

EUROPEAN COMMISSION Competition DG

Policy and Strategy State aid Policy and Strategy

Transparency Award Module User's guide

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1.Structure of Granting Authorities and Offices

1.1. Introduction

Institutional setup and competences of granting authorities reflect national specificities of state aid control: some MS do not have a centralized State aid function while others have highly centralized State aid policy control. The role of each office and granting authority can differ substantially between MS also with respect to reporting and validating the information to be published under the transparency requirements.

The TAM therefore implements a flexible Granting Authorities and users' management system that can reflect a high diversity of institutional setups. Member States have full responsibility in defining and adjusting their user management system to reflect their institutional set up. The role of the European Commission is limited to the creation of a National office and a National administrator for every Member State.

1.2. Office Management

Basically, four levels of offices are available:

(1) The National Office is the MS head office and is governed by the National Administrator. Each National Office can have:

- a number of subordinated Granting Authorities, where each Granting Authority will be governed by its Granting Authority administrator.¹
- a number of subordinated Regional offices, where each Regional office will be governed by its Regional administrator.
- a number of subordinated Sectorial offices, where each Sectorial office will be governed by a Sectorial administrator.
- (2) The Regional Office is an office defined at regional level. Each Regional Office can have:
 - a number of subordinated Granting Authorities, where each Granting Authority will be governed by its Granting Authority administrator.
 - a number of Sectorial regional offices, where each Sectorial regional office will be governed by a Sectorial administrator.

(3) The Sectorial office is an office defined at Sectorial level, for example a Ministry. Each Sectorial office can have:

• a number of subordinated Granting Authorities, where each Granting authority will be governed by its Granting Authority administrator.

(4) The Granting Authority Office is the Authority responsible for the granting act i.e. the legal instrument that entitles the beneficiary to the receipt of an aid. A Granting Authority can be a specific ministry or any other body at national, regional, or local level.

¹ The granting authority administrator is not mandatory in cases where users in one office above this granting authority will report/approve all aid awards *on behalf* of the subordinated granting authority. An "empty granting authority can be created.



Hereunder, a visual office model is shown in relation with the corresponding profiles of every office, showing the high flexibility of the tool to accommodate with diversified institutional setups.



In consequence, each MS can have its users organized within a hierarchy of offices. The system is flexible enough as it allows to have or nor Regional offices, Granting Authorities or Sectorial offices under the National office level for example.

National, Regional and Sectorial offices are not Granting Authorities i.e. you must for example create one or multiple Granting Authority Offices under the National, Sectorial, or Regional Offices if this is necessary.

Limitations

There is a hierarchical limitation at the level of the Granting Authorities. It is not possible to create Granting Authorities that are subordinated to other Granting Authorities.

1.3. National Office

There is one National office defined for each Member State. A public search page is automatically created in the system to display all aid awards created or managed in the Member State. At National office level, a National Administrator initiated by the European Commission can perform different actions including:

create users in the National Office.

delete users with no registered activity in the National Office.

disable users or administrators in the National Office.

modify applicable roles played by users in the National Office.

grant himself user rights at the National Office level.

create Granting Authorities, Regional offices and Sectorial offices directly below the National office.

create administrators in the Granting Authorities, Regional Offices and Sectorial offices he/she has previously created.

limit the rights of the subordinated offices by restricting the approval/publication and edit of aid awards to the central level.

As a matter of fact, the National administrator is responsible of users exclusively at the National Office level. The National administrator delegates de facto the responsibility of users management at Regional, Sectorial and Granting Authorities levels to the administrators he/she will create at these levels. However, all National administrators will see, in read-only mode, all the offices and users in the lower levels.

1.4. Regional Office

In this office, there is at least one Regional Administrator who can perform different actions including:

create users in the Regional Office.

delete users with no registered activity in the regional office.

disable users or administrators in the Regional Office.

modify applicable roles played by users and grant himself user rights at the Regional office level;

create Granting Authorities.

create administrators in the Granting Authorities he/she has previously. created

create (regional) Sectorial offices.

create administrator in the (regional) Sectorial offices he/she has previously created.

When a Regional office is created, a public search page is automatically created in the system to

display all aid awards created or managed in the Region.

As a matter of fact, the Regional administrator is responsible of users exclusively at the Regional Office level. The Regional administrator delegates de facto the responsibility of users' management at Granting Authorities levels and (regional) Sectorial office level to the administrators he/she will create at these levels.

The different actions that a Regional administrator can perform are therefore the same as those of a National administrator but in its area of control i.e. Regional level. The Regional administrator may actually have several profiles and therefore operate himself as an encoder and/or approver at Regional office level on behalf of subordinated Granting Authorities by granting himself corresponding user rights. However as explained in section Select current profile 2.7, only one profile can be activated at the same time. The user can switch between his/her available profiles and as from that moment the user will act only as encoder or only as approver. In order to act as Administrator, this user will have to switch back into the Administrator profile, in the same way as the other available profiles.

Only a National administrator can create Regional Offices. As Regional offices are created under the National office authority, it is always possible for a national encoder/approver to report and/or approve on behalf of Granting Authorities that are defined under the Regional office level.

Creation of a Regional Office

If you are a National Administrator, to create a Regional office, click on the menu "Transparency Community", sub-Menu "Offices". On the screen, tab "Offices", click then on button "New Regional Authority".

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The National administrator provides then the required information i.e. the corresponding regional NUTS code, a Regional office name and a unique Regional office code, the definition of this code is under the National administrator's responsibility. It is not allowed to create two Regional offices linked to the same NUTS level code even if the Regional office codes are different. Since a public search page

is automatically created in the system to display all aid awards created or managed in the Region, it is very important to select a regional NUTS code that characterises correctly the concept of region in the MS.

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As already mentioned, a Regional office is not a Granting Authority. To allow for the creation of Granting Authorities under the regional level, the National administrator must firstly create a Regional administrator in the Regional office.

1.5. Sectorial office

In this office, there is at least one Sectorial Administrator who can perform different actions including:

create users in the Sectorial Office.

delete users with no registered activity in the Sectorial office.

disable users or administrators in the Sectorial Office.

modify applicable roles played by users and grant himself user rights at the Sectorial office level.

create Granting Authorities.

create administrators in the Granting Authorities he/she has previously created.

As a matter of fact, the Sectorial administrator is responsible of users exclusively at the Sectorial Office level. The Sectorial administrator delegates de facto the responsibility of users' management at Granting Authorities levels to the administrators he/she will create at these levels. The Sectorial administrator may actually have several profiles and therefore operate himself as an encoder and/or approver at Sectorial office level on behalf of subordinated Granting Authorities by granting himself corresponding user rights. However as explained in section Select current profile 2.7, only one profile can be activated at the same time. The user can switch between his/her available profiles and as from that moment the user will act only as encoder or only as approver. In order to act as Administrator, this user will have to switch back into the Administrator profile, in the same way as the other available profiles.

Sectorial offices can be created by a National Administrator under the national level or by a Regional Administrator, at the Regional level. As all Sectorial offices are created under the National office authority, it is always possible for a national encoder/approver to report and/or approve on behalf of Granting Authorities that are defined under the Sectorial office level. As Sectorial offices can also be created under a Regional office, it is possible for a regional encoder/approver to report and/or approve on behalf of granting authorities that are defined under the Sectorial office level in the same Region.

Creation of a Sectorial Office

If you are a National or Regional Administrator, to create a Sectorial office, click on the menu "Transparency Community", sub-Menu "Offices". On the screen, tab "Offices", click then on button "New Sectorial Office".

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The National (or Regional) administrator provides then the required information i.e. a Sectorial office name and a unique Sectorial office code, the definition of this code is under the National (or Regional) administrator's responsibility. It is possible but not recommended (to avoid confusion) to create two Sectorial offices with the same name but different codes.

To create the Sectorial office, the National or Regional administrators must then click on the floppy disk icon.

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As already mentioned, a Sectorial office is not a Granting Authority. To allow for the creation of Granting Authorities under the Sectorial level, the National or Regional administrator must firstly create a Sectorial administrator in the Sectorial office.

1.6. Granting Authority Office

In this office, there could be one or several Granting Authority Administrator(s) who can perform different actions including:

create users in the Granting Authority.

disable users or administrators in the Granting Authority.

modify applicable roles played by users.

delete users with no registered activity in the granting authority I grant himself user rights in the Granting Authority.

However, this is also possible to have a Granting Authority in which no single administrator or user has been defined with reporting and/or validating roles i.e. a virtual Granting Authority. This may be applicable for example in centralized systems in which local institutions systematically provide the data to the national office that inputs and approves on their behalf.

Creation of a Granting Authority Office

The National Administrator creates all Granting Authorities under National office responsibility. A Granting Authority created under the National Office level can represent a ministry or a local institution that do not depend on another office level such as Regional or Sectorial. The National Administrator can create National Encoders and National Approvers within the National Office, who can input/approve data on behalf of all Granting Authorities that have been created under their

responsibility.

In the same way, a Regional Administrator can create all Granting Authorities under Regional office responsibility. The Regional Administrator can create Regional Encoders and Regional Approvers within the Regional Office, who can input/approve data on behalf of all Grating Authorities that have been created under their responsibility. A Sectorial administrator can create all Granting Authorities under Sectorial office responsibility. The Sectorial Administrator can create Sectorial Encoders and Sectorial Approvers within the Sectorial Office who can input/approve data on behalf of all Granting Authorities and Sectorial Approvers within the Sectorial Office who can input/approve data on behalf of all Granting Authorities that have been created under their responsibility.

A National, a Regional or a Sectorial Administrator may create a new Granting Authority under their respective responsibility. To do that, the Administrator must mouse over the menu "Transparency Community", sub-Menu "Offices". On the screen, tab "Offices", click then on button "New Granting Authority".

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The National, Sectorial or the Regional administrator provides then the required information i.e. a Granting Authority name and a unique Granting Authority code. The definition of this code is under the National, Sectorial or Regional administrator's responsibility. To create the Granting Authority, the Administrators must then click on the floppy disk icon.

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The Granting Authority created under the National Office may represent a national, regional or a local institution or agency that do not depend on any Regional or Sectorial office. As an example, it can be a department of a ministry, a ministry or even a regional or a local authority as long as it is the institutional body for the granting act i.e. the legal instrument that entitles the beneficiary to the receipt of an aid.

As soon as the Granting Authority is defined and is not disabled, it is available for selection when the user will report a new aid award as long as the user belongs to this Granting Authority or belongs to an Office (National, Sectorial or Regional) that can act on behalf of this Granting Authority.

However, a distinction is made between Granting Authority that must be still final responsible for the data (reports and/or approves) and Granting Authority that will not report and/or approve data in a system where the National (or Sectorial or Regional) Office systematically reports/approves data on behalf of granting authorities under their responsibility.

