

How to create, validate and send a Major Project?

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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

Creating, entering the data related to a Major Project application, uploading documents and submitting them to the Commission.

Regulation source

EC 1828/2006 article 40.2.e and annexes XX, XXI and XXII

the requests for assistance for major projects referred to in Articles 39, 40 and 41 of Regulation (EC) No 1083/2006, in accordance with Annexes XXI and XXII to this Regulation, together with selected data from those Annexes identified

in Annex XX;

EC 1083/2006 articles 39 - 41.

Concerned Funds

ERDF/CF	ERDF/CF		

User roles and permissions needed

MS Managing Authority Update and Send (MSMA U+S)

Before you start, check that...

A CCI number has been allocated to your Major Project.

The Corresponding Operational Programme has been entered in the System.

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1. Create the Major Project

1.1. How to create a new Major Project?

The creation of a new Major Project is only to be done when there is an entirely new Project. To update an existing Project one should Create a new version of the Major Project
Project.
R EMARK:

Step by Step	
1. Go to the Programming > Major Projects menu.	
User: Node: Profile: MSMA16US 💙 Version:	Help Home Logout
System for Fund management in the European Community 2007-2013 ERDF/CF, ESF, EAFRD and EFF	English (en)
Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities	
Welcom	

The Major Projects list appears.

User:	Node: Profile: MSI	MA16US Version:		Help Home Logout
SPL	ystem for Fund manage gramming > Major Project > List Majo	ement in the European Co r Projects	ommunity 2007-2013	English (en)
Strategic Planning	rogramming Monitoring Execution	Audit Evaluation Closure Utilities		
earch				
CI:		Show?		Show?
ature:	 Infrastructure Investment Productive Investment 	Status:	×	V
itle:		Previous Node:		V
ommission Decision:		Current Node:		Search Clear

The Create Major Project Wizard Appears.

1.2. The Creation Wizard

This wizard is divided into three steps:

- Selection of the CCI (Major Project CCI)
- Selection of the Operational Programme (Programme CCI)
- Specification of the Priority (Priority)

Step by Step

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Step 1: Selection of the CCI (Major Project CCI):	
User: Node: Profile: MSMA16US 🕑 Version:	Help Home Logout
System for Fund management in the European Community 2007-2013 Programming > Major Project > Create Major Project	English (en)
Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities	
Major Project CCI Project CCI <td< th=""><th>(Next) Cancel</th></td<>	(Next) Cancel
3. click the $\overline{\mathbf{u}}$ button to select the <i>Major Project CCI</i> (1).	
 The list of available CCI appears. Select the corresponding one (2). The CCI <i>Title</i> are automatically filled in (the Title can be modified). 	number and the
5. Chose the <i>Nature</i> of the Major Project (3).	

6. Click on **Next** to go to step 2 of the creation wizard (4).

Step by Step
Step 2: Selection of the Operational Programme (Programme CCI):
User: Node: Profile: MSMA16US 🕑 Version: Help Home Logout
System for Fund management in the European Community 2007-2013 Programming > Major Project > Create Major Project
Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities
Major Project CC1 Programme CCI Priority
Choose Programme(s) for Major Project CCL - Windows Internet Explorer
2007HU161P0001 0P HU REGIO CON (1) Ftest 241-cc
2007HU161P0002 PP HU REGIO CON (2) Ftest 241-cc 2007HU-61P0003 OP HU REGIO CON (3) Ftest 245-cc
CCI 2007 2 po004 OP HU REGIO IPA (1) Ftest 245-wk 4 2007HD161P0005 OP HU CON REGIO 256-cc (1) For CP 4 4
2007HU161P0006 test for regmod 108 (REGIO) -classement Previous Next Cancel
2007HU151P0007 OP CONV REGIO 2611 -cc (testing rule
2.15)
7. click the 🚥 button to select the Operational Programme CCI (1).
8. The list of available CCI appears. Select the corresponding one (2). The CCI number is
automatically filled in.
9. Select the ADD button (3).
10. Click on Next to go to step 3 of the creation wizard (4) .
Step by Step

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Step 3: Specification of the Priority (Priority):	
User: Node: Profile: MSMA16US 💟 Version:	Help Home Logout
System for Fund management in the European Community 2007-2013 Programming > Major Project > Create Major Project	English (en)
Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities	
Major Project CO Proprime CC Priority Choose Programme Priorities Image: Control of the second secon	Fund 3
11. Click the on the "Priority" drop down menu to select the priority to which th linked (1).	e Major Project is
12. Select the ADD button to add the selected Priority (2) .	
13. Click on CREATE to finalise your Major Project canvas. (3).	

You are redirected to the edit tabs.

1.3. Edit a Major Project

	- If you directly edit the MP dossier after finishing the wizard, you are directed
TO GET IN	automatically to the edit tabs.
EDIT	- If you are editing the MP dossier at a later stage, go to the menu Programming >
MODE:	MAJOR PROJECTS . The existing MP dossier is displayed in the list. Click on its title. You
	are directed to the MP display screen. Select any of the "edit" options that appear. You
	are directed to the editing tabs.

