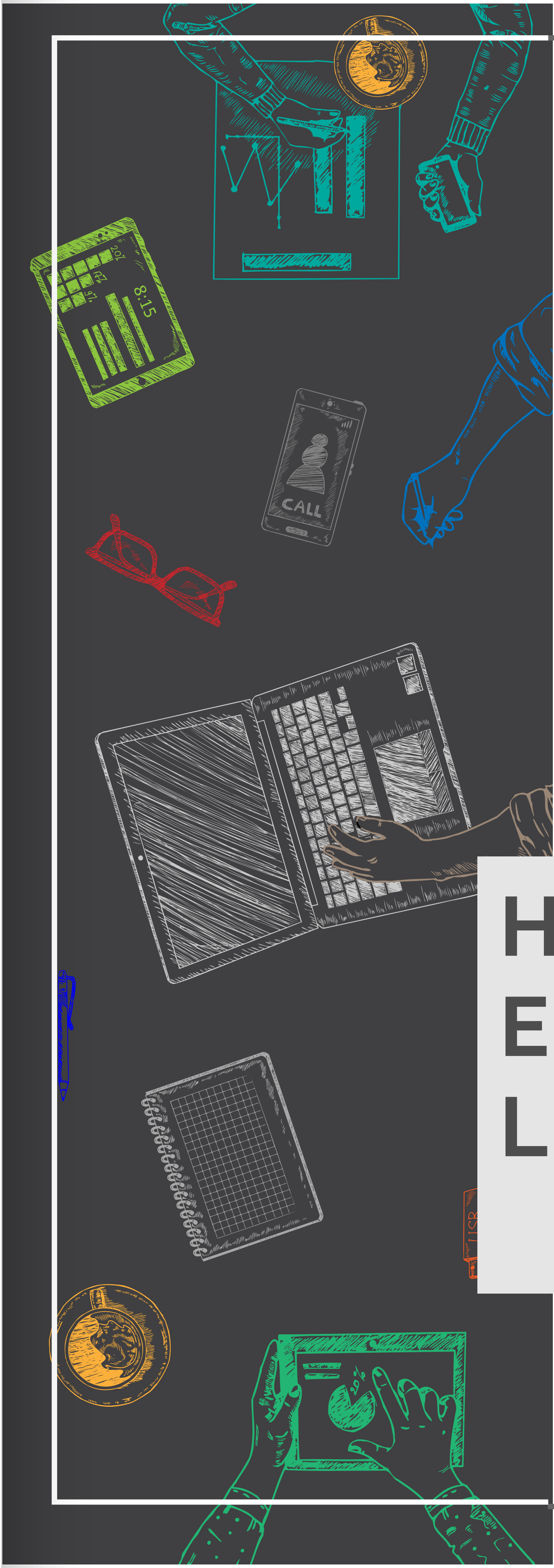

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HOW TO ENCODE A LFM IN OPSYS?

STGM

STÖ KAYNAK MERKEZİ

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F&T Portal (SEDIA) - What is OPSYS?

The European Commission works on an integrated, **"one-stop-shop"** web-based information management system, called **"SEDIA (Single Electronic Data Interchange Area)"** for all European Union (EU) instruments related to EC external actions and other EU bodies. The system will enable you from searching and applying for funding opportunities in call for proposals to managing your grants and contracts.

Some projects under the direct management modality of EU Delegation to Turkey have been included in test phase of the system. Within the scope of this test phase, the registry details of CSOs that are already available in **PADOR** will be automatically transferred to the new system. If there is no problem during the transfer process, information of those CSOs is expected to appear in the new system automatically.

Within the testing phase, some selected projects in which the EU Delegation to Turkey is contracting authority, are also expected to encode **Logical Framework Matrix (LFA)** into the system.

Besides, projects that have provisions regarding electronic management system in the **Special Conditions** and CSOs who implement those projects, are obliged to enter LFMs and all the information, requested by EU Delegation to Turkey or European Commission to the system.

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F&T Portal (SEDIA) - How to Access OPSYS?

You can access to **SEDIA Portal (OPSYS)** at https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home (Figure 1);

INFO: To reach SEDIA (Single Electronic Data Interchange Area - OPSYS) portal, you must be granted access by your Programme Manager at the EU Delegation to Turkey. If not, please contact your Programme Manager who is in charge of your projects. Also, you can find detailed information on how to log on the system in" Info Note on How to access to F&T (SEDIA) Portal", prepared by STGM.

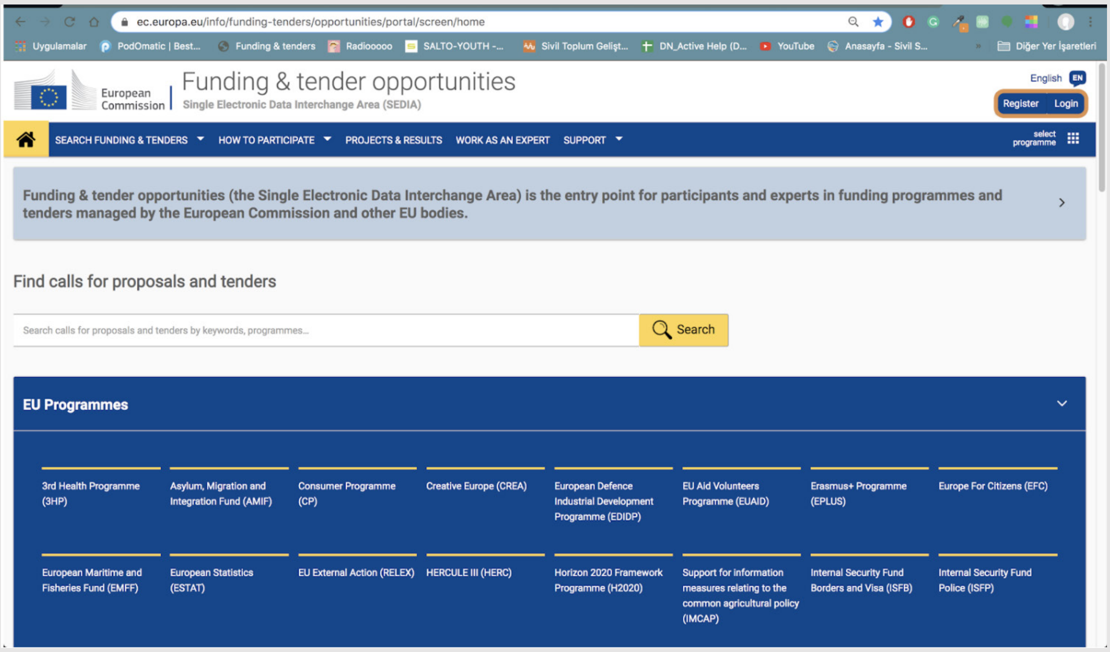

Figure 1

This portal is the “Funding and Tender Opportunities (F&T Portal-SEDIA)” web page of the European Commission. On this page, you will be able to perform wide range of processes such as accessing open calls for proposals, obtaining the PIC code, accessing the results of previously implemented projects, and encoding the Logical Framework Matrix of your on-going projects, etc. Please note that this page is still under development, and additional options and specifications are expected to be integrated into this portal in due course.

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F&T Portal (SEDIA) - How to Encode (Encoding) LFM in OPSYS?

In order to encode the LFM of the project into the system, please click on **"My Interventions"** tab on the left hand side of the opening page of the system. Please be noted that EU Commission has used various terms such as **"project", "action"** for the projects so far. In OPSYS, the term **"interventions"** will be used instead.

