



Erasmus+



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.)

Organizācija jāreģistrē **Organizāciju reģistrācijas sistēmā** (iegūstot organizācijas ID kodu - **OID**)

Jāaizpilda un jāiesniedz tiešsaistes projekta **pieteikuma veidlapa**



Valsts izglītības
attīstības aģentūra

ORGANIZĀCIJU REĢISTRĀCIJA

Reģistrēties Organizāciju reģistrācijas sistēmā un iegūt OID kodu nepieciešams **visām** organizācijām, kas vēlas piedalīties Erasmus+ programmā – gan projektu pieteicējiem, gan partneriem.

!!! Ja organizācija iepriekš ir iesniegusi/īstenojusi Erasmus+ projektus un ir ieguvusi PIC kodu, tad OID kods ir piešķirts automātiski un nav jāizveido jauns (OID kodu atradīsiet [Organizāciju reģistrācijas sistēmā](#) pie savas organizācijas)



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ORGANIZĀCIJU REĢISTRĀCIJA

1.SOLIS

Jāizveido EU Login kots

<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

2.SOLIS

Organizācija jāreģistrē Organizāciju reģistrācijas sistēmā un jāiegūst Organizācijas identifikācijas kods - **OID** (piemērs OID: E12345678)

<https://webgate.ec.europa.eu/erasmus-esc/organisation-registration/screen/home>



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1.SOLIS – EU Login KONTA REĢISTRĀCIJA

EU Login ir Eiropas Komisijas izveidots autentifikācijas pakalpojums, kas ļauj autorizētiem lietotājiem piekļūt dažādām Eiropas Komisijas informācijas sistēmām.

Izveidot EU Login kontu iespējams šeit - <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

Veidojot EU Login kontu organizācijai, vēlams izmantot organizācijas e-pasta adresi.

EU Login lietotāja vadlīnijas – [šeit](#).

The screenshot shows the 'EU Login' registration page. At the top, it says 'EU Login' and 'One account, many EU services'. There is a language selector set to 'English (en)' and a 'Where is ECAS?' button. On the right, there are links for 'Create an account' and 'Login'. The main heading is 'Create an account'. Below it, there is a 'Help for external users' link. The form fields include: 'First name', 'Last name', 'E-mail', 'Confirm e-mail', 'E-mail language' (set to 'English (en)'), and 'Enter the code' (with a refresh button and a CAPTCHA image showing 'A 7 3'). At the bottom, there is a checkbox for the privacy statement and a 'Create an account' button.

2.SOLIS – ORGANIZĀCIJAS REĢISTRĀCIJA

Organizāciju reģistrācijas sistēma

<https://webgate.ec.europa.eu/erasmus-esc/organisation-registration/screen/home>

The screenshot shows the homepage of the Organisation Registration System. At the top, there is a header with the European Commission logo and the text 'Erasmus+ and European Solidarity Corps'. A navigation bar contains 'OPPORTUNITIES' and 'ORGANISATIONS' menus. The main content area is titled 'Organisation registration for actions managed by National Agencies'. It includes a paragraph explaining that the programmes are managed by National Agencies and the Education, Audiovisual, and Culture Executive Agency (EACEA). Below this, there is a section 'Is your organisation already registered?' with a search box for organisations. The search box contains the text 'please enter a legal name, business name or a hyperlink' and a 'Search' button. There is also a link to 'Expand advanced search'. Below the search box, there is a section 'Register your organisation' with a paragraph stating that if it is the first time applying through a National Agency, the user must register their Organisation first and obtain an Organisation ID. A 'Register My Organisation' button is provided. At the bottom, there are three cards: 'ORGANISATIONS' with a 'My Organisations' button, 'Erasmus+' with an 'Opportunities' button, and 'European Solidarity Corps' with an 'Opportunities' button. A blue arrow points to the 'English' language selector in the top right corner.

English

Organisation registration for actions managed by National Agencies

The Erasmus+ and European Solidarity Corps programmes are managed by National Agencies in participating countries and the Education, Audiovisual, and Culture Executive Agency (EACEA).

For certain actions, you must apply through the National Agencies and, for others, through EACEA. Please see the list of Erasmus+ actions and European Solidarity Corps actions to find out through whom you need to apply. To apply for actions managed by National Agencies please use the links provided below. For actions managed by EACEA, please visit the Funding & tender opportunities portal.

