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Partnership Agreement

PURPOSE

This document describes the actions related to Strategic Planning and Follow-Up and more specific those related to the **Partnership Agreement (PA)**. There will be one Partnership Agreement per Member State, covering all Programmes of the European Structural and Investment Funds (ESI), except ETC.

REGULATIONS

Chapter II, articles 14 – 17 of the Common Provisions Regulation (CPR) 1303/2013 (to be confirmed upon publication).

More detail regarding the regulation of Partnership Agreement can be found in '**About SFC2014**' section of this portal.

ROLES

Roles involved in PA are:

MS Authority	Record PA Upload PA Consult PA Delete PA Validate PA Send PA Create New Version PA
MS Managing Authority MS Audit Authority MS Certifying Authority	Consult PA

As can be seen in the table above, the main role involved in PA creation is MS Authority. To create the PA you must have the MS Authority role with Update rights (MSAU) on the **top Member State Level node for all funds covered**.

FUNDS

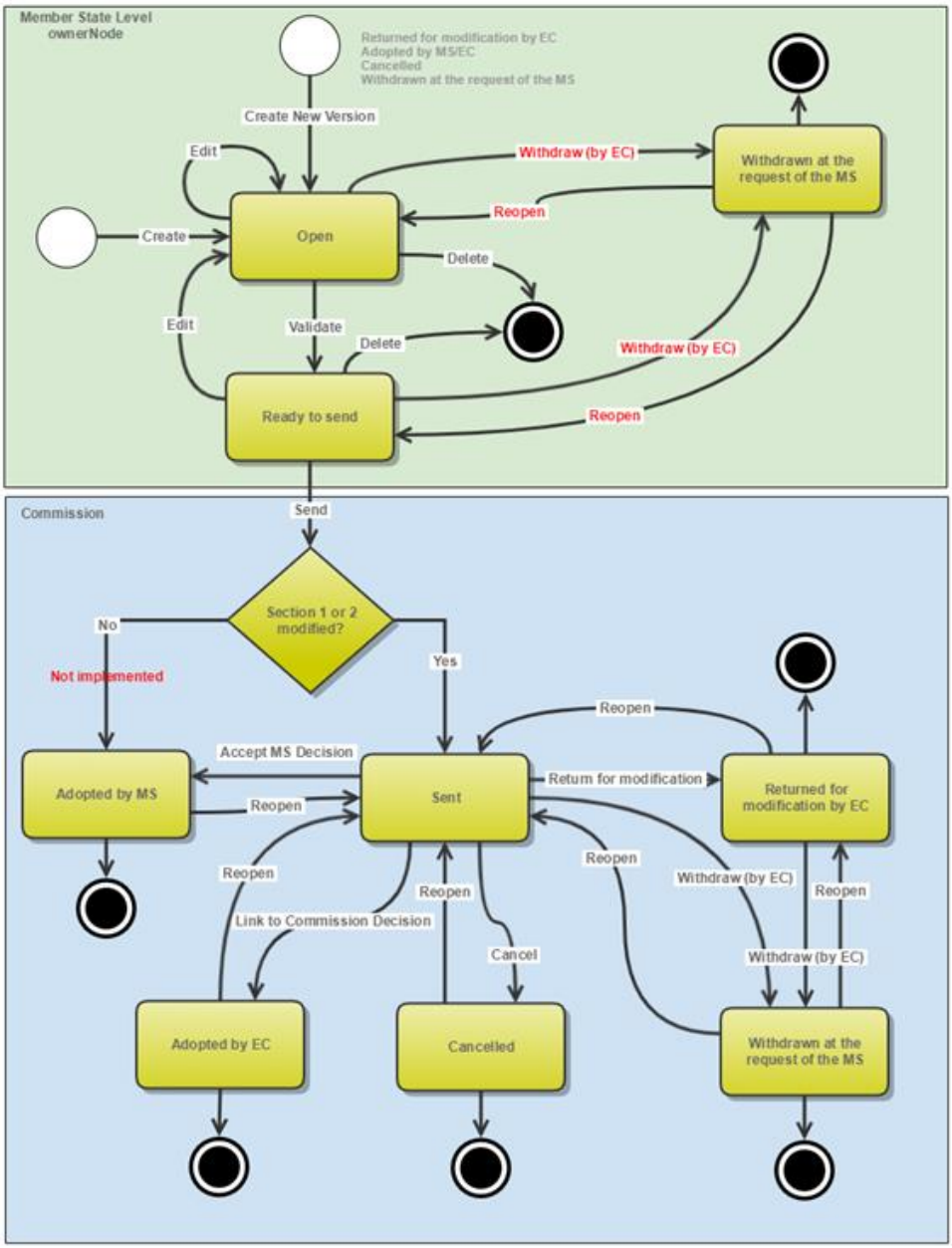
EMFF	EAFRD	ERDF	CF	ESF	YEI

Workflow

This section shows the lifecycle to create and manage a Partnership Agreement. There is no modifying PA once it has been submitted. The Commission cannot change a PA, only respond.

Click here to see the PA workflow diagram in high resolution.

Partnership Agreement State Diagram



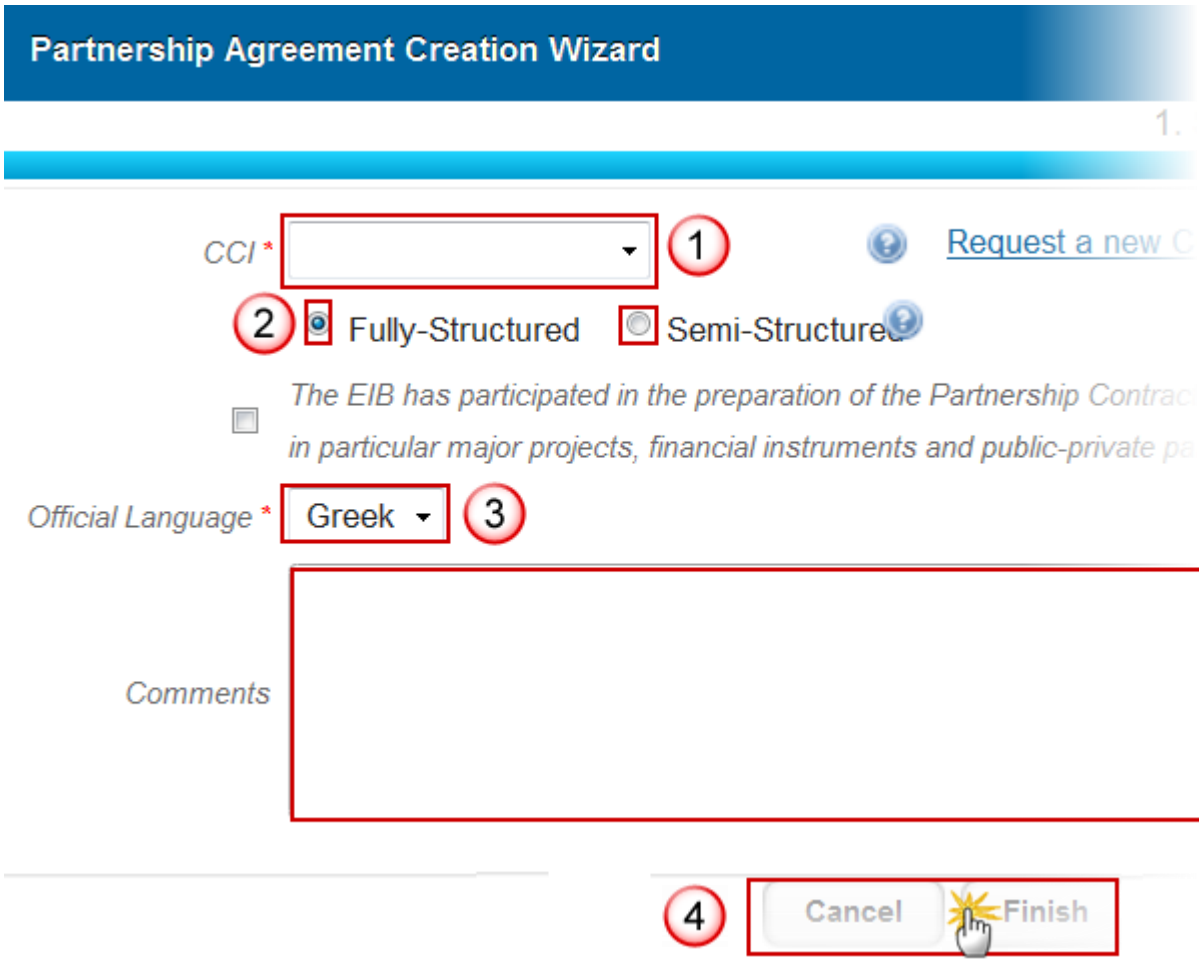
Create the Partnership Agreement

REMARK	To create the PA you must have the **MS Authority** role with Update rights (MSAU) on the top Member State Level Node for all funds covered by the PA.

1. To access the Partnership Agreement go to the **STRATEGIC PLANNING** menu and select the **Partnership Agreement** link.

2. Click on the **Create New Partnership Agreement** link to create a new Partnership Agreement.

You are redirected to the Partnership Agreement Creation Wizard:



3. Enter or select the following information:

(1) *CCI Number*.

The CCI list contains all allocated Partnership Agreement CCIs for the Country of the User's Node (Normally only one). If the CCI code is not in the list, the user can request a new CCI via the CCI Request form.

(2) Whether the Partnership Agreement is *Fully Structured or Semi-Structured.*

- When the option *Fully-Structured* **(2)** is chosen then all tables and text have to be filled in the fields provided by the application.
- When *Semi-Structured* has been chosen, the text parts must be provided via two document types: Official Proposal Part 1 containing Sections 1 and 2, and Official Proposal Part 2 containing Sections 3 and 4.

Editing of the rich text fields will be disabled.

REMARK	The information presented in a tabular format in this template must always be introduced into the SFC in structured format to ensure the availability of basic data, a possibility for automated consistency checks with programmes and an automatic amendment of the Partnership Agreement in case of amendments to programmes under Article 30 (2) – second subparagraph. Where there are inconsistencies between the structured data and the document uploaded, the structured data will prevail. The other elements of the Partnership Agreement may be introduced in a completely structured format (following the structure of the template) or uploaded as a separate document into the SFC. The order of the elements outlined in the document uploaded must be consistent with the order set out in Article 15 of the CPR. Where the Member State makes use of Article 96 (8) the entire Partnership Agreement should be introduced in a structured form.

(3) The *Official Language*.

The language list will contain all official languages spoken in the Member State. When there is only one official language it will be automatically set.

(4) Click on **FINISH** to confirm creation of the the Partnership Agreement

The status of the PA is **'OPEN'.**

Record/Edit the Partnership Agreement

Find all the information to complete each screen of the PA.

Below are the links to the main sections:

- General
- 1. Union Strategy
- 2. Effective Implementation
- 3. Integrated Approach
- 4. Efficient Implementation

General

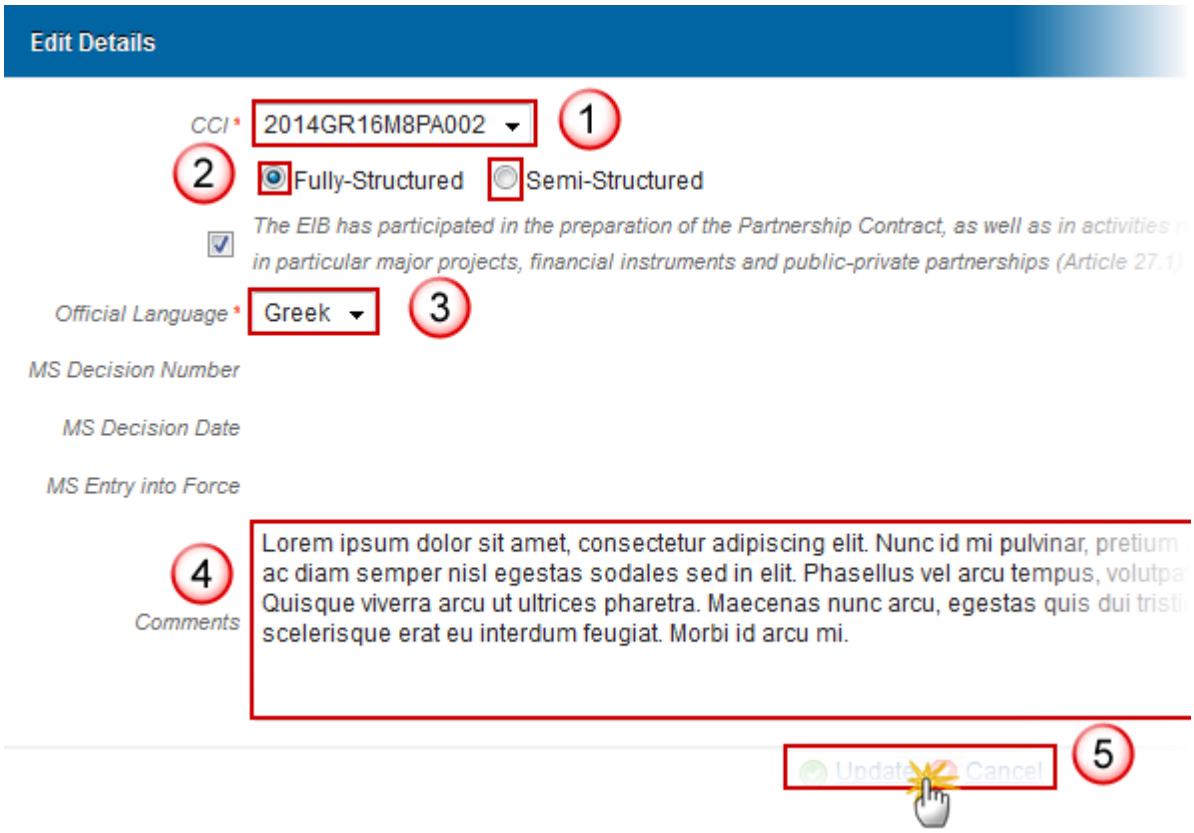
This section includes the header data to identify the main characteristics of the PA.

Version Information

The Version Information contains information on the identification and status of the PA; like the CCI, Title, Fund, Version Number, Status, Current Node, etc.

1. Click on the **EDIT** button to access the edit form to modify the information.

The Edit form appears:



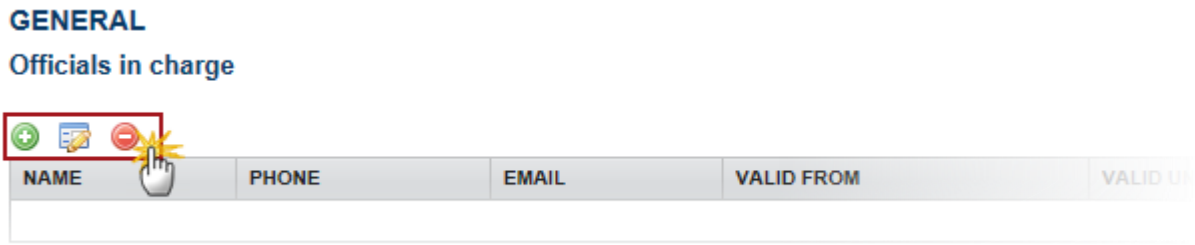
All information can be modified in Version 1.

NOTE	CCI and Fully/Semi-Structured option can only be updated in Version 1. MS Decision Number, MS Decision Date and MS Entry into Force Date are only available in versions > 1 and need to be filled in when the MS wants to create a version containing only modifications.

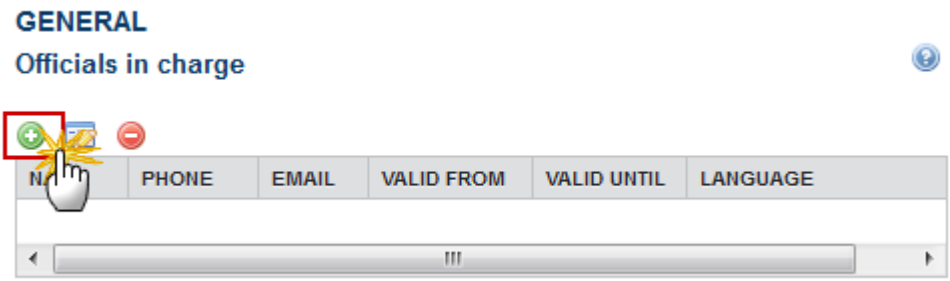
Officials in Charge

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

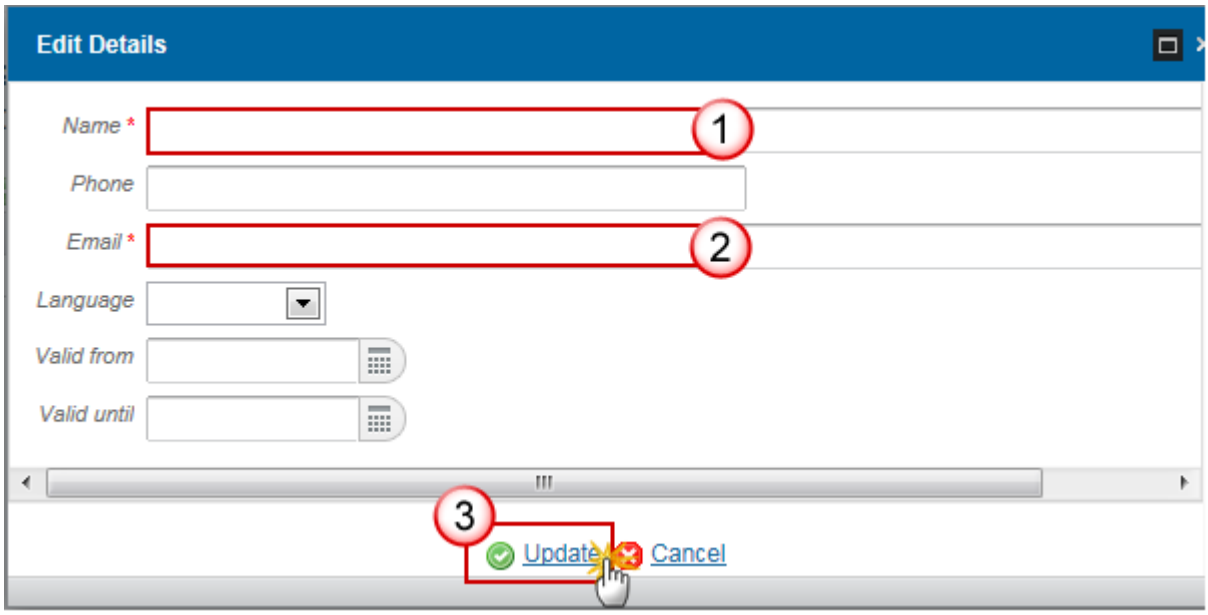
- Click on the **ADD** button to add a new official in charge.
- Select an official and click in the **EDIT** button to modify the information of this official.
- Select an official and click on the **REMOVE** button to delete the official in charge selected.



1. Click on the **ADD** button to add a new Official in Charge



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.

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 ben taken on the Partnership Agreement since it was created, for example:

GENERAL

History

STATUS	ACTION	COMMENTS	BY LEVEL	DATE
Open	Edit		Greece	13/12/2013
Open	Create		Greece	11/12/2013

Documents

The Documents list shows all documents uploaded against this version of the PA by Member State and by Commission. Member State Users see all their own Documents and the sent Commission Documents. Commission Users see all their own Documents and the sent Member State Documents.

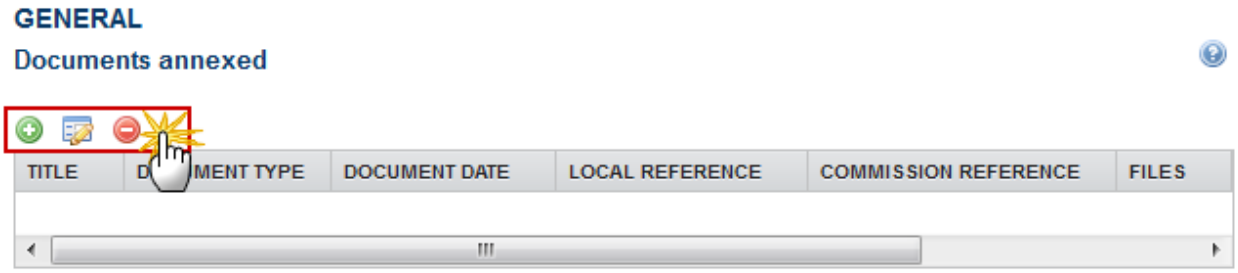
The following documents will be foreseen:

Description	**Non-Integral**	**Integral**	**System**
Informal Proposal Part 1 (Section 1 and 2)	X		
Informal Proposal Part 2 (Section 3 and 4)	X		
Official Proposal Part 1 (Section 1 and 2)		X	
Official Proposal Part 2 (Section 3 and 4)		X	
Other Member State Document	X		
Snapshot of data before send		X	X
Acknowledgment of Receipt			X
MS Request to withdraw PA programme	X		

Uploading & Sending documents

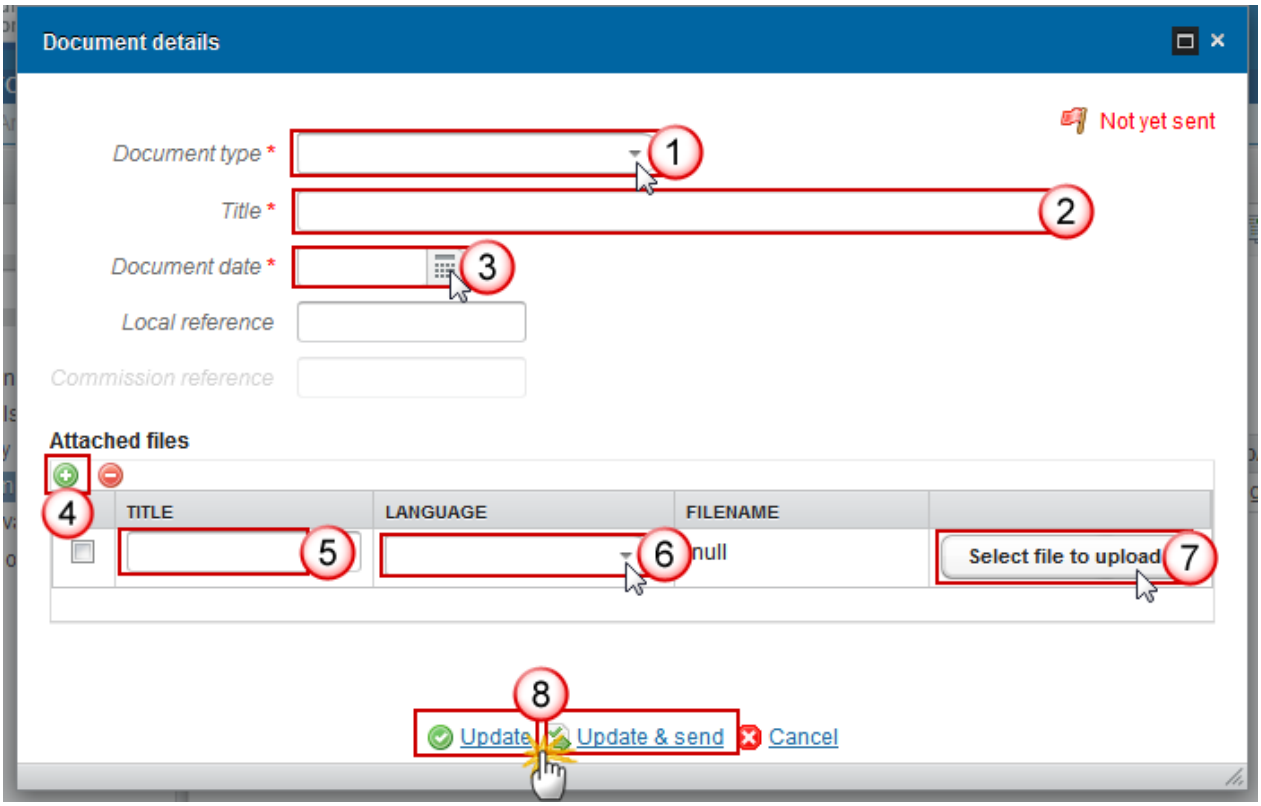
Multiple documents can be uploaded in the Partnership Agreement.

- 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 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.

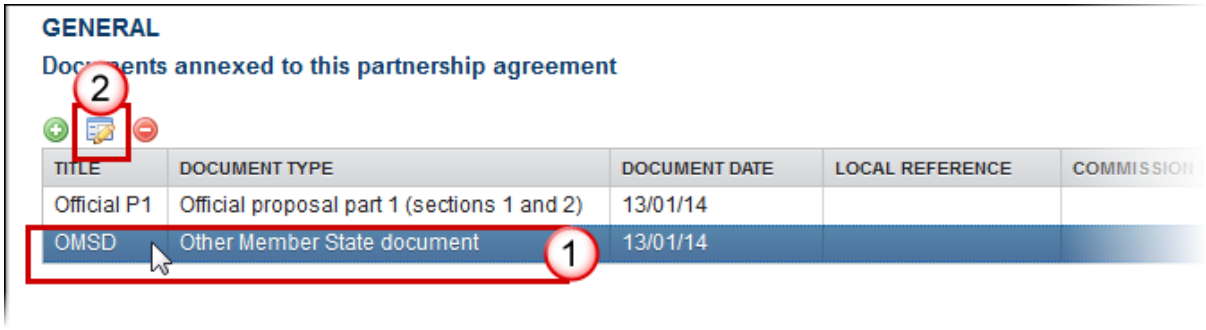
(8) Click on Update to save the information or Update & Send to send the document to the Commission.

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

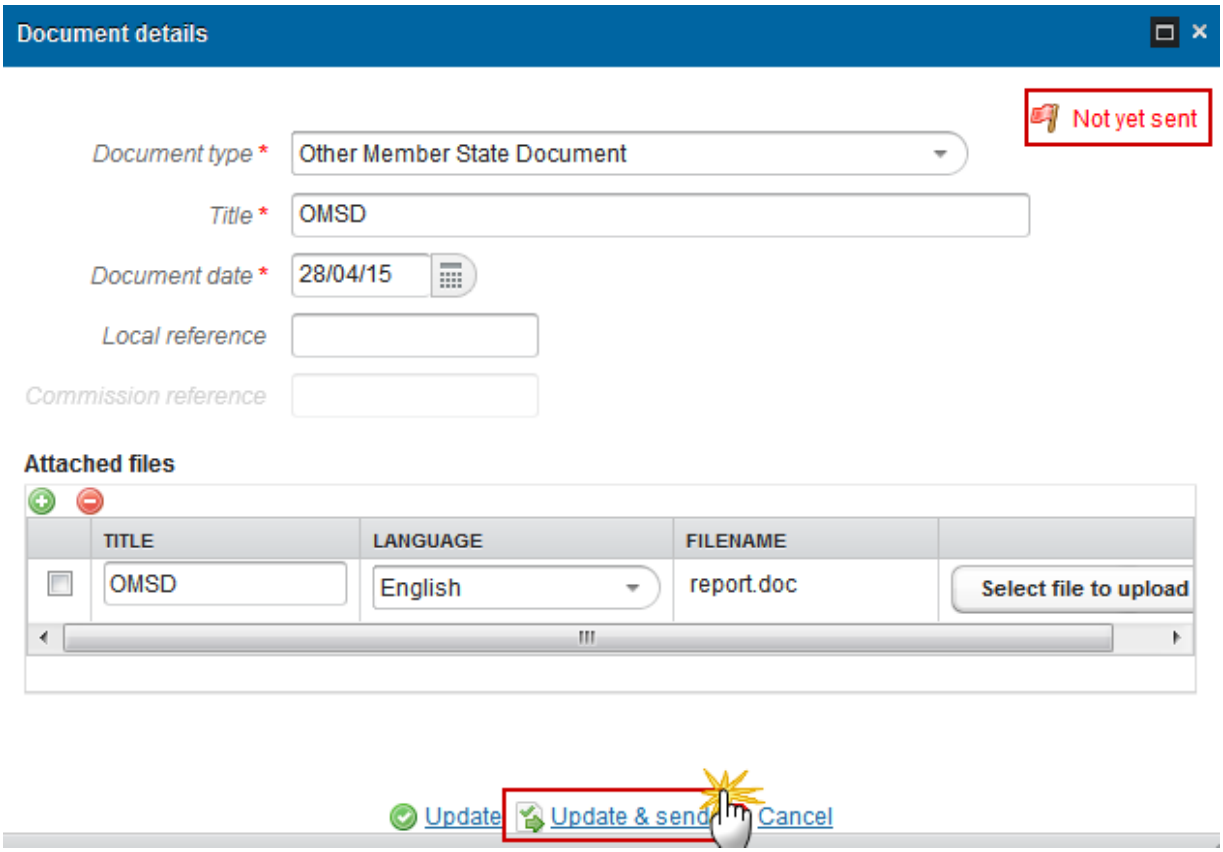
The pop-up window closes and the documents are uploaded.

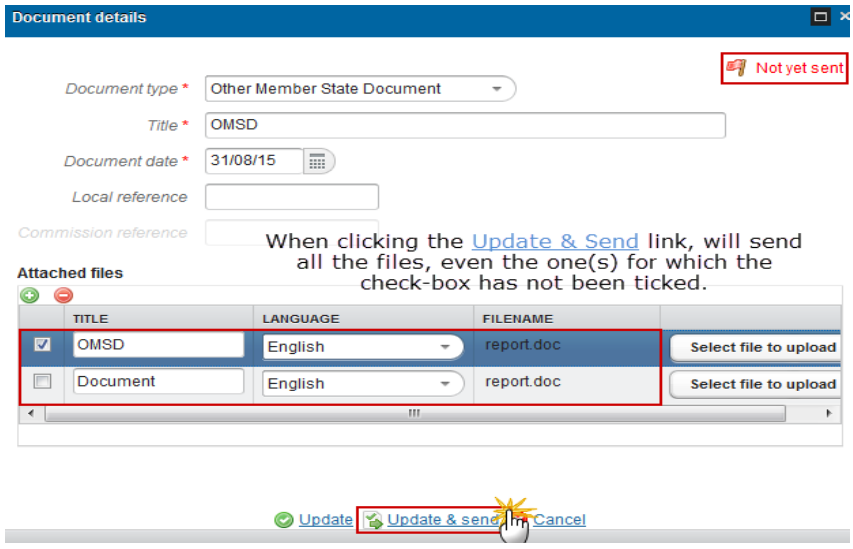
Sending an unsent non-integral document

1. To send a non-integral document: once the document and attachment(s) have been uploaded select the document row in the list **(1)** and click on the **EDIT** button **(2)**:



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

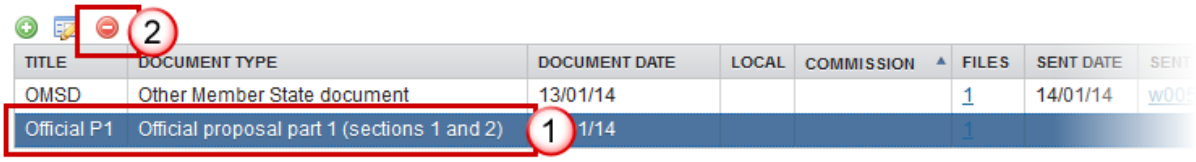


NOTE	The **Update & Send** link will only be shown for documents which are not integral part of the Object and after at least one attachment was added. If more than one file are uploaded from the same document table, when clicking the **Update & Send** link, will send all the files and not only the one(s) for which the check-box has been ticked. 

