



# Tehniskie nosacījumi dalībai Erasmus+ 2021-2027

EU Login, Organizāciju reģistrācija, Erasmus+ un ESC platforma



Valsts izglītības attīstības aģentūra

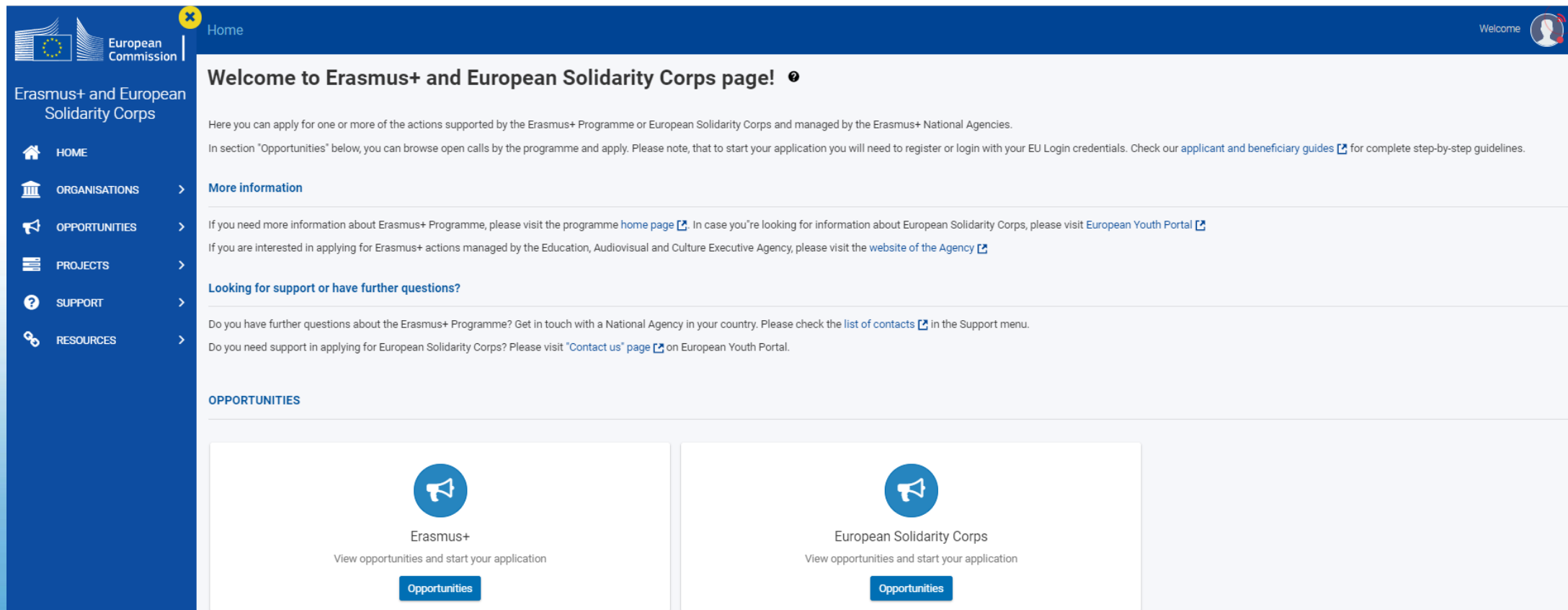


Erasmus+

Bagātini pieredzi, domā plašāk

# Erasmus+ un Eiropas Solidaritātes korpusa platforma

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



The screenshot shows the homepage of the Erasmus+ and European Solidarity Corps platform. The header is dark blue with the European Commission logo on the left and a 'Home' link on the right. A sidebar on the left contains navigation links: HOME, ORGANISATIONS, OPPORTUNITIES, PROJECTS, SUPPORT, and RESOURCES. The main content area has a welcome message and links to more information, support, and opportunities. At the bottom, there are two large buttons labeled 'Erasmus+' and 'European Solidarity Corps', each with a 'View opportunities and start your application' link and an 'Opportunities' button.

