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

Final Implementation Report	C2	C3	C4

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.

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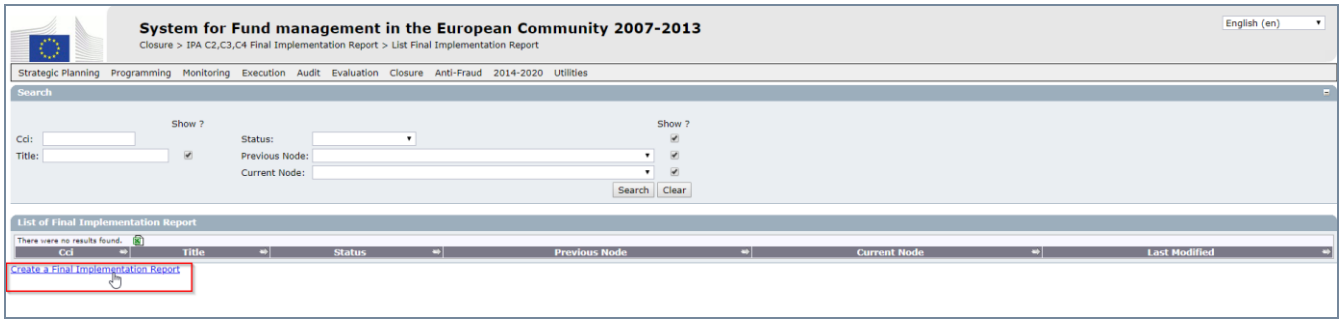
1. Create the Final Implementation Report dossier.

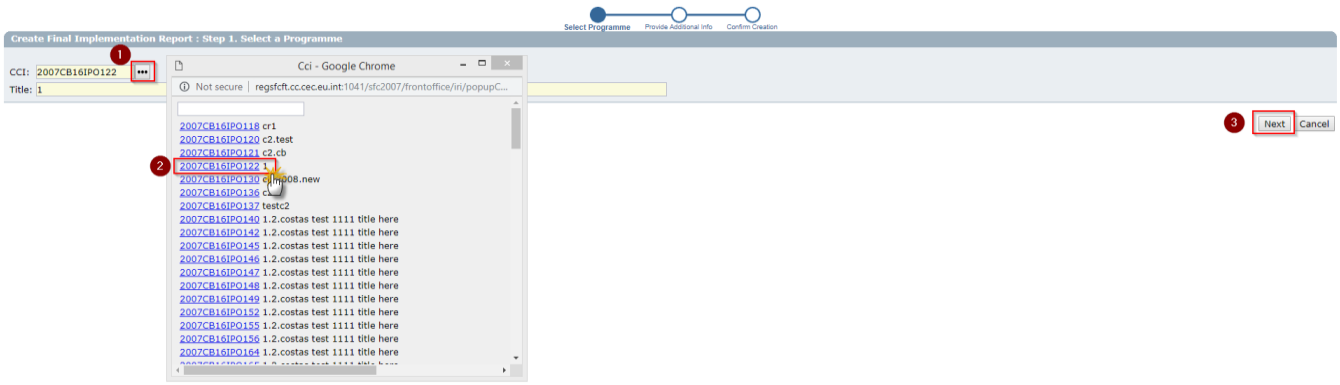
REMARK	When creating, the Final Implementation Report version does not yet exist. The IPA Operational Programme is managed on the user's level. For the Final Implementation Report, the Reporting Year appears as "**9999**"

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

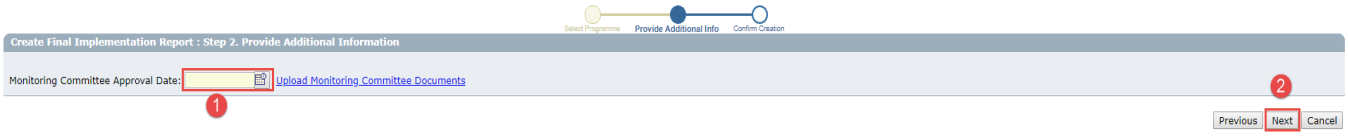


2. Select the **Create a new Final Implementation Report** option.

   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)**.



