BPR Action Plan

PURPOSE

This document describes the actions related to the Biennial performance review process & in this context the Member State's Action Plan for Biennial performance review (BPR Action Plan) procedure under:

- Regulation (EU) 2021/2115 of the European Parliament and of the Council of 2 December 2021 establishing rules on support for strategic plans to be drawn up by Member States under the common agricultural policy (CAP Strategic Plan) and financed by the European Agricultural Guarantee Fund (EAGF) and by the European Agricultural Fund for Rural Development (EAFRD).
- Regulation (EU) 2021/2116 of the European Parliament and of the Council of 2 December 2021 on the financing, management and monitoring of the common agricultural policy and repealing Regulation (EU) No 1306/2013.

REGULATIONS

More details regarding the regulation of the BPR Action Plan can be found in the "About SFC2021" section of the portal.

ROLES

Roles involved in the BPR Action Plan are:

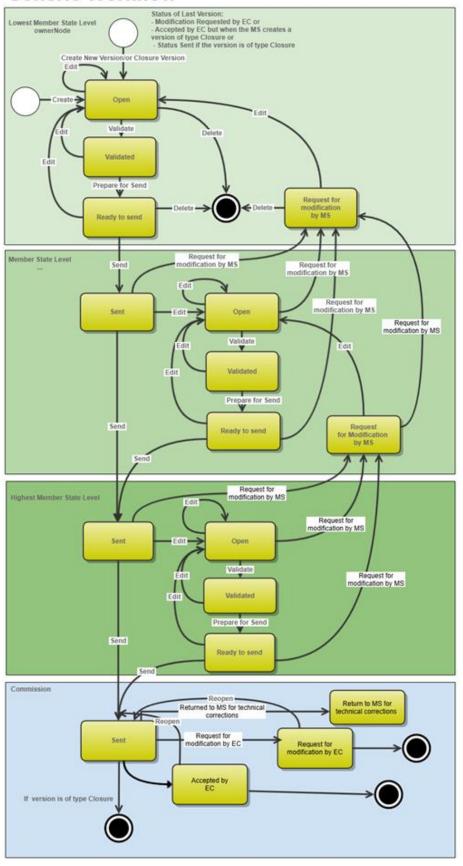| MS Managing Authority (MSMA)	Record BPR Action Plan
	Upload BPR Action Plan Documents
	Consult BPR Action Plan
	Delete BPR Action Plan
	Validate BPR Action Plan
	Prepare BPR Action Plan for send to EC
	Send BPR Action Plan
	Cancel BPR Action Plan
	Create new version of BPR Action Plan
	Create new version of type Closure

FUNDS

EAGF	EAFRD

Workflow

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

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

Generic Workflow

Lowest Member State Level
ownerNode

Status of Last Version:
- Modification Requested by EC or
- Accepted by EC but when the MS creates a version of type Closure or
- Status Sent if the version is of type Closure

Create New Version/or Closure Version
Edit

Create → Open

Edit

Validate

Validated

Prepare for Send

Ready to send — Delete — Delete — Request for modification by MS

Delete

Edit

Member State Level

Send

Request for modification by MS

Sent — Edit — Open

Request for modification by MS

Edit

Validate

Validated

Prepare for Send

Ready to send

Request for Modification by MS

Request for modification by MS

Edit

Send

Highest Member State Level

Request for modification by MS

Sent — Edit — Open

Request for modification by MS

Edit

Validate

Validated

Prepare for Send

Ready to send

Request for modification by MS

Send

Commission

Reopen
Returned to MS for technical corrections

Return to MS for technical corrections

Reopen

Sent

Request for modification by EC

Request for modification by EC
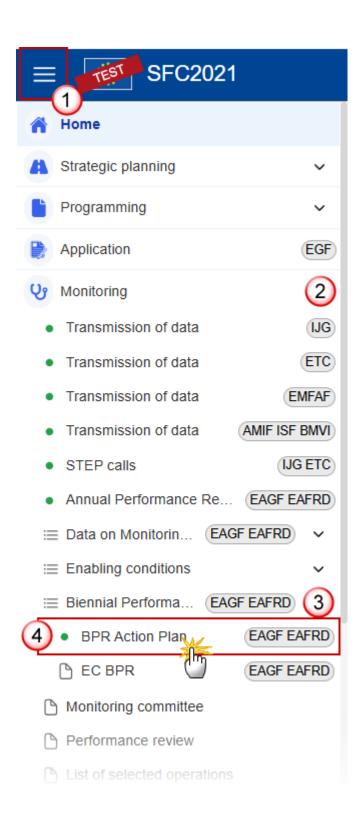
Accepted by EC

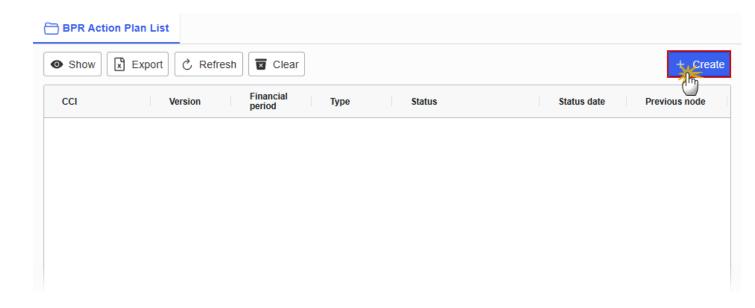If version is of type Closure

Create the BPR Action Plan

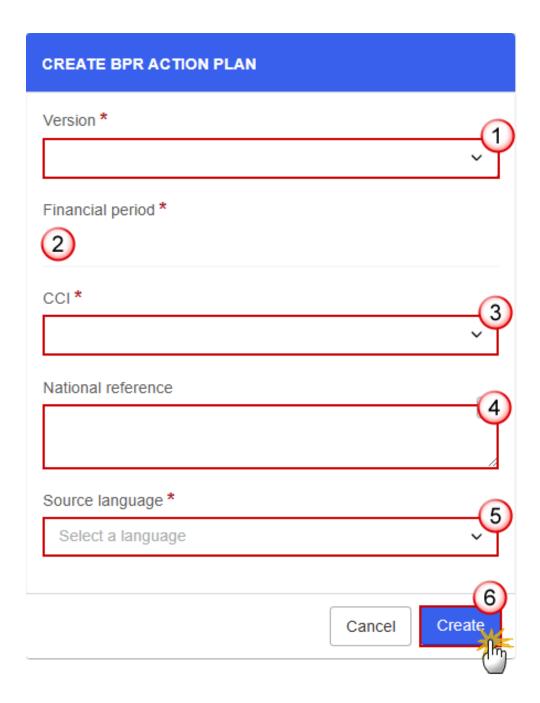| REMARK	The User is an identified User and has the role of **MS Managing Authority** with **Update** rights (**MSMAu**) for EAGF and EAFRD funds.

