



## How to upload the documents related to the IPA 2010 Annual Implementation Report?

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### Purpose of this functionality

This functionality allows the upload of the Annual Implementation Report documents for IPA 2010.

### Regulation source

#### REGULATION EC/718/2007:

##### ARTICLE 112 FOR CROSS-BORDER

1. *By 30 June each year at the latest, the managing authority shall submit to the Commission an annual report on the implementation of the cross-border programme approved by the joint monitoring committee. The first annual report shall be submitted in the second year following the adoption of the programme.*

##### ARTICLE 169 FOR REGIONAL DEVELOPMENT AND HUMAN RESOURCES DEVELOPMENT

1. *By 30 June each year and for the first time by 30 June 2008, the operating structure shall submit a sectoral annual report to the Commission and the national IPA coordinator.*

### Concerned Funds

IPA C2	IPA C3	IPA C4	IPA C5
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### User roles and permission needed

**MEMBER STATE MANAGING AUTHORITY** with **UPDATE** and **SEND** permissions (**MSMA U+S**)

### Before you start, check that...

The (IPA) Operational Programme has 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](mailto:sfc2007-info@ec.europa.eu)

## 1. Create the Annual Implementation dossier

1. Go to the **MONITORING > IPA 2010 IMPLEMENTATION REPORT** menu.

The IPA 2010 Annual Implementation Report *search pane* appears:

Title	Type	Language	Attachments	Document Date	Sent Date
AIR IPA 05	Transitory Annual Implementation Report IPA 2010	English	1	01/06/2011	16/06/2011
EC observations doc for HR	EC Observations	English	1	16/05/2011	16/06/2011

2. Click on the [Upload a New Document](#) link.

## 2. Enter the general data of the document

3. The *edit document details* screen appears.

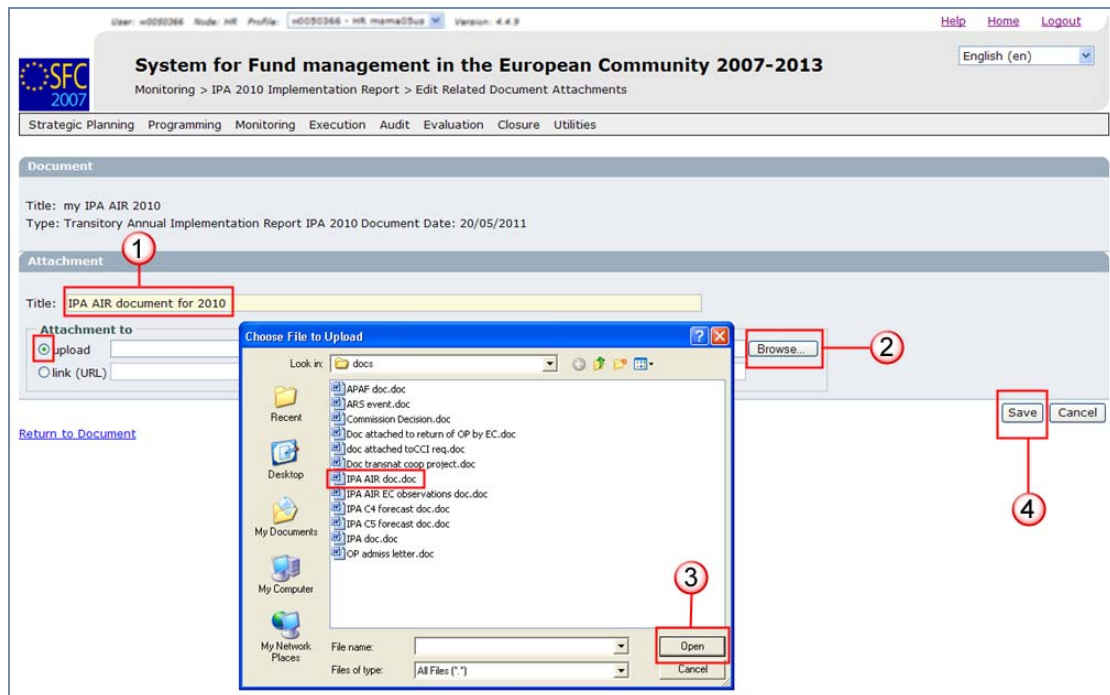
Title	Filename	Link	Upload Date
There were no results found.			

The **TYPE** of document is "Transitory Annual Implementation Report IPA 2010"

4. Enter the **TITLE** of your Annual Implementation Report, the **DATE** of the document, the **LANGUAGE** and a **LOCAL REFERENCE** (if any) you can also enter a free-text **COMMENT** (1).
5. Click **SAVE** to save the entered data (2).

