

## Contents

1.	History of the document .....	3
2.	Links to the system .....	4
3.	Sign in or create EU Login .....	4
4.	One time registration in DECLARE .....	5
5.	Organisation types and user roles .....	6
6.	Registration of Member State administrators.....	6
7.	Registration of Competent authorities .....	7
8.	Register a Competent authority organisation as an MS admin.....	7
9.	Add a member to the Competent authority as an MS admin .....	8
10.	Create another Competent authority (organisation) as a CAPA member of existing Competent authority .....	9
11.	Add a new member of your own Competent authority organisation .....	9
12.	Create a web service account for machine-to-machine communication.....	10
A)	Web service account for publishing NTS projects .....	10
B)	Web service account for publishing Retrospective Assessment .....	11
13.	Self-register as a Project applicant organisation .....	12
14.	Approve pending registration of Project applicant organisation .....	13
15.	Register Project applicant organisation (by a Competent Authority) .....	14
16.	Add a new member of a Project applicant organisation as a Project applicant administrator	16
17.	Information sharing between the members of the same organisation .....	17
18.	Overview of NTS project workflows.....	18
19.	Create an NTS using a web-form .....	19
20.	Submit an NTS as a Project applicant to the Competent authority.....	20
21.	Create an NTS using an excel file .....	21
22.	Approve NTS as a Competent Authority for Project Evaluation .....	22
23.	Publish an NTS as a Competent Authority for Project Authorisation.....	24
24.	Add comments .....	26
25.	Request modification of the NTS .....	26
26.	Reassign NTS to another competent authority .....	27
27.	Amend NTS – create a new version of already published NTS.....	28
28.	Retrospective Assessment (RA) overview.....	31
29.	Create an RA for the NTS project which does not exist in DECLARE .....	31

30.	Create an RA for the NTS project which is published in DECLARE.....	33
A)	RA excel upload for the NTS project which is published in DECLARE .....	33
B)	RA web form for the NTS project which is published in DECLARE.....	34
31.	Publish Retrospective Assessment.....	36
32.	Amend RA – create a new version of already published RA.....	38
33.	Preview and print.....	41
34.	Email notifications.....	42
	<i>Important note</i> .....	42
35.	Useful links and contact info.....	42

## 1. History of the document

Date	Version	Description of change
08.10.2020	2020-10	
22.01.2021	2021-01	<ul style="list-style-type: none"> <li>• Updated chapter 5 ‘Registration of Member State administrators’</li> <li>• Updated chapter 12 ‘Information sharing between the members of the same organisation’</li> <li>• Updated chapter 17 ‘Approve NTS as a Competent Authority for Project Evaluation’ with steps and screenshots for explicit assignment of competent authority added</li> <li>• New chapter 20 ‘Reassign NTS project to another competent authority’</li> <li>• New chapter 21 ‘Amend NTS project – create a new version of already published NTS’</li> <li>• Other minor corrections and updates</li> </ul>
18.02.2021	2021-02	<ul style="list-style-type: none"> <li>• Added link to the public NTS excel file validation in the chapter ‘Links to the system’</li> <li>• Added note that Internet Explorer is not supported in the chapter ‘Links to the system’</li> <li>• Added chapter ‘Organisation types and user roles’</li> <li>• Added chapter ‘Create another Competent authority as a CAPA member of existing Competent authority’</li> <li>• Added chapter ‘Add a new member of your own Competent authority organisation’</li> <li>• Updated chapter ‘Self-register as a Project applicant organisation’</li> <li>• New chapter ‘Register Project applicant organisation as a Competent Authority member’</li> <li>• New chapter ‘Add a new member of a Project applicant organisation as a Project applicant administrator’</li> <li>• Differences between ‘Project applicant’ and ‘Project applicant administrator’ role described in the chapter ‘Information sharing between the members of the same organisation’</li> <li>• Added chapter ‘Add comments’</li> <li>• Added chapter ‘Preview and print’</li> <li>• Added chapter ‘Email notifications’</li> <li>• Other minor corrections and updates</li> </ul>

13.07.2021	2021-07	<ul style="list-style-type: none"> <li>• Updated chapter 'Create a web service account for machine-to-machine communication' with the Retrospective Assessment set-up info</li> <li>• New chapter 'Retrospective Assessment (RA) overview'</li> <li>• New chapter 'Create an RA for the NTS project which does not exist in DECLARE'</li> <li>• New chapter 'Create an RA for the NTS project which is published in DECLARE'</li> <li>• New chapter 'Publish Retrospective Assessment'</li> <li>• New chapter 'Amend RA – create a new version of already published RA'</li> </ul>
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## 2. Links to the system

The **real data** is submitted using a system called DECLARE/ALURES at:  
<https://webgate.ec.europa.eu/declare/>

The playground system for testing purposes is at:  
<https://webgate.acceptance.ec.europa.eu/declare/>

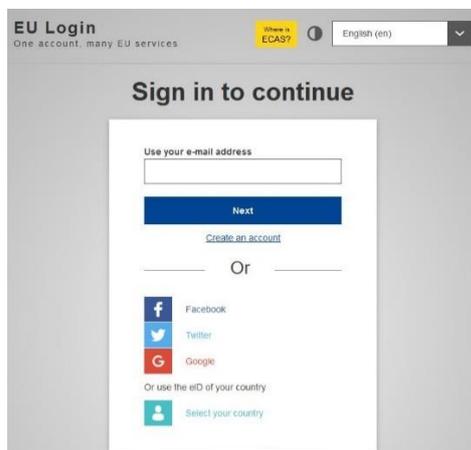
In order to submit data through the system, you must be registered in DECLARE/ALURES.  
 In order to test the application, you must be registered in playground system.

Public NTS file validation, where project applicant can test NTS excel file before sending it to the competent authority, is available at:  
<https://webgate.ec.europa.eu/envdataportal/web/resources/public/alures/nts/validate>

**NOTE: DECLARE does not work well in old Microsoft Internet Explorer browser.** Please use other browser, for example, Chrome, Firefox or Edge.

## 3. Sign in or create EU Login

When you access the link of DECLARE system, you are re-directed to "EU Login" (*European Commission login system*) to sign in or to create a new account (if you don't have yet any)



## 4. One time registration in DECLARE

Every user has to register himself into DECLARE the first time when he access the system. This is one time action.

The information submitted in EU Login will be automatically used by the system for the purpose of registration in DECLARE.

Once logged into EU Login, you access DECLARE performing the following steps:

1. Select ALURES policy domain to enter into the system

The screenshot shows the top navigation bar with the European Commission logo and the text 'WELCOME TO DECLARE'. Below this, a message states: 'DECLARE is a web tool that supports the collection, validation, analysis, and dissemination of environmental data. Please choose a policy domain.' Four main content boxes are displayed, each with a title and a brief description, along with links for 'More information' and 'Privacy statement':

- ALURES - ANIMALS USED FOR SCIENTIFIC PURPOSES**: Since 1986, the EU has had in place specific legislation covering the use of animals for scientific purposes. On 22 September 2010 the EU adopted Directive 2010/63/EU which updates and replaces the 1986 Directive 86/609/EEC on the protection of animals used for scientific purposes. The aim of the new Directive is to strengthen legislation, and improve the welfare of those animals still needed to be used, as well as to firmly anchor the principle of the Three Rs, to Replace, Reduce and Refine the use of animals, in EU legislation. Directive 2010/63/EU took full effect on 1 January 2013.
- EUTR - EU TIMBER REGULATION**: The EUTR reporting system is a web-based application aiming at implementing Regulation of the European Parliament and of the Council of 20 October 2010 laying down the obligations to place timber and timber products on the market and its relevant reporting requirements.
- FLEGT - FLEGT REGULATION**: The FLEGT Regulation reporting system is a web-based application for reporting information on the application of Regulation (EC) No 2173/2005 of 20 December 2005 on the establishment of a FLEGT licensing scheme for imports of timber into the European Community (FLEGT Regulation).
- NAGOYA - PROTOCOL ON ACCESS AND BENEFIT**: The Nagoya Protocol to the Convention on Biological Diversity on "Access to Genetic Resources and Equitable Sharing of Benefits Arising from Their Utilization" was adopted in Nagoya, Conference of the Parties of the Convention on Biological Diversity (CBD) in 2010 and signed by 92 countries. It implements the third objective of the CBD, namely the fair and equal benefits arising from the utilisation of genetic resources, including by appropriate access resources, generally referred to as "access and benefit sharing" or simply "ABS".

2. Register your account into the system

The screenshot shows the top navigation bar with the European Commission logo and the text 'DECLARE Data submission portal'. Below this, a message states: 'You Are Not Registered In The System'. A link 'Click Here To Register As A New User:' is followed by a blue 'REGISTER' button. At the bottom, the current version and version date are displayed: 'Current version: 5.13 (a50a3b9) | Version date: Top | Contact | European Commission | Environment'.

3. Read the privacy statement and terms and condition of the usage of the system

The screenshot shows the top navigation bar with the European Commission logo and the text 'ALURES'. Below this, a message states: 'YOU ARE NOT REGISTERED IN THE SYSTEM'. A note says: 'Basic user information is retrieved from the EU Login, the common authentication application, and is therefore non-editable. It can be consulted and changed here.' The registration form contains the following fields:

- Member ID: user255
- First name: User255
- Last name: User255
- Email: user255@mock.ec.europa.eu
- Phone: (empty field)
- Which notification emails do you want to receive?: All

At the bottom right, there is an 'Actions:' section with a link to 'Terms and conditions'. Below this, a message states: 'I hereby certify that the statements and information in this application form are true and correct and that I agree with the terms and conditions of the system.' A blue 'Register' button with a green checkmark icon is visible, along with a 'Back' button.

## 5. Organisation types and user roles

DECLARE Alures NTS recognizes different types of organisations and respective user roles.

1. **Member State** type of organisation
  - a. **Member State Administrator** user role (MS Admin)
2. **Competent Authority** type of organisation (CA)
  - a. **Competent Authority for Project Evaluation** user role (CAPE)
  - b. **Competent Authority for Project Authorisation** user role (CAPA)
  - c. **Competent Authority for Retrospective Assessment** user role (CARA)
3. **Project Applicant** type of organisation (PA)
  - a. **Project applicant** user role
  - b. **Project applicant Administrator** user role

Each country has one **Member State** organisation with any number of members with **Member State Administrator** user role. Commission IT support staff create Member State organisation and its initial administrator. The purpose of this type of organisation and respective role is to allow Member State Administrator(s) to create Competent Authorities in their own country themselves. Member State Administrator have read-only access to all NTS projects in her/his country, which are not in draft status.

Each country can have unlimited number of competent authorities, but has to have at least one **Competent Authority** type of organisation. Each Competent Authority organisation can have any number of members with **CAPE** and/or **CAPA** and/or **CARA** role.

Member with CAPE role can approve (evaluate) the NTS project submitted to his/her organisation, whereas member with CAPA role can publish (authorise) the NTS project submitted to her/his organisation. Member with CARA role can create and publish Retrospective Assessment.

The same physical person can be a member of Competent Authority with CAPE, CAPA and CARA role.

