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Mid-Term Review Art18(4) (IJG)

PURPOSE

This document describes the actions related to the mid-term review (MTR) Article 18(4) module for IJG Programmes, where Member State (MS) declares that they do not want to amend the programme after MTR assessment and request to release the flexibility amount. The Commission can agree by adopting within 3 months a decision confirming the definitive allocation of the flexibility amount (article 18(4)(a) CPR), or can disagree by sending within 2 months of the submission of the assessment of the MTR outcome a request to the MS to submit a programme amendment (article 18(4)(b) CPR). The MTR will only contain documents, so no structured data.

Where MS wants to amend the programme following the outcome of the MTR assessment in accordance with Article 18(3) CPR, the programme amendment module should be used in SFC for that purpose.

REGULATIONS

More details regarding the regulation applicable to the mid-term review can be found in the "About SFC2021" section of the portal.

ROLES

Roles involved in the Mid-Term Review are as follows:

MS Managing Authority (MSMA)	Record Mid-Term Review
	Upload Mid-Term Review Documents
	Consult Mid-Term Review
	Delete Mid-Term Review
	Validate Mid-Term Review
	Prepare Mid-Term Review for send to EC
	Send Mid-Term Review
	Return Mid-Term Review by MS for modification
	Create New Version of a Mid-Term Review

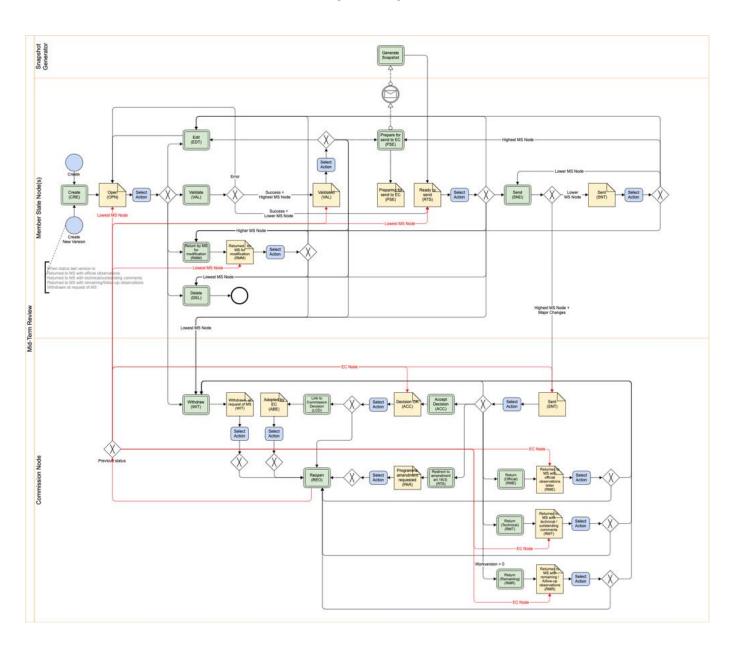
FUNDS

ERDF	CF	ESF+	JTF

Workflow

This section shows the lifecycle to create and manage a Mid-Term Review.

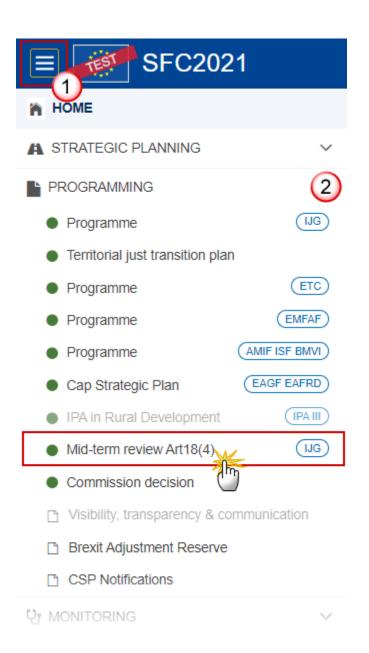
Click <u>here</u> to see the Mid-Term Review workflow diagram in high resolution.



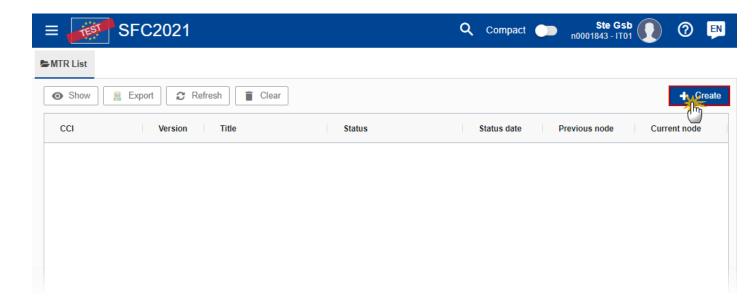
Create a Mid-Term Review

REMARK	The User is an identified User and has the role of MS Managing Authority with Update rights (MSMAu).
	When creating a new Mid-Term Review for a CCI, the Mid-Term Review does not yet exist.
	The Programme is adopted and managed on the User's Node.

