Commission Decision

PURPOSE OF THIS FUNCTIONALITY

This document describes the specifications of the use-cases related to the registration of Commission Decisions for Partnership Agreements, Programmes, Major projects, Accounts and any other Object Type that needs a Commission Decision and that will be managed in SFC2014.

CONCERNED FUNDS

The procedure is the same for all Object Types and funds using SFC2014 as the default interface, depending on the internal procedures of your DG. If WAVE/RDIS should be used instead then the decision creation should be carried out in the relevant application and not in SFC2014.

USER ROLES AND PERMISSIONS NEEDED

Only EC user with **ECOA** or **ECPO Update Access** can create a Commission Decision.

BEFORE YOU START, CHECK THAT…

The Object type has been sent to the Commission: The status is set to **'SENT'**.

Icons

Icons	Actions
	Help, Explanation
	Confirm update of (inline table) data
	Cancel update of (inline table) data
	Edit
	Show, View
	Delete record
	Add record
	Download all Files of one or more Documents in a zip file.
	Show hierarchical list of correcting Commission Decisions
Icons	**Workflow Actions/Statuses**
	Create new
	Delete

Workflow

This section shows the lifecycle to create and manage the Commission Decision.
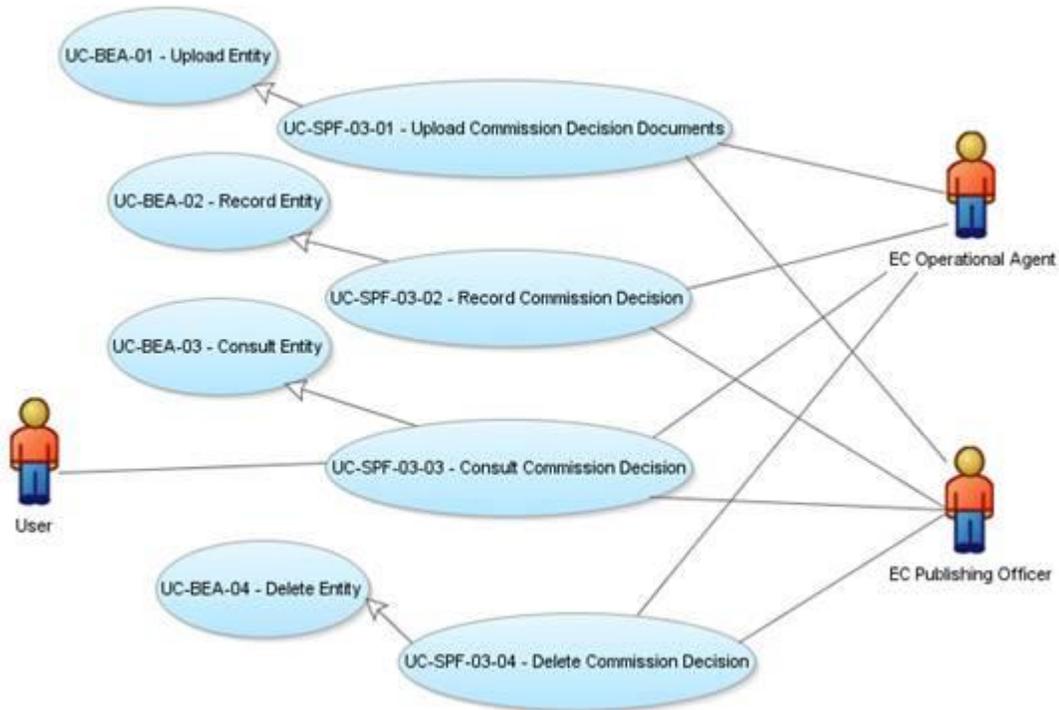
Documents

Document types

The Documents list shows all documents uploaded against this Commission Decision.

Once a Commission Decision is taken and published, the electronic documents become available in Vista, which unfortunately is not available outside the Commission. Therefore, SFC2014 needs to store SFC2014 related Decisions and their electronic documents.

Description	Internal Code	Direction	Integral	System	Required
Commission Decision	CD.D	EC2MS			
Corrigendum	CD.C	EC2MS			
Correcting Act	CD.A	EC2MS			

Performance Review Decision	CD.P	EC2MS			
Suspension Decision	CD.S	EC2MS			
Repealing Decision	CD.R	EC2MS			

Adding documents

You can **ADD** Documents by clicking on the **DOCUMENTS** Menu on the left-hand side:

The Documents list shows all documents uploaded against this Commission Decision by the EC user.

This can be done in two different ways:

- Uploading Documents **not registered in ARES**
- Uploading Documents **using the ARES number (Commission reference)**

Uploading documents not registered in ARES

- • - Clicking on the **ADD** button ⊕ will open a pop up window allowing you to add a new document type with attachments.

- • - Selecting a document row and click on the **EDIT** button 📝 will allow you to modify the document information.

- • - Selecting a row and clicking on the **DELETE** button ⊖ will remove the data of the selected row.

