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Employment Status (EGF)

PURPOSE OF THIS FUNCTIONALITY

This document describes the different steps and action options at the level of the Commission for the Employment Status for the European Globalisation Adjustment Fund (EGF) related to **Article 20 of Regulation (EU) No 1309/2013** of the European Parliament and of the Council of 17 December 2013.

The report that needs to be submitted concerns the employment status of the beneficiaries **12 months after the end of the implementation period**.

CONCERNED FUNDS

EGF

USER ROLES AND PERMISSIONS NEEDED

You are an identified user in SFC2014 and you have the role of **EC Operational Agent (EOA)**.

BEFORE YOU START, CHECK THAT...

The Employment Status EGF has been sent to the Commission: The status is set to '**SENT**'.

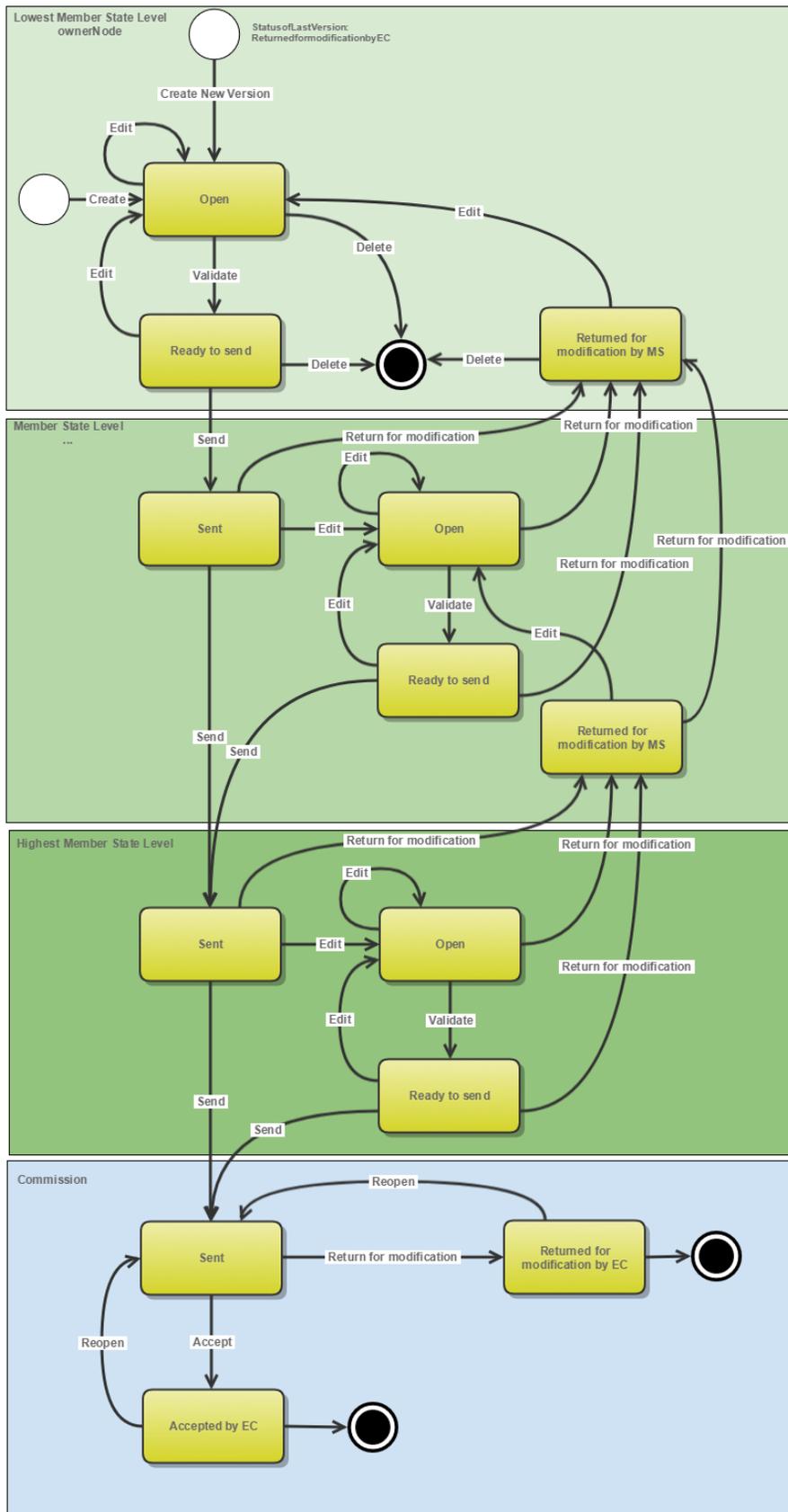
Workflow

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

If the Commission rejects an Employment Status, it is returned and a new version has to be created and go through the whole process. There are no modifying Employment Statuses once they have been submitted. The Commission cannot change an Employment Status – only respond.

