

Designation of Authorities (IGJ, ETC, EMFF, IPA-CB, FEAD, AMIF, ISF) .....	1
Workflow .....	2
Create the Designation of Authorities.....	4
Record/Edit the Designation of Authorities .....	6
General .....	7
Version Information.....	7
Officials in Charge .....	9
History.....	10
Documents .....	11
Uploading & Sending Documents .....	13
Deletion of an unsent document .....	15
Observations .....	16
Authorities.....	16
Intermediate Bodies .....	20
Validate the Designation of Authorities .....	23
Send the Designation of Authorities .....	25
Delete the Designation of Authorities.....	28
Create a new version of the Designation of Authorities.....	30
Create a new version with minor changes.....	32

## Designation of Authorities (IGJ, ETC, EMFF, IPA-CB, FEAD, AMIF, ISF)

### PURPOSE

This document describes the specifications related to the **Designation of Authorities (DOA)** 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 DoA.

### REGULATION

More detail regarding the regulation of **DESIGNATION OF AUTHORITIES (DOA)** can be found in '[About SFC2014](#)' section of this portal.

## ROLES

<b>MS Authority</b>	Upload Designation of Authorities Documents
<b>MS Managing Authority</b>	Record Designation of Authorities
<b>MS Certifying Authority</b>	Consult Designation of Authorities
<b>MS Audit Authority</b>	Delete Designation of Authorities
<b>MS Responsible Authority (AMIF/ISF)</b>	Validate Designation of Authorities
	Send Designation of Authorities
	Return Designation of Authorities for Modifications
	Create New Version of an Designation of Authorities

## FUNDS

EMFF	SME	ERDF	CF	ESF	YEI
AMIF/ISF	FEAD	IPA	ETC	TA	

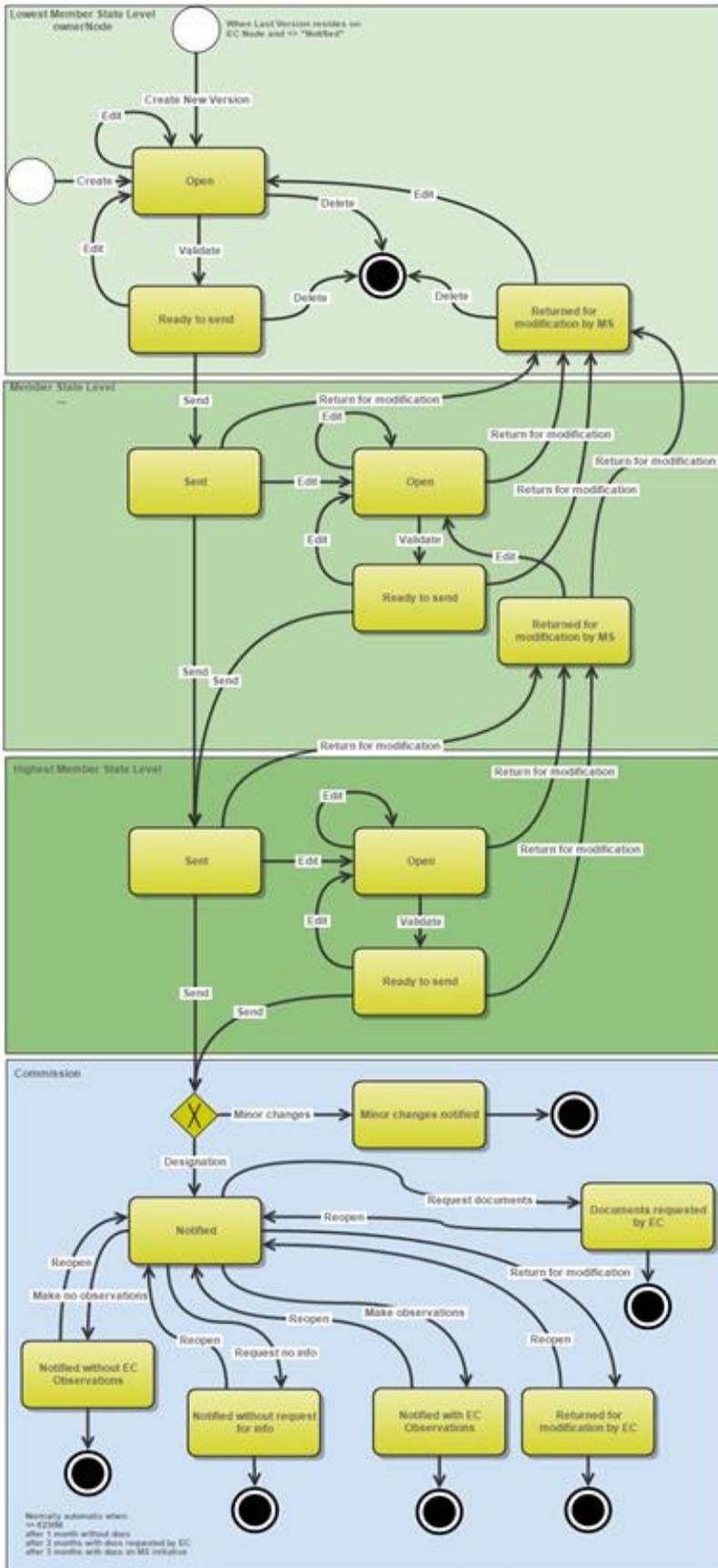
## PRE-CONDITIONS

All previous Programmes must have been **ADOPTED BY THE COMMISSION**.

## Workflow

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

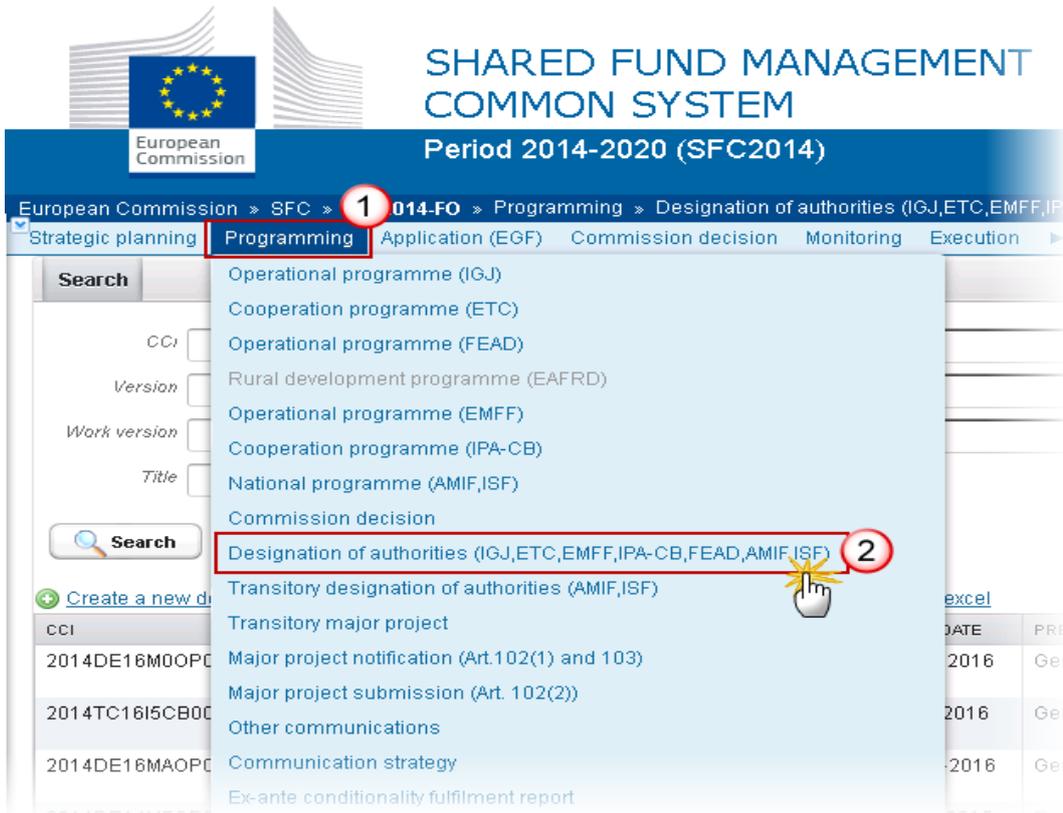
# Designation of Authorities State Diagram



