

FAQ for Implementing Partners on logframes in OPSYS

The Questions and Answers below have been prepared based on the most common questions asked by Implementing Partners (IPs) during the webinars held in 2022 on “How to manage logframes in OPSYS”.

The Questions and Answers below are to be treated as purely for communication and dissemination purposes.

They are organised according to five blocks – interlinked to each other:

- **Primary Interventions and logframes in OPSYS**
- **Access to Primary Interventions in OPSYS**
- **Create a logframe and update values of its indicators in OPSYS**
- **Indicators in OPSYS**
- **Reporting in OPSYS**

Primary Interventions and logframes in OPSYS

1. What is the function of OPSYS for monitoring and reporting results? Does the reporting in OPSYS apply to all types of contractual commitments?

- OPSYS is an IT system developed by the Commission services of the Relex family (DG FPI, DG INTPA, DG NEAR). Among other functions, OPSYS is used to monitor and report results for the entire portfolio
- OPSYS allows all Implementing Partners to store the logframes of their interventions and update the values of the indicators.
- The use of OPSYS to report on results has been introduced gradually for closed and on-going contracts/agreements and will be done systematically for new ones. The provisions of each contract/agreement gives indication on whether its related documents (including the logframe) are to be processed via OPSYS (=the System)
- As a general rule, the use of OPSYS to report on results applies to all types of contractual commitments that produce results and have a logframe
- For the time being, Trust Funds are not processed in OPSYS and they are not part of the results monitoring and reporting in OPSYS

2. What is a Primary Intervention (PINTV)? How does it relate to a logframe?

- A PINTV refers to what is commonly called project or programme. It is an entity linked to one or more contractual commitments that serves the purpose to host a Logical Framework Matrix (=logframe). PINTVs exist only in relation to a logframe that defines in a logical manner the strategy of the intervention to contribute to a desired change, allowing to monitor and report results
- From an Implementing Partner point of view, a PINTV is the place where the logframe to be reported against regularly is going to be stored

3. Who decides what is a Primary Intervention (PINTV) and who creates it in OPSYS?

- A PINTV in OPSYS is created by the European Commission, via the Operational Manager (OM) in charge (the person in charge of managing the contract within the EU)
- PINTVs related to recently closed and ongoing contractual commitments have been created
- For confidential and sensitive PINTVs there are special arrangements. Please, check with the OM if you are not sure if your PINTV falls in this category

4. As Implementing Partner, which actions do I have to take for the creation of a PINTV?

- Implementing Partners do not have to perform any task related to the creation of a PINTV
- Following contracting, once the PINTV is created by the European Commission, the Implementing Partner is granted access to it to encode the structure of the logframe and for results monitoring and reporting purposes

5. What is the difference between a primary and non-primary intervention?

- Primary Interventions (PINTVs) are created by the European Commission as linked to a logframe
- Non-PINTVs are created by the European Commission against internal business rules – not entailing any implication for Implementing Partners

6. Do Implementing Partners have to report against PINTVs linked to closed contracts?

- All Lead Implementing Partners (LIPs) of contracts for which PINTVs are identified as *on going* in 2021 are asked to update the values of the indicators necessary to report on results in OPSYS – following the structure of the logframe. If you have a doubt, please contact the Operational Manager (OM) of your contract in the Commission
- PINTVs closed before 2021 with unreported final results and that were part of last year's exercise of Results Data Collection (2020-2021) need to report results in OPSYS
- If the LIP is no longer available to encode the logframe with related results and indicators, this function will be performed by the OM

Access to Primary Interventions in OPSYS

7. Who grants and revokes access to the PINTV for Implementing Partners?

- The access to the PINTV is granted by the Operational Manager (OM) to a user with an EU login that represents the Lead Implementing Partner (LIP) of a given contract. The LIP is generally the consortium leader
- The type of access to the PINTV differs from the access to the Funding & Tender portal used to administrate contracts
- In turn the LIP can grant access to the PINTV to other Implementing Partners (IPs) to facilitate the encoding and use of the logframe. There is no limit in the number of IPs part of the consortia you can invite. This will depend on the internal collaboration among consortium partners. Only the persons with whom the intervention is shared can work on the logframe
- The access to the LIP can be revoked at any time by the OM. Likewise, the LIP can cancel the access to IPs at any time

8. What if the OM has not granted access to the LIP to access the PINTV?

- In January 2022 the Operational Managers (OMs) started granting access to the PINTVs. If you are the Lead Implementing Partner of a given contract and have not received any instruction yet, please feel free to contact the OM(s) of your contract(s) to verify if there is need for you to be granted access

Create a logframe and update values of its indicators in OPSYS

9. Who creates/encodes the structure of the logframe (results, assumptions indicators and baseline and target values) for a PINTV and who updates the values?