IMPORTANT!	The data that must be entered in order to submit a Major Project application corresponds to the data that is required by annex XX of EC 1828(2006). This data is part of the information that must be supplied in one of the two application forms found in annex XXI and XXII.
	The example screens correspond to a Productive Investment project. If there are differences on the screens for Infrastructure Investment Projects, it is specified on the corresponding screen/section.

Step by Step

In the **GENERAL** tab, the CCI and Title of the Major Project are displayed. The concerned Operational Programme CCI, the priority and the concerned fund are displayed.

	7HU161PR002 ••• HU II CON (1) Ftest 241-cc		
	astructure Investment		2
ramme Priorities ty: 2007HV16	1P0002 - 1 - P1 M (Add Priority)	3	Add Operational Programme:
GGI U161P0002	1 - 91	Priority	ERDF Telnd
o Display			4 Save Cancel
	an modify the Major l	Project CCI (Edition of the Maj	or Project CCI is only allowed on the fi
			to the Commission), Title of your Major
Projec	ct and <i>Comment</i> field ((1).	
<mark>15.</mark> You c	an select an additiona	l Operational Programme (2)	which Priorities will become available
		1 0	tains the adopted OP's and cross-borde
OP's.			
		O amonth or co	Coogle Chrome Courte
Major Project	2007HU161PR002	ncial Tables Union Policies Authorities Documents In CCCI	Search Cancel
Major Project CCI: Title:	2007H0161PR002	2007HU161AT0	CI THE
Comment: Nature:	Infrastructure Investment	2007HU161PO0 2007HU161PO0 2007HU161PO0	002 OP HU REGIO CON (2) Ftest 245-cc 003 OP HU REGIO CON (3) Ftest 245-cc 040 PH U REGIO IPA (1) Ftest 245-wc
Public Private Partnersh Programme Prioritie	sip: 🗆	2007HU161P00	085 0P HU CON BEGIO 286-cc (1) For CP test for regardol 108 (EFEGIO)-classement par out defaut - cc 002 0P COLV FEGIO 2611 -cc (testing rule 2.15)
Priority: 20	107HU161P0002 - 1 - P1 💌 (Add Priority)	2007HU161PO0 2007HU161PO0 2007HU161PO0	D02 0P C F 2.6.13 (only CF) D02 0P HU CON for AS, MC, MCS D12 V2 OP HU CON for AS, MC, MCS D13 V2 OP HU CON for AS, MC, MCS
2007HU161PO002	CGI 1 - P1	Priority 2007HU161P00 2007HU161P00	12 SEC0700006318 EPDF Eund EPDF EPDF EPDF EDD EPDF EPDF EDD EPDF EDD EPDF EDD EPDF EPDF
eturn to Display			002 test jea on 2852 v
	an add a naw Priorite	(2) The list of Priorities only	contains priorities of the Programmes
	•	-	opted version of these Programmes.
		14 A AL MA A	opieu verbion of these i rogrammes.
General Categorisa Major Project Major Project CCI:	2007HU161PR002	Oricial Tables Union Policies Authorities Documents In Charge Request CCI	
Title:	MP HU II CON (1) Ftest 241-cc	· NEWBER CCI	
Comment: Nature:	Infrastructure Investment		
Public Private Partnersh Programme Prioritie	nip: 🗆		
	Add Priority Add Priority Add Priority Add Priority Add Priority Add Priority		Add Operational Programme:
20	07HU161PO002 - 3 - P3 107HU161PO002 - 4 - P4 107HU161PO003 - 1 - P1	Priority	Fund EROF
20	1 - P1 1 - P1 107HU161P0003 - 3 - P3 107HU161P0003 - 4 - P4		sour
2007HU161PO002 20 20			Save

REMARK! For Infrastructure Investment Major Projects there's an additional flag on the General tab to indicate if the Project gets State Aid or not. Ticking 'Project involves State Aid' will make the Funding Gap Rate in the Cost-benefit Analysis and in the Financial Plan not applicable.

SFC2007: System for Fund management in the European Community 2007-2013 How to create, validate and send a Major Project?

General Categorisation	Timetable Cost - Benefi	t Environment Financial Tab	les Union Policies Authorit	ties Documents	In Charge	
Major Project						
Major Project CCI:	2007SE16UPR009		Request CCI			
Title:	aaa					
Comment:						
Nature: I Public Private Partnership:	Infrastructure Investment					
Project involves State Aid:						
Programme Priorities						
	161P0201 - 1 - 1 💌	Add Priority			Add Operational Programme:	
CCI	1 - 1		Priority		Fund	a
GCI 2007SE161PO201 2007SE161PO202	1 - 1 1 - 1		Priority		CF CF	đ
2007SE161PO201			Priority		CF	t t

1.4. Editing the Undertaking tab

IMPORTANT!

Only for Productive Investment projects Step by Step **18.** Click on the **UNDERTAKING** tab for entering the Undertaking information (1): • The *Name* of the undertaking Whether it is a SME • The *Turnover* (in Mio EUR) • The Total number of persons employed • Specify the Group Structure; if 25% or more of one of the capital or voting rights of the undertaking are owned by one enterprise or a group of enterprises falling outside the definition of an SME General Undertaking Categorisation Timetable Cost - Benefit Environment Financial Tables Union Policies Authorities Documents In Charge Name: Undertaking Name SME Turnover: 100000 million euro (1)Total number of persons employed: 30 Group Structure Save Cancel Return to Display 2 19. Click on Save to save the entered information (2).

