


## PADOR HELP GUIDE for APPLICANTS

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## WHAT is PADOR?

The Potential Applicant Data On-Line Registration (PADOR) is an on-line database in which organisations register themselves and update regularly their data.

This data concerns the organisation itself, it is not linked to a particular project proposal, and is used by the European Commission for evaluating the operational and financial capacity criteria as well as for checking the eligibility of the organisations that participate in calls for proposals.

**PADOR** was launched by EuropeAid to :

- Make it no longer necessary for potential applicants to provide all the data concerning their organisation in paper form each time they participate in a Call for proposals. Applicants now only need to indicate in their application forms their unique identification number, called **EuropeAid ID** (PADOR number), which is created after registering in PADOR.
- Allow EuropeAid to have a better knowledge of its (potential) partners in development cooperation.

EuropeAid is currently working on a new module (PROSPECT) to allow applicants to Calls for proposals to apply on-line (to be launched in 2011). The joint capacities of **PADOR** and **PROSPECT** are expected to further facilitate the application process.

## WHO can register in PADOR?

Registration in the database is open, in principle, to all organisations which :

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

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.

The Commission deals only with the body signing the contracts (which has the responsibility of the budget and the payments.) Only organisations having this capacity will be eligible for grants.

Examples:

1. A laboratory working for a university does not have a legal status. Only its headquarters have the authority to sign a contract. The administrative data that must be introduced in PADOR concern the headquarters, not the laboratory.
2. A European organisation may have branches in several other countries. If a branch is legally registered in a country, with the authority to sign contracts and execute payments (on a bank account not linked to the headquarters), it will be considered eligible for grants, but the data introduced by the branch in PADOR must correspond to its own experience (at the branch level) and not the experience of the headquarters or of other branches belonging to the same "family" of organisations.

In other words, the legal personality of an organisation and its eligibility is recognized by the Contracting authority based on its statuses. The eligibility is established based on the law under which the office is registered and the place of registration and not on the shareholding or management structure of the entity.

## **WHY register my organisation in PADOR?**

Is registration obligatory?

Registration in PADOR is necessary for organisations in order to:

- (a) obtain an identification number (EuropeAid ID),
- (b) upload all information concerning their profile to be taken into consideration by the Evaluation Committee of the Call for proposals they apply for (administrative and financial data, previous experience, etc.)
- (c) make their existence known to the European Commission, but also to other organisations 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. One such example is when PADOR registration is objectively impossible, for Calls launched in countries in war situations or where access to the internet is very difficult.

**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 organisations to which derogation is granted, EuropeAid undertakes to initiate the registration of the said organisation in PADOR, and if, at a later stage, the organisation 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.

## **WHEN to register? When to update an account?**

Organisations 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) !**

## **HOW to register an organisation in PADOR:**

### **STEP 1. Getting started:** Information required / documents to be submitted.

#### **To register in PADOR you will need:**

- a sufficiently stable internet connection
- an email address of your organisation.
- a personal email address.
- a username (login) and ECAS<sup>1</sup> password for personal identification (see step 2, point 6)

#### **You will be asked to fill in information regarding:**

- the date when your organisation was established, the type of your organisation
- the target groups of your organisation
- the sectors and geographical areas your organisation is active in
- the experience of your organisation in the above areas (number, duration, size of projects, etc.)
- the financial data and sources of your organisation

#### **You will also need to upload the following documents PLUS a translation in English, French or Spanish (obligatory, if the original documents are not in an EU language):**

- statutes (to register in PADOR an organisation **must** be legally recorded in a country)
- financial reports (for the last three years available)
- audit reports (at least for the last year) – only if you are applying for a grant over 500.000€

#### **You may fill in the PADOR screens in English, French or Spanish**



Once all the above documents and information are available and ready to be uploaded / encoded, the registration in PADOR takes approximately 2 hours to be completed

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<sup>1</sup> « European Commission Authentication Service ».

## STEP 2. Personal Identification – Personal User ID and Password

**PADOR is a database of organisations. Nevertheless the management of PADOR data within the organisations is done by individuals, who has to be identified with his/her own access rights (via the European Commission Authentication Service – ECAS UserID and password)**

**1. GO** to the PADOR website

[http://ec.europa.eu/europeaid/work/online-services/pador/index\\_en.htm](http://ec.europa.eu/europeaid/work/online-services/pador/index_en.htm)

**2. Click on "You do not have a personal ECAS identification"** (under "Access to PADOR")

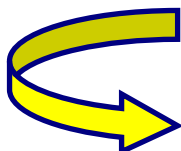
**3. FILL IN \*AT LEAST\* ALL mandatory fields:**

- **Data related to the organisation** (Organisation Name, Organisation's email, Legal type, Country, Postal Code and/or P.O Box (not necessarily both/if not applicable put 0))

- **Data related to your personal login:** (First and Last name, Login email (this needs to be your personal –not organisational- email), Confirm (type again) your email.

**The key code** (type in the empty field the characters you see in the box on the left)

**4. Click on "SUBMIT"**,  to submit your request



( The system now checks whether your organisation has already been registered in PADOR )

**5. A list of organisations with similar data to the one you have tried to register** (Name, Address, E-mail address, etc) appears on your screen, and you will be asked to check whether you can identify in this list the organisation you are trying to register.

