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# CCI Request

## PURPOSE

This document describes the specifications related to the request and allocation of CCI numbers for objects managed in the SFC2021 application.

## REGULATION

More details can be found in the '[About SFC2021](#)' section of this portal.

## ROLES

Roles involved in the creation of a CCI request on the Member State level are:

MS Authority	Request CCI number
MS Managing Authority	Consult CCI Requests & Allocations
	Cancel CCI Request

## FUNDS

**All Funds:** ERDF / CF / NDICI / IPA III / ESF+ / JTF / EGF / EMFAF / AMIF / ISF / BMVI / EARDF / EAGF / IPAd / BAR

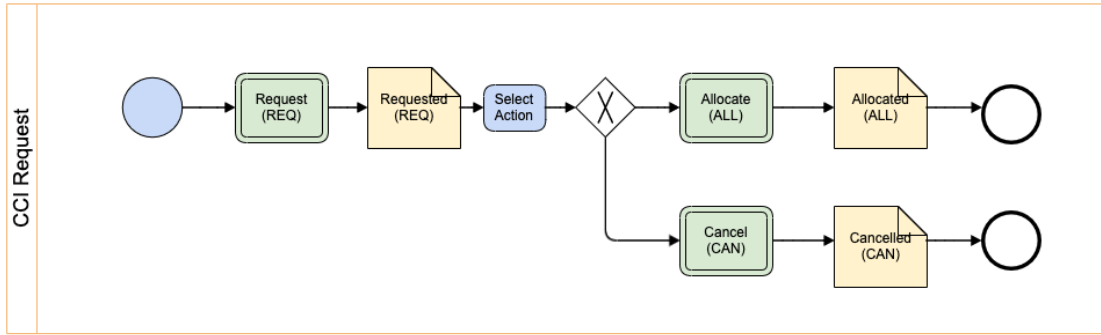
## PRE-CONDITIONS

The user has the required permissions to request a CCI.

## Workflow

This section shows the lifecycle to create and manage a CCI Request. There is no modifying a CCI Request once it has been submitted.

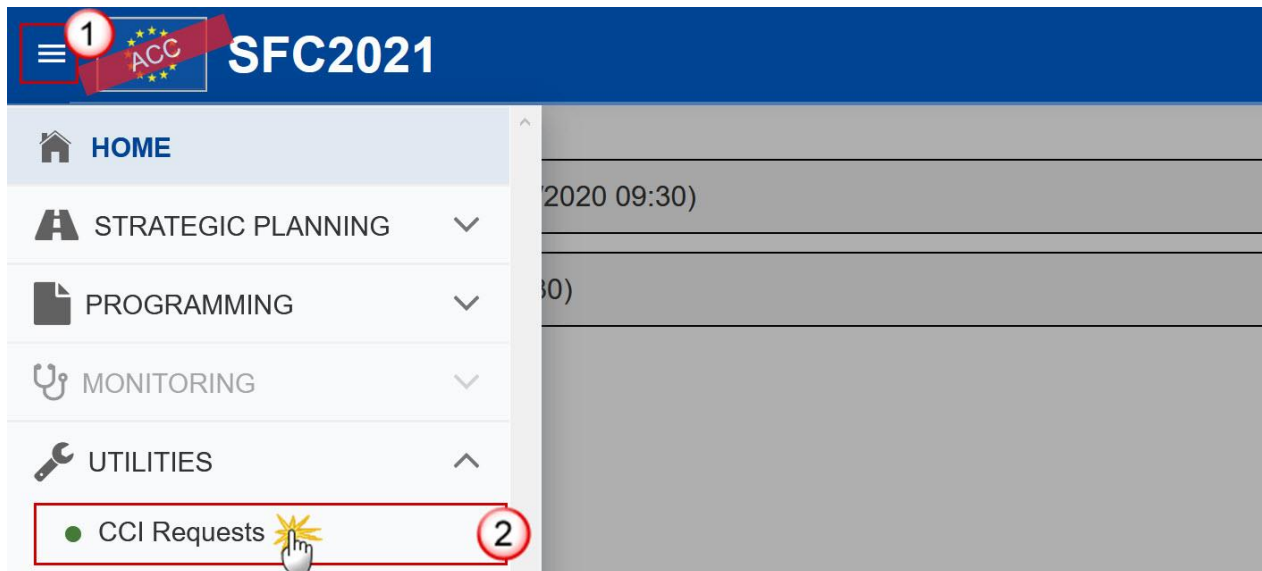
Click [here](#) to see the CCI workflow diagram in high resolution.



