

## **“E-Single Form” One-day special training Headquarters module**

### **General Information**

Specific Objective	<b>To improve the participants’ ability to use the new e-Documents to submit and manage a DG ECHO funded action.</b>
Expected Results	To achieve the ability to use the program APPEL so to manage the e-Single Form appropriately.
Target Group	DG ECHO Partners’ Headquarters Staff Project managers, project assistants, financial officers and IT officers.
Prerequisites	The course is best addressed to those who have a basic knowledge of FPA and possibly who have experience in implementation/management of DG ECHO Actions (good 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	1 day
Language	English / French / Spanish
Venue	DG ECHO office in Brussels and / or venues abroad to be confirmed

# HQ Module

## Overall Course Structure

Session	Day 1
Session 1	Introduction Advantages in using e-Documents; Access into APPEL; E-Single Form flow information management.
Session 2	Offline: use of the module and procedure of the Upload
Session 3	Online: introduction, E-Request (creation and preparation) and revised versions of e-Request
Session 4	Online: E-Modification Request, E-Intermediate Report, E-Final Report; How to create a workflow Helpdesk services Conclusions