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Interreg Common Sample (ETC)

PURPOSE

This document describes the actions related to the Interreg Common Sample (ICS) for ETC Programmes, as described in Article 49 of the ETC Regulation (2021/1059). The programme authorities shall provide the information necessary for the selection of a common sample to the Commission by 1 August following the end of each accounting year. The ICS module only contains documents, so no structured data.

REGULATIONS

More details regarding the regulation of the Interreg Common Sample can be found in the "[About SFC2021](#)" section of the portal.

ROLES

Roles involved in the Interreg Common Sample are:

MS Audit Authority (MSAA) MS Managing Authority (MSMA)	Record Interreg Common Sample Upload Interreg Common Sample Documents Consult Interreg Common Sample Delete Interreg Common Sample Validate Interreg Common Sample Prepare Interreg Common Sample for send to EC Send Interreg Common Sample Return Interreg Common Sample by MS for modification Create New Version of an Interreg Common Sample
Body entrusted with the Accounting Function (MSAF)	Record Interreg Common Sample Upload Interreg Common Sample Documents Consult Interreg Common Sample

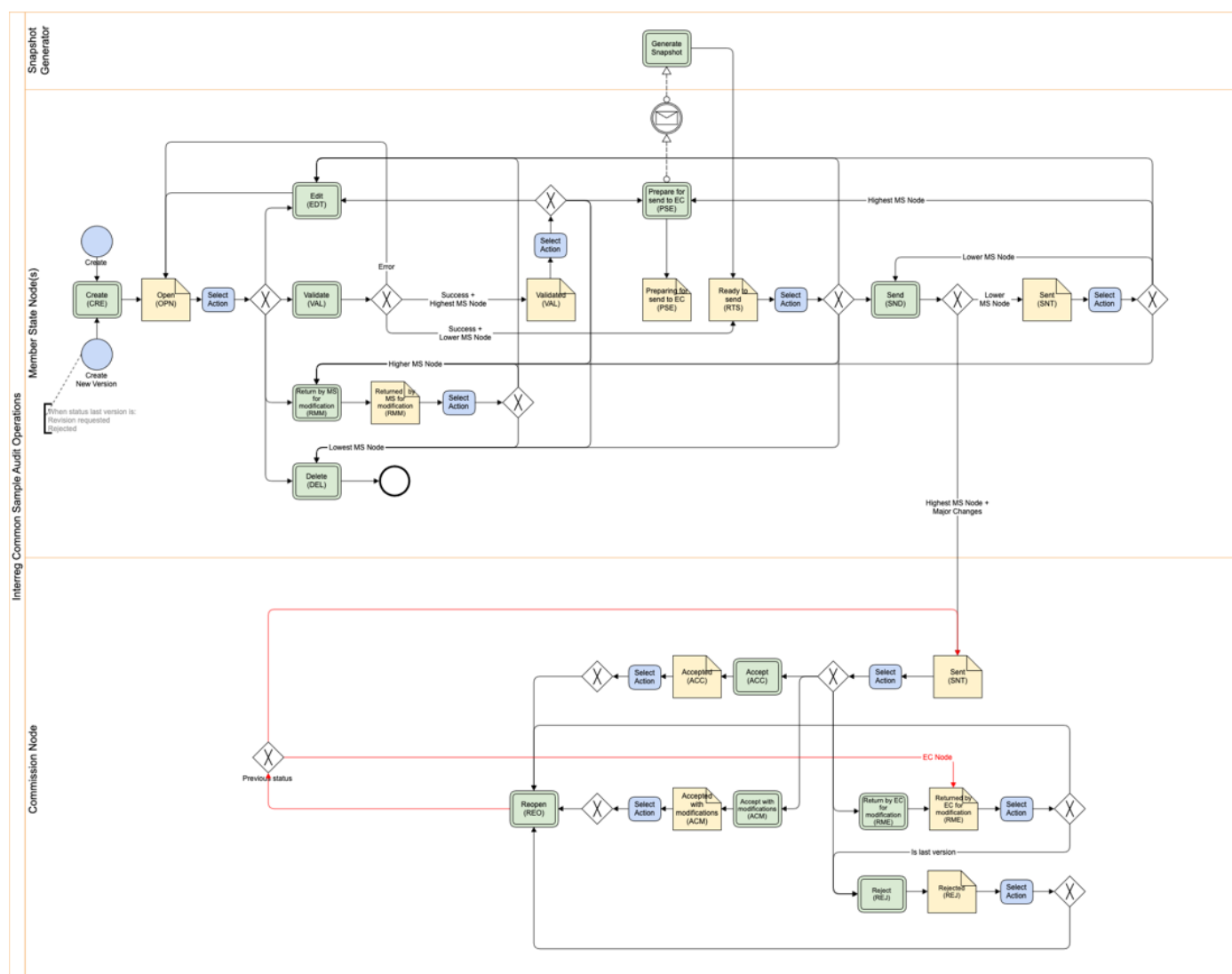
FUNDS

ERDF	IPA III	NDICI
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Workflow

This section shows the lifecycle to create and manage an Interreg Common Sample.

Click [here](#) to see the Interreg Common Sample workflow diagram in high resolution.