1.5. Editing the Categorisation

20. Click on the CATEGORISATION tab for entering the Categorisation information

Categorisation has to be specified by 5 criteria. You have to choose the categorisation item by criteria and specify the percentage allocated to this categorisation item.

- Priority theme
- Forms of Finance
- Territory types
- Economic activity
- Location

Step by Step

21. On the **PRIORITY THEMES** tab, click Add to display the priority themes drop-down list.

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22. Select the priority theme (1) and click Add (2).
General Undertaking Categorisation Timetable Cost - Benefit Environment Financial Tables Union Policies Authorities Documents In Charge
Priority Themes Forms Of Finance Territory Types Economic Activity Location
Indicative breakdown of contribution of the Fund by Priority Theme (in percentage)
Priority Theme: 01 - R&TD activities in research centres
Add Clear
No categorisation found
Save Cancel
Return to Display
23. The priority theme is added and you can enter the percentage allocated to it (1). Note that the
percentages format accepts 2 decimals.
24. Click SAVE to save the entered percentage (2).
General Undertaking Categorisation Timetable Cost - Benefit Environment Financial Tables Union Policies Authorities Documents In Charge
Priority Themes Forms Of Finance Territory Types Economic Activity Location
Indicative breakdown of contribution of the Fund by Priority Theme (in percentage)
<u>()</u>
Code Description Percentage 01 R&TD activities in research centres 100 1
Total 0%
Add
2-Save Cancel
To add more priority themes, repeat steps 19 to 22.
The total percentage is automatically calculated and must be 100%.

The same steps are applicable to the Categorisation by **FORMS OF FINANCE**, **TERRITORY TYPES** and **LOCATION**. Just select the corresponding tab and enter the specific items.

Step by Step

25. Click on the ECONOMIC ACTIVITY Tab to enter the Economic Activity categorisation.
26. The following criteria can be entered (1) :
 NACE code (according to the list of NACE codes: NACE Rev. 2)
 Nature of investment (only for Productive Investment Projects)
 Product concerned (only for Productive Investment Projects) according to the list CN list
available at:
http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&Str
<u>Nom=CN_2007&StrLanguageCode=EN&IntCurrentPage=1&StrLayoutCode=LINEAR</u> Or
http://eur-lex.europa.eu/LexUriServ/site/en/oj/2003/1_281/1_28120031030en00010893.pdf
27. After entering this information, select the CHECK button for the system to identify the NACE
and the CN code (2).
View for Productive Investment:
General Undertaking Categorisation Timetable Cost - Benefit Environment Financial Tables Union Policies Authorities Documents In Charge
Priority Themes Forms Of Finance Territory Types Economic Activity Location
Product
NACE Code: 1.14
Nature of Investment: 1 - New construction
Check
Indicative breakdown of contribution of the Fund by Economic Activity (in percentage)
No categorisation found
4 Save Cancel
View for Infrastructure Investment:
General Categorisation Timetable Cost - Benefit Environment Financial Tables Union Policies Authorities Documents In Charge
Priority Themes Forms Of Finance Territory Types Economic Activity Location Product
NACE Code: 1.14
Check
Indicative breakdown of contribution of the Fund by Economic Activity (in percentage)
No categorisation found
Save
28. Click Add to select an economic activity (3) and to add it to the list.
Indicative breakdown of contribution of the Fund by Economic Activity (in percentage)
Economic Activity: 00 - Not applicable
No categorisation found
29. Specify the percentage
Indicative breakdown of contribution of the Fund by Economic Activity (in percentage)
Code Description Percentage
00 Not applicable 100 1
Add
(4)- Save Cancel
30. Click SAVE to save the entered percentage (4).

1.6. Edit the timetable.

31. Select the **TIMETABLE** tab to add phases

Steb by Step								
32. The timetable tab appears. Click on the Add a New Phase option to add a phase.								
• Enter the <i>Project or Phase Name</i> and the <i>Start Date</i> and <i>Completion Date</i> (1).								
 Click Save (2). 								
General Undertaking Categorisation Timetable Cost - Benefit Environment Financial Tables Union Policies Authorities Documents In Charge								
Timetable								
Project or phase Name: Test Project								
Start Date: 02/02/2009 🖺 Completion Date: 04/02/2011 🖺 🚺								
[Add] Clear								
No phases found.								
Add a New Phase Return to Display								
33. To add more phases, repeat steps 29 to 30								

1.7. Editing the Cost – Benefit information

34. Click on the **COST-BENEFIT** tab for entering the Cost-Benefit information

Under the Cost-Benefits tab, the following information has to be provided:

- Analysis
- Economic Costs Benefits
- Core Indicators
- Main Indicators
- Employment effects
- Risks and Sensitivity

