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## **Follow up on annex II of the FIR (IGJ, ETC, IPACB), last AIR (EMFF)**

### **PURPOSE**

This document describes the specifications of the use-cases related to the “Annex II - Reporting on non-functioning operations” to be submitted after the submission of the Final Implementation Report for IGJ, ETC, IPA-CB and of the 2023 Annual Implementation Report for EMFF.

### **REGULATIONS**

More detail regarding the regulation of the Follow up on annex II of the FIR (IGJ, ETC, IPACB), last AIR (EMFF) can be found in the '[About SFC2014](#)' section of this portal.

## ROLES

Roles involved in the Annex II are:

<b>MS Managing Authority</b>	Create the Annex II Record the Annex II Upload the Annex II Consult the Annex II Delete the Annex II Validate the Annex II Send the Annex II Return the Annex II
MS Audit Authority	Consult the Annex II

## FUNDS

IGJ	ETC	IPA-CB	EMFF
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## PRE-CONDITIONS

When creating, the Annex II version, it doesn't yet exist, and all previous versions are sent to the Commission.

For IGJ, ETC and IPA-CB, the Final Implementation Report for the Programme is already submitted to the Commission.

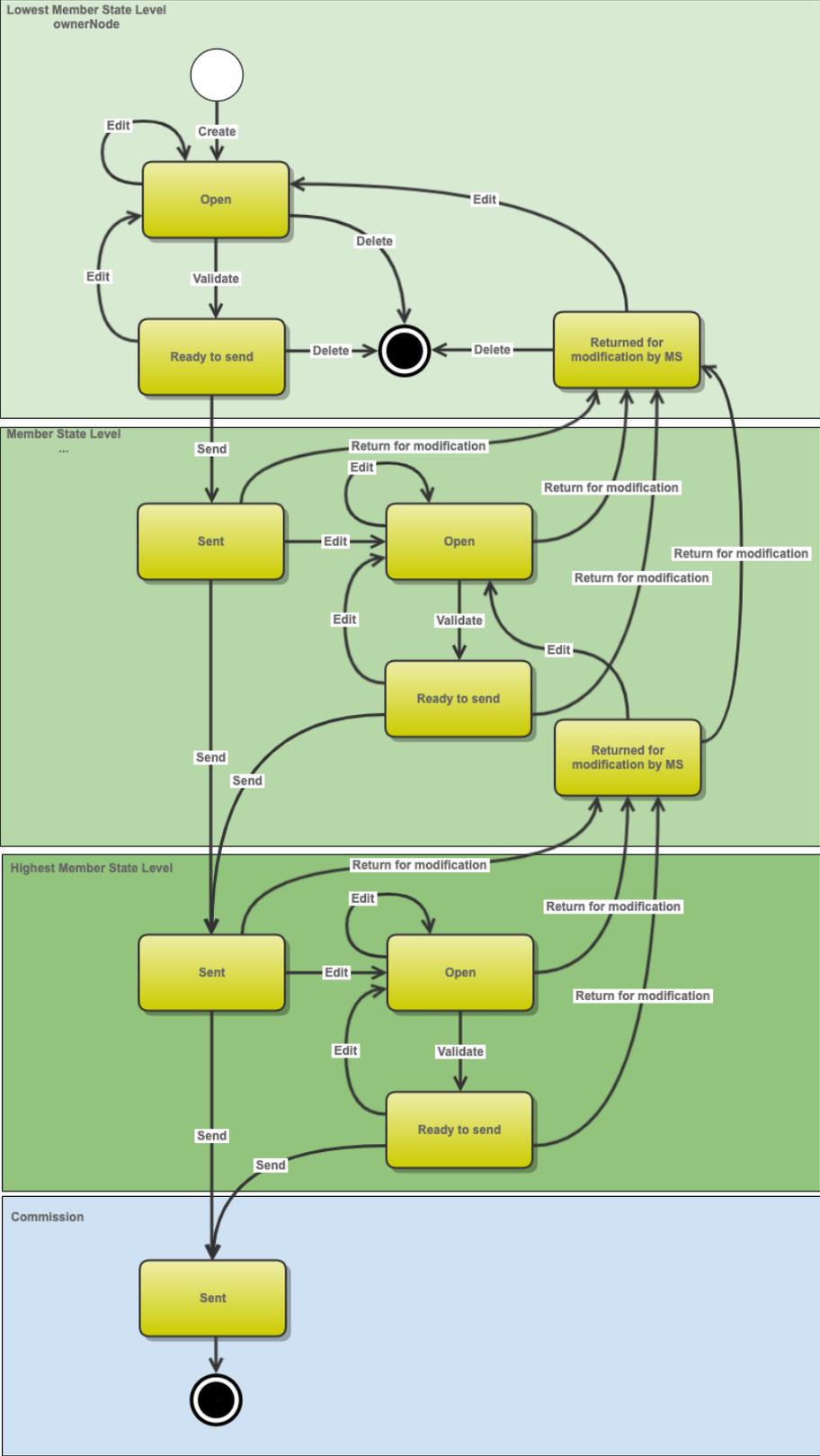
For EMFF, the Annual Implementation Report 2023 is already submitted to the Commission.

