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1 Introduction

1.1 General Overview

The new ACI Webcalendar launched in September 2013 is the result of a working group established in 2012. This working group was established following a survey of ACI colleagues. The results of this survey indicated that a number of ACIs would like a version of the Webcalendar compatible with mobile technologies and a general update of the overall layout of the current Webcalendar. Following a period of development and testing, essentially two new versions of the Webcalendar were created:

- The first version is for standard PCs, but also netbooks, Mac® computers and a wide range of tablets and phablets. It works via an internet browser, with no need to install any additional software. This version has all the same functions as the previous version of the Webcalendar (but including new shortcuts), and includes access to automatic payment requests and links to the websites of the 3 institutions.
- The second version is designed specifically for smartphones allowing the user to carry out a series of essential operations while on the move. It also works via an internet browser, without the need to install any additional programmes. In addition to consulting the Webcalendar, this version allows the user to consult contract proposals, options and contracts and accept and sign these.

Access to the new Webcalendar is via EULOGIN, the European Commission’s Authentication Service, and information is available on SCICnet about how to activate an EULOGIN account.

This manual sets out the operation of the standard PC/tablet version of the new Webcalendar. A separate manual is available dealing with the version for smartphone.

1.2 Compatibility with different operating systems

The new Webcalendar is web-based, which means that it can be consulted via an internet browser on a large variety of devices when they are connected to the internet. It was developed to be compatible with the mostly widely used computer operating systems and the internet browsers mostly often installed. This means that the Webcalendar should now be fully compatible with the systems of around 98% of desktops computers (PCs and Mac®) and around 97% of tablets. In terms of internet browsers, given the large number of browsers now available for users to install, with different versions depending on devices, and the different ways in which these sometimes work, compatibility is more complicated. Nonetheless, the Webcalendar interface has been designed to work with the 4 most widely used browsers and compatibility with these has been tested. It must be noted, however, that the application may be consulted on devices with other operating systems and browsers installed, but compatibility is not guaranteed.

**The application is compatible with the following operating systems**

- Windows 7 & 10 for PCs (with Internet Explorer, Firefox, and Google Chrome);
- Macintosh OS.X 10.7 (with Safari, Google Chrome and Firefox);
- iOS 6 for tablet computers (with Safari and Google Chrome);
- Android 4 for tablet computers (with Google Chrome and Firefox).

**The application is compatible with the following browsers:**

- Internet Explorer: 8, 9 and 10;
- Firefox: from 10.0.5;
- Safari: 6;
- Google Chrome: 24.x.

1.3 How to access the Webcalendar

The Webcalendar can be accessed via the following URL:

http://scic.ec.europa.eu/webcalendar/secure/calendars

1 Market share data available in March 2013
This URL provides a single link for both the smartphone and standard versions of the Webcalendar. When you log on to the Webcalendar from a smartphone, the application will detect this and automatically take you to the smartphone interface. Logon is done via your EULOGIN.

1.4 Changing the language of the Webcalendar
The Webcalendar is available in English and French. In order to change the language which is displayed, you need to select this when logging in to EULOGIN. EULOGIN is normally displayed in English and you will thus be sent to the Webcalendar in English. At the top right-hand corner you should select ‘français’ in the drop-down list and validate your access as normal. If you choose any language other than English or French, then you will be taken to the Webcalendar in English. EULOGIN should remember your language preference if changed and then next time you wish to access the Webcalendar on the same computer, the correct language version should be displayed.

Menu for language choice:

1.5 Abbreviations
The following abbreviations are used in this manual:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACI</td>
<td>Conference Interpreting Agent (Freelance Interpreter)</td>
</tr>
<tr>
<td>CdR</td>
<td>Committee of the Regions</td>
</tr>
<tr>
<td>CdT.</td>
<td>Translation Centre</td>
</tr>
<tr>
<td>DG SCIC</td>
<td>Directorate General for Interpretation</td>
</tr>
<tr>
<td>EULOGIN</td>
<td>European Commission Authentication System</td>
</tr>
<tr>
<td>EC-LUX</td>
<td>European Commission in Luxembourg</td>
</tr>
<tr>
<td>EP</td>
<td>European Parliament</td>
</tr>
<tr>
<td>LT</td>
<td>Long Term</td>
</tr>
<tr>
<td>MT</td>
<td>Medium Term</td>
</tr>
<tr>
<td>ST</td>
<td>Short Term</td>
</tr>
</tbody>
</table>