## Create a CCI Request

<b>REMARK</b>	To create a CCI Request you must have the <b>MS Authority</b> role or <b>MS Managing Authority</b> role with <b>Update</b> rights ( <b>MSAu, MSMAu</b> ).
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1. To access the CCI Requests go to the **Utilities** menu and select the **CCI Requests** option:



2. Click on the **CREATE** button to create a new CCI Request:

## Search results

You are redirected to the CCI Request Creation Wizard:

Progress bar: 1 CCI request data | 2 Upload document (optional) | 3 Send

### CREATE CCI REQUEST

**CCI REQUEST DATA**

Year \*  Target area \*  DG \*

Budget source \*

Object subtype \*

Additional email  255

Title \*  255

English title  255

Comment  4000

3. Enter or select the following information:

(1) Select the CCI Year.

The CCI Year contains values from 2021 to 2027 and identifies the Start Year of the Programme/Object.

(2) Select the Target Area.

For Member State users, the Target Area list is limited to user's Country and all Geographical Codes.

(3) Select the DG.

Identifies the leading DG (chef de file): Refer to the Appendix: **DG – Directorate General** for the full list of codes.

(4) Select the Budget Source.

Character code identifying the Fund(s) covered by the Programme/Object. Refer to the Appendix: **FF – Fund(s)** for the full list of codes.

(5) Select the Object Subtype.

Identifies the Type of Object. Refer to the Appendix: **TP - Type** for the full list of codes.

When the *Target Area* is a Member State, the *DG* is EMPL or REGIO, the *Budget Source* is Multi-Fund (FF) and the *Object Subtype* is a Programme (PR) then an additional line will be shown where the user must indicate the “Funds covered” by the Programme. A checkbox will be foreseen for each of the following Funds: ERDF, CF, ESF+ and JTF.

**REMARK**

**CREATE CCI REQUEST**

**CCI REQUEST DATA**

**Year \*** 2021      **Target area \*** LU - Luxembourg      **DG \*** 16 - DG REGIO

**Budget source \*** FF - Multi-Fund Partnership Agreement, IJG/ETC Programme

**Object subtype \*** PR - Programme (ERDF, CF, ESF+, JTF, EMFAF, AMIF, ISF, BMVI)

**Funds covered \***

ERDF     CF     ESF+     JTF

**Additional email** 255

(6) Enter an *Additional Email* (Optional).

This field can be used to add another email address. This email address will also receive a notification when the CCI number is allocated.

(7) Enter a *Title*.

(8) Enter the *English Title* (Optional).

(9) Enter any *Comments* (Optional).

Add any additional Comments to the request.

(10) Click on **NEXT** to go to the next screen.

## Documents

### Upload Documents

<b>REMARK</b>	Adding Documents to the CCI request <u>is not mandatory</u> . If you have no documents to attach do not enter <b>any</b> information in this screen and click <b>NEXT</b> .
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Multiple documents can be uploaded in the CCI Request.

### CREATE CCI REQUEST

#### UPLOAD DOCUMENT (OPTIONAL)

Document type \*  1

Document date \*  2

Document title \*  3

#### ATTACHED FILES

4

Title	Type	Language	File / Upload
-------	------	----------	---------------

1. Enter or select the following information:

(1) Select a *Document Type*.

(2) Select a *Document Date*.

(3) Enter a *Title* for your Document

(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 Delete Icon.