**(To make sure that you are not about to create a double account** for an organisation that is already registered, click "modify" to refine your research. Ex.: use a new spelling or in another language. (For more information please the question "Does my organisation already have a profile in PADOR?" in the Frequently Asked Questions, Section 3)



<p style="text-align: center;"><b><u>I have now checked:</u></b> <b><u>My Organisation is NOT in the list</u></b></p> <p><b><u>Click on: My Organisation IS NOT in the list</u></b></p>	<p style="text-align: center;"><b><u>I have now checked:</u></b> <b><u>My Organisation IS in the list</u></b></p> <p><b><u>Click on: My Organisation IS in the list</u></b></p>
<p><b>Please confirm the data you registered.</b></p> <p><b><u>Click on "SUBMIT"</u></b> ✓</p> <p><b>You will receive an email</b> within 5 minutes with a link <b>"Request ECAS password"</b></p> <p>(Please remember to check your spam box too)</p> <p><b>click on this link</b> (within 90 mins)</p> <p>You will be directed to a page where you can set your password for your personal login.</p> <p>For more information please refer to the "How to get my ECAS Login and ECAS password" Section in the F.A.Q.s</p>	<p><b><u>"Select"</u></b> the organisation. If your organisation appears more than once, select imperatively the organisation with the "LEF ID Type 6".</p> <p><b><u>Click on "SUBMIT"</u></b> ✓</p> <p><b>An email is automatically sent to the organisation (either the official address, or that of the person who first registered the organisation)</b> with your request and information how to add you as new user.</p> <p>You will receive the email with the link on how to set your password (see next column), <b>only when</b> the person managing the organisations' account adds you as a new user.</p> <p>For more information please refer to the "How to get my ECAS login and ECAS password" Section in the F.A.Q.s</p>



More Help? Place your cursor on the bulb next to each field (a window will pop up)  
Check also the Frequently Asked Questions:  
Section 2 "ECAS username and ECAS password" and  
Section 3 (Identify your organisation in PADOR.

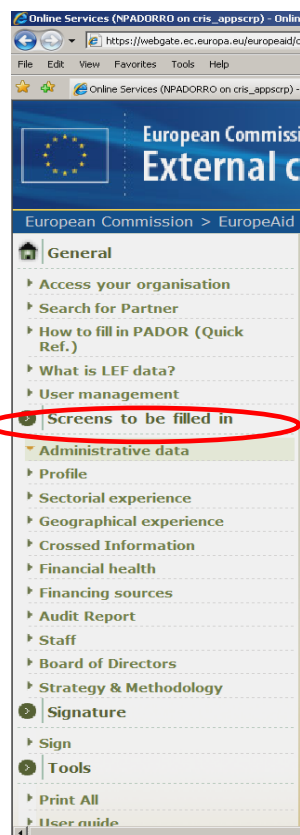
## **You can NOW start registering / updating your organisation in PADOR**



Any user having obtained an ECAS password **may register as many organisations** s/he wishes using this same login and ECAS password, linked to his/her personal e-mail address. This option is available in the PADOR main page by clicking on link entitled: "You have a username..." and then click on "You want to create an account for an organisation".

## STEP 3. Registering your organisation in PADOR


To register an organisation in PADOR you need to fill in **one by one** the screens listed on the left side of the screen under the title "Screens to be filled in".




The layout of some screens depends on the information provided in a previous screen. In fact, as you will notice, you can proceed with the registration only when the two first screens are filled in (Administrative Data and Profile)

**SCREENS TO BE FILLED IN** - please remember to:

1 **REQUIRED FIELDS:** fill in at least all **fields in orange** in each screen.

2  **TOP DOWN** fill in the screens in the order they are listed

3  **SAVE** the information you filled in each screen before you move on to the next screen

4  **SIGN** do not forget to sign (=validate the data)

## LEF data

The Directorate General for Budget manages the budget of the European Commission. For this, DG BUDG created a database in which each contractor can be identified. Each potential contractor fills in a Legal Entity File (LEF), that contains all the administrative data permitting its identification (e.g official name and address of the organisation). **Temporary LEF codes** (starting with "S", which are not visible in PADOR) are assigned to organisations that have never received grants from the EC. **"LEF 6" codes** (starting with 6) are assigned to organisations that have already received grants from de EC. This code is unique and valid for all the transactions with the EC.

The procedure for changing the LEF 6 data is explained on the webpage: [http://ec.europa.eu/europeaid/work/onlineservices/pador/lef-information\\_en.htm](http://ec.europa.eu/europeaid/work/onlineservices/pador/lef-information_en.htm). In the interest of data security, LEF 6 data can be modified in PADOR only upon DG Budget's validation. Please note that while the request for such modification is being processed, the fact that LEF data is not up to date does not prevent applications from being evaluated, nor does it affect their assessment.

Therefore you can finish your registration in PADOR, and send your application to a call for proposal as normal.



# Registration of your organisation in PADOR

## SCREEN: ADMINISTRATIVE DATA

The image consists of two side-by-side screenshots of a web browser. The left screenshot shows the 'Online Services (NPADORRO on cris\_appscrp)' page with a navigation menu. The 'Administrative data' option is circled in red. The right screenshot shows the 'Administrative Data' form. At the top, it displays 'EuropeAid ID' (N/A), 'LEF ID' (N/A), and 'Founding Date' (01-01-0200 (1810 year(s) old)). Below this, the 'Organisation name\*' is 'PADORINA'. A 'Quick GUIDE' icon is present. A note states: 'Highlighted fields are mandatory. For on-line help, click on next to the given field.' The form includes fields for 'Organisation name\*', 'Organisation's e-mail' (XYZ@GMAIL.COM), 'Address' (XXXX), 'Country\*' (Algeria), 'Postal Code\*', 'P.O. Box\*', 'City\*' (Brussel), 'Phone', 'Fax', 'Website', 'Reason' (Applicant to Call for Proposal), 'Legal type\*' (Public Law Body), and 'View' (Yes/No). There are 'Save' and 'Reset' buttons at the bottom.