6. On the *provide additional info screen*, enter the requested additional data **(1)**

   a. Enter the **Monitoring Committee Approval Date**

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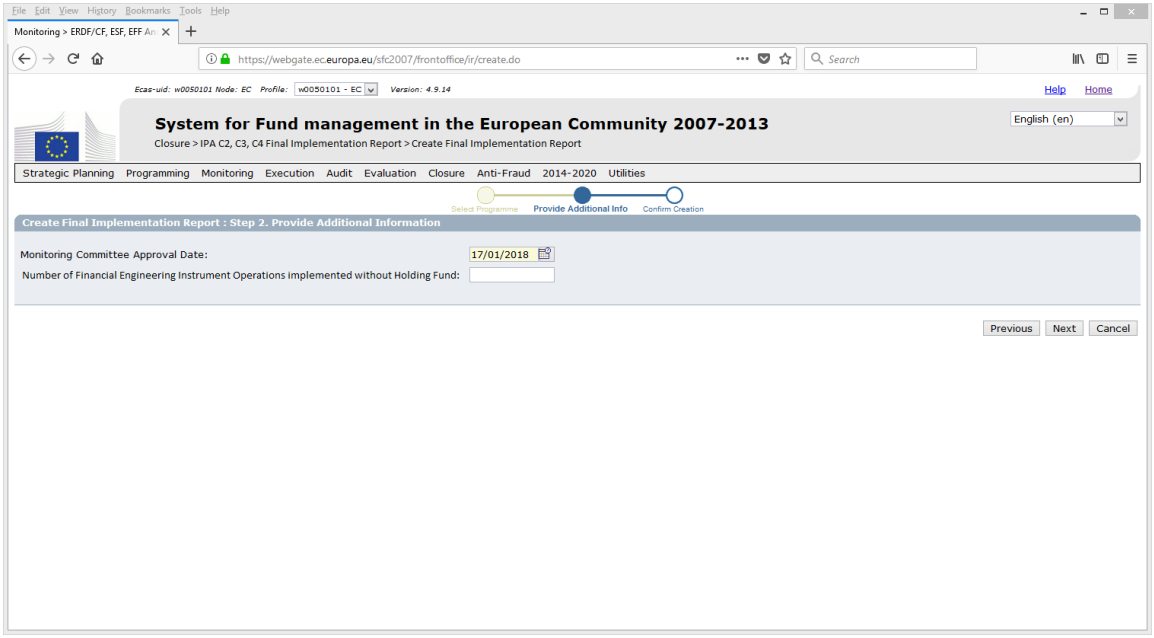
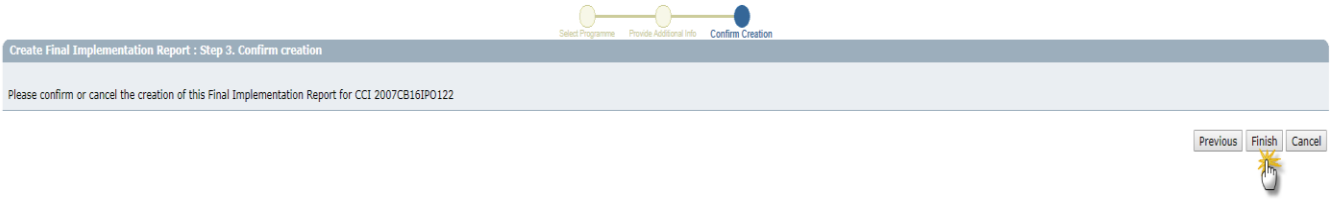
b. The "Number of Financial Engineering Instrument Operations implemented without Holding Fund" field is only shown for IPA C3 Programmes.



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

REMARK	If you click on the **UPLOAD MONITORING COMMITTEE DOCUMENTS** link you'll be redirected to the Monitoring Committee section. Only to be done if the "Result and Conclusions" document has not been uploaded yet.



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.