**Project Applicant** type of organisation is optional. Project applicant type of organisations and its members have to be registered in DECLARE only if a Member State decides to allow project applicants to submit NTS projects themselves into DECLARE.

Project applicant can register his/her organisation herself. Alternatively, any Competent Authority member with CAPE or CAPA role can register Project Applicant organisation and its member(s).

Project applicant member with **Project applicant Administrator** user role will be able to add other members of his organisation, while the member with **Project applicant** user role will not.

Member with **Project applicant Administrator** user role will be able to see and handle all NTS projects created by any other member of his/her organisation, whereas member with **Project applicant** user role will be only able to access NTS projects he/she created herself.

## 6. Registration of Member State administrators

European Commission registers 'Member State' organisation and its initial member as an "administrator". Member State administrator can then register Competent authority organisations in her/his country.

Member State administrator can also:

- a) Add additional administrators into his/her Member State organisation by clicking 'Add new member' on Member State organisation details screen.
- b) Remove existing administrators by clicking 'X' icon on the Member List

Home Submissions Organisations Member State Belgium Member State Administrator

### MEMBER STATE BELGIUM

Organisation type: Member State  
 Organisation name: Member State Belgium  
 Location: Belgium  
 General Contact Email:  
 Status: ACTIVE  
 Additional information:

Address line 1:  
 Address line 2:  
 Country:  
 City:  
 Postal code:

**Actions:**  
 Edit  
 Add new member  
 Back

### MEMBER LIST

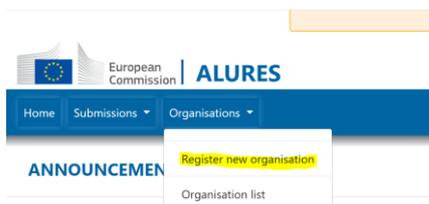
Member ID	Role	Status	Email	Name	Activated by	Activated on	Actions
user27	Member State Administrator	ACTIVE	user27@mock.e.europa.eu	User27 USER27	User1 USER1	2020-11-20 09:53:04.201	X

## 7. Registration of Competent authorities

Member State administrator can register any number of Competent Authority organisations. Any number of members can be added to each Competent Authority organisation. Each member can have 'Competent Authority for Project Evaluation' (CAPE), 'Competent Authority for Project Authorisation' (CAPA) or 'Competent Authority for Retrospective Assessment' (CARA) role. Where the same person is responsible for both - evaluation and authorisation, MS administrator will add the same user twice with different roles.

## 8. Register a Competent authority organisation as an MS admin

1. Click the menu item 'Register new organisation'



- Choose 'Competent Authority' as organisation type, fill in organisation name, location and captcha text and click 'Register'

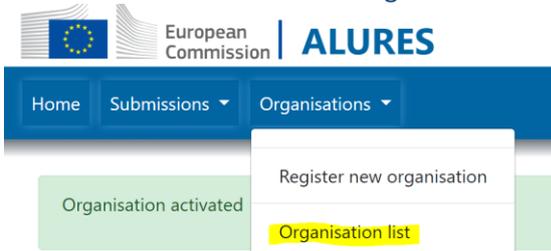
#### REGISTER NEW ORGANISATION

- Activate the organisation

Note: in order to allow Competent Authority to access to the system, **at least one member with CAPE or CAPA or CARA role has to be added**. See chapter 'Add a member to the Competent authority as an MS admin'.

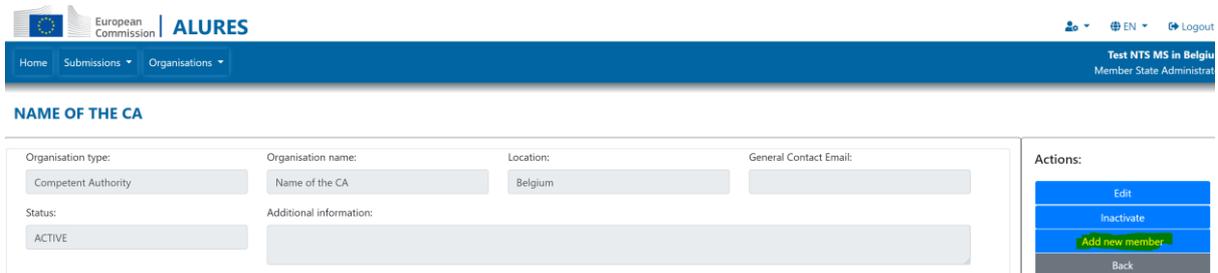
## 9. Add a member to the Competent authority as an MS admin

- Click the menu item 'Organisation list'

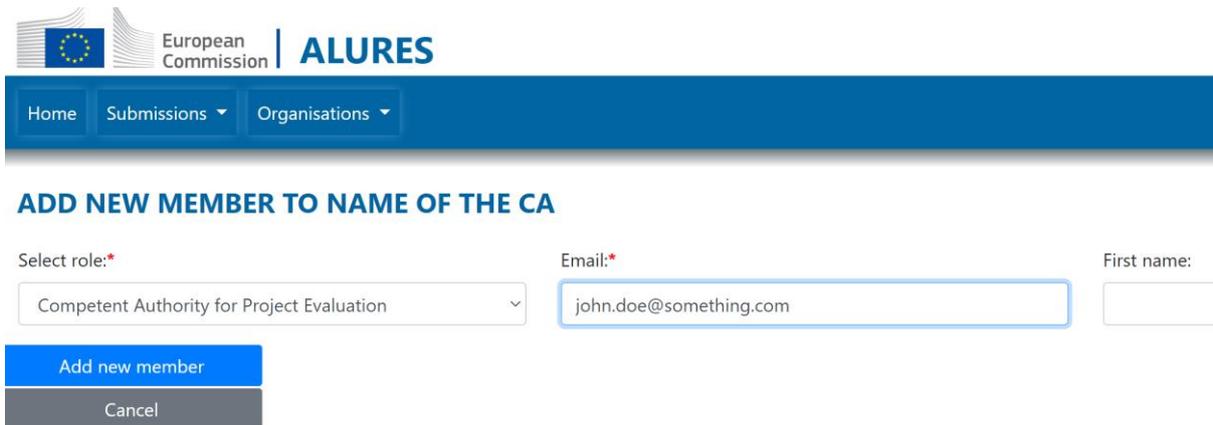


- Click on the row with chosen organisation to see organisation details

3. Click 'Add new member'



4. Choose the role, fill in the email address and click 'Add new member'



Note: the email address in DECLARE must match user's EU login email address

## 10. Create another Competent authority (organisation) as a CAPA member of existing Competent authority

Any member of existing Competent Authority with CAPA role can create another Competent Authority (organisation) in the same location. This can be useful in cases where competent authority responsible for project authorisation is also responsible to register and maintain competent authorities for project evaluation (CAPE) in its country or region.

The process is analogous to the one described in the chapters 'Register a Competent authority organisation as an MS admin' and 'Add a member to the Competent authority as an MS admin'.

## 11. Add a new member of your own Competent authority organisation

Any existing member of a Competent Authority organisation can add new members of his/her own organisation.

Member with 'CAPE' role can add another member with 'CAPE' role.

Member with 'CAPA' role can add another member with either 'CAPE' or 'CAPA' role.

The process is analogous to the one described in the chapter 'Add a member to the Competent authority as an MS admin'.

## 12. Create a web service account for machine-to-machine communication

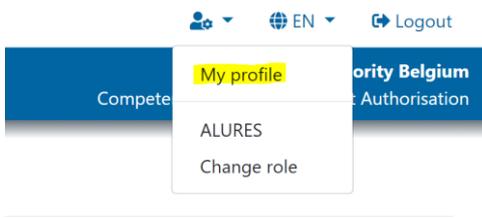
### A) Web service account for publishing NTS projects

Only the user with 'Competent Authority for Project Authorisation' (CAPA) role has permission to publish NTS. Once the human user with CAPA role is registered in DECLARE system, she can create her web service account to be used by national system to publish NTS into DECLARE.

1. Login into DECLARE as 'Competent Authority for Project Authorisation'. If you have more than one role, **make sure you set CAPA as your current role.**



2. Click 'My profile' menu item



3. Click 'Add new web service account'

#### MY DECLARE PROFILE

Here you can view and edit your profile details.

PERSONAL DATA		Actions:
First name: User1	Last name: User1	Edit Add new web service account
Member ID:	Email:	

4. Enter a password to be used for web service account and click 'Save'

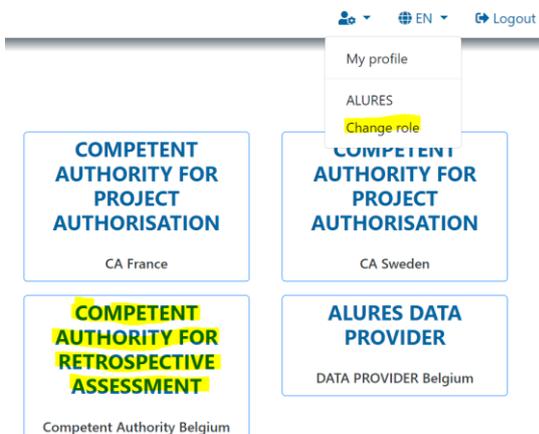
CREATE WEB SERVICE ACCOUNT				Actions:
User name: VERZVWZLDE	Password: [Redacted]	Start date:	End date:	Save Cancel

With automatically created user name and password you have provided, your national system can access DECLARE NTS web service in order to publish NTS.

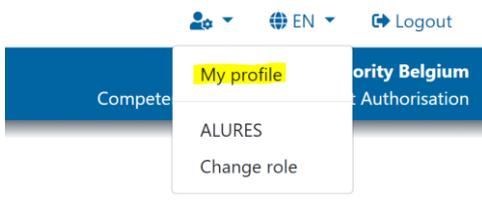
## B) Web service account for publishing Retrospective Assessment

Only the user with 'Competent Authority for Retrospective Assessment' (CARA) role has permission to publish a Retrospective Assessment. Once the human user with CARA role is registered in DECLARE system, she can create her web service account to be used by national system to publish RA into DECLARE.

1. Login into DECLARE as 'Competent Authority for Retrospective Assessment'. If you have more than one role, **make sure you set CARA as your current role.**



2. Click 'My profile' menu item



3. Click 'Add new web service account'

#### MY DECLARE PROFILE

Here you can view and edit your profile details.

PERSONAL DATA	Actions:										
<table> <tr> <td>First name:</td> <td>Last name:</td> </tr> <tr> <td><input type="text" value="User1"/></td> <td><input type="text" value="User1"/></td> </tr> <tr> <td>Member ID:</td> <td>Email:</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	First name:	Last name:	<input type="text" value="User1"/>	<input type="text" value="User1"/>	Member ID:	Email:	<input type="text"/>	<input type="text"/>	<table> <tr> <td><input type="button" value="Edit"/></td> </tr> <tr> <td><input type="button" value="Add new web service account"/></td> </tr> </table>	<input type="button" value="Edit"/>	<input type="button" value="Add new web service account"/>
First name:	Last name:										
<input type="text" value="User1"/>	<input type="text" value="User1"/>										
Member ID:	Email:										
<input type="text"/>	<input type="text"/>										
<input type="button" value="Edit"/>											
<input type="button" value="Add new web service account"/>											

4. Enter a password to be used for web service account and click 'Save'

#### CREATE WEB SERVICE ACCOUNT

User name:*	Password:*	Start date:*	End date:*	Actions:		
<input type="text" value="VERZVWZLDE"/>	<input type="password"/>	<input type="text"/>	<input type="text"/>	<table> <tr> <td><input type="button" value="Save"/></td> </tr> <tr> <td><input type="button" value="Cancel"/></td> </tr> </table>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
<input type="button" value="Save"/>						
<input type="button" value="Cancel"/>						

With automatically created user name and password you have provided, your national system can access DECLARE RA web service in order to publish an RA.

