

Open call

Technical Assistance Service Contract for the implementation of the project “Capacity Building of Civil Society in the IPA countries and Territories (Albania, Bosnia and Herzegovina, Croatia, Former Yugoslav Republic of Macedonia, Kosovo under UNSCR 1244/99, Montenegro, Serbia and Turkey).

EuropeAid/127427/C/SER/Multi/5.

**Is inviting Civil Society Organizations from Goražde
to
Apply for workshop “PADOR Registration”
to be held in Goražde (30th July, 2010)**

Background of the assignment

General objective of TACSO project is to strengthen the overall capacities and accountability of the Civil Society Organizations (CSOs) within the IPA beneficiaries and to guarantee the quality of services and a sustainable role of the CSOs in the democratic process. The main objectives of the project are:

- To increase and improve the capacity and actions of CSOs and
- To improve the democratic role of CSOs.

An important activity for building the capacities of CSOs are workshops “PADOR Registration” that enable organizations to register in PADOR.

TACSO BiH office through the conducted assessment of needs, promotional activities, meetings with representatives of civil society and according to the recommendations of the Advisory Group recognized the need to strengthen the capacity of civil society organizations in order to use EU funds better.

PADOR-Potential Applicant Data On-line Registration is an on-line database of registered CSOs that have applied and who intend to apply for EU funding. Database is used by the EU delegation and the European Commission in Brussels in testing the capacity of the applicant.

The registration to PADOR is done by each organization individually, and requires the knowledge of the registration procedure, pre-preparation and technical competence. The process consists of encoding, storage and input of information in accordance with the requirements (such as the sector, geographic area of operations, financial statements, etc.). After PADOR registering organization gets its EuropeAid ID.

It has been noted that organizations have difficulties in registering to PADOR due to the lack of knowledge of English language and procedures of registration which has a direct impact on reducing the possibilities of CSOs to participate as applicants and / or partners of the EU calls for the grants.

Workshop objectives:

- To increase understanding of CSOs for the need of being registered in PADOR
- To provide CSOs with necessary inputs to complete registration on its own

The workshop is composed of two parts. The first part of the workshop is a short theoretical introduction to TACSO project and PADOR during which the CSO get familiar with PADOR (the purpose, benefits, principles), the necessary documents and data entry in PADOR.

During the second part of the workshop, participants will enter on its own prepared information and documents in

PADOR (which is necessary to prepare before coming to the workshop) with the direct assistance of TACSO BiH.

Target group

- Representatives of CSOs without PADOR number.
- Members or the management of CSOs that intend to apply for EU funding.
- Participants of the workshop are expected to be familiar with computer skills and have the basic knowledge of English.

Application procedure for workshop

- CSO from **Goražde** and their surrounding municipalities (50 Km) can apply to participation at the workshop by sending e-mail the latest to **27.07. 2010** on e-mail: info.ba@tacso.org with title: participation at the workshop "PADOR Registration".

TACSO Bosnia and Herzegovina office will be responsible for organization of the workshop including:

- TACSO BiH office will cover all expenses including training premises, internet, refreshment, training material and travel expenses for the CSO who are coming outside **Goražde**.

Expected outputs

By the end of the workshops, participants will be able to:

- Complete successful PADOR registration (get PADOR number) at the workshop
- Increase its capacity for applying and use EU funds
- Increase opportunity for CSO for partnership building

Notice:

Workshop on "PADOR registration" will be held in the other BiH towns and places as well and TACSO BiH will keep informing CSOs on this training topic.

Note: For any clarification question, please do not hesitate to contact TACSO BH office:
phone 033 546 351 or by e-mail: jelena.kuzmanovic@tacso.org.