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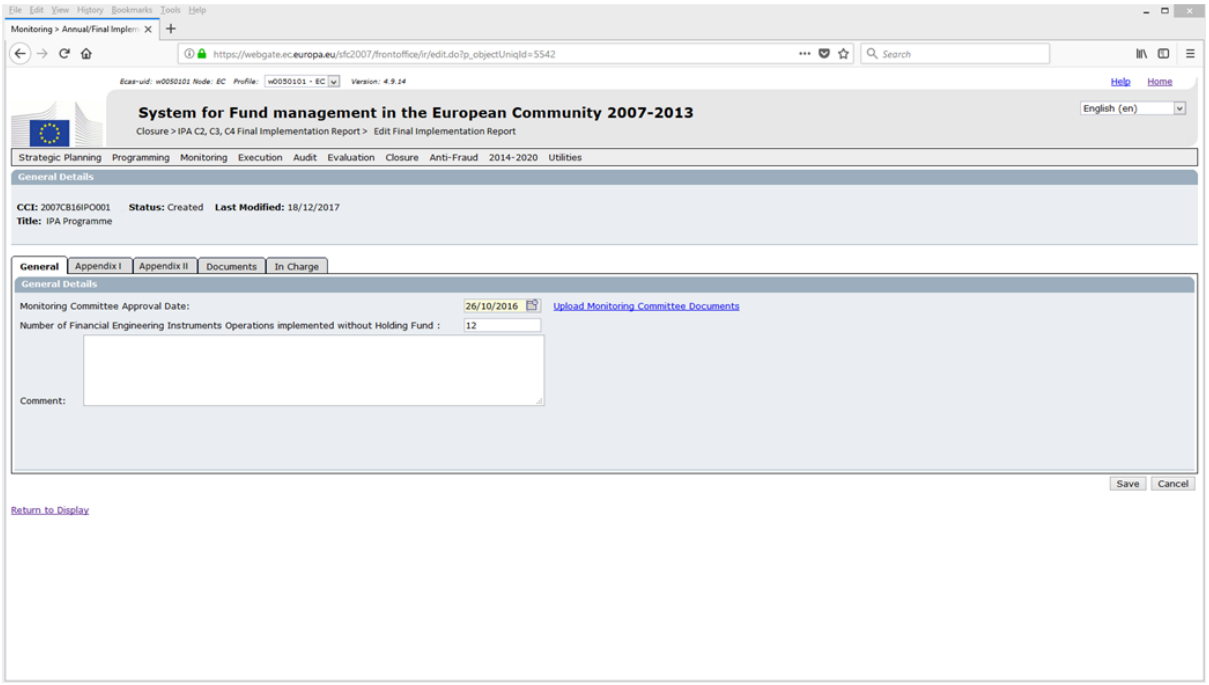
2. Edit the Final Implementation Report



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

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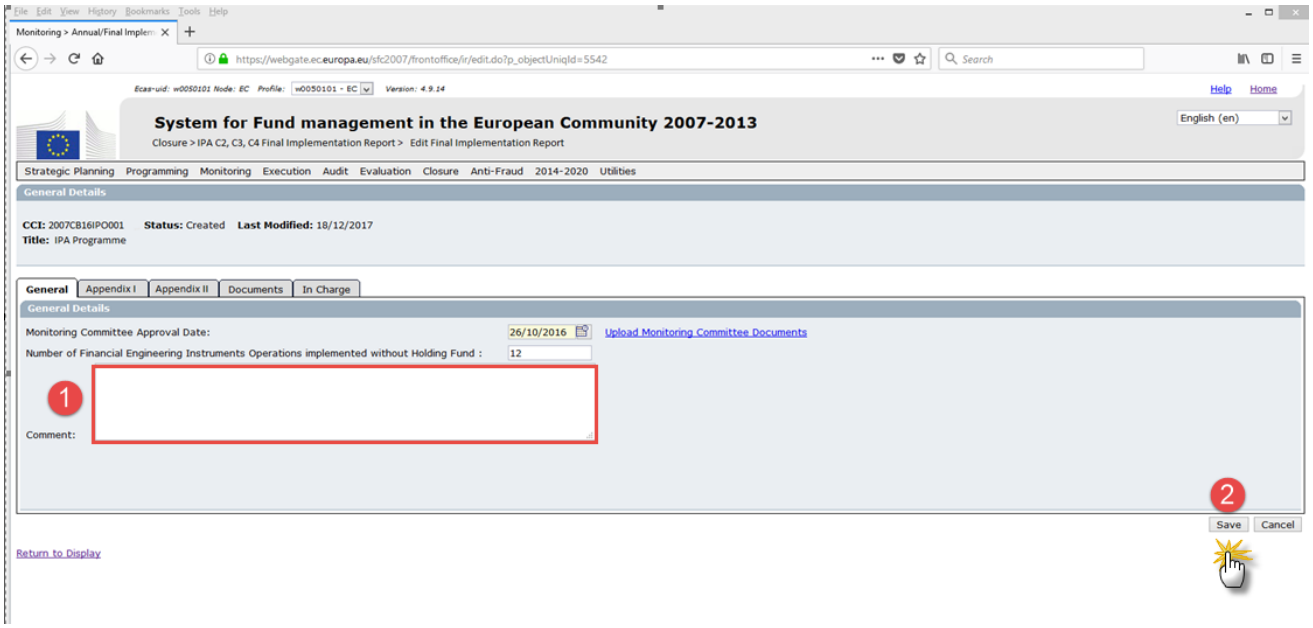
2.1. Edit General information

