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Specific action application

PURPOSE

This document describes the actions related to the Specific Action Application module for AMIF, ISF and BMVI, where the Member State expresses its interest to participate in a Specific Action by submitting an application. The submitted application will then be assessed by the Commission. The Specific Action Application will only contain documents, so no structured data.

REGULATIONS

More details regarding the regulation of the Specific action application can be found in the [About SFC2021](#) section of the portal.

ROLES

Roles involved in the Specific action application are:

MS Managing Authority (MSMA)	Record the Specific action application Upload the Specific action application Documents Consult the Specific action application Delete the Specific action application Validate the Specific action application Prepare the Specific action application for send to EC Send the Specific action application
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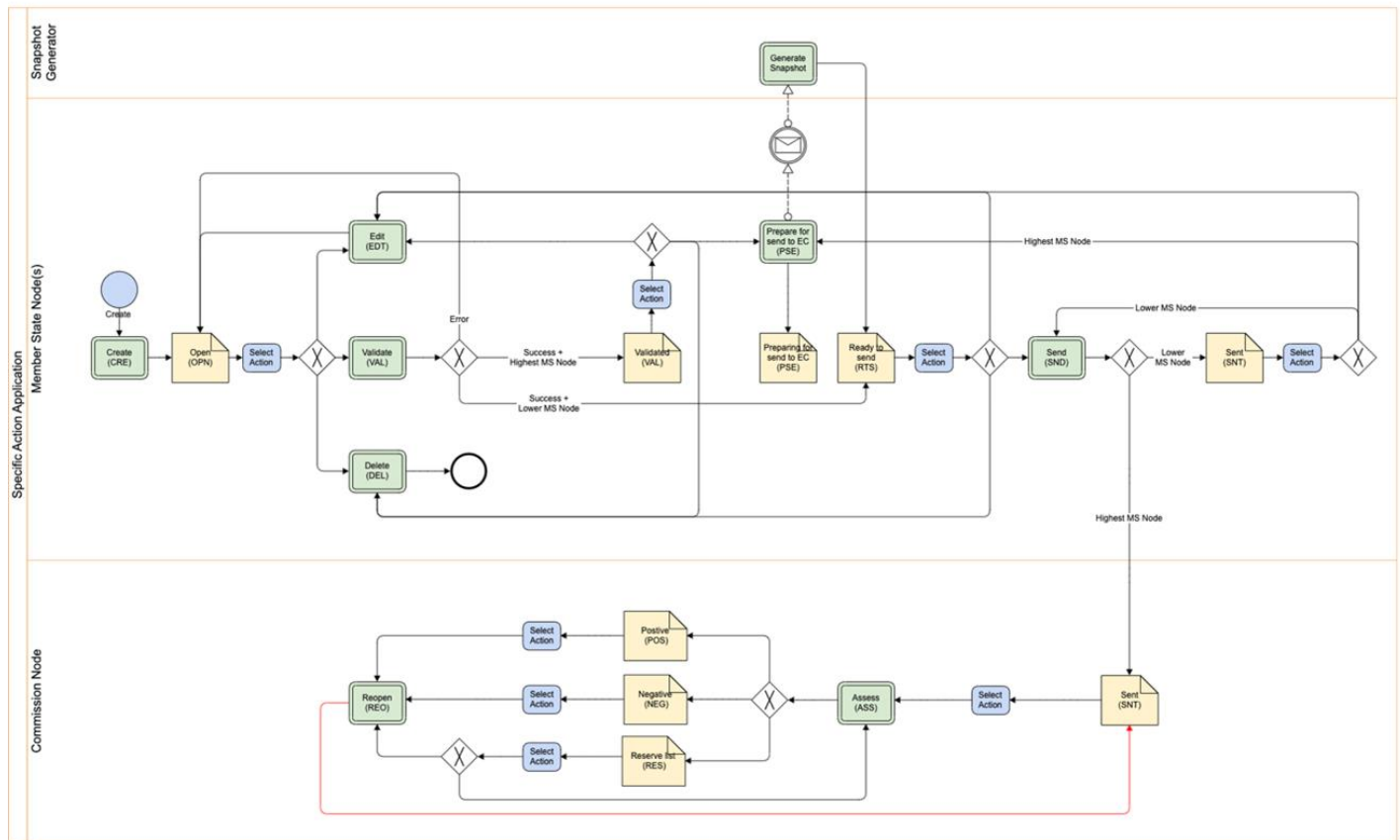
FUNDS

AMIF	ISF	BMVI
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Workflow

This section shows the lifecycle to create and manage the Specific action application.

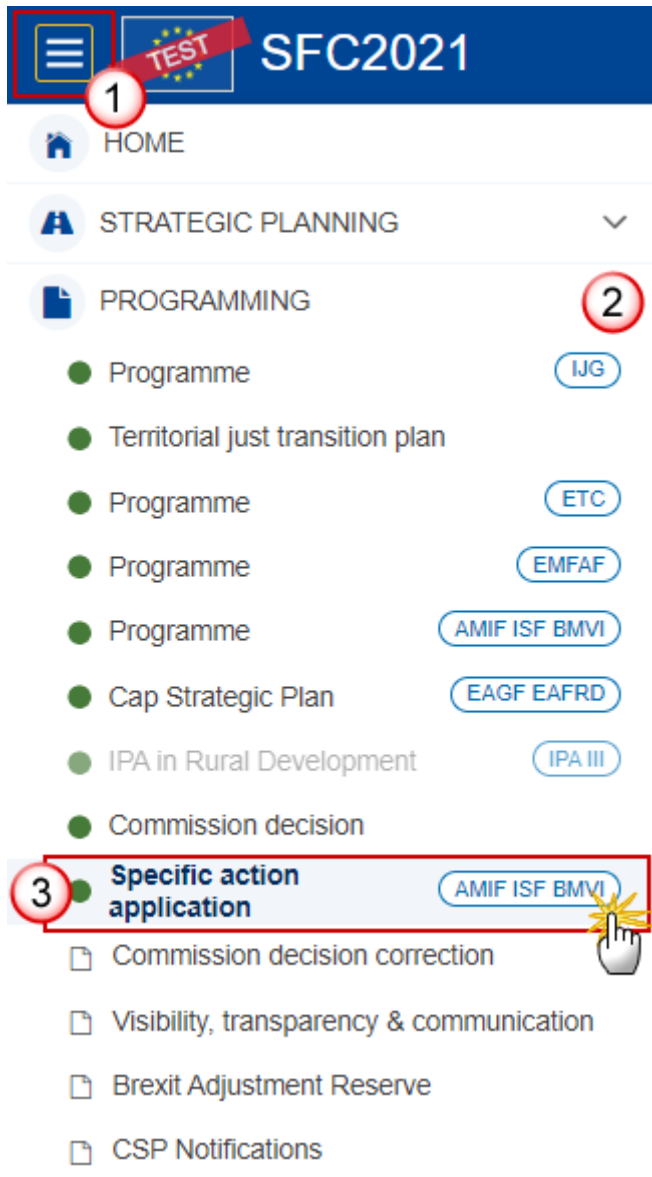
Click [here](#) to see the Specific action application workflow diagram in high resolution.



