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# Implementation Report (FEAD II)

#### **PURPOSE**

This document describes the specifications and details related to the **Implementation Report (FEAD II)**. The deadline for submission is <u>30th of June</u> starting in 2015 (Article 13 of FEAD Regulation). The content of the IR is included in the **Commission Delegated Regulation 1255/2014.** 

#### **REGULATIONS**

More details about the regulation regarding the **IMPLEMENTATION REPORT (FEAD)** can be found in the <u>About SFC2014</u> section of this portal.

#### **ROLES**

Roles involved in the Annual and Final Implementation Report for FEAD are:

MS Managing Authority	Record the Implementation Report for FEAD
	Upload the Implementation Report for FEAD
	Consult the Implementation Report for FEAD
	Delete the Implementation Report for FEAD
	Validate the Implementation Report for FEAD
	Send the Implementation Report for FEAD
	Return the Implementation Report for FEAD
	Create New Version of an Implementation Report for FEAD
MS Audit Authority	Consult the Implementation Report for FEAD

### **FUNDS**

FEAD		

### **PRE-CONDITIONS**

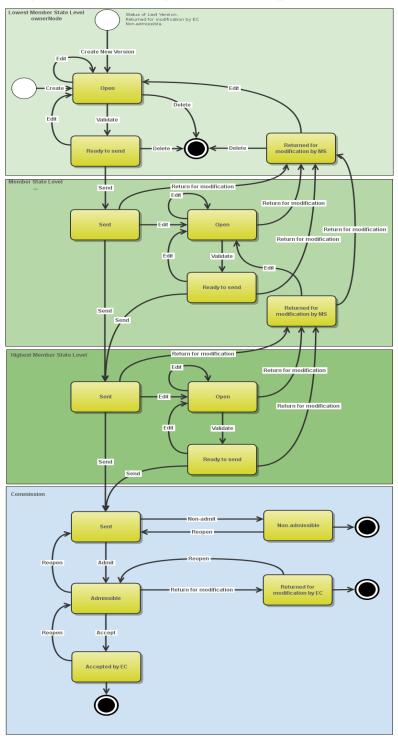
The FEAD Operational Programme is **ADOPTED** by the Commission.

When creating, the Implementation Report for a specific Reporting Year doesn't yet exist.

# Workflow

This section shows the lifecycle to create and manage the Annual and Final Implementation Report for FEAD:

## **Implementation Report State Diagram**



# **Create the Implementation Report (FEAD II)**

**REMARK** 

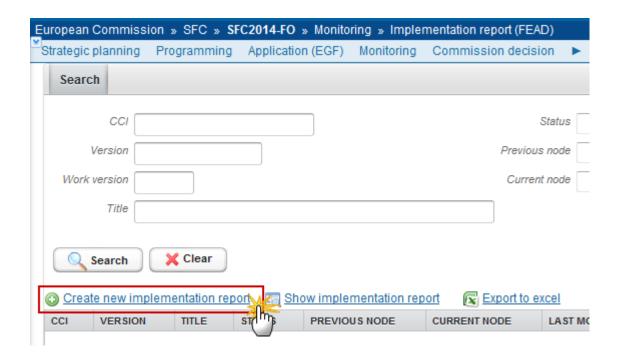
To create the Implementation Report FEAD you must have MS Managing Authority with Update access.

A FEAD Operational Programme must have been **ADOPTED** by the Commission in order for you to create an Implementation Report FEAD.

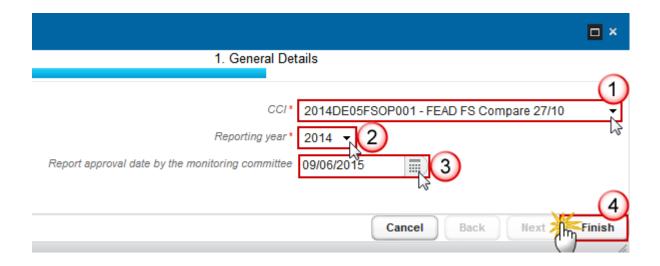
1. To access into the IMPLEMENTATION REPORT FEAD section, first click on the MONITORING link (1) in the menu and then on the Implementation Report (FEAD) link (2).



2. Click on the Create New Implementation Report link to create a new Implementation Report (FEAD).



You are redirected to the Implementation Report (FEAD) creation wizard:



#### **3.** Enter or Select the following information:

### (1) Select a CCI.

The CCI list contains all adopted FEAD Programmes which contain Funds for which the User is registered. The list returns the CCI and the Programme Title.