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

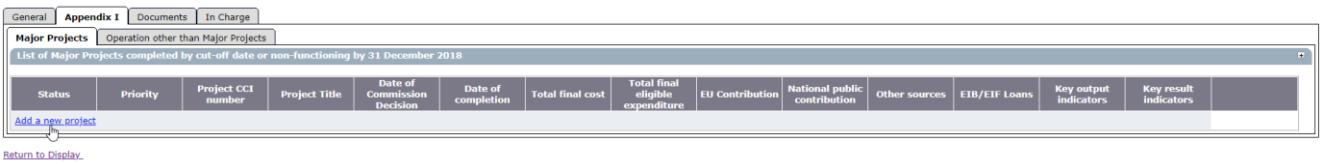


a. Enter extra information in the Comment field if any **(1)**.

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**



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

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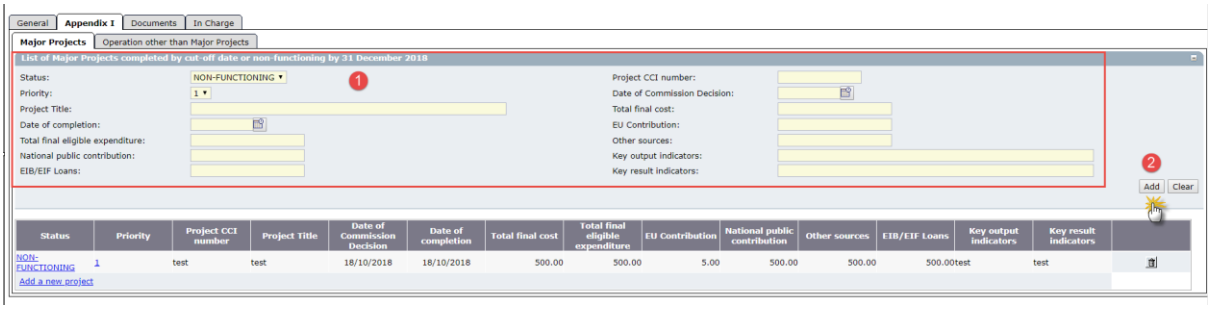
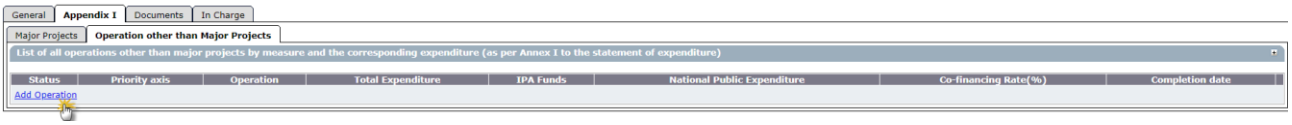
a. Complete the list of Major Projects **(1)**.

