Major Project Notification

PURPOSE

This document describes the specifications and details related to the Major Project Notification procedure as described under **Articles 102(1) and 103** of Regulation (EU) No 1303/2013.

REGULATIONS

More details about the regulation regarding the **MAJOR PROJECT NOTIFICATION** can be found in the About SFC2014 section of this portal.

ROLES

Roles involved in the Major Project Notification are:

MS Managing Authority	Record the Major Project Notification
	Upload the Major Project Notification
	Consult the Major Project Notification
	Delete the Major Project Notification
	Validate the Major Project Notification
	Send the Major Project Notification
	Return the Major Project Notification
	Create New Version of a Major Project Notification
MS Audit Authority	Consult the Major Project Notification

FUNDS

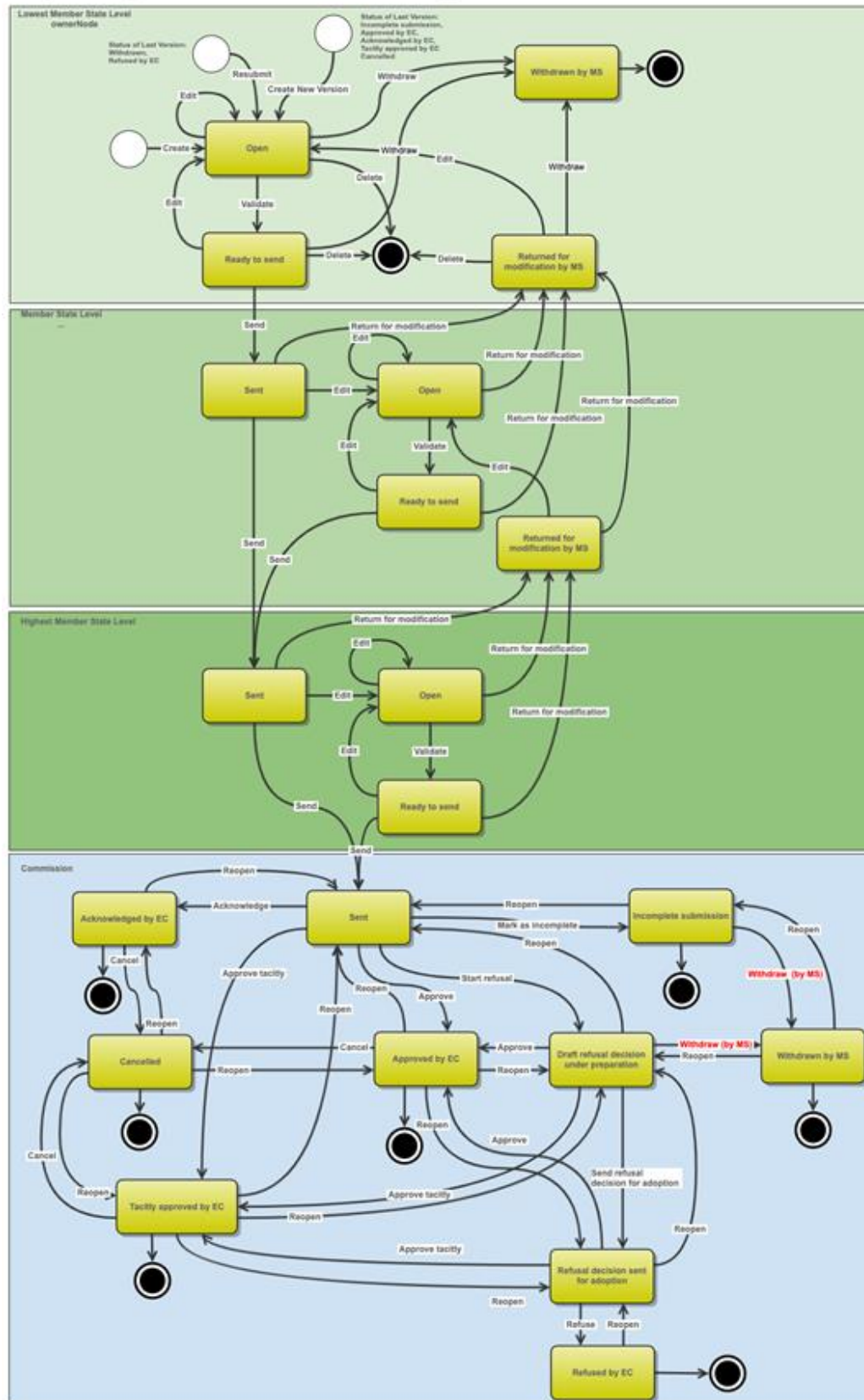| ERDF	CF		

PRE-CONDITIONS

The CCI number used for the Major Project must have been previously allocated by the Commission.

Any other Major Project Notification exists, not even as a Major Project Submission (Article 101).

Workflow

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

Click here to see the MP Notification workflow diagram in high resolution.

Major Project Notification State Diagram

Create the Major Project Notification (Articles 102(1) and 103)

REMARK	To create the Major Project Notification you must have MS Managing Authority with Update access.
	Any other Major Project Notification exists, not even as a Major Project Submission (Article 101).
	A CCI must have been previously **ALLOCATED** by the Commission in order for you to create a Major Project Notification.

1. To access into the **MAJOR PROJECT NOTIFICATION** section, first click on the **PROGRAMMING** link **(1)** in the menu and then on the **Major Project Notification (Articles 102(1) and 103)** link **(2)**.

2. Click on the **Create New Major Project** link to create a new Major Project Notification.

You are redirected to the Major Project Notification creation wizard:

3. Enter or Select the following information:

(1) Select a *CCI.*

The CCI list contains all allocated Major Project CCIs for the country of your node and which contain the Funds for which you are registered, **you need to have permission for all Funds covered by the CCI**. The list returns the CCI and the Programme Title.

If the CCI code is not in the list, you can request a new CCI via the CCI Request form. The question mark explains this with the following text: *'When your CCI number is not in the list it is either not yet requested or not yet allocated. Use the* **'Request a new CCI Number'** *link to go to the CCI Request Form.'*

(2) Enter a *Title*

The title of the Major Project comes from the previously allocated CCI number, but can be overwritten.

(3) Select the *Type*

Choose between Infrastructure investment or Productive Investment

(4) Select the *Falling Under Article*

Choose between *102(1)* or *103*

The Independent Quality Review Report should be uploaded when the Major Project Notification is based on Article 102(1).

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

The status of the Major Project Notification is **OPEN.**

Record/Edit the Major Project Notification

Find all the information to complete each screen of the Major Project Notification. Below are the links to the main sections:

Major Project Notification:

- General
- Part A. Information
    - A. Bodies responsible
    - B. Description of the investment
    - C. Total cost and total eligible cost
    - D. Financing plan
    - E. Project subject to legal procedure
    - F. Undertaking subject to procedure
- Part B. Independent quality review
- Part C. Declaration

General

Version Information

The Version Information contains information on the identification and status of the Major Project Notification 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 Major Project Notification version.

1. Clicking on the **EDIT** button will enable you the modification of the Major Project Notification.
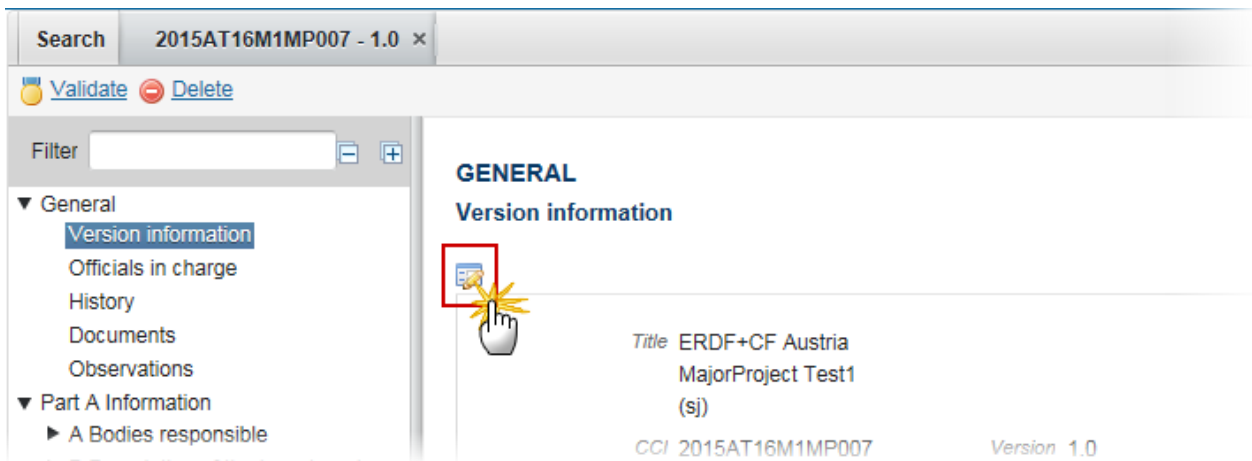
The Edit Details pop-up window appears:
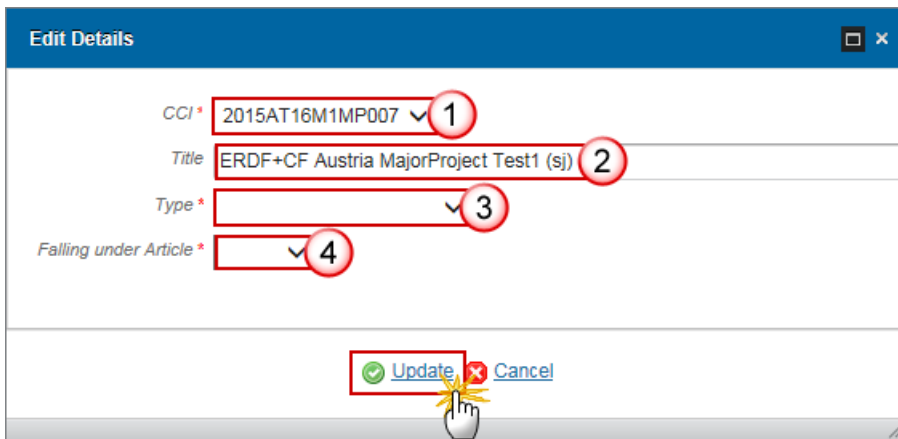
2. Enter or select the modifications:

(1) Select a new CCI

The CCI can only be updated when Version 1 and it can only be replaced by a CCI with the same Budget Source.

The CCI list contains all allocated Major Project CCIs of the same Budget Source for the Country of your Node and which contain the Funds for which you are registered (you need Update permission for all Funds covered by the CCI).

(2) Enter the *Title*

(3) Select the *Type*

Choose between Infrastructure investment or Productive Investment

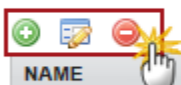**(4)** Select the *Falling Under Article*

Choose between *102(1)* or *103*

(5) 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 Major Project Notification. The email is directly accessible via the email link.

GENERAL
Officials in charge
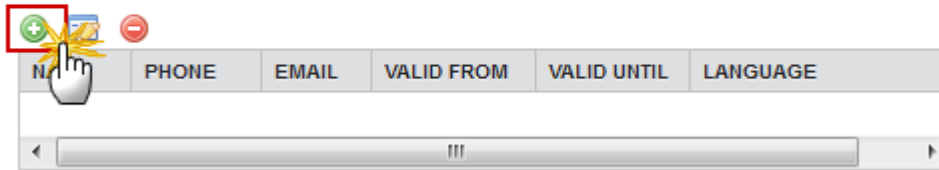
NAME	PHONE	EMAIL	VALID FROM	VALID U...

- 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.

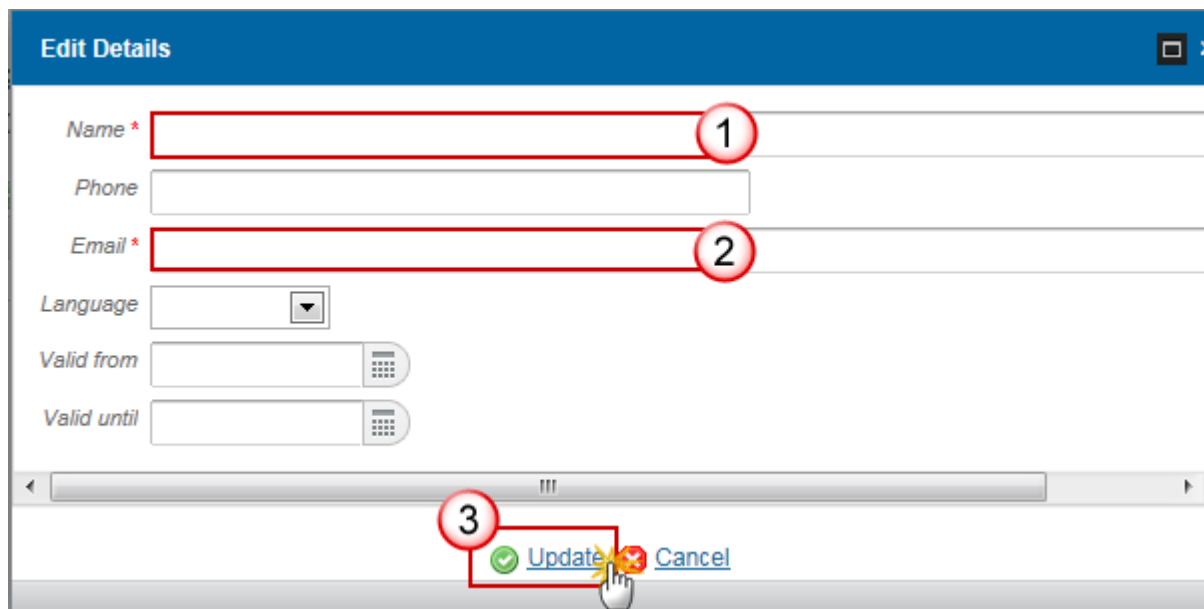1. Click on the **ADD** button to add a new official in charge.

