

How to create, validate & send a Management Control System for EBF, ERF, EIF and RF?

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Purpose of this functionality

This functionality enables Member States (MS) to create, validate and submit Management Control Systems (MCS) for EBF, ERF, EIF and RF to European Commission (EC) officials.

Regulation source

Submission of Management Control Systems by MS and approval by the EC:

European Fund for the Integration of Third Country Nationals: Art.30 of the Decision No 2007/435/EC of the Council

European Refugee Fund III: Art.32 of the Decision No 573/2007/EC of the European Parliament and of the Council

External Borders Fund: Art.34 of the Decision No 574/2007/EC of the European Parliament and of the Council

European Return Fund: Art.32 of the Decision No 575/2007/EC of the European Parliament and of the Council

General principles for the setting up of Management Control Systems

European Fund for the Integration of Third Country Nationals: Chapter V of the Decision No 2007/435/EC of the Council

European Refugee Fund III: Chapter V of the Decision No 573/2007/EC of the European Parliament and of the Council

External Borders Fund: Chapter V of the Decision No 574/2007/EC of the European Parliament and of the Council

European Return Fund: Chapter V of the Decision No 575/2007/EC of the European Parliament and of the Council

Concerned Funds

	EBF	ERF	EIF	RF
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User roles and permissions needed

Member State Responsible Authority (MSRA U+S)

Before you start, check that...

You have the required access rights to create and submit the MCS.

1. Create a Management and Control System

1. Go to the AUDIT > MANAGEMENT AND CONTROL SYSTEMS (SOLID) menu. The search pane screen and the list of MCS appear. System for Fund management in the European Community 2007-2013 English (en) * Exp(/Cr, ESF, EARD, EFF, IPA, EFF, EFF and RF English (en) * Strategic Planning Programming Execution Add: Strategy (Solid) Annual Audit Plan (Solid) Annual Audit Plan Non-Reception Latter (Solid) Erg Annual Audit Plan Non-Reception Latter (Solid) Erg English (en) * Audit Strategy (Solid) Annual Audit Plan Non-Reception Latter (Solid) Erg Annual Audit Plan Non-Reception Latter (Solid) Erg English (en) * Audit > Management and Control System Consoler English (en) * English (en) * Audit > Management and Control System (Solid) > List Management and Control System Dossier English (en) * English (en) * Strategic Planning Programming Execution Audit Closure Anti-Fraud Utilities English (en) * English (en) * Strategic Planning Programming Execution Audit Closure Anti-Fraud Utilities English (english				
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The Create MCS wizard appears. It is divided in two steps:

ancel

Step 2: List Funds Covered		
1. Select the concerned fund (1) .		
2. Click on Add (2)		
3. Click on FINISH (3).		
	General Details Funds Covered	
Create MS Management and Control Syste	m Dossier - Step 2 : List Funds Covered	
Fund:	Adj Clear	
The ERF - European Refugee Fund		
		Previous Finistic Cancel

	a. The title of the MCS is unique for all Member States.				
	If a title has already been used, the system prevents the creation of a second MCS with this same title, even if it is used by a MS which is different from the one that used the title for the first time.				
	The system displays the following message aside the 'Title' field:				
REMARK	 b. One MCS can cover one or several funds. If several funds are to be selected, click on ADD TO insert the other fund(s) before clicking on FINISH. c. If a fund has been added by mistake, it can be deleted through the 1 button (1) and after deletion confirmation (2). 				
	Create MS Management and Control System Dossier - Step 2 : List Funds Covered				
	Fund: ERF - European Refugee Fund Add Clear Are you sure you want to delete this fund covered : "European Fund for Integration"?				
	2 results found, displaying 1 to 2 K K K Page(s): 1 Item(s) per page Fund European Refugee Fund European Fund for Integration				
	1				

You are redirected to the tabs to be edited.

Note	If the MCS 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 MCS is to be edited at a later stage, go to the AUDIT > MANAGEMENT AND CONTROL SYSTEMS (SOLID) menu (cf. step 1). The existing MCS is displayed in the list under the "Created" status. Click on the Country link to be directed to the display screen. Select any of the <u>Edit</u> options, provided that you have the Update and/or Send role assigned to your user account.

2. Edit a Management Control System

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

- General Details,
- Funds Covered,
- Associated Documents and
- Officials in Charge.

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

General Details				
Country: Malta Title: MCS for EU Refugee Funds (ERF. Version: 1 Status: Created Date: Comment: Edit) 2			
Funds Covered				
Fund European Refugee Fund Edit				
Associated Documents				
Edit	No Associated D	Documents found		
Officials in Charge				=
Edit	No Official In	Charge found		
Latest Validation Results				-
	No Validation	Results found		
History				-
Status Comment Created N	By Level Ialta	14/03/2012 15:36	Date	User w0056355



General	Funds Covered Documents In Charge	
General	Details	
Title: Comment:	MCS for EU Refugee Funds (ERF)	
	Sa	ve Cancel



2.1. General Details

This tab refers to the MCS title and the optional comments to be written and saved. As long as the MCS has not been validated and submitted to EC officials, the title and comments can be modified.

Step by step

- **4.** Click on the GENERAL tab **(1)**.
- 5. Modify the title and/or the comments (2).
- 6. Click on SAVE to record your update (3).

Genera Jeta	ils				
Title: 2	MCS for EU Re	efugee Funds (ER	F)		
Comment:					
				6	0

2.2. Funds Covered

The fund(s) covered by the MCS can be modified in this tab, provided that the MCS has not been validated and submitted to EC officials.

validated and submitted to EC officials.				
Step by step				
7. Click on the Funds Covered tab (1).				
8. If a fund is to be added to the MCS, click on Ad	ld (2).			
9. If a fund is to be deleted, click on the 🔟 button	(3) and confirm the suppression (4).			
10. Click on the SAVE (5).				
General Funds Coverent Jocuments In Charge				
Funds Covered				
2	The page at https://webgate.training.e			
Fund: EIF - European Fund for Integration 💌 Adde Clear	Are you sure you want to delete this fund covered : "European Fund for Integration"?			
2 results found, displaying 1 to 2 H H Page(s): 1 Item(s) per page: 15 Fund European Refugee Fund	(4) OK 🔆 Cancel			
European Fund for Integration				
	5 Save Cancel			

2.3. Associated Documents

The official MCS document is to be uploaded in this tab.

There are two types of documents:

- MS Management and Control System Description (mandatory),
- Other Member State Document (facultative).

Sten hv sten	
11. Click on the DOCUMENTS tab (1).	
12. Click on <u>Add a new Document</u> (2).	
General Funds Covered Document Charge Documents No. torosisted Documents	
Add a new Document 2	
13. Select the document to be uploaded in the 'Type' drop down list.	
General Funds Covered Documents In Charge	
Titley	
MS Management and Control Systems Description	
Document Date: Language:	
Commission Registration Local Reference	e:
Comments:	
14. Fill in the 'Title' field with 255 characters maximum (alphanumeric field).	·
General Funds Covered Documents In Charge	
Document Details	
Type: MS Management and Control Systems Description 💌	
Title: MCS for EU Refugee Funds (ERF)	
Document Date:	
Commission Registration	
Nº:	e:
Comments:	
15. Complete the 'Document Date' field manually (dd/mm/yyyy) or double cli	ck in the field to have the
current date entered automatically or click on 📓 to open the calendary corresponding date.	ar window to select the

Type:	MS Management and Control Systems Description	
Title:	MCS for EU Refugee Funds (ERF)	
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Commission Registration	? March, 2012 ×	
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Comments:	1 2 3 4	
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Attachments	19 20 21 22 23 24 25	
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Comments: Attachments There were no results found. Title	Filename Link	Uploat German Italian Latvian Lithuanian Maltese Norwegian Polish Portuguese Romanian

Document Details Document is not yet sent, but will be sent whenever you send he Object Type: MS Management and Control Systems Description Title: MCS for EU Refugee Funds (ERF) Document Date: 14/03/2012 Documents: Language: Commission Registration N°: Local Reference: Comments: Image: Attachments Filename Link Upload Date	General Funds Covered Docu	ments In Charge		
Type: MS Management and Control Systems Description Title: MCS for EU Refugee Funds (ERF) Document Date: 14/03/2012 Commission Registration N°: Language: Comments: Local Reference: Attachments	Document Details Document is not yet sent, but will be sent whenever you send the Object			
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Comments: Attachments There were no results found. Title Filename Link Upload Date Add a new Attachment Save	Commission Registration Nº:		Local Reference:	
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	There were no results found. Title	Filename Link	Upload Dat	te Save

22. Record the operation through the button SAVE (5).

SFC2007: System for Fund management in the European Community 2007-2013 How to create, validate & send a Management Control and System for EBF, ERF, EIF and RF?

		▼ * → Search User Guide
5	Organize • New folder	iii • 🛄 (
STORE S		Name
		MCS 2012.doc
Strategic Planning	Common (\\S-Empl-Ap0) (O:)	
General Details	meyerji (\\S-Empl-Prt1\PST) (P:)	
Country: Malta	Shared (((S-Empi-rso) (S.))	
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Title: MCS for Attachment to Upload Cho link (URL) 2 . After the upl a. If the docum (cf. step 11 to 2	EU Refugee Funds (ERF) 3 ose Fighto file chosen oad, the A TTACHMENTS tab displays the docum nent is not the correct one, click on the 1 bu 18).	ment with its title:
Title: MCS for Attachment to Jupload Cho Jink (URL) 2 After the upl a. If the docum (cf. step 11 to 2	Image: FURefugee Funds (ERF) Image: State of the chosen Image: State of the consent of	ment with its title:
Title: MCS for Attachment to Upload Cho link (URL) 2 . After the upl a. If the docum (cf. step 11 to 2 b. If an addition	EU Refugee Funds (ERF) 3 ose Fighto file chosen oad, the A TTACHMENTS tab displays the docum nent is not the correct one, click on the 1 bu 18). onal document of the same type needs to be the	5 Saves C ment with its title: utton to delete it and restart the ope uploaded, click on <u>Add a new Attack</u>
Title: MCS for Attachment to Jupload Cho Jink (URL) 2 After the upl a. If the docum (cf. step 11 to 2 b. If an addition and restart the	EU Refugee Funds (ERF) 3 ose Fighto file chosen oad, the ATTACHMENTS tab displays the docum nent is not the correct one, click on the 1 bu 18). onal document of the same type needs to be to e operation.	5 Save C ment with its title: utton to delete it and restart the ope uploaded, click on <u>Add a new Attack</u>
Title: MCS for Attachment to Upload Cho link (URL) 2 After the upl a. If the docum (cf. step 11 to 2 b. If an additionand restart the Attachments 1 results found dial	Image: Provide and Structure Image: Structu	5 Source ment with its title: utton to delete it and restart the ope uploaded, click on Add a new Attack
Title: MCS for Attachment to Oupload Cho Dink (URL) 2 . After the upl a. If the docum (cf. step 11 to 2 b. If an additionand restart the Attachments 1 results found, displ	Building Image: Supervised and Supe	(5) Save C ment with its title: utton to delete it and restart the ope uploaded, click on Add a new Attack
Title: MCS for Attachment to Uupload Cho Link (URL) (2) MCS for EU F Add a new Attachments	Building Funds (ERF) 3 0see Fight No file chosen 0ad, the ATTACHMENTS tab displays the document is not the correct one, click on the 1 but 18). 0nal document of the same type needs to be to operation. aving 1 to 1 # (1) # Page(s): 1 Item(s) per page; 5 Show al MCS 2012.dement building 1 to 1 # (1) # Page(s): 1 Item(s) per page; 5 Show al MCS 2012.dement	(5) Save C ment with its title: utton to delete it and restart the ope uploaded, click on Add a new Attack uploaded, click on Add a new Attack
Title: MCS for Attachment to Upload Cho link (URL) 2 . After the upl a. If the docum (cf. step 11 to 1 b. If an additionand restart the Attachments 1 results found, displ MCS for EU F Add a new Attach	Image: Funds (ERF) Image: Second Structure	(5) Save C ment with its title: utton to delete it and restart the ope uploaded, click on Add a new Attack uploaded, click on Add a new Attack