Step by Step
35 . On the ANALYSIS tab enter the analysis information.
All fields in the MAIN ELEMENTS section are mandatory (1).
Enter the information regarding the MAIN RESULTS (2).
36. Click SAVE to save the entered information (3).
View for Productive Investment: General Undertaking Categorisation Timetable Cost - Benefit Environment Financial Tables Union Policies Authorities Documents In Charge Analysis Economic Costs - Benefits Core Indicators Main Indicators Employment Effects Risks and sensitivity Financial Analysis Parameters
Main Elements 1. Reference Period (years): 2. Financial Discount Rate (%): 3. Total Investment Cost (EUR, not discounted): 4. Estimated increase in annual turnover realised by this investment (in euro): 5. % change in Turnover per person employed (only in the case of expansion of an activity):
Main Results Without Union Assistance Financial Rate of Return (%): Net Present Value (Euro): 3 Save Cancel View for Infrastructure Investment:

General Categorisation Timetable	Cost - Benefit	Environment	Financial Tables	Union Policies	Authorities	Documents	In Charge	
Analysis Economic Costs -Benefits	Core Indicators	Main Indicator	s Employment Eff	iente Rieke ar	d sensitivity			
Financial Analysis Parameters	core indicators	Main Indicator	s Employment En		iu sensitivity			
Main Elements								
1. Reference Period (years):								
2. Financial Discount Rate (%):			○ Nominal Rate ○ Re	al Rate				
3. Total Investment Cost (EUR, not di	scounted):							
4. Total Investement Cost (EUR, disco	ounted):				_			
5. Residual Value (EUR, not discounted	d):			HC				
6. Residual Value (EUR, discounted):								
7. Revenues (EUR, discounted):								
8. Operating Costs (EUR, discounted)								
9. Net Revenue (EUR, discounted) = (n.a.						
10. Eligible expenditure (Art.55 (2)) =		n.a.						
11. Funding Gap Rate = (10) / (4):		100.00%						
— Main Results								
	t Union Assistance	e With Union Ar	sistance					
		e with onion As	sistance		2)			
Financial Rate of Return (%):					9			
Net Present Value (Euro):								
								0
								3
L.								Save Cancel
								Save
View for Infrastructure	Invoctmo	nt in case	o of State A	;d.				
General Categorisation Timetable Cost - Benefit E Analysis Economic Costs -Benefits Core Indicators				Charge				
Financial Analysis Parameters								
Main Elements	10							
1. Reference Period (years): 2. Financial Discount Rate (%):	10 Nominal Rate	• 🔿 Real Rate						
3. Total Investment Cost (EUR, not discounted):	100	-	-1					
4. Total Investement Cost (EUR, discounted): 5. Residual Value (EUR, not discounted):	90		Ŭ					
6. Residual Value (EUR, discounted):	70							
7. Revenues (EUR, discounted): 8. Operating Costs (EUR, discounted):	50							
 9. Net Revenue (EUR, discounted) = (7) - (8) + (6): 	n.a.							
 Eligible expenditure (Art.55 (2)) = (4) - (9): Funding Gap Rate = (10) / (4): 	n.a. n.a.							
Main Results								
Without Union Assistance V	Vith Union Assistance		\bigcirc					
Financial Rate of Return (%): 9	10		-2					
Net Present Value (Euro): 11	12							
								3
								Save Cancel

Step by Step

37. Select the **ECONOMIC COSTS-BENEFITS** tab to enter costs and/or benefits (type and name are mandatory) (1).

- Select the *Type*: (Cost or Benefit)
- Enter the *Name*
- Enter the *Unit Name*
- Enter the *Unit Value* (where applicable)
- Enter the *Total value* (EUR, discounted)

38. Click **ADD** to add the entered cost or benefit (2).

General	Undertaking	Categorisation	Timetable	Cost - Benefit	Environment	Financial Tables	Union Policies	Authorities	Documents	In Charge]
Analysis	Economic C	osts -Benefits	Core Indicat	ors Main Indica	tors Employm	ent Effects Risk	s and sensitivity				
Econor	mic Benefits and	d Costs									
		Type:	Cost 💌								
		Name:	Cost 1								
		Unit Name:	Variable Costs						H1)	
	Unit Value (w	here applicable):		100							
	Total value (E	UR, discounted):		100							
L											
										Ad	ld Clear
										(2	2
										<u> </u>	-
	No Cost or Benefit found										
Add a ne	w Cost or Benefi	t									
Return to	Display										

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To add more cost and/or benefits, repeat steps 35 and 36

Step by Step
39. Select the Core Indicators tab to enter the Core indicators.
40. Click the Add a New Core Indicator link to add a new one (1).
41. Select a Core Indicator from the Drop-down list (2).
The Core indicators are related to the corresponding Priority Themes specified on the priority themes tab. See the list of Priority Themes and their corresponding Core Indicators in Annex d Core Indicators.
42. Click ADD to add the selected indicator to the list (3).
43. Enter the value of the indicator (4).
44. Click SAVE to save the entered information (5).
General Undertaking Categorisation Timetable Cost - Benefit Environment Financial Tables Union Policies Authorities Documents In Charge Analysis Economic Costs - Benefits Core Indicators Main Indicators Employment Effects Risks and sensitivity Core Indicators Indicator: Research jobs created (preferably 5 years after project start) - 2
Image: Code indicator Image: Code indicator Image: Code indicator Image: Code indicator

To add more Core indicators, repeat steps 38 to 42.

