How to create Indicators set (ERDF/CF, ESF) and Annual/Final Implementation Report (ERDF/CF, ESF, EFF)?

Contents of this guide

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

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

Before you start, check that…

For ERDF/CF and ESF you have previously created and sent to the **INDICATORS SET** data

Main changes in this simplified version

The major improvements in this revised module for the Annual Implementation Report and the associated Indicators are listed below. These improvements result in a much faster entry and submission of the Annual Implementation Report and will resolve the problems encountered in 2008.

- Each indicator is now presented in a single line containing only an initial baseline and the possibility to enter either a final target or annual targets.
- The cumulative breakdown of allocations by category can no longer be entered manually. Instead it is uploaded as an Excel file.
- Exception types are not used anymore. All columns are empty by default. Users will have to fill in only those columns for which they have a value
- None of the indicator input columns are mandatory
- Only years before and including the reporting year are visible.
- On the Custom Indicator definition, the free text Measurement Unit is replaced by a list of pre-defined Units.

Changes on 21/06/2010:

- A table will be automatically generated by SFC2007 based on payments made. This table will only be displayed (you cannot edit it as it's generated automatically).
  The table "Financial Information on priority axis will remain available in case you want to enter this information. However, filling this table in is not mandatory anymore.
- The option "use is made of the option under Article 34(2) of Regulation (EC) No 1083/2006" is only available for FINAL Implementation Report (and not for annual ones)

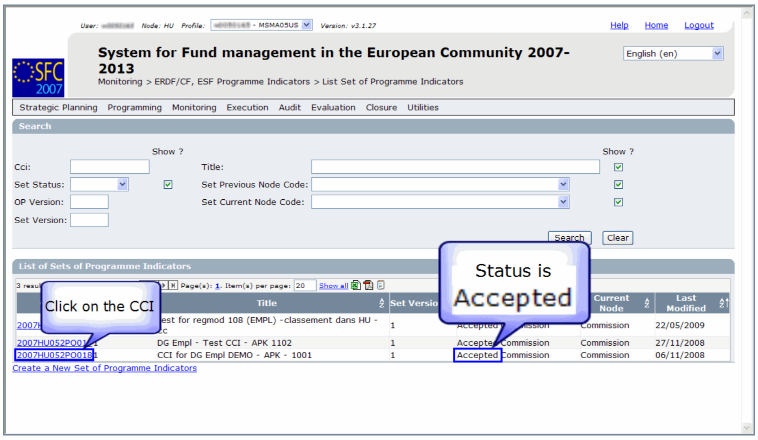
Indicators set

NOTE	If the indicators you entered already in SFC2007 haven't changed, you can skip the entire section and go straight to the Annual Implementation Report section (page 17).

1. Create a new version of Indicators set (a previous set was already created and accepted by the Commission)

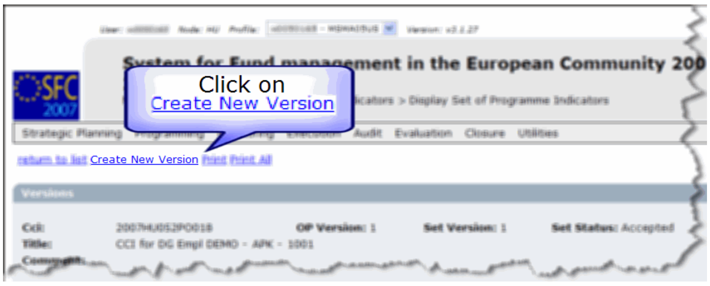
REMARK	A new version of the Indicators set can only be created if the status of the previous version is "Accepted". If the workflow status is not yet "Accepted" you can simply modify the contents of your existing Indicators set version.

1. Go to the **MONITORING > ERDF/CF, ESF PROGRAMME INDICATORS** menu. The ***Search pane*** appears with the list of existing versions of the Indicators sets.



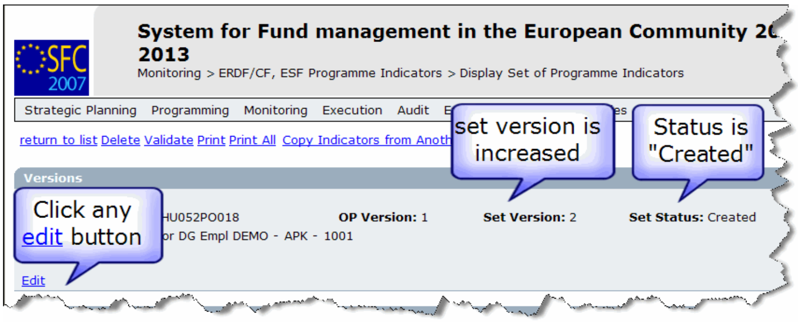
- The Indicators set status is "Accepted".

2. Click on its CCI.
3. You are redirected to the ***display*** screen of the existing indicator set.



4. Select the "**Create a new version**" option.
5. A confirmation screen appears. Click "**YES**" to confirm the creation

6. The new version is created



- You are redirected to the display screen (new version number appears in the general section and is increased by one).
- The status of this new version is "Created".
- The edit buttons are available in each section

7. Select any of the **Edit** links to get to the edit mode.

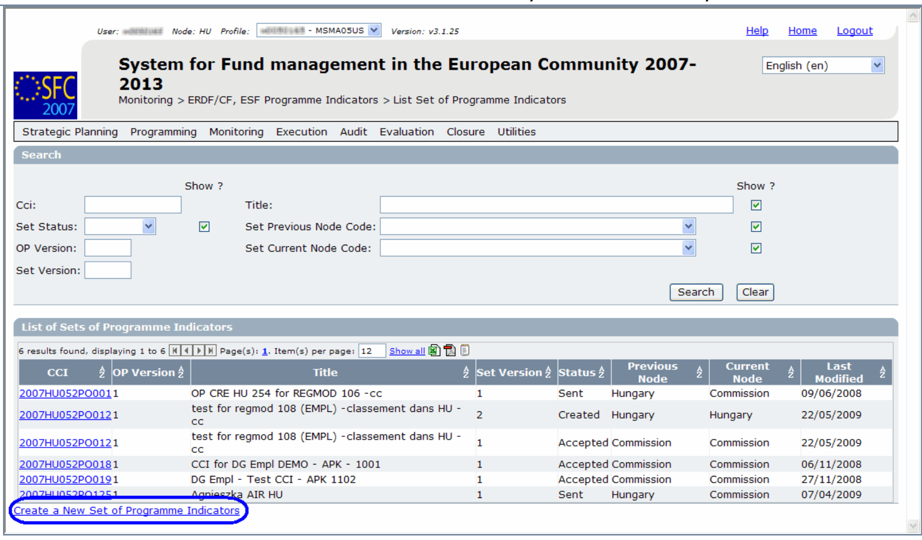
NOTE	For instructions on how to edit a specific section please refer to the corresponding section chapter in this guide.