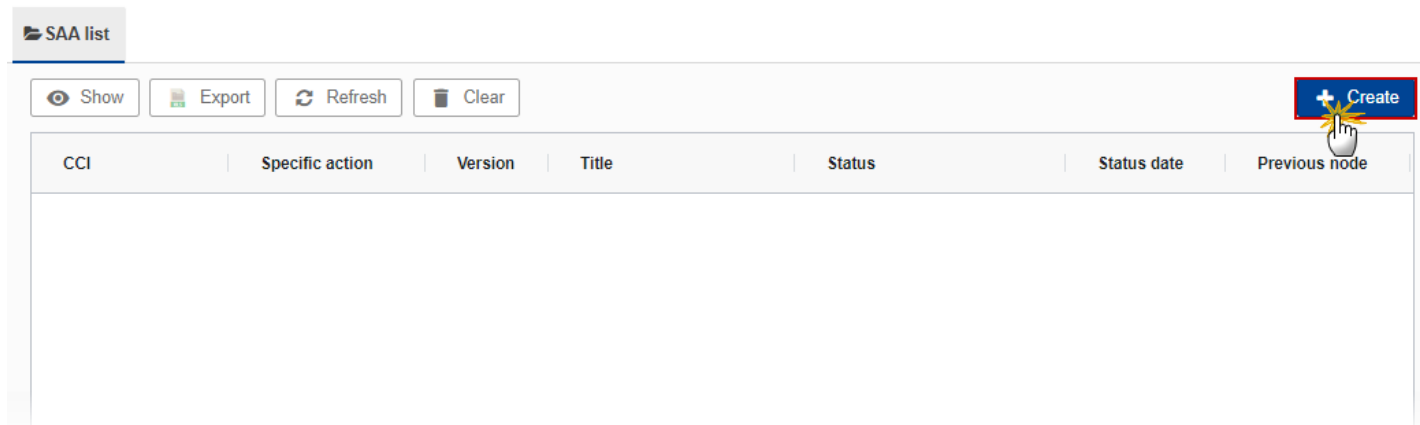
Create the Specific action application

REMARK	<p>The User is an identified User and has the Role of MS Managing Authority with Update rights (MSMAu) for the AMIF, ISF or BMVI Fund.</p> <p>When creating a new Specific Action Application for a CCI and Specific Action, it doesn't yet exist.</p> <p>The Programme is adopted and managed on the User's Node.</p>
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1. To access the Specific action application go to the **PROGRAMMING** menu and select the **SPECIFIC ACTION APPLICATION** option:



2. In the search screen click on the **CREATE** button to create a new Specific action application:



You are redirected to the Specific action application Creation Wizard:

CREATE SPECIFIC ACTION APPLICATION

CCI *

Please select a value from the list 1

Specific action *

Please select a value from the list 2

Cancel 3 Create

3. Enter or select the following information:

(1) Select the *CCI* number.

The CCI list contains all adopted AMIF/ISF/BMVI Programmes managed at the User's Node and which only covers a Fund for which the User is registered. The list returns the CCI and the Programme Title.

(2) Select the *Specific action*.

A Specific Action Application is always for a Specific Action. The Specific Actions list contains all Specific Action codes, pre-defined by the Commission for the Fund of the selected Programme, which have not yet been used in another Specific Action Application for the same CCI.

(3) Click on **CREATE**.

The status of the Specific action application is **OPEN**.

REMARK	On Create, the Table of Content (ToC)/Navigation Tree is presented, so the User can continue to upload the required documents and perform the required actions.
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Record/Edit the Specific action application

REMARK	The User is an identified User and has the role of MS Managing Authority with Update rights (MSMAu). When editing a version of the Specific Action Application, its status is OPEN, VALIDATED, READY TO SEND or SENT at the level of the Member State and currently resides on the User's Node.
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General

Version information

NOTE	The Version Information contains information on the identification and status of the Specific Action Application version like the CCI, the Version number, the Specific Action, the Status, the Node where it currently resides, the Title in English and the National reference.
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1. Click on the **EDIT** button to modify the *Source language* if needed:

Table of Contents < GENERAL

Version information ⓘ

CCCI Specific action Version Last modified Current node OPEN

CCCI	Specific action	Version	Last modified	Current node	OPEN
2021BG65AMPR001	AMIF/2025/SA/2.2.3	1.0	09/04/2024, 09:10	Balgarija	

Title in English

Programme Bulgaria - AMIF

Source language

en. English

No validation result available

The Edit details pop-up window appears:

GENERAL

Version information ⓘ

CCCI Specific action Version Last modified Current node OPEN

CCCI	Specific action	Version	Last modified	Current node	OPEN
2021BG65AMPR001	AMIF/2025/SA/2.2.3	1.0	09/04/2024, 09:10	Balgarija	