## 13. Self-register as a Project applicant organisation

Project applicants can **self**-register. In order to activate self-registered project applicant, the Competent authority has to approve the registration.

In a case that you are not yet registered in DECLARE, please first follow the steps as described in the chapter 'One time registration in DECLARE'.

Once you have successfully registered in DECLARE, you can register your organisation as a 'Project applicant' organisation - the entity on whose account the data will be provided. Organisation, university, company or laboratory is later called "Project applicant" (PA) in DECLARE.



There are 5 mandatory elements on the form. Others are optional.

1. Select the organisation type "Project applicant"

2. Enter the name
3. Select the location of the Competent authority that will approve the registration
4. Enter “captcha”
5. Click on “Register” button

**REGISTER NEW ORGANISATION**

Organisation type: Project applicant

Organisation name:

Location: Europe

- AA Test Associated Country 7
- Austria**
- Belgium
  - Belgium-Wallonia
- Bulgaria

Please use the tree with locations to fill the following selected location field.

Selected:

Additional information:

General Contact Email:

Address line 1:

Address line 2:

Country:

City:

Postal code:

Captcha: 

Actions:

The user who is self-registering the ‘Project applicant’ organisation will be automatically added as a member with ‘Project applicant administrator’ role. However, the registration form of the ‘Project applicant’ organisation will be in status “PENDING” and wait for validation by the relevant competent authority (a body designated for that purpose by the Member State).

European Commission | **ALURES** | EN | Logout

Organisations | Project applicant 1 | Project applicant Administrator

Organisation registered

**MY DECLARE PROFILE**  
Here you can view and edit your profile details.

**PERSONAL DATA**

First name:  Last name:

Member ID:  Email:

Phone:  Which notification emails do you want to receive?:

Actions:

**MY ROLES**

Id	Organisation name	Role	Organisation status	Role status	Location
4090	Project applicant 1	Project applicant Administrator	PENDING	ACTIVE	Hungary

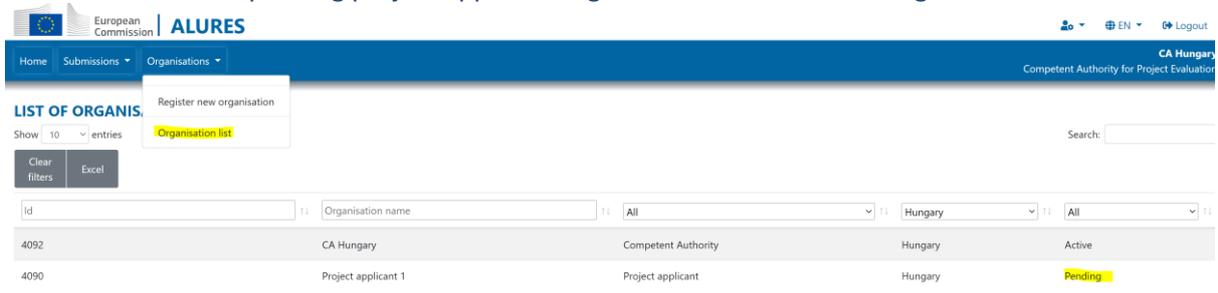
After validation of the registration from by the Competent Authority, the user receives an email confirming that he/she has the access rights required to use DECLARE ALURES and can submit data.

You will receive an e-mail notification when registration form is approved. If not, please contact your Competent Authority.

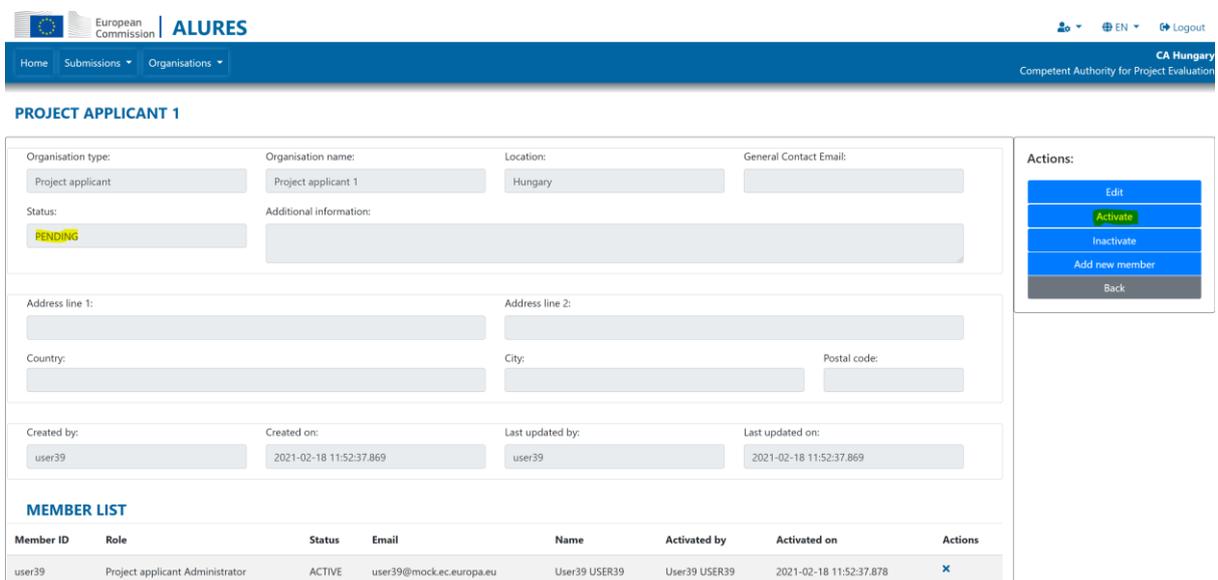
## 14. Approve pending registration of Project applicant organisation

Any Competent Authority member with CAPE or CAPA role can list Project applicant organisations at its own location and approve (activate) the pending ones.

1. Click on the pending project applicant organisation on the 'List of organisations'



2. Click 'Activate'



## 15. Register Project applicant organisation (by a Competent Authority)

Any Competent Authority member with CAPE or CAPA role can list Project applicant organisations at its own location and approve (activate) the pending ones.

In order to complete the process of registering a new Project applicant organisation and allow its members to access the system, newly created organisation **has to be activated** and **at least one Project applicant member has to be added**.

### Register new project applicant organisation

1. Click on the menu item 'Organisations' -> 'Register new organisation'
2. Choose 'Project applicant' in Organisation type field, fill-in fields 'Organisation name', 'Location' and 'Captcha'.
3. Click 'Register' button.

European Commission | ALURES

Home Submissions Organisations

REGISTER NEW ORGANISATION

Organisation type: Project applicant

Organisation name: Project applicant registered by CA

Location: Europe > Hungary

Additional information:

General Contact Email:

Actions: Register

*Add an initial administrator of the Project applicant organisation*

1. Click 'Add new member' on the organisation details screen

Organisation registered

PROJECT APPLICANT REGISTERED BY CA

Organisation type: Project applicant

Organisation name: Project applicant registered by CA

Location: Hungary

General Contact Email:

Status: PENDING

Additional information:

Address line 1:

Address line 2:

Country:

City:

Postal code:

Created by: user1

Created on: 2021-02-18 13:26:54.652

Last updated by: user1

Last updated on: 2021-02-18 13:26:54.652

MEMBER LIST

Member ID	Role	Status	Email	Name	Activated by	Activated on	Actions
-----------	------	--------	-------	------	--------------	--------------	---------

Actions: Edit, Activate, Inactivate, Add new member, Back

2. Select 'Project applicant Administrator' role, enter the user's email and click 'Add new member'

European Commission | ALURES

Home Submissions Organisations

ADD NEW MEMBER TO PROJECT APPLICANT REGISTERED BY CA

Select role: Project applicant Administrator

Email: user1@mock.ec.europa.eu

First name:

Last name:

Add new member

Cancel

Note: the email address in DECLARE must match user's EU login email address

*Activate Project applicant organisation*

1. Click 'Activate' on the organisation details screen

### PROJECT APPLICANT REGISTERED BY CA

Organisation type: Project applicant	Organisation name: Project applicant registered by CA	Location: Hungary	General Contact Email:
Status: PENDING	Additional information:		
Address line 1:	Address line 2:		
Country:	City:	Postal code:	
Created by: user1	Created on: 2021-02-18 13:26:54.652	Last updated by: user1	Last updated on: 2021-02-18 13:26:54.652

**Actions:**  
[Edit](#)  
[Activate](#)  
[Inactivate](#)  
[Add new member](#)  
[Back](#)

MEMBER LIST							
Member ID	Role	Status	Email	Name	Activated by	Activated on	Actions
user1	Project applicant Administrator	ACTIVE	user1@mock.ec.europa.eu	User1 USER1	User1 USER1	2021-02-18 13:59:05.309	X

## 16. Add a new member of a Project applicant organisation as a Project applicant administrator

Project applicant member with 'Project applicant Administrator' role can add another member of his/her organisation.

1. Click on the row with your organisation Organisation list

The screenshot shows the 'Organisations' page in the ALURES system. A dropdown menu is open, highlighting 'Organisation list'. Below the menu, a table lists organisations. The first row is 'Project applicant organisation 1', which is highlighted with a blue arrow. The table columns are: Id (4093), Organisation name (Project applicant organisation 1), Status (Project applicant), Location (Hungary), and Pending (Pending). The page also shows a search bar, 'Clear filters', 'Excel', and pagination controls.

2. Click 'Add new member' on the organisation details screen

The screenshot shows the details page for 'Project Applicant Organisation 1'. The form fields are: Organisation type (Project applicant), Organisation name (Project applicant organisation 1), Location (Hungary), and General Contact Email. The Status is ACTIVE. The Actions panel on the right has the 'Add new member' button highlighted in green. Below the form are address fields and a member list table.

MEMBER LIST							
Member ID	Role	Status	Email	Name	Activated by	Activated on	Actions
user1	Project applicant Administrator	ACTIVE	user1@mock.ec.europa.eu	User1 USER1	User1 USER1	2021-02-18 13:59:05.309	X

### 3. Select the role, enter email address and click on 'Add new member'

The screenshot shows the ALURES web interface. At the top, there is a navigation bar with 'Home', 'Submissions', and 'Organisations' menus. The user is logged in as 'Project applicant organisation 1' with the role 'Project applicant Administrator'. The main content area is titled 'ADD NEW MEMBER TO PROJECT APPLICANT ORGANISATION 1'. It contains a form with the following fields: 'Select role\*' (a dropdown menu with 'Project applicant' selected), 'Email\*' (a text input field containing 'user22@mock.ec.europa.eu'), 'First name:' (an empty text input field), and 'Last name:' (an empty text input field). Below the form are two buttons: 'Add new member' (highlighted in yellow) and 'Cancel'.

