



Európa
a polgárokért



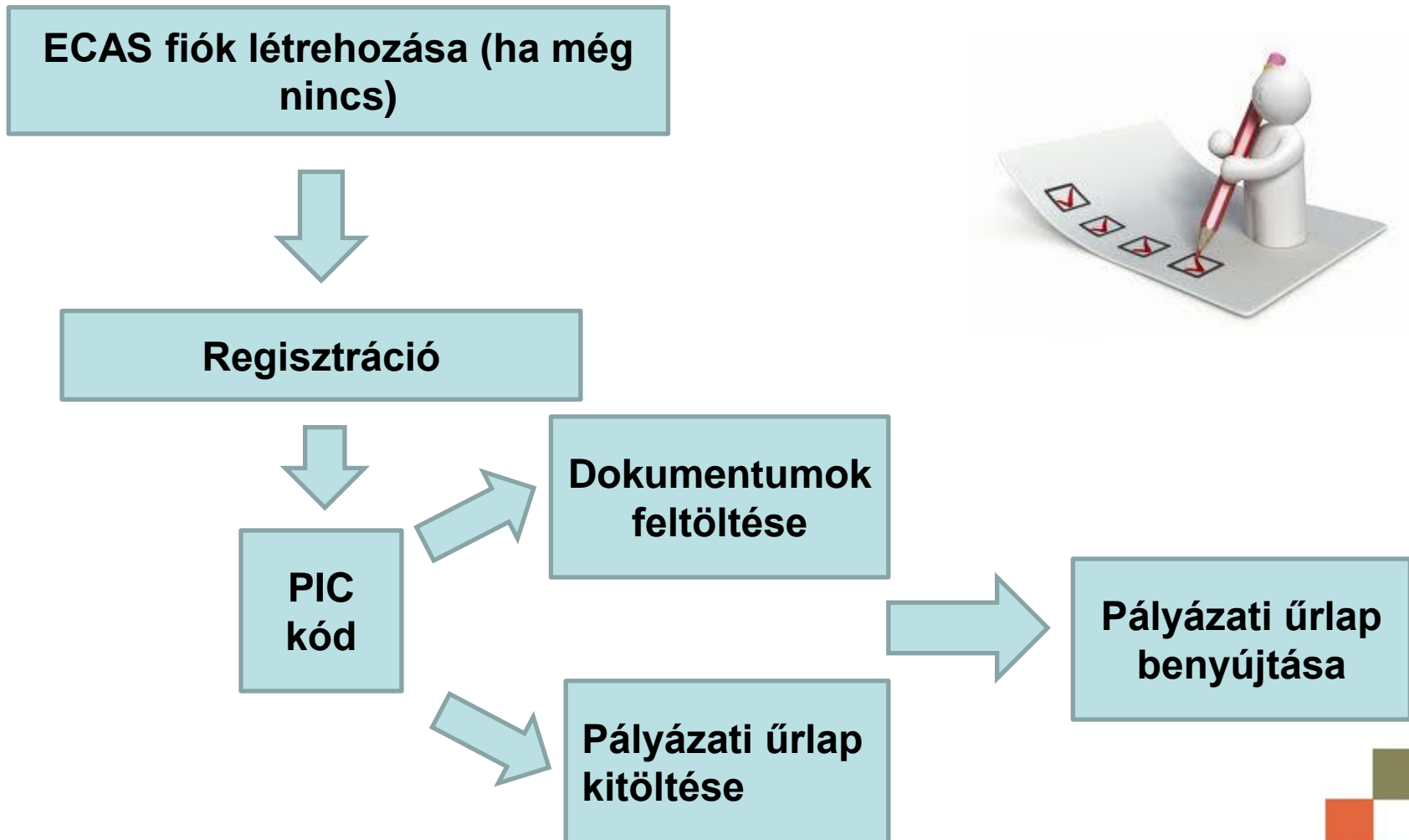
EMBERI ERŐFORRÁSOK
MINISZTERIUMA

Európa a polgárokért pályázatíró szeminárium

Budapest, 2015.01.30. és 2015.02.04.



