

Transnational Cooperation Project (EAFRD)	2
Workflow .....	3
Create the Transnational Cooperation Project (EAFRD) .....	4
Record/Edit the Transnational cooperation project (EAFRD) .....	7
General .....	7
Version Information.....	7
Officials in Charge .....	9
History.....	10
Documents.....	11
Uploading & Sending Documents .....	11
Sending an unsent non-integral document .....	13
Deletion of an unsent document .....	15
Hiding a sent document .....	16
Observations.....	17
1. PROJECT MAIN INFORMATION.....	18
1.1 Cost .....	18
1.2 RDP priorities addressed and project themes .....	18
1.3 Additional information.....	20
2. COMPETENT MANAGING AUTHORITIES.....	22
3. INFORMATION ON CO-OPERATION PARTNERS.....	24
4. OTHER PARTNERS.....	28
Validate the Transnational cooperation project (EAFRD) .....	30
Send the Transnational cooperation project (EAFRD) .....	32
Delete the Transnational cooperation project (EAFRD).....	35
Create a New Version of the Transnational cooperation project (EAFRD) .....	36

# Transnational Cooperation Project (EAFRD)

## PURPOSE

This document describes the specifications of the use-cases related to the Transnational Co-operation (TNC) projects encoding and transmission procedure in the Shared Fund Management Common System period 2014-2020 (SFC2014).

Article 44(4) of EAFRD Regulation (EU) No 1305/2013 stands that:

**Member States shall communicate to the Commission the approved transnational co-operation projects.” (Art. 44(4) EAFRD Reg.)**

This document describes in detail:

- The content of the TNC Projects information to be submitted by the MS Managing Authorities;
- How to create/edit/delete/send/etc... this TNC Project in SFC2014 ;
- The validation rules that apply to the TNC Project data;
- The life-cycle (workflow) of this TNC Project within SFC2014.

## REGULATIONS

<b>CPR regulation</b>	Article 32; 34 and 35 of Regulation (EU) No 1303/2013
<b>EAFRD regulation</b>	Mainly article 44 and articles 52 and 54 of Regulation (EU) No 1305/2013

## ROLES

Roles involved in the Transnational cooperation project for EAFRD are:

<b>MS Managing Authority</b>	Record the TNC for EAFRD Upload the TNC for EAFRD Consult the TNC for EAFRD Delete the TNC for EAFRD Validate the TNC for EAFRD Send the TNC for EAFRD Return the TNC for EAFRD Create New Version of a TNC for EAFRD
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MS Audit Authority	Consult the TNC for EAFRD
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## FUNDS

EAFRD			
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## PRE-CONDITIONS

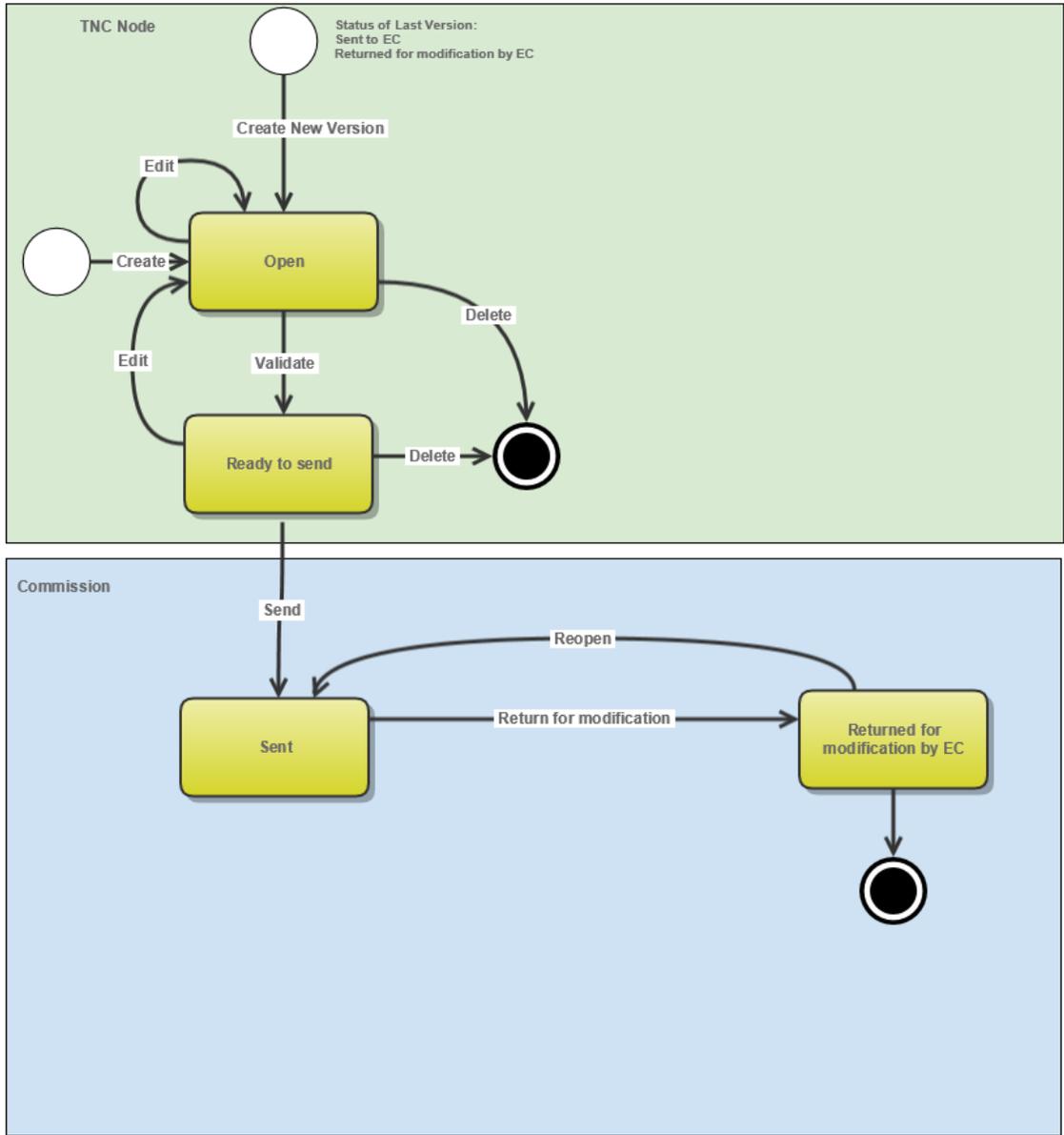
When creating, the user is logged in on the TNC Node.

When editing a version of a TNC Project, its status is 'Open' or 'Ready to send', and the TNC Project currently resides on the user's level and the user is also a MSMA on the owner Node of one of the covered Programmes.

## Workflow

This section shows the lifecycle to create and manage the Transnational cooperation project for EAFRD.

# TNC project State Diagram



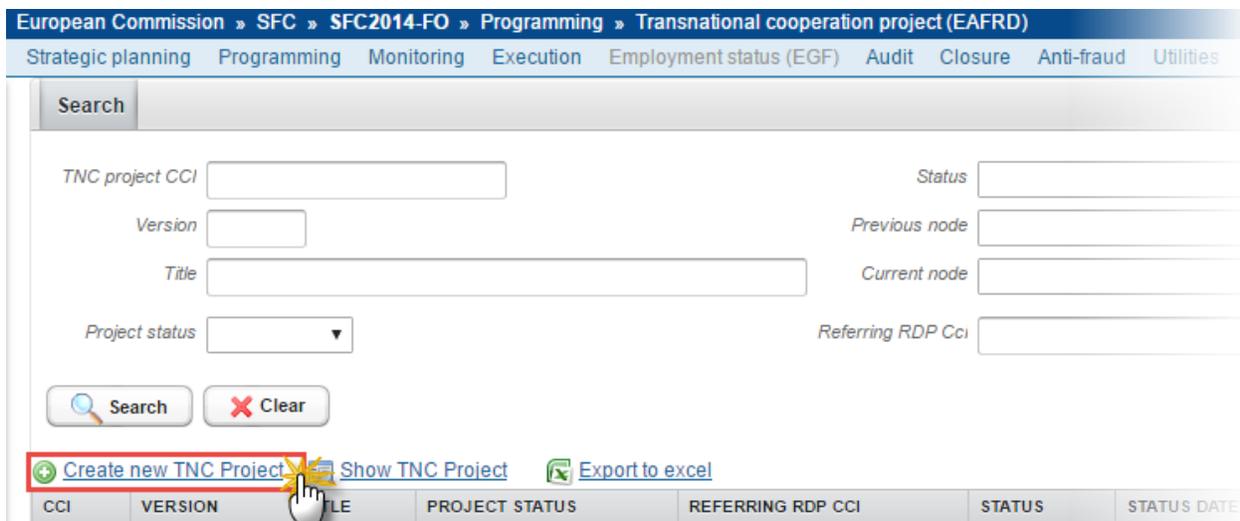
## Create the Transnational Cooperation Project (EAFRD)