## Workflow

This section shows the lifecycle to create and manage the Annex II.

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

# Annex II State Diagram



## Create the Annex II

<b>REMARK</b>	<p>It is a must to have the privilege to create the Annex II, the user has the role of <b>MS Managing Authority with Update rights</b>.</p> <p>The version number is automatically provided by the system and starts at 1. As there is no return by the Commission, the work version is always 0.</p>
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1. To access the **FOLLOW UP ON ANNEX II OF THE FIR (IGJ, ETC, IPACB), LAST AIR (EMFF)** section click on the **Closure** menu item.

European Commission > SFC > SFC2014-FO > Closure > Follow up on annex II of the FIR (IGJ, ETC, IPACB), last AIR (EMFF)

Strategic planning Programming Monitoring Execution Audit Evaluation Closure Anti-fraud 2021-2027 Utilities

Search

CCI

Version

Work version

Title

Closure related documents

Follow up on annex II of the FIR (IGJ, ETC, IPACB), last AIR (EMFF)

Follow up on annex III of the FIR (IGJ, ETC, IPACB), last AIR (EMFF)

Previous node

Current node

2. Click on the [Create new annex II](#) link to create a new Annex II.

European Commission > SFC > SFC2014-FO > Closure > Follow up on annex II of the FIR (IGJ, ETC, IPACB), last AIR (EMFF)

Strategic planning Programming Monitoring Execution Audit Evaluation Closure Anti-fraud 2021-2027 Utilities

> Search

CCI

Version

Work version

Title

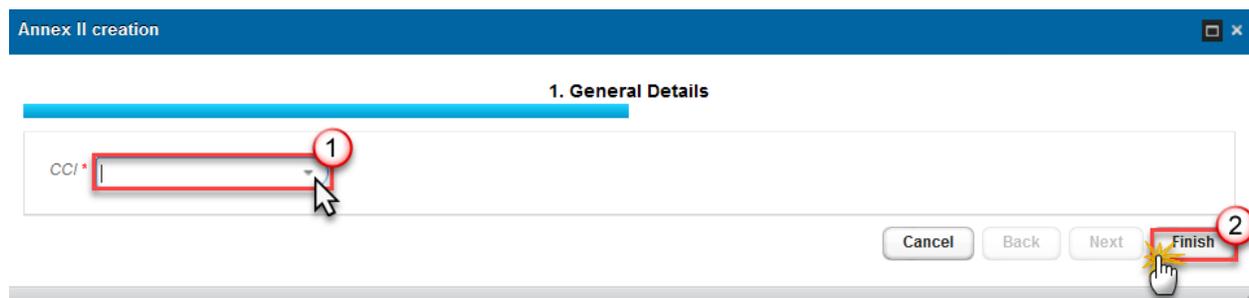
Status

Previous node

Current node

CCI	VERSION	TITLE	STATUS	PREVIOUS NODE
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You are redirected to the Annex II creation wizard:



**(1)** Select the *CCI*

The CCI list contains all adopted IGJ, ETC, IPA-CB and EMFF Programmes managed at the User's Node, containing Funds for which the User is registered, and for IGJ, ETC and IPA-CB having a Final Implementation Report version submitted to the Commission, and for EMFF having the 2023 Annual Implementation Report submitted to the Commission. The list returns the CCI and the Programme Title.

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

The status of the Annex II is **OPEN**.

