



Înregistrarea organizației pe participant portal

NCP “Infrastructuri de Cercetare și Siguranța Societăților”

Romeo FAGUREL

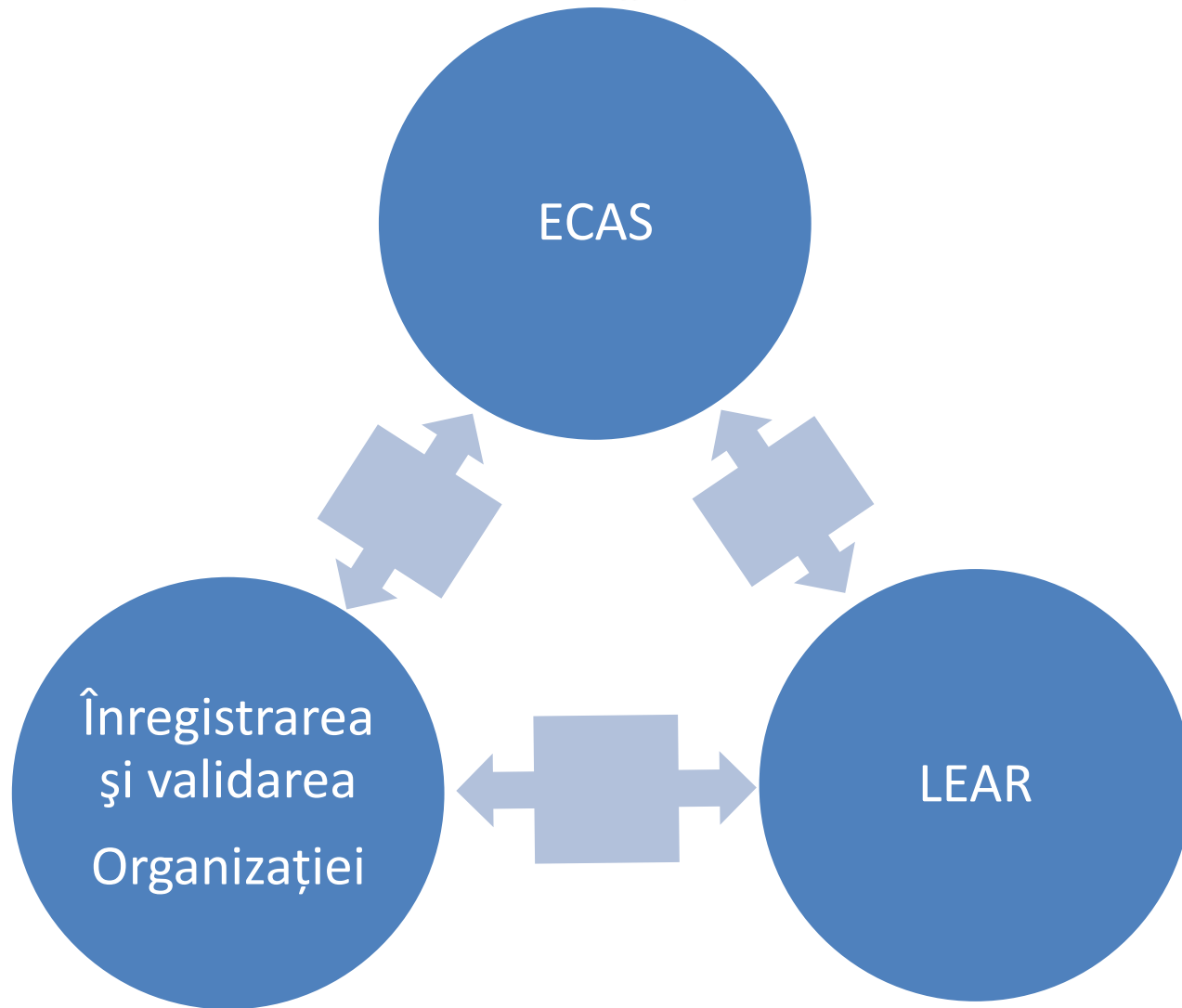
romeo.fagurel@h2020.md

NCP “Combaterea Schimbarilor Climatice, Utilizarea eficienta a resurselor si materiei prime”

Silvia RACOVITA

silvia.racovita@h2020.md





1. Crearea contului ECAS (Serviciul de Autentificare al Comisiei Europene)


➔ 1. Accesare **Participant Portal**

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

➔ 2. Clic pe opțiunea **REGISTER**



Completarea casetelor...



