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Standalone & Referring Documents (MS)

PURPOSE

This document describes the specifications and details related to the management of Standalone and Referring documents. Standalone documents exist by themselves and do not refer to any other object in the system. Referring documents also exist by themselves but refer to a CCI. Both documents never exist under any versioned object in the system, they are independent and therefore never integral.

REGULATIONS

More detail regarding the regulation of the Standalone or Referring Documents can be found in the "About SFC2021" section of the portal.

Document Types & Workflow

There exist many different types of Standalone & Referring documents. Depending on the document type, additional metadata fields can be added by the system. The links below provide an overview for the different Standalone and Referring Document types available, the extra metadata fields, and the roles and funds required to create, upload and send each document type:

Programming:

[Visibility, Transparency & Communication](#)

[Brexit Adjustment Reserve](#)

[CPS Notifications](#)

Monitoring:

[Enabling Conditions](#)

[Monitoring Committee](#)

[Performance review](#)

[List of Selected Operations](#)

Execution:

[Financial management](#)

[Debit note](#)

Audit:

[Interreg common sample](#)

[EC audit report](#)

[Annual coordination meeting](#)

[Audit communications](#)

Evaluation:

[Evaluation plan](#)

[Evaluation documents](#)

Utilities:

[Letters](#)

WORKFLOW

1. The user wants to create a standalone or a referring Document in the system and clicks the **CREATE** button under the relevant menu item.
2. The system displays a form related to Document information and the user selects the *Document Type* to be uploaded.
3. Depending on the type, additional metadata fields are added by the system that the user must complete.
4. The user adds one or more *Attachments*.
5. When the document type is a Referring Document, the user adds one or more *Links*.
6. The user clicks the **CREATE** button.
7. The system saves the data.
8. The user clicks on the **SEND DOCUMENT** button and confirms the send with the **CONFIRM** button.
9. The system sets the *sent by* and *sent date* for the Document and sends the information.
10. The notification system will inform the addressee(s) of the sending of the Document.

ADDITIONAL INFORMATION

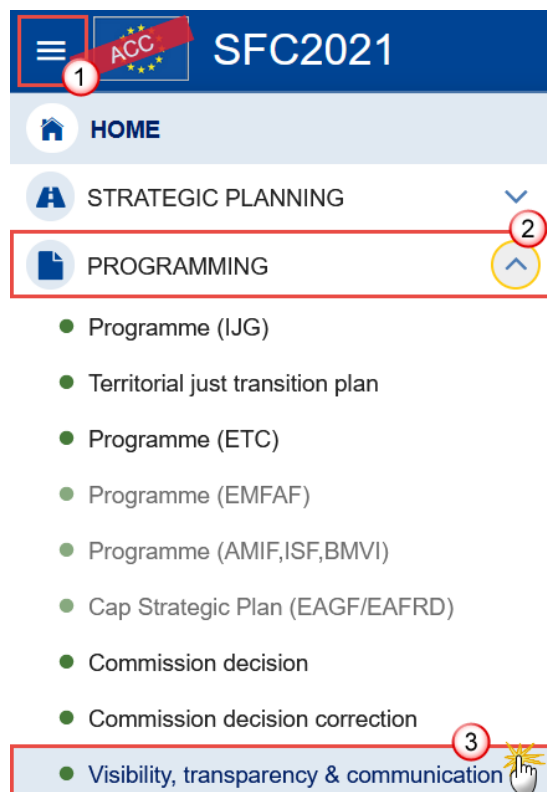
To consult a Standalone Document, the Member State user belongs to a Node on the consultation hierarchy path of the Document. For referring Documents, the user has view permission (VIW) on one of the linked Objects, and when the linked Object is of type CCIRrequest, the user's Profile Node Country equals the Country of the Documents.

Member State Documents can be consulted by a Commission user only when sent. Commission Documents can be consulted by a Member State user only when sent. Member State users can consult Member State Documents even before they are sent.