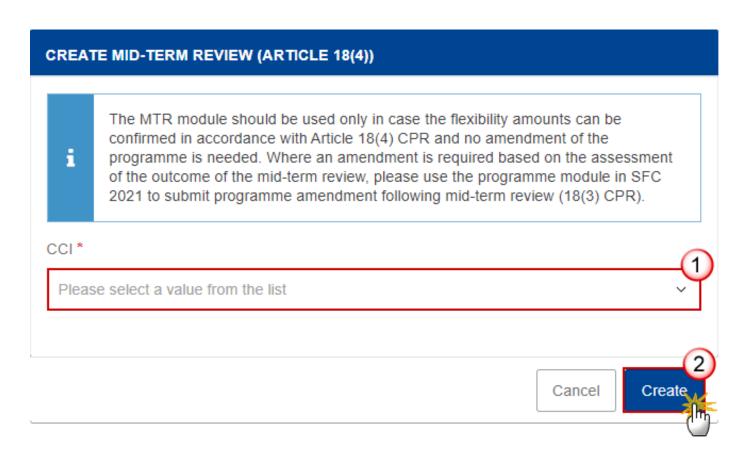
1. To create the Mid-Term Review, go to the **PROGRAMMING** menu and select the **MID-TERM REVIEW ART18(4) (IJG)** option:



2. In the search screen click on the **CREATE** button to create a new Mid-Term Review:



You are redirected to the Mid-Term Review Creation Wizard:



- **3.** Select the following information:
- (1) Select a CCI Number.

The CCI list contains all adopted IJG Programmes managed at the User's Node, covering Funds for which the User is registered (User needs Create permission for all Funds covered by the CCI), and for which no programme amendment for MTR Article 18(3) exists (statuses **Cancelled** and **WITHDRAWN** excluded). The list returns the CCI and the Programme Title.

(2) Click on CREATE.

The status of the Mid-Term Review is **OPEN**.

REMARK

On Create, the Table of Content (ToC)/Navigation Tree is presented, so the User can continue to upload the required documents and perform the required actions.

Record/Edit the Mid-Term Review

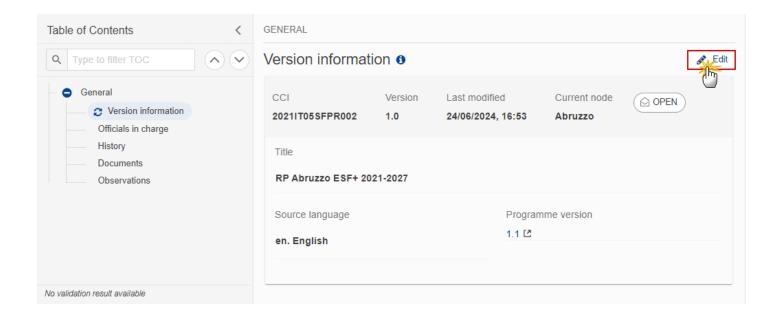
	The User is an identified User and has the role of MS Managing Authority with Update rights (MSMAu).	
REMARK	When the User wants to edit a version of a Mid-Term Review, its status is OPEN , VALIDATED , READY TO SEND , SENT or RETURNED BY MS at the level of the Member State and currently resides on the User's Node.	

General

Version Information

NOTE

The **Version Information** contains information on the identification and status of the Mid-Term Review version like the CCI, the Version number, the Status, the Node where it currently resides, the Title in English and the Programme version that serves as a basis for this Mid-Term Review version.



REMARK

Until the Programme version is persisted during the **PREPARE FOR SEND TO EC**, the **Programme version** shown here is the latest adopted by EC or by MS. Once the MTR version is in status **Ready to send** or submitted to the Commission, the persisted linked **Programme version** is shown.