For differences between 'Project applicant' and 'Project applicant Administrator' roles, see the chapter 'Information sharing between the members of the same organisation'.

Note: the email address in DECLARE must match user's EU login email address

## 17. Information sharing between the members of the same organisation

Every organisation can have as many members active in DECLARE as it wishes to.

NAME OF THE APPLICANT'S ORGANISATION

Organisation type: Project applicant	Organisation name: Name of the applicant's organisation	Location: Belgium	General Contact Email:
Status: ACTIVE	Additional information:		

Address line 1:	Address line 2:		
Country:	City:	Postal code:	

Created by: user255	Created on: 2020-10-08 10:44:41.573	Last updated by: user1	Last updated on: 2020-10-08 10:56:49.74
------------------------	----------------------------------------	---------------------------	--------------------------------------------

Actions:

- Edit
- Inactivate
- Add new member
- Back

**MEMBER LIST**

Member ID	Role	Status	Email	Name	Activated by	Activated on	Actions
user23@mock.ec.europa.eu	Project applicant	ACTIVE	user23@mock.ec.europa.eu	User1	USER1	2020-10-08 10:58:10.314	✕
user21@mock.ec.europa.eu	Project applicant	ACTIVE	user21@mock.ec.europa.eu	User1	USER1	2020-10-08 10:57:24.868	✕
user22@mock.ec.europa.eu	Project applicant	ACTIVE	user22@mock.ec.europa.eu	User1	USER1	2020-10-08 10:57:47.223	✕

### Project applicant organisation

Members of the Project applicant organisation can have two different user roles:

- Project applicant
- Project applicant Administrator

Member of the Project applicant organisation with '**Project applicant**' role can see and edit only the NTS projects that he/she created. Other members of the same project applicant (PA) organisation with 'Project applicant' role will not have access to her/his NTS projects.

Member of the Project applicant organisation with '**Project applicant Administrator**' role can see and edit all NTS projects in their Project applicant organisation, no matter who created them.

Only a member of the Project applicant organisation with '**Project applicant Administrator**' role can add new members of his/her Project applicant organisation.

### Competent authority organisation (CAPE and CAPA)

Only the members of the competent authority assigned to evaluate or authorise particular NTS, will have access to those NTS projects.

Each member of that competent authority has access to all NTS assigned to this authority.

### *Member State organisation*

Member State organisation members have read-only access to all except 'Draft' NTS projects in their country.

Please note that each organisation (Member State, Project applicant or Competent authority) **is responsible for member's access rights**. It is equally important to ensure that **person(/s) who no longer should have access rights is/are removed promptly due to the fact that DECLARE/ALURES system contains non-public and limited access data**.

Organisation access rights are managed under menu "Organisations", "Organisation List".

## **18. Overview of NTS project workflows**

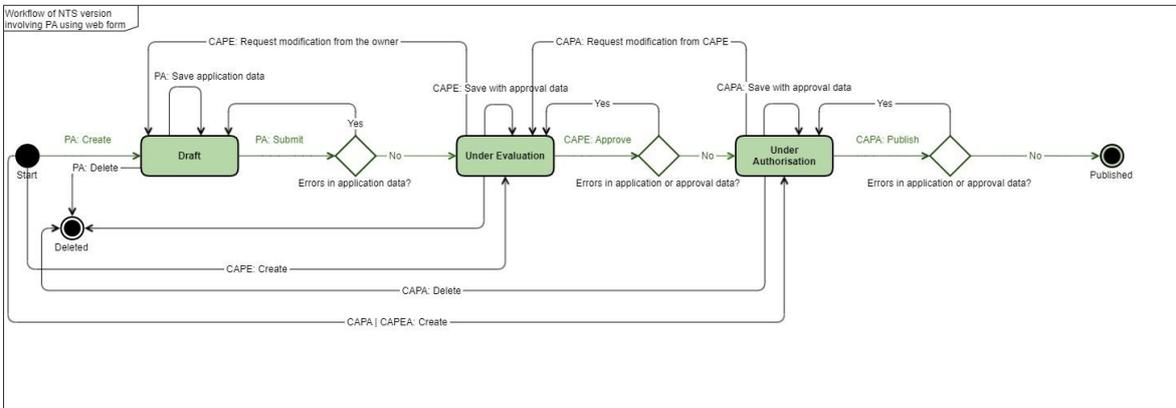
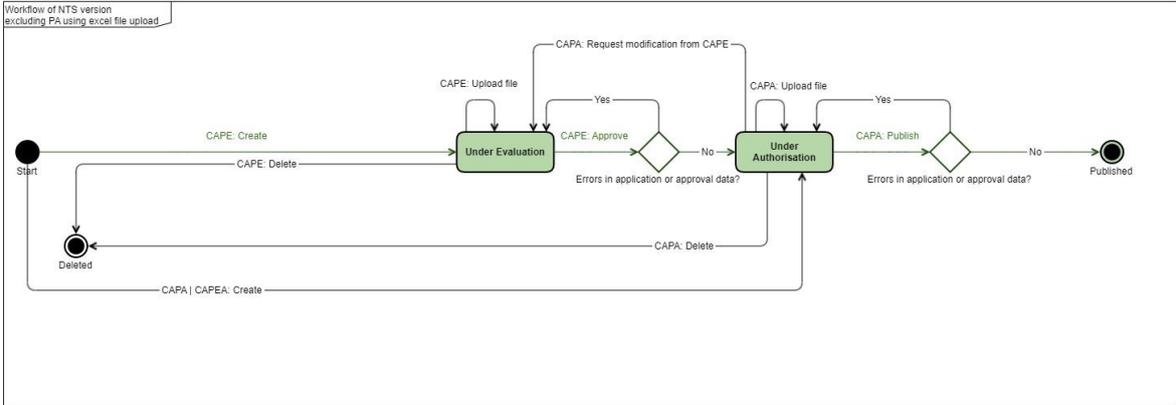
DECLARE ALURES NTS web application supports the following scenarios:

1. NTS is created and submitted by Project Applicant, approved by Competent Authority for Project Evaluation and published by Competent Authority for Project Authorisation
2. NTS is created by Competent Authority for Project Evaluation and then published by Competent Authority for Project Authorisation
3. NTS is created and published by Competent Authority for Project Authorisation

First scenario requires Project Applicant registration in DECLARE and can be realised only using an **NTS web form**.

Second and third scenarios can be realised either by using **NTS web form** or **NTS excel** upload.

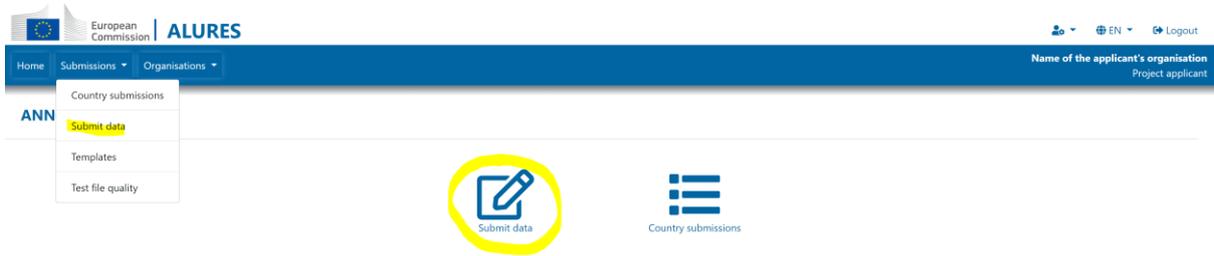
PA - Project Applicant  
 CAPE - Competent Authority for Project Evaluation  
 CAPA - Competent Authority for Project Authorisation  
 CAPEA (CAPE + CAPA) - Competent Authority for Project Evaluation & Authorisation



### 19. Create an NTS using a web-form

Either project applicant (PA), project evaluation authority (CAPE) or project authorisation authority (CAPA) can create NTS web form. Resulting status and available actions will differ depending on the user's role. Below instruction illustrates a case when project applicant is creating NTS herself.

1. Click 'Submit data' menu item or home page icon



2. Choose 'NTS form' as a form type, fill in at least mandatory fields and click 'Save'

### CREATE NEW SUBMISSION

You can upload your data using this page

Form type\*  Organisation\*

Actions:

**Non-technical project summary**

Project Title\*

Country\*

Language\*

In case of invalid or incomplete data, system shows the error messages and user can continue to edit the form. Otherwise, system shows the success message.

System automatically assigns NTS identifier and initial status. The status NTS depends on the creator's role:

- ➔ If PA creates NTS: initial status is 'Draft'
- ➔ If CAPE creates NTS: initial status is 'Under evaluation'
- ➔ If CAPA creates NTS: initial status is 'Under authorisation'

## 20. Submit an NTS as a Project applicant to the Competent authority

1. Click submissions menu item or home page icon



2. Click on the row with draft NTS

### LIST OF SUBMISSIONS

Location:  Submitted by:  NTS Identifier:  Project title:

Status:  Form type:

Show  entries Search:

Location	Submitted by	NTS Identifier	Project title	Status	Form type
be	p/y409gZ4o9aOFNqkXhmOTSK1lowOQzR6wPMPPIAX7rgfNMA14F2kLczikZwE	<b>NTS-BE-813842</b>	test	<b>Draft</b>	alures_nts_form

### 3. Click 'Submit to Competent Authority'

**SUBMISSION DETAILS**

Details Attachment Comments History ? Help

Organisation: Name of the applicant's organisation - Belgium NTS Identifier: NTS-BE-388993 NTS Version: 1 Submission status: Draft

**Non-technical project summary**

Project Title: test project

Country:

**Actions:**

- Submit to Competent Authority
- Edit
- Delete
- Back

### 4. Choose the competent authority for project evaluation

Identifier: -388993

Please choose the competent authority for project evaluation

Close Submit

System assigns the 'Under evaluation' status. Once the PA submits the NTS to a competent authority, NTS will be visible to the members of the chosen competent authority.

## 21. Create an NTS using an excel file

Either project evaluation authority (CAPE) or project authorisation authority (CAPA) can create NTS using an excel file. Resulting status and available actions will differ depending on the user's role.

