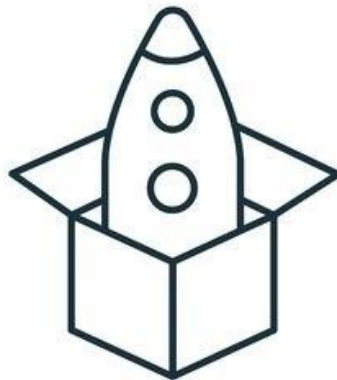




EUROPEAN COMMISSION
DG FOR CIVIL PROTECTION AND HUMANITARIAN AID OPERATIONS

ECHO IS SUPPORT TEAM

Pre-release version of the offline Single Form 2021



PRE-RELEASE

Table of Contents

1. INTRODUCTION	3
2. HOW TO USE THE PRE-RELEASE VERSION OF SINGLE FORM	3

1. INTRODUCTION

The "pre-release" version of the offline Single Form has been developed to enable you to get acquainted with the new Single Form and to start drafting the proposals before the new Single Form is officially launched along with the new ECHO Partnership 2021.






2. HOW TO USE THE PRE-RELEASE VERSION OF SINGLE FORM

The pre-release version of the new Single Form can be downloaded from the following location:




https://webgate.ec.europa.eu/appel/layout/sf_2021_pre_release.zip

It works exactly as any other offline version of the Single Form, however, for various reasons, some of the functionalities are temporarily de-activated.

The actions specified below are possible in the "pre-release" version of the new Single Form:

Downloading the Single Form archive from APPEL server 	
Importing the included XML file into application 	
Editing the proposal, saving and exporting the XML	

The actions specified below are not possible in the "pre-release" version of the new Single Form:

Uploading the XML to APPEL 	
Submitting the proposal	

The main reason why submitting the proposals based on the "pre-release" version of the Single Form is temporarily not possible is that, at this moment, ECHO IT TEAM is still incorporating the feedback of Partners, received during the acceptance tests. If the final version of the Single Form differs

substantially from the “pre-release” version of the Single Form (as the result of the fine-tuning process), the deactivation of submitting capabilities will help ECHO IT TEAM to avoid some potential technical issues.

The scenario described above has very limited probability, moreover, ECHO IT TEAM does its best to accommodate Partners’ feedback in a manner which is non-disruptive to the Single Form structure. If all goes as planned, the submitting capabilities will be enabled at the moment of the official launch of the new Single Form (01.01.2021) and from that moment on, Partners will be able to submit their proposals to ECHO (including those created in the “pre-release” version of the new Single Form).

After downloading the “pre-release” version of the new Single Form, you will receive a zipped archive containing the offline Single Form and project data in XML format. The archive contains two XML files:

- one for NGO Partners - draft_en_NGO.xml;
- one for UN Partners - draft_en_UN.xml.

You are expected to unzip all the files on your desktop (maintaining the existing structure of folders). Once this is done, launch index_en.html in the browser and import the XML file (matching your type of organisation) to start working on a proposal or to start discovering new functionalities.

Since the “pre-release” version of the new Single Form” works exactly like the regular offline Single Form, for more details on how to use it, please consult the Quick Start Guide (page 9, point F), available here:

<https://www.dgecho-partners-helpdesk.eu/download/referencedocumentfile/47>

For more information on the content/structure changes between Single Form 2018 and 2021, please consult the following document:

<https://www.dgecho-partners-helpdesk.eu/download/referencedocumentfile/147>