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## Major Project Notification

### PURPOSE OF THIS FUNCTIONALITY

This document describes the different steps and action options at the level of the Commission for the Major Project Notification as described under **Articles 102(1) and 103 of Regulation (EU) No 1303/2013**.

### CONCERNED FUNDS

ERDF, CF

## **USER ROLES AND PERMISSIONS NEEDED**

You are an identified user in SFC2014 and you have the role of **EC Operational Agent (EOA)** with update access.

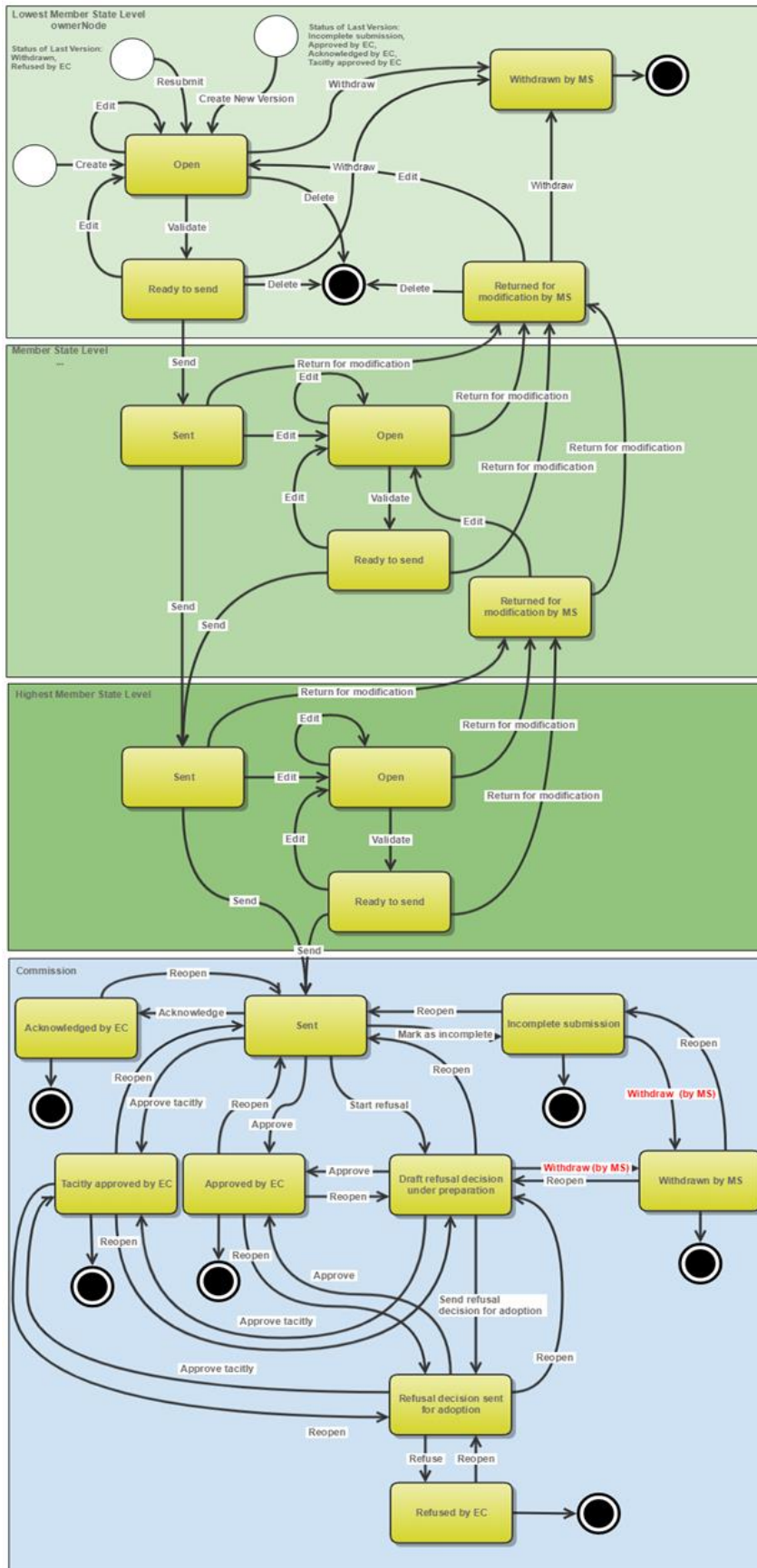
## **BEFORE YOU START, CHECK THAT...**

The Major Project Notification has been sent to the Commission: The status is set to '**SENT**'.