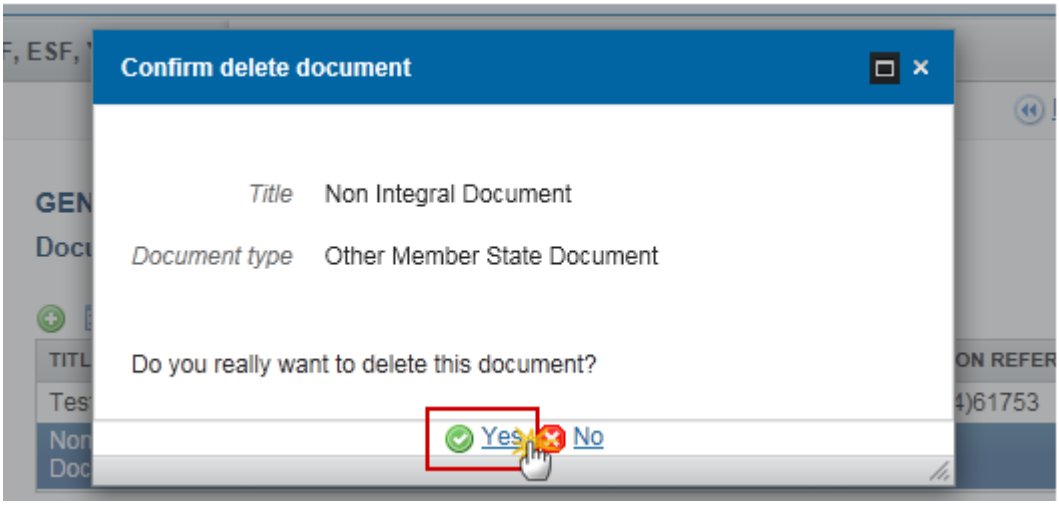
REMARK	**Non-integral documents** (ie. 'Other Member State Document') can be sent at any time independently of the status of the Partnership Agreement. The 'Other Member State Document' type demands a manual submission (they are NOT sent automatically within the Programme). The other document types, integral documents, are automatically sent - together with the encoded data – when the Programme is submitted to the EC. You can find in our Portal the types of documents that can be uploaded and sent by the Member State. A 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:

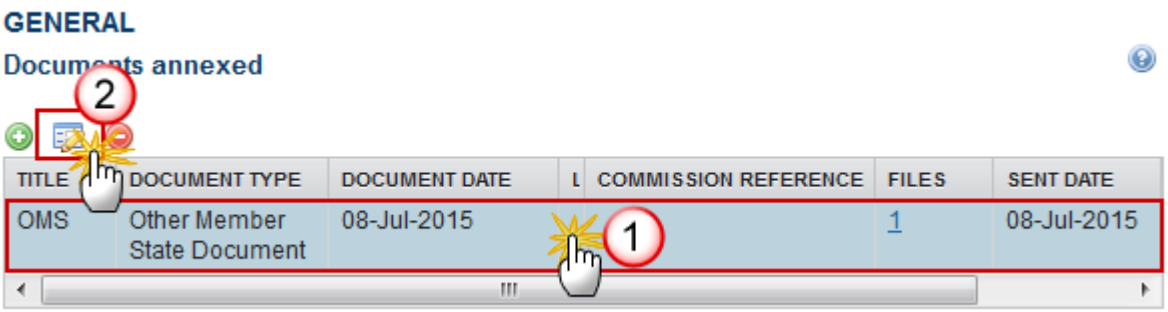


2. Click on Yes to confirm deletion. Click on No to return to the Partnership Agreement document.

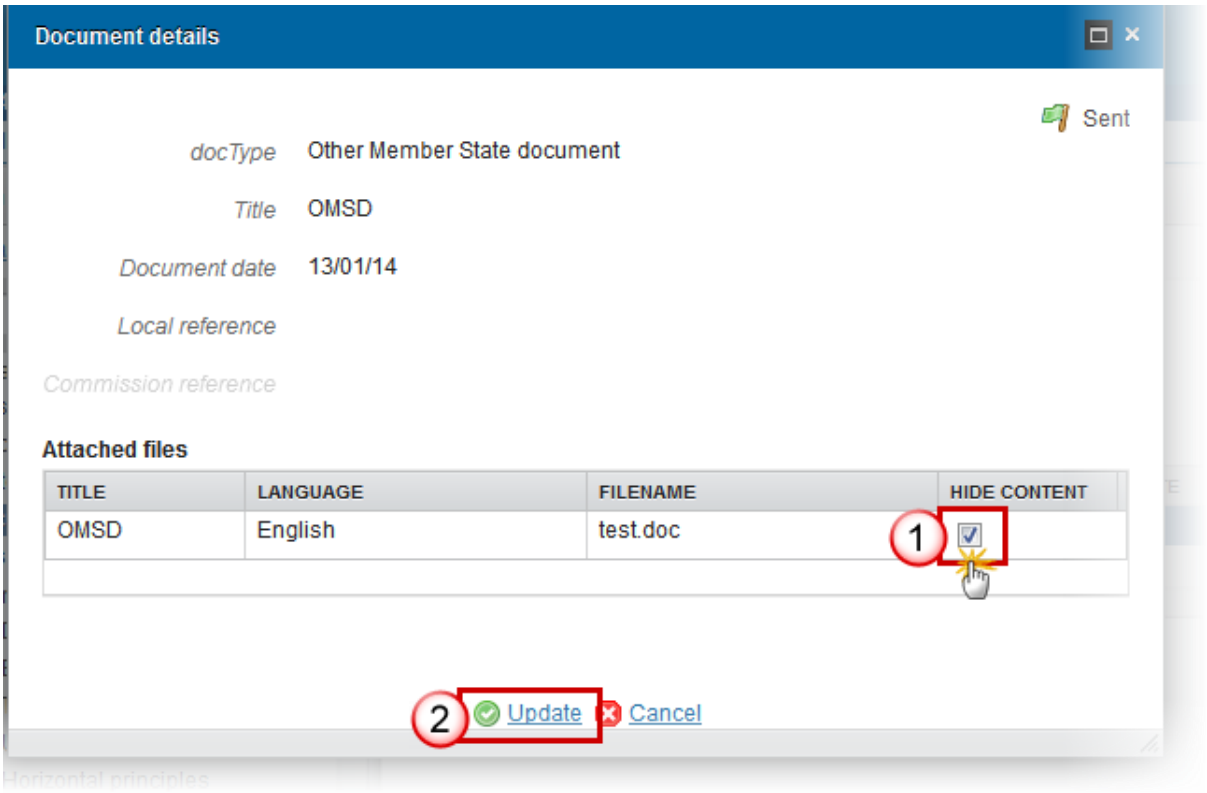
Hiding a sent document

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.



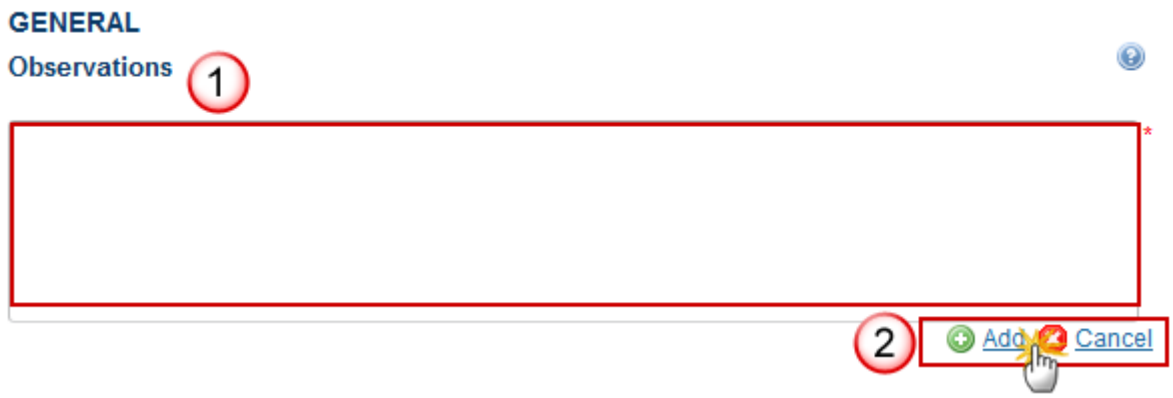
The Document Details window appears:



2. Select the **'HIDE CONTENT'** option **(1)** and click on **Update** **(2)** to hide the Partnership Agreement document.

Observations

This section is used to provide any relevant information to the Partnership Agreement. It can be used as a type of 'chat' between the Member State and Commission.



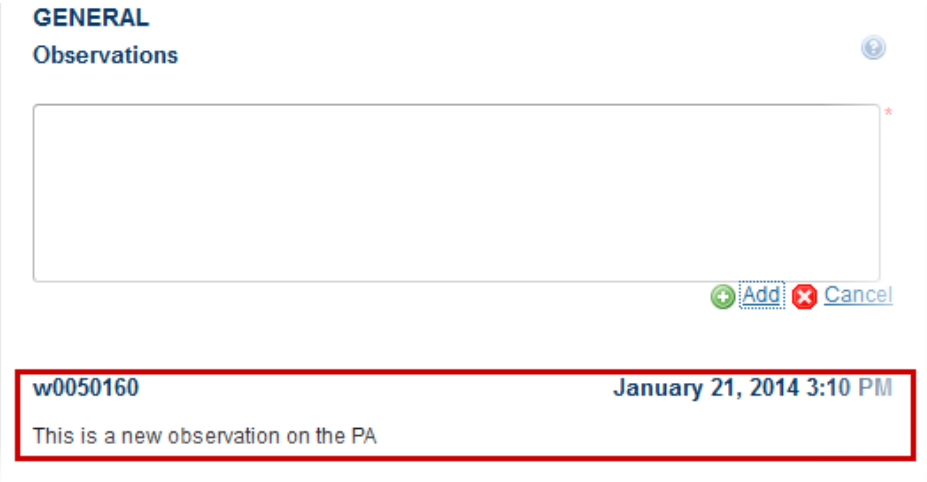
1. Enter the following:

(1) Enter an observation.

All users who have Read and Observation permission on the PA 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 PA.



The Observation is added below the Observations box and includes the username and date and time of the post.

1. Union Strategy

Arrangements to ensure alignment with the union strategy of smart, sustainable and inclusive growth as well as the fund specific missions pursuant to their treaty-based objectives, including economic, social and territorial cohesion (Article 15(1) (A) CPR).

1.1 Disparities

GUIDELINES

This section should outline the main development needs and growth potentials of the Member State which can be addressed by the European Structural and Investment Funds (ESI Funds) as a basis for identification of the main funding priorities for the ESI Funds.

"Funding priorities" are understood as broad priorities for the use of ESI Funds that correspond to the main development needs and potentials and are presented in a national context, therefore translating broad EU priorities into the national setting.

This section should also take into account the analysis presented in the Commission services country position paper and the ensuing dialogue with the Commission services.

1) The identification of main development needs should be based on the analysis of:

- *The relevant country-specific Council recommendations ex Art. 121(2) TFEU and Art. 148(4) TFEU;*
- *Distance to the national Europe 2020 targets and targets linked to legislative requirements;*
- *The National Reform Programme with reference to the main development needs identified at national level;*
- *Strategic guiding principles provided in the Common Strategic Framework (Annex I of the CPR);*
- *Experience from the period 2007-2013 and the state of achievement of objectives set out for programmes supported under this programming period, as appropriate;*
- *Other national, regional, macro-regional and sea-basin strategies which are relevant to the Member State's NRP and to thematic objectives;*
- *Other studies and evaluations (in addition to the ex-ante evaluation) that may have been undertaken, including fund-specific studies and evaluations.*

2) Where appropriate, this section should identify the need to transfer funds between categories of regions based on Article 93 of the CPR and between goals based on Article 94 of the CPR and provide an overview of the circumstances which justify this transfer.

3) Where appropriate, this section should identify the need to allocate funds under the YEI to young persons residing in sub-regions which experience high youth unemployment levels and which are outside the eligible NUTS 2 regions, and provide a justification.

The analysis presented in this section should in addition to the analysis of sectorial challenges, also:

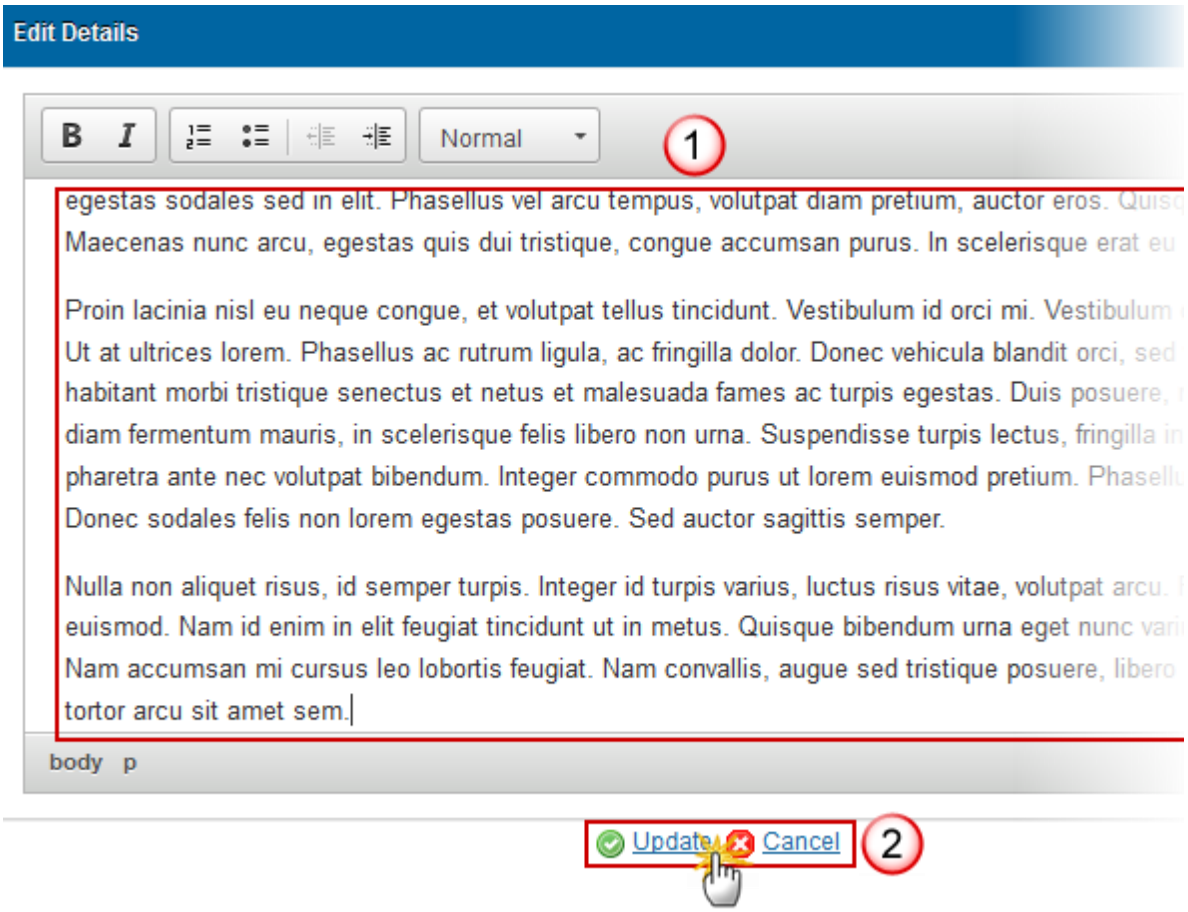
- *Provide an analysis of the relevant territorial imbalances, development needs and bottlenecks, in particular where this is necessary to follow-up relevant country-specific Council recommendations and reach the national Europe 2020 targets;*
- *Where applicable, take into account the specific challenges of the outermost regions, regions which suffer from severe and permanent natural or demographic handicaps such as the northernmost regions with very low population density, and island, cross- border and mountain regions;*
- *Address the specific development needs and growth potentials of urban, rural and coastal as well as maritime areas and include an analysis of the growth potential of the "blue economy", where relevant.*
- *Consider cross-sectorial, cross-jurisdictional or cross-border coordination challenges, particularly in the context of macro-regional and sea-basin strategies.*

'' This section may also contain the elements of operational programmes for the ERDF, ESF and Cohesion Fund set out in Article 96 (2) (a) of the CPR*

QUICK GUIDES

1. Click on the **EDIT** button to access on the edit form to modify the information.

The edit details pop-up window appears:



2. Enter the following:

(1) Enter and edit the text in the text box provided. There is no text limit.

(2) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

1.2 Ex-ante Evaluations

GUIDELINES

This section should include a synthetic overview of the main conclusions of the ex-ante evaluations of programmes, summarising and drawing conclusions at national level. Where Member States have carried out a specific ex-ante evaluation of the Partnership Agreement at its initiative this section should outline its main findings.

The overview should focus on the issues which are relevant for the Partnership Agreement, and should not go into detail on issues which pertain mainly to individual programmes.

To simplify the presentation of the main conclusions of the ex-ante evaluations in particular in Member States with a large number of programmes, these conclusions may be presented in general terms outlining the number of cases where ex-ante evaluators provided a particular type of recommendation e.g. "The ex-ante evaluators generally concluded that the selection of thematic objectives has been consistent with the main development needs of the Member State/regions. Only in 1 programme out of 12 (programme x) did they consider it necessary to focus on fewer thematic objectives to achieve a greater focus on research and innovation. This proposal was subsequently introduced in programme x". However, the overview provided must cover all ESI Funds, even when a Member State has only one programme for a particular Fund.

This section should provide an overview of the recommendations of the ex-ante evaluations on:

a. *the contribution to the Union strategy for smart, sustainable and inclusive growth. It should outline the assessment of the ex-ante evaluators on the appropriateness of the thematic objectives and funding priorities, indicate whether the evaluators recommended a focus on different thematic objectives and outline the follow-up of such recommendation;*

b. *the internal coherence of the programmes and their relation to other relevant EU and national instruments;*

c. *whether the financial allocation is consistent with the objectives set out in programmes, and allows the achievement of the results sought by the Member State;*

d. *the consistency of the selected thematic objectives and main results with the CPR (including the Common Strategic Framework), the Partnership Agreement and the relevant country-specific Council recommendations under Article 121(2) TFEU, and where appropriate at national level, the National Reform Programme. It should highlight any instances where the ex-ante evaluation has found that the thematic objectives and the main results chosen are not consistent with these Council recommendations.*

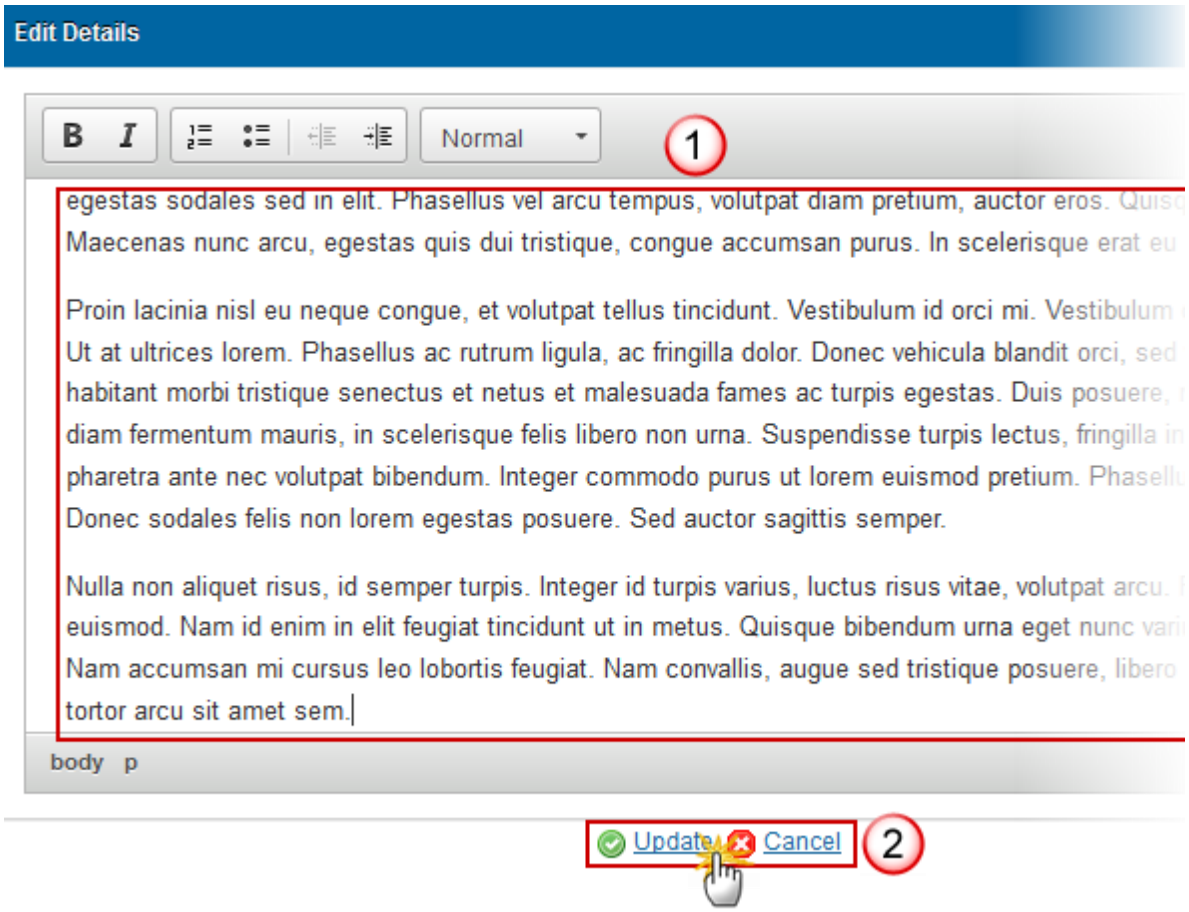
There may be limitations to the extent to which the results from the ex-ante evaluation of individual programmes can be generalised at the national level, because the ex-ante evaluations focus on individual programmes.

'' This section may also contain the elements of operational programmes for the ERDF, ESF and Cohesion Fund set out in Article 96 (2) (a) of the CPR.*

QUICK GUIDES

1. Click on the **EDIT** button to access the edit form to modify the information.

The Edit details pop-up window appears:



2. Enter the following:

(1) Enter and edit the text in the text box provided. There is no text limit.

(2) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

1.3 Thematic Objectives

GUIDELINES

This section should set out the thematic objectives selected and a summary of the main results expected for each of the ESI Funds and thematic objectives. In particular it should:

1) Set out the thematic objectives selected and explain why they have been chosen based on development needs and funding priorities.

The thematic objectives chosen should be consistent with the thematic concentration requirements set out in the CPR and the Fund-specific rules, and ensure appropriate focus and critical mass of interventions.

2) Outline, by thematic objective, the main results sought for each of the ESI Funds and the Youth Employment Initiative (YEI), especially in relation to the Europe 2020 objectives and to the relevant country specific Council recommendations. "Main results" refers to the main changes that the Member State seeks to achieve under each of the thematic objectives. The changes may be expressed in qualitative or quantitative terms indicating e.g. the general direction and the magnitude of change. More than one Fund can contribute to an achievement of a result, but the contribution of each Fund to that result should nevertheless be outlined summarising the intervention logic presented in programmes.

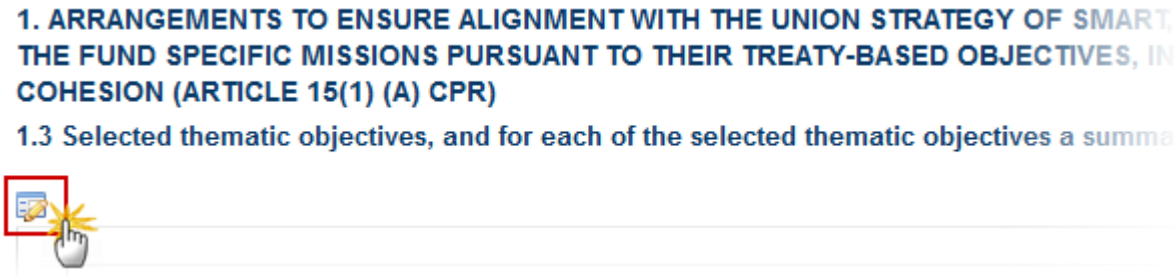
The use of indicators set out in individual programmes to outline the main results sought is not obligatory. Where appropriate, (aggregate) targets based on target levels of indicators used in programmes can be used to provide a more detailed understanding of the results sought, however these should clearly relate to the main results sought for each Fund, not to individual priorities and actions. Excessive duplication of indicator data included in programmes should be avoided, given that programmes will set out detailed information on indicators and only few of these may be suitable to express the main strategic changes sought by the Member State through the use of all of the ESI Funds.

To facilitate the completion of this section and of the table under section 1.4 setting out financial allocations by Fund and by thematic objective the links between thematic objectives and the Union priorities for rural development have been set out in the annex to this guidance.

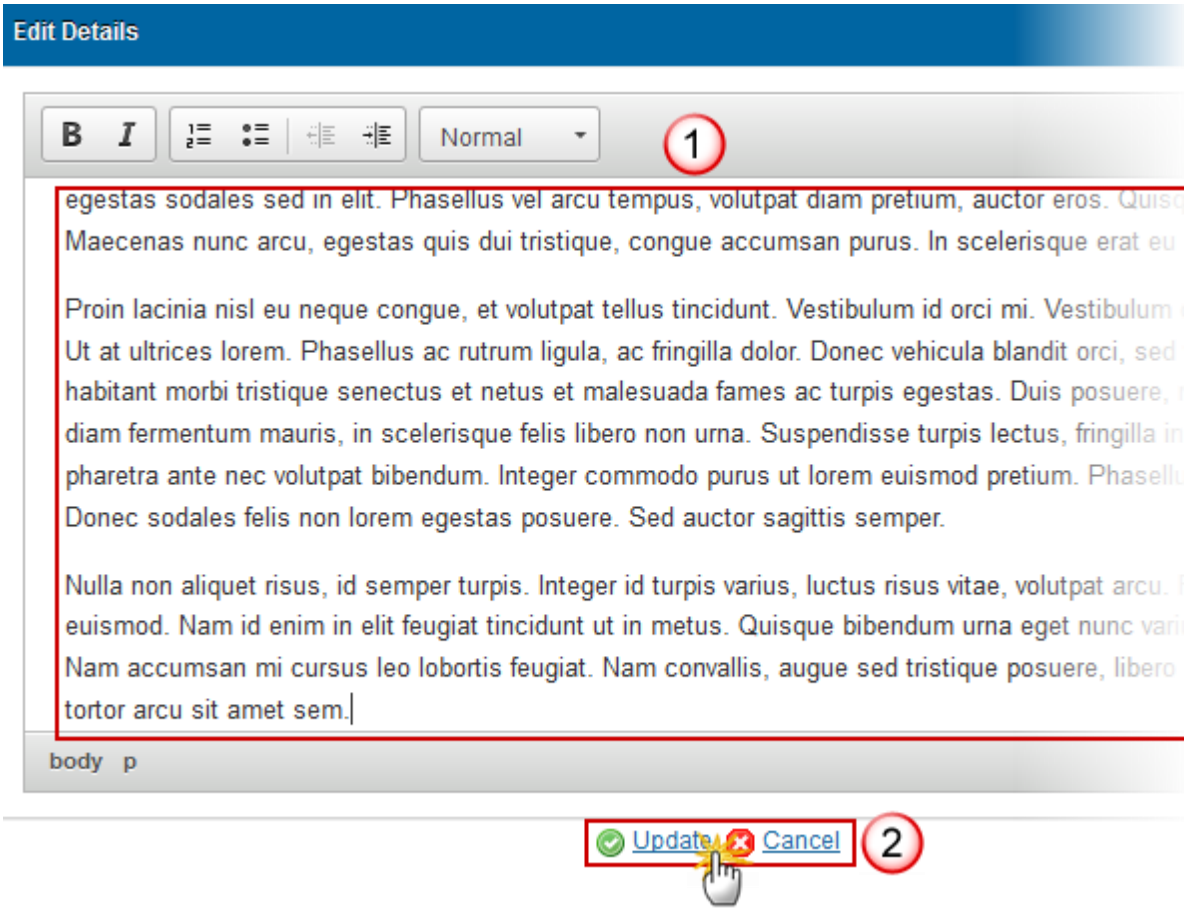
'' This section may also contain the elements of operational programmes for the ERDF, ESF and Cohesion Fund set out in Article 96 (2) (a) of the CPR. Where this is the case, qualitative information on relevant elements (justification of the financial allocation to the thematic objectives and, where relevant, investment priorities under the respective operational programmes) will be set out in the text under this section and Table 1 of the model for operational programmes under cohesion policy (justification for the selection of thematic objectives and investment priorities) will be part of this section of the Partnership Agreement.*

QUICK GUIDES

1. Click on the **EDIT** button to access on the edit form to modify the information.



The Edit details pop-up window appears:



2. Enter the following:

(1) Enter and edit the text in the text box provided. There is no text limit.

(2) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

1.4 Union Support

GUIDELINES

This table is generated automatically by SFC based on the allocation between thematic objectives available in financial tables of programmes already encoded in SFC. The table can be adjusted manually, including in cases where the data for all programmes is not available in the SFC by the time of submission of the Partnership Agreement.

The information presented in the Partnership Agreement will be updated (where necessary) at the submission of the last programme to maintain consistency between the Partnership Agreement and programmes.

The financial allocation set out must comply with the thematic concentration requirements set out in the CPR and Fund-specific Regulations and ensure appropriate focus and critical mass of interventions, taking into account the total allocation available.

Note: for the presentation of information on the EAFRD in the table above, please refer to the annex to this guidance showing the links between thematic objectives and the Union priorities for rural development.

