

GUIDA ALLA COMPILAZIONE DEL PADOR PER ENTI PUBBLICI

Public Bodies (including Local Authorities) – Required Information	
PADOR SCREEN	<u>Required / Optional Fields</u>
<p><u>ADMINISTRATIVE DATA</u></p> <p>(if LEF 6, then data * cannot be modified by the user, p.7 Help Guide)</p>	<p><u>Required:</u></p> <p>Organisation name, Organisation email, Language, Address, Postal Code <u>or</u> P.O Box, Country, City, Legal Type, Reason and View</p> <p><u>Tick the "Local Authority" box</u></p> <p><u>Optional:</u></p> <p>Abbreviation, Website, Phone, Fax</p>
<p><u>PROFILE</u></p> <p>(if LEF 6, then data * cannot be modified by the user, p.7 Help Guide)</p>	<p><u>Required:</u></p> <p>Profit Making, Value Bases, Category, NGO, Link, Place, Date, Target Groups, Sectors, Statutes (=upload a copy of the Law establishing this entity)</p> <p><u>Optional:</u></p> <p>Legal Form, National registration number, VAT number, and LEF</p>
<p><u>EXPERIENCE</u></p> <p>a. SECTORIAL</p> <p>b. GEOGRAPH/L</p> <p>c. CROSSED INFO</p>	<p><u>ALL fields are Required</u></p> <p>(Years of Experience, Number of projects, Estimated Amount)</p> <p><u>ALL fields are Required</u></p> <p>(Region/Country, Years of Experience, Number of Projects, Estim.Amount)</p> <p><u>All fields are optional</u></p> <p>(summary table automatically provided)</p>

<p><u>FINANCIAL HEALTH</u></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><u>Required:</u></p> <p>(Turnover, Net Earnings, Balance Sheet, Share holder Equity, Medium and Long term Debt, Short Term Debt) -at least for past 3 years-</p> <p><u>Optional:</u></p> <p>Financial Reports</p>
<p><u>FINANCING SOURCES</u></p>	<p><u>ALL fields are Required</u></p> <p>Choose "Taxes / Local Taxes / Government donations". Indicate 100%</p>
<p><u>AUDIT REPORTS</u></p>	<p><u>All fields are Optional</u></p>

Per ulteriori informazioni consultate il sito EuropeAid:

http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm