

How to create, validate & send a 2nd Pre-Financing Request 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: Article 37(4) Council Decision 435/2007/EC of 25 June 2007

European Refugee Fund: Article 39(4) Decision 537/2007/EC of 23 May 2007 of the European Parliament and Council

External Borders Fund: Article 41(4) of Decision 574/2007/EC of the European Parliament and Council

European Return Fund: Article 39(4) of Decision 575/2007/EC of the European Parliament and Council

Concerned Funds

EBF ERF	EIF	RF
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User roles and permissions needed

Member State Responsible and Certifying Authority (MSRA U+S and MSCA U+S)

Before you start, check that...

The Annual Programme (AP), whose 2nd pre-financing is to be requested, is under "Decision Taken" and no prior 2nd pre-financing request for the same fund has been encoded.

1. Create a 2nd Pre-financing Request

ep by step
1. Go to the EXECUTION > 2^{ND} PRE-FINANCING REQUEST menu.
The search pane screen and the list of PF2 requests appears.
System for Fund management in the European English (en) Programming > Annual Programme > Display Annual Programme
Strategic Planning Programming Execution Audit Closure Anti-Fraud Utilities
2. Click on <u>Create a new Annual Programme 2nd Pre-Financing Request</u> . System for Fund management in the European Community 2007-2013 English (en) ▼
2007 Execution > List 2nd Pre-Financing Request
Strategic Planning Programming Execution Audit Closure Anti-Fraud Utilities
Show? CCI: Version: Image: Current Node:
List of Annual Programme 2nd Pre-Financing Requests 1 results found, displaying 1 to 1 I Page(s): 1 Item(s) per page: 15 Show all S CCI Version Status Previous Node Current Node Last Modified 2008MT65BAP001 1 Created Malta Malta 07/12/2011
Create a new Annual Programme 2nd Pre-Financing Requestion

Step 1: Select Annual Programme 3. Click on the button 🚥 to trigger the Annual Programme's CCI number listing. - O X Select CCI - Google Chrome A https://webgate.training.ec.europa.eu/sfc2007/frontoffice/p 2008MT658AP001 2008MT658AP002 2008MT65BAP003 2008MT65BAP004 2008MT65BAP005 2008MT65BAP006 CCI: 2008MT65BAP007 2008MT65BAP008 2008MT65BAP009 2008MT65BAP010 Comments: 2008MT65BAP011 2008MT65BAP012 2008MT65BAP013 2008MT65BAP014 2008MT658AP015 2008MT65BAP016 2008MT658AP017 2008MT65BAP018 2008MT65BAP019 4. Encode in the white field the CCI number, whose PF2 request is to be created (1). Click on the corresponding CCI number link (2). 📀 Select CCI - Google C... 💶 💷 A https://webgate.training.ec.europa.eu/sfc2 2011MT 2011MT65BAP0 2 5. Click on NEXT. CCI: 2011MT65BAP051 Comments: Next Cancel

The Create MCS wizard appears. It is divided in two steps:

Step 2: Confirm Creation
6. Confirm the creation of the PF2 by clicking on FINISH.
Selec Programme Confirm
Create 2nd Pre-Financing Request - Step 2: Confirm Creation
A 2nd Pre-Financing Request will be created for Annual Programme:
CCI: 2011MT65BAP051 Member State: Malta Fund: External Borders Fund Year Covered: 2011
Previous Finish Cancel
Disclaimer: The information contained herein is for guidance only and is a description on here to use the SEC2007 application. There can be no

You are redirected to the tabs to be edited.

NOTE If the PF2 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 PF2 is to be edited at a later stage, go to the EXECUTION > 2 ND PRE-FINANCING REQUEST menu (cf. step 1). The existing PF2 request is displayed in the list under the "Created" status. Click on the CCI number link to be directed to the display screen. Select any of the Edit options, provided that you have the Update and/or Send role assigned to your user account		
NOTE If the PF2 is to be edited at a later stage, go to the EXECUTION > 2 ND PRE-FINANCING REQUEST menu (cf. step 1). The existing PF2 request is displayed in the list under the "Created" status. Click on the CCI number link to be directed to the display screen. Select any of the Edit options, provided that you have the Update and/or Send role assigned to your user account		If the PF2 is edited following the completion of the wizard, the system automatically directs you to the tabs to be encoded (cf. Figure 2 - Tab view).
account.	Note	If the PF2 is to be edited at a later stage, go to the EXECUTION > 2 ND PRE-FINANCING REQUEST menu (cf. step 1). The existing PF2 request is displayed in the list under the "Created" status. Click on the CCI number link to be directed to the display screen. Select any of the <u>Edit</u> options, provided that you have the Update and/or Send role assigned to your user account.

2. Edit a 2nd Pre-financing Request

2.1. General Details

The contents of the PF2 request are displayed in different tabs, which are to be completed before validation and submission to the EC:

- Progress Report Annex4,
 - Annex 4 A. Table 1 Detailed Financial Report
 - Annex 4 B. Request for the 2nd Pre-Financing Payment
- Certification of Expenditure for the 2nd Pre-Financing,
- Associated Documents and
- Officials in Charge.

