

### ***1. Introduction***

All NSAs wishing to receive grants of over €100,000 are now required to register with the EU on their online registration process called PADOR. This is linked into your legal entity status.

Only organisations which are legal entities can apply for grants at the European Commission and, therefore, must register in PADOR.

Being a legal entity means:

- having a legal existence, being registered and recognized by the authorities of a certain country
- producing its own accounts, being financially independent from other organisations.

So, PADOR is a database of LEGAL entities *stricto sensu*.

Field offices which are not legal entities cannot register in PADOR and apply for grants. Field offices which are legal entities can.

All information on how to register is found at the following web site:

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

All the information below has been taken from that website.

#### **PADOR registration has 3 phases:**

##### **1. Introduction of identification data**

- 1.1.** Start on the PADOR homepage
- 1.2.** Click on the option "You do not have a personal ECAS identification (\*)" under "To create/register an organisation"

**1.3.** Introduce the data that identifies your organisation and submit it

- 1.4.** If a list of organisations appears
  - either you select, if possible, the one whose data matches with your own organisation, uppermost the "Type 6"
  - or you click on "My organisation is not on the list"

**1.5.** Confirm your registration

##### **2. Obtaining the ECAS username and password**

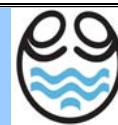
- 2.1.** Check the mail account that you provided previously as Personal login on the "Register" screen (see point 1.3.)
- 2.2.** Read the email with the subject

##### **Availability of your account in the European Commission Authentication Service (check your spambox as well)**

- 2.3.** Click on "this link" in order to obtain your username and password
- 2.4.** Write down your username, create your password and click on "Submit"
- 2.5.** Continue at point 3.4.

##### **3. Filling in the PADOR screens in order to obtain the EuropeAid ID / Updating information in PADOR**

- 3.1.** Start on the PADOR homepage
- 3.2.** Click on the option "You have a personal ECAS identification (\*)" under "To update/consult a registered organisation"
- 3.3.** Introduce your username (or login email) and password
- 3.4.** Click on the name of your organisation (written with blue letters)
- 3.5.** Fill in and save the "Administrative data" screen first. The "Profile" screen (option in the menu on the left side of the screen) will be activated afterwards.



**3.6.** Click on each of the "Screens to be filled in" (menu on the left hand side of the screens) and fill in ALL the obligatory fields (written with orange characters)

**3.7.** Sign your data, with the option SIGN (in the menu on the left side of the screen)

**3.8.** Once you have signed your data, the EuropeAid ID appears automatically on each PADOR screen, just under the title of the screen.

#### **If you have forgotten your password**

1. Start on the PADOR homepage
2. Click on the option "You have a personal ECAS identification (\*)" under "To update/consult a registered organisation"
3. Click on « Don't yet have a password » or « Forgot your password »  
(3'. If you arrive on the screen "Choose your domain", leave the domain by default and click on "Select")
4. Introduce your username or "login email" (that you have provided previously as Personal login on the "Register" screen (see point 1.3.))
5. Click on "Request ECAS password"
6. Consult your "login email" address (also check your spambox)
7. Continue at point 2.4.

#### **2. Frequently asked Questions**

##### **I want to register my organisation in PADOR: what do I have to do?**

We advise you to connect to [the main PADOR webpage](#)

On this webpage, you will find the links that allow you to access PADOR, as well as a manual, a FAQ (Frequently Asked Questions) and an on-line training that explain the purposes of PADOR and the way this tool functions.

You can access these documents in the menus FAQ and "Help" on the right hand side of the screen.

##### **My organisation is already registered in PADOR, but I do not have an EuropeAid ID: how can I get one?**

In order to see your EuropeAid ID, you must fill in and SUBMIT the obligatory fields (written with orange letters) on all the screens of PADOR.

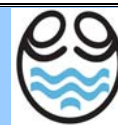
For submitting the data that you will introduce in PADOR, please click on the button "SUBMIT" in the menu on the left side of the screen. (Once you have filled in obligatory fields on all the screens, the button SUBMIT will be activated=will become green=clickable).

The EuropeAid ID will appear automatically on each screen of PADOR, just under the title of the screen. So, the EuropeAid ID is NOT sent to you by email, but you can find it in your PADOR account.