When clicking on the **"My Interventions"** tab, the interventions (projects) will be listed on the next page (Figure 2).

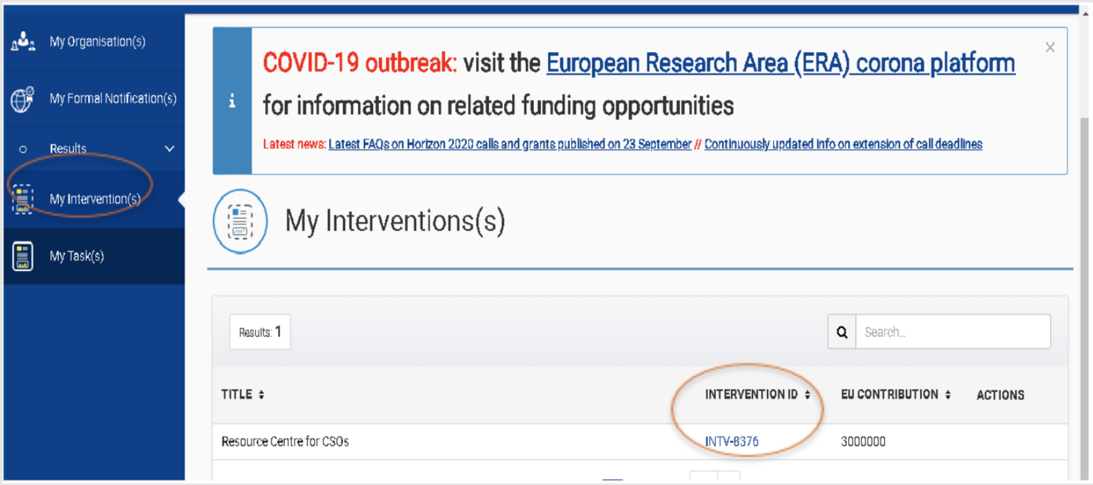

Figure 2

Following the clicking on the intervention number that exists under the **"Intervention ID"** heading in the **"INTV-XXXX"** format (Figure 2), summary information of intervention (Synopsis) will be displayed (Figure 3).

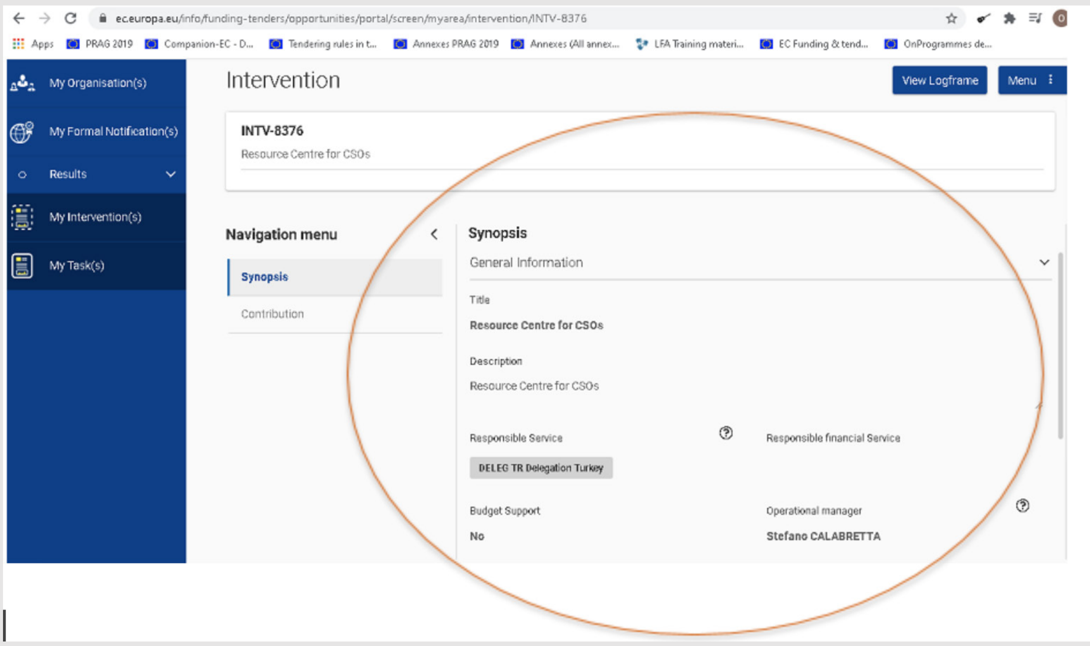

Figure 3

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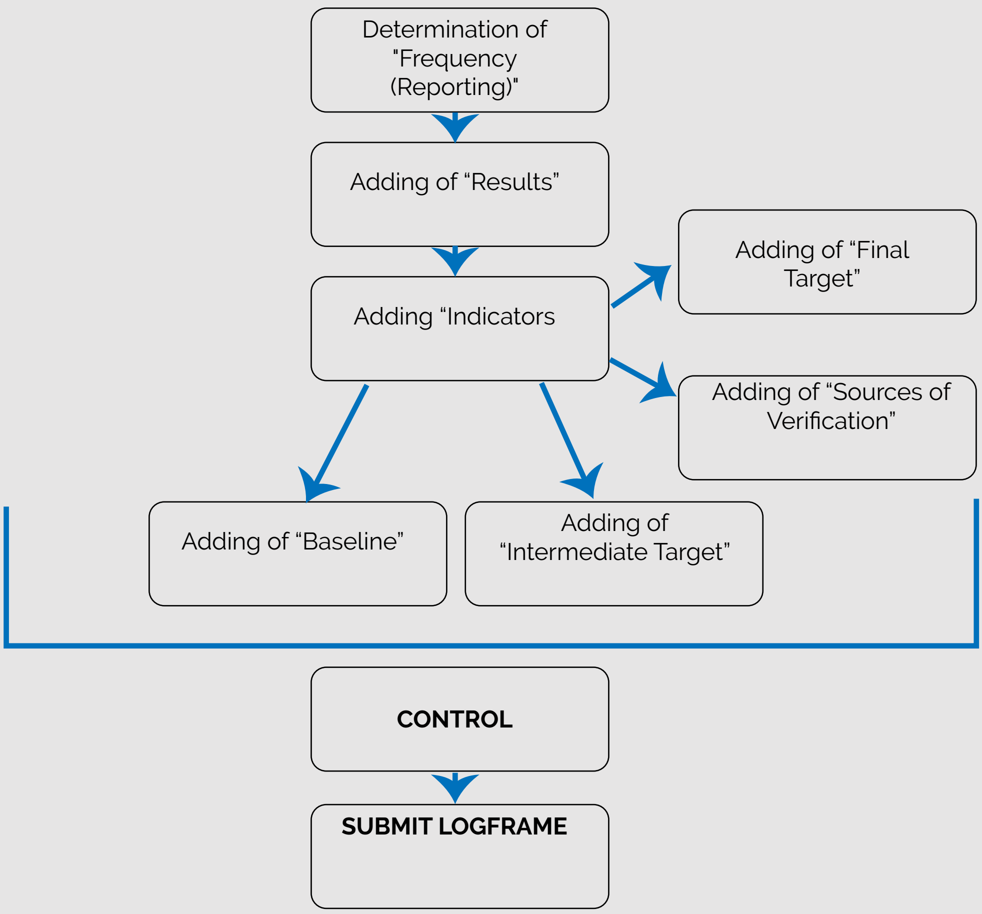
INFORMATION: You can also get information on how to encode LFM of an intervention (project) to the system from **"OPSYS Coding"** video of STGM. For more information on the Logical Framework approach, please also check out the video, **"Logical Framework Approach"** of STGM.

