



How to create, validate and send a Communication Plan dossier?

Contents of this guide

1. CREATE THE COMMUNICATION PLAN.....	2
1.1. How to create a new Communication Plan?.....	2
1.2. The Creation wizard.....	2
1.3. Edit a Communication Plan	4
1.4. Add Documents	5
1.5. Adding officials in charge.....	8
2. Validate the Communication Plan	10
3. Sending the Communication Plan to the Commission	11
4. Create a new version of the Communication Plan	13
a. Validation rules for the Communication Plan.....	16
b. Workflow of the Communication Plan.....	16
c. Glossary:	16

Purpose of this functionality

Uploading communication plan documents, linking them to one or more Operational Programmes and submitting them to the Commission.

Regulation source

ERDF/CF and ESF:EC 1828/2006 article 3 and 40.2.m

The Member State or the managing authority shall submit the communication plan 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...

Concerned Funds

ERDF/CF	ESF		
---------	-----	--	--

User roles and permissions needed

MS Managing Authority with Update and Send (MSMA U+S) or MS Authority with Update and Send (MSA U+S) permissions

Before you start, check that...

The programme (s) covered by the Communication Plan are approved by the Commission (status is "Decision Taken").

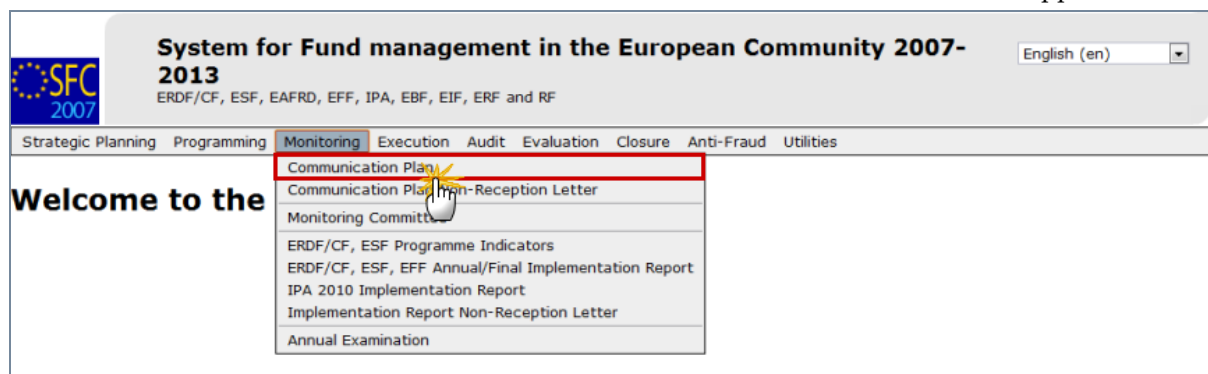
Disclaimer: The information contained herein is for guidance only and is a description on how to use the SFC2007 application. There can be no guarantees as to the accuracy of the descriptions due to the evolving nature of the computer system. In no way does this information replace the regulations or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