2 Introduction to Webcalendar application for PCs and Tablets
The new version of the Webcalendar for personal computers and tablet computers is closely based on the previous application. It has been designed to run on standard computers (desktop, netbooks, and Mac® devices) but also on tablets. It displays your calendar by month and allows you to do all Webcalendar operations:
• Consulting and managing planning for the coming days and months by indicating your availabilities, accepting/rejecting or volunteering for Contract Proposals;
• Making Payment Requests;
• Accessing a given list of Reports;
• Consulting and managing your personal Information such as name, address or contact details.

2.1 Presentation of initial page

After successful log in, the Webcalendar homepage is displayed.

All main operations of the application, such as the consultation and management of the calendars, are accessible from the homepage.

The main page is separated into several parts:

• The horizontal menu
• The Calendar area, containing the left menu, the navigation bar and the legend
• The header
• The footer

The different sections of the initial page are illustrated and explained below.

Header

The header contains information about the user and a link to log out of the application.

When the calendars are in the long-term recruitment mode, specific information relating to this is displayed in the header.
Horizontal menu
This menu is present on all pages of the application.

The different links available for this menu are:

- **Notifications**: Brings you to the notification section, previously available only on mobile versions, colour coded according to calendar referencing;
- **Calendar**: brings you to the main page allowing you to consult and manage your calendars;
- **Payments**: displays a page dedicated to the payment requests;
- **Personal datasheet**: displays a page allowing you to consult and manage your personal data (e.g. address);
- **Reports**: displays a list of available reports;
- **Links**: allows you to access the information pages of the European Parliament, DG SCIC or the Court of Justice;
- **Help**: allows user to access the help related to the application and the privacy statement.

Footer
The footer contains the last refresh date and time of the calendars and a link to automatically go back to the top of the page.

Service message
When important information must be communicated to the user, a notification box is displayed as follows:
The notification box does not prevent you from carrying out other operations. However, it will be displayed each time you access the Webcalendar, until the issue is dealt with or the information is no longer relevant. To close the box notification for the current session, you can click on the red cross in the top right-hand corner of the information box.

Calendars
On accessing the Webcalendar, the main page displays your calendar for the current month for each of the 3 institutions.

- **European Parliament**: The EP also recruits ACIs for the Court of Auditors, the Committee of the Regions, the Translation Centre in Luxembourg and the European Commission DGs based in Luxembourg;

- **DG SCIC** (European Commission Directorate General for Interpretation): DG SCIC also recruits for the Council, the Economic and Social Committee, the Committee of the Regions, the EU Agencies, the EU Presidency and other external organisations;

- **Court of Justice** of the European Communities: the Court of Justice recruits for its own needs.

The days of the calendars start on the first of the month and end on the last day of the month. You should note that for DG SCIC, the status for each day is displayed from Monday to Friday.

The days of the weekend are generally inactive. On the other hand, the European Parliament and Court of Justice include the days of the weekend in their calendars and thus colours and codes can be displayed on these days. You can also indicate whether you are available or not for recruitment for these days for the two institutions concerned.
The left menu contains different actions allowing the user to manage the calendars:

- The Refresh button: allows you to refresh the calendar;
- The Confirm button: after performing changes in the calendars, this allow you to confirm those changes;
- The Cancel button: allows you to cancel all non-confirmed changes to your calendar

Actions that are not available at a particular moment are greyed out.

During the long-term recruitment exercise, in the period in which availabilities can be encoded or when proposals are submitted, the left menu contains an additional button “Check DG SCIC LT Criteria” allowing you to display information about the DG SCIC long-term criteria.

### Keyboard shortcuts

Please note that the following keyboard shortcuts are available for the PC version.

