



8/18/2025

New APPEL

Release Documentation



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Document History

Version	Author	Date	Modification
1.0	Irina Neacsu	July 2025	Document creation
1.1	Spiro Habasch	16/07/2025	Review of the document
1.2	Spiro Habasch	31/07/2025	Second Review of the document
1.3	Caterina Osti	01/08/2025	Third Review of the document (in particular related to suspensions and interruptions)
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1.5	Irina Neacsu	08/08/2025	Updating screenshots

1. INTRODUCTION

APPEL is the application used for the exchange of information between the Directorate-General for Humanitarian Aid and Civil Protection (DG ECHO) and its partners, including Non-Governmental Organisations (NGOs), International Organisations (IOs), the United Nations (UN), and Member State Specialised Agencies (MSSAs).

In APPEL, DG ECHO partners can manage their organization data, handle legal modification requests, and maintain project data throughout the project lifecycle. APPEL also supports the Partnership 2021 application process for NGO candidate organisations (for more information on that, please refer to the document APPEL – Partnership 2021 Application Process [link to be added to SharePoint] and the periodic assessment process for current NGO partners. The eSingle Form, which is integrated into APPEL, is the application that allows partner organisations to manage funding requests for new projects, as well as amendments and reports for ongoing projects.

APPEL has recently undergone a technical migration that retains its core features while introducing a new look and feel. As a result, APPEL now offers a more user-friendly interface, along with several updated and new features aligned with revised business processes. In addition to presenting the redesigned screens, this document provides an overview of these features. The specific version of the system being referred to will be clear from the context.

2. WELCOME SCREEN MENUS

In the **Welcome** screen of APPEL, depending on your user profile and access rights, you will have access to various functionalities. Access to certain features is reserved for APPEL users with specific permissions, such as updating organisation data, creating and submitting legal modification requests, editing and submitting periodic assessment questionnaires, and managing APPEL user rights.

Unlike the previous version of the system, which provided access to a series of other screens through links on the **Welcome** page, APPEL enables access to these same screens via buttons.

Welcome Irina NEACSU (punto.sud)

Via this page you can update at any time your organisation's data, complete the requested questionnaires, check your current open amount and request for new financing. DG ECHO relies on your collaboration for keeping its database up-to-date. The database is the official source of information for producing grant agreements. Failing to update this information might result in the production of grant agreements and payments of EC contributions being delayed.

To update the organisation general information, addresses and contact information:	To consult or print out any questionnaire and/or application you have submitted in APPEL:
Edit your organisation's data	My completed questionnaires
To consult your organisation open amount:	To consult Humanitarian Implementation Plans (HIPs):
My organisation logbook	HIP/Technical annex
To inform ECHO of: <ul style="list-style-type: none">any change in its legal, technical, or organisational situation that may put into question its compliance with the eligibility and suitability conditions and criteria of the FPA,modification requests concerning Legal Entity File or Bank Account:	To manage your users and user rights:
Legal modification request	Manage user rights
To download files from fichop	To search fichop projects
Download files	Search projects
To see the notifications	
Notifications	

2.1. Edit your organisation's data

Edit your organisation's data

The **Edit your organisation's data** button is visible to APPEL users with Administrative, Administrator or LEAR access rights. When clicking on this button, APPEL users with these access rights will be redirected to the **Administrative Data** screen.

European Commission > European Civil Protection and Humanitarian Aid Operations > Appel > Administrative dataRegistration form (Step 1)

ADMINISTRATIVE DATA... ^

- General information
- Locations
- Persons

Save

Via this page you can update at any time your organisation's data when changes occur. DG ECHO relies on your collaboration for keeping its database up-to-date. The database is the official source of information for producing grant agreements.

The administrative data is composed of three sections: the General information section, the Location section and the Persons section.

Some fields are mandatory. To check if you have completed all mandatory fields, use the CHECK button. You will immediately be aware of the missing fields and their number (in yellow in front of the section). If there are missing fields, open the corresponding section, complete ALL missing fields.

After having checked the information, SAVE the new data. Once saved the information becomes visible for ECHO.

The fields in light grey cannot be changed and will only be changed by ECHO on your request (ECHO-APPEL@ec.europa.eu).

Failing to update this information might result in the production of grant agreements and payments of EC contributions being delayed.

Using the options of the menu on the left-hand side of the screen, you will be able to update the organisation's data, addresses and contact information in one of the following sections:

- **General information**
- **Locations:** official address – data is partially editable, regional office 1, permanent fields offices
- **Persons:** person with the authority to engage the responsibility of the organization, FPA contact persons, person entitled to sign grant agreements, emergency contact – in this section, data is partially editable

European Commission > European Civil Protection and Humanitarian Aid Operations > Appel > Administrative dataRegistration form (Step 1)

ADMINISTRATIVE DATA... ^

- General information
- Locations
- Persons

Save

General Information

General Information

Official name: *

Official acronym

Official name translated into English and/or French *

Acronym (ECHO internal use) *

Date of registration *

Country of registration *

Year of recognition by MS

Language to be used

Legal status *

Registration number

After filling in the required information in the three sections, pressing the “Save” button saves and validates the changes (a warning message will be displayed in case mandatory information is missing).

APPEL

The following section(s) contain error(s):
Locations

Please correct all errors before saving!

OK

2.2. My completed questionnaires

To view the completed questionnaires submitted by the organisation (such as the application for Partnership 2021 certification and legal modification requests), APPEL users with Administrative, Administrator or LEAR access rights can click the My completed questionnaires button.

The drop-down menu will only display the questionnaires submitted under the Partnership 2021 programme. The questionnaires you can access and print include the application form for the Partnership

2021 certification, the Periodic Assessment questionnaires, the Legal Modification questionnaires, and others. From the drop-down menu, select the questionnaire you wish to display on the screen.

European Commission > European Civil Protection and Humanitarian Aid Operations > Appel > Legal modification details

Validated Questionnaire

LEGAL MODIFICATION

Question 1

Modification(s) description

Bonjour, Action Contre la Faim a déménagé au 102 rue de Paris, CS 10007, 93558 MONTREUIL CEDEX. Veuillez trouver en p.j. les document requis pour procéder à la modification de notre adresse dans Appel.

Question 2

Reason(s) of change

Déménagement

Question 3

Date of entry into force

03/01/2023

Question 4

Upload

2.3. HIP/Technical Annex

The **HIP/Technical annex** button is available to users with one or several of the following access rights: Lear, Administrator, Administrative, Reader, Encoder and Sender. When you click the “HIP/Technical annex” button, you will be redirected to a screen that allows you to view the following types of documents:

- **HIPs:** Humanitarian Implementing Plan and the technical annex accompanying the HIP
- **FDs:** Financing decisions – Worldwide Decision and the Decision on the financing of technical assistance and field offices
- **ESOPs:** Emergency support operational priorities (formerly used)

The **HIP/Technical annex** screen allows you to filter the ESOPs/HIPs/FDs by year of publication (from 2016 to 2026). After selecting a year and one of the menu options (ESOPs, HIPs or FDs), the table displays the

latest version of the published document types based on your selection. For HIPs and FDs, you can access both the decision document and the accompanying Technical Annex.

