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Action Plans

PURPOSE

This document describes the actions related to the Action Plans procedure for EAGF and EAFRD as described in Article 41(2)b of Regulation (EU) 1306/2013 (for financial period 2022), Article 135 of Regulation (EU) 2021/2115 and Articles 41 and 42 of Regulation (EU) 2021/2116.

REGULATIONS

More detail regarding the regulation of the Action Plans can be found in the "[About SFC2021](#)" section of the portal.

ROLES

Roles involved in the Action Plans are:

MS Paying Agency (MSPA) MS Coordination Body (MSCB)	Record Action Plan Consult Action Plan Delete Action Plan Validate Action Plan Prepare Action Plan for send to EC Send Action Plan Request for Revised Action Plan by MS Cancel Action Plan Create New Version of an Action Plan
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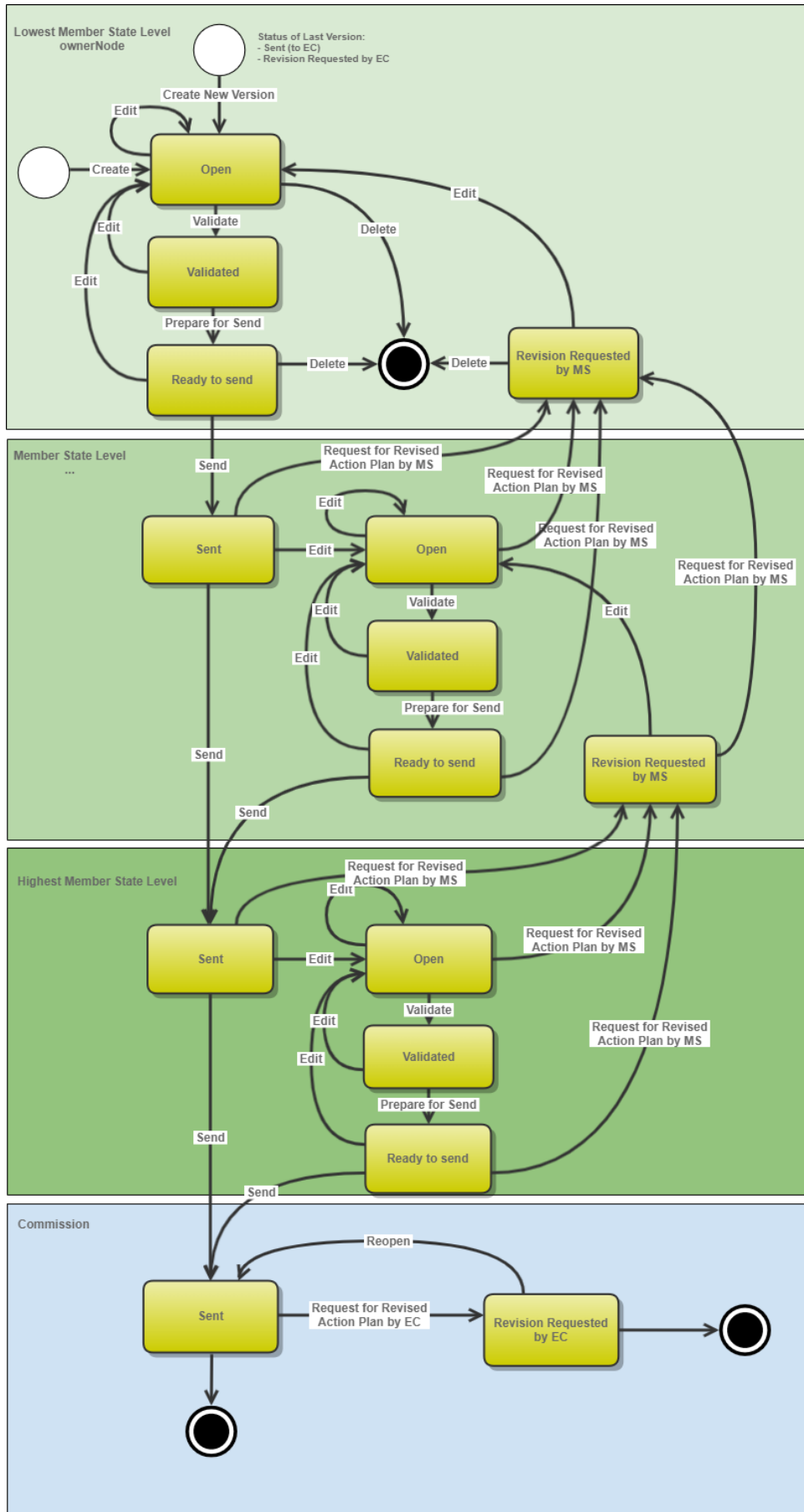
FUNDS

EAGF	EAFRD
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Workflow

This section shows the lifecycle to create and manage an Action Plan.

Click [here](#) to see the Action Plan workflow diagram in high resolution.



Create an Action Plan

REMARK	The User is an identified User and has the role of MS Paying Agency or MS Coordination Body with Update rights (MSPAu/MSCBu). The Fund should be EAGF for ABB Direct Aid and Market Interventions, and EAFRD for ABB Rural Development.
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1. To create an Action Plan, go to the **AUDIT** menu and select the **ACTION PLANS** option:

1 TEST SFC2021

- HOME
- STRATEGIC PLANNING
- PROGRAMMING
- APPLICATION (EGF)
- MONITORING
- EXECUTION
- 2** AUDIT
 - National audit report (IJG ETC)
 - National audit report (EMFAF)
 - National audit report (AMIF ISF BMVI)
 - Annual control report (IJG ETC)
 - Annual control report (EMFAF)
 - Annual control report (AMIF ISF BMVI)
 - Reservation letters (EAGF EAFRD)
 - 3** Action plans (EAGF EAFRD)
 - Interreg common sample
 - EC audit report