The latter can be therefore defined as a virtual Granting Authority i.e. a Granting Authority in which no single administrator or user has been defined with reporting and/or approving roles. This may be applicable for example in centralized systems in which local institutions systematically provide the data to the national office that inputs and approves on their behalf.

In order to allow a Granting Authority to report and/or approve data, the National, Regional or Sectorial Administrator must create a Granting Authority Administrator in it. The National, Regional or Sectorial Administrator cannot create directly other users in a Granting Authority; they must create firstly an Administrator in the Granting Authority who will in turn create users to report/approve data. The National, Regional or Sectorial Administrator delegates de facto the responsibility of users management to the Granting Authorities Administrators.

2.User Management

By default, Administrators can create offices and users while users can only perform actions (reporting and/or validating) in their office (on behalf of subordinated Granting Authority) or Granting Authority. Moreover, administrators can grant themselves users roles (see section Modification of roles for an already existing user/administrator 2.2) although they can only have one active role at a time. Indeed, regardless of the office or Granting Authority he/she belongs to, an administrator or a user that has several profiles² can only play one role at a time. By default, while connecting to the application, the default profile is applied but the users can change the current role (see section Select current profile 2.7).

Detailed explanations on user management functions can be found also in the video tutorials available at this link: <u>Transparency - YouTube</u>.

2.1. Creation of users

As explained in part 1, the administrators at the different levels, are responsible for creating one administrator in each office or granting authority they create. They are also responsible to create users at their level of office.

The National administrator is responsible of users exclusively at the National Office level. The National administrator delegates de facto the responsibility of users management at Regional, Sectorial and Granting Authorities levels to the administrators he will create at these levels.

The Regional administrator is responsible of users exclusively at the Regional Office level. The Regional administrator delegates de facto the responsibility of users management at Granting Authorities level to the administrators he/she will create at this level.

The Sectorial administrator is responsible of users exclusively at the Sectorial Office level. The Sectorial administrator delegates de facto the responsibility of users management at Granting Authorities level to the administrators he/she will create at this level.

The Granting Authority administrator is responsible of users exclusively at the Granting Authority level.

As an administrator, to create another administrator or a new user in your office level, mouse over the menu "Transparency Community" and a sub-menu will be shown. Click on the item "Offices". On the screen, the tab "Offices" will be automatically selected.

² Administrator, encoder, approver and/or viewer.

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For the National administrator, the table will show all units at all levels for his Member State, but he/she will be able to create users only in units under his scope of control, which means National, Regional, Sectorial and Granting Authority offices. For the other administrators (Regional, Sectorial, Granting Authority administrators), the table will show the units under the scope of control of the current administrator logged in the system, which means, Regional, (regional) Sectorial and Granting Authority offices for Regional Administrator, Sectorial and Granting Authority office for the Sectorial administrator and the Granting Authority for a Granting Authority Administrator.

Next step is about finding the desired office in the list. Should you need help to locate quickly the unit, there is a text field to filter out the data table.

Click on the "add button" placed at the last column and a popup window will appear to input data.

The administrator provides then the required information i.e. title prefixing the name, first name, last name, e-mail and phone number and the type of actions the future user will be able to perform, so depending of the selected office a set of available profiles will be shown. The default profile (in the low right corner) indicates which role will be performed by default when the user will connect to the application. The selected office is indicated in the down left corner.

To create the users, the administrator must then click on the floppy disk icon.

State Aid Transparency Award Module											<u>.</u>	EN
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Showing 1 to 10 of 24 entries											Previous 1	2 3 Next

If all required information has been provided and if the email address attached to this new user profile is valid and unique in the system³, a message indicates that the action has been successfully completed.

An email is then automatically sent to the newly created user with explanation on how to confirm the subscription to the TAM.

The authentication system of the back-end application requires use of European Commission Authentication System (EU login) profiles. As mentioned in the email sent to the user, if its email is not yet associated to a valid EU login account⁴, a valid account must be created first.

Users that already have EU login shall use their username/email and password to log in and will then be redirected automatically to TAM. Users who do not possess such a login, should follow all the necessary steps to complete the registration. Once they have created their login and username, they will be able to log onto TAM.

³ The email address must be unique to identify and track properly each individual performing actions in the system. Therefore, an active user can have multiple profiles roles but only within one single office. If a user moves from one office to another, it must first be deactivated and then can be created again in his new office, with the same e mail address.

⁴ Introduction to EU Login (formerly ECAS) including frequently asked questions can be found at <u>https://webgate.ec.europa.eu/cas/help.html</u>.

TRANSPARENCY: Confirm user Inbox x



If for any reasons, the user deletes the email received and needs to be notified again, it is possible to resend the user's confirmation email from the users management screen (mouse over the menu "Transparency Community", sub-Menu "Users", tab "Users") by clicking on the re-send signup request button under the "Status" header. Please note that different buttons can appear on this column depending on the user's status, so the re-send signup request button will only be shown when the user has not yet completed the registration process.

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2.2. Modification of roles for an already existing user/administrator

The National administrator that has been created by the European Commission receives by default only a National administrator role. However, if the National administrator may actually operate himself as an encoder and/or approver at National office level on behalf of subordinated Granting Authorities, he/she can grant himself corresponding user rights. Moreover, the roles of some already existing users may change over time. To attribute/modify roles to existing administrator and users, mouse over the menu "Transparency Community", sub-Menu "Users" and go to the tab "Users".

The table displays all the existing users in the application, not just the ones under the control scope of the Administrator who logged into the system. For example, if you're a National Administrator, you can see and edit all profiles at the national level. However, if someone belongs to a Sectorial office and their office's parent is the National office, you can edit their profile only if they have the Administrator profile active. Otherwise, if their office's parent is the Regional office, you can only view it.

In the displayed users list, click on the name of the user you want to change. Should you need help to locate quickly the desired user, there is a text field to filter out the data table. A popup window will be shown after clicking on the selected user. In that window, it is only possible to update the phone, mobile, the profiles⁵ and the selection of the default profile. The remaining information is automatically copied from the user profile in ECAS. Click on the floppy disk icon to save the new data.

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2.3. Disable/Enable or Delete administrators or users

The administrators can disable users/administrators once their rights in the TAM expire or they change office. On the contrary, they may re-enable a user or an administrator if necessary.

The deletion of users is limited to users who have no recorded activity in the TAM to keep proper recording of all actions performed (who did what and when).

Although an Administrator can see all the users, the ability to enable/disable/delete is limited to within their scope of control. Users outside this scope can still be viewed but only with read-only permissions.

These actions are performed from the user management screen (mouse over the menu "Transparency Community", sub-Menu "Users", tab "Users").

⁵ An administrator can change all profiles for administrators and users at the same level but only select or deselect the "administrator" role for the administrators of the lower levels.

The list of administrators/users follows the same principle explained in the previous section. The table displays all the existing users in the application, not just the ones under the control scope of the Administrator who logged into the system. For example, if you're a National Administrator, you can see and edit all profiles at the national level. However, if someone belongs to a Sectorial office and their office's parent is the National office, you can edit their profile only if they have the Administrator profile active. Otherwise, if their office's parent is the Regional office, you can only view. it.

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2.4. Enable/Disable

By clicking on the icon under the "Status" header the action is performed. The "Status" column can show different icons:

User who hasn't yet completed the registration process: a curved arrow icon to resend an email will be shown.

User who is enabled on TAM: a tick icon to disable the user will be shown. User

who is disabled on TAM: a cross icon to enable the user will be shown.

A user can be active in one office only. When an already registered user is disabled in one office, he/she can be created again in a different office, at any level on the country, with the same e mail address (EU login e email and password).

State Aid Trai	nsparency A	ward M	odule					Test user National Administrator	1	EN
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Showing 1 to 4 of 4 entries (filtered from 4	13 total entries)								Previo	us 1 Next

2.5. Delete

Delete is possible only for users with no past activity in the TAM, by clicking on the icon under the "Delete" header. If the user has already had some activity in the tool, an error message will appear. When the user is deleted, he/she disappears from the list.

State Aid T	ransparenc	y Award	l Module				tt user Sectoria	I Administrator	Offic	EN BE sectora
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Showing 1 to 5 of 5 entries									Previous	1 Next
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showing 1 to 5 of 5 entries									Previous 1	Next

2.6. User Transfer

Administrators can transfer users between offices within their scope of control. Transferring users across countries is not supported.

To initiate a transfer, navigate to the list of users and select the user you wish to update by clicking on their name. Upon selecting a user, a pop-up window will appear. This window includes a dropdown menu listing all the offices that the administrator has the authority to assign users to. When assigning a new office, the profiles are updated so that the role of Administrator can be selected for lower-level offices. Similarly, roles such as Administrator, Encoder, or Approver are made visible and selectable for

offices at the same level.

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owing 1 to 2 of 2 entries (filtered from 43 total entries)											us 1 Next

If an office is disabled, users associated with it cannot be transferred, even if they appear active in the system's user list.

2.7. Select current profile

An administrator or a user that has several roles attached to its profile can only play one role at a time. By default, while connecting to the application, the default profile is applied, but the users can change the currently applicable role by clicking on the user icon next to their name and selecting the appropriate label to switch to a different role. For more information on the different actions each type of users may undertake, please see Annex I.

State Aid Transparency Award Module	Test user National Administrator	2 EN
Sea Aid Awards Management C Transparency Community	My profile Switch to National	Office BE National Office Country Belgium
State Aid Transparency Award Module (TAM) is an IT platform developed by the Commission in order to assist MS in complying with the transparency requirement by facilita States for subsequent publication.	ting collection and proce Encoder Switch to	nformation by Member
Transparency promotes compliance and accountability, reduces uncertainties and enables competitors, citizens and stakeholders in general to see which companies have rece allow for market monitoring and market discipline of State aid, contributing to a level playing field across companies and across Member States in the Internal Market. If facilitat awareness of aid granted at various levels, hence ensuring better control and follow-up at national and local levels.	ived State aid, how muc National tes enforcement for natic Approver nd Logout	pose Transparency will uthorities by increasing
Useful links: Q Search My profile		
Please contact the TAM mailbox for technical and interpretation guidance requests: COMP-TAM-SUPPORT@ec.europa.eu		
Documentation Video tutorials	© 2024 State Aid	Transparency Version 2.12.0.15

2.8. Edit my profile

The users can change some data about its profile by clicking on the user icon next to their name and selecting the item "My profile".

State Aid Transparency Award Module	Test user National Administrator	EN Office RE National Office
Aid Awards Management C Transparency Community	Switch to National	Country Belgium
State Aid Transparency Award Module (TAM) is an IT platform developed by the Commission in order to assist MS in complying with the transparency requirement. States for subsequent publication.	by facilitating collection and proce Encoder Switch to	nformation by Member
Transparency promotes compliance and accountability, reduces uncertainties and enables competitors, citizens and stakeholders in general to see which companies a allow for market monitoring and market discipline of State aid, contributing to a level playing field across companies and across Member States in the Internal Market awareness of aid granted at various levels, hence ensuring better control and follow-up at national and local levels.	have received State aid, how muc National It facilitates enforcement for natic Approver af Logout	pose Transparency will uthorities by increasing
Useful links: Q Search My profile		
Please contact the TAM mailbox for technical and interpretation guidance requests: COMP-TAM-SUPPORT@ec.europa.eu		
Documentation Video tutorials	© 2024 State Aid Tr	ansnarency Version 2 12 0 15

A popup window will be shown with the details of the current user or Administrator logged. There are two possibilities:

- If the user is an administrator, he/she will be able to update:

The list of applicable profiles.

