



How to upload the mid-term evaluation documents?

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Purpose of this functionality

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

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 mid-term evaluation document has already been entered in SFC2007.

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The sending of mid-term evaluation documents happens in four steps:

- 1 Specifying the document type
- 2 Uploading the corresponding document file
- 3 Link the mid-term evaluation to the concerned programme.
- 4 Sending the Mid-term evaluation to the Commission

1. Specifying the document type

Step by step

1. Select the Evaluation > Evaluation menu



System for Fund management in the European Community 2007-2013
ERDF/CF, ESF, EAFRD and EFF

Welcome to the SFC2007 application

Step by step

2. Select the "UPLOAD A NEW DOCUMENT" option.



System for Fund management in the European Community 2007-2013
Evaluation > List Related Documents

No Associated Documents found

Upload a new Document

The Upload mid-term evaluation screen appears. Following information must be entered.

- Select the **TYPE** of document "ONGOING/INTERIM EVALUATION".
- enter a **TITLE** for the mid-term evaluation,
- enter the **DATE** of the document,
- enter the **LANGUAGE** and, if available,
- enter a **LOCAL REFERENCE** number.

Step by step

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3. Enter the requested information **1**
4. Click **Save** to save the entered information **2**.

The screenshot shows the 'System for Fund management in the European Community 2007-2013' interface. The 'Document Details' section contains the following fields: Type (Ongoing / Interim Evaluation), Title (My Ongoing evaluation document), Document Date (20/12/2010), Language (English), Commission Registration N° (empty), and Local Reference (My reference). The 'Attachments' section shows a table with columns for Title, Filename, Link, and Upload Date, and a 'Save' button circled with a '2'.

The entered information is saved.

2. Uploading the corresponding document file

Step by step

5. Click on the link [Add a new Attachment](#)

The screenshot shows the 'System for Fund management in the European Community 2007-2013' interface. The 'Document Details' section is visible. The 'Attachments' section shows a table with columns for Title, Filename, Link, and Upload Date. The 'Add a new Attachment' link is highlighted with a red box and a mouse cursor pointing to it.

You are directed to the **UPLOAD FILE** screen. You must enter the title of the document you are uploading, then upload the corresponding file from your computer and save the uploaded file.

Step by step

6. Enter a **TITLE** for the file you want to attach **1**.

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7. Select the **UPLOAD** option **2**.
8. Click **BROWSE** to search for the file on your computer **3**.
9. Select the file from your computer **4**.
10. Click **SAVE** to save the uploaded data **5**.



After saving the file, a screen with the overview of your document appears. It shows the general details of the document as well as the uploaded file.

To add more attachments to your document, repeat steps 6 to 10.

To add other documents, select the [Return to Document List](#) link and repeat steps 5 to 10.

3. Link the mid-term evaluation to the concerned programme.

The next step is to specify the programme (or programmes) concerned by this evaluation.

Step by step

11. Click on the [Add a new document link](#) link.

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Transaction Successfully Completed!

Document Details

Type: Ongoing / Interim Evaluation
Title: My Ongoing evaluation document
Document Date: 20/12/2010
Language: English
Commission Registration N°:
Local Reference: My reference
Comments:

Notification Details

Disable Automatic Notification?
Comments:

Attachments

Title	Filename	Link	Upload Date
My Ongoing evaluation document title	My mid-term evaluation document.doc		20/12/2010

Document Links

There were no results found.

CCI	Title
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Add a new Document Link

Return to Document List

Save Cancel

The screen that appears allows you to select the CCI of the concerned programme

Step by step

12. Click the "select CCI" button ①
13. The pop-up window shows the CCIs that can be selected. Choose one and double click on it ②
14. Click save to save the selected CCI ③

CCIs - Windows Internet Explorer

My Operational Programme

Document Link

CCI: [select CCI]

Save Cancel

If your mid-term evaluation covers more than one programme, you can repeat these steps to add more programmes.

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4. Sending the Mid-term evaluation to the Commission

Once the CCI number of the concerned programme is saved, (see chapter 3), the "send official document" button is visible. You can now send the mid-term evaluation to the Commission.

Step by step

15. Click on **Send Official Document** to send the mid-term evaluation to the Commission.

The screenshot shows the 'System for Fund management in the European Community 2007-2013' interface. The page title is 'Evaluation > Edit Related Documents'. The document details section shows: Type: Ongoing / Interim Evaluation; Title: My Ongoing evaluation document; Document Date: 20/12/2010; Language: English; Commission Registration N°: ; Local Reference: My reference. There are two 'Notification Details' sections, each with a 'Disable Automatic Notification?' checkbox and a comments field. The 'Attachments' section shows one attachment: 'My Ongoing evaluation document.doc' with filename 'My_mid-term_evaluation_document.doc' and upload date '20/12/2010'. The 'Document Links' section shows one link: 'My Operational Programme' with CCI '2007-01-01-2013-000000'. At the bottom right, the 'Send Official Document' button is highlighted with a red box and a mouse cursor. Other buttons include 'Save' and 'Cancel'. A 'Return to Document List' link is at the bottom left.

The next screen shows the overview of the document you sent. The "SENT DATE" is displayed. You are not able to modify this document anymore.

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SFC2007: System for Fund management in the European Community 2007-2013
How to upload the mid-term evaluation documents?

User: [username] Node: HU Profile: [profile] Version: #.0.00 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013
Evaluation > Edit Related Documents English (en)

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Transaction Successfully Completed!

Document Details

Type: Ongoing / Interim Evaluation **Sent Date: 20/12/2010**

Title: My Ongoing evaluation document

Document Date: 20/12/2010 Language: English

Commission Registration N°: Local Reference: My reference

Comments: [text area]

Notification Details

Disable Automatic Notification?

Comments: [text area]

Attachments

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

Title	Filename	Link	Upload Date
My Ongoing evaluation document title	My mid-term evaluation document.doc		20/12/2010

Document Links

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

CCI	Title
2007CB163PO004	My Operational Programme

[Return to Document List](#)

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