



EUROPEAN COMMISSION  
Competition DG  
Policy and Strategy  
**State aid Policy and Strategy**

# Transparency Award Module User's guide

**Updated Version – March 2025**

# Table of Contents

1. Structure of Granting Authorities and Offices .....	3
1.1. Introduction .....	3
1.2. Office Management .....	3
1.3. National Office .....	5
1.4. Regional Office .....	5
1.5. Sectorial office .....	7
1.6. Granting Authority Office .....	9
2. User Management .....	12
2.1. Creation of users .....	12
2.2. Modification of roles for an already existing user/administrator .....	15
2.3. Disable/Enable or Delete administrators or users .....	16
2.4. Enable/Disable .....	17
2.5. Delete .....	18
2.6. User Transfer .....	18
2.7. Select current profile .....	19
2.8. Edit my profile .....	19
3. TAM Home page and main settings .....	23
4. Aid award management .....	27
4.1. Introduction .....	27
4.2. Insert an aid award .....	30
4.3. View/Edit an aid award .....	38
4.4. Assign an aid award .....	42
4.5. Audit an aid award .....	43
4.6. Approve an aid award .....	46
4.7. Insert and approve aid awards by bulk upload .....	47
4.8. Publish aid awards via a M2M interface .....	49
4.9. Modify an aid award already published .....	49
4.9.1. Modify one by one .....	49
4.9.2. Bulk edit .....	50
4.10. Unlock an aid award .....	53
4.11. Search an aid award .....	55
5. Alert system .....	57
Annex I - User rights .....	61

# 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.<sup>1</sup>*
- *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.*

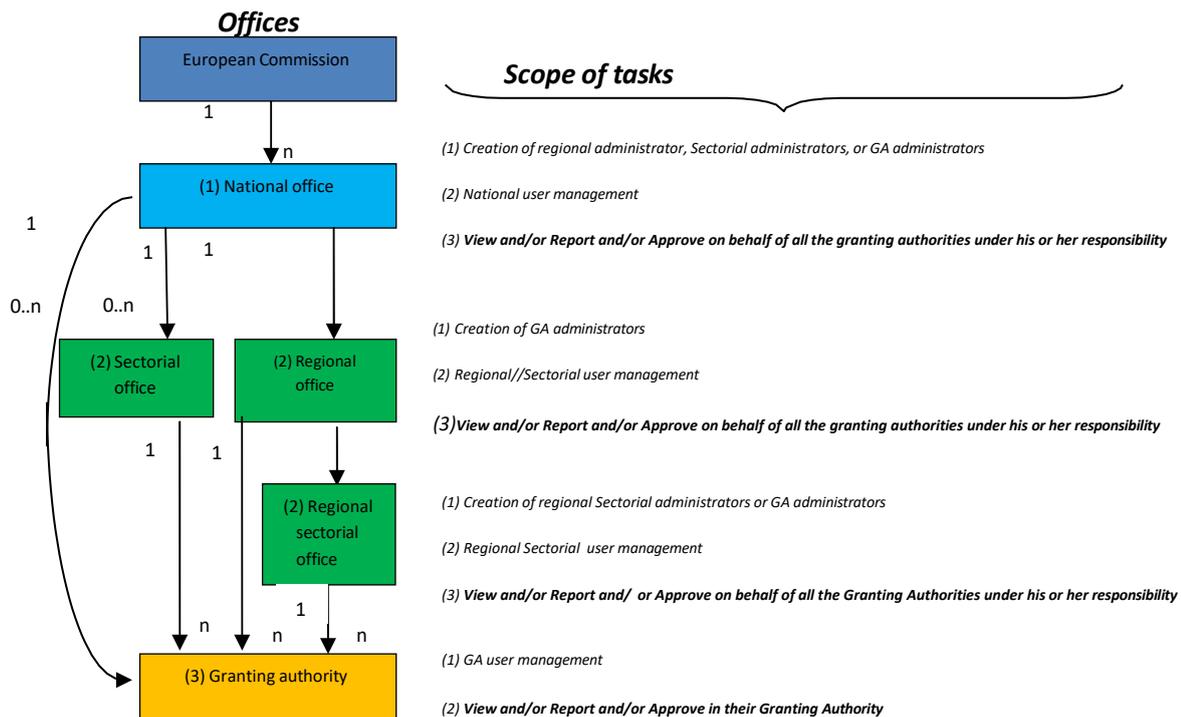
(3) The Sectorial office is an office defined at Sectorial level, for example a Ministry. Each Sectorial office can have:

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

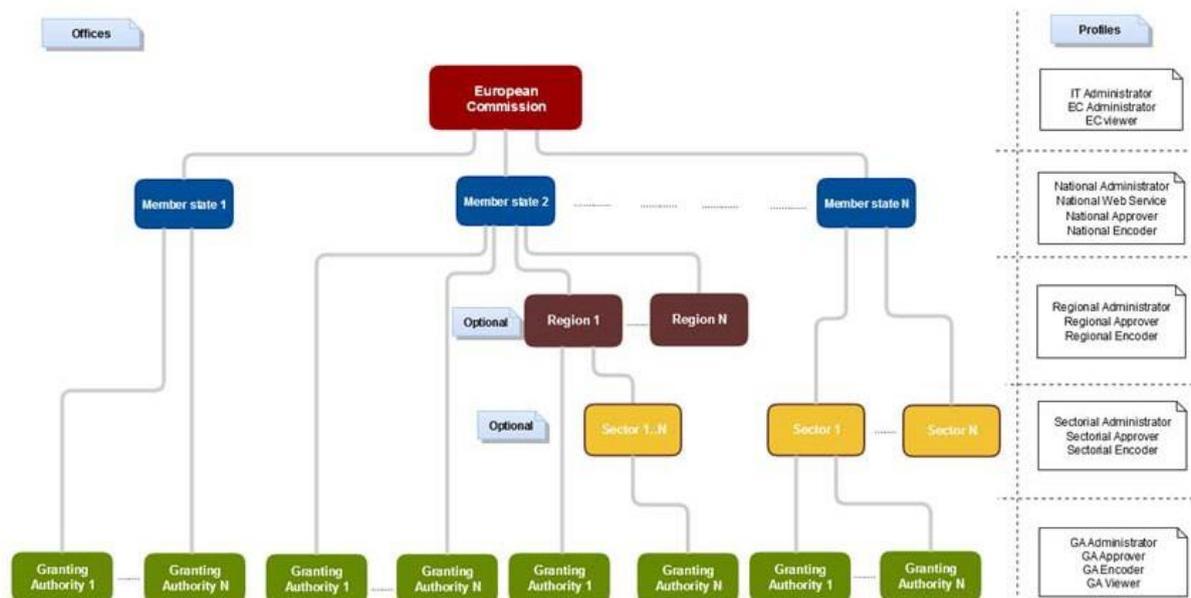
(4) The Granting Authority Office is the Authority responsible for the granting act i.e. the legal instrument that entitles the beneficiary to the receipt of an aid. A Granting Authority can be a specific ministry or any other body at national, regional, or local level.

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<sup>1</sup> 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.

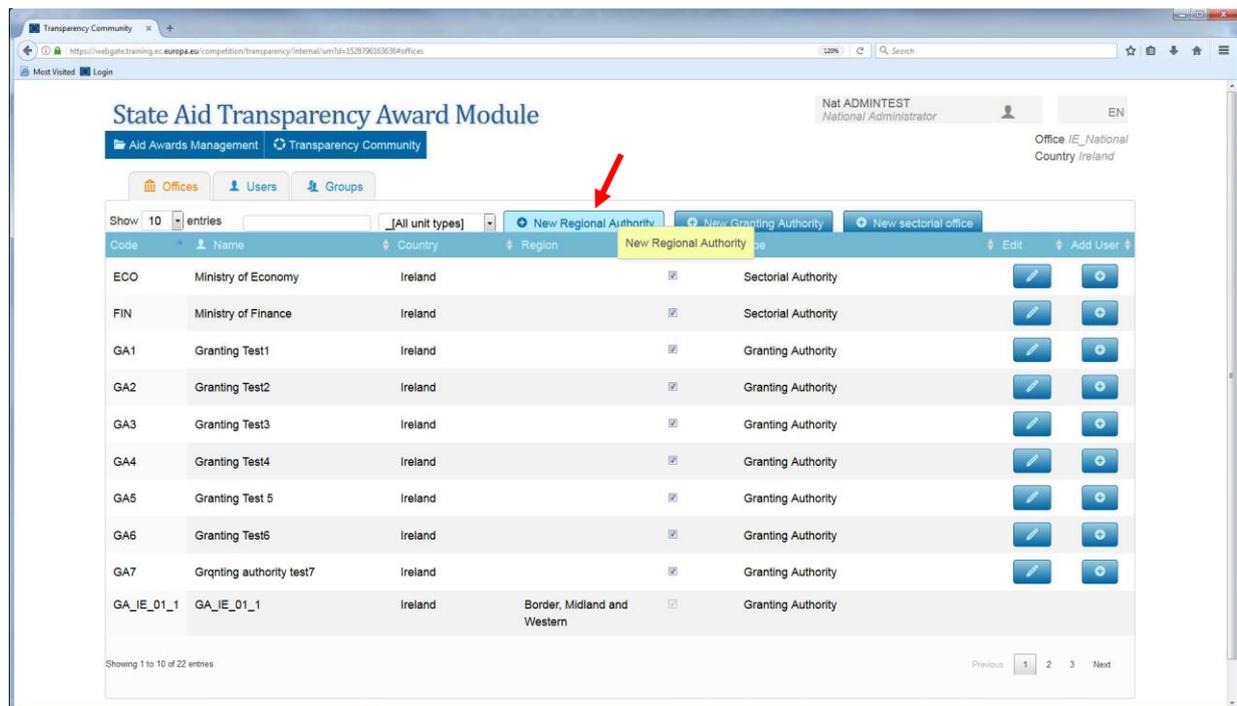
As a matter of fact, the Regional administrator is responsible of users exclusively at the Regional Office level. The Regional administrator delegates de facto the responsibility of users' management at Granting Authorities levels and (regional) Sectorial office level to the administrators he/she will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

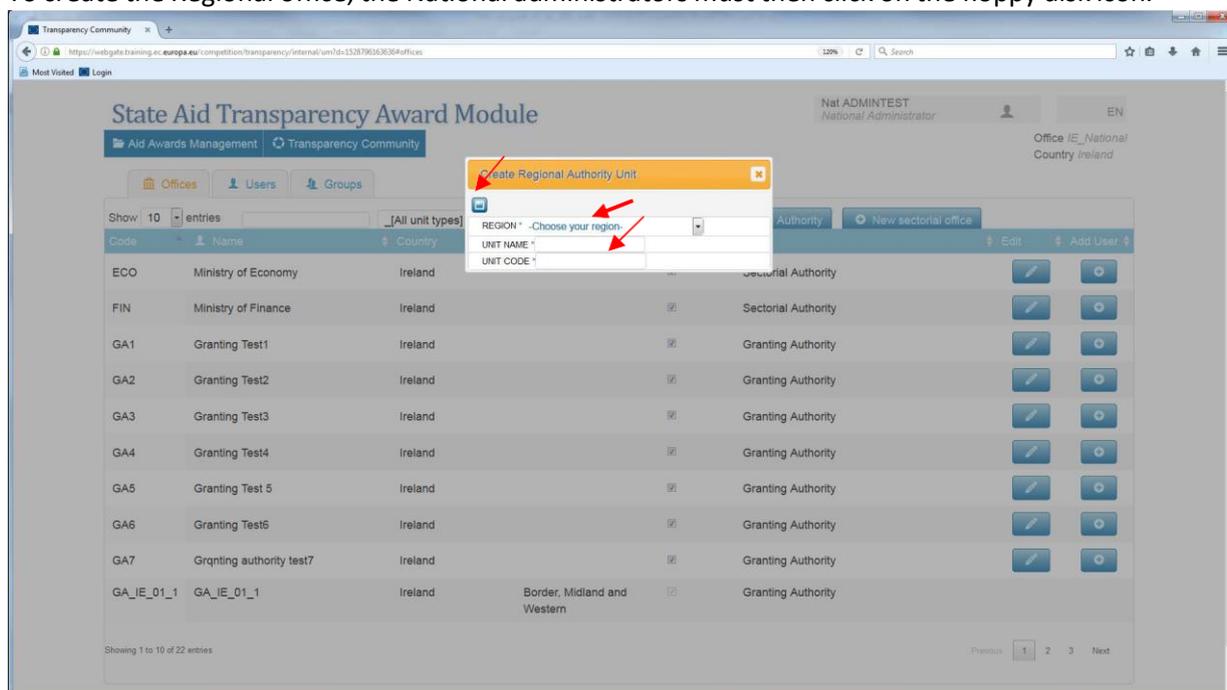
If you are a National Administrator, to create a Regional office, click on the menu "Transparency Community", sub-Menu "Offices". On the screen, tab "Offices", click then on button "New Regional Authority".



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.

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



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.*

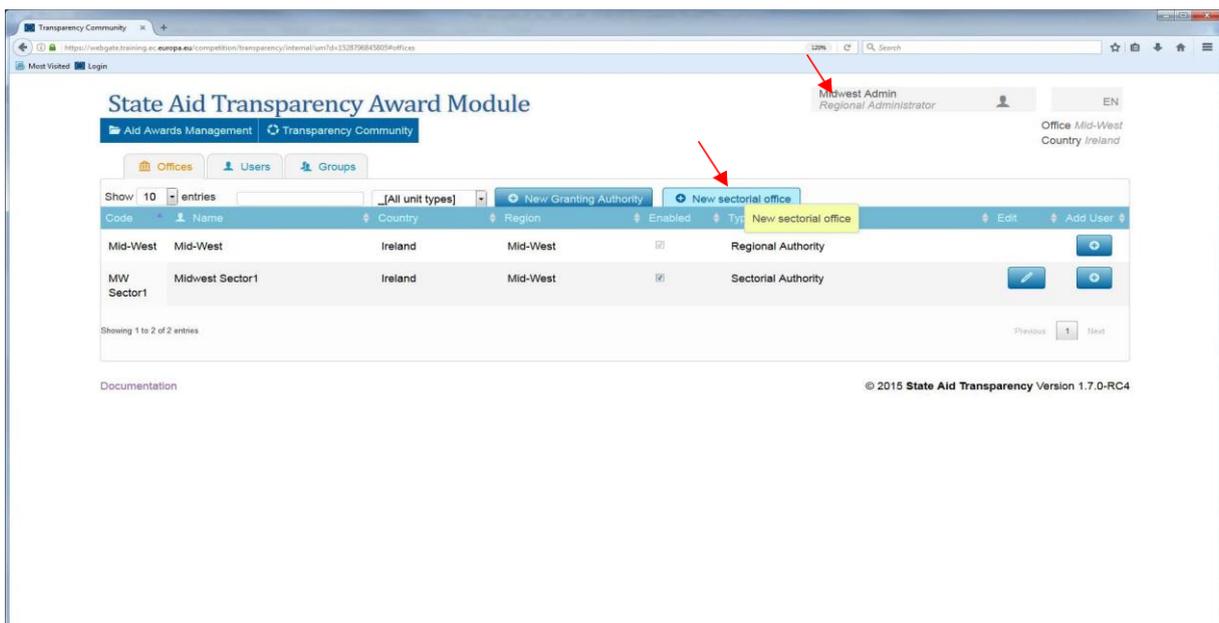
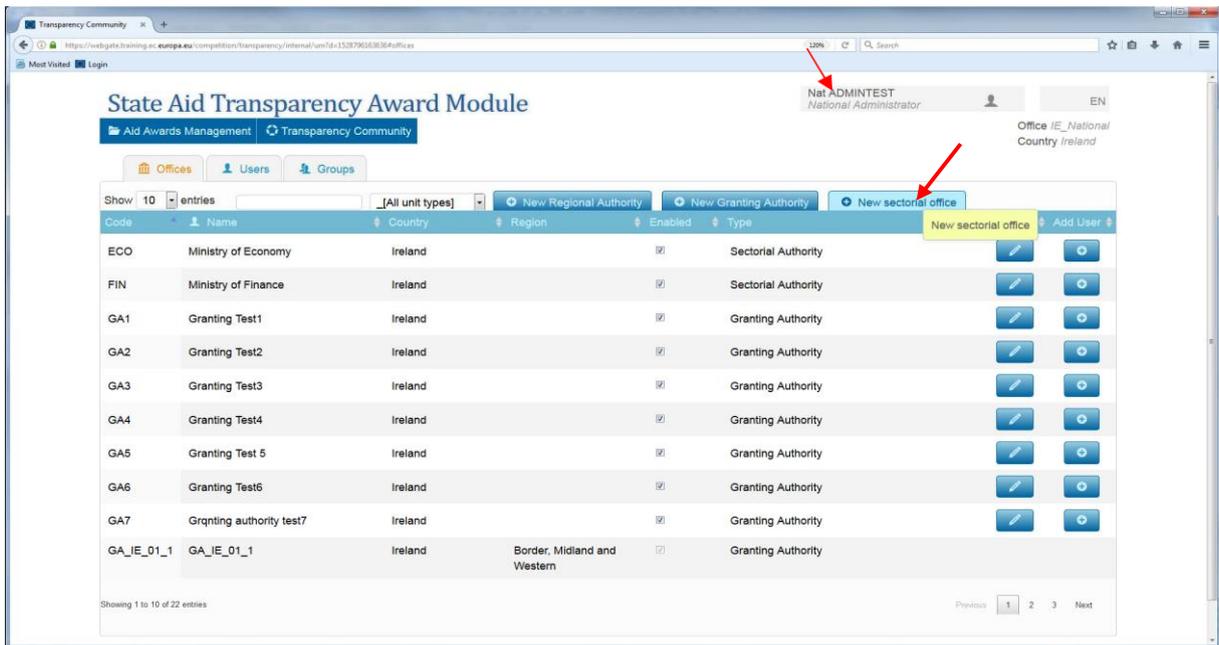
*create administrators in the Granting Authorities he/she has previously created.*

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.

