



## How to create, validate & send the Closure of an Annual Programme?

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Disclaimer: The information contained herein is for guidance only and is a description on how to use the SFC2007 application. There can be no guarantees as to the accuracy of the descriptions due to the evolving nature of the computer system. In no way does this information replace the regulations or could be considered as a legal interpretation of the Commission services.

### Purpose of this functionality

This functionality enables Member States to create and submit the Final Report on Implementation of the Annual Programmes (AP) for EBF, ERF, EIF and RF. The closure procedure covers the Final Report on Implementation, the Certification for Final Payment and the Report by the Audit Authority.

### Regulation source

Article 19 of Decision N° 435/2007/EC of the Council for the European Fund for the Integration of third-country nationals (EIF)

Article 20 of Decision N° 573/2007/EC of the European Parliament and the Council for the European Refugee Fund (ERF)

Article 23 of Decision N° 574/2007/EC of the European Parliament and the Council for the External Borders Fund (EBF)

Article 21 of Decision N° 575/2007/EC of the European Parliament and the Council for the Return Fund (RF)

### Concerned Funds

EBF	ERF	EIF	RF
-----	-----	-----	----

### User roles and permissions needed

Member State Responsible Authority (MSRA U+S) with Update and Send permissions, Member State Audit Authority with Update and Send permissions (MSAA U+S), Member State Certifying Authority with Update and Send permission (MSCA U+S).

### Before you start, check that...

The status of the Annual Programme to be closed is "Decision Taken".

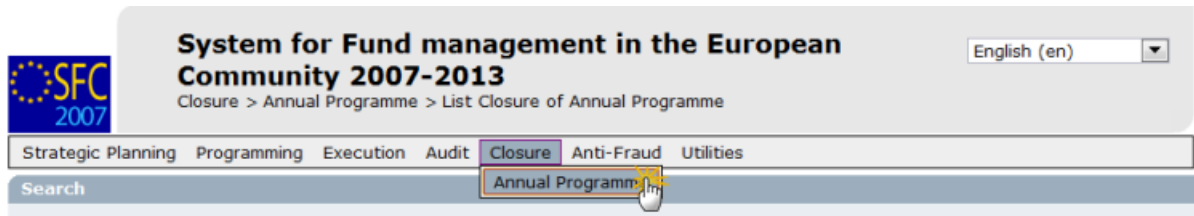
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## 1. Create the Closure of an Annual Programme

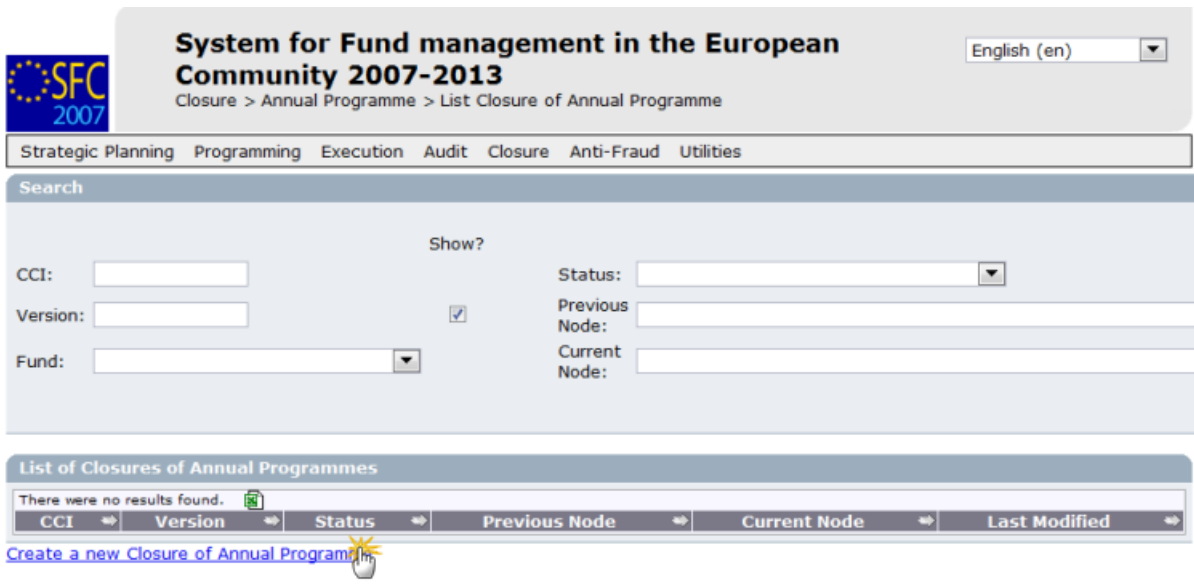
### Step by Step

1. Go to the CLOSURE > ANNUAL PROGRAMME menu.

The *search pane* screen and the Closure of Annual Programmes list appears.




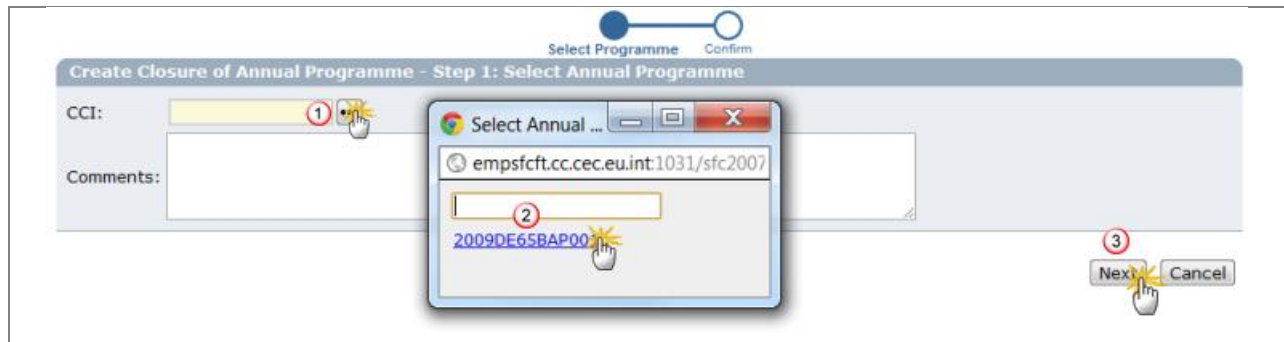
2. Click on [Create a new Closure of Annual Programme](#).



The Create Closure of Annual Programme wizard appears. It is divided in two steps:

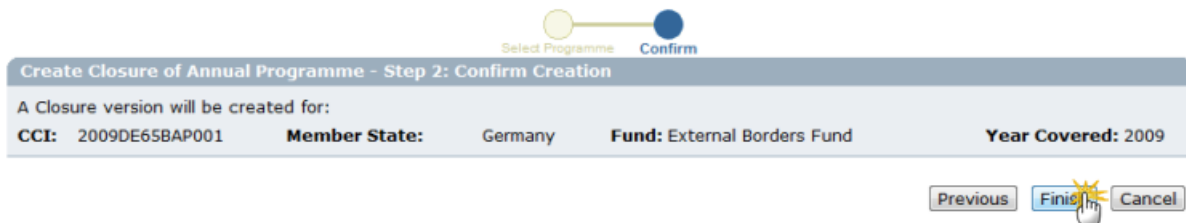
### Step 1: Select Annual Programme

3. Click on the three-dotted button  to trigger the Annual Programme's CCI number listing (1).
4. Select the AP whose Closure is to be created (2).
5. Click on NEXT (3)



### Step 2: Confirm Creation

6. Confirm the creation of the AP Closure by clicking on **FINISH**.



You are redirected to the edit tabs.

### NOTE

If the AP Closure is edited following the completion of the wizard, the system automatically directs you to the tabs to be encoded (cf.

Figure 2 - Tab view).

If the AP Closure is to be edited at a later stage, go to the **CLOSURE > ANNUAL PROGRAMME** menu (cf. step 1). The existing AP Closure is displayed in the list under the "Created" status. Click on the CCI number link to be directed to the display screen. Select any of the [Edit](#) options, provided that you have the Update and/or Send role assigned to your user account.

## 2. Edit the Closure of an Annual Programme

### 2.1. General Details

The contents of the AP Closure are displayed in different tabs, which are to be completed before validation and submission to the EC:

- Financial Report - Annex 5 (Tables A and B),
- Annual Audit report Opinion - Annex 7 (Table C),
- Certification for Final Payment - Annex 9,
- Associated Documents and
- Officials in Charge.