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > Sign Up

Login New password **Sign Up** Help

! Is the selected domain correct? **External** [Change it](#)

Sign Up

[Help for external users](#)

Choose a username




First name *

Last name *

E-mail *

Confirm e-mail *

E-mail language *

Enter the code *

Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) *

Sign up





EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > Login

[Login](#) [New password](#) [Sign Up](#) [Help](#)



(authenticates your identity on European Commission websites)

FPFIS
requires you to authenticate

Login [Not registered yet](#)

Is the selected domain correct?
External [Change it](#)

Username or e-mail address *

Password *

- ▶ [More options...](#)
- Remember my username
 - Warn me each time an application asks for my identity
 - View my ECAS account details after logging me in

[Login!](#) [Lost your password?](#)

* Required fields

- ✓ Mesaj de confirmare transmis pe e-mail
- ✓ Setarea parolei
- ✓ Autentificarea în sistem



2. Înregistrarea și validarea Organizației

The screenshot shows the 'My Organisations' page in the Participant Portal. The 'MY AREA' menu is highlighted in red, and the 'CONTINUE REGISTRATION' button is also highlighted in red. The page content includes a navigation bar, a search bar, and a main section titled 'My Organisations' with a 'HOW TO' button. Below this is a text box explaining the registration process. Further down is a 'My Registered Organisations' section with a legend and a table. The table is currently empty, showing 'No data available in table'. At the bottom of the page, there is a 'CONTINUE REGISTRATION' button highlighted in red.

European Commission
RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > My Organisations

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP ROMEO FAGUREL

My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s)
My Expert Area

My Organisations H2020 ONLINE MANUAL HOW TO

To access and manage your organisation data online, you must have registered the data initially or been nominated as a Legal Entity Appointed Representative (LEAR) or an Account Administrator (appointed by the LEAR). As a Financial Statement Authorised Signatory (FSIGN), you can have a view of your organisation data. LEARs and Account Administrators can view all the roles of their organisation, nominate and revoke roles, as well as access the list of projects and proposals.

My Registered Organisations

LEGEND VO View Organisation MO Modify Organisation OP Organisation Proposals OR View Roles VP View Project CO Contact Organisation

Show 10 entries Search

LEGAL NAME	PIC	VAT	STATUS	ACTION
No data available in table				

Showing 0 to 0 of 0 entries PREVIOUS NEXT

Do you want to continue the registration of your organisation to receive a PIC?

If you started the registration of your organisation in the Commission register some time ago, but did not finalise it - your organisation has not received a PIC number yet - you will not be able to see it above in the section My Organisations. Please continue its registration by clicking on the button that leads you to the registration tool. You may check the information that will be necessary for the registration in the [user manual](#).

CONTINUE REGISTRATION

HORIZON 2020 RESEARCH ON EUROPA CORDIS OLAF

MY AREA



MY ORGANISATION(S)



CONTINUE REGISTRATION



WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Organisation data

Please enter the required data for the organisation you are registering.

If you are registering on behalf of another organisation, click 'Yes' on the respective prompt at the top of the page. In this case, the Participant Identification Code (PIC) that is assigned at the end of the registration process will be associated with that other organisation, so please provide contact data that is relevant to that entity, including a Contact Person who will be requested to provide supporting documents during the process of validation of the data.

Enter information about your organisation

Are you registering on behalf of another organisation? No Yes

Is the organisation a Legal Person? Yes No, I'm a natural person.