European Commission

Home

Welcome

## 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



Erasmus+

View opportunities and start your application

[Opportunities](#)



European Solidarity Corps

View opportunities and start your application

[Opportunities](#)

# 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

# Kas jādara, lai iesniegtu projekta pieteikumu?

Organizācijai jāpārbauda **atbilstība programmas noteikumiem** 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**

# 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 – [šeit](#).

The screenshot shows the 'EU Login' registration page. At the top, the header includes the 'EU Login' logo with the tagline 'One account, many EU services', a 'Where is ECAS?' button, and a language selector set to 'English (en)'. On the right, there are links for 'Create an account' and a 'Login' button. The main heading is 'Create an account'. The form includes a link for 'Help for external users', followed by input fields for 'First name', 'Last name', 'E-mail', and 'Confirm e-mail'. There is also a dropdown for 'E-mail language' set to 'English (en)'. A section titled 'Enter the code' contains a text box and a CAPTCHA image with the digits 'A 7 1 3'. At the bottom, a checkbox states: 'By checking this box, you acknowledge that you have read and understood the [privacy statement](#)'. A final 'Create an account' button is at the very bottom.

## 2.solis – organizācijas reģistrācija (1)

### Atceries!

- ✓ Organizācija jāreģistrē un OLD kods jāiegūst **tikai vienreiz**.
- ✓ Pirms reģistrēšanas, **pārliecinies** vai organizācija jau nav iepriekš reģistrēta.
- ✓ Iegūt OLD 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 OLD kods ir piešķirts automātiski un **nav jāizveido jauns** (OLD kodu atradīsiet Erasmus+ platformas sadaļā «Organisations»).

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

Erasmus+

# Organizācijas reģistrācija (2)

## Erasmus+ un Eiropas Solidaritātes korpusa platformā

European Commission

Home

Welcome

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

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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

Erasmus+

View opportunities and start your application

[Opportunities](#)

European Solidarity Corps

View opportunities and start your application

[Opportunities](#)

Sadaļa «Organisations»

Pieslēgšanās izmantojot EU Login



# Organizācijas reģistrācija (3)

European Commission

Erasmus+ and European Solidarity Corps

HOME

ORGANISATIONS

Search for an Organisation

Register my Organisation

My Organisations

OPPORTUNITIES

APPLICATIONS

PROJECTS

SUPPORT

RESOURCES

TOOLS

Home > Search for an Organisation

Welcome Vineta Straume

## 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. 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 links provided below. For actions managed by EACEA, please visit the [Funding & tender opportunities portal](#).

#### SEARCH FOR YOUR ORGANISATION

Q please enter a legal name, business name or a hyperlink 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

ORGANISATIONS

View all your Organisations

My Organisations

Erasmus+

View opportunities and start your application

Opportunities

European Solidarity Corps

View opportunities and start your application

Opportunities

1. Pārlicinies vai organizācija jau nav reģistrēta

2. Sāc reģistrāciju




# Organizācijas reģistrācija (4)

Jāaizpilda visas sadaļas

Kad visa nepieciešamā informācija ir ievadīta,  
būs iespējams pabeigt reģistrāciju (poga  
«Register my organisation» kļūs 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.

STATUS: DRAFT

Organisation data

Legal address

Organisation Contact Person

Authorised Users


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


Register my organisation


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


Organisation


Organisation data


PIC  #####


Legal name  Legal name


Business name  Business name


Legal status  ☐ International organisation


 ☐ a natural person ☐ a legal person


 ☐ sme

Official language  Select an option


Establishment/registration country  Select an option



Region  Select an option


Legal form  Select an option

VAT number  VAT number

☐ VAT number not applicable

Registration number  Registration number

Registration date  dd/mm/yyyy 

Registration authority  Registration authority

# Organizācijas reģistrācija (5)

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

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

The screenshot shows a web application interface for organization registration. The top navigation bar is dark blue with a home icon, a menu icon, and the text "STATUS: DRAFT". A left sidebar contains four menu items: "Organisation data" (with a group of people icon), "Legal address" (with a building icon), "Organisation Contact Person" (with a person icon), and "Authorised Users" (with a group of people icon). The main content area has a yellow warning banner at the top stating: "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](#)." Below this, the "Organisation" section is titled "Organisation data" and contains several form fields: "PIC" with a value of "#####", "Legal name" with a value of "Legal name", and "Business name" with a value of "Business name". Each of these three fields has a character count of 500. Below these are radio button options for "Legal status": "International organisation", "a natural person", and "a legal person". There is also a checkbox for "sme".