Is your organisation already registered?

To submit an application, you will need an Organisation ID. Organisations that have already participated in an Erasmus+ or European Solidarity Corps action managed by a National Agency and have a Participant Identification Code (PIC) have been assigned an Organisation ID automatically. Please use the search below to find your organisation and its corresponding Organisation ID (you can use your existing PIC in the Advanced search feature below). Alternatively, if you are an authorised user, you can see the list of your registered organisations using My Organisations.

Search for your organisation

Register your organisation

If this is your organisation's first time applying through a National Agency, you have to register your Organisation first and obtain an Organisation ID.

ORGANISATIONS
View all your Organisations

Erasmus+
View opportunities and start your application

European Solidarity Corps
View opportunities and start your application

leiet izmantojot
EU Login

2.SOLIS – ORGANIZĀCIJAS REĢISTRĀCIJA

Atceries!

- **Organizācija jāreģistrē** un OID kods jāiegūst **tikai vienreiz**.
- Pirms reģistrēšanas, **pārlicinies** vai organizācija jau nav iepriekš reģistrēta.
- Ja organizācija iepriekš ir iesniegusi/īstenojusi Erasmus+ projektus un ir ieguvusi PIC kodu, tad **OID kods ir piešķirts automātiski un nav jāizveido jauns** (OID kodu atradīsiet [Organizāciju reģistrācijas sistēmā](#) pie savas organizācijas).

Ievadot OID kodu tiešsaistes projekta pieteikuma veidlapā, tajā automātiski tiks ielasīti visi organizācijas dati.

Vadlīnijas organizāciju reģistrācijai – [šeit](#).



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Valsts izglītības
attīstības aģentūra

2.SOLIS – ORGANIZĀCIJAS REĢISTRĀCIJA

European Commission | Erasmus+ and European Solidarity Corps

OPPORTUNITIES ORGANISATIONS

- + Register My organisation
- My Organisations
- Search for an organisation

Organisation registration for actions managed by National Agencies

The Erasmus+ and European Solidarity Corps programmes are managed by National Agencies in participating countries and the Education, Audiovisual, and Culture Executive Agency (EACEA).

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Search for your organisation

please enter a legal name, business name or a hyperlink

Register your organisation

If this is your organisation's first time applying through a National Agency, you have to register your Organisation first and obtain an Organisation ID.

ORGANISATIONS
View all your Organisations

Erasmus+
View opportunities and start your application

European Solidarity Corps
View opportunities and start your application

2. Sāc reģistrāciju

1. Pārlicinies vai organizācija jau nav reģistrēta

2.SOLIS – ORGANIZĀCIJAS REĢISTRĀCIJA

Jāievada visa nepieciešamā informācija

Kad visa nepieciešamā informācija ir ievadīta, būs iespējams pabeigt reģistrācija (poga «Register my organisation» būs aktīva)

Nospiežot «Register my organisation» reģistrācija tiks pabeigta - parādīsies reģistrācijas apstiprinājums un organizācijai iegūtais OID kods.

Nospiežot  iespējams iegūt papildus informāciju par katru aizpildāmo lauku.

Organisation data

PIC

Legal name

Business name

Legal status International organisation

a natural person a legal person

private entity public body

non-profit for profit

sme

Official language

Establishment/registration country

Region

Legal form

VAT number

VAT number not applicable

Registration number

Registration date

Registration authority

Your organisation's information is incomplete. Please navigate to one of the sections above and fill in all necessary fields.

Register my organisation

2.SOLIS – ORGANIZĀCIJAS REĢISTRĀCIJA

Pēc reģistrācijas organizāciju atradīsiet sadaļā «My organisations»:

European Commission | Erasmus+ and European Solidarity Corps

OPPORTUNITIES | **ORGANISATIONS**

- + Register My organisation
- My Organisations**
- Search for an organisation

Register My Organisation

My Organisations

Number of Organisations found: 2

Search the results... Search

Legal name	Business name	Country	City	Website	PIC	Organisation ID	Registration number	VAT number	Erasmus Charter for Higher Education Code	Details
Smilga	Smilga	Latvia	Rīga		907404834	E10078288	LV540000125454	900021215454		Details
vidusskola	Biedrība "Vidusskola"	Latvia	Rīga		946283016	E10096657	12345678	900000145623		Details

2.SOLIS – ORGANIZĀCIJAS REĢISTRĀCIJA

Sadaļā «*My Organisations*» iespējams:

- atjaunināt informāciju par reģistrēto organizāciju,
- pievienot papildus kontaktpersonas,
- pievienot dokumentus.



