



ELA database of good practices

Applicant Guide

27.01.2026

Prerequisites

Before starting, make sure you use Google Chrome or Microsoft Edge browser.

Introduction

ELA Resources platform - ELA database of good practices is a digital application which enables applicants to submit and manage own good practices:

ELA Resources platform site – ELA database of good practices

URL: <https://resources.ela.europa.eu/ela-database-of-good-practices-landing>

Landing

Landing

1 At Resources Platform site, click 'EU Login'.
(<https://resources.ela.europa.eu/SignIn?returnUrl=%2Fela-database-of-good-practices-landing%2F>)

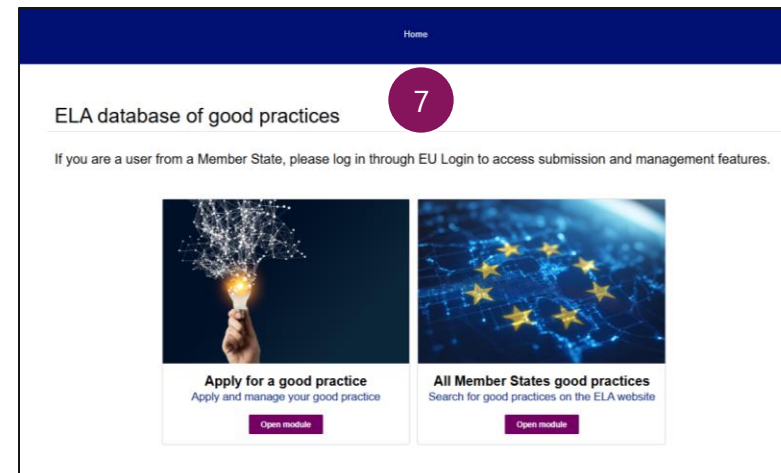
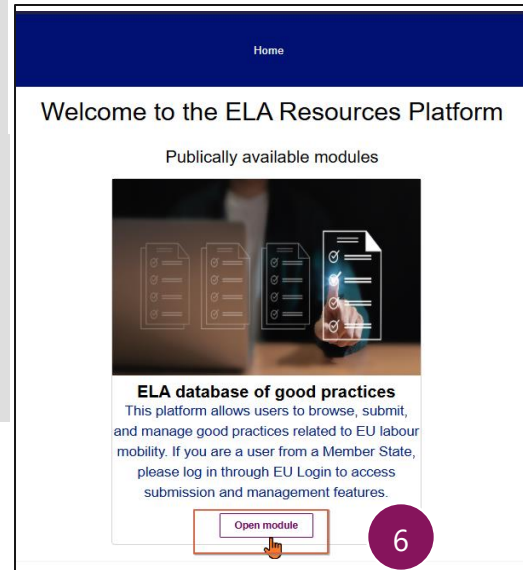
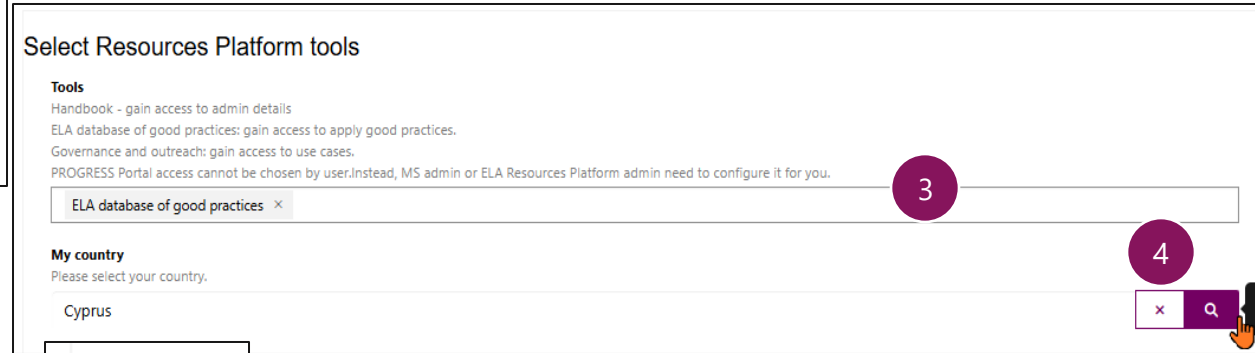
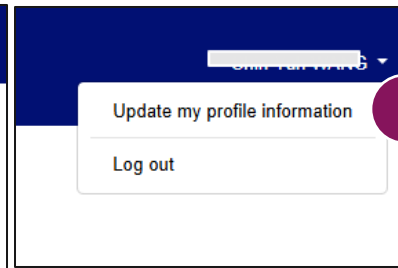
2 Once logged in, navigate to your login name, click the down arrow, select 'Update my profile information'.