2. In the search screen click on the **CREATE** button to create a new Action Plan:

MAPS List

Show Export Refresh Clear

Create

Version	Trigger	Financial period	ABB	Country	Paying Agency	Implementation deadline	Status	Status date
2022.1	Reservation	16/10/2021 - 15/10/2022	Rural Development	Spain	ES02		SENT	19/06/2023
2022.1	Reservation	16/10/2021 - 15/10/2022	Rural Development	Spain	ES08	31/12/2025	SENT	19/06/2023
2022.0	Reservation	16/10/2021 - 15/10/2022	Rural Development	Spain	ES02		SENT	19/06/2023
2022.0	Reservation	16/10/2021 - 15/10/2022	Rural Development	Spain	ES08	31/12/2023	SENT	19/06/2023
2022.0	Reservation	16/10/2021 - 15/10/2022	Rural Development	Spain	ES18		SENT	19/06/2023
2021.0	Reservation	16/10/2020 - 15/10/2021	Rural Development	Spain	ES09	31/12/2023	SENT	19/06/2023
2020.1	Reservation	16/10/2019 - 15/10/2020	Rural Development	Spain	ES02	01/02/2021	SENT	19/06/2023

You are redirected to the Action Plan Creation Wizard:

CREATE ACTION PLAN

Financial period *

16/10/2021 - 15/10/2022

ABB *

Paying Agency *

MS

Error rate reservations letter - Ares No *

Trigger *

Reservation

Frequency of MS reporting

Date of request to MS *

dd/mm/yyyy

Native/source language *

Select a language

Comments

Cancel

Create



3. Enter or select the following information:

(1) Select the *Financial period*.

The list contains the financial period that is open at the moment of the creation of the Action Plan.

(2) Select the *ABB activity*.

The list contains Market Interventions (EAGF), Direct Aid (EAGF) and Rural Development (EAFRD).

(3) Tick the *MS* box if the Action Plan is created at the Member State level.

(4) Select the *Paying Agency*.

The list contains all Paying Agencies available on the User's Node.

(5) Enter the *Error rate reservations letter - Ares No.*

(6) Select the *Trigger*.

(7) Select the *Frequency of MS reporting* if necessary.

(8) Enter the *Date of requests to MS*, which is the date when the MS received the letter.

(9) Select the *Native/source language*.

The list contains all the 23 official EU languages.

(10) Enter *Comments* if necessary.

The comments will be automatically translated by the system into English in a separate field, but it can be edited afterwards.

(11) Click on **CREATE**.

The status of the Action Plan is **OPEN**.

REMARK	On Create, when the preconditions are met, the initial Action Plan structure is created and a Table of Content (ToC)/Navigation Tree is presented, so the User can continue to populate the structured data of the Action Plan.
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Record/Edit the Action Plan

REMARK	<p>The User is an identified User and has the role of MS Paying Agency or MS Coordination Body with Update rights (MSPAu/MSCBu).</p> <p>When editing a version of Action Plan, its status is OPEN, VALIDATED, READY TO SEND or SENT at the level of the Member State or REVISION REQUESTED BY MS and currently resides on the User's Node.</p>
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General

Version Information

NOTE	<p>The Version Information contains information on the identification and status of the Action Plan Version like the Status and the Node where it currently resides.</p>
-------------	---

Click on the **EDIT** button to edit the Version information if needed:

The screenshot displays the 'Version information' page under the 'GENERAL' section. On the left, there is a 'Table of Contents' with a search bar and a list of items: General, Version information (selected), Officials in charge, History, Documents, Observations, and Actions. The main content area shows a table with the following data:

Country	Version	Last modified	Current node	
Spain	2022.0	06/07/2023, 11:06	España	OPEN

Below the table, there are several sections:




- Financial period ***: 16/10/2021 - 15/10/2022 (2022)
- ABB ***
- Market Interventions**
- Paying Agency ***: MS
- ES18. Fondo Español de Garantía Agraria**
- Error rate reservations letter - Ares No ***: Ares(2023)1981

In the top right corner of the main content area, there is an **Edit** button with a pencil icon, which is highlighted with a red box and a hand cursor.

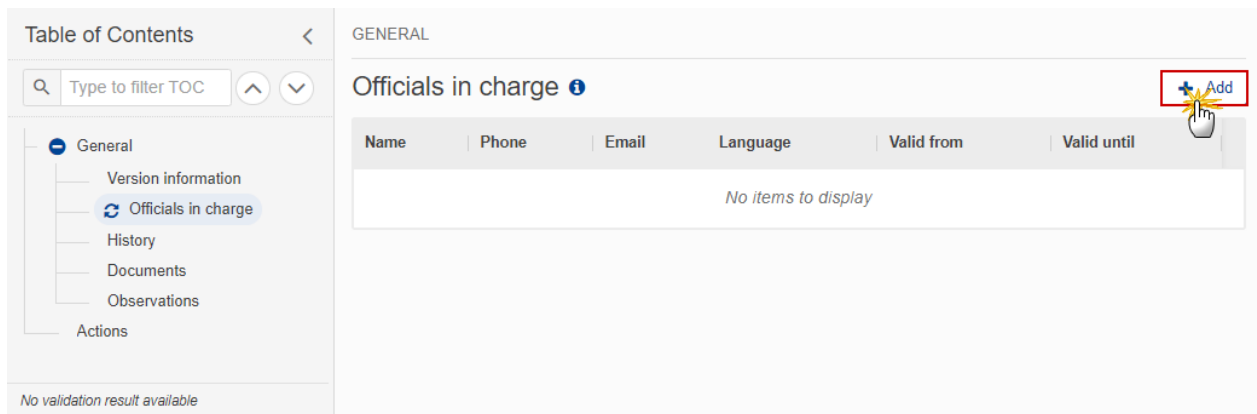
REMARK	The fields <i>Financial Period</i> , <i>ABB</i> and <i>Paying Agency/MS</i> cannot be modified.
---------------	---

Officials in Charge

NOTE	<p>Officials in Charge can be updated at any time, independent from the status of the Action Plan.</p> <p>Commission Officials (email domain "ec.europa.eu") can only be created/updated/deleted by Commission Users.</p>
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- Click on the **ADD** button  to add a new official in charge.
- Clicking on the **EDIT** icon  of a row will allow you to modify the information of this official.
- Clicking on the **DELETE** icon  of a row will allow you to delete the official in charge selected.

