



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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Version: 1.2
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Approved by:
Reference Number: SFC2007-MAN-185
Software version: 3.2.7

TABLE OF CONTENTS

1. Introduction.....	5
1.1. Definition.....	5
1.2. Tasks.....	5
1.3. References used in this manual	5
1.4. Disclaimer.....	5
2. Managing Common Identification Codes (CCI).....	6
2.1. Definition.....	6
2.2. Managing a CCI: Workflow Overview	7
2.3. Creating and sending a CCI Request	8
2.4. Cancelling a CCI Request.....	14
2.5. Handling a CCI Request (by the EC Operating Agent).....	16
2.6. Working with an allocated CCI	16
3. Managing National Strategic Plans (EAFRD and EFF)	18
3.1. Definition.....	18
3.2. Sending NSP-related Member State Documents and their Attachments.....	18
3.2.1. Defining NSP documents	18
3.2.2. Adding Attachments to NSP Documents.....	20
3.2.3. Sending NSP Documents to the European Commission	23
3.3. Searching and consulting NSP documents	26
3.4. Data Fields.....	28
3.4.1. NSP Document Data fields.....	29
3.4.2. NSP Attachment Data fields.....	30
3.5. National Strategic Plan Document Overview	30
3.5.1. NSP documents for the EAFRD.....	30
3.5.2. NSP documents for the EFF	31
4. Managing Strategic Reporting (ESF, ERDF and CF).....	33
4.1. Definition.....	33
4.2. Sending Strategic Reporting Member State Documents and their Attachments .	33
4.2.1. Defining Strategic Reporting Documents.....	33
4.2.2. Adding Attachments to Strategic Reporting Documents.....	35
4.2.3. Sending Strategic Reporting Documents to the European Commission.....	38
4.3. Searching and consulting Strategic Reporting documents	41
4.4. Data Fields.....	44
4.4.1. Strategic Reporting Document Data fields	44
4.4.2. Strategic Reporting Attachment Data fields	45
4.5. Strategic Reporting overview	45
5. Managing Management and Control System Dossiers	47
5.1. Introduction to the Member State Management and Control Systems.....	47

5.2. Workflow Overview	47
5.3. Creating, editing and validating Management and Control System Dossiers	49
5.4. Searching and sending a validated Management and Control Systems Dossier ..	49
5.5. Evaluating submitted (sent) MCS Dossiers (by the ECOA)	52
5.6. Management and Control System Dossier Data Fields.....	53
5.6.1. General Details Data Fields	53
5.6.2. Programmes Covered Data fields	56
5.6.3. Reservations on Priorities Data Fields.....	57
5.6.4. Results on the Assessment Data Fields.....	58
5.7. Consulting a Management Control Systems Dossier Non-Reception Letter	59
6. Managing Communication Plans	61
6.1. Introduction to the Communication Plans.....	61
6.2. Workflow Overview	61
6.3. Creating Communication Plans	62
6.4. Searching and displaying existing Communication Plans	66
6.5. Updating Communication Plans	70
6.5.1. Workflow Overview	70
6.5.2. Updating the tab General	71
6.5.3. Updating the tab Programmes Covered	72
6.6. Validating Communication Plans	74
6.7. Sending Communication Plans to the European Commission	76
6.8. Evaluating validated Communication Plans (by the Commission).....	77
6.9. Correcting returned Communication Plans.....	78
6.10. Creating new versions of an approved Communication Plan	80
6.11. Communication Plan Data Fields	81
6.11.1. General Communication Plan Data Fields.....	81
6.11.2. Programmes Covered Data fields	83
6.12. Consulting a Communication Plan Non-Reception Letter	83

Document History

Version	Date	Comment	By
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:

- [Managing Common Identification Codes \(CCI\)](#)
- Managing National Strategic Reference Frameworks (NSRF) for ERDF and ESF
- [Managing National Strategic Plans \(NSP\) for EAFRD and EFF](#)
- Managing Annual Summaries
- [Strategic Reporting](#)

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
[R2]	Introduction Guide	SFC2007-MAN-183 Introduction Guide
[R3]	European Commission Operating Agent Manual	SFC2007-MAN-190 European Commission Operating Agent Manual
[R4]	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 *yyyyCC99OTY###*, 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	CB	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

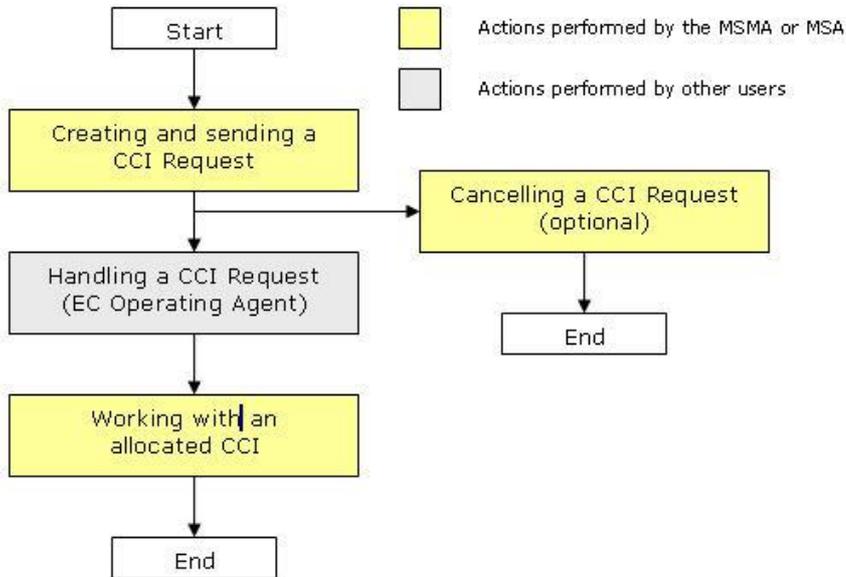
- **###** = 3-digits sequential number, starting at 001, which avoids having Programmes with identical names.

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 (ECO)**.

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](#)
 - [Cancelling a CCI Request](#)
 - [Working with an allocated CCI](#)
- The procedure performed by the ECO 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

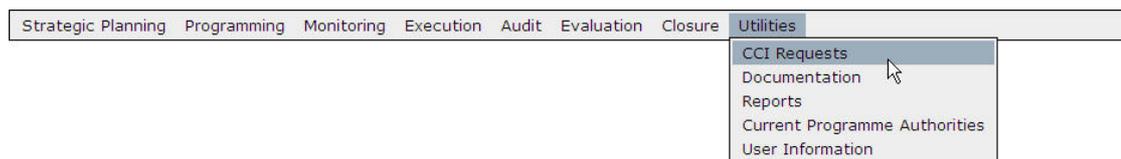
You typically need a new CCI, when you want to create a new Operational Programme or a new Project. As you cannot create a CCI yourself, you need to request one to the European Commission. The Commission then creates a new CCI and allocates it to you.

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 [SFC2007 Introduction guide](#). 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.



The following screen is displayed:

User: #0032353 Node: P1 Version: v2.2.6 e-Learning Home Logout

System for Fund management in the European Community 2007-2013
 Utilities > CCI Request > List CCI Requests and Allocations

English (en)

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Search

CCI: Show? Start Year: Show?

Target Area: Leading DG:

Objective: Type:

Status: My Requests Only:

List of CCI Requests and Allocations

352 results found, displaying 351 to 358 Pages: ... 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36 Items per page: 20 Show all

Allocated CCI	Title	Start Year	Target Area	Leading DG	Objective	Type	Status	Last Modified
	title rft70 2	2007	Sweden	EMPL	Convergence	Technical Assistance	Requested	31/01/2007
2007SE052P0005	OP EMPL SE Functional Testina 1.5.6 - cc	2007	Sweden	EMPL	Regional Competitiveness and Employment	Operational Programme	Allocated	06/12/2006
	Operational Programme for Sweden (AC3) Functional Testing 1.2.16	2007	Sweden	EMPL	Regional Competitiveness and Employment	Operational Programme	Cancelled	29/09/2006
2007SE052P0003	Operational Programme for Sweden (AC2) Functional Testing 1.2.16	2007	Sweden	EMPL	Regional Competitiveness and Employment	Operational Programme	Allocated	29/09/2006
2007SE052P0002	OP for Sweden Functional Test 1.2.16	2007	Sweden	EMPL	Regional Competitiveness and Employment	Operational Programme	Allocated	29/09/2006
	OP for Portugal for Convergence	2007	Portugal	EMPL	Convergence	Operational Programme	Requested	26/06/2007
2007ES052P0017	Operational programme for competitiveness for Spain	2007	Spain	EMPL	Regional Competitiveness and Employment	Operational Programme	Allocated	30/06/2006
2007ES052P0004	My Progr	2007	Spain	EMPL	Regional Competitiveness and Employment	Operational Programme	Allocated	30/06/2006

[Create a New CCI Request](#)

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*.**

The following screen is displayed:

User: #0030791 Node: SC Version: v2.1.12 e-Learning Home

System for Fund management in the European Community 2007-2013
 Utilities > CCI Request > Create CCI Requests

English (en)

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Record Programme/Project Information **Save Request**

Create CCI Request - Step 1: Record Programme/Project Information relevant to determine CCI Number

Start Year: * Target Area: *

Leading DG: * ? Objective: *

Type: * Additional Email: ?

Title: *

Comments:

Attached Document

Title: *

Attachment:

Document Date: *

Language: * Commission Registration N°:

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	M
Leading DG	From the drop-down list, select the Directorate General managing the Programme at the European Commission.	-	M
Type	From the drop-down list, select Operational Programme OR the Project Type for which you require the new CCI.	-	M
Title	In this field, enter the title of the Programme or Project.	255	M
Target Area	Select the target area from the drop-down list. The available entries match the Member States and the predefined Geographical groups	-	M
Objective	From the drop-down list, select the predefined Objective for the Programme or Project you require the CCI for.	-	M
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. If you do not enter an additional e-mail address, you are the only person that will be notified.	255	O
Comments	In this field, enter free text comment.	2000	O
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. If you want to attach a document, you must provide a title in this field.	240	M
Attached Documents – Attachment	In this field, you can click the Browse button to locate and attach the required file. You can also enter the path to the file to be attached as a justification for your CCI request.	2000	O

Field name	Description	M.L.	Status																																																															
Attached Document – Document Date	In this field you can enter the Document Creation date in the dd/mm/yyyy format. You can also click the Calendar icon (📅) to select the date from the Calendar: <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Previous (<<) / Next (>>) year</p> <table border="1" style="border-collapse: collapse; text-align: center; width: 100%;"> <tr> <td colspan="7">June, 2007</td> </tr> <tr> <td><</td> <td><</td> <td colspan="3">Today</td> <td>></td> <td>></td> </tr> <tr> <td>Mon</td> <td>Tue</td> <td>Wed</td> <td>Thu</td> <td>Fri</td> <td>Sat</td> <td>Sun</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> </tr> <tr> <td colspan="7">Select date</td> </tr> </table> <p>Previous (<) and Next (>) month</p> </div>	June, 2007							<	<	Today			>	>	Mon	Tue	Wed	Thu	Fri	Sat	Sun					1	2	3	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							-	M
June, 2007																																																																		
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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																																																																		
Attached Document – Language	From the drop-down list, select the language in which the attached document is written.	-	M																																																															

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

The screenshot shows the 'System for Fund management in the European Community 2007-2013' web application. The page title is 'System for Fund management in the European Community 2007-2013' and the breadcrumb is 'Utilities > CCI Request > Create CCI Requests'. The main content area is titled 'Create CCI Request - Step 1: Record Programme/Project Information relevant to determine CCI Number'. The form contains the following fields and values:

- Start Year: 2007*
- Target Area: Belgium*
- Leading DG: EMPL*
- Objective: Convergence*
- Type: Operational Programme*
- Additional Email: (empty)
- Title: Operational Programme Belgium*
- Comments: (empty)
- Attached Document:
 - Title: Doc OP Belgium*
 - Attachment: G:\5.4.1.4 Specific DG IT applications\Documentation\CleanUpPlan.xls (Browse...)
 - Document Date: 25/06/2007*
 - Language: Dutch*
 - Commission Registration N°: (empty)

The 'Add' button is highlighted with a red box, and the 'Clear' button is visible next to it. A 'Cancel' button is located at the bottom right of the form area.

The following screen is displayed:

User: #0050741 / Role: SC / Version: v2.1.12 TRAINING [e-Learning](#) [Home](#)

SFC 2007 System for Fund management in the European Community 2007-2013 English (en) ▾

Utilities > CCI Request > Create CCI Requests

Strategic Planning | Programming | Monitoring | Execution | Audit | Evaluation | Closure | Documentation | Reports | Utilities

Record Programme/Project Information Send Request

Create CCI Request - Step 1: Record Programme/Project Information relevant to determine CCI Number

Start Year: * Target Area: *

Leading DG: * ? Objective: *

Type: * Additional Email: ?

