieneral Details itle: Commu /ersion: 1 St validation Rest Date /03/2009 | inication Plan for HU atus: Created ② Da Its Severity Error | Ite: 31/03/2009 Message At least one Operational Programme must be covered 1 | | |
| ieneral Details itle: Commu /ersion: 1 St /alidation Resu Date /03/2009 /03/2009 | inication Plan for HU atus: Created (?) Da ilts Severity Error Error | ite: 31/03/2009 Message At least one Operational Programme must be covered ! No official document was uploaded | | _ |

Return to Display

The table lists messages in three severity levels:

- *Error*: Errors are blocking shortcomings to the Communication Plan. The Communication Plan will not get the *Validated* status and you will not be able to send it to the European Commission, as long as errors persist.
- *Warning*: Warnings are non-blocking shortcomings to the Communication Plan. The Communication Plan will get the *Validated* status and you will be able to send the Communication Plan to the European Commission, while warnings persist.
- *Info*: Informational messages provide a conclusion of the Error and Warning messages, such as the info message in the screen above: *Communication Plan could not be validated. Please correct errors.*
- 3. Analyse the Validation results and correct the errors (and/or warnings).

Refer to the procedures in the chapter Updating Communication Plans.

- 4. Once you think that you have corrected all errors (mandatory) and warnings (advised), try validating the Communication Plan again.
- 5. Repeat the steps above, until all errors (and if possible all warnings) have been eliminated.

The Validation report will look as follows:

| SEC | System for | Fund man | agement in | the Euro | bean Con | nmunity 200 | 7-2013 | English (en) |) |
|----------------|-----------------------|---------------------|--------------------|-----------------|------------|-------------|--------|--------------|---|
| 2007 | Monitoring > Comm | iunication Plan > ' | Validate Communica | tion Plan | | | | | |
| trategic Plann | ng Programming M | onitoring Execu | tion Audit Evalua | ation Closure | Utilities | | | | |
| | | | | | | | | | |
| eneral Detail | | | | | | | | | |
| | | | | | | | | | |
| itle: Comm | unication Plan for HU | | | Status has be | en updated | | | | |
| ersion: 1 S | tatus: Validated Dat | e: 31/03/2009 | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | _ | _ |
| alidation Res | ults | | | | | | | | |
| | | Courarity | 1 | | | Marcana | | | _ |
| Dat | e | Sevency | | | | message | | | |
| Dat | Info | | Communication Pla | an has been val | dated | | | | |

6. You can now send the Communication Plan to the European Commission for approval.

Refer to Sending Communication Plans to the European Commission.

6.7. Sending Communication Plans to the European Commission

Note: For countries with a sub-node hierarchy, the Communication Plan has to be sent from the sub-node to the higher node(s) as only the higher node is able to send the Communication Plan to the Commission.

Once you have validated a Communication Plan, you can send it to the European Commission for approval. Sending a Communication Plan to the Commission is only possible if it has the status *Validated*.

Follow the procedure detailed in this section to send a Communication Plan to the European Commission.

1. Search the Communication Plan you want to send to the European Commission.

Refer to <u>Searching and displaying existing Communication Plans</u> for a detailed description.

2. Once you have accessed the Communication Plan Display screen, click the *Send* link, as indicated below:



The following screen is displayed:

| User: w0050 | 0165 Node: HU Profile: w0 | 050165 - HU 💟 Versia | on: v3.1.3 | | | <u>Help Home L</u> | <u>ogout</u> |
|--|---|----------------------|-------------------------|-------------|----------------------------|--------------------|--------------|
| Sys | tem for Fund | managemen | t in the Euro | pean Commu | nity 2007-2013 | English (en) | * |
| 2007 Monit | oring > Communication I | Plan > Send Commur | nication Plan | | | | |
| Strategic Planning Pro | gramming Monitoring | Execution Audit | Evaluation Closure | Utilities | | | |
| | | | | | | | |
| Title: Communication Version: 1 Status: V | n Plan for HU /alidated Date: 31/03/2 | 009 | | | | | |
| Documents | | | | | | | |
| results found, displaying 1 t | :o 1 🕅 📢 🕨 🕅 Page(s): <u>1</u> . 1 | item(s) per page: 12 | Show all | | | | |
| Title prepareDocument - hu | 2 Snapshot of data | Type before send | 2 Language Hungarian | Attachments | A Document Date 31/03/2009 | 🛔 🛛 Sent Date | Ž |
| re you sure you want to | send this Communication | on Plan? | | | | | |
| res No Cli | ick | | | | | | |

The Snapshot report is generated. This snapshot shows the data that will be sent to the Commission, once you confirm the sending.