Create a Standalone or Referring Document

REMARK	<p>Each Document Type will have its own roles involved in order to be able to create, update and send the Standalone or Referring Documents.</p> <p>The user has the roles to update and send and belongs to the Fund allowing him to upload and send this type of Document.</p> <p>Updating and deleting is only allowed by the creator of the Document and only when the Document is not yet sent to the Commission.</p> <p>The user can at any time save the data and come back later to complete and send the Document.</p>
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1. To upload a document click on the **MENU** button (1) and then go to the relevant **Menu** (2) and select the relevant **Menu item** (3), e.g:



2. In the search screen click on the **CREATE** button to create a new document

DOCS list

Search results

Show Export Refresh Clear Download all

+ Create

Title	Document type	Document date	Local reference	Commission reference	Links	Sent date	Sent by	Country
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You are redirected to the Create Document Wizard:

REMARK	Depending on the selected Document type, the type and amounts of fields will change accordingly.
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CREATE DOCUMENT

Document type * 1

Document date * 16/08/2021 2

Document title * 255 3

Country * IT . Italy

Local reference 255 4

ATTACHED FILES

+ Add 5

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

3. Enter or select the following information:

(1) Select the *Document Type*.

The Document Type List contains all non-System MS to EC Document Types from the related Document Group for which the user has the update permission, except MS to EC Document Types that reply to other Document types (These will only be available via the reply button on the original EC to MS Document).

(2) Select the *Document date*.

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




(3) Enter the *Document title*.

(4) Enter the *Local Reference* if needed.

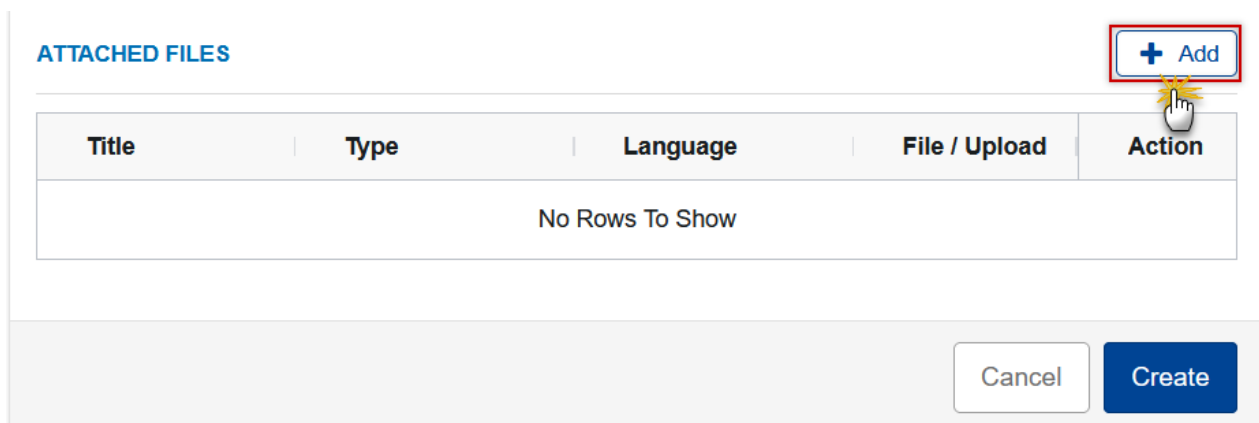
(5) Click on the **ADD** button to add the attachments.

- 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.

Adding attachments

- You can add multiple attachments by clicking on the **ADD** button . This will open a new row in the Attached files table, allowing entering a Title, selecting an Attachment Type (Defaults to MAIN), selecting a Language (Defaults to language of user) and selecting a File to upload.
- Clicking on the **EDIT** icon  will allow you to modify the attachment information.
- Clicking on the **DELETE** icon  in an attachment row will allow you to delete the attachments.

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



ATTACHED FILES

Title	Type	Language	File / Upload	Action
No Rows To Show				

Cancel Create

The **Attached files** window becomes editable:

ATTACHED FILES

+ Add

Title	Type	Language	File / Upload	Action
test doc 1	Main 2	en. English 3	Browse File uploaded! 4	 

Cancel 5 **Create** 

2. 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.