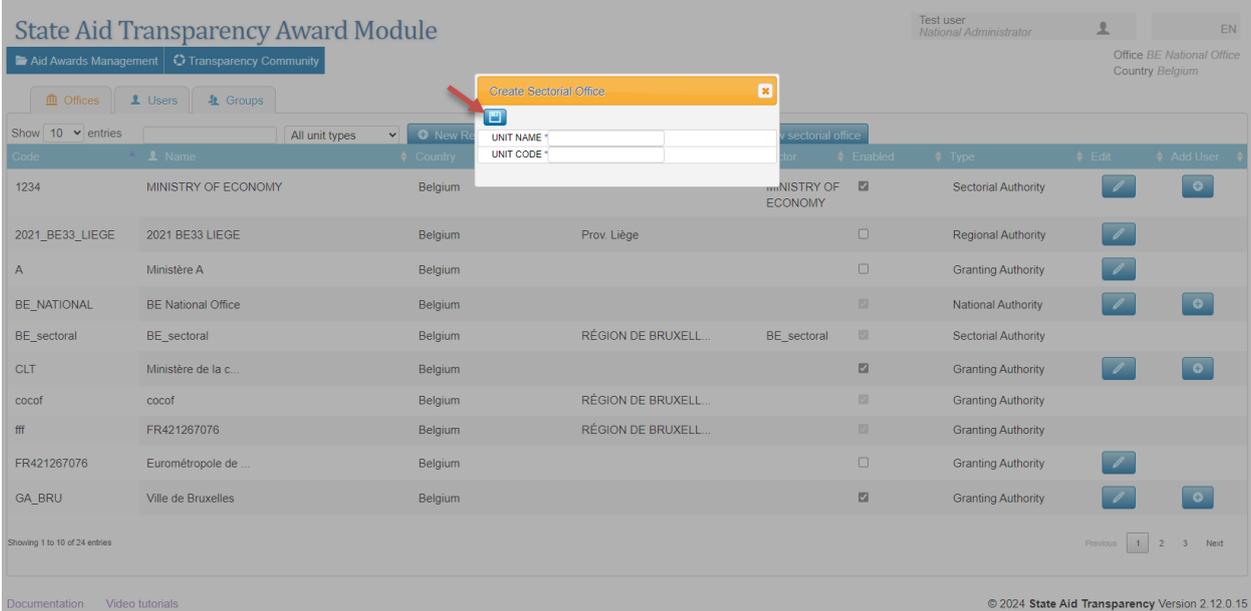
### Creation of a Sectorial Office

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".



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.



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.

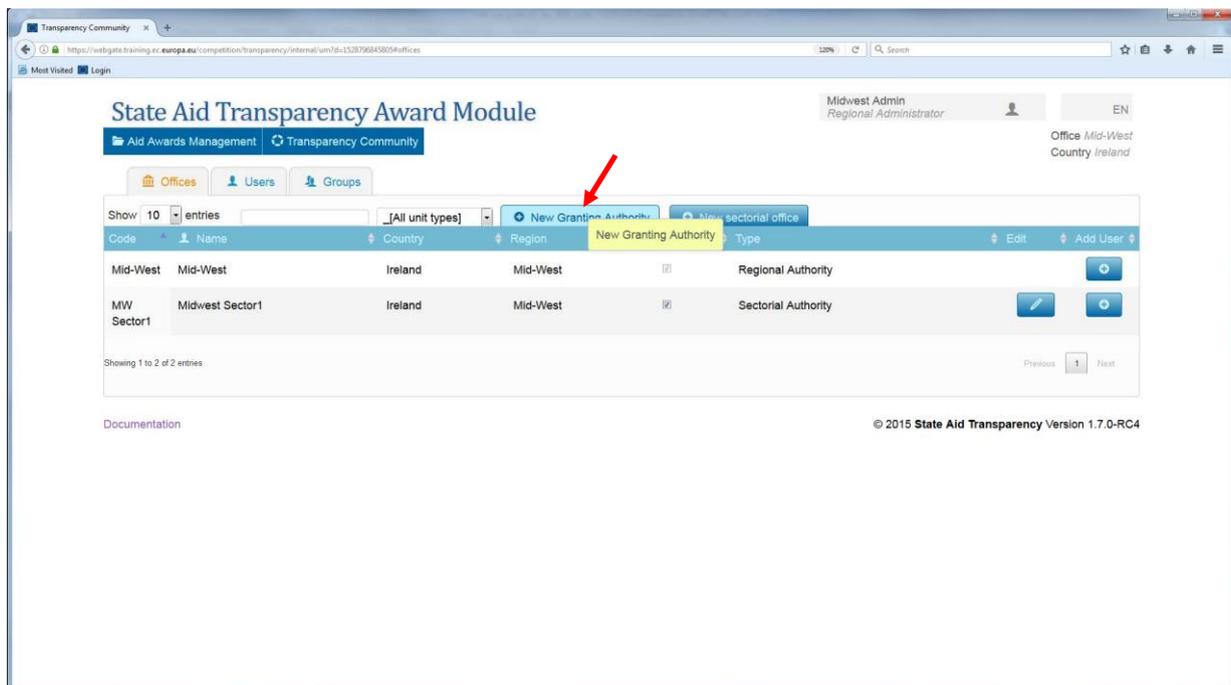
### Creation of a Granting Authority Office

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

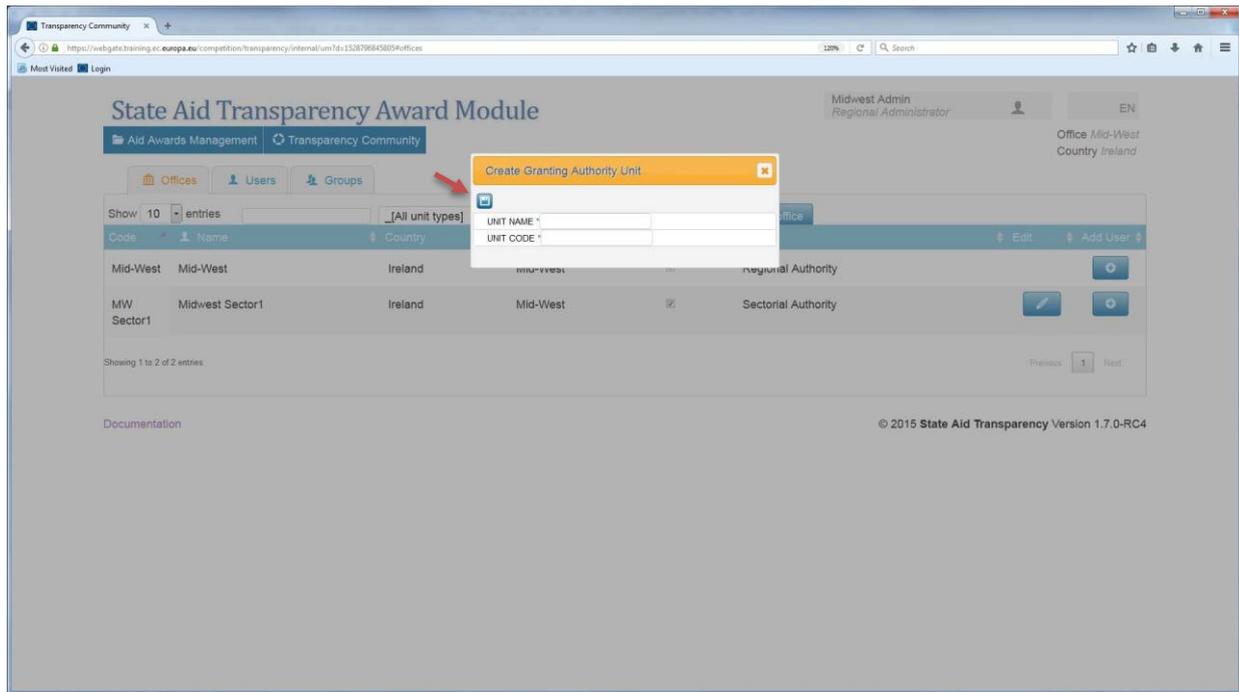
responsibility.

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 Granting 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 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".



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.



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 profiles<sup>2</sup> 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: [Transparency - YouTube](#).

### 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.

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<sup>2</sup> Administrator, encoder, approver and/or viewer.

## State Aid Transparency Award Module

Test user  
National Administrator

Office BE National Office  
Country Belgium

Aid Awards Management Transparency Community

Offices Users Groups

Show 10 entries

All unit types New Regional Authority New Granting Authority New sectoral office

Code	Name	Country	Region	Sector	Enabled	Type	Edit	Add User
1234	MINISTRY OF ECONOMY	Belgium		MINISTRY OF ECONOMY	<input checked="" type="checkbox"/>	Sectorial Authority		
2021_BE33_LIEGE	2021 BE33 LIEGE	Belgium	Prov. Liège		<input type="checkbox"/>	Regional Authority		
A	Ministère A	Belgium			<input type="checkbox"/>	Granting Authority		
BE_NATIONAL	BE National Office	Belgium			<input checked="" type="checkbox"/>	National Authority		
BE_sectoral	BE_sectoral	Belgium	RÉGION DE BRUXELL...	BE_sectoral	<input checked="" type="checkbox"/>	Sectorial Authority		
CLT	Ministère de la c...	Belgium			<input checked="" type="checkbox"/>	Granting Authority		
cocof	cocof	Belgium	RÉGION DE BRUXELL...		<input checked="" type="checkbox"/>	Granting Authority		
fff	FR421267076	Belgium	RÉGION DE BRUXELL...		<input checked="" type="checkbox"/>	Granting Authority		
FR421267076	Eurométropole de ...	Belgium			<input type="checkbox"/>	Granting Authority		
GA_BRU	Ville de Bruxelles	Belgium			<input checked="" type="checkbox"/>	Granting Authority		

Showing 1 to 10 of 24 entries

Previous 1 2 3 Next

## State Aid Transparency Award Module

Test user  
National Administrator

Office BE National Office  
Country Belgium

Aid Awards Management Transparency Community

Offices Users Groups

Show 10 entries

All unit types New Regional Authority New Granting Authority New sectoral office

Code	Name	Country	Region	Sector	Enabled	Type	Edit	Add User
1234	MINISTRY OF ECONOMY	Belgium		MINISTRY OF ECONOMY	<input checked="" type="checkbox"/>	Sectorial Authority		
2021_BE33_LIEGE	2021 BE33 LIEGE	Belgium	Prov. Liège		<input type="checkbox"/>	Regional Authority		
A	Ministère A	Belgium			<input type="checkbox"/>	Granting Authority		
BE_NATIONAL	BE National Office	Belgium			<input checked="" type="checkbox"/>	National Authority		
BE_sectoral	BE_sectoral	Belgium	RÉGION DE BRUXELL...	BE_sectoral	<input checked="" type="checkbox"/>	Sectorial Authority		
CLT	Ministère de la c...	Belgium			<input checked="" type="checkbox"/>	Granting Authority		
cocof	cocof	Belgium	RÉGION DE BRUXELL...		<input checked="" type="checkbox"/>	Granting Authority		
fff	FR421267076	Belgium	RÉGION DE BRUXELL...		<input checked="" type="checkbox"/>	Granting Authority		
FR421267076	Eurométropole de ...	Belgium			<input type="checkbox"/>	Granting Authority		
GA_BRU	Ville de Bruxelles	Belgium			<input checked="" type="checkbox"/>	Granting Authority		

Showing 1 to 10 of 24 entries

Previous 1 2 3 Next

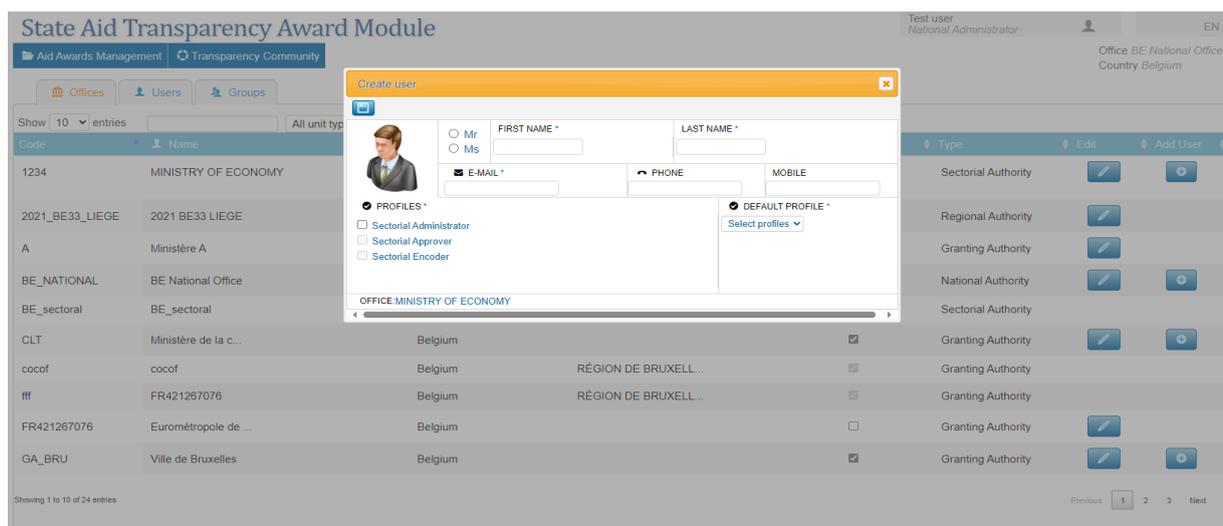
For the National administrator, the table will show all units at all levels for his Member State, but he/she will be able to create users only in units under his scope of control, which means National, Regional, Sectorial and Granting Authority offices. For the other administrators (Regional, Sectorial,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



If all required information has been provided and if the email address attached to this new user profile is valid and unique in the system<sup>3</sup>, 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 account<sup>4</sup>, 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.

<sup>3</sup> 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.

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

TRANSPARENCY <automated-notifications@nomail.ec.europa.eu>  
to me

11/24/16

## Transparency

Dear Mr/Ms Grant Admin,

Nat has created for you a Transparency User Account.

The next step for you is to confirm your email address by clicking on the hyperlink below.  
But before you do that, make sure that you can login to ECAS.  
If you do not have an ECAS account yet, click [here](#) to create one. It takes only a few minutes.

<https://webgate.training.ec.europa.eu/competition/transparency/internal/verify/Registration?i=d4576d3f86154704955ba87ce2b3db5f>

If you think that you received this email by mistake, please contact Mr/Ms ADMINTEST:

123456789  
[national.adTEST@gmail.com](mailto:national.adTEST@gmail.com)

Have a nice day,

Transparency Team.

