



The Annual Implementation Report FAQ

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Purpose of these functionalities

Indicators set: The indicator functionality provides the tools needed to prepare the indicators that will be used in the annual implementation report.

The indicators themselves should already be described in the text of the operational programmes in accordance with art. 37.1(c) of 1083/2006. In order to fulfil the requirements of the annex XVIII of 1828/2006 these indicators must be supplied in a table complete with targets, baselines and achievements (art. 67.2(a) of 1083/2006).

The purpose of the indicator functionality is to pre-fill this table with the indicator information thereby simplifying the subsequent preparation and submission of the annual implementation report.

Annual (Final) Implementation Report: This module provides the tool to prepare and send the Annual Implementation Report. In order to send this report, all the data requested by the regulations must be encoded using the menus provided as detailed below.

Regulation source

The **Indicators** set should already be described in the text of the operational programmes in accordance with art. 37.1(c) of 1083/2006. In order to fulfil the requirements of the annex XVIII of 1828/2006 these indicators must be supplied in a table complete with targets, baselines and achievements (art. 67.2(a) of 1083/2006).

Annual (Final) Implementation Report:

For ERDF/CF: annex XVIII and part C of annex II of 1828/2006

For ESF: annex XVIII and part C of annex II of 1828/2006 and annex XXII of 1828/2006 as well.

For EFF: annex XIV of 498/2007.

Concerned Funds

Indicators set	ERDF/CF	ESF	
Annual (Final) Implementation Report	ERDF/CF	ESF	EFF

User roles and permission needed

Member State Managing Authority with Update and Send permissions (MSMA U+S) for ERDF/CF, ESF or EFF

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1. The Indicator Set

1.1. AIR and Indicators Background Information

The Annual Implementation Report (AIR) consists in two different dossiers:

- The **Annual Implementation Report** itself and the corresponding **set of Indicators**.
1. These dossiers are related, this means that:
 - If an Annual Report is returned by the Commission to the Member State, the corresponding Indicators set is returned automatically, too.
 - In this case, the Member State must send again the indicators to the Commission (with the necessary corrections, if any) prior to sending the corrected Annual Implementation Report.
 - Also, when validating and sending the Annual Report for the first time, be sure that the corresponding set of indicators has already been sent to the Commission; Indicators have to be sent to the commission at AIR Validation in order to Validate and send the AIR.
 2. Indicators are Independent from the AIR:
 - Indicator Sets are created on new Operational Programme (OP) versions or when a previous set (linked to current OP version) is in status accepted and updates need to be made to the indicator data.
 3. The AIR is linked to the latest version of an OP in status Decision Taken which has a set of indicators linked to it.
 - On creation the AIR will display all indicator sets linked to that OP adopted in or before the reporting year.

1.2. Deleting Indicator Versions

In version2+ of the Indicators set, if an Indicator was used in the previous version, you will not be able to delete the Indicator **detail**.

- To delete the information on an indicator so that it will not be seen in the corresponding AIR:
 - Remove any values from the Baseline and Targets tab
 - Remove the Indicator Usage
- This will not block you from completing the Indicator set
- The Indicator detail only serves as a history so there is a trace of the indicators used in the previous version.

NOTE

Modifying the data in Version 2+ reflects in version 1 even though you can't delete the indicator that exists in version 1. This is due to the fact that the indicators refer to the OP. So changes to the indicators are general and not by version.

2. The Annual Implementation Report

2.1. AIR: Financial Tables

The table for the financial implementation under point 2.1 of Annex XVIII of Regulation 1828/2006 has been simplified. (See Annex I of Regulation 832/2010).

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This means that:

1. The initial financial table (Financial Information per Priority Axis) is not mandatory anymore.
2. A second financial table (Financial information based on already declared and certified eligible expenditure (EUR)), generated by the system and based on the last declaration of expenditure of the reporting year, is automatically added.
 - Please note that there is no value calculated for the Grand Totals for columns B and E.

Please refer to the Member State quick guide (pg20) where this information is included:

http://ec.europa.eu/employment_social/sfc2007/sfc2007_help/documents/sfc2007_ms_howto_create_cf_ind_air.pdf.

2.2. AIR: Validation Error – Annex XXIII (Annex 23)

- Annex 23 is the "data on participants" (for EMPL AIRs only) and none of these fields are updated automatically. The user must manually enter all values.
- The 'carried over' refers to people carried over a previous year to a new year and is indeed calculated by the system.

BUT

- If only the data on participants for the current year was entered, the system cannot identify the carried over people from previous year.
- For this, data on participants for previous years needs to be entered.

Year:	Indicator	Total In	Woman In	Total Out	Woman Out
2008	1-ANC Total number of participants	1,377	697	549	238
2008	1-ANO Employed	465	282	0	0
2008	1-ANO of which self-employed	107	63	0	0
2008	1-ANO Unemployed	894	400	0	0
2008	1-ANO of which LTU	342	124	0	0
2008	1-ANO Inactive	14	-5	0	0
2008	1-ANO of which in education/training	24	-10	0	0

2.3. AIR: Validation Error - missing values for Indicators

- The application shows the error message: "For each Indicator a value or an Exception Code should be specified" during the validation of the Annual Implementation Report:
 - Because there are some values/exception codes missing for some Indicators. Data should be entered for ALL Indicators (for all years & total).
- The system is able to display a limited number of errors/warning (12 lines), so the errors will persist until you put a value for each indicator.

