



How to send, validate & send an Annual Programme for EBF, ERF, EIF and RF?

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Disclaimer: The information contained herein is for guidance only and is a description on how to use the SFC2007 application. There can be no guarantees as to the accuracy of the descriptions due to the evolving nature of the computer system. In no way does this information replace the regulations or could be considered as a legal interpretation of the Commission services.

Purpose of this functionality

This functionality enables Member States to create, validate and submit an Annual Programme (AP) for EBF, ERF, EIF and RF to European Commission (EC) officials.

Regulation source

Article 19 of Decision N° 435/2007/EC of the Council for the European Fund for the Integration of third-country nationals (EIF)

Article 20 of Decision N° 573/2007/EC of the European Parliament and the Council for the European Refugee Fund (ERF)

Article 23 of Decision N° 574/2007/EC of the European Parliament and the Council for the External Borders Fund (EBF)

Article 21 of Decision N° 575/2007/EC of the European Parliament and the Council for the Return Fund (RF)

Concerned Funds

EBF	ERF	EIF	RF
-----	-----	-----	----

User roles and permissions needed

Member State Responsible Authority (MSRA U+S)

Before you start, check that...

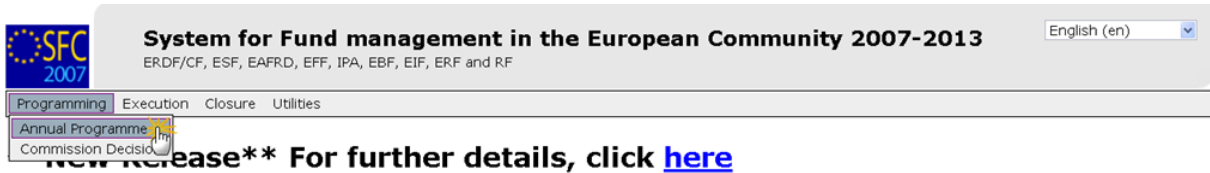
The applicable Common Code Identifier (CCI) has been previously created within the system.

Disclaimer: The information contained herein is for guidance only and is a description on how to use the SFC2007 application. There can be no guarantees as to the accuracy of the descriptions due to the evolving nature of the computer system. In no way does this information replace the regulations or could be considered as a legal interpretation of the Commission services.

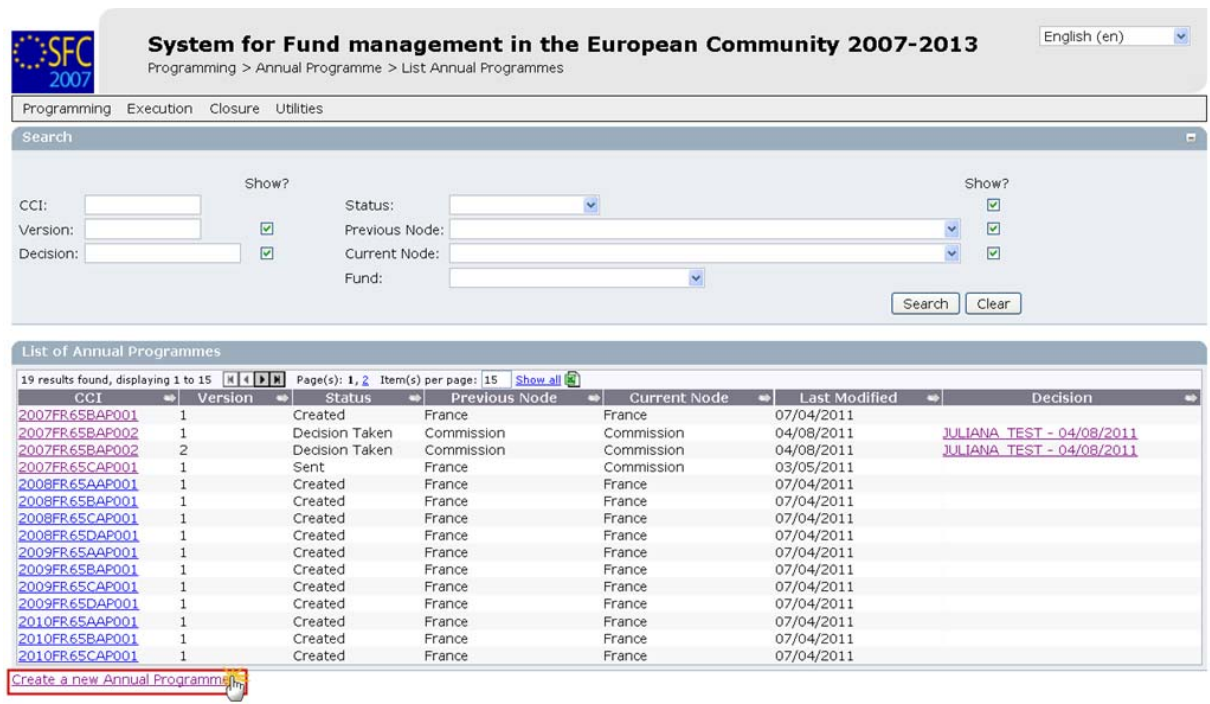
1. Create an Annual Programme

Step by step

1. Go to the **PROGRAMMING > ANNUAL PROGRAMME** menu.
The search pane screen and the AP list appear.




2. Click on [Create a new Annual Programme](#).



The Create Annual Programme wizard appears. It is divided in two steps:

Step 1: Provide General Details

3. Click on the three-dotted button  to enter the CCI number applicable to the AP (1). The list of existing CCI numbers is displayed.
4. Select the applicable CCI number for the AP (2).
5. Click on **NEXT** (3).



Step 1: Define Actions

- Define as many actions as the AP requires by completing the fields below. At least one action shall be defined.

After completion of the action, click on **ADD** to send it to the Actions list.

- Once all actions have been completed and recorded in the list, click on **FINISH**.