1. To create the BPR Action Plan, go to the **MONITORING > BIENNIAL PERFORMANCE REVIEW** menu and select the **BPR ACTION PLAN** option:

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

You are redirected to the BPR Action Plan Creation Wizard:

CREATE BPR ACTION PLAN

Version *

Financial period *

Ⓐ 2

CCI *

Ⓐ 3

National reference

Ⓐ 4

Source language *

Select a language

Ⓐ 5

Ⓐ 6

Cancel   Create

---

3. Enter or select the following information:

(1) Select the *Version*.

(2) Once the version is selected, the *Financial Year* will be automatically displayed.

Based on the selected financial year, the system will automatically link the BPR Action Plan with the most recent accepted APR for that financial year or if not accepted with the sent APR which has an observation letter from EC. This information will be visible in the Version Information page.

(3) Select the *CCI*.

(4) Enter the *National reference* if applicable.

(5) Select the *Source language*.

(6) Click on **CREATE**.

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

REMARK	On Create, when the preconditions are met, the initial BPR 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 BPR Action Plan.

Record/Edit the BPR Action Plan

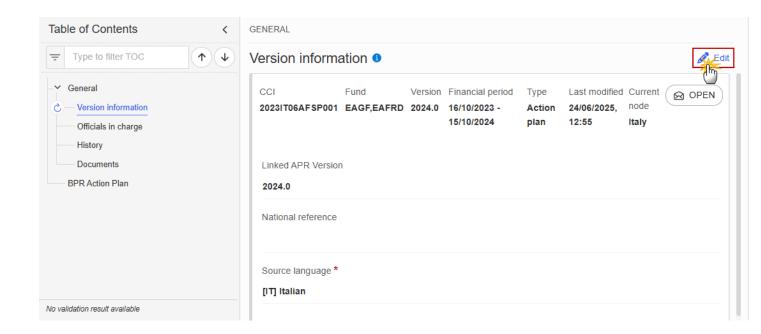|	
REMARK	The User is an identified User and has the role of **MS Managing Authority** with **Update** rights (**MSMAu**) for EAGF and EAFRD funds. When editing a version of a BPR Action Plan, its status is **OPEN**, **VALIDATED**, **READY TO SEND** at the level of the Member State or **RETURNED FOR MODIFICATION** and currently resides on the User's Node.

General

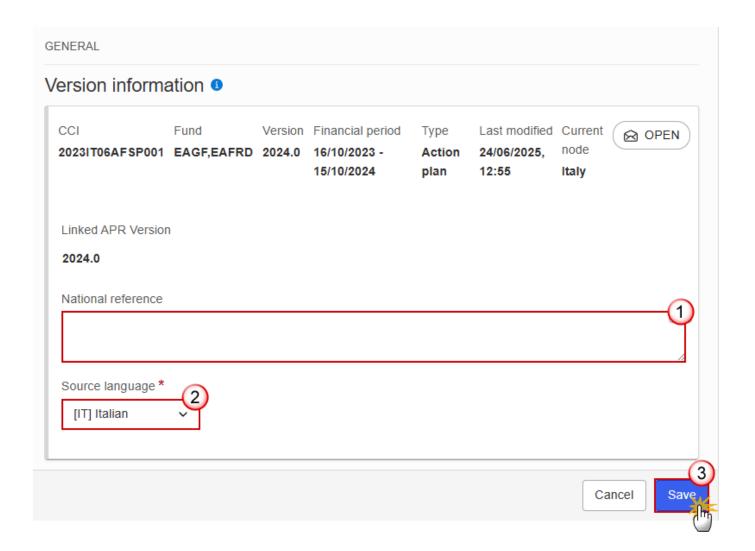### *Version Information*

NOTE	The **Version Information** contains information on the identification and status of the BPR Action Plan Version like the CCI, the Fund, the Version Number, the Financial Period, the Status, the Node where it currently resides, the National reference and information from the linked APR Version. Only the National reference and the Source language (mandatory) can be updated.

1. Click on the Edit button to enter or modify the *National reference* and/or the *Source language*:

GENERAL

Version information ⓘ

✏ **Edit**

CCI	Fund	Version	Financial period	Type	Last modified	Current node	
2023IT06AFSP001	**EAGF,EAFRD**	**2024.0**	**16/10/2023 - 15/10/2024**	**Action plan**	**24/06/2025, 12:55**	**Italy**	✉ OPEN

Linked APR Version

2024.0

National reference

Source language *

[IT] Italian

The Edit details pop-up window appears:

GENERAL

Version information ⓘ

CCI	Fund	Version	Financial period	Type	Last modified	Current node	
2023IT06AFSP001	EAGF,EAFRD	2024.0	16/10/2023 - 15/10/2024	Action plan	24/06/2025, 12:55	Italy	✉ OPEN

Linked APR Version

2024.0

National reference

Source language *

[IT] Italian

Cancel   Save

---

2. Enter or modify the following information if needed:

(1) The *National reference*.

(2) The *Source language* (mandatory).