Title: *

Comments:

Attached Document

Title: *

Attachment: Browse...

Document Date: *

Language: * Commission Registration N°:

Add Clear

Start Year	Target Area	Leading DG	Objective	Type	Title	Attachment
2007	Belgium	EMPL	European Territorial Cooperation	Major Project	Belgium Major Project	1

Next 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 () 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: #0050741 / Role: SC / Version: v2.1.12 e-Learning Home

SFC 2007 System for Fund management in the European Community 2007-2013 English (en) ▾

Utilities > CCI Request > Create CCI Requests

Strategic Planning | Programming | Monitoring | Execution | Audit | Evaluation | Closure | Documentation | Reports | Utilities

Record Programme/Project Information Send Request

Create CCI Request - Step 2: Send Request

Once you have sent this request, the Commission will allocate CCI numbers for the following Programmes/Projects:

Start Year	Target Area	Leading DG	Objective	Type	Title	Attachment	Additional Email
2007	Belgium	EMPL	European Territorial Cooperation	Major Project	Belgium Major Project	1	

The allocated CCI numbers will in any case be send to the following email address:
no.e-mail@ec.europa.eu

To send your request to the Commission, please click the Send button.

Previous Send Cancel

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.

The following screen is displayed:

User: w0050741 Name: SC Version: v2.1.12 TRAINING [e-Learning](#) [Home](#)

System for Fund management in the European Community 2007-2013
 Utilities > CCI Request > List CCI Requests and Allocations English (en)

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

CCI Request(s) Successfully Created

Search

CCI: Start Year: Show?

Target Area: Belgium Leading DG:

Objective: Type:

Status: My Requests Only:

List of CCI Requests and Allocations

19 results found, displaying 1 to 10 | Pages: 1, 2, 3 (next) | per page: 10

Allocated CCI	Title	Start Year	Target Area	Leading DG	Objective	Type	Status	Last Modified
	Belgium Major Project	2007	Belgium	EMPL	European Territorial Cooperation	Major Project	Requested	25/06/2007
	2007BE051P0002 Training Programme - CC	2007	Belgium	EMPL	Regional Competitiveness and Employment	Operational Programme	Allocated	07/11/2006
	2007BE052P0002 WALLONIE-BXL	2007	Belgium	EMPL	Regional Competitiveness and Employment	Operational Programme	Allocated	07/11/2006
	2007BE052P0004 MF Test	2007	Belgium	EMPL	Regional Competitiveness and Employment	Operational Programme	Allocated	07/11/2006
	test for training by PBO	2007	Belgium	EMPL	Convergence	Global Grant	Requested	13/12/2006
	Belgian OP EFF - test	2007	Belgium	FISH	Fisheries Fund	Operational Programme	Requested	04/12/2006
	this is a test	2007	Belgium	FISH	Fisheries Fund	Operational Programme	Cancelled	18/12/2006
	First Operational Programme for RD, BE	2007	Belgium	AGRI	Rural Development	Operational Programme	Requested	19/10/2006

[Create a New CCI Request](#)

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.

User: w0050741 Name: SC Version: v2.1.12 e-Learning Home

System for Fund management in the European Community 2007-2013
 Utilities > CCI Request > Display CCI Request English (en)

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

[return to list](#)

CCI Request Detail

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 notified of his decision by means of an e-mail message. Refer to [Handling a CCI Request](#) for detailed information.

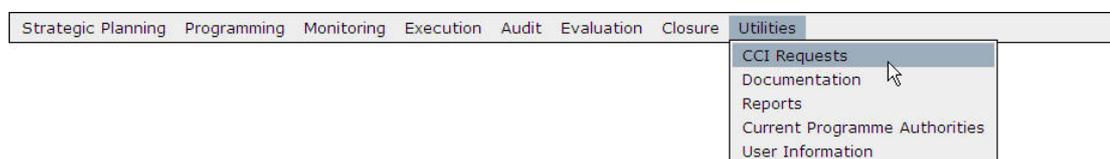
2.4. Cancelling a CCI Request

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** drop-down menu:



The following screen is displayed:

The screenshot displays the 'List of CCI Requests and Allocations' screen. It features a search pane at the top with various filters and a table below showing the list of requests. The search filters include CCI, Target Area, Objective, Status, Start Year, Leading DG, Type, and My Requests Only. The table has columns for Allocated CCI, Title, Start Year, Target Area, Leading DG, Objective, Type, Status, and Last Modified.

Allocated CCI	Title	Start Year	Target Area	Leading DG	Objective	Type	Status	Last Modified
	title_rft70_2	2007	Sweden	EMPL	Convergence	Technical Assistance	Requested	31/01/2007
2007SE052P0005	OP EMPL SE Functional Testing 1.5.6 - cc	2007	Sweden	EMPL	Regional Competitiveness and Employment	Operational Programme	Allocated	06/12/2006
	Operational Programmes for Sweden (AC3) Functional Testing 1.2.16	2007	Sweden	EMPL	Regional Competitiveness and Employment	Operational Programme	Cancelled	29/09/2006
2007SE052P0003	Operational Programmes for Sweden (AC2) Functional Testing 1.2.16	2007	Sweden	EMPL	Regional Competitiveness and Employment	Operational Programme	Allocated	29/09/2006
2007SE052P0002	OP for Sweden Functional Test 1.2.16	2007	Sweden	EMPL	Regional Competitiveness and Employment	Operational Programme	Allocated	29/09/2006
	OP for Portugal for Convergence	2007	Portugal	EMPL	Convergence	Operational Programme	Requested	26/06/2007
2007ES052P0012	Operational programme for competitiveness for Spain	2007	Spain	EMPL	Regional Competitiveness and Employment	Operational Programme	Allocated	30/06/2006
2007ES052P0004	My Progr	2007	Spain	EMPL	Regional Competitiveness and Employment	Operational Programme	Allocated	30/06/2006

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 management in the European Community 2007-2013 English (en)

Utilities > CCI Request > Display CCI Request

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

[return to list](#) [Cancel Request](#)

CCI Request Detail

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](#) [Cancel Request](#)

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:

User: #0052353 Node: P1 Version: v2.2.8 [e-Learning](#) [Home](#) [Logout](#)

SFC 2007 System for Fund management in the European Community 2007-2013 English (en)

Utilities > CCI Request > Cancel CCI Request

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

CCI Request Detail

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](#)

Reason:

Do you really want to 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:

The screenshot shows the SFC2007 system interface. At the top, there is a header with the user information 'User: w0052353 Node: PT Version: v2.2.8' and navigation links 'e-Learning', 'Home', and 'Logout'. Below this is the system title 'System for Fund management in the European Community 2007-2013' and a language dropdown menu set to 'English (en)'. A breadcrumb trail reads 'Utilities > CCI Request > Display CCI Request'. A navigation menu includes 'Strategic Planning', 'Programming', 'Monitoring', 'Execution', 'Audit', 'Evaluation', 'Closure', 'Documentation', 'Reports', and 'Utilities'. A red-bordered box highlights a message: 'CCI Request Successfully Cancelled!' with a 'return to list' link below it. The main content area is titled 'CCI Request Detail' and contains the following information:

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:	
Title:	OP for Portugal for Convergence
Comments:	
Request Date:	26/06/2007
Status:	Cancelled
Reason:	Cancelled because not required
Last Modified:	26/06/2007
Attachment:	OP Portugal Convergence doc

At the bottom of the detail section, there is another 'return to list' link.

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

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
Sent: Tuesday, June 26, 2007 2:16:15 PM
Subject: SFC2007 Event Notification

Object: CCI Request 2007PT163PR

Related to: MP for Portugal — User-defined title

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 [SFC2007 Introduction guide](#). 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.



The following screen is displayed:

User: w0050165 Node: HU Profile: w0050165 - MSA06US Version: v3.1.9 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Strategic Planning > National Strategic Plan > List Related Documents

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Search

Type: Show?

Document Title:

Attachment Title:

Document Date: Document search pane

Sent Date:

Language:

Member State:

Search Clear

List of Documents

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 12 Show all

Title	Type	Language	Attachments	Document Date	Sent Date
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

[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. Click the link **Upload a new Document** below the **List of Documents**.

The **Upload** screen is displayed:

User: w0050165 Node: HU Profile: w0050165 - MSA06US Version: v3.1.9 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Strategic Planning > National Strategic Plan > Edit Related Documents

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Document Details

Type: =

Title: *

Document Date: = Language: = Document Definition fields

Commission Registration N°: Local Reference:

Comments:

Attachments

There were no results found. Page(s): Item(s) per page: 12 Show all

Title	Filename	Link	Upload Date
-------	----------	------	-------------

Save Cancel

[Return to Document List](#)

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 [NSP Documents for the EAFRD](#) 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 [NSP Documents for the EFF](#) 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:

- [Title](#)
- [Document Date](#)
- [Language](#)
- [Commission Registration Number](#)
- [Local Reference](#)
- [Comments](#)

For a description of these fields, refer to section [NSP Document Data Fields](#) 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:

The screenshot shows the SFC2007 user interface. At the top, there is a navigation bar with 'Strategic Planning > National Strategic Plan > Edit Related Documents'. Below this is a confirmation message: 'Transaction Successfully Completed!' and 'Confirmation message'. The main section is titled 'Document Details' and contains the following information:

- Type: Official NSP Proposal for EAFRD
- Title: NSP for Hungary EAFRD
- Document Date: 22/04/2009
- Language: Hungarian
- Commission Registration N°: (empty)
- Local Reference: HU123
- Comments: creation comment for NSP for Hungary

Below the document details is an 'Attachments' section. It shows a table with columns for Title, Filename, Link, and Upload Date. The table is currently empty, and a link 'Add a new Attachment' is highlighted in red. At the bottom right of the form, there are 'Save' and 'Cancel' buttons.

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 [add Attachments to the NSP Documents](#).

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 [SFC2007 Introduction guide](#). 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.



The following screen is displayed:



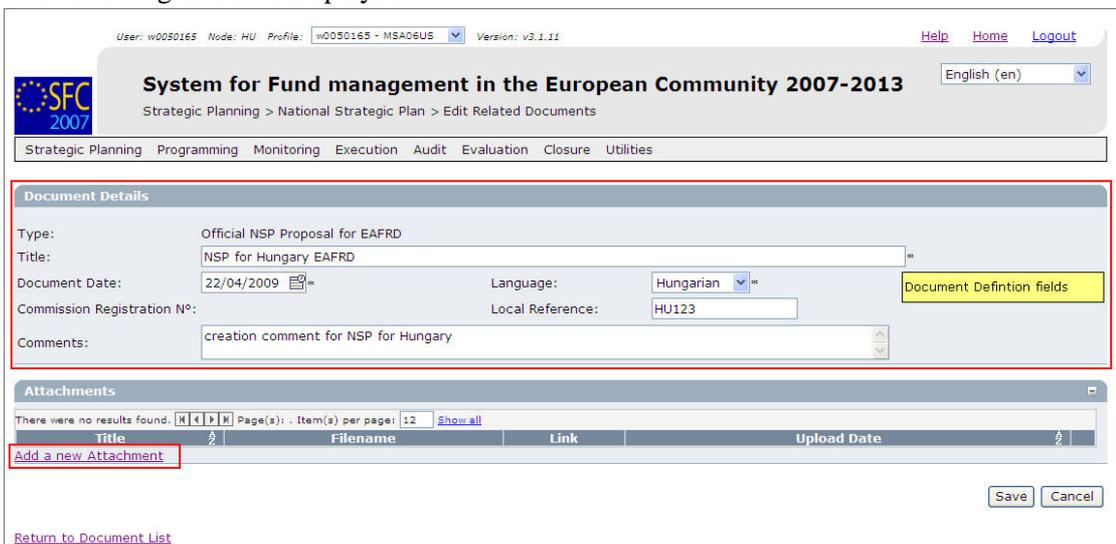
This screen contains the following standard panes:

- **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 [Searching and consulting NSP-related documents](#) 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:



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

The following fields can be edited:

- [Title](#)
- [Document Date](#)
- [Language](#)
- [Local Reference](#)
- [Comments](#)

The following fields can only be verified:

- [Type](#)
- [Commission Registration No](#)

For a description of these fields, refer to section [NSP Document Data Fields](#) or click an individual link in the list above.

