

Application (EGF)	4
Workflow	5
Create an Application (EGF)	7
Record/Edit the Application (EGF)	9
General	9
Version Information	9
Officials in Charge	11
History	13
Documents	13
Uploading & Sending Documents	14
Sending an unsent non-integral document	16
Deletion of an unsent document	17
Hiding a sent document	18
Observations	19
A Applicant	20
A.1 Member State	20
A.2 Authority Responsible	21
A.3 Contact Details	22
A.4 Financial Details	23
B Context of the Redundancies	24
B.1 Events giving rise to the redundancies	24
B.2 Link with globalisation or the economic crisis	25
B.2 Indication of Factors	25
B.2a Reasoned Analysis	26
B.3 Expected impact of the redundancies	27
C Intervention Criteria	28
Selection of Intervention Criterion	28

Criterion 4(1)(a)	30
Criterion 4(1)(b)	33
Adding records manually via the Add Button	34
Adding Records via the Import Button	35
Criterion 4(2).....	38
Adding records manually via the Add Button	40
Adding Records via the Import Button	41
Small labour market or exceptional circumstances.....	44
D Eligible beneficiaries	45
D.1 Number of eligible beneficiaries.....	46
D.1.2(a)(i)	47
D.1.2(a)(ii)	48
D.1.2(a)(iii).....	49
D.1.2(a)(iv).....	50
E Targeted Beneficiaries	51
Total Number and breakdown.....	51
NEETs	52
Redundancies in YEI Regions.....	53
Total number and Breakdown	54
Selection Methods	58
F Equality and non-discrimination.....	59
G Proposed actions.....	60
G.1 Measures (personalised services)	60
G.1	61
G.1.2	64
G.1.3	65
G.2 Activities (to implement the EGF)	66

G.2	66
G.2.1	67
G.2.2	68
G.3 Overview of total budget	69
H Consultation of targeted beneficiaries	70
I Complementarity and compliance	71
I.1-2-3 Non Replacement	71
I.1	71
I.2	72
I.3	73
I.4 Legal obligations	74
I.5 National or other funding	75
I.6 Non-double funding	76
I.7 Complementarity	77
I.8 State aid compliance	78
J Information, communication and publicity	79
K Management and financial control	80
K.1 Bodies responsible and systems	80
K.1.(a)	81
K.1.(b)	82
K.1.(c)	83
K.1.(d)	83
K.2 Irregularities	84
K.3 Audit recommendations follow-up	85
Validate the Application (EGF)	86
Send the Application (EGF)	92
Return the Application (EGF) for Modification	96

Delete the Application (EGF)	98
Cancel the Application (EGF)	99
Create a New Version of the Application (EGF)	100
Withdraw Application (EGF)	102
Additional Functionality	104
Early warning notification	104
Paper sent date of first version of EGF Application	104

Application (EGF)

PURPOSE

This document describes the specifications and details related to the Application for a Financial contribution from the European Globalisation Adjustment Fund (EGF).

REGULATIONS

More detail regarding the regulation of the Application (EGF) can be found in the "[About SFC2014](#)" section of this portal.

ROLES

Roles involved in the Application (EGF) are:

MS Managing Authority	Record Upload Consult Delete Validate Send Return Create New Version
MS Managing Authority	Consult

FUNDS

EGF			
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PRE-CONDITIONS

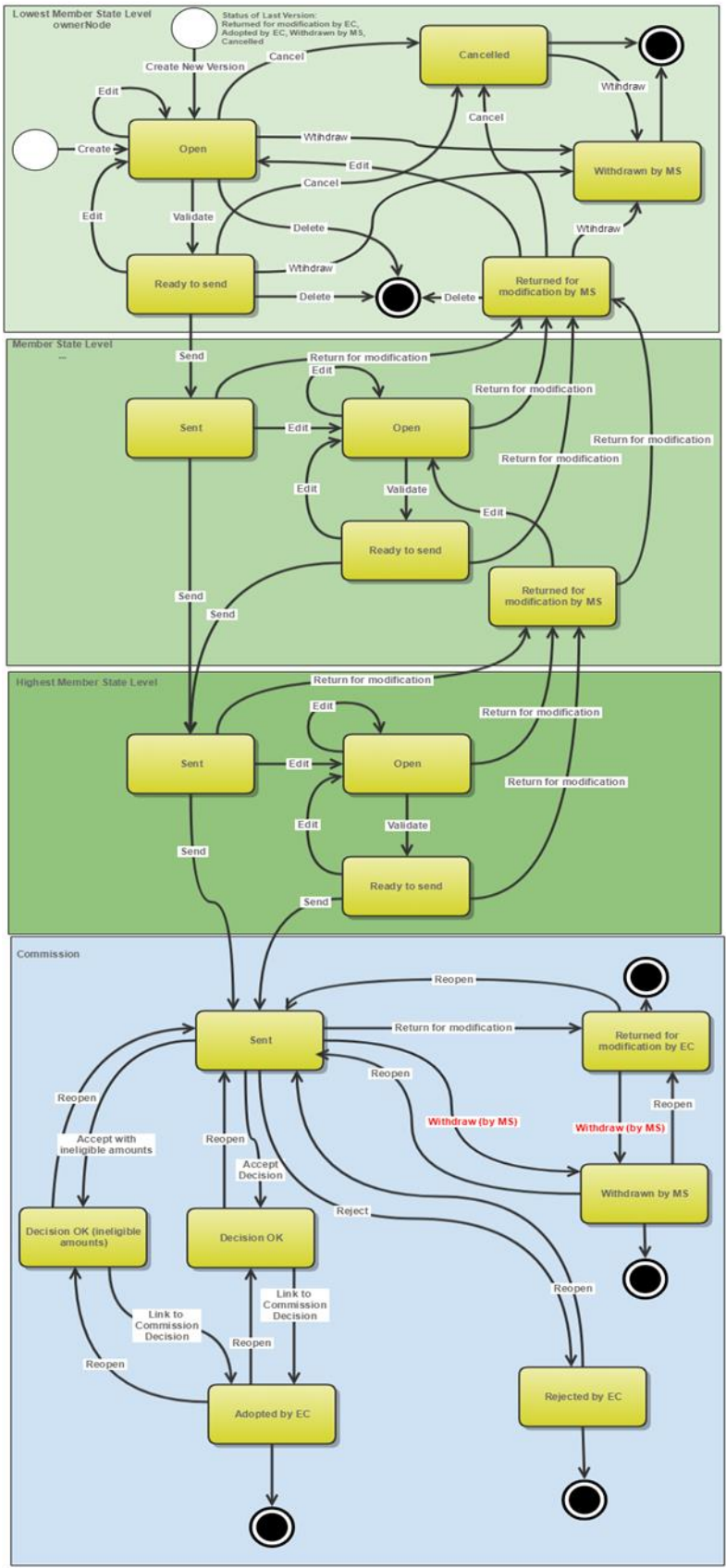
A CCI number must have been **ALLOCATED** by the Commission in order for you to create an Application (EGF).

For detailed instructions on requesting a CCI number please refer to the video guide on our Portal [here](#).

Workflow

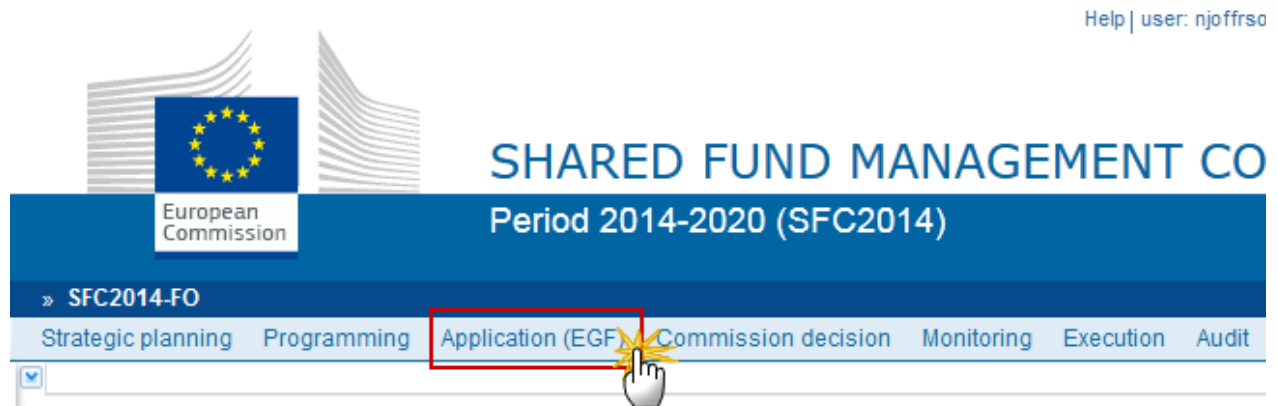
This section shows the lifecycle to create and manage the Application EGF.

Application EGF State Diagram

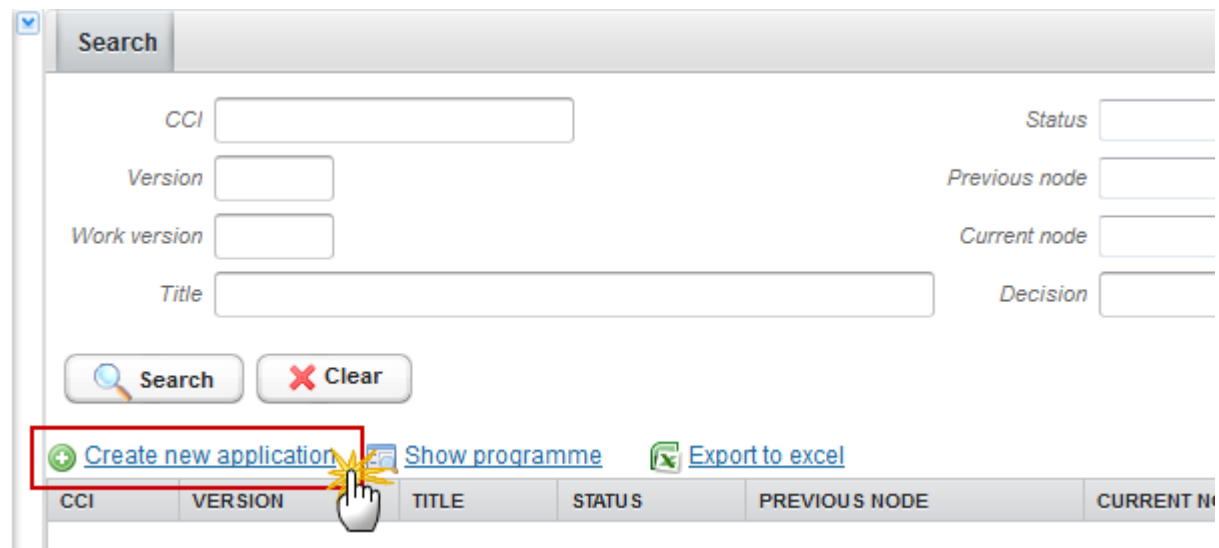


Create an Application (EGF)

To access the **APPLICATION (EGF)** section, select the [Application \(EGF\)](#) menu item. You are automatically redirected to the Application search screen



1. Click on the [Create New Application](#) link to create a new EGF Application.



You are redirected to the Application creation wizard:

Application creation

1. General Details

CCI *

[Request a new CCI number](#)

Title *

Comments

Cancel Back Next Finish

If the CCI code is not in the list it is because it has not been allocated by the Commission or it has not been requested, a link to the [Request a new CCI number](#) is available in the creation wizard screen.

When the CCI number to be used for the Application (EGF) has been previously allocated by the Commission, you can continue with the Application creation wizard:

Application creation

1. General Details

CCI * 2014AT05EGFA001 **1**

[Request a new CCI number](#)

Title * Application EGF TEST 01 (sj) **2**

Comments

Cancel Back Next **Finish** **3**

(1) Select the CCI code from the drop-down menu.

The CCI number used for the Application must have been previously allocated by the Commission. The list of values in the creation wizard will contain all allocated CCI numbers for the Member State. The CCI numbers must fit the following regular expression: (.....05EGFA...).

(2) Select the *Title*

The title of the Application comes from the previously allocated CCI number, but can be overwritten.

(3) Click on the **FINISH** button to continue.

The status of the Application is **OPEN**.

Record/Edit the Application (EGF)

Find all the information to complete each screen of the Application (EGF). Below are the links to the main sections:


- [General](#)
- [A Applicant](#)
- [B Context of the Redundancies](#)
- [C Intervention Criteria](#)
- [D Eligible Beneficiaries](#)
- [E Targeted Beneficiaries](#)
- [F Equality and non-discrimination](#)
- [G Proposed Actions](#)
- [H Consultation of Targeted Beneficiaries](#)
- [I Complementarity and Compliance](#)
- [J Information, Communication and Publicity](#)
- [K Management and Financial Control](#)

General

Version Information


The Version Information contains information on the identification and status of the Application (EGF) version; the CCI, Title, Type, Version Number, Status, Current Node etc.

The Version information can be modified once the version has been created:

1. Clicking on the **EDIT** button  will enable the entry of new information:

GENERAL

Version information

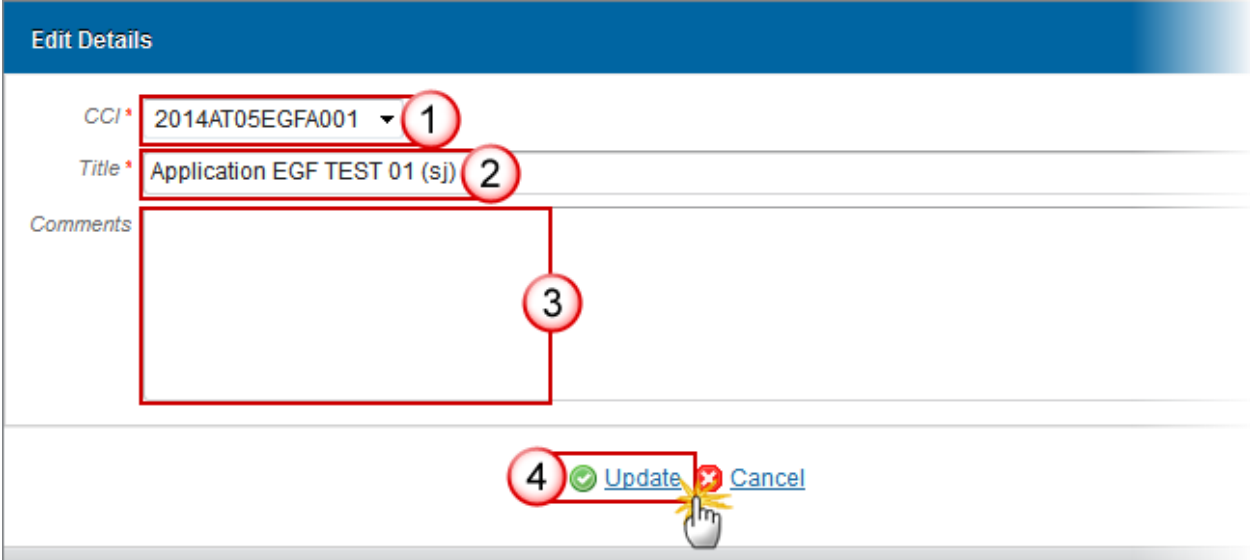


<i>Title</i>	Application EGF TEST 01 (sj)	<i>Version</i>	1.0	<i>Last modified</i>	1
<i>CCI</i>	2014AT05EGFA001	<i>Current node</i>	Austria		
<i>Status</i>	Open				
<i>Measures eligible from</i>		<i>Measures eligible to</i>			
<i>Activities eligible from</i>		<i>Activities eligible to</i>			
<i>EC decision number</i>		<i>EC decision date</i>			
<i>Parliament and Council decision number</i>		<i>Parliament and Council decision date</i>			
<i>Comments</i>					

Latest validation results

SEVERITY	CODE	MESSAGE
----------	------	---------

The Edit Details pop-up window appears:





Edit Details


CCI * 2014AT05EGFA001 **1**

Title * Application EGF TEST 01 (sj) **2**

Comments

3

4  [Update](#)  [Cancel](#)



2. Enter the modifications:

(1) CCI

CCI can only be updated when Version 1

(2) Title

(3) Additional Comments

(4) Click on [Update](#) to save the information





NOTE	In some cases, Member States have included as a measure education or training courses which last more than 2 years (Art. 16(4) of the EGF Regulation "when beneficiaries access education or training courses with a duration of 2y or more, the fees may be included for EGF co-funding up to the date when the final report is due"). In such cases a separate deadline will be displayed in the Version Information section for measures of category "A8 – Education or training programme of two years or more".
-------------	--




Officials in Charge

NOTE	Officials in Charge can be updated at any time, independent from the status of the Application.
-------------	---

GENERAL

Officials in charge

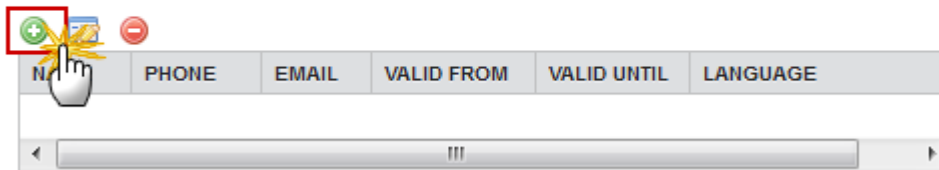
  	NAME	PHONE	EMAIL	VALID FROM	VALID UP
					

- Click on the **ADD** button  to add a new official in charge.
- Select an official and click in the **EDIT** button  to modify the information of this official.
- Select an official and click on the **REMOVE** button  to delete the official in charge selected.

1. Click on the **ADD** button  to add a new official in charge.

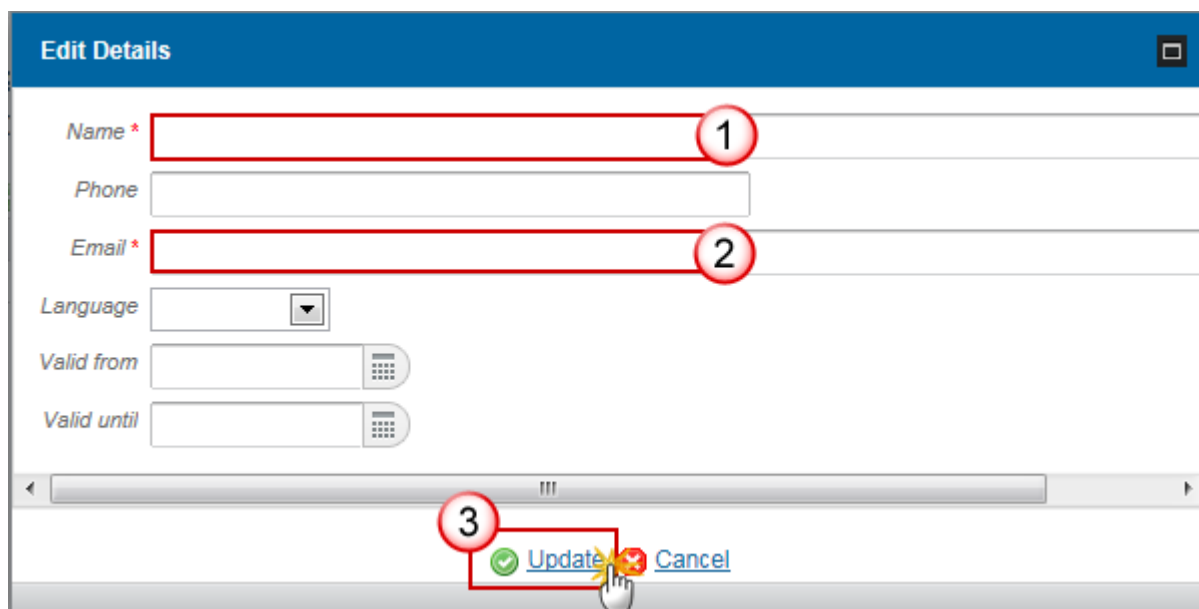
GENERAL

Officials in charge



A screenshot of a table interface. The table has columns: NAME, PHONE, EMAIL, VALID FROM, VALID UNTIL, and LANGUAGE. A red box highlights a green plus icon with a document symbol, which is used to add new records. A mouse cursor is pointing at this icon.

The Edit Details popup window appears:



A screenshot of the 'Edit Details' popup window. It contains the following fields: Name * (with a red box and callout 1), Phone, Email * (with a red box and callout 2), Language (dropdown), Valid from (calendar), and Valid until (calendar). At the bottom, there are 'Update' and 'Cancel' buttons. A red box and callout 3 highlight the 'Update' button. A mouse cursor is clicking on the 'Update' button.

2. Enter the following information:

- (1) Enter the *Name*.
- (2) Enter the *Email*.
- (3) Click on [Update](#) to save the information.

NOTE	Commission Officials (email domain "ec.europa.eu") can only be created/updated/deleted by Commission Users.
-------------	---

History

This section shows all the actions that happened in the Application since it was created, for example:

GENERAL

History

STATUS	ACTION	COMMENTS	BY LEVEL	DATE	USER
Ready to send	Validate		Austria	02-Sep-2014 09:52:57	AT Austria
Open	Create		Austria	01-Sep-2014 14:54:52	AT Austria

Documents

The following documents will be foreseen:

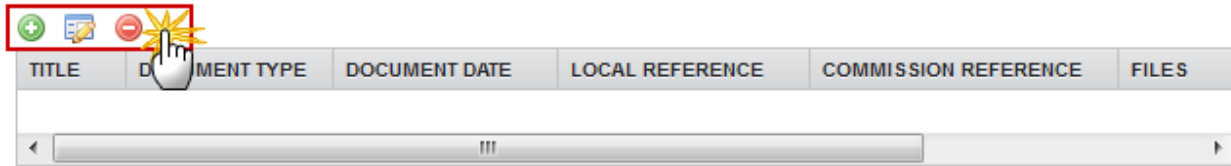
Description	Non-Integral	Integral	System	Required
Other Member State Document	X			
Snapshot of data before send		X	X	X
Acknowledgment of Receipt			X	X
Legal Entity Form	X			
Bank Account Identification Form	X			
Statement indicating that the Legal Entity Form and Bank Account Identification Form submitted previously are still valid	X			
List of Enterprises		X		
MS Request to withdraw application version	X			
MS Request to return application version for modification	X			




Uploading & Sending Documents

Multiple documents can be uploaded in the Application.

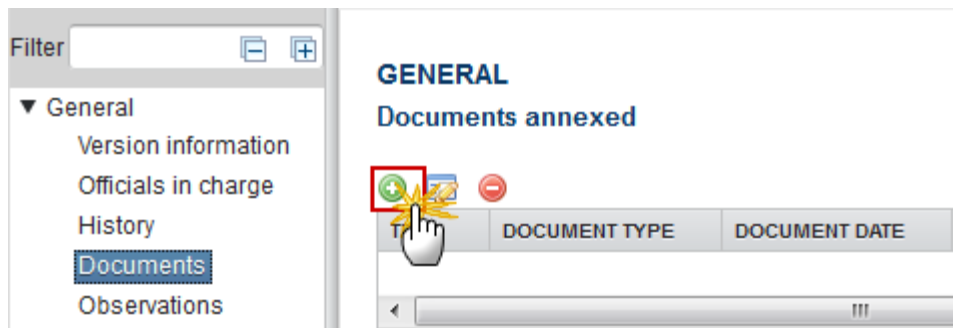
GENERAL

Documents annexed



- Clicking on the **ADD** button  will open a pop up window allowing you to add a new document type with attachments.
- Selecting a document row and click in the **EDIT** button  will allow you to modify the document information. If a document of type 'Other Member State Document' must be sent, you can select the edit button in order to send the document.
- Selecting a row of a previously uploaded document and click on the **REMOVE** button  to delete the document and associated attachments.

1. Click on the **ADD** button  to add a new document.






The document detail pop-up window appears:

The screenshot shows a 'Document details' form with the following elements:

- Document type ***: A dropdown menu (1).
- Title ***: A text input field (2).
- Document date ***: A date picker (3).
- Local reference**: A text input field.
- Commission reference**: A text input field.
- Attached files**: A table with columns: TITLE (5), LANGUAGE (6), FILENAME (null), and a 'Select file to upload' button (7). The table has an 'ADD' button (4) and a 'REMOVE' button.
- Buttons**: 'Update' (8), 'Update & send', and 'Cancel'.

A 'Not yet sent' status indicator is visible in the top right corner.

2. Enter or select the following information:

- (1) Select a *Document Type*
- (2) Enter a *Title* for your Document
- (3) Enter a *Document Date*
- (4) Click on the **ADD** button  to add a new attachment
 - You can add multiple attachments by clicking on the **ADD** button 
 - You can remove unwanted attachments by selecting the attachment and clicking on the **REMOVE** button 
- (5) Enter a *Title* for your attachment.
- (6) Select the *Language* of the document.
- (7) Select the *file* to upload.
- (8) Click on [Update](#) to save the information or [Update & Send](#) to send the document to the Commission.

REMARK	Commission Registration N° is only enabled for Commission Users, while Local Reference is only enabled for Member State Users.
---------------	--

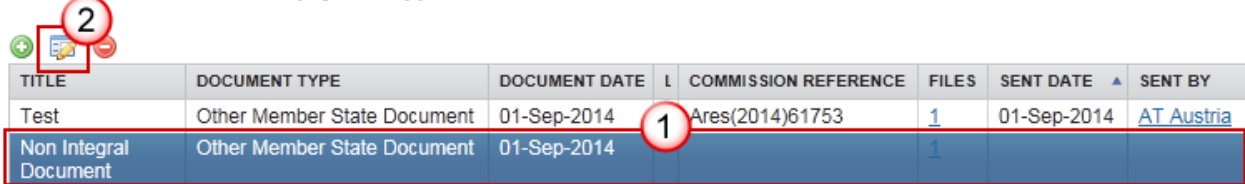
The pop-up window closes and the documents are uploaded.

