Introduction to EGF Application in SFC2014

Contents of this guide:

Introduction to the EGF Application in SFC2014 2

1 SFC2014 2
2 EGF in SFC2014 2
3 Access to SFC2014 2
4 Navigating in SFC2014 2
5 Deadline to submit an EGF Application 2
6 Creating an EGF Application in SFC2014 2
7 Validate an EGF Application 3
8 Sending an EGF Application 3
9 Modifying / Updating an EGF Application 3
10 Printing an EGF Application 3
11 Comparing two versions of an EGF Application 4
12 Following an EGF Application in SFC2014 4
13 Help on EGF Application in SFC2014 5

Purpose of this Functionality

This document describes the steps related to the EGF Application.

User roles and permissions needed

Only users with MS Managing Authority for EGF can create, send and update an EGF Application.

Disclaimer: The information contained herein is for guidance only and is a description on how to use the SFC2014 application. There can be no guarantees as to the accuracy of the descriptions due to the evolving nature of the computer system. In no way does this information replace the regulations or could be considered as a legal interpretation of the Commission services.

Introduction to the EGF Application in SFC2014

SFC2014 Application for a financial contribution from the European Globalisation Adjustment Fund (EGF)

1 SFC2014

SFC2014's main function is the electronic exchange of information concerning shared Fund management between Member States and the European Commission as mainly described in: Article 74(4) of the Regulation (EU) No 1303/2013

For more information regarding the regulation of SFC2014 can be found in the "**About SFC2014**" section of SFC2014 Portal.

2 EGF in SFC2014

As of the end of March 2015 all Member States' applications for a financial contribution from the EGF will be using SFC2014.

3 Access to SFC2014

All accesses by Member States' representatives to create EGF applications in SFC2014 will follow the generic process of creating an ECAS account and contacting a Member State Liaison Officer who is responsible for authorising the accesses.

Instructions on how to request access can be found in the "SFC2014 Access":
http://ec.europa.eu/sfc/en/support/access

4 Navigating in SFC2014

To learn how to navigate in SFC, you can follow the instructions in our step-by-step video tutorial "Logging-in and Navigating through SFC2014/"

5 Deadline to submit an EGF Application

Applications must be submitted using SFC application by the competent authority of the applicant Member State within **12 weeks** of the date on which the criteria set out in Article 4(1) or (2) of the EGF Regulation are met.

6 Creating an EGF Application in SFC2014

To create an EGF Application a CCI number must have been **ALLOCATED** by the Commission. For detailed instructions on requesting a CCI number please refer to the video guide on our Portal:
http://ec.europa.eu/sfc/en/support/CCI

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For detailed instructions on how to create an EGF Application refer to the quick guide on our Portal https://ec.europa.eu/sfc/en/helppage/PRGEGF

7 Validate an EGF Application

Validating an EGF application will launch the check of your application.

- Messages with an **"INFO"** severity will summarise if the programme could be validated or not.
- Messages with a **"WARNING"** severity will enable the possibility to go further but are to be taken into account.
- Messages with an **"ERROR"** severity will disable the possibility to go further.

For detailed instructions on how to Validate the Application EGF, you can follow the steps in our quick guide https://ec.europa.eu/sfc/en/helppage/PRGEGF

8 Sending an EGF Application

The Application can only be sent once the **Validation Errors** have been removed and the status is **READY TO SEND.**

The "**4 eye principle**" must be respected. Therefore, the user sending must be different from the user who last validated.

For detailed instructions on how to Send the Application EGF, you can follow the steps in our quick guide https://ec.europa.eu/sfc/en/helppage/PRGEGF

9 Modifying / Updating an EGF Application

Once sent to the Commission, you cannot modify / update your application. Only the Commission can send it back to you and then you can create a new version of the Application as a copy of the last version where you are able to update the EGF Application.

For detailed instructions on how to create a new version of the Application EGF, you can follow the steps in our quick guide https://ec.europa.eu/sfc/en/helppage/PRGEGF

10 Printing an EGF Application

At any moment you can generate, download and print a pdf version (draft or final depending on the status of your EGF Application) using the Print / content option.

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11 Comparing two versions of an EGF Application

If several versions of an EGF application were created in SFC2014, you can compare them using the **Compare to** option:

The modifications from the previous version will be shown as track changes.

Status ~~Returned for modification~~Adopted by EC

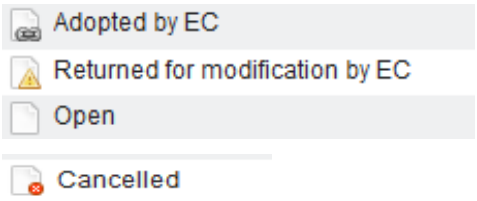
Sections which contain modified elements will be preceded by a red **#**

▼ # I Complementarity and compliance
I.1-2-3 Non-replacement
I.4 Legal obligations
I.5 National or other funding
I.6 Non-double funding
I.7 Complementarity

12 Following an EGF Application in SFC2014

From the **Application (EGF)** menu item you can search all the EGF application you have access to and in particular its status.

In column "status" for the EGF applications you can find:



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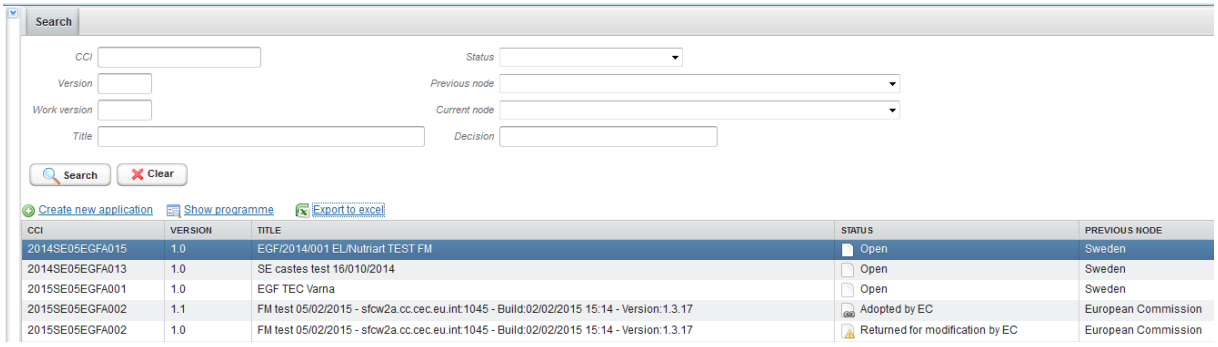

At any moment you can export the list of your search in Excel using the Export to excel link.

13 Help on EGF Application in SFC2014

Additional help from SFC2014, Login required (ECAS), can be obtained from:
http://ec.europa.eu/sfc/en/2014/contact-us

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