**You must fill in this screen for the next screens to become accessible (=clickable)**

**If the organisation has had a contract with the EC (and therefore a LEF 6), the LEF data\* (asterisk) are automatically introduced and cannot be directly modified by the user. (see p. 7)**

### **1. FILL IN \*AT LEAST\* ALL mandatory fields:**

Organisation name, Organisation email, Language, Address, Postal Code OR P.O Box, Country, City, Legal Type, Reason and View

Reason: chose from the drop down menu the most relevant explanation on why the organisation is being registered in PADOR (applicant / partner / to be known by the European Commission). If you are an "applicant" for one Call for proposals, and "partner" for another Call for proposals which are launched in the same period of time, please register as "applicant".

View: Do you wish to make the organisation's profile is public? If you mark "yes", your organisation will appear in the database of the "Search for Partners" tool (see.p. 20)

### **2. SAVE! ✓**



More Help? Place your cursor on the bulb next to each field (a window will pop up)  
Check also the Frequently Asked Questions - Section 4 "Administrative Data"



## SCREEN: PROFILE

The screenshot shows the 'Profile' screen of the PADOR system. The left sidebar contains a navigation menu with 'Profile' highlighted in red. The main content area displays various fields for organization information, including EuropeAid ID, LEF ID, Founding Date, Organisation name, Legal type, Legal form, Profit Making, Value Based, Category, National Registration Data, Target Group(s), and Sector(s). A 'Quick Guide' icon is also visible.

You must fill in this screen for the next screens to become accessible (=clickable =green)

If the organisation has had a contract with the EC, (and therefore a LEF 6), the LEF data\* (asterisk) are automatically introduced and cannot be directly modified by the user. (see p. 7)

### 1. FILL IN \*AT LEAST\* ALL **mandatory fields**:

Profit Making, Value Bases, Category, NGO, Link, Place, Date and upload the statutes of your organisation, Target Groups and Sectors.

A list of subsectors appears by clicking on the arrow next to each Sector. It is up to the applicant to give more general or detailed information about Sectors, to use a combination of general sectors and subsectors, and to include as many Sectors as the type of experience gained from a cross-sectorial project (e.g it is possible to tick 4 Sectors when a project covered 4 sectors).

If a sector in which your organisation is active does not appear on this list, please provide relevant information on the "Strategy and Methodology" Screen.



If you need to upload more than one document, please scan or compress (.zip, .rar) all the documents in one file which you can then upload in the available field. The name of the document/file to be uploaded should be written with latin characters.

### 2. SAVE! ✓



More Help? Place your cursor on the bulb next to each field (a window will pop up) Check also the Frequently Asked Questions - Section 5 "Profile".

## Experience

### SCREEN: SECTORIAL EXPERIENCE

The image shows two screenshots of the 'Experience - Sectorial' web form. The left screenshot shows the navigation menu with 'Sectorial experience' highlighted in red. The right screenshot shows the main form with fields for EuropeAid ID, LEF ID, Founding Date, Organisation name, Sector(s), Years of experience, Number of projects, and Estimated amount. A 'Quick Guide' icon is also visible.

#### 1. FILL IN \*AT LEAST\* ALL **mandatory fields**:

Years of experience, Number of projects, Estimated amounts

You are asked to provide further information on your experience on each of the Sectors you defined the "Profile" Screen. **Calculate the following information for each sector in which your organisation is active.** (Please note that only an approximate calculation is needed) :

- the number of years experience. The brackets offer approximations,

Example : "From 1 to 3 years" please select ( $\geq 1 - \leq 3$ ), which means more than ( $\geq$ ) 1 year but less than ( $\leq$ ) 3 years.

- the number of concerned projects over these years. The brackets offer approximations:

Example : "From 1 to 5 projects" please select ( $\geq 1 - \leq 5$ ), which means more than ( $\geq$ ) 1 project but less than ( $\leq$ ) 5 projects.

- the financial volume (in €) of this sector over these years. The brackets offer approximations:

K = thousands of euro ; M = million of euro.

Example : "From 10.000€ to 50.000 €" please select ( $>10K - \leq 50K$ ), which means more than ( $>$ ) 10.000 € but less than ( $\leq$ ) 50.000 €

**It is up to the applicant to establish a methodology for presenting its experience.** You may declare, for example, 4 years of experience for each Sector that a 4-year project covered)

#### 2. **SAVE!** ✓



More Help? Place your cursor on the bulb next to each field (a window will pop up)  
Check also the Frequently Asked Questions - Section 6 "Experience" (6.1 and 6.2)

## SCREEN: GEOGRAPHICAL EXPERIENCE

The left screenshot shows the 'Online Services (NPADORRO on cris\_appscrp)' interface. The navigation menu on the left includes 'General', 'Access your organisation', 'Search for Partner', 'How to fill in PADOR (Quick Ref.)', 'What is LEF data?', 'User management', 'Screens to be filled in', 'Administrative data', 'Profile', 'Sectorial experience', 'Geographical experience' (highlighted with a red circle), 'Crossed Information', 'Financial health', 'Financing sources', 'Audit Report', 'Staff', 'Board of Directors', 'Strategy & Methodology', 'Signature', 'Sign', 'Tools', 'Print All', and 'User guide'.

The right screenshot shows the 'Experience - Geographical' form. It includes fields for 'EuropeAid ID' (N/A), 'LEF ID' (N/A), 'Founding Date' (01-01-0200 (1810 year(s))), and 'Organisation name\*' (PADORINA). A 'Quick GUIDE' button is visible. Below the form, a table is shown with columns: 'Region/Country', 'Years of experience', 'Number of projects', and 'Estimated amount (€)'. The table has three rows, each with a dropdown menu for 'Region/Country' and 'Please select' for the other three columns. 'Save' and 'Reset' buttons are at the bottom.

### **1. FILL IN ALL mandatory fields:**

Region / Country, Years of Experience, Number of Projects, Estimated amounts (in €)

**First, identify the geographical experience of your organisation, either by country or by region.**

**Second, for each geographical area, please specify the following information.**

(Please note that only an approximate calculation is needed) :

- the number of years experience. The brackets offer approximations,

Example : “From 1 to 3 years” please select ( $\geq 1$  -  $\leq 3$ ), which means more than ( $\geq$ ) 1 year but less than ( $\leq$ ) 3 years.