## **Workflow**

This section shows the lifecycle to create and manage the Major Project Notification.

# Major Project Notification State Diagram



## Documents

### *Document Types*

The following document types will be foreseen:

<b>Description</b>	<b>Internal Code</b>	<b>Direction</b>	<b>Integral</b>	<b>System</b>	<b>Required</b>
EC incomplete submission letter	MP.INC	EC2MS	X		
EC approval letter	MP.APP	EC2MS	X		
Other Commission Document	MP.OC	EC2MS			
Other Commission Internal Document	MP.OI	ECInternal			
Acknowledgment of Receipt	ACK.MPSNT	EC2MS		X	X
EC Acknowledgement Comments	MP.ACK	EC2MS	X		

### *Uploading using Commission/ARES reference*

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.

**Confirm approve tacitly** x

CCI 2015DE16M1MP002

Version 1.0

Title \*  **1**

Document date \*  **2**

Local reference

Commission reference  **3**

**Attached files**

TITLE	LANGUAGE	FILENAME
911506.911508 ACK.PRGST Programme Acknowledgement 2014DE65ISNP001 1.0 de- Programme_Acknowledgement_2014DE65ISNP001_1_0_de.pdf	German	<a href="#">911506.911508 ACK.PRGST Programme Acknowledgement_2014DE65ISNP001_1_0_de.pdf</a>

Do you really want to tacitly approve this major project version?

**4**  
 Yes  No

1. Enter the following information:

**(1)** Enter the *Title*

**(2)** Enter the *Document Date*

**(3)** Enter the *Commission Reference* ARES number

The system will detect the document(s) from ARES

**(4)** Click [Yes](#) to confirm the action

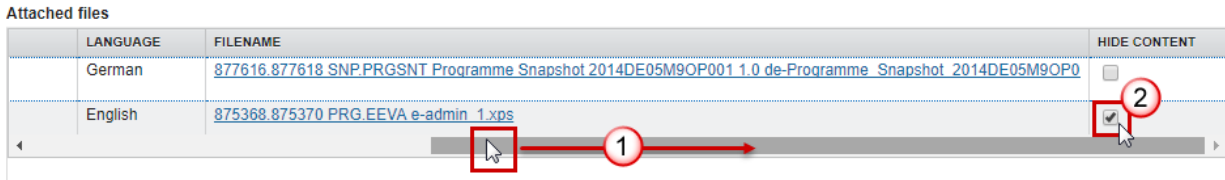
<b>REMARK</b>	<p>If you get an "invalid ARES number" (the number cannot be found in ARES), check the ARES number has been entered correctly: <u>Ares(2017)+digits</u> with no space.</p> <p>If the ARES reference has been entered correctly, then check that the Document has been filed correctly in ARES.</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

Attachments can also be hidden once the Commission Documents have been imported from ARES, so that the receiver will not be able to view them:

Attached files

LANGUAGE	FILENAME	HIDE CONTENT
German	<a href="#">877616.877618 SNPPRGSNT Programme Snapshot 2014DE05M9OP001 1.0 de-Programme Snapshot 2014DE05M9OP0</a>	<input type="checkbox"/>
English	<a href="#">875368.875370 PRG.EEVA e-admin 1.xps</a>	<input checked="" type="checkbox"/>



2. Scroll right (1) and select the **HIDE CONTENT** option (2) and click on [Update](#) (3) to hide the attached file

## Action Options

1. Login to <https://webgate.ec.europa.eu/sfc2014/frontoffice/ui>
2. To access the **MAJOR PROJECT NOTIFICATION** section, first click on the **PROGRAMMING** option in the menu bar (1) and then on the **Major Project Notification (Art. 102(1) and 103)** menu item (2).