<b>REMARK</b>	<p>The Annex II is linked to the Operational Programme.</p> <p>The Annex II table records are copied either from the last submitted Final Implementation Report for IGJ, ETC and IPA-CB and from the last submitted 2023 Annual Implementation Report for EMFF, or from the last Annex II version sent to the Commission, whatever is the most recent.</p> <p>When the records are coming from the FIR/AIR, then the columns not foreseen in the FIR/AIR come from the last Annex II version sent to the Commission.</p>
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## Record/Edit the Annex II

Find all the information to complete each screen of the Annex II. When editing a version of an Annex II, its status is '**OPEN**', '**READY TO SEND**' or '**SENT**' at the level of the Member State and currently resides on the user's Node.

Below are the links to the main sections:

- [General](#)
- [Annex II](#)

# General

## Version Information

The Version Information contains information on the identification and status of the Annex II Version like the CCI, the Title, the Version Number, the Work Version Number, the Status and the Node where it currently resides. It also shows the results of the last validation done on this Annex II version.

In the Last validation results list, Warning Messages that already existed in the previous minor version will be shown in grey and ordered at the end of the list.

### GENERAL

#### VERSION INFORMATION



<i>Title</i> European Maritime and Fisheries Fund - Operational Programme for Spain		
<i>CCI</i> 2014ES14MFOP001	<i>Version</i> 1.0	<i>Last modified</i> 19-Mar-2025 16:30
<i>Current node</i> España	<i>Status</i> Ready to send	<i>Status date</i> 19-Mar-2025

#### Latest validation results

SEVERITY	CODE	MESSAGE
Info		Annex II - Reporting on non-functioning operations has been validated.

## Officials in Charge

<b>NOTE</b>	<p>The Officials in Charge on the first Annex II version are copied from the Final Implementation Report for IGJ, ETC and IPA-CB and from the 2023 Annual Implementation Report for EMFF.</p> <p>For successive Annex II versions, they are copied from the last Annex II version.</p> <p>Officials in Charge can be updated at any time, independent from the status of the Annex II.</p> <p>The email is directly accessible via the email link.</p>
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- 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.

## GENERAL

### Officials in charge

+	+	-					
NAME	PHONE	EMAIL	VALID FROM	VALID UNTIL	LANGUAGE		

1. Click on the **ADD** button  to add a new official in charge.

## GENERAL

### Officials in charge

+	+	-					
NAME	PHONE	EMAIL	VALID FROM	VALID UNTIL	LANGUAGE		

The Edit Details popup window appears:

### Edit Details

Name \*  1

Phone

Email \*  2

Language

Valid from

Valid until

3

2. Enter the following information:

- (1) Enter the *Name*.
- (2) Enter the *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.
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## History

This section shows all the actions that happened in the Annex II since it was created and the resulting Status, for example:

### GENERAL

#### History

STATUS	ACTION	COMMENTS	BY LEVEL	DATE	USER
Ready to send	Validate		Austria	02-Sep-2014 09:52:57	<a href="#">AT Austria</a>
Open	Create		Austria	01-Sep-2014 14:54:52	<a href="#">AT Austria</a>

## Documents

The Documents list shows all documents uploaded against this version of the Annex II by Member State and by Commission. Member State Users see all their own Documents and the sent Commission Documents. Commission Users see all their own Documents and the sent Member State Documents.

Hyperlinks to the uploaded physical files allow reading the content immediately.

The email of User who sent the Document is directly accessible via the Sent By link.

The following document types will be foreseen:

Description	Non-Integral	Integral	System	Required
Snapshot of data before send		X	X	X

Comments and annotations		X		
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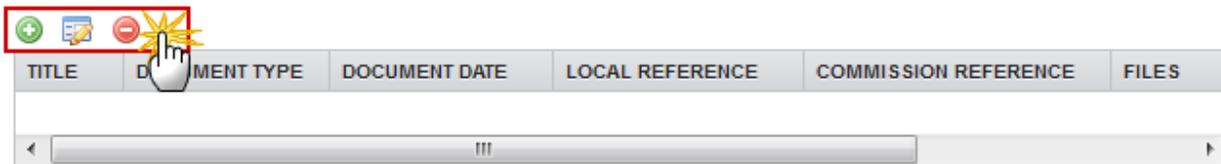
## Uploading & Sending documents

Multiple documents can be uploaded in the Annex II.

- 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 of a previously uploaded document and click on the **REMOVE** button  to delete the document and associated attachments.