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



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

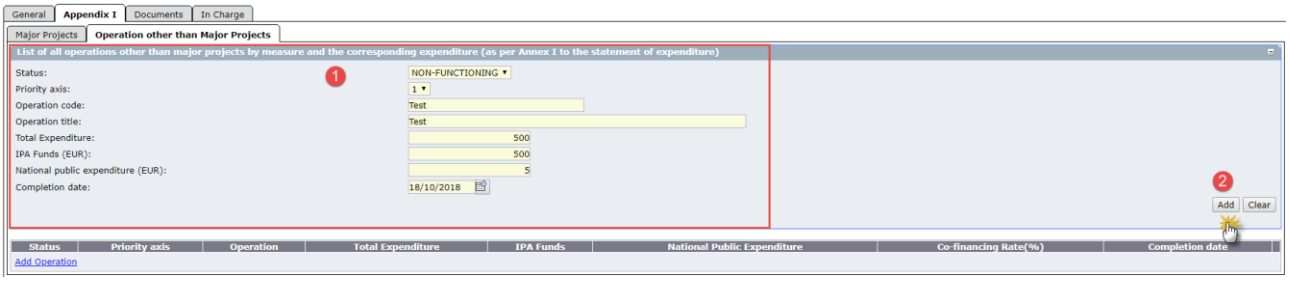


REMARK	The "Operations other than Major Projects" tab will only appear for C2 and C3. The "Status" list will contain values “Completed” and “Non-functioning”. The "Priority axis" list for C2 will contain all Priority Axes from the last adopted programme version Since there are no Operations defined in 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 :



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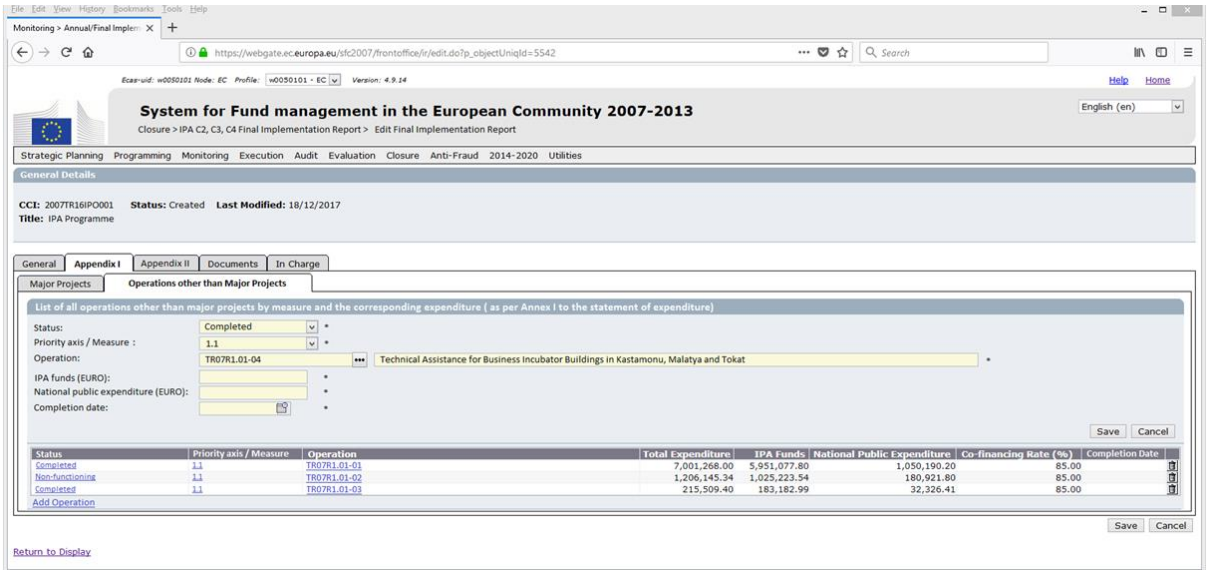
For C3:

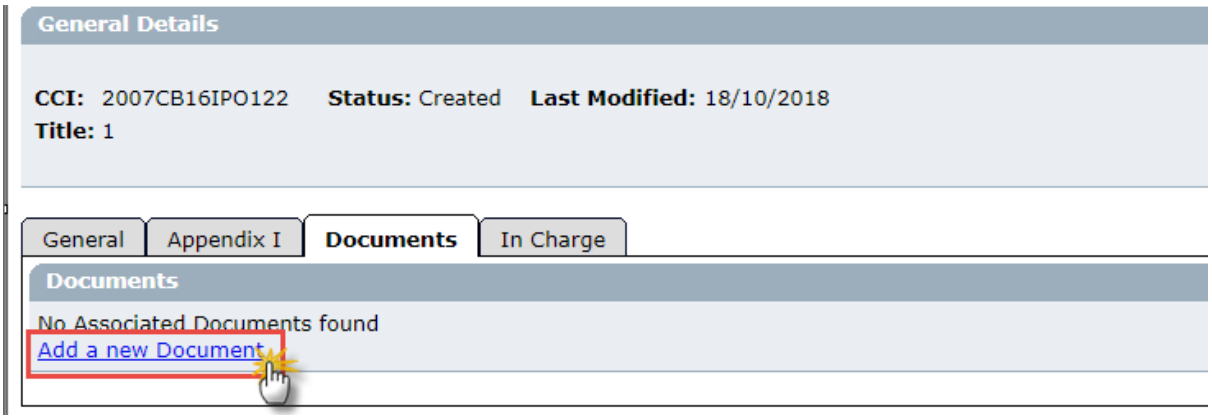


REMARK	The "Priority axis / Measure" list for C3 will contain all Measures from the last adopted programme version. The "Operation" list will open a list with all Operations for C3 from the last submitted payment application to select from. When selecting, code and title will be copied into the respective 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.



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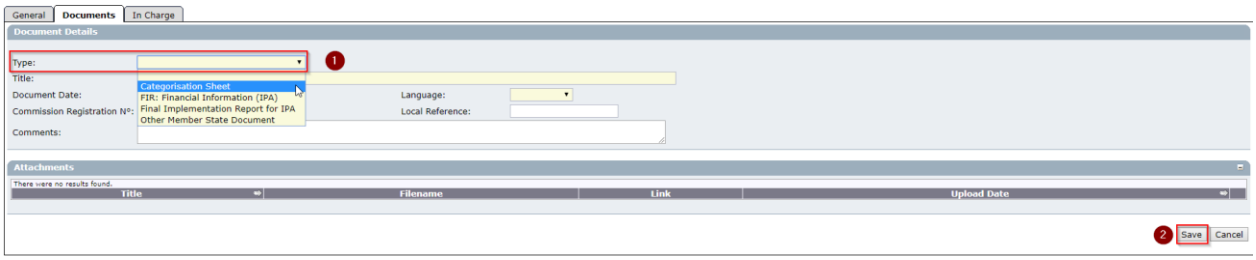
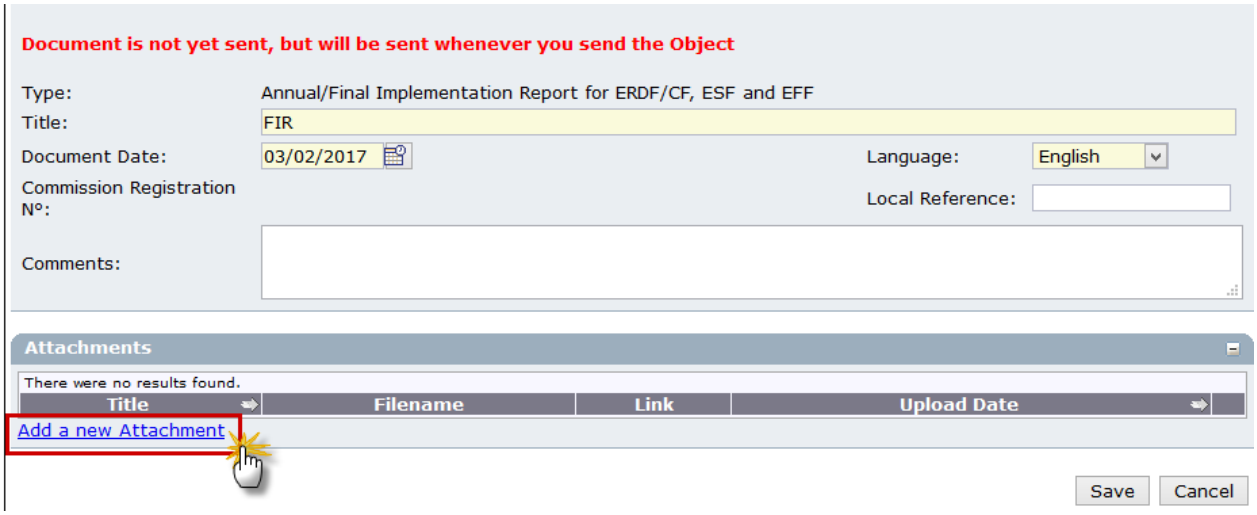
a. Select a document type **(1)**.

b. Click **SAVE** to save the entered information **(2)**.



