

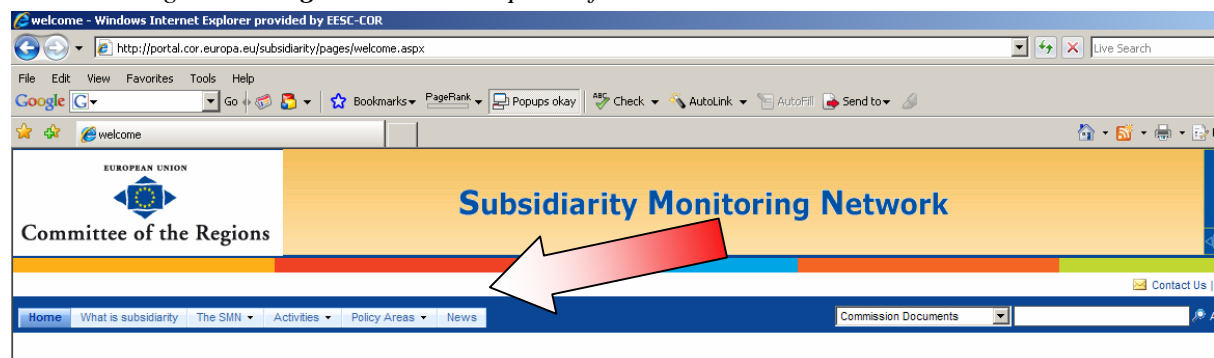
Welcome to the Subsidiarity Monitoring network

This Network has been created in order to facilitate the exchange of information between local and regional authorities of the European Union as regards the various policy documents and proposals of the European Commission. The idea behind the Network is twofold: not only will you be informed of the policy initiatives of the European Commission rapidly and efficiently, but you may also participate in the process by bringing us your comments and possible concerns on any particular legislative proposal at hand. Your views matter and are extremely valuable to the Committee of the Regions, since it is only by collecting more information that the Committee can represent more efficiently the interests of local and regional authorities in the legislative process of the European Union.

This users guide will help you to actively join the network, navigate into the website and share your comments and subsidiarity analyses.

How to navigate as a regular user?

You can navigate as a regular user in all parts of the web site. You can click on:



- **What is subsidiarity:** to discover the meaning and the history of the subsidiarity principle
- **The SMN:** provides information about the Subsidiarity Monitoring Network (SMN), how to become a partner, the list of partners and the Secretariat.
- **Activities:** focus on the several activities carried out through the Subsidiarity Monitoring Network, Consultations, working groups of the Action Plan, Workshops and conferences/Assises.
- **Policy Areas:** includes policies for which the consultation of the CoR is mandatory according to the Treaties as well as fields where the CoR may be consulted (optional consultation).

- **News:** Archive of the News of the SMN

How to register as a partner?

*You can navigate as a **registered user** and have the possibility to exchange information with other local and regional authorities, and institutions in the European Union regarding various documents and legislative and political proposals from the European Union.*

- All network partners have to register in the database of the SMN.

The screenshot shows the website interface for the Subsidiarity Monitoring Network. At the top, there is a header with the European Union logo and the text 'Subsidiarity Monitoring Network'. Below this is a navigation bar with links like 'Home', 'What is subsidiarity', 'The SMN', 'Activities', 'Policy Areas', and 'News'. The main content area includes a section titled 'Why A New Website?' and 'A Stronger Role For The CoR In Subsidiarity Monitoring', followed by a news article about the 'Fifth Subsidiarity Conference' held on 21 March 2011 in Bilbao, Spain. On the right side, there is a sidebar with three prominent buttons: 'Join us', 'Login', and 'Subsidiarity Tool Kit'. A red arrow points from the 'Join us' button to the text 'The Subsidiarity Monitoring Network Enables The CoR To Take Up The Challenge!'.

