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## Final Report (EGF)

### PURPOSE

This document describes the specifications of the Final Report under the CPR Regulation (EU) **No 1309/2013, Article 18(1)**, which stipulates that the Member State should present a Final Report on the execution of the financial contribution from the European Globalisation Adjustment Fund (EGF) no later than six months after the expiry of the twenty four- month period of use of the contribution.

The Final Report should be submitted along with a statement justifying the expenditure.

### REGULATION

More details about the regulation regarding the **FINAL REPORT (EGF)** can be found in '[About SFC2014](#)' section of this portal.

### ROLES

Roles involved in the Final Report (EGF) are:

MS Managing Authority	Create a Final Report (EGF) Record the Final Report (EGF) Upload the Final Report (EGF) Consult the Final Report (EGF)
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	Delete the Final Report (EGF) Validate the Final Report (EGF) <b>Sign Final Report (EGF) - MSMAU</b> Send the Final Report (EGF) Return the Final Report (EGF) Cancel the Final Report (EGF) Create New Version of a Final Report (EGF)
MS Certifying Authority	<b>Sign Certificate (EGF) - MSCAU</b> Consult the Final Report (EGF) Record the Final Report (EGF) Upload the Final Report (EGF)

## FUNDS

EGF			
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## PRE-CONDITIONS

A Final Report version exists in the system.

An EGF Application must have been '**Adopted**' by the Commission.

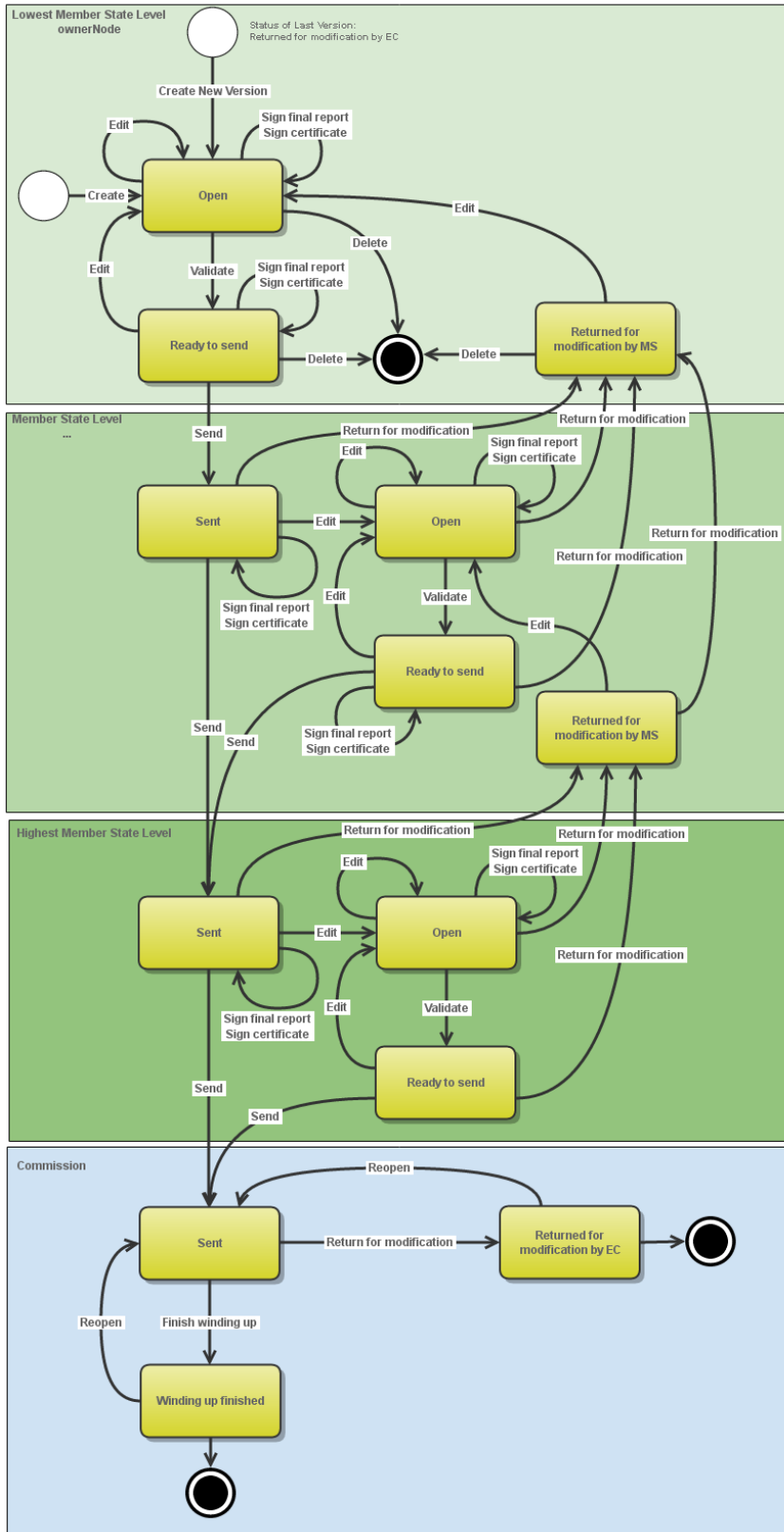
## Workflow

This section shows the lifecycle to create and manage a **FINAL REPORT (EGF)**.

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

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

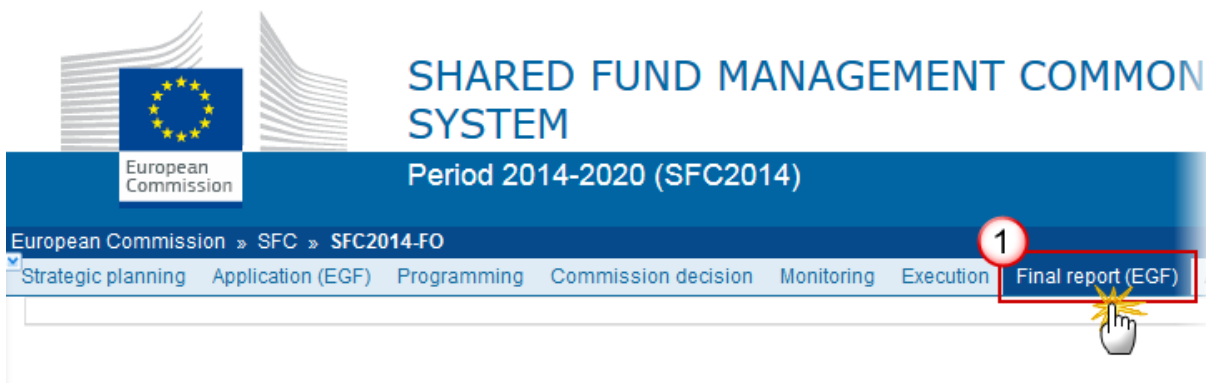
# Final Report State Diagram



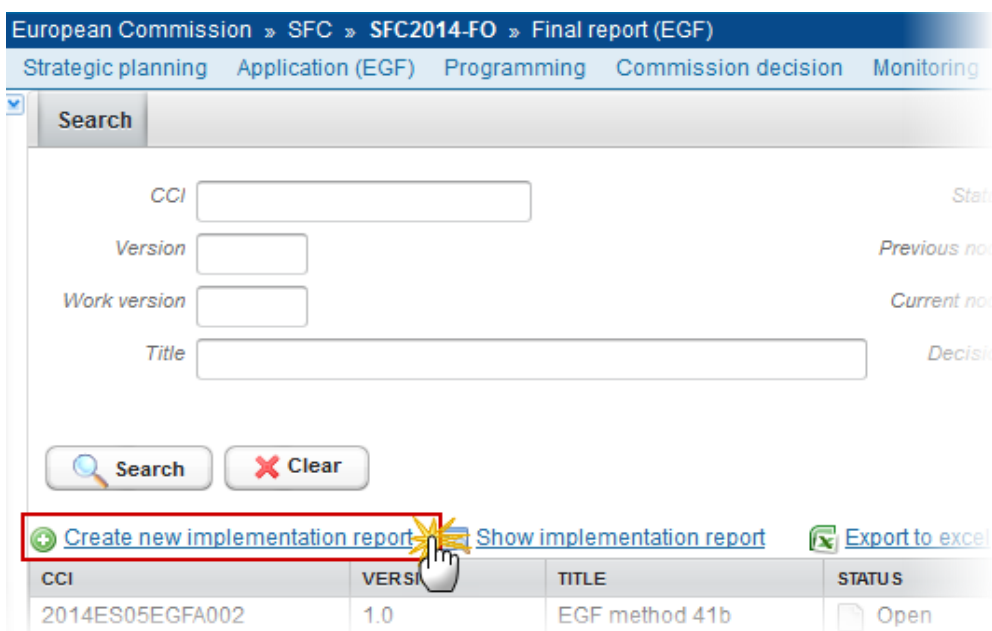
## Create the Final Report (EGF)

<b>REMARK</b>	<p>To create the Final Report (EGF) you must have MS Managing Authority (create and edit) or MS Certifying Authority (only edit) with Update access.</p> <p>An EGF Application must have been <b>ADOPTED</b> by the Commission in order for you to create a final Report (EGF).</p> <p>The Final Report is linked to the last adopted version of the EGF Application.</p> <p>Since there is only a Final version and no annual ones, the version number is automatically set to 1.</p>
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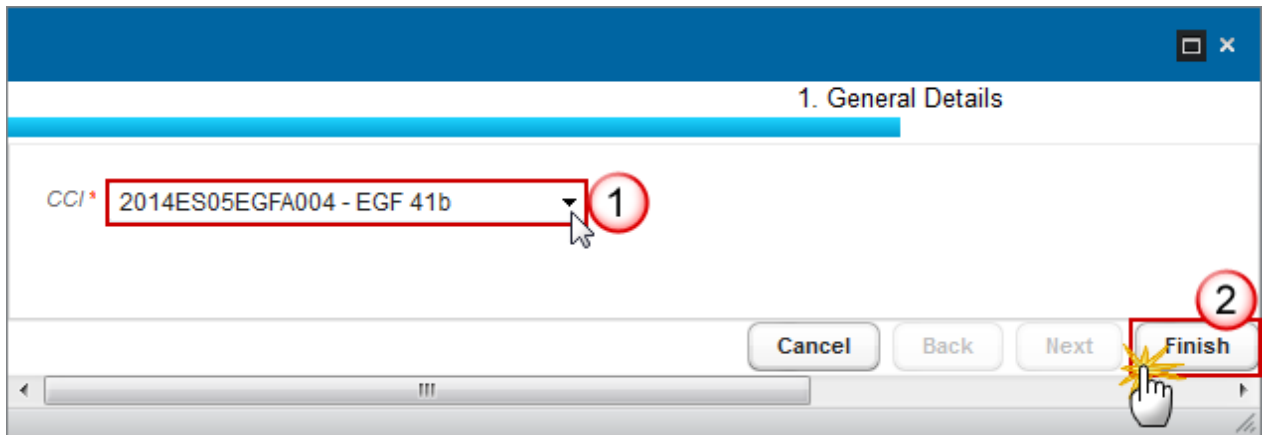
1. To access into the **FINAL REPORT (EGF)** section, click on the **Final Report (EGF)** link (1) in the menu:



2. Click on the [Create new Final Report](#) link to create a new Final Report (EGF).



You are redirected to the Final Report (EGF) creation page:



3. Enter or Select the following information:

(1) Select a CCI.

The CCI list contains all adopted EGF Applications managed at your Node and for which you have read permission. The list returns the CCI, the EGF Reference and the Title.

(2) Click on the **FINISH** button to confirm the creation.

The Final Report is linked to the last adopted version of the EGF Application.

The status of the Annual Implementation Report is **OPEN**.

<b>REMARK</b>	<p>The records of the following Tables will automatically be created from the equivalent tables in the linked EGF Application Version: Section 2 Table 1 from G.1.1, Section 2 Table 2 from G.2.1 and Section 3 Tables from E.1 and E.2.4, Authority information from Section A.2.</p> <p>When modifying one of the items of the Final Report, the signature of the signers and the signing dates for the Final Report and for the Certificate will be removed and a new sign action by the Management Authority on the Final Report and one by the Certifying Authority (CA) on the Certificate will have to be performed before sending to the Commission is allowed.</p> <p>When modifying one of the items of the Certificate, the signature of the signer and the signing date for the Certificate will be removed and a new sign action by the Certifying Authority on the Certificate will have to be performed before sending to the Commission is allowed.</p> <p>The CA should only sign when financial data change, i.e. either Table 2.1.1 (workers measures), Table 2.1.2 (NEETs measures), Table 2.2 (activities) or section 2.9.</p>
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## Record/Edit the Final Report (EGF)

Find all the information to complete each screen of the Final Report (EGF), below there are the links to the main sections:

- [General](#)
- [Final Report](#)
  - [Implemented actions](#)
  - [Beneficiaries of actions](#)
  - [Main outcomes](#)
  - [Equal opportunities and non-discrimination](#)
  - [Complementarity](#)
  - [Information and publicity](#)
  - [Management and financial control](#)
- [Statement justifying expenditure](#)

### General

#### ***Version Information***

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

<b>NOTE</b>	The Authority information is automatically populated with the information of Section A.2 of the linked EGF Application Version, but can be updated.
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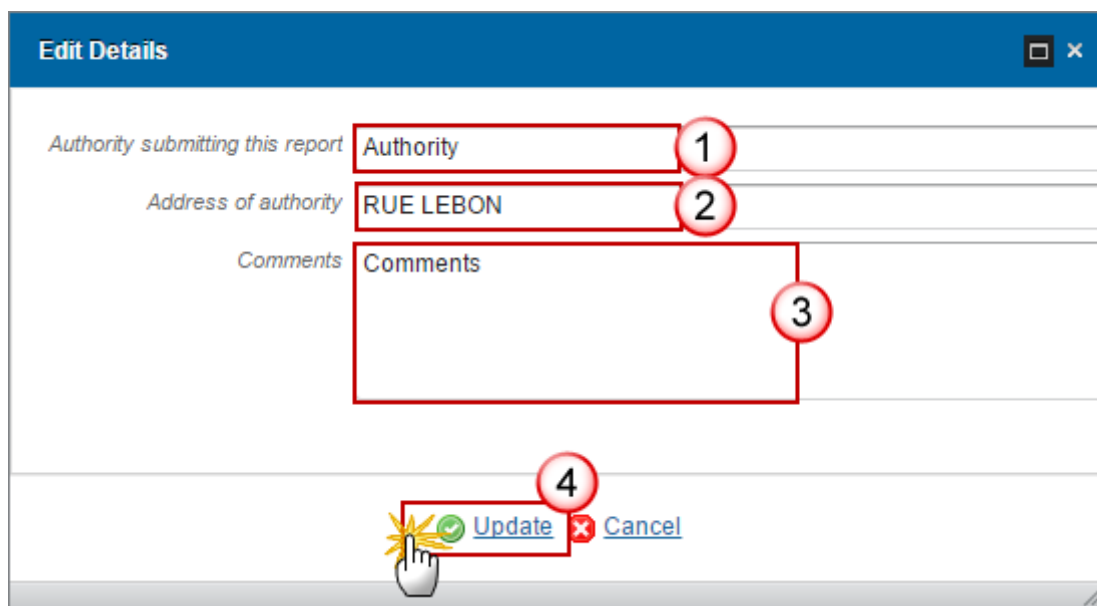
Only the *Authority submitting this Report and the address of Authority* can be updated.

1. Click on the **EDIT** button  to modify the Authority.





The edit details form pop-up window appears:



2. Enter or select the following information:

- (1) Enter the new *authority submitting this Report*.
- (2) Enter the *address of authority*.
- (3) Enter the *comments* (optional).
- (4) Click on the [Update](#) link to save the information.

## Officials in Charge

<b>NOTE</b>	Officials in Charge can be updated at any time, independent from the status of the Final Report.
-------------	--

### GENERAL

#### Officials in charge






NAME	PHONE	EMAIL	VALID FROM	VALID UNTIL	LANGU
Faisal M...	3548464643854635	Faisal.IQBAL@ed-ec-europe.eu	01-Mar-2019	31-Mar-2019	Engl...

The Commission forthcoming closure letter and winding-up letter should be addressed to the following officials in charge:



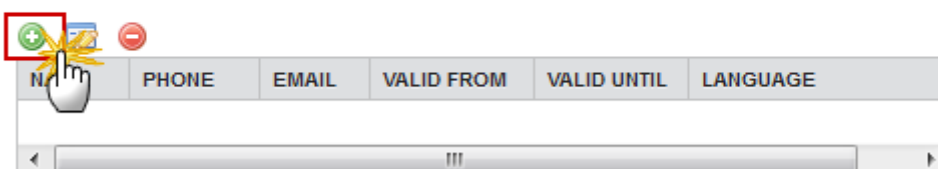
NAME	PHONE	EMAIL	VALID FROM	VALID UNTIL	LANGUAGE
Faisal M...	3548464643854635	Faisal.IQBAL@ed-ec-europe.eu	01-Mar-2019	31-Mar-2019	English

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

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

### GENERAL

#### Officials in charge



NAME	PHONE	EMAIL	VALID FROM	VALID UNTIL	LANGUAGE
------	-------	-------	------------	-------------	----------

The Edit Details pop-up window appears:

2. Enter the following information:

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

<b>NOTE</b>	Commission Officials (email domain "ec.europa.eu") can only be created/updated/deleted by Commission Users.
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Another table in the Officials in charge section has been added for receiving letters for closure and winding-up (also in the print version). The system will validate that this table contains at least one entry before sending the Final Report.

3. Click on the **ADD** button  to add a new Official in Charge who will receive the closure letter.

**The Commission forthcoming closure letter and winding-up letter should be addressed to the following officials in charge:**

Name	PHONE	EMAIL	VALID FROM	VALID UNTIL	LANGUAG
N. MSA	+00668117614760	FaisalJOBAL_Geol-ec-europa.eu	01-Mar-2018	31-Mar-2019	English

The Edit Details pop-up window appears:

**Edit Details**

Name \*  1

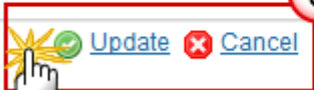
Phone

Email \*  2

Language

Valid from

Valid until

 3

4. Enter the following information:

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

## History

This section shows all the actions that happened in the Final Report since it was created and the resulting Status, for example:

### GENERAL

#### History

STATUS	ACTION	COMMENTS	BY LEVEL	DATE
Open	Create		Greece	13/01/2014

## Documents

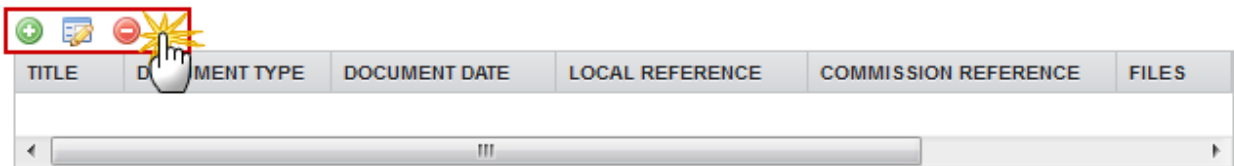
The Documents list shows all documents uploaded against this version of the Final Report by the Member State and by the Commission. The following documents will be foreseen:




Description	Non-Integral	Integral	System	Required
Final report Annex		X		
Other Member State Document	X			
Snapshot of data before send		X	X	X
Opinion by Audit Body	X			

## Uploading Documents

### GENERAL

#### Documents annexed

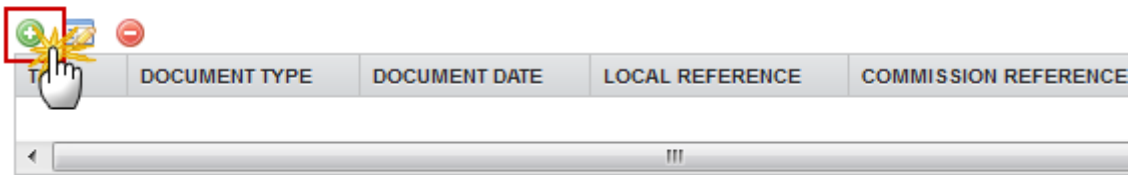


- Clicking on the **ADD** button  will open a pop up window allowing you to add a new document type with attachments.
- Selecting a document row and click in the **EDIT** button  will allow you to modify the document information.
- Selecting a row of a previously uploaded document and click on the **REMOVE** button  to delete the document and associated attachments.

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

## GENERAL

### Documents annexed to this implementation report



The document detail pop-up window appears:

Document details Not yet sent

Document type \* Final report annex **1**

Title \* Final Report Annex **2**

Document date \* 20/07/16 **3**

Local reference

Commission reference

Attached files **4**

	TITLE	LANGUAGE	FILENAME	
<input type="checkbox"/>	Final Report Annex <b>5</b>	English <b>6</b>	port.doc	Select file to upload <b>7</b>

**8** Update Cancel

2. Enter or select the following information:


**(1)** Select a *Document Type*

**(2)** Enter a *title* for your Document

**(3)** Enter a *Document Date*

**(4)** Click on the **Add** button  to add a new attachment

- You can add multiple attachments by clicking on the **Add** button 

- You can remove unwanted attachments by selecting the attachment and clicking on the **REMOVE** button 


- (5) Enter a *Title* for your attachment.
- (6) Select the *Language* of the document.
- (7) Select the *file* to upload.
- (8) Click on [Update](#) to save the information.

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

<b>REMARK</b>	Commission Registration N° is only enabled for Commission Users, while Local Reference is only enabled for Member State Users.
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<b>REMARK</b>	<p><b>Integral documents</b> can only be added, updated or deleted when the main object is editable.</p> <p>Integral documents are automatically sent - together with the encoded data – when the Programme is submitted 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 Final Report.</p> <p>The 'Other Member State Document' type demands a <u>manual submission</u> (they are NOT sent automatically within the Programme). The other document types, integral documents, are automatically sent - together with the encoded data – when the Report is submitted to the EC.</p> <p>A document is only visible to the Commission when the <b>Sent Date</b> is visible.</p>
---------------	--

## Sending an unsent non-integral document

1. To send a non-integral document: once the document and attachment(s) have been uploaded select the document row in the list (1) and click on the **EDIT** button  (2):

### GENERAL

Documents annexed to this implementation report

TITLE	DOCUMENT TYPE	DOCUMENT DATE	L	COMMISSION REFEREN	FILES	SENT DATE	SEI
OMSD	Other Member State Document	28-Apr-2015			1		

*Note: In the screenshot, a red box labeled '2' highlights the edit icon in the top-left corner of the table, and a red box labeled '1' highlights the 'OMSD' row.*

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

**Document details** □ ×

*Document type \** Other Member State Document Not yet sent

*Title \** OMSD

*Document date \** 28/04/15 📅

*Local reference*

*Commission reference*

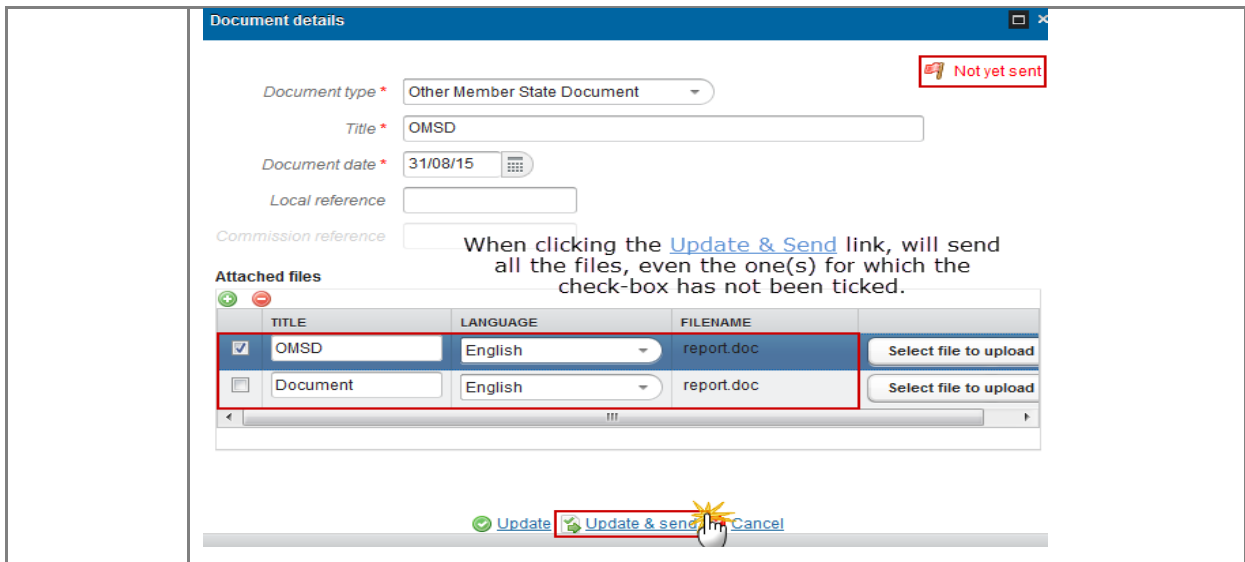
**Attached files**

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

✔ Update ✔ Update & send Cancel

<b>REMARK</b>	<p>The <a href="#">Update &amp; Send</a> option is only shown for documents which are not an integral part of the OP and after at least one attachment was added.</p> <p>If more than one file are uploaded from the same document table, when clicking the <a href="#">Update &amp; Send</a> link, will send all the files and not only the one(s) for which the check-box has been ticked.</p>
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## Deletion of an unsent document

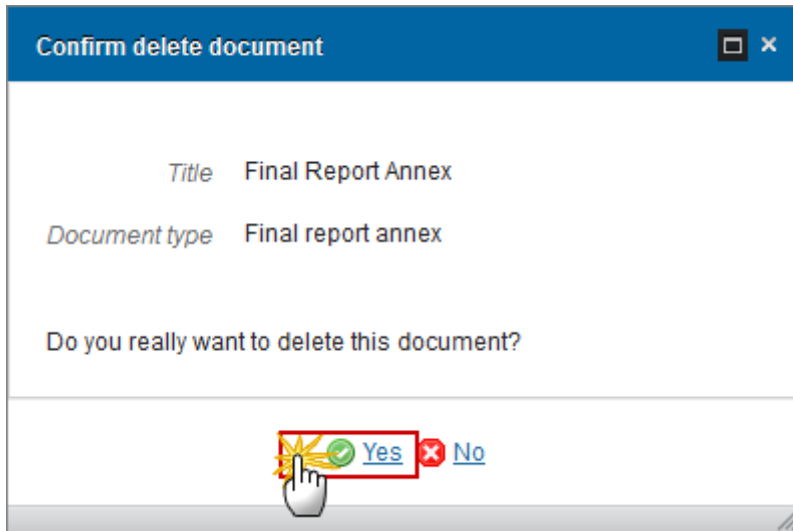
1. Select a row (1) of a previously uploaded document and click on the REMOVE button (2) to delete the document and associated attachments.

### GENERAL

#### Documents annexed to this final report

TITLE	DOCUMENT TYPE	DOCUMENT DATE	L	COMMISSION REFERENCE	FILES	SENT DATE
Final Report Annex	Final report annex	18-Jul-2016			1	


A confirmation window appears:



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

## Hiding a sent document

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

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


### GENERAL

Documents annexed to this programme

TITLE	DOCUMENT TYPE	DOCUMENT DATE	LOCAL REFERENCE	COMI
draft test	Draft report of the ex-ante evaluation	01-Jan-2014		
test	Other Member State document	08-Jan-2014		

2. Select the **HIDE CONTENT** option and click on [Update](#) to hide the Operational Programme document.

**Document details** □ ×

 Sent

*Document type* Other Member State Document

*Title* OMS


*Document date* 08/07/15

*Local reference*

*Commission reference*

**Attached files**

TITLE	LANGUAGE	FILENAME	HIDE CONTENT
OMS document	English	<a href="#">report.doc</a>	<input checked="" type="checkbox"/> <b>1</b>

 **2**  Update  Cancel

## Observations

This section is to provide any relevant information to the Final Report EGF.

### GENERAL

#### Observations ⓘ

**1**

 **2**  Add  Cancel

1. Enter the following information:

**(1)** Enter an *observation*.

All users who have Read and Observation permission on the Final Report will be able to send an Observation and participate in the conversation.

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

All Observations are kept against the specific version of the Final Report.

