



ES programma „Erasmus+” 2014-2020

Organizācijas identifikācijas koda (*Participant Identification Code - PIC*) iegūšana



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** (pievienojot paraksttiesīgās personas parakstītu *Declaration of honour*)



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Valsts izglītības
attīstības aģentūra

ORGANIZĀCIJAS REĢISTRĀCIJA DALĪBAI ERASMUS +

1. solis: jāiegūst *EU Login* lietotājevārds un parole

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

2. solis: organizācija jāreģistrē Dalībnieku portālā, lai iegūtu PIC kodu.

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

! PIC kods jāiegūst tikai vienu reizi. Vienai organizācijai – viens unikāls PIC kods. Pirms reģistrēšanas jāpārliedz, ka organizācija jau nav reģistrēta un ieguvusi PIC kodu.



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1. SOLIS – *EU Login* KONTA REĢISTRĀCIJA

- *EU Login* ir Eiropas Komisijas lietotāju autentifikācijas pakalpojums. Tas ļauj autorizētiem lietotājiem piekļūt dažādām Komisijas informācijas sistēmām
- *EU Login* kontā reģistrējoties kā lietotājevārdu **vēlams norādīt organizācijas oficiālo e-pastu**, kas būs pieejams vienmēr neatkarīgi no personāla izmaiņām.
- Pēc reģistrācijas uz norādīto e-pastu saņemsiet apstiprinājumu, kas ļaus izveidot paroli un pabeigt reģistrāciju



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1. SOLIS – *EU Login* KONTA REĢISTRĀCIJA

EU Login
One account, many EU services

Where is ECAS? English (en) ▼

[Create an account](#) **Login**

Create an account

[Help for external users](#)

First name


Last name

E-mail

Confirm e-mail

E-mail language
English (en) ▼

Enter the code



☐ By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account

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



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2. SOLIS: ORGANIZĀCIJAS REĢISTRĒŠANA DALĪBNIEKU PORTĀLĀ

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

(Autorizējoties izmantojiet EU Login 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
- Intra-Africa Academic Mobility Scheme
- European Solidarity Corps.


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 DALĪBNIEKU PORTĀLĀ



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
If the Validation Services have not started the validation of your data yet: <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>	If the Validation Services have already started the validation process: <p>You are able to upload additional documents up to 10 MB. Once uploaded, these documents may not be withdrawn or modified.</p>	If your data has been validated by the Validation Services: <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>



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2. SOLIS: ORGANIZĀCIJAS REĢISTRĒŠANA DALĪBNIEKU PORTĀLĀ

- Reģistrācijas process - jāaizpilda informācija par organizāciju (latviešu valodā):
 - ✓ pilns nosaukums (atbilstoši reģistrācijas dokumentiem),
 - ✓ 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)

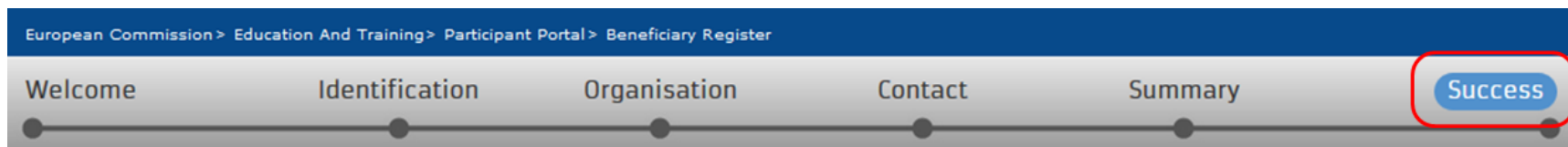



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2. SOLIS: ORGANIZĀCIJAS REĢISTRĒŠANA DALĪBNIEKU PORTĀLĀ





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 ➔

2. SOLIS: ORGANIZĀCIJAS REĢISTRĒŠANA DALĪBNIEKU PORTĀLĀ

Contact | Legal Notice | English ▼



Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS ▼ PROJECTS ▼ EXPERTS ▼ SUPPORT ▼

VINETA STRAUME ▼

Register

My Organisations

Search

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

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- European Solidarity Corps.

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Are you a new user?

Do you already have an ECAS account?

DOKUMENTU PIEVIENOŠANA DALĪBNIEKU PORTĀLĀ

Lai varētu labot/atjaunot informāciju vai pievienot dokumentus, jāatver organizācija caur MO (Modify):

European Commission > Education & Training > Participant Portal > My Organisations

HOME ORGANISATIONS PROJECTS EXPERTS SUPPORT ECAS EAC_TRAINING

My organisations

LEGEND VO View Organisations MO Modify Organisations

Show 10 entries

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

Showing 1 to 1 of 1 entries.

← PREVIOUS 1 NEXT →

Click on **MO** icon to modify!



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DOKUMENTU PIEVIENOŠANA DALĪBNIEKU PORTĀLĀ



Education and training

Participant portal - Participant registration

European Commission > Education And Training > Participant Portal > Participant Register

Welcome **Vineta Straume**. You can edit the data of organisation **Smilga**

PIC: 907404834

Activity log

Organisation

LEAR

Bank
Accounts

Erasmus
Charter

SME

Messages

Documents

Submit changes

Activity log

There are no recorded actions in the Participant Register



Organisation

Organisation data

Legal name *



Smilga

Business name



Smilga

Describe the legal status of your organisation by selecting the appropriate options

Legal status



☐ a natural person ☒ a legal person



☒ private entity ☐ public body



☒ non-profit ☐ for profit



☒ NGO

Official language *



Latvian (lv)

Establishment/Registration country *



Latvia (LV)

Legal form *



BIEDRIBA

VAT number *



900021215454

Registration number



☐ VAT number not applicable

LV540000125454

DOKUMENTU PIEVIENOŠANA DALĪBNIEKU PORTĀLĀ

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

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.](#)

 Staff Headcount 2018

06-11-2018 Replaced

Add document

Select a file *

Choose File No file chosen

Document type *

Select one--

Description

Original language

☐

Cancel

Upload

PAPILDUS INFORMĀCIJA

VIAA mājas lapā sadaļā *Erasmus+* → Stratēģiskās partnerības → *Dokumenti un veidlapas* atrodamas:

- Erasmus+ programmas vadlīnijas 2019
- Vadlīnijas *EU Login* konta reģistrēšanai (EN)
- Vadlīnijas organizāciju reģistrācijai URF sistēmā
- Attālumu aprēķināšanas kalkulators
- Vadlīnijas tiešsaistes pieteikuma veidlapas aizpildīšanai
- Tiešsaistes projekta pieteikuma veidlapa

http://viaa.gov.lv/lat/ek_izgl_programmas_iniciativas/erasmusplus/er_plus_str_partn/erasmus_plus_strat_partn/?tl_id=21448&tls_id=35491#2019



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Paldies par uzmanību!

Veiksmīgus projektus!

Vineta Straume – Stratēģisko partnerību nodaļas vecākā
programmas speciāliste,

t.67559501, e-pasts: vineta.straume@viaa.gov.lv



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