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Designation of Authorities

PURPOSE OF THIS FUNCTIONALITY

This document describes the different steps and action options at the level of the Commission for the Designation of Authorities for the Programmes as required by **Article 113 and 113bis of the CPR Regulation**. It applies to all Programmes covering one of the following funds ERDF, CF, ESF, EMFF or related to YEI, SME, TA, ETC, IPA. FEAD and AMIF/ISF (**Article 26 of Regulation 514/2014 and Delegated Act 1042/2015**) who have a similar regulation of the Designation of Authorities also uses this module.

CONCERNED FUNDS

ERDF, CF, ESF, EMFF, YEI, ETC, IPA, FEAD, AMIF, ISF

USER ROLES AND PERMISSIONS NEEDED

You are an identified user in SFC2014 and you have the role of **EC Operational Agent (ECO)** with update access to update or **EC Audit Agent (ECA)** with read only access to consult.

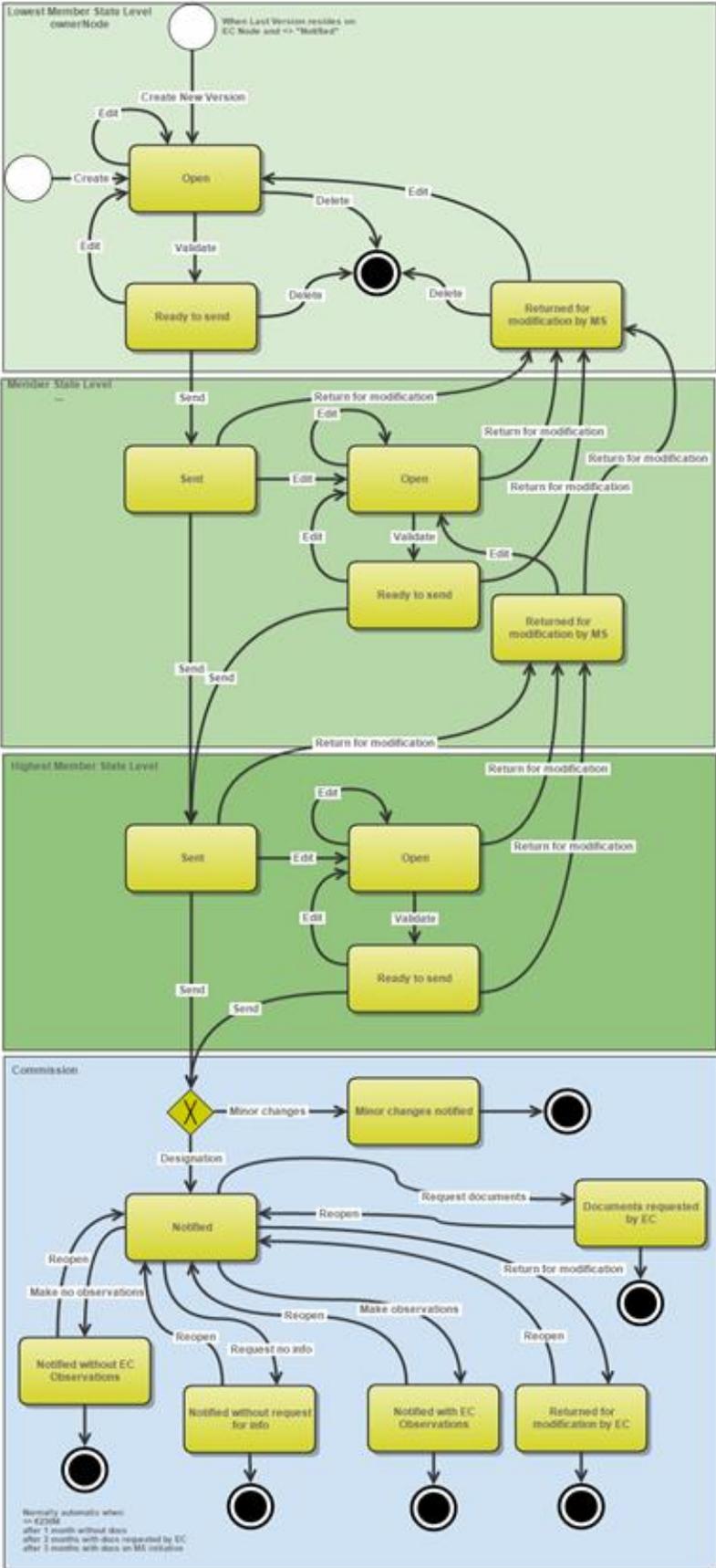
BEFORE YOU START, CHECK THAT...