## Create the Designation of Authorities

<b>REMARK</b>	<p>To create the DoA you must have the role as <b>Member State Authority, Member State Managing Authority, Member State Certifying Authority, MS Audit Authority or MS Responsible Authority</b> with Update and/or Send access.</p> <p>All previous Programmes must have been <b>ADOPTED BY THE COMMISSION</b>, this means the Operational Programme is frozen by the Commission and the Member State only wants to edit the Relevant Authorities and Bodies.</p> <p>The initial values for the Authorities will come from the Programme, except for FEAD Programmes who do not have Authority information.</p> <ul style="list-style-type: none"><li>• <b>For IGJ/ETC/EMFF/IPACBC</b> the Managing Authority, the Certifying Authority and the Audit Authority information is copied.</li><li>• <b>For AMIF/ISF</b> the Responsible Authority, the Audit Authority and the Delegated Authority(ies) information is copied</li></ul> <p>If the status of the DoA is "<b>DOCUMENTS REQUESTED BY EC</b>" you must <u>create and submit a new version of the DoA</u>, with the missing documents.</p>
---------------	---

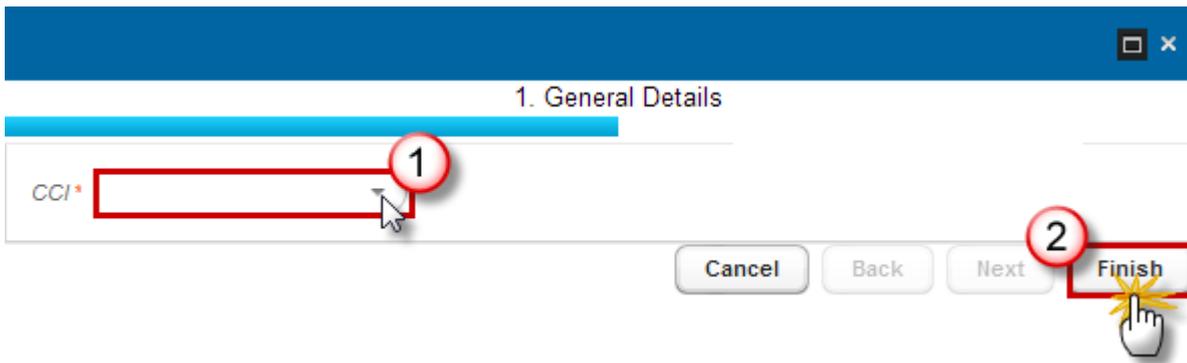
1. To access into the **DESIGNATION OF AUTHORITIES** section, first click on the **Programming** link (1) in the menu and then on the **Designation of Authorities (IGJ, ETC, EMFF, IPA-CB, FEAD, AMIF, ISF)** link (2).



2. Click on the [Create new designation of authority](#) link to create a new Designation of Authority.



You are redirected to Designation of Authorities creation:



3. Enter or Select the following information:

(1) Select a CCI.

The Programmes used for the Designation of Authorities (DoA) must have been previously adopted by the Commission. The list of values in the creation wizard will therefore only contain adopted Programmes with a management node equal to the user's current node.

CCI can only be updated when Version 1.

(2) Click on the **FINISH** button to confirm the creation.

The status of the DoA is **OPEN**.

## Record/Edit the Designation of Authorities

<b>REMARK</b>	When editing a version of a Designation of Authorities, its status is ' <b>OPEN</b> ', ' <b>READY TO SEND</b> ', ' <b>SENT</b> ' (only exists at the level of the Member State) or ' <b>RETURNED FOR MODIFICATION BY MS</b> '.
---------------	--

Find all the information to complete each screen of the Designation of Authorities. Below are the links to the main sections:

- [General](#)
- [Authorities](#)
- [Intermediate Bodies](#)

The “Intermediate bodies” Item will not be shown for AMIF/ISF Programmes.

# General

## Version Information

The Version Information contains information on the identification and status of the Designation of Authorities version like the CCI, the Title, the Version Number, the Status and the Current Node.

The disclaimer is only shown when the Designation of Authorities is in status "Notified without EC observations", "Notified with EC observations" or "Notified without request for info".

1. Click on the **EDIT** button  to modify the general information of the Designation of Authorities.

**GENERAL**  
Version information 



Title PROGRAMMA OPERATIVO REGIONALE 2014-2020 - POR Calabria FESR FSE  
CCI 2014IT16M2OP006

Version 1.1 Last modified 03-Mar-2017 15:51  
Current node Calabria Status Open Status date 03-Mar-2017

Equal to 2007 - 2013 Article 124(2) REGULATION (EU) No 1303/2013  
 Audit opinion on designation is unqualified (i.e., without reservations)  
 The same body carries out the functions of the managing authority and the certifying authority  
 Submission under Article 124(4) CPR  
 Version with only minor changes

**Latest validation results**

SEVERITY	CODE	MESSAGE

The edit details form pop-up window appears:



2. Enter or select the following information:

- (1) Select a CCI.
- (2) Select the options if applicable.
- (3) Click on the [Update](#) link to save all the information.

<b>NOTE</b>	<p>CCI can only be updated when Version 1.</p> <ul style="list-style-type: none"> <li>The checkbox <b>"Equal to 2007"</b> is not shown for FEAD, AMIF and ISF DOAs:</li> </ul> <p>The screenshot shows a window titled "Edit Details" with a blue header. Below the header, there is a dropdown menu for "CCI" with the value "2014DE05FMOP001" selected. Below the dropdown are two checkboxes with corresponding text:     <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Audit opinion on designation is unqualified (i.e., without reservations)</li> <li><input type="checkbox"/> The same body carries out the functions of the managing authority and the certifying authority</li> </ul>     At the bottom of the window, there are two buttons: "Update" (with a green checkmark icon) and "Cancel" (with a red X icon).</p> <ul style="list-style-type: none"> <li>The checkbox <b>"Submission under Article 124(4) CPR"</b> is only shown for IGJ, ETC and EMFF DoAs:</li> </ul>
-------------	---

Edit Details
✖

CCI \* 2015BE16RFOP047 ▼

Equal to 2007 - 2013 Article 124(2) REGULATION (EU) No 1303/2013

Audit opinion on designation is unqualified (i.e., without reservations)

The same body carries out the functions of the managing authority and the certifying authority

Submission under Article 124(4) CPR

✔ [Update](#) ✖ [Cancel](#)

- The checkbox "**Managing and certifying authority are the same body**" is not shown for AMIF and ISF DOAs.

## Officials in Charge

<b>NOTE</b>	Officials in Charge can be updated at any time, independent from the status of the Designation of Authorities.
-------------	--

### GENERAL

#### OFFICIALS IN CHARGE ?

+
✎
-
💡

NAME	PHONE	EMAIL	VALID FROM	VALID UNTIL	LANGUAGE

- Click on the **ADD** button + to add a new official in charge.
- Select an official and click in the **EDIT** button ✎ to modify the information of this official.
- Select an official and click on the **REMOVE** button - to delete the official in charge selected.

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

## GENERAL OFFICIALS IN CHARGE



	PHONE	EMAIL	VALID FROM	VALID UNTIL	LANGUAGE
  					

The Edit Details popup window appears:

### Edit Details

**1**

**2**

**3**

2. Enter the following information:

- (1) Enter the *Name*.
- (2) Enter an *Email*.
- (3) Click on [Update](#) to save the information.

<b>NOTE</b>	Commission Officials (email domain "ec.europa.eu") can only be created/updated/deleted by Commission Users.
-------------	---

## History

The History shows a history of all actions done against the Designation of Authorities version and the resulting Status. The email of the Actor/User is directly accessible via the email link.

