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# Territorial Just Transition Plan

## PURPOSE

This document describes the specifications related to the Territorial Just Transition Plan (TJTP). The TJTP needs to be defined by the MS in case JTF is covered in their IJG Programme(s). The TJTP can be defined and then used by different Programmes. A TJTP version will never be sent as such to the Commission. It will only be sent as part of specific Programme version(s), when it is referred by the specific Programme version, and assessed together with that Programme version.

## REGULATIONS

More detail regarding the regulation of the Territorial Just Transition Plan (TJTP) can be found in the "[About SFC2021](#)" section of the portal.

## ROLES

Roles involved in Territorial Just Transition Plan (TJTP) are:

MS Managing Authority (MSMA)	Record the TJTP Upload the TJTP Documents Consult the TJTP Delete the TJTP Validate the TJTP Create New Version of the TJTP Reopen the TJTP Mark TJTP as completed
MS Audit Authority (MSAA)	Consult the TJTP

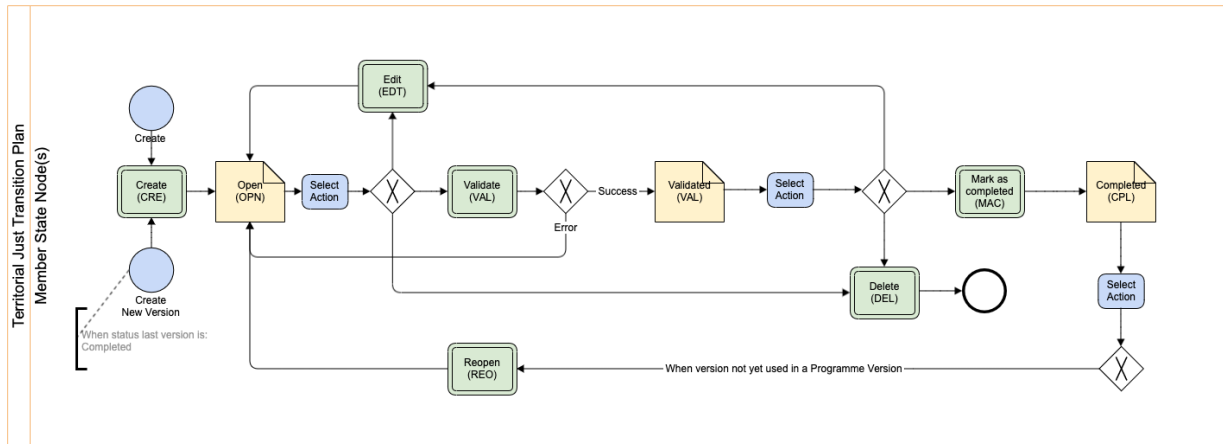
## FUNDS

JTF
-----

# Workflow

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

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



## Create the TJTP

<b>REMARK</b>	The User is an identified User and has the role of <b>MS Managing Authority</b> with Update rights ( <b>MSMAu</b> ) for JTF.
---------------	--

1. To access the **TJTP** go to the **Programming** menu and select the **Territorial Just Transition Plan** menu item:

1 ACC SFC2021

- HOME
- STRATEGIC PLANNING
- PROGRAMMING
- Programme (IJG)
- **Territorial just transition plan**
- Programme (ETC)
- Programme (EMFAF)

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

Compact (External) njoffrso - IT ? EN

status date	Current node	Used in programme(s)	Last modified
-------------	--------------	----------------------	---------------

+ Create

You are redirected to the TJTP Creation Wizard:

## CREATE TERRITORIAL JUST TRANSITION PLAN

### FILL IN THE TJTP PLAN INFORMATION

Reference \*

1

Title \*

2

Comments

3

Source language \*

4

Please make sure that the territorial just transition plan that you are planning to encode in SFC does not duplicate an already existing plan. In case the territorial just transition plan that corresponds to several programmes is already completed in SFC, just link the relevant programme with this plan before sending it to the Commission.

Cancel

Create

5

3. Enter or select the following information:

(1) Enter the *Reference*.

The Reference must be unique within the Country and can only be updated when Version 1.

(2) Enter the *Title*.

(3) Enter any *Comments*.

(4) Select the *Source language*.

(5) Click on **CREATE** to confirm creation of the the TJTP.

The status of the TJTP is **OPEN**.

<b>REMARK</b>	The initial TJTP structure is created, and a Table of Content (ToC)/Navigation Tree is presented, so the User can enter the structured data of the TJTP.
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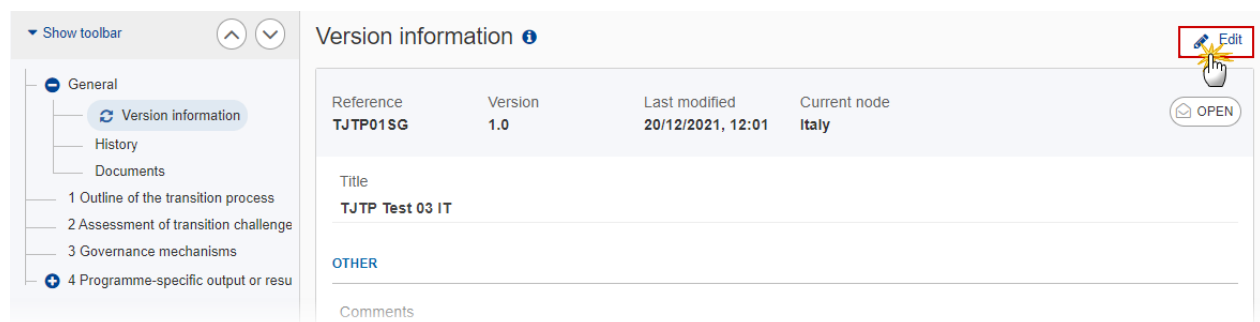
## Record/Edit the TJTP

### General

#### *Version Information*

<b>NOTE</b>	The <b>Version Information</b> contains information on the identification and status of the TJTP; like the Reference, Title, Version Number, Status, Current Node, etc.
-------------	---

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



The screenshot shows a software interface with a sidebar on the left and a main content area. The sidebar has a 'Show toolbar' button and a navigation tree with 'General' selected. The main content area is titled 'Version information' and contains a table with the following data:


Reference	Version	Last modified	Current node
TJTP01 SG	1.0	20/12/2021, 12:01	Italy

Below the table, there is a 'Title' field with the value 'TJTP Test 03 IT'. There is also an 'OTHER' section with a 'Comments' field. In the top right corner of the main content area, there is an 'Edit' button with a pencil icon and an 'OPEN' button with a document icon. A red box highlights the 'Edit' button, and a hand cursor is shown clicking on it.

The Edit form appears:

## GENERAL

### Version information ⓘ

Reference	Version	Last modified	Current node	
TJTPPTSG01	1.0	08/04/2025, 12:18	Portugal	 OPEN

Reference \*

 1

Title \*

 2


Source language \*

 3

Comments

 4

Cancel  5



## 2. Enter or select the following information:

### (1) Enter the *Reference*.

The Reference can only be updated when Version 1.

### (2) Enter the *Title*.

### (3) Select the *Source language*.

When the Source language is changed on save, an alert will ask confirmation of the User because of the impact on the already automatically translated text of the object version. The alert message will say “The source language is used to automatically translate all text in the object version into English. Changing the source language should only be done when it doesn’t reflect the language used in the different text fields for this object version. It will regenerate all the text translations for the object version.”

### (4) Enter any additional *Comments*.

### (5) Click on **SAVE** to save the information.




The **Programme versions referring to this TJTP** table will contain any IJG Programmes that have linked this TJTP in the corresponding section of their Programme.