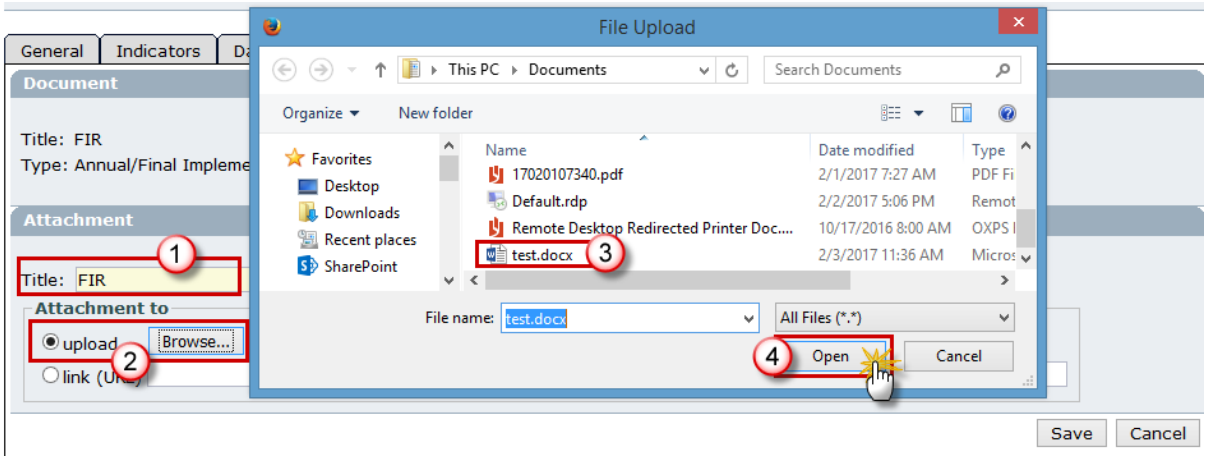
Please note that the following Document Types are required to pass validation:

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



c. After saving, the **Add a new Attachment** option appears. Click on this link.

The *upload attachment* screen appears.



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

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

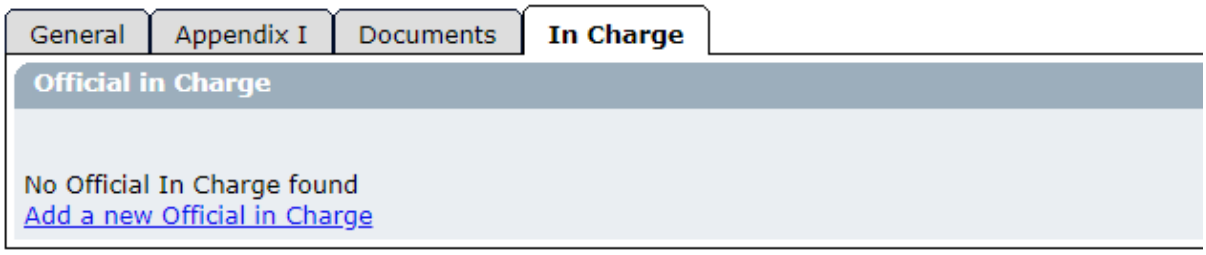
You are redirected to the ***document information*** screen.