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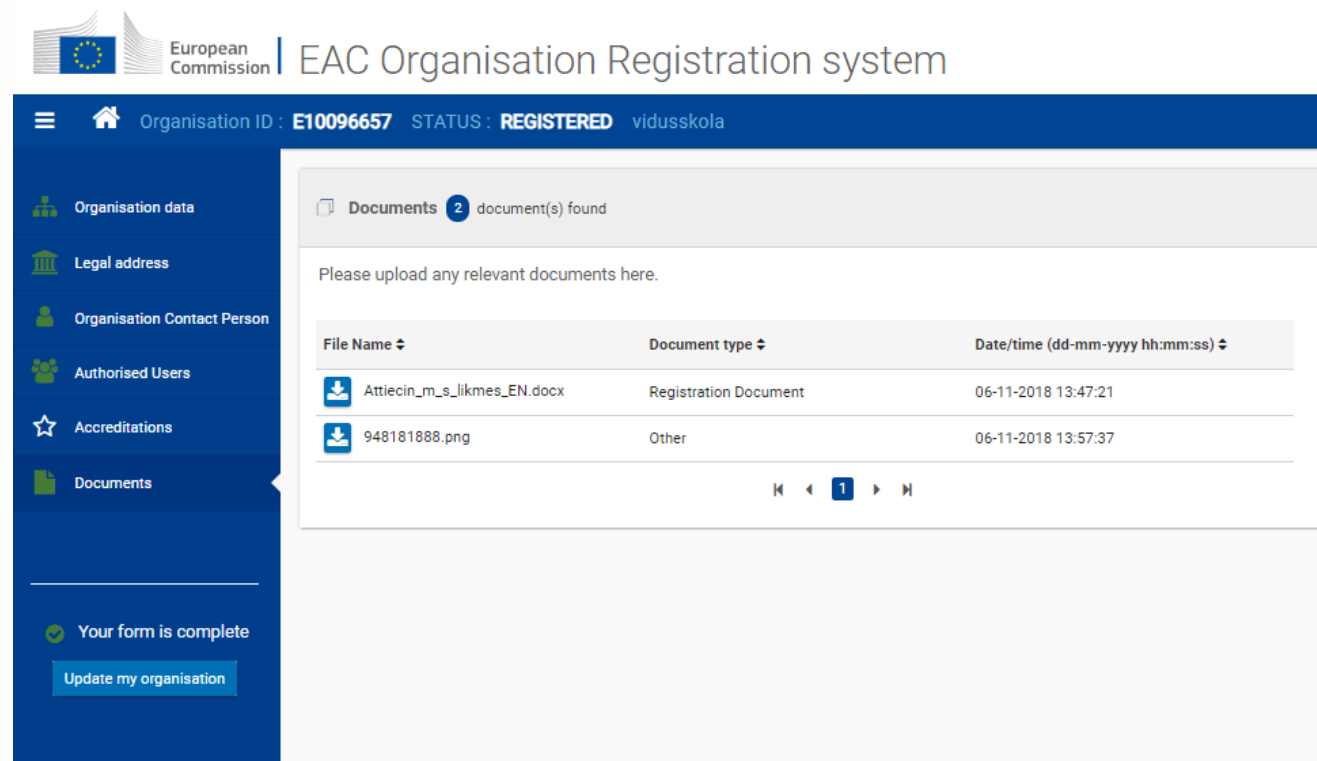
Valsts izglītības
attīstības aģentūra

2.SOLIS – ORGANIZĀCIJAS REĢISTRĀCIJA

Pēc organizācijas reģistrācijas un OID koda iegūšanas, nepieciešams aizpildīt un pievienot sekojošus dokumentus:

- Organizācijas juridiskā statusa veidlapa (*Legal Entity form*) - lejuplādējama [šeit](#);
- Finanšu identifikācijas veidlapa (*Financial Identification form*) - lejuplādējama [šeit](#).