3, 4, 5

Select the tool – ELA database of good practices, select your country, scroll the page down, then click 'submit'.

6 Then at the home page, find module: ELA database of good practices, click 'Open module'.

7 Then you will see 2 modules: apply for a good practice and all member states good practices. (you might need to wait couple minutes for the site to grant you access to 'Apply for a good practice')



Manage my applications

Submit an application

Submit an application

- 1 At 'Apply for good practice', click 'Open module'.
- 2 Then at 'My applications', click 'Open module'.

ELA database of good practices

If you are a user from a Member State, please log in through EU Login to access submission and management features.



Apply for a good practice
Apply and manage your good practice

Open module

1



Apply for a good practice



My applications
Submit good practice applications

Open module

2



My good practice
Manage my good practice

Open module

Manage my applications

Submit an application

Submit an application

1

Click 'Create new application'.

2

Fill in required information at the form.

3

At 3. related topic part, click 'Add Topics' to add topic for this application, or click on 'remove topic' remove the added topic.

4

Once ready, click 'Submit to ELA', if you wish to edit later, click 'Save as draft'.

Create new application

2

4

Manage my applications

View and filter my applications

View and filter my applications

1 Once the application is submitted, you can see the status marked 'Submitted'.

2 You can view details of an application by clicking on 'View details'.

3-1 If you have multiple applications, you can also filter them by Title, Application topic, Year, or Application status.

3-2 Or search mentioned criteria by text at Search bar.

3-3 Then click on 'Apply' to apply filter(s). If you click on 'Reset', all filter will be reset.

My applications

This page shows all your good practice applications, only status 'Draft' application is editable. Others are view only. Only applications with status 'Selected' will be processed as good practice. You can find these at 'My good practices' page.

[Create new application](#)

Title

Application topic

Year

Application status Draft
Submitted

Apply Reset

Download

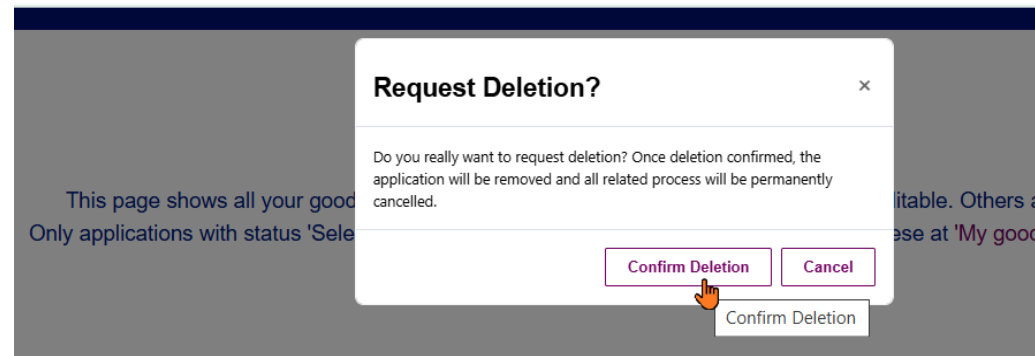
Title ↑	Related Topic	Year of Application	Application Status	
Demo BE Organisation 0506	Artificial Intelligence - AI in social security coordination,EURES initiatives	2025	Submitted	View details

Manage my applications

Delete my application

Delete my application

- 1 At draft and submitted stage of application, you can request deletion and stop all related process of this application.
- 2 Confirm the deletion. Then this application will be removed permanently.