8. You can add or modify the existing data by overwriting it
9. To upload the corresponding documents for the new version, please refer to the **ADDING DOCUMENTS** chapter

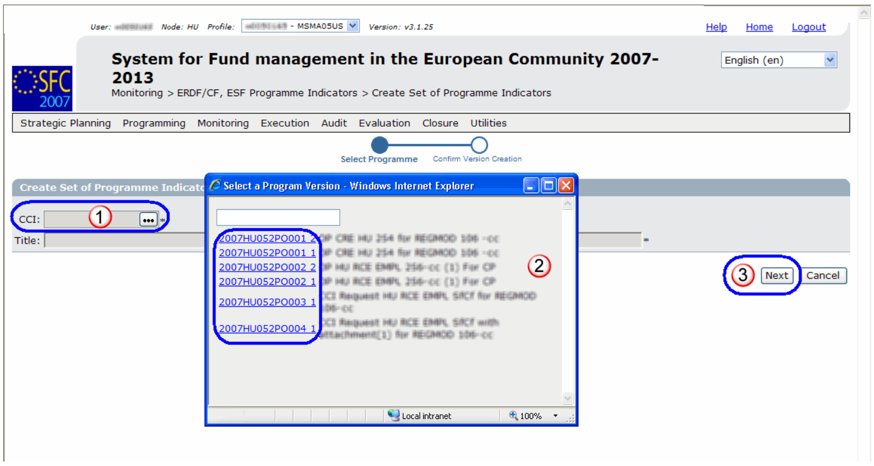
2. Create a new Indicators set dossier (no dossier existed previously).

2.1. Get to the indicators section.

10. Go to the **MONITORING > ERDF/CF, ESF PROGRAMME INDICATORS** menu. The Search pane appears.



11. Select the **Create a New Set of Programme Indicators** option. The create wizard screen appears.



1 Click the ••• button to open the CCI numbers window

2 Select the CCI of the concerned programme. The title of the programme will be automatically added.

3 Click Next to go to the confirmation step.

12. The next wizard step is the confirmation screen. Click on **Finish** to confirm and finish the creation of the Indicators dossier.

13. The message "Set of Programme Indicators successfully created" will be displayed on the upper part of the screen.

2.2. Edit the Indicators set

NOTE	To get in Edit mode: - If you directly edit the Indicators set dossier after finishing the wizard, you are directed automatically to the edit tabs. - If you are editing the Indicators set dossier at a later stage, go to the menu **MONITORING > ERDF/CF, ESF INDICATORS**. The existing Indicators set dossier is displayed in the list. Click on its CCI. You are directed to the Indicators display screen. Select any of the "edit" options that appear. You are directed to the editing tabs.

14. In the **GENERAL** tab you will find the CCI and year you selected during the wizard. You can add a comment and **SAVE** it, or you can just continue to the next tab.

2.2.1. Adding or updating the Indicators groups

NOTE	Groups are used to make it easier to manage the indicators in cases where the programme contains a larger number of indicators. However, the creation of "groups" is not mandatory.

15. Select the **GROUPS** sub-tab. Within the **CUSTOM INDICATORS** tab.
16. Select the **Add a new Group** option to add a new group. The *edit Groups* screen appears.
17. Enter the requested information:

1 A **CODE** for the group.

CODE: A FOUR-CHARACTER REFERENCE THAT YOU CAN FREE CHOOSE IN ORDER TO IDENTIFY EASILY THE GROUP.

-A **DESCRIPTION** (name)

- The **ORDER** in which this group will appear in group lists on screens and in reports.

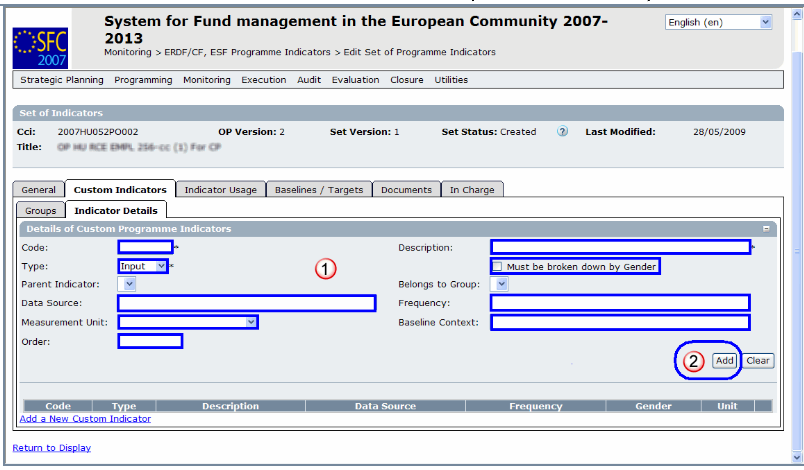
- Select the parent group If the group has a **PARENT GROUP** (from the previously created groups)

2 Click Add to add the group to

2.2.2. Adding or updating the Custom Indicator(s) details

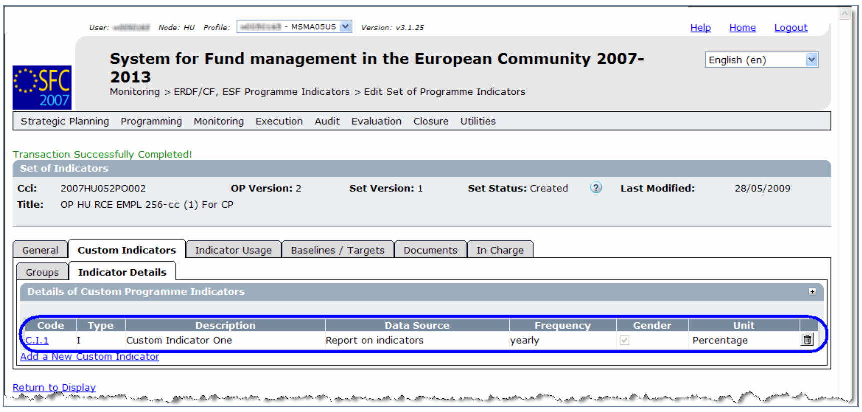
NOTE	**ERDF/CF:** Core indicators as defined by the Commission should not be added. They are already available in the Indicator Usage tab described in the section "Adding or updating the Indicator usage".