1.4.1 By Thematic Objective

1. Click on the **EDIT** button to update the fund amounts.

1. ARRANGEMENTS TO ENSURE ALIGNMENT WITH THE UNION STRATEGY OF SMART THE FUND SPECIFIC MISSIONS PURSUANT TO THEIR TREATY-BASED OBJECTIVES, I COHESION (ARTICLE 15(1) (A) CPR)

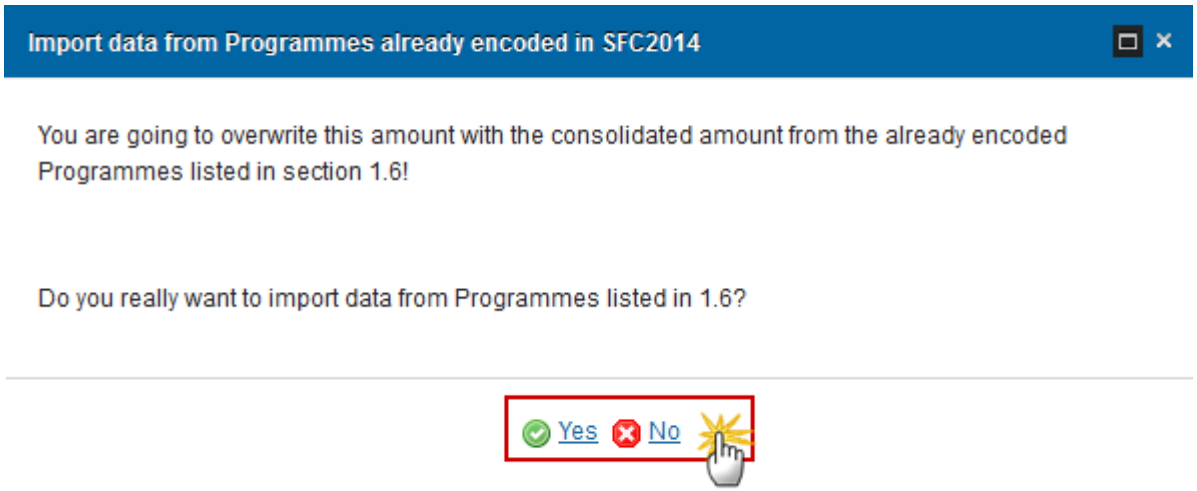
1.4 The indicative allocation of support by the Union by thematic objective at national leve amount of support envisaged for climate change objectives

1.4.1 Table: The indicative allocation of support by the Union by thematic objective at national level for each performance reserve).

	ERD	ESF	CF	EAFRD	EMFF	TOTAL
01. Strengthening research, technological development and innovation	10	10	10	10	10	50
02. Enhancing access to, and use and quality of, information and communication technologies	10	10	10	10	10	50
03. Enhancing the competitiveness of small and medium-sized enterprises, the agricultural sector (for the EAFRD) and the	10	10	10	10	10	50

NOTE	All records are created by the Creation Wizard. The totals are calculated by the system.

2. The Union Support by Thematic Objective can be updated at any time with the consolidated data from the already encoded Programmes in SFC2014, listed in Section 1.6, by clicking the **IMPORT** button .



3. Click on Yes to confirm. Click on No to return to the display.

1.4.2 YEI

GUIDELINES

This figure is generated automatically by SFC based on tables available for programmes already encoded in SFC. The figure can be adjusted manually, including in cases where the data for all programmes is not available in the SFC by the time of submission of the Partnership Agreement.

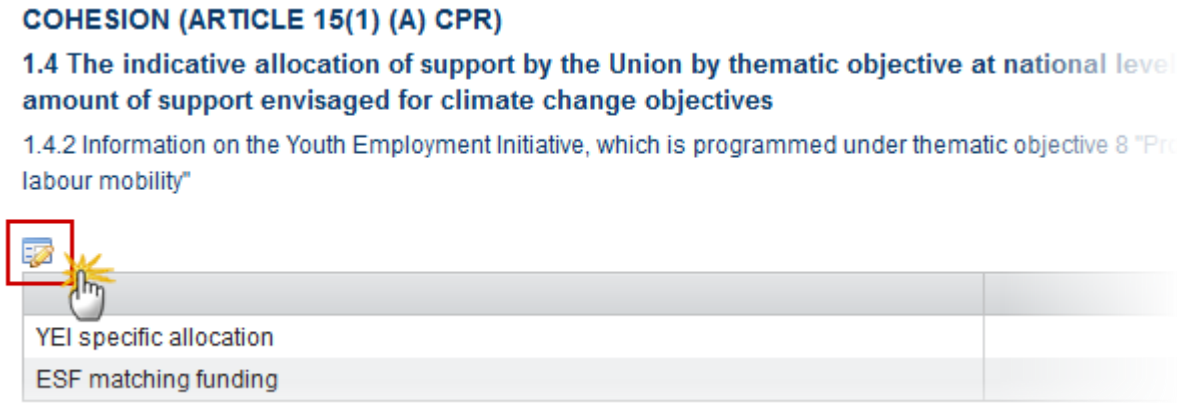
The information presented in the Partnership Agreement will be updated (where necessary) at the submission of the last programme to maintain consistency between the Partnership Agreement and programmes.

The information provided in this section has to make use of the methodology based on categories of intervention or priorities/focus areas/measures set out in the implementing act under Article 8 CPR.

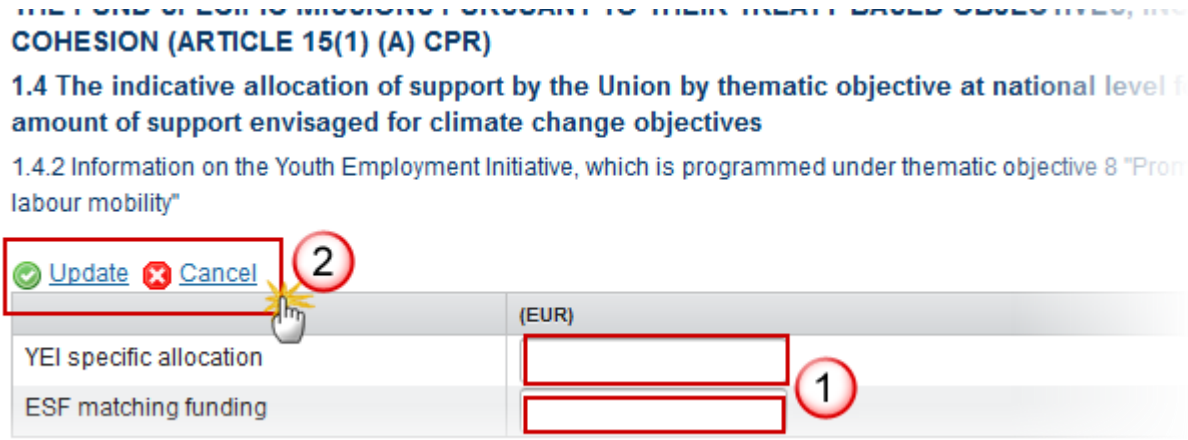
NB: *This figure does not necessarily correspond to the amounts allocated to thematic objectives no 4 " Supporting the shift towards a low-carbon economy in all sectors " and no 5 "Promoting climate change adaptation, risk prevention and management", as set out in the table under point 1.4, as they are calculated using a specific methodology established by the Commission based on Article 8 of the CPR and may, inter alia, include expenditure linked to other thematic objectives.*

QUICK GUIDES

1. Click on the **EDIT** button to update the values.



The (€) boxes become editable **(1)** and the Update and Cancel links appear:



2. Enter the following:

(1) Enter the *amount (EUR)*

(2) Click on the Update link to save and add the information or the Cancel link to abort the action.

1.4.3 Share of ESF

1. Click on the **EDIT** button to update the % allocation.

The (%) boxes become editable **(1)** and the **Update** and **Cancel** links appear:

2. Enter the following:

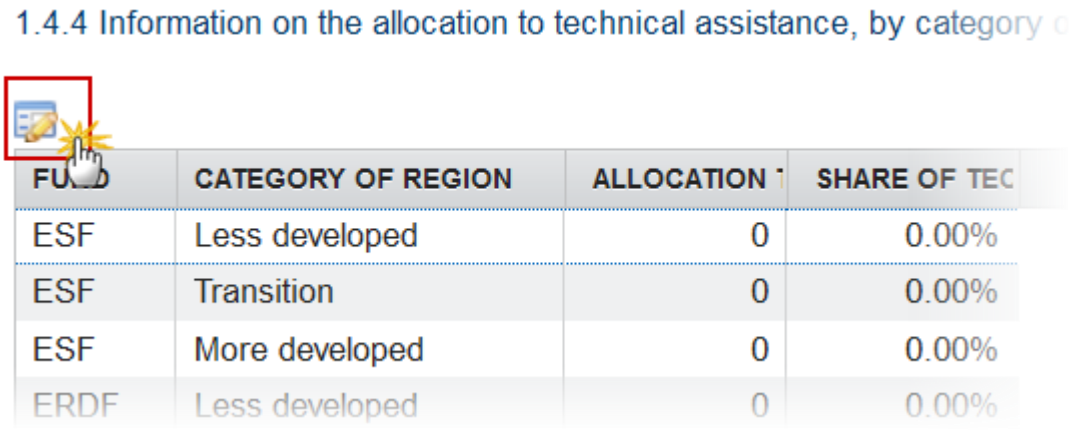
(1) Enter the *percentage (%)*

(2) Click on the Update link to save and add the information or the Cancel link to abort the action.

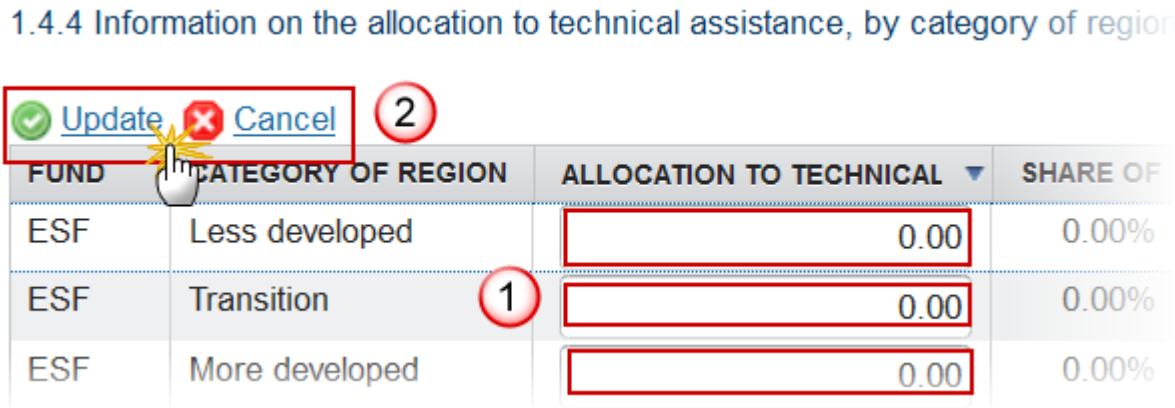
NOTE	The Share is calculated by the system.

1.4.4 Technical Assistance

1. Click on the **EDIT** button to update the values.



The (€) boxes become editable **(1)** and the Update and Cancel links appear:



2. Enter the following:

(1) Enter the *Allocation to Technical Assistance (EUR)*

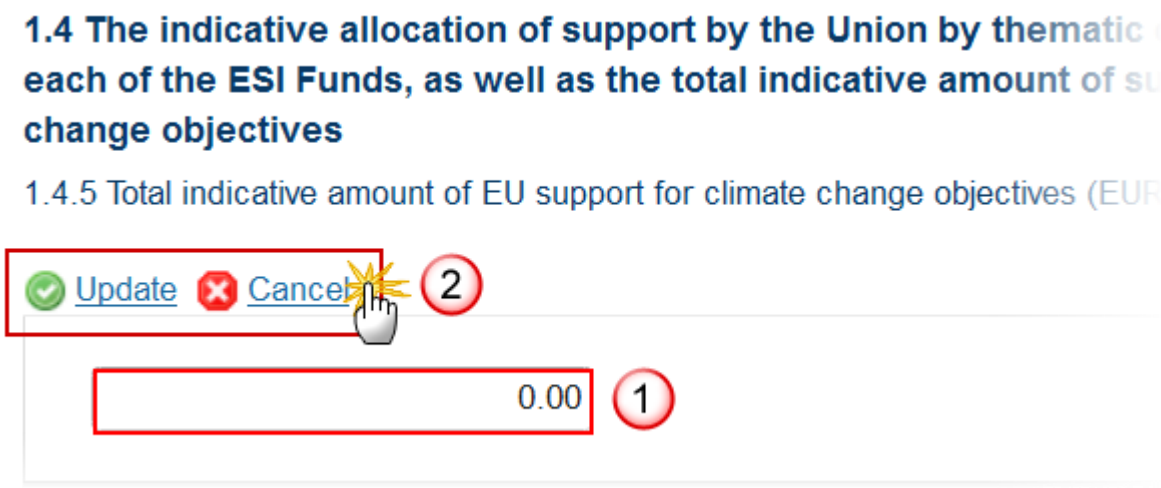
(2) Click on the Update link to save and add the information or the Cancel link to abort the action.

NOTE	The Share is calculated by the system.

1.4.5 For Climate Change

1. Click on the **EDIT** button to update the values.

The boxes become editable **(1)** and the Update and Cancel links appear:



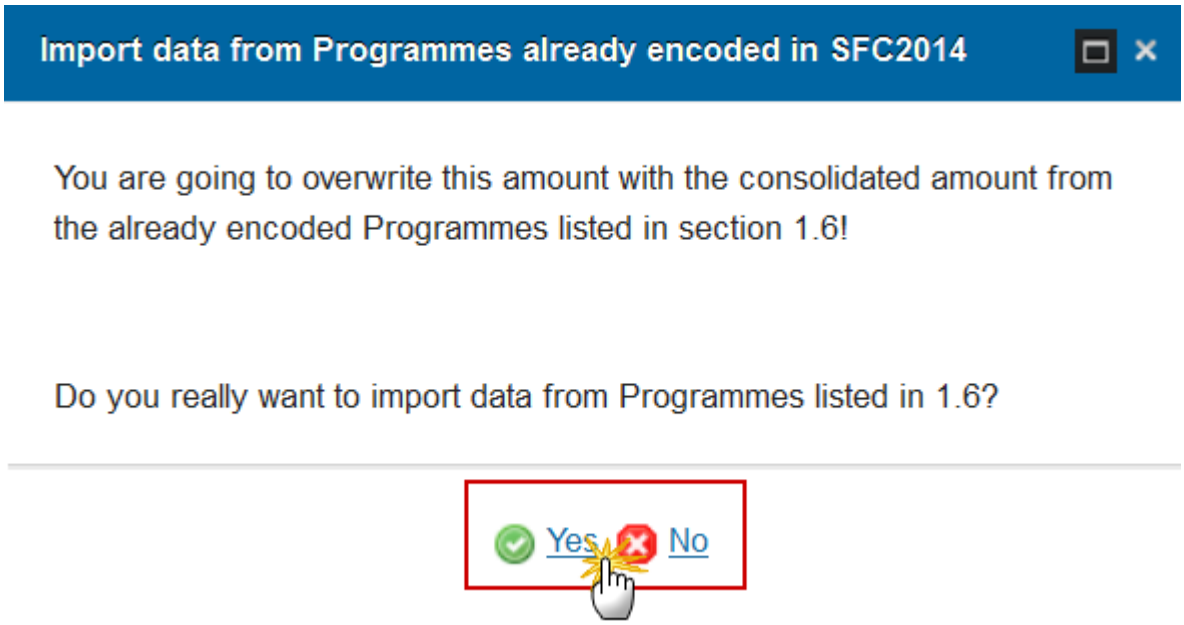
2. Enter the following:

(1) Enter the *amount (EUR)*

(2) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

3. The Union Support for Climate Change can be updated at any time with the consolidated data from the already encoded Programmes in SFC2014, listed in Section 1.6, by clicking the **IMPORT** button **(1)**.

The Import Pop-up appears:



4. Click on Yes to confirm. Click on No to return to the display.

1.5 Horizontal Principles

The application of the horizontal principles referred to in Articles 5, 7 and 8 of the CPR and policy objectives for the implementation of the ESI Funds (Article 15 (1) (a) (v) CPR)

1.5.1 Partnership

GUIDELINES

1) A summary of the preparation of the Partnership Agreement, with a specific focus on partnership, including: authority which has coordinated the preparation of the Partnership Agreement and the public institutions directly involved (for example, the ministries directly concerned by the ESI Funds).

A description of the key stages of the preparation process and the involvement of the relevant partners referred to in Art. 5 CPR. This description should include:

- *how partners have been selected;*

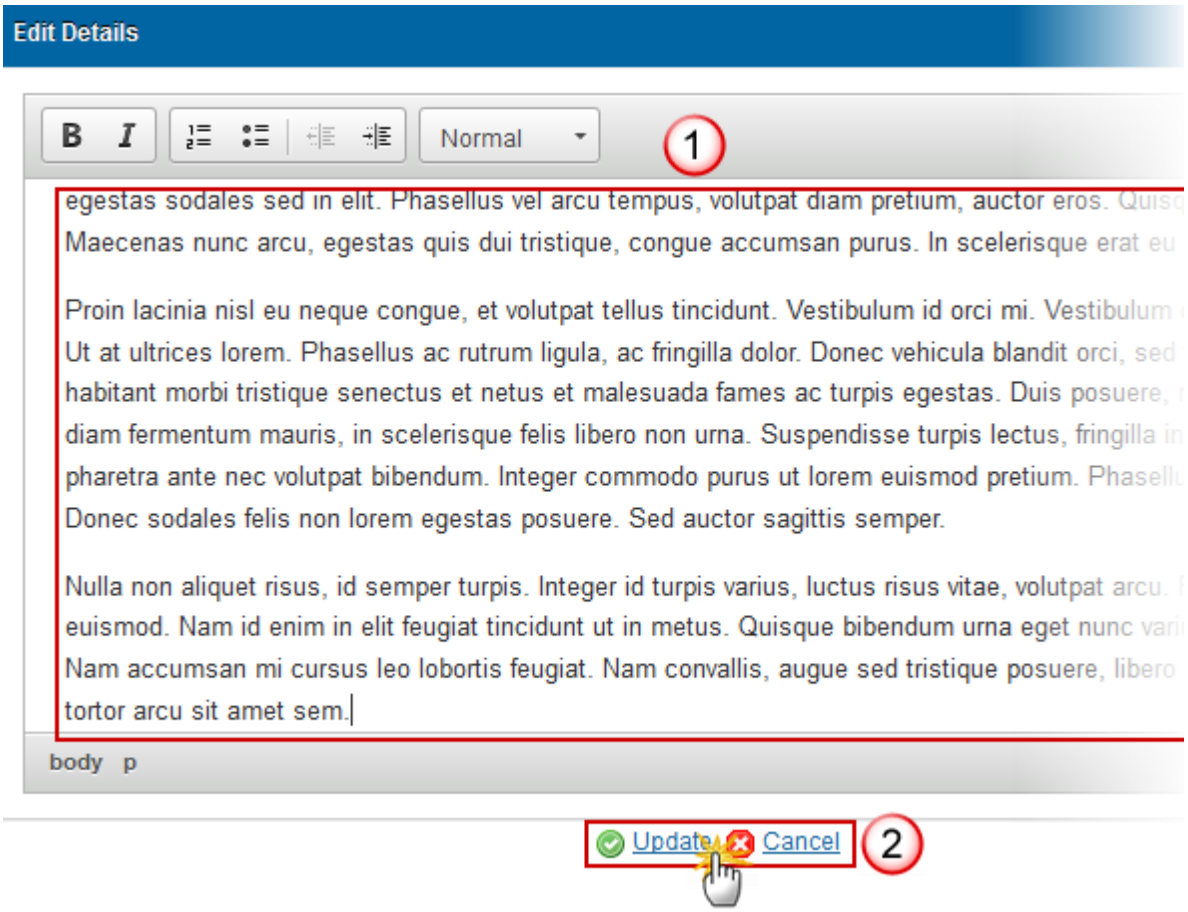
- *the list of the partners involved (annexed);*
- *the actions taken to facilitate a wide involvement and an active participation of the partners, including in terms of accessibility;*
- *the main added value of the partnership in the preparation of the Partnership Agreement, e.g. instances where the strategic choices have been significantly influenced by partners;*
- *the main results of the consultation with partners, including significant concerns, comments and recommendations raised by multiple partners.*

2) A description of the role of the selected partners in the preparation of the progress report as defined in Article 52 CPR.

QUICK GUIDES

1. Click on the **EDIT** button to access the edit form to modify the information.

The boxes become editable **(1)** and the Update and Cancel links appear:



2. Enter the following:

(1) Enter the *text.*

(2) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

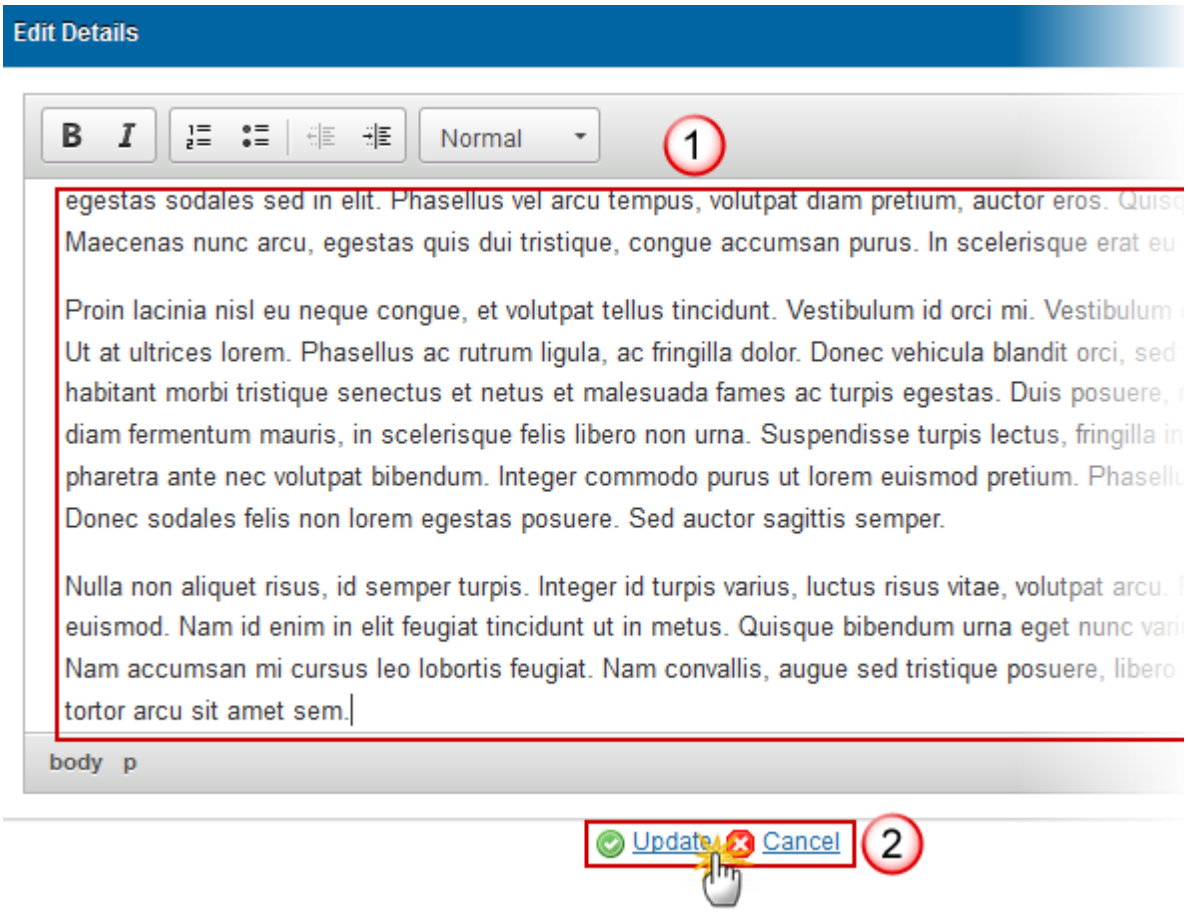
1.5.2 Promotion of Equality

GUIDELINES

An overview of the general approach to ensure (a) the promotion of equality between men and women, (b) non-discrimination and (c) accessibility in the implementation of the ESI Funds, including a description of any general arrangements at national or regional level to ensure the promotion and monitoring of these principles in different types of programme.

1. Click on the **EDIT** button to access the edit form to modify the information.

The boxes become editable **(1)** and the **Update** and **Cancel** links appear:



2. Enter the following:

(1) Enter the *text.*

(2) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

1.5.3 Sustainable Development

GUIDELINES

An overview of:

- *how the "polluter pays" principle will be implemented;*
- *any relevant national or other arrangements cutting across several or all programmes to ensure that the requirements of Article 8 CPR are respected in regard to:*
    - *environmental protection requirements;*

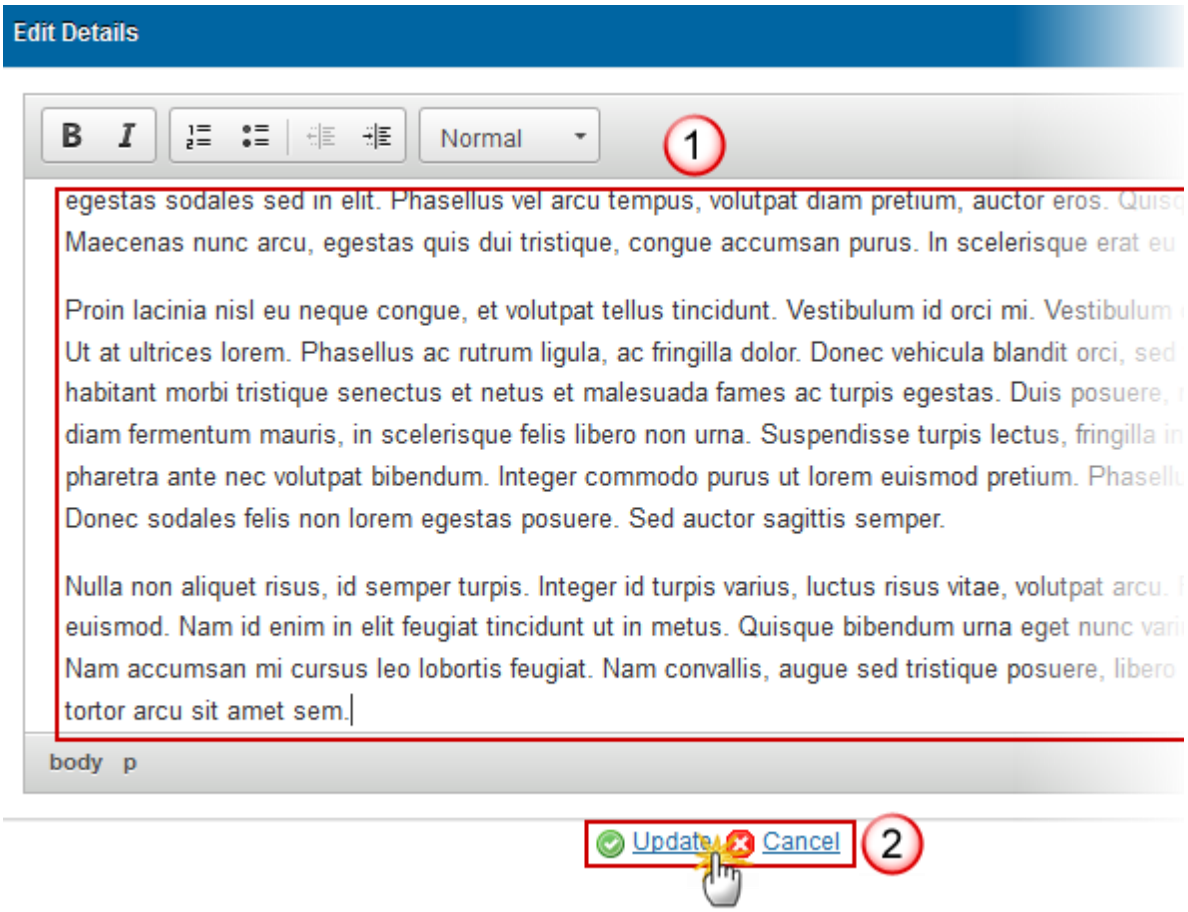
- *resource efficiency;*
- *climate change mitigation and adaptation;*
- *biodiversity and ecosystem protection;*
- *disaster resilience;*
- *risk prevention and management.*

Other relevant measures should be highlighted, where applicable (e.g. application of green public procurement).

QUICK GUIDES

1. Click on the **EDIT** button to access the edit form to modify the information.

The boxes become editable **(1)** and the **Update** and **Cancel** links appear:



2. Enter the following:

(1) Enter the *text.*

(2) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

1.5.4 Horizontal Policy Objectives

GUIDELINES

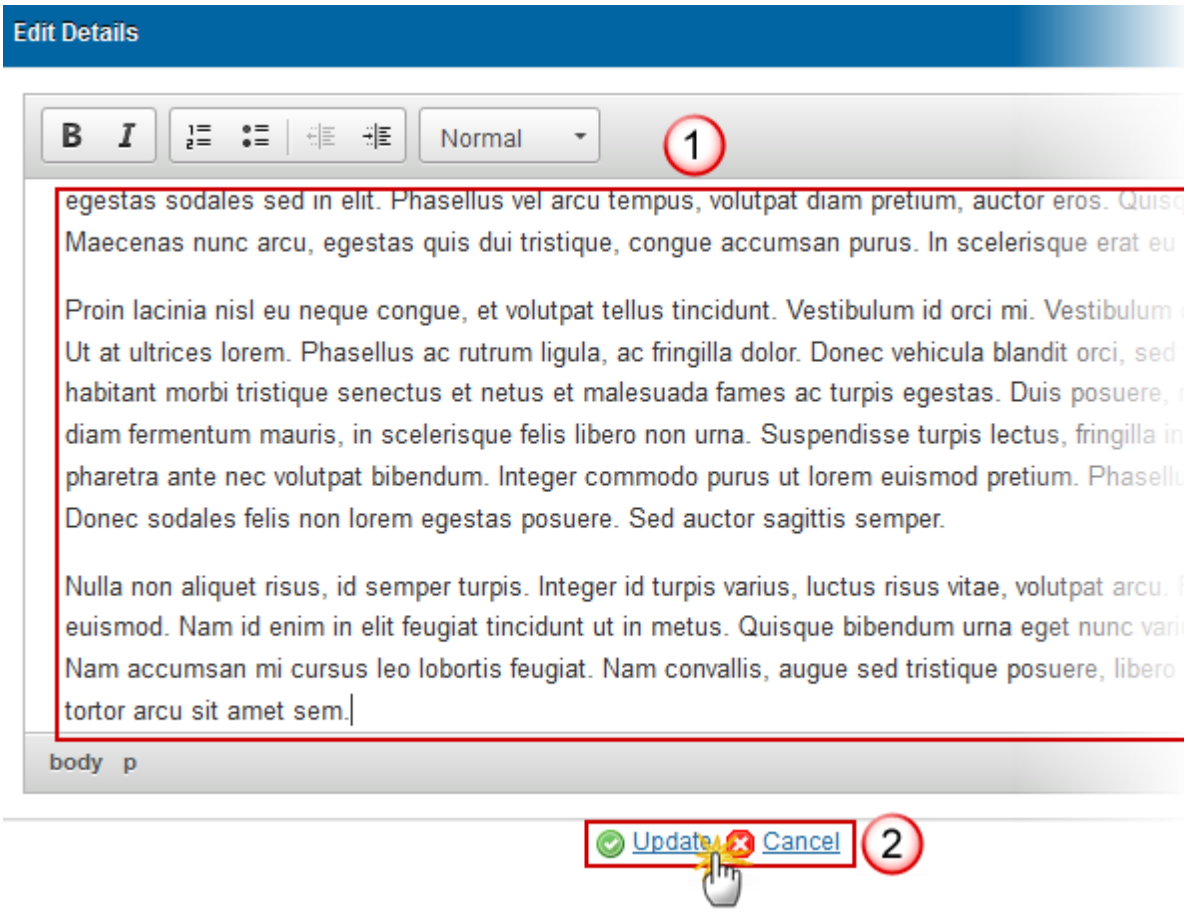
This section aims to set out any horizontal policy objectives that are relevant for one or more programmes and one or more ESI Funds. Some of these horizontal policy objectives may be specific to a Member State.