Sending an unsent non-integral document

1. Once the document and attachment(s) have been uploaded select the document row in the list **(1)** and click on the **EDIT** button **(2)**:

GENERAL


Documents annexed to this payment application



TITLE	DOCUMENT TYPE	DOCUMENT DATE	L	COMMISSION REFERENCE	FILES	SENT DATE	SENT BY
Test	Other Member State Document	01-Sep-2014	1	Ares(2014)61753	1	01-Sep-2014	AT Austria
Non Integral Document	Other Member State Document	01-Sep-2014			1		

2. Click on [Update & Send](#) to send the document to the Commission.

TITLE	LANGUAGE	FILENAME
Non Integral Document	English	report.doc



NOTE	<p>The Update & Send link will only be shown for documents which are not integral part of the Object and after at least one attachment was added.</p> <p>If more than one file are uploaded from the same document table, when clicking the Update & Send link, will send all the files and not only the one(s) for which the check-box has been ticked.</p>
-------------	--

Document details

Document type * Other Member State Document Not yet sent

Title * OMSD

Document date * 31/08/15

Local reference

Commission reference

When clicking the [Update & Send](#) link, will send all the files, even the one(s) for which the check-box has not been ticked.

Attached files

TITLE	LANGUAGE	FILENAME	
<input checked="" type="checkbox"/> OMSD	English	report.doc	Select file to upload
<input type="checkbox"/> Document	English	report.doc	Select file to upload

REFERENTIAL DOCUMENTS, non-integral documents, (ie. 'Other Member State Document') can be sent at any time independently of the status of the Application.

The 'Other Member State Document' type demands a manual submission (they are NOT sent automatically within the Programme). The other document types, integral documents, are automatically sent - together with the encoded data – when the Programme is submitted to the EC.

You can find in our Portal the types of documents that can be uploaded and sent by the Member State, 'OP Documents': <https://ec.europa.eu/sfc/en/2014/support-ms/PRGSFCF>


A document is only visible to the Commission when the **Sent Date** is visible:

REMARK

GENERAL
Documents annexed to this application

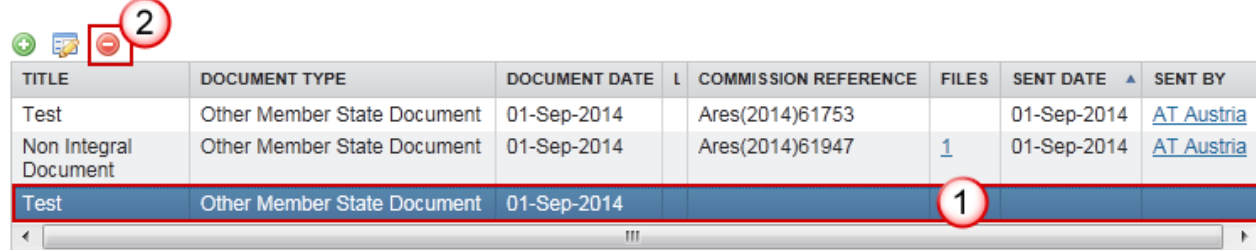
TITLE	DOCUMENT TYPE	DOCUMENT DATE	COMMISSION REFERENCE	FILES	SENT DATE	SENT BY
LEF	Legal entity form	04-Feb-2015	Ares(2015)10386	1	18-Feb-2015	Sophie
Programme Snapshot 2014AT05EGFA001 1.0	Snapshot of data before send	24-Feb-2015	Ares(2015)11185	1	24-Feb-2015	AT Supp
Programme Acknowledgement 2014AT05EGFA001 1.0	Acknowledgement of receipt	24-Feb-2015	Ares(2015)11186	1	24-Feb-2015	ack AC
Other Member State Document	Other Member State document	25-Feb-2015		1	25-Feb-2015	AT Supp

Deletion of an unsent document

1. Select a row (1) of a previously uploaded document and click on the **REMOVE** button  (2) to delete the document and associated attachments.

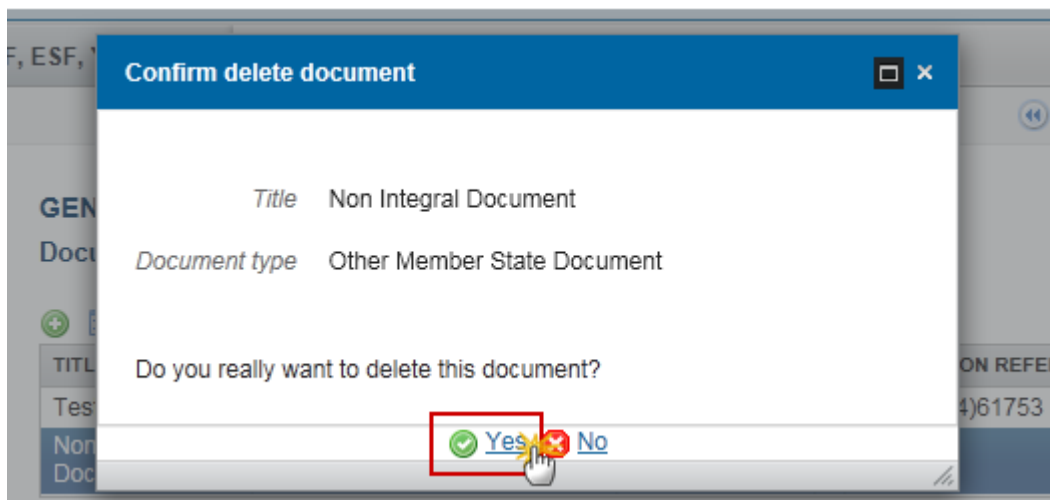
GENERAL

Documents annexed to this payment application



TITLE	DOCUMENT TYPE	DOCUMENT DATE	COMMISSION REFERENCE	FILES	SENT DATE	SENT BY
Test	Other Member State Document	01-Sep-2014	Ares(2014)61753		01-Sep-2014	AT Austria
Non Integral Document	Other Member State Document	01-Sep-2014	Ares(2014)61947	1	01-Sep-2014	AT Austria
Test	Other Member State Document	01-Sep-2014				


A confirmation window appears:



2. Click on [Yes](#) to confirm deletion. Click on [No](#) to return to the Application documents.

Hiding a sent document

NOTE	Sent Documents can never be deleted, but the sender can decide to hide the content for the receivers in case of an erroneous and/or accidental send.
-------------	--

1. Select a row (1) of a previously sent document and click on the **EDIT** button  (2) to hide the document and associated attachments.

GENERAL

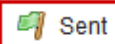
Documents annexed to this payment application



TITLE	DOCUMENT TYPE	DOCUMENT DATE	COMMISSION REFERENCE	FILES	SENT DATE	SENT BY
Test	Other Member State Document	01-Sep-2014	Ares(2014)61753	1	01-Sep-2014	AT_Austria
Non Integral Document	Other Member State Document	01-Sep-2014		1	01-Sep-2014	AT_Austria

2. Select the **HIDE CONTENT** option (1) and click on the **Update** (2) to hide the Application EGF document.

Document details ✖

 Sent

Document type Other Member State Document

Title OMSD



Document date 28/04/15

Local reference

Commission reference

Attached files

TITLE	LANGUAGE	FILENAME	HIDE CONTENT
OMSD	English	report.doc	<input checked="" type="checkbox"/> 1

 **Update**  **Cancel**

Observations

This section is used to provide any relevant information to the Application. It can be used as a type of 'chat' between the Member State and Commission.

GENERAL

Observations

1

2

+ Add X Cancel

- (1) Enter an observation.
- (2) Click on [Add](#) to save the information.

A Applicant

The Applicant section is divided into 4 different parts:

- A.1 Member State
- A.2 Authority responsible for the management and financial Control of the requested financial contribution from the EGF
- A.3 Contact details of the person(s) responsible for the implementation of the proposed actions
- A.4 Financial details

These are explained in detail below

A.1 Member State

The Member State is selected by default and cannot be modified.


A. APPLICANT



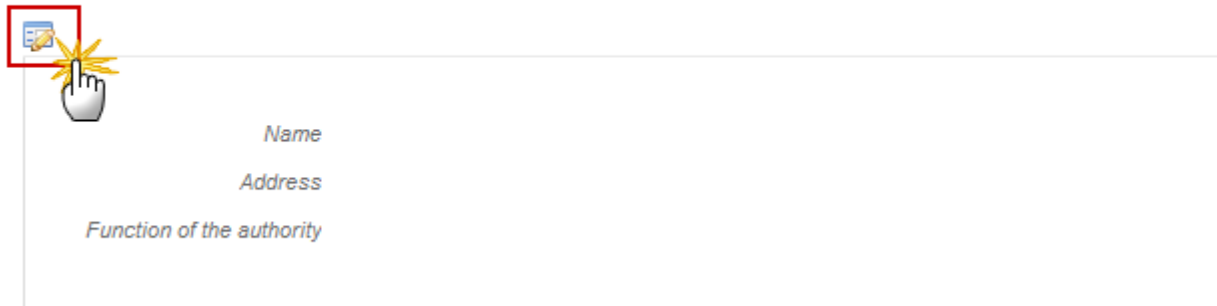
A.1 Member state: Austria

A.2 Authority responsible for the management and financial control of the requested financial contribution from the

A.2 Authority Responsible

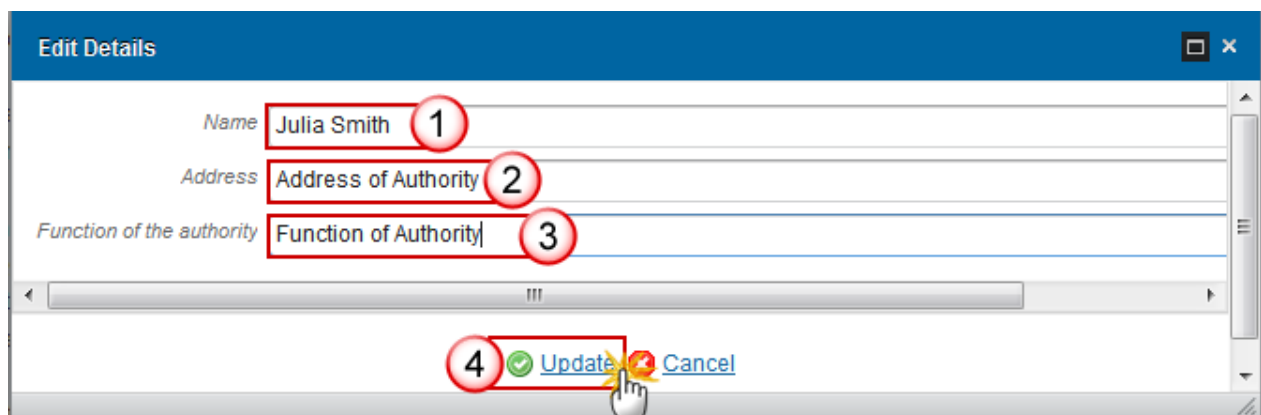
1. Clicking on the **EDIT** button  will enable the entry of a new Authority Responsible

A.2 Authority responsible for the management and financial control of the requested financial contribution from the EGF



The screenshot shows a form with three input fields: *Name*, *Address*, and *Function of the authority*. A red box highlights the edit icon in the top left corner, with a hand cursor pointing to it.

The Edit Details screen appears:



The screenshot shows the 'Edit Details' screen with the following fields and annotations:

- Name*: Julia Smith (1)
- Address*: Address of Authority (2)
- Function of the authority*: Function of Authority (3)
- Buttons: Update (4) and Cancel

2. Enter the following information:


(1) Enter the *Name*

- (2) Enter the *Address*
- (3) Enter the *Function of the Authority*
- (4) Click on [Update](#) to save the information

A.3 Contact Details

Click on the **ADD** button  to add a new contact.

Select an official and click in the **EDIT** button  to modify the information of this contact.

Select an official and click on the **REMOVE** button  to delete the contact selected.

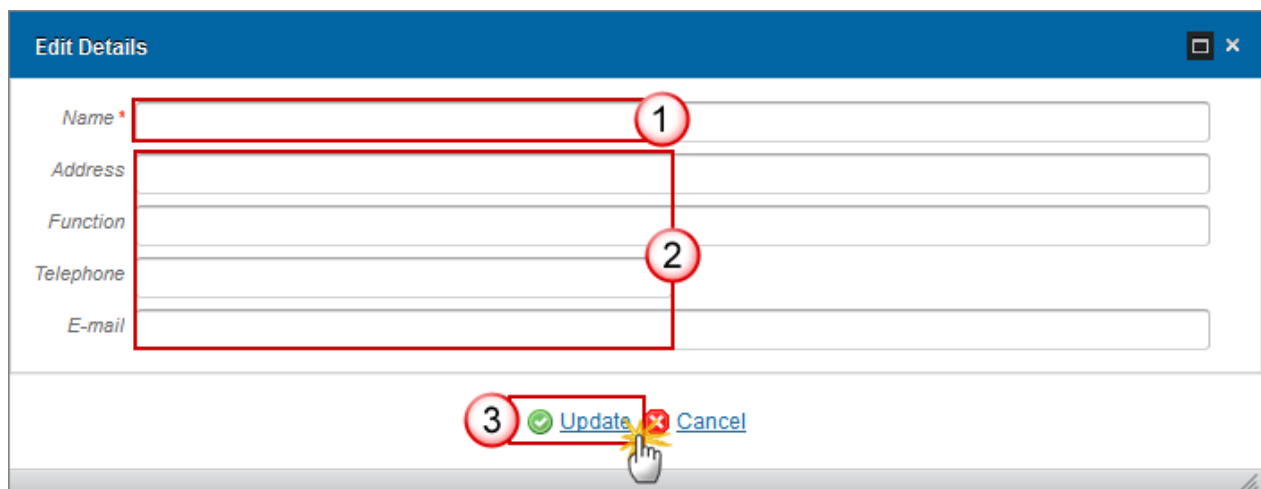
1. Click on the **ADD** button  to add a new contact.

A.3 Contact details of the person(s) responsible for the implementation of the proposed actions



NAME	ADDRESS	FUNCTION	PHONE	EMAIL

The Edit Details screen appears:



Edit Details

Name *

Address

Function

Telephone

E-mail

2. Enter the following information:

(1) Enter the *Name*

(2) The *Address, Function, Telephone & Email* can be entered but are not mandatory

(3) Click on [Update](#) to save the information

A.4 Financial Details

The Financial Details section provides links to the forms required as annexes to the Application.

A.4 Financial details

Please complete the Legal Entity Form and the Bank Account Identification Form and include them as an annex to this application form or provide a statement that these forms have been submitted previously and can be re-used.

The forms can be downloaded in all languages from:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

You can then upload the completed forms under section General>Documents

These forms should be uploaded as associated documents via the General > Documents (1) section using the 2 document types available (2). When these documents have been uploaded in a previous version and there is no change to the information previously provided, the Member State can upload the Statement to indicate that this information has not changed (3).

Validate Cancel Delete Previous Next

Filter

Document details

Document type *

Title * 2

Document date *

Local reference 3

Commission reference


Attached files

TITLE	LANGUAGE	FILENAME

Update Update & send Cancel

B Context of the Redundancies

B.1 Events giving rise to the redundancies

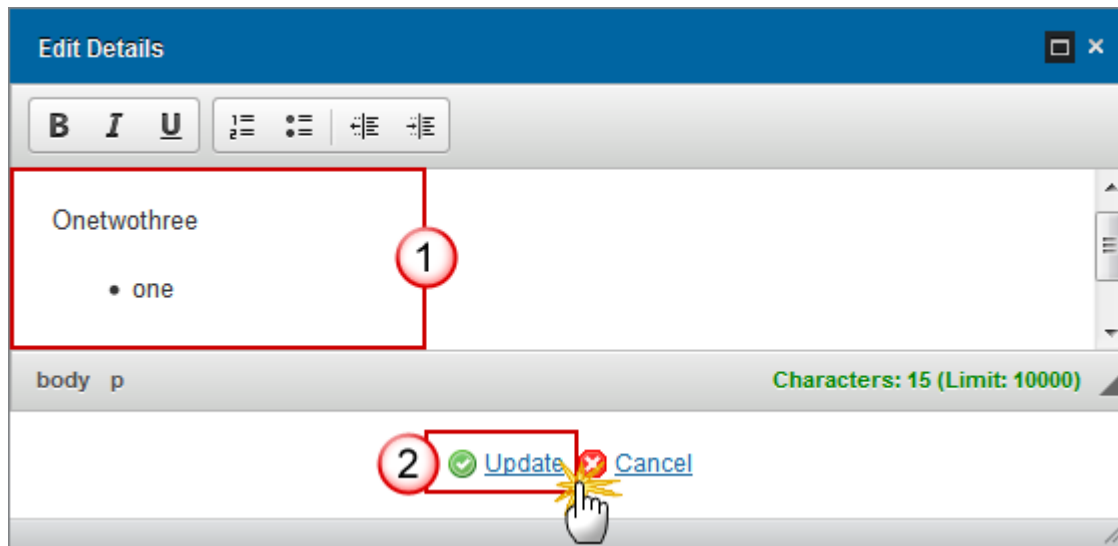
1. Clicking on the **EDIT** button  will open a Rich-text editor allowing you to enter the information required.

B. CONTEXT OF THE REDUNDANCIES

B.1 Explanation of the events giving rise to the redundancies



The Edit Details pop-up appears:



2. Enter the following information:

(1) Enter the text

(2) Click on [Update](#) to save the information

B.2 Link with globalisation or the economic crisis

The section B.2 is divided into 2 different parts:

- B.2 Indication of Factors
- B.2b Reasoned Analysis


These are explained in detail below

B.2 Indication of Factors

1. Clicking on the **EDIT** button  to edit the selection

B. CONTEXT OF THE REDUNDANCIES

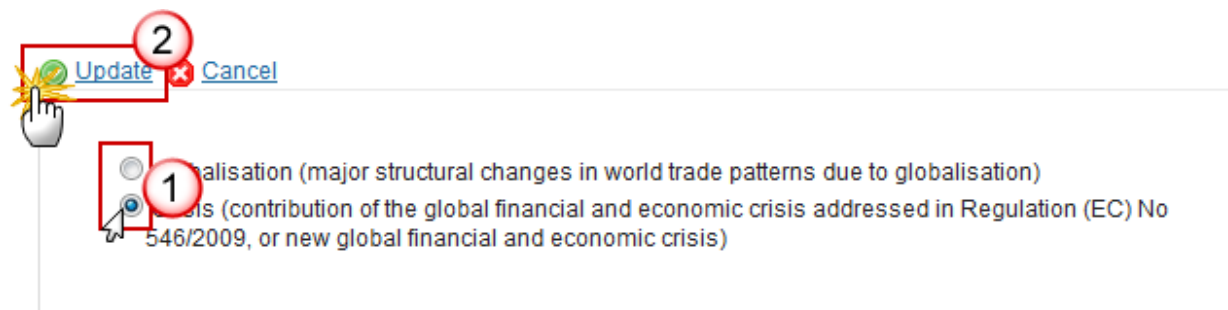
B.2 Please indicate which of the factors set out in Article 2 of the EGF the redundancies referred to in this application are a result of



Globalisation (major structural changes in world trade patterns due to globalisation)

Crisis (contribution of the global financial and economic crisis addressed in Regulation (EC) No 546/2009, or new global financial and economic crisis)

The section becomes editable:



Globalisation (major structural changes in world trade patterns due to globalisation)

Crisis (contribution of the global financial and economic crisis addressed in Regulation (EC) No 546/2009, or new global financial and economic crisis)


[Update](#) [Cancel](#)

- (1) Select one of the options provided
- (2) Click on [Update](#) to save the information

Based on the selection in the radio group, either Section B.2a or B.2b will be presented.

B.2a Reasoned Analysis

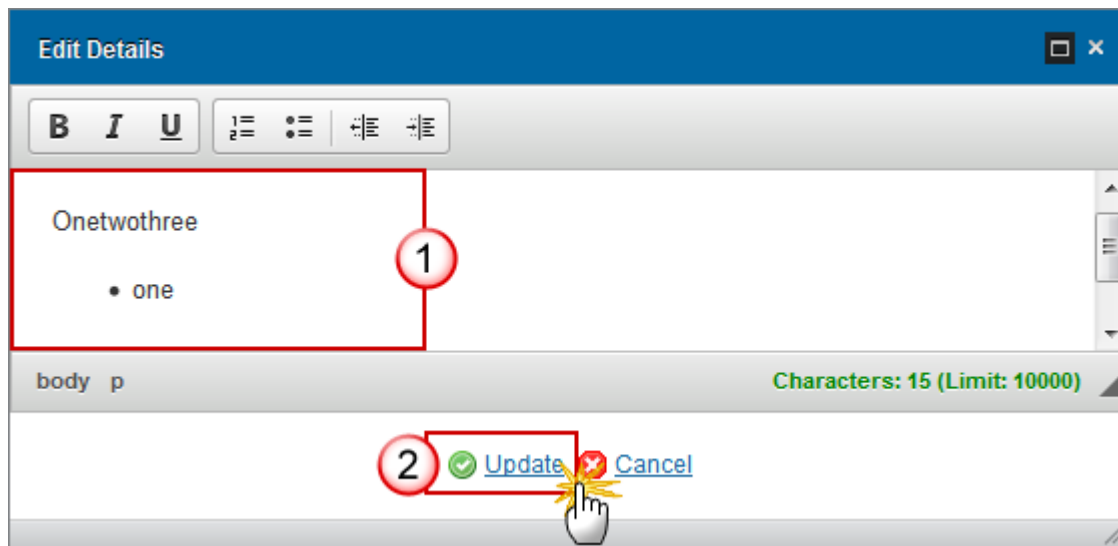
Section B.2a or B.2b are both rich-text fields:

1. Clicking on the **EDIT** button  will open a Rich-text editor allowing you to enter the information required.

B.2b Reasoned analysis of the link between the planned or actual redundancies or cessation of activity and the continuation of the global financial and economic crisis addressed in Regulation (EC) No 546/2009 or a new global financial and economic crisis




The Edit Details pop-up appears:



- (1) Enter the text
- (2) Click on [Update](#) to save the information

B.3 Expected impact of the redundancies

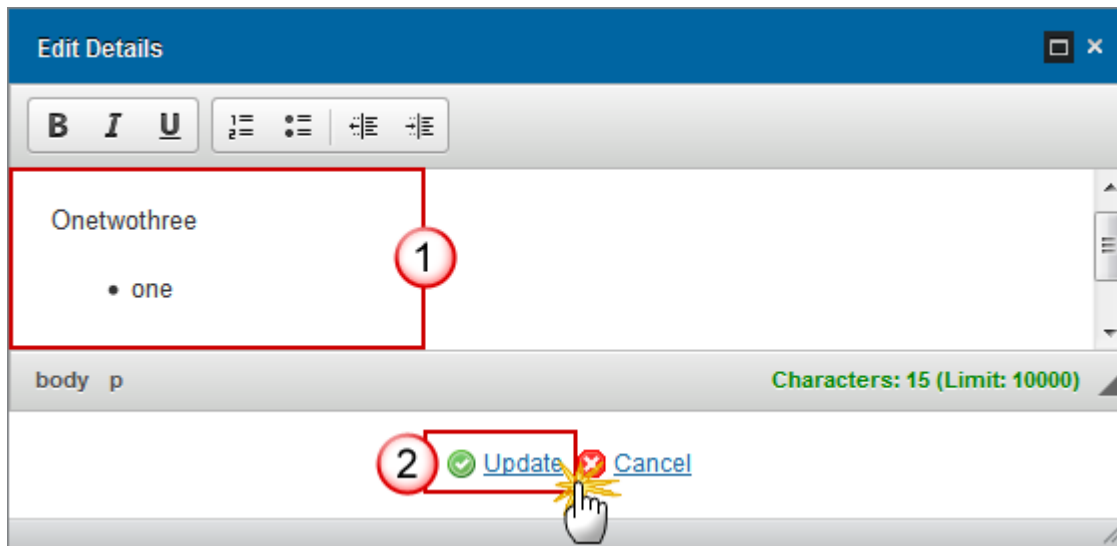
1. Clicking on the **EDIT** button  will open a Rich-text editor allowing you to enter the information required.

