# How to upload the mid-term evaluation documents?

## Contents of this guide:

## 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 |
|---------|-----|-----|-------|

## 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.

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

<table>
<tr><td>

*Step by step*

**1.** Select the Evaluation > Evaluation menu



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*Step by step*

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



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</table>

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*

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.

3. Enter the requested information ①

4. Click [Save] to save the entered information ②.



The entered information is saved.

## 2. Uploading the corresponding document file

*Step by step*

5. Click on the link Add a new Attachment



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.

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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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



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 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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