TIP: The user with **"Lead Implementing Partner"** role or users with **"Implementing Partner"** can encode the LFM of an intervention (project) in the system. Please be informed that "Implementing Partners" roles can be assigned by the **"Lead Implementing Partner".**

The flowchart is given below to summarize all steps of LFA encoding;



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To encode LFM of an intervention (project) in the system;

Please click on My Intervention (s) Intervention ID **"Create Logframe"** button (on the top right of the screen) (Figure 4).

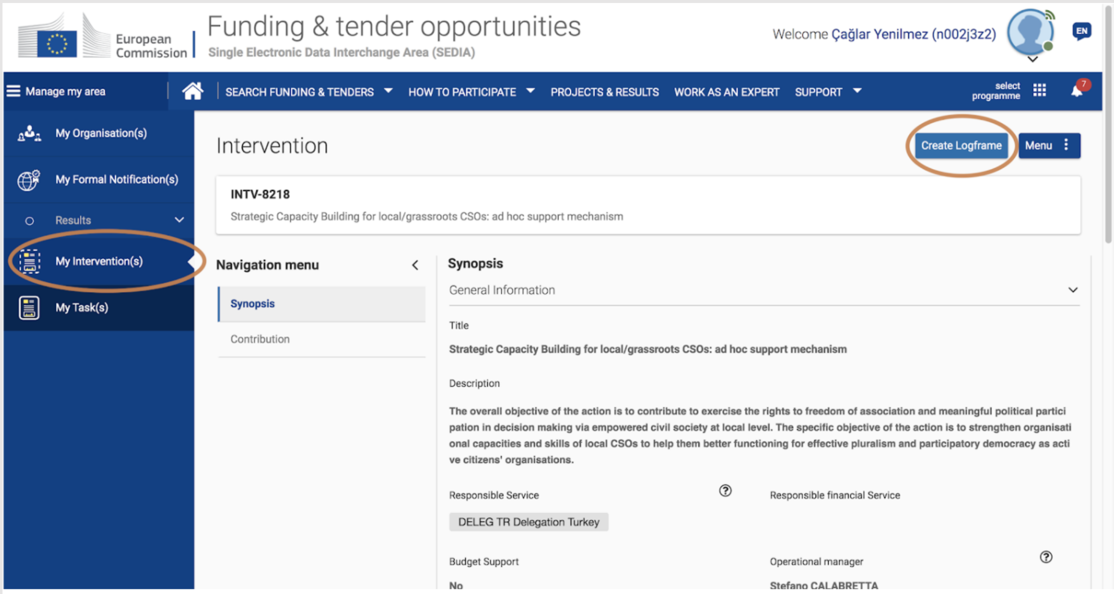

Figure 4

If **"MANAGEMENT MODE"** appears with a yellow wheel on the top right corner of the new screen after clicking on the **"Create Logframe"** button, it means that the management panel of the system is active and processes such as encoding and/or updating of LFM can be performed (Figure 5).

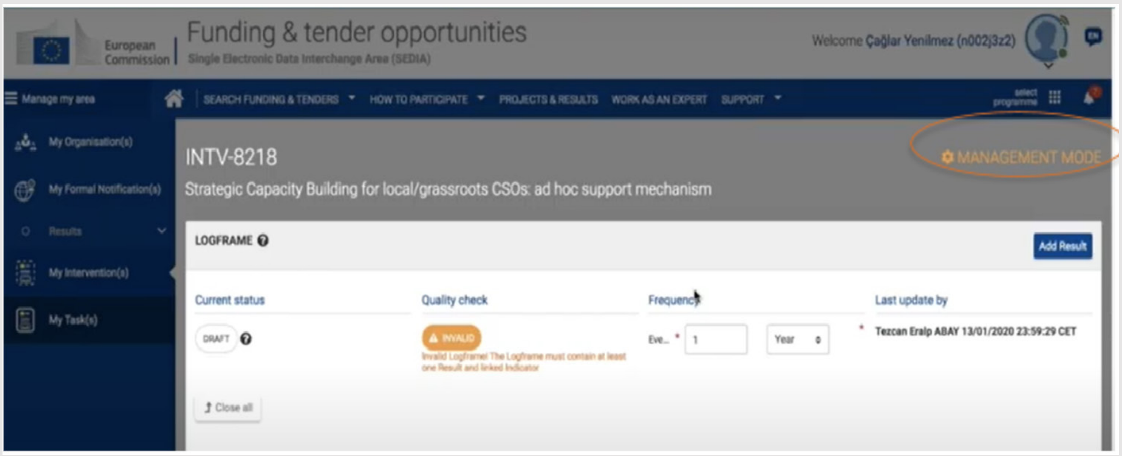

Figure 5

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As can be seen in the Figure 6, the "Frequency" of the reporting period should be entered first

> ***INFORMATION:*** In accordance with **articles 2.1 and 15.1** of the General Conditions, the reporting period is intended as a twelve-month period unless otherwise provided for in the special conditions of the a contract.

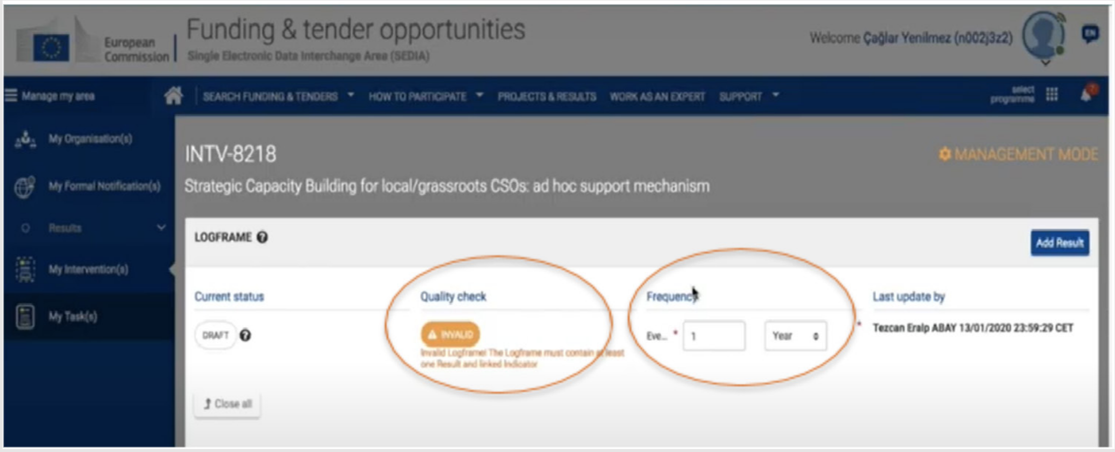

Figure 6

The **"Frequency"** section, shown in Figure 6 should be selected as **"1-Year"**. Please be noted that a LFM will be regarded as invalid by the system without entering at least one **"result"** and one **"indicator".** Therefore, **"Quality Check"** section currently appears as **"INVALID"** since neither a result nor an indicator are currently yet.

After entering **"Frequency"** section as **"1-Year", "results"** can now be entered. To do this, please click on the **"Add Result"** button on the top right side of the screen (Figure 7).