1. Click on the **Add** button ⊕ to add a new document.

DOCUMENTS ANNEXED TO THIS DECISION

TITLE	DOCUMENT TYPE	DOCUMENT DATE	LOCAL REFERENCE	COMMISSION REFERENCE	FILES

The document detail pop-up window appears:

Document details

Not yet sent

Document type *	Commission decision	①
Title *	EC Decision	②
Document date *	13/11/14	③
Local reference		
Commission reference		

A④ ed files

	TITLE	LANGUAGE	FILENAME	
☑	EC Document ⑤	English ⑥	report.doc	Select file to upload ⑦

⑧ Update ✕ Cancel
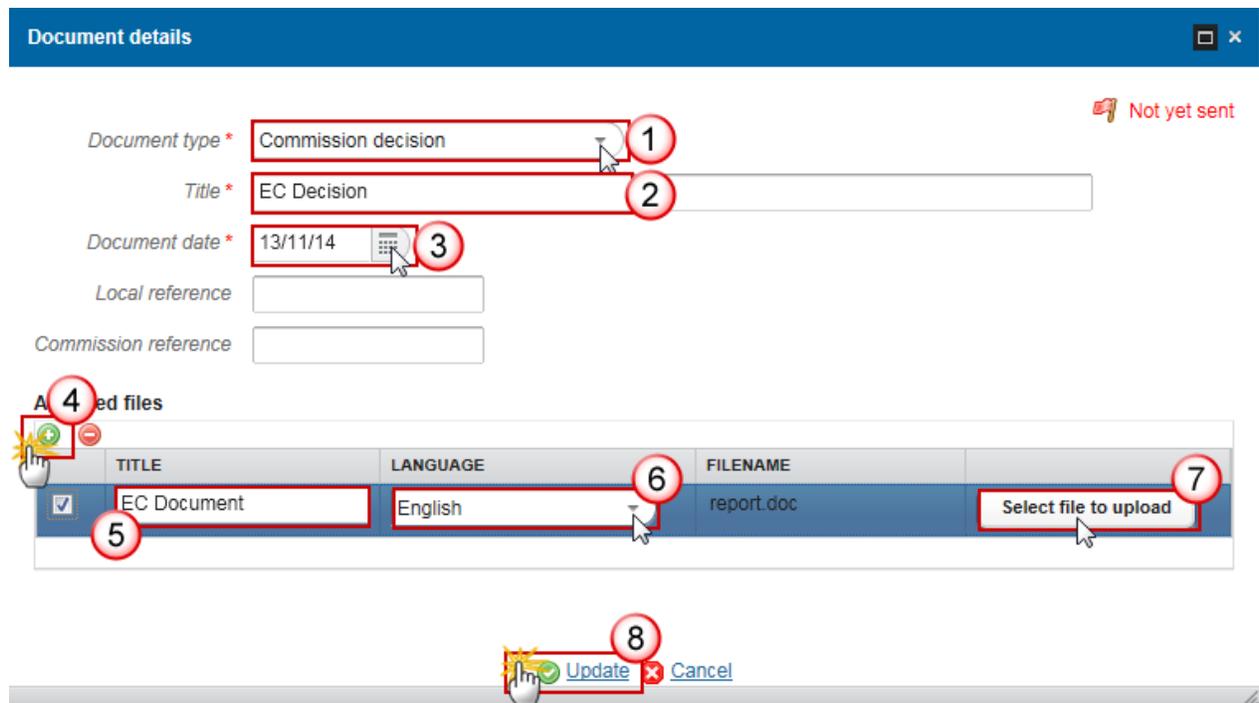
2. Enter the following information:

(1) Select a *Document Type*

The Document Type list in the edit screen will contain all EC2MS Document Types from the Document Group 'CD'.

(2) Enter a *Title* for your Document

(3) Enter a *Document Date*

(4) Click on the **Attachment creation ADD** button 🞢 to add a new row in the table.

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

- You can remove unwanted attachments by selecting the row and clicking on the **Attachment DELETE** button 🖨

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

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

(7) Select the *file* to upload.

(8) Click on **Update** to save the information.

NOTE	Decision Documents created here are never sent because the Member State already received it outside SFC. They will only be linked to an Object (Partnership Agreement, Programme, Major Project…) when for that Object the action "Link to Commission Document" is performed. A 🖨 delete of a Decision Document is only allowed when the document is not linked to any other Object Type than the Decision.

Uploading Documents using the ARES number (Commission Reference)

NOTE	When entering the Commission reference (ARES reference) the attachments will automatically be imported from ARES. If you already uploaded attachments, they will be replaced by the ones from ARES. After the upload action you will be able to remove those attachments that you don't want to show to the Member State.

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

The document detail pop-up window appears:

2. Enter or select the following information:

(1) Select a *Document Type*

The Document Type list in the edit screen will contain all EC2MS Document Types from the Document Group 'CD'.

(2) Enter a *Title* for your Document

(3) Enter a *Document Date*

(4) Enter the *ARES Reference*

Upon entering the ARES reference and selecting **Update** the system will inform you that the documents will be imported directly from ARES.

(5) Click on the **Update** link to save all the information.

3. The ARES import pop-up window appears:
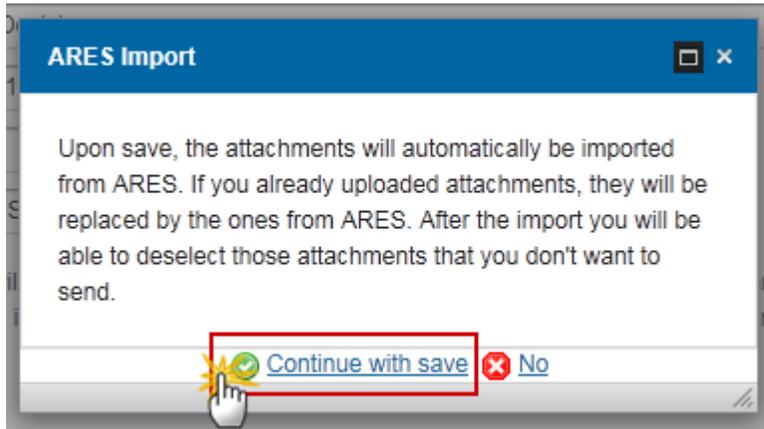
Click on the **Continue with save** link to continue and confirm the ARES import.

