



# ECHOES

## Newsletter for DG ECHO Partners – February 2016

### CHANGES IN APPEL!

#### Classroom training:

Managua (ES): 22-26 February  
Den Haag (EN): 29 February-4 March  
Bonn (EN): 14-18 March

#### Distance learning training:

"A very short introduction to the FPA 2014";  
"The Single Form PDF 2014";  
"The Final Report 2014";  
"The Audit Process 2014".

<http://www.dgecho-partners-helpdesk.eu/dl/start>

Do you have any visibility plan or best practice that you would like to share on visibility website? **Please send them to: [visibility-helpdesk@echo-visibility.eu](mailto:visibility-helpdesk@echo-visibility.eu)**



Some changes have been introduced in APPEL: however, there is no modification in the way to handle the Single Form (PDF eSF, downloading, uploading, adding annexes), it only changes the way how to **find back and create draft documents**.

In the Helpdesk website a [dedicated page](#) has been opened, explaining main changes, with all details on how to use the different functions and the screenshots of the related pages.

Here below the main novelties, involving new features and labels, search function, creation of new documents:

- 1) Merged starting point for eRequest and Agreements: function '**Search projects**'.



- 2) New function to create documents: '**Actions**'.



- 3) Search options: possibility to switch between simple and advanced search criteria, increase or decrease the text size in the search result list, change the number of search results, customize the search results columns, refine a search based on 'Action title' or 'reference number'.

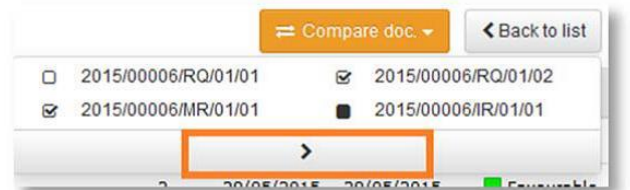
#### How to search for Humanitarian Actions

In the main menu of APPEL there is the function 'Search projects'. By default all projects are shown, including the draft Requests.

To search for specific Actions, the 'simple search' fields are shown: by country, by (part of) Agreement number (*if the agreement has been signed and the status is 'ongoing'*), by (part of) Action reference number ('year + sequential number e.g. 2016/00123' or 'draft request number e.g. 4273...'), by status (all; submitted: projects under negotiation, ongoing, suspended; closed: Humanitarian Actions where final payment was done and refused proposals; draft).

#### How to compare two documents

Search your Action in the main menu of APPEL and select the two eDocuments (RQ, MR); then click on 'Compare doc'. The two single forms will be opened side by side highlighting the differences.



#### Create new documents: draft request, follow up documents (MR, NEC, IR, FR)

In the main menu of APPEL the starting point will always be the function 'Search projects'; then click on 'Actions'. All steps are described in the [website](#), including the procedure to create a new version of a document.

#### Others

Specific buttons are available for pre-financing request, total suspension of the action (or termination of suspension), change the contact information in chapter 12.



DG ECHO website: <http://ec.europa.eu/echo>

Partners website: [www.dgecho-partners-helpdesk.eu](http://www.dgecho-partners-helpdesk.eu)

For additional information or suggestions, please contact [ECHO-FINANCE-LEGAL-AFFAIRS@ec.europa.eu](mailto:ECHO-FINANCE-LEGAL-AFFAIRS@ec.europa.eu)