

# Validation Tool for Statements of Support (VTECI)



## User Guide 1.3.0

### European Citizen Initiative (ECI)

*A European citizens' initiative is an invitation to the European Commission to propose legislation on matters where the EU has competence to legislate. A citizens' initiative has to be backed by at least one million EU citizens. Organisers having collected the necessary number of statements of support (SoS) will ask the competent national authorities to validate these SoS. These authorities have 3 months to certify the number of valid SoS. They will use appropriate checks to verify the statements, which can be based on random sampling. VTECI is a tool – made available by the EU - for the verification and validation of Statements of Support.*

*"The ECI shows that Europe is willing and ready to listen to the direct concerns of citizens, to take action on the things that really matter to them, and I encourage all of you to promote this democratic tool to citizens in your own countries." **Maroš Šefčovič**<sup>1</sup>, Jan 27, 2014*

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For more information read our Installation Guide and Release Notes.

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# 1 CONTEXT, POLICIES AND REGULATIONS

## 1.1 European Citizen Initiative (ECI)

A European citizens' initiative is an invitation to the European Commission to propose legislation on matters where the EU has competence to legislate. A citizens' initiative has to be backed by at least one million EU citizens, coming from at least 7 out of the 28 member states. Minimum signatories are required in each of those 7 member states.

The rules and procedures governing the citizens' initiative are set out in an EU Regulation adopted by the European Parliament and the Council of the European Union in February 2011.

The petition signatures are referred to Statements of Support (SoS) in the documentation. In order to facilitate the collection and control of these SoS, the EU Commission has developed two software's available for download on the site JOINUP: an Online Collection Software (OCS) and a Validation Tool (VTECI). This software is released under the European Union Public Licence (EUPL).

## 1.2 Online Collection Software (OCS)

OCS is an open source Web tool to serve for the online data collection of citizens supporting a given initiative. This application allows the organisers and fellow citizens to support an initiative in a more efficient manner as opposed to paper forms. The tool facilitates both data collection and verification by the competent authorities.

### Main features:

- Secure signature collection respecting ECI legislative requirements.
- Forms available in 24 official languages.
- Export electronic data (XML) of signatories to be analysed by national authorities.

## 1.3 Validation Tool for Statements for Support (VTECI)

VTECI is a web based tool available for the verification and validation of Statements of Support (SoS). It allows National Authorities to fulfil their task specified in Article 8 of the Regulation (EU) No 211/2011 of the European Parliament and of the Council. The national authorities have 3 months to certify the number of valid SoS. They will use appropriate checks to verify the statements, which can be based on random sampling.

### Main features:

- Import SoS collected online (XML files – relates to OCS export).
- Data entry validation rules.
- Statistical method generating samples of SoS to validate.
- Manage manual encoding of Paper SoS.
- Validation process management.
- Projection of results.
- Generate certificate for ECI organizers.

## 1.4 Additional information and contact

European Citizen's Initiative official register: <http://ec.europa.eu/citizens-initiative>

EU regulation 211/2011: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2011:065:0001:0022:en:PDF>

EU regulation 1179/2011: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2011:301:0003:0009:en:PDF>

OCS technical information: <https://JOINUP.ec.europa.eu/software/ocs>

VTECI technical information: <https://JOINUP.ec.europa.eu/software/eci-vt>

## 2 APPLICATION INSTALLATION (ADMINISTRATOR)

### 2.1 Testing environment

National Authorities interested to test this application are invited to contact us. A test environment is available on our server.

### 2.2 Technical installation (IT Expert)

An IT expert is required to install this application. The work includes the following actions: install TOMCAT (ADP Server), install MySQL, create the Database and deploy the application in TOMCAT. It is advised to use the web browsers used to their latest version. Currently, all tests are done on the latest available version of Firefox.

For more information, read the Installation Guide and Release Notes.

### 2.3 First login: configuration of country and national authority name

The first time the administrator launches the application, he will need to login as the default user *"vteci@test.org"* and use the password *"test44"*. The next action is to create a new administrator account (login and password) and delete the default test account.

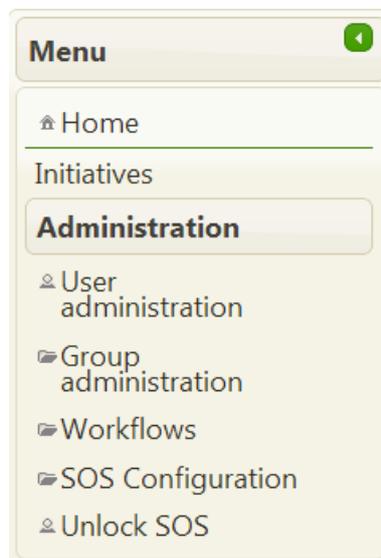
#### Configuration of Country and National Authority name

At the first login, the administrator will be prompted to select a country and provide the name of the National Authority in charge of the validation process. This information is visible in the application header and will be printed on the certificate at the end of the validation process.

It is not possible to change this information later because the country name defines a number of parameters including the validation rules and the properties to consider for a given Member State.

## 3 APPLICATION MANAGEMENT: ADMINISTRATOR MENU

The administrator menu located in the left column provides a view of the actions restricted by default to administrators. We will start presenting the Administration submenus.



## 3.1 Users and groups administration (users, roles, groups and rights)

### User Administration (users and roles)

An administrator can create, edit or delete users using the User Administration. When editing a user, he can modify its personal data and assign him to a Group.