The Commission Reference has been imported successfully:

NOTE	The Commission Decision documents are never sent to the Member State but are visible without the send action. A 🚫 delete of a Decision Document is only allowed when the document is not linked to any other Object Type than the Decision.

Create the Commission Decision

When the EC User wants to create a new Commission Decision in the system.

1. Login to https://webgate.ec.europa.eu/sfc2014/frontoffice/ui

REMARK	To create a Commission Decision you must have the role of **ECOA** or **EPCO** Update Access

2. To access the Commission Decision section first click on the **PROGRAMMING** or on the **STRATEGIC PLANNING** menu and then on the **Commission Decision** menu item OR on the **COMMISSION DECISION** menu:
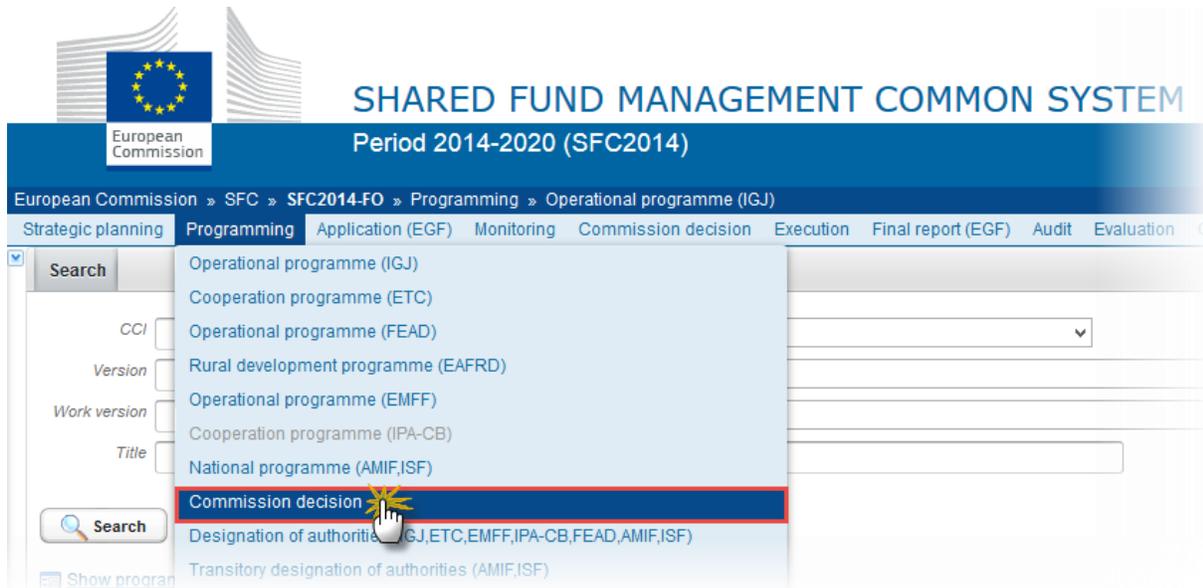
3. Click on the **Create a New Commission Decision** link to create a new Commission Decision.
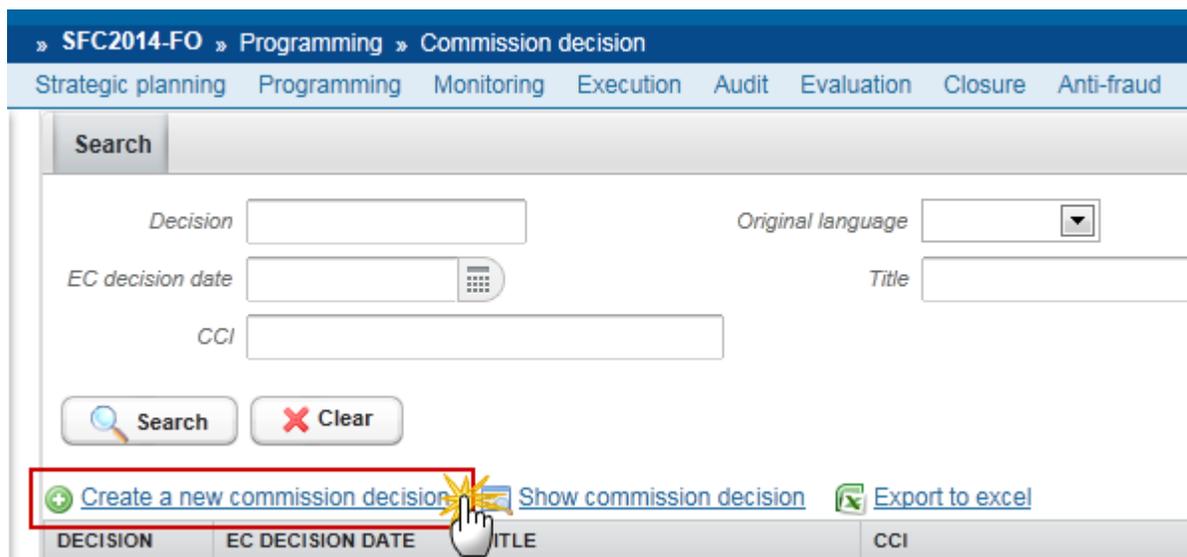
You are redirected to the Commission Decision creation screen:

4. Enter or select the following information:

(1) Enter the *EC Decision number*

 A valid format for the Decision number should follow the rule '**C(2014)0000**' - '**C(2022)9999**'