2. The **ATTACHED FILES** section becomes editable:

#### ATTACHED FILES

The screenshot shows the 'ATTACHED FILES' section. At the top right is a blue '+ Add' button. Below it is a table with the following columns: Title, Type, Language, and File / Upload. The 'Title' column contains 'info 1' and is circled in red with a '1'. The 'Type' column contains 'Main' and is circled in red with a '2'. The 'Language' column contains 'English' and is circled in red with a '3'. The 'File / Upload' column contains a 'Browse to choose file' button, which is circled in red with a '4' and has a hand cursor pointing at it. Below the table are 'Previous' and 'Next' buttons, and at the bottom right are 'Cancel' and 'Create' buttons.

3. Enter or select the following information:

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

(2) Select the *Type* of the document.

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

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

(4) Click on **BROWSE** to select the file that you want to add as an attachment.

**REMARK**

If you wish to completely remove the document details and associated attachments, click on the **CLEAR FORM** button:

**UPLOAD DOCUMENT (OPTIONAL)**

Document type \*  
CCI Request

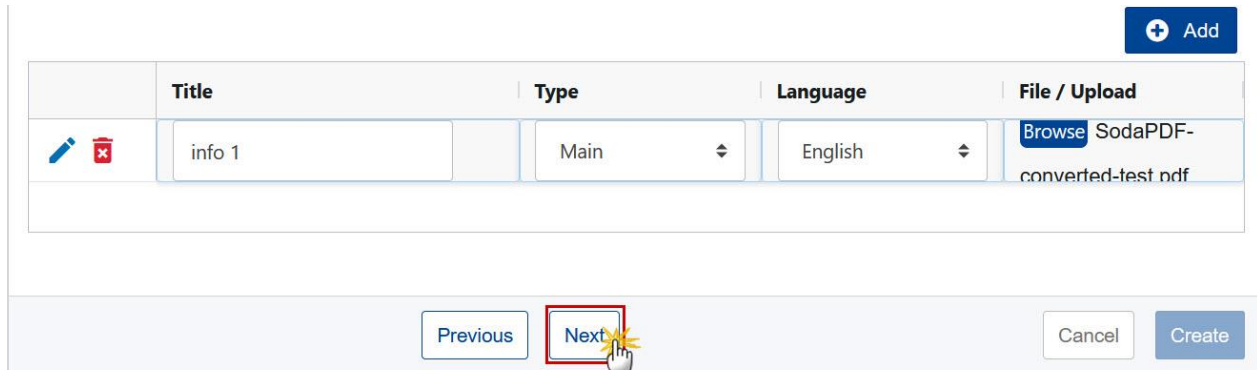
Document date \*  
01/06/2021

Document title \*  
CCI Request info



**Clear Form**

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4. After the attachment(s) is/are uploaded click on **NEXT**:



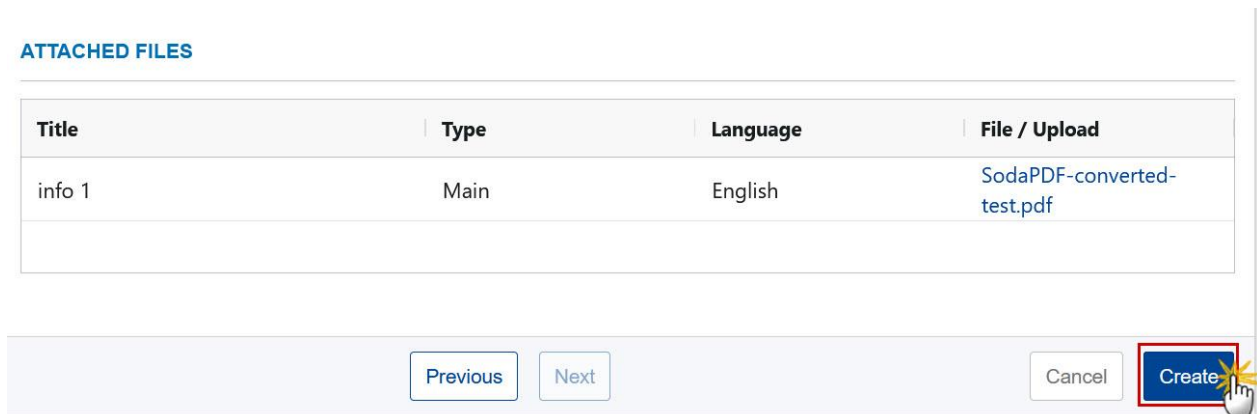
The screenshot shows a form with a table and a navigation bar. The table has the following structure:

	Title	Type	Language	File / Upload
 	info 1	Main	English	<a href="#">Browse</a> SodaPDF-converted-test.pdf

Below the table is a navigation bar with buttons: Previous, Next, Cancel, and Create. The 'Next' button is highlighted with a red box and a mouse cursor.

## Confirmation of a CCI Request

1. After clicking on **NEXT** the overview window is displayed. To confirm the CCI request click on **CREATE**:



The screenshot shows the 'ATTACHED FILES' section with a table and a navigation bar. The table has the following structure:

Title	Type	Language	File / Upload
info 1	Main	English	<a href="#">SodaPDF-converted-test.pdf</a>

Below the table is a navigation bar with buttons: Previous, Next, Cancel, and Create. The 'Create' button is highlighted with a red box and a mouse cursor.

After clicking on **CREATE** you will receive the confirmation that the CCI Request has been created successfully.



The screenshot shows a web application interface for creating a CCI request. At the top, a browser tab is titled '(2021LU16FFPR001)' with a red box around the close button and a circled '2' indicating it should be clicked. The main content area is titled 'CCI REQUEST' and contains a form with the following fields:

- Title: SJ TEST
- English title: (empty)
- Status: Requested (highlighted with a red box and a circled '1')
- Year: 2021
- Request date: 14/06/2021
- Target area: Luxembourg
- Last modified: 14/06/2021
- DG: DG REGIO
- Object subtype: Programme (ERDF, CF, ESF+, JTF, EMFAF, AMIF, ISF, BMVI)

**(1)** The Status is set to **REQUESTED**.

**(2)** The system assigns a temporary CCI but the CCI cannot be used until the request is allocated by a Commission User. Click on the 'X' inside the tab to exit the screen and return to the CCI search screen.

<b>NOTE</b>	<b>The CCI request must now be allocated by a Commission user before it can be used.</b> The creator of the CCI request and the additional email (if entered) will be notified via an automatic email notification once the CCI number has been allocated.
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## Cancel a CCI Request

<b>REMARK</b>	<p>To cancel a CCI Request you must have the <b>MS Authority</b> role or <b>MS Managing Authority</b> role with <b>Update</b> rights (<b>MSAu, MSMAu</b>).</p> <p>A CCI Request can only be cancelled <u>before</u> the CCI number has been allocated (the current status must be <b>REQUESTED</b>).</p>
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**1.** Open a Requested CCI and click on the **CANCEL** button:

( 2021LU05SFPR001 )

**CCI REQUEST**

Title \* SJ - TEST ESF+ - 001

English title \*

Year \* 2021

Status Requested

Cancel

The confirmation screen appears:

Do you really want to cancel this CCI Request?

CCI request id  
66456

Reason \*  
this is a reason to cancel|

1

Cancel Confirm

2

2. Enter the following information:

- (1) Enter the *Reason* for the Cancel request.
- (2) Click on **CONFIRM**.

After clicking on **CONFIRM** you will receive the confirmation that the CCI Request has been cancelled successfully.

The Status is set to **CANCELLED**.

## Allocation of a CCI Number

**NOTE**

**The CCI request must be allocated by a Commission user before it can be used.** The creator of the CCI request and the additional email (if entered) will be notified via an automatic email notification once the CCI number has been allocated.

