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

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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").

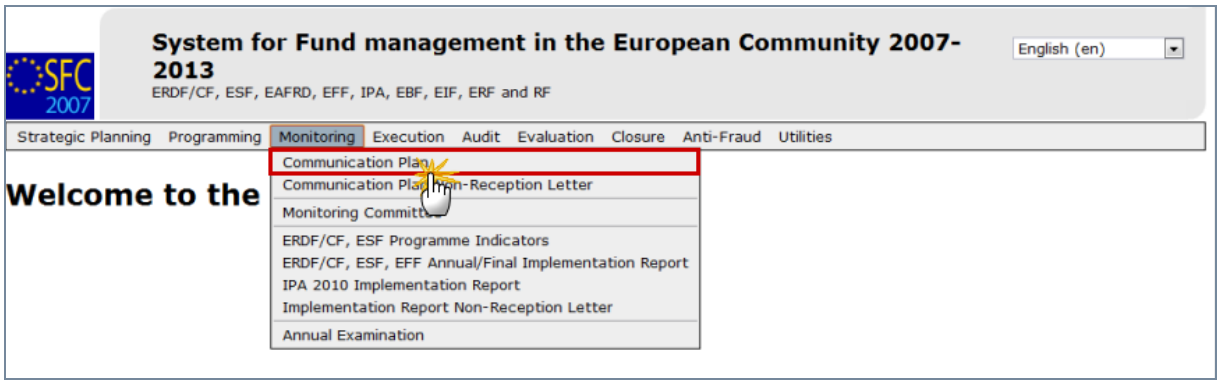
Disclaimer: The information contained herein is for guidance only and is a description on how to use the SFC2007 application. There can be no guarantees as to the accuracy of the descriptions due to the evolving nature of the computer system. In no way does this information replace the regulations or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

1. Create the Communication Plan

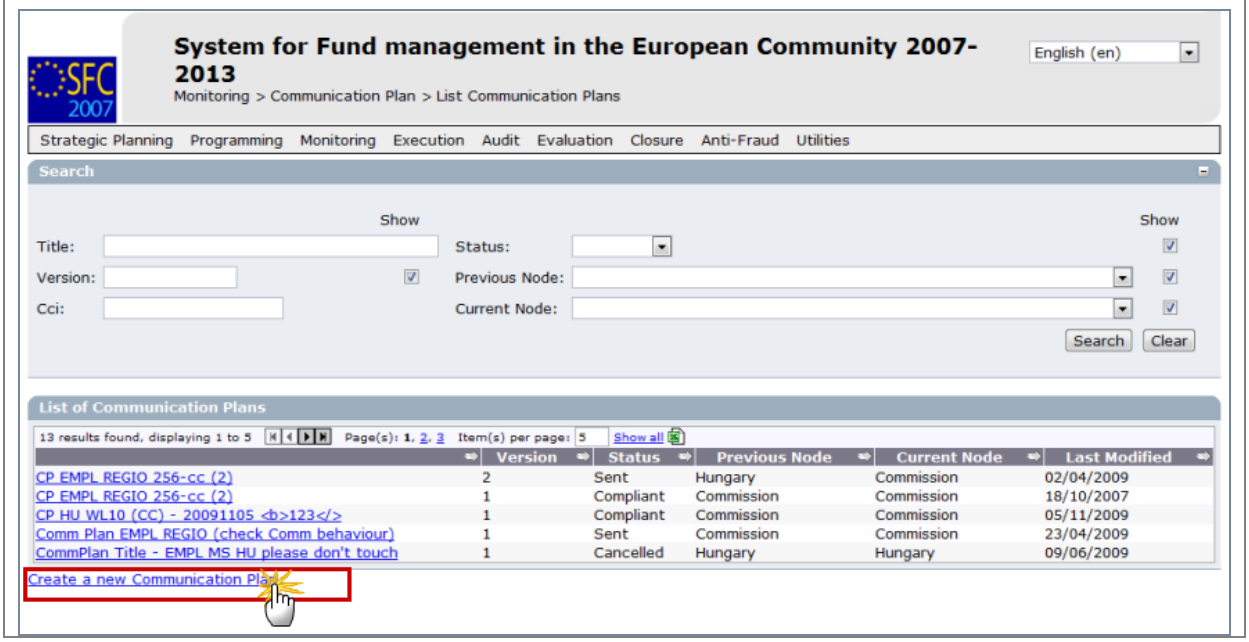
1.1. How to create a new Communication Plan?