## GENERAL

### History



STATUS	ACTION	COMMENTS	BY LEVEL	DATE	USER
Open	Create		Belgium	29-Apr-2014 14:40:15	<a href="#">Pierre Langerock</a>

## Documents

The following document types will be foreseen:

Description	Non-Integral	Integral	System	Required
Report by Audit Body (ERDF, CF, ESF, YEI, EMFF, IPAE, ENI, FEAD)		X		
Opinion by Audit Body (ERDF, CF, ESF, YEI, EMFF, IPAE, ENI, FEAD)		X		
Description of Functions and Procedures (ERDF, CF, ESF, YEI, EMFF, IPAE, ENI, FEAD)		X		
Snapshot of data before send		X	X	X
Acknowledgment of Receipt			X	X
MS letter on EC Observations* (ERDF, CF, ESF, YEI, EMFF, IPAE, ENI, FEAD)	X			
Member State form of designation (e.g. decree-law) of the MA/CA ** (ERDF, CF, ESF, YEI, EMFF, IPAE, ENI, FEAD)	X			
Other Member State Document ( <u>only</u> AMIF, ISF)	X			
Provisional Designation Notification ( <u>only</u> AMIF, ISF)	X			
Full Designation Documentation ( <u>only</u> AMIF, ISF)	X			
Description of the Designated MSC (Art. 2.4 DR.1042/2014) ( <u>only</u> AMIF, ISF)	X			
Audit report ( <u>only</u> AMIF, ISF)	X			

Probation notification (for years after designation) ( <u>only</u> AMIF, ISF)	X			
Remedial plan (in case of provisional or probations) ( <u>only</u> AMIF, ISF)	X			
Implementation report of the remedial plan (article 3.6 DR.1042/2014) ( <u>only</u> AMIF, ISF)	X			
Responsible Authority questionnaire ( <u>only</u> AMIF, ISF)	X			
Audit Authority questionnaire ( <u>only</u> AMIF, ISF)	X			
Designating authority questionnaire ( <u>only</u> AMIF, ISF)	X			
Responsible authority presentation ( <u>only</u> AMIF, ISF)	X			
Audit authority presentation ( <u>only</u> AMIF, ISF)	X			

<b>REMARK</b>	<b>!</b> The ' <b>Other Member state document</b> ' type can no longer be uploaded in the DoA, <u>only</u> for the AMIF/ISF DoAs.
---------------	---

<b>REMARK</b>	<b>!</b> When the status of the DoA is 'Documents Requested by EC' the document type ' <b>Member State form of designation (e.g. decree-law) of the MA/CA</b> ' <b>should not be used</b> to upload the requested document types. A new version of the DoA must be created, and the correct document types used.
---------------	--

<b>REMARK</b>	<p><b>*</b> 'MS letter on EC Observations' document type can only be created when the status of the DoA is "Notified with EC Observations"</p> <p><b>**</b> 'MS form of designation (e.g. decree-law) of the MA/CA' can only be uploaded and sent after the DoA has been sent to the European Commission node.</p>
---------------	--

<b>REMARK</b>	<p><b>Integral documents</b> can only be added, updated or deleted when the main object is editable.</p> <p>Integral documents are automatically sent - together with the encoded data – when the Programme is submitted to the EC.</p> <p>A document is only visible to the Commission when the <b>Sent Date</b> is visible.</p>
---------------	---

## Uploading & Sending Documents

The Documents list shows all documents uploaded against this version of the Designation of Authorities by Member State and by Commission. Member State Users see all their own Documents and the **SENT** Commission Documents.

### GENERAL

#### DOCUMENTS ANNEXED TO THIS PROGRAMME



TITLE	DOCUMENT TYPE	DOCUMENT DATE	LOCAL REFERENCE	COMMISSION REFERENCE
Example	Programme annexes	18-Mar-2014		

- 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. If a document of type 'Other Member State Document' must be sent, you can select the edit button in order to send the document.
- 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.

### GENERAL

#### Documents annexed to this designation of authorities



TITLE	DOCUMENT TYPE	DOCUMENT DATE	LOCAL REFERENCE	COMMISSION REFERENCE	FI



The document detail pop-up window appears:

The screenshot shows a 'Document details' form with the following elements:

- Document type \***: A dropdown menu (1).
- Title \***: A text input field (2).
- Document date \***: A date picker (3).
- Local reference**: A text input field.
- Commission reference**: A text input field.
- Attached files**: A table with columns: TITLE (5), LANGUAGE (6), and FILENAME (null). A 'Select file to upload' button (7) is next to the FILENAME column. A green '+' button (4) is to the left of the table, and a red '-' button is to its right.
- Buttons**: 'Update' (8), 'Update & send', and 'Cancel' are at the bottom.

A 'Not yet sent' status indicator is visible in the top right corner.

2. Enter or select the following information:

(1) Select a *Document Type*.

(2) Enter a *Title* for your Document

(3) Enter a *Document Date*

(4) Click on the **ADD** button  to add new attachments

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

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

**REMARK**

Commission Reference N° is only enabled for Commission Users, while Local Reference is only enabled for Member State Users.

The pop-up window closes and the documents are uploaded.

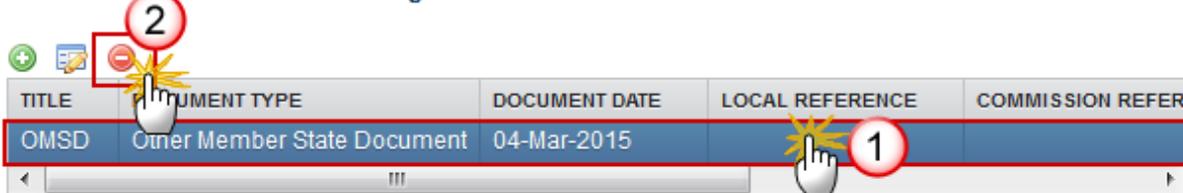
<p><b>REMARK</b></p>	<p>If the status of the DoA is “<b>DOCUMENTS REQUESTED BY EC</b>” you must <u>create and submit a new version of the DoA</u>, with the missing documents.</p> <p>You can find in our Portal the types of documents that can be uploaded and sent by the Member State: <a href="http://ec.europa.eu/sfc/en/2014/support-ms/DOA">http://ec.europa.eu/sfc/en/2014/support-ms/DOA</a></p> <p>A document is only visible to the Commission when the <b>Sent Date</b> is visible.</p>
----------------------	---

## Deletion of an unsent document

1. Select a row **(1)** of a previously uploaded document and click on the **REMOVE** button  **(2)** to delete the document and associated attachments.

### GENERAL

#### Documents annexed to this designation of authorities



TITLE	DOCUMENT TYPE	DOCUMENT DATE	LOCAL REFERENCE	COMMISSION REFER
OMSD	Other Member State Document	04-Mar-2015		

A confirmation window appears:

Confirm delete document
✕

Title    OMSD

Document type    Other Member State Document

Do you really want to delete this document?

  Yes
 No

2. Click on [Yes](#) to confirm deletion. Click on [No](#) to return to the Designation of Authorities document.

## Observations

This section is to provide any relevant information to the Designation of Authorities.

### GENERAL

### OBSERVATIONS

 Pierre Langerock

31-Mar-2014 11:23:36

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc sollicitudin lacinia enim vel ultrices. Phasellus quis dolor augue. Pellentesque et volutpat lacus. Donec fermentum in dolor in vulputate. Sed hendrerit nunc hendrerit. Pellentesque lacinia convallis, non vel vulputate. Integer non tellus nibh.

1. Enter the following information:

(1) Enter an **Observation**.

(2) Click on the [Add](#) link to save the information.

