



# Tehniskie nosacījumi dalībai Erasmus+ 2021-2027

EU Login, Organizāciju reģistrācija, Erasmus+ un ESC platforma

2024. gada 30. augusts



Valsts izglītības attīstības aģentūra



Erasmus+

Bagātini pieredzi, domā plašāk

# Kas jādara, lai iesniegtu projekta pieteikumu?

- Organizācijai jāpārbauda **atbilstība programmas noteikumiem, kritēriju ievērošana attiecībā uz pasākumu un finanšu noteikumiem** (juridiska persona, nav bankrotējusi, nav nodokļu parādu u.c.)
- Organizācijai **jāiegūst organizācijas ID kods (OID)**
- Jāaizpilda un **jāiesniedz tiešsaistes projekta pieteikuma veidlapa**

# Erasmus+ un Eiropas Solidaritātes korpusa platforma

The screenshot shows the home page of the Erasmus+ and European Solidarity Corps platform. The header includes the European Commission logo, the text 'Erasmus+ and European Solidarity Corps', and navigation links for 'Home', 'Organisations', 'Opportunities', 'Projects', 'Support', and 'Resources'. The main content area features a welcome message, a 'More information' section with links to the programme home page and the European Youth Portal, and a 'Looking for support or have further questions?' section with links to national agency contacts and the 'Contact us' page. At the bottom, there are two prominent buttons labeled 'Opportunities' for both Erasmus+ and European Solidarity Corps, each with a megaphone icon and the text 'View opportunities and start your application'.

<https://webgate.ec.europa.eu/erasmus-esc/index/>

Erasmus+

# Erasmus+ un Eiropas Solidaritātes korpUSA platformā iespējams:

- ✓ reģistrēt organizāciju dalībai Erasmus+ (OID koda iegūšana)
- ✓ rediģēt savas organizācijas datus
- ✓ aizpildīt projektu pieteikuma veidlapas
- ✓ piekļūt projektu vadības un atskaišu sistēmai (projektu īstenotājiem)
- ✓ piekļūt projektu rezultātu izplatīšanas platformai
- ✓ piekļūt aktuālajiem programmas dokumentiem un EK saitēm

# 1.solis – EU Login konta reģistrācija

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

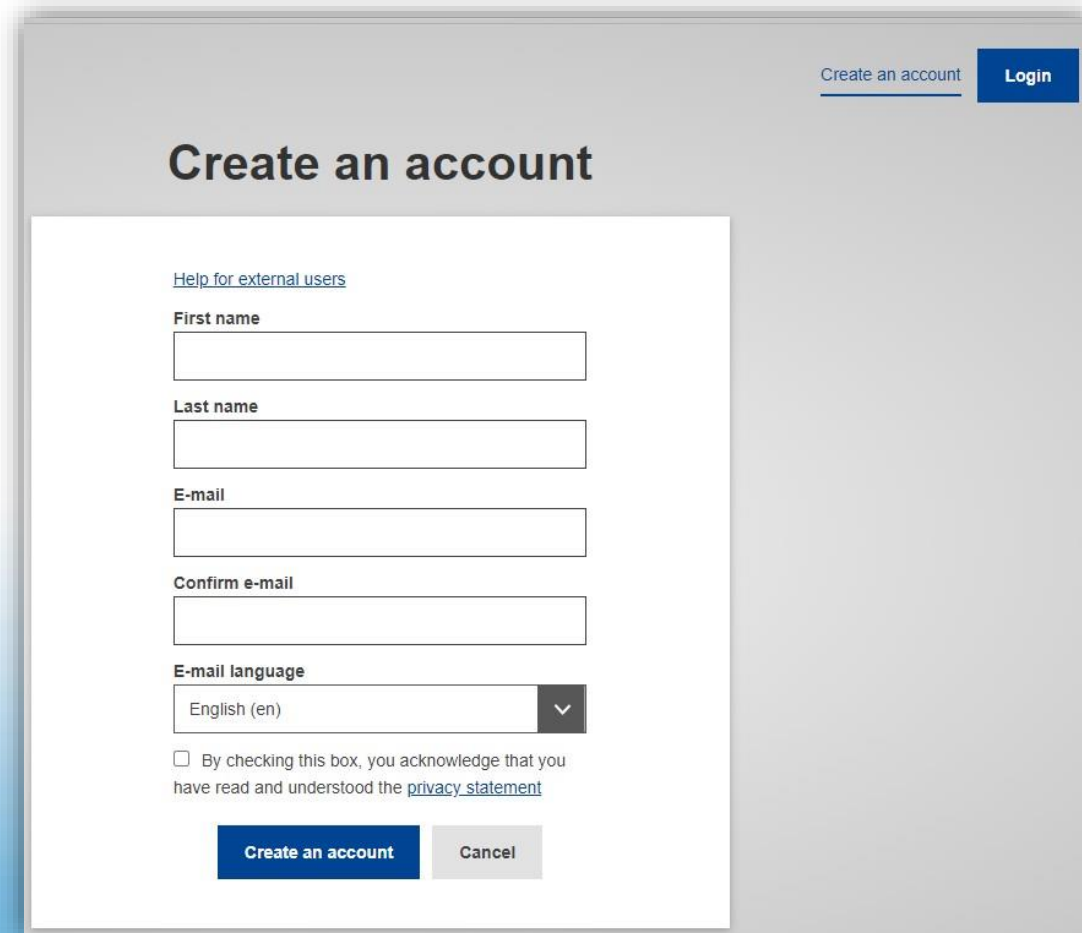
Izveidot *EU Login* kontu iespējams šeit -