3. Click the link in the Attachment field to open the PDF snapshot report.

Refer to Appendix I.3 Snapshot Report.

4. Click the *Yes* button to confirm the sending.

Results:

- The Communication Plan is sent to the Commission.
- The European Commission is notified of this event by means of a standard e mail message.
- The Communication Plan Display screen is again displayed. The status of the Communication Plan has been set to *Sent*. From now on, only the *Officials in charge* and the *Documents* sections (for non-integral documents) are available for editing. You are not able to modify the rest of the data.

This concludes the procedure *Sending a Communication Plan to the European Commission*.

You will now have to wait until the European Commission evaluates your Communication Plan and notifies you of their decision.

The Commission procedures are not explained in detail in this manual. For a short description, refer to <u>Evaluating validated Communication Plan (by the Commission)</u>.

6.8. Evaluating validated Communication Plans (by the Commission)

The European Commission Operating Agent (ECOA) is responsible for evaluating the validated Communication Plans you sent to the Commission.

The ECOA can:

• Accept the Communication Plan

If the ECOA accepts the Communication Plan, its status changes to *Compliant*. The officials listed in the Officials in Charge list will be notified by e-mail. You can verify the evolution in the Communication Plan Display screen:

| User: w0050165 Node: HU Profile: w00501 | 65 - HU 💙 Version: v3.1.3 | Help Home Logout |
|--|--|------------------|
| System for Fund ma Monitoring > Communication Plan | Display Communication Plan | |
| Strategic Planning Programming Monitoring Exe | cution Audit Evaluation Closure Utilities | |
| return to list Create New Version Print Print All General Details | You cannot change the settings for this Communication Plan anymore. However, you can create a new version to reflect changed circumstances. | |
| Title: Communication Plan for HU Version: 1 Status: Compliant Comment: Comment to the Communication Plan for H | υ | |

Once the Communication Plan has this status, you can start applying it.

Notes:

- It is not possible to modify the settings of a Commission-approved Major Project. The link *Create a new version* however allows creating a new version of the Communication Plan, which might reflect changed circumstances. Refer to the procedure <u>Creating new versions of an approved Communication Plan</u>.
- Even when the ECOA has accepted the Communication Plan, he can re-open it for correction. The status reverts to *Sent*. He can then choose to accept the Communication Plan again or to return it to the Member State for correction.
- Return the Communication Plan for correction

If the ECOA does not accept the Communication Plan, its status changes to *Returned*. The officials listed in the Officials in Charge list will be notified by e-mail. You can verify the evolution in the Communication Plan Display screen:



You will now have to correct the Communication Plan, validate it and send it to the Commission again. Refer to the section <u>Correcting returned Communication Plans</u>.

6.9. Correcting returned Communication Plans

If the responsible European Commission Operating Agent (ECOA) determines that a sent Communication Plan cannot be admitted in its current form, he will return it to the Member State for correction.

The officials listed in the *Officials in Charge* list will be notified of this event via an e-mail message in the following format:

From: "sfc2007-info@ec.europa.eu" <sfc2007-info@ec.europa.eu> To: msma@portugal.pt Sent: Tuesday, June 26, 2007 1:19:39 PM Subject: SFC2007 Event Notification Object: Communication Plan "Communication Plan for HU" Version 1 Event: Returned By: Commission To: Hungary Next Action: The Member State is expected to correct this Communication Plan. To review this Communication Plan version click <u>here</u>

Perform the following procedure to correct the Communication Plan:

1. Search the returned Communication Plan.

Click the *here* link in the notification e-mail message above or refer to <u>Searching and</u> <u>displaying an existing Communication Plan</u>.

