



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL HUMANITARIAN AID AND CIVIL PROTECTION - ECHO

The Director-General

Brussels,  
PZ D(2010)

**Sent by email only**

*To all ECHO Partners*

**Subject: Extension of eSingle Form.**

Dear Partners,

In January 2010, DG ECHO launched the revised APPEL system, an electronic interface between DG ECHO and its partners. APPEL now allows you, among other things, to use the eSingle Form for drafting, submitting, modifying and updating your actions. Among the many advantages of the eSingle Form are the instant data sharing between your field operations, headquarters and DG ECHO, a reduced margin for errors (by the use of standard lists, automatically generated information, etc.), the possibility to check the project status at any time, automatic electronic archiving and an important reduction of paper transmission.

After having introduced some changes to the system to address some missing requirements and some initial technical problems, this new tool is now sufficient reliable and solid for becoming completely operational. Therefore, we expect that from 1 January 2011 all signed agreements are built upon proposals submitted through eSingle Form.

We would like to encourage you already now to start or continue using the eSingle Form for the submission of your proposals. A Helpdesk is available to answer any of your questions or solve technical problems you may encounter ([ECHO-FPA-PARTNERS@ec.europa.eu](mailto:ECHO-FPA-PARTNERS@ec.europa.eu)).

To enter in eSingle Form, you have to use your ECAS account and define your organisational access structure in APPEL<sup>1</sup>. If you have not done it already, please proceed as soon as possible to implement these procedures. Should you encounter any problems with this registration, do not hesitate to contact DG ECHO Helpdesk.

To help you with the switch to the eSingle Form, we launched in the beginning of 2010 an ambitious training programme for our partners, offering eSingle Form training in Brussels and in the field. By the end of this month, we expect that 124 partners (i.e. 550 participants) will have followed one or more of these training sessions. Moreover, we

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<sup>1</sup> Ref our letter to NGO Partners of 10 March 2010 Ref D127779 and our letter to International Organisations of 21 June 2010 Ref D352671

will step up our training service with the launch of distance learning courses. You will have access to these courses from anywhere in the world and through any type of internet connection. We have planned six courses in November and more will follow in the following months. You will find further information and a training calendar on the Helpdesk Portal (<http://www.dgecho-partners-helpdesk.eu/doku.php/dl/start>)

We would like to thank all the partners who have already started using the eSingle Form and who sent us many useful comments and suggestions for improvement. As the eSingle Form must be adapted as much as possible to your and our needs, we shall continue to update the system.

I wish you all the best

Yours sincerely,



Peter ZANGL