Create an Interreg Common Sample

REMARK	<p>The User is an identified User and has the role of MS Managing Authority, Body entrusted with the accounting function or MS Audit Authority with Update rights (MSMAu, MSAFu or MSAAu).</p> <p>When creating a new Interreg Common Sample for a CCI and Accounting Year, it doesn't yet exist.</p> <p>The Programme is adopted and managed on the User's Node.</p>
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1. To create the Interreg Common Sample, go to the **AUDIT** menu and select the **INTERREG COMMON SAMPLE** option:

The screenshot shows the SFC2021 ACC application interface. At the top, a blue header contains a menu icon (callout 1), the ACC logo, and the text 'SFC2021'. Below the header is a 'HOME' button. A list of menu items follows: 'STRATEGIC PLANNING', 'PROGRAMMING', 'APPLICATION' (with an 'EGF' button), 'MONITORING', 'EXECUTION', and 'FINAL REPORT' (with an 'EGF' button). The 'AUDIT' section is expanded, showing a list of items: 'National audit report' (three times, each with 'IJG ETC', 'EMFAF', and 'AMIF ISF BMVI' buttons), 'Annual control report' (three times, each with 'IJG ETC', 'EMFAF', and 'AMIF ISF BMVI' buttons), 'Action plans' (with 'EAGF EAFRD' button), and 'Costs of controls' (with 'EAGF EAFRD' button). A red circle with the number 2 is next to the 'AUDIT' header. Below this, a red circle with the number 3 is next to the 'Interreg common sample' header. Under 'Interreg common sample', there is a red circle with the number 4 next to a green dot and the text 'Interreg common sample'. A hand cursor is pointing at this item. Below it are 'Interreg common sample (d)', 'Reservation letters' (with 'EAGF EAFRD' button), and 'EC audit report'.

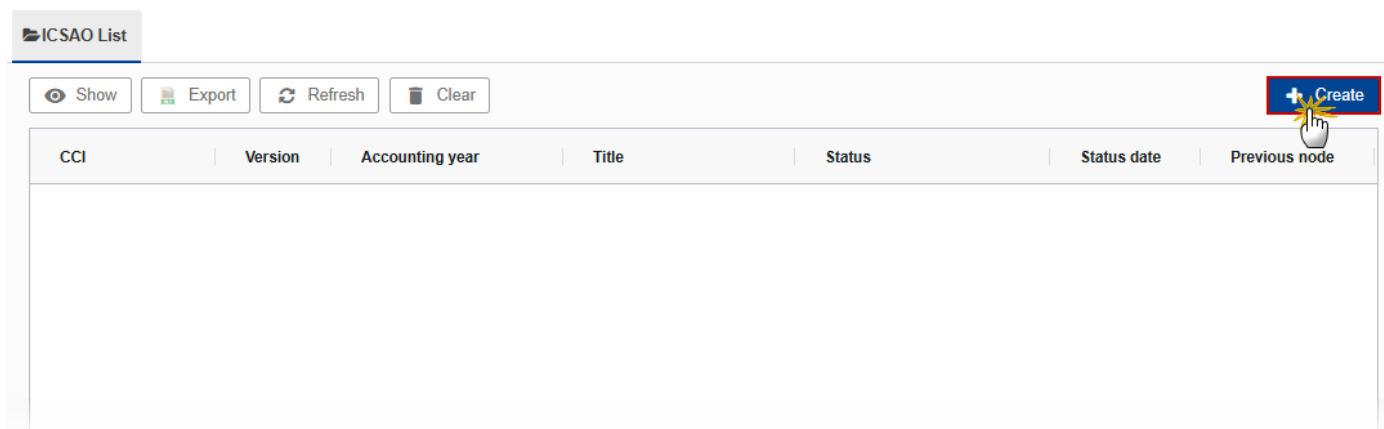
1 [Menu Icon]

2 [AUDIT]

3 [Interreg common sample]

4 [Interreg common sample]

2. In the search screen click on the **CREATE** button to create a new Interreg Common Sample:



You are redirected to the Interreg Common Sample Creation Wizard:

CREATE INTERREG COMMON SAMPLE

CCI *

1
Please select a value from the list
v

Accounting year *

2
Select an accounting year
v

Cancel

3
v

3. Select the following information:

(1) Select the *CCI*.

The CCI list contains all adopted ETC Programmes managed at the User's Node, covering Funds for which the User is registered and for which it exists at least one submitted Payment Application for one of the Programme Funds, and for which a required Interreg Common Sample is missing:

- for ERDF when CCI BudgetSource is 'FF' or 'RF'
- for IPA III when CCI BudgetSource is 'IP'
- for NDICI when CCI BudgetSource is 'NX'

The list returns the CCI and the Programme Title.

(2) Select the *Accounting year*.

The Interreg Common Sample is always for a specific Accounting Year. Creation of the Interreg Common Sample for an Accounting Year will only be enabled at the Accounting Year start date. The Accounting Year list will therefore contain all required Accounting Years starting with 2024 (01/07/2024 - 30/06/2025) for which no Interreg Common Sample version exists, with an Accounting Year start date <= current date and with at least one submitted Payment Application for one of the Programme Funds.

There can be multiple Interreg Common Sample versions for an Accounting Year. Only the first working version is created via the creation wizard. The others are created via the **CREATE** button inside the last version.

(3) Click on **CREATE**.

The status of the Interreg Common Sample is **OPEN**.

REMARK	On Create, the Table of Content (ToC)/Navigation Tree is presented, so the User can continue to upload the required documents and perform the required actions. The Officials in charge are copied from the previous version, independent of the accounting year.
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Record/Edit the Interreg Common Sample

REMARK	<p>The User is an identified User and has the role of MS Managing Authority, Body entrusted with the accounting function or MS Audit Authority with Update rights (MSMAu, MSAFu or MSAAu).</p> <p>When editing a version of the Interreg Common Sample, its status is OPEN, VALIDATED, READY TO SEND, SENT or RETURNED BY MS at the level of the Member State and currently resides on the User's Node.</p>
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General

This section includes the header data to identify the main characteristics of the Interreg Common Sample.

Version Information

NOTE	<p>The Version Information contains information on the identification and status of the Interreg Common Sample version like the CCI, the Version number, the Accounting year, the Status, the Node where it currently resides and the Title in English.</p> <p>Only the <i>Source language</i> is editable.</p>
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1. Click on the **EDIT** button to edit the *Source language* if needed:

The screenshot shows the ICSAO List interface for the document 2021TC16FFTN002 - 2024.0. The interface includes a top navigation bar with the document title, a search bar, and a 'Validate' button. A left sidebar contains a 'Table of Contents' with a search filter and a list of sections: General, Version information, Officials in charge, History, Documents, and Observations. The main content area is titled 'GENERAL' and 'Version information'. It displays a table with columns: CCI, Version, Accounting year, Last modified, and Current node. The data row shows: 2021TC16FFTN002, 2024.0, 01/07/2024 - 30/06/2025, 07/11/2024, 09:23, and España. Below the table, there are fields for 'Title' (containing '(Interreg VI-B) Adriatic-Ionian') and 'Source language' (containing 'es. Spanish'). An 'Edit' button with a pencil icon is located at the top right of the 'Source language' field, highlighted with a red box and a hand cursor. An 'OPEN' button is also visible next to the 'Current node' field.

