

Internal Guidelines for POTENTIAL APPLICANT DATA ONLINE REGISTRATION PADOR Registration

Preface

Potential Applicant Data Online Registration – PADOR, is a topic very well covered by the EuropeAid and supported by several guidelines already available at the EuropeAid website. Still, reality shows that many organizations, mainly new comers and those who do not have good command of English, needsupport and have difficulties when dealing with PADOR.

Technical Assistance for Civil Society Organisations (TACSO) Project supported by the EU provides technical assistance to CSOs in the Western Balkan and Turkey to register and update their information in the PADOR. In order to standardize its approach, TACSO has hired a short-term expert Mr.SlavkoGolić, who together with inputs provided by TACSO national offices has developed the Guideline.

TheInternal Guidelines for PADOR Registration is for internal purposes, nevertheless, it could be useful to the wider CSO audience since it offers:

1. Simplified information already available in the official PADOR guidelines. Main difference is that the amount information and sequencing of its presented is in accordance with the most often needs and interests who have taken part in different aspects of TACSO's technical assistance in this area
2. Methods of offering the PADOR assistance.

Table of Contents

1	Introduction:	4
2	About TACSO and PADOR	5
2.1	The role of TACSO	5
2.2	Standardization of TACSO assistance	5
2.2.1	Organizing group training session	5
2.2.2	One-to-one PADOR coaching process via phone or SKYPE	9
2.2.3	Personal face-to-face guidance	10
2.3	Review of feedbacks related to different TACSO approaches in developing capacities of CSOs for PADOR registration	10
2.3.1	Feedbacks from TACSO national offices	10
2.3.2	Feedbacks from CSOs recipients of TACSO support in PADOR registration	11
2.3.3	Main obstacles	11
2.3.4	The most frequent questions asked by beneficiaries?	12
3	What is PADOR?	13
3.1	The principles of PADOR	13
3.2	Who is concerned?	14
3.3	Objectives	14
3.4	Benefits	15
3.5	Why should you register your organization in PADOR?	15
3.6	When you should register and update your PADOR account?	16
3.7	Security	16
3.8	ECAS (EUROPEAN COMMISSION AUTHENTICATION SYSTEM)	17
3.9	Confidentiality and data protection	17
3.10	PADOR Required Documents and Information	19

Annex 1. Registering your organization in PADOR step by step with print screens and explanations

1 Introduction:

This manual is tailored for TACSO Offices, trainers and potential applicants who are registering their organizations for the first time. Reason to register an organization in PADOR is divided in three sections and organization management has to answer following question: “Why we want our organization registered in PADOR database?”

Three choices are in front of you:

1. We want our organization to act as lead applicant in EU calls for proposals. If this is the case, organization aims toward utilization of some EU funded programs with a role “LEAD APPLICANT”. This means that our organization has sufficient capacity to manage an EU funded project. In this case PADOR database saves several kilograms of paper, spare printer toner and our money in preparation of the project. This case also stands for partner organizations.
2. We want our organization to act as partner. Assuming that your organization is wants to take part in the EU related project proposal activities, management of the organization in can make decision to act as PARTNER in project proposals of an LEAD APPLICANT. In this case, like in the first one, PADOR saves your resources and ease the eligibility checking procedures.
3. We want our organization visible for publicity purposes. In case that your organization is not in above mentioned groups then it is possible to increase visibility of your organization once it is registered in the PADOR database. It is possible to change status of the organization for the partner or lead applicant purpose at the later stage when it is required.

If your organization is aiming to any of above mentioned goals then you are on right spot. PADOR registration will not ease the application process or give you extra points during the evaluation of potential project proposals submitted to the EU. It is not a shortcut to get funding for your activities.

PADOR registration is not something abstract. On contrary, the process is very exact, concrete and there is not much to imagine about. Also, you have to register organization only ONCE and most probably you shall access to modify or update your data at the end of each fiscal year, when you receive approved official financial report.

With this manual we want to ease the registration process for those with less language and technical capacity. You can also find the explanations in FAQ (Frequently Asked Questions) and HELP topics at the EuropeAid website http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm, but this can be frustrating for representatives of organizations who do not speak “technically demanding” English or cannot understand long confusing sentences.