Step by Step

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



2. Select the **Create a new Communication Plan** link:

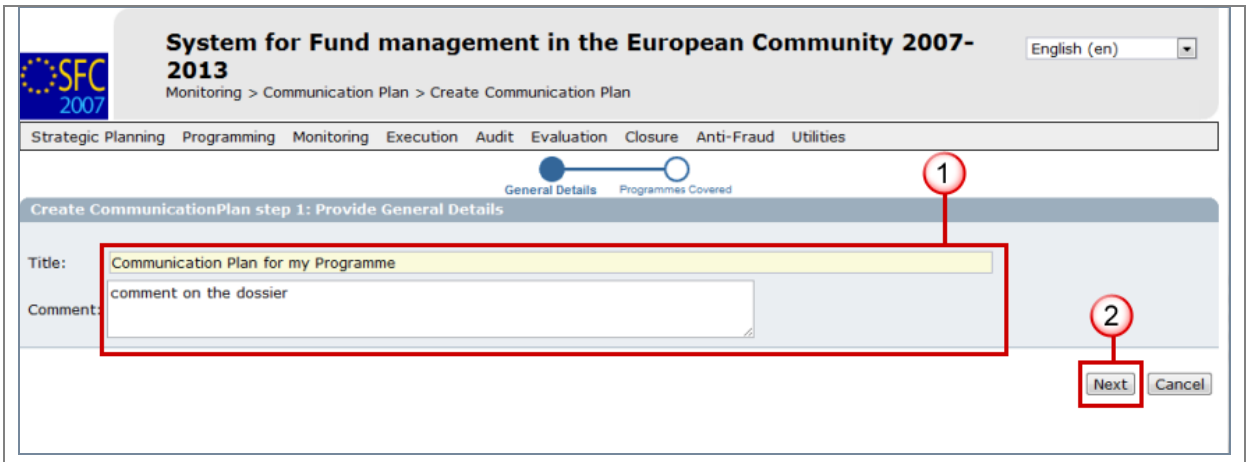


1.2. The Creation wizard

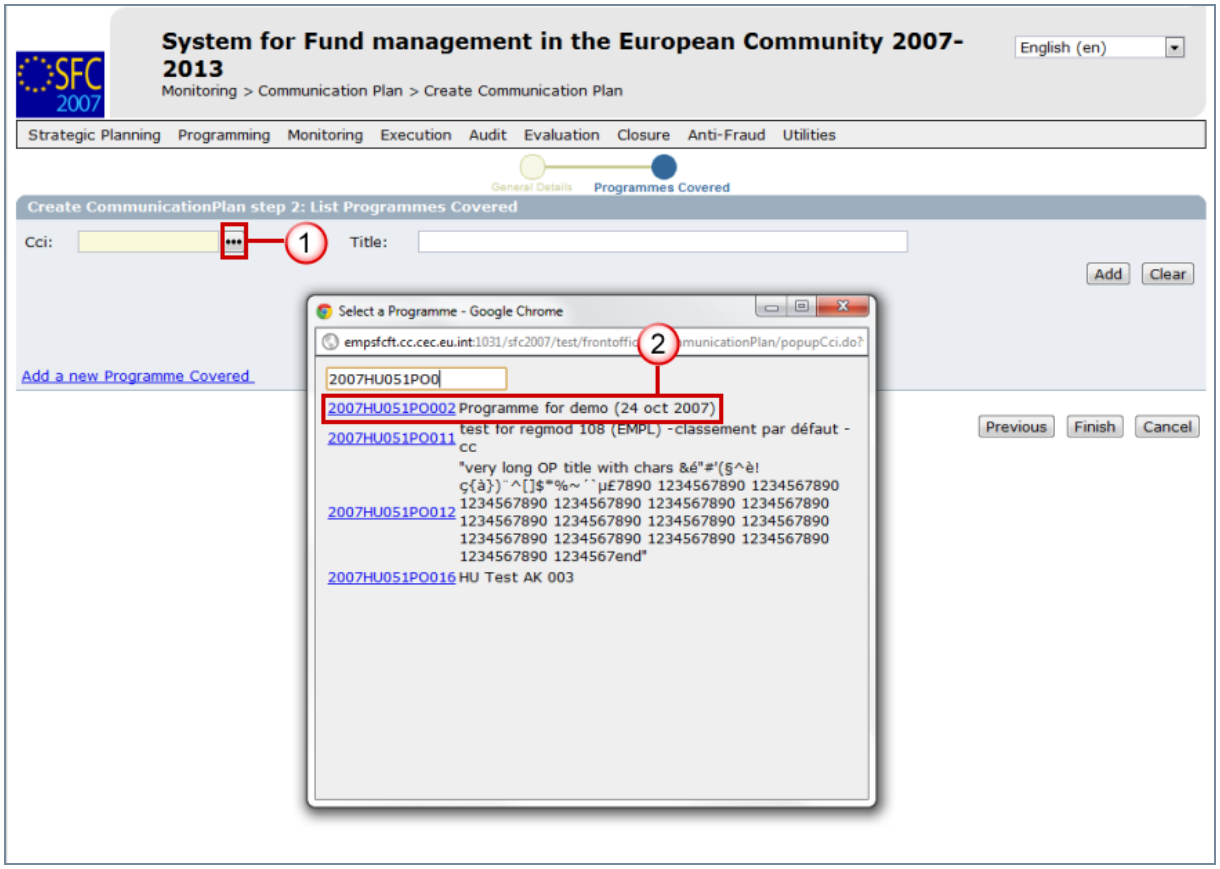
Step by Step

The Create a Communication Plan wizard appears.

3. On the *General Details* screen:



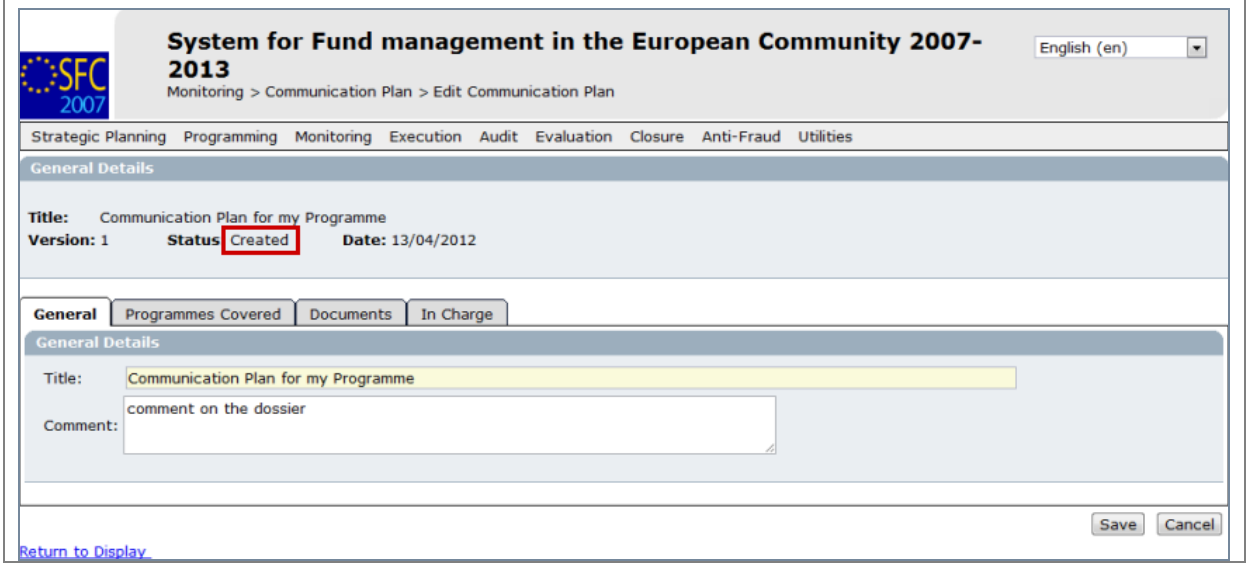
4. Enter the Title (mandatory) and a Comment (optional)**(1)**.
5. Click **NEXT (2)**.
6. On the *Programmes Covered* screen, click the ••• button to select the Programme CCI **(1)**. The list with available CCI appears.



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)**.

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

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



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.

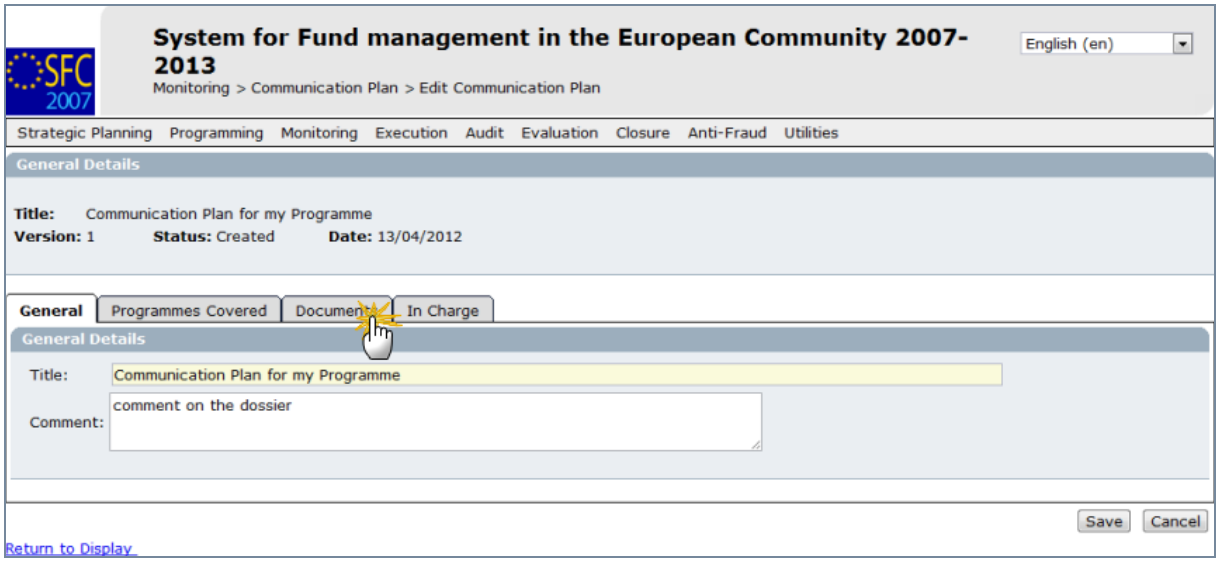
	- If you are editing the Communication Plan at a later stage, open the menu **MONITORING > COMMUNICATION PLAN**. The existing Communication Plan dossier is displayed in the list. Click on its title. You are directed to the *Communication Plan display* screen. Select any of the "**Edit**" options that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