They can be displayed by tabs or as a list of tables:

Table 1 - Detailed Financial Report															
Situation at:															
Action	Project	Priority	Specific Priority	Programmed by MS			Committed at Level of the MS			Actual Figures Accepted by the Responsible Authority					
				Total Programmed Costs	EU Contribution	% EU	Total Eligible costs	EU Contribution	% EU	Total Eligible Costs	Final EU Contribution	% EU	Contributions from Third Parties	Receipts Generated by Project	Payment / Recovery to be made by RA
				a	b	c=b/a	d	e	f=e/d	g	h	i=h/g	j	k	l
01		1	1.3	200,000.00	150,000.00	75.00					0.00				
02		4	4.2	100,000.00	75,000.00	75.00					0.00				
TA				350,000.00	350,000.00	100.00					0.00				
<b>Total</b>				<b>650,000.00</b>	<b>575,000.00</b>	<b>88.46</b>					<b>0.00</b>				

[Edit](#)

Table 2 - List of Pending Recovery Orders						
Situation at:						
Reference	Annual Programme	Project	Total Amount to be recovered	EC Contribution to be recovered	Deducted from the related Financial Report	Reasons for Recovery
<a href="#">Edit</a>						

Table 3 - List of Recovery Orders not already deducted from previous Declarations of Expenditure						
Situation at:						
Reference	Annual Programme	Project	Total Amount recovered	EC Contribution recovered	Date of Recovery	Reasons for Recovery
<a href="#">Edit</a>						

**B. Request for Payment of the Balance / Statement of Reimbursement**

Applicant Name:  
Applicant Position:

Request Payment of the following Amount (1) (euro)  
 Declare for reimbursement the following Amount (2) (euro)

Payment should be made by the Commission to Authority Responsible for receiving Payments:

Bank:  
Bank Account Nr:  
Bank Account Holder:

Signer:  
Signature Date:

(1) Total amount requested to complement the pre-financing payment(s)  
(2) Total amount to be reimbursed after the clearing of the pre-financing payment(s)

[Edit](#) [Sign](#)

Report by the Audit Authority - Annex 7 - C. Validation of the Payment Request	
Opinion:	
Signer:	
Signature Date:	

Certification for Final Payment - Annex 9	
Certifier Name:	
Certifier Position:	
Certifies that all expenditure included in the Final Report on Implementation of the Annual Programme amounts to:	(euro) (1)
Accounts Closed Date:	
Signer:	
Signature Date:	

(1) Total amount of expenditure paid by the final beneficiaries or used for the technical assistance.

Figure 1 – List view (Display)

Financial Report - Annex 5		Certification for Final Payment - Annex 9	Annual Audit Report Opinion - Annex 7	Documents	In Charge										
A. Technical Report		B. Request for Payment / Reimbursement													
Financial Report		Pending Recovery Orders		Non-deducted Recovery Orders											
Table 1 - Detailed Financial Report															
Situation at: <input type="text"/>															
Action	Project	Priority	Specific Priority	Programmed by MS			Committed at Level of the MS			Actual Figures Accepted by the Responsible Authority					
				Total Programmed Costs	EU Contribution	% EU	Total Eligible costs	EU Contribution	% EU	Total Eligible Costs	Final EU Contribution	% EU	Contributions from Third Parties	Receipts Generated by Project	Payment / Recovery to be made by RA
				a	b	c=b/a	d	e	f=e/d	g	h	i=h/g	j	k	l
01		1	1.3	200,000.00	150,000.00	75.00					0.00				
02		4	4.2	100,000.00	75,000.00	75.00					0.00				
TA				350,000.00	350,000.00	100.00					0.00				

Figure 2 - Tab view

## 2.2. Member State Authorities: Profiles and permissions

The Member States Authority profiles concerned by the Final Report on Implementation of the Annual Programme are:

- Member State Responsible Authority (**MSRA**),
- Member State Auditing Authority (**MSAA**) and
- Member State Certifying Authority (**MSCA**).

Each authority has access to the part of the object related to his/her responsibility, as presented in the table below:

	MSRA	MSAA	MSCA
--	------	------	------

### FINANCIAL REPORT - ANNEX 5

Table A: Technical Report	MSRA	MSAA	MSCA
Financial Report ( <i>Table 1 - Detailed Financial Report</i> ) <sup>M</sup>	✓	✗	✗
Pending Recovery Orders ( <i>Table 2 - List of Pending Recovery Orders</i> ) <sup>M</sup>	✓	✗	✗
Non-deducted Recovery Orders ( <i>Table 3 - List of Recovery Orders not already deducted from previous Declarations of Expenditure</i> ) <sup>M</sup>	✓	✗	✗

Table B: Request for Payment of the Balance / Reimbursement	MSRA	MSAA	MSCA
	✓	✗	✗

### ANNUAL AUDIT REPORT OPINION - ANNEX 7

Table C: Validation of the Payment Request <sup>M</sup>	MSRA	MSAA	MSCA
	✗	✓	✗

### CERTIFICATION FOR FINAL PAYMENT - ANNEX 9 \*

Certification for Final Payment <sup>M</sup>	MSRA	MSAA	MSCA
	✗	✗	✓

**ASSOCIATED DOCUMENTS (UPLOADING)**

Final Report on Implementation (Annex 5) <sup>M</sup>	✓	✗	✗
Report by the Audit Authority (Annex 7) <sup>M</sup>	✗	✓	✗
Certification for Final Payment (Annex 9) <sup>F</sup>	✗	✗	✓
Other Member State Document	✓	✓	✓

**OFFICIALS IN CHARGE**

Assignment of Contact Persons responsible for the AP Closure <sup>F</sup>	✓	✓	✓
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**LABELS**

✓ Has permission

✗ Hasn't permission

<sup>M</sup> Mandatory information<sup>F</sup> Facultative information (For officials in charge: at least one Contact Person is to be assigned to the report)**2.3. MSRA - Annex 5****2.3.1. Financial Report (Tables A and B)**

After creation of the AP Closure (cf. steps 1 to 6), the MSRA shall complete the Financial Report – Annex 5 as it follows:

**Step by Step**

- Click on the **A. TECHNICAL REPORT** tab to have the "Table 1 - Detailed Financial Report" displayed. Enter the date **(1)**, complete the financial table **(2)** and click on **SAVE (3)**.

8. If the MS currency is not Euro, click on the "In Local Currency" tab (1) to complete the date (2), the financial table (3) and click on **SAVE** (4).

9. Click on the **PENDING RECOVERY ORDERS** tab (1) to access the "Table 2 - List of Pending Recovery Orders", complete the date (2), the financial table, if applicable, (3) and record it by clicking on **SAVE** (4).

10. Click on the **NON-DEDUCTED RECOVERY ORDERS** tab (1) to access the "Table 3 - List of Recovery Orders not already deducted from previous Declarations of Expenditure", complete the date (2), the financial table, if applicable, (3) and record it by clicking on **SAVE** (4).

11. Click on the **B. REQUEST FOR PAYMENT/REIMBURSEMENT** tab (1), enter the required information in the



yellow fields (2) and click on **SAVE** (3).

**Financial Report - Annex 5** | Certification for Final Payment - Annex 9 | Annual Audit Report Opinion - Annex 7 | Documents | In Charge

**B. Request for Payment / Reimbursement**

B. Request for Payment of the Balance / Statement of Reimbursement

Applicant Name:

Applicant Position:

Request Payment of the following Amount (1)  (euro)

Declare for reimbursement the following Amount (2)

Payment should be made by the Commission to **(2)**

Authority Responsible for receiving Payments:

Bank:

Bank Account Nr:

Bank Account Holder:

(1) Total amount requested to complement the pre-financing payment(s)  
 (2) Total amount to be reimbursed after the clearing of the pre-financing payment(s)

**(3)** Save Cancel

## REMARKS

a. The greyed-out tabs are not accessible to this Member State Authority profile.

b. Fields highlighted in yellow must be correctly completed before the system allows the 'Save' action. Once correctly saved the message **Transaction Successfully Completed!** is displayed.

### 2.3.2. Associated Documents

Following the financial information entered in the respective tables above, the MSRA shall also upload the Final Report on Implementation (Annex 5) through the DOCUMENTS tab.

