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Application (EGF)

PURPOSE

This document describes the actions related to the Application for a financial contribution from the European Globalisation Adjustment Fund for Displaced Workers (EGF).

REGULATIONS

More detail regarding the regulation of the Application EGF can be found in the "[About SFC2021](#)" section of the portal.

ROLES

Roles involved in the Application EGF are:

MS Managing Authority (MSMA)	Record the Application EGF Upload the Application EGF Documents Consult the Application EGF Return the Application EGF by MS for Modification Delete the Application EGF Validate the Application EGF Prepare the Application EGF for send to EC Send the Application EGF Cancel the Application EGF Create New Version of the Application EGF
------------------------------	---

As can be seen in the table above, the main role involved in the Application EGF creation is MS Managing Authority. To create the Application EGF the User is an identified User and has the role of **MS Managing Authority** with Update rights (MSMAu) for the **EGF** Fund.

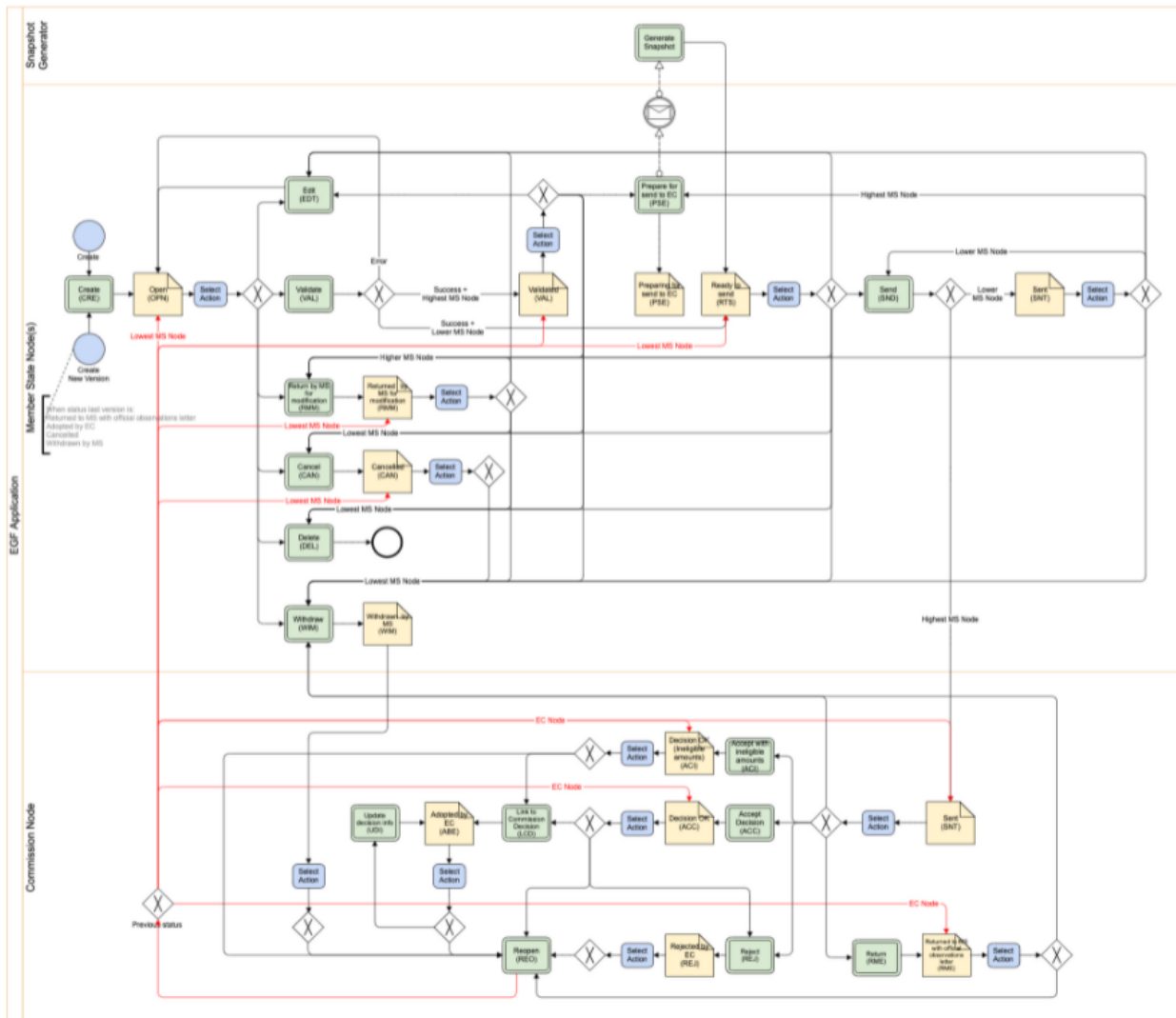
FUNDS

EGF

Workflow

This section shows the lifecycle to create and manage an Application EGF. There is no modifying the Application EGF once it has been submitted. The Commission cannot change an Application EGF, only respond.

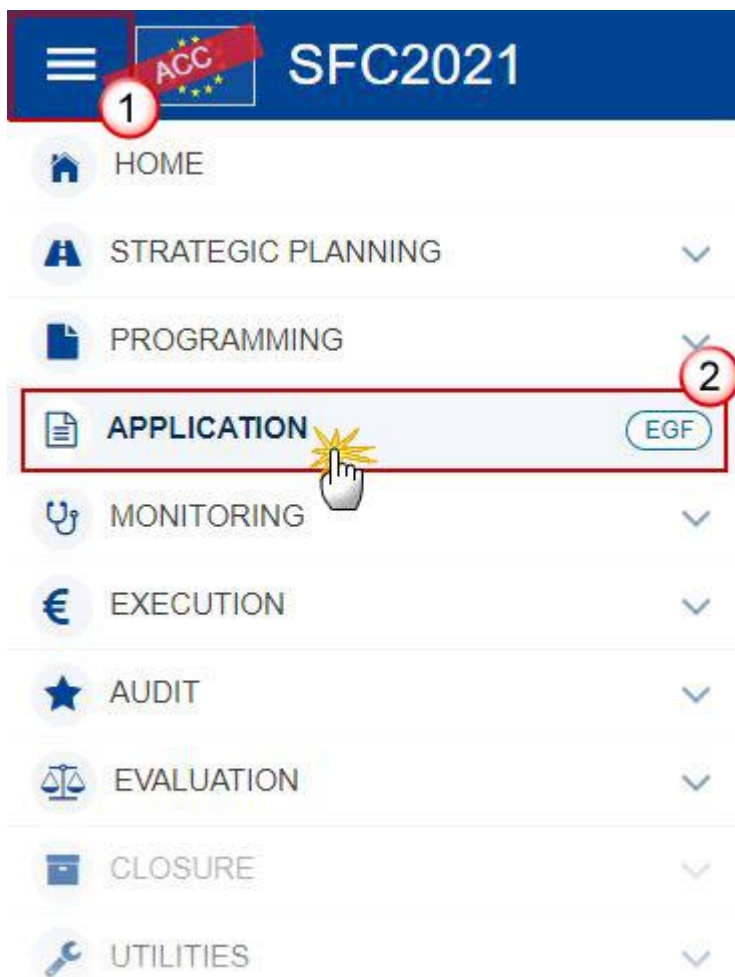
Click [here](#) to see the Application EGF workflow diagram in high resolution.



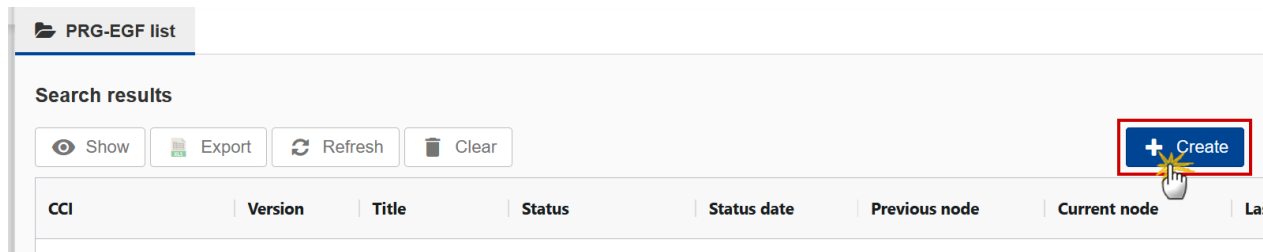
Create the Application EGF

REMARK	The User is an identified User and has the Role of MS Managing Authority with Update rights (MSMAu).
---------------	---

1. To access the Application EGF go to the **Programming** menu and select the **Application EGF** option:



2. In the search screen click on the **CREATE** button to create a new Application EGF:



You are redirected to the Application EGF Creation Wizard:

CREATE APPLICATION

FILL IN THE APPLICATION INFORMATION

CCI * 1
2022IT05EGFA001
Request a new CCI number ⓘ

Title * 2
SG - Test App EGF

Source language * 3
Italian

Comments 4
this is a comment

5
Cancel Create

3. Enter or select the following information:

(1) The *CCI* Number.

The CCI list contains all allocated Application EGF CCIs for the Country of the User's Node. If the CCI code is not in the list, the User can request a CCI via the CCI Request form.

(2) Modify the *Title* if necessary.

(3) Select the *Source language*.

(4) Add any additional *Comments*.

(5) Click on **CREATE** to confirm creation of the Application EGF.

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

REMARK	The initial Application EGF structure is created, and a Table of Content (ToC)/Navigation Tree is presented, so the User can enter the structured data of the Application EGF.
---------------	--

Record/Edit the Application EGF

General

This section includes the header data to identify the main characteristics of the Application EGF.

Version information

NOTE	<p>The Version information contains information on the identification and status of the Application EGF; like the CCI, Title, Version Number, Status, Current Node, etc.</p> <p>It also shows the results of the last validation done on this Application version. The Eligibility Periods are automatically calculated:</p> <p>For expenditure on measures (excluding measures under category A8 - Education or training course of two years or more (incl. higher education) – Art. 7(2)(a)):</p> <ul style="list-style-type: none"> • Start date = earliest of “start date of measures” and “date of the notification to the Commission of the decision of the BA” • End date = date of the notification to the Commission of the decision of the BA + 24 months <p>For expenditure on activities and measures under category A8 - Education or training course of two years or more (incl. higher education) – Art. 7(2)(a), only when such measures exist:</p> <ul style="list-style-type: none"> • Start date = earliest of “start date of activities/measures” and “date of the notification to the Commission of the decision of the BA” • End date = date of the notification to the Commission of the decision of the BA + 31 months
-------------	---

1. Click on the **EDIT** button to access the edit form to modify the information:

The screenshot shows a web interface for 'Version information'. On the left is a navigation menu with categories like 'General', 'A Applicant', 'B Displacement of workers', etc. The main area displays a table with the following data:

CCI	Version	Last modified	Current node
2022IT05EGFA001	1.0	15/04/2022, 15:34	Italy

Below the table, there are input fields for 'Title' (containing 'SG - Test App EGF'), 'OTHER', 'Comments', and 'Source language' (containing 'Italian'). An 'Edit' button with a pencil icon is highlighted in a red box, and a hand cursor is pointing at it. An 'OPEN' button is also visible.

The Edit form appears:

Version information

FILL IN THE APPLICATION INFORMATION

CCI *

2022IT05EGFA001

Title *

SG - Test App EGF

OTHER

Source language *

Italian

Comments

this is a comment

Cancel

Save 

2. Only selected fields are modifiable. Once any changes are made click the **SAVE** button to save the information.

NOTE




The *CCI* number can only be updated when Version 1. The *CCI* is mandatory.

Officials in Charge

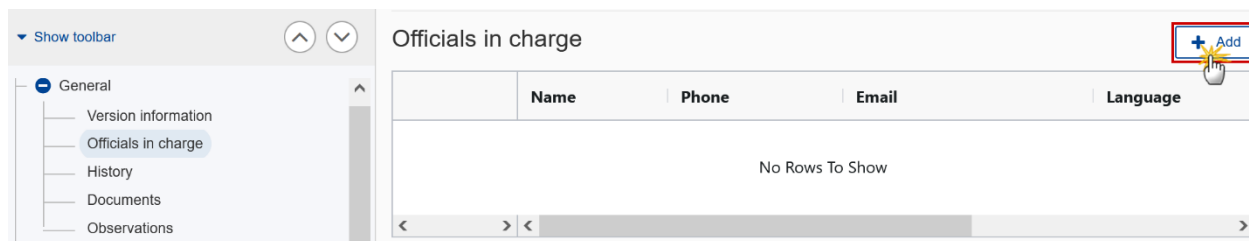
NOTE

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

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

- Click on the **ADD** button  to add a new official in charge.
- Clicking on the **EDIT** icon  of a row will allow you to modify the information of this official.
- Clicking on the **DELETE** icon  of a row will allow you to delete the official in charge selected.

1. Click on the **ADD** button to add a new Official in Charge:



The Edit details pop-up window appears:

2. Enter the following information:

(1) Enter the *Name*.

(2) Enter the *Email*.

The format of the Email address will be validated by the system and should be unique.

(3) Enter the *Phone* number.

(4) Select the *Language*.

(5) Enter the *Valid from* and *Valid until* dates.

The *Valid until* date should be greater than the *Valid from* date.

(6) Click on **SAVE** to save the information.

History

This section shows all the actions that have been taken on the Application EGF since it was created, for example:

The screenshot shows a user interface with a sidebar on the left and a main content area on the right. The sidebar has a 'Show toolbar' dropdown and a list of menu items: General (selected), Version information, Officials in charge, History (highlighted with a blue circle), Documents, Observations, A Applicant, B Displacement of workers, C Intervention criteria, and D Eligible beneficiaries. The main content area is titled 'History' and displays a vertical timeline of actions. The first action is dated '2/12/2021 11:00' and is labeled 'Action Edit on node Italy by Gsb, Ste' with an 'OPEN' button. The second action is dated '2/12/2021 10:59' and is labeled 'Action Create on node Italy by Gsb, Ste' with an 'OPEN' button. The second action is highlighted with a grey background.

Documents

NOTE	The Documents section shows all documents uploaded against this version of the Application EGF by Member State and by Commission Users. Member State Users see all their own Documents and the sent Commission Documents. Commission Users see all their own documents, unsent Integral Member State Documents and sent Member State Documents.
-------------	--

The following documents will be foreseen:

Description	Internal Code	Non-Integral (1)	Integral (2)	System (3)	Required (4)
Other Member State Document	PRG.OM	X			
Snapshot of data before send	SNP.PRGSENT		X	X	X
Legal Entity Form	PRG.LEF	X			
Bank Account Identification Form	PRG.BAI	X			
Statement indicating that the Legal Entity Form and Bank Account Identification Form submitted previously are still valid	PRG.LBV	X			
List of Enterprises	PRG.LOE		X		
Withdrawal justification letter (5)	PRG.WIM		X		
MS Request to return application version for modification	PRG.RERA	X			

(1) Document can be sent at any time

(2) Document will be automatically sent when the Object is sent


(3) Document automatically created by the system




(4) Document required in the system before a next action can be executed

(5) This document type is normally integral, but since it can be created and sent when the Application resides at MS or Commission level, the integral feature will be implemented programmatically. Its existence is a pre-condition to withdraw

Uploading & Sending Documents

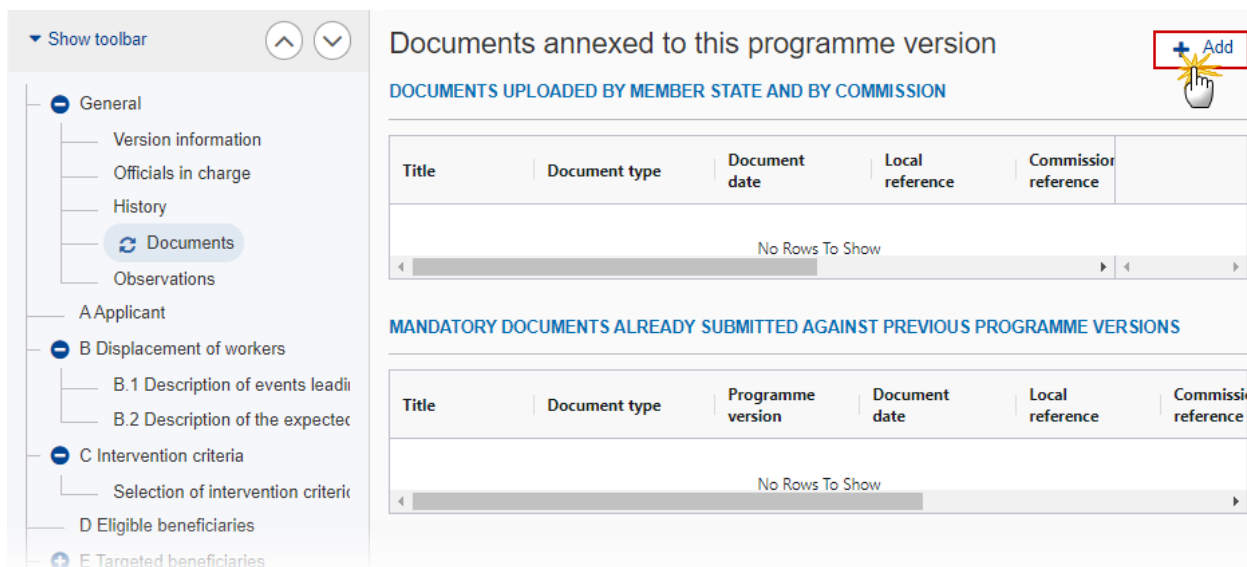
Multiple documents can be uploaded in the Application EGF.

- 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 clicking on the **VIEW** icon  will allow you to view the document information.
- Selecting a document row and clicking on the **EDIT** icon  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 icon in order to send the document.
- Selecting a document row and clicking on the **DELETE** icon  will allow you to delete the document and all attachments.

REMARK	<p>Integral Documents (Official Proposal, etc.) are only sent - together with the encoded data – once the Application EGF is sent to the EC.</p> <p>Referential/non-integral Documents (ie. 'Other Member State Document') can be sent at any time independently of the status of the Application EGF.</p> <p>The 'Other Member State Document' type demands a manual submission (they are NOT sent automatically when the object is sent to the EC).</p> <p>A non-integral document is only visible to the Commission when the SENT DATE is visible.</p>
---------------	--

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



The screenshot shows a web interface for managing documents. On the left is a sidebar with a 'Show toolbar' and a list of menu items: General, Version information, Officials in charge, History, Documents (highlighted), Observations, A Applicant, B Displacement of workers, B.1 Description of events leadin, B.2 Description of the expecter, C Intervention criteria, Selection of intervention criterik, D Eligible beneficiaries, and E Targeted beneficiaries. The main content area is titled 'Documents annexed to this programme version' and features a '+ Add' button in the top right corner, which is highlighted with a red box and a hand cursor. Below the title are two tables. The first table, 'DOCUMENTS UPLOADED BY MEMBER STATE AND BY COMMISSION', has columns for Title, Document type, Document date, Local reference, and Commission reference, and is currently empty with 'No Rows To Show' displayed. The second table, 'MANDATORY DOCUMENTS ALREADY SUBMITTED AGAINST PREVIOUS PROGRAMME VERSIONS', has columns for Title, Document type, Programme version, Document date, Local reference, and Commission reference, and is also empty with 'No Rows To Show' displayed.

The Edit document details pop-up window appears:

Edit document details

Document type * 1 Document date * 17/06/2021 2

Document title * 3

Local reference 4

ATTACHED FILES 5 + Add

Title	Type	Language	File / Upload

2. Enter or select the following information:

(1) Select a *Document Type*.

(2) Enter a *Document Date*.

The system automatically fills the field with today's date, but this can be modified.

(3) Enter a *Document Title* for your Document.

(4) Enter a *Local reference*.

(5) 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.

The **Attached files** window becomes editable:

ATTACHED FILES + Add

Title	Type	Language	File / Upload
Integral doc 1	Main 2	English 3	Browse 4 File uploaded!

Cancel Save 5

3. Enter or select the following information:

(1) Enter a *Title* for your attachment.

(2) Select the *Type* of the document.

It is possible to select from these 4 types: Annex, Cover Letter, Main or Translation.

(3) Select the *Language* of the document.

(4) Click on **BROWSE** to select the file that you want to add as an attachment.

(5) After the attachments are uploaded click on **SAVE**.




