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INTERNAL MARKET INFORMATION SYSTEM (IMI)

GUIDELINES FOR THE REGISTRATION OF COMPETENT AUTHORITIES AND IMI COORDINATORS IN THE CONTEXT OF THE IMI SERVICES PILOT PROJECT

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Introduction

The Internal Market Information System (IMI) is an electronic exchange network aiming at improving communication between Member State administrations. It is a single information system based on **reusable building blocks**. It is designed to be able to support many pieces of Internal Market legislation.

Whilst initially, IMI supported only one legislative area (professional qualifications), a **second legislative area (Services)** will be added to IMI on a pilot basis as of January 2009. The pilot aims to pave the way towards a fully operational IMI system by the end of the year. Following a step-by-step approach, the first priority for Member States will be the **identification and registration of authorities** with access to the legislative area Services.

In order to assist Member States in this task, the Commission has already provided a number of guidance documents.¹ This document provides additional information, bearing in mind the changes resulting from the addition of a second legislative area to IMI. The document is divided into two parts.

Part 1 will give you the background knowledge that you need in order to plan your registration process carefully. It is intended to help Member States in making an informed decision about the designation of IMI Coordinators and Competent Authorities in relation to the Legislative Area Services. It explains in detail:

- How IMI supports multiple legislative areas
- The role of IMI Coordinators
- The relationships between authorities registered in IMI.

Part 2 provides guidance on the concrete steps to follow in order to give authorities access to the new Legislative Area 'Services'. It looks at:

- How to plan your registration process
- How to designate IMI Coordinators for Services
- How to designate Competent Authorities for Services.

If you have any questions related to authority registration in relation to the Services Pilot Project, do not hesitate to contact the IMI team at the European Commission at any time. You can reach us at markt-imi@ec.europa.eu or at the IMI Helpdesk on imi-helpdesk@ec.europa.eu

¹ See: "Preparing the IMI Services Directive Pilot Project in the Member States" (December 2008), "Guidelines for the Registration of Competent Authorities and IMI Coordinators" (October 2007), "The Role of the National IMI Coordinator" (April 2007). All documents are available on the CIRCA server or from DG MARKT, Unit E3 (markt-imi@ec.europa.eu). See also: IMI User Handbook, Chapters 20-24 (http://ec.europa.eu/internal_market/imi-net/docs/user_handbook_en.pdf)

Part 1: Everything you need to know to register authorities for Services

1. MULTIPLE LEGISLATIVE AREAS

1.1. Modules shared by all legislative areas

IMI is capable of supporting multiple legislative areas. This means that certain modules within IMI will be shared by all Legislative Area applications. These include most notably:

- ⇒ Competent Authority database
- ⇒ Simple information request workflow
- ⇒ Online machine translation

It is important to remember in practice that **an authority need only be registered once in IMI**, even if it has access to different Legislative Area applications.

An authority registered in IMI may play different roles in different Legislative Areas. For example, the Ministry of Economy may act as Competent Authority for Professional Qualifications and as IMI Coordinator for Services.

1.2. Settings per legislative area

Each legislative area will have **separate question and answer sets** that can be used in the context of an information exchange between two authorities. These are based on the relevant piece of legislation (e.g. Professional Qualifications or Services).

For each legislative area, it is necessary to provide **additional information on the authority's responsibilities** and the way it handles information requests. Notably, information has to be provided on:

- ⇒ **"keywords"** – a set of keywords to define the authority's specific responsibilities in relation to a legislative area²
- ⇒ **"flag settings"** - how the authority will deal with information requests for each legislative area
- ⇒ **"User roles"** are also defined per legislative area – a Request Handler for Professional Qualifications, for instance, may only be a Basic User for Services

² Note that for the legislative area "Professional Qualifications" it is also necessary to indicate for which profession(s) the authority is responsible.

2. THE ROLE OF IMI COORDINATORS

2.1. What are the responsibilities of IMI Coordinators?

IMI Coordinators play an important role in the set-up and ongoing operation of IMI. Their responsibilities can be divided into an administrative role, a support function and a content-related coordination function.

In addition, IMI Coordinators may also act as Competent Authorities and may as such send and receive information requests.

2.1.1. *Administrative role*

This function includes:

- ⇒ Identification and registration of IMI Competent Authorities
- ⇒ Authentication, validation, and management of data about Competent Authorities
- ⇒ Authorisation of a Competent Authority's access to a distinct legislative area in IMI

2.1.2. *Support-function*

IMI Coordinators also play an important role in raising awareness and providing support to Competent Authorities. They may also ensure that requests are dealt with in line with the legal obligations for administrative cooperation. This function includes:

- ⇒ Organisation and provision of training for Competent Authorities
- ⇒ IMI help and support facilities
- ⇒ Assistance to users in other Member States with the identification of the appropriate Competent Authority to contact on a particular topic (including forwarding requests)
- ⇒ Act as interlocutor to European Commission on IMI matters and disseminate information on IMI nationally
- ⇒ Monitor progress of requests and ensure they are responded to in a timely manner

2.1.3. *Content-related coordination function*

IMI Coordinators may also play a content-related coordination function. For the standard IMI information flow, Coordinators

- ⇒ May get involved as referees in case of disagreement between Competent Authorities they coordinate and authorities in another Member State
- ⇒ They may decide to approve requests and/or replies of authorities they coordinate

2.2. NIMICs, SDIMICs, DIMICs – differences and similarities

2.2.1. *National IMI Coordinator (NIMIC)*

Each Member State has a NIMIC who oversees the overall deployment and smooth running of IMI at national level. Some Member States may decide that their NIMIC will carry out all of the IMI coordinating functions. Depending on the administrative structures, a NIMIC may decide to **delegate all or some aspects of coordination** to a number of national, regional or local bodies, acting as Super-Delegated IMI Coordinators (SDIMIC) or Delegated IMI Coordinators (DIMIC). A NIMIC can register new SDIMICs, DIMICs and Competent Authorities in IMI.

2.2.2. *Delegated IMI Coordinators (DIMIC)*

A **DIMIC** is usually responsible for one or more **specific legislative area(s) in a given geographical location** (e.g. Member State as a whole or only one region within MS). The DIMIC can register and give access to Competent Authorities for the specific legislative area(s) the DIMIC coordinates (e.g. Services, Professional Qualifications or both). It can also get involved in the workflow of requests of the authorities it coordinates.

2.2.3. *Super-Delegated IMI Coordinator (SDIMIC)*

To cater for Member States with a federal structure, it is possible to nominate regional "Super-DIMICs" in IMI. Within its geographical boundaries, an SDIMIC can carry out all the same functions as a NIMIC within the IMI system, with the exception of registering other SDIMICs. SDIMICs have a **horizontal responsibility for all legislative areas in their geographic location** – they can register new DIMICs and Competent Authorities for the specific region that they are coordinating.

Each Member State has to decide whether or not to nominate DIMICs or SDIMICs. Factors to be taken into consideration include the number of authorities, the administrative structure (e.g. federal, centralised etc), the division of competence between authorities, and the number of legislative areas supported by IMI over time.