### GENERAL

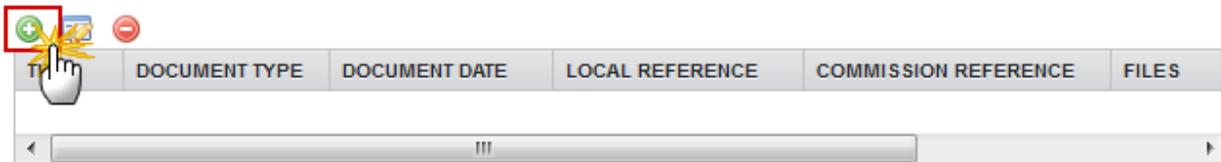
#### Documents annexed



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

### GENERAL

#### Documents annexed



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), FILENAME (null), and a 'Select file to upload' button (7). The table has an 'ADD' button (4) and a 'REMOVE' button.
- Buttons**: 'Update' (8), 'Update & send', and 'Cancel'.

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 a new attachment
  - You can add multiple attachments by clicking on the **ADD** button 
  - You can remove unwanted attachments by selecting the attachment 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 or [Update & Send](#) to send the document to the Commission.

<b>REMARK</b>	<p>Commission Reference N° is only enabled for Commission Users, while Local Reference is only enabled for Member State Users.</p> <p>The email of User who sent the Document is directly accessible via the 'Sent By' link.</p>
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The pop-up window closes and the documents are uploaded.

## Sending an unsent non-integral document

1. Once the document and attachment(s) have been uploaded select the document row in the list **(1)** and click on the **EDIT** button **(2)**

### GENERAL

Documents annexed 



TITLE	DOCUMENT TYPE	DOCUMENT DATE	L	C	FILES	SENT DATE	SENT BY
OMS - Doc 1	Other Member State document	22-Mar-2017			<a href="#">1</a> <a href="#">2</a>		

2. Click on [Update & Send](#) to send the document to the Commission.

Document details □ ×

🚩 Not yet sent

*Document type \**

*Title \**

*Document date \**  📅

*Local reference*

*Commission reference*

**Attached files**

	TITLE	LANGUAGE	FILENAME	Action
<input type="checkbox"/>	<input type="text" value="OMS"/>	<input type="text" value="Czech"/>	VirtualBox-!	<input type="button" value="Select file to upload"/>
<input type="checkbox"/>	<input type="text" value="OMS2"/>	<input type="text" value="English"/>	OneDriveSi	<input type="button" value="Select file to upload"/>

✔ Update
📁 Update & send
✖ Cancel

<b>NOTE</b>	<p>The <a href="#">Update &amp; Send</a> link will only be shown for documents which are not integral part of the Object and after at least one attachment was added.</p> <p>If more than one file are uploaded from the same document table, when clicking the <a href="#">Update &amp; Send</a> link, will send all the files and not only the one(s) for which the check-box has been ticked.</p>
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Document details ✖

🚫 Not yet sent

Document type \* Reply to Commission request

Title \* Reply

Document date \* 19/10/16

Local reference

Commission reference

When clicking the **Update & Send** link, will send all files, even the one(s) for which the check-box has not been ticked.

**Attached files**

	TITLE	LANGUAGE	FILENAME	
<input checked="" type="checkbox"/>	Reply	English	Report.docx	Select file to upload
<input type="checkbox"/>	document	English	Report.docx	Select file to upload

✔ Update
🔄 Update & send
🚫 Cancel

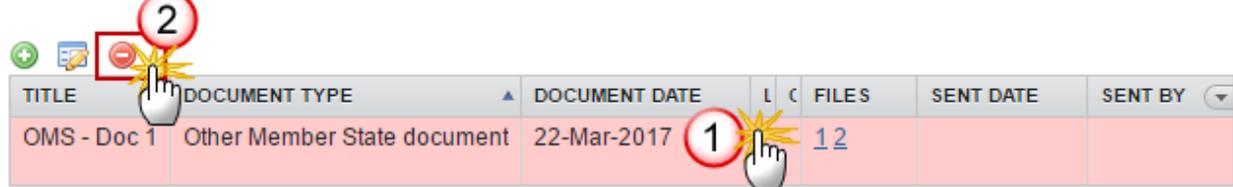
<b>REMARK</b>	<p><b>Non-integral documents</b> (ie. 'Other Member State Document') can be sent at any time independently of the status of the Annex II.</p> <p>Non-integral document type demands a <u>manual submission</u> (they are NOT sent automatically within the Programme). The other document types, integral documents, are automatically sent - together with the encoded data – when the Programme is submitted to the EC.</p> <p>You can find in our <a href="#">Portal</a> the types of documents that can be uploaded and sent by the Member State.</p> <p>A document is only visible to the Commission when the <b>Sent Date</b> is visible.</p>
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## 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.