<b>REMARK</b>	To create the Transnational cooperation project (EAFRD) you must have <b>MS Managing Authority with Update access on TNC node</b>
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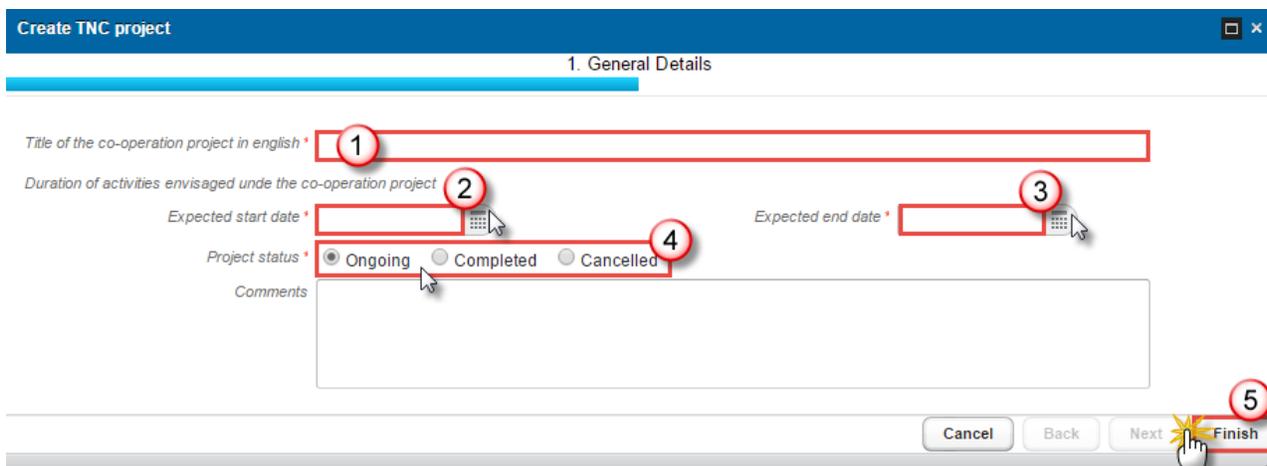
1. To access into the **TRANSNATIONAL COOPERATION PROJECT (EAFRD)** section, first click on the **PROGRAMMING** link (1) in the menu and then on the **Transnational cooperation project (EAFRD)** link (2).

The screenshot displays the 'SHARED FUND MANAGEMENT COMMON SYSTEM' interface for the 'Period 2014-2020 (SFC2014)'. The top navigation bar includes the European Commission logo and the system title. Below this, a breadcrumb trail shows the path: 'European Commission » SFC » SFC 2014-FO » Programming » Transnational cooperation project (EAFRD)'. A red circle with the number '1' highlights the 'Programming' link in the breadcrumb. Below the breadcrumb, a horizontal menu contains several options: 'Strategic planning', 'Programming', 'Monitoring', 'Execution', 'Employment status (EGF)', 'Audit', 'Closure', 'Anti-fraud', and 'Utilities'. The 'Programming' option is highlighted with a red circle and the number '1'. A dropdown menu is open under 'Programming', listing various project types. The 'Transnational cooperation project (EAFRD)' option is highlighted with a red circle and the number '2', and a mouse cursor is pointing at it. The dropdown menu also includes options like 'Operational programme (IGJ)', 'Cooperation programme (ETC)', 'Operational programme (FEAD)', 'Rural development programme (EAFRD)', 'Operational programme (EMFF)', 'Cooperation programme (IPA-CB)', 'National programme (AMIF,ISF)', 'Commission decision', 'Designation of authorities (IGJ,ETC,EMFF,IPA-CB,FEAD,AMIF,ISF)', 'Transitory designation of authorities (AMIF,ISF)', 'Transitory major project', 'Major project notification (Art.102(1) and 103)', 'Major project submission (Art. 102(2))', 'Other communications', 'Communication strategy', 'Ex-ante conditionality fulfilment report', 'Instrument for Pre-accession Assistance in Rural Development (IPA-RD)', and 'European innovation partnership (EAFRD)'. On the left side of the interface, there is a search bar and a 'Create new TNC Project' link. On the right side, there are input fields for 'Status', 's node', 't node', and 'DP Cci', and a table with columns 'STATUS', 'STATUS DATE', and 'PREVIOUS'.

2. Click on the **Create New TNC Project** link to create a new Transnational cooperation project (EAFRD).



You are redirected to the Transnational cooperation project (EAFRD) creation wizard:



3. Enter or Select the following information:

- (1) Enter the *Title of the co-operation project in english*
- (2) Select the *Expected start date of the activities envisaged under the co-operation project*
- (3) Select the *Expected end date of the activities envisaged under the co-operation project*
- (4) Select the *Project status*
- (5) Click on the **FINISH** button to confirm the creation.

The initial TNC Project 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 TNC Project. The status of the Transnational cooperation project (EAFRD) is **OPEN**.

## Record/Edit the Transnational cooperation project (EAFRD)

Find all the information to complete each screen of the Transnational cooperation project (EAFRD). Below are the links to the main sections:

### Transnational cooperation project (EAFRD):

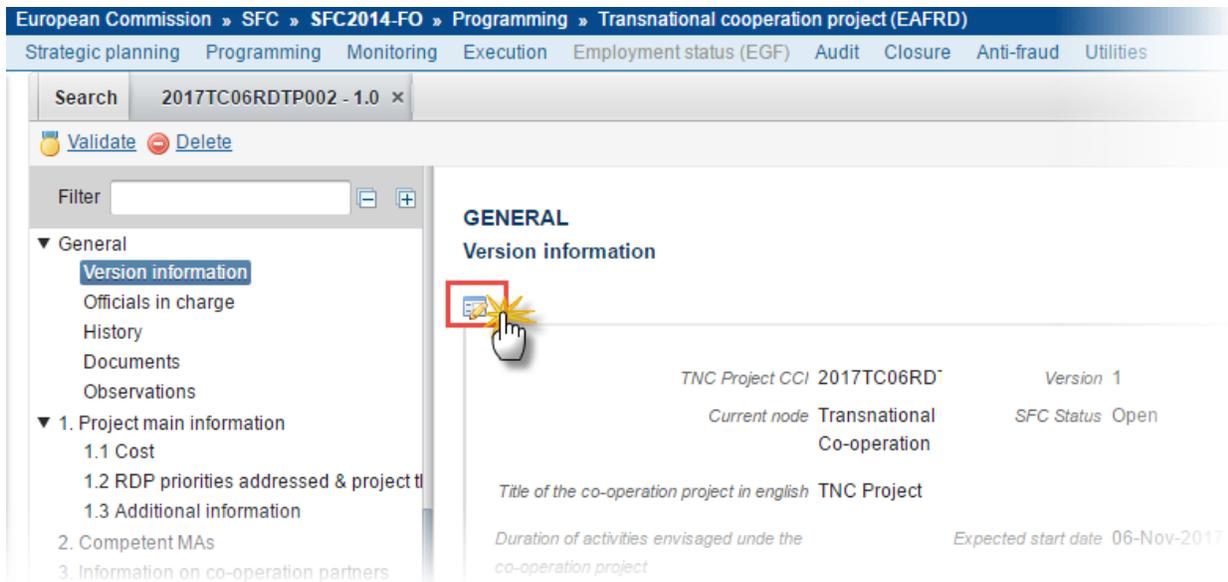
- [General](#)
- [1. PROJECT MAIN INFORMATION](#)
- [2. COMPETENT MANAGING AUTHORITIES](#)
- [3. INFORMATION ON CO-OPERATION PARTNERS](#)
- [4. OTHER PARTNERS](#)

## General

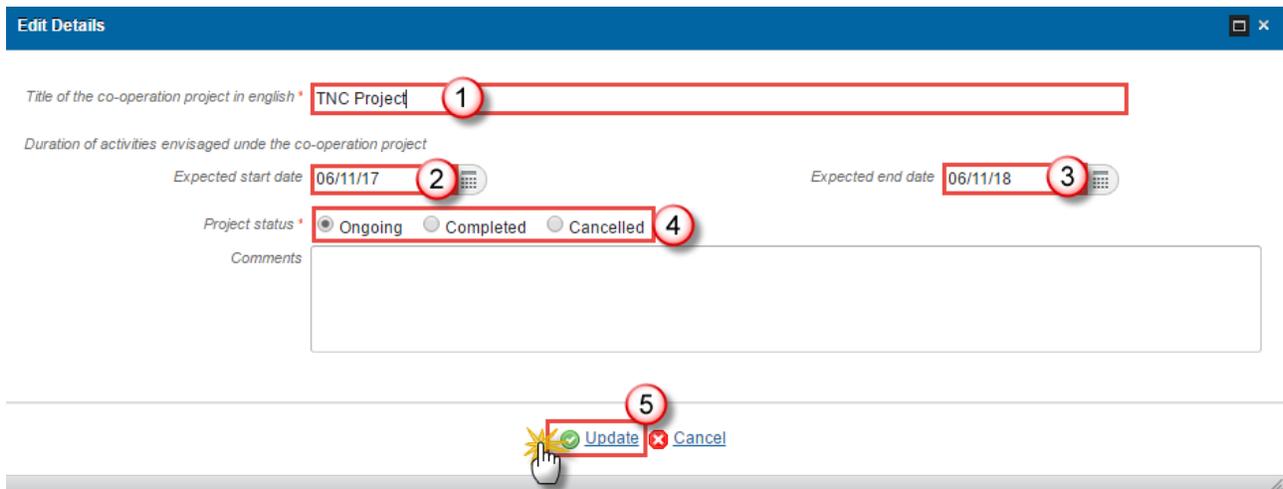
### *Version Information*

The Version Information contains information on the identification and status of the Transnational cooperation project (EAFRD) version; like the CCI, the Title, the Version Number, the Status, etc. It also shows the results of the last validation done on this version.