The screenshot displays the 'SHARED FUND MANAGEMENT COMMON SYSTEM' interface for the 'Period 2014-2020 (SFC2014)'. The breadcrumb trail is 'European Commission » SFC » SFC2014-FO » Procurement » Major project notification (Art.102(1) and 103)'. The 'Programming' menu item is highlighted with a red box and a circled '1'. A dropdown menu is open, listing various project types. The 'Major project notification (Art.102(1) and 103)' option is highlighted with a red box and a circled '2', with a mouse cursor clicking on it. The search form on the left includes fields for CCI, Version, Work version, and Title, along with 'Search' and 'Clear' buttons. Below the search form is a 'Create new major project' link and a 'Show' link. A table below the search form has columns for CCI, VERSION, and TITLE, with the 'Major project notification (Art.102(1) and 103)' entry highlighted.

3. Choose the Major Project Notification version you want from the list in the search screen (1) and click on [Show major project](#) link (2)

European Commission » SFC » SFC2014-FO » Programming » Major project notification (Art.102(1) and 103)

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

Search

CCI  Status

Version  Previous node

Work version  Current node

Title  Decision

CCI	VERSION	TITLE	STATUS	STATUS DATE	PREVIOUS NODE
2015DE16M1MP002	1.0	MP M1 final workflow	Sent	02-Sep-2015	European Commission
2015DE16CFMP001	1.0	CF MP	Ready to send	28-Aug-2015	Berlin
2015DE16M1MP001	2.0	Test MP_NOT 25/08	Open	28-Aug-2015	Berlin
2015AT16M1MP007	1.0	ERDF+CF Austria MajorProject Test1 (s)	Approved by EC	28-Aug-2015	European Commission
2015DE16M1MP001	1.0	Test MP_NOT 25/08	Approved by EC	27-Aug-2015	European Commission

A number of Action Options are available:

Filter

**GENERAL**  
Version information

Title MP M1 final workflow  
CCI 2015DE16M1MP002  
Current node European Commission

- (1) [Approve tacitly](#)
- (2) [Approve](#)
- (3) [Start refusal](#)
- (4) [Incomplete](#)
- (5) [Acknowledge](#)

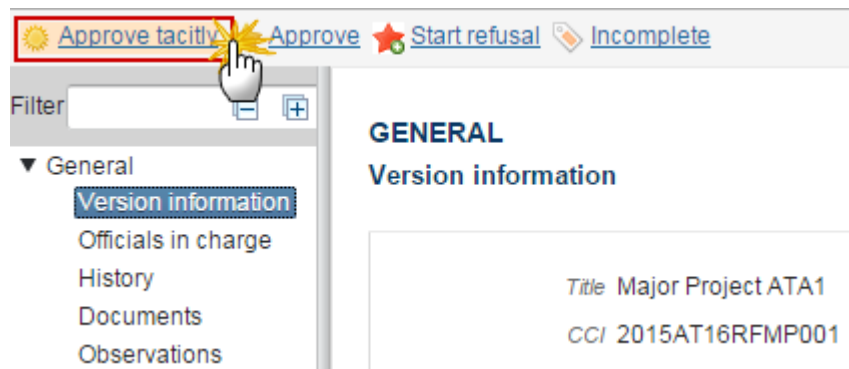


## Approve tacitly the Major Project Notification

<b>REMARK</b>	<p>This action can occur when an EC user wants to tacitly approve a Major Project Notification sent by the Member State, when the Commission observations period of 3 months is over and no observations were made. This can also happen when the refusal procedure by the Commission has already been started, but will not be terminated with the 3 months.</p> <p>The Major Project Notification is in a status '<b>SENT</b>', '<b>DRAFT REFUSAL DECISION UNDER PREPARATION</b>' or '<b>REFUSAL DECISION SENT FOR ADOPTION</b>' at the level of the Commission.</p>
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An EC User with ECOA Update access can approve tacitly a Major Project Notification.

1. Click on the [Approve tacitly](#) link:



The system will ask you to confirm the approve action:

During the tacit approval by the Commission, the EC user can optionally add a document ("EC approval letter") with attachments that will be sent together with the tacit approval action to the Member State

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

### ***Attach EC Approval Letter***

## Confirm approve tacitly

CCI 2015AT16RFMP001

Version 1.0

*Title* \* Approval **1**

*Document date* \* 02/09/15 **2**

*Local reference*

*Commission reference* **3**

**Attached files**

<b>4</b>	TITLE	LANGUAGE	FILENAME	
<input type="checkbox"/>	Approval document <b>5</b>	English <b>6</b>	report.doc	Select file to upload <b>7</b>

Do you really want to tacitly approve this major project version?