Is it a non-profit organisation? Yes No

Is it a public body? Yes No

Is it a NGO? Yes No

Business Name

Business Registration Number

Registration Date *

Registration Authority *

Establishment/Registration Country *

Region/County

Legal Name *

Official Language *

[Close](#) [Save Draft](#) [Delete Draft](#) [Next >](#)

Documentele necesare pentru a iniția înregistrarea:

- Statutul juridic;
- Situația financiară;
- Certificatul de înregistrare a organizației.



LEGAL STATUS ENTERPRISE FP7 ICM PROGRAMME SUBMIT DONE

Research

Please answer the following questions about the legal status of your organisation.

A participant organisation can only be registered for the 7th Framework Programme if it is a 'Legal Entity' - any Natural Person, or any Legal Person created under the national law of its place of establishment or under Community or international law, which has a legal personality and which may, acting on its name, exercise rights and be subject to obligations.

For Horizon 2020 participation, an entity that does not have a legal personality under the applicable national law, will only be accepted as a legal entity on condition that its representatives have the capacity to undertake legal obligations on behalf of the entity and that they offer guarantees for the protection of the Union's financial interests equivalent to those offered by legal persons.

Enter the Research legal status of the organisation

Is it a Non-Profit Organisation? Yes No

Is it a Public Body? Yes No

Is it an International Organisation? Yes No

Is it a higher or secondary education establishment? Yes No

Is it a Research Organisation? Yes No

Is it a Small Medium Enterprise (SME)? Yes No **1**

Close < Back Save Draft Next >



LEGAL STATUS ENTERPRISE FP7 ICM PROGRAMME SUBMIT DONE

Research

If you are registering your organisation for Horizon 2020 participation this information is not relevant and the 'Not Applicable' value defined by default can be left as such and you can move forward to the next screen.

If you are registering for FP7 participation, you can use the information tips provided on the screen to define the relevant FP7 Indirect Cost Method for your organisation.

Enter Research Indirect Cost Method **1**

Only for FP7 participation

- My registration is linked to participation in H2020 (indirect cost method not relevant)
- Real Indirect Costs
- Simplified Method
- Specific Flat Rate of 60%
- Standard Flat Rate

Close < Back Save Draft Finish your registration

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Summary:

Once you review and verify your organisation data, click 'Confirm' to submit it.

After that you will be able to upload supporting documents.

Review the organisation information you entered

Organisation Address Contact Specific programs

Organisation information	
Establishment/Registration Country *	Moldova (Republic of)
Legal Name *	Galina EXPLORE
Official Language *	English
Business Name	Galina EXPLORE
Business Registration Number	4567891237894
VAT number	
NACE code	
Registration Date *	2015-03-04
Registration Authority *	The state chamber of registration
Legal Form *	ASOCIATIE FARA PERSONALITATE JURIDICA
Legal Address information	
Street Name and Number *	23 Puskin
P.O. Box	

Print Save Draft Delete Draft **1** Confirm



WELCOME STATUS ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Next steps

You can now use the following PIC number to identify your organisation in your further communication or interactions with the European Commission and its Agencies. You will receive an email confirming your registration shortly.

You are now able to modify your organisation's data and upload supporting documents from the My Organisations tab in the Participant Portal.

You have registered the following data for this organisation:

Legal Name Galina EXPLORE
 Legal Address , 23 Puskin, Chisinau, Moldova (Republic of)
 VAT
 Business Registration Number 4567891237894
 Research - specific information
 Is it a legal person? Yes
 Is it a non-profit organisation? No
 Is it a public body? Yes
 Indirect Cost Method

PIC number: 930050357

Thank you for using the Participant Portal

Print Close



Validarea Organizației

Pentru validarea organizației, vor fi solicitate documente justificative pentru a demonstra următoarele:

- denumirea juridică;
- forma legală;
- adresa juridică, adresa sediului sau pentru persoanele fizice - viza de reședința la domiciliu.

