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Application (EGF)

PURPOSE OF THIS FUNCTIONALITY

This document describes the different steps and action options at the level of the Commission for the Application for a Financial contribution from the European Globalisation Adjustment Fund (EGF).

CONCERNED FUNDS

EGF

USER ROLES AND PERMISSIONS NEEDED

You are an identified user in SFC2014 and you have the role of **EC Operational Agent (ECOA)** or **EC Publishing Officer (ECPO)**.

BEFORE YOU START, CHECK THAT...

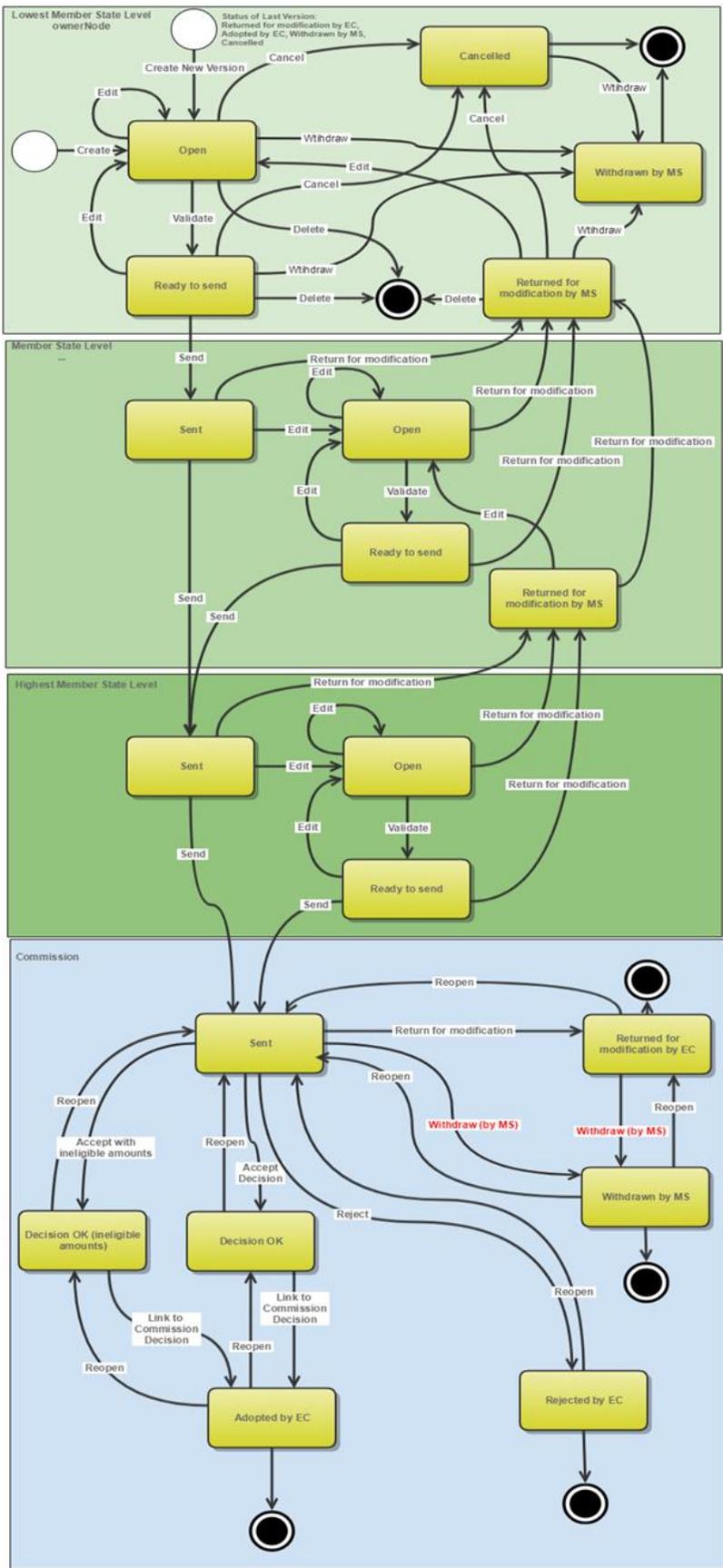
The Application (EGF) has been sent to the Commission: The status is set to **'SENT'**.