REMARK	Integral document types will only display the SAVE button and will be sent when the Application EGF is sent to the Commission. Non-integral document types (such as 'Other Member State Documents') will display the SAVE button and a SAVE & SEND button, and must be sent independently of the Application EGF.
---------------	--

Sending an unsent non-integral document



1. Once the document and attachment(s) have been uploaded click on the **EDIT** icon in the row containing the unsent document:

Documents annexed to this programme version **+** Add

DOCUMENTS UPLOADED BY MEMBER STATE AND BY COMMISSION

Title	Document type	Document date	Local reference	
Info	Other Member State document	03/08/2021		  

2. Click on **SAVE & SEND** to send the document to the Commission:

Title	Type	Language	File / Upload	
Non-integral doc	Main	English	SFCtest.docx	 



REMARK	The SAVE & SEND button will only be shown for documents which are not integral part of the Object and after at least one attachment was added.
---------------	---

Deletion of an unsent document

REMARK	Only unsent documents can be deleted.
---------------	---------------------------------------




1. In the row of a previously uploaded unsent document click on the **DELETE** icon to delete the document and associated attachments:

▼ Show toolbar

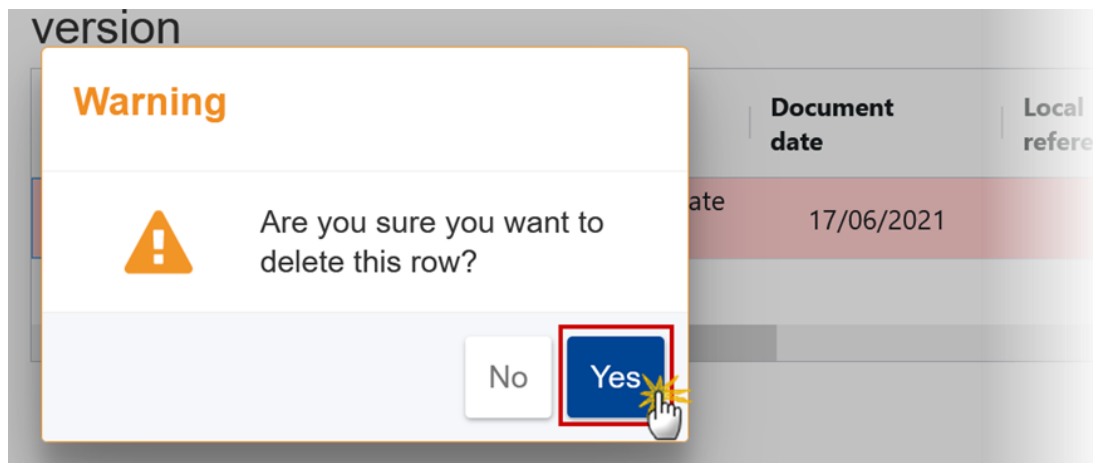
- General
 - Version information
 - Officials in charge
 - History
 - Documents
 - Observations
- 1 Strategy

Documents annexed to this programme version + Add

DOCUMENTS UPLOADED BY MEMBER STATE AND BY COMMISSION

Title	Document type	Document date	Local reference	
Info	Other Member State document	03/08/2021		  

A confirmation window appears:

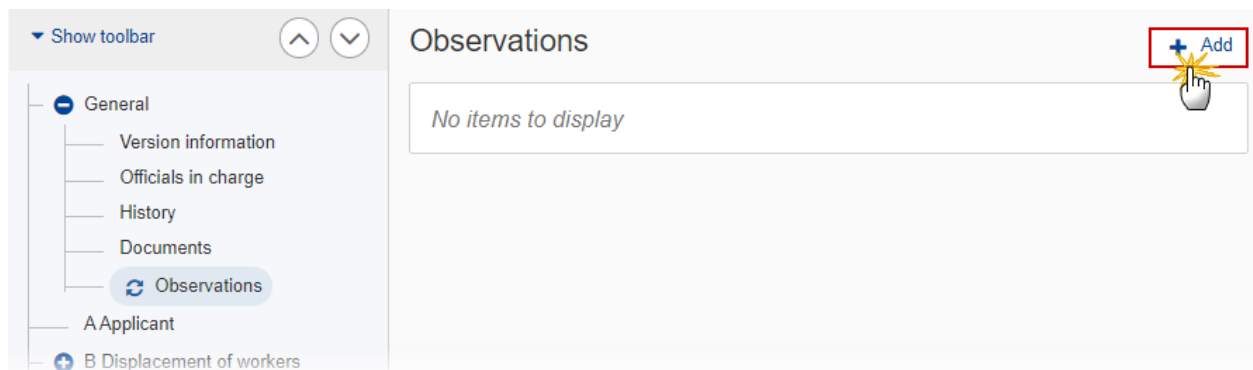


2. Click on **Yes** to confirm deletion. Click on **No** to return to the document section.

Observations

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

1. Click on the **ADD** button to add an observation:



The Add new observation screen appears:

Add new observation

Should I add the extra information as a document?

3951

1

2

Cancel Save

2. Enter the following:

(1) Enter an observation.

All Users who have Update permission on the Application EGF will be able to send an observation and participate in the conversation.

(2) Click on **ADD** to save the information.

All observations are kept against the specific version of the Application EGF.

The observation is added below the Observations box and includes the username, the date and time of the post.

A Applicant

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

Table of Contents <

Show toolbar ^ v

- General
 - Version information
 - Officials in charge
 - History
 - Documents
 - Observations
- A Applicant**
- B Description of events leading to...
- + C Intervention criteria

A. APPLICANT ⓘ

A.1 MEMBER STATE

Italy

A.2 AUTHORITY RESPONSIBLE FOR THE MANAGEMENT AND FINANCIAL CONTROL OF THE REQUESTED FINANCIAL CONTRIBUTION FROM THE EGF

Name

Address

Function of the authority

Edit

The Edit details pop-up window appears:

A.1 MEMBER STATE

Italy

A.2 AUTHORITY RESPONSIBLE FOR THE MANAGEMENT AND FINANCIAL CONTROL OF THE REQUESTED FINANCIAL CONTRIBUTION FROM THE EGF

Name 246
Jane Smith

Address 243 **1**
1 State Drive

Function of the authority 248
Function

A.3 CONTACT DETAILS OF THE PERSON(S) RESPONSIBLE FOR THE IMPLEMENTATION OF THE PROPOSED ACTIONS

Name	Address	Function	Phone	Email	
John Smith 246	2 State Drive 243	Function 248	0424808080 54	test@test.com 243	3

+ Add **2**

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: https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/forms-contracts_en **4**

You can then upload the completed form under [General > Documents](#)

5 Cancel Save

2. Enter or select the following:

- (1)** Enter the Authority details in A.2 Authority responsible for the management and financial control of the requested financial contribution from the EGF.
- (2)** Click on **ADD** to add a new record in A.3.
- (3)** Enter the A.3. Contact details of the person(s) responsible for the implementation of the proposed actions.
- (4)** Ensure that you have completed and annexed the documents referenced under A.4 Financial details.

Refer to the **Documents** section of this guide for assistance in uploading documents in the EGF Application.

(5) Click on **SAVE** to save the information.

B Displacement of workers

B.1 Description of events leading to displacement

1. Click on the **EDIT** button to modify the information:

The screenshot shows the EGF Application interface. On the left is a 'Table of Contents' sidebar with a 'Show toolbar' option and a list of sections: Documents, Observations, A Applicant, B.1 Description of events leading to displacement (highlighted), C Intervention criteria, D Eligible beneficiaries, E.1 Number of targeted workers, and F Equality and non-discrimination. The main content area is titled 'B.1. Brief description of events that led to the displacement of workers' and features an 'Edit' button. Below the title are two text input fields: 'Cause of the redundancies' and 'Description'. The 'Description' field contains a dashed box with the text 'No information provided yet.'



The Edit details pop-up window appears:

B.1. Brief description of events that led to the displacement of workers

Cause of the redundancies * 1


Financial and economic crises

Description

B I U   10000 0
chars words



2

3

Cancel Save 

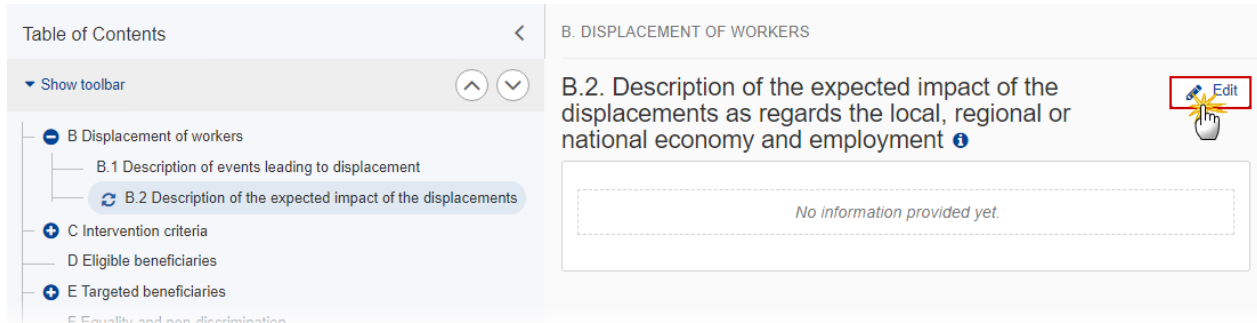
2. Enter or select the following:

- (1) Select the *Cause of the redundancies*.
- (2) Enter the *Description* in the text box provided.
- (3) Click on **SAVE** to save the information.

NOTE	<p>When “Other cause” is selected from the list of Causes of redundancies, the <i>Other cause of the redundancies</i> field will be shown and becomes mandatory.</p> <p>Cause of the redundancies * Other</p> <p>Other cause of the redundancies * 512</p> <p>Description</p> <p>B I U   10000 0 chars words</p>
-------------	--

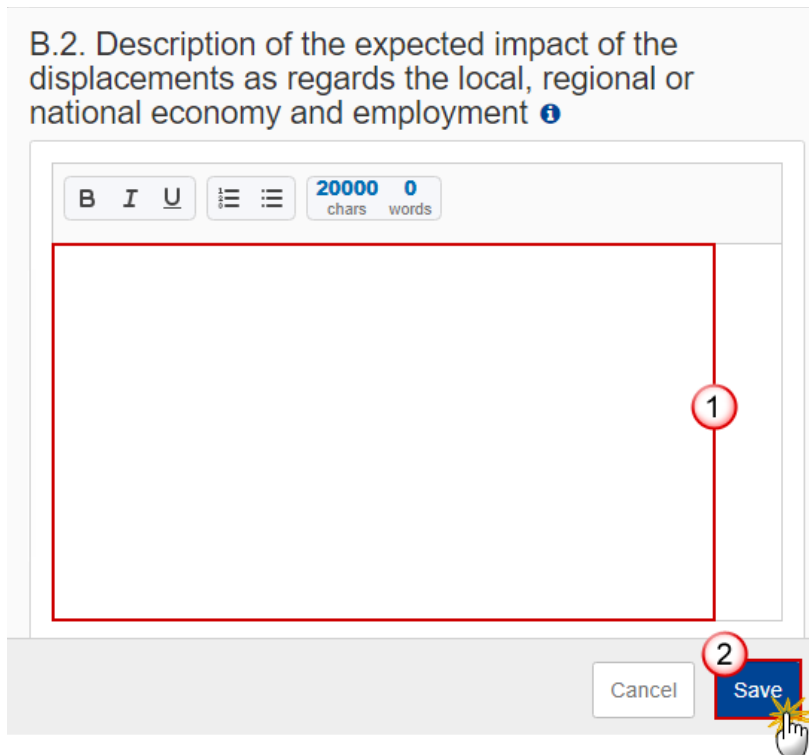
B.2 Description of the expected impact of the displacements

1. Click on the **EDIT** button to modify the information:



The screenshot shows a software interface with a 'Table of Contents' on the left and a main content area on the right. The 'Table of Contents' lists sections B through F, with 'B.2 Description of the expected impact of the displacements' selected. The main content area displays the title 'B.2. Description of the expected impact of the displacements as regards the local, regional or national economy and employment' and a text box containing 'No information provided yet.'. An 'Edit' button with a pencil icon is highlighted with a red box and a hand cursor.

- The Edit details pop-up window appears:



The screenshot shows a pop-up window titled 'B.2. Description of the expected impact of the displacements as regards the local, regional or national economy and employment'. It features a text editor with a toolbar containing bold (B), italic (I), underline (U), and list icons. The character count is 20000 and the word count is 0. A large red rectangular area is outlined in the text editor, and a red circle with the number '1' is placed on the right side of the text area. At the bottom, there are 'Cancel' and 'Save' buttons, with a red circle and the number '2' highlighting the 'Save' button and a hand cursor pointing to it.

2. Enter or select the following:

- (1) Select the *Cause of the redundancies*.
- (2) Enter the *Description* in the text box provided.
- (3) Click on **SAVE** to save the information.

C Intervention criteria

Selection of intervention criterion

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

▼ Show toolbar

- A Applicant
- B Description of events leading to displace...
- **C Intervention criteria**
 - Selection of intervention criterion
- D Eligible beneficiaries
- E Targeted beneficiaries
- F Equality and non-discrimination
- **G Proposed actions**
- H Consultation of targeted beneficiaries

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

- Criterion 4.2(a)
- Criterion 4.2(b)
- Criterion 4.2(c)
- Criterion 4.3
- Criterion 4.4

Edit

The Edit details pop-up window appears:

- Criterion 4.2(a)
- Criterion 4.2(b)
- Criterion 4.2(c)
- Criterion 4.3
- Criterion 4.4

1

Cancel Save

2

2. Select the following:

(1) Select one of the *Criterion*.

(2) Click on **SAVE** to save the information.

NOTE	The Table of Content (ToC) will display the selected Criterion. The ToC items for Small labour market and Exceptional circumstances are only presented for Criteria 4.3 and 4.4 respectively.
-------------	---

Criterion 4.2(a)

1. Click on the **EDIT** button to modify the information:

The screenshot shows a web interface for 'Table of Contents' under the heading 'C. INTERVENTION CRITERIA'. The main content area displays 'Application is based on criterion 4.2(a)' with an 'Edit' button highlighted by a red box and a mouse cursor. Below this, there is a section for 'Reference period of four months' with a right-pointing arrow. A table with the following columns is shown: Enterprise *, Primary Enterprise, Economic sector, Region, Number of displaced workers, Calculation method *, Notification date, and Additional info. Below the table, it states 'There is no information available yet'. Another table below shows 'Number of self-employed persons whose activity has ceased', 'Calculation method', and 'Additional info'. The calculation method is listed as 'Method 5 - Date of cessation of activities'.

The Edit details pop-up window appears:

Application is based on criterion 4.2(a) ⓘ

Reference period of four months

01/01/2021 → 01/04/2021 1

Enterprise *	Primary Enterprise	Economic sector	Region	Number of displaced workers	Calculation method *	Notification date	Additional info
Ent 1 SA 248	<input checked="" type="checkbox"/>	01...	I..	10	Method...	01/01/2021 ×	info 1998
+ Add 2							

Number of self-employed persons whose activity has ceased	Calculation method	Additional info
20	Method 5 - Date of cessation of activities	info 1998

Total number of displaced workers and self-employed persons whose activity has ceased during the reference period of four months
30

Cancel Save 5

2. Enter or select the following:

(1) Enter the *Reference period of four months* in both date fields.

The four months period will be checked by a validation rule VAL.PRGEFG.008.

(2) Click on **ADD** to add a new record in the table.

(3) Enter the *fields* for each record.

The list of calculation methods contains all 5 methods.

The notification date should be filled in only if the Calculation Method is Method 1.

A validation rule VAL.PRGEFG.020 will limit the number of Primary Enterprises to only one.

An import functionality is provided that will fill this table via a text file.

The Economic Sectors list contains all EGF NACE codes.

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

(4) Enter the *Number of Self-employed person whose activity has ceased* and any *Additional info*.

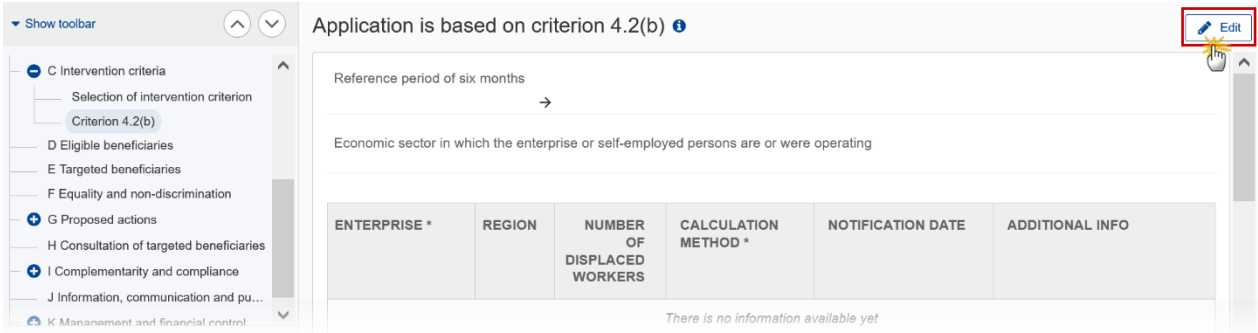
The calculation method for self-employed is automatically set to method 5.

(5) Click on **SAVE** to save the information.

NOTE	The <i>Total number of displaced workers and self-employed persons whose activity has ceased during the reference period of four months</i> is automatically calculated by the system based on the values entered.
-------------	--

Criterion 4.2(b)



1. Click on the **EDIT** button to modify the information:




The Edit details pop-up window appears:








Application is based on criterion 4.2(b) 


Reference period of six months

07/01/2021  → 07/07/2021  **1**

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



03. 03 . Fishing and aquaculture  **2**

ENTERPRISE *	REGION	NUMBER OF DISPLACED WORKERS	CALCULATION METHOD *	NOTIFICATION DATE	ADDITIONAL INFO	
Ent 1 	ITG2. I... 	10	1. Method 1 - Col... 	01/01/2021 	extra info 	 4
 3						

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

Total number of displaced workers and self-employed persons whose activity has ceased during the reference period of six months

20

  **6**

2. Enter or select the following:

(1) Enter the *Reference period of six months* in both date fields.

The six months period will be checked by a validation rule VAL.PRGEFG.011.

(2) Select the *Economic sector in which the enterprise or self-employed persons are or were operating*.

The Economic Sectors list contains all EGF NACE codes.

(3) Click on **ADD** to add a new record in the table.

(4) Enter the *fields* for each record.

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

The list of calculation methods contains all 5 methods.

The notification date should be filled in only if the Calculation Method is Method 1.

An import functionality is provided that will fill this table via a text file.

(4) Enter the *Number of Self-employed person whose activity has ceased* and any *Additional info*.

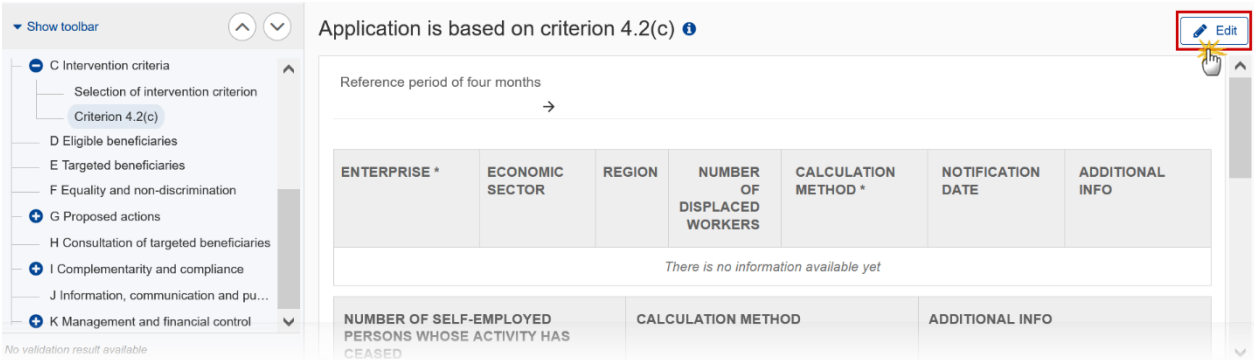
The calculation method for self-employed is automatically set to method 5.

(5) Click on **SAVE** to save the information.


NOTE	The <i>Total number of displaced workers and self-employed persons whose activity has ceased during the reference period of six months</i> is automatically calculated by the system based on the values entered.
-------------	---

Criterion 4.2(c)



1. Click on the **EDIT** button to modify the information:











The Edit details pop-up window appears:

Application is based on criterion 4.2(c) 

Reference period of four months

01/01/2021  → 01/04/2021  **1**





Enterprise *	Economic sector	Region	Number of displaced workers	Calculation method *	Notification date	Additional info	
Ent 1 	03... 	I... 	10	Metho... 	01/01/2021 	info 	
+ Add 2							

Number of self-employed persons whose activity has ceased	Calculation method	Additional info
10	Method 5 - Date of cessation of activities	info 


Total number of displaced workers and self-employed persons whose activity has ceased during the reference period of four months

20

To what extent is the labour market affected by dismissals from different sectors occurring at the same point of time, and why would this make an EGF intervention necessary/useful?

B I U   **5000**  **0** 

5

6 **Save** 

2. Enter or select the following:

(1) Enter the *Reference period of four months* in both date fields.

The four months period will be checked by a validation rule VAL.PRGEFG.008.

(2) Click on **ADD** to add a new record in the table.

(3) Enter the *fields* for each record.

The Economic Sectors list contains all EGF NACE codes.

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

The Regions of all Enterprise records should be identical. This will be checked by a validation rule PRG.EGF.VAL.022.

The list of calculation methods contains all 5 methods.

The notification date should be filled in if and only if the Calculation Method is Method 1.

An import functionality is provided that will fill this table via a text file.

(4) Enter the *Number of Self-employed person whose activity has ceased* and any *Additional info*.

The calculation method for self-employed is automatically set to method 5.

(5) Enter the text in the text box.

(6) Click on **SAVE** to save the information.

NOTE	The <i>Total number of displaced workers and self-employed persons whose activity has ceased during the reference period of four months</i> is automatically calculated by the system based on the values entered.
-------------	--

Criterion 4.3

1. Click on the **EDIT** button to modify the information:

The screenshot shows a web application interface. On the left is a sidebar menu with categories: C Intervention criteria (selected), D Eligible beneficiaries, E Targeted beneficiaries, and F Equality and non-discrimination. Under 'C Intervention criteria', there are sub-items: Selection of intervention criterion, Criterion 4.3 (highlighted), and Small labour market. The main content area is titled 'Application is based on criterion 4.3' with an information icon. Below this, there are three radio button options: Criterion 4.2(a) (selected), Criterion 4.2(b), and Criterion 4.2(c). There are also text input fields for 'Date on which the first workers were made redundant' and 'Reference period for the redundancies'. In the top right corner of the main content area, there is a blue 'Edit' button with a pencil icon, which is highlighted with a red rectangular box and a mouse cursor.

The Edit details pop-up window appears:

NOTE	There are three <i>Intervention criterion which the application approximates to but does not entirely</i> . Depending on the selection there are different ways to complete the form correctly. See all the possibilities below.
-------------	--

When approximating 4.2(a)

Application is based on criterion 4.3 ⓘ

Intervention criterion which the application approximates to but does not entirely *

Criterion 4.2(a) Criterion 4.2(b) Criterion 4.2(c) 1

Date on which the first workers were made redundant

01/01/2021 2

Reference period for the redundancies

01/01/2021 → 01/04/2021 3

Enterprise *	Primary Enterprise	Economic sector	Region	Number of displaced workers	Calculation method *	Notification date	Additional info
Ent 1 SA	<input checked="" type="checkbox"/>	01...	I..	10	Meth...	01/01/2021	info

+ Add 4

When number of enterprises exceeds 10 then please upload the list as a document under General > Documents

Number of self-employed persons whose activity has ceased	Calculation method	Additional info
10	Method 5 - Date of cessation of activities	info

Total number of displaced workers and self-employed persons whose activity has ceased during the reference period of four months

20

Cancel Save 7

2. Enter or select the following:

- (1) Select the *Intervention criterion which the application approximates to but does not entirely*.
- (2) Enter the *Date on which the first workers were made redundant*.
- (3) Enter the *Reference period for the redundancies*.
- (4) Click on **ADD** to add a new record in the table.
- (5) Enter the *fields* for each record.

