



How to upload the ex-ante evaluation documents?

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Purpose of this functionality

Uploading ex-ante evaluation documents, linking them to one or more operational programmes and submitting them to the Commission

Regulation source

ERDF/CF and ESF: EC 1083/2006 article 48.2

Member States shall carry out an ex ante evaluation for each operational programme separately under the Convergence objective. ...Member States may carry out a single ex ante evaluation covering more than one operational programme.

EFF: EC 1198/2006 article 48

Member States shall present the ex ante evaluation at the latest when submitting the operational programme.

EAFRD: EC 1698/2005 article 85

Ex ante evaluation shall form part of drawing up each rural development programme...

Concerned Funds

ERDF/CF	ESF	EFF	EAFRD
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User roles and permission needed

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

Before you start, check that...

The Programme for which you are uploading the Ex-Ante evaluation document has already been entered in SFC2007.

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

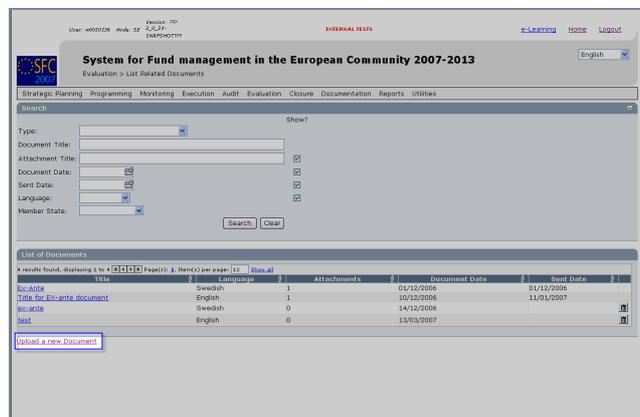
The sending of ex-ante evaluation happens in four steps:

- 1.1. Specifying the document type
- 1.2. Uploading the corresponding file
- 1.3. Link the ex-ante evaluation to a specific programme.
- 1.4. Sending the Ex-Ante evaluation to the Commission

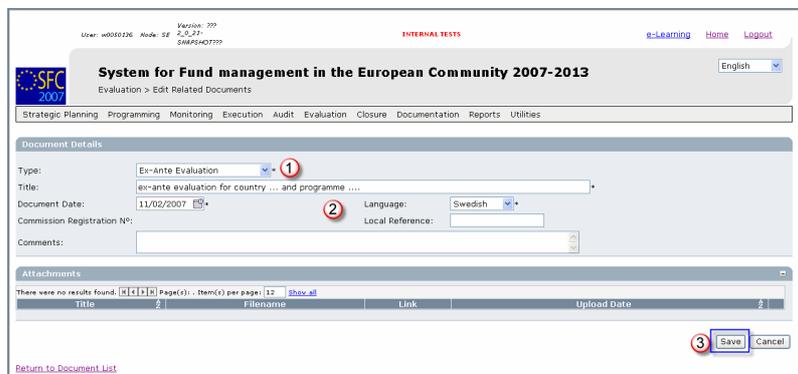
1. The Ex-Ante Evaluation document

1.1. Specifying the document type

1. Go to the > **Evaluation** menu. The **EVALUATION** screen appears. Select the **"UPLOAD A NEW DOCUMENT"** option.

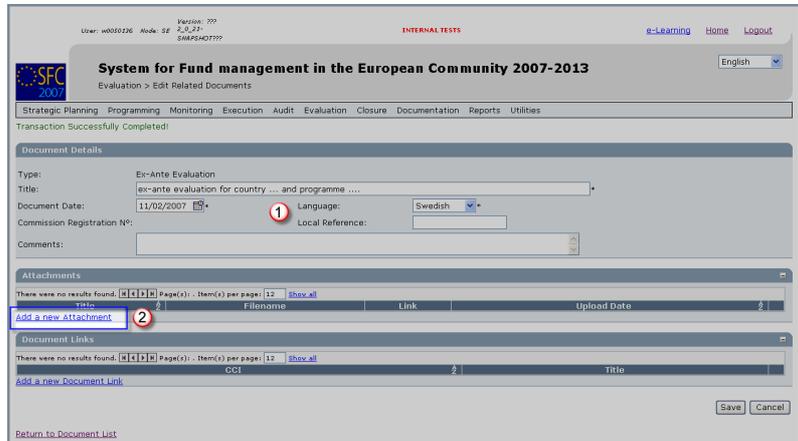


2. The Upload ex-ante evaluation screen appears.
 - (1) Select the type of document "Ex-Ante evaluation".
 - (2) enter a **TITLE** for the ex-ante evaluation, enter the **DATE** of the document, enter the **LANGUAGE** and, if available, enter a **LOCAL REFERENCE** number.
 - (3) Click **Save**

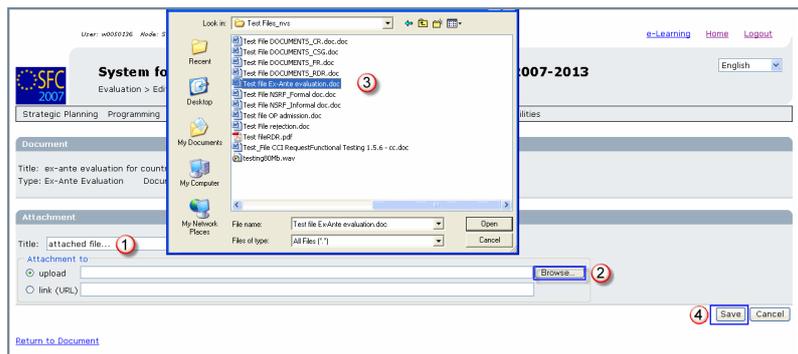


1.2. Uploading the corresponding file

- (1) The entered information is saved.
The "[Add a new Attachment](#)" option appears.
- (2) Click on this option