### 1. Click 'Submit data' menu item or home page icon

European Commission | **ALURES** EN Logout

Home Submissions Organisations

Country submissions

**ANN** Submit data Templates Test file quality

Submit data Country submissions

### 2. Choose the 'NTS excel' as a form type and click the 'Browse' button

European Commission | **ALURES** EN Logout

Home Submissions Organisations

**CREATE NEW SUBMISSION**

You can upload your data using this page

Form type: NTS Excel Organisation: Competent Authority Belgium - Belgium Main file (xls and xlsx): Add file Main file Browse

**Actions:**

- Submit
- Cancel

3. Chose the file to upload and click 'Submit' button

You can upload your data using this page

Form type: NTS Excel

Organisation: Competent Authority Belgium - Belgium

Main file (xls and xlsx): NTS\_ok\_with\_only\_mandac.xlsx

Actions: Submit, Cancel

4. System will show the validation results and link to the validation report where you can see the detailed error(s) if any

Organisation: Competent Authority Belgium - Belgium

NTS Identifier: NTS-BE-104506

Submission status: UNDER\_EVALUATION

Main file: NTS\_ok\_with\_only\_mandatory\_data.xlsx (Rev. 1)

08 Oct 2020 12:09 by User1 User1  
(Competent Authority for Project Evaluation in Competent Authority Belgium)

Validation report (0 errors, 0 warnings)

Actions: APPROVE, UPDATE, DELETE, Back

System automatically assigns NTS identifier and initial status. The status NTS depends on the creator's role:

- ➔ If CAPE creates NTS: initial status is 'Under evaluation'
- ➔ If CAPA creates NTS: initial status is 'Under authorisation'

## 22. Approve NTS as a Competent Authority for Project Evaluation

1. Click submissions menu item or home page icon

Submissions

Submit data

Country submissions

2. Click on the row with the NTS in the 'Under evaluation' status

The screenshot shows the 'LIST OF SUBMISSIONS' page in the ALURES system. The status filter is set to 'UNDER\_EVALUATION'. The table below shows two submissions:

Location	Submitted by	NTS Identifier	Project title	Status	Form type
be	Competent Authority Belgium	NTS-BE-104506	NTS ok withonly mandatory data	UNDER_EVALUATION	ALURES_NTS_EXCEL
be	Competent Authority Belgium	NTS-BE-122965	NTS ok with all data	UNDER_EVALUATION	ALURES_NTS_EXCEL

3. Click 'Approve'

The screenshot shows the 'SUBMISSION DETAILS' page for NTS-BE-104506. The submission status is 'UNDER\_EVALUATION'. The 'Actions' panel on the right contains the following buttons:

- APPROVE
- UPDATE
- DELETE
- Back

In order to approve the NTS, the Excel file must not contain any errors. In case of errors, upload the corrected file by using the 'Upload new revision' button, or click 'Edit' button in case of using an NTS form.

4. Choose the competent authority for project authorisation

The screenshot shows the 'SUBMISSION DETAILS' page with a modal dialog open. The dialog title is 'Please choose the competent authority for project authorisation'. The dialog contains a search box and a list of available authorities:

- Close
- Submit
- User1 (Competent Authority for Project Evaluation in Competent Authority Belgium)

The 'Actions' panel on the right contains the following buttons:

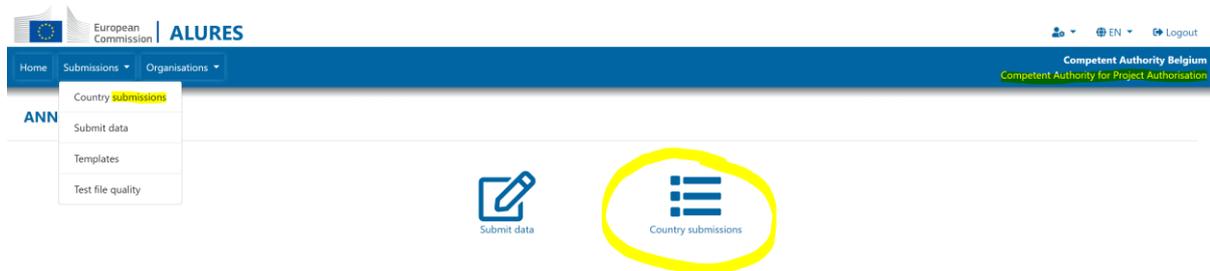
- Approve
- Reassign project
- Delete
- Upload new revision
- Back

Any competent authority in the same country with at least one member with CAPA role can be chosen for project authorisation.

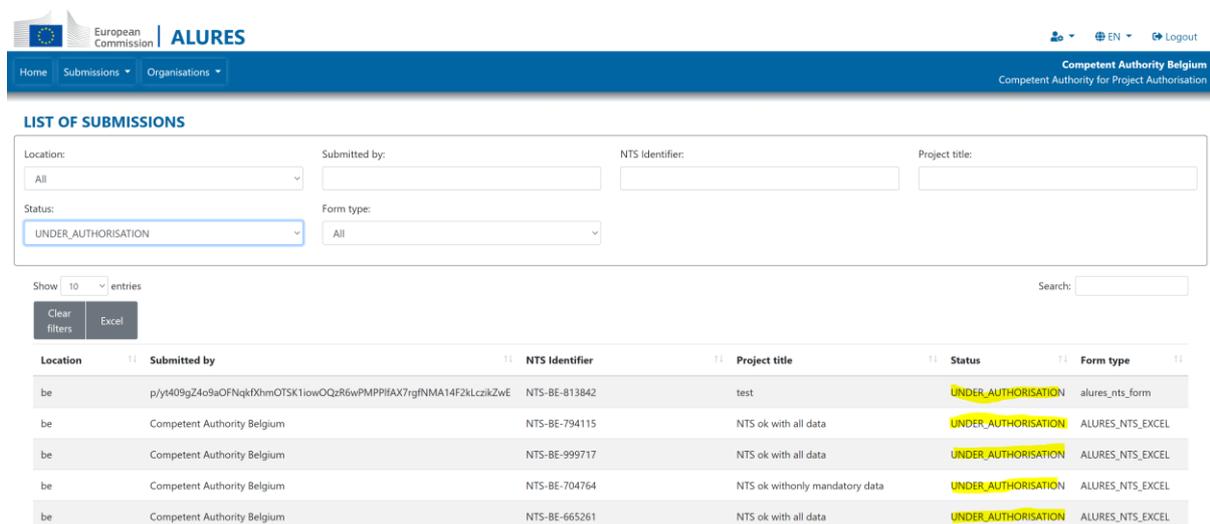
Once the CAPE approves the NTS, the system assigns it the status 'Under authorisation'.

## 23. Publish an NTS as a Competent Authority for Project Authorisation

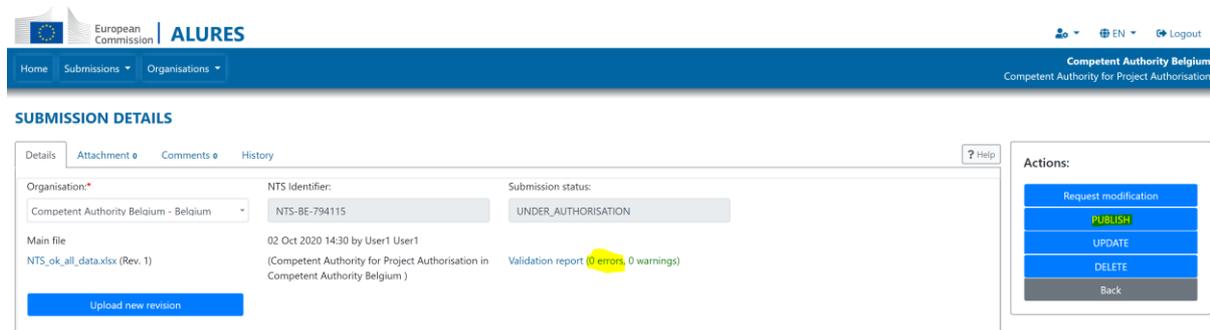
1. Click submissions menu item or home page icon



2. Click on the row with the NTS in the 'Under authorisation' status



3. Click 'Publish'



In order to publish the NTS, the excel file must not contain any error. In case of errors, upload corrected file by using the 'Upload new revision' button or request modification from the CAPE.

Once the CAPA approves the NTS, the system assigns it the status 'Published'.

**Published NTS cannot be modified** anymore without creating and publishing an amendment (new version of the NTS).



## 24. Add comments

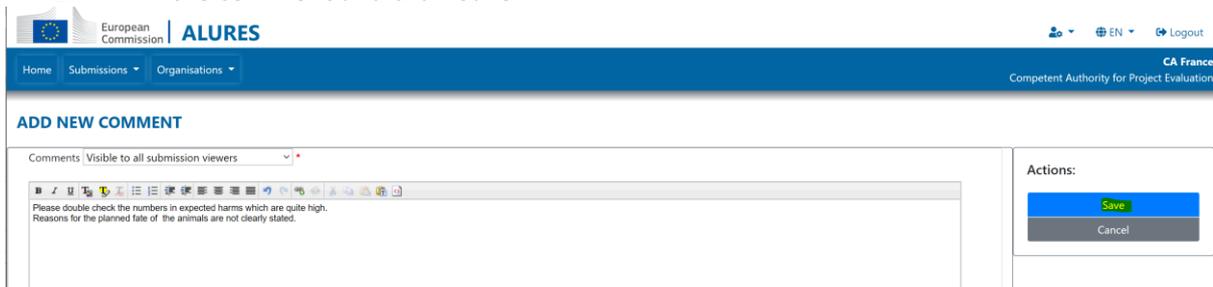
Any user who has access to particular NTS project can add comment which will be visible to other participants involved in the NTS project processing.

Comments can be useful to provide reasons, justifications or directions. For example, in a case of requesting modification from another participant or reassigning a project to another competent authority.

1. Click 'Add comments' in the 'Comments' tab of the NTS project submission details



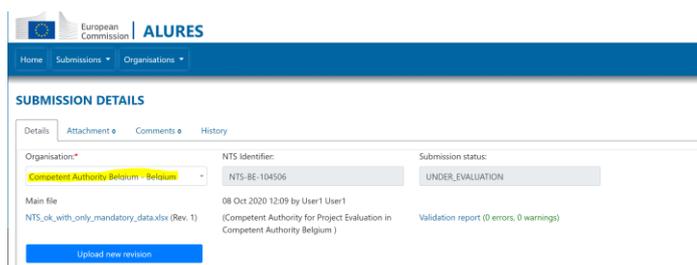
2. Fill in the comment and click 'Save'



## 25. Request modification of the NTS

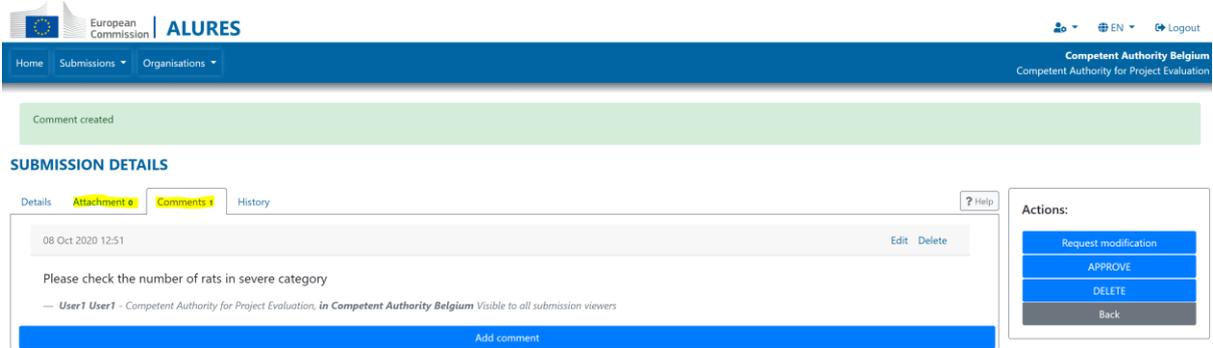
As long as the NTS is in either 'Under evaluation' or 'Under authorisation' status, CAPE or CAPA can request modification from the previous process participant.