2. Enter the following information:

**(1)** Enter the *Title*

**(2)** Select the *Document Date*

**(3)** The attachments can be uploaded by entering the ARES number under *Commission Reference*

The system will detect the document(s) from ARES and the attachments will be automatically uploaded  
OR (to manually upload attachments):

**(4)** Click on the Add button  to add the tacit approval document

**(5)** Enter the document *Title*

**(6)** Select the document *Language*

**(7)** Select the file from your PC

**(8)** Click [Yes](#) to confirm the action and approve the Major Project Notification

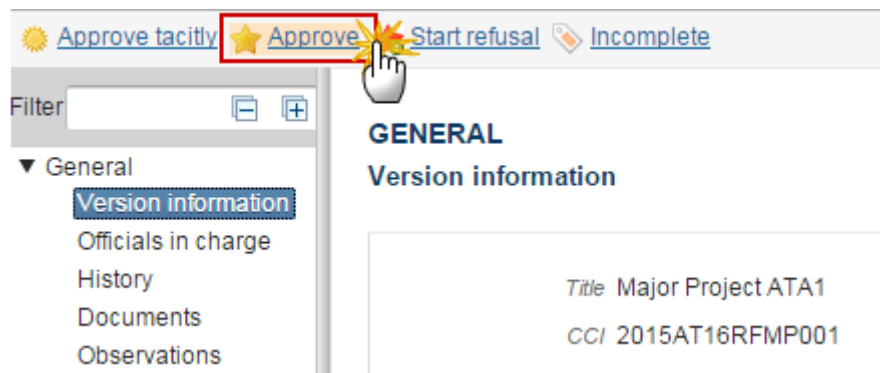
On success, the Major Project Notification version status was set to 'TACITLY APPROVED BY EC'.

## Approve the Major Project Notification

<b>REMARK</b>	<p>This action can occur when an EC user wants to approve a Major Project Notification sent by the Member State.</p> <p>The Major Project Notification is in a status '<b>SENT</b>', '<b>DRAFT REFUSAL DECISION UNDER PREPARATION</b>' OR '<b>REFUSAL DECISION SENT FOR ADOPTION</b>' at the level of the Commission.</p>
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An EC User with Update access can approve a Major Project Notification.

1. Click on the [Approve](#) link:



The system will ask you to confirm the approve action:

During the approval by the Commission, the EC user can optionally add a document ("EC approval letter") with attachments that will be sent together with the approval action to the Member State.

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

### ***Attach EC Approval Letter***

## Confirm approve

CCI 2015AT16RFMP001

Version 1.0

*Title* \*  ①

*Document date* \*  ②

*Local reference*

*Commission reference*  ③

**Attached files**

④	TITLE	LANGUAGE	FILENAME	
<input type="checkbox"/>	Approval ⑤	English ⑥	report.doc	Select file to upload ⑦

Do you really want to approve this major project version?




2. Enter the following information:

(1) Enter the *Title*

(2) Select the *Document Date*

(3) The attachments can be uploaded by entering the ARES number under *Commission Reference*

The system will detect the document(s) from ARES and the attachments will be automatically uploaded OR (to manually upload attachments):

(4) Click on the Add button  to add the tacit approval document

(5) Enter the document *Title*

(6) Select the document *Language*

(7) Select the file from your PC

(8) Click [Yes](#) to confirm the action and approve the Major Project Notification