Member States should bear in mind that the roles within the IMI system do not have to reflect administrative hierarchies. An Ministry may play the role of Coordinator for one legislative area and that of competent authority for another. It is recommended to focus on the different roles and responsibilities the authority is expected to fulfil in practice within the system.

The table below gives an overview of what each Coordinator can do:

	NIMIC	DIMIC	SDIMIC
<i>ACTING AS "VALIDATING COORDINATOR" (responsible for registration/ data management)</i>			
register new SDIMICS	<input checked="" type="checkbox"/>	NO	NO
register new DIMICs	<input checked="" type="checkbox"/>	NO	<input checked="" type="checkbox"/>
register new Competent Authorities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
manage data of registered authorities (e.g. official name)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<i>ACTING AS "ACCESS COORDINATOR"(responsible for legislative area access)</i>			
give access to legislative area(s)	<input checked="" type="checkbox"/> (all legislative areas)	<input checked="" type="checkbox"/> (only those coordinated by DIMIC)	<input checked="" type="checkbox"/> (all legislative areas)
manage settings per legislative area that coordinated authority has access to (e.g. keywords, « flag » settings)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<i>ACTING AS OVERALL SUPPORT AND CONTACT POINT</i>			
Training and support of Competent Authorities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Monitor progress of requests and ensure they are responded to in a timely manner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Act as interlocutor with European Commission on IMI (e.g. feedback)	<input checked="" type="checkbox"/>	NO	NO
Disseminate information and regular updates on IMI nationally	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<i>ACTING AS "REQUEST COORDINATOR" (linked to information request)</i>			
May decide to get involved in workflow of request of coordinated authority (referral/ approval)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3. RELATIONSHIPS BETWEEN AUTHORITIES REGISTERED IN IMI

It is possible within IMI to define relationships between authorities registered in the system for the same Member State. The relationships will shape what type of actions one authority can take in relation to the other.

3.1. Relationship between IMI Coordinator and Competent Authority

There are three types of relationship between an IMI Coordinator and a Competent Authority within IMI. It will often be the case that a Coordinator plays all three roles but it is also possible that each role is played by a different Coordinator. The roles are:

⇒ **"Validating Coordinator"** (responsible for registration and data management) –1 per authority

Home Create Request Search for Competent Authority List requests Administration About Logout

Authority Areas of competence Settings for Professional Qualifications Users Translations of the Informal title

Basic information

Health centre - Barcelona

Country Spain

Authority name español (es) Centro de salud - Barcelona

Informal title español (es) Centro de salud - Barcelona

Languages English (en)

Street and number Calle desconocido

Postcode 20000

Town Barcelona

Region / Area Barcelona

Country Spain

Telephone +34 200 32000

Fax +34 200 32000

Web <http://www.tve.es>

Email catengimics

Validating Coordinator

Validating Coordinator – responsible for registration and data management

Authority name	Informal title
Training DIMIC Nov. (A)	Training DIMIC Nov. (A)

Add new legislative area

Edit Delete authority Cancel

⇒ **Legislative Area "Access Coordinator"** (responsible for access to legislative areas) – 1 per authority per legislative area³

Home Create Request Search for Competent Authority List requests Administration About Logout

Authority Areas of competence Settings for Professional Qualifications Users Translations of the Informal title

Legislative area Professional Qualifications

General information Information Request

Profession

Doctors
Nurse
Midwife
Dentist

Keywords

Regional

Access Coordinator – responsible for access to the Legislative Area

Authority name	Informal title	Authority type
Training DIMIC Nov. (A)	Training DIMIC Nov. (A)	Delegated IMI Coordinator

The following Linked Competent Authorities have an overview of this Authority's requests in this legislative area:

Authority name	Informal title	Authority type
----------------	----------------	----------------

Add new legislative area

Edit Cancel

³ Access Coordinators are responsible for the authority's access to a legislative area. This means that it is possible for an authority to have more than one Access Coordinator. For example, a Competent Authority with access to Professional Qualifications and Services may have the Ministry of Education as the Access Coordinator for Professional Qualifications and the Ministry of Trade and Industry as the Access Coordinator for Services.

⇒ **"Request Coordinators"** (responsible for involvement in information requests for a specific legislative area) – 1 or more Coordinators per authority per legislative area⁴

Authority Areas of competence **Settings for Professional Qualifications** Users Translations of the Informal title

Legislative area Professional Qualifications

General information **Information Request** Legislative area Professional Qualif

Role -

Competent Authority

Settings -

Is this Authority subject to approval by the Coordinator before sending requests and replies? No

Is this Authority exceptionally allowed to refuse incoming requests on behalf of its Member State? (Normally only Coordinators have the right to refuse requests on behalf of their Member State. Competent Authorities can forward requests for which they are not competent to another Authority or to a Coordinator) No

Is this Authority allowed to accept incoming requests? (If you set this to NO, the Competent Authority can send requests but will not receive incoming requests from other Member States) Yes

Does this Authority use the allocation process to allocate requests to its users? (If you set this to NO, all users with request handling privileges will have access to ALL of the Authority's requests. If you set this to YES, request handlers will have to be granted access to individual requests by an allocator. It is recommended that only large Authorities with many users choose to use the allocation process) No

Does this Authority allow the Coordinator to view the detail of its requests if intervention by the Coordinator is required? (If this is set to NO, the Coordinator will only see the standard request overview) No

Request Coordinator(s) – may be linked to information requests of this Authority in this Legislative Area -

Authority name	Informal title	Authority type
DIMIC PQ España	DIMIC PQ ES	Delegated IMI Coordinator
SDIMIC 1 (ES)	SDIMIC1 (ES)	Super Delegated IMI Coordinator
Training DIMIC Nov. (A)	Training DIMIC Nov. (A)	Delegated IMI Coordinator

Irrespective which relationship the Coordinator has with a Competent Authority he coordinates, he will always be able to monitor the status of the requests a coordinated authority is involved in. He can therefore ensure that requests are dealt with in a timely fashion.

NIMICs will be able to monitor all requests of authorities registered in their Member State. SDIMICs will be able to do the same for authorities registered in their region, provided that the authorities were registered either by the SDIMIC itself or by a DIMIC created by the SDIMIC concerned.

3.1.1. *If a Coordinator registers an authority in IMI, it will automatically be the authority's...*

- ✓ "Validating Coordinator" manage data of registered CAs (e.g. official name, password 1st user)
- ✓ "Access Coordinator" manage settings of CA for legislative area to which it has given access (e.g. keywords, «flags»)

⁴ For each legislative area, one or more 'Request Coordinators' are designated. For example, the Professional Order of Architects (acting as Competent Authority with access to both Services and Professional Qualifications) may have the Ministry of Education as a Request Coordinator for Professional Qualifications and both the Ministry of Trade and the Ministry of Housing as Request Coordinators for Services.

- ✓ "Request Coordinator" get involved in workflow of requests of linked CAs (e.g. approval/ referral)
- ✓ In addition, the Coordinator will be able to monitor progress of requests and assists in case of problems (independent of role).