<table>
<thead>
<tr>
<th>Browser</th>
<th>Confirm changes</th>
<th>Cancel changes</th>
<th>Refresh calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Explorer Chrome (PC)</td>
<td>ALT + C</td>
<td>ALT + U</td>
<td>ALT + R</td>
</tr>
<tr>
<td>Firefox (PC)</td>
<td>SHIFT + ALT + C</td>
<td>SHIFT + ALT + U</td>
<td>SHIFT + ALT + R</td>
</tr>
<tr>
<td>Safari Chrome Firefox (Mac)</td>
<td>CTRL + ALT(option) + C</td>
<td>CTRL + ALT(option) + U</td>
<td>CTRL + ALT(option) + R</td>
</tr>
</tbody>
</table>
2.3 Navigating in the Webcalendar

Above the 3 monthly calendars, you will find the navigation bar which allows you to change the currently displayed month and year to manage your calendar.

- **Previous year** button: takes the calendar back to the previous year;
- **Next year** button: advances the calendar to the next year;
- **Previous month** button: takes the calendar back to the previous month;
- **Next month** button: advances the calendar to the next month;
- **Month selection** dropdown list: allows you to go directly to the month of your choice;
- **Year selection** dropdown: allows you to go directly to the year of your choice;
- **Today** button: takes you to the current month and year

Clicking on any of these buttons will refresh the calendars with the new selected month and/or year. These buttons will not work if you have tried to update your status in a calendar but have not yet confirmed it. Similarly, navigation is restricted in the past and in the future. When for instance the last available year is selected, you are not able to click again on the next year button. In this case, the button is disabled and greyed out.

3 Key calendar operations

3.1 Colours and codes

To indicate the status of a particular day, a combination of colours and codes is used. Additionally, when certain codes are displayed, a thin border-colour indicates the institution holding the contract with the ACI. The colours, borders and codes are identical to those used in the previous version of the Webcalendar.

You should note that the following letters can be uppercase or lowercase, each having a particular meaning: l/L, e/E, p/P and u/U.

Where a contract (letter ‘e/E’) is inserted for one institution, then the symbol ‘-’ will be displayed in the other two institutions preventing you from changing the status of that day.
The list of colours and codes is as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z</td>
<td>Unavailable</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Available, limited to country of professional domicile</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>Available</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>You have been contacted about an assignment</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Sickness or absence</td>
<td></td>
</tr>
<tr>
<td>e</td>
<td>Ongoing contract</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Contract signed by ACI and institution</td>
<td></td>
</tr>
<tr>
<td>p</td>
<td>ST Contract signed by ACI and the institution</td>
<td></td>
</tr>
<tr>
<td>e</td>
<td>Contract signed by institution but not by ACI</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Contract not signed yet</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>Contract for another institution</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Cancelled contract</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Colour</th>
<th>Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LT</td>
<td></td>
<td>LT contract proposal</td>
</tr>
<tr>
<td>MT</td>
<td></td>
<td>MT contract proposal</td>
</tr>
<tr>
<td>ST</td>
<td></td>
<td>ST contract proposal</td>
</tr>
<tr>
<td>Z</td>
<td></td>
<td>Refused contract proposal</td>
</tr>
<tr>
<td>u</td>
<td></td>
<td>Volunteer (not updateable)</td>
</tr>
<tr>
<td>O</td>
<td></td>
<td>You have an option</td>
</tr>
<tr>
<td>?</td>
<td></td>
<td>Status not determined yet</td>
</tr>
<tr>
<td>!</td>
<td></td>
<td>Status un-modifiable</td>
</tr>
<tr>
<td></td>
<td>p</td>
<td>Contract border: SCIC (black), Cj (yellow), PE (blue), PE for ECA, CoR, EESC, EC-LUX, EOM3 or CdT (red)</td>
</tr>
</tbody>
</table>

The thin institutional border is available for contracts (e and E statuses), proposals (p and P statuses), options (O status), cancelled contracts (A status) and refused proposals (Z status).

The following thin border-colours are used:

- Black for DG SCIC
- Yellow for Court of Justice
- Blue for European Parliament
- Red for Parliament contracts related to the Commission, the Committee of the Regions, the Commission (in Luxembourg) or the Translation Centre

Some examples of possible combinations of colours and codes are given below.