The Designation or Authorities has been sent to the Commission: The status is set to '**NOTIFIED**'.

Workflow

This section shows the lifecycle to create and manage the Designation of Authorities.

Designation of Authorities State Diagram



Documents

Document Types

The following document types will be foreseen:

Description	Internal Code – Sent on action	Non-integral	Integral	System	Required
Official Commission's Observations (ALL)	DOA.OCO Optional when ' RETURNED FOR MODIFICATION BY EC ', ' DOCUMENTS REQUEST BY EC ' and ' NOTIFIED WITH EC OBSERVATIONS '		X		
Official Commission's Acknowledgement (ERDF, CF, ESF, YEI, EMFF, IPAE, ENI, FEAD)	DOA.OCA Optional when ' NOTIFIED WITHOUT EC OBSERVATIONS '		X		
Other Commission Document (ALL)	DOA.OC Any Status	X			
Other Commission Internal Document (ALL)	DOA.OI Any Status	X			
Acknowledgment of Receipt	ACK.DOASNT			X	X
System review letter (AMIF, ISF)	DOA.SYS	X			
Summary review letter (AMIF, ISF)	DOA.SUM	X			

Upload using Commission/ARES Reference

As a Commission user you can import your document directly from ARES to be uploaded in SFC2014 by entering the ARES reference number in the **Commission Reference** field (in the documents section). The ARES number will be immediately validated.

Make observations confirmation

CCI 2014AT05M9OP001

Version 1.0

Title Austria - ESF, YEI - Ope

Reason for return *

Title

Document date

Local reference

Commission reference Ares(2014)47732

Upon save, the attachments will automatically be imported from ARES. If you already uploaded attachments, they will be replaced by the ones from ARES. After the import you will be able to deselect those attachments that you don't want to send.

Do you really want to send Observations on this Designation of Authorities Version?

Yes No

1. Enter the following information:

- (1) Enter the *Reason* (if applicable)
- (2) Enter the *Title*
- (3) Enter the *Document Date*
- (4) Enter the *Commission Reference* ARES number

The system will detect the document(s) from ARES and the attachments will be automatically uploaded

- (5) Click [Yes](#) to confirm the action

REMARK	If you get an "invalid ARES number" (the number cannot be found in ARES), check the ARES number has been entered correctly: <u>Ares(2015)+digits</u> with no space.
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	<p>If the ARES reference has been entered correctly, then check that the Document has been filed correctly in ARES.</p> <p>If the problem persists, please provide us with the document ARES number, the 'type' of document you are trying to upload in SFC2014, and the CCI of the Programme. We can then verify if there is a problem with the registration.</p>
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Hiding Attachments Uploaded from ARES

Attachments can also be hidden once the Commission Documents have been imported from ARES, so that the receiver will not be able to view them:

Attached files

LANGUAGE	FILENAME	HIDE CONTENT
German	877616.877618 SNP.PRG.SNT Programme Snapshot 2014DE05M9OP001 1.0 de-Programme Snapshot 2014DE05M9OP0	<input type="checkbox"/>
English	875368.875370 PRG.EEVA e-admin 1.xps	<input checked="" type="checkbox"/>

2. Scroll right (1) and select the **HIDE CONTENT** option (2) and click on [Update](#) (3) to hide the attached file

Action Options

1. Login to <https://webgate.ec.europa.eu/sfc2014/frontoffice/ui>
2. To access the **DESIGNATION OF AUTHORITIES (DOA)** first click on the **PROGRAMMING** option in the menu bar and then on the [Designation of Authorities](#) menu item.