2 About TACSO and PADOR

2.1 The role of TACSO

TACSO is providing technical assistance to organizations which are aiming to apply for EuropeAID funds. The role of TACSO is to provide technical assistance in registration process and to encourage representatives of civil society organizations to use funding sources provided by European Union. Organizations are facing difficulties because language and technical skill barrier to use the interface of PADOR. Because these barriers organizations can not benefit from PADOR help desk. On the other hand, organization representatives have to be aware that knowledge of language is essential for project applications and project implementation.

PADOR registration is NOT daily operation and users usually do not regularly visit web site or update the database. In most cases registration is done ONCE and organization updates their data after the end of fiscal year in order to upload fresh financial reports. Training for PADOR registration can be delivered within a package as part of Project Cycle Management or in form of separate training, individual coaching process or similar. Based on information provided by TACSO offices, more than 100 organizations annually per office, are asking for assistance for PADOR registration.

2.2 Standardization of TACSO assistance

Trainings and registration assistance can be offered in different ways.

- Organized group training sessions
- Individually, one to one - through phone or SKYPE coaching, and
- Personal - face to face guidance.

2.2.1 Organizing group training session

Organized group training sessions¹ (Workshop details are presented in Table 1), single standing training session or as integral part of wider training session (e.g. Project cycle management, Fundraising and financial management).

Table 1. Suggested workshop details:

	Workshop objectives are:
	<ul style="list-style-type: none"> ➤ To increase understanding of CSOs for the need of being registered in PADOR, and ➤ To provide CSOs with necessary inputs to complete registration on its own.

¹Workshop structure suggested by TACSO BiH

	By the end of these workshops, we expect participants will be able to:
	<ul style="list-style-type: none"> ➤ Successfully complete PADOR registration (gets PADOR number) at the workshop, ➤ Increase its capacity for applying and using EU funds, and ➤ Increase opportunity of CSOs for partnership building.
	Participants
	<p>The workshop participants are representatives of CSOs that intend to be applicant or partner within application for EU funds who are without PADOR number, but also those who already have PADOR number.</p> <p>Organizations registered in PADOR applied to the workshop because they wanted to learn how to access PADOR, check information, make up-date of data and change the password, since they were registered by the more experienced organizations and not by themselves gone through the registration process.</p> <p>Can be organized for up to 25-30 participants per day</p>
	Methodological approach:
	<p>This training is combination of theoretical inputs, mentoring of CSOs who applied to the training workshop and practical guidance through registration procedures.</p> <p>PADOR Registration workshop is open for participation to all legally registered Civil Society Organizations (CSOs).</p> <p>Before coming to the workshop TACSO representatives contact each participant and inform them by phone about the workshop and what information and documents are needed to be prepared by them before coming to the workshop (Please refer to the Table 2.).</p> <p>After being informed, the participants received the same instructions by email, which beside the mentioned information contains logistical information (where the workshop was to be conducted and how to get to the above mentioned places).</p>
	Materials
	<ul style="list-style-type: none"> ➤ Official materials from the PADOR web-site ➤ PPT presentations
	Training program
	<p>The workshop is composed of two parts:</p> <p><i>First Part (1 hour long)</i></p> <p>A TACSO project presentation</p> <p>B short theoretical introduction to PADOR that includes the purpose,</p>

benefits and principles of PADOR, documents and information necessary to be prepared so that the organization can be registered in PADOR.

Second Part (up to 2.5 hours)

C Practical work - CSOs practically starts the registration process to PADOR. It consists of getting an ECAS password and user name, and entering collected information and documents prepared prior to coming to the workshop, with a direct assistance of the TACSO representative.



Training venue

This type of training can be organized where transportation costs of participants are not high and where exists possibility for organization of such training. Also communication equipment such are lap top computers became usual tool for the most CSO, so there is also possibility to organize session with personal computers within internet accessible training facility. In this case, registration process is leaded by trainer step-by-step.