##### **I want to obtain a EuropeAid grant: what do I have to do?**

We strongly advise you to check the information contained on [the webpage](#) on which we publish the calls for proposals. If, among the calls for proposals that are open, there are some that correspond to the mission/objectives of your organisation, you can apply for a grant, after having read carefully the guidelines of the call for proposals you are interested in.

Before sending to the European Commission your application for a grant, we strongly advise you to check also [the site "Work with us"](#)



**What information (data and supporting documents) do I have to provide in PADOR at the various stages of a Call for Proposals (concept notes, full proposals)?**

1. In the phase of the Concept note, you must fill in ALL the compulsory fields (written with orange letters), on ALL the screens, and SUBMIT this data, by clicking on the option "Submit" (in the menu on the left hand side of the PADOR screens): this is how you will obtain the EuropeAid ID, requested on the Concept note form.

2. If your Concept note is evaluated positively and you are invited to send a Full proposal, than you must fill in ALL the fields (the black fields as well).

3. As far as the supporting documents are concerned: we encourage you to upload them as soon as possible. Still, if they are not all available, you will be allowed to upload them later on, if your Concept note is evaluated positively. At that moment you will receive a letter inviting you to upload the supporting documents in PADOR.

**My organisation has finished registering in PADOR. How can I get the confirmation that the data introduced is sufficient?**

The PADOR helpdesk cannot check that the data that you introduced in PADOR is sufficient: that is simply because there are thousands of organisations already registered in the system and we just cannot check data for each of them.

We remind you that all the fields that are written in orange are obligatory.

Also, in order for your data to be taken into account by the European Commission, you must:

1. FILL IN and SAVE data ON ALL THE

SCREENS with the menu on the left side of the screen (examples: Sectorial and geographical experience, financial data, etc.)  
2. SUBMIT this data (button in the menu on the left side of the screen), before the deadline of the call for proposals you are interested in.

For further information on this issue, please also read the FAQ no. 4 above.

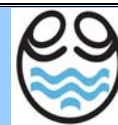
**Once I save and submit the information introduced in PADOR, can I go back at a later point and change the information?**

Of course! Just remember three things:

- When you change data already introduced and SUBMITTED, you have to SUBMIT your profile again (by clicking on the option "Submit" in the menu on the left hand side of the PADOR screens), so that the changes you made become visible for EuropeAid: otherwise, EuropeAid will not be able to see the changes you made.

- If you want your changes to be taken into consideration by EuropeAid, you must save and submit them before the dead-line indicated in the guidelines of the call for proposals you are applying for

- When you update the profile of your organisation, you must start on the [main PADOR webpage](#) and click on the link "You have a personal ECAS identification", just under "To update/consult a registered organisation"



**There are only 3 lines in the fields "Geographical experience", "Board of directors", etc. The experience of my organisation is broader than that: how can I encode more information?**

You must just "Save" the 3 lines that you have already filled in and 3 other lines will appear, and so on. So you add new lines by "saving" the information already introduced.

**I am in the profile of my organisation in PADOR, but I cannot access all the fields posted in the menu on the left side of the screen (like Sectorial, Geographical experience, etc.): how can I fill in these fields?**

You must introduce and save information on the first two screens: "Administrative data" and "Profile", than all the other fields will become accessible (=green=clickable)

**My European organisation has offices in the field: do these offices have to register in PADOR?**

Only organisations which are legal entities can apply for grants at the European Commission and, therefore, must register in PADOR.

Being a legal entity means:

- having a legal existence, being registered and recognized by the authorities of a certain country
- producing its own accounts, being financially independent from other organisations.

So, PADOR is a database of LEGAL entities stricto sensu.

Field offices which are not legal entities cannot register in PADOR and apply for

grants. Field offices which are legal entities can

NSAs wishing help in registering with PADOR should contact the Programme Management Unit (PMU) and we will try to assist, but please remember this is a new process to us and we may need help ourselves!

The Programme Manager,  
RWSSP PMU, PO Box 85, Waigani, NCD,  
Port Moresby.

Or by e-mail on [rgillett@rwssp.org.pg](mailto:rgillett@rwssp.org.pg)



This programme is funded  
by the European Union