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Transnational Cooperation Project (EAFRD)

PURPOSE
This document describes the specifications of the use-cases related to the Transnational Co-operation (TNC) projects encoding and transmission procedure in the Shared Fund Management Common System period 2014-2020 (SFC2014).

Article 44(4) of EAFRD Regulation (EU) No 1305/2013 stands that:

| Member States shall communicate to the Commission the approved transnational co-operation projects.” (Art. 44(4) EAFRD Reg.) |

This document describes in detail:

- The content of the TNC Projects information to be submitted by the MS Managing Authorities;
- How to create/edit/delete/send/etc... this TNC Project in SFC2014;
- The validation rules that apply to the TNC Project data;
- The life-cycle (workflow) of this TNC Project within SFC2014.

REGULATIONS

| CPR regulation | Article 32; 34 and 35 of Regulation (EU) No 1303/2013 |
| EAFRD regulation | Mainly article 44 and articles 52 and 54 of Regulation (EU) No 1305/2013 |

ROLES

Roles involved in the Transnational cooperation project for EAFRD are:

| MS Managing Authority | Record the TNC for EAFRD |
| | Upload the TNC for EAFRD |
| | Consult the TNC for EAFRD |
| | Delete the TNC for EAFRD |
| | Validate the TNC for EAFRD |
| | Send the TNC for EAFRD |
| | Return the TNC for EAFRD |
| | Create New Version of a TNC for EAFRD |
MS Audit Authority | Consult the TNC for EAFRD

**FUNDS**

| EAFRD |

**PRE-CONDITIONS**

When creating, the user is logged in on the TNC Node.

When editing a version of a TNC Project, its status is 'Open' or 'Ready to send', and the TNC Project currently resides on the user's level and the user is also a MSMA on the owner Node of one of the covered Programmes.

**Workflow**

This section shows the lifecycle to create and manage the Transnational cooperation project for EAFRD.
Create the Transnational Cooperation Project (EAFRD)

**Remark**

To create the Transnational cooperation project (EAFRD) you must have **MS Managing Authority with Update access on TNC node**
1. To access into the **TRANSNATIONAL COOPERATION PROJECT (EAFRD)** section, first click on the **PROGRAMMING** link (1) in the menu and then on the **Transnational cooperation project (EAFRD)** link (2).

2. Click on the **Create New TNC Project** link to create a new Transnational cooperation project (EAFRD).
You are redirected to the Transnational cooperation project (EAFRD) creation wizard:

3. Enter or Select the following information:

   (1) Enter the *Title of the co-operation project in english*

   (2) Select the *Expected start date of the activities envisaged under the co-operation project*

   (3) Select the *Expected end date of the activities envisaged under the co-operation project*

   (4) Select the *Project status*

   (5) Click on the **Finish** button to confirm the creation.

The initial TNC Project structure is created and a Table of Content (ToC)/Navigation Tree is presented, so the user can continue to populate the structured data of the TNC Project. The status of the Transnational cooperation project (EAFRD) is **OPEN**.
Record/Edit the Transnational cooperation project (EAFRD)

Find all the information to complete each screen of the Transnational cooperation project (EAFRD). Below are the links to the main sections:

Transnational cooperation project (EAFRD):
- General
- 1. PROJECT MAIN INFORMATION
- 2. COMPETENT MANAGING AUTHORITIES
- 3. INFORMATION ON CO-OPERATION PARTNERS
- 4. OTHER PARTNERS

General

Version Information

The Version Information contains information on the identification and status of the Transnational cooperation project (EAFRD) version; like the CCI, the Title, the Version Number, the Status, etc. It also shows the results of the last validation done on this version.

1. Clicking on the Edit button will enable you to update the General details.
The Edit Details pop-up window appears:

2. Enter or select the modifications:
   (1) Enter the *Title of the co-operation project in english*
   (2) Select the *Expected start date* of the activities envisaged under the co-operation project
   (3) Select the *Expected end date* of the activities envisaged under the co-operation project
   (4) Select the *Project status*
   (5) Click on the **Update** button to confirm the changes.
Officials in Charge

**NOTE**
Officials in Charge can be updated at any time, independent from the status of the Transnational cooperation project (EAFRD). The email is directly accessible via the email link.

