

“E-Single Form” Two-day special training Field module

General Information

Specific Objective	To improve the participants’ ability to use the new e-Documents to submit and manage a DG ECHO funded action.
Expected Results	To achieve the ability to use the program APPEL Off Line so to manage the e-Single Form appropriately.
Target Group	DG ECHO Partners Field Staff, Project managers, project assistants, financial officers and IT officers.
Prerequisites	The course is addressed to those who have a basic knowledge of FPA and possibly who have experience in implementation/management of DG ECHO Actions (knowledge in the preparation of the Single Form).
Follow up:	Support by DG ECHO Partners’ Helpdesk.
Number of participants	15-20 maximum per session
Duration	2 days
Language	English / French / Spanish
Venue	venues abroad to be confirmed

Field Module

Overall Course Structure

Session	Day 1
Session 1	Introduction Advantages in using the module APPEL Off Line;
Session 2	E-Single Form flow information management; Introduction to the E-Request
Session 3	Off Line How to create a E-Request;
Session 4	Revised versions of E-Requests; Upload
	Day 2
Session 5	Off Line E-Modification Request (eMR)
Session 6	E-Intermediate Report (eIR)
Session 7	E-Final Report (eFR)
Session 8	On Line: notions of the "on-line module" Helpdesk services Conclusions