This does not apply for the Withdraw action in which case the Application can be **'OPEN'**, **'READY TO SEND'**, **'RETURNED FOR MODIFICATION BY MS'** or **'CANCELLED'** (at the owner node of the MS and has previously been sent to the EC).

Workflow

This section shows the lifecycle to create and manage the Application (EGF).

Application EGF State Diagram



Documents

Document Types

Description	Internal Code	Direction	Integral	System	Required
Informal Commission's Observations	PRG.ICO	EC2MS			
Official Commission's Observations	PRG.OCO	EC2MS	X		
Commission Decision	CD.D	EC2MS			
Corrigendum	CD.C	EC2MS			
Other Commission Document	PRG.OC	EC2MS			
Other Commission Internal Document	PRG.OI	EC Internal			
Acknowledgment of Receipt	ACK.PRGSENT	EC2MS		X	X
EC withdrawal letter	PRG.WIL	EC2MS	X		
Ineligible amounts justification letter	PRG.IAL	EC2MS	X		

Uploading using Commission/ARES reference

As a Commission user you can import your document directly from ARES to be uploaded in SFC2014 by entering the ARES reference number in the **Commission Reference** field (in the documents section). The ARES number will be immediately validated.

Document details
□ ×

📧 Not yet sent

*Document type** 1

*Title** 2

*Document date** 3

Local reference

Commission reference 4

Attached files

TITLE	LANGUAGE	FILENAME
911506.911508 ACK.PRGST Programme Acknowledgement 2014DE65ISNP001 1.0 de-Programme_Acknowledgement_2014DE65ISNP001_1_0_de.pdf	German	911506.911508 ACK.PRGST Programme Acknowledgement_2014DE65ISNP001_1_0_de.pdf

✔ Update
✔ Update & send
✘ Cancel
5

1. Enter the following information:

- (1)** Enter the *Document Type* (if applicable)
- (2)** Enter the *Title*
- (3)** Enter the *Document Date*
- (4)** Enter the *Commission Reference* ARES number

The system will detect the document(s) from ARES and the attachments will be automatically uploaded

(5) Click [Yes](#) to confirm the action

REMARK	<p>If you get an "invalid ARES number" (the number cannot be found in ARES), check the ARES number has been entered correctly: <u>Ares(2015)+digits</u> with no space.</p> <p>If the ARES reference has been entered correctly, then check that the Document has been filed correctly in ARES.</p> <p>If the problem persists, please provide us with the document ARES number, the 'type' of document you are trying to upload in SFC2014, and the CCI of the Programme. We can then verify if there is a problem with the registration.</p>
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Hiding Attachments Uploaded from ARES

Attachments can also be hidden once the Commission Documents have been imported from ARES, so that the receiver will not be able to view them:

Attached files

LANGUAGE	FILENAME	HIDE CONTENT
German	877616.877618 SNP.PRGSNT Programme Snapshot 2014DE05M9OP001 1.0 de-Programme_Snapshot_2014DE05M9OP0	<input type="checkbox"/>
English	875368.875370 PRG.EEVA e-admin 1.xps	<input checked="" type="checkbox"/>

2. Scroll right (1) and select the **HIDE CONTENT** option (2) and click on **Update** (3) to hide the attached file

Action Options

1. Login to <https://webgate.ec.europa.eu/sfc2014/frontoffice/ui>
2. To access into the **APPLICATION EGF** section, first click on the **Application (EGF)** link in the menu. You are automatically redirected to the Application search screen.

Help | user: njoffrso

European Commission

SHARED FUND MANAGEMENT CO
Period 2014-2020 (SFC2014)

» SFC2014-FO

Strategic planning Programming **Application (EGF)** Commission decision Monitoring Execution Audit

3. Choose the Application (EGF) version you want from the list in the search screen (1) and click on **Show Programme** link (2)

European Commission » SFC » SFC2014-FO » Application (EGF)

Strategic planning Programming Application (EGF) Monitoring Commission decision Execution Audit Evaluation Closure ▶