1. Clicking on the Edit button  will enable you to update the General details.



The Edit Details pop-up window appears:



2. Enter or select the modifications:

- (1) Enter the *Title of the co-operation project in english*
- (2) Select the *Expected start date* of the activities envisaged under the co-operation project
- (3) Select the *Expected end date* of the activities envisaged under the co-operation project
- (4) Select the *Project status*
- (5) Click on the [Update](#) button to confirm the changes.

## Officials in Charge

<b>NOTE</b>	Officials in Charge can be updated at any time, independent from the status of the Transnational cooperation project (EAFRD). The email is directly accessible via the email link.
-------------	--

### GENERAL

#### Officials in charge

+	✎	-					
NAME	PHONE	EMAIL	VALID FROM	VALID UNTIL	LANGUAGE		

- Click on the **ADD** button  to add a new official in charge.
  - Select an official and click in the **EDIT** button  to modify the information of this official.
  - Select an official and click on the **REMOVE** button  to delete the official in charge selected.
1. Click on the **ADD** button  to add a new official in charge.

### GENERAL

#### Officials in charge

+	✎	-					
NAME	PHONE	EMAIL	VALID FROM	VALID UNTIL	LANGUAGE		

The Edit Details popup window appears:

2. Enter the following information:

- (1) Enter the *Name*.
- (2) Enter the *Email*.
- (3) Click on [Update](#) to save the information.

<b>NOTE</b>	Commission Officials (email domain "ec.europa.eu") can only be created/updated/deleted by Commission Users.
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## History

This section shows all the actions that happened in the Transnational cooperation project (EAFRD) since it was created, for example:

### GENERAL History

STATUS	ACTION	COMMENTS	BY LEVEL	DATE	USER
Open	Edit		Transnational Co-operation	06-Nov-2017 14:17:20	<a href="#">Marisa Monte</a>
Open	Create		Transnational Co-operation	06-Nov-2017 14:06:23	<a href="#">Marisa Monte</a>

## Documents

The following document types will be foreseen:

Description	Non-Integral	Integral	System	Required
Other Member State Document	X			
Snapshot of data before send Snapshot of monitoring data before Send		X	X	X
TNC annex		X		

## Uploading & Sending Documents

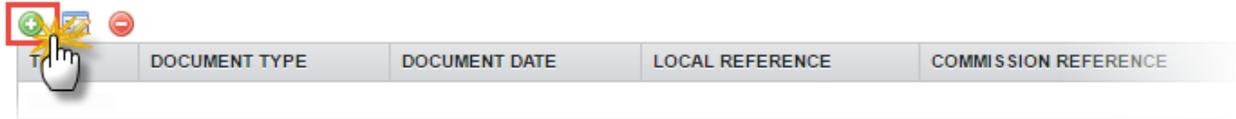
- Clicking on the **ADD** button  will open a pop up window allowing you to add a new document type with attachments.
- Selecting a document row and click in the **EDIT** button  will allow you to modify the document information.
- Selecting a row of a previously uploaded document and click on the **REMOVE** button  to delete the document and associated attachments.

<b>REMARK</b>	<p><b>Integral Documents</b> ('TNC annex') are only sent once the Project is sent.</p> <p><b>Referential/non-integral Documents</b> (ie. 'Other Member State Document') can be sent at any time independently of the status of the Project.</p> <p>The 'Other Member State Document' type demands a <u>manual submission</u> (they are NOT sent automatically within the Project). The other document types, integral documents, are automatically sent - together with the encoded data – when the Programme is submitted to the EC.</p> <p>A document is only visible to the Commission when the <b>SENT DATE</b> is visible.</p>
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1. Click on the **ADD** button  to add a new document.

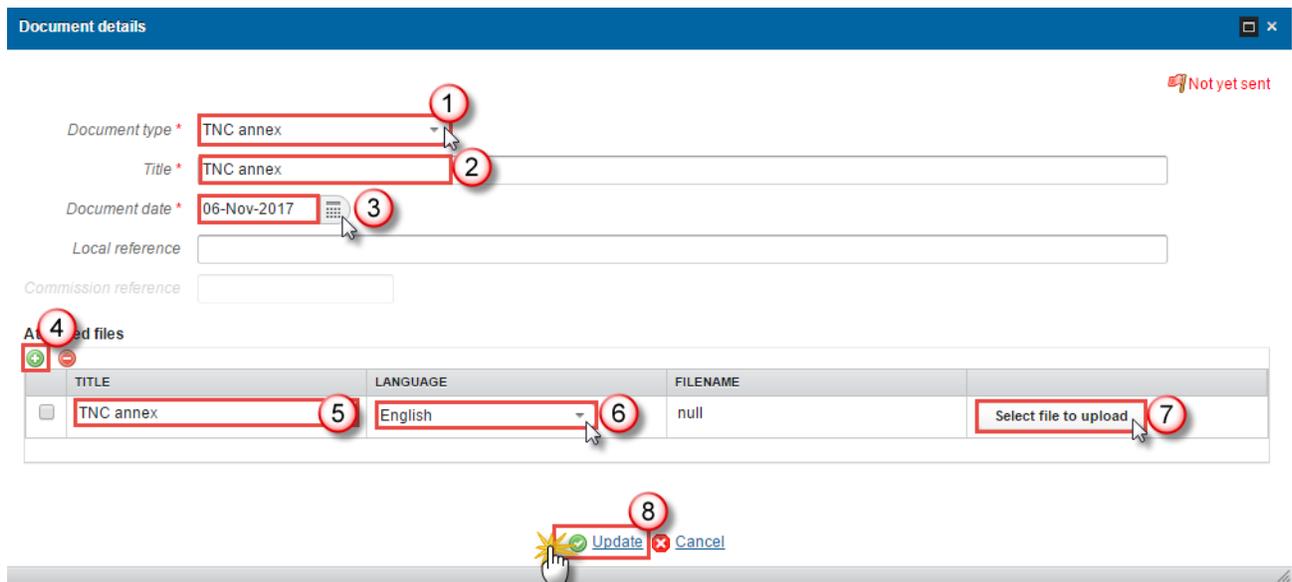
## GENERAL

### Documents annexed to the TNC project



T	DOCUMENT TYPE	DOCUMENT DATE	LOCAL REFERENCE	COMMISSION REFERENCE
---	---------------	---------------	-----------------	----------------------

The *Document details* pop-up window appears:



Document details Not yet sent

Document type \* TNC annex **1**

Title \* TNC annex **2**

Document date \* 06-Nov-2017 **3**

Local reference

Commission reference

**4** Add files

	TITLE	LANGUAGE	FILENAME
<input type="checkbox"/>	TNC annex <b>5</b>	English <b>6</b>	null <b>7</b> Select file to upload

**8** Update Cancel

2. Enter or select the following information:

- (1)** Select a *Document Type*
- (2)** Enter a *Title* for your Document
- (3)** Enter a Document Date
- (4)** Click on the **ADD** button  to add a new attachment
  - You can add multiple attachments by clicking on the **ADD** button 
  - You can remove unwanted attachments by selecting the attachment and clicking on the **REMOVE** button 
- (5)** Enter a *Title* for your attachment.
- (6)** Select the *Language* of the document.
- (7)** Select the *file* to upload.
- (8)** Click on Update to save the information.

<b>REMARK</b>	Commission Registration N° is only enabled for Commission Users, while Local Reference is only enabled for Member State Users.
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The pop-up window closes and the documents are uploaded.

## Sending an unspent non-integral document

- Once the document and attachment(s) have been uploaded select the document row in the list **(1)** and click on the **EDIT** button  **(2)**:

---

**GENERAL**

Documents annexed to this programme

TITLE	DOCUMENT TYPE	DOCUMENT DATE	LOCAL REFERENCE	COMI
draft test	Draft report of the ex-ante evaluation	01-Jan-2014		
test	Other Member State document	08-Jan-2014		

- Click on [Update & Send](#) to send the document to the Commission.

Document type \* Other Member State document 🚩 Not yet sent

Title \* test

Document date \* 08/01/14

Local reference

Commission reference

	LANGUAGE	FILENAME	
	Czech	calendar.pdf	Select file to upload



**REMARK**

The [Update & Send](#) option is only shown for documents which are non-integral and after at least one attachment was added.

