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STEP Calls (IJG, ETC)

PURPOSE

This document describes the actions related to the transmission of STEP related calls for proposal for IJG and ETC Programmes. Under Article 49(7) of the CPR Regulation (EU) No 2021/1060, the Managing Authorities shall transmit 3 times a year to the Commission a timetable of the planned calls of proposals and as well as the link to the calls for proposals on the day of their publication.

REGULATIONS

More details regarding the regulation of the STEP Calls can be found in the "[About SFC2021](#)" section of the portal.

ROLES

Roles involved in the STEP Calls are:

MS Managing Authority (MSMA)	Record STEP Calls Upload STEP Calls Documents Consult STEP Calls Delete STEP Calls Validate STEP Calls Prepare STEP Calls for send to EC Send STEP Calls Return STEP Calls by MS for modification
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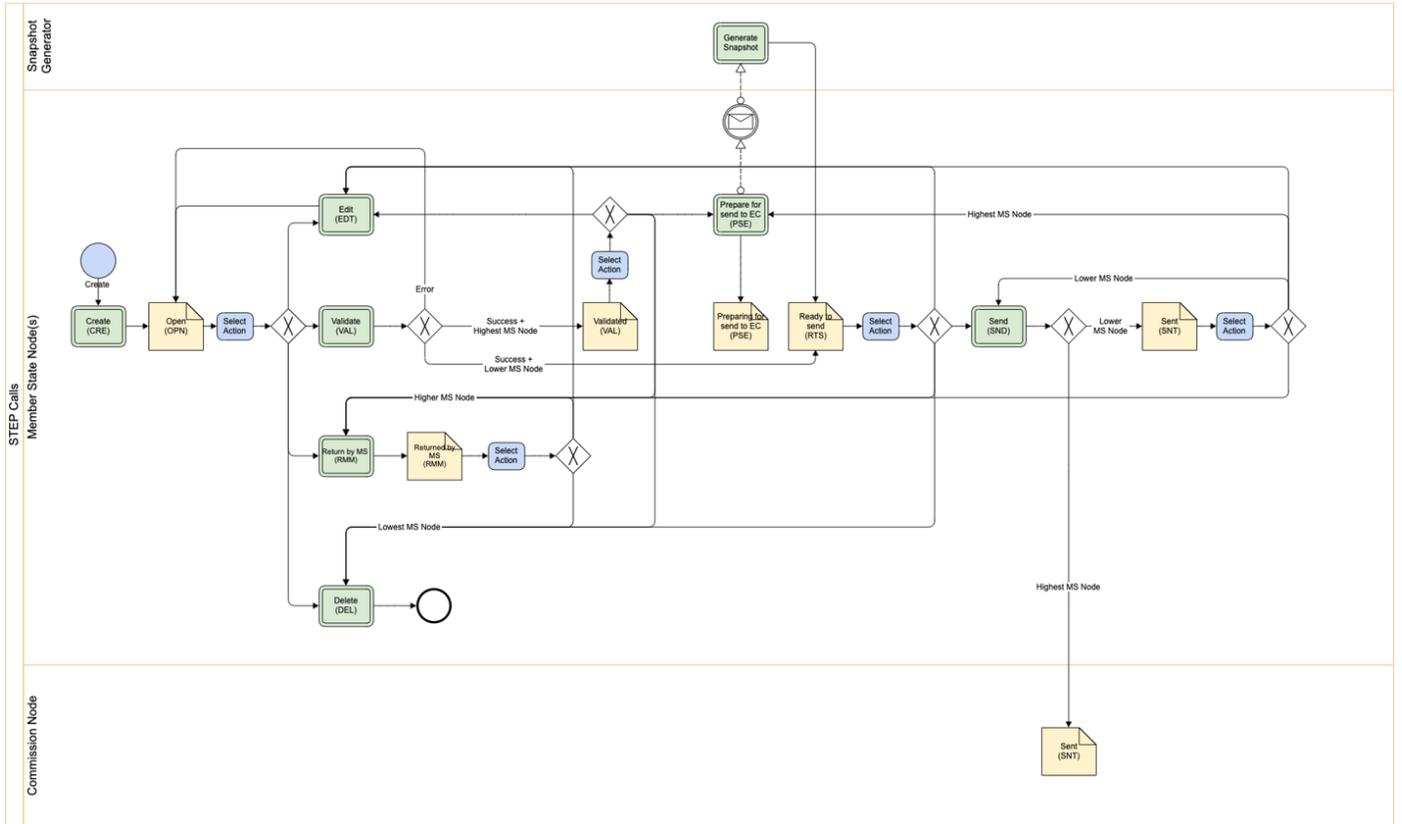
FUNDS

ERDF	CF	ESF+	JTF	IPA III	NDICI
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Workflow

This section shows the lifecycle to create and manage a STEP Calls.