Title in English

Programme Bulgaria - AMIF

Source language *

en. English




Cancel Save

2. Enter the following information:

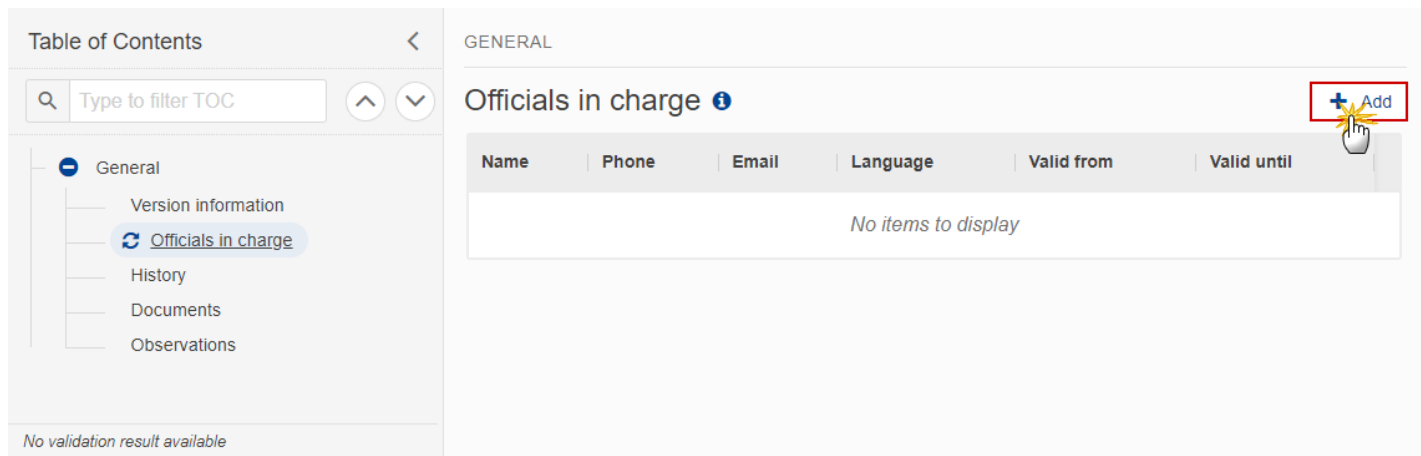
- (1) Change the *Source language* if needed.
- (2) Click on **SAVE** to save the information.

Officials in Charge

NOTE	Officials in Charge can be updated at any time, independent from the status of the Specific action application. Commission Officials (email domain "ec.europa.eu") can only be created/updated/deleted by Commission Users.
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- Click on the **ADD** button  to add a new official in charge.
- Clicking on the **EDIT** icon  of a row will allow you to modify the information of this official.
- Clicking on the **DELETE** icon  of a row will allow you to delete the official in charge selected.

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




The screenshot shows a web interface for managing 'Officials in charge'. On the left is a 'Table of Contents' sidebar with a search bar and a tree view containing 'General', 'Version information', 'Officials in charge' (highlighted), 'History', 'Documents', and 'Observations'. The main area is titled 'GENERAL' and 'Officials in charge'. It features a table with columns: Name, Phone, Email, Language, Valid from, and Valid until. The table is currently empty, displaying 'No items to display'. A red box highlights the '+ Add' button in the top right corner of the table area, with a mouse cursor pointing at it.

The Edit details pop-up window appears:

Officials in charge

Add official



Name * 1

 Some One



Email * 2

@ test@test.com


Phone 3 Language 4

Valid from Valid until 5

Cancel Save 6



2. Enter the following information:

(1) Enter the *Name*.

(2) Enter the *Email*.

The format of the Email address will be validated by the system and should be unique.

(3) Enter the *Phone* number.

(4) Select the *Language*.

(5) Enter the *Valid from* and *Valid until* dates.

The *Valid until* date should be greater than the *Valid from* date.

(6) Click on **SAVE** to save the information.

History

This section shows all the actions that have been taken on the Specific action application since it was created, for example:

The screenshot shows a user interface with a 'Table of Contents' on the left and a 'History' section on the right. The 'Table of Contents' includes 'General', 'Version information', 'Officials in charge', 'History', 'Documents', and 'Observations'. The 'History' section displays a vertical timeline of actions:

- 09/04/2024 09:14: Action **Edit** on node **Balgarija (BG)** by **Gsb, Ste (n0001843)**
- 09/04/2024 09:10: Action **Create** on node **Balgarija (BG)** by **Gsb, Ste (n0001843)**

Each action entry includes a date and time, a yellow circle icon, and an 'OPEN' button. At the bottom left of the interface, it says 'No validation result available'.

Documents

NOTE	The Documents list shows all documents uploaded against this version of the Accounts 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, unsent Integral Member State Documents and sent Member State Documents.
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The following documents are foreseen:





Description	Internal Code	Non-Integral (1)	Integral (2)	System (3)	Required (4)
Snapshot of data before send	SNP.SAASNT		X	X	X
MS application form	SAA.APF		X		X
MS budget form	SAA.BUF		X		

MS partnership form	SAA.PAF		X		
Other Member State Document(5)	SAA.OM	X			

- (1) Document can be sent at any time
- (2) Document will be automatically sent when the Object is sent
- (3) Document automatically created by the system
- (4) Document required in the system before a next action can be executed
- (5) Can only be created when the Specific Action Application has been sent to the Commission

Uploading & Sending Documents

Multiple documents can be uploaded in the Specific action application.

- 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 clicking on the **VIEW** icon  will allow you to view the document information.
- Selecting a document row and clicking on the **EDIT** icon  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 icon in order to send the document.
- Selecting a document row and clicking on the **DELETE** icon  will allow you to delete the document and all attachments.

REMARK	<p>Integral Documents (Official Proposal, etc.) are only sent - together with the encoded data – once the Specific action application is sent to the EC.</p> <p>Referential/non-integral Documents (ie. 'Other Member State Document') can be sent at any time independently of the status of the Specific action application.</p> <p>The 'Other Member State Document' type demands a manual submission (they are NOT sent automatically when the object is sent to the EC).</p> <p>A non-integral document is only visible to the Commission when the SENT DATE is visible.</p>
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1. Click on the **ADD** button to add a new document:

The Edit document details pop-up window appears:

2. Enter or select the following information:

(1) Enter a *Document title* for your Document.

(2) Select a *Document type*.

The Document Type list in the edit screen will contain all non-System Integral and non-Integral Document Types from the Document Group.

(3) Enter a *Document date*.

The system automatically fills the field with today's date, but this can be modified.

(4) Enter a *Local reference*.

(5) 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.