## Final Report

### 2 Implemented actions

#### Unspent EGF Contribution.

The data in the table are calculated in the following way:

- 1. Budget financing decision: Total amount of measures and activities from the EGF application. In case of ineligible amounts in the Application, these should be deducted from the total amount.
- 2. EGF Contribution (60%): 60% of the "Budget financing decision" rounded down to the nearest Euro
- 3. Certified actual expenditure according to the final report: Total amount of measures and activities from the Final Report
- 3.1. Total expenditure personalised services Art.7(1)(a+b+c): Total amount of measures from the Final Report
- 3.2. Total expenditure on activities under Article 7(4) of the EGF Regulation: Total amount of activities from the Final Report
- 3.1.1. Sub-total Actions under Article 7(1)(a) and (c): Total of all measures that fall under any measure category of Article 7(1)(a) or (c)
- 3.1.2. Sub-total allowances & incentives (Actions under Article 7(1)(b)): Total of all measures that fall under any measure category of Article 7(1)(b)
- 4. Certified EGF share of actual expenditure (35%): 35% of the "Certified actual expenditure according to the final report" rounded down to the nearest Euro (The EGF contribution percentage is determined in section 2.9)
- 5. Balance of EGF funding unspent: "EGF Contribution" - "Certified EGF share of actual expenditure"

### 2.1 Measures (personalised services)


**Budget of each of the components of the coordinated package of personalised services in support of targeted beneficiaries.**

<b>NOTE</b>	When NEETs are not present, only the workers table will be displayed. When NEETs are present, then the table will be displayed with three separate ones: one for number of
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	workers, one for targeted young persons not in education, employment or training (NEETs) and one for Beneficiaries (Workers + NEETs).
--	---

### 2.1.1 Workers

<b>NOTE</b>	This table contains the workers-related columns of table G.1.1 of the linked EGF Application version in addition to columns for the equivalent actual amounts spent and workers assisted and the percentage change between the planned and the actual figures. In case of ineligible amounts in the Application, the ineligible amount for each measure should be deducted from the Total cost of targeted workers for that measure.
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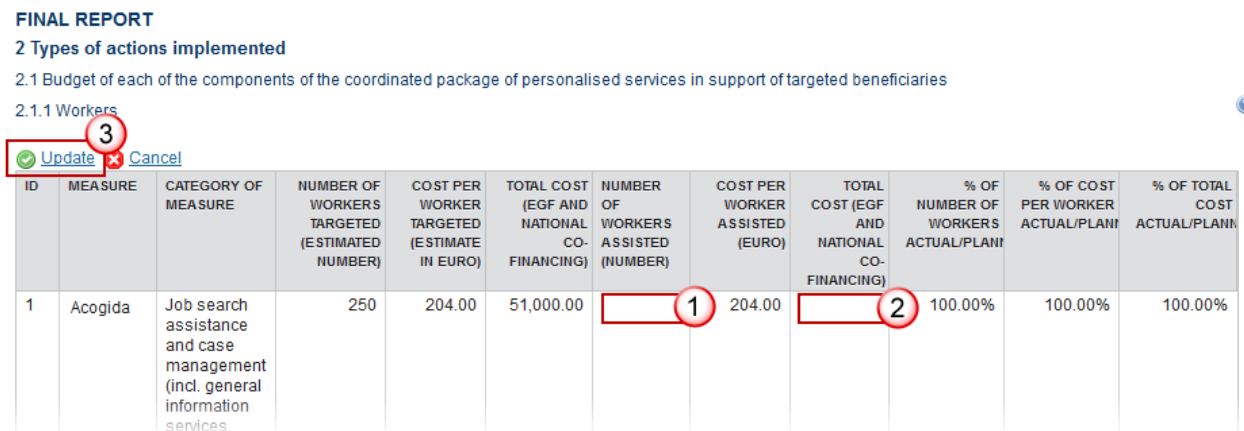
1. Clicking on the **EDIT** button  will open a pop up window allowing you to complete the table.



**FINAL REPORT**  
**2 Types of actions implemented**  
 2.1 Budget of each of the components of the coordinated package of personalised services in  
 2.1.1 Workers

	MEASURE	CATEGORY OF MEASURE	NUMBER OF WORKERS TARGETED (ESTIMATED NUMBER)	COST PER WORKER TARGETED (ESTIMATE IN EURO)
1	Occupation	Job search	761	1,250.00

The Edit Details pop-up window appears:



**FINAL REPORT**  
**2 Types of actions implemented**  
 2.1 Budget of each of the components of the coordinated package of personalised services in support of targeted beneficiaries  
 2.1.1 Workers

Update Cancel


ID	MEASURE	CATEGORY OF MEASURE	NUMBER OF WORKERS TARGETED (ESTIMATED NUMBER)	COST PER WORKER TARGETED (ESTIMATE IN EURO)	TOTAL COST (EGF AND NATIONAL CO-FINANCING)	NUMBER OF WORKERS ASSISTED (NUMBER)	COST PER WORKER ASSISTED (EURO)	TOTAL COST (EGF AND NATIONAL CO-FINANCING)	% OF NUMBER OF WORKERS ACTUAL/PLANNED	% OF COST PER WORKER ACTUAL/PLANNED	% OF TOTAL COST ACTUAL/PLANNED
1	Acogida	Job search assistance and case management (incl. general information services,	250	204.00	51,000.00	1	204.00	2	100.00%	100.00%	100.00%

2. Enter the following information:

- (1) Enter the *number of workers assisted*.
- (2) Enter the *total cost (EGF & National co-financing)*.
- (3) Click on the [Update](#) link to save the information.

### 2.1.2 NEETS

<b>NOTE</b>	This table contains the NEETS-related columns of table G.1.1 of the linked EGF Application version in addition to columns for the equivalent actual amounts spent and NEETS assisted and the percentage change between the planned and the actual figures. In case of ineligible amounts in the Application, the ineligible amount for each measure should be deducted from the Total cost of targeted NEETS for that measure.
-------------	--

1. Clicking on the **EDIT** button  will open a pop up window allowing you to complete the table.

Filter

- ▼ General
  - Version information
  - Officials in charge
  - History
  - Documents
  - Observations
- ▼ Final report
  - ▼ 2 Implemented actions
    - ▼ 2.1 Measures (personalised services)
      - Workers
      - NEETS**
      - Beneficiaries

**FINAL REPORT**

2 Types of actions implemented

2.1 Budget of each of the components of the coordinated package of personalised services in support of targeted beneficiaries

2.1.2 NEETS

	MEASURE	CATEGORY OF MEASURE	NUMBER OF NEETS TARGETED (ESTIMATED NUMBER)	COST PER NEET TARGETED (ESTIMATE IN EURO)	TOTAL COST (EGF AND NATIONAL CO-FINANCING)	NUMBER OF NEETS ASSISTED (NUMBER)
1	Occupation guidance	Job search assistance and case management (incl. general information)	550	1,250.00	687,500.00	502

The Edit Details pop-up window appears:

**FINAL REPORT**

2 Types of actions implemented

2.1 Budget of each of the components of the coordinated package of personalised services in support of targeted beneficiaries

2.1.2 NEETS

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

ID	MEASURE	CATEGORY OF MEASURE	NUMBER OF NEETS TARGETED (ESTIMATED NUMBER)	COST PER NEET TARGETED (ESTIMATE IN EURO)	TOTAL COST (EGF AND NATIONAL CO-FINANCING)	NUMBER OF NEETS ASSISTED (NUMBER)	COST PER NEET ASSISTED (EURO)	TOTAL COST (EGF AND NATIONAL CO-FINANCING)	% OF NUMBER OF NEETS ACTUAL/PLANN	% OF COST PER NEET ACTUAL/PLANN	% OF TOTAL COST ACTUAL/PLANN
1	Occup.	Job search assistance and case management (incl. general information)	505	1,246.60	629,532.00	245	1,035.83	253,777.19	48.51%	83.09%	40.31%

2. Enter the following information:
  - (1) Enter the *number of NEETS assisted*.

(2) Enter the *total cost (EGF & National co-financing)*.

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

### 2.1.3 Beneficiaries

<b>NOTE</b>	This table displays the Beneficiaries (Workers + NEETs). In case of ineligible amounts in the Application, the ineligible amount for each measure should be deducted from the Total cost of targeted beneficiaries for that measure.
-------------	--

Filter

▼ General  
Version information  
Officials in charge  
History  
Documents  
Observations

▼ Final report  
▼ 2 Implemented actions  
▼ 2.1 Measures (perso  
Workers  
NEETs  
**Beneficiaries**

2.2 Activities (to impl  
2.3 Non-using state  
2.4 Personalised se  
2.5 Personalised se

#### FINAL REPORT

##### 2 Types of actions implemented


2.1 Budget of each of the components of the coordinated package of personalised services in support of targeted beneficiaries

2.1.3 Beneficiaries

ID	MEASURE	CATEGORY OF MEASURE	NUMBER OF WORKERS TARGETED (ESTIMATED NUMBER)	COST PER WORKER TARGETED (ESTIMATE IN EURO)	TOTAL COST (EGF AND NATIONAL CO-FINANCING)	NUMBER OF WORKERS ASSISTED (NUMBER)	COST PER WORKER ASSISTED (EURO)
1	Occupational consultancy	Job search assistance and case management (incl. general information services, occupational guidance, advisory services, mentoring and outplacement assistance) – Art. 7(1)(a)	1,013	1,246.30	1,262,500.00	494	968.34
2	Training, retraining and vocational	Training and retraining – Art 7(1)(a)	1,013	2,961.50	3,000,000.00	419	2,700.00

### 2.1.4 Other information regarding the budget of the package of personalised services

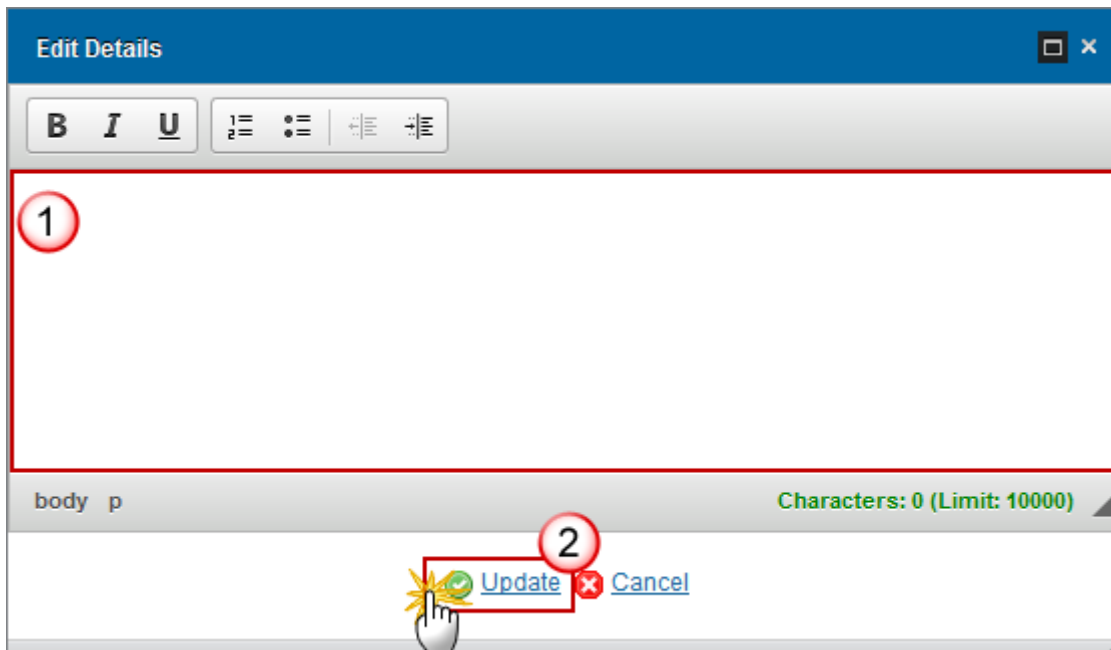
You can introduce explanations about the budget:

1. Clicking on the **EDIT** button  will open a pop up window allowing you to enter the explanation.

#### 2.1.4 Other information regarding the budget of the package of personalised services



The Edit Details pop-up window appears:




2. Select the following information:

- (1) Enter the *Information*.
- (2) Click on the [Update](#) link to save the information.

## 2.2 Activities (to implement the EGF)

**Budget of each of the components of any such preparatory, management, information and publicity, control and reporting activities.**

- 1. Clicking on the **EDIT** button  will open a pop up window allowing you to add the cost of each component.

Filter

- ▼ General
  - Version information
  - Officials in charge
  - History
  - Documents
  - Observations
- ▼ Final report
  - ▼ 2 Implemented actions
    - ▼ 2.1 Measures (personalised services);
      - Workers
      - NEETs
      - Beneficiaries
    - 2.2 Activities (to implement the EGF)**

**FINAL REPORT**

2 Types of actions implemented

2.2 Budget of each of the components of any such preparatory, management, information and publicity, control and reporting activities

ID	ACTIVITY	PLANNED TOTAL COST (EGF AND NATIONAL CO-FINANCING)	ACTUAL TOTAL COST (EGF AND NATIONAL CO-FINANCING)	% OF TOTAL COST ACTUAL/PLANNED
1	Preparatory	40,000.00	0.00	0.00%
2	Management	40,000.00	15,309.26	38.27%
3	Information and publicity	100,000.00	40,966.87	40.97%
4	Control activities	30,000.00	5,842.50	19.48%
5	Other			
<b>Total</b>		<b>210,000.00</b>	<b>62,118.63</b>	<b>29.58%</b>

The table becomes editable:



ID	ACTIVITY	PLANNED TOTAL COST (EGF AND NATIONAL CO-FINANCING)	TOTAL COST (EGF AND NATIONAL CO-FINANCING)	% OF TOTAL COST ACTUAL/PLANNED
1	Preparatory	40,000.00	0.00	0.00%
2	Management	40,000.00	15,309.26	38.27%
3	Information and publicity	100,000.00	40,966.81	40.97%
4	Control activities	30,000.00	5,842.50	19.48%
5	Other			
<b>Total</b>		<b>210,000.00</b>	<b>62,118.63</b>	<b>29.58%</b>

2. Select the following information:

- (1) Enter the *total cost*.
- (2) Click on the **Update** to save the information.

<b>REMARK</b>	<p>For each record in G.2.1 of the linked EGF Application version, 3 records are automatically foreseen:</p> <ul style="list-style-type: none"> <li>- one with the estimated values from G.2.1,</li> <li>- one for the actual outcome to be provide by the MS and</li> <li>- one for the difference in percentage between estimated and outcome, calculated by the system.</li> </ul>
---------------	---

### 2.2.1 Other information regarding the budget of the activities

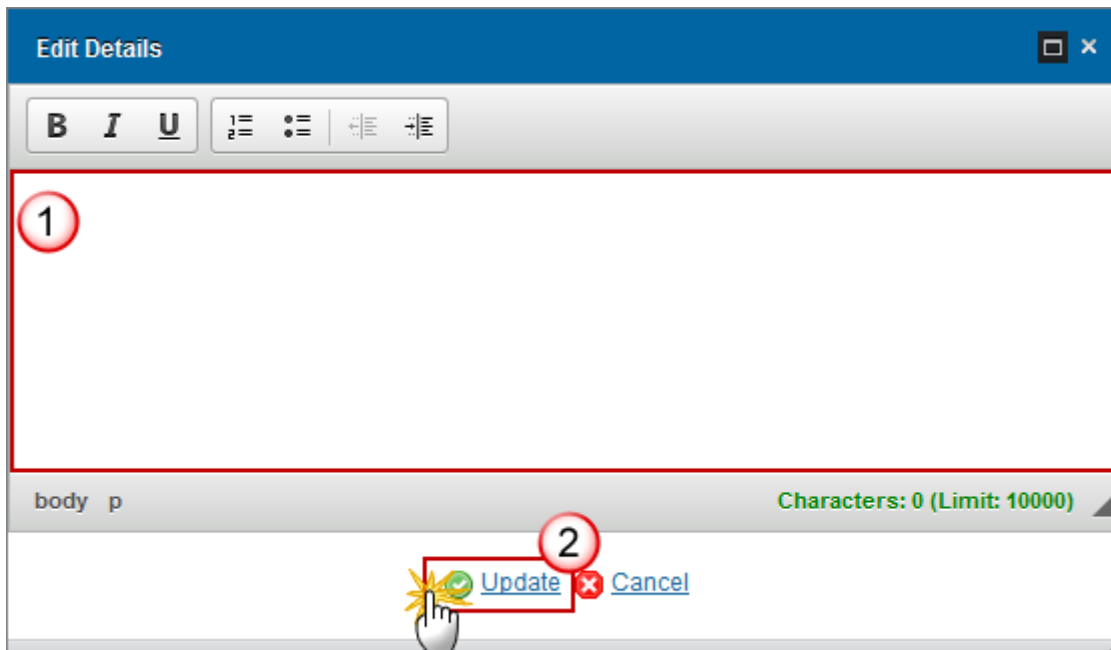
You can also introduce an explanation about the budget.

- 1. Clicking on the **EDIT** button  will open a pop up window allowing you to enter the information.

#### 2.2.1 Other information regarding the budget of the activities



The table becomes editable:




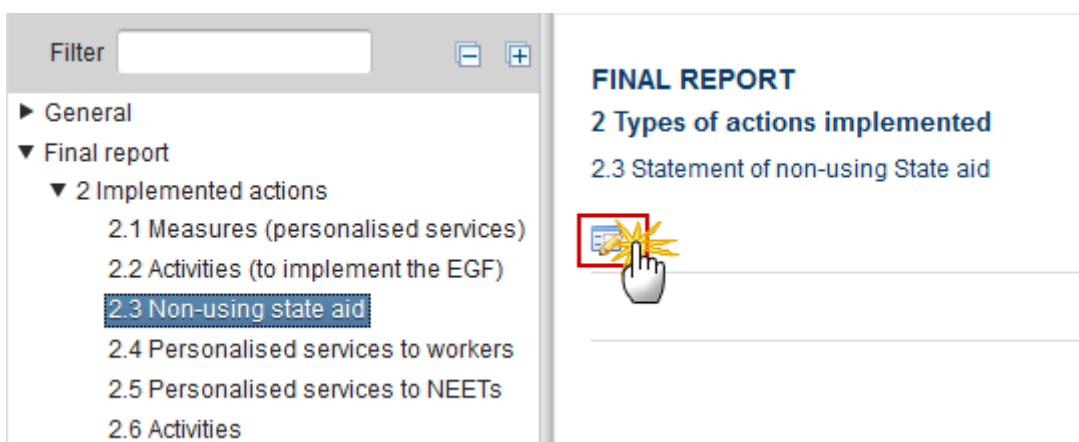
2. Enter the following information:

(1) Enter the *explanation*.

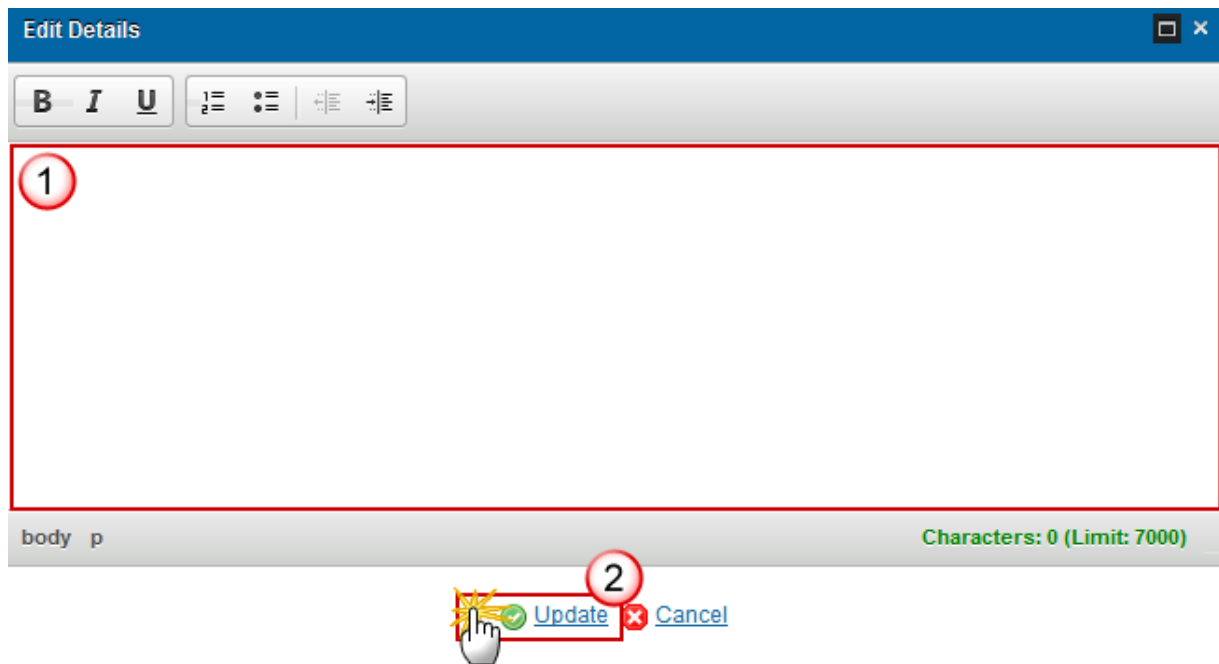
(2) Click on the [Update](#) link to save the information.

## 2.3 Non-using State aid

1. Clicking on the **EDIT** button  will open a pop up window allowing you to add the non-using State aid.




The Edit Details pop-up window appears:



2. Select the following information:

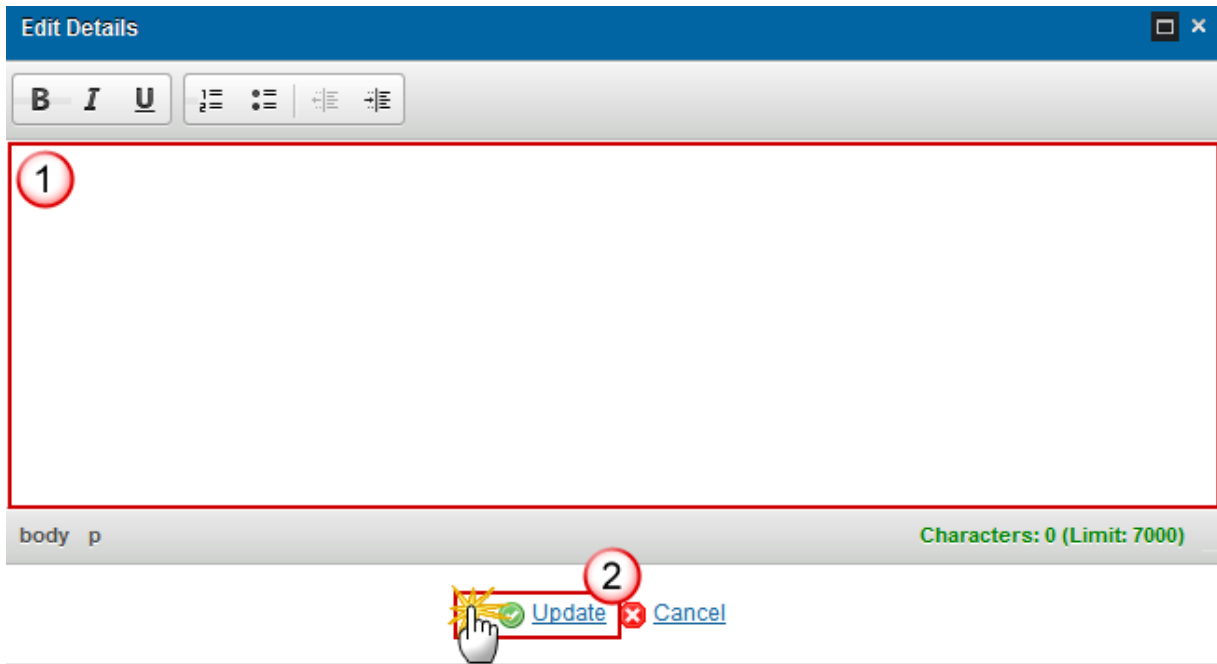
- (1) Enter the *Description*.
- (2) Click on the [Update](#) link to save the information.

## 2.4 Personalised services to workers

1. Clicking on the **EDIT** button  will open a pop up window allowing you to add a **description of the personalised services to individual workers**.




The Edit Details pop-up window appears:



2. Select the following information:

- (1) Enter the *Description*.
- (2) Click on the [Update](#) link to save the information.

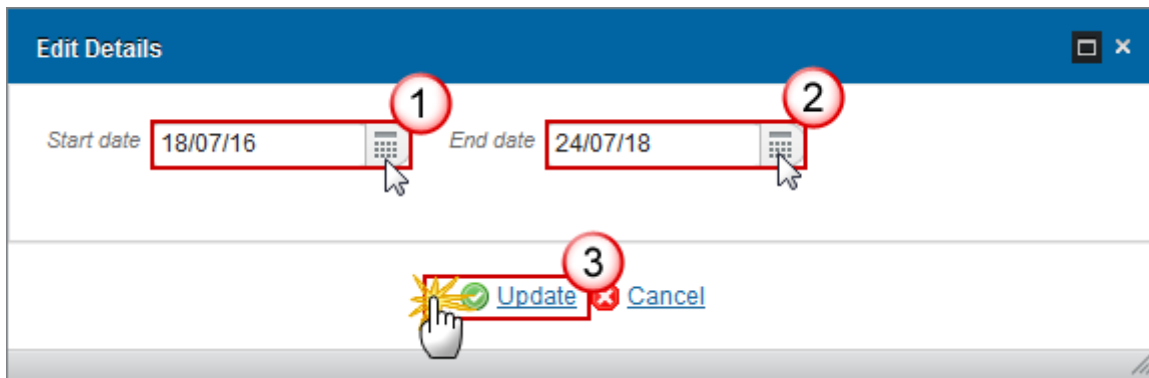
#### 2.4.1 Dates on which the personalised services to workers affected commenced and ended

1. Clicking on the **EDIT** button  will open the edit details window allowing you to choose the start and the end date.

#### 2.4.1 Dates on which the personalised services to workers affected commenced and ended



The Edit Details pop-up window appears:



2. Select the following information:


(1) Enter the *Start date*.

(2) Enter the *End date*.

Make sure the end date is not empty.

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

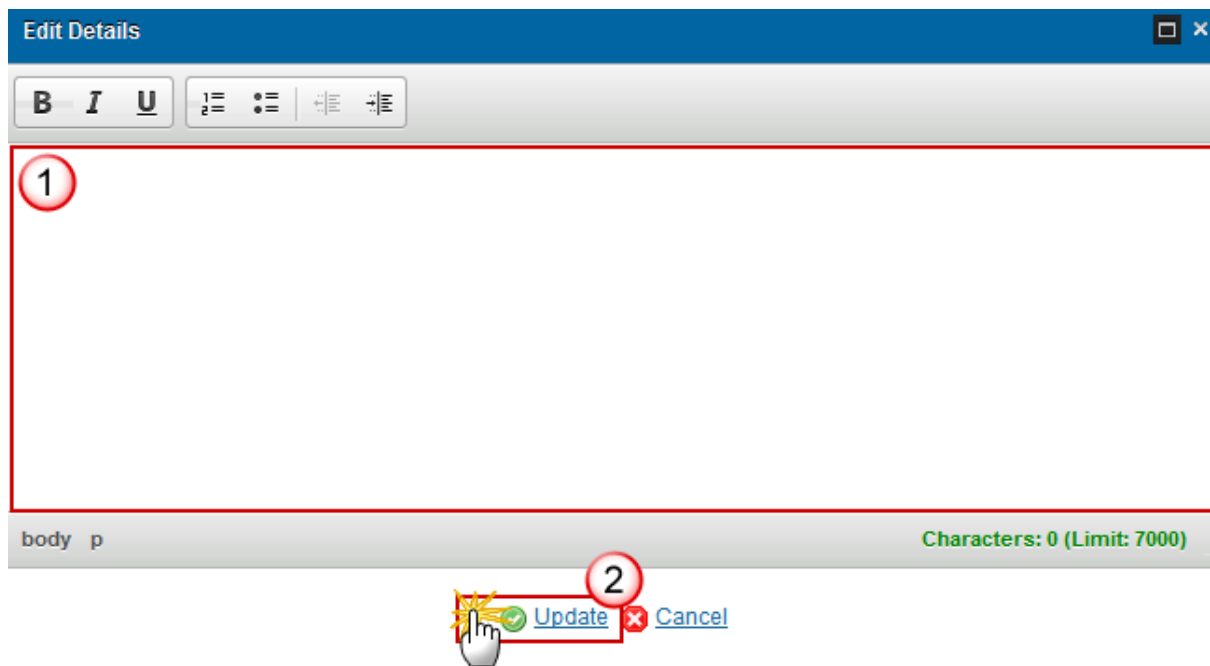
#### 2.4.2 Did any personalised services to workers start or finish earlier than the implementation period?

1. Clicking on the **EDIT** button  will open the edit details window allowing you to enter a description for these activities.