- the number of concerned projects over these years. The brackets offer approximations:

Example : “From 1 to 5 projects” please select ( $\geq 1$  -  $\leq 5$ ), which means more than ( $\geq$ ) 1 project but less than ( $\leq$ ) 5 projects.

- the financial volume (in €) of this sector over these years. The brackets offer approximations:

K = thousands of euro ; M = million of euro.

Example : “From 10.000€ to 50.000 € please select ( $>10K$  -  $\leq 50K$ ), which means more than ( $>$ ) 10.000 € but less than ( $\leq$ ) 50.000 €

### **2. SAVE! ✓**



More Help? Place your cursor on the bulb next to each field (a window will pop up)  
Check also the Frequently Asked Questions - Section 6 "Experience" (6.1 and 6.3).

## SCREEN: CROSSED INFORMATION

The screenshot displays the PADOR online services interface. On the left, a navigation menu for the European Commission External Cooperation programmes is visible, with the 'Crossed Information' option highlighted by a red circle. The main content area shows the 'Experience - Crossed Information' section. It includes fields for 'EuropeAid ID' (N/A), 'LEF ID' (N/A), 'Founding Date' (01-01-0200 (1810 year(s) old)), and 'Organisation name\*' (PADORINA). Below these fields, there is a text box stating: 'On this screen appear the sectors and the regions/countries that you have selected on the Sectorial and Geographical Experience screens.' At the bottom, there are buttons for 'Region/ Country', 'Sector(s)', 'Group By Sector', 'Save', and 'Reset'.

This screen is **optional**, and in fact it is automatically generated by PADOR based on the information provided in the two previous screens (Sectorial Experience, Geographical Experience)



More Help? Place your cursor on the bulb next to each field (a window will pop up)  
Check also the Frequently Asked Questions - Section 6.4 "Crossed Information".

## Financial Data

### SCREEN: FINANCIAL HEALTH

Financial Health

EuropeAid ID N/A      LEF ID N/A      Founding Date 01-01-0200 (1810 year(s) old)

Organisation name\* PADORINA

Highlighted fields are mandatory. For on-line help, click on next to the given field.

Year	Turnover (in thousands EUR)	Net Earnings (in thousands EUR)	Balance sheet (in thousands EUR)	Shareholder Equity (in thousands EUR)	Medium & Long-term Debt (in thousands EUR)	Short Term Debt (in thousands EUR)	Financial Report
2009	<input type="text" value="-12"/>	<input type="text" value="-54.4"/>	<input type="text" value="-41.5"/>	<input type="text" value="-15.64"/>	<input type="text" value="-54"/>	<input type="text" value="-61.5"/>	<input type="button" value="Browse..."/>
2008	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="Browse..."/>
2007	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="Browse..."/>
2006	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>

#### 1. FILL IN ALL mandatory fields :

Turnover, Net Earnings, Balance Sheet, Share holder Equity, Medium and Long term Debt, Short Term Debt (less than one year), upload the Financial Reports of your organisation (the name of the file to be uploaded should be written in Latin characters)

The data must be expressed in € (no commas, dots, spaces), and must cover the last 3 years. To convert your financial data in € please use the exchange rates on the InforEuro website: <http://ec.europa.eu/budget/inforeuro/index.cfm?language=en>. Use the rate specific to the month and year in which the annual financial report was produced.

You may wish to provide Financial Health information for a longer period of time than the requested one. Once you fill in and save data for the last three years (years -1, -2, and -3) (compulsory information) a new line will appear for the year -4 (optional information).



**Please read carefully** the description / definition of the information required in each field (refer to the Quick Guide, bulbs next to each field. **If some of the data do not apply for your organisation, please type 0 (zero) in these fields, and explain in a document why these data, or the financial report, do(es) not apply. If you need to upload more than one document, please scan or compress (.zip, .rar) all the documents in one file which you can then upload in the available field.**The name of the document/file to be uploaded should be written with latin characters.