1. Click on the **ADD** button to add a new Official in Charge:



The screenshot shows a web interface for managing 'Officials in charge'. On the left, there is a 'Table of Contents' sidebar with a search bar and a list of menu items: General, Version information, Officials in charge (highlighted), History, Documents, Observations, and Actions. The main content area is titled 'GENERAL' and 'Officials in charge'. It features a table with the following columns: Name, Phone, Email, Language, Valid from, and Valid until. The table is currently empty, with the text 'No items to display' centered below the header. A red box highlights the '+ Add' button in the top right corner of the table area.

The Edit details pop-up window appears:

Edit row

Name * 248
 1

Email * 243
 2

Phone 50 3

Language 4

Valid from 5

Valid until 5

6

2. Enter or select the following information:

(1) Enter the *Name*.

(2) Enter the *Email*.

The format of the Email address will be validated by the system and should be unique.

(3) Enter the *Phone* number.

(4) Select the *Language*.

(5) Enter the *Valid from* and *Valid until* dates.

The *Valid until* date should be greater than the *Valid from* date.

(6) Click on **SAVE** to save the information.

History

This section shows all the actions that have been taken on the Action Plan since it was created, for example:

Table of Contents <

🔍 Type to filter TOC

- General
- Version information
- Officials in charge
- History**
- Documents
- Observations
- Actions

2 All results 2 Passed 0 Warning 0 Error

GENERAL

History ⓘ

- 07/07/2023
08:23

○

VALIDATED

Action **Validate** on node **España (ES)** by **Gsb, Ste (n0001843)**
- 07/07/2023
08:19

○

OPEN

Action **Edit** on node **España (ES)** by **Gsb, Ste (n0001843)**
- 06/07/2023
11:06

○

OPEN

Action **Create** on node **España (ES)** by **Gsb, Ste (n0001843)**

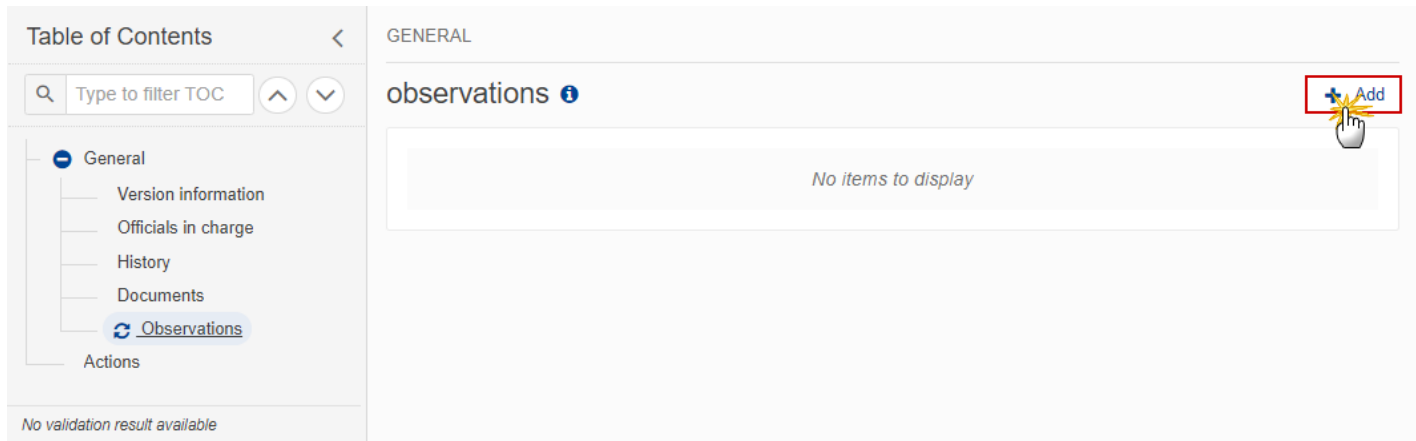
Documents

NOTE	There is no integral documents in the Action Plan. The only document available will be the “Snapshot before send” document that will be generated by the system so that the sender can first verify what will be sent to the Commission
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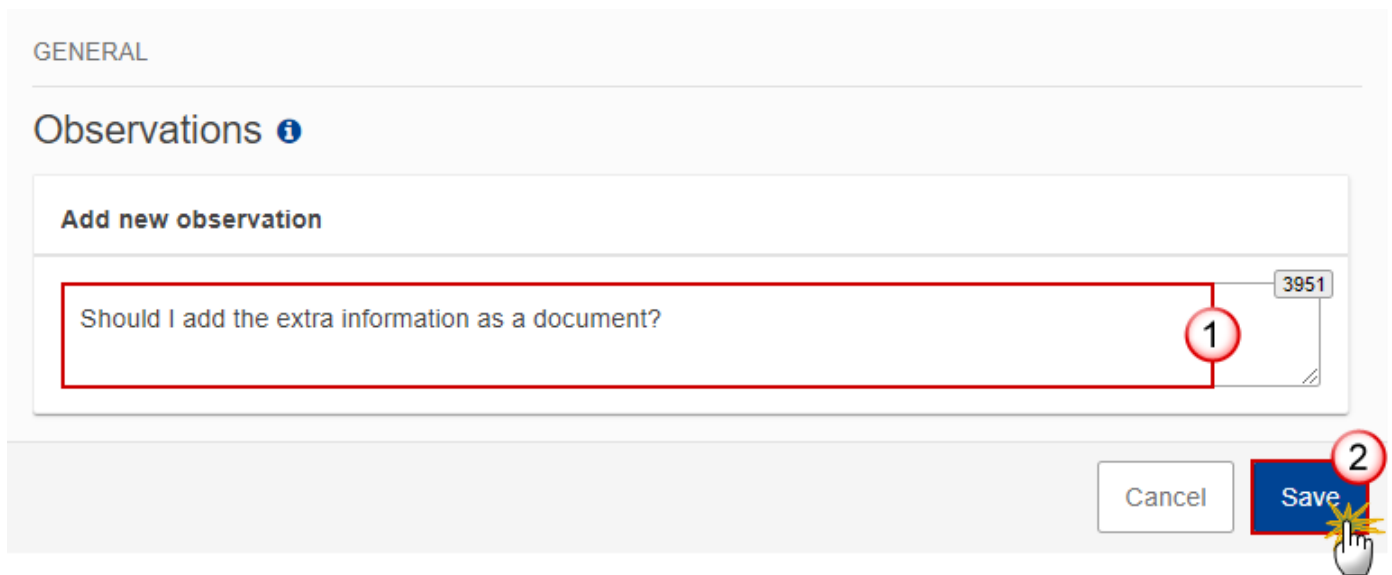
Observations