The **Attached files** window becomes editable:

The screenshot shows the 'ATTACHED FILES' window. At the top right is a '+ Add' button. Below it is a table with the following columns: Title, Type, Language, File / Upload, and Action. The first row contains the following data: Title: 'SAA doc', Type: 'Main', Language: 'en. English', File / Upload: 'Browse' (with a 'File uploaded!' message), and Action: edit and delete icons. Red circles with numbers 1 through 4 are placed over the Title, Type, Language, and File / Upload columns respectively. At the bottom right of the window are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a yellow star and a circled '5'.

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.

(5) After the attachments are uploaded click on **SAVE**.

REMARK	Integral document types will only display the SAVE button and will be sent when the Specific action application is sent to the Commission. Non-integral document types (such as 'Other Member State Documents') will display the SAVE button and a SAVE & SEND button, and must be sent independently of the Specific action application.
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Sending an unsent non-integral document





1. Once the document and attachment(s) have been uploaded click on the **EDIT** icon in the row containing the unsent document:

Table of Contents <

GENERAL

Documents annexed to this specific action application version ⓘ

DOCUMENTS ANNEXED TO THIS VERSION + Add

Title	Document type	Document date	Local reference	Commission reference	
SAA doc	Other Member State document	04/03/2024			   

No validation result available

2. Click on **CONFIRM** to send the document to the Commission. For completing this action, the User will be redirected to the EU Login signature page:

Documents ⓘ

Send document

i You are about to send the following document for signature. For this, you will be redirected to EU Login, where you will be guided through the signature process. After that, you will be redirected back to SFC.

Document title
SAA doc

Document type
Other Member State document

Document date
04/03/2024

Cancel **Confirm**

REMARK	The SAVE & SEND button will only be shown for documents which are not integral part of the Object and after at least one attachment was added.
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Deletion of an unsent document

REMARK	Only unsent documents can be deleted.
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1. In the row of a previously uploaded unsent document click on the **DELETE** icon to delete the document and associated attachments:

Table of Contents <

🔍 Type to filter TOC





- General
 - Version information
 - Officials in charge
 - History
 - Documents**
 - Observations

No validation result available

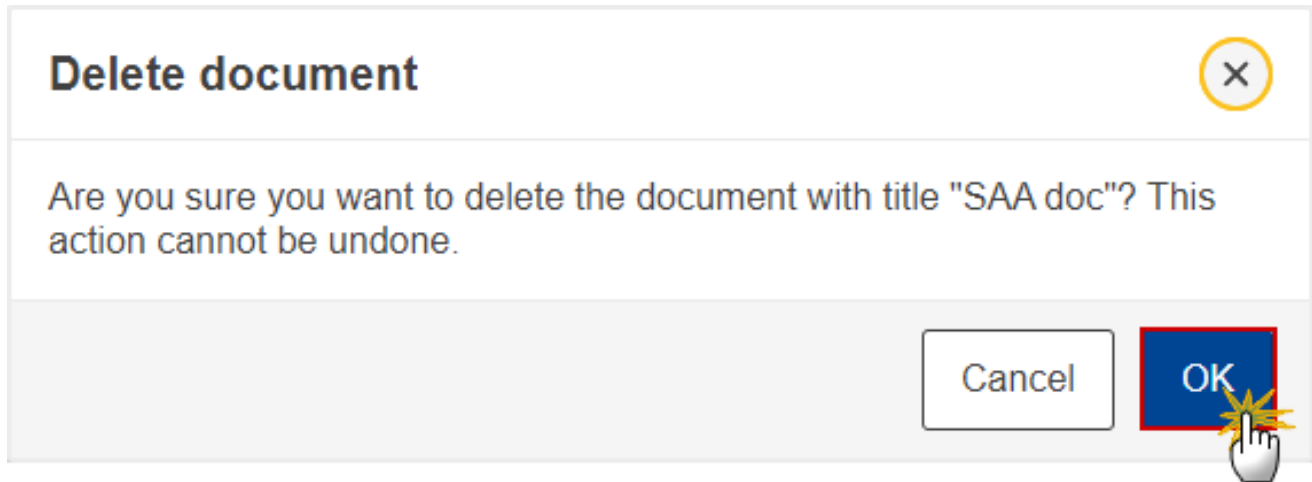
GENERAL

Documents annexed to this specific action application version ⓘ

DOCUMENTS ANNEXED TO THIS VERSION + Add

Title	Document type	Document date	Local reference	Commission reference	
SAA doc	Other Member State document	04/03/2024			   

A confirmation window appears:

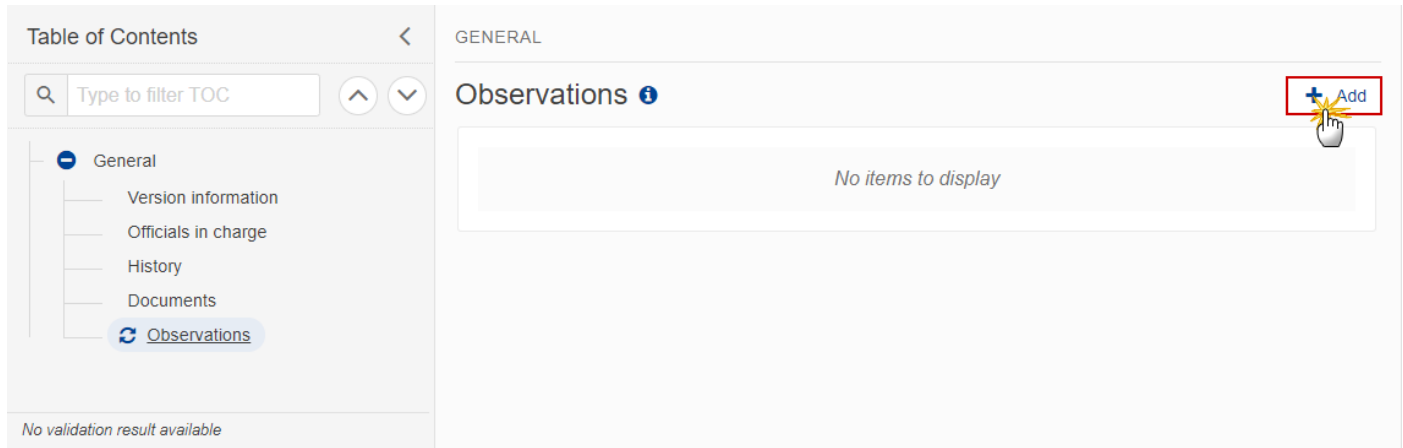


2. Click on **OK** to confirm deletion. Click on **CANCEL** to return to the document section.

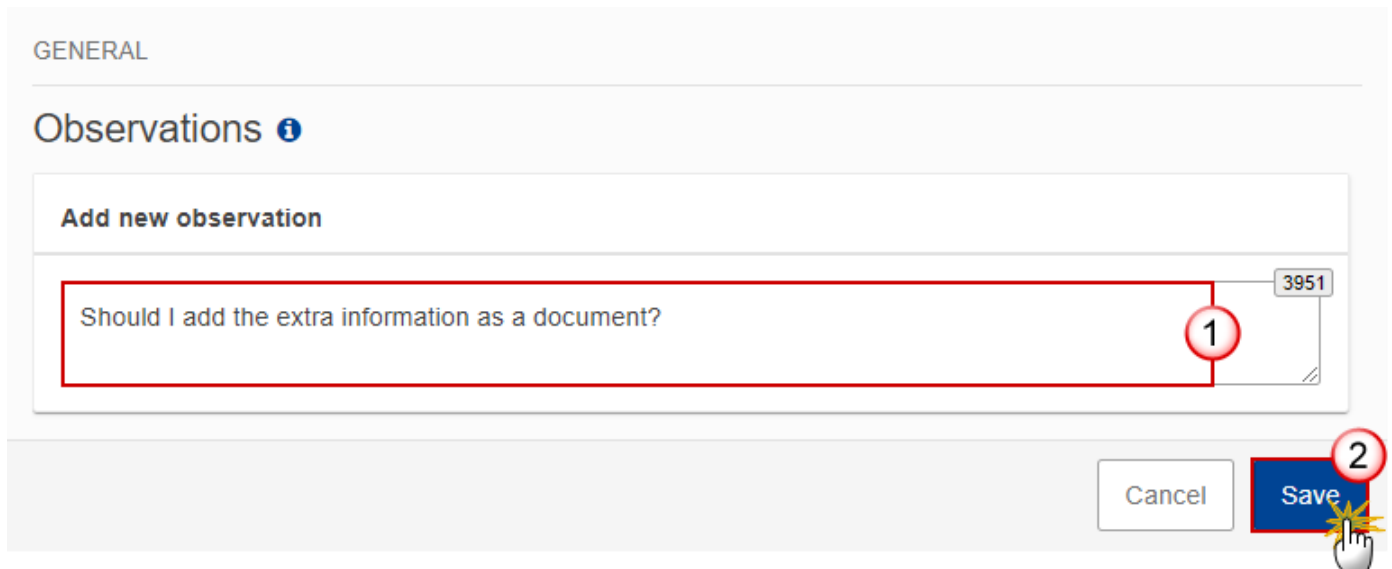
Observations

NOTE	<p>This section is used to provide any relevant information to the Specific action application . It can be used as a type of 'chat' between the Member State and Commission.</p> <p>All Users who have Read permission on the Specific action application will be able to read all observations in the conversation.</p> <p>All Users who have Update permission on the Specific action application will be able to send an observation and participate in the conversation.</p> <p>All observations are kept against the specific version of the Specific action application .</p> <p>The observation is added below the Observations box and includes the username, the date and time of the post.</p>
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1. Click on the **ADD** button to add an observation:



The Add new observation screen appears:



2. Enter the following:

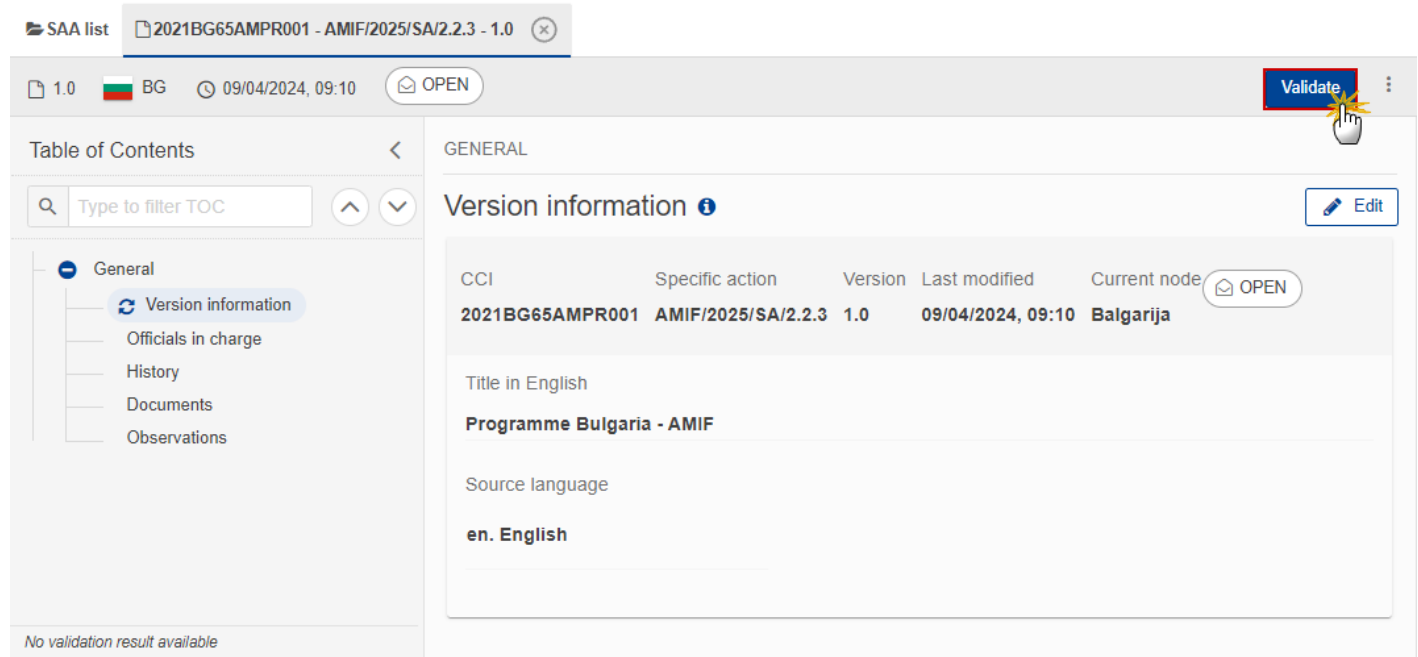
(1) Enter an observation.