**GENERAL**

Officials in charge

- Click on the **ADD** button to add a new official in charge.
- Select an official and click in the **EDIT** button to modify the information of this official.
- Select an official and click on the **REMOVE** button to delete the official in charge selected.

1. Click on the **ADD** button to add a new official in charge.

The Edit Details popup window appears:
2. Enter the following information:

(1) Enter the Name.

(2) Enter the Email.

(3) Click on Update to save the information.

**NOTE**

Commission Officials (email domain "ec.europa.eu") can only be created/updated/deleted by Commission Users.

**History**

This section shows all the actions that happened in the Transnational cooperation project (EAFRD) since it was created, for example:

<table>
<thead>
<tr>
<th>STATUS</th>
<th>ACTION</th>
<th>COMMENTS</th>
<th>BY LEVEL</th>
<th>DATE</th>
<th>USER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Edit</td>
<td>Transnational Co-operation</td>
<td>06-Nov-2017 14:17:20</td>
<td>Marta Monte</td>
<td></td>
</tr>
<tr>
<td>Open</td>
<td>Create</td>
<td>Transnational Co-operation</td>
<td>06-Nov-2017 14:06:23</td>
<td>Marta Monte</td>
<td></td>
</tr>
</tbody>
</table>
Documents

The following document types will be foreseen:

<table>
<thead>
<tr>
<th>Description</th>
<th>Non-Integral</th>
<th>Integral</th>
<th>System</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Member State Document</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snapshot of data before send</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Snapshot of monitoring data before Send</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TNC annex</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Uploading & Sending Documents**

- Clicking on the **Add** button will open a pop up window allowing you to add a new document type with attachments.
- Selecting a document row and click in the **Edit** button will allow you to modify the document information.
- Selecting a row of a previously uploaded document and click on the **Remove** button to delete the document and associated attachments.

**REMARK**

Integral Documents (‘TNC annex’) are only sent once the Project is sent.

Referential/non-integral Documents (ie. ‘Other Member State Document’) can be sent at any time independently of the status of the Project.

The 'Other Member State Document' type demands a manual submission (they are NOT sent automatically within the Project). The other document types, integral documents, are automatically sent - together with the encoded data – when the Programme is submitted to the EC.

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

1. Click on the **Add** button to add a new document.
The *Document details* pop-up window appears:

2. Enter or select the following information:
   
   (1) Select a *Document Type*
   
   (2) Enter a *Title* for your Document
   
   (3) Enter a *Document Date*
   
   (4) Click on the **ADD** button to add a new attachment
      
      - You can add multiple attachments by clicking on the **ADD** button
      - You can remove unwanted attachments by selecting the attachment and clicking on the **REMOVE** button
   
   (5) Enter a *Title* for your attachment.
   
   (6) Select the *Language* of the document.
   
   (7) Select the *file* to upload.
   
   (8) Click on **Update** to save the information.
**Remark**
Commission Registration N° is only enabled for Commission Users, while Local Reference is only enabled for Member State Users.

The pop-up window closes and the documents are uploaded.

**Sending an unsent non-integral document**

1. Once the document and attachment(s) have been uploaded select the document row in the list (1) and click on the **Edit** button (2):

2. Click on **Update & Send** to send the document to the Commission.
The **Update & Send** option is only shown for documents which are non-integral and after at least one attachment was added.

If more than one file are uploaded from the same document table, when clicking the **Update & Send** link, will send all the files and not only the one(s) for which the check-box has been ticked.
Deletion of an unsent document

1. Select a row (1) of a previously uploaded document and click on the REMOVE button (2) to delete the document and associated attachments.

A confirmation window appears:

Confirm delete document

Title: TNC annex
Document type: TNC annex

Do you really want to delete this document?

Yes No

2. Click on Yes to confirm deletion. Click on No to return to the Transnational cooperation project (EAFRD) documents.
Hiding a sent document

| NOTE | Sent Documents can never be deleted, but the sender can decide to hide the content for the receivers in case of an erroneous and/or accidental send. |

1. Select a row (1) of a previously sent document and click on the **Edit** button (2) to hide the document and associated attachments.