Title	w Page(s	Filename	show all	Link	Upload Date	-
Other MS Document	Other	MS doc.doc		30,	/01/2012	Û
Add a new Attachment						

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 i and start the operation again. b. The upload of the document type 'MS Management and Control System Description ' is mandatory. After uploading it, the system displays the message below: 			
	This type of degument will be sent together with the encoded information of the MCS			
	namely the 'MCS object'. The system does not accept the MCS object validation unless the document has been attached accordingly.			
	c. The upload of the document type 'Other MS Document' is optional. After uploading it, the system displays the message below:			
	Document is not yet sent			
	This type of document can be sent manually <u>before or after submitting the MCS</u> to the EC (cf. step 24). It covers any complementary information to be attached to the MCS.			

2.4. Officials in Charge

Following the upload of the document(s) associated to the MCS, the MSRA may assign one or several Contact Persons within the MS. These persons are responsible for the MCS and their details are to be encoded in the IN CHARGE tab.

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

Step by step
25. Click on the IN CHARGE tab (1)
26. Click on Add a new Official in Charge (2).
General Funds Covered Documents In Charge
No Official In Charge found Add a new Official in Charge (2)
27 Complete the mandatory fields ('Name' and 'Email') and click on ADD

SFC2007: System for Fund management in the European Community 2007-2013 How to create, validate & send a Management Control and System for EBF, ERF, EIF and RF?

Official in Charge			
Name:	MS in charge	Phone:	
Email:	MS_in-charge@userguide.com	Fax:	
Valid From:		Until:	
Automatically Notified	: 🗹	Preferred Language:	
Commission Official:			

28. If there is more than one Contact Person for the MCS, restart the operation (cf. steps 25 to 27).

	a. Optional fields:
	- 'Valid From' and 'Until' indicates the period during which the Contact Person(s) is(are) responsible for the MCS.
	- 'Language' refers to the language of notification(s) that will be sent to the assigned MS contacted person (s). If no language is selected, the default language is English.
REMARKS	b. The checkbox 'Automatically Notified' is to be ticked to be active (and unchecked to reverse the process).
	c. After adding the MS MCS Contact Person (s), he/she/they can be deleted individually by clicking on 🗊 aside their details.
	d. The submission of a MCS 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 MCS validation and dispatch to the EC.

3. Validate the Management Control System

After completion of the MCS by the MSRA, the system generates the **Validate** link.

This link is available when opening the MCS through the Audit > Management and Control Systems (Solid) > Display Audit Plan menu and clicking on the Country link.



4. Send the Management Control System

	Details							
Country Title: Version Comme	Malta MCS for EU Re 1 Status: Validated Int:	turn Funds (RF) d Date: 15/03/20	12					
Validatio	on Results							
	Date	Severity		_		Message		
15/03/20	12 II	nfo	c	bject has bee	n validated.			
2. If th Man	e report is to be s agement and Con	ent at a later тког Systems	stage, op (Solid)>	oen the rep • DISPLAY A	oort by its co udit P lan me	untry link as f enu.	from the A UD	VIT >
List of M	ember State Managem	ent and Control	Systems D	ossiers				
4 results fo	und, displaying 1 to 4 🕅 🕻	F N Page(s): 1	Item(s) per p	age: 15 Show	<u>all</u> 🗐			-
Malta	MCS for EU Ref	ugee Funds (ERF)	Version 4	Validated	Malta	Malta	2 - Last Modifi 14/03/2012	ed
Malta	MCS for EU Lat	urn Funds (RF)	1	Sent	Malta	Commission	15/03/2012	
Malta	MCS for EIF		1	Admissible	Commission	Commission	10/02/2012	
) . III D	our cases, the sys	or Fund ma	anagen	nent in th	ne Europea	in [English (en)	•
⇔SF(System f Commun Audit > Manag	ity 2007-2 ement and Contro	l System (S	olid) > Display	Management and	Control		
Stratagi	System f Commun Audit > Manag System Dossie	Execution	I System (S	olid) > Display	Utilities	Control		
SF(200 Strategic	System f Commun Audit > Manag System Dossie Planning Programming	ity 2007-2 ement and Contro	l System (S	iolid) > Display	Utilities			
Strategic return to 1 4. Clic	System f Commun Audit > Manag System Dossie Planning Programming ist Sem Print Print All k on YES to confir	Execution Auc	l System (S dit Closure ubmissio	Anti-Fraud	Utilities	1 Control		
Strategic strategic return to 4. Clic Docume	System f Commun Audit > Manag System Dossie Planning Programming ist SemiPrint Print All k on YES to confir nts	Execution Auc	dit Closure	olid) > Display	Utilities			
Strategic return to 4. Clic Docume	System f Commun Audit > Manag System Dossie Planning Programming ist Sem Print Print All k on YES to confir nts	Execution Auc m the MCS s	li System (S dit Closure ubmissio	Anti-Fraud On.	Utilities		to Cont Date	