Defaults rights:

- **Application Administrators:** can do all actions.
- **Users:** can view the initiatives.
- **Initiative Administrators:** can create, edit, view, close, delete initiatives and draft certificate.

### Group Administration (groups and rights)

Using the Group administration menu entry, an administrator can create, edit or delete groups. The default groups are Administrators, Users and Initiative Administrators. Groups' rights can be customized by administrators. All available rights are listed in the annexes.

### Important

In the event an administrator modifies a user role, group or rights, the corresponding user will have to logout. Changes will be effective at his next logging.

## 3.2 Workflows

The application provides a workflow which is not active by default. It includes the 9 actions listed on the following screenshot.

Workflow detail		
Step order	Label	Status
1	Import Online and Paper SoS	Started
2	Create samples (Online and/or Paper)	Not started
3	Batch import: manually encode Paper samples	Not started
4	Manage duplicates (Online and Paper)	Not started
5	Export for automatic validation	Not started
6	Import automatic validation results	Not started
7	Project the results	Not started
8	Generate Certificate	Not started
9	Delete all SOS	Not started

**Next step**

An administrator can activate the workflow on a given initiative clicking on the button "**apply wf**". Once the workflow is active, the administrator can view the workflow status in the workflow details window, and change its status clicking on **Next Step**.

### 3.3 Configuration SoS

It is possible to modify the Statements of Support properties using this menu. By default the record properties are mandatory and active. The administrator has the possibility to deactivate these properties, or define a maximum length for each record.

### 3.4 Unlock SoS

Only one User can access a SoS at a given time: the SoS is then "locked" by this user. Using the Unlock SoS menu, an administrator can unlock a SoS page in the event the access is blocked by a user that is unavailable.

## 4 INITIATIVES MANAGEMENT

The initiatives management window is accessed through the menu Initiatives located in the left column.

### 4.1 Create, save and modify an Initiative

To create an initiative, the user needs to click in the 'New' button, in 'Initiatives List' window. It opens the Initiative Details window. All fields are empty. The user may now introduce the corresponding information.

The [ECI official website](#) provides for each initiative the information to type in this window. Before leaving the user needs to create the initiative in the database by clicking on the **Create** button. As soon as it is done, the button changes into **Save** and the tab **Statements of Support Collections** is enabled.

Each time a user modifies a field, he will need to click on the **Save** button to update the Initiative data.

A screenshot is provided on the next page.

**Registration number** and **Date of Registration** are mandatory fields.

**Deadline validation:** National Authorities have 3 months to validate the SoS according to ECI rules.

**Initiative languages:** the registration language and publication date are mandatory fields.

**Contact persons:** the name and email are mandatory fields.

Click on Add to save the data related to the Initiative language and Contact Persons. Mandatory fields are used later by the application. For example, it is not possible to import Online SoS if the registration number is not correct, or a SoS cannot have a signature date prior to the registration date or the language publication date.

**Initiative details Buy Johnny a new jean**

[General information](#)
[Statements of Support collections](#)
[Sampling](#)
[Projections](#)

Registration number: 19721547    Date of registration: 01/01/2013    Deadline validation: 13/04/2014

Initiative name (title): Buy Johnny a new jean

Subject matter: No more leather for Johnny, buy him a new jean.

Main objectives: Promote the use of blue jeans.

Web Address of the initiative on the Commission Register: www.newjean.com

Website of the proposed initiative: http://newjean4all.com

**Initiative languages**

Language: Select One

Publication date:

[+ Add](#)

Language	Publicate date	
Croatian	01/01/2013	<a href="#">-</a>

**Contact Persons**

Name:

E-mail:

[+ Add](#)

Name	Email Address	
admin	admin@test.org	<a href="#">-</a>

[\\* Delete](#)    [✓ Save](#)

## 4.2 View initiatives list

The menu Initiative in the left column opens a window listing all initiatives. In this window, a user can create a new initiative clicking on New, or modify an initiative data by selecting it and clicking on Edit.

**Initiative list**

Registration number	Title	Date of registration
11031928	Save the whales	15/01/2013
19721547	Buy Johnny a new jean	01/01/2013
145874	Return Voyager 1 back home	31/12/2012

[⏪](#)
[⏴](#)
1
[⏵](#)
[⏩](#)

[^ Edit](#)
[+ New](#)

### 4.3 Create Paper Collection (Administrator)

*Menu Initiative -> Tab Statement of Support Collection*

This step enables the import of paper Statements of Support. This action is performed only once if the Initiative has collected paper signatures.

The **administrator** can create a paper collection, by clicking on the **Add Paper Collection** in the Tab Statements of Support collections. The system will ask the user to introduce the date when the paper collection was received by the National Authority. This action is performed only once per initiative.

This action enables the Batch import Paper SoS. The user may enter as many batches as needed following the process described in the next point.

## 5 DATA IMPORT: IMPORT SOS COLLECTED ONLINE AND ON PAPER

*Menu Initiative -> Select an Initiative -> Tab Statement of Support Collections.*

This point explains how to import Statement of Supports (SoS).

Currently there are 2 types and sources of data:

- **Electronic data** provided by the Online Collection System (OCS).
- **Paper data** coming from the Initiative paper forms (Paper).

Both types of data are introduced by batches. These actions are performed in the window *Statement of Support Collections*.

### 5.1 Data entry validation rules

The validation rules available in this application take into account the requirements of the 28 member states. Detailed explanation about the rules considered is provided in annex. The country name entered in the system during the installation process defines the validation rules applying to the data.

