



## How to manage Authorities details for approved OPs?

### Contents of this guide:

<b>1. GET TO THE MANAGE AUTHORITIES MENU</b> .....	<b>2</b>
<b>2. EDIT THE AUTHORITIES DETAILS</b> .....	<b>2</b>
A. FREQUENTLY ASKED QUESTIONS.....	3

### 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".

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: 27/01/2009

For more information on this document please contact [sfc2007-info@ec.europa.eu](mailto:sfc2007-info@ec.europa.eu)

## 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

CCI	Version	Title	Status	Previous Node	Current Node	Last Modified	Decision
2007HU161P0004	1	ETC for FTest_2009-0607_wk	Decision Taken	Commission	Commission	26/06/2009	CC2007HU161P0004 - 20/04/2009
2007HU161P0003	1	IPA for HU (area 2)	Created	Hungary	Hungary	24/08/2008	
2007HU161P0004	1	My Crossborder IPA programme	Created	Hungary	Hungary	23/08/2008	
2007HU161P0001	1	OP HU REGIO-ODM (1) Ftest 241-cc	Decision Taken	Commission	Commission	23/08/2007	CC_2007HU161P0001_1 - 01/09/2007
2007HU161P0002	1	OP HU REGIO-ODM (2) Ftest 241-cc	Created	Hungary	Hungary	02/08/2008	
2007HU161P0002	1	OP HU REGIO-ODM (2) Ftest 245-cc	Admissible	Commission	Commission	05/08/2008	
2007HU161P0004	2	OP HU REGIO IPA (1) Ftest 245-wk	Admissible - Far Connection	Commission	Hungary	03/07/2009	
2007HU161P0002	2	OP HU ODM REGIO 256-cc (1) Far OP	Created	Hungary	Hungary	05/08/2009	
2007HU161P0006	1	test for original test (testcc) - classification par defaut - cc	Decision Taken	Commission	Commission	14/05/2009	CC_2007HU161P0006 - 24/11/2007
2007HU161P0007	1	OP CONV REGIO 2611-cc (testing rule 2.15)	Decision Taken	Commission	Commission	14/12/2007	OPM - 15/11/2007
2007HU161P0008	1	OP CP 2.A.12 (only CP)	Decision Taken	Commission	Commission	09/01/2008	CC2007HU161P0008 - 01/08/2007
2007HU161P0009	1	OP HU ODM for AM, REC, REC	Decision Taken	Commission	Commission	03/01/2008	HU ODM for AM/CP/MCS - 18/09/2007

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:

Type	Name	Address	Contact	Phone	Fax	Email
Managing Authority	ma					
Certifying Authority	ca					
Audit Authority	aa					

## 2. Edit the Authorities details

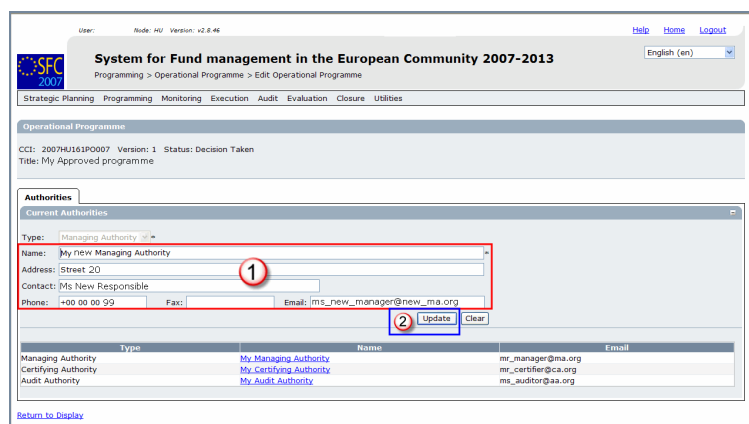
5. Click **Edit** to get to the editing screen.

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 **FA**X 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.