



# HOW TO ADD CURRENT VALUES OF A LOGFRAME/RESULTS IN OPSYS

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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.

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

You can access to SEDIA Portal (OPYS) 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 (hereinafter known as Operational Manager (OM) in the OPSYS ecosystem) at the EU Delegation to Turkey. If not, please contact your OM who is in charge of your interventions (projects).

**TIP:** It's recommended by EC to use Chrome or Firefox for accessing to the OPSYS.



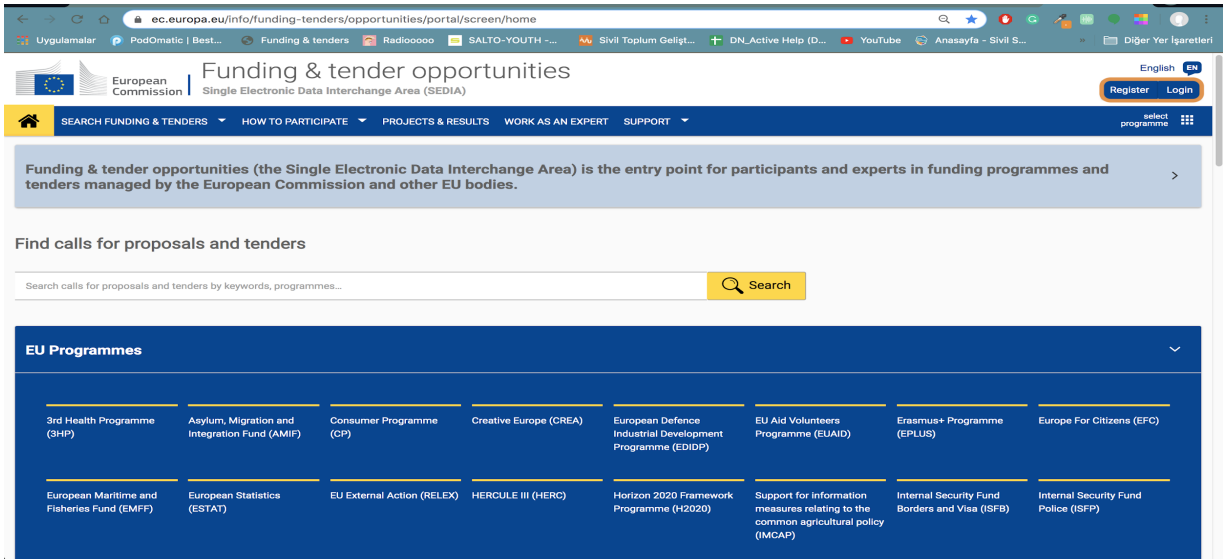
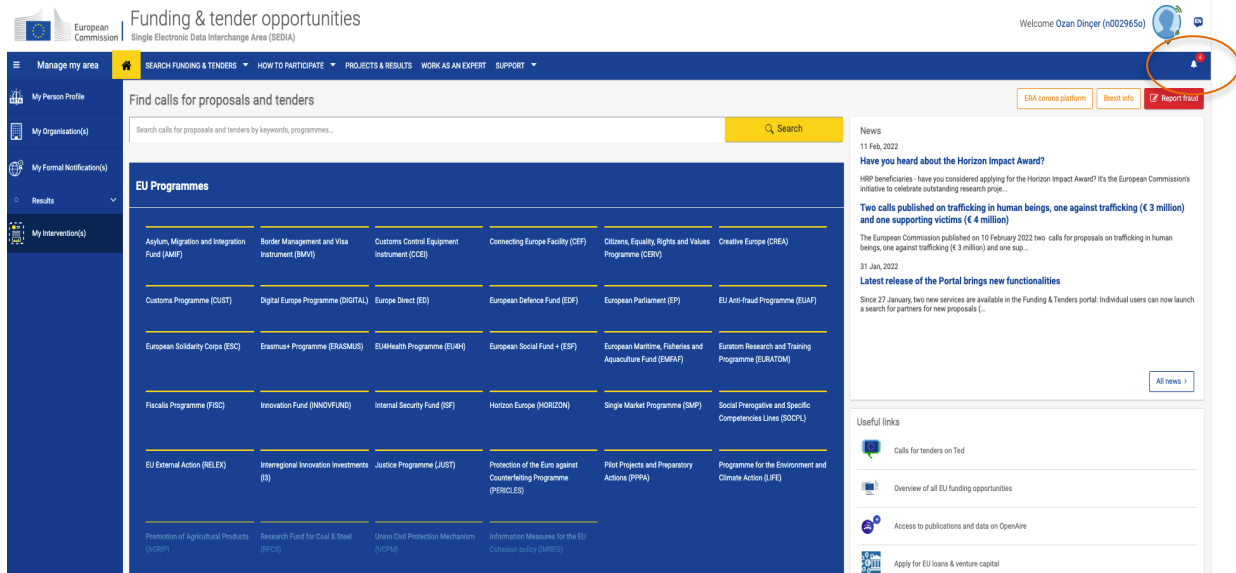