CCI	Version	Accounting year	Last modified	Current node
2021TC16FFTN002	2024.0	01/07/2024 - 30/06/2025	07/11/2024, 09:23	España


Title
(Interreg VI-B) Adriatic-Ionian

Source language
es. Spanish

The Edit details pop-up window appears:

GENERAL

Version information ⓘ

CCI	Version	Accounting year	Last modified	Current node	
2021TC16FFTN002	2024.0	01/07/2024 - 30/06/2025	07/11/2024, 09:23	España	 OPEN

Title

(Interreg VI-B) Adriatic-Ionian

Source language *

es. Spanish

1

Cancel

Save

2




2. Enter the following information:

(1) Change the *Source language*.

(2) Click on **SAVE** to save the information.

Officials in Charge

NOTE	<p>Officials in Charge can be updated at any time, independent from the status of the Interreg Common Sample.</p> <p>Commission Officials (email domain "ec.europa.eu") can only be created/updated/deleted by Commission Users.</p> <p>When creating a new version of the Interreg Common Sample, the Officials in charge are copied from the previous version, independent of the accounting year.</p>
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- Click on the **ADD** button  to add a new official in charge.
- Clicking on the **EDIT** icon  of a row will allow you to modify the information of this official.
- Clicking on the **DELETE** icon  of a row will allow you to delete the official in charge selected.

1. Click on the **ADD** button to add a new Official in Charge:

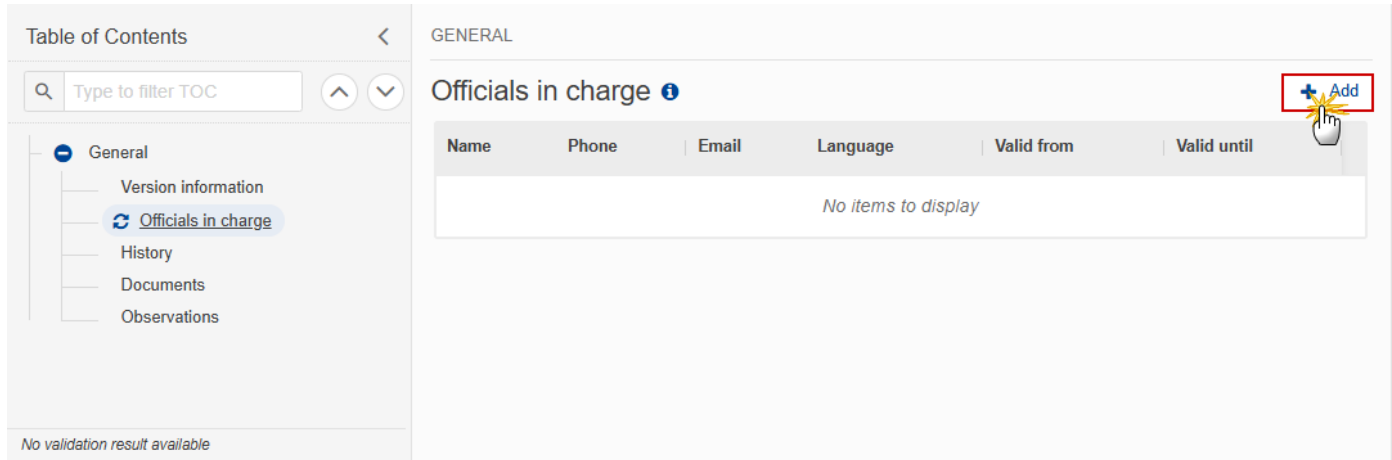


Table of Contents

Search: Type to filter TOC

- General
 - Version information
 - Officials in charge
 - History
 - Documents
 - Observations

No validation result available

GENERAL

Officials in charge ⓘ

Name	Phone	Email	Language	Valid from	Valid until
No items to display					


+ Add

The Edit details pop-up window appears:

GENERAL


Officials in charge

Name *




1

Email *




2

Phone




3

Language




4

Valid from




Valid until



5

Cancel

Save 

6

2. Enter or select the following information:

(1) Enter the *Name*.

(2) Enter the *Email*.

The format of the Email address will be validated by the system and should be unique.

(3) Enter the *Phone* number.

(4) Select the *Language*.

(5) Enter the *Valid from* and *Valid until* dates.

The *Valid until* date should be greater than the *Valid from* date.

(6) Click on **SAVE** to save the information.

History

This section shows all the actions that have been taken on the Interreg Common Sample since it was created, for example:

Table of Contents

- General
 - Version information
 - Officials in charge
 - History**
 - Documents
 - Observations

No validation result available

GENERAL

History ⓘ

07/11/2024

09:23

OPEN

Action **Edit** on node **España (ES)** by **Gsb, Ste (n0001843)**

05/11/2024

12:48

OPEN

Action **Edit** on node **España (ES)** by **ABASCAL COARASA, ISABEL (abascis)**

05/11/2024

12:45

OPEN

Action **Create** on node **España (ES)** by **ABASCAL COARASA, ISABEL (abascis)**

Documents

NOTE	<p>The Documents list shows all documents uploaded against this version of the Interreg Common Sample by Member State and by Commission. Member State Users see all their own Documents and the sent Commission Documents. Commission Users see all their own Documents, unsent Integral Member State Documents and sent Member State Documents.</p> <p>Only unsent documents can be deleted. Once a document has been sent to the Commission it cannot be deleted.</p>
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The following documents will be foreseen:





Description	Internal Code	Non-Integral (1)	Integral (2)	System (3)	Required (4)
Interreg data population	ICSAO.IDP(5)		X		
Snapshot of data before send	SNP.ICSSNT		X	X	X

- (1) Document can be sent at any time
- (2) Document will be automatically sent when the Object is sent
- (3) Document automatically created by the system
- (4) Document required in the system before a next action can be executed
- (5) restrictedFileType=.xlsx and aresRetrievalType=Original. Document will have an extra field "Audit authority reconciliation is obtained" (Yes,No). Default will be "Yes" when user profile contains MSAA role, and "No" otherwise. On create and save, the system will check that the value is "Yes".