B. CONTEXT OF THE REDUNDANCIES

B.3 Description of the expected impact of the redundancies as regards the local, regional or national economy and employment



The Edit Details pop-up appears:



- (1) Enter the text
- (2) Click on [Update](#) to save the information

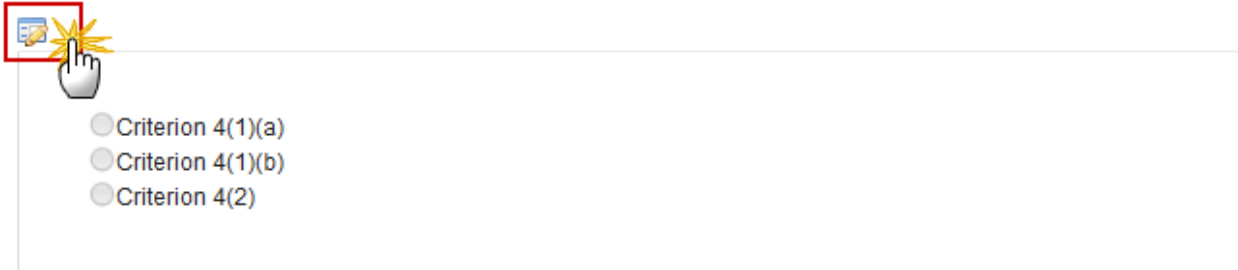
C Intervention Criteria

Selection of Intervention Criterion

1. Click on the EDIT button  to edit the selection

C. INTERVENTION CRITERIA

Indication of the intervention criteria set out in Article 4 of the EGF Regulation this application is based on 



- Criterion 4(1)(a)
- Criterion 4(1)(b)
- Criterion 4(2)

The section becomes editable:

C. INTERVENTION CRITERIA

Indication of the intervention criteria set out in Article 4 of the EGF Regulation this application is based on 



- Criterion 4(1)(a)
- Criterion 4(1)(b)
- Criterion 4(2)

- (1) Select one of the options provided
- (2) Click on [Update](#) to save the information

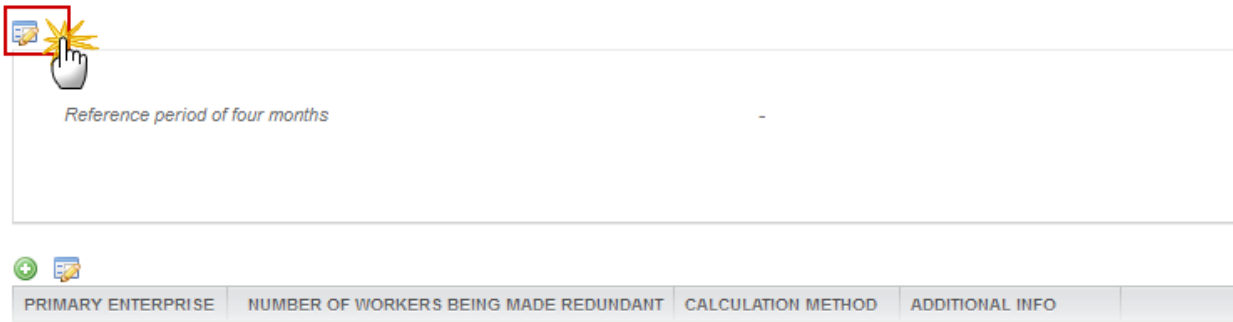
REMARK	<p>Based on the selection in the radio group, only one of the Table of Content items in the navigation tree will be presented (C2, C3 or C4). The Table of Content item for Small labour market or exceptional circumstances is only presented for Criterion 4(2).</p> <p>It is possible to introduce the name of the same enterprise multiple times for different methods of redundancies. This should apply to all intervention criterion types.</p>
---------------	--

Criterion 4(1)(a)

1. Click on the **EDIT** button  to edit the *Reference Period*:

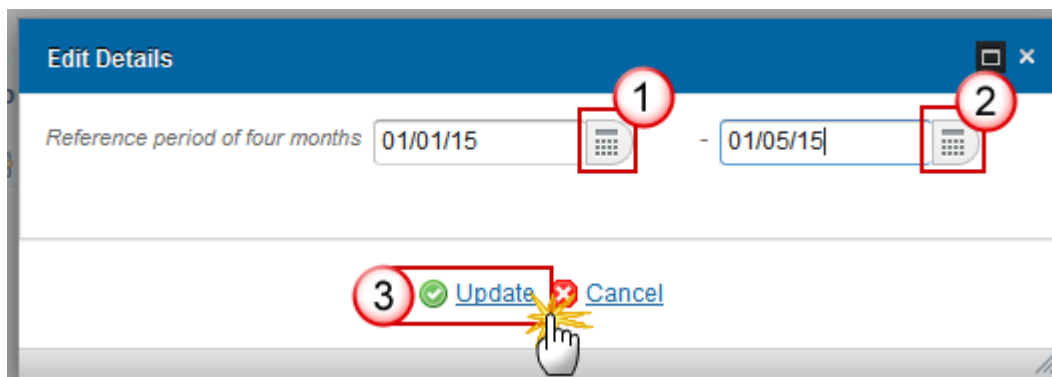
C. INTERVENTION CRITERIA

Application is based on criterion 4(1)(a) 



PRIMARY ENTERPRISE	NUMBER OF WORKERS BEING MADE REDUNDANT	CALCULATION METHOD	ADDITIONAL INFO
--------------------	--	--------------------	-----------------

The Edit Details pop-up window appears:



2. Enter the following information:

(1) Select or enter the start date

(2) Select or enter the end date

This period must not exceed four months and will be checked by a validation rule.

(3) Click on [Update](#) to save the information

3. Click on the **ADD** button  to add the *Primary Enterprise*:

ENTERPRISE	PRIMARY ENTERPRISE	NUMBER OF WORKERS BEING MADE REDUNDANT	CALCULATION METHOD	NOTIFICATION DATE	ADDITIONAL INFO

NUMBER OF SELF-EMPLOYED PERSONS WHOSE ACTIVITY HAS CEASED	CALCULATION METHOD	ADDITIONAL INFO

The Edit Details pop-up window appears:

4. Enter the following information:


- (1) Enter the *Enterprise*
- (2) Tick the *Primary Enterprise* box if you are adding a Primary Enterprise

It is possible to select more than 1 Primary Enterprise

- (3) Enter the *Number of workers being made redundant*
- (4) Select the *Calculation Method* from the drop-down list
- (5) Select or enter the *Notification Date*

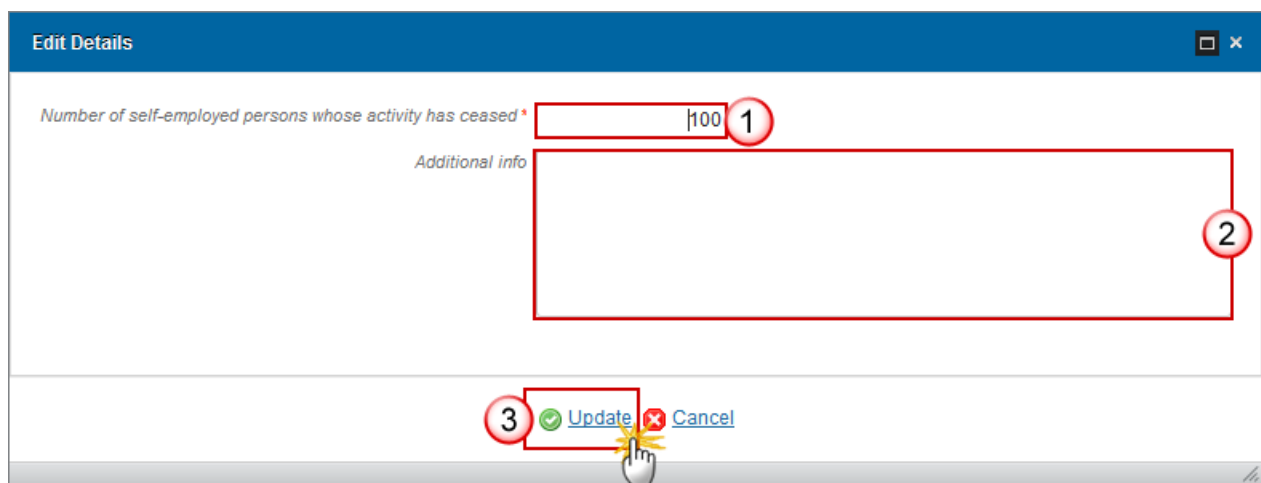
The Notification Date should only be entered when Calculation Method selected was Method 1

- (6) Enter any *Additional Info* (not required)
- (7) Click on [Update](#) to save the information

5. Click on the **ADD** button  to add the Number of Self-Employed Persons Whose Activity Has Ceased:





The Edit Details pop-up window appears:



6. Enter the following information:

- (1) Enter the *Number of self-employed persons whose activity has ceased*
- (2) Enter any *Additional Info* (not required)
- (3) Click on [Update](#) to save the information

REMARK	<p>Once the <i>Number of self-employed persons whose activity has ceased</i> has been added you can select a row and:</p> <p>Click in the EDIT button  to modify the information in the row selected.</p> <p>Click on the REMOVE button  to delete the information in the row selected.</p>
---------------	---

After updating the system automatically displays the Calculation Method 5 (1), and the Total number of workers (2):

NUMBER OF SELF-EMPLOYED PERSONS WHOSE ACTIVITY HAS CEASED	CALCULATION METHOD	ADDITIONAL INFO
50	Method 5 - Date of cessation of activities	1

Total number of workers being made redundant and self-employed persons whose activity has ceased during the reference period of nine months


250 2

Criterion 4(1)(b)

1. Click on the **EDIT** button  to edit the *Reference Period*:

C. INTERVENTION CRITERIA

Application is based on criterion 4(1)(b)

 *Reference period of nine months* -

Economic sector in which the enterprises or self-employed persons are or were operating

The Edit Details pop-up window appears:

Edit Details ✖

Reference period of nine months

*Economic sector in which the enterprises or self-employed persons are or were operating **

2. Enter the following information:

(1) Select or enter the start date

(2) Select or enter the end date



This period must not exceed nine months and will be validated by the system.

(3) Select the *Economic Sector* from the drop-down list

The list contains all EGF NACE codes

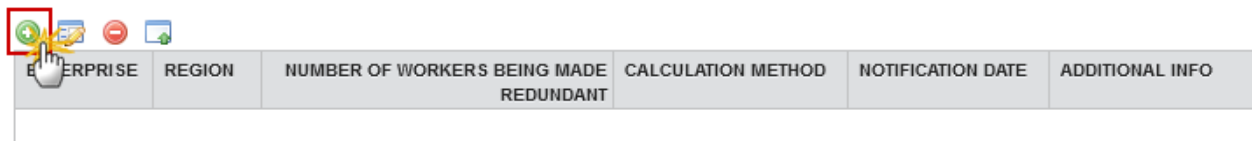
(4) Click on [Update](#) to save the information

There are 2 options to add the Enterprise:

- via the **ADD** button 
- via the **IMPORT** button 

Adding records manually via the Add Button

1. Click on the **ADD** button  to add the *Enterprises*:



ENTERPRISE	REGION	NUMBER OF WORKERS BEING MADE REDUNDANT	CALCULATION METHOD	NOTIFICATION DATE	ADDITIONAL INFO

If the given regions are not contiguous provide an explanation below

The Edit Details pop-up window appears:

2. Enter the following information:

(1) Enter the *Enterprise*

It is possible to introduce the name of the same enterprise multiple times for different methods of redundancies. This should apply to all intervention criterion types.

(2) Select the *Region* from the drop-down list

The Regions list contains all NUTS codes at level 2 of the country of the Application (= four alphanumerical code).

(3) Enter the *Number of workers being made redundant*

(4) Select the *Calculation Method* from the drop-down list

(5) Enter or select a *Notification Date*

The Notification Date should only be entered when Calculation Method selected was Method 1

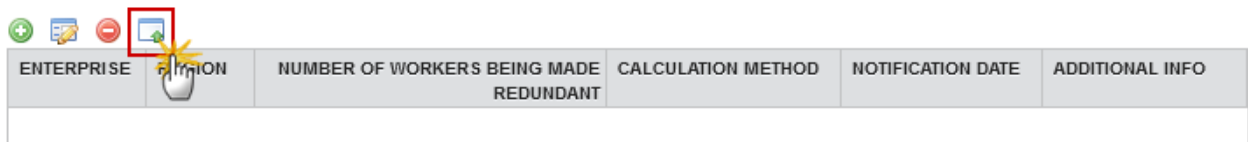
(6) Enter any *Additional Info* (not required)

(7) Click on [Update](#) to save the information

Adding Records via the Import Button

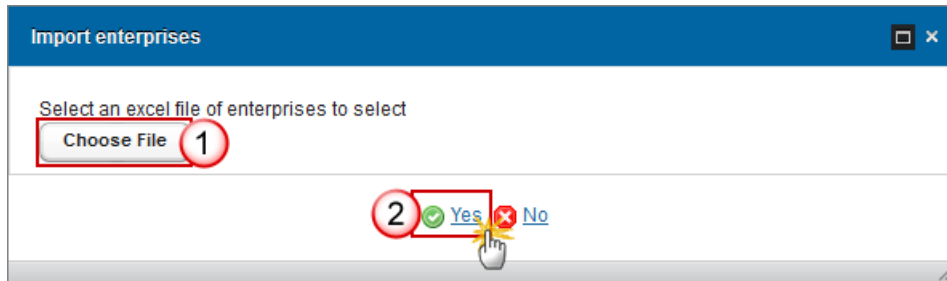
REMARK	<ul style="list-style-type: none"> - The Import button allows importing data from a correctly formatted Excel file available on the SFC portal via: https://ec.europa.eu/sfc/en/2014/support-ms/PRGEGF - The formatting of this document should not be changed. - The import will update all existing records and add missing records. It will never delete records.
---------------	--


1. Click on the **IMPORT** button  :



If the given regions are not contiguous provide an explanation below

The Import enterprises window appears:

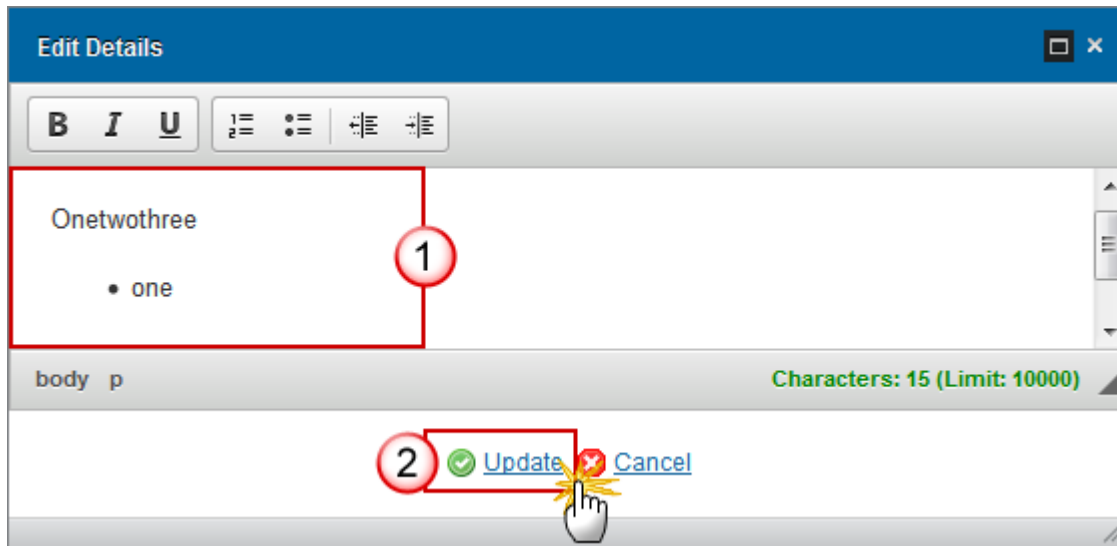


2. Choose the completed excel file template **(1)** and click on **Yes (2)** to import the file.
3. Clicking on the **EDIT** button  will open a Rich-text editor allowing you to *provide an explanation If the given regions are not contiguous*.

If the given regions are not contiguous provide an explanation below

 _____

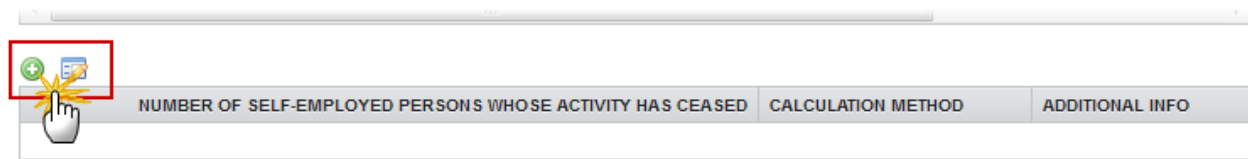
The Edit Details pop-up appears:



(1) Enter the text

(2) Click on [Update](#) to save the information

4. Click on the **ADD** button  to add the *Self-employed Persons*:



The Edit Details pop-up window appears:

Edit Details

Number of workers being made redundant * **1**

Additional info **2**

3

5. Enter the following information:

- (1)** Enter the *Number of workers being made redundant z*
- (2)** Enter any *Additional Info* (not required)
- (3)** Click on [Update](#) to save the information


After updating the system automatically displays the Calculation Method 5 **(1)**, and the Total number of workers **(2)**:

NUMBER OF SELF-EMPLOYED PERSONS WHOSE ACTIVITY HAS CEASED	CALCULATION METHOD	ADDITIONAL INFO
50	Method 5 - Date of cessation of activities	1

Total number of workers being made redundant and self-employed persons whose activity has ceased during the reference period of nine months

2

Criterion 4(2)

1. Click on the EDIT button  to edit the *Intervention Criterion & Reference Period*:

C. INTERVENTION CRITERIA

Application is based on criterion 4(2)



Intervention criterion which the application approximates to but not entirely meet Criterion 4(1)(a)
 Criterion 4(1)(b)

Date on which the first workers were made redundant

Reference period for the redundancies -

The Edit Details pop-up window appears:

Intervention criterion which the application approximates to but not entirely meet Criterion 4(1)(a) **1**
 Criterion 4(1)(b)

Date on which the first workers were made redundant 01/02/15 **2**

Reference period for the redundancies 01/02/15 **3** - 01/11/15 **4**

5


2. Enter the following information:

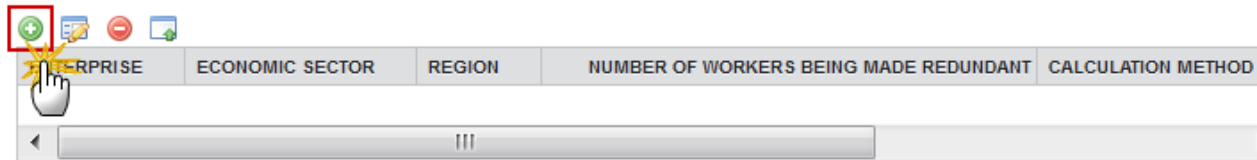
- (1)** Select the *Intervention Criterion*
- (2)** Select the *Date*
- (3)** Select or enter the *Reference Period* start date
- (4)** Select or enter the *Reference Period* end date
- (5)** Click on [Update](#) to save the information

There are 2 options to add the Enterprise:

- via the **ADD** button
- via the **IMPORT** button

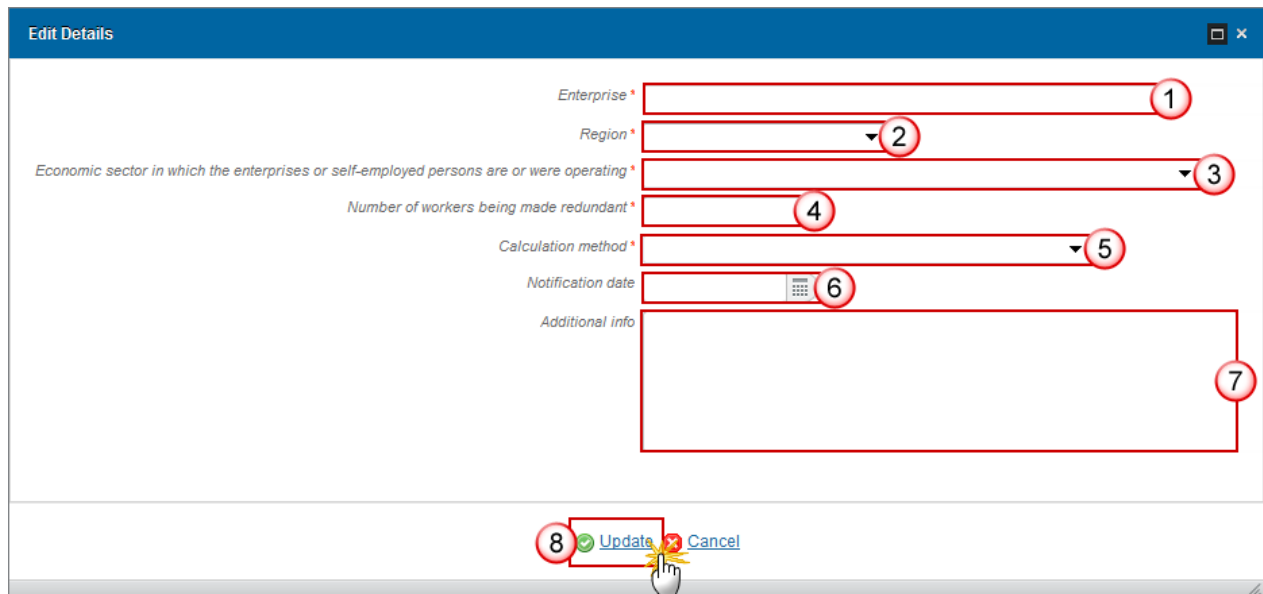
Adding records manually via the Add Button

1. Click on the **ADD** button  to add the *Enterprises*:



If the given regions are not contiguous provide an explanation below

The Edit Details pop-up window appears:

A screenshot of the 'Edit Details' pop-up window. The window has a blue header with the title 'Edit Details' and a close button. The main area contains several input fields, each with a red circle and a number indicating a step: 1. 'Enterprise *' (text input), 2. 'Region *' (drop-down menu), 3. 'Economic sector in which the enterprises or self-employed persons are or were operating *' (drop-down menu), 4. 'Number of workers being made redundant *' (text input), 5. 'Calculation method *' (drop-down menu), 6. 'Notification date' (calendar icon), 7. 'Additional info' (text area). At the bottom, there are two buttons: 'Update' (with a green plus icon) and 'Cancel' (with a red minus icon). A red circle with the number 8 is around the 'Update' button, and a mouse cursor is clicking it.

2. Enter the following information:

(1) Enter the *Enterprise*

It is possible to introduce the name of the same enterprise multiple times for different methods of redundancies. This should apply to all intervention criterion types.

(2) Select the *Region* from the drop-down list

The Regions list contains all NUTS codes at level 2 of the country of the Application (= four alphanumerical code).

(3) Select the *Economic Sector* from the drop-down list

The Economic Sectors list contains all EGF NACE codes.

- (4) Enter the *Number of workers being made redundant*
- (5) Select the *Calculation Method* from the drop-down list
- (6) Enter or select a *Notification Date*

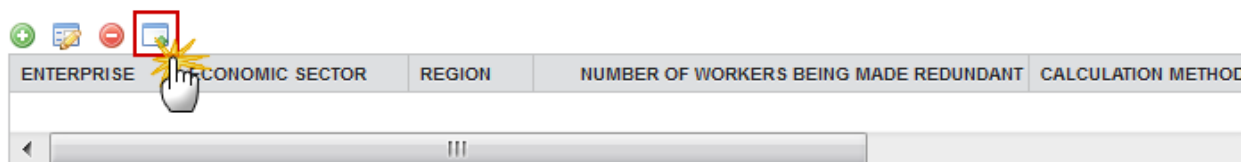
The Notification Date should only be entered when Calculation Method selected was Method 1

- (7) Enter any *Additional Info* (not required)
- (8) Click on [Update](#) to save the information

Adding Records via the Import Button

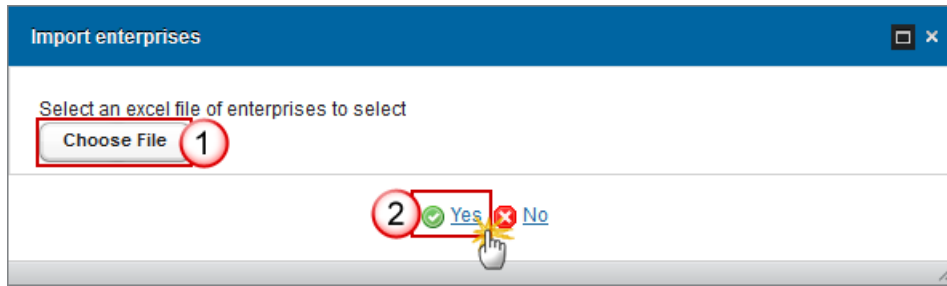
REMARK	<ul style="list-style-type: none"> - The Import button allows importing data from a correctly formatted Excel file available on the SFC portal via: https://ec.europa.eu/sfc/en/2014/support-ms/PRGEGF - The formatting of this document should not be changed. - The import will update all existing records and add missing records. It will never delete records.
---------------	--

1. Click on the **IMPORT** button  :




If the given regions are not contiguous provide an explanation below

The Import enterprises window appears:



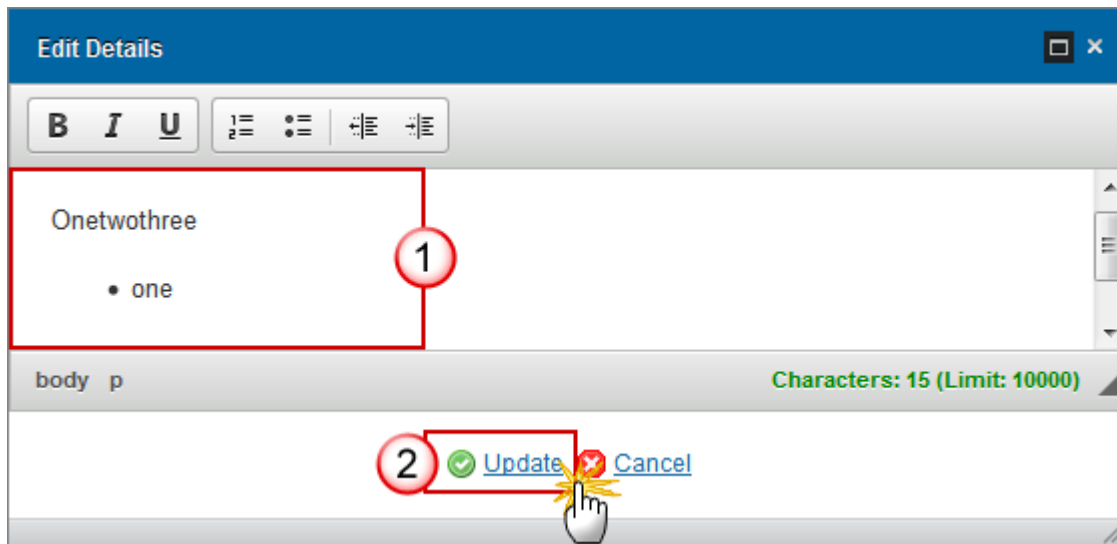
2. Choose the completed excel file template (1) and click on [Yes](#) (2) to import the file.