Figure 1

## How to Add Current Values of a LF in OPSYS?

Approval of LF by OM in the contracting authority is a mandatory step for being able to add current values of a LF. When an OM approves a LF, IPs receive a notification in the OPSYS. All notifications can be checked through, the “bell” on the top right corner of the main screen (Figure 2)

Figure 2





**INFORMATION:** The user with "Lead Implementing Partner" role or users with "Implementing Partner" roles are able to encode a LF of an intervention and are able to add current values to approved LFs in the system. Please be informed that "Implementing Partners" roles can be assigned by the "Lead Implementing Partner".

Following approval of a LF by OM, for adding current values, 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 terms "primary interventions" and "interventions" will be used instead.

When clicking on the "My Interventions" tab, the interventions (projects) will be listed on the next page (Figure 3).

TITLE	INTERVENTION ID	EU CONTRIBUTION	ACTIONS
Resource Centre for CSOs	INTV-8376	3000000	

Figure 3

Following the clicking on the intervention number that exists under the "Intervention ID" heading in the "INTV-XXXX" format (Figure 3), summary information of intervention (Synopsis) will be displayed (Figure 4).



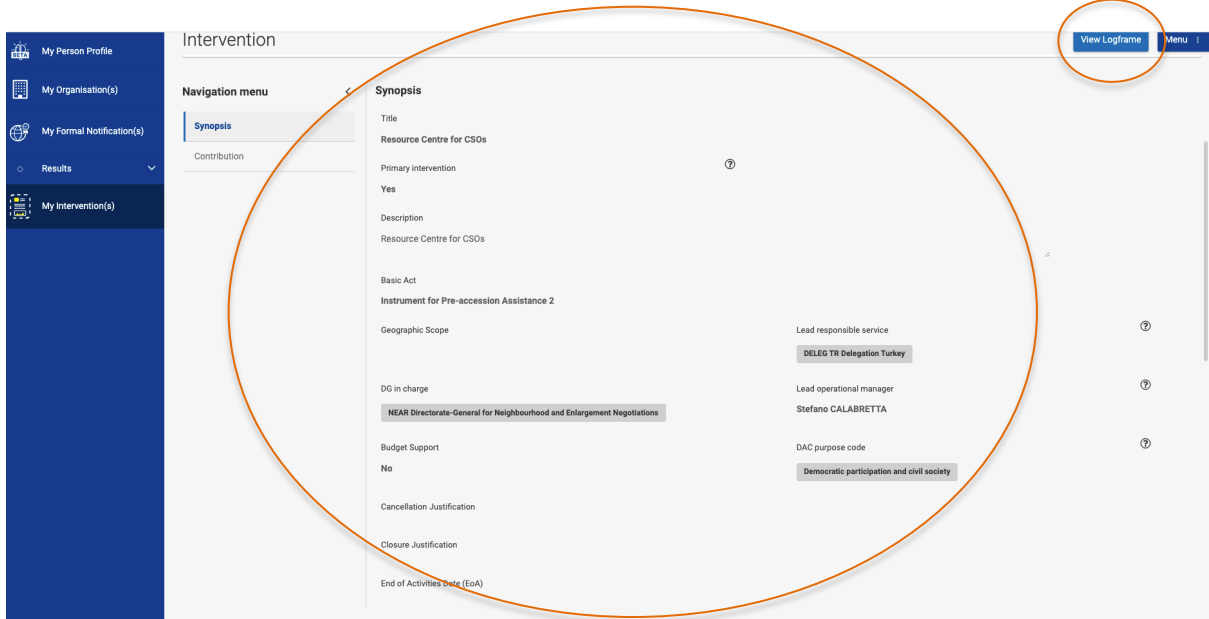


Figure 4

Then, the “**View Logframe**” button on the top right side of the page should be clicked (Figure 4). After clicking on “**View Logframe**” button, a LF will open in the new screen (Figure 5)

