Operational Programme (FEAD I)

PURPOSE

This document describes the actions related to Programming and Follow-Up and more specific those related to the Operational Programmes for FEAD: **Food and/or basic Material Assistance Operational Programme (OP I)** and Social Inclusion of the Most Deprived Persons Operational Programme (OP II).

REGULATION

More detail regarding the regulation of the **OPERATIONAL PROGRAMME FEAD** can be found in **'About SFC2014'** section of this portal.

ROLES

Roles involved in OP are:

MS Managing Authority	Upload Operational Programme Documents
	Record Operational Programme
	Consult Operational Programme
	Delete Operational Programme
	Validate Operational Programme
	Send Operational Programme
	Return Operational Programme for Modifications
	Cancel Operational Programme
	Create New Version of an Operational Programme
MS Audit Authority	Consult Operational Programme

FUNDS

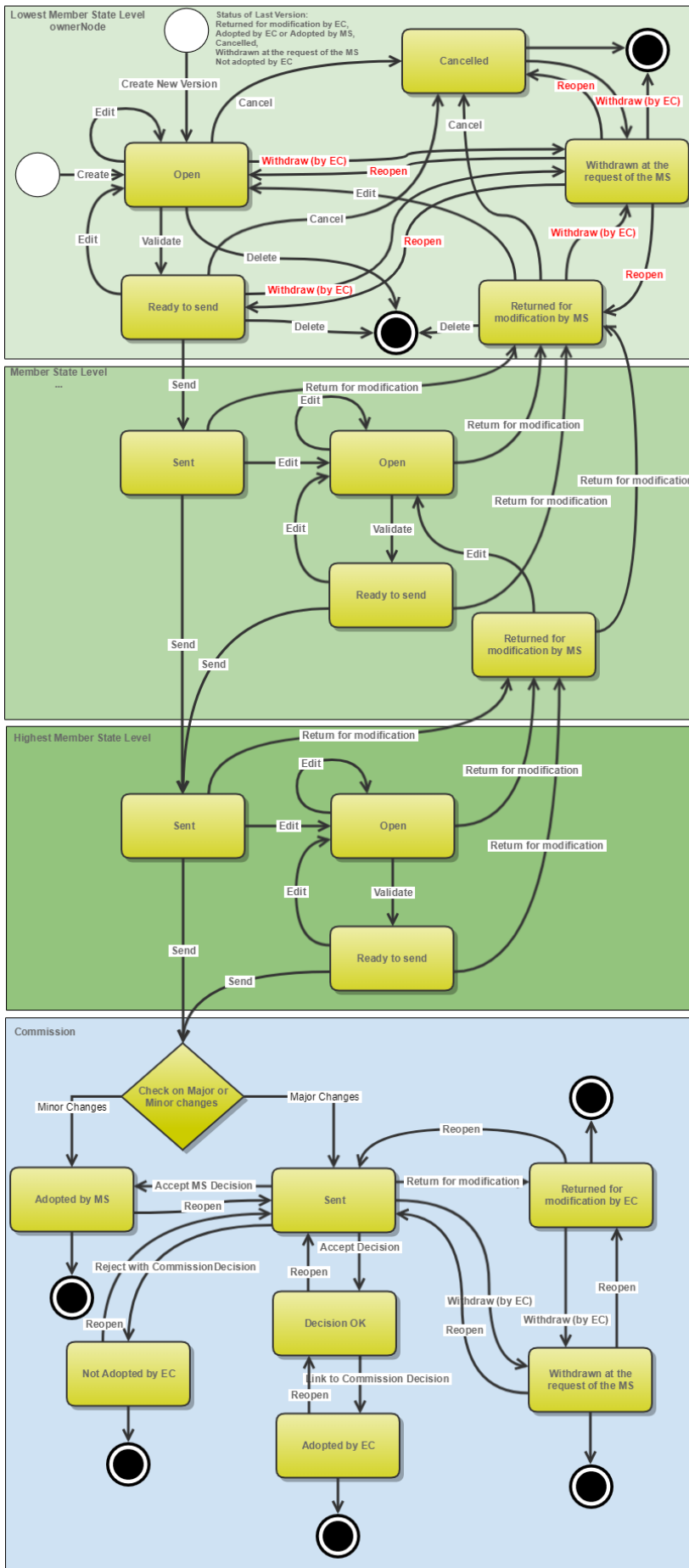| FEAD			

PRE-CONDITIONS

The CCI number used for the Operational Programme must have been previously allocated by the Commission. The list of values in the creation wizard will contain all allocated FEAD CCI numbers.

Workflow

This section shows the lifecycle to create and manage an Operational Programme FEAD.

Click here to see the OP FEAD workflow diagram in high resolution.

Programme State Diagram

Lowest Member State Level ownerNode

Status of Last Version:
Returned for modification by EC,
Adopted by EC or Adopted by MS,
Cancelled,
Withdrawn at the request of the MS
Not adopted by EC

Create New Version

Cancelled

Edit

Cancel

Create — Open

Withdraw (by EC) — Reopen

Withdrawn at the request of the MS

Edit

Cancel

Reopen — Withdraw (by EC)

Edit — Validate

Delete

Reopen

Withdraw (by EC)

Reopen

Ready to send

Delete — Delete

Returned for modification by MS

Withdraw (by EC)

Reopen

Member State Level ...

Send

Return for modification

Edit

Return for modification

Sent — Edit — Open

Edit

Validate

Return for modification

Edit

Return for modification

Ready to send

Return for modification

Returned for modification by MS

Send

Send

Highest Member State Level

Return for modification

Edit

Return for modification

Sent — Edit — Open

Edit

Validate

Return for modification

Ready to send

Send

Send

Commission

Check on Major or Minor changes

Minor Changes

Major Changes

Reopen

Adopted by MS — Accept MS Decision — Sent — Return for modification — Returned for modification by EC

Reopen

Accept Decision

Reject with CommissionDecision

Reopen

Reopen

Reopen

Decision OK

Withdraw (by EC)

Withdraw (by EC)

Reopen

Not Adopted by EC

Reopen

Link to Commission Decision

Reopen

Withdrawn at the request of the MS

Adopted by EC

4

Create the Operational Programme (FEAD I)

REMARK	To create the OP you must have MS Managing Authority with Update access for the FEAD funds covered by the CCI (you need update permission <u>for all Funds</u> covered by the CCI). The CCI number used for the Operational Programme must have been previously allocated by the Commission. The list of values in the creation wizard will contain all allocated FEAD CCI numbers. There are two types of Operational Programmes for FEAD: - **Food and/or basic material assistance Operational Programme (OP I)** - Social inclusion of the most deprived persons Operational Programme (OP II)

1. To access into **OPERATIONAL PROGRAMME (FEAD)** section, first click on the **PROGRAMMING** link in the menu and then on the **Operational programme (FEAD)** link.
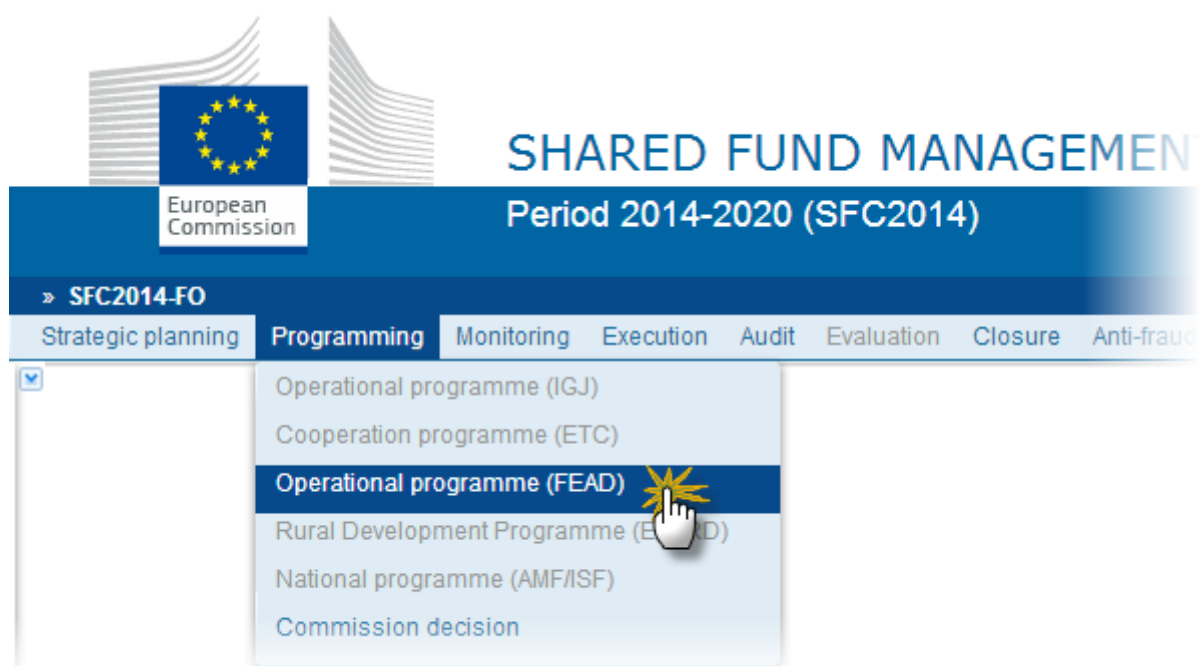
2. Click on the **Create new programme** link to create a new Operational Programme I.