### 3. Attach the related files

6. After having saved the general data, the message "Transaction Successfully Completed" is displayed on top of the screen. Select the [Add a new Attachment](#) link to attach the related files.
7. You are directed to the *upload files* screen:



8. Enter a **TITLE** for the file you are uploading (1).
  9. Select the **BROWSE** button and search for the corresponding file in your computer (2).
  10. Click **Open**. The path of the file is displayed in the **UPLOAD** file field (3).
  11. Click **SAVE** to save the uploaded file(4).
- You are redirected to the document general details screen.

TO ADD MORE FILES REPEAT STEPS 6 TO 11

### 4. Link the AIR to an Operational programme.

After having uploaded the corresponding files, you must link the AIR to an Operational Programme.

12. On the *document general details* you see the previously attached file(s). The message "Transaction Successfully Completed" is displayed on top of the screen and the Upload date of the attached file(s) is displayed.

SFC2007: System for Fund management in the European Community 2007-2013  
How to upload the documents related to the IPA 2010 Annual Implementation Report?

User: w000266 Role: HR Profile: w000266 - HR mama3Bus Version: 4.4.9 Help Home Logout English (en)

### System for Fund management in the European Community 2007-2013

Monitoring > IPA 2010 Implementation Report > Edit Related Documents

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

**Transaction Successfully Completed!**

#### Document Details

Type: Transitory Annual Implementation Report IPA 2010  
Title: my IPA AIR 2010  
Document Date: 20/05/2011 Language: English  
Commission Registration N°: Local Reference:  
Comments: my comment on IPA AIR 2010

#### Notification Details

Disable Automatic Notification  
Comments:

#### Attachments

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 5 Show all

Title	Filename	Link	Upload Date
IPA AIR document for 2010	IPA AIR doc.doc		17/06/2011

Add a new Attachment

#### Document Links

There were no results found.

CCI	Title
-----	-------

Add Link to CCI Number

Return to Document List

Save Cancel

13. The [Add Link to CCI number](#) link appears. Click on this link.

14. You are directed to the *add operational programme* screen:

User: w000266 Role: HR Profile: w000266 - HR mama3Bus Version: 4.4.9 Help Home Logout English (en)

### System for Fund management in the European Community 2007-2013

Monitoring > IPA 2010 Implementation Report > Edit Related Document Links

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

#### Document

Title: my IPA AIR 2010  
Type: Transitory Annual Implementation Report IPA 2010 Document Date: 20/05/2011

#### Document Link

CCI: [1] [three-dotted button]

Return to Document

#### CCIs - Windows Internet Explorer

- 2007HR05IPO001 OP IPA HR EMPL 265-cc (1)
- 2007HR05IPO002 My IPA programme [2]
- 2007HR05IPO003 a1
- 2007HR05IPO004 bbbbbb
- 2008HR05IPO001 Test IPA Program DG Empl - APK - 2002
- 2008HR05IPO002 Test IPA DG Empl APK - 102
- 2010HR05IPO001 test dtt IPAc04 hr empl ipa op
- 2011HR05IPO001 BO 3.8.0 201104061134

Save Cancel [3]

15. Click on the three-dotted button [three-dotted button] to select the programme covered by the AIR (1).

16. On the window that appears, select the CCI of the programme you want covered by this AIR (2).

17. The **CCI** of the programme and its **TITLE** is displayed.

18. Click **SAVE** to save the added programme (3).

TO LINK MORE PROGRAMMES REPEAT STEPS 13 TO 18

## 5. Send the documents to the Commission

Once you have attached the related files and linked your AIR to an Operational Programme (or Programmes), you can send the AIR documents to the Commission.

User: u000266 Role: NR Profile: u000266 - NR mama25us Version: 4.4.9 Help Home Logout

**System for Fund management in the European Community 2007-2013** English (en)

Monitoring > IPA 2010 Implementation Report > Edit Related Documents

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

**Document Details**

Type: Transitory Annual Implementation Report IPA 2010

Title: my IPA AIR 2010

Document Date: 20/05/2011 Language: English

Commission Registration N°: Local Reference:

Comments: my comment on IPA AIR 2010

**Notification Details**

Disable Automatic Notification

Comments:

**Attachments**

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 5 Show all

Title	Filename	Link	Upload Date
<a href="#">IPA AIR document for 2010</a>	<a href="#">IPA AIR doc.doc</a>		17/06/2011

[Add a new Attachment](#)

**Document Links**

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 5 Show all

CCI	Title
<a href="#">2007HR05IPO002</a>	My IPA programme

[Add Link to CCI Number](#)