18. On the **CUSTOM INDICATORS** tab, select the **INDICATOR DETAILS** sub-tab.
19. Select the **Add a New Custom Indicator** option to add a new indicator. The *edit Indicators* screen appears:



20. Enter the following information:
   - The **Code** of the indicator: the Code is a four character reference that you can free choose in order to identify easily the indicator.
   - A **description** (a name)
   - The **type** of Indicator. Four types are available: Input, Output, Impact, and Result.
   - Specify whether the indicator must be broken by **Gender breakdown**.
   - If the indicator has a **parent indicator** (from the previously created indicator) select the parent indicator.
   - If the indicator **belongs to a parent group** (from the previously created groups) select the parent group.
   - Enter a **data source**. (information sources) used to gather indicator data
   - Select the **measurement Unit** in which the indicator values are expressed
   - Enter the **Frequency** of reviewing indicator data
   - Enter the (short) description of the **Baseline context** in the case the baseline values have another context than the target values.
   - Specify the **Order** in which the indicator will be displayed in Indicator lists on screens and in reports of the indicator (1)

21. Click **Add** to add the indicator to the list of indicators (2)



NOTE	The indicator and its details have been added to the list of indicators. Repeat steps 19 to 21 to add more custom indicators.

2.2.3. Adding or updating the Indicator usage

22. Select the INDICATOR USAGE tab.

23. Click the **Add a New Indicator Usage** link. The edit Indicator usage screen appears.

1 Select :

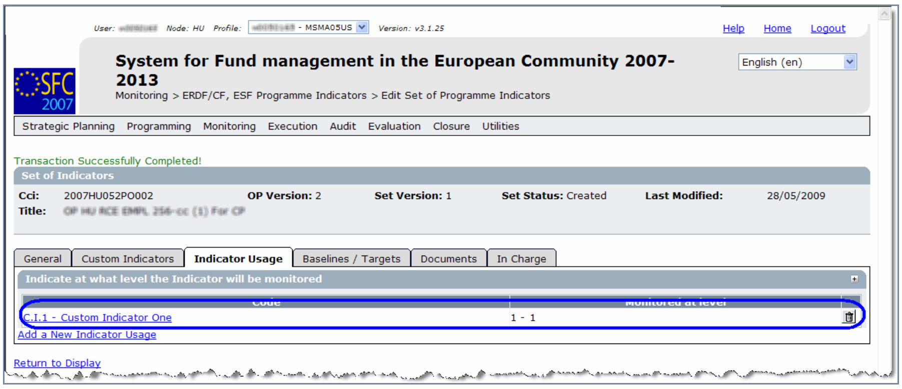
-The indicator from the list.

-The level of monitoring: At **PROGRAMME LEVEL** or at **PRIORITY LEVEL** (the available priorities are the ones on the corresponding Operational Programme version)

2 Click Add to add the Indicator usage to the list

NOTE	**ERDF/CF:** The indicators list contains all the **CORE INDICATORS** (according to Priority Themes indicated in the corresponding Operational Programme) and the custom indicators previously created on the INDICATOR DETAILS sub-tab. **ESF:** The indicators list contains all the custom indicators previously created on the INDICATOR DETAILS sub-tab.

The indicator and its details are added to the list of indicators. Repeat step 23 to add more indicators usages.



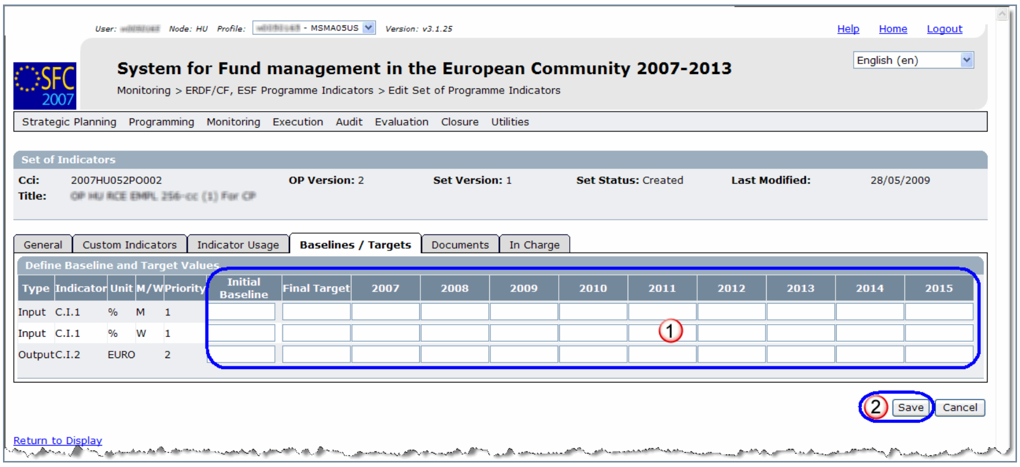
2.2.4. Entering or updating the indicators baselines and targets

24. Select the BASELINES / TARGETS tab. The list of Indicators appears. The list is automatically created, based on the INDICATOR USAGES that you added on previous step.

The list shows the following information in the predefined columns:

- TYPE of indicator (Input, Output, Impact, Result)
- INDICATOR code as entered in the indicator detail
- The UNIT of measure
- When the indicator is broken by gender breakdown, the column **M/F** indicates if the row corresponds to M (men) or F (female). In this case, you must enter the information for each gender.

- If the Indicator is monitored at priority level, the corresponding **PRIORITY** is displayed.



1 Define

- The **INITIAL BASELINE** (This is the baseline at the beginning of the programme. Annual baselines are no longer requested)

- The **FINAL TARGET** (This is the target to achieve after completion of the programme).
- The targets for each year (**2007** to **2015**)

2 Click Save to save the entered values

REMARK	These fields can contain only numeric values and you are not allowed to enter measurement units (%. EUR, etc), ranges (200 - 250, ...) or text in the Baseline/Targets fields or the Years fields.

