



LEADER IT System User Mandate

For Adding New Users, Updating Existing Users and Removing Users

A **User Mandate** is required for adding new users, updating existing users and removing existing users from the LEADER IT system.

There is a maximum of two users for the LAG Manager, LFP¹ Article 48 Manager, LFP Article 48 User, LAG User, IP Manager and IP User roles and there is a maximum of three users for the LAG Project User and IP Project User roles.

LAGs and IPs must inform leadersystem@pobal.ie without delay when a registered user leaves the organisation or ceases to have a role relevant to the system so that their account can be disabled. In this case you may nominate an alternative user who will be issued with new log-in credentials.

LAG User Roles

- An **LFP Article 48 Manager** is a user within the Local Authority who performs the Article 48 sign-off on project applications and payment claims in their own LDS area, with the exception of In-House² projects delivered directly by the LAG or IP. This user signs off on the inputting of the Article 48 User. This user cannot perform actions of any other user.
- An **LFP Article 48 User** is a user within the Local Authority who performs the Article 48 checks on project applications and payment claims in their own LDS area, with the exception of In-House projects delivered directly by the LAG or IP. This is an inputting role and this user must input an answer against each checklist question. This user cannot perform actions of any other user.
- A **LAG Manager** is a user within the Local Action Group who reviews and approves their own organisation's Monthly Return information on the system (LAG expenditure and where relevant IP expenditure). This user also reviews and approves their own organisation's Project and Project Claim information on the system.
- A **LAG User** is a user within the Local Action Group who enters their own organisation's Monthly Return information on the system but does not have approval rights. This user records administration and animation expenditure on the Monthly Return and completes the Article 48 checklist. This user also enters their own organisation's Project Record and Project Claim information on the system.
- A **LAG Project User** is a user within the Local Action Group who enters their own organisation's Project on the system including both the Project Record and Project Claim information. This user has no project approval rights. This user type has no access to the Monthly Return functionality or associated financial information.

IP User Roles

- An **IP Manager** is a user within the Implementing Partner who reviews and approves their own organisation's Monthly Return information on the system. This user reviews all IP expenditure and Article 48 checklist responses input by the IP User and approves IP expenditure submitted as part of the Monthly Return on the system before this is presented to the Local Action Group. This user also reviews and approves their own organisation's Project and Project Claim information.
- An **IP User** is a user within the Implementing Partner who enters their own organisation's Monthly Return data on the system but does not have approval rights. This user records administration and animation expenditure on the Monthly Return and completes the Article 48 checklist. This user also enters their own organisation's IP Project and Project Claim information on the system.
- An **IP Project User** is a user within the Implementing Partner who enters their organisation's own Project on the system including both the Project Record and Project Claim information. This user type has no project approval rights. This user type has no access to the monthly return functionality or associated financial information.

(1) LFP: Lead Finance Partner

(2) As per the LEADER Operating Rules, an In-House project is a project in which the promoter is a LAG or IP who will directly deliver the project.



Rialtas
na hÉireann
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The European Agricultural Fund
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Ireland's European Structural and
Investment Funds Programmes
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User Mandate

For Adding New Users, Updating Existing Users and Removing Users

Organisation	
Sub-Regional Area:	
LAG or IP Name:	
CEO or Chief Officer's Name:	
CEO or Chief Officer's Signature:	

Add New User or Update Existing User	
Name:	
Phone:	
Email:	
User Role:	<input type="checkbox"/> LFP Article 48 Manager <input type="checkbox"/> IP Manager <input type="checkbox"/> LFP Article 48 User <input type="checkbox"/> IP User <input type="checkbox"/> LAG Manager <input type="checkbox"/> IP Project User <input type="checkbox"/> LAG User <input type="checkbox"/> LAG Project User
If user already has access to any other Pobal systems please provide Username:	

Remove User	
Name:	
Username:	



Important

All of the users above with the exception of the LAG Project User and IP Project User will have access to all of the information that is input by your organisation on the LEADER ICT system and uploaded to the SharePoint Document Library. The LAG Project User and IP Project User have no access to the Monthly Returns functionality or the Monthly Returns Document Library. You should ensure that nominated system users have the necessary authority and permissions to process and access the information and documentation that is stored on the LEADER ICT system.

- A user may be both an LFP Article 48 Manager and a LAG Manager if segregation of duties rules are followed.
- A user may not be both an LFP Article 48 Manager and an LFP Article 48 User.
- One User Mandate must be completed for each user
- The User Mandate must be printed, completed and signed.
- Completed User Mandates must be scanned and emailed to: leadersystem@pobal.ie