3. Clicking on the **EDIT** button  will open a Rich-text editor allowing you to *provide an explanation If the given regions are not contiguous*.

If the given regions are not contiguous provide an explanation below



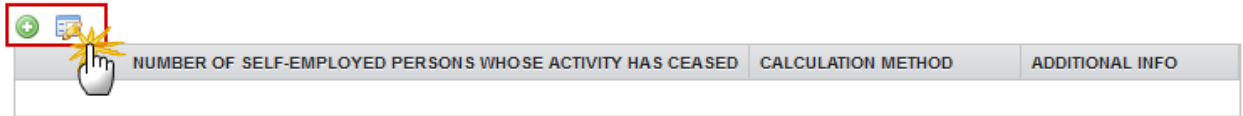
The Edit Details pop-up appears:



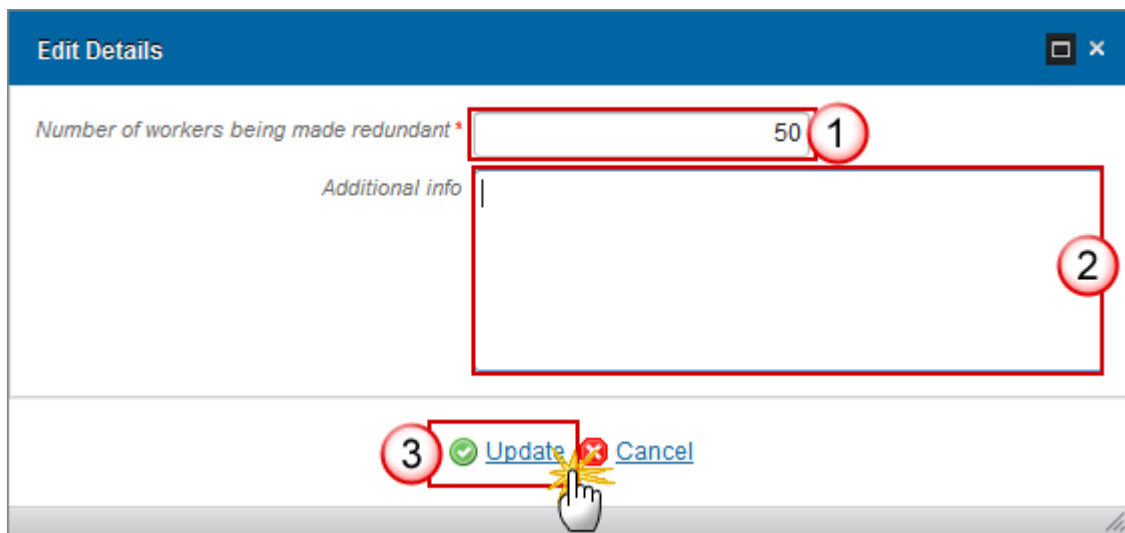
(1) Enter the text

(2) Click on [Update](#) to save the information

4. Click on the **ADD** button  to add the *Self-employed Persons*:



The Edit Details pop-up window appears:



5. Enter the following information:

- (1) Enter the *Number of workers being made redundant*
- (2) Enter any *Additional Info* (not required)
- (3) Click on [Update](#) to save the information

After updating the system automatically displays the Calculation Method 5 (1), and the Total number of workers (2):

NUMBER OF SELF-EMPLOYED PERSONS WHOSE ACTIVITY HAS CEASED	CALCULATION METHOD	ADDITIONAL INFO
50	Method 5 - Date of cessation of activities	1

Total number of workers being made redundant and self-employed persons whose activity has ceased during the reference period of nine months

250 2


Small labour market or exceptional circumstances

NOTE	The 'Small labour market or exceptional circumstances' section is only displayed when Criterion 4(2) has been selected.
-------------	---

1. Click on the **EDIT** button  to edit the choice:

C. INTERVENTION CRITERIA

Please indicate if the application refers to a "small labour market" or "exceptional circumstances" 




Small labour market
 Exceptional circumstances

The choice becomes editable:

1
 Update Cancel

2
 Small labour market
 Exceptional circumstances

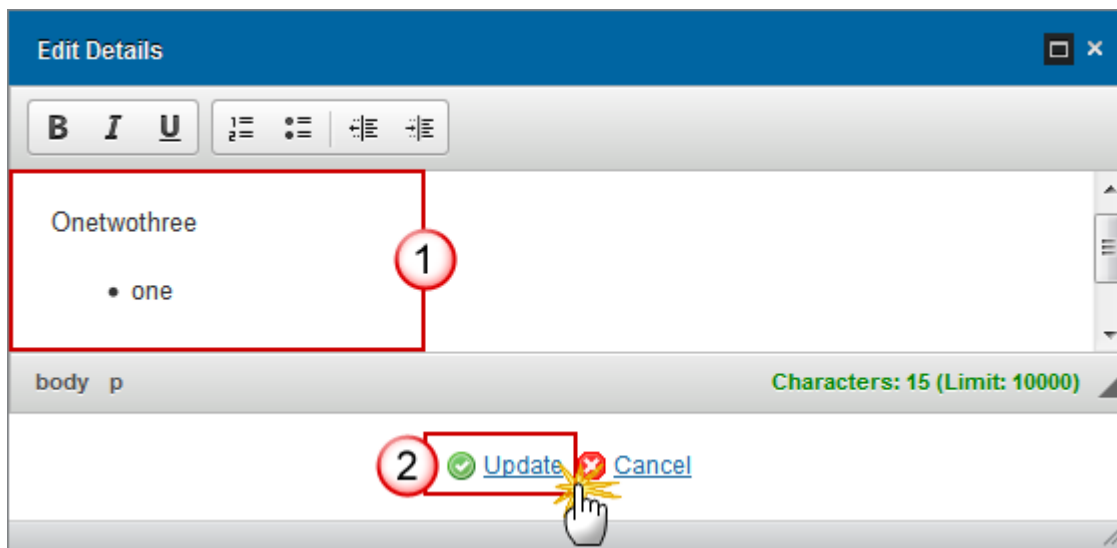
- (1) Choose one of the options presented
- (2) Click on [Update](#) to save the information

2. Clicking on the **EDIT** button  will open a Rich-text editor allowing you to enter the information required.

Explain why these circumstances should be considered as exceptional and provide detailed information on the nature of these exceptional circumstances



The Edit Details pop-up appears:



3. Enter the following information:
 - (1) Enter the text
 - (2) Click on [Update](#) to save the information

D Eligible beneficiaries

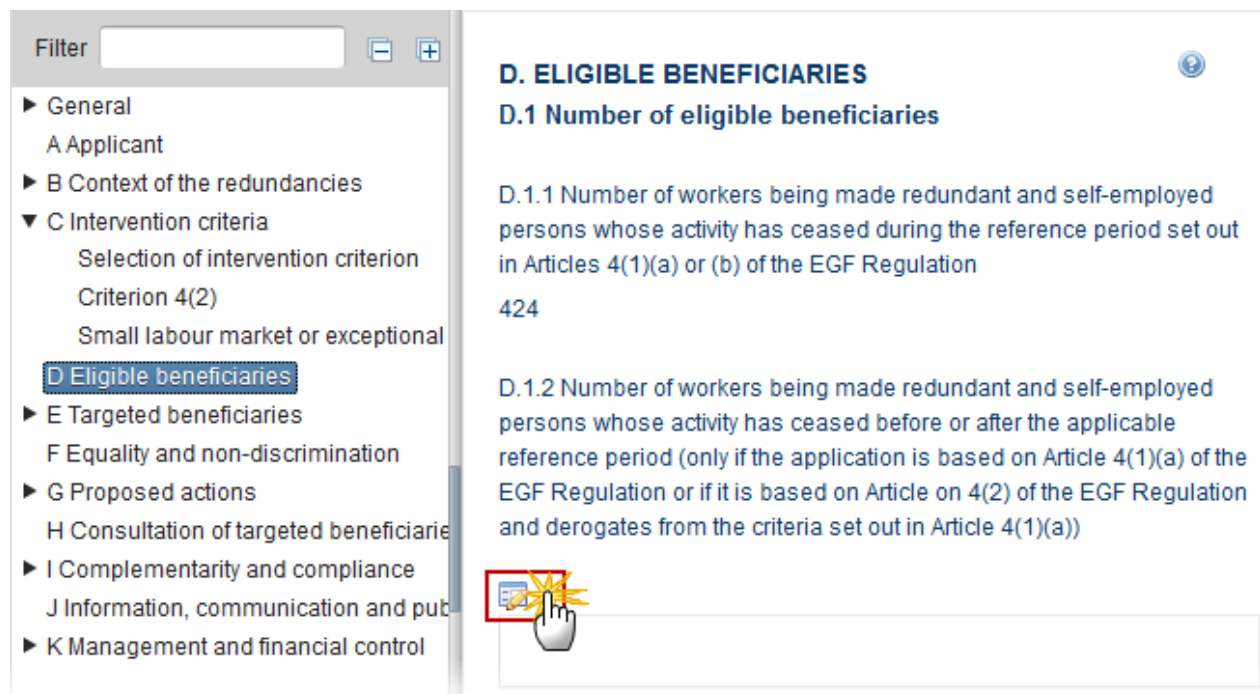
The Eligible Beneficiaries section is divided into 5 different parts:

- D.1 Number of eligible beneficiaries
- D.1.2 (a) (i) For such redundancies before or after the applicable reference period, the date of the general announcement of the projected redundancies
- D.1.2 (a) (ii) For such redundancies before or after the applicable reference period, the dates of the redundancies or cessations of activity
- D.1.2 (a) (iii) For such redundancies before or after the applicable reference period, an explanation of the causal link with the event which triggered the redundancies during the reference period
- D.1.3 Total number of eligible beneficiaries

These are explained in detail below

D.1 Number of eligible beneficiaries

1. Click on the **EDIT** button  to edit the values:



D. ELIGIBLE BENEFICIARIES

D.1 Number of eligible beneficiaries

D.1.1 Number of workers being made redundant and self-employed persons whose activity has ceased during the reference period set out in Articles 4(1)(a) or (b) of the EGF Regulation

424

D.1.2 Number of workers being made redundant and self-employed persons whose activity has ceased before or after the applicable reference period (only if the application is based on Article 4(1)(a) of the EGF Regulation or if it is based on Article on 4(2) of the EGF Regulation and derogates from the criteria set out in Article 4(1)(a))

EDIT

The table becomes editable:

D.1.2 Number of workers being made redundant and self-employed persons whose activity has ceased before or after the applicable reference period (only if the application is based on Article 4(1)(a) of the EGF Regulation or if it is based on Article on 4(2) of the EGF Regulation and derogates from the criteria set out in Article 4(1)(a))




(1) Enter the value for *D.1.2 Number of workers being made redundant and self-employed persons whose activity has ceased before or after the applicable reference period (only if the application is based on Article 4(1)(a) of the EGF Regulation or if it is based on Article on 4(2) of the EGF Regulation and derogates from the criteria set out in Article 4(1)(a))*

(2) Click on [Update](#) to save the information.

NOTE	Field D.1.1 is not editable. It will show the value of the field in section C: <i>Total number of workers being made redundant and self-employed persons whose activity has ceased during the reference period.</i>
-------------	---

D.1.2(a)(i)

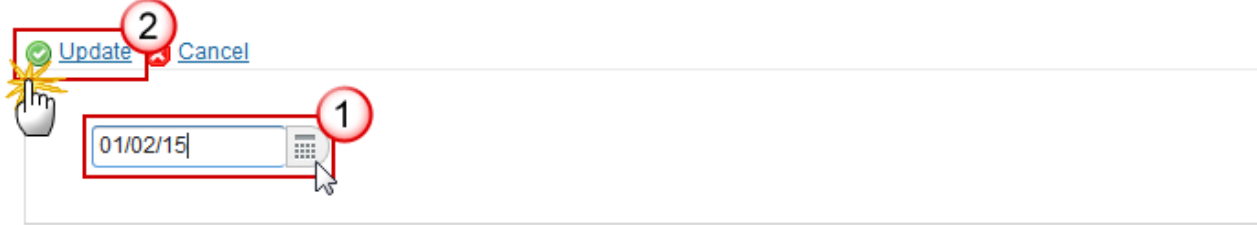
1. Click on the **EDIT** button  to edit the Date of the general announcement of the project redundancies:

D.1.2 (a) (i) For such redundancies before or after the applicable reference period, the date of the general announcement of the projected redundancies



The date becomes editable:


D.1.2 (a) (i) For such redundancies before or after the applicable reference period, the date of the general announcement of the projected redundancies



2. Enter the following information:

- (1) Select or enter the *date*
- (2) Click on [Update](#) to save the information

D.1.2(a)(ii)

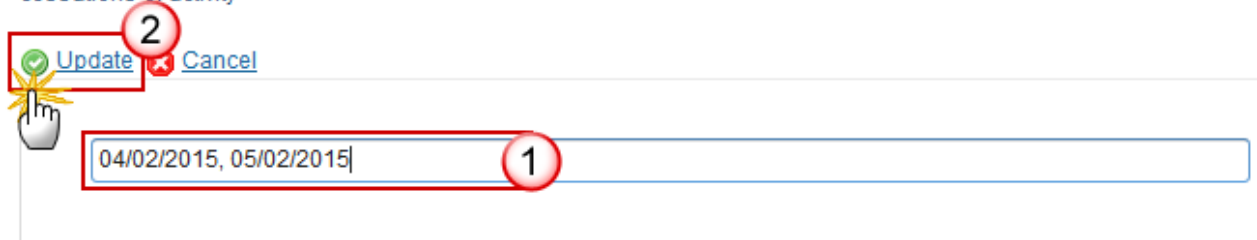
1. Click on the **EDIT** button  to edit the Dates of the redundancies or cessations of activities:

D.1.2 (a) (ii) For such redundancies before or after the applicable reference period, the dates of the redundancies or cessations of activity



The information becomes editable:

D.1.2 (a) (ii) For such redundancies before or after the applicable reference period, the dates of the redundancies or cessations of activity




2. Enter the following information:

(1) Enter the date(s)

(2) Click on [Update](#) to save the information

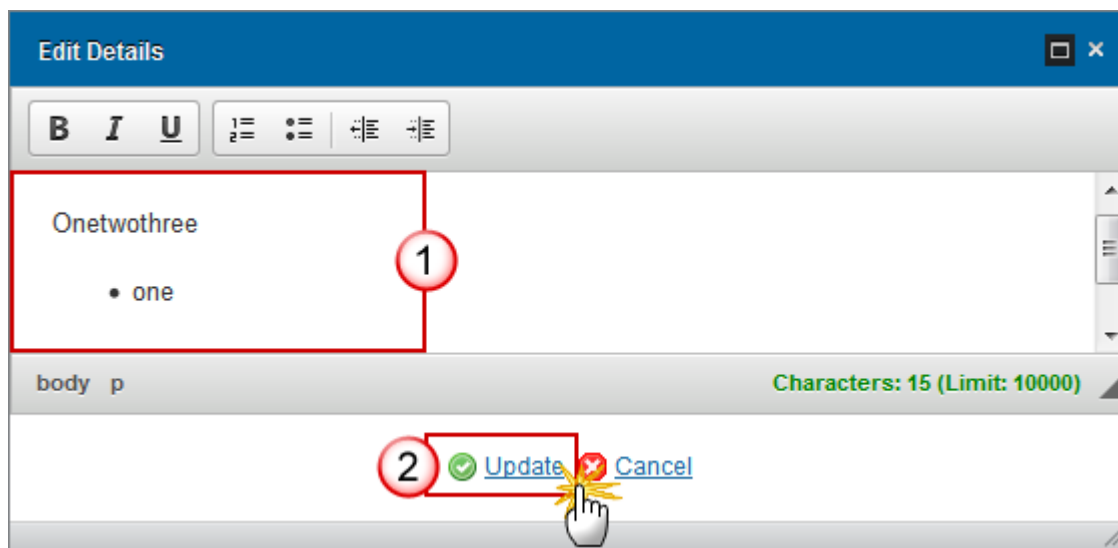
D.1.2(a)(iii)

1. Click on the **EDIT** button  to edit the Explanation of the casual link with the event which triggered the redundancies during the reference period:

D.1.2 (a) (iii) For such redundancies before or after the applicable reference period, an explanation of the causal link with the event which triggered the redundancies during the reference period



The Edit Details pop-up window appears:




2. Enter the following information:

(1) Enter the text

(2) Click on [Update](#) to save the information

D.1.2(a)(iv)

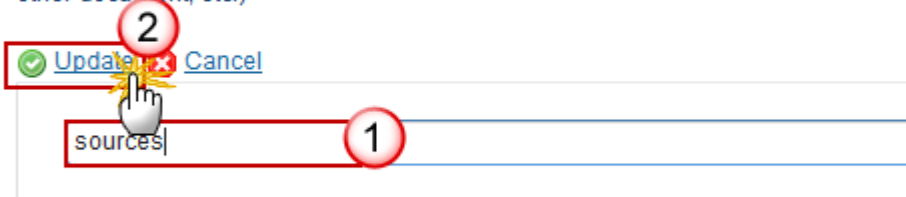
1. Click on the **EDIT** button  to add the *sources for the supporting documents*.

D.1.2 (a) (iv) For such redundancies before the reference period, indicate the date of the redundancies or cessations of activity and add the source(s) for the supporting document(s) (e.g. notification of the relevant ministry, press release, other document, etc.)



The information becomes editable:

D.1.2 (a) (iv) For such redundancies before the reference period, indicate the date of the redundancies or cessations of activity and add the source(s) for the supporting document(s) (e.g. notification of the relevant ministry, press release, other document, etc.)



D.1.3 Total number of eligible beneficiaries

674

2. Enter the following information:
 - (1) Enter the text
 - (2) Click on [Update](#) to save the information


E Targeted Beneficiaries

Total Number and breakdown

1. Click on the **EDIT** button  to edit the values:

E. TARGETED BENEFICIARIES


Number of targeted beneficiaries (eligible beneficiaries expected to participate in the proposed actions) and breakdown by sex, nationality and age group

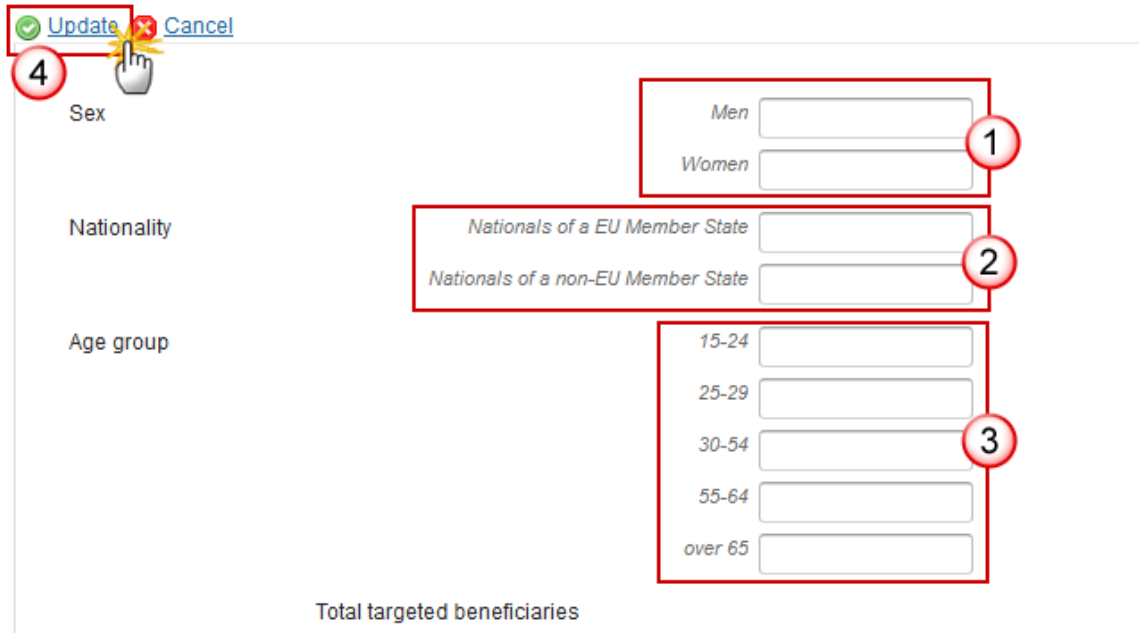


Sex	Men
	Women
Nation	Nationals of a EU Member State
	Nationals of a non-EU Member State
Age group	15-24
	25-29
	30-54
	55-64
	over 65
Total targeted beneficiaries	

The Edit Details pop-up window appears:

E. TARGETED BENEFICIARIES

Number of targeted beneficiaries (eligible beneficiaries expected to participate in the proposed actions) and breakdown by sex, nationality and age group 



4

Sex

Men

Women

1

Nationality

Nationals of a EU Member State

Nationals of a non-EU Member State

2

Age group

15-24

25-29

30-54

55-64

over 65

3

Total targeted beneficiaries

2. Enter the following information:

- (1) Enter the values for *Sex*
- (2) Enter the values for *Nationality*
- (3) Enter the values for *Age Group*
- (4) Click on [Update](#) to save the information

The value for *Total Targeted Beneficiaries* is automatically updated and also the relevant percentage is now added for each item in the breakdown categories.

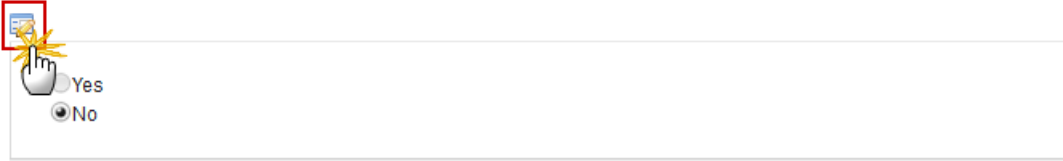
NEETs

1. Click on the **EDIT** button  to edit the selection

E. TARGETED BENEFICIARIES

Targeted young persons not in education, employment or training (NEETs) 

Does the applicant intend to provide assistance to NEETs in addition to workers made redundant and self-employed persons whose activity has ceased?



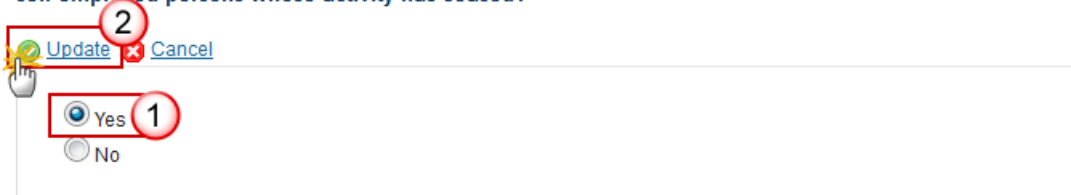
The screenshot shows a form with a question and two radio button options: 'Yes' and 'No'. The 'No' option is selected. At the top left of the form area, there is a small icon of a hand with a yellow starburst, indicating that the form is currently disabled or not editable. The 'Update' button is also disabled.

The section becomes editable:

E. TARGETED BENEFICIARIES

Targeted young persons not in education, employment or training (NEETs) 

Does the applicant intend to provide assistance to NEETs in addition to workers made redundant and self-employed persons whose activity has ceased?



The screenshot shows the same form as above, but now the 'Yes' option is selected. The 'Update' button is now enabled and highlighted with a red box and a circled '2'. The 'No' option is unselected. The 'Update' button is highlighted with a red box and a circled '2', and the 'Yes' radio button is highlighted with a red box and a circled '1'.

- (1) Select one of the options provided
- (2) Click on [Update](#) to save the information

REMARK

If the 'Yes' option is selected NEETs subsections appear in the menu and become editable. If the 'No' option is kept, then the NEETs subsections remain disabled.

Redundancies in YEI Regions

1. Click on the **ADD** button  to add the information:

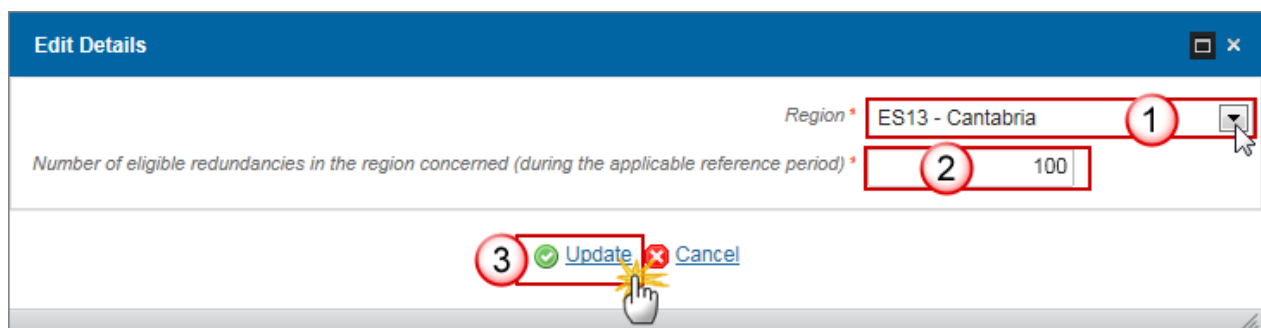
E. TARGETED BENEFICIARIES

Targeted young persons not in education, employment or training (NEETs)

Number of redundancies within the meaning of Article 3 of the EGF Regulation which have occurred in NUTS 2 level regions eligible under the Youth Employment Initiative (YEI) 



The Edit Details pop-up window appears:



2. Enter the following information:

(1) Select the *Region* from the drop-down list

The Regions list contains all NUTS codes at level 2 of the country of the Application (= four alphanumeric code).