The screenshot shows a software interface with a sidebar on the left and a main content area. The sidebar has a 'Show toolbar' button and a menu with 'General', 'Version information', 'History', and 'Documents'. The main content area is titled 'Version information' and contains a table with the following data:

Reference	Version	Last modified	Current node	
TJTP01SG	1.0	20/12/2021, 13:20	Italy	COMPLETED

Below the table, there are fields for 'Title' (containing 'TJTP Test 03 IT'), 'OTHER', and 'Comments'. At the bottom, a section titled 'PROGRAMME VERSION(S) REFERRING TO THIS TJTP' contains a table with two rows:

CCI	Title	Version	Status	Decision
<a href="#">2021IT05FFPR002</a>	TEST - IJG - TC	1.0	OPEN	
<a href="#">2021IT16FFPR001</a>	TEST - IJG - SG	1.0	OPEN	

3. Click on the **Refresh** icon  in the **Version information** menu to refresh the list of linked Programmes.

## History

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

## Documents

NOTE	<p>The <b>Documents</b> list shows all documents uploaded against this version of the TJTP by Member State and by Commission Users. These documents will never be sent from within the TJTP module. When the TJTP version is referred by an IJG Programme version, then a copy of these documents is sent with the Programme version.</p> <p>Additional information that can not fit into the designated free text boxes of the TJTP template can be added by attaching the document type 'TJTP Supplementary Information'.</p>
------	---

The following documents will be foreseen:

Description	Internal Code	Non-Integral (1)	Integral (2)	System (3)	Required (4)
TJTP Supplementary Information	TJTP.TJTPS	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

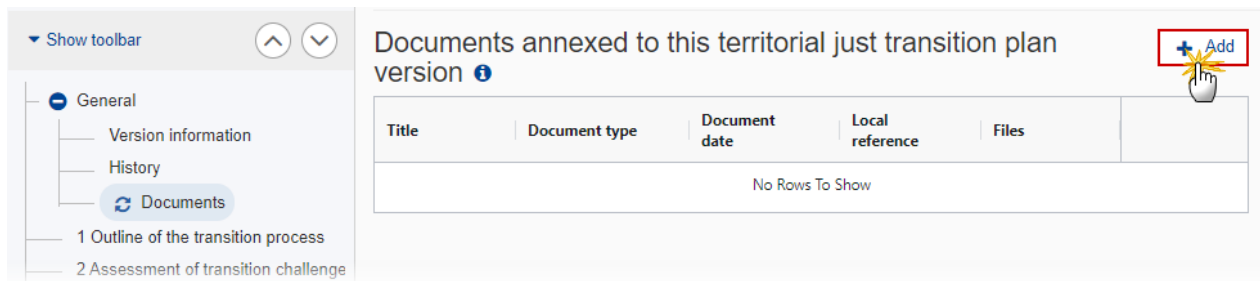
**REMARK**

As the TJTP.TJTPS document will never be sent, it is normally not visible for Commission Users. An exception will be implemented to allow Commission Users to consult documents of this type.

## Uploading & Sending Documents

- 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.

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



The Edit document detail pop-up window appears:

## Edit document details

Document type \*  1 Document date \*  2

Document title \*  3

Local reference  4

**ATTACHED FILES**

5

Title	Type	Language	File / Upload

2. Enter or select the following information:

(1) Select a *Document type*.

(2) Enter a *Document date*.

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

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

(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:

**ATTACHED FILES**

Title	Type	Language	File / Upload
Integral doc 1	Main 2	English 3	<input type="button" value="Browse"/> 4 File uploaded! <input type="button" value="Edit"/> <input type="button" value="Remove"/>

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.

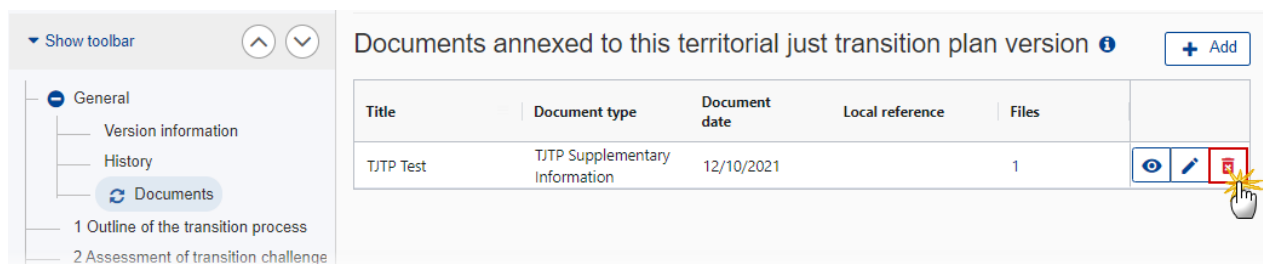
(5) After the attachments are uploaded click on **SAVE**.

<b>REMARK</b>	The documents in the TJTP will only display the <b>SAVE</b> button and will never be sent, but will be visible to Commission Users.
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## Deletion of an unsent document

<b>REMARK</b>	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:

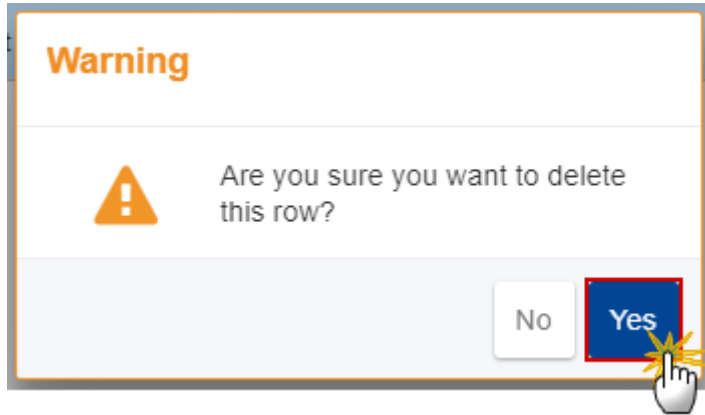


The screenshot shows a web interface with a sidebar on the left and a main content area. The sidebar has a 'Show toolbar' dropdown and a menu with 'General', 'Version information', 'History', 'Documents', '1 Outline of the transition process', and '2 Assessment of transition challenge'. The main content area has a title 'Documents annexed to this territorial just transition plan version' and an '+ Add' button. Below the title is a table with the following data:

Title	Document type	Document date	Local reference	Files	
TJTP Test	TJTP Supplementary Information	12/10/2021		1	  

A red box highlights the delete icon in the last column of the table row, with a mouse cursor pointing at it.