If more than one file are uploaded from the same document table, when clicking the [Update & Send](#) link, will send all the files and not only the one(s) for which the check-box has been ticked.

When clicking the [Update & Send](#) link, will send all the files, even the one(s) for which the check-box has not been ticked.

**Document details**

Document type \* Other Member State Document 🚩 Not yet sent

Title \* OMSD

Document date \* 31/08/15

Local reference

Commission reference

**Attached files**

	TITLE	LANGUAGE	FILENAME	
<input checked="" type="checkbox"/>	OMSD	English	report.doc	Select file to upload
<input type="checkbox"/>	Document	English	report.doc	Select file to upload

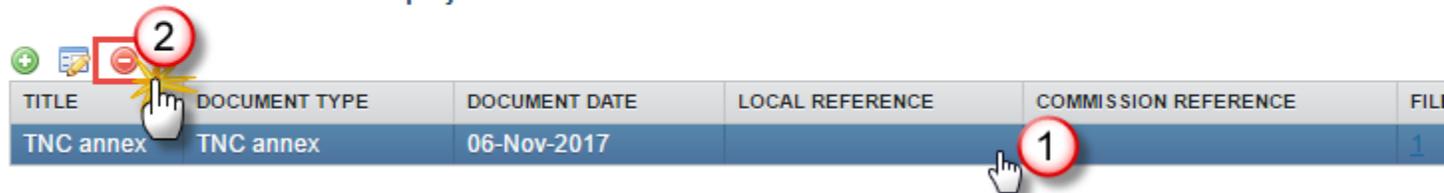
Update
  [Update & Send](#)
 Cancel

## Deletion of an unsent document

1. Select a row (1) of a previously uploaded document and click on the REMOVE button (2) to delete the document and associated attachments.

### GENERAL

#### Documents annexed to the TNC project



TITLE	DOCUMENT TYPE	DOCUMENT DATE	LOCAL REFERENCE	COMMISSION REFERENCE	FILE
TNC annex	TNC annex	06-Nov-2017			1

A confirmation window appears:

**Confirm delete document** ✖

*Title* TNC annex

*Document type* TNC annex

Do you really want to delete this document?

2. Click on [Yes](#) to confirm deletion. Click on [No](#) to return to the Transnational cooperation project (EAFRD) documents.

## Hiding a sent document

<b>NOTE</b>	Sent Documents can never be deleted, but the sender can decide to hide the content for the receivers in case of an erroneous and/or accidental send.
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1. Select a row **(1)** of a previously sent document and click on the **EDIT** button  **(2)** to hide the document and associated attachments.

### GENERAL

#### Documents annexed to this programme

TITLE	DOCUMENT TYPE	DOCUMENT DATE	LOCAL REFERENCE	COMI
draft test	Draft report of the ex-ante evaluation	01-Jan-2014		
test	Other Member State document	08-Jan-2014		

2. Select the **HIDE CONTENT** option and click on [Update](#) to hide the Operational Programme document.

**Document details** □ ×

🚩 Sent

*Document type* Other Member State Document

*Title* OMS

*Document date* 08/07/15

*Local reference*

*Commission reference*

**Attached files**

TITLE	LANGUAGE	FILENAME	HIDE CONTENT
OMS document	English	<a href="#">report.doc</a>	<input checked="" type="checkbox"/> 1

👉 2 ✓ Update ✗ Cancel

## Observations

This section is used to provide any relevant information to the Transnational cooperation project (EAFRD). It can be used as a type of 'chat' between the Member State and Commission.

**GENERAL**

**Observations** ⓘ

1

2 ➕ Add ✗ Cancel

1. Enter the following information:

(1) Enter an observation.

All users who have Read and Observation permission on the TNC Project will be able to send an Observation and participate in the conversation.

(2) Click on [Add](#) to save the information.

All Observations are kept against the specific version of the Transnational cooperation project (EAFRD).

## 1. PROJECT MAIN INFORMATION

### 1.1 Cost

This section is in read-only. Project cost are automatically calculated from section 3.

**1. PROJECT MAIN INFORMATION**

**1.1 Cost**

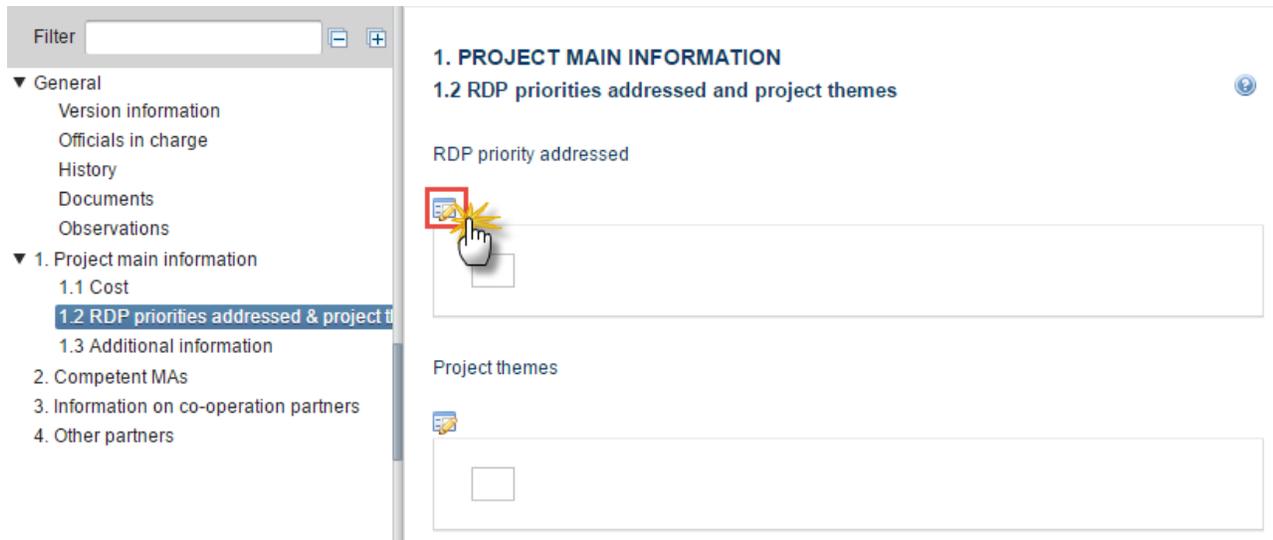
Project cost are automatically calculated from section 3. Information on co-operation partners

COMPETENT MANAGING AUTHORITY	TOTAL COST FOR THE LIFETIME OF THE CO-OPERATION PROJECT	EAFRD	OTHER PUBLIC CONTRIBUTION	PRIVATE CONTRIBUTION	FUND CONTRIBUTION
Total					

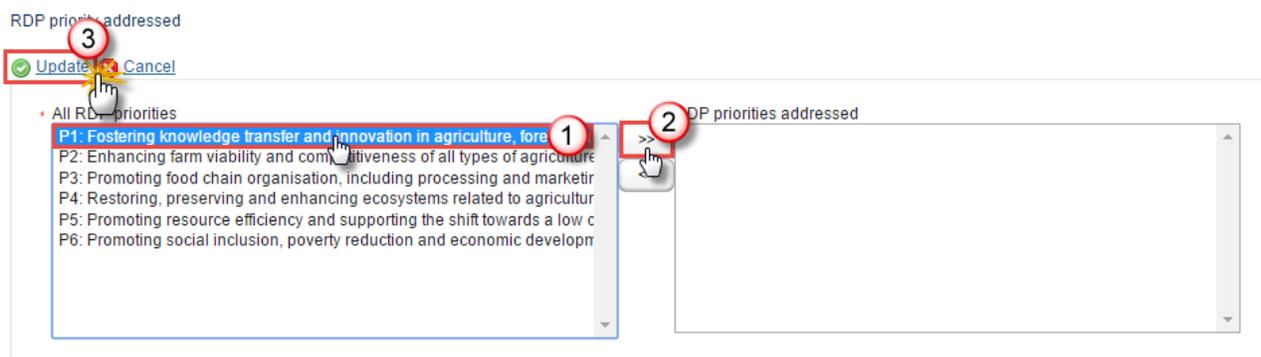
### 1.2 RDP priorities addressed and project themes

<b>REMARK</b>	The elements on this page, Priorities and Themes, can only be edited by the creator or by users who are defined as MSMA on the owner Node of the lead Programme defined in Section2.
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1. Clicking on the first **EDIT** button  will open a pop-up window allowing you to enter the *RDP priority addressed*