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

ituation										
	n at:		Pre-financi	ing payment(s) recei	ved fron	n EC: 0.00			
		Coodfie	Programmed by MS			Comm	itted at Level MS	of the	EU Contribution	Total Eligible
Action	Priority	Priority	Total Programmed Costs	EU Contribution	% EU	Total Eligible Costs	EU Contribution	% EU	paid by MS to Final Beneficiary	Date by Final Beneficiary
			а	b	c=b/a	d	e	f=e/d		
1	2	2.3	9,600,000.00	7,200,000.00	75.00					
TA	4	4.1	3,294,644.14	75 000 00	100.00					
Total			12,969,644.14	9,745,983.10	75.14					
Edit										
nnex 4	B. Requ	est for th	e 2nd Pre-Fir	nancing Paym	ent					
Applican	nt Name:									
Applican	T Position	n: Nafikha fa		h (1) (((())						
kequest	Payment	c or the ro	lowing Amoun	it (1): (euro)						
Paymo	ent shou	ld be ma	de by the Cor	nmission to						
Author	ity Respo	nsible for	receiving Pavr	ments:						
Bank:										
Bank A	ccount N	lr:								
Bank A Signer: Signatur	re Date:	lolder:								
Bank A Signer: Signatur (1)Total a Edit Si	re Date: imount req	Holder:	omplement the p	re-financing						
Bank A Signer: Signatur (1)Total a Edit Si	re Date: mount req ign Certific	Holder: wested to c	omplement the p xpenditure fo	ore-financing or 2nd Pre-Fin	ancing					
Bank A Signer: Signatur (1)Total a Edit Si Unnex 8 Certifier	re Date: mount req ign Certific Name:	iolder: uested to o ation of E	omplement the p xpenditure fo	re-financing or 2nd Pre-Fin	ancing					
Bank A Signer: Signatur (1)Total a Edit <u>Si</u> Annex 8 Certifier Certifier	re Date: mount req ign Certific Name: Position:	iolder: uested to c ation of E	omplement the p xpenditure fo	re-financing	ancing					
Bank A Signer: Signatur (1)Total a Edit. Si Annex B Certifier Certifier Certifies	re Date: mount req ign Certific Name: Position: that all of	iolder: uested to o ation of E expenditur	omplement the p xpenditure fo e included in t	ore-financing or 2nd Pre-Fin the Progress Re	ancing	Implemer	ntation of the A	nnual Pr	ogramme amount	15 to (1): 0.00 (eur
Bank A Signer: Signatur (1)Total a Edit. Si Annex 8 Certifier Certifier Certifies Accounts	re Date: mount req ign Certific Name: Position: that all 6 s Closed	older: uested to co ation of E expenditur Date:	e included in t	re-financing or 2nd Pre-Fin the Progress Re	ancing	Implemen	ntation of the A	nnual Pr	ogramme amount	is to (1): 0.00 (eur
Bank A Signer: Signatur (1)Total a Edit. Si Annex B Certifier Certifies Account: Signer:	re Date: mount req ign Certific Name: Position: that all e s Closed	older: uested to co ation of E expenditur Date:	e included in t	re-financing or 2nd Pre-Fin he Progress Re	ancing	Implemen	ntation of the A	nnual Pr	ogramme amount	s to (1): 0.00 (eur
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Bank A Signer: Signatur (1)Total a Edit Si Annex B Certifier Certifier Certifier Signer: Signatur (1)Total am	re Date: mount req ign Certific Name: Position: that all e s Closed e Date: mount of eli	tolder: uested to co ation of E expenditur Date: igible exper	e included in t	re-financing or 2nd Pre-Fin the Progress Re	eport on	Implemer	ntation of the A	nnual Pr	ogramme amount	s to (1): 0.00 (euro
Bank A Signer: Signatur (1)Total at Edit Si Annex 8 Certifier Certifies Accounts Signer: Signatur (1)Total am	re Date: mount req ign Certific Name: Position: that all e s Closed e Date: mount of ell red Docu	older: uested to o ation of E expenditur Date: igible exper iments	e included in t	re-financing or 2nd Pre-Fin the Progress Re the final benefician	eport on	Implemer	ntation of the A	nnual Pr	ogramme amount	s to (1): 0.00 (euro
Bank A Signer: Signatur (1)Total ai Edit. Si Annex B Certifier Certifies Accounts Signer: Signatur (1)Total am	re Date: mount req ign Certific Name: Position: that all of s Closed e Date: mount of eli- ted Docu	older: uested to o ation of E expenditur Date: igible exper iments	xpenditure fo	ore-financing or 2nd Pre-Fin the Progress Re the final beneficiar No A	ancing sport on ries or use ssociate	Implement and for the t	ntation of the A technical assistant	onnual Pr	ogramme amount	s to (1): 0.00 (euro
Bank A Signer: Signatur (1)Total a Edit. Si Annex B Certifier Certifier Certifier Signer: Signatur (1)Total am Associat dit	re Date: mount req ign Certific Name: Position: that all e s Closed e Date: nount of eli ted Docu in Charg	older: uested to co ation of E expenditur Date: igible exper iments	e included in t	ore-financing or 2nd Pre-Fin the Progress Re the final benefician No A	port on riss or use	Implemer	ntation of the A technical assistance ents found	onnual Pr	ogramme amount	s to (1): 0.00 (euro
Bank A Signer: Signatur (1)Total a Edit. Si Annex B Certifier Certifier Certifier Signer: Signatur (1)Total am (1)Total am (1)Total am (1)Total am	re Date: mount req ign Certific Name: Position: that all 4 s Closed e Date: nount of eli ted Docu in Charg	tolder: uested to co ation of E expenditur Date: igible exper iments	e included in t	re-financing or 2nd Pre-Fin the Progress Re ne final benefician No A	eport on ries or use ssociate	Implemer of for the t d Docum	ntation of the A rechnical assistance ents found	onnual Pr	ogramme amount	s to (1): 0.00 (eur

SFC2007: System for Fund management in the European Community 2007-2013 How to create, validate & send a 2nd Pre-Financing Request for EBF, ERF, EIF and RF?

Progr	ess Repo	rt - Ann	ex 4 Certifi	cation of Expe	enditure	for 2nd Pre-Finar	ncing - Annex 8	Docur	ments	In Charge	•
A. Fi	A. Financial Report B. Request for Payment										
Table 1 - Detailed Financial Report											
Situa	Situation at: Pre-financing payment(s) received from EC: 0.00										
			Progra	mmed by MS	;	Committed	at Level of the M	IS	EU Cor	ntribution	Total Eligible
Actio	nPriority	Specific Priority	Total Programmed Costs	EU Contribution	% EU	Total Eligible Costs	EU Contribution	% EU	paid l F Bene	by MS to inal eficiary	Costs incurred to Date by Final Beneficiary
			а	b	c=b/a	d	е	f=e/d			
1	2	2.3	9,600,000.00	7,200,000.00	75.00						
2	4	4.1	3,294,644.14	2,470,983.10	75.00						
ТА			75,000.00	75,000.00	100.00						

Figure 2 - Tab view

2.2. Member State Authorities: Profiles and permissions

The Member States Authority profiles concerned by the PF2 request are:

- Member State Responsible Authority (MSRA),
- Member State Certifying Authority (MSCA).

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

	MSRA	MSCA
ANNEX 4: PROGRESS REPORT		
A. Financial Report : Table 1 - Detailed Financial Report™	✓	×
B. Request for Payment: 2nd Pre-Financing Request™	✓	×
ANNEX 8: CERTIFICATION OF EXPENDITURE		
Annex 8 Certification of Expenditure for 2nd Pre-Financing [™]	×	\checkmark
ASSOCIATED DOCUMENTS (UPLOADING)		
Progress Report on Implementation (Annex 4) ^M	✓	×
Certification for 2nd Pre-Financing (Annex 8) ^F	×	\checkmark
Other Member State Document ^F	\checkmark	\checkmark
MEMBER STATE OFFICIALS IN CHARGE		
Assignment of Contact Persons responsible for PF2 request ^F	\checkmark	\checkmark

LABELS

- has permission
- ✗ hasn't permission
- M mandatory information
- F at least one official in charge shall be assigned to the report, although facultative

2.3. MSRA - Annex 4

2.3.1. Financial Report (A) and Request for Payment (B)

After creation of the PF2 request (cf. steps 1 to 6), the MSRA must complete the Progress Report (Annex 4) as it follows:

Enter the	date (1) , the	financial	data (2) a	and clic	ck on SAVE	().		
Progress Report - Anne	x 4 Certificat	ion of Expend	diture for 2nd	Pre-Finar	ncing - Annex 8	Docur	ments In Char	ge
A. Financial Report	B. Request for Pa	ayment						
Table 1 - Detailed Fina	ncial Report							
Situation at: 22/03/201	2 (1) Pre-finan	ncing paymen	t(s) received	from EC:	0.00	2		
ActionPriority Specific Priority	Programn Total Programmed Costs	EU 94 ntribution	EU Total	<u>mmitted</u> Eligible osts	at Level of the	mS on % EU	EU Contribution paid by MS to Final Beneficiary	n Total Eligible Costs incurre to Date by Fin Beneficiary
	а	b c=	=b/a	d	е	f=e/d		
1 2 2.3	9,600,000.00 7,2	200,000.00 7	75.00			-		
Z 4 4.1	75 000 00	75 000 00 10	0.00			-		1
8. Click on t Payment"	he B. R eques , complete th	ST FOR PAY	MENT tab (tory info	(1) to a	ccess the "R n (2) and ree	equest cord it	3 for 2 nd Pre-I by clicking o	Save Cance Financing on SAVE (3).
8. Click on t Payment Progress Report - Anne	he B. R EQUES , complete th	T FOR PAY	MENT tab (tory infor	(1) to a rmatior	ccess the "R n <mark>(2)</mark> and rea ncing - Annex 8	equest cord it Docu	3 for 2 nd Pre-F by clicking o ments In Char	Saves Cance Financing on SAVE (3).
 Click on t Payment" Progress Report - Anne A. Financial Report 	he B. REQUES , complete th 2x 4	T FOR PAY ne manda tion of Expen	MENT tab (tory infor diture for 2nd	(<mark>1)</mark> to a rmatior	ccess the "R n (2) and rea ncing - Annex 8	equest cord it	3 for 2 nd Pre-I by clicking o ments In Char	Save Cance Financing on SAVE (3). ge
8. Click on t Payment" Progress Report - Anne A. Financial Report B B. Request for 2nd Pre	he B. REQUES , complete th 2x 4 1 ficat 4. Request for Pay	ST FOR PAY	MENT tab (tory infoi diture for 2nd	(1) to a matior	ccess the "R n (2) and rea ncing - Annex 8	equest cord it Docu	3 for 2 nd Pre-I by clicking o ments In Char	Save Cance Financing on SAVE (3). ge
 8. Click on the Payment " Progress Report - Anne A. Financial Report B B. Request for 2nd Proceed Applicant Name: 	he B. REQUES , complete th ex 4ficat . Request for Pa e- Financing Pay	T FOR PAY	MENT tab (tory infoi diture for 2nd	(1) to a matior	ccess the "R n (2) and rea ncing - Annex 8	equest cord it Docu	3 for 2 nd Pre-H by clicking o ments In Char	Save Cance Financing on SAVE (3).
 8. Click on the Payment of Payment of Payment of Progress Report - Anne of A. Financial Report B. Request for 2nd Press Applicant Name: Applicant Position: 	he B. REQUES , complete th 2x 4	T FOR PAY	MENT tab (tory infoi diture for 2nd	(1) to a rmatior	ccess the "R n (2) and rea ncing - Annex 8	equest cord it	3 for 2 nd Pre-I by clicking o ments In Char	Save Cance Financing on SAVE (3).
 8. Click on the Payment Progress Report - Anne A. Financial Report B. Request for 2nd Progress Applicant Name: Applicant Position: Request Payment of the basis 	he B. REQUES , complete th ex 4 1 ficat . Request for Pay - Financing Pay	TFOR PAY	MENT tab (tory infor diture for 2nd	(1) to a rmatior	ccess the "R n (2) and rea ncing - Annex 8	equest cord it	3 for 2 nd Pre-F by clicking o ments In Char	Save Cance Financing on SAVE (3).
 8. Click on the Payment of the Maximum Amount that content of the Maximum Amo	he B. REQUES , complete th ex 4ficat . Request for Pa : Financing Pay e following Amoun :an be requested:	T FOR PAY ne manda tion of Expen ayment ment	MENT tab (tory infor diture for 2nd	(1) to a matior 1 Pre-Final 8,771,	ccess the "R n (2) and rea ncing - Annex 8 (euro) 384.79 (euro)	equest	3 for 2 nd Pre-H by clicking o ments In Char	Save Cance Financing on SAVE (3).
 8. Click on the Payment" Progress Report - Annee A. Financial Report B B. Request for 2nd Pression: Applicant Name: Applicant Position: Request Payment of the Maximum Amount that construct the Payment should be not shou	he B. REQUES , complete th ex 4ficat . Request for Pa - Financing Pay e following Amoun :an be requested: nade by the Cor	TFOR PAY the manda tion of Expen- syment the former for the former the former for the former former for the former for the former for the former for the for	MENT tab (tory infor diture for 2nd	(1) to a rmatior I Pre-Final 8,771,	ccess the "R n (2) and rea ncing - Annex 8 (euro) 384.79 (euro)	equest cord it	3 for 2 nd Pre-I by clicking o ments In Char	Save Cance Financing on SAVE (3).
 8. Click on the Payment" Progress Report - Annee A. Financial Report B B. Request for 2nd Progress for 2nd Progress Payment of the Maximum Amount that of Payment should be in Authority Responsible for the Payment Payme	he B. REQUES , complete th ex 4 1 ficat . Request for Pa e following Amoun can be requested: nade by the Corr for receiving Payr	TFOR PAY	MENT tab (tory infor diture for 2nd	(1) to a rmatior I Pre-Finan 8,771,	ccess the "R n (2) and rea ncing - Annex 8 (euro) 384.79 (euro)	equest cord it Docu	3 for 2 nd Pre-F by clicking o ments In Char	Save Cance Financing on SAVE (3).
 8. Click on the Payment" Progress Report - Annel A. Financial Report B B. Request for 2nd Progress Applicant Name: Applicant Position: Request Payment of the Maximum Amount that compares the payment of the Maximum Amount that compares the payment should be maximum for the payment should b	he B. REQUES , complete th ex 4ficat . Request for Pa e Financing Pay e following Amoun an be requested: nade by the Cor for receiving Payr	TFOR PAY ne manda tion of Expen ayment ment at (1):	MENT tab (tory infor diture for 2nd	(1) to a rmatior I Pre-Final 8,771,	ccess the "R n (2) and rea ncing - Annex 8 (euro) 384.79 (euro)	equest	3 for 2 nd Pre-H by clicking o ments In Char	Save Cance Financing on SAVE (3).
 8. Click on the Payment" Progress Report - Annee A. Financial Report B B. Request for 2nd Prediment Name: Applicant Name: Applicant Position: Request Payment of the Maximum Amount that contend the Payment should be maximum Amount that contend to the Bank: Bank Account Nr: 	he B. REQUES , complete the ex 4 for ficat c. Request for Part e following Amoun can be requested nade by the Cor for receiving Payr	TFOR PAY ne manda tion of Expen ayment at (1):	MENT tab (tory infor diture for 2nd	(1) to a rmatior 1 Pre-Final 8,771,	ccess the "R n (2) and rea ncing - Annex 8 (euro) 384.79 (euro)	equest	3 for 2 nd Pre-H by clicking o ments In Char	Save Cance Financing on SAVE (3).
 8. Click on the Payment" Progress Report - Annel A. Financial Report B B. Request for 2nd Progress Payment of the Maximum Amount that complicant Name: Payment should be in Authority Responsible for Bank: Bank Account Nr: Bank Account Holder: 	he B. REQUES , complete th ex 4ficat . Request for Pa - Financing Pay e following Amoun :an be requested: nade by the Cor for receiving Payr	TFOR PAY	MENT tab (tory infor diture for 2nd	(1) to a rmatior I Pre-Finan 8,771,	ccess the "R n (2) and rea ncing - Annex 8 (euro) 384.79 (euro)	equest	3 for 2 nd Pre-I by clicking o ments In Char	Save Cance Financing on SAVE (3).

	a. The greyed-out tabs are not accessible to this authority profile.
REMARKS	b. Fields highlighted in yellow must be correctly completed before the system allows the 'Save' action. Once correctly saved, the message Transaction Successfully Completed! is displayed.

