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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<br>Upload the Application EGF Documents<br>Consult the Application EGF<br>Return the Application EGF by MS for Modification<br>Delete the Application EGF<br>Validate the Application EGF<br>Prepare the Application EGF for send to EC<br>Send the Application EGF<br>Cancel the Application EGF<br>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.

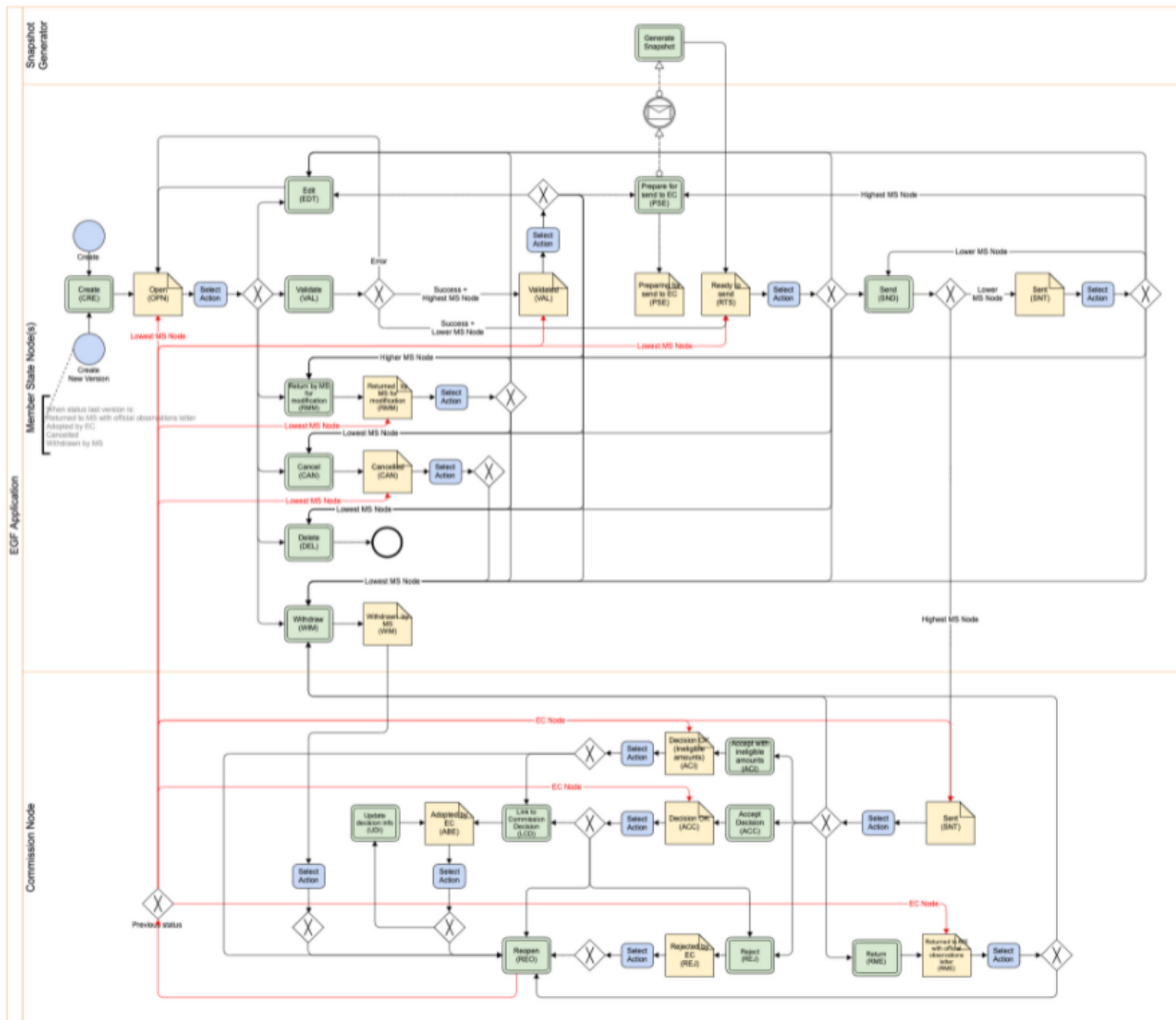
## FUNDS

|     |
|-----|
| 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.

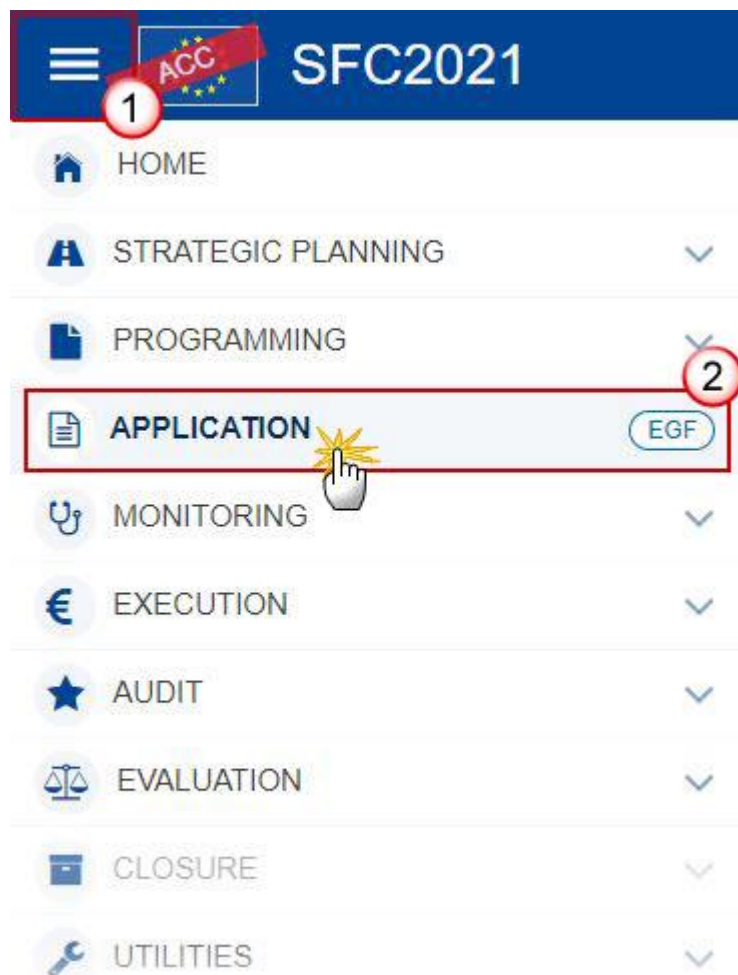
Click [here](#) to see the Application EGF workflow diagram in high resolution.



## Create the Application EGF

|               |   |
|---------------|---|
| <b>REMARK</b> | The User is an identified User and has the Role of <b>MS Managing Authority</b> 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:

PRG-EGF list

Search results

Show Export Refresh Clear

+ Create

| CCI | Version | Title | Status | Status date | Previous node | Current node | La |
|-----|---------|-------|--------|-------------|---------------|--------------|----|
|-----|---------|-------|--------|-------------|---------------|--------------|----|

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**.

|               |  |
|---------------|--|
| <b>REMARK</b> | 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*



|                    |   |
|--------------------|---|
| <p><b>NOTE</b></p> | <p>The <b>Version information</b> 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"> <li>Start date = earliest of “start date of measures” and “date of the notification to the Commission of the decision of the BA”</li> <li>End date = date of the notification to the Commission of the decision of the BA + 24 months</li> </ul> <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"> <li>Start date = earliest of “start date of activities/measures” and “date of the notification to the Commission of the decision of the BA”</li> <li>End date = date of the notification to the Commission of the decision of the BA + 31 months</li> </ul> |
|--------------------|---|

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

Version information ⓘ

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

Title  
**SG - Test App EGF**

OTHER

Comments

Source language  
**Italian**

OPEN ⓘ

The Edit details pop-up window appears:

**Version information** ⓘ

**FILL IN THE APPLICATION INFORMATION**

**CCI \*** 1

**Title \*** 2

**OTHER**

**Source language \*** 3

**Comments** 4

5

2. Enter or select the following information:

(1) Select the *CCI*.

CCI can only be updated when Version 1. The CCI list contains all allocated EGF CCIs for the Country of the User's Node.

(2) Enter the *Title*.

(3) Select the *Source language*.

When the Source language is changed on save, an alert will ask confirmation of the User because of the impact on the already automatically translated text of the object version. The alert message will say "The source language is used to automatically translate all text in the object version into English. Changing the source language should only be done when it doesn't reflect the language used in the different text fields for this object version. It will regenerate all the text translations for the object version."




(4) Enter any additional *Comments*.

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

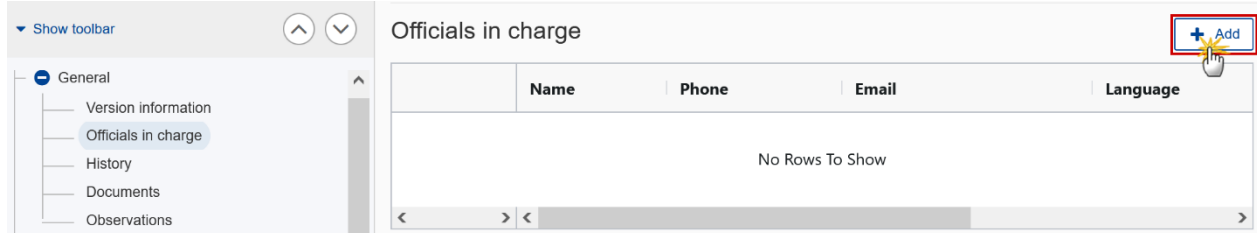
|             |  |
|-------------|--|
| <b>NOTE</b> | The CCI number can only be updated when Version 1. The CCI is mandatory. |
|-------------|--|

## Officials in Charge

|             |  |
|-------------|--|
| <b>NOTE</b> | Officials in Charge can be updated at any time, independent from the status of the Application EGF.<br>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:

**Edit row**

Name \* 248

1

Email \* 243

2

Phone 50  3

Language  4

Valid from  5

Valid until  5

6

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*.

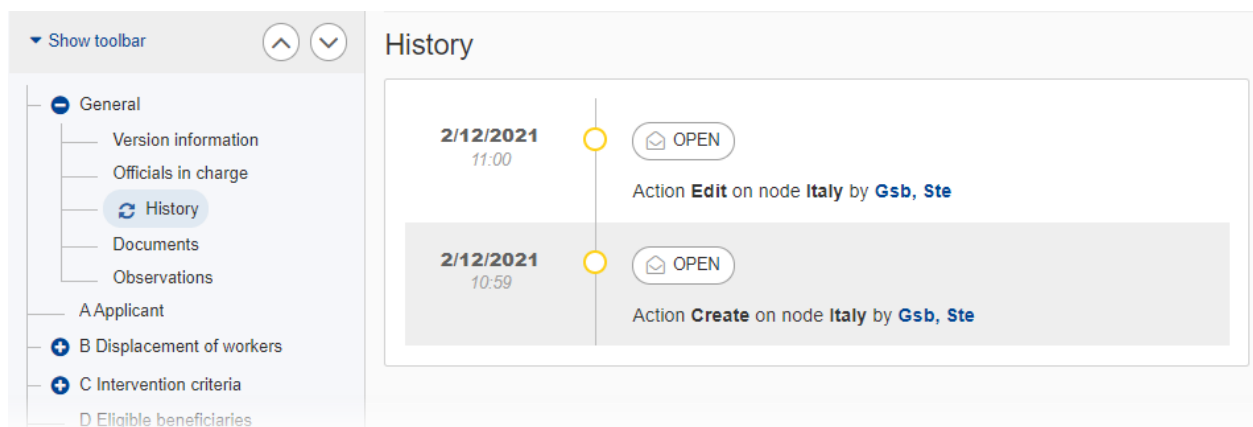
(5) Enter the *Valid from* and *Valid until* dates.

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:



## Documents

|             |  |
|-------------|--|
| <b>NOTE</b> | The <b>Documents</b> 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.PRGSNT    |                  | 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.

|               |  |
|---------------|--|
| <b>REMARK</b> | <p><b>Integral Documents</b> (Official Proposal, etc.) are only sent - together with the encoded data – once the Application EGF is sent to the EC.</p> <p><b>Referential/non-integral Documents</b> (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><b>A non-integral document is only visible to the Commission when the SENT DATE is visible.</b></p> |
|---------------|--|

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

Documents annexed to this programme version

DOCUMENTS UPLOADED BY MEMBER STATE AND BY COMMISSION

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

MANDATORY DOCUMENTS ALREADY SUBMITTED AGAINST PREVIOUS PROGRAMME VERSIONS

| Title           | Document type | Programme version | Document date | Local reference | Commission reference |
|-----------------|---------------|-------------------|---------------|-----------------|----------------------|
| No Rows To Show |               |                   |               |                 |                      |

The Edit document details pop-up window appears:

#### Edit document details

Document type \*

Document date \*

Document title \*

Local reference

ATTACHED FILES

5

| 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 | Main | English  | <span>Browse</span> <span>File uploaded!</span> |

Cancel Save

**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.

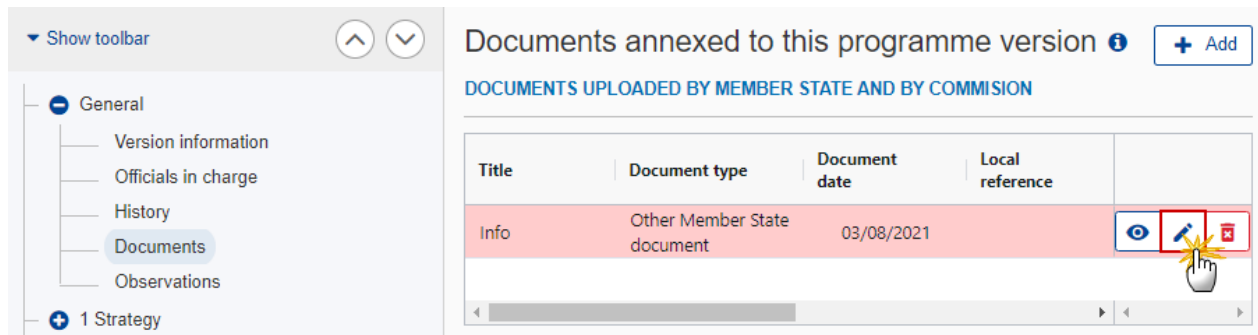
**(5)** After the attachments are uploaded click on **SAVE**.

|        |   |
|--------|---|
| REMARK | <p>Integral document types will only display the <b>SAVE</b> 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 <b>SAVE</b> button and a <b>SAVE &amp; SEND</b> button, and must be sent independently of the Application EGF.</p> |
|--------|---|






## 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:





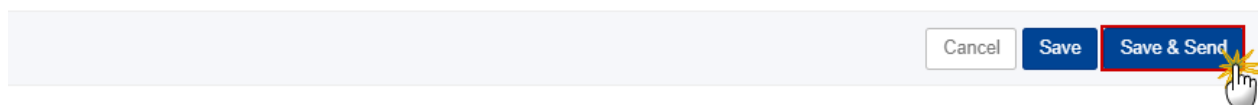
Documents annexed to this programme version ⓘ [+ Add](#)

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  |   |



[Cancel](#) [Save](#) [Save & Send](#)

|               |   |
|---------------|---|
| <b>REMARK</b> | The <b>SAVE &amp; SEND</b> 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

|               |                                       |
|---------------|---------------------------------------|
| <b>REMARK</b> | 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

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:

version

**Warning**

Are you sure you want to delete this row?