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

2.4. Add Officials in Charge

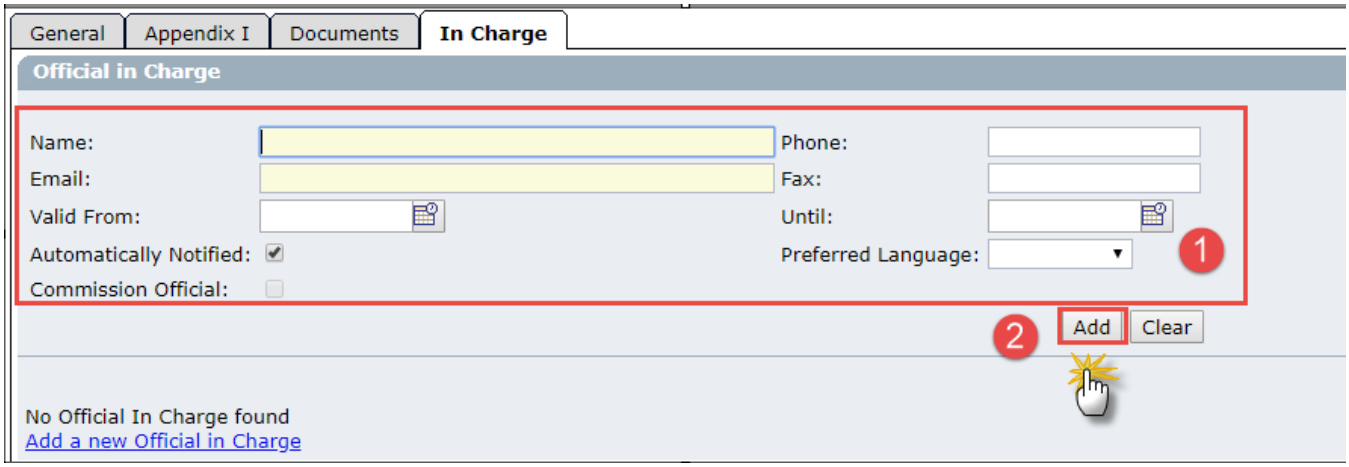
REMARK	This information is not mandatory. However, the Officials entered will receive an automatic notification each time the status of the Final Implementation Report changes.

a. Open the **IN CHARGE** tab.



b. Click on the link **Add a new Official in Charge**.

The ***add officials in charge*** screen appears.



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

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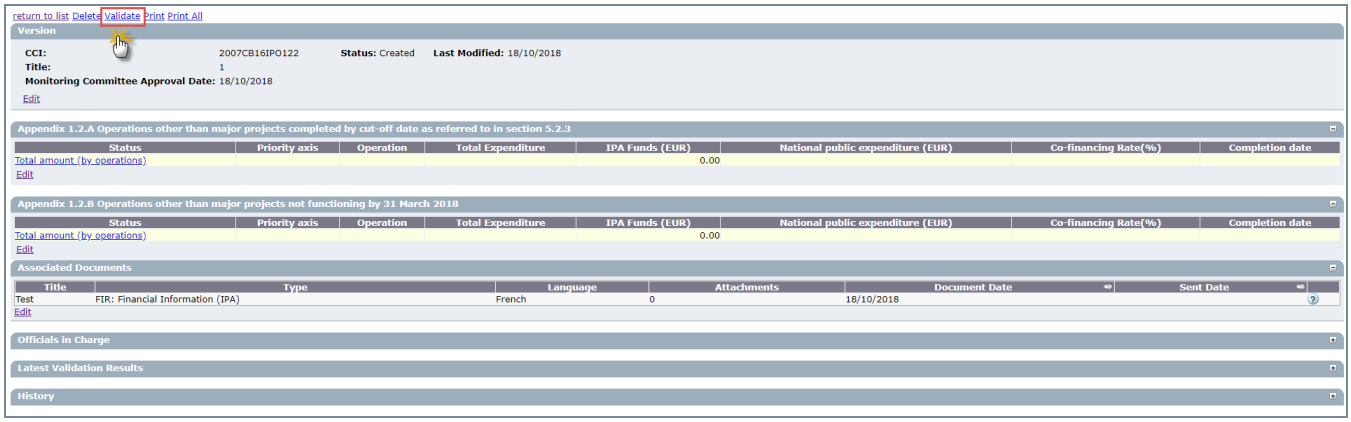
d. Click **ADD** to add this official in charge to the list **(2)**.

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 **Validate** on the upper part of the screen.



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 detected, the status remains "Created".

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

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4. Send the Final Implementation Report to the Commission

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

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.

REMARK	The status of the Final Implementation Report is "**Sent**". In the documents section, the 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

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b. Workflow of the Final Implementation Report in SFC2007

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"**

c. Glossary

FIR	FINAL IMPLEMENTATION REPORT
AIR	ANNUAL IMPLEMENTATION REPORT
MS	MEMBER STATE
FEI	FINANCIAL ENGINEERING INSTRUMENTS

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