2.4. Legal modification request

Users with the Administrator role can access the legal modification request screen by clicking the **Legal modification request** button. This screen allows them to create and submit legal modification requests.



A message is displayed on the screen explaining the types of changes that require submitting a legal modification request, as well as the data you need to provide in the request form. When you click on the "Content" tab, you are prompted to fill in the mandatory fields of the legal modification form:

- "Modifications(s) description"
- "Reason(s) of change"
- "Date of entry into force"
- "Upload" – this button allows uploading the supporting documents


When clicking on “Submit”, in case missing information is detected, a warning message will be displayed asking you to correct the errors.

2.5. Manage user rights

The “Manage user rights” button is accessible to users with Administrator or LEAR rights. When you click this button, you are redirected to the **Manage user rights** screen where the current users of your organisation are listed (username, e-mail address) along with check boxes indicating their current access rights (LEAR, Administrator, Administrative, Reader, Encoder, Sender).

Username	E-mail	LEAR	Administrator	Administrative	Reader	Encoder	Sender	Actions
----------	--------	------	---------------	----------------	--------	---------	--------	---------

This screen allows users with Administrator or LEAR roles to create new users, assign user roles to existing users and delete users.


- To create a new user, click the  button at the bottom of the screen. A new window pops up where you must enter the user's first and last name and his/her e-mail address and confirm the information by clicking the "OK" button.

Create user



First name *

Last name *


E-mail *


- Once the user has been created, you can continue with granting access rights to him/her. To do so, tick the check box(es) corresponding to the role(s) you intend to grant to the user. After selecting the role(s), click the  button to apply the changes.

Irina NEACSU	Irina.NEACSU@ext.ec.europa.eu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Thomas Thomas	henry.thomas@accionparalosninos.org	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/> <input type="button" value="+"/> <input type="button" value="Save"/>

- If you need to delete a user, click the "Delete"  button located at the end of the row, and then click the "Save"  button to confirm the deletion.

2.6. Download files


The **Download files** screen can be accessed by clicking the  button in the **Welcome** screen.

This screen allows users to download documents by clicking the  button.



File name	Size	Date	
 final_payment_request.zip	31.32 Kb	07-04-2025	
 final_payment_request.zip	31.32 Kb	07-04-2025	
 SINGLE-FORM-2021-OFFLINE-APP-EN.zip	930.3 Kb	07-04-2025	
 SINGLE-FORM-2021-OFFLINE-APP-FR.zip	930.3 Kb	07-04-2025	
 single_form_collaboration.mp4	13.75 Mb	07-04-2025	
 single_form_instructions.mp4	41.59 Mb	07-04-2025	
 single_form_offline_manual.pdf	1 Mb	07-04-2025	
 single_form_offline_quick.pdf	948.25 Kb	07-04-2025	
 single_form_online.mp4	31.01 Mb	07-04-2025	
 single_form_online_quick.pdf	1.81 Mb	07-04-2025	

2.7. Notifications




The **Notifications** screen is accessible from the **Welcome** screen by clicking on the  button. In this screen, Partner organisations can consult service information notifications (such as notifications about the unavailability of APPEL) and FichOp notifications.

FichOp notifications sent to Partner organisations are of two types:

- **ACTION** notifications: these notify Partners about the need to take a specific action on a document
- **INFO** notifications: these notify Partners about the results of the analysis of a suspension or interruption request or the termination thereof.

Action FichOp notifications are used for example to inform Partners that a request for additional information has been sent by DG ECHO and is awaiting a response.

Mark all as read			Delete all			Delete outdated			Global search...		
Created on	Agreement No.	Document ref.	Notification title	Priority							
02/06/2025 12:41		2020/01148/RQ/01/01	ACTION : Appel - 2020/01148/RQ/01/01 - RQ - Barbados, Belize, Costa Rica, Dominican Republic, - Submission of the revised proposal has been requested by ECHO								
24/04/2025 17:10	ECHO/YEM/BUD/2025/91001	2025/00743/SU/01/01	FichOp - 2025/00743/SU/01/01 - SU - Portugal -								
22/04/2025 16:11		2025/00743/RQ/01/01	ACTION : Appel - 2025/00743/RQ/01/01 - RQ - Portugal - Submission of the revised proposal has been requested by ECHO								
18/11/2023 11:26			APPEL is available again!								
09/11/2023 12:11			Unavailability of APPEL								
27/01/2023 18:32			APPEL is available again!								
18/01/2023 15:32			Unavailability of APPEL								
29/04/2021 14:06			APPEL is available again!								
27/04/2021 15:06			Unavailability of APPEL								
20/04/2021 15:36			APPEL is available again!								

The buttons that allow users to take bulk actions on all notifications, such as “Mark all as read”, “Delete all” and “Delete outdated”, are available in APPEL as shown in the screenshot below. Users can manage individual notifications using the “Set priority” , “Delete”  and “Mark as Read”  buttons available for each notification.

Mark all as read			Delete all			Delete outdated			Global search...		
Created on	Agreement No.	Document ref.	Notification title	Priority							
02/06/2025 12:41		2020/01148/RQ/01/01	ACTION : Appel - 2020/01148/RQ/01/01 - RQ - Barbados, Belize, Costa Rica, Dominican Republic, - Submission of the revised proposal has been requested by ECHO								
24/04/2025 17:10	ECHO/YEM/BUD/2025/91001	2025/00743/SU/01/01	FichOp - 2025/00743/SU/01/01 - SU - Portugal -								

In the **Notifications** screen of APPEL, Partners can click the  button to access the notification body.

2.8. Search projects

On clicking the “Search projects” button in the **Welcome** screen, you are redirected to the **Search projects** screen which enables you to search for projects using various filters (see section 3.1

Search projects).

3. PROJECT DATA

3.1. Search projects

In the **Search projects** interface, you have access to the following functionalities:

- search projects
- manage search filters
- export search results
- customize column display in search results table

A left-hand panel is displayed, allowing users to apply various simple and advanced search filters.

The image displays two side-by-side screenshots of the 'Search projects' interface, illustrating the transition from simple to advanced filters.

Left Panel: SIMPLE FILTERS

The 'Simple Filters' panel includes a search bar at the top with a back arrow. Below it are two tabs: 'Simple' (selected) and 'Advanced'. The filter fields are:

- Partner:** Text input field containing 'PUNTO SUD'.
- Country:** Text input field.
- Agreement No.:** Text input field containing 'ECHO/CTY/BUD/YYYY/NNNNN' with a character count of 23.
- Reference No.:** Text input field containing 'YYYY/NNNNN' with a character count of 10.
- Status:** Dropdown menu with 'All' selected.

At the bottom, there are two buttons: a green '> Search' button and a blue circular arrow 'Clear' button.