- Please fill in the form and submit your request

The screenshot shows a web browser window with the URL <http://portal.cor.europa.eu/subsidiarity/Pages/NewRegistration.aspx>. The page header includes the European Union logo and the text 'Subsidiarity Monitoring Platform'. Below the header is a navigation menu with links like 'Home', 'What is subsidiarity', 'The SMN', 'Activities', 'Policy Areas', and 'News'. The main content area is a registration form titled '(A) IDENTITY OF THE PARTNER'. The form has the following fields:

- Partner institution:
- Member state of origin:
- Category:
- Population represented:
- Website:
- Generic email:
- Generic phone:
- Generic fax:
- Mailing address:

A red arrow points to the 'Generic email' field.

- Your request will then be studied by the SMN secretariat and the application of your authority, association or institution forwarded to the CoR President and first Vice- President for approval
- Once the application is approved, you will receive an e-mail alert with a password

From: SharePointAdmin@cor.europa.eu [mailto:SharePointAdmin@cor.europa.eu]
Sent: Monday, XX February, 2011
To: XXXXX
Subject: Contact registration approved successfully

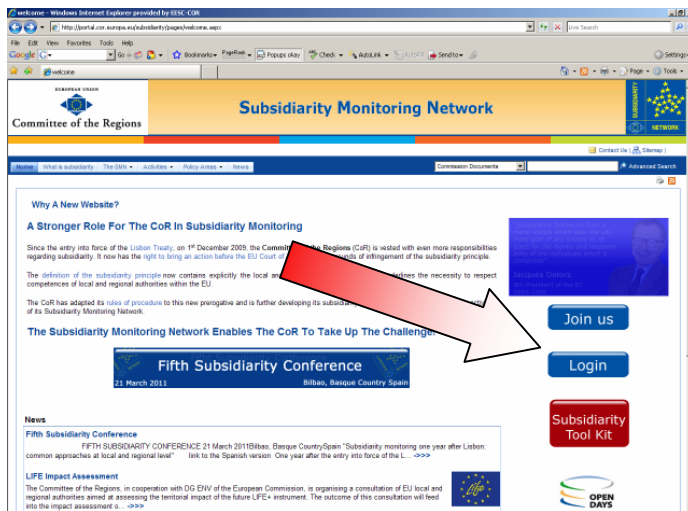
Dear Mr XXXX ,

Your registration to access the Subsidiarity Monitoring Platform application has been approved. To logon to the Subsidiarity Monitoring Platform application, perform the following steps:

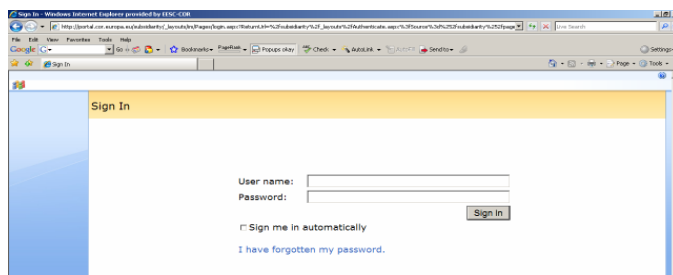
1. Navigate to the following link: <http://portal.cor.europa.eu/subsidiarity>
2. Click on the button "Login"
3. Use the following credentials:
 - o Username: XXXX@test.com
 - o Password: XXXX