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.

https://webgate.training.ec.europa.eu/competition/transparency/internal/um?d=1707323827530#users

### State Aid Transparency Award Module

Test user  
National Administrator

Office BE National Office  
Country Belgium

Aid Awards Management Transparency Community

Offices Users Groups

Show 10 entries test National Administrator [All countries] All unit types

Name	Default profile	Active profiles	Office	Region	Sector	Office type	Phone	Email	Status	Delete
TEST USER National	National Administrator	National Encoder National Approver National Administrator	BE National Office			National Authority	5454545454	transparency.test.nat@outlook.com	✓	✖
Testing User EC	National Administrator	National Encoder National Approver National Administrator	BE National Office			National Authority		genis.dgcomp+test02@gmail.com	✓	✖
testUserNationalProfiles testuserNAOIOru	National Administrator	National Encoder National Approver National Administrator	BE National Office			National Authority		testuserNat@mailinator.com	✖	✖ Re-send
user Test	National Administrator	National Encoder National Approver National Administrator	BE National Office			National Authority		testtamdev14@gmail.com	✓	

Showing 1 to 4 of 4 entries (filtered from 43 total entries)

Previous 1 Next

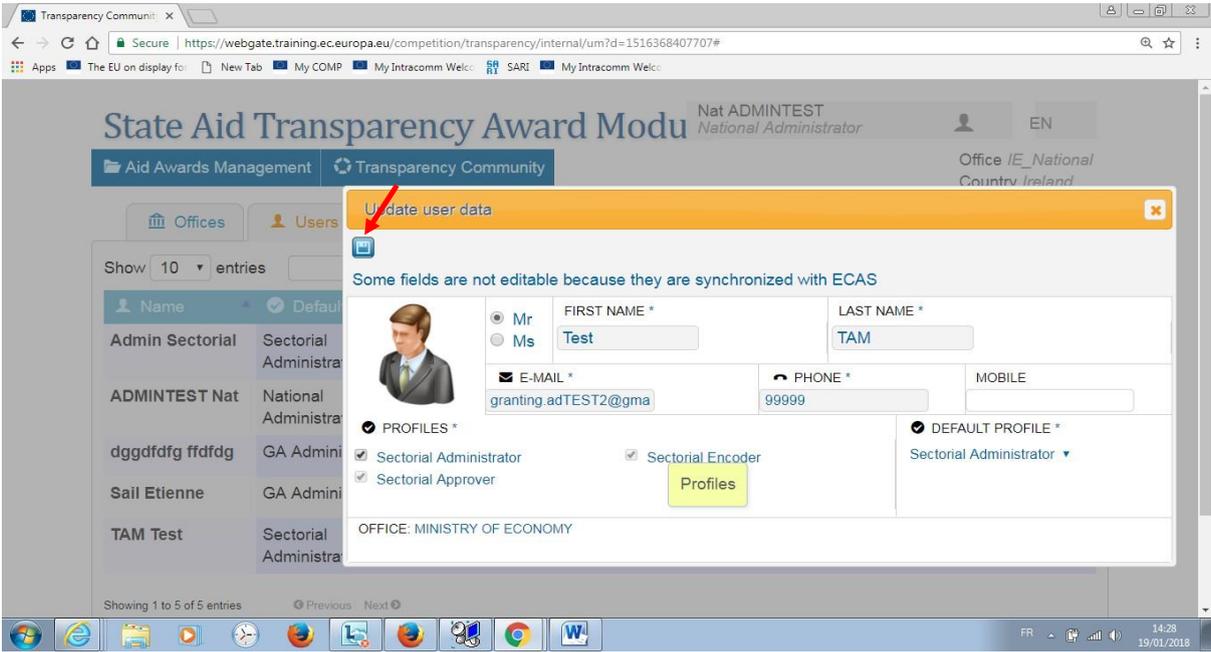
## 2.2. Modification of roles for an already existing user/administrator

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 profiles<sup>5</sup> 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.



### 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").

<sup>5</sup> 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.

Name	Default profile	Active profiles	Office	Region	Sector	Office type	Phone	Email	Status	Delete
n00010e4 n00010e4	Sectorial Administrator	Sectorial Administrator	VT_TEST		VT_TEST	Sectorial Authority		sa1003@mailinator.com	✓	🗑️
n00010e3 n00010e3	GA Administrator	GA Administrator	Ville de Bruxelles			Granting Authority		sa1002@mailinator.com	✓	🗑️
email test	GA Administrator	GA Encoder GA Administrator GA Approver GA Viewer	SectorialGA	Brussels Region	BE_sectorial	Granting Authority		testtamdev7@gmail.com	✓	
Tam TestGA	Regional Administrator	Regional Administrator Regional Approver Regional Encoder	RE NUTS2013 BE10 ...	RE NUTS2013 BE10 ...		Regional Authority		testGA.tam2021+r02@gmail.com	✓	🗑️

## 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).

Name	Default profile	Active profiles	Office	Region	Sector	Office type	Phone	Email	Status	Delete
TEST USER National	National Administrator	National Encoder National Approver National Administrator	BE National Office			National Authority	5454545454	transparency.test.nat@outlook.com	🗑️	🗑️
Testing User EC	National Administrator	National Encoder National Approver National Administrator	BE National Office			National Authority		genis.dgcomp+test02@gmail.com	✓	🗑️
testUserNationalProfiles testuserNAOIORu	National Administrator	National Encoder National Approver National Administrator	BE National Office			National Authority		testuserNat@mailinator.com	🔄	🗑️
user Test	National Administrator	National Encoder National Approver National Administrator	BE National Office			National Authority		testtamdev14@gmail.com	✓	

## 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.

The screenshot displays the 'State Aid Transparency Award Module' user management interface. At the top, there are navigation tabs for 'Offices', 'Users', and 'Groups'. Below this is a table of users with columns for Name, Default profile, Active profiles, Office, Region, Sector, Office type, Phone, Email, Status, and Delete. The 'Delete' column contains a trash can icon for each user. A red arrow points to the 'Delete' icon for the user 'email test'. A yellow callout box with the text 'Delete' is positioned over this icon. Below the table, a confirmation dialog box is open, displaying the text 'webgate.training.ec.europa.eu says Are you sure you want to delete this user?' with 'OK' and 'Cancel' buttons. The dialog box is centered over the table. The user 'email test' is highlighted in blue, indicating it is selected. The table also shows other users like 'SECT test', 'test test', and 'user tt'. The interface includes a search bar, filters for 'Default profiles', 'All countries', and 'All unit types', and a 'Showing 1 to 5 of 5 entries' indicator at the bottom.

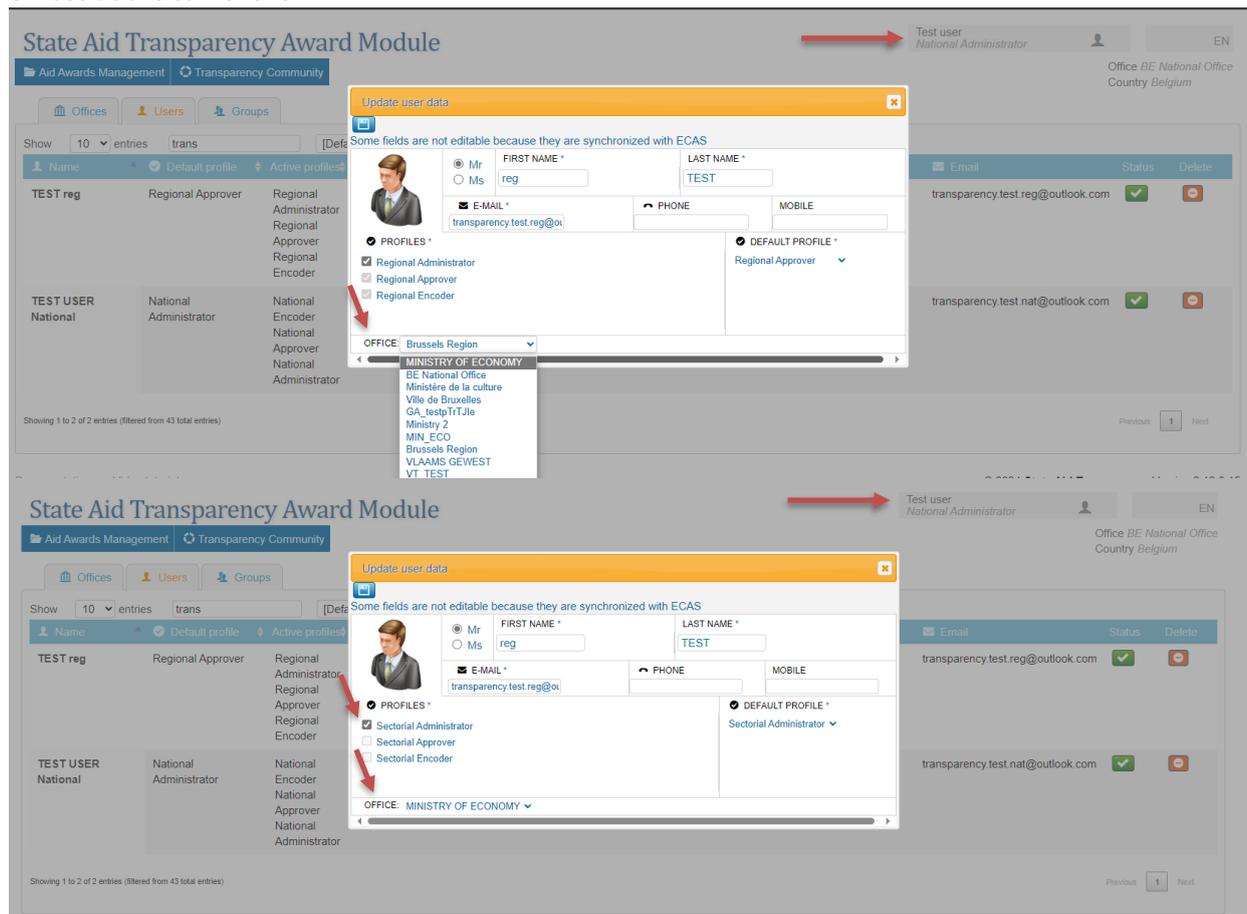
Name	Default profile	Active profiles	Office	Region	Sector	Office type	Phone	Email	Status	Delete
email test	GAAAdministrator	GA Encoder GA Administrator GA Approver GA Viewer	SectorialGA	Brussels Region	BE_sectoral	Granting Authority		testtamdev7@gmail.com	✓	Delete
SECT test	Sectorial Encoder	Sectorial Administrator Sectorial Approver Sectorial Encoder	BE_sectoral	Brussels Region	BE_sectoral	Sectorial Authority	43215	test.sect@mailinator.com	✓	Delete
test test	Sectorial Administrator	Sectorial Administrator	BE_sectoral	Brussels Region	BE_sectoral	Sectorial Authority		test@test.com	🔄	Delete
test test	Sectorial Administrator	Sectorial Administrator	BE_sectoral	Brussels Region	BE_sectoral	Sectorial Authority		testtam@test.com	🔄	Delete
user tt	Sectorial Administrator	Sectorial Administrator	BE_sectoral	Brussels Region	BE_sectoral	Sectorial Authority		testtamdev13@gmail.com	✓	

## 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.



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

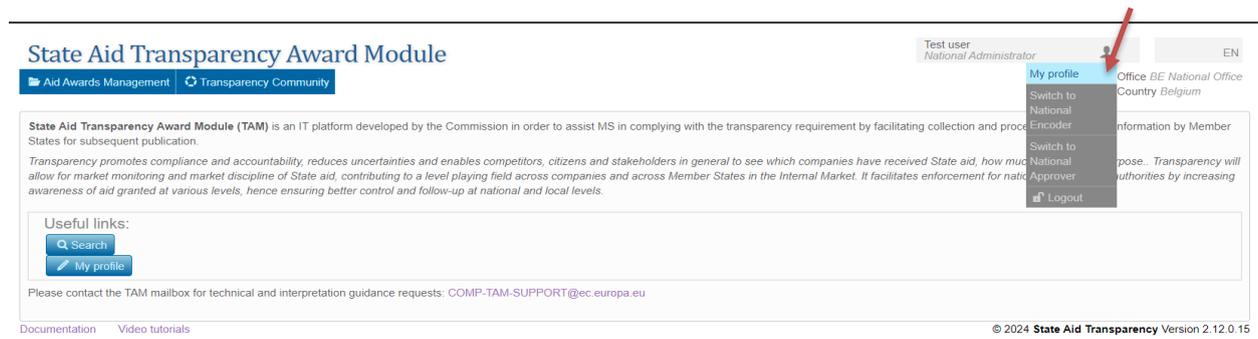
## 2.7. Select current profile

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.



## 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".



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

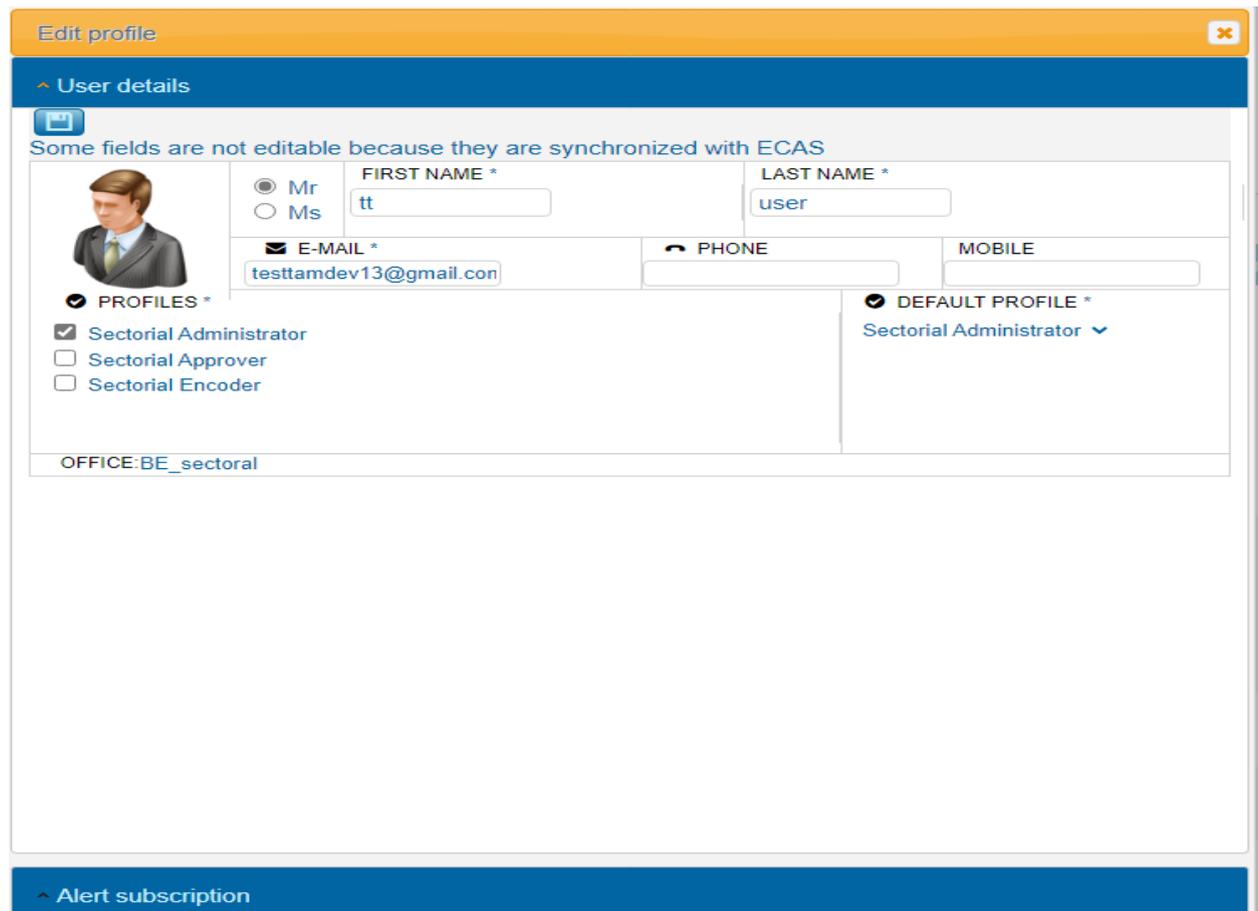
- If the user is an administrator, he/she will be able to update:

*The list of applicable profiles.*

*The default profile.*

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

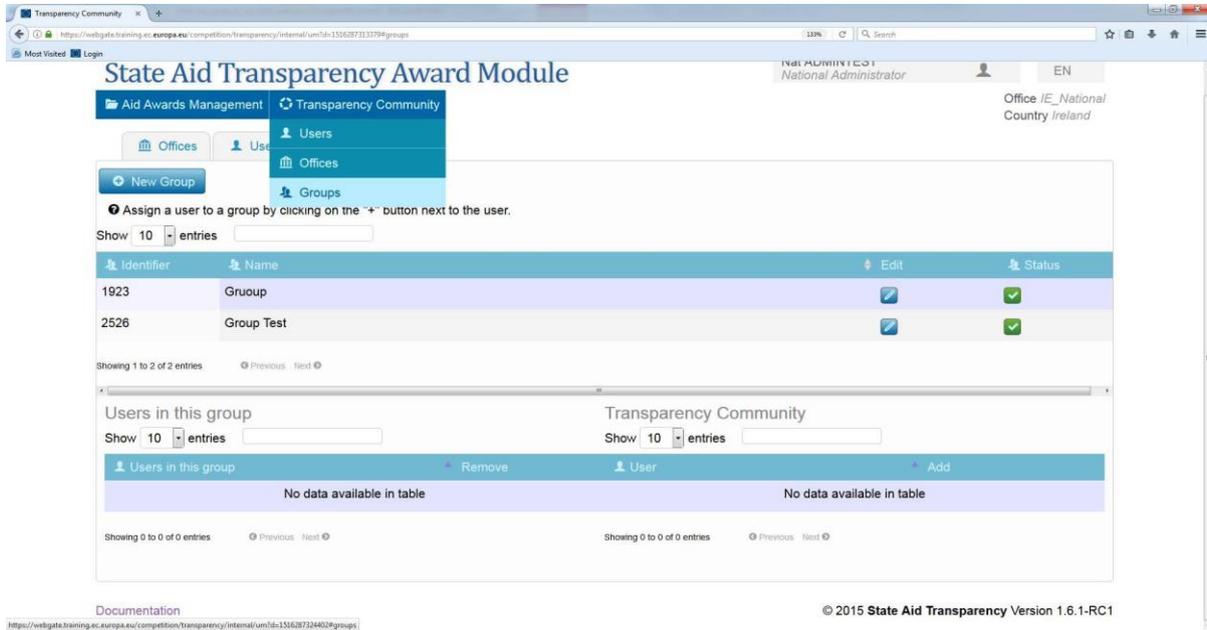
*The default profile.*



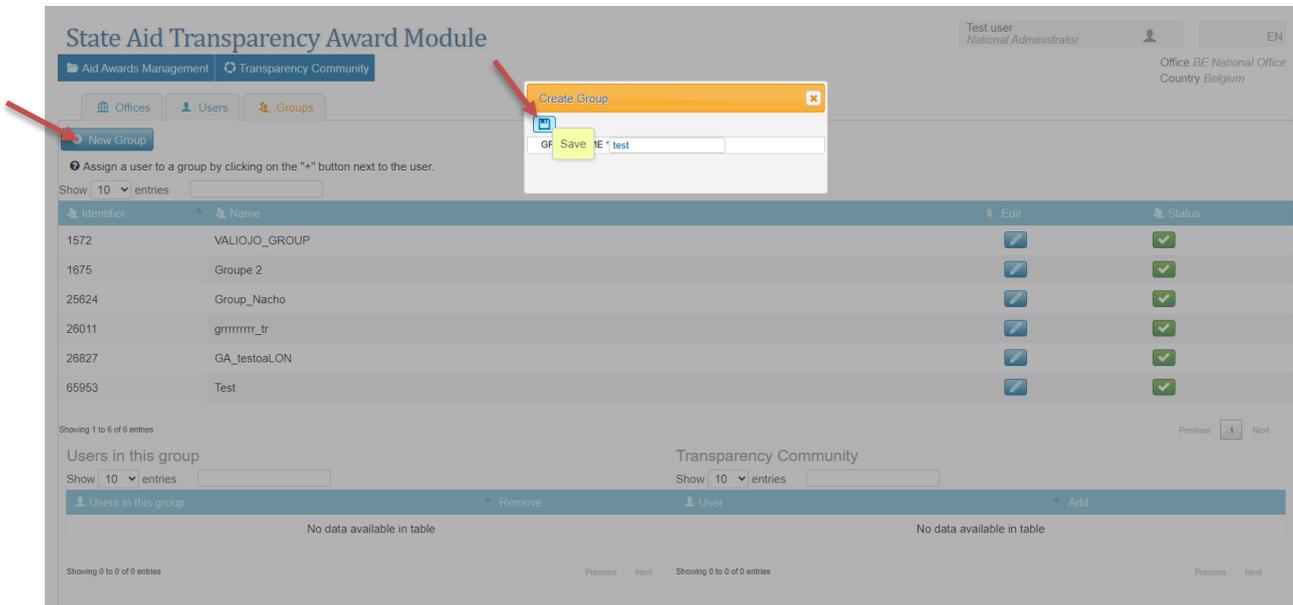
The remaining personal information shown in this window is copied automatically from the user profile in EU Login.

## Group Assignment

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.



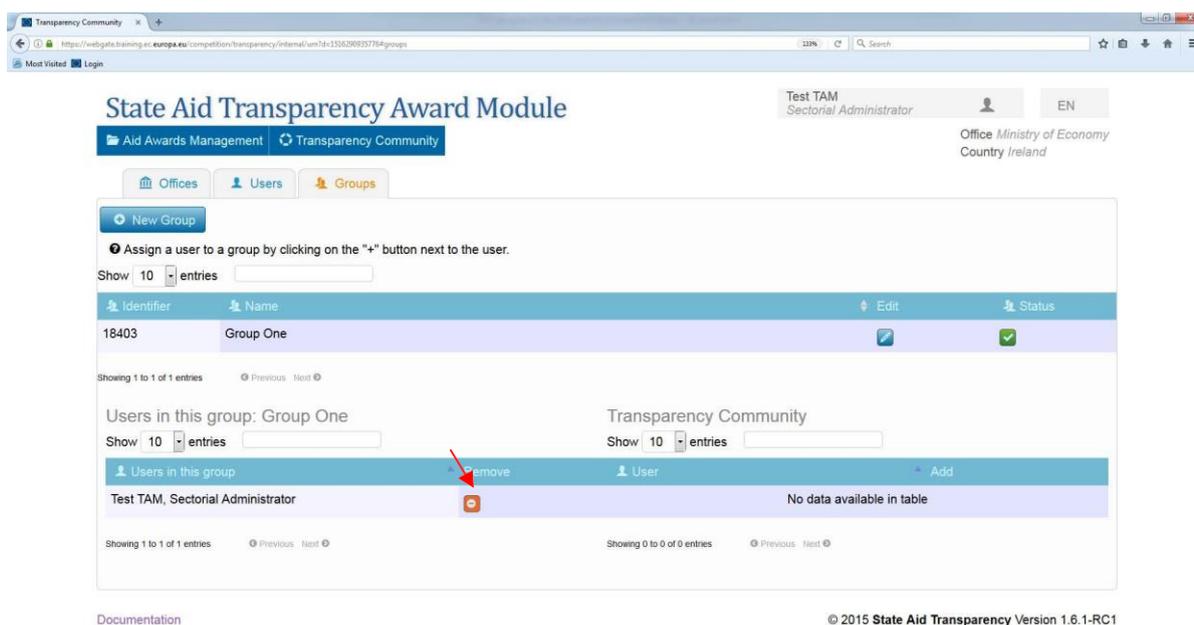
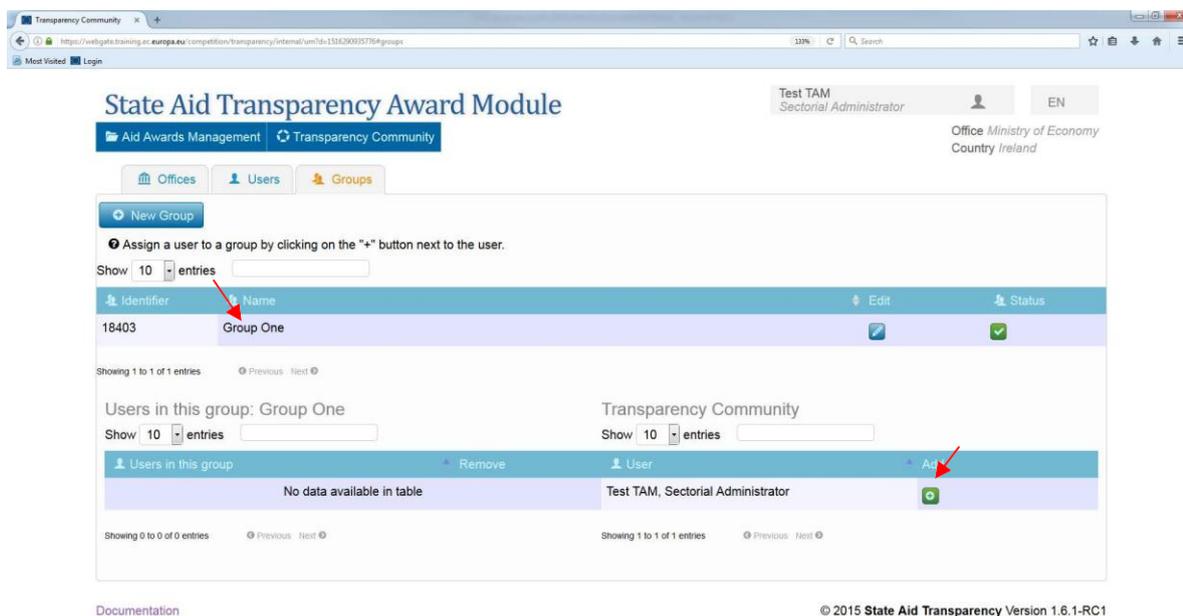
First a group is defined, with the “new group” button, a name is given, and it is saved.



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.

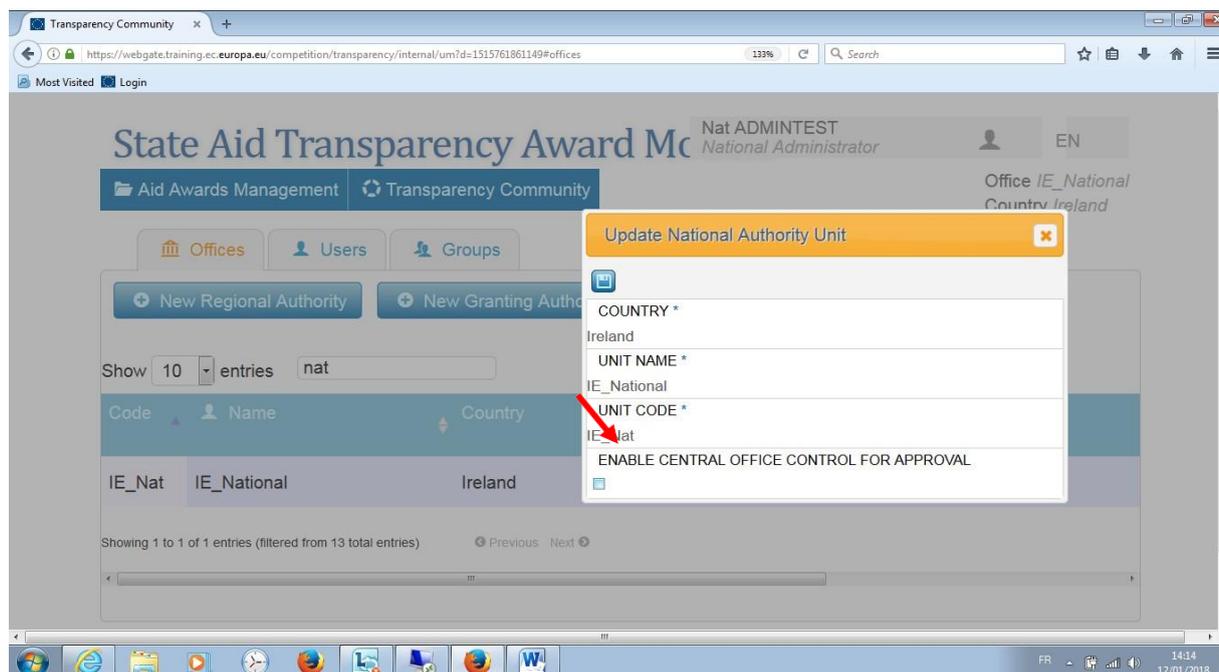


For instance, there could be a granting authority in which 4 people had to be involved in the creation of aid awards related to forestry. In such a case, a group ("Forestry Team") could be created and later on, that group will be added to the case team whenever an aid award on that area is created.

### 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.



### 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.

**State Aid Transparency Award Module**

Nat ADMINTEST  
National Administrator

Aid Awards Management | Transparency Community

Office IE\_National  
Country Ireland

**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 facilitating collection and processing of relevant information by Member States for subsequent publication.

*Transparency promotes compliance and accountability, reduces uncertainties and enables competitors, citizens and stakeholders in general to see which companies have received State aid, how much and for what purpose.. Transparency will 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. It facilitates enforcement for national and regional authorities by increasing awareness of aid granted at various levels, hence ensuring better control and follow-up at national and local levels.*

Useful links:

Please contact the TAM mailbox for technical and interpretation guidance requests: [COMP-TAM-SUPPORT@ec.europa.eu](mailto:COMP-TAM-SUPPORT@ec.europa.eu)

Documentation

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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.

**State Aid Transparency Award Modu**

Nat ADMINTEST  
National Encoder

Aid Awards Management

Office IE\_National  
Country Ireland

**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 facilitating collection and processing of relevant information by Member States for subsequent publication.

*Transparency promotes compliance and accountability, reduces uncertainties and enables competitors, citizens and stakeholders in general to see which companies have received State aid, how much and for what purpose.. Transparency will 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. It facilitates enforcement for national and regional authorities by increasing awareness of aid granted at various levels, hence ensuring better control and follow-up at national and local levels.*

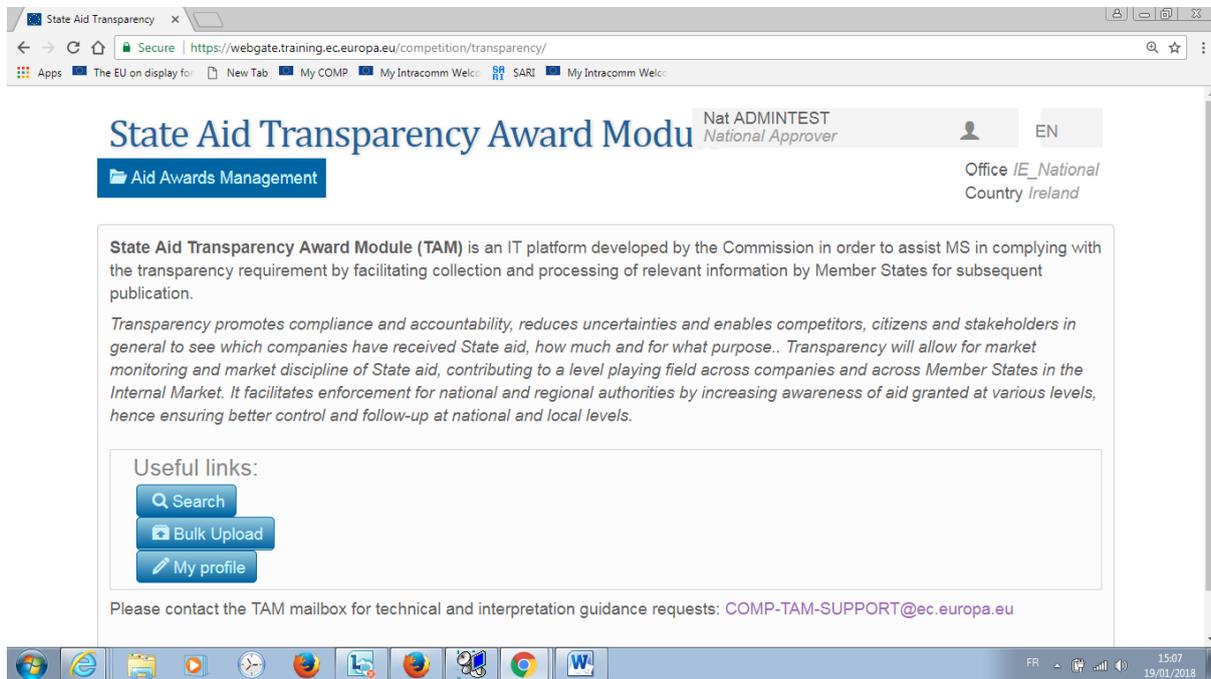
Useful links:

Please contact the TAM mailbox for technical and interpretation guidance requests: [COMP-TAM-SUPPORT@ec.europa.eu](mailto:COMP-TAM-SUPPORT@ec.europa.eu)

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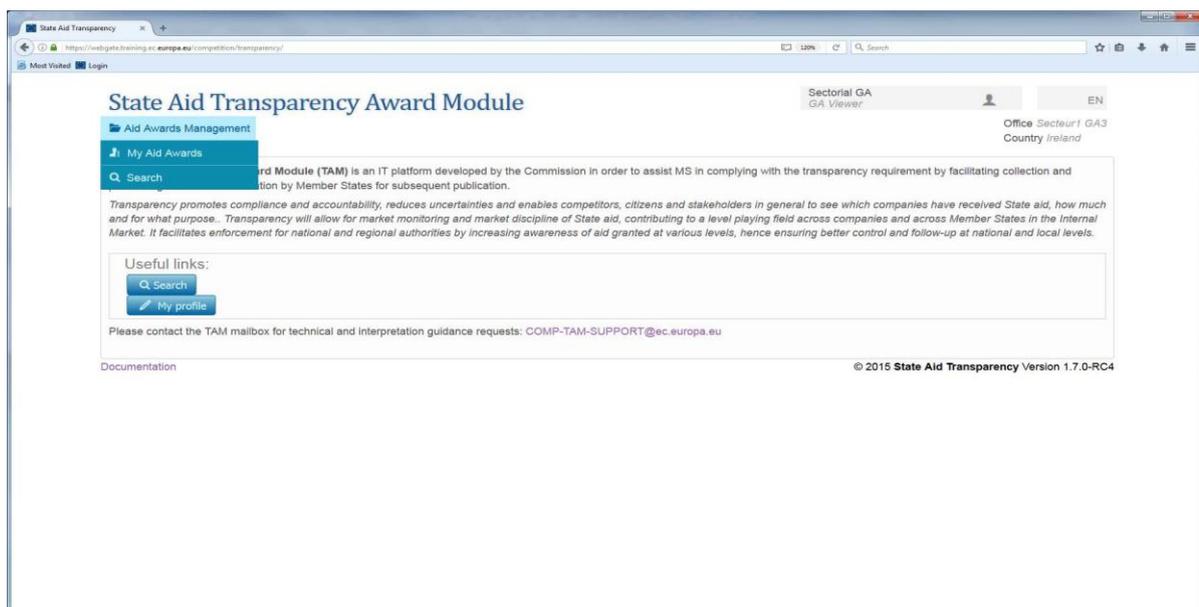
- If the user is an Approver:
  - a menu to manage aid awards and perform bulk upload.

- 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.



- 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.