You are redirected to Operational Programme creation:

3. Enter or Select the following information:

(1) Select a *CCI*.

The CCI list contains all allocated FEAD CCIs for the Country of the User's Node and which contain the Funds for which you are registered (you need update permission for all Funds covered by the CCI).

If the CCI code is not in the list, the user can **Request a new CCI number** 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" to go to the CCI Request Form."

(2) Enter a *Title*.

(3) Select a *First year*.

(4) Select a *Last year*.

First Year is pre-filled with 2014 and Last Year with 2020. Both fields can be updated but First Year needs to be smaller than Last Year and between 2014 and 2022.

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

The status of the Operational Programme is **OPEN.**

On Create, the initial Operational Programme structure is created and a Table of Content (ToC)/Navigation Tree, specific to the type of programme, is presented, so the user can continue to populate the structured data of the Operational Programme. When FEAD Programme (CCI like '%05FMOP%') then create **OP I: Food and/or basic material assistance Operational Programme** when FEAD Programme (CCI like '%05FSOP%') then create **OP II: Social inclusion of the most deprived persons Operational Programme.**

The Financial Plan by year is automatically created for all years between First and Last Year.

Record/Edit the OP FEAD I

Find all the information to complete each screen of the Operational Programme FEAD I: Food and/or basic material assistance, below there are the links to the main sections:

- General
- Programme Formulation
    - Situation
    - Material Deprivation Types
    - Other
- Implementation
    - Identification of most deprived
    - Selection of Operations
    - Selection of Partners
    - Complementary with ESF
    - Institutional Set-up
    - Monitoring & Evaluation
    - Technical Assistance
- Involvement of Stakeholders
- Financing Plan
    - By Year
    - By Type

General

Version Information

The Version Information contains information on the identification and status of the Operational Programme FEAD I version; the CCI, Title, Version Number, Status, Current Node etc.

The Version information can be modified once the version has been created:

1. Click on the **EDIT** button to modify the general information of the operational programme.

GENERAL
Version information

Title	CCI Test to create user guide

CCI	2014BE05FI	Version	1.0	Last modified	11-Mar-2014 14:47

Status	Open	Current node	Belgium
First year	2014	Last year	2020
Eligible from		Eligible until	
EC decision number		EC decision date	
Major amendment	☐		
Justification for amendment			
Comments			

Latest validation results

SEVERITY	CODE	MESSAGE

The edit details form pop-up window appears:

2. Enter or select the following information:

(1) Select a *CCI.*

(2) Enter a *Title.*

(3) Select a *First year*.

(4) Select a *Last year*.

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

NOTE	CCI can only be updated when Version 1. But it can only be replaced by a CCI of the same type. The CCI list contains all allocated FEAD CCIs of the same Budget Source for the Country of the User's Node.
	In Version 1, First Year is pre-filled with 2014 and Last Year with 2020. Both fields can be updated. In subsequent versions, only the Last Year can be extended up until 2022.

Officials in Charge

NOTE	Officials in Charge can be updated at any time, independent from the status of the Operational Programme.

- Clicking on the **ADD** button ⊕ will open a pop up window allowing you to add a new official in charge.

- Selecting an Official in Charge row and click on the **EDIT** button ![edit icon] will allow you to modify the selected official in charge information.
- Selecting a row and clicking on the **DELETE** button ![delete icon] will remove the data of the selected row.

1. Click on the **ADD** button ![add icon] to add a new official in charge.

GENERAL
Officials in charge

![add, edit, delete icons]

NAME	PHONE	EMAIL	VALID FROM
Pierre		pierre@example.be	

The Edit Details pop-up window appears:

2. Enter the following information:

(1) Enter the Name.

(2) Enter the Email.

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

REMARK	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 Operational Programme since it was created, for example:

GENERAL

History

STATUS	ACTION	COMMENTS	BY LEVEL	DATE
Sent	Send		Belgium	13-Mar-20
Ready to send	Validate		Belgium	12-Mar-20
Open	Validate		Belgium	12-Mar-20
Open	Edit		Belgium	11-Mar-20
Open	Create		Belgium	11-Mar-20

Documents

The following documents will be foreseen:

Description	Non-Integral	Integral	System	Required
Supplementary information		X		
Other Member State Document				
Snapshot of data before send		X	X	X
Acknowledgment of Receipt			X	X
Draft Report of the Ex-ante Evaluation with an executive summary		X		X (only on version 1)
MS Request to withdraw programme version	X			

MS Request to return programme version for modification	X				

Uploading & Sending Documents

Multiple documents can be uploaded in the OP.

- Clicking on the **ADD** button ⊕ will open a pop up window allowing you to add a new document type with attachments.

- Selecting a document row and click on the **EDIT** button 📝 will allow you to modify the document information. If a document of type 'Other Member State Document' must be sent, you can select the edit button in order to send the document.

REMARK	**Integral Documents** ('Official Proposal', ' Draft Report of the Ex-ante Evaluation with an executive summary', ' Documentation on the assessment of the applicability and the fulfilment of ex-ante conditionalities', ' Opinion of national equality bodies on sections 12.2 and 12.3', ' Citizens' summary') are only sent once the Operational programme is sent.
	Referential Documents (i.e. 'Other Member State Document') can be sent at any time independently of the status of the Operational programme.
	A document is only visible to the Commission when the **SENT DATE** is visible.

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

GENERAL
Documents annexed to this programme

⊕ 📝 ⊖

TITLE	DOCUMENT TYPE	DOCUMENT DATE	LO
Snapshot 2014BE05FMOP001-1_0.pdf	Snapshot of data before send	13-Mar-2014	
Acknowledgement 2014BE05FMOP001-1_0.pdf	Acknowledgement of receipt	13-Mar-2014	

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** link to save the information.

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

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

Sending a non-integral document

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

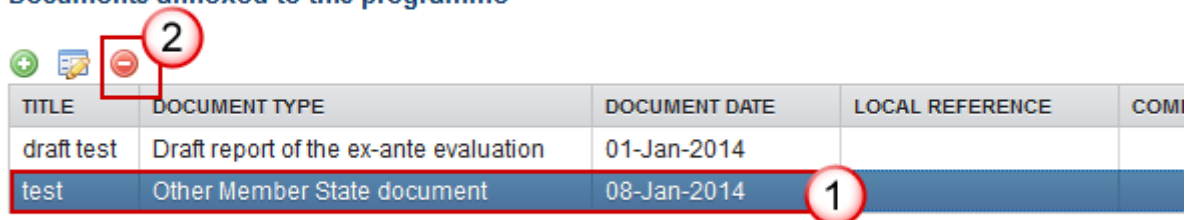2. Click on **Update & Send** to send the document to the Commission.

REMARK	The **Update & Send** option is only shown for documents which are not an integral part of the OP.

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 Operational Programme document.

Hiding a sent document

NOTE	Sent Documents can never be deleted, but the sender can decide to hide the content for the receivers in case of an erroneous and/or accidental send.

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

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

Document details ▢ ✕

🏳 Sent

docType	Other Member State document
Title	test
Document date	08/01/14
Local reference	
Commission reference	

Attached files

TITLE	LANGUAGE	FILENAME	HIDE CONTENT
test2	Bulgarian	calendar.pdf	☐ **(1)**

(2) ✅ Update ❌ Cancel

Observations

This section is to provide any relevant information to the Operational Programme.

GENERAL
Observations ❓

(1)

(2) ⊕ Add ❌ Cancel

👤 **Pierre Lange**   **13-Mar-2014 14:36:51**

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1. Enter the following information:

(1) Enter an observation.

All Users who have Read permission on the Operational Programme will be able to read all Observations in the conversation.

All Users who have Read and Update Observation permission on the Operational Programme will be able to send an Observation and participate in the conversation.