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

- ✓ Veidojot *EU Login* kontu **organizācijas reģistrēšanai**, vēlams izmantot organizācijas e-pasta adresi.
- ✓ Veidojot *EU Login* kontu **pieteikuma aizpildīšanai** (vēlāk – projektu īstenošanai) - privāto/darba e-pasta adresi.

*EU Login* lietotāja vadlīnijas:

<https://wikis.ec.europa.eu/display/NAITDOC/EU+Login+-+European+Commission+Authentication+Service>



The screenshot shows the 'Create an account' registration page. At the top right, there are links for 'Create an account' and a 'Login' button. The main heading is 'Create an account'. Below it, there is a link for 'Help for external users'. The form contains several input fields: 'First name', 'Last name', 'E-mail', and 'Confirm e-mail'. There is also a dropdown menu for 'E-mail language' currently set to 'English (en)'. At the bottom, there is a checkbox for acknowledging the 'privacy statement' and two buttons: 'Create an account' and 'Cancel'.

# 2.solis – organizācijas reģistrācija (1)

Atceries!

- ✓ **Organizācija jāreģistrē** un OID kods jāiegūst **tikai vienreiz**.
- ✓ Pirms reģistrēšanas, **pārlicinies**, vai organizācija jau nav iepriekš reģistrēta.
- ✓ 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 Erasmus+ platformas sadaļā «Organisations»).

Ievadot OID kodu tiešsaistes projekta pieteikuma veidlapā, tajā automātiski tiks ielasīti dati par organizāciju.

Vadlīnijas organizāciju reģistrācijai:

1) <https://wikis.ec.europa.eu/display/NAITDOC/Organisation+Registration+Guide>

2) <https://wikis.ec.europa.eu/display/NAITDOC/How+to+register+an+organisation+in+the+Organisation+Registration+system>

Erasmus+

# Organizācijas reģistrācija (2)

## Erasmus+ un Eiropas Solidaritātes korpusa platformā

European Commission

Erasmus+ and European Solidarity Corps

HOME

ORGANISATIONS

- Search for an Organisation
- Register my Organisation

OPPORTUNITIES

PROJECTS

SUPPORT

RESOURCES

Home

Register or login

### Welcome to Erasmus+ and European Solidarity Corps page!

Here you can apply for one or more of the actions supported by the Erasmus+ Programme or European Solidarity Corps and managed by the Erasmus+ National Agencies.

In section "Opportunities" below, you can browse open calls by the programme and apply. Please note, that to start your application you will need to register or login with your EU Login credentials. Check our applicant and beneficiary guides for complete step-by-step guidelines.

**More information**

If you need more information about Erasmus+ Programme, please visit the programme home page. In case you're looking for information about European Solidarity Corps, please visit European Youth Portal.

If you are interested in applying for Erasmus+ actions managed by the Education, Audiovisual and Culture Executive Agency, please visit the website of the Agency.