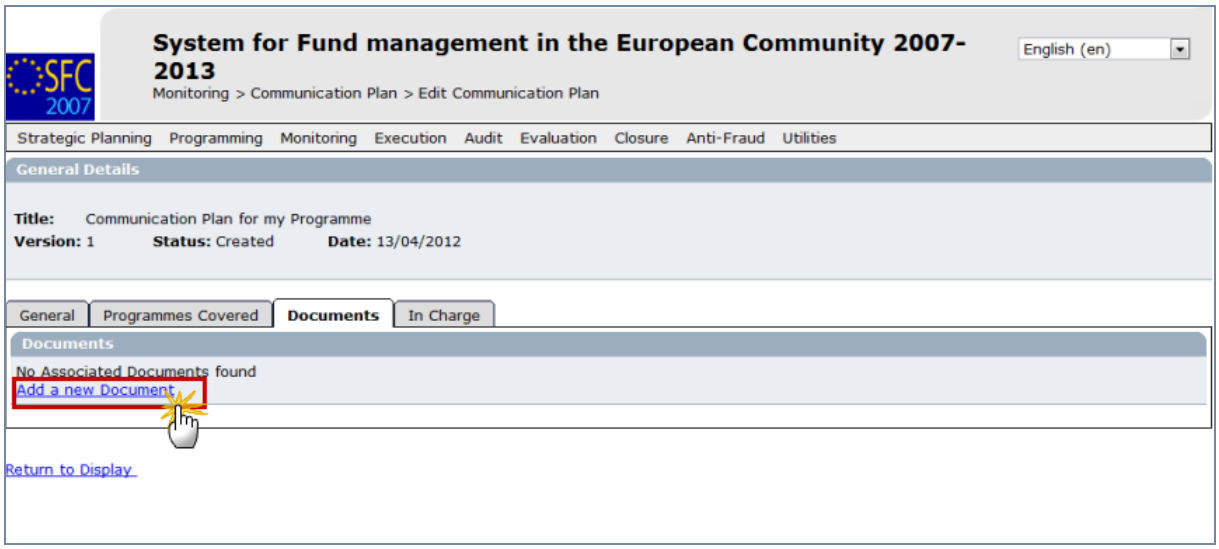
1.4. Add Documents

Step by Step

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



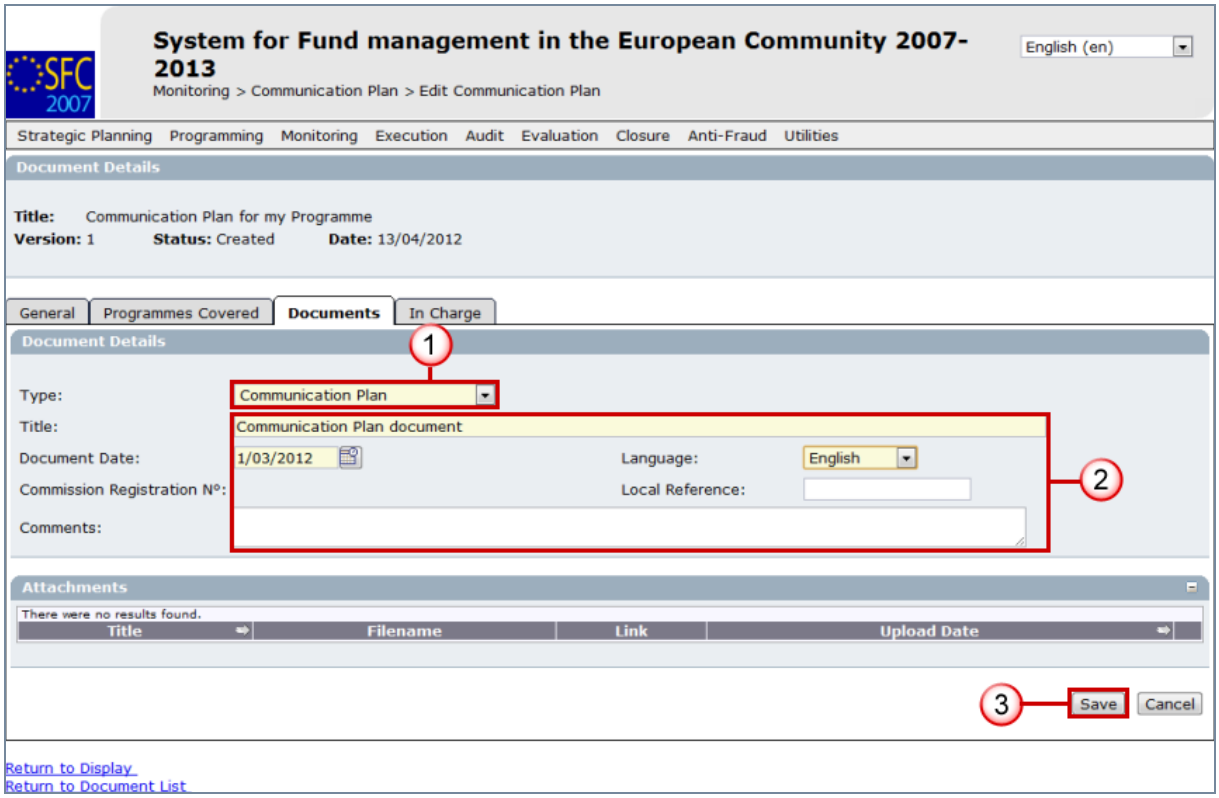
12. To enter the general information of the document, select the **Add a new Document** link:



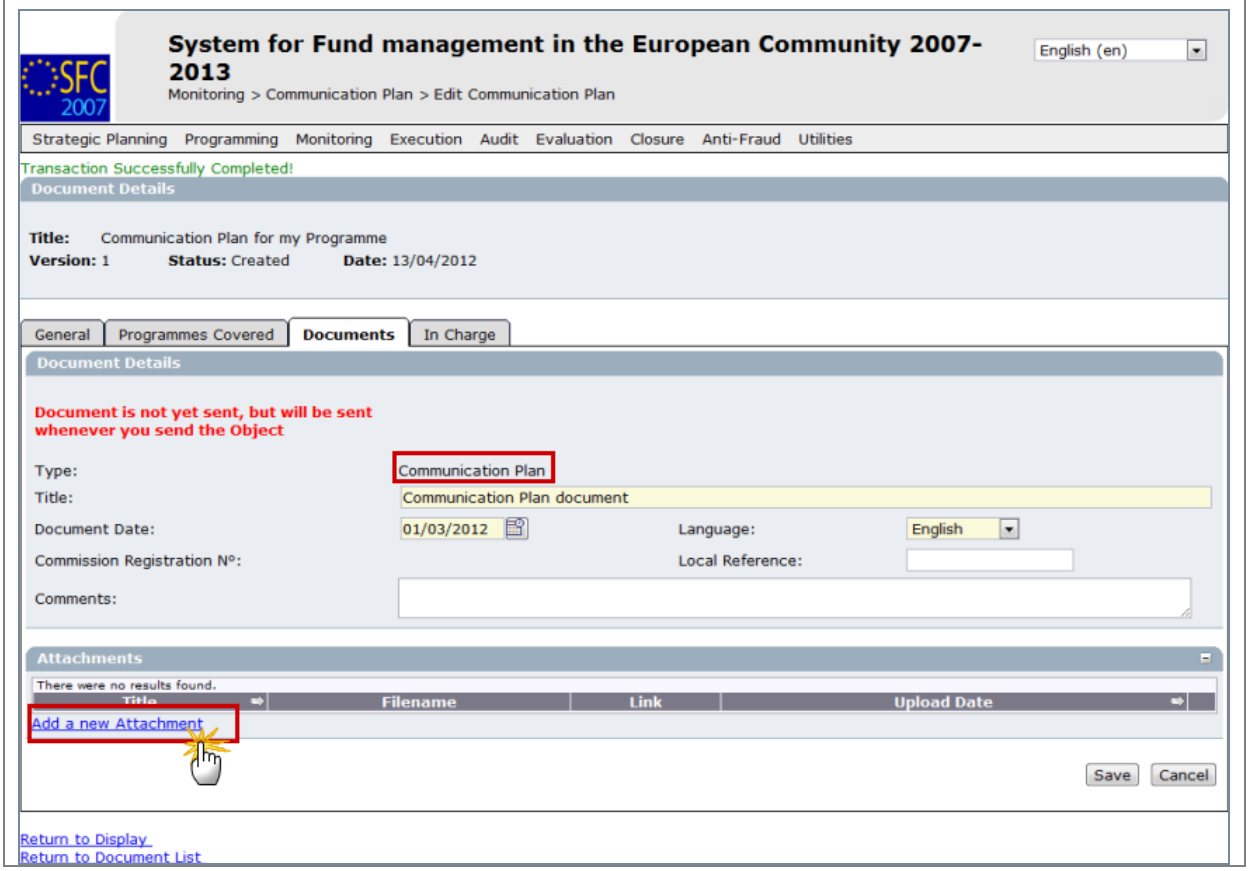
13. The *edit document* screen appears. Select the **TYPE** of document you want to upload **(1)**:
    - Communication Plan (mandatory)
    - Other Member State document
14. Enter the **TITLE** of the document, the **DATE**, the **LANGUAGE** the local reference (if any) and free

comments (if any) **(2)**.

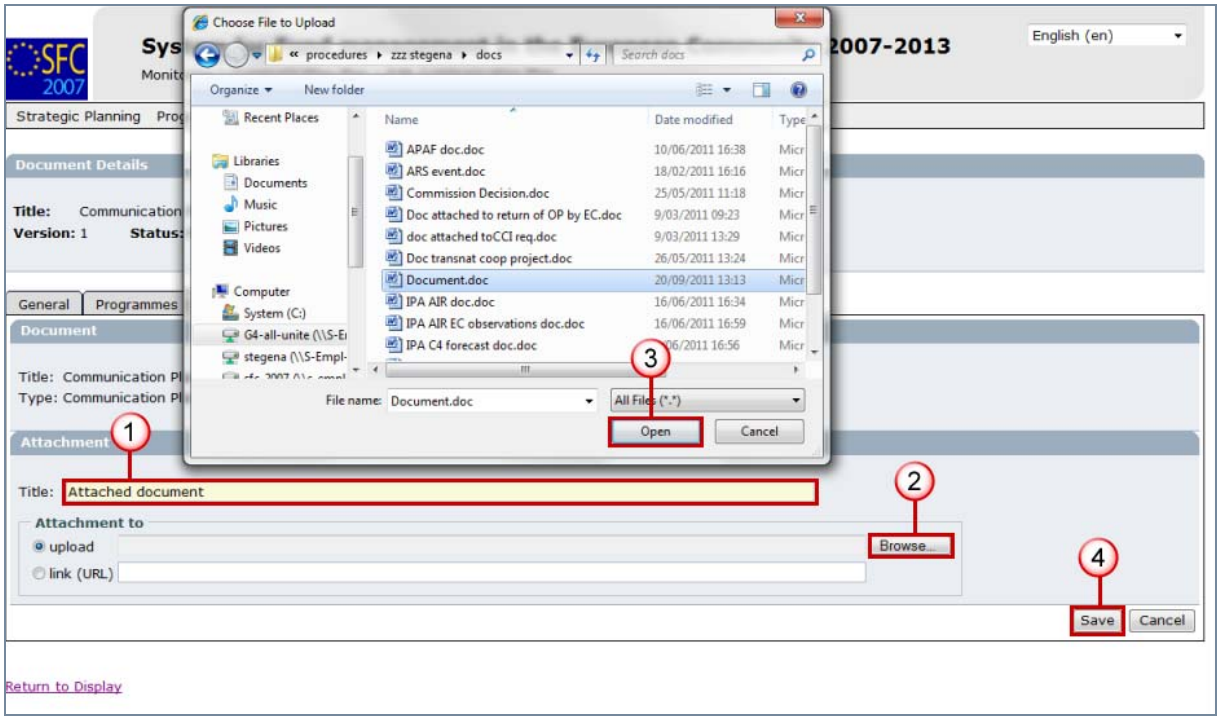
15. Click **SAVE** to save the entered data **(3)**.