**Import and validation:** an automated test controls the data. This validation is performed in 2 opportunities:

- while importing data corresponding to the online Statements of Support.
- each time a new Paper SoS is encoded and saved.

**Validation results:** if the validation is successful, each SoS has a record containing the value **"Not Verified"** The value "Not Verified" is given to a SoS that has passed the automated test. Its status will be changed to **"Valid"** in a later stage only after a manual validation of its data. If the validation fails, this record will contain the value "Not Valid" and the field "Rejection reason" the motive.

**Modifying rules:** the validation rules can be modified in the database without changing the programming code. This option enables each country to modify the default rules coming with the application.

**Online SoS duplicates:** each signature entered in OCS has a unique identifier. During each Batch import XML files, the application compares each new signature identifier with those already in the system. It avoids importing twice the same data for example if the operator mistakenly imports twice the same file. This test is different than the Duplicate test performed later. It compares all records but not the identifiers. So, this second test will detect if the same person has signed twice in OCS.

## 5.2 Import SoS collected Online

This point explains how to import the electronic data provided by the Online Collection System (OCS). Each file (XML) exported by OCS contains 3000 Statements of Support. Thus, the import is done per batches of 3000 signatures.

### 5.2.1 Batch import Online SoS

Online SoS files are imported using the *Statement of Support Collections* Tab and then clicking on *Batch import Online SoS* button.

The screenshot shows a dialog box titled "Batch import Online SoS". It contains a "Select receiving date:" field, a "Select XML file:" field with a "Browse..." button, and a green "Submit" button. A calendar is overlaid on the dialog, showing the month of February 2014. The calendar grid has days 1 through 28. Below the calendar are "Today" and "Done" buttons.

The window is simplified for the next imports once the receiving date has been entered in the system.

The screenshot shows a simplified version of the "Batch import Online SoS" dialog box. It contains a "Select XML file:" field with a "Browse..." button and a green "Submit" button.

The user will replicate the same action for each batch until the import is complete. After each iteration, the system will provide information related to the last import.

The user can repeat this action to import additional batches of data. This import will add the new set of data into the existing collection (Online).

General information
Statements of Support collections
Sampling Iterations
Projections

Registration number

Date of registration

Deadline

Title

Id	Date received	Date imported	Total number of signatories	Status	Type
24	01/01/2014	03/02/2014	567		Online
25	01/01/2014	03/02/2014	10		Paper

Details
+ Batch import of paper SOS
+ Import online SOS
Find duplicates

+ Export SOS for automatic validation
\* Delete collection
\* Delete all SOS

Generate certificate

**Results**

Imported filename : 001\_1\_BE\_en\_7d727f5a-d57f-4cd9-93b8-44072d07d8cf\_dec.xml

Number of signatories processed : 562

Valid statements of support : 0

Invalid statements of support : 0

Signatories skipped (already present) : 562

Total number of signatories : 577

## 5.2.2 Create Online SoS sample

In the case of the Online SoS, all data is in an electronic format. Thus, the sampling is performed after all data is imported in the system. It applies to all electronic Statements of Support. Detailed information about sampling is provided later in this Guide.

## 5.3 Import SoS collected on Paper

*This point explains how to import the data corresponding to Paper Statements of Support. The list of properties taken into account for each Member State is provided in annex. It includes information such as first name, family name, date of birth...*

Members States have requested us to consider 2 user cases:

- A sample data is manually encoded in the system.
- All data is manually encoded in the system.

The second case applies when the number of SoS received in a country is low and a sampling method is not applicable, or when a country decides to encode the data corresponding to all Paper SoS. Members States that do not use a sampling method may ignore the next point and directly go to *Batch import Paper SoS*.

### 5.3.1 Create Paper SoS sample

The application offers the possibility to generate a random sample and encode the corresponding data.

This process takes place in 2 steps.

**-> Step 1: Create records that represent physically each Paper SoS.**

At this stage, the records of each SoS already contain some data (ID number, receiving date) other records remain empty. This action is done using the function: *Batch import Paper SoS*. It physically creates a number of

Paper SoS. These SoS are still empty, but their ID can be viewed clicking on Details. The user can repeat this action several times if necessary.



Batch import Paper SoS

Number of empty SoS to create :

### -> Step 2: Create a sample to encode, verify and validate

It is now possible to generate samples and perform as many simulations as possible. Samples can be estimated either for Online SoS or Paper SoS alone, or for both set of data. This action is performed clicking "Create Sample" in the Tab Sampling Iteration. Detailed information about sampling is provided later in this Guide.

#### 5.3.2 Paper SoS import: manually encode sample data

The sample calculated above contains now the ID number of the Paper SoS to encode, verify and validate. Based on this information, an operator is now able to manually encode all the details corresponding to the sample. These SoS will later be verified and validated by the corresponding authority.

To encode the SoS data corresponding to this sample, the operators uses the Details button to open SoS Collection details window that gives a view of all Paper SoS. It is then possible to enter manually the data of each SoS using the button "Statement of Support details" located at the footer of this page. Then the user needs to save his modifications.

## 6 CREATE SAMPLES

The sampling operation provides a sample of Online SoS and/or Paper SoS to validate. According to the workflow, this action is performed after importing all Online SoS and/or before manually encoding Paper SoS.

The sample provides a list of Online SoS to validate and/or a list of ID representing Paper SoS to encode and later validate.