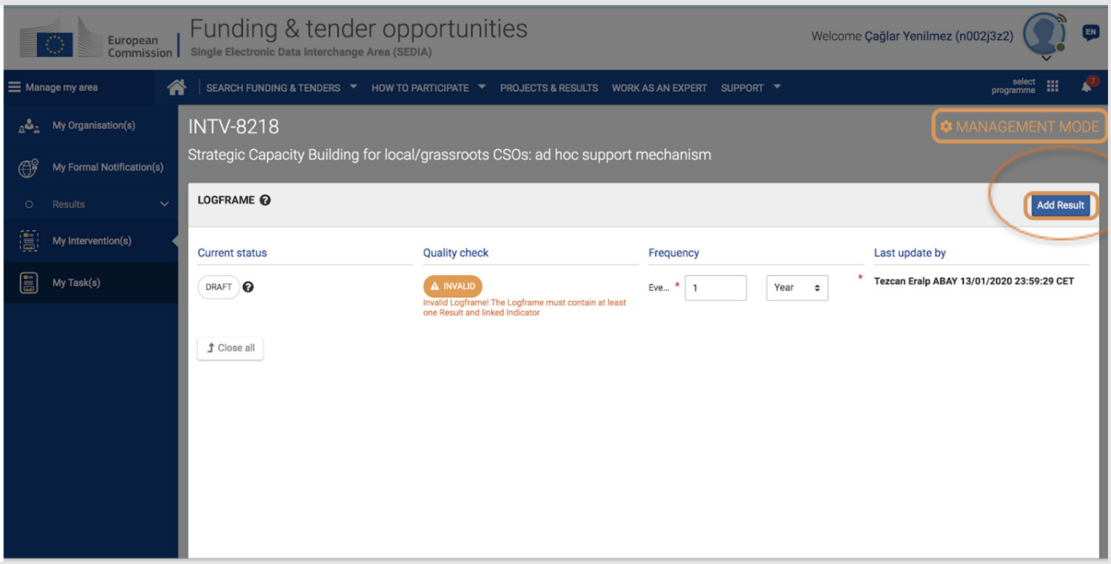

Figure 7

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After clicking the **"Add Result"** button, a menu will appear for enter the first result (Figure 8).

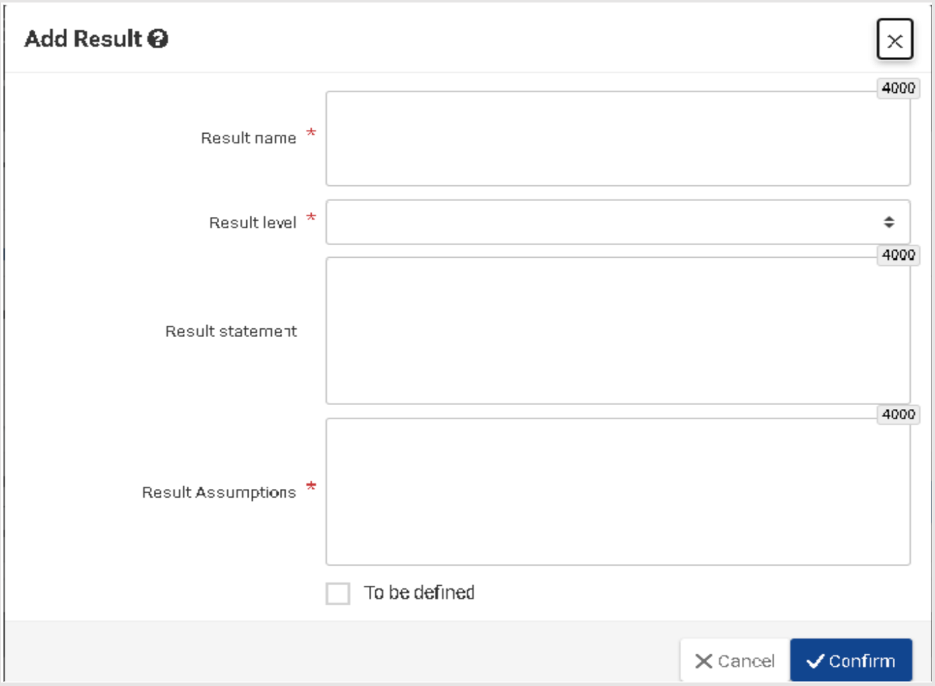

Figure 8

The menu consists of 3 mandatories and one optional components They are;

Result Name: Corresponding to information in the **"Result Chain"** column of the LFM and must be entered for each result (Impact, Outcome, Output) (mandatory field),

Result Level: There are 3 options in this drop-down menu. These are;

- o Overall Objective – Impact
- o Specific Objective – Outcome
- o Output

These options indicate the levels of results. The related level of the result should be selected (mandatory field),

Result Statement: Necessary explanations about each result should be entered in this section. If there is no explanation, this field can be skipped (optional field),

Result Assumptions: The information in the last column called **"Assumptions"** of the LFM should be inserted in this section (mandatory field).

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TIP: Components with a "*" are mandatory fields and must be filled in the system. You can not skip to the next step in the system without filling them. But, there is an exception for **"Overall Objective - Impact"** level. If you select it, **"Result Assumptions"** becomes disabled and no needed to fill it.

Once all relevant components are filled, the **"Confirm"** button on the right down side of the menu should be clicked (Figure 9)

Figure 9

Subsequent to clicking on **"Confirm"** button, the menu disappears and the result presents on the screen. However, as stated above, the **"Quality Check"** section still appears as **"INVALID"** since there is no "indicator" related to this result has been entered yet.

To add an **"Indicator"**, click on **"Add Indicator"** button on the middle right side of the screen (Figure 10). Furthermore, if you want to edit or change a result afterwards, you need to click on **"Edit Result"** button by the **"Add Indicator"** button. Additionally, if you want to delete a result, you should click on the downward arrow on the **"Edit Result"** button (Figure 10).

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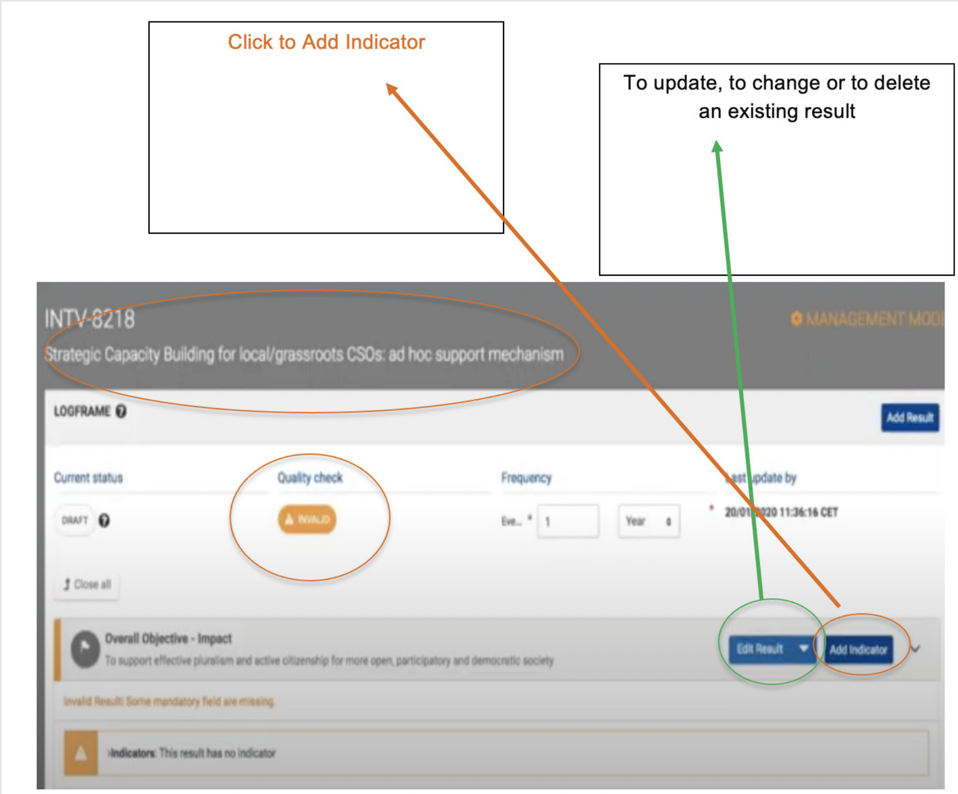

