

CHARTER ESTABLISHING THE PRINCIPLES GOVERNING ACCESS TO APPEL

APPEL is the application for electronic exchange of information between Directorate General Humanitarian Aid and Civil Protection (DG ECHO) and its Partners, including Non-Governmental Organisations (NGOs), International Organisations (IOs), the United Nations (UN) and Member States Specialised Agencies (MSSAs). Using APPEL, DG ECHO Partners can update their administrative data necessary for the management of agreements, transmit operational and financial information and submit action proposals, action reports and modification requests through the e-Single Form (E-Request). Organisations which are not yet Partners use APPEL to submit their application(s) for the signature of a Framework Partnership Agreement (FPA) with DG ECHO.

Connection to APPEL is only possible through the European Commission Authentication System (ECAS), a system aiming to facilitate the communication between the European Commission and external organisations. It allows these organisations to safely access and manage their records in different protected databases of the European Commission through user account(s), created by individual users within the respective organisations. ECAS user accounts are personal and consist of a single identifier, i.e. a single unique username and password per user.

Within APPEL, there are 6 categories of user rights:

(1) The **Legal Entity Appointed Representative (LEAR) role** shall be assigned to the person who is empowered by the constituent act or the internal rules of the organisation to represent and legally bind the organisation. He/she shall sign the FPA and this Charter and shall have the legal responsibility for the management of all other APPEL users of the organisation and their respective user rights. He/she will be able to delegate the management of APPEL user rights by designating User Rights Administrators (URAs).

APPEL user rights will be granted to the LEAR by DG ECHO and they can only be deleted by DG ECHO. The organisation shall thus inform DG ECHO of any changes in the person empowered to represent and legally commit the organisation. This information shall be sent by e-mail to the following e-mail address: echo-appel@ec.europa.eu. DG ECHO will proceed to update the LEAR role accordingly.

(2) The **User Rights Administrator role** allows the user to grant access to APPEL to other staff members and to coordinate with DG ECHO in relation to the implementation of APPEL-related user rights, *e.g.* on the appropriate action to be taken in the event of problems with the system.

URAs can manage user rights of other users of the organisation in the following two ways:

- (i) wait until a user requests rights for using APPEL, or
- (ii) proactively grant user rights to staff members of the organisation.

The assignment of rights shall be documented and retained for the purpose of monitoring and URAs should endeavour to regularly update the list of users. URA user rights can be granted and deleted only by the LEAR.

(3) The **Administrative role** allows the user to modify the organisation's administrative data, it however does not allow for the management of E-requests. For this task, other rights described below, need to be assigned.

(4) The **Reader role** allows the user to consult E-requests in APPEL, it however does not allow for the user to encode, modify or send data to DG ECHO.

(5) The **Encoder role** allows the user to consult, encode or modify E-requests in APPEL.

(6) The **Sender role** allows the user to consult, encode or modify E-requests in APPEL and to send E-requests to DG ECHO. It is recommended to have 2 senders per organisation in case of absence of one of them. When submitting the final payment request and the therewith related

declaration, pursuant to Article 18(4)(c)(ii) of the General Conditions to the NGO FPA, the organisation shall ensure that the sender has the ability to legally bind the organisation.

With the exception of the LEAR role that is limited to one LEAR per organisation, there are no limitations to the number of users with the above categories of user rights and to the number of user rights assigned to an individual user. Depending on internal needs, as many users as necessary can be created. It is however advisable to keep the number of users within reasonable limits to assure continuity of operations and to guarantee data quality and coherence.

It is the responsibility of each organisation using APPEL to manage its own user rights, from creation to modification and deletion. Partners shall ensure that all users with access to the system use their access only for the purposes intended, according to their roles and responsibilities and within the scope of the access rights granted to them. Partners shall put in place adequate procedures to ensure that the access rights granted to its staff continuously remain in line with the tasks delegated to them and that they are aware of the obligations deriving from each category of user rights. The organisation shall ensure that the users are aware of their obligations and responsibilities.

Users shall not reveal their passwords under any circumstances, except where remote assistance is required from specialised personnel not disposing of screen capture software, and not located in the same building. After such assistance, the user shall immediately change his/her password. Where passwords are disclosed to other persons, the password owner remains responsible for the actions undertaken under his/her username/password. DG ECHO shall under no circumstances, not even when providing support, request the disclosure of passwords from users.

The Commission cannot be held liable for any inaccuracy of information supplied in APPEL by APPEL users and for any miscommunication resulting from it.

Protection of personnel data is regulated by Regulation (EC) N°45/2001 of the European Parliament and the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data.

This Charter shall be signed by the Legal Entity Appointed Representative. A copy of the Charter shall be sent to DG ECHO to the following email address: echo-appel@ec.europa.eu.

I, (Forename SURNAME, Function), in the name of (Name of the Organisation), hereby accept the terms and conditions set out in this Charter and declare that I received a copy thereof.

Done at (Place and date)

.....
(Forename SURNAME)

.....
(Function)

.....
(E-mail address/username)¹

Signature

¹ Please provide the same email address as the one used to connect to APPEL/ECAS.