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

Programme Formulation

Situation

1. Click on the **EDIT** button to modify the Situation of the Operational Programme.

**PROGRAMME FORMULATION**
Situation

An identification and a justification of the material deprivation(s) to be addressed

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The edit details form pop-up window appears:
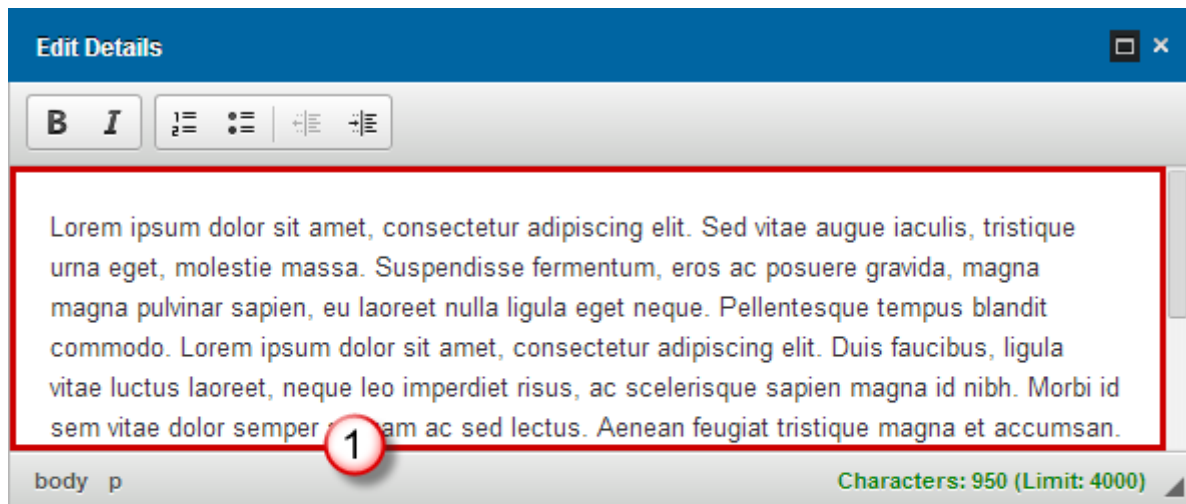
2. Modify the information.

(1) Edit the text.

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

Material Deprivation Types

Clicking on the **ADD** button ⊕ will open a pop up window allowing you to add a new material deprivation type.

Selecting a material deprivation type row and click on the **EDIT** button ▨ will allow you to modify the material deprivation type information.

Selecting a row and clicking on the **DELETE** button ⊖ will remove the data of the selected row.

1. Click on the **ADD** button ⊕ to add new Material deprivation.

PROGRAMME FORMULATION
Material deprivation types

ID	TYPE OF MATERIAL DEPRIVATION
P1	Title for material deprivation
P2	Title for material deprivation

The edit details form pop-up window appears:

2. Enter the following information:

(1) Enter an *ID*.

(2) Enter a *Type of Material Deprivation*.

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

REMARK	When creating a Material Deprivation Type, a Material Deprivation Type record and an accompanying measures record will also be foreseen in the Financial Table per type. When deleting a Material Deprivation Type, the related records in the Financial Table per type will also be deleted. In subsequent versions > 1, Material Deprivation Types cannot be removed.

Type: 'n'

Description

Description of the main characteristics of the distribution of food or basic material assistance to be provided.

1. Click on the **EDIT** button ![edit] to modify the Description of the Material deprivation type.

PROGRAMME FORMULATION
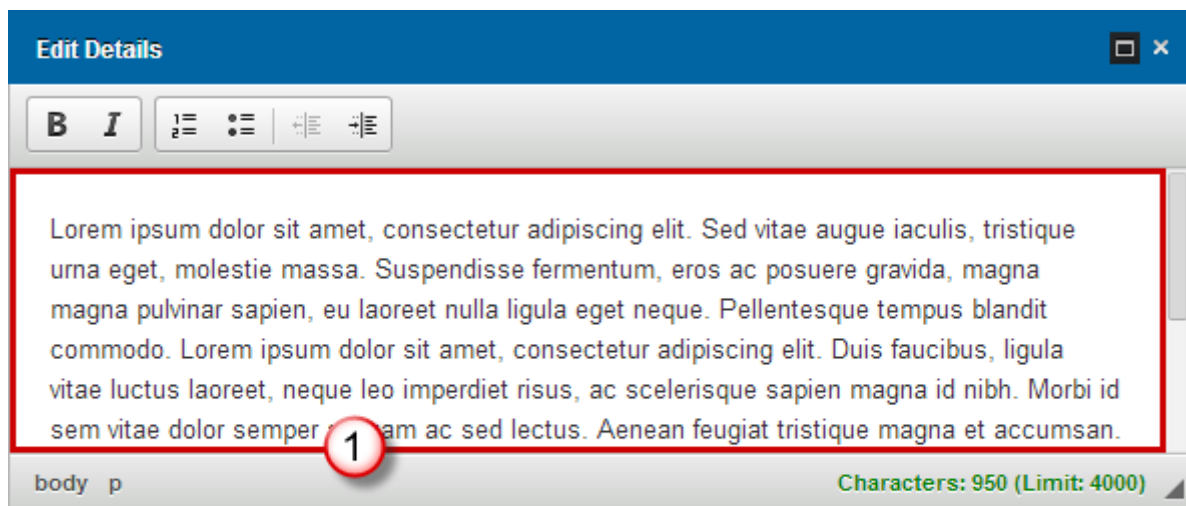
Material deprivation types

Type: Title for material deprivation - {1}

Description of the main characteristics of the distribution of food or basic material assistance to be provided

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The edit details form pop-up window appears:

2. Modify the information

(1) Edit the text.

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

National Schemes

1. Click on the **EDIT** button to modify the description of the National schemes.

PROGRAMME FORMULATION
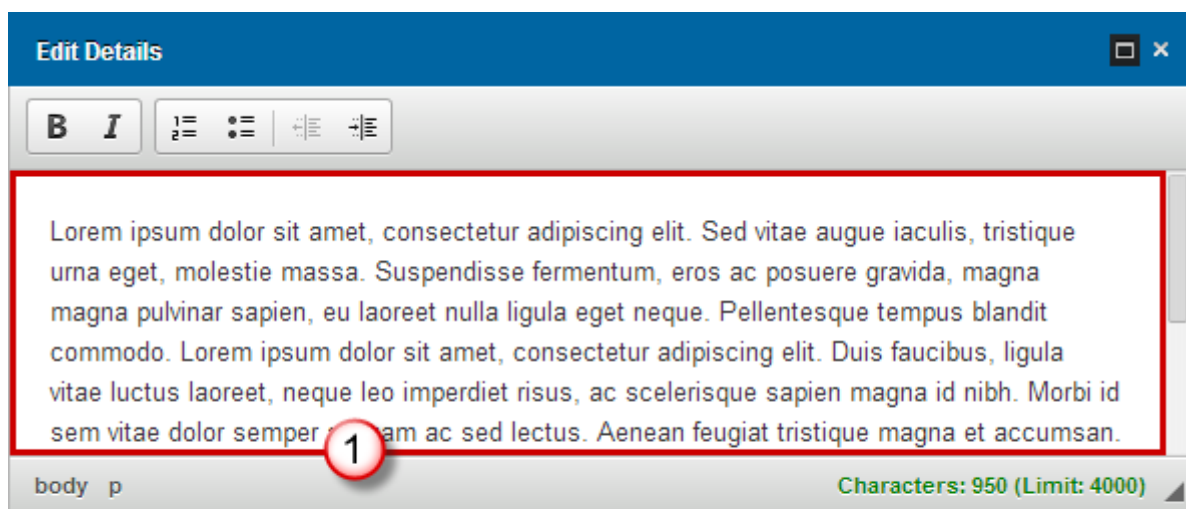
Material deprivation types

Type: Title for material deprivation - {1}

Description of the national schemes to be supported

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The edit details form pop-up window appears:

Edit Details

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body p   Characters: 950 (Limit: 4000)

② ○ Update ⊗ Cancel

2. Modify the information

(1) Edit the text.