#### Step by Step

12. Click on the DOCUMENTS tab (1) and on [Add a new Document](#) (2).

Financial Report - Annex 5 | Certification for Final Payment - Annex 9 | Annual Audit Report Opinion - Annex 7 | **(1) Documents** | In Charge

Documents

No Associated Documents found

[Add a new Document](#) **(2)**

13. Select the Final Report on Implementation (Annex 5) in the 'Type' drop down list.

Financial Report - Annex 5 | Certification for Final Payment - Annex 9 | Annual Audit Report Opinion - Annex 7 | **Documents** | In Charge

Document Details

Type:

Title:

Document Date:

Commission Registration N°:

Comments:

Language:

Local Reference:

14. Complete the 'Title' field, fill in the 'Document Date' field manually (dd/mm/yyyy) or double click in the field to have the current date entered automatically or click on to open the calendar

window to select the corresponding date.

The screenshot shows the 'Document Details' form with the following fields and values:

- Type: Final Report on Implementation (Annex 5)
- Title: AP Closure
- Document Date: dd/mm/yyyy (highlighted with a red box)
- Commission Registration N°: [empty]
- Comments: [empty]
- Language: [empty] (highlighted with a red box)
- Local Reference: [empty]

A calendar widget is open, showing the date 27/04/2012 selected. The calendar shows the month of April 2012, with the 27th highlighted in blue. The 'Upload Date' field is also visible at the bottom right.

15. Select the 'Language' of the report in the drop down list and click on SAVE.

The screenshot shows the 'Document Details' form with the following fields and values:

- Type: Final Report on Implementation (Annex 5)
- Title: AP Closure
- Document Date: 27/04/2012
- Commission Registration N°: [empty]
- Comments: [empty]
- Language: English (selected in the dropdown menu, highlighted with a red circle 1)
- Local Reference: [empty]

The 'Save' button is highlighted with a red box and a mouse cursor (highlighted with a red circle 2). The 'Attachments' section shows 'There were no results found.' and a table with columns: Title, Filename, Link, Upload.

Return to Document List.  
Return to Display.

The fields 'Local Reference' and 'Comments' are optional.

16. The system activates the [Add a new Attachment](#) link, which enables the upload of the Final Report on Implementation.

Financial Report - Annex 5	Certification for Final Payment - Annex 9	Annual Audit Report Opinion - Annex 7	<b>Documents</b>	In Charge
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**Document Details**

**Document is not yet sent, but will be sent whenever you send the Object**

Type: Final Report on Implementation (Annex 5)

Title:

Document Date:

Language:

Commission Registration N°:

Local Reference:

Comments:

**Attachments**

There were no results found.

Title	Filename	Link	Upload Date
<a href="#">Add a new Attachment</a>			

17. Enter the name of the report in the field 'Title' (1), tick the type of attachment to be uploaded (2), click on CHOOSE FILE (3) to select the location of the file and, after having chosen it, click on OPEN (4) to launch the upload. Record the operation through the button SAVE (5).

Financial Report - Annex 5	Certification for Final Payment - Annex 9	Open	Documents	In Charge
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**Document**

Title: AP Closure

Type: Final Report on Implementation (Annex 5)

**Attachment**

(1) Title:

Attachment to:  upload (3)  link (URL) (2)

No file chosen


File name:

(4)

(5)

18. After the upload, the ATTACHMENTS tab displays the document with its title:
- If the document is not the correct one, click on the button to delete it and restart the operation (cf. step 17).
  - If an additional document of the same type needs to be uploaded, click on [Add a new Attachment](#) and restart the operation (cf. step 17).
  - If both cases are not applicable, click on SAVE to proceed with the closure.

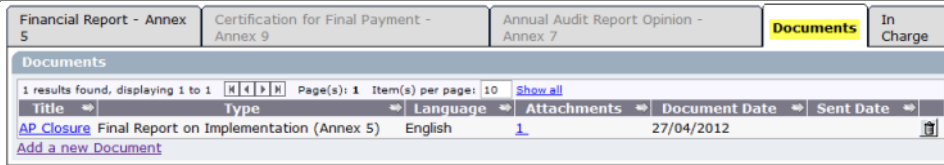
Financial Report - Annex 5	Certification for Final Payment - Annex 9	Annual Audit Report Opinion - Annex 7	<b>Documents</b>	In Charge								
<b>Document Details</b>												
<b>Document is not yet sent, but will be sent whenever you send the Object</b>												
Type:	Final Report on Implementation (Annex 5)											
Title:	AP Closure											
Document Date:	27/04/2012	Language:	English									
Commission Registration N°:	Local Reference:											
Comments:												
<b>Attachments</b>												
1 results found, displaying 1 to 1												
<table border="1"> <thead> <tr> <th>Title</th> <th>Filename</th> <th>Link</th> <th>Upload Date</th> </tr> </thead> <tbody> <tr> <td>EBF DE 2009 AP Closure</td> <td>Closure.doc</td> <td></td> <td>27/04/2012</td> </tr> </tbody> </table>					Title	Filename	Link	Upload Date	EBF DE 2009 AP Closure	Closure.doc		27/04/2012
Title	Filename	Link	Upload Date									
EBF DE 2009 AP Closure	Closure.doc		27/04/2012									
Add a new Attachment												
				Save								
				Cancel								

<b>REMARKS</b>	<p>a. In case the document has to be suppressed after having saved it (to be re-downloaded by an updated one), please click on  and start the operation again.</p> <p>b. The upload of the document type 'Final Report on Implementation (annex 5)' is mandatory. After uploading it, the system displays the message below:</p> <p><b>Document is not yet sent, but will be sent whenever you send the Object</b></p> <p>This type of document will be sent <u>together with</u> the encoded information of the AP, Closure, namely the 'Closure object'. The system does not accept the object validation unless the document has been attached accordingly.</p> <p>c. Any other document related to the AP Closure can be uploaded under the type 'Other Member State Document'. This type of document is optional. After uploading it, the system displays the message below:</p> <p><b>Document is not yet sent</b></p> <p>This type of document is to be sent manually <u>before or after submitting the AP Closure to</u> the EC. It covers any complementary information to be attached to the object.</p>
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### 2.3.3. Signature

#### Step by Step

19. As all information has been added and saved by the MSRA, clicking on [Return to Display](#) give access to the signature of the request for payment of the balance or reimbursement.



[Return to Display](#)

20. Click on [Sign](#) to be redirected to the confirmation screen.

**B. Request for Payment of the Balance / Statement of Reimbursement**

Applicant Name: Requester  
 Applicant Position: Funds Manager

Request Payment of the following Amount (1) 287,500.00 (euro)  
 Declare for reimbursement the following Amount (2)

**Payment should be made by the Commission to**

Authority Responsible for receiving Payments: Funds Agency  
 Bank: BANK  
 Bank Account Nr: 4512-45129-457-89  
 Bank Account Holder: EBF Management

Signer:  
 Signature Date:

(1) Total amount requested to complement the pre-financing payment(s)  
 (2) Total amount to be reimbursed after the clearing of the pre-financing payment(s)

[Edit](#) [Sign](#)

21. Click on **YES** to confirm the request.

**Closure of Annual Programme**

<b>CCI:</b> 2009DE65BAP001	<b>Version:</b> 1	<b>Status:</b> Created	<b>Last Modified:</b> 27/04/2012
<b>Member State:</b> Germany	<b>Fund:</b> External Borders Fund	<b>Year Covered:</b> 2009	

Are you sure you want to sign the Request for Payment of the Balance / Statement of Reimbursement for this Annual Programme?

## 2.4. MSCA - Annex 9

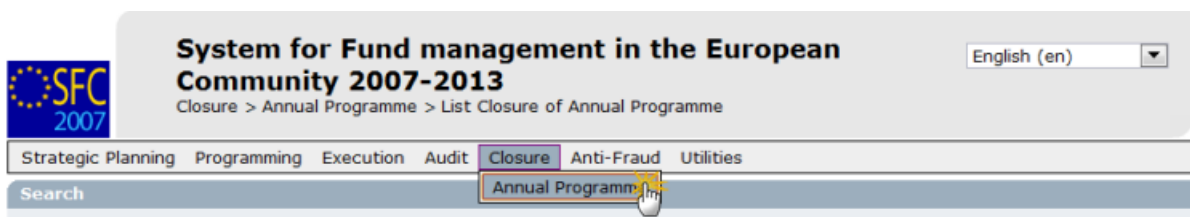
The MSCA shall locate and open the AP Closure that has been created and signed by the MSRA.

