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Operational Programme

PURPOSE OF THIS FUNCTIONALITY

This document describes the steps and action options at the level of the Commission for an Operational Programme (OP) in SFC2014.

CONCERNED FUNDS

The procedure is the same for all Operational Programmes 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 different actions should be carried out in the relevant application and not SFC2014.

USER ROLES AND PERMISSIONS NEEDED

Only **EC Operational Agent (ECO)** user with **Update Access** is able to make any action.

BEFORE YOU START, CHECK THAT...

The Operational Programme has been sent to the Commission: The status is set to '**SENT**'.

Workflow

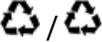
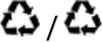
This section shows the lifecycle to create and manage the OP.

There are no modifying OPs once they have been submitted. The Commission cannot change an OP – only respond.

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

Icons

Mock-up Icons	Real Icons	Actions
		Help, Explanation, Guideline
		Confirm update of (inline table) data, Update & send of document
		Cancel update of (inline table) data
		Edit
		Compare
		Show, View
		Delete record
		Add record
		Download all Files of one or more Documents in a zip file.
		Print
		Send observation
		Negative Indication (Not yet sent, inactive, ...)
		Positive Indication (Sent, Active, ...)
		Import Data
Mock-up Icons	Real Icons	Workflow Actions/Statuses
		Create new/Open

 / 		Validate/Ready to send
		Send/Sent
		Return for modification/Returned for modification by EC/Returned for modification by MS
		Accept Decision/Decision OK
		Accept MS Decision/Adopted by MS
		Link to Commission Decision/Adopted by EC
		Adopted by MS
		Reopen
		Delete
		Cancel/Cancelled
		Withdraw on MS request/Withdrawn on request of MS

Documents

Document types

The following document types will be foreseen:

Description	Internal Code	Integral	Non-Integral	System	Required
Informal Commission's Observations	PRG.ICO		X		
Official Commission's Observations	PRG.OCO	X			
Commission Decision	CD.D		X		
Corrigendum	CD.C		X		
Other Commission Document	PRG.OC		X		
Other Commission Internal Document	PRG.OI		X		
Acknowledgment of Receipt	ACK.PRGSNT			X	X
EC withdrawal letter	PRG.WIL	X			

Commission/ARES reference

Uploading documents not registered in ARES

If you wish to send a document to the Member State and it is not yet registered in ARES, you have to follow the instructions below in order to attach the document:

CCI 2014IT16M3OP001

Version 1.0

Title * Germana demo ERDF-CF-ESF 25/02/2014

Reason for return *

Test

Title Test

Document date 27/11/14

Local reference

Commission reference

Attached files

TITLE	LANGUAGE	FILENAME
Test	English	report.doc

Select file to upload

Do you really want to return this programme version?

Yes No

1. Enter the following information:

(1) Enter a *title* for your document.

(2) Enter a *Document Date* for your Document

(3) 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 

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

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

(6) Select the *file* to upload.

(7) Click on [Yes](#) to return the OP.

Uploading documents using the ARES number

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.

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.
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Document details □ ×

Not yet sent

Document type * 1

Title * 2

Document date * 3

Local reference

Commission reference 4

Attached files

TITLE	LANGUAGE	FILENAME
911506.911508 ACK.PRGSNT Programme Acknowledgement 2014DE65ISNP001 1.0 de-Programme_Acknowledgement_2014DE65ISNP001_1_0_de.pdf	German	911506.911508 ACK.PRGSNT Programme Acknowledgement_2014DE65ISNP001_1_0_de.pdf

5

1. Enter or select the following information:

- (1) Choose the *Document type* (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	<p>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.</p> <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

If you have sent an Attachment in error you cannot delete the attachment but you can choose to hide it so it is no longer visible to the Member State.