2. Select the **Hide Content** option and click on **Update** to hide the Operational Programme document.
Observations

This section is used to provide any relevant information to the Transnational cooperation project (EAFRD). It can be used as a type of 'chat' between the Member State and Commission.
1. Enter the following information:

(1) Enter an observation.

All users who have Read and Observation permission on the TNC Project will be able to send an Observation and participate in the conversation.

(2) Click on Add to save the information.

All Observations are kept against the specific version of the Transnational cooperation project (EAFRD).

1. PROJECT MAIN INFORMATION

1.1 Cost

This section is in read-only. Project cost are automatically calculated from section 3.

<table>
<thead>
<tr>
<th>COMPETENT MANAGING AUTHORITY</th>
<th>TOTAL COST FOR THE LIFETIME OF THE CO-OPERATION PROJECT</th>
<th>EAFRD</th>
<th>OTHER PUBLIC CONTRIBUTION</th>
<th>PRIVATE CONTRIBUTION</th>
<th>FUND CONTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.2 RDP priorities addressed and project themes

| REMARK | The elements on this page, Priorities and Themes, can only be edited by the creator or by users who are defined as MSMA on the owner Node of the lead Programme defined in Section2. |
1. Clicking on the first **Edit** button will open a pop-up window allowing you to enter the *RDP priority addressed*

2. Select each RDP priority at a time (1) from the *All RDP priorities* box and click on the arrows pointing to the right (2) to make it pass to the *RDP priorities addressed* box. Once finished click on the **Update** button (3).

   ![Diagram showing RDP priority selection process]

   **Remark** At least one RDP priority is mandatory.

3. Clicking on the second **Edit** button will open a pop-up window allowing you to enter the *Project themes*
4. Select each project theme at a time (1) from the All project themes box and click on the arrows pointing to the right (2) to make it pass to the Selected project themes box. Once finished click on the Update button (3).

**REMARK** At least one Project theme is mandatory.

**1.3 Additional information**

**REMARK** This page can only be edited by the creator or by users who are defined as MSMA on the owner Node of the lead Programme defined in Section2.
Additional information on the project can be provided either in form of a link to the project website or a short project description (up to 500 characters, spaces excluded).

1. Clicking on the Edit button \(\text{EDIT}\) will open a pop-up window allowing you to enter Additional information (or project website).

The Edit Details pop-up window appears:

2. Enter a short project description text (1) and click on the Upload button (2)
2. COMPETENT MANAGING AUTHORITIES

**Remark**
This page can only be edited by the creator or by users who are defined as MSMA on the owner Node of the lead Programme defined in Section 2 and at least one Competent Managing Authority must be created.

- Click on the **Add** button to add a new managing authority.
- Select an official and click in the **Edit** button to modify the information of this managing authority.
- Select an official and click on the **Remove** button to delete the managing authority selected.

1. Click on the **Add** button to add a new managing authority.

The *Edit Details* popup window appears:

2. Enter or select the following information:
(1) Select the CCI - Name.

The system displays all the allocated CCI (and CCI description) of all adopted EAFRD programme (except National Framework: NF), independently of the security on those Programmes

(2) Select Yes or No for the question Is lead programme in SFC?

| Remark | The “Lead” checkbox indicates which Managing authority is in charge for the encoding in SFC of the common project information (version information, priorities, themes, additional information); for adding the other(s) Managing authority(ies) involved and for submitting the project to the Commission once all sections are completed.

"Lead" doesn't mean that the Managing Authority is lead in the elaboration and the implementation of the TNC project itself

The 'lead' checkbox can only be set on Programmes for which the user is defined as MSMA on its owner Node. |

(3) The Name of the Managing Authority will be automatically filled based on the CCI’s name but you can manually change it if needed

| Remark | In case of creation of a new Competent Managing Authority (non-Lead) or if the Official in charge email of a non-Lead has been modified, a new pop-up window will be displayed in order to inform the user than an email notification will be sent to the Official in charge email and to the official email of the Competent Managing Authority. The system will ask the user to Confirm or Cancel the action.