The default profile.

- If the user is not an administrator, he/she will be able to update:

The default profile.

Edit profile							×
 User details 							
Some fields are no	ot editable	because they are synchro	nized with	ECAS			
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Sectorial Admi Sectorial Appro Sectorial Enco	nistrator over der oral				Sectoria	al Administrator 🗸	
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The remaining personal information shown in this window is copied automatically from the user profile in EU Login.

Group Assignment

4

When the same group of users should regularly have access to the same aid awards in draft status, the administrator can assign them to a group, by using the "group" function, under the "transparency community" tab.

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State A	id Transparency Award	Module	National Administrator	L EN		
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Assign a use Show 10 • er	Groups er to a group by clicking on the "+" button next to the tries	he user.				
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Showing 1 to 2 of 2 ent Users in th Show 10 -	tes:	Transparency (Show 10) entries	Community Add No data available in table © Previous Next ©		×	

First a group is defined, with the "new group" button, a name is given, and it is saved.

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LUsers in this group						
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Showing 0 to 0 of 0 entries			Showing 0 to 0 of 0 entries			

The users are assigned to this group and later, the whole group can be assigned to an aid award by one of its members. Only users with profiles encoder and/or administrator among their available profiles can be assigned to a group. A group is composed of users from the same office.

To select the group, simply click on it and it will appear in the second part of the screen. Users to

assign to the group are chosen from the list by clicking on the "+"" sign. A user can be removed from a group by clicking on the "-" sign.

ate.training.ec.europa.eu/competition/transparency/internat/um?id=1516/300935776#groups		(133%) C Q Search		\$
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For instance, there could be a granting authority in which 4 people had to be involved in the creation of aid awards related to forestry. In such a case, a group ("Forestry Team") could be created and later on, that group will be added to the case team whenever an aid award on that area is created.

Restriction of approval and publication to the National office

If a Member States wants to restrict the approval and publication of aid awards to the National office the option "Enable central office control for approval" must be selected by a National administrator in the National Office definition screen. If this option is selected, it will not be possible to create new approvers in the other offices and the existing approvers outside the National Office will still be able to use the TAM but not to edit or approve any aid awards. The box can be unchecked at any time by a National administrator and the usual rights of approvers at the different levels will be restored.

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3.TAM Home page and main settings

The TAM homepage i.e the initial or main web page of the TAM website, contains menus and direct useful links allowing the user to perform the main actions he/she is entitled to:

- If the user is an Administrator:
 - a menu to manage aid awards.
 - a menu to manage the TAM Community i.e. users, offices and groups.
 - a direct button to make aid award data search.
 - a link to the user documentation (user manual, reporting guidance) a direct button to view his/her profile and manage his/her email subscriptions.

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- If the user is an Encoder:
- a menu to manage and create aid awards.
- a direct button to make aid award data search.
- a direct button to create an aid award.
- a direct button to view his/her profile and manage his/her email subscriptions.

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Internal Market. It facilitates enforcement for national and regional authorities by increasing awareness hence ensuring better control and follow-up at national and local levels.	s of aid granted at various levels,

- If the user is an Approver:
 - a menu to manage aid awards and perform bulk upload.

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- a direct button to make aid award data search.
- a direct button to perform bulk upload.
- a direct button to view his/her profile and manage his/her email subscriptions.

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- If the user is a Viewer:
 - a menu to view aid awards which he/she is part of the case team;
 - a direct button to make aid award data search;
 - a direct button to view his/her profile and manage his/her email subscriptions.

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In the top right corner, the user can verify information on the country and the Office or Granting Authority he/she belongs to as well as on his/her current role i.e. Administrator, encoder or approver. Moreover, he/she can:

• change the language of the application if the country he/she belongs to has several official languages by clicking on the language code.

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- his/her name and then on the applicable profile (see section Select current profile 2.7).
 edit his/her own profile by clicking on the on the user icon next to their name and then on "My profile" (see section Edit my profile 2.8).
- logout from the TAM application by clicking on the on the user icon next to their name and then on "Logout" next to the padlock icon.

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4.Aid award management

4.1. Introduction

The transparency obligations provided for in the GBER and for notified schemes and ad hoc cases to be assessed under the SAM guidelines as amended by the Transparency communication entered into force on 1 July 2016. Aid granted from 1 July 2016 on (including aid based on schemes that predate 1 July) and exceeding or equal to their respective thresholds ($500.000 \in$ generally except for beneficiaries active in the primary agricultural production, where the threshold is 60.000 and $30.000 \in$ in the fishery and aquaculture sector) falls under the transparency obligation and the awards have to be published. In the fishery and aquaculture sector transparency obligations under the FIBER apply as of 1st January 2017. Under the Guidelines for the examination of State aid to the fishery and aquaculture sector, Member States are not required to publish the required information before 1st July 2017.

These transparency obligations have been laid down in particular in the following texts:

- Commission Regulation (EU) No 651/2014 (GBER)
- Commission Regulation (EU) No 1388/2014 (FIBER)
- Commission Regulation (EU) No 702/2014 (ABER)
- European Union Guidelines for State aid in the agricultural and forestry sectors and in rural areas 2014 to 2020
- Guidelines for the examination of State aid to the fishery and aquaculture sector.
- Communication from the Commission C(2014)3349/2, amending the Communications from the Commission on EU Guidelines for the application of State aid rules in relation to the rapid deployment of broadband networks, on Guidelines on regional State aid for 2014-2020, on State aid for films and other audio- visual works, on Guidelines on State aid to promote risk finance investments and on Guidelines on State aid to airports and airlines.
- Energy and Environment Guidelines, R&D&I framework, Guidelines on state aid for rescuing and restructuring for non-financial undertakings in difficulty Communications from the Commission.
- Communication from the Commission (2014/C 188/02) on Criteria for the analysis of the compatibility with the internal market of State aid to promote the execution of important projects of common European interest.

Furthermore, aid granted under the COVID-19 Temporary Framework⁵, exceeding 100.000 € or 10.000 € for beneficiaries active in primary agricultural and fisheries sectors, is subject to transparency requirements, necessitating the publication of awarded amounts. Transparency requirements apply also to aid granted under the Temporary Crisis Framework/Temporary Crisis and Transition Framework, exceeding 100.000 € or 10.000 € for beneficiaries active in primary agricultural and fisheries sectors.

The lower transparency threshold of 100.000 \in per beneficiary is also provided for in several revised State aid rules:

- EU guidelines on regional State aid (2021 Regional Aid Guidelines),
- Guidelines on State aid for climate, environmental protection and energy (CEEAG),

⁵ Excluding aid granted under sections 3.9 and 3.10 of the Temporary Framework

- Guidelines on State aid to promote risk finance investments (2022 Risk Finance Guidelines),
- Communication on Important projects of common European interest (2022 IPCEI Communication),
- Communication on the Framework for state aid for research, development and innovation (2022 R&D&I Framework),
- Guidelines on State aid for broadband networks (2023 Broadband Guidelines),

2023 amendment of the GBER, for aid granted under measures with a starting date on or after 1 January 2024. Different thresholds apply to aid involved in financial products supported by the InvestEU fund ($500.000 \in$) and for beneficiaries active in primary agricultural production or in the fishery and aquaculture sector ($10.000 \in$).

The revised Guidelines on certain State aid measures in the context of the system for greenhouse gas emission allowance trading post 2021 (ETS Guidelines post-2021) provide for transparency provision on individual aid awards exceeding 500.000 €. This marks the first instance of such transparency being implemented on ETS aid.

The revised Agricultural Block Exemption Regulation (2023 ABER) and the revised EU Guidelines for State aid to the agricultural and forestry sectors and in rural areas (2023 Agricultural Guidelines) include transparency provisions on aid awards exceeding $10.000 \in$ for beneficiaries active in the primary agricultural production sector and $100.000 \in$ for beneficiaries active in the sector of the processing of agricultural products, the marketing of agricultural products, the forestry sector or for activities falling outside the scope of Article 42 of the Treaty.

The revised Fishery Block Exemption Regulation (2023 FIBER) and the revised Guidelines for State aid in the fishery and aquaculture sector (2023 Fisheries Guidelines) provide for the publication of information on each individual aid award exceeding EUR 10.000.

An aid award is processed through four statuses: Draft, Finalised, Approved and Published. In a nutshell, a two-step validation is applied i.e. (i) finalisation once the encoder finalises the entered information; (ii) approval where the approver validates the input and signs it off for publication.



4.2. Insert an aid award

If you are an encoder, to create an aid award, click on the menu "Aid Awards Management", sub-Menu "New Aid Award". An aid award form is then displayed requiring a set of information describing precisely the granted aid award to comply with the transparency obligations.

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Normally, the information must be provided sequentially as filling a field may activate subsequent fields. A red asterisk next to the label indicates that the information is mandatory i.e. must be provided to allow saving the aid award.

The following information must be provided:

SA case number or title: This is the reference to the aid measure already published in DG

Competition IT systems. The reference to the aid measure is provided via the State Aid number or the title of the aid measure. By typing any character of the reference number or the title, an intelligent selection will show the 10 most recent aid measures containing these characters, allowing the user to select directly the relevant one or refining his search.

As soon as the reference to the aid measure is selected, a link to the corresponding measure in the <u>Search on Competition (europa.eu)</u> registry is automatically created to allow access to i.a. the full text of the measure, the text of the Decision and the notification or the submitted form.

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Another beneficiary Member State: this box is checked only if aid is given to a beneficiary in another Member State. See section on "Aid granted for cross border projects" below.

Beneficiary name: This is the name of the legal entity receiving the aid⁶. When the aid is granted via a third party, national legislation should ensure that the third party collects the relevant information on payments to final beneficiaries and transmits it to the relevant authorities in the Member States, or alternatively that final beneficiaries submit a declaration to the relevant authorities in the Member States. While typing the first characters of the beneficiary's name, an intelligent selection is performed showing all corresponding beneficiary names already defined allowing the user to select directly the relevant one.

Beneficiary National Identifier: This is either the EU-wide VAT number or the most appropriate national identifier recognizing the legal entity receiving the aid. The user must first type in the ID and then select the corresponding national identifier type from the list. The list of national identifier types is pre-filled with the list of relevant types of IDs specified by relevant national authorities and transmitted to the Commission services. It is not possible to type in manually a new national identifier type. If a new identifier type is needed, an e-mail should be sent to <u>COMP-Tam- Support@ec.europa.eu</u>.