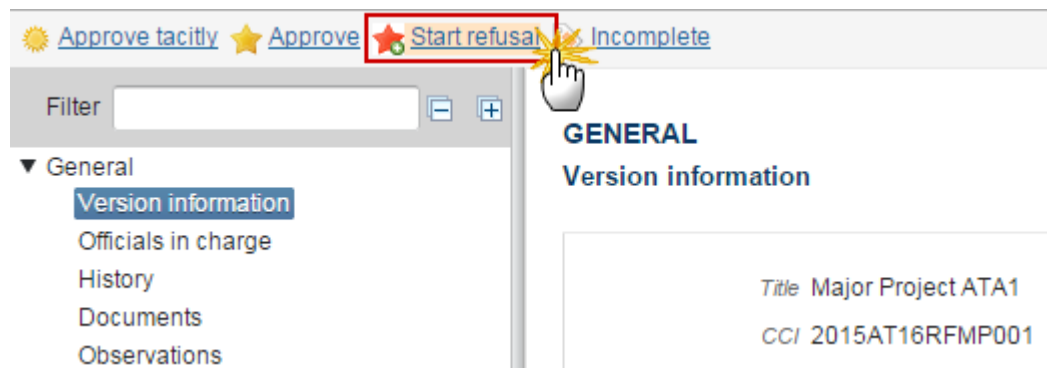
On success, the Major Project Notification version status was set to '**APPROVED BY EC**'.

## Start refusal of Major Project Notification

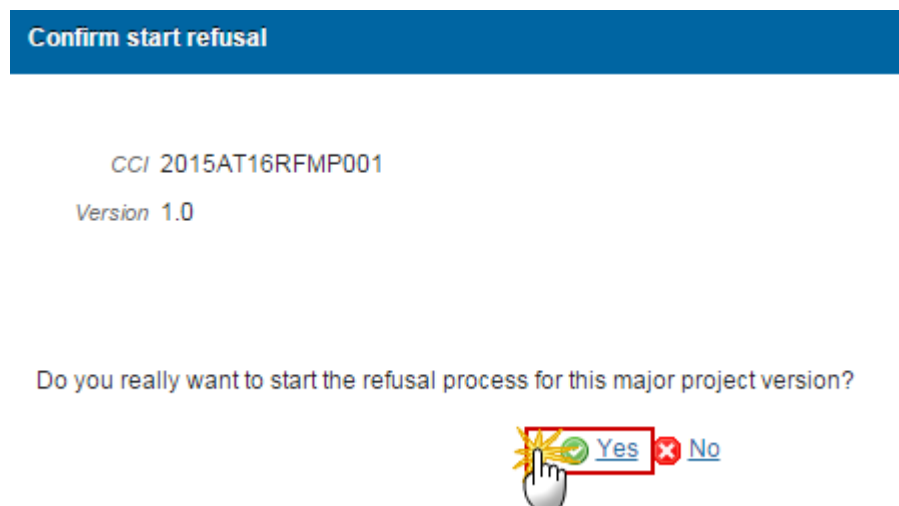
<b>REMARK</b>	This action can occur when an EC user wants to start the refusal process of a Major Project Notification sent by the Member State.
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An EC User with Update access can start the refusal of the Major Project.

1. Click on the [Start refusal](#) link:



The system will ask you to confirm the action:



2. Click [Yes](#) to confirm or [No](#) to return to the Major Project Notification.

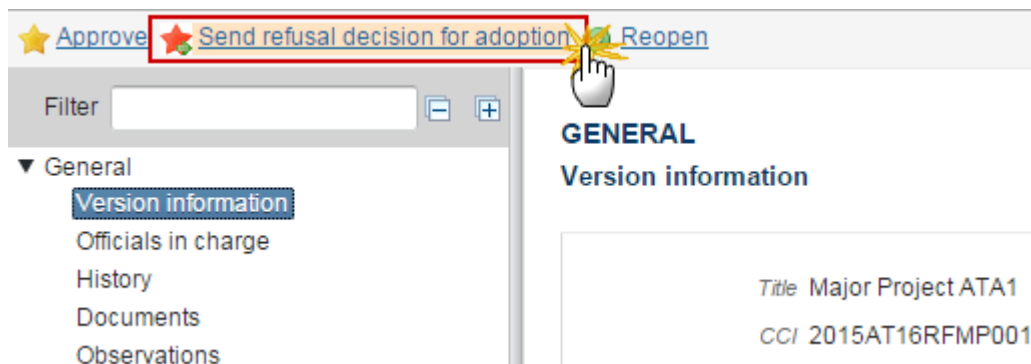
On success, the status will be set to 'DRAFT REFUSAL DECISION UNDER PREPARATION'.

