

Training course: the “eSingle Form: offline - Field”

Specific Objective	To acquire the knowledge required for the management and submission of the eSingle Form to DG ECHO
Expected Results	<ul style="list-style-type: none"> • eSF management procedures and workflow: understand the differences between the offline and online modalities and the workflow in order to determine how to best integrate the eSF into the internal work process • description of the eSF, its main components and the steps required to prepare it properly: learn how to use the eSingle Form throughout the different stages of an Action lifecycle
Target Group	<p>DG ECHO Partners Staff</p> <p>This course focuses on the technical aspects of the eSingle Form offline, therefore targets especially staff working at field level and involved in the drafting and submission of proposal and reports to DG ECHO.</p> <p>The course covers both financial and operational sections of the Single Form, but it <u>does not aim to provide detailed information on rules and procedures related to the management of a Humanitarian Aid project.</u></p>
Prerequisites	This training requires good computer skills and experience in the implementation/management of DG ECHO actions (general knowledge of FPA). Since it will focus only on the technical aspects of the eSingle Form offline, specific FPA issues related to proposal and implementation stage will not be covered and will be given for granted.
Suggested for:	<p>Suggested for advanced participants, having already a good knowledge and experience of DG ECHO Actions management that want to have an overall idea on how the eTools system works in order to determine how it can be best integrated into the organization’s internal strategies and workflow.</p> <p>Suggested for staff working at field level involved in the drafting and submission of proposal and reports to DG ECHO that need to learn how to use the eSF, focusing on the technical and practical aspects.</p>
<u>Not</u> suggested for:	Not suggested for beginners and for staff without a general overview of all aspects related to DG ECHO actions and FPA procedures.
Contents	<p>Introduction to the eTools, use of the eSF, the workflow, the eSF offline: the initial request and eTools for reporting offline (eRQ, eIR, eMR, eFR), Communication with the eSF.</p> <p>Resources: APPEL manual, chat and forum, FAQs answered by DG ECHO Unit B1, updates and improvement section, free exercise suggestion.</p>
Number of participants	20 maximum per session
Duration	15 days
Language	English