



BTSF Info Day

Reporting - 2013 Contracts

Luxembourg 19 March 2014

Consumers, Health and Food Executive Agency

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

- First Interim Report **incl. Draft Syllabus**
- Second Interim Report **incl. Pedagogical Review and Syllabus**
- Third Interim Report **incl. Syllabus**
- Final Report **incl. Final Syllabus**

Clear Identification

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

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

How to submit a Report

- Step 1: upload draft report on CIRCABC, inform CHAFEA by e-mail
- Step 2: revise the report according to CHAFEA's comments, upload and inform CHAFEA by e-mail
- Step 3: after information from CHAFEA, upload final version (indicated on cover page and header or footer, Word+PDF), send hard copies and payment request 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)
- File size max. 100 MB



European
Commission

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
<i>No items to display.</i>		

Page 1 of 1

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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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CIRCABC – Correct file name

 **CIRCABC**

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Search

Advanced Search


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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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Interoperability Solutions for
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CIRCABC – Correct file name

 **CIRCABC**

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 **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.

Title:

Description:

Name:

Content Type:

Encoding:

Author:

Owner:

Status:

Issue date:

Reference:

Keyword:

Security Ranking:

Expiration Date:

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

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,
Addendum to the first interim report
- Contingency: Additional report



E-Mail Communication

- Create a functional mailbox:

Numberofcontract+acronym@contractor...

- Include contract number, work package, acronym and reason in the subject of the e-mail

- Always include the functional mailbox:

CHAFEA-BTSF-PROJECTS@ec.europa.eu



European
Commission

THANK YOU