2.4. NUTS Codes

The validation in the AIR is separate from the validation in the OP. If the NUTS codes in the AIR are different than those in the OP:

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- The AIR should contain the new NUTS code(s), while the ones in the OP stay the OLD ones. Whenever you want/need to create a new version of the OP, you will also have to provide the new NUTS code(s):
- <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2007:039:0001:0037:EN:PDF>.

2.5. Monitoring Committee Warning

- Upon Validation you receive the message: "The document type "Monitoring Committee Reports and Conclusions" with a Meeting Date equal to the Monitoring Committee Approval Date should be uploaded in the Monitoring Committee menu for this Operational Programme."
 - This is only a WARNING and does not block you from sending the AIR.

3. Categorisation Sheet

Please read the available FAQs in the help page:

http://ec.europa.eu/employment_social/sfc2007/sfc2007_help/documents/categorisation-faq2009.pdf

3.1. General Help

1. The Categorisation Sheet (in the Annual Implementation Report) should be uploaded via the 'Documents' tab and by selecting the document Type: Categorisation Sheet.

The screenshot shows the SFC2007 web application interface. At the top, there is a navigation bar with 'Help', 'Home', and 'Logout' links. Below this is a header for 'System for Fund management in the European Community 2007-2013'. The main content area is divided into several tabs: 'General', 'Indicators', 'Data on Participants', 'Financial Detail', 'Documents' (which is highlighted with a red circle), and 'In Charge'. Under the 'Documents' tab, the 'Document Details' section is visible. It contains several input fields: 'Type' (a dropdown menu with 'Categorisation Sheet' selected), 'Title' (a text box containing 'Annual/Final Implementation Report for ERDF/CF, ESF and EFF'), 'Document Date' (a text box with 'Categorisation Sheet' selected), 'Commission Registration N°' (a text box with 'Other Member State Document' selected), 'Language' (a dropdown menu), and 'Local Reference' (a text box). There is also a 'Comments' text area. Below the 'Document Details' section is an 'Attachments' section with a table showing no results found. At the bottom of the page, there are links for 'Return to Display' and 'Return to Document List'.

2. You must use the Categorisation Sheet template available via the Help page (link found at the top right of the SFC2007 screen), or by directly following this link:
http://ec.europa.eu/employment_social/sfc2007/sfc2007_help/index.htm

Please no not change any of the formatting of this document.

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3. There is also a Quick guide available on the Help page for information on completing the AIR:
http://ec.europa.eu/employment_social/sfc2007/sfc2007_help/documents/sfc2007_ms_howto_create_sfcf_ind_air.pdf
4. For information on the codes for the different dimensions you can refer to the Categorisation Sheet FAQ:
http://ec.europa.eu/employment_social/sfc2007/sfc2007_help/documents/categorisation-faq2009.pdf and the Commission Regulations: Commission Regulation (EC) No 1828/2006, which can be found here: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32006R1828:EN:NOT>
5. Technically the system expects the sheet to contain the data related to the dimensions. Comments or blank sheets are not technically accepted in the system. In order to receive advice on the contents to be entered you should contact the person in charge of the dossier.

3.2. Frequent Categorisation Sheet Errors

1. Attempting to upload the Categorisation Sheet as an Excel file which was saved as format .xlsx
 - The system does not recognise files with the extension .xlsx . The document should be saved as .xls and uploaded again.
2. There is a unique constraint which forbids saving the same line twice:
 - A specific combination of Objective, Priority Theme, Form of Finance, Territory, Economic Activity and Location can only be used once in the list.
3. Error message upon validation: "Error in the Implementation Report Categorisation file: The specified objective does not exist in the programme (line 2)".
 - Check the Objectives in the OP correspond to those specified in the Categorisation Sheet. (The categorisation sheet contains a tab "Objectives" - there are 3 objective codes to choose from).

	A	B
1	CON	Convergence
2	ETC	European Territorial Cooperation
3	RCE	Regional Competitiveness and Employment
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

4. Error in the Implementation Report Categorisation file: No finance form dimension 01 (this can be any number)
 - Check there is no space after the 01 in Form of finance column (or whatever number/column is specified in the error). You just have to remove the space (in each cell) and upload the sheet again.

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- The codes should be entered into the categorisation sheet as a 2-digit sequence - so "01" instead of "1" (this is also the same for code "0", which should be entered as "00").
- If you are copying/pasting the information into the Categorisation Sheet please only enter data into the cells you require to be edited (do not change the headings) and only use the copy and 'paste special' function and paste only as values.
- The validation is very sensitive to formatting changes, and therefore it is best to manually re-enter the row(s) containing the cells that are causing the error into a new sheet and paste the rest of the rows (so that you don't have to manually re-enter all the data).

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