One Enterprise should be marked as the main Enterprise. Enforced via validation rule PRG.EGF.VAL.020.

The Economic Sectors list contains all EGF NACE codes.

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

The list of calculation methods contains all 5 methods.

The notification date should be filled in if and only if the Calculation Method is Method 1.

An import functionality is provided that will fill this table via a text file.

(6) Enter the *Number of Self-employed person whose activity has ceased* and any *Additional info*.

The calculation method for self-employed is automatically set to method 5.

(7) Click on **SAVE** to save the information.

When approximating 4.2(b)

Application is based on criterion 4.3

Intervention criterion which the application approximates to but does not entirely *

Criterion 4.2(a) Criterion 4.2(b) Criterion 4.2(c)

Date on which the first workers were made redundant

07/01/2021

Reference period for the redundancies

07/01/2021 → 07/04/2021

ENTERPRISE *	ECONOMIC SECTOR	REGION	NUMBER OF DISPLACED WORKERS	CALCULATION METHOD *	NOTIFICATION DATE	ADDITIONAL INFO
Ent 1 SA	03. 03. Fishing and aquacul...	ITG2. IT...	10	1. Method 1 - Collective re...	01/01/2021	

+ Add

When number of enterprises exceeds 10 then please upload the list as a document under General > Documents

If the given regions are not contiguous provide an explanation below

Explanation. |

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

Total number of displaced workers and self-employed persons whose activity has ceased during the reference period of six months

20

Cancel Save

2. Enter or select the following:

(1) Select the *Intervention criterion which the application approximates to but does not entirely*.

(2) Enter the *Date on which the first workers were made redundant*.

(3) Enter the *Reference period for the redundancies*.

(4) Click on **ADD** to add a new record in the table.

(5) Enter the *fields* for each record.

The Economic Sectors list contains all EGF NACE codes.

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

The list of calculation methods contains all 5 methods.

The notification date should be filled in if and only if the Calculation Method is Method 1.

An import functionality is provided that will fill this table via a text file.

(6) Enter an explanation in the text box *if the given regions are not contiguous*.

(7) Enter the *Number of Self-employed person whose activity has ceased* and any *Additional info*.

The calculation method for self-employed is automatically set to method 5.

(8) Click on **SAVE** to save the information.


When approximating 4.2(c)

Application is based on criterion 4.3



Intervention criterion which the application approximates to but does not entirely *


Criterion 4.2(a) Criterion 4.2(b) Criterion 4.2(c) 1

Date on which the first workers were made redundant

01/01/2021  2

Reference period for the redundancies

01/01/2021  → 01/04/2021  3



Enterprise *	Economic sector	Region	Number of displaced workers	Calculation method *	Notification date	Additional info	
Ent 1 SA <small>248</small>	03... ▾	I... ▾	10	Method 1 - ... ▾	01/01/2021 × 	info <small>1998</small>	5
+ Add 4							

Number of self-employed persons whose activity has ceased	Calculation method	Additional info
10	Method 5 - Date of cessation of activities	info <small>1998</small>

Total number of displaced workers and self-employed persons whose activity has ceased during the reference period of four months


20

To what extent is the labour market affected by dismissals from different sectors occurring at the same point of time, and why would this make an EGF intervention necessary/useful?

B I U   7

5000 0
chars words

8

Cancel Save 

2. Enter or select the following:

- (1) Select the *Intervention criterion which the application approximates to but does not entirely*.
- (2) Enter the *Date on which the first workers were made redundant*.
- (3) Enter the *Reference period for the redundancies*.
- (4) Click on **ADD** to add a new record in the table.
- (5) Enter the *fields* for each record.

One Enterprise should be marked as the main Enterprise. Enforced via validation rule PRG.EGF.VAL.020.

The Economic Sectors list contains all EGF NACE codes.

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

The list of calculation methods contains all 5 methods.

The notification date should be filled in if and only if the Calculation Method is Method 1.

An import functionality is provided that will fill this table via a text file.

(6) Enter the *Number of Self-employed person whose activity has ceased* and any *Additional info*.

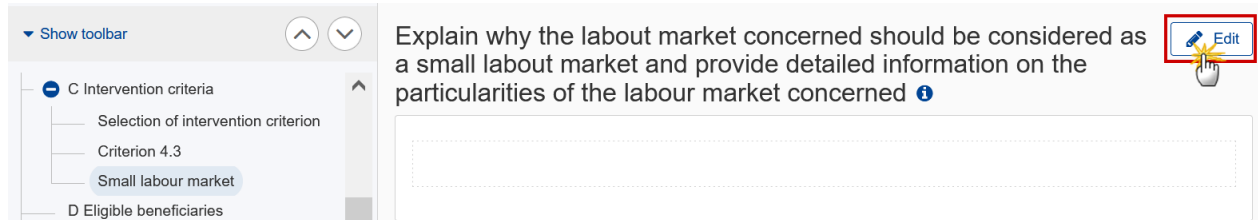
The calculation method for self-employed is automatically set to method 5.

(7) Enter the text in the text box.

(8) Click on **SAVE** to save the information.


Small labour market

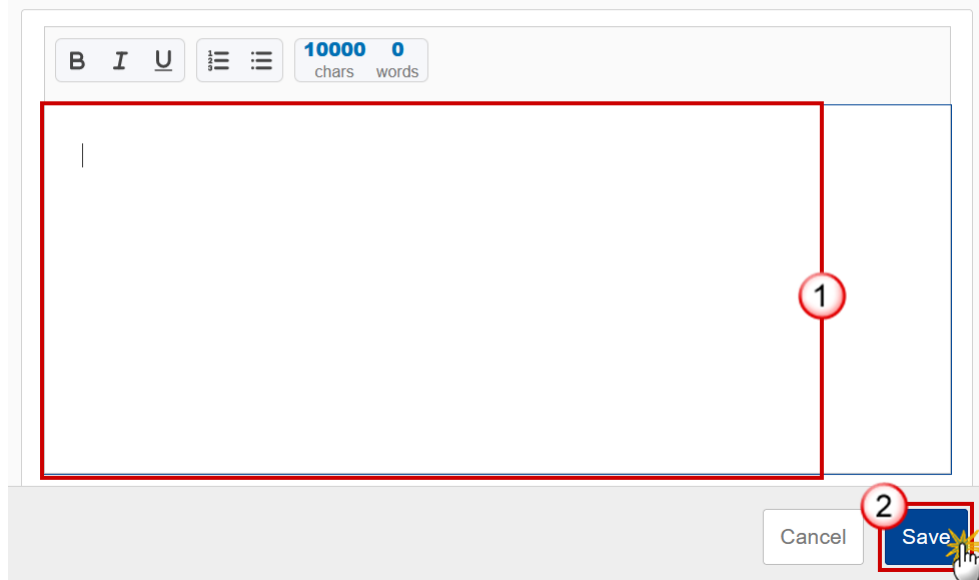
1. Click on the **EDIT** button to modify the information:



The screenshot shows a web interface with a sidebar on the left and a main content area on the right. The sidebar contains a tree view of intervention criteria, with 'Small labour market' selected. The main content area has a text input field and an 'Edit' button. The text input field contains the text: 'Explain why the labour market concerned should be considered as a small labour market and provide detailed information on the particularities of the labour market concerned'. The 'Edit' button is highlighted with a red box and a hand cursor.

The Edit details pop-up window appears:

Explain why the labour market concerned should be considered as a small labour market and provide detailed information on the particularities of the labour market concerned 



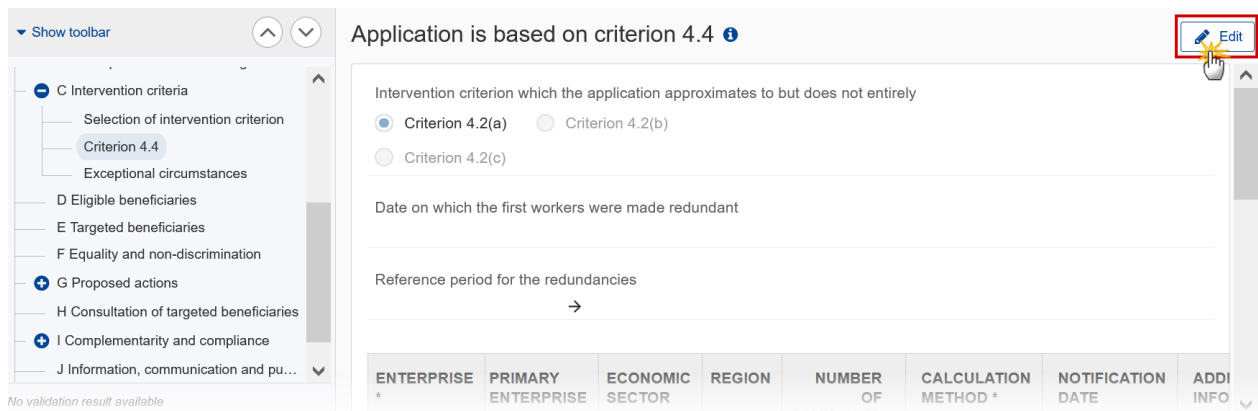
The screenshot shows a text input area with a red border. Above the input area is a toolbar with buttons for Bold (B), Italic (I), Underline (U), and a list icon. To the right of the toolbar, it displays '10000' characters and '0' words. A red circle with the number '1' is positioned on the right side of the text box. Below the text box, there are 'Cancel' and 'Save' buttons. A red circle with the number '2' is positioned over the 'Save' button, which has a hand cursor icon pointing to it.


2. Enter the following:

- (1) Enter the text in the text box provided.
- (2) Click on **SAVE** to save the information.

Criterion 4.4

1. Click on the **EDIT** button to modify the information:



The screenshot shows a web application interface. On the left is a sidebar with a tree view of criteria: C Intervention criteria (with sub-items Selection of intervention criterion, Criterion 4.4, and Exceptional circumstances), D Eligible beneficiaries, E Targeted beneficiaries, F Equality and non-discrimination, G Proposed actions, H Consultation of targeted beneficiaries, I Complementarity and compliance, and J Information, communication and pu... A 'Show toolbar' is visible at the top of the sidebar. The main content area is titled 'Application is based on criterion 4.4 '. It contains several form fields: 'Intervention criterion which the application approximates to but does not entirely' with radio buttons for Criterion 4.2(a), Criterion 4.2(b), and Criterion 4.2(c); 'Date on which the first workers were made redundant'; and 'Reference period for the redundancies' with a right-pointing arrow. At the bottom, there is a table with columns: ENTERPRISE *, PRIMARY ENTERPRISE, ECONOMIC SECTOR, REGION, NUMBER OF EMPLOYEES, CALCULATION METHOD *, NOTIFICATION DATE, and ADDITIONAL INFO. An 'Edit' button with a pencil icon is highlighted with a red box and a hand cursor in the top right corner of the main content area.

The Edit details pop-up window appears:

NOTE	There are three <i>Intervention criterion</i> which the application approximates to but does not entirely. Depending on the selection there are different ways to complete the form correctly. See all the possibilities below.
-------------	---


When approximating 4.2(a)

Application is based on criterion 4.4 ⓘ



Intervention criterion which the application approximates to but does not entirely *


Criterion 4.2(a) Criterion 4.2(b) Criterion 4.2(c) 1

Date on which the first workers were made redundant

01/01/2021  2

Reference period for the redundancies

01/01/2021  → 01/04/2021  3

Enterprise *	Primary Enterprise	Economic sector	Region	Number of displaced workers	Calculation method *	Notification date	Additional info
Ent 1 SA <small>248</small>	<input checked="" type="checkbox"/>	01...	I..	10	Meth...	01/01/2021 	info <small>1998</small>

5 4 + Add


When number of enterprises exceeds 10 then please upload the list as a document under General > Documents

Number of self-employed persons whose activity has ceased	Calculation method	Additional info
10	Method 5 - Date of cessation of activities	info <small>1998</small>

6

Total number of displaced workers and self-employed persons whose activity has ceased during the reference period of four months

20

7 Cancel Save 

2. Enter or select the following:

(1) Select the *Intervention criterion which the application approximates to but does not entirely*.

(2) Enter the *Date on which the first workers were made redundant*.

(3) Enter the *Reference period for the redundancies*.

(4) Click on **ADD** to add a new record in the table.

(5) Enter the *fields* for each record.

One Enterprise should be marked as the main Enterprise. Enforced via validation rule PRG.EGF.VAL.020.

The Economic Sectors list contains all EGF NACE codes.

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

The list of calculation methods contains all 5 methods.

The notification date should be filled in if and only if the Calculation Method is Method 1.

An import functionality is provided that will fill this table via a text file.

(6) Enter the *Number of Self-employed person whose activity has ceased* and any *Additional info*.

The calculation method for self-employed is automatically set to method 5.

(7) Click on **SAVE** to save the information.

When approximating 4.2(b)

Application is based on criterion 4.4

Intervention criterion which the application approximates to but does not entirely *

Criterion 4.2(a) Criterion 4.2(b) Criterion 4.2(c)

Date on which the first workers were made redundant

07/01/2021

Reference period for the redundancies

07/01/2021 → 07/04/2021

ENTERPRISE *	ECONOMIC SECTOR	REGION	NUMBER OF DISPLACED WORKERS	CALCULATION METHOD *	NOTIFICATION DATE	ADDITIONAL INFO
Ent 1 SA	03. 03. Fishing and aquacul...	ITG2. IT...	10	1. Method 1 - Collective re...	01/01/2021	

When number of enterprises exceeds 10 then please upload the list as a document under General > Documents

If the given regions are not contiguous provide an explanation below

Explanation. .]

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

Total number of displaced workers and self-employed persons whose activity has ceased during the reference period of six months

20

Cancel Save

2. Enter or select the following:

- (1) Select the *Intervention criterion which the application approximates to but does not entirely*.
- (2) Enter the *Date on which the first workers were made redundant*.
- (3) Enter the *Reference period for the redundancies*.
- (4) Click on **ADD** to add a new record in the table.
- (5) Enter the *fields* for each record.

The Economic Sectors list contains all EGF NACE codes.

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

The list of calculation methods contains all 5 methods.

The notification date should be filled in if and only if the Calculation Method is Method 1.

An import functionality is provided that will fill this table via a text file.

- (6) Enter an explanation in the text box *if the given regions are not contiguous*.
- (7) Enter the *Number of Self-employed person whose activity has ceased* and any *Additional info*.

The calculation method for self-employed is automatically set to method 5.

(8) Click on **SAVE** to save the information.

When approximating 4.2(c)

Application is based on criterion 4.4 ⓘ

Intervention criterion which the application approximates to but does not entirely *

Criterion 4.2(a) Criterion 4.2(b) Criterion 4.2(c) 1

Date on which the first workers were made redundant

01/01/2021 2

Reference period for the redundancies

01/01/2021 → 01/04/2021 3

Enterprise *	Economic sector	Region	Number of displaced workers	Calculation method *	Notification date	Additional info	
Ent 1 SA 248	03... ▾	I... ▾	10	Method 1 - ... ▾	01/01/2021 × 📅	info 1908	5
							+ Add 4

Number of self-employed persons whose activity has ceased	Calculation method	Additional info	
10	Method 5 - Date of cessation of activities	info 1908	6

Total number of displaced workers and self-employed persons whose activity has ceased during the reference period of four months

20

To what extent is the labour market affected by dismissals from different sectors occurring at the same point of time, and why would this make an EGF intervention necessary/useful?

B I U 📄 5000 0 chars words 7

Cancel Save 8

2. Enter or select the following:

(1) Select the *Intervention criterion which the application approximates to but does not entirely*.

(2) Enter the *Date on which the first workers were made redundant*.

(3) Enter the *Reference period for the redundancies*.

(4) Click on **ADD** to add a new record in the table.

(5) Enter the *fields* for each record.

One Enterprise should be marked as the main Enterprise. Enforced via validation rule PRG.EGF.VAL.020.

The Economic Sectors list contains all EGF NACE codes.

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

The list of calculation methods contains all 5 methods.

The notification date should be filled in if and only if the Calculation Method is Method 1.

An import functionality is provided that will fill this table via a text file.

(6) Enter the *Number of Self-employed person whose activity has ceased* and any *Additional info*.

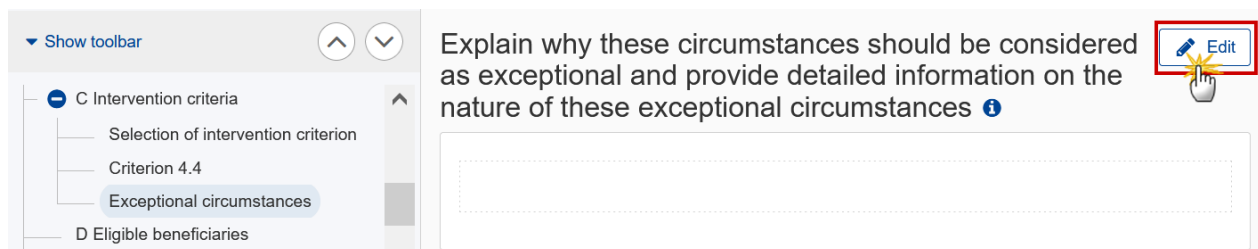
The calculation method for self-employed is automatically set to method 5.

(7) Enter the text in the text box.

(8) Click on **SAVE** to save the information.

Exceptional circumstances

1. Click on the **EDIT** button to modify the information:




▼ Show toolbar

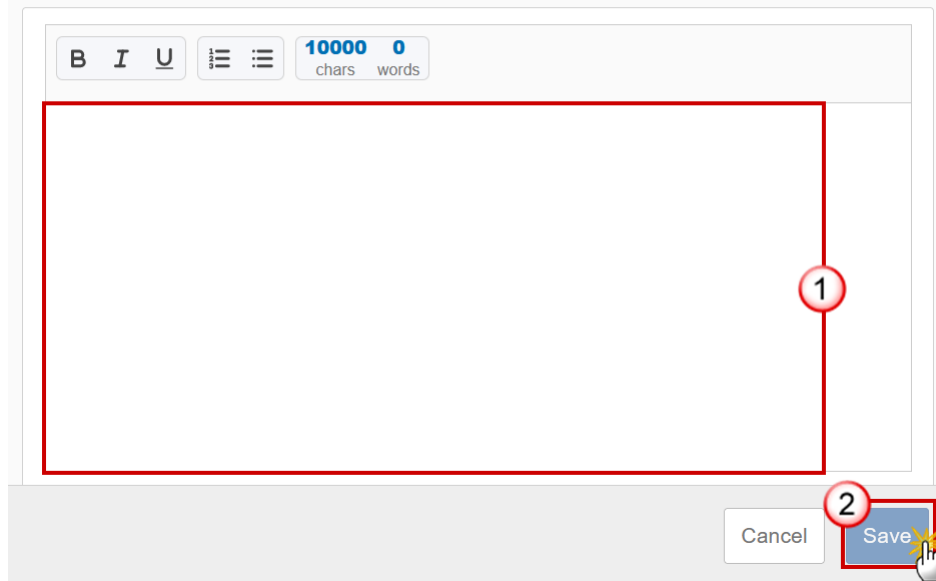
- C Intervention criteria
 - Selection of intervention criterion
 - Criterion 4.4
 - Exceptional circumstances
- D Eligible beneficiaries

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

Edit

The Edit details pop-up window appears:

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

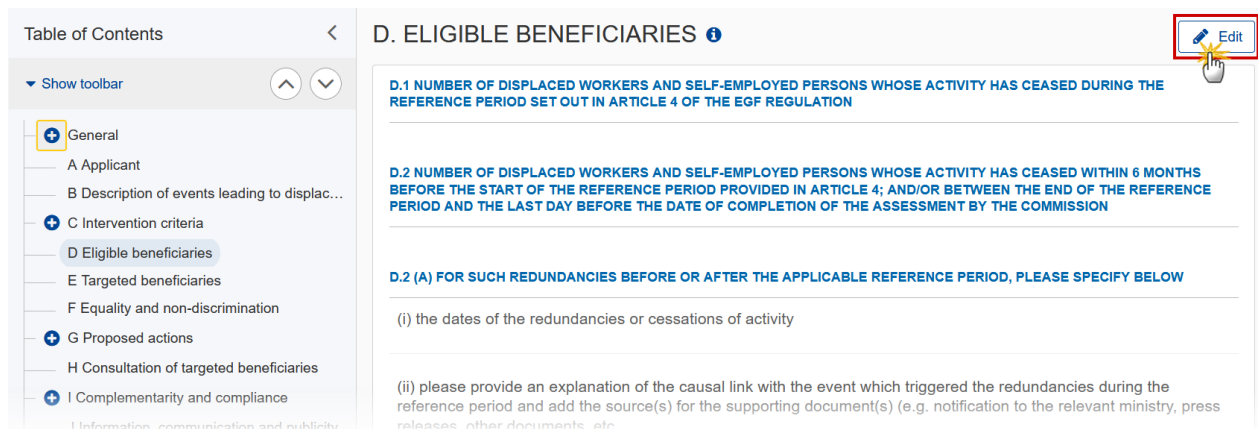


2. Enter the following:

- (1) Enter the text in the text box provided.
- (2) Click on **SAVE** to save the information.

