



EUROPEAN COMMISSION
Service for Foreign Policy Instruments

Director – Head of Service

Brussels, **23 JUL. 2018**
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**NOTE FOR THE ATTENTION OF FPI STAFF IN HEADQUARTERS,
DELEGATIONS AND IN REGIONAL TEAMS**

Subject: First OPSYS production release - Call for action

Dear colleagues,

Following the 9th meeting of the OPSYS Management Board, I am pleased to inform you that Board approved the launch of Track 1 – Results and Monitoring - in “live production” allowing us to monitor and capture the results of our interventions. This is an important first step in the change management of OPSYS, which over time, will help us work more efficiently together and better interact with our implementing partners.

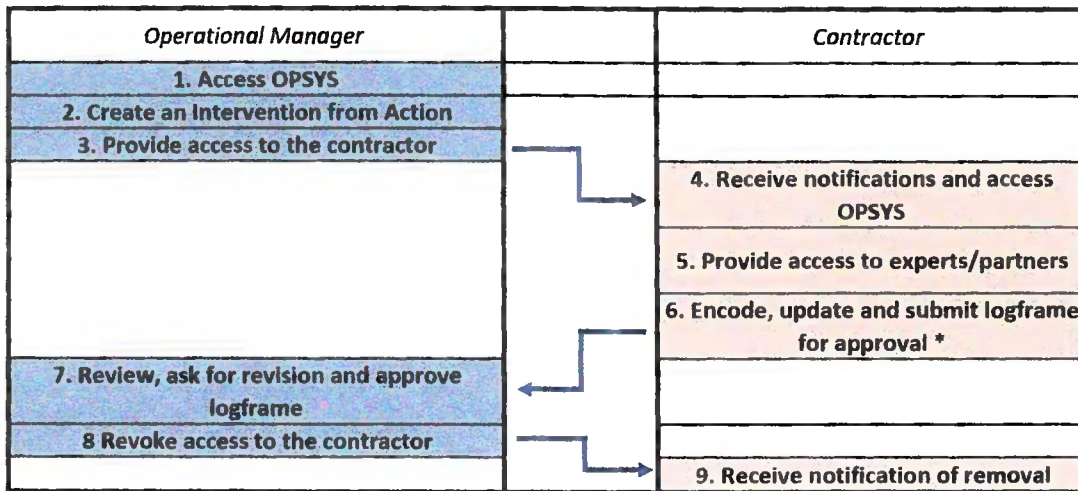
For the moment, this capability will only apply to grants in direct management and to service contracts.

I invite you to begin to explore available OPSYS functionalities and to share this message with your implementing partners. Annex I provides you a draft information message to send to implementing partners, as necessary.

All colleagues with an EU login will be able to have access in “read only” mode to the overall DEVCO/NEAR/FPI portfolio.

You may also want to share with the colleagues and/or your implementing partners a video on the OPSYS benefits in the context: <https://youtu.be/DE62Sxm9Mqw>

In practical terms, the tasks you can perform in OPSYS are the following:



* The submission of the Logframe with updated values can be done at any time

Please note that reporting obligations of contractors remain unchanged.

In this respect, I invite Operational Managers in the FPI pilot Units – **FPI.2, FPI.4** and the **Regional Team in Brasilia** to be using OPSYS Track 1 as soon as possible for new actions, preferably with grant (NGOs) or technical assistance contracts.

A Progressive roll-out of webinar seminars from September to December 2018 will be organized according to the schedule set out Annex II. One specific FPI webinar will be organised in English on 2 October for the Regional Team in Brasilia and the Americas.

Colleagues from other Regional Teams and Headquarter Units are invited to follow any of the other webinars listed in Annex II, depending on your geographical region and/or language preferences. All webinars will be organised in either English, Spanish or French.

Permissions to use OPSYS beyond “read only mode” will be granted centrally and only after your participation in one of the webinars.

Webinars will be announced in both EU Learn and Capacity4dev (OPSYS group).

Colleagues will be supported by dedicated helpdesks, available at EuropeAid-APPLICATION-SUPPORT@ec.europa.eu:

Training materials and guidance are available in the OPSYS tool itself, but also in specific documentation repositories:

- for operational managers:

<https://webgate.ec.europa.eu/fpfis/wikis/display/RelexInternalWiki/My+Workplace>

- for implementing partners:

<https://webgate.ec.europa.eu/fpfis/wikis/display/devcoiskb/Welcome+to+the+portal>

An **OPSYS focal point** will be appointed within your Delegation by 1 October 2018 who will act as a multiplier for the purpose of future OPSYS-related change management activities. In this regard, I would ask you not to volunteer as an OPSYS focal point either in a Delegation or within a Regional Team as FPI will align itself with arrangements put in place by DEVCO/NEAR Heads of Operations.

The OPSYS teams remain available for further support or technical questions via the abovementioned functional mailbox.

With all my thanks,



Hilde HARDEMAN

Annex I: Draft message to Implementing Partners

Annex II: Schedule of OPSYS webinars 2018

c.c.: Heads of Unit FPI, Deputy Heads of Unit