(2) Select the *EC Decision Date*

(3) Enter a *Title* for the Decision

(4) Select Commission Decision that it corrects (if any)

(5) Select the *Original Language*

(6) Enter the comments (if any)

(7) Click on the **FINISH** button to confirm the creation of the Commission Decision

Once the Decision is created the following screen will appear:

DECISION

EC decision number	C(2018)99	Modification date 04-Feb-2019	☑ Goto Vista
EC decision date	31-Oct-2018		
Title	test br		
Is correcting decision			
Original language	en - English		
Comments			

The Vista external link 'Goto Vista' opens a new window and is constructed by using the Vista URL stored in FO setting "vistaUrl" and the EC Decision Number in a slightly different format:

5. Select the CCIs covered

REMARK	If you have roles from more than one DG (so is the case of multi fund CCIs), therefore in edit covered CCIs page, you can now see the CCIs from all the DGs that you have a role from in the current profile.

Click on the **EDIT** button to select the CCIs covered by this EC Decision.

The Edit CCIs covered window appears:
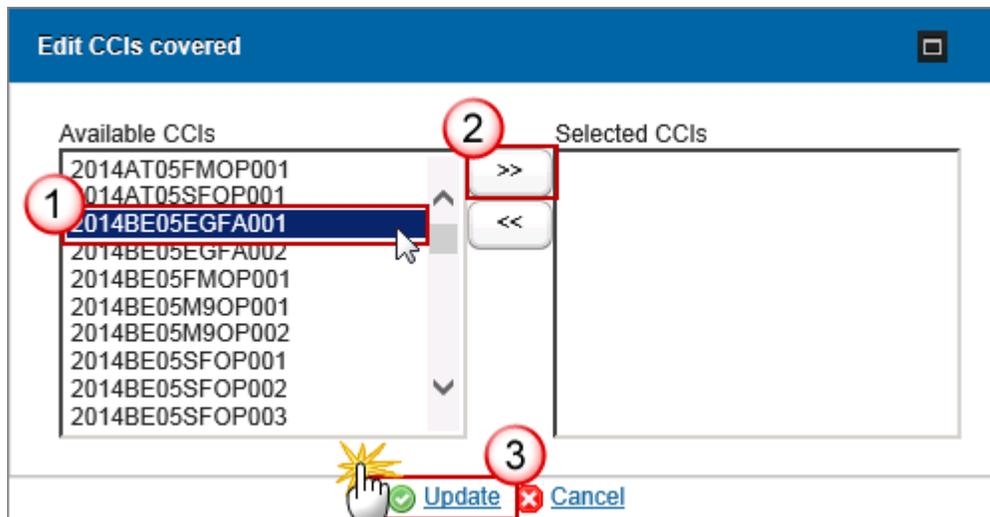
6. Enter or select the following information:

(1) Select the *CCI*

The list of CCIs contains all CCIs of DGs covered by the user profile

(2) Add it to the selected CCIs list

(3) Click on the **Update** link to save all the information

Record/Edit the Commission Decision

When the EC user requests the modification of a Commission Decision in the system.

1. Click on the **EDIT** button to modify the information of the Commission Decision.

The edit details form pop-up window appears:

2. Enter or select the following information:

(1) Enter the *EC Decision number*

(2) Select the *EC Decision Date*

(3) Enter a *Title* for the Decision

(4) Select Commission Decision that it corrects (if any)

(5) Select the *Original Language*

(6) Enter the comments (if any)

(7) Click on the **FINISH** button to confirm the creation of the Commission Decision

If you have enter a new decision in the field 'is correcting decision', then the new correcting decision will appear and you can click on the link to open the decision:

DECISION

EC decision number	C(2019)2
EC decision date	16-Jan-2019
Title	Final decision C(2019)2 2019GR16M1MP003
Is correcting decision	C(2019)10001 – 04/02/2019
Original language	en - English
Comments	

Modification date 05-Feb-2019

Covers

CCI	TITLE

Linked To

CCI	VERSION
2019GR16M1MP003	1.0

Corrected by decisions

The correcting decision screen appears. You can also click on the 'corrected by decision' to come back to the previous page:

DECISION

EC decision number C(2019)10001	**Modification date** 04-Feb-2019
EC decision date 04-Feb-2019	
Title AAA	
Is correcting decision	
Original language en - English	
Comments	

Covers

CCI	TITLE

Linked To

CCI	VERSION

Corrected by decisions

C(2019)2 - 16/01/2019

REMARK	When a Decision has been corrected, the ☰ icon will be shown. Clicking on it will show a popup with a hierarchical list of correcting Decisions. Clicking one of those decisions will open the detail page in the same way as clicking on a Decision is the search result list.
	The same ☰ icon and principle will be used on all Search pages and General Version Information pages containing a Commission Decision column, like for Partnership Agreements, Programmes, Major Projects and Accounts.
	If you have roles from more than one DG (so is the case of multi fund CCIs), therefore in edit covered CCIs page, you can now see the CCIs from all the DGs that you have a role from in the current profile.