Figure 10

After clicking on the **"Add Indicator"** button for entering an indicator, a menu will appear (Figure 11).

INFORMATION: A kind of indicator database exists in the system. In other words, the system has pre-defined indicators for various sectors. Please be noted that one of the pre-defined indicators can be selected or a new indicator can be inserted as well.

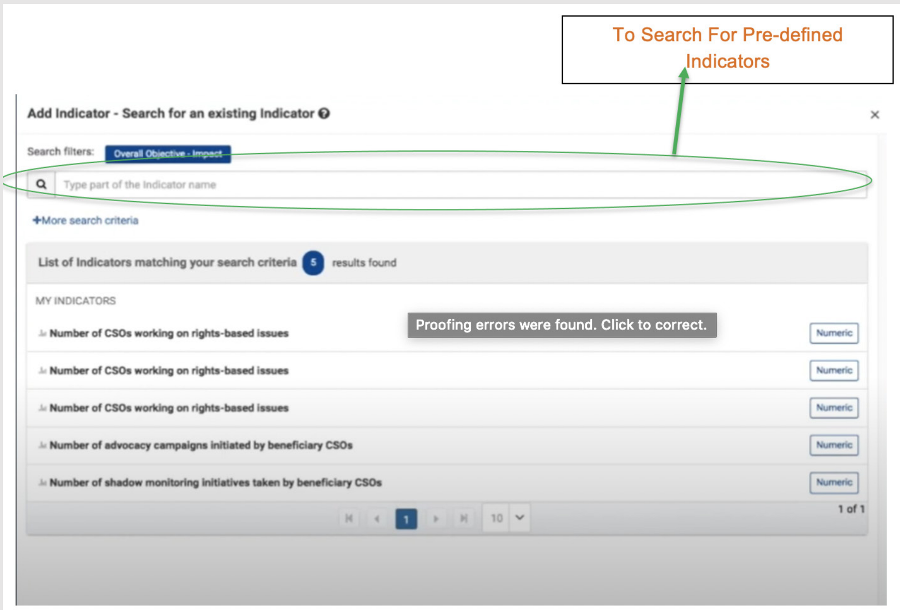

Figure 11

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To add an indicator, click the **"Create new indicator"** button on the lower right corner of the screen (Figure 12).

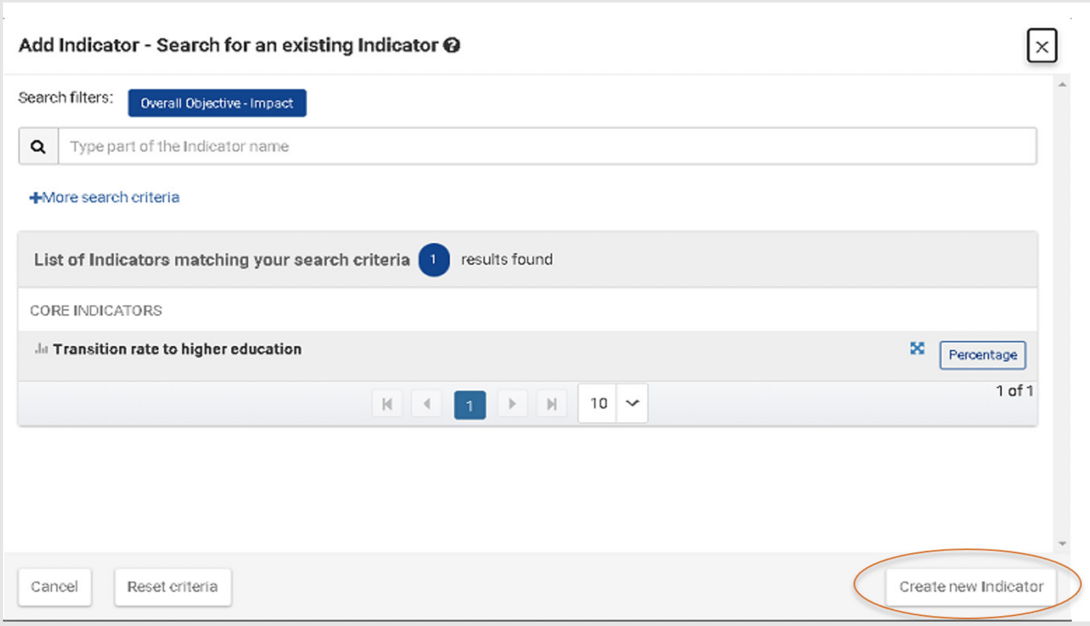

Figure 12

After clicking **"Create New Indicator"**, a new menu opens to add an indicator. (Figure 13).

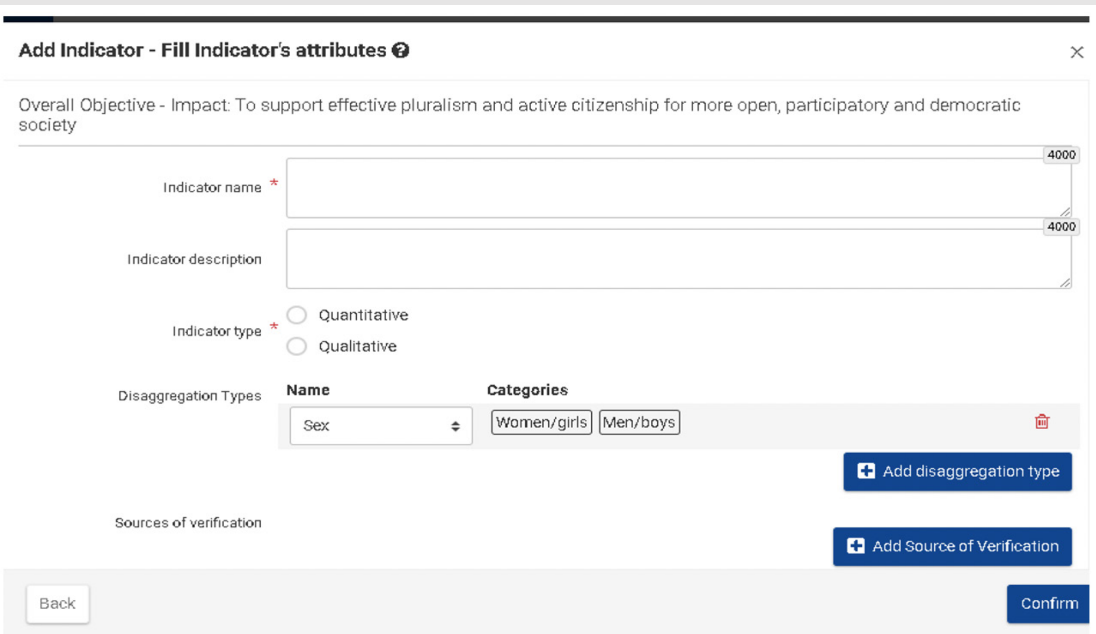

Figure 13

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In the menu;

Indicator Name: title of the indicator should be entered (mandatory field) (Figure 13),

Indicator Description: Description/ definition of the indicator can be written (optional field) (Figure 13).

