



BTSF Info Day

Reporting for Contractors

Brussels 13th of June 2012

Executive Agency for Health and Consumers

AGENDA

Types of reports
How to submit a report
Version: Draft – Final
CIRCABC
Correcting file names
Notifications
Syllabus



Types of Reports

- 2010
- Inception Report
 - Pre-Activity and Activity Reports
 - Interim Report
 - Final Report
- 2011
- Inception Report
 - Interim Report incl. Pedagogical Review
 - Final Report incl. Syllabus



How to submit a Report

Step 1: upload draft on CIRCABC

Step 2: modification according to comments

Step 3: after technical acceptance

upload final version (Word+PDF), send hard copies



Draft or Final?

Draft Inception Report Version 1, Version 2,...

+ Date of Report

or

Final Inception Report

+ Date of Acceptance

on the cover page and in the header or footer

+ **Contract number** on all reports and e-mails



CIRCABC

- CIRCABC instead of e-mails
- Combine many small files (e.g. as ZIP-file)
- **Correct file name after uploading!**

CIRCABC – Correct File Name

Search | Contact | Legal notice | English (en)

CIRCABC

EUROPA > European Commission > CIRCABC > EAHC - Executive Agency for Health and Consumers > BTSF Team

BTSF Team

- Information
- Library**
 - Add content
 - Create space
 - Add URL
- Members
- Events
- Newsgroups
- Administration

Search

Advanced Search

Clipboard

Main Menu

- Browse categories
- Logout (juterud)
- Help

Library > calls_for_tenders > cft_2011 > reporting > 2011 96 07 Contingency planning - JVL [Http](#) | [Back](#)

2011 96 07 Contingency planning - JVL
The Library is the space where **contents** are stored, managed and shared.

0 folders and 4 files in this space.

Library Bulk Operations

Spaces

Title	Modified Date	Actions
No items to display.		