REMARK	<p>If the ARES document has already been sent it cannot be deleted, but the sender can decide to hide the content for the Member State in case of an erroneous and/or accidental send. The ARES document must be a non-integral document.</p>
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- Clicking on the **ADD** button  will open a pop up window allowing you to add a new document
- 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. Go to the **DOCUMENTS** section (1) and choose the attachment you want to hide from the list (2) and click on the **UPDATE**  button (3):

Filter

- General
 - Version information
 - Region coverage
 - Officials in charge
 - History
 - 1 Documents**
 - Observations
- S1 Strategy
 - Description of strategy
 - Justification for financial allocation
- S2 Priority axes
 - TA priority axes
- S3 Financing plan
 - Table17 by year

GENERAL
Documents annexed to this programme

TITLE	DOCUMENT TYPE	DOCUMENT DATE	LOC.	COMMISSION REFERENCE	FILES	SENT DATE	SENT BY
Programme Snapshot 2014GR05M3TA001 1.0	Snapshot of data before send	04-Nov-2014		Ares(2014)75166	1	04-Nov-2014	wavesfr
Programme Acknowledgement 2014GR05M3TA001 1.0	Acknowledgement of receipt	04-Nov-2014		Ares(2014)75165	1	04-Nov-2014	ack AC
2014GR05M3TA001	Report of the ex-ante evaluation	03-Nov-2014		Ares(2014)75166	1	04-Nov-2014	wavesfr
Test	Official Commission's observations	24-Nov-2014		Ares(2014)42507	1 2	24-Nov-2014	Silvia IE
test	Official Commission's observations	24-Nov-2014		Ares(2014)42507	1 2	24-Nov-2014	Silvia IE

The Document details screen pop-up window appears:

Document details [Close]

Document type Official Commission's observations Sent

Title Test

Document date 24/11/14

Local reference

Commission reference Ares(2014)42507

Attached files

TITLE	LANGUAGE	FILENAME	HIDE CONTENT
877616.877618 SNP.PRGSENT Programme Snapshot 2014DE05M9OP001 1.0 de-Programme_Snapshot_2014DE05M9OP001_1_0_de.pdf	German	877616.877618 SNP.PRGSENT Programme Snapshot 2014DE05M9OP001 1.0 de-Programme_Snapshot_2014DE05M9OP001_1_0_de.pdf	<input checked="" type="checkbox"/>
875368.875370 PRG.EEVA e-admin_1.xps	English	875368.875370 PRG.EEVA e-admin_1.xps	<input checked="" type="checkbox"/>

[Update] [Cancel]

(1) Choose the attachments you want to hide by clicking on the boxes in the **HIDE CONTENT** column

(2) Click on the [Update](#) link to confirm the hide action

After hiding the documents the files are no longer visible to the Member State:

GENERAL

Documents annexed to this programme



TITLE	DOCUMENT TYPE	DOCUMENT DATE	L	COMMISSION REFERENCE	FILES	SENT DATE	SENT BY
Programme Snapshot 2014GR05M3TA001 1.0	Snapshot of data before send	04-Nov-2014		Ares(2014)75166	1	04-Nov-2014	wavesf
Programme Acknowledgement 2014GR05M3TA001 1.0	Acknowledgement of receipt	04-Nov-2014		Ares(2014)75165	1	04-Nov-2014	ack AC
2014GR05M3TA001	Report of the ex-ante evaluation	03-Nov-2014		Ares(2014)75166	1	04-Nov-2014	wavesf
Test	Official Commission's observations	24-Nov-2014		Ares(2014)42507		24-Nov-2014	Silvia IE

Action options for the Operational Programme

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

REMARK	An EC Operational Agent User (EOA) with Update access will have different Action options available. The Programme has been SENT to the Commission.
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2. To access into the OP section, first click on the **PROGRAMMING** link **(1)** in the menu and then on the Operational Programme link **(2)**.