Uploading & Sending Documents

NOTE	Only unsent documents can be deleted. Once a document has been sent to the Commission it cannot be deleted.
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Multiple documents can be uploaded in the Interreg Common Sample.

- 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 clicking on the **VIEW** icon  will allow you to view the document information.
- Selecting a document row and clicking on the **EDIT** icon  will allow you to modify the document information. If a document of type 'Other Member State Document' must be sent, you can select the edit icon in order to send the document.
- Selecting a document row and clicking on the **DELETE** icon  will allow you to delete the document and all attachments.

REMARK	<p>Integral Documents (Official Proposal etc) are only sent - together with the encoded data – once the Interreg Common Sample is sent to the EC.</p> <p>Referential/non-integral Documents (ie. 'Other Member State Document') can be sent at any time independently of the status of the Interreg Common Sample.</p> <p>The 'Other Member State Document' type demands a manual submission (they are NOT sent automatically when the object is sent to the EC).</p> <p>A non-integral document is only visible to the Commission when the SENT DATE is visible.</p>
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1. Click on the **ADD** button to add a new document:

Table of Contents

Search: Type to filter TOC

- General
 - Version information
 - Officials in charge
 - History
 - Documents**
 - Observations

No validation result available

GENERAL

Documents annexed to this interreg common sample version ⓘ

DOCUMENTS ANNEXED TO THIS VERSION

Title	Document type	Document date	Local reference	Commission reference
No Rows To Show				

+ Add

The Edit document details pop-up window appears:

Document

Document title *

Document type *

Document date *

Local reference

ATTACHED FILES

Title	Type	Language	File / Upload	Action
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+ Add

2. Enter or select the following information:

(1) Select a *Document Type*.

(2) Enter a *Document Date*.

The system automatically fills the field with today's date, but this can be modified.

(3) Enter a *Document Title* for your Document.



(4) Enter a *Local reference*.


(5) 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.

The **Attached files** window becomes editable:

ATTACHED FILES + Add

Title	Type	Language	File / Upload	Action
Integral doc	Main	English	Browse Choose file	 

Cancel **Save** 

3. Enter or select the following information:

(1) Enter a *Title* for your attachment.

(2) Select the *Type* of the document.

It is possible to select from these 4 types: Annex, Cover Letter, Main or Translation.

(3) Select the *Language* of the document.

(4) Click on **BROWSE** to select the file that you want to add as an attachment.

(5) After the attachments are uploaded click on **SAVE**.

REMARK	Integral document types will only display the SAVE button and will be sent when the Interreg Common Sample is sent to the Commission. Non-integral document types (such as 'Other Member State Documents') will display the SAVE button and a SAVE & SEND button, and must be sent independently of the Interreg Common Sample.
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Deletion of an unsent document

NOTE

Only unsent documents can be deleted. Once a document has been sent to the Commission it cannot be deleted.

1. In the row of a previously uploaded unsent document click on the **DELETE** icon to delete the document and associated attachments:

The screenshot shows a 'Table of Contents' sidebar on the left with a search bar and a list of categories: General, Version information, Officials in charge, History, Documents (selected), and Observations. The main area is titled 'GENERAL' and 'Documents annexed to this interreg common sample version'. Below this is a table titled 'DOCUMENTS ANNEXED TO THIS VERSION' with columns: Title, Document type, Document date, Local reference, Commission reference, Files, Sent date, and Sent by. A table row shows 'ICS doc' with 'Interreg data population' as the document type and '07/11/2024' as the document date. The 'Files' column shows '1'. A delete icon (a red square with a white 'X') is highlighted in the rightmost column of the table row. A mouse cursor is clicking on the delete icon.

Title	Document type	Document date	Local reference	Commission reference	Files	Sent date	Sent by	
ICS doc	Interreg data population	07/11/2024			1			

A confirmation window appears:

The screenshot shows a 'Delete document' dialog box with a close button (X) in the top right corner. The text inside the dialog box reads: 'Are you sure you want to delete the document with title "ICS doc"? This action cannot be undone.' At the bottom right, there are two buttons: 'Cancel' and 'OK'. The 'OK' button is highlighted with a red border and a mouse cursor is clicking on it.

Delete document ×

Are you sure you want to delete the document with title "ICS doc"? This action cannot be undone.