Documentele le puteti prezenta in orice limba oficiala a UE



Documente de identificare semnate: pentru întreprinderi și alte tipuri de organizații

- copia oricarui document oficial (de exemplu Monitorul Oficial, registrul de companii etc.), arătând numele legal, adresa și numărul de înregistrare național;
- copia actului care demonstrează înregistrarea cu scopul scutirii de TVA (necesara numai în cazul în care organizația este plătitoare de TVA și numărul de TVA nu apare pe documentul oficial menționat mai sus). În cazul în care organizația nu este înregistrată cu scopul scutirii de TVA, este obligatorie prezentarea unei dovezi de scutire de TVA.



Pentru IMM-uri (Intreprinderi mici si mijlocii)

-o declaratia reprezentantului legal al intreprinderii (nu LEAR), care atesta ca intreprinderea este un IMM, in baza chestionarului pentru IMM-uri. (Comisia poate verifica autenticitatea informatiilor oferite in chestionar in cazul in care proiectul de cercetare este selectat pentru finantare) sau in cazul cind solicitati Comisiei sa verifice daca intreprinderea Dvs. se califica drept IMM, trebuie sa prezentati urmatoarele acte:

- ✓ un certificat oficial care sa ateste intreprinderea drept IMM, eliberat de organul competent din statul UE in care intreprinderea are adresa sa juridica; sau urmatoarele documente:
- ✓ bilantul anual si conturile de profit si pierderi pentru ultima perioada contabila cu o indicatie de intreprinderi mama sau fiica (sau, in cazul noilor intreprinderi care nu au conturi aprobate, o declaratie care include o estimare de bunacredinta facuta in cursul exercitiului financiar);
- ✓ declaratia referitoare la numarul de angajati, exprimata in unitati anuale de munca (Articolul 5 al Recomandarii 2003/361/EC);
- ✓ bilantul si conturile de profit si pierdere, cu anexe, pentru cea mai recenta perioada contabila aprobata, precum declaratia referitoare la numarul de angajati din intreprinderi in amonte si in aval (Articolul 6 al Recomandarii 2003/361/EC);

- o declaratie este acceptata pentru a demonstra ca, in ciuda lipsei de profit, intreprinderea este angajata într-o activitate economica, in special prin investitiile facute si probabilitatea de a face profitul scontat. Aceasta activitate reprezinta un plan de afaceri din partea organizatiei. Acest document (semnat si datat in mod corespunzator), trebuie sa contina cifrele prognozate exprimate in venituri anticipate si active si trebuie sa acopere perioada pina la punctul in care intreprinderea se asteapta sa atinga pragul de rentabilitate.



- My Organisation(s)
- My Proposal(s)
- My Project(s)
- My Notification(s)
- My Expert Area

Participant Portal Submission service will be unavailable on Wednesday **15 April 2015 between 8AM and 11AM (CET)**, while system maintenance is performed. We apologise for any inconvenience this may cause.

My Organisations

H2020 ONLINE MANUAL HOW TO

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My Registered Organisations

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Show 10 entries Search

LEGAL NAME	PIC	VAT	STATUS	ACTION
Galina EXPLORE	930050357		DECLARED	VO MO

Showing 1 to 1 of 1 entries. ← PREVIOUS 1 NEXT →



Messages Documents Organisation Legal Address Contact Person LEAR

Documents

Review, add and update documents for this organisation.

Please note that changes in this panel are not delayed until the 'Update your data' button is pressed! Instead, they will have effect immediately after you press the 'Submit for processing' button!

Disclaimer: Please note that participants should ensure that any supporting documents supplied are free of viruses or any other data which may cause harm to the systems of users. Participants should always be sure of the quality of the supporting documents provided to the European Commission. Where possible you should use an antivirus tool before submitting your documents. PDF files are required for the following document types: LEF Form, VAT registration, Org Registration Extract.

Add new document

There are no documents for this organisation yet.

You can add them by clicking the button above.

File: **Choose File** No file chosen

Document Type: Archive

Description:

Original language:

Submit for processing

Choose your framework program | **Update your data** | **Reset filter** | **Quit**



Messages Documents Organisation Legal Address Contact Person LEAR Legal Status SME FP7 ICM Certification Data Balance Sheet

Documents

On this page you can review, add and update documents for the current organisation. You can upload document files with sizes up to 6 Mb per file.