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

Other

1. Click on the **EDIT** button to modify Other information deemed necessary.
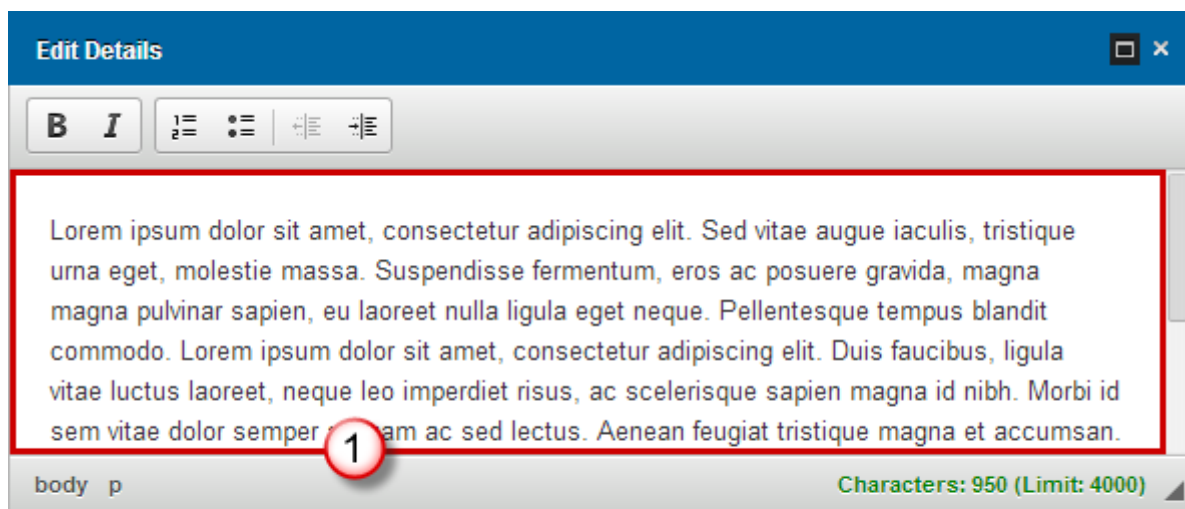
PROGRAMME FORMULATION

Other

Any other information deemed necessary

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The edit details form pop-up window appears:

2. Modify the information

(1) Edit the text.

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

Implementation

Identification of most deprived

1. Click on the **EDIT** button to modify the Identification of most deprived persons.

IMPLEMENTATION

Identification of most deprived persons

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Edit Details

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1

body p   Characters: 950 (Limit: 4000)

2 ✓ Update ✗ Cancel

2. Modify the information

(1) Edit the text.

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

Selection of Operations

1. Click on the **EDIT** button   to modify the description of the Selection of Operations.

IMPLEMENTATION
Selection of operations

Guiding principles for the selection of operations, differentiated, if necessary, by type of actions

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The edit details form pop-up window appears:

Edit Details

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body   p   Characters: 950 (Limit: 4000)

(2) ✓ Update ✗ Cancel

2. Modify the information

(1) Edit the text.

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

NOTE	Even if the programme contains 2 material deprivation types under programme formulation it is normal that there is only 1 text box under Selection of Operations: it was explicitly agreed that there would be only 1 text box for the whole Programme instead of one per Material deprivation Type/Type of Action.

Selection of Partners

1. Click on the **EDIT** button to modify the description of the Selection of Partner Organisations.
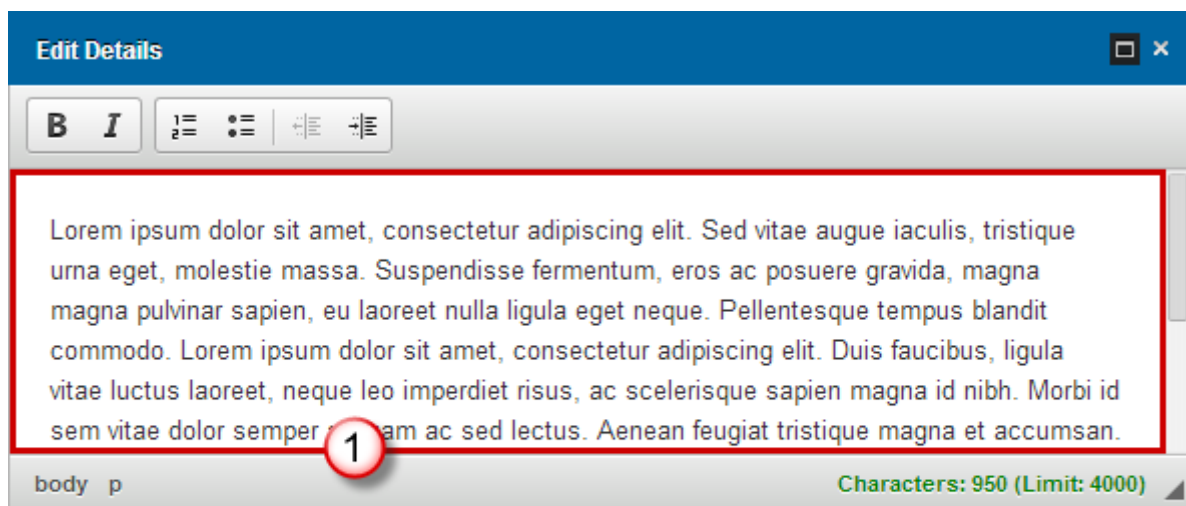
IMPLEMENTATION

Selection of partner organisations

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The edit details form pop-up window appears:

2. Modify the information

(1) Edit the text.

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

Complementarity with ESF

1. Click on the **EDIT** button to modify description of the Complementarity with the ESF.
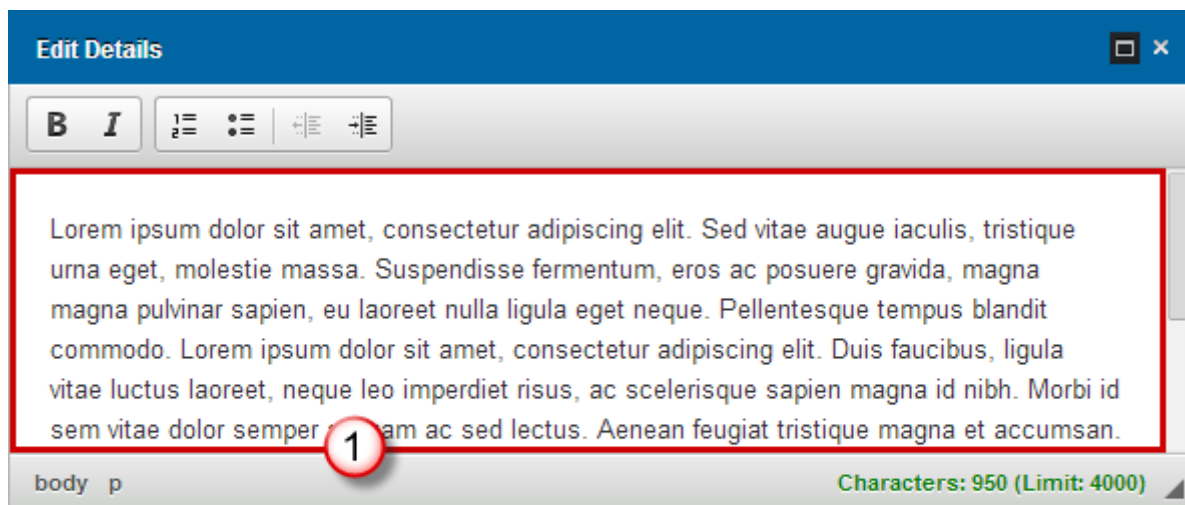
IMPLEMENTATION
Complementarity with the ESF

Description of the mechanism to ensure complementarity with the ESF and prevention of overlap and doub

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The edit details form pop-up window appears:

Edit Details

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body p   Characters: 950 (Limit: 4000)

(1)

(2) ✓ Update ✗ Cancel

2. Modify the information

(1) Edit the text.

