



March 2011

## PREPARING THE LAUNCH OF EVHAC

In 2012, the Commission will establish a European Voluntary Humanitarian Aid Corps (EVHAC). The Lisbon Treaty foresees the setting up of a EVHAC with the objective "to establish framework for joint contributions from young Europeans to the humanitarian aid operations of the Union". From June 2011 onwards, humanitarian organisations will select, train and deploy volunteers in the framework of the Preparatory Action 2011, following a call for proposals which will be published this month on DG ECHO's website.

More information is available at [http://ec.europa.eu/echo/policies/evhac\\_en.htm](http://ec.europa.eu/echo/policies/evhac_en.htm)

Reference: Article 214.5 of Treaty of the European Union

## e-SINGLE FORM RECOMMENDATIONS

The transition to the eSingle Form turned out to be a big success. 79 partners have already submitted 193 proposals through APPEL for actions in 55 countries.

Here are a couple of practical recommendations based on our first experience with the eSingle Form.

1. Some of you forget the first step, namely to 'Create an ECAS account'. Once this is done you can request a password and access to APPEL for your organisation. When logging on to APPEL, a lot of users forget to change the ECAS domain name to 'external'
  2. You can only use Internet Explorer to submit an eDocument through the online application. The system is not yet fully compatible with other browsers
  3. To create and submit a revised proposal, you need to use the function 'New Version' in APPEL. (Do not use the button MR in the offline application as this generates a Modification Request. Simply use the 'duplicate' function to create a copy of the first RQ or export the initial version from APPEL)
  4. How do I submit a revised proposal?
- You must submit a new version of an eRequest by following the steps mentioned below:
1. Go to APPEL/Requests.
  2. Search for the 'eRequest' for which you want to create a new version.
  3. Click on the 'e-Request' of your choice.
  4. Click on 'New version' in the navigation tab to confirm the creation of a new version for that eRequest.
  5. Complete the eSingle Form by clicking on each chapter.
  6. Click on 'Submit'.

If you have questions on technical aspects, feel free to send a message to [ECHO-IS-SUPPORT@ec.europa.eu](mailto:ECHO-IS-SUPPORT@ec.europa.eu)  
And for operational aspects: [ECHO-FPA-PARTNERS@ec.europa.eu](mailto:ECHO-FPA-PARTNERS@ec.europa.eu)

## QUESTION OF THE MONTH:



Partner: May I, as a partner who is not based in the Euro Zone, derogate from DG ECHO's exchange rate rules for specific individual agreements with DG ECHO but not for all of them?



DG ECHO's answer:

Yes, it is possible:

- If you want to derogate from the exchange rate rules for one agreement only: you have to request this before the signature of the agreement. You have to explain the applicable method in section 11 of the single form. Article. 8.2 of the special conditions to the grant agreement must specifically refer to it.

- Another possibility may be considered: if you want to derogate from the exchange rate rules for all future agreements with DG ECHO, you will have to send a written request to DG ECHO. You will have to explain the applicable method in section 11 of the single form and it must be mentioned in the agreement under art. 8.2 of the special conditions. DG ECHO will send you an official acceptance letter.

Reference: factsheet C1 ("Exchange rate rules")

## THE SUCCESS OF DISTANCE LEARNING

Our free distance learning modules on the Single Form, Final Reporting and the eSingle Form are quite a success.

Up to date 417 of you have completed a module. The eSingle Form module enjoyed the most success with no less than 236 participants. The following is some of the feedback we received from participants:

"To complete the course takes less time than expected and the individual lessons are well divided into short sections that can easily be integrated in the daily work"

"Distance learning is better, no need to block a full day for the training, it can easily be done after work or during weekends"

"Very good, easy to use and good quality of video. Flash player took some time for each time to load, but it gave you time to ingest contents of previous slide and be mentally prepared for the next time"

If you wish to register for any of the distance learning modules or if you have any suggestions on how to improve them, please check out the upcoming sessions in the right column of this Newsletter as well as the instructions at:

[www.dgecho-partners-helpdesk.eu/doku.php/dl/start](http://www.dgecho-partners-helpdesk.eu/doku.php/dl/start)

## NEW PARTNERS:

We warmly welcome three new partners in our FPA family:

**Church of Sweden**  
(Sweden)  
[www.lutherhjalpen.eu](http://www.lutherhjalpen.eu)

**British Red Cross**  
(United Kingdom)  
[www.redcross.org.uk](http://www.redcross.org.uk)

**ADRA CZ**  
(Czech Republic)  
[www.adra.cz](http://www.adra.cz)

## Upcoming training sessions

### Classical training:

**Brussels** (French): 21 – 25 March  
**Madrid** (Spanish): 11 – 15 April  
**Copenhagen** (English): 11 – 15 April  
**Bogotá** (Spanish): 4 – 11 May  
**Nairobi** (English): 18 – 25 May  
**Bangkok** (English): 15 – 22 June  
**N'Djamena** (French): 22 – 29 June  
**Managua** (Spanish): 20 – 27 July

Further information about the training calendar and the registration procedures available at [www.dgecho-partners-helpdesk.eu/doku.php/training/start](http://www.dgecho-partners-helpdesk.eu/doku.php/training/start)

### Distance learning training:

#### Preparing the Action: The Single Form

14 March – 27 March  
28 March – 10 April  
11 April – 24 April

#### Completing the Action: The Final Reporting

14 March – 27 March  
28 March – 10 April  
11 April – 24 April

#### The eSingle Form: online - HQ

7 March – 20 March  
21 March – 3 April  
4 April – 17 April

#### The eSingle Form: offline - Field

7 March – 20 March  
21 March – 3 April  
4 April – 17 April

If you wish to register, please follow the instructions at [www.dgecho-partners-helpdesk.eu/doku.php/dl/start](http://www.dgecho-partners-helpdesk.eu/doku.php/dl/start)

## Thoughts from the field...



"Do something.  
If it doesn't work, do something else.  
No idea is too crazy". Anonymous