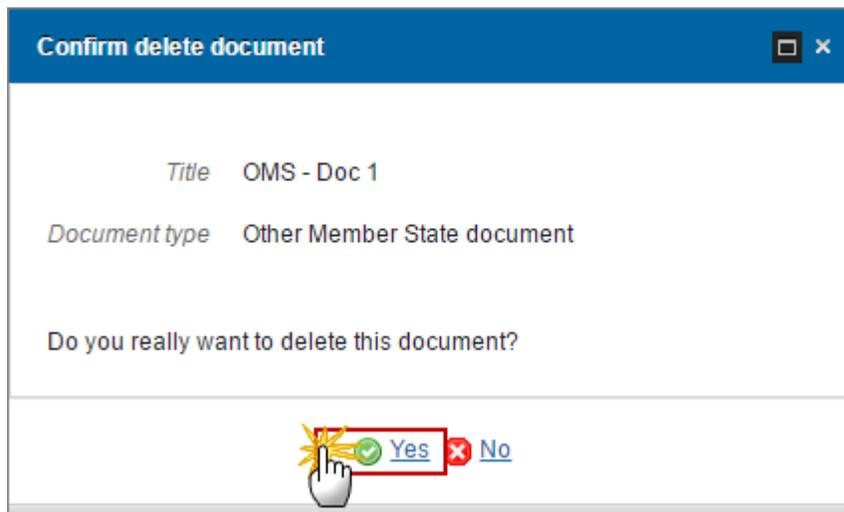
## GENERAL

### Documents annexed



TITLE	DOCUMENT TYPE	DOCUMENT DATE	L	C	FILES	SENT DATE	SENT BY
OMS - Doc 1	Other Member State document	22-Mar-2017			12		

A confirmation window appears:



2. Click on [Yes](#) to confirm deletion. Click on [No](#) to return to the Annex II.

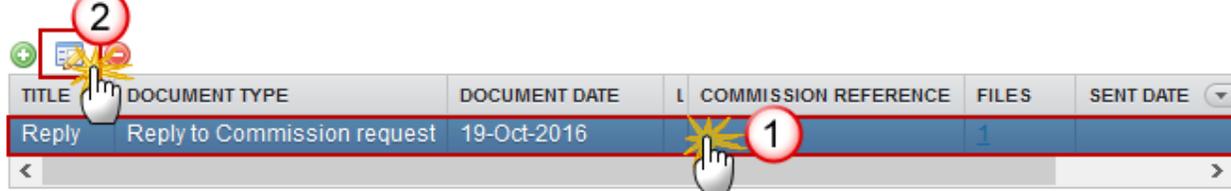
## Hiding a sent document

<b>NOTE</b>	Sent Documents can never be deleted, but the sender can decide to hide the content for the receivers in case of an erroneous and/or accidental send.
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1. Select a row (1) of a previously sent document and click on the Edit button  (2) to hide the document and associated attachments.

## GENERAL

### Documents annexed



TITLE	DOCUMENT TYPE	DOCUMENT DATE	L	COMMISSION REFERENCE	FILES	SENT DATE
Reply	Reply to Commission request	19-Oct-2016			1	

2. Select the **HIDE CONTENT (1)** option and click on **Update (2)** to hide the document.

#### Document details

 Sent

*Document type* Other Member State Document

*Title* OMS

*Document date* 08/07/15

*Local reference*

*Commission reference*

#### Attached files

TITLE	LANGUAGE	FILENAME	HIDE CONTENT
OMS document	English	<a href="#">report.doc</a>	<input checked="" type="checkbox"/> <b>1</b>