2.3.2. Associated Documents

Following the financial information entered in the respective tables above, the MSRA must also upload the Progress Report on Implementation (Annex 4) through the DOCUMENTS tab.

ep by Step							
9. Click on the	ne Documents tab (1) and on <u>Add a new Document</u> (2).						
Progress Report - Annex	Certification of Expenditure for 2nd Pre-Financing - Annex 1 Document In Charge						
Documents							
No Associated Documents found Add a new Documents							
10. Select the Progress Report on Implementation (Annex 4) in the 'Type' drop down list.							
Progress Report - Annex	4 Certification of Expenditure for 2nd Pre-Financing - Annex 8 Documents In Charge						
Document Details							
Type: Title: Document Date: Commission Registration N°:	Certification for 2nd Pre-financing (Annex 8) Other Member State Document Progress Report on Implementation (Annex Local Reference:						
Comments:							
calendar w	indow to select the corresponding date.						
Progress Report - Annex	4 Certification of Expenditure for 2nd Pre-Financing - Annex 8 Documents In Charge						
Type:	Progress Report on Implementation (Annex 4) PF2 Request						
Document Date:	Language:						
Commission Registration N°:	? March, 2012 ×						
Comments:	1 2 3 4 5 6 7 8 9 10 11						
Attachments	12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
There were no results found. Title	F Select date k Upload Date *						
12. Select the	Language' of the report in the drop down list (1) and click on SAVE (2).						

			-				
ype:	Progress Report on Implement	ntation (Annex 4)	•				
itle:	PF2 Request						
ocument Date:	22/03/2012		Lar	nguage:		-	
commission Registration N°:			Lo	cal Reference:	Bulgarian	<u>^</u>	
comments:					Czech		
				0	Dutch	<u> </u>	10
Attachments				(1	Estonian	hrg -	-
here were no results found.					Finnish		
Title 📲	Filename	Link		Upl	German		*
					Greek Hungarian	2)
					Italian	Sav	Cancel
					Lithuaniar	n	0
					Maltese	n -	
					Polish		
					Portugues	se ▼	
The fields 'Local Re 13. The system Report on I	eference' and 'Comm n activates the <mark>Add a</mark> Implementation.	ents' are optio new Attachme	onal. <mark>ent</mark> link, wł	nich enable	es the upl	oad of t	he Prog
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The fields 'Local Re 13. The system Report on D Progress Report - Annex Document Details	eference' and 'Comm n activates the <u>Add a</u> Implementation. 4 Certification of Expendit	ents' are optio new Attachme ^{ture for 2nd Pre-Fin}	onal. ent link, wh nancing - Anne	nich enable	es the upl	oad of t	he Prog
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The fields 'Local Re 13. The system Report on D Progress Report - Annex Document Details Document is not yet sent, but will be sent whenever you send the Object Type:	eference' and 'Comm n activates the <u>Add a</u> Implementation. <u>4 Certification of Expendi</u>	ents' are optio new Attachme ture for 2nd Pre-Fin	onal. e <u>nt</u> link, wł	nich enable	es the upl	oad of t	he Prog
The fields 'Local Re 13. The system Report on D Progress Report - Annex Document Details Document is not yet sent, but will be sent whenever you send the Object Type: Title:	eference' and 'Comm n activates the <u>Add a</u> Implementation. 4 <u>Certification of Expendit</u> Progress Report on Impleme PF2 Request	ents' are optio new Attachme ture for 2nd Pre-Fin intation (Annex 4)	onal. e <u>nt</u> link, wł	nich enable	es the upl	oad of t	he Prog
The fields 'Local Re 13. The system Report on D Progress Report - Annex Document Details Document is not yet sent, but will be sent whenever you send the Object Type: Title: Document Date:	eference' and 'Comm n activates the <u>Add a</u> Implementation. 4 <u>Certification of Expendit</u> Progress Report on Impleme <u>PF2 Request</u> 22/03/2012	ents' are optio new Attachme ture for 2nd Pre-Fin	onal. e <u>nt</u> link, wh	nich enable	es the upl	oad of t	he Prog
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The fields 'Local Re 13. The system Report on D Progress Report - Annex Document Details Document is not yet sent, but will be sent whenever you send the Object Type: Title: Document Date: Commission Registration N°:	eference' and 'Comm n activates the <u>Add a</u> Implementation. 4 <u>Certification of Expendit</u> Progress Report on Impleme <u>PF2 Request</u> 22/03/2012	ents' are optio new Attachme ture for 2nd Pre-Fin	onal. e <u>nt</u> link, wh hancing - Anne La La	nich enable	es the upl ents In C	oad of t	he Prog
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ON OPEN (4) to launch the upload. Record the operation through the button SAVE (5).

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Type: Progress Report on	mplementation (A	Documents					
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b. If an add Attachment c. If both ca Progress Report - Annex Document Details Document is not yet sent, but will be sent whenever you send the Object	itional docum and restart the ses are not ap	nent of the sam ne operation (cf oplicable, click f Expenditure for 2nd	e type needs 5. step 16). on SAVE to pr <u>4 Pre-Financing - </u>	to be upload oceed with t Annex 8 Docu	ded, clic the closu	k on <u>Ado</u> 1re. In Charge	<u>d a new</u>
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b. If an add <u>Attachment</u> c. If both ca Progress Report - Annex Document Details Document is not yet sent, but will be sent whenever you send the Object Type: Title: Document Date: Commission Registration N°: Comments: Attachments	itional docum and restart the ses are not ap Certification of Progress Report of PF2 Request 22/03/2012	nent of the sam ne operation (cf oplicable, click of f Expenditure for 2nd	e type needs . step 16). on SAVE to pr 1 Pre-Financing - 1 nnex 4)	to be upload oceed with t Annex 8 Docu Language: Local Reference	led, clic he closu ments	k on <u>Add</u> 1re. In Charge	d a new
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b. If an add <u>Attachment</u> c. If both ca Progress Report - Annex Document Details Document is not yet sent, but will be sent whenever you send the Object Type: Title: Document Date: Commission Registration N°: Comments: Attachments 1 results found, displaying 1 to Title	itional docum and restart th ses are not ap Certification o PF2 Request 22/03/2012	e(s): 1 Item(s) per per	e type needs 5. step 16). on SAVE to pr 1 Pre-Financing - / nnex 4) per 5 Show.all	to be upload oceed with t Annex 8 Docu Language: Local Reference	ee:	k on Add Ire. In Charge	d a new
b. If an add <u>Attachment</u> c. If both ca Progress Report - Annex Document Details Document Details Document is not yet sent, but will be sent whenever you send the Object Type: Title: Document Date: Commission Registration N°: Comments: Attachments 1 results found, displaying 1 t Title PF2 Request Add a new Attachment	itional docum and restart th ses are not ap Certification o Progress Report o PF2 Request 22/03/2012	e(s): 1 Item(s) per par Filename t.doc	e type needs 5. step 16). on SAVE to pr 1 Pre-Financing - 1 Pre-All (1997) 1 Pre-All (1997) 1 Pre-Sinancing - 1 Pre-S	to be upload oceed with t Annex 8 Docu Language: Local Reference	led, clic the closu ments	k on Add Ire. In Charge	<u>d a new</u>
b. If an add <u>Attachment</u> c. If both ca Progress Report - Annex Document Details Document Details Document is not yet sent, but will be sent whenever you send the Object Type: Title: Document Date: Commission Registration N°: Comments: Attachments 1 results found, displaying 1 for Title PF2. Request Add a new Attachment for	itional docum and restart th ses are not ap Certification of Progress Report of PF2 Request 22/03/2012	e(s): 1 Item(s) per par Filename	e type needs 5. step 16). on SAVE to pr 1 Pre-Financing - / nnex 4) set 5 Showall	to be upload oceed with t Annex 8 Docu Language: Local Reference	led, clic the closu ments En te:	k on Add Ire. In Charge	d a new