Step by Step
45. Select the MAIN INDICATORS Tab to enter information on Main Indicators (1) ; the information to be provided is:
 The Social Discount rate (in percentage) The Economic Rate of Return (in percentage) The Economic Net Present Value (in EUR) The Benefit-Cost Ratio
46. Click SAVE to save the entered indicators (2).
General Undertaking Categorisation Timetable Cost - Benefit Environment Financial Tables Union Policies Authorities Documents In Charge Analysis Economic Costs -Benefits Core Indicators Main Indicators Employment Effects Risks and sensitivity
Main Indicators
Social Discount rate (%): 10 Economic Rate of Return (%): 10 Economic Net Present Value (EUR): 100 Benefit-Cost Ratio: 100
Save Cancel

Step by Step

Select the **EMPLOYMENT EFFECTS** tab to enter the information relative to the employment effects. The information to be entered includes **(1)**:

- Information relative to the Jobs directly created
- Information relative to the Jobs indirectly created (only for Productive Investment)
- Jobs lost if the investment is not realised
- The impact of the project on employment in other regions of the community (only for Productive Investment)

View for Productive Investment:

Iew I											
eneral	Undertaking	Categorisation	Timetable	Cost - Benefit	Environment	Financial Ta	ables	Union Policies	Authorities	Documents	In Charge
nalysis	Economic Co	sts -Benefits	Core Indicators	Main Indicators	Employme	nt Effects	Risks a	and sensitivity			
Employn	nent Effects										
Number	r of Jobs direc	tly Created:									
During In	mplementation	Phase:	10 Avera	ge Duration (Month	ns):	12					
During O	perational Pha	se:	100 Avera	ge Duration (Month	ns):	120					
Numbe	r of Jobs indire	ectly Created:								-(1)	
During Ir	mplementation	Phase:	0 Avera	ge Duration (Month	ns):					\smile	
During O	Operational Pha	se:	0 Avera	ge Duration (Month	ns):						
Number	of Jobs (full tin	ne equivalent) th	at would be lost	if the investment i	is not realised:			5			
Adda and Long	pact is the pro	ject expected to	have on employ	ment in other regio	ons of the Comn	nunity?: 💿 Po	sitive (Neutral O Neg	ative Impact		
what im		-									2
	for Infra	structure	Invoctm	onti							2 Save Ca
iew f			e Investm	~				-			
iew f	Categorisation	n Timetable	Cost - Benefit	Environment	Financial Table			Authorities	Documents	In Charge	
iew f	Categorisation Economic Co			~				Authorities	Documents	In Charge	
iew f	Categorisation	n Timetable	Cost - Benefit	Environment	~				Documents	In Charge	
iew f General Analysis Employn	Categorisation Economic Co	n Timetable osts -Benefits	Cost - Benefit	Environment	~				Documents	In Charge	
iew f General Analysis Employn Number	Categorisation Economic Co ment Effects	Timetable	Cost - Benefit Core Indicators	Environment	Employme				Documents	In Charge	
General Analysis Employn Number During Ir	Categorisation Economic Co ment Effects r of Jobs direc	Timetable osts -Benefits thy Created: Phase:	Cost - Benefit Core Indicators	Environment	Employme	nt Effects			Documents	In Charge	
General Analysis Employn Number During Ir	Categorisation Economic Co ment Effects r of Jobs direct mplementation	Timetable osts -Benefits thy Created: Phase:	Cost - Benefit Core Indicators	Benvironment	Employme	nt Effects			Documents	In Charge	

47. Click **SAVE** to save the entered information (5).

Step by Step48. Select the RISK AND SENSITIVITY tab to enter the information of variables were identified as

	critical of	nes (1) .								
General	Undertaking	Categorisation	Timetable	Cost - Benefit	Environment	Financial Tables	Union Policies	Authorities	Documents	In Charge
Analysis	Economic Co	sts -Benefits	Core Indicators	Main Indicators	Employment	Effects Risks	and sensitivity			
Risks an	d sensitivity									
Which y	ariables were id	lentified as critic	al variables?:							
						^				
						~				
										2
										Save
49.	Click Sa	VE to save	e the ente	red variab	oles (2) .					

1.8. Information on the Analysis of Environmental Impact

On the Environment tab, you are able to enter information on the analysis of the environmental impact of the project.