When a non-Lead Competent Managing Authority is added or if his Official in charge email has been modified, the system will send an email notification to the Official in charge email and to the official email of the Competent Managing Authority (if different than Official in charge email). The language(s) used in the notification email is (are) the official language(s) of the Competent Managing Authority country.

When a non-Lead Competent Managing Authority is added or if his Official in charge email has been modified, the system will send an email notification to the Official in charge email and to the official email of the Competent Managing Authority (if different than Official in charge email). The language(s) used in the notification email is (are) the official language(s) of the Competent Managing Authority country.

When a Competent Managing Authority is deleted, the system will send an email notification to the Official in charge email and to the official email of the Competent...
Managing Authority (if different than Official in charge email). The language(s) used in in the notification email is(are) the official language(s) of the Competent Managing Authority country.

(4) Enter the Official in charge name
(5) Enter the Official in charge address
(6) Enter the Official in charge Telephone (use prefix +XX)
(7) Enter the Official in charge email
(8) Click on Update to save the information.

Remark | Under section 3. Information on co-operation partners, a subsection for each Managing Authority (CCI + Name of the Managing Authority) encoded in the current section 2 will be automatically foreseen. In case of update or deletion, of a Managing Authority the related ToC of section 3 will be updated/deleted accordingly.

3. INFORMATION ON CO-OPERATION PARTNERS

Remark | This page can only be edited by users who are defined as MSMA on the owner Node of the related Programme defined in this Section2.

- Click on the Add button to add a new Local Action Group (LAG)
- Select an official and click in the Edit button to modify the information of this Local Action Group (LAG).
- Select an official and click on the Remove button to delete the Local Action Group (LAG)

1. Click on the Add button to add a new Local Action Group (LAG)
The *Edit Details* popup window appears:

2. Enter or select the following information:
   
   (1) Enter the *Official name of the LAG*
   
   (2) Enter the *LAG code*

| NOTE | The Link to LAGs List redirects to the LAG database of the ENRD website. The system SFC will not yet validate if the LAG name and code manually filled by the user really exist in this database |
(3) Select if it has a *Coordination function* (‘Yes’) or not (‘No’)

(4) Enter the *Name* of the Partner’s contact person for co-operation

(5) Enter the *Address* of the Partner's contact person for co-operation

(6) Enter the *Official in charge Telephone* (use prefix +XX) of the Partner's contact person for co-operation

(7) Enter the *Email* of the Partner's contact person for co-operation

(8) Select the *Language spoken* by the Partner’s contact person for co-operation

(9) Select the *Date of project approval*

(10) Tick ‘Yes’ or ‘No’ for the question *‘Was the co-operation project accompanied by a preparatory technical support?’*

(11) Click on **Update** to save the information.

---

3. Click on the lowest **Edit** button to enter the requested information on the project cost

The Edit Details popup window appears:
4. Enter the amounts for the cost for the lifetime of the co-operation project out of which:

(1) EAFRD

(2) Other public contribution

(3) Private contribution

(4) If other funds have been raised enter the Fund name

(5) If other funds have been raised enter the Fund contribution

(6) Click on the Update link to save the information.

**NOTE** The Total cost for the lifetime of the co-operation project will be calculated automatically once the user clicks on the Update button.

**REMARK** Once the user has filled all the information concerning the partners, he must check the box *Mark section as Complete*. On marking this checkbox, the system will perform validation rules TNC140 and TNC160 and issue an alert when not successful. When successful, then a pop-up window will be displayed so the user can confirm the completion and in order to inform the user that a notification email will be sent to the creator of the TNC Project in SFC. The pop-up window will allow to Confirm or Cancel the action.

5. Click on the highest **Edit** button to mark section as complete
The field becomes editable

6. Enter the following information:

(1) Tick on the box to *Mark section as Complete*

(2) Click on the **Update** link to save the information.