Manage my good practices

Update my good practice

Update my good practice

1

Once application selected by ELA admin or ELA admin updated your good practice with comments, you will receive an email with the link to access the draft good practice and provide required information there.

2

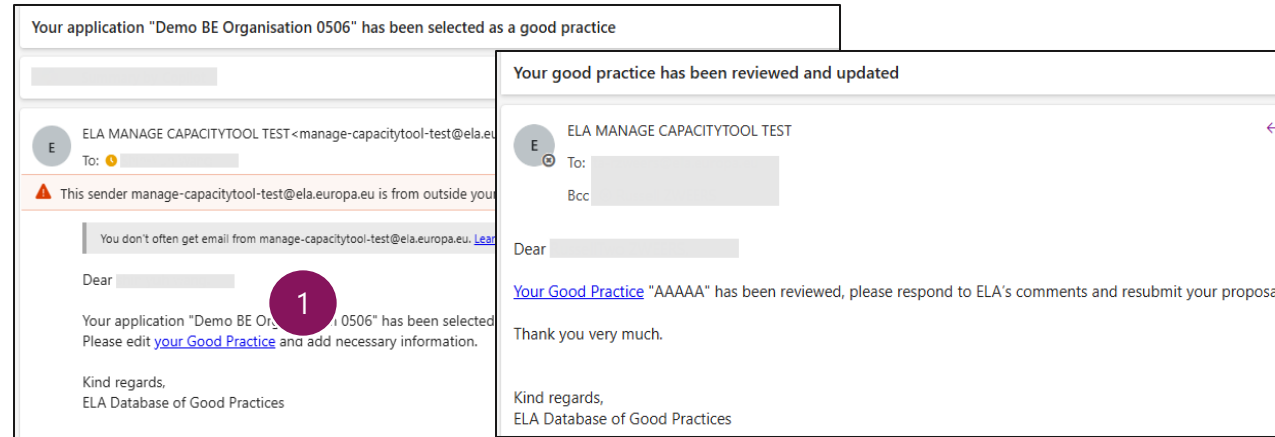
Open the link to navigate to the site form, then provide necessary information.

3

Read ELA admin comments, adjust your submission where appropriate and provide your reply to ELA in the comment area.

4

Once ready, click 'submit to ELA', if you wish to edit later, click 'save as draft'.



2 Update My Good Practice

Organisation Information

Member State *
Belgium

Name of the Organisation *
Demo BE Organisation 0506

Type of Applicant Organisation *
Civil Society Organisation (NGO)

Address *
Demo BE Organisation 0506

Web Page

Contact Person

Contact Person Full Name *

Summary of the Good Practice *

Please add a brief description of the good practice (min. 700 and max. 5000 characters)

txt

ELA Comments

Objectives and Activities

Background or Context *

- What challenge, need or gap were you trying to solve or respond to?
- Why was this issue relevant or urgent in your context (sector, region, country)?

txt 1306

ELA Comments

Submit Good Practice

To share your updates with the ELA admin, please click the **'Submit to ELA'** button.

Save as draft Submit to ELA

4

Manage my good practices

View and filter my good practice

View and filter my good practice

1 Once good practice submitted, you can see the status marked 'Submitted to ELA'.

2 You can view details of a good practice by clicking on view details.

3-1 If you have multiple good practices, you can also filter them by Title, Good practice topic, Year, or Status.

3-2 Or search mentioned criteria by text at Search bar.