Search

CCI Status

Version Previous node

Work version Current node

Title Decision

EGF number EGF title

CCI	VERSION	EGF NUMBER	TITLE	STATUS	STATUS DATE	PREVIOUS NODE
2015ES05EGFA005	2.0	EGF/2015/005 ES	Test EGF 41a 16/03	Sent 1	17-Mar-2015	España
2015ES05EGFA005	1.2	EGF/2015/005 ES	Test EGF 41a 16/03	Adopted by EC	17-Mar-2015	European Commission
2015ES05EGFA006	2.0	EGF/2015/006 ES	Test EGF 41b 16/03	Returned for modification by	17-Mar-2015	European Commission
2015ES05EGFA006	1.0	EGF/2015/006 ES	Test EGF 41b 16/03	Adopted by EC	16-Mar-2015	European Commission

A number of Action Options are available:

Filter

GENERAL

Version information

Title EGF/2017/01/FR/AIR FRANCE

CCI 2017FR05EGFA001

Current node European Commission

Measures eligible from 19-May-2015

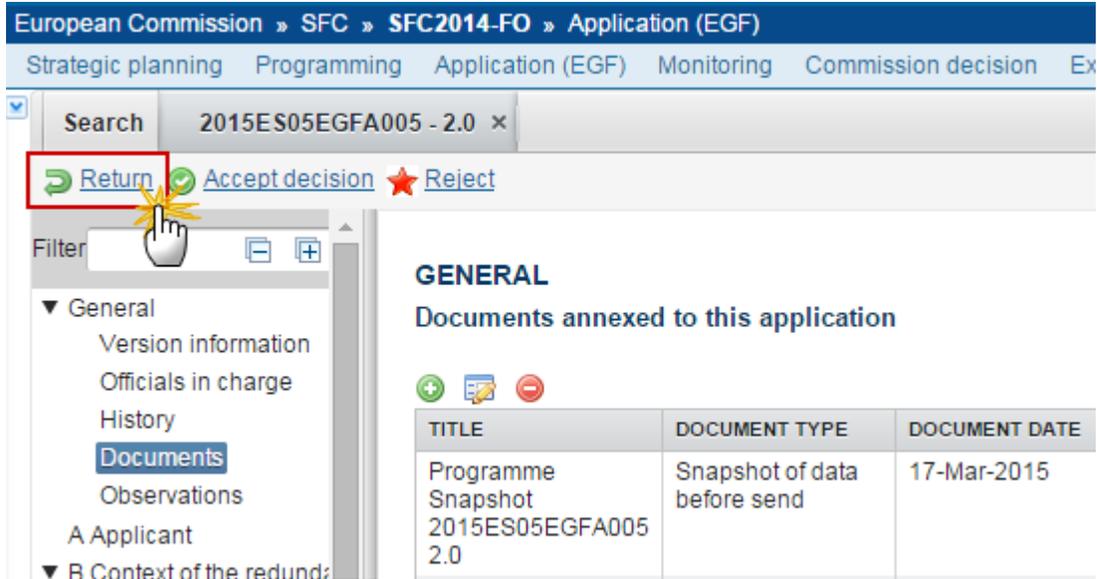
Activities eligible from 23-Oct-2019

- (1) [Return for modification](#)
- (2) [Accept decision](#)
- (3) [Accept with ineligible amounts](#)
- (4) [Reject](#)

Return the Application (EGF) for modification

An EC Operational Agent User with Update access can return an Application EGF version containing missing elements or found incorrect. The Application has been **SENT** to the Commission.

1. Click on the [Return](#) link:



The screenshot shows the European Commission SFC application interface. The breadcrumb navigation is: European Commission > SFC > SFC2014-FO > Application (EGF). The search bar contains '2015ES05EGFA005 - 2.0'. Below the search bar, there are three buttons: 'Return' (highlighted with a red box and a hand cursor), 'Accept decision' (with a green checkmark icon), and 'Reject' (with a red star icon). A left-hand navigation menu is visible, with 'Documents' selected. The main content area shows 'GENERAL Documents annexed to this application' with a table of documents.

TITLE	DOCUMENT TYPE	DOCUMENT DATE
Programme Snapshot 2015ES05EGFA005 2.0	Snapshot of data before send	17-Mar-2015

The system will ask you to confirm the action.

During return the EC User can optionally add a document "Official Commission's Observations" with attachments that will be send together with the return action to the Member State.

This can be done either by using the Commission Reference ARES number OR by manually uploading the documents.