<table>
<thead>
<tr>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>When this section is marked as completed, none of the elements except for the completion checkbox itself can be updated. In case of confirmation that the section is completed, the system will send an email to the creator of the TNC Project and to the Managing Authority Official email he belongs to. If the status of the project is still 'Open' or 'Ready to Send', the user can decide to uncheck the box in order to Mark the section as NOT Complete. Then a pop-up window will be displayed in order to inform the user that a notification email will be sent to the creator of the TNC Project in SFC. The system will ask the user to Confirm or Cancel the action. In case of confirmation that the section is not completed, the system will send an email to the creator of the TNC Project and to the Managing Authority Official email he belongs to.</td>
</tr>
</tbody>
</table>
4. OTHER PARTNERS

**Remark**
This page can only be edited by the creator or by users who are defined as MSMA on the owner Node of the lead Programme defined in Section 2.

- Click on the **Add** button to add a new Partner
- Select an official and click in the **Edit** button to modify the information of this Partner
- Select an official and click on the **Remove** button to delete the Partner

1. Click on the **Add** button to add a new Partner

The *Edit Details* popup window appears:
2. Enter or select the following information:

(1) Enter the **Official name of the partner**

(2) Select if it has a **Coordination function** (‘Yes’) or not (‘No’)

(3) Enter the **Name** of the Partner's contact person for co-operation

(4) Enter the **Address** of the Partner's contact person for co-operation

(5) Enter the **Official in charge Telephone** (use prefix +XX) of the Partner's contact person for co-operation

(6) Enter the **Email** of the Partner's contact person for co-operation

(7) Select the **Language spoken** by the Partner's contact person for co-operation

**NOTE**
The user can select one or several languages among the EU official languages.

(8) Click on the **Update** link to save the information.

**Validate the Transnational cooperation project (EAFRD)**

**REMARK**
The Transnational cooperation project (EAFRD) can be validated when it is in a status ‘OPEN’.

It is a must to have the role of MS Managing Authority Update on the owner Node of
1. Click on the **Validate** link to validate the Transnational cooperation project (EAFRD).

The Validation results popup window appears:

2. Click on ‘Ok’
**Remark**

An **ERROR** will block you from sending the Transnational cooperation project (EAFRD). The error(s) should be resolved and the TNC Project must be revalidated.

**Note** that a **WARNING** does not block you from sending the Transnational cooperation project (EAFRD).

The system validates the following information:

<table>
<thead>
<tr>
<th>Code</th>
<th>Validation Rule</th>
<th>Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>TNC Project version has been validated</strong></td>
<td><strong>INFO</strong></td>
</tr>
<tr>
<td>10</td>
<td>General/Version information: validate that field 'Title of the project' is filled (implicit in web and web service)</td>
<td><strong>ERROR</strong></td>
</tr>
<tr>
<td>30</td>
<td>General/Version information: validate that 'Project Period' (expected start year and expected end year) is filled (implicit in web and web service)</td>
<td><strong>ERROR</strong></td>
</tr>
<tr>
<td>40</td>
<td>General/Version information: validate 'expected start year' &gt;=2014</td>
<td><strong>ERROR</strong></td>
</tr>
<tr>
<td>50</td>
<td>General/Version information: validate that 'Project Status' is filled (implicit in web and web service)</td>
<td><strong>ERROR</strong></td>
</tr>
<tr>
<td>70</td>
<td>General/Person in charge: validate that at least one person in charge (Project coordinator) is defined</td>
<td><strong>ERROR</strong></td>
</tr>
<tr>
<td>80</td>
<td>Section General/Document: validate that all integral documents have at least one attachment with a length &gt; 0</td>
<td><strong>ERROR</strong></td>
</tr>
<tr>
<td>100</td>
<td>Section 1.2: validate that at least one priority is addressed</td>
<td><strong>ERROR</strong></td>
</tr>
<tr>
<td>110</td>
<td>Section 1.2: validate that at least one project theme is addressed</td>
<td><strong>ERROR</strong></td>
</tr>
<tr>
<td>120</td>
<td>Section 1.3: validate that field 'Additional information' is filled</td>
<td><strong>ERROR</strong></td>
</tr>
<tr>
<td>130</td>
<td>Section 2: validate that at least one Competent Managing Authority is filled and validate that all mandatory fields of a Competent Managing Authority are correctly filled (implicit in web and web service)</td>
<td><strong>ERROR</strong></td>
</tr>
<tr>
<td>140</td>
<td>Section 3: validate that at least one Partner by Competent managing Authority is filled</td>
<td><strong>ERROR</strong></td>
</tr>
<tr>
<td>150</td>
<td>Section 3: validate that at all mandatory fields of a Partner details are correctly filled (implicit in web and web service)</td>
<td><strong>ERROR</strong></td>
</tr>
<tr>
<td>160</td>
<td>Section 3: validate that at all mandatory fields of a Costs are correctly filled (implicit in web and web service)</td>
<td><strong>ERROR</strong></td>
</tr>
</tbody>
</table>
After all errors have been resolved the status of the Transnational cooperation project (EAFRD) becomes **READY TO SEND**.