**Example 1**

```
20E
13p 14p 15p
```

This represents a single day contract for the 20th of the month. The black border indicates that the contract is for the DG SCIC institution.

**Example 2**
This represents a three days contract proposal for the DG SCIC institution.

**Example 3**

It is possible that a contract/proposal overlaps two months:

This represents a contract proposal overlapping two months. The red border indicates that the proposal is in the EP calendar but for another institution (e.g. for CdR).

**Example 4**

The thick internal magenta border indicates an update (not confirmed) of the availability of the ACI for day 26 of the working month.

**Example 5**

The internal green border on the following contract proposal means that it has been accepted by the user but this change is not confirmed yet. You can note that, in this example, there is also an institutional border indicating the institution for which the contract proposal is made (in this case an EP proposal for another

### 3.2 General rules for updating the status of individual days

Different types of update can be performed, by clicking on individual days or blocks of days in the case of a contract of more than one day. Depending on the initial status, you can do one of the following:

- Update the availability to say you are or are not available for work;
- Accept/Refuse a proposal made by one of the institutions;
- Sign a contract offered by one of the institutions;

It is important to note that, when an update is done, it is not saved. You do this by clicking on the button confirm changes. You can perform several modifications before confirming them. If you change your mind about an update and have not yet confirmed it, you can undo the change by clicking on the button ‘cancel changes’

In case of unconfirmed changes, the only possible actions for the user are:

- Confirm changes;
- Cancel changes;
- Consult the help.

All other actions (refresh, change working month, menu items and logout) are disabled until you confirm or cancel the changes. The following figure illustrates the main page when there are unsaved changes.
More details on the types of updates are given in the sections below.

3.3 How to update your availability

In order to update your availability, simply click on the day you want to update. The border of the box for that day changes colour to indicate the future status.

Depending on the institution and the professional domicile location of the user (Brussels or outside Brussels for DG SCIC and Luxembourg or outside Luxembourg for CJ), the possibility to indicate that you are available only in the country of your professional domicile (I status) is possible or not. The I status is available for:

- EP: without restriction;
- DG SCIC: only for ACIs who have their professional domicile outside Brussels;
- CJ: only for ACIs who have their professional domicile outside Luxembourg.
The following table displays all possible common transactions for ACIs who can specify availability limited to the country of their professional domicile.

<table>
<thead>
<tr>
<th>Common transitions</th>
<th>Initial status</th>
<th>Initial display</th>
<th>1st click</th>
<th>Next status</th>
<th>2nd click</th>
<th>Next status</th>
<th>3rd click</th>
<th>Next status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>25L</td>
<td>25L</td>
<td>L -&gt; L</td>
<td>25L</td>
<td>L -&gt; Z</td>
<td>25L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unavailable</td>
<td>23Z</td>
<td>23Z</td>
<td>Z -&gt; L</td>
<td>23Z</td>
<td>Z -&gt; L</td>
<td>23Z</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Availability limited to the country of the Professional domicile</td>
<td>261</td>
<td>261</td>
<td>I -&gt; Z</td>
<td>261</td>
<td>I -&gt; L</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No other transitions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following table displays all possible common transactions for ACIs who cannot specify availability limited to the country of their professional domicile.

<table>
<thead>
<tr>
<th>Common transitions</th>
<th>Initial status</th>
<th>Initial display</th>
<th>1st click</th>
<th>Next status</th>
<th>2nd click</th>
<th>Next status</th>
<th>3rd click</th>
<th>Next status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>25L</td>
<td>25L</td>
<td>L -&gt; Z</td>
<td>25L</td>
<td>L -&gt; Z</td>
<td>25L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unavailable</td>
<td>23Z</td>
<td>23Z</td>
<td>Z -&gt; L</td>
<td>23Z</td>
<td>Z -&gt; L</td>
<td>23Z</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No other transitions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.4 How to accept/refuse a CJ Medium-Term Contract Proposal

The European Court of Justice will send you contract proposals for one or more days in a row. They are displayed in your calendar with status “p” (medium term) as below.

You are invited to respond to these proposals by clicking on the day in question and accepting or refusing each single contract proposal.