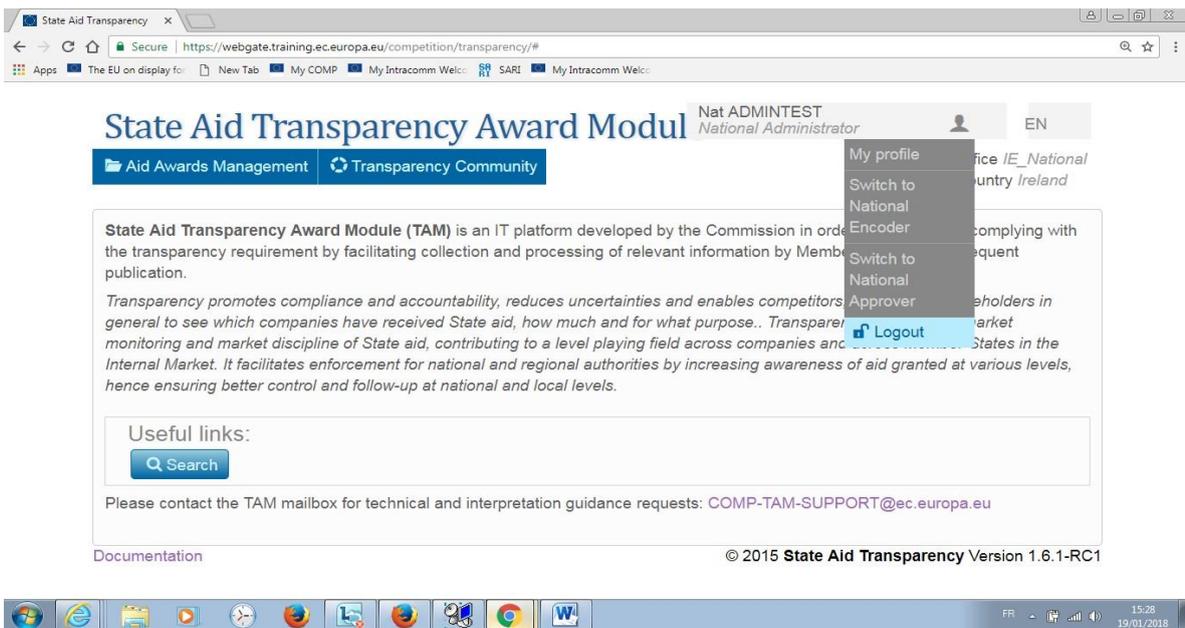


In the top right corner, the user can verify information on the country and the Office or Granting Authority he/she belongs to as well as on his/her current role i.e. Administrator, encoder or approver. Moreover, he/she can:

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



- change the current profile if the user has several profiles by clicking on the user icon next to 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.



## 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 € generally except for beneficiaries active in the primary agricultural production, where the threshold is 60.000 and 30.000 € 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 Framework<sup>5</sup>, 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 € 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),

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<sup>5</sup> 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),

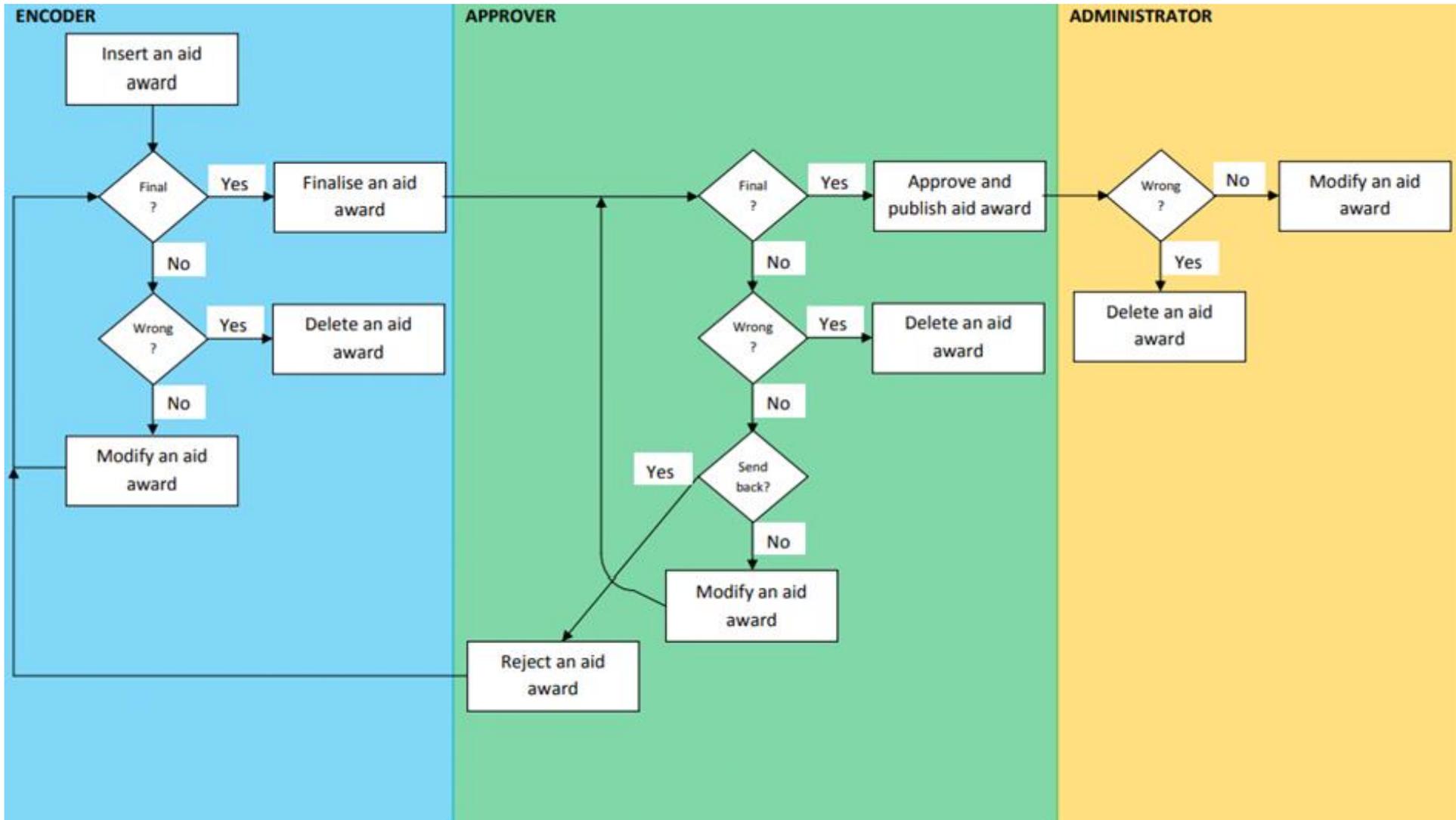
2023 amendment of the GBER, for aid granted under measures with a starting date on or after 1 January 2024. Different thresholds apply to aid involved in financial products supported by the InvestEU fund (500.000 €) and for beneficiaries active in primary agricultural production or in the fishery and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

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 € for beneficiaries active in the primary agricultural production sector and 100.000 € 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.



Field Label	Input Type
SA Case Number or Title *	Text input (Case Number)
Name of the Beneficiary *	Text input (Name of the Beneficiary)
Beneficiary National Identifier *	Text input (National Identifier)
Type of National Identifier *	Dropdown menu (National Identifier type)
Beneficiary Type *	Dropdown menu (Beneficiary Type)
Region *	Dropdown menu (Region)
Sector of Activity (NACE) *	Dropdown menu (Sector of Activity)
Aid Instrument *	Dropdown menu (Aid Instrument)

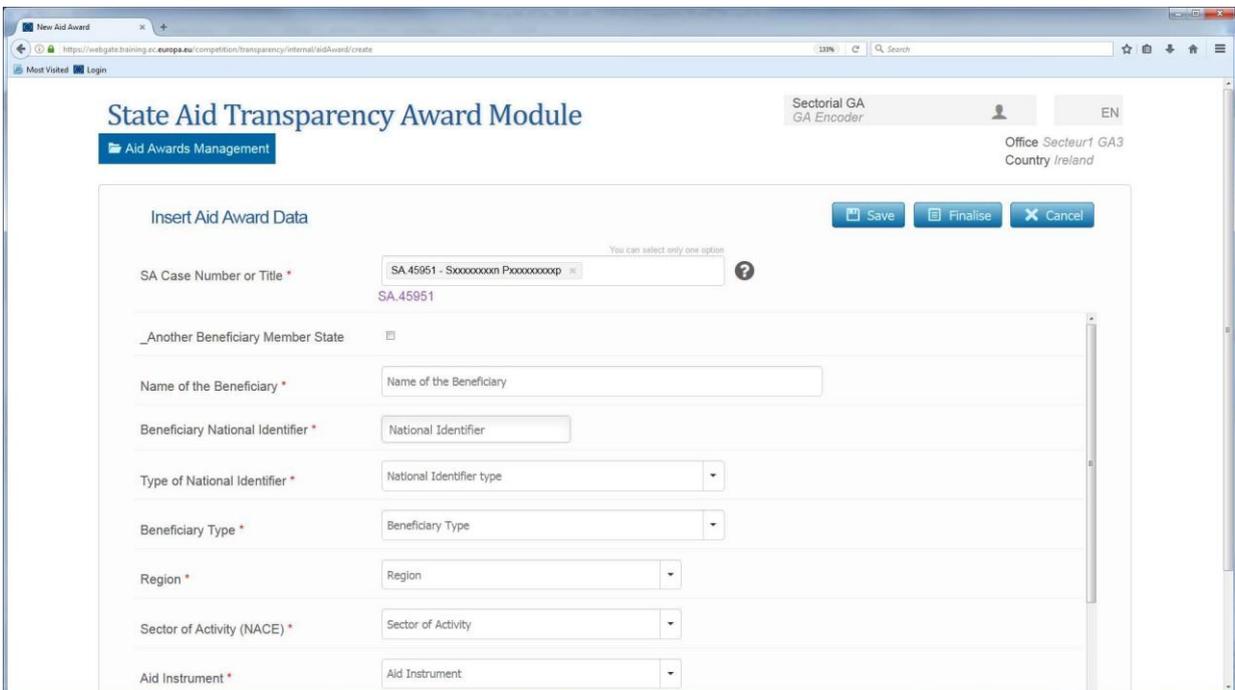
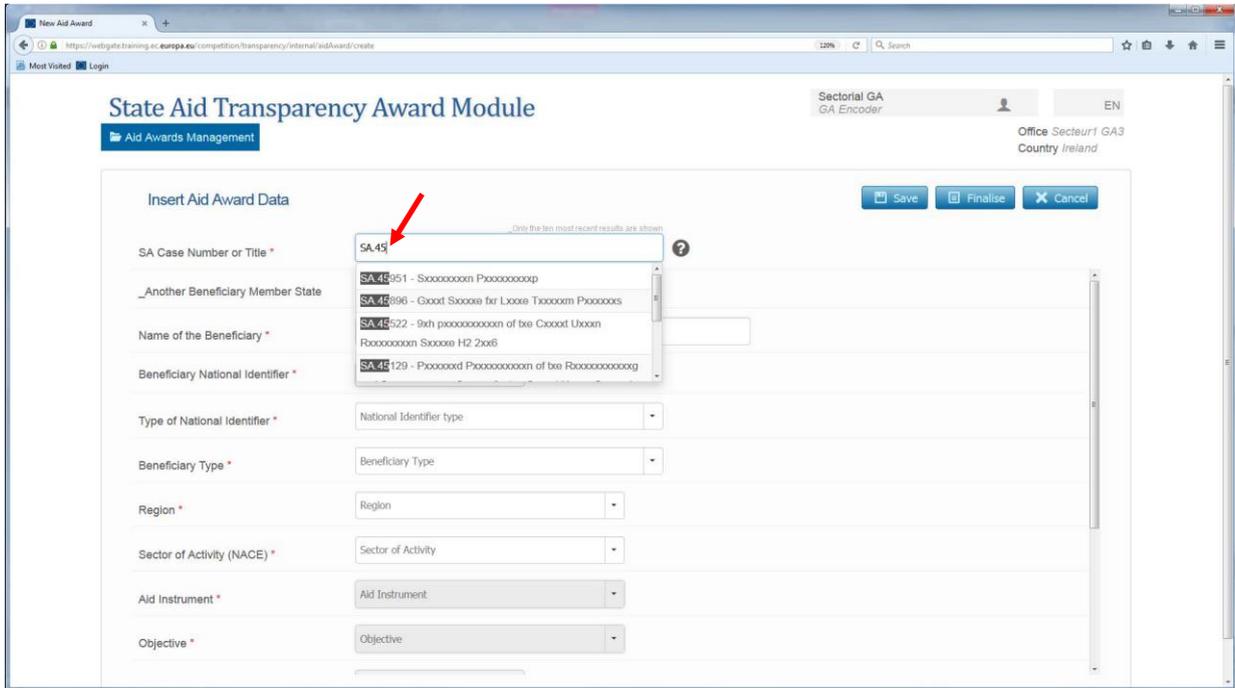
Normally, the information must be provided sequentially as filling a field may activate subsequent fields. A red asterisk next to the label indicates that the information is mandatory i.e. must be provided to allow saving the aid award.

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 [Search on Competition \(europa.eu\)](https://webgate.training.ec.europa.eu/competition/transparency/internal/aidAward/create) 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.



**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 aid<sup>6</sup>. 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 [COMP-Tam-Support@ec.europa.eu](mailto:COMP-Tam-Support@ec.europa.eu).

**Beneficiary type:** It indicates the type of enterprise (SME/large)<sup>7</sup> 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 levels<sup>8</sup>. 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 required<sup>9</sup>. 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.

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<sup>6</sup> 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

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

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

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

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 specified<sup>11</sup>.

**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 specified<sup>9</sup>. 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 39<sup>10</sup> 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.

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<sup>10</sup> 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)

Insert Aid Award Data

SA Case Number or Title \* SA.39313

Aid Instrument \* Direct grant/ Interest rate subsidy

Objective \* Regional urban development aid (Art. 16)

Date of Granting \* 06/02/2018

Currency \* EUR

Nominal Amount of the investment

Amount of the investment, expressed as full amount \* 548000

Granting Authority \* Granting Test 5

Co-finance

Entrusted Entity \* Entrusted 1

Financial Intermediaries/ Fund managers \* Intermediary 1

Documentation © 2015 State Aid Transparency Version 1.6.1-RC1

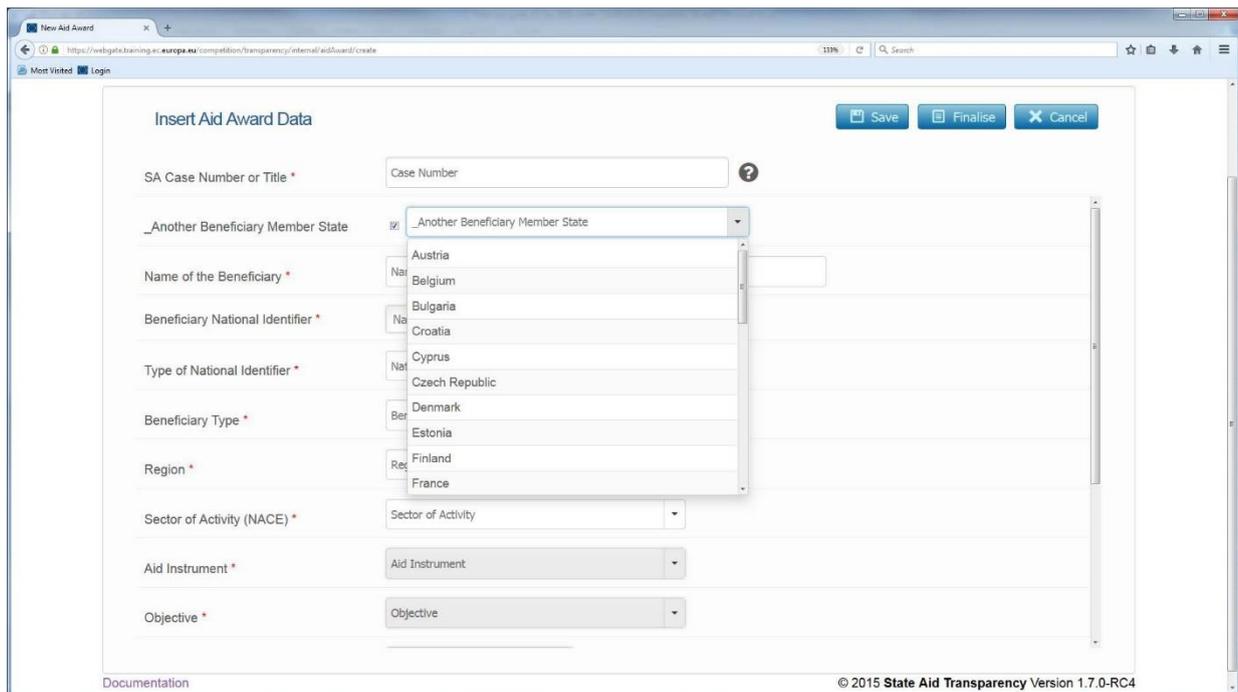
Availability rules for the “Nominal amount, expressed as full amount”, “Aid element, expressed as full amount”, “Financial intermediaries/Fund managers” and “Entrusted entities” are given in the separate document “Business rules”. You can also find additional information on guidance regarding the interpretation 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.**