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

Employment Status EGF Diagram



Documents

Document Types

The following documents will be foreseen:

Description	Internal Code	Non-integral	Integral	System	Required
Official Commission's Observations	ER.OCO		X		
Other Commission Document	ER.OC	X			
Other Commission Internal Document	ER.OI	X			
Acknowledgment of Receipt	ACK.ERSNT			X	X

Uploading using Commission/ARES reference

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

Document details □ ×

📧 Not yet sent

Document type* 1

Title* 2

Document date* 3

Local reference

Commission reference 4

Attached files

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

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1. Enter the following information:

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

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

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

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

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

Attached files

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



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

Action Options

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



3. Choose the Employment Status (EGF) version you want from the list in the search screen (1) and click on **Show employment status** link (2)

European Commission » SFC » SFC2014-FO » Employment status (EGF)

Strategic planning Programming Application (EGF) Monitoring Commission decision Execution Final report (EGF)

Search

CCI Status

Version Previous node

Work version Current node

Title Decision

EGF number EGF title

CCI	VERS	EGF NUMBER	EGF TITLE	TITLE	STATUS
2014NL05EGFA001	1.0	EGF/2014/002 NL	Gelderland-Overijs construction	EGF/2014/002 NL/Gelderland and Overijssel Construction	Sent
2015SE05EGFA003	1.0	EGF/2016/002 SE	Ericsson	Ericsson	Open
2014IE05EGFA002	1.0	EGF/2014/016 IE	Lufthansa Technik	EGF/2014/016 IE/Lufthansa Technik	Sent
2014IE05EGFA001	1.0	EGF/2014/007 IE	Andersen Ireland	EGF/2014/007 IE/Andersen	Sent

A number of Action Options are available:

Filter

GENERAL
Version information

Title
 CCI
 Current node

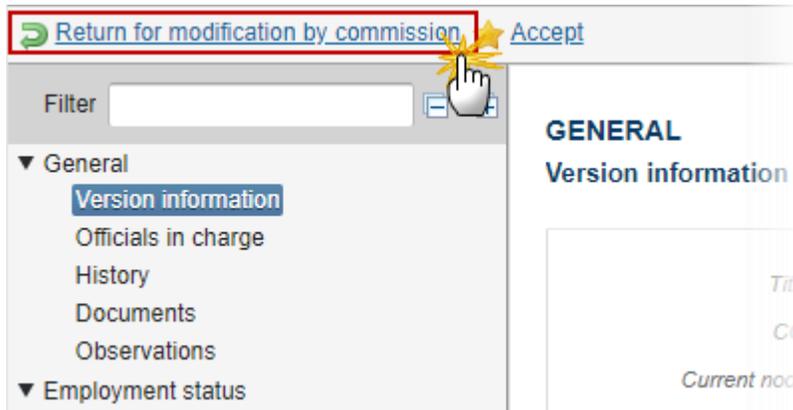
(1) [Return for modification by commission](#)

(2) [Accept](#)

Return Employment Status (EGF) for modification by Commission

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

1. Click on the [Return for modification by commission](#) link:



The system will ask you to confirm the action.

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

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

Optionally attach 'Official Commission's Observations' Document

After clicking on the [Return for modification by commission](#) link the confirmation screen appears:

Return for modification confirmation ×

CCI 2014NL05EGFA001

Version 1.0

Title* EGF/2014/002 *Official Commission's Observations*

Reason for return* **1**

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

Title **2**

Document date **3**

Local reference

Commission reference

4 **Added files**

	TITLE	LANGUAGE	FILENAME	
<input type="checkbox"/>	Return 5	English 6	ull	<input type="button" value="Select file to upload"/> 7

Do you really want to return this employment status version?

8

2. Enter the following information:

(1) Enter the *Reason for Return* (mandatory).

Optionally you can add the document 'Official Commission's Observations':

(2) Enter the Title

(3) Select the *Document Date*

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

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

Click on the Add button to add the Observation documents

(5) Enter the *document Title*

- (6) Select the *document Language*
- (7) Select the *file to upload* from your PC
- (8) Click [Yes](#) to confirm the action and send the Observations document.

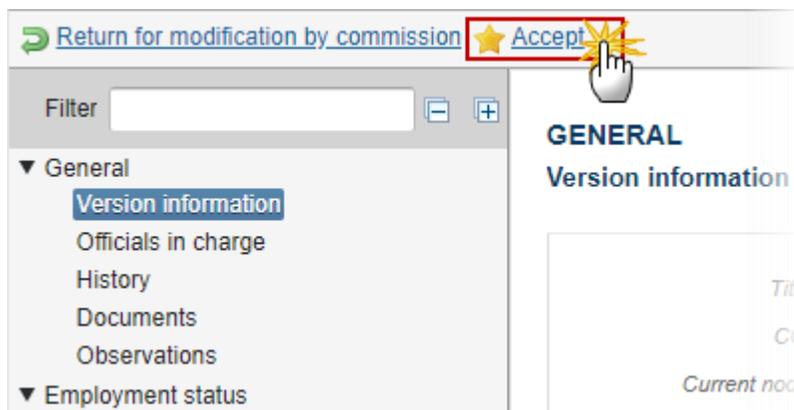
On success the status will be '**RETURNED FOR MODIFICATION BY EC**'.