[Send Official Document](#) [Save](#) [Cancel](#)

19. Click the SEND OFFICIAL DOCUMENT to send the document.

20. The document is sent and a sent date appears:

User: u000266 Role: NR Profile: u000266 - NR mama25us Version: 4.4.9 Help Home Logout

**System for Fund management in the European Community 2007-2013** English (en)

Monitoring > IPA 2010 Implementation Report > Edit Related Documents

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

**Transaction Successfully Completed!**

**Document Details**

Type: Transitory Annual Implementation Report IPA 2010 Sent Date: 17/06/2011

Title: my IPA AIR 2010

Document Date: 20/05/2011 Language: English

Commission Registration N°: Local Reference:

Comments: my comment on IPA AIR 2010

**Notification Details**

Disable Automatic Notification

Comments:

**Attachments**

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 5 Show all

Title	Filename	Link	Upload Date
<a href="#">IPA AIR document for 2010</a>	<a href="#">IPA AIR doc.doc</a>		17/06/2011

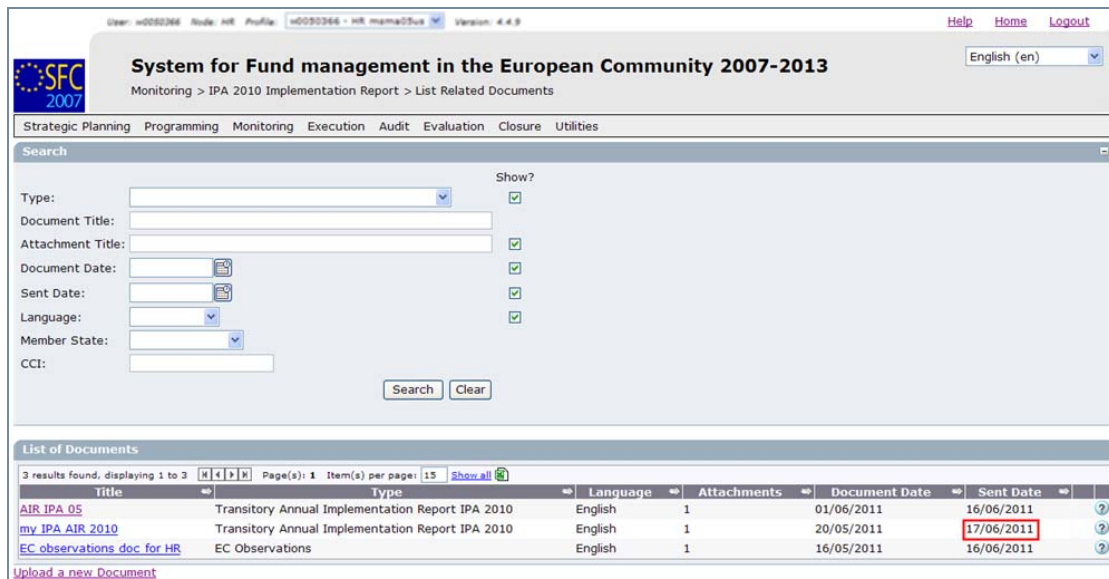
**Document Links**

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 5 Show all

CCI	Title
<a href="#">2007HR05IPO002</a>	My IPA programme

[Return to Document List](#)

21. Click on the link [Return to Document List](#). The document appears in the list with the Sent date.



System for Fund management in the European Community 2007-2013  
Monitoring > IPA 2010 Implementation Report > List Related Documents

Search

Type:  Show?

Document Title:

Attachment Title:

Document Date:

Sent Date:

Language:

Member State:

CCI:

List of Documents

3 results found, displaying 1 to 3 Page(s): 1 Item(s) per page: 15 [Show all](#)

Title	Type	Language	Attachments	Document Date	Sent Date
<a href="#">AIR IPA 05</a>	Transitory Annual Implementation Report IPA 2010	English	1	01/06/2011	16/06/2011
<a href="#">my IPA AIR 2010</a>	Transitory Annual Implementation Report IPA 2010	English	1	20/05/2011	17/06/2011
<a href="#">EC observations doc for HR</a>	EC Observations	English	1	16/05/2011	16/06/2011

[Upload a new Document](#)

TO UPLOAD ANY OTHER DOCUMENT, PLEASE FOLLOW ALL THE STEPS OF THIS GUIDE AGAIN.

#### a. Frequently Asked Questions

**QUESTION:** I don't see the SEND OFFICIAL DOCUMENT button

**ANSWER:** Have you uploaded the concerned files? (see chapter 3).

Have you linked the AIR to an Operational Programme? (see chapter 4).