**Looking for support or have further questions?**

Do you have further questions about the Erasmus+ Programme? Get in touch with a National Agency in your country. Please check the list of contacts in the Support menu.

Do you need support in applying for European Solidarity Corps? Please visit "Contact us" page on European Youth Portal.

**OPPORTUNITIES**

See a list of opportunities for Erasmus+ and European Solidarity Corps under the links below.

**Erasmus+**  
View opportunities and start your application  
Opportunities

**European Solidarity Corps**  
View opportunities and start your application  
Opportunities

Sadaļa  
«Organisations»

(arī sadaļa «My  
Organisations»)

Pieslēšanās izmantojot EU Login

Erasmus+

# Organizācijas reģistrācija (3)

Erasmus+ and European Solidarity Corps

HOME

ORGANISATIONS

- Search for an Organisation
- Register my Organisation

OPPORTUNITIES

PROJECTS

SUPPORT

RESOURCES

Home > Search for an Organisation

Register or login

## Search for an Organisation ?

### ORGANISATION REGISTRATION FOR ACTIONS MANAGED BY NATIONAL AGENCIES

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.

### IS YOUR ORGANISATION ALREADY REGISTERED?

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 Education, Audiovisual and Culture Executive Agency (EACEA). To apply for actions managed by National Agencies please use the link provided below. For actions managed by EACEA, please visit the Funding & tender opportunities portal.

### SEARCH FOR YOUR ORGANISATION

please enter a legal name, business name, hyperlink, PIC or an OID

Search

### Search results

No organisation searched

Active filters:  
Reset all

### REGISTER YOUR ORGANISATION

To apply through the National Agency, you have to register your organisation and obtain an organisation ID.

Register a new Organisation

1. Pārlicinies vai organizācija jau nav reģistrēta

2. Sāc reģistrāciju

### I HAVE FOUND MY ORGANISATION

If you find your organisation, you can use the OID for the application. Please visit the [My Organisations](#) page for further options and instructions to modify your organisational data.

### I COULDN'T FIND MY ORGANISATION

If, however, you cannot find your organisation in the search results, please register it by clicking here. [Register a new Organisation](#)

Erasmus+



# Organizācijas reģistrācija (4)

Erasmus+ and European  
Solidarity Corps

HOME

ORGANISATIONS

Search for an Organisation

Register my Organisation

OPPORTUNITIES

PROJECTS

SUPPORT

## Prerequisites for organisation registration

### WHY DO I NEED TO REGISTER MY ORGANISATION?

To submit an application or become a partner in a project, you will need an Organisation ID. You can get your Organisation ID if you fill in a simple form proving some basic information about your organisation. Please note that 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 automatically assigned an Organisation ID.

### WHAT ARE THE PREREQUISITES FOR ORGANISATIONS REGISTRATION?

The organisation registration goal is to create a unique identifier for every organisation - applicant, beneficiary or partner - participating in the programme. That's why before you register your organisation, it's essential to check whether your organisation already exists in the system. Please use the search field below and type in either the legal name, business name, an organisation website hyperlink, PIC or an OID number to check whether your organisation exists.

### Upload of forms required by the programme

As part of the registration process, applicants must also upload the Financial Identification form and the Legal Entity form in the Organisation Registration System. These forms can be downloaded from the [Forms for EU contracts](#) page.

### CHECK IF MY ORGANISATION EXISTS IN THE SYSTEM

# Organizācijas reģistrācija (5)

## 1. Jāizpilda visas sadaļas

**Register My Organisation**  
✓ Your form is complete, you can submit your organisation.  
Content Menu < Users  
✓ Organisation data  
✓ Legal address  
✓ Organisation Contact Person  
✓ Users

2. Kad visa nepieciešamā informācija ir ievadīta, poga «Submit» kļūs aktīva.



3. Nospiežot «Submit» reģistrācija tiks pabeigta - parādīsies reģistrācijas apstiprinājums un organizācijai iegūtais OID kods.