Once the CCI number has been allocated, the request will display the *Allocated CCI* **(1)** and the *Status* of the Request is **ALLOCATED (2)**:

The screenshot shows a web interface for a CCI REQUEST. On the left is a 'Table of Contents' sidebar with a 'Show toolbar' button and a tree view containing 'CCI Request' and 'Documents'. The main area is titled 'CCI REQUEST' and contains a form with the following fields:

Title	SG - Test IT ESF+
English title	SG - Test IT ESF+
Allocated CCI	2021IT05SFPR001
Status	Allocated
Year	2021
Request date	07/06/2021
Target area	Italy
Last modified	07/06/2021

The 'Status' field, containing the value 'Allocated', is highlighted with a red rectangular box.

## Appendix: Breakdown of CCI Codes

The format used for the CCI codes in SFC2021 is YEAR CC DG FF TP SEQ, e.g.: 2021BE16RFOP001.

Each of these sequence parts are described in the sections below:

### ***Year***

The year is a numerical code identifying the Start Year of the Programme/Object.

### ***CC – Country Code***

This is the character code identifying the Country or Geographical Region.

The CC can be any Country iso-2 codes + TC for Territorial Cooperation, EU for European Union and EC for European Commission.

### ***DG – Directorate General***

This is a numerical code identifying the leading Directorate General (chef de file).

**05** = EMPL

**06** = AGRI

**14** = MARE

**16** = REGIO

**65** = HOME

### ***FF – Fund(s)***

This is a character code identifying the Fund(s) covered by the Programme/Object.

Code	Description
<b><i>RF</i></b>	ERDF
<b><i>CF</i></b>	CF
<b><i>SF</i></b>	ESF+

<b>JT</b>	JTF
<b>FF</b>	Multi-Fund PA (ERDF, CF, ESF+, JTF, EMFAF, AMIF, ISF, BMI) Multi-Fund IGJ (ERDF and/or CF and/or ESF+ and/or JTF) Multi-Fund ETC (ERDF and/or IPA III and/or NDICI and/or OCTP )
<b>MF</b>	EMFAF
<b>AM</b>	AMIF
<b>IS</b>	ISF
<b>BV</b>	BMVI
<b>AF</b>	Agricultural Funds (EAGF/EAFRD)
<b>IP</b>	IPA (The policy area will be an attribute of the programme)
<b>NX</b>	NDICI
<b>EG</b>	EGF
<b>BA</b>	Brexit Adjustment Reserve

### ***TP - Type***

This is a character code identifying the Type of Object.

<b>Code</b>	<b>Description</b>
<b>PA</b>	Partnership Agreement (ERDF, CF, ESF+, JTF, EMFAF, AMIF, ISF, BMVI)
<b>PR</b>	Programme (ERDF, CF, ESF+, JTF, EMFAF, AMIF, ISF, BMVI)
<b>FA</b>	Application (EGF)
<b>CB</b>	Cross-Border Cooperation Programme (ETC) (ERDF or IPACBC or NDICICBC) (Strand A)
<b>TN</b>	Transnational Cooperation Programme (ETC) (INTERREG or (ERDF, IPA III, NDICI, OCTP)) (Strand B)

<b>IR</b>	Interregional Cooperation Programme (ETC) (INTERREG or (ERDF, IPA III, NDICI, OCTP)) (Strand C)
<b>OR</b>	Outermost Regions Cooperation Programme (ETC) (ERDF, NDICI, OCTP) (Strand D)
<b>PC</b>	PEACE Programme (ERDF) (Strand A)
<b>TA</b>	Technical Assistance Programme
<b>EI</b>	EIP Project (CAP Plan)
<b>TP</b>	TNC Project (CAP Plan)
<b>SP</b>	CAP Strategic Plan
<b>RD</b>	Rural Development (IPA III)
<b>RA</b>	Brexit Adjustment Reserve Application

### ***SEQ - Sequence***

This is a numerical sequence code making the CCI code unique.

### ***Allowed Combinations***

The following combinations are allowed. All other combinations will not be allowed by the CCI Request functionality. It will help the SFC2021 users to request and allocate the correct combinations.