Augšuplādēt šeit

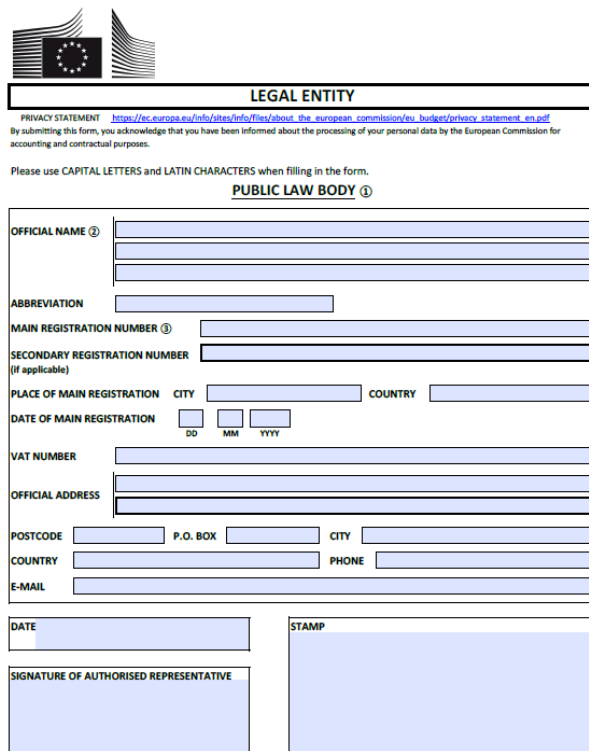


The screenshot displays the 'EAC Organisation Registration system' interface. At the top, it shows the European Commission logo and the text 'EAC Organisation Registration system'. Below this, the user's 'Organisation ID' is 'E10096657' and the 'STATUS' is 'REGISTERED'. The user is identified as 'vidusskola'. A sidebar on the left contains navigation options: Organisation data, Legal address, Organisation Contact Person, Authorised Users, Accreditations, Documents, and a 'Your form is complete' status with an 'Update my organisation' button. The main content area is titled 'Documents' and shows '2 document(s) found'. It prompts the user to 'Please upload any relevant documents here.' and displays a table of existing documents.

File Name	Document type	Date/time (dd-mm-yyyy hh:mm:ss)
Attiecin_m_s_likmes_EN.docx	Registration Document	06-11-2018 13:47:21
948181888.png	Other	06-11-2018 13:57:37

2.SOLIS – ORGANIZĀCIJAS REĢISTRĀCIJA

Organizāciju juridiskā statusa un finanšu identifikācijas veidlapas:



LEGAL ENTITY

PRIVACY STATEMENT https://ec.europa.eu/info/sites/info/files/about_the_european_commission/en_budget/privacy_statement_en.pdf
By submitting this form, you acknowledge that you have been informed about the processing of your personal data by the European Commission for accounting and contractual purposes.

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.

PUBLIC LAW BODY ①

OFFICIAL NAME ②

ABBREVIATION

MAIN REGISTRATION NUMBER ③

SECONDARY REGISTRATION NUMBER (if applicable)

PLACE OF MAIN REGISTRATION CITY COUNTRY

DATE OF MAIN REGISTRATION DD MM YYYY

VAT NUMBER

OFFICIAL ADDRESS

POSTCODE P.O. BOX CITY

COUNTRY PHONE

E-MAIL

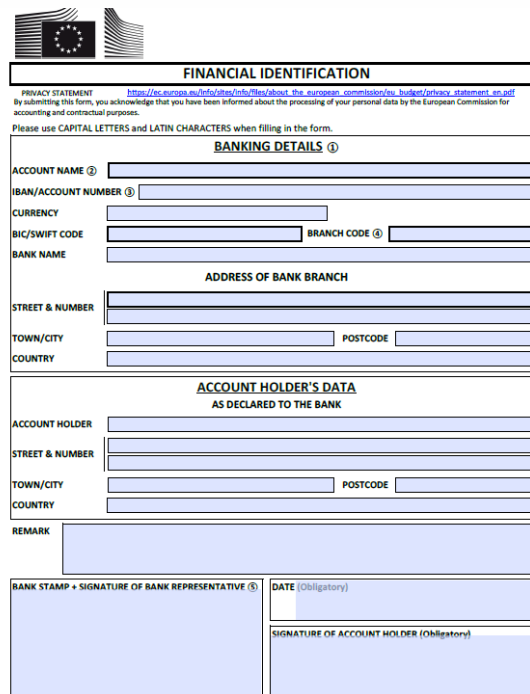
DATE

SIGNATURE OF AUTHORISED REPRESENTATIVE

STAMP

PLEASE COMPLETE AND SIGN THIS FORM AND ATTACH COPIES OF OFFICIAL SUPPORTING DOCUMENTS (RESOLUTION, LAW, REGISTER(S) OF COMPANIES, OFFICIAL GAZETTE, VAT REGISTRATION, ETC.)

