

The Member State Managing Authority (MSMA) or Member State Responsible Authority (MSRA) is responsible for uploading and sending the annexes to the Operational Programme.

There are three types of documents that can be sent through the **Documents** section of the Programme:

Types of Documents

- **Integral Documents:** These documents; 'Supplementary Information', 'Report of the ex-ante evaluation' or 'Notification of Designation', are sent together with the Programme to the Commission (when the MSMA sends the programme). As a result there is one ARES number and notification to Desk officers. These documents are not visible for the Commission until the Programme is 'Sent'.

GENERAL

Documents annexed to this programme

TITLE	DOCUMENT TYPE	DOCUMENT DATE	COMMISSION REFERENCE	FILES	SENT DATE	SENT BY
Programme Snapshot 2014IE05M9OP001 1.1	Snapshot of data before send	15-Dec-2014	Ares(2014)4207578	1	15-Dec-2014	William!
Programme Acknowledgement 2014IE05M9OP001 1.1	Acknowledgement of receipt	15-Dec-2014	Ares(2014)4207560	1	15-Dec-2014	ack ACK
Data Collection Summary Action Plan	Supplementary information	12-Dec-2014	Ares(2014)4207578	1	15-Dec-2014	William!
Section 12 - SEA - Screening Decision	Supplementary information	11-Nov-2014	Ares(2014)4207578	1	15-Dec-2014	William!
Section 1 - B1 : Employment - Skills Shortages and Future Skills Needs - Table 9	Supplementary information	11-Nov-2014	Ares(2014)4207578	1	15-Dec-2014	William!
Section 1 - B.4 Adult Literacy	Supplementary information	11-Nov-2014	Ares(2014)4207578	1	15-Dec-2014	William!
Section 1 Part D Aligning NRP and Relevant Strategies with ESF Thematic Objectives	Supplementary information	11-Nov-2014	Ares(2014)4207578	1	15-Dec-2014	William!
Table 1 TO 10 (ii) TLA	Supplementary information	11-Nov-2014	Ares(2014)4207578	1	15-Dec-2014	William!
Table 1 TO 10 (iii)	Supplementary information	11-Nov-2014	Ares(2014)4207578	1	15-Dec-2014	William!
Participants Eligible as NEETs for YEI in Ireland under the 2014-2020 ESF Operational Programme	Supplementary information	14-Nov-2014	Ares(2014)4207578	1	15-Dec-2014	William!
Ex-Ante Evaluation - Final Report	Report of the ex-ante evaluation	24-Nov-2014	Ares(2014)4207578	1	15-Dec-2014	William!

(1) Integral Documents of type 'Supplementary Information' or 'Report of the ex-ante evaluation'


(2) One ARES number as a result these documents are sent together with the programme to the Commission.

NOTE	<p>Integral document types should not be uploaded once the Programme has been sent to the Commission, if you want to send an Integral Document, the Commission must return the Programme for modification and the MS will need to create a new working version and upload the documents again.</p> <p>The unsent Integral documents can no longer be deleted if the OP version is already sent, although they are not visible to the Commission.</p>
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- **Non-Integral Documents:** It is also possible for a MS to add annexes to the Programme as documents of type 'Other Member State Documents'. This will result in multiple ARES numbers and multiple notifications to the desk officers and can be sent at any time independently of the status of the Programme.

- The 'Other Member State Document' type demands a manual submission. The other document types are automatically sent - together with the encoded data – when the Programme is submitted to the EC.
- In order to upload and send this type of document, the authority must have the MS Managing Authority/ MS Responsible Authority role with Update and Send rights.
- This type of document can be manually submitted to the EC before and/or after the submission of the Programme to the EC.

To send an 'Other Member State Document' that was previously uploaded:

1. Go to the **DOCUMENTS** section of the OP and select the unsent document from the list (either by double-clicking on the row or selecting the row and clicking the Edit  button):

Filter

GENERAL
Documents annexed to this programme

TITLE	DOCUMENT TYPE	DOCUMENT DATE	LOCAL REFERENCE	COMMISSION REFERENCE	FILES	SENT DATE	SENT BY
BA Form	Bank account identification form	11-Nov-2014		Ares(2014)78671	1	26-Nov-2014	w0050160 Tes
Send Me!	Other Member State document	16-Jan-2015			1		

2. Click on the [Update & Send](#) link to send the document:

Document details

Document type * Other Member State document Not yet sent

Title * Other Member State document

Document date * 19/12/14

Local reference

Commission reference

Attached files

TITLE	LANGUAGE	FILENAME
Other Member State Docume	English	report.doc

Select file to upload

Update Update & send Cancel

A document is only visible to the Commission when the **Sent Date is visible**:

GENERAL
Documents annexed to this programme

TITLE	DOCUMENT TYPE	DOCUMENT DATE	COMMISSION REFERENCE	FILES	SENT DATE	SENT BY
Programme Snapshot 2014AT05MAOP001 2.2	Snapshot of data before send	01-Dec-2014	Ares(2014)79415	1	01-Dec-2014	AT Support User
Programme Acknowledgement 2014AT05MAOP001 2.2	Acknowledgement of receipt	01-Dec-2014	Ares(2014)79414	1	01-Dec-2014	ack ACK
Other Member State document	Other Member State document	19-Dec-2014	Ares(2014)81762	1	19-Dec-2014	AT Support User

- (1) Documents of type 'Other Member State Documents' are non-integral which means they can be sent at any time independently of the programme status
- (2) These document types receive different ARES numbers
- (3) The Commission can see this document when the Sent Date is visible

- **Automatic Documents generated by SFC:** These documents; 'Acknowledgement of receipt' and 'Snapshot of data before sent' are generated and uploaded automatically by the SFC system when the Programme is sent to the Commission.

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Programme Snapshot 2014AT05MAOP001 2.2	Snapshot of data before send	01-Dec-2014	Ares(2014)79415	1	01-Dec-2014	AT Support User
Programme Acknowledgement 2014AT05MAOP001 2.2	Acknowledgement of receipt	01-Dec-2014	Ares(2014)79414	1	01-Dec-2014	ack ACK