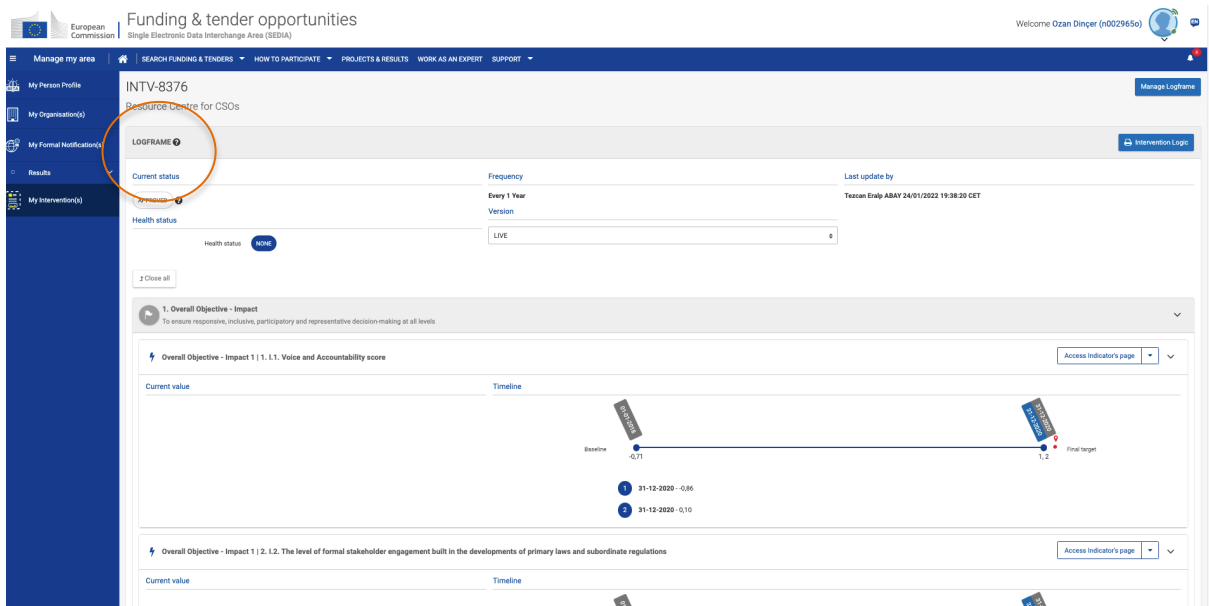


Figure 5



As you can see in the Figure 5, there are several fields in related to a LF such as;

**Current Status:** It gives an information of the status of a LF. The status of the LF can be;

Status	Explanation
New	No data have been encoded
Draft	(a part of) the LF is encoded, but not has been approved nor submitted to OM for approval
Pending for approval	the LF has been submitted by the “Lead Implementing Partner” and waiting for OM’s approval
To be revised	the LF has been reviewed by the OM and asked “Lead Implementing Partner “to make revisions
Approved	the LF has been approved by the OM and it is possible to add values or current values

**INFORMATION:** If the LF is modified (e.g. change to the wording of an indicator), its status will go back to draft and it will have to be approved again.

If the status appears as “Approved”, current values can be inserted. As seen in Figure 6, the **Current Value** field seen as “NONE” before the beginning of adding process.

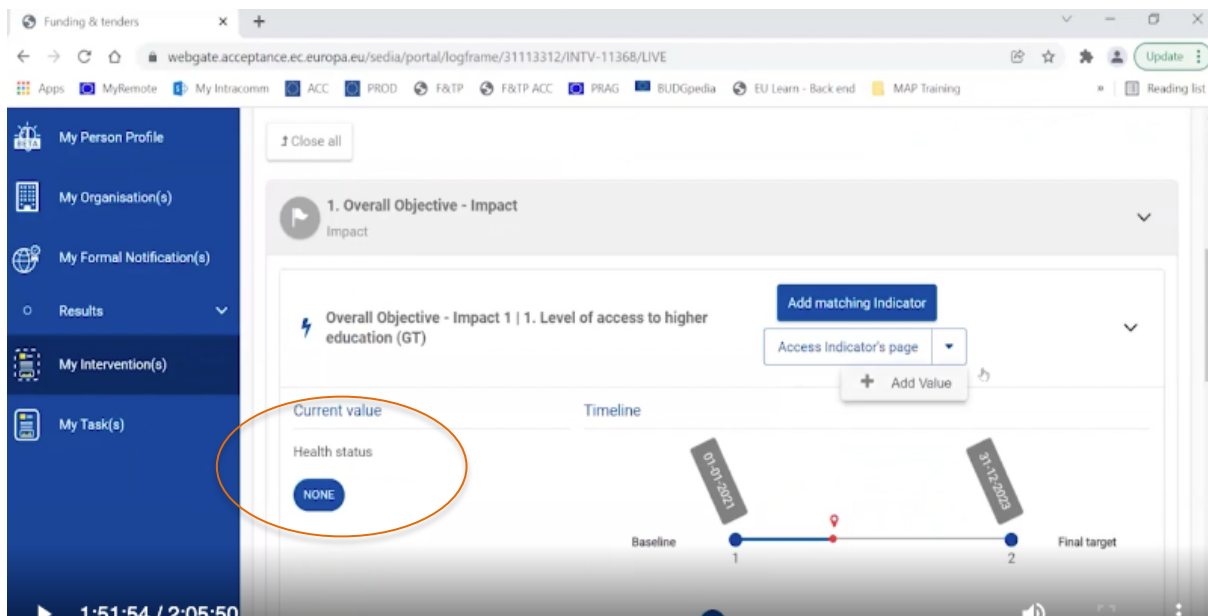


Figure 6

In order to add current values to each result, please click on the down arrow right next to **“Access indicator’s page”** button beside of each result row and then select the **“+Add Value”** (Figure 7)