GENERAL

Officials in charge

N...	PHONE	EMAIL	VALID FROM	VALID UNTIL	LANGUAGE

The Edit Details pop-up window appears:

Edit Details

Name * _____ (1)

Phone _____

Email * _____ (2)

Language ▼

Valid from _____

Valid until _____

(3) ✓ Update ✗ Cancel

Enter the following information:

(1) Enter the *Name*.

(2) Enter the *Email*.

(3) Click on **Update** to save the information.

NOTE	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 Major Project Notification 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 document types will be foreseen for the Member States:

Description	Integral	System	Required
Map identifying project area and geo-referenced data	X		X
Independent quality review report	X		Art.102.1 only
Withdrawal justification letter	X[1]		
Other Member State Document[2]			
Snapshot of data before send	X	X	X
Acknowledgment of Receipt		X	X

[1] This document type is normally integral, but since it can be created and send when the Major Project resides at MS or Commission level, the integral feature will be implemented programmatically.
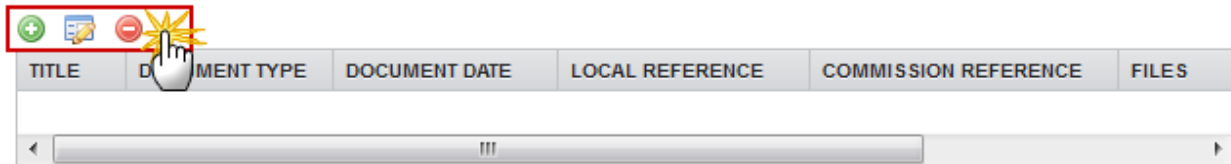[2] This document type is not allowed to create and send when the Major Project was once in status "Approved by EC"

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UPLOADING & SENDING DOCUMENTS

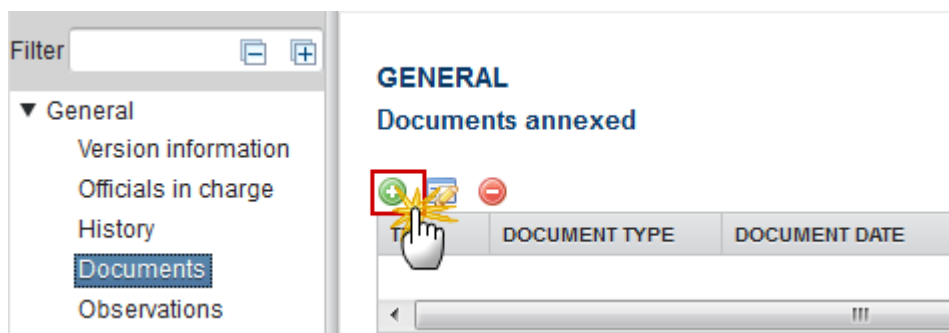Multiple documents can be uploaded in the Major Project Notification.

- 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 ⊖ to delete the document and associated attachments.

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

The document detail pop-up window appears:

2. Enter or select the following information:
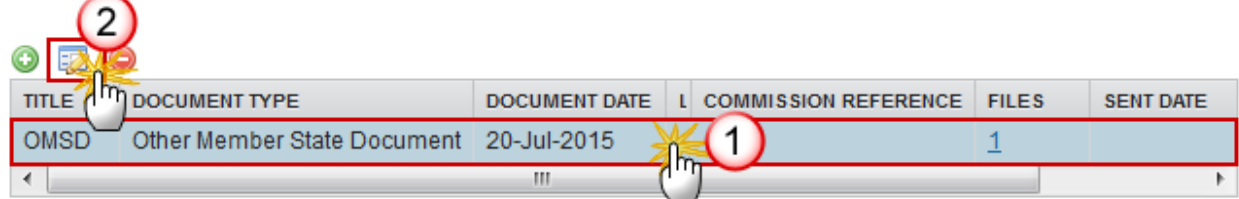
(1) Select a *Document Type*

(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 **Update** to save the information or **Update & Send** to send the document to the Commission.

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

3. To send a non-integral document that is not yet sent: 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	COMMISSION REFERENCE	FILES	SENT DATE
OMSD	Other Member State Document	20-Jul-2015			1	

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

Document details

Not yet sent

Document type *	Other Member State Document
Title *	OMSD
Document date *	28/04/15
Local reference	
Commission reference	

Attached files

	TITLE	LANGUAGE	FILENAME	
☐	OMSD	English	report.doc	Select file to upload

Update   Update & send   Cancel

NOTE	The **Update & Send** 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 **Update & Send** link, will send all the files and not only the one(s) for which the check-box has been ticked.

REMARK	**Non-integral documents** (ie. 'Other Member State Document') can be sent at any time independently of the status of the Major Project. The 'Other Member State Document' type demands a <u>manual submission</u> (they are NOT sent automatically within the Project). The other document types, integral documents, are automatically sent - together with the encoded data – when the Major Project 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 document is only visible to the Commission when the **Sent Date** is visible.
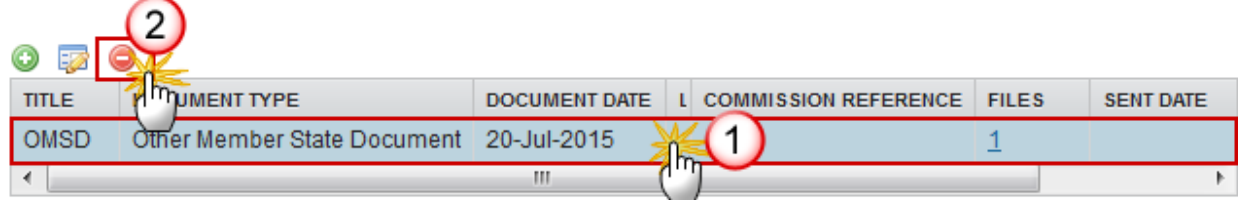
DELETION OF AN UNSENT DOCUMENT

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:
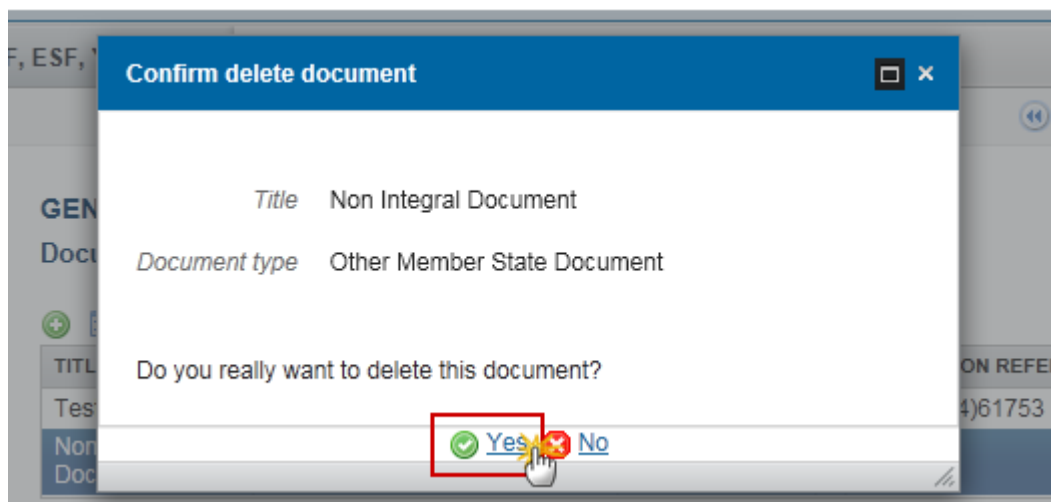
2. Click on **Yes** to confirm deletion. Click on **No** to return to the Major Project Notification documents.

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.

GENERAL

Documents annexed

TITLE	DOCUMENT TYPE	DOCUMENT DATE	L	COMMISSION REFERENCE	FILES	SENT DATE
OMSD	Other Member State Document	20-Jul-2015			1	20-Jul-2015

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

Document details

🚩 Sent

Document type	Other Member State Document
Title	OMSD
Document date	28/04/15
Local reference	
Commission reference	

Attached files

TITLE	LANGUAGE	FILENAME	HIDE CONTENT
OMSD	English	report.doc	☑ **1**

Update Cancel 2

Observations

This section is used to provide any relevant information to the Major Project Notification. 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 Major Project Notification 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 Major Project Notification.

Part A. Information

Information required by Article 102(1) and/or 103 of Regulation (EU) No 1303/2013.

A Bodies Responsible

A.1 Bodies Responsible for Project Notification

- Clicking on the **ADD** button ⊕ will open a pop-up window allowing you to enter the details of the Authority responsible for Project Notification (managing authority or intermediate body).

- Select a Body Responsible and click in the **EDIT** button to modify the selected information.

- Select a Body Responsible and click on the **REMOVE** button ⊖ to delete the selected information.

1. Click on the **ADD** button ⊕ to open a pop-up window allowing you to enter the details of the Authority responsible for Project Notification (managing authority or intermediate body).

The Edit Details pop-up window appears:

2. Enter the following information:

(1) Enter the *Name*

(2) Enter the *E-mail*

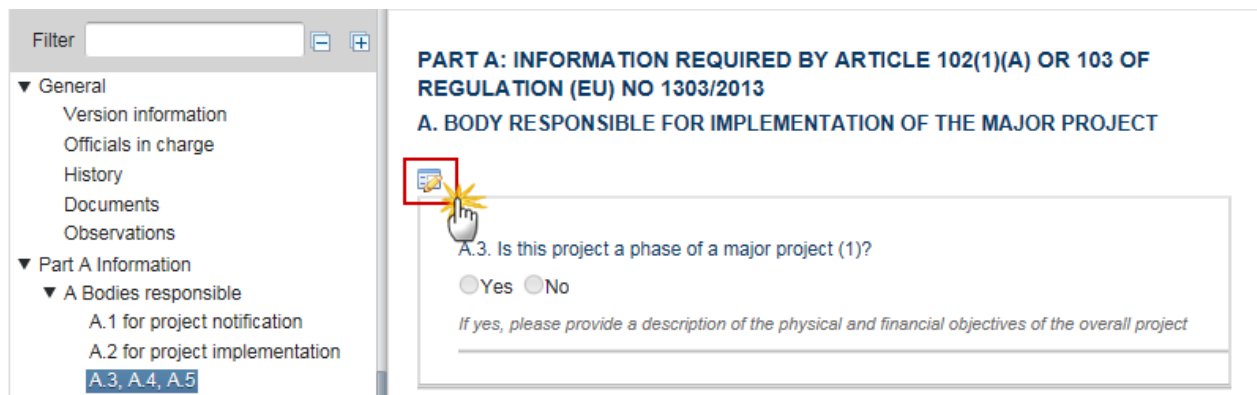**(3)** Click on the **Update** link to save the information.

A.2 Bodies Responsible for Project Implementation

1. Click on the **ADD** button ⊕ to open a pop-up window allowing you to enter the details of the Body responsible for Project Implementation.

The Edit Details pop-up appears:

2. Enter the following information:

(1) Enter the *Name*

(2) Enter the *E-mail*

(3) Click on the **Update** link to save the information.

A.3, A.4, A.5

Section A3, A4, A5 contains information for A3, A4 and A5 PART A: INFORMATION REQUIRED BY ARTICLE **102(1)(A) OR 103 OF REGULATION (EU) NO 1303/2013**

A. BODY RESPONSIBLE FOR IMPLEMENTATION OF THE MAJOR PROJECT

Clicking on the **EDIT** button 🖊 above each section box will open a pop-up window allowing you to enter the information for the A.3, A.4 and A.5.

1. Click on the **EDIT** button 🖊 for A.3, Is this Project a phase of a major project (1)?

The Edit details pop-up window appears:

2. Enter the following information:

(1) Select *Yes* or *No*

 When 'Yes' is selected the text box becomes active and is mandatory

(2) Enter a description of the *physical and financial objectives of the overall project*

(3) Click on the **Update** link to save the information.

3. Click on the **EDIT** button ![edit icon] for A.4. Has the Commission has previously approved any part of this Major Project?

The Edit details pop-up window appears:

4. Enter the following information:

(1) Select *Yes* or *No*

 When 'Yes' is selected the CCI box becomes active and is mandatory

(2) Enter the *CCI of the Major Project approved*

 The CCI number will be validated against all 2007-2013 and 2014-2020 Major Project CCIs.

 When 'CCI' is from 2007-2013 then the text box becomes editable and mandatory

(3) Enter a description of the *physical and financial objectives of the previous phase*

(4) Click on the **Update** link to save the information.

5. Click on the **EDIT** button 🖉 for A.5. Has the quality review of the independent experts been completed and the Independent Quality Review (IQR) report attached in Part B?

A.5. Has the quality review of the independent experts (2)
been completed and IQR report attached in Part B?

○ Yes ○ No

(1) A major project started in the 2007-2013 programming period of which one or more phases have been completed in that programming and this project represents a phase which will be carried out and completed in the 2014-2020 programming period, or a major project started in the 2014-2020 programming period of which this phase represents a phase which will be completed while the next phase will be completed in this or the subsequent programming period.

