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CCI Request

PURPOSE

This document describes the specifications related to the Creation of a request for a CCI number and its allocation for objects managed in the SFC2014 applications.

REGULATION

More details can be found in '[About SFC2014](#)' section of this portal.

ROLES

Roles involved in the creation of a CCI request on the Commission level are:

EC Operational Agent (Update)	Request CCI number Consult CCI Requests & Allocations Cancel CCI Request
EC Operational Agent (Read only)	Consult CCI Requests & Allocations

FUNDS

ERDF	CF	AMIF	ESF	EMFF	EAFRD	IPA	YEI	ISF	ENI	EGF	ETC	FEAD
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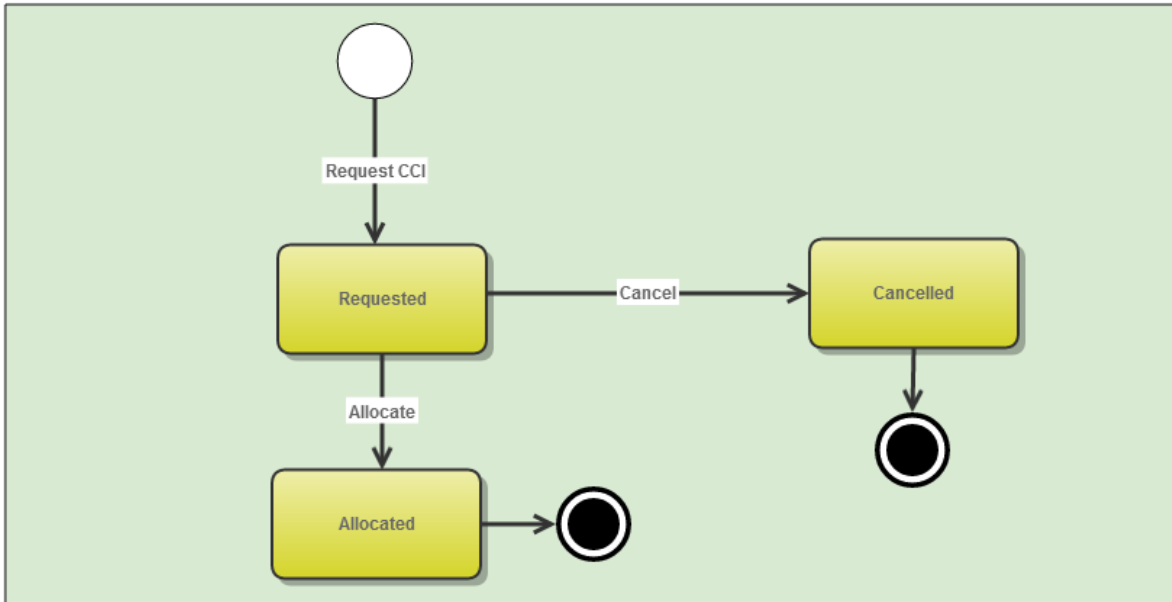
PRE-CONDITIONS

Not Applicable.

Workflow

This section shows the lifecycle to create and manage a CCI Request. There is no modifying a CCI Request once it has been submitted.