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



Create a STEP Calls

REMARK	<p>The User is an identified User and has the role of MS Managing Authority with Update rights (MSMAu).</p> <p>The Programme is adopted and managed on the User's Node.</p> <p>The Source language is copied from the last version of the Programme at Commission level.</p> <p>The version and work version number are automatically provided by the system on "Create STEP Calls". The version number starts with 1 and is incremented by 1 with every new creation. The work version number is always 0 as there will not be any return by the Commission.</p> <p>When creating a version > 1, it will be created as a copy of the previous version.</p>
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1. To create the STEP Calls, go to the **MONITORING** menu and select the **STEP CALLS (IJG, ETC)** option:

1

HOME

STRATEGIC PLANNING

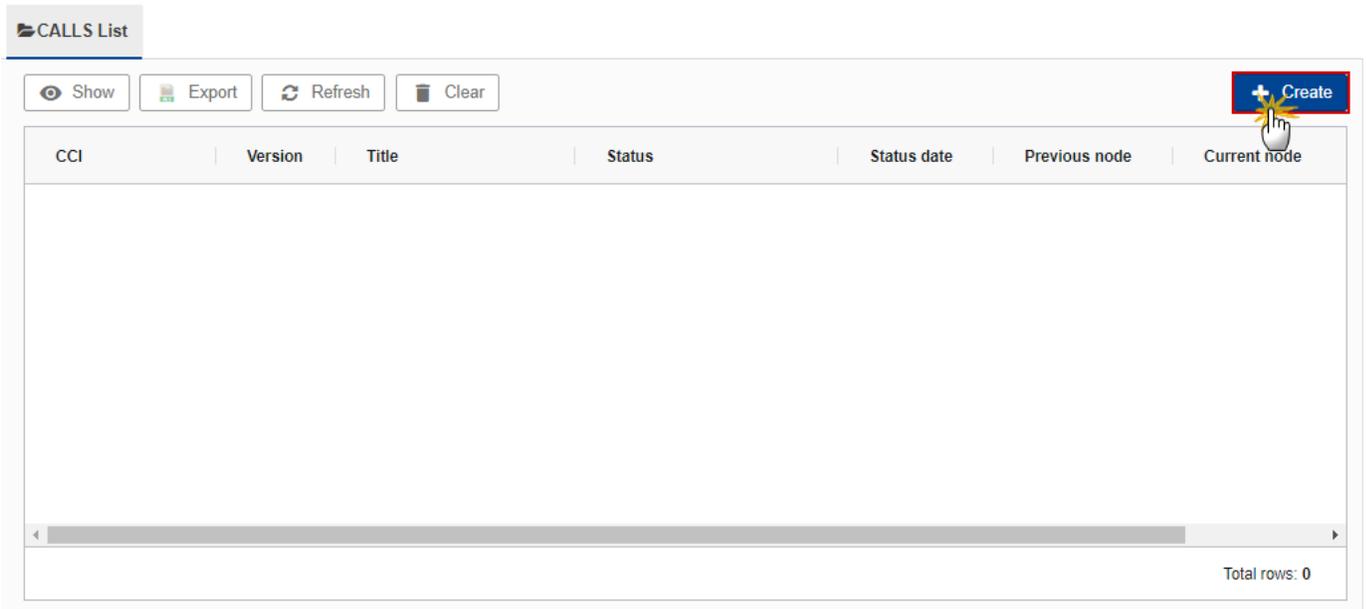
PROGRAMMING

APPLICATION **EGF**

2 MONITORING

- Transmission of data **IJG**
- Transmission of data **ETC**
- Transmission of data **EMFAF**
- Transmission of data **AMIF ISF BMVI**
- 3** STEP calls **IJG ETC**
- Annual Performance Report **EAGF EAFRD**
- Data on Monitoring a... **EAGF EAFRD** ▾
- Enabling conditions ▾
- Monitoring committee
- Performance review

2. In the search screen click on the **CREATE** button to create a new STEP Calls:



You are redirected to the STEP Calls Creation Wizard:

3. Select the following information:

(1) Select a *CCI* Number.

The CCI list contains all adopted IJG and ETC Programmes, managed at the User's Node. The list returns the CCI, and the Programme English Title retrieved from the last adopted version of the Programme.

(2) Click on **CREATE**.

The status of the STEP Calls is **OPEN**.