REMARK

The data snapshot is created in the language the MSRA user account's node is linked to.

5. Creation of a new version of the Management Control System

	The MSRA can create a revised version of the MCS, provided that its status is
ATTENTION	'Accepted'.

In this case, a copy of the original document is generated. Its version is incremented by one, its status is reset to 'Created', the data becomes editable and the button <u>Validate</u> is available again.

The title of the MCS can be modified more funds can be added to this new version.

1. Go to t Countr	he Audit > Audit Strat y link of the AS whose	EGY (S OLID) > I version is to	LIST AUDIT STRATI be incremented.	EGY menu and	l click on the	click on the
SFC 2007	System for Fun Community 20 Audit > Management and Dossier	nd manage 07-2013 d Control System ((Solid) > List Managem	uropean	Englis	h (en) 💌
Strategic P	lanning Programming Execut	ion Audit Closu	re Anti-Fraud Utiliti	es		
Search		Management	and Control Systems	(Solid)		
		Audit Strate	gy (Solid)			
		Annual Audit	Plan (Solid)	atter (Solid)		
Title:		Annual Addit	status.	etter (Solid)		
Version:			Previous			
			Node:			
Fund:		-	Node:			
List of Mer 6 results four	nber State Management and nd, displaying 1 to 6 🔣 🔍 ÞR Þa	Control Systems ge(s): 1 Item(s) pe	: Dossiers r page: 15 <u>Show all</u> 🗐			
Country *	• Title	Version	1 🍽 Status	Previous Node	Current Node	Last Modified
Maltan	MCS for EU Refugee Fun	ds (ERF) 1	Accepted	Commission	Commission	15/03/2012
Malta	MCS for EU Return Funds	s (RF) 1	Returned - For Correction	Commission	Malta	15/03/2012
Malta	MCS for EIF	1	Admissible	Commission	Commission	10/02/2012
Malta	Management Control Systems funds	- SOLID 1	Sent	Malta	Commission	16/03/2012
Malta	TEST 2.4	1	Validated	Malta	Malta	15/03/2012
Malta	TEST MT MCS	1	Opinion Given	Commission	Commission	12/03/2012
Malta Malta 2. Click o	TEST 2.4 TEST MT MCS	1 1 d manager 07-2013	Validated Opinion Given	Malta Commission	Malta Commission English (15/03/2012 12/03/2012 en)
2007	System Dossier	control System (:	solid) > Display Manag	gement and contro	1	
Strategic Plar	nning Programming Execution	n Audit Closur	e Anti-Fraud Utilitio	es		