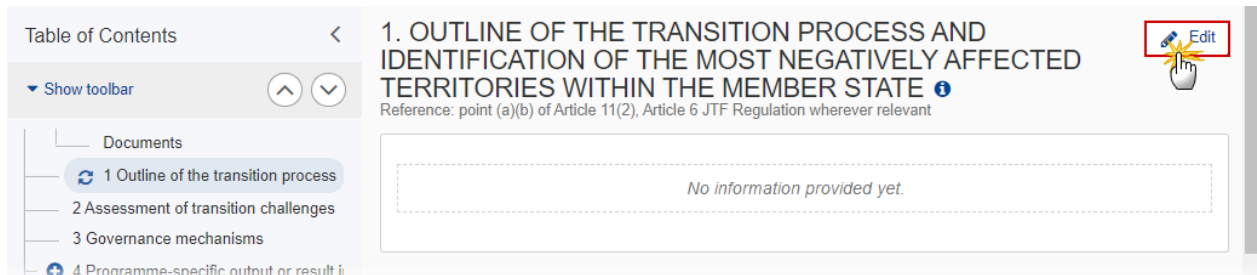
A confirmation window appears:



2. Click on **Yes** to confirm deletion. Click on **No** to return to the document section.

## 1 Outline of the transition process

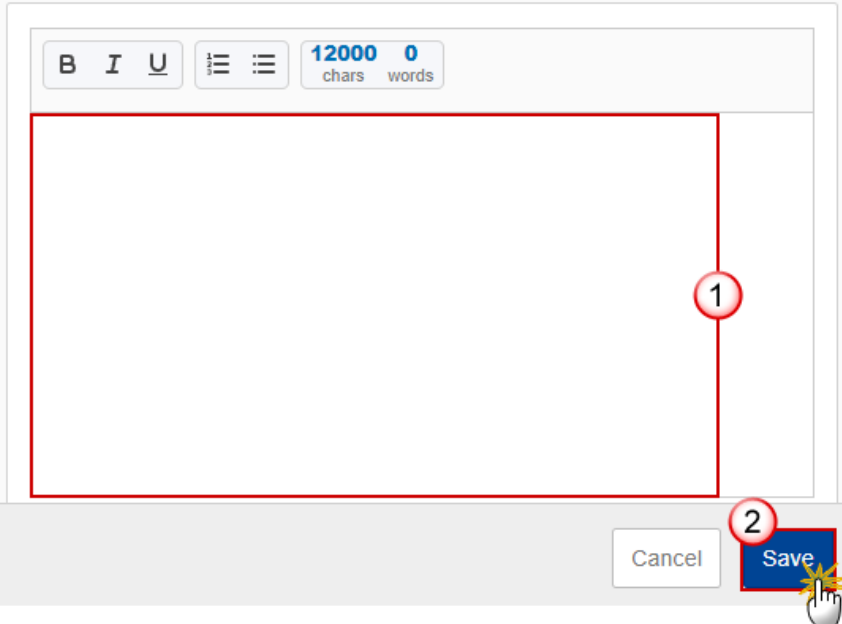
1. Click on the **EDIT** button to enter the information:



The Edit details window appears:

# 1. OUTLINE OF THE TRANSITION PROCESS AND IDENTIFICATION OF THE MOST NEGATIVELY AFFECTED TERRITORIES WITHIN THE MEMBER STATE

Reference: point (a)(b) of Article 11(2), Article 6 JTF Regulation wherever relevant

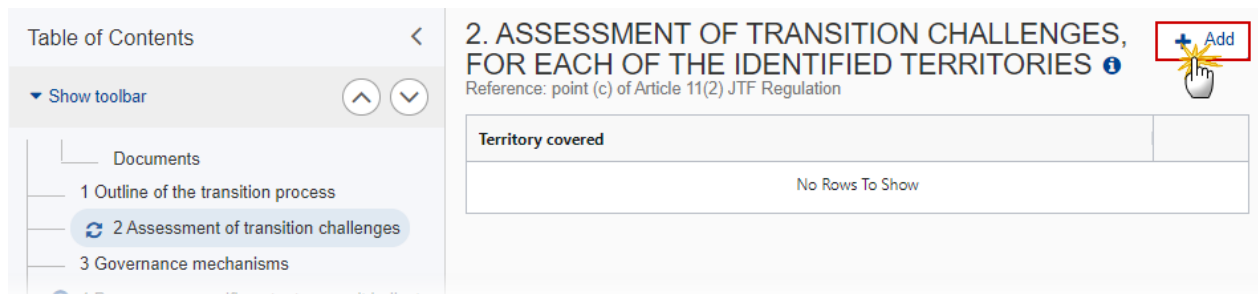


2. Enter the following:

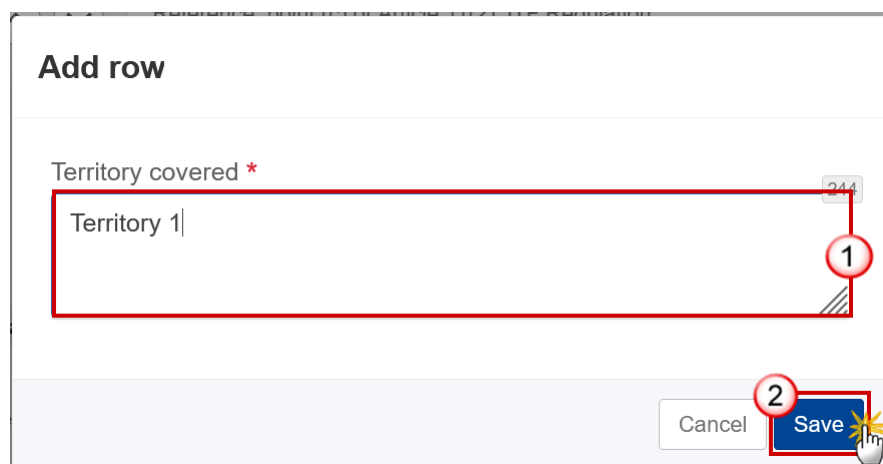
- (1) Enter the text in the text box provided.
- (2) Click on **SAVE** to save the information.

## 2 Assessment of transition challenges

1. Click on the **ADD** button to add information in the table:



The add row window appears:



2. Enter the following:

(1) Enter the *Territory covered*.

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

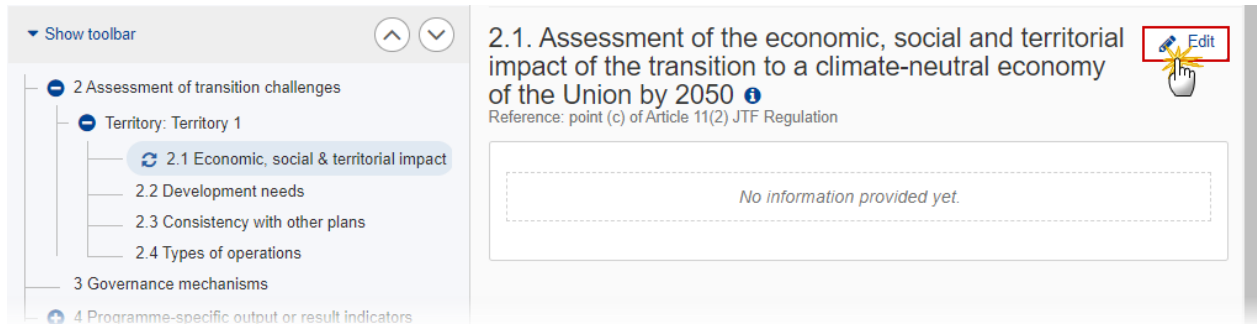
<b>REMARK</b>	For each Territory created/deleted a Table of Content entry and sub-entries will be created/deleted.
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## ***Territory***