(2) Click on **SAVE** to save the information.

Validate the Specific action application

REMARK	<p>The Specific action application can be validated at any time, when the current version is in status OPEN and resides at the User's Node.</p> <p>To validate the Specific action application, the User must have the role of MS Managing Authority with Update or Send rights (MSMAu/s).</p>
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Click on the **VALIDATE** button to validate the Specific action application:



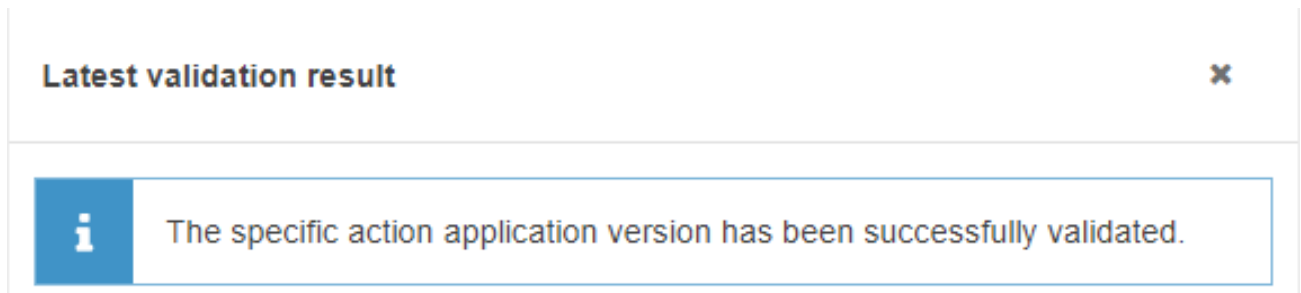
REMARK	<p>An ERROR will block you from sending the Specific action application. The error(s) should be resolved and the Specific action application must be revalidated. Note that a WARNING does not block you from sending the Specific action application.</p>
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The system validates the following information:

Code	Severity	Validation Rule
001	ERROR	Validate that at least one official in charge of the Member State exists.
002	ERROR	Validate that the CCI code matches the following regular expression: (.....65AMPR... 65ISPR... 65BVPR...) (Implicit in web).

003	ERROR	Validate that all integral documents have at least one attachment with a length > 0.
004	ERROR	Validate that the programme is already adopted (Implicit in web).
005	ERROR	Validate that a MS application form (SAA.APF) is uploaded in the system with at least one attachment with length > 0.
006	ERROR	Validate that a MS budget form (SAA.BUF) is uploaded in the system with at least one attachment with length > 0.

An example of a validation window:



You can check the list of validation results at any time throughout the Specific action application:

The screenshot displays the SFC2021 application interface. At the top, there is a header with the logo and 'SFC2021' text. Below the header, a breadcrumb trail shows the path: 'SAA list' > '2021BG65AMPR001 - AMIF/2025/SA/2.2.3 - 1.0'. A status badge indicates 'VALIDATED'. The main content area is divided into a 'Table of Contents' sidebar on the left and a 'GENERAL' section on the right. The 'Table of Contents' sidebar includes a search bar and a list of items: 'General', 'Version information', 'Officials in charge', 'History', 'Documents', and 'Observations'. The 'GENERAL' section displays 'Version information' for '2021BG65AMPR001 AMIF/2025/SA/2.2.3 1.0' with a last modified date of '11/04/2024'. Below this, it shows 'Title in English' as 'Programme Bulgaria - AMIF' and 'Source language' as 'bg. Bulgarian'. At the bottom of the interface, a status bar shows '5 All results', '5 Passed', '0 Warning', and '0 Error'. On the right side, a 'Latest validation result' panel is open, displaying three successful checks: 'SAA_001', 'SAA_002', and 'SAA_003'. Red circles with numbers 1 and 2 highlight the status bar and the validation results panel respectively.

To see the last validation results:

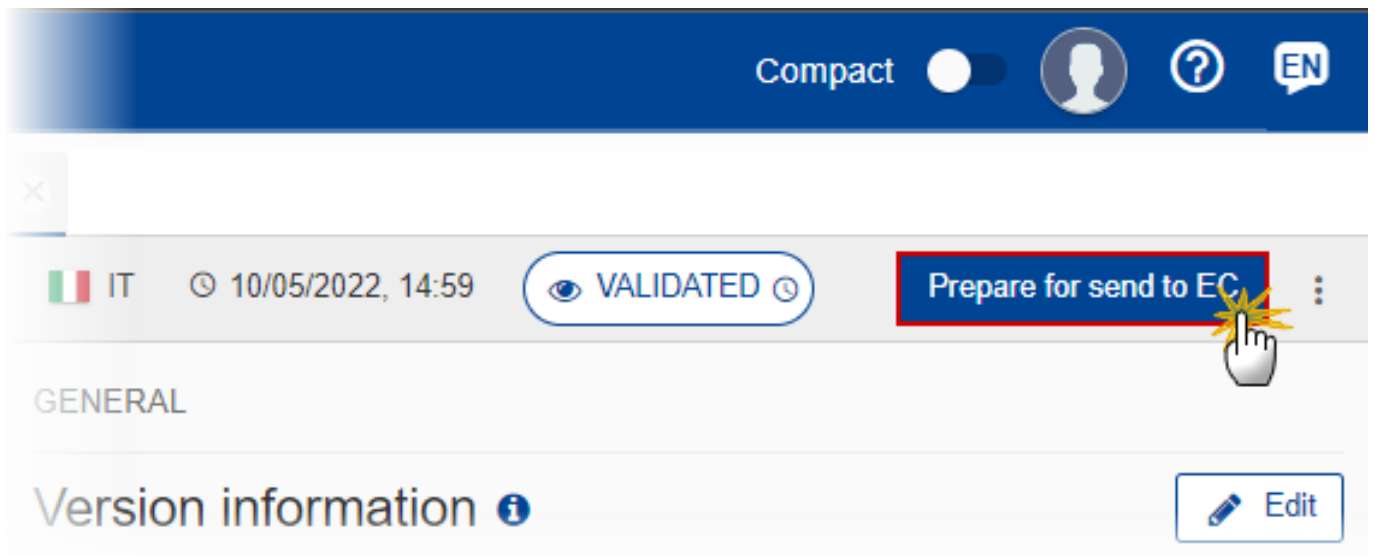
- (1) Click on one of the 4 categories: *All results*, *Passed*, *Warning*, *Error*.
- (2) The list of latest validation results for the chosen category is displayed.

