

Re-assign the RFI to another colleague



Re-assign the RFI (Change Principal Addressee)

While consulting the questions in [Step 3: Questionnaire](#), the [Principal Addressee](#) can re-assign the RFI to another colleague, better placed to respond on behalf of the entity. Once re-assignment is complete, the new Principal Addressee becomes responsible to fill in, sign and submit the responses to the Commission within the set deadline.

Re-assign the RFI

If at any stage and for any reason the Principle Addressee can no longer fulfil this role, the Principle Addressee can re-assign the RFI to someone who is better placed to respond on behalf of the organisation. Only the current Principle Addressee can perform this action.

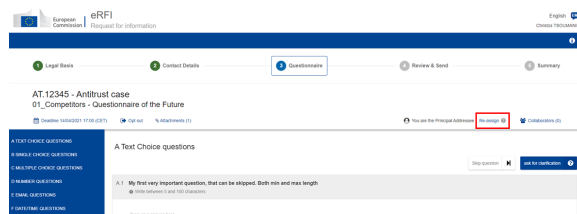
Once re-assignment is complete your access will be interrupted and your colleague will become the Principle Addressee and will be responsible to sign and submit the responses to the European Commission within the set deadline.



Inadvertent disclosure of confidential information

Any draft answers you have inserted in the RFI will remain in the system and will be accessible by the new principal addressee. Re-assigning an RFI to another person remains the responsibility of the Principal Addressee, particularly regarding confidentiality and collaboration with third parties.

As Principal Addressee, to re-assign the RFI click on the [RE-ASSIGN](#) link in the header of [Step 3: Questionnaire](#).



In the dialogue box that will appear, type the email address of your colleague and click on [RE-ASSIGN](#). A welcome email with an access link will be sent to your colleague.

Re-assign RFI

If needed, you can re-assign this Request For information to someone who is better placed to respond on behalf of your entity. Only you as the current principal addressee can perform this action. Once re-assignment is complete, your colleague will become the principal addressee and will be responsible to sign and submit the responses to the European Commission with the set deadline.

- You will no longer be the principal addressee and your access will be interrupted. Your colleague can still invite you as collaborator so that you can draft answers together in real time.
- Re-assignment can only be completed if your colleague accesses to link sent by the system, accepts the legal basis and non-disclosure agreement and fills in his/her contact details.
- Until your colleague becomes the principal addressee, you remain responsible to sign and submit the responses to the European Commission within the set deadline.

Fill in the email address of the person you wish to re-assign this Request For information to

Any draft answers you have inserted will remain in the system and will be accessible by the new principal addressee

[Cancel](#) [Re-assign](#)



Do not use generic email addresses and distribution lists

Please enter your colleague's professional email address. The Commission's case team often needs to communicate with the Principal Addressee, who is able to represent his/her entity, by email or by phone. The use of functional mailboxes and distribution lists is therefore strongly discouraged. In addition, each email used in eRFI is filtered and generic email addresses like "info@" or "@gmail.com" are blocked.

Re-assignment of responsibility

Your colleague becomes the Principal Addressee when he/she accesses the link sent by the system, accepts the legal basis and non-disclosure agreement and fills in his/her contact details. Until that moment, the existing Principal Addressee remains responsible to fill in, sign and submit the responses to the Commission within the prescribed deadline.