Step by Step

50. Select the **Environment** tab.

51. Select/Check the concerned options **(1)**:

- The annex covering the class of development of the project: I, II or none of them
- The effects on sites included (or intended to be included) in the NATURA 2000 network

The cost of the measures taken to compensate or reduce negative environmental impacts (if								
they are included in the total cost)								
General Undertaking Categorisation Timetable Cost - Benefit Environment Financial Tables Union Policies Authorities Documents	In Charge							
Analysis of Environmental Impact	=							
The project is a class of development covered by Annex I of the Directive O Annex II of the Directive O Neither of the two annexes Annex I of the Directive, Environmental Impact Assessment has been carried out for this project The project is likely to have significant negative effects on sites included or intended to be included in the NATURA 2000 network If included in total cost, estimate the proportion of cost of measures taken to reduce and/or to compensate for negative environmental impacts %	1							
52. Click Save to save the entered variables (2).	Save Cancel							

1.9. Editing the financial tables

Step by Step
53. Select the FINANCIAL TABLES tab to enter the financial information as follows (1):
• The <i>Financing Plan</i> (1).
• The <i>Co-financing sources</i> (2). The union assistance value appears upon saving.
• The Annual Plan (3).
 The Already Certified Expenditures (4).
View for Productive Investment:
General Undertaking Categorisation Timetable Cost - Benefit Environment Financial Tables Union Policies Authonbies Documents In Charge
1. Decision Amount: 7,000 2. Co-financing Rate of the Priority Axis or Axes: 20,00% 3. Union Contribution (Euro) (1 * 2): 1,400
Co-financing sources Union Assistance National Public National Private Other Total EIB / EIF Joans
1,400 51,000,000 1,000 51,002,400 1,000 -2
Annual Plan 2007 2008 2009 2011 2012 2013
20115E16UP0018 CF 200 <
Already Certified Expenditures
20115E16UP0018
Save
View for Infrastructure Investment: General Categorisation Timetable Cost - Benefit Environment Financial Tables Union Policies Authorities Documents In Charge
Financing Plan C I. Total Eligble Costs: 111
2. Funding Gap Rate: n.a. 3. Decision Amount (1 * 2): 51 3.1 Share of :20075E151P0201 50
3.2. Share of :2007SE161P0202 1 4. Co-financing Rate of Priority Axis: 19.61%
S. Union Contribution (Euro) (3 * 4): 10
Co-financing sources Union Assistance National Public National Private Other Total ELB / ELF Ioans
Annual Man 2007 2009 2010 2011 2012 2013
20075E161P0201 CF 10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
Already Certified Expenditures Amount Concerned
20075E161P0201 12 20075E161P0202 5
Swe Cancel
54. Click SAVE to save the entered information (5). The automatically calculated amounts appear.

1.10. Specifying the Union Policies

In the Union Policies tab, you can specify the compatibility of the project with Compatibility with Union Policies and Law

Step by Step		
55. Select the UNION POLICIES tab		
56. Check the values corresponding to the actual criteria (1).		
General Undertaking Categorisation Timetable Cost - Benefit Environment Financial Tables Union Policies Authorities Documents In Charge		
Compatibility with Union Policies and Law		
An application has been made for assistance for loan or equity support from EIB/EIF for this project The project is subject to a legal procedure for compliance with the Union legislation JASPERS technical assistance contributed to a part of the preparation of this project The benifting undertaking has previously been, or is currently, the subject of a procedure to recovery EU assistance following the transfer of a productive activity within a member State or toward another Member State		
View for Infrastructure Investment:		
General Categorisation Timetable Cost - Benefit Environment Financial Tables Union Policies Authonties Documents In Charge Compatibility with Union Policies and Law		
Imaging a split address and the split support from EBUSE for this project Imaging a split address and the split subscriptions Imaging a split address and the split subscription Imaging a split address and the split subscription		
(2) Save Cancel		
57. Click SAVE to save the entered information (2).		

1.11. Adding the Authorities

On the Authorities tab, you can add the different authorities in charge of the project.

Step by Step
58. Select the AUTHORITIES tab.
59. Select the authorities to be entered (1) and complete the contact information. The Authorities to be entered are:
 Managing Authority Intermediate Body Beneficiary
60. Click ADD to add the Authority details (2). 61. Select Add a new Authority to add another Authority (3). General Undertaking Categorisation Timetable Cost - Benefit Environment Financial Tables Union Policies Authorities Documents In Charge
Type: Name: Beneficiary Address: Intermediate Body Contact: Phone: Fax: Email: Add Clear
No Authorities found Add a new Authority 3

1.12. Adding the Official Major Project Proposal documents

IMPORTANT!

If the current version of the Major Project has been Returned for Correction, the Major Project Proposal document **must** be re-uploaded in order to validate the Major Project.

Step by Step

62. To add the official proposal, select the **Documents** tab.

63. Then select the <u>Add a new Document</u> option.

General Undertaking Categorisation Timetable Cost - Benefit Environment Financial Tables Union Policies Authorities Documents In Charge		
No Associated Documents found Add a new Document		
64. The Add New Document screen appears. Enter the requested information (1) :		
 Select the <i>Type</i> of document 		
• Enter the <i>Name</i> of the document		
 Add the <i>Date</i> of creation of the document Select the <i>Language</i> of the document 		
 Select the <i>Language</i> of the document If any enter the <i>Local Reference</i> you give to this document 		
If any, enter the <i>Local Reference</i> you give to this document General Undertaking Categorisation Timetable Cost - Benefit Environment Financial Tables Union Policies Authorities Documents In Charge		
Document Details		
Type:		
Title: Document Date: Language: 1		
Commission Registration N°: Local Reference:		
Comments:		
Attachments		
There were no results found. Title • Filename Link Upload Date •		
Save Cancel		
65. Click SAVE to save the entered criteria (2).		
66. The Add a new Attachment option appears. Click on it.		
67. Give a <i>Title</i> to the uploaded file (1).		
 68. Click on Browse to search for the file on your computer (2). 69. Select the file to upload (3). 70. Click SAVE (4). 		
		Choose file
General Undertaking Categor Document Document D		
Title: mpp		
Type: Major Project Proposal Docur		
Attachment		
Title: Official Proposal 1 My Documents		
Attachment to Oupload Browse2		
My Network File name: Dpen Save Cancel		
Return to Document		

Repeat steps 64 to 68 to add more attachments if necessary.