*Initiative Details window -> Sampling -> Create sample*

To create samples, the user goes to the window *Create sample*. The default sampling parameters are set in the administration module. The user can modify these parameters and then click the *Simulate new sample* button. The system will calculate the sample size and later enable the *Create new sample* button.

**Samples creation**

Initiative name (title): This is a new title for this initiative

Method type: Stratified

Collection: Online

Total number of paper signatures: 0

Total number of online signatures: 562

Expected proportion of valid online signatures (%): 85

Expected proportion of valid paper signatures (%): 0

Half width of the confidence interval: 30

Created by: Admin TEST

Creation date: 19/02/2014

Sample paper size: 0

Sample online size: 132

(Confidence level = 95 %)

Before starting the validation process, VTECI offers the possibility to search for duplicates. This action is time consuming due to the number of SOS to control.

## 7 MANAGE DUPLICATES

*Initiative Details window -> Statements of Support collections -> Manage duplicates*

Duplicates are found using the button *Manage duplicates* located in the SoS Collection Tab. It displays the duplicated in a list where users can modify the status of each SoS. At this stage, we consider 2 cases:

**- We are working on the complete Collections:**

All Online SoS have been imported and/or all Paper SoS have been manually encoded. For each duplicate, the user will modify the SoS status of one of the two SoS to **"Duplicate"**. When it is not a duplicate, he will maintain the status as **"Not Verified"**. This way, SoS having the status "Duplicate" will be ignored in a sampling.

**- We are working on a Sample**

Only a sample of Online SoS and/ or a sample of Paper SoS have been manually encoded. In this case, the user should change the status to **"Not Valid"**. This way, the projection will be accurate. It would not be the case if the status was set to **"Duplicate"**.

## 8 DATA MANAGEMENT: VIEWS

At this stage all Online SoS and Paper SoS have been imported. Different views are available to users:

- View all Collections: Statement of Support collections.
- View details per Collections.

- View details per SoS.

For Online SoS fields are read-only, while for Paper SoS, fields are editable.

## 8.1 View all Collections

Select an Initiative -> Statements of Support Collections

### Initiative details

- General information
- Statements of Support collections**
- Sampling
- Projections

Registration number:  Date of registration:  Deadline validation:

Initiative name (title):

Id	Date received	Date imported	Total number of signatories	Status	Type
21	01/01/2014	29/01/2014	562		Online
31	01/01/2013	05/02/2014	999010		Paper

[Details](#) [+ Batch import Paper SoS](#) [+ Batch import Online SoS](#)  
[Manage duplicates](#) [+ Export for automatic validation](#) [\\* Delete collection](#)  
[\\* Delete all SOS](#) [Generate certificate](#)

## 8.2 View details per Collection

Select an Initiative -> Statements of Support Collections -> **Details** button.

The system will display the Collection Details window which contains the list of SoS included in this collection. The view of this window is identical to all countries.

### Sos collection details

Id:  Date Received:  Nbr of Sign.:   
Type:  Date Imported:

[\\* Clear filter](#)

Id	First Name	Last Name	Sign. Date	Id card	Rejection reason	Validation Result
3044313	Jon	Smith	15/03/2013			Not Verified
3044314	Amber	Smith	15/03/2013			Not Verified
3044315						Not Verified
3044316						Not Verified
3044317						Not Verified

[+ New SoS](#) [+ SoS details](#) [Manual Validation](#) [Back](#)

### 8.3 View details per Statements of Support

Two paths are possible to view Statements of Support details:

-> Statements of Support Collections -> Details button -> footer click on SoS details.

Or

-> Sampling iteration -> Choose sample -> select a SoS and click on SoS details.

The first one provides a view of any SoS inside a collection and the second one inside a Sample. It is then possible to modify the SoS and save changes.

Only Paper SoS can be edited and modified for the following reason:

- **Paper SoS** are editable, because they are introduced manually by the National Authorities and some corrections may be necessary to match the content with the paper forms.

- **Online SoS** are read-only, because they are imported from a XML file which contains data typed in OCS by citizens. Thus, it is not possible to modify the electronic data received from the initiative organizers.

**Statement of support details**

Sos id:

Validation Status:  Rejection Reason:

Property name	Property value
Full first names*	<input type="text" value="John"/>
Family names*	<input type="text" value="Adams"/>
Date of birth*	<input type="text" value="04/01/1977"/>
Place of birth*	<input type="text" value="Somewhere"/>
Nationality*	<input type="text" value="Belgium"/>
Address (street, number, other)*	<input type="text" value="Family Adams"/>
Postal code*	<input type="text" value="1000"/>
City*	<input type="text" value="Brussels"/>
Country*	<input type="text" value="Belgium"/>
Signature date*	<input type="text" value="15/06/2013"/>
Initiative language	<input type="text" value="English"/>

## 9 VALIDATION (MANUAL OR EXPORT)

Each SoS has a status record that can take the following values: *Not Verified*, *Not Valid*, *Duplicate* or *Valid*. The status value will change according to the following actions:

**Not verified:** is the default value.

**Not valid:** is the value of a SoS that failed the validation rules; or the result of an operator manual action.

**Duplicate:** is a value manually given by an operator after running the test Duplicates.

**Valid:** is a value given after manual or automatic validation.

At the end of the validation process, all status record should contain the values **Valid** or **Not Valid**. These values are later used to calculate the results.

## 9.1 Manual validation of SoS

The user can either manually validate all the Statements of Support (complete validation) or validate only the samples (sample validation).