	 a. In case the document has to be suppressed after having saved it (to be re-downloaded by an updated one), please click on and start the operation again. b. The upload of the document type 'Progress Report on Implementation' is mandatory. After uploading it, the system displays the message below: Document is not yet sent, but will be sent whenever you send the Object
REMARKS	This type of document will be sent <u>together with</u> the encoded information of the 2 nd Pre- Financing request, namely the '2 nd Pre-Financing object'. The system does not accept the object validation unless the document has been attached accordingly.
	c. Any other document related to the Progress Report on Implementation of the AP can be uploaded under the type 'Other Member State Document'. This type of document is optional. After uploading it, the system displays the message below:
	Document is not yet sent This type of document can be sent manually before or after submitting the 2 nd Pro-
	<u>Financing Request</u> to the EC. It covers any complementary information to be attached to the object.

2.3.3. Signature

 As all information has be access to the signature of Progress Report - Annex 4 Certification of 	een added and saved by the MSRA, clicking on <u>Return to Display</u> gi f the request for payment of the balance/reimbursement.
access to the signature of Progress Report - Annex 4 Certification of	f the request for payment of the balance/reimbursement.
Progress Report - Annex 4 Certification of	the request for payment of the balance/reinibursement.
Progress Report - Annex 4 Certification of	
	f Expenditure for 2nd Pre-Financing - Annex 8 Documents In Charge
Documents	
1 results found, displaying 1 to 1 🔣 🕹 🕅 Page	e(s): 1 Item(s) per page: 10 Show all
Title 🐡 Type	🗢 Language 👄 Attachments 👄 Document Date 👄 Sent Date 👄
F2 Request Progress Report on Implementat	tion (Annex 4) English <u>1</u> 22/03/2012 📋
dd a new Document	
turn to Displan	
17 Click on Sign to be redin	ested to the confirmation coresp
17. Click on <u>Sign</u> to be realing	ected to the confirmation screen.
Annex 4 B. Request for the 2nd Pre-Fina	incing Payment
Applicant Name:	Applicant
Applicant Position:	Funds Officer
Request Payment of the following Amount	(1): 200,000.00 (euro)
Payment should be made by the Com	mission to
Authority Responsible for receiving Payme	ents: Maltese Authority
Bank:	Bank of Malta
Bank Account Nr:	000-0000-000
	SOLID Funds Beneficiary
Bank Account Holder:	or the original of the origina
Bank Account Holder:	
Bank Account Holder: Signer:	
Bank Account Holder: Signer: Signature Date:	
Bank Account Holder: Signer: Signature Date:	
Bank Account Holder: Signer: Signature Date: (1)Total amount requested to complement the pre-	-financing
Bank Account Holder: Signer: Signature Date: (1)Total amount requested to complement the pre	e-financing
Bank Account Holder: Signature Date: (1)Total amount requested to complement the pre Edit. Signh	e-financing

SFC2007: System for Fund management in the European Community 2007-2013 How to create, validate & send a 2nd Pre-Financing Request for EBF, ERF, EIF and RF?

CCI:	2011MT65BAP051	Version: 1	Status: Created	Last Modified: 23/03/2012
Member State:	Malta	Fund: Exter	mal Borders Fund	Year Covered: 2011

2.4. MSCA - Annex 8

The MSCA shall locate and open the PF2 request that has been created and signed by the MSRA.

2.4.1. Certification of Expenditure for 2nd Pre-Financing and signature

ep by Step					
1 . Go to the I	EXECUTION > 2^{NE}	PRE-FINAN	CING REQUEST m	ienu.	
The search	pane screen a	and the list	t of PF2 reques	ts appears.	
	1				
5	System for	Fund ma	nagement in	the European	English (en)
SEC	Community	2007-20	13		
2007	rogramming > Annu	ial Programme	> Display Annual Pro	gramme	
Strategic Planning	Programming Ex	ecution Audit	Closure Anti-Fra	ud Utilities	
	21	d Pre-Financin	ig Requesti		
		1. 1 .1 .	-		
2. Click on th	ie CCI numbe	r link that	has been create	ed by the MSRA to be d	lirected to the display
screen.					
List of Annual Program	nme 2nd Pre-Financin	g Requests			
2 results found, displaying 1 CCI	to 2 K () K Page(s)	al Item(s) per pag ⇒ Status	e: 15 <u>Show all</u> S Previous	Node 👄 Current Node	👄 🛛 Last Modified
2008MT65BAP001 2011MT65BAP0510-	1	Created	Malta Malta	Malta Malta	07/12/2011 23/03/2012
Annex 8 Certifica	DIT to access th	e for 2nd Pre	Financing	red in the certification of	er expenditure.
Certifier Name:					
Certifier Position:	nenditure included	in the Progres	Report on Impleme	ntation of the Annual Programm	5 072 001 55
amounts to (1):	penditure included	in the Progres	a nepore on impleme	reador of the Annual Programm	(euro)
Accounts Closed D	ate:				
Signature Date:					
(1)Total amount of elig	ible expenditure paid	by the final bene	ficiaries or used for the	technical assistance.	
4. Enter the r	nandatory inf	ormation i	n the yellow fi	elds (1). The 'Accounts	Closed Date' field can b
completed	manually (do	l/mm/yyyy	y), by double-c	licking in the field to ha	we the current date
entered au	tomatically or	· by clickir	ng on 🛐 to one	en the calendar window	y to select the
correspond	ding data Aft	ar oncodin	g all data click	con SAVE (2) and on Pe	turn to Dienlay (3)
correspond	ang uate. Aft	er encouln	g all uata, click	(2) and on $\frac{R}{R}$	$\frac{1}{100} \frac{1}{100} \frac{1}$

