



How to apply for TAIEX assistance?

Guidelines

Version 2.0

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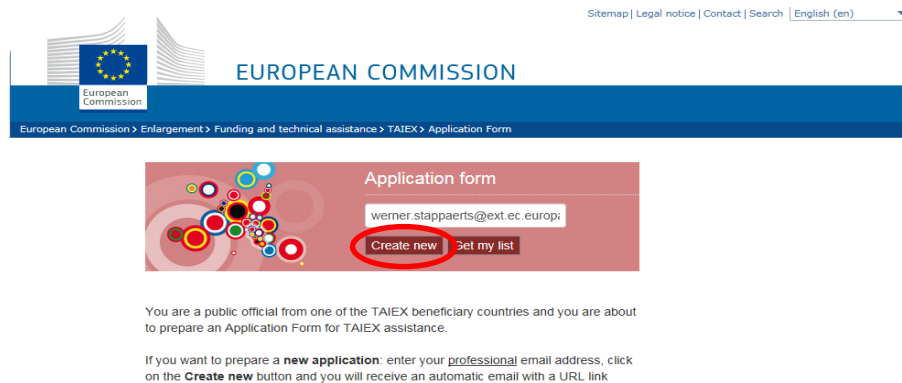
You are a public official from one of the TAIEX beneficiaries and you are about to prepare a TAIEX assistance request. These guidelines are meant to assist you during the online filling of your TAIEX application form.

1. How to access the application form?

This online form gathers information related to your TAIEX assistance request. Your application will be carefully examined and if approved, TAIEX will provide technical assistance on the basis of the provided information.

1. Visit the **home page**

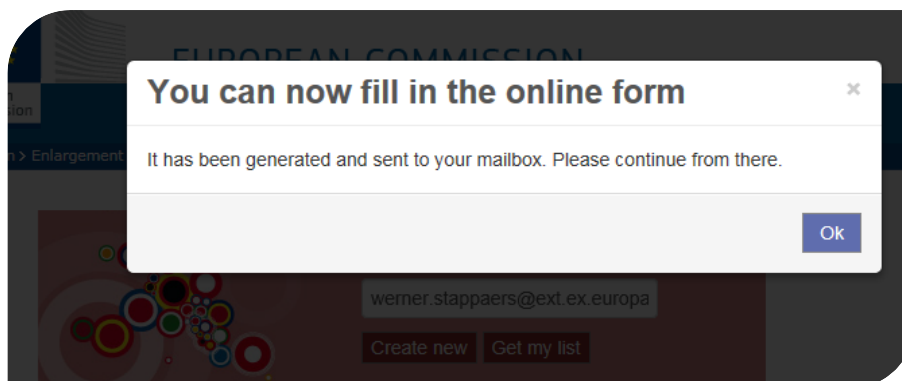
<https://webgate.ec.europa.eu/TMSWebRestrict/applicationForm>



The screenshot shows the 'Application form' page of the European Commission. At the top, there is a navigation bar with the European Commission logo and the text 'EUROPEAN COMMISSION'. Below this, a breadcrumb trail reads: 'European Commission > Enlargement > Funding and technical assistance > TAIEX > Application Form'. The main content area has a red header with the title 'Application form'. Below the header, there is a text input field containing the email address 'werner.stappaerts@ext.ec.europa.eu'. Below the input field, there are two buttons: 'Create new' (highlighted with a red circle) and 'Get my list'. Below the buttons, there is a paragraph of text: 'You are a public official from one of the TAIEX beneficiary countries and you are about to prepare an Application Form for TAIEX assistance. If you want to prepare a **new application**: enter your professional email address, click on the **Create new** button and you will receive an automatic email with a URL link.'

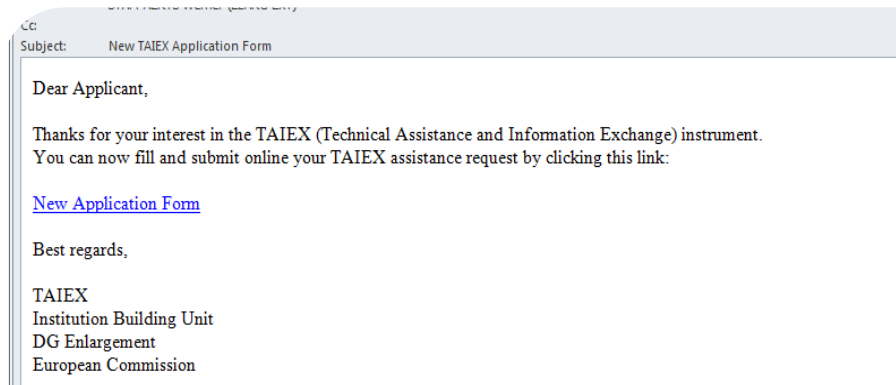
2. Enter your professional **email address**.