#### 2.4.2 Did any personalised services to workers start or finish earlier than the implementation period?




The Edit Details pop-up window appears:

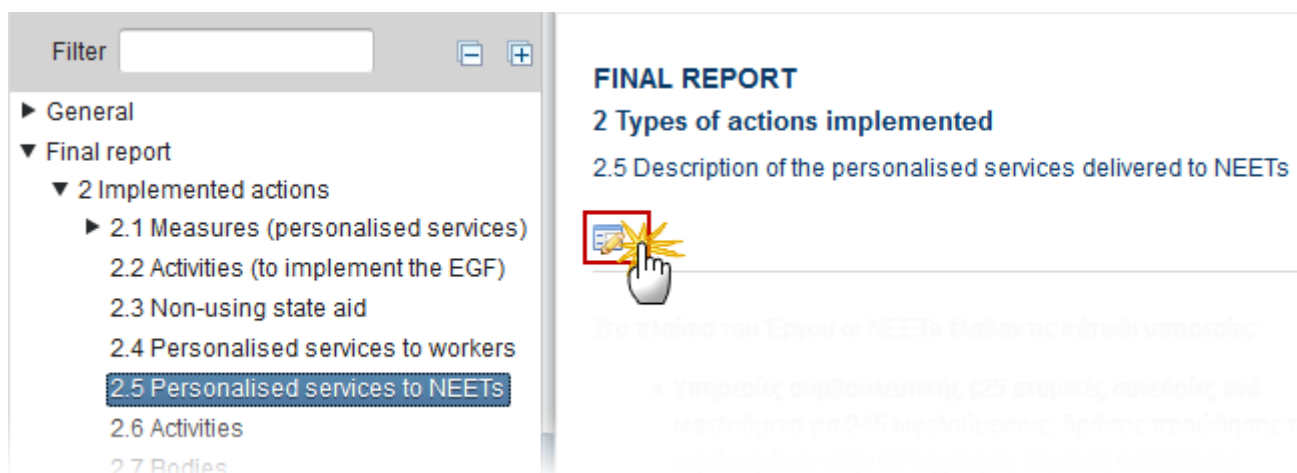


2. Select the following information:

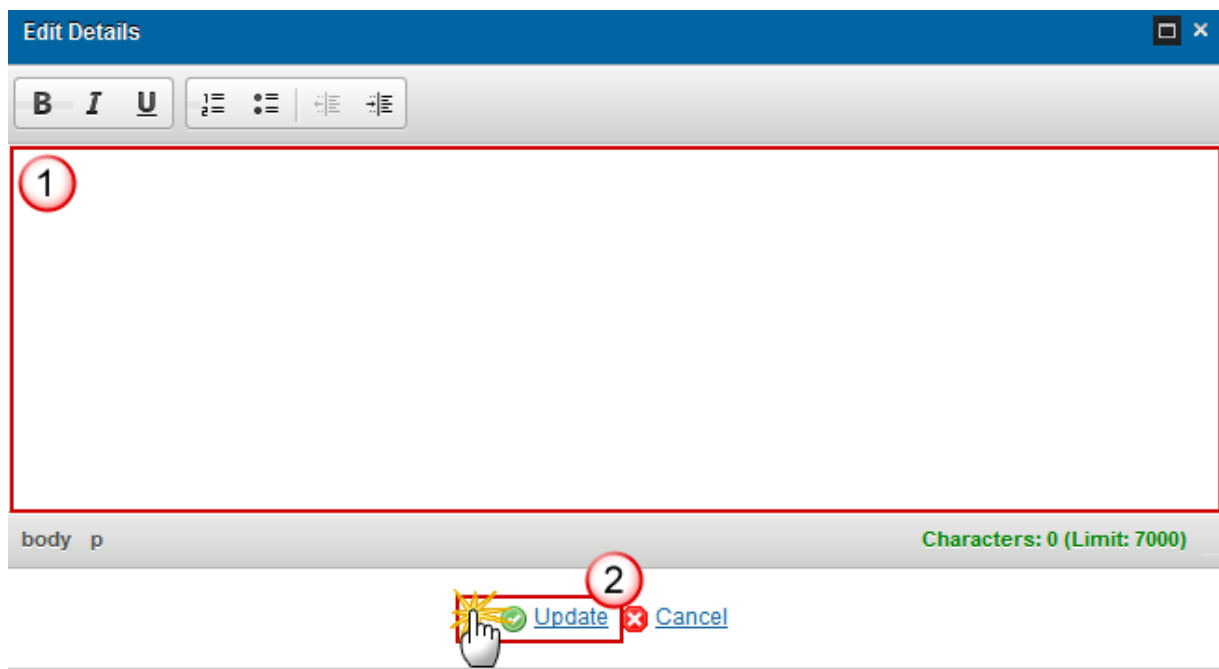
- (1) Enter the *Description*.
- (2) Click on the [Update](#) link to save the information.

## 2.5 Personalised services to NEETs

1. Clicking on the **EDIT** button  will open a pop up window allowing you to add a **description of the personalised services delivered to NEETs**.



The Edit Details pop-up window appears:




2. Select the following information:

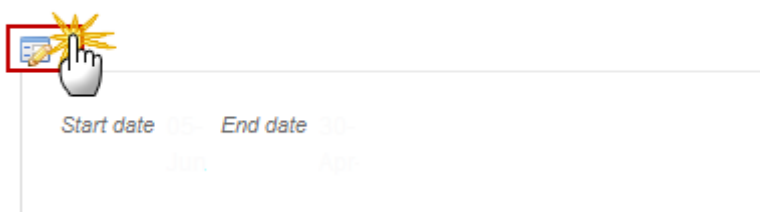
(1) Enter the *Description*.

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

### 2.5.1 Dates on which the personalised services to NEETs commenced and ended

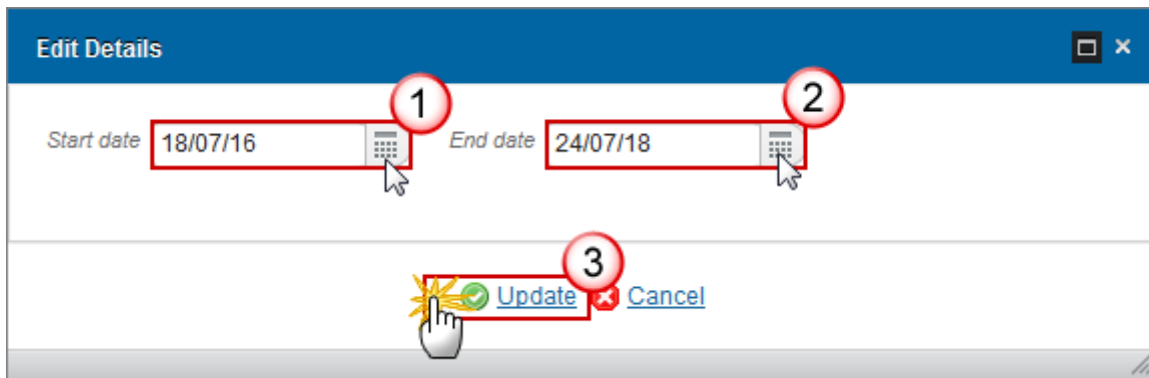
1. Clicking on the **EDIT** button  will open the edit details window allowing you to choose the start and the end date.

#### 2.5.1 Dates on which the personalised services to NEETs commenced and ended



Start date 15- End date 30-  
Jun. Apr.

The Edit Details pop-up window appears:



2. Select the following information:


(1) Enter the *Start date*.

(2) Enter the *End date*.

Make sure the end date is not empty.

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

### 2.5.2 Did any personalised services to NEETs start or finish earlier than the implementation period?

1. Clicking on the **EDIT** button  will open the edit details window allowing you to enter a description for these services.

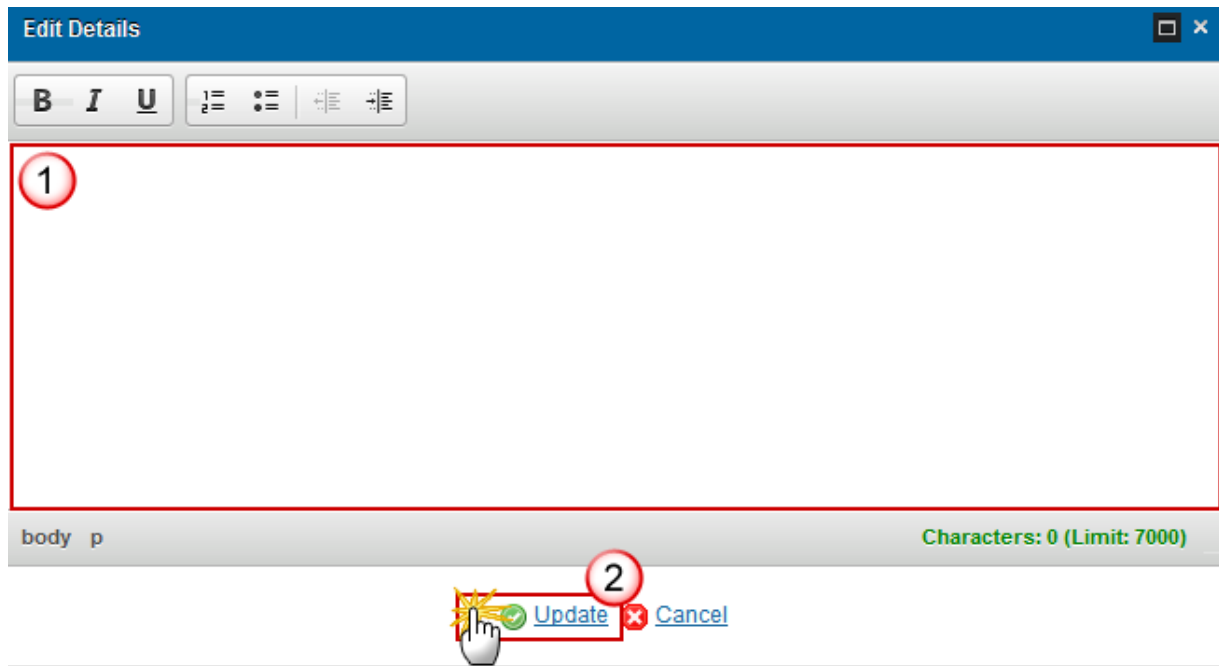
### 2.5.2 Did any personalised services to NEETs start or finish earlier than the implementation period?



As a uploader,

The Edit Details pop-up window appears:






2. Select the following information:

- (1) Enter the *Description*.
- (2) Click on the [Update](#) link to save the information.

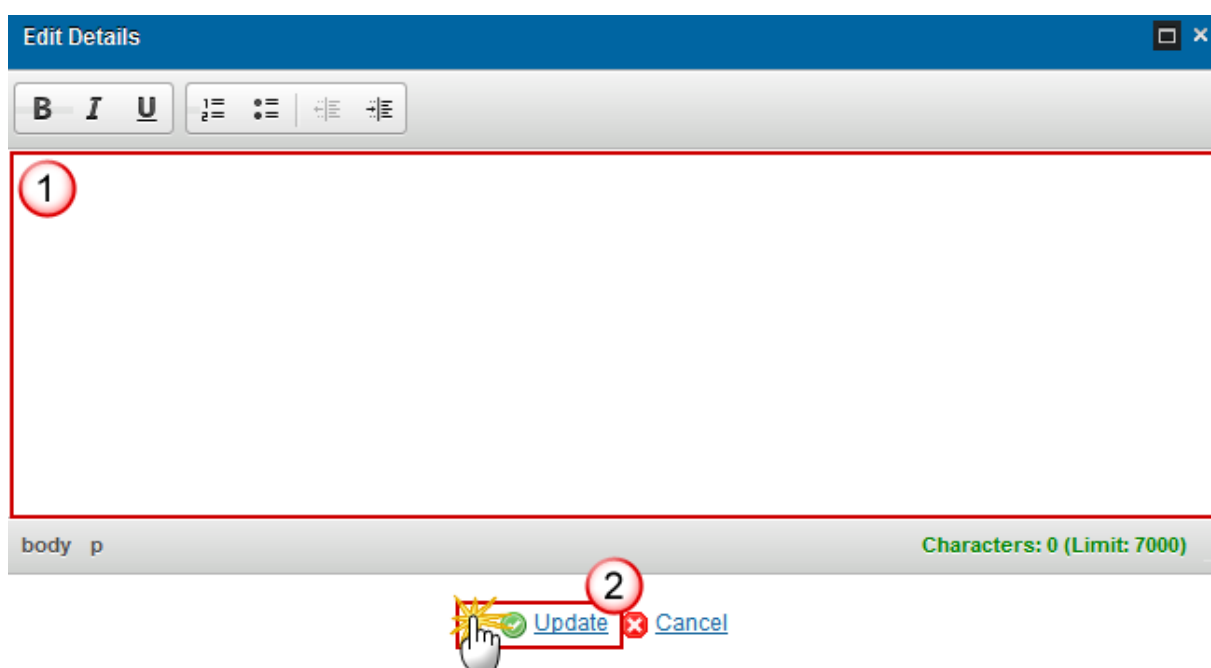
## 2.6 Activities

**Details of any preparatory, management, information and publicity, and control activities required for implementing the EGF assistance that the Member State financed with EGF assistance, including any changes in the planned start and end dates.**

1. Clicking on the **EDIT** button  will open a pop-up window allowing you to add a description of the activities for implementing the EGF assistance.




The Edit Details pop-up window appears:



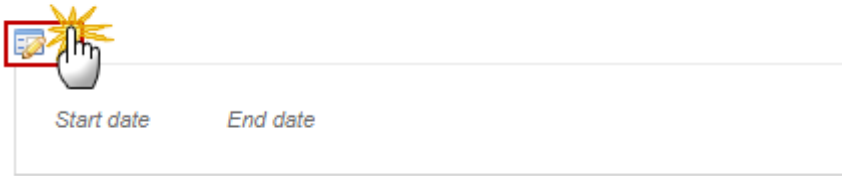
2. Select the following information:

- (1) Enter the *Description*.
- (2) Click on the [Update](#) link to save the information.

### 2.6.1 Dates on which the activities commenced and ended

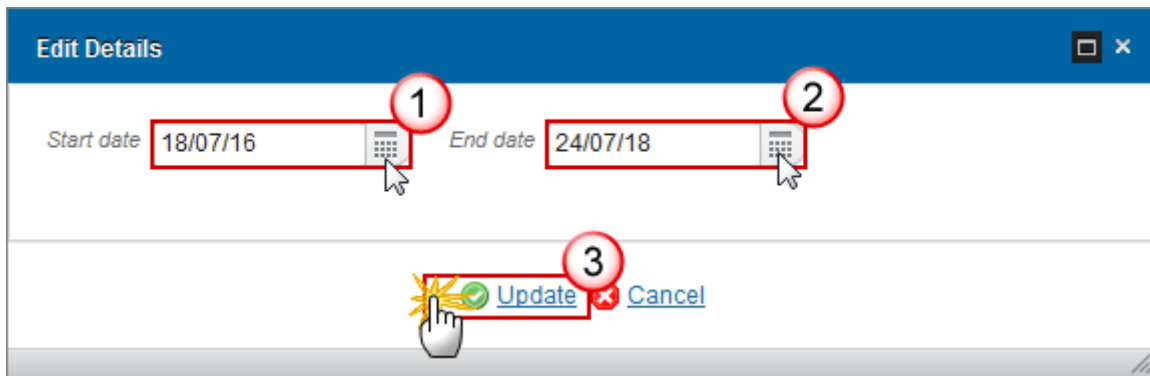
1. Clicking on the **EDIT** button  will open the edit details window allowing you to choose the start and the end date.

### 2.6.1 Dates on which the activities commenced and ended



Start date      End date

The Edit Details pop-up window appears:



Edit Details

Start date 18/07/16      End date 24/07/18

Update Cancel

2. Select the following information:


(1) Enter the *Start date*.

(2) Enter the *End date*.

Make sure the end date is not empty.

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

### 2.6.1 Did any activities start or finish earlier than the implementation period?

1. Clicking on the **EDIT** button  will open the edit details window allowing you to enter a description for these activities.

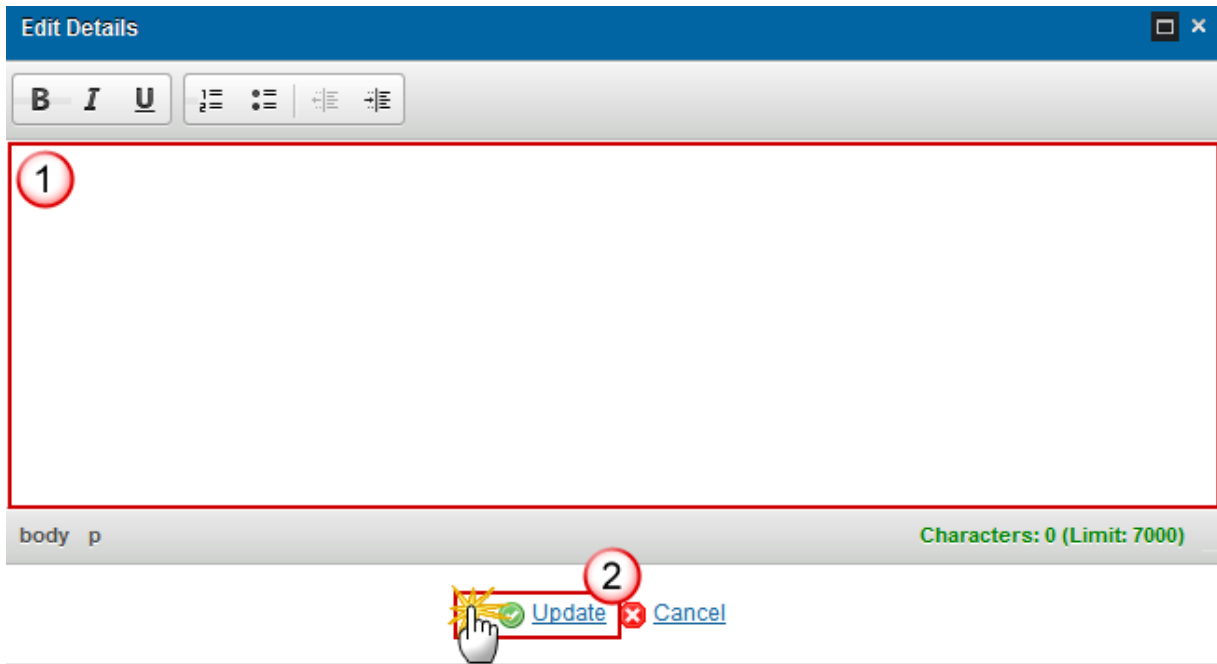
### 2.6.2 Did any activities start or finish earlier than the implementation period?



\_\_\_\_\_

\_\_\_\_\_

The Edit Details pop-up window appears:




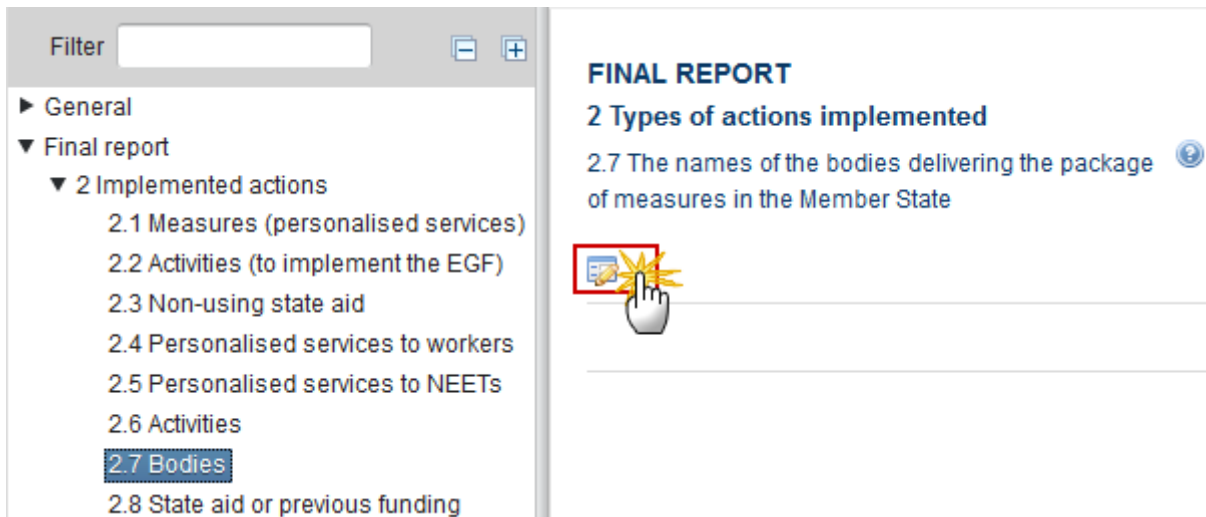
2. Select the following information:

- (1) Enter the *Description*.
- (2) Click on the [Update](#) link to save the information.

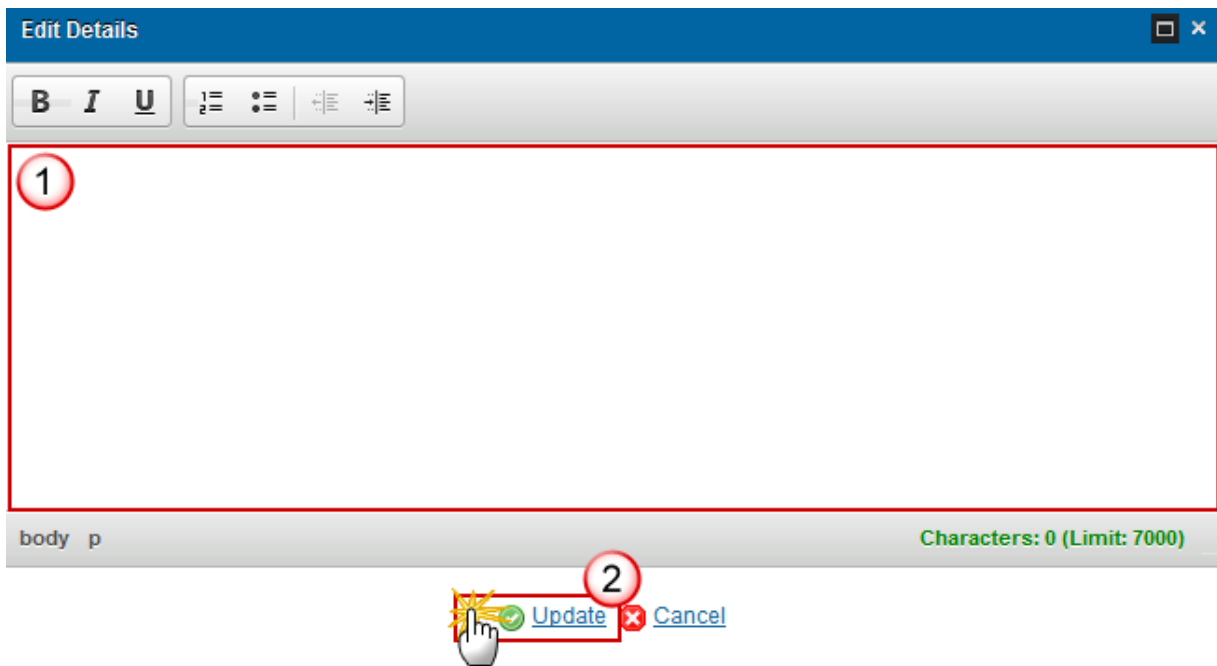
## 2.7 Bodies

The names of the bodies delivering the package of measures in the Member State.

1. Clicking on the **EDIT** button  will open a pop-up window allowing you to add a description of the bodies.



The Edit Details pop-up window appears:




2. Select the following information:

- (1) Enter the *Description*.
- (2) Click on the [Update](#) link to save the information.

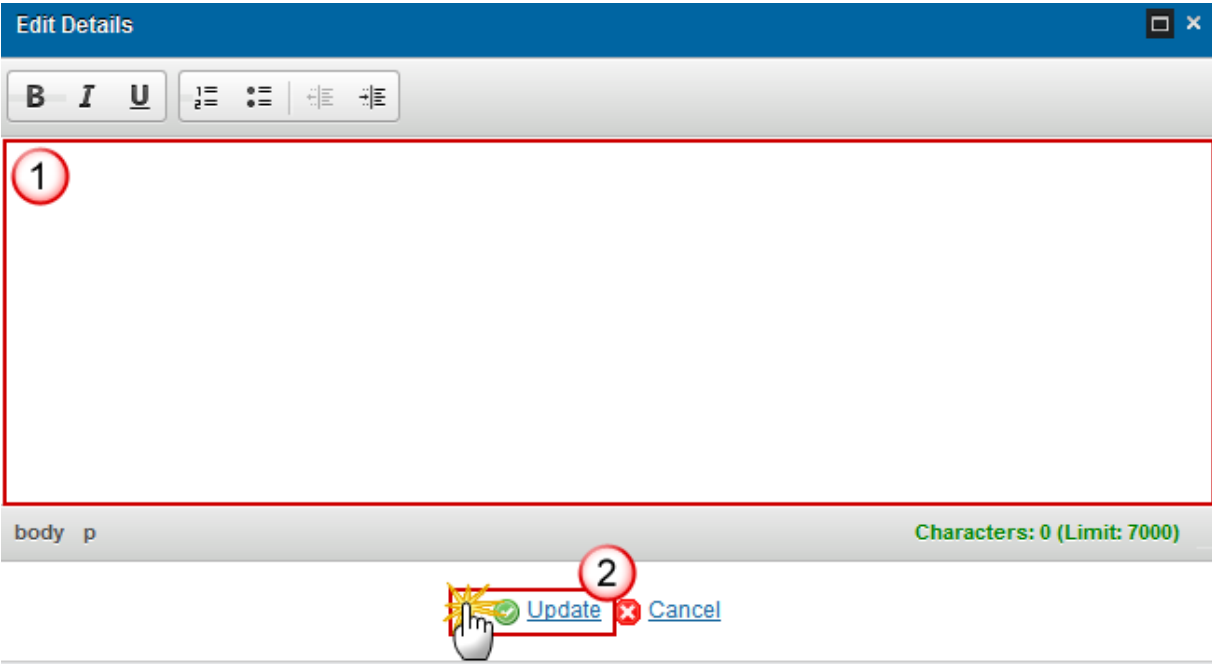
## 2.8 State aid or previous funding

If the undertaking, with the exception of micro enterprises and SMEs, has been a beneficiary of State aid or previous funding from Union cohesion or structural funds in the preceding five years, please describe.

1. Clicking on the **EDIT** button  will open a pop up window allowing you to add the description as a beneficiary of State aid.



The Edit Details pop-up window appears:



2. Select the following information:


(1) Enter the *Description*.

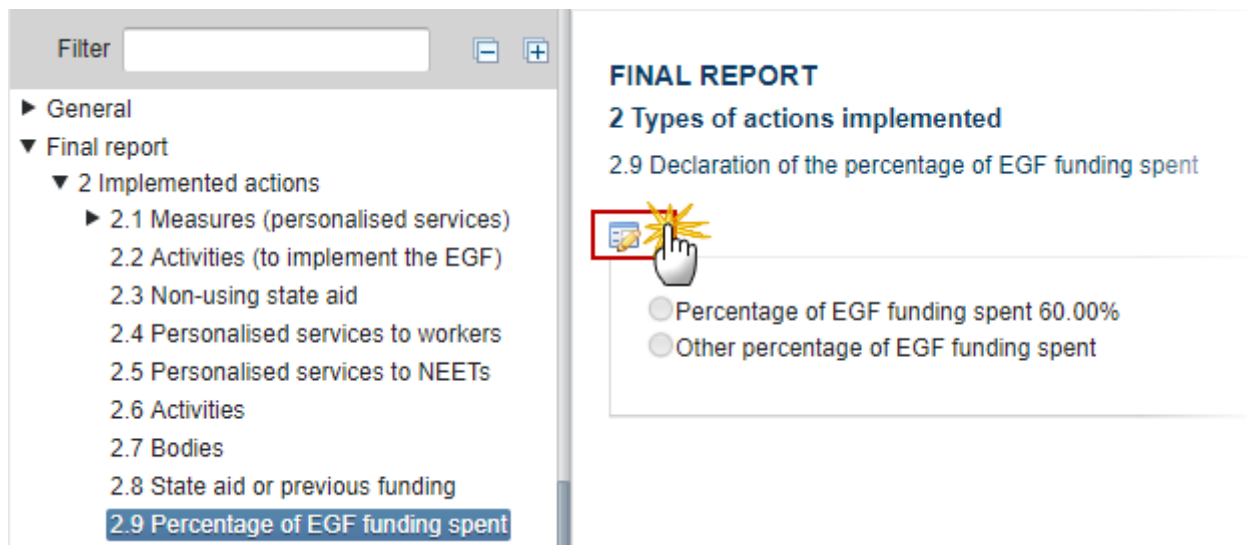
(2) Click on the [Update](#) link to save the information.

## 2.9 Percentage of EGF funding spent

### Declaration of the percentage of EGF funding spent.

<b>REMARK</b>	<p>If the default EGF fund contribution is not used then the Member State defined EGF fund contribution is <b>greater than 0% and less than 60%</b>.</p> <p>Then SFC2014 will apply the new percentage to the '<i>Certified EGF share of actual expenditure</i>'.</p>
---------------	---

1. Clicking on the **EDIT** button  will open a pop up window allowing you to enter the declaration.



**FINAL REPORT**

**2 Types of actions implemented**

2.9 Declaration of the percentage of EGF funding spent

Percentage of EGF funding spent 60.00%

Other percentage of EGF funding spent

The Edit details pop-up window appears:

**Edit Details**

1

Percentage of EGF funding spent 60.00%

Other percentage of EGF funding spent

2 50.00 \*

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

2. Enter the following information:

(1) Select a tick box which gives you the possibility of 2 options:

a. *Percentage of EGF funding spent 60.00%*

OR

b. *Other percentage of EGF funding spent*

(2) When choosing option b, it is mandatory to enter only the percentage (greater than 0% and less than 60%) and then SFC2014 will apply the new percentage to the 'Certified EGF share of actual expenditure'.