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

Institutional Set-up

1. Click on the **EDIT** button ![icon] to modify the description of the Institutional set-up.

IMPLEMENTATION
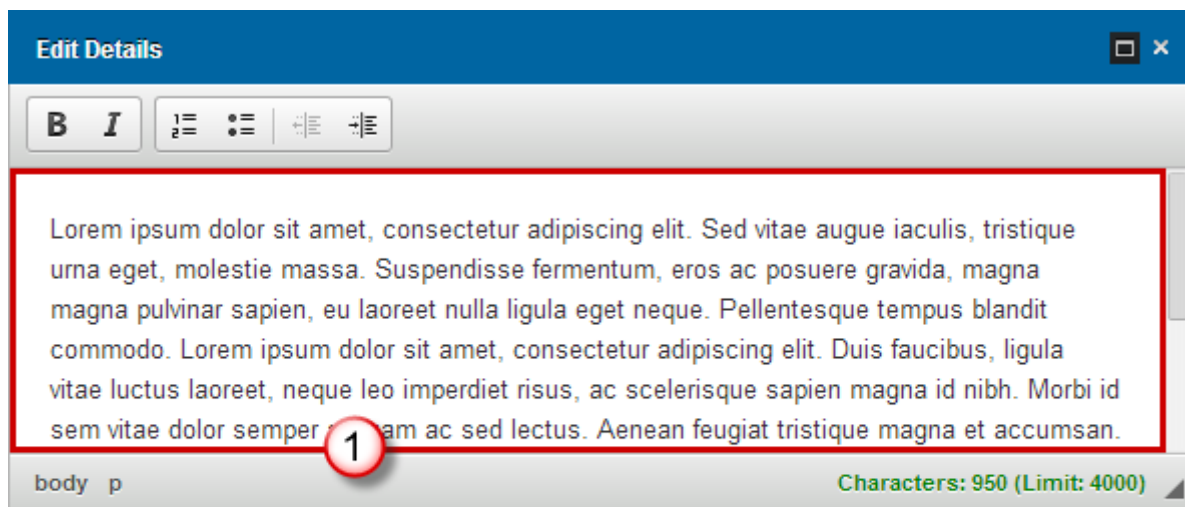
Institutional set-up

The identification of the managing authority, the certifying authority where applicable, the audit authority and

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The edit details form pop-up window appears:

Edit Details

B *I*

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body   p   Characters: 950 (Limit: 4000)

(2) ✓ Update ✗ Cancel

2. Modify the information

(1) Edit the text.

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

Monitoring & Evaluation

1. Click on the **EDIT** button to modify the description of Monitoring and evaluation.

The edit details form pop-up window appears:

2. Modify the information

(1) Edit the text.

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

Technical Assistance

1. Click on the **EDIT** button ![edit icon] to modify the description of the Technical Assistance.
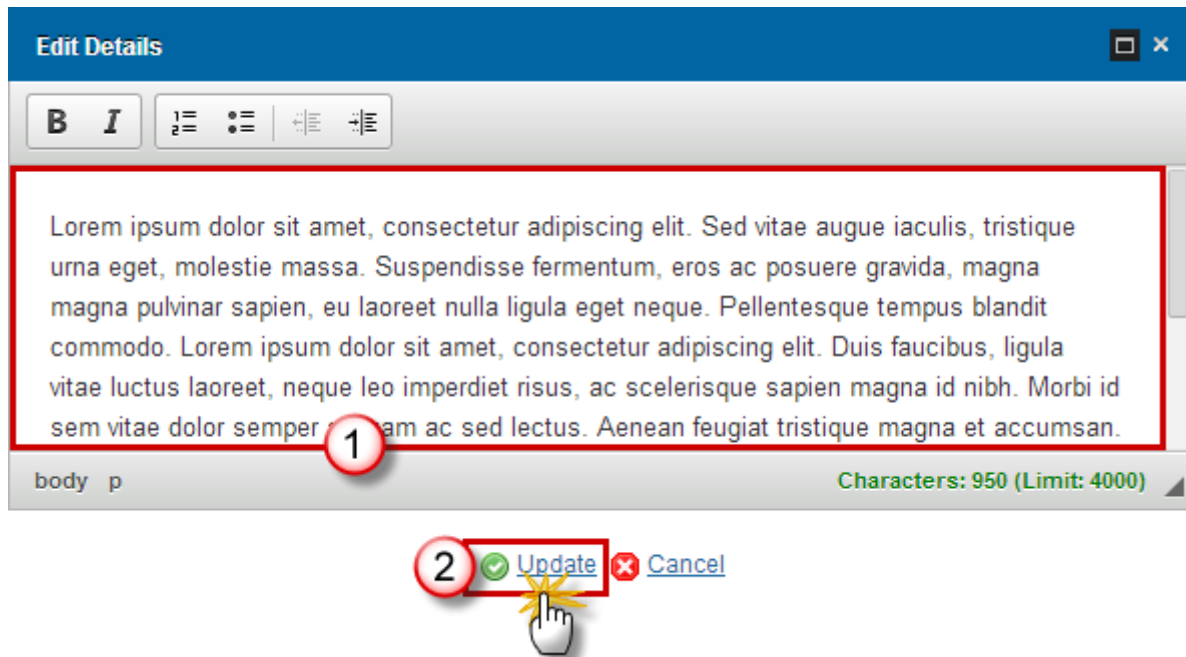
IMPLEMENTATION

Technical assistance

Description of the planned use of techical assistance pursuant to Article 25(2), including actions in reinforce financial managment of operations

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body p   Characters: 950 (Limit: 4000)

(1)

(2) ✓ Update ✗ Cancel

2. Modify the information

(1) Edit the text.

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

Involvement of Stakeholders

1. Click on the **EDIT** button ![edit icon] to modify the Involvement of stakeholders.
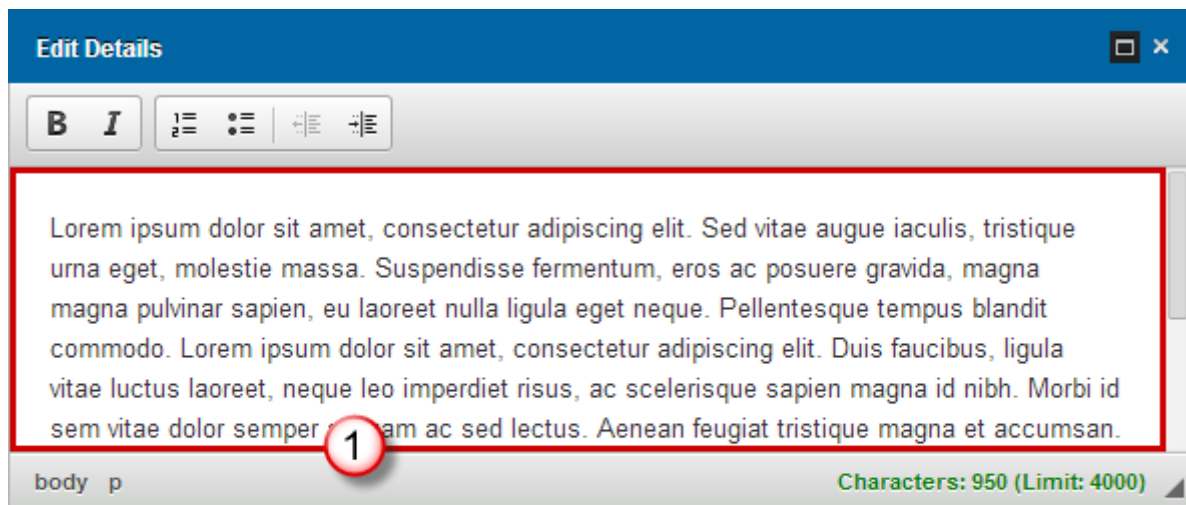
INVOLVEMENT OF STAKEHOLDERS

A description of the meusures taken to involve all relevant stakeholders as well as, where appropiate, the c of the operational programme

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The edit details form pop-up window appears:

Edit Details

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body p   Characters: 950 (Limit: 4000)

(2) Update Cancel

2. Modify the information

(1) Edit the text.

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

Financing plan

By Year

1. Click on the **EDIT** button to modify the Financing plan By Year.

FINANCING PLAN

Financing plan of the operational programme giving the annual commitment of the Fund and corresponding national co-financing in the operational programme (in €)

YEAR	FUND (A)	NATIONAL COFINANCING (B)	PUBLIC EXPENDITURE (C)=(A)+(B)	COFINANCING RATE (D)=(A)/(C)
2014	85,000.00	15,000.00	100,000.00	
2015	85,000.00	15,000.00	100,000.00	
2016	85,000.00	15,000.00	100,000.00	
2017	85,000.00	15,000.00	100,000.00	
2018	85,000.00	15,000.00	100,000.00	
2019	85,000.00	15,000.00	100,000.00	
2020	85,000.00	15,000.00	100,000.00	
Total	595,000.00	105,000.00	700,000.00	85.00

The Financing Plan By Year becomes editable:

FINANCING PLAN

Financing plan of the operational programme giving the annual commitment of the Fund and corresponding national co-financing in the operational programme (in €)

Update   Cancel

YEAR	FUND (A)	NATIONAL COFINANCING (B)	PUBLIC EXPENDITURE (C)=(A)+(B)	COFINANCING RATE (D)=(A)/(C)
2014	85,000.00	15,000.00	100,000.00	
2015	85,000.00	15,000.00	100,000.00	
2016	85,000.00	15,000.00	100,000.00	
2017	85,000.00	15,000.00	100,000.00	
2018	85,000.00	15,000.00	100,000.00	
2019	85,000.00	15,000.00	100,000.00	
2020	85,000.00	15,000.00	100,000.00	

2. Modify the information

(1) Edit the *Fund* amounts

(2) Edit the *National Co-financing* amounts.