3. Press "**Create new**" to get a blank application form. When pressing this button a message is displayed telling you to check your mailbox.



The screenshot shows the same 'Application form' page as before, but with a confirmation message displayed in a white box. The message reads: 'You can now fill in the online form' (with a close button 'x' in the top right corner) and 'It has been generated and sent to your mailbox. Please continue from there.' Below the message is an 'Ok' button. The background of the page is dimmed, showing the same input field and buttons as in the previous screenshot.

4. You will receive an e-mail containing a **link** "New Application Form". Click on the link to open and start filling the form. This link and the saved information can be accessed anytime along the preparation of the request. In case you didn't receive the email, please check your junk email folder.

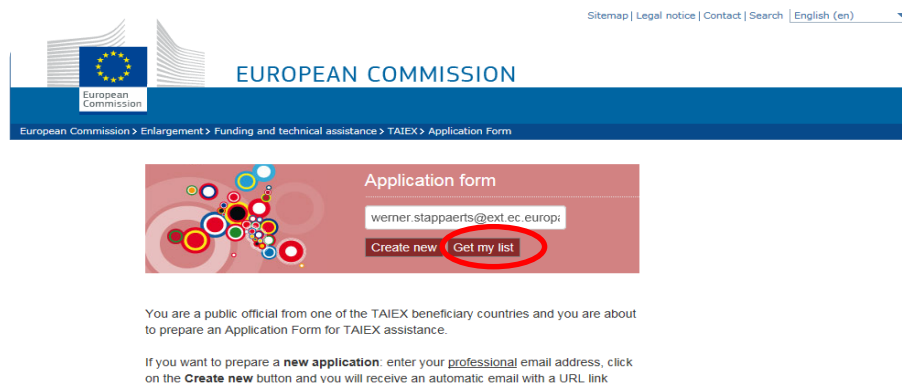


2. How to get a list of my drafted or submitted application forms?

You can consult all your draft and submitted applications via **"Get my list"** button

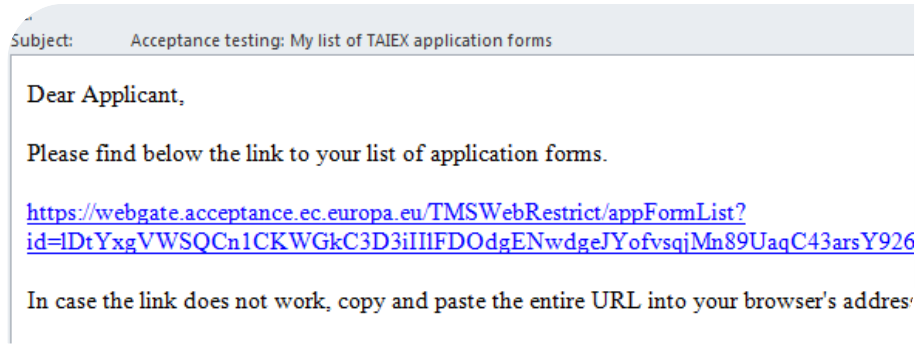
1. Visit the home page:

<https://webgate.ec.europa.eu/TMSWebRestrict/applicationForm>



2. Enter your **email address**

3. Press the **"Get my list"** button to get a link to the list of all your drafted and submitted application forms.
4. An automatic email will be dispatched to your mailbox. In case you didn't receive an email, please check your junk email folder.