2. In the Communication Plan Display screen, browse to the *Associated Documents* section:

| Title | Туре | Language | Attachments | Document Date | Sent Date | |
|---|--|-----------|-------------|---------------|------------|---|
| Communication Plan document | Communication Plan | Hungarian | 1_ | 31/03/2009 | 31/03/2009 | ? |
| prepareDocument - hu | Snapshot of data before send | Hungarian | 1 | 31/03/2009 | 31/03/2009 | ? |
| Acknowledgement_hu.pdf | Communication Plan Sent Acknowledgement Document | Hungarian | 1 | 31/03/2009 | 31/03/2009 | ? |
| Acceptance document | Compliance Letter on Communication Plan | English | 1 | 31/03/2009 | 31/03/2009 | ? |
| Communication Plan - 2 | Communication Plan | Hungarian | 1_ | 01/04/2009 | 01/04/2009 | ? |
| prepareDocument - hu | Snapshot of data before send | Hungarian | 1_ | 01/04/2009 | 01/04/2009 | ? |
| Acknowledgement_hu.pdf | Communication Plan Sent Acknowledgement Document | Hungarian | 1_ | 01/04/2009 | 01/04/2009 | ? |
| Suggestions for Improving the Comm Plan | EC Observations on Communication Plan | English | 1 | 01/04/2009 | 01/04/2009 | ? |

If the ECOA attached a document to your Communication Plan proposal motivating his decision to return it to you for correction, this document will be listed in this section (probably on the last line).

- **3.** Click the link in the *Attachments* column to open the document and follow the guidelines to correct the Communication Plan.
- 4. In Communication Plan Display screen, browse the *History* section as well:

| Status | Comment | By Level | Date | User |
|-----------|----------------------------------|------------|------------------|----------|
| Returned | Incomplete procedure description | Commission | 31/03/2009 15:22 | w0050144 |
| Sent | After Re-Open | Commission | 31/03/2009 15:16 | w0050144 |
| Compliant | | Commission | 31/03/2009 14:45 | w0050144 |
| Sent | | Hungary | 31/03/2009 14:36 | w0050165 |
| alidated | | Hungary | 31/03/2009 13:59 | w0050165 |
| Created | | Hungary | 18/12/2007 16:45 | w0050165 |

5. Look for the line marking the return of your Communication Plan (probably the first line) and consult the *Comment* field.

In this field, the ECOA may have briefly explained why he returned your Communication Plan to you.

6. Perform the required changes to the Communication Plan.

Refer to the procedures in the section <u>Updating Communication Plans</u>.

7. Validate the revised Communication Plan.

```
Refer to the procedures in section Validating Communication Plans.
```

8. Send the revised and validated Communication Plan again to the Commission.

Refer to the procedures in section <u>Sending Communication Plans to the European</u> <u>Commission</u>. You will now have to wait until the European Commission evaluates your revised Communication Plan and notifies you of their decision.

The Commission procedures are not explained in detail in this manual. For a short description, refer to Evaluating submitted (sent) Communication Plans (by the Commission).

6.10. Creating new versions of an approved Communication Plan

If you need to change the settings of an approved Communication Plan linked to a European Commission decision, you must create a new version of that Communication Plan.

Perform the following procedure to create a new version of a Communication Plan:

- 1. Search the Communication Plan for which you need to create a new version. Refer to <u>Searching and displaying existing Communication Plans</u>.
- 2. In the Communication Plan Display screen, click the link Create a new version:

| User: w0050165 Node: HU Profile: w0050165 - HU 💙 Version: v3.1.3 | <u>Help</u> | <u>Home</u> | <u>Logout</u> |
|--|-------------|-------------|---------------|
| System for Fund management in the European Community 2007-2013 Monitoring > Communication Plan > Display Communication Plan | Eng | lish (en) | ~ |
| Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities return to list Create New Version Print Print All Click C | | | |
| Title: Communication Plan for HU Version: 1 Status: Compliant Comment: Comment to the Communication Plan for HU | | | |

The following screen is displayed:

| User: w0050165 Node: HU Profile: w0050165 - HU 💟 Version: v3.1.3 | Help Home Logout |
|---|------------------|
| System for Fund management in the European Community 2007-2013 Monitoring > Communication Plan > Create New Communication Plan Version | English (en) |
| Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities | |
| General Details | |
| Title: Communication Plan for HU Version: 1 Status: Compliant Date: 01/04/2009 | |
| o you really want to create a new version for this Communication Plan? | |

3. Click the Yes button.

Verify the upper part of the Communication Plan Display screen:

| User: w0050165 Node: HU Profile: w0050165 - HU 💙 Version: v3.1.3 | Help Home Logout |
|--|------------------|
| System for Fund management in the European Community 2007-2013 | English (en) |
| 2007 Monitoring > Communication Plan > Display Communication Plan | |
| Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities | |
| return to list Delete Validate Print Print All | IS. |
| General Details | |
| Title: Communication Plan for HU Version: 2 Status: Created The version number has been incremented and the status indication has been updated. Comment: Communication Plan for HU | |
| Edit | |

The *Programmes Covered* and *Officials in Charge* are copied from the previous Communication Plan version. The other sections (*Associated Documents*, *Latest Validation Results* and *History*) are initialised.