## Send Refusal Decision on Major Project Notification for adoption

<b>REMARK</b>	<p>This action can occur when an EC user wants to send the Refusal Decision of a Major Project Notification for adoption.</p> <p>The Major Project Notification is in a status 'DRAFT REFUSAL DECISION UNDER PREPARATION' at the level of the Commission.</p>
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An EC User with Update access can send the Refusal Decision of a Major Project for adoption.

1. Click on the [Send refusal decision for adoption](#) link:



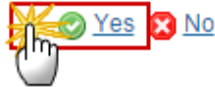
The system will ask you to confirm the action:

## Confirm send refusal decision for adoption

CCI 2015AT16RFMP001

Version 1.0

Do you really want to send the refusal decision for this major project version for adoption?



2. Click [Yes](#) to confirm or [No](#) to return to the Major Project Notification.

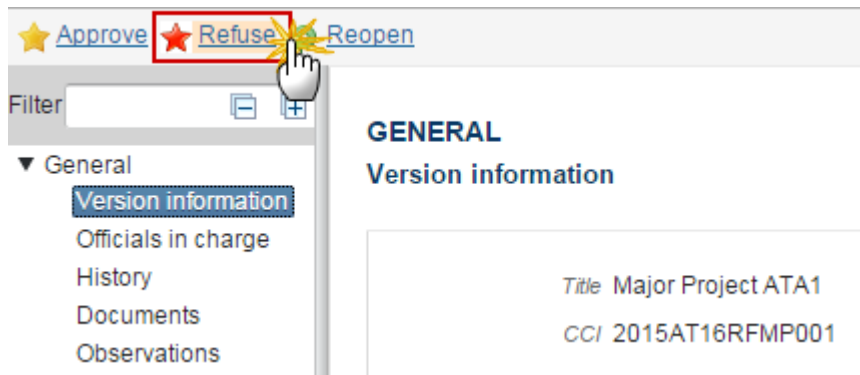
On success, the Major Project Notification version status was set to '**REFUSAL DECISION SENT FOR ADOPTION**'.

## Refuse Major Project Notification

<b>REMARK</b>	<p>This action can occur when an EC user wants to refuse a Major Project Notification sent by the Member State.</p> <p>The Major Project Notification is in a status '<b>REFUSAL DECISION SENT FOR ADOPTION</b>' at the level of the Commission.</p>
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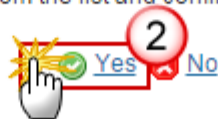
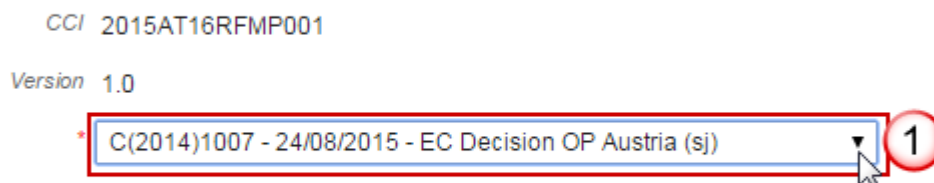
An EC User with Update access can refuse a Major Project.

1. Click on the [Refuse](#) link:



The system will ask you to confirm the refuse action and link to a Commission refusal decision:

### Confirm refuse and link to Commission refusal decision



- (1) Select the refusal decision from the list
- (2) Click on [YES](#) to confirm the refuse action or on [NO](#) to return to the Major Project Notification

On success, the Major Project Notification version status was set to 'REFUSED BY EC'.

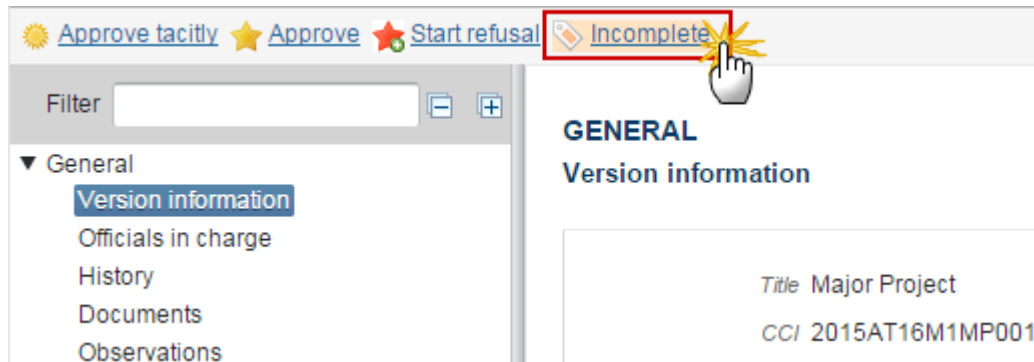
## Mark Major Project Notification as incomplete