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

### 3 Beneficiaries of actions

**Beneficiaries of actions implemented.**

#### 3.1 Categories of workers

**Categories of workers targeted for assistance and actually benefited from assistance under this application.**

<b>REMARK</b>	<p>The targeted values from the categories that exist in Section E.1 of the linked EGF Application version will be automatically foreseen.</p> <p>The "Number of workers targeted for assistance" is the number in E.1 (targeted beneficiaries) – E.2.4 (targeted NEETs).</p>
---------------	---

1. Clicking on the **EDIT** button  will open a pop up window allowing you to enter the information.



Filter

- ▶ General
- ▼ Final report
  - ▶ 2 Implemented actions
  - ▼ 3 Beneficiaries of actions
    - 3.1 Categories of workers**
    - 3.2 Education status workers
    - 3.3 Targeted vs assisted workers expl
    - 3.4 Non-applicability of categories of v
    - 3.5 Employment status workers
    - 3.6 Employment status workers expla
    - 3.7 Categories of NEETs
    - 3.8 Education status NEETs

## FINAL REPORT

### 3 Beneficiaries of actions implemented

#### 3.1 Categories of workers targeted for assistance and actually benefited from assistance under this application

		NUMBER OF WORKERS TARGETED FOR ASSISTANCE	NUMBER OF WORKERS WHO ACTUALLY BENEFITED FROM ASSISTANCE
<b>Sex</b>	Men	337	
	Women	171	
<b>Nationality</b>	Nationals of an EU Member State	501	
	Nationals of a non-EU Member State	7	
<b>Age group</b>	15-24		1

The table becomes editable:

[Update](#) **3** [cancel](#)

		NUMBER OF WORKERS TARGETED FOR ASSISTANCE	NUMBER OF WORKERS WHO ACTUALLY BENEFITED FROM ASSISTANCE	% OF TOTAL	NUMBER OF WOMEN WORKERS WHO ACTUALLY BENEFITED FROM ASSISTANCE	% WOMEN
<b>Sex</b>	Men	337	13	55.82%		
	Women	171	11	44.18%		
<b>Nationality</b>	Nationals of an EU Member State	501	24	98.80%		
	Nationals of a non-EU Member State	7		1.20%		
<b>Age group</b>	15-24	1		0.00%	0	
	25-29	27		0.80%	1	50.00%
	30-54	439	19	78.31%	88	45.13%
	55-64	41	5	20.88%	21	40.38%
	Over 65	0		0.00%	0	
<b>Workers with a longstanding health problem or disability</b>						
<b>Membership of a recognised minority (ethnic, religious, etc), according to national rules</b>						
<b>Category of workers</b>	Managers					
	Professionals					
	Technicians and associate professionals					
	Clerical support workers					
	Service and sales workers					
	Craft and related trades workers					
	Plant and machine operators, and assemblers					
	Elementary occupations					
	Not known					


2. Enter the following information:

(1) Enter the *number of workers who actually benefited from assistance*.

(2) Enter the *number of women workers who actually benefited from assistance*.

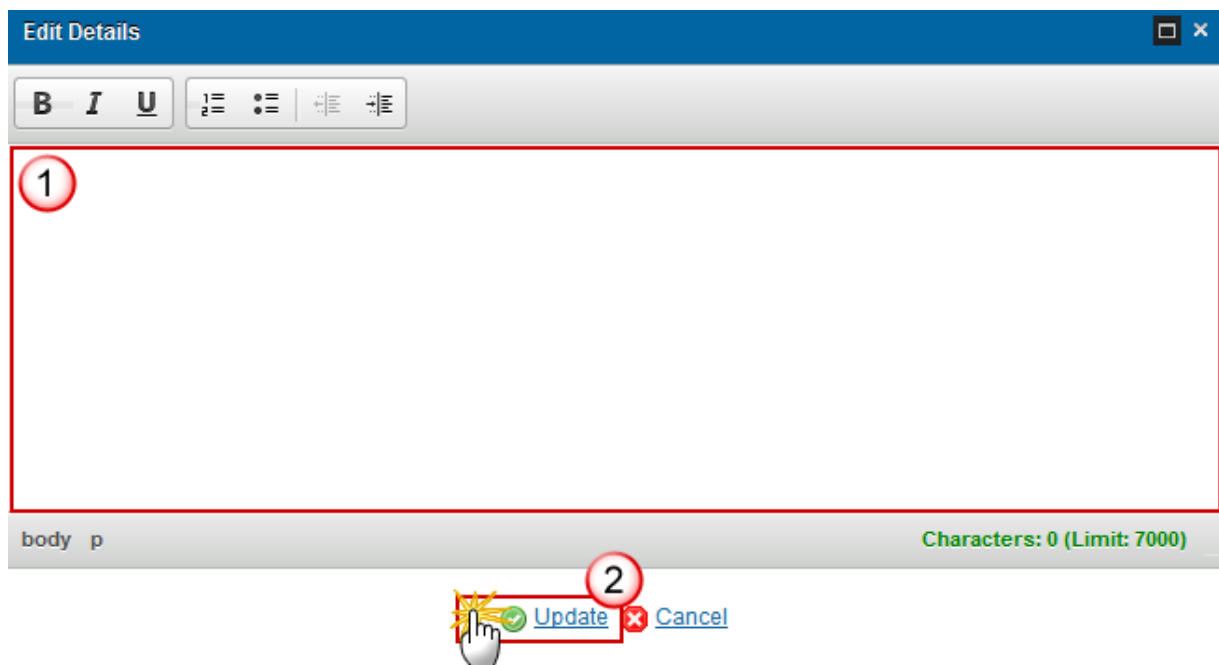
(3) Click on the [Update](#) link to save the information.

## 3.2 Education status workers

1. Clicking on the **EDIT** button  will open a pop-up window allowing you to add a description for the changes in the education status of workers participating in the activities.




The Edit Details pop-up window appears:

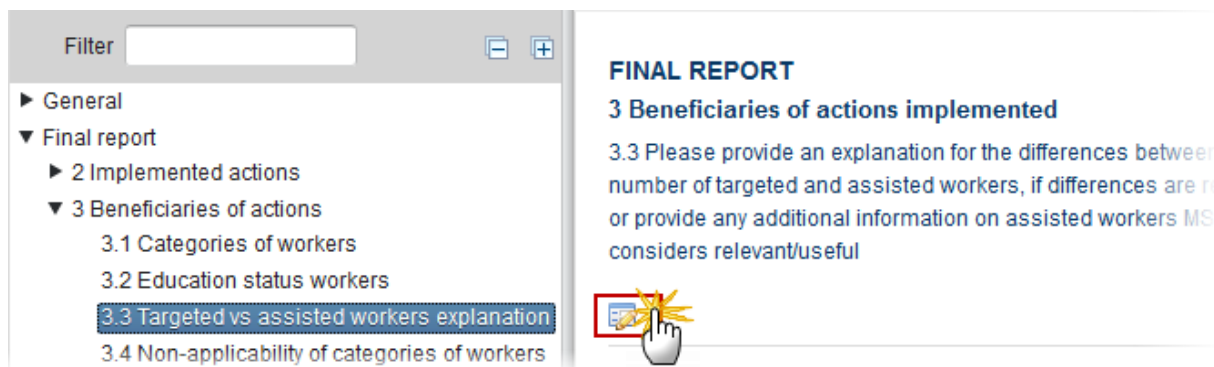


2. Enter the following information:
  - (1) Enter a *description text*.
  - (2) Click on the [Update](#) link to save the information.

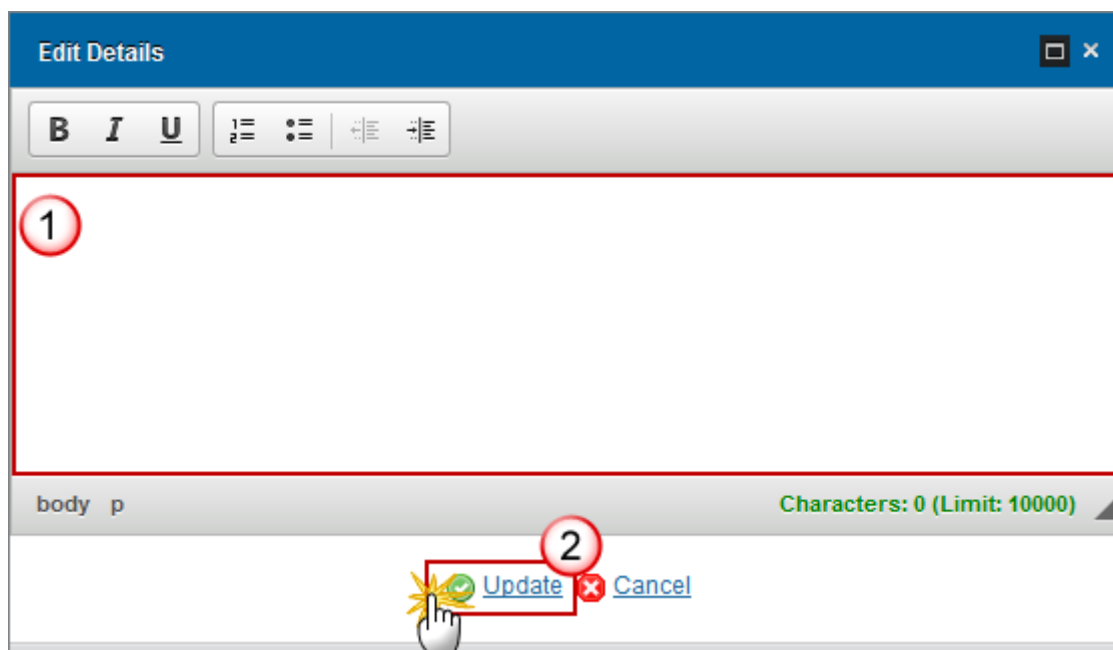
### 3.3 Targeted vs assisted workers explanation

Explanation for the differences between the number of targeted and assisted workers.

1. Clicking on the **EDIT** button  will open a pop up window allowing you to add the explanation.




The table becomes editable:

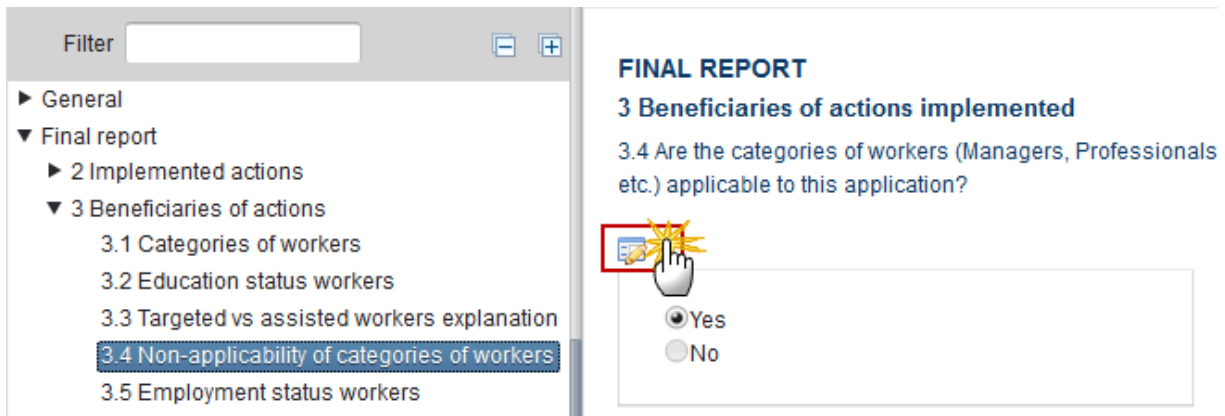


2. Enter the following information:

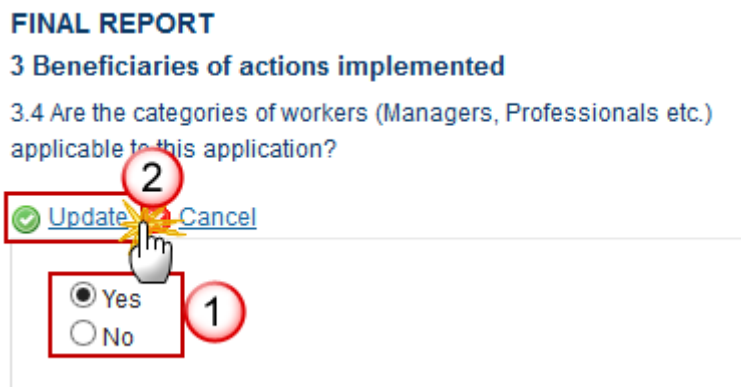
- (1) Enter the *explanation*.
- (2) Click on the [Update](#) link to save the information.

### 3.4 Non-applicability of categories of workers

1. Clicking on the **EDIT** button  will open the edit details window allowing you to select yes or no if the categories of workers are applicable.



The table becomes editable:




2. Enter the following information:

- (1) Select *yes* or *no*.
- (2) Click on the [Update](#) link to save the information.

### 3.5 Employment status workers

**Employments status of workers who actually benefited from assistance at the end of the implementation period.**

1. Clicking on the Edit button  will open the edit details window allowing you to enter the status of workers.


Filter

- ▶ General
- ▼ Final report
  - ▶ 2 Implemented actions
  - ▼ 3 Beneficiaries of actions
    - 3.1 Categories of workers
    - 3.2 Education status workers
    - 3.3 Targeted vs assisted workers explanation
    - 3.4 Non-applicability of categories of workers
    - 3.5 Employment status workers**
    - 3.6 Employment status workers explanation

### FINAL REPORT

#### 3 Beneficiaries of actions implemented

3.5 Employments status of workers who actually benefited from assistance at the end of the implementation period



	NUMBER OF WORKERS WHO ACTUALLY BENEFIT FROM ASSISTANCE	% OF TOTAL	NUMBER OF WOMEN WHO ACTUALLY BENEFIT FROM ASSISTANCE	% WOMEN
Employment status on completion of the assistance				
Employed	74	15.58%	5	6.76%
Of which employees	65		4	6.15%
Of which self-employed	9		1	11.11%
Unemployed	398	83.79%	6	1.51%
Inactive	3	0.63%	0	0.00%
Of which inactive	0		0	
Of which in education or training	3		0	0.00%
Other (unknown/special circumstances)	0		0	


The table becomes editable:

### FINAL REPORT

#### 3 Beneficiaries of actions implemented

3.5 Employment status of workers who actually benefited from assistance at the end of the implementation period

**3** [Update](#) [Cancel](#)



		NUMBER OF WORKERS WHO ACTUALLY BENEFITED FROM ASSISTANCE	% OF TOTAL	NUMBER OF WOMEN WHO ACTUALLY BENEFITED FROM ASSISTANCE	% WOMEN
Employment status on completion of the assistance	Employed	74	15.58%	5	6.76%
	Of which employees	65		4	6.15%
	Of which self-employed	9		1	11.11%
	Unemployed	398	83.79%	6	1.51%
	Inactive	3	0.63%	0	0.00%
	Of which inactive	0		0	
	Of which in education or training	3		0	0.00%
	Other (unknown/special circumstances)	0		0	


Total assisted workers 475

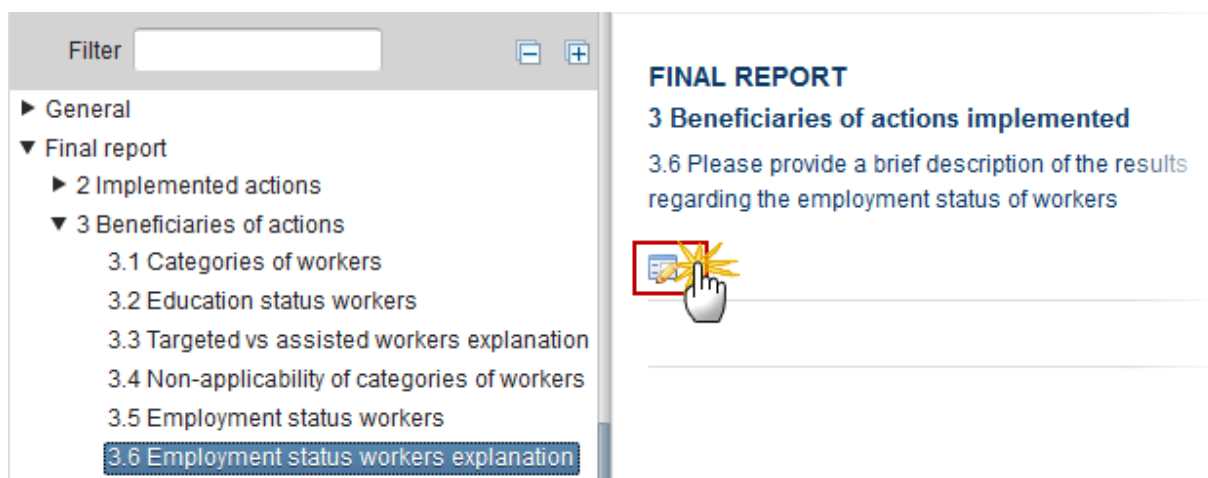
2. Enter the following information:

- (1) Enter the *number of workers who actually benefited from assistance*.
- (2) Enter the *number of women workers who actually benefited from assistance*.
- (3) Click on the [Update](#) link to save the information.

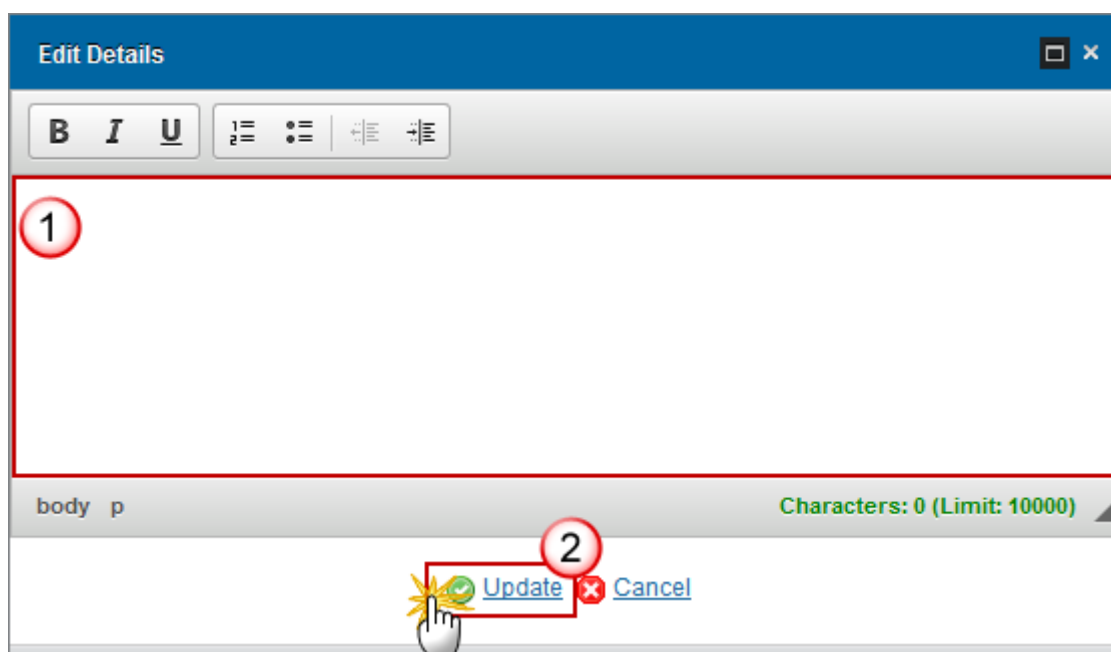
### 3.6 Employment status workers explanation

A brief description of the results regarding the employment status of workers.

1. Clicking on the **EDIT** button  will open a pop up window allowing you to enter a brief description.



The Edit Details pop-up window appears:




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

### 3.7 Categories of NEETs

Categories of NEETs targeted for assistance and actually benefited from assistance under this application

<b>REMARK</b>	<p>The targeted values from the categories that exist in Section E.2.4 of the linked EGF Application version will be automatically foreseen.</p> <p>The "Number of NEETs targeted for assistance" is the number in E.2.4 (targeted NEETs).</p>
---------------	--

1. Clicking on the **EDIT** button  will open a pop up window allowing you to enter the information.

Filter

- ▶ General
- ▼ Final report
  - ▶ 2 Implemented actions
  - ▼ 3 Beneficiaries of actions
    - 3.1 Categories of workers
    - 3.2 Education status workers
    - 3.3 Targeted vs assisted workers expl
    - 3.4 Non-applicability of categories of w
    - 3.5 Employment status workers
    - 3.6 Employment status workers explai
    - 3.7 Categories of NEETs
    - 3.8 Education status NEETs


**FINAL REPORT**

**3 Beneficiaries of actions implemented**

3.7 Categories of NEETs targeted for assistance and actually benefited from assistance under this application

		NUMBER OF NEETS TARGETED FOR ASSISTANCE	NUMBER OF NEETS WHO ACTUALLY BENEFITED FROM ASSISTANCE	% OF TOTAL
<b>Sex</b>	Men	335	91	37.14%
	Women	170	154	62.86%
<b>Nationality</b>	Nationals of an EU Member State	498	240	97.96%
	Nationals of a non-EU Member	7	5	2.04%

The table becomes editable:

 Update
3
cancel


		NUMBER OF NEETS TARGETED FOR ASSISTANCE	NUMBER OF NEETS WHO ACTUALLY BENEFITED FROM ASSISTANCE	% OF TOTAL	NUMBER OF WOMEN NEETS WHO ACTUALLY BENEFITED FROM ASSISTANCE	% WOMEN
<b>Sex</b>	Men	335	<input type="text"/>	37.14%		
	Women	170	<input type="text" value="1"/>	62.86%		
<b>Nationality</b>	Nationals of an EU Member State	498	<input type="text" value="2"/>	97.96%		
	Nationals of a non-EU Member State	7	<input type="text"/>	2.04%		
<b>Age group</b>	15-24	252	<input type="text"/>	40.41%	<input type="text"/>	58.59%
	25-29	253	<input type="text" value="1"/>	59.59%	<input type="text"/>	65.75%
<b>Workers with a longstanding health problem or disability</b>			<input type="text"/>		<input type="text"/>	
<b>Membership of a recognised minority (ethnic, religious, etc), according to national rules</b>			<input type="text"/>		<input type="text"/>	
<b>Education attainment</b>	Primary or lower secondary education (ISCED-1997 levels 1 & 2)		<input type="text"/>			
	Upper secondary education (ISCED-1997 level 3)		<input type="text"/>			
	Post-secondary non tertiary education (ISCED-1997 level 4)		<input type="text"/>			
	Tertiary education (ISCED-1997		<input type="text"/>			

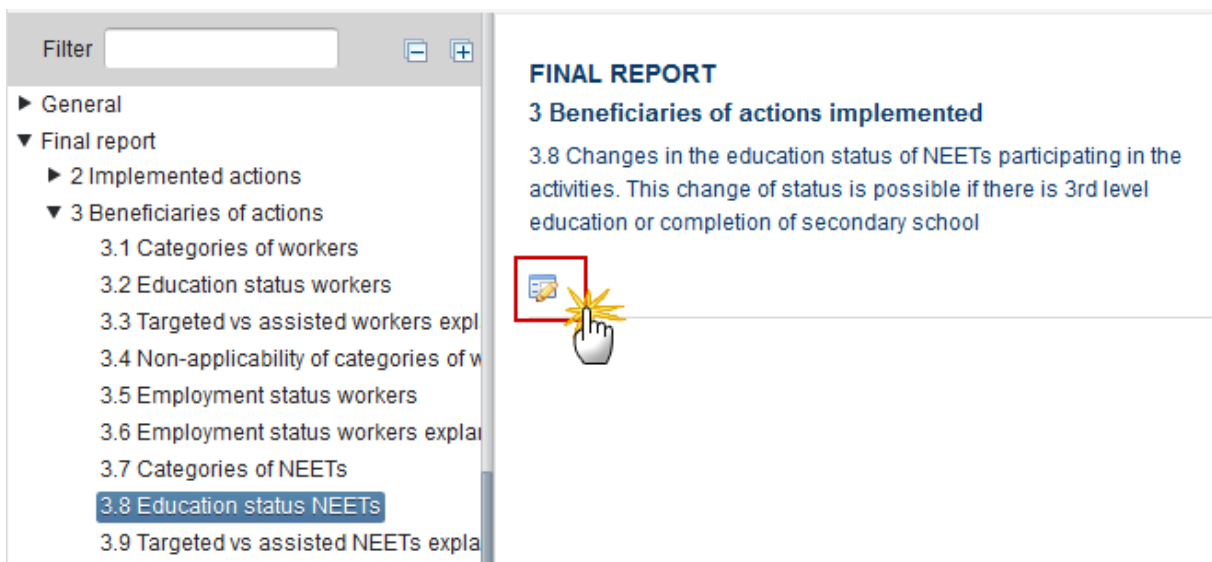
2. Enter the following information:

- (1) Enter the *number of NEETS who actually benefited from assistance*.
- (2) Enter the *number of women NEETS who actually benefited from assistance*.
- (3) Click on the [Update](#) link to save the information.

### 3.8 Education status NEETs

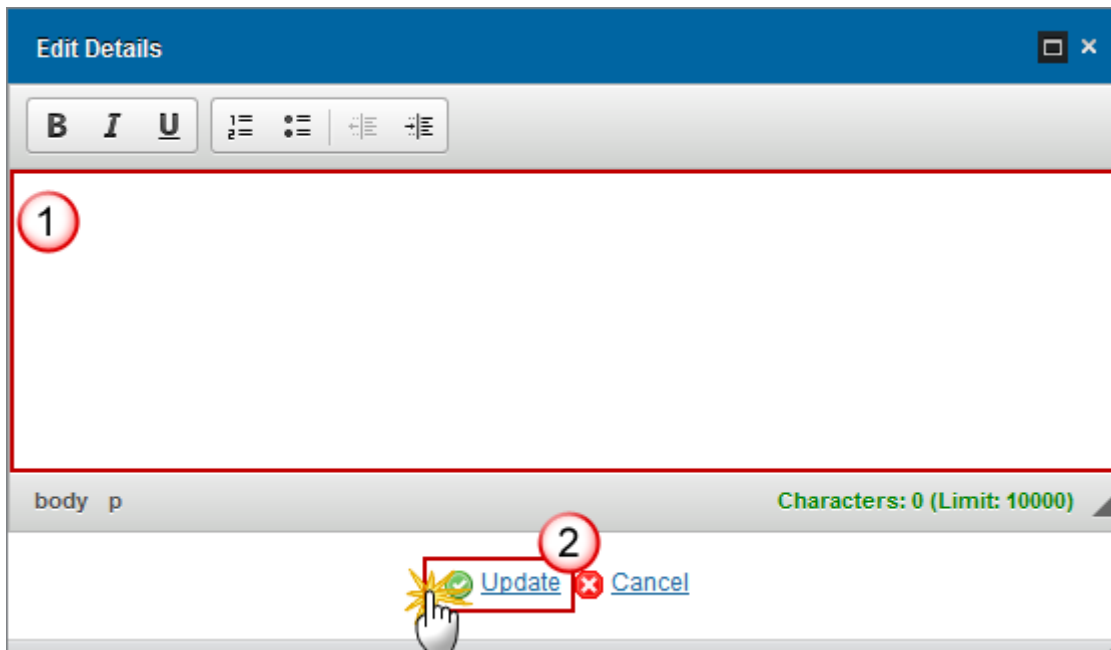
**Changes in the education status of NEETs participating in the activities. This change of status is possible if there is 3rd level education or completion of secondary school**

1. Clicking on the **EDIT** button  will open a pop up window allowing you to enter a brief description.



The Edit Details pop-up window appears:






2. Enter the following information:

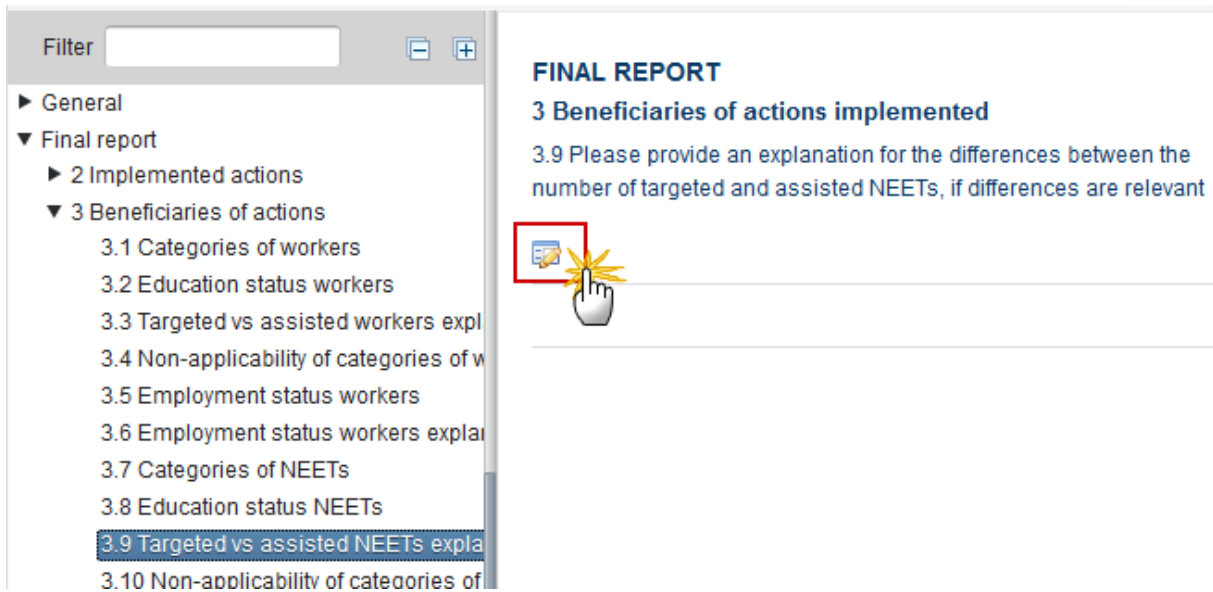
(1) Enter the *description*.