Certifier Positi Certifies that Programme an Accounts Clos (1)Total amount <u>Return to Displa</u>	:: on: all expenditure included in th nounts to (1): sed Date: of eligible expenditure paid by th of aligible appenditure paid by the of aligible appenditure paid by the other paid appenditure paid by the paid by the other paid by the paid by the paid by the other paid by the paid by the paid by the paid by the paid by the ot	he Progress Report on In	nplementation of the Annual ? March, 2012 × « Today > Mon Tue Wed Thu Fri Sat Sun 1 2 3 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 Select date	5,072,991.55 (euro) 2 Saving (
Annex 8 Certifi Certifier Name: Certifier Positio Certifies that a amounts to (1) Accounts Close Signer: Signature Date (1)Total amount of Edit	ication of Expenditure for n: Il expenditure included in the id Date: : feligible expenditure paid by the f	2nd Pre-Financing Progress Report on Imple final beneficiaries or used for	ementation of the Annual Programm the technical assistance.	Certifying Authority Certifier e 5,072,991.55 (euro) 23/03/2012
6. Click of	n YES to confirm the ne 2nd Pre-Financing Req	certification.	Statura Coastad	Last Modified: 23/03/2012

2.4.2. Associated Documents

The MSCA can upload the Certification of Expenditure for the 2nd Pre-Financing document (Annex 8) through the Associated Documents tab.

v by Step					
7. Click on <u>Edit</u> to access the uploading	section.				
Associated Documents					E
Title Type	Language	Attachments	Document Date	Sent Date	-
PF2 Request Progress Report on Implementation (Annex 4)	English 1	L	22/03/2012		2
 Click on Add a new Document. 					

Progress Report - Annex	4 Certification of Expenditure for 2nd Pre-Financing - Annex 8 Documents In Charge
Documents	
1 results found, displaying 1 t	to 1 N + N Page(s): 1 Item(s) per page: 10 Show all
Title 🍽	Type 🔲 Language 🌳 Attachments ቝ Document Date 🍽 Sent Date 🍽
PF2 Request Progress Rep	ort on Implementation (Annex 4) English <u>1</u> 22/03/2012
Add a new Document	
9. Select the G	Certification for 2 nd Pre-Financing (Annex 8) in the 'Type' drop down list.
Progress Report - Annex 4	Certification of Expenditure for 2nd Pre-Financing - Annex 8 Documents In Charge
Document Details	
Type	
- 7	
Title:	Certification for 2nd Pre-financing (Annex 8)
Document Date:	Other Member State Document
Commission Registration	Progress Report on Implementation (Annex 4)
	Local Reference:
Nº:	
Nº:	

	 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 'Certification for 2nd Pre-Financing (Annex 8)' is <u>not</u> mandatory. After uploading it, the system displays the message below: 					
	Document is not yet sent, but will be sent whenever you send the Object					
REMARKS	This type of document will be sent <u>together with</u> the encoded information of the 2 nd Pre- Financing request, namely the '2 nd Pre-Financing object'. The system does not accept the object validation unless the document has been attached accordingly.					
	c. Any other document related to the Progress Report on Implementation of the AP can be uploaded under the type 'Other Member State Document'. This type of document is also optional. After uploading it, the system displays the message below:					
	Document is not yet sent This type of document can be sent manually before or after submitting the 2 nd Pre-					
	<u>Financing Request</u> to the EC. It covers any complementary information to be attached to the object.					

2.5. Officials in charge - MSRA and/or MSCA

Following the encoding of data and upload of the report(s) associated to 2nd Pre-Financing Request, the MSRA and the MSCA may assign one or several Contact Persons within the MS. These persons are responsible for the PF2 and their details are to be encoded in the IN CHARGE tab.

Each exchange of information generated within the system for the PF2 will generate the dispatching of an automatic notification to the mailbox encoded in the 'Email' field.

by step	
1. Click on the I N	CHARGE tab (1) and on Add a new Official in Charge.
Progress Report - Annex 4	Certification of Expenditure for 2nd Pre-Financing - Annex 8 Documents In Charge
Official in Charge	
No Official In Charge found Add a new Official in Charge	2
2. Complete the r	mandatory fields ('Name' and 'Email') (1) and click on ADD (2) . Certification of Expenditure for 2nd Pre-Financing - Annex 8 Documents In Charge
Official in Charge	•
Name: Email: Valid From:	Phone: Fax: Until:
Automatically Notified: 🗹	Preferred Language:
Commission Official:	
3. If there is more 2).	e than one Contact Person for the PF2 request, restart the operation (cf. steps 1 to

	a. Optional fields:
	- 'Valid From' and 'Until' indicates the period during which the Contact Person(s) is(are) responsible for the PF2 request.
	- 'Language' refers to the language of notification(s) that will be sent to the assigned Contact Person(s). If no language is selected, the default language is English.
REMARKS	b. The checkbox 'Automatically Notified' is to be ticked to be active (and unchecked to reverse the process).
	c. After adding the Contact Person(s), he/she/they can be deleted individually by clicking on is aside their details.
	d. The submission of a PF2 request is possible without the nomination of an official in charge. The system generates the warning message 'No Official in Charge was created'. However, it does not prevent the validation and dispatch of the object to the EC.

3. Validate the 2nd Pre-financing Request

REMARK The 2nd Pre-Financing request (PF2) can be validated by the MSRA or the MSCA.

After completion of the PF2 Request object, the system generates the **<u>Validate</u>** link.

This link is available when opening the object through the EXECUTION > DISPLAY 2^{ND} PRE-FINANCING REQUEST menu and clicking on the CCI number link.