After all errors have been resolved the status of the Specific action application becomes **VALIDATED**.

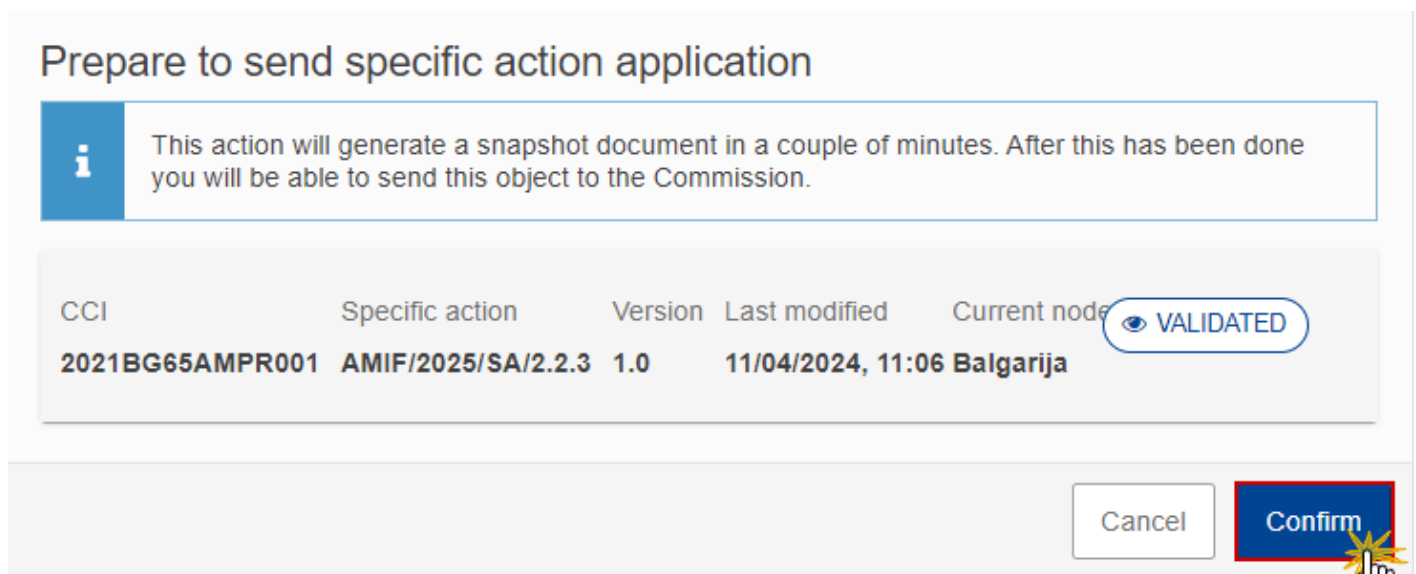
Prepare Specific action application for send to EC

REMARK	<p>The Prepare for Send can occur when a User on the highest MS Node wants to indicate that the Specific action application version can be prepared for sending to the Commission, once the VALIDATION ERRORS have been removed and the status is VALIDATED or SENT.</p> <p>To prepare the send of the Specific action application, the User must have the role of MS Managing Authority with Update or Send rights (MSMAu or MSMAs).</p>
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1. Click on the **PREPARE FOR SEND TO EC** button to prepare to send the Specific action application to the Commission:



The system will ask you to confirm the send action:



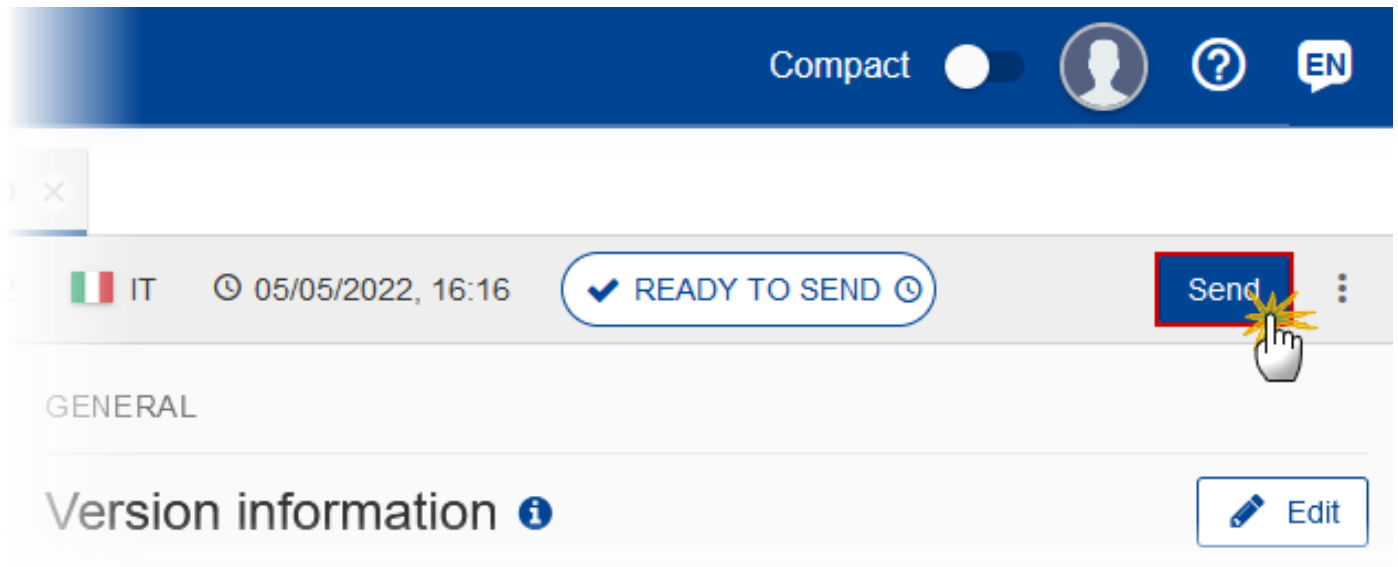
2. Click on **CONFIRM** to confirm.