REMARK	On Create, when the preconditions are met, the initial STEP Calls structure is created and a Table of Content (ToC)/Navigation Tree is presented, so the User can continue to populate the structured data of the STEP Calls.
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Record/Edit the STEP Calls

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

Version Information

NOTE	<p>The Version Information contains information on the identification and status of the STEP Calls Version like the CCI, the Version Number, the Status, the Node where it currently resides, the Title in English and the Source language.</p> <p>Only the Source language can be updated.</p>
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Click on the **EDIT** button to edit the Source language if needed:

CALLS List 2021IT16FFPR004 - 1.0

1.0 IT02 06/08/2024, 15:05 OPEN Validate

Table of Contents < GENERAL

Version information ⓘ 

CCI	Version	Last modified	Current node	OPEN
2021IT16FFPR004	1.0	06/08/2024, 15:05	Basilica	

Title

RP Basilicata ERDF ESF+ 2021-2027

Source language

it. Italian

No validation result available

Officials in Charge

NOTE	<p>Officials in Charge can be updated at any time, independent from the status of the STEP Calls.</p> <p>Commission Officials (email domain "ec.europa.eu") can only be created/updated/deleted by Commission Users.</p>
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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:

Table of Contents < GENERAL

Search: Type to filter TOC

- General
 - Version information
 - Officials in charge
 - History
 - Documents
 - Observations
 - Step calls

Officials in charge ⓘ

Name	Phone	Email	Language	Valid from	Valid until
No items to display					

+ Add

No validation result available

The Edit details pop-up window appears:

Edit row

Name * 248

1

Email * 243

2

Phone 50 3

Language 4

Valid from 5

Valid until 5

Cancel Save 6

2. Enter or select 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 STEP Calls 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' (selected), 'Documents', 'Observations', and 'Step calls'. The 'History' section displays a timeline of actions for the node 'Basilica (IT02)'. Two actions are listed: 'Action Edit on node Basilica (IT02) by Gsb (External), Ste (n005mf1)' on 06/08/2024 at 17:14, and 'Action Create on node Basilica (IT02) by Gsb (External), Ste (n005mf1)' on 06/08/2024 at 15:05. Each action has an 'OPEN' button next to it. A 'No validation result available' message is at the bottom left.

Documents

NOTE	The Documents list shows all documents uploaded against this version of the STEP Calls 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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SFC2021

Ste Gsb (External) n005mf11 - IT02

CALLS List 2021IT16FFPR004 - 1.0

1.0 IT02 06/08/2024, 15:05 OPEN Validate

Table of Contents

GENERAL

Documents annexed to this step calls version

DOCUMENTS ANNEXED TO THIS VERSION

Title	Document type	Document date	Local reference	Commission reference	Files	Sent date	Sent by
No items to display							

No validation result available

The following documents will be foreseen:

Description	Internal Code	Non-Integral (1)	Integral (2)	System (3)	Required (4)
Snapshot of data before send	SNP.CALLSNT		X	X	X

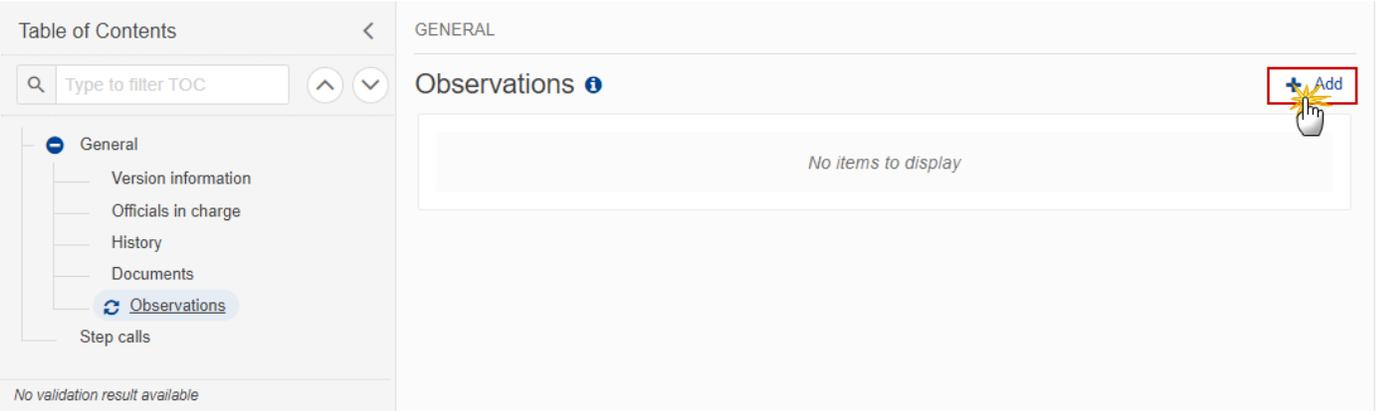
- (1) Document can be sent at any time
- (2) Document will be automatically sent when the Object is sent
- (3) Document automatically created by the system
- (4) Document required in the system before a next action can be executed