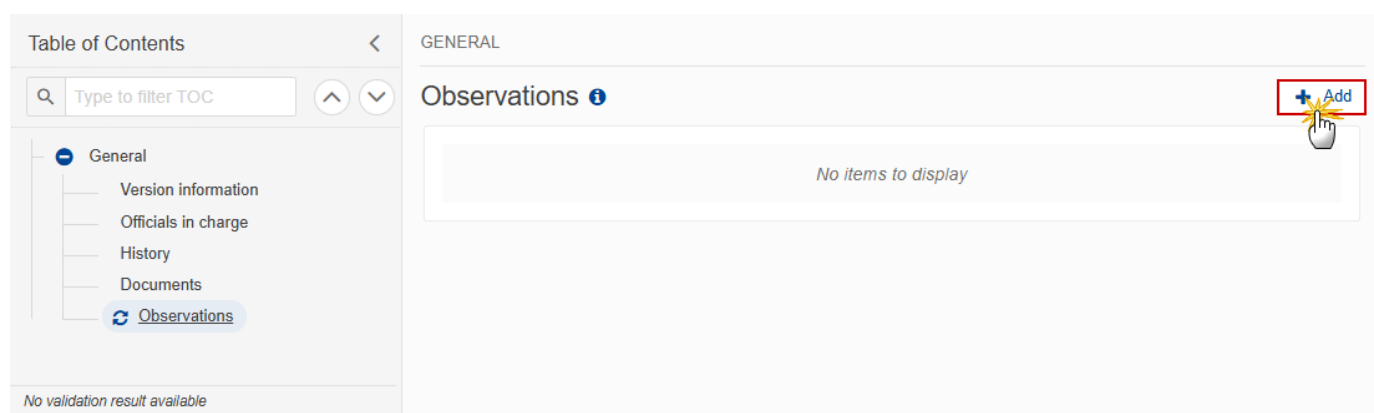
Cancel OK

2. Click on **OK** to confirm deletion. Click on **CANCEL** to return to the document section.

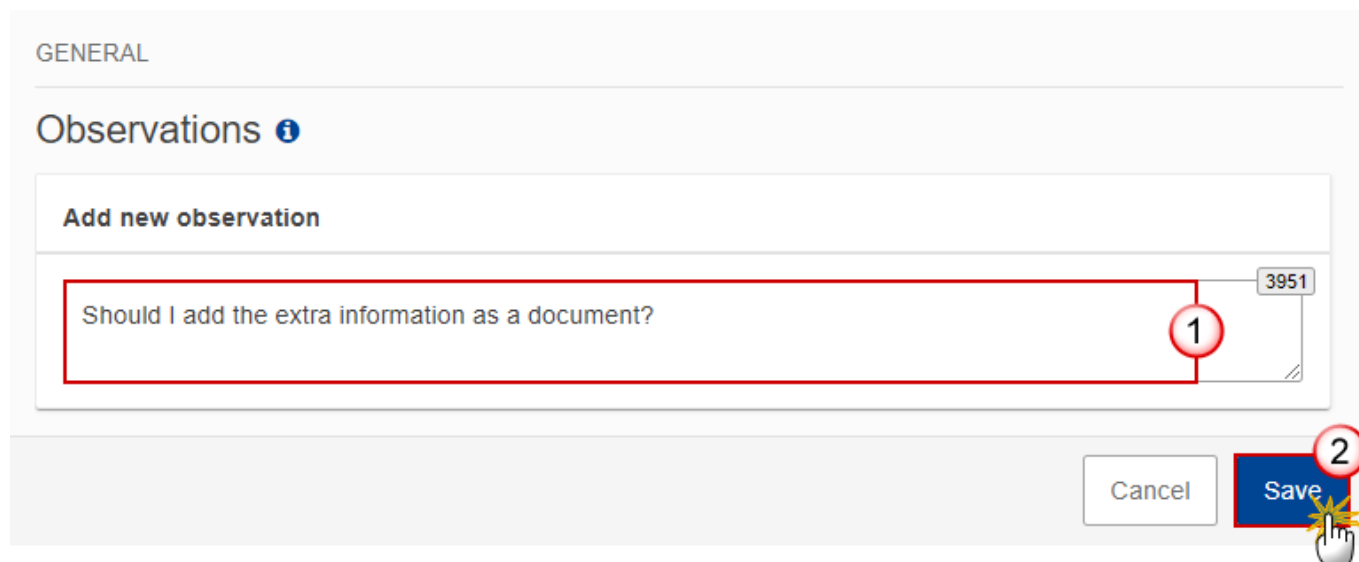
Observations

<p>NOTE</p>	<p>This section is used to provide any relevant information to the Interreg Common Sample. It can be used as a type of 'chat' between the Member State and Commission.</p> <p>All Users who have Read permission on the Interreg Common Sample will be able to read all Observations in the conversation.</p> <p>All Users who have Update permission on the Interreg Common Sample will be able to send an observation and participate in the conversation.</p> <p>All observations are kept against the specific version of the Interreg Common Sample.</p> <p>The observation is added below the Observations box and includes the username, the date and time of the post.</p>
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1. Click on the **Add** button to add an observation:



The Add new observation screen appears:



1. Enter the following:

(1) Enter an observation.

(2) Click on **ADD** to save the information.

Validate the Interreg Common Sample

REMARK	<p>The Interreg Common Sample can be validated at any time, when the current version is in status OPEN and resides at the User's Node.</p> <p>To validate the Interreg Common Sample, the User must have the role of MS Managing Authority or MS Audit Authority with Update rights (MSMAu or MSAAu).</p>
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Click on the **VALIDATE** button to validate the Interreg Common Sample:

The screenshot displays the SFC2021 application interface. At the top, a blue header bar contains a menu icon, a 'TEST' badge, the text 'SFC2021', a search icon, a 'Compact' toggle, and user information 'Ste Gsb n0001843 - ES'. Below the header, a breadcrumb trail shows 'ICSAO List' and '2021TC16FFTN002 - 2024.0'. The main content area is divided into a left sidebar and a right pane. The sidebar, titled 'Table of Contents', lists 'General' (expanded) with sub-items: 'Version information' (highlighted), 'Officials in charge', 'History', 'Documents', and 'Observations'. The right pane, titled 'GENERAL', shows 'Version information' with a table of data and an 'Edit' button. The table has columns: CCI, Version, Accounting year, Last modified, and Current node. The data row shows: 2021TC16FFTN002, 2024.0, 01/07/2024 - 30/06/2025, 07/11/2024, 09:23, and España. Below the table, the 'Title' field contains '(Interreg VI-B) Adriatic-Ionian' and the 'Source language' field contains 'es. Spanish'. A 'Validate' button is highlighted with a red box and a hand cursor in the top right corner of the main content area.