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

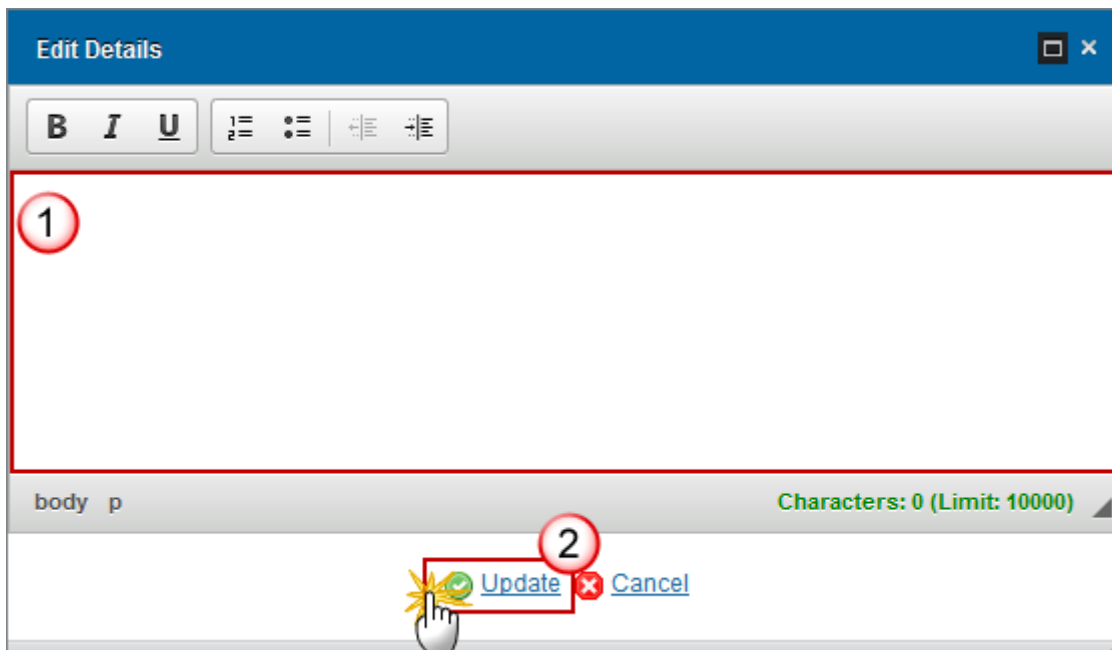
### 3.9 Targeted vs assisted NEETs explained

Please provide an explanation for the differences between the number of targeted and assisted NEETs, if differences are relevant

1. Clicking on the **EDIT** button  will open a pop up window allowing you to enter a brief description.



The Edit Details pop-up window appears:




2. Enter the following information:

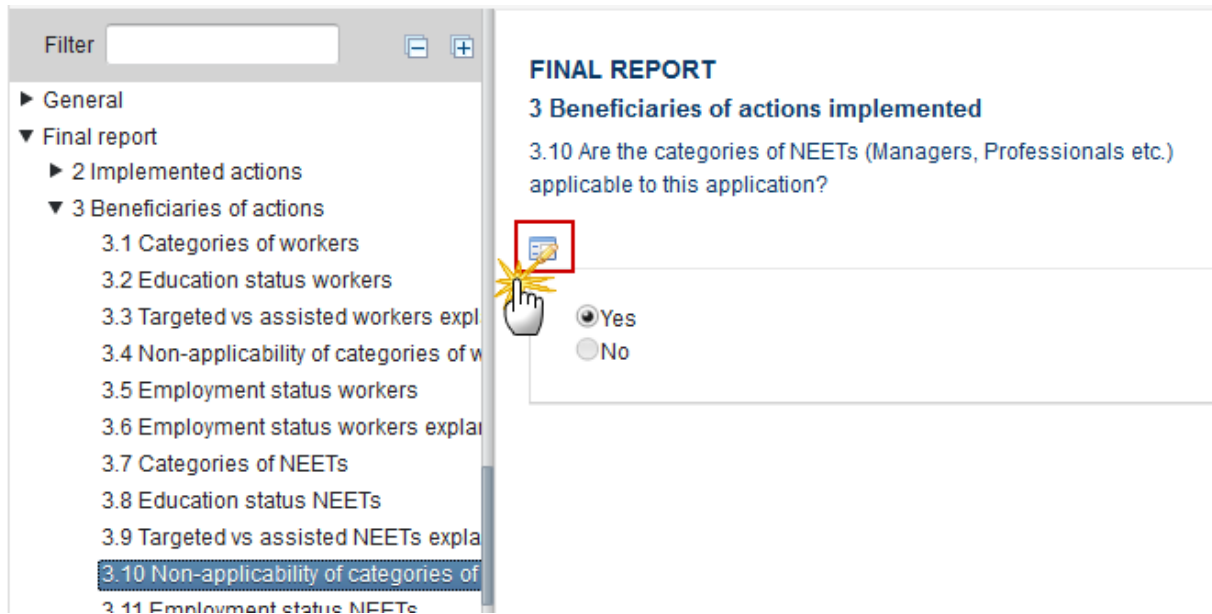
(1) Enter the *description*.

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

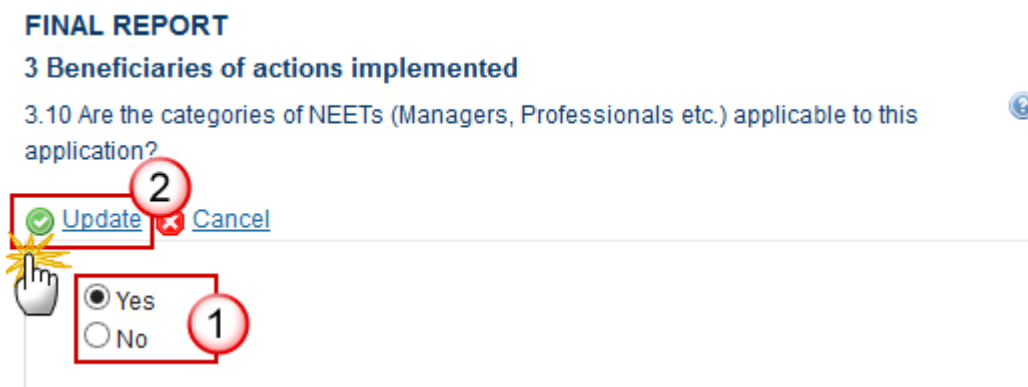
### 3.10 Non-applicability of categories of NEETs

Are the categories of NEETs (Managers, Professionals etc.) applicable to this application?

1. Clicking on the **EDIT** button  will open the edit details window allowing you to select yes or no if the categories of NEETs are applicable.




The table becomes editable:



2. Enter the following information:
  - (1) Select *yes* or *no*.
  - (2) Click on the [Update](#) link to save the information.

### 3.11 Employment status NEETs

Employment status of NEETs who actually benefited from assistance at the end of the implementation period

1. Clicking on the Edit button  will open the edit details window allowing you to enter the status of NEETs.

Filter

- ▶ General
- ▼ Final report
  - ▶ 2 Implemented actions
  - ▼ 3 Beneficiaries of actions
    - 3.1 Categories of workers
    - 3.2 Education status workers
    - 3.3 Targeted vs assisted workers expl
    - 3.4 Non-applicability of categories of w
    - 3.5 Employment status workers
    - 3.6 Employment status workers expla
    - 3.7 Categories of NEETs
    - 3.8 Education status NEETs
    - 3.9 Targeted vs assisted NEETs expla
    - 3.10 Non-applicability of categories of
    - 3.11 Employment status NEETs

#### FINAL REPORT

##### 3 Beneficiaries of actions implemented

###### 3.11 Employment status of NEETs who actually benefited from assistance at the end of the implementation period

		NUMBER OF NEETS WHO ACTUALLY BENEFITED FROM ASSISTANCE	% OF TOTAL	NUMBER OF WOMEN NEETS WHO ACTUALLY BENEFITED FROM ASSISTANCE	% WOMEN
Employment status on completion of the assistance	Employed	0	0.00%		


The table becomes editable:

#### FINAL REPORT

##### 3 Beneficiaries of actions implemented

###### 3.11 Employment status of NEETs who actually benefited from assistance at the end of the implementation period

3

Update  Cancel

		NUMBER OF NEETS WHO ACTUALLY BENEFITED FROM ASSISTANCE	% OF TOTAL	NUMBER OF WOMEN NEETS WHO ACTUALLY BENEFITED FROM ASSISTANCE	% WOMEN
Employment status on completion of the assistance	Employed	0	0.00%	0	
	Of which employees	0		0	
	Of which self-employed	0		0	
Unemployed	Unemployed	0	0.00%	0	
	Inactive	245	100.00%	154	62.86%
	Of which inactive	245		154	62.86%
	Of which in education or training	0		0	
	Other (unknown/special circumstances)	0		0	


Total assisted NEETs      245

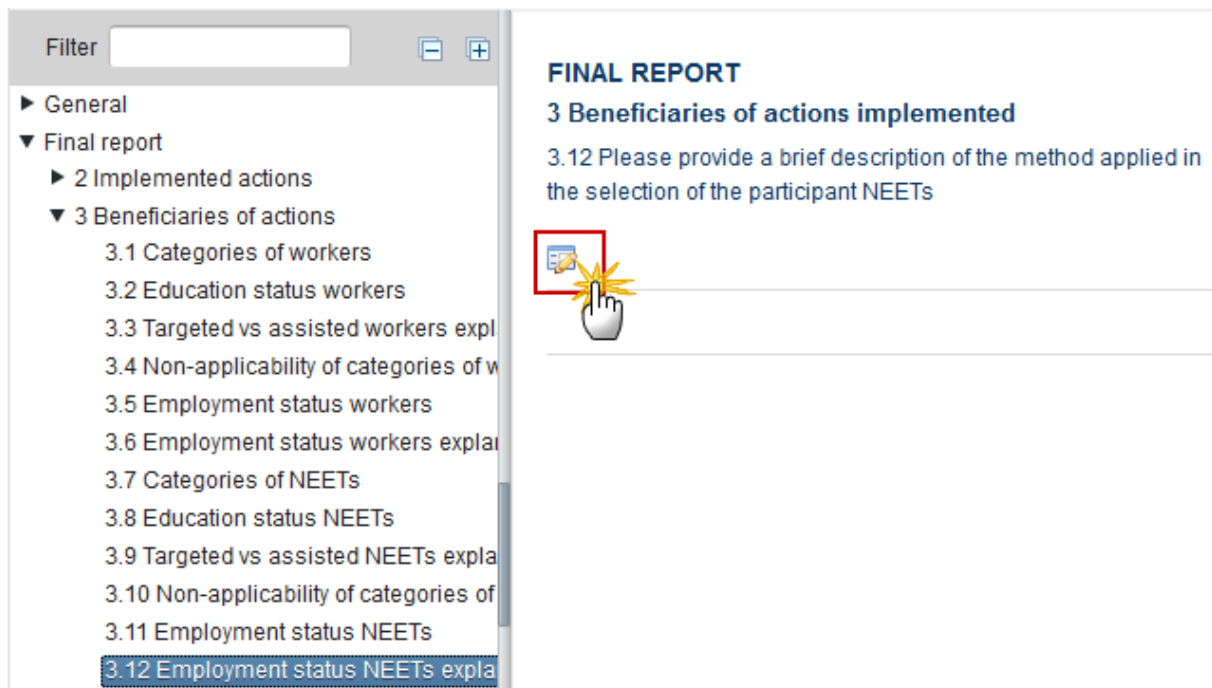
2. Enter the following information:

- (1) Enter the *number of NEETs who actually benefited from assistance*.
- (2) Enter the *number of women NEETs who actually benefited from assistance*.
- (3) Click on the [Update](#) link to save the information.

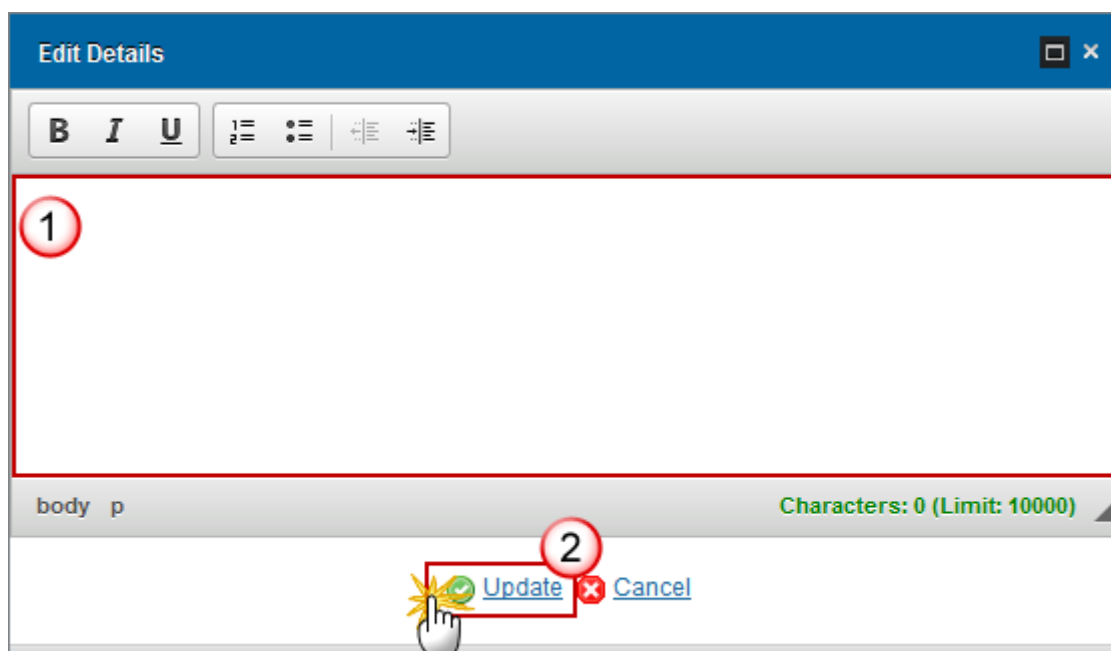
### 3.12 Employment status NEETs explanation

Please provide a brief description of the method applied in the selection of the participant NEETs

1. Clicking on the **EDIT** button  will open a pop up window allowing you to enter a brief description.



The Edit Details pop-up window appears:



2. Enter the following information:


(1) Enter the *description*.

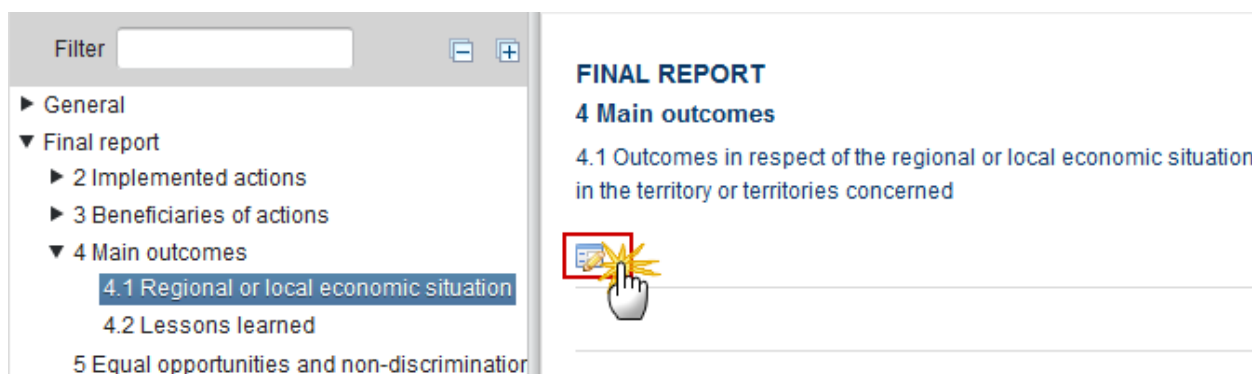
(2) Click on the [Update](#) link to save the information.

## 4 Main outcomes

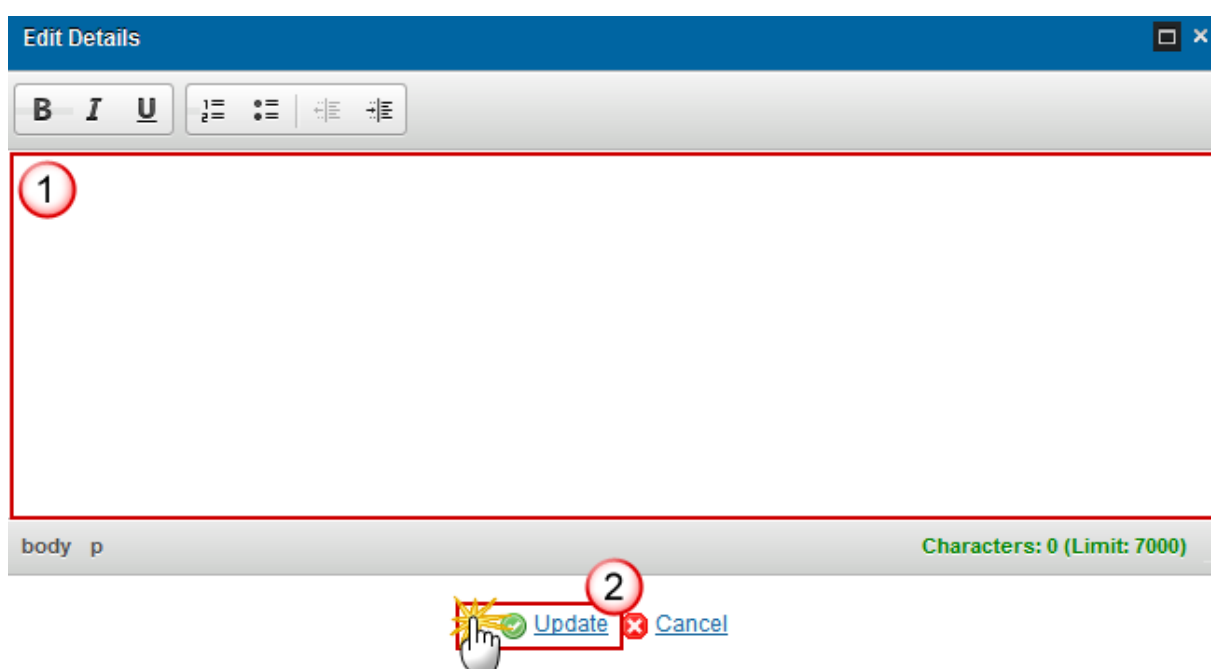
### 4.1 Regional or local economic situation

Outcomes in respect of the regional or local economic situation in the territory or territories concerned.

1. Clicking on the **EDIT** button  will open a pop-up window allowing you to enter a description for the outcomes in respect of the regional or local economic situation.



The Edit Details pop-up window appears:




2. Enter the following information:

- (1) Enter a *description text*.
- (2) Click on the [Update](#) link to save the information.

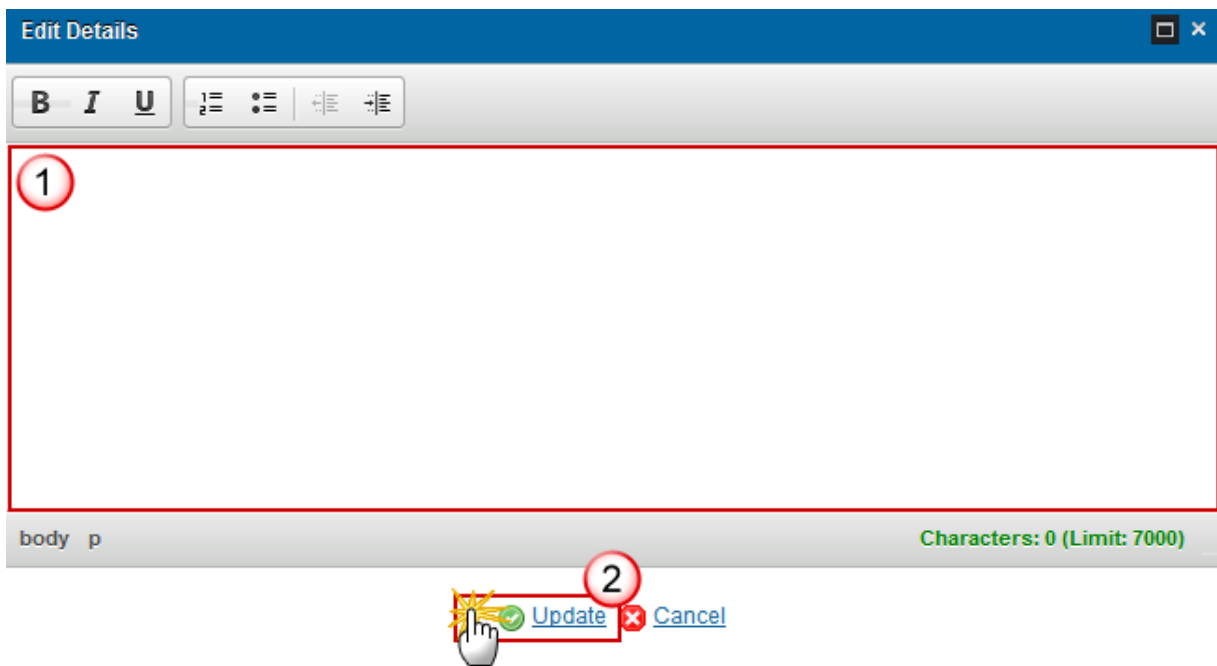
## 4.2 Lessons learned

Principal lessons learned with regard to interventions to assist workers affected by mass redundancies which will help with future assistance to workers involved in mass redundancies and NEETs (if applicable).

1. Clicking on the **EDIT** button  will open a pop-up window allowing you to enter a description for the lessons learned.




The Edit Details pop-up window appears:

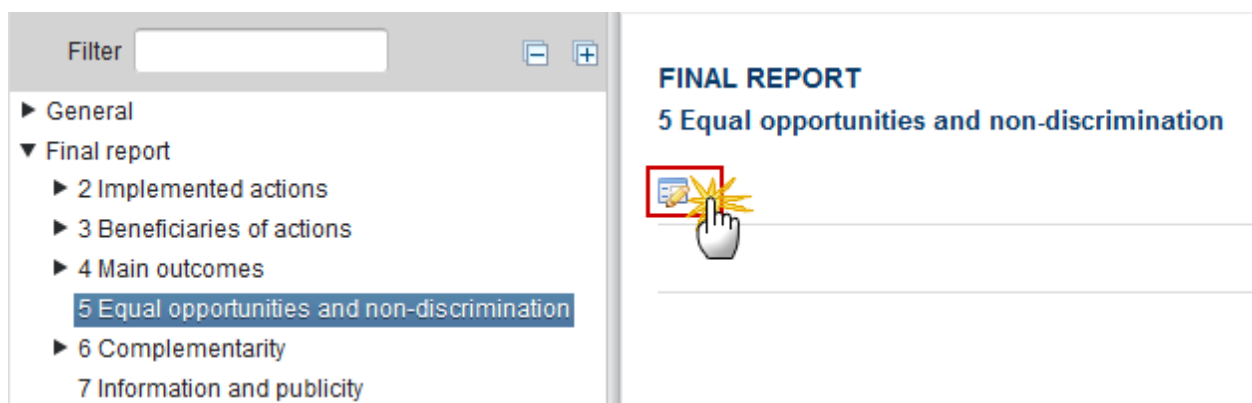


2. Enter the following information:
  - (1) Enter a *description text*.
  - (2) Click on the [Update](#) link to save the information.

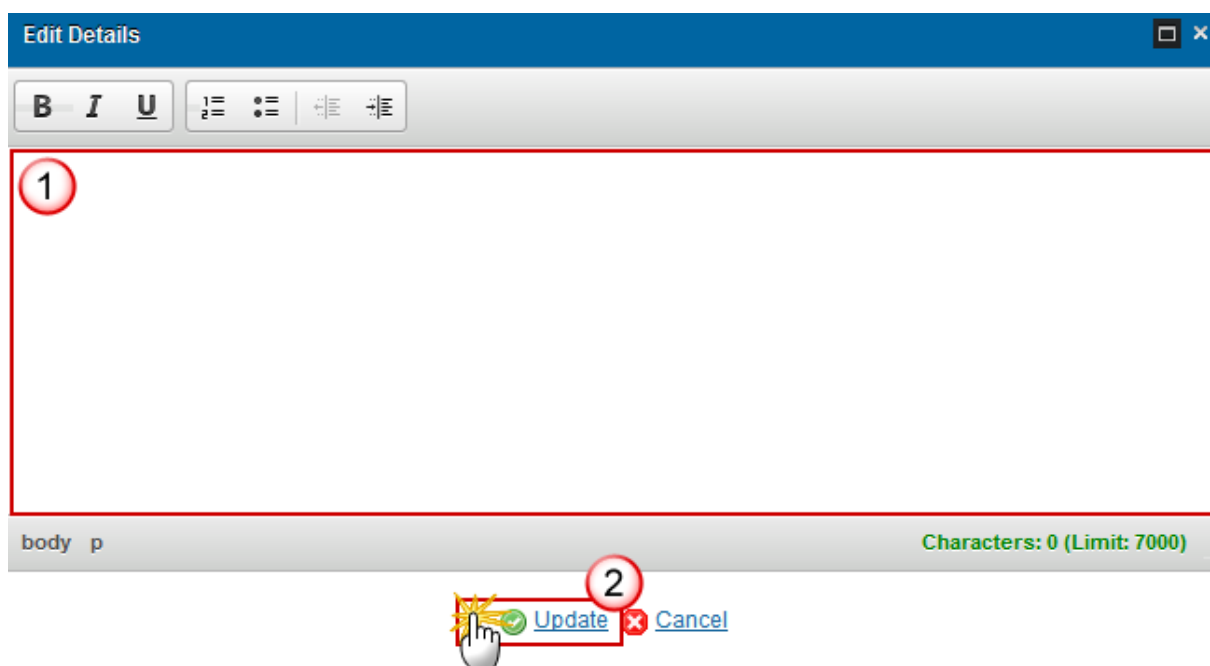
## ***5 Equal opportunities and non-discrimination***



1. Clicking on the **EDIT** button  will open a pop up window allowing you to add a description text for the equal opportunities and non-discrimination.



The Edit Details pop-up window appears:




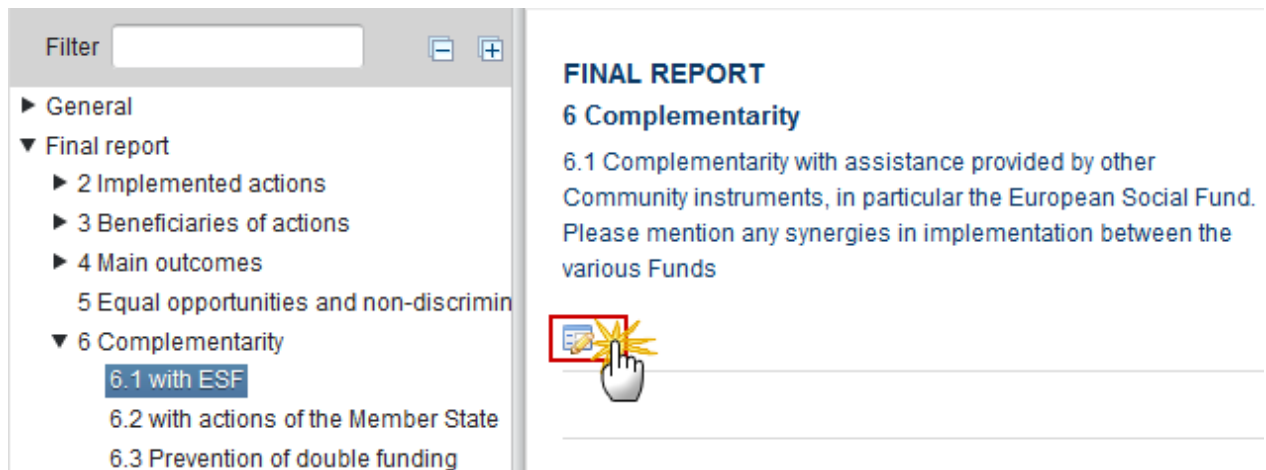
2. Enter the following information:
  - (1) Enter a *description text*.
  - (2) Click on the [Update](#) link to save the information.

## 6 Complementarity

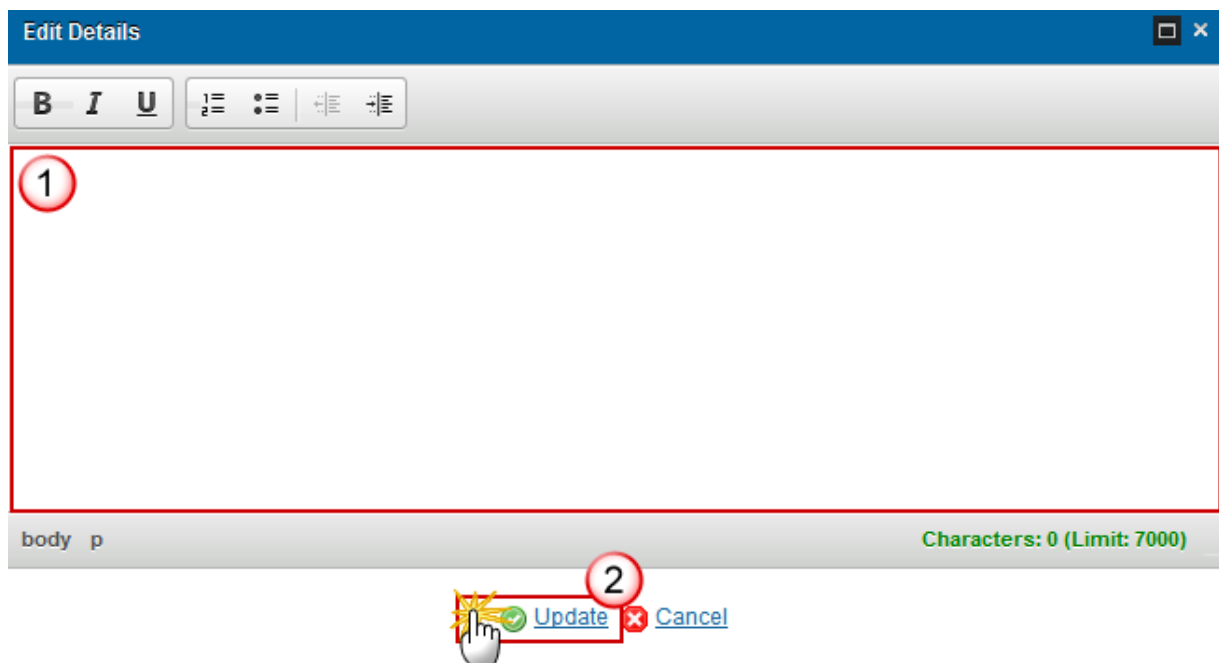
## 6.1 With ESF

Complementarity with assistance provided by other Community instruments, in particular the European Social Fund.