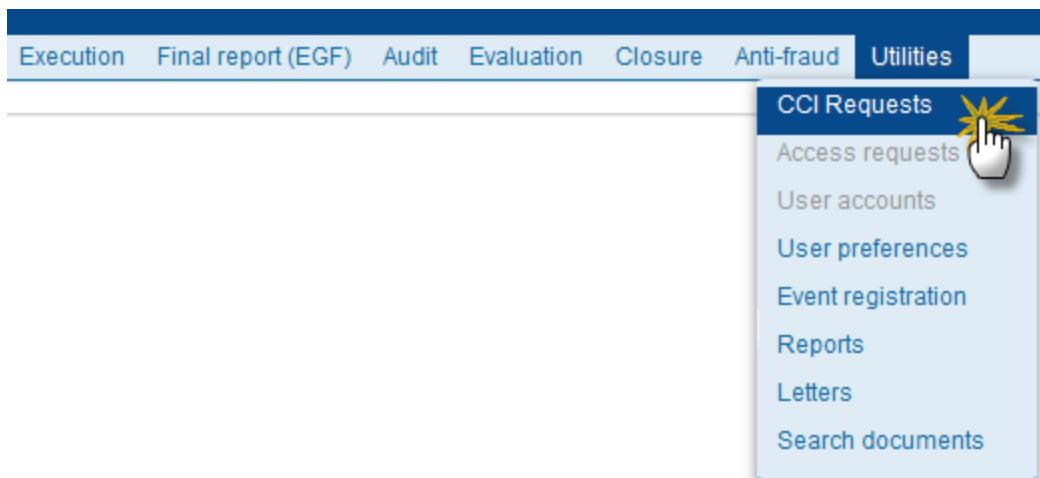
CCI Request State Diagram



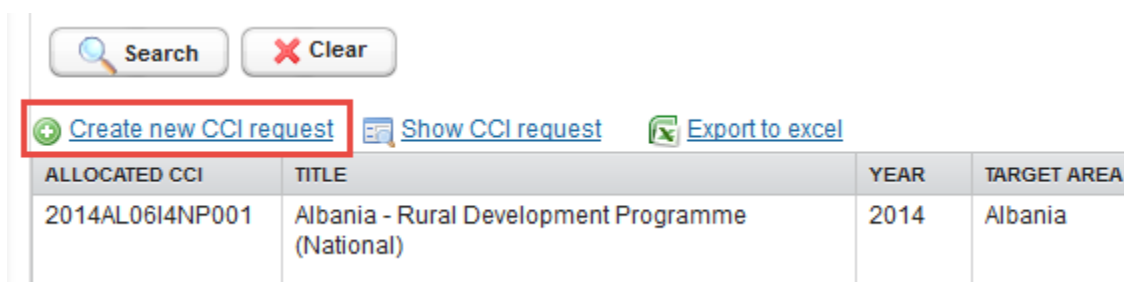
Create a CCI Request

REMARK	To create a CCI Request you must have the EC Operational Agent role with Update rights (ECOAU).
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1. To access the CCI Requests go to the **UTILITIES** menu and select the **CCI Requests** option.



2. Click on the [Create New CCI Request](#) link to create a new CCI Request



You are redirected to the CCI Request Creation Wizard:

CCI Request creation

1. Create CCI request 2. Upload document (optional)

CCI Year * 2017 1

Target area * Lithuania 2

DG * DG EMPL 3

Budget source * ESF+YEI 4

Object subtype * Operational Programme (ERDF, CF, ESF, EMFF, YEI, IPA, FEAD) 5

Additional email test@test.com 6

Title * This is a test CCI for ESF and YEI LT] 7

Comment 8

Cancel Back Next Finish

3. Enter or select the following information:

(1) Select the *CCI Year*.

The CCI Year contains values from 2014 to 2020 and identifies the Start Year of the Programme/Object

(2) Select the *Target Area*.

(3) Select the *DG*.

Identifies the leading DG (chef de file): Refer to the **Appendix: DG – Directorate General** for the full list of codes.

(4) Select the *Budget Source*.

Character code identifying the Fund(s) covered by the Programme/Object. Refer to the **Appendix: FF – Fund(s)** for the full list of codes

(5) Select the *Object Subtype*

Identifies the Type of Object. Refer to the **Appendix: TP - Type** for the full list of codes.

(6) Enter an *Additional Email* (Optional)

This field can be used to add another email address. This email address will also receive a notification when the CCI number is allocated.

(7) Enter a *Title*

Enter the Title of the CCI Request

(8) Enter any *Comment* (Optional)

Add any additional Comments to the request

4. Click on **NEXT** to go to the next screen.

Upload Documents

REMARK	Adding Documents to the CCI request <u>is not mandatory</u> . If you have no documents to attach do not enter any information in this screen and click directly on FINISH .
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Multiple documents can be uploaded in the CCI Request.

