

# How to create the Final Implementation Report for IPA C2, C3 and C4 ?

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#### **Purpose of these functionalities**

This module provides the tool to prepare and send the Final Implementation Report for IPA C2, C3 and C4. In order to send this report, all the data requested by the regulations must be encoded using the menus provided as detailed below.

#### **Regulation source**

For ERDF/CF: annex XVIII and part C of annex II of 1828/2006.

For ESF: annex XVIII and part C of annex II of 1828/2006 and annex XXII of 1828/2006 as well. For ERDF/CF and ESF (Financial Engineering Instruments): REGULATION (EU) No 1310/2011 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 13 December 2011 amending Council Regulation (EC) No 1083/2006 as regards repayable assistance, financial engineering and certain provisions related to the statement of expenditure. For EFF: annex XIV of 498/2007.

**Concerned Funds** 

|--|

User roles and permission needed

Member State Managing Authority with Update and Send permissions (MSMA U+S)

Before you start, check that...

A Final Implementation Report version exists in the system.

# **1.** Create the Final Implementation Report dossier.

REMARKWhen creating, the Final Implementation Report version does not yet exist. The IPA<br/>Operational Programme is managed on the user's level.For the Final Implementation Report, the Reporting Year appears as "9999"

1. Open the menu CLOSURE > IPA C2, C3, C4 FINAL IMPLEMENTATION REPORT. The Search pane appears.

System for Fund management in the European Community 2007-2013 Closure > IPA C2,C3,C4 Final Implementation Report												English (en) 🔻				
Strategic Planning	Programming	Monitoring	Execution	Audit Evaluati	n Closure	Anti-Fraud	2014-2020	Utilities								
Search																-
		Chaur D														
Cdi		SHOW ?	Status:		•				-	show ?						
Title:			Previous No	le:					•							
			Current Nod	e:					•							
									Search	Clear						
List of Final Impl	lementation Re	port														
There were no results f	found. 🖹	Title	**	Status				Previous N	lode		**	Curr	ent Node	**	Last Modified	
Create a Final Imple	ementation Report	đ														

2. Select the Create a new Final Implementation Report option.

The *create wizard* screen appears:



- 3. Click on the button to open the list with CCI numbers (1).
- **4.** Select the CCI number of the concerned Programme. The title of the Programme will be added automatically **(2)**.
- 5. Click NEXT (3).

	Seice Pergramme Provide Additional Info	
Create Final Implementation Report : Step 2. Provide Additional Information		
Monitoring Committee Approval Date: Upload Monitoring Committee Documents		2
0		Previous Next Cancel

- 6. On the *provide additional info screen*, enter the requested additional data (1)
  - a. Enter the Monitoring Committee Approval Date

b. The "Number of Financial Engineering Instrument Operations implemented without Holding Fund" field is only shown for IPA C3 Programmes.

$ ightarrow$ C' $\mathbf{\hat{G}}$	③ ▲ https://webgate.ec.europa.eu/sfc2007/frontoffice/ir/create.do	••• ♥ ✿ Q Search
Eca	is-uid: w0050101 Node: EC Profile: w0050101 - EC 👽 Version: 4.9.14	Help Hom
	System for Fund management in the European Comm Closure > IPA C2, C3, C4 Final Implementation Report > Create Final Implementation Report	nunity 2007-2013 English (en)
ategic Planning Prog	ramming Monitoring Execution Audit Evaluation Closure Anti-Fraud 2014-2020 U	tilities
	Select Programme Provide Additional I	nfo Confirm Creation
ate Final Implemen	tation Report : Step 2. Provide Additional Information	
toring Committee App	proval Date: 17/01/2018	
ber of Financial Engine	eering Instrument Operations implemented without Holding Fund:	
		Previous Next Ca

7. Click **NEXT** to get to the confirmation step (2).

	Select Programme Provide Additional Info	Confirm Creation		
Create Final Implementation Report : Step 3. Confirm creation				
Please confirm or cancel the creation of this Final Implementation Report for CCI 2007CB16IP0122				
				Previous Finish Cancel

8. Click **FINISH** to confirm and finish the creation of the Final Implementation Report dossier. The message "Object creation successful" will be displayed on the upper part of the screen.

On Finish, the system creates the data input structures and links the Final Implementation Report to the IPA Operational Programme. The Officials in Charge on the Final Implementation Report are copied from the IPA Operational Programme.