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:

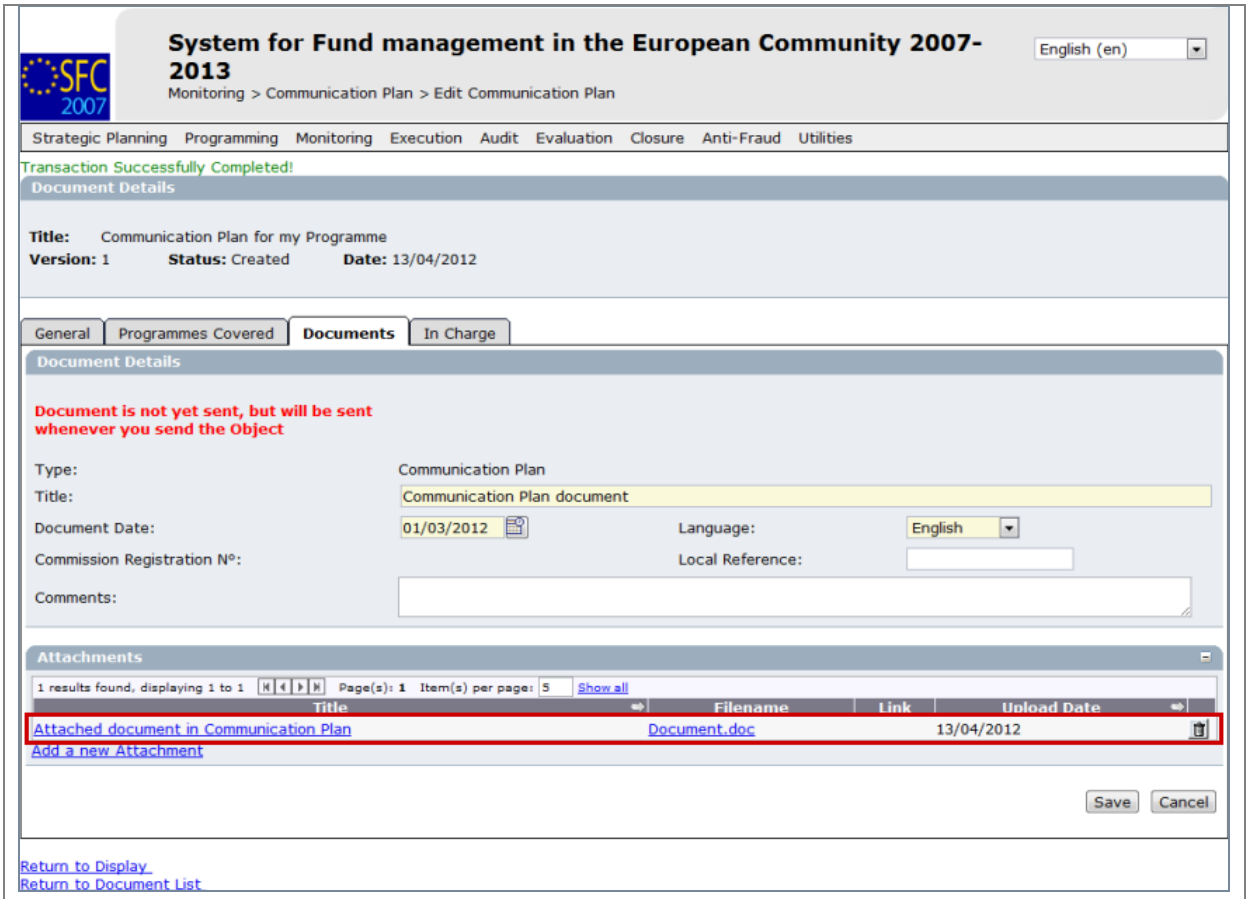


17. Enter a **TITLE (1)** for the file you want to upload and click **BROWSE (2)**.

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.



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

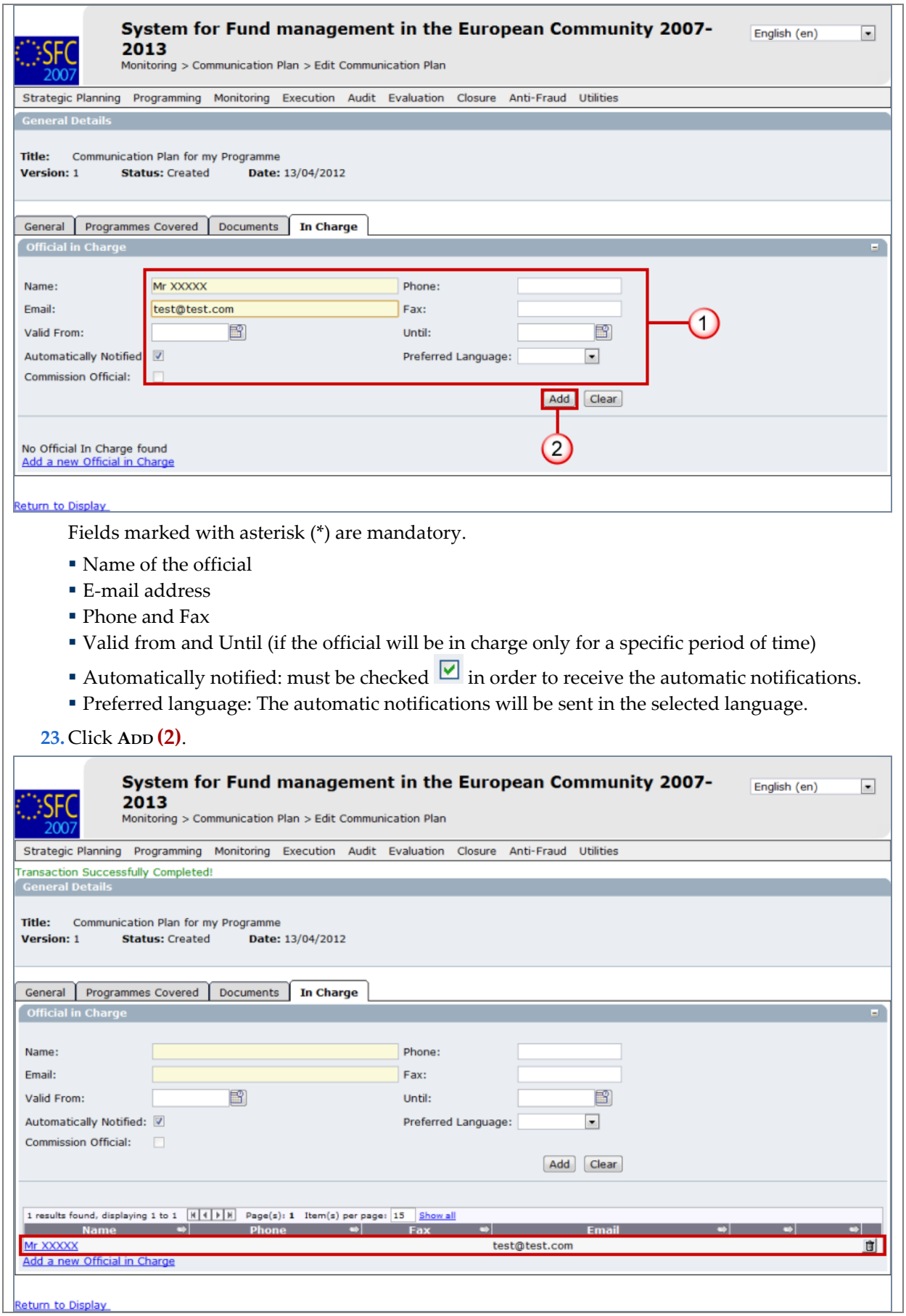
1.5. Adding officials in charge

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.

