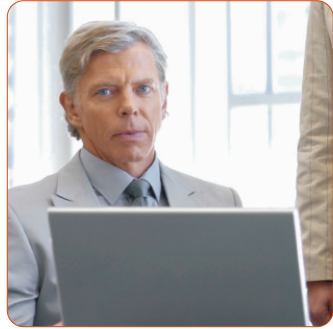




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Permanent complete advisory and information service for Public Authorities in the budgetary and legal fields



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## Aims of the service

The aim of the permanent complete advisory and information service is to support public sector bodies in the daily management of their competences and duties, by providing expert opinion on the financial, budgetary and legal issues which arise in various spheres.

Afi (CAP) specialise in the field of advice and consultancy for the public sector and, specifically, for local authorities, allowing them to provide a complete service, adapted to the legal framework and responsibilities of each level of government.

The provision of quality public services requires public sector managers to provide rapid solutions to problems and to provide a nimble response to citizen demands. The aim of the permanent complete advisory and information service is to provide continuous, immediate, and constant support to the public technicians and managers in the daily performance of their duties.

## At whom is this service aimed?

The service is aimed at all those public sector bodies responsible for the management of public services and the performance of economic activities:

- Regional governments.
- Local authorities: Delegations, Town Councils, Communities, Consortia.
- Under the authority of the public sector: Autonomous bodies, public companies, public sector companies.
- Universities.
- Associations.
- Public foundations, etc.

## Scope

The permanent complete advisory and information service is structured along two specific lines, each with an extensive scope that manifests itself in a great variety of subjects, that are tailored to the needs of the end client.

### 1. Budgetary advice

This line includes continuous daily advice and support to the public sector in the following matters:

- Financial and budgetary developments.
- Financing systems (regional and local).
- Growth and analysis of regional economies.
- Accounting for income and expenditure and new financial concepts.
- Accounting treatment of debt transactions.
- Financial transactions.
- Other questions of an economic, financial, accounting, and budgetary nature associated with public management.



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## 2. Legal counsel

This line includes a full counselling service on any legal questions that arise in the course of performing the activity regarding:

- Public procurement
- Assets and their management
- Civil service
- Applicable regulations, ESA95, etc
- Alternatives for the management and financing of public services: water, transportation, housing, infrastructure, education, health, etc.

## Operation

The Service is provided entirely through two lines of activity: the immediate resolution of consultations and the regular issuing of opinions through the frequent supply of information.

### 1. Resolution of consultations

The users of the service have an open line for consultations by telephone or e-mail, which are resolved by Afi's (CAP) team of professionals with **immediate, direct and personalised responses**, which may be verbal, when possible, or in writing in the form of reports or brief notes in a maximum of 24 hours. When the complexity of the matter to be resolved so requires, the team of consultants advises their contact of the time required to resolve it.

Afi (CAP) dedicates professional and specialised attention to the consultations, placing a coordinated multidisciplinary team at the client's disposal with proven experience in the public sphere and in the subject in question

### 2. Periodic provision of information

The service includes regular provision of information on the subjects covered by the advisory service, as well as any other that the team of consultants may consider of interest to the client.

Afi (CAP) carries out a daily monitoring of new regulations, modifications to the same, financial and budgetary indicators, economic and budgetary situation, evolution of the debt and the deficit, issuance, new public plans and programmes, success stories in public management, European aid programmes and resolutions, etc. These are all subject to analysis and opinions that are regularly published in **technical notes** and in news items on the corporate website.

## Contact

Request for any additional information or clarification should be directed to:

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