NOTE	During the Return action you can update the EGF Title.
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Attach Observations Document

After clicking on the [Return](#) link the confirmation screen appears:

Return for modification x

CCI 2015ES05EGFA005

Version 2.0

Title * Test EGF 41a 16/03

EGF number EGF/2015/005 ES

EGF title * EMT one UPDATED ON ACCEPT DECISION 2 1

Reason for return * Reason for return 1

Title 2

Document date 15/06/15 3

Local reference

Commission reference 4

Added files 5

TITLE	LANGUAGE	FILENAME	
<input type="checkbox"/> Observations 6	English 7	ort.doc	Select file to upload 8

Do you really want to return this programme version?



2. Enter the following information:

(1) Enter the *Reason for Return*

(2) Enter the Title

(3) Select the *Document Date*

(4) The attachments can be uploaded by entering the ARES number under *Commission Reference*

The system will detect the document(s) from ARES and the attachments will be automatically uploaded OR (to manually upload attachments):

- (5) Click on the Add button  to add the Observation documents
- (6) Enter the *document Title*
- (7) Enter the *document Language*
- (8) *Select the file* from your PC

- (9) Click [Yes](#) to confirm the action and send the Observation documents.

On success the status will be '**RETURNED FOR MODIFICATION BY EC**'.

During return the EC user can optionally add a document "**OFFICIAL COMMISSION'S OBSERVATIONS**" with attachments that will be send together with the return action to the Member State.

Accept the Decision for the Application (EGF)

An EC Operational Agent User with Update access is allowed to accept the decision of an Application version **SENT** by the Member State.

REMARK	<p>A warning will be displayed when the share of total EGF contributions towards exceptional circumstances already sent to the Commission and payable in the current payment year (=target year) exceeds 15%.</p> <p>G.3.2 is calculated as follows:</p> <ul style="list-style-type: none">• For each EGF Application already sent to the Commission take the last non-rejected version<ul style="list-style-type: none">○ If the intervention criterion is not 4(2) or it doesn't fall under the exceptional circumstances exclude this Application.○ Check the sent date of the Application and add 6 months (= estimated payment date). If this payment date doesn't fall in the target year (e.g. 2015), exclude this Application.○ For the rest of the Applications, calculate the sum of the EGF contributions using the $G.3.1 = 0,6*$ formula (total cost of all measures for workers + total cost of all measures for NEETs+ total cost of all activities for workers + total cost of all activities for NEETs). The final number is rounded down to the smallest euro, no decimals.
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- For the percentage, divide the obtained amount by the total financial allocation for the target year (e.g. 2015).
- During the Accept action you can update the EGF Title.

1. Click on the [Accept decision](#) link:

European Commission » SFC » SFC2014-FO » Application (EGF)

Strategic planning Programming Application (EGF) Monitoring Commission decision

Search 2015ES05EGFA005 - 2.0 x

Return **Accept decision** Reject

Filter

- General
 - Version information
 - Officials in charge
 - History
 - Documents**
 - Observations
 - A Applicant

GENERAL

Documents annexed to this application

TITLE	DOCUMENT TYPE	DOCUMENT DATE
Programme Snapshot 2015ES05EGFA005 2.0	Snapshot of data before send	17-Mar-2015

The confirmation screen appears:

Accept commission decision confirmation

CCI 2015ES05EGFA005

Version 2.0

EGF number EGF/2015/005 ES

EGF title * EMT one UPDATED ON ACCEPT DECISION 2

Do you really want to accept the commission decision on this operational programme version?

Yes No

2. Click [Yes](#) to confirm the accept action or [No](#) to return to the Application EGF.

On success, the Application EGF is accepted and its status is set to '**DECISION OK**'.

Accept Decision on Application EGF with Ineligible Amounts

An EC Operational Agent with update access is able to accept the decision taken on an Application but not all measure costs entered by the MS are eligible. When the decision has been taken the commitment can be initiated indicating which costs are not eligible.

