

Quick guide for local authorities

Definition

"Local authorities" is the generic term used by the European Commission (Communication of 08/10/2008 (COM(2008) 626 final) in its widest possible sense to encompass the large variety of levels of decentralisation and different branches of government (eg municipalities, communities, districts, counties, provinces, regions etc).

PADOR was originally created for NGOs. The vocabulary and information used in that context are not, therefore, always appropriate for local authorities.

This "Quick guide" takes into account the specific characteristics of local authorities and covers all the adaptations required to input a local authority into PADOR. The explanations follow the order of the screens to be completed.

Administrative Data

The "Local Authority" field should be selected to identify organisations of this type. For a local authority to be recorded as such, you must first select the option "Public Law Body" from the "Legal type" field.

Profile

The field "category" is important to make the difference between 3 levels of entities:

- Public administration: state level resuming only the STATES. Every state is identified by a unique legal entity with the unique FEL ID and EuropeAid ID. All the ministries are directly bound to this state level and do not have to register individually.

To obtain these identifiers, please contact the Helpdesk available on the homepage.

- Representatives decentralized by the state: level Regions and Provinces:

For the member states of the Union, every decentralized representative is already identified by the Commission (DG BUDG). You have to use only the identifiers EuropeAid ID and LEF ID who were already awarded to you.

To obtain these identifiers, please contact the Helpdesk available on the homepage.

For States out of the Union and if they are not identified yet, you have to create a new entity in PADOR. (See: "About PADOR" in the "Detailed guide" on the right on PADOR's initial page.)

- Representatives decentralized by the state: level Municipalities, Cities, Municipalities

On this screen, you are asked to upload "statutes". The term is not appropriate for local authorities. It should be interpreted as the expression that best conveys the specific characteristics of the local authority: all administrative documents attesting to the existence of the legal entity: "legislation (decentralisation law) recognising its existence", "the charter creating it" and so on.

You must upload the document by clicking the "Browse" button in order to select it on your computer.

Whilst in the "Profile" screen, you must also complete the fields entitled "Target Group(s)" and "Sector(s)".

By definition, local authorities cover all population and sector types. However, even if this information seems irrelevant, EuropeAid must ensure that the data in PADOR is complete and consistent so that it can produce accurate statistics and also give due credit to specific projects undertaken by local authorities. We therefore ask that you complete these two fields in light of the project for which you are seeking a grant.

Your proposal must relate to a sector(s) that is clearly identified on the list.
If the target population is non-specific, choose the "All" option.

Experience – Sectorial

This screen is configured in line with the sectors that you selected previously. It will, therefore, only pick up the sectors that are directly related to the proposal that you are submitting.

For each sector, you must complete the following three fields:

- Years of experience: Number of years that the project has been in the budget over the last seven years
- Number of projects: Number of times that the project has been in the budget over the last seven years
- Estimated amount: Corresponding sum entered in the budget for the project over the last seven years

Experience – Geographical

For non-European local authorities, geographical scope is mainly limited to the country in which the local authority is situated. If this is the case and you wish your organisation to appear on the lists of active bodies in that country (and for a given sector), it is important to select your country and to complete the 3 fields as requested. But you can select "Local Authority" from the list of possible options.

For European local authorities: you must complete the 3 fields, as outlined above (under Experience – Sectorial).

Financial Health

The information displayed on screen has not been adapted to make it appropriate to local authorities.

Please take into account the terminology used in the following columns:

- Column 1: Annual budget
- Column 2: Annual budget balance
- Column 3: Annual operating budget
- Column 4: Annual investment budget
- Column 5: Long-term liabilities: if not applicable = 0
- Column 6: Short-term liabilities: if not applicable = 0
- Column 7: Financial Report: Annual report of budget operations carried out by the local authority. It is not compulsory to supply a report.

Financing sources

An option has been added in order to better cater for local authorities' needs:

- "Taxes/Local taxes/Government donations", for which you should indicate 100% (fourth column).

Audit Report

For local authorities, this report relates to budgetary control or the auditing of accounts. If your proposal is for less than €500 000, it is not compulsory to supply a report.

Staff

This covers the whole of the workforce employed by the local authority.

Town Council/Local Assembly

Assembly of local representatives which meets in plenary session to take decisions that are binding on the local authority.

Please indicate the authority's principle representatives (max 10) and their main roles.