1. Clicking on the **EDIT** button  will open a pop up window allowing you to add a description text for the complementarity.



The Edit Details pop-up window appears:




2. Enter the following information:

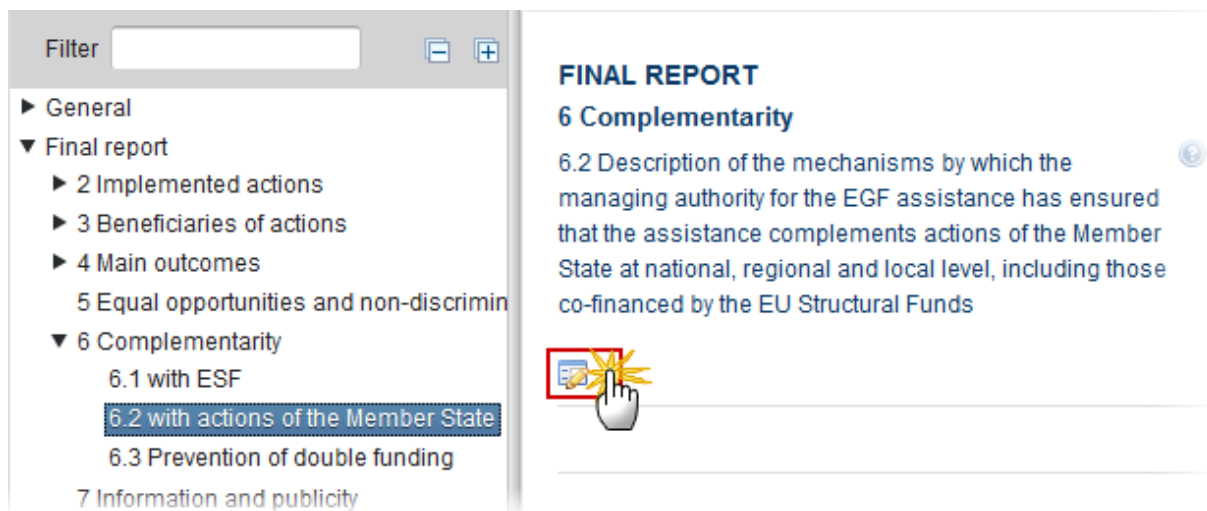
(1) Enter a *description text*.

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

## 6.2 With actions of the Member State

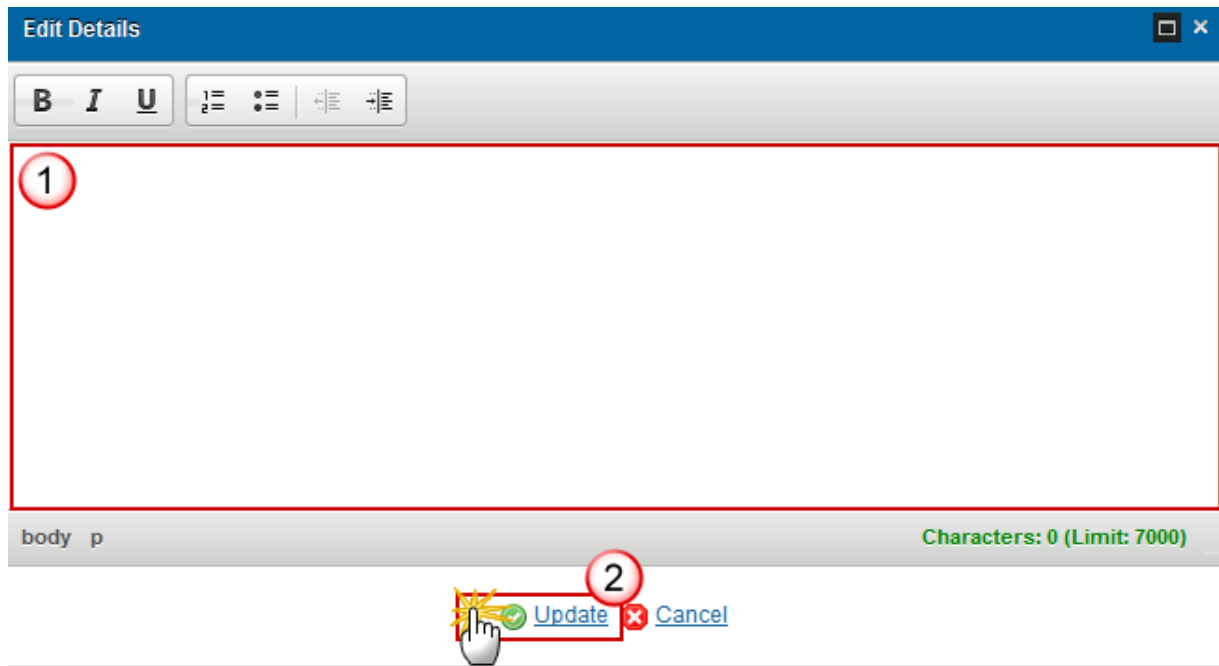
Description of the mechanisms by which the managing authority for the EGF assistance has ensured that the assistance complements actions of the Member State at national, regional and local level, including those co-financed by the EU Structural Funds.

1. Clicking on the **EDIT** button  will open a pop up window allowing you to add a description text for the actions to ensure the assistance.



The screenshot displays a web application interface. On the left, a navigation menu is visible with a 'Filter' input field at the top. The menu items are: 'General', 'Final report' (expanded), '2 Implemented actions', '3 Beneficiaries of actions', '4 Main outcomes', '5 Equal opportunities and non-discrimination', '6 Complementarity' (expanded), '6.1 with ESF', '6.2 with actions of the Member State' (highlighted with a blue bar), '6.3 Prevention of double funding', and '7 Information and publicity'. On the right, the content area shows the title 'FINAL REPORT' and the section '6 Complementarity'. Below this, the text '6.2 Description of the mechanisms by which the managing authority for the EGF assistance has ensured that the assistance complements actions of the Member State at national, regional and local level, including those co-financed by the EU Structural Funds' is displayed. A small circular icon with a question mark is located to the right of the text. At the bottom of the content area, there is a red-bordered box containing an 'EDIT' button icon, which is being pointed to by a hand cursor.

The Edit Details pop-up window appears:




2. Enter the following information:

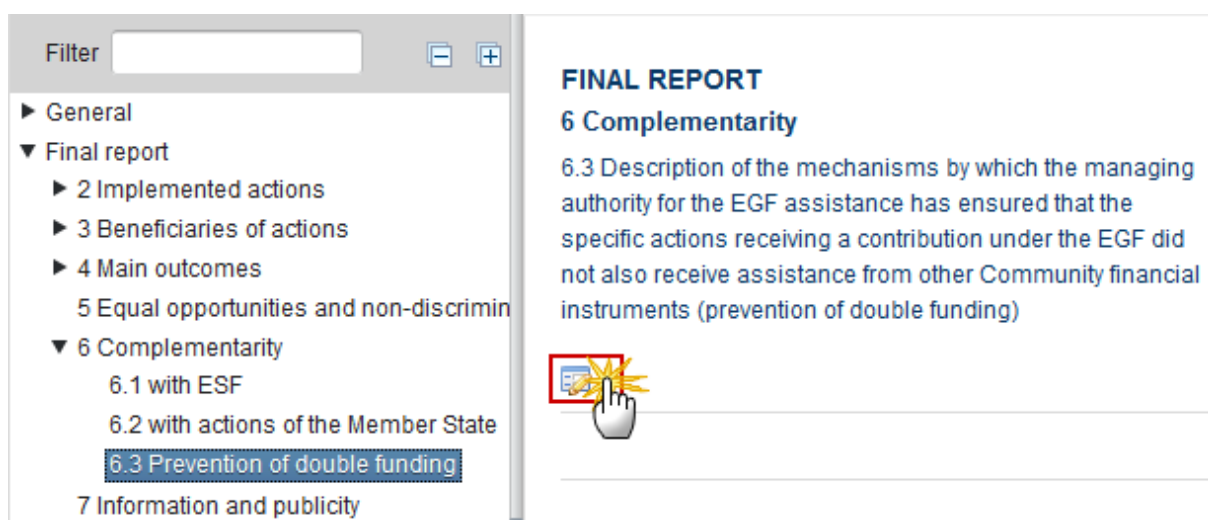
(1) Enter a *description text*.

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

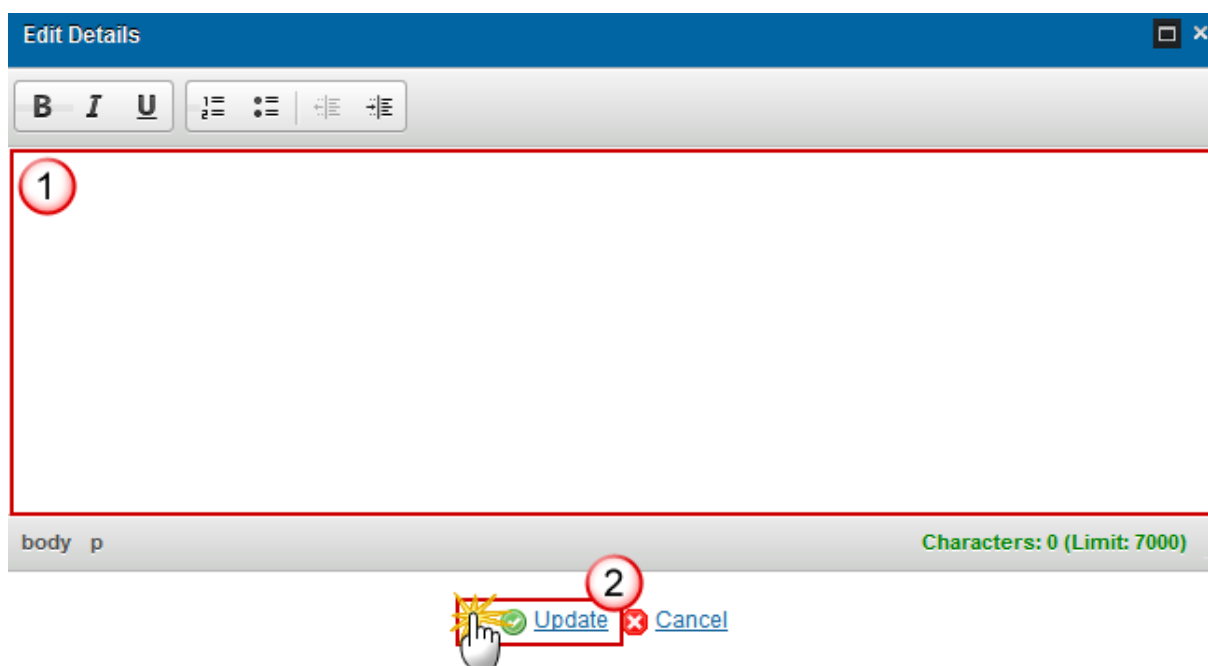
### 6.3 Prevention of double funding

**Description of the mechanisms by which the managing authority for the EGF assistance has ensured that the specific actions receiving a contribution under the EGF did not also receive assistance from other Community financial instruments (prevention of double funding).**

1. Clicking on the **EDIT** button  will open a pop up window allowing you to add a description text for the actions preventing double funding.



The Edit Details pop-up window appears:




2. Enter the following information:

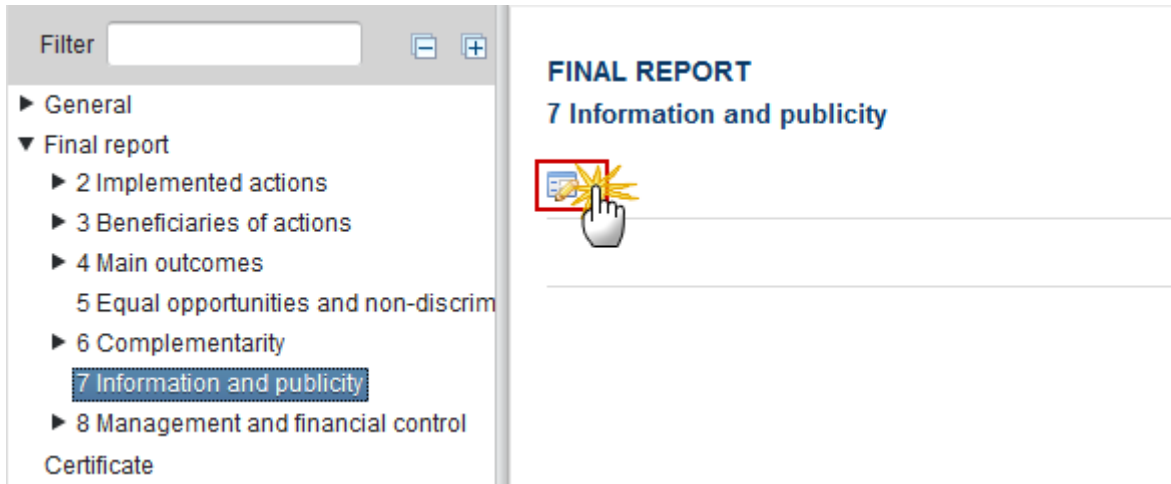
(1) Enter a *description text*.

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

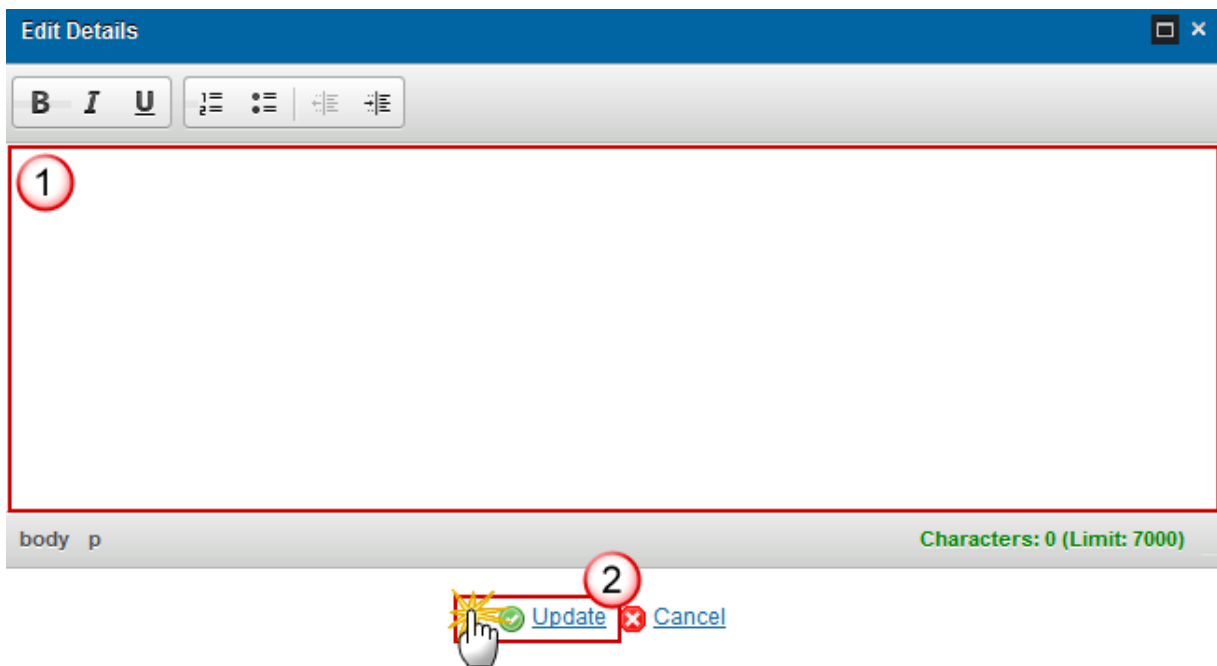
## 7 Information and Publicity

Description of the specific activities that the Member State carried out in order to provide information on and publicise the funded actions, including the mechanisms used to highlight the role of the Community and ensure that the contribution from the EGF is visible.

1. Clicking on the **EDIT** button  will open a pop up window allowing you to add a description text for the information and publicity.



The Edit Details pop-up window appears:




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

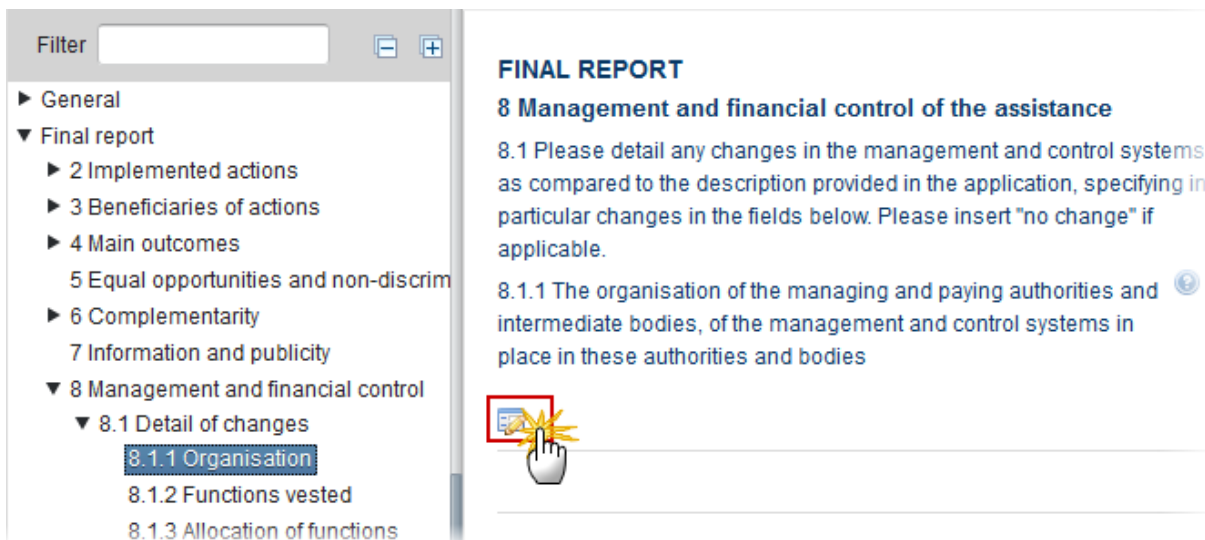
## 8 Management and Financial Control

### 8.1 Detail of changes

#### 8.1.1 Organisation

The organisation of the managing and paying authorities and intermediate bodies, of the management and control systems in place in these authorities and bodies.

1. Clicking on the **EDIT** button  will open a pop up window allowing you to add a description text for the organization.



The screenshot shows a web application interface. On the left is a sidebar with a 'Filter' input field and a tree view. The tree view is expanded to '8 Management and financial control', and '8.1.1 Organisation' is selected. The main content area is titled 'FINAL REPORT' and contains the following text:

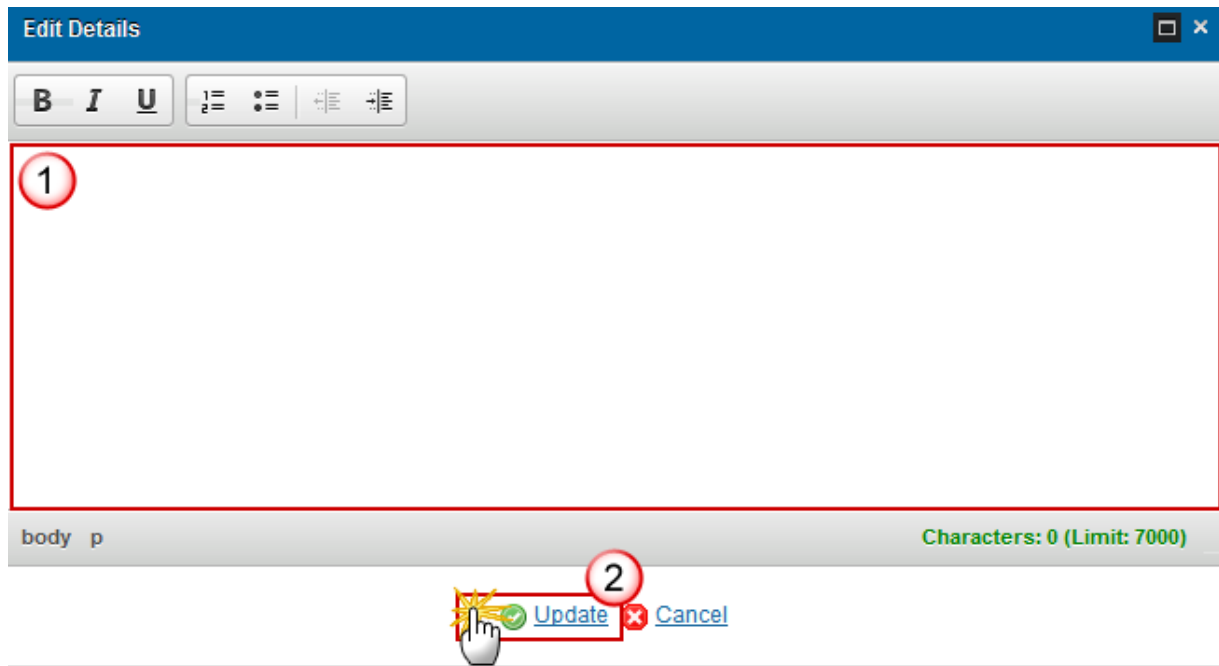
**8 Management and financial control of the assistance**

8.1 Please detail any changes in the management and control systems as compared to the description provided in the application, specifying in particular changes in the fields below. Please insert "no change" if applicable.

8.1.1 The organisation of the managing and paying authorities and intermediate bodies, of the management and control systems in place in these authorities and bodies

A red box highlights the 'EDIT' button (a document with a pencil icon) located below the text for 8.1.1. A hand cursor is shown clicking on this button.


The Edit Details pop-up window appears:

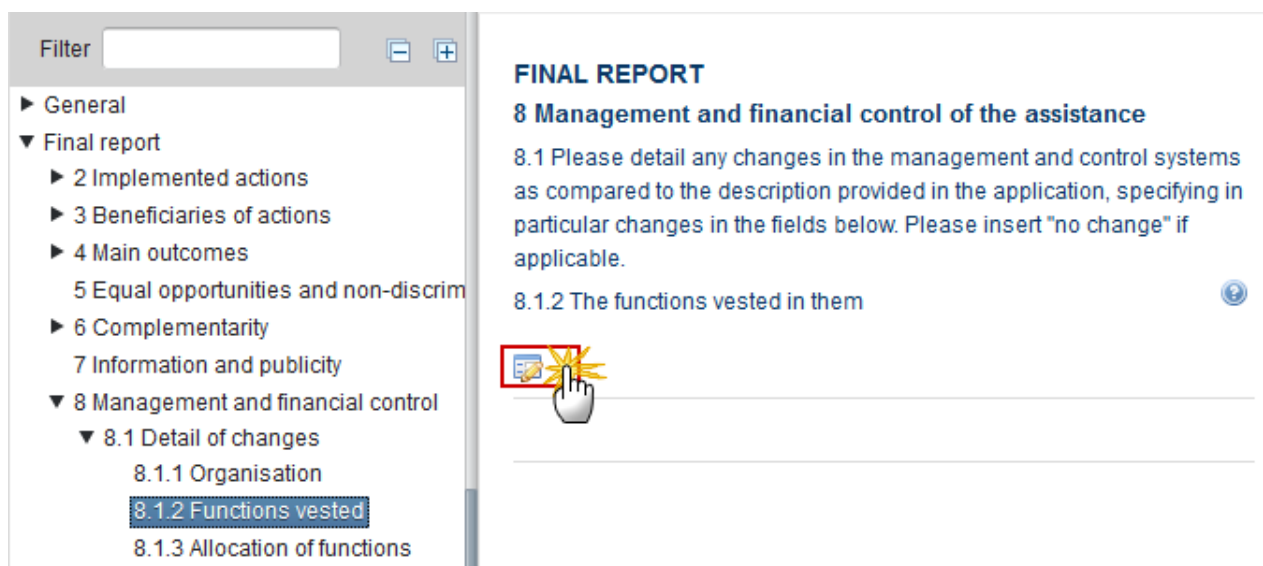


2. Enter the following information:

- (1) Enter a *description text*.
- (2) Click on the [Update](#) link to save the information.

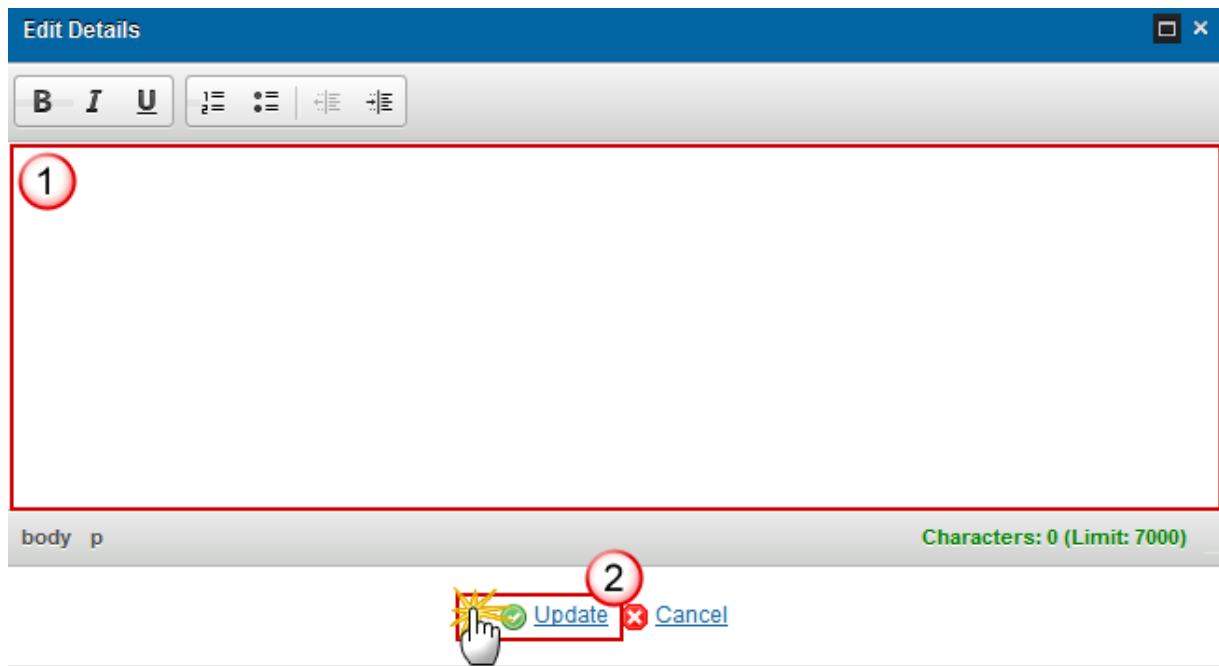
### 8.1.2 Functions vested

1. Clicking on the **EDIT** button  will open a pop up window allowing you to add a description text for functions vested in them.





The Edit Details pop-up window appears:




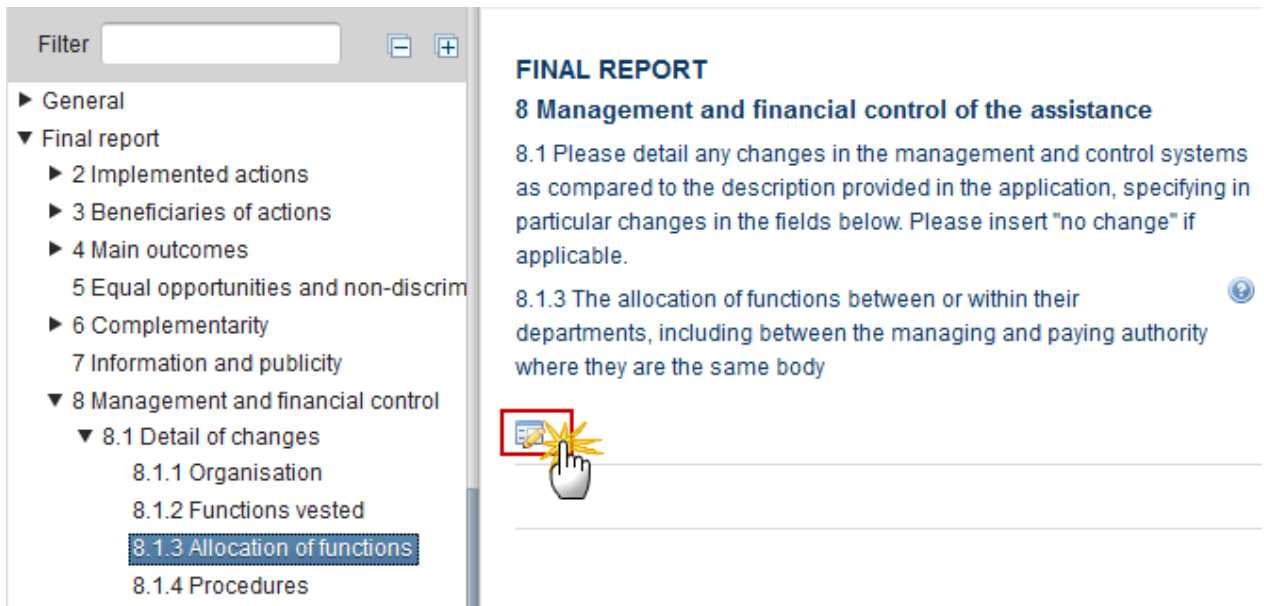
2. Enter the following information:

- (1) Enter a *description text*.
- (2) Click on the [Update](#) link to save the information.