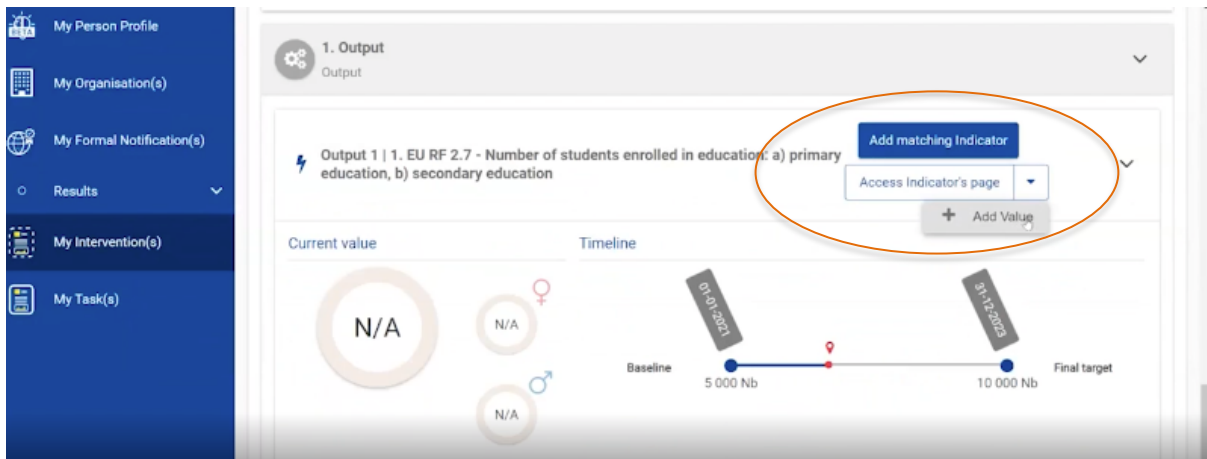


Figure 7

Following the selection of **“+Add Value”**, a pop-up screen (as seen below) will appear (Figure 8)



Add Indicator value ?



**i** Hint: Please fill in all the required fields for the new current value.

ADD CURRENT VALUE

Current value date \*  
dd/mm/yyyy

Current value \*  
Σ ### ##,## #  N/A

Disaggregations  
✕ Sex >

Comment 4000

Figure 8

This pop-up screen is the screen to insert current values of each result. In this screen, you should fill the relevant fields such as;

*Current Value Date:* The reporting period date on which values belong (Mandatory field).

*Current Value:* The value reached for each result in the certain period of time (Mandatory field).

*Disaggregation:* Type of data disaggregation that was specified at the stage of entering indicators (optional field). Disaggregation criteria can be selected from the drop-down menu at the stage of encoding a LF. For instance; sex, geographical region, economic indicator, disability, etc.

*Comment:* This section can be used for entering additional information, if required (optional field).







**EXAMPLE (AS SEEN IN FIGURE 9 BELOW)**

Once 1<sup>st</sup> reporting period comes, the current values for results should be inserted for your intervention (project).

You will report values for the result, “Output 2.2.: Number of CSO representatives took part in Effective CSOs Training Programme”

The reporting period starts on 01.01.2021 and ends on 31.12.2021. Under the circumstances the “Current Value Date” is recommended to select as “31.12.2021”

During the reporting period, in total, 6000 representatives of CSOs benefitted from “Effective CSOs Training Programme”. “6000” as numeric value should be inserted into “Current Value” field. Since 4000 are females, it should be entered in the “Women/Girls” field, since there are 2000 males, it should be entered in the Men/Boys” field.

The screenshot shows a web form titled "Add Indicator value". At the top, there is a hint: "Hint: Please fill in all the required fields for the new current value." Below this, the section "ADD CURRENT VALUE" contains a date selector set to "31/12/2020" and a "Current value" field with the value "6000" and a unit selector set to "#". The "Disaggregations" section is expanded for "Sex", showing "Women/girls" with a value of "4000" and "Men/boys" with a value of "2000", both with unit selectors set to "#". At the bottom right, there are "Cancel" and "Save" buttons.

Figure 9





After making necessary entries, the **“SAVE”** button on the right down side of pop-up menu should be clicked for saving the work.