(2) Enter the *Number of eligible redundancies*

(3) Click on [Update](#) to save the information

Total number and Breakdown

1. Click on the **ADD** button  to add the information on the *Number of targeted NEETs*:

E. TARGETED BENEFICIARIES

Targeted young persons not in education, employment or training (NEETs)

Number of targeted NEETs



REGION EDIT NUMBER UNDER THE YEI NUMBER OF NEETS RESIDING IN THE REGION CONCERNED TO WHOM THE APPLICANT MEMB

The Edit Details pop-up window appears:

Edit Details

Region * ES11 - Galicia 1

concerned to whom the applicant Member State expects to provide personalised services co-financed by the EGF * 100 2

3 Update Cancel

2. Enter the following information:

(1) Select the *Region* from the drop-down list

The Regions list contains all NUTS codes at level 2 of the country of the Application (= four alphanumeric code).

(2) Enter the *Number of NEETs residing in the region*

(3) Click on [Update](#) to save the information

3. Click on the **EDIT** button  to select the option:

Deadline to support NEETs

The applicant hereby confirms that the measures for NEETs will be implemented at the latest on 31 December 2017

The option becomes editable:

Deadline to support NEETs

Update Cancel

The applicant hereby confirms that the measures for NEETs will be implemented at the latest on 31 December 2017

(1) Click in the box to select the option *Confirmation of implementation by 31 December 2017*

(2) Click on [Update](#) to save the selection

4. Click on the **EDIT** button  to select the option:

Indicate whether the applicant Member State has decided to render support to NEETs under the age of 30 (between 25 and 29 years) on the date of the submission of the application

Yes, the Member State has decided to render support to NEETs between the age of 25-29

No, the Member State has decided not to render support to NEETs between the age of 25-29

The option becomes editable:

of 30 (between 25 and 29 years) on the date of the submission of the application

Update Cancel

Yes, the Member State has decided to render support to NEETs between the age of 25-29

No, the Member State has decided not to render support to NEETs between the age of 25-29

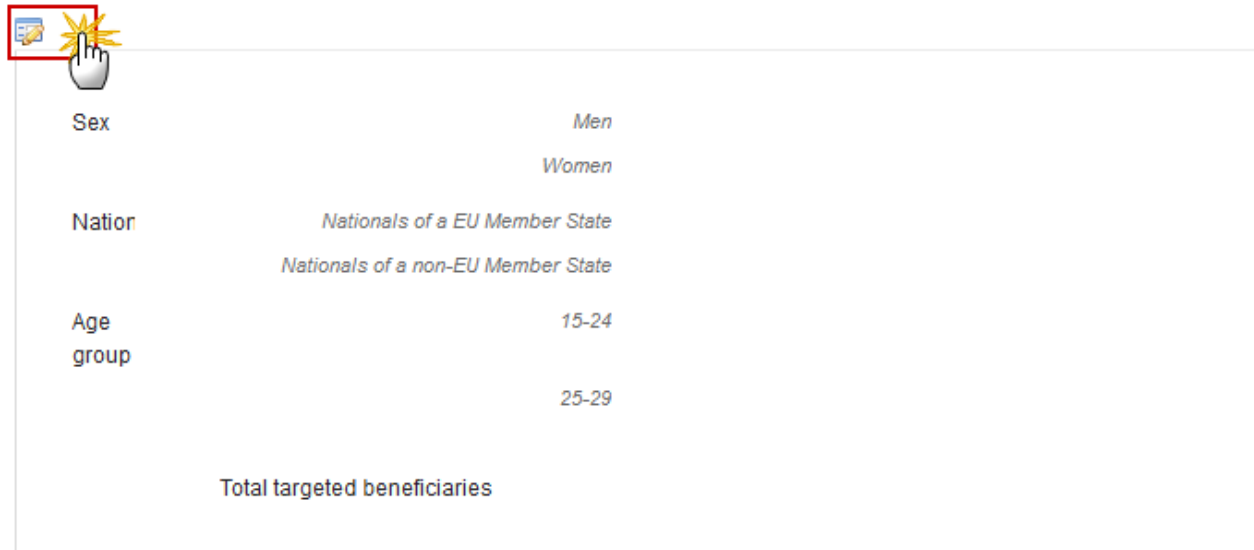
(1) Select one of the available options

(2) Click on [Update](#) to save the selection

NOTE	If the answer is NO, you are now allowed to encode a value for E.2.4 Age 15-24.
-------------	---

5. Click on the **EDIT** button  to edit the values:

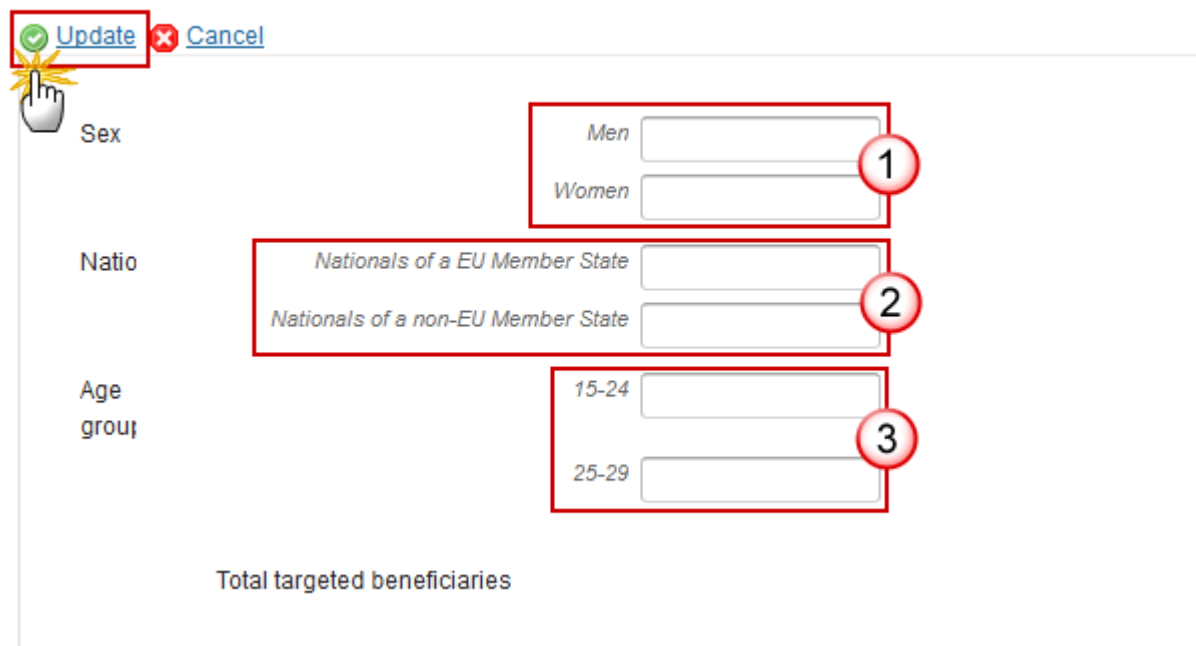
Breakdown of the number of targeted NEETs by sex, nationality and age group



Sex	<i>Men</i>
	<i>Women</i>
Nation	<i>Nationals of a EU Member State</i>
	<i>Nationals of a non-EU Member State</i>
Age group	15-24
	25-29
Total targeted beneficiaries	

The Edit Details pop-up window appears:

Breakdown of the number of targeted NEETs by sex, nationality and age group




Sex	<i>Men</i> <input type="text"/>
	<i>Women</i> <input type="text"/>
Natio	<i>Nationals of a EU Member State</i> <input type="text"/>
	<i>Nationals of a non-EU Member State</i> <input type="text"/>
Age group	15-24 <input type="text"/>
	25-29 <input type="text"/>
Total targeted beneficiaries	

6. Enter the following information:
 - (1) Enter the values for *Sex*
 - (2) Enter the values for *Nationality*
 - (3) Enter the values for *Age Group**
 - (4) Click on [Update](#) to save the information

The value for *Total Targeted Beneficiaries* is automatically updated.

*NOTE	<p>When the Member State has not decided to render support to NEETs between the age of 25-29, then the Age Group fields are emptied and disabled.</p> <p>The Total number of targeted NEETs over YEI Regions, over Sex, over Nationality and over Age Group must be equal. This will be checked by a validation rule.</p>
--------------	---

Selection Methods

1. Click on the **EDIT** button  to edit the Description of the methods or criteria used for selecting the targeted NEETs:

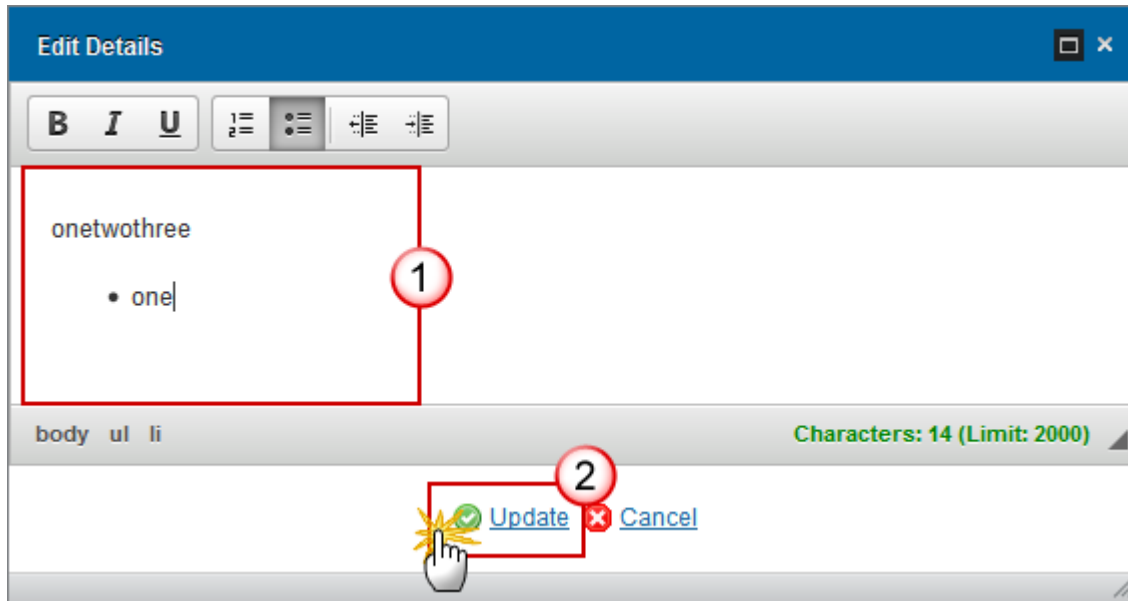
E. TARGETED BENEFICIARIES

Targeted young persons not in education, employment or training (NEETs)

Description of the methods or criteria used for selecting the targeted NEETs



The Edit Details pop-up window appears:



2. Enter the following information:

- (1) Enter the text
- (2) Click on [Update](#) to save the information

F Equality and non-discrimination

1. Click on the EDIT button  to select the option:

F. EQUALITY BETWEEN MEN AND WOMEN AND NON-DISCRIMINATION

F.1 Confirmation of non-discrimination



The applicant hereby declares that it will ensure that equality between men and women and the integration of the gender perspective are an integral part of, and are promoted during, the various stages of the financial contribution from the EGF and that it will take all appropriate steps to prevent discrimination based on sex, racial and ethnic origin, religion or belief, disability, age or sexual orientation in access to the EGF and during the various stages of the implementation of the financial contribution

The option becomes editable:

F.1 Confirmation of non-discrimination

2 Update Cancel

1 applicant hereby declares that it will ensure that equality between men and women and the integration of the gender perspective are an integral part of, and are promoted during, the various stages of the financial contribution from the EGF and that it will take all appropriate steps to prevent discrimination based on sex, racial and ethnic origin, religion or belief, disability, age or sexual orientation in access to the EGF and during the various stages of the implementation of the financial contribution

- (1)** Click in the box to select the declaration
- (2)** Click on [Update](#) to save the selection

G Proposed actions

G.1 Measures (*personalised services*)

Concerning the Total line:

- The Total of "Number of beneficiaries targeted" = "Total targeted beneficiaries" from E.1
- The Total of "Number of NEETS targeted" = "Total targeted beneficiaries" from E.2.4
- The Total of "Number of workers targeted" = Total of "Number of beneficiaries targeted" - Total of "Number of NEETS targeted"

NEETs and beneficiary related tables (G1.1(b) and G1.1(c)) will only be shown if and only if NEETs are present.

Columns Ineligible amount and Final workers/NEETs cost are present if and only if the EGF application version has been accepted with ineligible amounts.

The Measures section is divided into different parts:

- G.1 Description of the proposed coordinated package of personalised services and related expenditure including, in particular, any measures in support of employment initiatives for disadvantaged, older and young beneficiaries
- G.1.1 Estimated budget of each of the components of the proposed coordinated package of personalised services in support of targeted workers, NEETs & beneficiaries.
- G.1.2 Date on which the personalised services to the targeted beneficiaries were started or are due to be started

- G.1.3 Confirmation of the beneficiaries active involvement

These are explained in detail below:

G.1

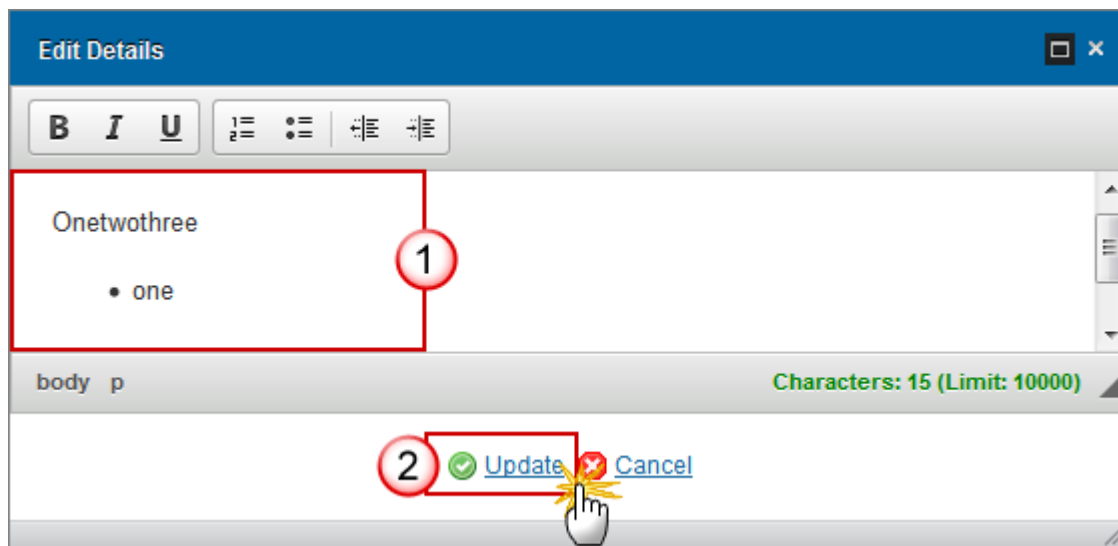
1. Click on the **EDIT** button  to edit the Description of measures (personalised service):

G. PROPOSED ACTIONS

G.1 Description of the proposed coordinated package of personalised services and related expenditure including, in particular, any measures in support of employment initiatives for disadvantaged, older and young beneficiaries



The Edit Details pop-up window appears:



2. Enter the following information:
 - (1) Enter the text
 - (2) Click on [Update](#) to save the information

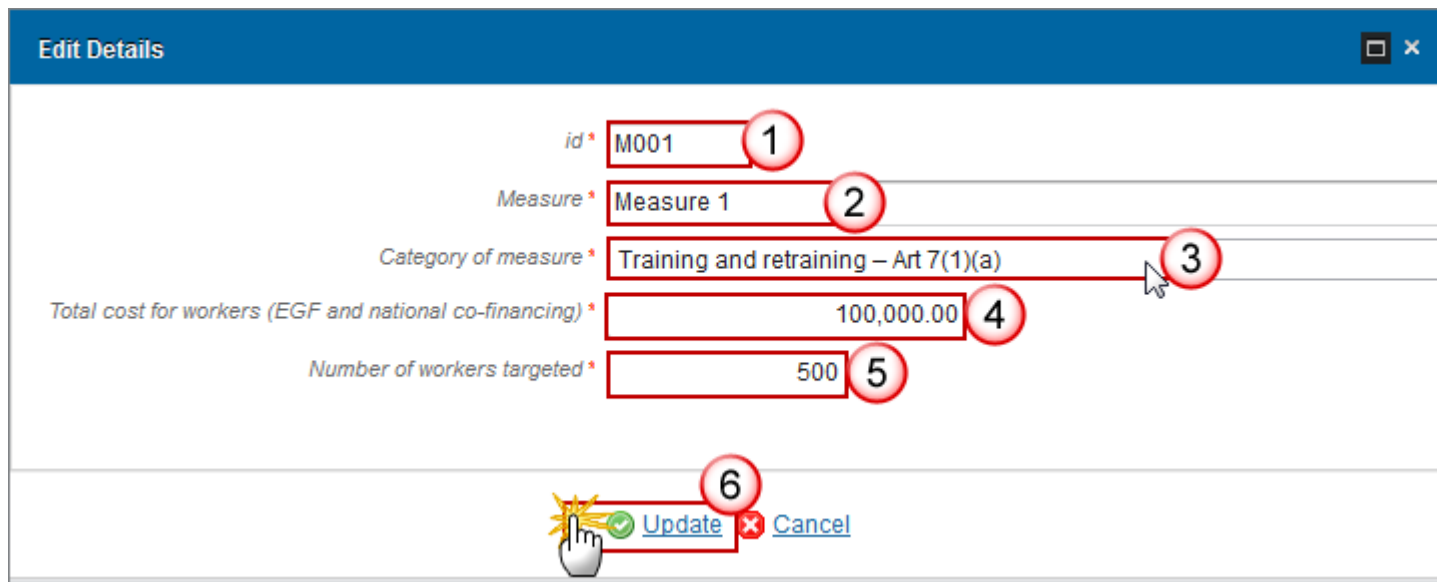
G.1.1 (a)

1. Click on the **ADD** button  to add the *Estimated budget in support of targeted workers*:

G.1.1 (a) Estimated budget of each of the components of the proposed coordinated package of personalised services in support of targeted workers

ID	MEASURE	CATEGORY OF MEASURE	NUMBER OF WORKERS TARGETED	COST PER WORKER TARGETED	TOTAL COST FOR WORKERS (EGF AND NATIONAL CO-FINANCING)

The Edit Details pop-up window appears:



Edit Details

id * 1

Measure * 2

Category of measure * 3

Total cost for workers (EGF and national co-financing) * 4

Number of workers targeted * 5

6

2. Enter the following information:

- (1) Enter the *id*
- (2) Enter the *Measure*
- (3) Select the *Category of measure* from the drop-down list
- (4) Enter the *Total cost for workers*

- (5) Enter the *Number of workers targeted*
- (6) Click on [Update](#) to save the information

G.1.1 (b)

1. Click on the **ADD** button  to add the *Estimated budget in support of targeted NEETs*:

G.1.1 (b) Estimated budget of each of the components of the proposed coordinated package of personalised services in support of targeted NEETs

ID	MEASURE	CATEGORY OF MEASURE	NUMBER OF NEETS TARGETED	COST PER NEET TARGETED	TOTAL COST FOR NEETS (EGF AND NATIONAL CO-FINANCING)

The Edit Details pop-up window appears:

Edit Details
✖

id * 1

Measure * 2

Category of measure * 3

Total cost for NEETs (EGF and national co-financing) * 4

Number of NEETs targeted * 5

6

Update
✖ Cancel

2. Enter the following information:

- (1) Enter the *id*

- (2) Enter the *Measure*
- (3) Select the *Category of measure* from the drop-down list
- (4) Enter the *Total cost for NEETs*
- (5) Enter the *Number of NEETs targeted*
- (6) Click on [Update](#) to save the information


G.1.1 (c)

Summary of the *estimated budget in support of targeted beneficiaries*:

G.1.1 (c) Estimated budget of each of the components of the proposed coordinated package of personalised services in support of targeted beneficiaries

ID	MEASURE	CATEGORY OF MEASURE	NUMBER OF BENEFICIARIES TARGETED	COST PER BENEFICIARY TARGETED	TOTAL COST (EGF AND NATIONAL CO-FINANCING)
M001	MPS_EC	Direct job creation – Art. 7(1)(a)	450	222.22	100,000.00
M003	MPS_EC	Promotion of entrepreneurship – Art. 7(1)(a)	200	75.00	15,000.00
Total			0		115,000.00

G.1.2

1. Click on the **EDIT** button  to edit the Date on which personalised services started/due to start:

G.1.2 Date on which the personalised services to the targeted beneficiaries were started or are due to be started



The date becomes editable:

G.1.2 Date on which the personalised services to the targeted beneficiaries were started or are due to be started



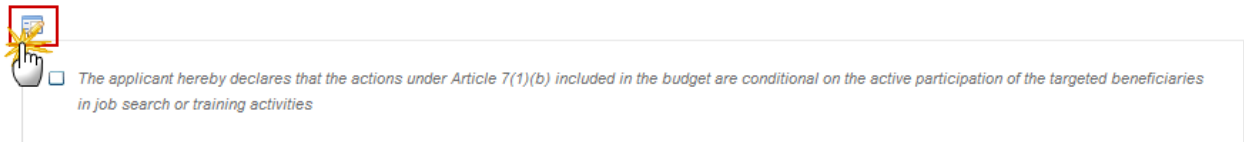
2. Enter the following information:

- (1) Select or enter the *date*
- (2) Click on [Update](#) to save the information

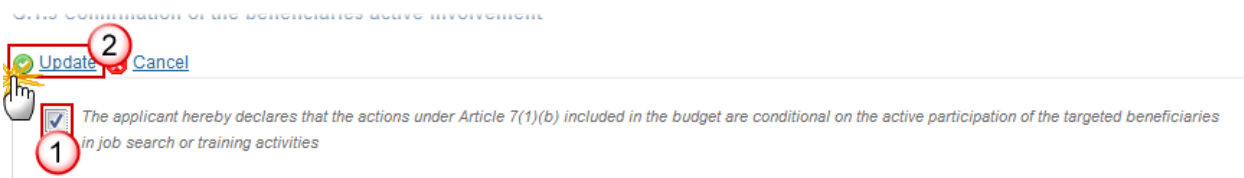
G.1.3

1. Click on the **EDIT** button  to select the option:

G.1.3 Confirmation of the beneficiaries active involvement



The option becomes editable:



- (1) Click in the box to select the declaration
- (2) Click on [Update](#) to save the selection


G.2 Activities (to implement the EGF)

The Activities section is divided into 3 different parts:


- G.2 Short description of the preparation, management, information and publicity, control and reporting activities for which a financial contribution from the EGF is requested
- G.2.1 Estimated budget of each of the components of any such preparatory, management, information and publicity, control and reporting activities
- G.2.2 Date on which the preparatory, management, information and publicity, control and reporting activities were started or are due to be started

These are explained in detail below:

G.2

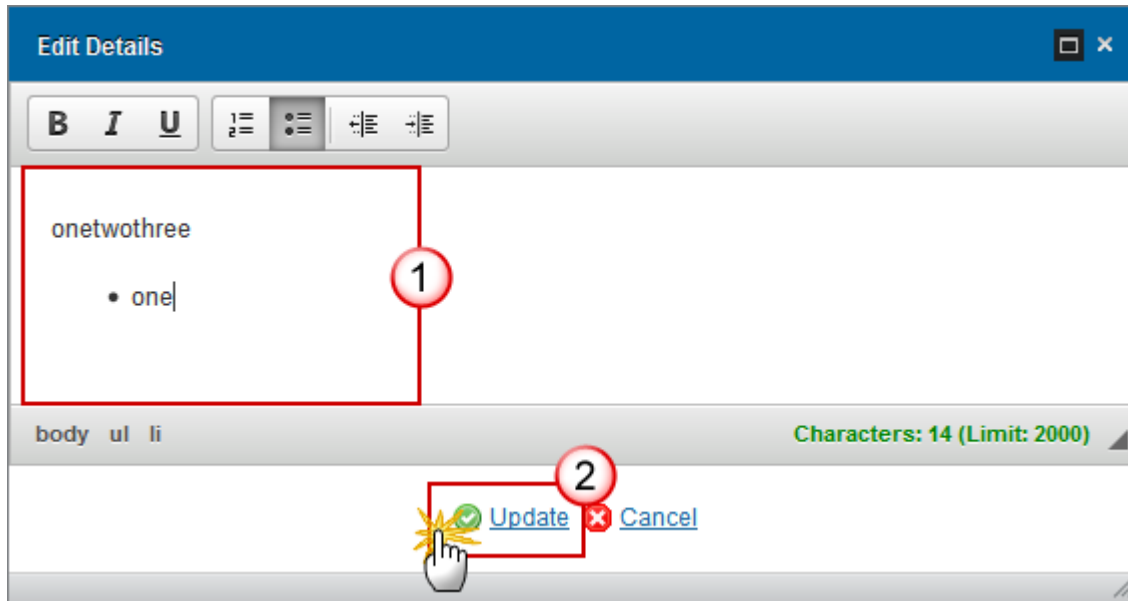
1. Click on the **EDIT** button  to edit the *Description of activities*:

G. PROPOSED ACTIONS

G.2 Short description of the preparation, management, information and publicity, control and reporting activities for which a financial contribution from the EGF is requested 



The Edit Details pop-up window appears:




2. Enter the following information:

- (1) Enter the text
- (2) Click on [Update](#) to save the information

G.2.1

NOTE	<p>In section G.2.1 the category 'Other' should not be used by the Member State anymore.</p> <p>Since there are existing applications that already have 'Other' amount, this field cannot be deleted altogether. Instead for existing applications this row will be displayed and editable only if an amount already exists. If this amount is updated the only new amount that will be accepted is 0.</p> <p>For new applications the 'Other' category row will not appear at all.</p>
-------------	---

- 1. Select a row and click on the **EDIT** button  to edit the *Estimated budget* (All pre-defined Activities are automatically foreseen):

G.2.1 Estimated budget of each of the components of any such preparatory, management, information and publicity, control and reporting activities

ID	ACTIVITY	TOTAL WORKERS COST (EGF AND NATIONAL CO-FINANCING)	TOTAL NEETS COST (EGF AND NATI)
1	Preparatory		
2	Management		
3	Information and publicity		
4	Control activities		
5	Other		
Total			

The Edit Details pop-up window appears:

Activity 1 - Preparatory

Total NEETS cost (EGF and national co-financing) 1 10,000.00

Total workers cost (EGF and national co-financing) 2 100,000.00

3 Update Cancel

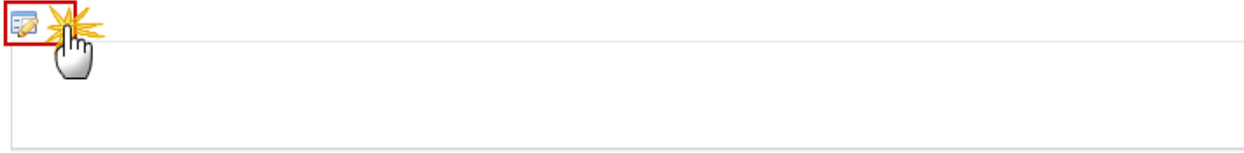
2. Enter the following information for each activity:

- (1) Enter the *Total NEETS cost*
- (2) Enter the *Total workers cost*
- (3) Click on [Update](#) to save the information

G.2.2

1. Click on the **EDIT** button  to edit the Date on which activities started/due to start:

G.2.2 Date on which the preparatory, management, information and publicity, control and reporting activities were started or are due to be started



The date becomes editable:

G.2.2 Date on which the preparatory, management, information and publicity, control and reporting activities were started or are due to be started



2. Enter the following information:

- (1) Select or enter the *date*
- (2) Click on [Update](#) to save the information

G.3 Overview of total budget

The following information is displayed. This section is non-editable.