Beneficiary type: It indicates the type of enterprise (SME/large)⁷ corresponding to the legal entity receiving the aid at the time of granting. The value is selected using a pre-filled drop-down list. It is not possible to type in manually a new beneficiary type although by typing the first characters of the type of enterprise, an intelligent selection will show all corresponding types allowing the user to select directly the relevant one.

Region: It indicates the region in which the beneficiary is located i.e. where the project to which aid is awarded will be located. If the project is located in different regions, then the total amount of aid should be reported. Either one entry for the total amount is reported and the region where the largest part of the project is located is selected or several entries are reported, one for each region. The "Region" value is selected using a pre-filled drop-down list with all regions at NUTS1, NUTS 2, NUTS 3 and NUTS 4 levels⁸. The user must select one region only per entry. It is not possible to type in manually a new region although by typing the first characters of the region, an intelligent selection will show all corresponding regions allowing the user to select directly the relevant one. It is possible to enter the country when regions are not relevant to the aid.

Sector: This is the sector of activity or economic sector concerned. When the project is limited to one sector, the NACE 2.1 group level is required⁹. In case of multi-sectoral undertakings, the sector provided should be the sector where the aid will be used. In case aid covers several sectors (e.g.

⁶ Name of the legal entity receiving the aid, and not the full group to which it belongs, in particular when the headquarters of the group or the parent company are located in another Member State

⁷ SME enterprise encompasses enterprises with headcount < 250 and annual turnover <= 50 million EUR or annual balance sheet <= 43 million EUR.

⁸ Source of A,C,N regions up to NUTS 3 level in the Commission's excel file at <u>NUTS - Nomenclature of territorial</u> <u>units for statistics</u>.

⁹ NACE available at <u>NACE Rev. 2.1 - Statistical classification of economic activities - Eurostat (europa.eu)</u> with explanations of a general nature, and the full NACE classification at <u>Statistical Classification of Economic</u> <u>Activities in the European Community, Rev. 2.1 (NACE Rev. 2.1)</u>

regional aid) the principle for reporting sectoral information to the Transparency Award Module should be based either on the most relevant sector of activity for a given award, and in this case, this sector is selected or different entries are reported, one for each relevant sector. It is not possible to type in manually a new sector although by typing the first characters of the sector, an intelligent selection will show all corresponding sectors allowing the user to select directly the relevant one.

Aid Instrument: This is the aid instrument corresponding to the granted aid award. If the aid is granted through multiple aid instruments, the aid amount shall be provided by instrument in different entries. The value is selected using a pre-filled drop-down list with all relevant instruments that have been defined in the notification or the submission form for the State Aid case number that has been previously specified¹¹.

Objective: This is the objective followed by the corresponding granted aid award. The value is selected using a pre-filled drop-down list with all relevant objectives that have been defined in the notification or the submission form for the State Aid case number that has been previously specified⁹. If the aid is granted for the same project for the same beneficiary for different objectives, this is reported either under one entry for the total amount, under the main objective or in different entries, one per objective.

Date Granted: The date of granting is the date when the legal right to receive the aid is conferred on the beneficiary. For fiscal measures, in principle the date to mention is the date when the tax declaration is due. In case no tax declaration is due, the date when the amount to be published becomes known to the relevant Member State authority should be mentioned. For aid granted through an intermediary to the benefit of other undertakings, the date of granting shall be the date at which the advantage is transferred to such final beneficiaries. The date must be selected using the calendar date picker that appears automatically when the user clicks on the "Date Granted" field.

Currency: This is the currency in which the advantage of the aid award is granted. For non-euro area countries, it can be national currency or EUR. For euro-area countries, it is EUR. If the currency is different than EUR, a conversion in EUR of nominal and granted amounts is automatically performed using the ECB exchange rate applicable on the granted date. The EUR-equivalent amounts are displayed after the TAM entry is saved successfully.

Nominal Amount, expressed as a full amount: This is the nominal amount of the aid expressed as full amount, i.e. not in millions. In manual reporting, this field is active and optional for repayable instruments only (such as reimbursable grants, repayable advances, guarantees, loans, tax deferment). For the other types of instruments this field is not available (greyed). Except for aid granted under the COVID-19 Temporary Framework and The Temporary Crisis Framework/Temporary Crisis and Transition Framework, the nominal amount must be different than the granted amount since the gross grant equivalent must be reported as aid element. When the SA measure relates to fiscal aid, the amount can be published in the ranges provided in the relevant articles from corresponding guidelines or regulations. Therefore, for the latter, a drop down is displayed allowing selection of the relevant range. For non-Euro countries, the ranges option is available only if the selected currency is "EUR". If the reporting is done in the

non-EUR currency only the full amount can be reported.

Granted Amount: This is the Aid element expressed as full amount, i.e. not in millions. The gross grant equivalent has to be reported for all aid instruments. When the SA measure relates to the Temporary Framework for State aid measures to support the economy in the current COVID-19 outbreak or to the Temporary Crisis and Transition Framework for State Aid measures to support the economy following the aggression against Ukraine by Russia, an exemption applies to the estimation of the aid element. This means that the Granted Amount should be equal to the Nominal Amount.

When the SA measure relates to fiscal aid, the amount can be published in the ranges provided in relevant articles from corresponding guidelines or regulations. Therefore, a drop down is displayed allowing selection of the relevant range. For non-EUR countries, the ranges option is available only if the "EUR" currency is selected.

Granting Authority Name: It is the authority granting the aid award at whatever level of government (national, regional, Sectorial or local). The user must select one Granting Authority only. It is not possible to type in manually a new Granting Authority. The value is selected using a pre-filled drop-down list, depending on the Office or Granting Authority to which the user belongs to, the list will only allow selecting the list of Granting Authorities subordinated to the user:

At National Office level: All Granting Authorities defined.

At Regional Office level: All Granting Authorities subordinated to the Regional Office.

At Regional Sectorial Office level: all granting authorities subordinated to the Regional Sectorial Office.

At Sectorial Office level: All granting Authorities subordinated to the Sectorial office At Granting Authority level: The Granting Authority only.

For aid granted under the Risk Finance Guidelines, for schemes falling under articles 16, 21, 22 and 39¹⁰ of GBER and for cases decided directly under TFEU with "risk finance", "sustainable urban development" or "energy efficiency in buildings" objectives, aid may be present at different levels depending on the measure i.e. aid to the entrusted entity, if applicable, the investor(s), the financial intermediary(ies) and the fund manager (where a fund structure is involved) and aid at the level of the final beneficiary (investee). New fields "Financial Intermediary / Fund manager" and "Entrusted entity" appear automatically. To know what has to be reported in the TAM for different theoretical possibilities in this context, please refer to the examples given in the *Annex 3* to the Commission's staff paper on encoding of information in the Transparency Award Module for State aid.

¹⁰ Regional urban development aid (art. 16), Risk finance aid (art. 21), Aid for start-ups (art. 22) and Investment aid for energy efficiency projects in buildings (art. 39)

	SA.39313 - Roocooxi Axd (xx Bxxxk Exxxxxxx Rxxxxxxxxxxxxxxxxxxxxxxxxx	popooxy axd Sxxxxxxx) Sxxxxx GxxxxxXI H			
SA Case Number or Title *	SA.39313		0		
Aid Instrument *	Direct grant/ Interest rate sub	osidy ×			
Objective *	Regional urban development	t aid (Art. 16) ×			
Date of Granting *	06/02/2018				
Currency * No	minal Amount of the investment				
EUR Am full	nount of the investment, expressed amount *	d as 548000	use F	Ranges	
EUR An full	nount of the investment, expressed amount *	d as 548000 Yeu can solid only one o	ition	Ranges	
EUR Arr full Granting Authority * Co-finance	Granting Test 5 ×	d as 548000 Year can solicit only one o	don • O	Ranges	
EUR Arr full Granting Authority * Co-finance Entrusted Entity *	Conception of the investment, expressed	d as 548000 Yeu can solect only one o Yeu cannot choose more than 1	tern	Ranges	

Availability rules for the "Nominal amount, expressed as full amount", "Aid element, expressed as full amount", "Financial intermediaries/Fund managers" and "Entrusted entities" are given in the separate document "Business rules". You can also find additional information on guidance regarding the interpretation of the transparency provisions under the State aid rules in the Commission's staff paper on encoding information in the Transparency Award Module for State aid.

Aid granted for cross border projects.

The TAM¹¹ allows the Member State responsible for notification and publication, to report several entries, one for each Member State participating in the cross-border programme (for example ETC project), with specific granted amounts and appropriate references as regards the beneficiaries ID and the other Member States benefiting regions.

- Field "Another beneficiary Member State": If the box is checked, a new dropdown menu will be visible next right to the box. The possible values will be the whole Member States list plus Iceland, except the user's country (as it is an aid given to a beneficiary in another Member State).

¹¹ As from TAM version 1.7

https://webga ed 🗰 Login	te.training.ec. europa.eu /competition/transparency/internal/aidAward/crea	le	1106 C Q. Search	10 +
	Insert Aid Award Data		🖱 Save 🔲 Finalise 🗶 Cancel	
	SA Case Number or Title *	Case Number	0	
	_Another Beneficiary Member State	2] _Another Beneficiary Member State	- Î	
	Name of the Beneficiary *	Austria Nar Belgium		
	Beneficiary National Identifier *	Na Croatia		
	Type of National Identifier *	Naf Cyprus Czech Republic		
	Beneficiary Type *	Ber Denmark		
	Region *	Rec Finland France		
	Sector of Activity (NACE) *	Sector of Activity	20 20	
	Aid Instrument *	Aid Instrument 👻		
	Objective *	Objective -		

• Field "Third country outside of the EU": If the box is checked, a new dropdown menu will be visible next right to the box. The possible values will be all countries outside of the EU.

Insert Aid Award Data		
SA Case Number or Title *	Case Number	0
Another Beneficiary Member State		
Third country outside of the EU	Third country outside of the EU	•
Name of the Beneficiary *	Afghanistan Na Albania	Ô
Beneficiary National Identifier *	Algeria American Samoa	-
Type of National Identifier *	Na Andorra Angola	
Beneficiary Type *	Bel Anguilla Antarctica	
Region *	Antigua and Barbuda	•

• If the box is unchecked, the dropdown menu "Another beneficiary Member State" or "Third country outside of the EU" will not be visible and the fields "Type of National Identifier" and "Region" will contain only the available values corresponding to the user's country.

• The fields "Type of National Identifier" and "Region" will contain only the available values corresponding to the aid destination country.