The screenshot shows a web interface for 'CCI Request creation'. The top bar is blue with the title 'CCI Request creation' and a close button. Below the bar, there are two tabs: '1. Create CCI request' and '2. Upload document (optional)'. The '2. Upload document (optional)' tab is active. The form contains the following fields:

- Title ***: CCI Document (1)
- Document date ***: 06/09/17 (2)
- Local reference**: (empty)
- Commission reference**: Ares(2014)47732 (3)

Below the form is an 'Attached files' section with a table:

TITLE	LANGUAGE	FILENAME

1. Enter or select the following information:

- (1) Enter a *title* for your Document
- (2) Enter a *Document Date*
- (3) Enter a *Commission Reference*

The file(s) is automatically added from ARES

CCI Request creation

1. Create CCI request 2. Upload document (optional)

Title * CCI Document

Document date * 06/09/17

Local reference

Commission reference Ares(2014)47732

Attached files

TITLE	LANGUAGE	FILENAME
911506.911508 ACK.PRGST Programme Acknowledgement 2014DE65ISNP001 1.0 de-Programme_Acknowledgement_2014DE65ISNP001_1_0_de.pdf	German	911506.911508 ACK.PRGST Programme Acknow

Cancel Back Next Finish

Click on **FINISH**.to confirm the CCI Request.

Confirmation of a sent CCI Request

After clicking on **FINISH** you will receive confirmation that the CCI Request has been sent and the following screen will be displayed:

Search 2017LT05M9OP001 x

[Cancel CCI Request](#)

CCI Year * 2017
 CCI Target area * Lithuania
 CCI DG * DG EMPL
 CCI Budget source * ESF+YEI
 CCI Object subtype * Operational Programme (ERDF, CF, ESF, EMFF, YEI, IPA, FEAD)
 Requester email * sophie.joffre@gmail.com
 Additional email test@test.com
 Title * This is a test CCI for ESF and YEI LT
 English title *
 Comment
 Request date * 30-Aug-2017
 Status Requested
 Last modified 30-Aug-2017

TITLE	DOCUMENT TYPE	DOCUMENT DATE	LOCAL REFERENCE	COMMISSION REFERENCE	FILES	SENT DATE	SENT BY
CCI Document	CCI Request	23-Aug-2017			1	30-Aug-2017	(external account)

NOTE	The CCI request must now be allocated by a Commission user before it can be used. The creator of the CCI request and the additional email (if entered) will be notified via an automatic email notification once the CCI number has been allocated.
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Cancel a CCI Request

A CCI Request can only be cancelled before the CCI number has been allocated. To cancel a CCI Request:

1. Click on the [Cancel CCI Request](#) link to cancel the CCI Request

Search 2017LT05M9OP001 x

[Cancel CCI Request](#)

CCI Year * 2017
CCI Target area * Lithuania
CCI DG * DG EMPL
CCI Budget source * ESF+YEI
CCI Object subtype * Operational Programme (ERDF, CF, ESF, EMFF, YEI, IPA, FEAD)
Requester email * sophie.joffre@gmail.com
Additional email test@test.com
Title * This is a test CCI for ESF and YEI LT
English title *
Comment
Request date * 30-Aug-2017
Status Requested
Last modified 30-Aug-2017

TITLE	DOCUMENT TYPE	DOCUMENT DATE	LOCAL REFERENCE	COMMISSION REFERENCE	FILES	SENT DATE	SENT BY
CCI Document	CCI Request	23-Aug-2017			1	30-Aug-2017	(external account)

The following screen appears:

Cancel CCI Request

Reason * this was a test

1

[Cancel CCI Request](#) 2 [cancel](#)

(1) Enter the Reason for the Cancel request.

(2) Click on the [Cancel CCI Request](#) link to confirm the cancel of the CCI Request