Code	Action Type	TA	RA acts as	Priority	Specific Priority	Type of Additional Costs / Support	Description
TEST1	Normal	<input type="checkbox"/>	Awarding Body	1	1		1 - TEST1
TEST2	Normal	<input type="checkbox"/>	Executing Body	2	2		2 - TEST2
TEST3	Normal	<input type="checkbox"/>	Executing Body	3	3		3 - TEST3
TEST4	Normal	<input type="checkbox"/>	Executing Body	4	4		4 - TEST4

REMARK

- In case an action has been incorrectly added after having saved it, please click on and start the operation again.

You are redirected to the tabs to be edited.

NOTE

You are automatically directed to the tabs (cf. Figure 2 - Tab view) to be completed if you edit the AP after finishing the wizard.

If you edit the AP at a later stage, go to the **PROGRAMMING > ANNUAL PROGRAMME** menu (cf. step 1). The existing AP is displayed in the list under the status "Created". Click on its CCI number to be directed to the display screen. Select any of the [Edit](#) options.

2. Edit an Annual Programme

The contents of the AP are displayed in different tabs, which are to be completed before validation and submission to the EC:

- General,
- Actions,
- Financial table,
- Authorities,
- Documents and
- In Charge.

They can be displayed by tabs or as a list of tables:

Version

CCI: 2011FR65CAP001 Version: 1 Status: Created Last Modified: 22/08/2011 Commission Decision:
 Member State: France Fund: European Fund for Integration Year Covered: 2011

[Comments:](#)
[Edit](#)

Actions

Code	Action Type	TA	RA acts as	Priority	Specific Priority	Type of Additional Costs / Support	Description
TEST1	Normal	<input type="checkbox"/>	Awarding Body	1	1		1 - TEST1
TEST2	Normal	<input type="checkbox"/>	Executing Body	2	2		2 - TEST2
TEST3	Normal	<input type="checkbox"/>	Executing Body	3	3		3 - TEST3
TEST4	Normal	<input type="checkbox"/>	Executing Body	4	4		4 - TEST4

[Edit](#)

Financial Plan of the Annual Programme by Action (in EUR)

Action	Priority	Specific Priority	EU Contribution	National Public Allocation	Private Allocation	Total	% EU	Share of Total
TEST1 - 1 - TEST1	1	1				0.00	0.00	
TEST2 - 2 - TEST2	2	2				0.00	0.00	
TEST3 - 3 - TEST3	3	3				0.00	0.00	
TEST4 - 4 - TEST4	4	4				0.00	0.00	
Total						0.00	0.00	

[Edit](#)

Authorities
No Authorities found
[Edit](#)

Associated Documents
No Associated Documents found
[Edit](#)

Officials in Charge
No Official In Charge found
[Edit](#)

Latest Validation Results
No Validation Results found

History

Status	Comment	By Level	Date	User
Created	created by wizard	France	22/08/2011 12:26	w0050372

Figure 1 – List view (Display)



Figure 2 - Tab view


2.1. General

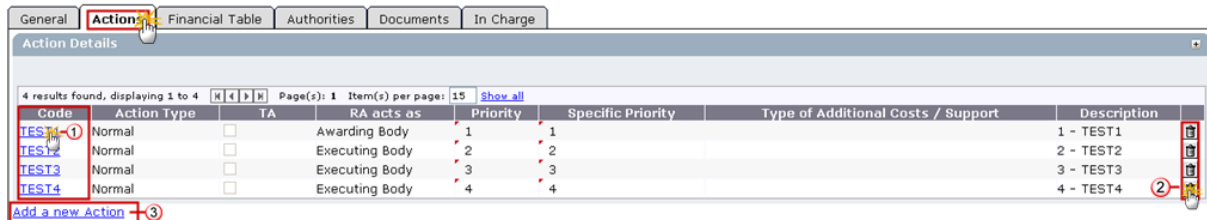
This tab refers to the AP CCI number and the optional comments to be written and saved. As long as the AP has not been validated and submitted to EC officials, the CCI number and the comments can be modified.

2.2. Actions

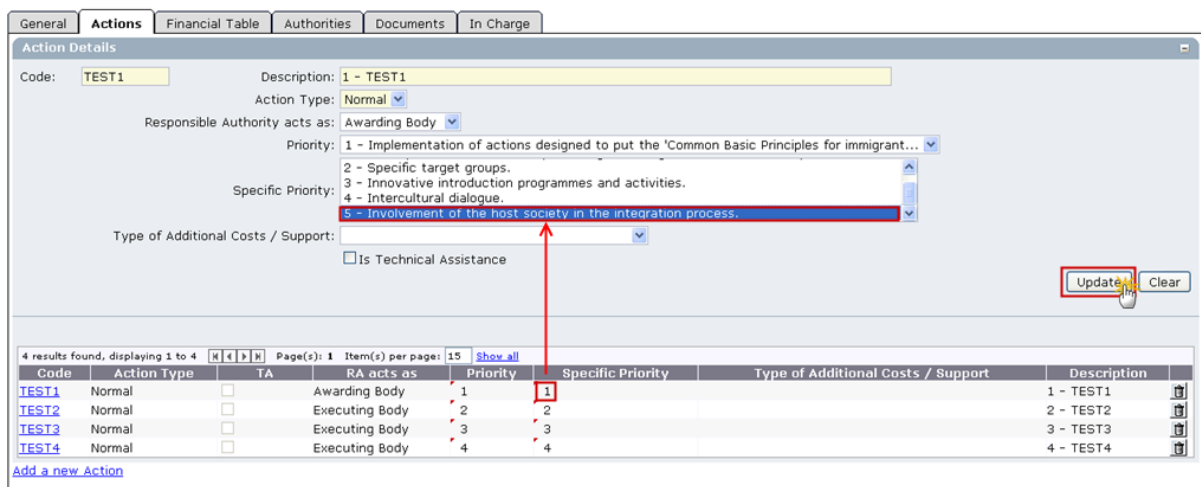
The properties of the actions defined at the creation of the AP can be edited.