NOTE	<p>This section is used to provide any relevant information to the Action Plan. It can be used as a type of 'chat' between the Member State and Commission.</p> <p>All Users who have Read permission on the Action Plan will be able to read all observations in the conversation.</p> <p>All Users who have Update permission on the Action Plan will be able to send an observation and participate in the conversation.</p> <p>All observations are kept against the specific version of the Action Plan.</p> <p>The observation is added below the Observations box and includes the username, the date and time of the post.</p>
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1. Click on the **ADD** button to add an observation:



The Add new observation screen appears:



2. Enter the following:
 - (1) Enter an observation.
 - (2) Click on **ADD** to save the information.

Actions

1. Click on the **EDIT** button to enter the Actions for the Action Plan:



The Edit details pop-up window appears:

Actions

Status *

  1

Action Type *

  2

Action type comments

 3

Root causes *

Eligibility, verifiability and controllability of measures

Non-respect of eligibility criteria

Procurement rules

Admissibility of expenditure


Information about Member States' management and control systems

4


Root Cause comments

 5

Implementation deadline

  6

Completion date

  7

Audit Report Number

 8

Audit Authority *

DG AGRI

European Court of Auditors

Member State

Other

9

Qualitative description of indicator(s)

 10

Qualitative description of latest known results

 11

Comments

 12

Cancel

Save



2. Enter or select the following:

- (1) Select the *Status* for your Action.
- (2) Select the *Action Type*.
- (3) Enter the *Action type comments*.
- (4) Select the *Root causes*. Multiple choices are possible.
- (5) Enter the *Root cause comments*.
- (6) Enter the *Implementation deadline*.
- (7) Enter the *Completion date*.
- (8) Enter the *Audit Report Number*.
- (9) Select the *Audit Authority*. Multiple choices are possible.
- (10) Enter the *Qualitative description of indicator(s)*.
- (11) Enter the *Qualitative description of latest known results*.
- (12) Enter *Comments* if necessary.
- (13) Click on **SAVE** to save the information.

REMARK	The comments and description fields will be automatically translated by the system into English in a separate field, but it can be edited afterwards.
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Validate the Action Plan

REMARK	<p>The Action Plan can be validated at any time, when the current version is in status OPEN and resides at the User's Node.</p> <p>The User must have the role of MS Paying Agency or MS Coordination Body with Update or Send rights (MSPAu/s or MSCBu/s).</p>
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Click on the **VALIDATE** button to validate the Action Plan:

MAPS List ES - ABB02 - ES18 - 2022.0

2022.0 ES 07/07/2023, 08:19 OPEN Validate

Table of Contents < GENERAL

Version information ⓘ Edit

Country	Version	Last modified	Current node	
Spain	2022.0	07/07/2023, 08:19	España	OPEN

Financial period *
16/10/2021 - 15/10/2022 (2022)

ABB *
Market Interventions

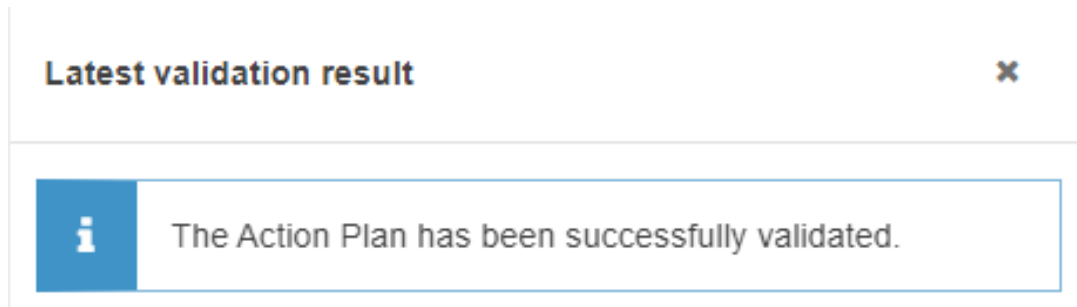
Paying Agency *
 MS
ES18. Fondo Español de Garantía Agraria

REMARK	An ERROR will block you from sending the Action Plan. The error(s) should be resolved and the Action Plan must be revalidated. Note that a WARNING does not block you from sending the Action Plan.
---------------	---

The system validates the following information:

Code	Severity	Validation Rule
001	ERROR	General/Version information: Validate that field 'Error rate reservations letter - Ares No' is filled
002	ERROR	In section 'Actions': At least one 'Action' is required.

An example of a validation window:



You can check the list of validation results at any time throughout the Action Plan:

MAPS List ES - ABB02 - ES18 - 2022.0

2022.0 ES 07/07/2023, 08:23 VALIDATED

Table of Contents

GENERAL

Version information

Country	Version	Last
Spain	2022.0	07/07/2023

Financial period *
16/10/2021 - 15/10/2022 (2022)

ABB *
Market Interventions

Paying Agency *
 MS
ES18. Fondo Español de Garantía Ag

Error rate reservations letter - Ares No *

1

2

Latest validation result

The Action Plan has been successfully validated.