Important: Your updates here take immediate effect when you click the 'Submit for processing' button.

Disclaimer: Before you upload a supporting document, always ensure their consistency and quality. Scan your documents for viruses or any other data, which may potentially harm recipient user systems. It is recommended to use PDF file format when you submit the following document types: FEL Form (Legal Entity Form), VAT extract, VAT exemption and Registration Documents (Extract of registration).

Add a new document

Filter:

IGPPP_Registration extract.jpg RECEIVED
Registration Document
2015-01-23 12:09:42

IGPPP_status_ro.pdf RECEIVED
Other
2015-01-23 12:08:57

Update your data | **Quit**



Messages Documents Organisation Legal Address Contact Person LEAR Legal Status SME FP7 ICM Certification Data Balance Sheet

On this page you can review, add and update messages for the current organisation.

Messages

Click here to find out how to submit a requested document.

Add new message

Search:

Type	Subject	Edit a reply message	Date
	Confirm receipt of doc - 947852476	Reference: Call ref.: Proposal No: Legal Name: Ins...	2015-02-10 15:53

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Update your data | **Quit**



Desemnare LEAR

LEAR – Legal Entity Appointed Representative

În momentul în care organizația este validată trebuie numit reprezentantul legal, **LEAR**, care:

- va fi autorizat să administreze informațiile legale și financiare ale organizației pe Portalul Participantului
- să gestioneze accesul persoanelor din cadrul organizației și să desemneze reprezentanți ai organizației pentru a semna acorduri de granturi sau declarații financiare în mod electronic prin Portalul Participantului.



LEAR

Enter information about the LEAR of the organisation. The LEAR is responsible for maintaining the data of the organisation.

After LEAR nomination, the LEAR will be automatically invited and enabled to access the registered data on the Participant Portal.

To nominate a LEAR, please send the LEAR appointment form to the following email: REA-URF-VALIDATION@ec.europa.eu.

See details and access your LEAR appointment form from the FAQ section. § 3 Roles >>>The Legal Entity Appointed Representatives'(LEARs) role >>>How can I appoint a LEAR?

Title

Position in the organisation

Department

Professional E-mail *

Gender *

 Male Female

First Name *

Last Name *

Address

Use the existing Legal Person's address?

Street Name and Number *

P.O. Box

Postal Code

CEDEX (France only)

City *

Country *

--- non-EU country --- ▼

Region/County

-- Please Select -- ▼

Phones

Use the existing Legal

[Update your data](#)[Quit](#)

Pașii de nominalizare a LEAR-ului:

1. Selectați o persoană din organizație

2. Descărcați următoarele 4 forme spre completare:

- Scrisoarea de numire a LEAR
- Rolul și obligațiile LEAR
- Termenii și Condițiile de folosire a sistemului electronic de schimb a Portalului Participantului
- Declarația de consimțământ referitoare la termenii și condițiile folosirii sistemului electronic de schimb al Portalului Participantului

Link-ul unde pot fi descărcate formularele menționate:

http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation/lear-appointment_en.htm



3. LEAR trebuie să trimită aceste 4 forme CE, la următoarea adresă:

*European Commission
Research Executive Agency
Participant Validation and Support Unit (REA.C3)
COV2 13/132
B-1049 Brussels
Belgium*

REA-URF-VALIDATION@ec.europa.eu

Pe lângă documentele de la pasul 3, următoarele:

- Copii a cărților de identitate, buletin și pașaport, a LEAR și persoanei de contact
- Un document ce demonstrează că LEAR are un rol/funcție în structura organizației

4. Activarea contului reprezentantului, LEAR cu ajutorul:

- Numele utilizatorului, primit de la CE prin e-mail
- PIN codul, expediat prin poștă



Mulțumim pentru atenție!

Romeo Fagurel, NCP

pe domeniile Infrastructuri de
Cercetare

și Securitatea Societăților

Centrul Proiecte Internaționale
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