Step by step

8. Click on the **ACTIONS** tab. The properties of the actions defined at the creation of the AP can be:
 - a. modified by clicking on the hyperlinks of the 'Code' column (1),
 - b. deleted by clicking on  (2) or
 - c. completed by a new action by clicking on [Add a new Action](#) (3).



9. If the operation is the action's modification, execute the required change(s) (e.g. a specific priority to be corrected) and click on [Update](#).



10. If the operation is the addition of a new action, please follow step 6.

The ACTION DETAILS tab includes the fields below:

Field name	Type	Options	N° of characters maximum
Code	Alphanumeric field	N/A	5
Description	Alphanumeric field	N/A	350
Responsible Authority act as	Drop down list	Awarding or Executing	N/A
Action Type	Drop down list	Normal or Specific Transit Scheme	N/A
Priority	Drop down list	According to the fund	N/A
Specific Priority	Drop down list	According to the fund	N/A
Type of Additional Costs/Support	Drop down list	According to the fund	N/A
Is technical assistance	Radio button	Tick to activate it	N/A

2.3. Financial Plan of the Annual Programme by Action

Step by step

11. Click on the FINANCIAL TABLE tab.

Complete the columns related to the financial information ('EU Contribution', 'National Public Allocation' and 'Private Allocation') and click on SAVE.

The columns 'Total' and '% EU' are automatically calculated by the system.

Action	Priority	Specific Priority	EU Contribution	National Public Allocation	Private Allocation	Total	% EU
TEST1 - 1 - TEST1	1	5				0.00	0.00
TEST2 - 2 - TEST2	2	2				0.00	0.00
TEST3 - 3 - TEST3	3	3				0.00	0.00
TEST4 - 4 - TEST4	4	4				0.00	0.00

2.4. Authorities

Three Member State Authorities must be assigned to the AP:

- Member State Responsible Authority (MSRA),
- Member State Certifying Authority (MSCA) and
- Member State Audit Authority (MSAA).

Step by step

12. Click on the AUTHORITIES tab and on [Add a new Authority](#).

13. Set the profile of the authority in the 'Type' drop down list. Fill in the mandatory field 'Name' and, optionally, the other fields ('Address', 'Contact', 'Phone', 'Fax', 'Email'). Click on SAVE.

General Actions Financial Table **Authorities** Documents In Charge

Authority Details

Type:
 Name:
 Address:
 Contact:
 Phone: Fax: Email:
 Add Clear

No Authorities found [Add a new Authority](#)

Save Cancel

14. Repeat steps 12 and 13 to create the MSCA and MSAA.

REMARKS

- a. In case a Member State Authority has been incorrectly assigned after its creation, please click on and restart the operation.
- b. The authority type 'Associated Bodies' is optional.

2.5. Associated Documents

There are three types of documents:

- Informal Annual Programme Proposal,
- Official Annual Programme Proposal and
- Other Member State Document.

Step by step

15. Click on the DOCUMENTS tab and on [Add a new Document](#).

General Actions Financial Table Authorities **Documents** In Charge

Documents

No Associated Documents found
[Add a new Document](#)

16. Select the document to be uploaded in the 'Type' drop down list.

General Actions Financial Table Authorities **Documents** In Charge

Document Details

Type:
 Title:
 Document Date: Language:
 Commission Registration N°: Local Reference:
 Comments:

17. Fill in the 'Title' field with 255 characters maximum (alphanumeric field).

General Actions Financial Table Authorities **Documents** In Charge

Document Details

Type:
 Title:
 Document Date: Language:
 Commission Registration N°: Local Reference:
 Comments:

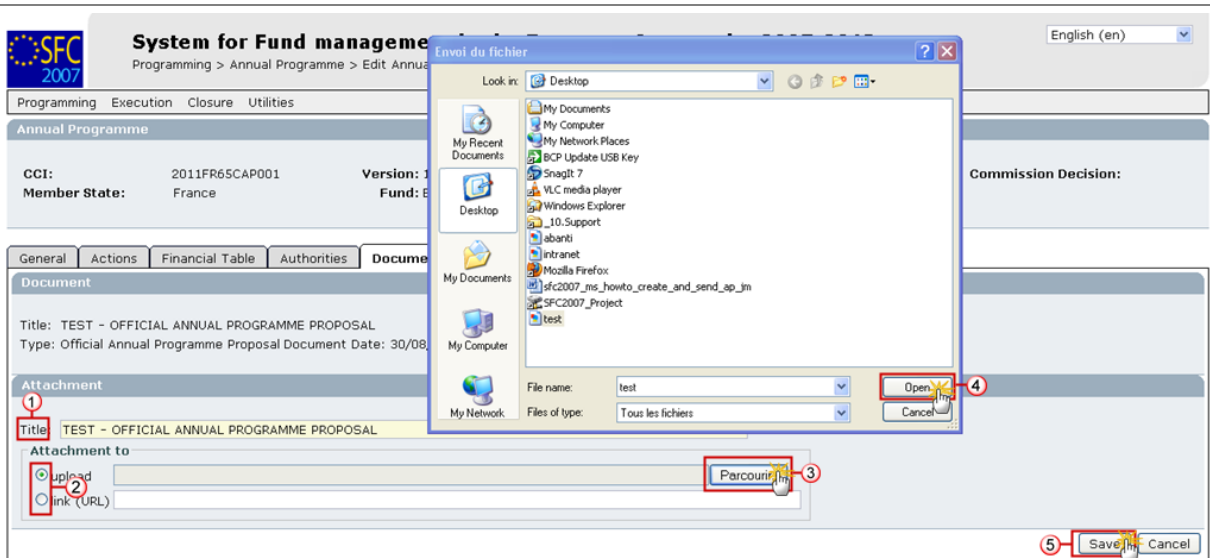
18. Complete the 'Document Date' field manually (dd/mm/yyyy) or double click in the field to have the current date entered automatically or click on to open the calendar window to select the corresponding date.