22. Enter the requested data **(1)**.



Fields marked with asterisk (*) are mandatory.

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

23. Click **ADD (2)**.

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 ☐ and click **UPDATE**.

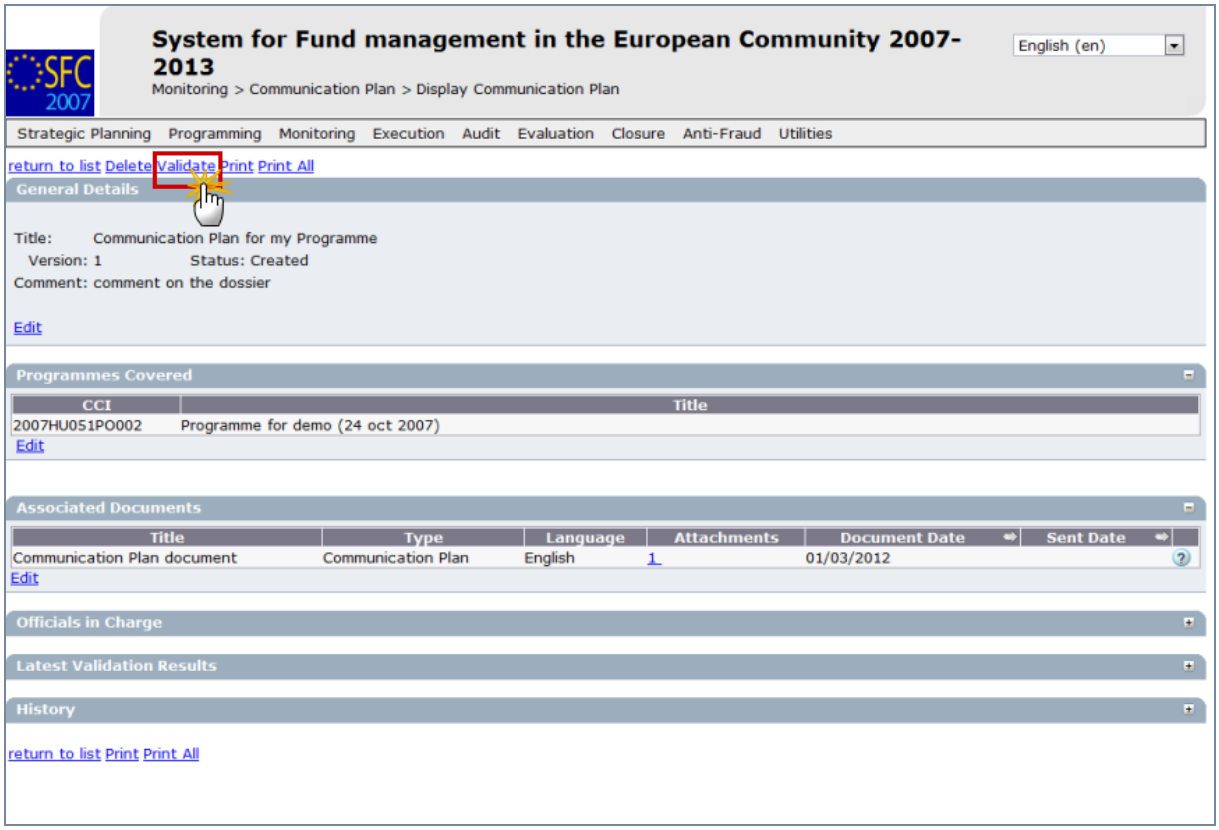
2. Validate the Communication Plan

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

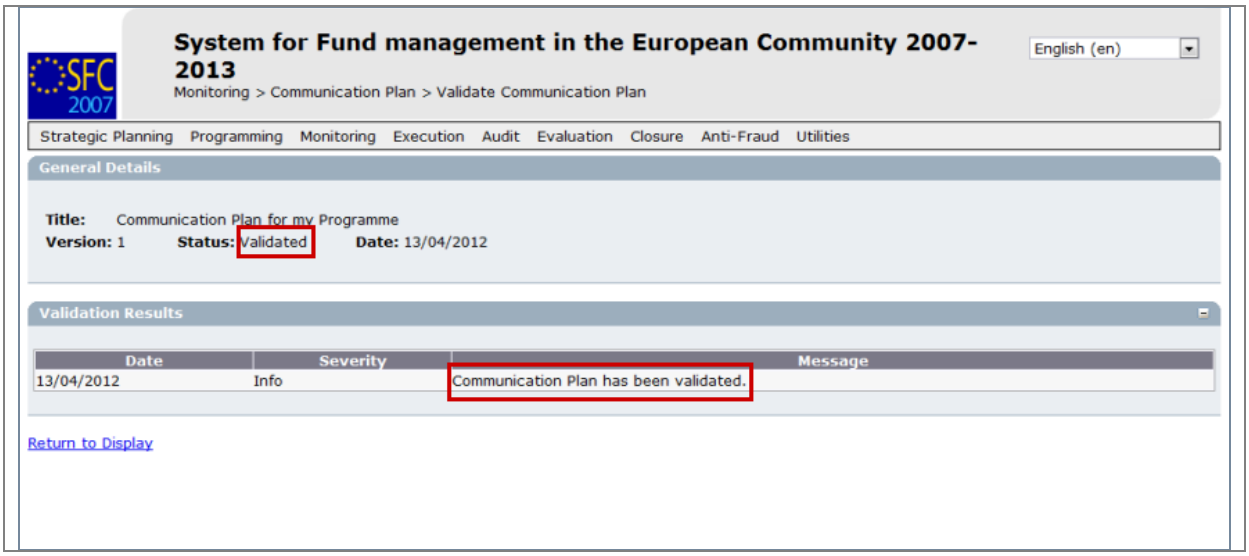
REMARK	If you need to modify/add/delete data, click on the **Edit** option of the specific section to get to the corresponding edit tab.

Step by Step

24. Click on the **Validate** option on top of the screen:



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



REMARK	After successful validation, the status of the Dossier is "**Validated**". If errors are detected, the status remains "**Created**". 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.