- One day proposal: [15p]
- Multiple days proposal: [18p, 19p, 20p]
When you click on one of the day covered by the contract proposal, the contract information is displayed below the calendar. You can see confirmation of the contracting institution, the dates of the contract and the location of the assignment:

You indicate whether you want to accept or refuse the contract proposal by clicking on the corresponding button. Note that you can only accept or refuse the whole contract proposal.

Depending on your response, a specific coloured update border appears around all days covered by the contract proposal. The colour of this border represents the next status of the day, pending your confirmation of the update.

After accepting/refusing the proposal but before confirming the change, you can click again on the proposal. The contract proposal information is displayed but no action is possible.
Remember that you have to confirm your decision in order to validate the update.

3.5 How to accept/refuse a DG SCIC or an European Parliament\(^2\) Medium Term Contract Proposal

The DG SCIC or the European Parliament will send you contract proposals for one or more days in a row. They are displayed with status “p” (medium term) as below.

The following contract information is displayed after clicking for example on a European Parliament Contract proposal.

You indicate whether you want to accept or refuse the contract proposal by clicking on the corresponding button. Note that you can only accept or refuse the whole contract proposal.

\(^2\) This is possible for EP contract only for contracts issued after the 20/08/2018
By default, the “Accept contract” button is disabled. In order to accept the contract, you have to confirm that you accept the general conditions by checking the check box. You can also consult the general conditions by clicking on the corresponding link: the general conditions are then displayed in a separate page.

After clicking on the “Accept Contract” or “Refuse Contract” button, you are redirected to the EULOGIN confirmation page. You have to approve the operation by entering your password and submitting this.

The change is not saved if an incorrect password is provided.

After providing a correct password, the border changes to indicate the update (green for acceptance, red for refusal). For example, after acceptance of the proposal:

Remember that you have to confirm your decision in order to validate the update.

3.6 How to sign a contract where no proposal has been made

Occasionally one of the institutions may insert directly a contract without passing via the contract proposal stage. This occurs for example when an institution contacts an ACI directly to arrange a contract and does not pass via a contract proposal. The procedure for signing such a contract is very similar to that of accepting a contract proposal as set out above (section 3.5). The main difference is that you are asked to ‘sign’ the contract rather than indicate your decision to accept/refuse a proposal. Additionally, you are not offered the possibility of refusing the contract.
3.7 Checking the details of a contract

If you want to check the details of a contract which has already been signed, then click on the day or days in question (days with a green background). A message is displayed below the calendar with the information relating to the contract such as the contracting institution, the location, etc.

**28 August 2018 - European Parliament**

This contract is intended for STRASBOURG, was originated by European Parliament for the European Parliament (nr 346366)

Contract number: 346366

View contract
3.8 How to print a DG SCIC or an European Parliament contract

If you want to print out a contact awarded by DG SCIC or EP, you should click to display the details of the contract. Click next on the button “View Contract” action and a PDF document with the details of the contract is generated in a new page. Please note that this function is only available for DG SCIC and EP contracts once they have been countersigned by the recruiting Institution.

3.9 How to make a payment request

You can make a payment request for a contract by viewing the details of a contract (see 3.7 above) and then clicking on the “Make Payment Request” button. See below.

This will open up the payment request module where you can enter the details necessary for the payment of the contract and any associated expenses. A separate guide exists for this module.

3.10 Short-term recruitment (DG SCIC calendar only)

Short-term recruitment takes place when SCIC seeks to recruit ACIs to cover needs which have arisen for the next two working days. These needs are due principally to changes in the programme following addition of meetings, changes to language regimes, rebalancing of workload, requests for leave and absences for illness etc. When calculating working days, weekends and holidays are of course excluded. As the short-term recruitment procedure concerns only meetings in Brussels, it is principally of interest to ACIs with a Brussels professional domicile.

The short-term recruitment procedure takes place between 12.00 and 14.30 each day. From 12.00 to 13.00 the SCIC calendar will be temporarily disabled so that availability (pink boxes) cannot be changed for the current week (and, on Thursdays and Fridays, also for the following week). During this period, SCIC will insert contract proposals according to the different needs identified for the next two working days. These proposals will not yet be visible to ACIs.