Control for duplicates:

An aid award is uniquely identified by the following parameters: 1) Aid Measure number; 2) beneficiary name; 3) beneficiary national identifier; 4) granted amount; 5) currency 6) date granted; 7) instrument; 8) objective and 9) granting authority. It is not possible to save an aid award that breaches the duplication rule constraint.

ate Aid Transpare	ncy Award Module				Nat ADMINTEST National Encoder	1	EN
d Awards Management	-					0)ffice IE_Natio Country Ireland
Insert Aid Award Data					Save	Finalise	K Cancel
SA Case Number or Title *	SA, 44270 - booth Fxorm Troc Roosourf Sixoo (boothex)	oort Stoooxe SA 3toox9		O Cannol	create aid award because it is a	a duplicate	
	SA 44270						
Beneficiary National Identifier *	123456	0			Gammus create and award	o peceuse a rs a o	(pricate)
Type of National Identifier *	Business Name Registration Number	You can select only	•	0			
Beneficiary Type *	Only large enterprises	You can select only	-	0			E
Region *	E - Ireland	•	0				
Sector of Activity (NACE) *	F.43.9-Other specialised construction act	tvities -	0				
Aid Instrument *	Tax advantage or tax exemption	. And the select only our shoot	0				

When all the information has been properly provided, the encoder can either:

"Save": saves the aid award as draft which means that the aid award will remain with the encoder or the group of encoders for possible further review and/or modification including deletion.

"**Finalise**" directly the aid award which means save the aid award and make it available for possible validation and publication by an approver.

To do that, the encoder must mouse over the button "Save" or "Finalise" on the top right corner.

If an error occurs, a message next to the problematic information appears indicating the type of error (e.g. missing data or invalid data) and the save and/or finalise is not performed.

If no error occurs, the aid award is saved and/or finalised and the encoder is automatically redirected to a page allowing to view the aid award.

Aid Award & Assig	nments & Audit	
iew Aid Award		🗐 Finalise 🖉 Edit 😵 Delete 🖪 Export f
Aid Award TM-10005331 succes	sfully updated!	
Country	Ireland	
Language	EN	
Aid Measure Title	Ixxxh Fxxm Txx Rxxxxf Sxxxxxt Sxxxxe S	SA 3xxx9 (xxxxxx)
SA.Number	SA.44270	
Ref-no.	TM-10005331	
Status	DRAFT	
National ID	123456	
Beneficiary National ID Type	Business Name Registration Number	
Name of the beneficiary	Test Manual	
Beneficiary Type	Only large enterprises	
Region	Ireland	

4.3. View/Edit an aid award

After an aid award has been properly inserted, it can be viewed either (i) directly after the save and/or finalise has been performed (see section Insert an aid award 4.2) or (ii) by clicking on the menu "Aid Awards Management", sub-Menu "My Aid Awards". For the latter, a list of all aid awards that the user is allowed to view is displayed.

The user can export in a CSV file the whole list of aid awards under his area of responsibility by clicking on the button "Export Data" and choosing "Export CSV". As an encoder, you may also restrict the list to only aid awards in draft status by clicking on the check box "Draft only". As an approver, you can restrict the list to only aid awards in "finalised" status by clicking on the checkbox "Finalised only".

The aid award results page offers a dynamic column selection, adjusted column width per column and use of cookies per browser to save the user settings automatically.

Stat	te Aid '	Fransparency Award Module	Nat ADM National	INTEST Encode	r r	1	EN
🖿 Aid	Awards Mana	gement			1	Office /E Country	_National Ireland
← Ba	Columns	Country × Aid Measure Title × SA Number × Ref-no. × Status × National ID × Name of the beneficiary × Beneficiary Type ×	-	E Ex	port Data	oraft only	Delete
		Region	1	Res	ults		
Bulk	Country	Sector (NACE)			National ID	Name of the	
Delete		Aid Instrument				beneficiary	
		Objectives of the Aid					
2	Ireland	Nominal Amount			142424	test	
171	Ireland	Aid element, expressed as full amount			addfaf	ofdffod	
had	Trefaird	Date of granting			guuigi	giungu	
2	Ireland	Granting Authority Name			123456	test	
	Ireland	Published Date	E	D	09354983175G	komputer	
	Ireland	Publisher	(-]+	ED	55086509865	Test ON	

By clicking on the reference of the State Aid Measure under the column "SA-no.", a link is opened in a new tab to a webpage with the corresponding measure published in the COMP search registry. The user can then access comprehensive information on the State Aid measure i.e. the full text of the measure, the text of the Decision and the notification or the submitted form.

Stat	te Aid '	Fransparency Awar	rd Modu	lle	Nat ADMINTE National Enco	ST der		EN
id /	Awards Manag	gement					Count	ry Ireland
← Ba	Columns	Country Aid Measure Title SA.Numbra National ID Name of the beneficiary E	er × Ref-no. × Beneficiary Type ×	Status *	• D E	Export Data	raft only	8 Delete
			In	ternal Aid Awa	rd Search Re	sults		
Bulk Delete		Aid Measure Title	SA.Number	Ref-no.		National ID	Name of t beneficiar	
	Ireland	€ - \$ - Vxxxxxxn of axxxxs u	<u>SA.31317</u>	TM-10000464	DRAFT	142424	test	
	Ireland	Sxxs axd Sxxxxxxs Axd Sxxxxe	SA.39314	TM-10000544	DRAFT	gddfgf	gfdffgd	
	Ireland	Rxxxxxxl Axd (xxxxxxxy axd Sx	SA.39313	TM-10000584	DRAFT	123456	test	
	Ireland	Pxxxxc sxxxxxe oxxxxxxxxx ix	<u>SA.12309</u>	TM-10005065	FINALIZED	09354983175G	komputer	
	Ireland	Oxxxn Exxxxy Pxxxxxxe Dxxxxx	SA.40318	TM-10005093	PUBLISHED	55086509865	Test ON	
	Ireland	€ - \$ - lxxxh axxxt rxxxxf	<u>SA.30144</u>	<u>TM-10005100</u>	PUBLISHED	1239992	Test bulk	ſ

By clicking on the reference of the aid award under the column "Ref-no.", the view/edit aid award page is displayed with details on the corresponding aid award. Depending on the rights and the roles of the current user, the screen will display:

View Aid Award screen:

If the user is in the case team, independently of the status of the aid award.

If the user is an approver and the status of the aid award is finalised or published.

Edit Aid Award screen:

If the user is an encoder and the status of the aid award is draft.

If the user is an approver and the status of the aid award is finalised.

If the user is an Administrator and the status of the aid award is published.

From the view Aid Award page, the user can visualise all the information defining the aid award including his status and the amounts converted in EUR-equivalent if they were inserted in national currency. The user may also export the set of information in PDF format by clicking on the button "Export PDF" in the top right corner.

State Aid Transp	arency Award Module	Nat ADMINTEST National Administrator	L EN
Aid Awards Management	ansparency Community		Office IE_National Country Ireland
Aid Award & Assign	nments 4 Audit		
View Aid Award			Export PDF
Country	Ireland		
Language	EN		
Aid Measure Title	€ - \$ - Vxxxxxxx of axxxxx uxxxr NxxA - fxxxt txxxxxx - bxxxxxd		
SA.Number	SA.31317		
Ref-no.	TM-100004		
Status	DRAFT		
National ID	142424		
Beneficiary National ID Type	Business Name Registration Number		
Name of the beneficiary	test		
Beneficiary Type	Small and medium-sized entreprises		
Region	IRELAND		
Sector (NACE)	Growing of vegetables and melons, roots and tubers		
Aid Instrument	Other forms of equity intervention		
	The second se		

From the edit Aid Award page, the user can modify all or part of the information defining the aid award and save it using the corresponding "Save" button on the top right corner. He/she may also perform additional actions depending on his profile (see section Creation of users 2.1):

As an Encoder:

"Save" button: Save the aid award.

"Finalise" button: Finalise the aid award.

"Delete button": Delete the aid award.

"Cancel button": Cancel changes made and return to the main page.

ate Aid Transpar	ency Award Module	Nat ADMINTEST National Encoder	1	EN
id Awards Management			Of	fice IE_National ountry Ireland
Aid Award & Assignme	nts 1 Audit			
Edit Aid Award		Save Finalise	🛛 Delete	Cancel
	SA.39313 - Ризовони Ахи (хосовоку ахи Sхорокох) Sизоке Grosovil Вхокк Ехоросок Риссовок Яхоросокого 20000000			
SA Case Number or Title *	SA.39313	0		
Language EN				<u>^</u>
Server Reference TN	-10000584			
Status DF	AFT You cannot ch	cose more than 1 item		
Name of the Beneficiary *	test			=
Beneficiary National Identifier *	123456			
Type of National Identifier *	Six digit Company Registration ×			
Beneficiary Type *	You can select only one option Only large enterprises			
	You can select only one option			
	IE - Ireland			

As an Approver:

"Save" button: Save the aid award'.

"Reject" button: Make the aid award draft.

"Approve" button: Approve and publish the aid award.

"Delete" button: Delete the aid award.

"Cancel" button: Cancel changes made and return to the main page.

tate Aid Transpare	ency Award Module	Nat ADMINTEST National Approver	1	EN
Aid Awards Management	-		Off Co	ice IE_Nationa untry Ireland
Aid Award & Audit				
Edit Aid Award		🖺 Save 🛛 🛛 Reject 🗸 Approve	😣 Delete	Cancel
SA Case Number or Title *	SA.20043 - Axd fxr Dxxxxxxxxxxx of txe Pxxxxx Sxxxxxr	0		
	SA.20043			
Language EN				-
Server Reference TM-1	000604			
Status FINA	IZED			
Name of the Beneficiary *	Tou cannot une	xoe mote than 'r tiem		
Beneficiary National Identifier *	45678			E
Type of National Identifier *	Business Name Registration Number			
Beneficiary Type *	Small and medium-sized entreprises 📧			
Region *	You can select only one option			

As an Administrator:

"Save" button: Save the aid award.

"Delete" button: Delete the aid award.

"Cancel" button: Cancel changes made and return to the main page.

ate Aid Transpare	ncy Award Module		Nat ADMINTEST National Administrator	<u>.</u>	EN
d Awards Management 🗘 Transpare	ncy Community			o c	ffice IE_Nation
Aid Award & Assignments	Audit				
Edit Aid Award			🔳 Save	3 Delete	< Cancel
	SA.42010 - Sxxxxx of Groot Axd fixr bit Dixxxxxxx of bit Dixxxxxx Sxxxxx - Dixxxxxxx = 0				
SA Case Number or Title *	SA.42010	0			
Language EN					<u>^</u>
Server Reference TM-100	000451				
Status PUBLI	SHED				
Name of the Beneficiary *	Company ABCD	2005e more toan 1 te			ш
Beneficiary National Identifier *	938373				
Type of National Identifier *	Six digit Company Registration	•			
Beneficiary Type *	You can select only one op Small and medium-sized entreprises	-			

4.4. Assign an aid award

From the edit/view aid award screen, the encoder that created the aid award initially or the users that have been assigned to this aid award can assign it to other users that will be then also allowed to view and/or modify the aid award. To do so, the user must click on the tab "Assignments" on the top corner left, above the title "View Aid Award" or "Edit Aid Award".