### (2) Select a Reporting Year.

The Reporting Year list contains all years smaller than the current year, starting from 2014 for which no Implementation Report exists. From 2023 onwards, the list will also contain 'Final'.

(3) For information, you can enter the Report Approval Date by the Monitoring Committee for OP II.

Monitoring Committee approval is not required by the regulations. The MA has to be able to create the report in absence of approval too.

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

The status of the Implementation Report is **OPEN.** 

The Implementation Report is linked to the last adopted version of the Operational Programme with a Decision Date smaller or equal to the last day of the Reporting Year. If this doesn't exist, it will be linked to the first adopted version.		
The records of the following Tables will automatically be created with the common indicator records:		
For OP II: Input indicators (2.3.1), Output indicators (2.3.2).		
The achievement values for previous Reporting Years are copied from the Implementation Report of the previous Reporting Year.		
For OP II, the Programme-specific output (2.3.3) and Programme-specific result (2.3.4) indicators are copied from the Implementation Report of the previous Reporting Year.		

# Record/Edit the Implementation Report (FEAD II)

Find all the information to complete each screen of the IR for FEAD. Below are the links to the main sections:

General

**REMARK** 

- <u>2. Overview</u>
  - 2.1 Implementation
  - <u>2.2 Horizontal principles</u>
  - 2.3 Common Indicators
    - 2.3.1 Input Indicators
    - 2.3.2 Output Indicators
  - <u>2.4 Programme-specific Indicators</u>
    - 2.4.1 Output Indicators
    - 2.4.2 Result Indicators
- 3. Contribution to achieving objectives

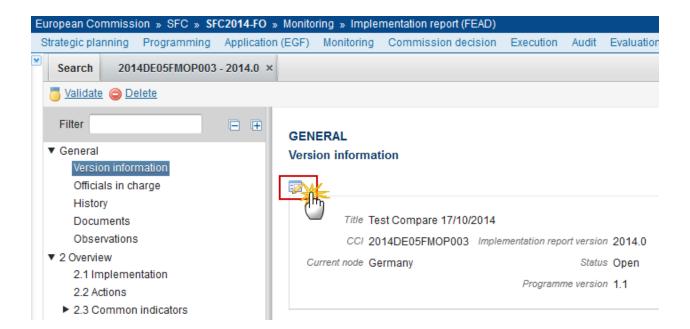
### General

## **Version Information**

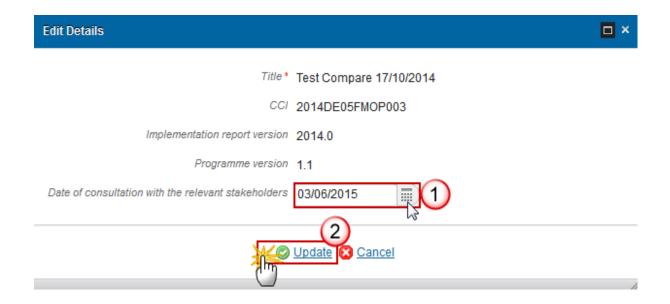
The Version Information contains information on the identification and status of the Implementation Report (FEAD) version; like the CCI, the Title, the Version Number, the Status, the Current Node, etc. It also shows the results of the last validation done on this Implementation Report version.

Only the Report Approval Date by the Monitoring Committee can be updated.

1. Clicking on the **EDIT** button will enable you the modification of the *Report Approval Date by the Monitoring Committee*.



The Edit Details pop-up window appears:



- 2. Enter or select the modifications:
- (1) Enter the new Report Approval Date by the Monitoring Committee.
- (2) Click on the Update link to save the information.

## Officials in Charge

Note

Officials in Charge can be updated at any time, independent from the status of the Implementation Report (FEAD).

The email is directly accessible via the email link.

### **GENERAL**

#### Officials in charge



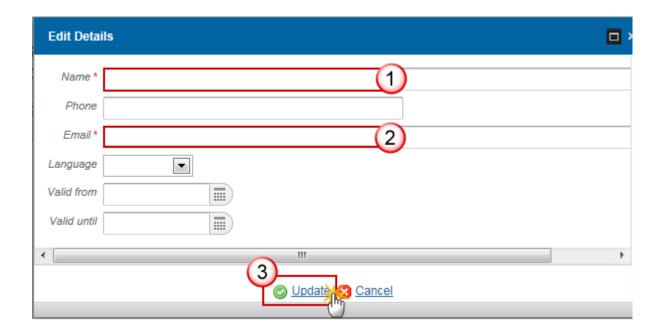
- Click on the ADD button to add a new official in charge.
- Select an official and click in the Εριτ button to modify the information of this official.

- 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.