MAPS_001

General/Version information: Validate that field 'Error rate reservations letter - Ares No' is filled

MAPS_002

Validate at least one 'Action' is provided

2 All results 2 Passed 0 Warning 0 Error

To see the last validation results:

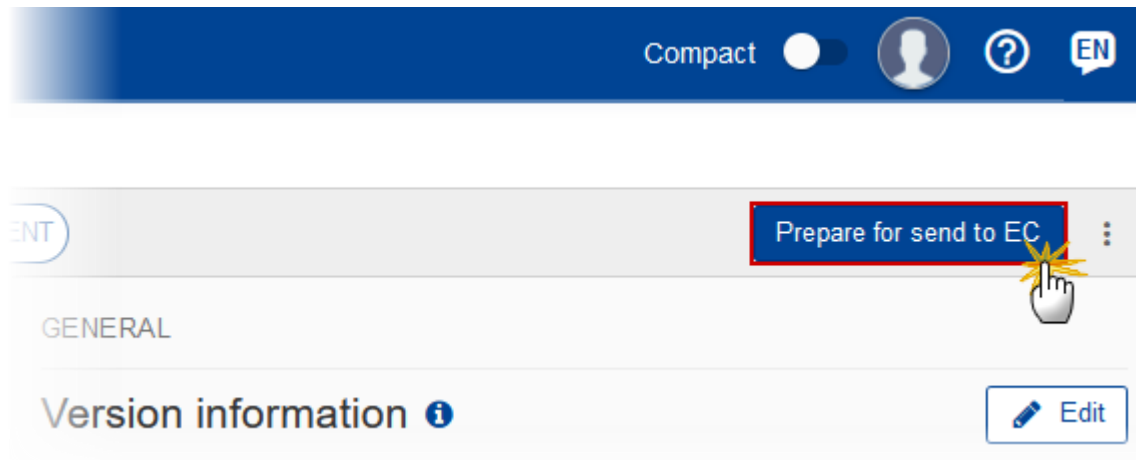
- (1) Click on one of the 4 categories: *All results*, *Passed*, *Warning*, *Error*.
- (2) The list of latest validation results for the chosen category is displayed.

After all errors have been resolved the status of the Action Plan becomes **VALIDATED**.

Prepare Action Plan for send to EC

REMARK	<p>The Prepare for Send can occur when a User on the highest MS Node wants to indicate that the Action Plan version can be prepared for sending to the Commission, once the VALIDATION ERRORS have been removed and the status is VALIDATED or SENT (from a lower Node).</p> <p>The User must have the role of MS Paying Agency or MS Coordination Body with Update or Send rights (MSPAu/s or MSCBu/s).</p>
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1. Click on the **PREPARE FOR SEND TO EC** button to prepare to send the Action Plan to the Commission:



The system will ask you to confirm the send action:

Prepare to send the Action Plan



This action will generate a snapshot document in a couple of minutes. After this has been done you will be able to send this object to the Commission

Country
Spain

Version
2022.0

Last modified
07/07/2023, 08:23

Current node
España

VALIDATED

Cancel

Confirm



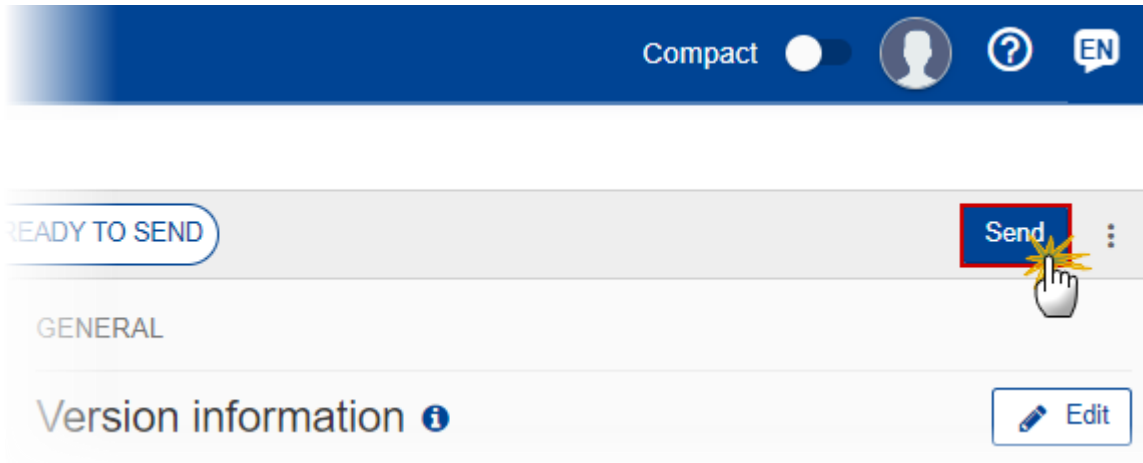
2. Click on **CONFIRM** to confirm.

The status of the Action Plan is set to **PREPARING FOR SEND TO EC**.