STATUS: DRAFT

Organisation data

Legal address

Organisation Contact Person

Authorised 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+ and European Solidarity Corps platform. You can find more information here [Privacy Statement](#).

Organisation

Organisation data

PIC ⓘ ##### 9

Legal name \* ⓘ Legal name 500

Business name ⓘ Business name 500

Legal status ⓘ ☐ International organisation

\* ⓘ ☐ a natural person ☐ a legal person

ⓘ ☐ sme

# Organizācijas reģistrācija (6)

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

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



European Commission

Home > My Organisations

Welcome Vineta Straume

## My Organisations

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.

### 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](#).

#### Number of Organisations

2 Items found

Search the results... Search

Legal name	Business name	Status	Country	City	Website	PIC	Organisation ID	Registration number	VAT number	Erasmus Charter for Higher Education Code
Smilga	Smilga	Registered	Latvia	Rīga		907404834	<a href="#">E10078288</a>	LV540000125454	900021215454	
vidusskola	Biedrība "Vidusskola"	Registered	Latvia	Rīga		946283016	<a href="#">E10096657</a>	12345678	900000145623	

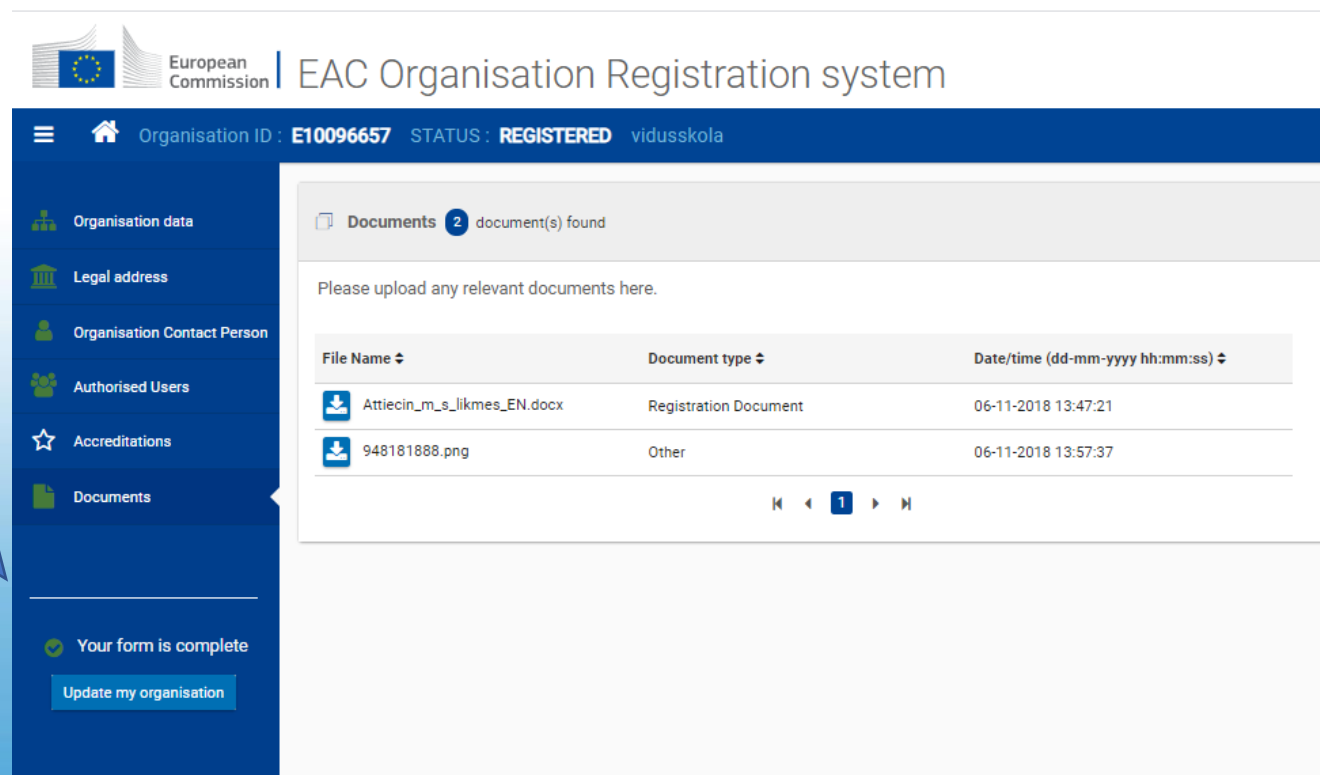
Items per page 5 1 - 2 of 2

# Dokumentu pievienošana

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](#).
- Projektiem virs 60 000 EUR - **finanšu kapacitāti apliecinoši dokumenti** – pēdējā noslēgtā gada peļņas zaudējumu aprēķins un balance.