The Edit Details popup window appears:



- 2. Enter the following information:
- (1) Enter the Name.
- (2) Enter the Email.
- (3) Click on **Update** to save the information.

N	U.	FE

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

## History

This section shows all the actions that happened in the Implementation Report (FEAD) since it was created, for example:

#### GENERAL

### History

STATUS	ACTION	COMMENTS	BY LEVEL	DATE	USER
Ready to send	Validate		Austria	02-Sep-2014 09:52:57	AT Austria
Open	Create		Austria	01-Sep-2014 14:54:52	AT Austria

### **Documents**

The following documents will be foreseen:

Description	Non- Integral	Integral	System	Required
Snapshot of data before send		х	х	х
Acknowledgment of Receipt			Х	Х
Other Member State Document	х			
MS Reply to Observations in EC acceptance letter*	х			

<sup>\*</sup>Only allow on IR versions in status 'Accepted by EC'

# **Uploading & Sending Documents**

Multiple documents can be uploaded in the Implementation Report (FEAD).

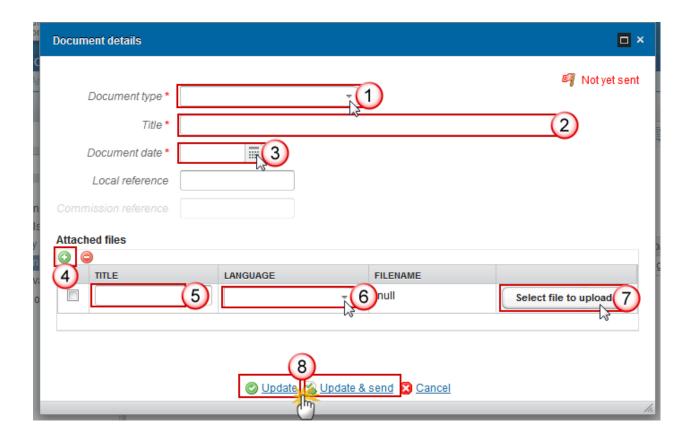
- Clicking on the **ADD** button will open a pop up window allowing you to add a new document type with attachments.
- Selecting a document row and click in the **EDIT** button will allow you to modify the document information. If a document of type 'Other Member State Document' must be sent, you can select the edit button in order to send the document.
- Selecting a row of a previously uploaded document and click on the **Remove** button let the document and associated attachments.
- 1. Click on the ADD button to add a new document.

#### GENERAL

Documents annexed to this implementation report



The document detail pop-up window appears:



- **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 <u>Update</u> to save the information or <u>Update & Send</u> to send the document to the Commission.

**REMARK** 

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

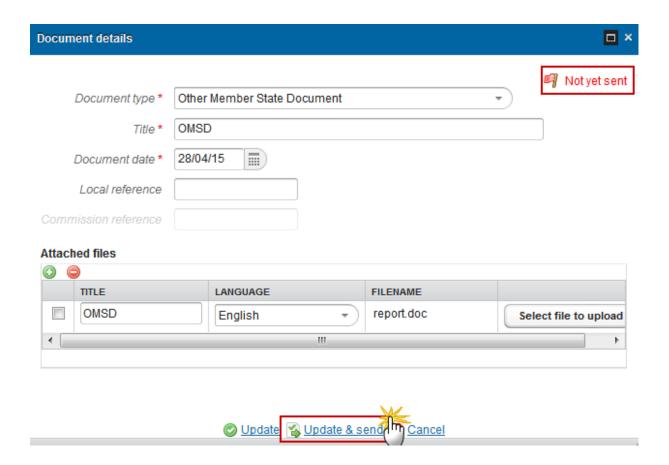
The pop-up window closes and the documents are uploaded.

### 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):



2. Click on **Update & Send** to send the document to the Commission.



Note

The <u>Update & Send</u> link will only be shown for documents which are not integral part of the Object and after at least one attachment was added.

If more than one file are uploaded from the same document table, when clicking the <u>Update</u> <u>& Send</u> link, will send all the files and not only the one(s) for which the check-box has been ticked.

**Non-integral documents** (ie. 'Other Member State Document') can be sent at any time independently of the status of the Implementation Report FEAD II.

**REMARK** 

The 'Other Member State 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.

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/IRFEADII">http://ec.europa.eu/sfc/en/2014/support-ms/IRFEADII</a>

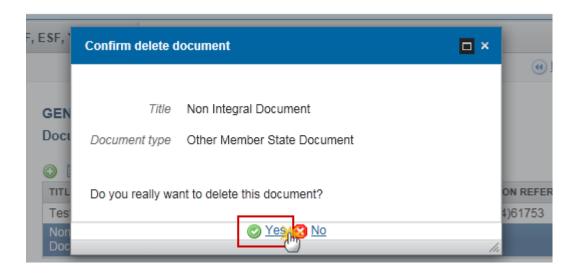
A document is only visible to the Commission when the **Sent Date** is visible.