TIP	If annual targets are not available use the Final Target. In this case it is not necessary to enter values for each year

2.3. Adding documents

REMARK	Adding documents to the Indicators set is not mandatory!

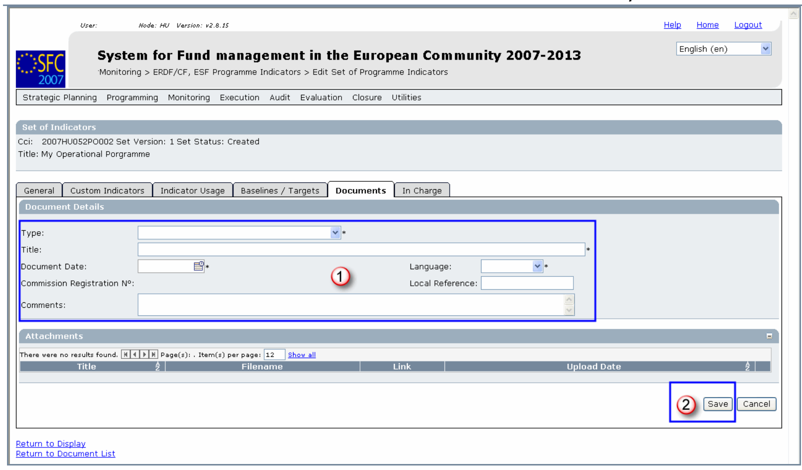
25. Select the **DOCUMENTS** tab to get to the Documents screen.

The add documents screen appears.

26. Select the **Add a new Document** option. The *document information* screen appears.

Two types of documents can be uploaded:

- Other MS Document on Programme Indicators
- Programme Indicators

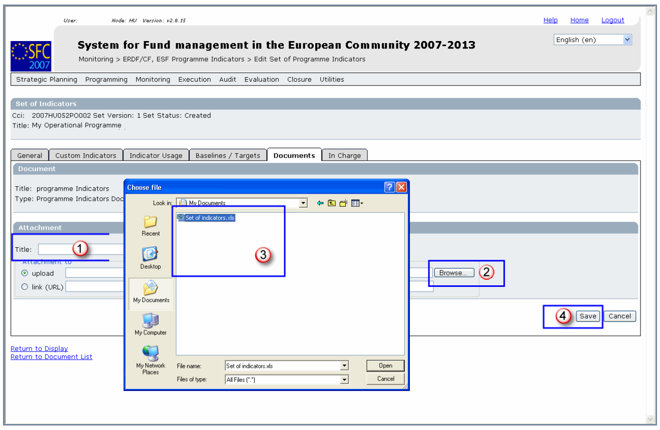


1 Select:

- The **TYPE** of document,
- The **TITLE** of the document,
- The **DOCUMENT DATE**
- The **LANGUAGE**.
- Enter a **LOCAL REFERENCE** and
- Enter **COMMENTS** if any

2 Click **SAVE** to save the entered information

27. After saving, the **Add a new Attachment** option appears. Click on this option. The ***upload attachment screen*** appears.



1 Enter the title of the attached file
2 Click **BROWSE** to find the file on your computer
3 Select the file
4 Click **SAVE** to save the uploaded file.

28. You are redirected to the ***document information*** screen.

TIP	To add more files (**ATTACHMENTS**) to your Indicators set, click on **Add a new Attachment** and repeat step 27 for each file you want to upload.

2.4. Adding or updating Officials in Charge

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

29. Select the **IN CHARGE** tab.

30. The add officials in charge tab appears. Click on **Add a new Official in Charge**.

31. 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 the selected language.

32. Click **Add** to add this official in charge to the list.

Tip	Repeat steps 31 and 32 to add as many officials as necessary (no limitation).

Tip	If a user no longer wants or needs to receive the automatic notifications: ▪ Select the user ▪ Uncheck the Automatically Notified option Click **Update**.

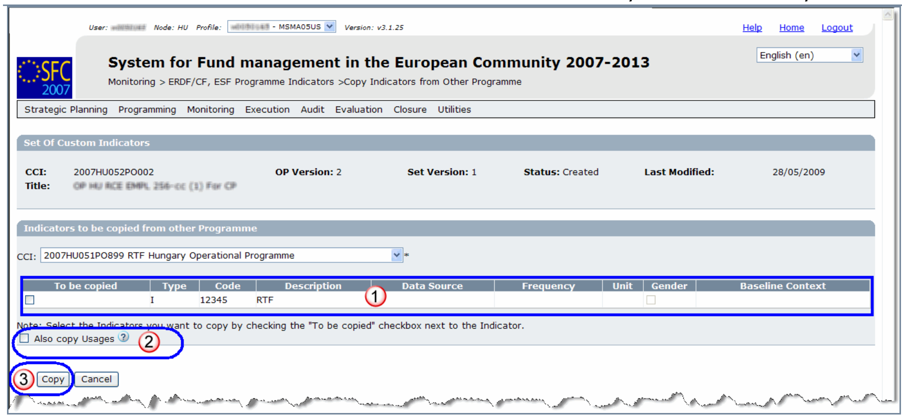
2.5. Copy Indicators from another Programme

You can use this option when you want to copy Indicators from another Programme into the current Programme. This is for Programmes who share a same set of custom Indicators.

Remark	The Indicators can only be copied if in the current Programme no identical Indicator code exists.

33. Go to the ***Indicator set display*** screen (use the option **Return to display** if necessary).
34. Select the **Copy Indicators from Another Programme** option in the ***Indicator set display*** screen. You are directed to the ***Copy indicators*** screen.
35. On the CCI drop-down list, select the programme from which you want to copy the indicators

The list of existing indicators appears.



1 Check the checkbox for those you want to copy

2 Check **ALSO COPY USAGES** if you want to also copy the usages.

3 Click on **Copy** to copy the indicators

REMARK	If **ALSO COPY USAGES** is checked, the Usages and the Indicator Value records (without values) will be copied for the Programme and for each Priority which has an identical Priority in the current Programme.