19. Select the 'Language' of the document in the drop down list and click on SAVE.

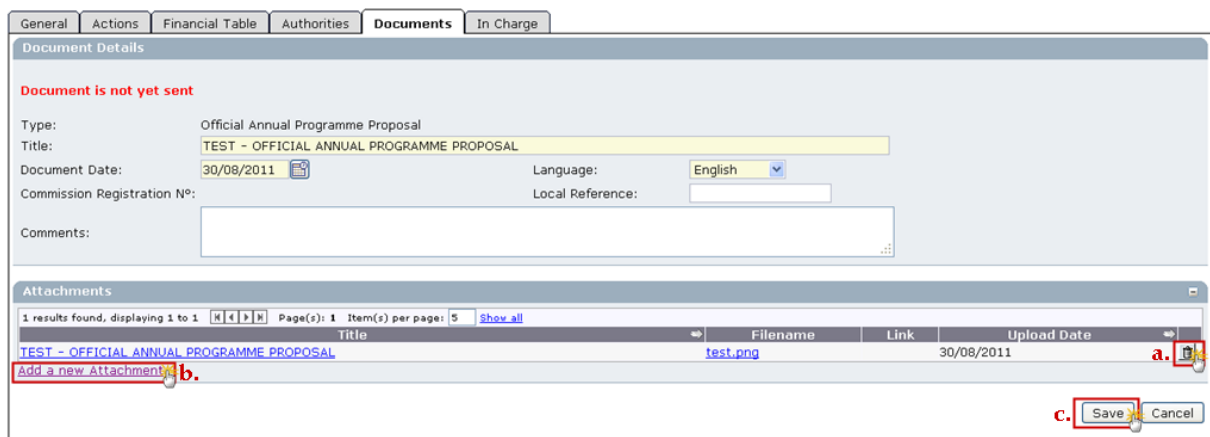
The fields 'Local Reference' and 'Comments' are optional.

20. The system activates the [Add a new Attachment](#) link, which enables the upload of the Official Annual Programme Proposal.

21. Enter the name of the document in the field 'Title' (1), tick the type of attachment to be uploaded (2), click on BROWSE (3) to select the location of the file and, after having chosen it, click on OPEN (4) to launch the upload. Record the operation through the button SAVE (5).






22. After the upload, the ATTACHMENTS tab displays the document with its title:
- If the document is not the correct one, click on the  button to delete it and restart the operation (cf. step 21).
 - If an additional document of the same type needs to be uploaded, click on [Add a new Attachment](#) and restart the operation (cf. step 21).
 - If both cases are not applicable, click on SAVE to proceed with the AP creation.



23. For the upload of the 'Informal Annual Programme Proposal' and 'Other Member State Documents', please refer to steps 15 to 22. These types of document require a manual submission after being uploaded:



REMARKS	<p>a. In case the document has to be suppressed after having saved it (to be re-downloaded by an updated one), please click on  and start the operation again.</p> <p>b. The document types 'Informal Annual Programme Proposal' and 'Other Member State Document' are optional.</p> <p>c. The recipient of the documents above is automatically notified, unless the checkbox  <input type="checkbox"/> Disable Automatic Notification  is ticked.</p> <p>d. Any other document related to the AP can be uploaded under the type 'Other Member State Document'.</p> <p>e. The system does not accept the AP validation unless the Official Annual Programme Proposal has been uploaded accordingly.</p>
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2.6. Officials in charge

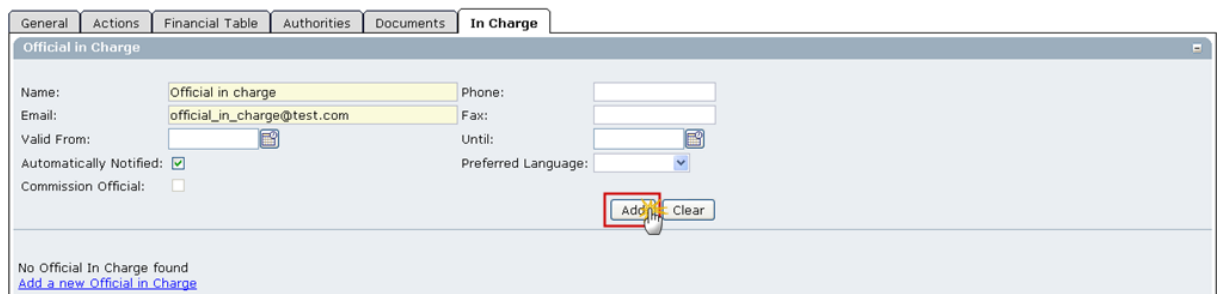
Following the upload of the document(s) associated to the AP, the MSRA can assign one or several authorities who will be responsible for the programme via the IN CHARGE tab. At least one Official in charge must be assigned to the Final Report on Implementation of the AP.


Step by step

24. Click on the IN CHARGE tab and on [Add a new Official in Charge](#).



25. Complete the mandatory fields ('Name' and 'Email') and click on ADD.



REMARKS	<p>a. Optional fields:</p> <ul style="list-style-type: none"> - 'Valid From' and 'Until' indicates the period during which the official in charge will be responsible for the AP. - 'Language' refers to the language of notification(s) that will be sent to the assigned official in charge. <p>b. The checkbox 'Automatically Notified' is to be ticked to be active (and unchecked to reverse the process).</p> <p>c. After adding an official in charge of the AP, he/she can be deleted by clicking on .</p>
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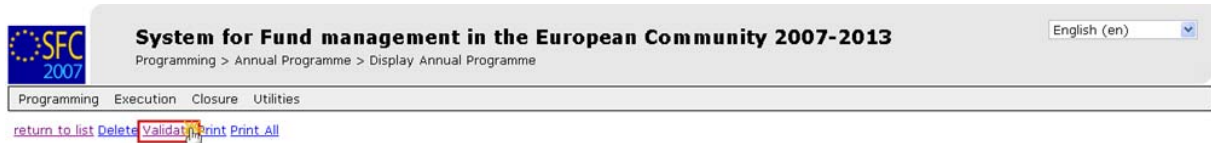
3. Validate the Annual Programme

After completion of the AP by the MSRA, the system generates the link [Validate](#).