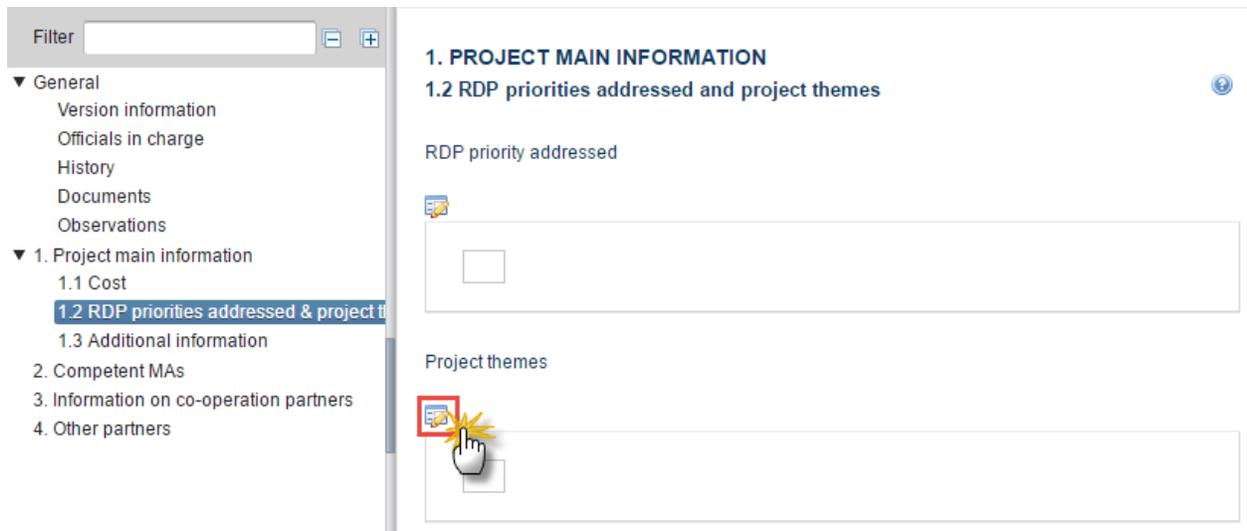


2. Select each RDP priority at a time **(1)** from the *All RDP priorities* box and click on the arrows pointing to the right **(2)** to make it pass to the *RDP priorities addressed* box. Once finished click on the [Update](#) button **(3)**.

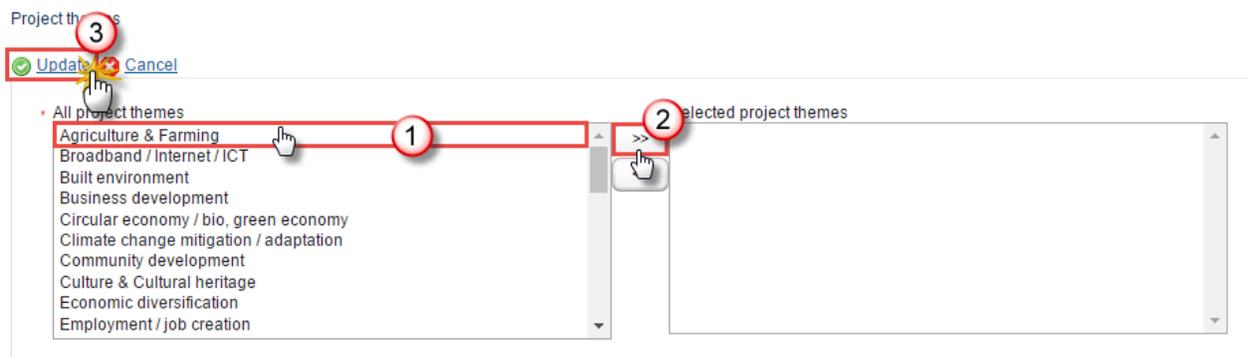


<b>REMARK</b>	At least one RDP priority is mandatory.
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3. Clicking on the second **EDIT** button  will open a pop-up window allowing you to enter the *Project themes*



4. Select each project theme at a time (1) from the *All project themes* box and click on the arrows pointing to the right (2) to make it pass to the *Selected project themes* box. Once finished click on the [Update](#) button (3).



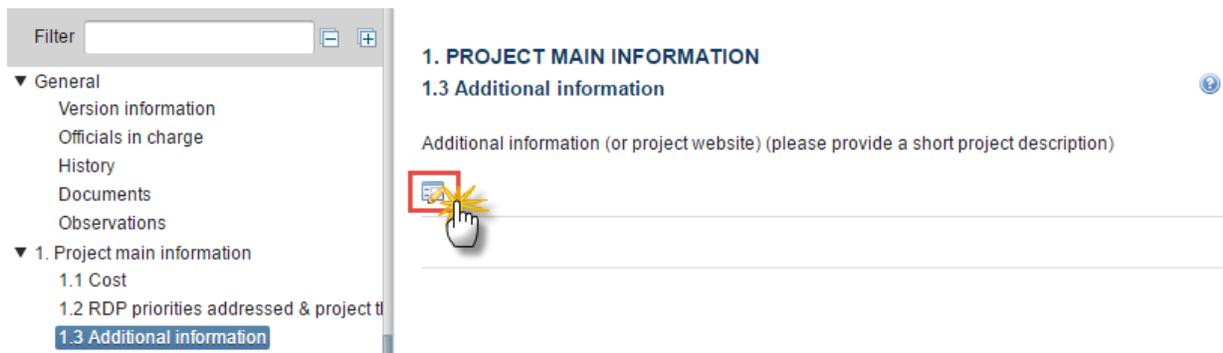
<b>REMARK</b>	At least one Project theme is mandatory.
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### 1.3 Additional information

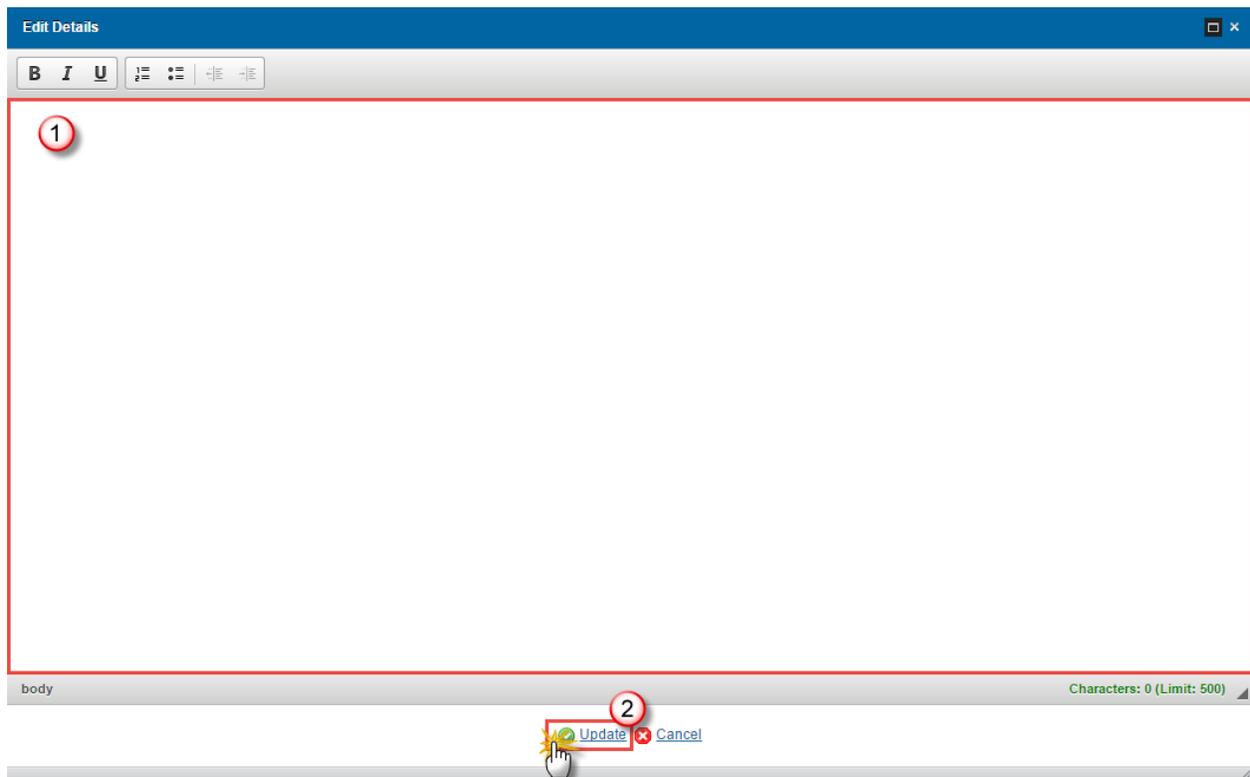
<b>REMARK</b>	This page can only be edited by the creator or by users who are defined as MSMA on the owner Node of the lead Programme defined in Section2.
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Additional information on the project can be provided either in form of a link to the project website or a short project description (up to 500 characters, spaces excluded).

1. Clicking on the **EDIT** button  will open a pop-up window allowing you to enter Additional information (or project website).



The Edit Details pop-up window appears:



2. Enter a short project description text **(1)** and click on the **Upload** button **(2)**

## 2. COMPETENT MANAGING AUTHORITIES

<b>REMARK</b>	This page can only be edited by the creator or by users who are defined as MSMA on the owner Node of the lead Programme defined in Section2 and at least one Competent Managing Authority must be created.
---------------	--

- Click on the **ADD** button  to add a new managing authority.
- Select an official and click in the **EDIT** button  to modify the information of this managing authority.
- Select an official and click on the **REMOVE** button  to delete the managing authority selected.

