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

User roles and permission needed

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

Before you start, check that…

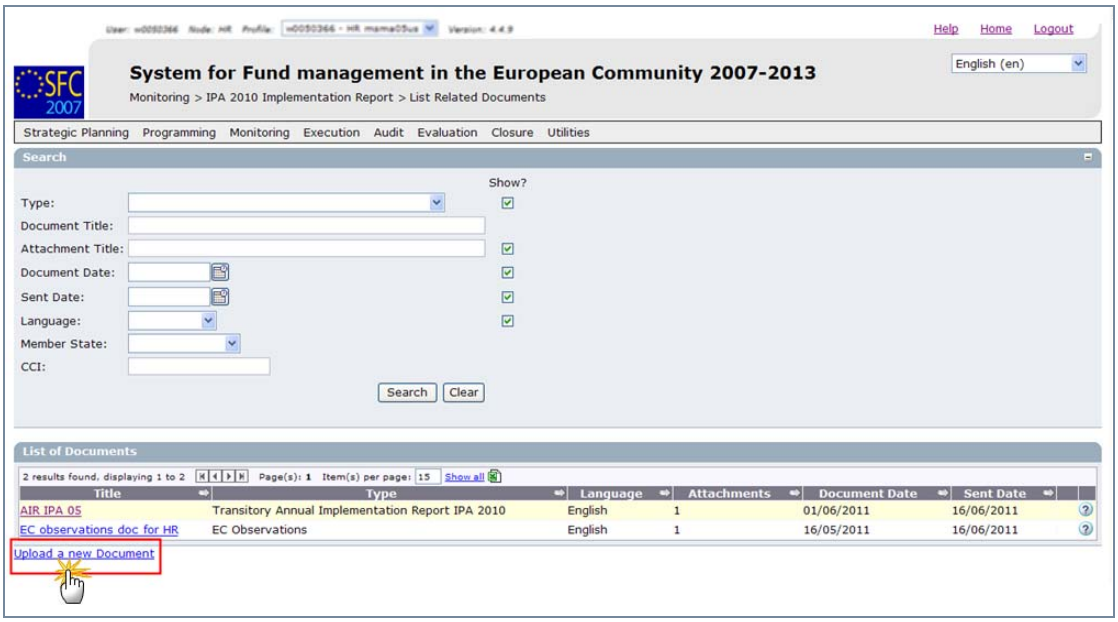
The (IPA) Operational Programme has been entered in SFC2007

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.

1. Create the Annual Implementation dossier

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

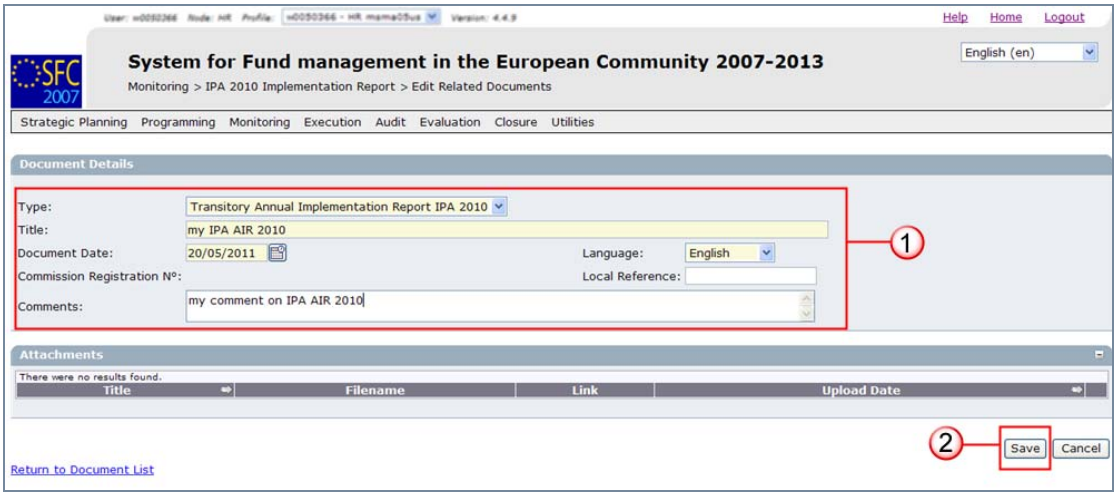
The IPA 2010 Annual Implementation Report ***search pane*** appears:



2. Click on the **Upload a New Document** link.

2. Enter the general data of the document

3. The ***edit document details*** screen appears.



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

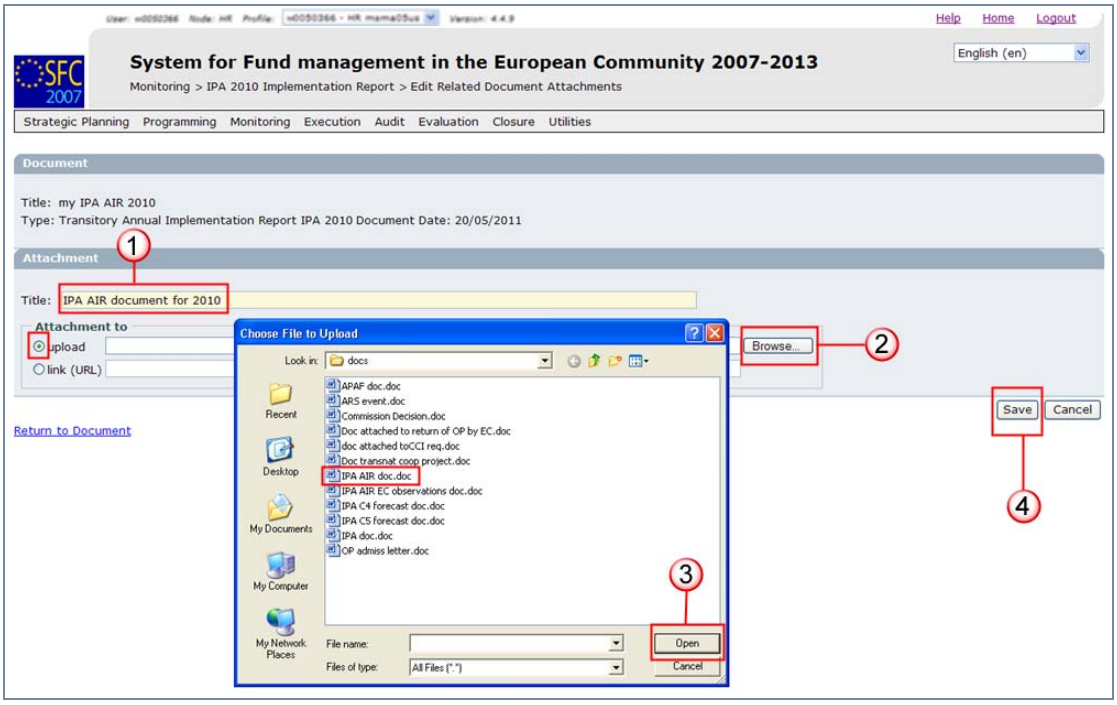
4. Enter the **TITLE** of your Annual Implementation Report, the **DATE** of the document, the **LANGUAGE** and a **LOCAL REFERENCE** (if any) you can also enter a free-text **COMMENT** **(1)**.

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)**.

