



How to create a Monitoring Committee dossier and upload documents?

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Purpose of this functionality

Uploading monitoring committee documents thereby making them available for the authorities involved in the programmes and for the Commission

Regulation source

ERDF/CF and ESF: EC 1083/2006 (64) and article 66.3
EFF: EC 1198/2006 article 66.4

Monitoring of operational programmes is necessary to ensure the quality of their implementation. To this end, monitoring committees should be set up and their responsibilities defined, together with the information to be transmitted to the Commission and the framework for examining that information. In order to improve the exchange of information on the implementation of operational programmes, the principle of exchange of data by electronic means should be established.

Data exchange between the Commission and the Member States for this purpose shall be carried out electronically, in accordance with the implementing rules referred to in Article 103(3) / 102.

Concerned Funds

ERDF/CF	ESF	EFF
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EAFRD: Refer to the Bi-Annual Payment Application Forecast quick guide

User roles and permission needed

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

Before you start, check that...

The concerned Operational Programme version has been entered in SFC2007

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.

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

1. Create the Monitoring Committee

1.1. Get to the create a new Monitoring Committee menu

1. Go to the **Monitoring** > **Monitoring Committee** menu.

The Monitoring Committee list appears.

The screenshot shows the SFC2007 system interface. At the top, there is a navigation menu with 'Monitoring' selected. Below the navigation, there is a search bar with 'Title:' and 'Cci:' fields. The main content area displays a table titled 'List of Monitoring Committees' with 3 results. The table has columns for 'Title', 'Current Node', and 'Last Modified'. The first row is 'MC Fttest 250-cc -1' with 'Current Node' as 'MON MC Fttest 250-cc -3' and 'Last Modified' as '19/09/2007'. The second row is 'MON MC Fttest 250-cc -3' with 'Current Node' as 'MON MC Fttest 252-cc -4' and 'Last Modified' as '26/09/2007'. The third row is 'MON MC Fttest 252-cc -4' with 'Current Node' as 'MON MC Fttest 252-cc -4' and 'Last Modified' as '26/09/2007'. A link 'Create a new Monitoring Committee' is visible at the bottom of the table.

2. Select the [Create a new Monitoring Committee](#) link.

1.2. The Creation wizard

The Create an Monitoring Committee wizard appears.

This wizard is divided into two steps:



1.3. Entering General Details (Title and free comments)

1.3.1. Selection of the Programmes covered

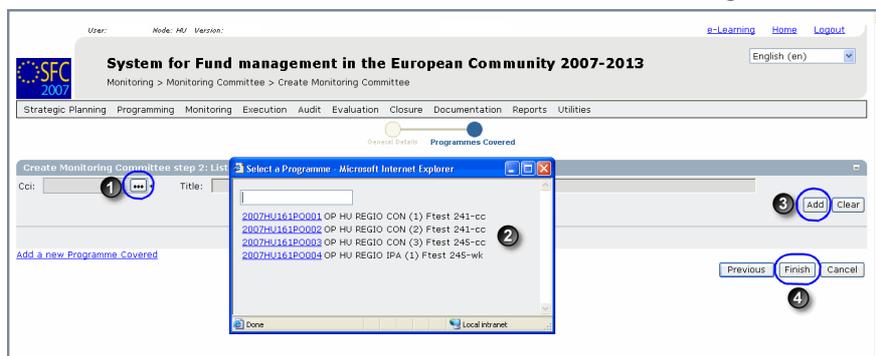
3. On the General Details step, enter a **TITLE** (mandatory) and a free **COMMENT** if any (1).
4. Click **Next** to go to the next step (2).

The screenshot shows the 'Create Monitoring Committee step 1: Provide General Details' form. At the top, there is a navigation menu with 'Monitoring' selected. Below the navigation, there is a search bar with 'Title:' and 'Cci:' fields. The main content area displays a form with 'Title:' and 'Comment:' fields. A 'Next' button and a 'Cancel' button are visible at the bottom right. A '1' is placed over the 'Title' field, and a '2' is placed over the 'Next' button.

5. On step 2 (Programmes Covered), click the  button to select the Programme CCI (1)
The list of available CCI appears.
6. Select the corresponding CCI (2).
7. Click  to add this programme to the list of covered programmes (3).

To add more programmes to the list, repeat step 5 to 7.

8. Click  to finish the creation of the Monitoring Committee (4).



The message **Monitoring Committee Created** indicates that the Monitoring Committee was created.

2. Edit a Monitoring Committee

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

- If you are editing the Monitoring Committee at a later stage, go to the menu Monitoring > Monitoring Committee. The existing Monitoring Committee dossier is displayed in the list. Click on its title. You are directed to the Monitoring Committee display screen. Select any the "edit" options that appear. You are directed to the Editing tabs.



You can modify the General information or you can add or remove the Programmes Covered. Go to the corresponding tab if necessary.

2.1. Adding Documents

9. Select the **Documents** tab to upload the Monitoring Committee documentation. The Documents tab appears.

The uploading of documents in SFC2007 happens in two steps:

- 1) Enter the general information of the document
- 2) Upload the corresponding files

10. To enter the general information of the document, select the [Add a new Document](#) link. The edit document screen appears.

11. Select the Type of document you want to upload.

Various types of documents can be uploaded:

- Monitoring Committee Agenda
- Monitoring Committee Invitation Letter
- Monitoring Committee Other Member State document
- Monitoring Committee Report and conclusions
- Monitoring Committee Rules of procedure
- Monitoring Committee Selection criteria
- Monitoring Committee Working documents

12. Enter the Title of the document, the Document Date, the Language of the document, the Local Reference (if any) and free Comments (if any) (1).