Regisztrációs tudnivalók



ECAS regisztráció

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



Contact | Privacy Statement | English (en) ▼



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](#)

* Required fields

Iratkozzon fel az ECAS-ra

[Súgó külső felhasználók számára](#)

Válasszon felhasználónevet

Keresztnév *

Vezetéknév *

E-mail cím *

E-mail cím megerősítése *

E-mail nyelve *



Kérjük, írja be a képen látható biztonsági kódot. *

Adatvédelmi nyilatkozat: ennek a négyzetnek a bejelölésével elismeri, hogy elolvasta és megértette az [adatvédelmi nyilatkozatot](#) *

Fiók létrehozása

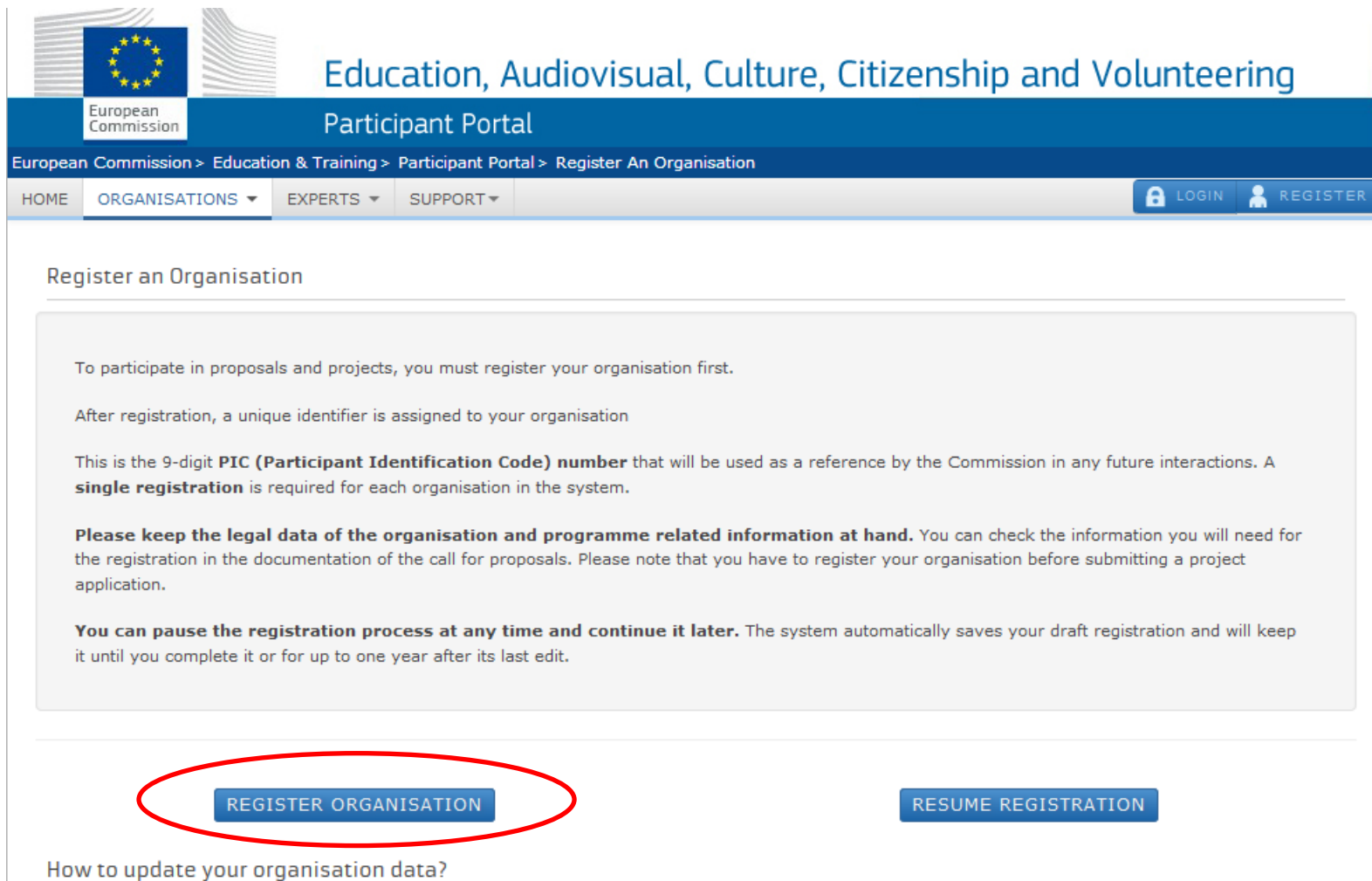
* Kötelező mezők

- Új jelszó létrehozása
- Jelszó megváltoztatása
- Vezetéknév, keresztnév, e-mail cím módosítása
- Regisztráció törlése – deaktiválás
- Ügyfélszolgálat:
DIGIT-USER-ACCESS@ec.europa.eu



Részvevői portál regisztráció

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



The screenshot shows the 'Participant Portal' for the European Commission. The page title is 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. The breadcrumb trail is 'European Commission > Education & Training > Participant Portal > Register An Organisation'. The navigation menu includes 'HOME', 'ORGANISATIONS', 'EXPERTS', and 'SUPPORT', along with 'LOGIN' and 'REGISTER' buttons. The main heading is 'Register an Organisation'. The content area contains instructions: '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.' At the bottom, there are two buttons: 'REGISTER ORGANISATION' (circled in red) and 'RESUME REGISTRATION'. A link 'How to update your organisation data?' is also present.