3.1.1.1. Changing the "Validating Coordinator"

If you register an authority but you want another IMI Coordinator to be responsible for the authority's general access to IMI ('**Validating Coordinator**'), you can do so after the registration is completed. An example could be that during the pilot phase of IMI for Services, NIMICs may register some Competent Authorities, which later on will be coordinated by a SDIMIC or a DIMIC. However, in practice, this will not happen often. Please note that you can only remove yourself if you have selected another Coordinator in your place. To find out how to do this, please refer to Part II, Chapter 3.2.1.

3.1.1.2. Changing the "Access Coordinator"

There may be cases where a Coordinator registers a Competent Authority but has nothing to do with an authority's access to a legislative area ('**Access Coordinator**'). This could be the case, where for example an SDIMIC is responsible for authority registrations in its region but has delegated responsibility for the legislative area Services to a Services DIMIC. When registering a new authority for Services, this SDIMIC would automatically become the 'Validating Coordinator'. He could then put the Services DIMIC in his place as 'Access Coordinator' for Services (during or after registration). By doing so, the system will automatically also replace the SDIMIC with the Services DIMIC as the authority's 'Request Coordinator' in the Legislative Area Services. To find out how to do this, please refer to Part II, Chapter 3.2.2.

3.1.2. *If a Coordinator gives an already existing authority access to a new legislative area, the Coordinator will automatically be...*

- ✓ "Access Coordinator" legislative manage settings of CA for area to which it has given access (e.g. keywords, «flags»)
- ✓ "Request Coordinator" get involved in workflow of requests of linked CAs (e.g. approval/ referral)
- ✓ In addition, the Coordinator will be able to monitor progress of requests and assists in case of problems (independent of role)

By giving an authority already registered in IMI access to a new legislative area (e.g. Services), the IMI Coordinator will automatically be responsible for the authority's activities in relation to this legislative area ('Access Coordinator').

He will also automatically be set as 'Request Coordinator' for this legislative area, thus enabling him to get involved in the authority's information requests if he wishes to play this role.⁵ However, he will not be responsible for the authority's general access to IMI – this continues to be the IMI Coordinator who registered the authority ('Validating Coordinator').

It is possible – during or after registration – to name another Coordinator as 'Access Coordinator'.

*3.1.3. It is possible to **link additional Request Coordinators to an authority** for a specific legislative area...*

Each Competent Authority must have **at least one 'Request Coordinator'** ('Coordinator linked to an information request'). By default, this will be the Coordinator that has given the Competent Authority access to a legislative area.

For a legislative area as broad as Services, it is possible that a Member State decides to nominate more than one authority as Delegated IMI Coordinator for Services. For example, a Member State may decide to nominate both the Ministry of Trade and the Ministry of the Environment as DIMICs for Services.

A Competent Authority for Services may have horizontal competence for many Service sectors in a given geographic location (e.g. a local authority such as Rotterdam or Lodz or a region in a Member State). This may make it necessary to **link this authority to more than one 'Request Coordinator'**. This can be done during or after registration.

For example: a Member State has three DIMICs for Services (Ministry of Economy, Ministry of Built Environment, and Ministry of Public Administration). The Ministry of Public Administration is responsible for giving access to the IMI Services application to all relevant authorities. However, the Ministry of Economy and the Ministry of Built Environment also need to act as 'Request Coordinators' for Services. So, the Ministry of Public Administration adds both ministries as additional 'Request Coordinators'.

When a Competent Authority has more than one Request Coordinator for a Legislative Area, it will be asked to choose – depending on content – the appropriate one for each request it sends or receives. If the request is related to the Construction sector, for example, it would be the Ministry of Built Environment.

⁵ It is up to each Member State to decide to what extent the approval process is used. Likewise, each IMI Coordinator can choose to 'opt out' of the referral process for all or some of the authorities he coordinates. This is defined separately for each legislative area through the flag settings. For details, see the IMI User Handbook, Chapter 17 and Chapter 21.

All three 'Request Coordinators' will now be able to track those requests to which the authority linked them through a specific Request List called *"Requests for which I am the Coordinator"*. If they wish to see an overview all other requests that the authority is involved in, they will be able to do so through the list called *"Requests of other authorities"*.⁶

It is also possible – during or after registration – to delete your authority from the list of 'Request Coordinators'. To do so, you must have added at least one other authority as 'Request Coordinator' in your place.

3.2. Relationship between two Competent Authorities

It is also possible to link two Competent Authorities of the same Member State. Once an authority is linked to another, it can view the list of requests of the authority via its List *'Requests of other authorities'*. A **"linked authority"** will have a "monitoring view" of your requests. This would allow, for example, a National Medical Chamber to have a highlevel overview of the requests dealt with by a Regional or Local Medical Chamber in the same Member State.

Home Create Request Search for Competent Authority List requests Administration About Logout

Authority	Areas of competence	Settings for Services	Settings for Professional Qualifications	Users	Translations of the Informal title
Legislative area Services					
General information		Information Request			
Keywords -					
Commune/municipality Building/construction permits					
Access Coordinator – responsible for access to the Legislative Area -					
	Authority name	Informal title	Authority type		
	Training DIMIC Nov. (A)	Training DIMIC Nov. (A)	Delegated IMI Coordinator		
The following Linked Competent Authorities have an overview of this Authority's requests in this legislative area: -					
	Authority name	Informal title	Authority type		
	AC autonómica	AC autonómica	Competent Authority		

[Edit] [Cancel]

The **"monitoring view"** provides general information about the two involved authorities including their country, their email address, the status of the request, the request number, the legislative area of the request as well as the question set used. It also includes the target date for reply.

⁶ See IMI User Handbook, Part II, Section 8.2.

PART 2: Registering authorities with access to the IMI Services Directive application

In the current version of IMI, Competent Authorities will have to be registered in IMI by IMI Coordinators. In subsequent versions, Coordinators can ask authorities to self-register. The IMI Coordinator is responsible for validating the data entered and for confirming the registration of the authority as a valid user of IMI.

When preparing for the introduction of a new legislative area in IMI (e.g. Services), you need to plan the registration process carefully. Each Member State will have to decide how to best set up the system. How will coordination tasks be divided for Services? Do you need SDIMICs? Will you nominate DIMICs for Services? Who will be responsible for authority registration and/or access of authorities to Services?

Member States will take different routes: some may decide that the NIMIC will coordinate all activities related to Services and that no DIMICS or SDIMICs are needed. Others may decide that the NIMIC will register one or more Delegated Coordinators for Services, who in turn will be responsible for giving Competent Authorities access to Services. Whichever approach you take, remember the following:

- Authorities only need to be registered once to have access to multiple legislative areas. For example, the Ministry of Education can be a DIMIC for Professional Qualifications and a CA for Services.
- Register IMI Coordinators first and then delegate CA registration to them, where appropriate. This will make it much easier to ensure that Competent Authorities are linked to all relevant IMI Coordinators for Services.