It should provide an overview of any additional horizontal policy objectives as set out in the CSF, such as demographic change, which will be pursued and explain how this will be done, including a description of arrangements to ensure mainstreaming, where relevant.

QUICK GUIDES

1. Click on the **EDIT** button to access the edit form to modify the information.

The boxes become editable **(1)** and the **Update** and **Cancel** links appear:



2. Enter the following:

(1) Enter the *text.*

(2) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

1.6 List of Programmes

GUIDELINES

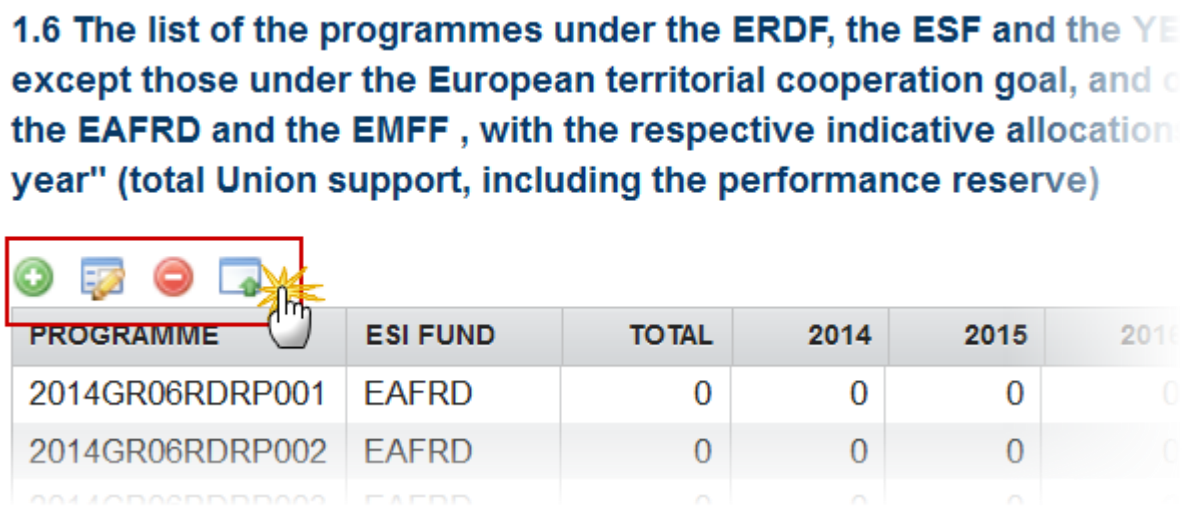
The table is generated automatically by the SFC based on the information in financial tables of programmes already encoded in SFC. The table can be adjusted manually, including in cases where the data for all programmes is not available in the SFC by the time of the submission of the Partnership Agreement.

The information presented in the Partnership Agreement will be updated (where necessary) at the submission of the last programme to maintain consistency between the Partnership Agreement and programmes.

QUICK GUIDES

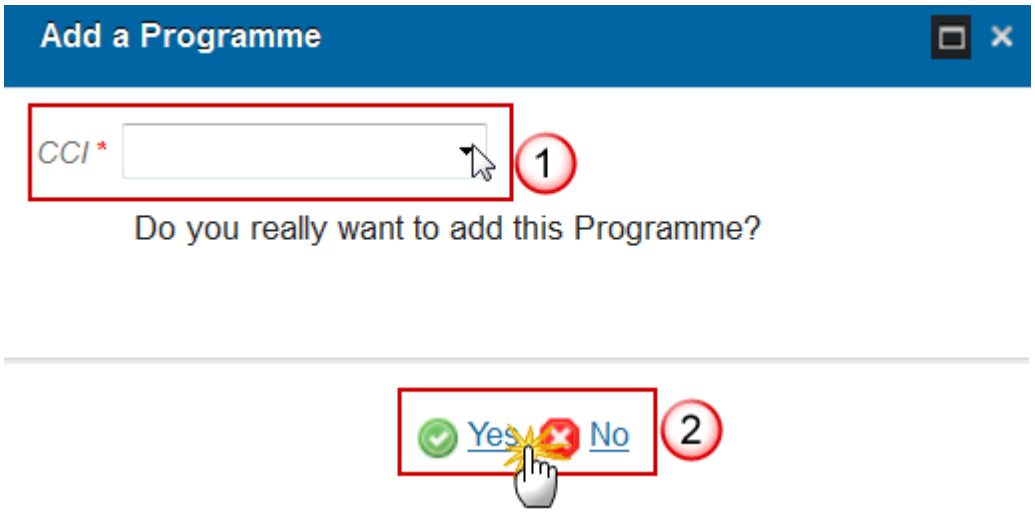
- Click on the **ADD** button to manually add a Programme Fund record.
- Click on the **EDIT** button to access the edit form to modify the information.
- Click on the **DELETE** button to remove a Programme Fund record.

REMARK	If after initial creation of the Partnership Agreement, additional Programmes have been added in SFC2014, the **IMPORT** button will allow importing Programme data into this table.



1. Click on the **ADD** button to manually add a Programme Fund record.

The add a programme pop-up appears:



2. Select the following information:

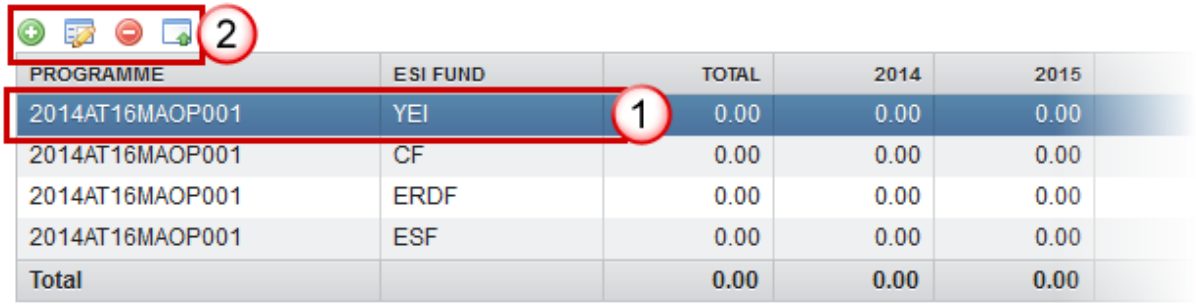
(1) Select the *CCI* number from the drop-down list.

(2) Click on Yes to confirm. Click on No to return to the display.

REMARK	The list of Programmes will contain all allocated Programme CCI numbers for the ESI Funds for the Member State (except ETC Programmes).

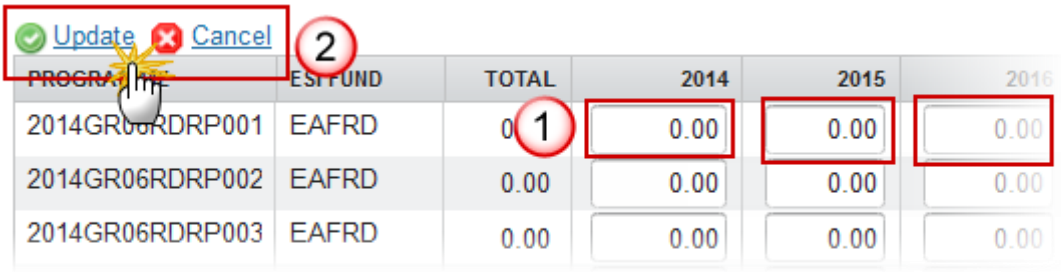
NOTE	The system will automatically create records for all the Funds covered by the Programme.

3. Select a record **(1)** and click on the **EDIT** button **(2)** to access the edit form to modify the information.



PROGRAMME	ESI FUND	TOTAL	2014	2015
2014AT16MAOP001	YEI	0.00	0.00	0.00
2014AT16MAOP001	CF	0.00	0.00	0.00
2014AT16MAOP001	ERDF	0.00	0.00	0.00
2014AT16MAOP001	ESF	0.00	0.00	0.00
Total		**0.00**	**0.00**	**0.00**

The Table becomes editable:



4. Enter the following:

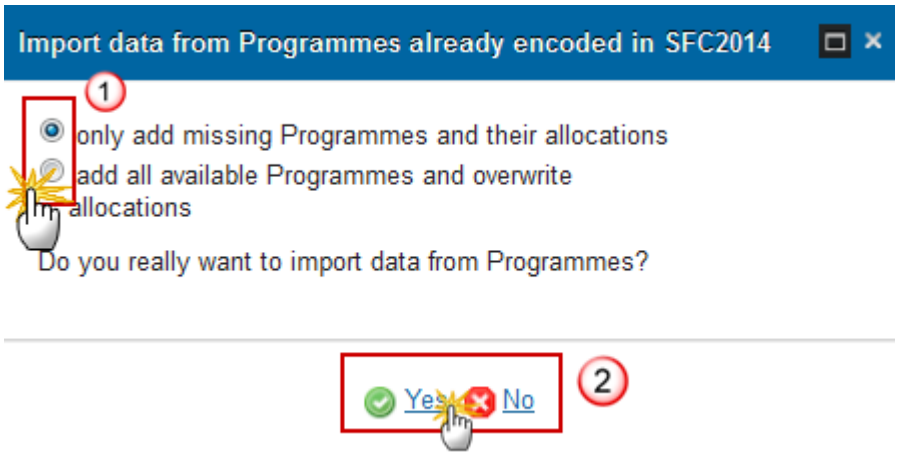
(1) Enter the *amount (EUR)* per year/CCI.

(2) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

NOTE	The Share is calculated by the system.

The **IMPORT** button:

1. Click on the **IMPORT** button to import Programme data into this table.



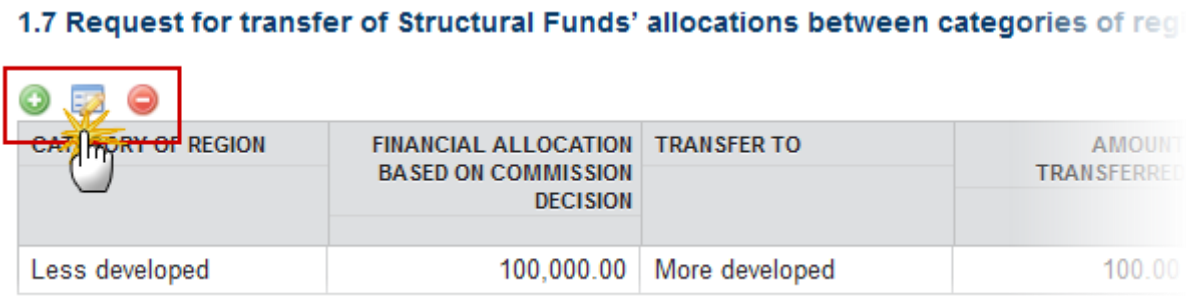
(1) Select the option to *add only missing Programmes and their allocations* or *all Programmes and overwrite allocations.*

(2) Click on Yes to confirm. Click on No to return to the display.

REMARK	The user will be able to choose between importing only missing Programmes and their allocations or importing all Programmes available in SFC2014, overwriting the already encoded allocations.

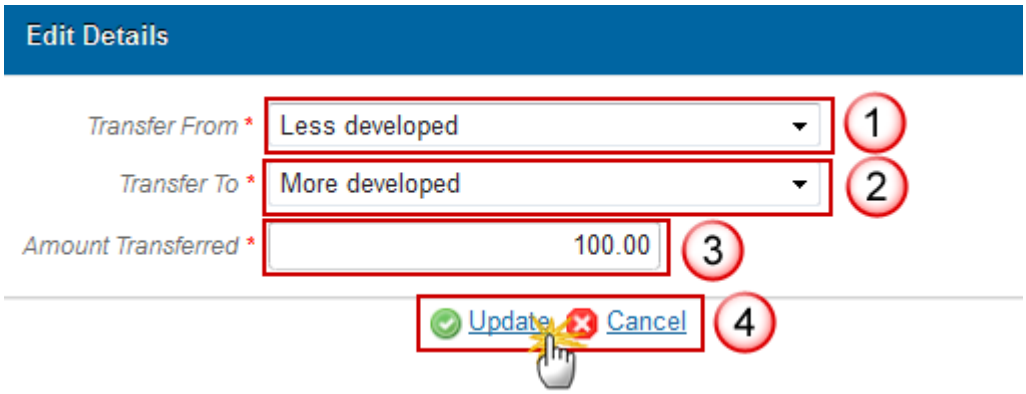
1.7 Transfer between Regions

- Click on the **ADD** button to add a transfer.
- To Edit a record select the record and click on the **EDIT** button to access on the edit form to modify the information.
- To Delete a record select the record and click the on **DELETE** button to remove a specific transfer.



1. Click on the **ADD** button to add a transfer.

The Edit Details screen is displayed:



2. Enter or select the following:

(1) Enter the *Transfer from*.

(2) Enter the *Transfer to*.

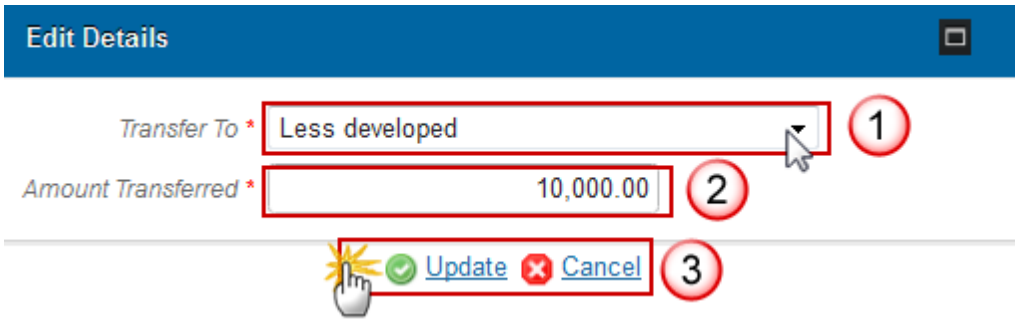
(3) Enter the *Amount Transferred*.

(4) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

1.8 Transfer from ETC

- Click on the **ADD** button to add a transfer.
- To Edit a record select the record and click on the **EDIT** button to access on the edit form to modify the information.
- To Delete a record select the record and click the on **DELETE** button to remove a specific transfer.

1. Click on the **ADD** button to add a transfer.



2. Enter or select the following:

(1) Enter the *Transfer to*.

(2) Enter the *Amount Transferred*.

(3) Click on the Update link to save and add the information or the Cancel link to abort the action.

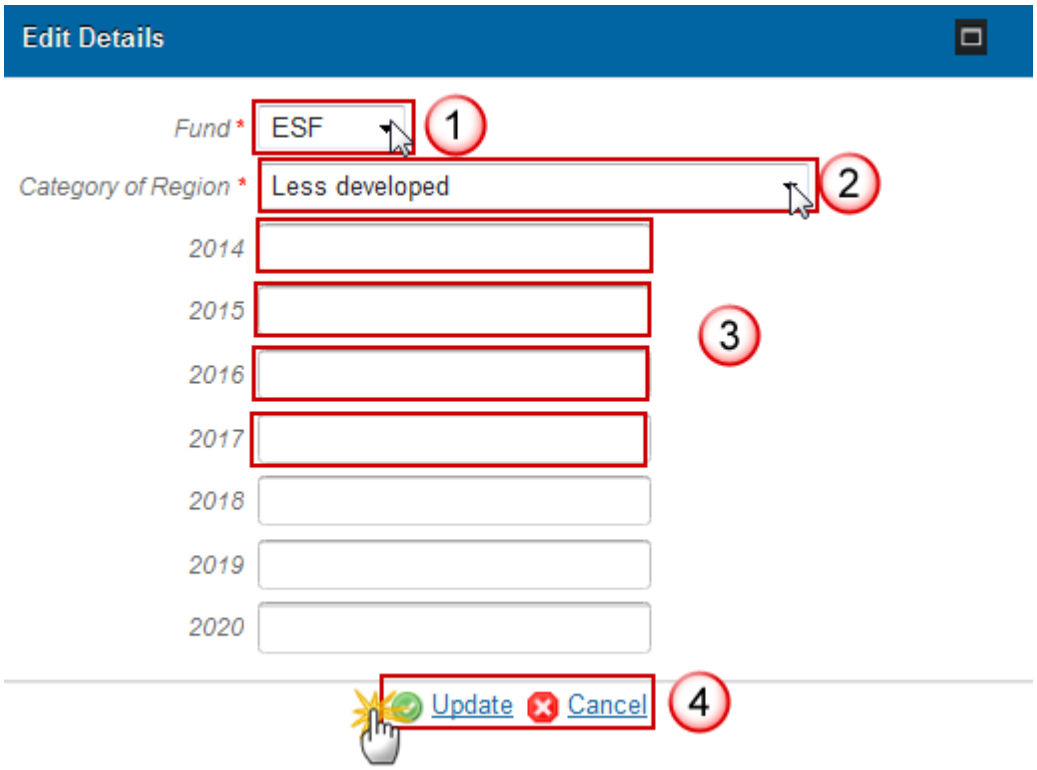
NOTE	Currently only used by Denmark.

1.9 Transfer of TA to EC

- Click on the **ADD** button to add a transfer.
- To Edit a record select the record and click on the **EDIT** button to access on the edit form to modify the information.
- To Delete a record select the record and click the on **DELETE** button to remove a specific transfer.

1. Click on the **ADD** button to add a transfer.

The Edit Details screen is displayed:



2. Enter or select the following:

(1) Select the *Fund*

(2) Select the *Category of Region.*

(3) Enter the *Amount per year*.

(4) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

NOTE	Currently only used by Greece.

1.10 Performance Reserve

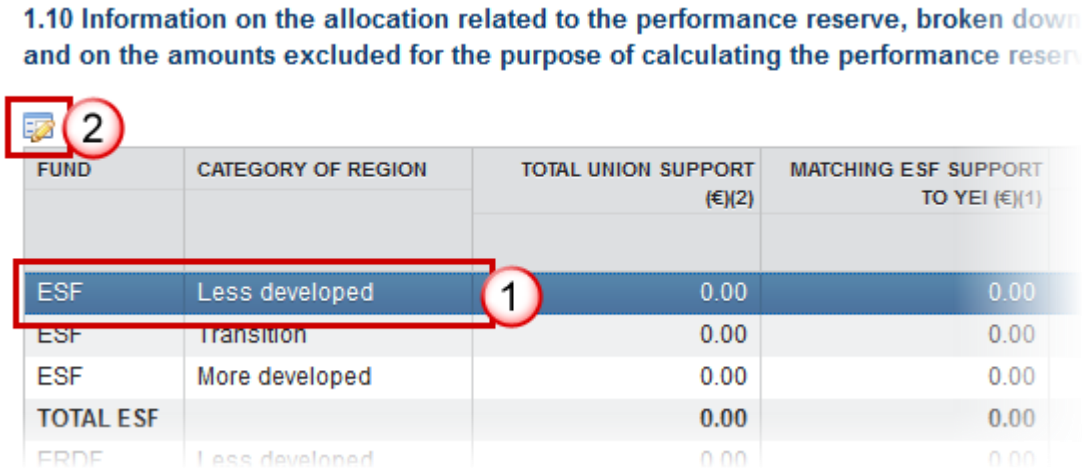
GUIDELINES

The resources for the Youth Employment Initiative are excluded from the calculation and the application of the performance reserve. For the remaining Funds, the amounts excluded for the purpose of

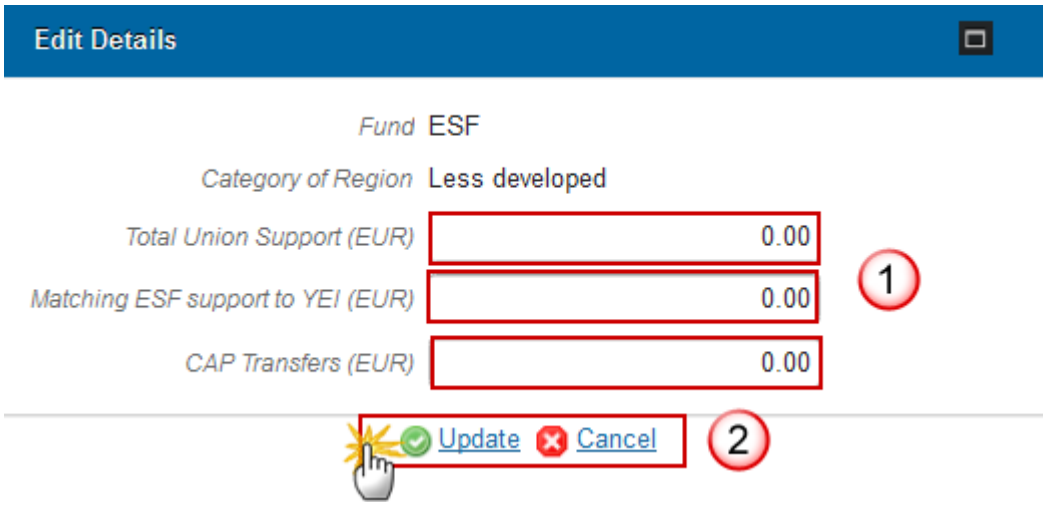
calculating the performance reserve and the allocation related to the performance reserve are set out in the table below.

QUICK GUIDES

1. Select the record and click on the **EDIT** button to access on the edit form to modify the information.



The Edit Details screen is displayed:



2. Enter or select the following:

(1) Enter the *Total Union Support (EUR), Matching ESF Support to YEI (EUR)* and *CAP Transfers (EUR)*.

(2) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

2. Effective Implementation

Arrangements to ensure the effective implementation of ESI funds (Article 15(1) (B) CPR).

2.1 Coordination

GUIDELINES

1) Description of the arrangements to ensure coordination between ESI Funds and with other Union and relevant national funding instruments, which includes:

(a) Identification of areas of intervention where the ESI Funds will be used in a complementary manner;
(b) arrangements and structures to coordinate to support the complementary use of the ESI Funds and avoid duplication, including joint Monitoring Committees, common monitoring and evaluation arrangements etc.;
(c) mechanisms to help applicants and beneficiaries use the funds in a complementary way such as joint eGovernance solutions, "one stop shops" e.g. for advice on the opportunities of support available through each of the ESI Funds etc.;
(d) Outlining coordination mechanisms set up at national and regional levels between the bodies responsible for the implementation of national and regional programmes, in particular under the cohesion policy's Investment for Growth and Jobs Goal, and those responsible for the implementation of the programmes under the European Territorial Cooperation (ETC) goal. Where appropriate, outlining coordination mechanisms to ensure complementarity with actions implemented in the context of macro-regional and sea-basin strategies.

2) A description of the arrangements for coordination of the ESI Funds with other Union and national funding instruments and the EIB:

(a)Identifying complementarities and synergies with other Union and national instruments incl. instances where the ESI Funds and support from other instruments will be used in a complementary manner e.g. for the EAFRD, how Member States will manage interventions under the CAP's 1st and 2nd pillars to maximize synergies.
(b)Outlining the mechanisms and structures to coordinate interventions, to promote complementarities and avoid duplication of effort.

(c)Outlining any arrangements allowing for complementarities at the level of operations including possibilities for complementary support from multiple funding sources within one operation.

While the number of EU instruments is limited, the number of national funds/instruments may be substantial, and not all of them can likely be covered by an analysis of complementarities. The analysis should therefore identify the areas where national instruments are essential to achieve the main results set out for the Funds or where the ESI Funds are critical to complement the use of national funds.

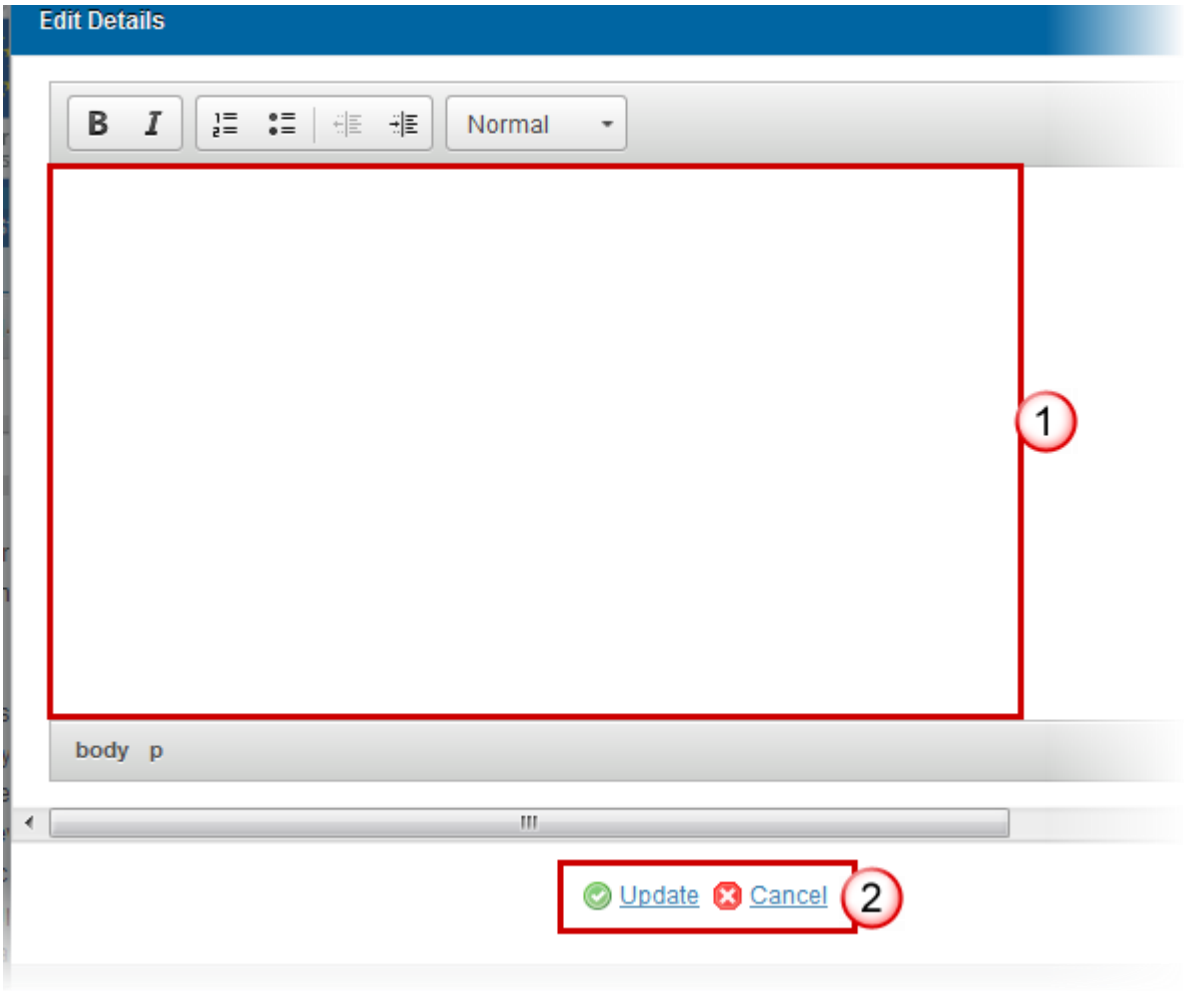
In highly regionalised or federal Member States, this section should provide an overview of general arrangements or principles of how coordination and complementarity will be achieved (at national and/or regional level). A region by region presentation of coordination mechanisms should be avoided, where possible.

'' This section may also contain the elements of operational programmes for the ERDF, ESF and Cohesion Fund set out in Article 96 (6) (a) of the CPR.*

QUICK GUIDES

1. Click on the **EDIT** button to add information.

The free text box appears:



2. Enter the following:

(1) Enter the *text*.

(2) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

2.2 Additionality

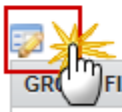
1. Click on the **EDIT** button to update the annual shares.

2.2 The information required for ex ante verification of compliance with the rules on

At national level

EXPENDITURE OF THE GENERAL GOVERNMENT AS A S	2014	2015	2016	2017	201
P51	10	10	10	10	10

At regional level for MS in which less developed regions and [transition regions] cover more than 15%

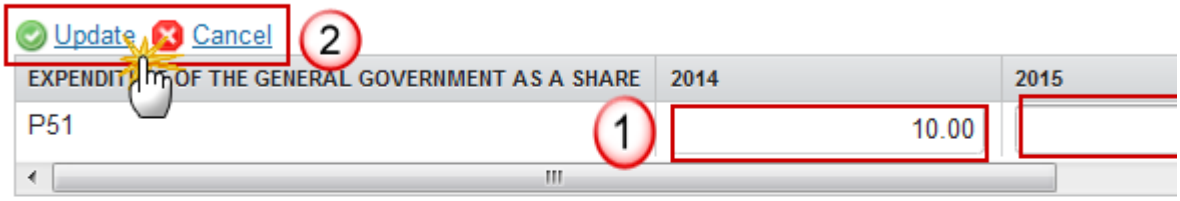


GROSS FIXED CAPITAL FORMATION OF THE GENERAL	2014	2015	2016	2017	201
P51	10	10	10	10	10

NOTE	The record P51 at National Level and at Regional Level is created by the Creation Wizard. Only the Annual Shares are updateable.

The Edit Annual Shares screen appears:

At national level



At regional level for MS in which less developed regions and [transition regions] cover more than 15%

GROSS FIXED CAPITAL FORMATION OF THE GENERAL	2014	2015	2016	2017	20
P51	10	10	10	10	10

2. Enter or select the following:

(1) Enter the *Value.*

(2) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

2.3 Ex-ante Conditionality

GUIDELINES

The extent to which ex-ante conditionalities are set out in the Partnership Agreement depends on the institutional set-up of the Member State and the respective responsibilities of different (levels of) administrations.

Ex-ante conditionalities should be set out in the Partnership Agreement where it is not possible to take commitments as regards the fulfilment of applicable ex-ante conditionalities at the level of individual programmes and therefore such commitments need to be taken at the national level[1]. For each of these ex-ante conditionalities it is necessary to indicate whether it is fulfilled, providing explanations.