<b>NOTE</b>	All Users who have Read and Observation permission on the Designation of Authorities will be able to read and send an Observation and participate in the conversation.
-------------	--

## Authorities

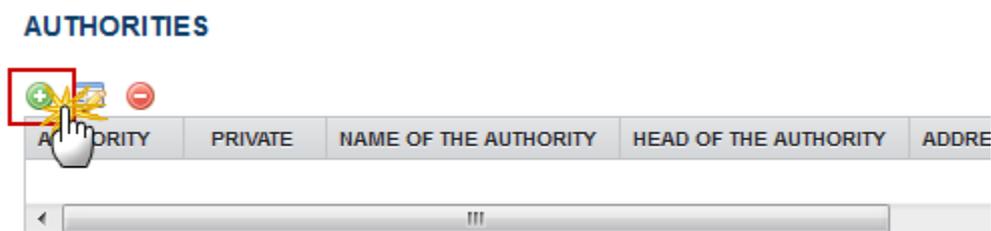
<b>REMARK</b>	<p>For each type of Authority; "Managing Authority", "Certifying Authority" and "Audit Authority" for non AMIF/ISF Programmes and "Designated Responsible Authority", "Audit Authority" and "Designated Delegated Authority" for AMIF/ISF Programmes.</p> <p>For each type of Authority (Managing, Certifying, Audit, Responsible) there can be maximum one active one and one with an ended designation.</p> <p>The "<b>ESF Programme</b>" column is only shown for FEAD DOAs.</p> <p>The "<b>Private</b>" column is not shown for AMIF and ISF DOAs.</p>
---------------	--

- Clicking on the **ADD** button  will open the corresponding edit details pop up window allowing you to add information.
- Selecting an official in charge row and click on the **EDIT** button  will allow you to modify the selected row details.
- Selecting a row and clicking on the **DELETE** button  will remove the data of the selected row.



## ADDING AN AUTHORITY

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



The Edit Details pop-up window appears:

The screenshot shows a web form titled "Edit Details" with the following fields and callouts:

- 1:** Authority (Dropdown menu showing "Audit Authority")
- 2:** Name of the Authority and Department or Unit (Text input field)
- 3:** Name of the person responsible for the authority and position or post (Text input field)
- 4:** Address (Text input field)
- 5:** Email (Text input field)
- 6:** Form of designation (Text area containing "X")
- 7:** Designation Date (Date picker showing "03/03/17")
- 8:** Update button (with a green checkmark icon)

Other fields include Probation Start, Probation End, and Designation End, all with date pickers.

**2.** Enter or select the following information:

**(1)** Select the *Authority* type.

The Authority Type list shows all Authority Types for the Funds and the Goal of the Programme. For the IGJ goal, the authority type 'BP - Body to which Commission will make payments' is excluded.

**(2)** Enter the *Name of the Authority and Department or Unit*.

**(3)** Enter the *Name of the person responsible for the Authority and Position or Post*.

**(4)** Enter the *Address*.

**(5)** Enter the *Email*.

**(6)** Enter the *Form of Designation*.

**(7)** Select the *Designation Date*.

**(8)** Click on the [Update](#) link to save all the information.

<b>NOTE</b>	<p><i>Is Private</i> is only shown for Managing Authorities and will not be shown for AMIF and ISF DoAs.</p> <p>'Designation end' date must be &lt;= sysdate</p>
-------------	--

**Body designated in relation to an ESF co-financed operational programme** list contains all adopted Programmes with ESF support of the same Member State as the FEAD Programme. The list is only shown for FEAD DoAs and only enabled for Managing and Certifying Authorities:

Edit Details ✖

Authority \* Certifying Authority ▼

Is Private

*Body designated in relation to an ESF co-financed operational programme* 2014DE16MAOP004 - test

*Name of the Authority and Department or Unit* \* Name of the Authority

*Head of the Authority and Position or Post* \* Head of the Authority

*Address* \* Address

*Email* \* Email

*Form of designation* \* Form of designation

*Designation Date* \* 15/04/15 ⌵

*Probation Start*  ⌵

*Probation End*  ⌵

*Designation End*  ⌵

✔ [Update](#) ✖ [Cancel](#)

As a result the **ESF Programme** column is only shown for FEAD DOAs.

#### AUTHORITIES

AUTHORITY	PRIVATE	ESF PROGRAMME	NAME OF THE AUTHORITY	HEAD OF THE AUTHORITY	ADDRESS	E-MAIL	FORM OF DESIGNATION	DESIGNATION DATE
Certifying Authority		Test bug table 17	unit	post	address	mail@test.eu	form	10-Apr-2015

<b>NOTE</b>	In order to reduce the number of Authorities defined, the Search button allows selecting already defined Authorities. The List will show distinct Authority Names from Designation of Authorities managed on a Node equal or below the user's Node in the Node consultation hierarchy.
-------------	--

## DELETION OF AN AUTHORITY

1. Select a row **(1)** and click on the **REMOVE** button  **(2)**.

### AUTHORITIES

AUTHORITY	PRIVATE	NAME OF THE AUTHORITY	HEAD OF THE AUTHORITY	ADDRESS
Managing authority		Pierre Langerock	Trainee	

   **2**

**1**

A confirmation window appears:



Are you sure you want to delete this item?

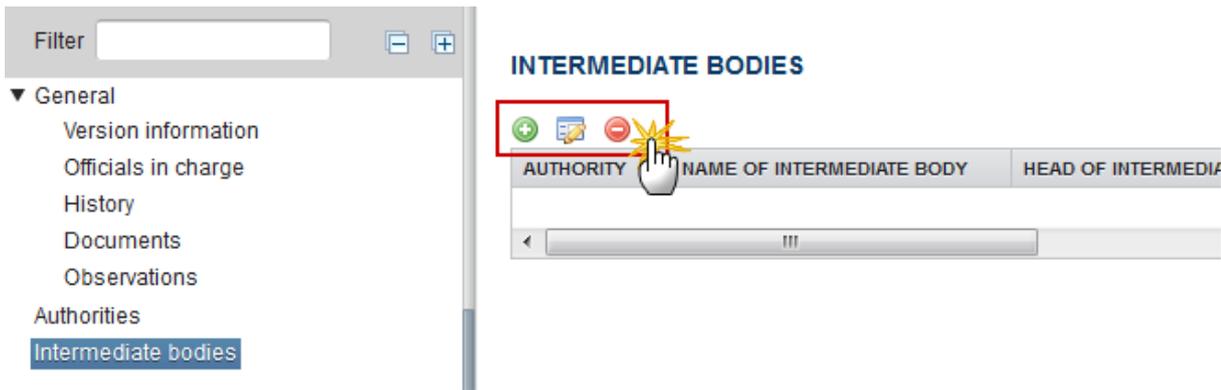
 [Yes](#)  [No](#)

2. Click on [Yes](#) to confirm deletion. Click on [No](#) to return to the **Authorities** table.

## Intermediate Bodies

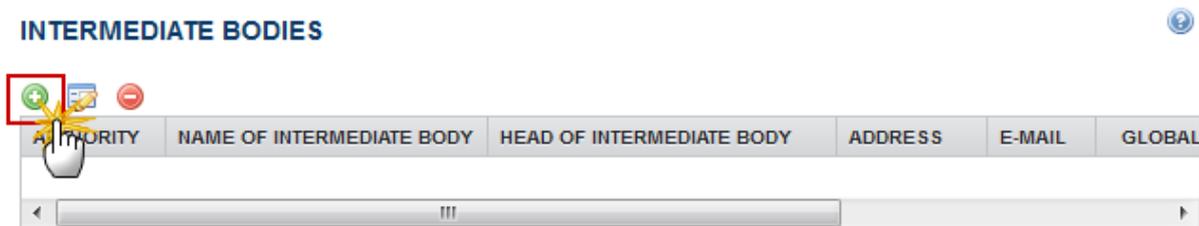
<b>NOTE</b>	Intermediate Bodies will not be shown for AMIF and ISF DoAs.
-------------	--

- Clicking on the **ADD** button  will open the corresponding edit details pop up window allowing you to add information.
- Selecting an official in charge row and click on the **EDIT** button  will allow you to modify the selected row details.
- Selecting a row and clicking on the **DELETE** button  will remove the data of the selected row.