### 2.4.1. Certification for Final Payment and signature

#### Step by Step

1. Go to the **CLOSURE > ANNUAL PROGRAMME** menu.

The *search pane* screen and the Closure of Annual Programmes list appears.



2. Click on the CCI number link that has been created by the MSRA to be directed to the display screen.

CCI	Version	Status	Previous Node	Current Node	Last Modified
2009DE65BAP001	1	Created	Germany	Germany	27/04/2012


3. Click on [Edit](#) to access the information to be entered in the certification of expenditure.

**Certification for Final Payment - Annex 9**

Certifier Name:  
 Certifier Position:  
 Certifies that all expenditure included in the Final Report on Implementation of the Annual Programme amounts to: (euro) (1)  
 Accounts Closed Date:  
 Signer:  
 Signature Date:

(1) Total amount of expenditure paid by the final beneficiaries or used for the technical assistance.

[Edit](#) [Sign](#)

4. Enter the mandatory information in the yellow fields (1). The 'Accounts Closed Date' field can be completed manually (dd/mm/yyyy), by double-clicking in the field to have the current date entered automatically or by clicking on  to open the calendar window to select the corresponding date. After encoding all data, click on **SAVE** (2) and on [Return to Display](#) (3).


Financial Report - Annex 5 | **Certification for Final Payment - Annex 9** | Annual Audit Report Opinion - Annex 7 | Documents | In Charge

**Certification for Final Payment - Annex 9**

Certifier Name:  (1)

Certifier Position:

Certifies that all expenditure included in the Final Report on Implementation of Programme amounts to:  (euro) (1)

Accounts Closed Date:  

(1) Total amount of expenditure paid by the final beneficiaries or used for the technical assistance.

[Return to Display](#) (3) [Save](#) (2) [Cancel](#)

**Calendar: April, 2012**

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

5. Click on [Sign](#) to be redirected to the confirmation screen.

**Certification for Final Payment - Annex 9**

Certifier Name: \_\_\_\_\_ Certifier Funds Certifier

Certifier Position: \_\_\_\_\_

Certifies that all expenditure included in the Final Report on Implementation of the Annual Programme amounts to: 287,500.00 (euro) (1)

Accounts Closed Date: 27/04/2012

Signer: \_\_\_\_\_

Signature Date: \_\_\_\_\_

(1) Total amount of expenditure paid by the final beneficiaries or used for the technical assistance.

[Edit](#) [Sign](#)

6. Click on **Yes** to confirm the certification.

**Closure of Annual Programme**

<b>CCI:</b>	2009DE65BAP001	<b>Version:</b>	1	<b>Status:</b>	Created	<b>Last Modified:</b>	27/04/2012
<b>Member State:</b>	Germany	<b>Fund:</b>	External Borders Fund	<b>Year Covered:</b>	2009		

Are you sure you want to sign the Certification for Final Payment - Annex 9 for this Annual Programme? [Yes](#) [No](#)

## 2.4.2. Associated Documents

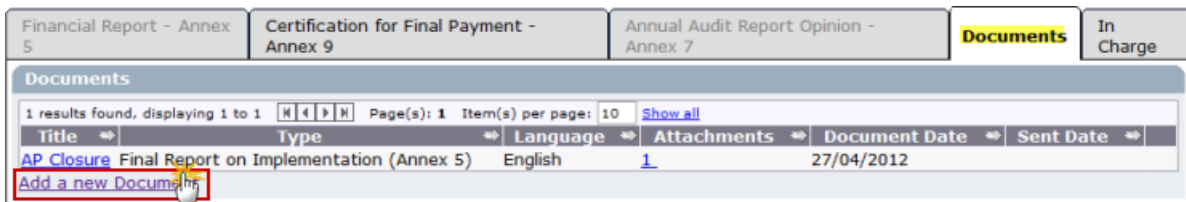
The MSCA can upload the Certification for Final Payment (Annex 9) through the ASSOCIATED DOCUMENTS tab.

### Step by Step

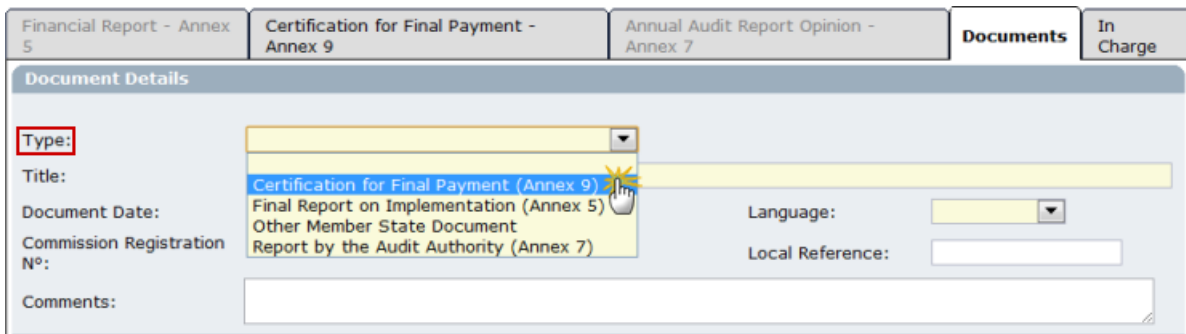
7. Click on [Edit](#) to access the uploading section.



8. Click on [Add a new Document](#).




9. Select the Certification for Final Payment (Annex 9) in the 'Type' drop down list.



Then, follow the **steps 14 to 18** of section 2.3.2 to complete the uploading of the document.

### REMARKS

a. In case the document has to be suppressed after having saved it (to be re-downloaded by an updated one), please click on  and start the operation again.

b. The upload of the document type 'Certification for Final Payment (Annex 9)' is facultative. After uploading it, the system displays the message below:

**Document is not yet sent, but will be sent whenever you send the Object**

This type of document will be sent together with the encoded information of the AP, Closure, namely the 'Closure object'. The system does not accept the object validation unless the document has been attached accordingly.

c. Any other document related to the AP Closure can be uploaded under the type 'Other Member State Document'. This type of document is optional. After uploading it, the system displays the message below:

**Document is not yet sent**



This type of document is to be sent manually before or after submitting the AP Closure to the EC. It covers any complementary information to be attached to the object

## 2.5. MSA - Annex 7

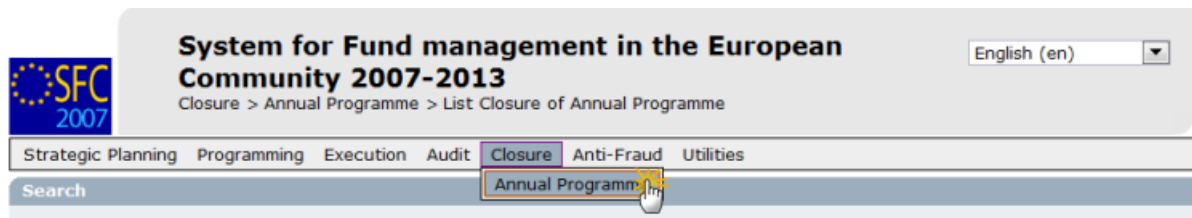
The MSA shall locate and open the AP Closure that has been created and signed by the MSRA and the MSCA.

### 2.5.1. Validation of the Payment Request and signature

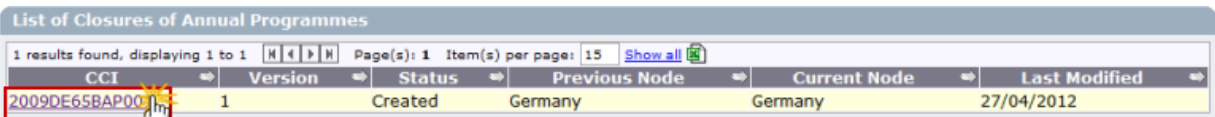
#### Step by Step

1. Go to the CLOSURE > ANNUAL PROGRAMME menu.

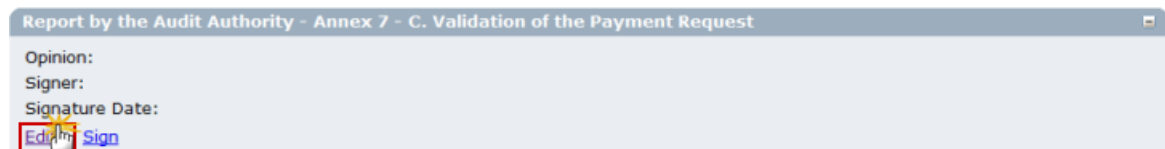
The *search pane* screen and the Closure of Annual Programmes list appears.