(2) Projects falling under Article 103 of Regulation (EU) No 1303/2013 do not require submission of the independent quality review report.

The Edit details pop-up window appears:

6. Enter the following information:

(1) Select *Yes* or *No*

(2) Click on the **Update** link to save the information.

B Description of the Investment
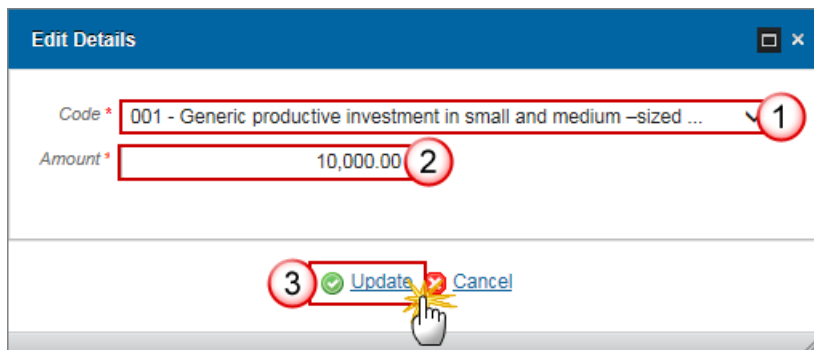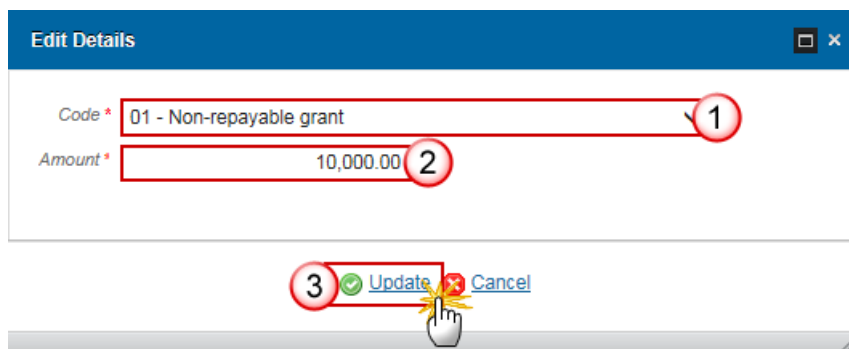
Description of the Investment, its location, timetable and expected contribution of the Major Project to the Specific Objectives of the Relevant Priority Axis or Axes.

B.1 Categorisation of Project Activity

B.1.1 Intervention Fields

1. Click on the **Add** button ⊕ to open a pop-up window allowing you to enter the Code(s) for the intervention field dimension(s).

PART A: INFORMATION REQUIRED BY ARTICLE 102(1)(A) OR 103 OF REGULATION (EU) NO 1303/2013

B. DESCRIPTION OF THE INVESTMENT, ITS LOCATION, TIMETABLE AND EXPECTED CONTRIBUTION OF THE MAJOR PROJECT TO THE SPECIFIC OBJECTIVES OF THE RELEVANT PRIORITY AXIS OR AXES

B.1. Categorisation of project activity

B.1.1. Code(s) for the intervention field dimension(s)

CODE	AMOUNT	PERCENTAGE

The Edit Details pop-up window appears:

Edit Details

Code * | 001 - Generic productive investment in small and medium –sized ... | (1)

Amount * | 10,000.00 | (2)

(3) ✓ Update ✗ Cancel

2. Enter the following information:

(1) Select the *Code*
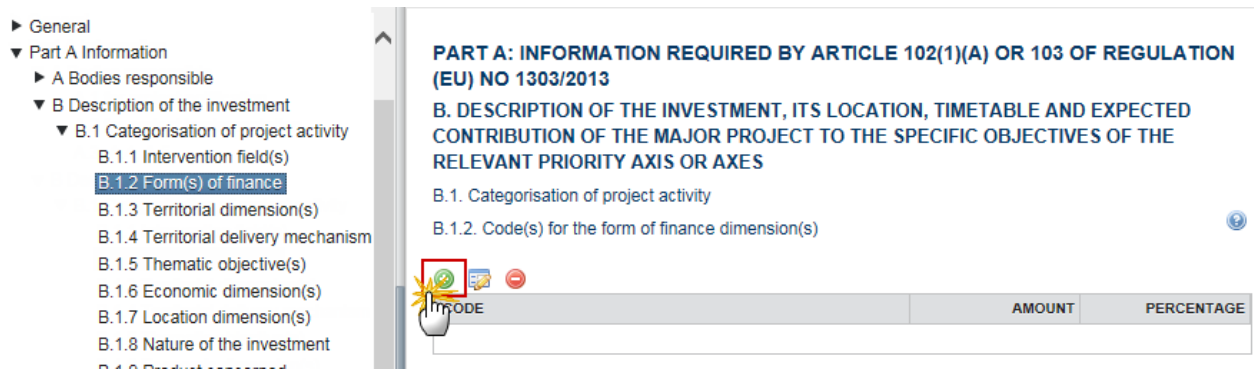
(2) Enter the *Amount*

(3) Click on the **Update** link to save the information.

NOTE	The codes used here are independent of the codes used in the Operational Programme(s).

B.1.2 Form(s) of finance

1. Click on the **Add** button ⊕ to open a pop-up window allowing you to enter the information for the Codes) for the form(s) of finance dimension(s).

The Edit Details pop-up appears:
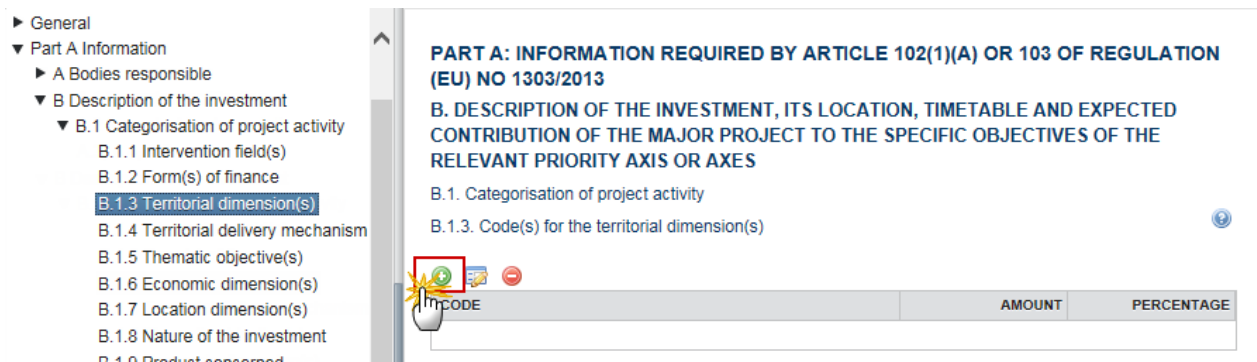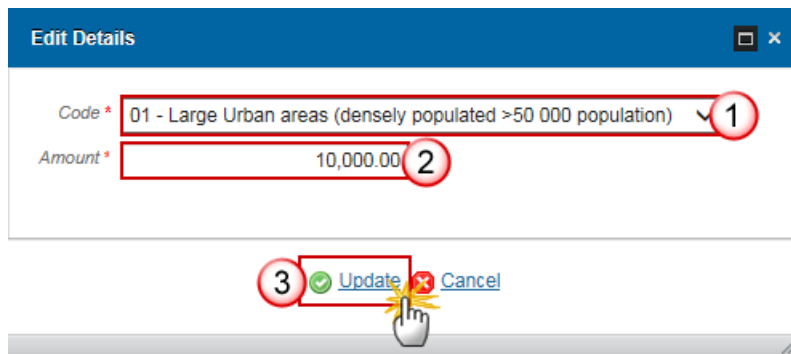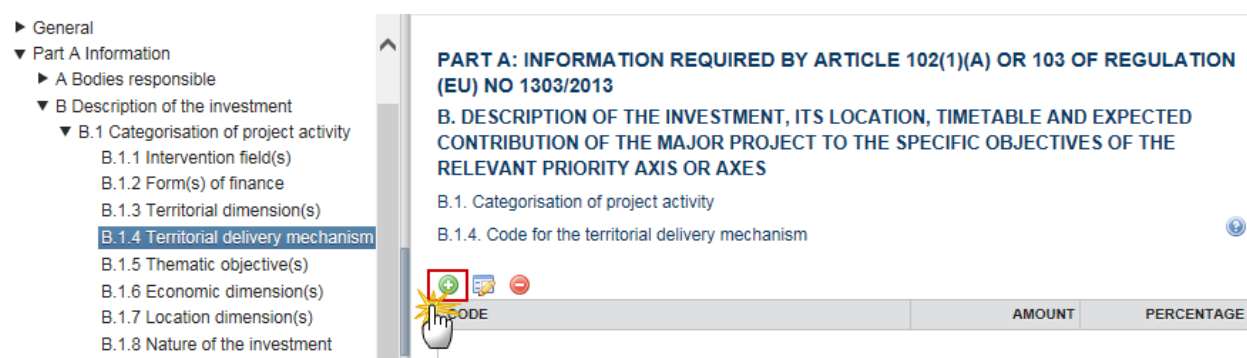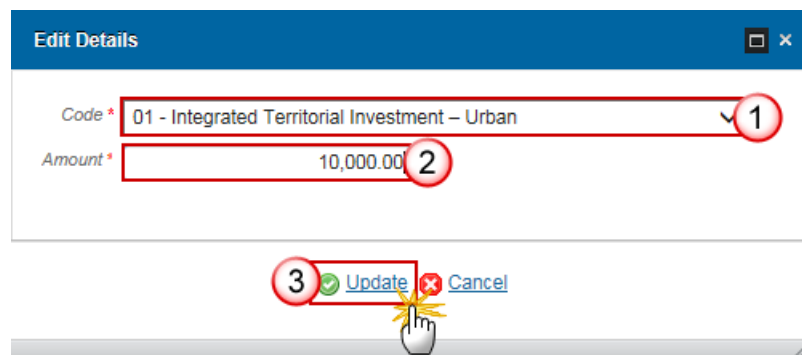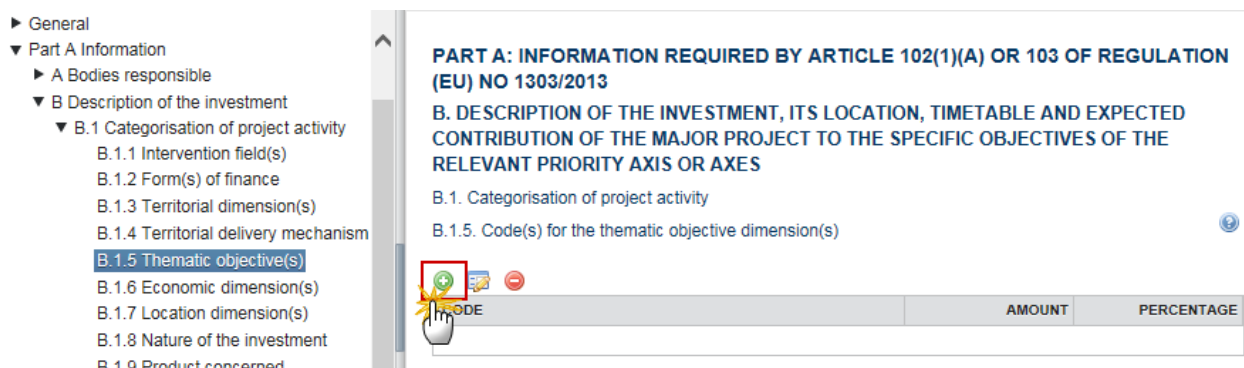

2. Enter the following information:

(1) Select the *Code*

(2) Enter the *Amount*

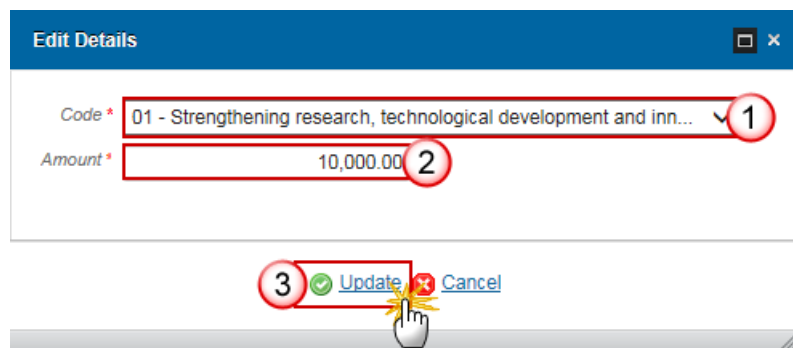**(3)** Click on the **Update** link to save the information.

NOTE	The codes used here are independent of the codes used in the Operational Programme(s).