SHARED FUND MANAGEMENT COMMON SYSTEM

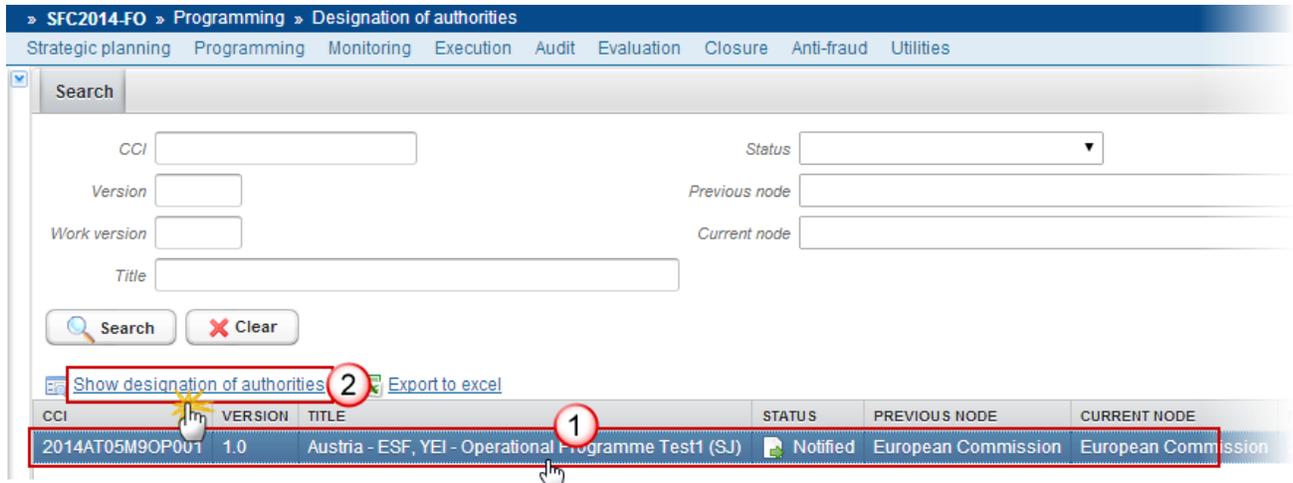
Period 2014-2020 (SFC2014)

» SFC2014-FO

Strategic planning | **Programming** | Monitoring | Execution | Audit | Evaluation | Closure | Anti-fraud | Utilities

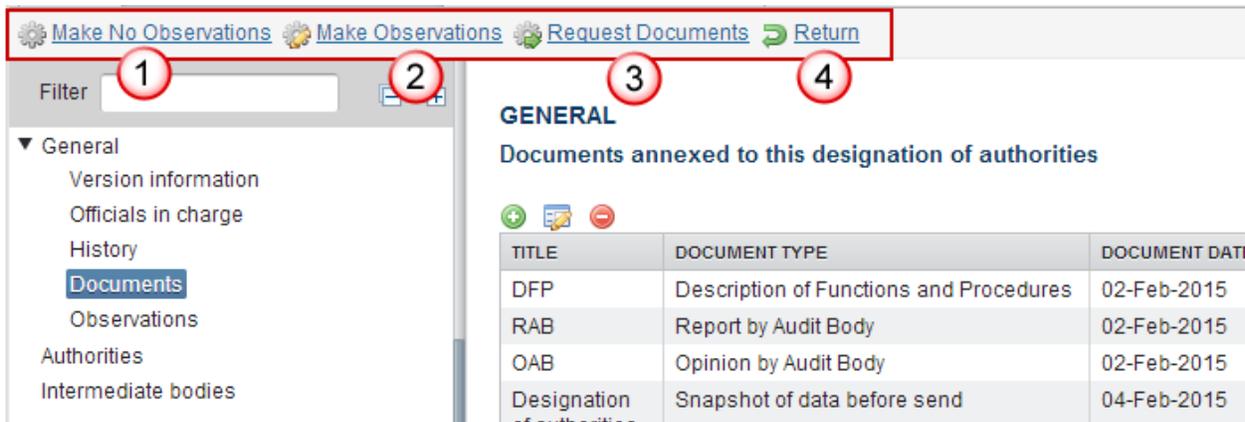


3. Choose the DoA version you want from the list in the search screen (1) and click on [Show designation of authorities](#) link (2)