Right Panel: ADVANCED FILTERS

The 'Advanced Filters' panel has the same search bar and back arrow. The 'Simple' tab is unselected, and the 'Advanced' tab is selected and highlighted with a yellow border. The filter fields are:

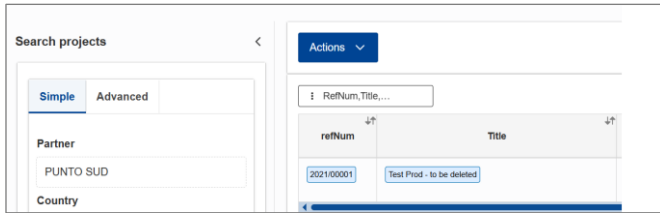
- Amount:** Text input field with an equals sign, a dropdown arrow, and a value of 40.
- EC amount:** Text input field with an equals sign, a dropdown arrow, and a value of 40.
- Submission date:** Text input field with 'Start Date' and 'End Date' labels, a range separator, and a calendar icon.
- Action title:** Text input field containing 'Action title' with a character count of 200.

At the bottom, there are two buttons: a green '> Search' button and a blue circular arrow 'Clear' button.

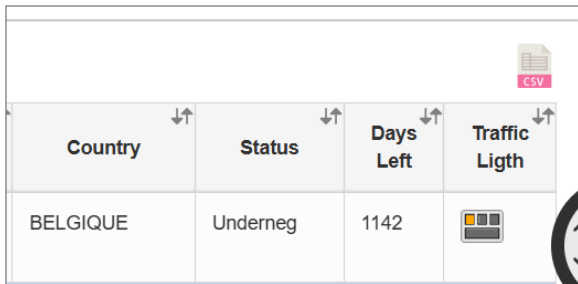
- Orange – “Active” document
- Pink - “Refused” document
- Grey – document not submitted


APPEL

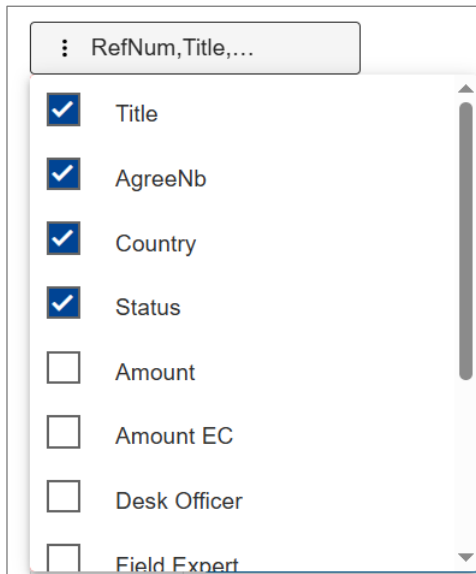
The links in the results table are now represented by a highlighted box.



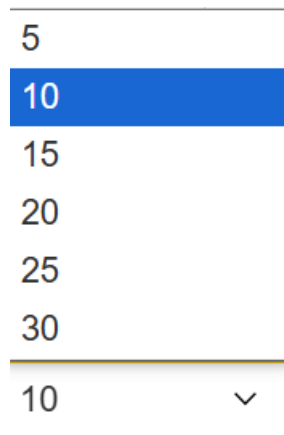
Partners can export the search results to an Excel file by clicking the “csv” icon.



Users can click the  button to choose which columns are displayed in the search results. This is done by selecting or deselecting checkboxes, as shown in the screenshot below.



The drop-down menu for adjusting the number of items displayed per screen in the results list is located in the bottom left corner of the table.



3.2. Project Details

The **Project Details** page is accessible from the **Search Projects** screen. It offers the same functions and features as the corresponding screen in the previous version of APPEL. The header displays project summary information such as the action title, project reference number, Partner, country, EC amount, and other relevant information.

Project detail						
Action Title PHH - Test FichOp - IRINA - PROD 2021						
Grant Agreement	Reference Number	Partner	Country	Amount	Amount EC	Status
ECHO/AM/BUD/2025/91004	2020/01148	PUNTO SUD	Barbados; Belize; Costa Rica; Dominican Republic; El Salvador; Grenada; Guatemala; Honduras; Jamaica; Nicaragua; Panama	800.000,00	750.000,00	Underneg

eDocument Results List

The upper part of the **Project Details** interface lists the e-documents submitted so far during the project lifecycle. Users can access the following functionalities from this screen:

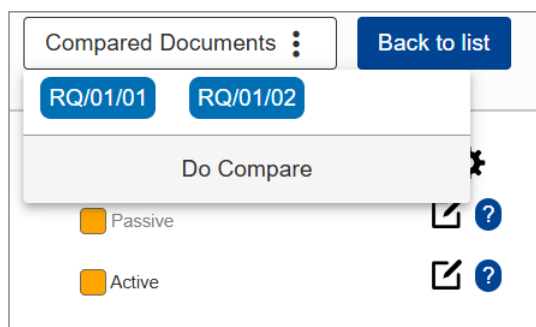
- Create new eDocuments by selecting the corresponding entry under “Actions” – the availability of these entries is conditional on your user rights and the status of the eDocuments
- Access a Single Form eDocument and the associated verification sheet (for documents for which the verification sheet is available)
- The “Compare documents” functionality

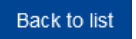
Actions							Compared Documents	Back to list
Type	Reference Number	Vn	Creation	Submission	Type			
REQUEST	2020/01148/RQ/01/01	1	14/12/2020	14/12/2020	Passive			
REQUEST	2020/01148/RQ/01/02	2	02/08/2025	04/06/2025	Active			

In APPEL, to open the eSingle Form, click on the button located on the right-hand side of each e-Document row. Additionally, you can access the verification sheet (which provides an overview of financial data from Chapters 2, 7.3 and 13) by clicking the question mark button displayed next to the icon mentioned above.

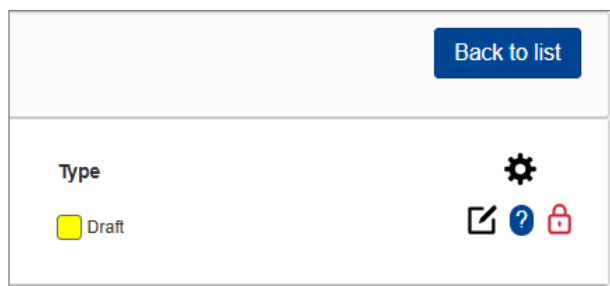
Compared Documents			Back to list	
Submission	Type			
14/12/2020	Passive			
04/06/2025	Active			


The screen provides users with the same “Compare documents” functionality as in the previous version of APPEL. Clicking the “Compare Documents” button will display the list of all eDocuments available for comparison. To compare two e-documents, select these documents and click on “Do Compare”.



The **Project details** screen offers you also the option to navigate to the previous **Search projects** screen by clicking .

As in the previous version of APPEL, a locking mechanism is applied to documents when a user starts editing a Single Form by clicking the “Edit” button. If the owner of the lock navigates away from the online Single Form without pressing the “Save” or “Cancel” button, the document will remain locked, and any unsaved changes will be lost.