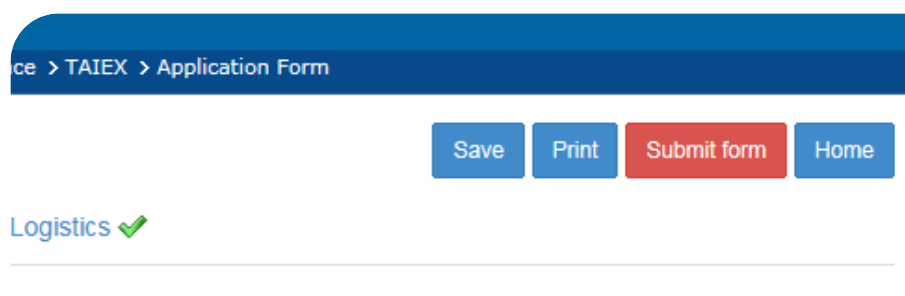


5. Click on the link to open an overview of all the application forms generated so far. You have the option to:
 - a. **continue** the filling of your existing draft application forms
 - b. **follow up** the registration process (status)
 - c. **print** an existing application form: at any stage, you can create a PDF and print the application form to facilitate your internal consultation
 - d. **share** the draft with colleagues, hierarchy or National Contact Point for prior approval by clicking on the application and copying/pasting the URL address
 - e. **duplicate** an existing application form for resubmission
6. Status:
 - a. **Draft**: a temporary version of the form is saved but not submitted
 - b. **Submitted**: application form has been submitted and waits for validation by the contact point (CP).
 - c. **Submitted and validated**: application form has been submitted and validated. The applicant will receive an acknowledgement of receipt by email within 5 working days
 - d. **Refused by CP**: the request has been refused by the CP. The applicant is informed by email. In case of rejection because of an incomplete application form, you can use the duplicate button to complement and resubmit a refused application form.
 - e. **Accepted**: the request has been accepted by TAIEX. The applicant is also informed by email

- f. **Refused**: the request has been refused. The applicant is informed by email. In case of rejection because of an incomplete application form, you can use the duplicate button to complement and resubmit a refused application form
- g. **Done**: an event has been planned/held to execute the requests as described in the application form

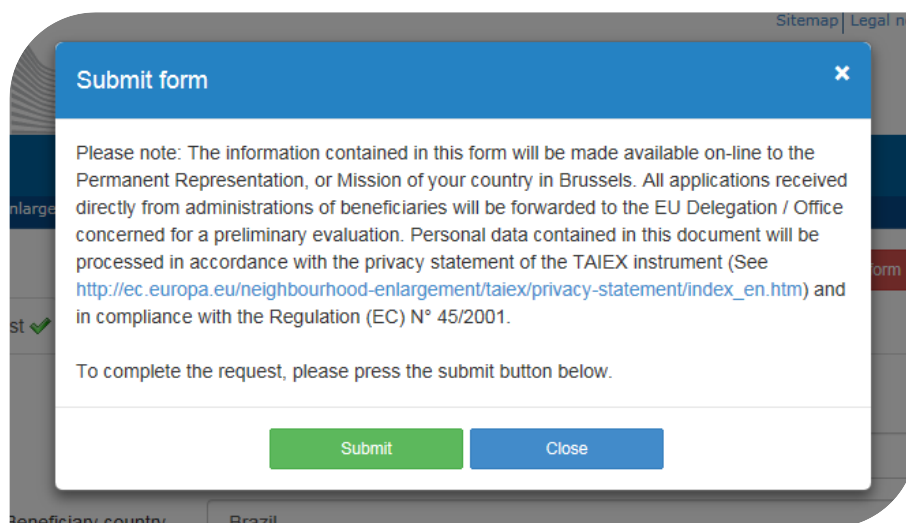
3. How to submit an application form?

1. **Complete** the application form. Check if all required fields marked by an asterisk (*) are properly filled in
2. **Save** regularly the form: you are not obliged to fill in the form in one go. If you do not have all the necessary information, you can easily save your form as a draft and work on it later. You have also the possibility to share it with your colleagues by copying the URL address and paste it in the correspondence with your counterparts
3. Once the application is ready, press "**Submit form**" to start the submission