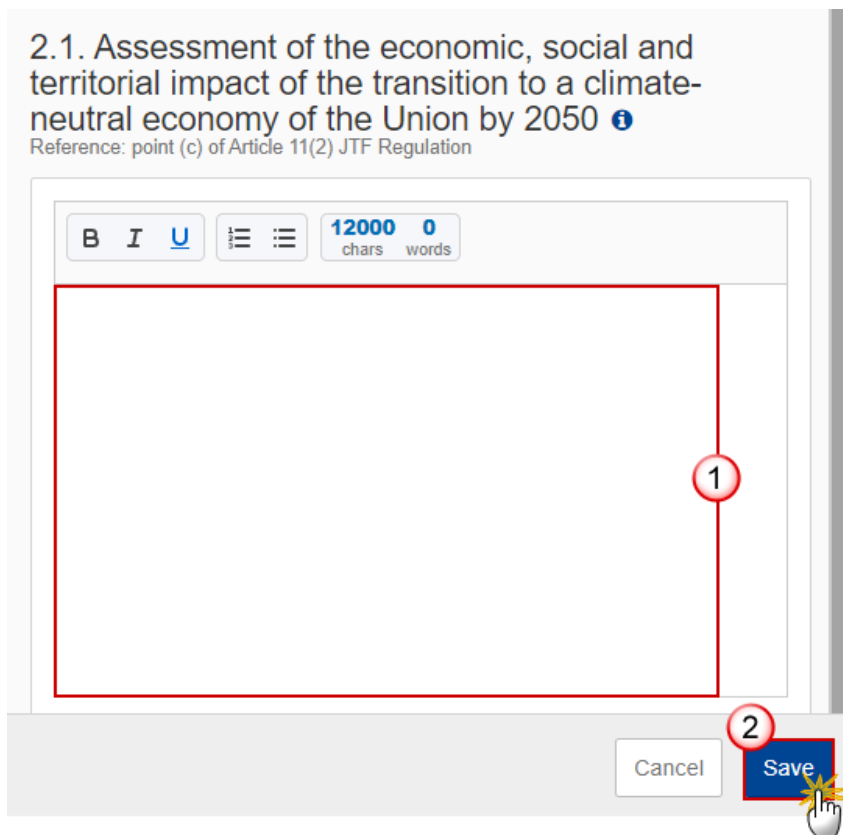
### **2.1 Economic, social & territorial impact**

1. Click on the **EDIT** button to enter the information:





The Edit details window appears:

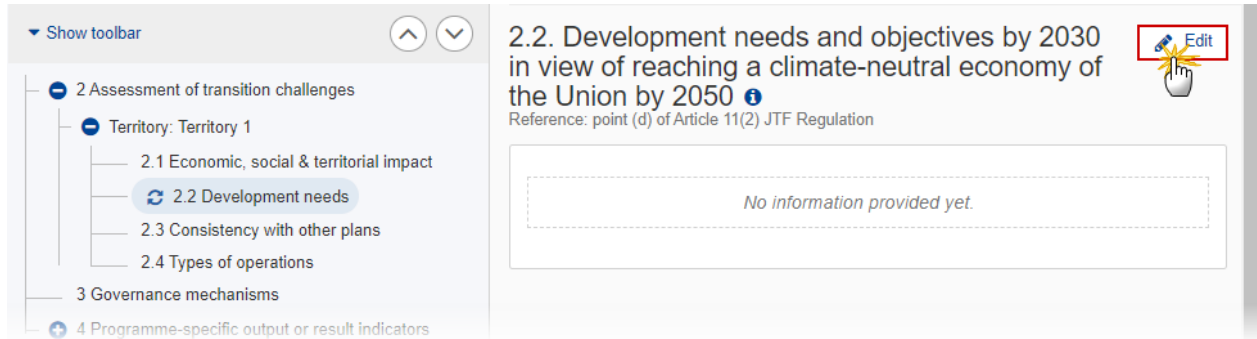


2. Enter the following:

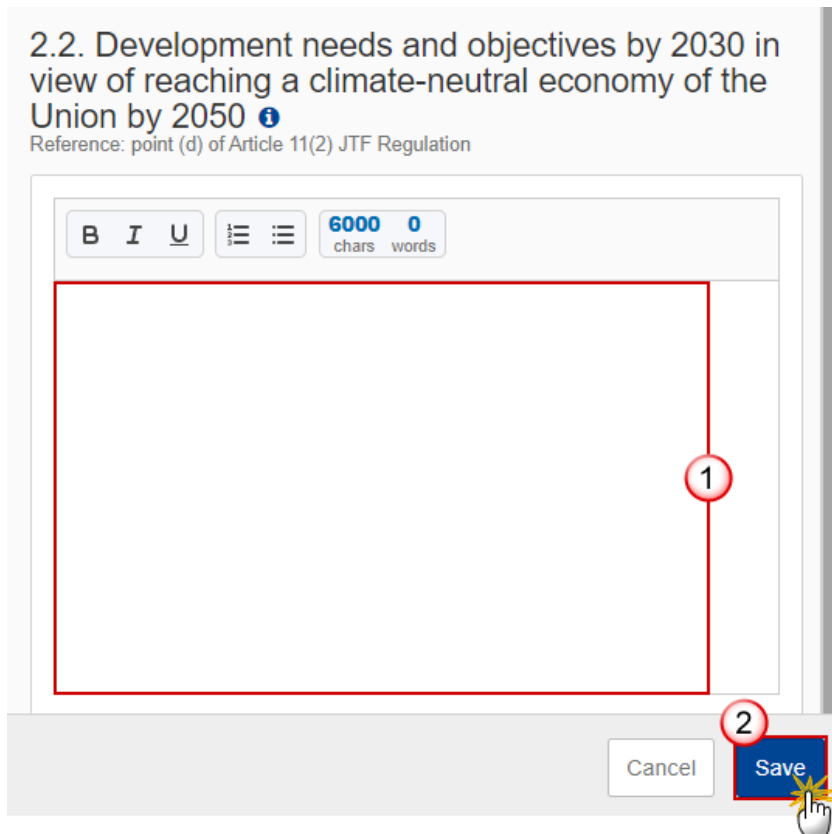
- (1) Enter the text in the text box provided.
- (2) Click on **SAVE** to save the information.

## 2.2 Development needs

1. Click on the **Edit** button to enter the information:



The Edit details window appears:



2. Enter the following:

**(1)** Enter the text in the text box provided.

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

## 2.3 Consistency with other plans

1. Click on the **EDIT** button to enter the information:

The screenshot shows a web interface with a navigation menu on the left and a main content area on the right. The navigation menu includes a 'Show toolbar' dropdown and a list of items: '2 Assessment of transition challenges', 'Territory: Territory 1', '2.1 Economic, social & territorial impa', '2.2 Development needs', '2.3 Consistency with other plans' (highlighted with a blue bar), '2.4 Types of operations', '3 Governance mechanisms', and '4 Programme-specific output or result indicator'. The main content area displays the title '2.3. Consistency with other relevant national, regional or territorial strategies and plans' and a reference to 'point (e) of Article 11(2) JTF Regulation'. An 'Edit' button is highlighted with a red box and a hand cursor. Below the title is a large empty box containing the text 'No information provided yet.'

The Edit details window appears:

## 2.3. Consistency with other relevant national, regional or territorial strategies and plans ⓘ

Reference: point (e) of Article 11(2) JTF Regulation

6000 0  
chars words

1

2

Cancel Save

2. Enter the following:

- (1) Enter the text in the text box provided.
- (2) Click on **SAVE** to save the information.

## 2.4 Types of operations

1. Click on the **EDIT** button to enter the information:

Show toolbar

Territory: Territory 1

- 2.1 Economic, social & territorial impa
- 2.2 Development needs
- 2.3 Consistency with other plans
- 2.4 Types of operations
- 3 Governance mechanisms