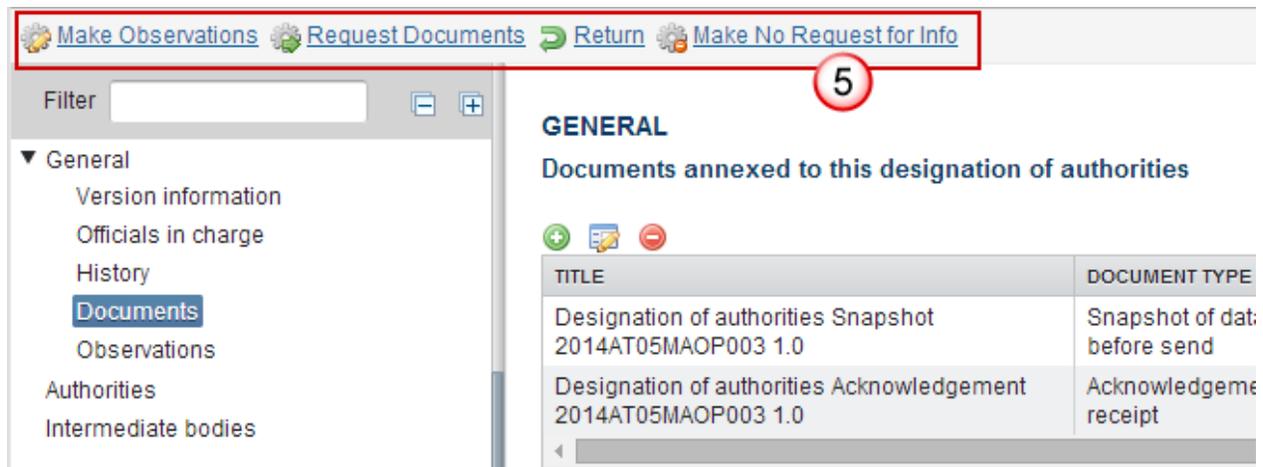
A number of Action Options are available.

If the Member State attached the full set of documents to the DoA the following options are visible:



- (1) [Make No Observation](#)
- (2) [Make Observations](#)
- (3) [Request Documents](#)
- (4) [Return](#)

When the full set of documents has not been uploaded, the additional option (5) [Make No Request for Info](#) becomes available:



Make No Observation on Designation of Authorities

An EC User with Update access can accept without observations. **This option is only available when the full set of documents have been uploaded by the Member State:** (Description of functions and procedures DOA.FAP, Report DOA.REP and Opinion of audit body DOA.OPI)

1. Click on the [Make No Observations](#) link:



The system will ask you to confirm the action. During this action, the EC User can optionally add a document "Official Commission's Acknowledgement" with attachments that will be send together with the action to the Member State.

This can be done either by using the Commission Reference ARES number OR by manually uploading the documents.

Attach Acknowledgement Document

After clicking on the Make No Observations link the confirmation screen appears:

Make no observations confirmation

CCI 2014AT05M9OP001

Version 1.0

Title Austria - ESF, YEI - Ope

Reason for return * (1)

Title (2)

Document date (3)

Local reference

Commission reference (4)

Attached files

(5)

TITLE	LANGUAGE	FILENAME
<input type="text"/> (6)	<input type="text"/> (7)	null (8) <input type="button" value="Select file to upload"/>

Are you sure you don't want to make Observations on the Designation of Authorities Version?