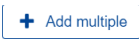

(4) Click on **BROWSE** to select the file that you want to add as an attachment.

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

NOTE	<p>The user can at any time save the data and come back later to complete and send the Document. A Standalone document can be modified or deleted as long as it has not been sent to the EC yet.</p> <p>Clicking the CREATE button in the Documents modal update/edit window updates the data and closes the window to return to display mode.</p>
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Adding Links for Referential Documents

Only Referring documents must be linked to a CCI. Therefore the Links section will not exist for Standalone Documents, only for Referential documents.

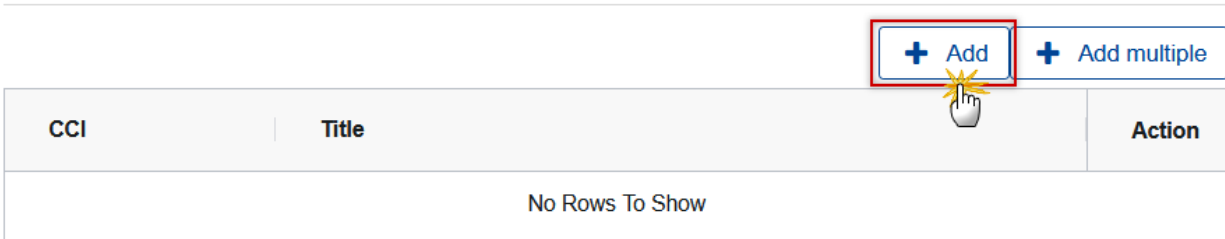
- You can select a single CCI link by clicking on the **ADD** button .
- You can add multiple CCI link by clicking on the **ADD MULTIPLE** button .
- You can remove unwanted CCI link by clicking on the **REMOVE** button .

Adding a single Link

1. Click on the **ADD** button to add a new CCI link:

LINKED CCI(S)

CCI	Title	Action
No Rows To Show		



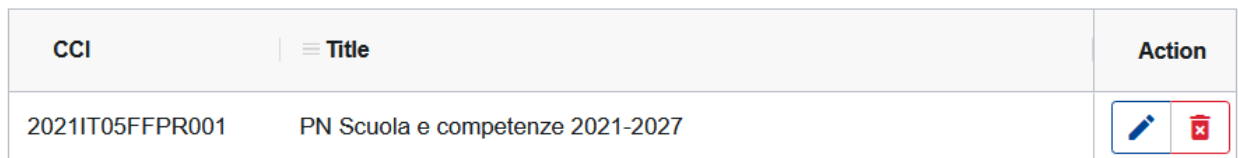
2. Select the *CCI* from the drop down list:

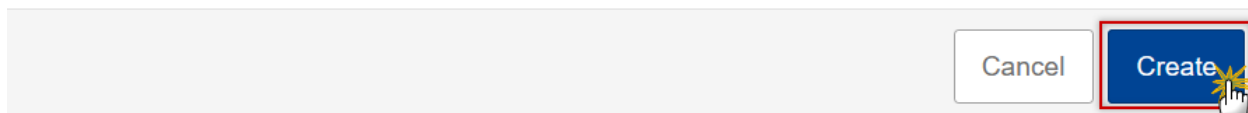
CCI	Title	Action
<input type="text"/>		



3. Once you have selected the CCI the *Title* field will be completed automatically. Click on **CREATE** to save the document:

CCI	Title	Action
2021IT05FFPR001	PN Scuola e competenze 2021-2027	





REMARK	The CCI Title in the Links section comes from either: <ul style="list-style-type: none">• the last version of the Object if the document type is linked to a versioned object type,• the CCI Request if the document type is linked to the CCI Request.
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Adding multiple Links

REMARK	If the document type should only have 1 link then the ADD MULTIPLE button will not be shown.
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1. To add multiple CCI links by clicking on the **ADD MULTIPLE** button:

LINKED CCI(S)

+ Add + Add multiple		
CCI	Title	Action
No Rows To Show		

The Edit pop up window appears:

Edit

AVAILABLE CCIS

- 2021IT05FFPR002
- 2021IT05FFPR003
- 2021IT05FFPR004
- 2021IT05SFPR001
- 2021IT05SFPR002
- 2021IT05SFPR003
- 2021IT05SFPR004
- 2021IT05SFPR005
- 2021IT05SFPR006
- 2021IT05SFPR007
- 2021IT05SFPR008
- 2021IT05SFPR009
- 2021IT05SFPR010
- 2021IT05SFPR011
- 2021IT05SFPR012

SELECTED CCIS

2021IT05FFPR001

1

2



3



Close

Upload

2. Select the following information:

- (1) Select the CCI(s) from the *Available CCIs* list.
- (2) Click on the right arrow to transfer your selection to the *Selected CCIs* list.
- (2) Click on the **UPLOAD** button.

3. Once you have selected the CCI, the *Object Title* field will be completed automatically. Click on **CREATE** to save the document:

CCI	Title	Action
2021IT05FFPR001	PN Scuola e competenze 2021-2027	 

Cancel

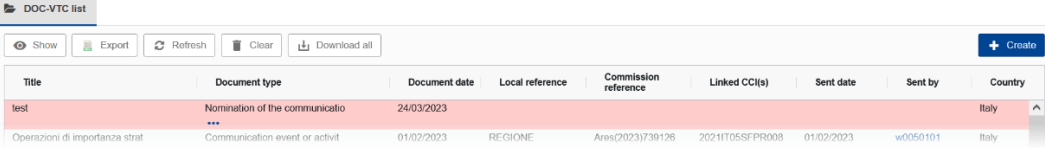
Create

REMARK	<p>The CCI Title in the Links section comes from either:</p> <ul style="list-style-type: none"> the last version of the Object if the document type is linked to a versioned object type, the CCI Request if the document type is linked to the CCI Request.
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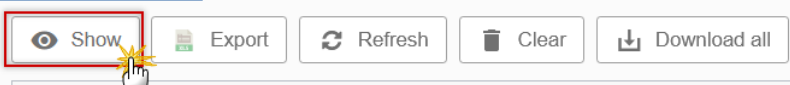
Send a Standalone or Referring Document

NOTE

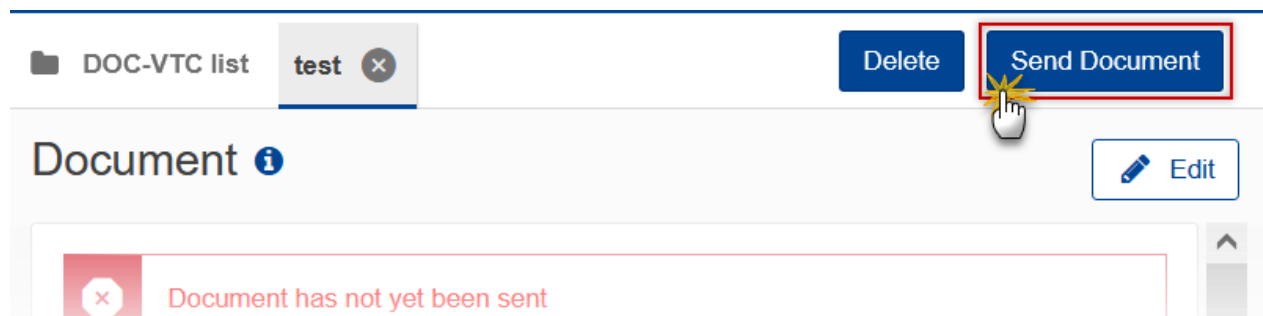
A row containing a standalone or referring document that has not yet been sent to the commission will display in RED in the Search screen:



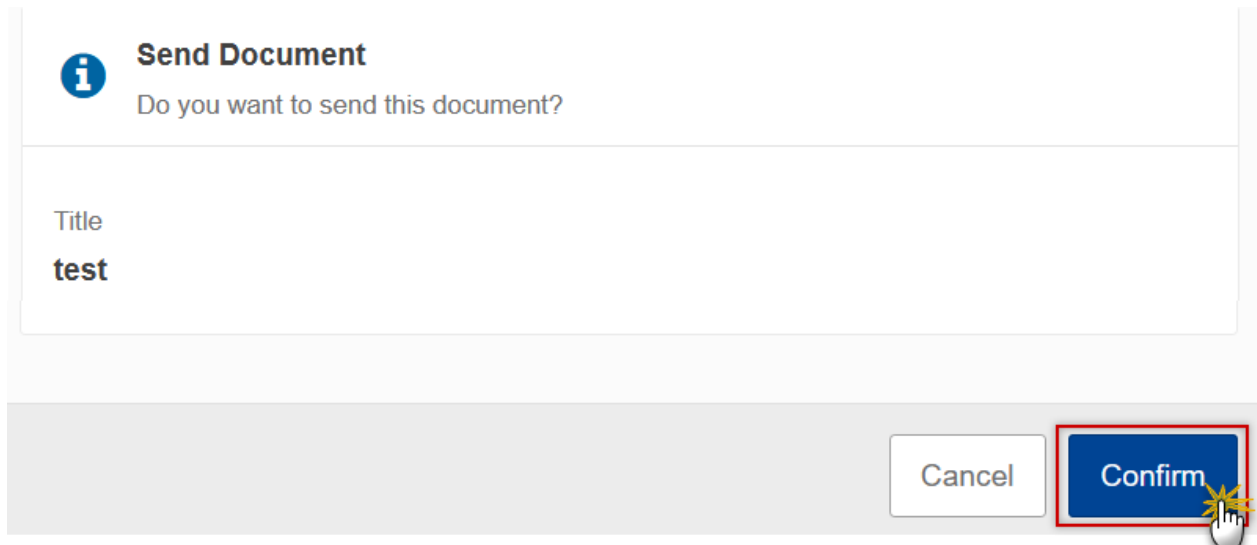
Select the row and click on the **SHOW** button to enter the in the Document update/edit window:



1. In the display mode of the Document click on the **SEND DOCUMENT** button:

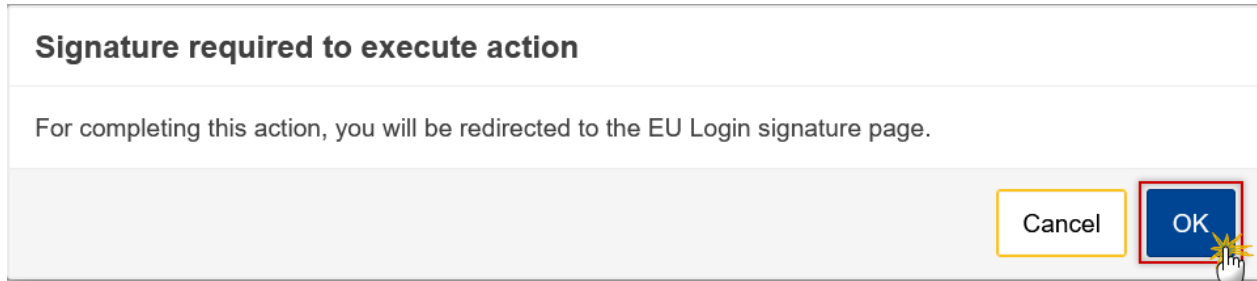


2. When the confirmation screen appears click on the **CONFIRM** button:



The screenshot shows a dialog box titled "Send Document" with an information icon (i) on the left. Below the title is the question "Do you want to send this document?". A section labeled "Title" contains the text "test". At the bottom right, there are two buttons: "Cancel" and "Confirm". The "Confirm" button is highlighted with a red border and a mouse cursor icon, indicating it should be clicked.

3. Click on the **OK** button to confirm the redirection:



The screenshot shows a dialog box titled "Signature required to execute action". Below the title is the text "For completing this action, you will be redirected to the EU Login signature page." At the bottom right, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red border and a mouse cursor icon, indicating it should be clicked.

4. You are redirected to EU Login. In the Sign Transaction screen enter your EU Login password and click on the **SIGN** button:

Sign a transaction

Welcome [redacted], you have been requested to digitally sign a transaction.
Please authenticate with your EU Login password to perform the signature.