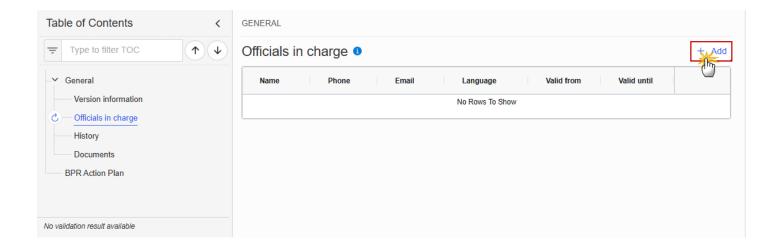**(3)** Click on SAVE to proceed.

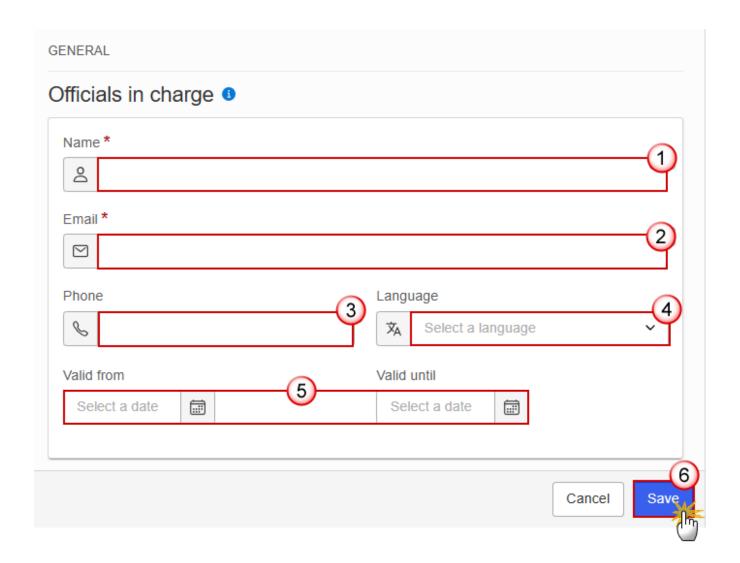### *Officials in Charge*

NOTE	Officials in Charge can be updated at any time, independent from the status of the BPR Action Plan.

Commission Officials (email domain "ec.europa.eu") can only be created/updated/deleted by Commission Users. |

- Click on the **ADD** button ⊞ Add 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 Edit details pop-up window appears:

2. Enter or select the following information:

(1) Enter the *Name*.

(2) Enter the *Email*.

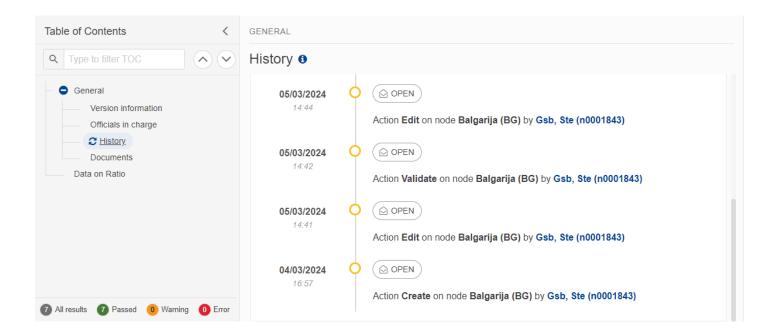 The format of the Email address will be validated by the system and should be unique.

(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 proceed.

History

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

Documents

NOTE	The **Documents** list shows all documents uploaded against this version of the BPR Action Plan by Member State and by Commission. Member State Users see all their own Documents and the sent Commission Documents. Commission Users see all their own Documents, unsent Integral Member State Documents and sent Member State Documents. **Only unsent documents can be deleted. Once a document has been sent to the Commission it cannot be deleted.**

The following documents will be foreseen:

Description	Internal Code	Non-Integral (1)	Integral (2)	System (3)	Required (4)

Other Member State Document	BPRAP.OM	X			
Snapshot of data before send (including snapshot of the versions of type Closure which are sent to EC)	SNP.BPRAPSNT		X	X	X

(1) Document can be sent at any time

(2) Document will be automatically sent when the Object is sent

(3) Document automatically created by the system

(4) Document required in the system before a next action can be executed

Upload & Send Documents

NOTE	Only unsent documents can be deleted. Once a document has been sent to the Commission it cannot be deleted.

Multiple documents can be uploaded in the BPR Action Plan.

- Clicking on the ADD button [+ Add] will open a pop-up window allowing you to add a new document type with attachments.

- Selecting a document row and clicking on the VIEW icon 👁 will allow you to view the document information.

- Selecting a document row and clicking on the EDIT icon ✏ will allow you to modify the document information. If a document of type 'Other Member State Document' must be sent, you can select the edit icon in order to send the document.

- Selecting a document row and clicking on the DELETE icon 🗑 will allow you to delete the document and all attachements.
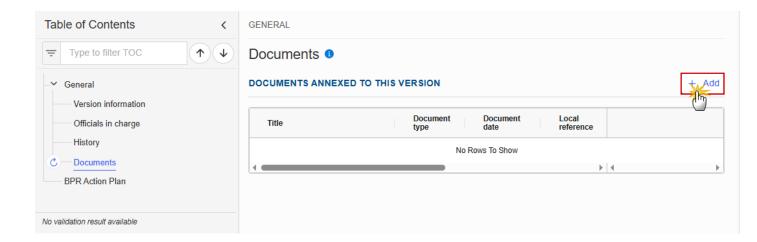
REMARK	**Integral Documents** (Official Proposal etc) are only sent - together with the encoded data – once the BPR Action Plan is sent to the EC. **Referential/non-integral Documents** (ie. 'Other Member State Document') can be sent at any time independently of the status of the BPR Action Plan. The 'Other Member State Document' type demands a manual submission (they are NOT sent automatically when the object is sent to the EC). **A non-integral document is only visible to the Commission when the SENT DATE is visible.**

1. Click on the **ADD** button to add a new document:

The Edit document details pop-up window appears:

Document

Document title *

Document type *

Document date *
05/01/2023

Local reference

ATTACHED FILES   + Add

Title	Type	Language	File / Upload	Action

2. Enter or select the following information:

(1) Enter a *Document Title* for your Document.