To unlock the document, the owner of the lock must either start editing the Single Form again and finalize the editing by saving or cancelling the document changes or navigate to the eDocuments list from the “Project Details” page and click  next to the locked eDocument.

Annexes List

As in the previous version of APPEL, the lower part of the screen displays the following files:

- the Single Form
- the Logframe PDF automatically generated upon the submission of the Single Form documents
- the files uploaded as annexes together with the submitted eDocuments

If you wish to filter the annexes by eDocument type, annex category and/or type, you can use the corresponding drop-down menus. These offer the following options:

- **Origin** – used to select the eDocument to which the annex has been uploaded
- **Category** – used to choose among the following categories of annexes: ECHO pre-defined annex, PIR response, Pre-financing request, Suspension request, Update of FR (cost claim), Update of FR (financial), Update of FR (narrative and financial), Update pf FR (narrative).
- **Type** – used to filter by type of annex document. This list is displayed only if you have selected a value in the “Category” list. As in old APPEL, the interface provides the option to download

annexes by clicking on  .

List of Annexes

Link To,Filename,...


Hide auto generated | Origin: All | Category: ECHO pre-defined annex | Type: All

<input type="checkbox"/>	Link To	Filename	Description	Upload date	Author	Origin	Status	Type	
<input type="checkbox"/>	2021/00001/RQ/01/01	LFFS_COVID.pdf	Work plan	01/01/2021	PUNTO SUD	APPEL	ACTIVE	Action work plan (10.5)	
<input type="checkbox"/>	2021/00001/RQ/01/01	LFFS_COVID.pdf		01/01/2021	PUNTO SUD	APPEL	ACTIVE	Financial statement and budget (13.5)	
<input type="checkbox"/>	2021/00001/RQ/01/01	Work_plan.docx		04/07/2025	NEACSIR	APPEL	ACTIVE	Action work plan (10.5)	
<input type="checkbox"/>	2021/00001/RQ/01/01	Detailed_communication_plan.docx	Communication plan	07/07/2025	NEACSIR	APPEL	ACTIVE	Detailed communication plan (12.2)	

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3.2.1. Single Form Integration into APPEL

In the list of e-documents, you can access the online Single Form (SF or eSF) by selecting the e-document and clicking the  button on the right-hand side. Since the eSF has not been affected by the changes introduced in APPEL, its layout remains the same, retaining its intuitive interface and user-friendly navigation. As in the previous version of APPEL, the layout of the Single Form consists of four parts:

- header
- buttons bar
- navigation pane
- content area

Single Form header

The header displays summary information about the Single Form, such as the document creation and submission dates, the status and other relevant information.

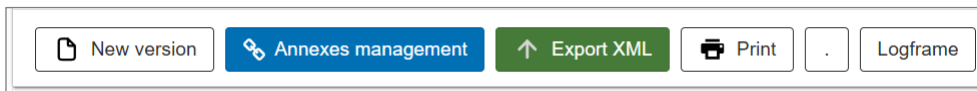
Project detail						
Action Title Test PUNTO SUD						
Grant Agreement	Reference Number	Partner	Country	Amount	Amount EC	Status
ECHO-AM/BUD/2025/91005	2025/00749	PUNTO SUD	Barbados; Belize; Costa Rica; Dominican Republic; El Salvador; Grenada; Guatemala; Honduras; Jamaica; Nicaragua; Panama	800.000,00	750.000,00	Ongoing

Single Form buttons bar

As was the case with the Single Form in the previous version of the system, the button bar in APPEL is located below the header. While the Single Form is in the draft status, these buttons allow you to perform various actions, including editing, validation, saving or cancelling changes, printing, managing annexes, downloading and/or uploading project data (used in the context of offline work).



The visibility of the buttons in the header of the draft Single Form is conditional on your APPEL user rights and the status of the eDocument. For instance, the buttons available for a submitted document are different from those shown for a draft document.




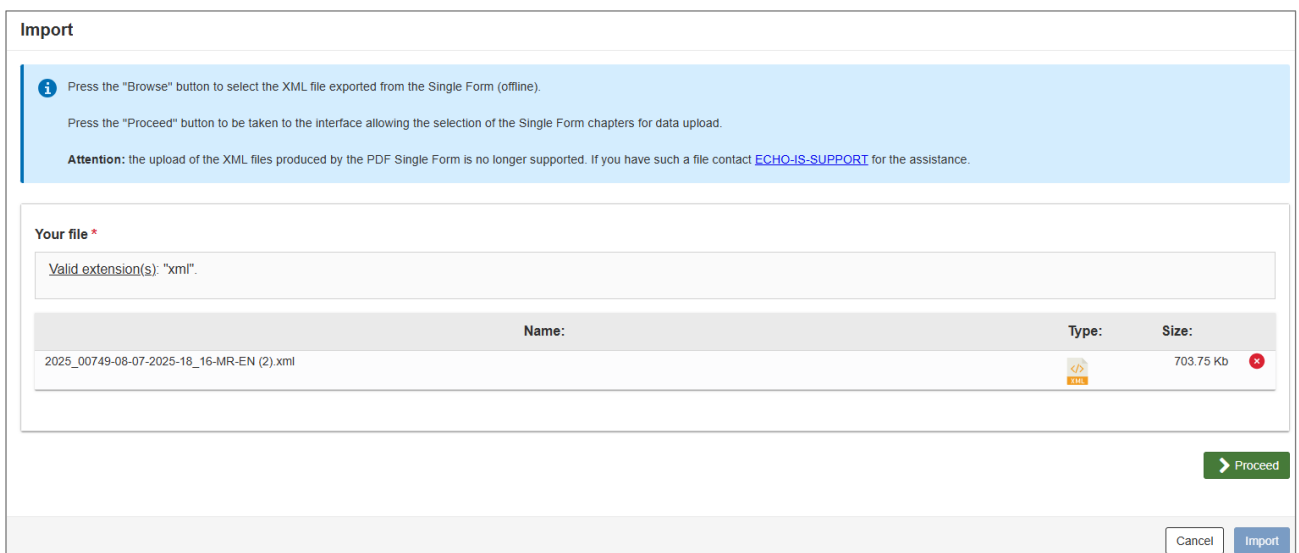
A change that has been implemented at the level of the SF buttons in APPEL is the renaming of two buttons:

- the “Upload” button has been renamed to “Import XML”
- the “Annexes” button has been renamed to “Annexes management”

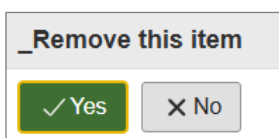
3.2.1.1. Import Interface for offline Data

The option to import offline data is still available in APPEL. Clicking the “Import XML” button opens a screen where you can upload an XML file that conforms to the SF 2021 format. Once you have located the file you wish to import on your computer (click on “Browse” for that), you may import it. In New APPEL,

the  button of the “Import” screen now gives you the possibility to discard the file that you had selected, should you change your mind.