General Details	
Country: Malta Title: MCS for EU Refugee Version: 1 Status: Accepted Da	: Funds (ERF) te: 15/03/2012
Comment:	
Do you really want to create a new ver	sion of this MS Management and Control systems Dossier (Solid) ?
4. Execute the required mo	difications on the new version and click on <u>Validate</u> .
System for Community Audit > Manageme Systems Dossier	Fund management in the European 2007-2013 ant and Control Systems (Solid) > Display Management and Control
Strategic Planning Programming E	xecution Audit Closure Anti-Fraud Utilities
return to list Delete Validate Print Print	
The report is validated, prov and its status becomes 'Valid	vided that all business rules are respected, with an incremented version dated'.
General Details	
Country: Malta Title: MCS for Refugee Funds Version: 2 Status: Validated D Comment:	; (ERF) Date: 22/03/2012
Validation Results	
Date	Severity Message
22/03/2012 Info	Object has been validated.
System for Community Audit > Managem Systems Dossier Strategic Planning Programming I return to list Delete Ser Print Print A 6. Click on YEs to confirm th Documents	Fund management in the European English (en) y 2007-2013 ent and Control Systems (Solid) > Display Management and Control Execution Audit Closure Anti-Fraud Utilities M he MCS submission.
prepareDocument - mt Snapshot	of data before send Maltese 1 22/03/2012
Are you sure you want to send this N	Member State Management and Control Systems Dossier (Solid)?
The report is submitted and	its status becomes 'Sent'.
General Details	
Country: Malta Title: MCS for Refugee Fun Version: 2 Status: Sent to C Comment:	ds (ERF) Commission Date: 22/03/2012
sclaimer: The information contained herei	n 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.

6. General

6.1. Statuses

The summary of the MCS statuses is presented in the table below:

Object action	Acting authority	Status of the MCS
The MSRA has created a MCS:		
- Completion of information,		Created ¹
- Upload of official documents.	MS Responsible Authority	
Validation of data.		Validated ¹
MCS submission to EC officials.		Sent ²
The EC official returns the MCS		
and requests clarification and/or		Returned ³ :
correction in the provided		- for clarification and correction,
information or, there is a return		- for clarification,
because a negative EC opinion is	EC Operational A cont	- for correction or
emitted (qualified, disclaimer or	EC Operational Agent	- for negative EC Opinion
adverse).		
The EC official has acknowledged		Admissible? 4
reception of the MCS.		Admissible2,*
The EC official has assessed the		Accord
MCS and officially accepted it.		Accepted

¹*The MCS can be deleted from the system and no longer visible at MS level.*

²*The EC official returns the MCS as it requires correction and/or clarification (optional stage). The MSRA is to upload the corrected Management Control System (official document) before the resubmission of the MCS object.*

³ The return's clarification and/or corrective action(s) can be input in the 'Comment' field, found under the **HISTORY** tab or through the upload of a document, whose type is 'EC observations', found under the **ASSOCIATED DOCUMENTS** tab.

⁴ Following the MCS admission by the EC Operational Agent (ECOA), the EC Audit Agent (ECAA) gives an opinion on the submitted MCS, which enables the ECOA to accept or return the MCS to the MSRA.

6.2. History & details of uploaded documents

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

History				
Status	Comment	By Level	Date	User
Accepted		Commission	15/03/2012 16:11	w0050371
Opinion Given		Commission	15/03/2012 16:07	w0050371
Admissible		Commission	15/03/2012 15:53	w0050371
Sent		Malta	15/03/2012 15:50	w0056355
Validated		Malta	15/03/2012 15:50	w0056355
Returned	Object could not be validated, see validation results.	Malta	15/03/2012 15:49	w0056355
Returned	TEST return for clarification and correction	Commission	15/03/2012 13:59	w0050371
Sent		Malta	15/03/2012 13:58	w0056355
Validated		Malta	15/03/2012 13:57	w0056355
Returned	TEST return	Commission	15/03/2012 13:53	w0050371
Sent		Malta	15/03/2012 11:25	w0056355
Validated		Malta	14/03/2012 17:20	w0056355
Created		Malta	14/03/2012 17:19	w0056355
Created		Malta	14/03/2012 17:19	w0056355
Created		Malta	14/03/2012 17:19	w0056355
Created	Object could not be validated, see validation results.	Malta	14/03/2012 17:15	w0056355
Created	•	Malta	14/03/2012 17:15	w0056355
Created		Malta	14/03/2012 16:05	w0056355
Created		Malta	14/03/2012 16:00	w0056355
Created		Malta	14/03/2012 15:36	w0056355

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 MCS as it is to be submitted manually (cf. section 2.3, step 24).