G. PROPOSED ACTIONS

G.3 Overview of total budget



G.3.1 Total cost of measures

110,000

G.3.2 Total cost of activities to implement the EGF

0

G.3.3 Total cost

110,000

G.3.4 Total EGF contribution towards this application

66,000

G.3.6 Percentages

G.3.6.1 Cost of special time-limited measures (e.g. job-search allowances, employers' recruitment incentives...) as percentage of the total costs for personalised services (for workers only)

0.00%


G.3.6.2 Cost of special time-limited measures (e.g. job-search allowances, employers' recruitment incentives...) as percentage of the total costs for personalised services (for NEETs only)

0.00%

G.3.6.3 Cost of activities to implement the EGF as a percentage of the estimated total budget (measures and activities)

0.00%

H Consultation of targeted beneficiaries

1. Click on the **EDIT** button  to edit the *Description of procedures*:

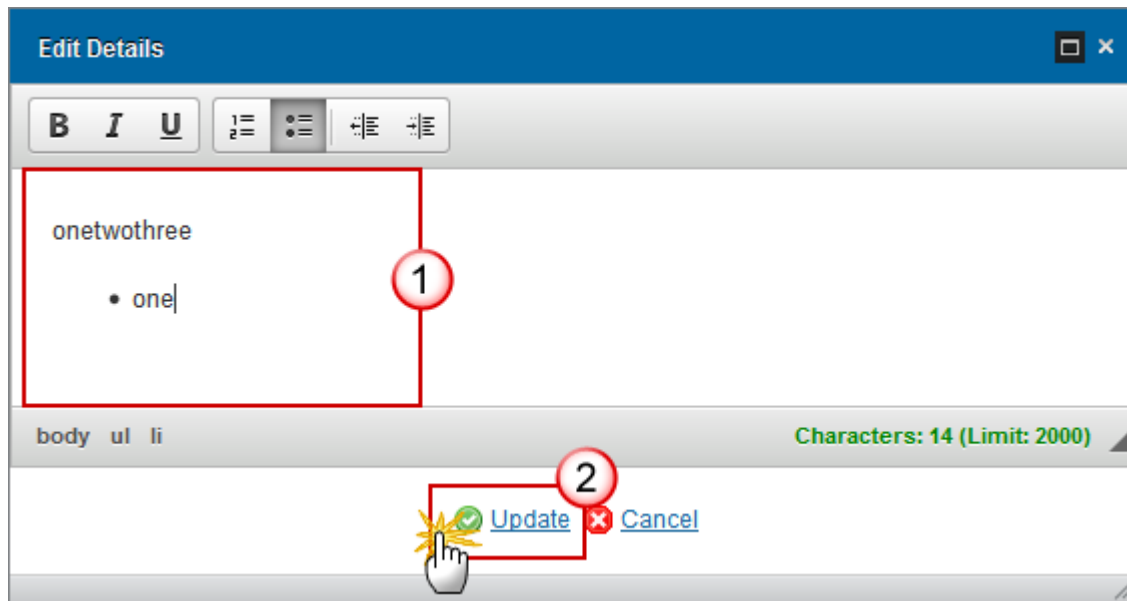
H. CONSULTATION OF TARGETED BENEFICIARIES



H.1 Description of the procedures followed for consulting the targeted beneficiaries or their representatives or the social partners as well as local and regional authorities or other relevant organisation as applicable



The Edit Details pop-up window appears:



2. Enter the following information:

- (1) Enter the text
- (2) Click on [Update](#) to save the information

I Complementarity and compliance

1.1-2-3 Non Replacement

The Non Replacement section is divided into 3 different parts:


- I. 1 The applicant hereby states that the personalised services do not replace actions that are the responsibility of companies by virtue of national law or collective agreements
- I.2 Explanation of why the personalised services do not replace measures that are the responsibility of companies by virtue by national law or collective agreements
- I.3 Information on actions that are mandatory for the enterprise(s) concerned by virtue or national law or pursuant to collective agreements

These are explained in detail below:

I.1

1. Click on the **EDIT** button  to select the option:

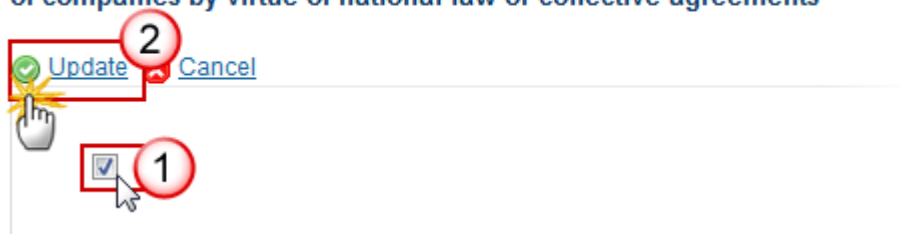
I. COMPLEMENTARITY, COMPLIANCE AND COORDINATION

I. 1 The applicant hereby states that the personalised services do not replace actions that are the responsibility of companies by virtue of national law or collective agreements 



The option becomes editable:

I. 1 The applicant hereby states that the personalised services do not replace actions that are the responsibility of companies by virtue of national law or collective agreements



- (1) Click in the box to select the option
- (2) Click on [Update](#) to save the selection

NOTE	Section I.2 will only be visible when the option in I.1 has been selected.
-------------	--

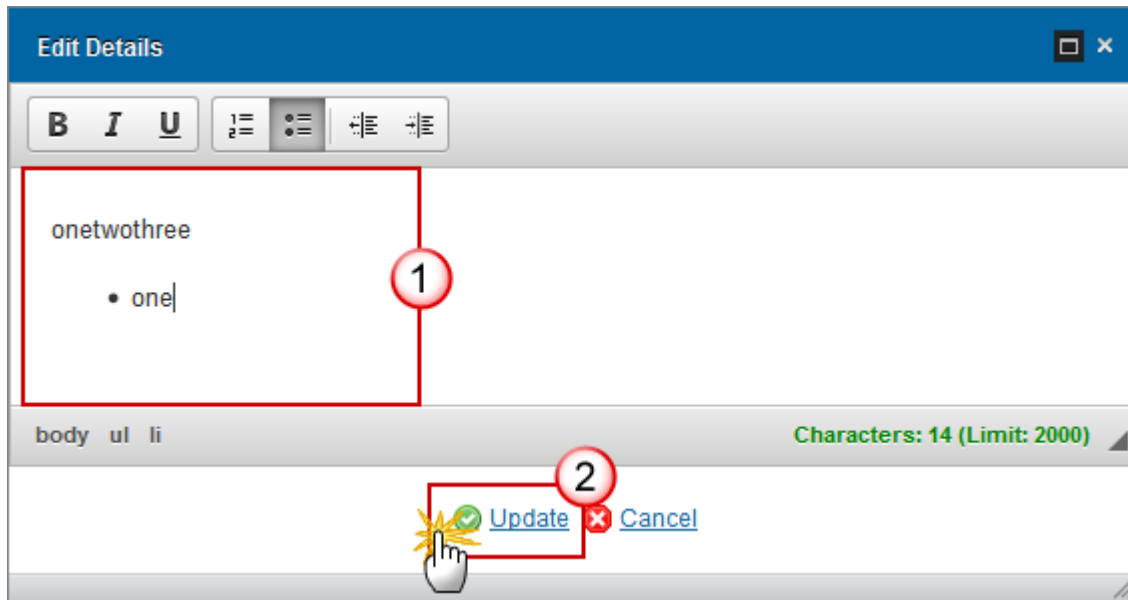
I.2

1. Click on the **EDIT** button  to edit the *Explanation*:

I.2 Explanation of why the personalised services do not replace measures that are the responsibility of companies by virtue of national law or collective agreements




The Edit Details pop-up window appears:



2. Enter the following information:

- (1) Enter the text
- (2) Click on [Update](#) to save the information

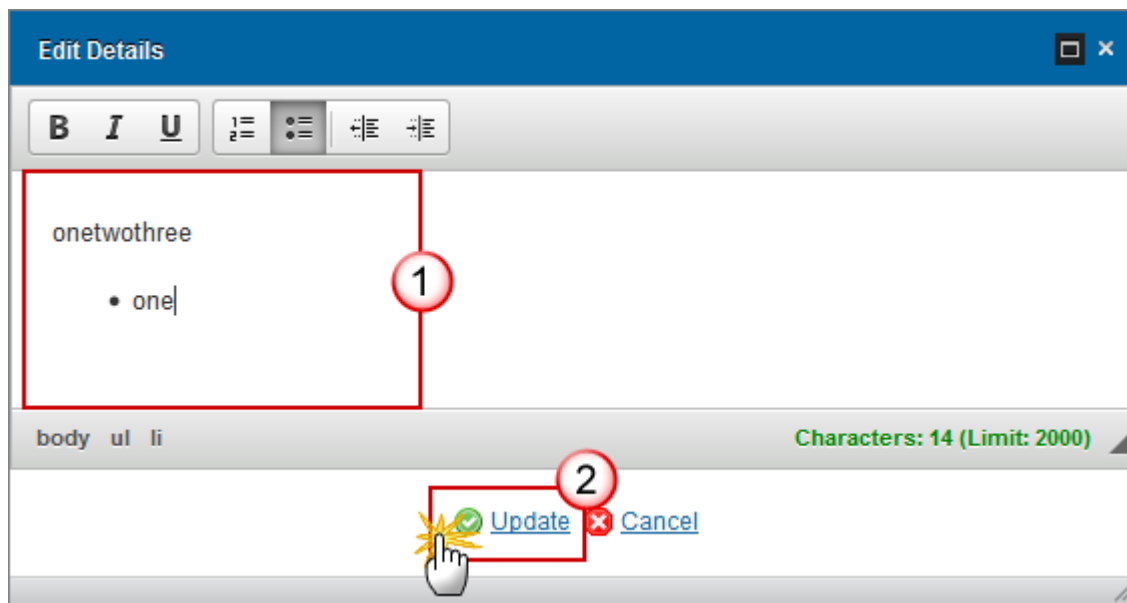
I.3

1. Click on the **EDIT** button  to edit the *Information on actions*:

I.3 Information on actions that are mandatory for the enterprise(s) concerned by virtue of national law or pursuant to collective agreements



The Edit Details pop-up window appears:



2. Enter the following information:

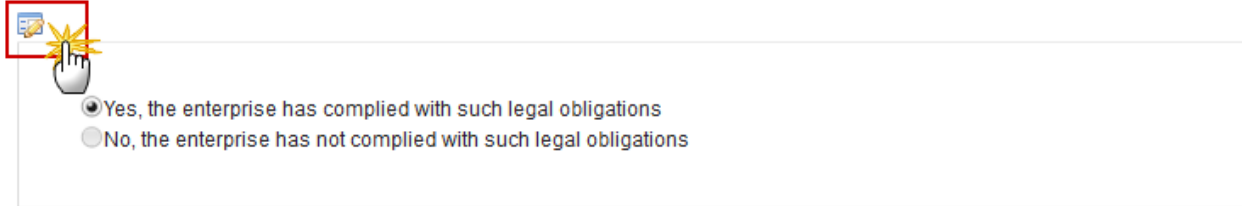
- (1) Enter the text
- (2) Click on [Update](#) to save the information

I.4 Legal obligations

1. Click on the EDIT button  to select the option:

I. COMPLEMENTARITY, COMPLIANCE AND COORDINATION

I. 4 Only if the application is based on the criteria of Article 4(1)(a) or of Article 4(2) in cases where the criteria of Article 4(1)(a) are not entirely met: If the dismissing enterprise (principal enterprise) has continued its activities after the lay-offs, please confirm that it has complied with its legal obligations governing the redundancies and has provided for its workers accordingly



Yes, the enterprise has complied with such legal obligations
 No, the enterprise has not complied with such legal obligations

The option becomes editable:

redundancies and has provided for its workers accordingly



Yes, the enterprise has complied with such legal obligations
 No, the enterprise has not complied with such legal obligations

- (1) Select one of the available options
- (2) Click on [Update](#) to save the selection

1.5 National or other funding

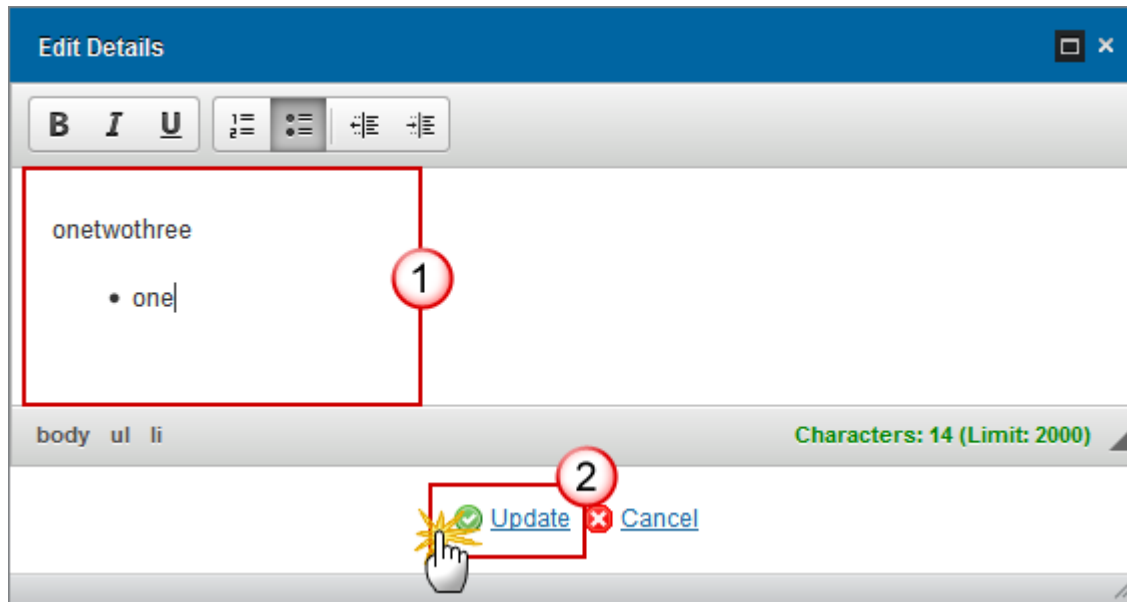
- 1. Click on the **EDIT** button  to edit the *Source of co-funding*:

I. COMPLEMENTARITY, COMPLIANCE AND COORDINATION

I.5 Sources of national pre-financing or co-funding and other co-funding if applicable



The Edit Details pop-up window appears:




2. Enter the following information:

- (1) Enter the text
- (2) Click on [Update](#) to save the information

1.6 Non-double funding

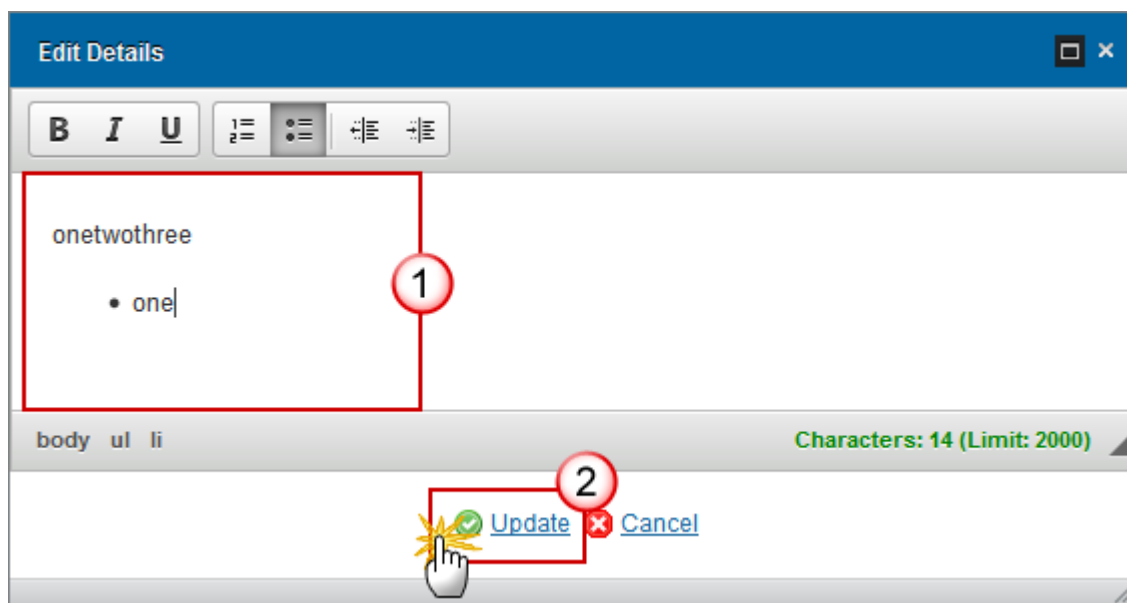
1. Click on the  to edit the *Description*:

I. COMPLEMENTARITY, COMPLIANCE AND COORDINATION

I.6 Description of the mechanisms by which the applicant Member State will ensure that the specific actions receiving a financial contribution from the EGF will not also receive assistance from other financial instruments of the European Union 



The Edit Details pop-up window appears:



2. Enter the following information:


(1) Enter the text

(2) Click on [Update](#) to save the information

1.7 Complementarity

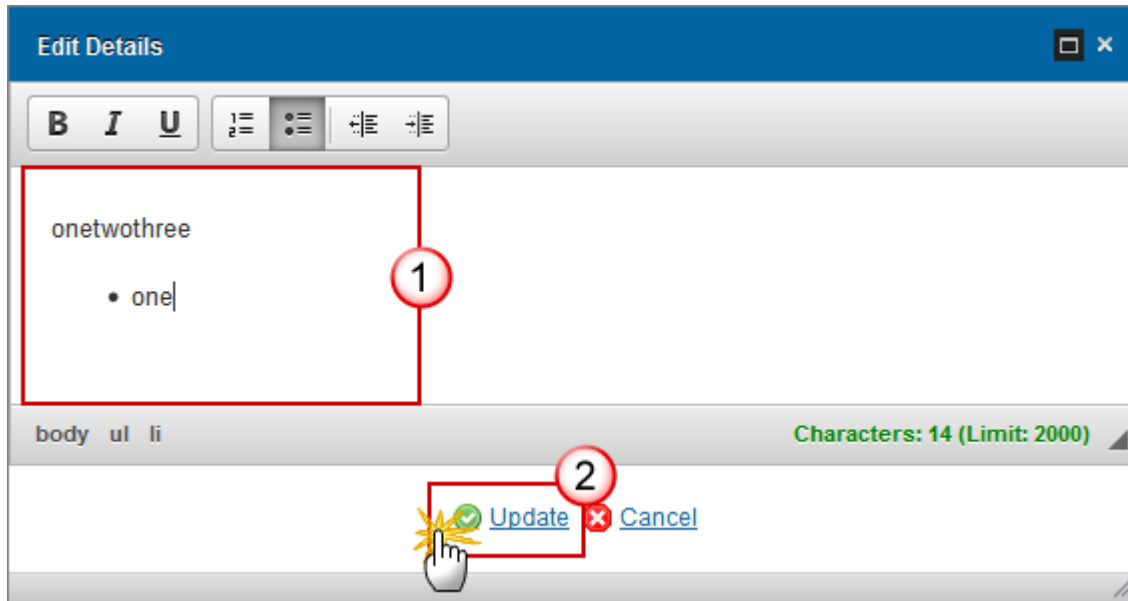
1. Click on the **EDIT** button  to edit the *Explanation*:

I. COMPLEMENTARITY, COMPLIANCE AND COORDINATION

I.7 Explanation of how the package of measures complements actions funded by other national or European Union funds (in particular the European Social Fund) 



The Edit Details pop-up window appears:



2. Enter the following information:


- (1) Enter the text
- (2) Click on [Update](#) to save the information

1.8 State aid compliance

1. Click on the **EDIT** button  to select the option:

I. COMPLEMENTARITY, COMPLIANCE AND COORDINATION

I.8 Confirmation of state-aid compliance

 *The applicant hereby states that the requested financial contribution from the EGF complies with the procedural and material rules of the European Union on State aid*

The option becomes editable:

I. COMPLEMENTARITY, COMPLIANCE AND COORDINATION

I.8 Confirmation of state-aid compliance



The applicant hereby states that the requested financial contribution from the EGF complies with the procedural and material rules of the European Union on State aid

[Update](#) [Cancel](#)

- (1) Click in the box to select the option
- (2) Click on [Update](#) to save the selection

J Information, communication and publicity

1. Click on the **EDIT** button  to edit the *Description*:

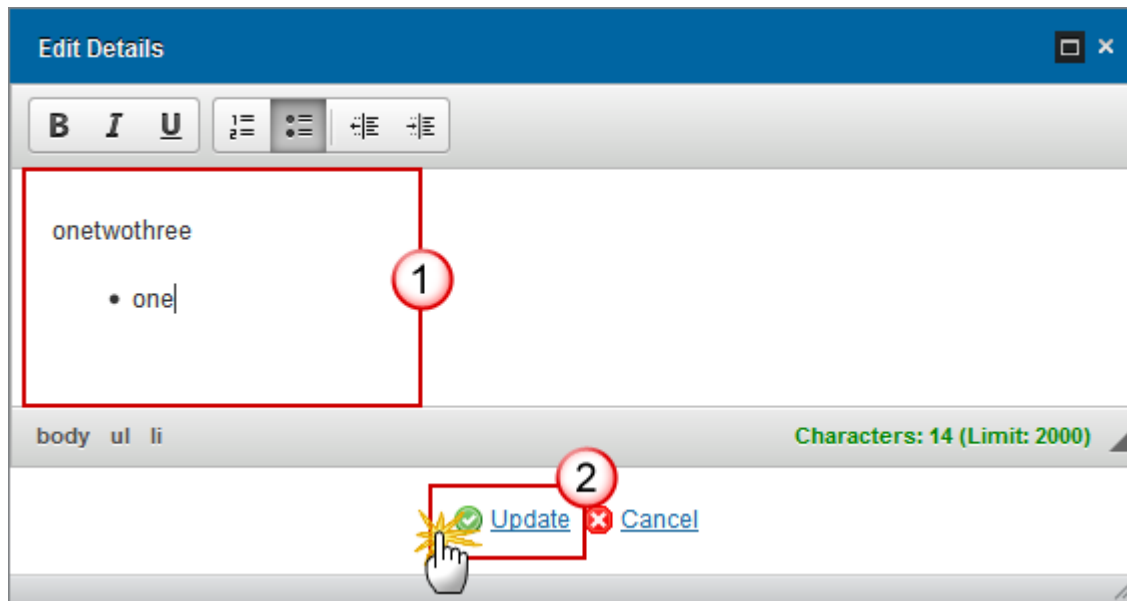
J. INFORMATION, COMMUNICATION AND PUBLICITY



J.1 Description of the activities that are planned to be carried out in order to provide information on the proposed actions and to ensure publicity on the financial contribution from the EGF and the role of the European Union



