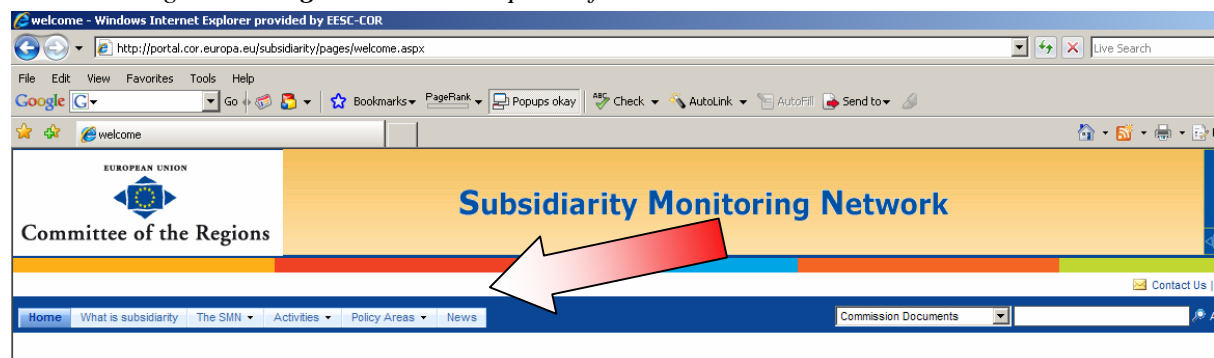# Welcome to the Subsidiarity Monitoring network

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).

- **<u>News:</u>** 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.

- Please fill in the form and submit your request

- 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
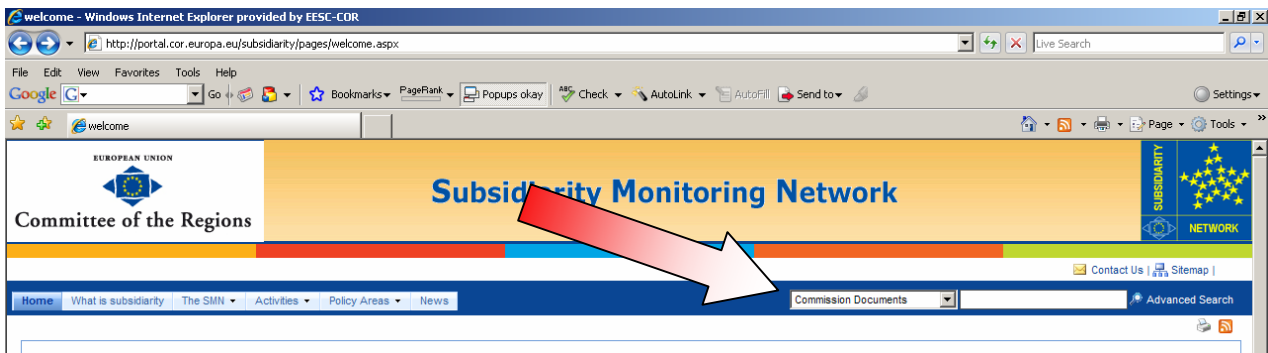
- Click on the login button on the Home page of the SMN
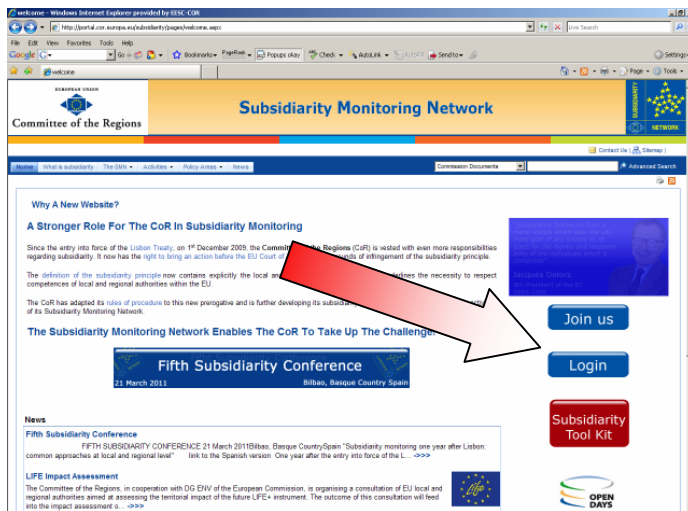
- Insert your *Username* and *Password*
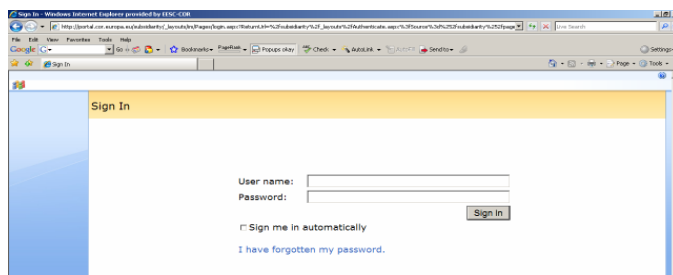
How to upload documents?

- 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:

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