



**Informatīvs seminārs**  
par projektu iesniegšanu un īstenošanu  
Eiropas Savienības programmā izglītības,  
mācību, jaunatnes un sporta jomā 2014.-  
2020. gadam *Erasmus+* 2017. gada  
konkursa ietvaros  
aktivitātē KA1 pieaugušo izglītības sektorā

## Organizāciju reģistrācija dalībai Erasmus+ programmā



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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**



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



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# 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 EU Login (ECAS) lietotājevārdam un parolei



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# ORGANIZĀCIJAS REĢISTRĀCIJA DALĪBAI ERASMUS +

legūt EU Login (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](http://ec.europa.eu/education/participants/portal/desktop/en/home.html)

vai

EU Login (ECAS) lietotājvārdu un paroli var legūt, reģistrējoties no jebkuras Eiropas Komisijas sistēmas.



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# 1. SOLIS – EU Login (ECAS) KONTA REGISTRĀCIJA

- EU Login (ECAS) ir Eiropas Komisijas lietotāju autentifikācijas pakalpojums. Tas ļauj autorizētiem lietotājiem piekļūt dažādām Komisijas informācijas sistēmām
- EU Login (ECAS) kontā organizācijas pārstāvis reģistrē sevi kā privātpersonu
- Pēc reģistrācijas uz norādīto e-pastu saņemsiet apstiprinājumu, kas ļaus pabeigt reģistrāciju

# 1. SOLIS – EU Login (ECAS) KONTA REGISTRĀCIJA

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?

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# 1. SOLIS – EU Login (ECAS) KONTA REGISTRĀCIJA

**EU Login**  
One account, many EU services

Where is ECAS?

English (en)

IMT requires you to authenticate

**Sign in to continue**

Use your e-mail address

Next

[Create an account](#)

Or

Or use the eID of your country

Select your country

Easy, fast and secure: download the ECAS app

Download on the App Store

GET IT ON Google Play

Get it from Microsoft



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## 2. SOLIS: ORGANIZĀCIJAS REĢISTRĒŠANA URF SISTĒMĀ

Autorizējoties izmantojiet EU Login (ECAS) lietotājevārdu un paroli!

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 LOGIN  REGISTER

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# 2. SOLIS: ORGANIZĀCIJAS REĢISTRĒŠANA URF SISTĒMĀ



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><b>If the Validation Services have not started the validation of your data yet:</b></p> <p>To modify the data of your organisation, click the <b>My Organisations</b> option in the Organisations menu, then click the <b>ED</b> button next to the name of your organisation.</p>	<p><b>If the Validation Services have already started the validation process:</b></p> <p>You are able to <b>upload additional documents up to 10 MB</b>. Once uploaded, these documents may not be withdrawn or modified.</p>	<p><b>If your data has been validated by the Validation Services:</b></p> <p>Only the <b>Legal Entity Appointed Representative (LEAR)</b> (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 <b>My Organisations</b> option in the Organisations</p>



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## 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](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](http://ec.europa.eu/budget/library/contracts_grants/info_contracts/financial_id/fich_sign_ba_gb_lv.pdf) (Finanšu identifikācijas veidlapa)

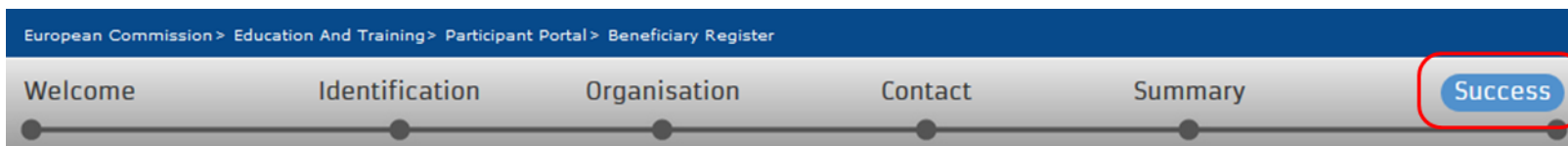



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## 2. SOLIS: ORGANIZĀCIJAS REĢISTRĒŠANA URF SISTĒMĀ





### Registration completed

You have successfully registered your Legal Entity.  
Your PIC number is:

**923129407**

Your **PIC number** is provided here!

### What's next?

You will shortly receive an email confirming your registration.

Go to the Participant Portal, section 'My Organisations' to:



#### Provide programme specific information\*

If you apply for H2020, it is essential to fill in this information as it is used in proposal evaluations, e.g. deciding eligibility and funding rates.



#### Provide SME information\*

If you submit a proposal to an SME instrument call of H2020, you must carry out the SME self-assessment. For most other H2020 calls you only need to declare the fact that your organisation is SME.



#### Update your organisation data



#### Upload required documents and read/send messages to the European Commission

\* Organisations applying for the Erasmus+, Creative Europe, Europe for Citizen or EU Aid Volunteer programmes only can ignore this part.

Continue to update →



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## Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal

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IVARS GORDA ▼

Register

My Organisations

Search

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

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- Creative Europe
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- Europe for Citizens
- EU Aid Volunteers
- Intra-Africa Academic Mobility Scheme.

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Are you a new user?

Do you already have an ECAS account?



## My organisations

## LEGEND



View Organisations



Modify Organisations

Show 10 entries

Search

LEGAL NAME	PIC	VAT	STATUS	ACTION
B-Co	923119610	12345678	DECLARED	

Showing 1 to 1 of 1 entries.

← PREVIOUS 1 NEXT →

Click on **MO**  
icon to  
modify!

## Documents

Read and upload documents of your organisation. Please ensure their quality. Maximum allowed document size is 6Mb. Updates take immediate effect after you have clicked on "Submit for processing"

[Find out more on how to submit a document.](#)

You don't have documents to display



Add document



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# PAPILDUS INFORMĀCIJA

VIAA mājas lapā:

- Vadlīnijas organizāciju reģistrācijai URF sistēmā  
(Mācību mobilitātes → Dokumenti un veidlapas)
- *Erasmus+* programmas vadlīnijas pretendentiem  
(Mācību mobilitātes → Dokumenti un veidlapas)

[http://viaa.gov.lv/lat/ek\\_izgl\\_programmas\\_iniciativas/erasmusplus/par\\_macibu\\_mobilitatem/?tl\\_id=21447&tls\\_id=35475#2017\\_gada\\_dokumenti](http://viaa.gov.lv/lat/ek_izgl_programmas_iniciativas/erasmusplus/par_macibu_mobilitatem/?tl_id=21447&tls_id=35475#2017_gada_dokumenti)



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# PALDIES PAR UZMANĪBU!

Ivars Gorda

Skolu un pieaugušo mobilitātes nodaļas programmas vecākais speciālists

67559500

[Ivars.gorda@viaa.gov.lv](mailto:Ivars.gorda@viaa.gov.lv)

Seko jiet mūsu aktualitātēm:

- [www.erasmusplus.lv](http://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_konts/)
- un piesakieties [www.viaa.gov.lv](http://www.viaa.gov.lv) mājas lapas jaunumu saņemšanai e-pastā



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