### Validating SoS within a sample

To validate a Sample, the user needs to go to the Sampling Iterations Tab and click on the button *Detail* corresponding to a sample. The system then will display the Sample Details window and the user can select a Statement of Support and then click on *Manual Validation*.

### Complete validation (all SoS)

To validate all Statements of Support, the user needs to open the *Collection Details*, select a Statement of Support from the list and then click on *Manual Validation*.

In the *Manual Validation* window, the user can update the Statement of Support properties, set the status (*Valid*, *Not Valid*, *Duplicate*, *Not Verified*) and write a note to explain the status.

The screenshot shows a 'Manual validation' window with the following fields and values:

- Sos id: 742685
- Validation Status: Not Verified
- Rejection Reason: (empty)
- Validation Type: Manual
- Validation Notes: (empty text area)
- Full first names: Antonio
- Family names: Vivaldi
- Date of birth: 04/05/1978
- Place of birth: Venezia
- Nationality: Italy
- Address (street, number, other): Grand Place
- Postal code: 1000
- City: Brussels
- Country: Belgium
- Signature date: 11/05/2013

At the bottom, there are buttons for 'Previous', 'Next', 'Save', 'Reset', and 'Cancel'.

## 9.2 Export for automatic validation

"Automatic validation" means a validation performed by another entity than the National Authority. For example the National Register or in some countries the Regional Registers. In these cases, it is necessary to export the SoS to validate and send them to the validating authority.

Following the workflow, the application provides 2 paths for Automatic validation depending on the process chosen by the member state:

- Automatic validation of a sample of electronic SoS.
- Automatic validation of all electronic SoS

In order to perform an automatic validation, the user needs to export the Statements of Support to send to the National Register, and later import the validation results.

To export the Statements of Support, the user goes to the Tab *Statements of Support Collections* and click on *Export for automatic validation*. The user needs to indicate where to export the file. The path has to be on the server where the application is deployed.

## 9.3 Import automatic validation results

To import the results, the user needs to go to the Tab *Statements of Support Collections* and click on *Import results from automatic validation*. The system will then display a pop-up where the user can select the file. After the import, the values sent by the National Register can be seen in the Manual Validation window.

## 10 PROJECTIONS: VIEW THE ANALYSIS RESULTS

To project the results, the user goes to the Tab *Projections*. The samples available are presented in a list. Once the validation is complete, the button *Create* presents a projection of the results for the corresponding sample.

Initiative details TEST -> This is a new title for this initiative (online & paper)

General information    Statements of Support collections    Sampling    Projections

Registration number: 12345    Date of registration: 15/11/2012    Deadline validation: 19/05/2014

Initiative name (title): TEST -> This example contains Online & Paper SoS

Iteration	Method	Creation	Online size	Paper size	Projections			
					Parameters	Values	Certificate	
5	Stratified	31/01/2014	0	100	Valid online SOS (%)	0.0 %	Certificate	
					Valid paper SOS (%)	0.0 %		
					Number of valid online SOS	0		
					Number of valid paper SOS	0		
					Total number of valid SOS	0		
					Projected number of valid online sos	0		
					Projected number of valid paper sos	0		
					Total of the projections	0		
					Online SOS deviation	0		
					Paper SOS deviation	0		
					Standard deviation	0		
					Upper Limit of the 95 % confidence interval	0		
7	Stratified	11/02/2014	0	203	* Create			
8	Stratified	11/02/2014	0	100	* Create			

1

## 11 CERTIFICATE: GENERATE AND PRINT

A template of this Certificate is provided in ECI documentation annex 3.

There are 2 alternatives to generate the certificates:

### -> 1- *The analysis was based on a Sample*

The user needs to go to the *Projections* Tab and click on the *Certificate* link, corresponding to the projection for which he wants to generate the certificate.

### -> 2- *The analysis was done on the complete Collections*

If all the Statements of Support are validated and there is no sampling iteration, the user can generate the certificate from the Tab *Statements of Support collections*, by clicking on the button *Generate Certificate*.

## 12 DELETE ALL DATA EXISTING IN THE SYSTEM

At the end of the validation process and the creation of the certificate, the ECI regulation requires all National Authority to delete all personal data imported in the application.

The last step in the workflow is the action *Delete all SoS*. The user will delete all personal data by clicking on the *Delete all SoS* button on the Tab "*Statements of Support collections*" in the Initiative Details window. Then the system will delete all the Statements of Support.

The National Authority has also the obligation to delete all data including copies and backups.

## 13 ANNEXES

### 13.1 Documentation

The information related to the software VTECI can be found in the following documents:

- the User Guide (the current document).
- the Installation Guide.
- the Release Notes.
- JOINUP: <https://joinup.ec.europa.eu/>

### 13.2 Application management (Administrator)

#### 13.2.1 User administration: list of available rights

- Display groups in the administration area
- Edit groups in the administration area
- Delete groups in the administration area
- View initiatives
- Edit initiatives
- Create initiatives
- Delete initiatives
- System administration
- Draft final letters / Close initiatives
- Import online collection
- Create paper collection
- Create batch paper statements of support
- Create paper statements of support
- Update statements of support
- Create samples
- Manual validation
- Export for automatic validation
- Import for automatic Validation
- Project the results
- Delete personal data
- Generate certificate
- Reference data administration

#### 13.2.2 *Data entry control and validation rules*

This point is a complement to the point describing the data entry and validation rules. The default validation rules provided with this release are presented in the following points.