### Send the Transnational cooperation project (EAFRD)

<table>
<thead>
<tr>
<th>REMARK</th>
<th>The Transnational cooperation project (EAFRD) can only be sent once the Validation Errors have been removed and the status is 'READY TO SEND'. It is a must to have the role of MS Managing Authority with Send access and that the TNC Project currently resides on the owner node. The user must be the creator or defined as MSMA on the owner Node of the lead Programme defined in Section2. The '4 eye principle' must be respected. Therefore, the user sending must be different from the user who last validated.</th>
</tr>
</thead>
</table>

1. Click on the **Send** link to send the Transnational cooperation project (EAFRD) to the Commission.
The system will ask you to confirm the send action:

2. Click on **Yes** to confirm or click on **No** to return to the Transnational cooperation project (EAFRD).

The Sending of information by a Member State to the Commission should be electronically signed in accordance with **Directive 1999/93/EC**.

Sending of the different objects is generating a snapshot document and after the sending an acknowledge document is generated by the European Commission.
This acknowledge document is signed but the Member State was not signing the snapshot document. The EU Login now provides a functionality of signing without forcing the user to have a certificate. The action to sign will only be triggered when sending to the European Commission:

3. Sign the transaction by doing the following steps:

(1) Enter your SFC2014 Password

(2) Click on the 'Sign' button

On success, the Transnational cooperation project (EAFRD) version has been sent to the Commission and the status is set to SENT.
Delete the Transnational cooperation project (EAFRD)

<table>
<thead>
<tr>
<th>REMARK</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Transnational cooperation project (EAFRD) can be deleted only if its version currently resides on the owner’s Node and the status is 'OPEN', 'READY TO SEND' and has never been sent to the Commission before and has no sent documents attached. It is a must to have the role of <strong>MS Managing Authority with Update access</strong>. The TNC Project must currently resides on the owner node and the user is the creator or is defined as MSMA on the owner Node of the lead Programme defined in Section2.</td>
</tr>
</tbody>
</table>

1. Click on the **Delete** link to remove the Transnational cooperation project (EAFRD) from the system.

The system will ask you to confirm the delete action:
2. Click on Yes to confirm or click on No to return to the Transnational cooperation project (EAFRD).

On success, the Transnational cooperation project (EAFRD) is removed physically from the system.

| NOTE | An email notification will be sent to the official in charge email and official email of all Competent Managing Authority involved in the project. |

Create a New Version of the Transnational cooperation project (EAFRD)

| REMARK | A New Version can only be created when the last Transnational cooperation project (EAFRD) version is in status 'RETURNED FOR MODIFICATION BY EC' OR 'SENT'.

It is a must to have the role of **MS Managing Authority with Update** access, the user must be logged in on the owner Node and the user must be the creator or defined as MSMA on the owner Node of the lead Programme defined in Section2. |

1. Click on the Create New Version link to create a new version of the Transnational cooperation project (EAFRD).
The system will ask you to confirm the creation of a new version:

Do you really want to create a new TNC project version?

2. Click on **Yes** to confirm. Click on **No** to return to the Transnational cooperation project (EAFRD).
3. On success, a new version of the Transnational cooperation project (EAFRD) has been created as a copy of the previous version, with a version number identical to the previous and a working version number incremented by one. Its status was set to 'OPEN'.