The Edit Details pop-up window appears:



2. Enter the following information:

- (1) Enter the text
- (2) Click on [Update](#) to save the information

K Management and financial control

K.1 Bodies responsible and systems

The Bodies responsible and systems section is divided into 4 different parts:

- (a) The tasks related to the management and control of the financial contribution from the EGF carried out by each of these bodies
- (b) The procedures by which claims for reimbursement of expenditure are received, verified, and validated, and by which payments to beneficiaries are authorised, executed and accounted for
- (c) The internal control systems and accounting systems
- (d) The details of the entity responsible for drawing up the statement justifying the expenditure as referred to the Article 18(e) of the EGF Regulation

These are explained in detail below:

K.1.(a)

1. Click on the **EDIT** button  to edit the *Description*:

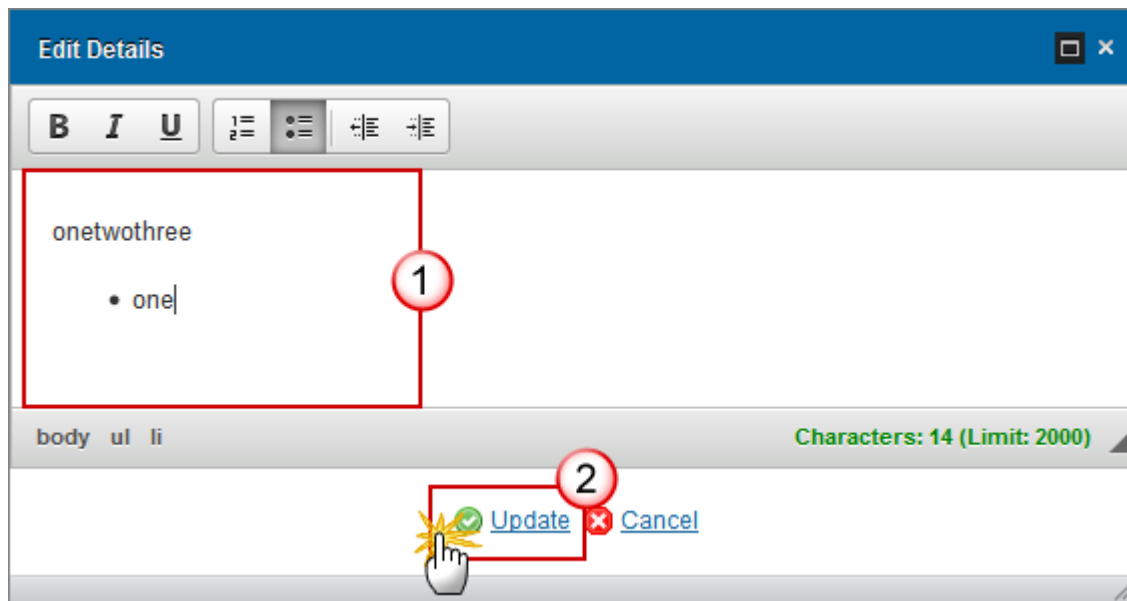
K. MANAGEMENT AND FINANCIAL CONTROL

K.1 Description of the bodies designated by the Member State to be responsible for the management and control of the actions supported by the EGF and of the management and control systems in place in these bodies

(a) The tasks related to the management and control of the financial contribution from the EGF carried out by each of these bodies



The Edit Details pop-up window appears:



2. Enter the following information:
 - (1) Enter the text
 - (2) Click on [Update](#) to save the information

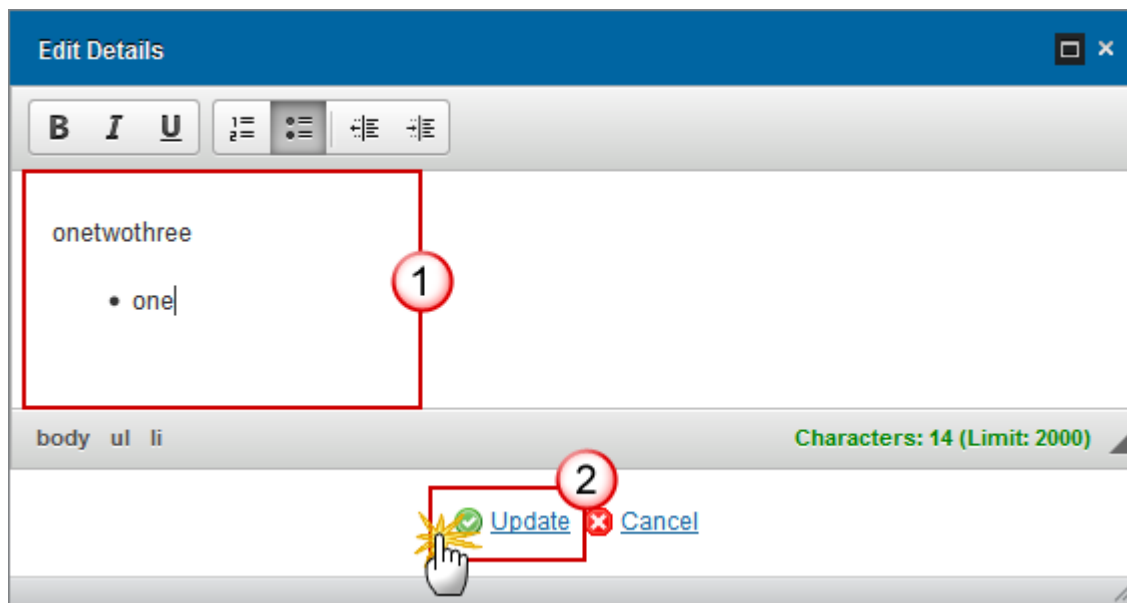
K.1.(b)

1. Click on the **EDIT** button  to edit the *Procedures*:

(b) The procedures by which claims for reimbursement of expenditure are received, verified, and validated, and by which payments to beneficiaries are authorised, executed and accounted for



The Edit Details pop-up window appears:



2. Enter the following information:
 - (1) Enter the text
 - (2) Click on [Update](#) to save the information

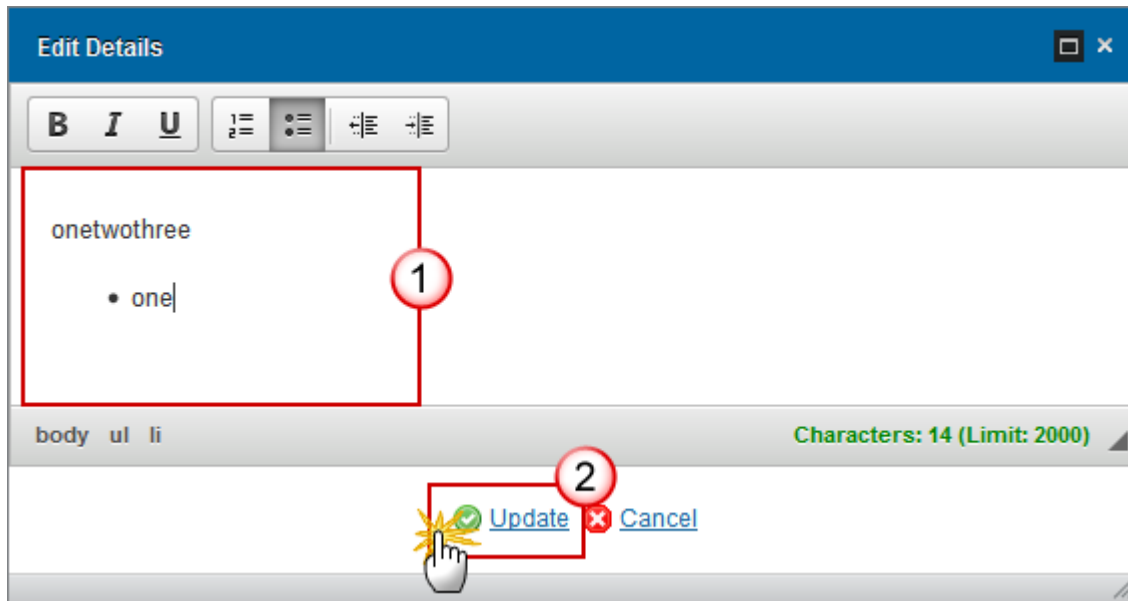
K.1.(c)

1. Click on the **EDIT** button  to edit the *Description*:

(c) The internal control systems and accounting systems



The Edit Details pop-up window appears:



2. Enter the following information:
 - (1) Enter the text
 - (2) Click on [Update](#) to save the information

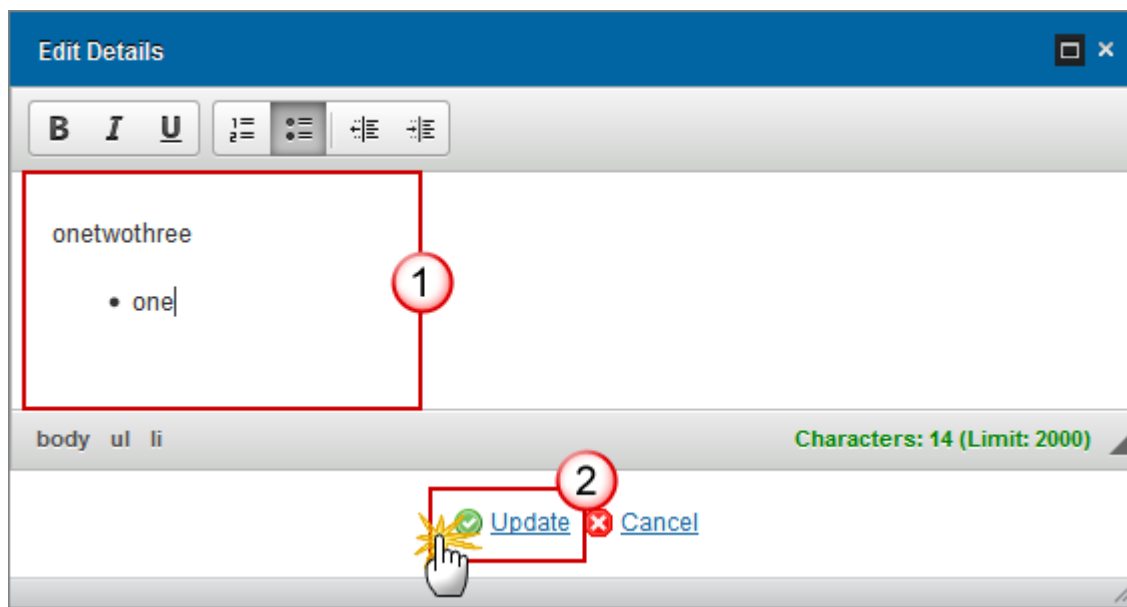
K.1.(d)

1. Click on the **EDIT** button  to edit the *Details*:

(d) The details of the entity responsible for drawing up the statement justifying the expenditure as referred to the Article 18(e) of the EGF Regulation



The Edit Details pop-up window appears:



2. Enter the following information:
 - (1) Enter the text
 - (2) Click on [Update](#) to save the information

K.2 Irregularities

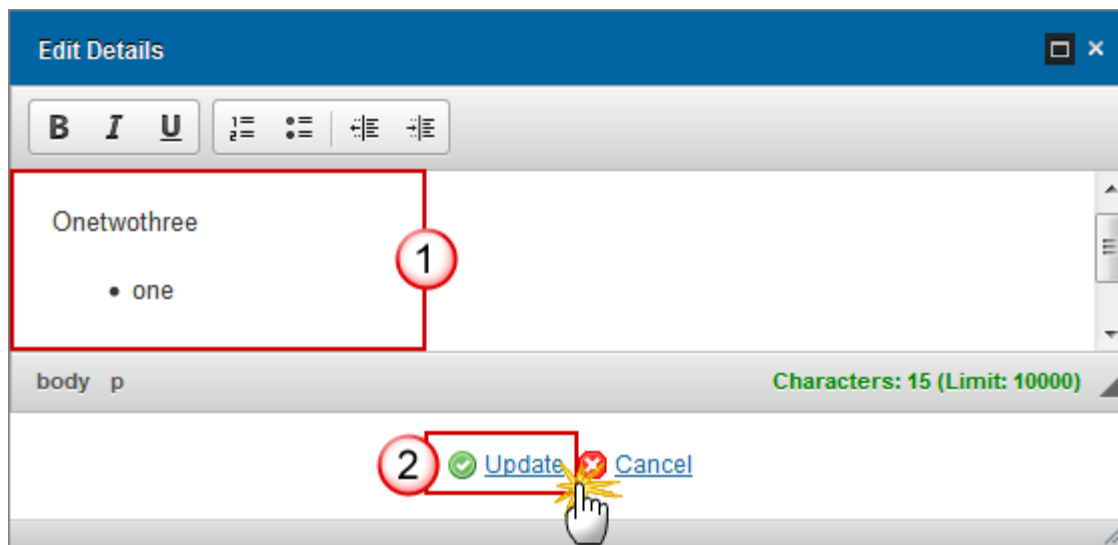
1. Click on the **EDIT** button  to edit the *Description*:

K. MANAGEMENT AND FINANCIAL CONTROL

K.2 Description of the systems in place for preventing, detecting and correcting irregularities as defined in Article 122 of Regulation (EU, Euratom) No 1303/2013 of the European Parliament and of the Council and for making the financial corrections required where an irregularity is detected



The Edit Details pop-up window appears:



2. Enter the following information:

(1) Enter the text

(2) Click on [Update](#) to save the information

K.3 Audit recommendations follow-up

1. Click on the EDIT button  to select the option:

K. MANAGEMENT AND FINANCIAL CONTROL

K.3 Follow-up of audit recommendations



If applicable, the applicant hereby states that any relevant recommendations of audits conducted by the European Commission regarding actions supported by the EGF have been adequately followed-up

The option becomes editable:

K.3 Follow-up of audit recommendations

[Update](#) [Cancel](#)

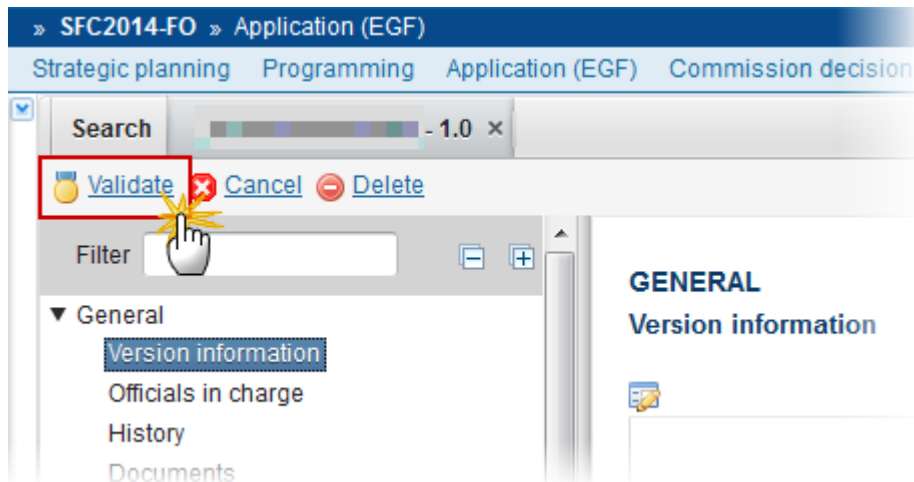
If applicable, the applicant hereby states that any relevant recommendations of audits conducted by the European Commission regarding actions supported by the EGF have been adequately followed-up

- (1) Click in the box to select the option
- (2) Click on [Update](#) to save the selection

Validate the Application (EGF)

REMARK	The Application EGF can be validated when the version currently resides at your Node and it is in a status ' OPEN '. It is a must to have the role of MS Managing Authority with update access.
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1. Click on the [Validate](#) link to validate the Application.



REMARK	An ERROR will block you from sending the Application. The error(s) should be resolved and the Application must be revalidated. NOTE that a WARNING does not block you from sending the Application.
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The system validates the following information:

Code	Validation Rule	Severity
2.1	Validate the maximum length of the text fields (implicit in web).	ERROR
2.2	validate that for version 1.0, either the document types 'PRG.LEF' and 'PRG.BAI' or 'PRG.LBV' were uploaded in the system (error). For consecutive versions, it is not mandatory to upload these documents.	ERROR
2.3	Validate that at least one official in charge of the Member State exists.	WARNING
2.4	Validate that the CCI code matches the following regular expression (.....05EGFA...) (implicit in web).	ERROR
2.6	Validate that the CCI code is allocated and belongs to the country of the User's node (implicit in Web).	ERROR
2.7	Validate in all relevant fields that the Economic Sectors exist in the EGF NACE list ((implicit in web).	ERROR
2.8	Validate in all relevant fields (YEI excluded) that the Regions exists in the NUTS list at level 2 and belong to the same country as used in the CCI	ERROR

	(implicit in web).	
2.9	Validate that the B.2a text is empty when B.2b is selected and that the B.2b text is empty when B.2a is selected (implicit in web).	ERROR
2.10	Validate that for the four months reference period:	ERROR WARNING
2.10.1	(Article 4(1)(a)), the start date day is not greater than the end date day and that the end date month is not greater than the start date month + 4. When the same day is not available in the end date use the last day of the month.	ERROR
2.10.2	(Article 4(1)(a) or Art. 4(2) simulating 4(1)(a)), the start date day is not less than the end date day and that the end date month is not less than the start date month + 4. When the same day is not available in the end date use the last day of the month.	WARNING
2.11	Validate that for Article 4(1)(a), the total number of workers being made redundant and self-employed persons whose activity has ceased during the reference period of four months is ≥ 500	ERROR
2.12	Validate that for the nine months reference period:	ERROR WARNING
2.12.1	(Article 4(1)(b)), the start date day is not greater than the end date day and that the end date month is not greater than the start date month + 9. When the same day is not available in the end date use the last day of the month.	ERROR
2.12.2	(Article 4(1)(b) or Art. 4(2) simulating 4(1)(b)), the start date day is not less than the end date day and that the end date month is not less than the start date month + 9. When the same day is not available in the end date use the last day of the month.	WARNING
2.13	Validate that for Article 4(1)(b), the total number of workers being made redundant and self-employed persons whose activity has ceased during the reference period of nine months is ≥ 500	ERROR
2.14	Validate in Section E (Targeted beneficiaries) that the sum per breakdown category (a=Sex)(b=EU citizenship)(c=Age groups) is the same for all categories.	ERROR
2.15	Validate that the Regions in Section E exists in the NUTS list at level 2 for	ERROR

	YEI and belong to the same country as used in the CCI (implicit in web).	
2.16	Validate in Section E that the total number of targeted NEETs is <= total number of targeted beneficiaries.	ERROR
2.17	Validate in Section E that the sum per breakdown category (a=Sex)(b=EU citizenship)(c=Age groups) is the same for all categories. Remove When (c) is empty it doesn't participate in this comparison.	ERROR
2.18	Validate that in Section E the Age group breakdown, remove 15-24, 25-29 is empty when Member State has not decided to render support to NEETS under the age of 30 (implicit in web).	ERROR
2.19	Validate for subsequent major versions that compared to the previous major version the title was not modified. We implement this via a validation rule, because in some exceptional cases the title can change. In that case we can just lower the validation level to warning, so the MS can do the update and we do not have to do the update directly in the database.	WARNING
2.20	Validate that all integral documents have at least one attachment with a length > 0	ERROR
2.21	<p>Validate that in Section G.1.1, the sum of the Total Cost for Workers of measures categorised under categories belonging to Art.7(1)(b) is smaller than 35% of the Total Cost for Workers of all measures.</p> <p>The validation message should say "In accordance with the first paragraph of Article 7(1) of Regulation (EU) 1309/2013, the workers costs of the special time-limited measures such as job-search allowances, employers' recruitment incentives, mobility allowances, subsistence or training allowances (including allowances for carers) may not exceed 35 % of the total workers costs for the coordinated package of personalised services."</p>	WARNING
2.22	Validate that when there are NEETs (Section E "Number of targeted NEETs) that the checkbox "Measures for NEETs will be implemented at the latest on 31 December 2017" is checked.	ERROR
2.23	validate that all mandatory fields are filled-in (A2, A3, B2, F1, G1, G.1.1, G1.2, G2, G.2.1, G2.2, H1, I1, I2, I3, I4, I5, I6, I7, I8, J1, K1(a), K1(b), K1(c), K1(d))	ERROR
2.24	Validate that for Criterion 4(1)(a), there is only 1 Main Enterprise defined.	ERROR

2.27	Validate that the checkbox on G.1.3 is checked when there is total cost on activities and measures under Article 7(1)(b).	ERROR
2.28	<p>Validate that in Section G.1.1, the sum of the Total Cost for NEETS of measures categorised under categories belonging to Art.7(1)(b) is smaller than 35% of the Total Cost for NEETS of all measures.</p> <p>The validation message should say "In accordance with the first paragraph of Article 7(1) of Regulation (EU) 1309/2013, the NEETs costs of the special time-limited measures such as job-search allowances, employers' recruitment incentives, mobility allowances, subsistence or training allowances (including allowances for carers) may not exceed 35 % of the total NEETs costs for the coordinated package of personalised services"</p>	WARNING
2.29	<p>validate that in Section E, the total Number of Workers Targeted is >= total Number of NEETs Targeted (error), where</p> <p>Beneficiaries targeted is = (E -> Total targeted beneficiaries)</p> <p>NEETS targeted is = (E -> NEETS -> Total targeted beneficiaries)</p> <p>Workers targeted is = (E -> Total targeted beneficiaries) – (E -> NEETS -> Total targeted beneficiaries)</p>	ERROR
2.32	Validate that when I1 is checked, that I2 is not null and when I1 is not checked that I2 is null.	ERROR
2.33	Validate that in Section G.1.1, for each A6 Measure of Category 7, the Cost per Worker Targeted is <= €15.000	ERROR
2.34	Validate that in Section G.1.1, for each A6 Measure of Category 7, the Cost per NEET Targeted is <= €15.000 (NEETs inly)	ERROR
2.36	Validate that the announcement date D.1.2(a)(i) is not later than the Measures Start Date (G.1.2) and is not later than the Activities Start Date (G.2.2).	ERROR
2.37	Validate that the field G.2.3 is checked if any Article 7(1)(b) measure is selected.	ERROR
2.38	Validate that the field G.1.2 (start date of measures) is between 01/01/2013 and 31/12/2021.	ERROR
2.39	Validate that the number of targeted workers for each measure in section G.1.1 is less than the eligible beneficiaries (D.1.3) and that the number of targeted NEETS for each measure in section G.1.1 is less than	ERROR

	the targeted beneficiaries.	
2.40	Validate that the percentage of estimated budget on activities does not exceed 4% of the estimated total budget on proposed actions (measures and activities).	WARNING
2.41	Validate that all regions defined in section C for intervention criterion 4(1)(b) are contiguous.	WARNING
2.42	Validate that all regions defined in section C for intervention criterion 4(2) simulating criterion 4(1)(b) are contiguous	WARNING
2.43	Validate that an explanation for non-contiguousness is provided if and only if there are regions defined in section C for intervention criterion 4(1)(b) which are not contiguous	ERROR
2.44	Validate that an explanation for non-contiguousness is provided if and only if there are regions defined in section C for intervention criterion 4(2) simulating criterion 4(1)(b) which are contiguous	ERROR
2.45	Validate that the total number of NEETS residing in YEI regions and to whom personalized services are expected to be provided should not exceed the total number of targeted beneficiaries	ERROR
2.46	Validate that when the answer given in section I.4 is negative an explanation is provided	ERROR
2.47	Validate that if NEETs are provided at least one redundant person comes from a NUTS2 region under the YEI	ERROR
2.48	Validate that exactly one enterprise is selected as primary enterprise when the criterion type is 4(2) simulating criterion type 4(1)(a)	ERROR
2.49	Validate that for each measure the total cost and number of targeted beneficiaries are filled in for either workers or NEETs or both.	ERROR
2.50	Validate that at least one enterprise is selected as primary enterprise when the criterion type is 4(1)(a) or 4(2) simulating criterion type 4(1)(a).	ERROR
2.51	Validate that a Notification Date is provided if and only if the Calculation Method is 1 in the list of enterprises in Section C.	ERROR
2.52	Validate that fields D.1.2(a)(i), D.1.2(a)(ii), D.1.2(a)(iii), D.1.2(a)(iv) are empty if field D.1.2(a) is empty.	ERROR

2.53	Validate that fields D.1.2(a)(i), D.1.2(a)(ii), D.1.2(a)(iii) are filled in if field D.1.2(a) is filled in.	ERROR
2.54	Validate that field D.1.2(a)(iv) is filled in if field D.1.2(a) is filled in.	WARNING
2.55	Validate that in Section G.1.1 (c), the sum of the Total Cost of measures categorised under categories belonging to Art.7(1)(b) is smaller than 35% of the Total Cost of all measures. The validation message should say "In accordance with the first paragraph of Article 7(1) of Regulation (EU) 1309/2013, the costs of the special time-limited measures such as job-search allowances, employers' recruitment incentives, mobility allowances, subsistence or training allowances (including allowances for carers) may not exceed 35% of the total costs for the coordinated package of personalised services."	ERROR

After all errors have been resolved the status of the Application becomes **READY TO SEND**.