This link is available when opening the AP through the PROGRAMMING > ANNUAL PROGRAMME menu and clicking on the AP via its CCI number.

Step by Step

1. Click on [Validate](#) to trigger the data validation check, whose rules are presented in the chapter **X**, section **X.X** of this guide.



2. In case of inconsistency, the system detects it and presents its details in the LATEST VALIDATION RESULTS tab. [Return to Display](#) to correct the inconsistent data.

The screenshot shows a table titled 'Latest Validation Results'. The table has three columns: 'Date', 'Severity', and 'Message'. The data rows are as follows:

Date	Severity	Message
30/08/2011	Error	No official annual programme proposal document has been uploaded
30/08/2011	Warning	At least one official in charge of the Member State should exist
30/08/2011	Info	Annual Programme could not be validated. Please correct errors.

[Return to Display](#)

3. Click on [Validate](#) to restart the data validation check.



4. After correction of all inconsistent data and successful validation of the AP, the system switches the report status from 'Created' to 'Validated'.

The screenshot shows the 'Annual Programme' details. The status is 'Validated'. Below this, there is a table titled 'Latest Validation Results' showing a successful validation message.

Annual Programme					
CCI:	2011FR65CAP001	Version: 1	Status: Validated	Last Modified: 30/08/2011	Commission Decision:
Member State:	France	Fund: European Fund for Integration	Year Covered: 2011		

Latest Validation Results			
Date	Severity	Message	
30/08/2011	Info	Annual Programme has been validated.	

4. Send the Annual Programme

Step by Step

1. If the report is to be sent right after its validation, click on [Return to Display](#) to access the [Send](#) button.

Annual Programme

CCI: 2009FR65DAP001 Version: 1 Status: **Validated** Last Modified: 30/08/2011 Commission Decision:

Member State: France Fund: European Return Fund Year Covered: 2009

Date	Severity	Message
30/08/2011	Info	Annual Programme has been validated.

[Return to Display](#)

2. If the report is to be sent at a later stage, open the report by its CCI number as from the PROGRAMMING > ANNUAL PROGRAMME menu.

System for Fund management in the European Community 2007-2013

Programming > Annual Programme > List Annual Programmes

Search

CCI: Show? Status: Show?

Version: Previous Node:

Decision: Current Node:

Fund:

CCI	Version	Status	Previous Node	Current Node	Last Modified	Decision
2009FR65DAP001	1	Validated	France	France	30/08/2011	
2011FR65CAP001	1	Validated	France	France	30/08/2011	
2011FR65DAP001	1	Decision Taken	Commission	Commission	09/08/2011	444/2011 - 09/08/2011
2011FR65DAP001	2	Decision Taken	Commission	Commission	05/08/2011	2011/999 - 05/08/2011
2011FR65DAP001	1	Decision Taken	Commission	Commission	05/08/2011	(CE)2011/458 - 05/08/2009
2007FR65BAP002	2	Decision Taken	Commission	Commission	04/08/2011	JULIANA TEST - 04/08/2011
2007FR65BAP002	1	Decision Taken	Commission	Commission	04/08/2011	JULIANA TEST - 04/08/2011
2007FR65CAP001	1	Sent	France	Commission	03/05/2011	
2009FR65BAP001	1	Created	France	France	07/04/2011	
2010FR65DAP001	1	Created	France	France	07/04/2011	
2010FR65BAP001	1	Created	France	France	07/04/2011	
2010FR65AAP001	1	Created	France	France	07/04/2011	
2008FR65DAP001	1	Created	France	France	07/04/2011	
2008FR65BAP001	1	Created	France	France	07/04/2011	
2007FR65BAP001	1	Created	France	France	07/04/2011	

3. In both cases, the system displays the [Send](#) button. Click on it to trigger the submission process.

System for Fund management in the European Community 2007-2013

Programming > Annual Programme > Display Annual Programme

return to list Delete **Send** Print Print All

4. Click on YES to confirm the AP submission.

System for Fund management in the European Community 2007-2013

Programming > Annual Programme > Send Annual Programme

Annual Programme

CCI: 2011FR65CAP001 Version: 1 Status: Validated Last Modified: 30/08/2011 Commission Decision:

Member State: France Fund: European Fund for Integration Year Covered: 2011

Title	Type	Language	Attachments	Sent Date
prepareDocument - fr	Snapshot of data before send	French	1	30/08/2011

Do you really want to send this Annual Programme Version?

5. Create a new version of the AP

ATTENTION

The MSRA can create a new version of the AP only after its status has become 'Decision Taken'.

In this case, a copy of the original report is generated. Its version is incremented by one, its status is reset to 'Created', the data becomes editable and the button [Validate](#) is available again.

Step by Step

1. Go to the **PROGRAMMING > ANNUAL PROGRAMME** menu and click on the CCI number of the Final Report on Implementation of the AP whose version is to be incremented.

The screenshot shows the 'System for Fund management in the European Community 2007-2013' interface. The breadcrumb trail is 'Programming > Annual Programme > List Annual Programmes'. The 'Annual Programme' menu is selected. The search criteria are: CCI: 2011FR65CAP001, Version: 1, Status: Decision Taken, Previous Node: Commission, Current Node: Commission, Fund: European Fund for Integration. The search results table shows one result with the same details.