3. Choose the OP version you want from the list in the search screen (3) and click on [Show programme](#) link (4).

Search

CCI Status

Version Previous node

Work version Current node

Title Decision

CCI	VERSION	TITLE	STATUS	STATUS DATE
2014ES16RFOP002	1.0	Plurirregional de España FEDER 2014-20 PO	Open	05-Jul-2019
2014RO16MAOP001	2.0	Eugen ERDF+CF+ESF+YEI Test	Open	05-Jul-2019
2016BE16RFOP419	1.0	TC01-SFCBO-OP-ERDF +VE	Open	02-Jul-2019
2018GR16RFOP272	2.0	WAVE TEST Gunnar	Adopted by MS	28-Jun-2019
2018GR16RFOP261	2.0	test lar br =3	Sent	21-Jun-2019
2018GR16RFOP261	1.0	test lar BE 2018 1	Decision OK	20-Jun-2019

A number of Action Options are available:

Filter

GENERAL

Version information

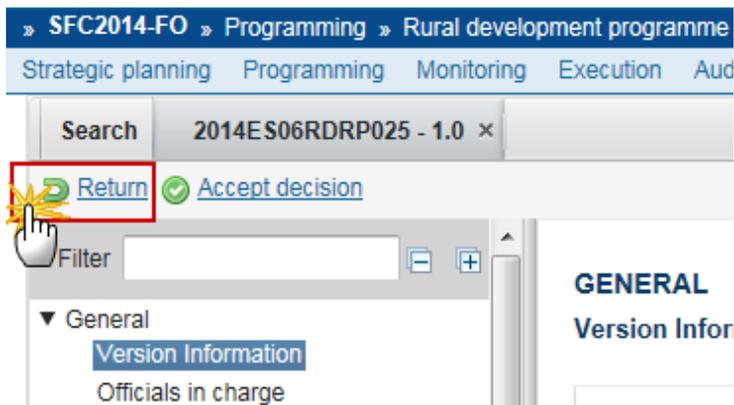
Title Plurirregional de España FEDER 2014-20 PO

- (1) [Return for modification](#)
- (2) [Accept Commission decision](#)
- (3) [Accept MS decision](#)
- (4) [Withdraw at the request of the MS](#)
- (5) [Reject with Commission Decision](#)

Return for modification by EC

REMARK	An EC Operational Agent User (ECO) with Update access can return an Operational Programme version containing missing elements or found incorrect. The Programme has been SENT to the Commission.
---------------	---

1. To return, click on the [Return](#) link inside the OP:



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.

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

Return for modification

CCI 2014IT16M3OP001

Version 1.0

Title * Germana demo ERDF-CF-ESF 25/02/2014

Reason for return *

1 Enter reason for return

Title

Document date

Local reference

Commission reference

Attached files

	TITLE	LANGUAGE	FILENAME
			
			

Do you really want to return this programme version?



2. Enter or select the following information:

- (1) Enter the *Reason for return*.
- (2) Click on [Yes](#) to confirm the return of the OP.

You can also attach a document when returning the OP. However, this step is optional. This can be done in two different ways:

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

Please refer to [Commission/ARES reference](#) section of this guide.

After sending back the OP, its status will change from 'SENT' to 'RETURNED FOR MODIFICATION BY EC' and the MS Managing Authorities will have access again to execute any required modification:

GENERAL

Version information

Title test Alexandra 05M3TA001		
CCI 2014GR05M3TA001	Version 1.0	Last modified 24-Nov-2014 11:31
Status Returned for modification by EC	Current node European Commission	
First year 2014	Last year 2020	
Eligible start date 01-Jan-2014	Eligible end date 31-Dec-2023	

Accept Commission decision

This case occurs when an EC Operational Agent with Update access wants to accept the decision taken on an Operational Programme. When the decision has been taken the commitment can be initiated.

1. To accept the Commission decision click on [Accept Commission decision](#) link.



The Accept Commission decision confirmation pop-up window appears:

Accept Commission decision

CCI 2014 16M00P013

Version 4.0

Eligible start date * 01/01/14

Eligible end date * 31/12/23

Do you really want to accept the Commission decision on this operational programme version?