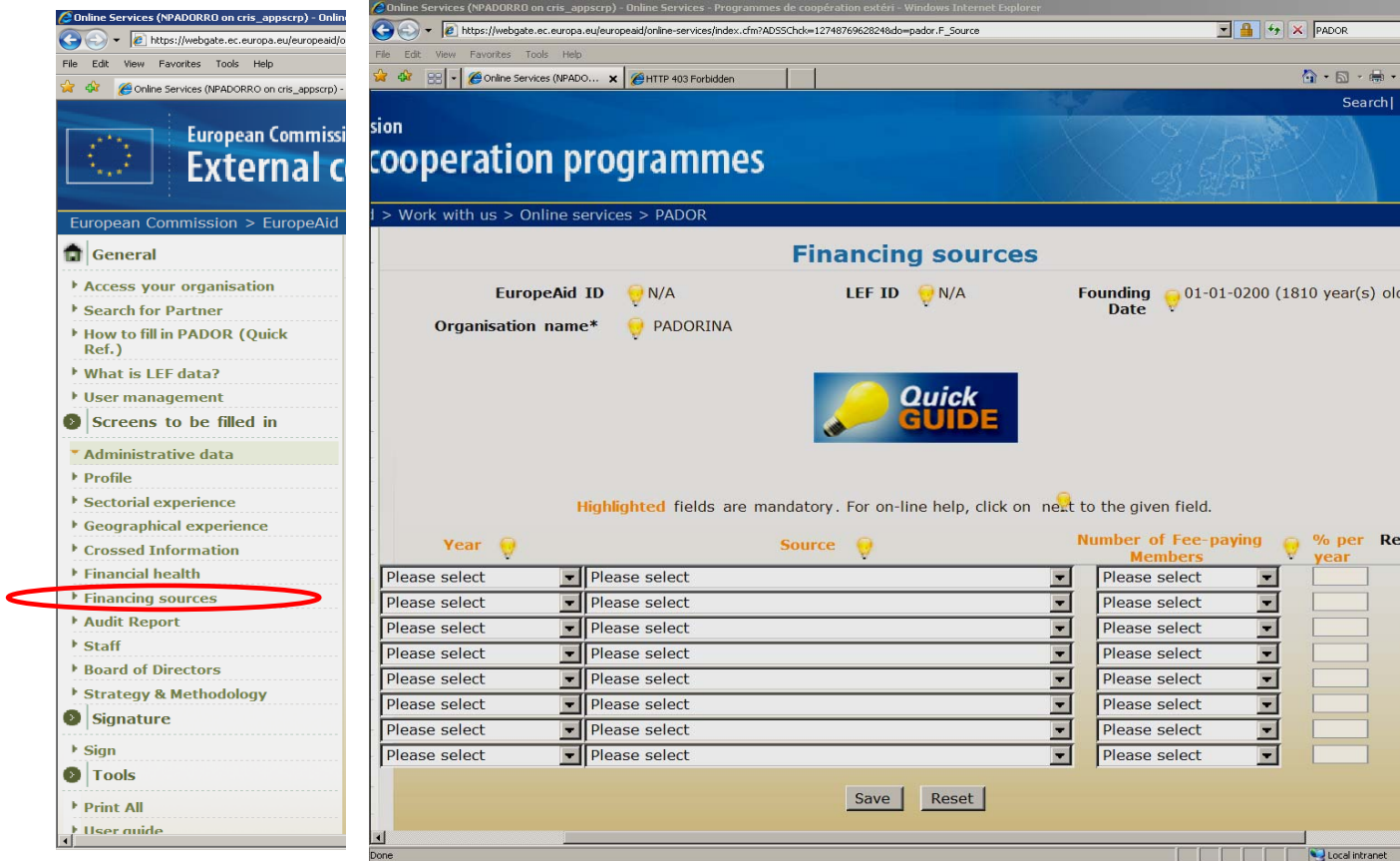
#### 2. SAVE!



More Help? Place your cursor on the bulb next to each field (a window will pop up)  
Check also the Frequently Asked Questions - Section 7 "Financial Data" (7.1 and 7.2).



# SCREEN: FINANCING SOURCES



## 1. FILL IN ALL **mandatory fields**:

Year, Source, Number of Fee-paying Members, % per year

**Year** :If you have correctly filled in and saved the previous screen (Financial Health), you should now see in the "Year" drop-down menu a list of all the years (minimum 3) for which you filled in Financial Health data.

**Number of Fee-paying Members**: this field **is mandatory only** if you select "Members fees" in the "Source" drop-down menu. In this case, please select an approximate number of Number of Fee-paying Members from the brackets available in this drop-down menu

(Example : “from 100 to 500 Members” please select more than (>)100 but less than (<= ) 500)

**% per year** : the percentages reflecting the percentage of the sources of financing benefiting your organisation, should add up to 100% for each year. Please do not use commas, dots or spaces. (Example: 63. NOT 63% or 63.2% )

## 2. **SAVE!**



More Help? Place your cursor on the bulb next to each field (a window will pop up)  
Check also the Frequently Asked Questions - Section 7 "Financial Data" (7.1 and 7.3).

## SCREEN: AUDIT REPORT

The left screenshot shows the navigation menu with 'Audit Report' highlighted in red. The right screenshot shows the 'Audit Report' form for the year 2009, with fields for 'Approved auditor', 'Valid until', and 'Report'.

Year	Approved auditor	Valid until:	Report	Remove
2009	<input type="text"/>	<input type="text"/>	<input type="text"/>	Browse... <input type="checkbox"/>
2008	<input type="text"/>	<input type="text"/>	<input type="text"/>	Browse... <input type="checkbox"/>
2007	<input type="text"/>	<input type="text"/>	<input type="text"/>	Browse... <input type="checkbox"/>

**1. The fields in this screen are mandatory only for applicants applying for a grant of more than - 500.000 €**

In these cases, you must upload the certified audit report of your organisation of –at least- the last year. Please refer to the Guidelines of the Call for proposals you are interested in for more information on the number of years you need to provide an audit report for.



**Quick TIP** If you need to upload more than one document, please scan or compress (.zip, .rar) all the documents in one file which you can then upload in the available field. The name of the document/file to be uploaded should be written with latin characters.

**2. SAVE!**



More Help? Place your cursor on the bulb next to each field (a window will pop up)  
Check also the Frequently Asked Questions - Section 7 "Financial Data" (7.1 and 7.4).



# Staff and Management

## SCREEN: STAFF

The image consists of two side-by-side screenshots of a web application interface. The left screenshot shows a sidebar menu under the heading 'General'. The 'Staff' option is circled in red. The right screenshot shows the main content area of the 'Staff' form. At the top, it displays 'EuropeAid ID' (N/A), 'LEF ID' (N/A), and 'Founding Date' (01-01-0200). Below this is the 'Organisation name\*' field with the value 'PADORINA'. A note states: 'Highlighted fields are mandatory. For on-line help, click on next to the given field.' The 'Number of Staff' section contains a table with columns for 'Headquarters', 'Expats', and 'Local', and rows for 'Paid' and 'Unpaid' staff. Each cell contains a 'Please select' dropdown menu. At the bottom, there are input fields for 'Percentage Female' and 'Male' under the heading 'Percentage Female / Male Total Paid Staff', along with 'Save' and 'Reset' buttons.