#### **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.



A confirmation window appears:



2. Click on <u>Yes</u> to confirm deletion. Click on <u>No</u> to return to the Implementation Report (FEAD) documents.

### **Hiding a sent Document**

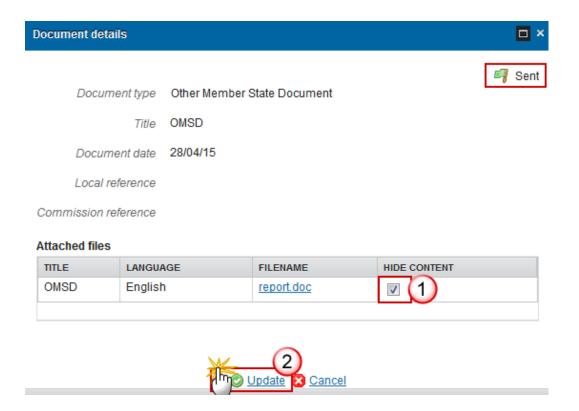
Note

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.

1. Select a row (1) of a previously sent document and click on the EDIT button (2) to hide the document and associated attachments.



2. Select the **HIDE CONTENT** option (1) and click on the <u>Update</u> link (2) to hide the Implementation Report document.



### **Observations**

This section is used to provide any relevant information to the Implementation Report (FEAD). It can be used as a type of 'chat' between the Member State and Commission.



(1) Enter an observation.

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

(2) Click on Add to save the information.

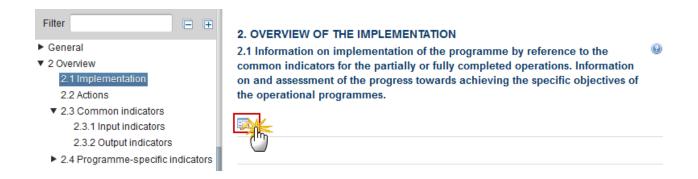
All Observations are kept against the specific version of the Implementation Report.

### 2. Overview

### 2.1 Implementation

Key information on the Implementation of the Operational Programme by reference to the Common Indicators for the Operations.

1. Clicking on the **EDIT** button will open a pop-up window allowing you to enter an overview of the Implementation of the Operational Programme.



The Edit Details pop-up appears:





- **2.** Enter the following information:
- (1) Enter a description text.
- (2) Click on the **Update** link to save the information.

# 2.2 Horizontal principles

1. Clicking on the **EDIT** button will open a pop-up window allowing you to enter the information and the assessment of the Actions.



The Edit Details pop-up appears:



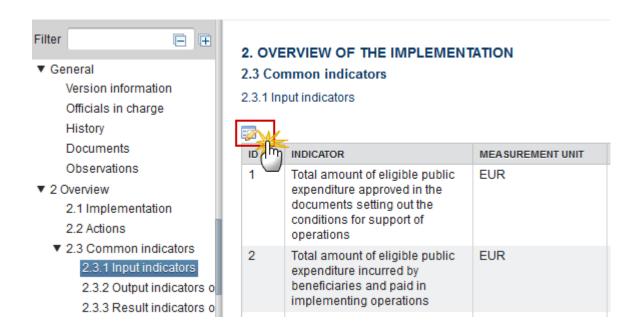


- 2. Enter the following information:
- (1) Enter a description text.
- (2) Click on the **Update** link to save the information.

### 2.3 Common Indicators

## 2.3.1 Input Indicators

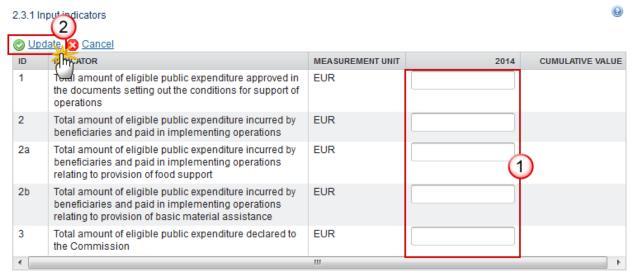
1. Clicking on the EDIT button will open a pop-up window allowing you to enter the information



The Table becomes editable:

#### 2. OVERVIEW OF THE IMPLEMENTATION

#### 2.3 Common indicators



- 2. Enter the following information:
- (1) Enter the values for the different input indicators.
- (2) Click on the Update link to save the information.