B.1.3 Territorial dimension(s)

1. Click on the **ADD** button ⊕ to open a pop-up window allowing you to enter the information for Code(s) for the territorial dimension(s).
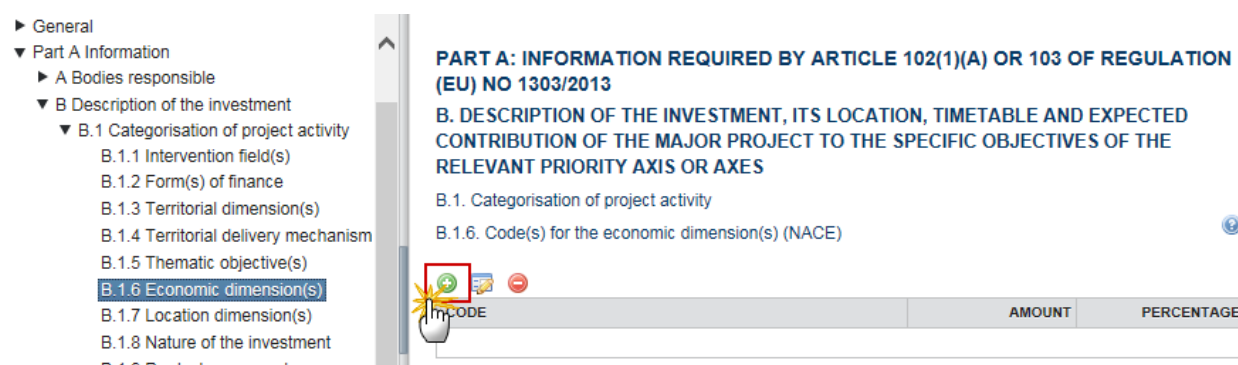

The Edit Details pop-up appears:

2. Enter the following information:

(1) Select the *Code*

(2) Enter the *Amount*

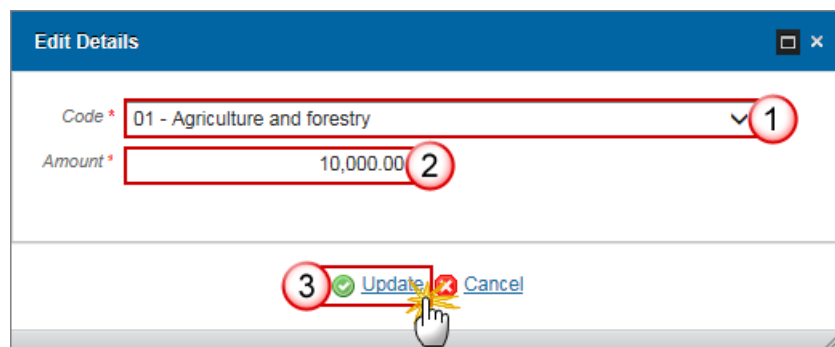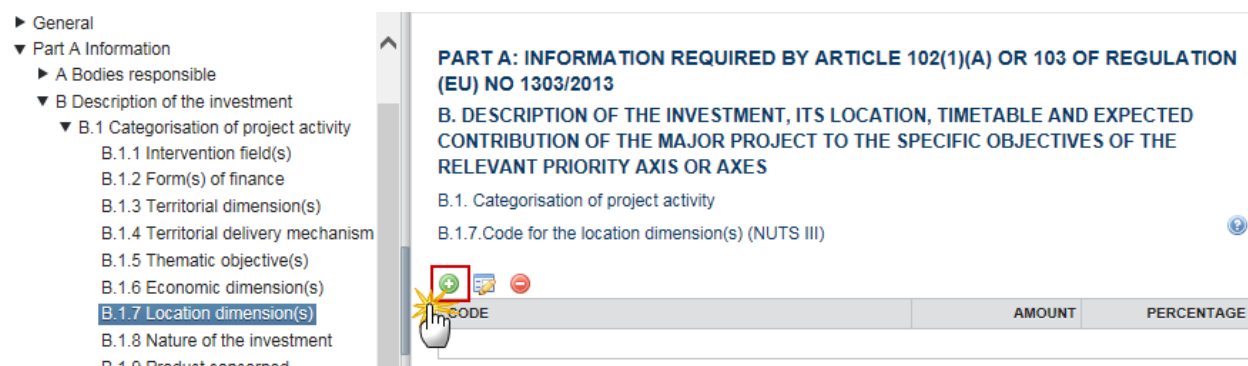**(3)** Click on the **Update** link to save the information.

NOTE	The codes used here are independent of the codes used in the Operational Programme(s).

B.1.4 Territorial delivery mechanism

1. Click on the **ADD** button ⊕ to open a pop-up window allowing you to enter the information for the Code for the territorial delivery mechanism.

The Edit Details pop-up appears:

2. Enter the following information:

(1) Select the *Code*

(2) Enter the *Amount*
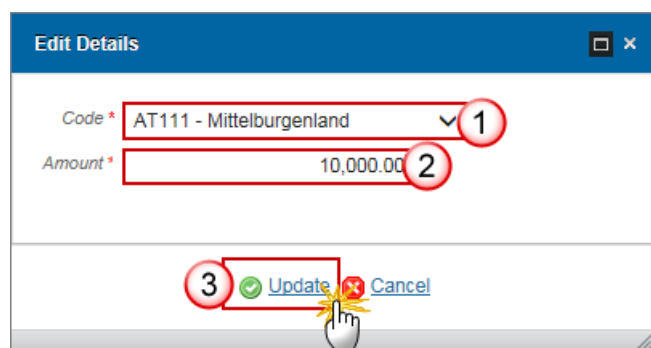
(3) Click on the **Update** link to save the information.

NOTE	The codes used here are independent of the codes used in the Operational Programme(s).

B.1.5 Thematic objective(s)

1.   Click on the **ADD** button ⊕ to open a pop-up window allowing you to enter the information for the Code(s) for the thematic objective dimension(s).
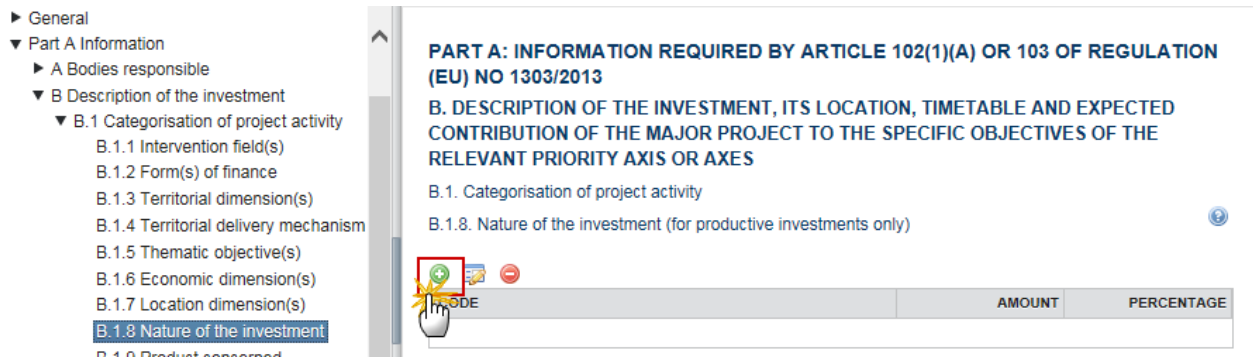

The Edit Details pop-up window appears:

2.   Enter the following information:

(1) Select the *Code*

(2) Enter the *Amount*

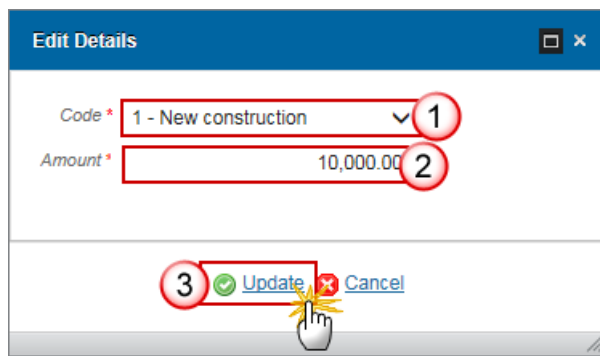**(3)** Click on the **Update** link to save the information.

NOTE	The codes used here are independent of the codes used in the Operational Programme(s).

B.1.6 Economic dimension(s)

1. Click on the **ADD** button ⊕ to open a pop-up window allowing you to enter the information for the Code(s) for the economic dimension(s) (NACE).

The Edit Details pop-up window appears:

2. Enter the following information:

(1) Select the *Code*

(2) Enter the *Amount*

(3) Click on the **Update** link to save the information.

NOTE	The codes used here are independent of the codes used in the Operational Programme(s).

B.1.7 Location Dimension(s) (NUTS III)

1. Click on the **ADD** button ⊕ to open a pop-up window allowing you to enter the information for the Code(s) for the location dimension(s) (NUTS III).

The Edit Details pop-up window appears:

2. Enter the following information:

(1) Select the *Code*

(2) Enter the *Amount*

(3) Click on the **Update** link to save the information.

REMARK	The list is restricted to NUTS III codes of the country of the Major Project.

B.1.8 Nature of the investment

1. Click on the **ADD** button 🟢 to open a pop-up window allowing you to enter the information for the Nature of the investment (for productive investments only).

The Edit details pop-up window appears:

2. Enter the following information:

(1) Select the *Code*

(2) Enter the *Amount*

(3) Click on the **Update** link to save the information.

B.1.9 Product concerned

1. Click on the **ADD** button 🟢 to open a pop-up window allowing you to enter the information for the Product concerned (for productive investments only).

The Edit details pop-up window appears:

2. Enter the following information:

(1) Enter the *Code*

The product code will be validated and its description will be displayed below the code. An incorrect code will result in the message '*Invalid Product Code!*'

(2) Enter the *Amount*

(3) Click on the **Update** link to save the information.

B.2 Operational Programmes & Priorities Axes

B.2.1 Identification

1. Click on the **ADD** button to open a pop-up window allowing you to enter the information for the Identification of the operational programme or operational programmes and priority axis or priority axes.
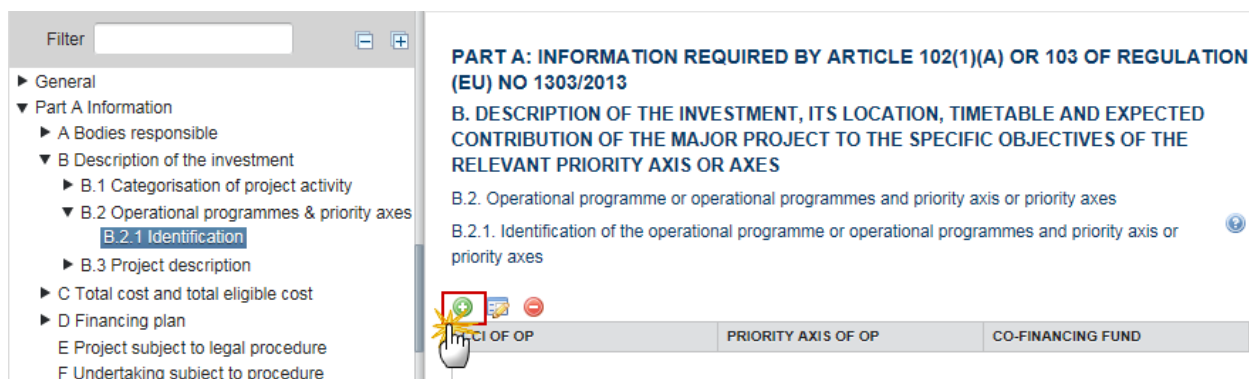
The Edit Details pop-up window appears:
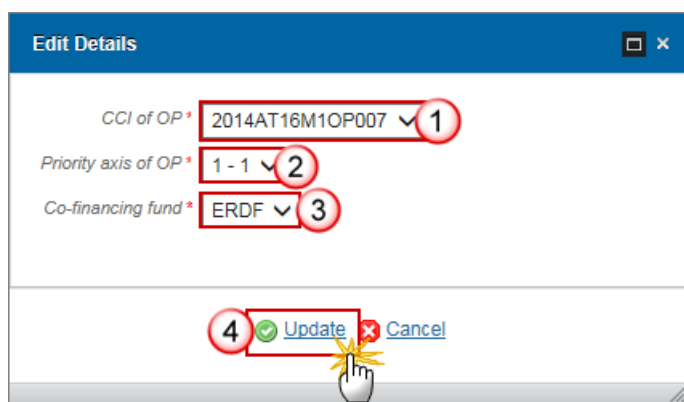
2. Enter the following information:

(1) Select the *CCI of OP*

The CCI list will contain all adopted IGJ/ETC/IPA-CB Programmes covering one of the Funds of the Budget Source of the Major Project CCI.

(2) Select the *Priority Axis of OP*

The Priority Axis list will contain Priority Axes of the above selected OP covering one of the Funds of the Budget Source of the Major Project CCI.

(3) Select the *co-financing fund*

The Fund list will contain the Funds covered by the above selected Priority Axis limited to the Funds of the Budget Source of the Major Project CCI.

(4) Click on the **Update** link to save the information.