Yes No

2. Click on [Yes](#) to accept the Commission Decision on this OP.

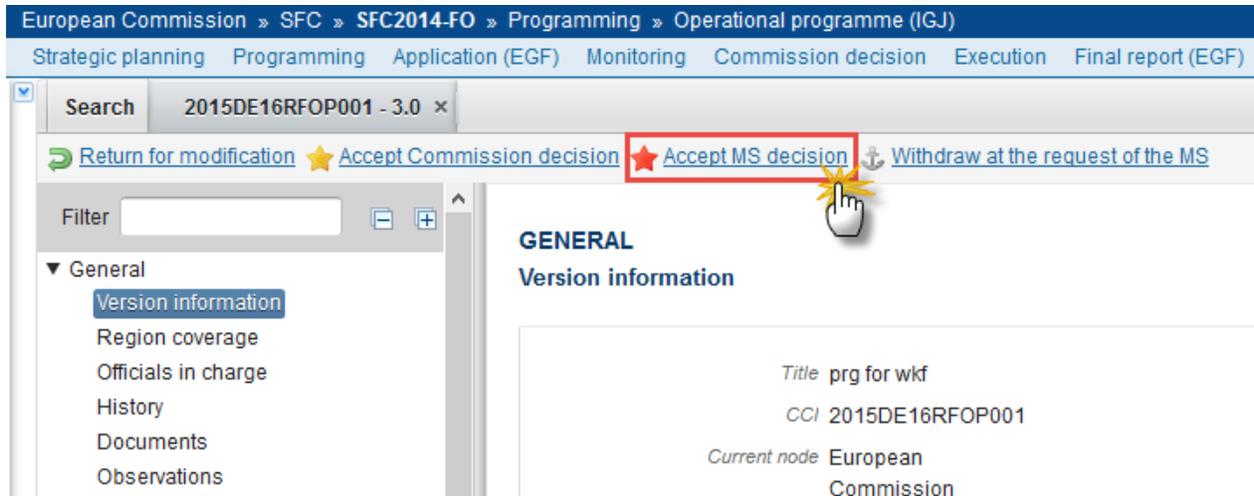
REMARK	A previously set Eligibility Period (<i>start date</i> and <i>end date</i>) can be overwritten or corrected during the accept action.
---------------	---

On success, the Operational Programme has an accepted decision and its status was set to '**DECISION OK**'.

Accept MS decision

REMARK	<p><u>THIS OPTION IS NOT AVAILABLE FOR HOME FUNDS (AMIF, ISF)</u></p> <p>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.</p>
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1. To accept the MS decision click on [Accept MS decision](#)



The Accept MS decision confirmation pop-up window appears:

2. 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

Title	prg for wkf	Version	3.0
CCI	2015DE16RFOP001	Status	Adopted by MS
Current node	European Commission	Last year	2020
First year	2014	Eligible end date	31-Dec-2023
Eligible start date	01-Jan-2014	Major amendment (requiring EC approval - cf. Art. 96 CPR)	<input checked="" type="checkbox"/>
Making use of Art. 96(8) CPR	<input type="checkbox"/>	Justification for amendment	aaaa
EC decision number	C(2014)09784	EC decision date	12-Dec-2014
MS amending decision number		MS amending decision date	
Comments			

European Commission » SFC » SFC2014-FO » Programming » Operational programme (IGJ)

Strategic planning Programming Application (EGF) Monitoring Commission decision Execution Final report (EGF) Audit Evaluation Closure Anti-fraud Utilities

Search

CCI Status

Version Previous node

Work version Current node

Title Decision

[Show programme](#) [Export to excel](#)

CCI	VERSION	TITLE	STATUS	STATUS DATE	PREVIOUS NODE	CURRENT NODE	LAST MODIFIED	DECISION
2015DE16RFOP001	3.0	prg for wkf	<input checked="" type="checkbox"/> Adopted by MS	22-May-2017	European Commission	European Commission	22-May-2017	C(2014)09784 - 12/12/2014
2014RO16RFOP001	3.0	Program Operational Competitivitate	<input type="checkbox"/> Open	26-Apr-2017	România	România	26-Apr-2017	