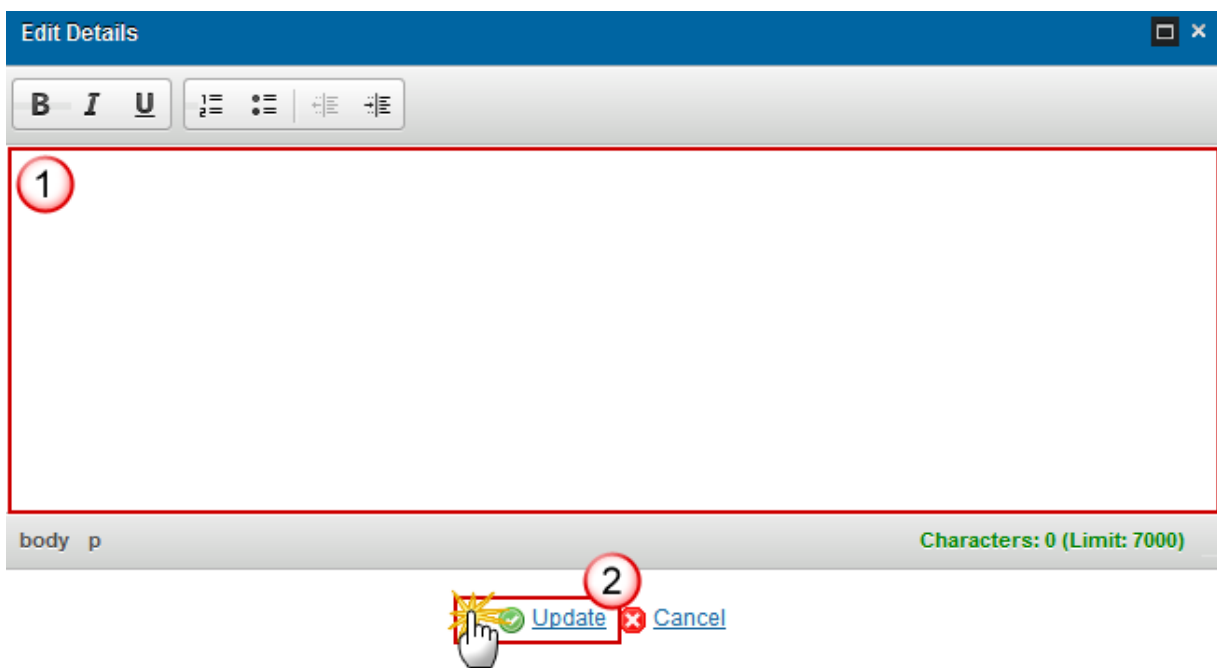
### 8.1.3 Allocation of functions

The allocation of functions between or within their departments, including between the managing and paying authority where they are the same body.

1. Clicking on the **EDIT** button  will open a pop up window allowing you to add a description text for the allocation.



The Edit Details pop-up window appears:



2. Enter the following information:

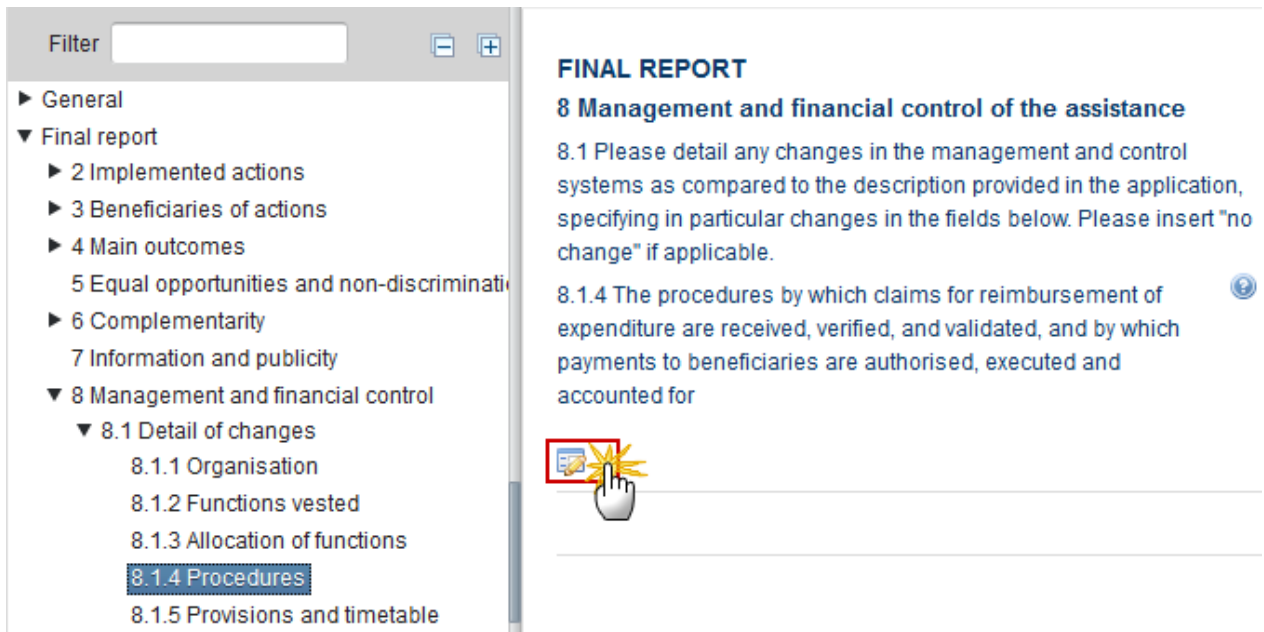
(1) Enter a *description text*.

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

### 8.1.4 Procedures

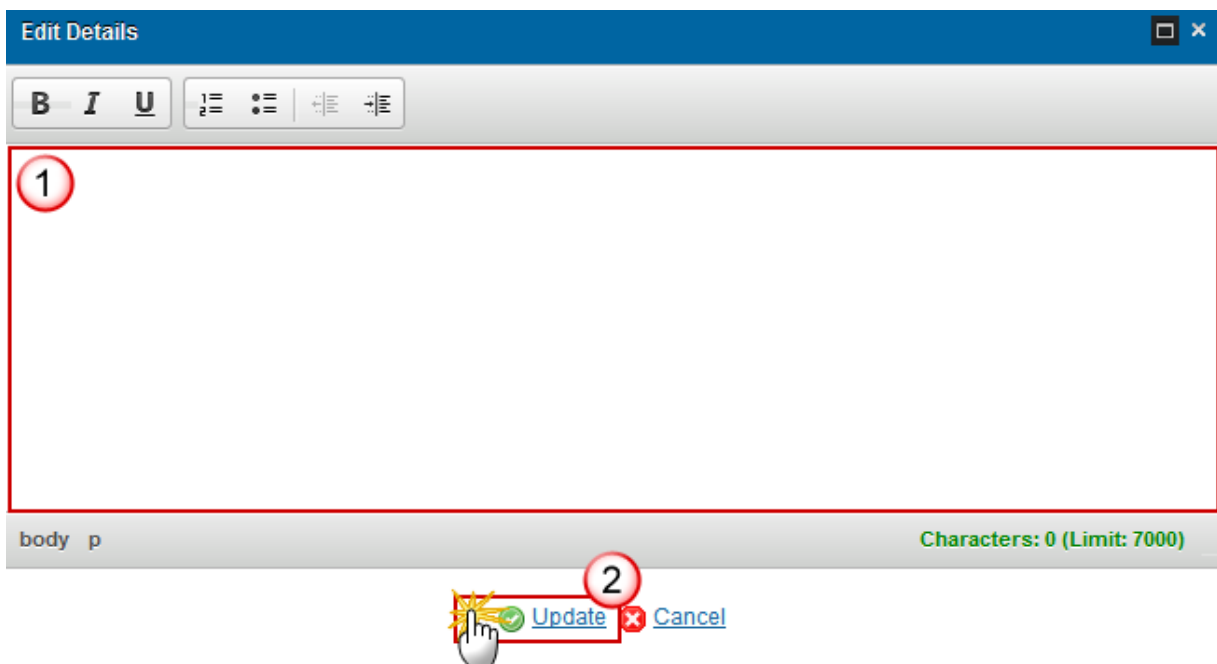
The procedures by which claims for reimbursement of expenditure are received, verified, and validated, and by which payments to beneficiaries are authorised, executed and accounted for.

1. Clicking on the **EDIT** button  will open a pop up window allowing you to add the procedures.



The screenshot shows a web application interface. On the left is a sidebar menu with a 'Filter' input field at the top. The menu is expanded to show 'Final report' and its sub-items: '2 Implemented actions', '3 Beneficiaries of actions', '4 Main outcomes', '5 Equal opportunities and non-discrimination', '6 Complementarity', '7 Information and publicity', and '8 Management and financial control'. Under '8 Management and financial control', '8.1 Detail of changes' is expanded, showing sub-items '8.1.1 Organisation', '8.1.2 Functions vested', '8.1.3 Allocation of functions', '8.1.4 Procedures' (highlighted with a blue selection bar), and '8.1.5 Provisions and timetable'. On the right, the main content area is titled 'FINAL REPORT' and contains the heading '8 Management and financial control of the assistance'. Below this is section '8.1 Please detail any changes in the management and control systems as compared to the description provided in the application, specifying in particular changes in the fields below. Please insert "no change" if applicable.' followed by sub-section '8.1.4 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'. A red box highlights an 'EDIT' button (a document with a pencil icon) next to the 8.1.4 text, with a hand cursor pointing to it.

The Edit Details pop-up window appears:



The screenshot shows a 'Edit Details' pop-up window. The window has a blue title bar with the text 'Edit Details' and a close button. Below the title bar is a toolbar with text formatting options: bold (B), italic (I), underline (U), bulleted list, numbered list, decrease indent, and increase indent. The main area of the window is a large text input field with a red border, containing the number '1' in a red circle. At the bottom of the window, there is a status bar with the text 'body p' on the left and 'Characters: 0 (Limit: 7000)' on the right. Below the status bar are two buttons: 'Update' (with a green checkmark icon) and 'Cancel' (with a red X icon). A red box highlights the 'Update' button, with a hand cursor pointing to it and the number '2' in a red circle.


2. Enter the following information:

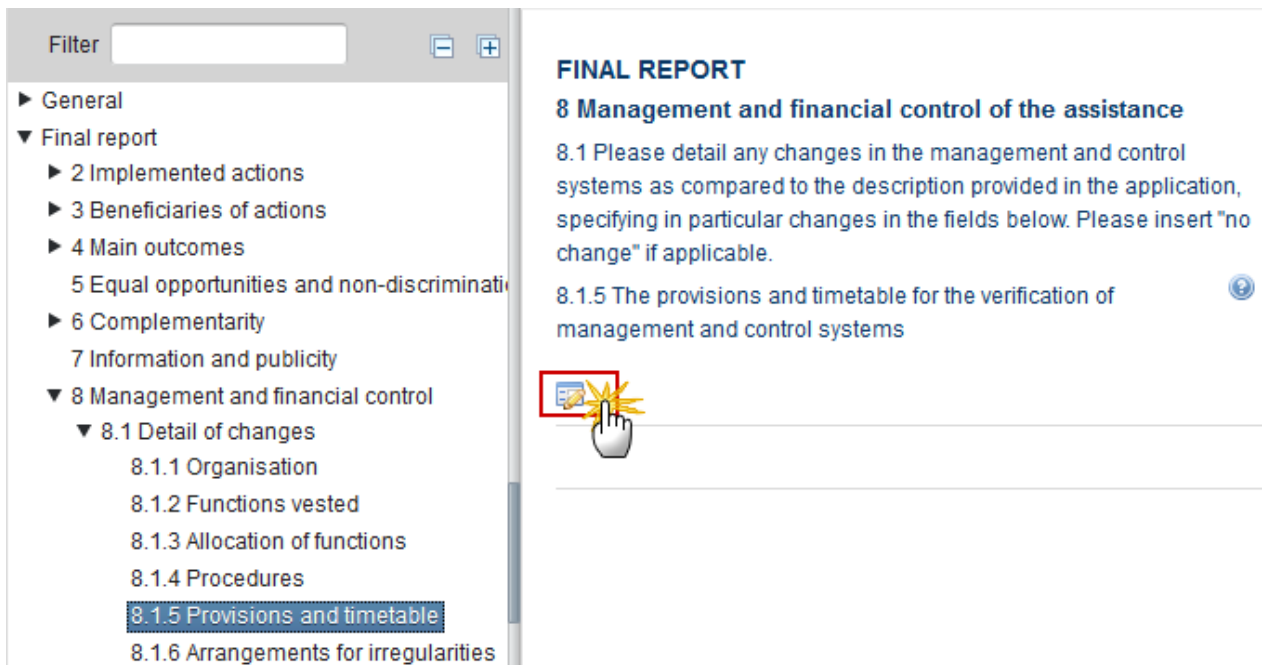
(1) Enter a *description text*.

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

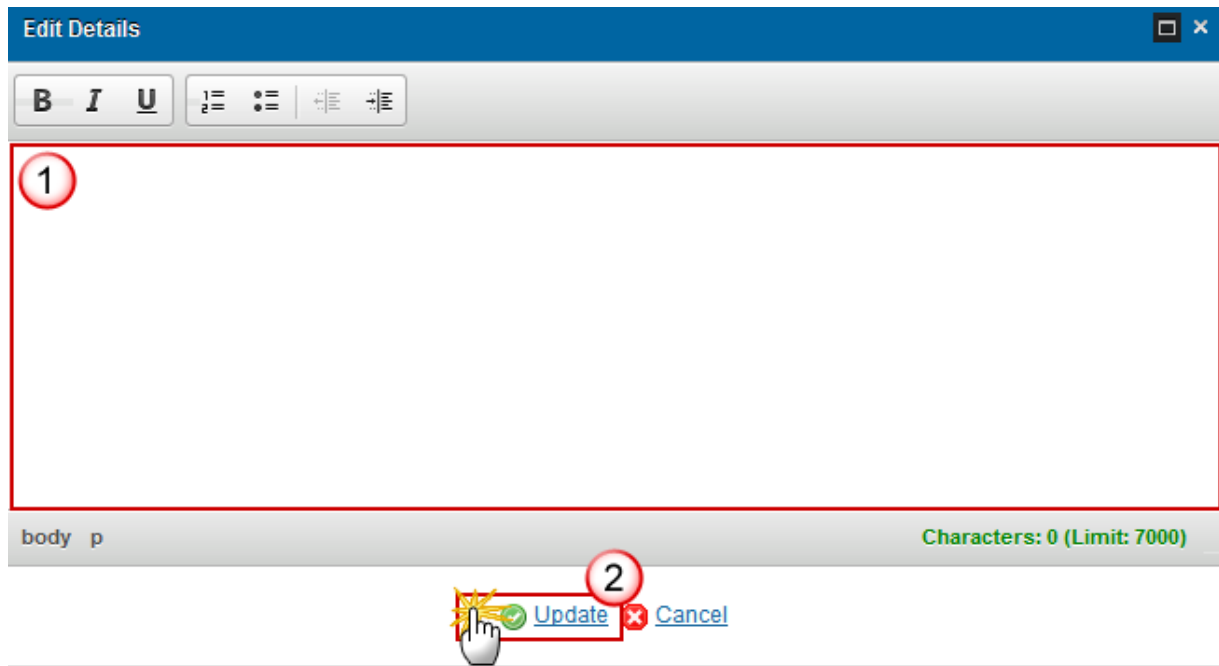
### 8.1.5 Provisions and timetable

The provisions and timetable for the verification of management and control systems.

1. Clicking on the **EDIT** button  will open a pop up window allowing you to add the provisions and timetable.



The Edit Details pop-up window appears:




2. Enter the following information:

(1) Enter a *description text*.

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

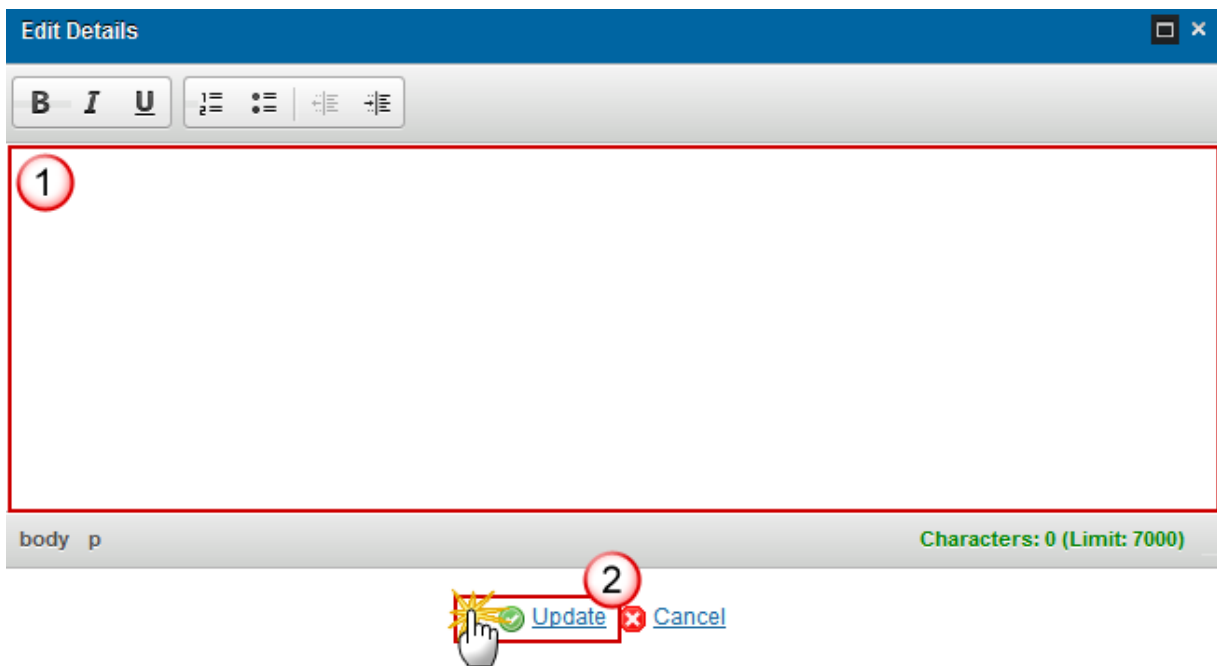
### **8.1.6 Arrangements for irregularities**

The arrangements for preventing, detecting and correcting irregularities as defined in Article 70 of Regulation (EC) No 1083/2006 and recovering as well as reimbursing amounts unduly paid together with interest on late payments in accordance with the same Article.

1. Clicking on the **EDIT** button  will open a pop up window allowing you to add a description for the arrangements for preventing irregularities.



The Edit Details pop-up window appears:




2. Enter the following information:

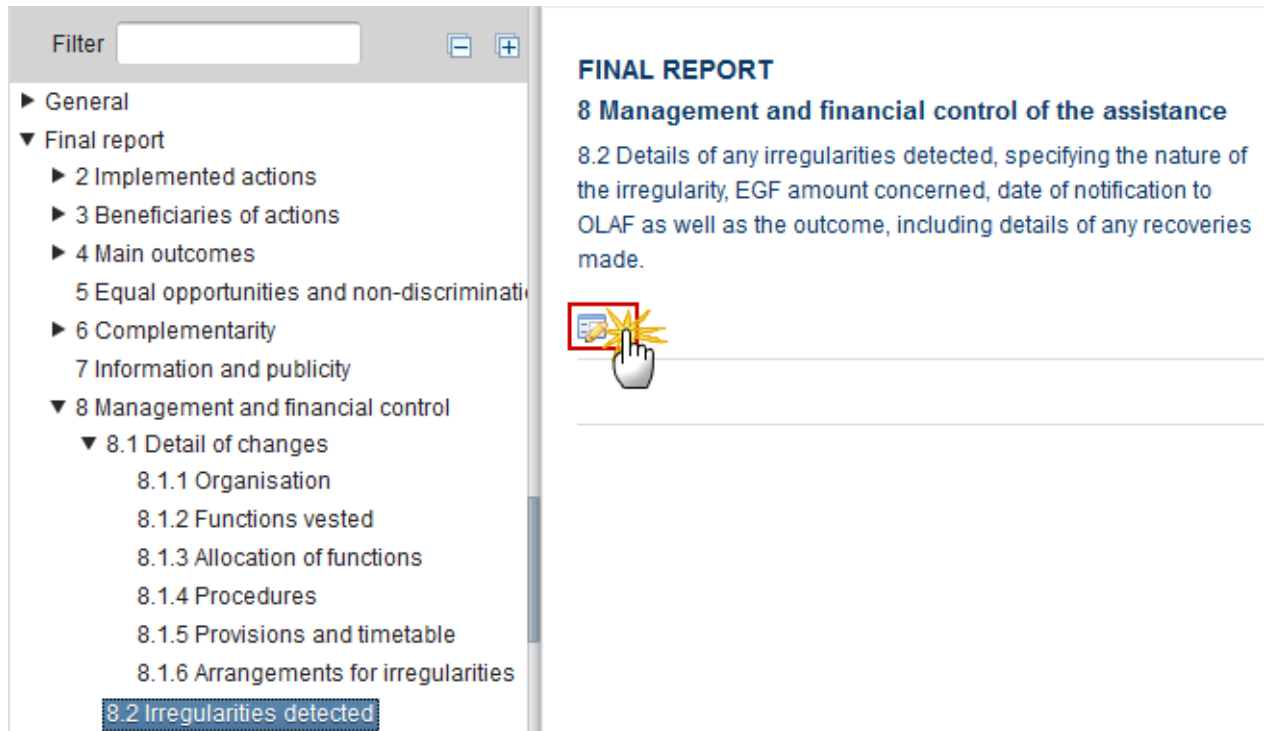
(1) Enter a *description text*.

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

## 8.2 Irregularities detected

Details of any irregularities detected, specifying the nature of the irregularity, EGF amount concerned, date of notification to OLAF as well as the outcome, including details of any recoveries made.

1. Clicking on the **EDIT** button  will open a pop up window allowing you to add a description for the irregularities detected.



Filter

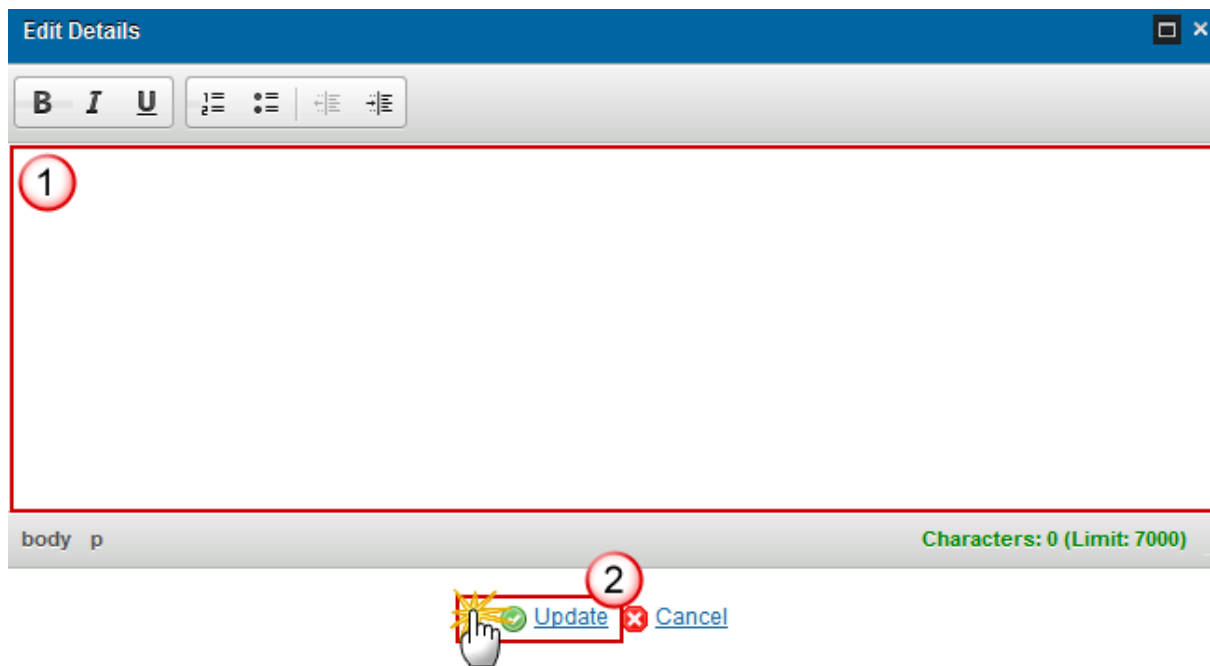
- ▶ General
- ▼ Final report
  - ▶ 2 Implemented actions
  - ▶ 3 Beneficiaries of actions
  - ▶ 4 Main outcomes
  - 5 Equal opportunities and non-discriminatio
  - ▶ 6 Complementarity
  - 7 Information and publicity
  - ▼ 8 Management and financial control
    - ▼ 8.1 Detail of changes
      - 8.1.1 Organisation
      - 8.1.2 Functions vested
      - 8.1.3 Allocation of functions
      - 8.1.4 Procedures
      - 8.1.5 Provisions and timetable
      - 8.1.6 Arrangements for irregularities
    - 8.2 Irregularities detected**

**FINAL REPORT**

**8 Management and financial control of the assistance**

8.2 Details of any irregularities detected, specifying the nature of the irregularity, EGF amount concerned, date of notification to OLAF as well as the outcome, including details of any recoveries made.

The Edit Details pop-up window appears:




2. Enter the following information:

(1) Enter a *description text*.

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

## Statement justifying expenditure

<b>REMARK</b>	<p>When modifying one of the items of the Final Report, the signature of the signers and the signing dates for the Final Report and for the Certificate will be removed and a new sign action by the Management Authority on the Final Report and one by the Certifying Authority on the Certificate will have to be performed before sending to the Commission is allowed.</p> <p>When modifying one of the items of the Certificate, the signature of the signer and the signing date for the Certificate will be removed and a new sign action by the Certifying Authority on the Certificate will have to be performed before sending to the Commission is allowed.</p> <p>The CA should only sign when financial data change, i.e. either Table 2.1.1 (workers measures), Table 2.1.2 (NEETs measures), Table 2.2 (activities) or section 2.9.</p>
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1. Clicking on the **EDIT** button  will open a pop up window allowing you to sign the Statement justifying expenditure.





The Edit Details pop-up window appears:

The screenshot shows the 'Edit Details' pop-up window. It contains several input fields and buttons. The fields are: 'Certifier\*' with 'Certifier name' (1), 'Actions carried out after\*' with '29/07/16' (2), 'Actions carried out before\*' with '24/08/17' (3), 'Position\*' with 'Certifier position' (4), and 'Organization\*' with 'Organisation' (5). At the bottom, there are 'Update' and 'Cancel' buttons (6). A hand icon is pointing to the 'Update' button.

2. Enter the following information:

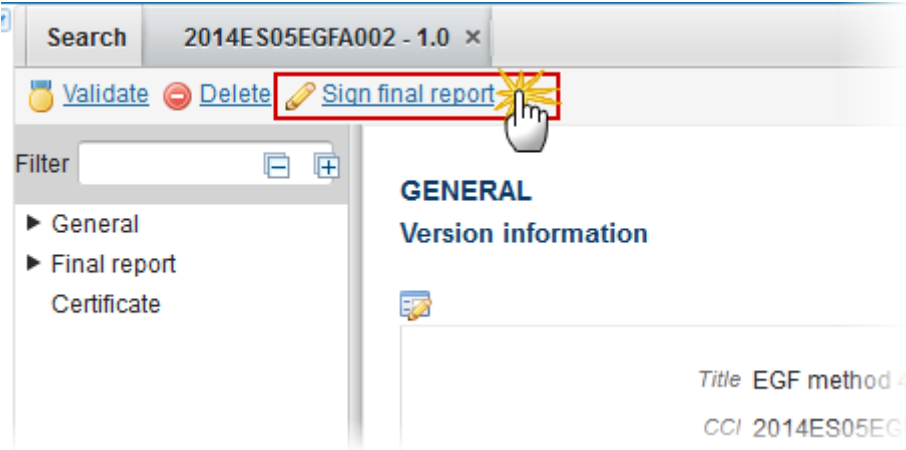
- (1) Enter the *certifier name*.
- (2) Select the *date for the actions carried out after*.
- (3) Select the *date for the actions carried out before*.
- (4) Enter the *certifier position*.
- (5) Enter the *certifier organisation*.
- (6) Click on the [Update](#) link to save the information.