A confirmation will be requested when clicking the “Delete” button:



To continue with uploading the XML file, follow the same steps as usual: click the “Proceed” button, and in the next screen, select the chapters you wish to upload. Next, finalize the import by pressing the “Import” button.

Import

Please select the chapters you want to upload and press the "Import" button.

<input checked="" type="checkbox"/>	Chapter	Offline Status (from file being uploaded)	Online Status (from APPEL)
<input checked="" type="checkbox"/>	1	V ?	V ?
<input checked="" type="checkbox"/>	2	D ?	V ?
<input checked="" type="checkbox"/>	3	V ?	V ?
<input checked="" type="checkbox"/>	4	V ?	V ?
<input checked="" type="checkbox"/>	5	V ?	V ?
<input checked="" type="checkbox"/>	6	V ?	V ?
<input checked="" type="checkbox"/>	7	V ?	V ?
<input checked="" type="checkbox"/>	8	V ?	D ?
<input checked="" type="checkbox"/>	9	V ?	V ?
<input checked="" type="checkbox"/>	10	V ?	V ?

3.2.1.2. Upload Annexes

The “Annexes Management” interface allows you to upload mandatory and optional annexes related to a draft eDocument. To do so, click the “Annexes Management” button in the action bar. The pop-up window shown below will appear with the “Files” tab already open, displaying the annexes that have already been uploaded.

Annexes

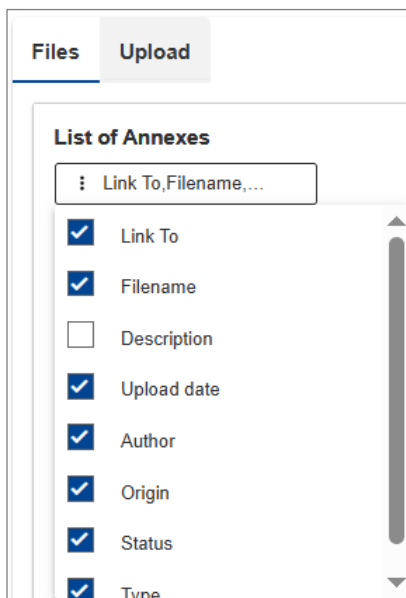
Files Upload

List of Annexes

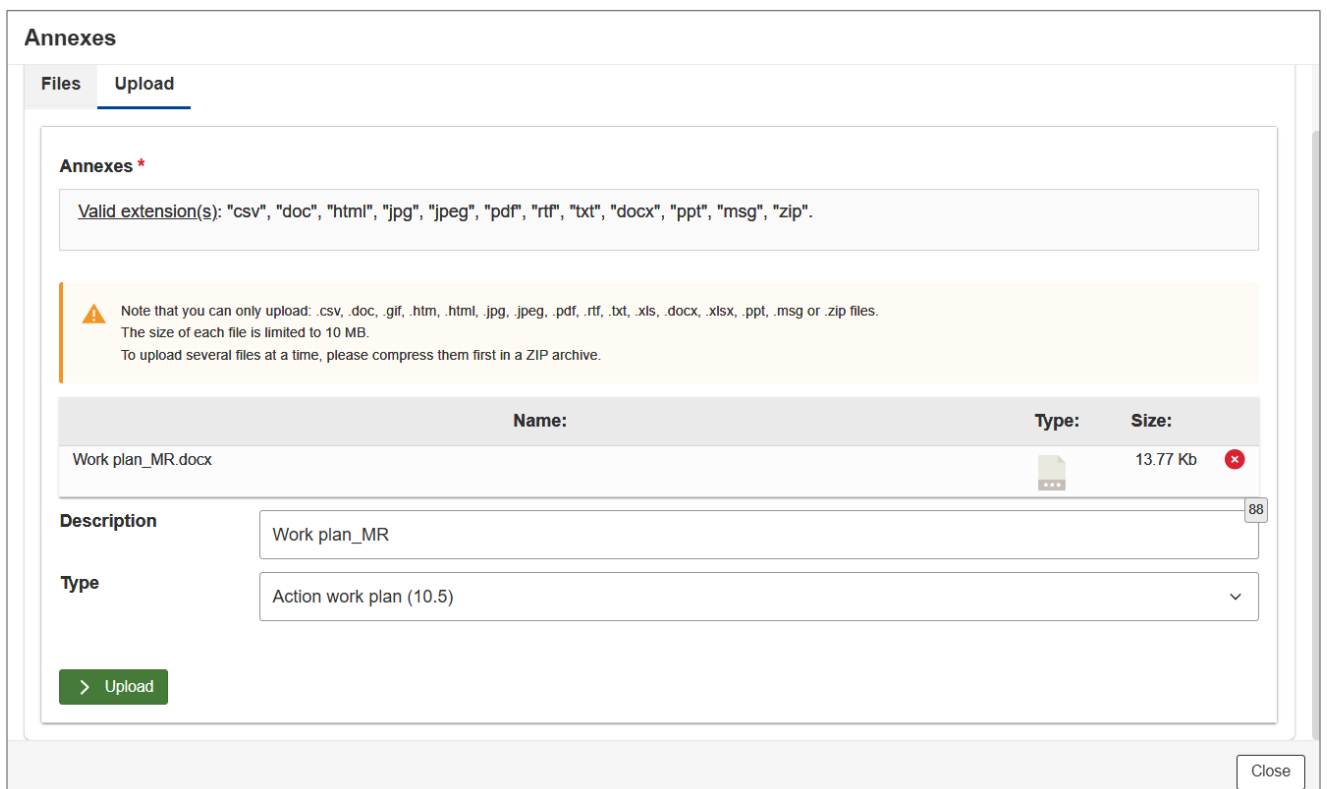
⋮ Link To,Filename,...

<input checked="" type="checkbox"/>	Link To	Filename	Description	Upload date	Author	Origin	Status	Type
	2025/00749/MR/01/01	Budget_Projection_FINAL_250623_updated.zip	details	03/07/2025	PUNTO SUD	APPEL	ACTIVE	Action work plan (10.5)
	2025/00749/MR/01/01	Work_plan_revised.docx		04/07/2025	NEACSIR	APPEL	ACTIVE	
	2025/00749/MR/01/01	Detailed_communication_plan.docx		04/07/2025	NEACSIR	APPEL	ACTIVE	



The “Files” tab now allows you to adjust the columns that are displayed in the annexes table by selecting the columns you wish to add or remove.



When you click the “Upload” tab, a pop-up window appears with the interface for uploading annexes. To upload annexes, follow the usual steps: click “Browse” to choose the file you want to upload, enter a description for the file, and then select the file type. Finally, complete the upload by clicking the “Upload” button.















As soon as an annex has been uploaded, the “Annexes” page makes available two additional actions for this annex:

- De-activate the annex by clicking the  button.
- Delete the annex by clicking the  button.

Annexes

List of Annexes

: Link To,Filename,...