Associated Documents						
Title		Туре	Language	Attachments	Document 🛶 Date	Sent 🛶 Date
Other MS [Document	Other MS Document	English	1	14/03/2012	14/03/2012 2
MCS for EU Refugee Funds (ERF)		MS Management and Control Systems Description	English	1	14/03/2012	15/03/2012
prepareDocumen	nt - mt	Snapshot of data before send	Maltese	1	15/03/2012	15/03/2012 2
Acknowledgement_mt.pdf		MCS Sent Acknowledgement Document	Maltese	1	15/03/2012	15/03/2012 3
EC MCS Observation		EC Observations	English	1	15/03/2012	15/03/2012 ?
Corrected MCS		MS Management and Control Systems Description	English	1	15/03/2012	15/03/2012
prepareDocumen	it - mt	Snapshot of data before send	Maltese	1	15/03/2012	15/03/2012 ?
Acknowledgemer	nt_mt.pdf	MCS Sent Acknowledgement Document	Maltese	1	15/03/2012	15/03/2012 3
MCS for EU Refugee Funds (ERF)		MS Management and Control Systems Description	English	1_	15/03/2012	15/03/2012
prepareDocumen	nt - mt	Snapshot of data before send	Maltese	1	15/03/2012	15/03/2012 2
Acknowledgemer	nt_mt.pdf	MCS Sent Acknowledgement Document	Maltese	1_	15/03/2012	15/03/2012
Correction - Funds (ERF)	MCS for EU Refugee	Admissibility Letter	English	1	15/03/2012	15/03/2012

The details of the user - who uploaded and sent the documents - can be checked through the button ⁽²⁾, which activates a yellow window:

Sent By: <u>MSRA, MSAA, MSCA DG HOME (v0056355)</u> Commission Registration N°: Local Reference: Member State: Italv

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 Δ sign.

6.4. Edition and deletion of recorded data

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

Report's status action	Data edition	MCS deletion
Created	\checkmark	\checkmark
Validated	\checkmark	✓
Sent	✓	×
Returned *		
- for clarification and correction,		
- for clarification,	\checkmark	×
- for correction or		
- for negative EC Opinion		
Admissible	✓	×
Accepted	✓	×
Sent (after re-opening) *	✓	×

LABELS

✓ has permission

* hasn't permission

* Optional stage

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 \mathbf{X}

✓).

 $[\]prime$ only documents uploading and Officials in charge modification details, addition or deletion

6.5. 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 MCS (cf. section 2.3, step 24).

6.6. 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 27) for the following executed operations:

Event	Executed operation in the Management Control System object	
Sent	The MSRA has submitted the MCS to the ECOA	
Returned	The ECOA has returned the MCS to the MSRA	
Admissible	The ECOA acknowledges the MCS by admitting it	
Accepted	The ECOA accepts the MCS	

From: sfc2007-info@ace.arrps.eu To: METERJulane (MPI-DCT) Cc Subject: sfc2007 Event Notification (TRANING ENVIRONMENT)	Sent: ven. 16/03/2012	The MS Contact Person can visual
Object: MCS Sent Acknowledgement Document Title: Acknowledgement_mt.pdf Related to: Management and Control Systems Dossier Management Co SOLID funds Version 1	ontrol Systems -	the MCS by clicking on the here her/him to the related document wit
Event: Sent To review this Document click here		

6.7. Validation rules

Reference ¹	Validation rules	Severity ²
2.1	A title for the MCS must be provided.	Error
2.2	At least one SOLID fund must be covered in the MCS.	Error
2.5	The covered SOLID funds are not covered in other MCS for the same country	Error
2.6	The MCS Description (official document) must be uploaded in the system.	Error
2.3	At least one Official in Charge within the MS might be provided.	Warning
2.4	The MCS covered funds are not covered in other MCS for the same country	Warning

¹ SFC2007-RQ-332 Use Cases AUD-05 MSMCS 0.003.doc

² An error blocks the MCS submission to EC officials whereas the warning does not.

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