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

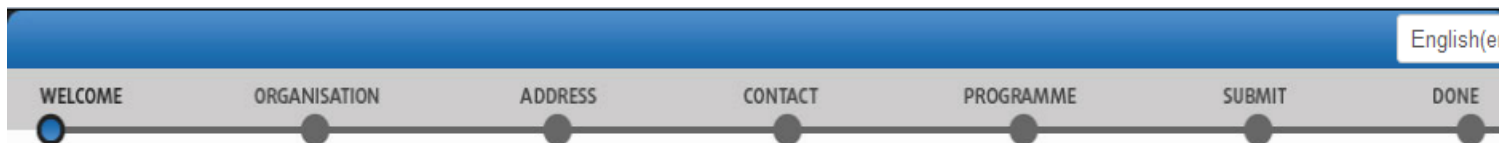
This is the 9-digit **PIC (Participant Identification Code) number** that will be used as a reference by the Commission in any future interactions. A **single registration** is required for each organisation in the system.

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?](#)



Registration overview

The Registration Wizard will guide you through the process of registration. At the end, it will assign and display the Participant Identification Code (PIC) of your organisation.

Please keep the basic legal information (Registration extract, VAT data) of the organisation at hand so you can fill in the forms quickly and correctly. The registration process normally takes about 5-10 minutes to complete.

The current Welcome page will prompt you for some preliminary information about your organisation required to check if this organisation has already been registered, as well as to identify any existing PIC numbers of similar organisations that could potentially match your request.

Please enter the data of the organisation that you are registering. If you register on behalf of another entity, please fill in the data accordingly.

Note: To access a previous registration of yours, close this window and select the relevant PIC number from "My Organisations" > "Organisation" tab in the Participant Portal.

Welcome

What is the Legal Name of your organisation?

What is the Country of registration?

Does your organisation have a Value Added Tax (VAT) number? Yes No

Does it have a Business Registration Number? Yes No

Does it have a website? Yes No

Close Next >



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 *

VAT number Yes No

NACE code

Legal Form

* Mandatory data

Close

Save Draft

Delete Draft

Next >

Legal address data

Enter the registered, official legal address of the organisation. If you are registering on behalf of another organisation, please provide the relevant Legal Address information for the other entity.

Enter Legal Address information

Address

Street Name and Number *

P.O. Box

Postal Code

CEDEX (France only)

City *

Region/County

Country *

Phones

Main Phone *

Fax

Secondary Phone

Internet Address

Internet web address / website

* Mandatory data

Close

Save Draft

Delete Draft

< Back

Next >



Contact data

During this step, you are prompted to provide official contact information for communication relating to your organisation during the validation process and as a future participant. The Validation Services will use this information to contact you (or the designated Contact Person) during the process of validation of your organisation data.

Enter contact information

Contact

Title	<input type="text"/>
Position in the organisation	<input type="text"/>
Department	<input type="text"/>
Professional E-mail *	<input type="text"/>
Gender *	<input type="radio"/> Male <input type="radio"/> Female
Last Name *	<input type="text"/>
First Name *	<input type="text"/>

Address

Use the existing Legal Person's address?

Yes No

Street Name and Number *	<input type="text"/>
P.O. Box	<input type="text"/>
Postal Code	<input type="text"/>
CEDEX (France only)	<input type="text"/>
City *	<input type="text"/>
Region/County	<input type="text" value="-- Please select --"/>
Country *	<input type="text" value="Hungary"/>

Phones

Use the existing Legal Person's phone numbers?