**Register My Organisation**  
✗ Your form is not complete, please check the red marks on the content menu.

Content Menu < Organisation data

✗ Organisation data  
✗ Legal address  
✗ Organisation Contact Person  
✗ Users

The data contained in the highlighted fields below ( ) are publicly available to anyone searching for an organisation (legal entities and natural persons) through the [Erasmus+](#)

Legal name \* ⓘ Legal name (500)  
This field is required

Business name ⓘ Business name (500)

Legal status ⓘ  
 International organisation  
\* ⓘ  a natural person  a legal person  
\* ⓘ  private entity  public body  
\* ⓘ  non-profit  for profit  
This field is required  
ⓘ  sme

Official language \* ⓘ Select an option  
This field is required

Establishment/registration country \* ⓘ Select an option  
This field is required

Region ⓘ Select an option

Legal form \* ⓘ Select an option

VAT number \* ⓘ VAT number (60)  
This field is required  
 VAT number not applicable

Legal name \* ⓘ



! Pie katra aizpildāmā lauka atrodama lauku aprakstošu informatīvā «poga».


Erasmus+


# Organizācijas reģistrācija (6)


**Legal name** – organizācijas nosaukums latīņu alfabēta burtiem

**Business name** – organizācijas oficiālais reģistrētais nosaukums (ja attiecas, ar garumzīmēm un mīkstinājuma zīmēm)

Organisation data ← →

 The data contained in the highlighted fields below (  ) are publicly available to anyone searching for an organisation (legal entities and natural persons) through the [Erasmus+ and European Solidarity Corps platform](#). You can find more information here [Privacy Statement](#). ×

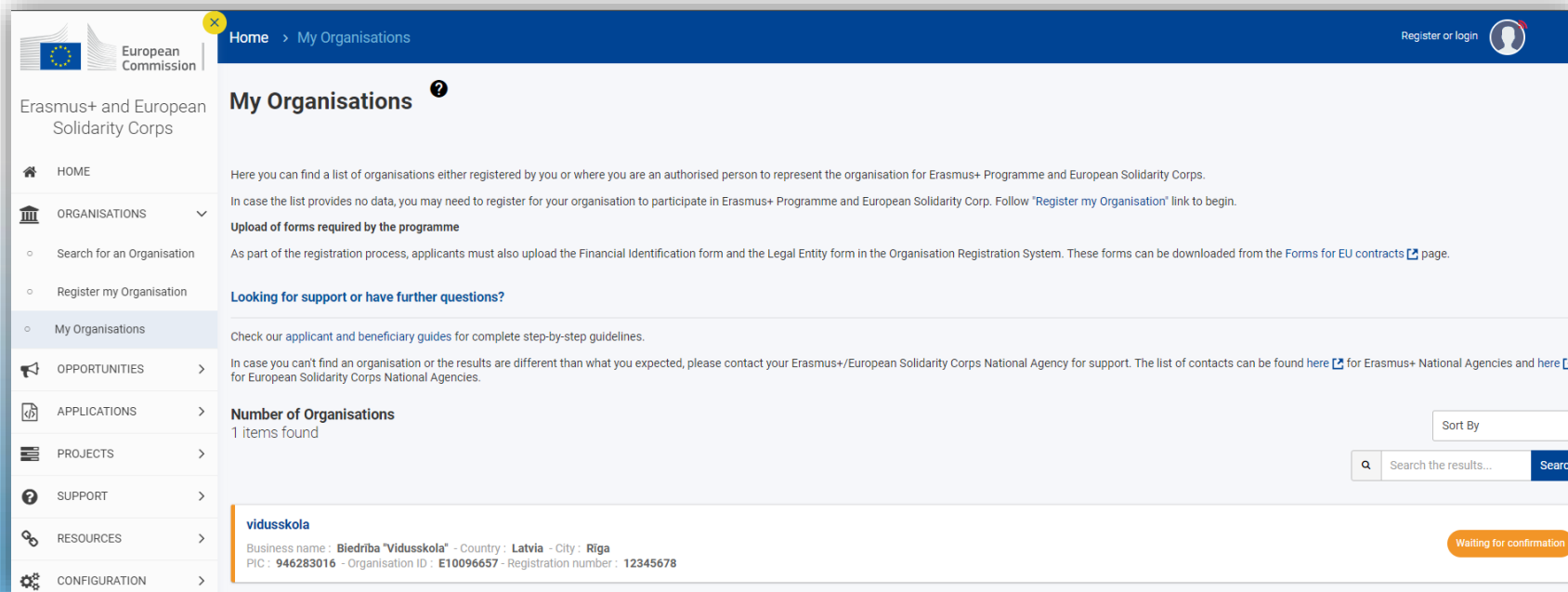
Legal name \*   500  
This field is required

Business name   500

# Organizācijas reģistrācija (7)

Pēc reģistrācijas organizāciju atradīsiet sadaļā «My Organisations», kur iespējams:

- ✓ atjaunināt informāciju par reģistrēto organizāciju,
- ✓ pievienot papildu kontaktpersonas,
- ✓ pievienot dokumentus.