B.3 Project Description

B.3(a) Short description

1. Clicking on the **EDIT** button will open a pop-up window allowing you to provide a short description of the project, its main objectives and the main project components.
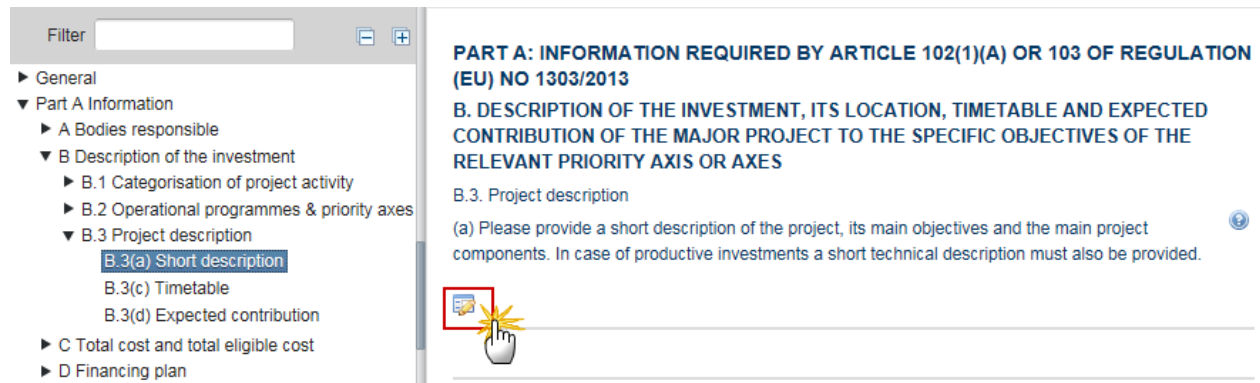
The Edit Details pop-up window appears:
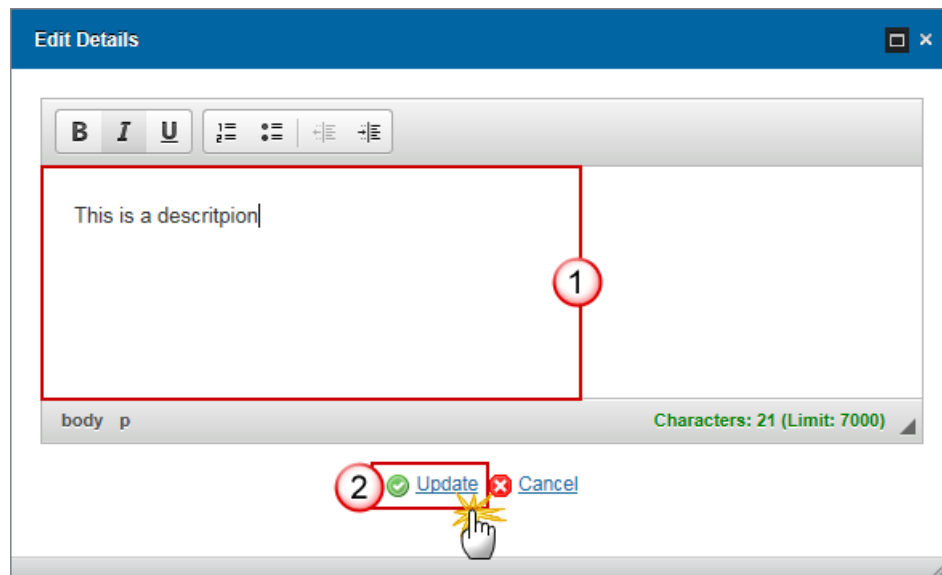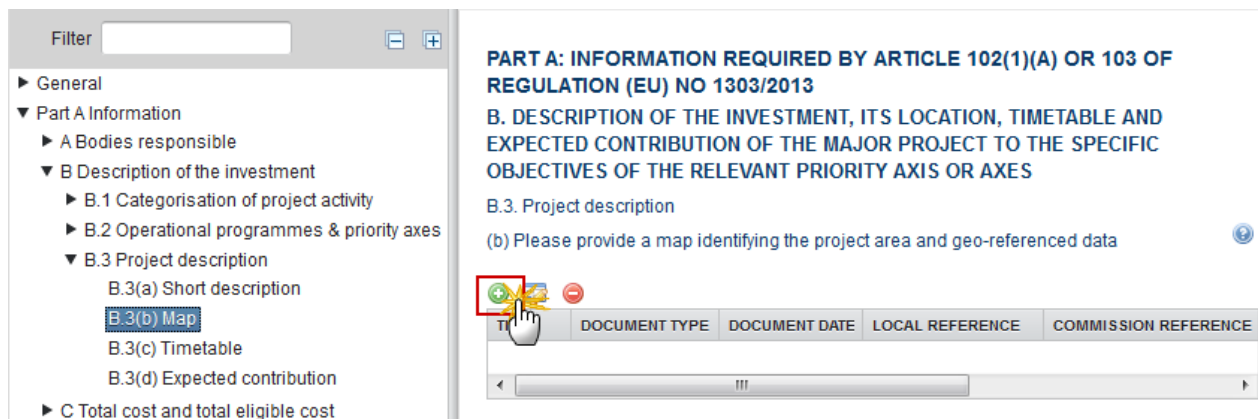
2. Enter the following information:

(1) Enter the text

(2) Click on the **Update** link to save the information.

B.3(b) Map

1. Click on the ADD button ⊕ to provide a map identifying the project area and geo-referenced data.

The Document details pop-up window appears:

2. Enter the following information:

(1) Select the *document type*

Only the *Map identifying project and geo-referenced data* Document type is shown and can be uploaded.

(2) Enter the *Title*

(3) Enter the *Document date*

(4) Click on the **ADD** button ⊕ to upload the *Map identifying project and geo-referenced data* Document.

(5) Enter the *Title* of the document

(6) Select the *Language*

(7) Click on the *Select file to upload* in order to upload the document.

(8) Click on the **Update** link to save the information.

NOTE	Only the Map Document type is shown and can be uploaded.

B.3(c) Timetable

NOTE	- The records in the Timetable are automatically foreseen. - "Completion date" cannot be before the "Start date".

1. Click on the **EDIT** button to provide the timetable for the development of the major project and its implementation.

The dates become editable:

2. Enter the following information:

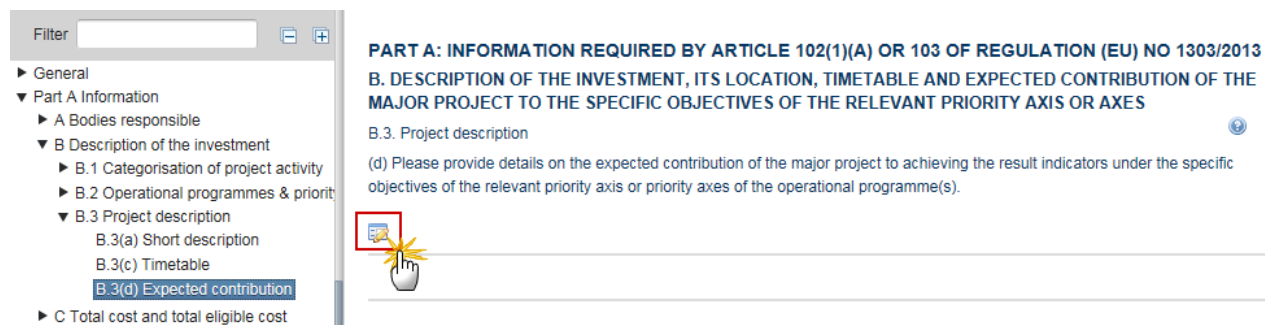**(1)** Enter the **START DATE (A)**
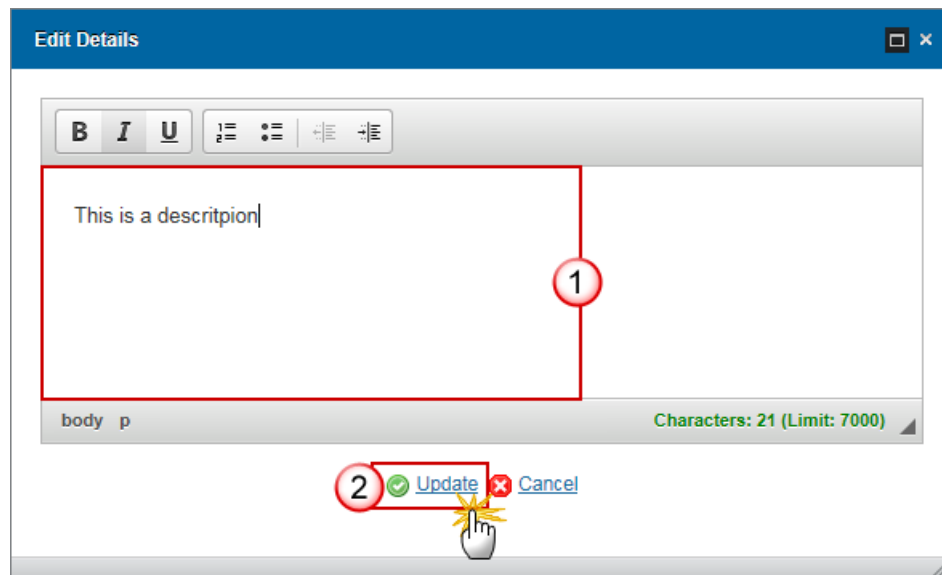
(2) Enter the **COMPLETION DATE (B)**

(3) Click on the **Update** link to save the information.

B.3(d) Expected contribution

1. Clicking on the **EDIT** button will open a pop-up window allowing you to provide details on the expected contribution of the major project to achieving the result indicators.

The Edit Details pop-up window appears:

2. Enter the following information:

(1) Enter the text

(2) Click on the **Update** link to save the information.

C Total cost and total eligible cost

C.1 Table Article 101
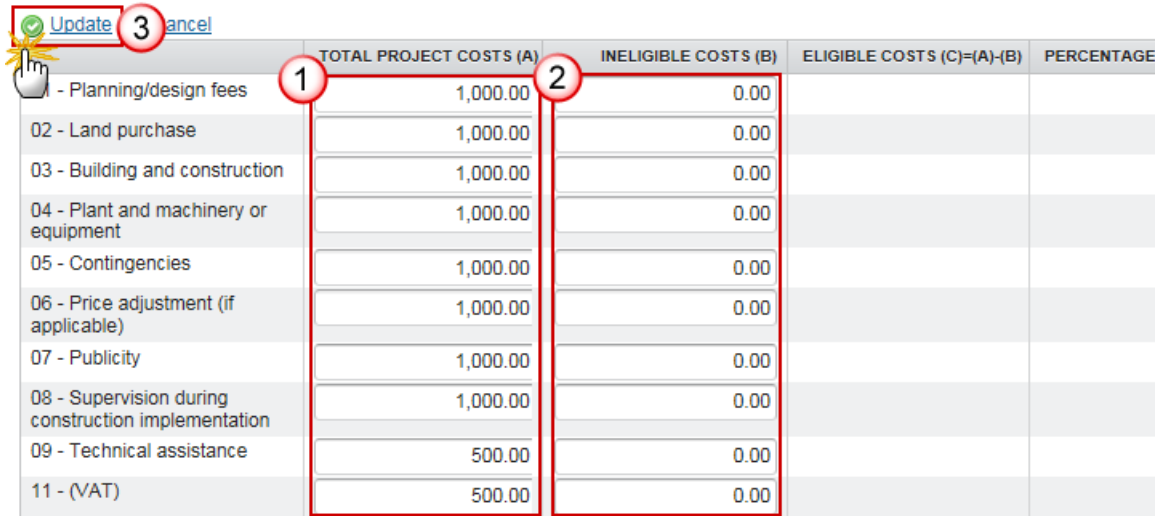
1. Click on the EDIT button [icon] to complete the table on the basis of the format for submission of information set out in accordance with Article 101 of Regulation (EU) No 1303/2013.

NOTE	The records in this table are automatically foreseen.
	'Ineligible costs' must be <= 'Total project costs', but Total of 'Ineligible costs' must be < Total of 'Total project costs'.
	The Input fields are numbers and you either leave it empty when not applicable or fill in a number when applicable.

The Table becomes editable:

2. Enter the following information:

(1) Enter the **TOTAL PROJECT COSTS (A)**

(2) Enter the **INELIGIBLE COSTS (B)**

(3) Click on the **Update** link to save the information.

3. Click on the **EDIT** button to *provide the exchange rate and the reference (where applicable)*

The Edit Details pop-up window appears:
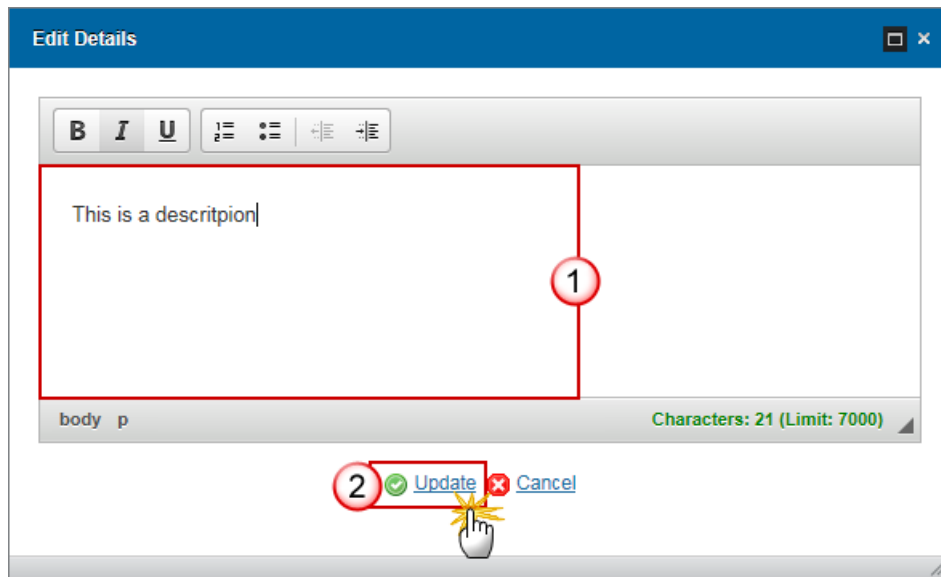
4. Enter the following information:

(1) Enter the text

(2) Click on the **Update** link to save the information.