# 2. Edit the Final Implementation Report

Eile Edit Yiew Higtory Bookmarks Iools Help	-		×
Monitoring > Annual/Final Implem: X +			
(€) → C* @ (0 @ https://wbgste.ce.uropa.eu/st2007/frontoff.eg/r/dd1d01g_sbjectUniqid=5542 ···· ♡ ☆ (0, Sranh	ht/s		Ξ
Exar-of: #055125 Rode: 20 Profile: #0551051 - 10 👿 Varies: 4.9.14	Help H	lome	
System for Fund management in the European Community 2007-2013 Closure >IPA C2, C3, C4 Final Implementation Report Edit Final Implementation Report	h (en)		3
Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Anti-Fraud 2014-2020 Ublities			
General Details			
CCI: 2007C816/PO001 Status: Created Last Modified: 18/12/2017 Title: IPA Programme			
General Appendix I Appendix I Documents In Charoe			
General Details			
Monitoring Committee Approval Date: 26/10/2016 🖺 Upload Monitoring Committee Documents			
Number of Financial Engineering Instruments Operations implemented without Holding Fund : 12 Comment:			
Return to Display	Save	Canc	el

Depending on the Fund you are entering the FIR for, the following tabs are available:

C2	C3	C4
General	General	General
Monitoring Committee approval date Appendix I Documents In Charge	Monitoring Committee approval date Number of Financial Engineering Instrument Operations implemented without Holding Fund Appendix I Appendix II Documents In Charge	Documents In Charge

## 2.1. Edit General information

	The "Number of Financial Engineering Instrument Operations implemented without
REMARK	Holding Fund" field is only shown for IPA C3.

	-		
Eile Edit View Higtory Bookmarks Iools Help Monitoring > Annual/Final Implem × +	-		×
( → C û https://webgate.ec.europa.eu/sfc2007/front	office/ir/edit.do?p_objectUniqId=5542	🛛 🏠 🔍 Search	li\ (D) ≡
Ecas-uid: w0050101 Node: EC Profile: w0050101 - EC 🗴 Version: 4.9.	14		Help Home
System for Fund management in Closure > IPA C2, C3, C4 Final Implementation Report > Edit F	the European Community 2007-2013 inal Implementation Report		English (en) v
Strategic Planning Programming Monitoring Execution Audit Evaluation Clo	sure Anti-Fraud 2014-2020 Utilities		
CCI: 2007CB16IPO001 Status: Created Last Modified: 18/12/2017 Title: IPA Programme			
General Appendix I Appendix II Documents In Charge			
Monitoring Committee Approval Date:	26/10/2016 🗳 Upload Monitoring Committee Docume	nts	
Number of Financial Engineering Instruments Operations implemented without Holdi	ng Fund : 12		
Comment:			
			2
Return to Display			Save Cancel

- a. Enter extra information in the Comment field if any (1).
- b. Click SAVE (2).

# 2.2. Edit Appendix I (IPA C3 only):

- 1. This step only concerns IPA C3 programmes
- 2. Select MAJOR PROJECTS tab and Add a new project

G	General Appen	dix I Document	s In Charge												
Major Projects Operation other than Major Projects															
List of Major Projects completed by cut-off date or non-functioning by 31 December 2018															
	Status	Priority	Project CCI number	Project Title	Date of Commission Decision	Date of completion	Total final cost	Total final eligible expenditure	EU Contribution	National public contribution	Other sources	EIB/EIF Loans	Key output indicators	Key result indicators	
ł	Add a new project														
Ret	turn to Display														

	The "Major Projects" tab will only appear for C3.	
Remark	The "Status" list will contain values "Completed" and "Non-functioning".	
KEMAKK	The "Priority" list will contain all Priority Axes from the last adopted programme version.	

a. Complete the list of Major Projects (1).

#### b. Click on Add (2).

General Appendix I Documents	In Charge		
Major Projects Operation other than	n Major Projects		
List of Major Projects completed by e	cut-off date or non-functioning by 31 December 2018		
Status: Project Title: Date of completion: Total final eligible expenditure: National public contribution: EIB/EIP Loans:		Project CCI number: Date of Commission Decision: Date of Commission Decision: Date of Commission Decision:	d Clear
		*	1
Status Priority	Project CCI Project Title Date of Commission Deteof Completion Total final cost eligib	inal EU Contribution National public contribution Other sources EIB/EIF Loans Key output indicators indicators	<b>*</b>
NON- FUNCTIONING 1 test Add a new project	st test 18/10/2018 18/10/2018 500.00	500.00 5.00 500.00 500.00 test test	

3. Select Operations other than Major Projects tab and Add Operation

General Appendix I Documents In Charge			
Major Projects Operation other than Major Projects			
List of all operations other than major projects by measure and the corresponding expenditure	e (as per Annex I to the statement of expenditure)		•
Status Priority axis Operation Total Expenditure	IPA Funds National Public Expenditure	Co-financing Rate(%)	Completion date
Add Operation			

	The "Operations other than Major Projects" tab will only appear for C2 and C3.	
	The "Status" list will contain values "Completed" and "Non-functioning".	
Remark	The "Priority axis" list for C2 will contain all Priority Axes from the last adopted programme version	
	Since there are no Operations defined in C2 Programmes or Payment Applications, the users will have to define new Operations by encoding a code and title in the respective fields.	

