

Dear Partners,

As many of you have a lot of questions about the Letter of Intent , please read carefully the explanations below.

NOTE: Those of you who have a deadline for sending a Letter of Intent this Sunday, please do it as soon as possible.

We ask you that to make sure in case of technical issue we could help and you could still submit on time.

To work on te letter of Intent, please follow the steps below:

1. Click on the link: http://www.dgecho-partners-helpdesk.eu/preparing_an_action/financing_decision/intention_letter

NOTE: There is a new version of the Letter of Intent online, please copy the template from there again to make sure you are working on the latest version.

Please read carefully this page online, it indicates which sections the first assessment will be based on.

2. Save the zip file on your computer:

The system APPEL eSingle Form can indeed be used to create a simplified first version of the eRequest (assimilated to a Letter of Intent).
In practise, this would mean that the Partner should encode the various fields requested in the HIP for the Letter of Intent. The other mandatory fields requested by the system can simply be encoded as "N/A" (Not Applicable).
A **template** has been prepared by DG ECHO IT team for the Partners to avoid unnecessary encoding of fields.

- Use this file to upload into APPEL and add the information online, without the need of opening it first in the offline version. **Copy this one to work ONLINE**
- Use this other file to prepare it in the offline eSingleForm application and then upload into APPEL. **Copy this one to work OFFLINE**

3. Two possibilities:

ONLINE

- Unzip the file you copied from the DG ECHO Partners website (http://www.dgecho-partners-helpdesk.eu/preparing_an_action/financing_decision/intention_letter).
- Upload the xml file to APPEL online
- The upload has to be done exactly as you do when creating a new eRequest.
- Fill in the fields where indicated.
- Validate & Submit

OFFLINE

- Make sure you downloaded the offline application version 3.8 which you can find under the following link: http://forge.osor.eu/frs/?group_id=216

NOTE:

Please install the new version 3.8 of the offline application because the template does not work with the old version.

Please read the eDocumentation available on OSOR on how to properly install the offline application.

- Unzip the file you copied from the DG ECHO Partners website (http://www.dgecho-partners-helpdesk.eu/preparing_an_action/financing_decision/intention_letter).

- Put the xml file of the Letter of Intent Template in the folder **Project repository > partner** which you can find on your computer where you saved the offline application.
- Start the offline
- Click on update action repository
- Start working offline.
- Fill in the fields where indicated.
- Validate
- Upload the xml file to APPEL online.
- Submit

Other information

- **The traffic lights have not to be taken into account for the Letter of Intent because these are activated only after the verification of the eligibility.**
- **To know if your Letter of Intent is approved, the Desk will inform you (by email or by phone) and will tell you if you can start a new version starting from the Lol.**
- **The new version of the eRequest can be created starting from the Lol but you will have to remove 'Letter of Intent ' from the title.**
- **An approved Lol can be exported to start working on the new eRequest offline.**

Cordially,

Al Morabet Amina

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