



# BTSF Info Day

## Reporting for Contractors

Luxembourg 4 June 2013

Executive Agency for Health and Consumers

# AGENDA

Types of reports

Identification

How to submit a report

CIRCABC

Correcting file names

Final versions on CIRCABC

Special reports

E-mail communication



## Types of Reports

- 2011
- Inception Report
  - Interim Report **incl. Pedagogical Review**
  - Final Report **incl. Syllabus**
- 2012
- First Interim Report **incl. Draft Syllabus**
  - Second Interim Report **incl. Pedagogical Review (not for EAHC/2012/BTSF/09 and 10)**
  - Third Interim Report
  - Final Report **incl. Final Syllabus**

## Clear Identification

All reports should have numbered chapters and pages and a clear identification, containing:

- the contract number (not the call number),
- the acronym,
- the version number,
- the status (draft, revision or final) and
- the date (of acceptance).



## How to submit a Report

Step 1: upload draft report on CIRCABC, inform EAHC by e-mail

Step 2: revise the report according to EAHC's comments, inform EAHC by e-mail

Step 3: after technical acceptance, upload final version (Word+PDF), send hard copies and invoice to EAHC



## CIRCABC

- Upload files to CIRCABC instead of sending by e-mail
- Combine many small files (e.g. as ZIP-file)
- Correct file name after upload (if necessary)

# 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.

Library Bulk Operations 0 folders and 4 files in this space.




**Spaces**

Title	Modified Date	Actions
<i>No items to display.</i>		

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	
 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	


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European  
Commission

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

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Search   [Advanced Search](#)


**Main Menu**

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- Help

Library > calls\_for\_tenders > cft\_2011 > reporting > 2011 96 07 Contingency planning - JVL > Final Inception ReportContingency planning and animal disease control .pdf


**Details of 'Final Inception ReportContingency planning and animal disease control .pdf'**  
View the details about the content.

**Properties**

 Title:  
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:

**Actions**

- 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
- Start Discussion




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# CIRCABC – Correct File Name

 **CIRCABC**

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


**BTSF Team**

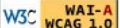
- Information
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Search:

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 **isa**  
Interoperability Solutions for  
European Public Administrations



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.

Title:

Description:

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.*

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## Final Version on CIRCABC

Draft versions of reports and presentations:

- directly in the space of the contract

Final versions of reports and presentations:

- in the space "Final versions of reports and presentations" of the contract

## Special Reports

- Change of staff, dates, locations, etc.:  
According to the BTSF operational guidelines
- Contingency: Additional report
- BTSF World: Annex XI - STMs





## E-Mail Communication

- Create a functional mailbox:  
[numberofcontract@contractor.](mailto:numberofcontract@contractor)
- Include contract number, work package, acronym and reason in the subject of the e-mail
- Always include the functional mailbox:  
[EAHC-BTSF-PROJECTS@ec.europa.eu](mailto:EAHC-BTSF-PROJECTS@ec.europa.eu)



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**THANK YOU**

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