Link To	Filename	Description	Upload date	Author	Origin	Status	Type	
2025/00749/MR/01/01	 Budget_Projection_FINAL_250623_updated.zip	details	03/07/2025	PUNTO SUD	APPEL	ACTIVE	Action work plan (10.5)	 
2025/00749/MR/01/01	 Work_plan_revised.docx		04/07/2025	NEACSIR	APPEL	ACTIVE		 
2025/00749/MR/01/01	 Detailed_communication_plan.docx		04/07/2025	NEACSIR	APPEL	ACTIVE		 
2025/00749/MR/01/01	 Work_plan_MR.docx	Work plan_MR	08/07/2025	NEACSIR	APPEL	ACTIVE	Action work plan (10.5)	 

Close

When you click either of these two buttons, a message is displayed asking you to confirm whether you wish to deactivate or delete the selected annex.

Warning, do you want to execute this action?

Single Form navigation pane

As is generally the case for the Single Form, the navigation pane has not been impacted by the changes following the update of the system. It still allows you to access all 18 chapters of the SF.

1. General Information	
2. Project Data Overview by Country:	+
3. Humanitarian Organisation in the Area	
4. Needs Assessment and Risks Analysis	
5. Beneficiaries	
6. Gender and Age Marker	
7. Logic of the Intervention	
7.3 Results:	+

Single Form Content area

The central part of the Single Form displays the chapter of the Single Form currently selected in the navigation pane. As in the previous version of APPEL, the Single Form provides the “Validate this chapter” button (available in “Edit” mode) and the “Guidelines” toggle button (which is always visible).

The screenshot shows the Single Form interface. At the top, the selected chapter is '1. General Information'. To the right of this header are a green 'Validate this chapter' button, a warning icon, and a 'Tips' toggle switch. Below the header, the content area shows '1.1 Humanitarian organisation' with a text input field containing 'PUNTO SUD'. Underneath, '1.2 Title of the action' is shown with a large redacted area. A mobile device icon is visible in the bottom right corner of the content area.

4. SUSPENSIONS AND INTERRUPTIONS

4.1. Introduction to Suspensions and Interruptions

Partners working with DG ECHO on the basis of the **Model Grant Agreement (MGA)**¹ may **suspend or interrupt** the activities when justified by the context in the field, according to the applicable provisions (see article 31 and Annex 5 of the MGA).

! **Note:** *Certain running costs may be considered eligible only in the case of an **interruption of the activities** (and not in the case of a suspension). Therefore, please pay close attention when submitting your request and keep open communication with the Desk Officer in charge of the project.*

¹ [NGO Certified Partners](#) and recognised [Member States' Specialised Agencies](#) working with DG ECHO under direct management.

On the other hand, Partners working with DG ECHO on the basis of the **Humanitarian Aid Contribution Agreement (HACA)**² may **suspend** activities, and some running costs may be considered eligible.

! **Note:** For Partners working under indirect management (HACA), the distinction between suspension and interruption does not exist.

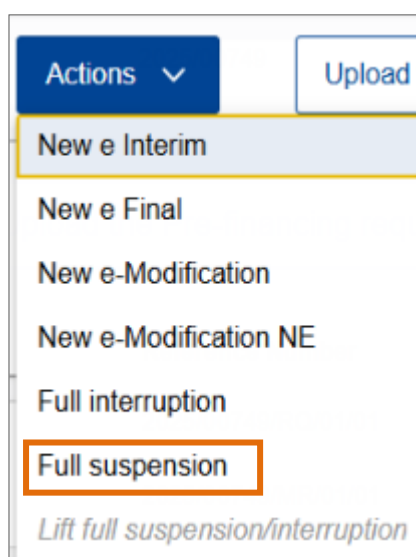
Depending on the specific context in the field and the impact on the planned activities to be implemented, Partners may submit – in line with the applicable contractual conditions – a request for either a **partial** or **total** suspension or interruption.

Below is a step-by-step guide on how to submit such requests to DG ECHO through APPEL.

4.2. Launching a Full Suspension

As in the previous version of the system, Partners must inform DG ECHO of their intention to *fully* or *partially* suspend an action by submitting a request in APPEL. To align the system with modified business requirements, a few updates of the fields in the form used to request a full suspension have been implemented in the system.

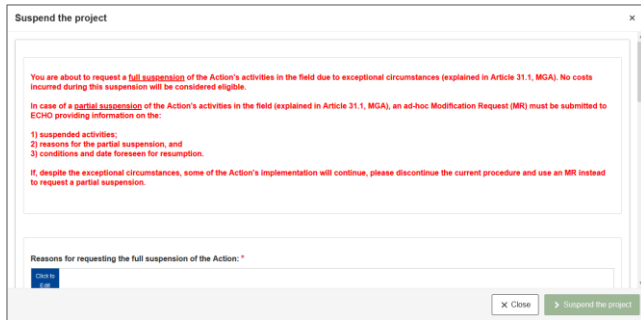
To request a **full suspension in APPEL**, the user must click the “Full suspension” entry under the “Actions” menu.



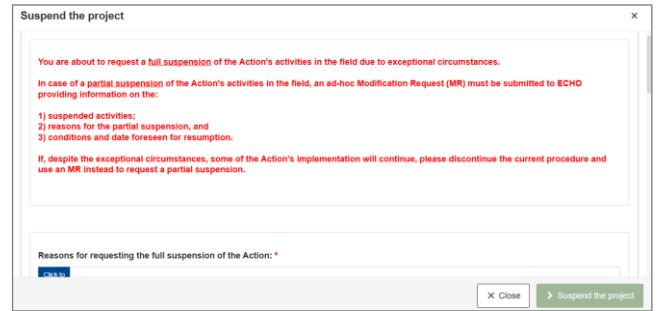
A pop-up window will appear, prompting the user to enter the required information supporting the **request for a full suspension**. In that window, a message displayed in red informs the user about the full

² Pillar assessed [International Organisations](#) and [Member States' Specialised Agencies](#) Partners of DG ECHO and entitled to work with the European Commission under indirect management.

suspension procedure and outlines the steps to follow, should a partial suspension be needed. **Partial suspensions** are requested by submitting an *ad hoc* **Modification Request (MR)**.