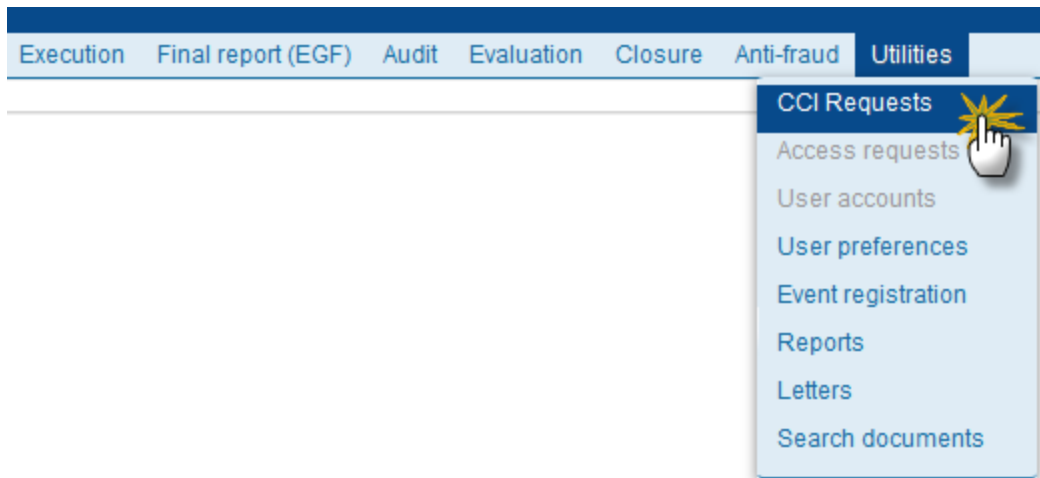
CCI Year* 2017
CCI Target area* Lithuania
CCI DG* DG EMPL
CCI Budget source* ESF+YEI
CCI Object subtype* Operational Programme (ERDF, CF, ESF, EMFF, YEI, IPA, FEAD)
Requester email* 
Additional email test@test.com
Title* This is a test CCI for ESF and YEI LT
English title*
Comment
Request date* 30-Aug-2017
Status Canceled
Reason this was a test
Last modified 30-Aug-2017

The Status is set to **CANCELLED**.

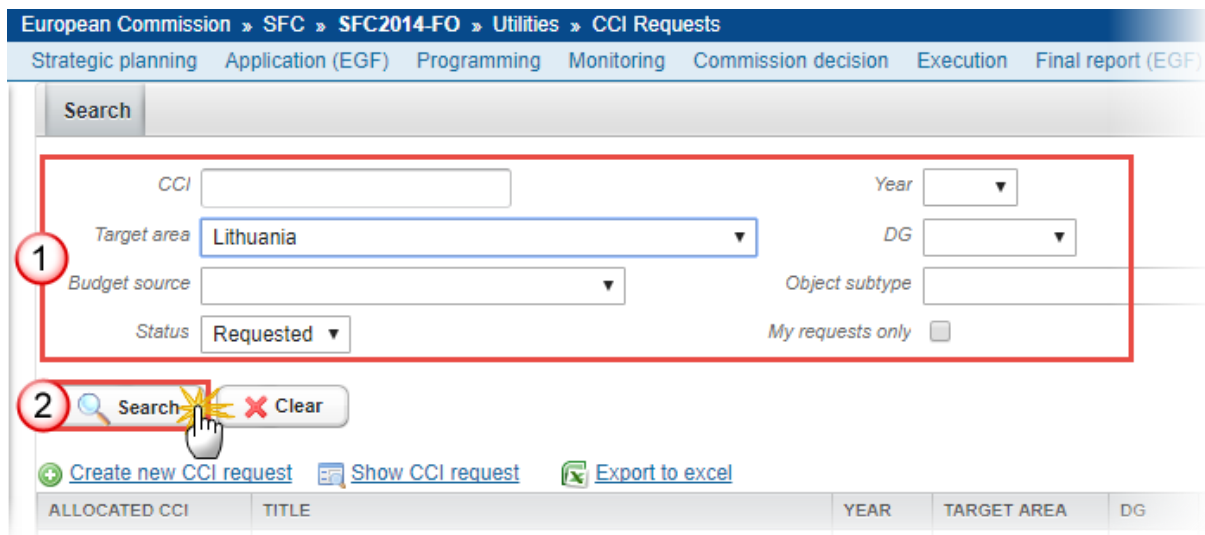
Allocate a CCI Number

REMARK	To allocate a CCI Number you must have the EC Operational Agent role with Update rights (ECOAU).
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1. To access the CCI Requests go to the **UTILITIES** menu and select the **CCI Requests** option.



The CCI Request search screen appears:



(1) Search for the CCI Request you wish to allocate a number to

(2) Click on the **SEARCH** button

The search results are displayed:

status Requested my requests only

Search Clear

[Create new CCI request](#)
[Show CCI request](#)
[Export to excel](#)

ALLOCATED CCI	TITLE	YEAR	TARGET AREA	DG	BUDG
	Ceci est un test pour une demande de CCI	2016	Lithuania	DG EMPL	ESF
	Ceci est un test pour ESF LT	2016	Lithuania	DG	ESF

- (1) Click on the CCI Request you wish to allocate a number to
- (2) Click on the [Show CCI request](#) link