### 1. FILL IN \*AT LEAST\* ALL **mandatory fields**:

the number of Paid Staff in the Headquarters, the number of Paid Staff who are expatriates, and the number of Paid Staff who are locally hired (in the action location). The brackets offer approximations :

(Example : “from 10 to 50 employees” please select more than ( $\geq$ ) 10 but less than ( $\leq$ ) 50 )

### 2. **SAVE!** ✓



More Help? Place your cursor on the bulb next to each field (a window will pop up).

## SCREEN: BOARD OF DIRECTORS

The screenshot displays the 'Board of Directors' form in the PADOR online services interface. The left sidebar shows a navigation menu with 'Board of Directors' highlighted in red. The main content area shows the form with fields for EuropeAid ID, LEF ID, Founding Date, and Organisation name. Below these are three rows for Board of Directors members, each with fields for Title, Name, Profession, Function, and Country of Nationality. A 'Save' button is visible at the bottom.

### **1. FILL IN ALL mandatory fields:**

The name of the Board of Directors, their profession, their function within the Board (director / president, secretary, treasurer, other), their nationality, since when they have been members of the Board).

### **2. SAVE!**



More Help? Place your cursor on the bulb next to each field (a window will pop up).

## Strategy and Methodology

### SCREEN: STRATEGY AND METHODOLOGY

The screenshot shows two browser windows. The left window displays the navigation menu with 'Strategy & Methodology' circled in red. The right window shows the 'Strategies & Methodologies' form. The form includes fields for EuropeAid ID (N/A), LEF ID (N/A), and Founding Date (01-01-0200). The 'Organisation name\*' field contains 'PADORINA'. Below these fields is a large text area for the 'Strategy and Methodology' description, with instructions on how to fill it in and a 'Save' button at the bottom.

This screen is **optional**, (not obligatory)

**1. Here you can type the information that you consider relevant regarding all the previous PADOR screens, but you were not able to include in the respective fields / screens.** Please note that the maximum number of characters that can be typed is 20.000.

Since this screen is the last one before the screen where you will be asked to validate the data you have filled in, it also includes

**a warning that you need to :**

- **fill in and save data in the previous PADOR screens**
- **submit this data** ("Sign" Screen – in the list of screens available on the left hand side)

**before the deadline of the call for proposals you are interested in.**

**2. SAVE!** ✓

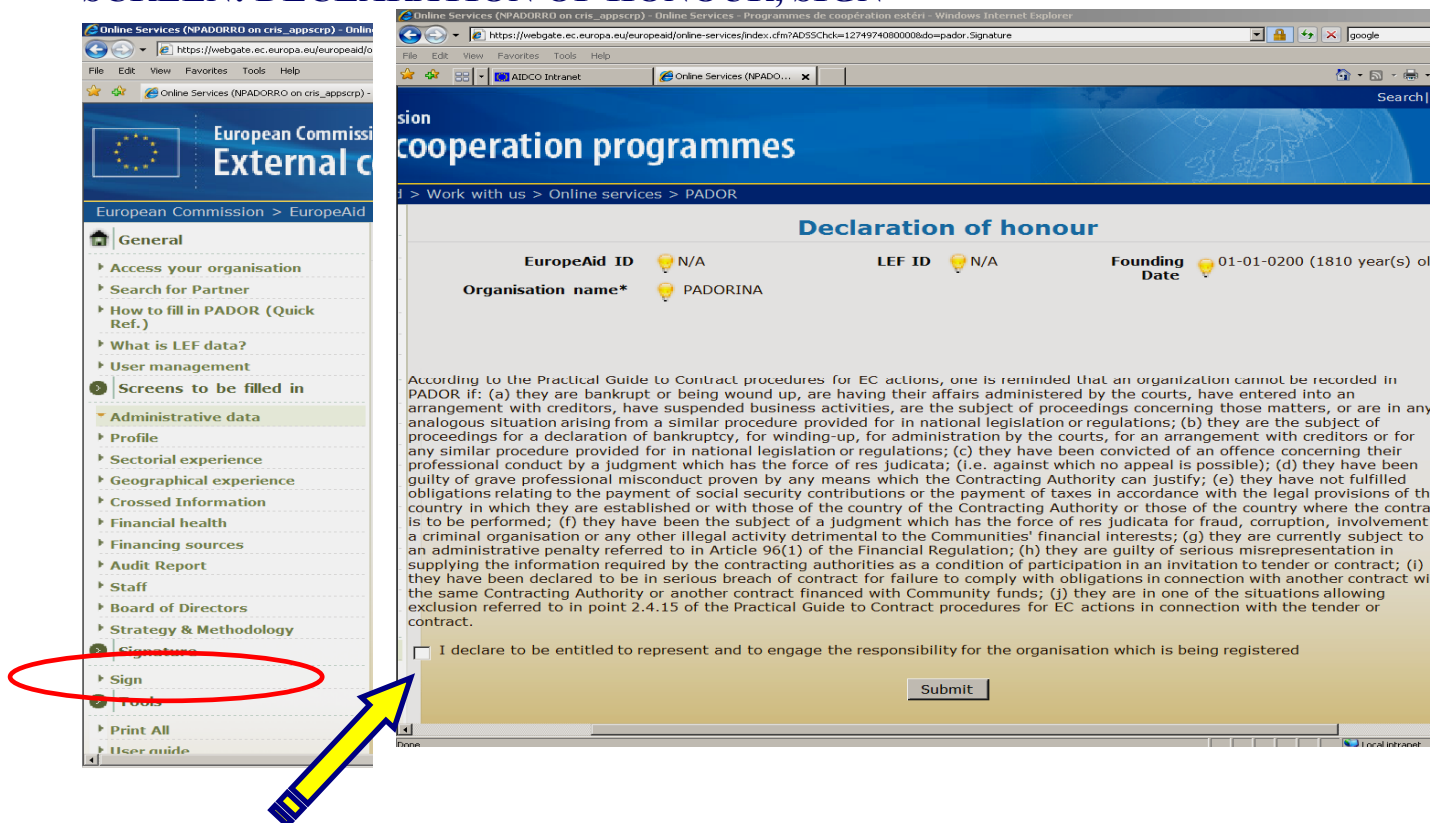


More Help? Place your cursor on the bulb next to each field (a window will pop up).