(2) Select a *Document Type*.

(3) Enter a *Document Date*.

The system automatically fills the field with todays date, but this can be modified.

(4) Enter a *Local reference*.

(5) Click on the **ADD** button to add a new attachment:

- You can add multiple attachments by clicking on the **ADD** button.

- You can remove unwanted attachments by selecting the attachment and clicking on the **REMOVE** button.

The **Attached files** window becomes editable:

ATTACHED FILES   + Add

Title	Type	Language	File / Upload	Action
Other MS document	Main	en. English	Browse File uploaded!	✎ 🗑

Cancel   Save   Save & Send

3. Enter or select the following information:

(1) Enter a *Title* for your attachment.

(2) Select the *Type* of the document.

It is possible to select from these 4 types: Annex, Cover Letter, Main or Translation.

(3) Select the *Language* of the document.

(4) Click on BROWSE to select the file that you want to add as an attachment.

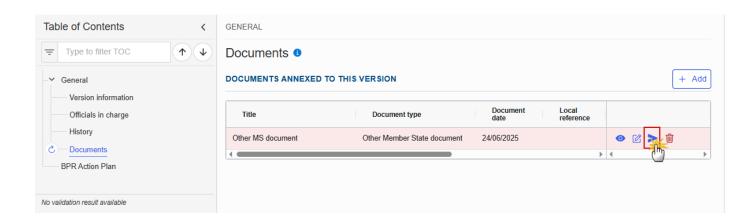**(5)** After the attachments are uploaded click on SAVE or SAVE & SEND.

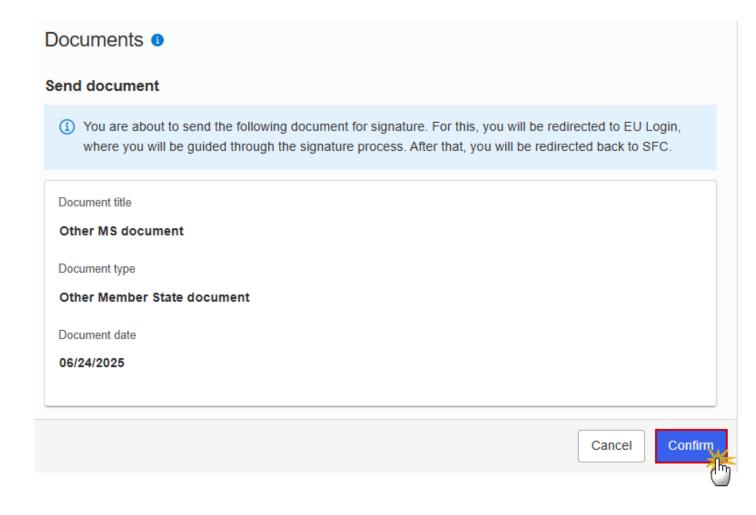| REMARK	Non-integral document types (such as 'Other Member State Documents') will display the SAVE button and a SAVE & SEND button, and must be sent independently of the BPR Action Plan.

Send an unsent non-integral document

NOTE	**Only unsent documents can be deleted. Once a document has been sent to the Commission it cannot be deleted.**

1. Once the document and attachment(s) have been uploaded click on the SEND icon in the row containing the unsent document:

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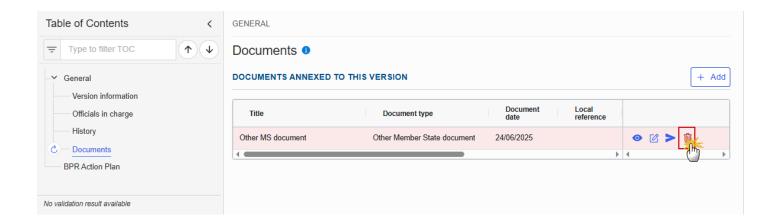

REMARK	The **SAVE & SEND** button will only be shown for documents which are not integral part of the Object and after at least one attachment was added.

Delete an unsent document

NOTE	**Only unsent documents can be deleted. Once a document has been sent to the Commission it cannot be deleted.**

1. In the row of a previously uploaded unsent document click on the **DELETE** icont to delete the document and associated attachments:

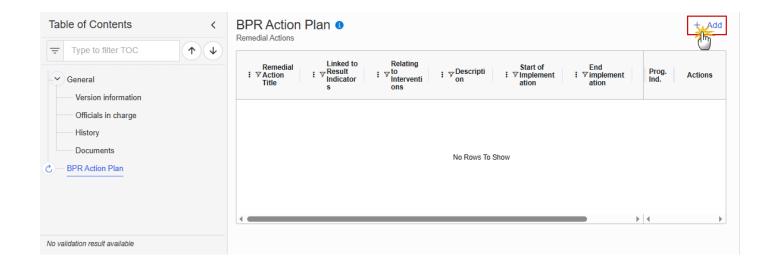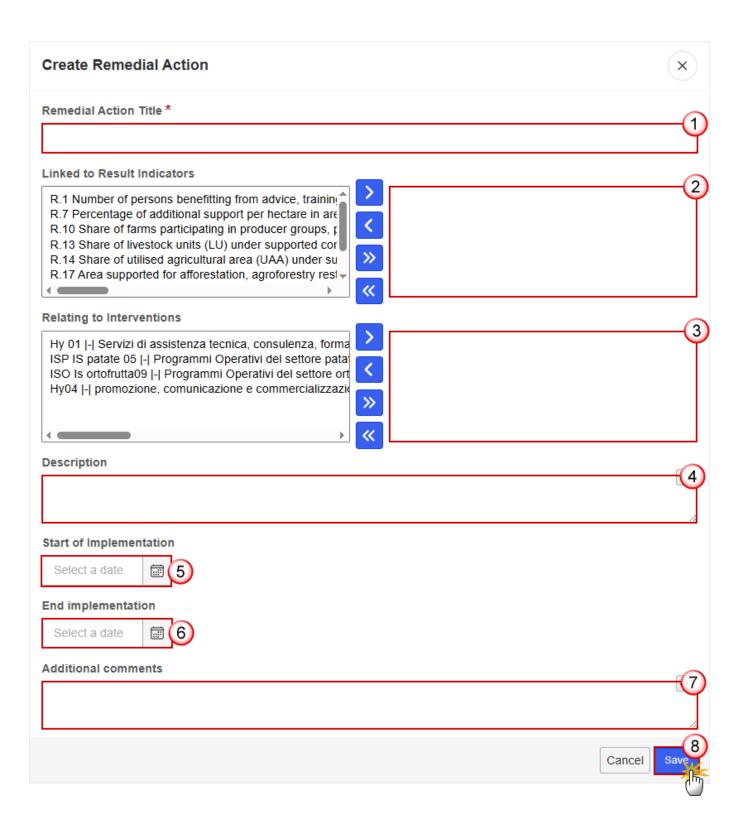A confirmation window appears:

2. Click on **OK** to confirm deletion. Click on **CANCEL** to return to the document section.

BPR Action Plan

1. Click on the **ADD** button to add information in the table:

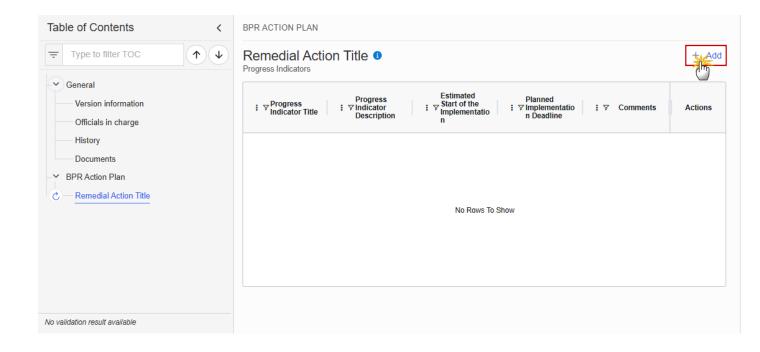The Add details pop-up window appears:

Create Remedial Action ⊗

Remedial Action Title *

① _____

Linked to Result Indicators

| R.1 Number of persons benefitting from advice, training |
| R.7 Percentage of additional support per hectare in are |
| R.10 Share of farms participating in producer groups, |
| R.13 Share of livestock units (LU) under supported cor |
| R.14 Share of utilised agricultural area (UAA) under su |
| R.17 Area supported for afforestation, agroforestry rest |

> < » «   ②

Relating to Interventions

Hy 01	-	Servizi di assistenza tecnica, consulenza, forma
ISP IS patate 05	-	Programmi Operativi del settore pata
ISO Is ortofrutta09	-	Programmi Operativi del settore ort
Hy04	-	promozione, comunicazione e commercializzazi

> < » «   ③

Description

④

Start of Implementation

Select a date 📅 ⑤

End implementation

Select a date 📅 ⑥

Additional comments

⑦

Cancel **Save** ⑧

2. Enter or select the following:

(1) Enter a *Remedial Action Title.*

(2) Select one or more *Result Indicator(s)* from the left list and move them to the right; list will be populated based on the details filled in by the EC User when creating the Request for a BPR Action Plan letter in SFC2021 for a certain MS/CCI.

(3) Select one or more *Intervention(s)* from the left list and move them to the right; list will be populated based on the details filled in by the EC User when creating the Request for an BPR Action Plan letter in SFC2021 for a certain MS/CCI.

(4) Enter a *Description.*

(5) Enter a date for the *Start of Implementation.*

(6) Enter a date for the *End of Implementation.*

(7) Enter *Additional comments* if needed.

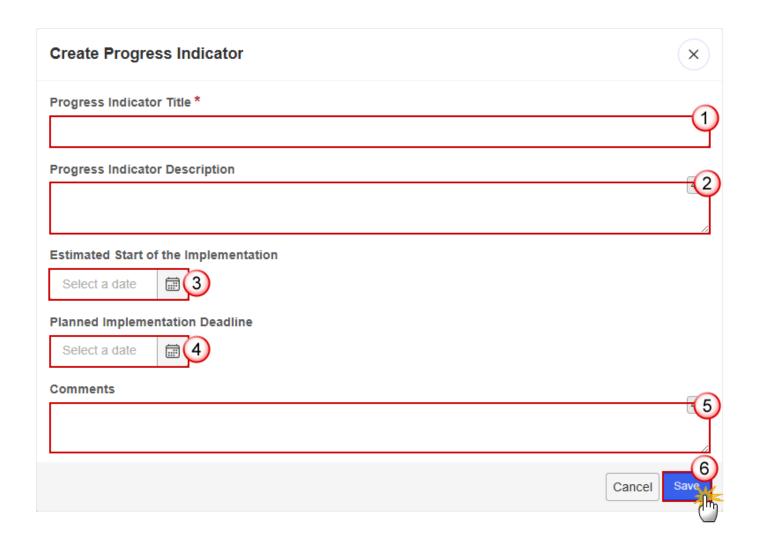**(8)** Click on **SAVE** to proceed.

Remedial Action Title

NOTE	The User can update the fields and save the changes by using the Edit button in the Actions list.
	The User can delete the Action as long as the BPR Action Plan is not yet sent to the EC, by selecting the Action and using the corresponding Delete button in the Actions column. The system will display a warning message to confirm the deletion.
	Once an Action is deleted, all its progress indicators will be automatically deleted.

1. Click on the **ADD** button to add information in the table:

BPR ACTION PLAN

Remedial Action Title ⓘ
Progress Indicators

+ Add

⋮ ▽ Progress Indicator Title	⋮ ▽ Progress Indicator Description	⋮ ▽ Estimated Start of the Implementation	⋮ ▽ Planned Implementation Deadline	⋮ ▽ Comments	Actions
			No Rows To Show		

The Add details pop-up window appears:

Create Progress Indicator

Progress Indicator Title *

Progress Indicator Description

Estimated Start of the Implementation

Select a date

Planned Implementation Deadline

Select a date

Comments

Cancel   Save

2. Enter the following:

(1) Enter a *Progress Indicator Title.*

(2) Enter a *Progress Indicator Description*.