Note
The records will be automatically created for all common input indicators.
For OP II, Indicators 2a and 2b and 2c should not be foreseen.

### 2.3.2 Output Indicators

**Output indicators on social inclusion assistance** 

1. Clicking on the **EDIT** button will open a pop-up window allowing you to enter the information for the Output Indicators on social inclusion assistance.



The Edit Details pop-up appears:

#### 2. OVERVIEW OF THE IMPLEMENTATION

2.3 Common indicators



- 2. Enter the following information:
- (1) Enter the values for the Output Indicators.
- (2) Click on the **Update** link to save the information.

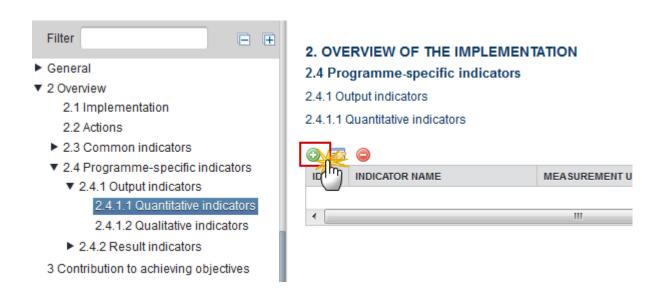
NOTE The records will be automatically created for all OP II common output indicators on social inclusion assistance.

# 2.4 Programme-specific Indicators

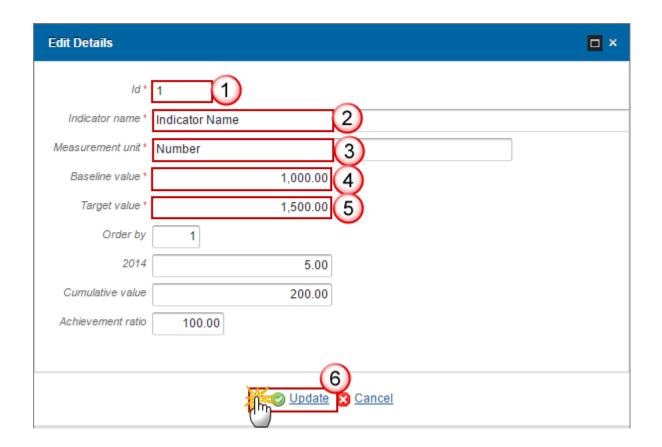
# 2.4.1 Output Indicators

## 2.4.1.1 Quantitative output Indicators

1. Clicking on the **EDIT** button will open a pop-up window allowing you to enter the information for the quantitative indicators.



The Edit Details pop-up appears:



- **2.** Enter the following information:
- (1) Enter an ID
- (2) Enter an *Indicator name*
- (3) Enter the Measurement unit
- (4) Enter the Baseline value
- (5) Enter the *Target value*
- (6) Click on the **Update** link to save the information.

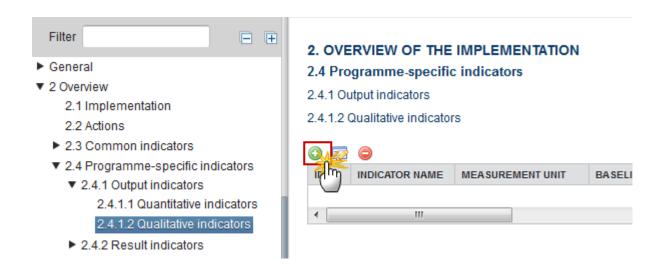
Note

Programme-specific indicators created in previous Reporting Years cannot be deleted and only the baseline value, the target value, the order by and the annual values can be updated.

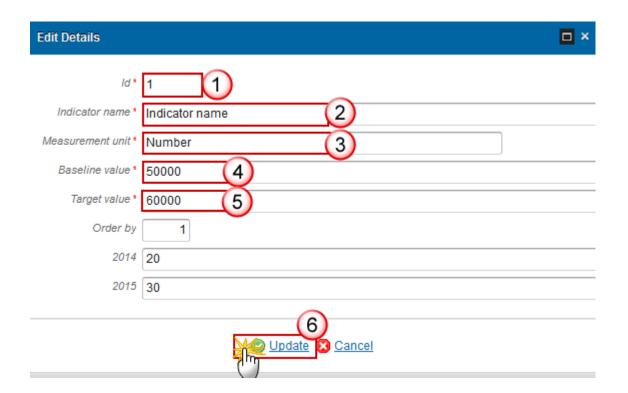
The *Order by* box defines the order by which the indicator is displayed in the table of contents.