CCI	Version	Accounting year	Last modified	Current node
2021TC16FFTN002	2024.0	01/07/2024 - 30/06/2025	07/11/2024, 09:23	España

Title
(Interreg VI-B) Adriatic-Ionian

Source language
es. Spanish

REMARK	An ERROR will block you from sending the Interreg Common Sample. The error(s) should be resolved and the Interreg Common Sample must be revalidated. Note that a WARNING does not block you from sending the Interreg Common Sample.
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The system validates the following information:

Code	Severity	Validation Rule
001	ERROR	Validate that at least one official in charge of the Member State exists.
002	ERROR	Validate that the CCI code matches the following regular expression: (.....16TC.....) (Implicit in web).
003	ERROR	Validate that the “Interreg data population” (ICSAO.IDP) is uploaded in the system with at least one attachment with length > 0.
004	ERROR	Validate that the programme is already adopted (Implicit in web).
005	WARNING	Validate that Interreg Data submission is before the first of August deadline.

An example of a validation window:

Latest validation result

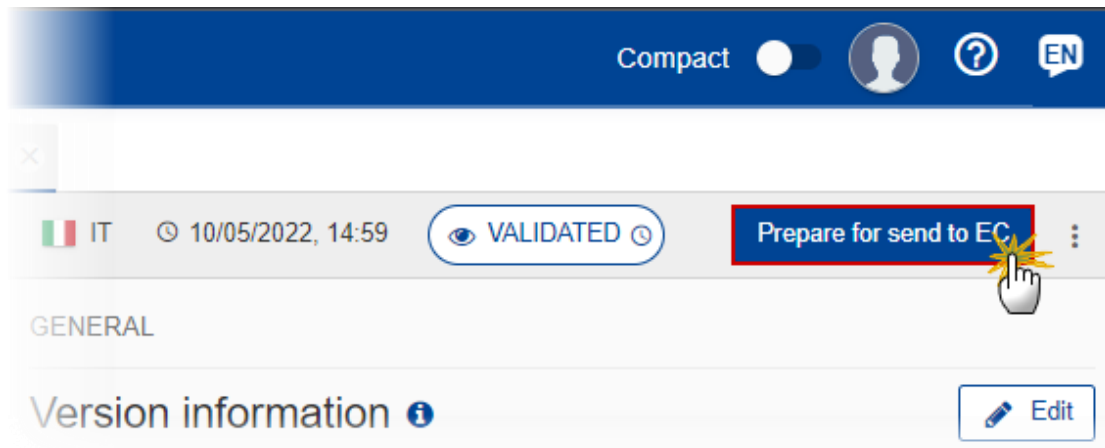
Type to filter

i

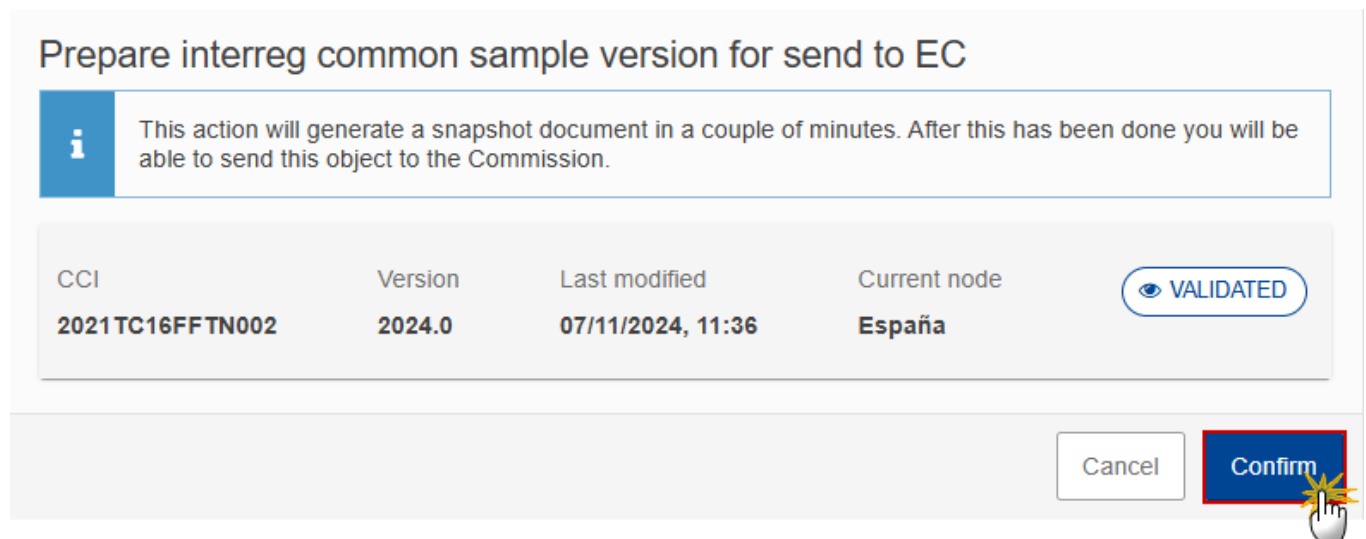
The Interreg Common Sample version has been successfully validated.

You can check the list of validation results at any time throughout the Interreg Common Sample:

1. Click on the **PREPARE FOR SEND TO EC** button to prepare to send the Interreg Common Sample to the Commission:



The system will ask you to confirm the send action:



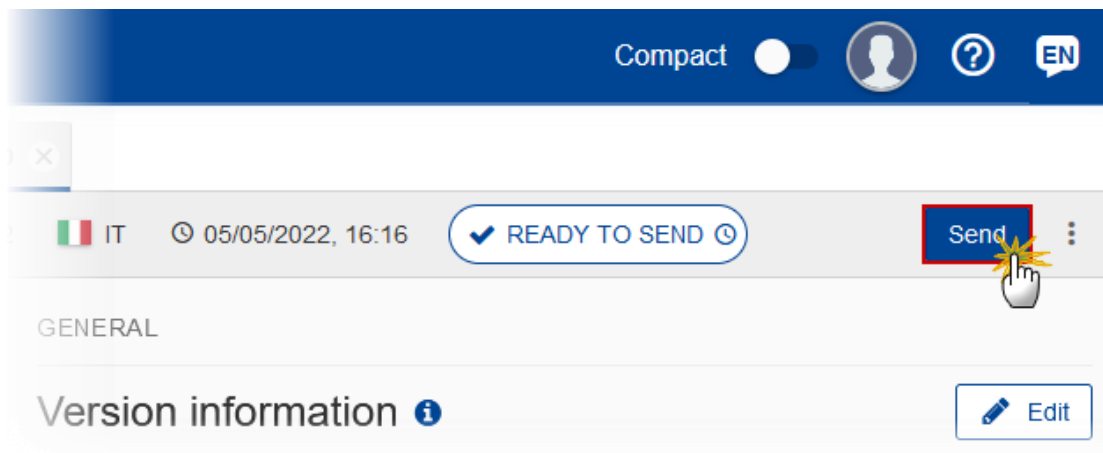
2. Click on **CONFIRM** to confirm.