(3) Enter a date for the *Estimated Start of the Implementation.*

(4) Enter a date for the *Planned Implementation Deadline*.

(5) Enter *Comments* if needed.
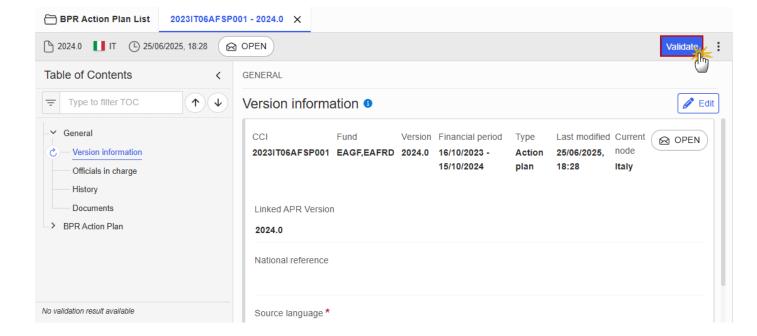
(6) Click on SAVE to proceed.

Validate the BPR Action Plan

REMARK	The BPR Action Plan can be validated **at any time**, when the current version is in status **OPEN** and resides at the User's Node. The User must have the role of **MS Managing Authority** with **Update** or **Send** rights (**MSMAu/s** or **MSMAu/s**).

Click on the **VALIDATE** button to validate the BPR Action Plan:
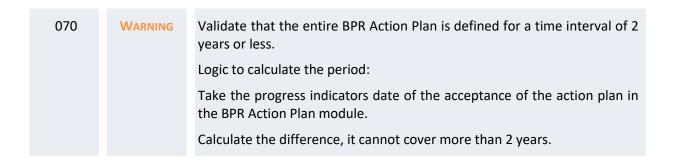

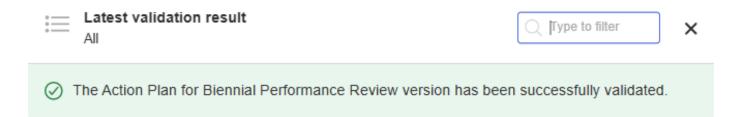|	
REMARK	An **ERROR** will block you from sending the BPR Action Plan. The error(s) should be resolved and the BPR Action Plan must be revalidated. Note that a **WARNING** does not block you from sending the BPR Action Plan.

The system validates the following information:

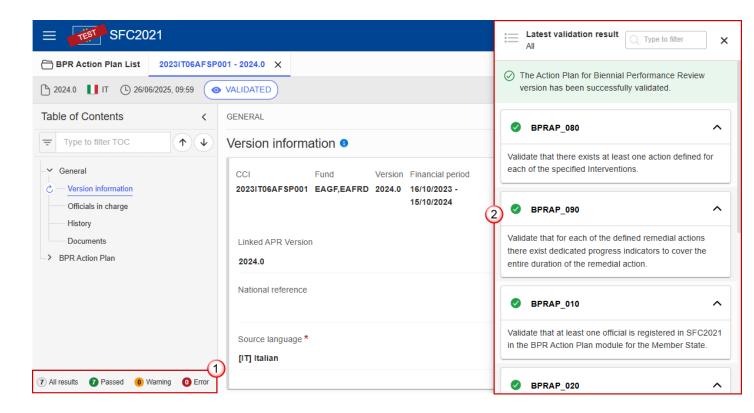| Code	Severity	Validation Rule
010	**WARNING**	Validate that at least one official is registered in SFC2021 in the BPR Action Plan module for the Member State.
020	**ERROR**	Validate that there exists at least one action defined for each of the Result Indicators.

040	**ERROR**	Validate that the BPR Action Plan is submitted in maximum 2 months from the date of the request for an BPR Action Plan from the EC. Logic to be applied: Check the date of the EC request received from Compass Corporate. Check the date of the validation. The difference between the 2 dates is less than 2 months. It should be considered that the first working day of the week must be considered the deadline in case the calculated date of the deadline falls on the weekend.
050	**ERROR**	Validate that the new revised version of BPR Action Plan is submitted in maximum 2 months from the date of the EC request for a revision of BPR Action Plan. Logic to be applied: Check the date of the EC request for revision. Check the date of the validation of the revised version. The difference between the 2 dates is less than 2 months. It should be considered that the first working day of the week must be considered the deadline in case the calculated date of the deadline is a day of the weekend.
060	**ERROR**	Validate that the distance between each of the progress indicators defined, is 3 months or less. The logic to be applied here is the following: One action covering 1 year, means that this action needs to include minimum 4 progress indicators with a minimum 3-month interval between them. They can of course have more progress indicators if they want to, but the interval between them cannot be longer than 3 months. The reason why we need to ensure that the period between each progress indicator is no longer than 3 months is because it is in the legislation. Extract from Art. 28(2) of Implementing Regulation (EU) 2022/128: "*Member State shall also set milestones towards that deadline which shall be at least every 3 months throughout the duration of the action plan*"

070	**WARNING**	Validate that the entire BPR Action Plan is defined for a time interval of 2 years or less.
		Logic to calculate the period:
		Take the progress indicators date of the acceptance of the action plan in the BPR Action Plan module.
		Calculate the difference, it cannot cover more than 2 years.

An example of a validation window:

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

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.