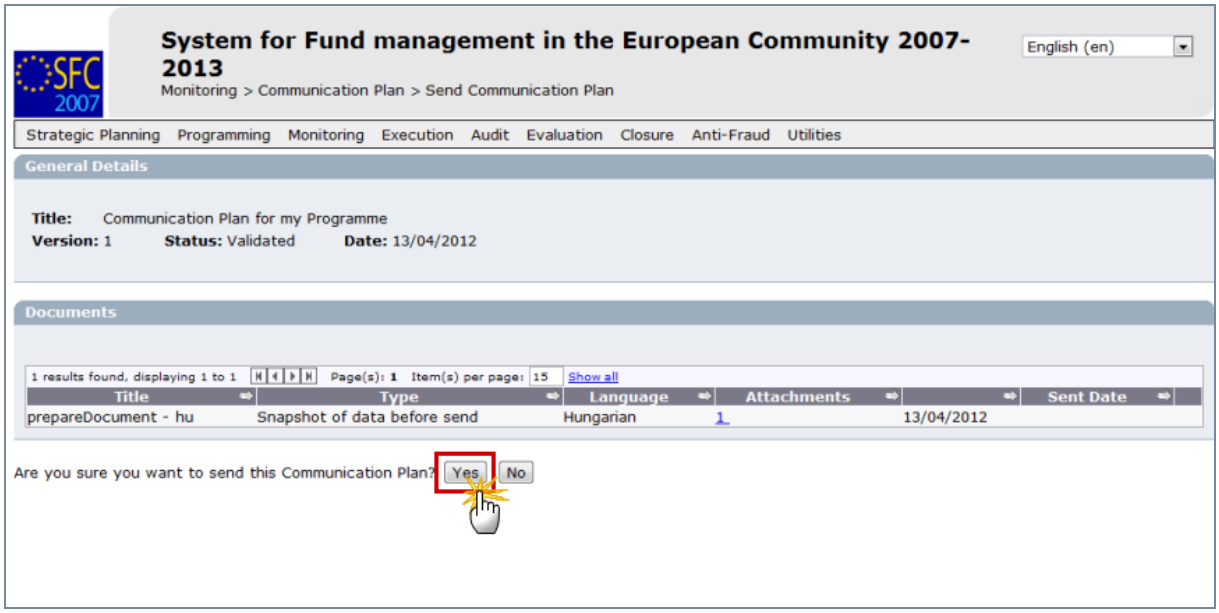
For a list of the validation rules go to a: Validation rules for the Communication Plan

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.

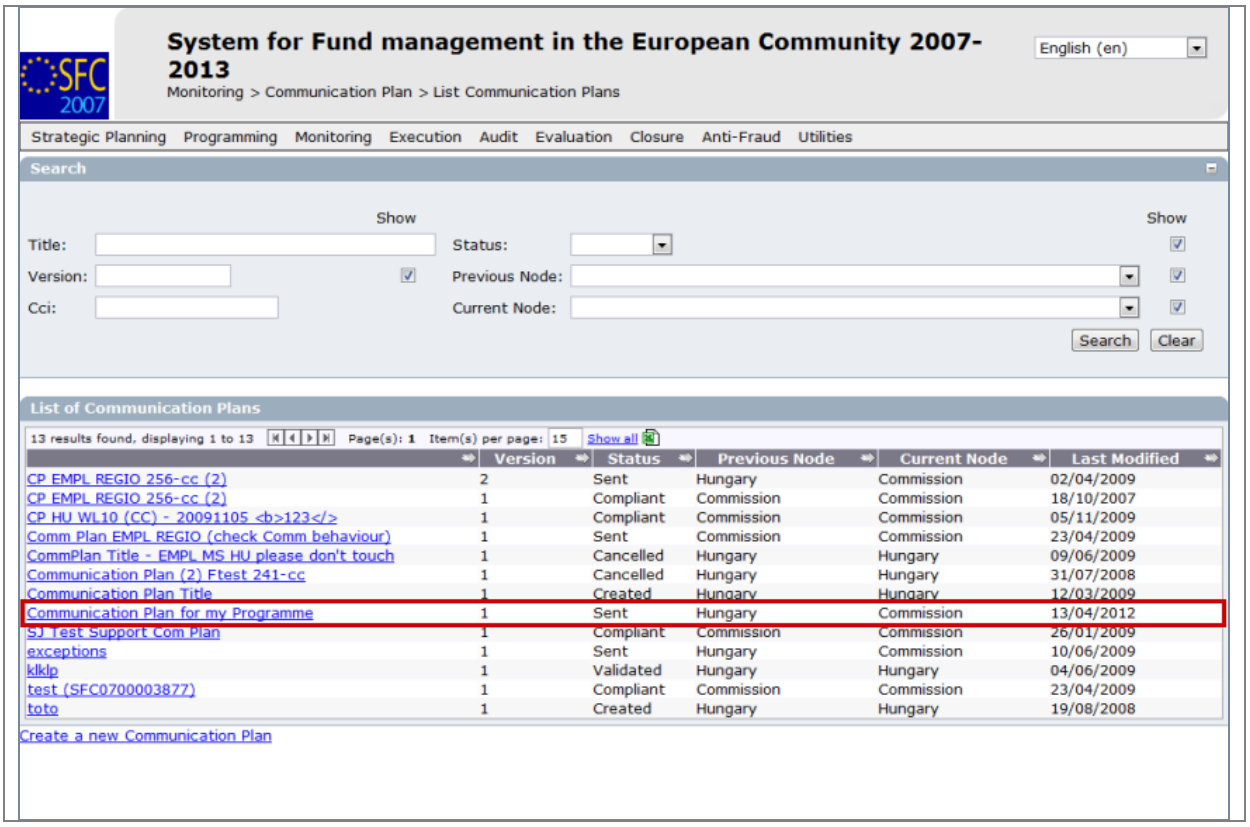
26. The S*end Communication Plan* screen appears. Click **YES** to confirm the sending.



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

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:



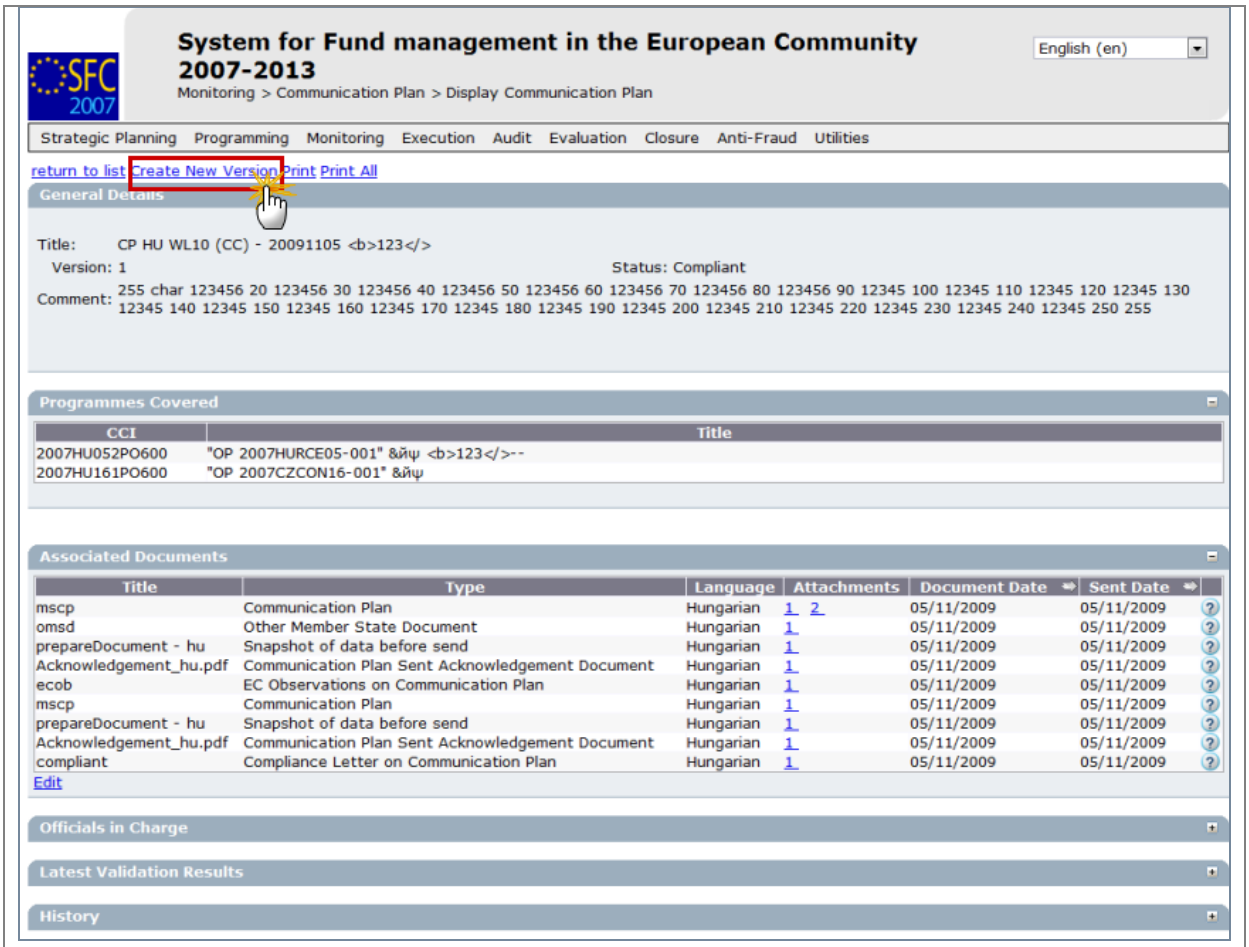
4. Create a new version of the Communication Plan