5. Click on the **EDIT** button to *provide an explanation on any of the above elements when relevant*

The Edit Details pop-up window appears:
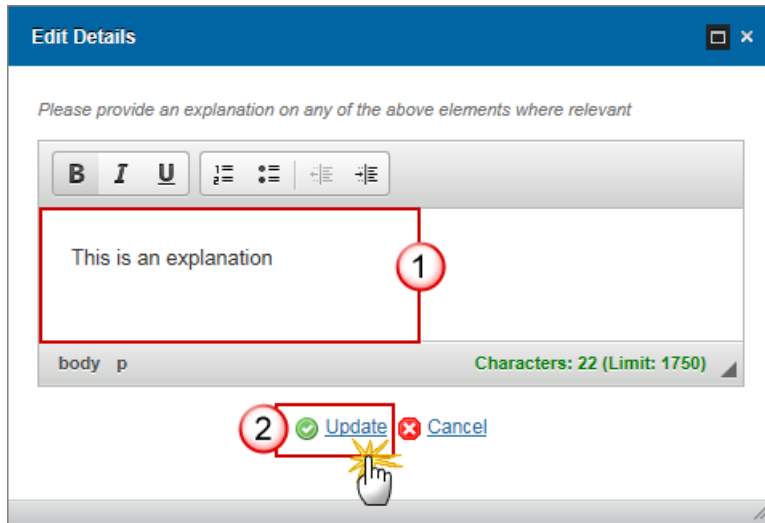
6. Enter the following information:

(1) Enter the text

(2) Click on the **Update** link to save the information.

C.2 Compliance with State aid rules

1. Click on the **EDIT** button to complete the table for Compliance with State aid rules in case the project involves the granting of State aid.

The Table becomes editable:

2. Enter the following information:

(1) Enter the **AMOUNT OF AID (EUR) IN GGE**

Gross grant equivalent (GGE) means the discounted value of the aid expressed as a percentage of the discounted value of the eligible costs, as calculated at the time of award of the aid on the basis of the reference rate applicable on that date

(2) Enter the **TOTAL AMOUNT OF ELIGIBLE COSTS (EUR)**

State aid rules include provisions on eligible cost. In this column Member States should indicate the total amount of eligible cost based on the State aid rules that have been applied

(3) Enter the **AID INTENSITY (%)**

State aid rules include provisions on eligible cost. In this column Member States should indicate the total amount of eligible cost based on the State aid rules that have been applied

(4) Enter the **STATE AID NUMBER/REGISTRY NUMBER FOR BLOCK-EXEMPTED AID**

(5) Click on the **Update** link to save the information.

NOTE	This application does not replace notification to the Commission under Article 108(3) of the Treaty. A positive decision by the Commission on the major project under Regulation (EU) No 1303/2013 does not constitute state aid approval

C.3 Total eligible cost calculation

1. Clicking on the **EDIT** button will open a pop-up window allowing you to add the Total eligible cost calculation.
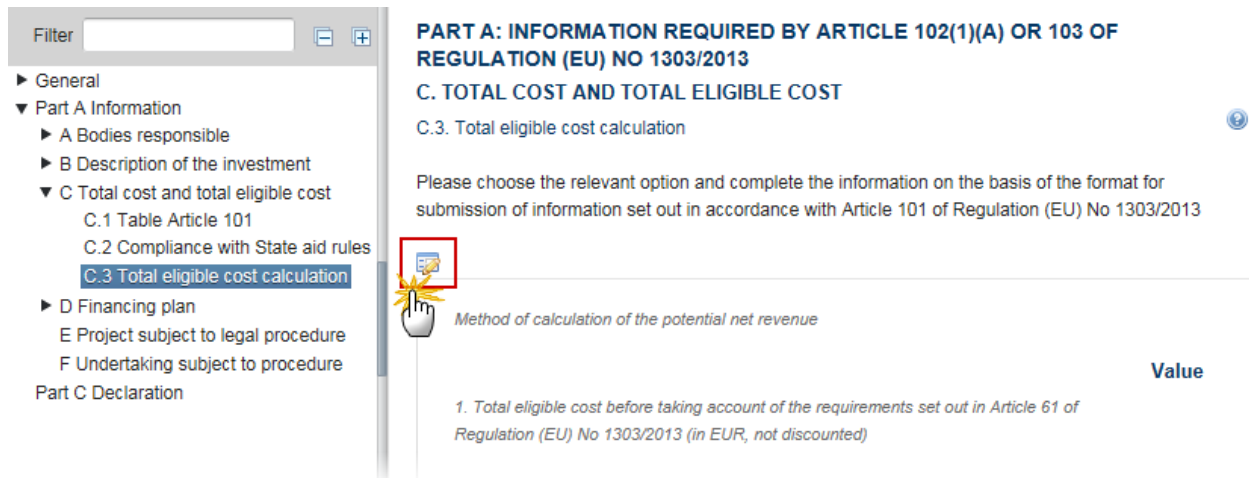
The Edit Details pop-up window appears:
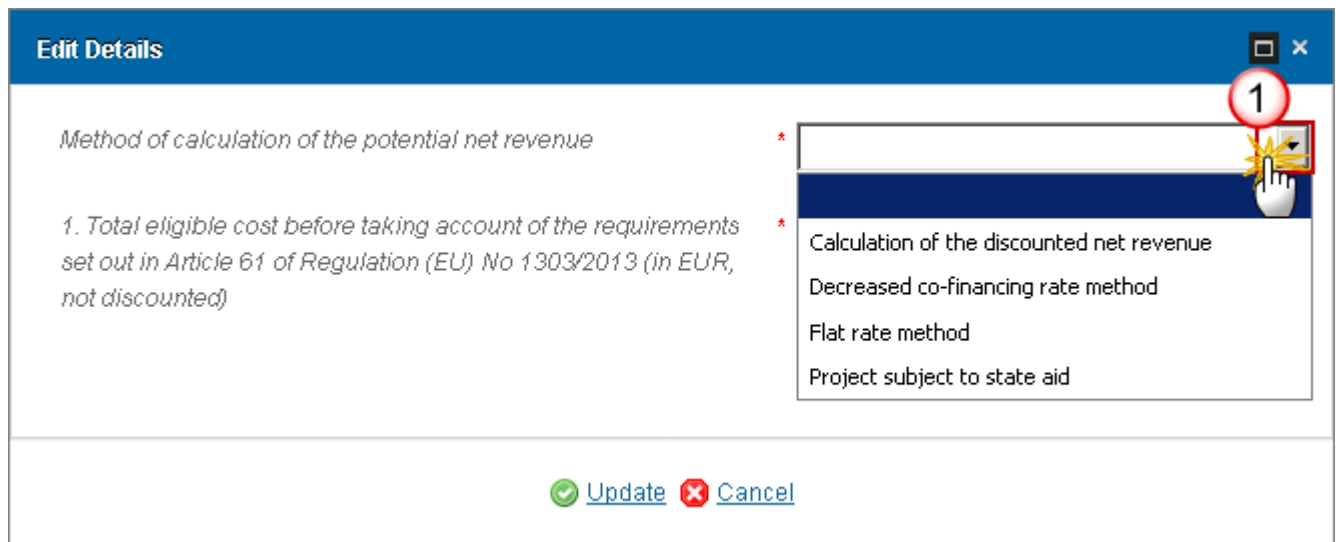
The information required will dynamically change depending on the Method selected:

2. Choose the *Method of calculation of the potential net revenue* **(1)**.

   - when the method of calculation is *calculation of the discounted net revenue*:

3. Enter the following information:

(1) Select Calculation of the discounted net revenue as the *Method of calculation of the potential net revenue*.

(2) Enter the *Total eligible cost before taking account of the requirement set out in Article 61 (EU) No 1303/2013.*

(3) Enter the *Pro-rata application of discounted net revenue (%)*

(4) Click on the **Update** link to save the information.

- When the method of calculation is *Decreased co-financing rate method*:

Edit Details

Method of calculation of the potential net revenue — ① Decreased co-financing rate method

1. Total eligible cost before taking account of the requirements set out in Article 61 of Regulation (EU) No 1303/2013 (in EUR, not discounted) — ② 1,200,000.00

2. Net revenue flat rate as defined in Annex V to Regulation (EU) No 1303/2013 or delegated acts (FR) (%) — ③ 15.00000000000000000000 ☑

3. Total eligible cost after taking account of the requirements set out in Article 61 of Regulation (EU) No 1303/2013 (in EUR, not discounted). — ④ 1,000,000.00

⑤ Update ✖ Cancel

4. Enter the following information:

(1) Select Decreased co-financing rate method as the *Method of calculation of the potential net revenue*.

(2) Enter the *total eligible cost before taking account of the requirement set out in Article 61 (EU) No 1303/2013.*

(3) Enter the *net revenue flat rate as defined in Annex V to Regulation (EU) No 1303/2013 or delegated acts (FR).*

The "Disable default rounding" checkbox on C.3.2 is by default unchecked.

(4) Enter *the eligible cost after taking account of the requirement set out in Article 61 of Regulation (EU) No 1303/2013*

(5) Click on the **Update** link to save the information.

REMARK	When method is "Decrease co-financing method" then field 3. "Total eligible cost after taking account of the requirements (…)" needs to be input manually. For the other calculation methods, this field is automatically calculated.
	The **"Disable default rounding"** checkbox on C.3.2 is by default unchecked. When checked, the C.3.2 rate in the display page will be shown unrounded, whereas by default it is shown rounded to 2 decimals.

- When the method of calculation is the *flat rate*:

3. Enter the following information:

(1) Select Flat rate method as the *Method of calculation of the potential net revenue*.

(2) Enter the total eligible before taking account of the requirement set out in Article 61 (EU) No 1303/2013.

(3) Enter the *Net revenue flat rate as defined in Annex V to Regulation (EU) No 1303/2013 or delegated acts (FR).*

(4) Click on the **Update** link to save the information.

- When the method is *Project subject to state aid:*

3. Enter the following information:

(1) Select the *method of calculation of the potential net revenue: Project subject to state aid*

(2) Enter the *total amount of eligible cost before taking account of the requirements set out in Article 61 of Regulation (EU) N° 1303/2013*

(3) Enter the *Total eligible cost after taking account of the requirements set out in Article 61 of Regulation (EU) N°1303/2013* (no mandatory)

(4) Click on the **Update** link to save the information

D Financing Plan

Financing Plan and physical and financial indicators for monitoring progress, taking account of the identified risks.

D.1 Sources of co-financing

1. Clicking on the **EDIT** button will allow you to add the sources of co-financing.

The Table becomes editable:

2. Enter the following information:

(1) Enter the **ERDF** amount

(2) Enter the **NATIONAL PUBLIC** amount

(3) Enter the **NATIONAL PRIVATE** amount

(4) Enter the **OTHER SOURCES** amount

(5) Enter the **EIB/EIF FINANCING** amount

(6) Click on the **Update** link to save the information.

3. Click on the **EDIT** button to enter information on *Other Sources*

Please provide the exchange rate and the reference (where applicable)
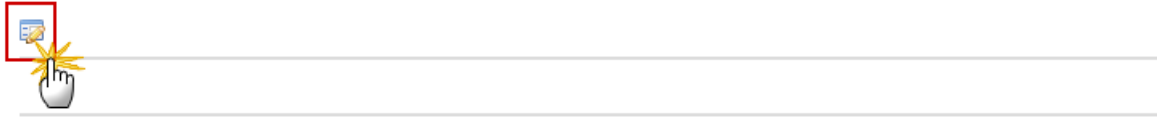
The Edit Details pop-up window appears:
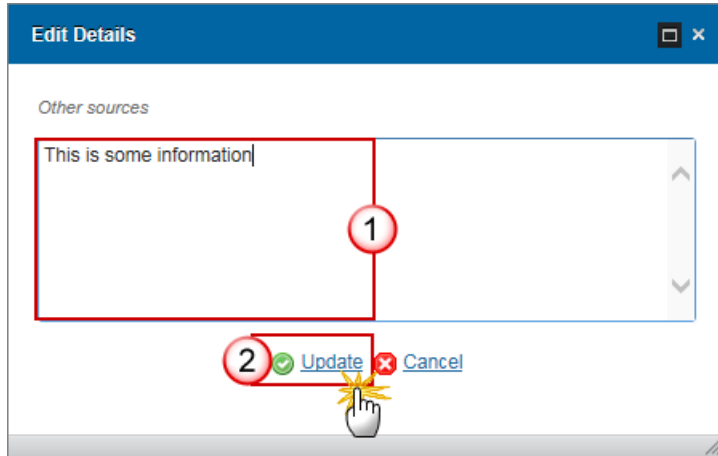
4. Enter the following information:

(1) Enter the text

(2) Click on the **Update** link to save the information.

REMARK	The Union Support columns for ERDF and CF will only be shown when used.

D.2 Annual Plan

1. Click on the **EDIT** button [icon] to add the Annual Plan of total eligible expenditure to be declared to the Commission.

NOTE	A record for each OP-Priority Axis-Fund combination covered by the Major Project will automatically be foreseen.

The Table becomes editable:

2. Enter the following information:

(1) Enter the amounts for each of the years

(2) Click on the **Update** link to save the information.

D.3 Indicators

1. Clicking on the **ADD** button will open a pop-up window allowing you to create Output indicators and other physical indicators for monitoring progress.

The Edit Details pop-up window appears:

You can select or define the output indicator: Common output indicator, Physical indicator or New physical indicator.

- Common output indicator

2. Enter the following information:

(1) Select the *OP – Priority Axis - Fund*

(2) Select the *Common output indicator* option

(3) Choose a *Common output indicator* from the list

(2) Enter the *Target value for the Major Project*

(3) Enter the *Target year*

(4) Click on the **Update** link to save the information.