On the right side, a list of users that can potentially be added to the case team is displayed. The list comprises all users who fulfil the following rule:

National Administrators and National encoders will see all National encoders in the same office. Regional Administrators and Regional encoders will see all Regional encoders in the same office. Granting Authority Administrators and Granting Authority encoders will see all Granting Authority encoders and viewers in the same office.

Granting Authority viewers will see all Granting viewers in the same office.

By clicking on the icon "+" next to a username, the corresponding user is moved from the "Transparency Community" list to the "Case Team" list and may now also have access to the aid award i.e he/she can modify it, delete it or finalise it. Please note that by default, an Administrator can always view all aid awards attached to Granting Authorities that are subordinated to the Office he/she belongs to.

State Aid Transparency Award Module	Sectorial Admin Sectorial Administrator	L EN
Aid Awards Management		Office Secteur 1 Country Ireland
Aid Award Assignments Audit		
 Select users from the Transparency Community and add them to your case team 		
1 Case Team	Transparency Community	
Show 10 rentries	Show 10 • entries	
L User Remove	1 User	Add
No data available in table	secTest SECTEST, Sectorial Approver	
Showing 0 to 0 of 0 entries O Previous Next O	Sectorial Admin, Sectorial Administrator	•
Groups Case Team	Showing 1 to 2 of 2 entries O Previous Next O	
Show 10 • entries	Groups	
▲ Name A Remove	Show 10 • entries	
No data available in table	🛓 Name 🔷 Add	
Showing 0 to 0 of 0 entries O Previous Next O	No data available in table	
	Showing 0 to 0 of 0 entries O Previous Next O	

On the contrary, to remove a user from the case team, you must be an Administrator from National, Regional, Sectorial and Granting Authority offices. To do so, click on the icon "-" next to a username from the list on the left side. The corresponding user is moved from the "Case Team" list to the "Transparency Community" list. The user that created initially the aid award can be removed from the case team.

Please note that by default, an Administrator can always view all aid awards attached to Granting Authorities that are subordinated to the Office he/she belongs to.

State Aid Transparency Award Module	Sectorial Admin Sectorial Administrator	1	EN
Aid Awards Management			Office Secteur Country Ireland
Aid Award Assignments Audit			
Select users from the Transparency Community and add them to your case team Case Team Show 10 • entries	C Transparency Community		
LUser Remove	1 User	Add	
secTest SECTEST, Sectorial Approver	Sectorial Admin, Sectorial Administrator	0	
Showing 1 to 1 of 1 entries O Previous Next O	Showing 1 to 1 of 1 entries O Previous Next O		
Groups Case Team	Groups		
Show 10 💌 entries	Show 10 • entries		
L Name Remove	A Add		
No data available in table	No data available in table		
Showing 0 to 0 of 0 entries O Previous Next O	Showing 0 to 0 of 0 entries OPrevious Next O		
Jocumentation	© 2015 State Aid	Transparen	cy Version 1.6.1-R

4.5. Audit an aid award

From the edit/view aid award screen, the user can view all the actions/events that have been performed so far on the aid award (who did what and when). To do so, the user must click on the tab "Audit" on the top corner left, above the title "View Aid Award" or "Edit Aid Award". A list is then displayed with detailed information for all events that were made:

The code of the event.

The timestamp of the event.

The name of the user who performed the event.

The user profile of the user i.e. Administrator, Encoder, Approver at National, Regional or Granting Authority level.

The context in which the event has been performed i.e. Graphical User Interface, Bulk upload, web service.

A more detailed description of the event e.g. the value that has been modified and the old and new value if it has been modified.

Please also note that you may sort the list in ascending/descending order by clicking on the arrows next to the column headers.

ANumberSA.42010 Show 10 rentries					
Event	🛊 Event Timestamp 🛊	L Actor	¢ Profile ¢	Source	Description
AID_AWARD_CREATE	21/12/2016 09:53:32	Grant ADMIN	GA Encoder	GUI	Aid Award TM-10000451 created.
AID_AWARD_CHANGE_STATUS	21/12/2016 09:54:52	Grant ADMIN	GA Encoder	GUI	DRAFT -> FINALIZED
AID_AWARD_CHANGE_STATUS	21/12/2016 09:55:20	Grant ADMIN	GA Approver	GUI	FINALIZED -> DRAFT
AID_AWARD_CHANGE_STATUS	21/12/2016 09:56:17	Grant ADMIN	GA Encoder	GUI	DRAFT -> FINALIZED
COMMENT	21/12/2016 09:56:44	Grant ADMIN	GA Encoder	GUI	Error to be corrected
AID_AWARD_EDIT_FINALIZED	21/12/2016 09:57:57	Grant ADMIN	GA Approver	GUI	aidAward.beneficiary.nationalId = 938373
AID_AWARD_CHANGE_STATUS	21/12/2016 09:58:12	Grant ADMIN	GA Approver	GUI	FINALIZED -> PUBLISHED
AID_AWARD_EDIT_PUBLISHED	21/12/2016 10:00:04	Grant ADMIN	GA Administrator	GUI	grantedAmountFrom = 560500, grantedAmountFromEur = 560500.00, grantedAmountTo = 560500, grantedAmountToEur = 560500.00
AID_AWARD_EDIT_PUBLISHED	20/10/2017 19:03:53	Nat ADMINTEST	National Administrator	GUI	[aidAward.lastUpdated=20/10/2017 19:03:53 => 10/10/2017 19:03:53]
AID_AWARD_EDIT_PUBLISHED	20/10/2017 19:10:55	Nat ADMINTEST	National Administrator	GUI	grantedAmountFrom=560500 => 560570, grantedAmountTo=560500 => 560570.00, grantedAmountTo=560500 => 560570.00] grantedAmountToEur=560500 => 560570.00]

State Aid Transparen	ICY Award M	Iodule			Nat ADMINTEST National Administrator	EN Office IE_Nationa
Aid Award Assignments	Audit					Country Ireland
Granting Test1: Audit Trail for Aid Award Tr SA.NumberSA.22180 Show 10 entries	M-10000410	1			E Export CSV	Add Comment
Event	🗧 Event Timestam	1 Actor	Profile	Source	Description	\$
AID_AWARD_CREATE	01/12/2016 16:44:36	Grant ADMIN	GA Encoder	GUI	Aid Award TM-10000410 created.	
AID_AWARD_CHANGE_STATUS	01/12/2016 16:44:36	Grant ADMIN	GA Encoder	GUI	DRAFT -> FINALIZED	
AID_AWARD_CHANGE_STATUS	15/12/2016 15:37:18	Nat ADMINTEST	National Approver	GUI	FINALIZED -> PUBLISHED	
AID_AWARD_EDIT_PUBLISHED	20/10/2017 19:03:53	Nat ADMINTEST	National Administrator	GUI	[aidAward.lastUpdated=20/10/2017 19:03 20/10/2017 19:03:53]	:53 =>
AID_AWARD_EDIT_PUBLISHED	20/10/2017 19:10:55	Nat ADMINTEST	National Administrator	GUI	[dateGranted=07/11/2016 00:00:00 => 07 00:00:00]	/12/2016
AID_AWARD_CHANGE_STATUS	20/10/2017 19:13:52	Nat ADMINTEST	National Administrator	GUI	PUBLISHED -> DELETED	
Showing 1 to 6 of 6 entries O Previous	Next O					

The possible codes for the events to be displayed in the Audit Tab are:

AID_AWARD_CREATE: Indicates the creation of the aid award.

AID_AWARD_EDIT_DRAFT: Indicates the modification of a draft aid award.

AID_AWARD_EDIT_FINALIZED: Indicates the finalisation of an aid award.

AID_AWARD_EDIT_PUBLISHED: Indicates the validation and publication of an aid award.

COMMENT: Indicates a comment introduced by a user.

AID_AWARD_CHANGE_STATUS: Indicates an aid award's status change.

On the top right corner, the button "Export CSV" allows the user to export the list of events in a CSV file.

By clicking on the button "Add Comment", the user can also add a text comment and save it by clicking on the floppy disk button. The comment is then added to the events list with the event code "COMMENT" and will therefore appear in the events list.

Protocological and and a state of the	active continuanty	Add Comment to Aid Awa	ard			Countr	ireland
Ald Award Assignments Granting Test1: Audit Trail for Aid Awar SANumberSA 42010 Show 10 entries	4 Audil d TM-10000451	Add Comment Test to write the user manu	Jal		Experi CS	/ O Add	Comme
Event					Description		
AID_AWARD_EDIT_PUBLISHED	03/03/2018 12:14:29	Nat ADMINTEST	National Administrator	GUI	[grantedAmountFrom=560570 => 560575 grantedAmountFromEur=560570 => 5605 grantedAmountTo=560570 => 560575, grantedAmountToEur=560570 => 560575	i, 575.00, i.00]	
COMMENT	03/03/2018 12:17:21	Nat ADMINTEST	National Administrator	GUI	Test to write the user manual		
Showing 11 to 12 of 12 entries OP	revious Next O						

4.6. Approve an aid award

After the encoder has created an aid award and finalised it, an approver must approve the aid award. The approval of the aid award means that the aid award is published i.e. available on the public website <u>https://webgate.ec.europa.eu/competition/transparency/public/search/home/</u>.

As already mentioned in section View/Edit an aid award 4.3, to access the list of aid awards, the approver must click on the menu "Aid Awards Management", sub-Menu "My Aid Awards". If the approver clicks in the list on the reference number of an aid award that is already approved, the view aid award page is displayed with non-editable details on the corresponding aid award.

If the approver clicks in the list on the reference number of an aid award that is in finalised status, the edit aid award page is displayed with editable details on the corresponding aid award. To access directly only the aid awards in "finalized" status, the approver can check the "finalized only "filter on the top right corner.