To allocate the CCI number click on the [Allocate CCI](#) link:

Search 2016LT05M9OP001 x

[Allocate CCI](#)
[Cancel CCI Request](#)

CCI Year * 2016
CCI Target area * Lithuania
CCI DG * DG EMPL
CCI Budget source * ESF+YEI
CCI Object subtype * Operational Programme (ERDF, CF, ESF, EMFF, YEI, IPA, FEAD)
Requester email *
Additional email
Title * Ceci est un test pour une demande de CCI
English title *
Comment
Request date * 30-Aug-2017
Status Requested
Last modified 30-Aug-2017

The **ALLOCATE CCI** screen appears:

Additional email

Title * Ceci est un test pour une demande de CCI

English title *

Comment

Request date * 30-Aug-2017

Status Requested

Last modified 30-Aug-2017

Allocate CCI

CCI Year * 2016 ▼

Target area * Lithuania ▼

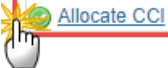
DG * DG EMPL ▼

Budget source * ESF+YEI ▼

Object subtype * Operational Programme (ERDF, CF, ESF, EMFF, YEI, IPA, FEAD) ▼

Sequence * 001

English title *

 [Allocate CCI](#)

- (1) Enter the *English Title*
- (2) Click on the [Allocate CCI](#) link

Once the CCI number has been allocated, the request will display the *Allocated CCI* (1), the *English Title* (2) and the *status* of the Request is Allocated (3):

Search	2016LT05M9OP001 ×
Allocated CCI	2016LT05M9OP001 1
<i>CCI Year *</i>	2016
<i>CCI Target area *</i>	Lithuania
<i>CCI DG *</i>	DG EMPL
<i>CCI Budget source *</i>	ESF+YEI
<i>CCI Object subtype *</i>	Operational Programme (ERDF, CF, ESF, EMFF, YEI, IPA, FEAD)
<i>Requester email *</i>	
<i>Additional email</i>	
<i>Title *</i>	Ceci est un test pour une demande de CCI
English title *	This is a test for a CCI Request 2
<i>Comment</i>	
<i>Request date *</i>	30-Aug-2017
Status	Allocated 3
<i>Last modified</i>	06-Sep-2017

Appendix: Breakdown of CCI Codes

The Format used for the CCI Codes in SFC2014 is YEAR CC DG FF TP SEQ e.g.: 2014BE16RFOP001

Each of these sequence parts are described in the sections below:

Year

The year is a numerical code identifying the Start Year of the Programme/Object.

CC – Country Code

This is the Character Code identifying the Country or Geographical Region.

The CC can be any Country iso-2 codes + TC for Territorial Cooperation, EU for European Union and EC for European Commission.

Remark: Currently UK is used instead of the iso-2 code GB.

DG – Directorate General

This is a Numerical code identifying the leading Directorate General (chef de file).

05=EMPL

06=AGRI

14=MARE

16=REGIO

65=HOME

FF – Fund(s)

This is a character code identifying the Fund(s) covered by the Programme/Object.

Description	Code
AMIF	<i>AM</i>
CF	<i>CF</i>
EAFRD	<i>RD</i>
EGF	<i>EGF</i>
EMFF	<i>MF</i>
ERDF	<i>RF</i>
ERDF+CF	<i>M1</i>
ERDF+CF+ESF	<i>M3</i>
ERDF+CF+ESF+EMFF+EAFRD+YEI (for Partnership Agreement)	<i>M8</i>
ERDF+CF+ESF+YEI	<i>MA</i>
ERDF+ENI	<i>M5</i>
ERDF+ESF	<i>M2</i>
ERDF+ESF+YEI	<i>M0</i>
ERDF+IPA(e)	<i>M4</i>
ERDF+IPA(e)+ENI	<i>M6</i>

ESF	SF
ESF+YEI	M9
FEAD (Material Assistance)	FM
FEAD (Social Inclusion)	FS
IPA policy area (d) Agriculture and rural development	ID
IPA policy area (e) Regional and territorial cooperation	IE
ISF	IS
YEI (Dedicated outside Partnership Agreement)	YE

TP - Type

This is a Character code identifying the Type of Object.