The screenshot shows the 'Edit Monitoring Committee' interface in SFC2007. The 'Documents' tab is active. The 'Document Details' section is highlighted with a blue box and a circled '1'. It contains the following fields:
Type: Monitoring Committee Agenda
Title: My Monitoring Committee agenda
Document Date: 26/9/2007
Language: Hungarian
Commission Registration N°:
Local Reference:
Comments:
Below this is an 'Attachments' table with columns: Title, Filename, Link, Upload Date. At the bottom right, there is a 'Save' button circled with a '2' and a 'Cancel' button.

13. Click **Save** to save the entered data (2).

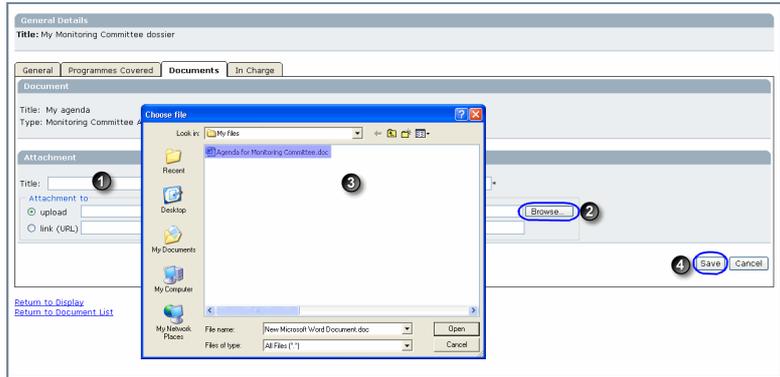
After saving, the type of document cannot be changed anymore.



After saving, the **Monitoring Committee Meeting Date:** filed appears. Add this date and click **Save** to save the entered date.

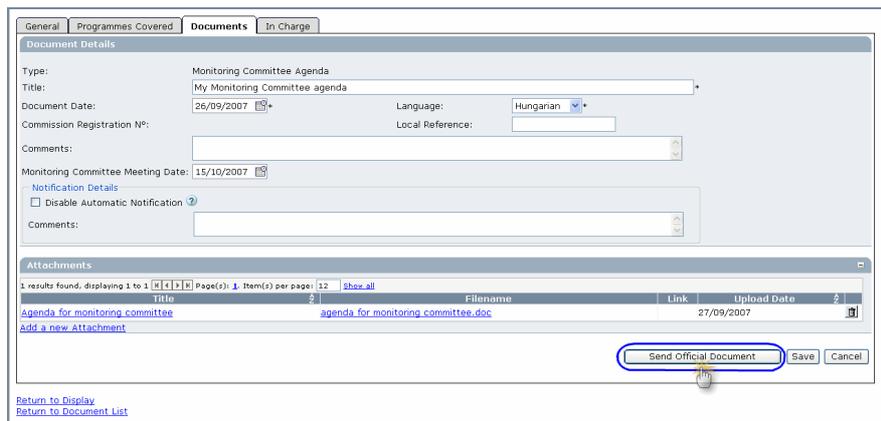
- To upload the files for your document, click on the [Add a new Attachment](#) link.

The upload file screen appears.



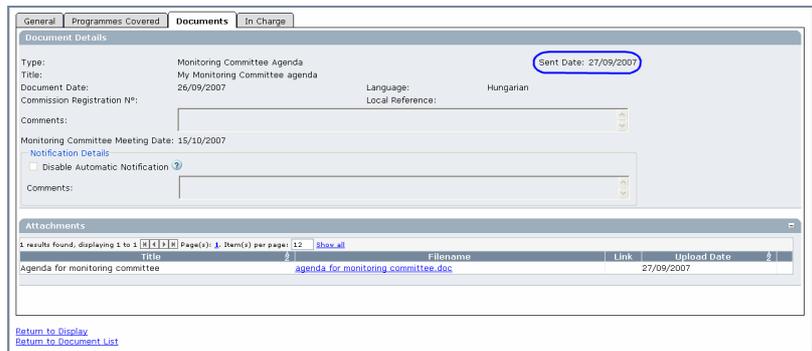
- Enter a Title for the file you want to upload (1)
- Select the [Browse...](#) button (2). The browse window appears.
- Search your file and add it by double clicking on it (3).
- Click [Save](#) to save the file in SFC2007 (4).

You are redirected to the document screen. Your document is created and the file is attached.



- Click the [Send Official Document](#) button to send the document to the Commission.

The document is sent. An overview screen of the document appears and the "Sent Date" is displayed.



If you want to add more files to the document, repeat steps 14 to 19.

2.2. Adding officials in charge

This information is not mandatory. However, the officials entered will receive an automatic notification each time the status of the Indicators set changes.

20. Select the **In Charge** tab.
21. The add officials in charge tab appears. Select the [Add a new Official in Charge](#) option.
22. Enter the requested data:
 - Name of the official (mandatory).
 - E-mail address (mandatory).
 - Phone and Fax
 - Valid From and Until: (Only if the official will be in charge only for a specific period of time)
 - Automatically Notified: check this option to receive the automatic notifications.
 - Preferred Language: The automatic notifications are sent in this language.
23. Click to add this official in charge to the list.

Repeat steps 22 and 23 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 and click .