The screenshot displays the 'My Organisations' page on the Erasmus+ website. The left sidebar contains a navigation menu with the following items: HOME, ORGANISATIONS (selected), OPPORTUNITIES, APPLICATIONS, PROJECTS, SUPPORT, RESOURCES, and CONFIGURATION. The main content area is titled 'My Organisations' and includes the following text:

Here you can find a list of organisations either registered by you or where you are an authorised person to represent the organisation for Erasmus+ Programme and European Solidarity Corps.

In case the list provides no data, you may need to register for your organisation to participate in Erasmus+ Programme and European Solidarity Corp. Follow "Register my Organisation" link to begin.

**Upload of forms required by the programme**

As part of the registration process, applicants must also upload the Financial Identification form and the Legal Entity form in the Organisation Registration System. These forms can be downloaded from the Forms for EU contracts page.

**Looking for support or have further questions?**

Check our applicant and beneficiary guides for complete step-by-step guidelines.

In case you can't find an organisation or the results are different than what you expected, please contact your Erasmus+/European Solidarity Corps National Agency for support. The list of contacts can be found here for Erasmus+ National Agencies and here for European Solidarity Corps National Agencies.

**Number of Organisations**  
1 items found

**vidusskola**  
Business name : Biedriba "Vidusskola" - Country : Latvia - City : Rīga  
PIC : 946283016 - Organisation ID : E10096657 - Registration number : 12345678