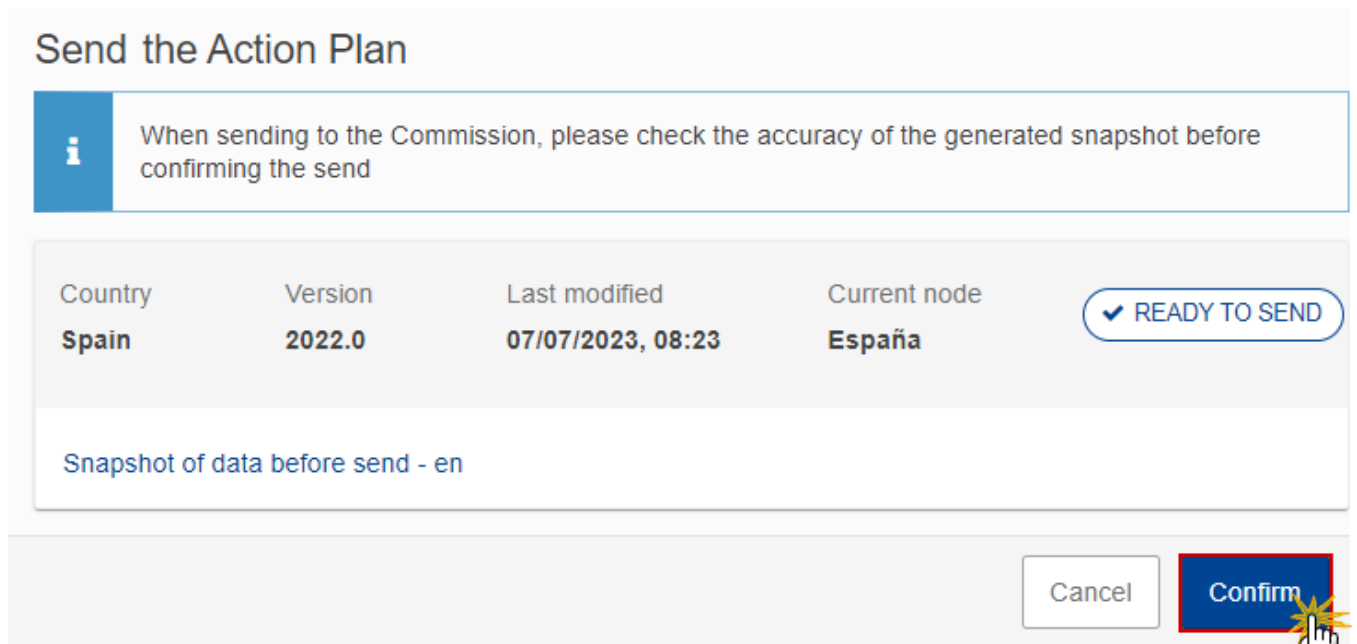
Send the Action Plan

REMARK	<p>The Send can occur when a User wants to send its recorded data on an Action Plan version to the Commission or to an upper Node.</p> <p>The Action Plan can only be sent once the VALIDATION ERRORS have been removed and the status is READY TO SEND or SENT (from a lower node).</p> <p>The "4 eyes principle" must be respected. Therefore, the User sending must be different from the User who last validated.</p> <p>The User must have the role of MS Paying Agency or MS Coordination Body with Send rights (MSPAs/MSCBs).</p>
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1. Click on the **SEND** button to send the Action Plan to the Commission or to an upper Node:



The system will ask you to confirm the send action:



2. Click on **CONFIRM** to confirm. For completing this action, the User will be redirected to the EU Login signature page.

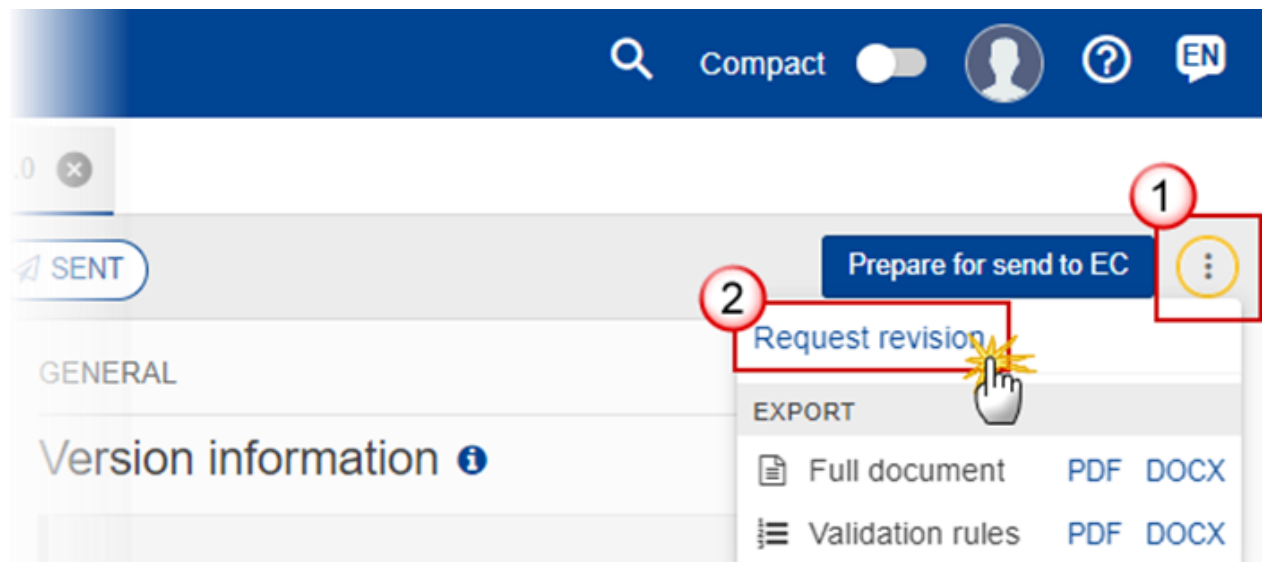
On success, the Action Plan version has been sent to the Commission or to an upper Node. When sent, the status is set to **SENT**.

REMARK	<p>When on the highest MS node, different versions of the generated “Snapshot before send” document will be available so that the sender can first verify what will be sent to the Commission:</p> <ul style="list-style-type: none"> • A version containing the untranslated content with the template in the Source language. • When the Source language is different from English, a version containing the untranslated content with the template in English. • When the Source language is different from English, a version containing a machine translation of the content in English with the template in English.
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Request for Revised Action Plan by MS

REMARK	<p>The Action Plan can only be revised by MS when a lower Node exists and the status is SENT (to a higher MS node), OPEN, VALIDATED, READY TO SEND or REVISION REQUESTED BY MS.</p> <p>This action can be used when a User wants to request a revision for the Action Plan version sent by the Member State/Region because it is incomplete or incorrect.</p> <p>The User must have the role of MS Paying Agency or MS Coordination Body with Update rights (MSPAu/MSCBu).</p>
---------------	--

Follow the steps to request for revised Action Plan by MS:




1. Select the following:

(1) Select the icon with 3 vertical dots.

(2) Click on the **REQUEST REVISION** button to request revision from the lower Node.

The system will ask you to confirm the request for revision:


Request for revision of the Action Plan

Country	Version	Last modified	Current node	
Spain	2022.0	07/07/2023, 08:23	España	

Reason for request for revision *

Reason 1

2



1. Enter the following:

(1) Enter the *Reason* in the text box provided.