- ➔ For the NTS submission in the status 'Under authorisation', CAPA can request modification from CAPE.
- ➔ For the NTS submission in the status 'Under evaluation', CAPE can request modification from the Project Applicant. This option is available only for NTS web form, and it makes sense only if Project Applicant is registered in DECLARE, and is the 'owner' of the NTS. Ownership of the NTS is visible in the 'Organisation' field:

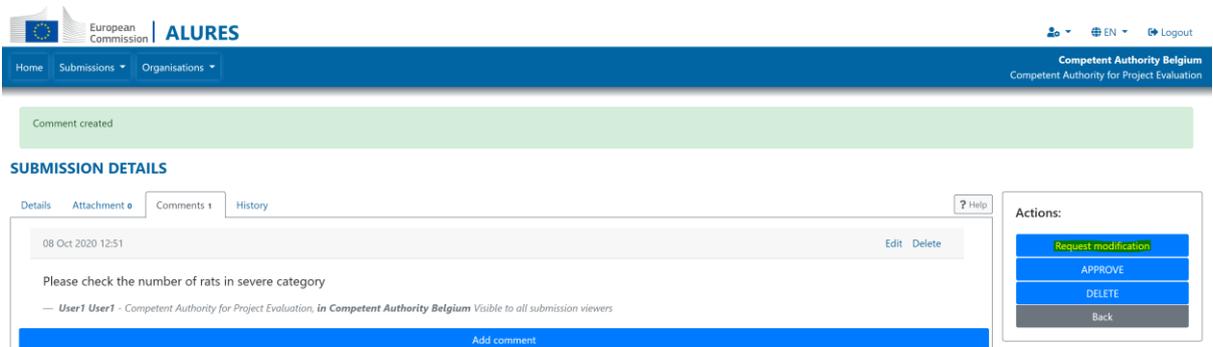


To request modification:

1. Add Comment or/and Attachment which explains what has to be checked or changed:



2. Click the 'Request modification'



The system will automatically change the status of the NTS:

- 'Under evaluation' -> 'Draft'
- 'Under authorisation' -> 'Under evaluation'

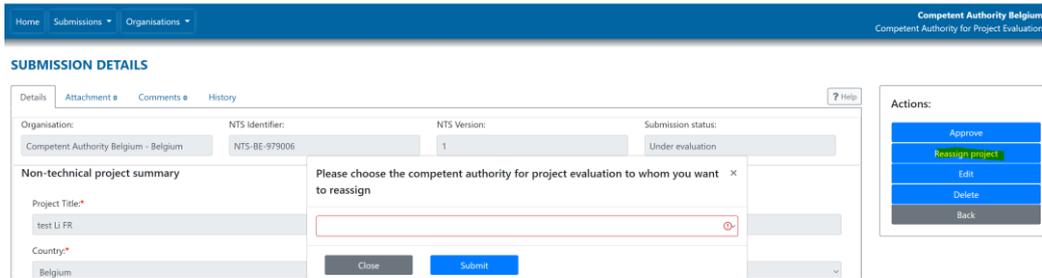
## 26. Reassign NTS to another competent authority

Competent authority members can reassign NTS to another competent authority in the same country.

Reassignment does not change the status of the NTS.

CAPE member of the currently assigned competent authority can reassign NTS in the state 'Under evaluation' to another competent authority. NTS in the state 'Under evaluation' can be reassigned to any other competent authority in the country with at least one member who has 'CAPE' role.

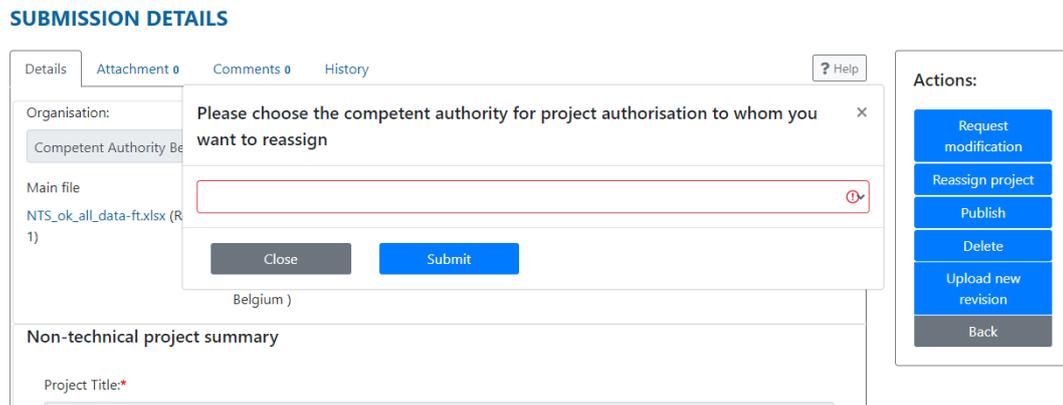
1. Click 'Reassign project'



2. Choose a new competent authority for project evaluation

CAPA member of the currently assigned competent authority can reassign NTS in the state 'Under authorisation' to another competent authority. NTS in the state 'Under authorisation' can be reassigned to any other competent authority in the country with at least one member who has 'CAPA' role.

1. Click 'Reassign project'



2. Choose a new competent authority for project authorisation

## 27. Amend NTS – create a new version of already published NTS

In case the NTS is created using an NTS form, a new version can be created with data pre-filled from the latest published NTS version of the project.

In case the NTS is created using an excel upload, an excel file with amended data has to be uploaded. Please note that excel **field 'NTS identifier' must be filled-in with correct NTS identifier.**

a) Amend NTS created with NTS form

1. On the submissions list, click the row with the latest published version of the NTS to be amended

### LIST OF SUBMISSIONS

Location:  Submitted by:  NTS identifier:  NTS version:

Project title:  Status:  Form type:

Show 10 entries

Search:

Location	Submitted by	NTS identifier	NTS version	Project title	Status	Form type
be	Competent Authority Belgium	NTS-BE-284842	1	afdaf	Published	Non-technical project summary Form
be	Competent Authority Belgium	NTS-BE-284842	2	afdaf2	Published	Non-technical project summary Form
be	Competent Authority Belgium	NTS-BE-284842	3	afdaf2 darko new version	Published	Non-technical project summary Form

Showing 1 to 3 of 3 entries (filtered from 46 total entries)

Previous **1** Next

## 2. Click 'Amend (new version)'

### SUBMISSION DETAILS

Details | Attachment | Comments | History ? Help

Organisation:  NTS Identifier:  NTS Version:  Submission status:

Non-technical project summary

Actions:

## 3. Amend the data on the pre-filled form and click 'Submit'

### CREATE NEW SUBMISSION

You are linking a new submission with an existing one with EC ID: (0)

Form type:  Organisation:  NTS Identifier:  NTS Version:

Non-technical project summary

Project Title:

Country:

Language:

Full Submission:

Actions:

## 4. A new version of the NTS is created with the same NTS identifier and incremented version number

Submission uploaded

### SUBMISSION DETAILS

Details | Attachment | Comments | History ? Help

Organisation:  NTS Identifier:  NTS Version:  Submission status:

Non-technical project summary

Project Title:

Actions:

The chain of different versions is shown at the bottom of the NTS form.

To be used in transition period where the previous version of the NTS might not exist in the EC system.

## REPLACEMENT CHAIN FOR SUBMISSION

**Published**  
22 Jan 2021 → **71500**  
**Under authorisation**  
22 Jan 2021

Current version: 5.30-SNAPSHOT (92b068f)

### b) Amend NTS created with NTS excel upload

1. On the submissions list, click the row with the latest published version of the NTS to be amended

European Commission | ALURES

Home Submissions Organisations

TEST CA Susanna  
Competent Authority for Project Authorisation

### LIST OF SUBMISSIONS

Location: All Submitted by: NTS identifier: NTS-CY-163981 NTS version: Project title: Status: All Form type: All

Show 10 entries

Clear filters Excel

Location	Submitted by	NTS Identifier	NTS version	Project title	Status	Form type
cy	TEST CA Susanna	NTS-CY-163981	1	NTS ok withonly mandatory data	Published	Non-technical project summary Excel
cy	TEST CA Susanna	NTS-CY-163981	2	NTS ok withonly mandatory data	Published	Non-technical project summary Excel

Showing 1 to 2 of 2 entries (filtered from 25 total entries)

Previous 1 Next

2. Click 'Amend (new version)'

Home Submissions Organisations

TEST CA Susanna  
Competent Authority for Project Authorisation

### SUBMISSION DETAILS

Details Attachment Comments History

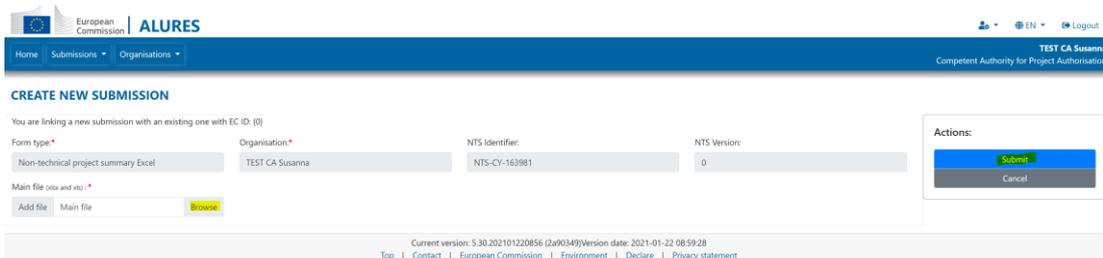
Organisation: TEST CA Susanna - Cyprus NTS Identifier: NTS-CY-163981 NTS Version: 2 Submission status: Published

Main file: 23 Dec: 2020 12:47 by Darko MARIJANCK

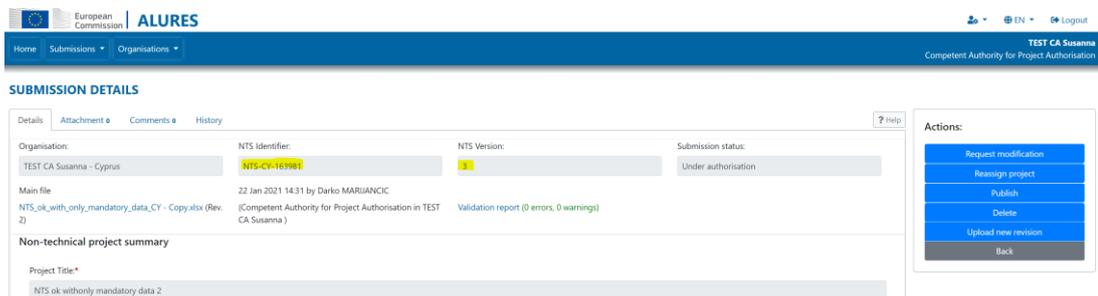
NTS ok with only mandatory data CY - Coop.xlsx (Rev. (Competent Authority for Project Authorisation in TEST Validation report (0 errors, 0 warnings))

Actions: Amend (new version) Back

### 3. Upload an excel file with amended data and click 'Submit'



### 4. A new version of the NTS is created with the same NTS identifier and incremented version number



## 28. Retrospective Assessment (RA) overview

The following scenarios are supported:

1. RA is created and published for the NTS project which does not exist in DECLARE application
2. RA is created and published for the NTS project which is published in DECLARE application

RA can be created and published only by a user who has '**Competent Authority for Retrospective Assessment**' (CARA) role in DECLARE and can be realised by using an **RA web form**, **RA excel upload** or **RA web service**.