Equipment needed

1. Training facility with internet access
2. Personal computers Table top or lap top 8-10
3. Projector, projection sheet and connected computer
4. Required Documents and Information (to be prepared by beneficiaries organizations)

Table 2: List of information and documents to be prepared prior to the registration in PADOR

INFORMATION TYPE AND CATEGORIES ²
<ul style="list-style-type: none"> • Administrative Data and Organization Profile (Name/Address/Contacts/Registration Data of the organization) • Sectorial Experience (fields of experience/intervention/Years of Experience/Number of Projects/Estimated Amount) • Geographical Experience (Regions/Countries operated/ Years of Experience/Number of Projects/Estimated Amount) • Crossed Information (Sectorial Experience vs. Geographical Experience) • Financial Health (Financial Data: Revenue/Net Earnings/Balance etc.) • Financing Sources (Source of funding/Fee paying members/Percentage of the source towards total financing) • Audit (Name of the Approved Auditor/Audit Validity End Date) • Staff (Number of Paid and Unpaid staff/ Percentage on staff gender) • Board of Directors (Name/Profession/Function in the Board/Nationality/Year joined) • Strategy and Methodology (Descriptive data up to 20,000 characters on How to choose a Country/Project/Partner etc.)
DOCUMENTS TO BE UPLOADED
<ul style="list-style-type: none"> • Organization Statute in English (SCANNED: if original in other languages, official translated copy) • LEF Document (if possessed for organizations having previously signed a contract with EC) • Financial Statements (SCANNED: Balance Sheet, Cash Flow and Income Statement – all in one document) • Audit Reports (SCANNED: Originals)
REFERENCE DOCUMENTS
<ul style="list-style-type: none"> • Organization’s Registration Certificate • Organization’s Profile/Brochure • Organization’s Financial Statements • Organization’s Statute • Organization’s Project References

²List input provided by TACSO office Kosovo

2.2.2 One-to-one PADOR coaching process via phone or SKYPE

One-to-one PADOR coaching process via phone or SKYPE (Table 3 represents steps in this process) is based on TACSO officer's opinion the most preferable method of PADOR registration for several reasons:

1. It is efficient and low cost because the coaching process is conducted without leaving the offices, both consultant and beneficiary, so the traveling costs are reduced absolutely.
2. It is effective because there is possibility to assist one organization/management person within 1 hour if computer and language proficiency is satisfactory. If there are some difficulties regarding language or computer usage, consultant can assist in some segments to improve and speed up the registration process (e.g. first several steps in PADOR or ECAS registration).
3. It overcomes all language and technical barriers, it is delivered in local language for the organizations that do not possess good command of English, and it guides CSOs to resolve technical problems immediately when they occur, i.e. during the process of registration.

If PADOR registration is executed more than 3 times and all documents are available and provided by beneficiary, process of registration can be finished in 45 minutes range.

Table 3. Registration process one to one – proposed steps:

Steps
1. Beneficiary should have prepared documentation and requested information about organization in accordance to the Table 2.
2. ECAS username and password have to be created at first place; consultant gives the simplest proposals for specific username, avoiding too complicated terms. Also, the password should be "easy to remember", containing capital, small letters, numbers or special characters.
3. Consultant is guiding beneficiary through registration process giving the explanations and translations for specific fields in order to avoid mistakes.
4. If there is a lack of documentation or information registration process can be finished with "provisional documents or information" in order to finish registration and obtain the PADOR number. After registration beneficiary should UPDATE information and upload requested documents. Consultant have to point out that update have to be finished as soon as possible in order to avoid any misunderstanding by beneficiary.
5. Provisional document or information can be in form of "word or PDF document" where is stated that this document is for temporary registration purposes and the original shall be uploaded in few days. "Temporary" documents can be used for

missing statute translations, financial reports, Legal Entity Files and should be removed and updated by beneficiary in time range of 7-10 days.

6. Emphasis should be given to regular UPDATE of PADOR database because the registration is done ONCE and update should be done regularly, when any change occur (board of directors, change of strategy, statutes, new projects etc.)

2.2.3 Personal face-to-face guidance

Steps are similar as for the one-to-one coaching process via Skype or by the phone, but it requires more resources related: to time, man-hours and travel costs back and forth spent. On the other hand beneficiary receives at the-job-training and maximum attention when going through this process.