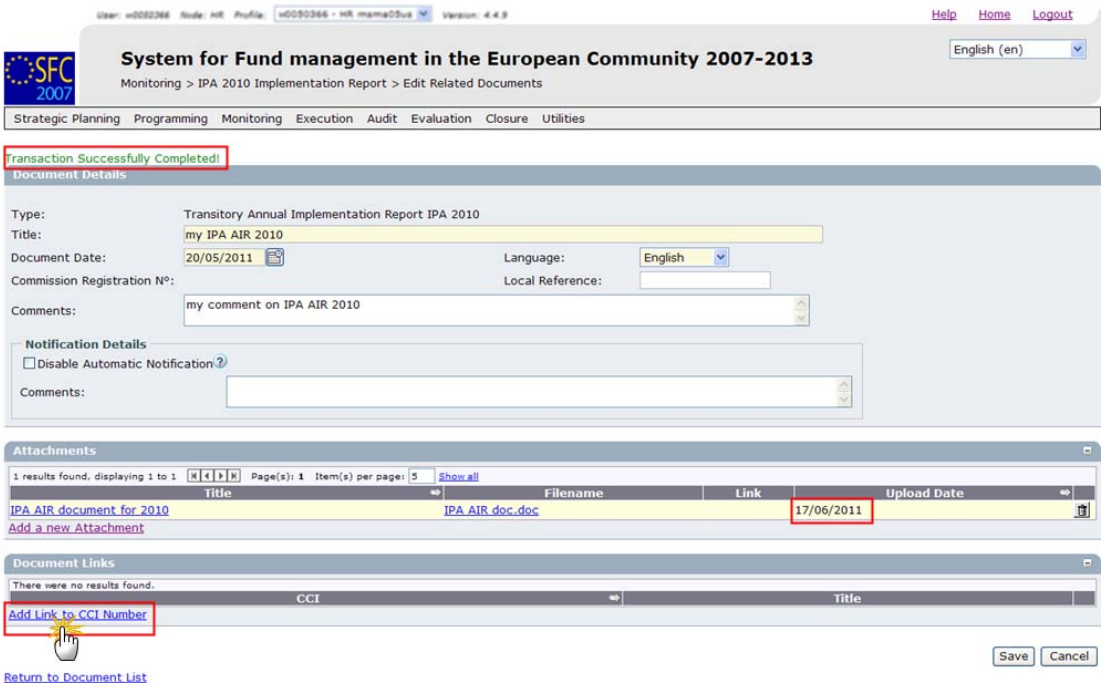
You are redirected to the document general details screen.

TO ADD MORE FILES REPEAT STEPS 6 TO 11

4. Link the AIR to an Operational programme.

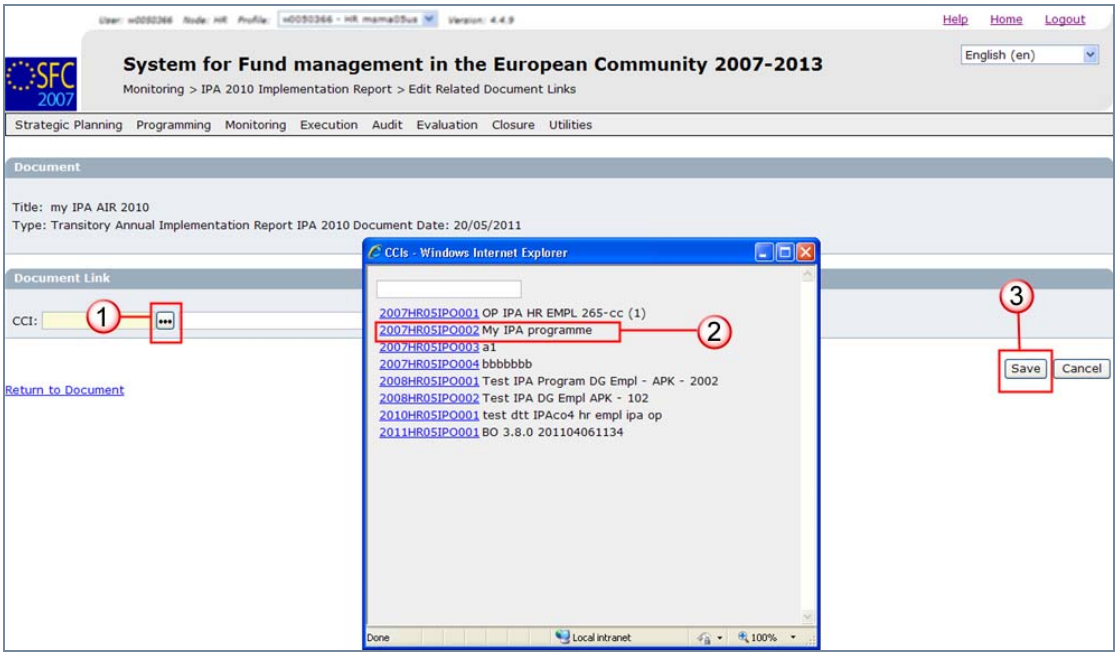
After having uploaded the corresponding files, you must link the AIR to an Operational Programme.