Withdraw at the request of the MS

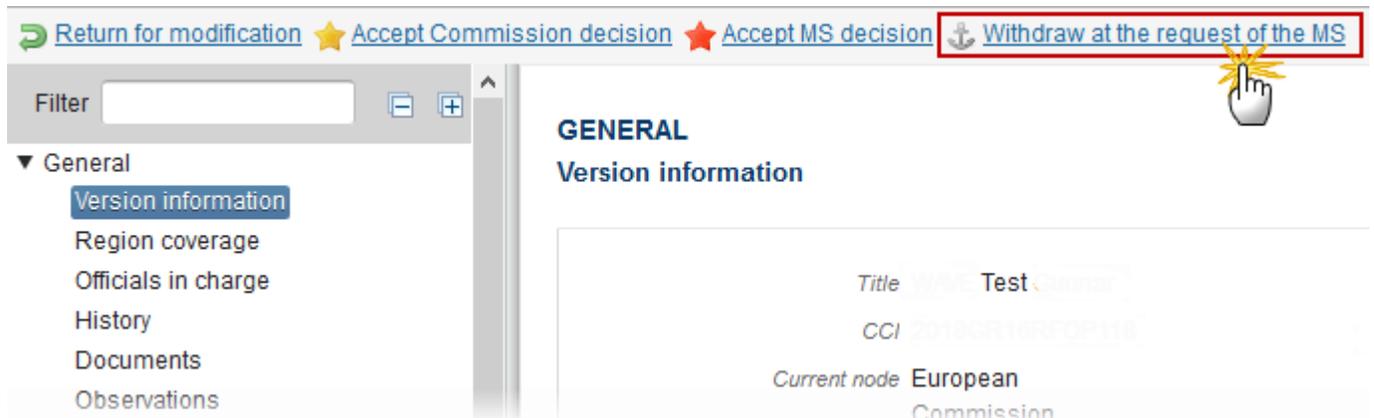
This scenario occurs when at the request of the Member State the Commission withdraw a Programme version and stop the amendment procedure, as withdrawals are subject to confirmation by the EC.

Preconditions:

- The Member State must request to withdraw the Programme uploading a document called '**MS REQUEST TO WITHDRAW PROGRAMME VERSION**'.
- The user at the EC has the role of EC Operational Agent.
- The version Programme which the MS wants to withdraw is the last one.

- The Programme has been sent previously to the EC.
- The Programme version is in status 'Sent' or 'Returned for Modification by EC' at the level of the Commission, or in status 'Open', 'Ready to send', 'Returned for Modification by MS' or 'Cancelled' at the owner node of the MS.

1. Click on the '**Withdraw at the request of the MS**' link inside the Programme:



During withdrawal by the Commission, the actor can add a document ("EC **Withdrawal letter**") with attachments that will be send together with the withdrawal action to the Member State.

Withdraw at the request of the MS ×

CCI 2018GR18RFOP118

Version 2.0

Optional document to be sent with this action to the Member State

Title 1

Document date 2

Local reference

Commission reference

Added files 3

	TITLE	LANGUAGE	FILENAME
<input type="checkbox"/>	Letter 4	English 5	null <input type="button" value="Select file to upload"/> 6

Do you really want to withdraw this operational programme version?

Yes No 7

2. Enter the following information:

(1) Enter a *title* for your document.

(2) Enter a *Document Date* for your Document

(3) 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 

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

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

(6) Select the *file* to upload.

(7) Click on [Yes](#) to return the OP.