1. Create the Communication Plan

1.1. How to create a new Communication Plan?

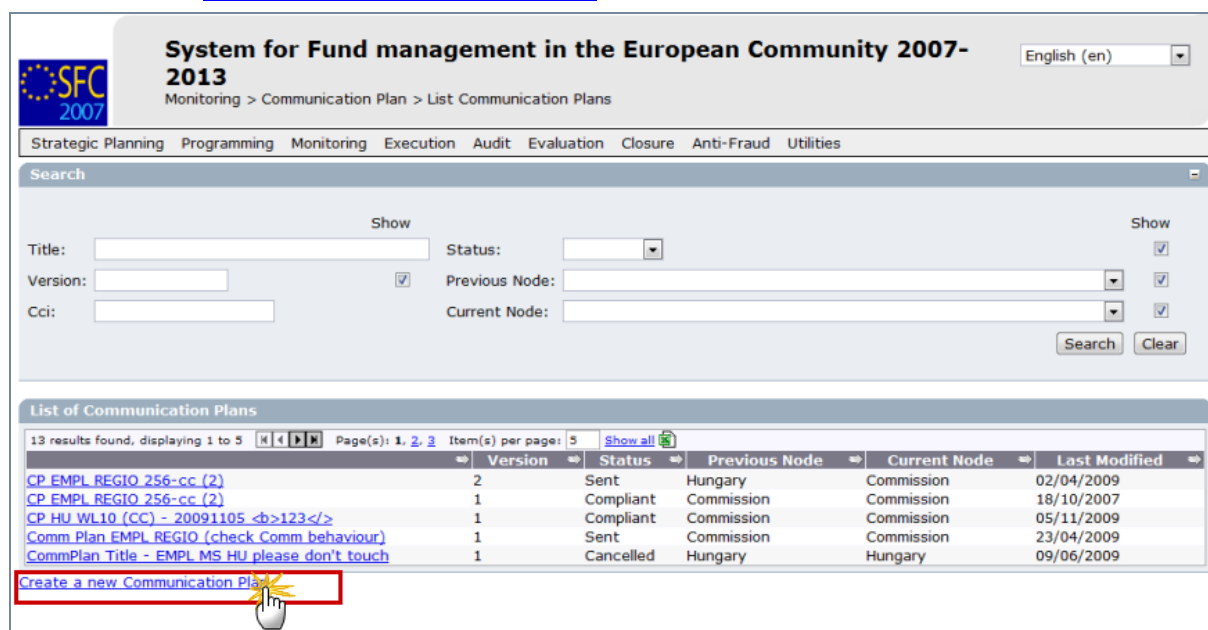
Step by Step

1. Go to the MONITORING > COMMUNICATION PLAN menu. The *Communication Plan list* appears.



The screenshot shows the SFC2007 system interface. At the top, there is a header with the SFC2007 logo and the text 'System for Fund management in the European Community 2007-2013'. Below the header, there is a navigation menu with 'Monitoring' selected. A dropdown menu is open under 'Monitoring', and 'Communication Plan' is highlighted with a red box and a mouse cursor. Other options in the dropdown include 'Communication Plan Non-Receipt Letter', 'Monitoring Committee', 'ERDF/CF, ESF Programme Indicators', 'ERDF/CF, ESF, EFF Annual/Final Implementation Report', 'IPA 2010 Implementation Report', 'Implementation Report Non-Receipt Letter', and 'Annual Examination'.

2. Select the [Create a new Communication Plan](#) link:



The screenshot shows the 'List of Communication Plans' page. At the top, there is a header with the SFC2007 logo and the text 'System for Fund management in the European Community 2007-2013'. Below the header, there is a navigation menu with 'Monitoring > Communication Plan > List Communication Plans' selected. A search form is visible with fields for Title, Version, Cci, Status, Previous Node, and Current Node. Below the search form, there is a table titled 'List of Communication Plans' with 13 results found. The table has columns for Version, Status, Previous Node, Current Node, and Last Modified. The 'Create a new Communication Plan' link is highlighted with a red box and a mouse cursor.

Version	Status	Previous Node	Current Node	Last Modified
2	Sent	Hungary	Commission	02/04/2009
1	Compliant	Commission	Commission	18/10/2007
1	Compliant	Commission	Commission	05/11/2009
1	Sent	Commission	Commission	23/04/2009
1	Cancelled	Hungary	Hungary	09/06/2009

1.2. The Creation wizard

Step by Step

The Create a Communication Plan wizard appears.

3. On the *General Details* screen:

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

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Anti-Fraud Utilities

General Details Programmes Covered

Create CommunicationPlan step 1: Provide General Details

Title: Communication Plan for my Programme

Comment: comment on the dossier

Next Cancel

4. Enter the Title (mandatory) and a Comment (optional)(1).

5. Click NEXT (2).


6. On the *Programmes Covered* screen, click the  button to select the Programme CCI (1). The list with available CCI appears.

