



Organizāciju reģistrācija dalībai Erasmus+ programmā



Valsts izglītības
attīstības aģentūra

KAS JĀDARA, LAI IESNIEGTU PROJEKTA PIETEIKUMU?

- Organizācijai jāpārbauda **atbilstība** programmas noteikumiem un finanšu noteikumiem (juridiska persona, nav bankrotējusi, nav nodokļu parādu u.c.)
- Organizācijai jāreģistrējas **URF** (*Unique Registration Facility*)/**Dalībnieku portālā** (organizācija iegūst unikālu 9 ciparu *Participant Identification Code* - PIC kodu)
- Jāaizpilda un jāiesniedz projekta **pieteikuma veidlapa**



Reģistrēties URF un iegūt PIC kodu
nepieciešams **visām** organizācijām, kas vēlas
 piedalīties Erasmus+ programmā – gan
projektu pieteicējiem, gan partneriem

ORGANIZĀCIJAS REĢISTRĀCIJA DALĪBAI ERASMUS +

Reģistrēšanās notiek EK dalībnieku portālā (URF sistēmā):

<http://ec.europa.eu/education/participants/portal/desktop/en/home.html>

URF/Dalībnieku portālā var:

- reģistrēt organizāciju
- atjaunināt informāciju jau par reģistrēto organizāciju

! Priekšnosacījums: lai reģistrētos URF portālā ir jābūt ECAS lietotājevārdam un parolei



Erasmus+



Valsts izglītības
attīstības aģentūra

ORGANIZĀCIJAS REĢISTRĀCIJA DALĪBAI ERASMUS +

Iegūt ECAS lietotājvārdu un paroli, kā arī veikt organizācijas reģistrāciju URF, var izmantojot vienu saiti:


<http://ec.europa.eu/education/participants/portal/desktop/en/home.html>

1. SOLIS – ECAS KONTA REĢISTRĀCIJA

- ECAS ir Eiropas Komisijas lietotāju autentifikācijas pakalpojums. Tas ļauj autorizētiem lietotājiem piekļūt dažādām Komisijas informācijas sistēmām
- ECAS kontā organizācijas pārstāvis reģistrē sevi kā privātpersonu
- Ja, reģistrējoties Jums lūdz norādīt, ko Jūs pārstāvat (*Where are you from?*), izvēlaties - **“external”**
- Pēc reģistrācijas uz norādīto e-pastu saņemsiet apstiprinājumu, kas ļaus pabeigt reģistrāciju

1. SOLIS – ECAS KONTA REĢISTRĀCIJA

Contact | Legal Notice | English ▾



Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS ▾ EXPERTS ▾ SUPPORT ▾ LOGIN REGISTER

Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal

The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:

- Creative Europe
- Erasmus+
- Europe for Citizens
- EU Aid Volunteers.

If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation tab, on behalf of the group. In the Organisation tab you will be able to search for registered organisations.

Are you a new user?

- 1 To register your organisation or expert details, you need first to have an ECAS account (European Commission Authentication Service)
- 2 If you don't have an ECAS account, you can create one by clicking [here](#) or by using the "Register" button above. Further information on ECAS accounts can be found [here](#).
- 3 Authenticate your identity using the "Login" button above and continue your registration by clicking the Organisations or Expert tabs.


Do you already have an ECAS account?

© European Communities

2. SOLIS: ORGANIZĀCIJAS REĢISTRĒŠANA URF SISTĒMĀ

Autorizējoties izmantojiet ECAS lietotājevārdu un paroli!

Contact | Legal Notice | English ▾

 Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS ▾ EXPERTS ▾ SUPPORT ▾ **LOGIN** REGISTER

Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal

The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:

- Creative Europe
- Erasmus+
- Europe for Citizens
- EU Aid Volunteers.

If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation tab, on behalf of the group. In the Organisation tab you will be able to search for registered organisations.

Are you a new user?

Do you already have an ECAS account?