Post conditions:

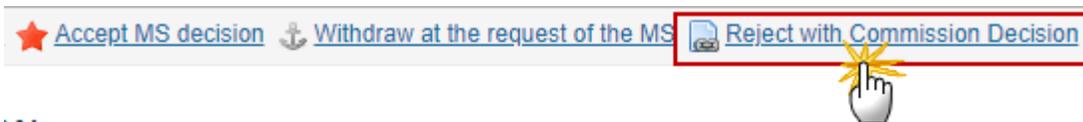
- On success, the Programme version status was set to '**WITHDRAWN AT THE REQUEST OF THE MS**'.
- If the MS wants to create a new version based on the withdrawn one, then the version is a major version and it is incremented by one (ex. 1.0 > 2.0).

Reject with Commission Decision

An EC user with Update access can reject a specific version of an OP and link it to a negative Commission Decision reference.

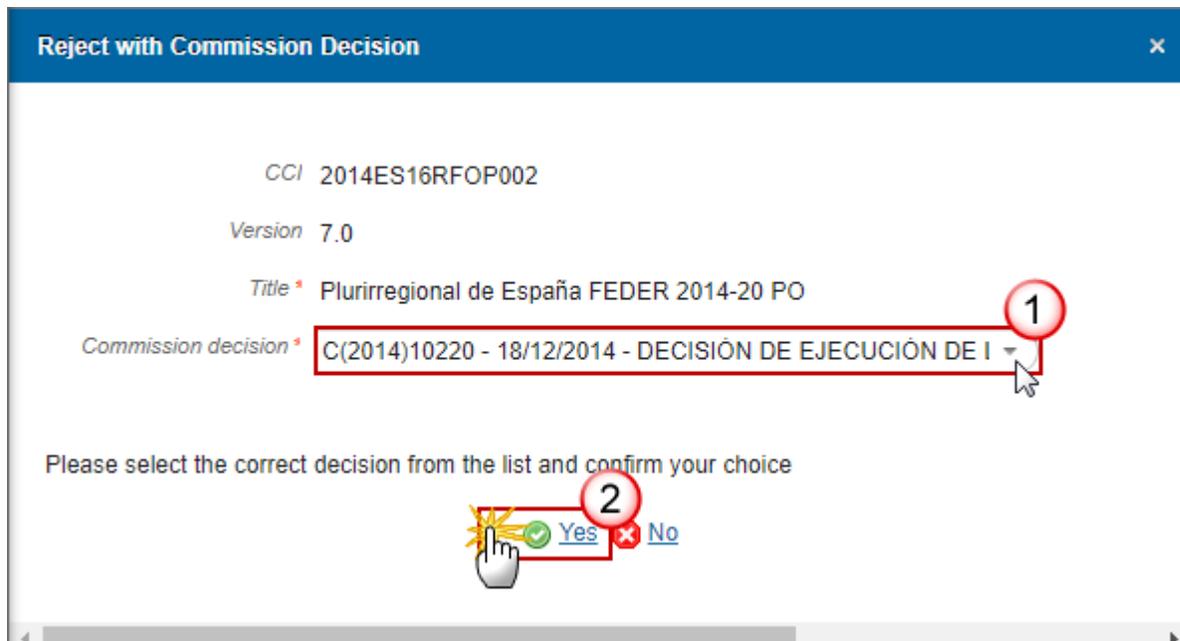
REMARK	<p>It is a must to have the role of EC Operational Agent or EC Publishing Officer with Update access.</p> <p>The OP version is in status 'SENT'.</p> <p>The Commission Decision record exists.</p>
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1. Click on the '**Reject with Commission Decision**' link inside the Programme:



AL
information

The Reject with Commission Decision confirmation screen pop-up window appears:



2. Select the correct decision from the list (1) and click on [Yes](#) (2) to confirm the reject action.

On success, the Operational Programme Proposal has been linked to a negative Commission Decision.

The status of the Operational Programme Proposal version was set to '**NOT ADOPTED BY EC**'.

The Member State has been notified that a negative Commission Decision was taken on the Operational Programme version.

Re-open an Operational Programme

An EC User with Update access can reopen an OP previously **ACCEPTED**, **ADOPTED BY A COMMISSION DECISION**, **ADOPTED BY THE MS**, **NOT ADOPTED BY EC**, **WITHDRAWN** or **RETURNED FOR MODIFICATION BY EC** – this option will change the status of the OP.