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

REMARK	**Derogation provided by Article 20(1a):** The Member State can exceptionally edit the table to request a co-financing rate of 100% to be applied to expenditure declared in payment applications during the accounting year 1 July 2020 - 30 June 2021 for the selected priority axis/axes by ticking the box in the column **CO-FINANCING RATE FOR ACCOUNTING YEAR 2020-2021.** **Derogation provided by Article 20(1b):** The Member State can exceptionally edit the table to request a co-financing rate of 100% to be applied to expenditure declared in payment applications during the accounting year 1 July 2021 - 30 June 2022 for the selected priority axis/axes by ticking the box in the column **100% CO-FINANCING RATE FOR ACCOUNTING YEAR 2021-2022**.

PUBLIC NDITURE)=(A)+(B)	COFINANCING RATE (D)=(A)/(C)	100% CO-FINANCING RATE FOR ACCOUNTING YEAR 2020-2021*	100% CO-FINANCING RATE FOR ACCOUNTING YEAR 2021-2022**
240.00			
725.00			
459.00			
448.00			
698.00			
212.00			
995.00			
777.00	85.00	☐	☑

NOTE	The records for all the years between First Year and Last Year are automatically foreseen.

By Type of Material Deprivation

1. Click on the **EDIT** button ⊕ to modify the Public Expenditure.

FINANCING PLAN

Financing plan giving the amount of the total financial appropriations of the support from the operational programme for each type of material deprivation addressed as well as the corresponding accompanying measures (in €)

TYPE OF MATERIAL DEPRIVATION	PUBLIC EXPENDITURE
Technical assistance	232,038.95
1 - déprivation alimentaire	2,204,371.40
of which, accompanying measures	88,000.00
2 - déprivation matérielle de base	2,204,368.65
of which, accompanying measures	88,000.00
Total	**4,640,779.00**

The Financing Plan by Type becomes editable:

Update ② Cancel

TYPE OF MATERIAL DEPRIVATION	PUBLIC EXPENDITURE
Technical assistance	232,038.95
1 - déprivation alimentaire	2,204,371.40
of which, accompanying measures	① 88,000.00
2 - déprivation matérielle de base	2,204,368.65
of which, accompanying measures	88,000.00

2. Modify the information

(1) Edit the Public Expenditure

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

NOTE	This plan is presented for all Material Deprivation Types selected and defined in the beginning of the template, plus a record for Technical Assistance and for each Material Deprivation Type a record for the Accompanying Measures.

Validate the Operational Programme

REMARK	An Operational Programme can be validated only if its status is **OPEN** or **RETURNED FOR MODIFICATION BY MS.**

1. Click on the **Validate** link to validate the Operational Programme.
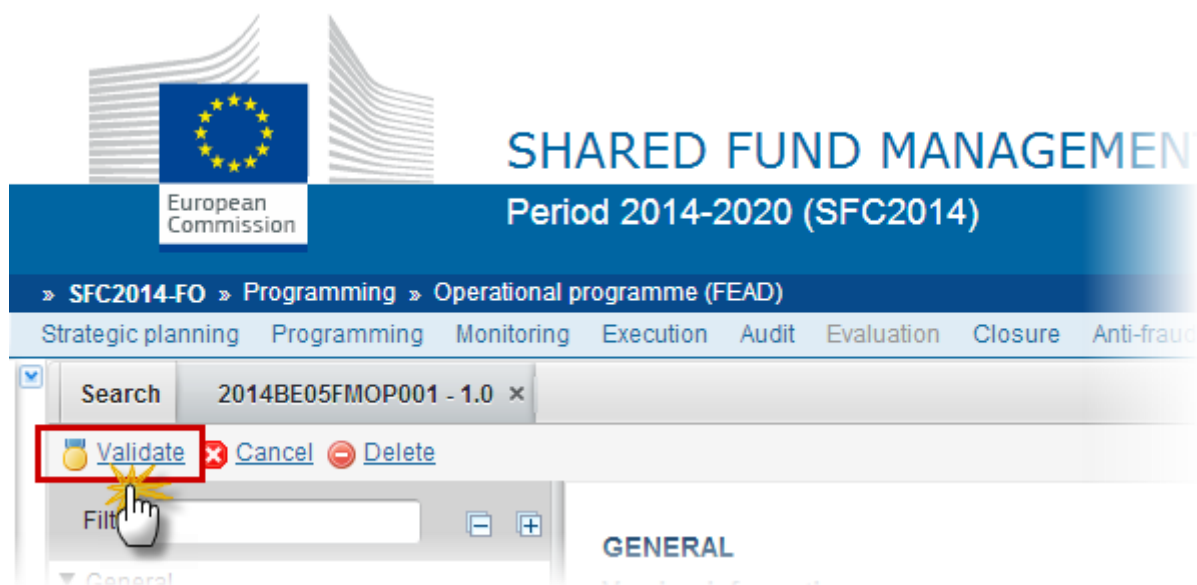
The system validates the following information:

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

CODE	VALIDATION RULES	SEVERITY
2	The system validates the integrity of the input fields	**INFO**
2.1	Validate that the First Year and the Last Year are >= 2014 and <= 2022 and that First Year is <= Last Year.	**ERROR**
2.2	Validate that at least one Material Deprivation Type has been selected/defined in an OP I.	**ERROR**
2.3	Validate that at least one Action Type has been defined in the Financial Plan by type for an OP II.	**ERROR**
2.4	Validate that the Financing Plan by Year contains Fund Support (>=0) for all the years between First Year and Last Year.	**WARNING**
2.5	Validate that the Financing Plan per Type of Material Deprivation contains Public Expenditure (>=0) for all Types of Material Deprivation, for their Accompanying Measures and for Technical Assistance.	**WARNING**

2.6	Validate that the Financing Plan per Action Type contains Public Expenditure (>=0).	**WARNING**
2.7	Validate that the sum of Public Expenditure in the Financial Plan by year = sum of Public Expenditure in the Financing Plan by type.	**ERROR**
2.8	Validate that at least one Official in Charge of the Member State exists.	**WARNING**
2.9	Validate that the Fund Code used in the CCI code = FM or FS and that the Lead DG = 05.	**ERROR**
2.10	Validate for subsequent versions that compared to the previous adopted major version - The First Year is not increased - The Last Year is not decreased - No Material Deprivation Types are removed (OP I) - The Fund Support in closed previous years has not been increased.	**ERROR**
2.11	Validate that the co-financing rate on the Total in the annual table is maximum 85%	**WARNING**
2.12	Validate that for version 1, the Draft Report of the EX-ante Evaluation (PRG.EEVA) was uploaded in the system. For consecutive versions, it is not mandatory to upload this document.	**ERROR**
2.13	Validate that in the Financing Plan per Type of Material Deprivation (OP I), the Accompanying Measures amount is <= 5% of its Material Deprivation amount.	**ERROR**
2.14	validate that all integral documents have at least one attachment with a length > 0	**ERROR**
2.16	Validate in the Financing Plan by Year, that the Fund Support amounts and the National Co-financing amounts have no decimals. "The financing plan by year must be in euros, without decimals"	**ERROR**
2.17	Validate in the Financing Plan by Type/Action (OP I/OP II), that the Public Expenditure amounts have no decimals "The financing plan by type/action must be in euros, without decimals"	**ERROR**
2.18	Validate in the Financing Plan by Year, that the column '100% co-financing rate for accounting year 2020-2021' is not ticked	**ERROR**

2.16	Validate in the Financing Plan by Year, that the Fund Support amounts and the National Co-financing amounts have no decimals. "The financing plan by year must be in euros, without decimals"	**ERROR**
2.17	Validate in the Financing Plan by Type/Action (OP I/OP II), that the Public Expenditure amounts have no decimals. "The financing plan by type/action must be in euros, without decimals"	**ERROR**
2.18	Validate in the Financing Plan by Year, that the column '100% co-financing rate for accounting year 2020-2021' is not ticked	**ERROR**
2.19	Validate in the Financing Plan by Year, that the column '100% co-financing rate for accounting year 2021-2022' was not compared to last adopted version	**ERROR**

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

An example of a validation window:

Send the Operational Programme

REMARK	An Operational Programme can be send only if its status is **READY TO SEND**, **SENT** or **RETURNED FOR MODIFICATIONS BY MS**. For web users, **"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 Operational Programme.