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



The *Edit Details* popup window appears:

2. Enter or select the following information:

**(1)** Select the *CCI - Name*.

The system displays all the allocated CCI (and CCI description) of all adopted EAFRD programme (except National Framework: NF), independently of the security on those Programmes

**(2)** Select Yes or No for the question *Is lead programme in SFC?*

<b>REMARK</b>	<p>The “Lead” checkbox indicates which Managing authority is in charge for the encoding in <u>SFC</u> of the common project information (version information, priorities, themes, additional information); for adding the other(s) Managing authority(ies) involved and for submitting the project to the Commission once all sections are completed.</p> <p>"Lead" doesn't mean that the Managing Authority is lead in the elaboration and the implementation of the TNC project itself</p> <p>The 'lead' checkbox can only be set on Programmes for which the user is defined as MSMA on its owner Node.</p>
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**(3)** The *Name of the Managing Authority* will be automatically filled based on the CCI’s name but you can manually change it if needed

<b>REMARK</b>	<p>In case of creation of a new Competent Managing Authority (non-Lead) (or if the <i>Official in charge email</i> of a non-Lead has been modified), a new pop-up window will be displayed in order to inform the user than an email notification will be sent to the <i>Official in charge email</i> and to the official email of the Competent Managing Authority. The system will ask the user to Confirm or Cancel the action.</p> <p>When a non-Lead Competent Managing Authority is added or if his <i>Official in charge email</i> has been modified, the system will send an email notification to the <i>Official in charge email</i> and to the official email of the Competent Managing Authority (if different than <i>Official in charge email</i>). The language(s) used in the notification email is (are) the official language(s) of the Competent Managing Authority country.</p> <p>When a Competent Managing Authority is deleted, the system will send an email notification to the <i>Official in charge email</i> and to the official email of the Competent Managing Authority (if different than <i>Official in charge email</i>). The language(s) used in the notification email is(are) the official language(s) of the Competent Managing Authority country.</p>
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**(4)** Enter the *Official in charge name*

**(5)** Enter the *Official in charge address*

**(6)** Enter the *Official in charge Telephone* (use prefix +XX)

**(7)** Enter the *Official in charge email*

(8) Click on [Update](#) to save the information.

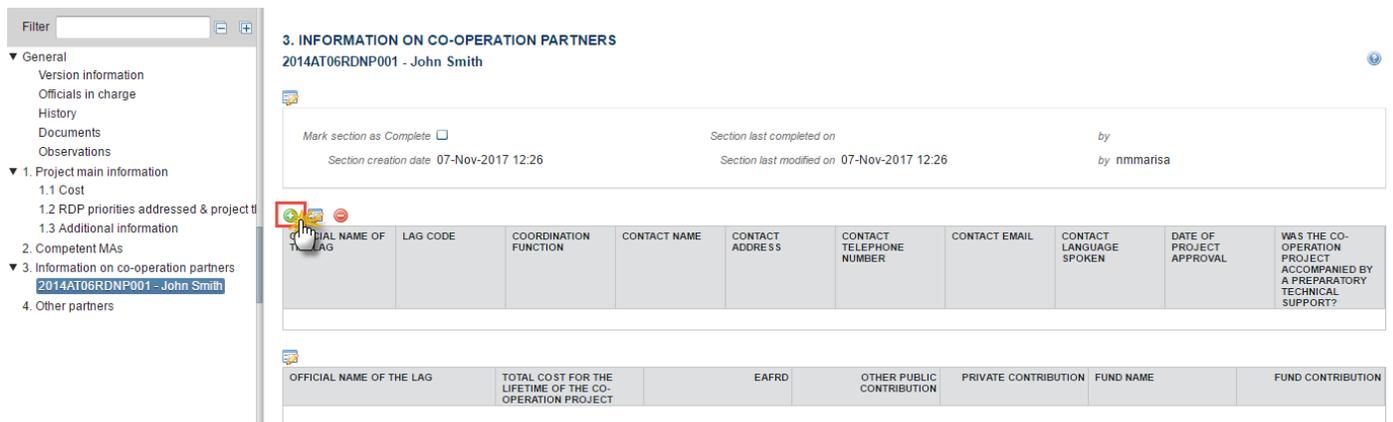
<b>REMARK</b>	Under section 3. Information on co-operation partners, a subsection for each Managing Authority (CCI + Name of the Managing Authority) encoded in the current section 2 will be automatically foreseen. In case of update or deletion, of a Managing Authority the related ToC of section 3 will be updated/deleted accordingly.
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### 3. INFORMATION ON CO-OPERATION PARTNERS

<b>REMARK</b>	This page can only be edited by users who are defined as MSMA on the owner Node of the related Programme defined in this Section2.
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- Click on the **ADD** button  to add a new Local Action Group (LAG)
- Select an official and click in the **EDIT** button  to modify the information of this Local Action Group (LAG).
- Select an official and click on the **REMOVE** button  to delete the Local Action Group (LAG)

1. Click on the **ADD** button  to add a new Local Action Group (LAG)



**3. INFORMATION ON CO-OPERATION PARTNERS**  
2014AT06RDNP001 - John Smith

Mark section as Complete  Section last completed on \_\_\_\_\_ by \_\_\_\_\_  
Section creation date: 07-Nov-2017 12:26 Section last modified on: 07-Nov-2017 12:26 by nmmarisa

OFFICIAL NAME OF THE LAG	LAG CODE	COORDINATION FUNCTION	CONTACT NAME	CONTACT ADDRESS	CONTACT TELEPHONE NUMBER	CONTACT EMAIL	CONTACT LANGUAGE SPOKEN	DATE OF PROJECT APPROVAL	WAS THE CO-OPERATION PROJECT ACCOMPANIED BY A PREPARATORY TECHNICAL SUPPORT?

OFFICIAL NAME OF THE LAG	TOTAL COST FOR THE LIFETIME OF THE CO-OPERATION PROJECT	EAFRD	OTHER PUBLIC CONTRIBUTION	PRIVATE CONTRIBUTION	FUND NAME	FUND CONTRIBUTION

The *Edit Details* popup window appears:

The screenshot shows a web form titled "Edit Details" with the following fields and callouts:

- 1**: Official name of the LAG \*
- 2**: LAG code \*
- 3**: Link to LAGS List (radio buttons for Yes/No)
- 4**: Name \*
- 5**: Address \*
- 6**: Official in charge telephone (use prefix +XX) \*
- 7**: Email \*
- 8**: Language spoken \*
- 9**: Date of project approval \*
- 10**: Was the co-operation project accompanied by a preparatory technical support? (radio buttons for Yes/No)
- 11**: Update button

**2.** Enter or select the following information:

- (1)** Enter the *Official name of the LAG*
- (2)** Enter the *LAG code*

<b>NOTE</b>	The <a href="#">Link to LAGs List</a> redirects to the LAG database of the ENRD website. The system SFC will <b>not</b> yet validate if the LAG name and code manually filled by the user really exist in this database
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- (3)** Select if it has a *Coordination function* ('Yes') or not ('No')
- (4)** Enter the *Name* of the Partner's contact person for co-operation
- (5)** Enter the *Address* of the Partner's contact person for co-operation
- (6)** Enter the *Official in charge Telephone* (use prefix +XX) of the Partner's contact person for co-operation
- (7)** Enter the *Email* of the Partner's contact person for co-operation
- (8)** Select the *Language spoken* by the Partner's contact person for co-operation
- (9)** Select the *Date of project approval*
- (10)** Tick 'Yes' or 'No' for the question '*Was the co-operation project accompanied by a preparatory technical support?*'
- (11)** Click on [Update](#) to save the information.

3. Click on the lowest **EDIT** button  to enter the requested information on the project cost

### 3. INFORMATION ON CO-OPERATION PARTNERS

2014AT06RDNP001 - John Smith

Mark section as Complete
 Section last completed on \_\_\_\_\_ by \_\_\_\_\_  
Section last modified on 07-Nov-2017 12:26 by nmmarisa  
Section creation date 07-Nov-2017 12:26

OFFICIAL NAME OF THE LAG	LAG CODE	COORDINATION FUNCTION	CONTACT NAME	CONTACT ADDRESS	CONTACT TELEPHONE NUMBER	CONTACT EMAIL	CONTACT LANGUAGE SPOKEN	DATE OF PROJECT APPROVAL	WAS THE CO-OPERATION PROJECT ACCOMPANIED BY A PREPARATORY TECHNICAL SUPPORT?
Nordburgenland Plus	AT-001	Yes	Jane Doe	Street	00000	jane.doe@email.c	English	31-Oct-2017	No

OFFICIAL NAME OF THE LAG	TOTAL COST FOR THE LIFETIME OF THE CO-OPERATION PROJECT	EAFRD	OTHER PUBLIC CONTRIBUTION	PRIVATE CONTRIBUTION	FUND NAME	FUND CONTRIBUTION
Nordburgenland Plus	0.00	0.00	0.00	0.00		0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>

The Edit Details popup window appears:

**Edit Details** ✖

Official name of the LAG \* Nordburgenland Plus

**Project cost in EUR**

Total cost for the lifetime of the co-operation project 0.00

Out of which

EAFRD \*  **1**

Other public contribution \*  **2**

Private contribution \*  **3**

If other funds have been raised, please indicate

Fund name  **4**

Fund contribution  **5**

**6**

4. Enter the amounts for the cost for the lifetime of the co-operation project out of which:

- (1)** EAFRD
- (2)** Other public contribution
- (3)** Private contribution

- (4) If other funds have been raised enter the *Fund name*
- (5) If other funds have been raised enter the *Fund contribution*
- (6) Click on the [Update](#) link to save the information.