Requested by **webgate.acceptance.ec.europa.eu**

Description: **test**

Reason: **Electronic signature required in accordance with Directive 1999/93/EC**

Password

 1 2

[Printer-friendly Version](#)



[See the complete transaction](#)



The document is sent and the send date is visible.

Acknowledge reception of a Document

This occurs when a user needs to acknowledge the reception of a sent Document (only applicable to certain document types). Each Document Type requiring acknowledgement of receipt, will have its own set of Actors allowed to perform this action (set by the Commission user who uploaded the document).

1. Select and open (show) the relevant document from the search screen:

Search results

Show Export Refresh Clear Download all + Create

Title	Document type	Document date	Local reference	Commission reference	Linked CCI(s)	Sent date
SFC96687 Programme CCI 2021ES05FFPR001 version 1.0	EC audit report correspondence	20/04/2021		Ares(2021)113810	2021T05FFPR005	19/12/2022

2. Click on the **ACKNOWLEDGE RECEPTION** button:

DOC-EAR list < version 1.0... > Reply Acknowledge reception

Document i

i Reception of document not yet acknowledged

Document title

The confirmation pop up window appears:

i **Acknowledge reception of Document**
Do you want to acknowledge the receipt of this document?

Title
SFC96687 Programme CCI 2021ES05FFPR001 version 1.0 Document

Cancel Confirm

3. Click on **CONFIRM** to confirm the acknowledgement of receipt. The acknowledgement information is added to the document details:

Reception acknowledgment by
Joffre (External), Sophie

Reception acknowledgment date
19/12/2022

Reply to a received Document

This occurs when a user wants to reply to a received Document. Each Document Type will have its own set of Actors allowed to perform this action (set by the EC user on creation of the sent document).

1. Select and open (show) the relevant document from the search screen:

Search results

Show Export Refresh Clear Download all Create

Title	Document type	Document date	Local reference	Commission reference	Linked CCI(s)	Sent date
SFC96687 Programme CCI 2021ES05FFPR001 version 1.0	EC audit report correspondence	20/04/2021		Ares(2021)113810	2021IT05FFPR005	19/12/2022

2. Click on the **REPLY** button:

DOC-EAR list < 2021ES05FFPR001 version 1.0... > Reply

Document ⓘ

Document title

The **Attached files** window becomes editable:

Reply to Document
Reply

Document has not yet been sent

Document title *
REPLY to EC AR 241

Document type
MS reply to EC closure letter

Document date *
19/12/2022

Country
All Countries

Local reference

ATTACHED FILES

+ Add

Title	Type	Language	File / Upload	Action
REPLY	Main	en. English	Browse File uploaded!	

LINKED CCI(S)

CCI	Title
2021IT05FFPR005	SG - Test PRG IJG

REPLIES TO

Title	Document Type Id	Local Reference	Commission Reference	Sent Date	Sent By
SFC96687 Programme CCI 2021ES05FFPR001 version 1.0 Document of type	EC audit report correspondence		Ares(2021)113810	19/12/2022	Joffre, Sophie

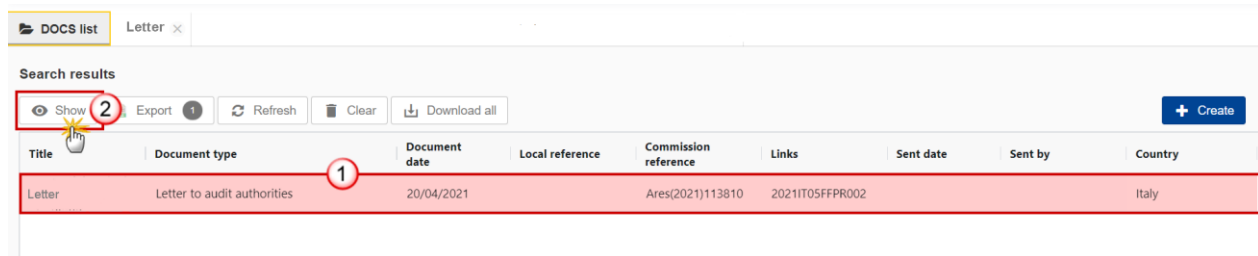
Cancel **Save** **Save & Send**

3. Enter or select the following information:

- (1)** Enter a *Title* for your Document.
- (2)** Click on **ADD** to add new attachments.
- (3)** Enter a Title for the attachment.
- (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** or **SAVE & SEND**.