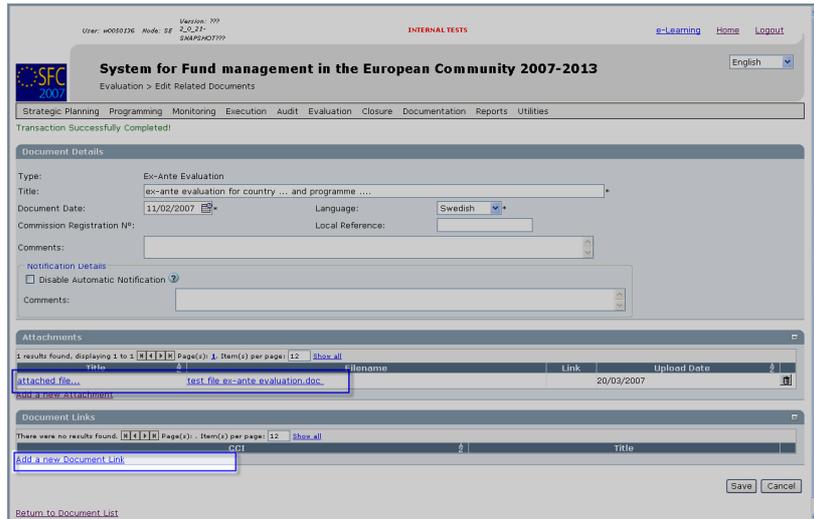
- (1) Enter a **TITLE** for the file you are uploading
- (2) Click **BROWSE** to search for the file and (3) select it from your computer (double click on the file name).
- (4) Click **SAVE** to save the uploaded file into the system



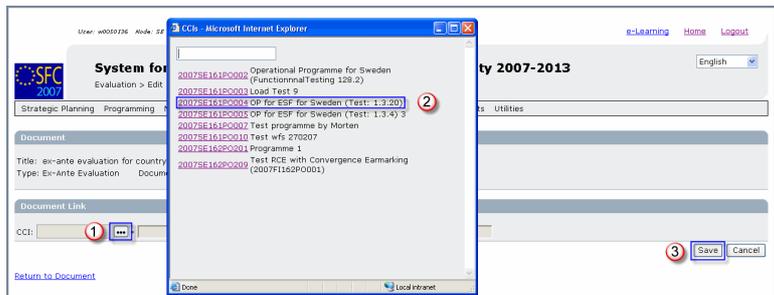
- The uploaded file is saved into the system.

1.3. Link the ex-ante evaluation to a specific programme.

- Once the file is saved, the option **ADD A NEW DOCUMENT LINK** appears. Click on it.

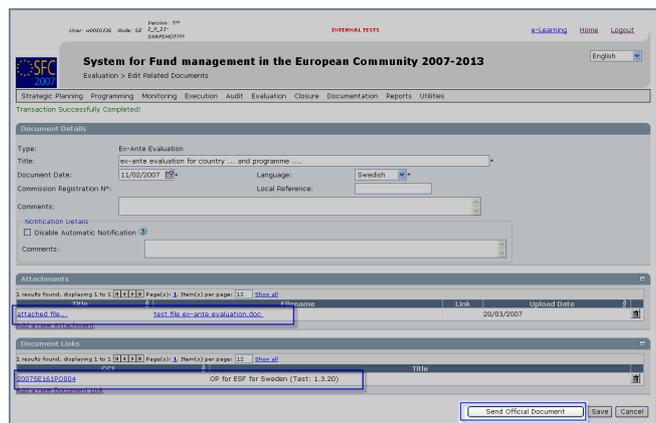


7. On the link screen, (1) click on the CCI button  (2) Select the corresponding programme from the list. Once the programme is selected, the CCI and the title appear. (3) Click **SAVE**

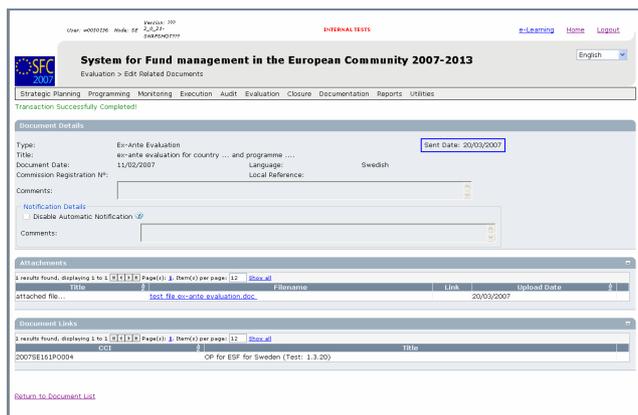


1.4. Sending the Ex-Ante evaluation to the Commission

8. Once the CCI number is saved, the "send" screen appears. Click on  to send the Ex-Ante evaluation to the Commission.



9. The **SENT DATE** appears and the document is visible by the Commission. You are not able to modify this document anymore.



2. Upload and send a new ex-Ante evaluation version to the Commission...

REMARK

A new Annual Summary can be uploaded only when the previous one has already been sent to the Commission (status is **SENT**).

Repeat all steps in chapters 1 and 2 and of this guide.

a. WORKFLOW OF THE EX-ANTE EVALUATION

Step	Status in SFC2007
The document is sent to the Commission	Sent
Final Status of this Document:	Sent