<b>REMARK</b>	The Member State, the Sign Date, the e-Signature and the Amount are automatically populated by the system. The Amount is the sum of the Total Cost (EGF & National Co-financing) of Measures (Section 2.1) and Activities (Section 2.2).
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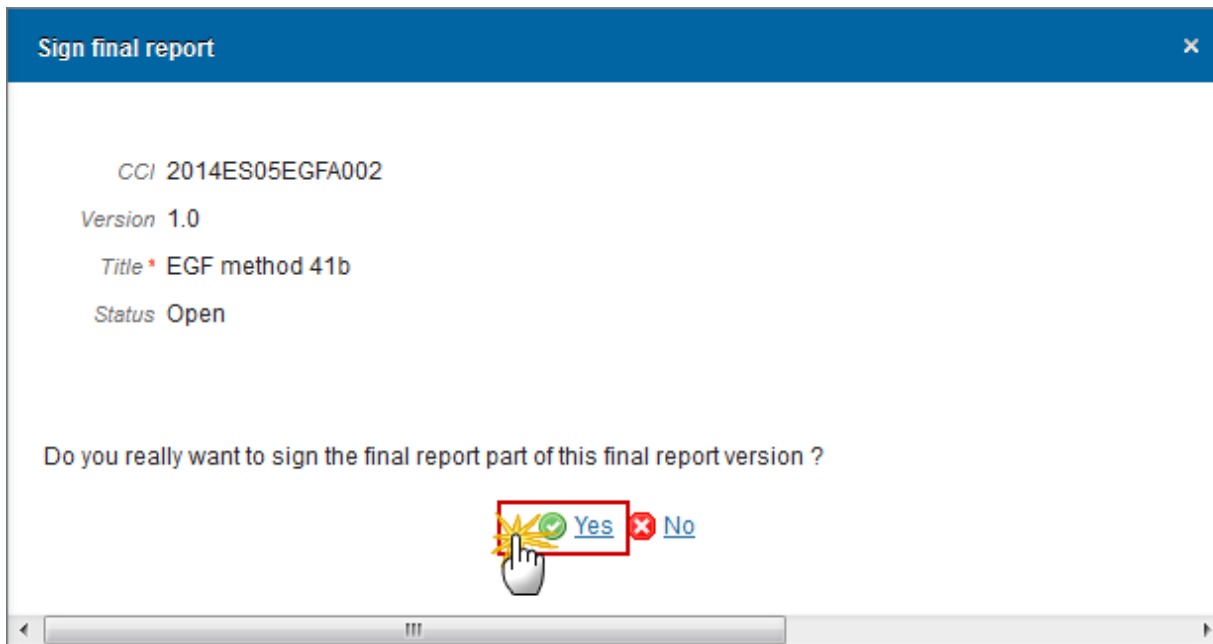
# Sign Final Report

<b>REMARK</b>	<p>The signature of the Final Report is required before it can be validated and sent to the Commission, including the Certificate.</p> <p>At the highest Member State Node, the Final Report version is in status 'OPEN' or 'SENT'.</p> <p>At a lower Member State Node, the Final Report version is in status 'OPEN', 'READY TO SEND' or 'SENT'.</p> <p>It is a must to have the role of <b>MS Managing Authority Update</b>.</p> <p>The "<b>SIGN FINAL REPORT</b>" link will only appear when the Final Report version is in the preconditioned state.</p>
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1. Click on the [Sign final report](#) link to sign the Report.



The system will ask you to confirm the sign action:



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

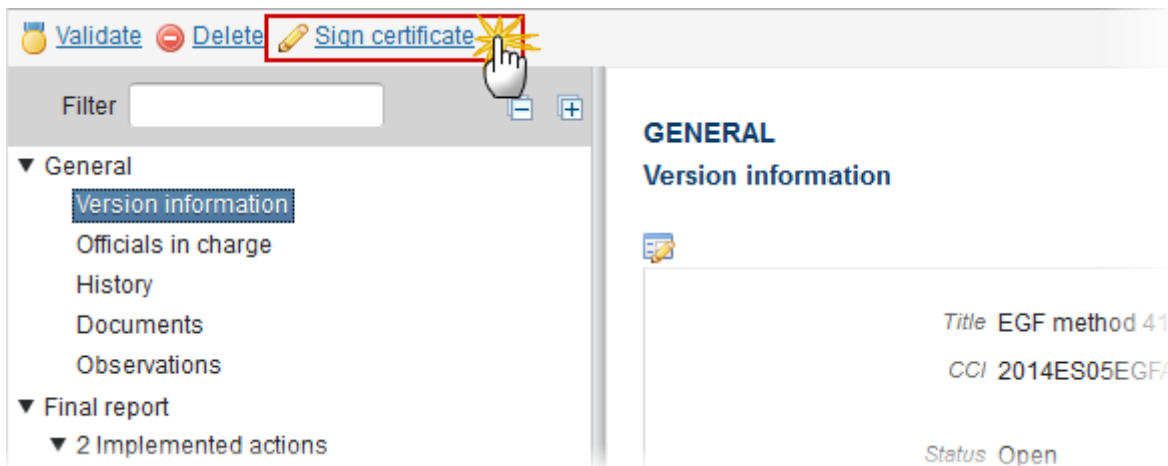
On success, the Final Report is signed and the user's account name and signing date is logged in the system.

The status of the Final Report version is not changed.

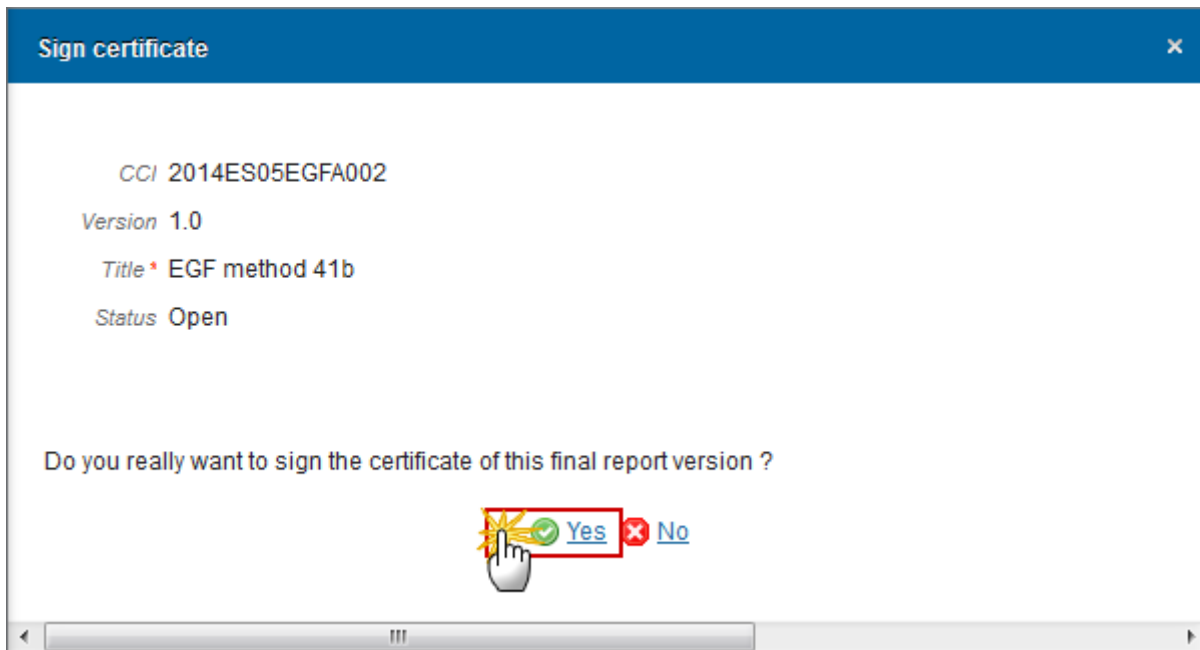
## Sign Certificate

<b>REMARK</b>	<p>The signature of the Certificate is required before the Final Report can be validated and sent to the Commission.</p> <p>At the highest Member State Node, the Final Report version is in status '<b>OPEN</b>' or '<b>SENT</b>'.</p> <p>At a lower Member State Node, the Final Report version is in status '<b>OPEN</b>', '<b>READY TO SEND</b>' or '<b>SENT</b>'.</p> <p>It is a must to have the role of <b><u>MS Certifying Authority Update</u></b>.</p> <p>The "<b>SIGN CERTIFICATE</b>" link will only appear when the Final Report version is in the preconditioned state.</p> <p>The CA should only sign again when financial data change, i.e. either Table 2.1.1 (workers measures), Table 2.1.2 (NEETs measures), Table 2.2 (activities) or section 2.9.</p>
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1. Click on the [Sign certificate](#) link to sign the Certificate.



The system will ask you to confirm the sign action:



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

On success, the Certificate is signed and the user's account name and signing date is logged in the system.

The status of the Final Report version is not changed.

## Validate the Final Report (EGF)

<b>REMARK</b>	<p>The Final Report can be validated when it is in a status '<b>OPEN</b>' and currently resides at your Node.</p> <p>It is a must to have the role of <b><u>MS Managing Authority Update</u></b>.</p>
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1. Click on the [Validate](#) link to validate the Final Report (EGF).



The system validates the following information:

<b>REMARK</b>	<p>An <b>ERROR</b> will block you from sending the Report (EGF). The error(s) should be resolved and the Final Report must be revalidated. <b>NOTE</b> that a <b>WARNING</b> does not block you from sending the Report.</p>
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CODE	VALIDATION RULES	SEVERITY
2	The system validates the integrity of the input fields	
2.1	Validate that at least one Official in Charge of the Member State exists	<b>WARNING</b>

2.2	<p>Validate that the CCI code matches the following regular expression (implicit in web):</p> <ul style="list-style-type: none"> <li>• (.....05EGFA...)</li> </ul>	<b>ERROR</b>
2.5	<p>Validate that all integral documents have at least one attachment with a length &gt; 0</p>	<b>ERROR</b>
2.6	<p>Validate that the Certificate is signed by a Certifying Authority user:</p> <ul style="list-style-type: none"> <li>• when on highest Member State node (error)</li> <li>• when on a lower Member State node (warning)</li> </ul>	<b>ERROR</b>
2.7	<p>Validate that the Final Report is signed by a Managing Authority user:</p> <ul style="list-style-type: none"> <li>• when on highest Member State node (error)</li> <li>• when on a lower Member State node (warning)</li> </ul>	<b>ERROR</b>
2.8	<p>Validate in the version information that the Authority information (Name and Address) is not different from the information in A.2 of the linked EGF Application version.</p>	<b>WARNING</b>
2.9	<p>Validate in 2.3 that the date on which personal services to workers commenced is &lt;= ended</p>	<b>ERROR</b>
2.10	<p>Validate in validate in 2.4 that the date on which personal services to NEETs commenced is &lt;= ended</p>	<b>ERROR</b>
2.11	<p>Validate that 3.3 has empty or 0 actual values when no NEETs have been foreseen in the linked EGF Application version.</p>	<b>WARNING</b>
2.14	<p>Validate in in the Certificate that the actions carried out after date is &lt;= the actions carried out before date.</p>	<b>ERROR</b>
2.15	<p>Validate in in the Certificate that the Certifier, the After and Before Dates, the Position and the Organisation are not null.</p>	<b>ERROR</b>
2.17	<p>Validate that in Section 2.1, the sum of the Total Cost for Workers of measures categorised under categories belonging to Art.7(1)(b) is smaller than 35% of the Total Cost for Workers of all measures.</p> <p>The validation message should say "In accordance with the first paragraph of Article 7(1) of Regulation (EU) 1309/2013, the workers costs of the special time-limited measures such as job-search allowances, employers' recruitment incentives, mobility allowances, subsistence or training allowances (including allowances for carers) may not exceed 35 % of the total workers costs for the coordinated package of personalised services."</p>	<b>WARNING</b>

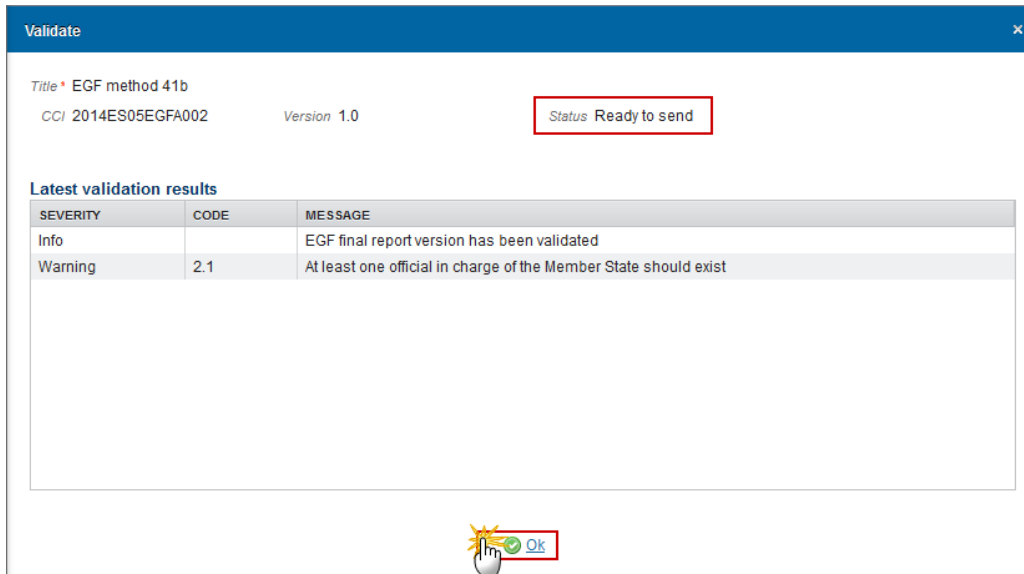
2.18	<p>Validate that in Section 2.1, the sum of the Total Cost for NEETS of measures categorised under categories belonging to Art.7(1)(b) is smaller than 35% of the Total Cost for NEETS of all measures.</p> <p>The validation message should say "In accordance with the first paragraph of Article 7(1) of Regulation (EU) 1309/2013, the NEETs costs of the special time-limited measures such as job-search allowances, employers' recruitment incentives, mobility allowances, subsistence or training allowances (including allowances for carers) may not exceed 35 % of the total NEETs costs for the coordinated package of personalised services."</p>	<b>WARNING</b>
2.19	Validate in 3.1 and 3.5 for workers that the sum per breakdown category 'Sex', 'Nationality', 'Age group', 'Category of workers', 'Education attainment', 'Employment status' is the same for all categories.	<b>ERROR</b>
2.20	Validate in 3.7 and 3.11 for NEETs that the sum per breakdown category 'Sex', 'Nationality', 'Age group', 'Education attainment', 'Employment status' is the same for all categories.	<b>ERROR</b>
2.21	Validate in 3.1 and 3.5 for workers that the sum of women per breakdown category 'Age group' and 'Employment status' is equal to the number of women given in category 'Sex'.	<b>ERROR</b>
2.22	Validate in 3.7 and 3.11 for NEETs that the sum of women per breakdown category 'Age group', 'Employment status' is equal to the number of women given in category 'Sex'.	<b>ERROR</b>
2.23	Validate in 3.1 and 3.5 for workers that the number of women in each category 'Age group', 'Workers with longstanding health problem or disability', 'Membership of a recognised minority', 'Employment status' exceeds neither the total number of women nor the total number of workers of the same category.	<b>ERROR</b>
2.24	Validate in 3.7 and 3.11 for NEETs that the number of women in each category 'Age group', 'Workers with longstanding health problem or disability', 'Membership of a recognised minority', 'Employment status' exceeds neither the total number of women nor the total number of NEETs of the same category.	<b>ERROR</b>
2.25	Validate in 3.1 and 3.5 for workers that for categories 'Workers with a longstanding health problem or disability', 'Self-employed' and 'Inactive in education or training' that the number of women is not empty if the respective number of workers is not empty.	<b>ERROR</b>
2.26	Validate in 3.7 and 3.11 for NEETs that for categories 'Workers with a longstanding health problem or disability', 'Membership of a recognised minority', 'Self-employed' and 'Inactive in education or training' the number of women is not empty if the respective number of NEETs is not empty.	<b>ERROR</b>

2.27	Validate that for version 1.0 the 'Opinion by Audit Body' document was uploaded in the system.	<b>WARNING</b>
2.28	Validate that the fields 2.3, 2.4, 2.4.2, 2.6, 2.7, 2.8, 2.9, 3.2, 3.3, 3.6, 4.1, 4.2, 5, 6.1, 6.2, 6.3, 7, 8.1.1, 8.1.2, 8.1.3, 8.1.4, 8.1.5, 8.1.6, 8.2 have all been filled in.  If NEETs are present fields 2.5, 2.5.2, 3.8, 3.9, 3.12 should also be filled in. If categories of workers are not applicable then field 3.4 and, in case of NEETS present, 3.10 should also be filled-in	<b>ERROR</b>
2.29	In section 2.4 the date on which personalized services to workers ended should not be empty.	<b>ERROR</b>
2.30	In section 2.5 the date on which personalized services to NEETs ended should not be empty.	<b>ERROR</b>
2.31	In section 2.6 the date on which activities ended should not be empty.	<b>ERROR</b>
2.32	In section 2.6 the date on which activities commenced should not be greater than the date activities ended.	<b>ERROR</b>
2.33	Validate in section 2.9 that if the default EGF fund contribution is used then the MS defined EGF fund contribution is empty (implicit in web).	<b>ERROR</b>
2.34	Validate in section 2.9 that if the default EGF fund contribution is not used then the MS defined EGF fund contribution is greater than 0% and less than 60% (implicit in web).	<b>ERROR</b>
2.35	Validate that there exists at least one MS official in charge to whom the Commission forthcoming closure letter and winding-up letter should be addressed to.	<b>ERROR</b>

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

An example of a validation window:





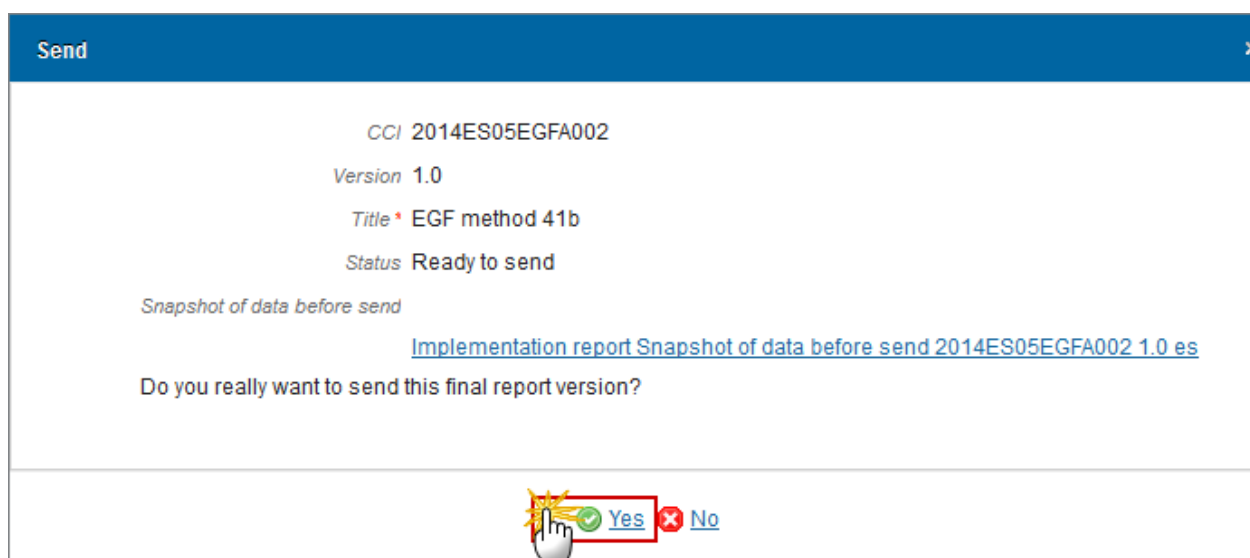
## Send the Final Report (EGF)

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



The system will ask you to confirm the send action:



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

Sending the Final Report EGF is generating a snapshot document and after the sending an acknowledge document is generated by the European Commission.

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

European Commission  
Authentication Service (EU Login)

English (en)

EUROPA > Authentication Service > Signature

External  
SFCTestSilvia SUPPORT (SFCTest2014)

## Sign a transaction

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

### Sign a transaction for sfc2014

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

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

Password

.....

**SIGN**

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

**(1)** Enter your SFC2014 *Password*

**(2)** Click on the '**SIGN**' button

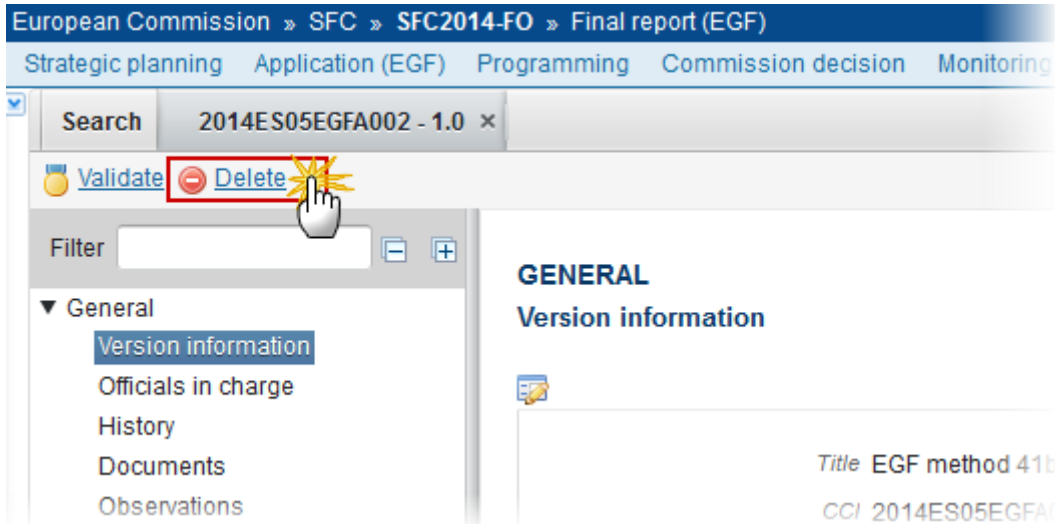
On success, the Final Report version has been sent to the Commission and the status is set to **SENT**.

## Delete the Final Report (EGF)

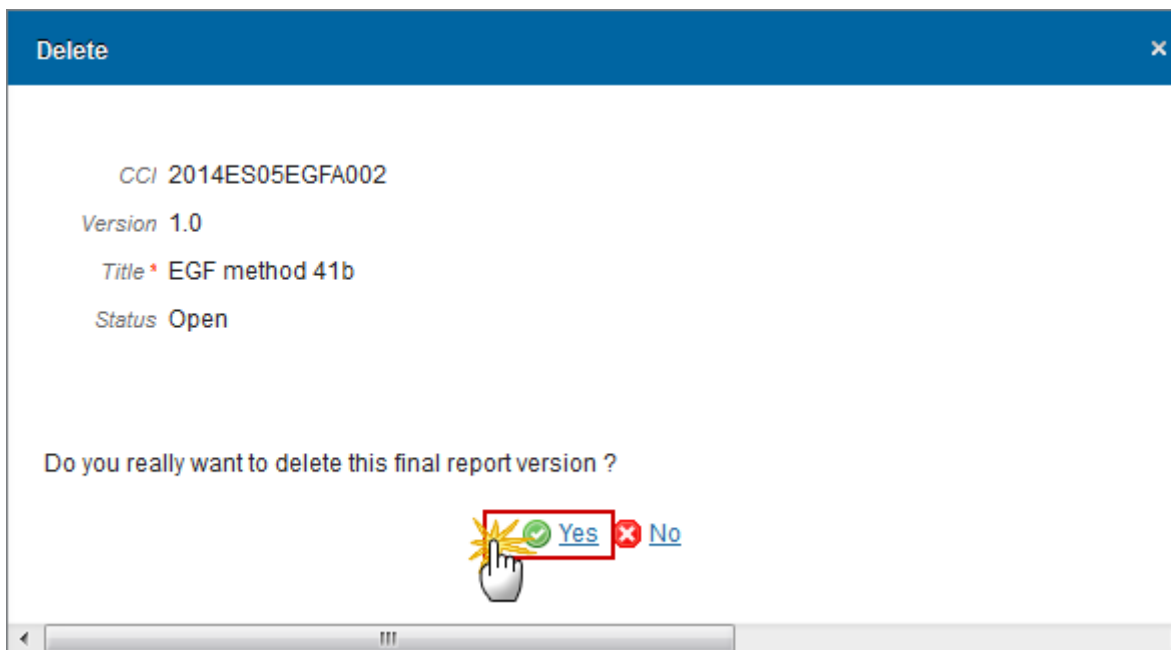
<b>REMARK</b>	A Final Report (EGF) can be deleted only if its status is ' <b>OPEN</b> ', ' <b>READY TO SEND</b> ' or ' <b>RETURNED FOR MODIFICATION BY MS</b> ' and has never been sent to the Commission before and has no sent documents attached.
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It is a must to have the role of **MS Managing Authority with Update access**.

1. Click on the [Delete](#) link to remove the Final Report from the system.



The system will ask you to confirm the delete action:



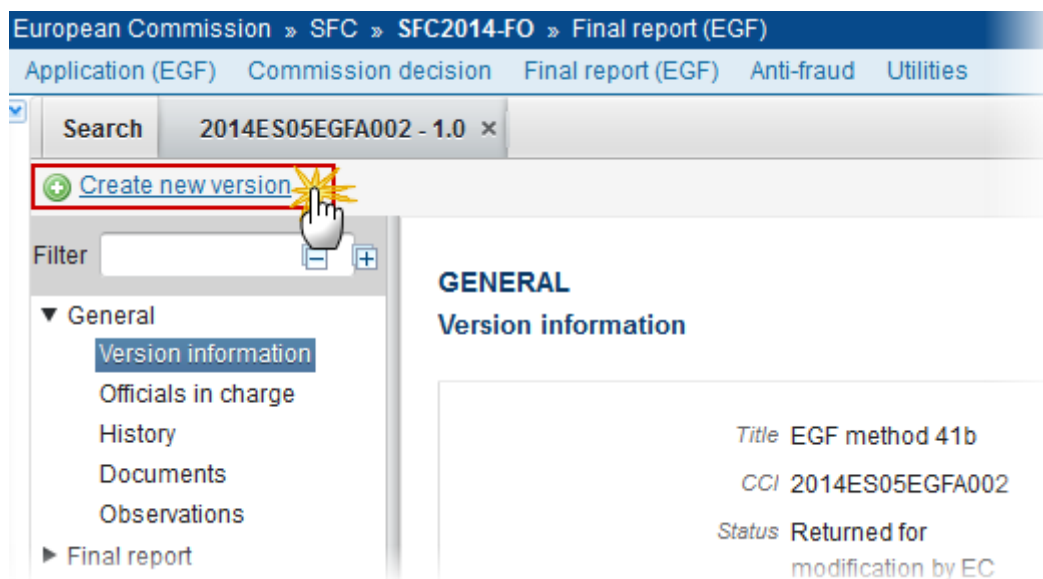
2. Click on [Yes](#) to confirm or click on [No](#) to return to the Final Report.

On success, the Final Report is removed physically from the system.

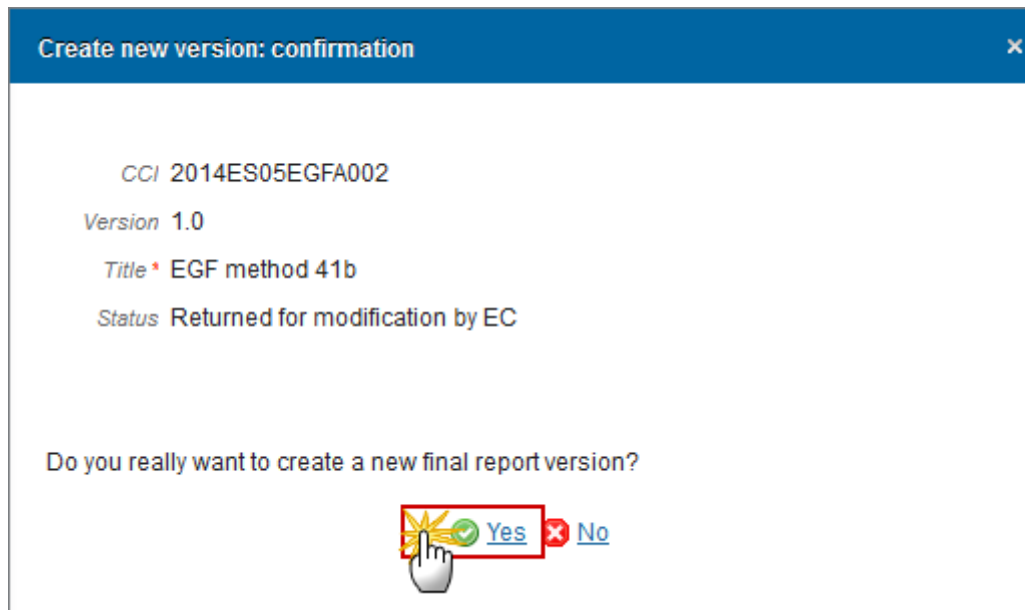
## Create a New Version of the Final Report (EGF)

<b>REMARK</b>	<p>It is a must to have the role of <b>MS Managing Authority with Update access</b>.</p> <p>A New Version can only be created when the last Final Report version for the specific Reporting Year is '<b>RETURNED FOR MODIFICATION BY EC</b>'.</p> <p>Each new version of an existing Final Report is now linked to the latest adopted Application.</p>
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1. Click on the [Create New Version](#) link to create a new version of the Final Report (EGF).



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



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

On success, a new version of the Final Report has been created as a copy of the previous version, with a version number identical to the previous and a working version number incremented by one.

Each new version of an existing Final Report is linked to the latest adopted Application.

Its status was set to '**OPEN**'.