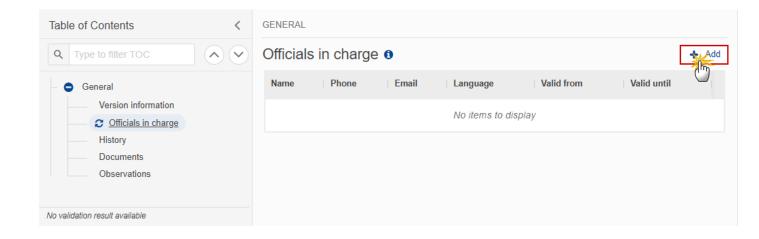
Officials in Charge

Note

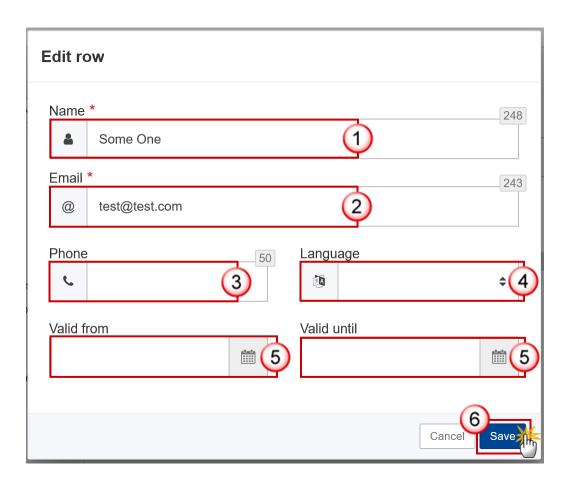
Officials in Charge can be updated at any time, independent from the status of the Mid-Term Review.

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

- Click on the ADD button + Add to add a new official in charge.
- Clicking on the EDIT icon
 of a row will allow you to modify the information of this official.
- Clicking on the **DELETE** icon of a row will allow you to delete the official in charge selected.
- 1. Click on the ADD button to add a new Official in Charge:



The Edit details pop-up window appears:



- **2.** Enter or select the following information:
- (1) Enter the Name.
- (2) Enter the Email.

The format of the email address will be validated by the system and should be unique.

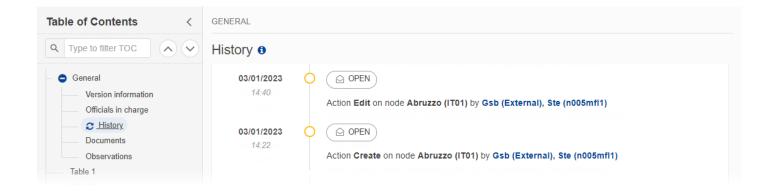
- (3) Enter the Phone number.
- (4) Select the Language.
- (5) Enter the Valid from and Valid until dates.

The Valid until date should be greater (later in time) than the Valid from date.

(6) Click on SAVE to save the information.

History

This section shows all the actions that have been taken in relation to the Mid-Term Review since it was created, for example:



Documents

Note

The **Documents** list shows all documents uploaded under this version of the Mid-Term Review 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, unsent Integral Member State Documents and sent Member State Documents.

Only unsent documents can be deleted. Once a document has been sent to the Commission it cannot be deleted.

The following documents are envisaged:

Description	Internal Code	Non- Integral (1)	Integral (2)	System (3)	Required
Mid-term review assessment	MTR.MTRA		Х		Х
Snapshot of data before send	SNP.MTRSNT		Х	Х	Х
MS request to withdraw mid-term review assessment (5)	MTR.WIR	х			
Other Member State Document (6)	MTR.OM	х			

- (1) Document can be sent at any time
- (2) Document will be automatically sent when the Object is sent
- (3) Document automatically created by the system
- (4) Document required in the system before a next action can be executed
- (5) Can only be created when the MTR has been sent to the Commission
- (6) Can only be created when the MTR has been sent to the Commission

Uploading & Sending Documents

Note

Only unsent documents can be deleted. Once a document has been sent to the Commission it cannot be deleted.

Multiple documents can be uploaded in the Mid-Term Review.

- Clicking on the ADD button + Add will open a pop-up window allowing you to add a new document type with attachments.
- Selecting a document row and clicking on the **VIEW** icon will allow you to view the document information.
- Selecting a document row and clicking on the EDIT icon 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 icon in order to send the document.

• Selecting a document row and clicking on the **DELETE** icon will allow you to delete the document and all attachments.

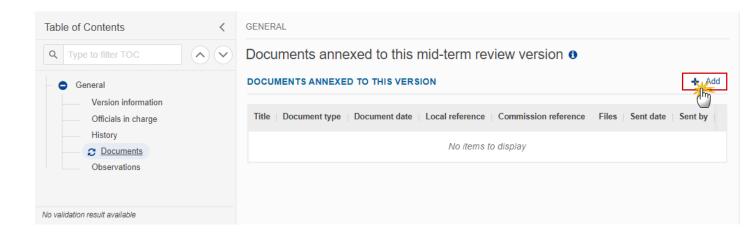
Integral Documents (official request etc) are only sent - together with the encoded data – once the Mid-Term Review is sent to the EC.