## STEP 4. Submission :

### Validate the registration & Get your EuropeAid ID

#### SCREEN: DECLARATION OF HONOUR, SIGN



**1. TICK** the box next to the phrase "I declare to be entitled to represent and to engage the responsibility for the organisation which is being registered"

**2. SUBMIT!** ✓ :If there are missing fields a box will appear indicating the Screens in which some obligatory data are missing, or some data have been incorrectly encoded. **Please: Return to these Screens → Fill in or Correct data → SAVE again ✓ → SUBMIT again ✓**



**You have now registered your organisation in PADOR !**



**Your EuropeAid ID is now available**

Once you finish your registration you obtain your EuropeAid ID, which you have to indicate in all future application forms of Calls for Proposals. The EuropeAid ID of your organisation becomes visible on the top of all the PADOR screens (if you do not finish your registration a "N/A" appears in this field instead)



More Help? Place your cursor on the bulb next to each field (a window will pop up)  
Check also the Frequently Asked Questions - Section 8

## \* Update your PADOR account

Once registered, applicants should update their PADOR account by the deadline for the submission of Concept Notes (specified in the guidelines of each Call for proposals). 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) !

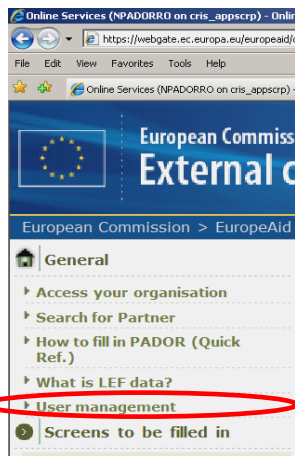
In other words, to update a profile it is not sufficient to log in to your organisation's account and change the data you wish to update. It is not even sufficient to save this data on each screen. You need to sign again the declaration (Step 4) (=to validate, submit the new data)

✓ Do not forget to update your status as applicant or partner. This is important because some fields and documents to be uploaded are not required for partners.

## \* User management:

### Adding / deleting users to the PADOR account of your organisation

(For more information see the full manual point 2.2. and 7 and F.A.Q Section 9).



1. Click on User Management

2. Enter the First and Last name and the Login e-mail of the user

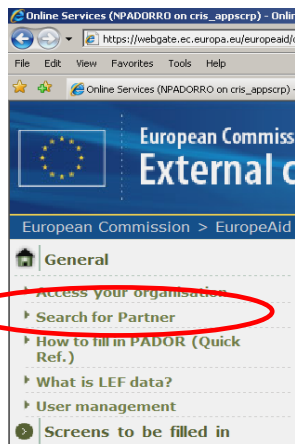
3. Define the level of access rights the user will have:

- View : can view but NOT modify data
- Data entry: can view, modify and save, but NOT sign
- Sign : can validate data, and change the access levels of the other users, and delete users



There is no limit in the number of users (with any of the above profiles) an organisation account might have, however we advise you to designate the Signatory profile to a limited number of persons (and minimum 2 – in case of absence of one of them).

## \* Search for Partners?



A new search functionality has been introduced in PADOR that allows organisations to network and find other organisations already registered in the database. Basic information about any organisation that chooses to make its profile information visible in PADOR (by clicking "yes" next to the "view" field in the Administrative Data screen).

Any interested organisation can look for partners by sector, country of action, legal type, target group and expertise amongst a pool of potential partners registered in PADOR.

## HELP



Place your cursor on the bulb next to each field (a window will pop up).



consult the Quick Guide, available on each PADOR screen

**FREQUENTLY ASKED QUESTIONS** (available here, and on the PADOR homepage)

**If you still have not found an answer to your question, you can contact the PADOR HelpDesk via email ([europaaid-pador@ec.europa.eu](mailto:europaaid-pador@ec.europa.eu)).**

**In order to treat your request as soon as possible, please indicate in the subject line of your email the title of the Screen you are working on.**


Please note that in order to ensure the traceability and accuracy of the advice provided to potential applicants, information can only be provided through e-mail.

## SUMMARY TABLES

PADOR SCREEN	APPLICANT	PARTNER
<p><b><u>ADMINISTRATIVE DATA</u></b></p> <p>(if LEF 6, then data * cannot be modified by the user, p.7 Help Guide)</p>	<p><b><u>Required:</u></b> Organisation name, Organisation email, Language, Address, Postal Code <i>or</i> P.O Box, Country, City, Legal Type, Reason and View</p> <p><b><u>Optional:</u></b> Abbreviation, Website, Phone, Fax</p>	
<p><b><u>PROFILE</u></b></p> <p>(if LEF 6, then data * cannot be modified by the user, p.7 Help Guide)</p>	<p><b><u>Required:</u></b> Profit Making, Value Bases, Category, NGO, Link, Place, Date, Target Groups, Sectors, and upload Statutes</p> <p><b><u>Optional:</u></b> Legal type, Legal Form, National registration number, VAT number, and upload LEF</p>	
<p><b><u>EXPERIENCE</u></b></p> <p>a. <b>SECTORIAL</b></p> <p>b. <b>GEOGRAPH/L</b></p> <p>c. <b>CROSSED INFO</b></p>	<p><b><u>ALL fields are Required</u></b> (Years of Experience, Number of projects, Estimated Amount)</p> <p><b><u>ALL fields are Required</u></b> (Region/Country, Years of Experience, Number of Projects, Estim.Amount)</p> <p><b><u>All fields are optional</u></b> (summary table automatically provided)</p>	
<p><b><u>FINANCIAL HEALTH</u></b></p> <p>(type 0 (zero) in any field that is not applicable, and provide an explanation in the document uploaded – or in the Strategy and Methodology Screen)</p>	<p><b><u>ALL fields are Required</u></b> (Turnover, Net Earnings, Balance Sheet, Share holder Equity, Medium &amp; Long term Debt, Short Term Debt, Finan. Report) -at least for past 3 years-</p>	<p><b><u>Required:</u></b> (Turnover, Net Earnings, Balance Sheet, Share holder Equity, Medium and Long term Debt, Short Term Debt) -at least for past 3 years-</p> <p><b><u>Optional:</u></b> Financial Report</p>
<p><b><u>FINANCING SOURCES</u></b></p>	<p><b><u>ALL fields are Required</u></b> (Year, Source, Number of Fee-paying Members <b><u>only if</u></b> you have chosen "Fee-Paying Members as a Source, % per year)</p>	
<p><b><u>AUDIT REPORTS</u></b></p>	<p><b><u>ALL fields are Required</u></b> <b><u>(only if</u></b> you are an <b><u>applicant</u></b> requesting a <b><u>grant ≥ 500.000 €</u></b>)</p>	<p><b><u>All fields are optional</u></b></p>