**Member State Administrator** is responsible for adding a user(s) with CARA role to one or more Competent Authority organisations in his/her country.

## 29. Create an RA for the NTS project which does not exist in DECLARE

To create a Retrospective Assessment for the NTS project which does not exist in DECLARE, field 'NTS identifier' must be filled-in with 0000 and the value in the field 'NTS national identifier' must be provided.

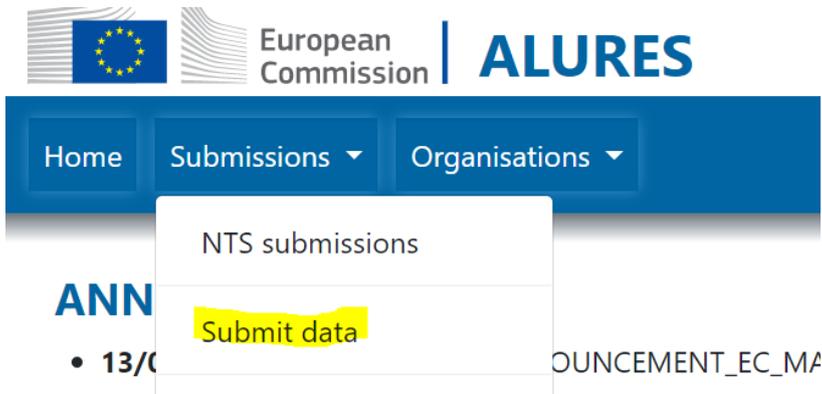
1. Make sure you are logged-in with 'CARA' role

**TESTING ENVIRONMENT**

EN Logout

Competent Authority Belgium  
Competent Authority for Retrospective Assessment

2. Click 'Submit data' on the 'Submissions' menu



3. Choose either 'Retrospective assessment Excel' or 'Retrospective assessment Form' form type and select your organisation

### CREATE NEW SUBMISSION

You can upload your data using this page

Form type:\* Organisation:\*

Please choose... Competent Authority Belç

Please choose...  
Retrospective assessment Form  
Retrospective assessment Excel

4. Fill-in the form or upload excel file and click 'Save'

### CREATE NEW SUBMISSION

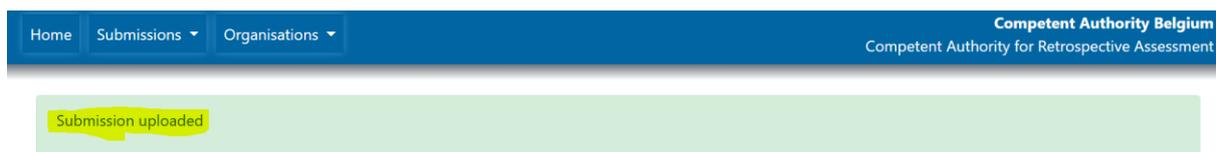
You can upload your data using this page

Form type:\* Organisation:\* NTS Version: Main file (xlsx and xls): \*

Retrospective assessment Competent Authority Belqi... 0 Add file RA\_BE\_v Browse

Actions: Save Cancel

If there are no errors, RA will be saved in 'Draft' state and green message 'Submission uploaded' will be shown on the screen.



## SUBMISSION DETAILS

Details	Attachment 0	Comments 0	History	? Help	Actions:
Organisation:	RA Identifier:	RA Version:	Submission status:		<a href="#">Delete</a> <a href="#">Publish</a> <a href="#">Preview project</a> <a href="#">Upload new revision</a> <a href="#">Back</a>
Competent Authority Belgiu	RA-BE-622819	1	Draft		
Main file	13 Jul 2021 16:56 by User1		Validation report (0 errors, 0 warnings)		
RA_BE_valid_1.xlsx (Rev. 1)	User1 (Competent Authority for Retrospective Assessment in Competent Authority Belgium )				

As long as the Retrospective Assessment is in a 'Draft' state, new revision of excel file can be uploaded or, in a case of a web form, RA form can be edited.

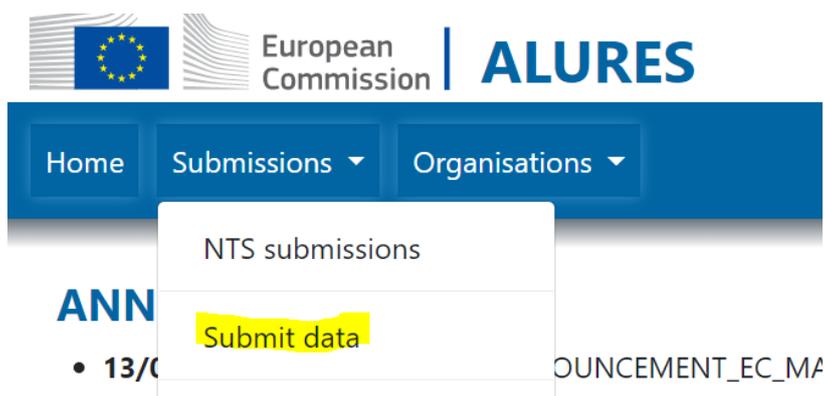
### 30. Create an RA for the NTS project which is published in DECLARE

To create a Retrospective Assessment for a project which is published in DECLARE, you can use RA web form, Excel file upload or a Webservice.

Retrospective Assessment can be created **only for the latest published version of the NTS project**.

#### A) RA excel upload for the NTS project which is published in DECLARE

- 1) Make sure that 'NTS identifier' field in the RA excel file is filled-in with correct NTS project identifier
- 2) Click 'Submit data' on the 'Submissions' menu



- 3) Choose 'Retrospective assessment Excel' form type and select your organisation

## CREATE NEW SUBMISSION

You can upload your data using this page

Form type:\*  Organisation:\*

Retrospective assessment Form  
Retrospective assessment Excel

Current version: 5.44.202107131045 (0921

Top | Contact | European Commission | Environm

- 4) Upload excel file and click 'Save'

The screenshot shows the ALURES web interface. At the top, there is a header with the European Commission logo and the text 'ALURES'. Below the header, there is a navigation bar with 'Home', 'Submissions', and 'Organisations' menus. The main content area is titled 'CREATE NEW SUBMISSION' and contains a form for uploading data. The form includes fields for 'Form type:' (set to 'Retrospective assessment'), 'Organisation:' (set to 'Competent Authority Belqi...'), 'NTS Version:' (set to '0'), and 'Main file (xlsx and xls):' (with an 'Add file' button and a file name 'RA\_BE\_v...'). There is also an 'Actions' panel on the right with 'Save' and 'Cancel' buttons.

## B) RA web form for the NTS project which is published in DECLARE

- 1) Click 'NTS submissions' on the 'Submissions' menu

The screenshot shows the ALURES web interface. At the top, there is a header with the European Commission logo and the text 'ALURES'. Below the header, there is a navigation bar with 'Home', 'Submissions', and 'Organisations' menus. The 'Submissions' menu is open, showing a dropdown list with 'NTS submissions' and 'Submit data' options. The 'NTS submissions' option is highlighted in yellow.

- 2) Fill-in search criteria (for example, enter the NTS project identifier you are looking for) and click 'Search'

## LIST OF SUBMISSIONS

Location Code: All	Submitted by: 	Identifier: NTS-BE-999989	Version: 
Title of the project: 	Status: All	Form type: All	Assigned for eva: All
Assigned for authorisation: All	Purpose(s) of the project: All	Species: All	Keyword: 
Year of publication: All	Language: All	EU Submission: All	

Clear Search

3) Click on the row with the NTS project

Clear Search

Show 10 entries

Location Code	Submitted by	Identifier	Version	Title of the project	Status	Status change date
Belgium	FTEST_ALURES_ORG_PA_SUB_NTS_AMEND_1	NTS-BE-999989	1	FTEST_PROJECT_TITLE_NTS_PA_AMEND_1	Published	13-07-2021

Showing 1 to 1 of 1 entries (filtered from 210 total entries) Previous 1 Next

4) On the NTS project details screen, click the 'Create Retrospective Assessment' button

Home Submissions Organisations **Competent Authority Belgium**  
Competent Authority for Retrospective Assessment

### SUBMISSION DETAILS

Details Attachment 0 Comments 0 History ? Help

Organisation: FTTEST\_ALURES\_ORG\_PA\_SUI NTS Identifier: NTS-BE-999989 NTS Version: 1 Submission status: Published

**ASSIGNED COMPETENT AUTHORITIES**

Assigned for evaluation: FTTEST\_ALURES\_ORG\_CAPE\_SUB\_NTS\_FORM\_PA\_AMEND\_1  
Assigned for authorisation: FTTEST\_ALURES\_ORG\_CAPA\_SUB\_NTS\_FORM\_PA\_AMEND\_1

**Actions:**

Create Retrospective Assessment  
Preview project  
Back

5) RA form is partially pre-filled with data from the NTS project. Complete remaining mandatory fields and click 'Save'.

## CREATE NEW SUBMISSION

You are linking a new submission with an existing one with EC ID: (0)

Form type:\* NTS RA Form Organisation:\* Competent Authority Belgium

**Actions:**

Save  
Cancel

### RESULT OF RETROSPECTIVE ASSESSMENT

Title:\*  
FTTEST\_PROJECT\_TITLE\_NTS\_PA\_AMEND\_1  
as per Non-technical Project Summary

Note that species from NTS project expected harms are copied into Retrospective Assessment actual harms, while numbers per severity categories are not copied. Numbers are all set to 0 and must be manually entered.

In a case that calculated total of actually used animals across all severity categories is still 0 after the RA is saved, non-blocking warning message is shown on the screen.

Home Submissions Organisations **Competent Authority Belgium**  
Competent Authority for Retrospective Assessment

Submission uploaded

### SUBMISSION DETAILS

Details Attachment 0 Comments 0 History ? Help

Organisation: RA Identifier: RA Version: Submission status:  
Competent Authority Belgium RA-BE-020556 1 Draft

#### RESULT OF RETROSPECTIVE ASSESSMENT

Calculated total of actually used Rats across all severity categories is 0. Please make sure this is correct.  
Calculated total of actually used Rabbits across all severity categories is 0. Please make sure this is correct.

Title:\*

Actions:  
Edit  
Delete  
Publish  
Preview project  
Back

As long as the Retrospective Assessment is in a 'Draft' state, new revision of excel file can be uploaded or, in a case of a web form, RA form can be edited.

## 31. Publish Retrospective Assessment

You can publish an RA with 'Competent Authority for Retrospective Assessment' role.