- Once granted access to the PINTV, the Implementing Partner (IP) can encode the structure of the logframe (results, assumptions, indicators and baseline and target values) and send it to the Operational Manager for approval
- Once the structure of the logframe is approved by the Operational Manager in the Commission, IPs can proceed to encode indicators' current values. The updating of the values will be done on a regular basis until the end of intervention

10. What is the deadline for encoding a logframe and the values for each indicator in OPSYS it in 2022?

- The deadline for creating and encoding the structure of the logframe in OPSYS is **31/3/2022**
- The deadline for updating the latest values for the indicators as per logframe is **31/5/2022**

11. As a general rule, who updates the PINTV logframe? How often should it be updated?

- Lead Implementing Partners (LIP)/Implementing Partners (IP) are expected to encode the logframe structure (results, assumptions, indicators, baseline and target values) at the beginning of the contract and revise it if necessary and according to contractual provisions (check with relevant OM)
- LIP/IPs need to encode baseline and target values for each indicators as part of the logframe's structure. Once set, baselines should not be edited. Targets can be adapted in the course of an intervention in agreement with the OM to reflect exceptional circumstances that undermine the success of the intervention
- While indicators values are to be updated at least as often as indicated in the reporting calendar agreed in the contract signed with the EU, for monitoring purposes it is advisable to update them when new indicators' measurements (current values) become available
- Operational Managers (OMs) validate the structure as well as the regularly updated values
- Both OMs and the LIP/IPs can update the logframe but not simultaneously
- LIP and IP can work on the same logframe simultaneously, but only the LIP can submit the logframe for approval by the OM

12. What is the workflow between LIP and OM to create the structure of the logframe in OPSYS?

- IT wise, in OPSYS, a logframe structure goes through five statuses:
 - **New** - No logframe existed – a brand new one is created by the Lead Implementing Partner (LIP)/Implementing Partner (IP)
 - **Draft** - The LIP/IP encode the structure of the logframe but it is not sent for approval
 - **Pending for approval** - The logframe has been submitted by the LIP to the Operational Manager (OM) for approval
 - **To be revised** - The logframe has been reviewed by the OM but needs to be revised and resubmitted by the LIP/IP
 - **Approved** – The logframe structure has been approved by the OM and it is now possible for the LIP/IP to add values to the indicators

13. Which logframe I have to use for the purpose of OPSYS?

- The logframe to encode is the latest agreed with the EU, either in the contract/agreement signed or in the latest progress report

Indicators in OPSYS

14. How many categories of indicators are available in OPSYS?

- In OPSYS indicators can be “core” or “customised”

15. What are core Indicators in OPSYS?

- In OPSYS indicators marked as core are pre-encoded indicators selected by the Commission services to allow for harmonisation and aggregation. Core indicators are being gradually encoded in OPSYS to be made available to users. The full list will also be available off-OPSY on a separate website (more information to come)
- Core Indicators are clustered by “Groups” (i.e. SDG indicators, Financing Instruments indicators -Global Europe Results Framework (GERF), IPA Performance Framework (IPA PF), sector indicators, GAPIII, etc.)
- Core Indicators are suggested by the system during the encoding of a logframe. Please use the “word search” function to look for core indicators, before encoding an indicator as new (customised)
- Filters are also available to find the most relevant indicators (i.e. Groups, DAC code, etc.)
- The list of core indicators evolves over time - additional core Indicators (as well as Groups) are added into OPSYS by the Commission services as they see need
- The use of core indicators is not mandatory but highly recommended to ensure harmonisation and standardisation, when possible

16. Are core indicators a synonym of corporate indicators? Are core indicators mandatory?

- Core indicators in OPSYS are not a synonym of corporate indicators
- However, some of the core indicators are used to report results at corporate level
- The core indicators used for annual corporate reporting are organized in different core indicator groups – EU Results Framework (EURF – for intervention financed prior to NDICI-GE)/ Global Europe Results Framework (GERF - for intervention financed with the NDICI-GE), IPA Performance Framework (IPA PF), FPI Performance Framework.
- The list and groups of indicators used also for corporate reporting might evolve over the years as the Commission services see need
- The use of core indicators is not mandatory but highly recommended to ensure harmonisation and standardisation, when possible. The use of EURF/GERF, IPA PF and FPI Performance Framework, used in corporate reporting, allow Commission services to aggregate results