The system will ask you to confirm the send action:
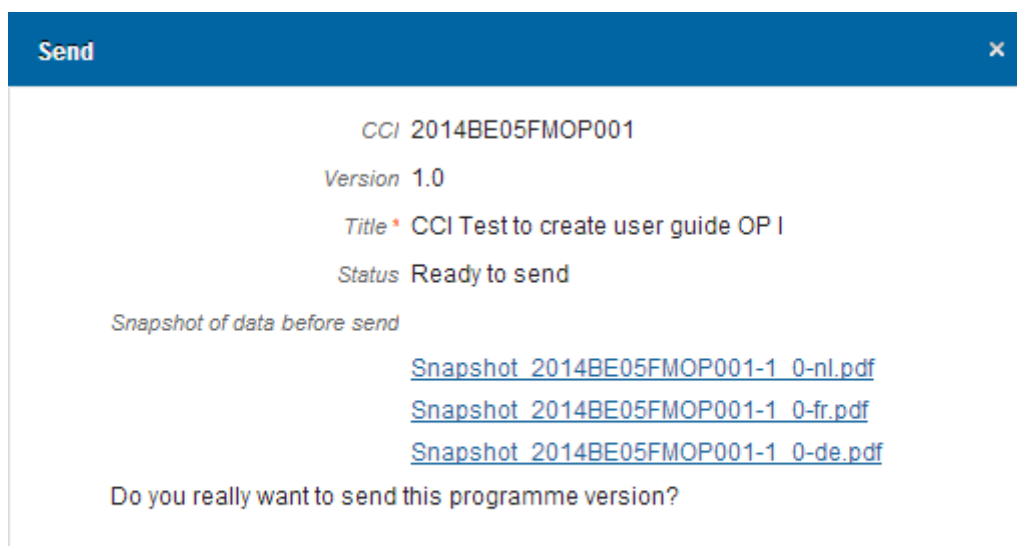
2. Click on **Yes** to confirm. The status of the OP becomes **SENT**. Click on **No** to return to the Operational Programme.

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

Return Operational Programme for Modification

REMARK	The Member State must request to return the OP uploading a document called **'MS REQUEST TO RETURN PROGRAMME VERSION FOR MODIFICATION'.**
	The Operational Programme version is in a status **'SENT'** at the level of the Commission, or in a status **'SENT'**, **'OPEN'**, **'READY TO SEND'** or **'RETURNED FOR MODIFICATION BY MS'** at the owner node of the Member State and a lower Node exists.
	This scenario occurs when at the request of the Member State the Commission return an OP Version for modification because it is incomplete or incorrect and needs to be modified.

1. Click on the **ADD** button ⊕ to add the return document called **'MS REQUEST TO RETURN PROGRAMME VERSION FOR MODIFICATION'.**
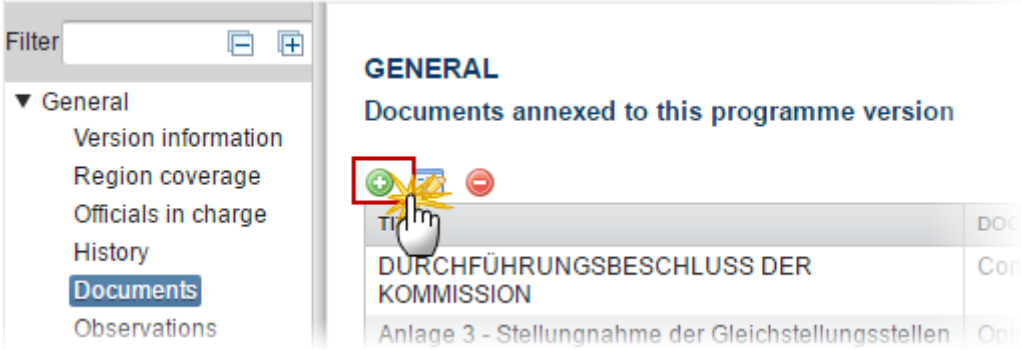
The Documents Details screen appears:

2. Enter or select the following information:

(1) Select a *Document Type called 'MS Request to return programme version for modification'.*

(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 & send** to send the information.

On success, the Operational Programme has been set in status **'RETURN FOR MODIFICATION BY MS'.**

Delete the Operational Programme

REMARK	An Operational Programme can be deleted only if its status is **OPEN**, **READY TO SEND** or **RETURNED FOR MODIFICATION BY MS** and has never been sent to the Commission before and has no sent documents attached.

1. Click on the **Delete** link to remove the Operational Programme from the system.
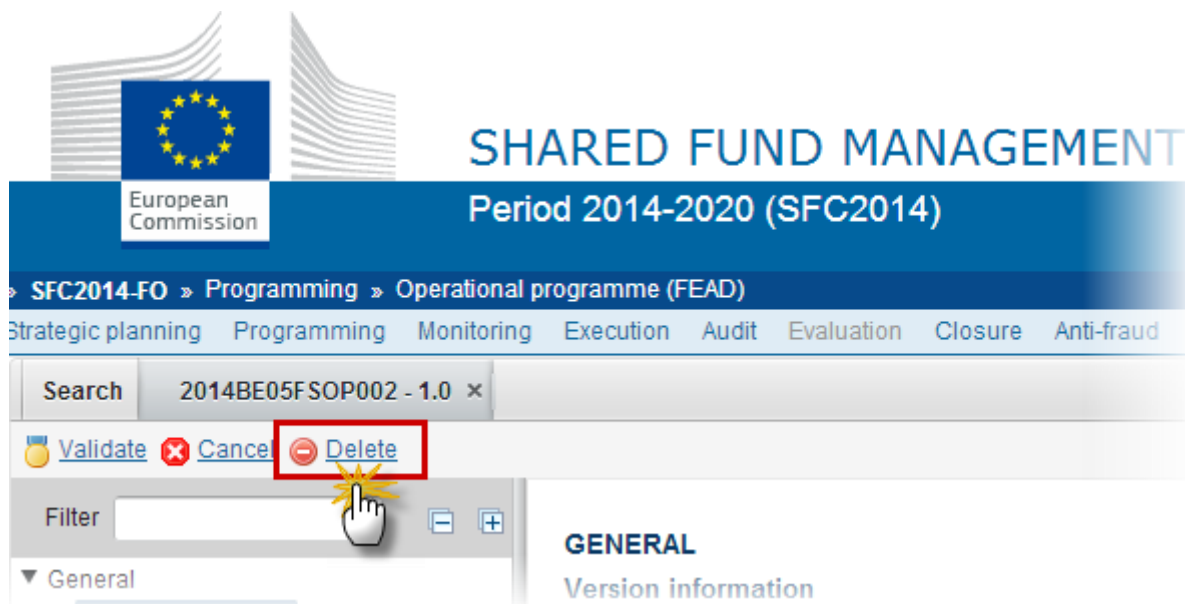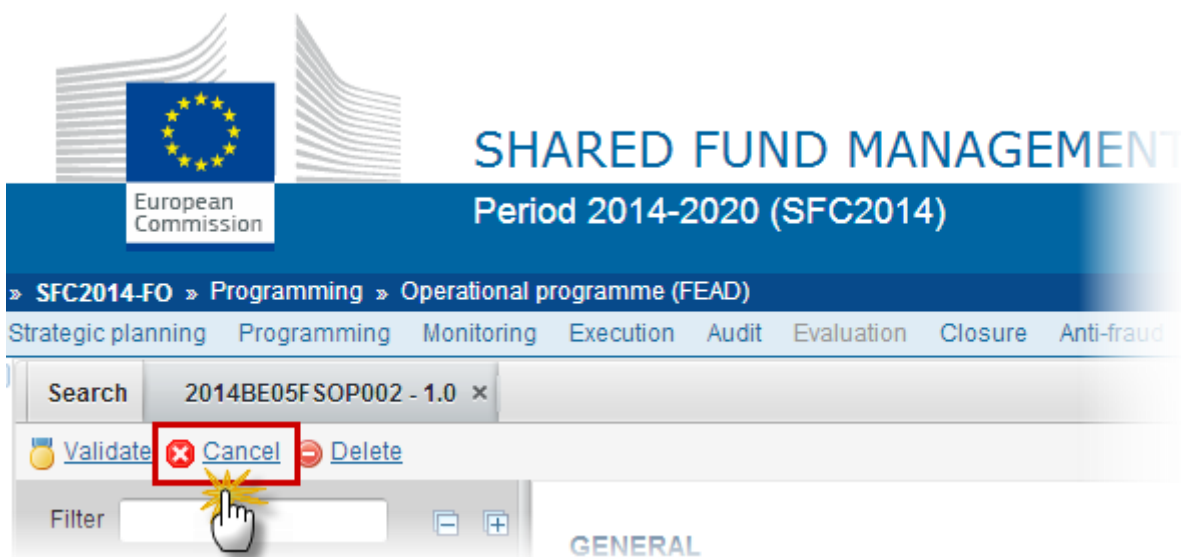