REMARK	No 'Add' button in this section as the only document type that exists for the STEP Calls is the 'Snapshot of data before send' generated by the system when preparing the STEP Calls for send to EC.
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Observations

NOTE	<p>This section is used to provide any relevant information to the STEP Calls. 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 STEP Calls will be able to read all observations in the conversation.</p> <p>All Users who have Update permission on the STEP Calls will be able to send an observation and participate in the conversation.</p> <p>All observations are kept against the specific version of the STEP Calls.</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:

GENERAL

Observations

Add new observation

Should I add the extra information as a document?

3951

1

Cancel

Save



2. Enter the following:

(1) Enter an observation.

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

STEP Calls

NOTE	There can be maximum 2 rows per Call ID, one for the dedicated STEP Priorities and one for the non-dedicated Priorities. So, on one row it is not allowed to combine dedicated and non-dedicated Priorities.
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1. Click on the **ADD** button to add STEP Calls:

Table of Contents <

CALLS FOR PROPOSAL ⓘ

+ Add

Q Type to filter TOC ^ v

- General
 - Version information
 - Officials in charge
 - History
 - Documents
 - Observations
 - Step calls

No validation result available

Priorities	Priorities dedicated to investments contributing to STEP objectives	Specific objectives	Unique identifier
No Rows To Show			

The Add Calls for Proposal screen appears:

CALLS FOR PROPOSAL

Priorities dedicated to investments contributing to STEP objectives *

Please select a value from the list

1

Specific objectives *

Please select a value from the list

2

Unique identifier of the call *

3

STEP sectors

Please select a value from the list

4

Short description of the call

5

Geographical area(s) covered by the call *

Please select a value from the list

6

Type of eligible applicants *

7

Currency of the call *

Please select a value from the list

8

Total amount of support for the call (in the currency applicable to the call) *

9

Start date (expected or actual) *



End date (expected or actual) *



10

Link to the call for proposal *

11

Other information

12

Cancel

Save

13



2. Enter or select the following:

(1) Select the *Priorities dedicated to investments contributing to STEP objectives*.

The multi-select list of Priorities contains all Priorities of the last adopted Programme version.

(2) Select the *Specific objectives*.

The multi-list of Specific Objectives contains all Specific Objectives used by the selected Priorities.

(3) Enter the *Unique identifier of the call*.

(4) Select the *STEP sectors*.

(5) Enter a *Short description of the call*.

(6) Select the *Geographical area(s) covered by the call*.

The multi-select list of geographical areas contains all NUTS codes of regions covered in the last adopted Programme version.

(7) Enter the *Type of eligible applicants*.

(8) Select the *Currency of the call*.

The list of currencies contains EUR and the national currencies of the regions covered by the last adopted Programme version. The national currency of the Managing Authority will appear by default.

(9) Enter the *Total amount of support for the call (in the currency applicable to the call)*.

(10) Enter the *Start date and End date (expected or actual)*.

(11) Enter the *Link to the call for proposal*.

(12) Enter *Other information* if necessary.

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

Validate the STEP Calls

REMARK	<p>The STEP Calls 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 STEP Calls, 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 STEP Calls:

REMARK	An ERROR will block you from sending the STEP Calls. The error(s) should be resolved and the STEP Calls must be revalidated. Note that a WARNING does not block you from sending the STEP Calls.
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The system validates the following information:

Code	Severity	Validation Rule
001	WARNING	Validate that at least one official in charge of the Member State exists.
002	ERROR	Validate that the programme is for IJG or ETC and is managed at the user's node (Implicit in web).
003	ERROR	Validate that the programme is already adopted (Implicit in web).
004	ERROR	Validate that the priority exists in the last adopted programme version (Implicit in web).
005	ERROR	Validate that the specific objective exists under one of the selected priorities in the last adopted programme version (Implicit in web).
006	ERROR	Validate that the start date is <= the end date.
007	ERROR	Validate that the NUTS codes exist in the last adopted programme version (Implicit in web).

008	ERROR	Validate that the currency is EUR or one of the national currencies used in the regions covered by the programme version (Implicit in web).
009	ERROR	Validate that the priorities selected per call are all dedicated to STEP or all not dedicated to STEP.
010	ERROR	Validate that there are maximum two records for a call, one for priorities dedicated to investments contributing to STEP objectives and one for priorities not dedicated to investments contributing to STEP objectives.
011	ERROR	Validate that at least one call is defined.

An example of a validation window:

Latest validation result ✕

 The STEP calls has been successfully validated.