<b>REMARK</b>	This action can occur when an EC user wants to mark the Major Project version sent by the Member State/Region as incomplete or incorrect and needs to be modified.
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An EC User with Update access can mark as incomplete the Major Project.

1. Click on the [Incomplete](#) link:



The system will ask you to confirm the action:

During this action, the EC user can optionally add a document ("EC incomplete submission letter (MP.INC)") with attachments that will be sent together with this action to the Member State.

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

### ***Attach EC Incomplete Submission Letter***

## Confirm mark as incomplete

CCI 2015AT16M1MP001

Version 1.0

Reason\*  1

Title\*  2

Document date\*  3

Local reference

Commission reference  4

Attached files

5	TITLE	LANGUAGE	FILENAME	
<input type="checkbox"/>	<input type="text" value="Incomplete"/> 6	<input type="text" value="English"/> 7	report.doc	<input type="button" value="Select file to upload"/> 8

Do you really want to mark this major project version as incomplete?



2. Enter the following information:


(1) Enter the *Reason for the incomplete submission*

(2) Enter the *Title*

(3) Select the *Document Date*

(4) The attachments can be uploaded by entering the ARES number under *Commission Reference*

The system will detect the document(s) from ARES and the attachments will be automatically uploaded  
OR (to manually upload attachments):

(5) Click on the Add button  to add the document explaining the incomplete submission

(6) Enter the document *Title*

(7) Enter the document *Language*

(8) Select the file from your PC

(9) Click [Yes](#) to confirm the action and mark the Major Project as incomplete

On success, the Major Project Notification has been set in status '**INCOMPLETE SUBMISSION**'.

## Acknowledge Major Project Notification

<b>REMARK</b>	<p>This action can occur when the Member State has submitted an amendment falling under <b>article 102.1</b> and the new notification form stays in line with the appraisal report being the basis for the first Commission approval or the Member State has submitted a modification of a phased project falling under <b>article 103</b> and the modifications of the project are in line with article 103 conditions, and the EC user wants to acknowledge this Major Project Notification Version sent by the Member State.</p> <p>The Major Project Notification is in status '<b>SENT</b>' at the level of the Commission.</p>
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An EC User with Update access can mark acknowledge the Major Project Notification version.

1. Click on the [Acknowledge](#) link.

The system will ask you to confirm the action:

During acknowledge by the Commission, the EC user can optionally add a document '**EC ACKNOWLEDGEMENT COMMENTS**' with attachments that will be send together with the acknowledge action to the Member State.

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

On success, the Major Project Notification version status was set to '**ACKNOWLEDGED BY EC**'.

## Reopen the Major Project Notification

<b>REMARK</b>	<p>This action can occur when an EC user wants to undo the last action performed on the Major Project Notification version by returning to the previous status.</p> <p>The Major Project Notification is in a status '<b>TACITLY APPROVED BY EC</b>', '<b>APPROVED BY EC</b>', '<b>ACKNOWLEDGED BY EC</b>', '<b>INCOMPLETE SUBMISSION</b>', '<b>WITHDRAWN BY MS</b>', '<b>DRAFT REFUSAL DECISION UNDER PREPARATION</b>', '<b>REFUSAL DECISION SENT FOR ADOPTION</b>' or '<b>REFUSED BY EC</b>'.</p> <p>No more recent Major Project Version exists.</p>
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An EC User with Update access can mark as incomplete the Major Project.

1. Click on the [Reopen](#) link:



The system will ask you to confirm the reopen action:

### Reopen confirmation

*CCI* 2015AT16RFMP001  
*Version* 1.0

Do you really want to reopen this Major Project Notification version?



2. Click [Yes](#) to confirm the reopen or [No](#) to return to the Major Project Notification.

On success, the Major Project Notification has been reopened and its status was set to its previous status.