2.3 Review of feedbacks related to different TACSO approaches in developing capacities of CSOs for PADOR registration

2.3.1 Feedbacks from TACSO national offices

Program officers who mainly provide support to the CSOs in registering in PADOR have observed following:

- “Effectiveness of the process greatly depends on the English skills of the CSO’s representative. If the CSOs’ representative supposed to register his/her CSO in PADOR has good English and computer skills then sending the official web-site for PADOR registration and minor phone instructions are sufficient. However, for smaller, grass-root organisations that lack English skills it is necessary to use personal one to one approach for successful PADOR registration. Group sessions are also useful for smaller organisations with limited capacities in computer skills.”
- “Phone – it is more flexible approach and usually people use it for specific questions. This method is good when people need small and easy assistance and it’s not appropriate when people are not familiar with the PADOR platform and process of registration. It is also very challenging if the beneficiary has poor English language skills, and can be very time-consuming.
 - SKYPE – we found that support via SKYPE is the cheapest and very effective method for PADOR registration.
 - 1 on 1 – this is most reliable method on the one hand, and the most expensive on the other.
 - Group sessions – very effective method, especially when the group consists of organizations/persons who are at the same level regarding knowledge of the registration process”

- “Group sessions/workshop starting with theoretical part and practical workshop with each organization having its own computer/connection to internet and step by step instructions and peer support.”

2.3.2 Feedbacks from CSOs, recipients of TACSO’s support in PADOR registration

According to participants and their evaluation the workshops were useful because of the many reasons, and some of them are:

- Preparation of the organizations prior to the data entry (documents and information).
- The process is led by someone who has experience that increases self-confidence and self-assurance among representatives of the organizations so
- They were able to register their organization by themselves.
- Opens the opportunity to ask questions during the registration process and to consult with other participants.
- Ability to check the accuracy of data entered.
- It is harder to give up (some of the participants started the registration process, but gave up because it was seemed to complicate and demanding and they decided to come to the workshop in order to complete the registration)
- The existence of group solidarity and support from other participants.

Besides target group (organizations without PADOR number), workshops are also attended organizations already registered in PADOR by more experienced organizations which wished to:

- Check the entered data and update changes with most current data,
- Get acquainted with the process of data input, and
- Change the password.

Other effects:

- Workshops enable organizations to network and partner with each other.

2.3.3 Main obstacles

- Participants failing to provide the necessary documentation in electronic form missing translated documentation (Statute etc)
- Messing up in the first steps with the E-mail addresses, filling in the data from their financial reports.
- If the instructions had been sent earlier no problems appeared. Lack of connection to internet or registration just on the deadline for some open call could make a frustration.

2.3.4 The most frequent questions asked by beneficiaries?

- What documents do we need to be registered? – The full list of documents is in this manual.
- We are established in this year, can we get a PADOR number? – YES, technically, but with some changes. Instead of financial report you have to attach a word or PDF document where is stated that you do not have annual financial report yet.
- Do we need official translation of our Statute to be registered? – There is no need for officially confirmed translation by state notary service or court translator. Regular translation of the document is enough.
- What type of financial documentation we need? – Annual financial reports for previous years – up to 7 years back. You have to find out what figures and report book keeping term are related to PADOR database (e.g. turnover, balance sheet, etc)
- What is exact translation of ‘Shareholder equity’? – Share-holder equity is amount of money/assets invested in legal entity such are corporations or companies with capital presented in „shares“. So, share-holder equity is capital of the company presented in money value.
- How to access to PADOR if username and password are lost? – Simple, there is link which has to be clicked; all you have to remember is your organization’s e-mail. The rest of the process is very intuitive and username/password is easy to recover.
- Is it possible to register in PADOR even when organization has no employees? – Yes, organization is not obliged to have an employee.
- Is it necessary for associates to register in PADOR prior to application to EU call for projects? NO, associates are not recognized as beneficiaries of the project.
- What are technical demands to upload financial report to PADOR database? – You have to scan the document, it is recommendable in file with possibility of multiple page scan (PDF file). Adjust scan quality to lower level (100-150PPI) to avoid uploading extra-large files.

3 What is PADOR?

POTENTIAL APPLICANT DATA ON-LINE REGISTRATION (extract from EU manual)

The Potential Applicant Data On-Line Registration (PADOR) mainly concerns organizations who want to apply for EU grants.