(9)

2. Enter the following information:

(1) Enter the *Reason*

(2) Enter the *Title*

(3) Enter the *Document Date*

(4) Enter the *Commission Reference* ARES number

The system will detect the document(s) from ARES and the attachments will be automatically uploaded
OR (to manually upload attachments):

(5) Click on the Add button  to add the Observation documents

(6) Select the file from your PC

(7) Enter the document *Title*

(8) Enter the document *Language*

(9) Click [Yes](#) to confirm the action and send the Observation documents.

Upon confirmation the status is set to "NOTIFIED WITHOUT EC OBSERVATIONS".

Make Observation on Designation of Authorities

An EC User with Update access can accept with observations.

1. Click on the [Make Observations](#) link:



The system will ask you to confirm the action. During this action, the EC User can optionally add a document "Official Commission's Observations" with attachments that will be send together with the action to the Member State.

This can be done either by using the Commission Reference ARES number OR by manually uploading the documents.

Attach Observations Document

After clicking on the Make Observations link the confirmation screen appears:

Make observations confirmation

CCI 2014AT05M90P001

Version 1.0

Title Austria - ESF, YEI - Ope

Reason for return * (1)

Title (2)

Document date (3)

Local reference

Commission reference (4)

Attached files

(5)

TITLE	LANGUAGE	FILENAME
<input type="text"/> (6)	<input type="text"/> (7)	null (8) <input type="button" value="Select file to upload"/>

Do you really want to send Observations on this Designation of Authorities Version?

(9)

2. Enter the following information:

(1) Enter the *Reason*

(2) Enter the *Title*

(3) Enter the *Document Date*

(4) Enter the *Commission Reference* ARES number

The system will detect the document(s) from ARES and the attachments will be automatically uploaded OR (to manually upload attachments):

(5) Click on the Add button  to add the Observation documents

(6) Select the file from your PC

(7) Enter the document *Title*

(8) Enter the document *Language*

(9) Click [Yes](#) to confirm the action and send the Observation documents.

The status will be set to '**NOTIFIED WITH EC OBSERVATIONS**'.

Request Documents on Designation of Authorities

An EC User with Update access is allowed to request the additional documents on the Designation of Authorities version if it is in a status 'Notified' at the level of the Commission.

1. Click on the [Request Documents](#) link:



The screenshot shows a web interface with a navigation bar at the top containing links: [Make No Observations](#), [Make Observations](#), [Request Documents](#) (highlighted with a red box and a hand cursor), and [Return](#). On the left is a sidebar menu with a 'Filter' input and a tree view under 'General' including: Version information, Officials in charge, History, Documents, Observations, **Authorities** (highlighted), and Intermediate bodies. The main content area is titled 'AUTHORITIES' and contains a table with the following data:

AUTHORITY	PRIVATE	NAME OF THE AUTHORITY	HEAD OF THE AUTHORITY	ADDRESS	E-MAIL
Managing authority		official 2	head1		test@
Certifying Authority		official 3	Head 2		test@
Audit Authority		official 1	head		test@

The system will ask you to confirm the action. During this action, the EC User can optionally add a document "Official Commission's Observations" with attachments that will be send together with the action to the Member State.

This can be done either by using the Commission Reference ARES number OR by manually uploading the documents.

Attach Observations Document

After clicking on the Request Documents link the confirmation screen appears:

Request documents confirmation

CCI 2014AT05M9OP001

Version 1.0

Title Austria - ESF, YEI - Ope

Reason for return * (1)

Title (2)

Document date (3)

Local reference

Commission reference (4)

Attached files

	TITLE	LANGUAGE	FILENAME
(5)	<input type="text"/> (6)	<input type="text"/> (7)	null (8) <input type="button" value="Select file to upload"/>

Do you really want to request documents for this Designation of Authorities Version?

(9)

2. Enter the following information:

(1) Enter the *Reason*

(2) Enter the *Title*

(3) Enter the *Document Date*

(4) Enter the *Commission Reference* ARES number

The system will detect the document(s) from ARES and the attachments will be automatically uploaded OR (to manually upload attachments):

(5) Click on the Add button  to add the Observation documents

(6) Select the file from your PC

(7) Enter the document *Title*

(8) Enter the document *Language*

(9) Click [Yes](#) to confirm the action and send the Observation documents.

