## ANNEX C17: Template for self-certification for mandated body status

*The model could/should be amended to fulfil the requirements set by the Member State in particular to reflect the institutional responsibilities of the Member State NCP*

The entity requesting a mandated body hereby certifies it is eligible to the status of:

Full mandated body

* has delivery of public service(s) defined as its main purpose in the legal articles of the entity;
* is under permanent structural supervision of a government authority and/or steered by a board of publically appointed trustees;
* is under the financial control of an entity appointed by the government;
* is subject to audit of a government appointed entity and/or reporting financial statements to a state audit institution;
* has sufficient and proportionate level of permanent staff; meaning inter alia, that the permanent staff has to be commensurate with the requirements of the project so as to avoid the need to subcontract or temporarily hire experts for carrying out Twinning assignments.

The entity requesting a mandated body to contribute to Twinning project: <Twinning project reference and title> hereby certifies it is eligible to the status of:

Ad hoc mandated body

* has delivery of public service(s) defined as its main purpose in the legal articles of the entity;
* is under permanent structural supervision of a government authority and/or steered by a board of publically appointed trustees;
* is under the financial control of an entity appointed by the government;
* is subject to audit of a government appointed entity and/or reporting financial statements to a state audit institution.

The entity applying for ad hoc mandated body with this declaration declare that it is has sufficient capacity to exercise the role foreseen with its own resources.

Authorised person (Full name and role) on behalf of (Full name of institution and acronym).

<If the Member State NCP assumes responsibility for the information the document should be signed by the Member State NCP representative authorised to sign>

<If the Member State NCP do not assume responsibility for the information the document should be signed by the Mandated Body representative authorised to sign on its behalf>

In any case the document is send by the Member State NCP for registration by the Twinning Coordination Team.

Signature………………….

Date……………………….

**INFORMATION TO BE PROVIDED**

**IN SUPPORT OF A BODY’S REQUEST FOR A MANDATE**

**(Section 3 of the Revised Twinning Manual)**

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| **Acronym** | **Name in Local Language**  **Address**  **Website link** | **Name in English** | **Legal Status** | **Holders of capital**  (or of assets, if the body does not, have legal capital) | **Field of Activity**  Identify Sector and/or area the *Union acquis*  If a (General) Management  Body identify this with the term “Management Body” | **Level of Permanent Staff** | **Supervisory Public Authority**  Describe the degree of supervision/ control by Public authorities.  Describe the areas of delegation of functions and powers.  Describe which Public authorities appoints board members and the percentage of public authority appointed members.  Describe how financial controls are exercised and by who and the audit institution auditing the accounts of the body. |