Referential/non-integral Documents (ie. 'Other Member State Document') can be sent at any time independently of the status of the Mid-Term Review.

The 'Other Member State Document' type demands a manual submission (they are NOT sent automatically when the object is sent to the EC).

A non-integral document is only visible to the Commission when the SENT DATE is visible.

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



The Edit document details pop-up window appears:

Document title * Document type * Local reference Document type * 2 Document date * 05/01/2023



- **2.** Enter or select the following information:
- (1) Enter a *Document Title* for your Document.
- (2) Select a Document Type.
- (3) Enter a Document Date.

The system automatically fills the field with todays date, but this field can be modified.

- (4) Enter a Local reference.
- (5) 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.

The attached files window becomes editable:



- 3. Enter or select the following information:
- (1) Enter a Title for your attachment.
- (2) Select the *Type* of the document.

It is possible to select from these 4 types: Annex, Cover Letter, Main or Translation.

- (3) Select the *Language* of the document.
- (4) Click on Browse to select the file that you want to add as an attachment.
- (5) After the attachments are uploaded click on SAVE & SEND.

REMARK

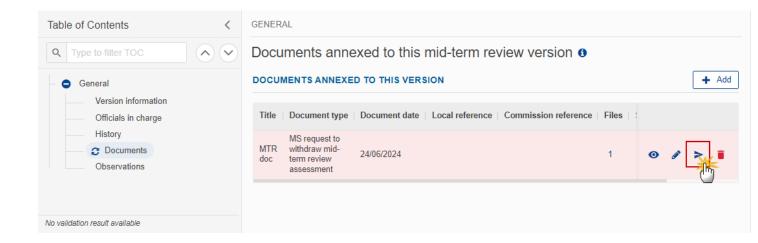
Integral document types will only display the SAVE button and will be sent when the Mid-Term Review is sent to the Commission. Non-integral document types (such as 'Other Member State Documents') will display the SAVE button and a SAVE & SEND button, and must be sent independently of the Mid-Term Review.

Sending an unsent non-integral document

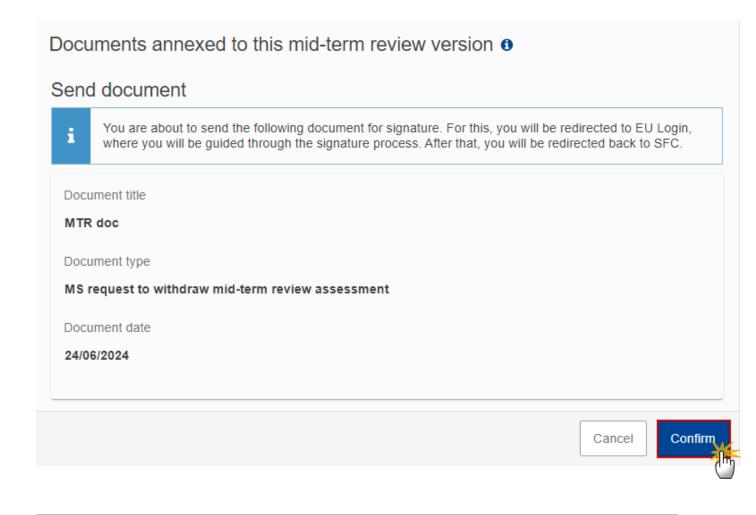
Note

Only unsent documents can be deleted. Once a document has been sent to the Commission it cannot be deleted.

1. Once the document and attachment(s) have been uploaded click on the **SEND** icon in the row containing the unsent document:



2. Click on **CONFIRM** to send the document to the Commission. For completing this action, the User will be redirected to the EU Login signature page:



REMARK

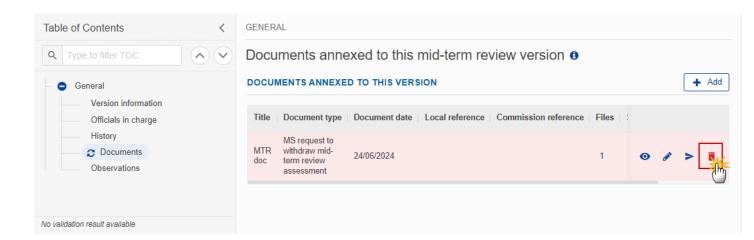
The **SAVE & SEND** button will only be shown for documents which are not integral part of the object and after at least one attachment was added.