At 13.00, the short-term contract proposals will be published automatically, and visible in ACIs’ Webcalendars. At the same time, an automatic email will be sent to the email address of ACIs who have received a proposal to inform them of this. A link in the email will take the ACI directly to his/her Webcalendar. In order to be clearly visible in the ACI Webcalendar, a different colour of text, yellow, is used to distinguish short-term contract proposals from medium-term ones.

---

3 This is possible for EP contract only for contracts issued after the 20/08/2018
Short-term contract proposals in the PC and tablet version appear as follows:

Between 13.00 and 14.30, ACIs can accept or reject the short-term proposals which have been made to them. When it has been accepted and validated, a short-term contract is visible in the Webcalendar as follows:

At 14.30, any short-term proposals which have not been actioned by an ACI and have lapsed will be displayed in the Webcalendar in the same way as a rejected term proposal.
### 3.11 Options

Occasionally one of the institutions will propose an option to an ACI. An option is not a firm contract. It is offered rather if recruitment needs are expected, but not yet certain for a given date. If the ACI accepts the option, it will be shown only for the calendar of the institution which has placed it. As there is no binding agreement on the recruitment service to confirm the contract, if the ACI begins to make travel arrangements and hotel bookings, then s/he should ensure that these are fully changeable and can be cancelled without costs. The ACI undertakes not to accept work or options elsewhere for the same period without first consulting the recruitment service which made the option.

In the Webcalendar, an option is displayed as follows:

Details of an option for one of the institutions:

![Option Details](230)

### 3.12 Days on which no update is possible

You should note that if your Webcalendar status is one of the following, then you are not able to update it. If you need to change your status for one of these days, you will need to contact the recruitment office of the relevant institution:

For some of those statuses, a message (without actions) is displayed. For example:

- Days in the past (current day included);
- Weekend or European Commission public holiday (DG SCIC calendar only);
- Contracts that are signed by the ACI;
- Contract for another institution;
- Refused contract
- The day cannot be updated;
- Cancelled contract;
- Option.
4 Long-term recruitment exercise

The long-term recruitment exercise is launched once a year by all 3 institutions to recruit a certain number of ACIs in advance for the following year. The institutions coordinate this recruitment process which is divided into 3 distinct periods:

- When eligible ACIs can encode their availabilities for the period included in the long-term exercise;
- When the institutions insert contract proposals in the calendars of eligible. In this period, ACIs cannot update the DG SCIC calendar but can continue providing availabilities in the calendars of the other two institutions;
- When eligible ACIS can accept or refuse proposals made in the long-term.

When you access your Webcalendar during each of the 3 periods, a specific message is displayed in the header banner, according to the period:

**Encode availabilities**
During this long term period, you can enter your availabilities for the next calendar year and indicate when you are available, have a limited availability or are unavailable. The rules described in section 3.3 apply.

**Proposal submission**
In this period proposals are made by the different institutions, and the behaviour depends on which calendar is being consulted:

- DG SCIC calendar: days during the long-term period are blocked: you can consult your status but cannot update it. The proposals are not displayed until the end of this period;
- EP and CJ calendars: you can continue to encode availabilities. The proposals are not displayed until the end of this period.

**Accepting proposals**
During this period, the long-term proposals are displayed in the three calendars as below:

You are invited to reply by clicking on one of the days covered by the proposal and accepting or refusing the whole proposal.

The acceptance/refusal of long term proposals follows the same process as medium term proposals. See section 3.4 for proposals from CJ and section 3.5 for the EP and DG SCIC proposals.

**Confirming changes**
After performing change(s) in a calendar, you can confirm these by clicking on the “Confirm changes” button in the left-hand menu.
The updates are registered in the database, the calendars are refreshed and the modified statuses are displayed.

For instance, the status of a day has been modified to “Available”. After confirming the changes, the status of the day will be refreshed to “Available”. It must however be noted that conflicts may occur:

- If you have tried to ACI accept overlapping proposals in calendars of different institutions, an error message is displayed. All updates are discarded and the calendar is refreshed;
- If the database has been updated by one of the institutions before you have confirmed any changes, the new status may no longer be valid. In this case, an error message is displayed to inform you of the error.