CCI	Version	Status	Previous Node	Current Node	Last Modified	Decision
2011FR65CAP001	1	Decision Taken	Commission	Commission	30/08/2011	XXX/2011 - 30/08/2011

2. Click on [Create a new Version](#).

The screenshot shows the 'System for Fund management in the European Community 2007-2013' interface. The breadcrumb trail is 'Programming > Annual Programme > Display Annual Programme'. The 'Create New Version' button is highlighted with a red box.

3. Click on **YES** to confirm the request.

The screenshot shows the 'System for Fund management in the European Community 2007-2013' interface. The breadcrumb trail is 'Programming > Annual Programme > Create New Version'. The confirmation dialog asks 'Do you really want to create a new version for this Annual Programme?' and the 'Yes' button is highlighted with a red box.

4. Execute the required modifications on the new version and click on [Validate](#).

The screenshot shows the 'System for Fund management in the European Community 2007-2013' interface. The breadcrumb trail is 'Programming > Annual Programme > Display Annual Programme'. The 'Validate' button is highlighted with a red box.

The report is validated with its incremented version and its status becomes 'Validated'.

System for Fund management in the European Community 2007-2013 English (en)

Programming > Annual Programme > Validate Annual Programmes

Programming Execution Closure Utilities

Annual Programme

CCI: 2011FR65CAP001 **Version: 2** **Status: Validated** Last Modified: 30/08/2011 Commission Decision:
 Member State: France Fund: European Fund for Integration Year Covered: 2011

Latest Validation Results

Date	Severity	Message
30/08/2011	Info	Annual Programme has been validated.

5. Click on [Send](#).

System for Fund management in the European Community 2007-2013 English (en)

Programming > Annual Programme > Display Annual Programme

Programming Execution Closure Utilities

[return to list](#) [Delete](#) [Send](#) [Print](#) [Print All](#)

Version

CCI: 2011FR65CAP001 **Version: 2** **Status: Validated** Last Modified: 30/08/2011 Commission Decision:
 Member State: France Fund: European Fund for Integration Year Covered: 2011
 Comments: TEST JM - Quick guide

6. Click on YES to confirm the AP submission.

System for Fund management in the European Community 2007-2013 English (en)

Programming > Annual Programme > Send Annual Programme

Programming Execution Closure Utilities

Annual Programme

CCI: 2011FR65CAP001 **Version: 2** **Status: Validated** Last Modified: 30/08/2011 Commission Decision:
 Member State: France Fund: European Fund for Integration Year Covered: 2011

Documents

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 15 [Show all](#)

Title	Type	Language	Attachments	Sent Date
prepareDocument - fr	Snapshot of data before send	French	1	30/08/2011

Do you really want to send this Annual Programme Version? [Yes](#) [No](#)

REMARK

Although the data is editable, the action(s) code, title and type entered in the original AP can't be modified. If an action is no longer applicable by the time a new version is created, the action is to be kept and the amount is to be left blank.

6. General

6.1. Statuses

The summary of the AP statuses is presented in the table below:

Report action	Acting authority	Status of the AP
Creation of AP	MSRA	Created
Completion of information		
Upload of official documents		
Validation		Validated
Submission to EC officials		Sent
The EC official returns the AP and requests minor corrections to be executed into the proposal	EC Operational Agent	Returned - For correction ¹
The EC official returns the AP and requests major corrections to be executed into the proposal		Returned - Full Rejection ¹
The EC official has assessed the proposal and officially accepted it		Admissible ^{1,2}
The EC Decision is ready to be voted and linked to the AP		Ready for Decision ²
The EC Decision has been created in the system and linked to the AP		Decision taken
Creation of a new AP version	MSRA	Created

✓ has permission
 ✗ hasn't permission
 * Optional stage

¹ In case of mistake detected by the EC official at the reception of the AP (status: 'Sent'). The proposal can be corrected (the AP status returns to 'Created'), validated (status: 'Validated') and resubmitted (status: 'Sent'). Before resubmission, the Official Annual Programme Proposal is to be uploaded again within the AP.

² The EC official can decide to re-open the AP proposal in this stages. If this is applicable, the AP status is reset to 'Sent'.

6.2. History & details of uploaded documents

In the HISTORY tab of the AP, all statuses are logged with its respective authority level (MS or EC), date and users:

Status	Comment	By Level	Date	User
Decision Taken		Commission	30/08/2011 16:40	w0050371
Ready for Decision		Commission	30/08/2011 16:37	w0050371
Admissible		Commission	30/08/2011 16:37	w0050371
Sent		France	30/08/2011 16:35	w0050372
Validated		France	30/08/2011 16:03	w0050372
Created		France	26/08/2011 16:12	w0050372

In the ASSOCIATED DOCUMENTS tab, all documents are registered with its type, language, date of uploading and submission. If there is a blank in the column 'Sent Date', it means the document has not been automatically sent with the AP proposal as it is to be submitted manually.

Title	Type	Language	Attachments	Document Date	Sent Date
TEST - OFFICIAL ANNUAL PROGRAMME PROPOSAL	Official Annual Programme Proposal	English	1	30/08/2011	30/08/2011
INFORMAL ANNUAL PROGRAMME PROPOSAL	Informal Annual Programme Proposal	English	1	30/08/2011	
TEST - Other Member State Document	Other Member State Document	English	1	30/08/2011	30/08/2011
prepareDocument - fr	Snapshot of data before send	French	1	30/08/2011	30/08/2011
Acknowledgement_fr.pdf	AP Sent Acknowledgement Document	French	1	30/08/2011	30/08/2011
Admission letter	Admissibility Letter	English	1	30/08/2011	30/08/2011
Acceptance Annual Programme (letter)	Programme Acceptance Letter	English	1	30/08/2011	30/08/2011
ZXXX/2011	Commission Decision	English	1	30/08/2011	

The details of the user - who uploaded and sent the documents - can be checked through the button , which activates a yellow window:

Sent By: [Test MS DG HOME \(v0050372\)](#)
 Commission Registration N°:
 Local Reference:
 Member State: France

6.3. Mandatory fields

The mandatory fields are highlighted in light yellow (e.g.).