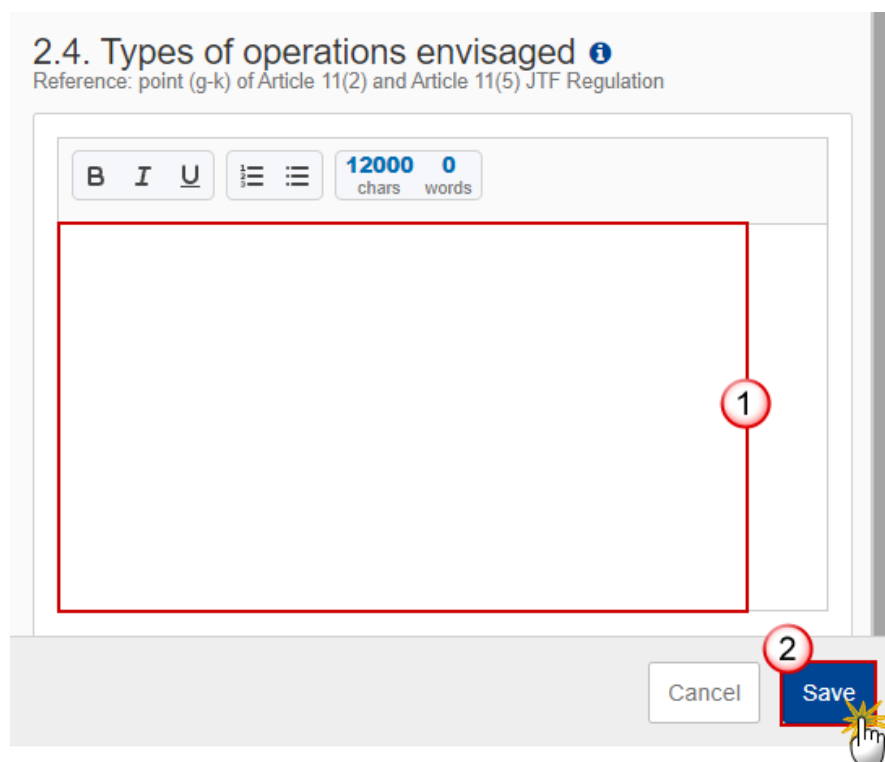
### 2.4. Types of operations envisaged ⓘ

Reference: point (g-k) of Article 11(2) and Article 11(5) JTF Regulation

Edit

No information provided yet.

The Edit details window appears:



2. Enter the following:

- (1) Enter the text in the text box provided.
- (2) Click on **SAVE** to save the information.

### 3 Governance mechanisms

1. Click on the **EDIT** button to enter the information:

Table of Contents <

3. GOVERNANCE MECHANISMS ⓘ  
Reference: point (f) of Article 11(2) JTF Regulation

✎ Edit

▼ Show toolbar

- 1 Outline of the transition process
- 2 Assessment of transition challenges
- 3 Governance mechanisms
- 4 Programme-specific output or result indicator

No validation result available

No information provided yet.

The Edit details window appears:

3. GOVERNANCE MECHANISMS ⓘ  
Reference: point (f) of Article 11(2) JTF Regulation

B I U ☰ ☷ 5000 0  
chars words

1

2

Cancel Save

2. Enter the following:

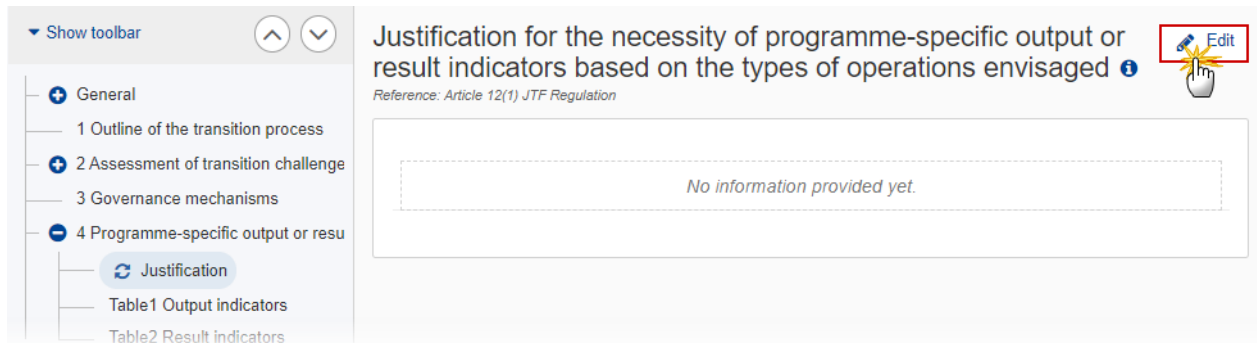
(1) Enter the text in the text box provided.

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

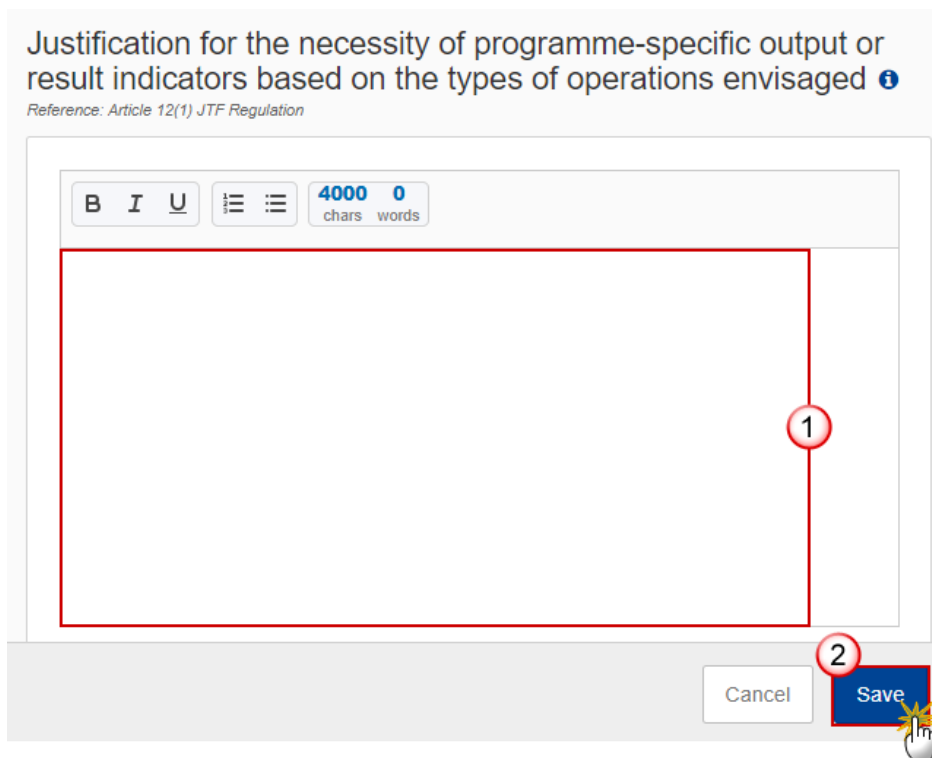
## 4 Programme-specific output or result indicators

### Justification

1. Click on the **EDIT** button to enter the information:



The Edit details window appears:






2. Enter the following:

(1) Enter the text in the text box provided.

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

### Table 1 Output indicators

- Clicking on the **ADD** button  will open a pop-up window allowing you to add a new Output indicator.
- Selecting an Output indicator row and clicking on the **EDIT** icon  will allow you to modify the Output indicator information.
- Selecting an Output indicator row and clicking on the **DELETE** icon  will allow you to delete the Output indicator.

1. Click on the **ADD** button to add a new output indicator:

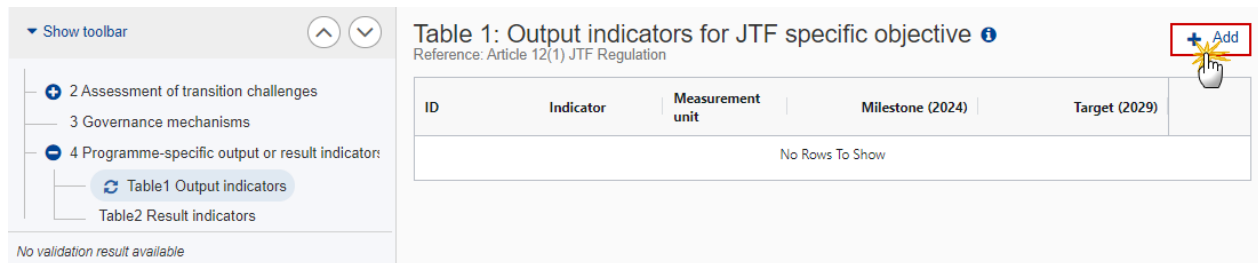


Table 1: Output indicators for JTF specific objective ⓘ  
Reference: Article 12(1) JTF Regulation

ID	Indicator	Measurement unit	Milestone (2024)	Target (2029)	
No Rows To Show					

The edit details form appears:



## Add row

ID \* 1

Indicator \* 2

Measurement unit \* 3

Milestone (2024) \* 4 Target (2029) \* 5

6

2. Enter or select the following:

(1) Enter the *ID*.