36. You are redirected to the Indicators set display screen.

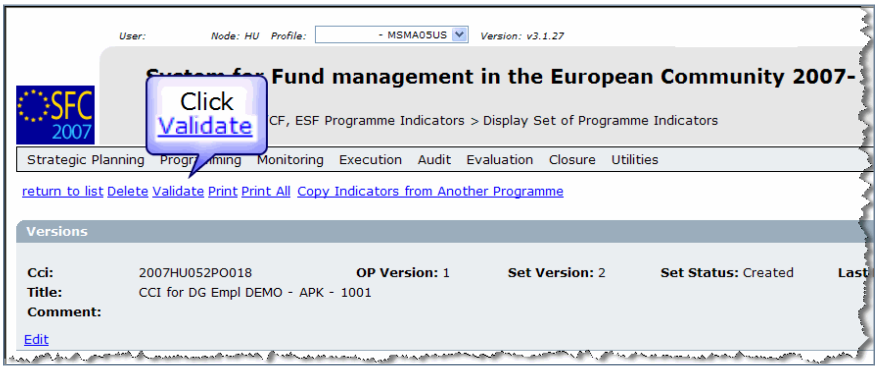
The indicators are copied (if you also selected copy the usages, the usages are also copied).

REMARK	You can edit the Indicators and enter the indicators baselines and targets for the different years as described in the Edit the Indicator set chapter.

3. Validate the Indicators set

37. Click on the **Return to Display** link. The ***Display Indicators*** screen appears. You have an overview of the Indicators set and its contents.

38. Click on the **Validate** option on the upper part of the screen.



The system checks the consistency of the data.

- The validation results screen appears.
- 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".

TIP	If errors are detected and you need to modify/add/delete data, click on the **Return to Display** link and click **Edit** on the specific section to get to the corresponding edit tab. For the list of validation rules: go to **a: Validation rules for the indicators set** section

4. Sending the Indicators set to the Commission

39. After having validated the Indicators set, select the **SEND** option on the ***Display Indicators*** screen. The ***Send Indicators*** screen appears.

REMARK	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.

40. Click **YES** to confirm the sending. You are redirected to the ***Display Indicator Set*** screen.

- The status of the Indicators set is "**Sent**".
- In the ASSOCIATED DOCUMENTS section, the documents have a "Sent Date" which corresponds to the date on which the status was set to "Sent".

a. Validation rules for the indicators set

CODE	VALIDATION	SEVERITY
2.1	validate that each defined custom indicator has at least one Usage (warning, because it is possible that in one version of the Indicator Object, we do not want to use some indicators anymore)	Warning
2.2	validate that there is at least one Usage	Error
2.4	validate that at least one Member State Official in Charge exists	Warning
2.5	validate that a Programme Indicator Value record exists for all Programme Indicator Usages and for the Gender breakdown	Warning

b. Workflow of Indicators set

Action	Status	Editable by MS?
The MS creates the Indicators set dossier	Created	Yes
The MS Validates the data entered for the dossier	Validated	Yes
The MS Sends the dossier to the Commission	Sent	Only the "Officials in charge" section and sending of "other MS documents"
The Commission Accepts the dossier	Accepted	Only the "Officials in charge" section and sending of "other MS documents"
The Commission Returns the dossier for correction OR The Commission Returns the Annual Implementation report linked to this set of indicators	Returned (for correction)	Yes
Workflow Final Status of the Indicators set dossier	**ACCEPTED**	**Only the "Officials in charge" section and sending of "other MS documents"**

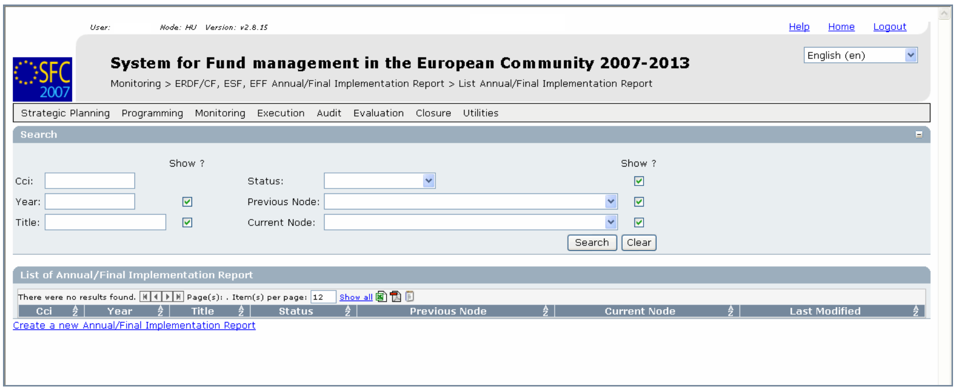
Annual (Final) Implementation Report

1. Create the Annual/Final Implementation Report dossier.

REMARK	The Annual Implementation Report is a yearly report. Therefore, there is no versioning of this dossier and the option "create new version" doesn't exist.

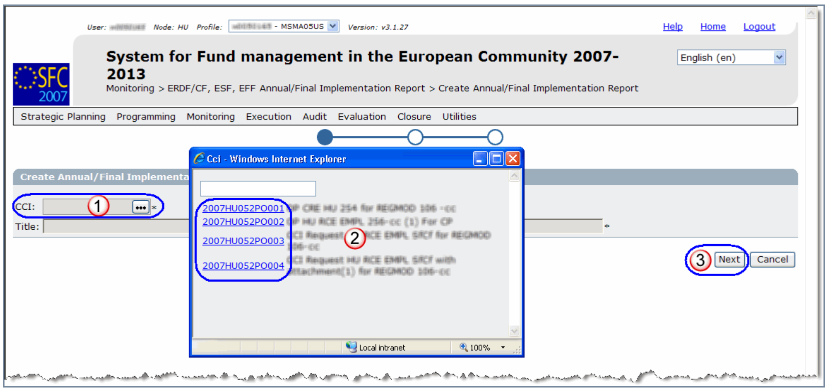
1.1. Get to the Annual/Final Implementation Report section.

1. Go to the MONITORING > ERDF/CF, ESF, EFF ANNUAL/FINAL IMPLEMENTATION REPORT menu. The Search pane appears.



2. Select the **Create a new Annual/Final Implementation Report** option.

The create wizard screen appears:



① Click the ••• button to open the CCI numbers window.

② Select the CCI of the concerned programme. The title of the programme will

③ Click Next to go to the **PROVIDE ADDITIONAL INFO** step.