#### 13.2.3 Global rules applying to all Members States

- i) Age is between 16 and 2000 years.
- ii) The format of the birthdate is: dd/mm/yyyy.

## 13.2.4 Country specific rules

### 13.2.4.1 Postal Code Validation

Country code	Postal Code Format	Length
AT	NNNN	4
BE	NNNN	4
BG	Any Latin alphanumeric value	-
HR	NNNNN	5
CY	NNNN	4
CZ	NNNNN Validation rules: N: Region: 1, 2, 3, 4, 5, 6 or 7  NNNN: City or district	5
DK	NNNN	4
EE	NNNNN	5
FI	NNNNN	5
FR	NNNNN	5
DE	NNNNN	5
GR	NNNNN	5
HU	NNNN	4
IE	Any Latin alphanumeric value	-
IT	Any Latin alphanumeric value	-
LV	NNNN	4
LT	NNNNN	5
LU	NNNN	4
MT	Any Latin alphanumeric value	-
NL	NNNNLL Validation rules: NNNN: A number between 1000 and 9999. LL: All Latin alphabetic letters are allowed.	6
PL	NNNNN	5
PT	NNNNNNN	7
RO	NNNNNN	6
SK	NNNNN Validation rules: N: 0, 8 or 9 NNNN	5
SI	NNNN	4
ES	NNNNN	5
SE	NNNNN	4
GB	LNNLL	5

	<p>Validation rules:</p> <p>L: Any Latin alphabetic letter except Q, V, X.</p> <p>N</p> <p>N</p> <p>L: Any Latin alphabetic letter except C, I, K, M, O, V.</p> <p>L: Any Latin alphabetic letter except C, I, K, M, O, V.</p>	
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	<p>LNNNLL</p> <p>Validation rules:</p> <p>L: Any Latin alphabetic letter except Q, V, X.</p> <p>N</p> <p>N</p> <p>N</p> <p>L: Any Latin alphabetic letter except C, I, K, M, O, V.</p> <p>L: Any Latin alphabetic letter except C, I, K, M, O, V.</p>	6
	<p>LLNNLL</p> <p>Validation rules:</p> <p>L: Any Latin alphabetic letter except Q, V, X.</p> <p>L: Any Latin alphabetic letter except I, J, Z.</p> <p>N</p> <p>N</p> <p>L: Any Latin alphabetic letter except C, I, K, M, O, V.</p> <p>L: Any Latin alphabetic letter except C, I, K, M, O, V.</p>	6
	<p>LLNNLL</p> <p>Validation rules:</p> <p>L: Any Latin alphabetic letter except Q, V, X.</p> <p>L: Any Latin alphabetic letter except I, J, Z.</p> <p>N</p> <p>N</p> <p>N</p> <p>L: Any Latin alphabetic letter except C, I, K, M, O, V.</p> <p>L: Any Latin alphabetic letter except C, I, K, M, O, V.</p>	7
	<p>LNLNLL</p> <p>Validation rules:</p> <p>L: Any Latin alphabetic letter except Q, V and X.</p> <p>N</p> <p>L: Any Latin alphabetic letter from A, B, C, D, E, F, G, H, J, K, S, T, U or W.</p> <p>N</p> <p>L: Any Latin alphabetic letter except C, I, K, M, O, V.</p> <p>L: Any Latin alphabetic letter except C, I, K, M, O, V.</p>	6
	<p>LLNLNLL</p> <p>Validation rules:</p> <p>L: Any Latin alphabetic letter except Q, V, X.</p> <p>L: Any Latin alphabetic letter except I, J, Z.</p> <p>N</p> <p>L: Any Latin alphabetic letter from A, B, E, H, M, N, P, R, V, W, X or Y.</p> <p>N</p> <p>L: Any Latin alphabetic letter except C, I, K, M, O, V.</p> <p>L: Any Latin alphabetic letter except C, I, K, M, O, V.</p>	7
	<p>LLLNLL</p> <p>This is an exception to the postal code rules, and is used for only one postal code:</p> <ul style="list-style-type: none"> <li>• GIR <span style="float: right;">OAA</span> This is the postal code of Girobank, now owned by Alliance &amp;</li> </ul>	6

	<p>Leicester Commercial Bank. As such, it's highly unlikely to be used for the creation of a Citizens' Initiative.</p> <p>Validation rules:  L: Latin alphabetic letter G.  L: Latin alphabetic letter I.  L: Latin alphabetic letter R.  N: Arabic numeral 0.  L: Latin alphabetic letter A.  L: Latin alphabetic letter A.</p>	
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### 13.2.4.2 Passport and ID format

Country code	Property	Format	Length
<b>AT</b>	Passport:	LNNNNNNN	8
		LNNNNNNNN	9
	Identity Card:	NNNNNNNN	7
		NNNNNNNNN	8
<b>BE</b>	Nationality and Country of Residence:	Nationality=Belgian OR Country of Residence = Belgium	N/A
<b>BG</b>	Personal Identification Number:	NNNNNNNNNN	10
<b>HR</b>	Personal Identification Number:	NNNNNNNNNNNN	11
<b>CY</b>	Passport:	LNNNNNN Validation rules: L: Any Latin alphabetic letter from B, C, E, J. NNNNNN	7
		LNNNNNNNN Validation rules: L: The Latin alphabetic letter K. NNNNNNNN	9
		LLNNNNNNNN Validation rules: LL: Any Latin alphabetic string from: DP => Diplomatic Passport SP => Service Passport NNNNNNNN	9
	Identity Card:	NNNNNNNNNN Format rules: NN: prefix: 00 => Cypriot national (leading zeroes are omitted => the prefix is omitted) 03 => Alien born in Cyprus 05 => Alien born outside Cyprus NNNNNNNN: sequence-no.	<=10  >=1