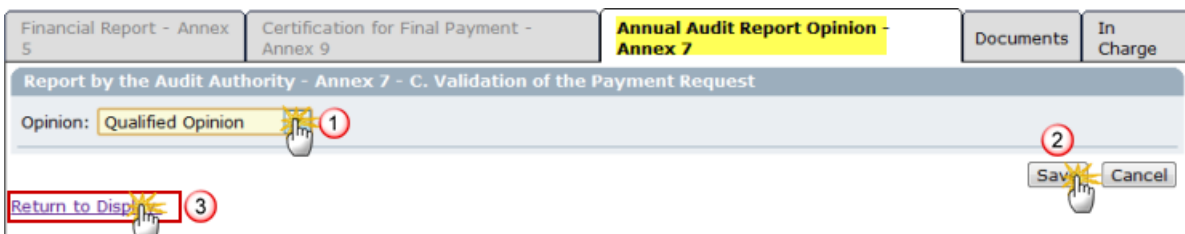
2. Click on the CCI number link that has been created by the MSRA to be directed to the display screen.



3. Click on [Edit](#) to access the information to be entered in the validation of payment request.



4. Select the corresponding opinion as from the drop down list (1), click on **SAVE** (2) and on [Return to Display](#) (3).



5. Click on [Sign](#) to be redirected to the confirmation screen.



**Report by the Audit Authority - Annex 7 - C. Validation of the Payment Request**

Opinion: Qualified Opinion  
 Signer:  
 Signature Date:  
 Edit. Sign

6. Click on **YES** to confirm the audit opinion.

**Closure of Annual Programme**

CCI: 2009DE65BAP001      Version: 1      Status: Created      Last Modified: 27/04/2012  
 Member State: Germany      Fund: External Borders Fund      Year Covered: 2009

Are you sure you want to sign the Annual Audit Report Opinion - Annex 7 for this Annual Programme? Yes No

## 2.5.2. Associated Documents

Following the validation of the payment request, the MSAAs shall also upload the Report by the Audit Authority (Annex 7) through the ASSOCIATED DOCUMENTS tab.

### Step by Step

7. Click on **Edit** to access the uploading section.

**Associated Documents**

Title	Type	Language	Attachments	Document Date	Sent Date
AP Closure	Final Report on Implementation (Annex 5)	English	1	27/04/2012	
Certification for Final Payment	Certification for Final Payment (Annex 9)	English	1	27/04/2012	

Edit

8. Click on **Add a new Document**.

Financial Report - Annex 5    Certification for Final Payment - Annex 9    Annual Audit Report Opinion - Annex 7    Documents    In Charge

**Documents**

2 results found, displaying 1 to 2    Page(s): 1    Item(s) per page: 10    Show all

Title	Type	Language	Attachments	Document Date	Sent Date
AP Closure	Final Report on Implementation (Annex 5)	English	1	27/04/2012	
Certification for Final Payment	Certification for Final Payment (Annex 9)	English	1	27/04/2012	

Add a new Document

9. Select the Report by the Audit (Annex 7) in the 'Type' drop down list.

Financial Report - Annex 5    Certification for Final Payment - Annex 9    Annual Audit Report Opinion - Annex 7    Documents    In Charge

**Document Details**

Type:   
 Certification for Final Payment (Annex 9)   
 Final Report on Implementation (Annex 5)   
 Other Member State Document   
 Report by the Audit Authority (Annex 7)

Title:   
 Document Date:   
 Commission Registration N°:   
 Comments:

Language:   
 Local Reference:


**Attachments**

There were no results found.

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

Then, follow the **steps 14 to 18** of section 2.3.2 to complete the uploading of the document.

## REMARKS

a. In case the document has to be suppressed after having saved it (to be re-downloaded by an updated one), please click on  and start the operation again.

	<p>b. The upload of the document type ' Report by the Audit Authority (Annex 7)' is mandatory. After uploading it, the system displays the message below:</p> <p style="background-color: #e0e0e0; padding: 5px;"><b>Document is not yet sent, but will be sent whenever you send the Object</b></p> <p>This type of document will be sent <u>together with</u> the encoded information of the AP, Closure, namely the 'Closure object'. The system does not accept the object validation unless the document has been attached accordingly.</p> <p>c. Any other document related to the AP Closure can be uploaded under the type 'Other Member State Document'. This type of document is optional. After uploading it, the system displays the message below:</p> <p style="background-color: #e0e0e0; padding: 5px;"><b>Document is not yet sent</b></p> <p>This type of document is to be sent manually <u>before or after submitting the AP Closure</u> to the EC. It covers any complementary information to be attached to the object.</p>
--	---

## 2.6. Officials in charge (MSRA, MSAA & MSCA)

Following the data encoding and upload of the report(s) associated to the AP Closure (Annexes 5, 7 and 9), the MSRA, MSCA and/or MSAA may assign one or several Contact Persons within the MS. These persons are responsible for the AP Closure and their details are to be encoded in the **IN CHARGE** tab.

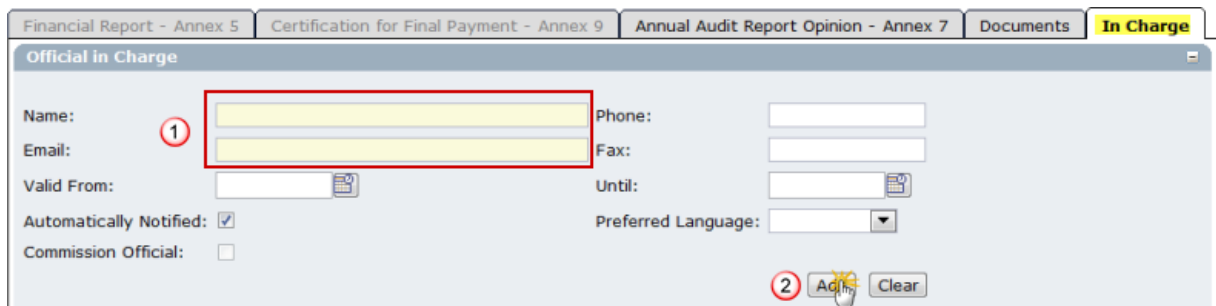
Each exchange of information generated within the system for the AP Closure will generate the dispatching of an automatic notification to the mailbox encoded in the 'Email' field.

### Step by Step


1. Click on the **IN CHARGE** tab (1) and on [Add a new Official in Charge](#) (2).



2. Complete the mandatory fields ('Name' and 'Email') (1) and click on **ADD** (2).



3. If there is more than one Contact Person for the AP Closure, restart the operation (cf. steps 1 to 2).

<b>REMARKS</b>	<p>a. Optional fields:</p> <ul style="list-style-type: none"><li>- 'Valid From' and 'Until' indicates the period during which the Contact Person(s) is(are) responsible for the AP Closure.</li><li>- 'Language' refers to the language of notification(s) that will be sent to the assigned Contact Person(s). If no language is selected, the default language is English.</li></ul> <p>b. The checkbox 'Automatically Notified' is to be ticked to be active (and unchecked to reverse the process).</p> <p>c. After adding the Contact Person(s), he/she/they can be deleted individually by clicking on  aside their details.</p> <p>d. The submission of the AP Closure is possible without the nomination of an official in charge. The system generates the warning message 'No Official in Charge was created'. However, it does not prevent the validation and dispatch of the object to the EC.</p>
----------------	---

### 3. Validate the Closure of an Annual Programme

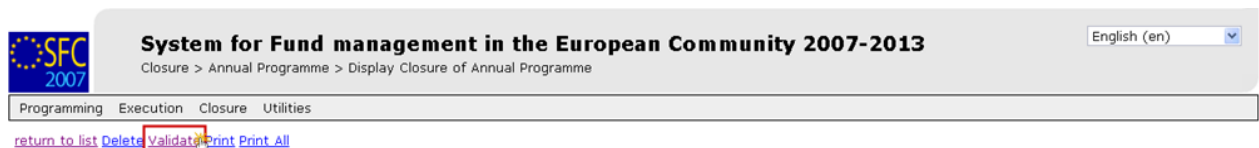
<b>REMARK</b>	The AP Closure can be validated by the MSRA, MSAA or the MSCA.
---------------	--

After completion and signature of the report by all Member State Authorities, the system generates the link [Validate](#).