3. On the provide additional info screen, enter the requested additional data

FOR ERDF/CF, ESF, EFF

① Select the Reporting Year

② Enter the Monitoring Committee Approval date

FOR ERDF/CF, ESF

③ The version of the Indicators set used (the list contains the Indicators sets you previously created and sent to the EC)

④ **Only for FINAL Implementation Report:** Specify whether use is made of the option under Article 34(2) of Regulation (EC) No 1083/2006

REMARK	② 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.

⑤ Click Next to get to the confirmation step.

4. 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.

1.2. Editing the Annual/Final Implementation Report

TIP	- 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
Documents tab	Documents tab	Documents tab
In charge tab	In charge tab	In charge tab

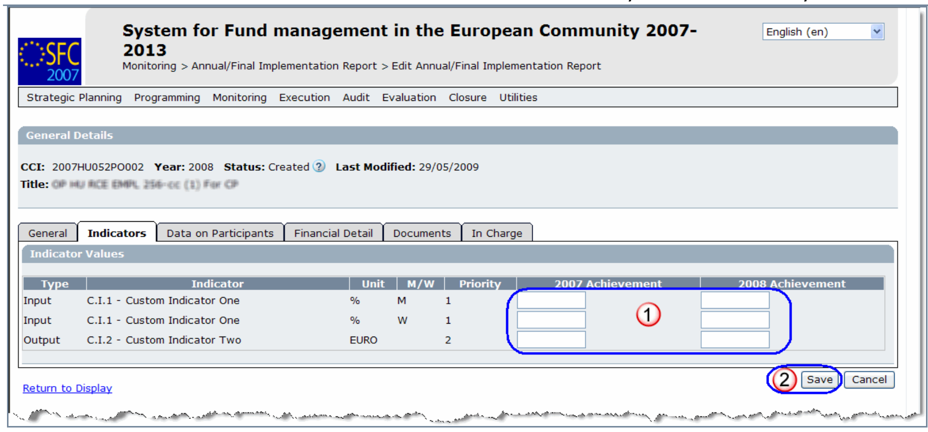
1.2.1. Edit the ERDF/CF and ESF Indicators

This step only concerns ERDF/CF and ESF programmes!

For EFF Programmes go to the **EDIT THE FINANCIAL DETAIL** section (page 20).

5. Select the **INDICATORS** tab.

REMARK	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 achievements for years equal and before the reporting year are shown.



1 Enter the achievements values
2 Click **Save** to save the entered values.

1.2.2. Edit the ESF data on participants tab

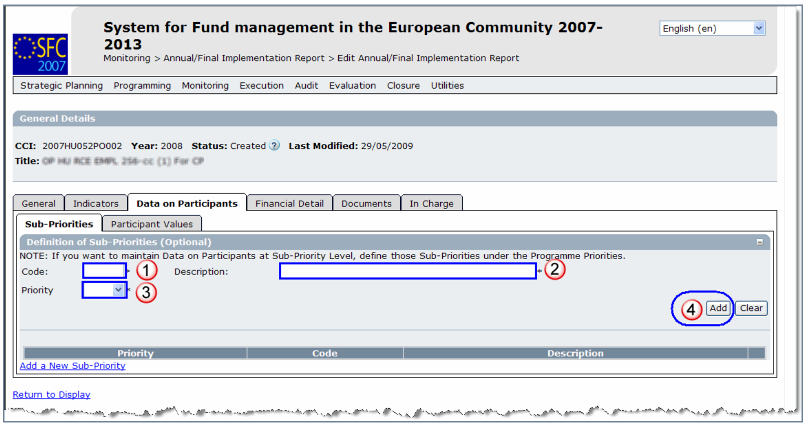
This step only concerns ESF programmes!

For ERDF/CF and EFF Programmes go to the **Edit the Financial Detail** section.

6. Select the **Data on Participants** tab. The **Sub-Priorities** sub-tab is displayed by default.

Remark	The sub-priorities section allows you to define Sub-Priorities under the Programme Priorities if you want to maintain Data on Participants at Sub-Priority Level.

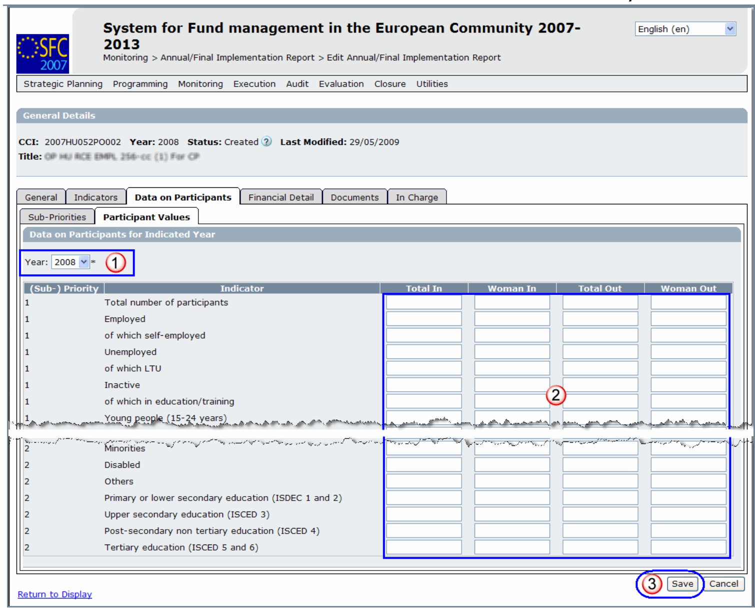
7. Select the **Add a New Sub-Priority** option to add a new sub-priority.



1 Enter a code for the sub-priority
2 Enter a description of the sub priority
3 Select the Priority of the Operational Progr. to which this sub priority is linked.
4 Click **Add** to add the sub-priority to the list of

Repeat these steps to add as many sub-priorities as you need.

8. Select the **Participant Values** tab. The Participant values screen is displayed.

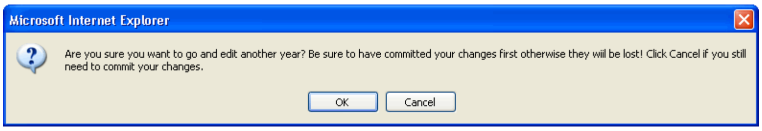


1 Select the year for which you want to enter the participant values

2 Enter the participant values by the different criteria indicators

3 Click **Save** to save the entered values

Repeat these steps to enter the values for each year.

REMARK	When you select a different year 1, the following pop up appears:  This is to prevent you from changing the year without saving the data first. Ensure that you have saved the data before you switch to a different year.