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

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Anti-Fraud Utilities

General Details Programmes Covered

Create CommunicationPlan step 2: List Programmes Covered

Cci:  Title:

Add Clear

[Add a new Programme Covered.](#)

Select a Programme - Google Chrome

2007HU051PO002 Programme for demo (24 oct 2007)

2007HU051PO011 test for regmod 108 (EMPL) -classement par défaut - cc

2007HU051PO012 1234567890 1234567890 1234567890 1234567890

2007HU051PO016 HU Test AK 003

7. Select the corresponding CCI (2).

8. The CCI number and the title are automatically filled in. Click ADD to add this programme to the list of covered programmes (3).

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

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Anti-Fraud Utilities

Create CommunicationPlan step 2: List Programmes Covered

Cci: 2007HU051PO002 Title: Programme for demo (24 oct 2007)

Add Clear

No Programmes Found

Add a new Programme Covered.

Previous Finish Cancel

9. To add more programmes to the list, repeat step 6 to 8.

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

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Anti-Fraud Utilities

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: 15 Show all

Cci	Title
2007HU051PO002	Programme for demo (24 oct 2007)

Add a new Programme Covered.

Previous Finish Cancel

10. Click FINISH. The Communication Plan has been created. The status is 'Created'.

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

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Anti-Fraud Utilities

General Details

Title: Communication Plan for my Programme
Version: 1 Status: Created Date: 13/04/2012

General Programmes Covered Documents In Charge

General Details

Title: Communication Plan for my Programme
Comment: comment on the dossier

Return to Display.

Save Cancel

1.3. Edit a Communication Plan

TO GET IN EDIT MODE:	- If you directly edit the Communication Plan after finishing the wizard, you are directed automatically to the edit tabs.
-----------------------------	--

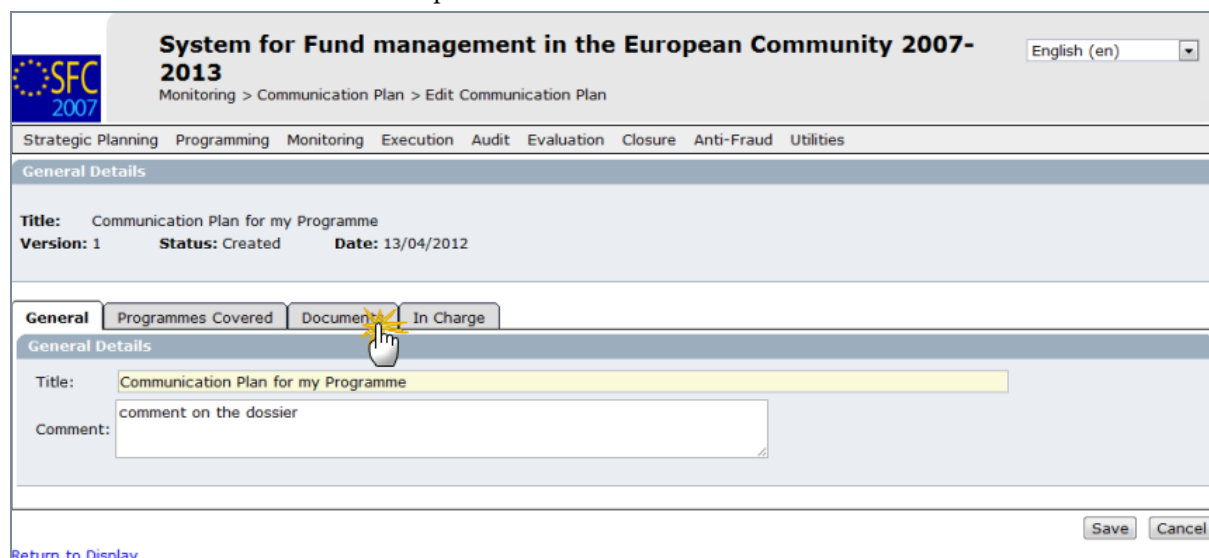
- If you are editing the Communication Plan at a later stage, open the menu **MONITORING > COMMUNICATION PLAN**. The existing Communication Plan dossier is displayed in the list. Click on its title. You are directed to the *Communication Plan display* screen. Select any of the "**Edit**" options that appear. You are directed to the Editing tabs.

You can modify the **GENERAL INFORMATION** or you can add or remove the **PROGRAMMES COVERED**. Go to the corresponding tab if necessary.