## 2.4.1.2 Qualitative output Indicators

1. Clicking on the **EDIT** button will open a pop-up window allowing you to enter the information for the qualitative indicators.



The Edit Details pop-up appears:



- **2.** Enter the following information:
- (1) Enter an ID
- (2) Enter an *Indicator name*

- (3) Enter the Measurement unit
- (4) Enter the Baseline value
- (5) Enter the Target value
- (6) Click on the **Update** link to save the information.

Note

The *Order by* box defines the order by which the indicator is displayed in the table of contents.

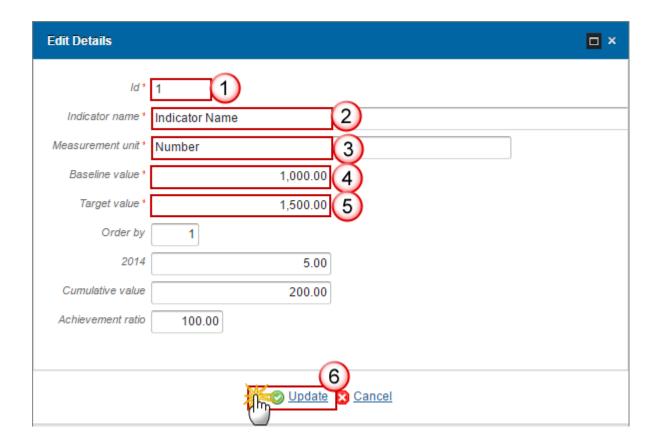
### 2.4.2 Result Indicators

### 2.4.2.1 Quantitative result indicators

1. Clicking on the **EDIT** button will open a pop-up window allowing you to enter the information for the quantitative result indicators.



The Edit Details pop-up appears:

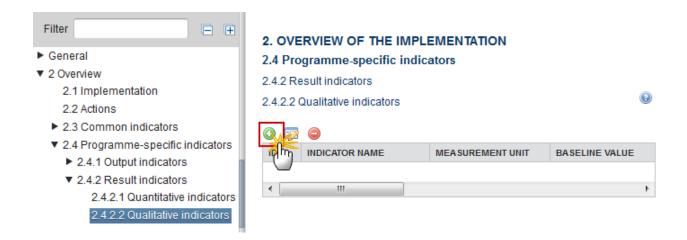


- **2.** Enter the following information:
- (1) Enter an ID
- (2) Enter an *Indicator name*
- (3) Enter the Measurement unit
- (4) Enter the Baseline value
- (5) Enter the *Target value*
- (6) Click on the **Update** link to save the information.

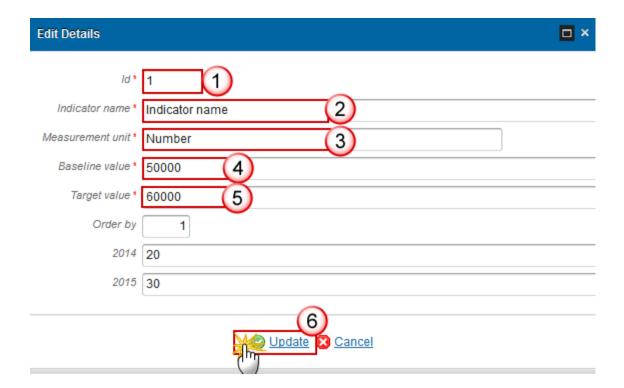
Note The *Order by* box defines the order by which the indicator is displayed in the table of contents.

### 2.4.2.2 Qualitative result Indicators

1. Clicking on the EDIT button will open a pop-up window allowing you to enter the information



### The Edit Details pop-up appears:



- **2.** Enter the following information:
- (1) Enter an ID
- (2) Enter an *Indicator name*
- (3) Enter the Measurement unit
- (4) Enter the Baseline value

- (5) Enter the Target value
- (6) Click on the Update link to save the information.

Note

The *Order by* box defines the order by which the indicator is displayed in the table of contents.

# 3. Contribution to achieving objectives of the FEAD

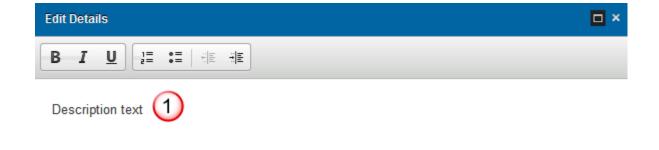
**REMARK** 

Should only be displayed in the **2016, 2021** and **Final** Implementation Report, specified in Article 3 of Regulation (EU) 223/2014.

1. Clicking on the **EDIT** button will open a pop-up window allowing you to enter the information of the contribution to achieving the objectives of the FEAD.