- a. Complete the list of all operations (1).
- b. Click on Add (2).

#### For C2 :

General Appendix I Documents In Charge	
Major Projects Operation other than Major Projects	
List of all operations other than major projects by measure and the correspon	rding expenditure (as per Annex I to the statement of expenditure)
Status: 1 Printy ads: Operation code: Operation title: Total Expenditure: INA Funds (EVR): National public expenditure (EUR): Completion date:	NOH-FURCTIONING ● 1 ● Test Test 500 500 5 18/10/2018
Status Priority axis Operation Total Ex Add Operation	penditure IPA Funds National Public Expenditure Co-financing Rate(%) Completion date

#### For C3:

→ C @	🗋 🔒 https://webgate.ec.europa.e	w/sfc2007/fm	ontoffice/ir/edit.do?p_objectUniq1d=5542		💟 合	Q, Search		lin 🖸
Ecas-uid: w0050101	Node: EC Profile: w0050101 · EC	v Version;	4.9.14					Help Home
Closure > IPA	n for Fund manage	ement i Report > Ed	in the European Community 2007- Sit Final Implementation Report	2013			E	English (en)
ategic Planning Programming Mr	onitoring Execution Audit I	Evaluation	Closure Anti-Fraud 2014-2020 Utilities					
eral Appendix I Appendix II lajor Projects Operations oth	Documents In Charge eer than Major Projects najor projects by measure and	f the corres	ponding expenditure (as per Annex   to the statement of	expenditure)	_			
List of all operations other than n Status: Priority axis / Measure : Operation:	Completed v • 1.1 v • TR07R1.01-04	T	rechnical Assistance for Business Incubator Buildings in Kastamo	nu, Malatya and Toka	t		1.	
tar of all operations other than r tatus: vriority axis / Measure : operation: PA funds (EURO): National public expenditure (EURO): completion date:	Completed v • 1.1 v • TR07R1.01-04		Technical Assistance for Business Incubator Buildings in Kastamo	nu, Malatya and Toka	t		ŀ	
Ins of all operations other than r latus: ionity axis / Measure : peration: 2A funds (EURO): ational public expenditure (EURO): ompletion date:	Completed v = 1.1 v = TR07R1.01-04 		Technical Assistance for Business Incubator Buildings in Kastamo	nu, Malatya and Toka	¢		]•	Save Cance
In so a lin operation other than r tatus: riority axis / Measure : peration: ational public expenditure (EURO): ational public expenditure (EURO): ompletion date: ations concreted endurationing material	Completed         v         -           1.1         v         -           TB07R101-04         -         -           Priority axis / Measure         Operation         -           1.1         TB07R         -           1.1         TB07R         -           1.1         TB07R         -	ation 11.01-01 11.01-02 11.01-03	Technical Assistance for Business Incubator Buildings in Kastamc	nu, Malatya and Toka tal Expenditure 7,001,268.00 1,206,145.34 215,509.40	IPA Funds National ( 5,951,077.80 1,025,223.54 183,182.99	Public Expenditure   Cc 1,050,190,20 180,921.80 32,226.41	• o-financing Rate (%) 85.00 85.00 85.00	Save Cance Completion Date

	The "Priority axis / Measure" list for C3 will contain all Measures from the last adopted programme version.
Remark	The "Operation" list will open a list with all Operations for C3 from the last submitted payment application to select from. When selecting, code and title will be copied into the respective fields. One can also decide to define a new Operation by encoding a code and title in the respective fields.

**Please note that** *Appendix II containing* Financial Engineering Instruments without Holding Fund is only available for IPA C3. The encoding screens will be the same as for Structural Fund programmes, but the sections will be limited to those required for IPA and the headings will be modified to comply with the model defined in the Appendix II of the Closure guidelines.

## 2.3. Edit the Documents tab:

**1.** Select the DOCUMENTS tab to get to the Documents screen.

General Details
CCI: 2007CB16IP0122 Status: Created Last Modified: 18/10/2018 Title: 1
General Appendix I Documents In Charge
Documents
No Associated Documents found Add a new Document

- a. Select a document type (1).
- b. Click **SAVE** to save the entered information (2).