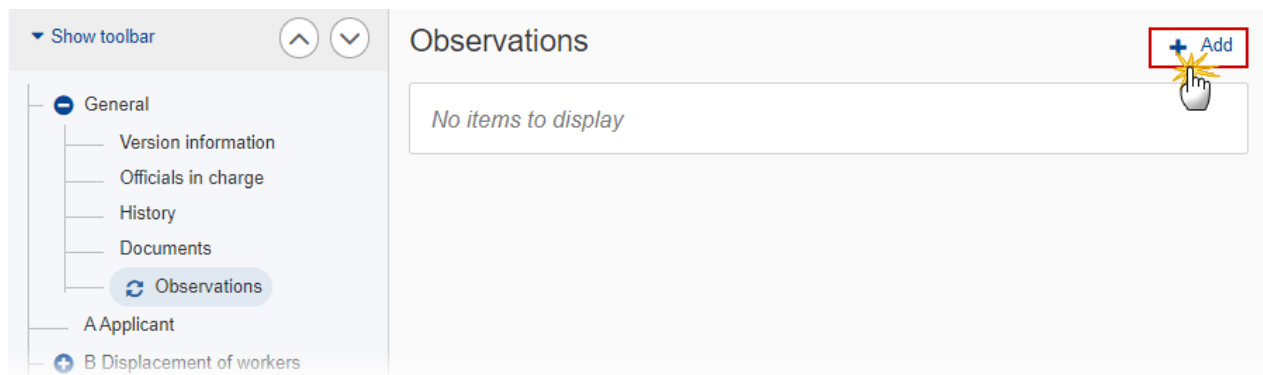
No Yes

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

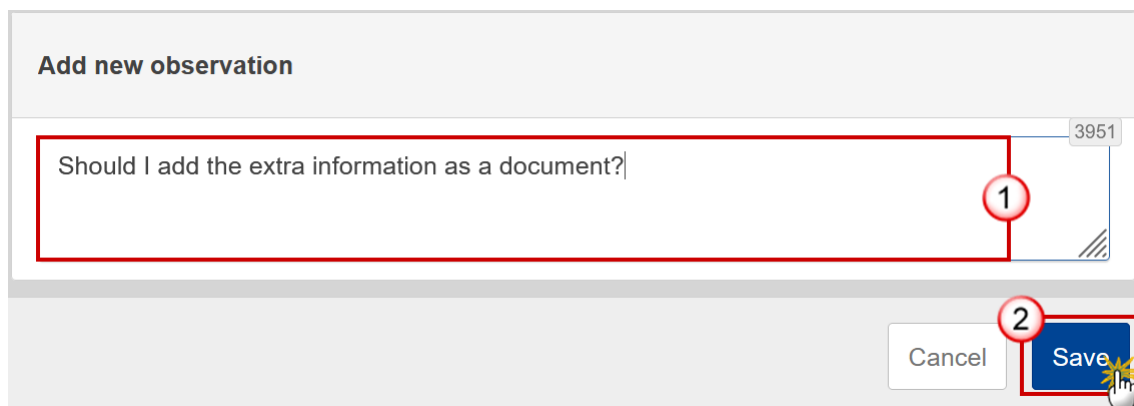
## Observations

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:



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:

The screenshot shows a web application interface. On the left is a 'Table of Contents' sidebar with a 'Show toolbar' button and a list of sections: 'General' (expanded), 'A Applicant' (selected), 'B Description of events leading to...', and 'C Intervention criteria'. The main area is titled 'A. APPLICANT' with an information icon. In the top right corner of this section, an 'Edit' button (pencil icon) is highlighted with a red rectangle and a mouse cursor. The form content includes a section 'A.1 MEMBER STATE' with a text field containing 'Italy', followed by a section 'A.2 AUTHORITY RESPONSIBLE FOR THE MANAGEMENT AND FINANCIAL CONTROL OF THE REQUESTED FINANCIAL CONTRIBUTION FROM THE EGF' with text fields for 'Name', 'Address', and 'Function of the authority'.

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                          |              |
|-----------------------------|--------------------------------|---------------------------|----------------------------|--------------------------------|--------------|
| <span>246</span> John Smith | <span>243</span> 2 State Drive | <span>248</span> Function | <span>54</span> 0424808080 | <span>243</span> test@test.com | <b>3</b>     |
|                             |                                |                           |                            |                                | <b>2</b> Add |

**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](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**

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*.

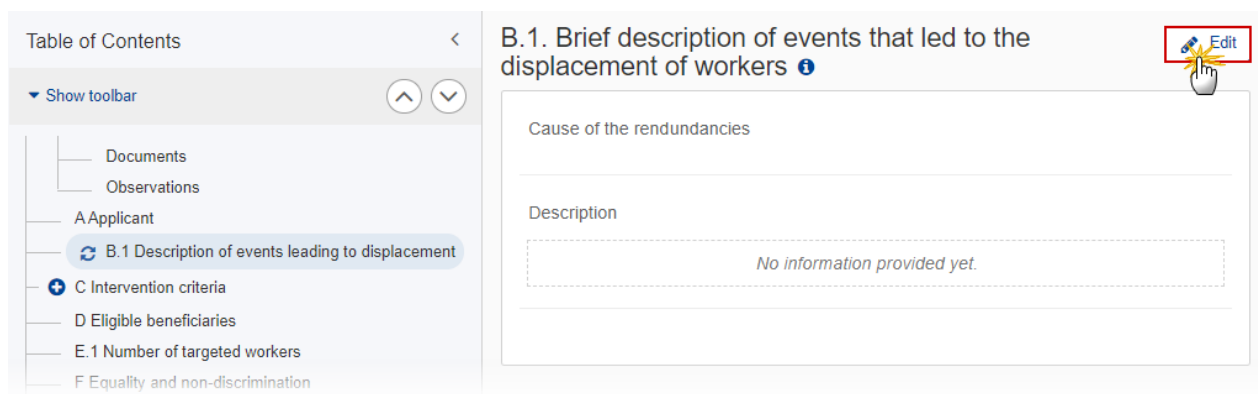
Refer to the **Documents** section of this guide for assistance in uploading documents in the EGF Application.

**(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 a web interface for editing information. On the left is a 'Table of Contents' sidebar with a 'Show toolbar' button and a list of sections: Documents, Observations, A Applicant, B.1 Description of events leading to displacement (highlighted with a blue bar and a refresh icon), C Intervention criteria (with a plus icon), D Eligible beneficiaries, E.1 Number of targeted workers, and F Equality and non-discrimination. The main area is titled 'B.1. Brief description of events that led to the displacement of workers' with an information icon. In the top right corner of this main area, an 'Edit' button (pencil icon) is highlighted with a red rectangle and a yellow starburst. Below the title, there are two text input fields: 'Cause of the redundancies' and 'Description'. The 'Description' field contains the placeholder 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 \*


Financial and economic crises ↕ 1

Description

**B** **I** **U**   **10000** **0**  
chars words



2

Cancel Save 3



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> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Cause of the redundancies *</p> <div style="border: 1px solid #add8e6; padding: 2px; display: flex; justify-content: space-between;"> <span>Other</span> <span>↕</span> </div> <p>Other cause of the redundancies *</p> <div style="border: 1px solid red; height: 40px; width: 100%; position: relative;"> <span style="position: absolute; right: -20px; top: 0; font-size: 8px; color: red;">512</span> </div> <p>Description</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> <span><b>B</b> <b>I</b> <b>U</b>  </span> <span><b>10000</b> <b>0</b><br/>chars words</span> </div> </div> |
|------|---|

## B.2 Description of the expected impact of the displacements

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

Table of Contents <

▼ Show toolbar ^ v

- B Displacement of workers
  - B.1 Description of events leading to displacement
  - B.2 Description of the expected impact of the displacements
- C Intervention criteria
- D Eligible beneficiaries
- E Targeted beneficiaries
- F Equality and non-discrimination

B. DISPLACEMENT OF WORKERS

B.2. Description of the expected impact of the displacements as regards the local, regional or national economy and employment ⓘ

No information provided yet.

The Edit details pop-up window appears:

B.2. Description of the expected impact of the displacements as regards the local, regional or national economy and employment ⓘ

B I U 20000 0  
chars words

1

2 Cancel Save

2. Enter or select the following:

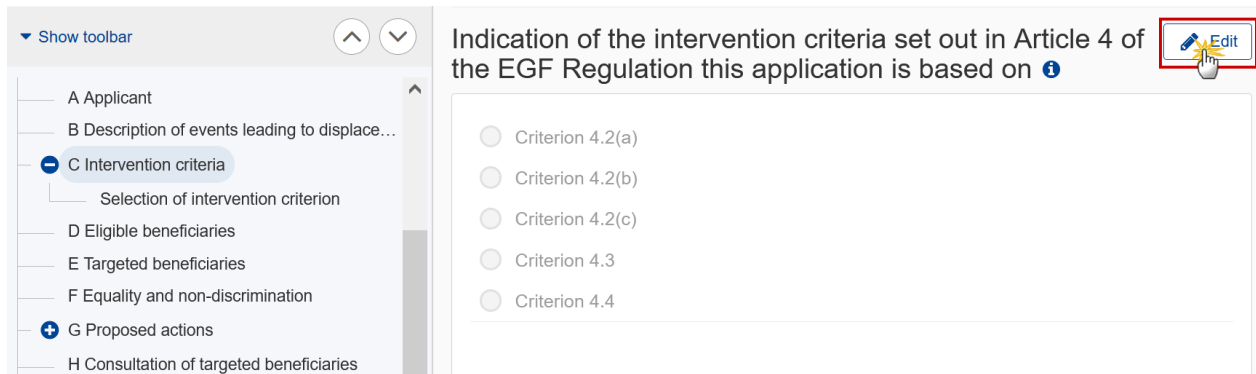


- (1) Select the *Cause of the redundancies*.
- (2) Enter the *Description* in the text box provided.
- (3) Click on **SAVE** to save the information.

## C Intervention criteria

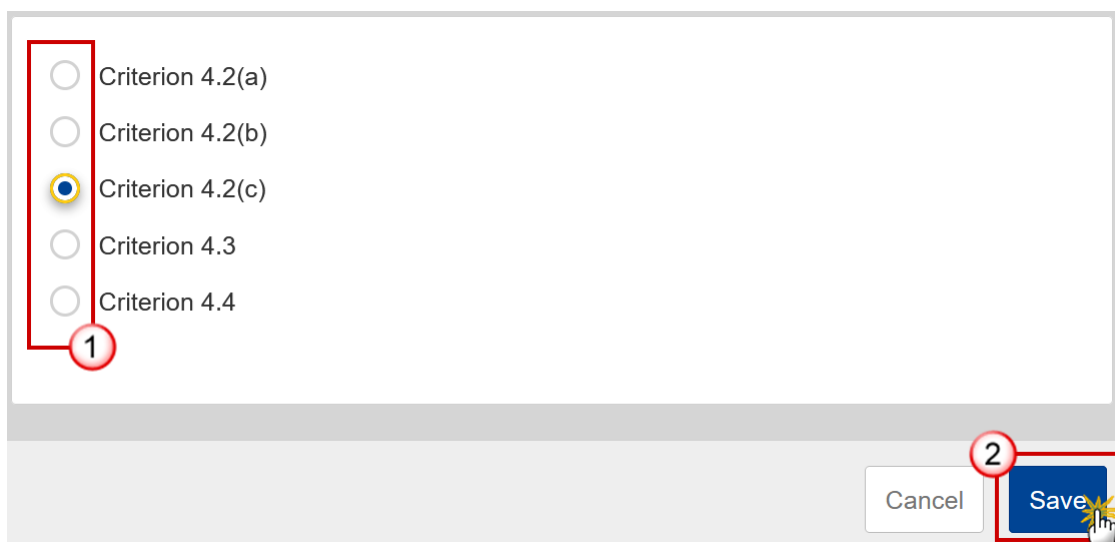
### *Selection of intervention criterion*

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



The screenshot shows a web form titled "Indication of the intervention criteria set out in Article 4 of the EGF Regulation this application is based on". On the left is a sidebar menu with options: A Applicant, B Description of events leading to displace..., C Intervention criteria (selected), D Eligible beneficiaries, E Targeted beneficiaries, F Equality and non-discrimination, G Proposed actions, and H Consultation of targeted beneficiaries. Under "C Intervention criteria", there is a sub-option "Selection of intervention criterion". The main content area contains five radio button options: Criterion 4.2(a), Criterion 4.2(b), Criterion 4.2(c), Criterion 4.3, and Criterion 4.4. In the top right corner of the form, there is an "Edit" button with a pencil icon, which is highlighted with a red box and a hand cursor icon.