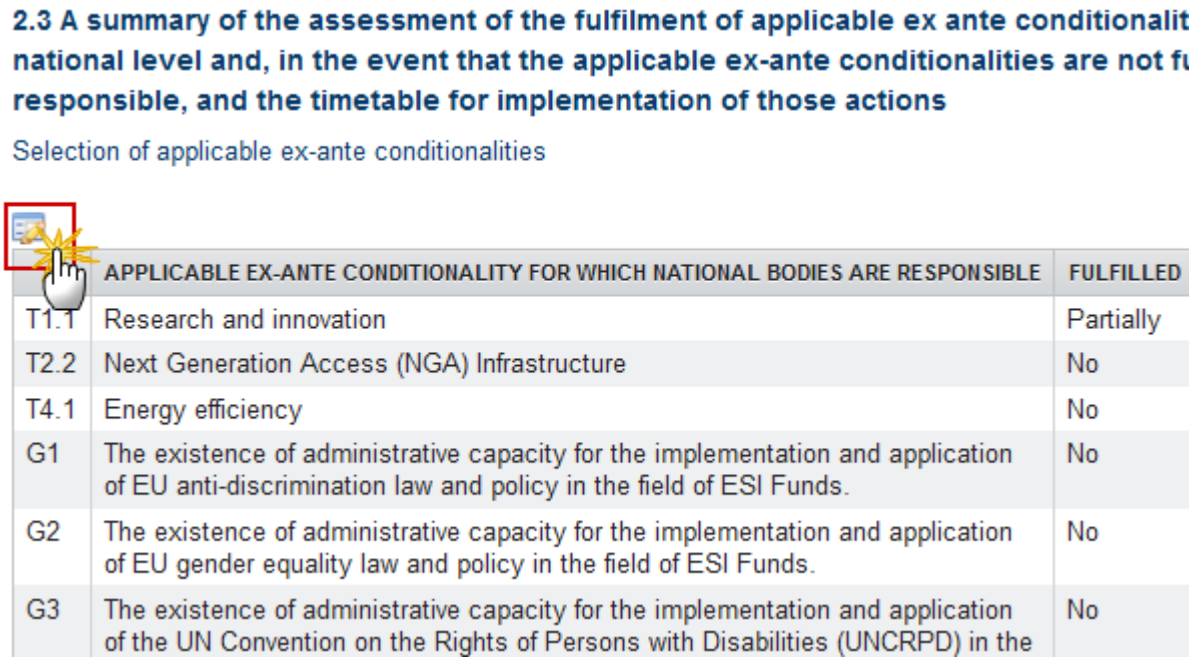
The applicability of ex-ante conditionalities to individual programmes is set out in those programmes and therefore does not need to be included in the Partnership Agreement unless Article 96 (8) of the CPR is applied to enable the presentation of information on ex-ante conditionalities for the ERDF, ESF and the Cohesion Fund only in the Partnership Agreement.

'' This section may also contain the elements of operational programmes for the ERDF, ESF and Cohesion Fund set out in Article 96 (6) (b) of the CPR. Where this is the case, the relevant information on applicable conditionalities by priority axis under operational programmes supported by the ERDF, the ESF and the Cohesion Fund will be introduced (Table 24 of the model for the operational programmes).*

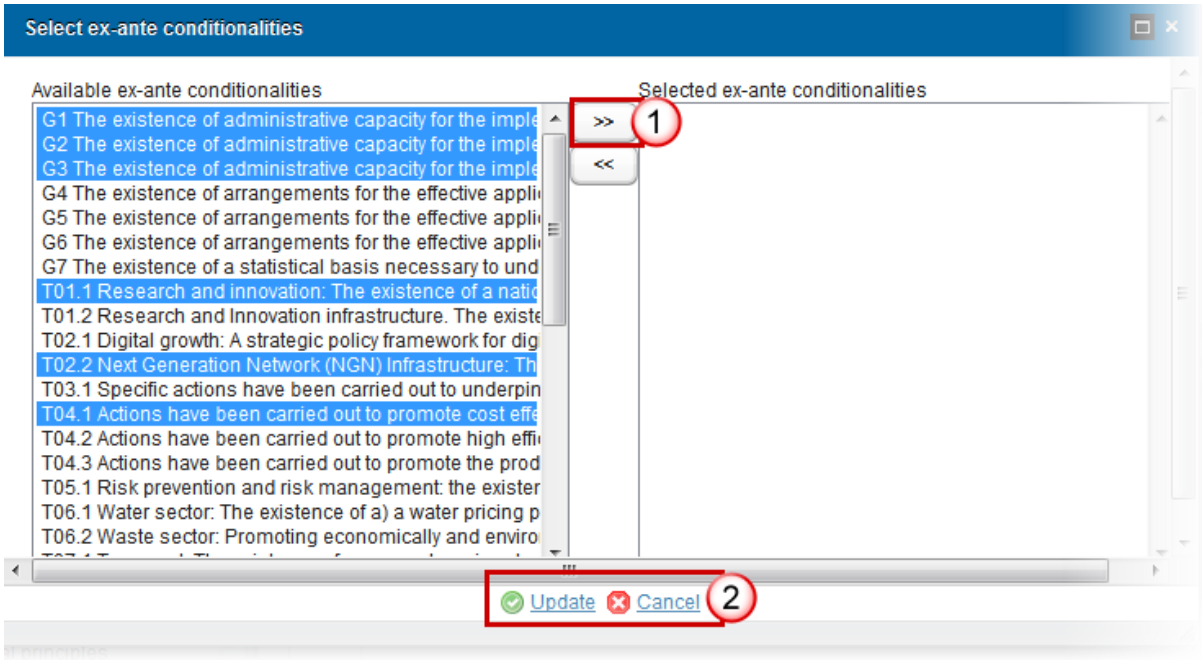
[1] As regards the ex-ante conditionality "Statistical systems and result indicators", it should be taken into consideration that the assessment of whether this ex-ante conditionality is fulfilled requires that the content of the programmes concerned is ready (e.g. as indicators with targets levels are only included in programmes). Without programmes, the fulfilment of this ex-ante conditionality cannot be completed. Therefore, the assessment of the fulfilment of this ex-ante conditionality can be included only in programmes, even if responsibility for fulfilment is at national level.

Applicable Ex-ante Conditionalities

1. Select the **EDIT** button to access the edit form to Add/Modify the information.



The Selection screen for Ex-ante Conditionalities is displayed.



2. Enter or select the following:

(1) Select the *Available Conditionalities* and press the **MOVE** >> Button to move them to the *Selected Conditionalities* box.

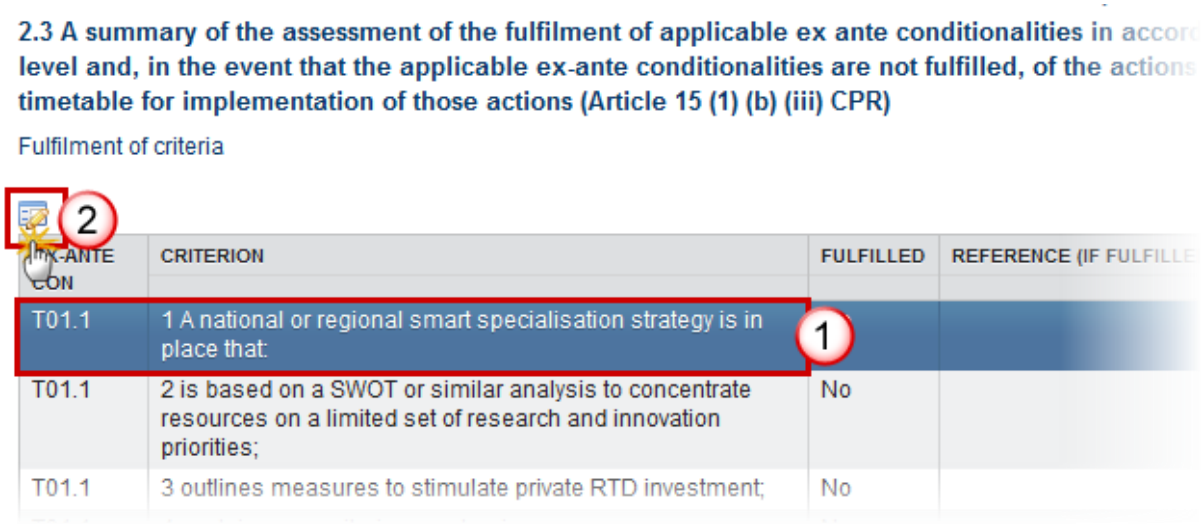
(2) Click on the Update link to save and add the information or the Cancel link to abort the action.

REMARK	The list of available Ex-ante Conditionalities will contain both Thematic and General Ex-ante Conditionalities.

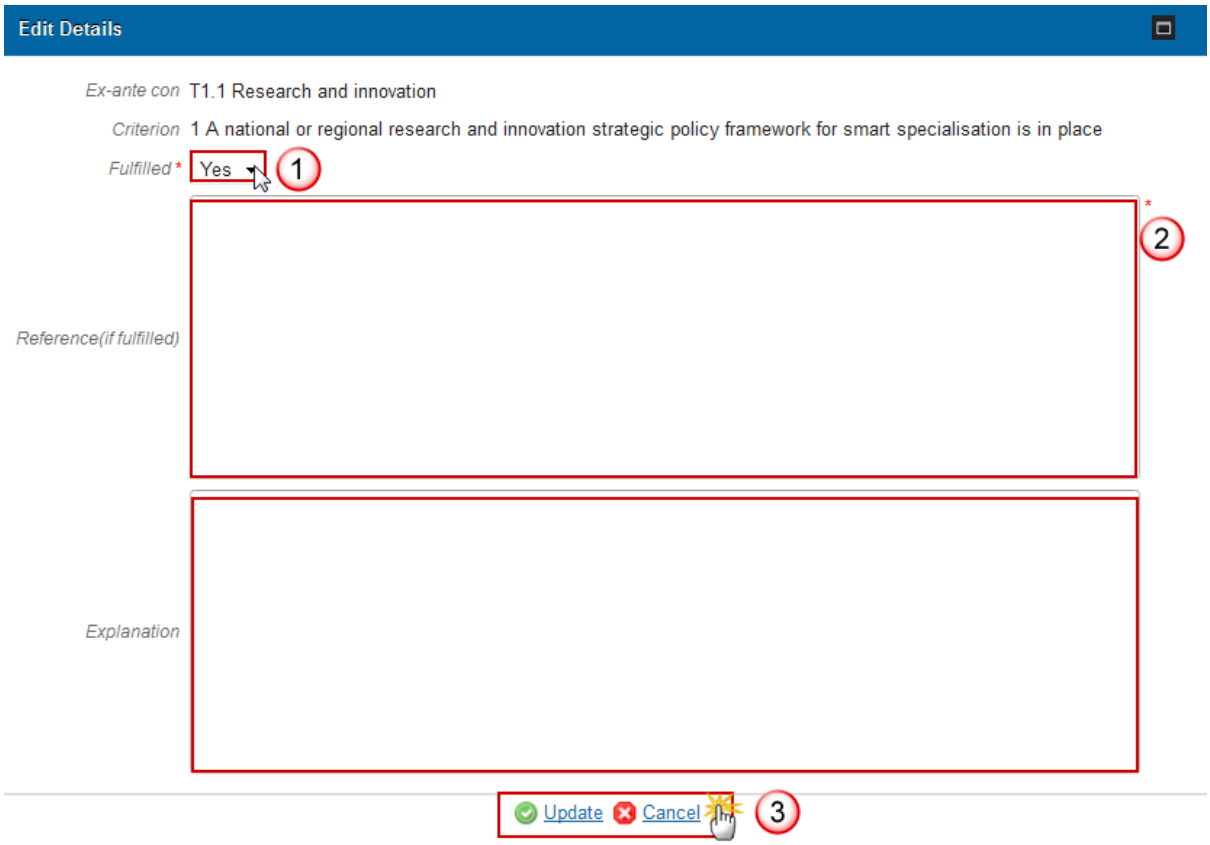
NOTE	For each of the selected Ex-ante Conditionalities, the system will create all their Criteria in the table on the fulfilment of Criteria with fulfilled set to false. For each Criterion the system automatically foresees an Action to be taken record with description "To be defined".

Criteria

1. Select the record **(1)** and click on the **EDIT** button **(2)** to access the edit form to modify the information.



The Edit Details screen is displayed:



2. Enter or select the following:

(1) Select *Yes* or *No* in the drop-down list

(2) Enter the *Reference (if fulfilled)* and *Explanation* as required.

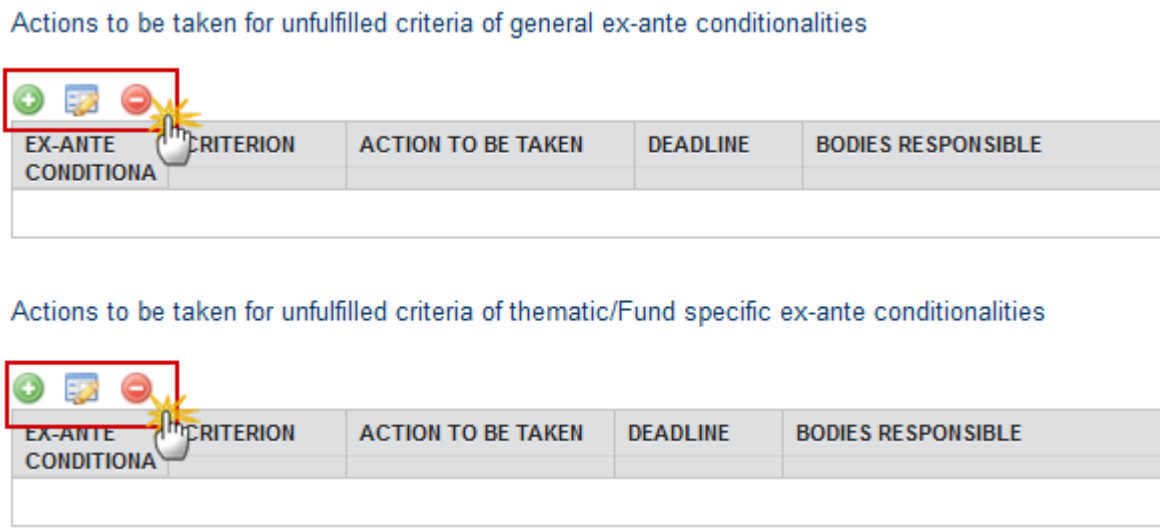
(3) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

REMARK	The user must indicate if it was fulfilled and provide References and an Explanation. The Reference is only mandatory when the Criterion was fulfilled.

NOTE	When setting a fulfilled Criterion to unfulfilled, the system will create a record in the Actions to be taken table, with description "To be defined". When setting an unfulfilled Criterion to fulfilled, the system will automatically remove its Actions to be taken.

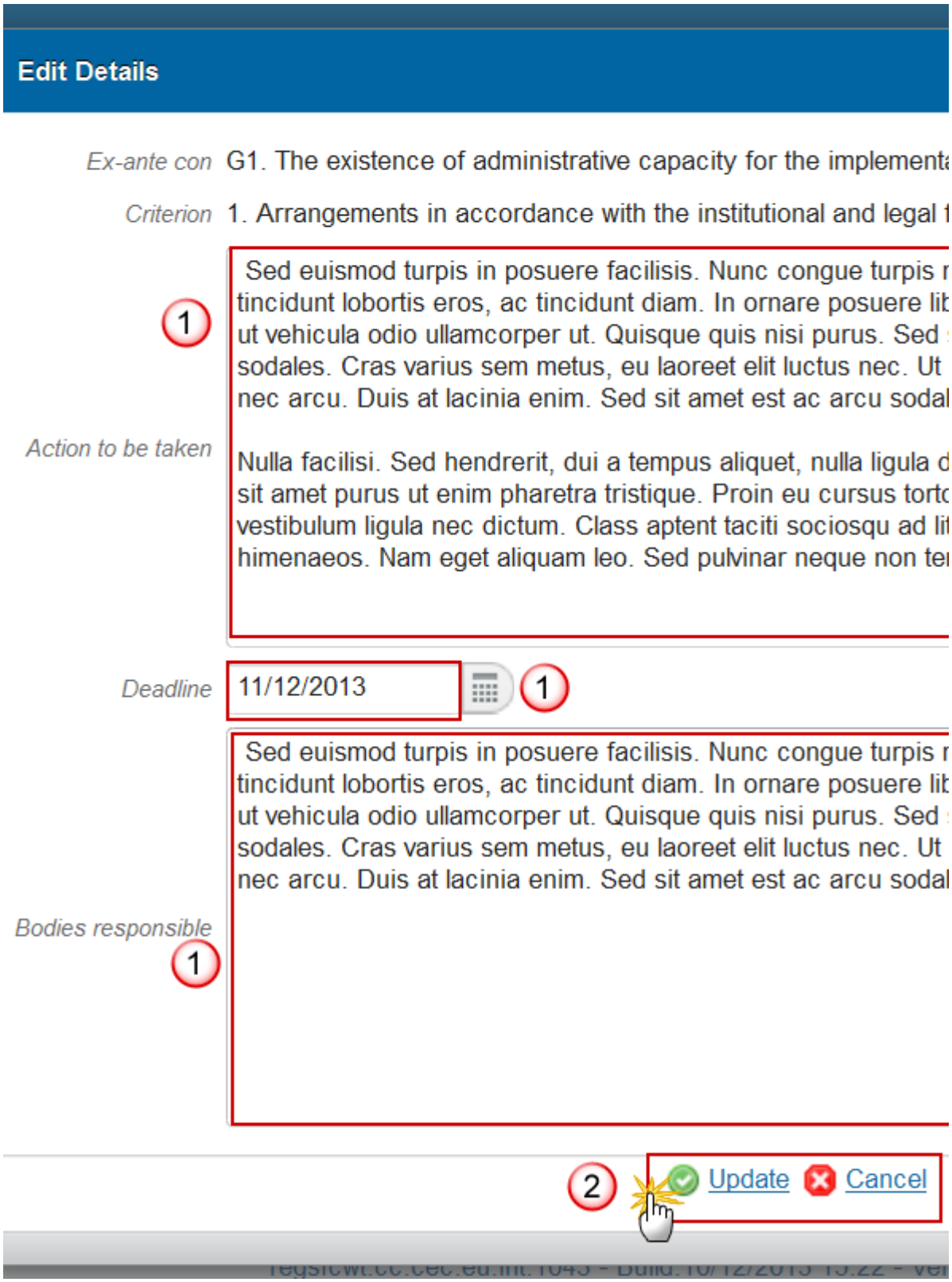
Actions to be taken

- Click on the **Add** button to Add a Specific Unfulfilled Criterion.
- Click on the **EDIT** button to Edit a Specific Unfulfilled Criterion.
- C lick on the delete button to Delete a Specific Unfulfilled Criterion.



1. Click on the **ADD** button to Add a Specific Unfulfilled Criterion.

The Edit Details screen appears:


Edit Details
Ex-ante con
G1. The existence of administrative capacity for the implementa
Criterion
1. Arrangements in accordance with the institutional and legal f
1
Sed euismod turpis in posuere facilisis. Nunc congue turpis r
tincidunt lobortis eros, ac tincidunt diam. In ornare posuere lib
ut vehicula odio ullamcorper ut. Quisque quis nisi purus. Sed
sodales. Cras varius sem metus, eu laoreet elit luctus nec. Ut
nec arcu. Duis at lacinia enim. Sed sit amet est ac arcu sodal
Action to be taken
Nulla facilisi. Sed hendrerit, dui a tempus aliquet, nulla ligula d
sit amet purus ut enim pharetra tristique. Proin eu cursus torto
vestibulum ligula nec dictum. Class aptent taciti sociosqu ad lit
himenaeos. Nam eget aliquam leo. Sed pulvinar neque non te
Deadline
11/12/2013
1
Sed euismod turpis in posuere facilisis. Nunc congue turpis r
tincidunt lobortis eros, ac tincidunt diam. In ornare posuere lib
ut vehicula odio ullamcorper ut. Quisque quis nisi purus. Sed
sodales. Cras varius sem metus, eu laoreet elit luctus nec. Ut
nec arcu. Duis at lacinia enim. Sed sit amet est ac arcu sodal
Bodies responsible
1
2
Update
Cancel

2. Enter or select the following:

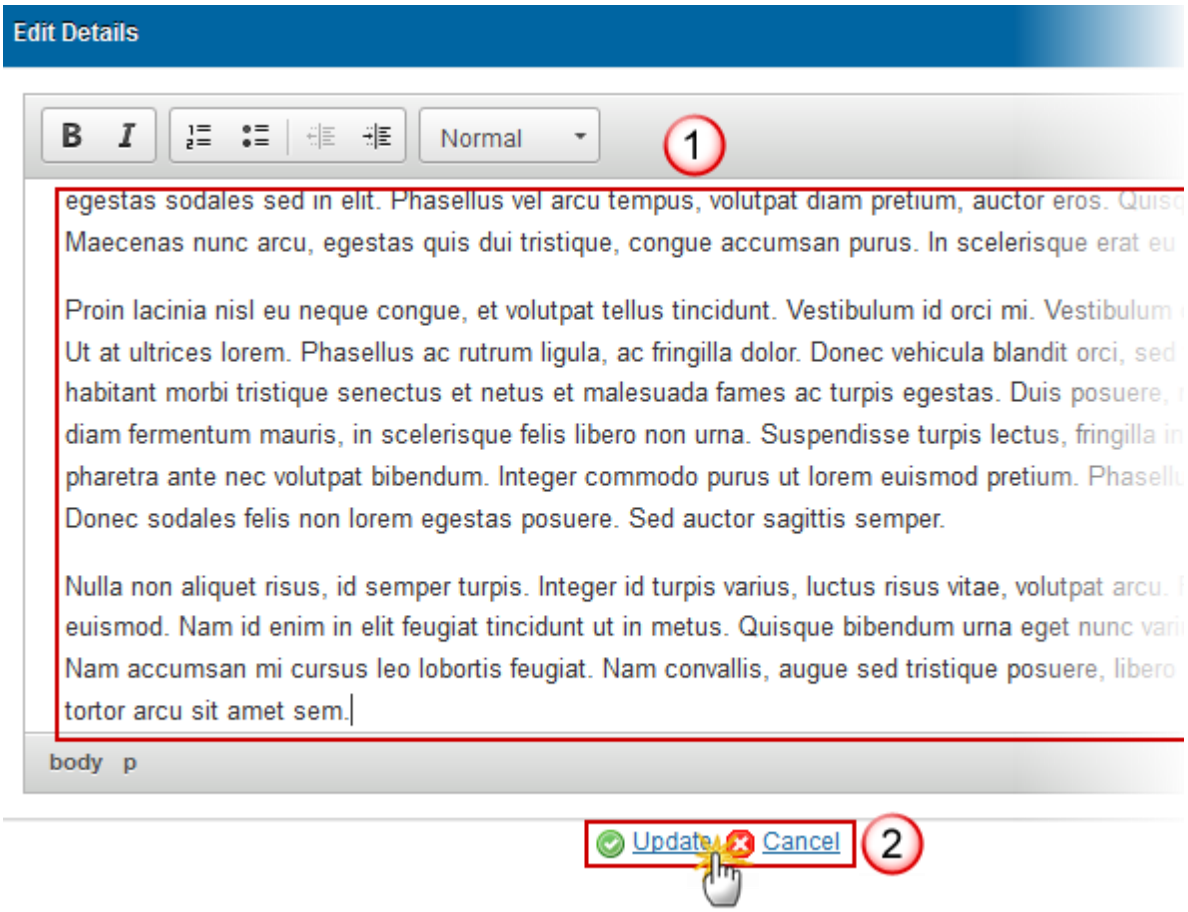
(1) Enter the *Actions to be taken*, *Deadline* and *Bodies responsible.*

(2) Click on the Update link to save and add the information or the Cancel link to abort the action.

Additional Information

1. Click on the **EDIT** button to access the edit form to modify the information.

The Edit Details screen is displayed:



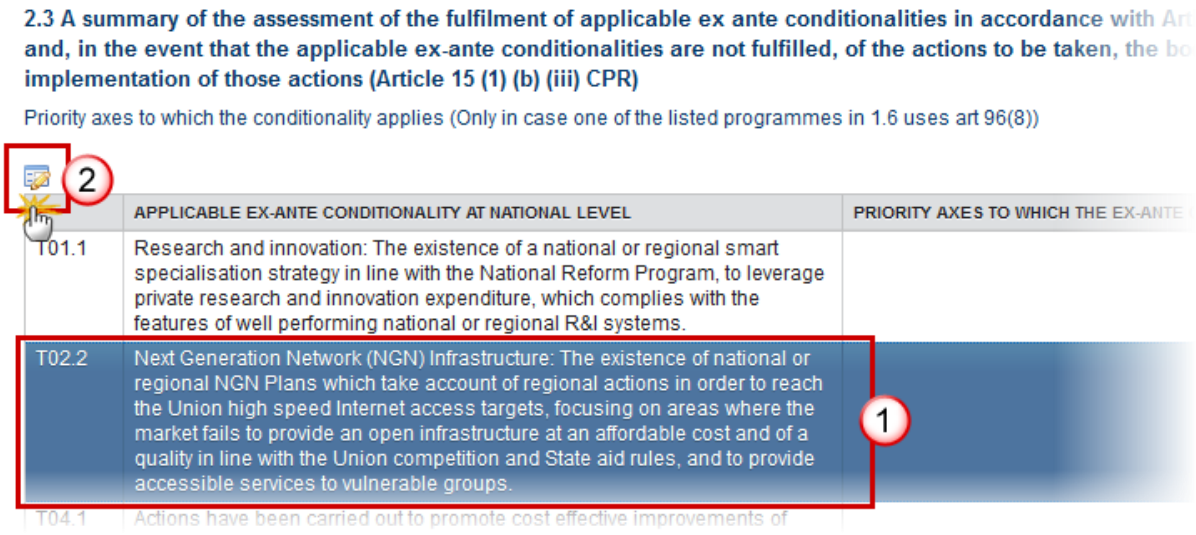
2. Enter or the following:

(1) Enter the *text.*

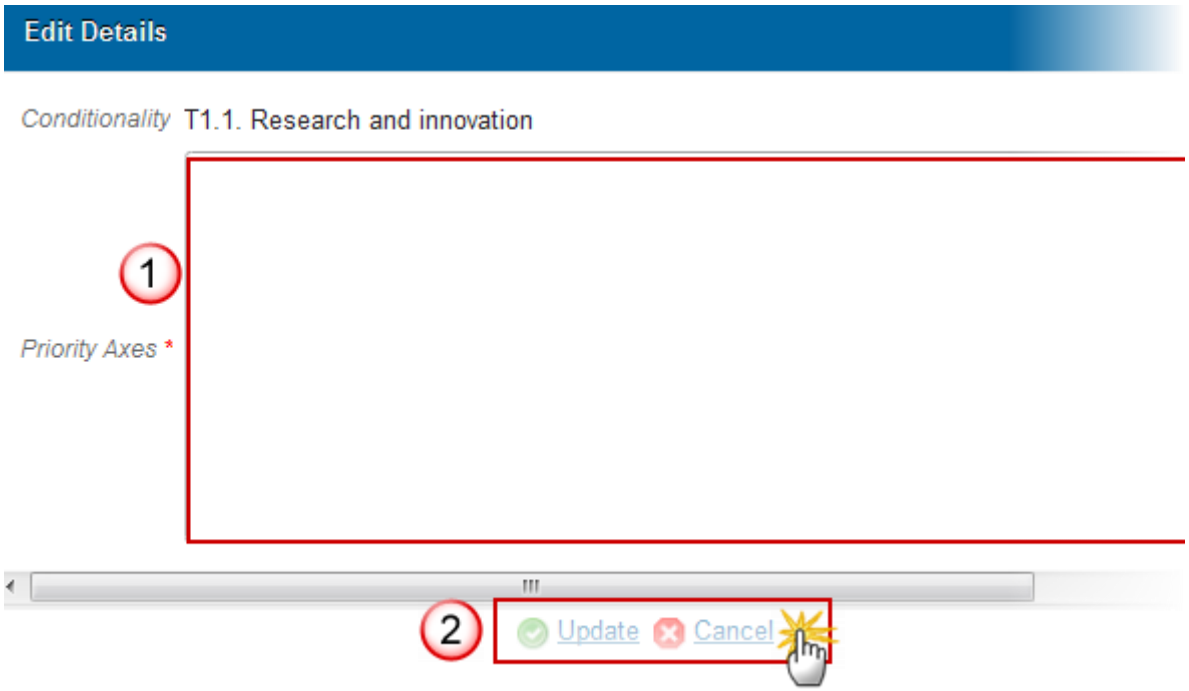
(2) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

Priority Axes

1. Select the record and click on the **EDIT** button to edit a specific Priority Axes.



The Edit Details screen is displayed:



2. Enter the following:

(1) Enter the *Text.*

(2) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

2.4 Performance Framework

GUIDELINES

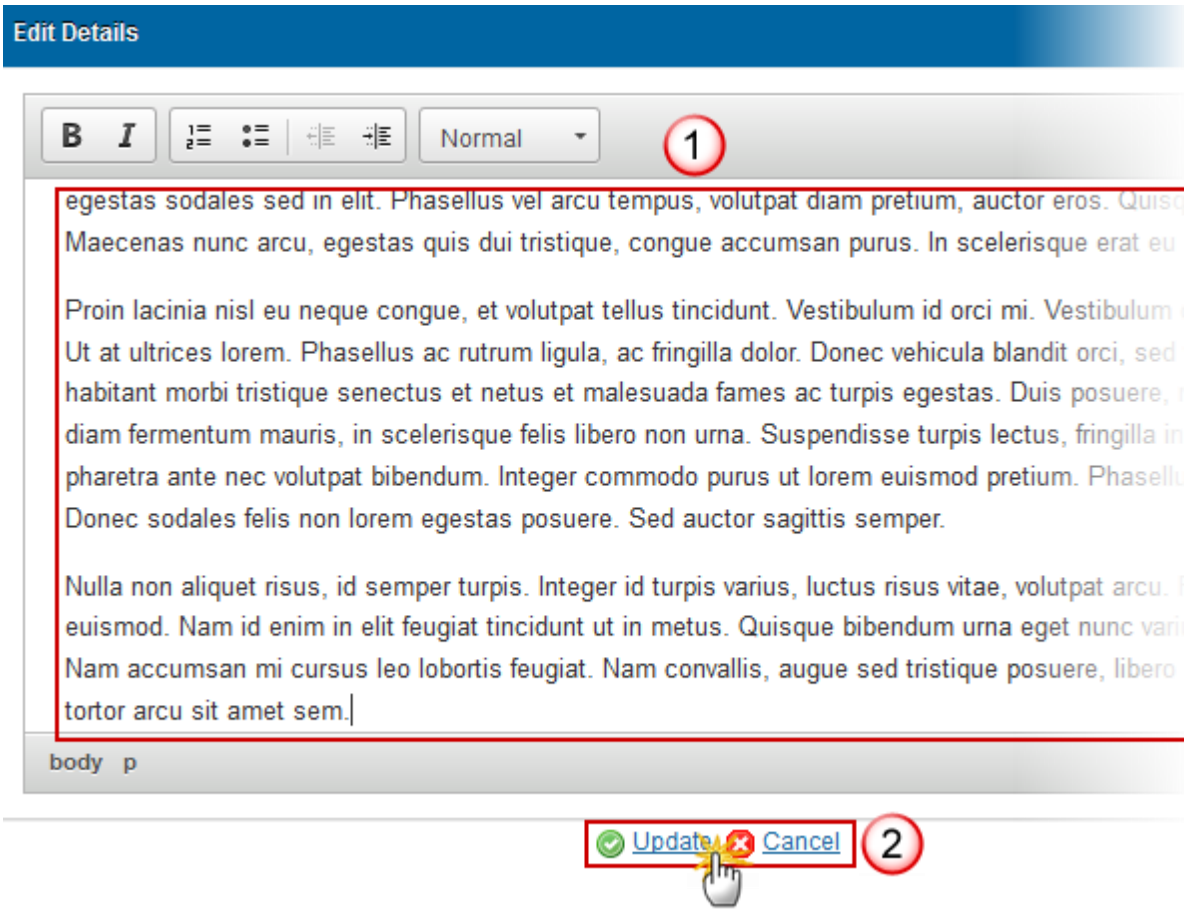
An overview of:

- *how consistency in the selection of indicators and the setting of milestones and targets is ensured across programmes and priorities, including possible guidance provided at national level for the preparation of the performance framework to ensure a consistent approach or an existing framework establishing rules and principles on setting of milestones and targets fulfilling this function also for the ESI Funds (e.g. national rules on strategic planning);*
- *any monitoring mechanisms to ensure early detection of potential performance issues and the system for the follow-up of detected issues.*

QUICK GUIDES

1. Click on the **EDIT** button to access the edit form to modify the information.

The Edit Details screen is displayed:



2. Enter the following:

(1) Enter the *Text.*

(2) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

2.5 Administrative Capacity

GUIDELINES

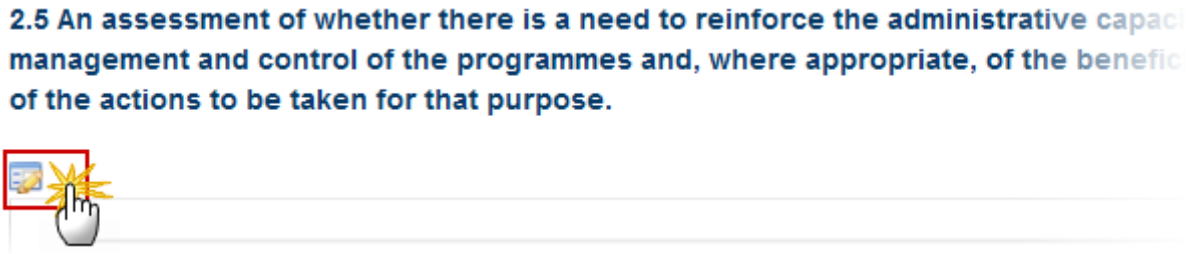
1) An assessment of the needs for the reinforcement of administrative capacity of the authorities and beneficiaries taking into account the experience from the previous programming period, including issues identified in evaluations or studies, or raised by the Commission.