1.13. Adding the officials in charge

REMARK: This information is optional

Step by Step

Version 1.5 - Last revised 21/02/2012 For more information on this document please contact sfc2007-info@ec.europa.eu

71. Select the In Charge tab.	
The add officials in charge tab appears.	
72. Select the Add a new Official in Charge option.	
General Undertaking Categorisation Timetable Cost - Benefit Environment Financial Tables Union Policies Authorities Documents In Charge	
Add a new Official in Charge found	
73. Enter the requested data (1):	
 Name of the official (mandatory) 	
• E-mail address (mandatory)	
Phone and Fax	
• <i>Valid from and Until</i> (if the official will be in charge only for a specific period of time)	
 Automatically notified: must be checked I in order to receive the automatic notifications. Description of the automatic notifications will be cent in the colored language. 	
 Preferred language: The automatic notifications will be sent in the selected language. 	
74. Click Add (2).	
General Undertaking Categorisation Timetable Cost - Benefit Environment Financial Tables Union Policies Authorities Documents In Charge	
Name: Phone:	
Email:	
Valid From: Until: E	
Commission Official:	
No Official In Charge found Add a new Official in Charge	
75. Repeat the steps to add as many officials as necessary (no limitation).	

TIP If a user no longer wants or needs to receive the automatic notifications, simply select the user, uncheck the Automatically Notified option **I** and click **UPDATE**.

2. Validate the entered data

The validation is a technical check to verify the completeness of the data entered.

Step by Step	
76. Click on the <u>Return to Display</u> option.	
The DISPLAY MAJOR PROJECT screen appears. You have an overview of the	dossier and its
contents.	
77. Click on the <u>Validate</u> option.	
User: Node: Profile: MSMA16US 🕑 Version:	Help Home Logout
System for Fund management in the European Community 2007-2013 Programming > Major Projects > Display Major Projects	English (en)
Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities	
return to list Delete Validate Rint Print All	
The system checks the consistency of the data.	
The validation results screen appears:	

User: Node: Profile: MSMA16US Version: System for Fund management in the European Community 2007-2013	Help Home Logout
2007 Programming > Major Project > Validate Major Project trategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities	
a acegic Marining Programming Monitoring Execution Addit Evaluation Closure Otinities	
ajor Project	
CCI: 2007HU161PR002 Version: 1 Status: Validated Modification Date: 08/02/2011 Fitle: My Major Project	
alidation Results	-
	F
alidation Results Date Severity Message	

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

Validation rules: go to the Validation rules for the Major Project data section

TIP:	If errors are detected and you need to modify/add/delete data, click on the Return to
111.	Display option and click Edit on the specific section to get to the corresponding edit tab.

3. Send the Major Project to the Commission

REMARK Make sure that you have access as MS Managing Authority Send (MSMA S).

Step by Step	
78. From the validation results screen, click the <u>Return to Display</u> option.	
The DISPLAY MAJOR PROJECT screen appears.	
79. Click on the <u>Send</u> option on the upper part of the screen.	
User: Node: Profile: MSMA16US Version:	Help Home Logout
System for Fund management in the European Community 2007-2013 Programming > Major Projects > Display Major Projects	English (en)
Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities	
return to list Delete Send mint Print All	
The CONFIRM SENDING screen appears.	
Documents	
1 results found, displaying 1 to 1 K () Page(s): 1 Item(s) per page: 15 Show all Title Title Attachments Attachments	🔹 Sent Date 🔹
prepareDocument - hu Snapshot of data before send Hungarian <u>1</u> 08/02/201	11
Do you really want to send this Major Project Version?	
Yes Hed 1	
The snapshot report is available (this PDF report contains the screenshot of the	data to be sent).
80. Click yes to confirm the sending.	
You are redirected to the DISPLAY screen.	
The status of the Project is "SENT".	

4. Create a new version of the Major Project

REMARK	A new version of the Major Project can only be created if the status of the previous version is "Decision Taken". If the Major Project has already been sent to the Commission (current node = "Commission") you must request to your Desk Officer to Return the Major Project after which you can edit the information (see chapter on how	
	to Edit a Major Project).	