D Eligible beneficiaries

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



The Edit details pop-up window appears:

D. ELIGIBLE BENEFICIARIES ⓘ

D.1 NUMBER OF DISPLACED WORKERS AND SELF-EMPLOYED PERSONS WHOSE ACTIVITY HAS CEASED DURING THE REFERENCE PERIOD SET OUT IN ARTICLE 4 OF THE EGF REGULATION

20 1

D.2 NUMBER OF DISPLACED WORKERS AND SELF-EMPLOYED PERSONS WHOSE ACTIVITY HAS CEASED WITHIN 6 MONTHS BEFORE THE START OF THE REFERENCE PERIOD PROVIDED IN ARTICLE 4; AND/OR BETWEEN THE END OF THE REFERENCE PERIOD AND THE LAST DAY BEFORE THE DATE OF COMPLETION OF THE ASSESSMENT BY THE COMMISSION

20 2

D.2 (A) FOR SUCH REDUNDANCIES BEFORE OR AFTER THE APPLICABLE REFERENCE PERIOD, PLEASE SPECIFY BELOW

(i) the dates of the redundancies or cessations of activity

07/01/2021 3


(ii) please provide an explanation of the causal link with the event which triggered the redundancies during the reference period and add the source(s) for the supporting document(s) (e.g. notification to the relevant ministry, press releases, other documents, etc.)

B I U ☰ ☷ 9989 1
chars words

Explanation| 4

D.3 TOTAL NUMBER OF ELIGIBLE

40

Cancel 5 Save 

2. Select the following:

- (1) Enter the number in *D1*.
- (2) Enter the number in *D2*.
- (3) Enter the date(s) in *D2(A) (i)*.

- (4) Enter the explanation in *D2(A) (ii)*.
- (5) Click on **SAVE** to save the information.

E Targeted beneficiaries

E.1 Number of targeted workers

- 1. Click on the **EDIT** button to edit the information:

Table of Contents <

Show toolbar ^ v

- D Eligible beneficiaries
- **E.1 Number of targeted workers**
- F Equality and non-discrimination
- G Proposed actions
 - G.1 Measures
 - G.2 Activities
 - G.3 Total EGF contribution
- H Consultation of targeted beneficiaries
- I Complementarity and compliance
- J Information, communication and publicity

E.1. Number of targeted workers (eligible workers expected to participate in the proposed actions) and breakdown by gender, age group and educational level ⓘ

Number of targeted workers (eligible workers expected to participate in the proposed actions) and breakdown by gender, age group and educational level

Gender	Men	0
	Women	0
	Non-binary	0
Age group	Below 30	0
	30-54	0
	Above 54	0
with lower secondary education or less (ISCED		

Edit

The Edit details pop-up window appears:

Gender	Men	<input type="text" value="20"/>
	Women	<input type="text" value="20"/>
	Non-binary	<input type="text" value="0"/>
Age group	Below 30	<input type="text" value="10"/>
	30-54	<input type="text" value="10"/>
	Above 54	<input type="text" value="20"/>
Education level	with lower secondary education or less (ISCED 0-2)	<input type="text" value="20"/>
	with upper secondary (ISCED 3) or post-secondary education (ISCED 4)	<input type="text" value="10"/>
	with tertiary education (ISCED 5-8)	<input type="text" value="10"/>
Total	Targeted workers	<input type="text" value="0"/>

2. Enter the following:

- (1) Enter the requested numbers for *Gender*, *Age group* and *Education level*.
- (2) Click on **SAVE** to save the information.

E.2 Additional statistics or information

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

Table of Contents <

▼ Show toolbar

- E Targeted beneficiaries
 - E.1 Number of targeted workers
 - **E.2 Additional statistics or information**
- [F Equality and non-discrimination](#)
- + G Proposed actions
- H Consultation of targeted beneficiaries

E. TARGETED BENEFICIARIES

E.2. Additional statistics or information that would help in justifying the suite of measures ⓘ

No information provided yet.

The Edit details pop-up window appears:

E.2. Additional statistics or information that would help in justifying the suite of measures ⓘ

B *I* U 5000 0
chars words

1

2

Cancel Save

2. Enter the following:

- (1) Enter the text in the text box provided.
- (2) Click on **SAVE** to save the information.

F Equality and non-discrimination

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

Table of Contents <

▼ Show toolbar ^ v

- Exceptional circumstances
- 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 public
- + K Management and financial control

F. EQUALITY BETWEEN MEN AND WOMEN AND 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 gender, racial or 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 Edit details pop-up window appears:

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 gender, racial or 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

2

2. Select the following:

(1) Select the *tick box* to confirm the declaration.

(2) Click on **SAVE** to save the information.

G Proposed actions

G.1 Measures

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


Table of Contents <

▼ Show toolbar ^ v

- + E Targeted beneficiaries
- F Equality and non-discrimination
- G Proposed actions
 - + G.1 Measures
 - General description
 - + G.2 Activities
 - G.3 Total EGF contribution
- H Consultation of targeted benefici
- + I Complementarity and compliance
- J Information, communication and p
- + K Management and financial contrc

G. PROPOSED ACTIONS

G.1. Measures ⓘ

 Edit

G.1.1 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 workers cost (EGF & National Co-financing *)
<i>There is no information available yet</i>					

G.1.2 DATE ON WHICH THE PERSONALISED SERVICES TO THE TARGETED BENEFICIARIES WERE STARTED OR ARE DUE TO BE STARTED

The Edit details pop-up window appears:

G.1. Measures

G.1.1 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 workers cost (EGF & National Co-financing *)	
01	M01	B...	40	1	40	
	Total		0		40	

+ Add

G.1.2 DATE ON WHICH THE PERSONALISED SERVICES TO THE TARGETED BENEFICIARIES WERE STARTED OR ARE DUE TO BE STARTED

01/01/2021

G.1.3 CONFIRMATION OF THE BENEFICIARIES ACTIVE INVOLVEMENT

The applicant hereby declares that the actions under Article 7.2(b) included in the budget are conditional on the active participation of the targeted beneficiaries in job search or training activities

G.1.4 CONFIRMATION OF THAT THE SKILLS REQUIRED IN THE DIGITAL INDUSTRIAL AGE AND IN A RESOURCE-EFFICIENT ECONOMY HAVE BEEN CONSIDERED WHEN DESIGNING THE COORDINATED PACKAGES OF MEASURES. (CF. ARTICLE 7.2 OF THE EGF REGULATION)

Yes, such skills were considered when designing the coordinated packages. Please provide explanation

No / Not applicable. Please provide explanation

*
 B I U 1986 1 chars words
 Explanation...

Cancel Save

2. Enter or select the following:

- (1) Click on **ADD** to add a new record in the table G.1.1.
- (2) Enter the *fields* for each record in the table G.1.1.
- (3) Enter the *date* in G.1.2.
- (4) Select the tick box to *confirm* the declaration in G.1.4.
- (5) Select *yes* or *no* from the option in G.1.4.
The explanation is mandatory for both Yes and No.
- (6) Enter the *Explanation*.
- (7) Click on **SAVE** to save the information.

REMARK

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

General description

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

The screenshot shows a web application interface. On the left is a 'Table of Contents' sidebar with a 'Show toolbar' option and a tree view containing: G Proposed actions, G.1 Measures (with a sub-item 'General description' highlighted), Description measure: 01, G.2 Activities, G.3 Total EGF contribution, and H Consultation of targeted beneficiar. The main content area is titled 'G. PROPOSED ACTIONS → G.1. Measures' and contains the text: 'Description of the proposed coordinated package of personalised services and related expenditure including, in particular, any measures in support of employment initiatives for disadvantaged and older beneficiaries'. An 'Edit' button with a pencil icon is highlighted with a red box and a hand cursor. Below the text is a dashed box containing the text 'No information provided yet.'

The Edit details pop-up window appears:

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

5000 chars 0 words

1

2

Cancel Save

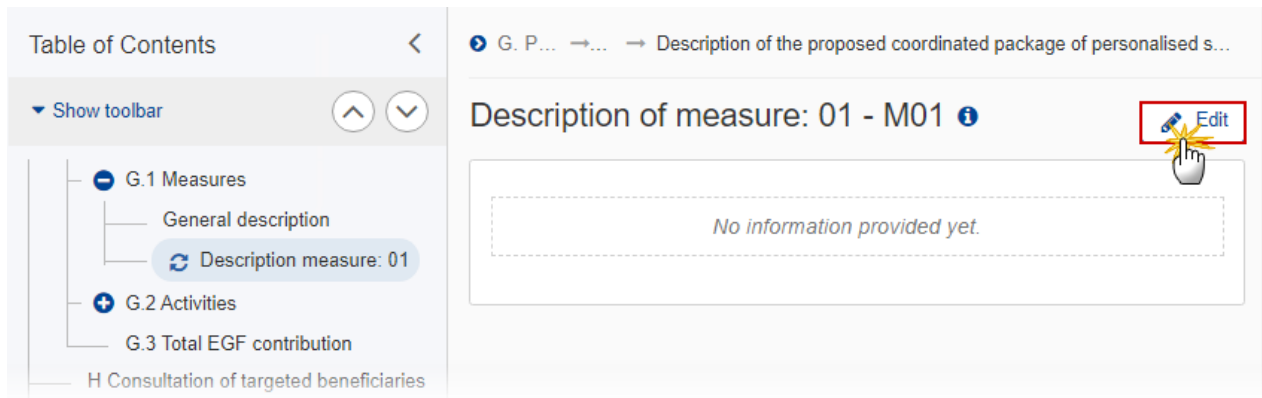
2. Enter the following:

- (1) Enter the text in the text box provided.
- (2) Click on **SAVE** to save the information.

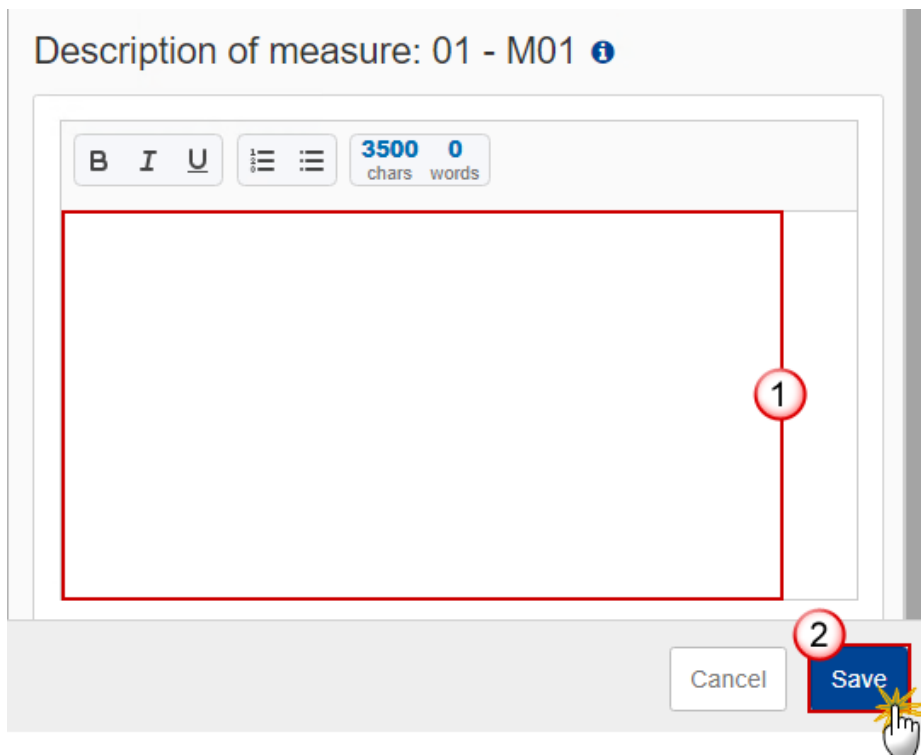
Description measure

NOTE	When a Measure is added/deleted in G.1.1, an entry in the Table of Contents is added/deleted for the description of the Measure.
-------------	--

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



The Edit details pop-up window appears:



2. Enter the following:

- (1) Enter the text in the text box provided.
- (2) Click on **SAVE** to save the information.

G.2 Activities

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

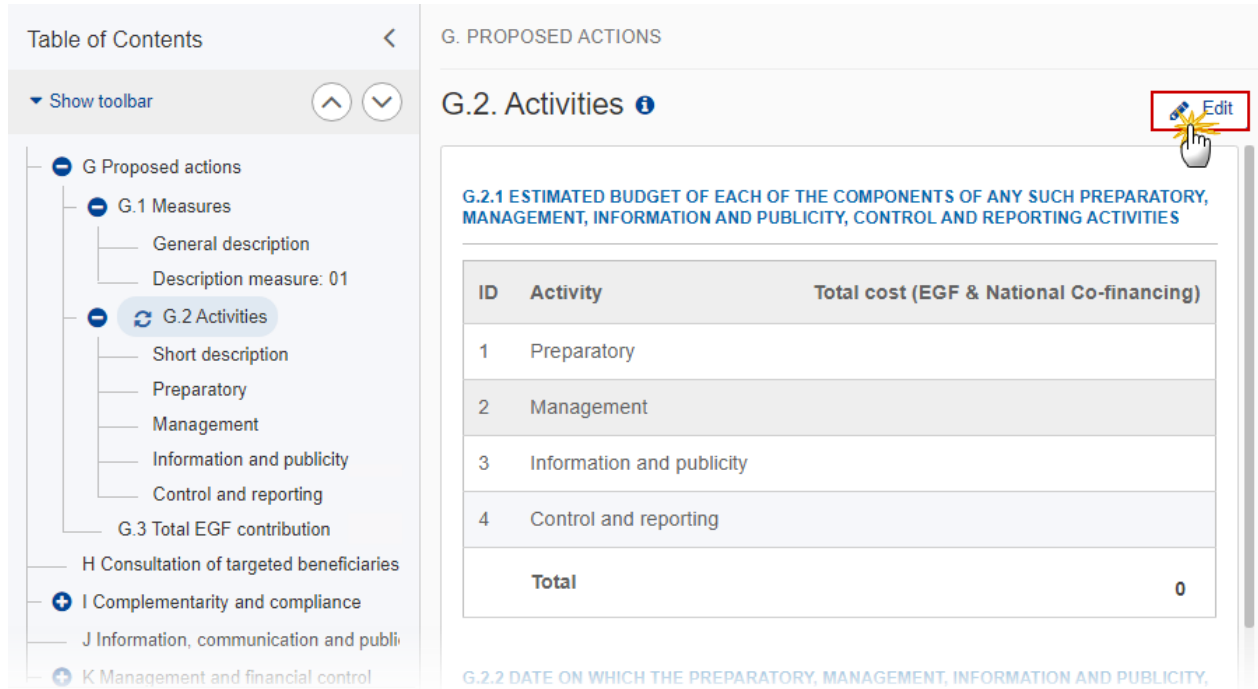


Table of Contents <

▼ Show toolbar ^ v

- [-] G Proposed actions
 - [-] G.1 Measures
 - General description
 - Description measure: 01
 - [-] **G.2 Activities**
 - Short description
 - Preparatory
 - Management
 - Information and publicity
 - Control and reporting
 - G.3 Total EGF contribution
- H Consultation of targeted beneficiaries
- [+] I Complementarity and compliance
- J Information, communication and publi
- [+] K Management and financial control

G. PROPOSED ACTIONS

G.2. Activities ⓘ

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 cost (EGF & National Co-financing)
1	Preparatory	
2	Management	
3	Information and publicity	
4	Control and reporting	
Total		0

G.2.2 DATE ON WHICH THE PREPARATORY, MANAGEMENT, INFORMATION AND PUBLICITY,

The Edit details pop-up window appears:

G.2. Activities

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 cost (EGF & National Co-financing)
1	Preparatory	10
2	Management	10
3	Information and publicity	10
4	Control and reporting	10
Total		40

G.2.2 DATE ON WHICH THE PREPARATORY, MANAGEMENT, INFORMATION AND PUBLICITY, CONTROL AND REPORTING ACTIVITIES WERE STARTED OR ARE DUE TO BE STARTED

01/01/2021



2

Cancel

3
Save

2. Enter or select the following:

(1) Enter the values in G.2.1 for the *Total cost (EGF & National co-financing)*.

All pre-defined Activities are automatically foreseen.

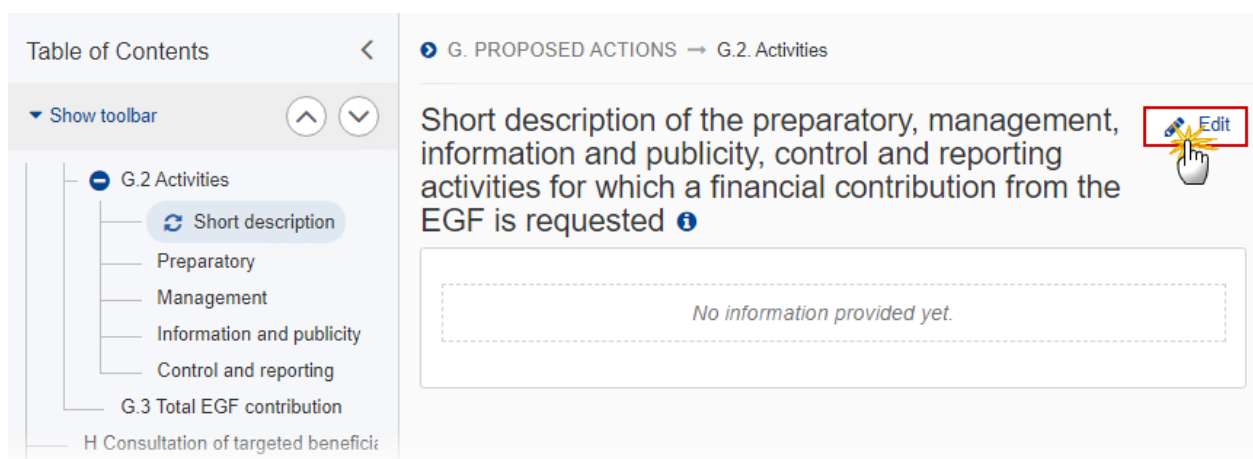
A non-blocking validation rule will warn when the total cost of the activities is more than 4% of the total cost of the package of G.1.1. (PRG.EGF.VAL.028).

(2) Enter the *date* in G.2.2.

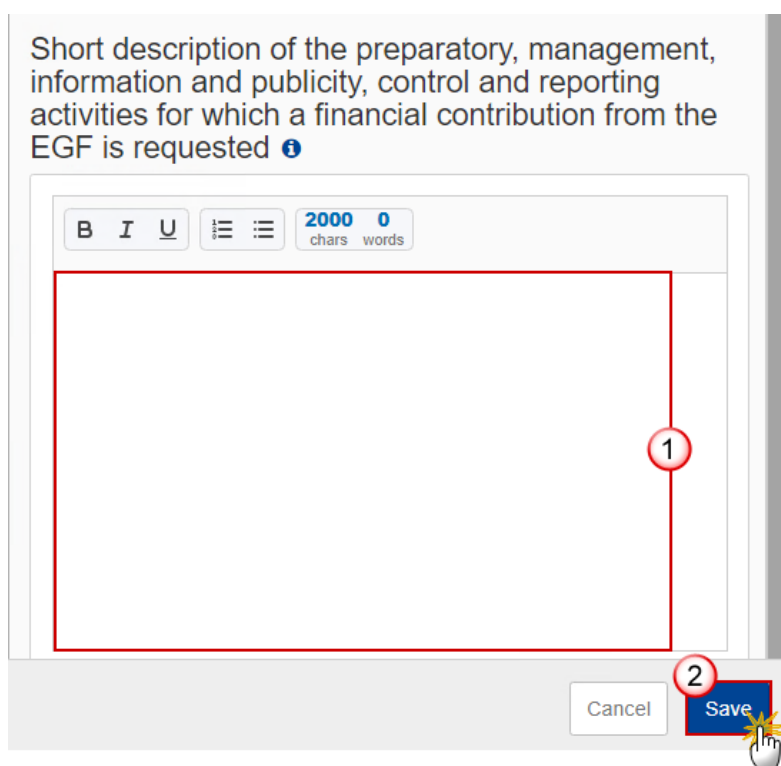
(3) Click on **SAVE** to save the information.

Short description

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



The Edit details pop-up window appears:



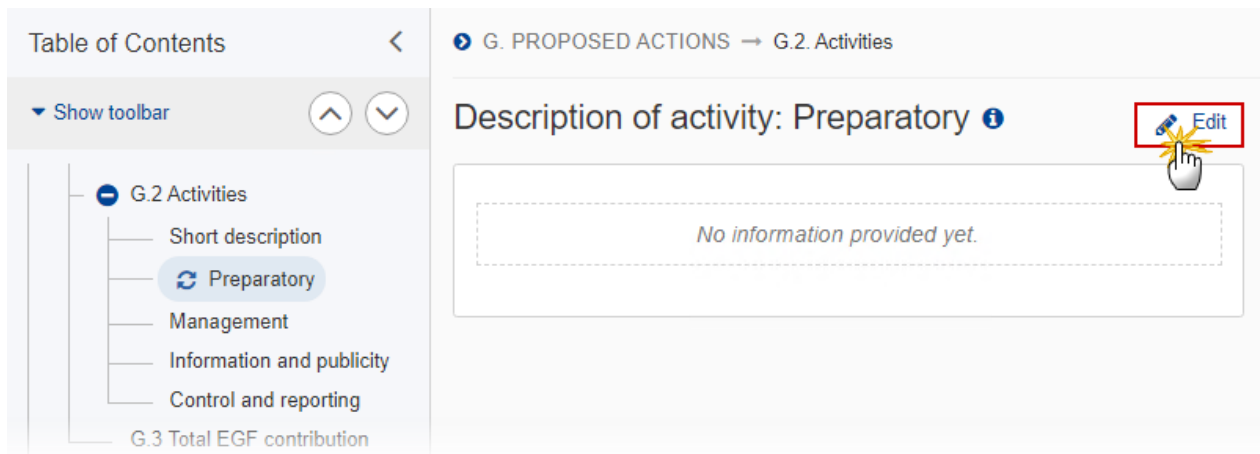
2. Enter the following:

(1) Enter the text in the text box provided.

(2) Click on **SAVE** to save the information.