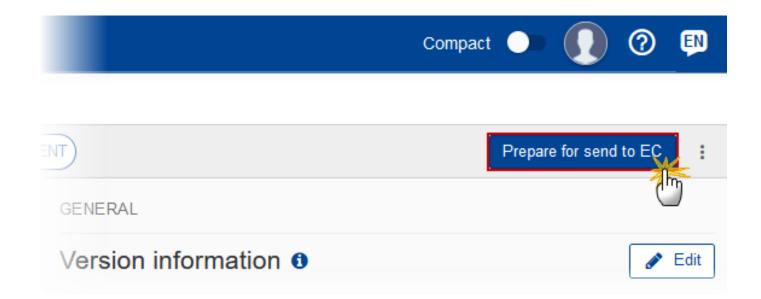After all errors have been resolved the status of the BPR Action Plan becomes VALIDATED.

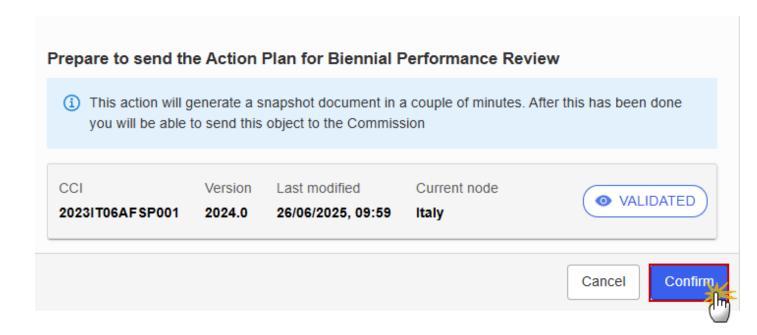# Prepare the BPR Action Plan for send to EC

REMARK	The Prepare for Send can occur when a User on the **highest MS Node** wants to indicate that the BPR 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).
	The User must have the role of **MS Managing Authority** with **Update** or **Send** rights (**MSMAu/s**).

1. Click on the PREPARE FOR SEND TO EC button to prepare to send the BPR Action Plan to the Commission:

The system will ask you to confirm the send action:

Prepare to send the Action Plan for Biennial Performance Review

ⓘ 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

CCI	Version	Last modified	Current node	
2023IT06AFSP001	2024.0	26/06/2025, 09:59	Italy	👁 VALIDATED

Cancel   Confirm

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

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

Send the BPR Action Plan
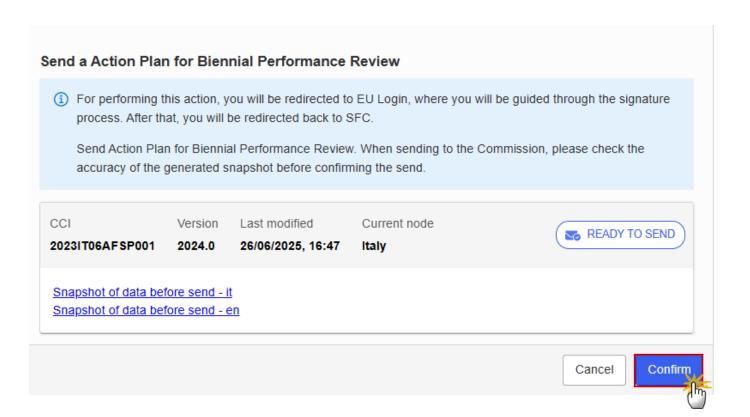
REMARK	The Send can occur when a User wants to send a BPR Action Plan version to the Commission or to an upper Node. The BPR Action Plan can only be sent once the **VALIDATION ERRORS** have been removed and the status is **READY TO SEND** or **SENT** (from a lower node). The **"4 eyes principle"** must be respected. Therefore, the User sending must be different from the User who last validated. The User must have the role of **MS Managing Authority** with **Send** rights (**MSMAs**).

1. Click on the **SEND** button to send the BPR Action Plan to the Commission or to an upper Node:

The system will ask you to confirm the send action:

Send a Action Plan for Biennial Performance Review

ⓘ For performing this action, you will be redirected to EU Login, where you will be guided through the signature process. After that, you will be redirected back to SFC.

Send Action Plan for Biennial Performance Review. When sending to the Commission, please check the accuracy of the generated snapshot before confirming the send.

CCI	Version	Last modified	Current node	
2023IT06AFSP001	2024.0	26/06/2025, 16:47	Italy	READY TO SEND

Snapshot of data before send - it
Snapshot of data before send - en

Cancel   Confirm

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

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

REMARK	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: • 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.

Delete the BPR Action Plan

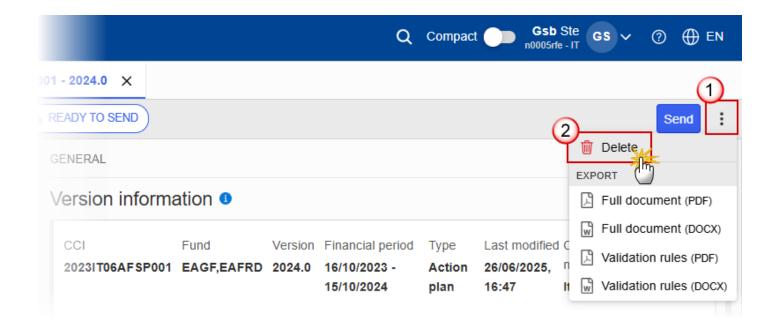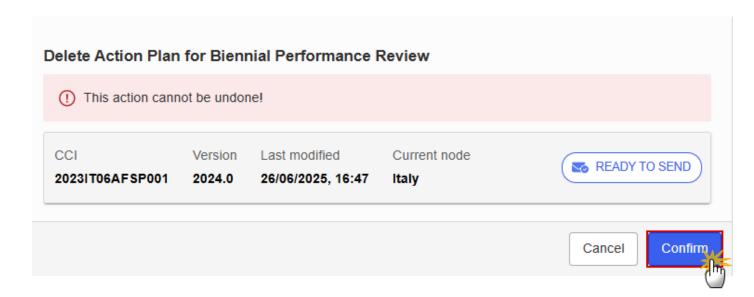|	
REMARK	The BPR Action Plan can only be deleted when: • it resides on the owner Node • the status is **OPEN, VALIDATED, READY TO SEND** or **REVISION REQUESTED BY MS** • it has **never been sent to the Commission** before • it has **no sent documents attached**. The User must have the role of **MS Managing Authority** with **Update** rights (**MSMAu**). The delete is a physical delete and **cannot be recovered!**

Follow the steps to remove the BPR 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 BPR Action Plan from the system.