## ADDING AN INTERMEDIATE BODY

1. Click on the **ADD** button to add a new Intermediate Body



The Edit Details pop-up window appears:

**Edit Details**
⊞ ×

*Authority* \*  1

*Name of the Intermediate Body and Department or Unit* \*  2

*Name of the person responsible for the intermediate body and position or post* \*  3

*Address* \*  4

*Email* \*  5

*Global grant*  6

*Form of designation*

7

2. Enter or select the following information:

(1) Select the *Authority* type

The Authority List contains the designated Managing and Certifying Authority.

(2) Enter the *Name of the Intermediate Body and Department or Unit*.

(3) Enter the *Name of the person responsible for the Intermediate Body and position or post*.

(4) Enter the *Address*.

(5) Enter the *Email*.

(6) The *Global Grant* is only enabled for Managing Authorities

Enter the *Form of Designation* – No mandatory.

(7) Click on the [Update](#) link to save all the information.

<b>NOTE</b>	<p>In order to reduce the number of Intermediate Bodies defined, the Search button allows selecting already defined Bodies. The List will show distinct Body Names from Designation of Authorities managed on a Node equal or below the user's Node in the Node consultation hierarchy.</p> <p>When selecting one from the List, the attributes from the last created Intermediate Body with that Name will be copied over.</p>
-------------	---

## DELETION OF AN INTERMEDIATE BODY

1. Select a row (1) and click on the REMOVE button (2).



AUTHORITY	NAME OF INTERMEDIATE BODY	HEAD OF INTERMEDIATE BODY	ADDRESS	E
Managing authority	Chuck Norris			

A confirmation window appears:

Are you sure you want to delete this item?

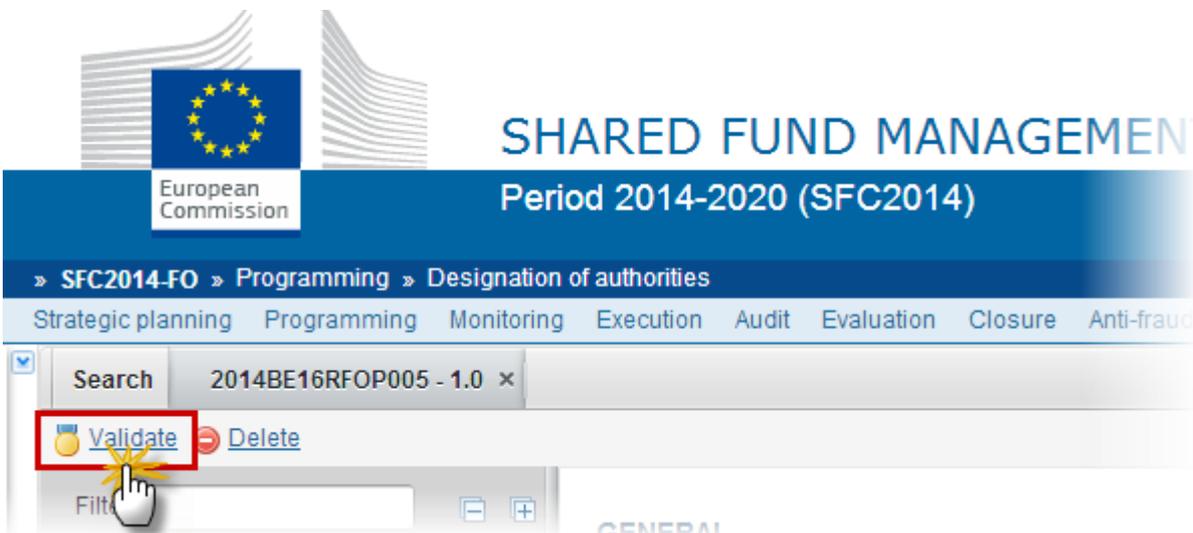
Yes  No

2. Click on [Yes](#) to confirm deletion. Click on [No](#) to return to the **Intermediate bodies** table.

## Validate the Designation of Authorities

<b>REMARK</b>	<p>To validate the DoA you must have the role of MS Authority, MS Managing Authority, MS Certifying Authority, MS Audit Authority or 'MS Responsible Authority' with Update access.</p> <p>A Designation of Authorities can be validated only if its status is '<b>OPEN</b>'.</p>
---------------	---

1. Click on the [Validate](#) link to validate the Designation of Authorities.



The system validates the integrity of the input fields:

Code	Validation Rule	Severity
2.1	Validate that for:	

2.1.1	IGJ/ETC/EMFF/FEAD/IPACBC DOAs there is for each Authority Type (Managing, Certifying, Audit) one active (= without designation end date) and maximum one with an ended designation (= with designation end date and designation end date <= sysdate)	<b>ERROR</b>
2.1.2	AMIF/ISF DOAs there is for each Authority Type (Responsible, Audit) one active (= without designation end date) and maximum one with an ended designation (= with designation end date and designation end date <= sysdate)	<b>ERROR</b>
2.2	Validate that at least one Official in Charge of the Member State exists	<b>WARNING</b>
2.3	Validate that the CCI code of the Programme matches the following regular expression (implicit in web): (.....16..OP... .....05..OP... .....05..TA... .....16..TA... .....16..SM... .....14..OP... ....TC16RF..... ....TC16M4..... ....TC16M5..... ....TC16M6..... ....TC16I5CB..... .....65.....)	<b>ERROR</b>
2.4	Validate that the Programme is already adopted (implicit in web)	<b>ERROR</b>
2.5	Validate that the Private indicator is only set for Managing Authorities	<b>ERROR</b>
2.6	Validate that the Global Grant indicator is only set for Management Authority Intermediate Bodies	<b>ERROR</b>
2.7	Validate for IGJ/ETC/EMFF/IPACBC/FEAD DOAs that the documents "Report by Audit Body" (DOA.REP), "Opinion by Audit Body" (DOA.OPI) and "Description of Functions and Procedures" (DOA.FAP) are uploaded when the previous version is in status "Documents requested by EC".  For DOA.REP and DOA.OPI this rule only applies when Total Main EU Support of the Programme is > than the limit defined in CCI Combination matching the CCI of the Programme or when no limit exists.	<b>ERROR</b>
2.8	Validate that all integral documents have at least one attachment with a length > 0	<b>ERROR</b>
2.9	Validate that Form of Designation exists for each Authority.	<b>ERROR</b>
2.10	Validate for IGJ/ETC/EMFF/IPACBC/FEAD DOAs when Total Main EU Support of the Programme is smaller or equal than the limit defined in CCI Combination matching the CCI of the Programme, that NO documents of type DOA.REP, DOA.OPI or DOA.FAP are uploaded.  When no limit exists in CCI Combination for the Programme CCI, then this validation rule is not to be applied. The Total Main EU Support of the Programme is the sum of Programme/Priority Plan, get Main EU Amount or Priority Plan IPA CBC EU Amount for all Priorities of the last adopted Programme version.	<b>ERROR</b>

2.11	<p>Validate for IGJ/ETC/EMFF DOAs that when DoA version = 1.0 and when "Submission under Article 124(4) CPR" checkbox is ticked that all 3 documents "Report by Audit Body", "Opinion by Audit Body", and "Description of Functions and Procedures" are uploaded.</p> <p>For DoA 'Report by Audit Body' and DoA 'Opinion by Audit body' this rule only applies when Total Main EU Support of the Programme is &gt; than the limit defined in CCI Combination matching the CCI of the Programme or when no limit exist.</p>	<b>ERROR</b>
2.12	<p>Validate for IGJ/ETC/EMFF DOAs that when DoA version = 1.n and when "Submission under Article 124(4) CPR" checkbox is not ticked and previous version is not in status "Documents requested by EC", that none of the 3 documents "Report by Audit Body" (DOA.REP), "Opinion by Audit Body" (DOA.OPI) and "Description of Functions and Procedures" (DOA.FAP) are uploaded.</p>	<b>ERROR</b>
2.13	<p>Validate for IGJ/ETC/EMFF/IPACBC/FEAD DOAs that there is at least one Intermediate Body define.</p> <p>If not issue the following warning: "The table identifying the Intermediate Bodies for this Programme is empty. If there are Intermediate Bodies already designated under Article 123 (6) and (7) of CPR, please fill in the table with the relevant information, before submitting the notification of authorities to the European Commission."</p>	<b>WARNING</b>