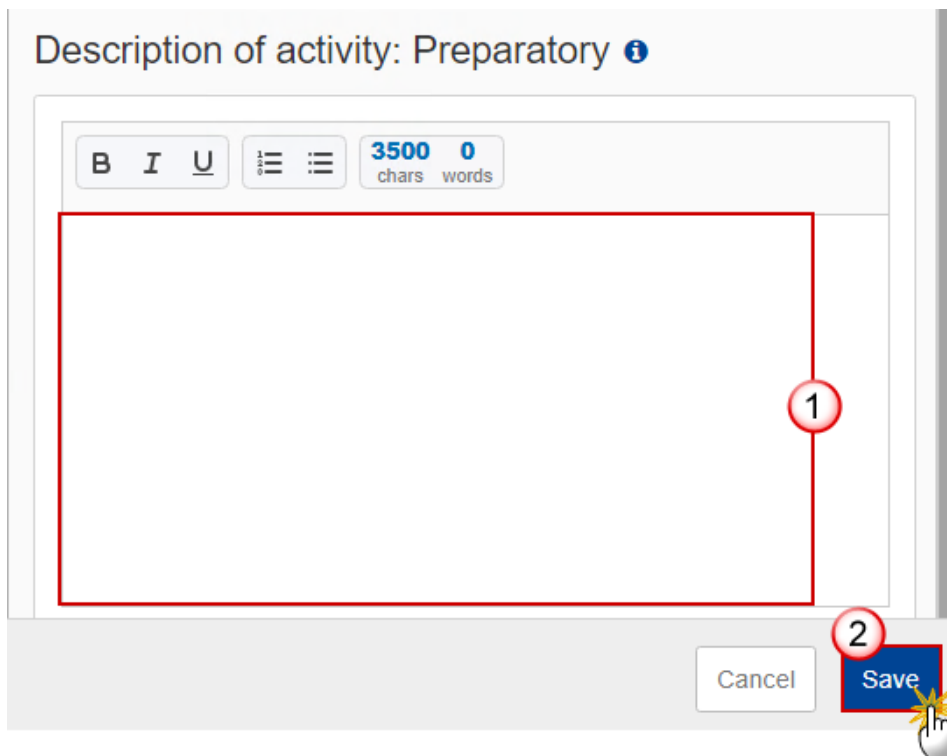
Preparatory

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



The screenshot shows a web interface for editing an activity. On the left is a 'Table of Contents' sidebar with a 'Show toolbar' option and a list of sections: G.2 Activities (expanded), Short description, Preparatory (selected), Management, Information and publicity, Control and reporting, and G.3 Total EGF contribution. The main content area is titled 'G. PROPOSED ACTIONS → G.2. Activities' and 'Description of activity: Preparatory'. A red box highlights the 'Edit' button in the top right corner, with a hand cursor clicking it. Below the title is a dashed box containing the text 'No information provided yet.'

The Edit details pop-up window appears:



The screenshot shows the 'Edit details' pop-up window. The title is 'Description of activity: Preparatory'. At the top, there is a toolbar with buttons for Bold (B), Italic (I), Underline (U), Bulleted List, and Numbered List. To the right of the toolbar, it shows '3500' characters and '0' words. A large red rectangular box, labeled with a circled '1', indicates the text input area. At the bottom right, there are two buttons: 'Cancel' and 'Save'. A hand cursor is clicking the 'Save' button, which is labeled with a circled '2'.

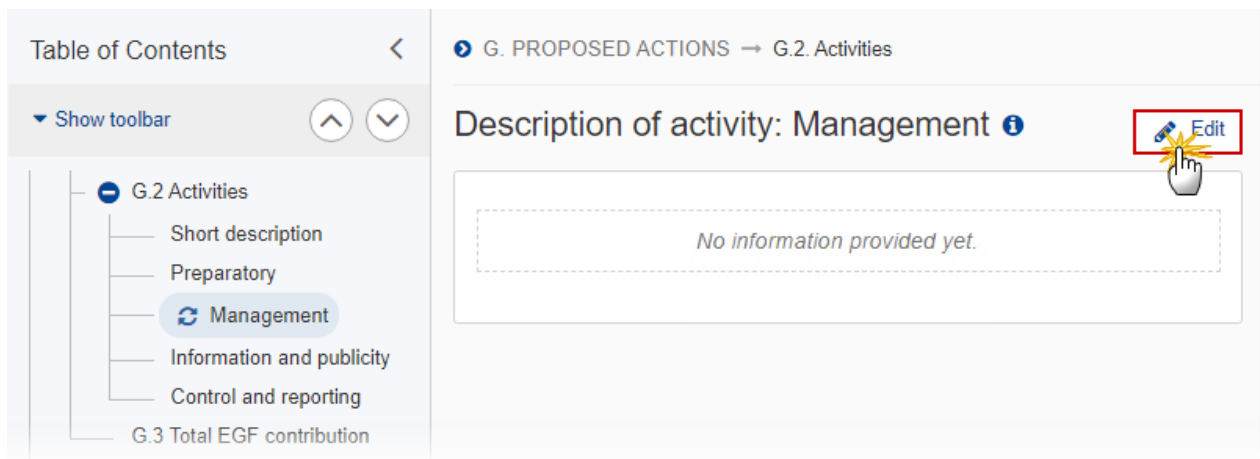
2. Enter the following:

(1) Enter the text in the text box provided.

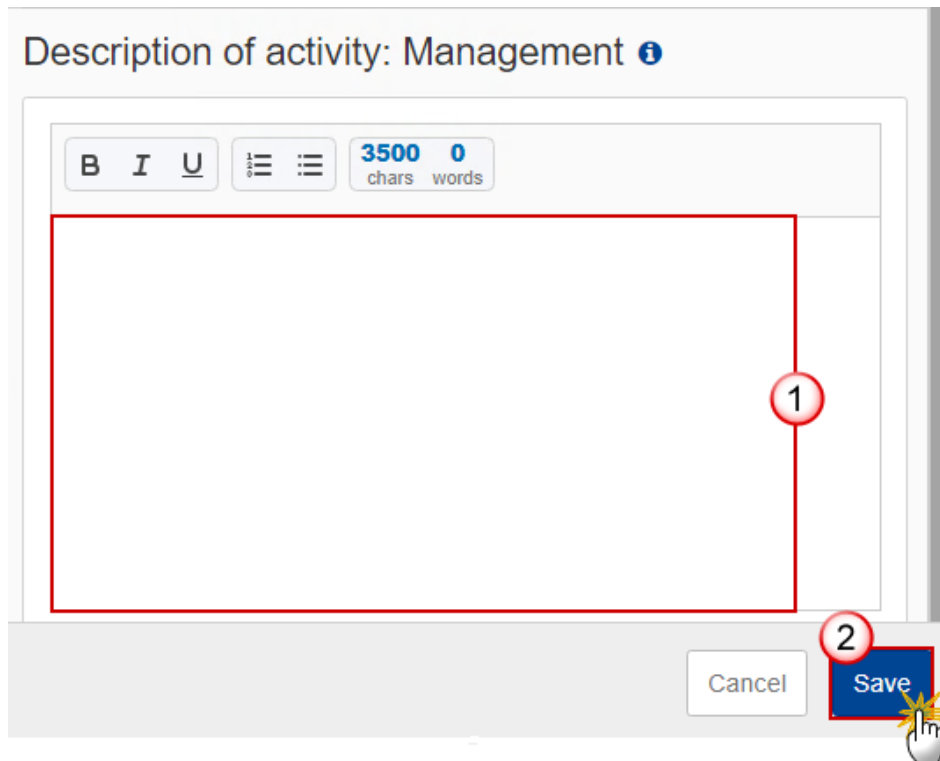
(2) Click on **SAVE** to save the information.

Management

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



The Edit details pop-up window appears:

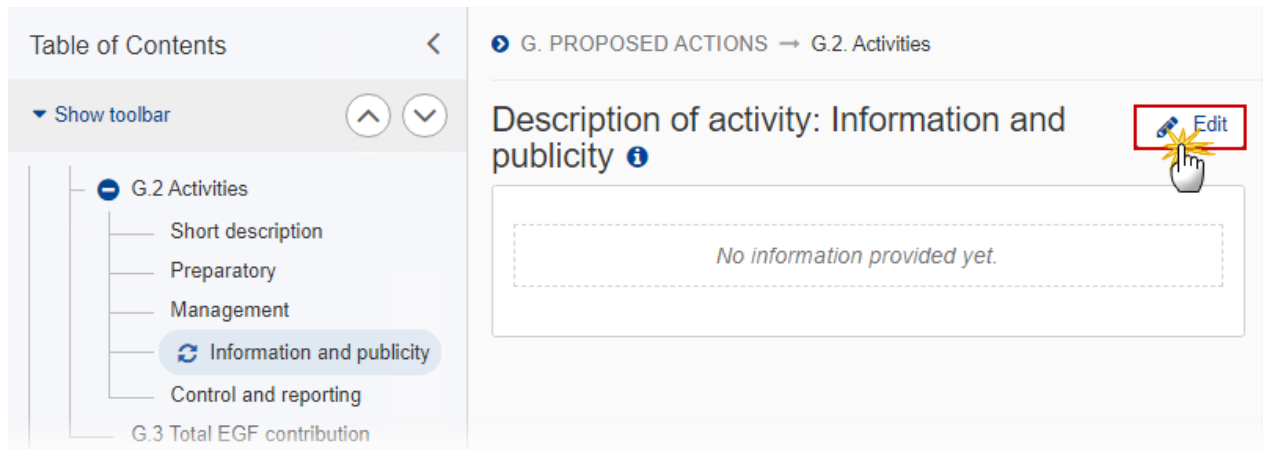


2. Enter the following:

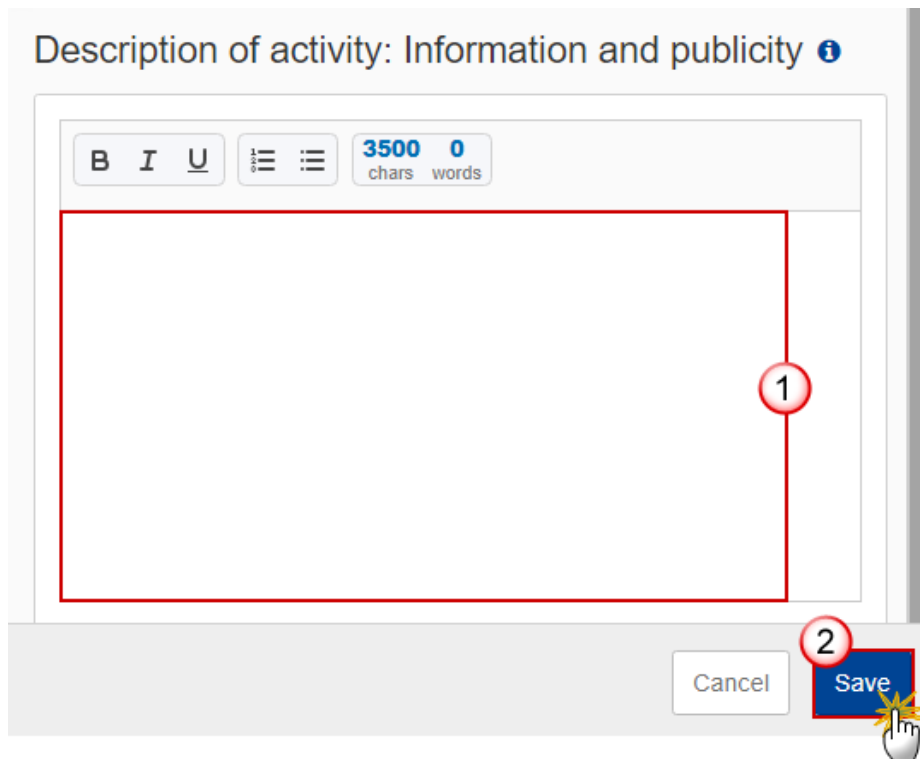
- (1) Enter the text in the text box provided.
- (2) Click on **SAVE** to save the information.

Information and publicity

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



The Edit details pop-up window appears:



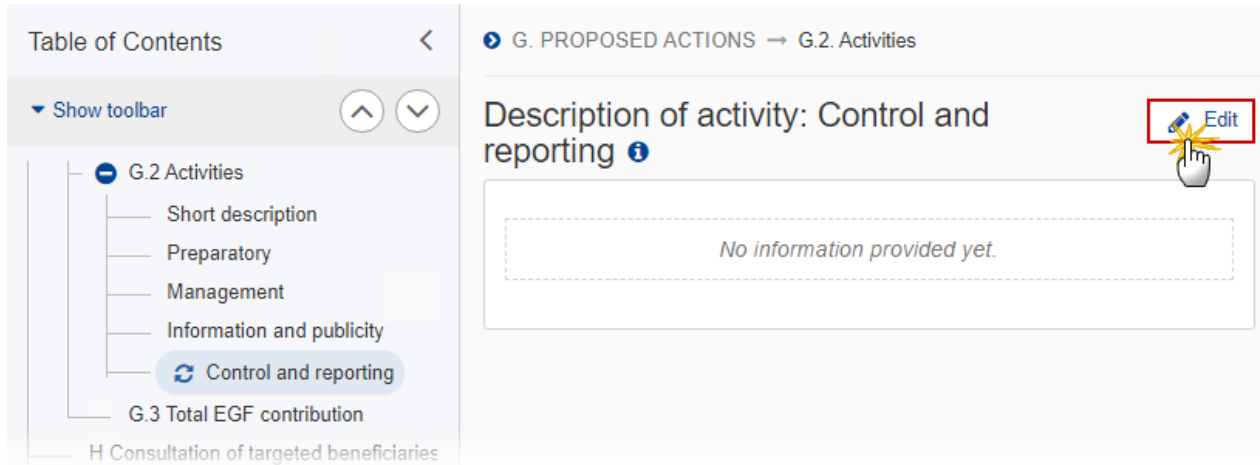
2. Enter the following:

(1) Enter the text in the text box provided.

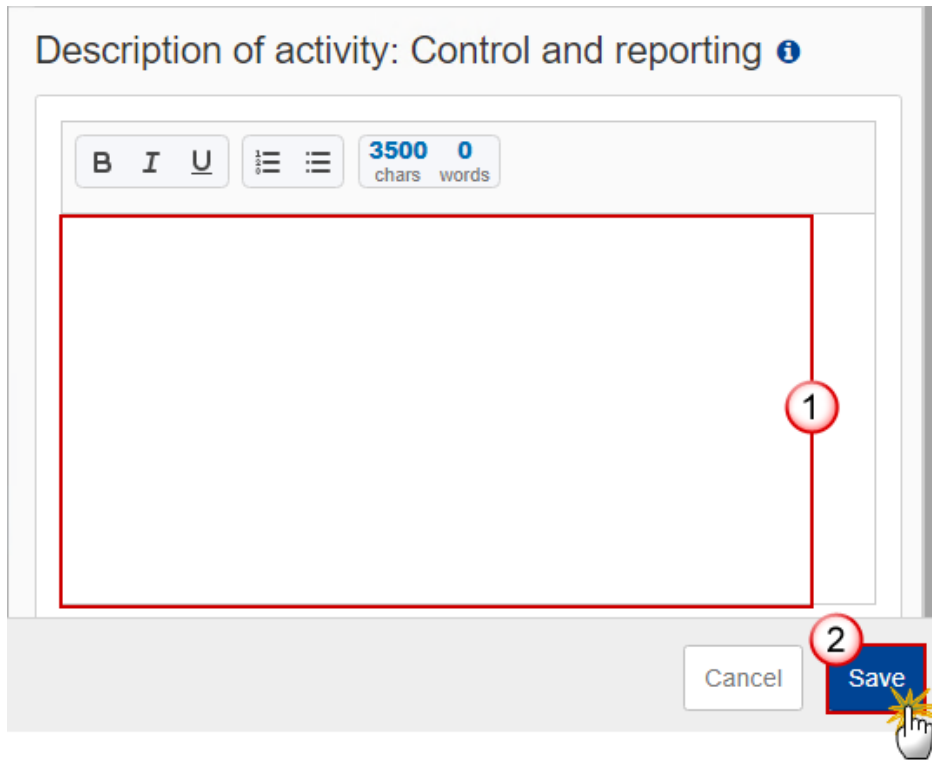
(2) Click on **SAVE** to save the information.

Control and reporting

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



The Edit details pop-up window appears:



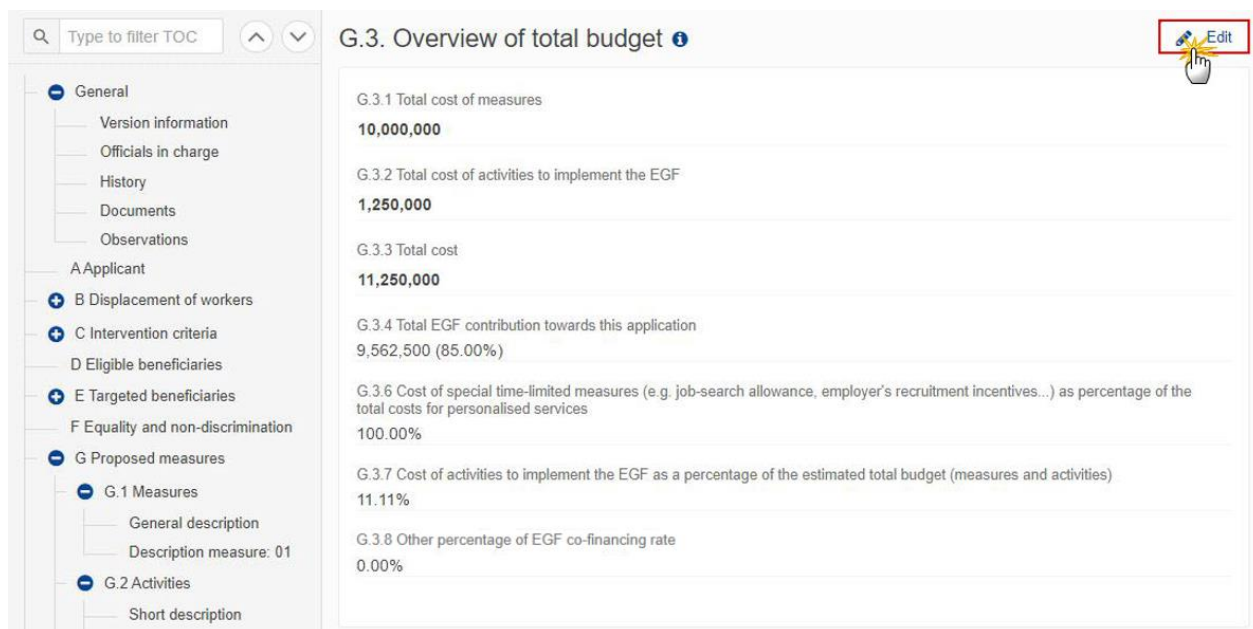
2. Enter the following:

(1) Enter the text in the text box provided.

(2) Click on **SAVE** to save the information.

G.3 Total EGF contribution

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



The screenshot displays the 'G.3. Overview of total budget' interface. On the left is a navigation tree with categories: General, A Applicant, B Displacement of workers, C Intervention criteria, D Eligible beneficiaries, E Targeted beneficiaries, F Equality and non-discrimination, and G Proposed measures. Under G Proposed measures, G.1 Measures and G.2 Activities are expanded. The main content area shows a table of budget items:

Item	Value
G.3.1 Total cost of measures	10,000,000
G.3.2 Total cost of activities to implement the EGF	1,250,000
G.3.3 Total cost	11,250,000
G.3.4 Total EGF contribution towards this application	9,562,500 (85.00%)
G.3.6 Cost of special time-limited measures (e.g. job-search allowance, employer's recruitment incentives...) as percentage of the total costs for personalised services	100.00%
G.3.7 Cost of activities to implement the EGF as a percentage of the estimated total budget (measures and activities)	11.11%
G.3.8 Other percentage of EGF co-financing rate	0.00%

An 'Edit' button is located in the top right corner of the main content area, highlighted with a red box and a hand cursor.

The Edit details pop-up window appears:

G.3. Overview of total budget

G.3.1 Total cost of measures

10,000,000

G.3.2 Total cost of activities to implement the EGF

1,250,000

G.3.3 Total cost

11,250,000

G.3.4 Total EGF contribution towards this application

9,562,500 (85.00%)

G.3.6 Cost of special time-limited measures (e.g. job-search allowance, employer's recruitment incentives...) as percentage of the total costs for personalised services

100.00%

G.3.7 Cost of activities to implement the EGF as a percentage of the estimated total budget (measures and activities)

11.11%

G.3.8 Other percentage of EGF co-financing rate

70

1

Cancel

Save

2

2. Enter the following:

(1) Enter a value for *Other percentage of EGF co-financing rate*.

The Other percentage should be between 60% and the maximum allowed EGF co-financing rate for the Country of this EGF Application. This will be controlled by validation rule PRG_EGF_038.

(2) Click on **SAVE** to save the information.

REMARK	<p>G.3.1 is the total cost for Measures as shown in Table G.1.1.</p> <p>G.3.2 is the total cost for Activities as shown in Table G.2.1.</p> <p>G.3.3 is the sum of G.3.1 and G.3.2.</p> <p>G.3.4 is G.3.3 multiplied by the EGF contribution rate for the MS or multiplied by G.3.8 when exists. Decimals are truncated.</p> <p>G.3.6 is the cost for special time-limited measures over the cost for all measures, where special time-limited measures are the ones that belong to any measure category that falls under Article 7.2(b).</p> <p>G.3.7 is field G.3.2 over the sum of G.3.1 and G.3.2</p>
---------------	---

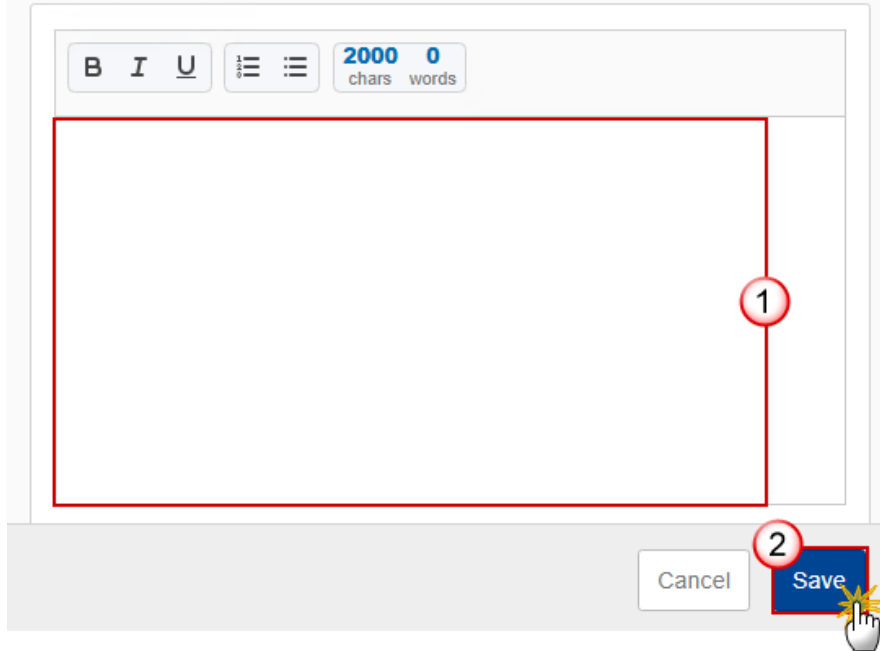
H Consultation of targeted beneficiaries

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

The Edit details pop-up window appears:

H. CONSULTATION OF TARGETED BENEFICIARIES ⓘ

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 stakeholders as applicable



The screenshot shows a web form with a text input area. The input area is outlined in red and has a red circle with the number '1' on its right side. Above the input area is a toolbar with buttons for Bold (B), Italic (I), Underline (U), and a list icon. To the right of the toolbar, it shows '2000' characters and '0' words. Below the input area are two buttons: 'Cancel' and 'Save'. A red circle with the number '2' is on the 'Save' button, and a mouse cursor is clicking it.

