

ORT updates April 2024

List of agreed changes to be implemented in the ORT after the NTC meeting of November 2023

Topic	Change Request or Bug details	Resolution
TOs rights	Give TOs the right to confirm experts that they had rejected earlier, because the course was full, in case of cancellation by experts confirmed in a course.	TO's now have the possibility to change the status of a registration from "not selected" to "selected"
SEC Online course	Add a "search" function/filters	On the SEC Online page, a search field by country was added. It is now easier to find experts.
SEC Online course	Add the button "delete invitation" for NTCs – OR when the NTC declares "Not completed", the name disappears from the list	In the SEC Online course page, when the status of an expert is changed to "completed", the name of the expert disappears from the list, only the experts invited to the course remain visible.
SEC Online course	Establish a link between EU ACADEMY and confirmation of completeness of SEC Online course (ORT + DB)	Not resolved - currently under analysis by the JRC.
Participants	Add possibility to export NTC validated candidates	An export button has been added to allow to export in xls format the list of Validated candidates.
Participants	When a registration form is updated, adapt the excel accordingly (function – modules etc.)	The xls file is updated automatically whenever a change occurs in the registration forms.
Course pages	Change "Rejected" to "Not selected"	The term "reject" was replaced by "decline". The term "rejected" was replaced by "not selected", in the registration forms, pop-up windows and notifications.
Course pages	Update the pre-requisites (previous training programme / current training programme) in each table of the notifications	The pre-requisites are listed under Old Programme and New Programme.
Course pages	Add a status: Reserve list (for the experts not selected who will be called in case of cancellation)	Registration forms once validated by the NTC can now be: "Selected", "Not selected", put on "Reserve list" by the TO. A new notification email was created to inform experts about their "Reserve list" status: "You have been put on the reserve list for the course due to a high number of

		applications. In case of dropouts, you will be contacted by the training organiser to join the course on short notice, if you are still available”.
Course pages	Create a new notification email to be sent to the TOs 2 or 3 days before the invitation is sent	A new notification email was created, to remind TO to upload the invitation of a course 5 days before the registration period starts.
Course pages	Check the button “Reject registration” for the registration forms with status “TCO confirmed expert registration” (in red). It does not work. The TO must enter the form and reject it from there.	The link was replaced by a new link named "Decline registration TO" and this new link is now working properly: there is no need to enter the registration form to Decline the registration.
Registration form	Provide the possibility to NTCs to correct the registration forms instead of sending them back to expert. As it is not recommended, the best option could be give NTCs the right to make the changes in a separate box which would be annexed to the registration form (and a message should be sent to the expert + TO + saved somewhere for ECHO ADMIN use if needed)	NTC can now "Validate", "Validate with comments" and "Decline registration". The "Validate with comments" allow the NTCs to modify the registration forms themselves indicating in the "comments" pop-window, what the TO needs to pay attention to.
Registration form	In UMI registration form: add “I am participating in this course for certification purposes” Yes / No - compulsory; just after “Type of response capacity”	This was implemented as requested.
Registration form	In DCC registration form: add “I am participating in this course for certification purposes” Yes / No - compulsory; just after “Type of response capacity”	This was implemented as requested.
Registration form	Change the button "Reject expert" to “Reject registration form”	See point 7 above

Expert Database	Give right to NTCs to modify function profiles (which should appear in the experts profile in the DB – and be updated if the expert updates it in a new registration form) – active / not active could be changed by NTCs as well if possible. Option: we add a button (on the right side of the screen) for the modification requests which will be managed by ECHO ADMIN message would stay there until ADMIN ECHO has proceeded and confirmed (by clicking in the request) that the change was made. The request would then disappear (and could be stored somewhere).	Not resolved - currently under analysis by the JRC
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Additional changes implemented in the ORT after the NTC meeting November 2023

Topic	Change
Help section	The help section was slightly modified to add an explanation regarding the "invite expert" button.
Help section	Privacy statement was added to the help section
Function profile	The EUCPT function profile document was added under the "Page contents" part
Invitations	The template invitation was modified to add a paragraph on Insurance.
Invitations	Invitation for courses with quotas is now sent to all countries as from the 1st day of the registration period (even to those who already used their quotas). But the NTC is only able to Confirm the registration when the open registration period starts.
Course certificates	The template certificate of completion was modified due to DG ECHO reorganisation. The signature of the Head of Unit was changed.
Registration form	"Type of response capacity " and the "Expert functions" are now compulsory fields.