4. Perform the required updates for the new Communication Plan version.

Refer to the procedures in the section Updating Communication Plans.

5. Validate the revised Communication Plan.

Refer to the procedures in the section Valdiating Communication Plans.

6. Send the revised and validated new version of Communication Plan to the Commission.

Refer to the procedures in the section <u>Sending Communication Plans to the European</u> <u>Commission</u>.

You will now have to wait until the European Commission evaluates your revised Operational Programme and notifies you of their decision. Refer to <u>Evaluating validated Communication</u> <u>Plans (by the Commission)</u>.

6.11. Communication Plan Data Fields

This section provides a detailed description of the data fields you can encounter when managing Communication Plans. The fields are grouped in a table per tab.

The tables always have the same structure and contain the following information for each field:

- Field name
- Description
- Maximum Length (M.L.) expressed as a number of characters
- If the maximum field length is pre-defined, the field contains a dash (-). This is the case check boxes, for fields containing a date or another fix-format entry (such as a CCI) and for fields for which a predefined value must be selected from a drop-down list.
- Status: M (Mandatory), O (Optional), C (Calculated by the system)

6.11.1. General Communication Plan Data Fields

The following table lists the data fields containing General Settings about the Communication Plans. You can find them on one or more of the following screens:

- The Communication Plan Search pane
- The Communication Plan Creation Wizard (first phase)
- The *General Details* section of the Communication Plan Display screen
- The *General* tab of the Communication Plan Edit screen

Note: This does not mean that all listed fields appear on all screens.

| Field name | Description | M.L. | Status |
|------------|--|------|--------|
| Title | The title describes the Communication Plan or its purpose. | 255 | Μ |
| | You define the Title during the first phase of the Creation Wizard. | | |
| | When you are searching for a specific Communication Plan, you can enter (part of) the title to find the required Communication Plan. | | |
| | When you are editing an existing Communication Plan, you can change the settings in this field. | | |
| Comment | The comment further describes the Communication Plan. | 2000 | 0 |
| | The user defines it during the first phase of the Creation Wizard. | | |
| | When you are editing an existing Communication Plan, you can change the settings in this field. | | |

| Field name | Description | M.L. | Status |
|-----------------------|---|------|--------|
| Version | The version of the Communication Plan is a numeric value that is automatically incremented by 1, each time a new version of the Communication Plan is created. | - | С |
| | When you are searching for a specific Communication Plan, you can enter its version number. | | |
| Status | This field indicates the status of the Communication Plan you are working with. This is a read-only field completed automatically by the system. | - | С |
| | A Communication Plan can have the following status indications: | | |
| | • Created : The Communication Plan has been created by the Member State user, but it has not yet been validated. | | |
| | • Validated : The Communication Plan has been validated by the Member State user, which means that it is in line with the Validation rules and can be sent to the European Commission. | | |
| | • Sent : The Communication Plan has been sent to the Commission by the Member State user and awaits treatment by the European Commission Operating Agent (ECOA). | | |
| | • Compliant : The Communication Plan has been accepted as compliant by the ECOA. | | |
| | • Returned : The Communication Plan was not accepted as compliant by the ECOA and has been sent back to the Member State. If the Commission returned the Communication Plan <i>for correction</i> , the Member State User can send a corrected version to the Commission again. If the Commission returned the Communication Plan with <i>full</i> <i>rejection</i> , the Member State User is expected to make major changes before re-submitting | | |
| | • Cancelled : The Communication Plan has been cancelled by the Member State user. A Member State user can cancel a Communication Plan, if he does not want to correct a Communication Plan returned by the European Commission. Once a Communication Plan is cancelled, the covered Operational Programmes can be linked to another Communication Plan. | | |
| Previous Node | This field contains the Node where the Communication Plan resided, before it was transferred to the current Node | - | С |
| | When you are searching a Communication Plan, select the required Node from the drop-down list. | | |
| Current Node | This field contains the Node where the Communication Plan is residing now. | - | С |
| | When you are searching a Communication Plan, you can select the required Node from the drop-down list. | | |
| Last Modified Date | This field contains the Date on which the Communication Plan was updated for the last time. | - | С |

6.11.2. <u>Programmes Covered Data fields</u>

The following table lists the data fields containing information about the Programmes Covered by the Communication Plan. You can find them on one or more of the following screens:

- The Communication Plan Creation Wizard (second phase)
- The Programmes Covered section of the Communication Plan Display screen
- The Programmes Covered tab on the Communication Plan Edit screen

Note: This does not mean that all listed fields appear on all screens.

| Field name | Description | M.L. | Status |
|-----------------------------------|---|------|--------|
| Operational Programme CCI | An Operational Programme CCI unambiguously identifies an Operational Programme covered by the Communication Plan. | - | М |
| | During the second phase of the Communication Plan Creation Wizard, you must select at least one Operational Programme CCI to be covered by the Communication Plan. | | |
| Operational Programme Title | The OP Title field contains the title linked to the Operational Programme. It cannot be edited when you are working with the Communication Plan. | 255 | С |

6.12. Consulting a Communication Plan Non-Reception Letter

If the Member state does not submit a required Communication Plan within the defined delays, the European Commission will register a *Communication Plan Non-Reception Letter* in SFC2007. This Non-Reception Letter can then be consulted by the Member State.

Follow this procedure to consult a Communication Plan Non-Reception Letter.

1. On the SFC2007 initial screen, select the option *Communication Plan Non-Reception Letter* from the *Monitoring* drop-down menu.



The following screen is displayed:

| User: 1 | w0052353 Node: P | T Profile: w0 | 052353 - PT 🕚 | Versio | on: v3.1.19 | | | He | <u>Ip Home</u> | Logout |
|----------------------------|-------------------------------|-----------------------|-----------------------|-----------------|----------------------------------|----------|-----------------------|--------------|----------------|--------|
| SFC 2007 | System fo Monitoring > Cor | or Fund | manage Plan Non-Re | emer ception | It in the Letters > Li | e Euro | pean Community 2007-2 | 2013 | English (en |) 💌 |
| Strategic Planning | Programming | Monitoring | Execution | Audit | Evaluation | Closure | Utilities | | | |
| Search | | | | | | | | | | = |
| | | | | | | Show? | | | | |
| Document Title: | | | | | | | | | | |
| Attachment Title: | | | | | | | | | | |
| Document Date: | | | | | | | | | | |
| Sent Date: | E ² | | | | | | | | | |
| Language: | ~ | | | | | | | | | |
| Member State: | | ~ | | | | | | | | |
| CCI: | | | | | | | | | | |
| | | | | Sean | ch Clear | | | | | |
| | | | | - Scar | | | | | | |
| - | | | | | | | | | | |
| List of Documents | | | | | | | | | | |
| 2 results found, displayir | ng 1 to 2 H 4 + 1 | M Page(s): <u>1</u> . | Item(s) per pa | ge: 12 | Show all | 1 | | | | |
| Title | ź | Lang | uage | 2 | Attachme | ents | Ž Document Date | <u>≜</u> Ser | it Date | ź 📃 |
| CP NRL for Portugal | | English | | 1 | | | 21/05/2009 | 20/05/200 | 09 | 3 |

- 2. Search the required *Communication Plan Non-Reception Letter*.
- 3. Click the link in the *Title* field.

The Documents Details screen is displayed:

| 2007 Monitoring | g > Communication Plan Non- | Reception Letters > Edit | Related Documents | ity 2007-2013 | |
|---------------------------------|---|--------------------------|-------------------|-----------------------------|----|
| Strategic Planning Program | nming Monitoring Execution | n Audit Evaluation C | losure Utilities | | |
| Document Details | | | | | |
| ype: | | | | Sent Date: 20/05/2009 | |
| itle: ocument Date: | CP NRL for Portugal 21/05/2009 | Language: | English | | |
| omments: | Creation comment | Local Reference. | | | |
| Notification Details | , | | | | |
| Disable Automatic Notifie | cation 🕑 | | | | |
| commerce: | | | | . | |
| .ttachments | | | | | |
| esults found, displaying 1 to 1 | K K ▶ N Page(s): <u>1</u> . Item(s) per | page: 12 Show all | | | |
| Non-Reception Letter doc | Title ument | | 2 Filename | Link Upload Date 20/05/2009 | Ž. |
| | | | | | |
| Document Links | | | | | |
| | ₩ ♥ ▶ ▶ Page(s): <u>1</u> . Item(s) per | page: 12 <u>Show all</u> | | | |
| esults found, displaying 1 to 1 | | | A 1 | Title | |

4. Click the link in the *Filename* field to open the document or to save it on a local drive.