The status of the Specific action application is set to **PREPARING FOR SEND TO EC**.

Send the Specific action application

REMARK	<p>The Specific action application can only be sent once the VALIDATION ERRORS have been removed and the status is READY TO SEND OR SENT.</p> <p>The "4 eyes principle" must be respected. Therefore, the User sending must be different from the User who last validated.</p> <p>To send the Specific action application, the User must have the role of MS Managing Authority with Send access (MSMAs).</p>
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1. Click on the **SEND** button to send the Specific action application to the Commission or to an upper Node:



The system will ask you to confirm the send action:

Send specific action application



For performing this action, you will be redirected to EU Login, where you will be guided through the signature process. After that, you will be redirected back to SFC.

Please check for accuracy the generated snapshot before sending this object to the Commission.

CCI	Specific action	Version	Last modified	Current node	
2021BG65AMPR001	AMIF/2025/SA/2.2.3	1.0	11/04/2024, 11:57	Balgarija	<input checked="" type="checkbox"/> READY TO SEND

Snapshot of data before send - bg
Snapshot of data before send - en

Cancel

Confirm

2. Click on **CONFIRM** to confirm.

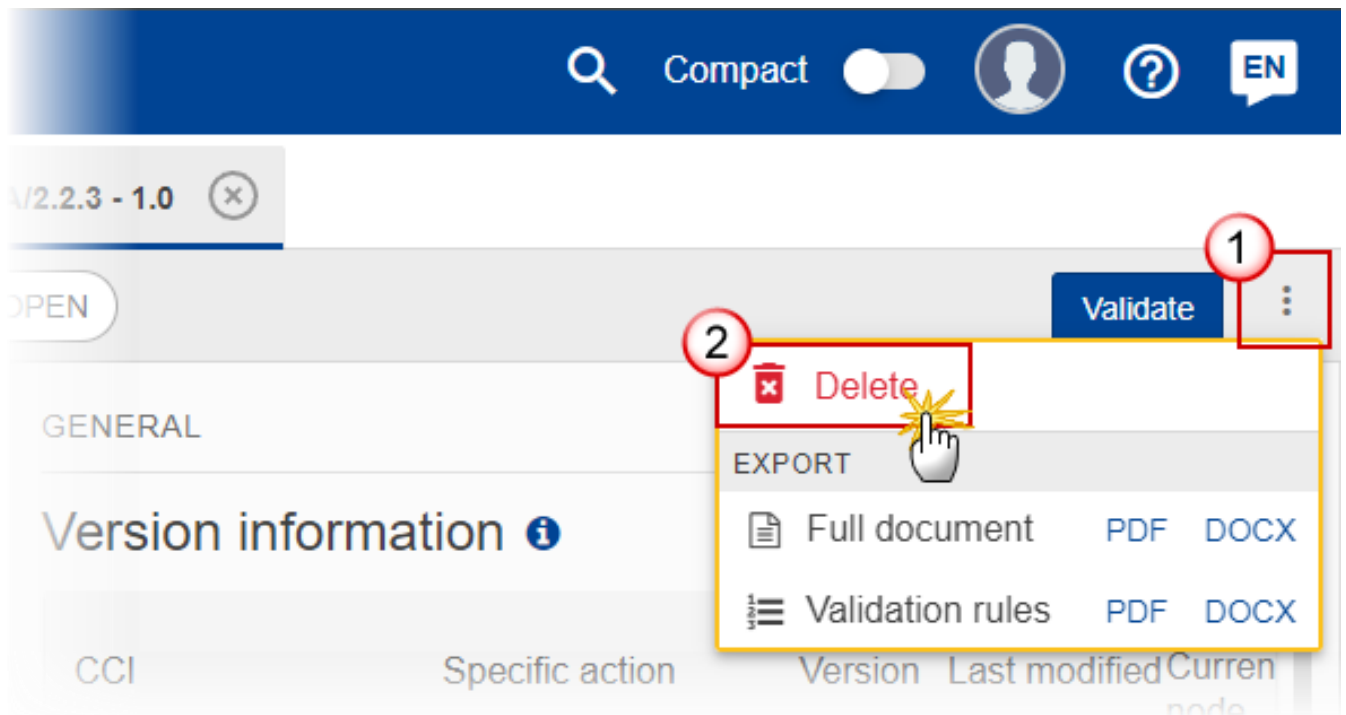
On success, the Specific Action Application version has been sent to the Commission or to an upper Node. When sent, the status is set to **SENT**.

REMARK	<p>When on the highest MS node, different versions of the generated “Snapshot before send” document will be available so that the sender can first verify what will be sent to the Commission:</p> <ul style="list-style-type: none">• A version containing the untranslated content with the template in the Source language.• When the Source language is different from English, a version containing the untranslated content with the template in English.• When the Source language is different from English, a version containing a machine translation of the content in English with the template in English.
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Delete the Specific action application

REMARK	<p>The Accounts can only be deleted when:</p> <ul style="list-style-type: none"> • it resides on the owner Node • the status is OPEN, VALIDATED or READY TO SEND or RETURNED BY MS • it has never been sent to the Commission before • it has no sent documents attached. <p>To delete the Specific action application, the User must have the role of MS Managing with Update rights (MSMAu).</p> <p>The delete is a physical delete and cannot be recovered!</p>
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Follow the steps to remove the Specific action application from the system:



1. Select the following:

(1) Select the icon with 3 vertical dots.

(2) Click on the **DELETE** button to remove the Specific action application from the system.

The system will ask you to confirm the delete action:

Delete specific action application



This action cannot be undone!

CCI	Specific action	Version	Last modified	Current node	OPEN
2021BG65AMPR001	AMIF/2025/SA/2.2.3	1.0	09/04/2024, 10:30	Balgarija	

Cancel

Confirm



2. Click on **CONFIRM** to confirm or click on **CANCEL** to return to the Specific action application.