



How to create the Annual/Final Implementation Report for ERDF/CF, ESF, EFF?

Contents of this guide

1. Create the Annual/Final Implementation Report dossier.....	2
1.1. Editing the Annual/Final Implementation Report	3
1.1.1. Edit the ERDF/CF and ESF Indicators	4
1.1.2. Edit the ESF data on participants tab.....	5
1.1.3. Edit the Financial Detail	7
1.1.4. Add categorisation.....	8
1.1.5. Add documents	9
1.1.6. Adding officials in charge	10
1.2. The "Synchronise set of indicators" function.....	11
2. Validate the Annual/Final Implementation Report.....	11
3. Sending the Annual/Final Implementation Report to the Commission	12
4. Create a new version of the Annual Implementation Report	13
A. VALIDATION RULES FOR THE AIR.....	14
B. WORKFLOW OF THE ANNUAL IMPLEMENTATION REPORT IN SFC2007	15
C. GLOSSARY	15

Purpose of this functionality

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

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

ERDF/CF	ESF	EFF
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User roles and permission needed

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

Before you start, check that...

For ERDF/CF and ESF you have previously created and sent to the **INDICATORS SET** data (see the corresponding quick guide)

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.

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For more information on this document please contact sfc2007-info@ec.europa.eu

1. Create the Annual/Final Implementation Report dossier.

1. Get to the Annual/Final Implementation Report section.
2. Go to the **Monitoring** > **ERDF/CF, ESF, EFF Annual/Final Implementation Report** menu.
The Search pane appears.

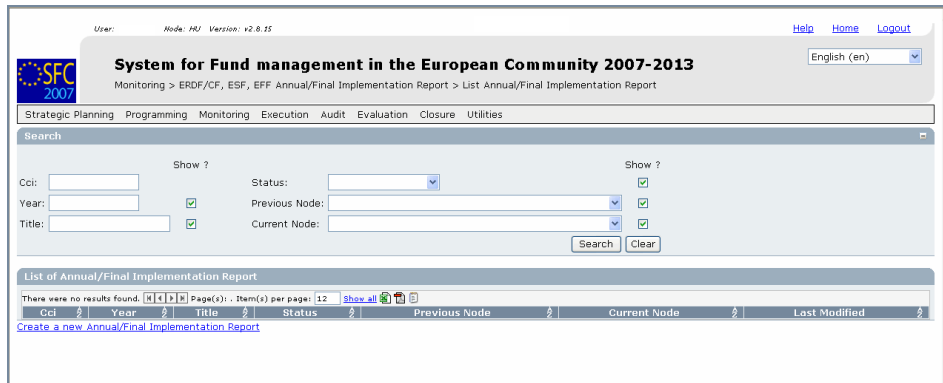


Figure 1 - The Annual Implementation Report section

3. Select the [Create a new Annual/Final Implementation Report](#) option.

The create wizard screen appears:

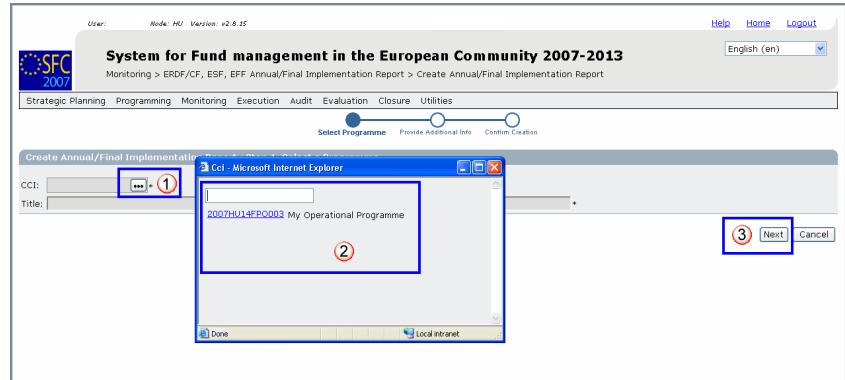


Figure 2 - The select programme step

4. Click the **...** button to open the CCI numbers window (1).
5. Select the CCI of the concerned programme (2). The title of the programme will
6. Click **Next** to go to the **provide additional info** step. (3).
7. On the provide additional info screen, enter the requested additional data (1)
For ERDF/CF, ESF and EFF you have to provide:
 - The Reporting Year. Note that the reporting year for the first report is 2007
 - The Monitoring Committee Approval date.For ERDF/CF and ESF you have to additionally provide:

- the version of the Indicators set (the list of possible version is automatically taken from the Indicators set you previously created and sent to the Commission)
- You can also specify that Use is made of the option under Article 34(2) of Regulation (EC) No 1083/2006

REMARK

A link is available to upload the "Monitoring Committee Reports and Conclusions" document.

Clicking on the **UPLOAD MONITORING COMMITTEE DOCUMENTS** option will direct you to the Monitoring Committee section. Only to be done if the "Result and Conclusions document has not been uploaded yet.



Figure 3 - ERDF/CF, ESF "provide additional info" screen



Figure 4 - EFF "provide additional info" screen for EFF

8. Click **Next** to go to the confirmation step. (2).
9. Click on **Finish** to confirm and finish the creation of the Indicators dossier.
 The message "Object creation successful" will be displayed on the upper part of the screen.

1.1. Editing the Annual/Final Implementation Report

TO GET IN EDIT MODE: - If you directly edit the AIR dossier after finishing the wizard, you are directed automatically to the edit tabs.

- If you are editing the AIR dossier at a later stage, go to the menu **EXECUTION > ERDF/CF, ESF, EFF FINAL/ANNUAL IMPLEMENTATION REPORT**. The existing AIR dossier is displayed in the list. Click on its CCI number. You are directed to the AIR display screen. Select any of the "edit" options that appear. You are directed to the editing tabs.

Depending on the Fund you are entering the AIR for, the following tabs are available:

ESF	ERDF/CF	EFF
General tab	General tab	General tab
Indicators tab	Indicators tab	

Data on Participants tab	Financial detail tab	Financial detail tab
Financial detail tab	Financial detail tab	Financial detail tab
Categorisation tab	Categorisation tab	Categorisation tab
Documents tab	Documents tab	Documents tab
In charge tab	In charge tab	In charge tab

1.1.1. Edit the ERDF/CF and ESF Indicators

This step only concerns ERDF/CF and ESF programmes.

EFF PROGRAMME:

go to the **EDIT THE FINANCIAL DETAIL** section

10. Select the **Indicators** tab.

The indicators screen appears. The data on this screen is automatically taken from the Indicators set you previously created and sent to the commission.

The indicated values correspond to the Baseline and Targets specified on the indicators set for each year.

Baseline values cannot be changed anymore.

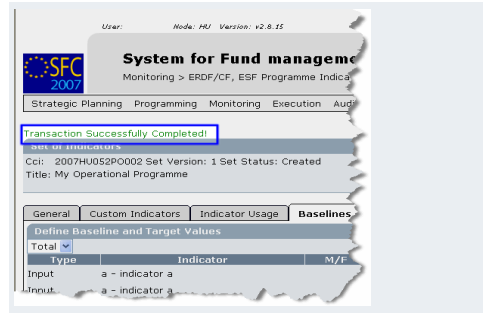
Target values can be modified. Additionally, the Achievements have to be specified for each indicator.



Figure 5 - The indicators tab (ERDF/CF and ESF)

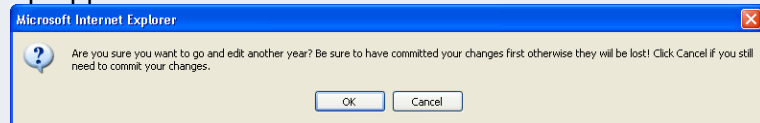
11. Select the year for which you want to edit the indicators (1).
12. Enter the requested data: add achievements and modify targets if necessary (2).
13. Click **Save** to save the entered values (3).

The message **Transaction Successfully Completed** is displayed:



Repeat these steps to enter the values for each year.

When you select a different year (①), the following pop up appears:



This is to prevent that you change the year without saving the data first.
 Ensure that you have saved the data before you switch to a different year.