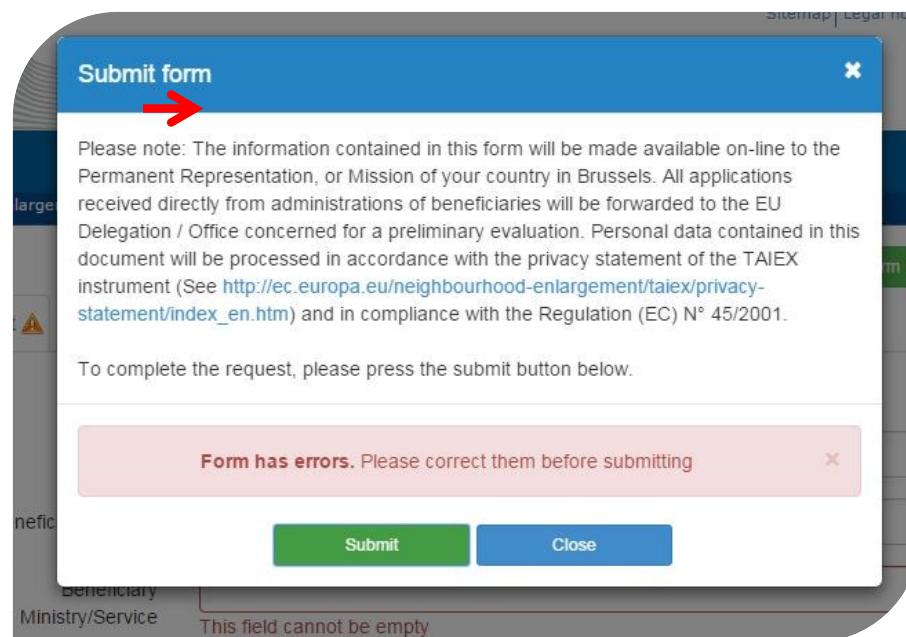


The screenshot shows a web interface for the TAIEX Application Form. At the top, a blue header bar contains the breadcrumb "ce > TAIEX > Application Form". Below the header, there are four buttons: "Save" (blue), "Print" (blue), "Submit form" (red), and "Home" (blue). Under the buttons, the word "Logistics" is displayed in blue text next to a green checkmark icon. Below this, there are two horizontal lines for text input.

4. A popup window appears on the screen then press the "**Submit**".

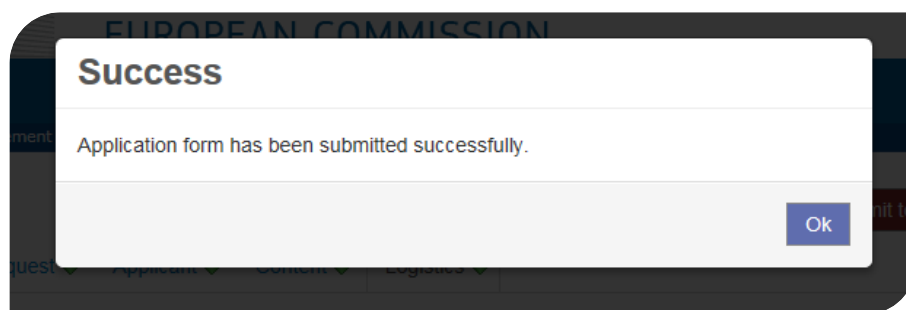


5. In case information is missing, a warning message is displayed.



Close the message, check the different tabs marked with ⚠ and complete the missing details marked in red. Once finalised, save and submit the application form again.

The successful submission is announced by a popup message.



Once submitted, application forms can no longer be modified. Via the **"Get my list"** button you can follow the status of the submitted application forms. Once submitted and validated, the applicant will receive an acknowledgement within 5 working days from TAIEX.

4. Further details

a. Description of the state of play

TAIEX takes the decision on the introduced requests based on the relevance and the appropriateness of the assistance. It is therefore very important to properly fill in the description fields.

b. Objective of the request

Here it is expected to have a short and clear description of the objectives that your administration aims to reach thanks to TAIEX assistance.

c. EU legislation concerned

TAIEX mandate covers all EU legislation. All requests of assistance have to be based on EU legislation. It will also provide TAIEX with a more focused field of expertise when looking for the experts in the Member States.

d. Main topics/content

It is needed to mention the activities which you expect TAIEX to organise in collaboration with the experts and ideally to provide details on a provisional agenda.

e. Current situation/justification

The situation in the country or this specific sector has to be described. This information is key for TAIEX to understand the state of play and the needs.

f. Planned or currently running project

All projects planned or running in the sector of the requested assistance should be listed. In case consultations show that the request is a duplication of existing projects, it will be rejected; on the other hand, if it is complementary and has a significant added value, TAIEX support will be provided.

g. Contact persons

Person submitting is the public official who physically encodes the assistance request.

Authorisation from your Administration is the official authorising the request for assistance. In case the "Person submitting" is also authorising the request, you can press "Copy data" and information will be duplicated.

Contact person for administrative questions and practical matters related to this event is the official in charge of all administrative and practical matters related to the organisation of the technical assistance. TAIEX will be in contact with this person along the preparation and implementation of the assistance. It is necessary to designate a person who has allocated time and who speaks one of the working languages of the Commission.

Contact person for evaluation is involved in the assistance process and well aware of the effects of the support provided. Six months after its implementation an automated email will be sent to the contact person for evaluation asking to provide an overall assessment of the impact (approximation, implementation of EU legislation, institutional development) of previous TAIEX assistance.