The Edit details pop-up window appears:



The screenshot shows a pop-up window for editing the intervention criteria. It contains the same five radio button options as the main form: Criterion 4.2(a), Criterion 4.2(b), Criterion 4.2(c), Criterion 4.3, and Criterion 4.4. A red box labeled with the number "1" highlights the radio button for Criterion 4.2(c), which is currently selected. At the bottom right of the pop-up, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red box and a hand cursor icon, and is also labeled with the number "2".

2. Select the following:

(1) Select one of the *Criterion*.

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

|             |   |
|-------------|---|
| <b>NOTE</b> | 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:

Table of Contents <

▼ Show toolbar ^ v

- General
  - Version information
  - Officials in charge
  - History
  - Documents
  - Observations
- A Applicant
- B Displacement of workers
- C Intervention criteria
  - Selection of intervention criteria
  - Criterion 4.2(a)**
- D Eligible beneficiaries
- E Targeted beneficiaries
- F Equality and non-discrimination

C. INTERVENTION CRITERIA


Application is based on criterion 4.2(a) ⓘ **Edit**

Reference period of four months →



| Enterprise *                          | Primary Enterprise | Economic sector | Region | Number of displaced workers | Calculation method * | Notification date | Additional info |
|---------------------------------------|--------------------|-----------------|--------|-----------------------------|----------------------|-------------------|-----------------|
| There is no information available yet |                    |                 |        |                             |                      |                   |                 |







| Number of self-employed persons whose activity has ceased | Calculation method                         | Additional info |
|---|--|-----------------|
|   | 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  | <input checked="" type="checkbox"/> | 01...  | I..  | 10                          | Method...  | 01/01/2021  | info  |
| <b>+ Add</b> <b>2</b>  |                                     |   |   |                             |   |  |  |

| Number of self-employed persons whose activity has ceased | Calculation method                         | Additional info  |
|---|--|--|
| <input type="text" value="20"/>                           | 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  
30

**Cancel** **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 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*.

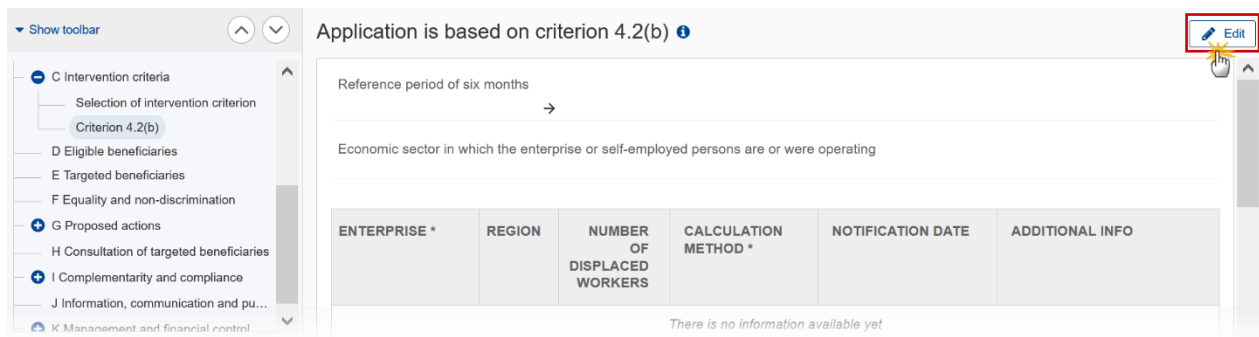
The calculation method for self-employed is automatically set to method 5.

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

|             |  |
|-------------|--|
| <b>NOTE</b> | 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:



Application is based on criterion 4.2(b) ⓘ

Reference period of six months →

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

| ENTERPRISE *                          | REGION | NUMBER OF DISPLACED WORKERS | CALCULATION METHOD * | NOTIFICATION DATE | ADDITIONAL INFO |
|---------------------------------------|--------|-----------------------------|----------------------|-------------------|-----------------|
| There is no information available yet |        |                             |                      |                   |                 |

**Edit**

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      |
| <b>3</b> + Add <b>4</b> |            |                             |                      |                   |                 |

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

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

20

**6** Cancel Save

## 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.

|             |   |
|-------------|---|
| <b>NOTE</b> | 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:

Application is based on criterion 4.2(c) ⓘ

Reference period of four months →

| ENTERPRISE *                          | ECONOMIC SECTOR | REGION | NUMBER OF DISPLACED WORKERS | CALCULATION METHOD * | NOTIFICATION DATE | ADDITIONAL INFO |
|---------------------------------------|-----------------|--------|-----------------------------|----------------------|-------------------|-----------------|
| There is no information available yet |                 |        |                             |                      |                   |                 |

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

[Edit](#)

No validation result available

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

| 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  
chars words

Cancel

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.

|             |  |
|-------------|--|
| <b>NOTE</b> | 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:

▼ Show toolbar

⬅ C Intervention criteria

- Selection of intervention criterion
- Criterion 4.3**
- Small labour market

D Eligible beneficiaries

E Targeted beneficiaries

F Equality and non-discrimination

No validation result available

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

Reference period for the redundancies


Edit

The Edit details pop-up window appears:

|             |  |
|-------------|--|
| <b>NOTE</b> | 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  |
| <span>+ Add</span> <span>4</span>  |                                     |   |   |                             |   |  |  |

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) 1

Date on which the first workers were made redundant

07/01/2021 2

Reference period for the redundancies

07/01/2021 → 07/04/2021 3

| 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        |                 |

4 + Add 5

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...

6

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

7

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

20

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.

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                 | 03...  | I...  | 10                          | Method 1 - ...  | 01/01/2021  | info  | <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">5</span> |
| <a href="#">+ Add</a> <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">4</span> |   |  |                             |  |  |  |   |

| 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 chars words

7

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*.

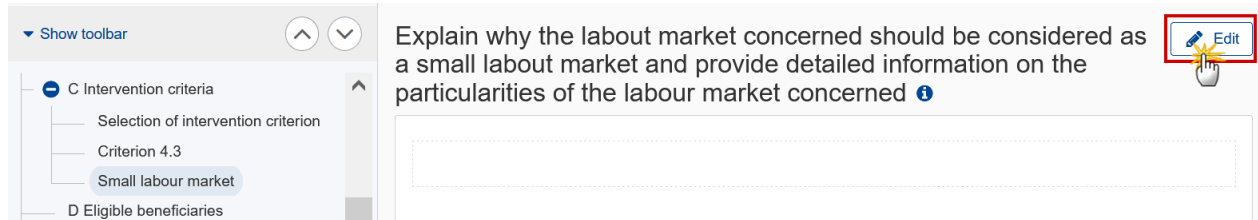
The calculation method for self-employed is automatically set to method 5.

**(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 for editing information. On the left is a sidebar with a tree structure under 'Show toolbar'. The tree includes 'C Intervention criteria', 'Selection of intervention criterion', 'Criterion 4.3', 'Small labour market' (which is highlighted), and 'D Eligible beneficiaries'. The main area on the right 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' followed by an information icon. Below this text is a large, empty text box for input. In the top right corner of the main area, there is an 'Edit' button with a pencil icon, which is highlighted with a red rectangle 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 ⓘ

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.

## Criterion 4.4

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

▼ Show toolbar

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

Reference period for the redundancies

→

| ENTERPRISE * | PRIMARY ENTERPRISE | ECONOMIC SECTOR | REGION | NUMBER OF | CALCULATION METHOD * | NOTIFICATION DATE | ADDITIONAL INFO |
|--------------|--------------------|-----------------|--------|-----------|----------------------|-------------------|-----------------|
|              |                    |                 |        |           |                      |                   |                 |

No validation result available

Edit

The Edit details pop-up window appears:

|             |   |
|-------------|---|
| <b>NOTE</b> | 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 248 | <input checked="" type="checkbox"/> | 01...           | I..    | 10                          | Meth...              | 01/01/2021 ×      | info 1998       | 5       |
|              |                                     |                 |        |                             |                      |                   |                 | + 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 1998       |

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) 1

Date on which the first workers were made redundant

07/01/2021 2

Reference period for the redundancies

07/01/2021 → 07/04/2021 3

| 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 ×      |                 |

4 + Add 5

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

1986 1  
chars words

Explanation...

6

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

7

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

20

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.

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 4.4 



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  <span>248</span> | 03...  | I...  | 10                          | Method 1 - ...  | 01/01/2021  | info  <span>1998</span> | <span>5</span>                    |
|   |  |   |                             |   |   |  | <span>+</span> Add <span>4</span> |

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

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

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*.

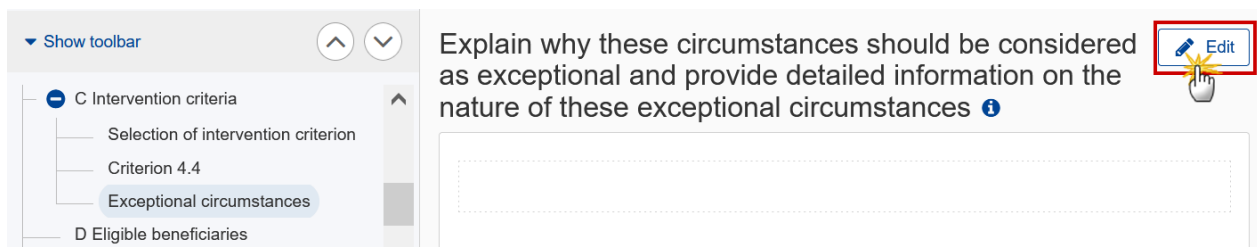
The calculation method for self-employed is automatically set to method 5.

(7) Enter the text in the text box.

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

## ***Exceptional circumstances***

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



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 ⓘ

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.

## D Eligible beneficiaries

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

Table of Contents <

▼ Show toolbar

- General
- A Applicant
- B Description of events leading to displac...
- C Intervention criteria
- D Eligible beneficiaries
- E Targeted beneficiaries
- F Equality and non-discrimination
- G Proposed actions
- H Consultation of targeted beneficiaries
- I Complementarity and compliance
- J Information, communication and publicity

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**

**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**

**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

(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.)

Edit

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**

201

**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**



202

**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

07/01/20213

(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

Explanation4

**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:



The screenshot shows a web interface for managing targeted beneficiaries. On the left is a 'Table of Contents' sidebar with a 'Show toolbar' button and a list of sections: D Eligible beneficiaries, E.1 Number of targeted workers (highlighted with a blue circle), F Equality and non-discrimination, G Proposed actions (expanded), H Consultation of targeted beneficiaries, I Complementarity and compliance, and J Information, communication and publicity. The main content area is titled 'E.1. Number of targeted workers (eligible workers expected to participate in the proposed actions) and breakdown by gender, age group and educational level'. Below the title is a table with the following data:

|           | Men        |   |
|-----------|------------|---|
| Gender    | Women      | 0 |
|           | Non-binary | 0 |
|           |            | 0 |
| Age group | Below 30   | 0 |
|           | 30-54      | 0 |
|           | Above 54   | 0 |

Below the table, the text 'with lower secondary education or less (ISCED' is partially visible. In the top right corner of the main content area, there is an 'Edit' button with a pencil icon, which is highlighted by a red box and a hand cursor.

The Edit details pop-up window appears:

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

Cancel
Save

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.

[Edit](#)

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

+

 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 beneficiaries

+

 I Complementarity and compliance

— J Information, communication and reporting

+

 K Management and financial control

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 *) |
|---------------------------------------|-----------|-----------------------|------------------------------|----------------------------|--|
| There is no information available yet |           |                       |                              |                            |  |

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

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.

|               |  |
|---------------|--|
| <b>REMARK</b> | 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 the EGF application interface. On the left is a 'Table of Contents' sidebar with a 'Show toolbar' button and a list of sections: 'G Proposed actions', 'G.1 Measures', 'G.2 Activities', 'G.3 Total EGF contribution', and 'H Consultation of targeted beneficiaries'. The 'G.1 Measures' section is expanded, showing 'General description' and 'Description measure: 01'. The main content area displays the title 'G. PROPOSED ACTIONS → G.1. Measures' and the description: '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 description 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 ⓘ

**B** **I** **U**   **5000** **0**  
chars words

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Cancel

2 Save 

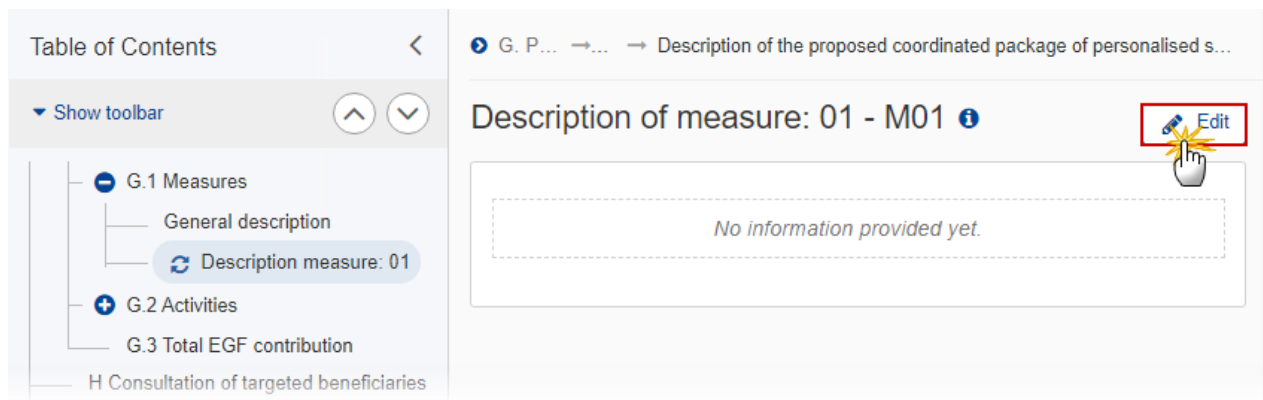
2. Enter the following:

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

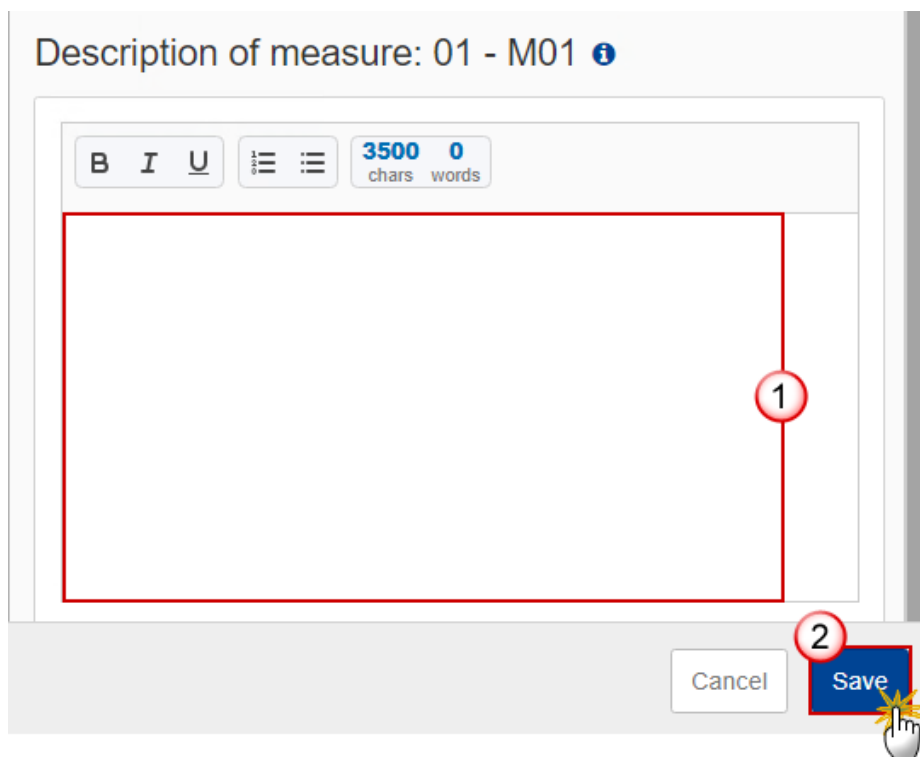
## Description measure

|             |  |
|-------------|--|
| <b>NOTE</b> | 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

- 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 publicity
- 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     |  |
| <b>Total</b> |                           | <b>0</b>                                 |

**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 

Cancel

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:




Table of Contents <

▼ Show toolbar ^ v

- G.2 Activities
  - Short description
  - Preparatory
  - Management
  - Information and publicity
  - Control and reporting
- G.3 Total EGF contribution
- H Consultation of targeted benefici

G. PROPOSED ACTIONS → G.2. Activities



Short description of the preparatory, management, information and publicity, control and reporting activities for which a financial contribution from the EGF is requested ⓘ


 Edit



No information provided yet.

The Edit details pop-up window appears:

Short description of the preparatory, management, information and publicity, control and reporting activities for which a financial contribution from the EGF is requested ⓘ

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

 1

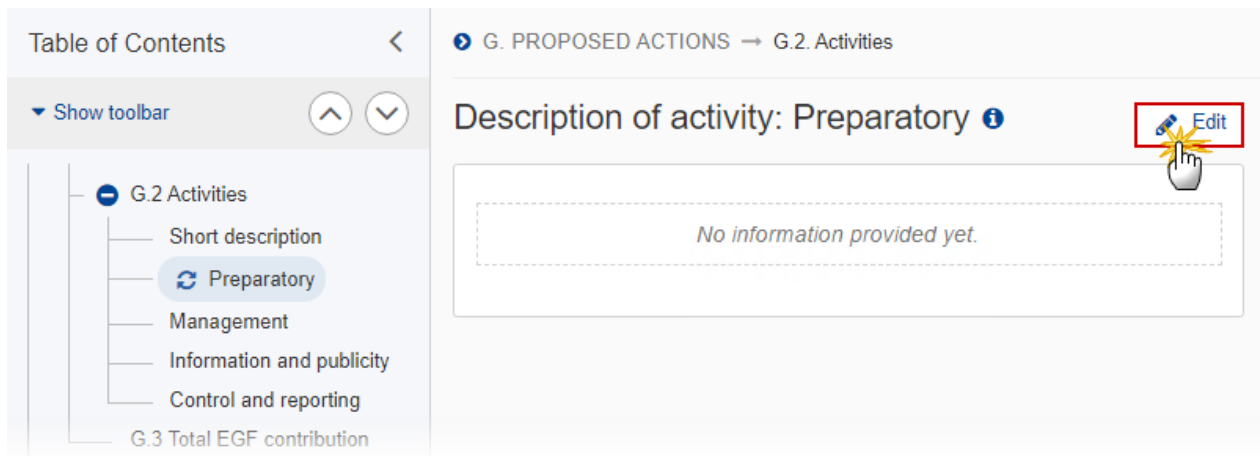
Cancel  2 **Save** 

2. Enter the following:

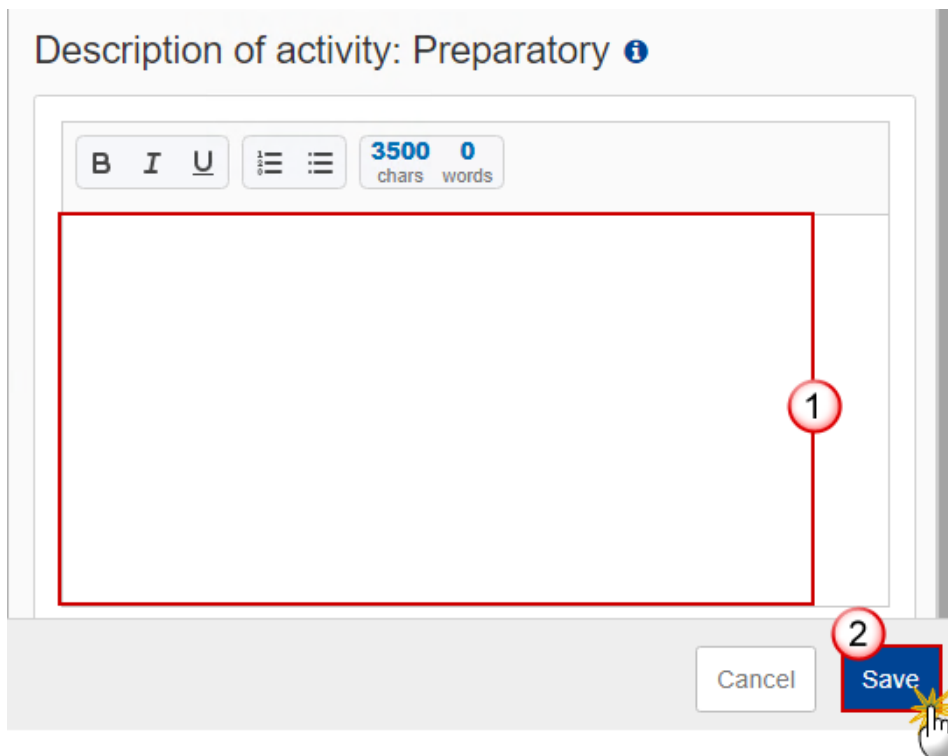
- (1) Enter the text in the text box provided.
- (2) Click on **SAVE** to save the information.

## Preparatory

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



The Edit details pop-up window appears:



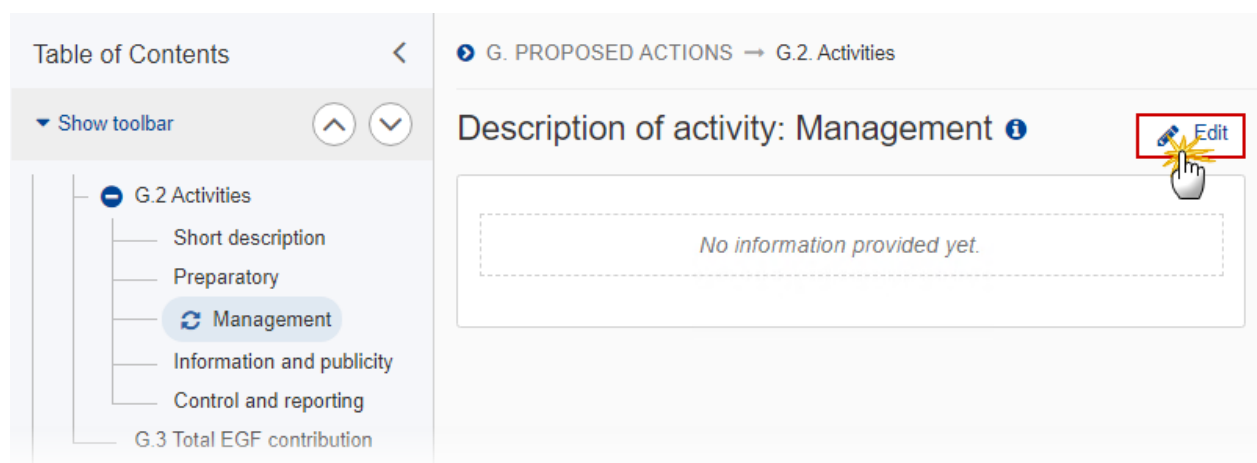
2. Enter the following:

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


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

## Management



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



The Edit details pop-up window appears:

Description of activity: Management 

**B** *I* U


 

**3500** **0**  
chars words

1

2

Cancel

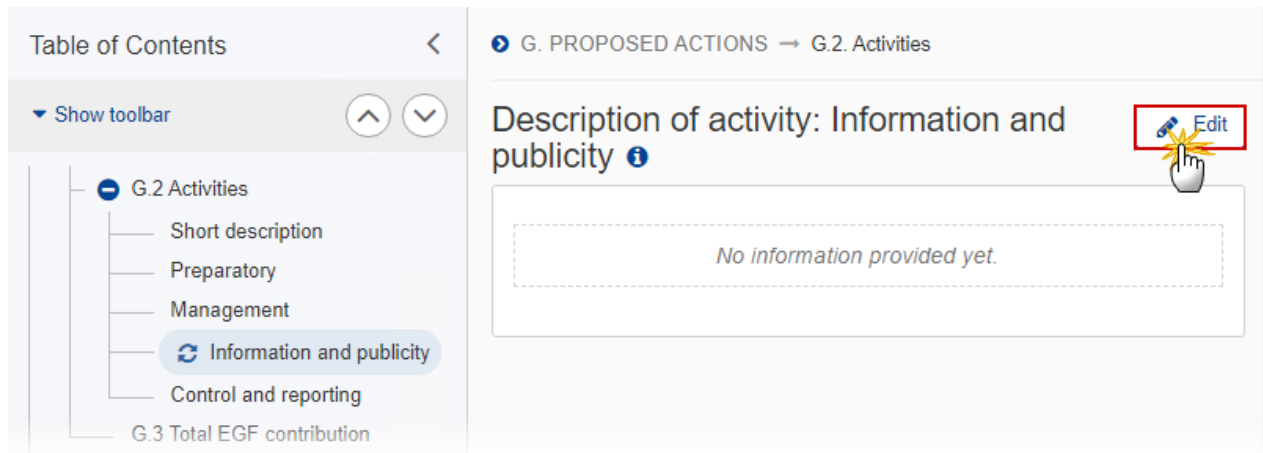
Save 

2. Enter the following:

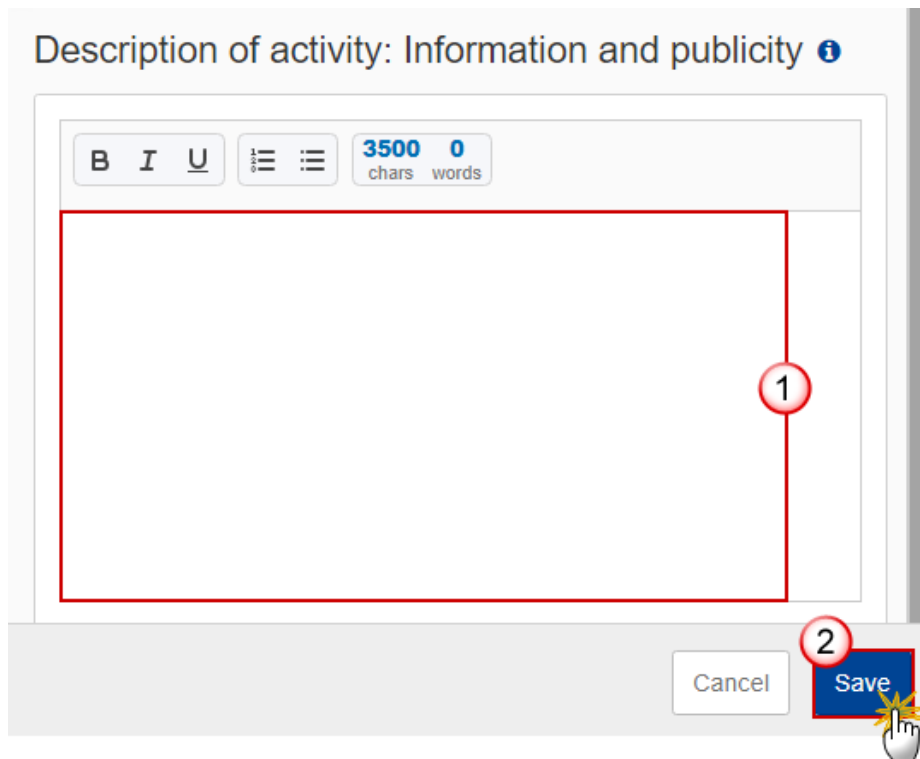
- (1) Enter the text in the text box provided.
- (2) Click on **SAVE** to save the information.