1.1.2. Edit the ESF data on participants tab

This step only concerns ESF programmes

ERDF/CF PROGRAMME:
EFF PROGRAMME

go to the **EDIT THE FINANCIAL DETAIL** section

14. Select the **Data on Participants** tab.

The **Sub-Priorities** sub-tab is displayed by default.

15. Select the [Add New Sub-Priority](#) option to add a new sub-priority.

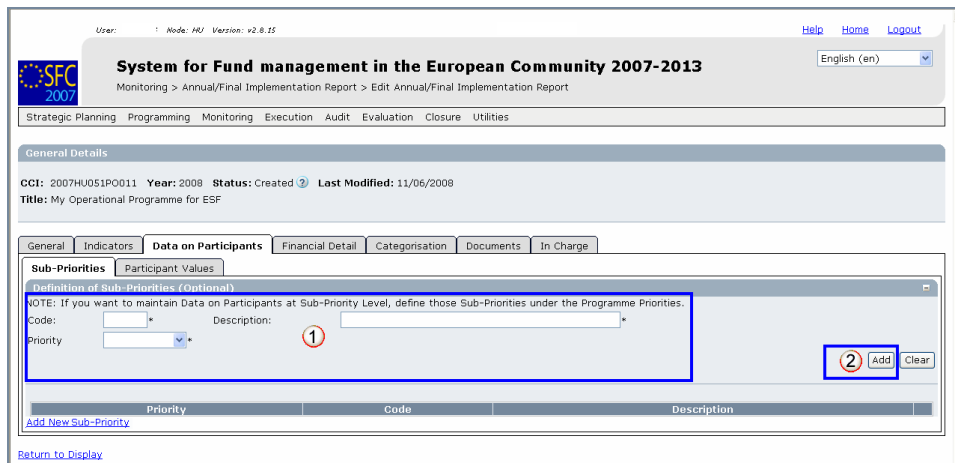



Figure 6 - The "Sub-priorities" tab

16. Enter the requested data:

- The code for the sub-priority
- A description of the sub priority

17. Select the Priority of the Programme to which this sub priority is linked.
 18. Click to add the sub-priority
- Repeat steps 16 and 18 to add more sub-priorities
19. Select the **Participant Values** tab. The Participant values screen is displayed.
 20. Select the year for which you want to enter the participant values (①)
 21. Enter the participant values by the different criteria indicators (②)

Figure 7 - The participant values" tab

22. Click  to save the entered values (③).

The message **Transaction Successfully Completed** is displayed:

Repeat these steps to enter the values for each year.

When you select a different year (①), the following pop up appears:



This is to prevent that you change the year without saving the data first.

Ensure that you have saved the data before you switch to a different year.

1.1.3. Edit the Financial Detail

23. Select the **Financial Detail** tab.

The financial detail appears. The amounts to be entered by priority are the following:

For **ERDF/CF** and **ESF**:

- Expenditure paid out by the beneficiaries included in payment claims sent to the managing authority
- Corresponding public Contribution
- Private Expenditure
- Expenditure paid by the body responsible for making payments to the beneficiaries
- Total payments received from the Commission

Additionally, if it has been indicated that the Programme uses the option under Article 34(2) of Regulation (EC) No 1083/2006, then in addition to the Fund of the OP, each priority will have to detail the expenditure of which fall under the other Fund scope.

Priority	Fund (scope)	Expenditure paid out by the beneficiaries included in payment claims sent to the managing authority	Corresponding public Contribution	Private Expenditure	Expenditure paid by the body responsible for making payments to the beneficiaries	Total payments received from the Commission
1 - Priority 1	ERDF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> ①	<input type="text"/>
1 - Priority 1	ESF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

② Save Cancel

[Return to Display](#)

Figure 8 - ERDF/CF, ESF financial table for Report linked to programme using option under article 34(2) of reg (EC) Nr 1083/2006

Priority	Fund (scope)	Expenditure paid out by the beneficiaries included in payment claims sent to the managing authority	Corresponding public Contribution	Private Expenditure	Expenditure paid by the body responsible for making payments to the beneficiaries	Total payments received from the Commission
1 - Priority 1	ESF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> ①	<input type="text"/>

② Save Cancel

[Return to Display](#)

Figure 9 - ERDF/CF, ESF financial table for Report linked to programme not using this option

For **EFF**, The amounts to be entered by priority are the following:

- Expenditure paid out by the beneficiaries included in payment claims sent to the managing authority
- Corresponding public contribution
- Corresponding EFF contribution
- Expenditure paid by the body responsible for making payments to the beneficiaries
- EFF committed by the managing authority
- Total payment requested from the Commission
- Total payments received from the Commission

Additionally only those Region Types that are available in the last adopted Programme Version are shown.