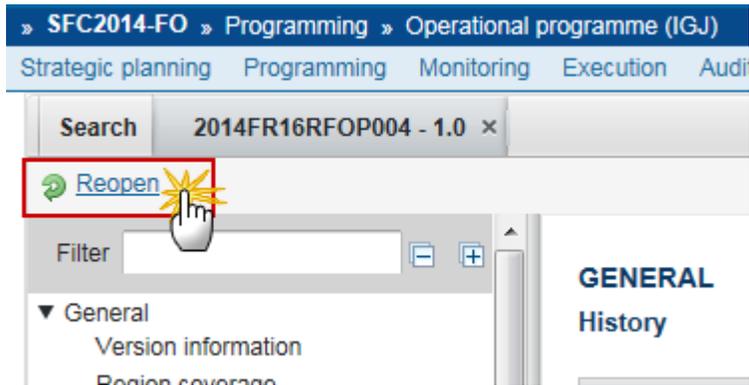
The Operational Programme is in a status '**DECISION OK**', '**ADOPTED BY EC**', '**ADOPTED BY MS**', '**NOT ADOPTED BY EC**', '**WITHDRAWN AT THE REQUEST OF THE MS**' or '**RETURNED FOR MODIFICATION BY EC**'.

No Object Versions of other Object Types are linked to the Operational Programme Version, independent of the Status of these other Object Versions.

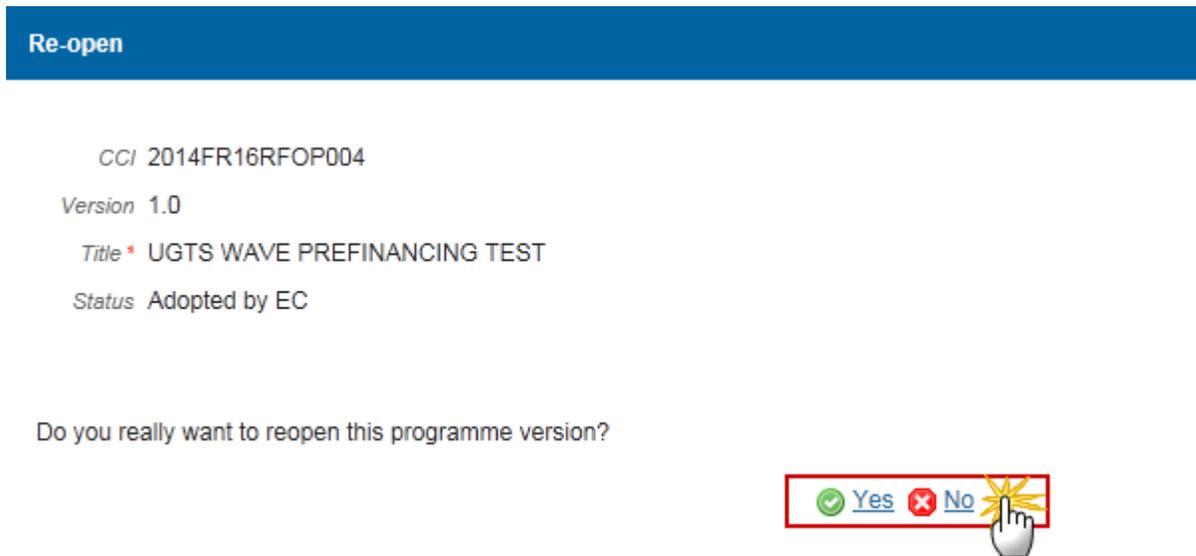
No more recent Operational Programme Version exists.

REMARK	The 'Reopen' option should only be used exceptionally and when the status chosen has been used accidentally.
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1. Click on the [Reopen](#) link to change the OP status:



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 OP.

On success, the Operational Programme has been reopened and its status was set to its previous status.