An example of a validation window:

**Validate**
✕

CCI 2014BE16RFOP005    Version 1.0    Status Open

**Latest validation results**

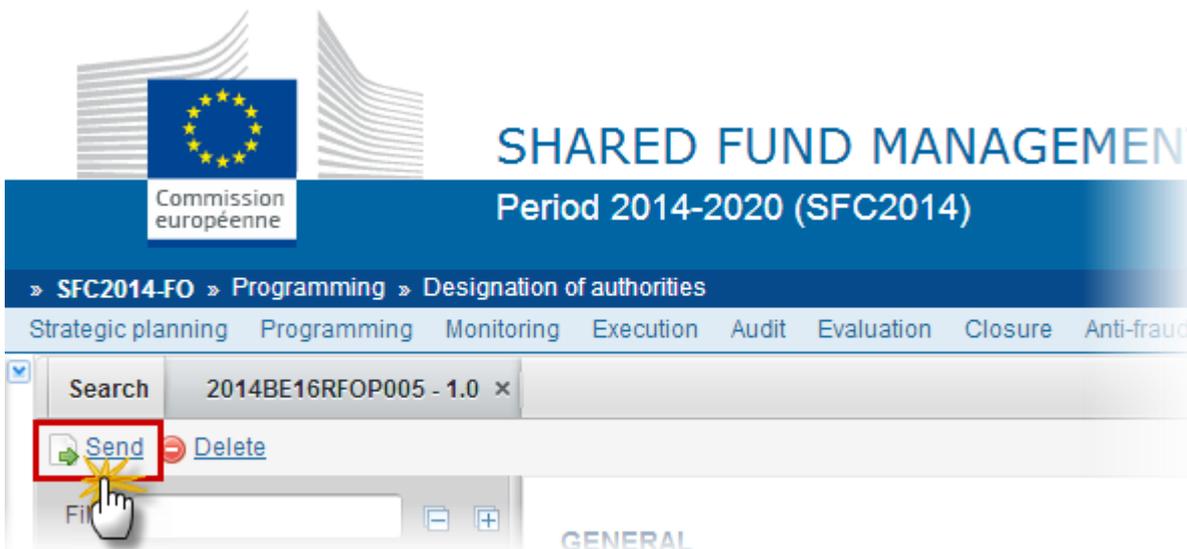
SEVERITY	CODE	MESSAGE
Error	2.1	There should be exactly one active authority for each authority type
Info		Designation of authorities version could not be validated. Please correct the errors.

✔ [Ok](#)

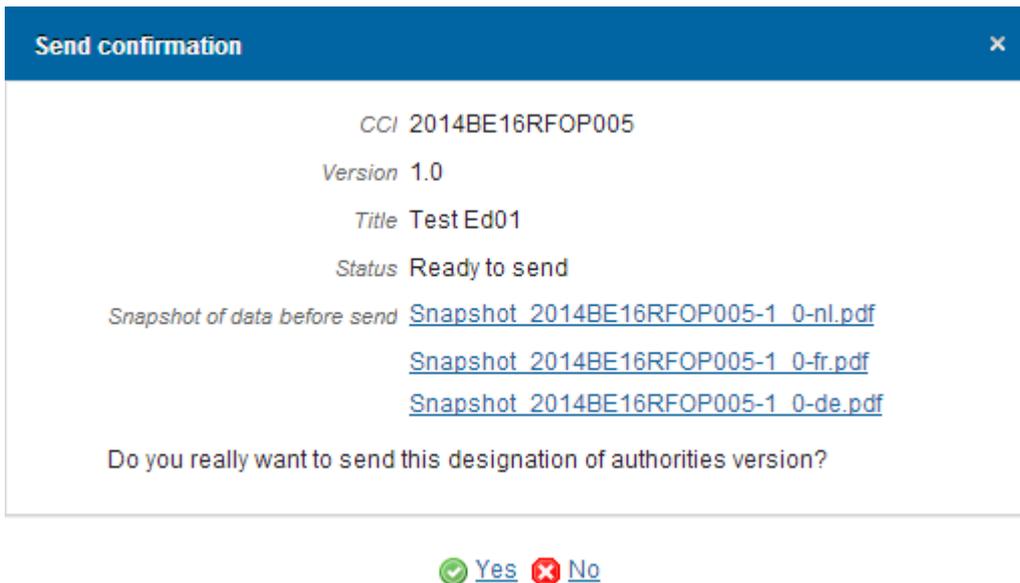
## Send the Designation of Authorities

<b>REMARK</b>	<p>To send the DoA you must have the role of MS Authority, MS Managing Authority, MS Certifying Authority, MS Audit Authority or MS Responsible Authority with Send access.</p> <p>A Designation of Authorities can be send only if its status '<b>READY TO SEND</b>' or '<b>SENT</b>'.</p> <p>For web users, the "<b>4 eye principle</b>" must be respected. Therefore, the user sending must be different from the user who last validated.</p> <p>The <b>Sending</b> of information by a Member State to the Commission should be <b>electronically signed in accordance with Directive 1999/93/EC</b>. Sending of the different objects is generating a snapshot document and after the sending an acknowledge document is generated by the European Commission.</p>
---------------	--

1. Click on the [Send](#) link to send the Designation of Authorities.



The system will ask you to confirm the send action:



2. Click on [Yes](#) to confirm. Click on [No](#) to return to the Designation of Authorities.

The Sending of information by a Member State to the Commission should be electronically signed in accordance with **Directive 1999/93/EC**.

Sending of the different objects is generating a snapshot document and after the sending an acknowledge document is generated by the European Commission.

This acknowledge document is signed but the Member State was not signing the snapshot document. The EU Login now provides a functionality of signing without forcing the user to have a certificate. The action to sign will only be triggered **when sending to the European Commission**:



## Sign a transaction

Welcome **SFCtestSilvia SUPPORT** to the EU Login Signature page. This page allows you to digitally sign a transaction using your EU Login password.

### Sign a transaction for sfc2014

Description: **Accounts Snapshot of data before send 2014AT65ISNP001 2016.0**

Reason: **Electronic signature required in accordance with Directive 1999/93/EC**

Password

 1

[Printer-friendly Version](#) | [> See the complete transaction](#)

(1) Enter your SFC2014 *Password*

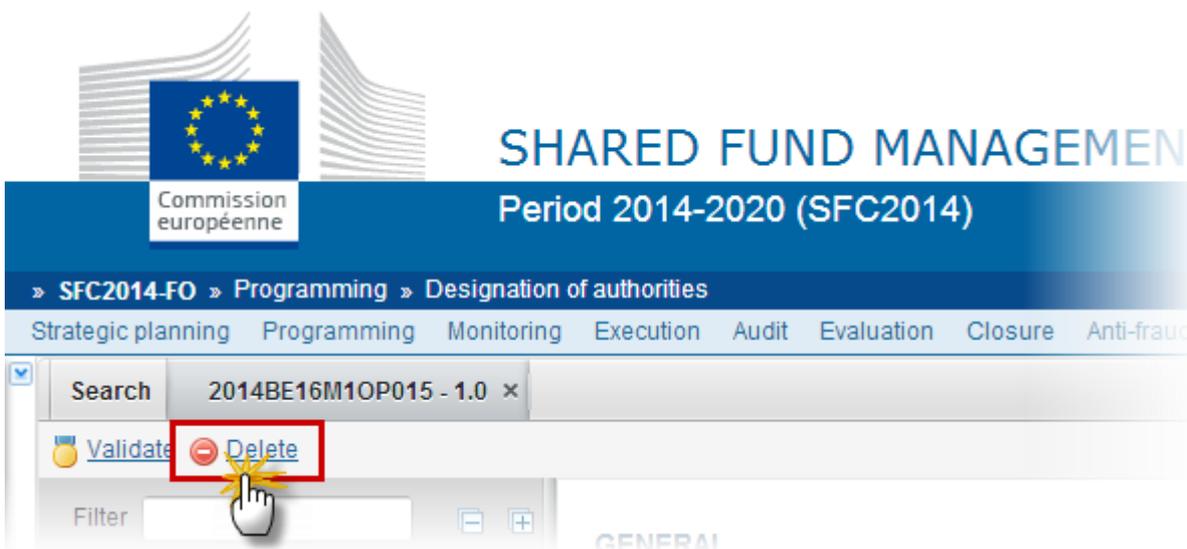
(2) Click on the 'SIGN' button

On success, the Designation of Authorities version has been sent to the Commission. When sent to an upper Member State Node the electronic signature is not mandatory and the status is set to '**SENT**'. When sent to the Commission, the status is set to '**NOTIFIED**'.