3-3 Then click on 'Apply' to apply filter(s). If you click on 'Reset', all filter will be reset.

My good practices

This page shows all your good practices, only 'Draft' and 'Sent for approval' ones are editable. Others are view only.

Title

Good practice topic

Year

Status

3-1
3-3

3-2
Apply
Reset

Title ↑	Related Topic	Status
Demo BE Organisation 0506	Artificial Intelligence - AI in social security initiatives	Submitted to ELA

2
View details

1
▼

Draft

Submitted to ELA

Sent for final approval

Ready for publication

Published

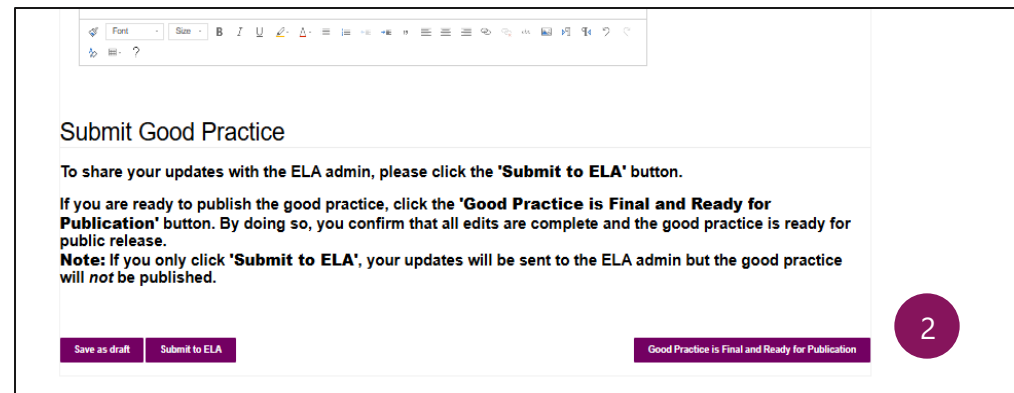
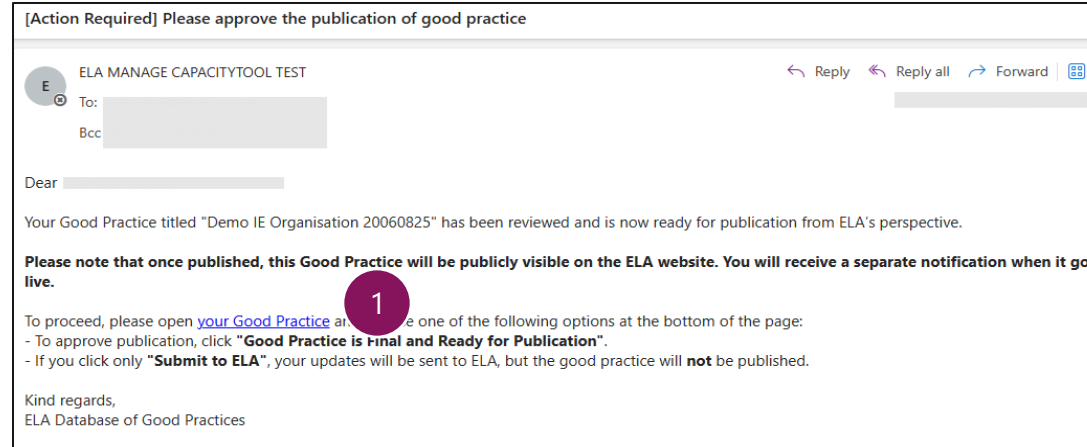
- ! Good practice status:
- Draft** – application been selected by ELA or good practice been save as draft by you, and not yet submitted to ELA.
 - Submitted to ELA** - good practice has been submitted to ELA by you.
 - Sent for final approval** - good practice has been considered completed by ELA amin and requesting your approval for publication.
 - Ready for publication** - good practice has been approved for publication by you and await ELA admin to publish it.
 - Published**- good practice has been published by ELA and available for public to view.

