

ELA database of good practices

Applicant Guide

Landing

Landing

1 At Resources Platform site, click 'EU Login'.
(<https://resources.ela.europa.eu/progress-portal>)

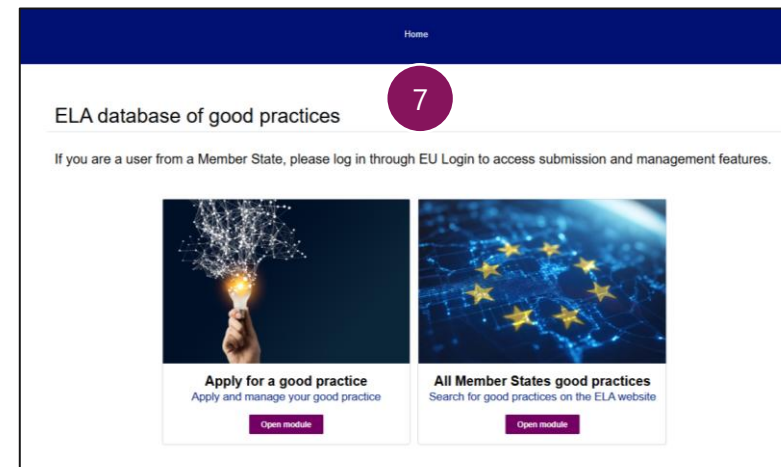
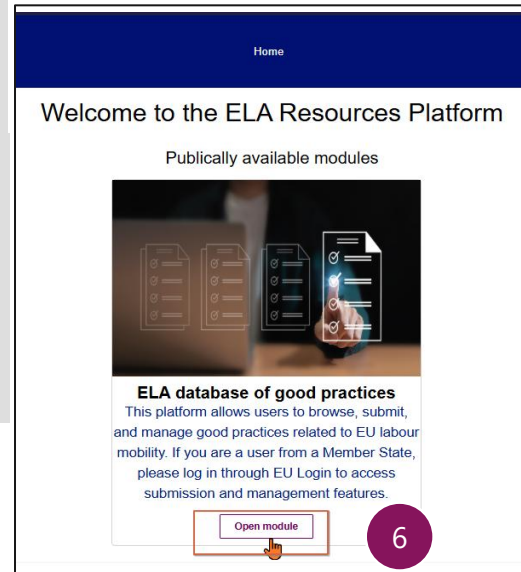
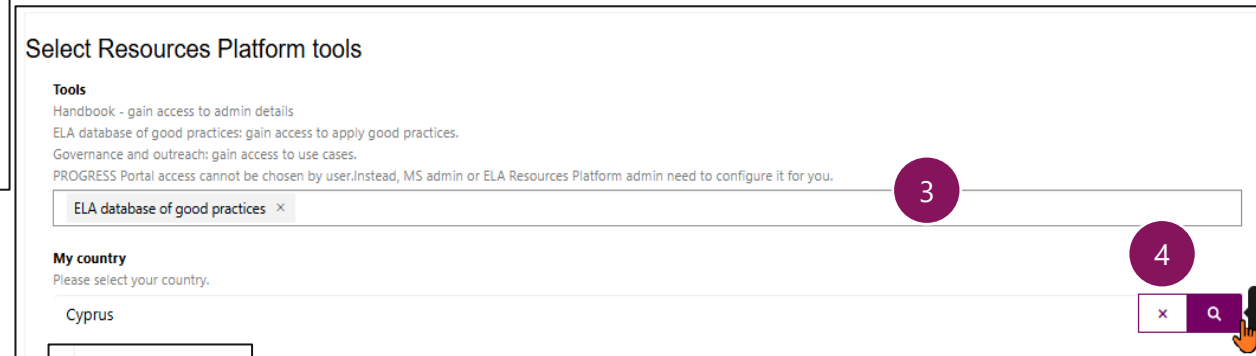
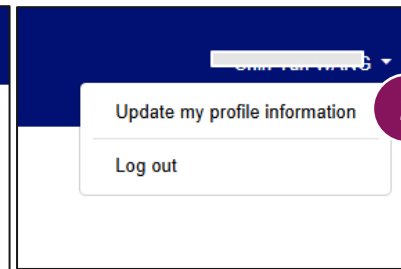
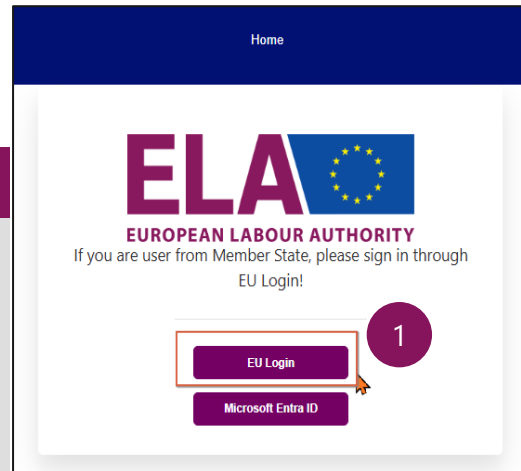
2 Once login, navigate to your login name, click the down arrow, select 'Update my profile information'.