Country code	Property	Format	Length
		(leading zeroes are omitted)	
CZ	Passport	NNNNNNNN	8
		NNNNNNN	7
	Identity Card:	NNNNNNNNN	9
		NNNNNNLLNN	10
		NNNNNNLL	8
		LLNNNNNN	8
DK	-	-	-
EE	-	-	-
FI	-	-	-
FR	Passport	NNLLNNNNN	9
	National Identity Card	AAAAAAA	7
		AAAAAAAAAAAA	12
DE	-	-	-
GR	Passport	LLNNNNNNN Validation rules: Two Latin letters followed by 7 digits. e.g. ZH9999999	9
	Identity Card: N.B. Greek letters will not be mandatory => any Latin or Greek alphabetic character will be accepted in the position of a Greek letter.	GNNNNNN Validation rules: One Greek letter followed by 6 digits. e.g. N928409	7
		GGNNNNNN Validation rules: Two Greek letters followed by 6 digits. e.g. AE59662	8
	Residence certificate:	NNNNNN	<=6 >=1
	Permanent residence certificate:	NNNNN	<=5 >=1
HU	Passport:	LLNNNNNN	8
		LLNNNNNNN	9
	Identity Card:	NNNNNNLL	8
		LLNNNNNN	8
		LLLNNNNNN	9
		LLLLNNNNNN	10
		LLLLLNNNNNN	11

Country code	Property	Format	Length
	Personal Identification Number:	NNNNNNNNNNNN	11
<b>IE</b>	-	-	-
<b>IT</b>	Passport:	LLNNNNNNNN	9
		LNNNNNNN	7
		NNNNNNNL	7
	Identity Card:	LLNNNNNNNN	9
		NNNNNNNNLL	9
		LLNNNNNNN	8
		LLNNNNNNNNN	10
<b>LV</b>	Personal Identification Number:	NNNNNNNNNNNN	11
<b>LT</b>	Personal Identification Number:	NNNNNNNNNNNN	11
<b>LU</b>	-	-	-
<b>MT</b>	Personal Identification Number:	-	-
<b>NL</b>	-	-	-
<b>PL</b>	Personal Identification Number:	NNNNNNNNNNNN	11
<b>PT</b>	Passport:	LNNNNNNN	7
	Identity Card:	NNNNNNNNNNLLN	12
		NNNNNNNNN	8
		NNNNNNNN	7
		NNNNNNN	6
		NNNNNN	5
		NNNNN	4
		NNN	3
		NN	2
		N	1
<b>RO</b>	Passport:	Invalidated identification number	n/a
	Identity Card:	LLNNNNNNN	8
	Personal Identification Number:	NNNNNNNNNNNNNN	13
	Registration Certificate:	NNNNNNNNNNNNNN	13
	Permanent Residence Card for EU Citizens:	NNNNNNNNNNNNNN	13

Country code	Property	Format	Length
SK	-	-	-
SI	Personal Identification Number:	NNNNNNNNNNNNNN	13
ES	Identity Card:	NNNNNNNNNL	9
	Foreigner's identification number (NIE), of the card or certificate, corresponding to the registration in the Foreigners' Central Registry:	LNNNNNNNL Validation rules: L: Any Latin alphabetic letter from X, Y, Z. NNNNNNNN L	9
SE	Personal Identification Number:	NNNNNNNNNNNNNN	12
GB	-	-	-

### 13.2.4.3 Country Relationship: Residence or Nationality

A signatory to a Citizens' Initiative must have a relationship with an EU country, either through residence or nationality. The specific rules per country are specified in this section.

Thus, the citizen will have to satisfy the criteria listed and - in case more than one criteria is listed - at least one the requirements.

#### Austria - AT

Holder of Personal Identification Document Number of Austria.

#### Belgium - BE

Permanent Resident in Belgium.

Belgian national residing abroad who has informed the Belgian authorities of their place of residence.

#### Bulgaria - BG

Holder of Personal Identification Number of Bulgaria.

#### Cyprus - CY

Holder of Personal Identification Number of Cyprus.

#### Czech Republic - CZ

Holder of Personal Identification Document Number of the Czech Republic.

#### Denmark - DK

Permanent Resident in Denmark.

Danish national residing abroad who has informed the Danish authorities of their place of residence.

#### Estonia - EE

Permanent Resident in Estonia.

Estonian national residing abroad.

**Finland - FI**

Permanent Resident in Finland.

Finnish national residing abroad.

**France - FR**

Holder of Personal Identification Document Number of France.

**Germany - DE**

Permanent Resident in Germany.

German national residing abroad who has informed the German authorities of their place of residence.

**Greece - GR**

Holder of Personal Identification Document Number of Greece.

**Hungary - HU**

Holder of Personal Identification Document Number of Hungary.

Holder of Personal Identification Number of Hungary.

**Ireland - IE**

Permanent Resident in Ireland.

N.B. An Irish national residing in another EU member state may be able to select that member state. See **Error! Reference source not found.** for the list of member states who allow a foreigner permanently resident in their country to be a signatory to a Citizens' Initiative.