v by Step							
1. Click	on <u>Validate</u> to tr	igger the d	ata validatio	on check, whose	rules are p	presented in	the char
6 sec	$\frac{1}{100}$ 62 of this of	ide		,	1	L	1
0, 500	1011 0.2 01 010 5	iiuc.					
	C			in the management			
11.050	System for	-und mar	agement	in the Europe	an	English (en)	-
:::SFC	Community	2007-20	13				
2007	Execution > Display	2nd Pre-Financ	ing Request				
Strategic Planni	ng Execution Closu	e Anti-Fraud	Utilities				
return to list Vali	date Print Print All						
recurr to list							
2 In case	se of inconsisten	cv the syst	em detects i	it and presents it	s details ir	n the LATEST V	7 1 10 11
Z. III Cu.		Diamley to	connect the	in and presents it	5 actuils ii	THE LATEST	ALIDATI
KESUL	is tab. <u>Return to</u>	Display to	correct the	inconsistent data	•		
Latest Validat	ion Results						
Date 23/03/2012 E	Severity The Program	s Report on Im	elementation (Ar	Message	not unloaded	in the system	
23/03/2012 E	fo The 2nd Pro	-Financing Reg	uest could not b	e validated. Please cor	rect errors.	in the system.	
Construction of the second sec							
Return to Displah	5						
Return to Displat		1	. 1.1				
3. Click	on <u>Validate</u> to re	start the da	ıta validatio	n check.			
3. Click	D on <u>Validate</u> to re	start the da	ita validatio	n check.			
3. Click	on <u>Validate</u> to re System for	start the da	ita validatio	n check. t in the Europ	ean	English (en)	T
3. Click	on <u>Validate</u> to re System for Communit	start the da • Fund ma • 2007-20	ita validatio magemen 013	n check. t in the Europ	ean	English (en)	¥
3. Click	on <u>Validate</u> to re System for Community Execution > Displa	start the da Fund ma 2007-20	ita validatio anagemen D13 ncing Request	n check. t in the Europ	ean	English (en)	•
3. Click	on <u>Validate</u> to re System for Communit Execution > Displa	Fund ma 2007-2 y 2nd Pre-Fina	nta validatio nagemen 013 ncing Request	n check. t in the Europ	ean	English (en)	•
3. Click	on <u>Validate</u> to re System for Communit Execution > Displa ning Execution Close	Fund ma 2 Fund ma 7 2007-2 19 2nd Pre-Fina sure Anti-Frau	nta validatio magemen 013 ncing Request d Utilities	n check. t in the Europ	ean	English (en)	
3. Click SFC 2007 Strategic Plan return to list	on <u>Validate</u> to re System for Community Execution > Displa ning Execution Close alidate Print Print All	Fund ma 7 Fund ma 7 2007-2 1y 2nd Pre-Fina sure Anti-Frau	nta validatio Anagemen D13 ncing Request Id Utilities	n check. t in the Europ	ean	English (en)	
3. Click	on <u>Validate</u> to re System for Community Execution > Displa ning Execution Close alidation print All	start the da Fund ma 2007-20 y 2nd Pre-Fina sure Anti-Frau	nta validatio anagemen D13 ncing Request nd Utilities	n check. t in the Europ	ean	English (en)	
3. Click SFC 2007 Strategic Plar return to list 4. After	on <u>Validate</u> to re System for Community Execution > Displa ning Execution Close alidation Print All correction of a	start the da Fund ma 2007-20 y 2nd Pre-Fina sure Anti-Frau Il inconsis	nta validatio anagemen 013 ncing Request Id Utilities tent data a	n check. t in the Europ nd successful v	ean	English (en)	• the sys
3. Click Click Click Click Strategic Plan return to list 4. After switch	on <u>Validate</u> to re System for Communit Execution > Displa ning Execution Close alidation Print All correction of a nes the report sta	start the da Fund ma 2007-20 y 2nd Pre-Fina sure Anti-Frau Il inconsis atus from '0	anagemen D13 ncing Request d Utilities tent data a Created' to "	n check. t in the Europ nd successful v Validated'.	alidation	English (en)	The sys
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3. Click 3. Click Strategic Plan return to list V 4. After switch Annual Program CCI: Member State:	on <u>Validate</u> to re System for Community Execution > Displa ning Execution Close alidation Print All correction of a nes the report sta ne 2nd Pre-Financin 2011MT658AP051 Malta	start the da Fund may 2007-20 y 2nd Pre-Fina sure Anti-Frau Il inconsis atus from 'O g Request	tent data a Created' to " ersion: 1	n check. t in the Europ nd successful v Validated'. Status: Validated Borders Fund	ean alidation	English (en) of the PF2, t Modified: 23/03/ r Covered: 2011	the sys
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Return to Display 3. Click Strategic Plar return to list 4. After switcl Annual Program CCI: Member State: Latest Validation Date	on <u>Validate</u> to re System for Community Execution > Displa ning Execution Close alidate Print Print All correction of a ness the report state ne 2nd Pre-Financin 2011MT65BAP051 Malta Results Severity	start the da Fund may 2007-20 y 2nd Pre-Fina sure Anti-Frau II inconsis atus from 'C g Request v	ata validatio anagemen D13 ncing Request ad Utilities tent data a Created' to " ersion: 1	n check. t in the Europ and successful v Validated'. Status: Validated Borders Fund Message	ean alidation Last Year	English (en) of the PF2, t Modified: 23/03/ r Covered: 2011	The sys

4. Send the 2nd Pre-financing Request

REMARK The 2nd Pre-Financing request (PF2) is to be submitted by the MSRA.

Step by Step								
1. If the butte	e report is to be on.	sent right afte	er its validat	ion, click	on <u>Return</u>	to Display to	o access tl	ne <u>Send</u>
Validation Res	ılts							-
Date	Severity			N	lessage			
23/03/2012	Info	The 2nd Pre-Fi	nancing Request	has been va	alidated.			
Return to Display	5							
2. If th	e PF2 Rrequest	is to be sent a	t a later stag	e, open tl	ne report a	s from the E	Execution	>
DISP	AY 2 ND PRE-FINAN	ICING REQUEST	menu and c	lick on th	e CCI nun	nber link me	enu.	
List of Annual	Programme 2nd Pre	Financing Reque	sts					
2 results found, dis CCI	playing 1 to 2 H ()	Page(s): 1 Item	(s) per page: 15 Previous I	Show all 🗐 Iode 🛛 🍽	Current N	lode 👐	Last Modifie	d 🔹
2008MT65BAP00	1 1	Created	Malta		Malta	07/1	2/2011	
Create a new Apr	Programme 2nd P	Validated	Malta		Malta	23/0	3/2012	
	System for Community	Fund man 2007-201	ays the <u>sen</u> agement i 3	n the Eu	iropean	Englis	er the st	IDmissior
2007	Execution > Displa	y 2nd Pre-Financi	ng Request					
Strategic Plan	ning Programming E	execution Audit	Closure Anti-Fr	aud Utilitie	S			
<u>return to list</u> De	lete Ser Marint Print 4	<u>ui</u>						
4. Clic	k on Yes to conf	irm the PF2 r	equest subm	ission.				
Documents								
1 results found, di	playing 1 to 1 [K ◀ ▶]	Page(s): 1 Item Type	(s) per page: 15	Show all	⇒ Attachme	nts 🕶	sent	-
prepareDocumer mt	t - 2nd Pre-financir Document	ng Request Sent S	napshot	Maltese	1	23/03/20	12	
Do you really wan	t to send this 2nd Pre	-Financing Reques	t? Ye No					

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

5. General

5.1. Statuses

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

Object action	Acting authority	Status of the MCS
At the creation of a PF2 request:		
- Completion of data,		
- Upload of official document	MS Responsible Authority	
(annex 4),		
- Signature.		Created ¹
After creation of a PF2 request:		Cicaled
- Completion of data,		
- Optional upload of official	MS Certifying Authority	
document (annex 8),		
- Signature.		
Validation of data	MS Responsible Authority or	Validated ¹
	MS Certifying Authority	Vandated
PF2 request submission to EC	MS Responsible Authority	Sent ²
officials.		
The EC official returns the PF2		Returned
request to the MSRA.		
1	EC Operational Agent	
The EC official has acknowledged		Admissible ²
reception of the PF2 request.		
The EC official has assessed the PF2		Accepted
request and officially accepted it.		1

¹ *The PF2 request can be deleted from the system by the MSRA and it is no longer visible.* ²*The EC official returns the PF2 request as it requires correction and/or clarification (optional stage).*

The MSRA is to upload the corrected PF2 request (official document) before the resubmission of the object.