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')



ELA Database of good practices - applicant guide

Good Practice Process

1 Landing

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'.

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Apply](#) [Reset](#)

[Search](#) [Download](#)

Title ↑	Related Topic	Year of Application	Application Status
There are no records to display.			

Create new application

2

1 General Information
2 Good Practice
3 Related Topics

Good Practice

Title *

Demo BE Organisation 0506

Geographical Focus

National

Start Date *

05/06/2025

End Date

DD/MM/YYYY

Description of the Good Practice *

Demo BE Organisation 0506

[Previous](#) [Next](#)

Create new application

1 General Information
2 Good Practice
3 Related Topics

Topics

Select "Add Topics" to choose the topic of your good practice

[Add Topics](#)

Name ↑

EURES initiatives

Support for Ukraine refugees

[Remove Topic](#)

[Previous](#) [Save as draft](#) [Submit to ELA](#)

Manage my applications

Submit 'draft' application

Submit 'draft' application

- 1 At 'My applications' page, navigate to 'Draft' application, click on down arrow, then 'Edit'.
- 2 You will be navigated to 'Update my application' page, update the information if necessary, then scroll down to either 'Save as draft' again or if you think the application information has been completed and ready to submit this application, you can click on 'Submit to ELA'.

! Application status:
Draft - application is saved as draft by you and not yet submitted to ELA.

Submitted - application has been submitted to ELA by you, but not yet selected by ELA.

Once your application selected by ELA, it will be processed as a good practice. You can find these at 'My good practices' page.

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

▼ ▼ ▼ ▼

Apply Reset

Search Download

Title ↑	Related Topic	Year of Application	Application Status
Demo IE Organisation 2208		2025	Draft
tst 1308	EURES initiatives	2025	Selected

▼ Edit

Topics

Select "Add Topics" to choose the topic of your good practice

Add Topics

Name ↑

EURES initiatives

Support for Ukraine refugees

Save as draft Submit to ELA

2

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**

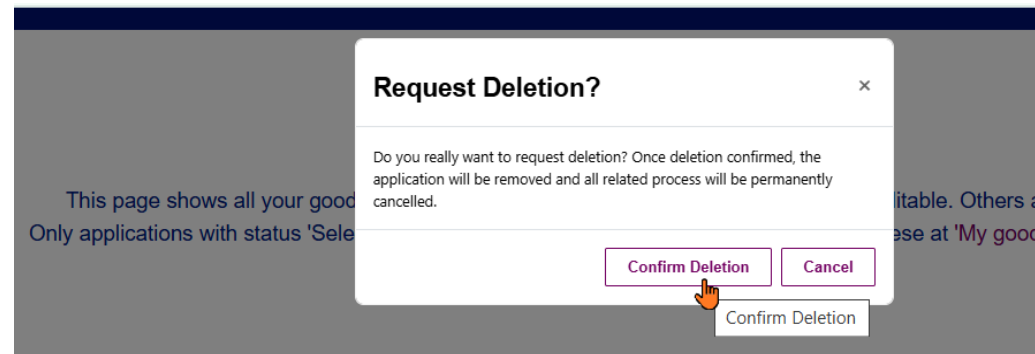
Title ↑	Related Topic	Year of Application	Application Status
Demo BE Organisation 0506	Artificial Intelligence - AI in social security coordination,EURES initiatives	2025	Submitted

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.