The status of the Interreg Common Sample is set to **PREPARING FOR SEND TO EC**.

Send the Interreg Common Sample

REMARK	<p>The Interreg Common Sample can only be sent once the VALIDATION ERRORS have been removed and the status is READY TO SEND or SENT.</p> <p>The "4 eyes principle" must be respected. Therefore, the User sending must be different from the User who last validated.</p> <p>To send the Interreg Common Sample, the User must have the role of MS Managing Authority or MS Audit Authority with Send rights (MSMAs or MSAAs).</p>
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1. Click on the **SEND** button to send the Interreg Common Sample to the Commission or to the upper Node:



The system will ask you to confirm the send action:

Send interreg common sample version



For performing this action, you will be redirected to EU Login, where you will be guided through the signature process. After that, you will be redirected back to SFC.

When sending to the Commission, please check the accuracy of the generated snapshot before confirming the send.

CCI	Version	Last modified	Current node
2021TC16FFTN002	2024.0	07/11/2024, 12:27	España

✓ READY TO SEND

[Snapshot of data before send - es](#)
[Snapshot of data before send - en](#)

Cancel

Confirm



2. Click on **CONFIRM** to confirm.

On success, the Interreg Common Sample version has been sent to the Commission or to the upper Node. When sent, the status is set to **SENT**.

REMARK

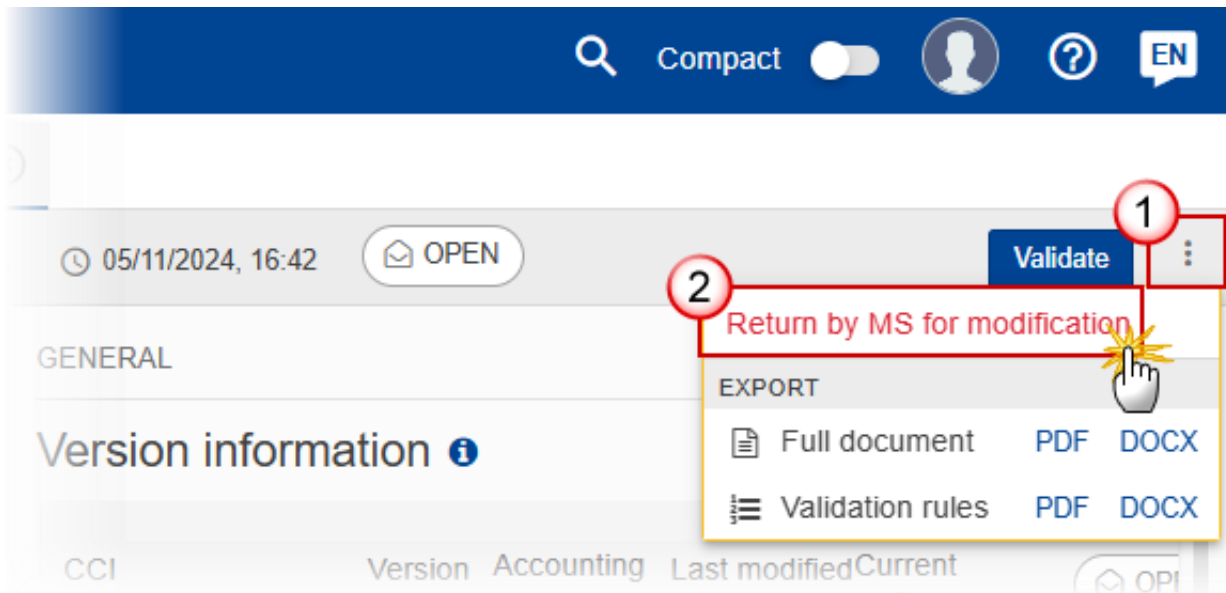
When on the highest MS node, different versions of the generated “Snapshot before send” document will be available so that the sender can first verify what will be sent to the Commission:

- A version containing the untranslated content with the template in the Source language.
- When the Source language is different from English, a version containing the untranslated content with the template in English.
- When the Source language is different from English, a version containing a machine translation of the content in English with the template in English.

Return Interreg Common Sample for modification by MS

REMARK	<p>The Interreg Common Sample can only be returned by MS for modification when a lower Node exists and the status is SENT (to a higher MS node), OPEN, VALIDATED, READY TO SEND or RETURNED BY MS FOR MODIFICATION.</p> <p>This action can be used when a User wants to return the Interreg Common Sample version sent by the Member State/Region because it is incomplete or incorrect.</p> <p>To request the return of an Interreg Common Sample version, the User must have the role of MS Managing Authority or MS Audit Authority with Update rights (MSMAu or MSAAu).</p>
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Follow the steps to return the Interreg Common Sample for modification by MS:



1. Select the following:

(1) Select the icon with 3 vertical dots.

(2) Click on the **RETURN BY MS FOR MODIFICATION** button to request revision from the lower Node.

The system will ask you to confirm the return:

Return for modification

CCI

2021TC16RFCB047

Version

2024.0

Last modified

05/11/2024, 16:42

Current node

Greece

OPEN

Reason for return *

Reason...