  - Physical indicator

3. Enter the following information:

(1) Select the *OP – Priority Axis - Fund*

(2) Select the *Physical indicator* option

(3) Choose an existing *Physical indicator* from the list

If the list of Physical Indicators is empty you should choose the option 'New Physical Indicator'

(4) Enter the *Target value for the Major Project*

(5) Enter the *Target year*

(6) Click on the **Update** link to save the information.

- New physical indicator
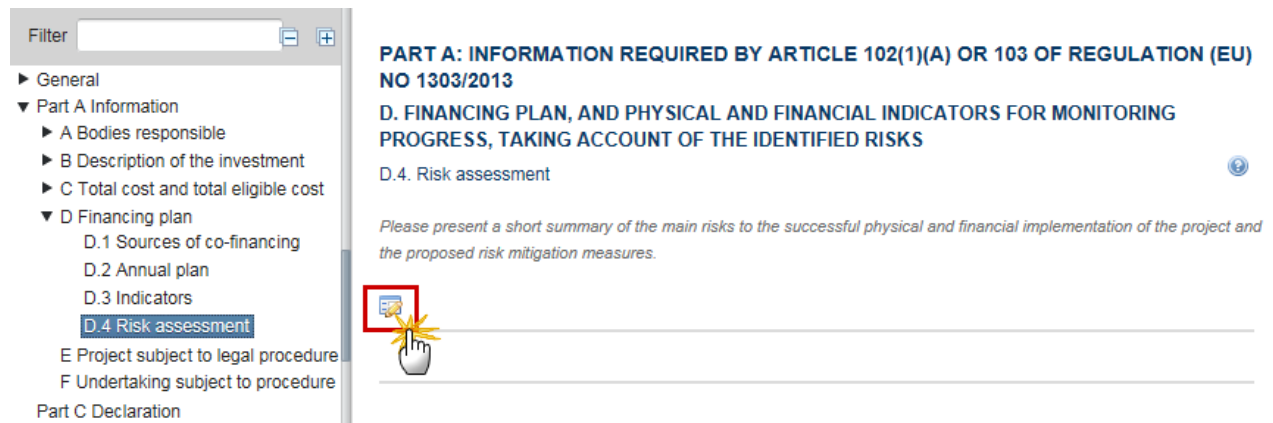
4. Enter the following information:

(1) Select the *OP – Priority Axis - Fund*

(2) Select the *Physical indicator* option

(3) Enter the *ID*

(4) Enter the *Indicator*

(5) Enter the *Measurement unit*

(6) Select if Indicator is *Qualitative*

(7) Enter the *Order*

(8) Enter the *Target value for the Major Project*

(9) Enter the *Target year*

(10) Click on the **Update** link to save the information.

D.4 Risks assessment

1. Clicking on the **EDIT** button [image] will open a pop-up window allowing you to provide information on Risk assessment.

The Edit Details pop-up window appears:

2. Enter the following information:

(1) Enter the text

(2) Click on the **Update** link to save the information.

E Project subject to legal procedure

1. Click on the **EDIT** button to provide information about if the project is subject to a legal procedure for non-compliance with Union law.

The information becomes editable:

2. Enter the following information:

(1) Select *Yes* or *No*

When the project is subject to a legal procedure for non-compliance with union law, the details section is mandatory.

(2) When '**Yes**' is selected enter the *details and justify the proposed contribution from the Union budget to the project in this respect.*

(3) Click on the **Update** link to save the information.

F Undertaking subject to procedure

1. Click on the **EDIT** button [icon] to provide information on if the undertaking has previously been, or is currently, subject of a procedure.

The information becomes editable:

2. Enter the following information:

(1) Select *Yes* or *No*

When the undertaking has previously been, or is it currently, subject of a procedure (1) to recover union support following the relocation of a productive activity outside the programme area or outside the union, the details section is mandatory.
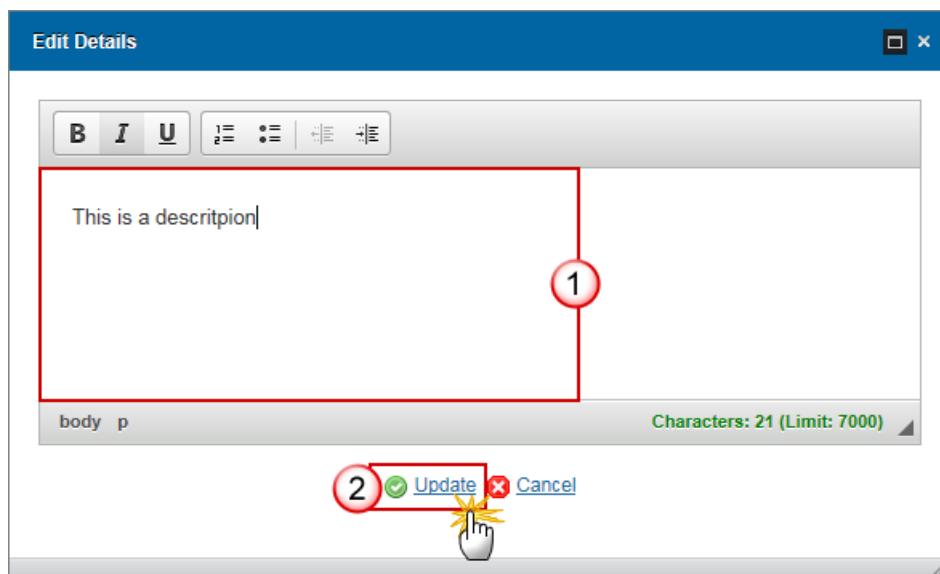
(2) When '**Yes**' is selected enter the *details and justify the proposed contribution from the Union budget to the project in this respect.*

(3) Click on the **Update** link to save the information.

3. Click on the **EDIT** button [icon] to *give details of the expected impact of the project on employment in other regions of the union, and define whether the financial contribution from the Funds does no result in substantial loss of jobs in existing locations within the Union* (for productive investments only)
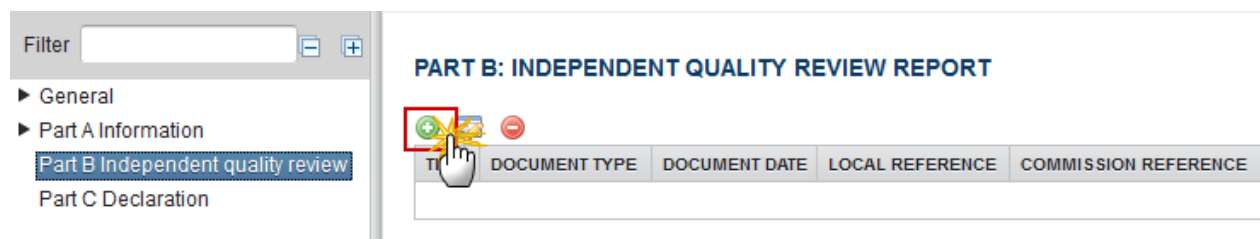
The Edit Details pop-up window appears:

4. Enter the following information:

(1) Enter the text

(2) Click on the **Update** link to save the information.

Part B. Independent quality review

1. Click on the **ADD** button ⊕ to provide the Independent quality review report.

The Document details pop-up window appears:

2. Enter the following information:

(1) Select the *document type*

Only the Independent quality review report Document type is shown and can be uploaded.

(2) Enter the *Title*

(3) Enter the *Document date*

(4) Click on the **ADD** button to upload the Independent quality review Document.

(5) Enter the *Title* of the document

(6) Select the *Language*

(7) Click on the *Select file to upload* in order to upload the document.

(8) Click on the **Update** link to save the information.

NOTE	Only the Independent quality review report Document type is shown and can be uploaded.

Part C. Declaration

1. Clicking on the **EDIT** button will open a pop-up window allowing you enter the Declaration of Competent national authority.

The Edit Details pop-up window appears:

2. Enter the following information:

(1) Enter the *Name*

(2) Enter the *Organisation*

(3) Click on the **Update** link to save the information.

Validate the Major Project Notification

REMARK	The Major Project can be validated when the version is in a status **'OPEN'**.

1. Click on the **Validate** link to validate the Major Project Notification.

REMARK	An **ERROR** will block you from sending the Major Project. The error(s) should be resolved and the Major Project must be revalidated. **NOTE** that a **WARNING** does not block you from sending the Major Project.

The system validates the following information:

Code	Validation Rule	Severity
2	The system validates the integrity of the input fields	**INFO**
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): ▪ (……16RFMP…| ……16CFMP…| ……16M1MP…)	**ERROR**
2.3	Validate that at least one Authority responsible for project notification (A.1) has been defined.	**ERROR**

2.4	Validate that at least one Body responsible for project implementation (A.2) has been defined.	**ERROR**
2.5	Validate in A.3 that the Description is not empty when the project is a phase of a Major Project.	**ERROR**
2.6	Validate in A.4 that the CCI is not empty when the Commission previously approved any part of this Major Project.	**ERROR**
2.7	Validate in A.4 that the Description is not empty when the CCI is from 2007-2013.	**ERROR**
2.8	Validate in B.2.7 that the NUTS codes are from level 3.	**ERROR**
2.9	Validate in B.2.1 that the linked Programme(s) are for IGJ or ETC or IPA-CB and have been adopted and belong to the same Member State as the Major Project (implicit in web).	**ERROR**
2.10	Validate in B.2.1 that the linked Priority Axes cover the Fund covered by the Major Project (implicit in web).	**ERROR**
2.11	Validate in B.2.1 that the Co-financing Fund is covered by the Priority Axis and by the Major Project (see Budget Source in the Major Project CCI) (implicit in web).	**ERROR**
2.12	Validate in B.3 that the timetable contains all Implementation Phases (implicit in web).	**ERROR**
2.13	Validate in B.3 that the Completion date is >= Start date	**ERROR**
2.14	Validate in C.1 that the cost table contains all Cost Types.	**ERROR**
2.15	Validate in C.1 that the Ineligible costs are <= Total project costs.	**ERROR**
2.16	Validate in C.2 that the Compliance with State aid rules table contains all State Aid Types (implicit in web).	**ERROR**
2.17	Validate in C.3 when the Calculation Method is "Decreased co-financing rate" or "Project subject to state aid" that the "Total eligible cost after taking account of the requirements …" is not null.	**ERROR**
2.18	Validate in D.1 that Union Support is only provided for the Funds covered by the Major Project.	**ERROR**

2.19	Validate in D.1 when Other sources is used that they are specified.	**ERROR**
2.20	Validate in D.2 that records are created for all OP, Priority Axis, Fund combinations from B.2.1	**ERROR**
2.21	Validate in D.3 that all Common Output Indicators defined against the OP-Priority Axis-Fund exists (implicit in web).	**ERROR**
2.22	Validate in E that the Justification is not empty when the answer was "Yes".	**ERROR**
2.23	Validate in F that the Justification is not empty when the answer was "Yes".	**ERROR**
2.24	Validate that the Independent Quality Review Report (MP.IQR) is uploaded when the Major Project Notification is based on Article 102(1)	**ERROR**
2.25	Validate that all integral documents have at least one attachment with a length > 0	**ERROR**
2.26	Validate that Map identifying project area and geo-referenced data (MP.MAP) is uploaded.	**ERROR**
2.27	Validate in C.1 that the total of Ineligible costs is < Total of Total project costs.	**ERROR**
2.28	Validate that the Declaration Name, Organisation and Date are not null -> *"Management declaration should be filled in"*	**ERROR**
2.29	Validate in C.3 that a 'Method of calculation' is selected and • when it is 'Calculation of the discounted net revenue' (1), that a 'Total eligible cost before …' is provided, • when it is 'Flat rate method' (2), that a 'Total eligible cost before …' is provided, • when it is 'Decreased co-financing rate method' (3), that a 'Total eligible cost before …' and 'Total eligible cost after …' is provided, • when it is 'Project subject to state aid' (4), that a 'Total eligible cost before …' and 'Total eligible cost after …' is provided	**ERROR**

After all errors have been resolved the status of the Major Project becomes **READY TO SEND**.

