How to manage Authorities details for approved OPs?

Contents of this guide:

Purpose of this functionality

Allow the Member State to modify the details of the Authorities for Programmes that have already been approved by a Commission Decision (status is "Decision Taken").

The updated details can be consulted via this functionality (but are not visible in the OP itself, as the OP was approved with the previous Authorities details)

Concerned Funds

ERDF/CF	ESF	EFF	EAFRD

User roles and permission needed

Member State Managing Authority Update (**MSMA U**)

Before you start, check that...

The status of the programme for which you want to change the Authorities details is "Decision Taken".

There is no newer version of the programme in a different status than "Decision Taken".

1. Get to the Manage Authorities menu

1. Go to the Utilities > Current Programme Authorities menu

2. The LIST CURRENT PROGRAMME AUTHORITIES screen appears. The list of existing programmes is displayed.

> The list only shows the latest versions of the Operational Programmes

3. Select the programme for which you want to change the Authorities details by clicking on its CCI.

REMARK	This functionality allows you to change the Authorities details for Approved programmes only. If your programme status is not "**Decision Taken**" or if a newer version of the programme exists (with different status than "Decision Taken"), you can directly modify the Authorities details in the Programme itself!.

4. The Authorities overview screen appears:
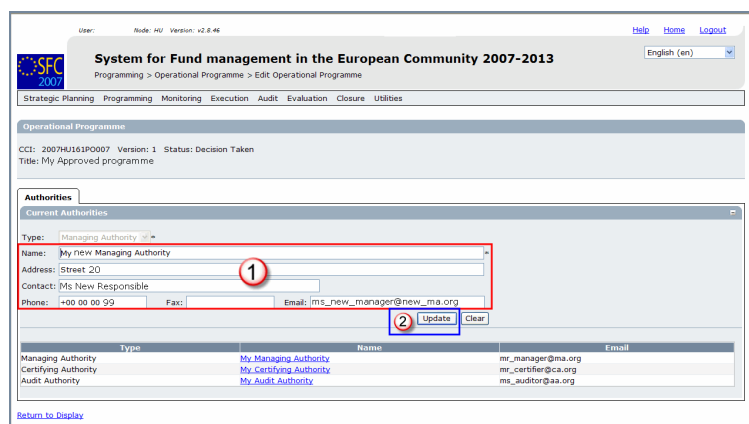

2. Edit the Authorities details

5. Click Edit to get to the editing screen.

The edit screen appears.

6. Select the Authority you want to update by clicking on its name:

a screen shows the existing details of the authority.

7. Modify the details of the selected Authority by overwriting them.
You can modify: NAME, ADDRESS, CONTACT person, contact person's PHONE and FAX number and the contact person's EMAIL address **(1)**

8. Click [Update] to update the authority details **(2)**.

The details are updated.

Repeat steps **5** to **8** for each Authority you want to modify

NOTE

If you create a new version of the programme, the updated details will be automatically copied in the new programme version.

However, these details are not visible in the actual approved OP version (as the OP was approved with the previous Authorities details).

a. FREQUENTLY ASKED QUESTIONS

- **What if the status of the Programme is not "Decision Taken" or if a newer (non approved version) exists?**
  In that case you can edit the Authorities details directly in the concerned OP.
- **I've changed the Authorities details, however, I don't see these changes in the OP.**
  These changed details are not visible in the current approved OP version as the OP was approved with the previous Authorities details.