1.4. Add Documents

Step by Step

11. Select the **DOCUMENTS** tab to upload the Communication Plan documentation.



The screenshot shows the 'System for Fund management in the European Community 2007-2013' interface. The breadcrumb trail is 'Monitoring > Communication Plan > Edit Communication Plan'. The navigation menu includes 'Strategic Planning', 'Programming', 'Monitoring', 'Execution', 'Audit', 'Evaluation', 'Closure', 'Anti-Fraud', and 'Utilities'. The 'General Details' section shows 'Title: Communication Plan for my Programme', 'Version: 1', 'Status: Created', and 'Date: 13/04/2012'. Below this are four tabs: 'General', 'Programmes Covered', 'Documents', and 'In Charge'. The 'Documents' tab is active, showing a 'Title' field with 'Communication Plan for my Programme' and a 'Comment' field with 'comment on the dossier'. 'Save' and 'Cancel' buttons are at the bottom right. A 'Return to Display' link is at the bottom left.

12. To enter the general information of the document, select the [Add a new Document](#) link:



This screenshot is similar to the previous one, but the 'Documents' tab is selected. The 'Documents' section shows 'No Associated Documents found' and a red-bordered link 'Add a new Document' which is being clicked by a mouse cursor. The 'Return to Display' link is also visible at the bottom left.

13. The *edit document* screen appears. Select the **TYPE** of document you want to upload **(1)**:

- Communication Plan (mandatory)
- Other Member State document

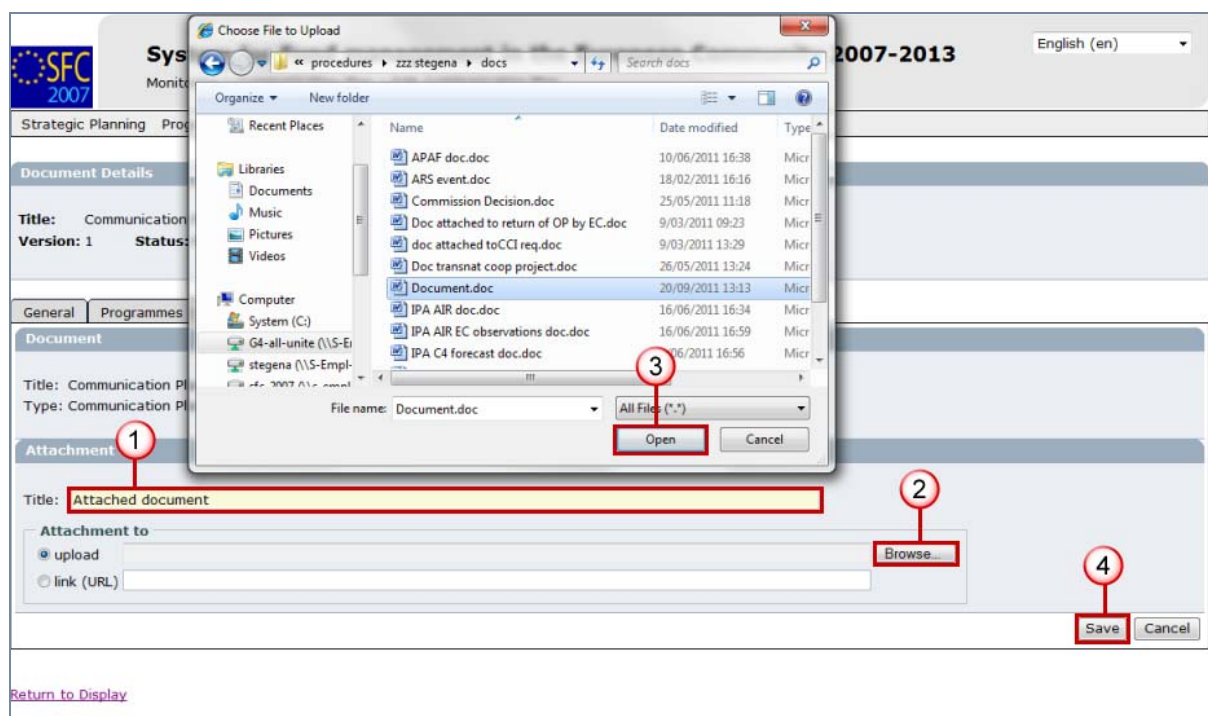
14. Enter the **TITLE** of the document, the **DATE**, the **LANGUAGE** the local reference (if any) and free

comments (if any) (2).