5.2. History & details of uploaded documents

In the HISTORY tab of the PF2 request, all statuses are logged with its respective authority level (MS or EC), date and users:

History				-
Status	Comment	By Level	Date	User
Sent		Malta	23/03/2012 14:52	w0056355
Validated		Malta	23/03/2012 14:31	w0056355
Created	Object could not be validated, see validation results.	Malta	23/03/2012 14:30	w0056355
Created		Malta	23/03/2012 13:37	w0056355
Created		Malta	23/03/2012 13:33	w0056355
Created		Malta	23/03/2012 13:13	w0056355
Created		Malta	23/03/2012 13:12	w0056355
Created		Malta	22/03/2012 16:42	w0056355
Created		Malta	22/03/2012 16:34	w0056355
Created		Malta	22/03/2012 16:33	w0056355
Created		Malta	22/03/2012 16:33	w0056355
Created	created by wizard	Malta	22/03/2012 14:18	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 PF2 request object as it is to be submitted manually (cf. section 5.5).

Associated Documents					
Title	Туре	Language	Attachments	Document a	Sent 🛶 Date
Certification for PF2	Certification for 2nd Pre-financing (Annex 8)	English	1	23/03/2012	23/03/2012 ?
PF2 Request	Progress Report on Implementation (Annex 4)	English	1	23/03/2012	23/03/2012 ?
prepareDocument - mt	2nd Pre-financing Request Sent Snapshot Document	Maltese	L	23/03/2012	23/03/2012 3
Acknowledgement_mt.po	df ² nd Pre-financing Request Sent Acknowledgement Document	Maltese	1	23/03/2012	23/03/2012

Sent By: MSRA,	MSAA, MSCA	DG HOME (w0056355)	
Commission Re	gistration Nº:		
Local Reference	b:		
Member State:	Malta		

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

5.3. 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.

5.4. Edition and deletion of recorded data

The table below presents the operations that can be executed in the PF2 request throughout its workflow:

Report's status action	Data edition	PF2 request deletion
Created	✓	✓
Validated	\checkmark	✓
Sent	✓	×
Returned *	✓	×
Admissible	✓	×
Accepted	✓	×
Sent (after re-opening) *	✓	×

LABELS

✓ has permission

only 'Other MS documents' type uploading and Officials in Charge modification details, addition or deletion

* hasn't permission

* Optional stage

5.5. 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 PF2 request workflow.

If applicable, follow the steps 10 to 15 of section 2.3.2 to complete the uploading of the document. However, choose the 'Other MS Document' document type instead.

1 results found, displaying 1 to 1 H () H Page(s):	1 Item(s) per page: 5	Show all			
Title		Filename	Link	Upload Date	-
PF2 Request - Complement of information	Other MS I	Document.doc	2	3/03/2012	C
Add a new Attachment					

5.6. 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 2 of section 2.5) for the following executed operations:

Event	Executed operation in the PF2 object
Sent	The MSRA has submitted the PF2 request to the ECOA
Returned	The ECOA has returned the PF2 request to the MSRA
Admissible	The ECOA acknowledges the PF2 request by admitting it
Accepted	The ECOA accepts the PF2 request

From:	sfc2007-info@ec.europa.eu
To:	MEYER Juliana (EMPL-EXT)
Cc:	
Subject:	SFC2007 Event Notification (TRAINING ENVIRONMENT)
Objec	t: Annual Programme 2nd Pre-financing Request 2011MT65BAP051 Version 1
Event	: Sent
By: M	alta
To: C	ommission
Next	Action: The Commission is expected to Admit or Return this 2nd Pre-financing Request
To rea	view this Annual Programme 2nd Pre-financing Request click here

The MS Contact Person can visualize the latest update of the PF2 request by clicking on the <u>here</u> link, which redirects her/him to the related document within SFC2007

1.1

5.7. Validation rules

Reference ¹	Validation rules	Severity ²
2.2	The 'Situation at date' and the 'Accounts Closed Date' fields must be \leq to the current date.	Error
2.3	The Requested Amount in the Request for 2 nd Pre-Financing Payment (Annex 4, part B) must be: ■ ≤ 90% of the Total Allocated EU Contribution of the Annual Programme minus already paid Pre-Financings and	Error
	■ ≤ 90% of the Total EU Contribution committed at the level of the MS (in Annex 4 - Table 1) minus already paid Pre- Financings and	
	■ ≤ Maximum amount calculated by the Back-Office	
	> to zero	
2.4	The Detailed Financial Report (Annex 4 - Table 1) contains all Actions present in the last adopted Annual Programme Version.	Error
	(For Web Services only). For the web, a function will be called which will automatically add any missing Action records and add a warning message to the validation saying "An Acton was missing in the Detailed Financial Report (Annex 4 Table 1) and has been automatically added. Please verify if it needs some additional info."	(Web Services are N/A at 04/06/2012)
2.5	The 'Certifier Name' and 'Position', 'Situation at Date', 'Requester Name' and 'Position', 'Authority', 'Bank' and 'Bank Account n°4' fields must be provided	Error
2.6	The Progress Report (Annex 4) and the Certification of Expenditure (Annex 8) must be signed by valid users.	Error
2.8	The Progress Report on Implementation (Annex 4) document(s) must be uploaded in the system	Error
2.9	The 'Total EU contribution paid by MS to Final Beneficiary' and the 'Total Eligible costs incurred to date by Final Beneficiary' in Table 1 of Annex 4 must be \geq to 60% of the already paid pre-Financing Payments	Error

¹ SFC2007-RQ-316 Use Cases EXE-05 AP 1.002.doc

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.

Version 1.1 - Last revised: 04/06/2012

For more information on this document please contact sfc2007-info@ec.europa.eu

² An error blocks the PF2 submission to EC officials whereas the warning does not.

SFC2007: System for Fund management in the European Community 2007-2013 How to create, validate & send a 2nd Pre-Financing Request for EBF, ERF, EIF and RF?

2.11	The Annual Programme Closure must never been sent to the Commission	Error
2.7	At least one Official in Charge within the MS might be provided.	Warning
2.10	A new EC Decision is required.	Warning
	This is the case when the sum of the positive changes in EU Contribution for Actions committed at the level of the MS (<i>excluding Technical Assistance</i>) is greater than 10% of the Total EU Contribution programmed (<i>excluding Technical Assistance</i>).	Error
	For EBF with Special Transit Scheme, this is true when the validation applied over the Normal Actions is true or when the validation applied over the Special Transit Scheme Actions is true.	
	When a new EC Decision is required:	
	 for non-euro countries, the system generates a <u>warning</u> message. 	
	 for euro countries: 	
	 when no new version of the Annual Programme has been sent to the EC and the PF2 Request validation date is before 01/01/(AP Year + 28 months), the system generates an <u>error</u> message, 	
	• Else, the system generates a <u>warning</u> message.	