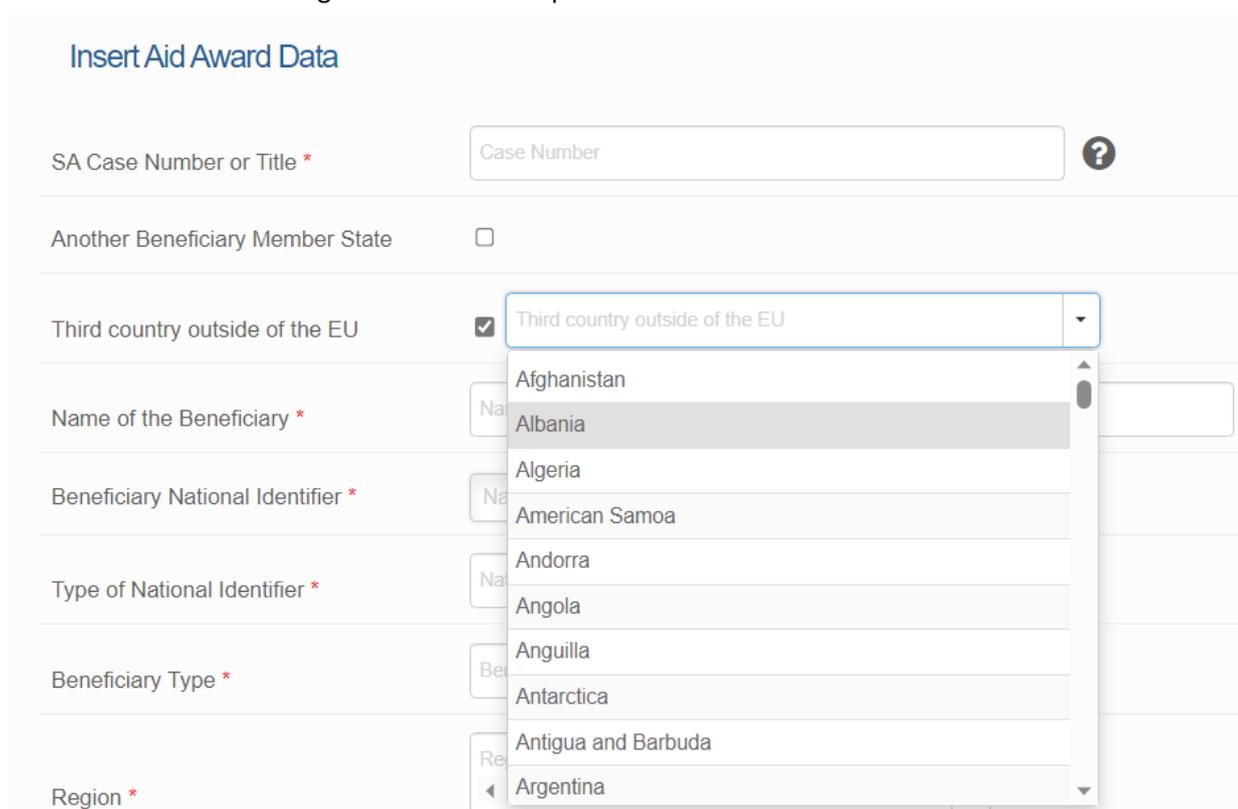
The TAM<sup>11</sup> allows the Member State responsible for notification and publication, to report several entries, one for each Member State participating in the cross-border programme (for example ETC project), with specific granted amounts and appropriate references as regards the beneficiaries 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).

<sup>11</sup> As from TAM version 1.7



- 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.



- 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.

The screenshot shows the 'State Aid Transparency Award Module' interface. At the top, it displays 'Nat ADMINTEST National Encoder' and 'EN'. Below this is a navigation bar with 'Aid Awards Management' and 'Office IE\_National Country Ireland'. The main form is titled 'Insert Aid Award Data' and includes buttons for 'Save', 'Finalise', and 'Cancel'. The form fields are as follows:

- SA Case Number or Title \***: SA.44270 - booth From Tax Rooooof Sxxxxoo SA 30009 (000000) - **Cannot create aid award because it is a duplicate**
- Name of the Beneficiary \***: M T - **Cannot create aid award because it is a duplicate**
- Beneficiary National Identifier \***: 123456 - **OK**
- Type of National Identifier \***: Business Name Registration Number - **OK**
- Beneficiary Type \***: Only large enterprises - **OK**
- Region \***: E - Ireland - **OK**
- Sector of Activity (NACE) \***: F.43.9-Other specialised construction activities - **OK**
- Aid Instrument \***: Tax advantage or tax exemption - **OK**

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

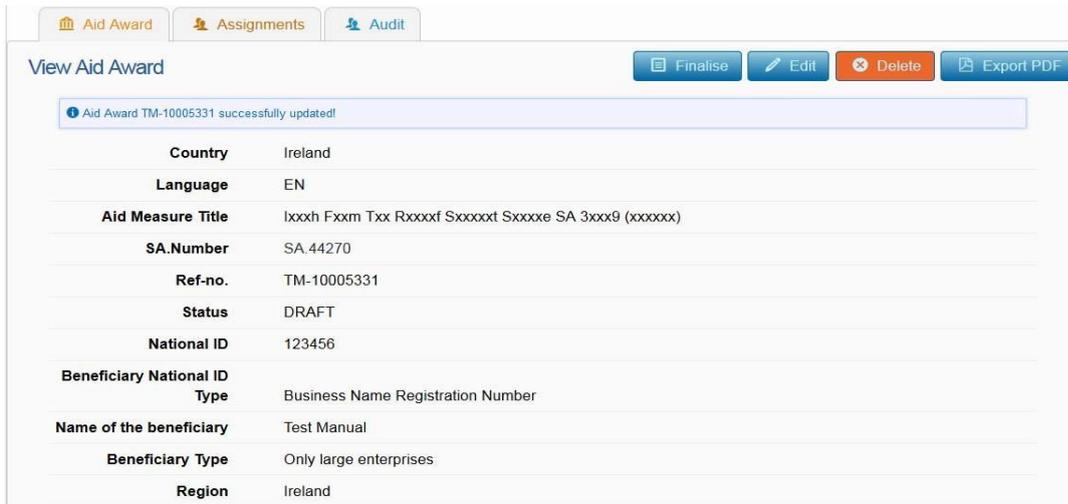
“**Save**”: saves the aid award as draft which means that the aid award will remain with the encoder or the group of encoders for possible further review and/or modification including deletion.

“**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.

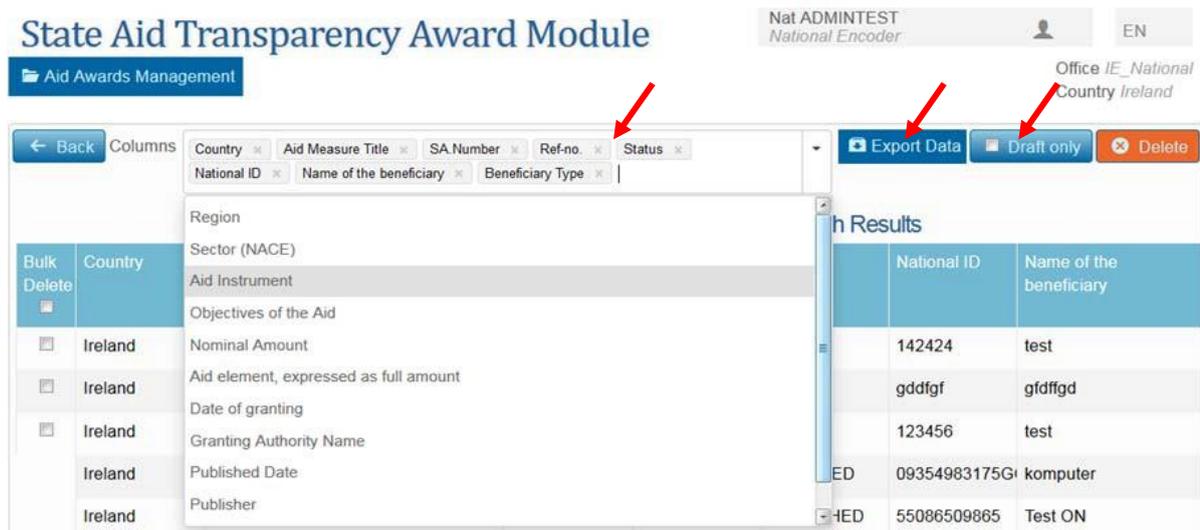


### 4.3. View/Edit an aid award

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.



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.

## State Aid Transparency Award Module

Nat ADMINTEST  
National Encoder



EN

Aid Awards Management

Office IE\_National  
Country Ireland

← Back Columns Country x Aid Measure Title x SA.Number x Ref-no. x Status x National ID x Name of the beneficiary x Beneficiary Type x Export Data Draft only Delete

Internal Aid Award Search Results

Bulk Delete	Country	Aid Measure Title	SA.Number	Ref-no.	Status	National ID	Name of the beneficiary
<input type="checkbox"/>	Ireland	€ - \$ - Vxxxxxxxx of axxxx u...	<a href="#">SA_31317</a>	<a href="#">TM-10000464</a>	DRAFT	142424	test
<input type="checkbox"/>	Ireland	Sxxx axd Sxxxxxxx Axd Sxxx...	<a href="#">SA_39314</a>	<a href="#">TM-10000544</a>	DRAFT	gddfgf	gddfgd
<input type="checkbox"/>	Ireland	Rxxxxxl Axd (xxxxxxx axd Sx...	<a href="#">SA_39313</a>	<a href="#">TM-10000584</a>	DRAFT	123456	test
	Ireland	Pxxxx sxxxxe oxxxxxxx ix...	<a href="#">SA_12309</a>	<a href="#">TM-10005065</a>	FINALIZED	09354983175G	komputer
	Ireland	Oxxxn Exxxx Pxxxxxe Dxxxx...	<a href="#">SA_40318</a>	<a href="#">TM-10005093</a>	PUBLISHED	55086509865	Test ON
	Ireland	€ - \$ - lxxxh axxt rxxxxf - ...	<a href="#">SA_30144</a>	<a href="#">TM-10005100</a>	PUBLISHED	1239992	Test bulk 1

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.

**View Aid Award** Export PDF

Country	Ireland
Language	EN
Aid Measure Title	€ - \$ - Vxxxxxxxx of axxxxx uxxx Nxxx - fxxx bxxxx - lxxxx
SA.Number	SA.31317
Ref.no.	TM-100046
Status	DRAFT
National ID	142424
Beneficiary National ID Type	Business Name Registration Number
Name of the beneficiary	test
Beneficiary Type	Small and medium-sized enterprises
Region	IRELAND
Sector (NACE)	Growing of vegetables and melons, roots and tubers
Aid Instrument	Other forms of equity intervention

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.

**Edit Aid Award** Save Finalise Delete Cancel

SA Case Number or Title \*  ?

SA.39313

Language EN

Server Reference TM-10000584

Status DRAFT

Name of the Beneficiary \*  You cannot choose more than 1 item

Beneficiary National Identifier \*  You can select only one option

Type of National Identifier \*  You can select only one option

Beneficiary Type \*  You can select only one option

Country \*  You can select only one option

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.

The screenshot shows the 'Edit Aid Award' form in the State Aid Transparency Award Module. The form is titled 'Edit Aid Award' and includes a navigation bar with 'Aid Award' and 'Audit' tabs. At the top right, there is a user profile for 'Nat ADMINTEST National Approver' and a language selector set to 'EN'. Below the navigation bar, there are five action buttons: 'Save', 'Reject', 'Approve', 'Delete', and 'Cancel'. The form fields are as follows:

- SA Case Number or Title: SA.20043 - Axd fvr Dxxxxxxxxx of the Pxxxx Sxxxx (SA.20043)
- Language: EN
- Server Reference: TM-10000604
- Status: FINALIZED
- Name of the Beneficiary: Mr test (Note: You cannot choose more than 1 item)
- Beneficiary National Identifier: 45678
- Type of National Identifier: Business Name Registration Number (Note: You can select only one option)
- Beneficiary Type: Small and medium-sized enterprises (Note: You can select only one option)
- Region: IE0 - IRELAND (Note: 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.

**Edit Aid Award** Save Delete Cancel

SA Case Number or Title \* SA.42010

Language EN

Server Reference TM-10000451

Status PUBLISHED

Name of the Beneficiary \* Company ABCD

Beneficiary National Identifier \* 938373

Type of National Identifier \* Six digit Company Registration

Beneficiary Type \* Small and medium-sized enterprises

**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.

The screenshot shows the 'Case Team' management interface. On the left, there are two empty tables: 'Case Team' and 'Groups Case Team'. On the right, the 'Transparency Community' section contains a table with two users: 'secTest SECTEST, Sectorial Approver' and 'Sectorial Admin, Sectorial Administrator'. A red arrow points to the 'Add' button next to the first user. Below this is a 'Groups' section with an empty table.

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.

This screenshot is similar to the previous one but shows the 'Case Team' table populated with one user: 'secTest SECTEST, Sectorial Approver'. A red arrow points to the 'Remove' button next to this user. The 'Transparency Community' table now contains one user: 'Sectorial Admin, Sectorial Administrator'.

## 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.

Event	Event Timestamp	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 => 20/10/2017 19:03:53]
AID_AWARD_EDIT_PUBLISHED	20/10/2017 19:10:55	Nat ADMINTEST	National Administrator	GUI	[grantedAmountFrom=560500 => 560570, grantedAmountFromEur=560500 => 560570.00, grantedAmountTo=560500 => 560570, grantedAmountToEur=560500 => 560570.00]

Granting Test1: Audit Trail for Aid Award TM-10000410 Export CSV Add Comment

SA Number SA 22180

Show 10 entries

Event	Event Timestamp	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 19:03:53 => 20/10/2017 19:03:53]
AID_AWARD_EDIT_PUBLISHED	20/10/2017 19:10:55	Nat ADMINTEST	National Administrator	GUI	[dateGranted=07/11/2016 00:00:00 => 07/12/2016 00:00:00]
AID_AWARD_CHANGE_STATUS	20/10/2017 19:13:52	Nat ADMINTEST	National Administrator	GUI	PUBLISHED -> DELETED

Showing 1 to 6 of 6 entries Previous Next

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.

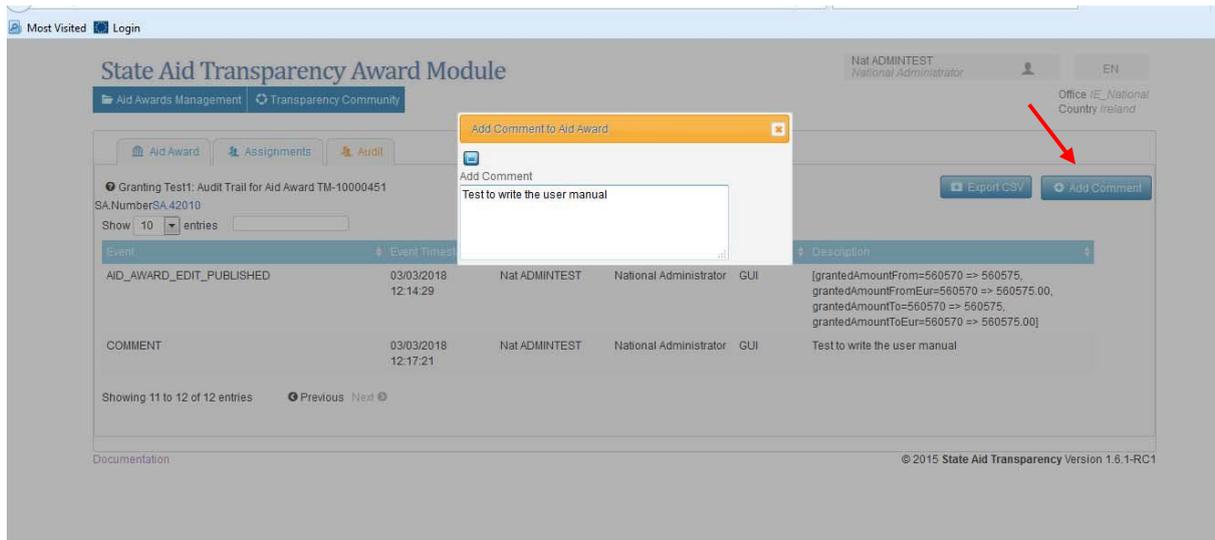
AID\_AWARD\_EDIT\_PUBLISHED: Indicates the validation and publication of an aid award.

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.