**Cancel Changes**

Before you have confirmed any changes, you can request to cancel these by clicking on the “Cancel changes” button:

The interface will ask you to confirm that you wish to cancel and discard the changes.

Clicking on the browser Close button, or anywhere outside the confirmation window, simply closes the window without doing anything. Clicking on the “Cancel changes” button will close the window, cancel the changes and refresh the calendars.

**Non-working contract days**

Occasionally when you are ill or unable to work a contract for another reason, the contract remains in your Webcalendar. To-date, it has not been possible to distinguish these contract days from normal working days. A new code has been introduced in the Webcalendar to resolve this issue. Any ‘non-working’ contract days are now indicated by the letter E in blue. When you click on the day in question, information will appear below the calendar to indicate that you were either ‘sick’ or ‘absent’. Below you can see how each will be displayed.
5 Other items on the horizontal menu

5.1 Payments
Clicking on the payment tab on the horizontal menu, will open up the contract payments menu. Here you can encode details relating to the payment of individual contracts. If necessary, you can upload supporting documents, and then submit the request on-line for payment. Further details on this are in the relevant guide on SCiCnet.

5.2 Personal Datasheet
Clicking on this tab opens up a new page containing your personal data (address, email; contact telephone numbers etc.), in addition to data relating to your language combination, employability coefficient and employment category. You can update the personal data by clicking the ‘add’ or ‘modify’ button in the relevant section and inserting the new data. Do not forget to click on the ‘save’ button at the top of the page, before logging off and closing this page.

5.3 Notifications

Previously, notifications to remind you of contract proposals to accept, or contracts to sign have only been available in the mobile version of the Webcalendar. They will now be available on the PC/Tablet/Mac versions of the Webcalendar. When you first log on, you will see the page below. You can then choose whether you wish the notifications page to be your default page or not. If you uncheck the box, then your default homepage will be the usual calendar view. If at any time you wish to change back to the notifications homepage, just click on the menu (top left) and reselect the box.

You will see that the notifications are colour coded, using the same colours as used in the WebCalendar: blue for contract proposals, green for contracts, and yellow for short-term SCiC proposals.

The default setting for the notifications page is 8 weeks. If you wish to see all pending notifications beyond 8 weeks, then just select the box "Display more than 8 weeks".
5.4 Reports

The reports tab allows you to generate and then consult a number of different reports. These reports are all related to your contracts, payments or pension contributions.

Details of the reports menu below:

Selecting a report opens a new page in which you can enter the parameters for the report to be generated. Normally the report will be opened in the same page. If you wish, you can choose to open the report in a separate new window by checking the relevant box before submitting the report parameters. This can be useful when consulting reports on a tablet device, since some tablets do not allow you to scroll in a document unless it is opened in a separate page.

The requested report can then be consulted on screen and printed out if necessary. Note that it is not possible to select the reports menu if there are still unsaved changes in the calendar.

NB: You are now able to create a report of all the contracts you have received in a given year. Please note that if you generate the report before the end of the year, the data may be incomplete. To create your report, click on the "Report" menu and select the second option "Overview of total contracts per
year*. Choose the year for which you want the report and select whether you want a pdf or on-screen report. Click submit and the report will be generated.

5.5 Links

This tab provides links towards the information page for interpreters of each institution.

Selecting an institution redirects you to the requested information page in a new tab. Note that it is not possible to select the link menu if there are still unsaved changes in the calendar.
5.6 Help
This tab gives you access to the privacy statement and help pages (user manuals). Note that it is not possible to select the help menu if there are still unsaved changes in the calendar.

Details of the help menu:

5.7 Exiting the Application
To exit the Webcalendar interface, click on the button in the header ‘Logout’. If there are any unconfirmed changes in a calendar, a message is displayed indicating that you must first confirm or cancel his changes.

If there are no changes to be confirmed, you will be redirected to the following page, confirming that you have logged out of the Webcalendar. However, you should note that the logout action does not log you out of EULOGIN. This means that you can reconnect to the Webcalendar, by clicking the link.
To log out completely, you should click on the link “ECAS Logout” and then confirm that you wish to confirm the logout process.