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

The following screen is displayed:

The screenshot shows a web application interface for the 'System for Fund management in the European Community 2007-2013'. The user is logged in as 'w0050165' with profile 'w0050165 - MSA06US'. The page title is 'System for Fund management in the European Community 2007-2013' and the breadcrumb is 'Strategic Planning > National Strategic Plan > Edit Related Document Attachments'. The language is set to 'English (en)'. The main content area is divided into two sections: 'Document' and 'Attachment'. The 'Document' section shows 'Title: NSP for Hungary EAFRD' and 'Type: Official NSP Proposal for EAFRD Document Date: 22/04/2009'. The 'Attachment' section has a 'Title' field, radio buttons for 'upload' and 'link (URL)', and a 'Browse...' button. The 'link (URL)' option is selected. There are 'Save' and 'Cancel' buttons at the bottom right of the form. A 'Return to Document' link is also present.

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

- [Title](#)
- [Attachment to](#)

For a description of these fields, refer to section [NSP Attachment Data Fields](#) 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 - MSA06US Version: v3.1.11 Help Home Logout

SFC 2007 System for Fund management in the European Community 2007-2013 English (en)

Strategic Planning > National Strategic Plan > Edit Related Documents

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Transaction Successfully Completed!

Document Details

Type: 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 Hungary

Notification Details

Disable Automatic Notification
 Comments:

Attachments

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 12 Show all

Title	Filename	Link	Upload Date
NSP Proposal in Word format	nspdoc.doc		22/04/2009

[Add a new Attachment](#)

[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 [send the NSP Document to the Commission](#).

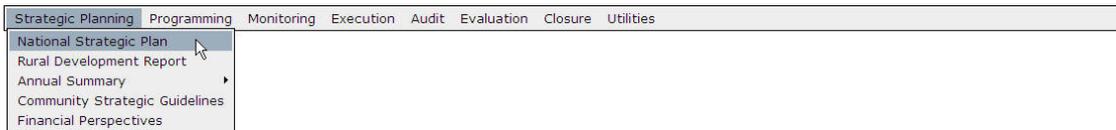
3.2.3. Sending NSP Documents to the European Commission

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 [SFC2007 Introduction guide](#). 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.



The following screen is displayed:



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.

The following screen is displayed:

User: w0050165 Node: HU Profile: w0050165 - MSA06US Version: v3.1.11 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Strategic Planning > National Strategic Plan > Edit Related Documents

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Document Details

Type: 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 Hungary

Notification Details
 Disable Automatic Notification
 Comments:

Attachments

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 12 Show all

Title	Filename	Link	Upload Date
NSP Proposal in Word format	nspdok.doc		22/04/2009

Add a new Attachment

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

The following fields can be edited:

- [Title](#)
- [Document Date](#)
- [Language](#)
- [Local Reference](#)
- [Comments](#)

The following fields cannot be edited anymore:

- [Type](#)
- [Commission Registration No](#)

For a description of these fields, refer to section [NSP Document Data Fields](#) 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 Version: v3.1.11 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Strategic Planning > National Strategic Plan > Edit Related Documents

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Transaction Successfully Completed! Confirmation message The Sent Date field is filled out

Document Details

Type: Official NSP Proposal for EAFRD Sent Date: 22/04/2009
 Title: NSP for Hungary EAFRD
 Document Date: 22/04/2009 Language: Hungarian
 Commission Registration N°: 22/04/2009 Local Reference: HU123
 Comments: creation comment for NSP for Hungary

Notification Details
 Disable Automatic Notification

Comments:

Attachments

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 12 Show all

Title	Filename	Link	Upload Date
NSP Proposal in Word format	nspdoc.doc		22/04/2009

The link Add new Attachment has disappeared, because it is no longer possible to add more Attachments.
 Click the link in the Filename (or Link) column to open the Attachment.
 The Rubbish bin icon has disappeared, because the Attachment can no longer be removed.

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 [SFC2007 Introduction guide](#). 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
- Annual Summary
- Community Strategic Guidelines
- Financial Perspectives

The following screen is displayed:

User: w0050165 Node: HU Profile: w0050165 - MSA06US Version: v3.1.9 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Strategic Planning > National Strategic Plan > List Related Documents

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Search

Type: Show?

Document Title:

Attachment Title:

Document Date: Document search pane

Sent Date:

Language:

Member State:

List of Documents

1 results found, displaying 1 to 1 Page(s): 1, Item(s) per page: 12 Show all

Title	Type	Language	Attachments	Document Date	Sent Date
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

[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. 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:

- [Type](#)
- [Document Title](#)
- [Attachment Title](#)
- [Document Date](#)
- [Sent Date](#)
- [Language](#)
- [Member State](#)

For a description of these fields, refer to the sections [NSP Document Data Fields](#) and [NSP Attachment Data Fields](#) 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*.

User: w0050165 Node: HU Profile: w0050165 - MSA06US Version: v3.1.11 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Strategic Planning > National Strategic Plan > List Related Documents

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Search

Type: Official NSP Proposal for EAFRD Show? Select

Document Title: Attachment Title: Document Date: Sent Date: Language: Hungarian Member State: Search Clear Click

List of Documents

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 12 Show all

Title	Type	Language	Attachments	Document Date	Sent Date
NSP for Hungary EAFRD	Official NSP Proposal for EAFRD	Hungarian	1	22/04/2009	22/04/2009

Upload a new Document Click

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 Node: HU Profile: w0050165 - MSA06US Version: v3.1.11 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Strategic Planning > National Strategic Plan > Edit Related Documents

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Document Details

Type: Official NSP Proposal for EAFRD Sent Date: 22/04/2009

Title: NSP for Hungary EAFRD

Document Date: 22/04/2009 Language: Hungarian

Commission Registration N°: Local Reference: HU123

Comments: creation comment for NSP for Hungary

Notification Details

Disable Automatic Notification

Comments:

Attachments

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 12 Show all

Title	Filename	Link	Upload Date
NSP Proposal in Word format	nspdpc.doc	OR	22/04/2009

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
Type	<p>This field contains the document type. The available document types depend on the Object you are working with:</p> <ul style="list-style-type: none"> • NSP documents for the EAFRD • NSP documents for EFF <p>Refer to the indicated sections for a detailed list with document descriptions.</p> <p>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.</p>	-	M
Title	In this field, enter a Title for the Document.	240	M
Document Date	<p>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 Calendar:</p> 	-	M
Language	From the drop-down list, select the language in which the attached document is written.	-	M
Commission Registration N°	This read-only field will be completed automatically by the Commission's document registration application.	-	C
Local Reference	In this field, you may enter a Local Reference for this document.	240	O
Comments	In this field, you may enter a free Comment for this document	2000	O

Field name	Description	M.L.	Status
Sent Date	This field contains the Date (format dd/mm/yyyy) 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.	-	C
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.	-	O

3.4.2. *NSP Attachment Data fields*

Field name	Description	M.L.	Status
Title	Enter the title for the Attachment in this field.	240	M
Attachment to	<p>There are two Attachment types:</p> <ul style="list-style-type: none"> 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 Link (URL) text field. In an Attachment List, the defined URL is displayed in the Link field. <p>Note: For Official documents (official proposals...), linking to an URL is only possible if there is already a file attachment.</p>	2000	M

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. NSP documents for the EFF

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](#)

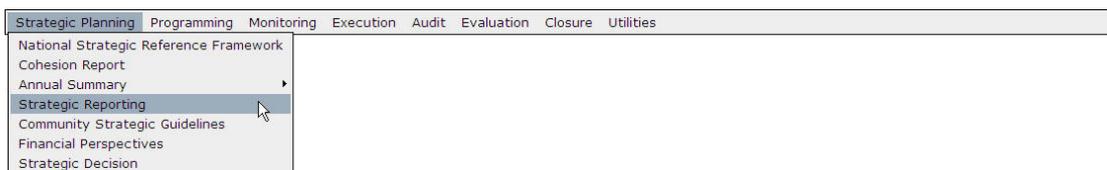
4.2.1. *Defining Strategic Reporting Documents*

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 [SFC2007 Introduction guide](#). 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:

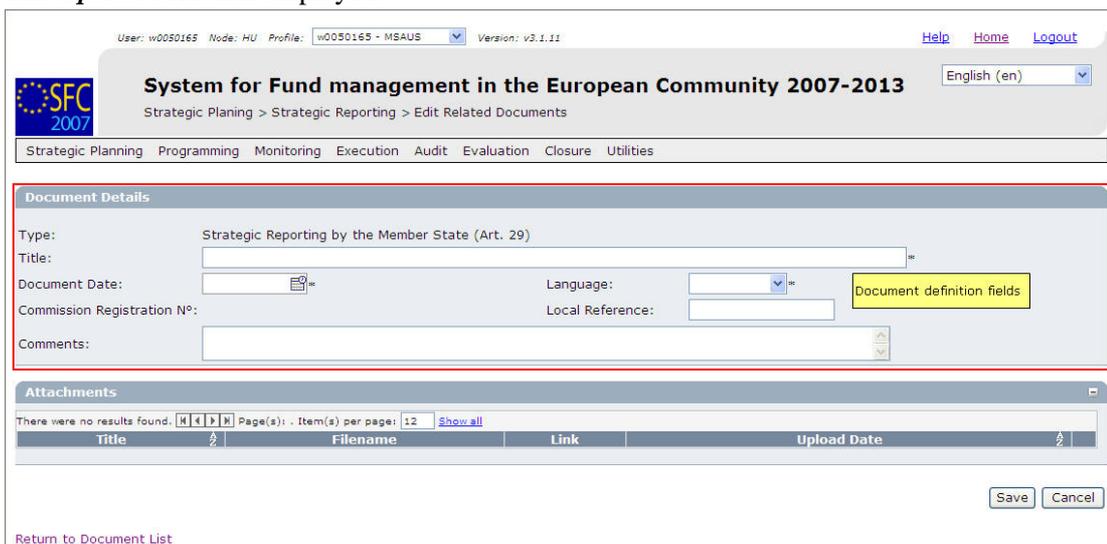


This screen contains the following standard panes:

- **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:



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:

- [Title](#)
- [Document Date](#)
- [Language](#)
- [Commission Registration Number](#)
- [Local Reference](#)
- [Comments](#)

For a description of these fields, refer to section [Strategic Reporting Document Data Fields](#) 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:

Description:

- The following confirmation message is displayed:
Transaction Successfully Completed
- The [Year](#) drop-down list is displayed. For a description of this field, click the link or refer to section [Strategic Reporting Document Data Fields](#).
- 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.

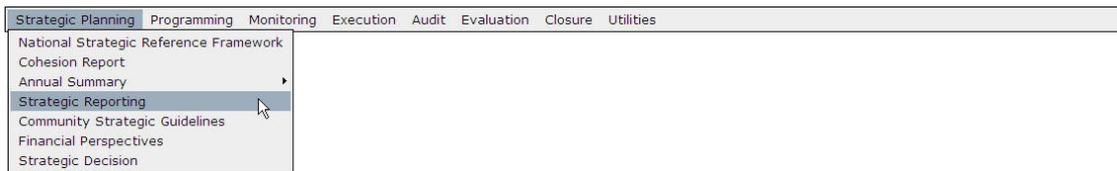
4.2.2. Adding Attachments to Strategic Reporting Documents

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

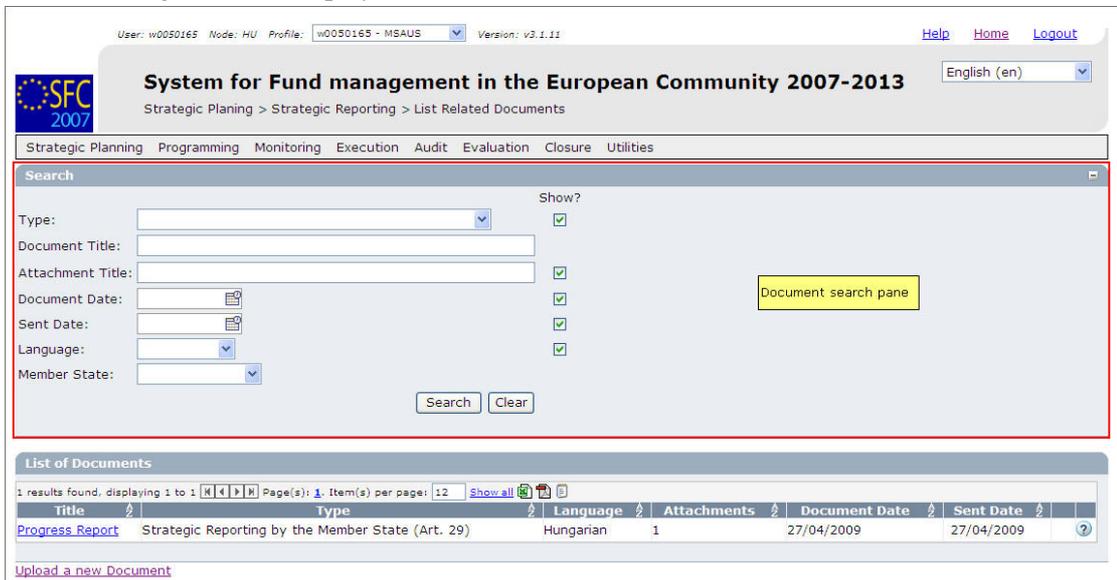
1. Log in to the SFC2007 information system.