15. Click **SAVE** to save the entered data (3).

16. After saving the document type cannot be changed anymore. To upload the files for your document, click on the [Add a new Attachment](#) link:

The *upload file* screen appears:



17. Enter a **TITLE** (1) for the file you want to upload and click **BROWSE** (2).

18. The browse window appears. Search your file and click **Open** (3).

19. Click **SAVE** to save the file in SFC2007 (4).

You are redirected to the list with documents. Your document is created and the file is attached.

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

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Anti-Fraud Utilities

Transaction Successfully Completed!
Document Details

Title: Communication Plan for my Programme
Version: 1 **Status:** Created **Date:** 13/04/2012

General Programmes Covered **Documents** In Charge

Document Details

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

Type: Communication Plan
Title: Communication Plan document
Document Date: 01/03/2012 Language: English
Commission Registration N°: Local Reference:
Comments:

Attachments

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 5 Show all

Title	Filename	Link	Upload Date
Attached document in Communication Plan	Document.doc		13/04/2012

[Add a new Attachment](#)

Save Cancel

[Return to Display](#)
[Return to Document List](#)

20. Repeat steps 16 to 19 to add more files (attachments) to the document.

1.5. Adding officials in charge

REMARK

Adding Officials in Charge is not mandatory! However the officials entered will receive an automatic notification each time the status of the dossier changes.

Step by Step

21. Select the IN CHARGE tab. The *add officials in charge tab* appears. Select the [Add a new Official in Charge](#) link.

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

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Anti-Fraud Utilities

General Details

Title: Communication Plan for my Programme
Version: 1 **Status:** Created **Date:** 13/04/2012

General Programmes Covered Documents **In Charge**

Official in Charge

No Official In Charge found
[Add a new Official in Charge](#)

[Return to Display](#)

22. Enter the requested data (1).

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

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Anti-Fraud Utilities

General Details

Title: Communication Plan for my Programme
Version: 1 **Status:** Created **Date:** 13/04/2012

General Programmes Covered Documents **In Charge**

Official in Charge

Name: Mr XXXXX Phone:
 Email: test@test.com Fax:
 Valid From: Until:
 Automatically Notified: Preferred Language:
 Commission Official:

No Official In Charge found
[Add a new Official in Charge](#)

[Return to Display](#)

Fields marked with asterisk (*) are mandatory.

- Name of the official
- E-mail address
- Phone and Fax
- Valid from and Until (if the official will be in charge only for a specific period of time)
- Automatically notified: must be checked in order to receive the automatic notifications.
- Preferred language: The automatic notifications will be sent in the selected language.

23. Click ADD (2).

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

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Anti-Fraud Utilities

Transaction Successfully Completed!

General Details

Title: Communication Plan for my Programme
Version: 1 **Status:** Created **Date:** 13/04/2012

General Programmes Covered Documents **In Charge**

Official in Charge

Name: Phone:
 Email: Fax:
 Valid From: Until:
 Automatically Notified: Preferred Language:
 Commission Official:

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

Name	Phone	Fax	Email
Mr XXXXX			test@test.com

[Add a new Official in Charge](#)

[Return to Display](#)

TIP	Repeat these steps to add as many Officials in Charge as necessary (no limitation). If a user no longer wants or needs to receive the automatic notifications, simply select the user, uncheck the Automatically Notified option <input type="checkbox"/> and click UPDATE.
------------	--

2. Validate the Communication Plan

Click on the [Return to Display](#) option. The *Display Communication Plan* screen appears. You have an overview of the Communication Plan and its contents.