## Information and publicity

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



The Edit details pop-up window appears:

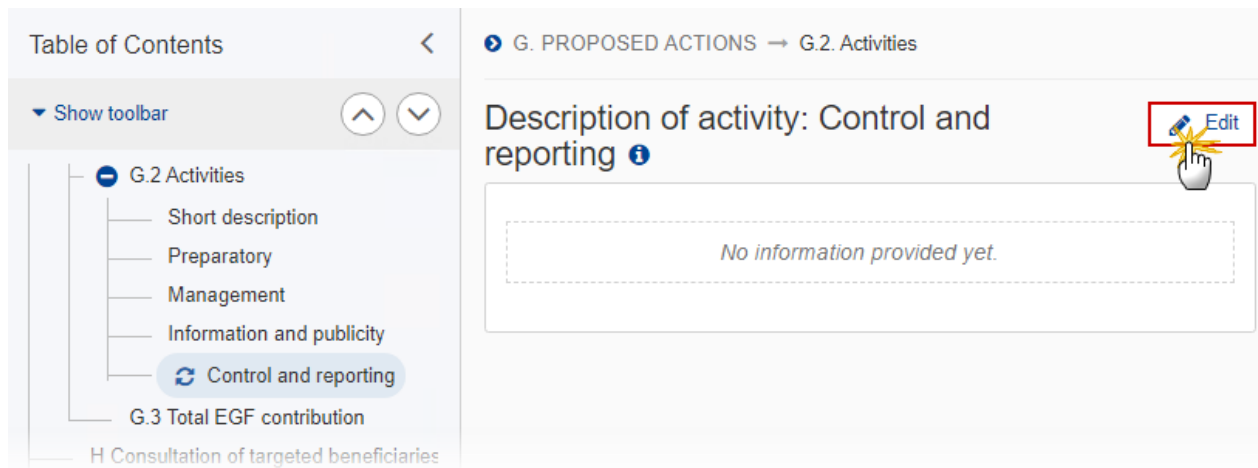


2. Enter the following:

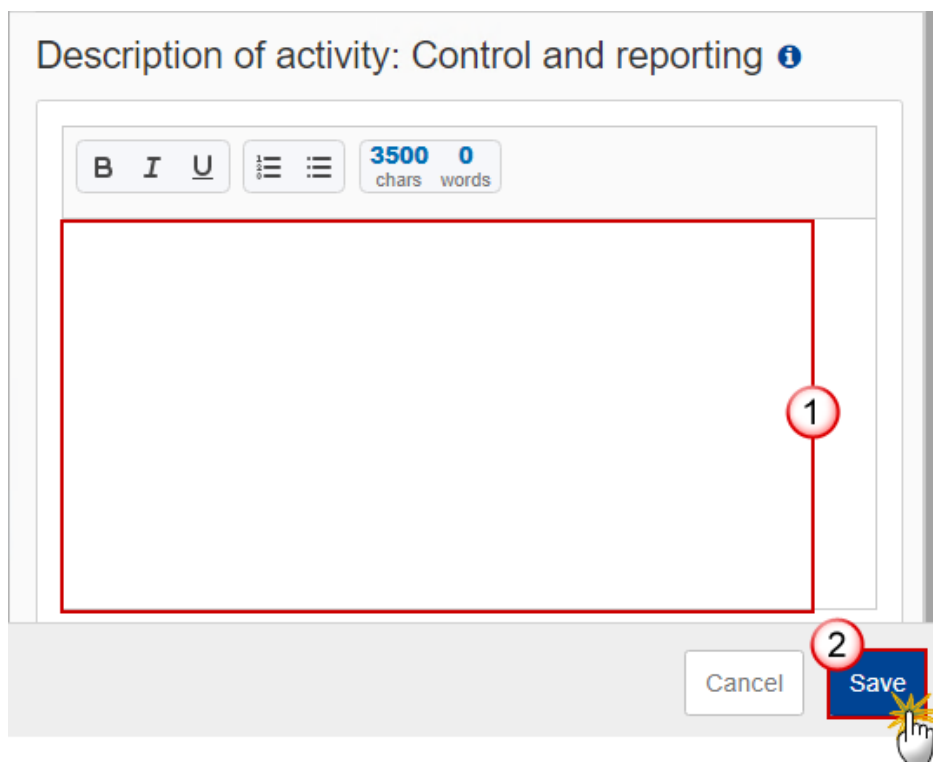
- (1) Enter the text in the text box provided.
- (2) Click on **SAVE** to save the information.

## 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:

Search: Type to filter TOC

General

- Version information
- Officials in charge
- History
- Documents
- Observations

A Applicant

B Displacement of workers

C Intervention criteria

D Eligible beneficiaries

E Targeted beneficiaries

F Equality and non-discrimination

G Proposed measures

- G.1 Measures
  - General description
  - Description measure: 01
- G.2 Activities
  - Short description

#### G.3. Overview of total budget

**Edit**

|  |                    |
|--|--------------------|
| G.3.1 Total cost of measures   | <b>10,000,000</b>  |
| G.3.2 Total cost of activities to implement the EGF  | <b>1,250,000</b>   |
| G.3.3 Total cost   | <b>11,250,000</b>  |
| 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%              |

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

2

Cancel

Save

#### 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.

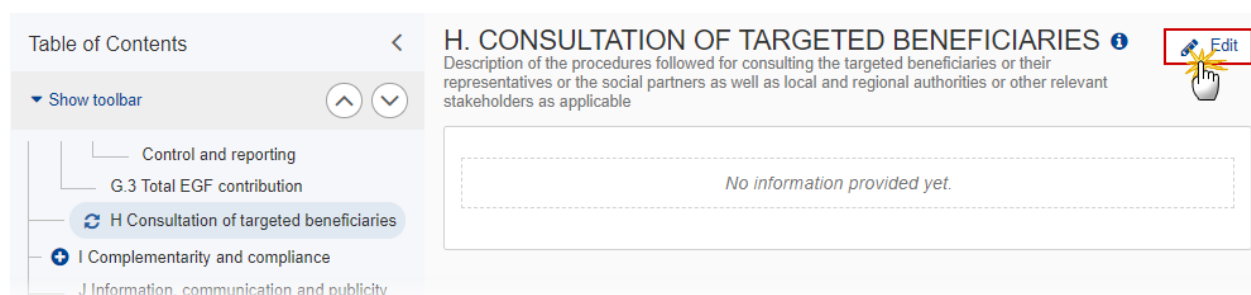
- (2) Click on **SAVE** to save the information.



|               |   |
|---------------|---|
| <b>REMARK</b> | <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> <p>If the application has already been accepted and has ineligible amounts the ineligible amount of each measure will be deducted from its total cost when calculating the values in this section.</p> <p>Target year = current payment year = the year of date from current EGF version<br/>eligibleDateFrom + 6 months.</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 titled 'H. CONSULTATION OF TARGETED BENEFICIARIES ⓘ'. Below the title is a descriptive text: '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 form itself has a header bar with formatting options (B, I, U, list icons) and a character/word count (2000 chars, 0 words). Below this is a large text input area with a red border. To the right of the text area is a red circle with the number '1'. At the bottom right of the form are two buttons: 'Cancel' and 'Save'. A red circle with the number '2' is next to 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

### I.1-2 Non-replacement

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

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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.6 Non-double funding
  - I.7 Complementarity
  - I.8 State aid compliance
- J Information, communication and...

I. COMPLEMENTARITY, COMPLIANCE AND COORDINATION

**I.1-2. Non-replacement**

[Edit](#)

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 screenshot shows a sidebar on the left with a tree view containing the following items: "I Complementarity and compliance", "I.1-2 Non-replacement", "I.3(a) Mandatory actions" (highlighted with a blue circle), "I.3(b) EU quality framework", "I.3(c) Activities already undertaken", "I.4 Legal obligations", and "I.5 National or other funding". The main content area on the right is titled "I.3(a). Information on measures that are mandatory for the enterprise(s) concerned by virtue of national law or pursuant to collective agreements" with an information icon. Below the title is a dashed rectangular box containing the text "No information provided yet.". In the top right corner of the main area, there is an "Edit" button with a pencil icon, which is highlighted with a red box and a yellow starburst.

The Edit details pop-up window appears:

The screenshot shows a pop-up window titled "I.3(a). Information on measures that are mandatory for the enterprise(s) concerned by virtue of national law or pursuant to collective agreements" with an information icon. The window contains a text editor with a toolbar at the top showing bold (B), italic (I), underline (U), bulleted list, and numbered list icons. To the right of the toolbar, it displays "2986" under "chars" and "1" under "words". The main text area contains the placeholder text "Information...". A red rectangular box is drawn around the text area, with a red circle containing the number "1" at its bottom right corner. At the bottom of the window, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red box and a yellow starburst, with a red circle containing the number "2" next to it.

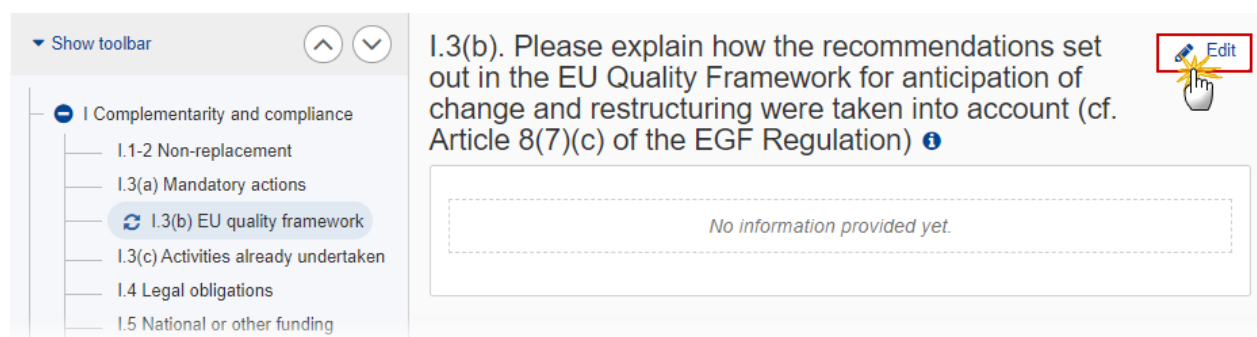
2. Enter the following:

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

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


### ***I.3(b) EU quality framework***

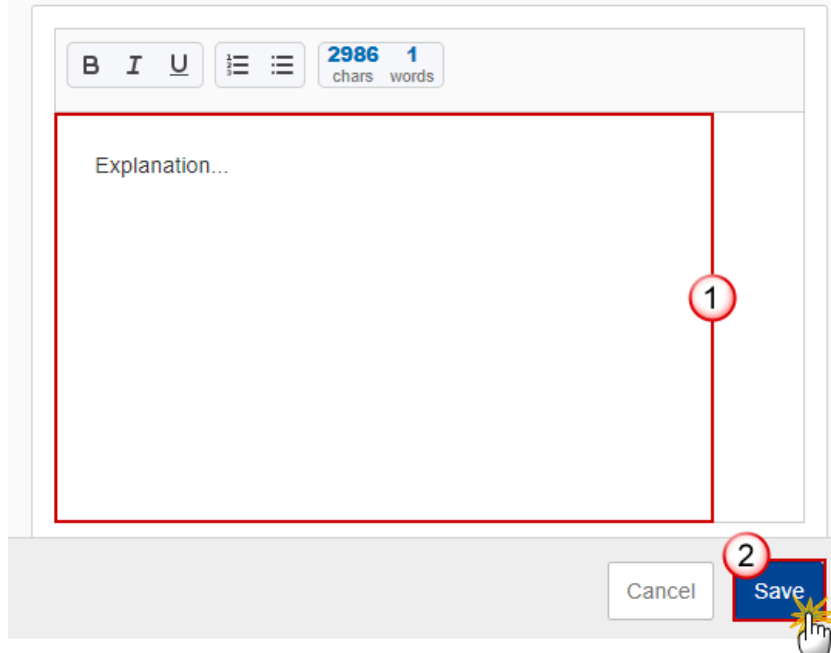
1. Click on the **EDIT** button to edit the information:



The screenshot shows a web interface for the EU Quality Framework. On the left is a sidebar with a 'Show toolbar' button and a list of sections: 'I Complementarity and compliance', 'I.1-2 Non-replacement', 'I.3(a) Mandatory actions', 'I.3(b) EU quality framework' (highlighted with a blue bar and a circular arrow icon), 'I.3(c) Activities already undertaken', 'I.4 Legal obligations', and 'I.5 National or other funding'. The main content area displays the text '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)' followed by an information icon. Below this text is a large dashed rectangular box containing the text 'No information provided yet.'. In the top right corner of the main area, there is an 'Edit' button with a pencil icon, which is highlighted by a red rectangle.

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) 

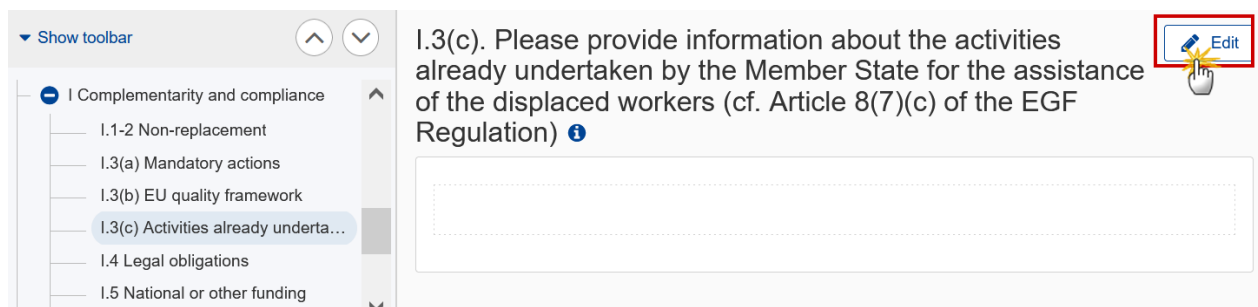


2. Enter the following:

- (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) 

**B** *I* U  

2986 1  
chars words

Information...

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.