The login procedure is explained in the [SFC2007 Introduction guide](#). 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:



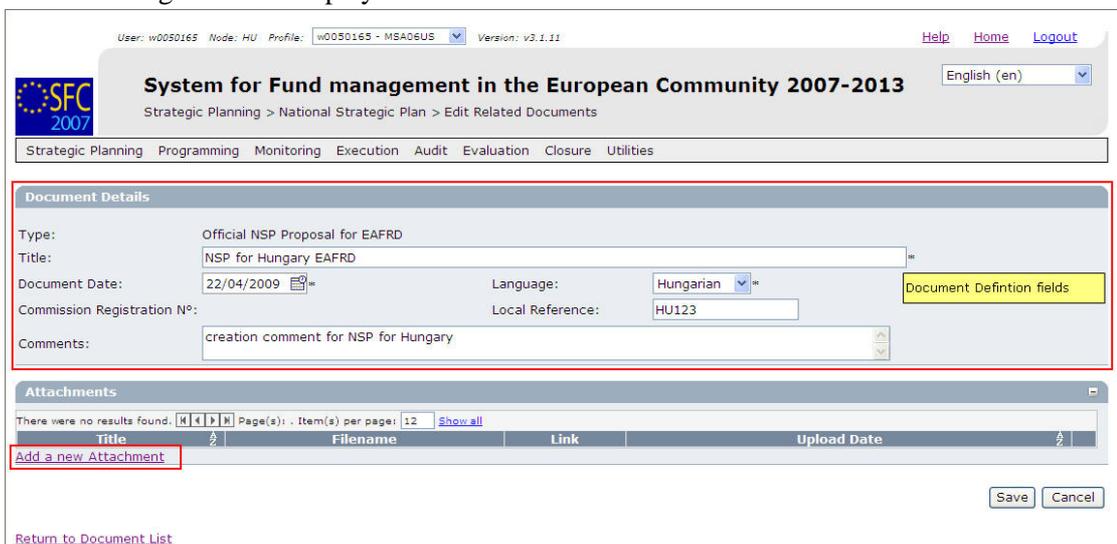
This screen contains the following standard panes:

- **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 [Searching and consulting Strategic Reporting documents](#) 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:



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

The following fields can be edited:

- [Title](#)
- [Document Date](#)
- [Language](#)
- [Commission Registration Number](#)
- [Local Reference](#)
- [Comments](#)
- [Year](#)

The following fields can only be verified:

- [Type](#)
- [Commission Registration No](#)

For a description of these fields, refer to section [Strategic Reporting Document Data Fields](#) or click an individual link in the list above.

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

The following screen is displayed:

The screenshot shows a web application interface for the 'System for Fund management in the European Community 2007-2013'. The user is logged in as 'w0050165' with the profile 'MSAUS'. The page title is 'System for Fund management in the European Community 2007-2013' and the breadcrumb is 'Strategic Planning > Strategic Reporting > Edit Related Document Attachments'. The language is set to 'English (en)'. The main content area is divided into two sections: 'Document' and 'Attachment'. The 'Document' section shows 'Title: Job Creation initiatives' and 'Type: Strategic Reporting by the Member State (Art. 29) Document Date: 28/04/2009'. The 'Attachment' section has a 'Title' field, an 'Attachment to' dropdown menu, and two radio buttons: 'upload' (with a 'Browse...' button) and 'link (URL)'. 'Save' and 'Cancel' buttons are at the bottom right. A 'Return to Document' link is at the bottom left.

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

- [Title](#)
- [Attachment to](#)

For a description of these fields, refer to section [Strategic Reporting Document Data Fields](#) 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](#)

SFC 2007 **System for Fund management in the European Community 2007-2013** English (en)

Strategic Planing > Strategic Reporting > Edit Related Documents

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Transaction Successfully Completed! Confirmation message

Document Details

Type: Strategic Reporting by the Member State (Art. 29)
 Title: Job Creation initiatives*
 Document Date: 28/04/2009 Language: Hungarian*
 Commission Registration N°: Local Reference: HU123
 Comments: creation comment
 Year: 2009

Notification Details
 Disable Automatic Notification
 Comments:

Attachments

1 results found, displaying 1 to 1 Page(s): 1. Item(s) per page: 12 [Show all](#)

Title	Filename	Link	Upload Date
Job initiatives in doc format	ddfdf.doc		27/04/2009

Add a new Attachment

Added Attachment

[Send Official Document](#) Save 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 Strategic Reporting Documents***. The next logical step is to [send the Strategic Reporting Document to the Commission](#).

4.2.3. Sending Strategic Reporting Documents to the European Commission

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

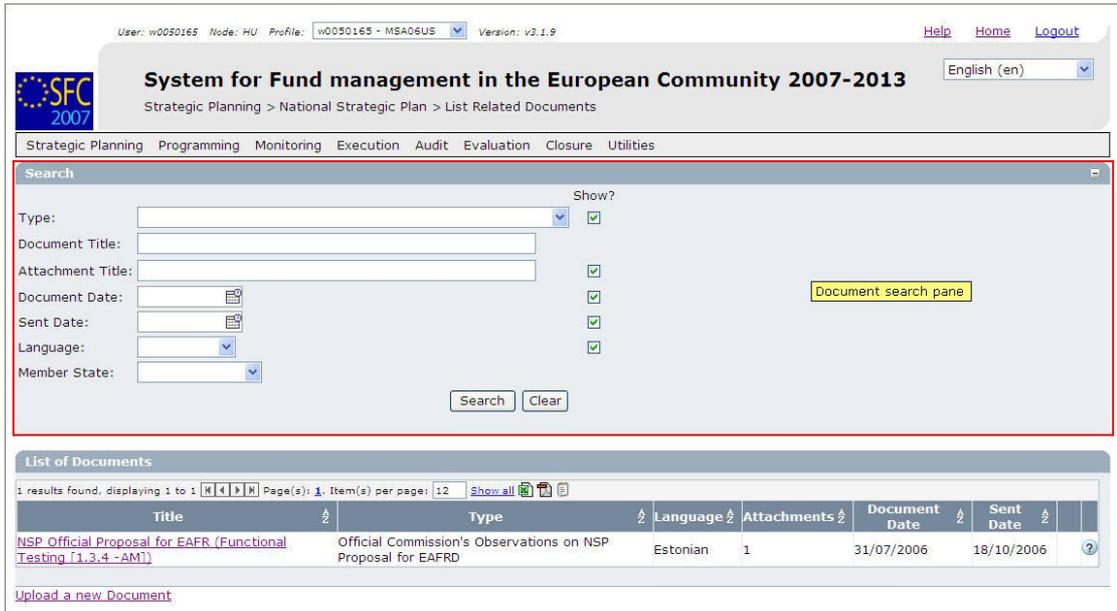
1. Log in to the SFC2007 information system.

The login procedure is explained in the [SFC2007 Introduction guide](#). 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:



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 [Searching and consulting Strategic Reporting Documents](#) 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 Node: HU Profile: w0050165 - MSAUS Version: v3.1.11 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013 English (en)

Strategic Planing > Strategic Reporting > Edit Related Documents

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Document Details

Type: Strategic Reporting by the Member State (Art. 29)

Title: Job Creation initiatives

Document Date: 26/04/2009 Language: Hungarian

Commission Registration N°: Local Reference: HU123

Comments: creation comment

Year: 2009

Notification Details

Disable Automatic Notification

Comments:

Attachments

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 12 [Show all](#)

title	Filename	Link	Upload Date
Job initiatives in doc format	ddfdf.doc		27/04/2009

[Add a new Attachment](#)

[Return to Document List](#)

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

The following fields can be edited:

- [Title](#)
- [Document Date](#)
- [Language](#)
- [Commission Registration Number](#)
- [Local Reference](#)
- [Comments](#)
- [Year](#)

The following fields can only be verified:

- [Type](#)
- [Commission Registration No](#)

For a description of these fields, refer to section [Strategic Reporting Document Data Fields](#) 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 2007 System for Fund management in the European Community 2007-2013 English (en)

Strategic Planing > Strategic Reporting > Edit Related Documents

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Transaction Successfully Completed! Confirmation message The Sent date has been filled out.

Document Details

Type: Strategic Reporting by the Member State (Art. 29)
 Title: Job Creation initiatives
 Document Date: 28/04/2009 Language: Hungarian
 Commission Registration N°: Local Reference: HU123
 Comments: creation comment
 Year: 2009

Notification Details
 Disable Automatic Notification
 Comments:

Attachments

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 12 Show all

Title	Filename	Link	Upload Date
Job initiatives in doc format	ddfdf.doc		27/04/2009

The link Add new Attachment has disappeared, because it is no longer possible to add more attachments

Click the Filename (or link) column to open the Attachment.

The Rubbish bin icon has disappeared, because the Attachment can no longer be removed

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 [SFC2007 Introduction guide](#). 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 Reference Framework
- Cohesion Report
- Annual Summary
- Strategic Reporting**
- Community Strategic Guidelines
- Financial Perspectives
- Strategic Decision

The following screen is displayed:

User: w0050165 Node: HU Profile: w0050165 - MSAUS Version: v3.1.11 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Strategic Planing > Strategic Reporting > List Related Documents

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Search

Type: Show?

Document Title:

Attachment Title:

Document Date:

Sent Date:

Language:

Member State:

Document search pane

List of Documents

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 12 Show all

Title	Type	Language	Attachments	Document Date	Sent Date
Progress Report	Strategic Reporting by the Member State (Art. 29)	Hungarian	1	27/04/2009	27/04/2009

[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. **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:

- [Type](#)
- [Document Title](#)
- [Attachment Title](#)
- [Document Date](#)
- [Sent Date](#)
- [Language](#)
- [Member State](#)

For a description of these fields, refer to the sections [Strategic Reporting Document Data Fields](#) and [Strategic Reporting Attachment Data Fields](#) 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**.

User: w0050165 Node: HU Profile: w0050165 - MSAUS Version: v3.1.11 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Strategic Planning > Strategic Reporting > List Related Documents

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Search

Type: Strategic Reporting by the Member State (Art. 29) Show? Select

Document Title:

Attachment Title:

Document Date:

Sent Date:

Language: Hungarian Select

Member State: Hungary

Year:

Search Clear Click

List of Documents

2 results found, displaying 1 to 2 Page(s): 1 Item(s) per page: 12 Show all

Title	Type	Language	Attachments	Document Date	Sent Date
Job Creation Initiatives	Strategic Reporting by the Member State (Art. 29)	Hungarian	1	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:

User: w0050165 Node: HU Profile: w0050165 - MSAUS Version: v3.1.11 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Strategic Planning > Strategic Reporting > Edit Related Documents

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Document Details

Type: Strategic Reporting by the Member State (Art. 29) Sent Date: 27/04/2009

Title: Job Creation initiatives

Document Date: 28/04/2009 Language: Hungarian

Commission Registration N°: Local Reference: HU123

Comments: creation comment

Year: 2009

Notification Details

Disable Automatic Notification

Comments:

Attachments

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 12 Show all

Title	Filename	Link	Upload Date
Job initiatives in doc format	ddfdf.doc	Link	27/04/2009

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.