Description provides information on what is defining in this indicator. For example, if the indicator title is "Number of right-based civil society organizations in Turkey", a definition of "right-based civil society organization can be added here.

Indicator Type: Type of the indicator should be selected. (mandatory field) (Figure 14 and 15).

There are 2 alternatives here; **"Quantitative"** or **"Qualitative"**. If "Quantitative" is selected, 2 more options will appear as **"Percentage"** and **"Numeric".** When one of these options is selected, another drop-down menu, called **"Unit of Measure"** opens. From this menu, the unit of measurement regarding the indicator should be chosen. For example, "Number of", "Year" or "Hours" (Figure 15).

Figure 14

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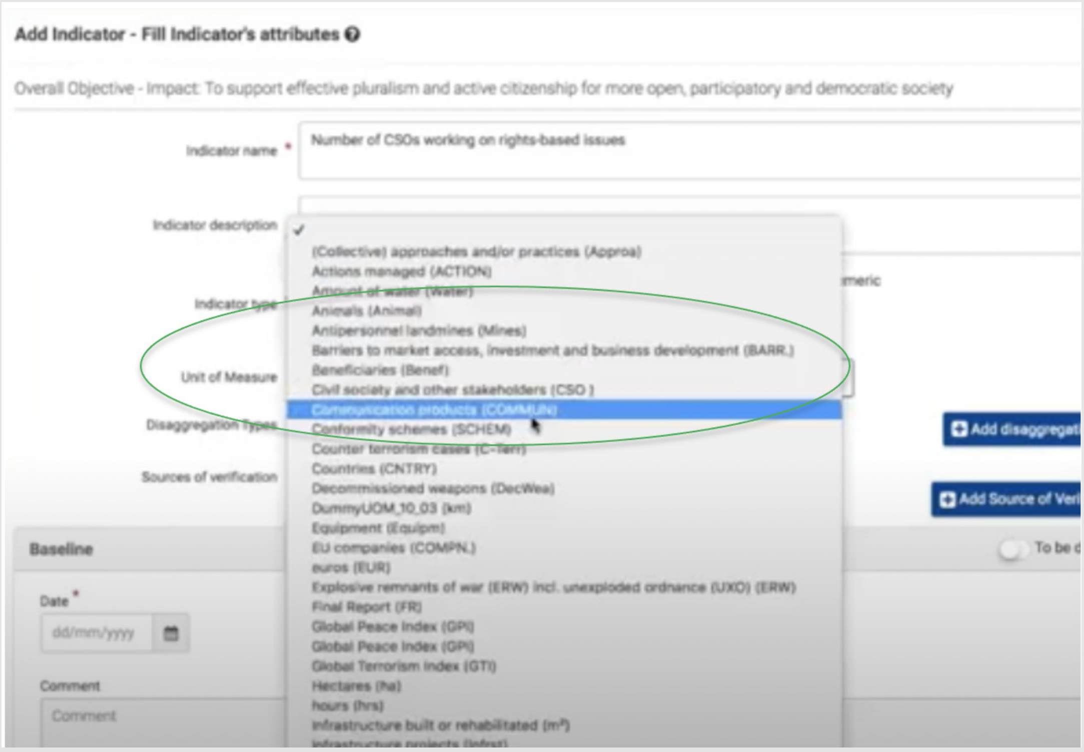

Figure 15

Disaggregation Type: Type of data disaggregation (optional field).

Disaggregation types can be selected from the drop-down menu. For instance; Gender, geographical region, economic indicator, disability, etc.

Sources of Verification: Sources of verification can be entered. (optional field) (Figure 17).

To enter the information, please click the **"Add Source of Verification".** And then **"Type" and "Sub-Type"** information should be selected from the drop-down menus. For example; **"Type: Statistical Reports",** Sub-Type: National statistical Reports".

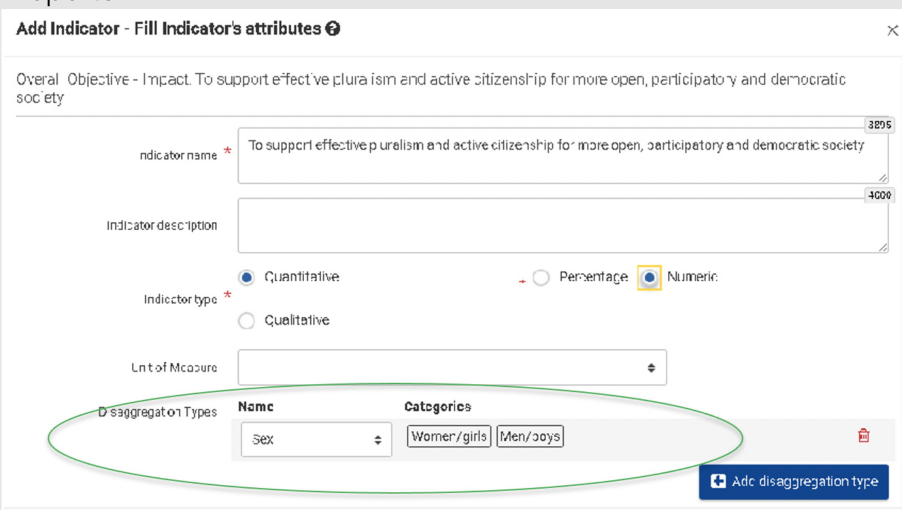

Figure 16

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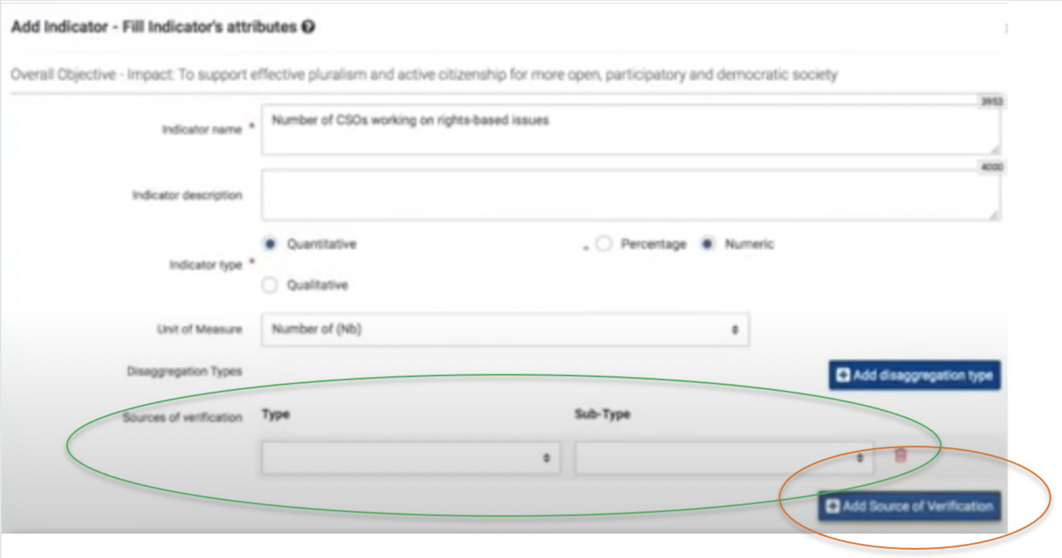

Figure 17

Baseline (Figure 18): It is a separate menu that opens once selecting the **"Indicator Type".**

TIP: In this example, **"Indicator Type"** was selected as **"Quantitative"** and then **"Numeric"** was chosen as shown in Figure 16 and 17.