## ***1.4 Legal obligations***

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

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▼ 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 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 f
- K Management and financial contr


I. COMPLEMENTARITY, COMPLIANCE AND COORDINATION

**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

Explanation when 'No' \*

**B I U**   **1989** **1**  
chars words

Explanation

Cancel

**Save**



2. Enter the following:

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

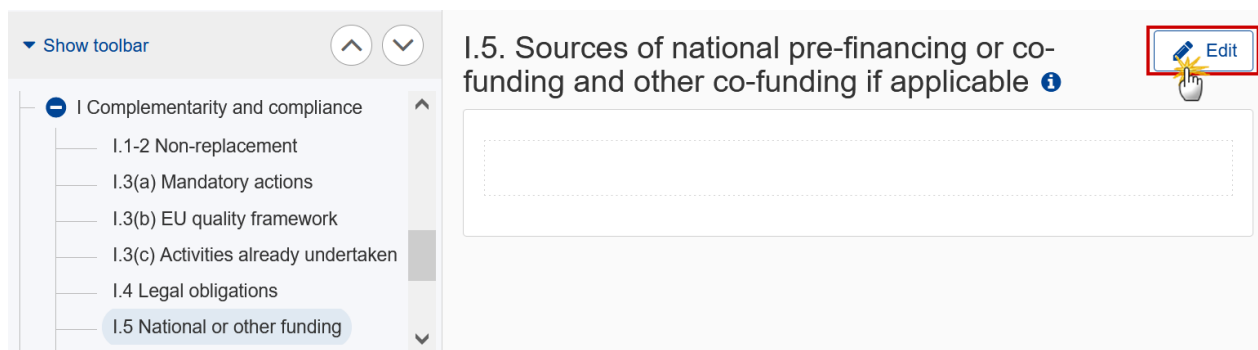
(2) Enter the *Explanation* in the text box provided.

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 application interface. On the left is a sidebar with a 'Show toolbar' button and a list of sections: 'I Complementarity and compliance' (expanded), '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' (highlighted). The main area displays the title 'I.5. Sources of national pre-financing or co-funding and other co-funding if applicable' with an information icon. To the right of the title is an 'Edit' button with a pencil icon, which is highlighted with a red box and a mouse cursor. Below the title is a large, empty text box for input.

The Edit details pop-up window appears:

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

The screenshot shows a form for section I.5. At the top, there is a toolbar with icons for bold (B), italic (I), underline (U), bulleted list, and numbered list. To the right of the toolbar, it displays '1990' in blue and '1' in red, with 'chars' and 'words' below them. The main text area contains the placeholder text 'Sources...|'. A red rectangular box highlights the right side of the text area, with a red circle containing the number '1' pointing to it. At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'. A red circle containing the number '2' points to the 'Save' button, which is also highlighted by a red box and a hand cursor icon.

2. Enter the following:

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

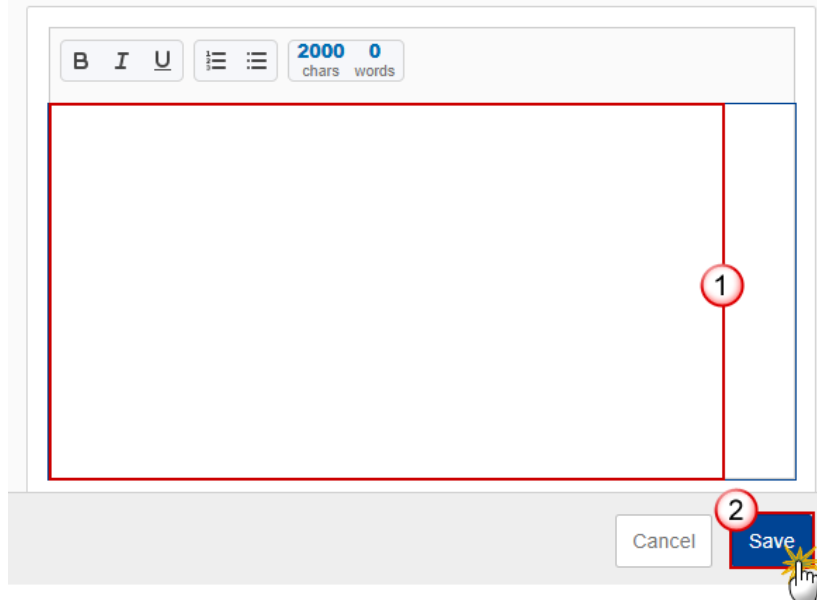
### ***I.6 Non-double funding***

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

The screenshot shows the I.6 form. On the left, there is a 'Table of Contents' sidebar with a 'Show toolbar' button and up/down arrows. The sidebar lists sections I.3(b) through I.8, with 'I.6 Non-double funding' highlighted in blue. The main content area is titled 'I. COMPLEMENTARITY, COMPLIANCE AND COORDINATION'. Below the title, the text reads: '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 ⓘ'. To the right of this text is an 'Edit' button with a pencil icon and a hand cursor. Below the text is a large dashed rectangular box containing the text '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 ⓘ



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

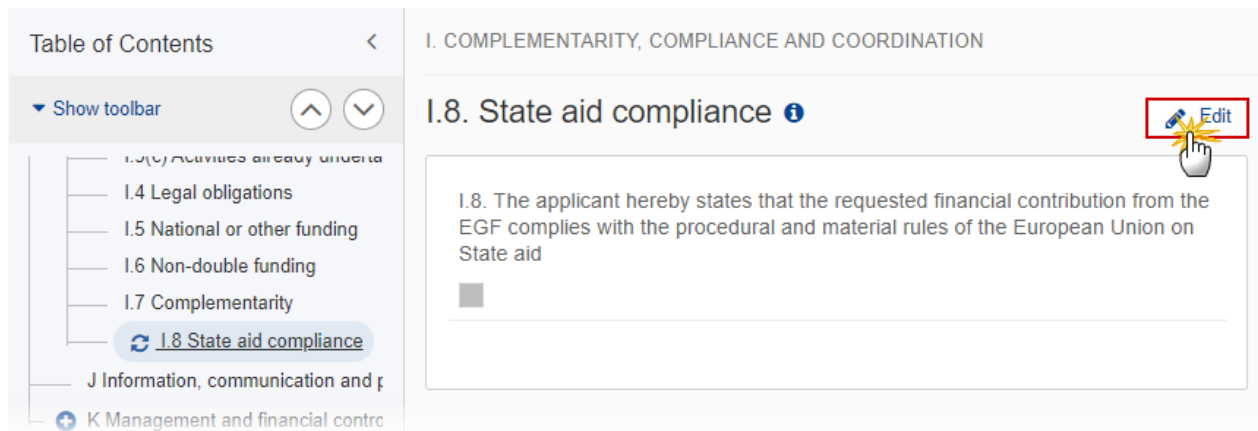
Cancel **2** **Save**

2. Enter the following:

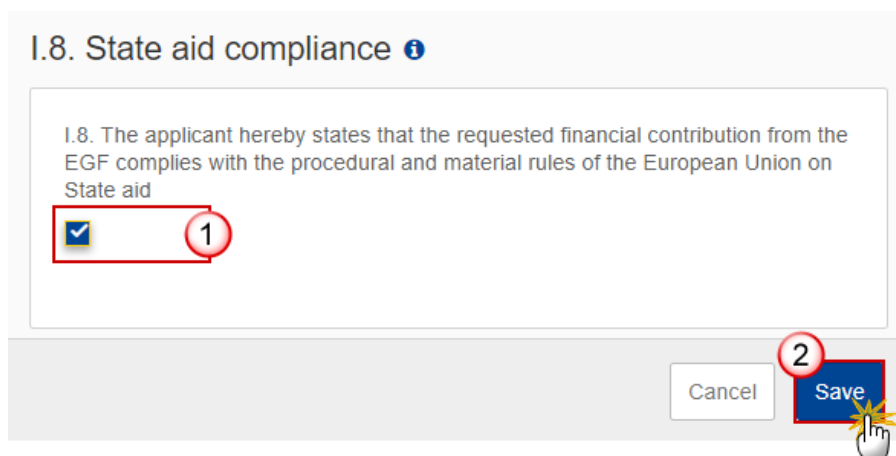
- (1) Enter the text in the text box provided.
- (2) Click on **SAVE** to save the information.

## ***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:

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▼ Show toolbar ^ v

- Information, communication and publicity
- I.6 Non-double funding
- I.7 Complementarity
- I.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

Cancel **2** Save

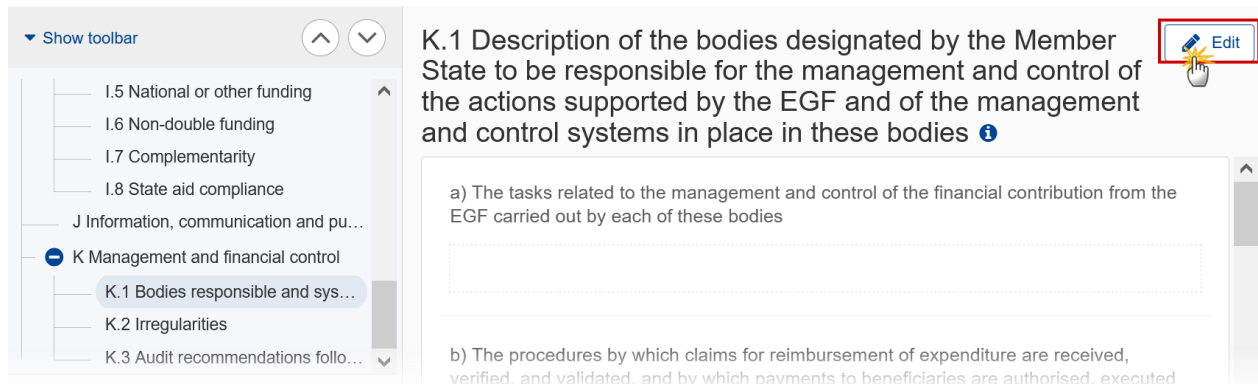
2. Enter the following:

- (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  

19861  
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  

19861  
chars words

Description...



c) The internal control systems and accounting systems

**B** *I* U  

19861  
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  

19861  
chars words

Description...

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:



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- H Consultation of targeted benefici
- **+** I 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.

Edit

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:

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- I.7 Complementarity
- I.8 State aid compliance
- J Information, communication and publicity
- K Management and financial control
  - K.1 Bodies responsible and systems
  - K.2 Irregularities
  - ↻ K.3 Audit recommendations follow-up

K. MANAGEMENT AND FINANCIAL CONTROL

#### K.3. Audit recommendations follow-up ⓘ

K.3 If applicable, the applicant hereby states that any relevant recommendations of audits conducted by the European Commission regarding actions supported by the EGF have been adequately followed-up

Edit

The Edit details pop-up window appears:

#### K.3. Audit recommendations follow-up ⓘ

K.3 If applicable, the applicant hereby states that any relevant recommendations of audits conducted by the European Commission regarding actions supported by the EGF have been adequately followed-up

☒ 1

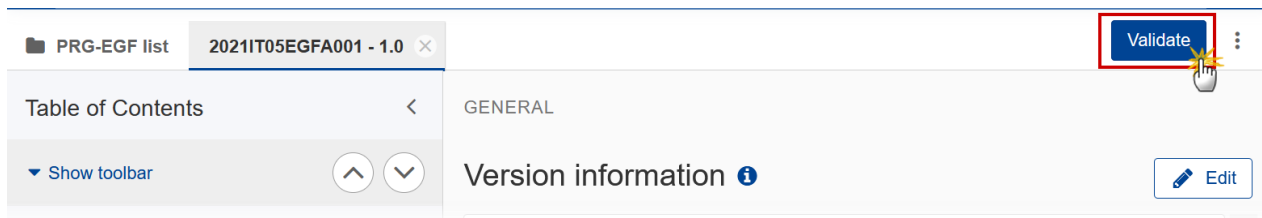
Cancel Save 2

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

|               |   |
|---------------|---|
| <b>REMARK</b> | <p>The Application EGF can be validated <b>at any time</b>, when the current version is in status <b>OPEN</b>.</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 <b>Member State Managing Authority</b> with <b>Update</b> access (<b>MSMAu</b>) for <b>EGF</b>.</p> |
|---------------|---|

Click on the Validate button to validate the Application EGF:



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

The system validates the following information:

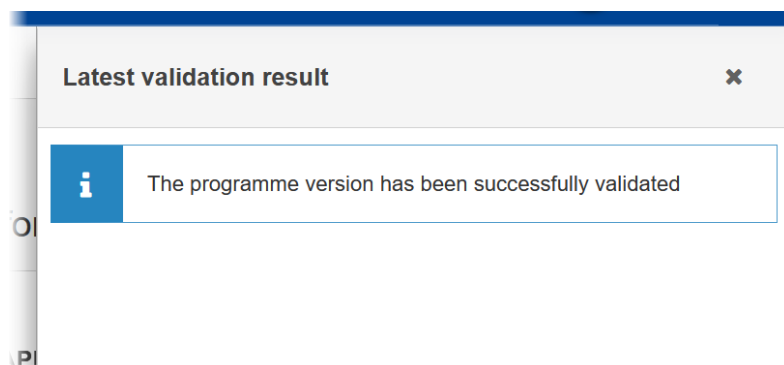
| Code | Severity       | Validation Rule   |
|------|----------------|---|
| 001  | <b>ERROR</b>   | Validate that text fields do not exceed their maximum length (implicit in web).   |
| 002  | <b>ERROR</b>   | Validate that for version 1.0, either the document types 'PRG.LEF' and 'PRG.BAI' or 'PRG.LBV'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

|     |                |  |
|-----|----------------|--|
| 006 | <b>ERROR</b>   | Validate in all relevant fields that the economic sectors exist in the EGF NACE list (implicit in web).  |
| 007 | <b>ERROR</b>   | 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 | <b>ERROR</b>   | Validate that for the four months reference period:<br><br>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 | <b>WARNING</b> | Validate that for the four months reference period:<br><br>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 | <b>ERROR</b>   | 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 $\geq 200$ .   |
| 011 | <b>ERROR</b>   | Validate that for the six months reference period:<br><br>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 | <b>WARNING</b> | Validate that for the six months reference period:<br><br>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 | <b>ERROR</b>   | 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 $\geq 200$ .  |
| 014 | <b>ERROR</b>   | Validate in section E.1 (targeted beneficiaries) that the sum per breakdown category (gender, age group, educational level) is the same for all categories.  |