General Documents In	n Charge				
Document Details					
		•			
Type:	•	U			
Title:	Categorization Sheet				
Document Date:	FIR: Financial Information (IPA)	Language:	•		
Commission Registration Nº:	Final Implementation Report for IPA	Local Reference:			
Commonte	Other Member State Document				
comments:					
-					
Attachments					
There were no results found.		<b>671</b>			
110	e •	Filename	Link	Upload Date	
					2 Save Cancel
					2 Bare Cartes

<u>**Please note that</u>** the following Document Types are required to pass validation:</u>

- Final Implementation Report (IR.IRI)
- Implementation Report Categorisation (Excel) (IR.CAT)
- Final Implementation Report Financial Information (IR.FINI)

Document is not yet se	nt, but will be sent whenever you	send the Object		
Туре:	Annual/Final Implementation Report	for ERDF/CF, ESF a	ind EFF	
Title:	FIR			
Document Date:	03/02/2017		Language:	English 🗸
Commission Registration N°:			Local Reference:	
Comments:				.i.
Attachments				
There were no results found.				
Title 💌	Filename	Link	Upload Date	⇒
Add a new Attachment	<u>/</u>			Save Cancel

c. After saving, the <u>Add a new Attachment</u> option appears. Click on this link.

The *upload attachment* screen appears.

General Indicators Dz       Image: Construction of the second of the seco		🛛 🛛 File Upload 🗖 🔍
Organize v New folder   Title: FIR   Type: Annual/Final Impleme   Attachment   Image: Sign SharePoint     Name   Value	General Indicators Da Document	(e) → ↑ Is PC → Documents → C Search Documents
Title: FIR Type: Annual/Final Impleme Attachment i Desktop Downloads Recent places SharePoint File name: test.docx Attachment to Clink (U) Title: FIR Cancel		Organize 🔻 New folder 🛛 🕅 🔞
Attachment to © upload Browse] O link (U2 O link	Title: FIR Type: Annual/Final Impleme Attachment Title: FIR	★ Favorites       Name       Date modified       Type '         ■ Desktop       17020107340.pdf       2/1/2017 7:27 AM       PDF Fi         ● Default.rdp       2/2/2017 5:06 PM       Remote         ● Recent places       ● SharePoint       10/17/2016 8:00 AM       OXPS I         2/3/2017 11:36 AM       Micros       >
	upload link (U)	File name: test.docx   All Files (*.*)  Cancel  Cancel

- 1. Enter the Title of the document (1).
- 2. Click on the button to find the file on your computer (2).

- 3. Select the file and click Open (3).
- 4. Click SAVE to save the uploaded file (4).

You are redirected to the *document information* screen.

Тъ	To add more files (attachments) to your Final implementation Report, click on Add a New
TIP	Attachment and repeat the steps for each file you want to upload.

### 2.4. Add Officials in Charge

DEMADY	This information is not mandatory. However, the Officials entered will receive an
KEMAKK	automatic notification each time the status of the Final Implementation Report changes.

a. Open the IN CHARGE tab.

General	Appendix I	Documents	In Charge	<u> </u>		
Official in Charge						
No Official Add a new	In Charge four Official in Cha	nd rge				

b. Click on the link <u>Add a new Official in Charge</u>.

The *add officials in charge* screen appears.

General	Appendix I	Documents	In Charge					
Official i	n Charge							
Name:	l l			Phone:				
Email:				Fax:				
Valid From	n:		2	Until:				
Automatically Notified: 🗹				Preferred Language: 🔹 🔹 🚺				
Commissi	Commission Official:							
				2 Add Clear				
Add a new	No Official In Charge found							

- c. Enter the requested data (1):
  - Name of the official (mandatory).
  - E-mail address (mandatory)
  - Phone and Fax
  - Valid From and Until: (only if the official will be in charge for a specific period)
  - Automatically notified: check this option to receive the automatic notifications
  - Preferred Language: the automatic notifications are sent in this language

d. Click **ADD** to add this official in charge to the list (2).

Repeat to add as many Officials in Charge as necessary (no limitation).

TIP If a user no longer wants or needs to receive the automatic notifications: select the user and uncheck the AUTOMATICALLY NOTIFIED option. Click **UPDATE** to save the change.