Delete a document

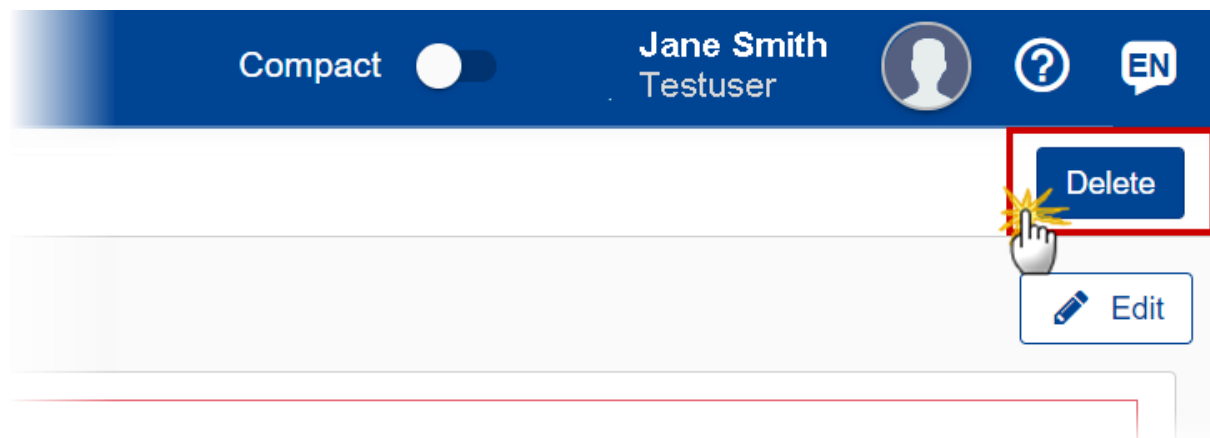
Sent documents can not be deleted. Unsent documents will appear in the search screen highlighted in red and without Sent date or Sent by information:



1. To delete the document:


- (1) Select the row in the search screen.
- (2) Click on the **SHOW** button to display the document information


2. Click the **DELETE** button:




3. Click the Confirm button to confirm deletion of the document:

Document

 Are you sure you want to delete this Document?

 **This action cannot be undone!**

Title
Letter

Cancel 

Notifications for Standalone & Referring documents

- The notification of the sending to the addressee is quite different from other objects in the system, because there are no Officials in Charge defined against a Document:
- For standalone Member State Documents, the notification cannot directly be sent to someone at the Commission. Therefore, subscription to receive such kind of notification will be done via the notification self-registration. EC subscribers will receive a notification for each standalone Member State Document sent, possibly filtered by Member State.
- For standalone Commission Documents, the notification cannot directly be sent to someone in the Member State(s). Therefore, subscription to receive such kind of notification will be done via the notification self-registration. MS subscribers will receive a notification for each standalone Commission Document sent to their Member State.
- For referring Member State Documents, the notification will directly be sent to the Commission Officials in Charge of the object(s) linked to the Document. Additionally, via the self-registration, EC subscribers will receive a notification for each referring Member State Document sent, possibly filtered by Member State and/or Fund and/or Budget Source and/or Object Type.
- For referring Commission Documents, the notification will directly be sent to the Member State Officials in Charge of the object(s) linked to the Document. Additionally, via the self-registration, MS subscribers will receive a notification for each referring Commission Document sent, filtered by Member State and possibly by Fund and/or Budget Source and/or Object Type.
- For Document types LET.AA (Audit Authority), LET.MA (Managing Authority), LET.ALL (Audit Authority, Managing Authority), a notification will also be sent to the specific authority(-ies) as can be found in the last Programme version available at EC level or in the last Programme version.