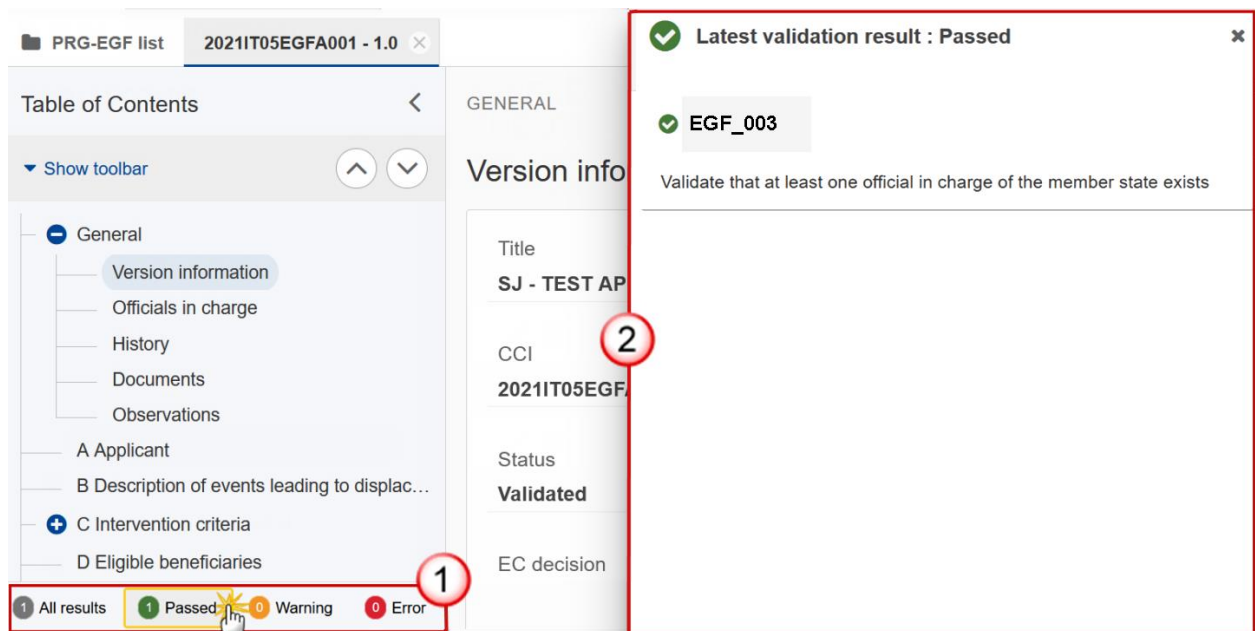
|     |                |   |
|-----|----------------|---|
| 015 | <b>ERROR</b>   | Validate that for Article 4.2(c), the total number of displaced workers and self-employed persons whose activity has ceased during the reference period of four months is $\geq 200$ .  |
| 016 | <b>ERROR</b>   | Validate for subsequent major versions that compared to the previous major version the title was not modified.  |
| 017 | <b>ERROR</b>   | Validate that all integral documents have at least one attachment with a length $> 0$ .   |
| 018 | <b>WARNING</b> | 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 | <b>ERROR</b>   | 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 | <b>ERROR</b>   | 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 | <b>ERROR</b>   | Validate for criterion 4.2(c) that the region codes of all records are the same.  |
| 023 | <b>ERROR</b>   | 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 | <b>ERROR</b>   | Validate that I.1 is always checked and that a justification is provided in I.2.  |
| 025 | <b>ERROR</b>   | Validate that in section G.1.1, for each A6 measure, the cost per worker targeted is $\leq \text{€}22.000$ .  |
| 026 | <b>ERROR</b>   | <p>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.</p> <p>Date of application is stored in programmeVersion.eligibleFromDate</p> |
| 027 | <b>ERROR</b>   | 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 | <b>WARNING</b> | 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 | <b>WARNING</b> | 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 | <b>ERROR</b>   | 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 | <b>ERROR</b>   | Validate when the answer given in section I.4 is negative, that an explanation is provided.  |
| 032 | <b>ERROR</b>   | Validate when the calculation method is 1 in the list of enterprises in section C that a notification date is provided.  |
| 033 | <b>ERROR</b>   | Validate that fields D.2(a) (i) and D.2(a) (ii) are empty if field D.2 is empty.   |
| 034 | <b>ERROR</b>   | Validate that fields D.2(a) (i), D.2(a) (ii) are filled in if field D.2 is filled in.  |
| 035 | <b>ERROR</b>   | Validate in section C that a criterion was selected.   |
| 036 | <b>ERROR</b>   | Validate in section C that the economic sector(s) is/are provided.   |
| 037 | <b>ERROR</b>   | Validate in section C that the region(s) is/are provided.  |
| 038 | <b>ERROR</b>   | 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:

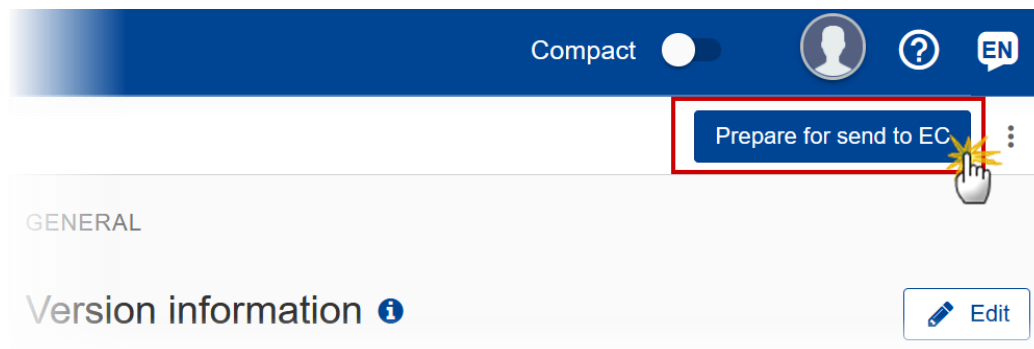
- (1) Click on one of the 4 categories: *All results*, *Passed*, *Warning*, *Error*.
- (2) The list of latest validation results for the chosen category is displayed.

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

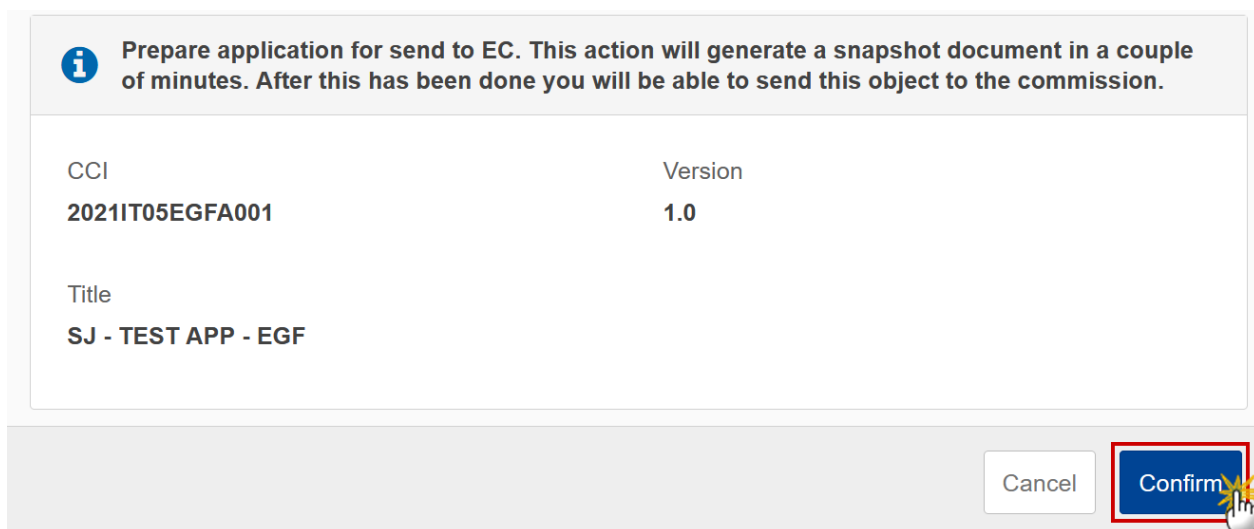
## Prepare Application EGF for send to EC

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

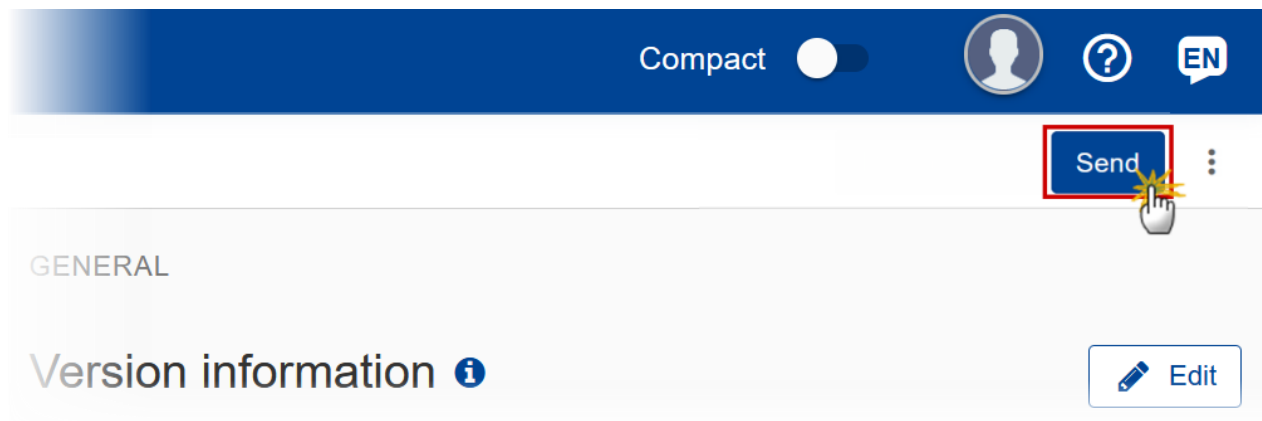
The status of the Application EGF is set to **PREPARING FOR SEND TO EC**.

## Send the Application EGF

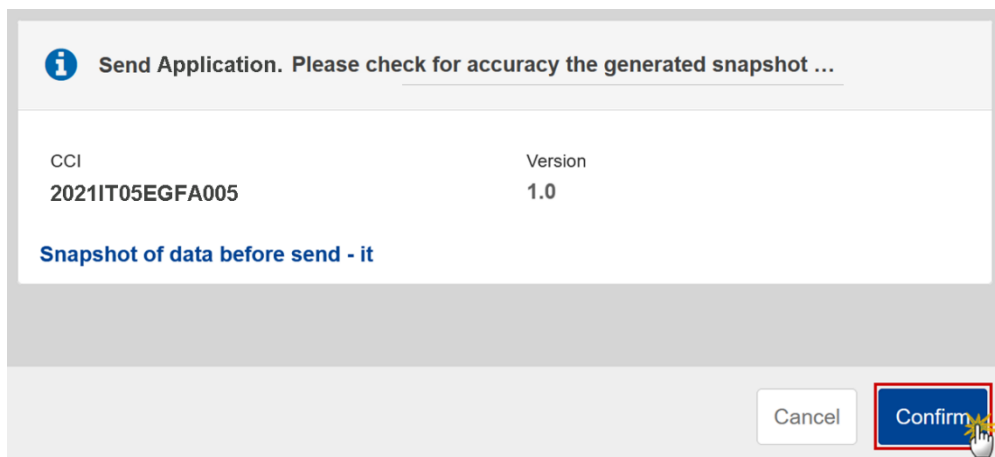


|                      |  |
|----------------------|--|
| <p><b>REMARK</b></p> | <p>The Application EGF can only be sent once the <b>VALIDATION ERRORS</b> have been removed and the status is <b>READY TO SEND</b>.</p> <p>The "<b>4 eyes principle</b>" must be respected. Therefore, the User sending must 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 <b>Member State Managing Authority</b> with <b>Send</b> access (<b>MSMAs</b>) 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.

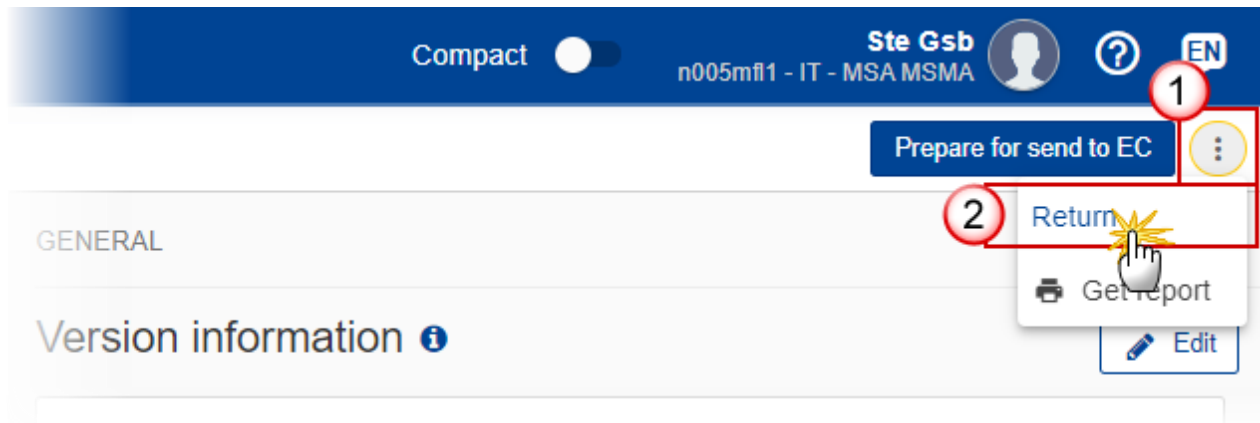
The status of the Application EGF is set to **SENT**.

|                      |  |
|----------------------|--|
| <p><b>REMARK</b></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"> <li>• A version containing the untranslated content with the template in the Source language.</li> <li>• When the Source language is different from English, a version containing the untranslated content with the template in English.</li> <li>• When the Source language is different from English, a version containing a machine translation of the content in English with the template in English.</li> </ul> |
|----------------------|--|

## Return the Application EGF by MS for Modification

|                      |  |
|----------------------|--|
| <p><b>REMARK</b></p> | <p>The Application EGF can only be returned by MS for modification <b>when a lower Node exists</b> and the status is <b>SENT</b> (to a higher MS node), <b>OPEN</b>, <b>VALIDATED</b>, <b>READY TO SEND</b> or <b>RETURNED BY MS FOR MODIFICATION</b>.</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 <b>Member State Managing Authority</b> with <b>Update</b> access (<b>MSMAu</b>).</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:

The dialog box is titled 'Return application by MS for Modification'. It contains the following information:

| CCI             | Version |
|-----------------|---------|
| 2021IT05EGFA002 | 1.0     |

Title  
**APP EGF - TEST SG**

Reason \*

Reason

At the bottom, there are 'Cancel' and 'Confirm' buttons. A red circle '1' highlights the 'Reason' text box, and a red circle '2' highlights the 'Confirm' button. A hand cursor is shown clicking the 'Confirm' button.