Under the Baseline;

- "Date" (mandatory field). The date should be entered. It can be the date on which the baseline value is determined or the start date of the project,

-"Total" (mandatory field). The number of the baseline value should be entered. For example: 1,646,

-"Sources of Verification" (mandatory field). Origin of the data should be inserted. For example; "Directorate General of Civil Society Relations Database, https://www.siviltoplum.gov.tr/" or "TUIK database, https://www.tuik.gov.tr/", etc.,

-The "Comment" (optional field). This section can be used for entering additional information, if required.

INFORMATION: The baseline values of some indicators may not exist at the encoding stage of the LFM or a new LFA may be encoded for a new project. For this reason, the baseline value can be determined by a method such as a "core value research/survey" to be conducted in the first quarter of the project. In such cases, **"To be defined"** option should be selected without entering the data/value, and then it is re-entered when the relevant data/value is available.

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+Add Intermediate Target (Figure 18): If there is foreseen intermediate value to be achieved by the indicator, the foreseen intermediate target value can be inserted by clicking the **"+ Add Intermediate Target"** button. For example; "1st Year Value" and "2nd Year Value" of an indicator for a 3-year project.

Final Target(Figure 18): Final target of the indicator is the intended value to be achieved by the project at the end of the implementation period. **"Final Target"** section is a mandatory field and the targeted value should be entered.

In this menu, after filling out whole tags ("Indicator Name", "Indicator Description", "Indicator Type", "Disaggregation Type", "Sources of Verification", "Baseline, "Final Target"), please be remembered to click on **"Confirm"** button on the right down side of the screen for saving all the data in related with the **"Indicator".**

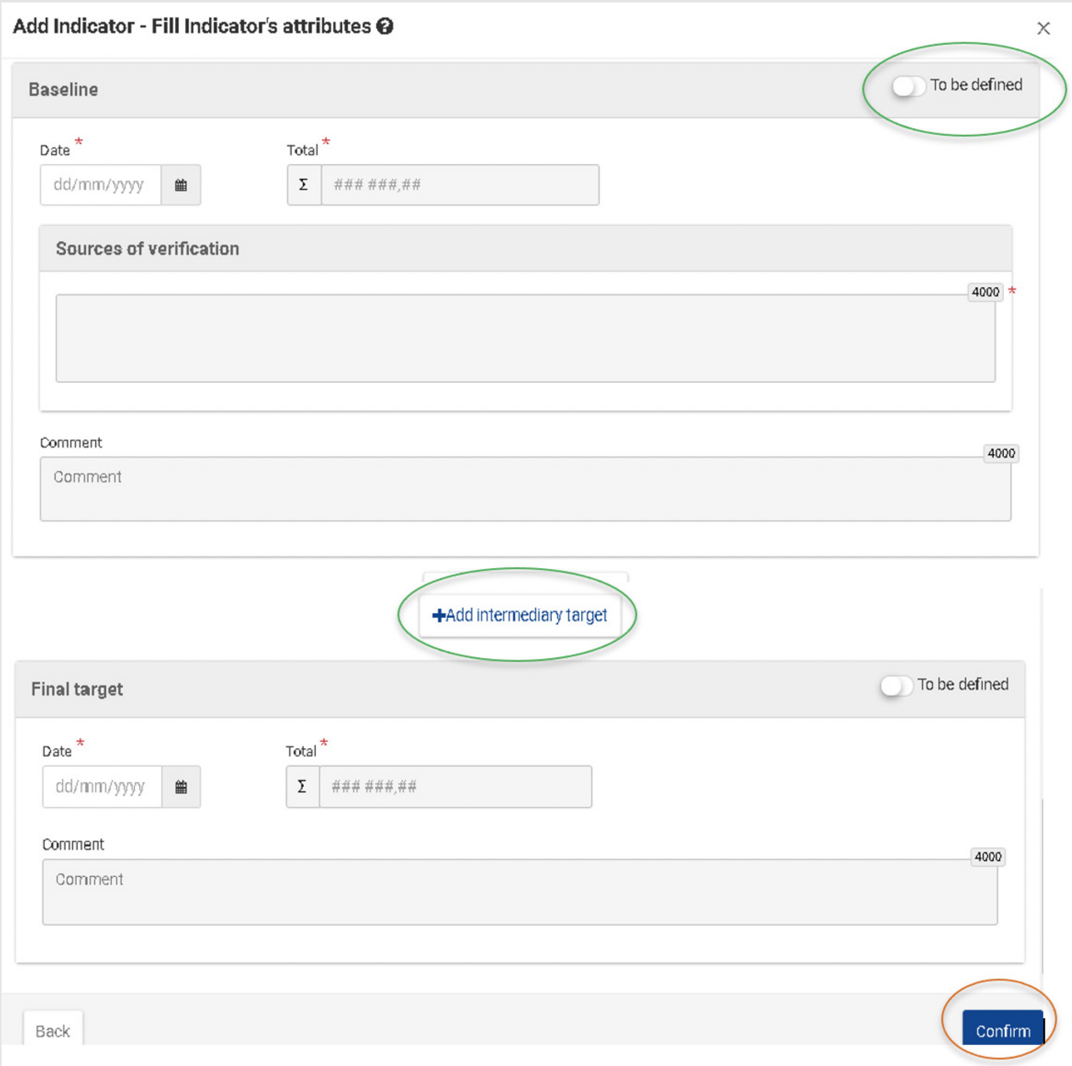

Figure 18

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INFORMATION: The **"Quality Check"** section appears as **"INVALID"** for a **"Result"** whose "Indicator" has not been entered yet (Picture 10). When "Indicator" and related data will be entered, the "Quality Check" section appears as **"OK"**. This warning allows users to check whether a **"Result"** and the related data have been fully entered (Figure 19).

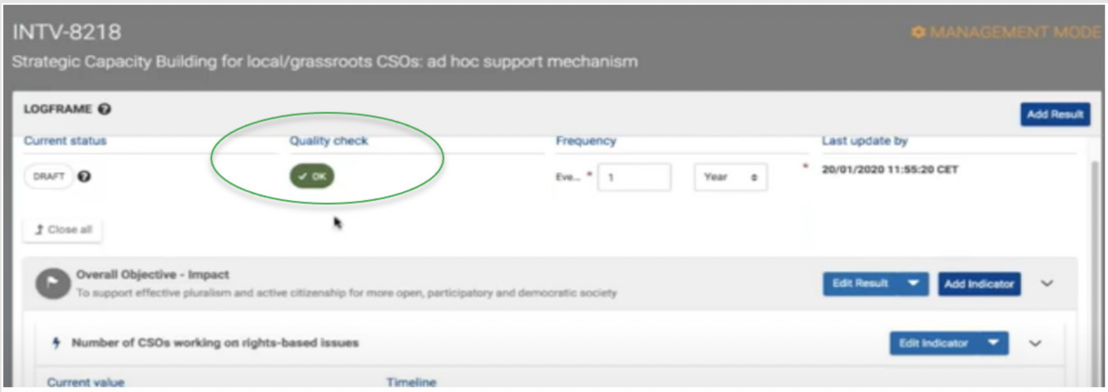

Figure 19

TIP: In order to avoid for losing data due to unexpected situations such as internet connection cut, it is recommended to save the data by clicking the **"Save as draft"** button on the right down side of the screen, when each **"result"** entry is completed (Figure 20).