REMARK	<p>In order to accept decision on Application with Ineligible Amounts the Application is in status 'Sent' at the level of the Commission.</p> <p>During accept the ECOA user can update the EGF Title. This will generate an event 'PRGEGF'.</p> <p>During accept the ECOA user must upload a document of type 'INELIGIBLE AMOUNT JUSTIFICATION LETTER'.</p> <p>During accept the ECOA user should enter the ineligible amount for each measure for workers or NEETs. For each measure the ineligible amount should not be greater than the total cost of this measure for workers/NEETs.</p> <p>A positive ineligible amount for at least one measure for either workers or NEETs should be entered.</p> <p>The table for NEETs only appears if NEETs are present in the application.</p> <p>A warning will be displayed when the share of total EGF contributions towards exceptional circumstances already sent to the Commission and payable in the current payment year (=target year) exceeds 15%.</p>
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1. Click on the [Accept with ineligible amounts](#) link:

Accept with ineligible amounts

Filter

- General
 - Version information
 - Officials in charge
 - History
 - Documents
 - Observations
- A Applicant
- B Context of the redundancies
 - B.1 Events giving rise to the redun...

GENERAL

Version information

Title EGF/2017/01/FR/AIF

CCI 2017FR05EGFA001

Current node European Commiss

Measures eligible from 19-May-2015

Activities eligible from 23-Oct-2019

The confirmation screen appears:

Accept with ineligible amounts

CCI 2017FR05EGFA001

Version 1.0

Title* EGF/2017/01/FR/AIR FRANCE

EGF number EGF/2017/009 FR

EGF title* 1

Before accepting the application, please encode the ineligible amounts per measure for workers

ID	MEASURE	CATEGORY OF MEASURE	NUMBER OF WORKERS TARGETED	COST PER WORKER TARGETED	TOTAL COST FOR WORKERS (EGF AND NATIONAL CO-FINANCING)	INELIGIBLE AMOUNT
3	Orientation professionnelle / reclassement	Job search assistance and case management (incl. general information services, occupational guidance, advisory services, mentoring and outplacement assistance) – Art. 7(1)(a)	1485	1950.94276094 2760942760942 7609428	2897150	<input type="text"/>
5	Information des salariés	Job search assistance and case management (incl. general information services, occupational guidance, advisory services, mentoring and outplacement assistance) – Art. 7(1)(a)	1858	1103.443487621 0979547900968 783638	2050198	<input type="text"/>
2	Formation	Training and retraining – Art 7(1)(a)	363	2561.63360881 5426997245179 0633609	929873	<input type="text"/>
A1	Allocation dans le cadre de congés de reclassement	Job search assistance and case management (incl. general information services, occupational guidance, advisory services, mentoring and outplacement assistance) – Art. 7(1)(a)	1750	4945.65542857 1428571428571 4285714	8654897	<input type="text"/>
4	Aides à la création d'entreprise	Promotion of entrepreneurship – Art. 7(1)(a)	456	22000	10032000	<input type="text"/>
A3	Aides à la mobilité géographique	Mobility allowances - Art 7(1)(b)	57	2880	164160	<input type="text"/>

2

Document to be sent with this action to the Member State

Title * Ineligible Amounts 3

Document date * 11-Apr-2018 4

Local reference

Commission reference

Added files 5

TITLE	LANGUAGE	FILENAME
Ineligible Amounts 6	English 7	Report.docx

Select file to upload 8

Do you really want to accept the Commission decision on this application version?

Yes No 9

2. Enter the following information:

- (1) You can optionally select a Commission Decision from the list box
- (2) Enter the *ineligible amount for each measure for workers or NEETs*.

For each measure the ineligible amount should not be greater than the total cost of this measure for workers/NEETs.

A positive ineligible amount for at least one measure for either workers or NEETs should be entered.

The table for NEETs only appears if NEETs are present in the application.

- (3) Enter the *Title*
- (4) Select the *document date*
- (5) The attachments can be uploaded by entering the ARES number under *Commission Reference*
The system will detect the document(s) from ARES and the attachments will be automatically uploaded

OR (to manually upload attachments):

- (5) Click on the Add button  to add the 'INELIGIBLE AMOUNT JUSTIFICATION LETTER'.
- (6) Enter the document *Title*
- (7) Enter the document *Language*
- (8) *Select the file* from your PC
- (9) Click [Yes](#) to confirm the action and accept the Accounts with Ineligible amounts.