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
Type	<p>This field contains the document type. The available document types depend on the Object you are working with:</p> <ul style="list-style-type: none"> • Strategic Reporting documents by the Member State • Strategic Reporting documents by the Commission <p>Refer to the indicated sections for a detailed list with document descriptions.</p> <p>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.</p>	-	M
Title	In this field, enter a Title for the Document.	240	M
Document Date	<p>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 Calendar:</p> 	-	M
Language	From the drop-down list, select the language in which the attached document is written.	-	M
Commission Registration N°	This read-only field will be completed automatically by the Commission's document registration application.	-	C

Field name	Description	M.L.	Status
Local Reference	In this field, you may enter a Local Reference for this document.	240	O
Comments	In this field, you may enter a free Comment for this document	2000	O
Sent Date	This field contains the Date (format dd/mm/yyyy) 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.	-	C
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.	-	O
Year	This field contains a 4-digit indication referring to the year covered by the Strategic Reporting Document. When you are searching or defining a Document, you can select the required year indication from the drop-down list.	-	M

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	M
Attachment to	There are two Attachment types: <ul style="list-style-type: none"> • 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 Link (URL) text field. In an Attachment List, the defined URL is displayed in the Link field. 	2000	M

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)

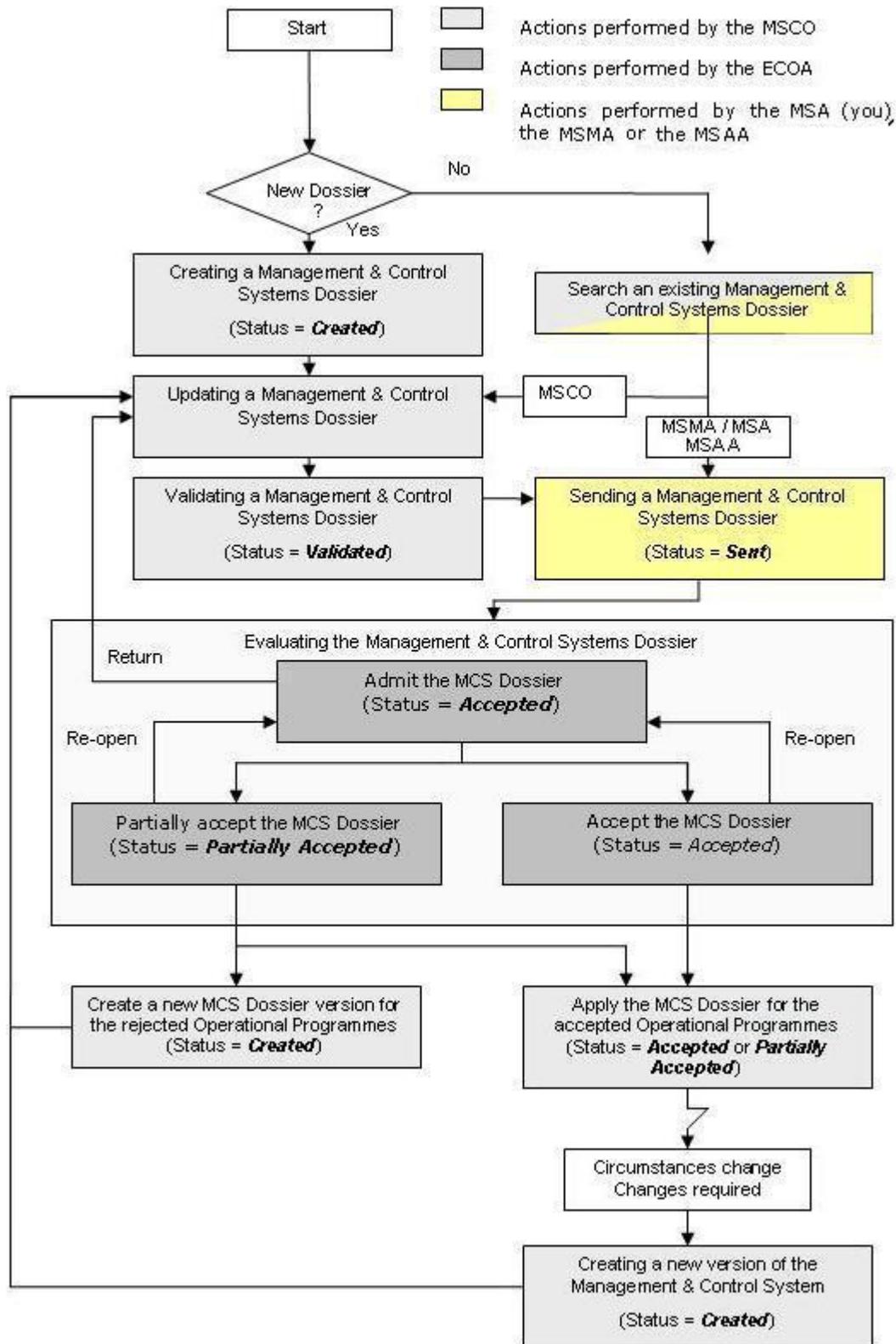
A Management and Control System Dossier must be submitted before the submission of the first interim application for payment or at the latest within twelve months of the approval of each operational programme. Refer to Article 71.1 of of the Council Regulation (EC) No 1083/2006 for details.

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 [Consulting a Management and Control Systems Dossier Non-Reception letter](#).

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 (ECO A).

An overview of this workflow is displayed below:



The action you perform is displayed as yellow box. Refer to the section [Sending a validated MCS Dossier to the European Commission \(by the MSMA or MSA\)](#).

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

[Dossiers for a short description](#). A full description of these procedures can be found in the SFC2007 manual dedicated to [the Member State Compliance Assessment Authority \[R5\]](#).

The actions performed by the European Commission Operating Agent (ECO) are represented as dark gray boxes. Refer to the section [Evaluating a submitted \(sent\) MCS Dossier for a short description](#).

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.

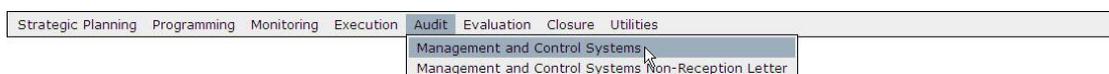
Once the Member State Compliance Assessment Authority deems that the MCS Dossier definition is complete, he **validates** the Dossier. When this action is successful, the status of the MCS Dossier is set to **Validated** and the Dossier is ready to be sent to the European Commission for acceptance.

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 [search the validated MCS Dossier and send it to the Commission](#). 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:



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 [SFC2007 Introduction Manual](#).

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

The following search fields are available:

- [Title](#)
- [Version](#)
- [CCI](#)
- [Status](#): 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 [General MCS Dossier Data fields](#) and [Programmes Covered Data Fields](#), 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**:

User: #0052354 Node: P7 Version: v2.5.12 Help Home Logout English (en)

System for Fund management in the European Community 2007-2013

Audit > Management and Control Systems > List Management and Control Systems Dossiers

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities

Search

Show? Show?

Title: Management% Status: [dropdown] [checked]

Version: [input] [Select] Previous Node: PT - Portugal [checked]

Cci: [input] Current Node: [dropdown] [checked]

[Click] [Search] [Clear]

List of Member State Management and Control Systems Dossiers

1 results found, displaying 1 to 1 | Page(s): 1 Item(s) per page: 12 Show all

Title	Version	Status	Previous Node	Current Node	Last Modified
Management & Control Systems Dossier for PT	1	Created	Portugal	Portugal	13/11/2007

Create a new Member State Management and Control Systems Dossier

[Click]

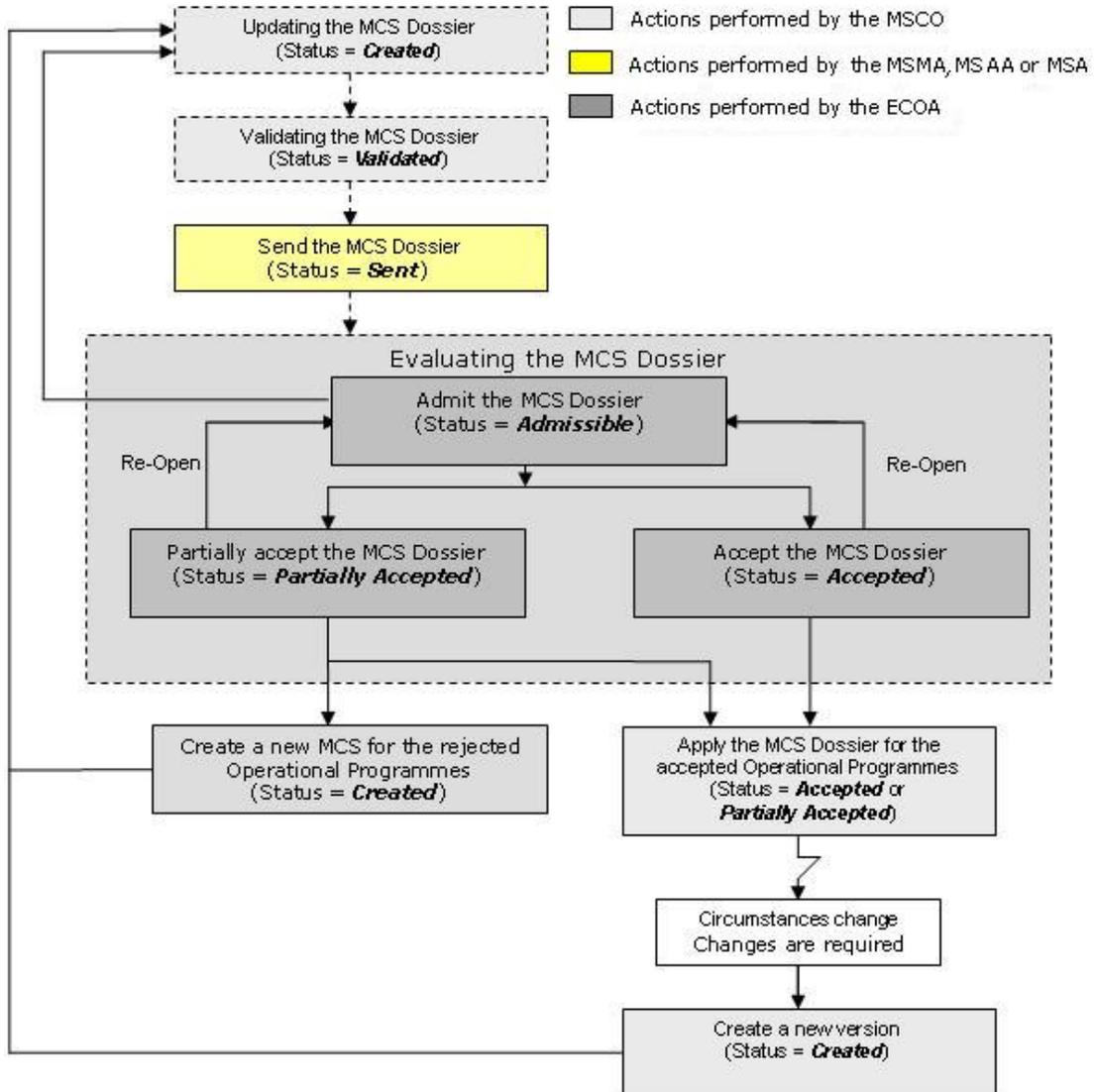
4. Click the link in the Title column matching the Management and Control Systems Dossier you want to display.

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 [Member State Compliance Assessment Authority Manual](#).

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

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

The European Commission Operating Agent (ECO) 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:



Note that 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	<p>The title describes the MCS Dossier.</p> <p>You define the MCS Dossier Title during the first phase of the Creation Wizard.</p> <p>When you are searching for a specific MCS Dossier, you can enter (part of) the title to find the required MCS Dossier.</p> <p>When you are editing an existing MCS Dossier, you can change the settings in this field.</p>	255	M
Comment	<p>The comment further describes the MCS Dossier.</p> <p>The user defines it during the first phase of the Creation Wizard.</p> <p>When you are editing an existing MCS Dossier, you can change the settings in this field.</p>	2000	O
Version	<p>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.</p> <p>When you are searching for a specific MCS Dossier, you can enter its version number.</p>	-	C

Field name	Description	M.L.	Status
Status	<p>This field indicates the status of the MCS Dossier you are working with. This is a read-only field completed automatically by the system.</p> <p>An MCS Dossier can have the following status indications:</p> <ul style="list-style-type: none"> • 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 (ECO A). • 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 for correction, the Member State User can send a corrected version to the Commission again. If the Commission returned the MCS Dossier with full rejection, 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. 	-	C
Previous Node	<p>This field contains the Node where the MCS Dossier resided, before it was transferred to the current Node</p> <p>When you are searching an MCS Dossier, select the required Node from the drop-down list.</p>	-	C
Current Node	<p>This field contains the Node where the MCS Dossier is residing now.</p> <p>When you are searching an MCS Dossier, you can select the required Node from the drop-down list.</p>	-	C
Date	<p>This field contains the last modification date for the MCS Dossier.</p>	-	C

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	<p>An Operational Programme CCI unambiguously identifies an Operational Programme covered by the MCS Dossier.</p> <p>During the second phase of the MCS Dossier Creation Wizard, you must select at least one Operational Programme CCI covered by the MCS Dossier.</p> <p>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.</p>	-	M
Operational Programme Title	<p>The OP Title field contains the title linked to the Operational Programme. It cannot be edited when you are working with the MCS Dossier.</p>	255	C
Opinion Options	<p>There are two possible values:</p> <ul style="list-style-type: none"> • 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. • With Reserve meaning that e Member State's opinion about the Management and Control systems set up for the Operational Programme contains reservations <p>During the second phase of the MCS Dossier Creation Wizard, you must select the required value by clicking an option button.</p> <p>When you are editing an existing MCS Dossier, you can change this setting on the Programmes Covered tab.</p>	-	M
Opinion Comment	<p>This field can contain a free comment about the selected Opinion setting.</p> <p>During the second phase of the MCS Dossier Creation Wizard, you can enter a free comment in this field.</p> <p>When you are editing an existing MCS Dossier, you can change the Opinion Comment on the Programmes Covered tab.</p>	2000	O