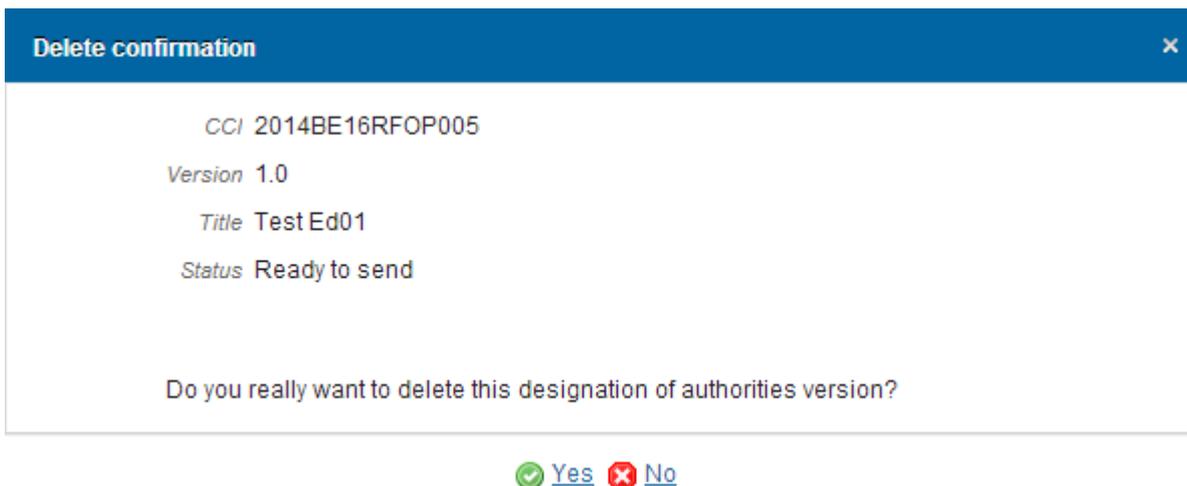
## Delete the Designation of Authorities

<b>REMARK</b>	<p>To delete a DoA you must have the role of MS Authority, MS Managing Authority, MS Certifying Authority, MS Audit Authority or MS Responsible Authority with Update access.</p> <p>A Designation of Authorities can be deleted only if its status '<b>OPEN</b>', '<b>READY TO SEND</b>' or '<b>RETURNED FOR MODIFICATION BY MS</b>' and has never been sent to the Commission before and has no sent documents attached.</p>
---------------	--

1. Click on the [Delete](#) link to remove the Designation of Authorities from the system.



The system will ask you to confirm the delete action:



2. Click on [Yes](#) to confirm. The Designation of Authorities will be physically deleted. Click on [No](#) to return to the Designation of Authorities.

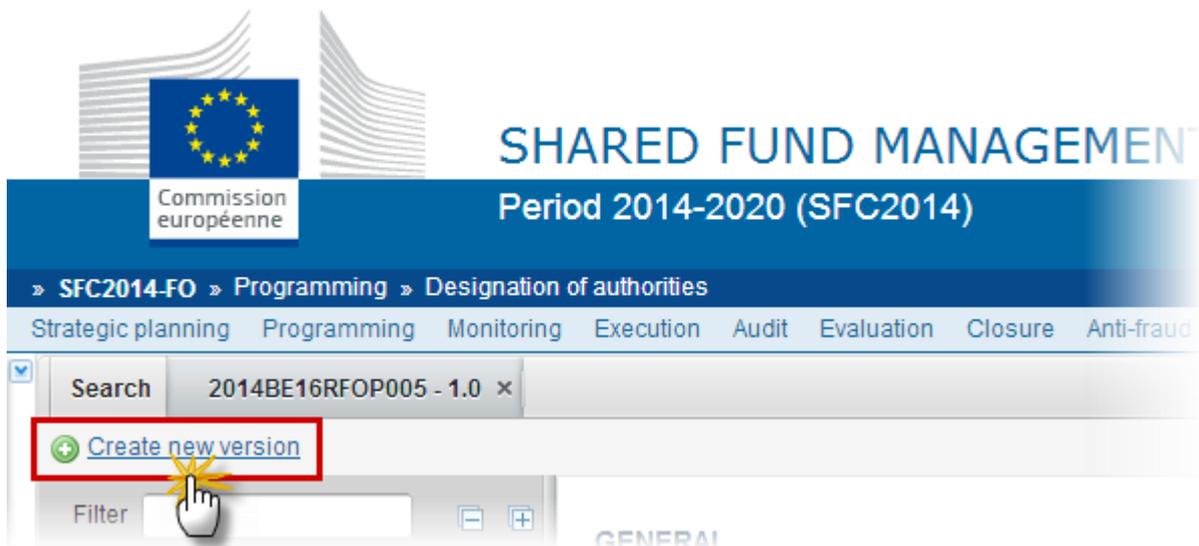
## Create a new version of the Designation of Authorities

A new version can be created to notify a new designation or to apply minor changes on a still valid designation. If only minor changes are required, refer to the section 'Create a new version with minor changes'

<b>REMARK</b>	<p>To create a new version of the DoA you must have the role of <b>MS Authority, MS Managing Authority, Ms Certifying Authority, MS Audit Authority or MS Responsible Authority</b> with <b>Update</b> access.</p> <p>The last version of the DOA is in status '<b>RETURNED FOR MODIFICATION BY EC</b>' or '<b>DOCUMENTS REQUESTED BY EC</b>', '<b>NOTIFIED WITHOUT EC OBSERVATIONS</b>', '<b>NOTIFIED WITH EC OBSERVATIONS</b>', '<b>NOTIFIED WITHOUT REQUEST FOR INFO</b>' a new version can be created to notify a new designation.</p> <p>If the status of the DoA is '<b>DOCUMENTS REQUESTED BY EC</b>' you have to create and submit a new version of the DoA with the requested documents.</p> <p>If the status of the DoA is '<b>RETURNED FOR MODIFICATION BY EC</b>' you have to create a new version as a new designation.</p> <p>The New Version of the Designation of Authorities is a copy of the last one but Authorities with ended designation will not be copied.</p>
---------------	--

<b>REMARK</b>	<p><b>!</b> A new version of the DoA should <u>not</u> be created in order to send comments to the EC observations. A document type "MS letter on EC observations" is available for that purpose in the DoA version with the status "Notified with EC observations".</p> <p>Go to the Documents section and add a new document (see 'Uploading and Sending Documents' in the <b>Documents</b> section of this guide). Don't forget to click on <a href="#">Update and Send</a> to notify the Commission of your comments.</p>
---------------	---

1. Click on the [Create New Version](#) link to create a new version of the Designation of Authorities.



The system shows 2 different possibilities depending of the status of the DoA:

2. The system will ask you to confirm the action when the last version is '**RETURNED FOR MODIFICATION BY EC**' or '**DOCUMENTS REQUESTED BY EC**':



3. Click on [Yes](#) to confirm. Click on [No](#) to return to the Designation of Authorities.

On success, a new version of the Designation of Authorities has been created as a copy of the last version. Its status was set to **OPEN**.