Deletion of an unsent document

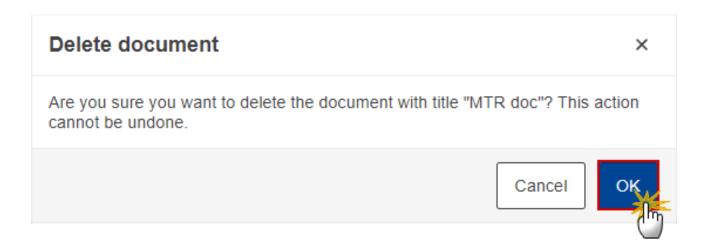
Note

Only unsent documents can be deleted. Once a document has been sent to the Commission it cannot be deleted.

1. In the row of a previously uploaded and unsent document click on the **DELETE** icon to delete the document and associated attachments:



A confirmation window appears:

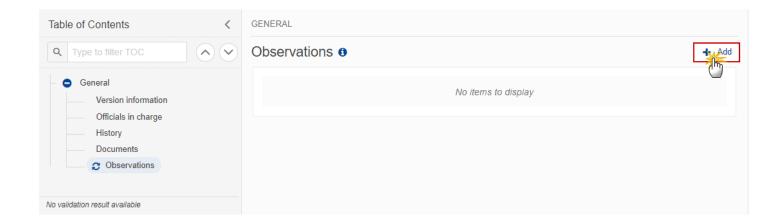


2. Click on **OK** to confirm deletion. Click on **CANCEL** to return to the document section.

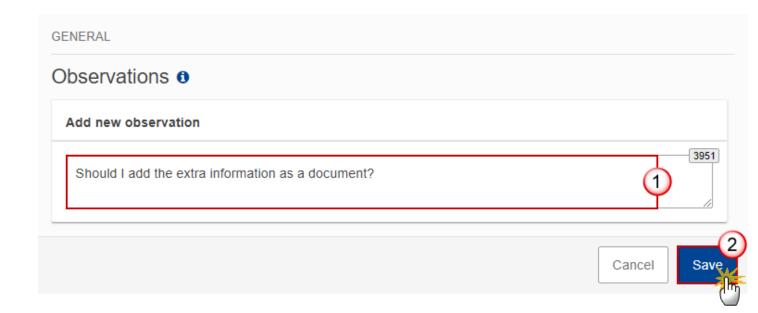
Observations

	This section is used to provide any relevant information related to the Mid-Term Review. It can be used as a type of 'chat' between the Member State and Commission.	
All Users who have Read permission for the Mid-Term Review will be able to observations in the conversation.		
Nоте	All Users who have Update permission on the Mid-Term Review will be able to send an observation and participate in the conversation.	
	All observations are associated to the specific version of the Mid-Term Review.	
	The observation is added below the Observations box and includes the username, the date and the time of the post.	

1. Click on the ADD button to add an observation:



The Add new observation screen appears:

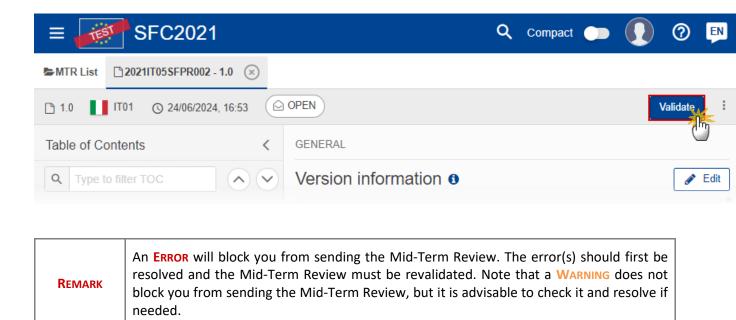


- **2.** Enter the following:
- (1) Enter an observation.
- (2) Click on **SAVE** to save the information.

Validate the Mid-Term Review

REMARK	The Mid-Term Review can be validated at any time, when the current version is in status OPEN and resides at the User's Node.		
	To validate the Mid-Term Review, the User must have the role of MS Managing Authority with Update or Send rights (MSMAu/s).		

Click on the VALIDATE button to validate the Mid-Term Review:



The system validates the following information:

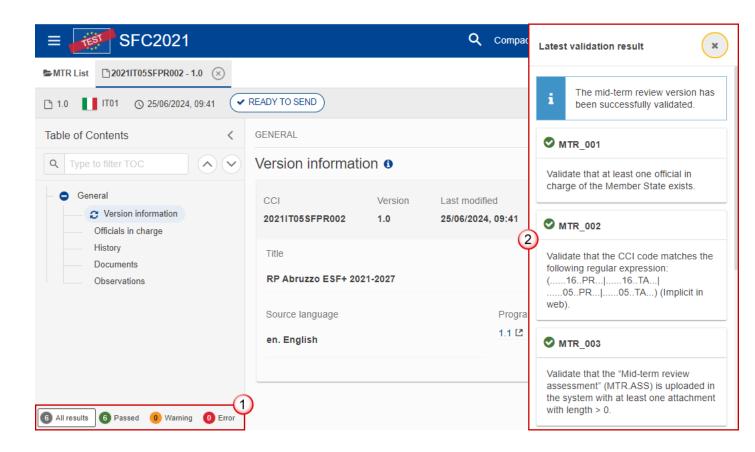
Code	Severity	Validation Rule
001	ERROR	Validate that at least one official in charge of the Member State exists.
002	ERROR	Validate that the CCI code matches the following regular expression: (16PR 16TA 05PR 05TA) (Implicit in web).
003	ERROR	Validate that the "Mid-term review assessment" (MTR.ASS) is uploaded in the system with at least one attachment with length > 0.
004	ERROR	Validate that the programme is already adopted (Implicit in web).
005	ERROR	Validate that mid-term review period is still enabled.
006	ERROR	Validate that no programme amendment version for mid-term review article 18(3) exists, statuses "Cancelled" and "Withdrawn" excluded.

An example of a validation window:



The mid-term review version has been successfully validated.

You can check the list of validation results at any time throughout the Mid-Term Review:



To see the last validation results:

- (1) Click on one of the four categories: All results, Passed, Warning, Error.
- (2) The list of latest validation results for the chosen category is displayed.

After all errors have been resolved the status of the Mid-Term Review becomes VALIDATED.

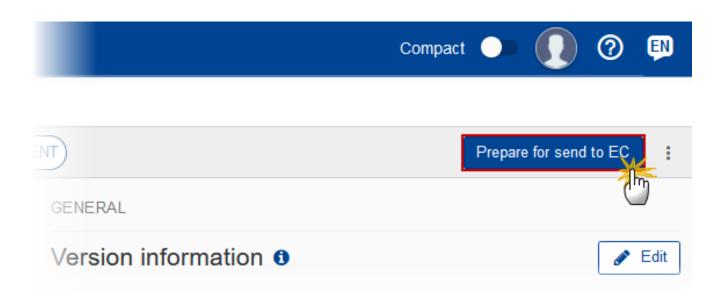
Prepare Mid-Term Review for send to EC

REMARK

The Prepare for Send can occur when a User on the **highest MS Node** wants to indicate that the Mid-Term Review version can be prepared for sending to the Commission, once the **Validation Errors** have been resolved and the status is **Validated** or **Sent** (from a lower Node).

To prepare the send of the Mid-Term Review, the User must have the role of of MS Managing Authority with Update or Send rights (MSMAu/s).

1. Click on the PREPARE FOR SEND TO EC button to prepare to send the Mid-Term Review to the Commission:



The system will ask you to confirm the send action:



2. Click on **CONFIRM** to confirm.

The status of the Mid-Term Review is set to **Preparing for SEND TO EC**.

Send the Mid-Term Review

The Send can occur when a User wants to send its recorded data on a Mid-Term Review version to the Commission or to an upper Node on MS side.

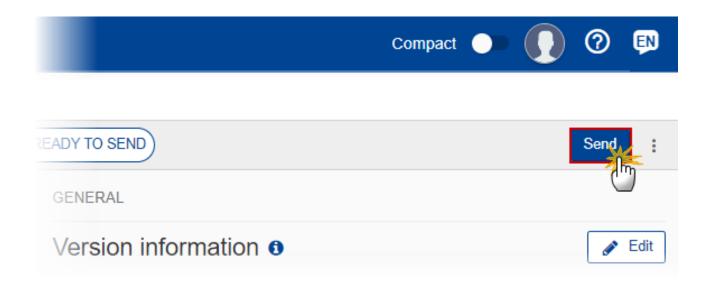
The Mid-Term Review can only be sent once the VALIDATION ERRORS have been resolved and the status is READY TO SEND or SENT (from a lower node).

The "4 eyes principle" must be respected. Therefore, the User sending the Mid-Term Review must be different from the User who last validated it.

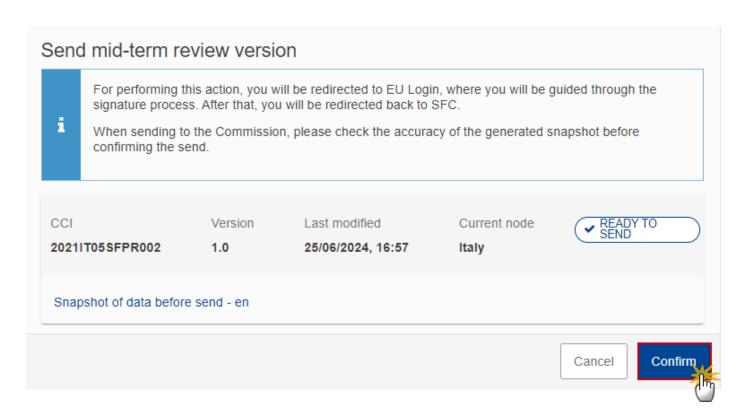
To send the Mid-Term Review, the User must have the role of MS Managing Authority with Send rights (MSMAs).