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

5.6.3. Reservations on Priorities Data Fields

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	<p>An Operational Programme CCI unambiguously identifies an Operational Programme covered by the MCS Dossier.</p> <p>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.</p>	-	M
Priority	<p>This field contains the Title of the Priority as it was defined in the Operational Programme.</p> <p>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.</p>	-	M
CCI – Priority	<p>When you are defining Priority Reservations in the MCS Creation Wizard or the MCS Dossier Edit screen, the CCI – Priority drop-down list contains the Priorities belonging to the Operational Programmes for which you selected the With Reserve opinion option. You can select the required definitions from the drop-down list.</p>	-	M

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

5.6.4. Results on the Assessment Data Fields

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. When you are creating a new Assessment entry, you can enter the name of the Authority or the Intermediate Body in this field	255	M
Type	This field contains the an indication of the type of Authority or Intermediate Body to be assessed. The following types are available: <ul style="list-style-type: none"> • Audit Authority • Certifying Authority • Certifying Body • Coordination Body • Managing Authority • National Authorising Officer • National IPA Coordinator • Paying Agency 	-	M
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. If the status or check box is not selected, the MSCO considers that this Description is not complete and accurate.	-	M

Field name	Description	M.L.	Status
Conclusion	<p>The Conclusion can be one of the following three values:</p> <ul style="list-style-type: none"> • Adverse: 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. 	-	M
Shortcomings	This field contains a textual description of the shortcomings the MSCO deems required mentioning.	2000	O
CCI Affected	<p>If the Assessment Result applies to a single Operational Programme, this field contains the matching CCI.</p> <p>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.</p>	-	O
Priority Axis affected	<p>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.</p> <p>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.</p>	-	O
Key / Auxiliary elements	This field contains a textual description of the Key and Auxiliary elements.	2000	O
Recommendations / 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	O

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.**

The following screen is displayed:

User: w0052353 Mode: PT Profile: w0052353 - PT Version: v3.1.19 Help Home Logout

System for Fund management in the European Community 2007-2013
 English (en)

Audit > Management and Control Systems Non-Reception Letters > List Related Documents

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Search

Document Title:
 Attachment Title:
 Document Date:
 Sent Date:
 Language:
 Member State:

Search Clear

List of Documents

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 12 Show all

Title	Language	Attachments	Document Date	Sent Date
MCS_NRL	English	1	21/05/2009	20/05/2009

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 Mode: PT Profile: w0052353 - PT Version: v3.1.19 Help Home Logout

System for Fund management in the European Community 2007-2013
 English (en)

Audit > Management and Control Systems Non-Reception Letters > Edit Related Documents

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Document Details

Type: MCS_NRL Sent Date: 20/05/2009
 Document Date: 21/05/2009 Language: English
 Commission Registration N°: Local Reference:

Comments:

Notification Details
 Disable Automatic Notification

Comments:

Attachments

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 12 Show all

Title	Filename	Link	Upload Date
MCS_NRL Document in Word format	ddfdf.doc		20/05/2009

Click

Document Links

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 12 Show all

CCI	MP for Portugal	Title
2007PT163PR001		

[Return 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:

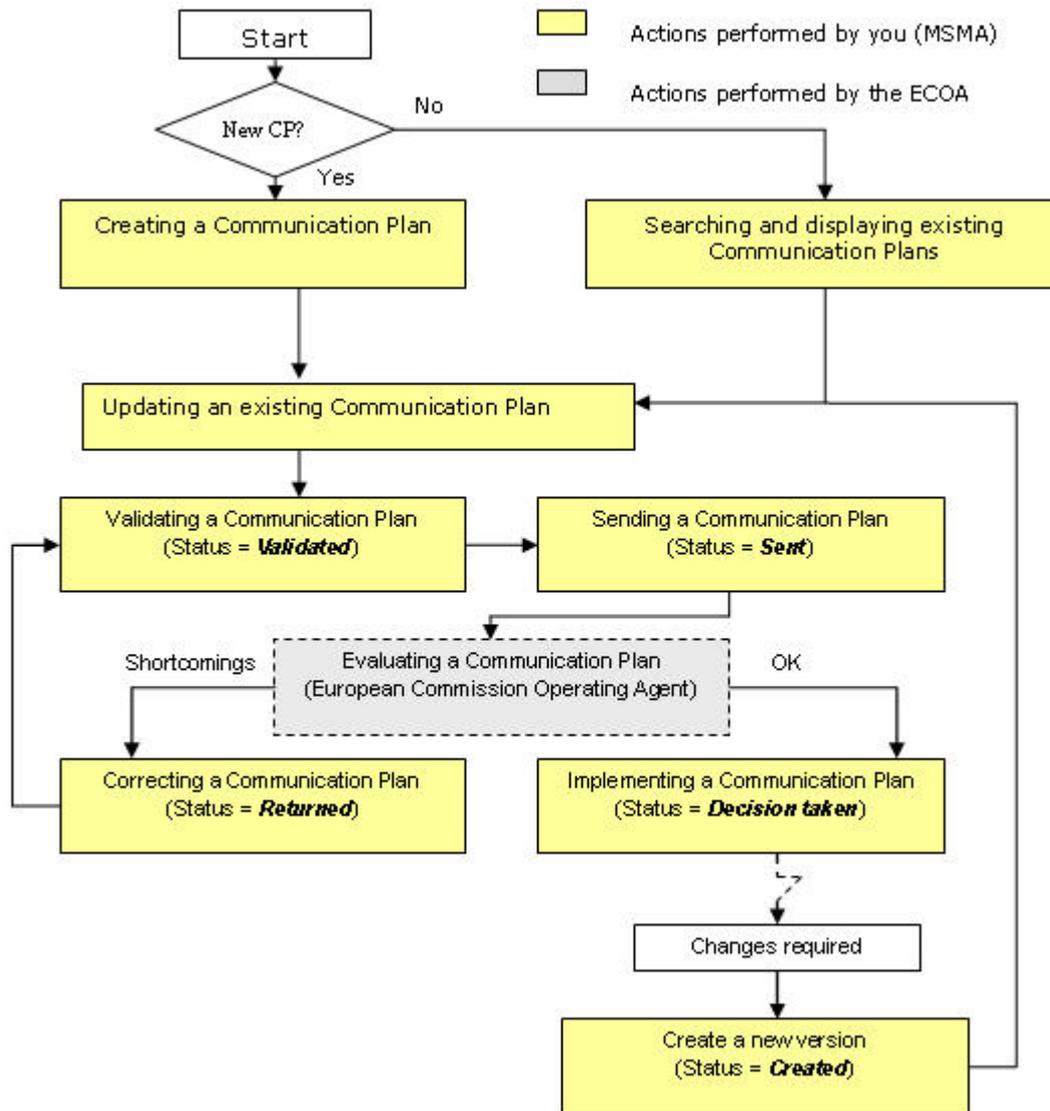
- its aims and target groups,
- the strategy and content of the information and publicity measures to be taken by the Member State or the managing authority, aimed at potential beneficiaries, beneficiaries and the public, having regard to the added value of Community assistance at national, regional 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 [Consulting a Communication Plan Non-Reception letter](#).

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:



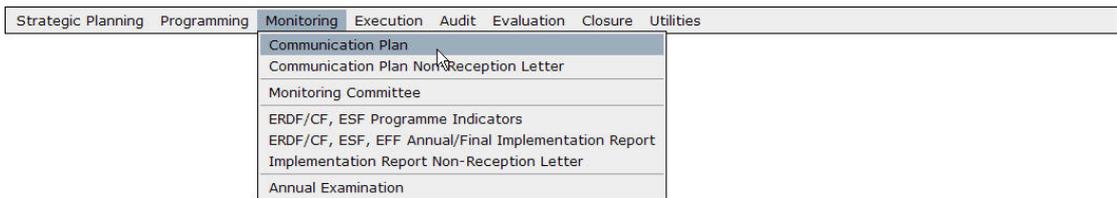
Click one of the links below to access a detailed description:

- [Creating Communication Plans](#)
- [Searching and displaying existing Communication Plans](#)
- [Updating Communication Plans](#)
- [Validating Communication Plans](#)
- [Sending Communication Plans to the Commission](#)
- [Evaluating Communication Plans \(by the Commission\)](#)
- [Correcting returned Communication Plans](#)
- [Creating a new version of an approved Communication Plan](#)

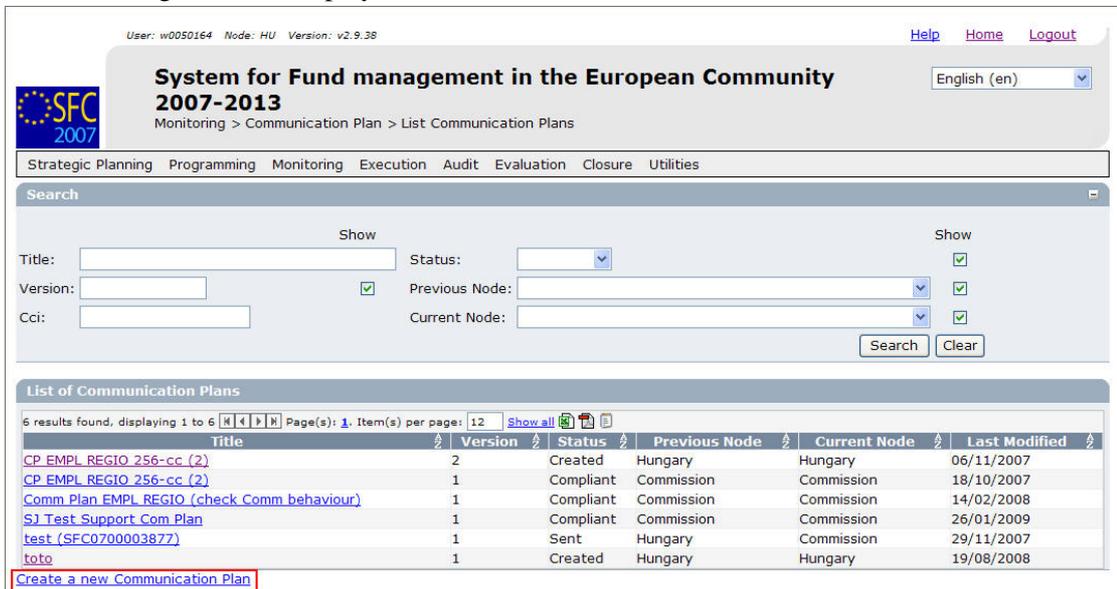
6.3. Creating Communication Plans

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:**



The following screen is displayed:



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 [SFC2007 Introduction Manual](#).

2. Click the link *Create a new Communication Plan*.

The following screen is displayed:



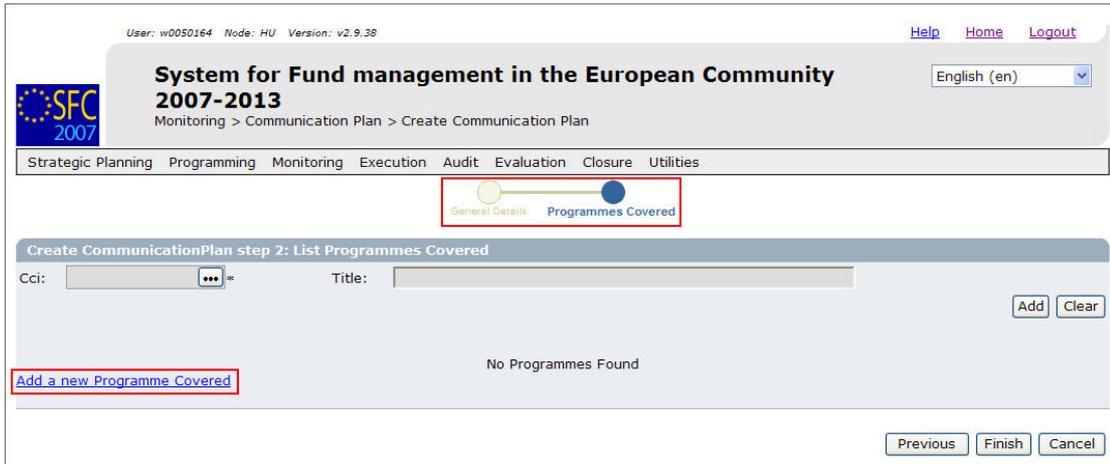
The current step **General Details** is highlighted. The following fields are available:

- [Title](#)
- [Comment](#)

For a description of these fields, refer to section [General Communication Plan Data fields](#) 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:



The current step *Programmes Covered* is highlighted.