The Indicator ID must be different from the Common and Reserved Indicators for IJG.

(2) Enter the *Indicator* name.

(3) Enter the *Measurement unit*.



(4) Enter the *Milestone (2024)*.

(5) Enter the *Target (2029)*.

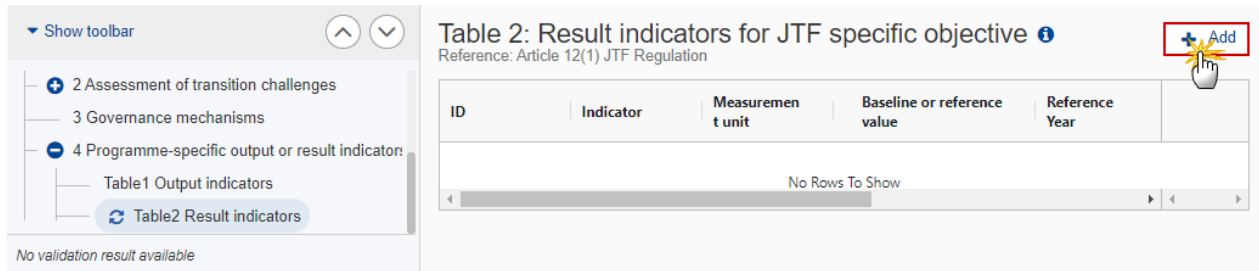
(6) Click on **SAVE** to save the information.

## Table 2 Result indicators

- Clicking on the **ADD** button  will open a pop-up window allowing you to add a new Result indicator.

- Selecting a Result indicator row and clicking on the **EDIT** icon  will allow you to modify the Result indicator information.
- Selecting a Result indicator row and clicking on the **DELETE** icon  will allow you to delete the Result indicator.

1. Click on the **ADD** button to add a new result indicator:



The screenshot shows a web application interface. On the left is a sidebar with a tree view containing the following items: "2 Assessment of transition challenges", "3 Governance mechanisms", "4 Programme-specific output or result indicators", "Table1 Output indicators", and "Table2 Result indicators" (which is selected and highlighted). Below the sidebar, it says "No validation result available". The main content area is titled "Table 2: Result indicators for JTF specific objective" with a reference to "Article 12(1) JTF Regulation". In the top right corner of this area, there is a red-bordered "Add" button with a plus icon and a mouse cursor hovering over it. Below the title is a table with the following columns: "ID", "Indicator", "Measurement unit", "Baseline or reference value", and "Reference Year". The table body is empty and contains the text "No Rows To Show".

The edit details form appears:

**Add row**

ID \* 1

Indicator \* 2

Measurement unit \* 3

Has qualitative target 4

Baseline or reference value \* 5 Target (2029) \* 6

First reference year \* 7 Last reference year 8

Source of data \* 9

Comments 10

11

2. Enter or select the following:

(1) Enter the *ID*.

The Indicator ID must be different from the Common and Reserved Indicators for IJG.

(2) Enter the *Indicator* name.

(3) Enter the *Measurement unit*.

(4) Check the box if the indicator *Has qualitative target*.

When the Indicator has a qualitative target, a Field for the Baseline value and the Target value will be foreseen and stored as "qualitativeBaseline" and "qualitativeTarget", otherwise a Number field will be foreseen and stored as "baselineValue" and "targetValue".

(5) Enter the *Baseline or reference value*.

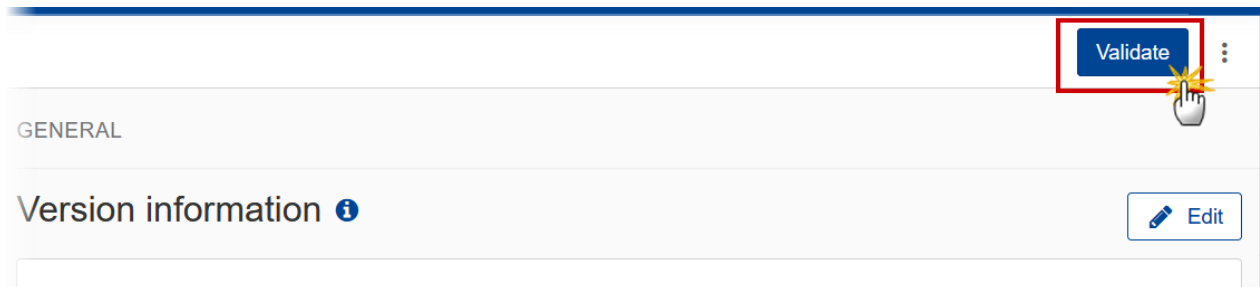
(6) Enter the *Target (2029)*.

- (7) Enter the *First reference year*.
- (8) Enter the *Last reference year* (not mandatory).
- (9) Enter the *Source of data*.
- (10) Enter any *Comments* (not mandatory).
- (11) Click on **SAVE** to save the information.

## Validate the TJTP

<b>REMARK</b>	<p>The TJTP can be validated when the current version is in status <b>OPEN</b>.</p> <p>To validate the TJTP, the User must have the role of <b>Member State Managing Authority</b> with <b>Update</b> access (<b>MSMAu</b>) for JTF.</p>
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1. Click on the **VALIDATE** button to validate the TJTP:



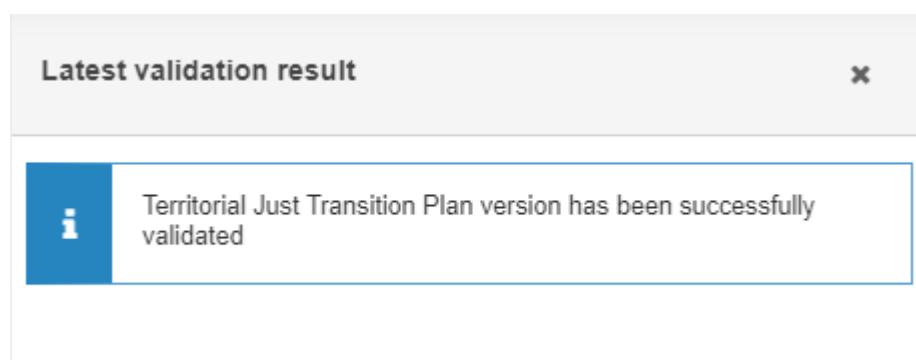
<b>REMARK</b>	<p>An <b>ERROR</b> will block you from sending the TJTP. The error(s) should be resolved and the TJTP must be revalidated. Note that a <b>WARNING</b> does not block you from sending the TJTP.</p>
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The system validates the following information:

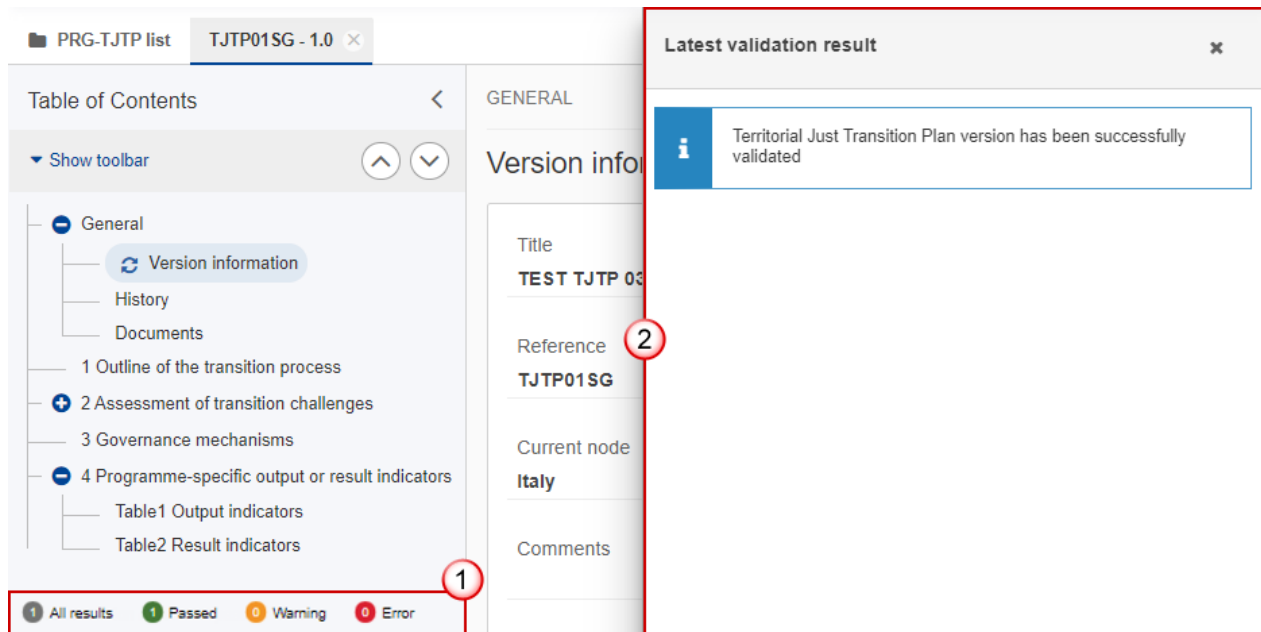
Code	Severity	Validation Rules
001	<b>ERROR</b>	Validate that section 1 is not empty.

002	<b>ERROR</b>	Validate that section 2.1 is not empty.
003	<b>ERROR</b>	Validate that section 2.2 is not empty.
004	<b>ERROR</b>	Validate that section 2.3 is not empty.
005	<b>ERROR</b>	Validate that section 2.4 is not empty.
006	<b>ERROR</b>	Validate that section 3 is not empty.
007	<b>ERROR</b>	Validate that the ID of the programme specific output indicators is different from any of the common and reserved indicators for IJG (implicit in web).
008	<b>ERROR</b>	Validate that the ID of the programme specific result indicators is different from any of the common and reserved indicators for IJG (implicit in web).
009	<b>ERROR</b>	Validate that there is at least one territory covered in section 2.
010	<b>WARNING</b>	Validate that the territories covered under section 2 are not covered by other existing territorial just transition plans.
011	<b>ERROR</b>	Validate when at least one programme specific indicator is defined in table 1 or 2, that a justification is provided.
012	<b>ERROR</b>	Validate that there is no justification provided when no programme specific indicator is defined in table 1 or 2.

An example of a validation window:



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



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 TJTP becomes **VALIDATED**.

## Mark the TJTP as completed

<b>REMARK</b>	<p>The TJTP can only be marked as complete once the <b>VALIDATION ERRORS</b> have been removed and the status is <b>VALIDATED</b>.</p> <p>Only completed Territorial Just Transition Plan versions can be referenced by Programme Versions covering JTF.</p> <p>The notification utility will be called to notify officials in charge of last Programme versions referring to the Territorial Just Transition Plan, that a newer version of the TJTP was completed. <b>Once a new version of the TJTP has been completed, the Programme should refer to that latest version of the TJTP.</b></p> <p>To mark the TJTP as completed, the User must have the role of <b>Member State Managing Authority</b> with <b>Send</b> access (<b>MSMAs</b>) for JTF.</p>
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1. Click on the **MARK AS COMPLETED** button to mark the TJTP as completed:

GENERAL

Version information ⓘ Edit

Reference	Version	Last modified	Current node	
<b>TJTP01SG</b>	<b>1.0</b>	20/12/2021, 14:15	<b>Italy</b>	<span>VALIDATED</span>

Title

The system will ask you to confirm the action:

Mark as complete

Are you sure you want to mark this Territorial Just Transition Plan as completed?

Cancel Confirm

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

The status of the TJTP is set to **COMPLETED**.

## Delete the TJTP

<b>REMARK</b>	The TJTP can only be deleted when the status is <b>OPEN</b> Or <b>VALIDATED</b> and resides on the owner node. To delete the TJTP, the User must have the role of <b>Member State Managing Authority</b> with <b>Update</b> access ( <b>MSMAu</b> ) for JTF. The delete is a physical delete and <b>cannot be recovered!</b>
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1. Click on the **DELETE** button to remove the TJTP from the system:

GENERAL

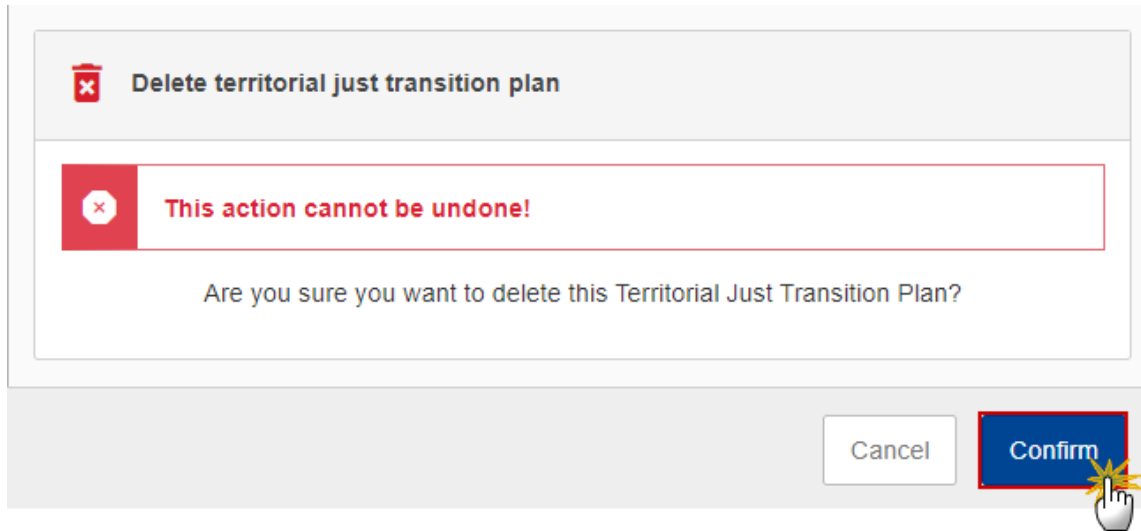
Version information ⓘ

Reference	Version	Last modified	Current node	
TJTP01SG	1.0	20/12/2021, 14:10	Italy	OPEN

1. Select the following:
  - (1) Select the icon with 3 vertical dots.
  - (2) Click on the **DELETE** button to remove the TJTP from the system.