Best regards,
 Subsidiarity Monitoring Network Team

- Click on the login button on the Home page of the SMN

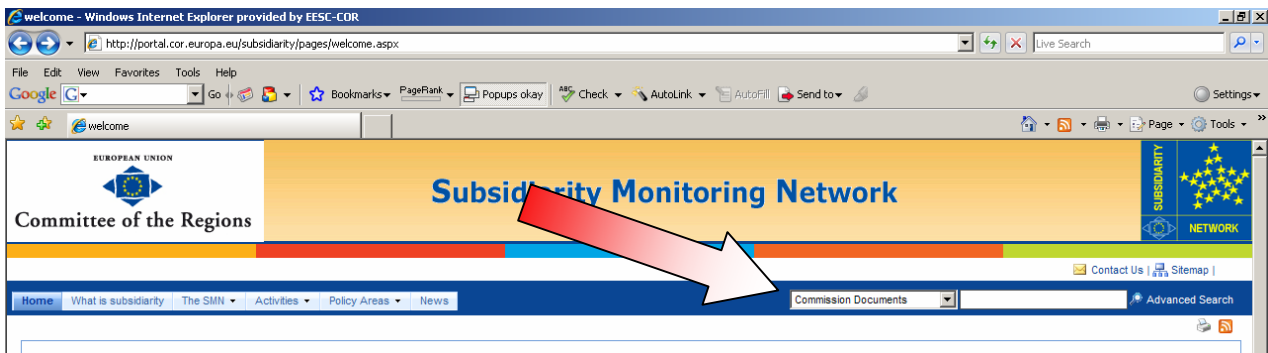


- Insert your *Username* and *Password*



How to upload documents?

- Once logged in, you can upload your document either:
 - As a reply to a "targeted" or "impact assessment" consultation. It is very simple: an e-mail alert is sent to all partners and you only have to follow a link to upload your contribution
 - In the context of an "Open Consultation", you first need to find the European Commission document you want to comment. Fill in the search field if you know the exact number (ex COM (2010) 750) or click on "Advanced search"



- In this section you can search a document using different kind of criteria:

The screenshot shows a web browser window titled "Advanced Search - Windows Internet Explorer provided by EESC-COR". The address bar displays the URL "http://portal.cor.europa.eu/subsidiarity/Search/Pages/Advanced.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar contains various icons for navigation and search, including "Go", "Bookmarks", "PageRank", "Popups okay", "Check", "Autolink", "AutoFill", and "Send to".

The main content area features the "EUROPEAN UNION Committee of the Regions" logo on the left and the "Subsidiarity Monitoring Network" title in the center. A navigation menu below the header includes "Home", "What is subsidiarity", "The SMN", "Activities", "Policy Areas", and "News". On the right side, there are links for "Contact Us" and "Sitemap".

The search interface is titled "Home > Search center" and includes the following sections:

- Find Commission Documents with...**
 - All of these words:
 - The exact phrase:
 - Any of these words:
 - None of these words:
- Narrow the search...**
 - Result type:
- Search criteria...**
 - Where the Property...:

A red arrow points to the search input fields.

- Once you have found the commission document of interest using the search tools, you can upload your "observations" first by selecting an "observations type".

The screenshot shows a web browser window displaying the Subsidiarity Monitoring Network website. The page title is "Document Details - Windows Internet Explorer provided by EESC-COR". The URL is <http://sportal/subsidiarity/pages/documentdetails.aspx?docnum=401&docyear=2007&docpart=COM>. The page features the European Union logo and the text "Committee of the Regions" and "Subsidiarity Monitoring Network".

The main content area displays the following document details:

Document title	Communication de la Commission au Parlement Européen, au Conseil, au Comité Économique et Social Européen et au Comité des Régions sur les analyses de marché en application du cadre réglementaire communautaire (2 ^{ème} rapport) - Consolidation du marché intérieur des communications électroniques
Document number	COM (2007) 401
Policy field	Trans-European networks in the field of transport, energy and telecommunications
CoR Commission in charge	
Publication date	11/07/2007
Analysis status	Analysis not started
See the document	SV-SL-SK-RO-PT-PL-NL-MT-LV-LT-IT-HU-FR-FI-ET-ES-EN-EL-DE-DA-CS-BG
See the work of the Parliament (OEIL)	EN-FR
Follow the legislative process (PreLex)	BG-CS-DA-DE-EL-EN-ES-ET-FI-FR-GA-HU-IT-LT-LV-NL-PL-PT-RO-SK-SL-SV

Below the details, there is a "Start consultation" button. The "Upload observation" section includes a text input field, a "Browse..." button, a dropdown menu for "Observation Type" (currently set to "Report"), and an "Upload" button. The "Observations Overview" section shows "There are no items to show in this view."