Linking the Object type to the Commission Decision

1. To link the Object type, for example an OP to the Commission Decision first click on the **PROGRAMMING** menu and then choose the **programme type** from the available menu items:
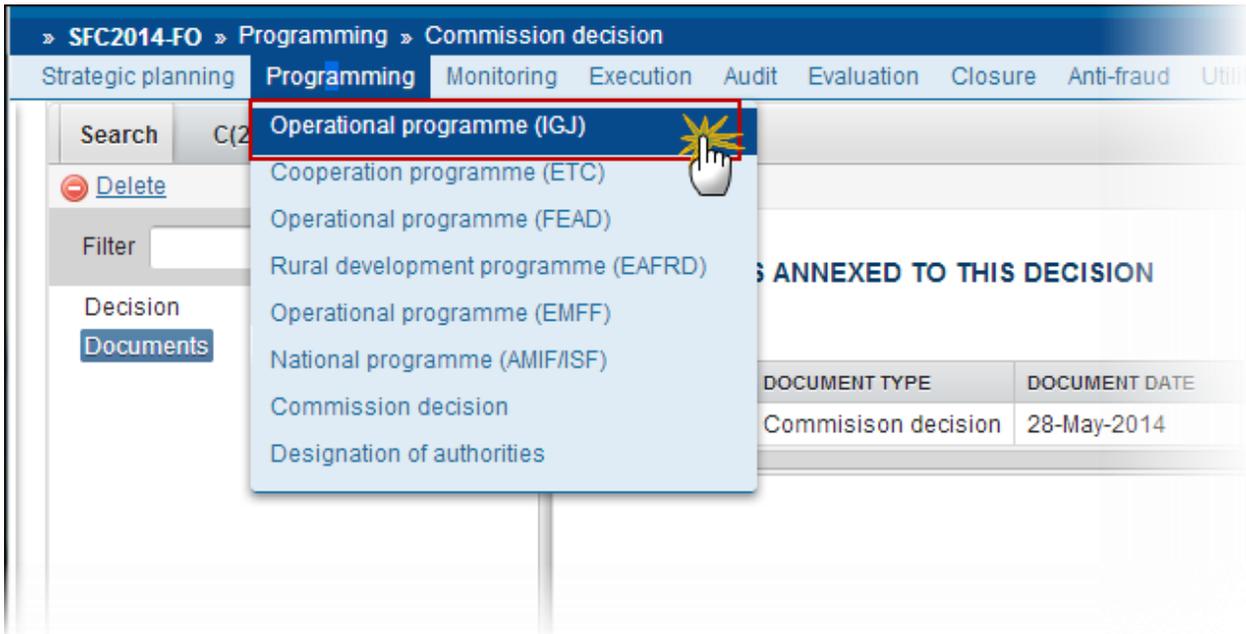
2. Select the programme from the list after searching **(1)** and click on **Show programme (2)**:
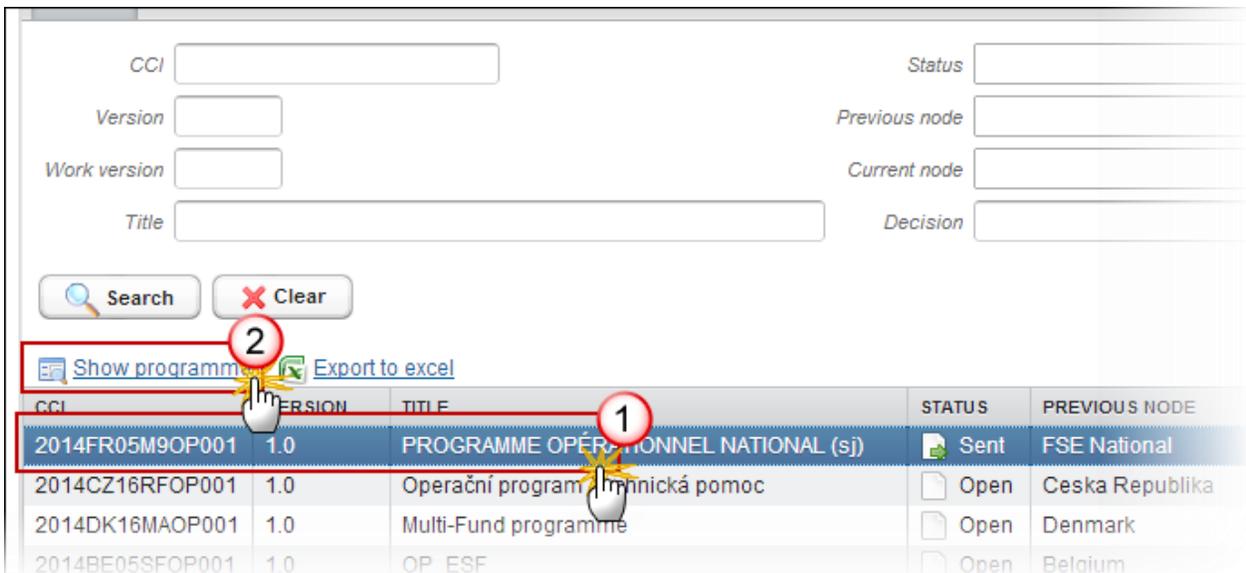
3. To accept the decision click on **Accept Decision**
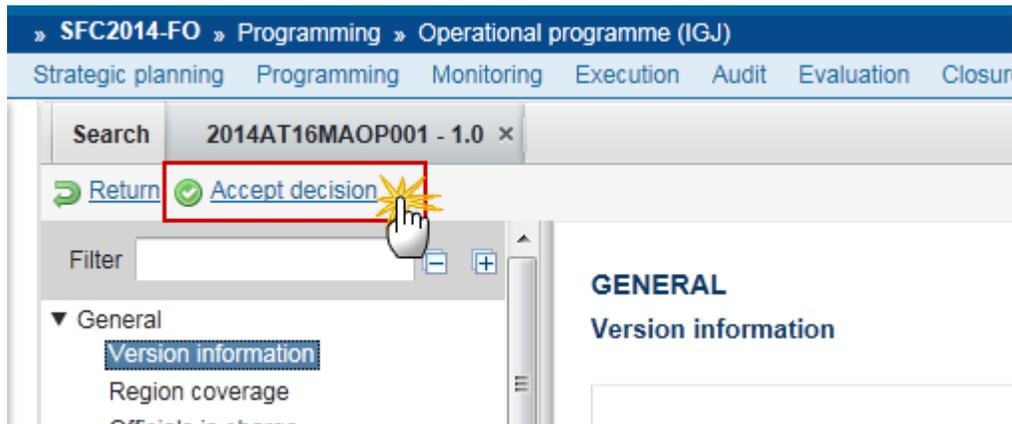
The Accept Commission decision confirmation pop-up window appears:

4. Click on **Yes** to accept the Commission Decision on this OP
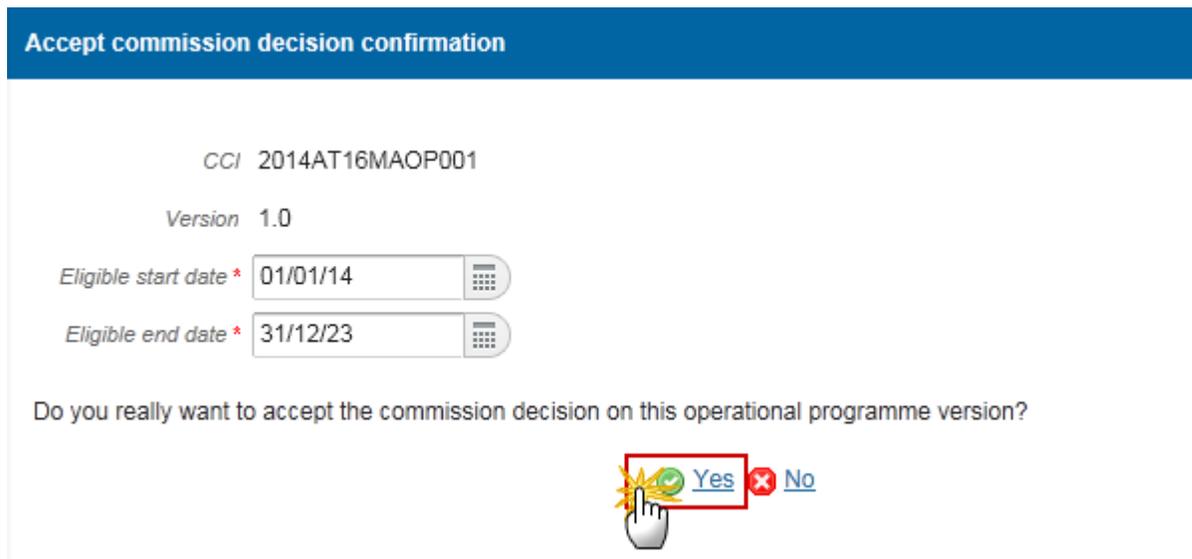
5. To link the Commission Decision click on **Link Commission decision**
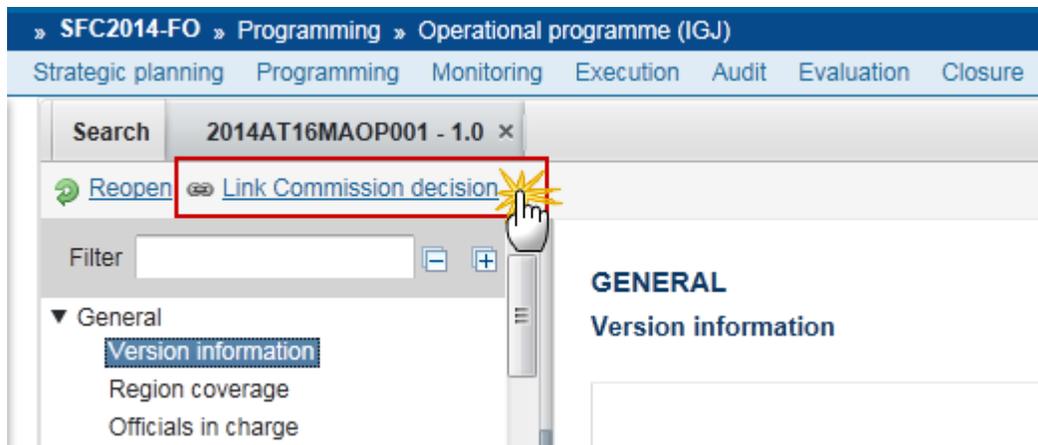
6. Select your Decision from the list

7. Click on **Yes** to confirm

The OP is linked to the Commission Decision and the EC Decision Number appears on the Version information screen:

The Status is **'ADOPTED BY EC'**, and the decision appears in the list:

REMARK	When a Decision has been corrected, the ☰ icon will be shown. Clicking on it will show a popup with a hierarchical list of correcting Decisions. Clicking one of those decisions will open the detail page in the same way as clicking on a Decision is the search result list.