An example of a validation window:

Send the Major Project Notification

REMARK	The Major Project 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 Major Project, the user has the role of MS Managing Authority with Send rights. 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 **Send** link to send the Major Project to the Commission or to an upper Node.
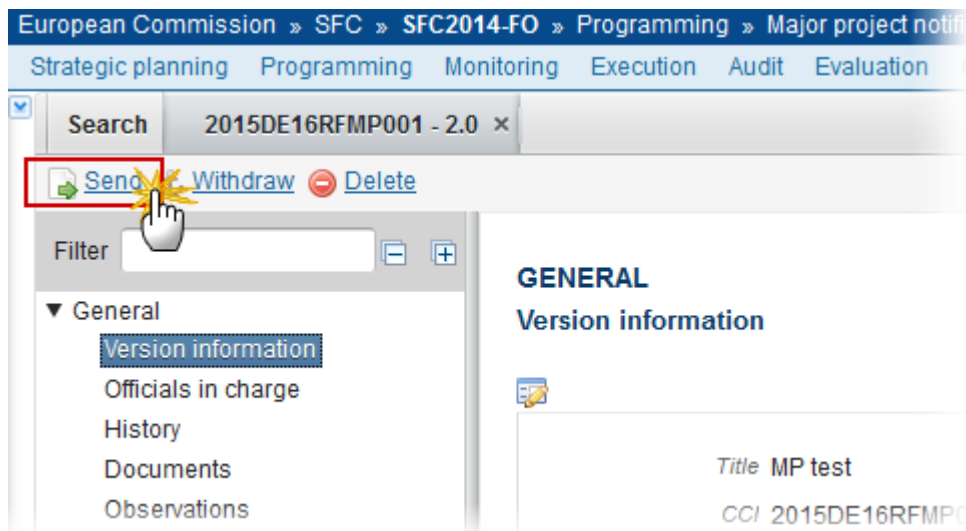
The system will ask you to confirm the send action:
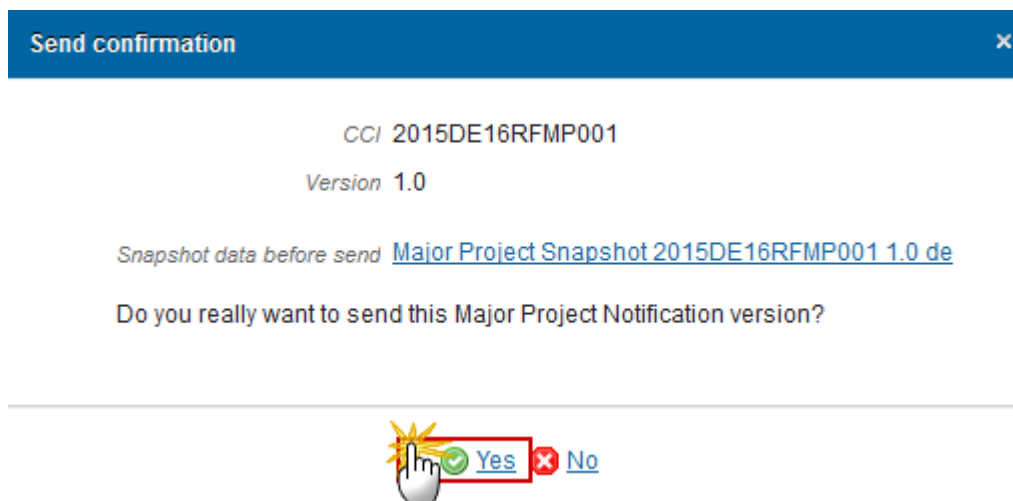
2. Click on **Yes** to confirm or click on **No** to return to the Major Project Notification.
3. The Sending of information by a Member State to the Commission should be electronically signed in accordance with **Directive 1999/93/EC.**

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:

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

On success, the Major Project version has been sent to the Commission or to an upper node and the status is set to **SENT.**

Delete the Major Project Notification

REMARK	A Major Project Notification can be deleted only if its status is **'OPEN', 'READY TO SEND'** or **'RETURNED FOR MODIFICATION BY MS'** and <u>has never been sent to the Commission before</u> and has no sent documents attached. It is a must to have the role of MS Managing Authority with Update rights.

1. Click on the **Delete** link to remove the Major Project from the system.

The system will ask you to confirm the delete action:
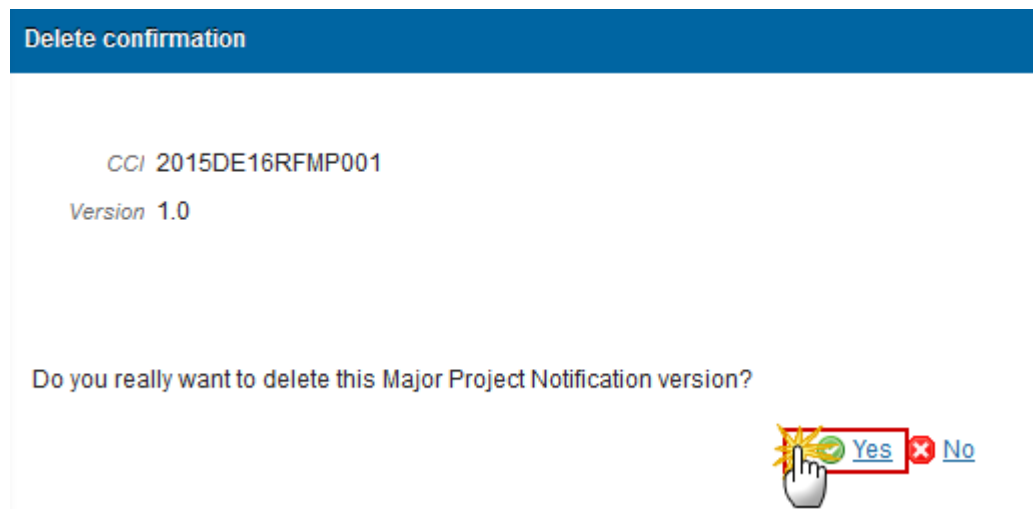
2. Click on **Yes** to confirm or click on **No** to return to the Major Project Notification.

On success, the Major Project is removed physically from the system.

Withdraw a Major Project Notification

REMARK	You can stop the procedure of a Major Project Notification using the **Withdraw** action when the last Major Project Notification version is in a status **'OPEN'**, **'READY TO SEND'** or **'RETURNED FOR MODIFICATION BY MS'** and has previously been sent to the Commission or contains documents already sent to the Commission.
	It is a must to have the role of MS Managing Authority with Update rights.

1. Click on the **Withdraw** link to stop the procedure of the Project.
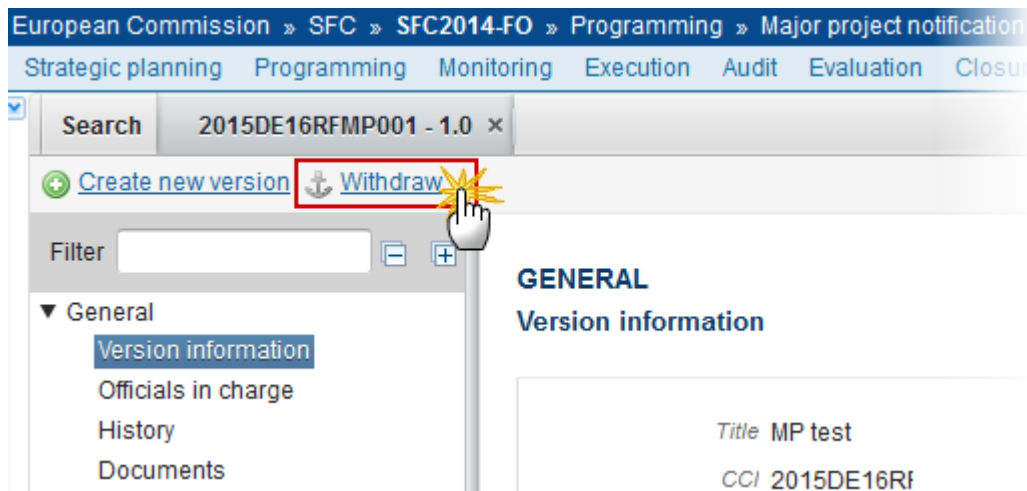
The system will ask you to confirm the withdrawal:

Confirm withdrawal

CCI 2015DE16RFMP001

Version 1.0

Title *	Withdrawal confirmation ①
Document date *	01/09/15 📅 ②
Local reference	
Commission reference	

Attached files

➕ ➖ ③

TITLE	LANGUAGE	FILENAME	
☐	Confirmation ④	English ⑤	report.doc	⑥ Select file to upload

Do you really want to withdraw this major project version?

⑦

✅ Yes ❌ No

(1) Enter a *Title* for your Document

(2) Enter a *Date*

(3) Click on the **ADD** button ➕ to add a document ("Withdrawal justification letter ") with attachments that will be send together with the withdrawal action to the Commission.

- 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 ➖

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

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

(6) Select the *file* to upload.

(7) Click on **Yes** to confirm or click on **No** to return to the Major Project Notification.

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

Create a New Version of the Major Project Notification

REMARK	A New Version can only be created when the last Major Project Notification version has been **'TACITLY APPROVED BY EC'**, **'APPROVED BY EC'**, **'ACKNOWLEDGED BY EC'**, **'INCOMPLETE SUBMISSION'** or **'CANCELLED'**. It is a must to have the role of MS Managing Authority with Update rights.

1. Click on the **Create New Version** link to create a new version of the Major Project.
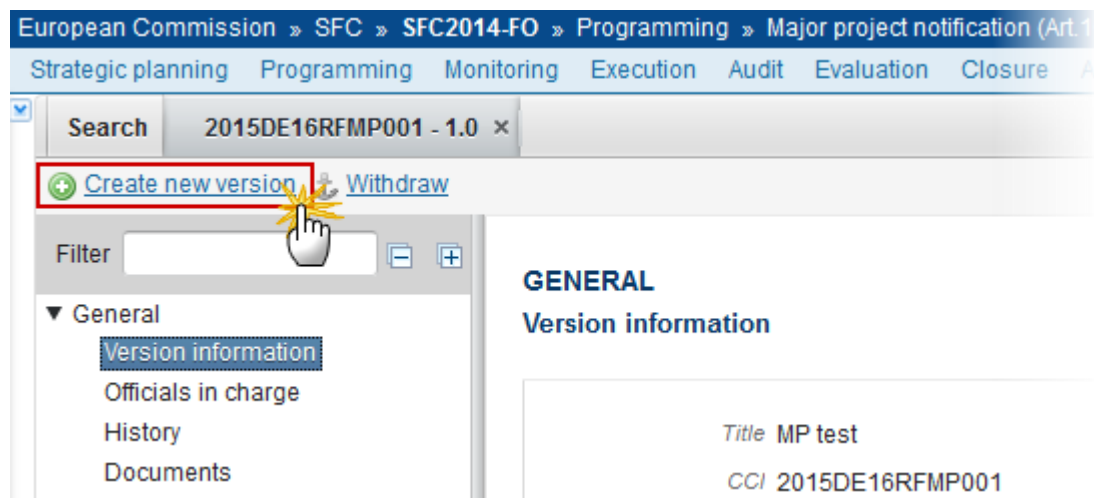
The system will ask you to confirm the creation of a new version:

2. Click on **Yes** to confirm. Click on **No** to return to the Major Project Notification.

On success, a new version of the Major Project Notification has been created as a copy of the previous version, with a version number incremented by one when the last version was **'TACITLY APPROVED BY EC'**, **'APPROVED BY EC'**, **'INCOMPLETE SUBMISSION'**, **'ACKNOWLEDGED BY EC'** or **'CANCELLED'**. (ex. 1.0 > 2.0).

Its status was set to **OPEN**.

Resubmit a Major Project Notification

REMARK	You can resubmit a Major Project Notification when is in status **'REFUSED BY EC'** or **'WITHDRAWN BY MS'**.
	Resubmission can be done under the same Article or under Article 101 as a Major Project Submission.
	It is a must to have the role of MS Managing Authority with Update rights.

1. Clicking on the **Resubmit** link will enable you the resubmission of the Major Project.

The system will ask you to confirm the resubmit action:

(1) Select under which Article you want to resubmit the Major Project (*same Article* or *Article 101*).

(2) Click on the **YES** to confirm the resubmission action.
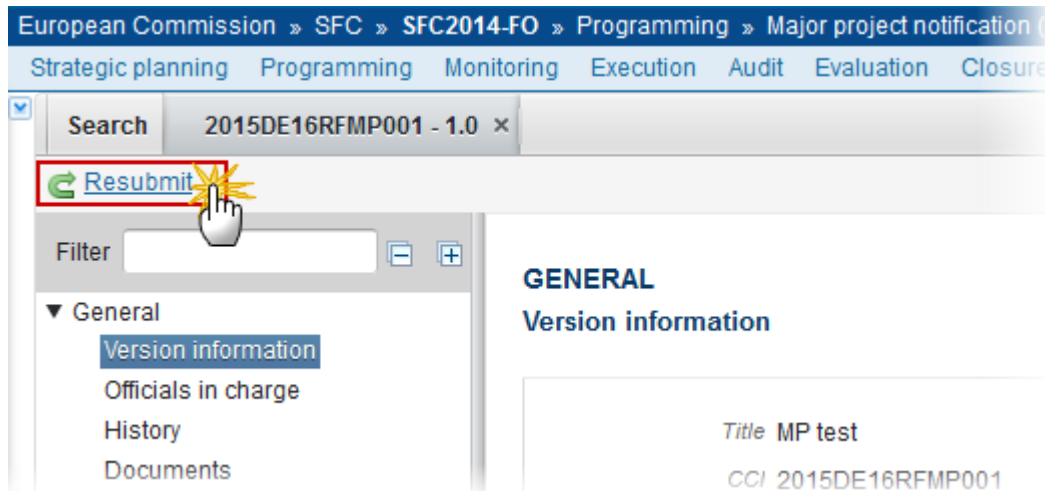
On success,

- when under the same Article, a new version of the Major Project Notification has been created as a copy of the last version and the version number was incremented by one (ex. 1.0 → 2.0). Its status was set to '**OPEN**'.

- when under Article 101, a new version of a Major Project Submission has been created by copying as much as possible information from the last Major Project Notification version and the version number was incremented by one (ex. 1.0 → 2.0). Its status was set to '**OPEN**'.

Acknowledge a Major Project Notification

The Commission can **'ACKNOWLEDGED BY EC'** a Major Project Notification when the Member State has submitted an amendment falling under **article 102.1** and the new notification form stays in line with the appraisal report being the basis for the first Commission approval, or the MS has submitted a modification of a phased project falling under **article 103** and the modifications of the project are in line with article 103 conditions, and the Commission wants to acknowledge this Major Project Notification Version sent by the Member State.

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

During acknowledge by the Commission, the Commission can optionally add a document ("EC acknowledgement comments ") with attachments that will be send together with the acknowledge action to you.