An example of a validation window:

Validate

Title * Application EGF TEST 01 (sj)
CCI 2014AT05EGFA001 *Version* 1.0 Status Ready to send

Latest validation results

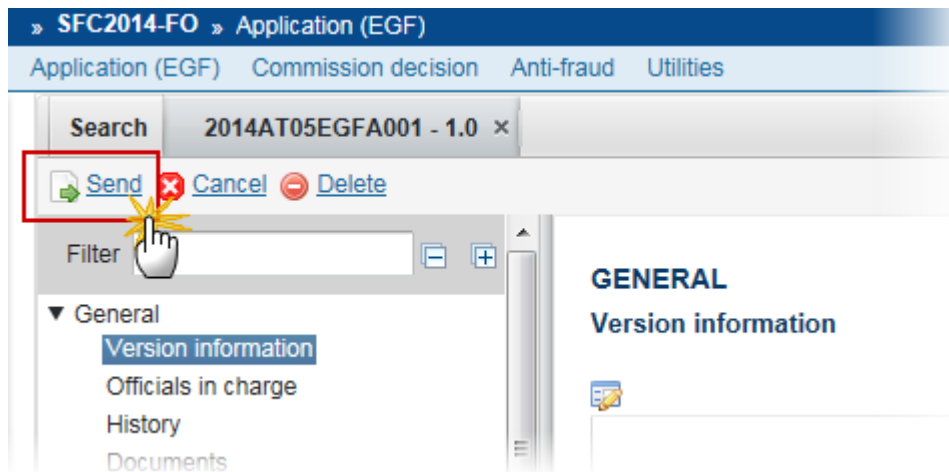
SEVERITY	CODE	MESSAGE
Info		Programme version has been validated.
Warning	2.3	At least one official in charge of the Member State should exist
Warning	2.40	The estimated budget on activities should not exceed 4% of the estimated total budget over all activities). Current percentage: "42.31%"



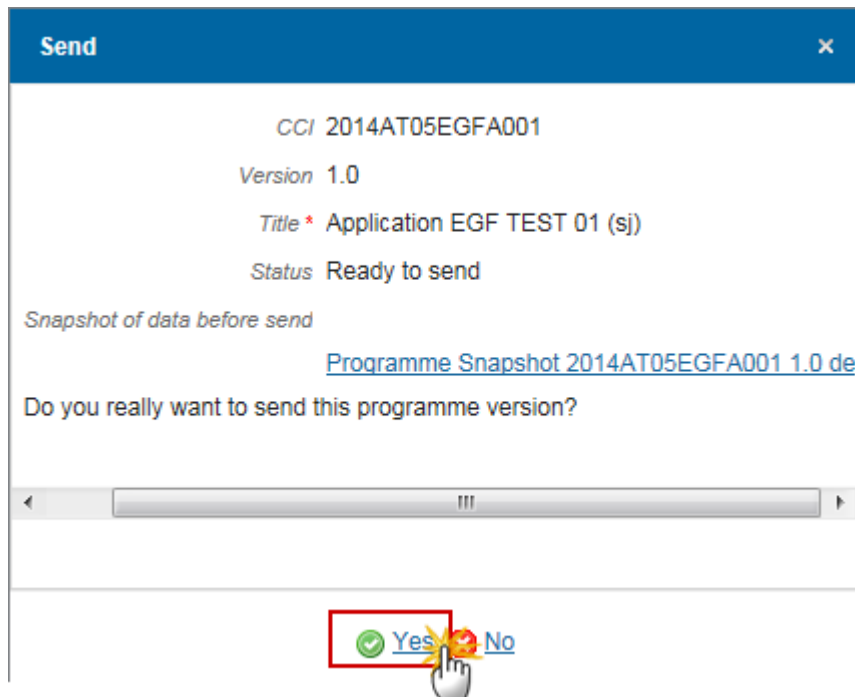
Send the Application (EGF)

REMARK	<p>The Application can only be sent once the Validation Errors have been removed and the status is 'READY TO SEND' OR 'SENT'.</p> <p>It is a must to have the privilege to send the Application, the user has the role MS Managing Authority send.</p> <p>The "4 eye principle" must be respected. Therefore, the user sending must be different from the user who last validated.</p> <p>The Sending of information by a Member State to the Commission should be electronically signed in accordance with Directive 1999/93/EC. Sending the Application EGF is generating a snapshot document and after the sending an acknowledge document is generated by the European Commission.</p>
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1. Click on the [Send](#) link to send the Application to the Commission or to an upper Node.



The system will ask you to confirm the send action:



2. Click on [Yes](#) to confirm or on [No](#) to return to the Application EGF.
3. The Sending of information by a Member State to the Commission should be electronically signed in accordance with **Directive 1999/93/EC**.

Sending of the different objects is generating a snapshot document and after the sending an acknowledge document is generated by the European Commission.

This acknowledge document is signed but the Member State was not signing the snapshot document. The EU Login now provides a functionality of signing without forcing the user to have a certificate. The action to sign will only be triggered when sending to the European Commission:

European Commission
Authentication Service (EU Login)

English (en) ▼

EUROPA > Authentication Service > Signature

External
SFCtestSilvia SUPPORT (SFCtest2014)

Sign a transaction

Welcome **SFCtestSilvia SUPPORT** to the EU Login Signature page. This page allows you to digitally sign a transaction using your EU Login password.

Sign a transaction for sfc2014

Description: **Accounts Snapshot of data before send 2014AT65ISNP001 2016.0**

Reason: **Electronic signature required in accordance with Directive 1999/93/EC**

Password

..... 1

SIGN 2

[Printer-friendly Version](#) | [See the complete transaction](#)

- (1)** Enter your SFC2014 *Password*
- (2)** Click on the '**SIGN**' button


On success, the Application version has been sent to the Commission. When sent to an upper Member State Node or to the Commission, the status is set to '**SENT**'.

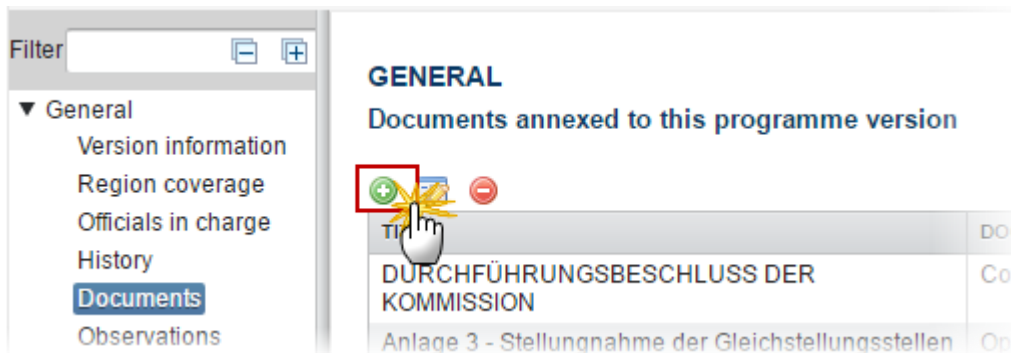
REMARK	<p>When sending the first version of the Application (1.0), automatically:</p> <ul style="list-style-type: none"> • set the EGF Number to "EGF/YYYY/NNN MS", where NNN is the sequence number within the submission year (Be careful not to have the same value when submitting two distinct applications at the same time) and MS is the Member State Country code • set the EGF Title: <ul style="list-style-type: none"> - for Criterion 4(1)(a) to the Enterprise name,
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	<ul style="list-style-type: none"> - for Criterion 4(1)(b) to the Sector description and all Region descriptions, - for Criterion 4(b) to the method used by the approximate Criterion. <p>When clicking the send button (for the initial version only), validate in the Measure Detail (G.1) that the Measure Start Date is < current date + 3 months.</p> <p>When clicking the send button (for the initial version only), validate that the current date is < Reference Period End date + 12 weeks.</p>
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Return the Application (EGF) for Modification

REMARK	<p>The Member State must request to return the OP uploading a document called 'MS REQUEST TO RETURN PROGRAMME VERSION FOR MODIFICATION'.</p> <p>The Operational Programme version is in a status 'SENT' at the level of the Commission, or in a status 'SENT', 'OPEN', 'READY TO SEND' or 'RETURNED FOR MODIFICATION BY MS' at the owner node of the Member State and a lower Node exists.</p> <p>This scenario occurs when at the request of the Member State the Commission return an OP Version for modification because it is incomplete or incorrect and needs to be modified.</p>
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1. Click on the **ADD** button  to add the return document called '**MS REQUEST TO RETURN PROGRAMME VERSION FOR MODIFICATION**'.






The Documents Details screen appears:

The screenshot shows a 'Document details' form with the following elements:

- Document type ***: A dropdown menu with the selected value 'MS Request to return programme version for modification' (callout 1).
- Title ***: A text input field containing 'Title' (callout 2).
- Document date ***: A date picker showing '01/02/17' (callout 3).
- Local reference**: An empty text input field.
- Commission reference**: An empty text input field.
- Attachments**: A section titled 'Attachments' (callout 4) containing a table:

	TITLE	LANGUAGE	FILENAME	
<input type="checkbox"/>	Return for Modification (callout 5)	English (callout 6)	report.docx	Select file to upload (callout 7)
- Buttons**: At the bottom, there are three buttons: 'Update' (callout 8), 'Update & send', and 'Cancel'.

2. Enter or select the following information:

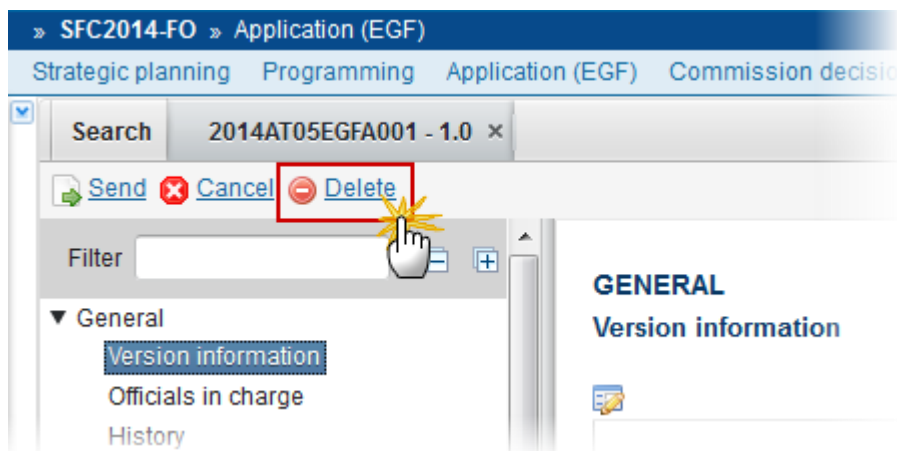
- (1) Select a *Document Type* called 'MS Request to return programme version for modification'.
- (2) Enter a *title* for your Document
- (3) Enter a *Document Date*
- (4) Click on the **ADD** button  to add a new attachment
 - You can add multiple attachments by clicking on the **ADD** button 
 - You can remove unwanted attachments by selecting the attachment and clicking on the **REMOVE** button 
- (5) Enter a *Title* for your attachment.
- (6) Select the *Language* of the document.
- (7) Select the *file* to upload.
- (8) Click on [Update & send](#) to send the information.

Once the document is received by the Commission, a Commission user can approve the MS Request to return application version for modification and set the status to '**RETURN FOR MODIFICATION BY EC**'.

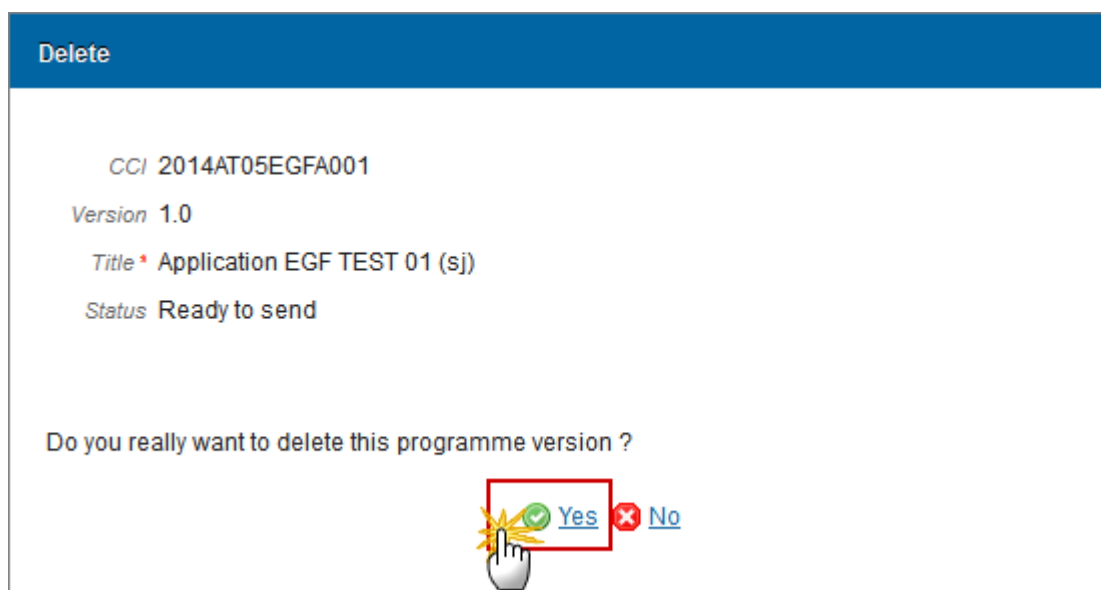
Delete the Application (EGF)

REMARK	<p>The Application can only be deleted when the status is OPEN, READY TO SEND or RETURNED FOR MODIFICATION BY MS, and has never been sent to the Commission before and has no sent documents attached.</p> <p>It is a must to have the role of MS Managing Authority with update access.</p>
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1. Click on the [Delete](#) link to remove the Application from the system.



The system will ask you to confirm the delete action:

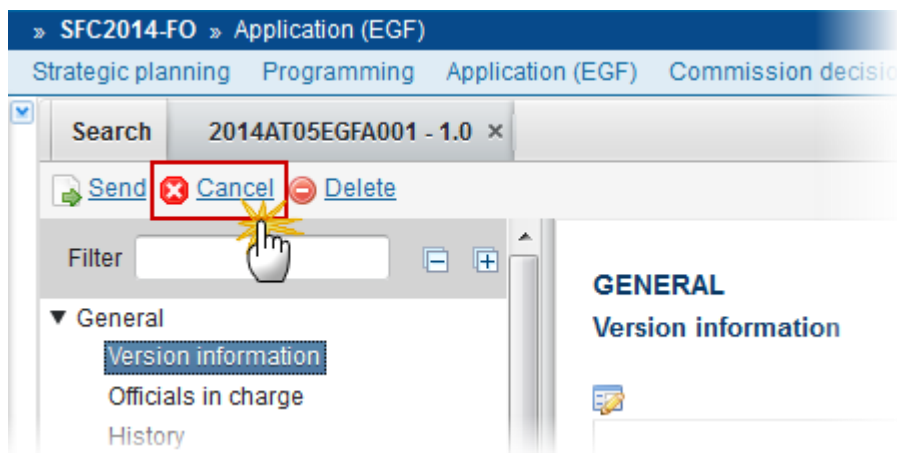


2. Click on [Yes](#) to confirm or click on [No](#) to return to the Application.

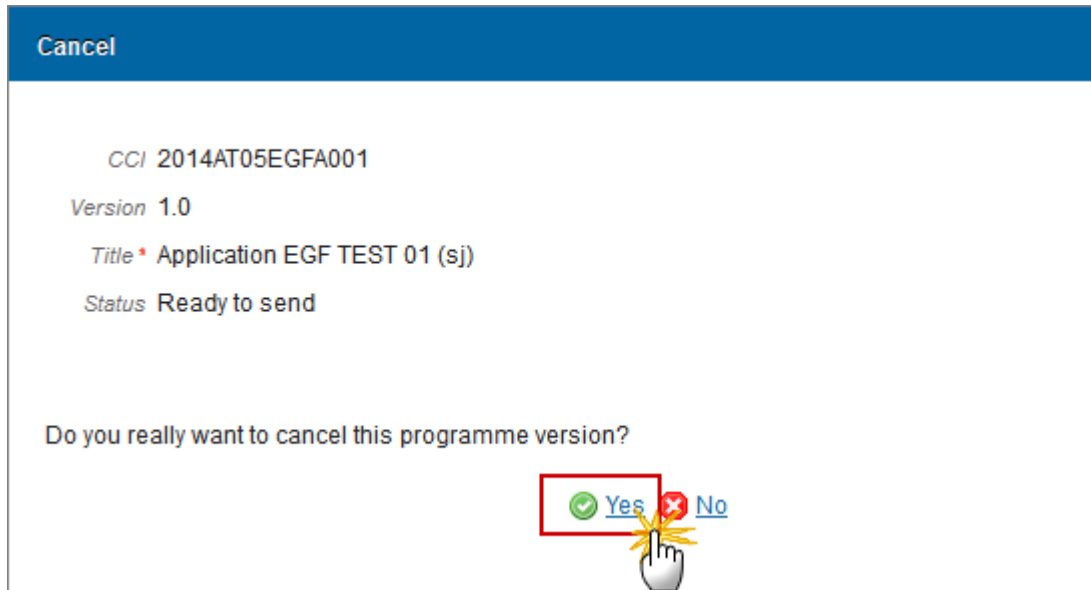
Cancel the Application (EGF)

REMARK	<p>The Application can only be cancelled when the status is 'OPEN', 'READY TO SEND' or 'RETURNED FOR MODIFICATION BY MS', and has never been sent to the Commission before and has sent documents attached, before it reaches a first Adoption by the Commission.</p> <p>It is a must to have the role of MS Managing Authority with update access.</p>
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1. Click on the [Cancel](#) link to cancel the Application in the system.



The system will ask you to confirm the cancel action:



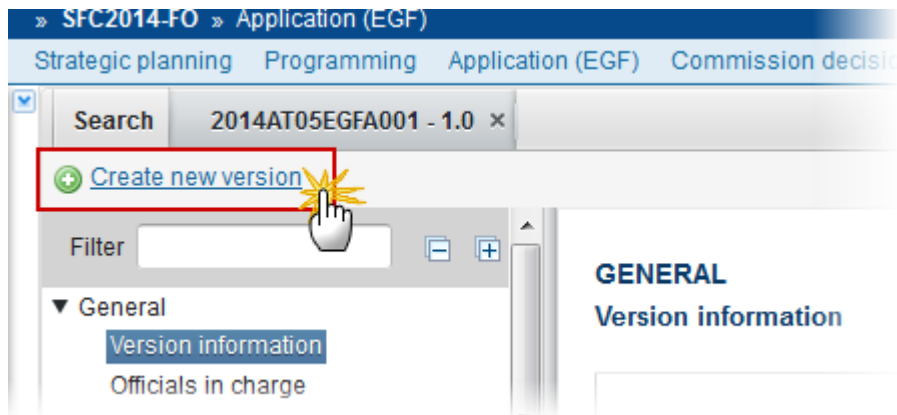
2. Click on [Yes](#) to confirm or click on [No](#) to return to the Application.

On success, the Application has been cancelled and its status was set to '**CANCELLED**'.

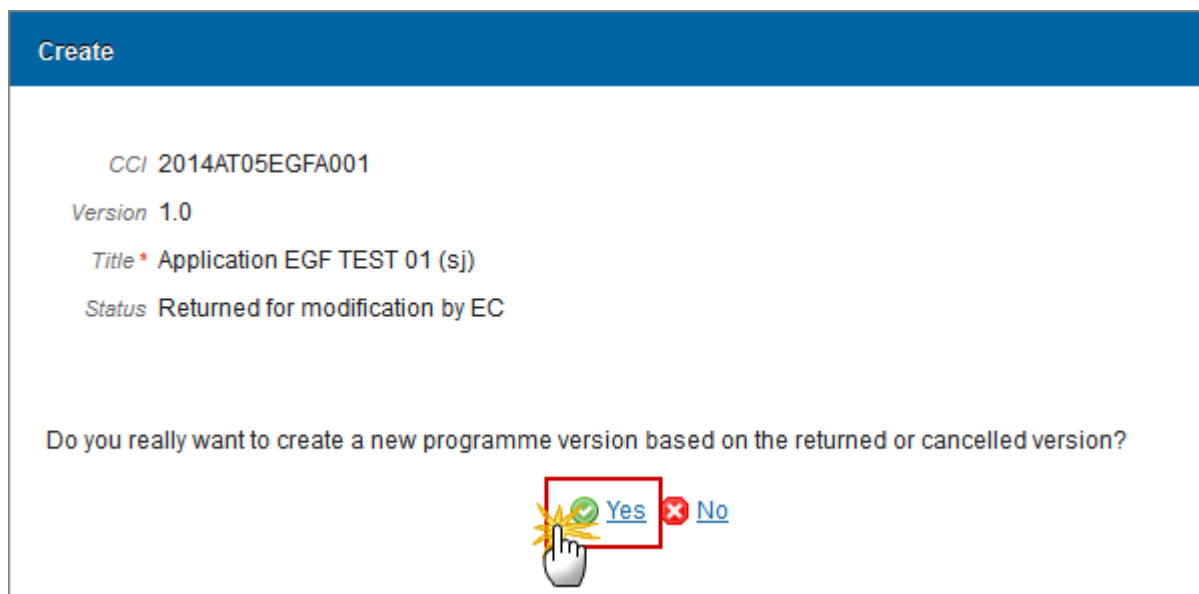
Create a New Version of the Application (EGF)

REMARK	A New Version of the Application needs to be created when the last version was ' ADOPTED BY THE COMMISSION ', ' RETURNED FOR MODIFICATION BY EC ', ' WITHDRAWN AT THE REQUEST OF THE MS ' or when the last version was ' CANCELLED BY THE MEMBER STATE '. It is a must to have the role of MS Managing Authority with update access.
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1. Click on the [Create New Version](#) link to create a new version of the Application.



The system will ask you to confirm the creation of a new version:



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

On success, a new version of the Application has been created as a copy of the last version. Its status was set to '**OPEN**' and the version number was incremented by one when the previous version was adopted (ex. 1.0 → 2.0) or the working version was incremented by one when the previous version was **RETURNED FOR MODIFICATION BY THE COMMISSION** or **CANCELLED** (ex. 1.0 → 1.1).

When the status of the last version was '**WITHDRAWN AT THE REQUEST OF THE MS**' and the user has chosen to create a new version based on the withdrawn version or on the last adopted version, then the version is incremented by one (ex. 1.0 -> 2.0).

Withdraw Application (EGF)

REMARK	<p>The Member State can request to withdraw the Application (EGF) when the version is in a status 'SENT' or 'RETURNED FOR MODIFICATION BY EC' at the level of the Commission, or in a status 'OPEN', 'READY TO SEND', 'RETURNED FOR MODIFICATION BY MS' or 'CANCELLED' at the owner node of the Member State and <u>has previously been sent to the Commission.</u></p> <p>This scenario occurs when at the request of the Member State the Commission withdraw an Application (EGF) Version and stop the amendment procedure.</p> <p>During withdrawal by the Member State, the actor can add a document ("MS Request to withdraw application version") with attachments that will be sent together with the withdrawal action to the Commission.</p>
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1. Click on the **WITHDRAW** button

The screenshot shows the user interface for the European Commission SFC2014-FO Application (EGF). The breadcrumb trail is: European Commission » SFC » SFC2014-FO » Application (EGF). Below this, there are tabs for Strategic planning, Programming, Application (EGF), Monitoring, Commission decision, and Final report (EGF). A search bar contains the text "2020EE05EGFA002 - 1.2". A "Withdraw" button, represented by an anchor icon and the text "Withdraw", is highlighted with a red box and a mouse cursor. Below the search bar is a "Filter" section with a dropdown menu set to "General". The dropdown menu includes options: Version information (highlighted), Officials in charge, History, Documents, Observations, and A Applicant. To the right of the filter is a "GENERAL" section titled "Version information" with the following details: Title: Estonian Tourism Industry I, CCI: 2020EE05EGFA002, and Current node: European Commission.

The Withdraw at the request of the MS screen appears:

CGI 2020EE05EGFA002

Version 1.2

Title * Estonian Tourism Industry Redundancies

EGF number EGF/2020/002 EE

EGF title * Eesti - Accommodation, Eesti - Food and beverage service activities, Eesti - Travel agency, tour operator and ot

Reason for return *

1

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

2

Title *

Document date

Local reference

Commission reference

Attached files



TITLE	LANGUAGE	FILENAME

Do you really want to withdraw this operational programme version?



2. Enter or select the following information:

- (1) Enter the *Reason for return*
- (2) Optionally, enter a *title* for your document (type "MS Request to withdraw application version") and upload the attachment(s) file(s) that will be sent together with the withdrawal action to the Commission.
- (3) Click on [Yes](#) to confirm.

On success, the status of the Application (EGF) will be set to '**WITHDRAWN AT THE REQUEST OF THE MS**'.

In this status the Member State can create a new version of the Application (EGF).

REMARK	When the status of the last version was ' WITHDRAWN AT THE REQUEST OF THE MS ' and the user has chosen to create the new version based on the withdrawn version, then the working version will be incremented by one (ex. 1.0 -> 1.1). When the user has chosen to create the new version based on the last adopted version, then the version will be incremented by one (ex. 1.0 -> 2.0).
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Additional Functionality

Early warning notification

An early warning notification job will run every day. It will select all 1.0 EGF application versions which are not yet sent to the Commission and for which the start of the reference period is less than 30 days away.

For these EGF applications, an email notification will be sent to the Officials in Charge and to the subscribers of this Event Type. The notification will say:

"Your EGF application [CCI] has not yet been sent to the Commission. [The start date of its reference period is less than 30 days away][The start date of its reference period has already passed]. Please submit your application as soon as possible or remove it."

Paper sent date of first version of EGF Application

Since a number of EGF applications have first been submitted on paper and later been encoded in SFC2014, the Eligibility From Date (SFC_PRGVER.ELIGIBLE_FROM_DATE) is used to persist this paper sent date. It is then used to calculate the measures and activities "eligible to" dates.