1. Choose 'NTS submissions' from 'Submissions' menu

European Commission | ALURES

Home Submissions Organisations **Competent Authority Belgium**  
Competent Authority for Retrospective Assessment

NTS submissions  
Submit data  
Templates  
Submissions dashboard

Details Attachment 0 Comments 0 History ? Help

2. Enter the search criteria (for example, fill-in RA identifier in the field 'Identifier') and click search

Home Submissions Organisations Competent Authority Belgium  
Competent Authority for Retrospective Assessment

### LIST OF SUBMISSIONS

Location Code:  Submitted by:  Identifier:  Version:

Title of the project:  Status:  Form type:  Assigned for evaluation:

Assigned for authorisation:  Purpose(s) of the project:  Species:  Keyword:

Year of publication:  Language:  EU Submission:

3. Click on the row with the RA you want to publish

Show  entries

Location Code	Submitted by	Identifier	Version	Title of the project	Status	Status change date	Form type	Assigned for evaluation
Belgium	Competent Authority Belgium	RA-BE-020556	1	FTEST_PROJECT_TITLE_NTS_PA_AMEND_1	Draft		Retrospective assessment Form	

Showing 1 to 1 of 1 entries (filtered from 211 total entries) Previous  Next

4. Click 'Publish' button on the RA details screen

European Commission | ALURES EN Logout

Home Submissions Organisations Competent Authority Belgium  
Competent Authority for Retrospective Assessment

### SUBMISSION DETAILS

Details Attachment 0 Comments 0 History ? Help

Organisation:  RA Identifier:  RA Version:  Submission status:

#### RESULT OF RETROSPECTIVE ASSESSMENT

Calculated total of actually used Rats across all severity categories is 0. Please make sure this is correct.  
Calculated total of actually used Rabbits across all severity categories is 0. Please make sure this is correct.

**Actions:**

5. Confirm publishing of the RA

Home Submissions Organisations Competent Authority Belgium  
Competent Authority for Retrospective Assessment

**SUBMISSION DATA**

Warning ×

Are you sure you want to publish this item?

Organisation: Competent Authority Belg

Go back **Proceed**

RESULT OF RETROSPECTIVE ASSESSMENT

Actions:

- Edit
- Delete
- Publish
- Preview project

Note that, once the Retrospective Assessment is published, it will be publically available and you will not be able to 'un-publish' it. Make sure the RA data are correct and complete before you publish it.

### 32. Amend RA – create a new version of already published RA

In case of the correction of the RA that is already published, a new version of the RA can be created with data pre-filled from the latest published RA version.

In case the RA is created using an excel upload, an excel file with amended data has to be uploaded. Please note that excel **field 'RA identifier' must be filled-in with correct RA identifier.**

#### a) Amend an RA created with the RA form

1. On the submissions list, click the row with the latest published version of the RA to be amended

**LIST OF SUBMISSIONS**

Location Code: All  Submitted by:  Identifier:  Version:

Title of the project:  Status: All  Form type: Retrospective assessment Form  Assigned for evaluation: All

Assigned for authorisation: All  Purpose(s) of the project: All  Species: All  Keyword:

Year of publication: All  Language: All  EU Submission: All

Clear

Show 10 entries

Location Code	Submitted by	Identifier	Version
Belgium	Competent Authority Belgium	RA-BE-466306	4
Belgium	Competent Authority Belgium	RA-BE-466306	3

2. Click 'Amend (new version)

European Commission | **ALURES** EN Logout

Home Submissions Organisations Competent Authority Belgium  
Competent Authority for Retrospective Assessment

Submission status changed successfully

### SUBMISSION DETAILS

Details Attachment Comments History ? Help

Organisation: RA Identifier: RA Version: Submission status:

Competent Authority Belgium - RA-BE-466306 4 Published

**REPLACEMENT CHAIN**

RA-BE-466306 - 1 Published → RA-BE-466306 - 2 Published → RA-BE-466306 - 3 Published → RA-BE-466306 - 4 Published

**Actions:**

Amend (new version)

Preview project

Back

3. Amend the data on the pre-filled form and click 'Save'

### CREATE NEW SUBMISSION

You are linking a new submission with an existing one with EC ID: {0}

Form type:\* Organisation:\* RA Identifier: RA Version:

NTS RA Form Competent Authority Belgium RA-BE-466306 5

**RESULT OF RETROSPECTIVE ASSESSMENT**

Title:\*

NTS ok with all data of 4 changed v5

as per Non-technical Project Summary  
Maximum length is 500 characters.

Country:\*

**Actions:**

Save

Cancel

4. A new version of the RA is created with the same RA identifier and incremented version number

Home Submissions Organisations Competent Authority Belgium  
Competent Authority for Retrospective Assessment

Submission uploaded

### SUBMISSION DETAILS

Details Attachment Comments History ? Help

Organisation: RA Identifier: RA Version: Submission status:

Competent Authority Belgium - RA-BE-466306 5 Draft

**REPLACEMENT CHAIN**

RA-BE-466306 - 1 Published → RA-BE-466306 - 2 Published → RA-BE-466306 - 3 Published → RA-BE-466306 - 4 Published → RA-BE-466306 - 5 Draft

**Actions:**

Edit

Delete

Publish

Preview project

Back

The chain of the different versions of the same RA is shown on the RA form details in the 'Replacement Chain' panel.

b) Amend an RA created with an RA excel upload

1. On the submissions list, click the row with the latest published version of the RA to be amended

**LIST OF SUBMISSIONS**

Location Code:  Submitted by:  Identifier:  Version:

Title of the project:  Status:  Form type:  Assigned for evaluation:

Assigned for authorisation:  Purpose(s) of the project:  Species:  Keyword:

Year of publication:  Language:  EU Submission:

Show 10 entries

Location Code	Submitted by	Identifier	Version	Title of the project	Status	Status change date	Form type	Assigned for evaluation	Assigned for authorisation
Belgium	Competent Authority Belgium	RA-BE-561908	3	RA valid 2 - with reference to existing NTS project	Published		Retrospective assessment Excel		

2. Click 'Amend (new version)'

European Commission | **ALURES** EN Logout

Home Submissions Organisations **Competent Authority Belgium**  
Competent Authority for Retrospective Assessment

**SUBMISSION DETAILS**

Details Attachment Comments History Help

Organisation:  RA Identifier:  RA Version:  Submission status:

Main file: RA\_BE\_valid\_3.xlsx (Rev. 1) 09 Jun 2021 15:14 by User1 User1  
(Competent Authority for Retrospective Assessment in Competent Authority Belgium) Validation report (0 errors, 0 warnings)

**REPLACEMENT CHAIN**

RA-BE-561908 - 1 Published → RA-BE-561908 - 2 Published → RA-BE-561908 - 3 Published

**Actions:**

- 
- 
-

3. Upload an excel file with amended data and click 'Save'

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Home | Submissions | Organisations | Competent Authority Belgium

### CREATE NEW SUBMISSION

You are linking a new submission with an existing one with EC ID: (0)

Form type: NTS RA Excel | Organisation: Competent Authority Belgium | NTS Version: 4 | Main file (xls and xlsx): RA\_BE\_valid\_1.xlsx

Actions: Save, Cancel

Current version: 5.44.202107132026 (22f1a16) Version date: 2021-07-13 20:29:14

Top | Contact | European Commission | Environment & Climate Action | Declare | Privacy statement

A new version of the RA is created in a 'Draft' state with the same RA identifier and incremented version number.

Note that the excel field 'RA identifier' must be filled-in with the same RA identifier as in the previous RA version in order to successfully create a new RA version.

### 33. Preview and print

At any stage in the process, any user who has access to the NTS project or Retrospective Assessment can preview NTS project or Retrospective Assessment and save it as PDF or print it.

NTS preview shows all fields. Fields, which will not be visible on the public NTS site, contain 'Field will not be published.' remark.

To preview and print NTS project:

1. On the project details page, click 'Preview project'

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Home | Submissions | Organisations | PA Belgium | Project applicant Administrator

### SUBMISSION DETAILS

Details | Attachment | Comments | History | Help

Organisation: PA Belgium - Belgium | NTS Identifier: NTS-BE-093448 | NTS Version: 1 | Submission status: Draft

#### NON-TECHNICAL PROJECT SUMMARY

Title of the project: adfs | Country: Belgium

Actions: Submit to Competent Authority, Edit, Delete, Preview project, Back

2. Click 'Print' to open an internet browser dialog with options to save a document as a PDF or send it directly to your printer. Options might slightly differ depending on the internet browser you are using.

NON-TECHNICAL PROJECT SUMMARY	
Title of the project	adfs
NTS Identifier	NTS-BE-093448
NTS version	1

Print

### 34. Email notifications

The DECLARE/ALURES system sends automatic email notifications upon important business events.

Event	Recipients
New user added as a member of the organisation	New user; Members of the organisation
User removed as a member of the organisation	Removed user; Members of the organisation
New Project Applicant organisation is self-registered (initial status > PENDING)	PA admins; Members of the Competent Authority organisation at the same location as a Project Applicant
Organisation is activated (status change > ACTIVE)	Members of the organisation
Organisation is inactivated (status change > INACTIVE)	Members of the organisation
NTS status change 'Draft' → 'Under evaluation' (action Submit to CA)	User who created NTS; User who initiated the action; CAPE members of assigned CA organisation
NTS status change 'Under evaluation' → 'Under authorisation' (action Approve)	User who created NTS; User who initiated the action; CAPA members of assigned CA organisation
NTS status change 'Under evaluation' → 'Draft' (action Request Modification from PA)	User who created NTS; User who initiated the action
NTS status change 'Under authorisation' → 'Published' (action Publish)	User who created NTS; User who initiated the action
NTS status change 'Under authorisation' → 'Under evaluation' (action Request Modification from CAPE)	User who created NTS; User who initiated the action; CAPE members of assigned CA organisation
NTS in status 'Under evaluation' reassigned to another CA (action Reassign to CAPE)	User who created NTS; User who initiated the action; CAPE members of newly assigned CA organisation
NTS in status 'Under authorisation' reassigned to another CA (action Reassign to CAPA)	User who created NTS; User who initiated the action; CAPA members of newly assigned CA organisation

#### **Important note**

*EC cannot guarantee automatically generated e-mail notifications **delivery** and **MS should not rely exclusively on e-mail notifications**, because some elements are out of our control: automatic e-mail may be blocked by receiver anti-virus/security rules or go to spam folder; e-mail may not reach recipient because of internet issue; server may have a temporary issue on e-mail sending or recipient mailbox's may be full.*

### 35. Useful links and contact info

- DECLARE/ALURES formal submission site: <https://webgate.ec.europa.eu/declare/>
- DECLARE/ALURES playground for **training and testing** purposes: <https://webgate.acceptance.ec.europa.eu/declare/>

- Document concerning DECLARE/ALURES are also stored in a restricted CIRCABC for National Contact Points under Directive 2010/63/EU at <https://circabc.europa.eu>
  - Select: Directive 2010/63/EU National Contact Points
  - See: Library > DECLARE\_ALURES
  
- **Functional mailbox for any technical questions and/or problems:**  
[ENV-DECLARE-ALURES@ec.europa.eu](mailto:ENV-DECLARE-ALURES@ec.europa.eu)