



How to request a CCI number?

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Purpose of this functionality

This functionality allows the request of one or more CCI numbers to be used for uniquely identify Operational Programmes, Major Projects and Global Grants.

Please note that it's not possible to create an OP, Major Project or Global Grant dossier in SFC2007 if no CCI number has been yet allocated

Regulation source

NA

Concerned Funds

ERDF/CF	ESF	EFF	EAFRD
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User roles and permission needed

Member State Authority (MSA U+S)
Member State Managing Authority (MSMA U+S)
OR
Commission Operational Agent Update (EOA U)

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. Get to the CCI request menu

1. Go to the **Utilities** > **CCI Requests** menu. The CCI main screen appears.
2. Select the [Create a New CCI Request](#) option (at the bottom of the window).

The Create CCI wizard appears. The **first** step is entering the general information.

The screenshot shows a web-based form titled "Create CCI Request - Step 1: Record Programme/Project Information". The form is divided into several sections. At the top, there are two progress indicators: "Record Programme/Project Information" (active) and "Send Request". The main form area contains the following fields: "Start Year:" (text input with an asterisk), "Leading DG:" (dropdown menu with an asterisk), "Type:" (dropdown menu with an asterisk), "Title:" (text input with an asterisk), "Comments:" (text area), "Target Area:" (dropdown menu with an asterisk), "Objective:" (dropdown menu with an asterisk), "Additional Email:" (text input with an asterisk), "Attached Document" section containing "Title:" (text input with an asterisk), "Attachment:" (text input with a "Browse..." button), "Document Date:" (text input with a calendar icon and an asterisk), and "Language:" (dropdown menu with an asterisk). At the bottom right of the form are "Add" and "Clear" buttons. A "Cancel" button is located at the bottom right of the entire window.

3. Enter the following information. Fields marked with asterisk * are mandatory.
 - **START YEAR:** First year of the implementing (2007)
 - Select the following information from the lists:
 - **TARGET AREA:** Your country
 - **LEADING DG:** DG who is responsible for the programme (EMPL for ESF, REGIO for ERDF/CF programmes)
 - **OBJECTIVE:** The objective to be implemented
 - **TYPE:** The type of programme (Operational Programme, Major Project, Global Grant etc...)
 - **TITLE:** The title of the programme (this title can be changed at a later stage if necessary)

The **ADDITIONAL EMAIL** field, allows the sending of a notification e-mail to the person specified, additionally to the notification e-mail sent to the requester (not mandatory).

The **Comments:** field allows entering of an informal comment (not mandatory).

TIP On the [Attached Document](#) section, you can upload any document concerning the CCI request. However, this action is not mandatory.

4. Click on the **Add** button to add this CCI request to your list of requests.

5. The added CCI request appears on the screen. Click to be directed to **second** step: Sending the request.

2. Send the request to the Commission

The send screen shows an overview of the CCI request (or requests) that you are sending. Verify that the entered information is correct.

Start Year	Target Area	Leading DG	Objective	Type	Title	Attachment	Additional Email
2007	Spain	EMPL	Objective 2	Operational Programme	My CCI Request 1	1	

6. Click on to send your requests to the Commission.

You are redirected to the CCI main menu.

The message **CCI Request(s) Successfully Created** at the top of the screen indicates that your CCI request was sent to the Commission.

2.1. View CCI details

7. To see your request on the list, on the section, select your country from the **Target Area:** list.
8. Click to run the search.

All CCI request made for your country will appear on the list.

Note that the status of your request is **REQUESTED**.

The **ALLOCATED CCI** column is empty.

3. How do I know if my CCI number is allocated?

Once the Commission allocates a CCI, the status of your request becomes **ALLOCATED** and the CCI number is available in the **CCI** column.

Additionally, an automatic notification is sent to the requester (and to the address entered in the **ADDITIONAL EMAIL** field)