REMARK	If you need to modify/add/delete data, click on the Edit option of the specific section to get to the corresponding edit tab.
---------------	---

Step by Step

24. Click on the [Validate](#) option on top of the screen:

The screenshot shows the SFC2007 system interface. At the top, there is a header with the SFC 2007 logo and the text 'System for Fund management in the European Community 2007-2013'. Below the header, there is a navigation menu with options: Strategic Planning, Programming, Monitoring, Execution, Audit, Evaluation, Closure, Anti-Fraud, Utilities. The main content area is titled 'Monitoring > Communication Plan > Display Communication Plan'. There are several tabs: 'return to list', 'Delete', 'Validate', 'Print', 'Print All'. The 'Validate' tab is highlighted with a red box and a mouse cursor. Below the tabs, there is a section for 'General Details' with the following information: Title: Communication Plan for my Programme, Version: 1, Status: Created, Comment: comment on the dossier. There is an 'Edit' link below this section. Below the 'General Details' section, there is a section for 'Programmes Covered' with a table showing the following data:

CCI	Title
2007HU051PO002	Programme for demo (24 oct 2007)

Below the 'Programmes Covered' section, there is a section for 'Associated Documents' with a table showing the following data:

Title	Type	Language	Attachments	Document Date	Sent Date
Communication Plan document	Communication Plan	English	1	01/03/2012	

Below the 'Associated Documents' section, there are sections for 'Officials in Charge', 'Latest Validation Results', and 'History'. At the bottom of the screen, there are links for 'return to list' and 'Print Print All'.

The system checks the consistency of the data. The *validation results* screen appears. If no errors detected, the message "Object has been validated" appears:

REMARK	<p>After successful validation, the status of the Dossier is "Validated". If errors are detected, the status remains "Created".</p> <p>If errors are detected and you need to modify/add/delete data, click on the Return to Display option and click Edit on the specific section to get to the corresponding edit tab.</p>
---------------	--

For a list of the validation rules go to a: Validation rules for the Communication Plan

3. Sending the Communication Plan to the Commission

Step by Step

25. After having validated the Communication Plan, select the [Send](#) option on the *Display Communication Plan* screen.

26. The *Send Communication Plan* screen appears. Click **YES** to confirm the sending.

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 Anti-Fraud Utilities

General Details

Title: Communication Plan for my Programme
Version: 1 **Status:** Validated **Date:** 13/04/2012

Documents

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

Title	Type	Language	Attachments	Sent Date
prepareDocument - hu	Snapshot of data before send	Hungarian	↓	13/04/2012

Are you sure you want to send this Communication Plan?

You are redirected to the *Display Communication Plan* screen.

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 Anti-Fraud Utilities

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

General Details

Title: Communication Plan for my Programme
Version: 1 **Status:** **Sent to Commission**
Comment: comment on the dossier

Programmes Covered

CCI	Title
2007HU051PO002	Programme for demo (24 oct 2007)

Associated Documents

Title	Type	Language	Attachments	Document Date	Sent Date
Communication Plan document	Communication Plan	English	↓	01/03/2012	13/04/2012
prepareDocument - hu	Snapshot of data before send	Hungarian	↓	13/04/2012	13/04/2012
Acknowledgement_hu.pdf	Communication Plan Sent Acknowledgement Document	Hungarian	↓	13/04/2012	13/04/2012

[Edit](#)

Officials in Charge

Latest Validation Results

History

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

The status of the Communication Plan is "Sent". In the documents section, the documents have a "Sent Date" which corresponds to the date on which the status was set to "Sent".

The SCREENSHOT OF DATA BEFORE SEND is generated. You can consult this report by clicking on the attachment link. This report is an image of the data you are sending. This allows you to verify that the information you're sending is correct and accurate.