Aid A	wards Manag	ement							Office IE_Natio Country Ireland
- Ba	* Columns	Country Aid Measure Title Beneficiary Type	SA.Number	Ref-no. =	Status National ID	Name of the t	beneficiary	✓ Expension	ort Data 🔯 Finalised only 😣 Del
					Internal Aid Awa	rd Search Re	sults		
ulk elete	Country	Aid Méasure Title		SA.Number	Ref-no.	Status	National ID	Name of the beneficiary	Beneficiary Type
	Ireland	Axd fxr Dxxxxxxxx of txe	Рх	<u>SA.20043</u>	TM-10000604	FINALIZED	45678	Mrtest	Small and medium-sized entreprises
	Ireland	Pxxxx sxxxxx axxxxxx	xs ix	<u>SA.12309</u>	TM-10005065	FINALIZED	09354983175GC	komputer	Only large enterprises
									Coco recordo por pogo

ate Aid Transpare	ency Award Module	Nat ADMINTEST National Approver	L EN
d Awards Management			Office /E_Nationa Country Ireland
Aid Award & Audit			
Edit Aid Award		🖺 Save 🛛 📽 Reject 🗸 Approve 🖉 🛛	Delete X Cancel
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Name of the Beneficiary *	Mr test		
Beneficiary National Identifier *	45678		E
Type of National Identifier *	Business Name Registration Number		
Beneficiary Type *	You can select only one option Small and medium-sized entreprises		
	You can select only one option		
Region *	IE0 - IRELAND -		
	You can select only one option		

To approve and publish the aid award, the approver must click on the button "Approve" on the top right corner. However, as already mentioned in section View/Edit an aid award 4.3, the approver may also, by using the corresponding buttons from this screen: modify and save the aid award, reject the aid award i.e. send it back to the encoder by making it draft and delete the aid award. "Delete" is also available in bulk from the aid awards result table. A checkbox is available on this table when the user has enough rights to delete that aid award. For example, to delete finalised aid awards, an approver will select the aid awards on each page on the table of results through the checkbox and click on the top right delete button. A popup window will confirm the result of the request. In the screenshot below: the checkbox is available for finalized aid awards only because the user is an approver.

Stat	te Aid 7 Awards Manag	County Aid Measure Title SA.Num	ber Ref-no.	Status 🙁 National I	D Name of the	beneficiary =	Nat ADMINTEST National Approve	r EN Other (E_Nationa County (reland
		beneficially type	1	nternal Aid Awa	rd Search Res	sults		
Bulk Delete	Country	Aid Measure Title	SA.Number	Ref-no.	Status	National ID	Name of the beneficiary	Beneficiary Type
	Ireland	Sxxxx of Gxxxt Axd fxr fxe D	<u>SA.42010</u>	<u>TM-10000451</u>	PUBLISHED	938373	Company ABCD	Small and medium-sized entreprises
	Ireland	Dxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	<u>SA.44794</u>	TM-10000452	PUBLISHED	678947	Company ABC	Small and medium-sized entreprises
	Ireland	Axxxxxxxx AU TxxxE DxS Pxxxx	SA.10315	TM-10000505	PUBLISHED	123	ahudii	Only large enterprises
	Ireland	Axd fxr Dxxxxxxx of txe Px	SA.20043	TM-10000604	FINALIZED	45678	Mrtest	Small and medium-sized entreprises
	Ireland	€ - \$ - lxxxh axxxt rxxxf	SA.30144	TM-10000620	PUBLISHED	123999	Test bulk 1	Small and medium-sized entreprises
	Ireland	Rxxk Exxxxxxxxx Sixxxxe	SA.41702	TM-10000621	PUBLISHED	123999	Test bulk 1	Small and medium-sized entreprises
	Ireland	SxoxE Pxxxxxt	SA.40301	TM-10000622	PUBLISHED	45789694	Testu	Small and medium-sized entreprises

4.7. Insert and approve aid awards by bulk upload

An approver can also report and approve aid awards in bulk i.e. in group by uploading a file that contains detailed information on the aid awards that must be reported and approved. Therefore, the aid awards are uploaded in bulk using a CSV file that can be gathered at regular intervals by the approver using information provided by Granting Authorities. The procedure to generate the

CSV file is left to the discretion of each individual MS as it can be through a manual process or a MS system software that can generate it automatically. Details on the format of the file are provided in the Complete Documentation folder available in TAM. Detailed explanations are also available in the video tutorials at this link: <u>Transparency - YouTube</u>.

To perform a bulk upload, the approver must click on the menu "Aid Awards Management", sub-Menu "Bulk Upload" or click on the button "Bulk Upload" available on the main page. A screen is then displayed inviting the approver to provide a link to the bulk CSV file by clicking on the button "Browse".

State Aid Transparency Award Module	Nat ADMINTEST National Approver L EN
🚔 Aid Awards Management	Office IE_Nation Country Ireland
Bulk Create Aid Awards	
Please select a CSV file Browse No file selected.	
Documentation	© 2015 State Aid Transparency Version 1.6.1-R

After the approver has specified the path to the CSV file, he/she must click on the "Upload" button to perform the bulk upload action:

If all records in the CSV file are correctly formatted and no duplicates error have been detected, a success page is displayed and all the aid awards are automatically reported, approved and published.

If errors have been detected for one or several records in the CSV files, the entire file is rejected and no aid award is reported, approved and published. The approver may then apply necessary corrections and retry to upload the file.

When one or several records are rejected, a screen display them and highlight details about the error(s) allowing the approver to make necessaries corrections before retrying to upload the corrected file.

Whether the process was performed successfully or not, it is possible to export the records to a CSV file by clicking the button "Export CSV" in the top right corner.

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늘 Aid Award:	s Management										Office Cour	e IE_Na htry Irela	tional nd		
Bulk Creat	e Aid Awards														
Failure, 4 recor	d(s) were rejected	Back to uplo	ad									Export	CSV		
Record	SA Number	Country	Language	National ID	National ID	Name of the	Beneficiary	Region		Sector (NACE)		Expore			
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3	SA.417 Field a	idMeasure : Ca	nnot create aid awa	rd because it is a	duplicate ESixdi	Test bulk 1	BeneficiarySize	IE02		G.46			5		
4	SA.40301	IE	en	45789694	NIdTypelESixdi	Testu	BeneficiarySize	IE		A.02.20			5		
5	SA.30144	IE	en	1239993	NIdTypelESixdi	Test bulk 1	BeneficiarySize	IE01		D.35			5		
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The bulk upload process creates and approves only new aid awards. If there is an exceptional need to update or delete existing aid awards, it is addressed manually or via bulk edit as described in section Bulk edit 4.9.2 and only Administrators can perform those actions.

4.8. Publish aid awards via a M2M interface

For Member States which already have a State Aid registry, a machine-to-machine upload (and edit and delete) of transparency information is also possible. With the help the respective IT teams, both the national registry and the TAM can be automatically connected, and the information fed in the TAM without further human intervention. The technical documentation is distributed to all members of the TAM steering group with each new release of the TAM. It can also be obtained on demand (<u>COMP-TAM-SUPPORT@ec.europa.eu</u>).

4.9. Modify an aid award already published

4.9.1. Modify one by one

In some cases, corrections to aid element, in particular for fiscal aid could be necessary for aid award already published. While corrections to aid amounts remain then possible if the amount of aid granted changes, they should however remain the exception.

Only an Administrator can modify an aid award that is already published. To access the list of aid awards, the Administrator must click on the menu "Aid Awards Management", sub-Menu "My Aid Awards". If the Administrator clicks in the list on the reference number of an aid award that is not yet published (i.e. in status draft or finalised), the view aid award page is displayed with non-editable details on the corresponding aid award. To display only the "published" aid awards, a checkbox filter "published only" is available in the top right corner.

If the Administrator clicks in the list on the reference number of an aid award that is published, the edit aid award page is displayed with editable details on the corresponding aid award. The

Administrator can update any of the information defining the aid award and save it by clicking on the "Save button" on the top right corner. The Administrator may also delete the aid award by clicking on the "Delete" button. Administrators see all deleted aid awards according to their office level. EC users see only the deleted aid awards previously published.

ate Aid Transparen	cy Award Module	Nat ADMINTEST National Administrator	EN EN
id Awards Management 🗘 Transpar	ency Community	/	Office IE_Nation Country Ireland
Aid Award & Assignments	Audit	¥	
Edit Aid Award		🔳 Save 🛛 😵 Dele	te 🗙 Cancel
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Language EN	SA 10315		*
Server Reference TM-100	00505		
Status PUBLIS	HED		
Name of the Beneficiary *	ahudii 🔟		=
Beneficiary National Identifier *	123		
Type of National Identifier *	You can select only one option Use State Registration Number		
Beneficiary Type *	You can ested only one option Only large enterprises		
Region *	You can select only one option		
	You can select only one option		
	A.01.13-Growing of vegetables and melons, roots *		

4.9.2. Bulk edit

Bulk edit of aid awards via CSV file is also available. A template is provided in the technical documentation¹² to allow the edition of aid awards in bulk. This template is based on the bulk upload template with the addition of the server reference to identify the aid award to be updated.

The "select file to upload" will open the explorer and the modified CSV file can be selected and then uploaded:

¹² Technical documentation is sent to the members of the TAM steering group at each new release of the TAM.







State Aid Transparency Award Module	Nat ADMINTEST National Administrator	L EN
Aid Awards Management		Office IE_National Country Ireland
Bulk Edit of Aid Awards		
Please, select the CSV file with the information related with the Aid Awards to update.		
Select the file to upload		
results.csv Upload		
Documentation	© 2015 State Aid Transp	arency Version 1.6.1-RC1

To facilitate the creation of the .CSV file for bulk edit, there is an "export for bulk edit" option.

Export for Bulk edit of aid awards

Administrators will be able to access this export type. It is available in the aid awards results page, in the top right corner, under the "Export data"tab, after executing a custom search or using the link "my aid awards". "Export csv for bulk edit" generates a CSV file ready to be used for bulk edit of aid awards. The published cases to be edited are selected and then exported in a CSV file. This file can be saved and then selected as described above, for being uploaded.

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4.10. Unlock an aid award

When a record is locked for edition i.e. a case team member has locked the aid award as a business rule ensures that only one single user can edit the same aid award at the same time, it may be necessary to unlock the aid award to allow another user to edit it before the automatic unlock trigger is activated by the browser session expiration.

Only an Administrator can unlock the aid awards in its unit, i.e.:

- National Administrator for all locks in the Country
- Regional Administrator for all locks in the Region
- Sectorial Administrator for all locks in the Sector
- Granting Authority Administrator for all locks in the Granting Authority

To do so, the Administrator must access the list of aid awards by clicking on the menu "Aid Awards Management", sub-Menu "My Aid Awards". The last column of the aid awards table indicates the aid wards that are locked as an icon is displayed next to them allowing unlocking the aid ward. Therefore, by clicking on that icon, the aid award will be automatically unlocked and a message will be shown.

Sta	te Aid T	ransparency Awa	rd Modu	le				Nat ADMINTEST National Administrator	1	EN
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← Ba	ck Columns	Country Aid Measure Title SA Beneficiary Type Unlock Aid Award	Number Ref-no). = Status = N	lational ID 👘 Na	me of the benefici	iary =	👻 🖻 Export Data 📄	Published o	nly 🛛 🕄 Delete
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Bulk Delete	Country	Aid Measure Title	SA.Number	Ref-no.	Status	National ID	Name of the beneficiary	Beneficiary Type		Unlock Aid Award
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	Ireland	Rxxxxxxx (xxxxxxxx axd Sx	<u>SA.39313</u>	TM-10000584	DRAFT	123456	test	Only large enterprises		1
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If the column "unlock aid award" is not visible on screen, it can be selected from the "columns" on the top left corner.