If any obligatory field is left blank, the system refuses to proceed and displays the warning sign



6.4. Edition and deletion of recorded data

The table below presents the operations that can be executed in the AP throughout its workflow:

Report's status action	Data edition	AP deletion
Created	✓	✓
Validated	✓	✓
Sent	✓	✗
Returned - For correction *	✓	✗
Returned - Full rejection *	✓	✗
Admissible	✓	✗
Ready for Decision	✓	✗
Decision taken	✓	✗
Created (new version)	✓	✓

Labels

✓	has permission
✓	only documents uploading and Officials in charge modification, addition or deletion
✗	hasn't permission
*	Optional stage

6.5. AP new version

When a new version of the AP is created, all financial data of the original report is kept in the incremented version. However, all documents uploaded in the original version (by the MSRA and EC officials) are suppressed.

Consequently, the system will accept to validate the AP new version provided that Official Annual Programme Proposal have been uploaded again. previously executed:

Note that:

- the original report is kept in the system (version 1) along with the incremented version (version 2),
- in the new version of the report, the history workflow of the original report is deleted from the **HISTORY** tab; only the new version workflow is kept.

6.6. Document type 'Other Member State Document'

The document type 'Other Member State Document' can be uploaded and submitted to the EC throughout the different statuses of the AP.

6.7. Validation rules

Code	Validation rules	Severity
2.1	Validate that at least one action has been defined.	Error
2.2	Validate that the financial plan per action contains EU Contribution for each action. In versions >1 this EU Contribution can be 0.	Error Warning
2.3	Validate that one and only one Responsible Authority has been specified.	Error
2.4	Validate that one and only one Audit Authority has been specified.	Error
2.5	Validate that one and only one Certifying Authority has been specified.	Error
2.6	Validate that the official AP proposal document was uploaded in the system.	Error
2.7	Validate that Technical Assistance is only defined for Normal Actions and for Special Transit Scheme. When Fund is EBF, there will be maximum one TA Action for the Normal part and maximum one for the Special Transit Scheme part. For non EBF Programmes, there will be maximum one TA Action.	Error
2.8	Validate that at least one Member State Official in Charge exists	Warning
2.9	Validate that depending on the Fund Code used in the CCI code, only the following Action Types were used in the Action: <ul style="list-style-type: none"> ▪ EBF: Normal, Special Transit Scheme ▪ ERF: Normal, Emergency Measures and Fixed Amount for Resettlement ▪ RF: Normal ▪ EIF → Normal 	Error
2.10	Validate that only Non-Technical Assistance Normal Actions and Non-Technical Assistance Special Transit Scheme Actions refer to Priorities and that only Non-Technical Assistance Normal Actions refer to Specific Priorities. The reference to Priorities for these Actions is mandatory.	Error
2.11	Validate that only Non-Technical Assistance Special Transit Scheme Actions refer to Additional Cost Types	Error
2.12	Validate maximum EU Contribution rates <ul style="list-style-type: none"> ▪ Technical Assistance: 100% ▪ Special Transit Scheme Actions: 100% ▪ Emergency Measures Actions: 80% 	Error

	<ul style="list-style-type: none"> ▪ Fixed Amount for Resettlement Actions: 100% ▪ Actions of MS Covered by Cohesion Fund (GR, PT, EUR10, RO, BG, ES): 75% ▪ All other Actions: 50% 	
2.13	Validate for subsequent versions, that compared to the previous version, no Actions are removed or their Action code, Description, Technical Assistance Indicator or Action Type are modified. Since Actions are not versioned, this validation must be performed on the save instead of on validate action.	Error
2.14	<p>Validate EU contribution ceilings for Technical Assistance.</p> <ul style="list-style-type: none"> ▪ For the period 2007 to 2010, maximum 7% of (total EU Allocation – EU contribution for Fixed Amount for Resettlement Actions – EU Contribution for Emergency measures Actions) + 30.000 € ▪ For the period 2011 to 2013, maximum 4% of total EU Allocation – EU contribution for Fixed Amount for Resettlement Actions – EU Contribution for Emergency measures Actions) + 30.000 € ▪ For EBF Programmes containing Special Transit Scheme actions, these rules have to be applied once for the Technical Assistance for EBF and once for the Technical Assistance for the Special Transit Scheme. 	Error
2.15	Validate that Priorities and Specific Priorities are for the same Fund as the Fund used in the CCI code. Specific Priorities that are specific for a Priority should match that Priority.	Error
2.16	<p>validate that the Total EU Contribution of the Annual Programme is not greater than</p> <ul style="list-style-type: none"> ▪ The Total EU Allocation in the Financial Perspectives (MS, Fund, Year). ▪ For EBF programmes containing Special Transit Scheme actions, perform a separate validation over the normal Actions and one over the Special Transit Scheme Actions. ▪ For ERF programmes containing Emergency Measures, perform a separate validation over the non-Emergency Measures and one over the Emergency Measures. 	Warning
2.17	<p>Validate if new EC Decision is required for versions > 1.</p> <p>New EC Decision is required when:</p> <ul style="list-style-type: none"> ▪ Version contains a new Action ▪ Total EU Contribution has changed ▪ The sum of the positive changes in EU Contribution is greater than 10% of the Total EU Contribution of the previous Annual Programme Version. For EBF with Special Transit Scheme, this is true when the validation applied over the Normal Actions is true or when the validation applied over the Special Transit Scheme Actions is true. 	Warning
2.18	Validate that Total EU Contribution in revisions (versions > 1) are not decreased	Error

6.8. Priorities & Specific priorities

Please find below the priorities and specific priorities related to the:

- External Border Funds (EBF),
- European Return Fund (RF),
- European Refugee Fund (ERF) and
- European Integration Fund (EIF);

6.8.1. EBF - European Border Fund

Priority	Description	Specific Priority	Description
1	Supporting further gradual establishment of the common integrated border management system in the field of controlling persons on external borders and surveillance of these borders	1.1	Upgrading of the national communication systems to make them interoperable with other Member States
		1.2	Purchase and/or upgrading of operating equipment to control external borders which is interoperable with other Member States and takes into account the results of the common integrated risk analysis
		1.3	Purchase and/or upgrading of operating equipment in order to increase the capacity of Member States to take part in and/or contribute to operational cooperation between Member States as coordinated by the Frontex Agency
2	Supporting the development and implementation of the national components of a European Surveillance system and/or a permanent European Patrol Network at the southern maritime borders of the EU	2.1	Investments in establishing or upgrading a single national coordination centre, which coordinates 24/7 the activities of all national authorities carrying out external border control tasks
		2.2	Investments in establishing or upgrading a single national surveillance system, which covers all or selected parts of the external border and enables the dissemination of information 24/7 between all authorities involved in external border control
		2.3	Purchase and/or upgrading of equipment for detection, identification and intervention at the borders (e.g. vehicles, vessels, aircraft, helicopters, sensors, cameras, etc.), provided the need for this equipment has been clearly identified at European level
3	Support for the issuing of visas and the tackling of illegal immigration, including identifying forged or false travel documents through facilitating operations organized by the consular services and other services of the Member States in third countries	3.1	Promotion of systematic and regular cooperation between the consular services of Member States and between the consular and other services of different Member States in the visa field
		3.2	Initiatives to develop and establish limited representation, co-location or common visa application centres for, initially, reception and, at a later stage, processing of visa applications
4	Supporting the establishment of IT systems necessary for the implementation of Community legislation on external borders and visas	4.1	Investments linked to the Schengen Information System (SIS)
		4.2	Investments linked to the Visa Information System (VIS)
5	Supporting the effective application of the Community legislation on external borders and visas, in particular the Schengen Borders Code and the European Code on Visas	5.1	Implementation at national level of the common core curriculum for border guards' training
		5.2	Enhancing the quality of the national input into the common integrated risk analysis model

6.8.2. RF - European Return Fund

Priority	Description	Specific Priority	Description
1	Support for the development of a strategic approach to return management by Member States	1.1	Assisted voluntary return programmes
		1.2	Cash incentives and measures to address the specific situation of vulnerable returnees
		1.3	Integrated return plans supporting the return of third-country nationals or stateless persons not covered under Community readmission agreements or national bilateral readmission agreements to countries of origin, former residence or transit with which cooperation in the field of return is particularly difficult
2	Support for the cooperation between Member States in return management	2.1	Integrated return plans which have been designed and will also be implemented in cooperation with other Member States, and, where appropriate, with the Frontex Agency, non-governmental organisations and/or international organisations, with the aim of pooling the different skills, experiences and resources of the authorities of the Member States and where appropriate the other organisations involved
3	Support for specific innovative (inter)national tools for return management	3.1	Projects which propose particularly innovative ways and means of informing and counselling potential returnees about the situation in the countries of return and/or other innovative incentives for increasing the number of voluntary returnees based on respect for the dignity of the individuals concerned
		3.2	Projects which test new working methods to speed up the process of documenting returnees in cooperation with the consular authorities and immigration services of third countries
4	Support for Community standards and best practices on return management	4.1	Evaluations and missions to measure progress in return programmes, tools and processes
		4.2	Measures taken at national level to ensure a fair and effective implementation of common standards on return, as established under Community legislation on return, including the training of practitioners

6.8.3. ERF - European Refugee Fund

Priority	Description	Specific Priority	Description
1	Implementation of the principles and measures set out in the Community acquis in the field of asylum, including those related to integration objectives	1.1	Actions aimed at taking into account the special needs of vulnerable people, notably unaccompanied minors, and more specifically measures aimed at improving the definitions and procedures applied by Member States to identify the more vulnerable asylum seekers and to provide an appropriate response to such needs
		1.2	Actions improving the identification of persons in need of international protection and/or the processing of their applications at the borders, notably by the development of specific training programmes
2	Development of reinforcement tools and evaluation methodologies to assess and improve the quality of procedures for the examination of claims for international protection and to underpin administrative structures in an effort to respond to the challenges brought forward by enhanced practical co-operation with other Member States	2.1	Measures designed to carry out an independent review on how the national asylum system works and how to make it more efficient
		2.2	Development of tools aimed to enhance consistency in national decision making on the application of the acquis, such as case-law databases accessible to all relevant stakeholders
		2.3	Measures designed to increase the capacity of national asylum services to cooperate with the asylum services of other Member States, and in particular to compile, analyse and assess information on countries or regions of origin for the purpose of sharing this information with other Member States
3	Actions helping to enhance responsibility sharing between Member States and Third Countries	3.1	Actions relating to the resettlement of persons from a country or region designated for the implementation of a Regional Protection Programme
		3.2	Actions aimed at transferring asylum seekers or beneficiaries of international protection from Member States facing particular pressures on their asylum systems

6.8.4. EIF - European Integration Fund

Priority	Description	Specific Priority	Description
1	Implementation of actions designed to put the 'Common Basic Principles for immigrant integration policy in the European Union' into practice	1	Participation as a means of promoting the integration of third-country nationals in society
2	Development of indicators and evaluation methodologies to assess progress, adjust policies and measures and to facilitate co-ordination of comparative learning	2	Specific target groups
3	Policy capacity building, co-ordination and intercultural competence building in the Member States across the different levels and departments of government	3	Innovative introduction programmes and activities
4	Exchange of experience, good practice and information on integration between the Member States	4	Intercultural dialogue
		5	Involvement of the host society in the integration process