It is an on-line database of the Cooperation Office of the European Commission (EuropeAid) for registration of organizations that enables European Commission to have access to information on organization related to its management and financial capacities during the project proposal evaluations, as well as to check the eligibility of the organizations that participate in particular call for proposals (CfP).

The Europe Aid use PADOR for applicants to EU grants to register the data specific to their organization in a single database, in order to:

- Have better knowledge of its partners
- Improve the Office knowledge management
- Improve the services offered to potential applicants for a grant. PADOR is the first on-line service provided by Europe Aid.

Reduces paperwork needed to be submitted by the organizations every time they apply for Call for proposals. Applicants now only need to indicate in their application forms their unique identification number, called Europe Aid ID (PADOR number), which is created after registering in PADOR.

Europe Aid is currently working on a new module (PROSPECT) to allow applicants to Calls for proposals to apply on-line. The joint capacities of PADOR and PROSPECT are expected to further facilitate the application process.

3.1 The principles of PADOR

As previously mentioned, thanks to PADOR, it is no longer necessary for an organization to provide all the administrative data and required documents in paper form each time it takes part in a CfP (statute, financial and audit reports). This information is introduced by the organization in PADOR once and must be updated regularly. The information is taken into consideration by the Commission each time organization applies for a new CfP.

For that purpose, an online registration service is put at the disposal to all potential applicants for grants. Each organization is responsible for encoding its own data and keeping it up to date. This online access is available all through the year. Once registered, organization obtains the PADOR identification number, so called EuropeAid ID that is used each time organization takes part in a CfP. The organisation certifies the conformity of the data encoded and regularly updated in PADOR, thereby engaging its responsibility.

Each time a modification is submitted in PADOR, the processing date is memorized, thus creating a history of the data. Please note the distinction made between data and supporting documents introduced in PADOR. Information about your organization is DATA. Supporting documents are all legal and financial documents which prove existence and activities of the legal entity.

1. Data

Only data registered before the deadline for the submission of the full proposal (in the case of restricted calls or of the concept note and full proposal (in the case of an open calls for proposals) will be taken into account. Therefore, this computerized method will fully correspond to the procedural requests of a call to proposals.

2. Supporting documents

According to the procedure (see the links above), the supporting documents requested (statutes, financial reports, audit reports) may be uploaded in PADOR before the evaluation of the Full Proposals, but before the deadline fixed in the notification letter from the European Commission. By letter from the European Commission, the applicant will be reminded that these documents will have to be loaded in PADOR for the final eligibility check. Nevertheless, we strongly advise you to upload them while registering in PADOR, without waiting until the final selection of proposals is achieved.

3.2 Who is concerned?

Registration in PADOR is open, in principle, to all organizations which:

- are active and have capacities in the Development field;
- require subventions from EuropeAid, on the long or short run;
- have officially registered statuses and have their own established annual accounts;
- have the ability to speak on behalf of their members
- have ability to sign the contract.

Registration in PADOR is not open to individuals. Individuals who wish to take part in calls for proposals must make sure that the general rules of the call allow them to. If they are eligible, they must then fill in the whole paper version of the grant application form.

3.3 Objectives

PADOR data corresponds mainly to the data requested until recently in the paper application form used for any call for proposals launched by EuropeAid, in the chapters II on the "applicant" and III on the "partners of the applicant participating in the action". In order to become usable by the system, the data was formalized by EuropeAid with a structure and a precision well defined.

A clear distinction must be made between PADOR, on one hand, and the selection process, on the other hand. The eligibility criteria for a call are specified in the legal base and official documents.

Following these rules, calls for proposals respect the basic principles of transparency and equality of chances. These principles guarantee that PADOR data will not be used for any selection of potential partners before the launching, by EuropeAid, of the call for proposals.

3.4 Benefits

For applicants - No need to resubmit administrative data of their organization for each Call for Proposals.

For European Commission:

- Benefit of a database containing data about entities applying for grants.
- Time saving: the organization registers its data itself, which improves treatment time.
- Improvement of the data quality, thanks to the responsibility of the organization, the reference to the LEF data, and the use of an anti-double-entries screen.