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.



13. The **Add Link to CCI number** link appears. Click on this link.

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



15. Click on the 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)**.

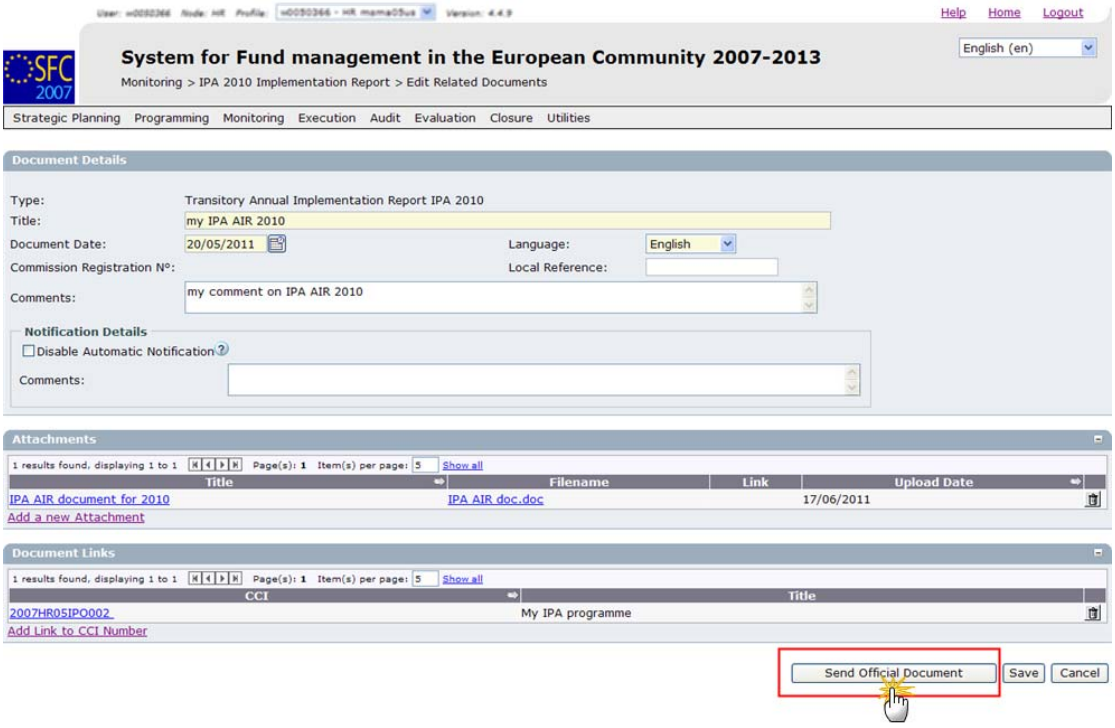
17. The **CCI** of the programme and it's **TITLE** is displayed.