<b>NOTE</b>	The Total cost for the lifetime of the co-operation project will be calculated automatically once the user clicks on the Update button.
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<b>REMARK</b>	Once the user has filled all the information concerning the partners, he must check the box <i>Mark section as Complete</i> . On marking this checkbox, the system will perform validation rules TNC140 and TNC160 and issue an alert when not successful. When successful, then a pop-up window will be displayed so the user can confirm the completion and in order to inform the user that a notification email will be sent to the creator of the TNC Project in SFC. The pop-up window will allow to Confirm or Cancel the action.
---------------	--

5. Click on the highest **EDIT** button  to mark section as complete

Filter

- ▼ General
  - Version information
  - Officials in charge
  - History
  - Documents
  - Observations
- ▼ 1. Project main information
  - 1.1 Cost
  - 1.2 RDP priorities addressed & project t
  - 1.3 Additional information
- ▼ 2. Competent MAs
- ▼ 3. Information on co-operation partners
  - 2014AT06RDNP001 - John Smith**
- ▼ 4. Other partners

### 3. INFORMATION ON CO-OPERATION PARTNERS

2014AT06RDNP001 - John Smith

mark section as Complete 
Section last completed on \_\_\_\_\_ by \_\_\_\_\_

Section creation date 07-Nov-2017 12:26
Section last modified on 07-Nov-2017 12:26 by nmmarisa

OFFICIAL NAME OF THE LAG	LAG CODE	COORDINATION FUNCTION	CONTACT NAME	CONTACT ADDRESS	CONTACT TELEPHONE NUMBER	CONTACT EMAIL	CONTACT LANGUAGE SPOKEN	DATE OF PROJECT APPROVAL	WAS THE CO-OPERATION PROJECT ACCOMPANIED BY A PREPARATORY TECHNICAL SUPPORT?

OFFICIAL NAME OF THE LAG	TOTAL COST FOR THE LIFETIME OF THE CO-OPERATION PROJECT	EAFRD	OTHER PUBLIC CONTRIBUTION	PRIVATE CONTRIBUTION	FUND NAME	FUND CONTRIBUTION

The field becomes editable

 **Update**
 **Cancel**

1

mark section as Complete 
Section last completed on \_\_\_\_\_ by \_\_\_\_\_

Section creation date 07/11/17 12:26
Section last modified on 07/11/17 12:26 by nmmarisa

6. Enter the following information:

(1) Tick on the box to *Mark section as Complete*

(2) Click on the [Update](#) link to save the information.

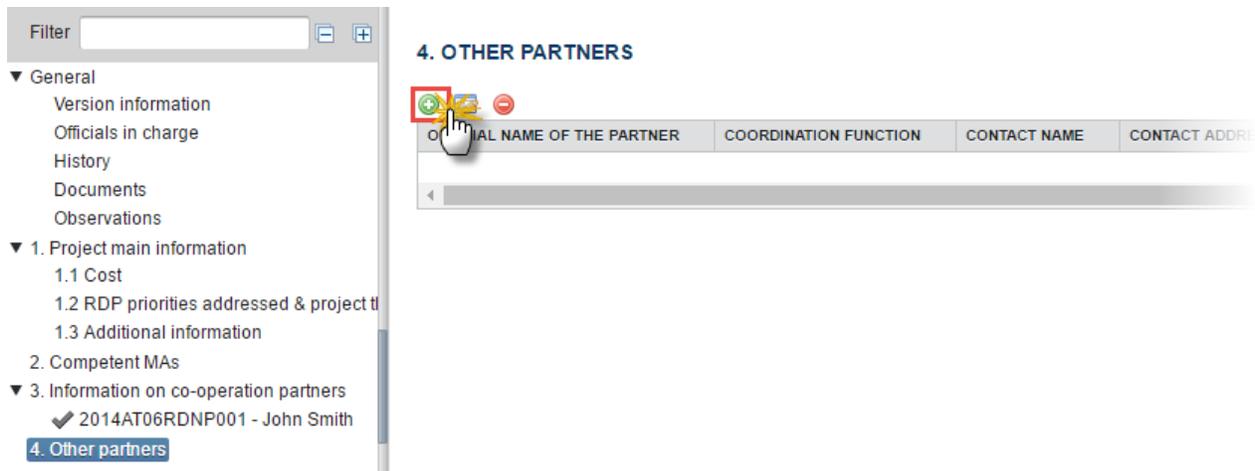
<b>REMARK</b>	<p>When this section is marked as completed, none of the elements except for the completion checkbox itself can be updated. In case of confirmation that the section is completed, the system will send an email to the creator of the TNC Project and to the Managing Authority Official email he belongs to.</p> <p>If the status of the project is still 'Open' or 'Ready to Send', the user can decide to uncheck the box in order to Mark the section as NOT Complete. Then a pop-up window will be displayed in order to inform the user that a notification email will be sent to the creator of the TNC Project in SFC. The system will ask the user to Confirm or Cancel the action.</p> <p>In case of confirmation that the section is not completed, the system will send an email to the creator of the TNC Project and to the Managing Authority Official email he belongs to.</p>
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## 4. OTHER PARTNERS

<b>REMARK</b>	<p>This page can only be edited by the creator or by users who are defined as MSMA on the owner Node of the lead Programme defined in Section2.</p>
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- Click on the **ADD** button  to add a new Partner
- Select an official and click in the **EDIT** button  to modify the information of this Partner
- Select an official and click on the **REMOVE** button  to delete the Partner

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



The *Edit Details* popup window appears:

2. Enter or select the following information:

- (1) Enter the *Official name of the partner*
- (2) Select if it has a *Coordination function* ('Yes') or not ('No')
- (3) Enter the *Name* of the Partner's contact person for co-operation
- (4) Enter the *Address* of the Partner's contact person for co-operation
- (5) Enter the *Official in charge Telephone* (use prefix +XX) of the Partner's contact person for co-operation
- (6) Enter the *Email* of the Partner's contact person for co-operation
- (7) Select the *Language spoken* by the Partner's contact person for co-operation

<b>NOTE</b>	The user can select one or several languages among the EU official languages.
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(8) Click on the [Update](#) link to save the information.

## Validate the Transnational cooperation project (EAFRD)

<b>REMARK</b>	<p>The Transnational cooperation project (EAFRD) can be validated when it is in a status 'OPEN'.</p> <p>It is a must to have the role of MS Managing Authority Update on the owner Node of the lead Programme defined in Section2.</p>
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1. Click on the [Validate](#) link to validate the Transnational cooperation project (EAFRD).

The screenshot shows the European Commission SFC2014-FO Programming interface for a Transnational cooperation project (EAFRD). The breadcrumb navigation is: European Commission » SFC » SFC2014-FO » Programming » Transnational cooperation project (EAFRD). The search bar contains '2017TC06RDTP010 - 1.0'. Below the search bar, there are two buttons: 'Validate' (highlighted with a red box and a mouse cursor) and 'Delete'. A sidebar on the left shows a tree view with 'General' expanded, containing '1. Project main information', '2. Competent MAs', '3. Information on co-operation partners', and '4. Other partners'. The main content area is titled 'GENERAL Version information' and displays the following details:

TNC Project CCI	2017TC06RDTP010	Version	1
Current node	Transnational Co-operation	SFC Status	Open
Title of the co-operation project in english: TNC project			

The Validation results popup window appears:

2. Click on 'Ok'

## Validation results

TNC project

CCI 2017TC06RDTP010

Version 1.0

Status Open

### Latest validation results

SEVERITY	CODE	MESSAGE
Info		Tnc Project version has been validated.