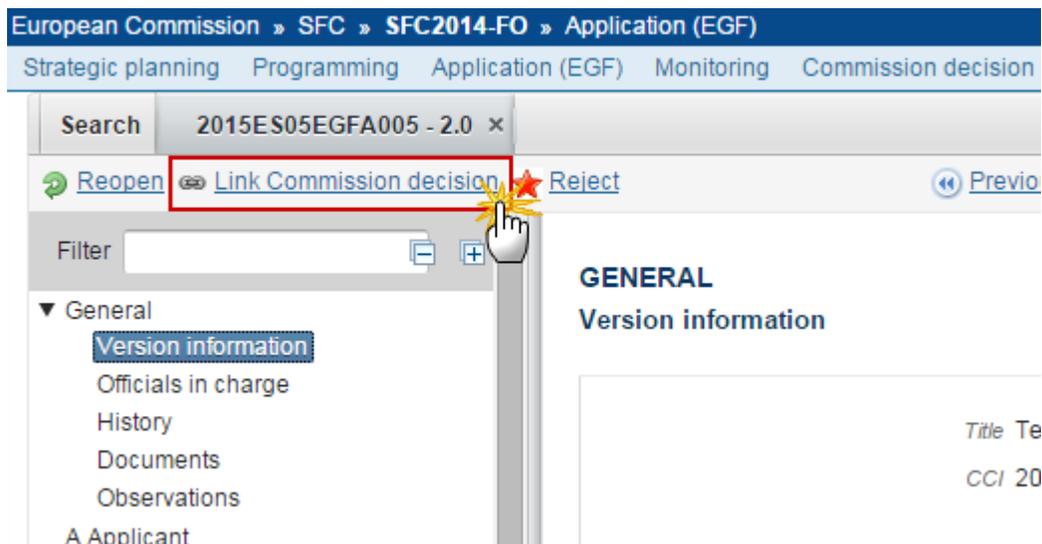
On success, the Application has been accepted, the ineligible amounts have been declared and the application's status was set to '**DECISION OK (INELIGIBLE AMOUNTS)**'.

Adopt the Application (EGF)

An EC Operational Agent or an EC Publishing Officer User with Update access are allowed to Adopt the decision of an Application EGF.

REMARK	<p>In order to adopt a decision you have to link a Commission Decision record to a specific version of an Application and at the same time enter the Parliament Decision.</p> <p>The Commission Decision record exists.</p> <p>The Application version has a status 'DECISION OK'.</p>
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1. Click on the [Link Commission decision](#) link:



The system will ask you to link a Commission decision:

CCI 2015ES05EGFA005

Version 2.0

Title * Test EGF 41a 16/03

Commission decision * C(2014)05003 - 10/10/2014 - EC DECISION sj 1

Parliament and Council decision number test 2

Parliament and Council decision date 15/06/15 3

Do you really want to link the application version to the decisions?

4 Yes No

2. Enter the following information:

- (1) Select your Decision from the list
- (2) Enter the *Parliament and Council decision number*
- (3) Enter the *Parliament and Council decision date*
- (4) Click on [Yes](#) to confirm

On success, the Application Proposal has been linked to a Commission Decision. The status of the Application Proposal version was set to '**ADOPTED BY EC**'.

The Member State has been notified that a Commission Decision was taken on the Application version.

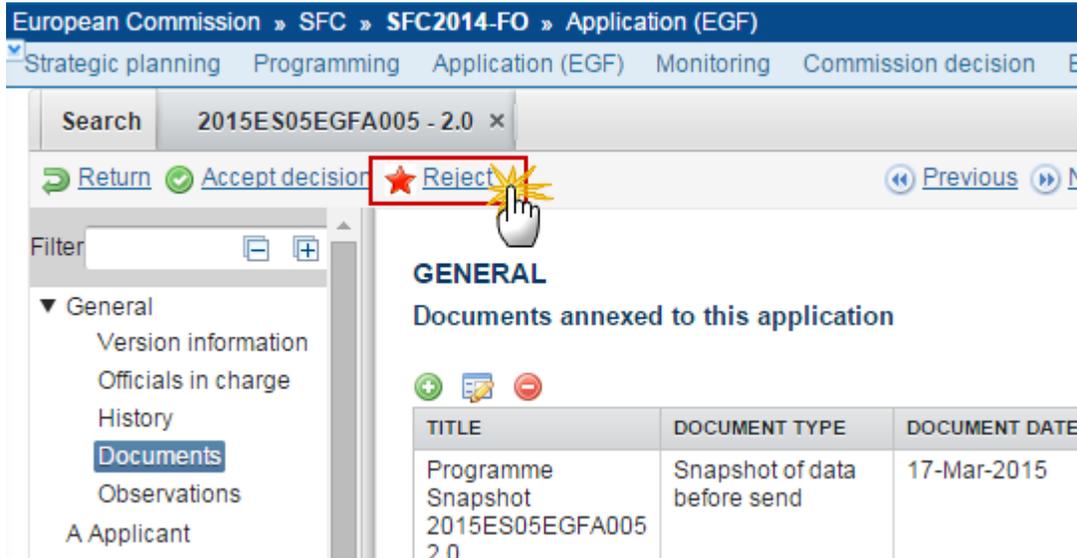
Reject the Application (EGF)