The Edit Details pop-up appears:





- **2.** Enter the following information:
- (1) Enter a description text.
- (2) Click on the **Update** link to save the information.

# Validate the Implementation Report (FEAD II)

**REMARK** 

The Implementation Report can be validated when it is in a status 'OPEN' and currently resides at your Node.

It is a must to have the role of MS Managing Authority Update.

1. Click on the Validate link to validate the Implementation Report (FEAD).



REMARK

An **Error** will block you from sending the Implementation Report (FEAD). The error(s) should be resolved and the Implementation Report must be revalidated. **Note** that a **Warning** does not block you from sending the Implementation Report (FEAD).

When past year's achievement values are modified, a warning is displayed.

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.	WARNING
2.2	Validate that the CCI code matches the following regular expression (implicit in web):  For FEAD (05FMOP 05FSOP)	ERROR
2.4	Validate that all integral documents have at least one attachment with a length > 0	ERROR
2.5	Validate for OP I and OP II in Table 2.3.1 on Input indicators that: 2.5.2 The cumulative values (last column) of Indicator IDs 2<=1, 2a<=2, 2b<=2, 2c<=2, 2a+2b+2c<=2, 3<=1. 2a, and 2b and 2c do not exist in OP II.	ERROR
2.6	Validate for OP I in Table 2.3.2 on Output indicators on food support distributed that the annual values of Indicators IDs 11=sum (4:10)	ERROR

2.7	Validate for OP I in Table 2.3.3 on Result indicators on food support distributed that the annual values of Indicators ID 14>=14a, 14>=14b, 14>=14c, 14>=14d, 14>=14e, 14>=14f	ERROR
2.9	Validate for OP I in Table 2.3.5 on Result indicators on basic material assistance that the annual values of Indicators ID 19>=19a, 19>=19b, 19>=19c, 19>=19d, 19>=19e, 19>=19f	ERROR
2.10	Validate for OP II in Table 2.3.2 on Output indicators on social inclusion assistance that the annual values of Indicators ID 20>=20a, 20>=20b, 20>=20c, 20>=20d, 20>=20e, 20>=20f	ERROR
2.11	Validate for OP I in Table 2.3.2 on Output indicators on food support distributed that the annual percentages of Indicators IDs 2.11.1 11a is >= 0% and <= 100% 2.11.2 11b is >= 0% and <= 100% and if 11 !=0 then 11b > 0%	ERROR
2.12	Validate for OP I and OP II that indicator values cannot be negative except for Indicator IDs 1, 2 and 3.	WARNING
2.13	Validate for OP I and OP II that the "Date of approval of the report by the monitoring committee" / "Date of consultation with the relevant stakeholders" is not null.	WARNING
2.14	Validate for OP I and OP II that values for previous years in the indicators tables are not modified. When modified, issue warning: "Values reported in the previous years for indicators <id> have been changed. Please include a justification in section 2.1 of this implementation report".</id>	WARNING
2.15	Validate for OP I in Table 2.3.2 on Output indicators on food support distributed that the annual values of Indicator IDs 12 or 13 > 0 when $11 !=0$	ERROR
2.16	Validate for OP I on Table 2.3.5 on Result indicators on basic material assistance that the annual values of Indicator ID 19 > 0 when 15 !=0	ERROR
2.17	Validate for OP I that the "Summary of the comments of the relevant stakeholders" is not null.	WARNING

After all errors have been resolved the status of the Implementation Report becomes **READY TO SEND**.

An example of a validation window:

Validate		•	
Title* Test Co	E05FMOP0	03 Version 2014.0 Status Ready to send	
SEVERITY	CODE	MESSAGE	
Info		Implementation report version has been validated. Only information in YEI-related sections as indicated in Annex V of Commission Implementing Regulation (EU) 2015/207 of 20 January 2015 are required to be completed as part of the 2015's reporting exercise.	

## Send the Implementation Report (FEAD II)

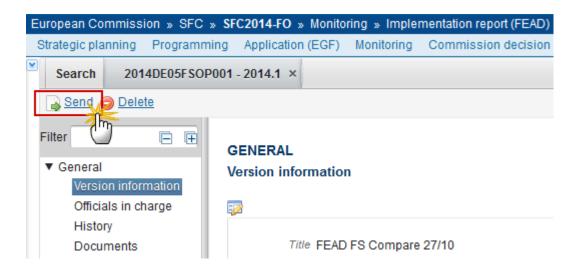
The Implementation Report (FEAD) can only be sent once the Validation Errors have been removed and the status is 'READY TO SEND' OR 'SENT'.