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

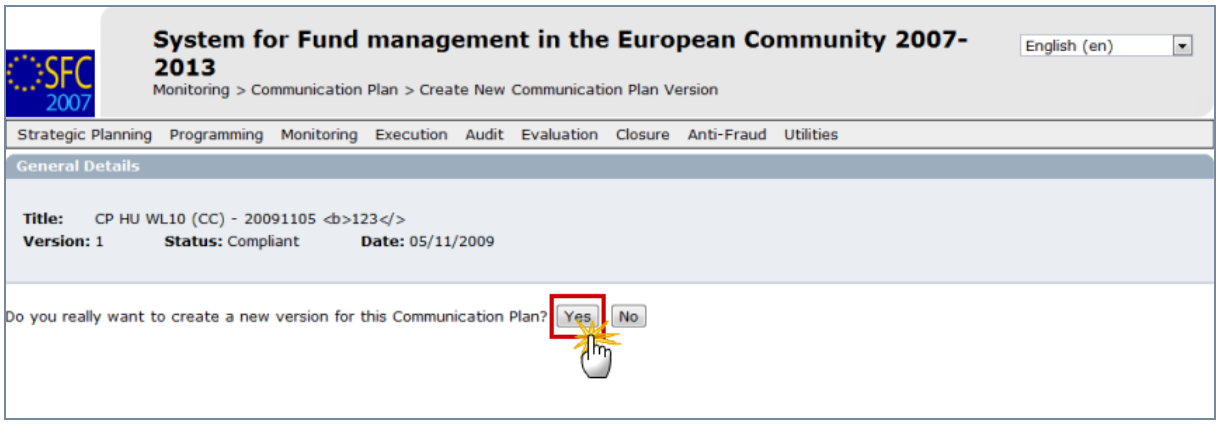
Step by Step

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.

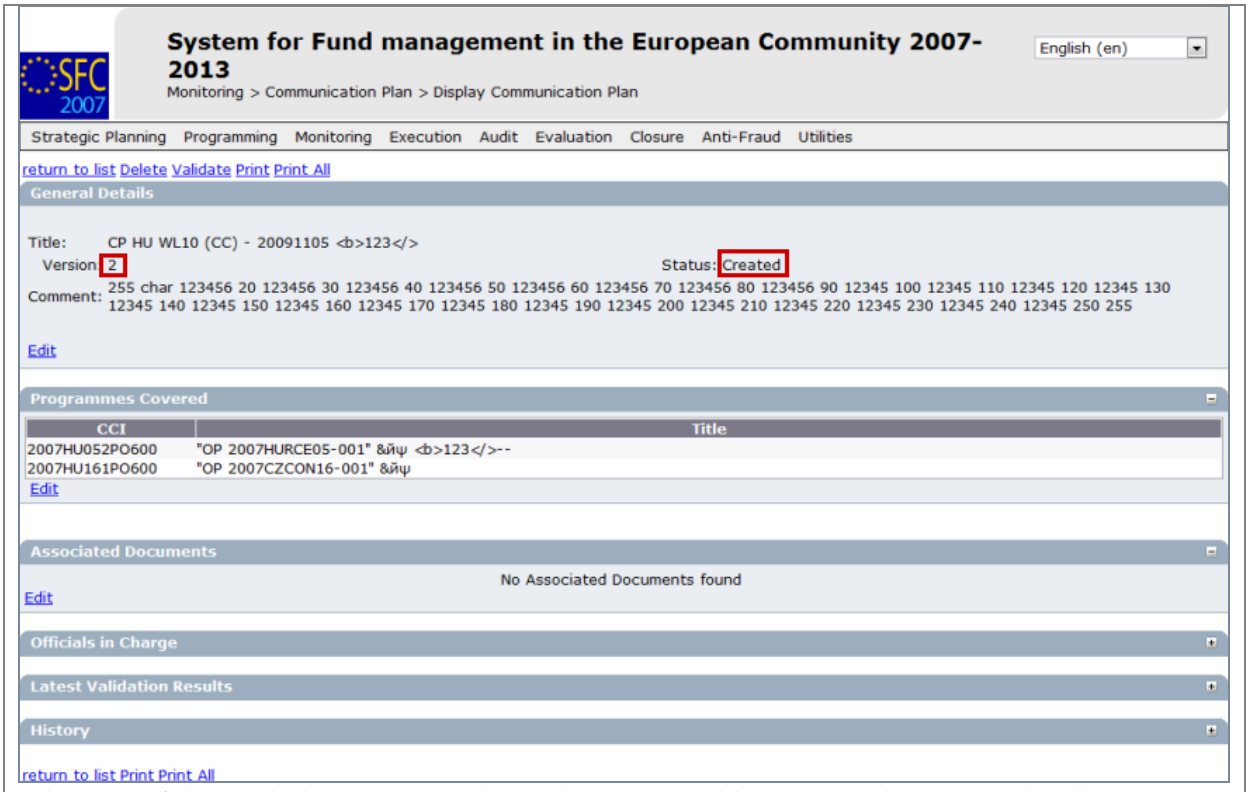
28. In the *Display Communication Plan* screen click on the link **Create a new version of the Communication Plan**:



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'.



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: ▪ 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**