Cancel

Confirm

1. Enter the following:

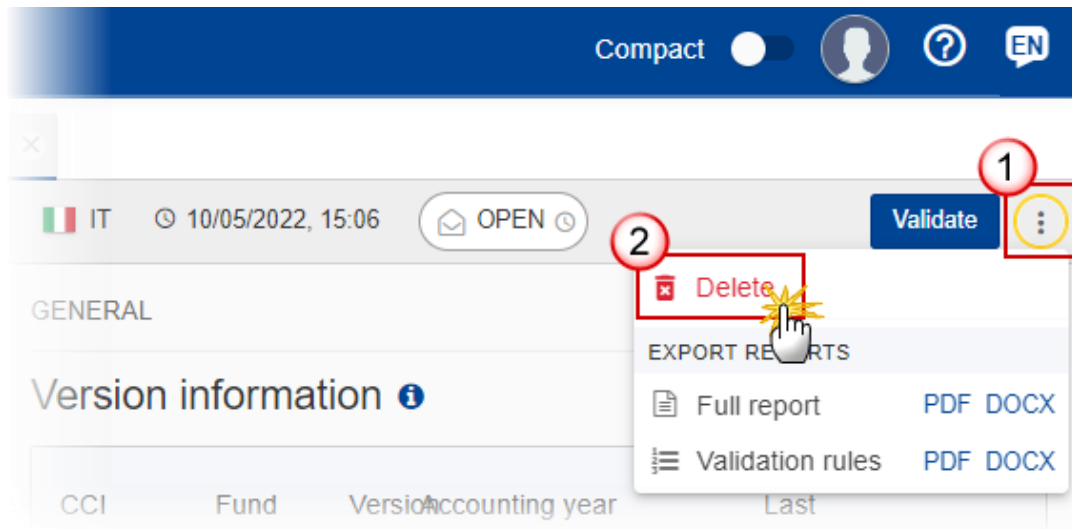
- (1) Enter the *Reason* in the text box provided.
- (2) Click on **CONFIRM** to save the information.

On success, the status of the Interreg Common Sample will be changed to status **RETURNED BY MS FOR MODIFICATION** and the sender is notified of the action and its reason.

Delete the Interreg Common Sample

REMARK	<div>The Interreg Common Sample can only be deleted when:</div> <ul style="list-style-type: none">• it resides on the owner Node• the status is OPEN, VALIDATED or READY TO SEND or RETURNED BY MS FOR MODIFICATION• it has never been sent to the Commission before• it has no sent documents attached. <div>To delete the Interreg Common Sample, the User must have the role of MS Managing Authority or MS Audit Authority with Update rights (MSMAu or MSAAu).</div> <div>The delete is a physical delete and cannot be recovered!</div>
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Follow the steps to remove the Interreg Common Sample from the system:



1. Select the following:

- (1) Select the icon with 3 vertical dots.
- (2) Click on the **DELETE** button to remove the Interreg Common Sample from the system.

The system will ask you to confirm the delete action:

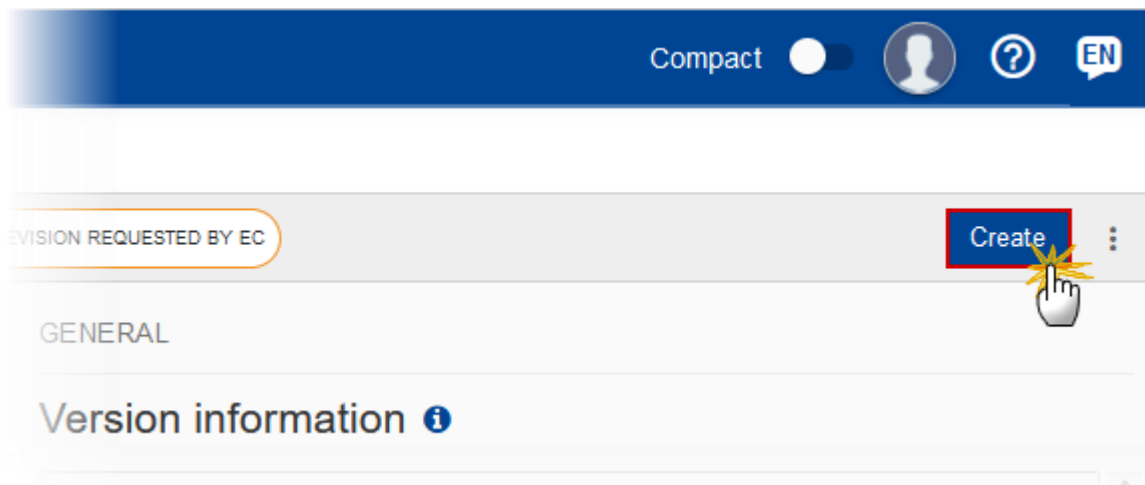


2. Click on **CONFIRM** to confirm or click on **CANCEL** to return to the Interreg Common Sample.

Create a New Version of the Interreg Common Sample

REMARK	<p>A new version of the Interreg Common Sample needs to be created when the last version was returned by the Commission for revision or when the last version was rejected by the Commission.</p> <p>A new version of the Interreg Common Sample can only be created when the last version is in status RETURNED BY EC FOR MODIFICATION or REJECTED.</p> <p>To create a new version of the Interreg Common Sample, the User must have the role of MS Managing Authority or MS Audit Authority with Update rights (MSMAu or MSAAu).</p>
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1. Click on the **CREATE** button to create a new version of the Interreg Common Sample:



The system will ask you to confirm the creation of a new version:

Create new interreg common sample version

CCI	Version	Last modified	Current node
2021TC16FFTN002	2024.0	07/11/2024, 12:30	European Commission

 RETURNED BY EC FOR MODIFICATION

Cancel

Confirm



2. Click on **CONFIRM** to confirm. Click on **CANCEL** to return to the Interreg Common Sample.

On success, a new version of the Interreg Common Sample is created as a copy of the last version. Its status is set to **OPEN**, and the working version is incremented by one (ex. 2024.0 → 2024.1).