© European Communities

2. SOLIS: ORGANIZĀCIJAS REĢISTRĒŠANA URF SISTĒMĀ

The screenshot shows the 'Register an Organisation' page on the European Commission Participant Portal. The page header includes the European Commission logo and the text 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. The navigation menu has 'ORGANISATIONS' highlighted with a red circle. The main content area contains instructions for registration, including the requirement for a 9-digit PIC (Participant Identification Code) number and a 'REGISTER ORGANISATION' button circled in red. Below the instructions, there are three sections: 'How to update your organisation data?', 'Modify registered data', 'Upload supporting documents', and 'Modify validated data'. The 'REGISTER ORGANISATION' button is circled in red.

Contact | Legal Notice | English

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education & Training > Participant Portal > Register An Organisation

HOME **ORGANISATIONS** EXPERTS SUPPORT LOGIN REGISTER

Register an Organisation

To participate in proposals and projects, you must register your organisation first.

After registration, a unique identifier is assigned to your organisation

This is the 9-digit **PIC (Participant Identification Code) number** that will be used as a reference by the Commission in any future interactions. A **single registration** is required for each organisation in the system.

Please keep the legal data of the organisation and programme related information at hand. You can check the information you will need for the registration in the documentation of the call for proposals. Please note that you have to register your organisation before submitting a project application.

You can pause the registration process at any time and continue it later. The system automatically saves your draft registration and will keep it until you complete it or for up to one year after its last edit.

REGISTER ORGANISATION RESUME REGISTRATION

How to update your organisation data?

Modify registered data	Upload supporting documents	Modify validated data
<p>If the Validation Services have not started the validation of your data yet:</p> <p>To modify the data of your organisation, click the My Organisations option in the Organisations menu, then click the ED button next to the name of your organisation.</p>	<p>If the Validation Services have already started the validation process:</p> <p>You are able to upload additional documents up to 10 MB. Once uploaded, these documents may not be withdrawn or modified.</p>	<p>If your data has been validated by the Validation Services:</p> <p>Only the Legal Entity Appointed Representative (LEAR) (or a person with the Account Administrative role for your organisation) is authorised to request organisation data modifications and provide the supporting documents via the My Organisations option in the Organisations</p>



Erasmus+



Valsts izglītības
attīstības aģentūra

2. SOLIS: ORGANIZĀCIJAS REĢISTRĒŠANA URF SISTĒMĀ

- Reģistrācijas process - jāaizpilda informācija par organizāciju:
 - ✓ pilns nosaukums,
 - ✓ reģistrācijas numurs,
 - ✓ adrese,
 - ✓ kontaktinformācija u.c.
- Pēc reģistrācijas un PIC koda iegūšanas, URF sistēmā jāpievieno arī organizācijas juridiskā statusa veidlapa un finanšu identifikācijas veidlapa -
http://ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legEnt_public_lv.pdf (Publisko tiesību subj.)
http://ec.europa.eu/budget/library/contracts_grants/info_contracts/financial_id/fich_sign_ba_gb_lv.pdf (Finanšu identifikācijas veidlapa)



Erasmus+



Valsts izglītības
attīstības aģentūra

PAPILDUS INFORMĀCIJA

- Vadlīnijas organizāciju reģistrācijai URF sistēmā

http://ec.europa.eu/programmes/erasmus-plus/documents/manualurf_en.pdf

- *Erasmus+* programmas vadlīnijas pretendentiem

http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf



Erasmus+



Valsts izglītības
attīstības aģentūra

Seko jiet mūsu aktualitātēm

- www.erasmusplus.lv
- Twitter: [@VIAA_LV](https://twitter.com/VIAA_LV)
- YouTube: [VIAALV](https://www.youtube.com/VIAALV)
- Flickr: [VIAA konts](https://www.flickr.com/photos/viaa/)
- un piesakieties www.viaa.gov.lv mājas lapas jaunumu saņemšanai e-pastā



Erasmus+



Valsts izglītības
attīstības aģentūra