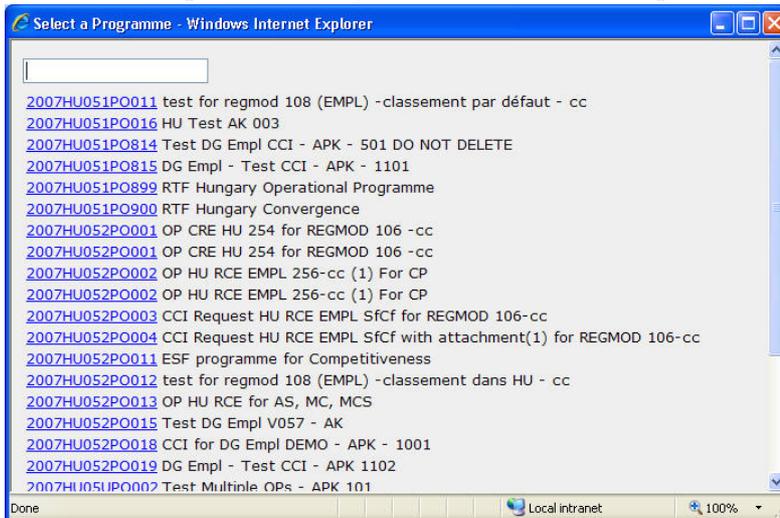
4. Click the link *Add a new Programme Covered*.

The following screen is displayed:



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

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details Programmes Covered

Create CommunicationPlan step 2: List Programmes Covered

Cci: 2007HU05UP0003 Title: DG Empl - Test CCI - APK 1103

Add Clear

No Programmes Found

Add a new Programme Covered

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

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details Programmes Covered

Create CommunicationPlan step 2: List Programmes Covered

Cci: Title:

Add Clear

1 results found, displaying 1 to 1 Page(s): 1, Item(s) per page: 12 Show all

Cci	Title
2007HU05UP0003	DG Empl - Test CCI - APK 1103

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 (🗑️) 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: w0050164 Node: HU Version: v2.9.38 [Help](#) [Home](#) [Logout](#)

**System for Fund management in the European Community
2007-2013** English (en) ▾

Monitoring > Communication Plan > Edit Communication Plan

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details

Title: Communication Plan Title
Version: 1 **Status:** Created **Date:** 12/03/2009

General Programmes Covered Documents In Charge

General Details

Title: *

Comment:

[Return to Display](#)

This screen contains a number of tabs allowing updating (editing and/or completing) the Communication Plan definition. Refer to [Updating Communication Plans](#) 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:**

Strategic Planning Programming **Monitoring** Execution Audit Evaluation Closure Utilities

- Communication Plan
- Communication Plan Non-Receipt Letter
- Monitoring Committee
- ERDF/CF, ESF Programme Indicators
- ERDF/CF, ESF, EFF Annual/Final Implementation Report
- Implementation Report Non-Receipt Letter
- Annual Examination

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** English (en) ▾

Monitoring > Communication Plan > List Communication Plans

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Search

Title: Show Status: Show

Version: Previous Node:

Cci: Current Node:

List of Communication Plans

7 results found, displaying 1 to 7 Page(s): 1. Item(s) per page: 12

Title	Version	Status	Previous Node	Current Node	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
toto	1	Created	Hungary	Hungary	19/08/2008

[Create a new Communication Plan](#)

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 [SFC2007 Introduction Manual](#)

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

The following search fields are available:

- [Title](#)
- [Version](#)
- [CCI](#)
- [Status](#)
- [Previous Node](#)
- [Current Node](#)

For a description of these fields, refer to section [Communication Plan Data fields](#) 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 Node: HU Version: v2.9.38 Help Home Logout

System for Fund management in the European Community 2007-2013
Monitoring > Communication Plan > List Communication Plans

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Search

Show Title: C% Status: Created Show
Version: Previous Node: Current Node: Search Clear

List of Communication Plans

2 results found, displaying 1 to 2 Page(s): 1. Item(s) per page: 12 Show all

Title	Version	Status	Previous Node	Current Node	Last Modified
CP EMPL REGIO 256-cc (2)	1	Created	Hungary	Hungary	06/11/2007
Communication Plan Title	1	Created	Hungary	Hungary	12/03/2009

Create a new Communication Plan

- 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.

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

User: w0050164 Node: HU Version: v2.9.38 Help Home Logout

System for Fund management in the European Community 2007-2013
Monitoring > Communication Plan > Display Communication Plan

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

[return to list](#) [Delete](#) [Validate](#) [Print](#) [Print All](#) Links

General Details

Title: Communication Plan Title
Version: 1 Status: Created
Comment: This is a comment to the Communication Plan.

[Edit](#)

(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:  Confirm or cancel the deletion.
Print	Click this link to generate a Summary Report about the Communication Plan. Refer to Appendix I.1 Print Report .

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

6. Verify the settings in the *General Details* section.

General Details

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

[Edit](#)

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

- [Title](#)
- [Version](#)
- [Status](#)
- [Comment](#)

Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the tab General](#).

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

Programmes Covered

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:

- [CCI](#)
- [Title](#)

Click the **Edit** link in this section to change its settings. For a detailed description of the fields and the update procedure, refer to [Updating the tab Programmes Covered](#).

8. Verify the settings in the *Associated Documents* section.

Associated Documents

Title	Type	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

[Edit](#)

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 [SFC2007 Introduction Manual](#).

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

Officials in Charge

Name	Phone	Fax	Email	Valid From	Until
official 4 (EC) ES			sfc2007-info@ec.europa.eu		
official 3 (EC) DE			sfc2007-info@ec.europa.eu		

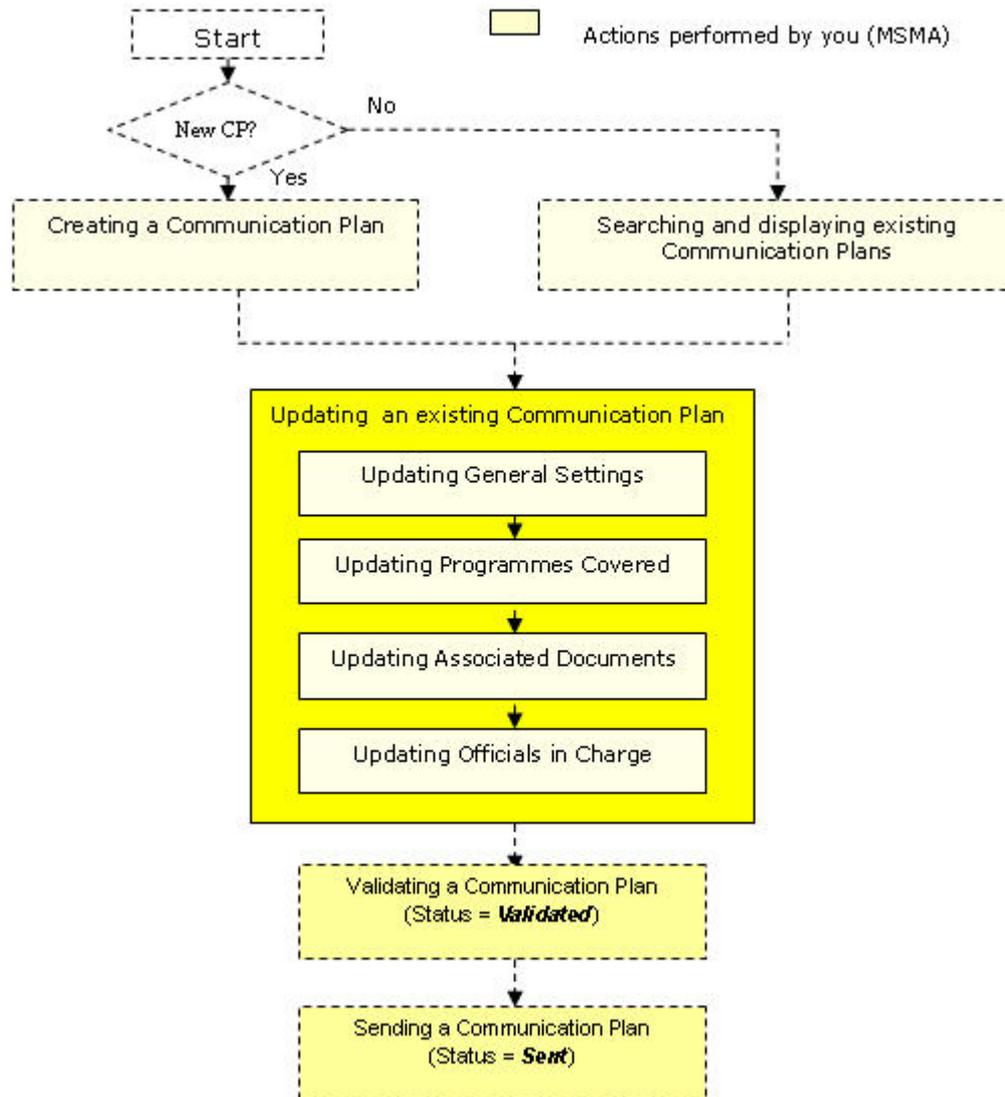
[Edit](#)

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 [SFC2007 Introduction Manual](#).

6.5. Updating Communication Plans

6.5.1. Workflow Overview

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 [SFC2007 Introduction Manual](#).

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:

- [Creating Communication Plans](#)
- [Searching and displaying existing Communication Plans](#)

The screen looks as follows:

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)

Monitoring > Communication Plan > Edit Communication Plan

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

General Details

Title: Communication Plan for HU
Comment: Comment to the Communication Plan for HU

Save Cancel

[Return to Display](#)

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

The following fields are available:

- [Title](#)
- [Version](#)
- [Status](#)
- [Date](#)

For a description of these fields, refer to section [General Communication Plan Data Fields](#) 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:

- [Title](#)
- [Comment](#)

For a description of these fields, refer to section [General Communication Plan Data Fields](#) 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:

- [Update the tab Programmes Covered](#) (logical next step)
- Update another tab on the Communication Plan Update screen. Refer to the [Action Overview](#) 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:



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

The following fields are available:

- [Title](#)
- [Version](#)
- [Status](#)
- [Date](#)

For a description of these fields, refer to section [General Communication Plan Data Fields](#) or click an individual field link in the list above

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

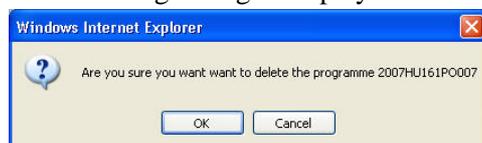
The following fields are available for each Operational Programme Covered:

- [CCI](#)
- [Title](#)

For a description of these fields, refer to section [Programmes Covered Data Fields](#) or click an individual field link in the list above.

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

The following dialog is displayed:



Confirm or cancel the deletion as required.