The system will ask you to confirm the delete action:






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

## Create a New Version of the TJTP

<b>REMARK</b>	A new version needs to be created when the User needs to apply modifications and the last version is already completed. The last version of the TJTP is in status <b>COMPLETED</b> . To create a new version, the User must have the role of <b>Member State Managing Authority</b> with <b>Update</b> access ( <b>MSMAu</b> ) for JTF.
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1. Enter the current version of the TJTP in status **COMPLETED** and click on the **CREATE** button to create a new version of the TJTP:



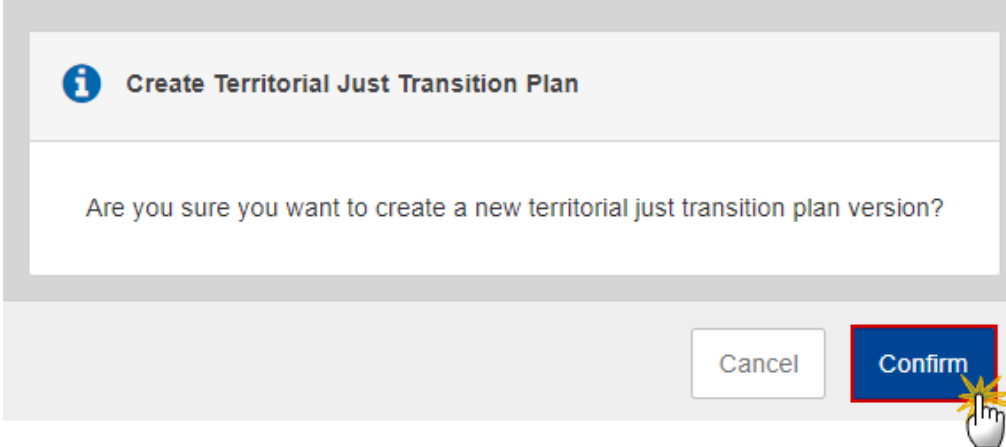
GENERAL

### Version information ?

Reference	Version	Last modified	Current node	
<b>TJTP01SG</b>	<b>1.0</b>	<b>20/12/2021, 13:20</b>	<b>Italy</b>	<span>✓ COMPLETED</span>

Title

The system will ask you to confirm the creation of a new version:



**i** Create Territorial Just Transition Plan

Are you sure you want to create a new territorial just transition plan version?

Cancel **Confirm**

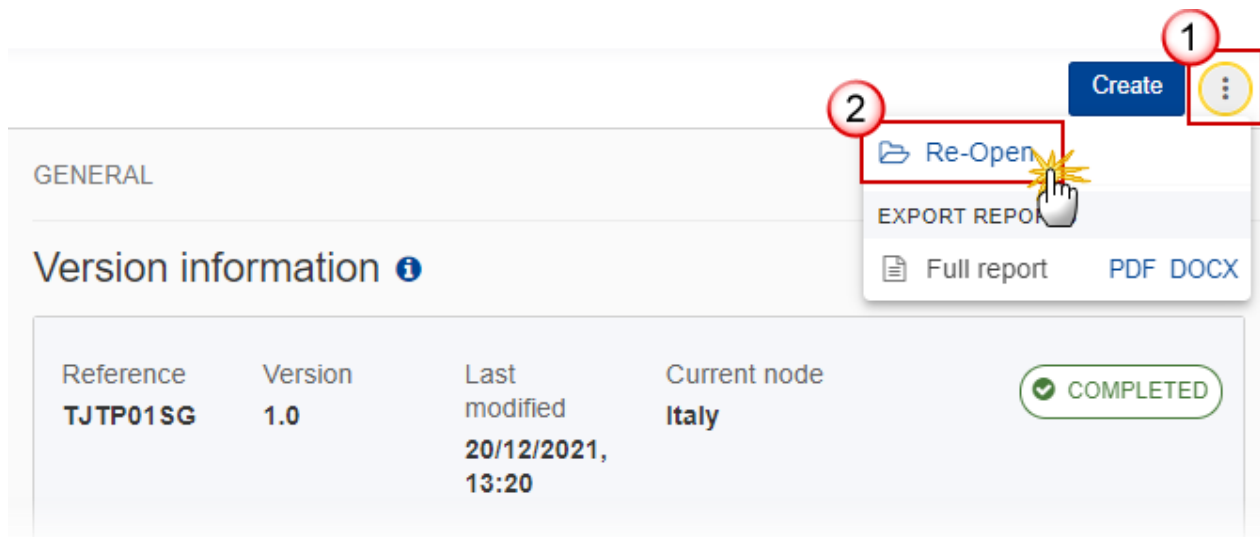
2. Click on **CONFIRM** to confirm. Click on **CANCEL** to return to the TJTP.

A new version of the TJTP has been created as a copy of the last version. Its status is set to **OPEN** and the version number is incremented by one.

## Reopen the TJTP

<b>REMARK</b>	<p>The Member State User can reopen a completed Territorial Just Transition Plan to apply some modifications.</p> <p>The TJTP version is in a status <b>COMPLETED</b>, has no Programme versions referring to it and no more recent TJTP versions exist.</p> <p>To reopen the TJTP, the User must have the role of <b>Member State Managing Authority</b> with <b>Update</b> access (<b>MSMAu</b>) for JTF.</p>
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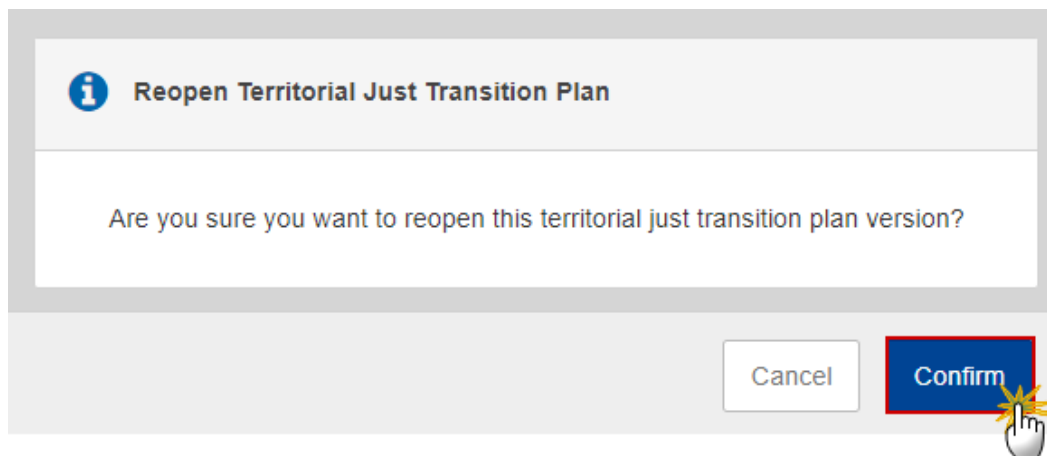
1. Click on the **REOPEN** button to reopen the TJTP:



The screenshot shows a user interface for managing Territorial Just Transition Plans (TJTP). A 'Create' button is visible in the top right. A menu icon (three dots) is also present. A red box highlights the 'Re-Open' button, which is being clicked by a hand cursor. A dropdown menu is open, showing 'EXPORT REPORT' and 'Full report PDF DOCX' options. A red box also highlights the 'Full report PDF DOCX' option. Below the menu, there is a table with the following data:

Reference	Version	Last modified	Current node	Status
TJTP01SG	1.0	20/12/2021, 13:20	Italy	COMPLETED

The system will ask you to confirm the reopen action:



The screenshot shows a confirmation dialog box titled "Reopen Territorial Just Transition Plan". The dialog asks "Are you sure you want to reopen this territorial just transition plan version?". There are two buttons at the bottom: "Cancel" and "Confirm". A hand cursor is clicking the "Confirm" button.

2. Click on **YES** to confirm. Click on **NO** to return to the TJTP.

The TJTP has been reopened and its status is set to **OPEN**.