2. Enter the following:

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

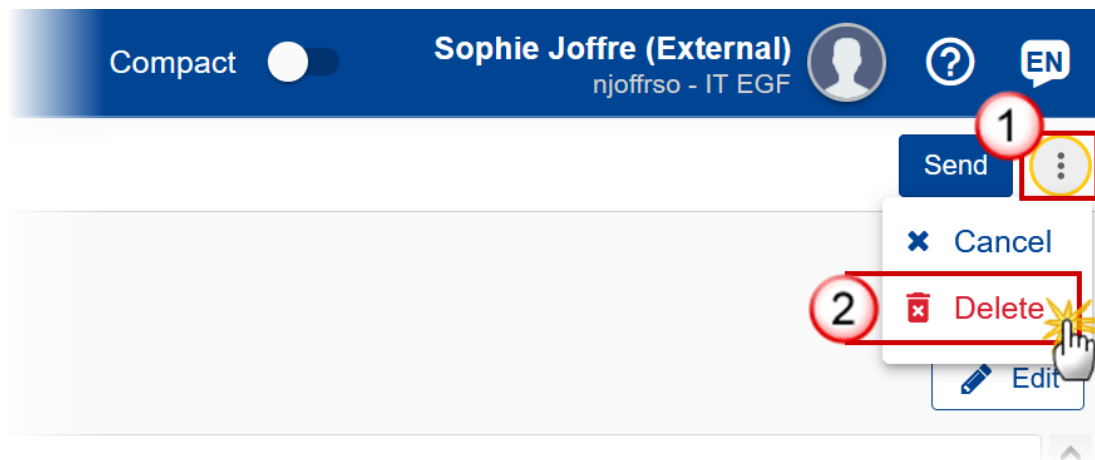
(2) Click on **CONFIRM** to save the information.

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

|               |   |
|---------------|---|
| <b>REMARK</b> | <p>The Application EGF can only be deleted when the status is <b>OPEN</b>, <b>VALIDATED</b> or <b>READY TO SEND</b>, and has <b>never been sent to the Commission</b> before and has <b>no sent documents attached</b>.</p> <p>It is a must to have the role of <b>Member State Managing Authority</b> with <b>Update</b> access (<b>MSMAu</b>).</p> <p>The delete is a physical delete and <b>cannot be recovered!</b></p> |
|---------------|---|

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

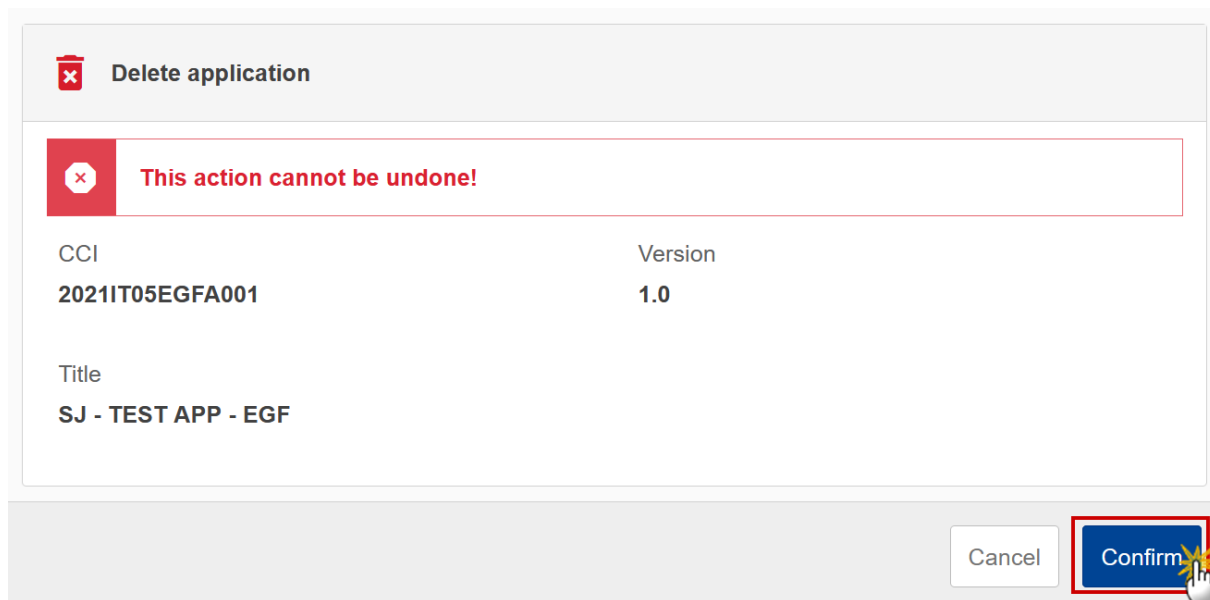


1. Select the following:

(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:

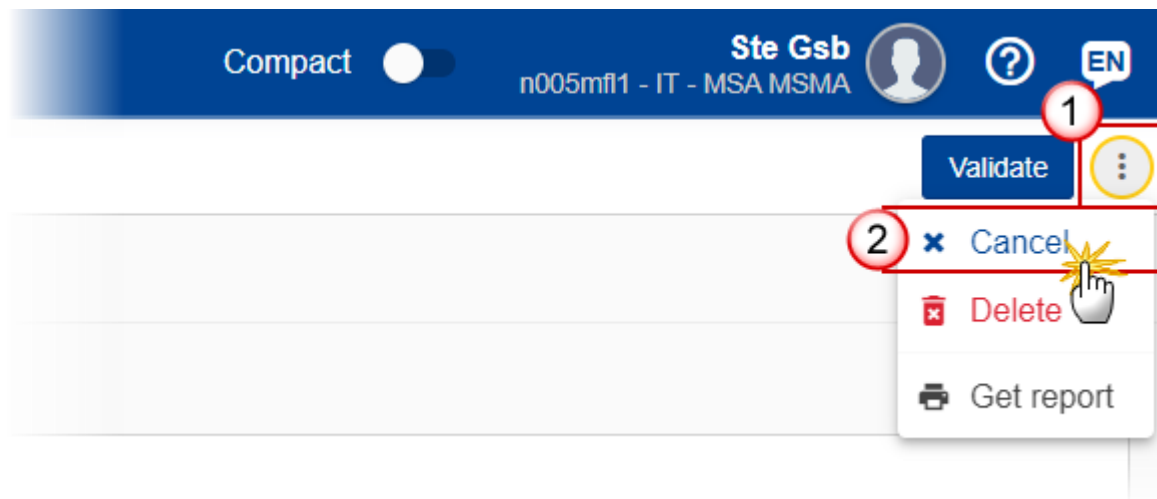


2. Click on **CONFIRM** to confirm or click on **CANCEL** to return to the Application EGF.

## Cancel the Application EGF

|               |   |
|---------------|---|
| <b>REMARK</b> | <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, <b>before it reaches a first Adoption by the Commission</b>. The notification utility will be called to notify the Commission of the cancel of the version.</p> <p>The Application EGF version must currently resides on the User's Node and its status is <b>OPEN</b> or <b>VALIDATED</b> or <b>READY TO SEND</b> or <b>RETURNED BY MS FOR MODIFICATION</b> 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 <b>Member State Managing Authority</b> with <b>Update</b> access (<b>MSMAu</b>).</p> |
|---------------|---|

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

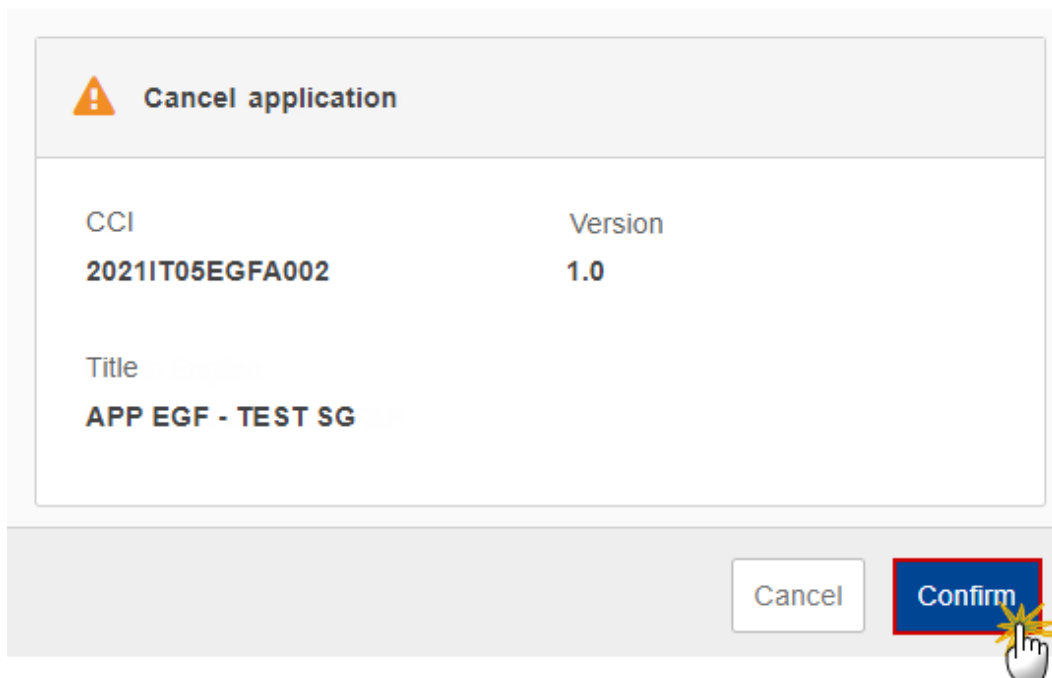


1. Select the following:

(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

|               |   |
|---------------|---|
| <b>REMARK</b> | <p>A new version of the Application EGF can only be created when the last version is in status <b>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</b> or <b>CANCELLED</b>.</p> <p>When creating a new version on a version in status <b>RETURNED TO MS WITH OFFICIAL OBSERVATIONS, RETURNED TO MS WITH TECHNICAL/OUTSTANDING COMMENTS, RETURNED TO MS WITH REMAINING/FOLLOW-UP OBSERVATIONS</b>, 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 -&gt; 1.1).</p> <p>When creating a new version on the last <b>ADOPTED BY EC/MS</b> or <b>CANCELLED</b> 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 -&gt; 2.0).</p> <p>When the status of the last version was <b>WITHDRAWN AT THE REQUEST OF THE MS</b> 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 -&gt; 2.0).</p> <p>It is a must to have the role of <b>Member State Managing Authority</b> with <b>Update</b> access (<b>MSMAu</b>).</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

2021IT05EGFA001

Version

1.0

Title

SJ - TEST APP - EGF

Cancel

Confirm

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

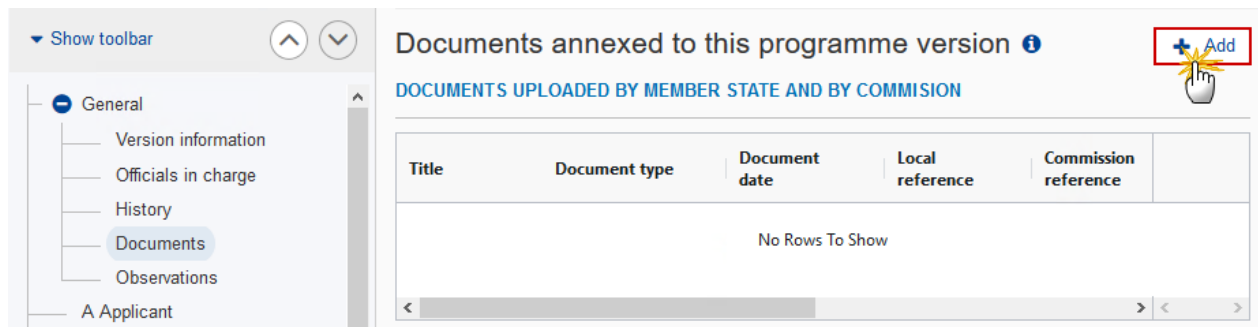
A new version of the Application EGF has been created as a copy of the last version. Its status is set to **OPEN**.



## Request to Withdraw the Application EGF


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

1. Go to the **Documents** section and click on the **Add** button to add the **Withdraw justification letter** document type:



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

Withdrawal justification letter
29/07/2021

Document title \* 3
255

Withdraw request

Local reference 4
255

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 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span> | Main <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span> | English <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">3</span> | <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">4</span> Browse <span style="margin-left: 10px;">File uploaded!</span> | <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">5</span> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">5</span> |

Cancel 5 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:

 Withdraw Application

|                            |            |
|----------------------------|------------|
| CCI                        | Version    |
| <b>2021IT05EGFA001</b>     | <b>2.0</b> |
| Title                      |            |
| <b>SJ - TEST APP - EGF</b> |            |

Cancel

Confirm



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**.