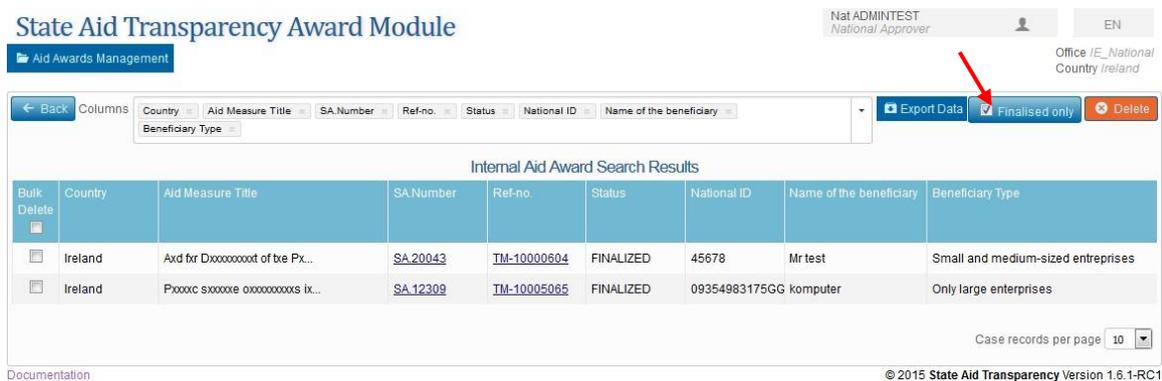


#### 4.6. Approve an aid award

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 <https://webgate.ec.europa.eu/competition/transparency/public/search/home/>.

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.



**Edit Aid Award**

SA Case Number or Title \* SA.20043 - Axd for Dxxxxxxx of the Pxxxx Sxxxx SA.20043

Language EN

Server Reference TM-10000604

Status FINALIZED

Name of the Beneficiary \* Mr test

Beneficiary National Identifier \* 45678

Type of National Identifier \* Business Name Registration Number

Beneficiary Type \* Small and medium-sized enterprises

Region \* IE0 - IRELAND

Buttons: Save, Reject, Approve, Delete, Cancel

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.

Buttons: Export Data, Finalised only, Delete

Internal Aid Award Search Results

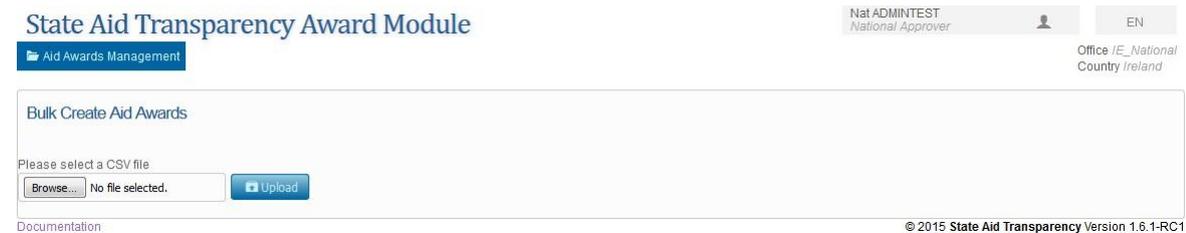
Bulk Delete	Country	Aid Measure Title	SA Number	Ref-no.	Status	National ID	Name of the beneficiary	Beneficiary Type
<input type="checkbox"/>	Ireland	Sxxxx of Gxxx Axd for the D...	SA.42010	TM-10000451	PUBLISHED	938373	Company ABCD	Small and medium-sized enterprises
<input type="checkbox"/>	Ireland	Dxxxxxxxx Gxxx	SA.44794	TM-10000452	PUBLISHED	678947	Company ABC	Small and medium-sized enterprises
<input type="checkbox"/>	Ireland	Axxxxxx AU Txxx Dxs Pxxxx...	SA.10315	TM-10000505	PUBLISHED	123	ahudii	Only large enterprises
<input type="checkbox"/>	Ireland	Axd for Dxxxxxxx of the Px...	SA.20043	TM-10000604	FINALIZED	45678	Mr test	Small and medium-sized enterprises
<input type="checkbox"/>	Ireland	€ - \$ - lxxx axxx rxxx - ...	SA.30144	TM-10000620	PUBLISHED	123999	Test bulk 1	Small and medium-sized enterprises
<input type="checkbox"/>	Ireland	Rxxx Exxxxxxxxx Sxxxx	SA.41702	TM-10000621	PUBLISHED	123999	Test bulk 1	Small and medium-sized enterprises
<input type="checkbox"/>	Ireland	Sxxx Pxxxx	SA.40301	TM-10000622	PUBLISHED	45789694	Test u	Small and medium-sized enterprises

**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: [Transparency - YouTube](#).

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".



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.

The screenshot shows the 'State Aid Transparency Award Module' interface. At the top, there's a navigation bar with 'Nat ADMINTEST National Approver' and 'EN' language selection. Below that, the 'Bulk Create Aid Awards' section displays a message: 'Failure, 4 record(s) were rejected.' with a 'Back to upload' button and an 'Export: CSV' button. A table lists the records:

Record	SA Number	Country	Language	National ID	National ID Type	Name of the beneficiary	Beneficiary Type	Region	Sector (NACE)
2	SA.30144	IE	en	1239991	NidTypeIESixdi	Test bulk 1	BeneficiarySize: IE01		D.35
3	SA.417	IE	en	1239991	NidTypeIESixdi	Test bulk 1	BeneficiarySize: IE02		G.46
4	SA.40301	IE	en	45789894	NidTypeIESixdi	Test u	BeneficiarySize: IE		A.02.20
5	SA.30144	IE	en	1239993	NidTypeIESixdi	Test bulk 1	BeneficiarySize: IE01		D.35

Record 3 has a red error message: 'Field aidMeasure: Cannot create aid award because it is a duplicate.' The footer shows '© 2015 State Aid Transparency Version 1.6.1-RC1'.



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 ( [COMP-TAM-SUPPORT@ec.europa.eu](mailto:COMP-TAM-SUPPORT@ec.europa.eu)).

#### 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.

The screenshot shows the 'Edit Aid Award' interface. At the top, there's a header with 'State Aid Transparency Award Module' and user information: 'Nat ADMINTEST National Administrator' and 'EN'. Below the header are navigation tabs: 'Aid Awards Management' and 'Transparency Community'. The main form area has a title 'Edit Aid Award' and three buttons: 'Save', 'Delete', and 'Cancel'. A red arrow points to the 'Save' button. The form fields are as follows:

SA Case Number or Title *	SA.10315 - Axxxxxxxxx E AU TxxxxE DxxS PxxxxS DE FxxxxxE PxxxxT LxxxxR (xxxxxxR 1xxx)
Language	EN
Server Reference	TM-10000505
Status	PUBLISHED
Name of the Beneficiary *	ahudii
Beneficiary National Identifier *	123
Type of National Identifier *	Business Name Registration Number
Beneficiary Type *	Only large enterprises
Region *	IE022 - Mid-East

#### 4.9.2. Bulk edit

Bulk edit of aid awards via CSV file is also available. A template is provided in the technical documentation<sup>12</sup> 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:

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

Logout x Internal Aid A... x State Aid Trans... x

https://webgate.training.ec.europa.eu/competition/transparency/

Most Visited Login

## State Aid Transparency Award Module

Nat ADMINTEST  
National Administrator

EN

Office IE\_National  
Country Ireland

- Aid Awards Management
- Transparency Community
- Bulk Edit**
- My Aid Awards

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 facilitating collection and processing of aid awards for subsequent publication.

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

Useful links:

Search

Please contact the TAM mailbox for technical and interpretation guidance requests: [COMP-TAM-SUPPORT@ec.europa.eu](mailto:COMP-TAM-SUPPORT@ec.europa.eu)

Documentation

© 2015 State Aid Transparency Version 1.6.1-RC1

https://webgate.training.ec.europa.eu/competition/transparency/internal/aidAward/editBulk

FR 13:17  
03/03/2018

## State Aid Transparency Award Module

Nat ADMINTEST  
National Administrator

EN

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

Documentation

© 2015 State Aid Transparency Version 1.6.1-RC1

File Upload

2018 > TAM Bulk Edit

Search TAM Bulk Edit

Name	Date modified	Type
results.csv	03/03/2018 13:31	Microsoft Excel

Select a file to preview.

File name:  All Files (\*.\*)

Open Cancel

Logout x \_Bulk Edit of Ai... x

https://webgate.training.ec.europa.eu/competition/transparency/internal/aidAward/editBulk

Nat ADMINTEST  
National Administrator

EN

Office IE\_National  
Country Ireland

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FR 13:38  
03/03/2018

**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

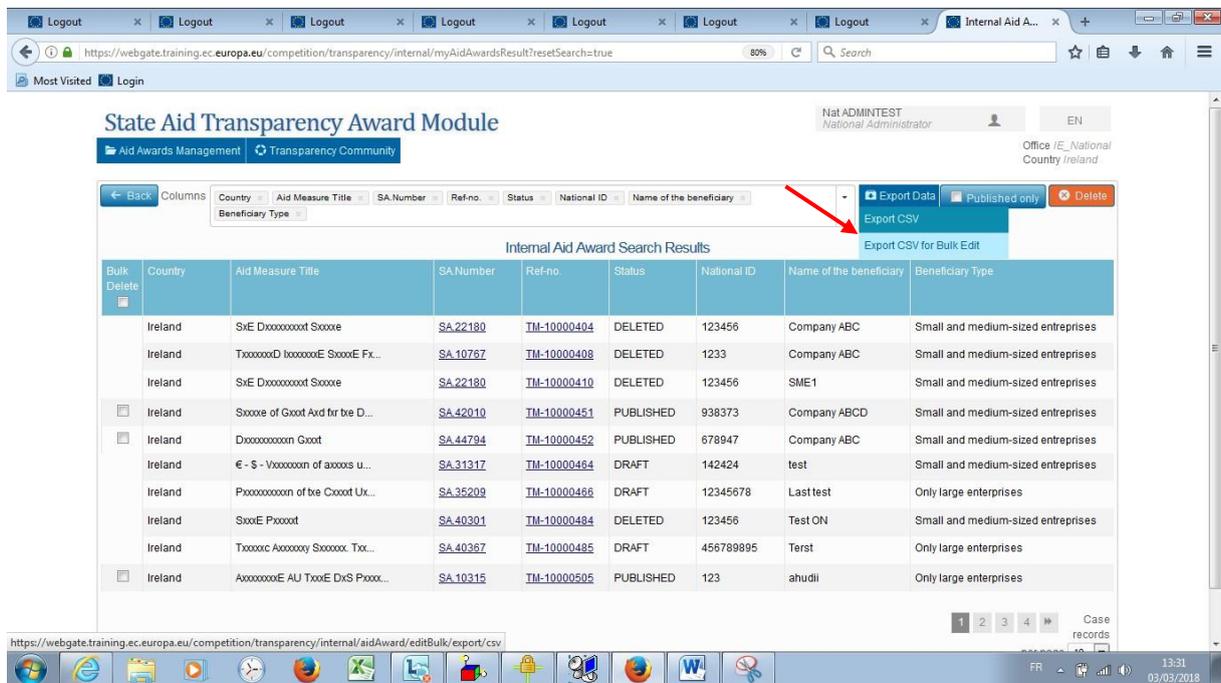
Documentation

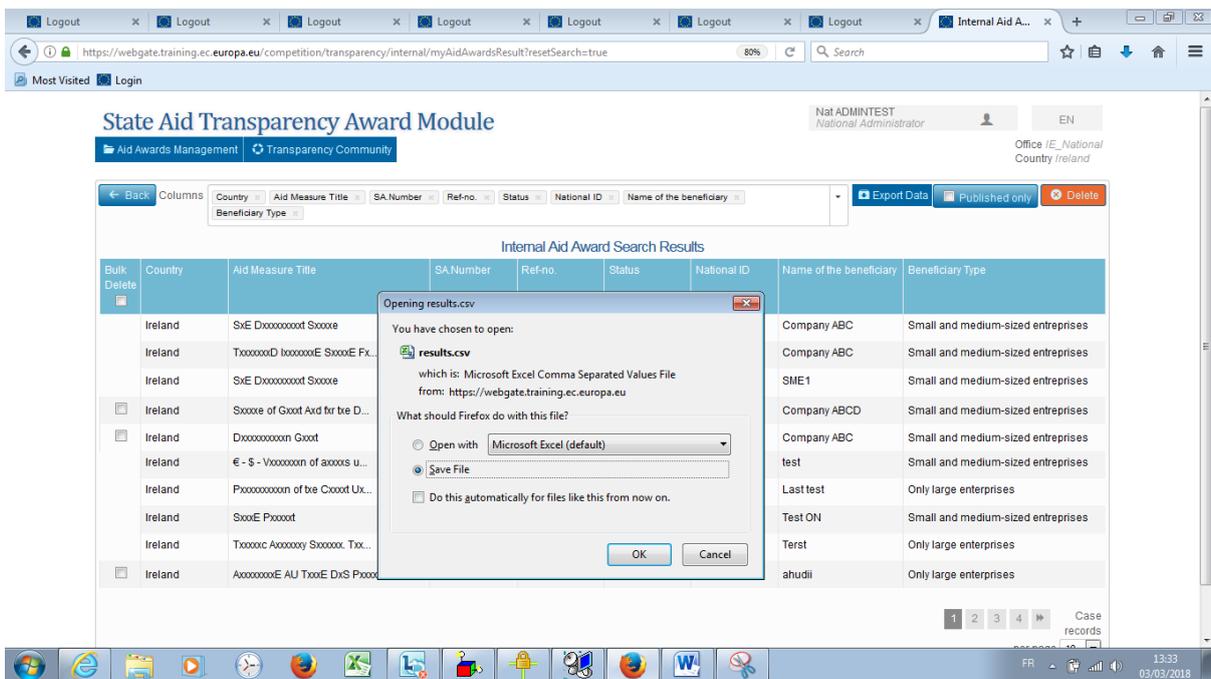
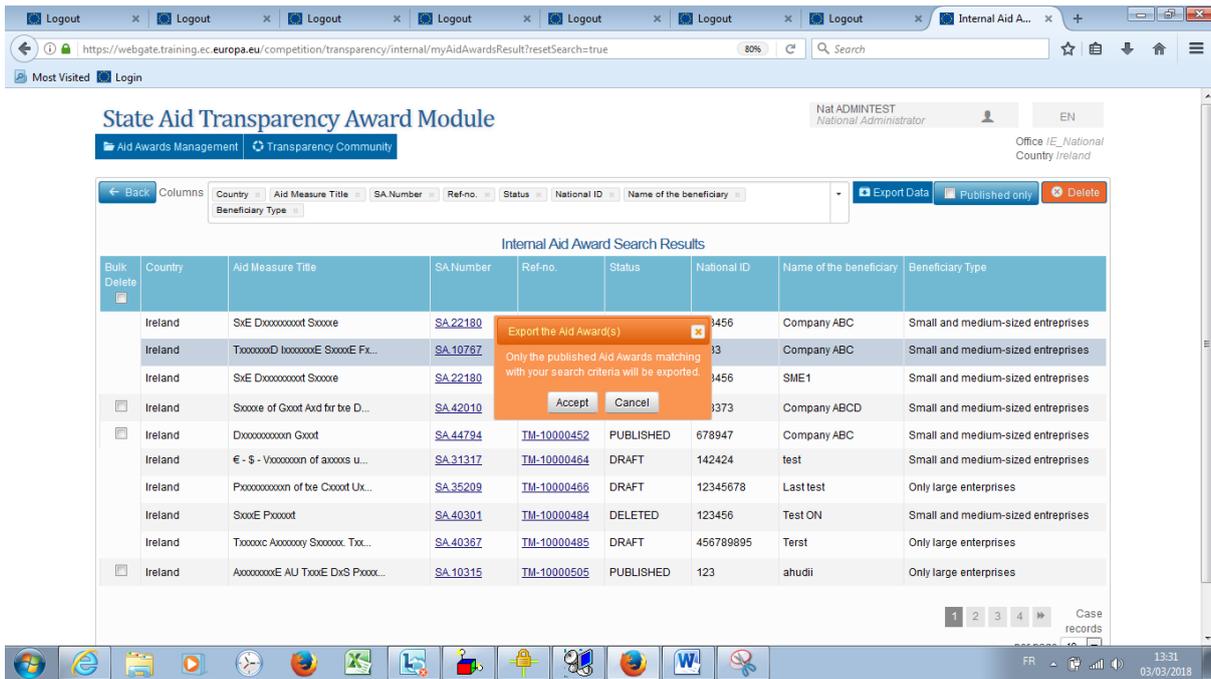
© 2015 State Aid Transparency Version 1.6.1-RC1

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.