## 3. Validate the Final Implementation Report

On the *display Final Implementation Report* screen, click on the link <u>Validate</u> on the upper part of the screen.

return to list	elete Validate Print Print All										
Version	XK										
CCI:	( <sup>m</sup> )	2007CB16IPO122	Status: Created	Last Modified: 18/10/2018	3						
Title:	-	1									
Monitoring	Committee Approval Date	a: 18/10/2018									
Edit											
Appendix 1.	2.A Operations other than	major projects complet	ed by cut-off date	as referred to in section 5.2	1.3						-
Telel	Status	Priority axis	Operation	Total Expenditure	IPA	Funds (EUR)	National	public expenditure (EUR)	Co-financing Rate(%)	Comple	etion date
Edit	( <u>by operations)</u>					0.00	,				
1.011											
Appendix 1.	2.B Operations other than	major projects not fund	tioning by 31 Mar	ch 2018							=
	Status	Priority axis	Operation	Total Expenditure	IPA	Funds (EUR)	National	public expenditure (EUR)	Co-financing Rate(%)	Comple	etion date
Total amount	(by operations)					0.00	)				
Edit											
Associated	Documents										-
Title	FIR: Financial Information	Туре		La	nguage		Attachments	Document Da	te 👄	Sent Date	-
Edit	FIR. Financial Information	(IPA)		French		0		16/10/2018			<u> </u>
Officials in O	Charge										
Latect Valid	ation Recults										
Latest Valid	auon Results										
History											٠

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

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

	If errors are detected and you need to modify/add/delete data, click on the Return to
TIP	<b>Display</b> option and click <b>Edit</b> on the specific section to get to the corresponding edit tab.
	For the list of validation rules: go to <b>VALIDATION RULES FOR THE FIR</b> section.

# 4. Send the Final Implementation Report to the Commission

After having validated the Indicators set, click on the <u>Send</u> link on the *display Final Implementation Report* screen.

	Syst Closure	em for F > IPA C2, C3,	<b>und m</b> , C4 Final In	anag nplemen	gement Itation Report	in the	Final Impler	ean Com	nmunit	t <b>y 200</b>	7-2013
Strategic Planning	Programming	Monitoring	Execution	Audit	Evaluation	Closure	Anti-Fraud	2014-2020	Utilities		
return to list Delete	Send Print Print	All									
Version											
CCI:	$\odot$	200	7CB16IPO12	22	Status: V	alidated	Last Modi	fied: 18/10/2	018		
Monitoring Com	mittee Approv	al Date: 18/1	10/2018								
Edit											

The send Final Implementation Report confirmation screen appears.

**REMARK** The screenshot of data before send is generated. You can consult this report by clicking on the attachment. This report is an image of the data you are sending. This allows you to verify that the information you are sending is correct and accurate.

2. Click **YES** to confirm the sending. You are redirected to the *Final Implementation Report* screen.

	The status of the Final Implementation Report is "Sent". In the documents section, the
Remark	documents have a "Sent Date" which corresponds to the date on which the status was
	set to "Sent".

## a. Validation rules for the FIR

2.1	validate that the Final Implementation Report is linked to an adopted Operational Programme present at validation time	error
2.2	validate that at least one (Candidate) Member State Official in Charge	warning
2.3	validate that the official Final Implementation Report document (IR.IRI) is uploaded	error
2.4	validate that the official Categorisation Excel Sheet is uploaded (IR.CAT)	error
2.5	validate that the "Number of FEI Operations implemented without Holding Fund" are equal to the number of FEIs without Holding Fund defined (ERDF/CF, ESF)	warning
2.6	validate that the Final Implementation Report Financial Information (IR.FINI) document is uploaded	error

Action	Status	Editable by MS?
The member State creates the FIR and enters the requested data	Created	Yes
The Member State validates the contents of the FIR	Validated	Yes
The Member State Sends the FIR to the Commission	Sent	Only the "Officials in charge" section and sending of "other MS documents"
The Commission considers the FIR as admissible	Admissible	Only the "Officials in charge" section and sending of "other MS documents"
The Commission returns the FIR to the MS for Correction OR The Commission returns the Indicators set to which the FIR is linked	Returned (for correction)	Yes
The Commission gives it Final opinion	Final opinion given	Only the "Officials in charge" section and sending of "other MS documents"
Final Status for the Final Implementation Report:	FINAL OPINION GIVEN	Only the "Officials in charge" section and sending of "other MS documents"

## b. Workflow of the Final Implementation Report in SFC2007

#### c. Glossary

FIR	FINAL IMPLEMENTATION REPORT
AIR	ANNUAL IMPLEMENTATION REPORT
MS	Member State
FEI	Financial Engineering Instruments