2) Where relevant, a summary of the main actions taken or envisaged to reinforce administrative capacity, outlining where technical assistance will be used.

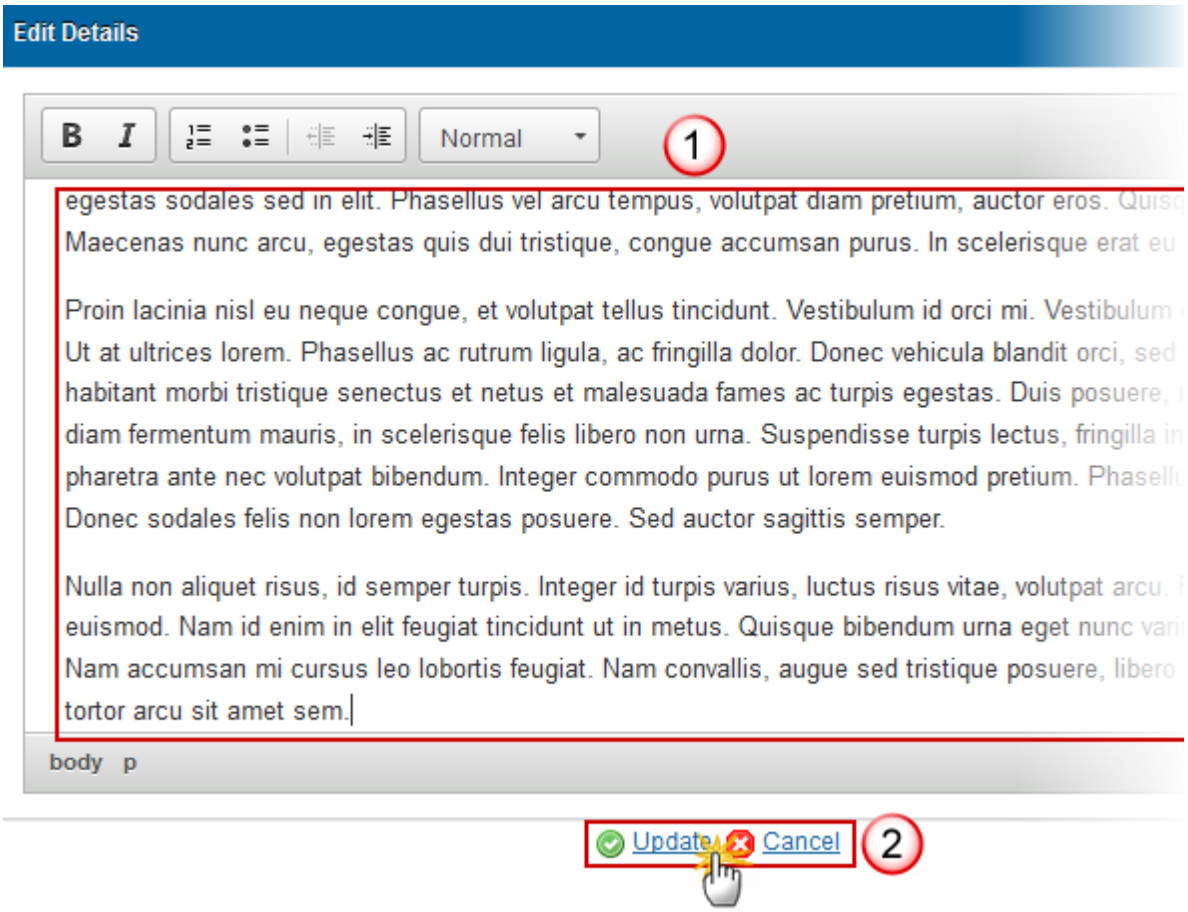
In the case of highly regionalised or federal Member States this section should provide an overview at national level of the main (types of) capacity issues identified in regions (avoiding a region by region analysis) and set out the main actions (or types of actions) foreseen to address these.

QUICK GUIDES

1. Click on the **EDIT** button to access the edit form to modify the information.



The Edit Details screen is displayed:



2. Enter the following:

(1) Enter the *text.*

(2) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

2.6 Administrative Burden

GUIDELINES

A summary of the actions planned achieve a reduction in the administrative burden of beneficiaries, including the introduction and use of simplified costs, where appropriate, with an indicative timeframe, based on an assessment of administrative burden for beneficiaries associated with the ESI Funds in 2007-2013 period, identifying areas where there is scope for further reduction of administrative burden for beneficiaries (referring to statistical data, and results of evaluations and studies, where possible) to justify and underpin the summary of actions to achieve a reduction in administrative burden.

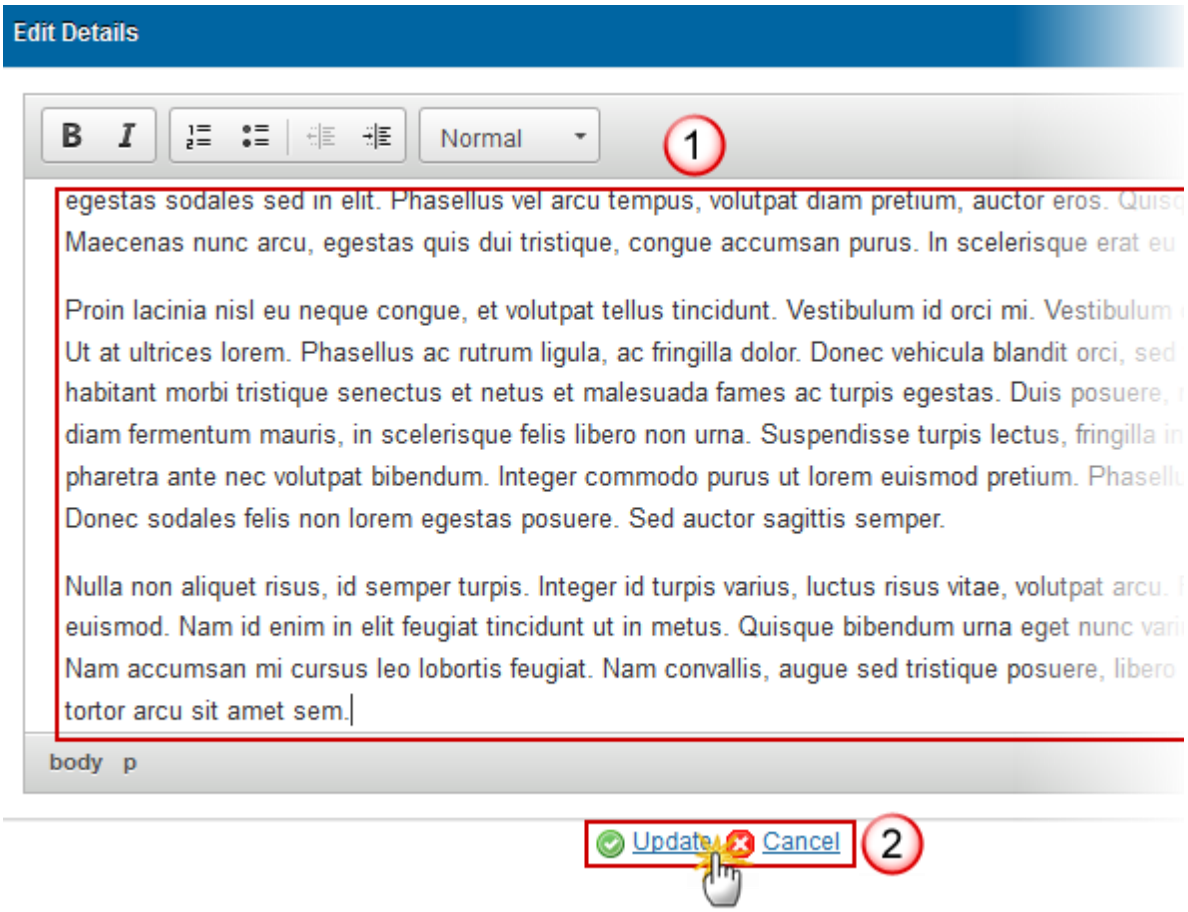
Where significant action has already been taken to address to administrative burden of beneficiaries for the programming period 2014-2020, this may be highlighted.

'' This section may also contain the elements of operational programmes for the ERDF, ESF and Cohesion Fund set out in Article 96 (6) (c) of the CPR. In such a case, this section shall also include a summary of the assessment of the administrative burden for beneficiaries, including the identification of main sources of administrative burden in the period 2007-2013, the main actions already taken to reduce that burden for the period 2014-2020, and potential scope for further reduction, referring to statistical data, and results of evaluations and studies, where possible.*

QUICK GUIDES

1. Click on the **EDIT** button to access the edit form to modify the information.

The Edit Details screen is displayed:



2. Enter the following:

(1) Enter the *text.*

(2) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

3. Integrated Approach

GUIDELINES

A description of the strategy for territorial development, taking into account the analysis under section 1, covering the integrated approach to using the ESI Funds at regional and sub-regional level in different types of territories.

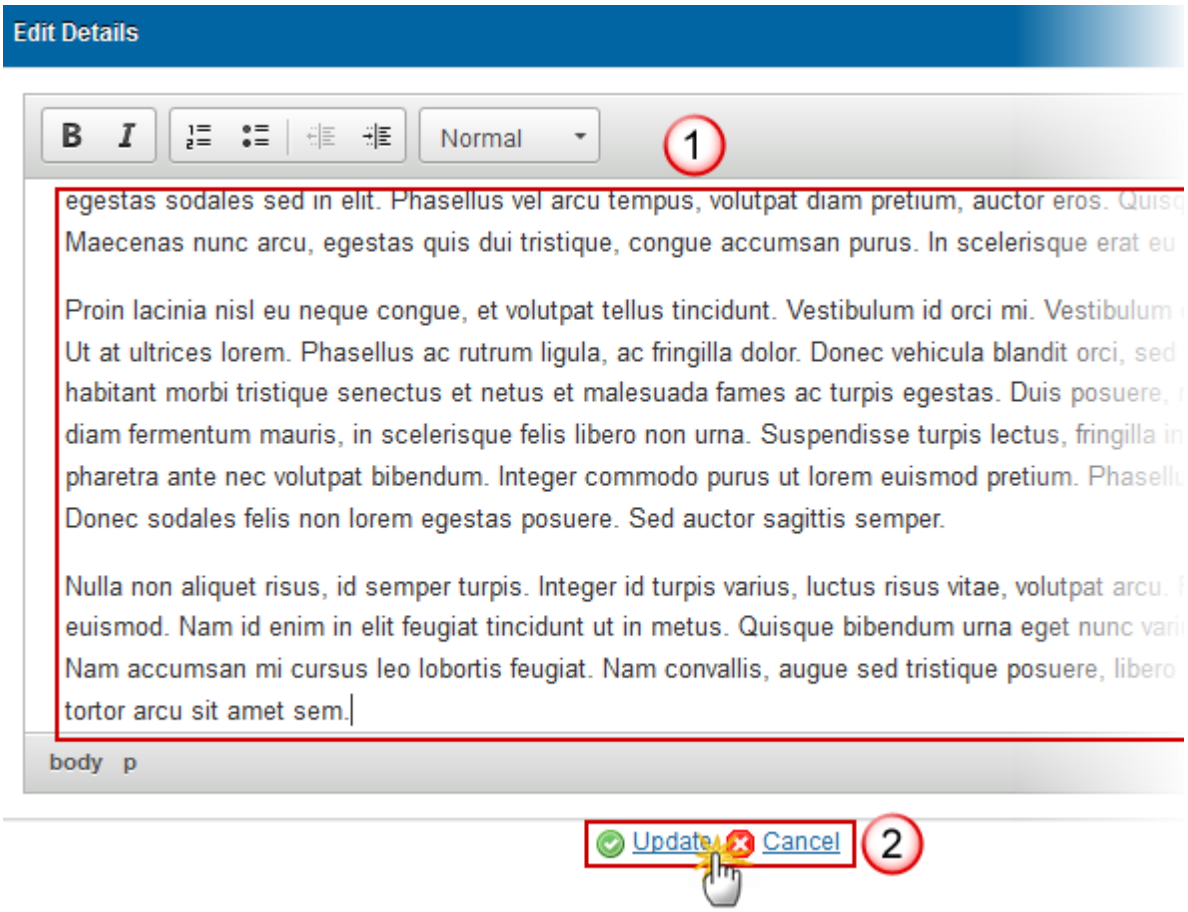
In the case of highly regionalised or federal Member States this section should provide an overview of how an integrated approach to the use of ESI Funds at regional level will be achieved.

This sub-section should not include a detailed description of different territorial development tools to be used, as these are outlined in the sub-sections below.

QUICK GUIDES

1. Click on the **EDIT** button to access the edit form to modify the information.

The Edit Details screen is displayed:



2. Enter the following:

(1) Enter the *text.*

(2) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

3.1 The arrangements

3.1.1 Community-led Local Development

GUIDELINES

Outline of the approach to community-led local development (CLLD), including:

- *The main challenges that the Member State intends to tackle with the help of the CLLD approach;*
- *The main objectives and priorities for CLLD in the Member State (including the general objectives that the Member States aims to achieve with CLLD, but also outlining the thematic focus and target groups where such a focus and target groups have been determined. Member States should outline in the Partnership Agreement towards which thematic objectives CLLD will contribute);*
- *The types of territories (not a list of territories) where CLLD is envisaged to be implemented (a general indication of types of areas is sufficient e.g. urban, rural, cross-border, areas with specific characteristics in terms of population density or settlement pattern, areas with strong fisheries dimension. The types of territories chosen should reflect the strategic choices of the MS regarding the role, the objectives and the potential thematic focus of CLLD. An example could be if the Member State wishes to address urban-rural linkages through use of CLLD by several Funds. If the Member State wishes to implement CLLD in the entire territory of the Member State this should also be indicated);*
- *Where relevant, a proposal for a derogation for population limits for the areas to be covered by CLLD (in line with Article 32 (6) CPR);*
- *Identification of the ESI Funds that shall be used for CLLD, an approximate planned budget allocation for each Fund, the role of each ESI Fund in different types of territories (particular attention should be paid to areas where multiple ESI Funds could intervene), taking into account that CLLD is obligatory under the EAFRD (Leader);*
- *Whether the Member State will support local development strategies financed from multiple ESI Funds and if not, how the integrated approach will be achieved at the local level;*
- *Coordination of and administrative set-up for CLLD, and the specific role the local action groups (LAGs) will be attributed in its delivery;*
- *Where appropriate, whether the Member State will apply the possibility to designate a lead Fund in the context of integrated multi-fund local development strategies.*
- *Arrangements for preparatory support, (including possible arrangements between Funds to offer a coherent scheme and types of activities foreseen).*

In the case of highly regionalised or federal Member States this will require generalization to the national level. The description should indicate in which regions the CLLD approach will be used and set out main elements pertaining to the points outlined above.

This section may also contain the elements of operational programmes for the ERDF, the ESF and the Cohesion Fund set out in Article 96 (3) (a) of the CPR.

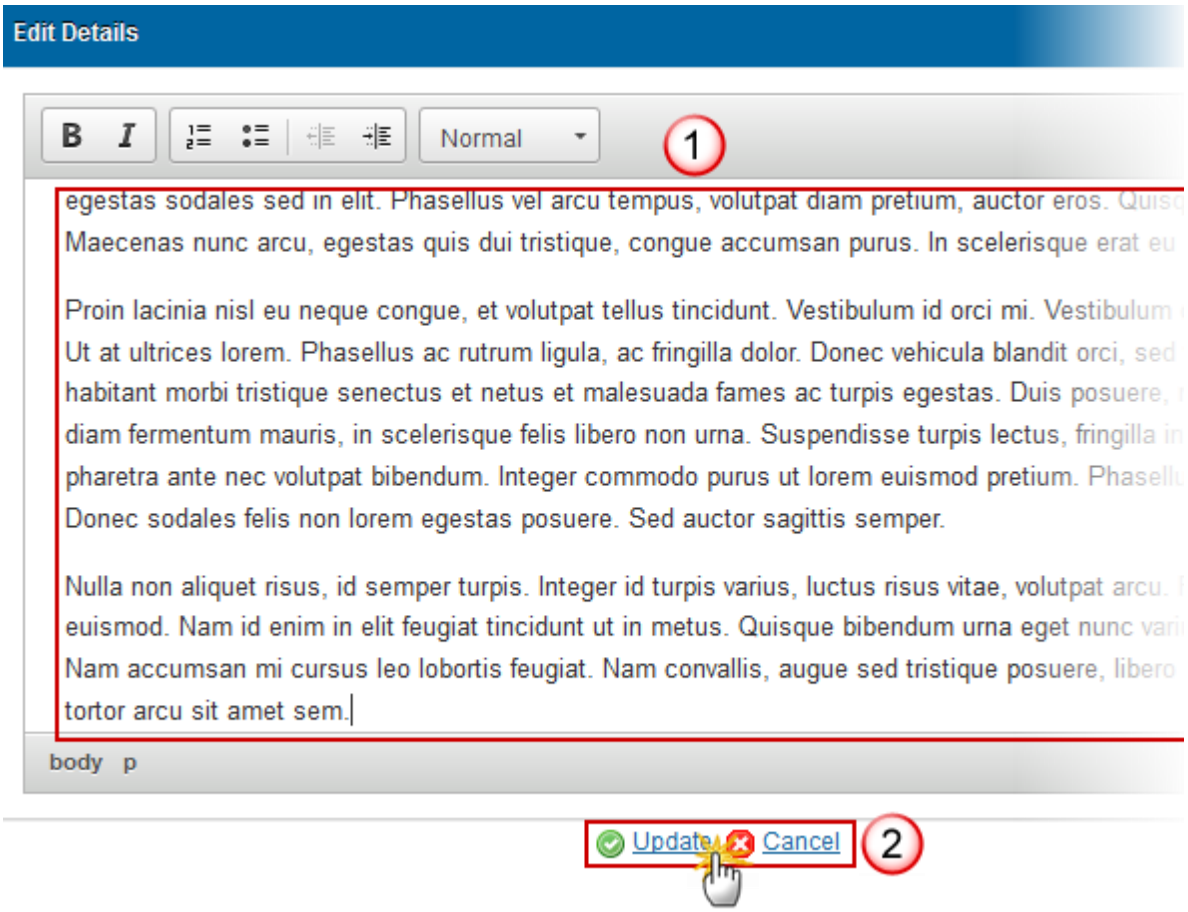
NB: In accordance with Article 16 (2) of the CPR, the Commission decision approving the Partnership Agreement shall cover this section on CLLD, where the Member State uses the

flexibility set out in Article 96 (8) of the CPR to include information on CLLD in cohesion policy solely in the Partnership Agreement.

QUICK GUIDES

1. Click on the **EDIT** button to access the edit form to modify the information.

The Edit Details screen is displayed:



2. Enter the following:

(1) Enter the *text.*

(2) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

3.1.2 Integrated Territorial Investments

GUIDELINES

The approach to the use of ITIs, including:

- *An overview of the (types of) territories where ITIs will be used, identifying the ESI Funds that shall be used for ITIs in different types of territories covered by ITIs.*

- *The implementation arrangements to carry out integrated territorial strategies as ITI, including coordination arrangements between ESI Funds and managing authorities and arrangements for the delegation of management and implementation tasks of an ITI.*

In the case of highly regionalised or federal Member States this will require generalization to the national level. A region by region description should be avoided, if possible. However, in some cases, particularly ITIs are used to address issues specific to only one or a few regions, this may be warranted.

The use of ITIs is optional. Member States who do not plan to use this instrument should indicate this here.

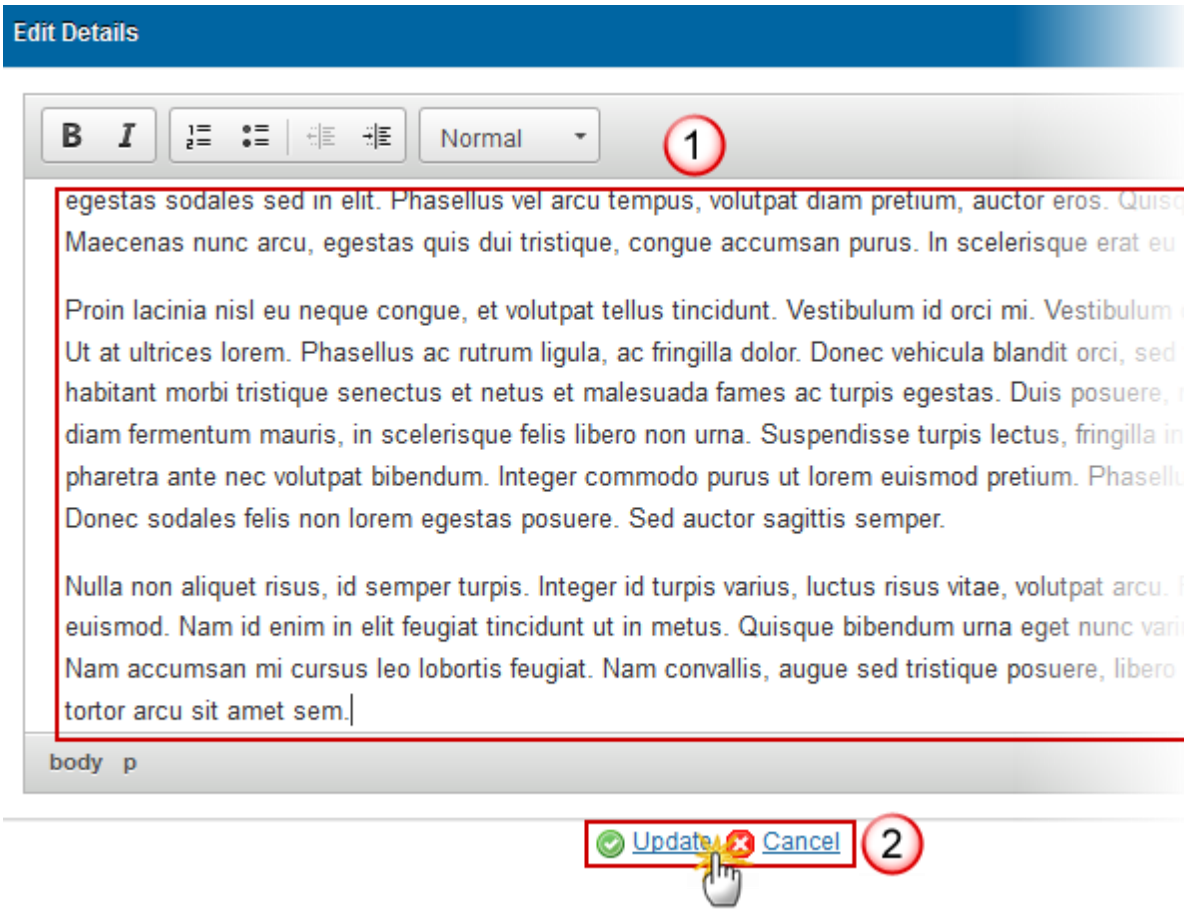
'*' This section may also contain the elements of operational programmes for the ERDF, the ESF and the Cohesion Fund set out in Article 96 (3) (c) of the CPR. Where this is the case, Table 21 of the model for the operational programmes under cohesion policy will also be part of this section of the Partnership Agreement.

NB In accordance with Article 16 (2) of the CPR, the Commission decision approving the Partnership Agreement shall cover this section on ITIs where the Member State uses the flexibility set out in Article 96 (8) of the CPR to include information on ITIs solely in the Partnership Agreement.

QUICK GUIDES

1. Click on the **EDIT** button to access the edit form to modify the information.

The Edit Details screen is displayed:



2. Enter the following:

(1) Enter the *text.*

(2) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

3.1.3 Urban Development

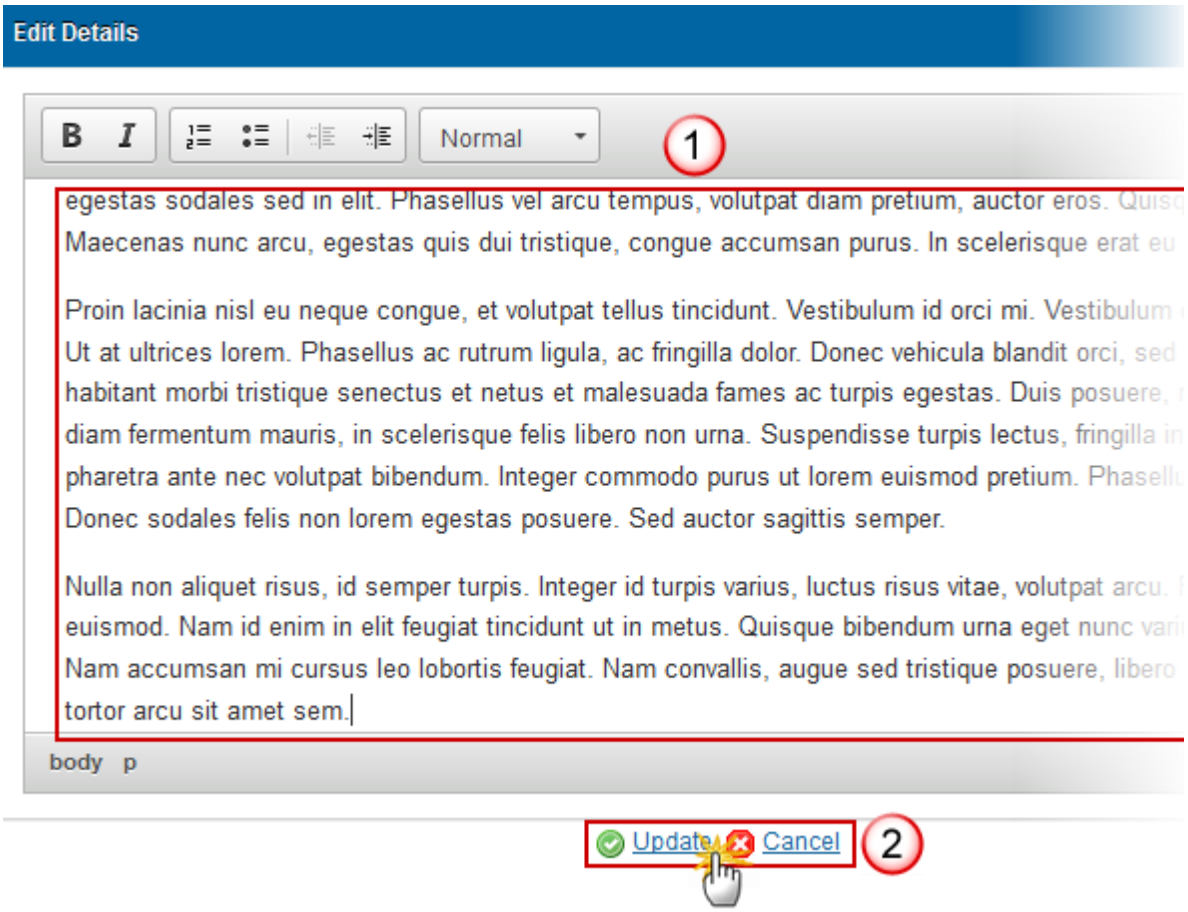
GUIDELINES

- *The approach to sustainable urban development, including the principles for identifying the urban areas where integrated actions for sustainable urban development are to be implemented.*
- *The indicative allocation at national level to integrated actions for sustainable urban development under the ERDF (required by Article 7 of the ERDF regulation) and ESF (not required, but can be necessary to attain an overview of the integrated actions concerned).*

Principles

1. Click on the **EDIT** button to access the edit form to modify the information.

The Edit Details screen is displayed:



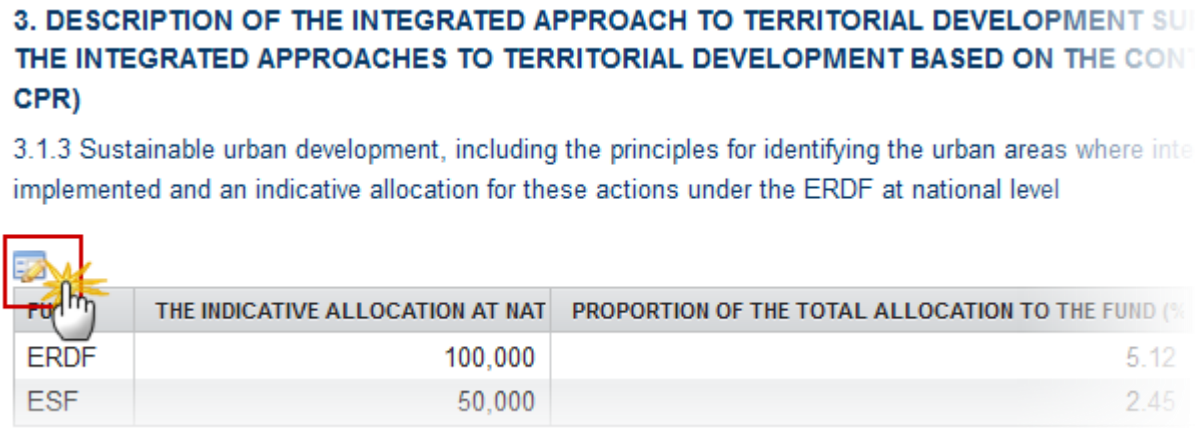
2. Enter the following:

(1) Enter the *text.*

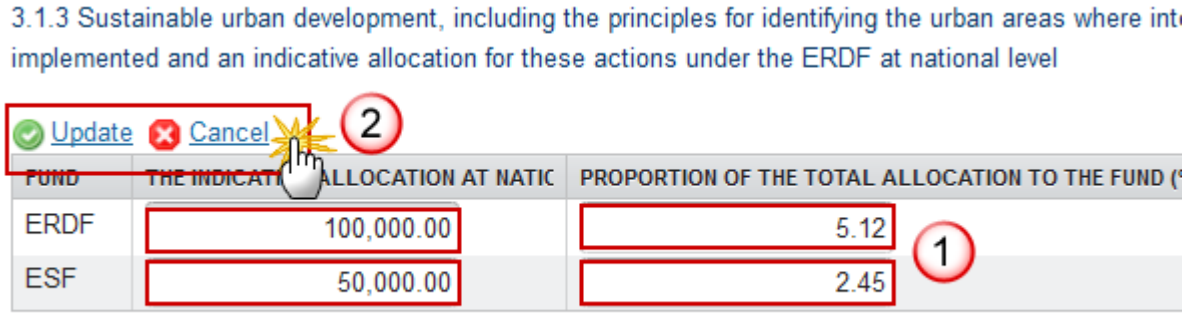
(2) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

Indicative Allocations

1. Click on the **EDIT** button to edit the values of Indicative Allocations.



The values become editable:



2. Enter the following:

(1) Enter the *amounts.*

(2) Click on the Update link to save and add the information or the Cancel link to abort the action.