Click on the link [Return to list](#) to go back to the list:

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

English (en)

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Anti-Fraud Utilities

Search

Show

Title: Status:

Version: Previous Node:

Cci: Current Node:

Search Clear

List of Communication Plans

13 results found, displaying 1 to 13 Page(s): 1 Item(s) per page: 15 Show all

	Version	Status	Previous Node	Current Node	Last Modified
CP EMPL REGIO 256-cc (2)	2	Sent	Hungary	Commission	02/04/2009
CP EMPL REGIO 256-cc (2)	1	Compliant	Commission	Commission	18/10/2007
CP HU WL10 (CC) - 20091105 123	1	Compliant	Commission	Commission	05/11/2009
Comm Plan EMPL REGIO (check Comm behaviour)	1	Sent	Commission	Commission	23/04/2009
CommPlan Title - EMPL MS HU please don't touch	1	Cancelled	Hungary	Hungary	09/06/2009
Communication Plan (2) Ftest 241-cc	1	Cancelled	Hungary	Hungary	31/07/2008
Communication Plan Title	1	Created	Hungary	Hungary	12/03/2009
Communication Plan for my Programme	1	Sent	Hungary	Commission	13/04/2012
BJ Test Support Com Plan	1	Compliant	Commission	Commission	26/01/2009
exceptions	1	Sent	Hungary	Commission	10/06/2009
kklp	1	Validated	Hungary	Hungary	04/06/2009
test (SFC0700003877)	1	Compliant	Commission	Commission	23/04/2009
toto	1	Created	Hungary	Hungary	19/08/2008

[Create a new Communication Plan](#)

4. Create a new version of the Communication Plan


REMARK	A new version of the Communication Plan can only be created if the status of the previous version is "Compliant".
---------------	---

Step by Step

27. Go to the MONITORING > COMMUNICATION PLAN menu. The *Communication Plan list* appears with the existing version of the Communication Plan. Click on its title to open the dossier.
28. In the *Display Communication Plan* screen click on the link [Create a new version of the Communication Plan](#):

29. A *confirmation* screen appears. Click **Yes** to confirm the creation.

The new version has been created as a copy of the last version. You're redirected to the *Display Communication Plan* screen. The new version number appears in the general section and is increased by 1. The status of this new version is 'Created'.



System for Fund management in the European Community 2007-2013

Monitoring > Communication Plan > Display Communication Plan

English (en)

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Anti-Fraud Utilities

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

General Details

Title: CP HU WL10 (CC) - 20091105 123

Version: **2** Status: **Created**

Comment: 255 char 123456 20 123456 30 123456 40 123456 50 123456 60 123456 70 123456 80 123456 90 12345 100 12345 110 12345 120 12345 130 12345 140 12345 150 12345 160 12345 170 12345 180 12345 190 12345 200 12345 210 12345 220 12345 230 12345 240 12345 250 255

[Edit](#)

Programmes Covered

CCI	Title
2007HU052PO600	"OP 2007HURCE05-001" &ψ 123--
2007HU161PO600	"OP 2007CZCON16-001" &ψ

[Edit](#)

Associated Documents

No Associated Documents found

[Edit](#)

Officials in Charge

Latest Validation Results

History

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

Select any of the [Edit](#) links to get into edit mode. You can add or remove the existing data by overwriting it. To upload the corresponding documents for the new version, please refer to the 1.4 Add documents section of the guide.

a. Validation rules for the Communication Plan

CODE	VALIDATION RULE	SEVERITY
2.1	validate that a title is provided	Error
2.2	validate that at least one Operational Programme is covered	Error
2.3	validate that at least one Official in Charge of the Member state exists	Warning
2.4	validate that only approved Operational Programmes have been referenced	Error
2.5	validate that the covered Operational Programmes are not covered in other Communication Plans	Error
2.6	Validate that the following official documents were uploaded in the system: <ul style="list-style-type: none"> ▪ Communication Plan 	Error

b. Workflow of the Communication Plan

Action	Status	Editable by CMS?
The MS creates the CP	Created	Yes
The MS validates the contents of the CP	Validated	Yes
The MS sends the CP to the Commission	Sent	Only the "Officials in charge" section and sending of "other MS documents"
The Commission Returns the CP to the MS for correction	Returned (for correction)	Yes
The Commission Accepts the CP	Compliant	Only the "Officials in charge" section and sending of "other MS documents"
The MS cancels the CP	Cancel	Only the "Officials in charge" section and sending of "other MS documents"
Final Status of the CP	Compliant	Only the "Officials in charge" section and sending of "other MS documents"

c. Glossary:

CP:	COMMUNICATION PLAN
MS	MEMBER STATE