Sort By [dropdown]  
Search the results... Search

Waiting for confirmation

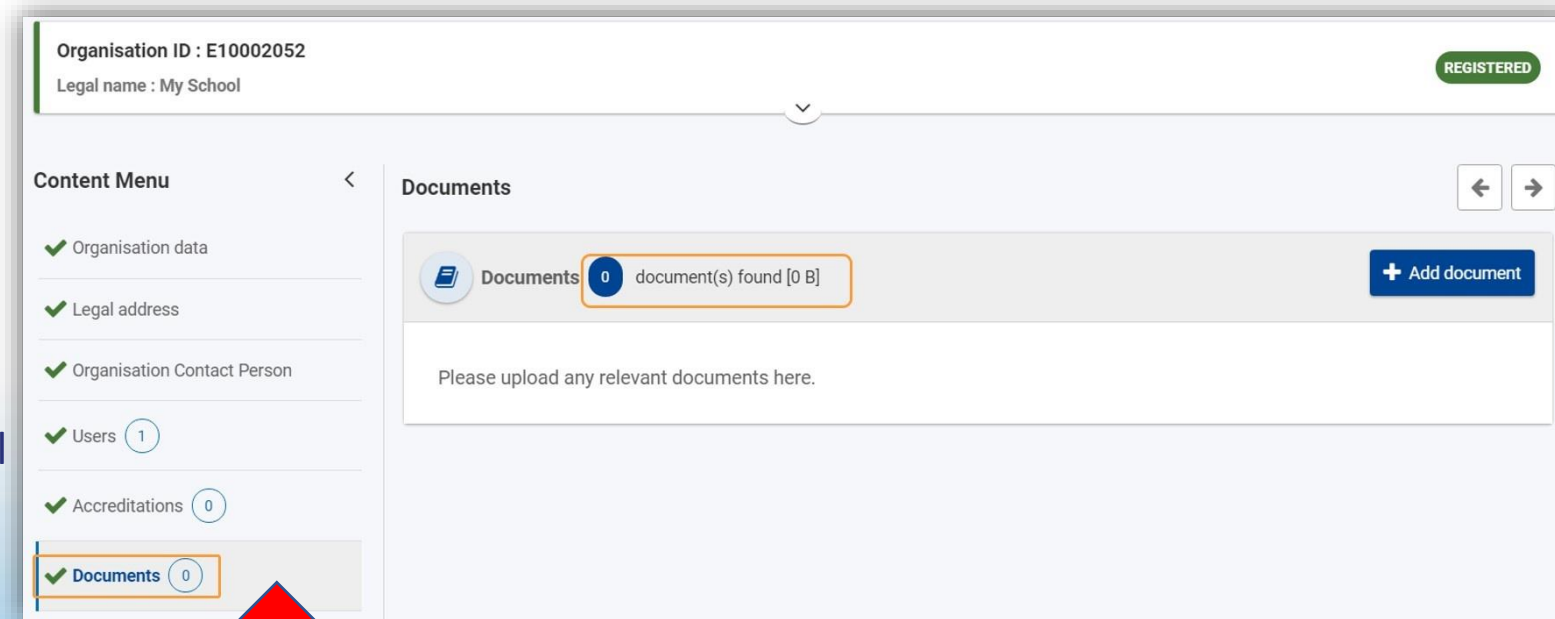
# Dokumentu pievienošana

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

- **Organizācijas tiesību subjekta (juridiskā statusa) veidlapa** (Legal Entity form) – lejuplādējama: [https://commission.europa.eu/publications/legal-entities\\_en](https://commission.europa.eu/publications/legal-entities_en)
- **Finanšu identifikācijas veidlapa** (Financial Identification form) – lejuplādējama: [https://commission.europa.eu/publications/financial-identification\\_en](https://commission.europa.eu/publications/financial-identification_en)

Vispārīga informācija par veidlapām:

[https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/forms-contracts\\_en](https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/forms-contracts_en)



Organisation ID : E10002052  
Legal name : My School

REGISTERED

Content Menu

- ✓ Organisation data
- ✓ Legal address
- ✓ Organisation Contact Person
- ✓ Users (1)
- ✓ Accreditations (0)
- ✓ Documents (0)

Documents

Documents 0 document(s) found [0 B]

+ Add document

Please upload any relevant documents here.

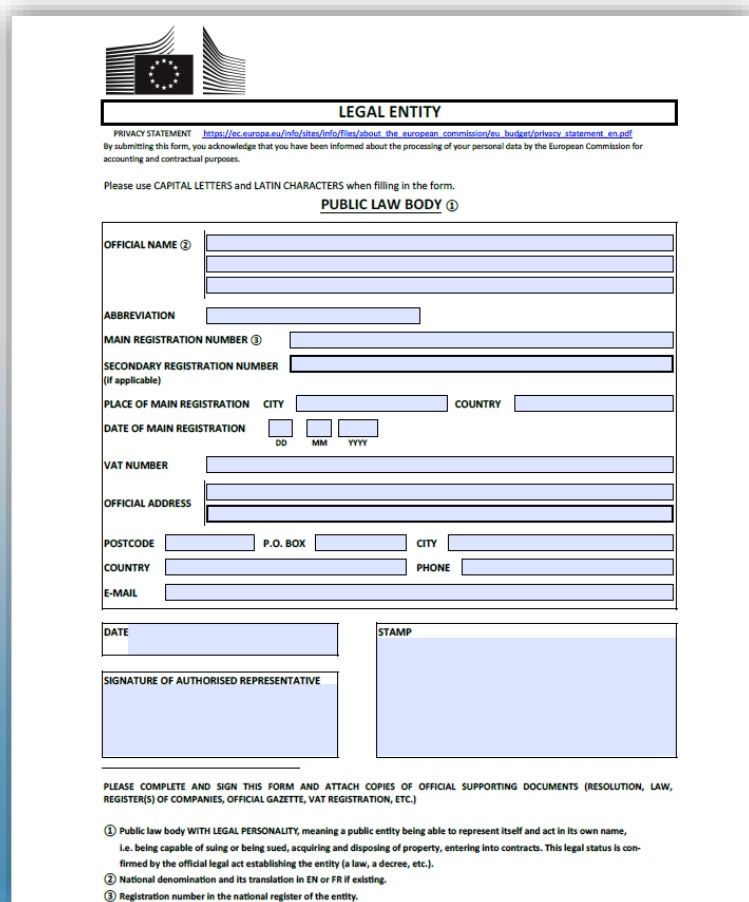
Augšupielādēt šeit

Erasmus+

# Dokumentu pievienošana

Organizāciju juridiskā statusa un finanšu identifikācijas veidlapas:

- ✓ Iesniedzot projekta pieteikumu, Nacionālā aģentūra «sertificēs» Jūsu organizācijas OID kodu, pamatojoties uz sniegto informāciju veidlapās un reģistrējot organizāciju.
- ✓ Veidlapu paraksta organizācijas juridiskais pārstāvis (paraksta tiesīgā persona).
- ✓ Ja mainījušies organizācijas dati – veidlapas jāatjauno!