Page 1 of 1

Top of the page

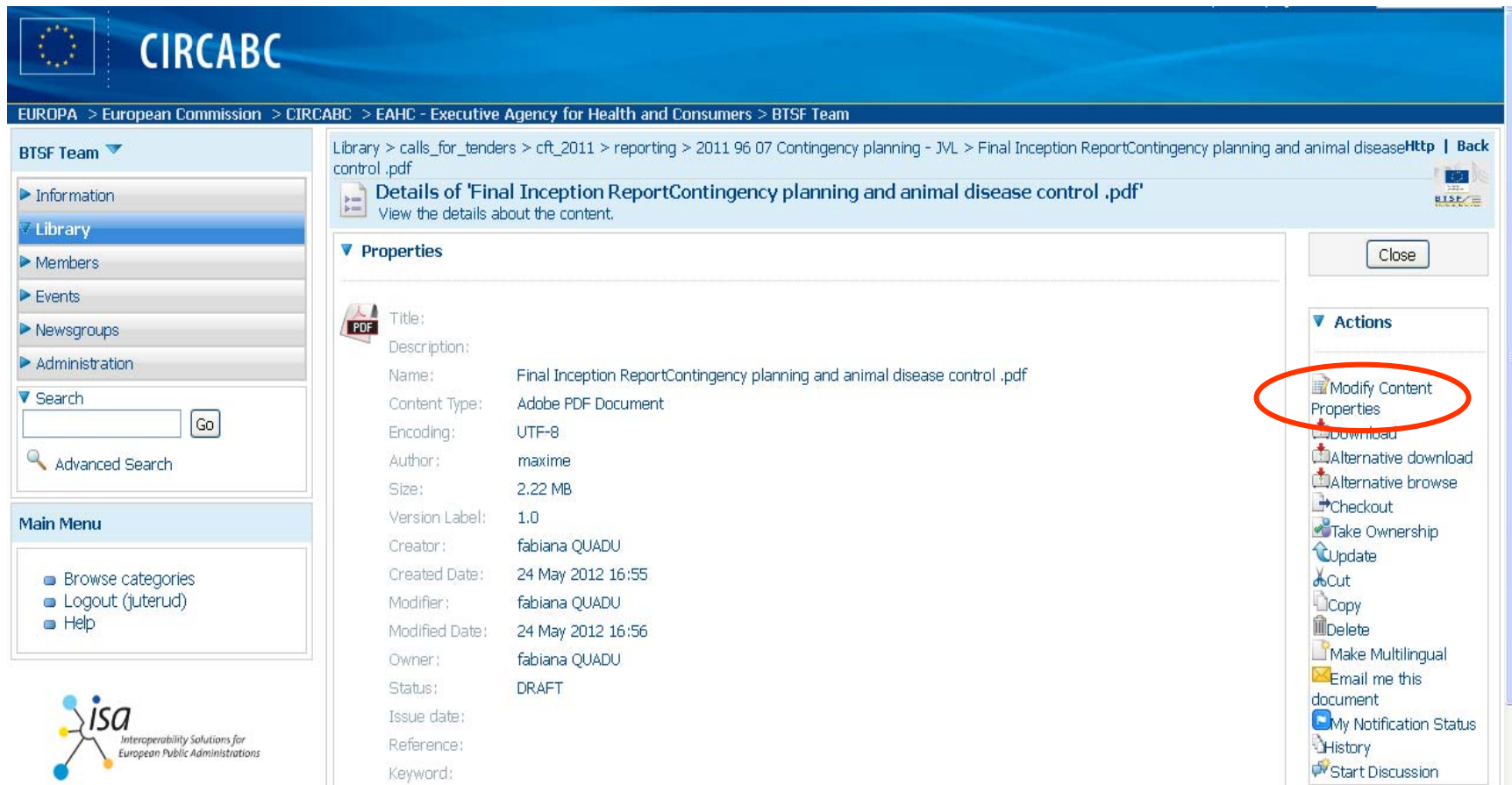
Content

Title	Size	Modified Date	Actions
Final Inception Report Contingency planning and animal disease control.docx	6.16 MB	24 May 2012 16:57	(Red circle around the first icon)
Final Inception ReportContingency planning and animal disease control .pdf	2.22 MB	24 May 2012 16:56	
Tutors presentations Contingency planning.zip	53.87 MB	21 March 2012 10:29	
2011 96 07 Contingency JVL Inception Report V2.pdf	2.22 MB	13 March 2012 11:49	

Page 1 of 1

Top of the page

CIRCABC – Correct File Name



The screenshot displays the CIRCABC web interface. The top navigation bar includes the European Commission logo and the text "European Commission". Below this, the breadcrumb trail reads: "EUROPA > European Commission > CIRCABC > EAHC - Executive Agency for Health and Consumers > BTSF Team".

The main content area shows the details of a PDF document titled "Final Inception ReportContingency planning and animal disease control .pdf". The document's properties are listed as follows:

Title:	Final Inception ReportContingency planning and animal disease control .pdf
Description:	
Name:	Final Inception ReportContingency planning and animal disease control .pdf
Content Type:	Adobe PDF Document
Encoding:	UTF-8
Author:	maxime
Size:	2.22 MB
Version Label:	1.0
Creator:	fabiana QUADU
Created Date:	24 May 2012 16:55
Modifier:	fabiana QUADU
Modified Date:	24 May 2012 16:56
Owner:	fabiana QUADU
Status:	DRAFT
Issue date:	
Reference:	
Keyword:	

The "Actions" menu on the right side of the interface includes the following options: "Modify Content Properties", "Download", "Alternative download", "Alternative browse", "Checkout", "Take Ownership", "Update", "Cut", "Copy", "Delete", "Make Multilingual", "Email me this document", "My Notification Status", "History", and "Start Discussion". The "Modify Content Properties" option is circled in red.

On the left side, there is a "BTSF Team" menu with options for "Information", "Library", "Members", "Events", "Newsgroups", and "Administration". Below this is a search bar with a "Go" button and an "Advanced Search" link. A "Main Menu" section contains links for "Browse categories", "Logout (juterud)", and "Help".

At the bottom left, there is a logo for "isa" (Interoperability Solutions for European Public Administrations).



European
Commission

CIRCABC – Correct File Name

CIRCABC

EUROPA > European Commission > CIRCABC > EAHC - Executive Agency for Health and Consumers > BTSF Team

BTSF Team

- Information
- Library**
- Members
- Events
- Newsgroups
- Administration

Search [Advanced Search](#)

Main Menu

- Browse categories
- Logout (juterud)
- Help

isa
Interoperability Solutions for
European Public Administrations

W3C WAI-A WCAG 1.0

CIRCABC is Open Source
V.3.4.1

Library > calls_for_tenders > cft_2011 > reporting > 2011 96 07 Contingency planning - JVL > Final Inception ReportContingency planning and animal disease control .pdf

Modify Content Properties
Modify the content properties. [View details](#) [OK](#)

Title: [Translate](#)

Description: [Translate](#)

Name: Final Inception ReportContingency plann

Content Type: Adobe PDF Document

Encoding: UTF-8

Author: maxime

Owner: fabiana QUADU

Status: DRAFT

Issue date: None

Reference:

Keyword:

Security Ranking: PUBLIC

Expiration Date: None

*If you change a property, the **English** translation will be changed or created.*



Notifications

- State of Play: before the start of training activities
- Note about deviations from Inception Report
- Interim, Final Report: explain deviations from Inception Report



The Syllabus

- is part of the Final Report (2011 contracts)
- consists of minimum 25 pages of information in a format which can be used for a preparation of a training brochure or a booklet
- should give technical information on the subject of the concerned training course



European
Commission

THANK YOU

*Health and
Consumers*