3.1.4 Areas for Cooperation

GUIDELINES

The description should set out:

·The main priority areas for European Territorial Cooperation, indicating how a complementary use of Funds from the ETC programmes and in particular the programmes under the Investment for Growth and Jobs goal could contribute to addressing challenges identified.

·Where appropriate, how macro-regional and sea-basin strategies have been taken into account in strategic programming to ensure consistency of interventions (e. g. description of the involvement in a strategy (e.g. as priority area coordinator) and how priorities identified in the strategy and related Action plans link up to planned use of ESI Funds).

·Where appropriate, how the Member State intends to make use of possibilities for cooperation provided in the Investment for Growth and Jobs programmes (e.g. for bilateral cooperation outside the geographical scope of an ETC programme).

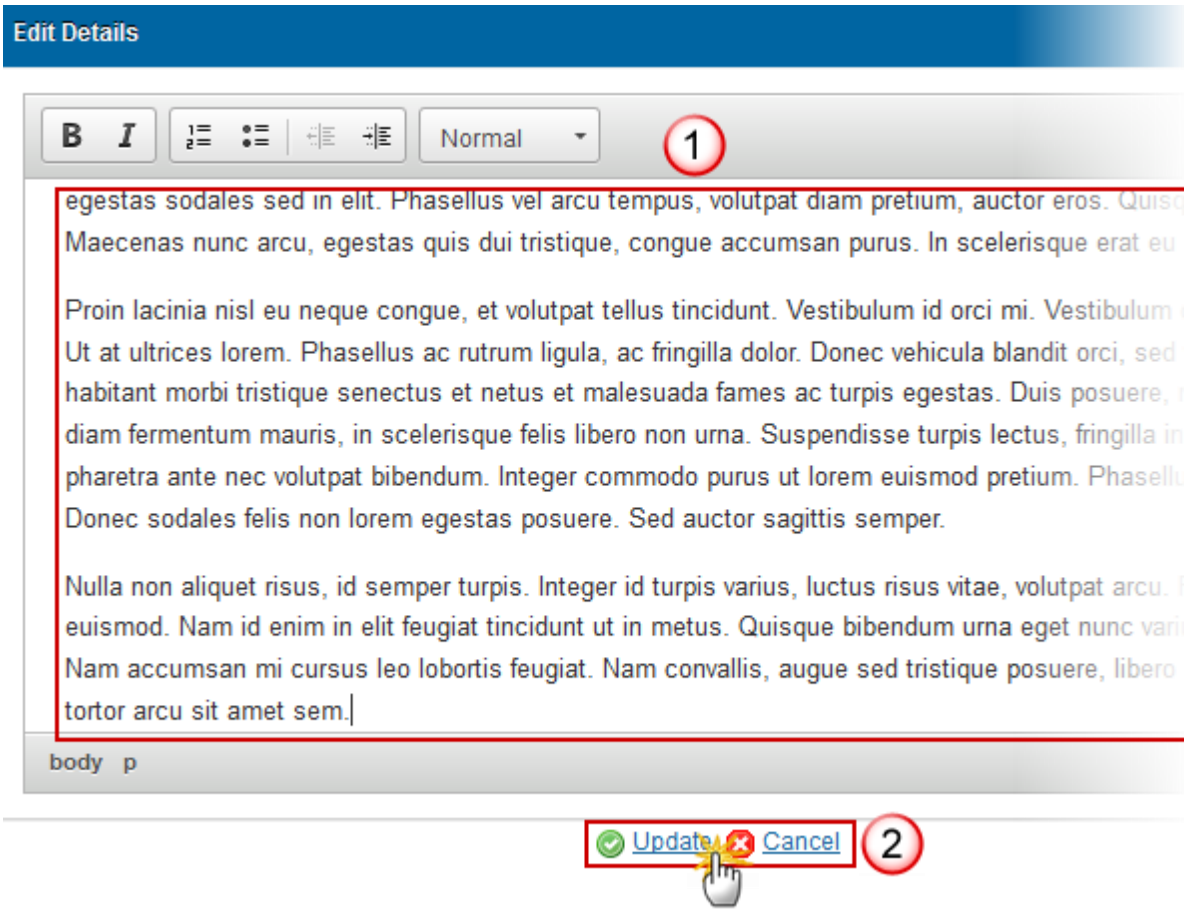
'*' This section may also contain the elements of operational programmes for the ERDF, ESF and Cohesion Fund set out in Article 96 (3) (d) of the CPR.

NB: In accordance with Article 16 (2) of the CPR, the Commission decision approving the Partnership Agreement shall cover this section, where the Member State uses the flexibility set out in Article 96 (8) of the CPR to include information on arrangements for interregional and transnational actions solely in the Partnership Agreement.

QUICK GUIDES

1. Click on the **EDIT** button to access the edit form to modify the information.

The Edit Details screen is displayed:



2. Enter the following:

(1) Enter the *text.*

(2) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

3.1.5 Poverty

Where appropriate, an integrated approach to addressing the specific needs of geographical areas most affected by poverty or of target groups at highest risk of discrimination or social exclusion, with special regard to marginalised communities, persons with disabilities, the long term unemployed and young people not in employment, education or training (Article 15 (2) (a) (iii) CPR)

Approach

GUIDELINES

A description of the approach addressing the specific needs of geographical areas most affected by poverty or of target groups at highest risk of discrimination or social exclusion including:

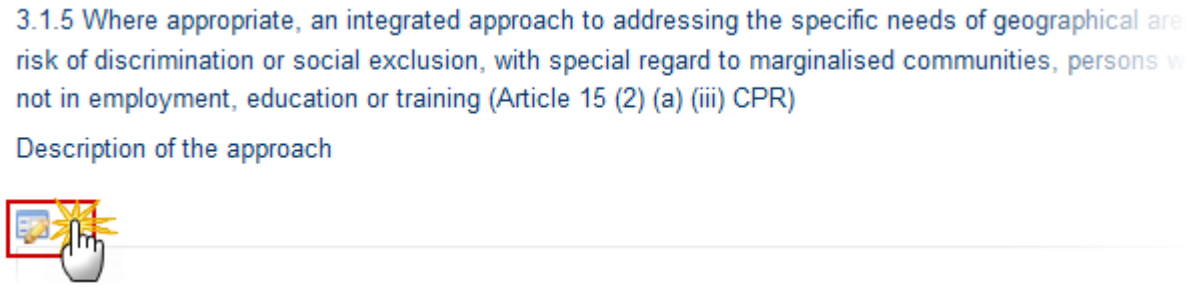
·An identification of the geographical areas most affected by poverty (e.g. NUTS III or LAU 1, formerly known as NUTS IV regions with an at-risk-of-poverty rate 20 percentage points above national average) preferably based on poverty maps) or an identification of the target groups at highest risk of discrimination or social exclusion and a description of their specific needs;
·The integrated approach to address their specific needs and the concrete change aimed at;
·The ESI Funds that will be used for the implementation of the integrated strategy; and their role as regards types of actions or specific territories;
·A table summarizing the role and the contribution of the ESI Funds in the implementation of the strategy (table).

There are no restrictions or requirements as regards the level at which this data should be analysed, however in most cases the analysis should be carried out at a lower level than NUTS II regions to be useful. NUTS III regions or particular administrative regions of a Member State may also be used as a point of reference. The analysis may also go to a neighbourhood level, where relevant.

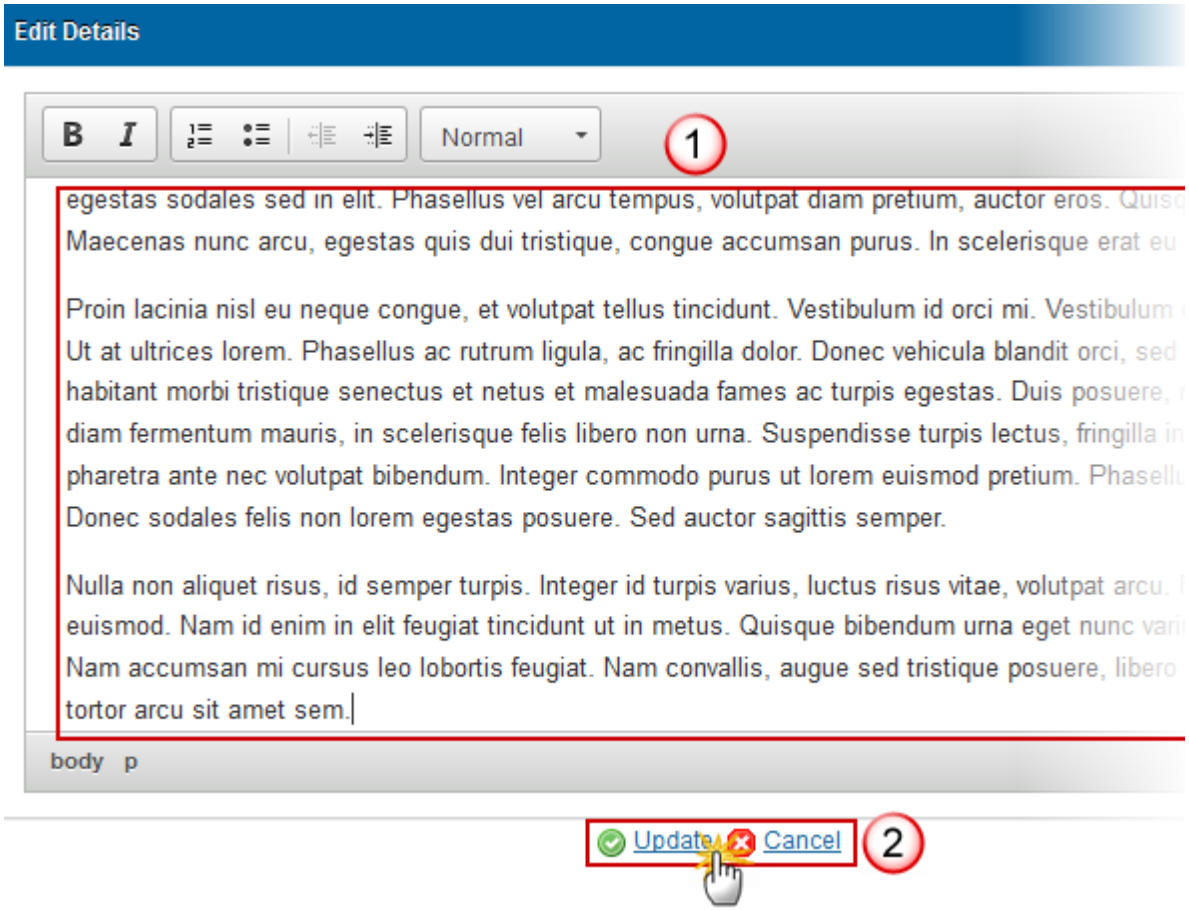
'' This section may also contain the elements of operational programmes for the ERDF, ESF and Cohesion Fund set out in Article 96 (4) of the CPR. In such a case this section includes the programmes' strategies and funding compatible with the overall strategy to address these specific needs and a description of how these operational programmes will contribute to addressing the needs. Relevant information from table 22 of the model for the operational programme will also be included in this section.*

QUICK GUIDES

1. Click on the **EDIT** button to access the edit form to modify the information.



The Edit Details screen is displayed:



2. Enter the following:

(1) Enter the *text.*

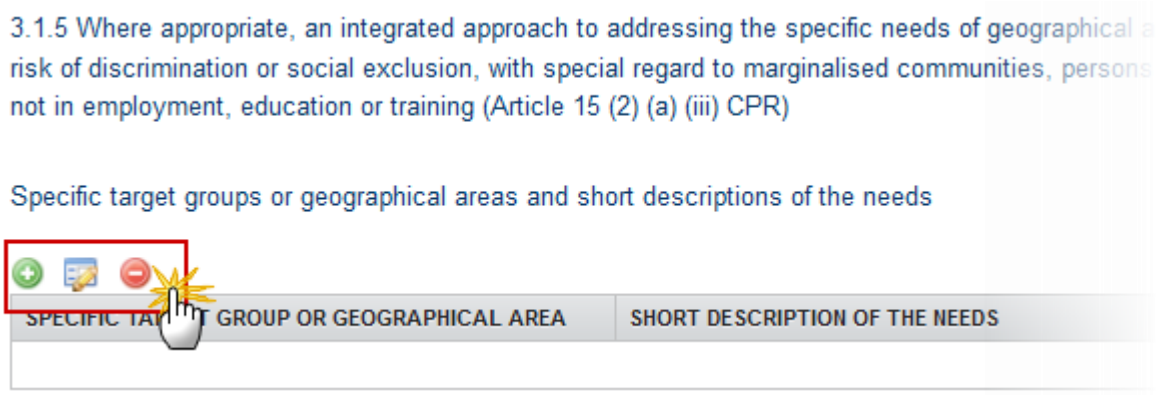
(2) Click on the Update link to save and add the information or the Cancel link to abort the action.

Needs

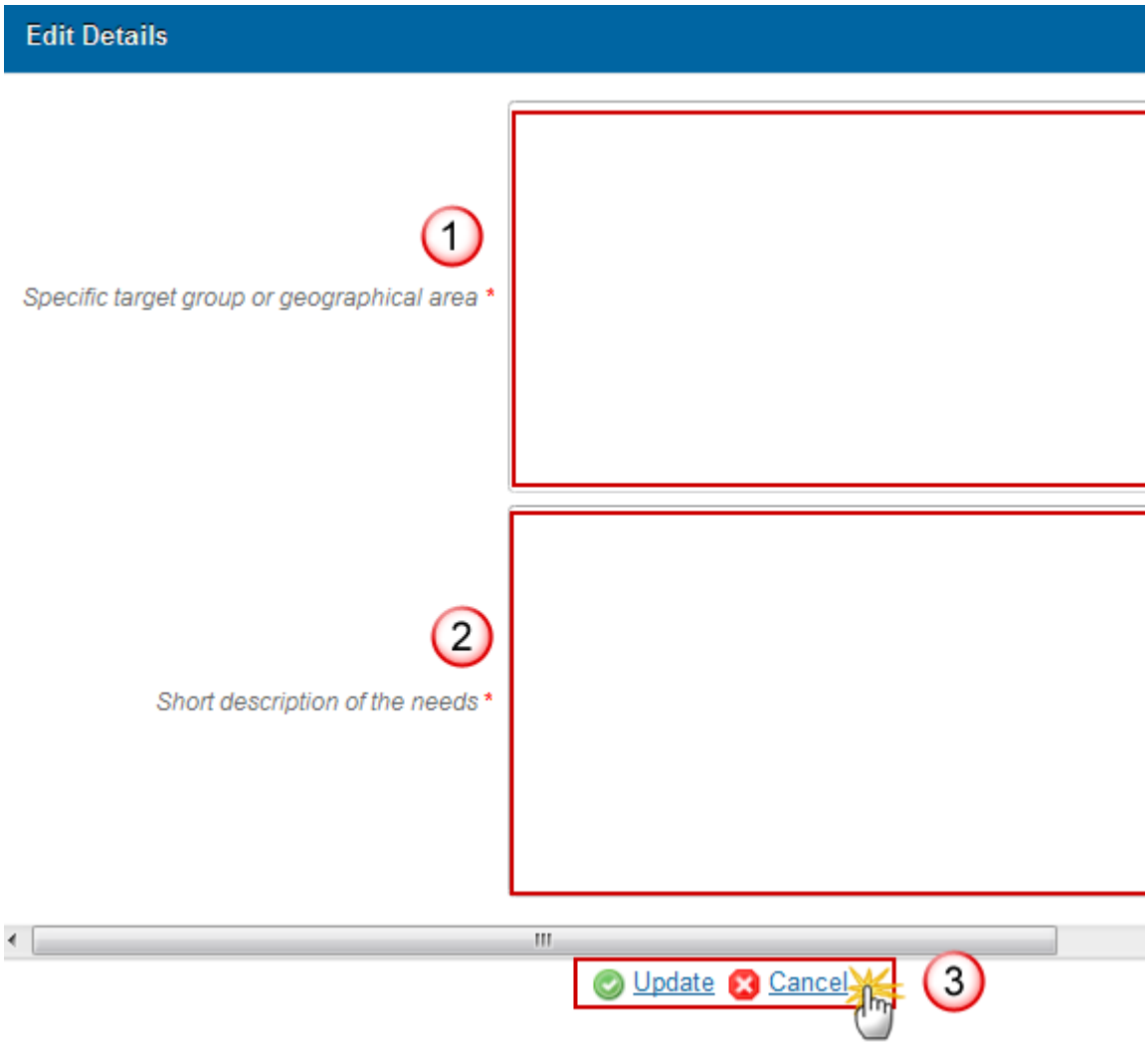
- Select a Need and click in the **ADD** button to add the information.
- Select a Need and click in the **EDIT** button to modify the information.
- Select a Need and click on the **REMOVE** button to delete the information.

Specific target groups or geographical areas and short descriptions of the needs

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



The edit details pop-up window appears:



2. Enter the following:

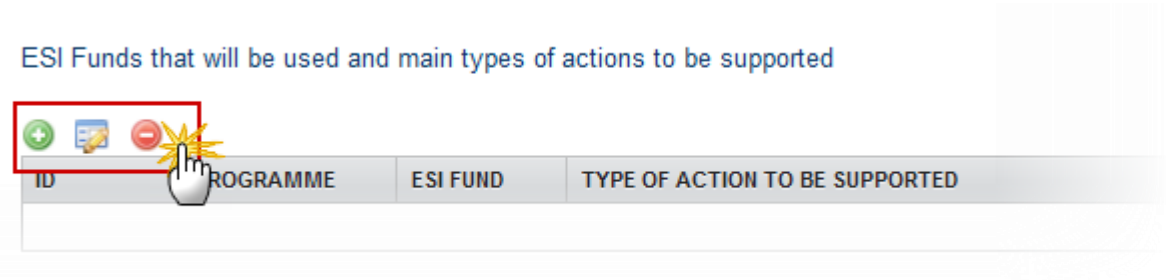
(1) Enter the *Specific target group or geographical area.*

(2) Enter a *Short description of the needs*.

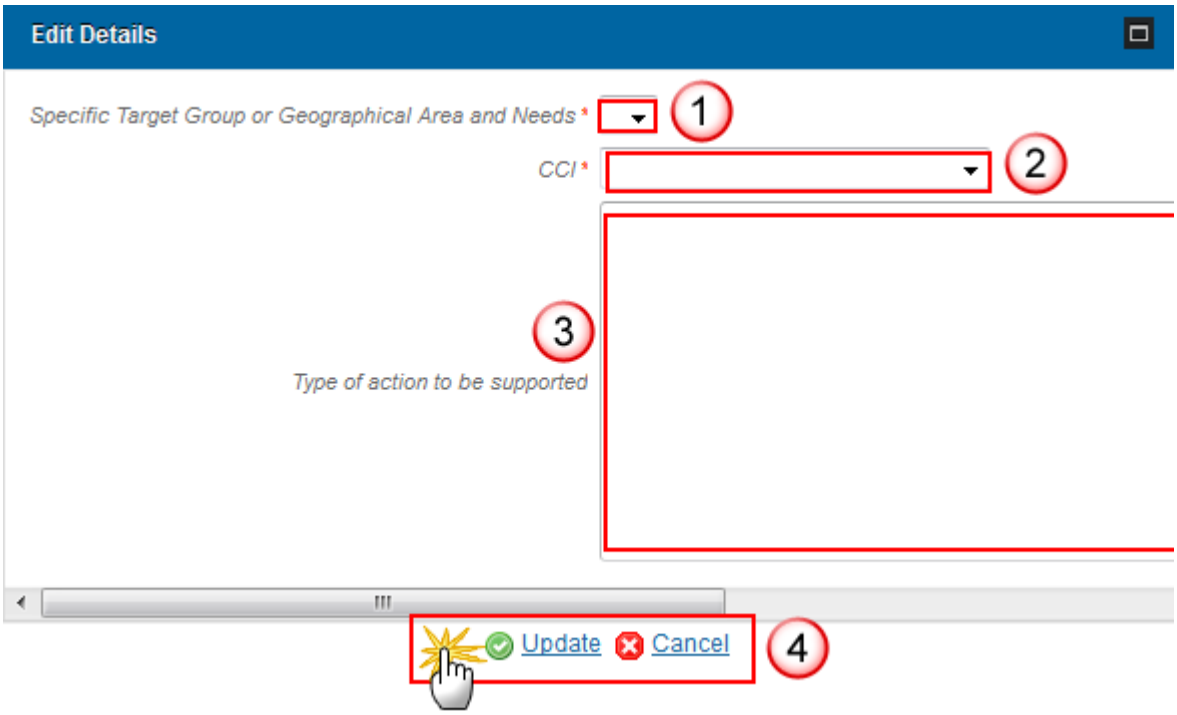
(3) Click on the Update link to save and add the information or the Cancel link to abort the action.

ESI Funds that will be used and main types of actions to be supported

3. Click on the **ADD** button to add a new record.



The edit details pop-up window appears:



4. Enter or select the following:

(1) Select the *Specific target group or geographical area and needs.*

(2) Select a *CCI*.

(3) Enter the *Type of action to be supported*

(4) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

NOTE	The list of Programme / Fund combinations is restricted to the ones used in the "List of Programmes under the ESI Funds" **LINK**

3.1.6 Demographic Challenges

GUIDELINES

This section should be included in the Partnership Agreement where the Member State has highlighted in section 1 specific development needs in regions which suffer from severe and permanent natural or demographic handicaps such as the northernmost regions with very low population density and island, cross- border and mountain regions, which require integrated intervention from the ESI Funds.

It should provide a summary of how the ESI Funds will be used to tackle the specific development needs of these regions, insofar as the approach is specific to these regions.

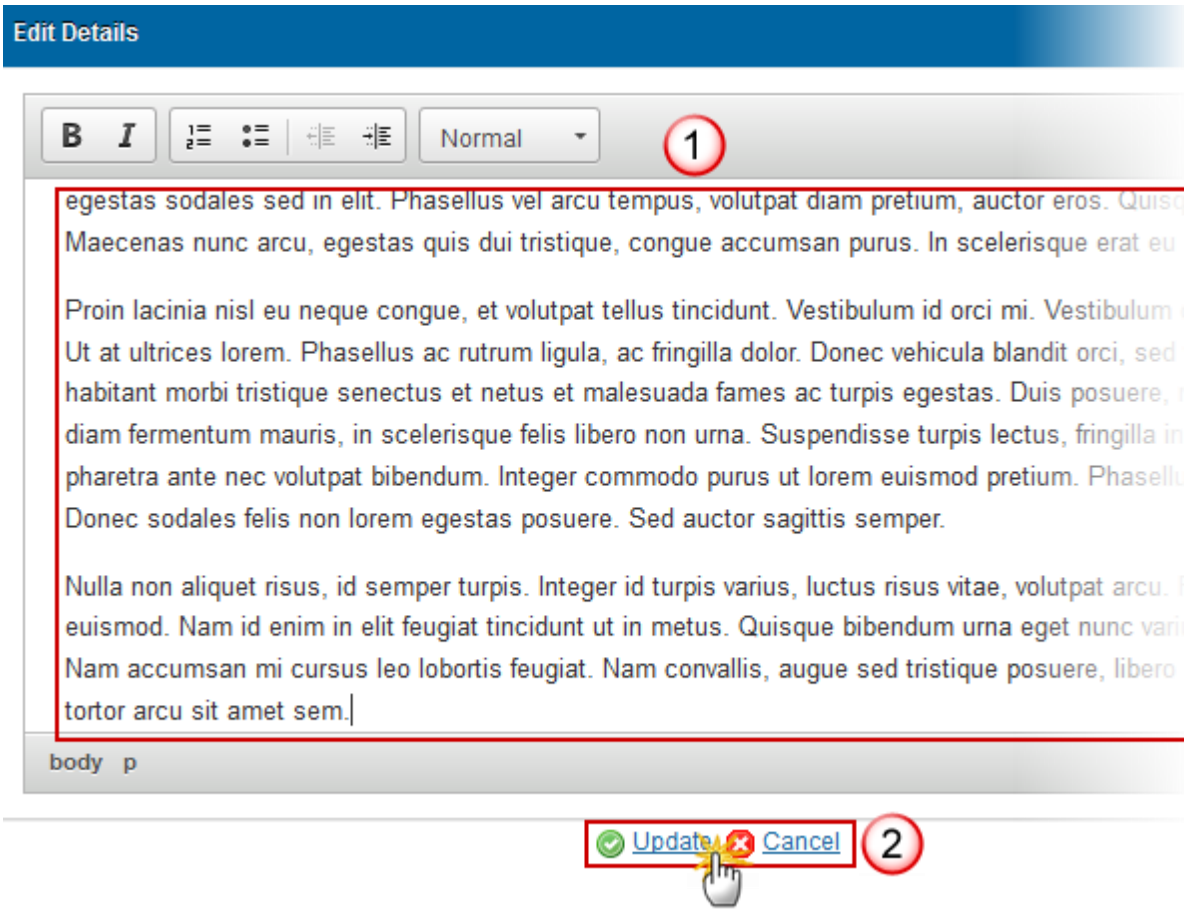
Not all Member States include such regions, therefore the section is not relevant in all cases.

'' This section may also contain the elements of operational programmes for the ERDF, ESF and Cohesion Fund set out in Article 96 (4) of the CPR.*

QUICK GUIDES

1. Click on the **EDIT** button to access the edit form to modify the information.

The Edit Details screen is displayed:



2. Enter the following:

(1) Enter the *text.*

(2) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

4. Efficient Implementation

Arrangements to ensure efficient implementation of the ESI funds (Article 15(2)(B) CPR).

4.1 Electronic Data Exchange

GUIDELINES

An overview of the arrangements for electronic data exchange including:

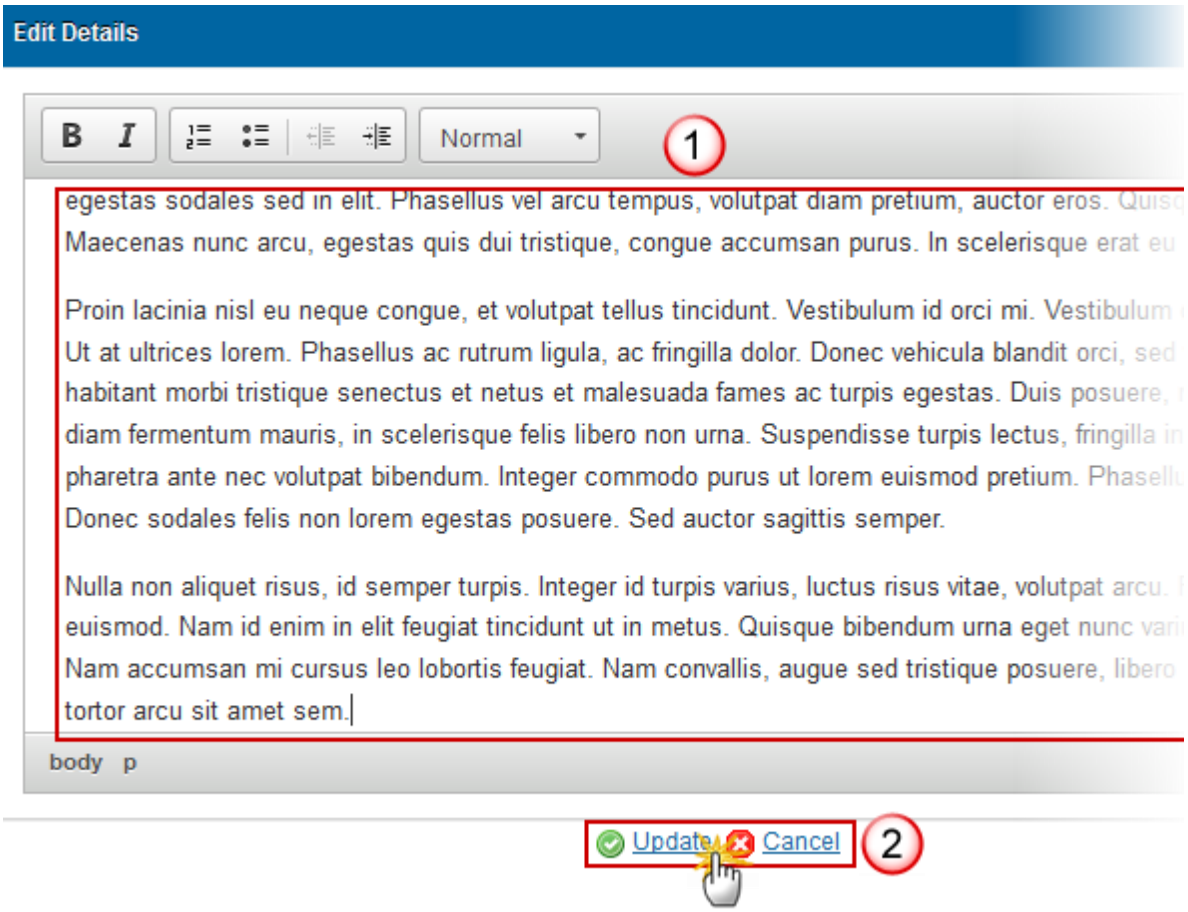
(i)an assessment of the existing systems for electronic data exchange, including, for instance an overview of electronic services already available for beneficiaries and of the main development needs;

(ii)a summary of actions planned to gradually permit all exchanges of information between beneficiaries and authorities responsible for management and control of programmes to be carried out by electronic data exchange with an indicative timeframe which is consistent, where applicable, with the regulatory deadlines.