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

TO LINK MORE PROGRAMMES REPEAT STEPS 13 TO 18

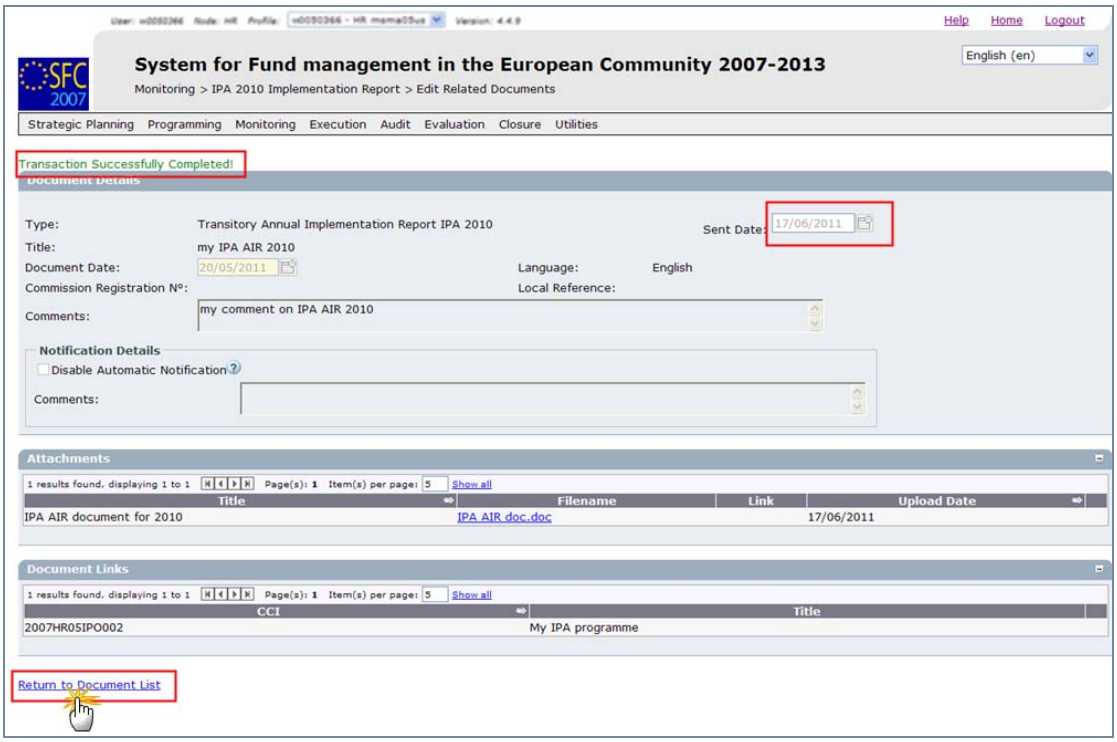
5. Send the documents to the Commission

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.

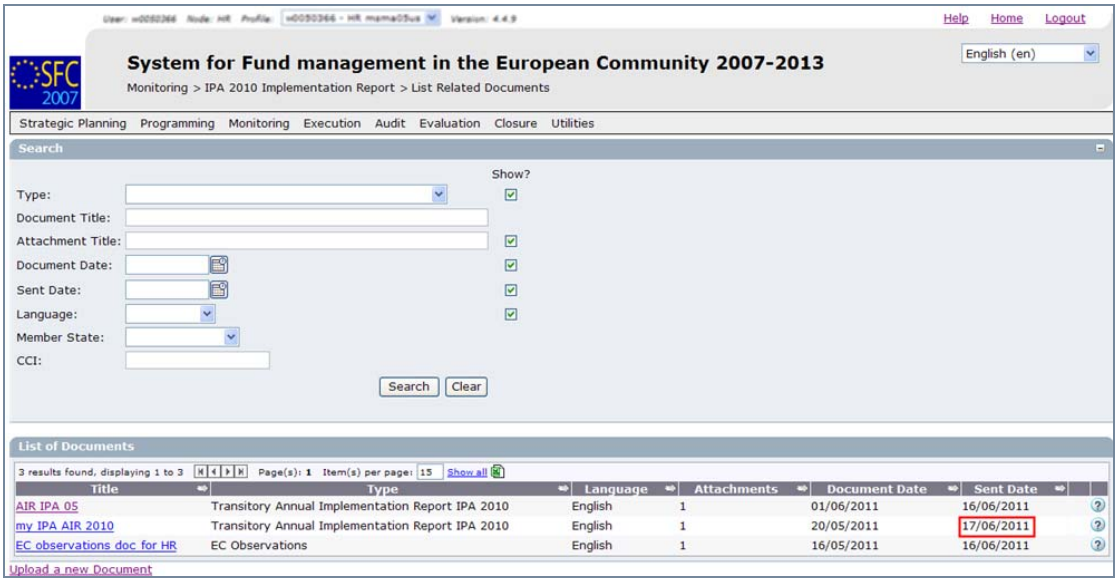


19. Click the **Send Official Document** to send the document.

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



21. Click on the link **Return to Document List**. The document appears in the list with the Sent date.



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).