An EC Operational Agent User with Update access can reject the Application.

NOTE	<p>Rejection can happen with or without Commission Decision.</p> <p>During the reject action the EC User can specify the reason for rejection or add a Rejection Letter document with attachments.</p>
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During reject you can update the EGF Title. The Application version has a status ' SENT ' or ' DECISION OK '.
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1. Click on the [Reject](#) link:



The system will ask you to confirm the action.

During reject the EC User can specify the reason for rejection or add a '**REJECTION LETTER**' document with attachments that will be send together with the reject action to the Member State.

This can be done either by using the Commission Reference ARES number OR by manually uploading the documents.

Attach Rejection Letter

After clicking on the [Reject](#) link the confirmation screen appears:

Confirm reject application

CCI 2015ES05EGFA005

Version 2.0

Title * Test EGF 41a 16/03

EGF number EGF/2015/005 ES

EGF title * EMT one UPDATED ON ACCEPT DECISION 2

Commission decision C(2014)05003 - 10/10/2014 - EC DECISION sj **1**

Reason for reject * Reason **2**

Title **3**

Document date 15/06/15 **4**

Local reference

Commission reference **5**

6 Add files

	TITLE	LANGUAGE	FILENAME	
<input type="checkbox"/>	Rejection Letter 7	English 8	report.doc	Select file to upload 9

Do you really want to reject the application version?



2. Enter the following information:

(1) You can optionally select a Commission Decision from the list box

(2) Enter the *Reason for reject* or upload a Rejection Letter

(3) Enter the *Title*

(4) Select the *document date*

(5) The attachments can be uploaded by entering the ARES number under *Commission Reference*

The system will detect the document(s) from ARES and the attachments will be automatically uploaded OR (to manually upload attachments):

(6) Click on the Add button  to add the Reject Letter documents

(7) Enter the document *Title*

(8) Enter the document *Language*

(9) *Select the file* from your PC

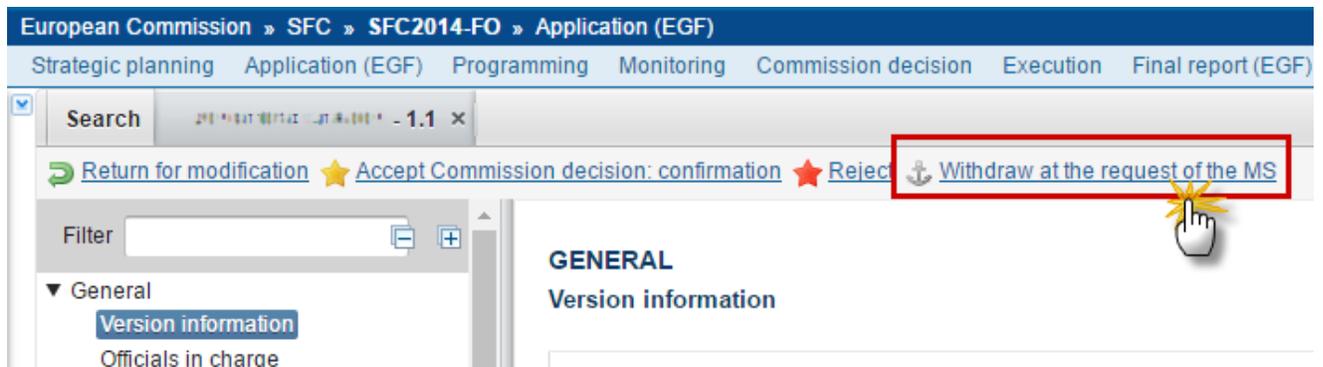
(10) Click [Yes](#) to confirm the action and send the Acknowledge with comments documents.