#### 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.:

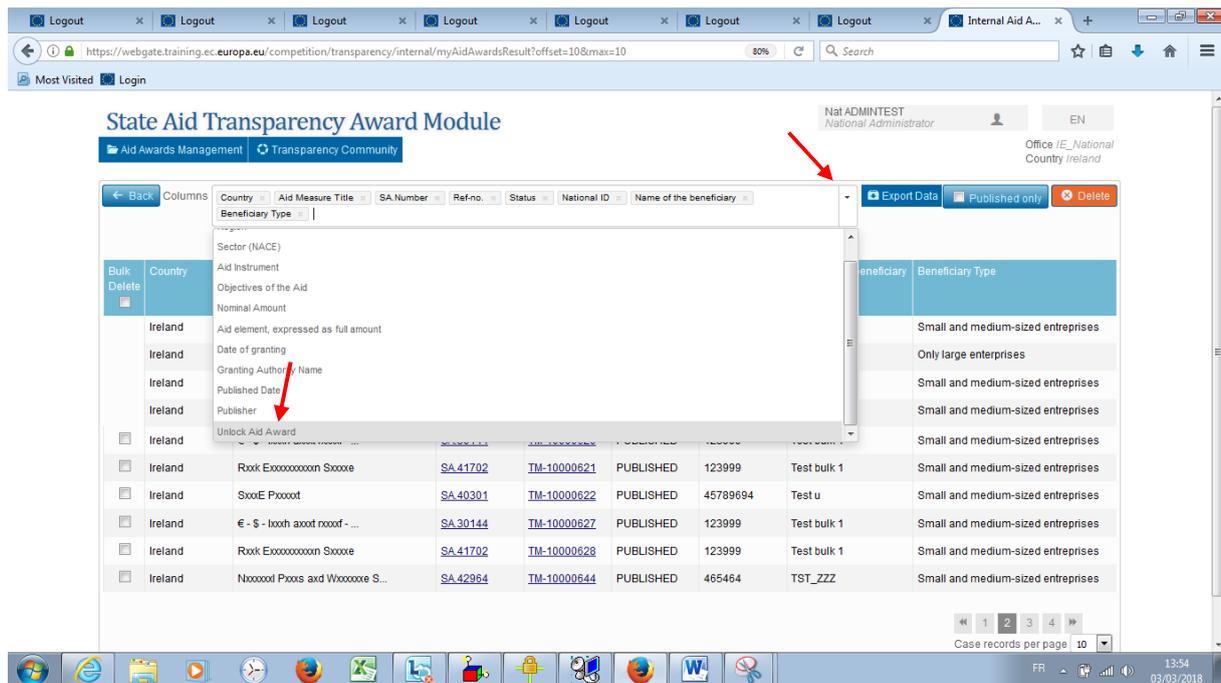
- National Administrator for all locks in the Country
- Regional Administrator for all locks in the Region
- Sectorial Administrator for all locks in the Sector
- Granting Authority Administrator for all locks in the Granting Authority

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 awards that are locked as an icon is displayed next to them allowing unlocking the aid award. Therefore, by clicking on that icon, the aid award will be automatically unlocked and a message will be shown.

The screenshot shows the 'State Aid Transparency Award Module' interface. At the top, there is a navigation bar with 'Aid Awards Management' and 'Transparency Community' menus. The user is logged in as 'Nat ADMINTEST National Administrator' in the 'EN' language. The main content area displays 'Internal Aid Award Search Results' with a table of aid awards. The table has columns for 'Bulk Delete', 'Country', 'Aid Measure Title', 'SA Number', 'Ref.no.', 'Status', 'National ID', 'Name of the beneficiary', 'Beneficiary Type', and 'Unlock Aid Award'. A red arrow points to the 'Unlock Aid Award' column header, and another red arrow points to a lock icon in the 'Unlock Aid Award' column of the second row.

Bulk Delete	Country	Aid Measure Title	SA Number	Ref.no.	Status	National ID	Name of the beneficiary	Beneficiary Type	Unlock Aid Award
	Ireland	Sixs and Sxxxxxxx Axd Sxxxx...	<a href="#">SA 39314</a>	<a href="#">TM-10000544</a>	DRAFT	gddfgf	grdffgd	Small and medium-sized enterprises	
	Ireland	Rxxxxxx Axd (xxxxxxx axd Sx...	<a href="#">SA 39313</a>	<a href="#">TM-10000584</a>	DRAFT	123456	test	Only large enterprises	
	Ireland	Axd fir Dxxxxxxx of bre Px...	<a href="#">SA 20043</a>	<a href="#">TM-10000604</a>	FINALIZED	45678	Mr test	Small and medium-sized enterprises	
	Ireland	Cxxxx Gxxxx Txx Rxxxx fir ...	<a href="#">SA 40092</a>	<a href="#">TM-10000615</a>	DELETED	45678948	TestG1	Small and medium-sized enterprises	
<input type="checkbox"/>	Ireland	€ - \$ - lxxxx axox rxxxx - ...	<a href="#">SA 30144</a>	<a href="#">TM-10000620</a>	PUBLISHED	123999	Test bulk 1	Small and medium-sized enterprises	
<input type="checkbox"/>	Ireland	Rxxx Exxxxxxxx Sxxxx	<a href="#">SA 41702</a>	<a href="#">TM-10000621</a>	PUBLISHED	123999	Test bulk 1	Small and medium-sized enterprises	
<input type="checkbox"/>	Ireland	Sxxx Pxxxx	<a href="#">SA 40301</a>	<a href="#">TM-10000622</a>	PUBLISHED	45789694	Test 11	Small and medium-sized enterprises	

If the column "unlock aid award" is not visible on screen, it can be selected from the "columns" on the top left corner.



#### 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 and for cases decided directly under the TFEU 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 and for cases decided directly under the TFEU 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.

The screenshot shows the 'State Aid Transparency Award Module' interface. At the top left, there is a navigation menu with 'Aid Awards Management' selected. The main header is 'EC Search Aid Award data'. On the right, there is a user profile for 'N&A ADMINTEST' and 'Office ID: National Country: Ireland'. The search form contains the following fields:

- Country: dropdown menu with 'Ireland' selected.
- Status: dropdown menu.
- Aid Measure Title: text input field.
- Aid Measure Case Number: text input field with a help icon.
- Reference Number: text input field.
- Beneficiary ID: text input field.
- Name of the beneficiary: text input field.
- Beneficiary Type: dropdown menu.
- Region: dropdown menu.
- Sector of Activity: dropdown menu.
- Aid Instrument: dropdown menu.
- Objective: dropdown menu.
- Nominal Amount: a section with 'From' and 'To' input fields, a 'Currency' dropdown set to 'EUR', and a radio button for 'Aid element, expressed as full amount'.
- Date of Granting: 'From' and 'To' input fields.
- Granting Authority Name: dropdown menu.
- Entrusted Entity: dropdown menu.
- Financial Intermediaries: dropdown menu.

At the top right of the form, there are three buttons: 'Reset', 'Search', and 'Cancel'.

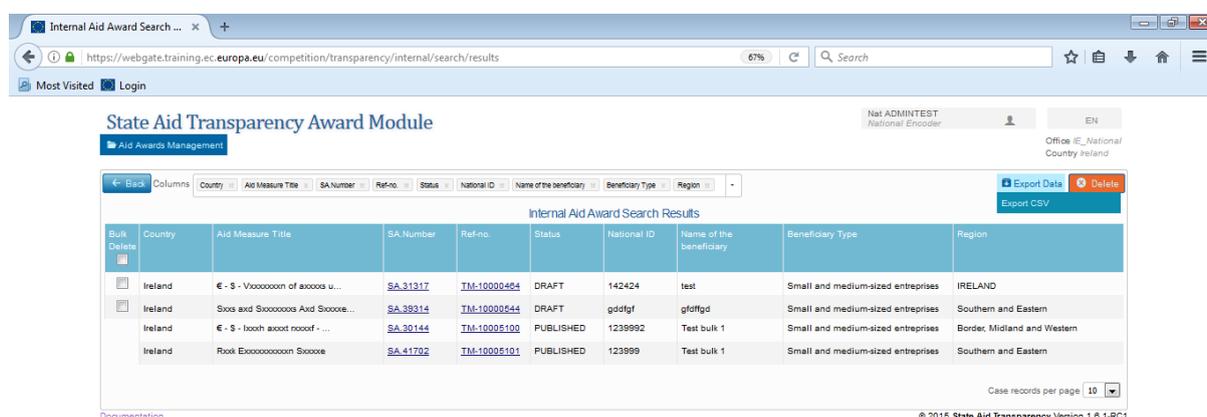
If no value is set for a search criterion, it means that this criterion will not be used to restrict the list of relevant aid awards. Moreover, the search is made only across the aid awards the user is entitled to have access.

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 then 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.

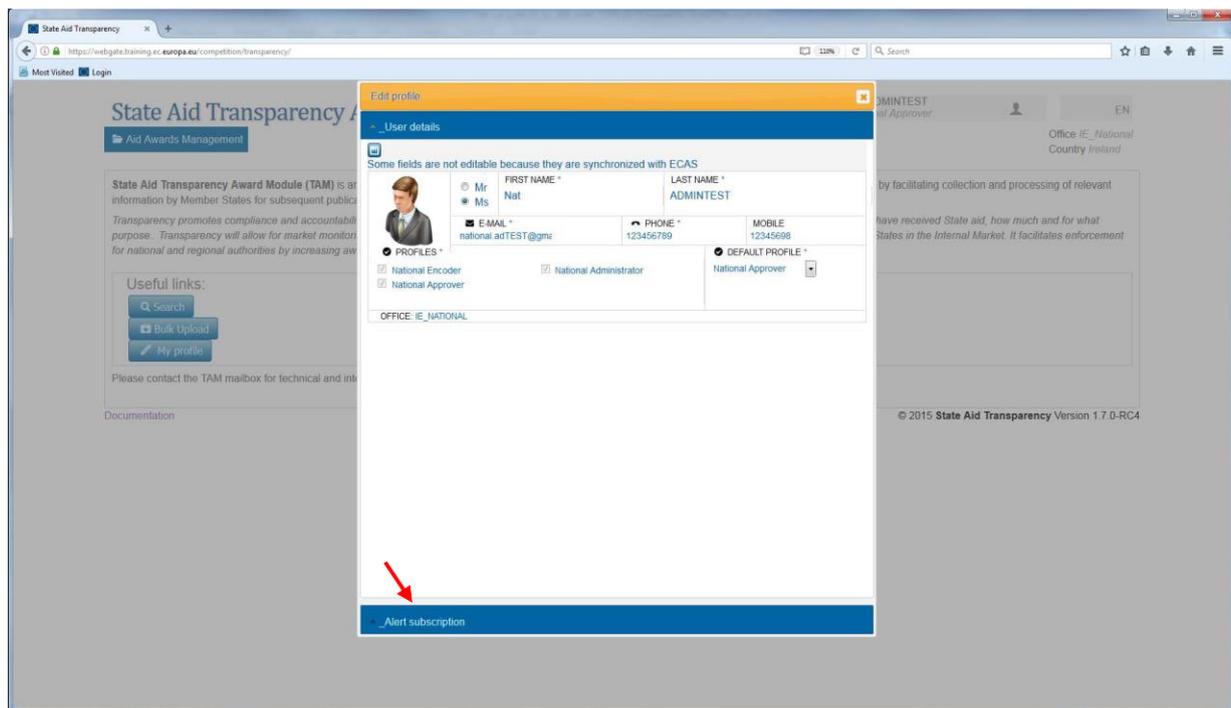
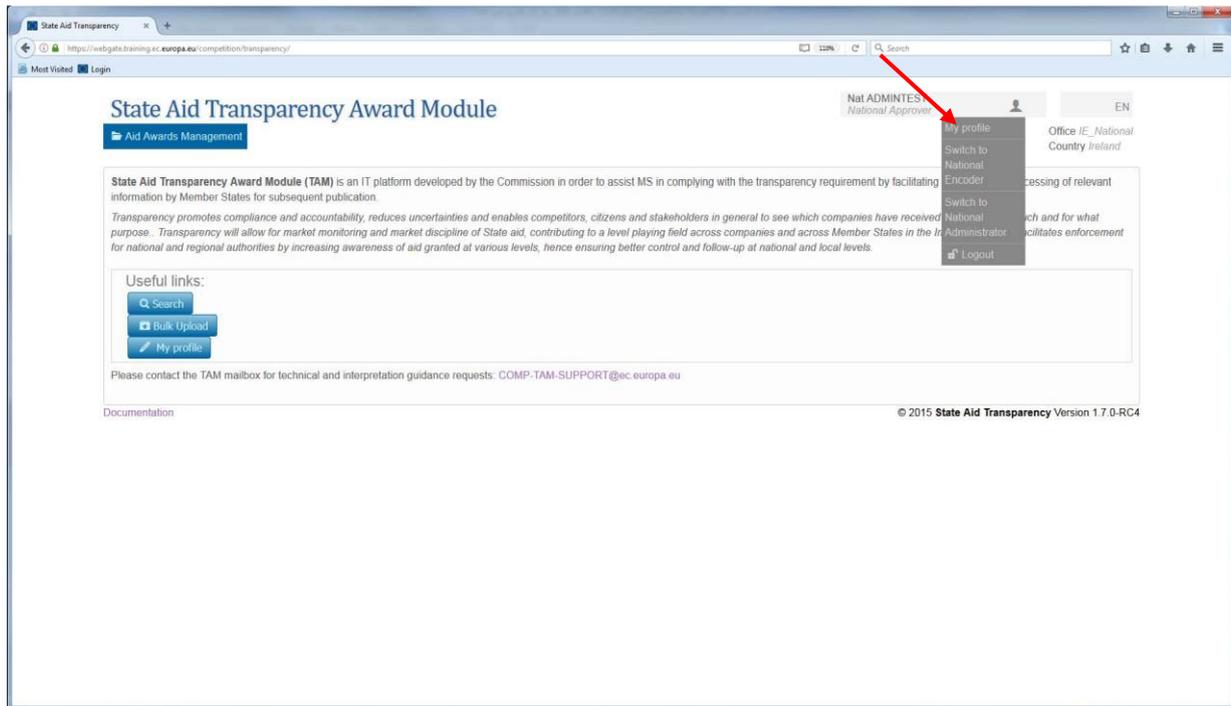
If the user is connected with an “administrator profile”, the option “export CSV for bulk edit is also available.



## 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	<input checked="" type="checkbox"/> YES	Published aid award deleted	<input type="checkbox"/> NO
Aid award updated	<input checked="" type="checkbox"/> YES	Comment added to aid award	<input type="checkbox"/> NO
Aid award unlocked	<input type="checkbox"/> NO	User added to case team	<input checked="" type="checkbox"/> YES
Aid award created in bulk	<input checked="" type="checkbox"/> YES	User removed from case team	<input type="checkbox"/> NO
Aid award updated in bulk	<input type="checkbox"/> NO	Group added to case team	<input checked="" type="checkbox"/> YES
Aid award finalised	<input checked="" type="checkbox"/> YES	Group removed to case team	<input type="checkbox"/> NO
Aid award rejected	<input checked="" type="checkbox"/> YES	User added to the group	<input type="checkbox"/> NO
Aid award approved	<input checked="" type="checkbox"/> YES	User removed from the group	<input type="checkbox"/> NO
Aid award in draft deleted	<input checked="" type="checkbox"/> YES	Complete documentation bundle updated	<input type="checkbox"/> NO
Finalized aid award deleted	<input checked="" type="checkbox"/> YES		

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.
  - 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	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X
Aid Measure Management																
Create/Edit/Delete Aid Measures (only EFTA countries)				X												
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/View Aid Awards via machine-to-machine			X													
Edit Aid Award via GUI ☑ STATUS DRAFT												X	X	X	X	
Edit Aid Award via GUI ☑ 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	X	X									
Finalise Aid Award												X	X	X	X	
Reject Aid Award								X	X	X	X					
Approve Aid Award								X	X	X	X					
Delete/Bulk Delete via GUI ☑ STATUS DRAFT												X	X	X	X	
Delete/Bulk Delete via GUI ☑ STATUS FINALISED								X	X	X	X					
Delete/Bulk Delete via GUI ☑ STATUS PUBLISHED				X	X	X	X									
Search/View Aid Awards																
International Search for Published Aid Awards	X	X														
National Search for Aid Awards				X	X	X	X	X	X	X	X	X	X	X	X	X
View My Aid Awards	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X
Export 'Aid Awards search results' for Bulk Edit				X	X	X	X									
Export 'Aid Awards search results' to CSV	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X
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	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X
Export Aid Award to PDF	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X
Group Management																
Create/Edit Group				X	X	X	X									
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	X	X	X					X	X	X	X	X
Add Group to Case Team				X	X	X	X					X	X	X	X	
Remove Group from Case Team				X	X	X	X									
Audit																
View Audit of Aid Award				X	X	X	X	X	X	X	X	X	X	X	X	X
Export Audit of Aid Award				X	X	X	X	X	X	X	X	X	X	X	X	X
Add Comment for Aid				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
Award																
Office Management																
Create National Office	X															
Create Regional Office				X												
Create Sectorial Office				X	X											
Create Granting Authority Office				X	X	X										
List Offices	X			X	X	X	X									
Edit National Office	X			X												
Edit Regional Office				X												
Edit Sectorial Office				X	X											
Edit Granting Authority Office				X	X	X										
Enable/Disable National Authority Office	X															
Enable/Disable Regional Authority Office				X												
Enable/Disable Sectorial Office				X	X											
Enable/Disable Granting Authority Office				X	X	X										
User Management																
Create/Edit/Delete User	X			X	X	X	X									
Resend User	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
Registration Mail	X			X	X	X	X									
Switch Language	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X
Switch Default profile	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X
Enable/Disable User	X			X	X	X	X									
List Users	X			X	X	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	X															
Download document	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X
Video tutorials	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X