The system will ask you to confirm the delete action:

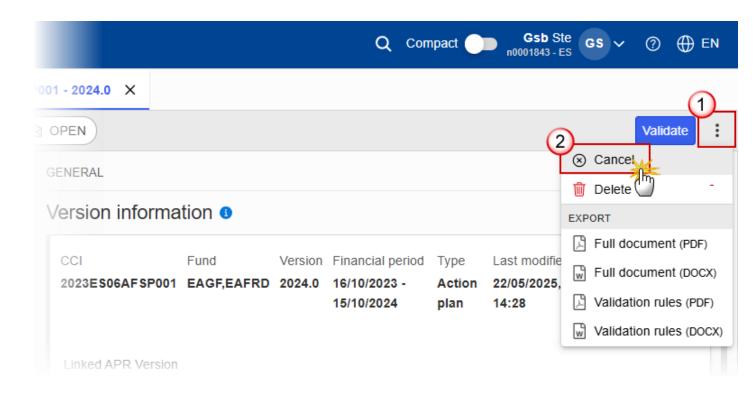2. Click on CONFIRM to confirm or click on CANCEL to return to the BPR Action Plan.

Cancel the BPR Action Plan

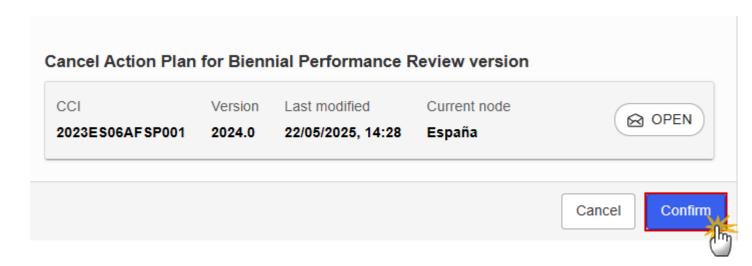|	
REMARK	The BPR Action Plan can only be cancelled when a BPR Action Plan version with documents was sent to the Commission and without any previous work version in status **REVISION REQUESTED BY EC**. The notification utility will be called to notify the Commission of the cancel of the version.
	The BPR Action Plan version must currently reside on the User's Node and its status is **OPEN, VALIDATED** or **READY TO SEND** and contains a sent Document and has no previous working version of the same major version in status **REVISION REQUESTED BY EC**.
	The User must have the role of **MS Managing Authority** with **Update** rights (**MSMAu**).

Follow the steps to cancel the BPR 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 BPR Action Plan from the system.

The system will ask you to confirm the cancel action:

Cancel Action Plan for Biennial Performance Review version

CCI	Version	Last modified	Current node	
2023ES06AFSP001	2024.0	22/05/2025, 14:28	España	✉ OPEN

Cancel   **Confirm**

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

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

Create New Version of the BPR Action Plan
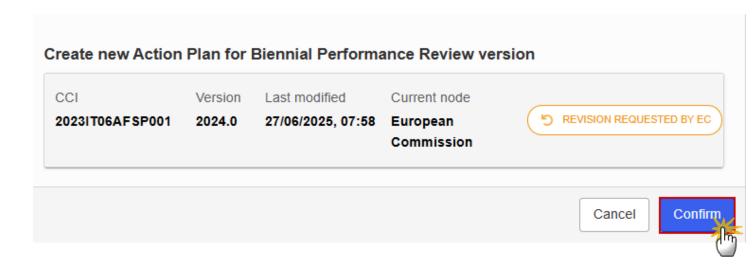
REMARK	A new version of BPR Action Plan needs to be created when on the last version a revision was requested by the Commission, or can be created when the Member State feels the need to send a revised version. A new version of the BPR Action Plan can only be created when the last working version is in status **REVISION REQUESTED BY EC**. The User must have the role of **MS Managing Authority** with **Update** rights (**MSMAu**).

1. Click on the **CREATE** button to create a new version of the BPR Action Plan:

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

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

On success, a new version of the BPR 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**.

Create New Version of type Closure for the BPR Action Plan

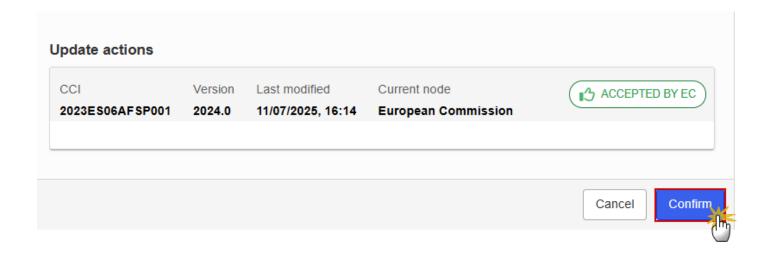|	
REMARK	A new version of type Closure for the BPR Action Plan can be created with the scope of setting the actions as completed.
	A new version of the BPR Action Plan can only be created when the last working version is in status **ACCEPTED BY EC**.
	The User must have the role of **MS Managing Authority** with **Update** rights (**MSMAu**).

1. Click on the **UPDATE ACTIONS** button to create a new version of type Closure for the BPR Action Plan:

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

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

On success, a new version of type Closure of the BPR Action Plan has been automatically created as a copy of the previous accepted version, with a version number identical to the previous and a working version number incremented by one. Its status is set to **OPEN** on the newly created version of type Closure:

- The User can only mark the actions as being completed by setting a completion date for each action.
- The User is not allowed to edit any other fields in the BPR Action Plan.
- The User can send the new version to the Commission. No further action is expected from the EC User for the versions of type Closure.
- The MS User can create several successive versions of type Closure to update partially the actions and send it to the Commission.
- For tracking purposes, all the sent versions of type closure will be registered as official documents in ARES.