On success, the status of the Application Proposal version was set to '**REJECTED BY EC**'.

Withdraw the Application (EGF)

An EC User with Update access can withdraw an Application EGF Version and stop the decisional procedure at the request of the MS with a status '**SENT TO EC**', '**RETURNED FOR MODIFICATION BY EC**' (at the level of the EC) or '**OPEN**', '**READY TO SEND**', '**RETURNED FOR MODIFICATION BY MS**' or '**CANCELLED**' (at the owner node of the MS and has previously been sent to the EC).

1. Click on the [Withdraw at the request of the MS](#) link:



During Withdrawal the EC User can optionally add a document "EC Withdrawal Letter" with attachments that will be send together with the Withdraw action to the Member State.

After clicking on the [Withdraw at the request of the MS](#) link the confirmation screen appears:

Withdraw at the request of the MS

CCI 2016FI05EGFA001
Version 1.1

Optional document to be send with this action to the Member State

Title 1

Document date 2

Local reference

Commission reference 3

Attached files 4

TITLE	LANGUAGE	FILENAME
...	German	911506-911508 ACK./FRGSNT /Programme Acknowledg...

Attached files

5

TITLE	LANGUAGE	FILENAME

Do you really want to withdraw this operational programme version?

6

2. Enter the following information:

- (1) Enter the *Title*
- (2) Select the *document date*
- (3) Enter the *Commission Reference (ARES number)*. The document from ARES is displayed (4)
- (5) Click on the Add button  to add attachments manually
- (6) Click [Yes](#) to confirm the action and send the Acknowledge with comments documents or [No](#) to return to the Application.

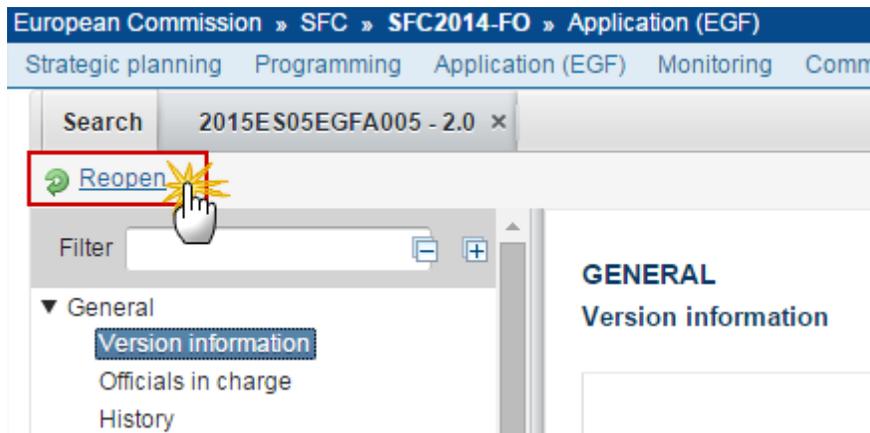
On success, the Application is **WITHDRAWN**.

Reopen the Application (EGF)

An EC User with Update access can reopen an Application EGF version with a status '**DECISION OK**', '**ADOPTED BY EC**', '**RETURNED FOR MODIFICATION BY EC**' or '**REJECTED BY EC**' or '**WITHDRAWN AT THE REQUEST OF THE MS**'.

REMARK	No Object Versions of other Object Types are linked to the Application Version, independent of the Status of these other Object Versions. No more recent Application Version exists. If the previous status was ' ACCEPTED WITH INELIGIBLE AMOUNTS ', any ineligible amounts should be reset to 0.
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1. Click on the [Reopen](#) link:



The system will ask you to confirm the action:

Re-open

CCI 2015ES05EGFA005

Version 2.0

Title * Test EGF 41a 16/03

Status Rejected by EC

Do you really want to reopen this programme version?



2. Click [Yes](#) to confirm or [No](#) to return to the Application.

On success, the Application is reopened and its status is set to the previous status.