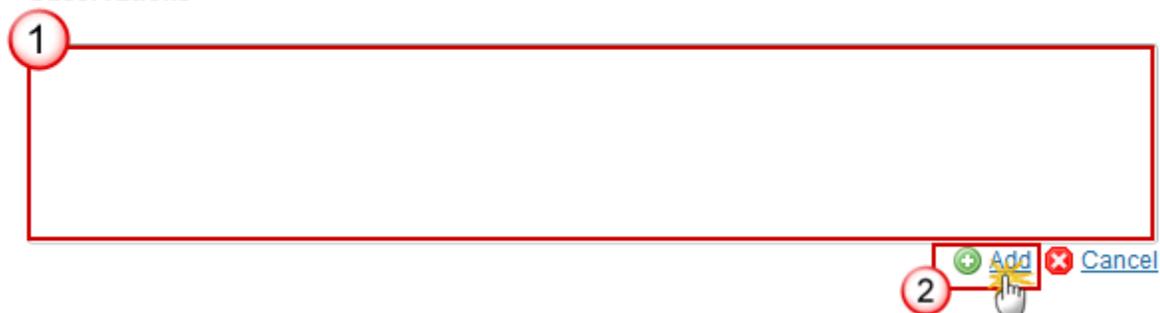
 **2** 

## Observations

This section is used to provide any relevant information to the Annex II. It can be used as a type of 'chat' between the Member State and Commission.

## GENERAL

### Observations



(1) Enter an observation.

All users who have Read and Observation permission on the Annex II will be able to send an Observation and participate in the conversation.

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

All Observations are kept against the specific version of the Annex II.

## Annex II

<b>REMARK</b>	<p>The Annex II table records are copied either from the last submitted Final Implementation Report for IGJ, ETC and IPA-CB and from the last submitted 2023 Annual Implementation Report for EMFF, or from the last Annex II version sent to the Commission, whatever is the most recent.</p> <p>When the records are coming from the FIR/AIR, then the columns not foreseen in the FIR/AIR come from the last Annex II version sent to the Commission.</p> <p>When editing an Operation already defined in the Final/Annual(EMFF) Implementation Report, the columns coming from the Final/Annual(EMFF) Implementation Report will not be editable.</p> <p>The same edit screen is used for ETC, IPA-CB and EMFF. Only the first list box is different:</p> <ul style="list-style-type: none"><li>• IGJ: Priority/Fund/Category of region</li><li>• ETC: Priority/Fund</li><li>• IPA-CB: Priority</li><li>• EMFF: Union priority</li></ul> <p><b>Adding an Operation record is only allowed when there is a Pre-closure letter or Closure letter sent to the Member State for that Programme in the system.</b></p> <p>When adding or updating an Operation that did not yet exist in the Final/Annual (EMFF)</p>
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Implementation Report, all fields are updateable.  
Only Operations that did not yet exist in the Final/Annual (EMFF) Implementation Report can be deleted via the delete button . The same applies for ETC, IPA-CB and EMFF.

1. Select a row in the table (1) and click on the EDIT button (2)  to edit the details



UNION PRIORITY	OPERATION REFERENCE	OPERATION TITLE	NAME OF THE BENEFICIARY / RECIPIENT	TOTAL COST OF THE OPERAT
2	221CAN00003	Acuicultura Continental: Modernización	ACUIPALMA, S.L.	2,8
2	221CAN00004	Acuicultura Continental: HATCHERY- Tazacorte	ACUIPALMA, S.L.	9,3
2	221CAN00006	Acuicultura Marina: ZJA-LP-1 Tazacorte	ACUIPALMA, S.L.	12,3
2	221CAN00008	Acuicultura Marina: ZJA GC-6-1 Arinaga	AQUANARIA, S.L.	14,6
2	521AND00246	INDUSTRIA PARA LA ELABORACIÓN DE SEMICONSERVAS DE PESCADO FRESCO	PESQUEMAR,S.L	1,2

(1) In case operation not functioning by 15 February 2027

The Edit details window is displayed:

**Edit Details**

Union Priority \* 2

Operation reference \* 221CAN00003

Operation title \* Acuicultura Continental: Modernización

Name of the beneficiary / recipient \* ACUIPALMA, S.L.

Total cost of the operation (in EUR) \* 2,880,524.33

Total Certified Expenditure (in EUR) \* 555,349.21

Public contribution (in EUR) \* 472,046.83

Operation completed  1

Output indicators linked to the operation (achievement values) \* 2

PF indicators linked to the operation (achievement values) \* 3

Total certified expenditure to be deducted in (EUR)(1) \* 4

Public contribution to be deducted in (EUR)(1) \* 5

Justification how the amounts are calculated \* 6

Measures taken / Milestones / Comments 7

8 [Update](#) [Cancel](#)

**2. Enter the following information:**

- (1)** Tick the box *Operation completed* if that is the case.
- (2)** Enter the *Output indicators linked to the operation (achievement values)*. (Max. 1.000 characters)
- (3)** Enter the *PF indicators linked to the operation (achievement values)*. (Max. 1.000 characters)
- (4)** Enter the *Total certified expenditure to be deducted in (EUR)(1)*.
- (5)** Enter the *Public contribution to be deducted in (EUR)(1)*.
- (6)** Enter the *Justification how the amounts are calculated*. (Max. 2.000 characters)
- (7)** Enter the *Measures taken / Milestones / Comments*. (Max. 2.000 characters)
- (8)** Click on the [Update](#) link to confirm and save the information.