It is a must to have the privilege to send the Implementation Report, the user has the role of MS Managing Authority with Send access.

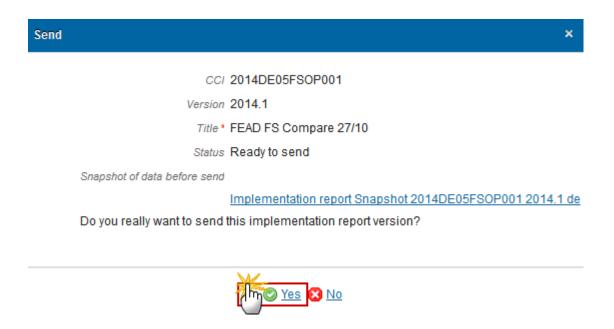
The '4 eye principle' must be respected. Therefore, the user sending must be different from the user who last validated.

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.

1. Click on the <u>Send</u> link to send the Implementation Report (FEAD) to the Commission or to an upper Node.



The system will ask you to confirm the send action:

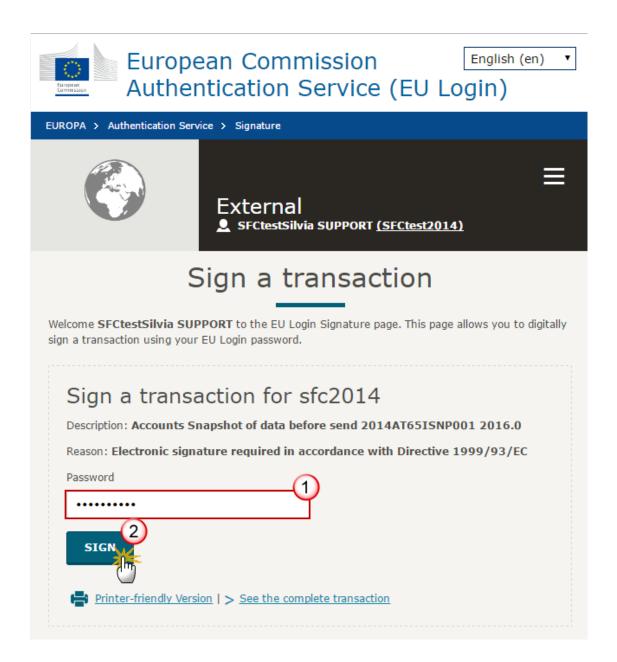


2. Click on Yes to confirm or click on No to return to the Implementation Report (FEAD).

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:



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

On success, the Implementation Report version has been sent to the Commission and the status is set to **SENT.** 

**Delete the Implementation Report (FEAD II)** 

REMARK

An Implementation Report (FEAD) can be deleted only if its status is 'OPEN', 'READY TO SEND' or 'RETURNED FOR MODIFICATION BY MS' and has never been sent to the Commission before and has no sent documents attached.

It is a must to have the role of MS Managing Authority with Update access.

1. Click on the Delete link to remove the Implementation Report from the system.



The system will ask you to confirm the delete action:



Do you really want to delete this implementation report version?



2. Click on Yes to confirm or click on No to return to the Implementation Report FEAD.

On success, the Implementation Report is removed physically from the system.

# Create a New Version of the Implementation Report (FEAD II)

REMARK

A New Version can only be created when the last Implementation Report version for the specific Reporting Year is 'RETURNED FOR MODIFICATION BY EC', 'TECHNICAL RETURN' OR 'NON-ADMISSIBLE'.

It is a must to have the role of MS Managing Authority with Update access.

1. Click on the Create New Version link to create a new version of the Implementation Report (FEAD).



The system will ask you to confirm the creation of a new version:

#### Create new version confirmation

CCI 2014DE05FMOP003

Version 2014.2

Title \* Test Compare 17/10/2014

Status Returned for modification by EC

Do you really want to create a new implementation report version?



2. Click on Yes to confirm. Click on No to return to the Implementation Report.

On success, a new version of the Implementation Report for FEAD has been created as a copy of the previous version, with a version number identical to the previous and a working version incremented by one. Its status was set to **OPEN**.

# **Additional Functionality**

## **Early Warning Notification**

An early warning notification job will run every year starting from 2015 on 1, 15, 20, 26, 27, 28, 29 and 30 of June. It will select all adopted FEAD Programmes for which no Implementation Report for Reporting Years smaller than the current year has been sent to the Commission.

For these Programmes, an email notification will be sent to the MS Officials in Charge of the Programme and to the subscribers of this Event Type. The notification will say:

"The Implementation Report [YYYY] for Programme [CCI] has not yet been sent to the Commission. Please submit it as soon as possible."