Step by Step

81. Select the Programming > Major Projects menu	
82. The existing version of the dossier appears. Click on it	
83. In the display screen, select the <u>Create a New Version</u> link.	
User: Node: Profile: MSMA16US Version:	Help Home Logout
System for Fund management in the European Community 2007-2013 Programming > Major Projects > Display Major Projects	English (en)
Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities	
eturn to list Create New Version mint Print All	
The new version is created	
You are redirected to the display screen (new version number appears in the C and is increased by 1. The status of this new version status is "CREATED".	ENERAL section
84. Select any of the Edit buttons in the screen to get to the edit mode.	
You can add or modify the existing data by overwriting it	

IMPORTANT!A document of type 'Official Major Project Proposal' must be uploaded in the system
with the new version. To upload the corresponding documents for the new version,
please refer to the Adding the Official Major Project Proposal documents section.

a. Validation rules for the Major Project data

CODE	VALIDATION	SEVERITY
2.1	Validate that each of the 5 categorisations add up to 100%.	Error
2.2	Validate that the official Major Project proposal document was uploaded in the system.	Error
2.3	validate that at least one Official in Charge of the Member state exists.	Warning
2.5	Validate that the total cost is greater or equal to 50 million Euro.	Warning
2.6	Validate that the sum of community contributions for the major projects related to the same axis is equal or inferior to the Financial Plan for that axis (remark: cannot be enforced anymore because the community contributions for multi-OP projects are by OP and not by priority.)	Error
2.7	Validate that if the latest year in the timetable is > 2013, there is more than one phase in the timetable.	Warning
2.12	For non-State Aid Infrastructure Major Projects, validate that the calculated funding gap rate is the same in the cost-benefit analysis as in the financial tables, with a possible variance of $\notin 0.01$	Error
2.13	the total amount in the AnnualDetail should be equal to the total communityAmount.	Error
2.14	a core indicator should exist.	Warning
2.15	Validate that the core Indicators are used for existing Dimension (Priority Themes).	Error
2.16	For Productive Investment validate that the Undertaking Information exists.	Warning
2.17	In case of multiple linked OPs, validate that each share of Decision Amount is > 0 and that the sum of the share of Decision Amount equals the Total Decision Amount.	Error
2.18	Validate that the Priorities were created in adopted ERDF/CF Programme Versions.	Error
2.19	Validate that ProjectExpenditure, ProjectAnnualDetail, ProjectFinancingPlanOp and ProjectPriority contain an identical set of Programmes. This is only for Web Services since the integrity check in the web is already done.	Error
2.20	Validate that the CCI number of the Major Project is an allocated CCI and has an Object Sub Type code = 'PR'.	Error
2.21	Validate that at least one OP priority is referenced (Mainly for web services because the web doesn't allow to create without priority and doesn't allow to delete the last reference).	Error
2.22	Validate in the Financial Plan that for Infrastructure Investment, the	Error

	Union Contribution (5) <= Decision Amount (3) <= Total Eligible Costs (1) and that for Productive Investment, the Union Contribution (3) <= Decision Amount (1)	
2.23	Validate that for Infrastructure Investment, the Total Eligible Costs (1) in the Financial Plan are equal to the Total of the Co-financing Sources and that for Productive Investment, the Decision Amount (1) in the Financial Plan is equal to the Total of the Co-financing Sources	Warning

b. Workflow of the Major project data

Action	Status	Editable by the MS?
The MS creates the Major project	Created	Yes
The MS Validates the data entered for the Major project	Validated	Yes
The MS Sends the Major project to the Commission	Sent	Only the "Officials in charge" section and uploading of "other MS documents"
The Commission Returns the Major Project for correction	Returned (for correction)	Yes
The Commission Accepts to prepare the Major Project for decision	Ready for Decision	Only the "Officials in charge" section and uploading of "other MS documents"
The Commission considers the Major Project as admissible	Admissible	Only the "Officials in charge" section and uploading of "other MS documents"
The Commission takes a decision on the Major Project	Decision Taken	Only the "Officials in charge" section and uploading of "other MS documents"
Final Status of the Major Project dossier	DECISION TAKEN	Only the "Officials in charge" section and uploading of "other MS documents"
The Commission stops the Major Project	Stopped	Only the "Officials in charge" section and uploading of "other MS documents"

c. Glossary

d. Core Indicators

PRIORITY THEMES AND CODES	MAIN INDICATORS		
Research and technological development (01 - 05, 07)	Research jobs created (preferably 5 years after project start).		
Direct investment aid to SME (08)	Jobs created (gross, full time equivalent)		
	Investment induced (million €).		
Information society (10 - 15)	Number of additional population covered by broadband access.		
Transport (16, 17, 20 - 23. 25)	km of new roads, -of which TEN.		
	km of reconstructed roads.		
	km of new railroads.		
	of which TEN.		
	km of reconstructed railroads.		
	Value for time savings in Euro / year stemming from new and reconstructed roads for passengers and freight.		
	Value for time savings in Euro / year stemming from new and reconstructed railroads for passengers and freight.		
	Additional population served with improved urban transport.		
Renewable energy (39-42)	Additional capacity of renewable energy production (MWh).		
Environment (44-47, 50)	Additional population served by water projects.		
	Additional population served by waste water projects.		
	Area rehabilitated (km2).		
Climate change (16-17. 39-43, 49, 52)	Reduction greenhouse emissions (CO2 and equivalents, kt).		
Prevention of risks (53)	Number of people benefiting from flood protection measures.		
	Number of people benefiting from forest fire protection and other protection measures.		
Tourism (55-57)	Number of jobs created Education (75).		
	Number of benefiting students.		