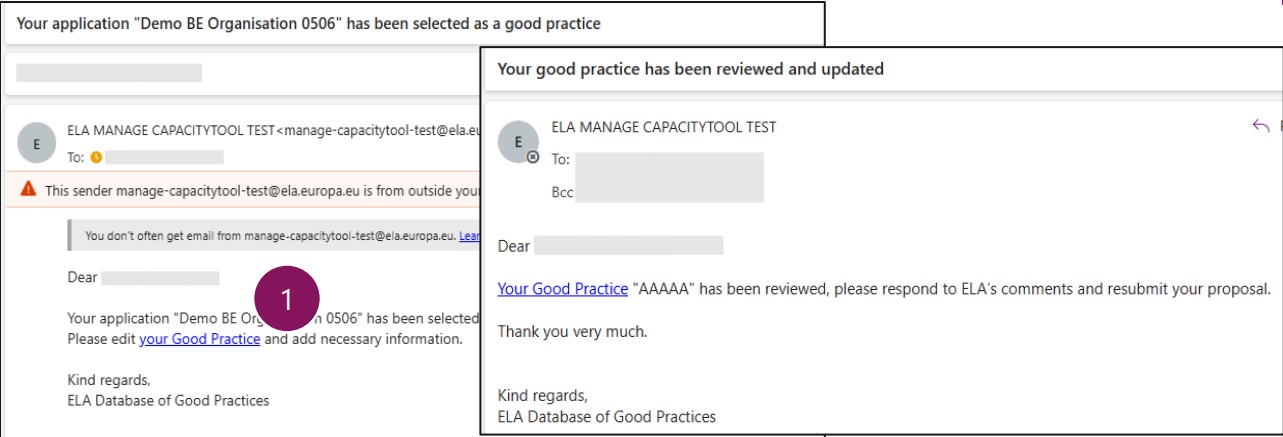


Manage my good practices

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'.



The screenshot shows the "Update My Good Practice" form. It includes sections for "Organisation Information" (Member State, Name of the Organisation, Type of Applicant Organisation, Address, Web Page) and "Contact Person" (Contact Person Full Name). A red circle with the number 2 is placed over the top of the form.

The image contains two screenshots of the submission form. The top screenshot shows the "Summary of the Good Practice" section with a text area for a brief description and a red circle with the number 3. The bottom screenshot shows the "Objectives and Activities" section with a text area for background or context and a red circle with the number 4. Both sections include "ELA Comments" boxes on the right.

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

Title ↑	Related Topic	Status	View details
Demo BE Organisation 0506	Artificial Intelligence - AI in social security initiatives	Submitted to ELA	<input type="button" value="View details"/>

! 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

Good Practice Process
3 Manage my good practices

- 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'

[Action Required] Please approve the publication of good practice

E

ELA MANAGE CAPACITYTOOL TEST

To: [redacted]

Bcc: [redacted]

Dear [redacted]

Your Good Practice titled "Demo IE Organisation 20060825" has been reviewed and is now ready for publication from ELA's perspective.

Please note that once published, this Good Practice will be publicly visible on the ELA website. You will receive a separate notification when it goes live.

To proceed, please open [your Good Practice](#) and choose one of the following options at the bottom of the page:

- To approve publication, click "**Good Practice is Final and Ready for Publication**".

- If you click only "**Submit to ELA**", your updates will be sent to ELA, but the good practice will **not** be published.

Kind regards,
ELA Database of Good Practices

Submit Good Practice

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

If you are ready to publish the good practice, click the '**Good Practice is Final and Ready for Publication**' button. By doing so, you confirm that all edits are complete and the good practice is ready for public release.

Note: If you only click '**Submit to ELA**', your updates will be sent to the ELA admin but the good practice will **not** be published.

Save as draft

Submit to ELA

Good Practice is Final and 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 ↑
	Air Transport,Artificial Intelligence - AI in social security coordination	2025	Draft
	Air Transport,Artificial Intelligence - AI in social security coordination,EURES initiatives,New 2025 Topic	2025	Draft

View details

Edit

Request Deletion

Request Deletion?

Do you really want to request deletion? Once deletion confirmed, the good practice will be removed and all related process will be permanently cancelled.

Confirm Deletion

Cancel

Confirm Deletion