You can check the list of validation results at any time throughout the STEP Calls:

To see the last validation results:

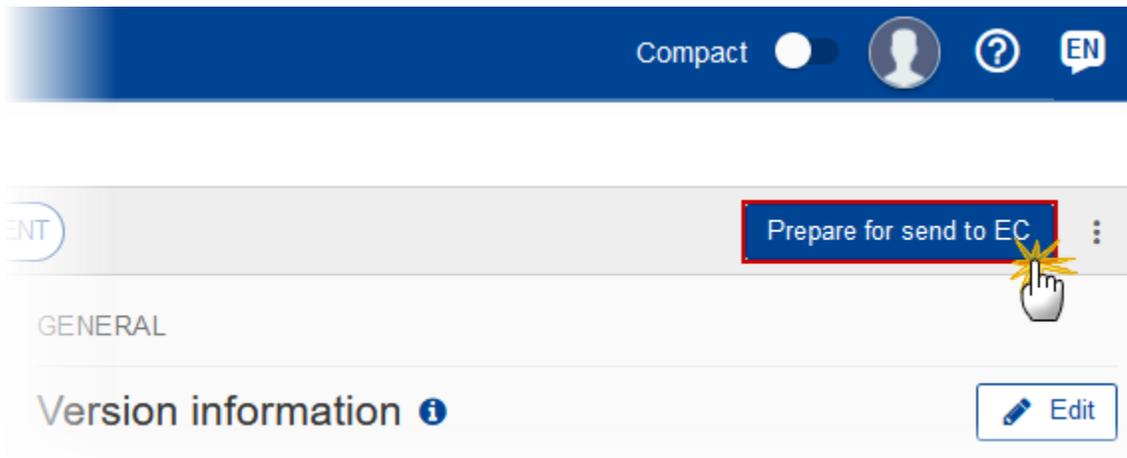
- (1) Click on one of the 4 categories: *All results*, *Passed*, *Warning*, *Error*.
- (2) The list of latest validation results for the chosen category is displayed.

After all errors have been resolved the status of the STEP Calls becomes **VALIDATED**.

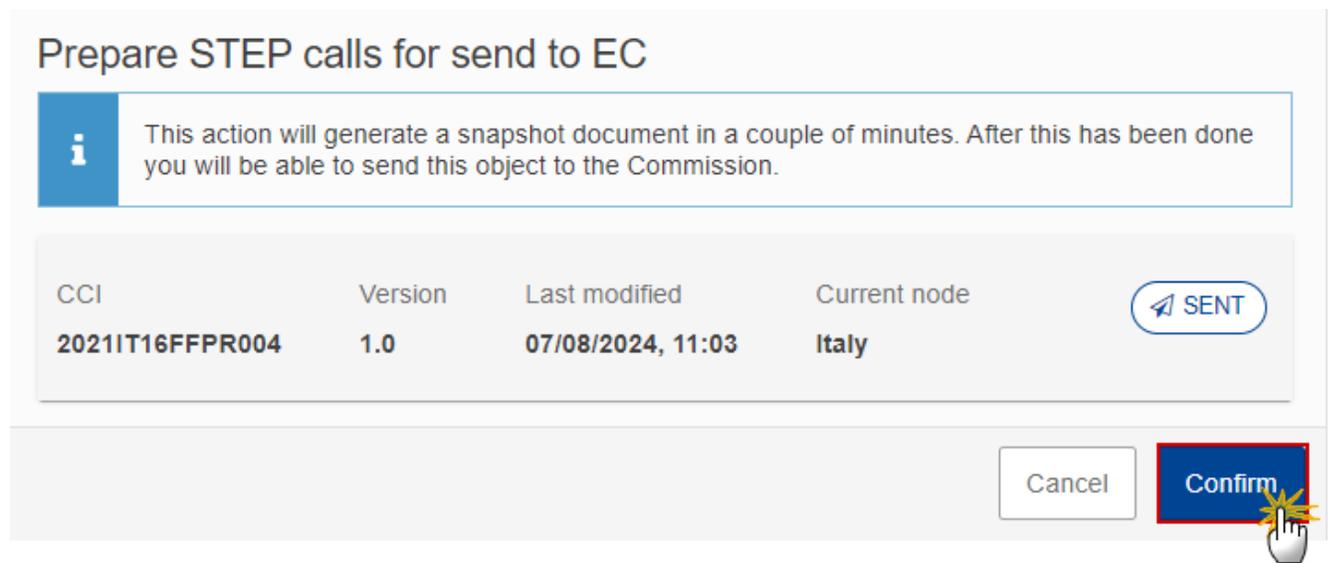
Prepare STEP Calls for send to EC

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



The system will ask you to confirm the send action:



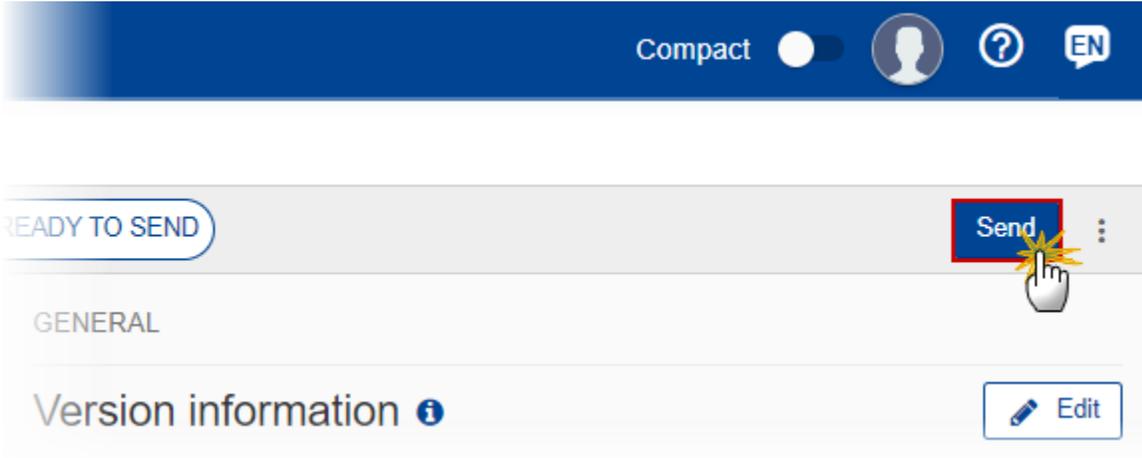
2. Click on **CONFIRM** to confirm.

The status of the STEP Calls is set to **PREPARING FOR SEND TO EC**.

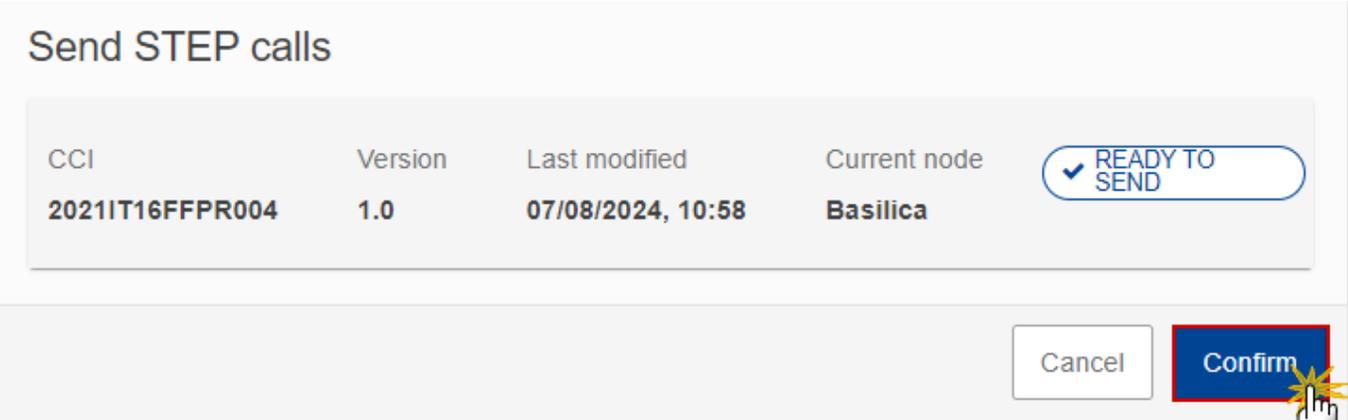
Send the STEP Calls

REMARK	<p>The Send can occur when a User wants to send its recorded data on a STEP Calls version to the Commission or to an upper Node.</p> <p>The STEP Calls can only be sent once the VALIDATION ERRORS have been removed and the status is READY TO SEND or SENT (from a lower node).</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 STEP Calls, the User must have the role of MS Managing Authority with Send rights (MSMAs).</p> <p>The Sending to EC will have to be electronically signed in accordance with Directive 1999/93/EC.</p>
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1. Click on the **SEND** button to send the STEP Calls to the Commission or to an upper Node:



The system will ask you to confirm the send action:



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

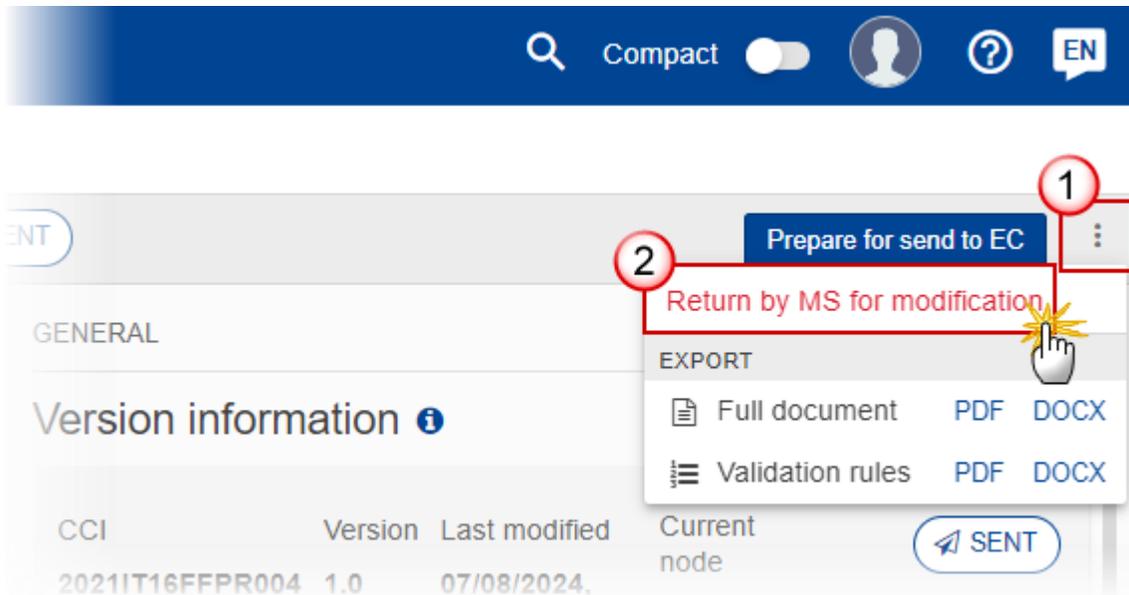
On success, the STEP Calls version has been sent to the Commission or to an upper Node. When sent, the status is set to **SENT**.

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> <p>A version containing the untranslated content with the template in the Source language.</p> <p>When the Source language is different from English, a version containing the untranslated content with the template in English.</p> <p>When the Source language is different from English, a version containing a machine translation of the content in English with the template in English.</p> <p>On “Send” by the MS to the Commission, SFC will check that the linked Programme version is still the last adopted one. If not, SFC will set the status back to VALIDATED so the MS can perform again the “Prepare for send to EC” which will then generate the MTR snapshot with the latest adopted Programme version link, and SFC will issue an error saying “Please note there is a more recent adopted programme version than mentioned in the snapshot document. The status of this STEP Calls version was set back to VALIDATED. You will need to re-execute the “Prepare for send to EC” generating an updated snapshot document, and then re-execute the “Send”.</p>
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Return STEP Calls by MS for modification

REMARK	<p>The STEP Calls can only be revised by MS when a lower Node exists and the status is SENT (to a higher MS node), OPEN, VALIDATED, READY TO SEND or RETURNED BY MS.</p> <p>This action can be used when a User wants to request a review for the STEP Calls version sent by the Member State/Region because it is incomplete or incorrect.</p> <p>To request a review for the STEP Calls version, the User must have the role of MS Managing Authority with Update rights (MSMAu).</p>
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Follow the steps to request a review for a STEP Calls by MS:

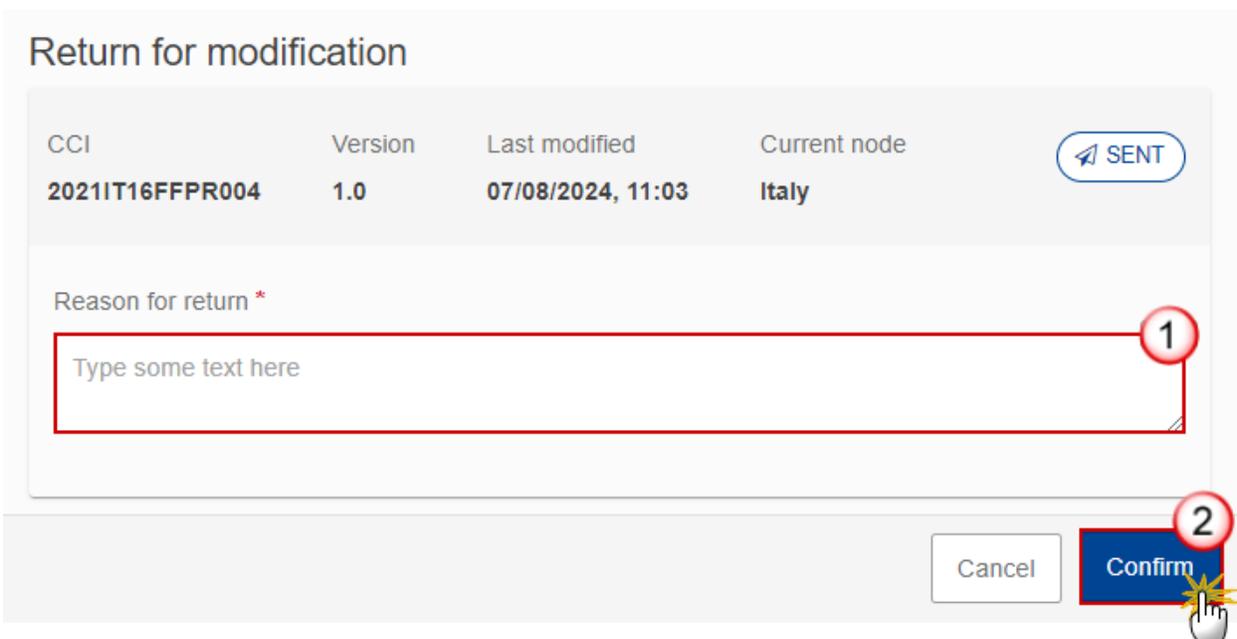


1. Select the following:

(1) Select the icon with 3 vertical dots.

(2) Click on the **RETURN BY MS FOR MODIFICATION** button to request revision from the lower Node.

The system will ask you to confirm the request for revision:



1. Enter the following:

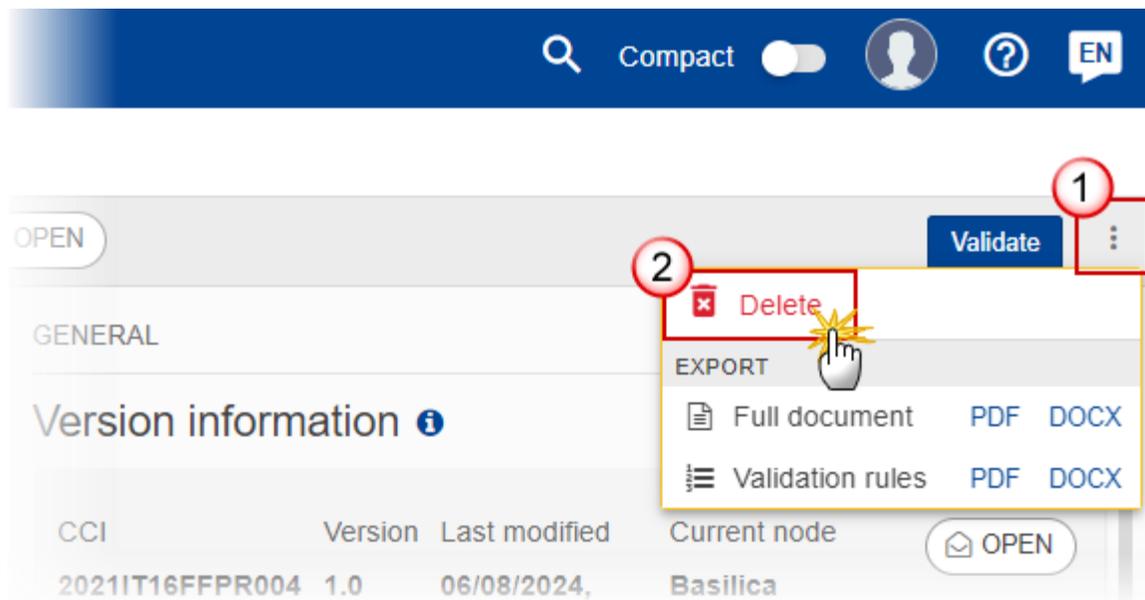
- (1) Enter the *Reason for return* in the text box provided.
- (2) Click on **CONFIRM** to save the information.

On success, the status of the STEP Calls will be changed to **RETURNED BY MS** and the sender is notified of the action and its reason.

Delete the STEP Calls

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



1. Select the following:

(1) Select the icon with 3 vertical dots.

(2) Click on the **DELETE** button to remove the STEP Calls from the system.

The system will ask you to confirm the delete action:

Delete STEP calls

 This action cannot be undone!

CCI	Version	Last modified	Current node	
2021IT16FFPR004	1.0	06/08/2024, 17:14	Basilica	 OPEN



2. Click on **CONFIRM** to confirm or click on **CANCEL** to return to the STEP Calls.