The system will ask you to confirm the delete action:
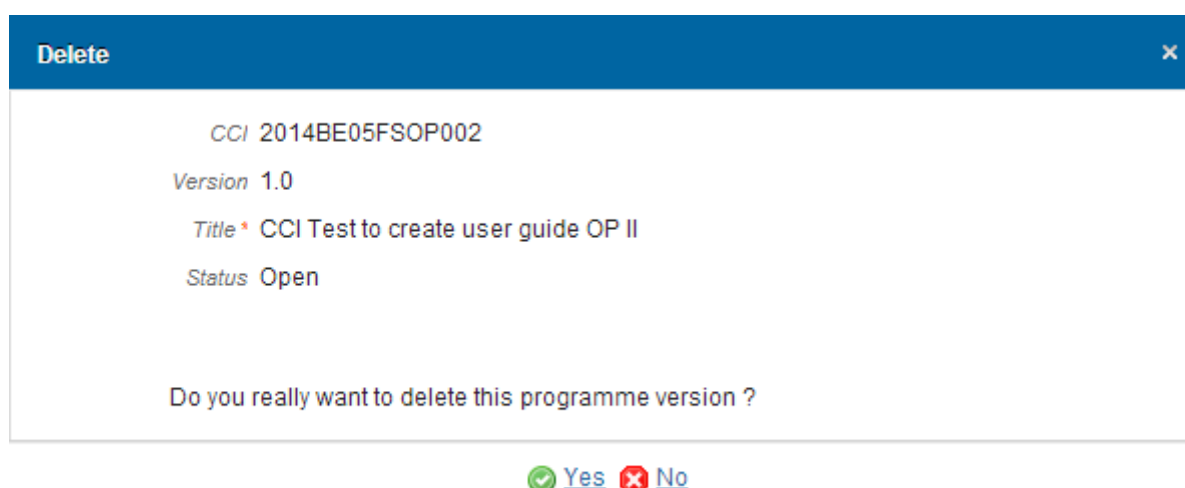
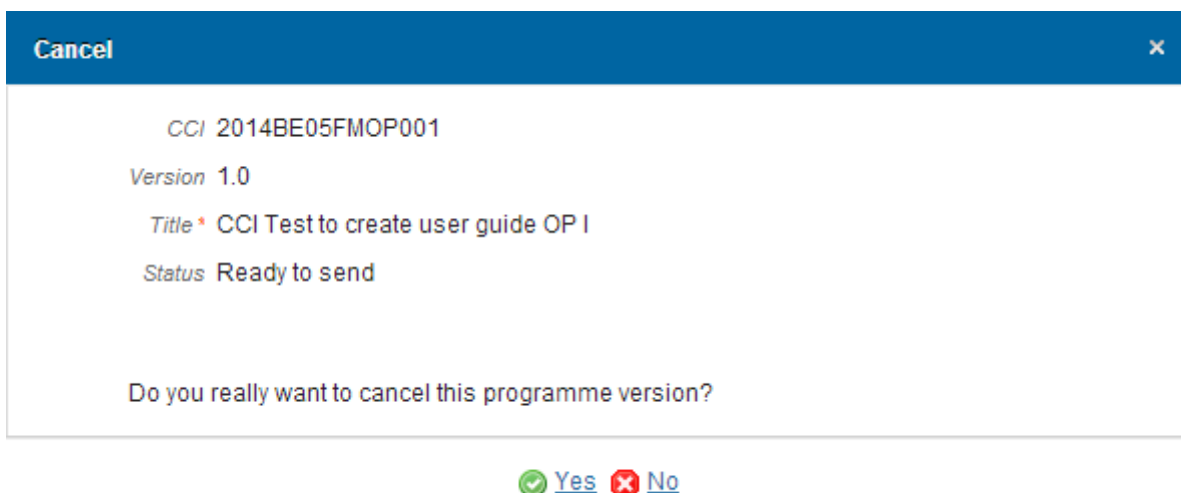2. Click on **Yes** to confirm. Click on **No** to return to the Operational Programme.

Cancel the Operational Programme

REMARK	An Operational Programme can be cancelled only if its status is **OPEN**, **READY TO SEND** or **RETURNED FOR MODIFICATION BY MS** and has never been adopted to the Commission before.

1. Click on the **Cancel** link to cancel the Operational Programme.

The system will ask you to confirm the cancel action:

2. Click on **Yes** to confirm. The OP status becomes **CANCELLED**. Click on **No** to return to the Operational Programme.

Create New Version of an Operational Programme

REMARK	A New Version of an Operational Programme can only be created when the current OP version status is ADOPTED BY EC, ADOPTED BY MS, NON ADOPTED BY EC, RETURNED FOR MODIFICATION BY EC, CANCELLED or WITHDRAWN AT THE REQUEST OF THE MS. It is a must to have the role of **MS Managing Authority** Update.

1. Click on the **Create New Version** link to create a new version of the Operational Programme.

The system will ask you to confirm the action:

2. Click on **Yes** to confirm. Click on **No** to return to the Operational Programme.

On success, a new version of the Operational Programme has been created as a copy of the last version. Its status was set to **OPEN** and the version number was incremented by one when the previous version was **ADOPTED BY MS OR EC, OR NON ADOPTED BY EC** (ex. 1.0 → 2.0) or the working version was incremented by one when the previous version was **RETURNED FOR MODIFICATION BY THE EC** or **CANCELLED** (ex. 1.0 → 1.1).

When the status of the last version was **'WITHDRAWN AT THE REQUEST OF THE MS'** and the user has chosen to create a new version based on the withdrawn version or on the last adopted version, then the version is incremented by one (ex. 1.0 -> 2.0).

Withdraw Operational Programme

REMARK	The Member State must request to withdraw the OP uploading a document called **'MS REQUEST TO WITHDRAW PROGRAMME VERSION'**. The Operational Programme version is in a status **'SENT'** or **'RETURNED FOR MODIFICATION BY EC'** at the level of the Commission, or in a status '**OPEN**', '**READY TO SEND**', '**RETURNED FOR MODIFICATION BY MS**' or '**CANCELLED**' at the owner node of the Member State and has previously been sent to the Commission. This scenario occurs when at the request of the Member State the Commission withdraw an OP Version and stop the amendment procedure.

1. Click on the **ADD** button ⊕ to add the withdraw document called **'MS REQUEST TO WITHDRAW PROGRAMME VERSION'**
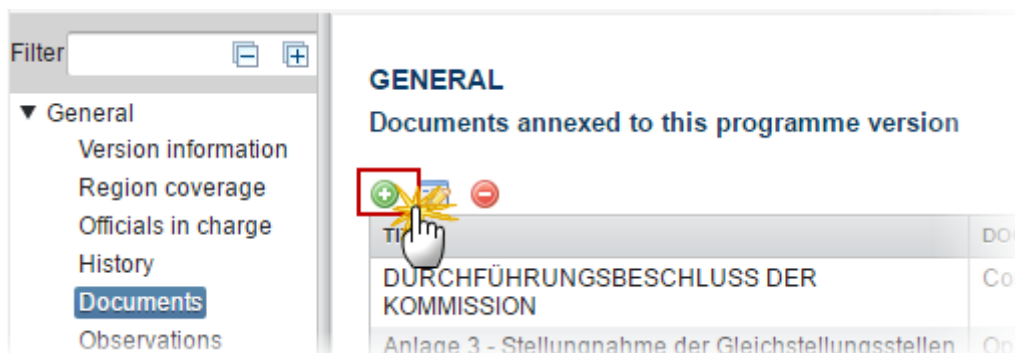
2. The Member State must request to withdraw the OP selecting the withdraw document.

3. Enter or select the following information:

(1) Select a *Document Type called 'MS Request to withdraw Programme version'.*

(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 on **Update & send** to save the information and send the document to the Commission.

On success, the Operational Programme version status was set to **'WITHDRAWN AT THE REQUEST OF THE MS'.**

REMARK	Withdrawals are subject to confirmation by the Commission. As a consequence of the withdrawal, the ongoing programme amendment will be deemed as never submitted and have no legal effect.