This link is available when opening the AP Closure through the **CLOSURE > ANNUAL PROGRAMME** menu and clicking on the CCI number link.

#### Step by Step

1. The authority in charge of the object's validation click on [Validate](#) to trigger the data validation check, whose rules are presented in the chapter 6, section 6.7 of this guide.



2. In case of inconsistency, the system detects it and presents its details in the **LATEST VALIDATION RESULTS** tab. [Return to Display](#) to correct the inconsistent data

The screenshot shows a table titled 'Latest Validation Results'. The table has three columns: 'Date', 'Severity', and 'Message'. The messages are as follows:

Date	Severity	Message
26/04/2012	Error	Situation At date for the Detailed Financial Report (Annex 5 Table 1) is mandatory and should be <= current date.
26/04/2012	Error	Situation At date for the Pending Recovery Orders (Annex 5 Table 2) is mandatory and should be <= current date.
26/04/2012	Error	Situation At date for the Recovery Orders not already deducted from previous Declarations of Expenditure (Annex 5 Table 3) is mandatory and should be <= current date.
26/04/2012	Error	Certifier Name and Position (Annex 9) should be provided.
26/04/2012	Error	Situation at Date, Requester Name and Position, Authority, Bank and Bank Account N° (Annex 5) should be provided.
26/04/2012	Error	Financial Implementation Report should be signed by a valid application user.
26/04/2012	Error	Audit Report should be signed by a valid application user.
26/04/2012	Error	Certification of Expenditure should be signed by a valid application user.
26/04/2012	Error	The Final Report on Implementation (Annex 5) document was not uploaded in the system.
26/04/2012	Error	The Report by the Audit Authority (Annex 7) document was not uploaded in the system.
26/04/2012	Error	An opinion should be provided in the Report by the Audit Authority (Annex 7).
26/04/2012	Warning	At least one Member State Official in Charge should exist.
26/04/2012	Info	Closure of Annual Programme could not be validated. Please correct errors.

3. Click on [Validate](#) to restart the data validation check.



4. After correction of all inconsistent data by the concerned Member State Authority and successful validation of the report, the system switches the report status from 'Created' to 'Validated'.

Closure of Annual Programme			
CCI:	2009DE65BAP001	Version: 1	Status: Validated
Member State:	Germany	Fund: External Borders Fund	Last Modified: 30/04/2012
			Year Covered: 2009

Latest Validation Results		
Date	Severity	Message
30/04/2012	Info	Closure of Annual Programme has been validated.

#### 4. Send the Closure of an Annual Programme to the EC

<b>REMARK</b>	The Member State Responsible Authority (MSRA) is the only authority entitled to send the AP Closure to the EC.
---------------	--

##### Step by Step

5. If the report is to be sent right after its validation, the MSRA shall click on [Return to Display](#) to access the [Send](#) button.

Closure of Annual Programme			
CCI:	2009DE65BAP001	Version: 1	Status: Validated
Member State:	Germany	Fund: External Borders Fund	Last Modified: 30/04/2012
			Year Covered: 2009


Latest Validation Results		
Date	Severity	Message
30/04/2012	Info	Closure of Annual Programme has been validated.

[Return to Display](#)

6. If the report is to be sent at a later stage, the MSRA shall open the report by its CCI number as from the **CLOSURE > ANNUAL PROGRAMME** menu.

List of Closures of Annual Programmes					
CCI	Version	Status	Previous Node	Current Node	Last Modified
2009DE65BAP001	1	Validated	Germany	Germany	30/04/2012

7. In both cases, the system displays the [Send](#) button. Click on it to trigger the submission process.



**System for Fund management in the European Community 2007-2013**

Closure > Annual Programme > Display Closure of Annual Programme

English (en) ▼

---

Strategic Planning   Programming   Execution   Audit   Closure   Anti-Fraud   Utilities

[return to list](#) [Delete](#) [Send](#) [Print](#) [Print All](#)

8. Click on **YES** to confirm the report submission.

Documents					
Title	Type	Language	Attachments		Sent Date
prepareDocument - de	Snapshot of data before send	German	1		30/04/2012

Do you really want to send this Closure of Annual Programme Version?

<b>REMARKS</b>	<p>a. As a confirmation of the submission, the MSRA is requested to re-authenticate his/her SFC2007 user account via European Commission Authentication Service (ECAS) home page.</p> <p>b. The data snapshot is created in the language the MSRA user account's node is linked to.</p>
----------------	---

## 5. Create a new version of the Closure of an Annual Programme

### ATTENTION

The MSRA can create a revised version of the AP Closure provided that its status is 'Accepted'.

In this case, a copy of the original object is generated. Its version is incremented by one, its status is reset to 'Created', the data becomes editable and the button [Validate](#) is available again.

### Step by Step

1. Go to the **CLOSURE > ANNUAL PROGRAMME** menu (1) and click on the CCI number of the Final Report on Implementation of the AP (2) whose version is to be incremented.

**System for Fund management in the European Community 2007-2013**  
Closure > Annual Programme > List Closure of Annual Programme

Strategic Planning Programming Execution Audit **Closure** Anti-Fraud Utilities

Search Annual Programme (1)

CCI:  Status:   
Version:   Previous Node:   
Fund:  Current Node:

List of Closures of Annual Programmes

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 15 [Show all](#)

CCI	Version	Status	Previous Node	Current Node	Last Modified
2009DE65BAP004 (2)	1	Accepted	Commission	Commission	30/04/2012

[Create a new Closure of Annual Programme](#)

2. Click on [Create a new Version](#).

**System for Fund management in the European Community 2007-2013**  
Closure > Annual Programme > Display Closure of Annual Programme

Strategic Planning Programming Execution Audit Closure Anti-Fraud Utilities

return to list: [Create New Version](#) [Print](#) [Print All](#)

3. Click on **YES** to confirm the request.



**System for Fund management in the European Community 2007-2013**

Closure > Annual Programme > Create New Version

English (en) ▾

Strategic Planning
Programming
Execution
Audit
Closure
Anti-Fraud
Utilities

**Closure of Annual Programme**

<b>CCI:</b> 2009DE65BAP001	<b>Version:</b> 1	<b>Status:</b> Accepted	<b>Last Modified:</b> 30/04/2012
<b>Member State:</b> Germany	<b>Fund:</b> External Borders Fund	<b>Year Covered:</b> 2009	

Do you really want to create a new version for this Closure of Annual Programme Version? Yes No

4. Execute the required modifications on the revised version and click on [Validate](#).



**System for Fund management in the European Community 2007-2013**

Closure > Annual Programme > Display Closure of Annual Programme

English (en) ▾

Programming
Execution
Closure
Utilities

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

The report is validated with its incremented version and its status becomes 'Validated'.

**Version**

<b>CCI:</b> 2009DE65BAP001	<b>Version:</b> 2	<b>Status:</b> Validated	<b>Last Modified:</b> 08/05/2012
<b>Member State:</b> Germany	<b>Fund:</b> External Borders Fund	<b>Year Covered:</b> 2009	

**Latest Validation Results**

Date	Severity	Message
08/05/2012	Info	Closure of Annual Programme has been validated.

5. Click on [Send](#).



**System for Fund management in the European Community 2007-2013**

Closure > Annual Programme > Display Closure of Annual Programme

English (en) ▾

Strategic Planning
Programming
Execution
Audit
Closure
Anti-Fraud
Utilities

[return to list](#)
[Delete](#)
Send
[Print](#)
[Print All](#)

**Version**

<b>CCI:</b> 2009DE65BAP001	<b>Version:</b> 2	<b>Status:</b> Validated	<b>Last Modified:</b> 08/05/2012
<b>Member State:</b> Germany	<b>Fund:</b> External Borders Fund	<b>Year Covered:</b> 2009	

6. Click on **Yes** to confirm the report submission.



The screenshot shows the SFC2007 web interface. At the top, there is a navigation menu with 'Programming', 'Execution', 'Closure', and 'Utilities'. Below this is a header section with the SFC2007 logo on the left and 'English (en)' on the right. The main content area is titled 'System for Fund management in the European Community 2007-2013' and 'Closure > Annual Programme > Send Closure of Annual Programme'. It displays metadata for the closure: CCI: 2013FR65DAP001, Member State: France, Version: 2, Status: Validated, Last Modified: 17/08/2011, Fund: European Return Fund, and Year Covered: 2013. Below this is a 'Documents' section with a table showing one document: 'prepareDocument - fr', 'Snapshot of data before send', 'French', '1', and '17/08/2011'. At the bottom, a confirmation dialog box asks 'Do you really want to send this Closure of Annual Programme Version?' with 'Yes' and 'No' buttons.