*LEF – Legal Entity File, contains basic information about your organization. The form can be downloaded from European Commission website

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_fr.cfm#n

3.5 Why should you register your organization in PADOR?

Registration in PADOR is necessary for organizations in order to:

- obtain an identification number (EuropeAid ID),
- upload all information concerning their profile to be taken into consideration by the Evaluation Committee of the Call for proposals they apply for
- make their existence known to the European Commission, but also to other organizations through the "search for local partners" tool.

Registration in PADOR is obligatory for all applicants to Call for proposals, non-state actors, public administration bodies, including local authorities, who apply for a grant over 25.000€.

However, there may be exceptions to the obligation to register in PADOR. Please always refer to the Guidelines of the Call you are interested in to check whether a derogation from the PADOR registration requirement is applicable.

When derogation from the PADOR registration requirement is applicable it is compulsory for the applicant concerned to complete the PADOR Derogation Pack (Annexed to the Call Guidelines) and to send it together with the Concept Note in line with the instructions in Section 2.3 of the Call guidelines. A justification, as well as supporting documents substantiating this request (where possible), are required.

For all those organizations to which derogation is granted, EuropeAid undertakes to initiate the registration of the said organization in PADOR, and if, at a later stage, the organization wishes to update its data, an access request should be sent to the PADOR Helpdesk.

Any derogation applies only to the Call for proposals in the context of which it was requested.

3.6 When you should register and update your PADOR account?

Organizations interested in EU co-funded development cooperation are encouraged to approach the PADOR registration not as a requirement to be met by a certain Call for Proposals deadline, but rather as a one-off exercise in view of future Calls.

Applicants must be registered in PADOR before the deadline for the submission of Concept Notes (specified in the guidelines of each Call for proposals).

Once registered, applicants should update their PADOR account by this same deadline. It is important to remember that the Evaluation Committee in charge for each Call for proposals will only take into account the data that have been most recently

Filled in Saved (in the relevant screens) AND Submitted (via the "Sign" Screen) !

PADOR is accessible all through the year. An update or even a new creation can be made at the will of the organization, or whenever changes occur.

For all modifications, a memory of past actions is created and the date of submission is saved. For each call, the only data taken into account is the one registered before the deadline of submission of the Full Proposal. All modifications made after this date are not valid for this call. Please enter data for each call several weeks before its closure date.

In addition, the requested supporting documents may be made available by the organization up until the deadline fixed in the notification letter from the European Commission. In this letter, it will be reminded that these documents will have to be loaded in PADOR for the final eligibility check. Nevertheless, it is highly recommended to upload them already during the registration process.

3.7 Security

The distinction between an organization and its users has to be made. PADOR mainly manages organizations (with a unique e-mail address for the organization). But, in reality, only users (persons) can access the data of an organization. This is done through an e-mail address, called "login e-mail" that belongs to a member of the staff (a person).

This "login e-mail" should be different from the e-mail of the organization. This means that security has to be managed at the individual login level. A specific login and password will be attributed to a specific person, who should keep this information confidential.

3.8 ECAS (EUROPEAN COMMISSION AUTHENTICATION SYSTEM)

Why and how ECAS is connected to PADOR?

When you create your username and password it is done in ECAS system. See two first print screens for further information. Username and password created in ECAS are used in your further login to PADOR and for updating the information. Please store your username and password on safe place. If username or password is lost you can easily recover it or make new one using your e-mail address.

ECAS is the user authentication service of the European Commission. It is designed to increase the security of Commission IT systems. ECAS is designed to protect your IT identity against abuse and to give client systems confidence in the identity of their users. It also provides a single sign-on amongst participating applications.

All that ECAS collects from you directly is your username and password, which together constitute your credentials. Credentials serve to prove your identity to ECAS and indirectly to systems that you use.

Password management – users can initialize their password, or reset it if they forget it, through the internal e-mail system. They can change it when it expires. This means that the ability to reset your password is available to anyone able to access your mail account and it is the security of the mail system that prevents this from happening. It is your responsibility to ensure that you do not request a reset of your password when anyone else has access to your mail (because of automatic forwarding, delegation or other reasons).