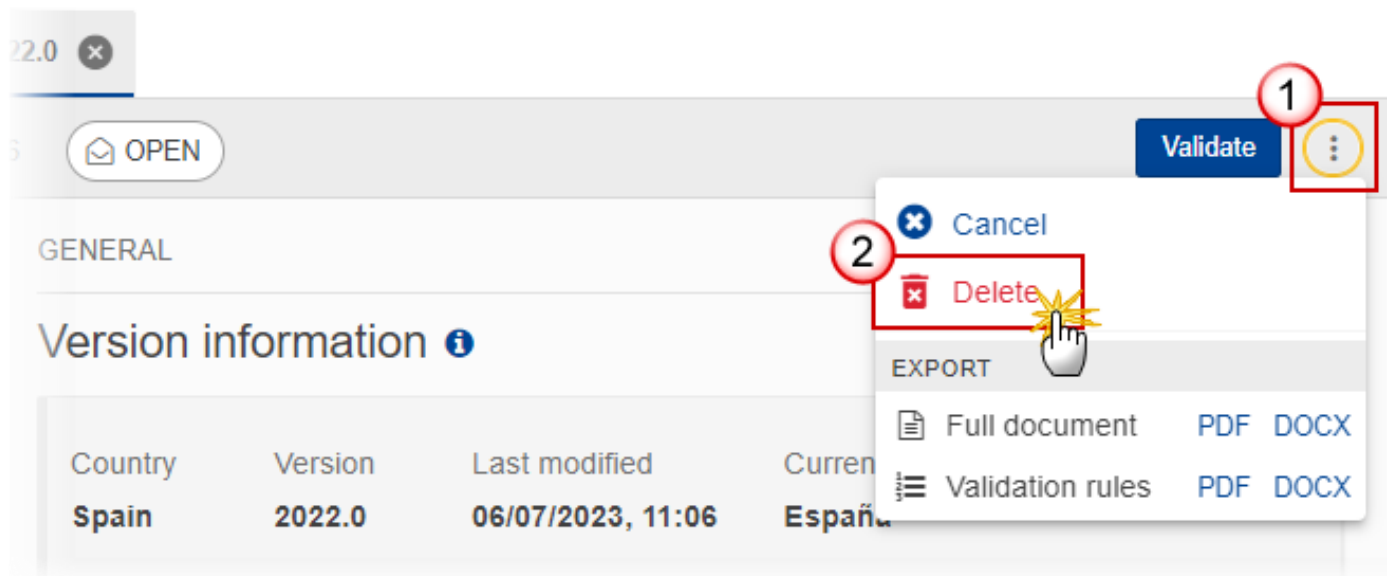
(2) Click on **CONFIRM** to save the information.

On success, the status of the Action Plan will be changed to **REVISION REQUESTED BY MS** and the sender is notified of the action and its reason.

Delete the Action Plan

REMARK	<p>The Action Plan can only be deleted when:</p> <ul style="list-style-type: none"> • it resides on the owner Node • the status is OPEN, VALIDATED, READY TO SEND or REVISION REQUESTED BY MS • it has never been sent to the Commission before • it has no sent documents attached. <p>The User must have the role of MS Paying Agency or MS Coordination Body with Update rights (MSPAu/MSCBu).</p> <p>The delete is a physical delete and cannot be recovered!</p>
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Follow the steps to remove the Action Plan from the system:



1. Select the following:

- (1) Select the icon with 3 vertical dots.
- (2) Click on the **DELETE** button to remove the Action Plan from the system.

The system will ask you to confirm the delete action:

Delete Action Plan



This action cannot be undone!

Country

Version

Last modified

Current node

OPEN

Spain

2022.0

06/07/2023, 11:06

España

Cancel

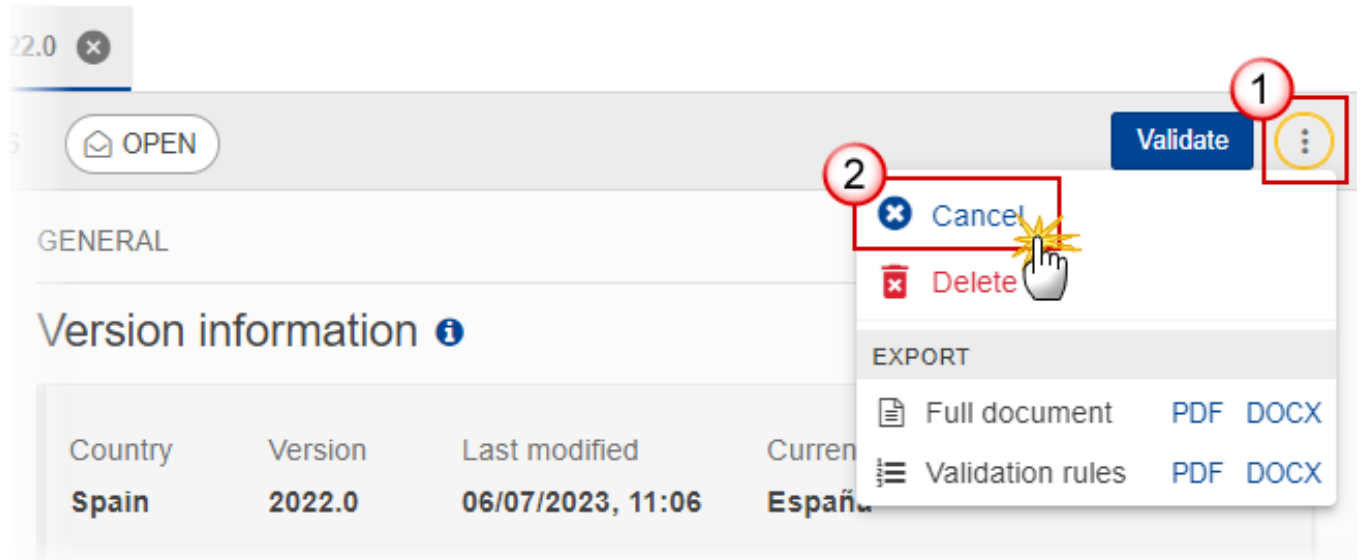
Confirm

2. Click on **CONFIRM** to confirm or click on **CANCEL** to return to the Action Plan.

Cancel the Action Plan

REMARK	<p>The Action Plan can only be cancelled when an Action Plan version with documents was sent to the Commission and without any previous work version in status REVISION REQUESTED BY EC. The notification utility will be called to notify the Commission of the cancel of the version.</p> <p>The Action Plan version must currently reside on the User's Node and its status is OPEN, VALIDATED, READY TO SEND or REVISION REQUESTED BY MS and contains a sent Document and has no previous working version of the same major version in status REVISION REQUESTED BY EC.</p> <p>The User must have the role of MS Paying Agency or MS Coordination Body with Update rights (MSPAu/MSCBu).</p>
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Follow the steps to cancel the Action Plan from the system:

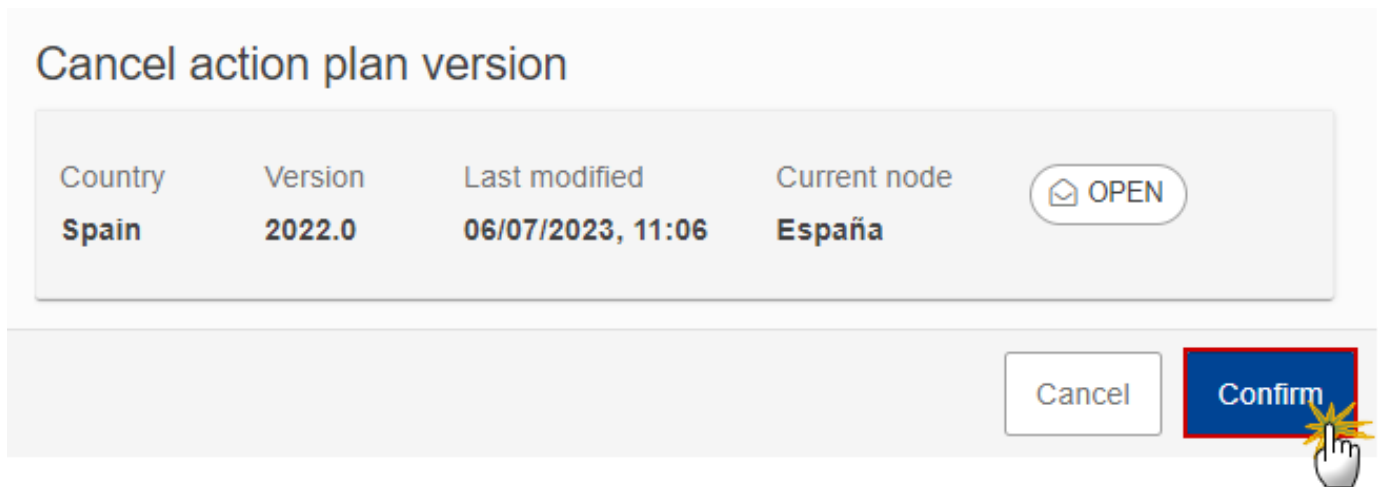


1. Select the following:

(1) Select the icon with 3 vertical dots.

(2) Click on the **CANCEL** button to cancel the Action Plan from the system.

The system will ask you to confirm the cancel action:



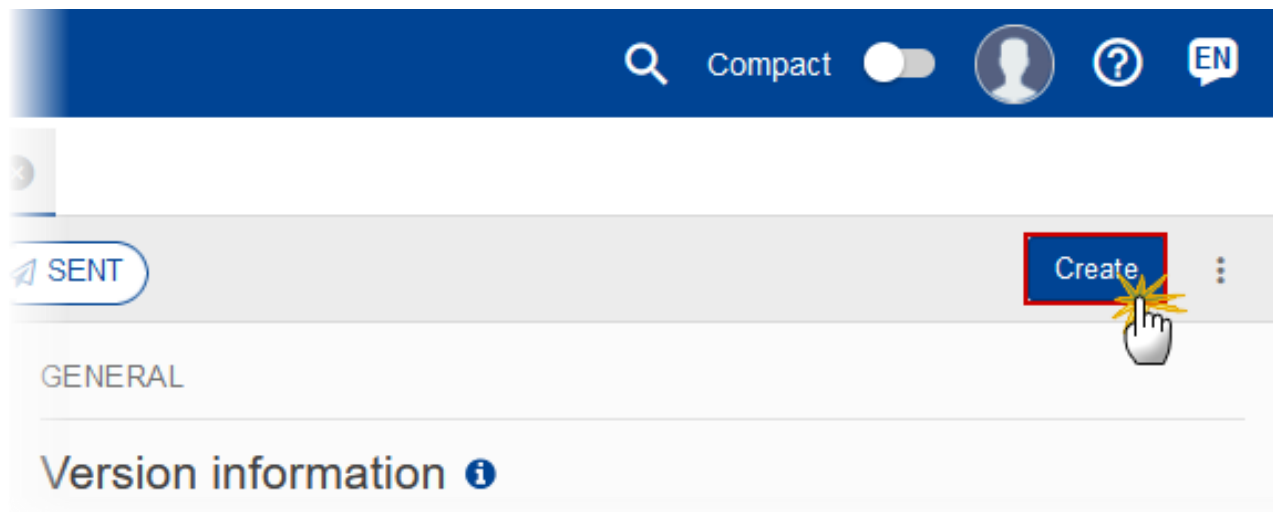
2. Click on **CONFIRM** to confirm or click on **CANCEL** to return to the Action Plan.

On success, the status of the Action Plan will be changed to **CANCELLED**.

Create New Version of the Action Plan

REMARK	<p>A new version of the Action Plan needs to be created when on the last version a revision was requested by the Commission, or can be created when the Member State feels the need to send a revised version.</p> <p>A new version of the Action Plan can only be created when the last working version for the submission period of the Action Plan is in status REVISION REQUESTED BY EC, CANCELLED or SENT to the Commission.</p> <p>The User must have the role of MS Paying Agency or MS Coordination Body with Update rights (MSPAu/MSCBu).</p>
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1. Click on the **CREATE** button to create a new version of the Action Plan:



The system will ask you to confirm the creation of a new version:

Create new Action Plan version

Country	Version	Last modified	Current node
Spain	2022.0	15/09/2022, 00:00	European Commission

SENT

Cancel

Confirm

2. Click on **CONFIRM** to confirm. Click on **CANCEL** to return to the Action Plan.

On success, a new version of the Action Plan has been created as a copy of the last version, with a version number identical to the previous and a working version number incremented by one. Its status is set to **OPEN**.