<b>REMARKS</b>	<p>a. As a confirmation of the submission, the MSRA is requested to re-authenticate his/her SFC2007 user account via ECAS.</p> <p>b. The data snapshot is created in the language the MSRA user account's node is linked to.</p>
----------------	--

## 6. General

### 6.1. Statuses

The summary of the AP Closure statuses is presented in the table below:

Object action	Acting authority	Status of the AP Closure
Creation	MS Responsible Authority	Created <sup>1</sup>
- Completion of data, - Upload of Annex 5, - Signature.	MS Responsible Authority	
- Completion of data, - Upload of Annex 7, - Signature.	MS Audit Authority	
- Completion of data, - Upload of Annex 9, - Signature.	MS Certifying Authority	
Validation of data.	MS Responsible Authority MS Audit Authority <u>or</u> MS Certifying Authority	Validated
AP Closures submission to the EC	MS Responsible Authority	Sent
The EC official returns the AP Closure to the MSRA.	EC Operational Agent	Returned <sup>2</sup>
The EC official has acknowledged reception of the AP Closure.		Admissible

The AP Closure is eligible and prepared for acceptance.		Technical Report Acceptance Prepared
The AP Closure is approved by the EC official.		Closure Accepted
Creation of a revised version of the AP Closure.	MS Responsible Authority	Created <sup>3</sup>

<sup>1</sup> The AP Closure can only be deleted from the system by the MSRA; if so, it is no longer visible.

<sup>2</sup> The EC official returns the AP Closure as it requires correction and/or complementary information (optional stage).  
The MSRA is to upload the corrected AP Closure (official document) before the resubmission of the object.

<sup>3</sup> The AP Closure version is incremented by one.

## 6.2. History & date

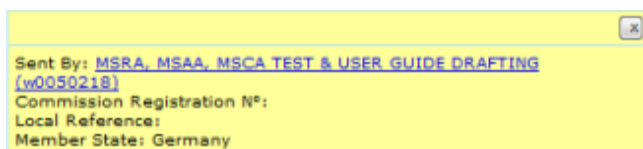
In the HISTORY tab of the AP Closure, all report statuses are logged with its respective level (MS or EC), date and users:


Status	Action	Comment	By Level	Date	User
Admissible	Admit		Commission	30/04/2012 10:47	w0050219
Sent	Send		Germany	30/04/2012 09:50	w0050218
Validated	Validate		Germany	30/04/2012 09:30	w0050218
Created	Edit		Germany	30/04/2012 09:30	w0050218
Created	Edit		Germany	30/04/2012 09:30	w0050218
Created	Validate	Object could not be validated, see validation results.	Germany	30/04/2012 09:27	w0050218
Created	Edit		Germany	30/04/2012 09:27	w0050218
Created	Edit		Germany	27/04/2012 15:59	w0050218
Created	Edit		Germany	27/04/2012 15:50	w0050218
Created	Edit		Germany	27/04/2012 15:44	w0050218
Created	Edit		Germany	27/04/2012 15:40	w0050218
Created	Edit		Germany	27/04/2012 15:18	w0050218
Created	Edit		Germany	27/04/2012 15:06	w0050218
Created	Validate	Object could not be validated, see validation results.	Germany	27/04/2012 14:58	w0050218
Created	Edit		Germany	27/04/2012 10:15	w0050218
Created	Edit		Germany	27/04/2012 10:15	w0050218
Created	Edit		Germany	27/04/2012 10:14	w0050218
Created	Edit		Germany	27/04/2012 09:28	w0050218
Created	Edit		Germany	26/04/2012 11:41	w0050218
Created	Validate	Object could not be validated, see validation results.	Germany	26/04/2012 10:33	w0050218
Created	Create	created by wizard	Germany	26/04/2012 09:27	w0050218

In the ASSOCIATED DOCUMENTS tab, all documents are registered with its type, language, date of uploading and submission.

If there is a blank in the column 'Sent Date', it means the document wasn't automatically sent with the AP Closure object and it is to be submitted manually (cf. section 6.6).

Title	Type	Language	Attachments	Document Date	Sent Date
AP Closure	Final Report on Implementation (Annex 5)	English	<a href="#">1</a>	27/04/2012	30/04/2012 ?
Certification for Final Payment	Certification for Final Payment (Annex 9)	English	<a href="#">1</a>	27/04/2012	30/04/2012 ?
Audit Report	Report by the Audit Authority (Annex 7)	English	<a href="#">1</a>	27/04/2012	30/04/2012 ?
prepareDocument - de	Snapshot of data before send	German	<a href="#">1</a>	30/04/2012	30/04/2012 ?
Acknowledgement_de.pdf	Closure of Annual Programme Sent Acknowledgement Document	German	<a href="#">1</a>	30/04/2012	30/04/2012 ?
Acknowledgement Letter for AP Closure	Letter of Admissibility	English	<a href="#">1</a>	30/04/2012	30/04/2012 ?
Complementary Information for AP Closure	Other Member State Document	English	<a href="#">1</a>	30/04/2012	?



The details of the user - who edited, uploaded and sent documents - can be checked through the button , which activates the yellow window with the

information.

### 6.3. Mandatory fields

The mandatory fields are highlighted in light yellow (e.g. Language:  ).

If any obligatory field is left blank, the system refuses to proceed and displays the warning sign



### 6.4. Edition and deletion of recorded data

The table below presents the operations that can be executed in the object throughout its workflow:

AP Closure status	Data edition	AP Closure object deletion
Created	✓	✓
Validated	✓	✓
Sent	✓	✗
Returned*	✓	✗
Admissible	✓	✗
Technical Report Acceptance Prepared	✓	✗
Accepted	✓	✗
Created (new version)	✓	✓

#### LABELS

- ✓ All object data is available to edition
- ✓ Object data is partially available to edition
- ✗ Only official documents can be uploaded and Officials in charge can be edited (modification, addition or deletion)
- \* Optional stage

### 6.5. Revised version of the Closure of an Annual Programme

When a new version of the Final Report on Implementation of an AP is created, all financial data of the original report is kept in the incremented version. However, all documents uploaded in the original version (by Member State Authorities and European Commission officials) are suppressed.

Consequently, the system will accept to validate the new version of the Final Report on Implementation of the AP provided that the following mandatory operations have been previously executed:

- Re-upload of the Final Report on Implementation (Annex 5) and signature of MSRA,
- Re-upload of the Report by the Audit Authority (Annex 7) and signature of MSAA,
- Signature of the MSCA on the Certification of Expenditure.

Note that:

- the original report is kept in the system (version 1) along with the incremented version (version 2),
- in the revised version of the report, the history workflow of the original report is deleted from the HISTORY tab; only the new version workflow is kept.

### 6.6. Document type 'Other Member State Document'

The document type 'Other Member State Document' can be uploaded and manually submitted to the EC throughout the different statuses of the AP Closure workflow.

If applicable, follow the steps 13 to 18 of section 2.3.2 to complete the uploading of the document. However, choose the 'Other MS Document' document type.



### 6.7. Automatic notifications

An automatic notification (email) is generated and sent to the mailbox of the MS Contact Person indicated in the 'Email' field of the **IN CHARGE** tab (cf. step 2 of section 2.6) for the following executed operations:

Event	Executed operation in the AP Closure object
Sent	The MSRA has submitted the AP Closure to the ECOA
Returned	The ECOA has returned the AP Closure to the MSRA
Admissible	The ECOA acknowledges the AP Closure by admitting it
Accepted	The ECOA accepts the AP Closure



The MS Contact Person can visualize the latest update of AP Closure by clicking on the [here](#) link, which redirects her/him to the related document within SFC2007.