Accept Employment Status (EGF)

An EC Operational Agent User with Update access can accept the Employment Status Version sent by the Member State. The Employment Status version is in status **SENT** at the level of the Commission. The Final Report linked to the Employment Status is in status 'Winding up finished'.

REMARK	<p>The Final Report must be in status 'WINDING UP FINISHED' before the Employment Status can be accepted.</p> <p>If the Final Report linked is not in the status 'Winding up finished', you will receive the following error message when trying to accept the Employment Status:</p> <div style="border: 1px solid red; background-color: red; color: white; padding: 5px; text-align: center; margin: 10px 0;"> <p>The Final Report should be in status Winding up Finished before the Employment Status can be accepted</p> </div>
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1. Click on the [Accept](#) link:



The system will ask you to confirm the action.

Accept confirmation

CGI 2014IT05EGFA001

Version 1.1

Title * EGF/2014/ 010 IT Whirlpool

Winding up letter of the associated implementation report

TITLE	DOCUMENT TYPE	DOCUMENT DATE	LOCAL REFERENCE	COMMISSION REFERENCE	FILES	SENT DATE
Winding up of EGF/2014/010 IT Whirlpool	Final report EC winding up letter	27-Oct-2017		Ares(2015)12740	1 2	22-Nov-2017

Do you really want to accept this employment status version?

 Yes No

2. Click on [Yes](#) to confirm the action.

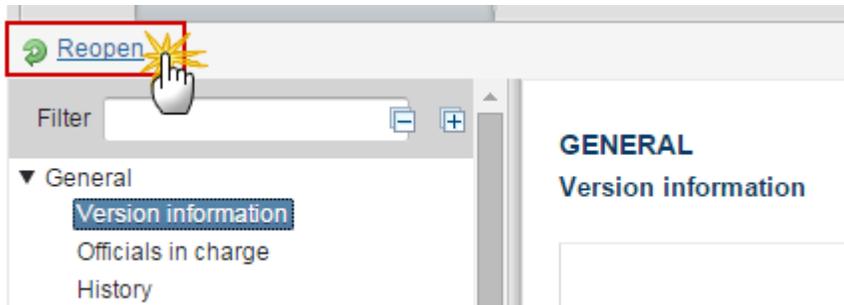
On success, the Employment Status version status was set to '**REPORT ACCEPTED**'.

Reopen the Employment Status (EGF)

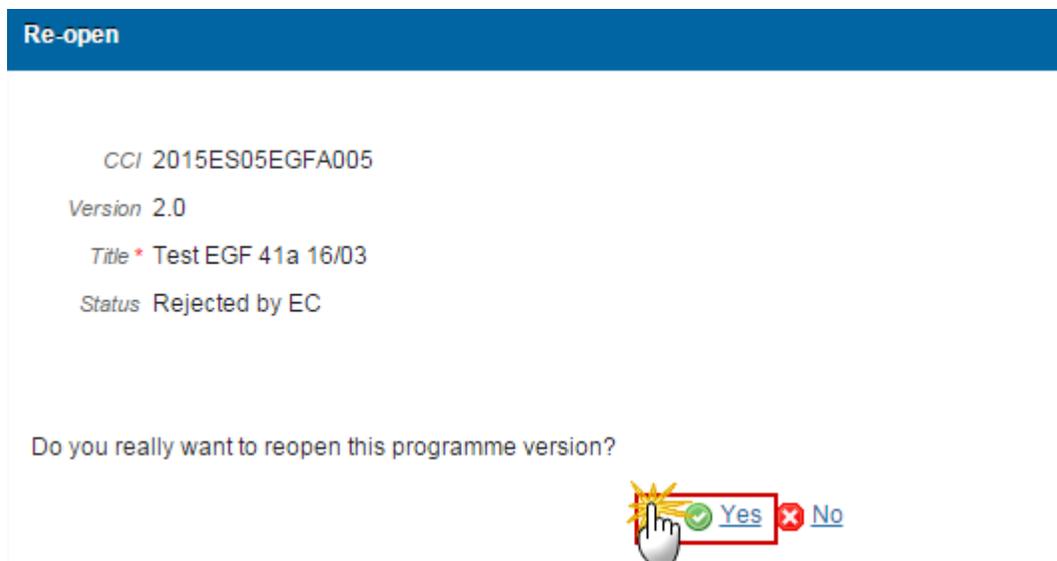
An EC User with Update access can reopen an Employment Status EGF version previously returned for modification by EC when it is in a status '**RETURNED FOR MODIFICATION BY EC**'.

REMARK	The Employment Status is in a status 'Returned for Modification by EC'. No more recent Employment Status version or work version in a status 'Returned for Modification by EC' exists.
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1. Click on the [Reopen](#) link:



The system will ask you to confirm the action:



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

On success, the Employment Status has been reopened and its status was set to '**SENT**' at the level of the Commission.