2. Enter the following:

- (1) Enter the text in the text box provided.
- (2) Click on **SAVE** to save the information.

I Complementary and compliance


1.1-2 Non-replacement

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

Table of Contents <

I. COMPLEMENTARITY, COMPLIANCE AND COORDINATION

▼ Show toolbar ^ v

I.1-2. Non-replacement ⓘ 

- I Complementarity and compliance
 - I.1-2 Non-replacement
 - I.3(a) Mandatory actions
 - I.3(b) EU quality framework
 - I.3(c) Activities already undertaken
 - I.4 Legal obligations
 - I.5 National or other funding
 - I.6 Non-double funding
 - I.7 Complementarity
 - I.8 State aid compliance
- J Information, communication and reporting

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 of national law or collective agreements

No information provided yet.



The Edit details pop-up window appears:

I.1-2. Non-replacement ⓘ

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

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

B I U   **2000** **0**
chars words

2

3

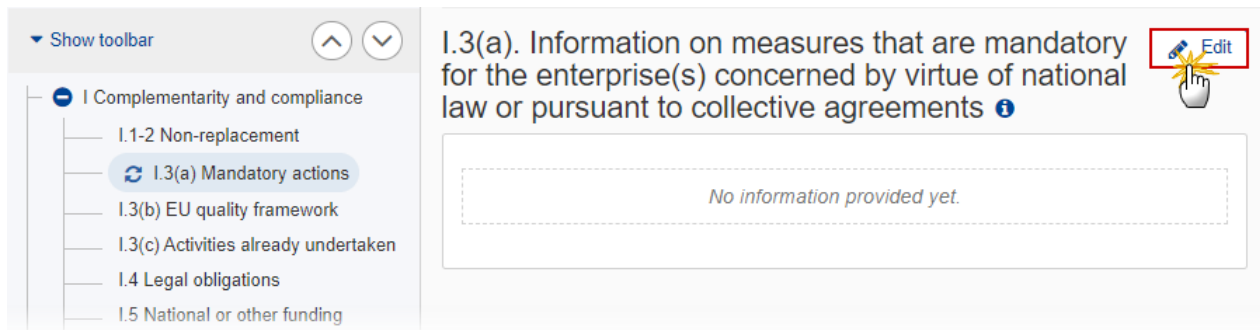
Cancel Save 

2. Enter the following:

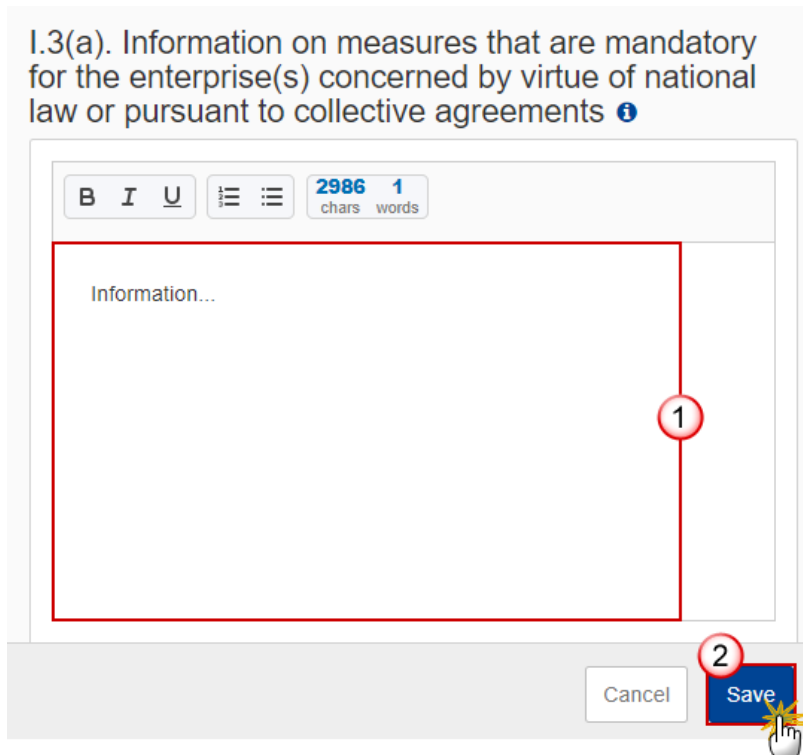
- (1) Select the *tick box* in I.1 to confirm the statement.
- (1) Enter an *Explanation* in the text box provided for I.2.
- (3) Click on **SAVE** to save the information.

I.3(a) Mandatory actions

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



The Edit details pop-up window appears:



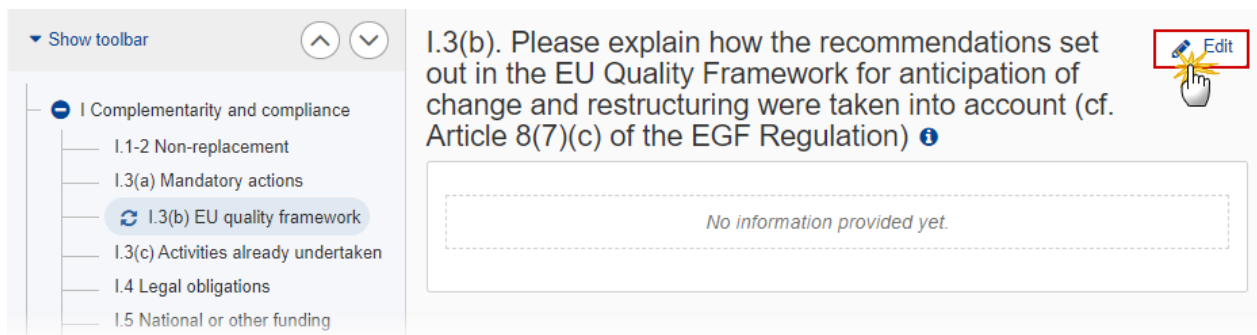
2. Enter the following:

(1) Enter the text in the text box provided.

(2) Click on **SAVE** to save the information.

1.3(b) EU quality framework

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



▼ Show toolbar


- I Complementarity and compliance
 - I.1-2 Non-replacement
 - I.3(a) Mandatory actions
 - I.3(b) EU quality framework
 - I.3(c) Activities already undertaken
 - I.4 Legal obligations
 - I.5 National or other funding

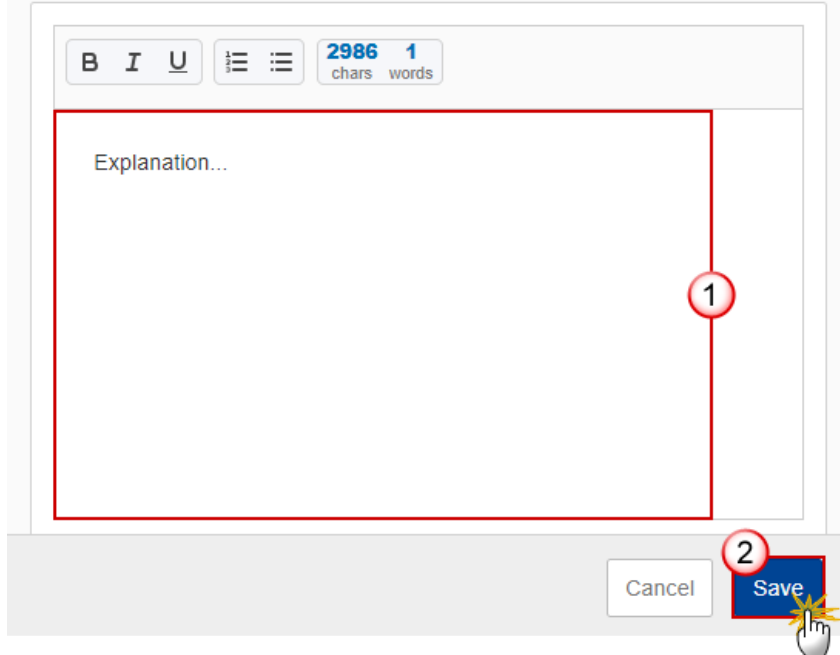
I.3(b). Please explain how the recommendations set out in the EU Quality Framework for anticipation of change and restructuring were taken into account (cf. Article 8(7)(c) of the EGF Regulation) ⓘ

[Edit](#)

No information provided yet.

The Edit details pop-up window appears:

I.3(b). Please explain how the recommendations set out in the EU Quality Framework for anticipation of change and restructuring were taken into account (cf. Article 8(7)(c) of the EGF Regulation) 

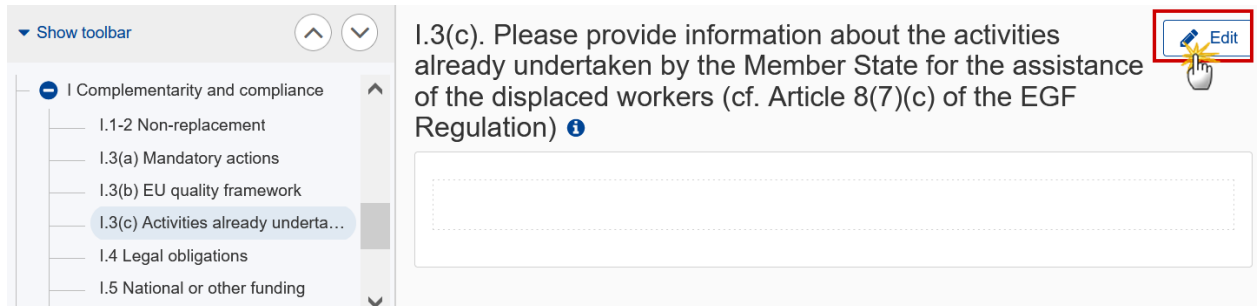


2. Enter the following:

- (1) Enter the text in the text box provided.
- (2) Click on **SAVE** to save the information.

I.3(c) Activities already undertaken

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



The Edit details pop-up window appears:

I.3(c). Please provide information about the activities already undertaken by the Member State for the assistance of the displaced workers (cf. Article 8(7)(c) of the EGF Regulation) i

B I U ☰ ☰ 2986 1
chars words

Information...|

12

CancelSave

2. Enter the following:

- (1) Enter the text in the text box provided.
- (2) Click on **SAVE** to save the information.

1.4 Legal obligations

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

Table of Contents < I. COMPLEMENTARITY, COMPLIANCE AND COORDINATION

▼ Show toolbar ^ v

- I Complementarity and compliance
 - I.1-2 Non-replacement
 - I.3(a) Mandatory actions
 - I.3(b) EU quality framework
 - I.3(c) Activities already undertaken
 - I.4 Legal obligations
 - I.5 National or other funding
 - I.6 Non-double funding
 - I.7 Complementarity
 - I.8 State aid compliance
- J Information, communication and reporting
- K Management and financial control

I.4. For all cases in which dismissing enterprises have continued operations after the lay-offs, please confirm that legal obligations governing the redundancies are complied with and workers were provided for accordingly. ⓘ

Yes, the enterprises concerned have complied with such legal obligations

No, the enterprises concerned have not complied with such legal obligations

Explanation when 'No'

No information provided yet.

Edit

The Edit details pop-up window appears:

I.4. For all cases in which dismissing enterprises have continued operations after the lay-offs, please confirm that legal obligations governing the redundancies are complied with and workers were provided for accordingly. ⓘ

Yes, the enterprises concerned have complied with such legal obligations

No, the enterprises concerned have not complied with such legal obligations 1

Explanation when 'No' *

B I U [List Icons] 1989 1 chars words

Explanation

2

3

Cancel Save

2. Enter the following:

(1) Select the *Yes* or *No* option.

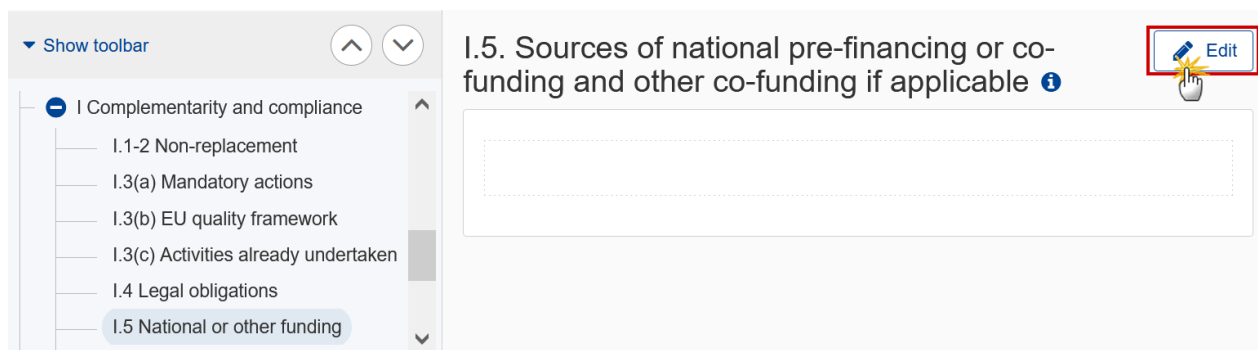
(2) Enter the *Explanation* in the text box provided.

The explanation is only required when the answer to step 1 is 'No'.

(3) Click on **SAVE** to save the information.

I.5 National or other funding

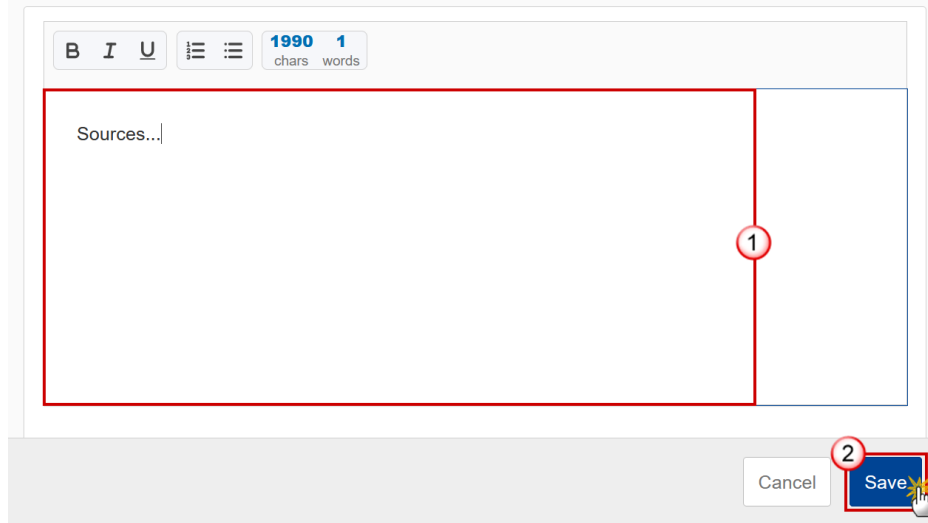
1. Click on the **EDIT** button to edit the information:



The screenshot shows a web interface with a navigation menu on the left and a main content area on the right. The navigation menu is titled "Show toolbar" and contains a list of items: "I Complementarity and compliance", "I.1-2 Non-replacement", "I.3(a) Mandatory actions", "I.3(b) EU quality framework", "I.3(c) Activities already undertaken", "I.4 Legal obligations", and "I.5 National or other funding". The "I.5 National or other funding" item is highlighted. The main content area displays the title "I.5. Sources of national pre-financing or co-funding and other co-funding if applicable" with an information icon. An "Edit" button with a pencil icon is highlighted with a red box and a mouse cursor.

The Edit details pop-up window appears:

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



Sources...|

Cancel Save

2. Enter the following:

- (1) Enter the text in the text box provided.
- (2) Click on **SAVE** to save the information.

I.6 Non-double funding

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

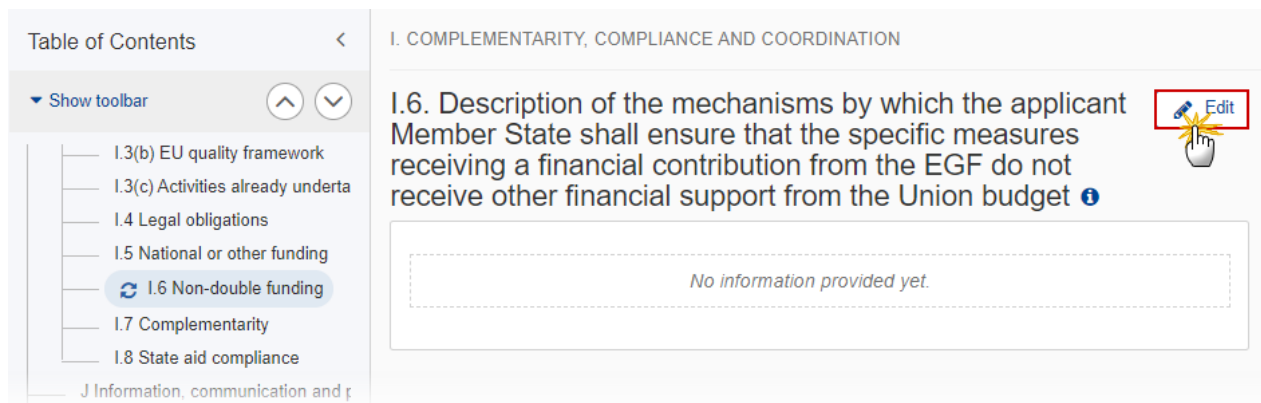



Table of Contents <

I. COMPLEMENTARITY, COMPLIANCE AND COORDINATION

Show toolbar ^ v

- I.3(b) EU quality framework
- I.3(c) Activities already underta
- I.4 Legal obligations
- I.5 National or other funding
- **I.6 Non-double funding**
- I.7 Complementarity
- I.8 State aid compliance

J Information, communication and g

I.6. Description of the mechanisms by which the applicant Member State shall ensure that the specific measures receiving a financial contribution from the EGF do not receive other financial support from the Union budget 

Edit

No information provided yet.

The Edit details pop-up window appears:

I.6. Description of the mechanisms by which the applicant Member State shall ensure that the specific measures receiving a financial contribution from the EGF do not receive other financial support from the Union budget ⓘ

The screenshot shows a text editor window. At the top, there is a toolbar with icons for Bold (B), Italic (I), Underline (U), and list creation. To the right of the toolbar, it displays '2000' characters and '0' words. Below the toolbar is a large, empty text area with a red border. A red circle with the number '1' is positioned on the right side of the text area. At the bottom of the editor, there are two buttons: 'Cancel' and 'Save'. A red circle with the number '2' is above the 'Save' button, and a mouse cursor is clicking on the 'Save' button.

2. Enter the following:

(1) Enter the text in the text box provided.

(2) Click on **SAVE** to save the information.

I.7 Complimentarity

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

▼ Show toolbar

- I.3(b) EU quality framework
- I.3(c) Activities already undertaken
- I.4 Legal obligations
- I.5 National or other funding
- I.6 Non-double funding
- I.7 Complementarity
- I.8 State aid compliance
- J Information, communication and pu...
- K Management and financial control

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) ⓘ

Edit

The Edit details pop-up window appears:

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) ⓘ

B I U 1987 1
chars words

Explanation..|

1

Cancel Save

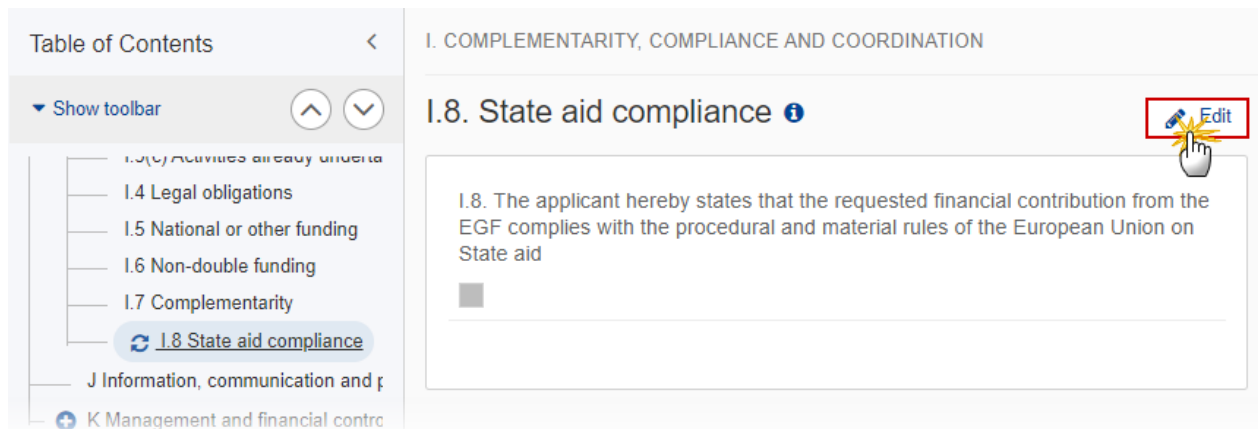
2

2. Enter the following:

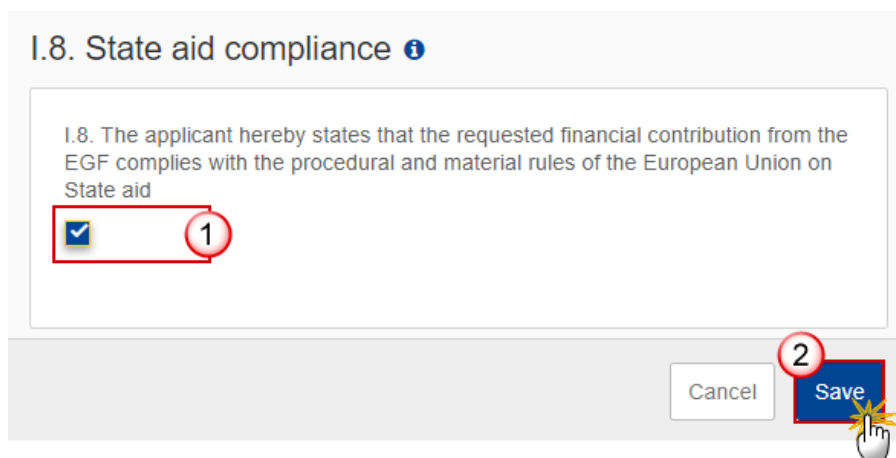
- (1) Enter the text in the text box provided.
- (2) Click on **SAVE** to save the information.