Figure 10 - EFF financial table showing the available regions for the corresponding Programme

24. Enter the requested amounts in the columns for each priority (①)
25. Click to save the entered information (②).

1.1.4. Add categorisation

The Categorisation Tab is only shown for ERDF/CF and ESF Programmes.

This menu relates to the data required by part C of annex II of 1828/2006.

EFF PROGRAMME: go to the **ADD DOCUMENTS** section

26. Select the **Categorisation** tab. The categorisation screen appears.
27. Select the [Add a New Combination of Categories](#) option.
 The add categorisation categories screen appears:

Figure 11 - The categorisation screen

28. Select the following information form the lists of values (①):
 - Priority theme

- Form of Finance
- Territory
- Economic activity
- Location
- Enter the Allocated Amount of the Community Contribution for the combination of Categories (②)

29. Click **Add** to add the entered category combination (③).

Repeat steps 27 to 29 for each new category combination.

1.1.5. Add documents

30. Select the **Documents** tab to get to the Documents screen.
The add documents screen appears.

31. Select the [Add a new Document](#) option.

The enter document information screen appears:

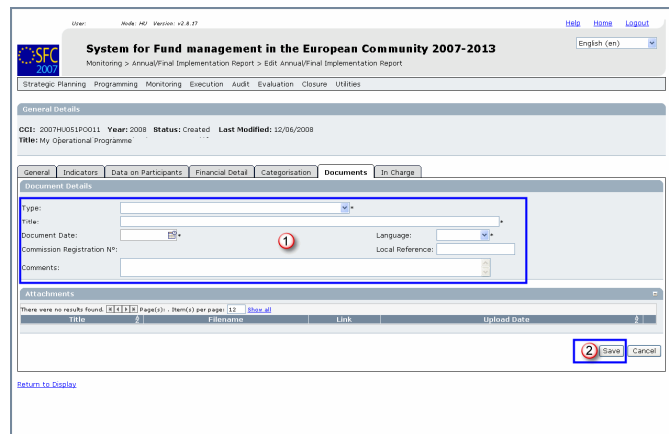


Figure 12 - the enter document information screen

Two types of documents can be uploaded:

Annual/Final Implementation Report for ERDF/CF, ESF and EFF
Other Member State Document

32. Select the type of document, enter the title of the document, the document date and the language. Enter a local reference and commentS if any (①).

33. Click **Save** to save the entered information (②).

34. After saving, the [Add a new Attachment](#) option appears. Click on this option.

The upload attachment screen appears.

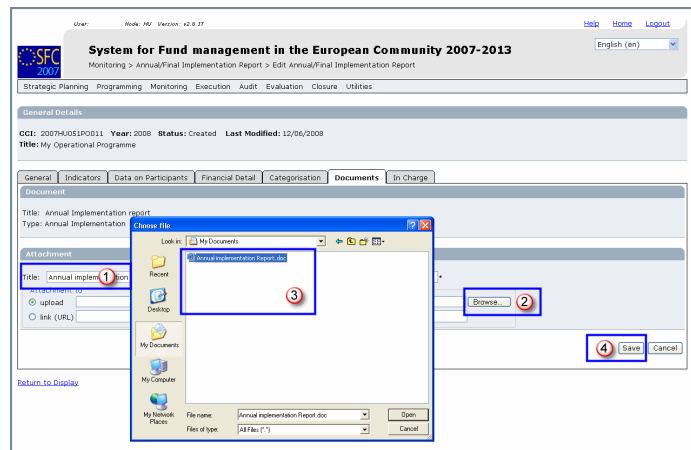


Figure 13 - The upload attachment screen

35. Enter the title of the attached file (1).
36. Click **Browse...** to find the file on your computer (2).
37. Select the file (3). Click **Save** to save the uploaded file (4).
You are redirected to the document information screen.