The additional documents will be requested to the Member state and the status of the Designation of Authorities is '**DOCUMENTS REQUESTED BY EC**'.

Reopen Designation of Authorities

This action can occur when an EC User wants to reopen a Designation of Authorities previously put in status '**NOTIFIED WITHOUT EC OBSERVATIONS**', '**NOTIFIED WITHOUT REQUEST FOR INFO**', '**NOTIFIED WITH EC OBSERVATIONS**', '**RETURNED FOR MODIFICATION BY EC**' or '**DOCUMENTS REQUESTED BY EC**'.

1. Click on the [Reopen](#) link:



The screenshot shows a software interface with a 'Reopen' button highlighted by a red box and a mouse cursor. Below the button is a 'Filter' input field and a sidebar menu with options like 'General', 'Version information', 'Officials in charge', 'History', 'Documents', 'Observations', 'Authorities', and 'Intermediate bodies'. The main area displays a table titled 'AUTHORITIES' with the following data:

AUTHORITY	PRIVATE	NAME OF THE AUTHORITY	HEAD OF THE AUTHORITY
Audit Authority		official 1	head
Certifying Authority		official 3	Head 2
Managing authority		official 2	head1

The system will ask you to confirm the action:

Reopen confirmation

CCI 2014AT05M9OP001

Version 1.0

Title Austria - ESF, YEI - Operational Programme Test1 (SJ)

Status Notified without EC observations

Do you really want to reopen the Designation of Authorities Version?



2. Click [Yes](#) to confirm or [No](#) to return to the DoA

On success, the Designation of Authorities is reopened and its status is set to '**NOTIFIED**'.

Return the Designation of Authorities

An EC User with Update access can return a Designation of Authorities version containing missing elements or found incorrect.

1. Click on the [Return](#) link:

The screenshot shows a web application interface with a top navigation bar containing four links: "Make No Observations", "Make Observations", "Request Documents", and "Return". The "Return" link is highlighted with a red box and a hand cursor icon. Below the navigation bar is a sidebar menu with a "Filter" input field and a list of menu items: "General", "Version information", "Officials in charge", "History", "Documents", "Observations", "Authorities" (highlighted), and "Intermediate bodies". The main content area is titled "AUTHORITIES" and contains a table with the following data:

AUTHORITY ▲	PRIVATE	NAME OF THE AUTHORITY	HEAD OF THE AUTHORITY	ADDRESS	E-MAIL
Managing authority		official 2	head1		test@
Certifying Authority		official 3	Head 2		test@
Audit Authority		official 1	head		test@

The system will ask you to confirm the action. During return the EC User can optionally add a document "Official Commission's Observations" with attachments that will be send together with the return action to the Member State.

Attach Observations Document

After clicking on the return link the confirmation screen appears:

Return for modification confirmation

CCI 2014AT05M9OP001
 Version 1.0
 Title Austria - ESF, YEI - Ope

Reason for return* (1)

Title (2)

Document date (3)

Local reference

Commission reference (4)

Attached files

(5)

TITLE	LANGUAGE	FILENAME
<input type="text"/> (6)	<input type="text"/> (7)	null (8) <input type="button" value="Select file to upload"/>

Do you really want to return this Designation of Authorities Version?

(9)

2. Enter the following information:

(1) Enter the *Reason*

(2) Enter the *Title*

(3) Enter the *Document Date*

(4) Enter the *Commission Reference* ARES number

The system will detect the document(s) from ARES and the attachments will be automatically uploaded OR (to manually upload attachments):