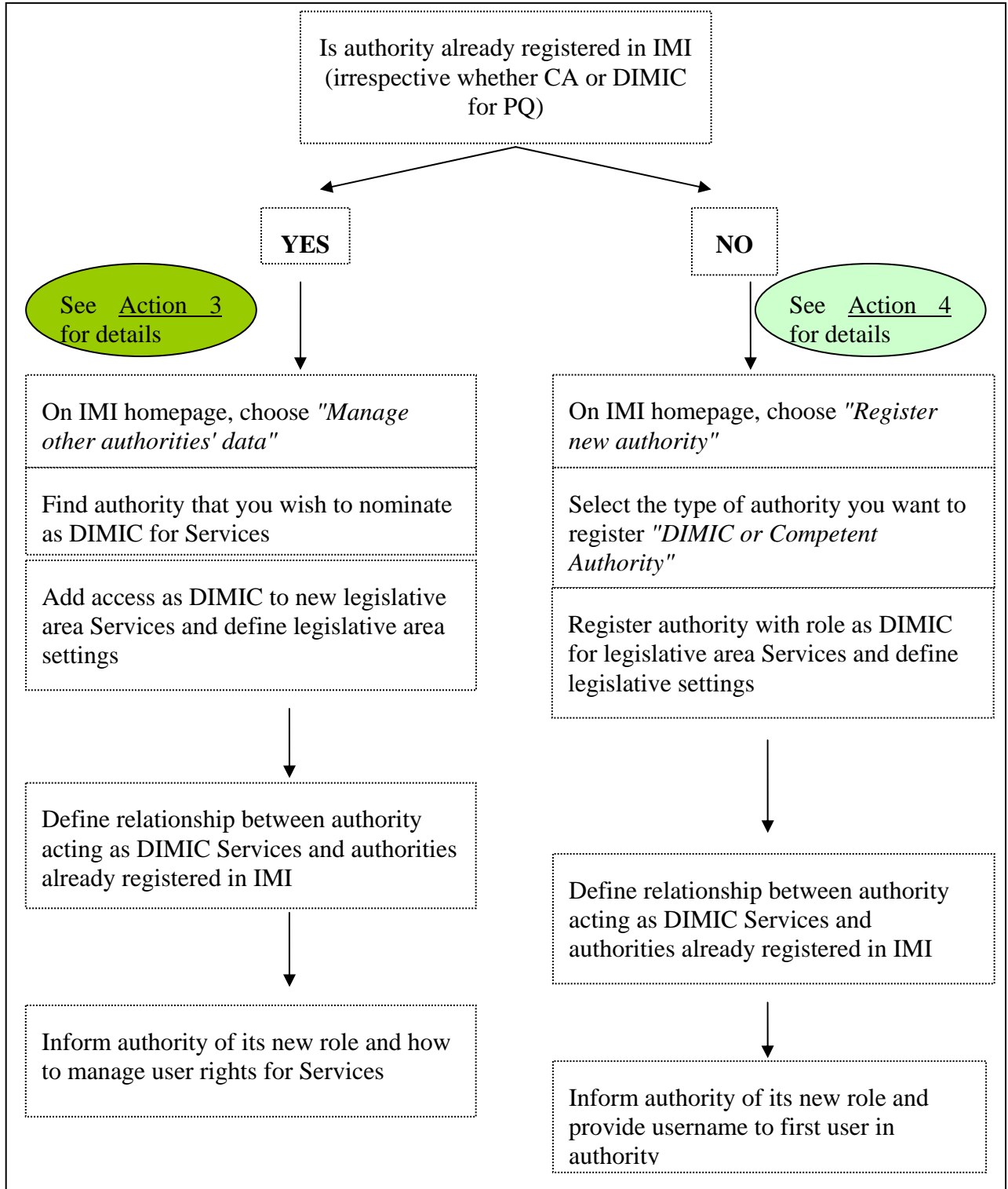
What follows is a list of **6 Action Items** to help you with the registration process. Go through them carefully to identify the ones that are relevant to you.

1. ACTION 1: IDENTIFY AUTHORITIES THAT NEED ACCESS TO IMI

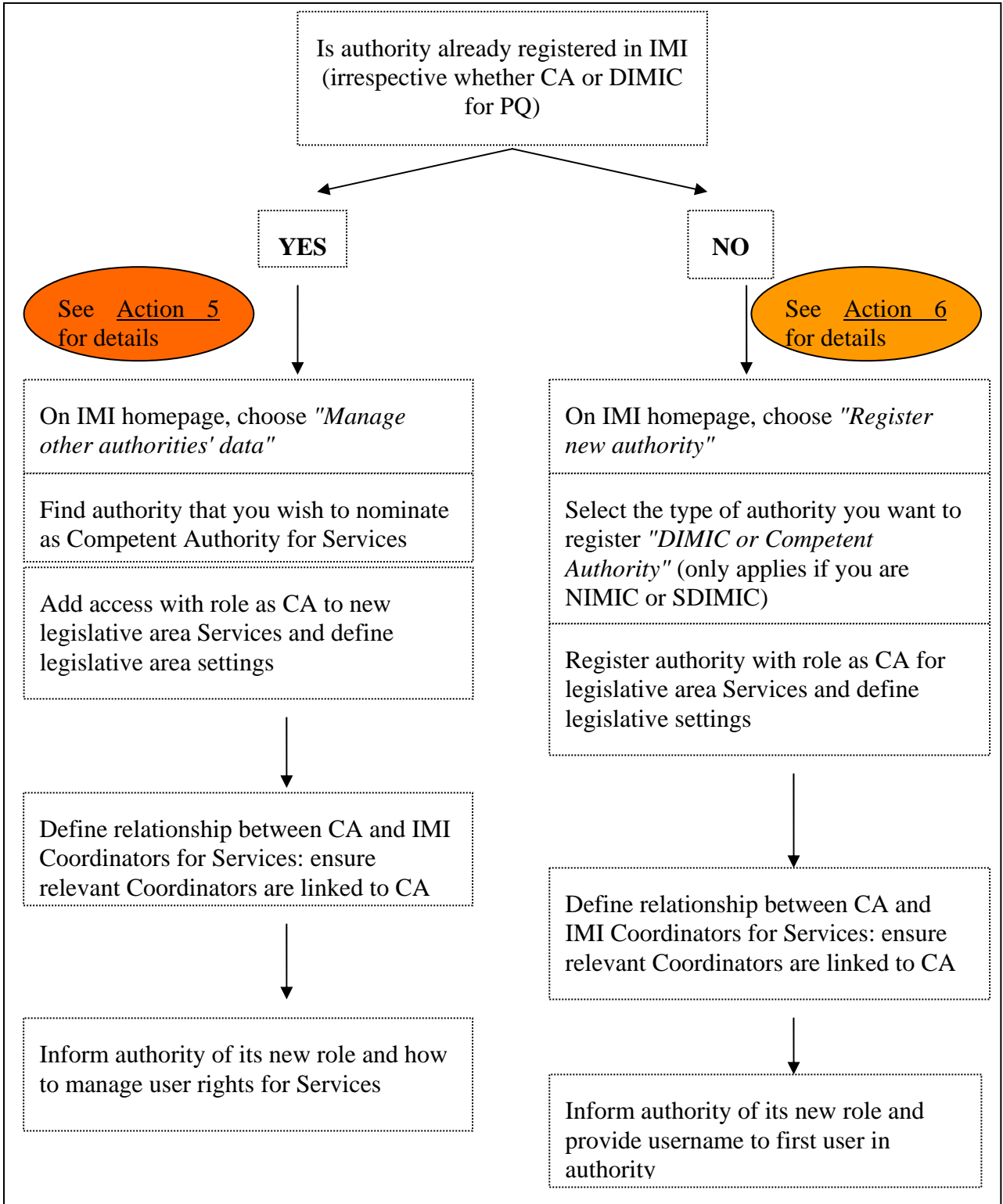
- (1) Compile a **list of authorities** that need access to Services in IMI. Select the authorities that should be involved in the pilot project in the first stage. Make sure you have a good overview of all potential authorities to be involved in IMI by the end of 2009 when the Services Directive enters into force and IMI is fully operational for all Services sectors.
- (2) Think carefully what **role the authority should play in relation to Services**: will they be an IMI Coordinator for Services? Will they be a Competent Authority?
- (3) When **registering an IMI Coordinator**: Decide what responsibilities they should have (primarily registration/support or primarily content/requests?) and what relationships you need to establish between the new Services DIMIC and Competent Authorities who are already registered in the system.

- (4) When **registering a Competent Authority**: Who are the Coordinators that need to have a relationship with the CA?
- (5) Make sure that you **compare your list of authorities competent for Services with those authorities already registered in IMI**. This will allow you to distinguish clearly what action is required for each authority.

Decision tree 1: Nominating a Delegated IMI Coordinator for Services



Decision tree 2: Nominating a Competent Authority for Services



2. **ACTION 2: DECIDE WHETHER TO REGISTER SUPER-DIMICs (APPLIES TO NIMIC ONLY)**

Now that IMI is extended to a new legislative area, some Member States may decide that they wish to change their virtual structures in IMI. They may wish to nominate authorities as Super-DIMICs. Please note that you have to be a user with "local data administrator" rights within a NIMIC in order to register new SDIMICs.

If you are not registering any new SDIMICs, go directly to Action 3.

If you are registering new SDIMICs, please contact the IMI Helpdesk at imi-helpdesk@ec.europa.eu to receive additional guidance on what to look out for.

3. **ACTION 3: GRANT ACCESS TO EXISTING AUTHORITIES WITHIN IMI AS IMI COORDINATORS FOR SERVICES (APPLIES TO NIMIC AND SDIMIC ONLY)**

Start by checking your list of authorities for Services against those authorities already registered in IMI. This way you will avoid registering the same authority twice. Make sure that you focus on those authorities that will be acting as Delegated IMI Coordinators for Services before dealing with Competent Authorities for Services.

Please note that you will have to be a user with "Local Data Administrator" rights within a NIMIC/ SDIMIC in order to give an authority access to Services as a DIMIC. By giving an authority access to Services, you will automatically be the authority's "Access Coordinator" and "Request Coordinator" for this legislative area.

These are the steps to follow:

3.1. **Managing data of authorities already registered in IMI – grant access to new legislative area 'Services' as DIMIC**

- (1) Choose '*Manage other authorities' data*' from the Administration menu on the IMI homepage
- (2) By default, the system will only display a list of all authorities you are already coordinating:

Administration > Manage other authorities' data

Authorities list

Select one or more search criteria

Main search criteria

Country Hungary

Legislative area All Legislative areas

Authority type All authority types

Free text

Only show authorities I'm already coordinating

Find authority Reset criteria

Additional search criteria

Name

Street

Postcode

Town

Search results [23 Items - Page 1 of 3]

Name	Informal title	Country	Legislative area / Role	
501 HU-SDIMIC1	501 HU-SDIMIC1	Hungary	PQ Super Delegated IMI Coordinator SD Super Delegated IMI Coordinator DD Super Delegated IMI Coordinator	Open
502 HU-DIMIC1	502 HU-DIMIC1	Hungary	PQ Delegated IMI Coordinator SD Competent Authority DD Delegated IMI Coordinator	Open
504 HU-CA1	504 HU-CA1	Hungary	PQ Competent Authority SD Competent Authority	Open

- (3) You may need to grant access to Services to authorities registered in the system by another IMI Coordinator.

In order to see a list of all authorities in your Member State, you need to untick the box *'Only show authorities I'm already coordinating'* and click on *'Find authority'*. Then identify the relevant authorities. For the authorities concerned click on *'Open'* and then click *'edit'*.

Administration > Manage other authorities' data

Authorities list
Select one or more search criteria

<p>Main search criteria</p> <p>Country: Hungary</p> <p>Legislative area: All Legislative areas</p> <p>Authority type: All authority types</p> <p>Free text: <input type="text"/></p> <p><input type="checkbox"/> Only show authorities I'm already coordinating</p> <p>Find authority Reset criteria</p>	<p>Additional search criteria</p> <p>Name: <input type="text"/></p> <p>Street: <input type="text"/></p> <p>Postcode: <input type="text"/></p> <p>Town: <input type="text"/></p>
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Search results [40 Items - Page 1 of 4]

Name	Informal title	Country	Legislative area / Role	
501 HU-SDIMIC1	501 HU-SDIMIC1	Hungary	PQ Super Delegated IMI Coordinator SD Super Delegated IMI Coordinator DD Super Delegated IMI Coordinator	Open
502 HU-DIMIC1	502 HU-DIMIC1	Hungary	PQ Delegated IMI Coordinator SD Competent Authority DD Delegated IMI Coordinator	Open
503 HU-DIMIC2	503 HU-DIMIC2	Hungary	PQ Competent Authority SD Delegated IMI Coordinator DD Delegated IMI Coordinator	Open
504 HU-CA1	504 HU-CA1	Hungary	PQ Competent Authority SD Competent Authority DD Competent Authority	Open
505 HU-CA2	505 HU-CA2	Hungary	PQ Competent Authority SD Competent Authority	Open
506 HU-SDIMIC2	506 HU-SDIMIC2	Hungary	PQ Super Delegated IMI Coordinator SD Super Delegated IMI Coordinator DD Super Delegated IMI Coordinator	Open

- (4) On the screen displaying the basic information about the authority, click on *'Add new legislative area'*

Home Create Request Search for Competent Authority List requests > Administration > About Logout

Authority Areas of competence Settings for Professional Qualifications Users Translations of the Informal title

Basic information

Health centre - Barcelona

Country: Spain

Authority name: español (es) Centro de salud - Barcelona

Informal title: español (es) Centro de salud - Barcelona

Languages: English (en)

Street and number: Calle desconocido

Postcode: 20000

Town: Barcelona

Region / Area: Barcelona

Country: Spain

Telephone: +34 200 32000

Fax: +34 200 32000

Web: <http://www.tve.es>

E-mail: ca.en@imi.es

Validating Coordinator

Validating Coordinator – responsible for registration and data management

Authority name	Informal title
Training DIMIC Nov. (A)	Training DIMIC Nov. (A)

[Add new legislative area](#)

- (5) Choose 'Services' as the legislative area you wish to add and indicate which role the authority will play (in this example: Delegated IMI Coordinator)

Authority Areas of competence Settings for Professional Qualifications **Legislative area**

New legislative area

Legislative area Services

Authority type Choose

Choose
Competent Authority
Delegated IMI Coordinator

Add new legislative area Cancel

- (6) On the *Settings for Services*' tab under *'General information'*, select from list of keywords to indicate the competence of the authority in relation to the legislative area *Services*.

Home Create Request Search for Competent Authority List requests Administration About Logout

Authority Areas of competence **Settings for Services** Settings for Professional Qualifications

Legislative area Services

General information Information Request

Keywords

Select the keyword(s) which indicate the Authority's area of competence *

Available keywords

Selected keywords

Regional authority
Registration body/authority
Registration in professional register(s)
Registration of companies/partnerships
Supervision/ Enforcement
Technical controls

Building/construction permits
Commune/municipality
Granting of permits/licences/authorisations
Local
Protection of the environment
Technical inspection body

Find Search the list above Restore full list

Access Coordinator – responsible for access to the Legislative Area

Authority name	Informal title	Authority type
Training DIMIC Nov. (A)	Training DIMIC Nov. (A)	Delegated IMI Coordinator

- (7) On the *Settings for Services*' tab under *'Information Request'*, define the Coordinator's settings for information requests in relation to legislative area *'Services'*

Home Create Request Search for Competent Authority List requests Administration About Logout

Administration > Manage other authorities' data > Edit Competent Authority

Authority Areas of competence Settings for Professional Qualifications **Settings for Services**

Legislative area Services

General information **Information Request**

Role

Delegated IMI Coordinator

Settings

Does the Coordinator participate in the referral process? Yes No

Does the Coordinator wish to approve Competent Authority requests before they are sent? Yes No

Does the Coordinator wish to approve Competent Authority replies before they are sent? Yes No

3.2. Check if any authorities have already been registered for the legislative area/ geographical area the DIMIC will be coordinating.

You are advised to register Delegated IMI Coordinators for Services (or give access to authorities already registered in IMI as DIMICs for Services) before you grant access to Services to Competent Authorities. That way, you can ensure that every time a new Competent Authority is given access to Services, it can be linked to all relevant IMI Coordinators as 'Request Coordinators'.

However, under some circumstances, some Competent Authorities may already have access to Services before all DIMICs for Services are registered. For instance, a Member State may only register one DIMIC for Services during the initial phase of the pilot project. Two months later they may realise that it becomes necessary to nominate additional Services DIMICs.

In this case, you will have to ensure that the new Services DIMIC is linked to all relevant Competent Authorities that have access to Services. The most important aspects to consider are:

3.2.1. *Will DIMIC need to play the role of 'Request Coordinator' for authorities that are already registered in IMI (e.g. referral or approval)?*

A Competent Authority may be responsible for a number of different Services sectors or it may have horizontal responsibilities, for instance in relation to company registrations. In some cases it might therefore be necessary for more than one IMI Coordinator to be nominated as potential 'Request Coordinator' for the authority (refer to section 3.1.3. for more details).


Likewise, you may wish to ensure that the new DIMIC is able to monitor the status of requests of authorities already registered with access to the Legislative Area Services.

NO you do not need to take any action

YES you will need to add the DIMIC you have just registered to the relevant authorities as one of their 'Request Coordinators'.⁷ These are the steps to follow:

- | |
|--|
| <ol style="list-style-type: none">(1) Within IMI application, choose menu item <i>Manage other authorities' data</i>(2) By default, the system will show you a list of all authorities you are already coordinating. Identify the relevant authorities.(3) For the authorities concerned, click '<i>Open</i>' and then click '<i>edit</i>'.(4) Choose the tab entitled '<i>Settings for Services</i>'. Choose the sub-tab entitled '<i>Information Request</i>'. The names of the Request Coordinator(s) that may be linked to an information request of this authority in this legislative area are displayed at the bottom of the screen. |
|--|

⁷ In order to do so, you have to be the Coordinator that gave the authority access to the legislative area 'Services' (i.e. the 'Access Coordinator'). Alternatively, you can contact the 'Access Coordinator' for Services and ask them to add the DIMIC as one of the authority's Request Coordinators for Services. You can also contact the Competent Authority directly and ask them to add the DIMIC as a new Request Coordinator for Services.

- (5) To add an additional Request Coordinator, go to *'Request Coordinator(s) – may be linked to an information request of this authority in this legislative area'* and click on the Search icon ().
- (6) A list of all eligible IMI Coordinators will appear. You have the possibility to search this list in order to find the DIMIC that you have just registered.
- (7) Select the DIMIC from the list and click on *'Add selected'*
- (8) Click on *'Save changes'*.

3.2.2. *Will DIMIC need to play the role of 'Access Coordinator' for authorities that already have access to Services?*


The Access Coordinator can update the flag settings and keywords of a Competent Authority in relation to a specific legislative area. By default, the IMI Coordinator that has given an authority access to a legislative area will be its Access Coordinator. It will not usually be necessary to change this.

However, there may be cases where you do need to set a newly created DIMIC as the Access Coordinator for authorities already registered with access to Services. For example, if due to an administrative reorganisation, a Ministry acting as DIMIC for Services changes its competence. As a result, it will no longer be entitled to act as DIMIC. In this case, you will nominate a new DIMIC for Services and you will have to place this new DIMIC as the Access Coordinator for Services for all Competent Authorities the original DIMIC coordinated.

- NO you do not need to take any action
- YES you will need to set the new DIMIC as Access Coordinator for all relevant Competent Authorities⁸. These are the steps to follow:

- (1) Within IMI application, choose menu item *Manage other authorities' data*
- (2) By default, the system will show you a list of all authorities you are already coordinating. Identify the relevant authorities.
- (3) For the authorities concerned, click *'Open'* and then click *'edit'*.

⁸ In order to do so, you have to be the Coordinator that gave the authority access to the legislative area 'Services' (i.e. the 'Access Coordinator'). Alternatively, you can contact the 'Access Coordinator' for Services and ask them to add the DIMIC as the authority's Access Coordinator for Services in their place.

- (4) Choose the tab entitled '*Settings for Services*'. Choose the sub-tab entitled '*General information*'.
- (5) To replace the Access Coordinator, go to '*Access Coordinator – responsible for access to this Legislative Area*' and click on the Search icon ().
- (6) A list of all eligible IMI Coordinators will appear. You have the possibility to search this list in order to find the DIMIC that you have just registered.
- (7) Select the DIMIC from the list and click on '*Add selected*'
- (8) Click on '*Save changes*'.

3.3. Communicate with the new Services DIMIC on managing user rights

Inform authority that all users with "local data administrator" rights within their authority will automatically be given all user rights for Services. The authority itself has to ensure that all users of the authority that need to be able to intervene in Services requests of coordinated Competent Authorities are given Referral Handler rights for Services.

3.4. Where applicable, tell DIMIC to take on responsibility for authority access to Legislative Area Services

Depending on how you have decided to organise your registration process, it may be the task of the new Services DIMIC you have just created to give other authorities access to Services as Competent Authorities. Make sure that you communicate clearly with the Services DIMIC so that he is clear on the responsibilities he has to take on.

In order to give access to authorities to Services (playing the role of Competent Authorities), the DIMIC should follow the steps outlined in ACTION 5 and ACTION 6 below.

4. ACTION 4: REGISTERING NEW AUTHORITIES AS IMI COORDINATORS FOR SERVICES (APPLIES TO NIMIC AND SDIMIC ONLY)

Once you have identified your IMI Coordinators that are already registered in IMI, you can continue by registering the **new authorities** that will be playing the role of Delegated IMI Coordinators (DIMIC) for the new legislative area Services.

Please note that you have to be a user with "local data administrator" rights within a NIMIC or an SDIMIC in order to register new DIMICs.

If you are not registering any new DIMICs, go directly to Action 5.

If you are registering new DIMICs, these are the steps to follow⁹:

4.1. Register new authority in IMI

- (1) Choose '*Register new authority*' from the IMI homepage. If you are a NIMIC, then you will first have to decide on the authority type that you are registering. Click on '*DIMIC or Competent Authority*' as the authority type. If you are not a NIMIC, you will not see this screen.



- (2) Go through the registration wizard (which is mainly unchanged). Make sure to follow the naming convention for DIMICs:

The Delegated IMI Coordinator should be registered with the official name of the authority.

An authority registered in IMI may play different roles in different legislative areas. The abbreviation "DIMIC" should not therefore appear in the Authority Name.

For example, an authority nominated as a Delegated IMI Coordinator for Professional Qualifications may be a standard Competent Authority in the legislative area Services. Likewise, a Competent Authority registered for Professional Qualifications may later play the role of Delegated IMI Coordinator in the legislative area Services.

It would therefore be misleading to indicate the DIMIC role as part of the Authority Name. Here are some examples of DIMIC Authority Names:

- Ministerio de Educacion y Ciencia
- Ministerium für Kultus und Sport Bayern
- Ministère de la Santé

Other Member States can always identify the DIMICs by searching either on Authority Type "IMI Coordinators" or by using the Keyword "Delegated IMI Coordinator" when searching. Please note that the search results screen will show the authority's role in each legislative area:

⁹ See IMI User handbook, chapter 21 for details

Authorities list

Select one or more search criteria

Main search criteria

Country Spain

Legislative area All Legislative areas

Authority type All authority types

Free text

Only show authorities I'm already coordinating

Find authority Reset criteria

Additional search criteria

Name

Street

Postcode

Town

Search results [3 Items]

Name	Informal title	Country	Legislative area	Role	
Centro de salud - Barcelona	Health centre - Barcelona	Spain	SD	Competent Authority	Open
Centro de salud - Madrid	Health centre - Madrid	Spain	PQ	Competent Authority	Open
Centro de salud - Vigo	Health centre - Vigo	Spain	PQ	Competent Authority	Open

Items per page 10 To page 1

- (3) Once you have added the user details, you will have to indicate which role the authority is to play for each legislative area chosen. You choose 'Services' and 'Delegated IMI Coordinator'.
- (4) Select from list of keywords to indicate the competence of the authority in relation to the legislative area 'Services'.
- (5) Define the DIMIC's settings for information requests in relation to the legislative area 'Services'

4.2. Check if any authorities have already been registered for the legislative area/ geographical area the DIMIC will be coordinating.

You are advised to register Delegated IMI Coordinators for Services (or give access to authorities already registered in IMI as DIMICs for Services) before you grant access to Services to Competent Authorities. That way, you can ensure that every time a new Competent Authority is given access to Services, it can be linked to all relevant IMI Coordinators as 'Request Coordinators'.

However, under some circumstances, some Competent Authorities may already have access to Services before all DIMICs for Services are registered. For instance, a Member State may only register one DIMIC for Services during the initial phase of the pilot project. Two months later they may realise that it becomes necessary to nominate additional Services DIMICs.

In this case, you will have to ensure that the new Services DIMIC is linked to all relevant Competent Authorities that have access to Services. For details, please refer to section 3.2.

4.3. Communicate username to first user in new authority

For security reasons, you should do so outside the IMI system – e.g. by fax or telephone. The user will receive an automatic email from the IMI system containing a temporary password and information on how to login to IMI.

The authority can register as many additional users with specific responsibilities for Services as necessary.

4.4. Where applicable, tell DIMIC to take on responsibility for authority access to Legislative Area Services

Depending on how you have decided to organise your registration process, it may be the task of the new Services DIMIC you have just created to give other authorities access to Services as Competent Authorities. Make sure that you communicate clearly with the Services DIMIC so that he is clear on the responsibilities he has to take on.

In order to give access to authorities to Services (playing the role of Competent Authorities), the DIMIC should follow the steps outlined in ACTION 5 and ACTION 6 below.

5. ACTION 5: GRANTING ACCESS TO AUTHORITIES ALREADY REGISTERED IN IMI TO THE NEW LEGISLATIVE AREA SERVICES AS A COMPETENT AUTHORITY (APPLIES TO NIMIC, SDIMIC AND DIMIC)

Once you have registered all the new IMI Coordinators that you need for the extension of IMI to Services, the next step will be to check your list of Competent Authorities for Services against the list of authorities already in IMI.

It is important to think about the relationships that need to be created between authorities acting as Competent Authorities for Services and the DIMICs for Services that you have just created. Whoever takes on this task will have to make sure that the Competent Authorities are linked to all relevant IMI Coordinators. Remember that by giving an authority access to a legislative area (e.g. 'Services'), you will automatically be the authority's 'Access Coordinator' and 'Request Coordinator' for that legislative area.

Please note that you have to be a user with "Local Data Administrator" rights within a NIMIC, an SDIMIC or a Services DIMIC in order to give an authority access to Services as a Competent Authority. These are the steps to follow:

5.1. Managing data of authorities already registered in IMI – grant access to new legislative area 'Services'

- (1) Choose '*Manage other authorities' data*' from the Administration menu on the IMI homepage
- (2) By default, the system will show you a list of all authorities you are already coordinating:

Authorities list

Select one or more search criteria

Main search criteria

Country Hungary

Legislative area All Legislative areas

Authority type All authority types

Free text

Only show authorities I'm already coordinating

Find authority Reset criteria

Search results [23 Items - Page 1 of 3]

Name	Informal title	Country	Legislative area / Role	
501 HU-SDIMIC1	501 HU-SDIMIC1	Hungary	PQ Super Delegated IMI Coordinator SD Super Delegated IMI Coordinator DD Super Delegated IMI Coordinator	Open
502 HU-DIMIC1	502 HU-DIMIC1	Hungary	PQ Delegated IMI Coordinator SD Competent Authority DD Delegated IMI Coordinator	Open
504 HU-CA1	504 HU-CA1	Hungary	PQ Competent Authority SD Competent Authority DD Competent Authority	Open
505 HU-CA2	505 HU-CA2	Hungary	PQ Competent Authority SD Competent Authority	Open
506 HU-SDIMIC2	506 HU-SDIMIC2	Hungary	PQ Super Delegated IMI Coordinator SD Super Delegated IMI Coordinator DD Super Delegated IMI Coordinator	Open
507 HU-DIMIC3	507 HU-DIMIC3	Hungary	PQ Delegated IMI Coordinator SD Delegated IMI Coordinator DD Delegated IMI Coordinator	Open

- (3) If you are a new IMI Coordinator, you will not yet be responsible for any Competent Authorities in IMI. For example, if you are the Ministry of the Economy and the NIMIC has just registered you as a DIMIC for Services. Even if you are already coordinating some Competent Authorities in IMI, you may need to see other authorities that you are not coordinating.

In order to see a list of all authorities in your Member State, you need to untick the box 'Only show authorities I'm already coordinating' and click on 'Find authority'. Then identify the relevant authorities. For the authorities concerned click on 'Open' and then click 'edit'.

Authorities list

Select one or more search criteria

Main search criteria

Country Hungary

Legislative area All Legislative areas

Authority type All authority types

Free text

Only show authorities I'm already coordinating

Find authority Reset criteria

Search results [40 Items - Page 1 of 4]

Name	Informal title	Country	Legislative area / Role	
501 HU-SDIMIC1	501 HU-SDIMIC1	Hungary	PQ Super Delegated IMI Coordinator SD Super Delegated IMI Coordinator DD Super Delegated IMI Coordinator	Open
502 HU-DIMIC1	502 HU-DIMIC1	Hungary	PQ Delegated IMI Coordinator SD Competent Authority DD Delegated IMI Coordinator	Open
503 HU-DIMIC2	503 HU-DIMIC2	Hungary	PQ Competent Authority SD Delegated IMI Coordinator DD Delegated IMI Coordinator	Open
504 HU-CA1	504 HU-CA1	Hungary	PQ Competent Authority SD Competent Authority DD Competent Authority	Open
505 HU-CA2	505 HU-CA2	Hungary	PQ Competent Authority SD Competent Authority	Open
506 HU-SDIMIC2	506 HU-SDIMIC2	Hungary	PQ Super Delegated IMI Coordinator SD Super Delegated IMI Coordinator DD Super Delegated IMI Coordinator	Open

- (4) On the screen displaying the basic information about the authority, click on 'Add new legislative area'

Authority Areas of competence Settings for Professional Qualifications Users Translations of the Informal title

Basic information

Health centre - Barcelona

Country Spain

Authority name español (es) Centro de salud - Barcelona

Informal title español (es) Centro de salud - Barcelona

Languages English (en)

Street and number Calle desconocido

Postcode 20000

Town Barcelona

Region / Area Barcelona

Country Spain

Telephone +34 200 32000

Fax +34 200 32000

Web <http://www.tve.es>

E-mail ca.en@imi.es

Validating Coordinator

Validating Coordinator – responsible for registration and data management

Authority name	Informal title
Training DIMIC Nov. (A)	Training DIMIC Nov. (A)

[Add new legislative area](#)

- (5) Choose the legislative area you wish to add and indicate which role the authority will play (in this example: competent authority)

Authority Areas of competence Settings for Professional Qualifications **Legislative area**

New legislative area

Legislative area Services

Authority type Choose

- Choose
- Competent Authority
- Delegated IMI Coordinator

[Add new legislative area](#) [Cancel](#)

- (6) On the *Settings for Services*' tab under *'General information'*, select from list of keywords to indicate the competence of the authority in relation to the legislative area *Services*.
- (7) On the *Settings for Services*' tab under *'Information Request'*, define the Competent Authority's settings for information requests in relation to legislative area *Services*'

5.2. Define relationship between Competent Authority and IMI Coordinators for Services (see chapter 3 for details)

- (1) Check list of IMI Coordinators for Services to see which ones need to be linked to this Competent Authority as a 'Request Coordinator' (by clicking on the search icon).

Country and Languages | Address | Areas of competence | User Details | Legislative areas | **Settings for Services**

Legislative area Services

General information | **Information Request**

Role -

Competent Authority
Settings
 Is this Authority subject to approval by the Coordinator before sending requests and replies? Yes No
 Is this Authority exceptionally allowed to refuse incoming requests on behalf of its Member State? (Normally only Coordinators have the right to refuse requests on behalf of their Member State. Competent Authorities can forward requests for which they are not competent to another Authority or to a Coordinator) Yes No
 Is this Authority allowed to accept incoming requests? (If you set this to NO, the Competent Authority can send requests but will not receive incoming requests from other Member States) Yes No

The following Coordinators may be linked to an information request of this Authority in this legislative area

Authority name	Informal title to be translated for staff of Member States (this should be easily understood)	Authority type
500 HU-NIMIC	500 HU-NIMIC	National IMI Coordinator
Search criteria		

Main criteria

Authority type IMI Coordinators
 Free text

Additional criteria

Name
 Street
 Postcode
 Town

Search results

	Name	Informal title	Authority type
<input type="checkbox"/>	500 HU-NIMIC	500 HU-NIMIC	National IMI Coordinator
<input type="checkbox"/>	501 HU-SDIMIC1	501 HU-SDIMIC1	Super Delegated IMI Coordinator
<input type="checkbox"/>	503 HU-DIMIC2	503 HU-DIMIC2	Delegated IMI Coordinator
<input type="checkbox"/>	506 HU-SDIMIC2	506 HU-SDIMIC2	Super Delegated IMI Coordinator

- (2) A list of all eligible IMI Coordinators will appear. You have the possibility to search this list.
- (3) Select all Coordinators that you wish to act as 'Request Coordinators' for the Competent Authority. Then click on 'Add selected', followed by 'Save Changes'.

5.3. Inform authority...

- (1) Inform authority that all users with "local data administrator" rights within their authority will automatically be given all user rights for Services. The authority itself has to ensure that all users of the authority that need to handle Services requests are given request handler rights for Services.

6. **ACTION 6: REGISTERING ADDITIONAL COMPETENT AUTHORITIES FOR SERVICES**

As a last step, you can now register new authorities that will be playing the role of Competent Authority for 'Services'. Remember that it is only necessary to register an authority once in IMI. A DIMIC for Professional Qualifications can play the role of Competent Authority for Services – there is no need to register them a second time.

6.1. Register new authority as Competent Authority for Services

- (1) Choose 'Register new authority' from the IMI homepage. If you are a NIMIC, then you will first have to decide on the authority type that you are registering. Click on 'DIMIC or Competent Authority' as the authority type. If you are not a NIMIC, you will not see this screen.
- (2) Go through the registration wizard (which is mainly unchanged).

- (3) Once you have added the user details, you will have to indicate which role the authority is to play for each legislative area chosen. You choose 'Services' and 'Competent Authority'.¹⁰
- (4) Select from list of keywords to indicate the competence of the authority in relation to the legislative area 'Services'.
- (5) Define the Competent Authority's settings for information requests in relation to the legislative area 'Services'

6.2. Define relationship between newly registered Competent Authority and IMI Coordinators for Services

- (1) Check list of IMI Coordinators for Services to see which ones need to be linked to this Competent Authority as 'Request Coordinator' (by clicking on the search icon).
- (2) A list of all eligible IMI Coordinators will appear. You have the possibility to search this list.
- (3) Select all Coordinators that you wish to act as 'Request Coordinators for the Competent Authority. Then click on *'Add selected'*, followed by *'Save Changes'*.

6.3. Contact authority and provide information on its role in IMI

- (1) Communicate the username to the first user in the new authority. For security reasons, you should do so outside the IMI system – e.g. by fax or telephone. The user will receive an automatic email from the IMI system containing a temporary password and information on how to login to IMI.

¹⁰ If you are a DIMIC, then the system will automatically select 'Competent Authority', as you cannot register other DIMICs.