<b>CC</b>	<b>DG</b>	<b>FF</b>	<b>TP</b>	<b>Comment</b>
Member State	16	FF	PA	Partnership Agreements
Member State	14	MF	PR	EMFAF Programmes
Member State	65	AM	PR	AMIF Programmes
Country	65	IS	PR	ISF Programmes
Member State	65	BV	PR	BMVI Programmes

CC	DG	FF	TP	Comment
Member State	05	SF	PR	ESF+ Programmes
Member State	16	RF	PR	ERDF Programmes
Member State	16	CF	PR	CF Programmes
Member State	05	FF	PR	IJG Programmes (ERDF and/or CF and/or ESF+ and/or JTF)
Member State	16	FF	PR	IJG Programmes (ERDF and/or CF and/or ESF+ and/or JTF)
Member State	16	JT	PR	JTF Programmes
TC	16	RF	CB	ERDF ETC Cross-Border Programmes
TC	16	RF	PC	PEACE (ERDF)
TC	16	RF	TN	ERDF ETC Transnational Programmes
TC	16	RF	IR	ERDF ETC Interregional Cooperation Programmes
TC	16	FF	TN	Multi-Fund ETC Transnational Programmes
TC	16	FF	OR	Multi-Fund ETC Outermost Regions Programmes
TC	16	FF	IR	Multi-Fund ETC Interregional Cooperation Programmes
TC	16	IP**	CB	IPA III ETC Cross-Border Programmes
TC	16	IP**	CB	IPA III ETC Transnational Programmes
TC	16	NX*	CB	NDICI ETC Cross-Border programmes
TC	16	NX*	TN	NDICI ETC Transnational Programmes
Candidate Countries	06	IP	RD	IPA Programmes (IPARD)
Member State	16	RF	TA	Technical Assistance Programmes (ERDF)
Member State	16	CF	TA	Technical Assistance Programmes (CF)
Member State	16	JT	TA	Technical Assistance Programmes (JTF)

CC	DG	FF	TP	Comment
Member State	16	FF	TA	Technical Assistance Programmes (ERDF and/or CF and/or ESF+ and/or JTF)
Member State	05	FF	TA	Technical Assistance Programmes (ERDF and/or CF and/or ESF+ and/or JTF)
Member State	05	SF	TA	Technical Assistance Programmes (ESF+)
Member State	06	AF	SP	CAP Strategic Plan (EAFRD & EAGF)
Member State	06	AF	EI	CAP Plan EIP Projects
TC	06	AF	TP	CAP Plan TNC Projects
Member State	05	EG	FA	EGF Applications
Member State	16	BA	RA	Brexit Adjustment Reserve Application

\* NX is single Fund under Strand A and multi-fund under Strand B.

\*\* IP is single Fund under Strand A and multi-fund under Strand B.

Multi-Fund ETC Programmes will always contain ERDF and one or more of IPA III, NDICI, OCTP).

Possible Strand, CCI, Fund combinations for ETC Programmes:

Strand	Type	CCI	Possible Fund Combinations		
			1	2	3
A	Cross-Border	TC16RFCB	ERDF		
		TC16IPCB	IPA III (IPA III CBC)		
		TC16NXCB	NDICI (Neighbourhood CBC)		
A	Peace	TC16RFPC	ERDF		



Strand	Type	CCI	Possible Fund Combinations		
			1	2	3
B	Transnational	TC16FFTN	ERDF, IPA III, NDICI, OCTP	ERDF, OCTP	INTERREG (Interreg Funds)
		TC16NXTN	ERDF, IPA III, NDICI, OCTP		
		TC16RFTN	ERDF		
		TC16IPTN	IPA III, ERDF		
C	Interregional	TC16FFIR	ERDF, IPA III, NDICI, OCTP	INTERREG (Interreg Funds)	
		TC16RFIR	ERDF		
D	Outermost Regions	TC16FFOR	ERDF, NDICI, OCTP		

Other combinations will be added when other Funds and Object Types will be covered by the SFC2021 applications.