REMARK

To add more files (attachments) to your Annual implementation Report, click on [Add a new Attachment](#) and repeat step 35 for each file you want to upload.

1.1.6. Adding officials in charge

This information is not mandatory. However, the officials entered will receive an automatic notification each time the status of the Indicators set changes.

38. Select the **In Charge** tab.
The add officials in charge tab appears.
39. Select the [Add a new Official in Charge](#) option.
40. Enter the requested data:
 - Name of the official (mandatory).
 - E-mail address (mandatory).
 - Phone and Fax
 - Valid From and Until: (Only if the official will be in charge only for a specific period of time)
 - Automatically Notified: check this option to receive the automatic notifications.
 - Preferred Language: The automatic notifications are sent in this language.
41. Click **Add** to add this official in charge to the list.

TIP Repeat steps 38 to 41 to add as many officials as necessary (no limitation).



If a user no longer wants or needs to receive the automatic notifications, simply select the user, uncheck the Automatically Notified option and click .

1.2. The "Synchronise set of indicators" function.

This functionality allows the user to refresh the Set of Indicators for ERDF/CF and ESF that were copied into the Annual/Final Implementation Report at creation time with a more recent version of the Set of Indicators modified after the creation of the Annual/Final Implementation Report.

42. On the Display Annual Implementation Report screen, select the [Synchronise Set of Indicators](#) option.

The confirm synchronisation of indicators screen appears:

Figure 14 - confirm synchronisation of Indicators

43. Click to confirm.

You are redirected to the Display Annual Implementation Report screen.



Following the synchronisation, it may be necessary to modify the existing data to make it compliant to the new indicators situation. If you need to modify/add/delete data, click on the [Edit](#) option of the specific section to get to the corresponding edit tab.

2. Validate the Annual/Final Implementation Report

44. On the Display Annual Implementation Report screen, click on the [Validate](#) option on the upper part of the screen.

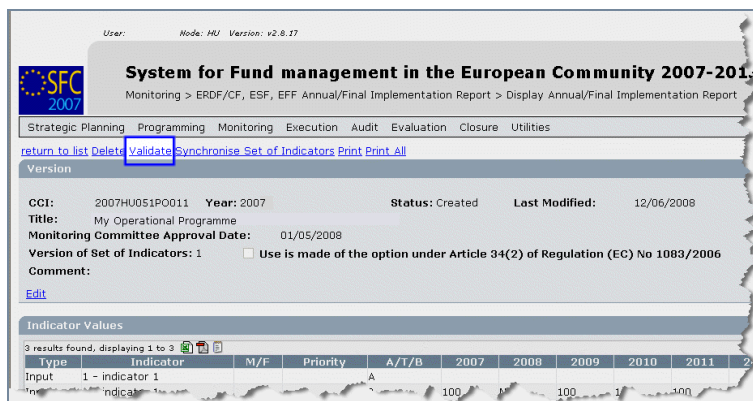


Figure 15 - Validate option on the "display Annual Implementation Report" screen

The system checks the consistency of the data.

The validation results screen appears:



Figure 16 - The "validation results" screen

If no errors detected, the message Object has been validated, appears.

REMARK:

After successful validation, the status of the Dossier is **"Validated"**.

If errors are detected, the status remains "created"

Validation rules: go to **a: Validation rules for the AIR** section

TIP: If errors are detected and you need to modify/add/delete data, click on the [Return to Display](#) option and click [Edit](#) on the specific section to get to the corresponding edit tab.

3. Sending the Annual/Final Implementation Report to the Commission

45. After having validated the Indicators set, select the [Send](#) option on the Display Annual Implementation Report screen.

The send Annual Implementation Report screen appears.



Figure 17 - The "confirm sending" screen.



The screenshot of data before send is generated. You can consult this report by clicking on the attachment. This report is an image of the data you are sending. This allows you to verify that the information you are sending is correct and accurate.