You should never reveal your password to anybody else: it is a secret only you should know. In particular, never enter your password on a screen which does not show the approved ECAS logo or if you have doubts about the authenticity of the ECAS site.

3.9 Confidentiality and data protection

Responsibility

The Commission declines all responsibility for the accuracy of information supplied by an organization for its registration in the PADOR in order to participate in a call for proposals. If mistakes are made by the organization when encoding its data in PADOR, the Commission assumes the right to declare the organization ineligible, based on the information provided by the organization in PADOR, in the framework of that calls for proposals. The recording of an organization in the database does not constitute a form of official recognition of this organization by the Commission.

The Commission service in charge of the named PADOR EuropeAid Cooperation Office will collect your personal data only to the extent necessary to establish a database for potential applicants in the framework of external cooperation, for Knowledge Management purposes.

Who has access to your information and to whom is it disclosed?

The Commission official responsible for PADOR and the controller has access to your data. All authorized representatives of the Commission (in EuropeAid Cooperation Office and in Delegations) have access to your data, without prejudice to possible transmission to Community Control Authorities charged with a monitoring or inspection task in conformity with Community law in the context of a specific inquiry. No transfer is operated to national authorities.

How does the EuropeAid protect and safeguard your information?

The data collected in the named PADOR is not accessible by anyone outside the Commission. Inside the Commission the data can be accessed by designated Commission representatives, using a UserID and a password.

How can you verify, modify or delete your information?

You have direct access to your data stored. If you wish to modify or delete your data, you can do so by connecting to PADOR, using the personal User ID and password communicated to you when you first registered.

How long does EuropeAid keep your data?

If the organization has had a contractual relationship with the Commission, data will be kept for 7 years after the end of the last contract. If the organization has ever participated in a Call for Proposals, data will be kept for 7 years after the last Call it participated in. If an organization has not updated its information for the past 3 years, the access information (login + password) will be deleted. If an organization has never had a contract with the Commission, participated in a Call, and has not updated its information for the past 3 years, all information will be deleted.

Contact Information

Should you have any question or request concerning your information submitted, please send an e-mail message to the following contact mailbox: EuropeAid-on-line-registration-hd@ec.europa.eu

3.10 PADOR Required Documents and Information

Note! It is important to prepare all aforementioned information and documents and their required format in advance. All should be prepared by the time you sit by your computer to register or update your data in the PADOR.

INFORMATION TYPE AND CATEGORIES

- a) Administrative Data and Organization Profile (Name/Address/Contacts/Registration Data of the organization)
- b) Sectorial Experience (fields of experience/intervention/Years of Experience/Number of Projects/Estimated Amount)
- c) Geographical Experience (Regions/Countries operated/ Years of Experience/Number of Projects/Estimated Amount)
- d) Crossed Information (Sectorial Experience vs. Geographical Experience)
- e) Financial Health (Financial Data: Revenue/Net Earnings/Balance etc.)
- f) Financing Sources (Source of funding/Fee paying members/Percentage of the source towards total financing)
- g) Audit (Name of the Approved Auditor/Audit Validity End Date)
- h) Staff (Number of Paid and Unpaid staff/ Percentage on staff gender)
- i) Board of Directors (Name/Profession/Function in the Board/Nationality/Year joined)
- j) Strategy and Methodology (Descriptive data up to 20,000 characters on How to choose a Country/Project/Partner etc.)

DOCUMENTS TO BE UPLOADED

- a) Organization Statute in English (SCANNED: if original in other languages, official translated copy)
- b) LEF Document – LEGAL ENTITY FILE, available in PDF, contains organizational information. LEF is obligatory document when submitting the project proposals. Available at address:
http://ec.europa.eu/budget/library/contracts_grants/info_contracts/privacy_statement_en.pdf
- c) Financial Statements (SCANNED: Balance Sheet, Cash Flow and Income Statement – all in one document) Prepare values in EUR.
- d) Audit Reports (SCANNED: Originals)

REFERENCE DOCUMENTS

- a) Organization's Registration Certificate
- b) Organization's Profile/Brochure
- c) Organization's Financial Statements
- d) Organization's Statute
- e) Organization's Project References