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

Code	Validation Rule	Severity
	TNC Project version has been validated	INFO
10	General/Version information: validate that field 'Title of the project ' is filled (implicit in web and web service)	ERROR
30	General/Version information: validate that 'Project Period' (expected start year and expected end year) is filled (implicit in web and web service)	ERROR
40	General/Version information: validate 'expected start year' >=2014	ERROR
50	General/Version information: validate that 'Project Status' is filled (implicit in web and web service)	ERROR
70	General/Person in charge: validate at least one person Official in charge (Project coordinator) must be defined.	ERROR

80	Section General/Document: validate that all integral documents have at least one attachment with a length > 0	ERROR
100	Section 1.2: validate that at least one priority is addressed	ERROR
110	Section 1.2: validate that at least one project theme is addressed	ERROR
120	Section 1.3: validate that field 'Additional information' is filled	ERROR
130	Section 2: validate that at least one Competent Managing Authority is filled and validate that all mandatory fields of a Competent Managing Authority are correctly filled (implicit in web and web service)	ERROR
140	Section 3: validate that at least one Partner by Competent managing Authority is filled	ERROR
150	Section 3: validate that at all mandatory fields of a Partner details are correctly filled (implicit in web and web service)	ERROR
160	Section 3: validate that the total cost of the lifetime of the project must be greater than zero in section 3 for CCI: 2014XX06RDRPXXX and official LAG name: aa (implicit in web and web service)	ERROR
170	Section 3: validate that all Partners sub-sections are marked as Completed	ERROR
180	Section 4: validate that at all mandatory fields of Other Partner details are correctly filled (implicit in web and web service)	ERROR
190	Section 2: validate that there is one lead Competent Managing Authority	ERROR

After all errors have been resolved the status of the Transnational cooperation project (EAFRD) becomes **READY TO SEND**.

## Send the Transnational cooperation project (EAFRD)

<b>REMARK</b>	<p>The Transnational cooperation project (EAFRD) can only be sent once the <b>Validation Errors</b> have been removed and the status is '<b>READY TO SEND</b>'.</p> <p>It is a must to have the role of <b>MS Managing Authority with Send access</b> and that the TNC Project currently resides on the owner node. The user must be the creator or defined as MSMA on the owner Node of the lead Programme defined in Section2.</p> <p>The '<b>4 eye principle</b>' must be respected. Therefore, the user sending must be different from the user who last validated.</p>
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1. Click on the [Send](#) link to send the Transnational cooperation project (EAFRD) to the Commission.

The screenshot shows the European Commission SFC2014-FO Programming interface for a Transnational cooperation project (EAFRD). The breadcrumb navigation is: European Commission » SFC » SFC2014-FO » Programming » Transnational cooperation project (EAFRD). The search bar contains '2017TC06RDTP010 - 1.0'. A red box highlights the 'Send' button, which is being clicked by a mouse cursor. The 'Delete' button is also visible. The left sidebar shows a navigation menu with 'General' expanded, and 'Version information' selected. The main content area displays 'GENERAL Version information' with details for 'TNC Project CCI 2017TC06RDTP010 Version 1'. The 'Current node' is 'Transnational Co-operation' and the 'SFC Status' is 'Ready to send'. The 'Title of the co-operation project in english' is 'TNC project'. The 'Duration of activities envisaged under the co-operation project' is blank, and the 'Expected start date' is '07-Nov-2017'. The 'Project status' is 'Ongoing'.

The system will ask you to confirm the send action:

The screenshot shows a confirmation dialog box with a blue header bar and a close button (X) in the top right corner. The text inside the dialog reads: 'CCI 2017TC06RDTP010 Version 1.0'. Below this, it says 'Snapshot of data before send' followed by a blue link: 'Transnational Co-operation Project Snapshot of data before send 2017TC06RDTP010 1.'. The main question is 'Do you really want to send this version of TNC project?'. At the bottom, there are two buttons: 'Yes' (with a green checkmark icon) and 'No' (with a red X icon). A mouse cursor is clicking on the 'Yes' button.

2. Click on [Yes](#) to confirm or click on [No](#) to return to the Transnational cooperation project (EAFRD).

The Sending of information by a Member State to the Commission should be electronically signed in accordance with **Directive 1999/93/EC**.

Sending of the different objects is generating a snapshot document and after the sending an acknowledge document is generated by the European Commission.

This acknowledge document is signed but the Member State was not signing the snapshot document. The EU Login now provides a functionality of signing without forcing the user to have a certificate. The action to sign will only be triggered when sending to the European Commission:

**EU Login**  
One account, many EU services

Where is ECAS? English (en)

SFCtestSilvia SUPPORT

## Sign a transaction

Welcome **SFCtestSilvia SUPPORT**, you have been requested to digitally sign a transaction.  
Please authenticate with your EU Login password to perform the signature.

Requested by **intragate.test.ec.europa.eu**

Description: **Implementation report Snapshot of data before send 2014AT06RDNP001 2016.0**

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

**Password**

**1**

**2** **Sign**

[Printer-friendly Version](#) | [See the complete transaction](#)

3. Sign the transaction by doing the following steps:

- (1) Enter your SFC2014 *Password*
- (2) Click on the '**Sign**' button

On success, the Transnational cooperation project (EAFRD) version has been sent to the Commission and the status is set to **SENT**.

## Delete the Transnational cooperation project (EAFRD)

<b>REMARK</b>	<p>A Transnational cooperation project (EAFRD) can be deleted only if its version currently resides on the owner's Node and the status is '<b>OPEN</b>', '<b>READY TO SEND</b>' and <u>has never been sent to the Commission before</u> and has no sent documents attached.</p> <p>It is a must to have the role of <b>MS Managing Authority with Update access</b>. The TNC Project must currently resides on the owner node and the user is the creator or is defined as MSMA on the owner Node of the lead Programme defined in Section2.</p>
---------------	--

1. Click on the [Delete](#) link to remove the Transnational cooperation project (EAFRD) from the system.

The screenshot shows the European Commission SFC system interface. The breadcrumb navigation is: European Commission » SFC » SFC2014-FO » Programming » Transnational cooperation project (EAFRD). Below this are tabs for Strategic planning, Programming, Monitoring, Execution, Employment status (EGF), Audit, Closure, Anti-fraud, and Utilities. A search bar contains '2017TC06RDTP010 - 1.0'. Below the search bar are 'Send' and 'Delete' buttons, with the 'Delete' button highlighted in a red box and a mouse cursor clicking it. A left sidebar contains a 'Filter' box and a tree view with categories: General (Version information, Officials in charge, History, Documents, Observations), 1. Project main information (1.1 Cost, 1.2 RDP priorities addressed & project t, 1.3 Additional information), 2. Competent MAs, 3. Information on co-operation partners (2014AT06RDNP001 - John Smith), and 4. Other partners. The main content area is titled 'GENERAL Version information' and displays project details: TNC Project CCI 2017TC06RDTP010, Version 1, Current node Transnational Co-operation, SFC Status Ready to send, Title of the co-operation project in english TNC project, Duration of activities envisaged under the co-operation project, Expected start date 07-Nov-2017, and Project status Ongoing.

The system will ask you to confirm the delete action:

Delete confirmation x

CCI 2017TC06RDTP010  
Version 1.0

Do you really want to delete this version of TNC project?



2. Click on [Yes](#) to confirm or click on [No](#) to return to the Transnational cooperation project (EAFRD).

On success, the Transnational cooperation project (EAFRD) is removed physically from the system.

<b>NOTE</b>	An email notification will be sent to the official in charge email and official email of all Competent Managing Authority involved in the project.
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## Create a New Version of the Transnational cooperation project (EAFRD)

<b>REMARK</b>	<p>A New Version can only be created when the last Transnational cooperation project (EAFRD) version is in status '<b>RETURNED FOR MODIFICATION BY EC</b>' OR '<b>SENT</b>'.</p> <p>It is a must to have the role of <b>MS Managing Authority with Update</b> access, the user must be logged in on the owner Node and the user must be the creator or defined as MSMA on the owner Node of the lead Programme defined in Section2.</p>
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1. Click on the [Create New Version](#) link to create a new version of the Transnational cooperation project (EAFRD).

European Commission » SFC » SFC2014-FO » Programming » Transnational cooperation project (EAFRD)

Strategic planning Programming Monitoring Execution Employment status (EGF) Audit Closure Anti-fraud Utilities

Search 2017TC06RDTP010 - 1.0 x

[Create new version](#)

Filter

- General
  - Version information**
  - Officials in charge
  - History
  - Documents
  - Observations
- 1. Project main information
  - 1.1 Cost
  - 1.2 RDP priorities addressed & project t
  - 1.3 Additional information
- 2. Competent MAs
- 3. Information on co-operation partners
  - ✓ 2014AT06RDNP001 - John Smith
- 4. Other partners

**GENERAL**  
Version information

TNC Project CCI 2017TC06RDTP010 Version 1  
Current node European Commission SFC Status Sent

Title of the co-operation project in english TNC project

Duration of activities envisaged under the co-operation project Expected start date 07-Nov-2017

Project status Ongoing

Referring RDP Cci 2014AT06RDNP001 John Smith

Comments

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

**Create new version confirmation** x

CCI 2017TC06RDTP010  
Version 1.0

Do you really want to create a new TNC project version?

[Yes](#) [No](#)

- Click on **Yes** to confirm. Click on **No** to return to the Transnational cooperation project (EAFRD).
- On success, a new version of the Transnational cooperation project (EAFRD) has been created as a copy of the previous version, with a version number identical to the previous and a working version number incremented by one. Its status was set to '**OPEN**'.