Manage my good practices

Approve for publication

Update my good practice

- 1 Once good practice sent to you for final approval, you will receive an email notification.
- 2 you can open the link to navigate to the site form, then click on 'Good Practice is Final and Ready for Publication'.
- 3 You'll be navigated to your good practice, and find the status marked 'Ready for publication'



Title ↑	Related Topic	Year of Good Practice	Status Reason
Demo BE Organisation 0506	Artificial Intelligence - AI in social security coordination	2025	Ready for publication

Manage my good practices

Delete my good practice

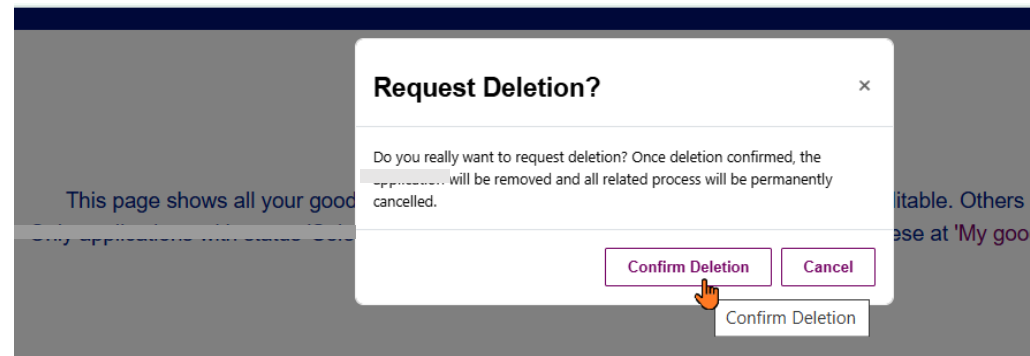
Delete my good practice

1 If the good practice is NOT yet published, you can request deletion and stop all related process of this good practice. (Once published, it will be visible to public)

2 Confirm the deletion. Then this good practice will be removed permanently.

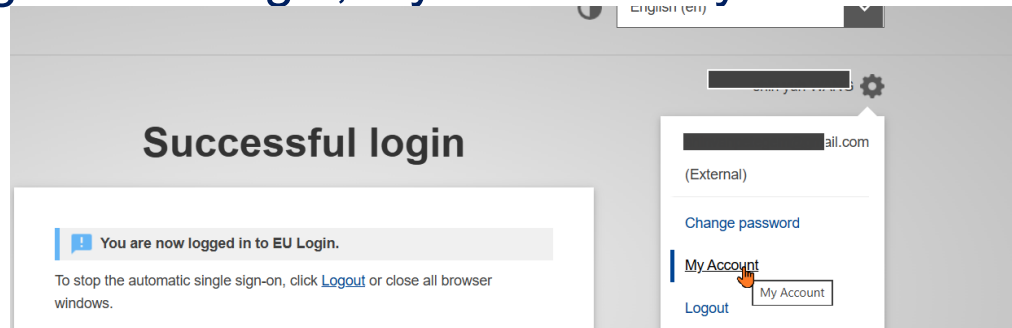
Title	Related Topic	Year of Good Practice	Status Reason ↑
[Redacted]	Air Transport,Artificial Intelligence - AI in social security coordination	2025	Draft
[Redacted]	Air Transport,Artificial Intelligence - AI in social security coordination,EURES initiatives,New 2025 Topic	2025	Draft
Test deletion 1	Air Transport,Artificial Intelligence - AI in social security coordination	2025	Published

- View details
- Edit
- Request Deletion



When Login is temporary disabled

- You will see error message: registration has been disabled
- Go to EU login site <https://webgate.ec.europa.eu/cas/about.html>
- Login to EU login, my account>my account details



- Find the uid, and provide it to ELA IT coordinator