When the Mid-Term Review is sent, it will have to be electronically signed in accordance with Directive 1999/93/EC.

1. Click on the **SEND** button to send the Mid-Term Review to the Commission or to an upper Node on the MS' side:



The system will ask you to confirm the 'send' action:



2. Click on **CONFIRM** to confirm.

The Mid-Term Review version has been sent to the Commission or to an upper Node on the MS' side. When the Mid-Term Review is sent, the status is also set to **Sent**.

When on the highest MS node, the following different versions of the generated "Snapshot before send" document will be available (see below) so that the sender can first verify what will be sent to the Commission:

- A version containing the untranslated content with the template in the Source language.
- When the Source language is different from English, a version containing the untranslated content with the template in English.
- When the Source language is different from English, a version containing a machine translation of the content in English with the template in English.

On "Send" by the MS to the Commission, SFC will check that the linked Programme version is still the last adopted one. If not, SFC will set the status back to **Validated** so the MS can perform again the "Prepare for send to EC" which will then generate the MTR snapshot with the latest adopted Programme version link, and SFC will issue an error saying "Please note there is a more recent adopted programme version than mentioned in the snapshot document. The status of this mid-term review version was set back to **Validated**. You will need to re-execute the "Prepare for send to EC" action generating an updated snapshot document, and then re-execute the "Send" action.

Return Mid-Term Review by MS for modification

The Mid-Term Review can only be returned by MS only when a lower Node exists and the status is SENT (to a higher MS node), OPEN, VALIDATED, READY TO SEND OR RETURNED BY MS.

This action can be used when a User wants to request a review for the Mid-Term Review version sent by the Member State/Region because it is incomplete or incorrect.

To request a return for the Mid-Term Review version, the User must have the role of **MS Managing Authority** with Update rights (**MSMAu**).

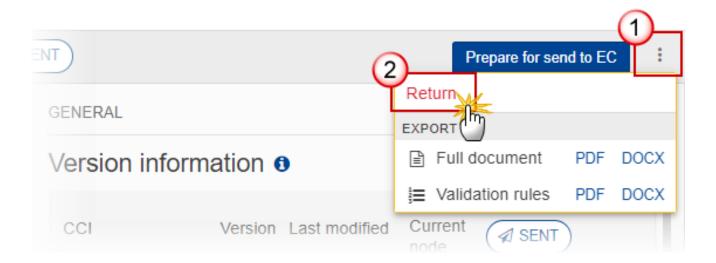
Follow the steps to request a return for a Mid-Term Review by MS:

REMARK

REMARK

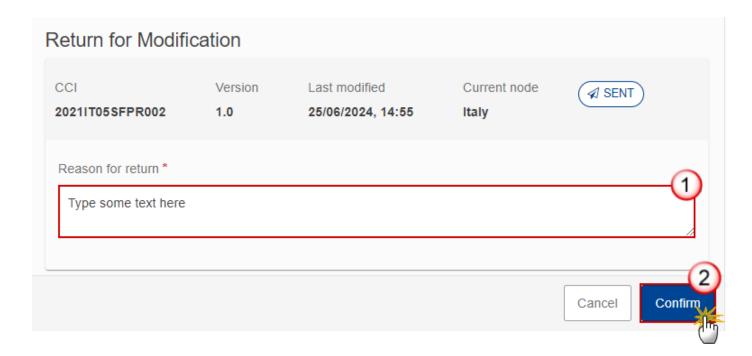
KEIVIAKK





- **1.** Select the following:
- (1) Select the icon with three vertical dots.
- (2) Click on the RETURN button to return the Mid-Term Review to the lower Node.

The system will ask you to confirm the request to return:



1. Enter the following:

REMARK

- (1) Enter the *Reason* in the text box.
- (2) Click on **CONFIRM** to save the information.

The status of the Mid-Term Review will be changed to **RETURNED BY MS** and the sender is notified of the action and its reason.