## Validate the Annex II

<b>REMARK</b>	The Annex II can be validated only if its status is ' <b>OPEN</b> '. It is a must to have the role of <b>MS Managing Authority</b> with Update rights.
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1. Click on the [Validate](#) link to validate the Annex II.



<b>REMARK</b>	An <b>ERROR</b> will block you from sending the Annex II. The error(s) should be resolved and the Annex II must be revalidated. <b>NOTE</b> that a <b>WARNING</b> does not block you from sending the Annex II.
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The system validates the following information:

Code	Validation Rule	Severity
2	The system validates the integrity of the input fields	
2.1	Validate that at least one Official in Charge of the Member State exists	<b>WARNING</b>
2.2	Validate that the Annex II version is linked to an Operational Programme with a Final Implementation Report or the 2023 Annual Implementation Report for EMFF once sent to the Commission (implicit in web)	<b>ERROR</b>
2.3	Validate that all integral documents have at least one attachment with a length > 0	<b>ERROR</b>

After all errors have been resolved the status of the Annex II becomes **READY TO SEND**.

An example of a validation window:

**Validation results**

CCI 2014ES14MFOP001      Version 1.0      Status Open

**Latest validation results**

SEVERITY	CODE	MESSAGE
Info		Annex II - Reporting on non-functioning operations has been validated.

 [Ok](#)

## Send the Annex II

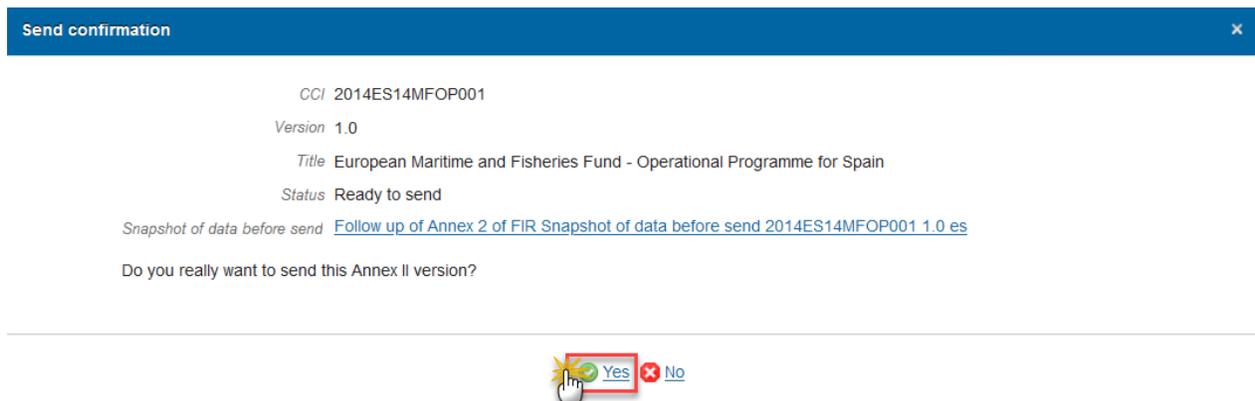
<b>REMARK</b>	<p>The Annex II can only be sent once the <b>Validation Errors</b> have been removed and the status is '<b>READY TO SEND</b>' OR '<b>SENT</b>'.</p> <p>It is a must to have the privilege to send the Annex II, the user has the role <b>MS Managing Authority Send</b>.</p> <p>The "<b>4 eye principle</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</p>
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generated by the European Commission.

1. Click on the [Send](#) link to send the Annex II to the Commission or to an upper Node.



The system will ask you to confirm the send action:



2. Click on [Yes](#) to confirm or click on [No](#) to return to Annex II.
3. 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 **Leo CAMARCIO**, you have been requested to digitally sign a transaction.  
Please authenticate with your EU Login password to perform the signature.