**Italy - IT**

Holder of Personal Identification Document Number of Italy.

N.B. The issuing authority of the document must also be indicated.

**Latvia - LV**

Holder of Personal Identification Number of Latvia.

**Lithuania - LT**

Holder of Personal Identification Number of Lithuania.

**Luxembourg - LU**

Holder of Personal Identification Number of Luxembourg.

**Malta - MT**

Holder of Personal Identification Document Number of Malta.

Holder of Personal Identification Number of Malta.

**Netherlands - NL**

Permanent Resident in the Netherlands.

N.B. A Dutch national residing in another EU member state may be able to select that member state. See **Error! Reference source not found.** for the list of member states who allow a foreigner permanently resident in their country to be a signatory to a Citizens' Initiative.

**Poland - PL**

Holder of Personal Identification Number of Poland.

**Portugal - PT**

Holder of Personal Identification Document Number of Portugal.

**Romania - RO**

Holder of Personal Identification Document Number of Romania.

Holder of Personal Identification Number of Romania.

**Slovakia - SK**

Permanent Resident in Slovakia.

Slovak national residing abroad.

**Slovenia - SI**

Holder of Personal Identification Document Number of Slovenia.

**Spain – ES**

Holder of Personal Identification Document Number of Spain.

**Sweden – SE**

Holder of Personal Identification Number of Sweden.

**United Kingdom – GB**

Permanent Resident in the United Kingdom.

N.B. A British national residing in another EU member state may be able to select that member state. See **Error! Reference source not found.** for the list of member states who allow a foreigner permanently resident in their country to be a signatory to a Citizens' Initiative.

## 13.3 Properties per countries

This section provides the list of properties taken into account for reach country.

**AT**

- Full first Names
- Family Names
- Date of birth
- Place of birth
- Nationality
- Address (street, number, other)
- Postal Code
- City
- Country
- Id Card
- Passport.

**BE**

- Full first Names
- Family Names
- Date of birth
- Place of birth

- Nationality
- Address (street, number, other)
- Postal Code
- City
- Country.

**BG**

- Full first names
- Family names
- Father's name
- Nationality
- National Personal Number

**CY**

- Full first names
- Family names
- Nationality
- ID Card
- Passport

**CZ**

- Full first names
- Family names
- Nationality
- ID Card
- Passport

**DE**

- Full first names
- Family names
- Date of birth
- Place of birth
- Nationality
- Address (street, number, other)
- Postal Code
- City
- Country.

**DK**

- Full first names
- Family names
- Date of birth
- Place of birth
- Nationality
- Address (street, number, other)
- Postal Code
- City
- Country.

**EE**

- Full first names
- Family names
- Date of birth
- Place of birth
- Nationality
- Address (street, number, other)
- Postal Code
- City
- Country.

**EL**

- Full first names
- Family names
- Father's name
- Name at Birth
- Nationality
- ID Card

- Permanent Residence
  - Passport.
- ES**
- Full first names
  - Family names
  - Nationality
  - Address (street, number, other)
  - Postal Code
  - City
  - Country
  - ID card
  - Passport.
- FI**
- Full first names
  - Family names
  - Date of birth
  - Nationality
  - Country.
- FR**
- Full first names
  - Family names
  - Date of birth
  - Nationality
  - Address (street, number, other)
  - Postal Code
  - City
  - Country
  - ID card
  - Driving Licence
  - Residence Permit.
- HU**
- Full first names
  - Family names
  - Nationality
  - ID card
  - Personal Number
  - Passport.
- IE**
- Full first names
  - Family names
  - Date of birth
  - Place of birth
  - Nationality
  - Address (street, number, other)
  - Postal Code
  - City
  - Country
- IT**
- Full first names
  - Family names
  - Date of birth
  - Place of birth
  - Nationality
  - Issuing Authority
  - Address (street, number, other)
  - Postal Code
  - City
  - Country
  - ID card
  - Passport.

**LT**

- Full first names
- Family names
- Nationality
- Personal Number

**LU**

- Full first names
- Family names
- Place of birth
- Nationality
- Personal Number

**LV**

- Full first names
- Family names
- Name at Birth
- Date of birth
- Place of birth
- Nationality
- Personal Number

**MT**

- Full first names
- Family names
- Date of birth
- Nationality
- ID card

**NL**

- Full first names
- Family names
- Name at Birth
- Date of birth
- Place of birth
- Nationality
- Address (street, number, other)
- Postal Code
- City
- Country

**PL**

- Full first names
- Family names
- Nationality
- Address (street, number, other)
- Postal Code
- City
- Country
- Personal Number

**PT**

- Full first names
- Family names
- Date of birth
- Nationality
- ID Card
- Citizens Card
- Passport

**RO**

- Full first names
- Family names
- Date of birth
- Nationality
- Address (street, number, other)
- Postal Code
- City

- Country
- Id Card
- Registration Certificate
- Permanent Residence
- Personal ID
- Passport

**SE**

- Full first names
- Family names
- Name at Birth
- Date of birth
- Place of birth
- Nationality
- ID Card
- Passport

**SI**

- Full first names
- Family names
- Date of birth
- Place of birth
- Nationality
- ID Card
- Passport

**SK**

- Full first names
- Family names
- Name at Birth
- Date of birth
- Place of birth
- Nationality
- Address (street, number, other)
- Postal Code
- City
- Country

**UK**

- Full first names
- Family names
- Date of birth
- Address (street, number, other)
- Postal Code
- City
- Country