46. Click to confirm the sending.

You are redirected to the Annual Implementation Report screen.

The status of the Indicators set is "**SENT**". In the documents section, the documents have a "**SENT DATE**" which corresponds to the date on which the status was set to "Sent".

4. Create a new version of the Annual Implementation Report

REMARK

A new version of the AIR dossier can only be created if the status of the previous version is "Final Opinion Given". If the workflow status is not yet "Final Opinion Given" you can simply modify the contents of your existing AIR version.

1. Select the Monitoring > ERDF/CF, ESF, EFF Annual/Final Implementation Report menu
2. The existing version of the dossier appears. Click on its CCI
3. In the display screen, select the "Create an new version of the Annual Implementation Report" option
4. The new version is created

you are redirected to the display screen (new version number appears in the general section and is increased by 1. The status of this new version status is "Created").

5. Select any of the "edit" buttons in the screen to get to the edit mode.
6. You can add or modify the existing data by overwriting it
7. To upload the corresponding documents for the new version, please refer to the **ADD DOCUMENTS** chapter

a. Validation rules for the AIR

Code	Validation	Severity
2.1	the Annual/Final Implementation Report is linked to an adopted Operational Programme present at validation time	Error
2.2	the Annual/Final Implementation Report only contains all Region Types present in the last adopted Operational programme Version (EFF)	Error
2.3	the Annual/Final Implementation Report only contains all Priorities present in the last adopted Operational programme Version (ERDF/CF, ESF, EFF)	Error
2.4	at least one Member State Official in Charge exists	Warning
2.5	the Annual/Final Implementation Report is linked to a Set of Indicators sent to the Commission and linked to versions of the Programme with a Commission Decision date in or before the indicated Reporting Year (ERDF/CF, ESF)	Error
2.6	the Annual/Final Progress Report refers at least to the following sent Set of Indicator Tables: "G/O Main" and "R Main" (EAFRD)	Error
2.7	the official Annual/Final Implementation Report document is uploaded (ERDF/CF, ESF, EFF)	Error
2.8	the Other Annual/Final Progress Report Requirements document for EAFRD is uploaded (EAFRD)	Error
2.9	the Financial Execution Table presented by MS is uploaded (EAFRD)	Error
2.10	the document type "Monitoring Committee Reports and Conclusions" with a Meeting Date equal to the Monitoring Approval Date is uploaded against the Monitoring Committee object of this Programme	Warning
2.11	the codes used in Categories Priority Themes, Form of Finance and Territory were also used in the last adopted Operational Programme (ERDF/CF and ESF)	Warning
2.12	for each Indicator a value is entered or an Exception Code is specified (ERDF/CF and ESF)	Error
2.13	for Target Indicator values, the Total Amount is equal to the Total Amount specified in the linked Indicator Object (ERDF/CF and ESF)	Error
2.14	the reporting year, if different from 9999, is \leq current year - 1	Error
2.15	validate in Annex XXIII that Woman In is \leq Total In and that Woman Out is \leq Total Out (ESF)	Error
2.16	Annex XXIII contains at least one number (ESF)	Warning
2.17	the Financial Detail contains at least one amount (ERDF/CF, ESF and EFF)	Warning
2.18	there is at least one categorisation record (ERDF/CF and ESF)	Warning

b. Workflow of the Annual Implementation Report in SFC2007

Action	Status	Editable by MS?
The member State creates the AIR and enters the requested data	Created	Yes
The Member State validates the contents of the AIR	Validated	Yes
The Member State Sends the AIR to the Commission	Sent	Only the "Officials in charge" section and sending of "other MS documents"
The Commission considers the AIR as admissible	Admissible	Only the "Officials in charge" section and sending of "other MS documents"
The Commission returns the AIR to the MS for Correction	Returned (for correction)	Yes
The Commission gives it Final opinion	Final opinion given	Only the "Officials in charge" section and sending of "other MS documents"
Final Status for the Annual Implementation Report:	FINAL OPINION GIVEN	Only the "Officials in charge" section and sending of "other MS documents"

c. Glossary

AIR:	Annual Implementation Report
MS:	Member State