## Requested by **sfc2014**

Description: **Follow up of Annex 2 of FIR Snapshot of data before send 2014ES14MFOP001 1.0**

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

Password

1

2 Sign 

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

- (1) Enter your SFC2014 Password
- (2) Click on the 'Sign' button

On success, the Annex II version has been sent to the Commission or to an upper Node and the status is set to **SENT**.

## Delete the Annex II

<b>REMARK</b>	<p>It is a must to have the privilege to delete the Annex II, the user has the role of <b>MS Managing Authority Update</b>.</p> <p>The Annex II can only be deleted when the status is <b>OPEN, READY TO SEND</b> or <b>RETURNED FOR MODIFICATION BY MS</b>, and has <b>never been sent to the Commission</b> before and has <b>no sent documents</b> attached.</p> <p>The delete is a physical delete from the system.</p>
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1. Click on the [Delete](#) link to remove the Annex II from the system.



The system will ask you to confirm the delete action:



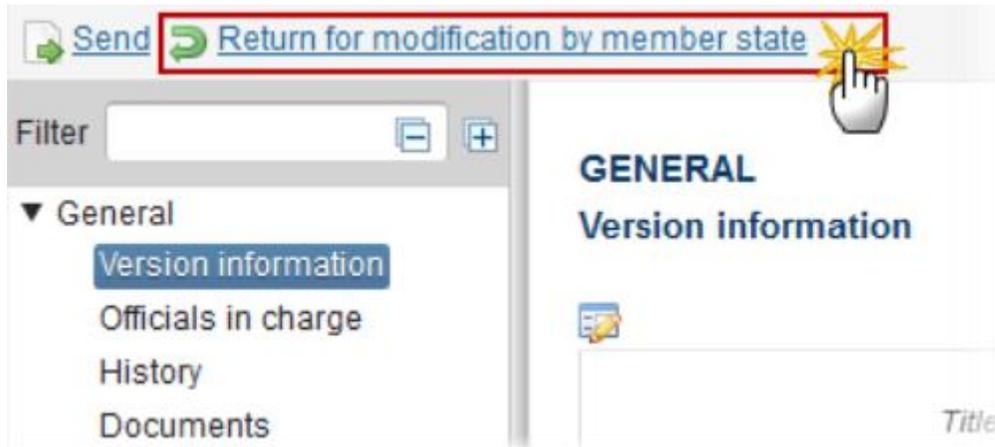
2. Click on [Yes](#) to confirm.

## Return Annex II for modification by the MS

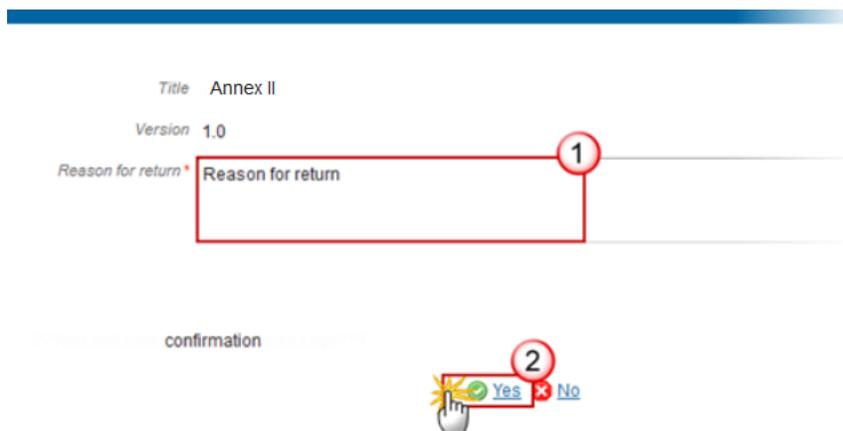
<b>REMARK</b>	<p>This function can be used when a user wants to return the Annex II version to a lower Member State/Region Node (when that exists) because it is incomplete or incorrect and needs to be modified. The notification utility will be called to notify the return to the lower Member State/Region Node.</p> <p>The Annex II version currently resides at the user's Node and has a status <b>OPEN</b>, <b>READY TO SEND</b>, <b>SENT</b> or <b>RETURNED FOR MODIFICATION BY MS</b>, and a lower level exists.</p>
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It is a must to have **the role of MS Managing Authority Update.**

1. Click on the [Return for modification by member state](#) link to return the Annex II to a lower Node.



2. The system will ask you to confirm the Return for modification:



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

On success, the Annex II version has been set in status **RETURNED FOR MODIFICATION BY MS.**