The same ☰ icon and principle will be used on all Search pages and General Version Information pages containing a Commission Decision column, like for Partnership Agreements, Programmes, Major Projects and Accounts. |

Accept MS decision

REMARK	THIS OPTION IS **NOT** AVAILABLE FOR **HOME** FUNDS (AMIF, ISF)

To accept the MS decision on an Operational Programme, the OP must be in a status 'Sent' at the level of the Commission and must have a version number > 1. In this case the last applied Commission decision is still valid and no new Commission decision is required. |

1. To accept the MS decision on an OP, first click on the **PROGRAMMING** menu and then choose the **programme type** from the available menu items:
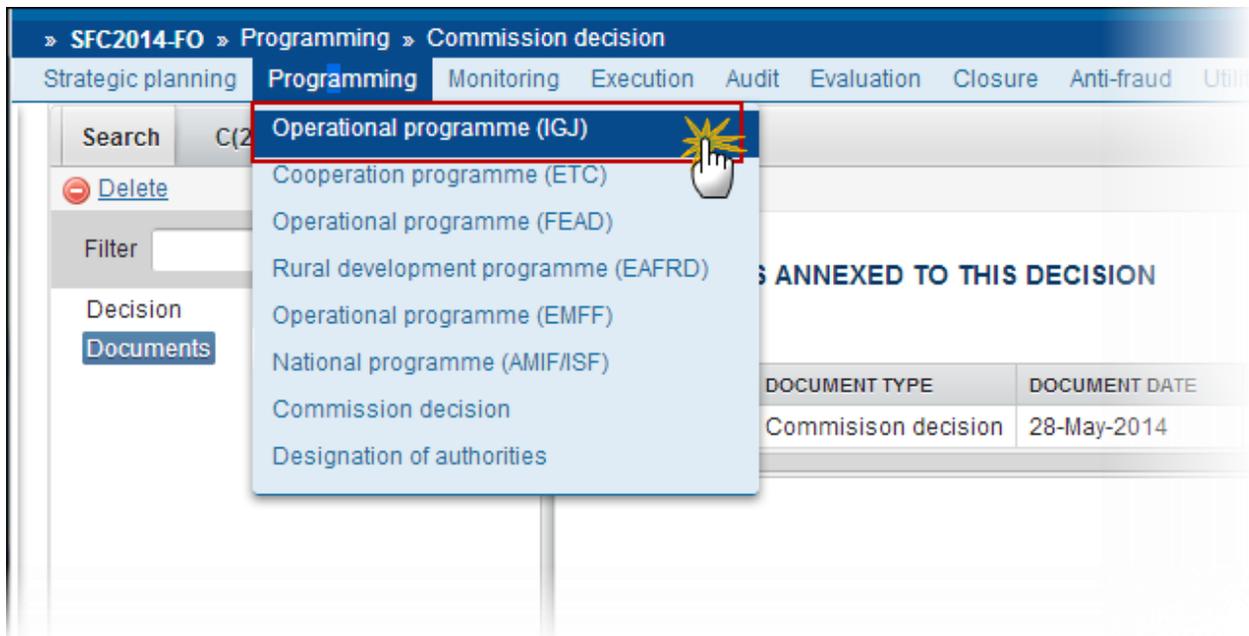
2. Select the programme from the list after searching **(1)** and click on **Show programme (2)**:
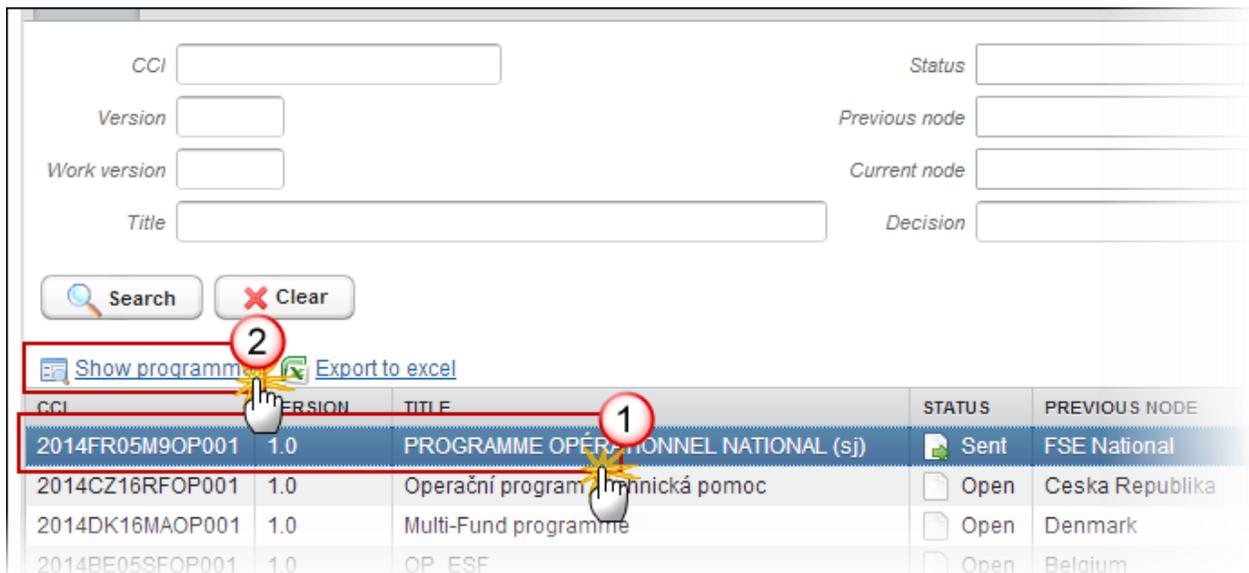
3. To accept the MS decision click on **Accept MS decision**
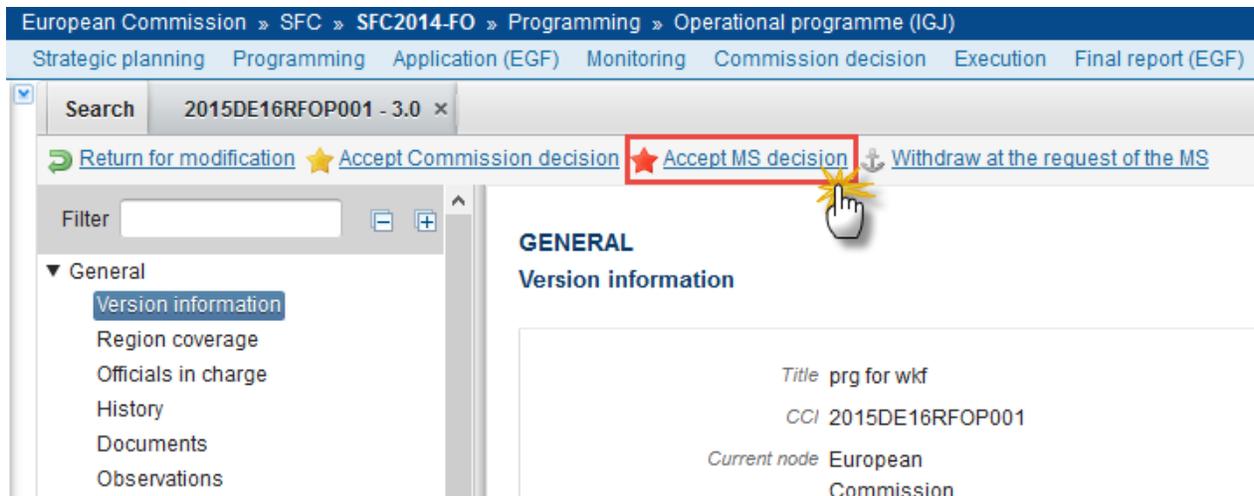
The Accept MS decision confirmation pop-up window appears:

4. Click on **Yes** to accept the MS Decision on this OP

The OP Status becomes **'ADOPTED BY MS'**, and the last available Commission decision on that Programme still appears in the list:

GENERAL
Version information

Delete the Commission Decision

REMARK	The Commission Decision is not yet linked to a Partnership Agreement, a Programme or a Major Project and it is not corrected by another Commission Decision.

1. Click on the **Delete** link to remove the Commission Decision:

2. Click on **Yes** to confirm the deletion of the Commission Decision.

The delete is a physical delete.

Re-Open the Commission Decision

When a Commission Decision has been created and linked to an Object the option to 'Reopen' becomes available – this option will change the status of the Object back to 'Decision OK' and you can link again the Object with another Commission Decision or 'Reopen' the Object a second time and change the status to 'Sent to the EC'. This option undoes the 'Link Commission Decision' action.

REMARK	The 'Reopen' option should only be used exceptionally and when the 'Link Commission Decision' has been used accidentally or when you want to link the Object with another Commission Decision.

1. Click on the **Reopen** link to change the Object status back to **'DECISION OK'**
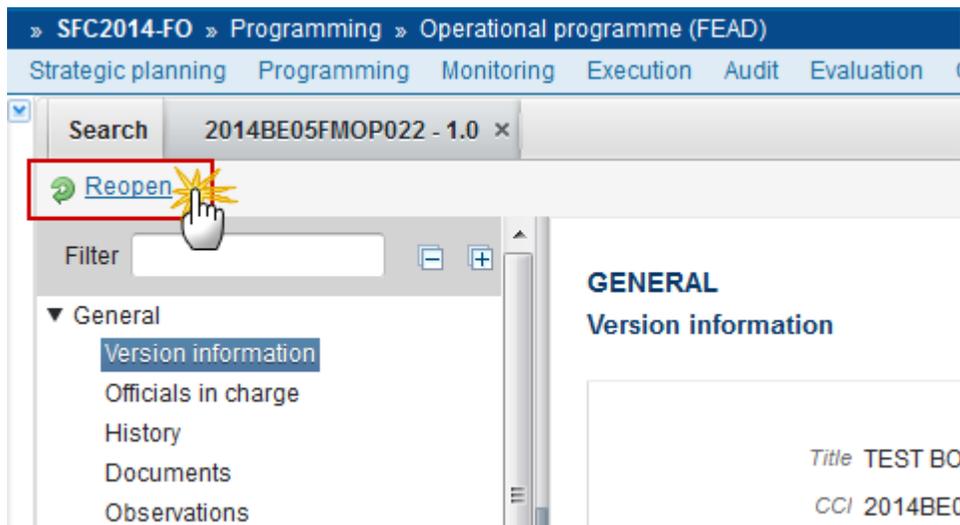
The Re-open confirmation screen pop-up window appears:
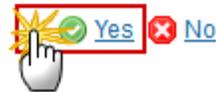
2. Click on **Yes** to confirm the 'Reopen' action or on **No** to go back to the Commission Decision

After the re-open action its status will change to **'DECISION OK'** and the EC decision number will no longer appear on the Version Information screen. You can 'Link commission decision' again:

Additional Functionality

Notifications

For Commission internal use, it is necessary to generate the following events:

Since the Commission Decision has no state or procedural steps, the only events we will foresee are:

1. **CDCRE** – generated when a Commission Decision record is created.
2. **CDDEL** – generated when a Commission Decision record is deleted.
3. **CDUPD** – generated when a Commission Decision record is updated and when any of the underlying data (CCIs covered, Documents, Attachments) is created, updated, deleted.

The following event type parameters will be foreseen:

PARAM_NAME	MANDATORY	DATA_TYPE	COMMENT
Action Date	Y	Date	
Action User Id	N	Int	
Action User Name	N	char	
CCIs	N	char	covered CCIs
Cd Uniq Id	Y	Long	
Decision Number	Y	Char	