Description	Code
Application (EGF)	A
Cross-Border Programme (ETC)	CB
Innovative Action at the initiative of the EC	IA
Interregional Cooperation Programme (ETC)	IR
Joint Action Plan	JA
Major Project	MP
National Framework (EAFRD)	NF
National Programme (AMF, ISF, EAFRD)	NP
National Rural Network Programme (EAFRD)	RN
Operational Programme (ERDF, CF, ESF, EMFF, YEI, IPA, FEAD)	OP
PEACE Programme(s) (ETC)	PC
Partnership Agreement	PA
Regional Programme (EAFRD)	RP

SME Programme (ERDF, EAFRD)	SM
Technical Assistance Programme	TA
Transnational Programme (ETC)	TN

SEQ - Sequence

Numerical sequence code making the CCI code unique.

Allowed Combinations

The following combinations are allowed. All other combinations will not be allowed by the CCI Request functionality. It will help the SFC2014 users to request and allocate the correct combinations.

CC	DG	FF	TP	Comment
Member State	16	M8	PA	Partnership Agreements
Member State	14	MF	OP	EMFF Operational Programmes
Member State	06	RD	RP	EAFRD Regional Rural Development Programmes
Member State	06	RD	NP	EAFRD National Rural Development Programmes
Country	65	AM	NP	AMF National Programmes
Country	65	IS	NP	ISF National Programmes
Member State	05	SF	OP	ESF Operational Programmes
Member State	16	RF	OP	ERDF Operational Programmes
Member State	16	CF	OP	CF Operational Programmes
Member State	16	M1	OP	ERDF+CF Operational Programmes
Member State	05	M2	OP	ESF+ERDF Operational Programmes
Member State	16	M2	OP	ESF+ERDF Operational Programmes
Member State	05	M3	OP	ESF+ERDF+CF Operational Programmes

CC	DG	FF	TP	Comment
Member State	16	M3	OP	ESF+ERDF+CF Operational Programmes
Member State	05	M9	OP	ESF+YEI Operational Programmes
Member State	05	M0	OP	ESF+YEI+ERDF Operational Programmes
Member State	16	M0	OP	ESF+YEI+ERDF Operational Programmes
Member State	05	MA	OP	ESF+YEI+ERDF+CF Operational Programmes
Member State	16	MA	OP	ESF+YEI+ERDF+CF Operational Programmes
Member State	05	FM	OP	FEAD Material Assistance Operational Programmes
Member State	05	FS	OP	FEAD Social Inclusion Operational Programmes
Member State	16	RF	MP	ERDF Major Projects
Member State	16	CF	MP	CF Major Projects
Member State	16	M1	MP	ERDF+CF Major Projects
Member State	05	SF	TA	ESF Technical Assistance Programme
Member State	16	RF	TA	ERDF Technical Assistance Programme
Member State	16	CF	TA	CF Technical Assistance Programme
Member State	16	M1	TA	ERDF+CF Technical Assistance Programme
Member State	05	M2	TA	ESF+ERDF Technical Assistance Operational Programmes
Member State	16	M2	TA	ESF+ERDF Technical Assistance Operational Programmes
Member State	05	M3	TA	ESF+ERDF+CF Technical Assistance Operational Programmes
Member State	16	M3	TA	ESF+ERDF+CF Technical Assistance Operational Programmes
Member State	06	RD	RN	EAFRD National Rural Network Programme

CC	DG	FF	TP	Comment
Member State	06	RD	NF	EAFRD National Framework
TC	16	RF	CB	ERDF Cross-Border ETC programme
TC	16	RF	PC	PEACE ETC Programme
TC	16	RF	IR	ERDF Interreg ETC programme
TC	16	RF	TN	ERDF Transnational ETC programme
TC	16	M4	TN	ERDF+IPA Transnational ETC programme
TC	16	M5	TN	ERDF+ENI Transnational ETC programme
TC	16	M6	TN	ERDF+IPA+ENI Transnational ETC programme
Member State	05	MA	JA	Joint Action Plan managed by DG EMPL
Member State	16	MA	JA	Joint Action Plan managed by DG REGIO
Member State	16	RF	SM	SME ERDF Programme
Member State	06	RD	SM	SME EAFRD Programme
TC	16	I5	CB	IPA Cross-Border Programme
Member State	05	YE	OP	YEI dedicated Programme outside Partnership Agreement

Other combinations will be added when other Funds and Object Types will be covered by the SFC2014 applications.