<p align="center"><b><u>STAFF</u></b></p>	<p align="center"><b><u>Required:</u></b>  number of Paid Staff in the Headquarters, number of Paid Staff who are expatriates, number of Paid Staff who are locally hired</p> <p align="center"><b><u>Optional:</u></b>  number of Unpaid Staff in the Headquarters, number of Unpaid Staff who are expatriates, number of Unpaid Staff who are locally hired</p>	<p align="center"><b><u>All fields are optional</u></b></p>
<p align="center"><b><u>BOARD OF DIRECTORS</u></b></p>	<p align="center"><b><u>ALL fields are Required</u></b>  (Names of the Board of Directors, their profession, their function within the Board, their nationality, since when they have been Board members)</p>	<p align="center"><b><u>All fields are optional</u></b></p>
<p align="center"><b><u>STRATEGY AND METHODOLOGY</u></b></p>	<p align="center"><b><u>All fields are optional</u></b></p>	

PADOR SCREENS	PUBLIC BODIES (incl. Local Authorities)	
	APPLICANT	PARTNER
<p><b><u>ADMINISTRATIVE DATA</u></b></p> <p>(if LEF 6, then data * cannot be modified by the user, p.7 Help Guide)</p>	<p><b><u>Required:</u></b>            Organisation name, Organisation email, Language, Address, Postal Code <i>or</i> P.O Box, Country, City, Legal Type, Reason and View</p> <p> <b><u>Tick the "Local Authority" box</u></b></p> <p><b><u>Optional:</u></b>            Abbreviation, Website, Phone, Fax</p>	
<p><b><u>PROFILE</u></b></p> <p>(if LEF 6, then data * cannot be modified by the user, p.7 Help Guide)</p>	<p><b><u>Required:</u></b>            Profit Making, Value Bases, Category, NGO, Link, Place, Date, Target Groups, Sectors, Statutes</p> <p><b><u>Optional:</u></b>            Legal Type, Legal Form, National registration number, VAT number, and LEF</p>	
<p><b><u>EXPERIENCE</u></b></p> <p><b>a. SECTORIAL</b></p> <p><b>b. GEOGRAPH/L</b></p> <p><b>c. CROSSED INFO</b></p>	<p><b><u>ALL fields are Required</u></b>            (Years of Experience, Number of projects, Estimated Amount)</p> <p><b><u>ALL fields are Required</u></b>            (Region/Country, Years of Experience, Number of Projects, Estim.Amount)</p> <p><b><u>All fields are optional</u></b>            (summary table automatically provided)</p>	
<p><b><u>FINANCIAL HEALTH</u></b></p> <p>(type 0 (zero) in any field that is not applicable, and provide an explanation in the document uploaded – or in the Strategy and Methodology Screen)</p>	<p><b><u>Required:</u></b>            (Turnover, Net Earnings, Balance Sheet, Share holder Equity, Medium and Long term Debt, Short Term Debt)            -at least for past 3 years-</p> <p><b><u>Optional:</u></b>            Financial Reports</p>	
<p><b><u>FINANCING SOURCES</u></b></p>	<p><b><u>ALL fields are Required</u></b>            Choose "Taxes / Local Taxes / Government donations". Indicate 100%</p>	

<b><u>AUDIT REPORTS</u></b>	<b><u>All fields are Optional</u></b>	
<b>STAFF</b>	<p style="text-align: center;"><b><u>If you are an Applicant:</u></b></p> <p style="text-align: center;"><b><u>Required:</u></b>  number of Paid Staff in the Headquarters,  number of Paid Staff who are expatriates,  number of Paid Staff who are locally hired</p> <p style="text-align: center;"><b><u>Optional:</u></b>  number of Unpaid Staff in the Headquarters,  number of Unpaid Staff who are expatriates,  number of Unpaid Staff who are locally hired</p>	<p style="text-align: center;"><b><u>If you are a Partner:</u></b></p> <p style="text-align: center;"><b><u>All fields are optional</u></b></p>
<b>BOARD OF DIRECTORS</b> (= Town Council / Local Assembly)	<p style="text-align: center;"><b><u>If you are an Applicant</u></b></p> <p style="text-align: center;"><b><u>ALL fields are Required</u></b>  Names of the Town Council / Local Assembly, their profession, their function within the Town Council / Local Assembly, their nationality, since when they have been members)</p>	<p style="text-align: center;"><b><u>If you are a Partner:</u></b></p> <p style="text-align: center;"><b><u>All fields are optional</u></b></p>
<b>Strategy and Methodology</b>	<b><u>All fields are Optional</u></b>	