Delete the Mid-Term Review

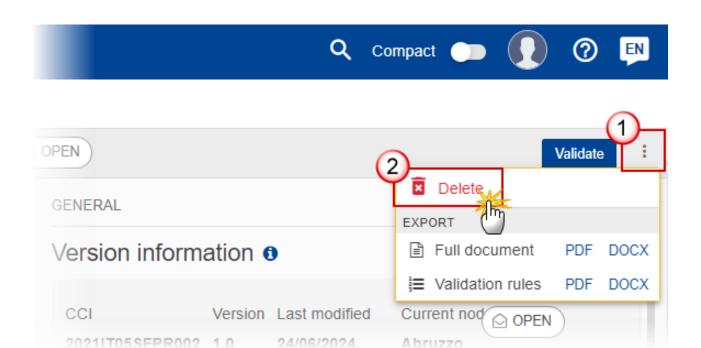
The Mid-Term Review can only be deleted when:

- it resides on the owner Node
- the status is Open, Validated, Ready to Send or Returned by MS
- it has never been sent to the Commission before
- it has no sent documents attached.

To delete the Mid-Term Review, the User must have the role of **MS Managing Authority** with **Update** access (**MSMAu**).

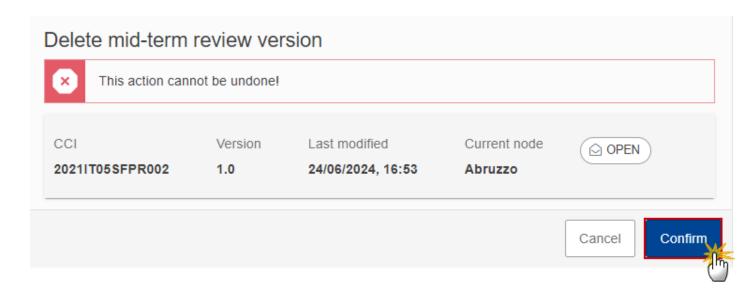
The delete is a physical delete and cannot be recovered!

Follow the steps to remove the Mid-Term Review from the system:



- **1.** Select the following:
- (1) Select the icon with three vertical dots.
- (2) Click on the **DELETE** button to permanently remove the Mid-Term Review from the system.

The system will ask you to confirm the delete action:



2. Click on CONFIRM to confirm or click on CANCEL to return to the Mid-Term Review.

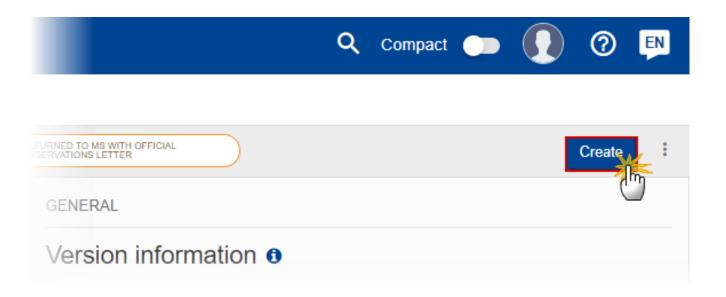
Create a New Version of the Mid-Term Review

A new version of the Mid-Term Review can be created when the last version was returned by the Commission or when the last version was withdrawn at the request of the MS by the Commission and no Programme amendment for Mid-Term Review art.18(3) exists, CANCELLED and WITHDRAWN excluded.

The last version of the Mid-Term Review is in status RETURNED TO MS WITH OFFICIAL OBSERVATIONS, RETURNED TO MS WITH TECHNICAL/OUTSTANDING COMMENTS, RETURNED TO MS WITH REMAINING/FOLLOW-UP OBSERVATIONS OR WITHDRAWN AT THE REQUEST OF THE MS.

To create a new version, the User must have the role of MS Managing Authority with Update rights (MSMAu).

1. Click on the CREATE button to create a new version of the Mid-Term Review:



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

Create new mid-term review version CCI Version Last modified Current node 2021IT05SFPR002 1.0 25/06/2024, 17:01 European Commission Cancel Confirm

2. Click on CONFIRM to confirm. Click on CANCEL to return to the Mid-Term Review.

When the status of the last version was RETURNED TO MS WITH OFFICIAL OBSERVATIONS OF RETURNED TO MS WITH TECHNICAL/OUTSTANDING COMMENTS OF RETURNED TO MS WITH REMAINING/FOLLOW-UP OBSERVATIONS, a new version of the Mid-Term Review is created as a copy of the last version. Its status is set to OPEN and the working version is incremented by one (ex. $1.0 \rightarrow 1.1$).

When the status of the last version was WITHDRAWN AT THE REQUEST OF THE MS, a new version of the Mid-Term Review is created as a copy of the last version. Its status is set to OPEN and the version is incremented by one (ex. $1.0 \rightarrow 2.0$).