**LEGAL ENTITY**

PRIVACY STATEMENT [https://ec.europa.eu/info/sites/info/files/about\\_the\\_european\\_commission/eu\\_budget/privacy\\_statement\\_en.pdf](https://ec.europa.eu/info/sites/info/files/about_the_european_commission/eu_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

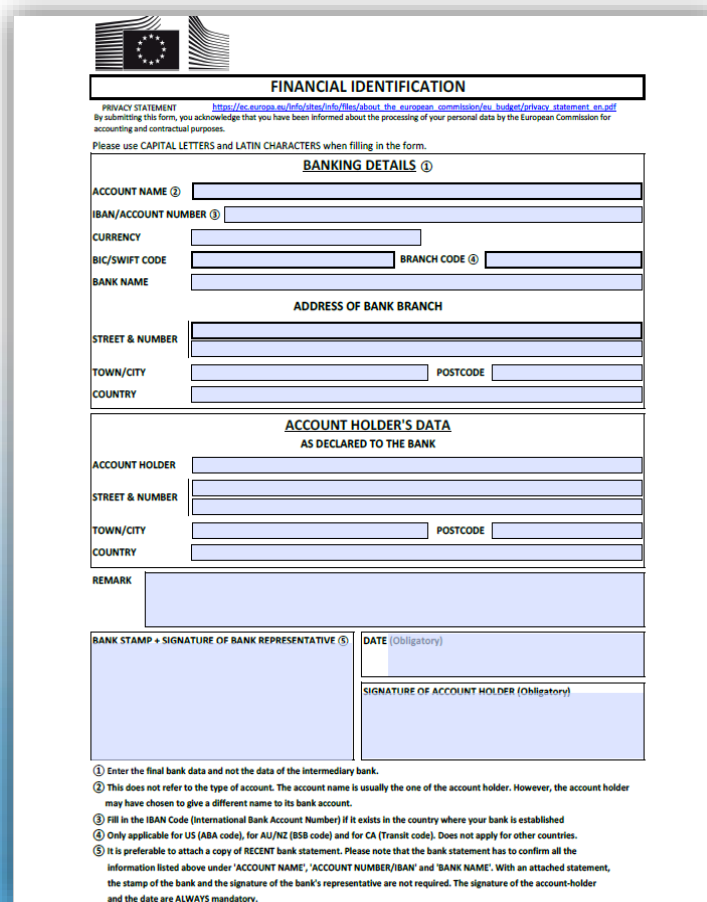
DATE

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.)

① 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.).  
② National denomination and its translation in EN or FR if existing.  
③ 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/eu\\_budget/privacy\\_statement\\_en.pdf](https://ec.europa.eu/info/sites/info/files/about_the_european_commission/eu_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 ①**

ACCOUNT NAME ②

IBAN/ACCOUNT NUMBER ③

CURRENCY

BIC/SWIFT CODE BRANCH CODE ④

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 ⑤

DATE (Obligatory)

SIGNATURE OF ACCOUNT HOLDER (Obligatory)

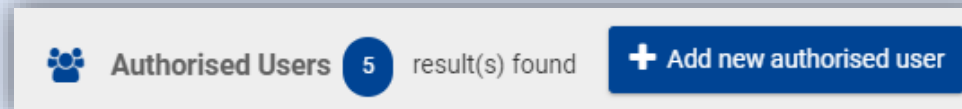
① Enter the final bank data and not the data of the intermediary bank.  
② This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen to give a different name to its bank account.  
③ Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established  
④ Only applicable for US (ABA code), for AU/NZ (BSB code) and for CA (Transit code). Does not apply for other countries.  
⑤ 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.