1.2.3. Edit the Financial Detail

REMARK	The table "Financial Information on priority axis" remains available in case you want to enter this information. However, for ERDF/CF, ESF filling in this table **is not mandatory anymore.** Additionally a table will be automatically generated by SFC2007 based on payments made. (you cannot edit it as it's generated automatically). This table will only be displayed in the *display* screen.

9. Select the **Financial Detail** tab. The *financial detail* screen appears.

The amounts to be entered by priority are the following:

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

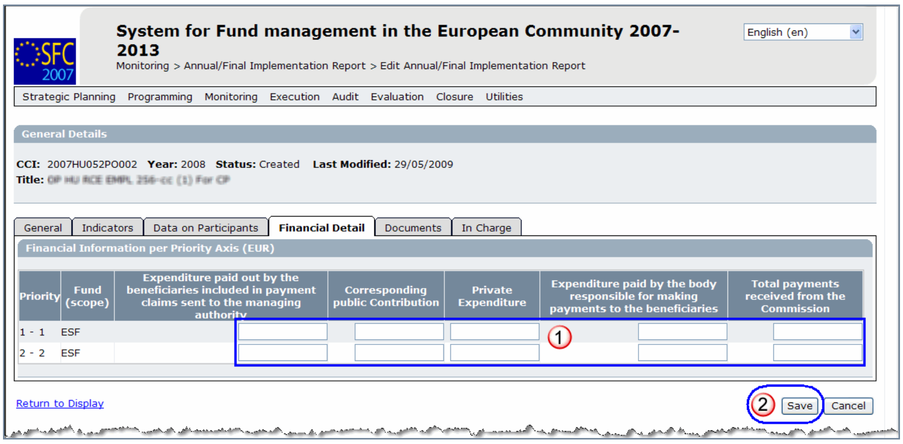
- Expenditure paid out by the beneficiaries included in payment claims sent to the managing authority
- Corresponding public Contribution
- Private Expenditure
- Expenditure paid by the body responsible for making payments to the beneficiaries
- Total payments received from the Commission

REMARK	If it has been indicated that the Programme uses the **OPTION UNDER ARTICLE 34(2) OF REGULATION (EC) NO 1083/2006** each priority will have to detail the expenditure which falls under the other Fund scope.

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



(1) Enter the requested amounts in the columns for each priority

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

1.3. Add documents

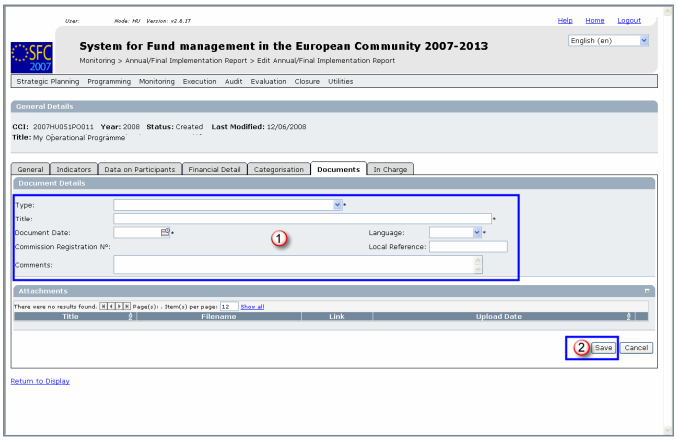
1.3.1. The Categorisation Sheet

IMPORTANT REMARK	In 2008 the cumulative breakdown of allocations by category were entered directly in the screen. However, as the number of operations and combinations increase such data is no longer suitable for manual input. Consequently in this revised version of the SFC2007 Annual Implementation Report module the system of manually encoding the categories data through SFC2007 has been replaced by the upload of a pre-formatted Excel file. The Excel file corresponds to annex II part C of 1828/2006. Please use the templates (available in the help page of SFC2007) in order to avoid problems with the validation of the content. If you are not using the templates please make sure that all fields are text fields. The template is available in the help page: http://ec.europa.eu/employment_social/sfc2007/sfc2007_help/index.htm

	Please upload this excel file as document type **CATEGORISATION SHEET**. **THE FILE EXTENSION MUST BE ".XLS" AND NOT .XLSX" (EXCEL 2007)** More FAQs about the categorisation: http://ec.europa.eu/employment_social/sfc2007/sfc2007_help/documents/categorisation-faq2009.pdf

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

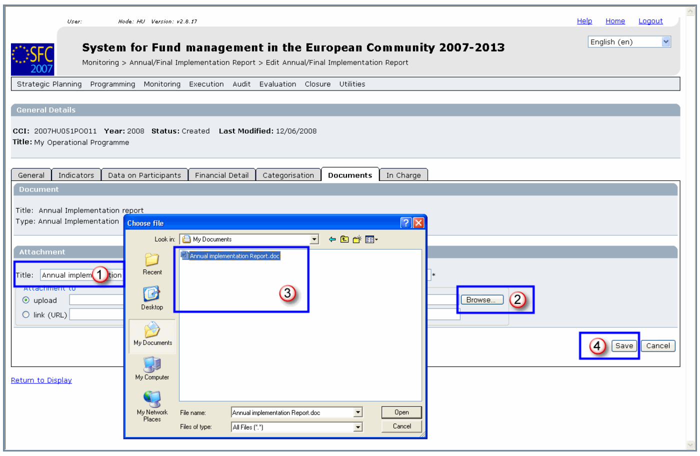
11. Select the **Add a new Document** option. The enter document information screen appears. Three types of documents must be uploaded:
    - Annual/Final Implementation Report for ERDF/CF, ESF and EFF (**MANDATORY**)
    - Categorisation Sheet (**MANDATORY**)
    - Other Member State Document



1 Select:
- The **TYPE** of document,
- The **TITLE** of the document,
-The **DOCUMENT DATE**
- The **LANGUAGE**.
- Enter a **LOCAL REFERENCE** and
- Enter **COMMENTS** if any

2 Click **SAVE** to save the entered information

12. After saving, the **Add a new Attachment** option appears. Click on this option. The ***upload attachment*** screen appears.



1 Enter the title of the attached file

2 Click **BROWSE** to find the file on your computer

3 Select the file

4 Click **SAVE** to save the uploaded file

You are redirected to the ***document information*** screen.