17. Where do I find the list of core Indicators encoded in OPSYS?

- The groups of core indicators used also for corporate reporting (GERF, IPA PF, FPI PF) are available as follows:
 - EURF <https://europa.eu/capacity4dev/eu-rfi>
 - IPA PF –



IPA PF (Feb 2022)

- FPI lists of core indicators - https://ec.europa.eu/fpi/key-documents_en
- The list of all core indicators in OPSYS will be published and made available online shortly

- The list of core Indicators evolves over time as new core Indicators (and new groups of core Indicators) are added into OPSYS by the Commission

18. What are Customised Indicators in OPSYS?

- Customised indicators in OPSYS are simply non-core indicators
- Customised indicators are those that are not pre-encoded (as core) and are to be created as “new” by the users (free text indicators)
- To facilitate the encoding of customised indicators, : units of measure, sources of data, disaggregations are available in the system to help build good quality indicator)
- Customised indicators cannot be aggregated/grouped
- Customised indicators are not used for corporate reporting
- Customised indicators can be matched to a core indicator with a special functionality, provided approval of the Commission services

19. What is the function to “match” indicators?

- Matching indicators is not mandatory. Please use this feature only when relevant. The Commission services will verify the suitability of the match and approve it or not
- Matching indicators is a functionality available in OPSYS that allows to link/match a customised indicator with a core indicator.
- The matching is the process to adapt the specifications of the values measured by a customised indicator to the ones measured by a core indicator
- The matching function is useful in case a customised indicator (as per original logframe) is not identical to a core indicator, but still could contribute to one of those also used for corporate reporting
- To perform a matching, there must be correspondence between the customized and core indicator. Core indicators used for corporate reporting (EURF/GERF, IPA Performance Framework, FPI Performance Framework) have strict methodological notes that need to be fulfilled to perform the matching.
- Matching a customised indicator with a core indicator does not imply the addition of an indicator in the logframe
- The function of matching indicators involves encoding the value at the level of the customized indicator and at the level of the core Indicator. Sometimes, the units of measurement might differ, and additional calculations would need to be performed to report the right core indicator value.

20. In case of contracts/agreements already signed, do Implementing Partners need to adapt their logframe to include OPSYS Core Indicators?

- No, logframes that are part of existing contracts/agreements shall not be modified
- In case a core indicator is identical or very similar to one of the indicators included in the logframe, it is advised to select it from the list of core rather than encoding it as new (=customised) indicator
- Please use the “word search” function to look for core indicators before encoding the indicator in your logframe as new (=customised)
- Any change in the logframe requires the mutual agreement with the OM. The approval process by the OM is embedded in OPSYS

21. What about new contracts? Do they have to include core indicators?

- For new contracts/agreements signed under the current Instruments (NDICI-GE and IPA III) the use of core indicators that are also corporate is strongly advised as it highlights consistency of the contract/agreement with the Commission objectives, and also allows Commission services to aggregate results that would then feed corporate reporting (accountability)
- While encoding the logframe, please use the “word search” function or check in the relevant Group which core indicators are relevant. This will avoid encoding them as New (=customised)

Reporting in OPSYS

22. Will the updating of the logframe online in OPSYS substitute the standard financial and narrative report?

- No. All reporting obligations as per signed contract/agreement are still valid. Updating the logframe will be required to be performed off-OPSY too
- For new contracts/agreements a provision will be included to make sure that updating the logframe in OPSYS will be an additional reporting requirement
- In order to avoid double work and potential inconsistencies, it is advised to update the logframe in OPSYS, use the print function, and attach it to the narrative report

23. Is it possible to modify/change the Logframe after its validation in OPSYS?

- Changes to the contract/agreement, including logframe changes, are possible within the scope allowed by the type of contract/agreement and its provisions
- As a general rule, non-substantial changes in a logframe (not changing the overall objective/impact and specific objectives/outcomes of the intervention) are possible provided the relevant procedure is followed in agreement with the Operational Manager (OM)
- Please check with the OM which are the rules applying to your contract/agreement – those are the same to be used also using OPSYS as the tool to update the logframe

THANK YOU