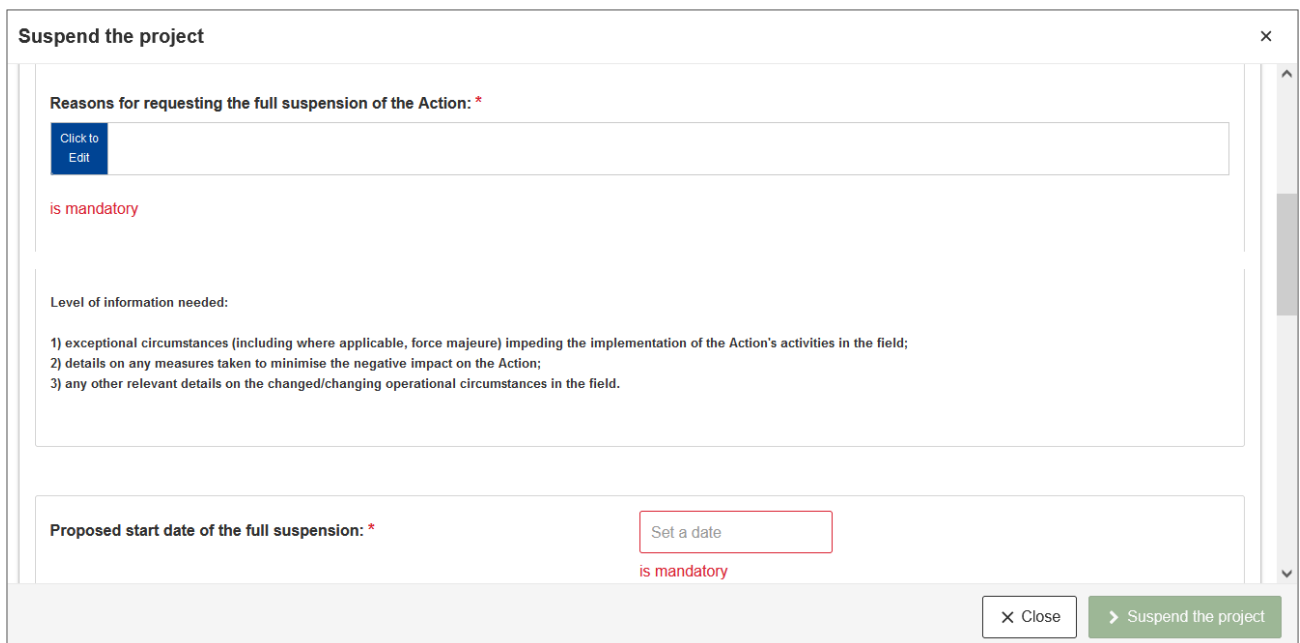


Suspend the project – Partners working with DG ECHO under the basis of MGA



Suspend the project – Partners working with DG ECHO under the basis of HACA

The Partner must provide the **reasoning** for requesting a **full suspension** of the action and indicate the proposed **start date** and the **estimated duration** of the full suspension, expressed in days.



Additionally, the user may upload an **annex** to support the request for a full suspension by clicking “Browse” and selecting a file. Finally, the user must **confirm** the **correctness and completeness** of the data entered in the form before submitting the request.

Suspend the project
✕

Annex description (Optional) 0/4000

*

Browse >
Valid extension(s): ".csv", ".doc", ".gif", ".htm", ".html", ".jpg", ".jpeg", ".pdf", ".rtf", ".txt", ".xls", ".docx", ".xlsx", ".ppt", ".msg", ".zip".

⚠ Note that you can only upload .csv, .doc, .gif, .htm, .html, .jpg, .jpeg, .pdf, .rtf, .txt, .xls, .docx, .xlsx, .ppt, .msg or .zip files. The size of each file is limited to 10 MB. To upload several files at a time, please compress them first in a ZIP archive.

<< File >> is mandatory

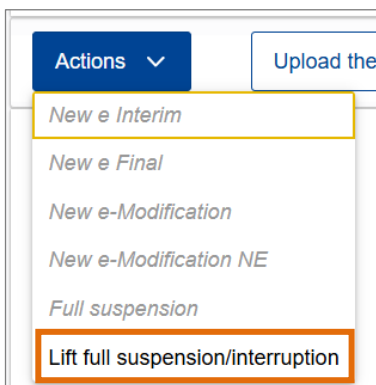
✕ Close

> Suspend the project

When the form for **requesting a full suspension** is ready for submission, the user must click the button “Suspend the project” to launch the request. When this button is clicked, the request is submitted to DG ECHO for further analysis.

4.3. Lifting a Full Suspension

Once the circumstances allow the **end of a full suspension** (i.e. the resumption of the action), the Partner must submit a **request to lift the suspension in APPEL**. To do so, the user must click on the “Lift full suspension/interruption” entry under the “Actions” menu, which will subsequently open the “Resume the project” window.



The request will already be pre-populated with the estimated end date of the **full suspension** initially provided in the suspension request (this date is read-only).

Resume the project ×

End date of the full suspension (initial estimation): 15/05/2025

Information provided by the Partner in the context of his request to end a full suspension of the Action: * 12/20000

B I U S A **x₂ x²**

Test

Attention: if this request for terminating the suspension leads to the termination of the action, in the narrative field above please clearly indicate the date on which termination of the action shall take effect.

Proposed end date of the full suspension: * May 15, 2025 | ✕

✕ Close ➤ Resume the project

The user is then be required to enter **information supporting the request to lift the full suspension** of the action, along with a **proposed end date of the full suspension**. The form also allows the Partner to upload an **annex** to complement the information entered in the request.

Resume the project ×

Optional annex description: 0/4000

Valid extension(s): ".csv", ".doc", ".gif", ".htm", ".html", ".jpg", ".jpeg", ".pdf", ".rtf", ".txt", ".xls", ".docx", ".xlsx", ".ppt", ".msg", ".zip".

Note that you can only upload .csv, .doc, .gif, .htm, .html, .jpg, .jpeg, .pdf, .rtf, .txt, .xls, .docx, .xlsx, .ppt, .msg or .zip files. The size of each file is limited to 10 MB. To upload several files at a time, please compress them first in a ZIP archive.

Name:	Type:	Size:
TEST doc.docx		13.66 Kb ✕

Acknowledgment * I confirm that the above data is complete and correct

✕ Close ➤ Resume the project

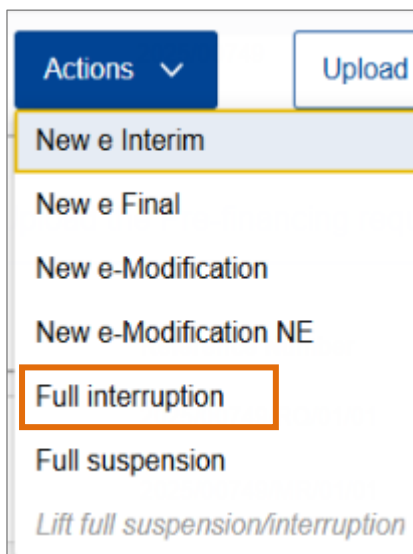
Once the user **confirms** the **correctness and completeness** of the data entered in the **request to lift the full suspension**, they must click the “Resume the project” button. The request will then be submitted to DG ECHO for further analysis.

If, following the **end of a full suspension** approved by DG ECHO, the Partner resumes activities and it becomes evident that adjustments to the action are necessary, they must submit a Modification Request (MR) to adapt the action to the new context.

4.4. Launching a Full Interruption

In accordance with Annex 5 of the Model Grant Agreement, if activities in the field must be temporarily interrupted, the Partner must inform DG ECHO of the need to *fully* or *partially* interrupt the action. To request a **full interruption** in APPEL, the Partner must use the “Full interruption” entry under the “Actions” menu.