I.8 State aid compliance

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



The Edit details pop-up window appears:



2. Enter or select the following:

- (1) Select the tick box to confirm the statement.
- (2) Click on **SAVE** to save the information.

J Information, communication and publicity

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


Table of Contents <

▼ Show toolbar ^ v

- 1.5 Reasonable cost sharing
- 1.6 Non-double funding
- 1.7 Complementarity
- 1.8 State aid compliance
- J Information, communication and p...**
- ➔ K Management and financial control

J. INFORMATION, COMMUNICATION AND PUBLICITY



Short description of the activities that are planned to be carried out in order to provide information on the proposed actions and to ensure visibility on the financial contribution from the EGF and highlight the European Union added value. (NB. This has to include targeted information to the beneficiaries)

 Edit

The Edit details pop-up window appears:


J. INFORMATION, COMMUNICATION AND PUBLICITY

Short description of the activities that are planned to be carried out in order to provide information on the proposed actions and to ensure visibility on the financial contribution from the EGF and highlight the European Union added value. (NB. This has to include targeted information to the beneficiaries)

B *I* U   **1986** **1**
chars words

Description...|

1

2 

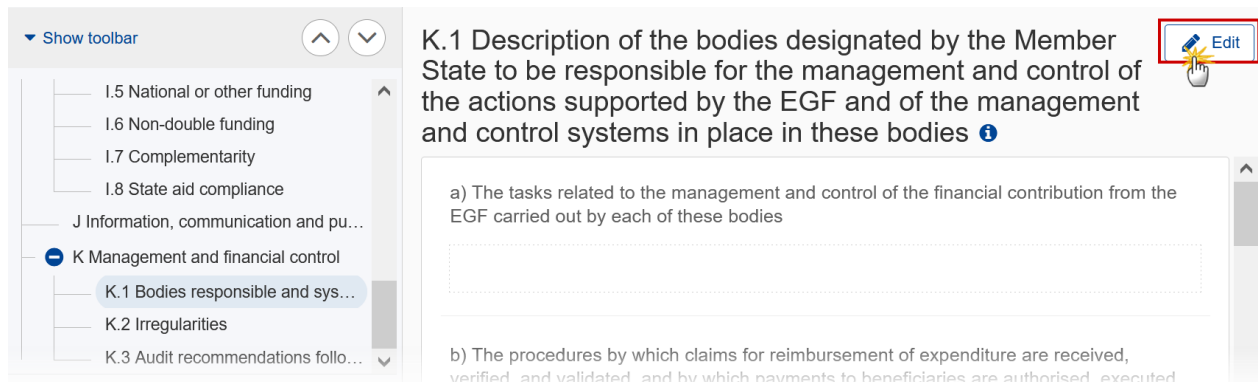
2. Enter the following:

- (1) Enter the text in the text box provided.
- (2) Click on **SAVE** to save the information.

K Management and financial control

K.1 Bodies responsible and systems



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



The Edit details pop-up window appears:



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

B I U   **1986 1**
chars words



Description...

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

B I U   **1986 1**
chars words



Description...

c) The internal control systems and accounting systems

B I U   **1986 1**
chars words

Description...


d) The details of the entity responsible for drawing up the statement justifying the expenditure as referred to in Article 20(1)(e) of the EGF

B I U   **1986 1**
chars words

Description...

1

2

Cancel Save 

2. Enter the following:

- (1)** Enter the text in the text boxes provided.
- (2)** Click on **SAVE** to save the information.

K.2 Irregularities

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

Table of Contents

▼ Show toolbar

- H Consultation of targeted benefici
- Complementarity and compliance
- J Information, communication and p
- K Management and financial contr
- K.1 Bodies responsible and sys
- K.2 Irregularities
- K.3 Audit recommendations foll

K. MANAGEMENT AND FINANCIAL CONTROL

K.2. Description of the systems in place for preventing, detecting and correcting irregularities and for making the financial corrections required where an irregularity is detected (cf. Article 23(1)(e), Article 23(2) and Article 23(4) of the EGF Regulation) ⓘ

No information provided yet.

The Edit details pop-up window appears:

K.2. Description of the systems in place for preventing, detecting and correcting irregularities and for making the financial corrections required where an irregularity is detected (cf. Article 23(1) (e), Article 23(2) and Article 23(4) of the EGF Regulation) ⓘ

B I U ☰ ☷ 9986 1
chars words

Description...

1

2

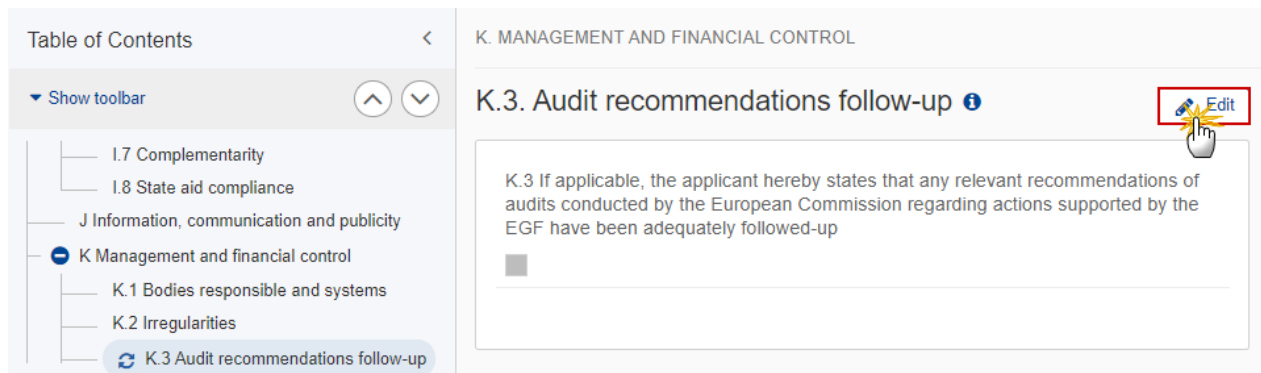
Cancel Save

2. Enter the following:

- (1) Enter the text in the text box provided.
- (2) Click on **SAVE** to save the information.

K.3 Audit recommendations follow-up

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



The Edit details pop-up window appears:



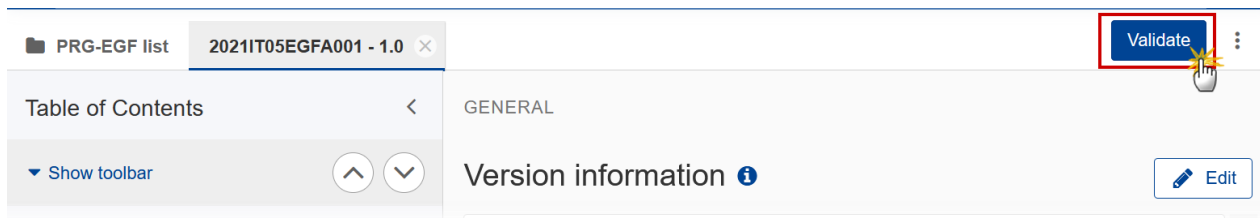
2. Enter the following:

- (1) Enter the text in the text box provided.
- (2) Click on **SAVE** to save the information.

Validate the Application EGF

REMARK	<p>The Application EGF can be validated at any time, when the current version is in status OPEN.</p> <p>The User can edit and revalidate as many times as necessary before sending.</p> <p>It is a must to have the role of Member State Managing Authority with Update access (MSMAu) for EGF.</p>
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Click on the Validate button to validate the Application EGF:



REMARK	<p>An ERROR will block you from sending the Application EGF. The error(s) should be resolved and the Application EGF must be revalidated. Note that a WARNING does not block you from sending the Application EGF.</p>
---------------	--

The system validates the following information:

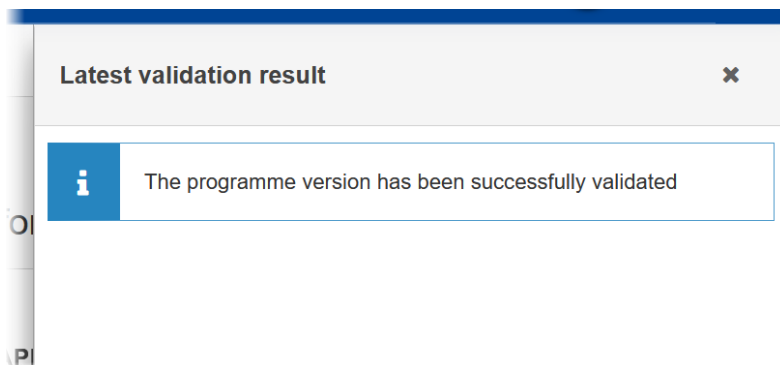
Code	Severity	Validation Rule
001	ERROR	Validate that text fields do not exceed their maximum length (implicit in web).
002	ERROR	Validate that for version 1.0, either the document types 'PRG.LEF' and 'PRG.BAI' or 'PRG.LBV' were sent in the system. For consecutive versions, it is not mandatory to send these documents.
003	WARNING	Validate that at least one official in charge of the member state exists.
004	ERROR	Validate that the CCI code matches the following regular expression: (.....05EGFA ...) (implicit in web).
005	ERROR	Validate that the CCI code is allocated and belongs to the country of the owner node of the EGF application (implicit in web).

006	ERROR	Validate in all relevant fields that the economic sectors exist in the EGF NACE list (implicit in web).
007	ERROR	Validate in all relevant fields in section C that the regions exists in the NUTS list at level 2 and belong to the same country as used in the CCI (implicit in web).
008	ERROR	Validate that for the four months reference period: Article 4.2(a) or Article 4.2(c), 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.
009	WARNING	Validate that for the four months reference period: Article 4.2(a) or Article 4.3 simulating 4.2(a) or Article 4.4 simulating 4.2(a) or Article 4.2(c) or Article 4.3 simulating 4.2(c) or Article 4.4 simulating 4.2(c), 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.
010	ERROR	Validate that for Article 4.2(a), the total number of displaced workers and self-employed persons whose activity has ceased during the reference period of four months is ≥ 200 .
011	ERROR	Validate that for the six months reference period: Article 4.2(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 + 6. When the same day is not available in the end date use the last day of the month.
012	WARNING	Validate that for the six months reference period: Article 4.2(b) or Article 4.3 simulating 4.2(b) or Article 4.4 simulating 4.2(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 + 6. When the same day is not available in the end date use the last day of the month.
013	ERROR	Validate that for Article 4.2(b), the total number of displaced workers and self-employed persons whose activity has ceased during the reference period of six months is ≥ 200 .
014	ERROR	Validate in section E.1 (targeted beneficiaries) that the sum per breakdown category (gender, age group, educational level) is the same for all categories.

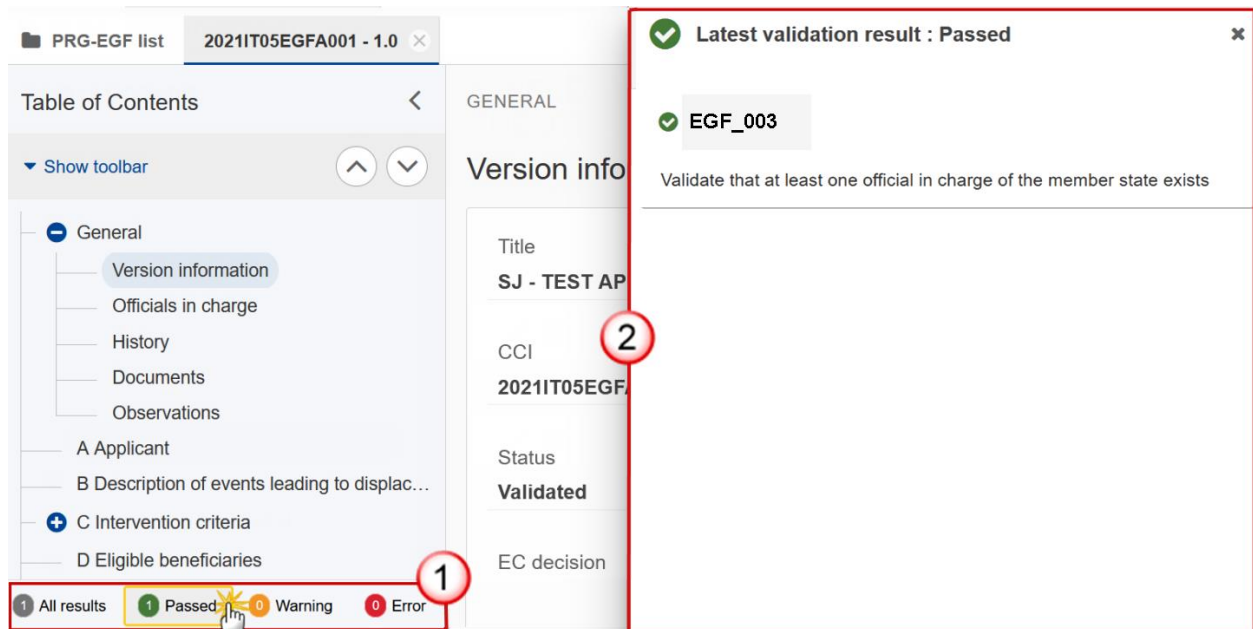
015	ERROR	Validate that for Article 4.2(c), the total number of displaced workers and self-employed persons whose activity has ceased during the reference period of four months is ≥ 200 .
016	ERROR	Validate for subsequent major versions that compared to the previous major version the title was not modified.
017	ERROR	Validate that all integral documents have at least one attachment with a length > 0 .
018	WARNING	Validate that in section G.1.1, the sum of the total cost for workers of measures categorised under categories belonging to Article 7.2(b) is smaller than 35% of the total cost for workers of all measures.
019	ERROR	Validate that all mandatory fields are filled-in (A.2, A.3, B.1, B.2, F, G.1 General and Measure descriptions, G.1.1, G.1.2, G.1.4, G.2 Short and Activity descriptions, G.2.1, G.2.2, H, I.3a, I.3b, I.3c, I.4, I.5, I.6, I.7, I.8, J, K.1(a), K.1(b), K.1(c), K.1(d)).
020	ERROR	Validate for criterion 4.2(a), 4.3 approximating 4.2(a) and 4.4 approximating 4.2(a) that there is one and only 1 main enterprise defined.
022	ERROR	Validate for criterion 4.2(c) that the region codes of all records are the same.
023	ERROR	Validate that the checkbox on G.1.3 is checked when there is total cost on activities and measures under Article 7.2(b).
024	ERROR	Validate that I.1 is always checked and that a justification is provided in I.2.
025	ERROR	Validate that in section G.1.1, for each A6 measure, the cost per worker targeted is $\leq \text{€}22.000$.
026	ERROR	Validate that the field G.1.2 (start date of measures) is between 'date of application' – 449 days and 'date of application' + 880 days. At the moment of validation, the 'date of application' is the current date as no date of previous manual submission is known. Date of application is stored in programmeVersion.eligibleFromDate
027	ERROR	Validate that the number of targeted workers for each measure in section G.1.1 is less than or equal to the eligible beneficiaries (D.3).
028	WARNING	Validate that the percentage of estimated budget on activities does not exceed 4% of the estimated total budget on proposed measures (measures and activities).

029	WARNING	Validate that all regions defined in section C for intervention criteria 4.2(b) and 4.3 simulating criterion 4.2(b) and 4.4 simulating criterion 4.2(b) are contiguous.
030	ERROR	Validate when multiple regions are defined in section C for intervention criteria 4.3 and 4.4 approximating 4.2(b) which are not contiguous that an explanation for non-contiguosness is provided.
031	ERROR	Validate when the answer given in section I.4 is negative, that an explanation is provided.
032	ERROR	Validate when the calculation method is 1 in the list of enterprises in section C that a notification date is provided.
033	ERROR	Validate that fields D.2(a) (i) and D.2(a) (ii) are empty if field D.2 is empty.
034	ERROR	Validate that fields D.2(a) (i), D.2(a) (ii) are filled in if field D.2 is filled in.
035	ERROR	Validate in section C that a criterion was selected.
036	ERROR	Validate in section C that the economic sector(s) is/are provided.
037	ERROR	Validate in section C that the region(s) is/are provided.
038	ERROR	Validate in section G.3 that the other percentage of EGF co-financing rate (G.3.8) is between 60% and the maximum allowed EGF co-financing rate for the Country of this EGF Application.

An example of a validation window:



You can check the list of validation results at any time throughout the Application EGF:



To see the last validation results:

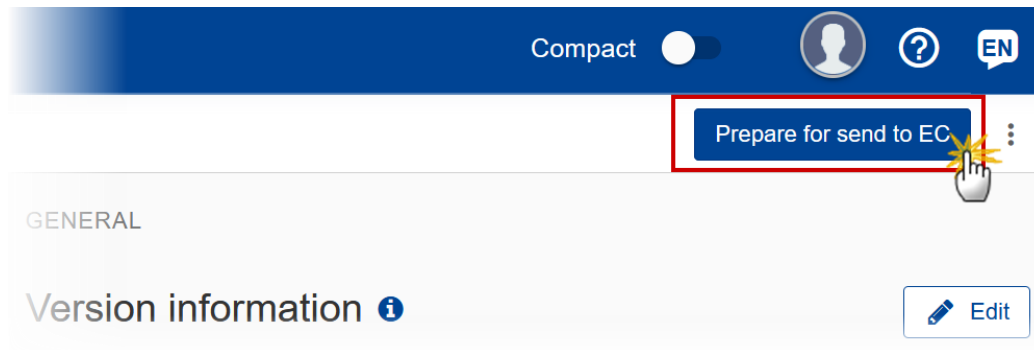
- (1) Click on one of the 4 categories: *All results*, *Passed*, *Warning*, *Error*.
- (2) The list of latest validation results for the chosen category is displayed.

After all errors have been resolved the status of the Application EGF becomes **VALIDATED**.

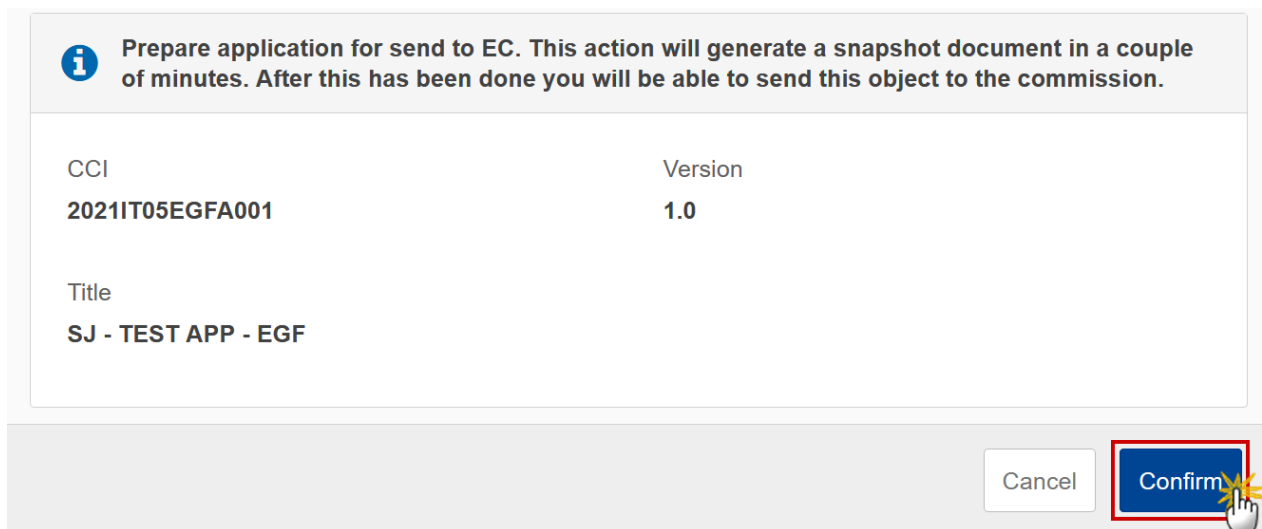
Prepare Application EGF for send to EC

REMARK	<p>The Prepare for Send can occur when a User on the highest MS Node wants to indicate that the Application EGF version can be prepared for sending to the Commission, once the VALIDATION ERRORS have been removed and the status is VALIDATED.</p> <p>It is a must to have the privilege to send the Application EGF, the User has the Member State Managing Authority with Update or Send access (MSMAu / MSMAs) for EGF.</p>
---------------	---

1. Click on the **PREPARE FOR SEND TO EC** button to prepare to send the Application EGF to the Commission:



The system will ask you to confirm the send action:



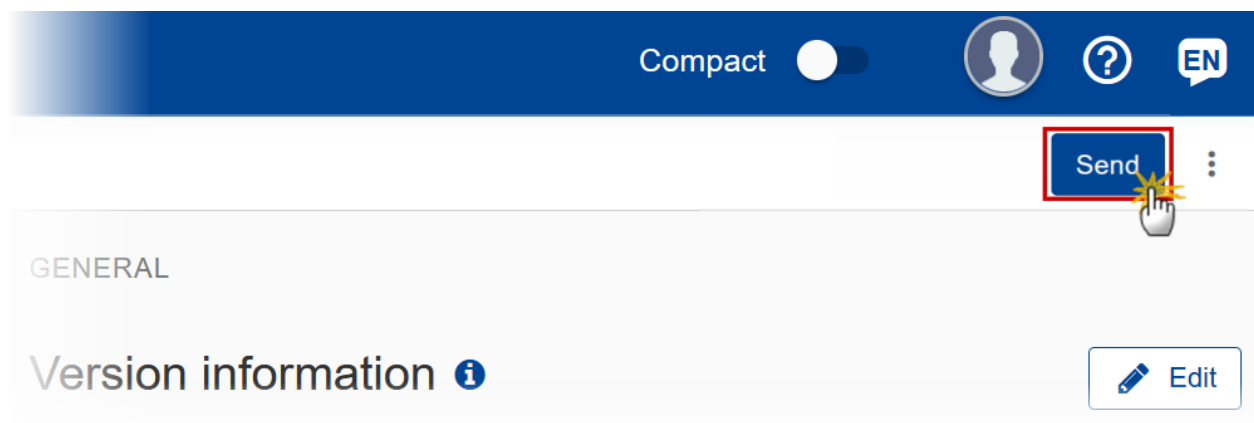
2. Click on **CONFIRM** to confirm.