- Public law body WITH LEGAL PERSONALITY, meaning a public entity being able to represent itself and act in its own name, i.e. being capable of suing or being sued, acquiring and disposing of property, entering into contracts. This legal status is confirmed by the official legal act establishing the entity (a law, a decree, etc.).
- National denomination and its translation in EN or FR if existing.
- Registration number in the national register of the entity.



FINANCIAL IDENTIFICATION

PRIVACY STATEMENT https://ec.europa.eu/info/sites/info/files/about_the_european_commission/en_budget/privacy_statement_en.pdf
By submitting this form, you acknowledge that you have been informed about the processing of your personal data by the European Commission for accounting and contractual purposes.

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.

BANKING DETAILS ④

ACCOUNT NAME ⑤

IBAN/ACCOUNT NUMBER ⑥

CURRENCY

BI/SWIFT CODE BRANCH CODE ⑦

BANK NAME

ADDRESS OF BANK BRANCH

STREET & NUMBER

TOWN/CITY POSTCODE

COUNTRY

ACCOUNT HOLDER'S DATA AS DECLARED TO THE BANK

ACCOUNT HOLDER

STREET & NUMBER

TOWN/CITY POSTCODE

COUNTRY

REMARK

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE ⑧ DATE (Obligatory)

SIGNATURE OF ACCOUNT HOLDER (Obligatory)

- Enter the final bank data and not the data of the intermediary bank.
- This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen to give a different name to its bank account.
- Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established.
- Only applicable for US (ABA code), for AU/NZ (BSB code) and for CA (Transit code). Does not apply for other countries.
- It is preferable to attach a copy of RECENT bank statement. Please note that the bank statement has to confirm all the information listed above under 'ACCOUNT NAME', 'ACCOUNT NUMBER/IBAN' and 'BANK NAME'. With an attached statement, the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder and the date are ALWAYS mandatory.

Iesniedzot projekta pieteikumu,
Nacionālā aģentūra «validēs» Jūsu
organizācijas OID kodu,
pamatojoties uz veidlapās sniegto
informāciju.



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PAPILDUS INFORMĀCIJA

Erasmus+ programmas vadlīnijas - [VIAA mājas lapā](#)

Informācija pieteicējiem (reģistrēšanās, pieteikuma aizpildīšana u.c.) – Erasmus+ Programme Guide 2020 EN – no 123. lpp.

EU Login konta izveidošana – [šeit](#).

Vadlīnijas EU Login izveidošanai - [šeit](#).

Organizāciju reģistrācijas sistēma - [šeit](#).

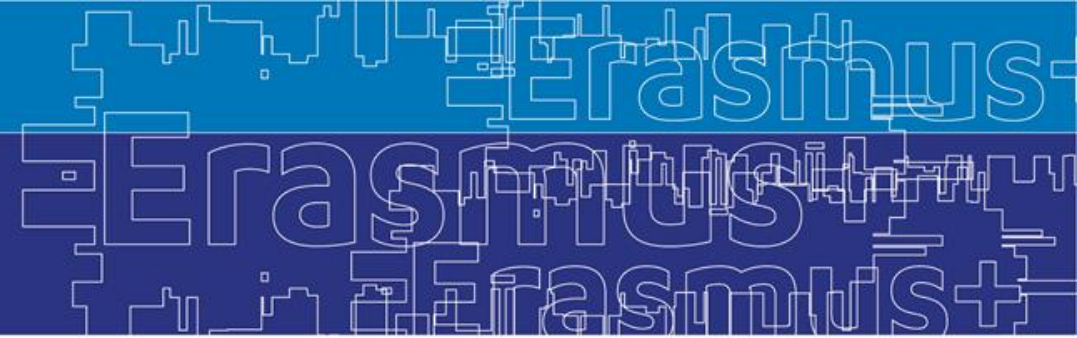
Vadlīnijas organizāciju reģistrācijai – [šeit](#).



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