**6.8. Validation rules<sup>1</sup>**

CODE	VALIDATION RULES	SEVERITY <sup>2</sup>
2	The system validates the integrity of the input fields.  Before checking the validation rules, when SFC2007-BO covers the SOLID Funds, call BO Calculation module and assign the requested amount. If BO Calculation module is not available, generate validation message "Request for payment of the balance cannot be validated because the Commission's Financial Back-Office is not responding. Please retry again later or contact sfc2007-info for further information"	Error
2.1	The Annual Programme Closure must be linked to an Annual Programme containing only adopted versions.	Error
2.2	The "Situation at dates" must be ≤ to the current date.	Error
2.5	The amount in the Request for Payment of the Balance (Annex 5 Part B) must be ≤ to the sum of Programmed EU Contributions in the Detailed Financial Report (Annex 5 Table 1).	Error
2.6	The Total Amount of Expenditure in the Certification for Final Payment (Annex 9) is equal to the Accepted Total Eligible Cost in the Detailed Financial Report (Annex 5 Table 1).	Error
2.7	The Detailed Financial Report (Annex 5 Table 1) must contain all Actions present in the last adopted Annual Programme Version	Error
2.8	The List of Pending Recovery Orders (Annex 5 Table 2) and the List of Recovery Orders not already deducted from previous Declarations of Expenditure (Annex 5 Table 3) must only contain Annual Programmes of the same Fund and Country than the actual Closure of Annual Programme.	Error
2.9	The Certifier Name and Position, Situation at Date, Requester Name and Position, Authority, Bank and Bank Account N° must be	Error

<sup>1</sup> Use Case: SFC2007-RQ-297 Use Cases CLO-04 AP 1.009.doc

<sup>2</sup> An error blocks the Annual Programme Closure submission to EC officials whereas the warning does not.

	provided.	
2.10	The Financial Implementation Report, the Audit Report and the Certification of Expenditure must be signed (each part) by a valid application user.	Error
2.11	At least one Member State Official in Charge might be provided.	Warning
2.12	The Final Report on Implementation (Annex 5) and the Report by the Audit Authority (Annex 7) documents must be uploaded in the system.	Error
2.13	An opinion must be provided in the Report by the Audit Authority (Annex 7)	Error
2.14	<p>Validate if a new EC Decision is required in the Table 1 of Annex 5 (in euro only).</p> <p>A new EC Decision is required when:</p> <ul style="list-style-type: none"> <li>▪ The sum of the positive changes in EU Contribution for Actions committed at the level of the MS (<i>excluding Technical Assistance</i>) is greater than 10% of the Total EU Contribution programmed (<i>including Technical Assistance</i>).</li> <li>▪ For <u>EBF</u> with Special Transit Scheme, this is true when the validation applied on Normal Actions is true or when the validation applied on Special Transit Scheme Actions is true.</li> </ul> <p>When new EC Decision is required: for euro countries issue an "error"</p> <ul style="list-style-type: none"> <li>▪ the system generates a <u>warning</u> message for non-euro countries,</li> <li>▪ the system generates an <u>error</u> message for euro countries.</li> </ul>	
2.15	The total 'Final EU Contribution Accepted by the RA' must not be greater than the Total EU Allocation in the Financial Perspectives for that Country, Year and Fund.	

### 6.8.1. Validation rules for the Table 1 - Detailed Financial Report (in Euro)

In the **EURO** table, the 'Final EU Contribution' [Actual Figures Accepted by the Responsible Authority], column (h), is:

For Technical Assistance actions, the smallest of the following amounts:

- 'EU Contribution' [Committed at Level of the MS] , column (e)
- for the period 2007 to 2010:
  - 7% of (Total EU Allocation - EU Contribution for Fixed Amount for Resettlement Actions - EU Contribution for Emergency Measures Actions)  
+ €30.000
- for the period 2011 to 2013:
  - 4% of (Total EU Allocation - EU Contribution for Fixed Amount for Resettlement Actions) + €30.000
- 'Total Eligible Costs' [Actual Figures Accepted by the Responsible Authority], column (g).

For Non-Technical Assistance actions, the smallest of the 2 or 3 following amounts:

- 'EU Contribution' [Committed at Level of the MS], column (e)
- X% of 'Total Eligible Costs' [Actual Figures Accepted by the Responsible Authority], column (g), where X% is to be determined in the following order:
  - If an action is of the type *Special Transit Scheme or Resettlement*: 100%
  - If an action is of the type *Emergency Measure*: 80% or **100% if the MS benefits from the increased co-financing rate\*** (valid only for the action)
  - If the Member State is part of the *Cohesion countries* (BG, ES, GR, PT, RO, EUR10): 75% or **100% if the MS benefits from the increased co-financing rate as covered by Cohesion Fund\*** (valid for all actions)
  - If it is a *Specific Priority*: 75% or **95% if the MS benefits from the increased co-financing rate \***(valid only for the action)

- Else: 50% or **70% if the MS benefits from the increased co-financing rate\***
- Non-Profit principle, which is not checked in case of Technical Assistance, Special Transit Scheme and Resettlement actions:
  - 'Total Eligible Costs' [column (g)] - 'Contributions from Third Parties' [column (j)] - 'Receipts Generated by Project' [column (k)].

\* Please check the section **6.8.3** for complement of information on the increased co-financing rates.

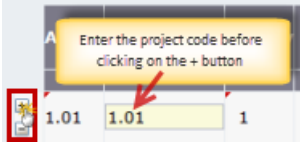
### 6.8.2. Validation rules for the Table 1 – Detailed Financial Report (in Local Currency)

In the **LOCAL CURRENCY** table, the 'Final EU Contribution' [Actual Figures Accepted by the Responsible Authority], column (h), is the smallest of the 2 or 3 following amounts:

- 'EU Contribution' [Committed at Level of the MS], column (e)
- X% of 'Total Eligible Costs' [Actual Figures Accepted by the Responsible Authority], column (g), where X% is to be determined in the following order:
  - If an action is of the type *Special Transit Scheme* or *Resettlement*: 100%
  - If an action is of the type *Emergency Measure*: 80% or **100% if the MS benefits from the increased co-financing rate\*** (valid only for the action)
  - If the Member State is part of the *Cohesion countries* (BG, ES, GR, PT, RO, EUR10): 75% or **100% if the MS benefits from the increased co-financing rate as covered by Cohesion Fund\*** (valid for all actions)
  - If it is a *Specific Priority*: 75% or **95% if the MS benefits from the increased co-financing rate \***(valid only for the action)
  - Else: 50% or **70% if the MS benefits from the increased co-financing rate\***
- Non-Profit principle, which is not checked in case of Special Transit Scheme and Resettlement actions:
  - 'Total Eligible Costs' [column (g)] - 'Contributions from Third Parties' [column (j)] - 'Receipts Generated by Project' [column (k)]



\* Please check the section **6.8.3** for complement of information on the increased co-financing rates.

<b>REMARKS</b>	<p>a. In the <b>LOCAL CURRENCY</b> table:</p> <ul style="list-style-type: none"> <li>- all records present in the <b>EURO</b> table are automatically foreseen, except for the Technical Assistance action.</li> <li>- the programmed amounts are not shown , which correspond to columns (a),( b) and (c).</li> </ul> <p>b. When one action comprises more than one project, the action's cost can be split and declared by project, which will be represented by rows. Additional rows for projects belonging to one action can be added via the + button:</p> 
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### 6.8.3. Increased co-financing rates

The system applies the maximum possible rate taking into account the update of the co-financing rates. The new general rule for the increase of the co-financing rates is applicable to the following Member State (MS), as detailed in the table hereunder:

MS	AP Year	Limit Date of Revision	Applied
RO	2011	31/03/2013	
RO	2012	31/03/2013	
RO	2013	31/03/2013	
PT	2011	31/03/2013	
PT	2012	31/03/2014	
PT	2013	31/03/2015	

GR	2011	31/03/2013	
GR	2012	31/03/2014	
GR	2013	31/03/2015	
IE	2011	31/03/2013	
IE	2012	31/03/2014	
IE	2013	31/03/2015	
ES	2011	31/03/2013	
ES	2012	31/03/2014	
ES	2013	31/03/2015	

Consequently:

- The increased co-financing rates Member States list has been modified in order to be updateable since it can regularly change,
- In case of Annual Programmes revisions, the system is to check whether the MS and Annual Programme year is in the list and, that the current date is  $\leq$  to the Limit Date of Revision,
- In case of an Annual Programme Closure, it is to be known if the revision with application of the increased rates was applied to the Annual Programme. This information will be maintained in the 'Applied' column. Thus, in Annual Programme Closures, the system is to check whether the MS and Annual Programme year is in the list and that the 'Applied' is true.