The working version was incremented by one when the previous version was '**RETURNED FOR MODIFICATION BY EC**' or '**DOCUMENTS REQUESTED BY EC**' (ex. 1.0 → 1.1)

OR

4. The system will ask you to choose a new version to notify a new designation when the last version is 'NOTIFIED WITHOUT EC OBSERVATIONS', 'NOTIFIED WITHOUT REQUEST FOR INFO', 'NOTIFIED WITH EC OBSERVATIONS':

**Create new version confirmation**

CCI 2015BG16RFSM001

Version 1.0

Title Оперативна програм

1  Create new version to end designation and designate new authority (Article 124(6) CPR)

Create new version to apply only minor changes to already designated authorities or to submit intermediate body information

Do you really want to create a new Designation of Authorities Version?

2

5. Enter the following information:

- (1) Select *create a new version to end designation and designate new Authority*.
- (2) Click on [Yes](#) to confirm. Click on [No](#) to return to the Designation of Authorities.

On success, a new version of the Designation of Authorities has been created as a copy of the last version. Its status was set to **OPEN**.

The version number was incremented by one when the previous version was 'NOTIFIED WITHOUT EC OBSERVATIONS', 'NOTIFIED WITHOUT REQUEST FOR INFO' or 'NOTIFIED WITH EC OBSERVATIONS' (ex. 1.0 → 2.0)

### ***Create a new version with minor changes***

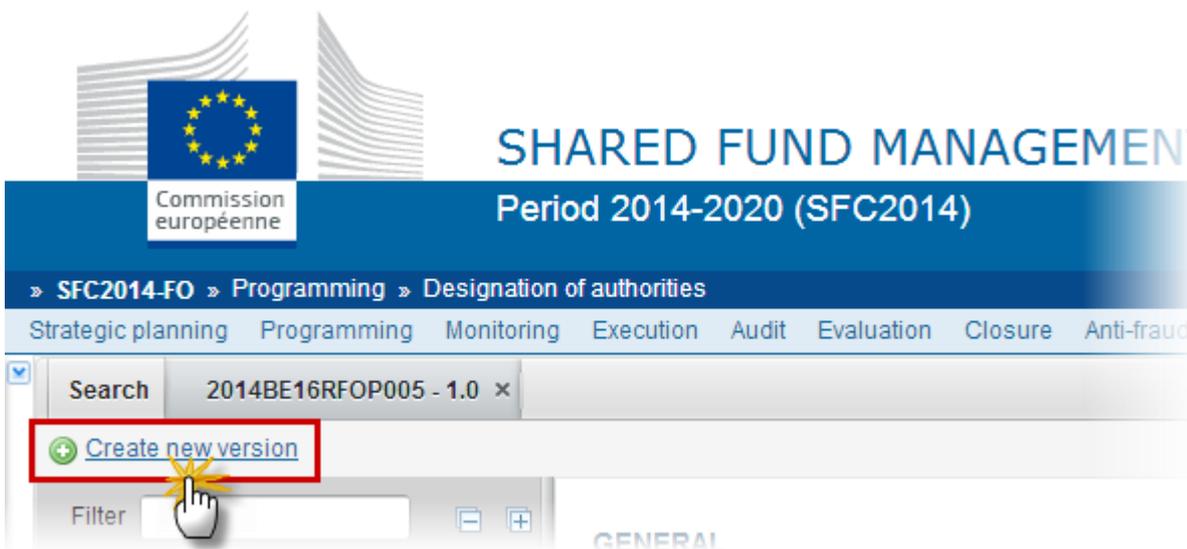
A new version can be created to notify a new designation or to apply minor changes on a still valid designation.

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

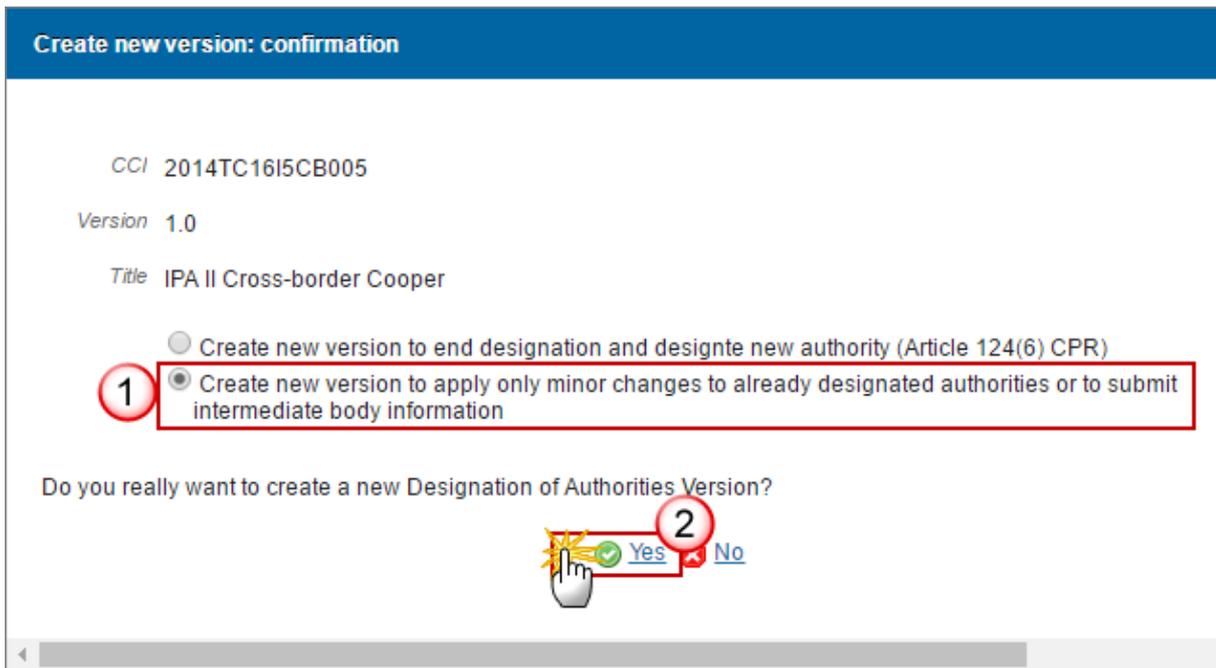
- On existing Authorities, the name of the person responsible for the Authority, the address and the email address. Authorities cannot be added or removed.
- Intermediate Bodies can be added, modified or deleted.
- No documents can be uploaded.

<b>REMARK</b>	<p>To create a new version of the DoA with minor changes you must have the role of <b>MS AUTHORITY, MS MANAGING AUTHORITY, MS CERTIFYING AUTHORITY, MS AUDIT AUTHORITY</b> or <b>MS RESPONSIBLE AUTHORITY</b> with <b>Update</b> access.</p> <p>The last version of the DOA is in status '<b>NOTIFIED WITHOUT EC OBSERVATIONS</b>', '<b>NOTIFIED WITH EC OBSERVATIONS</b>', '<b>NOTIFIED WITHOUT REQUEST FOR INFO</b>' or '<b>MINOR CHANGES NOTIFIED</b>'.</p>
---------------	--

1. Click on the [Create New Version](#) link to create a new version with minor changes of the Designation of Authorities.



2. The system will ask you to apply minor changes on a still valid designation when the last version is '**NOTIFIED WITHOUT EC OBSERVATIONS**', '**NOTIFIED WITHOUT REQUEST FOR INFO**', '**NOTIFIED WITH EC OBSERVATIONS**' or '**MINOR CHANGES NOTIFIED**':



3. Enter the following information:

(1) Select to *create a new version to apply only minor changes to already designated authorities or to submit intermediate bodies.*

(2) Click on [Yes](#) to confirm. Click on [No](#) to return to the Designation of Authorities.

The Status of the **NEW MINOR CHANGES** version was set to '**OPEN**' and the working version was incremented by one (ex. 1.0 → 1.1) and the Minor Changes mark is set.

## GENERAL

### Version information

Title IPA II Cross-border Cooperation Programme Bulgaria-Turkey  
CCI 2014TC16I5CB005

Current node **Balgarija**

Equal to 2007 - 2013 Article 124(2) REGULATION (EU) No 1303/2013

Audit opinion on designation is unqualified (i.e., without reservations)

The same body carries out the functions of the managing authority and the certifying authority

Version with only minor changes