(5) Click on the Add button  to add the Observation documents

(6) Select the file from your PC

(7) Enter the document *Title*

(8) Enter the document *Language*

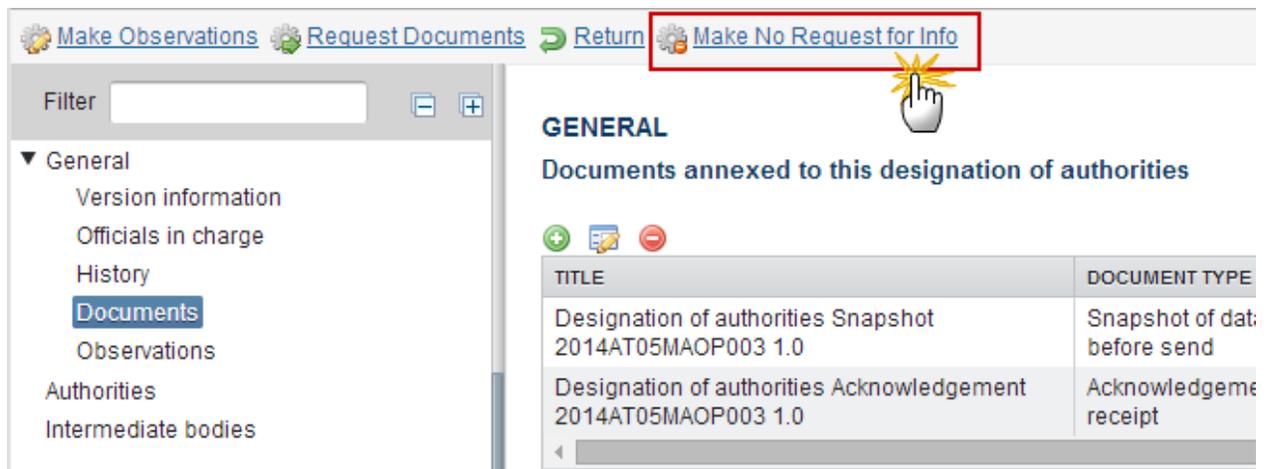
(9) Click [Yes](#) to confirm the action and send the Observation documents.

On success, the Designation of Authorities is returned and its status is set to **'RETURNED FOR MODIFICATION'**

Make No Request for Info on Designation of Authorities

An EC User with Update access is allowed to accept a Designation of Authorities version submitted without the "full package" of documents (Description of functions and procedures, Report, Opinion of audit body) without requesting for these documents. **This option is only available when the full set of documents have not been uploaded by the Member State.**

1. Click on the [Make No Request for Info](#) link:



The screenshot shows a web application interface. At the top, there is a navigation bar with four links: "Make Observations", "Request Documents", "Return", and "Make No Request for Info". The "Make No Request for Info" link is highlighted with a red rectangular box, and a hand cursor is pointing at it. Below the navigation bar, there is a sidebar on the left with a "Filter" input field and a list of menu items: "General", "Version information", "Officials in charge", "History", "Documents" (which is highlighted with a blue bar), "Observations", "Authorities", and "Intermediate bodies". The main content area on the right is titled "GENERAL" and "Documents annexed to this designation of authorities". It contains a table with two columns: "TITLE" and "DOCUMENT TYPE". The table has two rows of data.

TITLE	DOCUMENT TYPE
Designation of authorities Snapshot 2014AT05MAOP003 1.0	Snapshot of data before send
Designation of authorities Acknowledgement 2014AT05MAOP003 1.0	Acknowledgeme receipt

The system will ask you to confirm the action:

Make no request for info confirmation

CCI 2014AT05MAOP003

Version 1.0

Title Austria - ERDF,CF,ESF,YEI - OP Test1 (sj)

Status Notified

Are you sure you don't want to make a request for info on this designation of authorities version?



2. Click [Yes](#) to confirm or [No](#) to return to the DoA

On success, the Designation of Authorities status will be '**NOTIFIED WITHOUT REQUEST FOR INFO**'.

Minor Changes Notified

The Member State can create a new version only with minor changes on a still valid designation.

A version to apply minor changes allows to modify the following elements only:

- On existing Authorities, the name of the person responsible for the Authority, the address and the email address. Authorities cannot be added or removed.
- Intermediate Bodies can be added, modified or deleted.
- No documents can be uploaded.

REMARK	'Minor Changes Notified' is a final status, so no further action needed by the Commission.
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