## Biežāk uzdotie jautājumi

## Atbilde

Organizācija nav atrodama sadaļā «My organisations»

- Jāpārlicinās, ka Erasmus+ platformai pieslēdzāties ar to EU login kontu (e-pasta adresi), ar kuru organizācija tika reģistrēta.  
vai
- Jāpārlicinās, ka esat pievienots kā organizācijas «*authorised user*»



Organizācija jau ir reģistrēta, bet nezinu, kā tai piekļūt (kurš no kolēģiem to ir reģistrējis)

Jāsazinās ar VIAA Erasmus+ programmas departamentu.

Organizācija ir reģistrēta, bet nav iespējams atjaunot paroli (nav piekļuves e-pastam, ar kuru organizācija tika reģistrēta)

Jāsazinās ar VIAA Erasmus+ programmas departamentu.

Organizācijai reģistrēti vairāki OID kodi

Jāsazinās ar VIAA Erasmus+ programmas departamentu. Organizācijas ietvaros jāvienojas, kurš OID kods turpmāk tiks izmantos. Izveidotos OID kodus nav iespējams izdzēst.

## PIC kods

## OID kods

**907404834** (9 cipari)

**E10078288** (E un 8 cipari)

Tiek izmantots, iesniedzot **tiešās administrēšanas** projektus

Tiek izmantots iesniedzot **netiešās administrēšanas** projektus

Projektus iesniedz **Eiropas Komisijas izpildaģentūrā (EACEA)**

Projektus iesniedz savas valsts **Nacionālajā aģentūrā**

[https://www.eacea.ec.europa.eu/grants/how-get-grant\\_en](https://www.eacea.ec.europa.eu/grants/how-get-grant_en)

<https://webgate.ec.europa.eu/erasmus-esc/index/>

Organizācijai var būt **gan** PIC kods, **gan** OID kods



# Informācija

## ➤ Erasmus+ programmas vadlīnijas:

<https://erasmus-plus.ec.europa.eu/erasmus-programme-guide>

(PART C - Informācija pieteicējiem (reģistrēšanās, pieteikuma aizpildīšana u.c.))

## ➤ EU Login -

### ○ Konta izveidošana:

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

### ○ Vadlīnijas:

<https://wikis.ec.europa.eu/display/NAITDOC/EU+Login+-+European+Commission+Authentication+Service>

### ○ Video pamācība: <https://wikis.ec.europa.eu/display/NAITDOC/eLearning+video+on+How+to+register+in+EU+Login>

## ➤ OID koda iegūšana -

### ○ Organizācijas reģistrēšana:

<https://webgate.ec.europa.eu/erasmus-esc/home/organisations/register-my-organisation>

### ○ Vadlīnijas organizāciju reģistrācijai:

<https://wikis.ec.europa.eu/display/NAITDOC/Organisation+Registration+Guide>

<https://wikis.ec.europa.eu/display/NAITDOC/How+to+register+an+organisation+in+the+Organisation+Registration+system>

### ○ Video pamācība organizācijas reģistrācijai:

<https://wikis.ec.europa.eu/display/NAITDOC/eLearning+Video+on+How+to+register+my+organisation+in+Organisation+Registration+system>

# KONTAKTINFORMĀCIJA

*Erasmus+* programmas departamenta Stratēģisko partnerību nodaļa

## Nodales vadītāja:

Sarmīte Rutkovska

e-pasts: [sarmite.rutkovska@viaa.gov.lv](mailto:sarmite.rutkovska@viaa.gov.lv)

tālrunis: 67359074

## Maza mēroga partnerību projekti:

### Skolu izglītības sektors (KA210-SCH):

Sintija Kronberga

e-pasts: [sintija.kronberga@viaa.gov.lv](mailto:sintija.kronberga@viaa.gov.lv)

tālrunis: 67814329

### Profesionālās izglītības sektors (KA210-VET),

### Pieaugušo izglītības sektors (KA210-ADU):

Meldra Bērziņa

e-pasts: [meldra.berzina@viaa.gov.lv](mailto:meldra.berzina@viaa.gov.lv)

tālrunis: 67358442

A woman with long dark hair, wearing sunglasses and a backpack, is looking out from the window of a bus. The background shows a city street with buildings and a bus stop sign. The entire image has a blue tint.

Lai veicas projektu pieteikumu  
sagatavošanā!



Erasmus+

Bagātini pieredzi, domā plašāk