The status of the Application EGF is set to **PREPARING FOR SEND TO EC**.

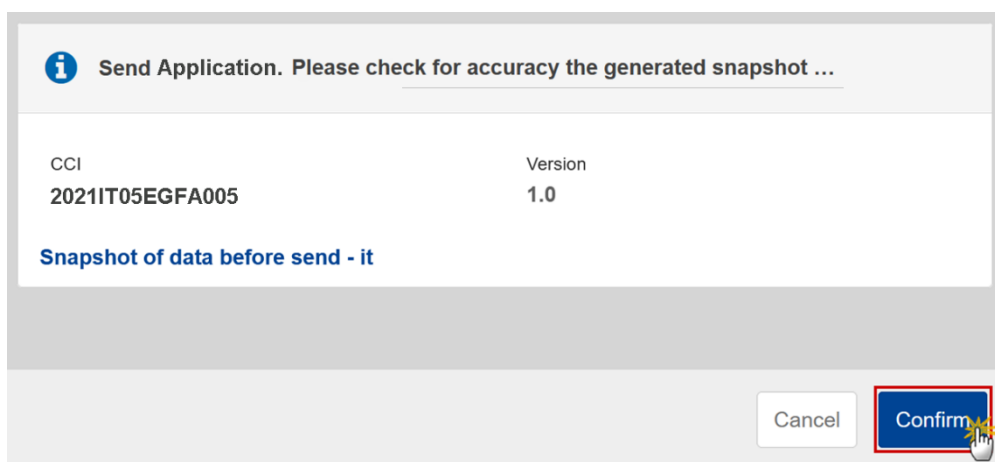
Send the Application EGF

REMARK	<p>The Application EGF can only be sent once the VALIDATION ERRORS have been removed and the status is READY TO SEND.</p> <p>The "4 eyes principle" must be respected. Therefore, the User sending must be different from the User who last validated.</p> <p>It is a must to have the privilege to send the Application EGF, the User has the Member State Managing Authority with Send access (MSMAs) for EGF.</p>
---------------	--

1. Click on the **SEND** button to send the Application EGF to the Commission or to an upper Node:



The system will ask you to confirm the send action:



2. Click on **CONFIRM** to confirm.

The status of the Application EGF is set to **SENT**.

<p>REMARK</p>	<p>When sending the first version of the Application (1.0), the system automatically sets the <i>Date of application</i> to the current date when null (When it has already a value, it comes from the initial paper sent date set during creation).</p> <p>When on the highest MS node, different versions of the generated “Snapshot before send” document will be available so that the sender can first verify what will be sent to the Commission:</p> <ul style="list-style-type: none"> • A version containing the untranslated content with the template in the Source language. • When the Source language is different from English, a version containing the untranslated content with the template in English. • When the Source language is different from English, a version containing a machine translation of the content in English with the template in English.

Return the Application EGF by MS for Modification

<p>REMARK</p>	<p>The Application EGF can only be returned by MS for modification when a lower Node exists and the status is SENT (to a higher MS node), OPEN, VALIDATED, READY TO SEND or RETURNED BY MS FOR MODIFICATION.</p> <p>This action can be used when a user wants to return the Application version sent by the Region because it is incomplete or incorrect and needs to be modified. The notification utility will be called to notify the return to the Region.</p> <p>It is a must to have the privilege to return the Application EGF by MS for modification, the User has the Member State Managing Authority with Update access (MSMAu).</p>
----------------------	--

Follow the steps to Return Application EGF by MS for Modification:

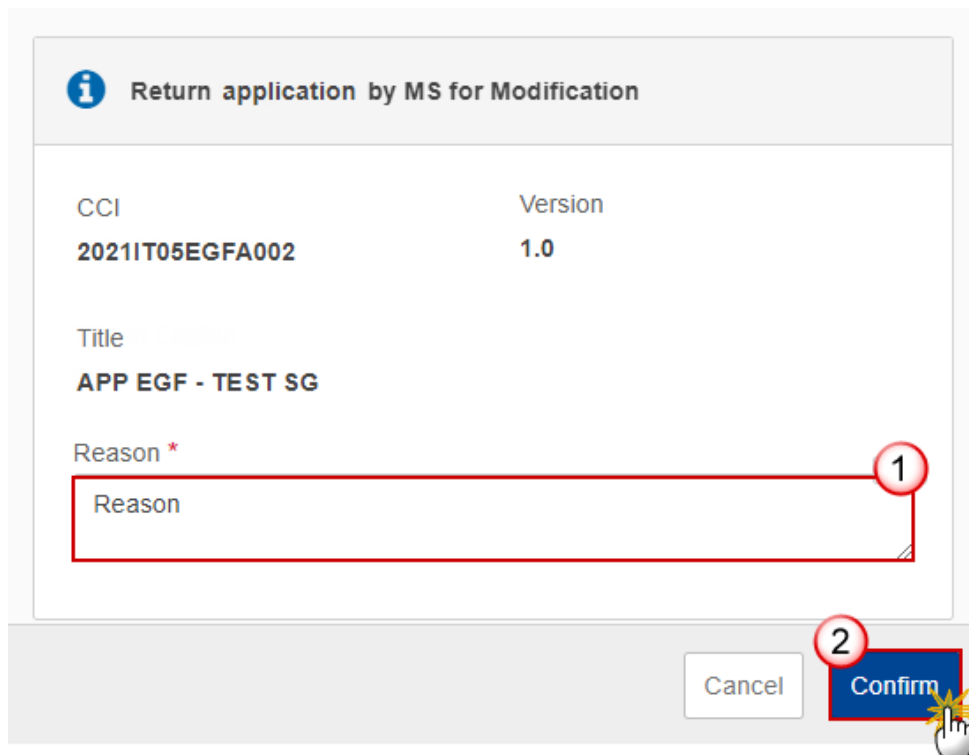


1. Select the following:

(1) Select the icon with 3 vertical dots.

(2) Click on the **RETURN** button to Return Application EGF by MS for Modification.

The system will ask you to confirm the Return Application EGF by MS for Modification action:



2. Enter the following:

(1) Enter the *Reason* in the text box provided.

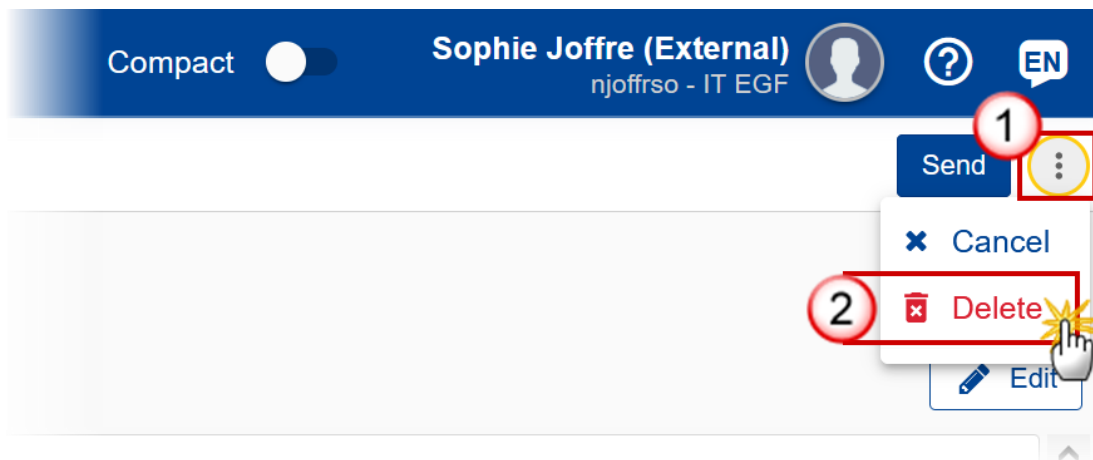
(2) Click on **CONFIRM** to save the information.

On success, the status of the Programme will be changed to status **RETURNED BY MS FOR MODIFICATION** and the sender is notified of the return and its reason.

Delete the Application EGF

REMARK	<p>The Application EGF can only be deleted when the status is OPEN, VALIDATED or READY TO SEND, 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 Member State Managing Authority with Update access (MSMAu).</p> <p>The delete is a physical delete and cannot be recovered!</p>
---------------	---

Follow the steps to remove the Application EGF from the system:

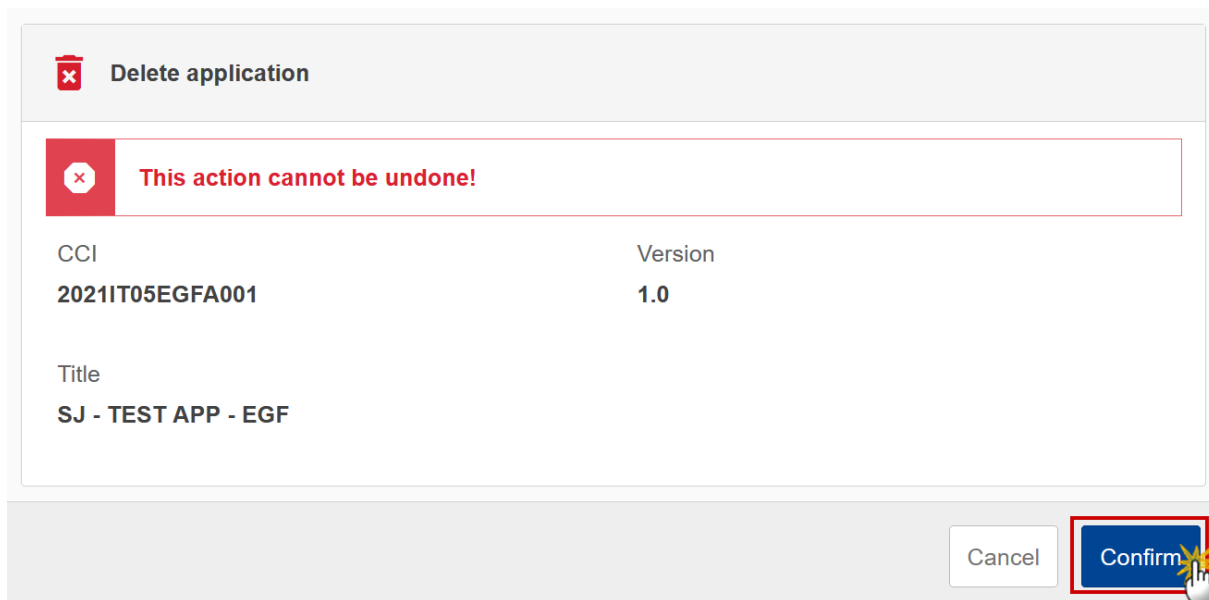


1. Select the following:

(1) Select the icon with 3 vertical dots.

(2) Click on the **DELETE** button to remove the Application EGF from the system.

The system will ask you to confirm the delete action:



2. Click on **CONFIRM** to confirm or click on **CANCEL** to return to the Application EGF.

Cancel the Application EGF

REMARK	<p>The Application EGF can only be cancelled when an Application version with documents was sent to the Commission or with a previous version returned by the Commission, before it reaches a first Adoption by the Commission. The notification utility will be called to notify the Commission of the cancel of the version.</p> <p>The Application EGF version must currently reside on the User's Node and its status is OPEN or VALIDATED or READY TO SEND or RETURNED BY MS FOR MODIFICATION and has never been adopted by the Commission and (contains a sent Document or when version=1.0 has a sent referring Document linked to it).</p> <p>It is a must to have the role of Member State Managing Authority with Update access (MSMAu).</p>
---------------	--

Follow the steps to cancel the Application EGF from the system:

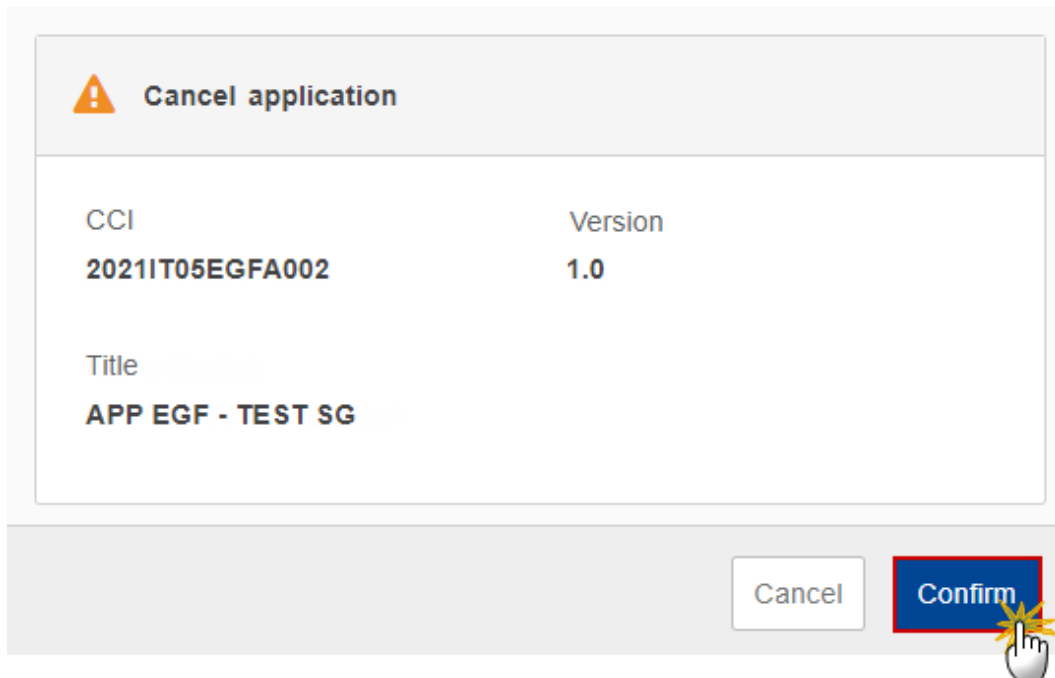


1. Select the following:

(1) Select the icon with 3 vertical dots.

(2) Click on the **CANCEL** button to cancel the Application EGF from the system.

The system will ask you to confirm the cancel action:




2. Click on **CONFIRM** to confirm or click on **CANCEL** to return to the Application EGF.

On success, the status of the Programme will be changed to **CANCELLED**.


Create a New Version of the Application EGF

REMARK	<p>A new version of the Application EGF can only be created when the last version is in status ADOPTED BY EC, RETURNED TO MS WITH OFFICIAL OBSERVATIONS, RETURNED TO MS WITH TECHNICAL/OUTSTANDING COMMENTS, RETURNED TO MS WITH REMAINING/FOLLOW-UP OBSERVATIONS, WITHDRAWN AT THE REQUEST OF THE MS or CANCELLED.</p> <p>When creating a new version on a version in status RETURNED TO MS WITH OFFICIAL OBSERVATIONS, RETURNED TO MS WITH TECHNICAL/OUTSTANDING COMMENTS, RETURNED TO MS WITH REMAINING/FOLLOW-UP OBSERVATIONS, it will be created as a copy of that version (without the documents) and the working version number will be incremented by one (Example 1.0 -> 1.1).</p> <p>When creating a new version on the last ADOPTED BY EC/MS or CANCELLED version, it will be created as a copy of that version (without the documents) and the version number will be incremented by one (Example 1.0 -> 2.0).</p> <p>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 or on the last adopted version, then the version will be incremented by one (ex. 1.0 -> 2.0).</p> <p>It is a must to have the role of Member State Managing Authority with Update access (MSMAu).</p>
---------------	---

1. Click on the **CREATE** button to create a new version of the Application EGF:


Create 

GENERAL


Version information 

Title			
SJ - TEST APP - EGF			
CCI	Current node	Version	Last modified
2021IT05EGFA001	European Commission	1.0	28/07/2021 17:12
Status	Status date		
Withdrawn by MS	28/07/2021		

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

 **Create new application**

CCI	Version
2021IT05EGFA001	1.0
Title	
SJ - TEST APP - EGF	



2. Click on **CONFIRM** to confirm. Click on **CANCEL** to return to the Application EGF.

A new version of the Application EGF has been created as a copy of the last version. Its status is set to **OPEN**.

Request to Withdraw the Application EGF

REMARK	<p>The Member State can request to withdraw an Application EGF version to stop the procedure by uploading a document called Withdrawal justification letter.</p> <p>The Application EGF last version is in a status SENT or RETURNED TO MS WITH OFFICIAL OBSERVATIONS or RETURNED TO MS WITH TECHNICAL/OUTSTANDING COMMENTS or RETURNED TO MS WITH REMAINING/FOLLOW-UP OBSERVATIONS at the level of the Commission, or in a status OPEN, VALIDATED, READY TO SEND at the level of the Member State and has previously been sent to the Commission.</p> <p>At least one unspent Withdrawal justification letter with a non-empty attachment should exist.</p> <p>It is a must to have the role of Member State Managing Authority with Update and Send access (MSMAu, MSMAs).</p>
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1. Go to the **Documents** section and click on the **ADD** button to add the **Withdraw justification letter** document type:


Documents annexed to this programme version **+** Add

DOCUMENTS UPLOADED BY MEMBER STATE AND BY COMMISSION


Title	Document type	Document date	Local reference	Commission reference
No Rows To Show				

2. The Member State can request to withdraw the Application EGF selecting the withdraw document and entering the mandatory information:

Add row


 Document will be sent when sending the EGF Application version

Document type * 1

Document date *  2

Document title * 3

Local reference 4

ATTACHED FILES  5

3. Enter or select the following information:

(1) Select the **Withdrawal justification letter** *Document Type*.

(2) Enter a *Document Date*.

The system automatically fills the field with today's date, but this can be modified.

(3) Enter a *Document Title* for your Document.

(4) Enter a *Local reference*.



(5) 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.

The **Attached files** window becomes editable:

ATTACHED FILES

+ Add

Title	Type	Language	File / Upload	
Withdraw doc	Main	English	Browse File uploaded!	 

Cancel Save

4. Enter or select the following information:

(1) Enter a *Title* for your attachment.

(2) Select the *Type* of the document.

It is possible to select from these 4 types: Annex, Cover Letter, Main or Translation

(3) Select the *Language* of the document.

(4) Click on **BROWSE** to select the file that you want to add as an attachment.

(5) After the attachments are uploaded click on **SAVE** to save the document.

Follow the steps to withdraw the Application EGF:

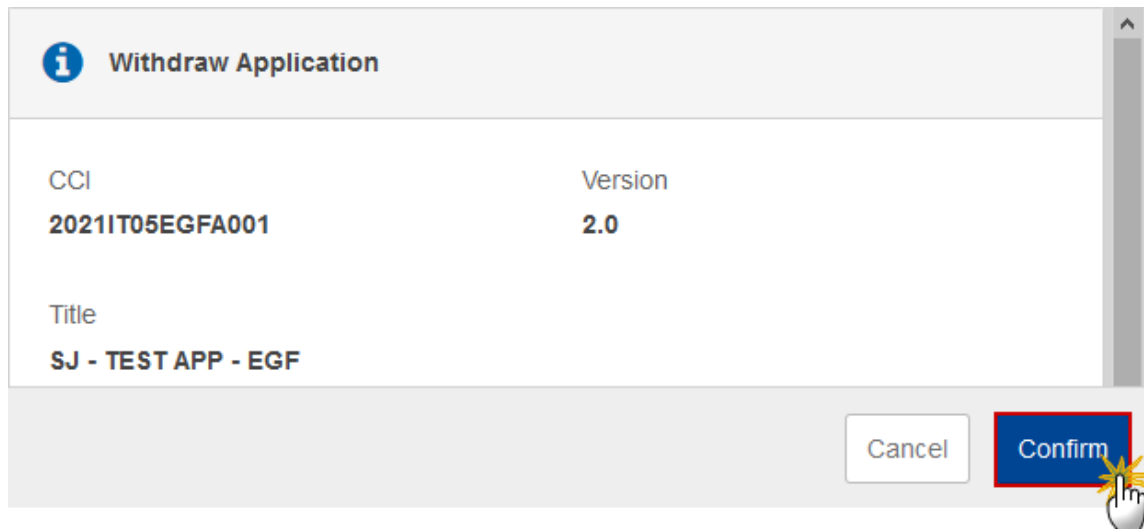


5. Select the following:

(1) Select the icon with 3 vertical dots.

(2) Click on the **WITHDRAW** button to withdraw the Application EGF.

The system will ask you to confirm the withdraw action:



6. Click on **CONFIRM** to confirm or click on **CANCEL** to return to the Application EGF.

On success, the Application EGF version status will be set to **WITHDRAWN AT THE REQUEST OF THE MS**.