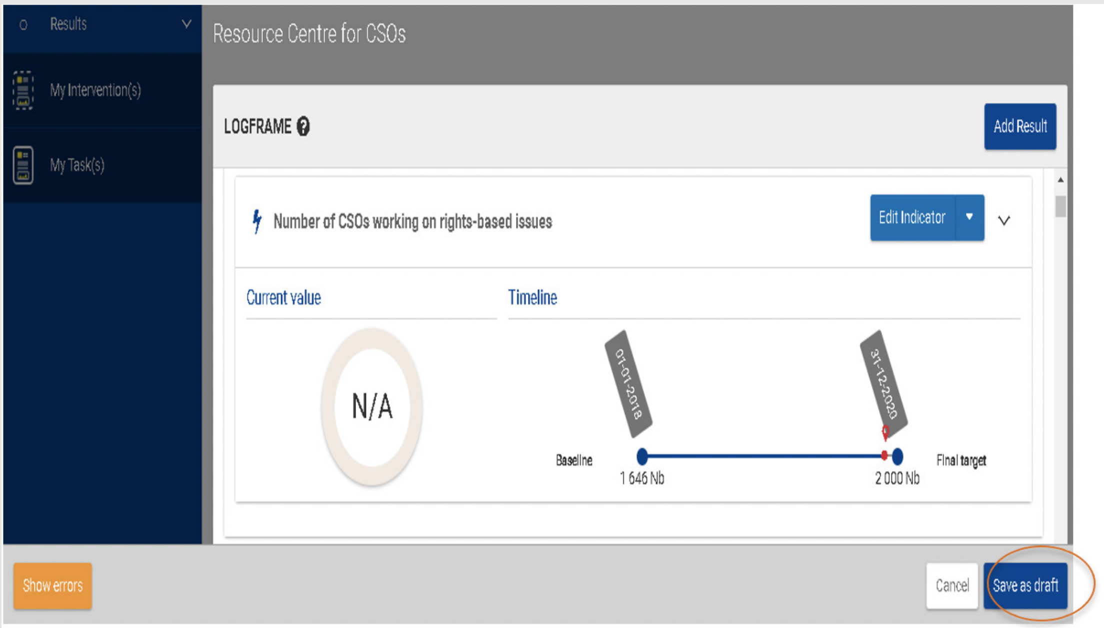

Figure 20

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Submission of the Encoded LFM to the Contracting Authority for Approval

After encoding entire LFM, in other words, following entering of all components and data of the matrix, users who have **"Lead Implementing Partner"** role should send LFM to the Contracting Authority for the approval of the Program Manager.

Subsequent to clicking on **"My Intervention (s)--->Intervention ID",** the user with **"Lead Implementing Partner"** role clicks on **"View Logframe"** button on the summary information screen (Synopsis) of the intervention (project) (Figure 21)

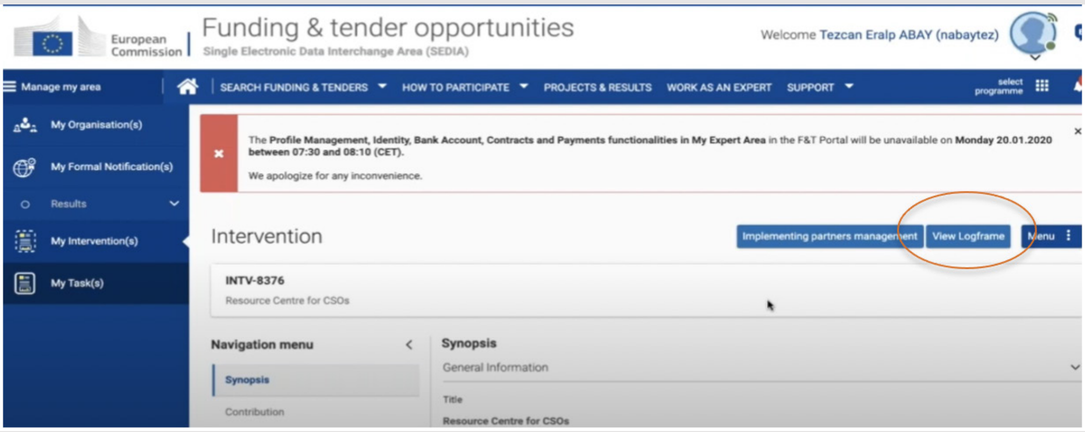

Figure 21

The encoded LFM will be displayed on the screen accordingly and the **"Submit Logframe"** button on the top right side of the screen should be clicked to send it for approval (Figure 22).

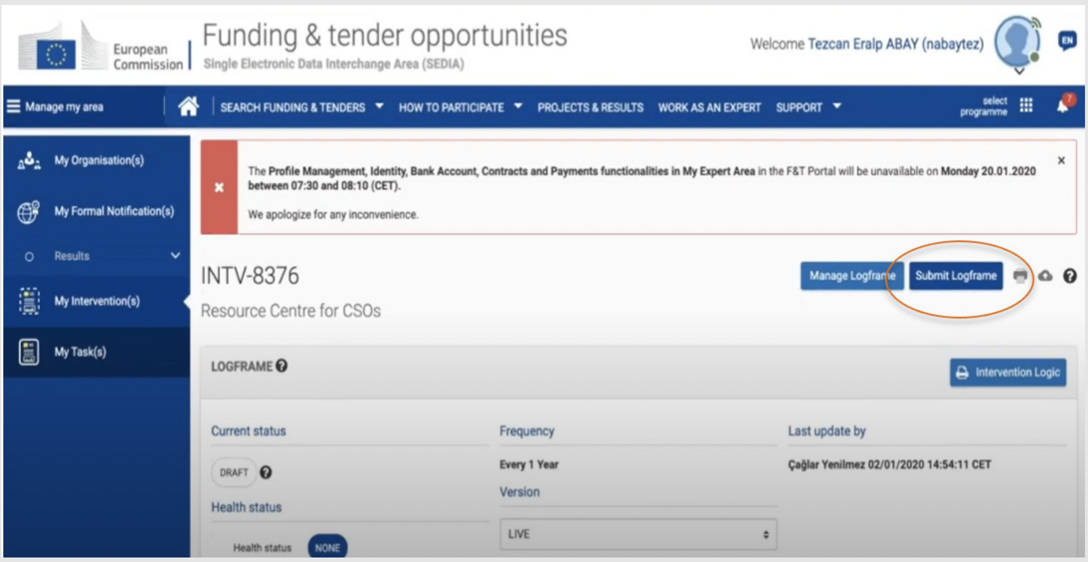

Figure 22

INFORMATION: LFM must be approved by the Contracting Authority to be able to enter **"Current Value"** during the reporting periods of the intervention (project). If it is not approved, **"Current Value"** cannot be entered.

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