Augšuplādēt šeit




The screenshot displays the 'EAC Organisation Registration system' interface. The top header shows the European Commission logo and the system name. Below this, a navigation bar indicates the 'Organisation ID: E10096657' and 'STATUS: REGISTERED'. A sidebar on the left lists various sections: Organisation data, Legal address, Organisation Contact Person, Authorised Users, Accreditations, and Documents (which is currently selected). The main content area shows the 'Documents' section with a message '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

# Dokumentu pievienošana

Organizāciju juridiskā statusa un finanšu identifikācijas veidlapas:



**LEGAL ENTITY**

PRIVACY STATEMENT [https://ec.europa.eu/info/sites/default/files/about-the-european-commission/en\\_budget/privacy-statement\\_en.pdf](https://ec.europa.eu/info/sites/default/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.)

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/default/files/about-the-european-commission/en\\_budget/privacy-statement\\_en.pdf](https://ec.europa.eu/info/sites/default/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 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.

- ✓ Iesniedzot projekta pieteikumu, Nacionālā aģentūra «validēs» Jūsu organizācijas OID kodu, pamatojoties uz sniegto informāciju veidlapās un reģistrējot organizāciju.
- ✓ Ja mainījušies organizācijas dati – veidlapas jāatjauno!

Erasmus+

Biežāk uzdotie jautājumi	Atbilde
<p><b>Organizācija nav atrodama sadaļā «My organisations»</b></p>	<ul style="list-style-type: none"> <li>○ Jāpārlicinās, ka Erasmus+ platformai pieslēdzāties ar to EU login kontu (e-pasta adresi) ar kuru organizācija tika reģistrēta. vai</li> <li>○ Jāpārlicinās, ka esat pievienots kā organizācijas «<i>authorised user</i>».</li> </ul>
<p><b>Organizācija jau ir reģistrēta, bet nezinu kā tai piekļūt (kurš no kolēģiem to ir reģistrējis)</b></p>	<p>Jāsazinās ar Erasmus+ programmas departamentu.</p>
<p><b>Organizācija ir reģistrēta, bet nav iespējams atjaunot paroli (nav piekļuve e-pastam ar kuru organizācija tika reģistrēta)</b></p>	<p>Jāsazinās ar Erasmus+ programmas departamentu.</p>
<p><b>Organizācijai reģistrēti vairāki OID kodi</b></p>	<p>Jāsazinās ar Erasmus+ programmas departamentu. Organizācijas ietvaros jāvienojas, kurš OID kods turpmāk tiks izmantos. Izveidotos OID kodus nav iespējams izdzēst.</p>

PIC kods	OID kods
<b>907404834</b> (9 cipari)	<b>E10078288</b> (E un 8 cipari)
Tiek izmantots iesniedzot <b>tiešās administrēšanas</b> projektus	Tiek izmantots iesniedzot <b>netiešās administrēšanas</b> projektus
Projektus iesniedz <b>Eiropas Komisijas izpildaģentūrā (EACEA)</b>	Projektus iesniedz savas valsts <b>Nacionālajā aģentūrā</b>
<a href="https://www.eacea.ec.europa.eu/grants/how-get-grant_en">https://www.eacea.ec.europa.eu/grants/how-get-grant_en</a>	<a href="https://webgate.ec.europa.eu/erasmus-esc/index/">https://webgate.ec.europa.eu/erasmus-esc/index/</a>
Organizācijai var būt gan PIC kods, gan OID kods	



# Papildu informācija

**Erasmus+ programmas vadlīnijas - [šeit](#)**

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

**EU Login konta izveidošanas saite – [šeit](#).**

**Organizācijas reģistrēšana (OID koda iegūšana) - [šeit](#).**