QUICK GUIDES

1. Click on the **EDIT** button to access the edit form to modify the information.

The Edit Details screen is displayed:



2. Enter the following:

(1) Enter the *text.*

(2) Click on the **Update** link to save and add the information or the **Cancel** link to abort the action.

Validate the Partnership Agreement

REMARK	It is a must to have the role of **MS Authority Update** for all funds covered by the PA (ERDF,CF, ESF, YEI, EAFRD & EMFF). Its status is **'OPEN'** or **'READY TO SEND'** and resides on your Node which is on the highest Member State Node.

1. Click on the **Validate** link to validate the Partnership Agreement.

The system validates the following information:

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

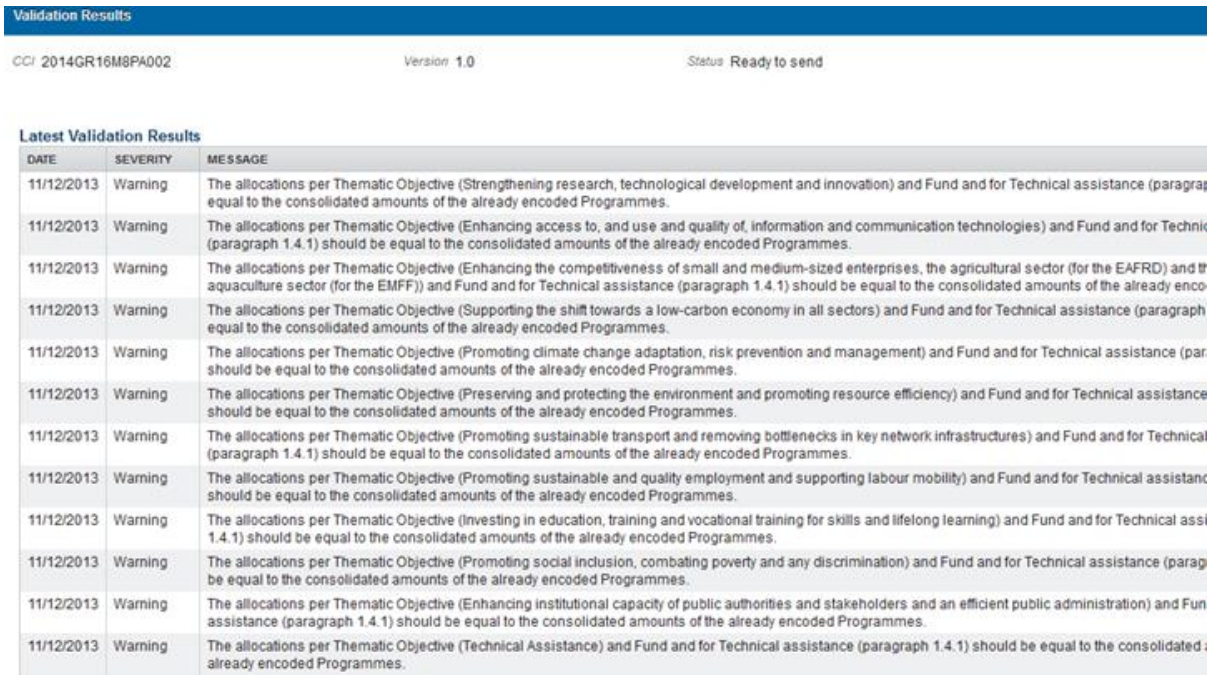
Code	Validation Rule	Severity
2.1	Validate that at least one Official in Charge of the Member State exists.	**WARNING**
2.2	Validate against fixed Financial Allocations that the sum of the yearly EU contributions per Member State and Fund in the Partnership Agreement are smaller or equal than the fixed yearly Financial Allocations per Member State and Fund. Total ERDF+ESF (1.6) <= Less developed + Transition + More developed + Outermost (Financial Allocations) Total CF (1.6) <= Cohesion Fund (Financial Allocations) Total YEI (1.6) <= YEI (Financial Allocations) Total EAFRD (1.6) <= EAFRD (Financial Allocations) Total EMFF (1.6) <= EMFF (Financial Allocations)	**ERROR**
2.3	Validate that at least one Programme has been listed in paragraph 1.6.	**ERROR**
2.4	Validate that at least one Programme/Fund/Action to be supported is created per Target Group/Area/Need in paragraph 3.1.5.	**ERROR**
2.5	Validate that the Partnership Agreement was created on a highest Member State Node.	**ERROR**
2.6	Validate that when Semi-Structured is chosen, that Document Types "Official Proposal Part 1 (Sections 1 and 2)" and "Official Proposal Part 2 (Sections 3 and 4)" have been uploaded and that all structured text attributes are empty.	**ERROR**
2.7	Validate that when one of the listed Programmes makes use of Article 96(8), that Fully Structured is chosen.	**ERROR**

2.8	Validate that the allocations per Thematic Objective and Fund and for Technical assistance (paragraph 1.4.1) are equal to the consolidated amounts of the already encoded Programmes in Paragraph 1.6.	WARNING
2.9	Validate that the allocation for Climate Change Objectives (paragraph 1.4.2) is equal to the consolidated amounts of the already encoded Programmes in Paragraph 1.6.	WARNING
2.10	Validate that the allocations per Programme and Fund (paragraph 1.6) are equal to the consolidated amounts of the already encoded Programmes of Paragraph 1.6.	WARNING
2.11	Validate that when one of the listed Programmes makes use of Article 87(8), that selected ex-ante conditionalities have data on the Priority Axes to which the conditionality applies.	WARNING
2.12	Validate that Poverty Actions are defined against CCI/Fund codes listed in the Partnership Agreement in paragraph 1.6. (implicit in web).	ERROR
2.13	Validate that all 9 Performance Reserve records exists (implicit in web).	ERROR
2.14	Validate that the list of Programmes in Paragraph 1.6 is equal to the list of already encoded Programmes.	WARNING
2.15	Validate that all 7 records (ERDF Less Developed, Transition ,More Developed; ESF Less Developed, Transition, More Developed; CF) exists for paragraph 1.4.4 (implicit in web)	ERROR
2.16	Validate against fixed Financial Allocations that the sum of the EU contributions per Member State and Fund in the Partnership Agreement (paragraph 1.4.1) are smaller or equal than the fixed Financial Allocations per Member State and Fund. Total ERDF+ESF (1.4.1) <= Less developed + Transition + More developed + Outermost (Financial Allocations) Total CF (1.4.1) <= Cohesion Fund (Financial Allocations) Total EAFRD (1.4.1) <= EAFRD (Financial Allocations) Total EMFF (1.4.1) <= EMFF (Financial Allocations)	ERROR
2.17	Validate against fixed Financial Allocations that the YEI specific allocation in the Partnership Agreement (paragraph 1.4.2) is smaller or equal than the fixed Financial Allocations for YEI. YEI specific allocation (1.4.2) <= YEI (Financial Allocations)	ERROR
2.18	Validate against fixed Financial Allocations that the ESF Minimum Share	WARNING

	in the Partnership Agreement (paragraph 1.4.3) is greater or equal than the fixed ESF Minimum Share in the Financial Allocations ESF Minimum Share (1.4.3) >= ESF Minimum Share (Financial Allocations)	
2.21	Validate that ESF Matching Funding is at least as high as YEI Specific Allocation in the Partnership Agreement (paragraph 1.4.2) ESF matching funding (1.4.2) >= YEI specific allocation (1.4.2)	**ERROR**
2.22	Validate that all integral documents have at least one attachment with a length > 0	**ERROR**
2.23	Validate that the total ESF allocation in Table 1.6 is >= minimum ESF allocation for that Member State.	**ERROR**

After all **errors** have been removed the status of the PA becomes **'READY TO SEND'**.

An example of a validation window:



Validation Results

CCI 2014GR16M8PA002 Version 1.0 Status Ready to send

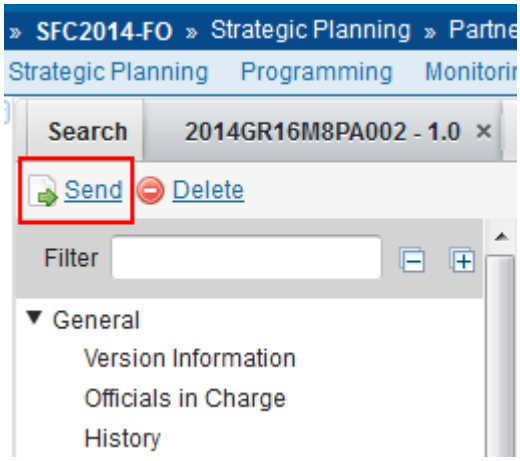
Latest Validation Results

DATE	SEVERITY	MESSAGE
11/12/2013	Warning	The allocations per Thematic Objective (Strengthening research, technological development and innovation) and Fund and for Technical assistance (paragrap equal to the consolidated amounts of the already encoded Programmes.
11/12/2013	Warning	The allocations per Thematic Objective (Enhancing access to, and use and quality of, information and communication technologies) and Fund and for Technic (paragraph 1.4.1) should be equal to the consolidated amounts of the already encoded Programmes.
11/12/2013	Warning	The allocations per Thematic Objective (Enhancing the competitiveness of small and medium-sized enterprises, the agricultural sector (for the EAFRD) and th aquaculture sector (for the EMFF)) and Fund and for Technical assistance (paragraph 1.4.1) should be equal to the consolidated amounts of the already enco
11/12/2013	Warning	The allocations per Thematic Objective (Supporting the shift towards a low-carbon economy in all sectors) and Fund and for Technical assistance (paragraph equal to the consolidated amounts of the already encoded Programmes.
11/12/2013	Warning	The allocations per Thematic Objective (Promoting climate change adaptation, risk prevention and management) and Fund and for Technical assistance (par should be equal to the consolidated amounts of the already encoded Programmes.
11/12/2013	Warning	The allocations per Thematic Objective (Preserving and protecting the environment and promoting resource efficiency) and Fund and for Technical assistance should be equal to the consolidated amounts of the already encoded Programmes.
11/12/2013	Warning	The allocations per Thematic Objective (Promoting sustainable transport and removing bottlenecks in key network infrastructures) and Fund and for Technical (paragraph 1.4.1) should be equal to the consolidated amounts of the already encoded Programmes.
11/12/2013	Warning	The allocations per Thematic Objective (Promoting sustainable and quality employment and supporting labour mobility) and Fund and for Technical assistanc should be equal to the consolidated amounts of the already encoded Programmes.
11/12/2013	Warning	The allocations per Thematic Objective (Investing in education, training and vocational training for skills and lifelong learning) and Fund and for Technical assi 1.4.1) should be equal to the consolidated amounts of the already encoded Programmes.
11/12/2013	Warning	The allocations per Thematic Objective (Promoting social inclusion, combating poverty and any discrimination) and Fund and for Technical assistance (parag be equal to the consolidated amounts of the already encoded Programmes.
11/12/2013	Warning	The allocations per Thematic Objective (Enhancing institutional capacity of public authorities and stakeholders and an efficient public administration) and Fun assistance (paragraph 1.4.1) should be equal to the consolidated amounts of the already encoded Programmes.
11/12/2013	Warning	The allocations per Thematic Objective (Technical Assistance) and Fund and for Technical assistance (paragraph 1.4.1) should be equal to the consolidated already encoded Programmes.

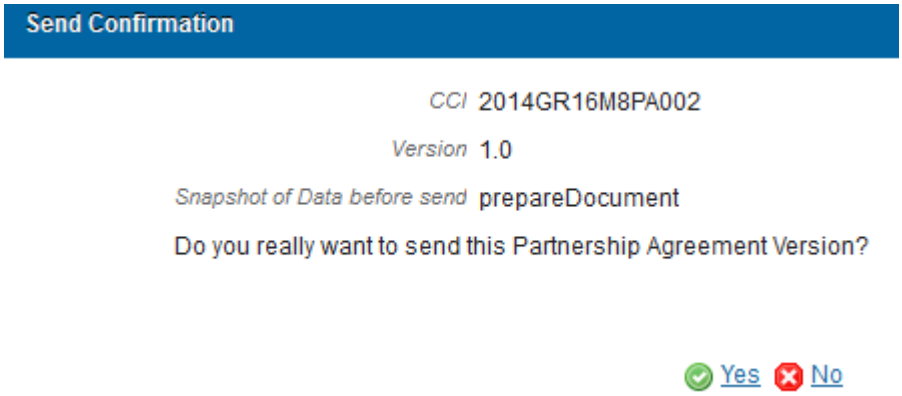
Send the Partnership Agreement

REMARK	The PA can only be sent once any **Validation Errors** have been removed and the status of the PA is **'VALIDATED'**. You must have the role of **MS Authority Send**. 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**. The EU Login now provides a functionality of signing without forcing the user to have a certificate.

1. Click on the Send link to send the Partnership Agreement.



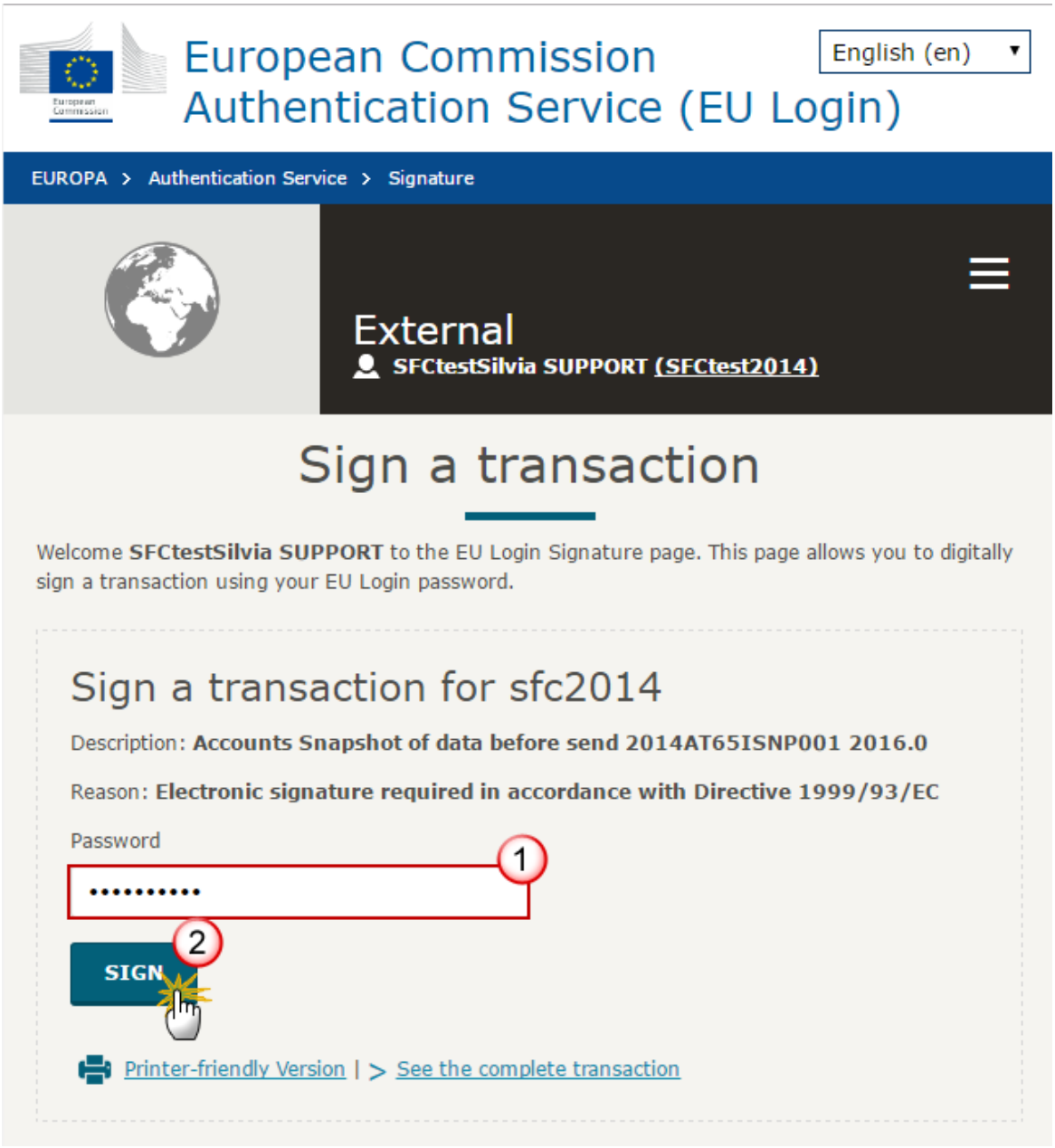
The system will ask you to confirm the send action:



2. Click on Yes to confirm. The status of the PA is '**SENT**'. Click on No to return to the Partnership Agreement.
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*

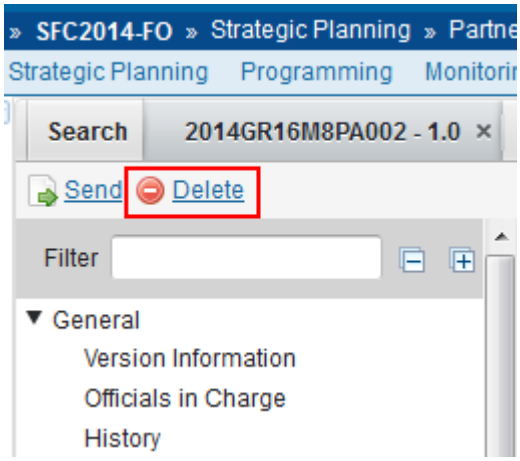
(2) Click on the '**SIGN**' button

REMARK	On success, the Partnership Agreement has been sent to the Commission.

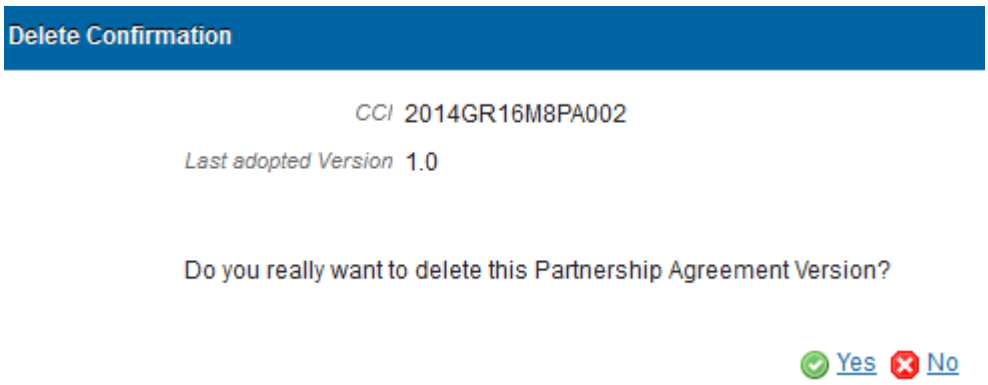
Delete the Partnership Agreement

REMARK	You must have the role of **MS Authority Update.** A PA can be deleted only if its status is '**OPEN**' or '**READY TO SEND**' and has never been sent to the Commission before and has no sent documents attached.

1. Click on the **Delete** link to remove a Partnership Agreement version from the system.



The system will ask you to confirm the delete action:



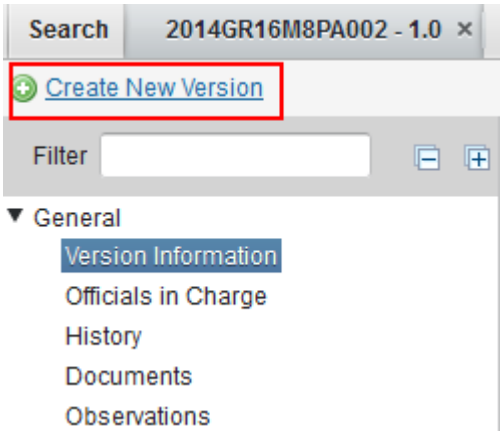
2. Click on **Yes** to confirm. Click on **No** to return to the Partnership Agreement.

Create a New Version of the Partnership Agreement

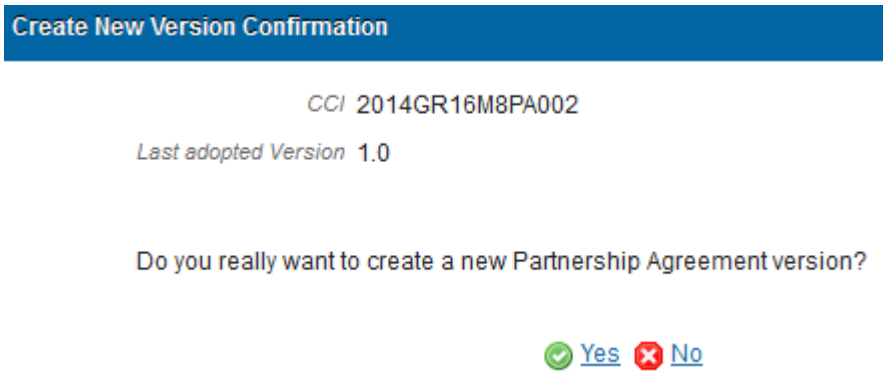
Because of the different adoptions of the regulations of the ESI Funds, it is necessary to allow the creation of concurrent Partnership Agreement versions; at least until all ESI Fund regulations are adopted. Concurrent Partnership Agreement versions are versions which are not yet adopted by the Commission.

REMARK	A New Version can only be created when the current PA version is: **'RETURNED FOR MODIFICATION BY EC'** (this will create a new working version), or is the last version and the status is **'ADOPTED BY EC'**, **'SENT', 'CANCELLED' OR 'WITHDRAWN AT THE REQUEST OF THE MS'** (this will create a new major version)**.** When concurrent versions are not allowed: The last version of the PA is in status **'ADOPTED BY EC/MS'**, **'CANCELLED'**, **'WITHDRAWN AT THE REQUEST OF THE MS'** or **'RETURNED FOR MODIFICATION BY EC'**. In order to avoid uncontrolled creation of new versions, the system will only allow creating **one new version per day** and only when all previous versions were once **SENT** to the Commission.

1. Click on the Create New Version link to create a new version of the Partnership Agreement.



The system will ask you to confirm the create new version action:



2. Click on Yes to confirm. Click on No to return to the Partnership Agreement.

On success, a new version of the Partnership Agreement has been created and his status was set to **'OPEN'**.

When creating a new version on a version in status **'RETURNED FOR MODIFICATION BY EC'**, it is created as a copy of that version (without the documents) and the working version number was incremented by one. (Example 1.0 → 1.1)

When creating a new version on the last **'ADOPTED BY EC'** version or **'CANCELLED'**, it is created as a copy of that version (without the documents) and the version number was incremented by one. (Example 1.0 → 2.0)

When creating a new version on the last **'SENT'** version, it is created as a copy of that version and the version number was incremented by one. (Example 1.0 → 2.0)

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

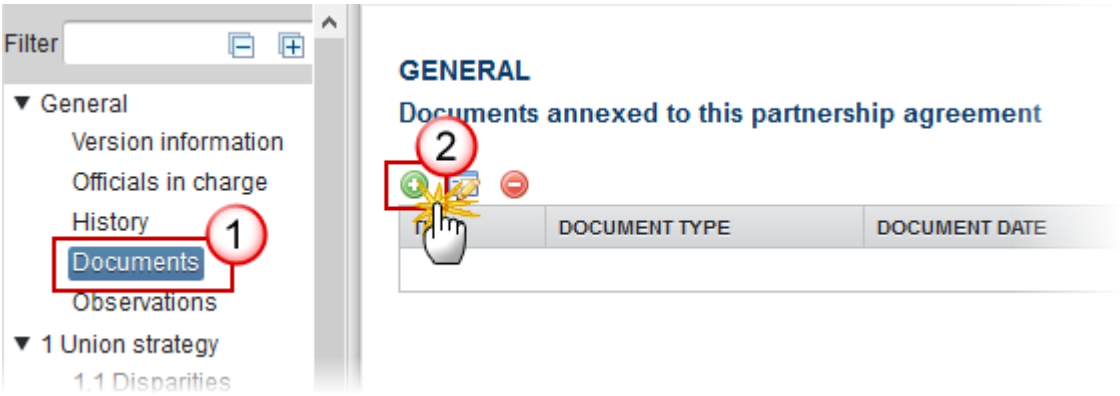
NOTE	There will not be any automatic synchronisation of data between concurrent versions. When version 1.0 is returned for modification after version 2.0 was created based on version 1.0, the modifications applied in version 1.1 will not be automatically applied on version 2.0. It will be up to the Member State to include these modifications in any more recent version. To make this possible, the Commission should adopt the concurrent versions in the order they were initially submitted to the Commission. Otherwise lower version numbers could have more recent Commission Decision numbers.

Withdraw the Partnership Agreement

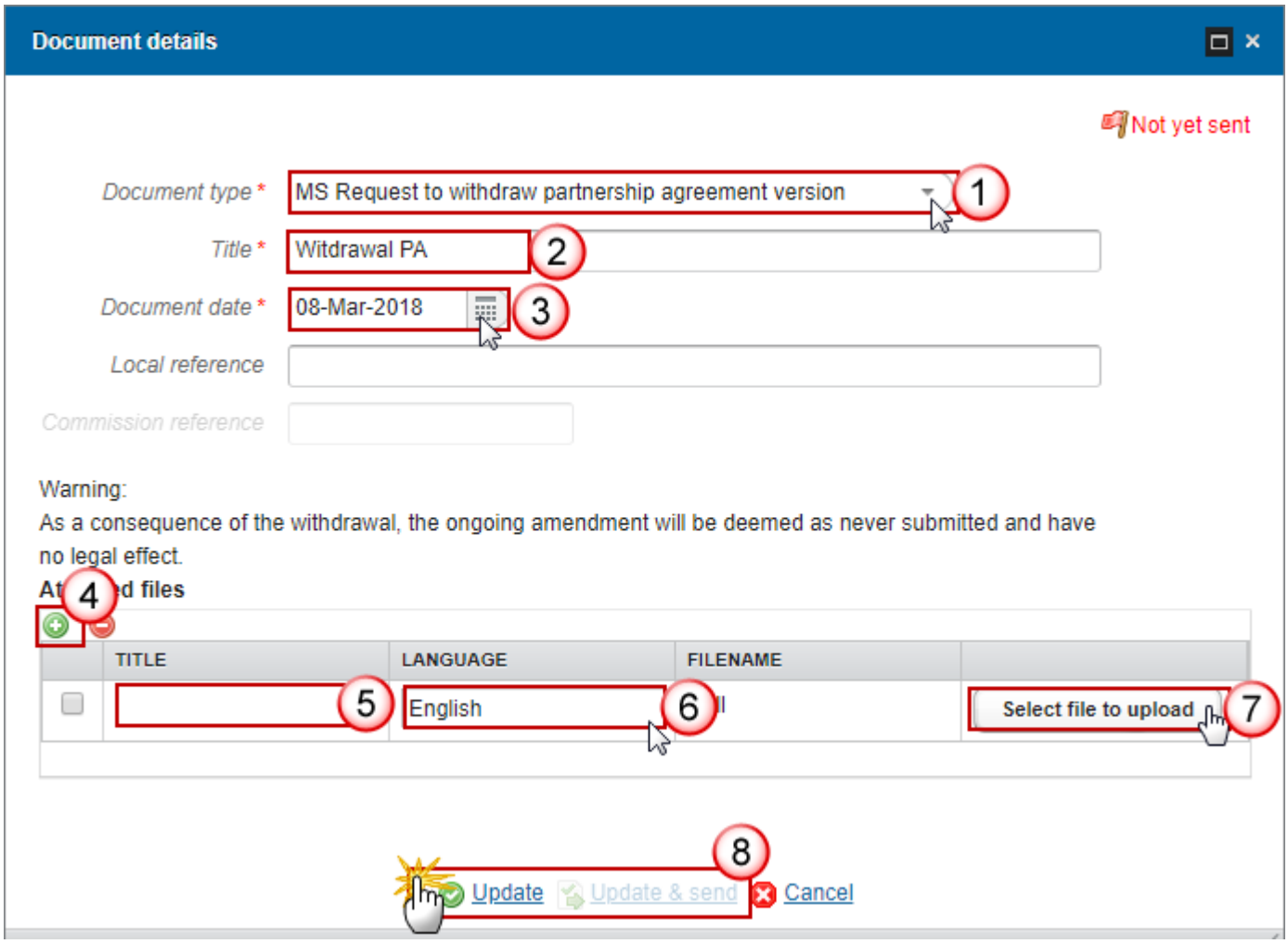
When you want to withdraw a Partnership Agreement and stop the amendment procedure, you have to request it to the Commission uploading a document called 'MS Request to withdraw Partnership Agreement version'. **Withdrawals are subject to confirmation by the Commission**. As a consequence of this, the ongoing amendment will be deemed as never submitted and have no legal effect.

REMARK	It is a must to have the role of **MS Authority Update**. The withdrawal can only be requested when the current PA version is: **'SENT'** or '**RETURNED FOR MODIFICATION BY EC'** at the level of the Commission OR **'OPEN'** or **'READY TO SEND'** at the owner Node of the Member State and has previously been sent to the Commission. The PA is the last version. This scenario occurs when at the request of the Member State the Commission withdraw a PA Version and stop the amendment procedure.

1. Click on the Documents link under the General section **(1)** and then on the **ADD** button **(2)** to select the withdrawal document:



The Document details pop-up window appears:



2. Enter or select the following information:

(1) Select the *'MS Request to withdraw partnership agreement version'* document

(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.

On success, the PA version has been withdrawn by the Commission and its status was set to **'WITHDRAWN AT THE REQUEST OF THE MS'.**

Adopted by MS

Your desk-officer can now decide that no Commission decision is needed for an amendment previously sent to the Commission by performing the action **'ACCEPT MS DECISION'** (AMD) on a Partnership Agreement version.

In this case the last applied Commission decision is still valid and no new Commission decision is required.

REMARK	The PA is in a status **'SENT'** at the level of the Commission and has a version number > 1.

On success, the PA version has been **'ADOPTED BY THE MS'** and it was linked to the last available Commission decision on that Partnership Agreement.