! **Note:** For Partners working under indirect management (HACA), the distinction between suspension and interruption does not exist. The functionality for submitting a request for *‘full or partial interruption’* is therefore not available and will not appear in APPEL.



A pop-up window will open, prompting the user to enter the information required to request a **full interruption**. A message displayed in red informs the user about the procedures for requesting both *full* and *partial* interruptions. In the case of a **partial interruption**, the Partner must submit a **Modification Request (MR)**.

Interrupt the project
✕

You are about to request a full interruption of the Action's activities in the field due to exceptional circumstances (explained in Annex 5 to the MGA). Where duly requested and justified, some costs incurred during this interruption (e.g. running/operating costs) may be considered eligible.

In case of a partial interruption of the of the Action's activities in the field (explained in Annex 5 to the MGA), an ad-hoc Modification Request (MR) must be submitted to ECHO providing information on the:

- 1) interrupted activities;
- 2) reasons for the partial interruption;
- 3) conditions and date foreseen for resumption, and
- 4) ongoing costs connected to the interrupted activities.

If, despite the exceptional circumstances, some activities in the field will continue, please discontinue the current procedure and use an MR instead to request a partial interruption.

Reasons for requesting the full interruption of the Action: *

Click to Edit

✕ Close

➤ Interrupt the project

The Partner must provide the **reasons** for requesting a **full interruption** of the action. As in the case of full suspensions, they must also indicate the **proposed start date** and the **estimated duration** of the interruption.

Interrupt the project
✕

Reasons for requesting the full interruption of the Action: *

Click to Edit

is mandatory

Level of information needed:

- 1) exceptional circumstances (including where applicable, force majeure) impeding the implementation of the Action's activities in the field;
- 2) details on any measures taken to minimise the negative impact on the Action;
- 3) estimated ongoing costs (e.g. running/operating costs) during the interruption;
- 4) any other relevant details on the changed/changing operational circumstances in the field.

Proposed start date of the full interruption: *

Set a date

✕ Close

➤ Interrupt the project

Interrupt the project
×

Proposed start date of the full interruption: *
is mandatory

Estimated duration of the full interruption (in days): *
is mandatory

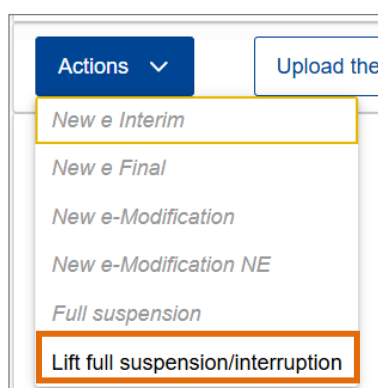
Attention: The duration (in days) of the full interruption should not, in principle, exceed one-third of the duration of the Action (101 days). For longer periods, it may be more appropriate to terminate the Agreement.

✕ Close
➤ Interrupt the project

Additionally, the Partner may upload an **annex** to accompany the request for a **full interruption** by clicking “Browse” and selecting the corresponding file. They must also **confirm the correctness and completeness** of the data entered in the form. When the form is ready for submission, the user can click the “Interrupt the project” button to launch the request. The request is then submitted to DG ECHO for further analysis.

4.5. Lifting a Full Interruption

Once the circumstances allow the **end of a full interruption**, the Partner must submit an *ad hoc* request in APPEL. To do so, the user should click on the “Lift full suspension/interruption” entry under the “Actions” menu, which will subsequently open the “Resume the project” window.



The request will already be pre-populated with the estimated end date of the **full interruption** initially provided in the interruption request (this date is read-only).

Resume the project ×

Estimated end date of the full interruption: *
is mandatory

Information provided by the Partner in the context of his request to end a full interruption of the Action: *

[Click to Edit](#)

is mandatory

Attention: if this request for terminating the suspension leads to the termination of the action, in the narrative field above please clearly indicate the date on which termination of the action shall take effect.

The user is then required to enter information supporting the request to **lift the full interruption** of the action, along with a **proposed end date of the full interruption**. The form also allows the Partner to upload an annex to complement the information provided in the request.

Resume the project ×

Attention: if this request for terminating the suspension leads to the termination of the action, in the narrative field above please clearly indicate the date on which termination of the action shall take effect.

Proposed end date of the full interruption: *
is mandatory

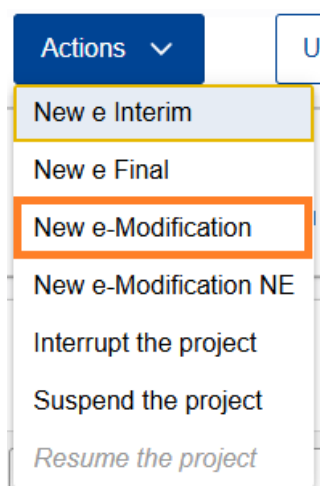
Optional annex description:

Once the user **confirms the correctness and completeness** of the data entered in the **request to lift the full interruption**, they must click the “Resume the project” button. The request will then be submitted to DG ECHO for further analysis.

If, following the **end of an interruption approved by DG ECHO**, the Partner resumes activities and it becomes evident that adjustments to the action are necessary, they must submit a **Modification Request (MR)** to adapt the action to the new context.

4.6. Launching a partial suspension/interruption

To request a **partial suspension or interruption** of an action's activities, the Partner must use the Modification Request (MR) functionality in APPEL to inform DG ECHO. In this context, **detailed information** on the partial suspension or interruption must be provided in the field "1.6 [MR] List of the modifications and their justifications" of the Single Form.



In case of a **partial suspension** of the action's activities, the Partner has to provide the following information in the **field 1.6 [MR]** of the Single Form (SF):

- suspended activities
- reasons for the partial suspension
- date when the partial suspension takes effect
- conditions and date foreseen for the resumption of the activities
- running costs linked to the suspended activities (**only for projects implemented under the HACA**)

If the Partner needs to **partially interrupt** the action's activities, the following information must be provided in the **field 1.6 [MR]** of the Single Form (SF):

- interrupted activities
- reasons for the partial interruption
- date when the partial interruption takes effect
- conditions and date foreseen for the resumption of the activities

- running costs linked to the interrupted activities

4.7. Resumption of an Action following a Partial Suspension/Interruption

As soon as the circumstances allow for activities to **resume**, the Partner must inform DG ECHO through APPEL by creating and submitting a **Modification Request (MR)**.

In the event of a **resumption of activities following a partial suspension**, the Partner must provide the following information in the field “1.6 [MR] List of the modifications and their justifications” of the Single Form (SF):

- The end date of the partial suspension and the resumption date (the resumption date must be the day after the suspension ends)
- Changes required to adapt the action to the new context (e.g., duration of the action, results, activities, etc.)

In the case of a **resumption of activities after a partial interruption**, the Partner must provide the following information in the field “1.6 [MR] List of the modifications and their justifications” of the Single Form (SF):

- The end date of the partial interruption and the resumption date (the resumption date must be the day after the interruption ends)
- Changes required to adapt the action to the new context (e.g., duration of the action, results, activities, etc.)