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4.11. Search an aid award

To search an aid award, click on the menu "Aid Awards Management", sub-Menu "Search". The search screen allows searching aid awards that do match with a set of search criteria. The user may provide one or several search criteria:

Status of the aid award (Draft, Finalised, Approved, Published).

Aid measure title: It can be the full text or part of the text.

Aid measure case number.

Reference number (TAM aid award internal reference number).

Beneficiary ID.

Beneficiary name: It can be the full name or part of the name.

Beneficiary type: Must be selected from the drop-down list (SME/Large). Several values can be selected.

Region: Must be selected from the drop-down list. Several values can be selected.

Sector: Must be selected from the drop-down list. Several values can be selected.

Aid instrument: Must be selected from the drop-down list. The drop-down list shows all possible aid instruments given the aid awards that have been registered so far. Several values can be selected.

Objective: Must be selected from the drop-down list. The drop-down list shows all possible objectives given the aid awards that have been registered so far. Several values can be selected.

Nominal amount expressed as a full amount: A range of amounts e.g. all values from a certain value and/or to a certain value.

Granted amount: A range of amounts e.g. all values from a certain value and/or to a certain value.

Date Granted: A period of time during which aid awards have been granted (from and/or to a certain date).

Granting Authority Name: Must be selected from the drop-down list. The drop-down list shows all possible Granting Authorities given the aid awards that have been registered so far. Several values can be selected.

Entrusted entities: This applies only for aid awards corresponding to measures that fall under Art.16, Art.21, Art 22 or Art 39 <u>and for cases decided directly under the TFEU</u> with "risk finance", "sustainable urban development" or "energy efficiency in buildings" objectives. The values must be selected from the drop-down list. The drop-down list shows all possible entrusted entities given the aid awards that have been registered so far. Several values can be selected.

Financial intermediaries: This applies only for aid awards corresponding to measures that fall under Art.16, Art.21, Art 22 or Art. 39 or <u>and for cases decided directly under the TFEU</u> with "risk finance", "sustainable urban development" or "energy efficiency in buildings" objectives. The values must be selected from the drop-down list. The drop-down list shows all possible entrusted entities given the aid awards that have been registered so far. Several values can be selected.

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Status	Sahs ·			
Ald Measure Title	Ald Measure Title			
Ald Measure Case Number	Ald Measure Case Number			
Reference Number	Reference Number			
Beneficiary ID	Beneficary ID			
Name of the beneficiary	Name of the beneficiary			
eneficiary Type	Beneficary Type •			
Region	Region			
Sector of Activity	Sector of Activity			
Ald Instrument	Ad Instrument *			
Objective	Objective ·			
Nominal Amount				
Prom To	Currency			
Ald element, expressed as full amount	● _{EUR}			
Prom To				
Date of Granting	From To			
Granting Authority Name	Granting Authority Name •			
Entrusted Entity	Brorustac Broty •			
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If no value is set for a search criterion, it means that this criterion will not be used to restrict the list of relevant aid awards. Moreover, the search is made only across the aid awards the user is entitled to have access.

The user can reset the search entry form by clicking on the button "Reset" on the right top/bottom corner. To perform the search, the user must click on the "Search" button just next to the "Reset"

button.

A list of all relevant aid awards is then displayed. The user may than export the list in CSV or click on one of the aid award listed to view/edit it or access the information on the measure published in the COMP search registry.

If the user is connected with an "administrator profile", the option "export CSV for bulk edit is also available.

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5.Alert system

The TAM has a flexible automatic notification system for Member States, providing automatic e mail alerts to users when actions have been performed in the TAM. This alert system is flexible, and each user can choose which type of alerts he/she wants to receive. There are 19 different options. The "Alert subscription" feature, allows MS users to select the notifications they are interested in. The process to subscribe/unsubscribe to the notification is the following:

• The logged MS user should click on the top right user icon and a contextual menu will be displayed. The MS user should click on 'My profile' in order to access to the 'edit profile" box:



• . If the user clicks on the second tab, at the bottom of the box, 'Alert subscriptions', the first tab will collapse and the second one will be expanded:

Edit profile			×
^ User details			
 Alert subscription 			
Apply	Select all		
Aid award created	YES	Published aid award deleted	NO
Aid award updated	YES	Comment added to aid award	NO
Aid award unlocked	NO	User added to case team	YES
Aid award created in bulk	YES	User removed from case team	NO
Aid award updated in bulk	NO	Group added to case team	YES
Aid award finalised	YES	Group removed to case team	NO
Aid award rejected	YES	User added to the group	NO
Aid award approved	YES	User removed from the	NO
Aid award in draft deleted	YES	Complete	
Finalized aid award deleted	YES	documentation bundle updated	NO

The list of possible notification event types is then displayed and next to each of them, a status button shows if that notification event type is subscribed or not. In case the MS user clicks on a status button, he/she will subscribe/unsubscribe to that particular notification event type. In case the MS user clicks on the top button "Select all", he/she will subscribe/unsubscribe to/from all notification event types. By default, no alert is selected.

The potential recipients of each notification type are calculated, based on the event. For example:

- Event = Delete aid award:
 - If draft: other case team members will receive the alert.
 - If finalized: other approvers and case team members.
 - \circ $\;$ If published: administrators, approvers and case team members.

Annex I - User rights

The following table lists all the actions the different type of users may undertake in TAM:

Actions	EC Administrator	EC Viewer	Machine-to-machine	National Administrator	Regional Administrator	Sectorial Administrator	GA Administrator	National Approver	Regional Approver	Sectorial Approver	GA Approver	National Encoder	Regional Encoder	Sectorial Encoder	GA Encoder	GA Viewer
Common																
View Home Page	х	x		x	x	x	x	x	x	x	x	x	x	x	x	х
Aid Measure Management																
Create/Edit/Delete Aid Measures (only EFTA				v												
Aid Award Management				^												
Create Aid Awards via GUI												x	x	x	x	
Bulk Upload Aid Awards								x	x	x	x					
Export results of Bulk Upload Aid Awards								x	x	x	x					
Bulk Edit Aid Awards				x	x	x	x									
Export results of Bulk Edit Aid Awards				x	x	x	x									
Create/Edit/Delete/Vie w Aid Awards via machine-to-machine			x													
Edit Aid Award via GUI I STATUS DRAFT												x	x	x	x	
Edit Aid Award via GUI I STATUS FINALISED								x	x	x	x					

Actions	EC Administrator	EC Viewer	Machine-to-machine	National Administrator	Regional Administrator	Sectorial Administrator	GA Administrator	National Approver	Regional Approver	Sectorial Approver	GA Approver	National Encoder	Regional Encoder	Sectorial Encoder	GA Encoder	GA Viewer
Edit Aid Award via GUI																
STATUS PUBLISHED				x	x	x	x									
Unlock Edit Aid Award				x	x	х	x									
Finalise Aid Award												x	х	х	х	
Reject Aid Award								х	x	х	х					
Approve Aid Award								х	x	x	х					
Delete/Bulk Delete via																
												х	х	х	Х	
Delete/Bulk Delete via																
GUI 🛛 STATUS																
FINALISED								х	x	х	x					
Delete/Bulk Delete via																
GUI 🛛 STATUS																
PUBLISHED				х	x	х	x									
Search/View Aid Awards																
International Search for																
Published Aid Awards	х	х														
National Search for Aid																
Awards				х	x	х	x	х	х	x	х	х	х	х	х	х
View My Aid Awards	х	х		x	x	x	x	x	x	x	x	x	x	x	х	x
Export 'Aid Awards																
search results' for Bulk																
Edit				х	х	х	х									
Export 'Aid Awards																
search results' to CSV	x	x		х	x	x	x	х	x	х	x	x	x	x	x	х
Export 'View My Aid	X	x		X	x	X	x	X	X	X	X	X	X	X	X	X

Actions	EC Administrator	EC Viewer	Machine-to-machine	National Administrator	Regional Administrator	Sectorial Administrator	GA Administrator	National Approver	Regional Approver	Sectorial Approver	GA Approver	National Encoder	Regional Encoder	Sectorial Encoder	GA Encoder	GA Viewer
Awards' to CSV																
View Aid Award	х	x		x	x	x	x	x	x	x	x	x	x	x	x	x
Export Aid Award to PDF	х	х		x	x	x	x	x	x	x	x	x	x	x	x	x
Group Management																
Create/Edit Group				х	x	х	х									
Add remove/user to/from Group				x	x	x	x									
Enable/Disable Group				x	x	x	x									
Case team Management																
View Users of Aid Award assignments				x	x	x	x					x	x	x	x	x
Add User to Case Team				x	x	x	x					x	x	x	x	x
Remove User from Case Team				x	x	x	x									
View Groups of Aid Award assignments				x	х	x	x					x	x	x	x	x
Add Group to Case Team				x	x	x	x					x	x	x	х	
Remove Group from Case Team				х	х	х	х									
Audit																
View Audit of Aid Award				x	x	x	x	x	x	x	x	x	x	x	x	х
Export Audit of Aid Award				x	x	x	x	x	x	x	x	x	x	x	x	X
Add Comment for Aid				Х	х	х	х	х	х	х	х	х	х	x	x	Х

Actions	EC Administrator	EC Viewer	Machine-to-machine	National Administrator	Regional Administrator	Sectorial Administrator	GA Administrator	National Approver	Regional Approver	Sectorial Approver	GA Approver	National Encoder	Regional Encoder	Sectorial Encoder	GA Encoder	GA Viewer
Award																
Office Management																
Create National Office	x															
Create Regional Office				х												
Create Sectorial Office				x	x											
Create Granting																
Authority Office				х	x	х										
List Offices	х			х	x	х	х									
Edit National Office	х			x												
Edit Regional Office				x												
Edit Sectorial Office				x	x											
Edit Granting Authority																
Οπιce				х	х	х										
Enable/Disable National																
Authority Office	х															
Enable/Disable Regional																
Authority Office				х												
Enable/Disable Sectorial																
Office				х	x											
Enable/Disable Granting																
Authority Office				х	х	х										
User Management																
Create/Edit/Delete User	x			x	х	х	х									
Resend User	Х			х	х	х	х									

Actions	EC Administrator	EC Viewer	Machine-to-machine	National Administrator	Regional Administrator	Sectorial Administrator	GA Administrator	National Approver	Regional Approver	Sectorial Approver	GA Approver	National Encoder	Regional Encoder	Sectorial Encoder	GA Encoder	GA Viewer
Registration Mail	x			x	x	x	x									
Switch Language	x	x		х	х	х	x	x	x	x	х	x	x	x	х	x
Switch Default profile	x	x		х	х	х	x	x	x	x	х	x	x	x	х	x
Enable/Disable User	x			x	x	x	x									
List Users	х			х	х	x	x									
Create/Edit/Delete machine-to-machine user	x															
Enable/Disable machine-to-machine user	x															
List machine-to-machine user	x															
Documentation																
Upload document	х															
Download document	х	х		х	x	x	x	x	x	х	x	x	x	x	x	х
Video tutorials	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x