- 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:

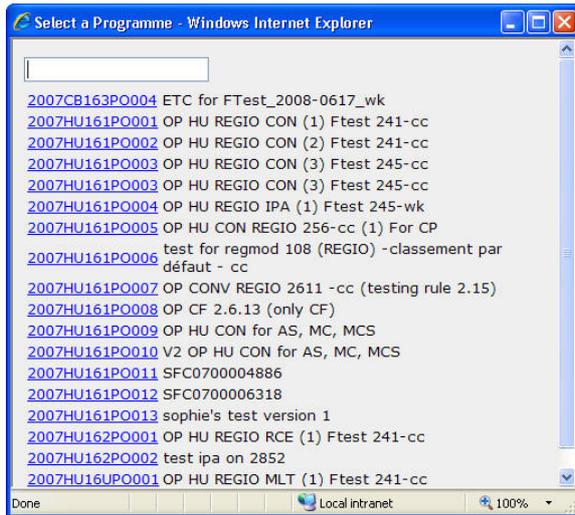
- Click the **CCI** field to display the Operational Programmes dialog:



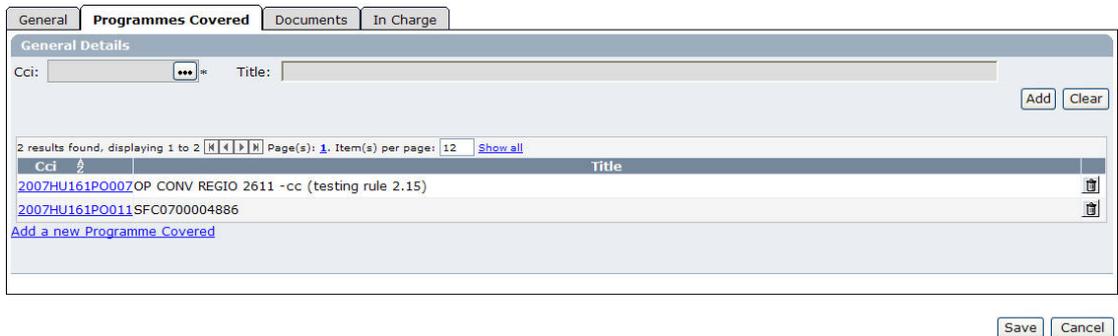
- Select the required OP from the list. Only the approved Operational Programmes pertaining to your geographical region are listed. The selected Operational Programme will replace the original OP on the **Programmes Covered** tab.
- Click the link **Add a new Programme Covered**, if you want to add an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

The following screen is displayed:

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



- Select the required OP from the list and click 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:



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 [SFC2007 Introduction Manual](#) for a detailed description.
- Update another tab on the Communication Plan Update screen. Refer to the [Action Overview](#) 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 [Appendix H](#) for a detailed list of the validation rules. You will logically perform a validation of your Communication Plan **AFTER** having [created](#) and [updated](#) it and **BEFORE** [sending](#) 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 [Searching and displaying existing Communication Plan](#) for a detailed description.

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

User: w005016S Node: HU Profile: w005016S - HU Version: v3.1.3 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013 English (en)

Monitoring > Communication Plan > Display Communication Plan

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

[return to list](#) [Delete](#) [Validate](#) [Print](#) [Print All](#) [Click](#)

General Details

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

[Edit](#)

The validation results are displayed:

User: w005016S Node: HU Profile: w005016S - HU Version: v3.1.3 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013 English (en)

Monitoring > Communication Plan > Validate Communication Plan

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details

Title: Communication Plan for HU
 Version: 1 Status: Created [?](#) Date: 31/03/2009

Validation Results

Date	Severity	Message
31/03/2009	Error	At least one Operational Programme must be covered !
31/03/2009	Error	No official document was uploaded
31/03/2009	Info	Communication Plan could not be validated. Please correct errors.

[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:

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)

Monitoring > Communication Plan > Validate Communication Plan

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details

Title: Communication Plan for HU
 Version: 1 Status: Validated Date: 31/03/2009 Status has been updated

Validation Results

Date	Severity	Message
31/03/2009	Info	Communication Plan has been validated.

No errors persist

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 [Searching and displaying existing Communication Plans](#) for a detailed description.

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

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)

Monitoring > Communication Plan > Display Communication Plan

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

return to list Delete Send Print Print All Click

General Details

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

Edit

The following screen is displayed:

User: w0050165 Node: HU Profile: w0050165 - HU Version: v3.1.3 [Help](#) [Home](#) [Logout](#)

SFC 2007 **System for Fund management in the European Community 2007-2013** English (en)

Monitoring > Communication Plan > Send Communication Plan

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details

Title: Communication Plan for HU
Version: 1 **Status:** Validated **Date:** 31/03/2009

Documents

1 results found, displaying 1 to 1 | Page(s): 1 | Item(s) per page: 12 | [Show all](#)

Title	Type	Language	Attachments	Document Date	Sent Date
prepareDocument - hu	Snapshot of data before send	Hungarian	1 Click	31/03/2009	

Are you sure you want to send this Communication Plan?

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 [Evaluating validated Communication Plan \(by the Commission\)](#).

6.8. Evaluating validated Communication Plans (by the Commission)

The European Commission Operating Agent (ECO) 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:

The screenshot shows the user interface for the 'System for Fund management in the European Community 2007-2013'. The user is logged in as 'w0050165' with profile 'w0050165 - HU'. The page title is 'Monitoring > Communication Plan > Display Communication Plan'. A navigation menu includes 'Strategic Planning', 'Programming', 'Monitoring', 'Execution', 'Audit', 'Evaluation', 'Closure', and 'Utilities'. Below the menu, there are links: 'return to list', 'Create New Version', 'Print', and 'Print All'. A yellow warning box states: 'You cannot change the settings for this Communication Plan anymore. However, you can create a new version to reflect changed circumstances.' The 'General Details' section shows: Title: 'Communication Plan for HU', Version: '1', Status: 'Compliant', and Comment: 'Comment to the Communication Plan for HU'.

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 [Creating new versions of an approved Communication Plan](#).
- 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:

The screenshot shows the user interface for the 'System for Fund management in the European Community 2007-2013'. The user is logged in as 'w0050165' with profile 'w0050165 - HU'. The page title is 'Monitoring > Communication Plan > Display Communication Plan'. A navigation menu includes 'Strategic Planning', 'Programming', 'Monitoring', 'Execution', 'Audit', 'Evaluation', 'Closure', and 'Utilities'. Below the menu, there are links: 'return to list', 'Validate', 'Cancel', 'Print', and 'Print All'. The 'General Details' section shows: Title: 'Communication Plan for HU', Version: '1', Status: 'Returned', and Comment: 'Comment to the Communication Plan for HU'. There is also an 'Edit' link.

You will now have to correct the Communication Plan, validate it and send it to the Commission again. Refer to the section [Correcting returned Communication Plans](#).

6.9. Correcting returned Communication Plans

If the responsible European Commission Operating Agent (ECO) 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 [here](#)

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 [Searching and displaying an existing Communication Plan](#).

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

Title	Type	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

[Edit](#) [Click](#)

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
Validated		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 [Updating Communication Plans](#).

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 [Sending Communication Plans to the European Commission](#).

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 [Searching and displaying existing Communication Plans](#).

2. In the Communication Plan Display screen, click the link *Create a new version*:

The screenshot shows the user interface for the 'System for Fund management in the European Community 2007-2013'. The user is logged in as 'w0050165' with profile 'w0050165 - HU' and version 'v3.1.3'. The page title is 'System for Fund management in the European Community 2007-2013' and the breadcrumb is 'Monitoring > Communication Plan > Display Communication Plan'. A navigation menu includes 'Strategic Planning', 'Programming', 'Monitoring', 'Execution', 'Audit', 'Evaluation', 'Closure', and 'Utilities'. The 'Audit' menu item is highlighted with a yellow box and a red arrow pointing to a 'Click' callout. Below the menu, there are links for 'return to list', 'Create New Version', 'Print', and 'Print All'. The 'Create New Version' link is highlighted with a red box. The 'General Details' section shows: Title: Communication Plan for HU, Version: 1, Status: Compliant, Comment: Comment to the Communication Plan for HU.

The following screen is displayed:

The screenshot shows the 'Create New Communication Plan Version' screen. The user is logged in as 'w0050165' with profile 'w0050165 - HU' and version 'v3.1.3'. The page title is 'System for Fund management in the European Community 2007-2013' and the breadcrumb is 'Monitoring > Communication Plan > Create New Communication Plan Version'. A navigation menu includes 'Strategic Planning', 'Programming', 'Monitoring', 'Execution', 'Audit', 'Evaluation', 'Closure', and 'Utilities'. The 'General Details' section shows: Title: Communication Plan for HU, Version: 1, Status: Compliant, Date: 01/04/2009. Below this, a confirmation message asks: 'Do you really want to create a new version for this Communication Plan?'. There are 'Yes' and 'No' buttons, with the 'Yes' button highlighted by a red box and a yellow 'Click' callout.

3. Click the *Yes* button.

Verify the upper part of the Communication Plan Display screen:

The screenshot shows the 'Display Communication Plan' screen for the new version. The user is logged in as 'w0050165' with profile 'w0050165 - HU' and version 'v3.1.3'. The page title is 'System for Fund management in the European Community 2007-2013' and the breadcrumb is 'Monitoring > Communication Plan > Display Communication Plan'. A navigation menu includes 'Strategic Planning', 'Programming', 'Monitoring', 'Execution', 'Audit', 'Evaluation', 'Closure', and 'Utilities'. Below the menu, there are links for 'return to list', 'Delete', 'Validate', 'Print', and 'Print All'. The 'Validate' link is highlighted with a red box and a yellow callout: 'Links are available as normal for Communication Plans with Created status.' The 'General Details' section shows: Title: Communication Plan for HU, Version: 2, Status: Created. The 'Version: 2' and 'Status: Created' fields are highlighted with red boxes and a yellow callout: 'The version number has been incremented and the status indication has been updated.' There is also an 'Edit' link at the bottom.

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 [Validating Communication Plans](#).

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

Refer to the procedures in the section [Sending Communication Plans to the European Commission](#).

You will now have to wait until the European Commission evaluates your revised Operational Programme and notifies you of their decision. Refer to [Evaluating validated Communication Plans \(by the Commission\)](#).

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. 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.	255	M
Comment	The comment further describes the Communication Plan. 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.	2000	O

Field name	Description	M.L.	Status
Version	<p>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.</p> <p>When you are searching for a specific Communication Plan, you can enter its version number.</p>	-	C
Status	<p>This field indicates the status of the Communication Plan you are working with. This is a read-only field completed automatically by the system.</p> <p>A Communication Plan can have the following status indications:</p> <ul style="list-style-type: none"> • 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 (ECO A). • Compliant: The Communication Plan has been accepted as compliant by the ECO A. • Returned: The Communication Plan was not accepted as compliant by the ECO A and has been sent back to the Member State. If the Commission returned the Communication Plan for correction, the Member State User can send a corrected version to the Commission again. If the Commission returned the Communication Plan with full rejection, 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. 	-	C
Previous Node	<p>This field contains the Node where the Communication Plan resided, before it was transferred to the current Node</p> <p>When you are searching a Communication Plan, select the required Node from the drop-down list.</p>	-	C
Current Node	<p>This field contains the Node where the Communication Plan is residing now.</p> <p>When you are searching a Communication Plan, you can select the required Node from the drop-down list.</p>	-	C
Last Modified Date	<p>This field contains the Date on which the Communication Plan was updated for the last time.</p>	-	C

6.11.2. Programmes Covered Data fields

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.

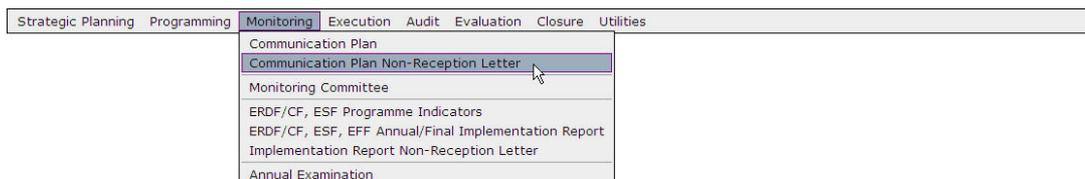
Field name	Description	M.L.	Status
Operational Programme CCI	An Operational Programme CCI unambiguously identifies an Operational Programme covered by the Communication Plan. During the second phase of the Communication Plan Creation Wizard, you must select at least one Operational Programme CCI to be covered by the Communication Plan.	-	M
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	C

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: w0052353 Node: PT Profile: w0052353 - PT Version: v3.1.19 [Help](#) [Home](#) [Logout](#)

 **System for Fund management in the European Community 2007-2013** English (en)

Monitoring > Communication Plan Non-Receipt Letters > List Related Documents

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Search

Document Title: Show?

Attachment Title:

Document Date:

Sent Date:

Language:

Member State:

CCI:

List of Documents

2 results found, displaying 1 to 2 Page(s): 1. Item(s) per page: 12

Title	Language	Attachments	Document Date	Sent Date
CP NRL for Portugal	English	1	21/05/2009	20/05/2009

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

The Documents Details screen is displayed:

User: w0052353 Node: PT Profile: w0052353 - PT Version: v3.1.19 [Help](#) [Home](#) [Logout](#)

 **System for Fund management in the European Community 2007-2013** English (en)

Monitoring > Communication Plan Non-Receipt Letters > Edit Related Documents

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Document Details

Type: CP NRL for Portugal Sent Date: 20/05/2009

Title: CP NRL for Portugal

Document Date: 21/05/2009 Language: English

Commission Registration N°: Local Reference:

Comments:

Notification Details

Disable Automatic Notification [?](#)

Comments:

Attachments

1 results found, displaying 1 to 1 Page(s): 1. Item(s) per page: 12

Title	Filename	Link	Upload Date
CP Non-Receipt Letter document	ddfdf.doc		20/05/2009

Document Links

1 results found, displaying 1 to 1 Page(s): 1. Item(s) per page: 12

CCI	Title
2007PT163PR001	MP for Portugal

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