TIP	To add more files (attachments) to your Annual implementation Report, click on **Add a New Attachment** and repeat step 0 for each file you want to upload.

1.3.2. Adding Officials in Charge

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

13. Select the **IN CHARGE** tab. The add officials in charge tab appears.
14. Select the **Add a new Official in Charge** option.
15. 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 for a specific period)
    - Automatically Notified: check this option ☑ to receive the automatic notifications.
    - Preferred Language: The automatic notifications are sent in this language.
16. Click **ADD** to add this official in charge to the list.

TIP	Repeat step 13 to 16 to add as many officials as necessary (no limitation).

TIP	If a user no longer wants or needs to receive the automatic notifications: ▪ Select the user ▪ Uncheck the Automatically Notified option ☐ Click **UPDATE**.

1.4. The "Synchronise set of indicators" function.

REMARK	This functionality allows the user to update the Set of Indicators for ERDF/CF and ESF that were copied into the Annual/Final Implementation Report at creation time with the most recent version of the Set of Indicators linked to an Operational Programme with a decision date in or before the Annual/Final Implementation Report year.

17. On the *Display Annual Implementation Report* screen select the **Synchronise Set of Indicators** option. Note the Indicator Version set and OP version is displayed:

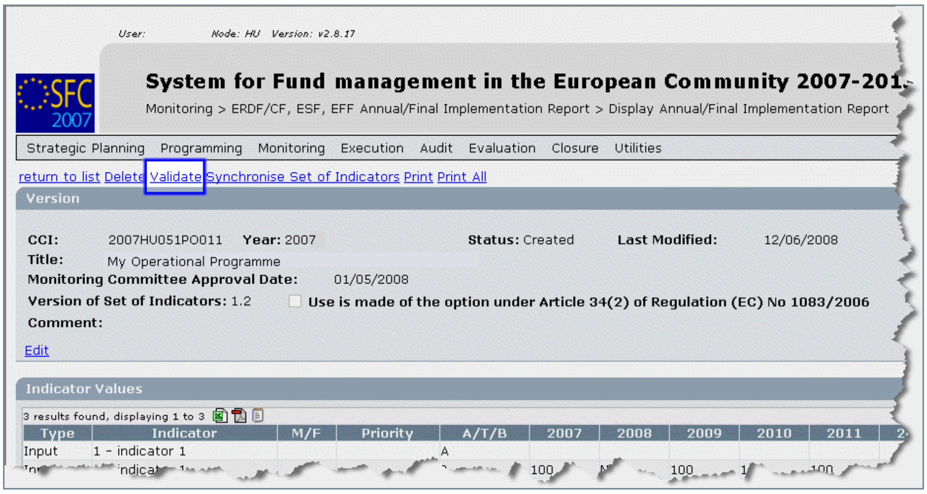
18. The confirm synchronisation of indicators screen appears:

19. Click **YES** to confirm. You are redirected to the ***Display Annual Implementation Report*** screen.

REMARK	Following the synchronisation, it may be necessary to add new achievement values (for newly created indicators) to make it compliant to the new indicators situation. If you need to modify/add/delete data, click on the **Edit** link of the specific section to get to the corresponding edit tab.

2. Validate the Annual/Final Implementation Report

20. On the ***Display Annual Implementation Report*** screen, click on the **Validate** option on the upper part of the screen.



The system checks the consistency of the data. The ***validation results*** screen appears:

If no errors are 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".

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. For the list of validation rules: go to **VALIDATION RULES FOR THE AIR** section.

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

21. After having validated the Indicators set, select the **Send** option on the ***Display Annual Implementation Report*** screen. The ***send Annual Implementation Report*** confirmation screen appears.

REMARK	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.

22. Click **YES** to confirm the sending. You are redirected to the ***Annual Implementation Report*** screen.

REMARK	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".

a. Validation rules for the AIR

2.1	VALIDATE THAT THE ANNUAL/FINAL IMPLEMENTATION REPORT IS LINKED TO AN ADOPTED OPERATIONAL PROGRAMME PRESENT AT VALIDATION TIME	ERROR
2.2	validate that the Annual/Final Implementation Report only contains all Region Types present in the last adopted Operational programme Version (EFF)	error
2.3	validate that the Annual/Final Implementation Report only contains all Priorities present in the last adopted Operational programme Version (ERDF/CF, ESF, EFF)	error
2.4	validate that at least one Member State Official in Charge exists	warning
2.5	validate that the Annual/Final Implementation Report is linked to a Set of Indicators sent to a higher node 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	validate that the Annual/Final Progress Report refers at least to the following sent Set of Indicator Tables: "G/O Main", "G/O HC" and "R Main" (EAFRD)	error
2.7	validate that the official Annual/Final Implementation Report document is uploaded (ERDF/CF, ESF, EFF)	error
2.8	validate that the Other Annual/Final Progress Report Requirements document for EAFRD is uploaded (EAFRD)	error
2.9	validate that the Financial Execution Table presented by MS is uploaded (EAFRD)	error
2.10	validate that 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
2.12	validate that an achievement value is entered for all years prior or equal to the smallest of the reporting year and the last eligibility year (ERDF/CF and ESF)	warning
2.14	validate that the reporting year, if different from Final, is <= current year – 1	error
2.15	validate in Annex XXIII that Woman In is <= Total In and that Woman Out is <= Total Out (ESF)	error
2.16	validate that Annex XXIII contains at least one number (ESF)	warning
2.18	validate that there is at least one categorisation record (ERDF/CF and ESF)	error
2.19	validate that the official Categorisation Excel Sheet is uploaded (ERDF/CF, ESF) and that the content can be saved in the database	error
2.20	validate that all Annex XXIII In columns have a value (ESF)	error
2.21	validate in Annex XXIII that: ▪ Employed + Unemployed + Inactive is equal to the Total Number of Participants. Both for Total as for Woman. ▪ Long Term Unemployed is smaller or equal to Unemployed. ▪ Self Employed is smaller or equal to Employed.	error

	▪ Inactive in education/training is smaller or equal to Inactive ▪ Total of breakdown of participants by educational level is smaller or equal to Total number of participants.	
2.22	validate that "Use is made of the option under Article 34(2) of Regulation (EC) No 1083/2006" is only true for ERDF/CF and ESF Programmes for the Final Implementation Report (ERDF/CF, ESF)	(error)

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 OR The Commission returns the Indicators set to which the AIR is linked	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