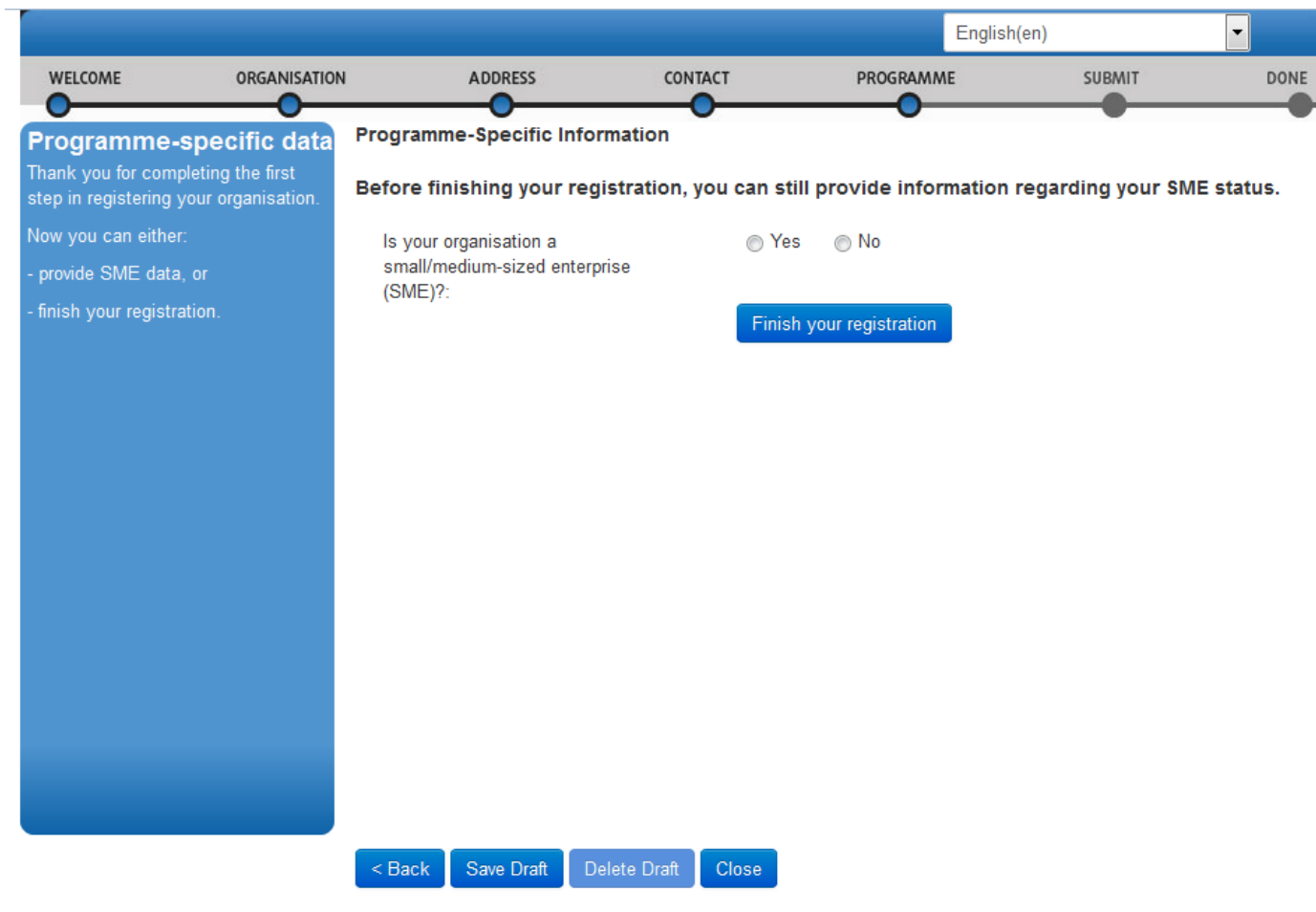
Yes No

Main Phone *	<input type="text"/>
Fax	<input type="text"/>
Secondary Phone	<input type="text"/>

* Mandatory data

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

http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index_hu.htm



The screenshot shows a web interface for SME registration. At the top, there is a language dropdown menu set to "English(en)". Below it is a progress bar with seven steps: WELCOME, ORGANISATION, ADDRESS, CONTACT, PROGRAMME, SUBMIT, and DONE. The "PROGRAMME" step is currently active. On the left, a blue sidebar contains the text "Programme-specific data" and instructions: "Thank you for completing the first step in registering your organisation. Now you can either: - provide SME data, or - finish your registration." The main content area is titled "Programme-Specific Information" and contains the question: "Before finishing your registration, you can still provide information regarding your SME status. Is your organisation a small/medium-sized enterprise (SME)?:". There are two radio buttons, "Yes" and "No", with "Yes" selected. A blue button labeled "Finish your registration" is positioned below the radio buttons. At the bottom of the page, there are four buttons: "< Back", "Save Draft", "Delete Draft", and "Close".



English(en) ▼

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 *	Belgium
Legal Name	Demo Organisation
Official Language *	English
Business Name	DEMO Organisation
Business Registration Number	123456789
VAT number	BE123456789
NACE code	Computer programming, consultancy and related activities
Registration Date	1990-01-01
Registration Authority	Demo Authority
Legal Form	UNKNOWN

Legal Address information

Street Name and Number *	Rue Demo
P.O. Box	1

Print Save Draft Delete Draft **Confirm**

English(en) ▾

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	Demo Organisation
Legal Address	, Rue Demo, Bruxelles, Belgium
VAT	BE123456789
Business Registration Number	123456789
EAC/EACEA - specific information	
Organisation type	Other
Is it a Small Medium Enterprise (SME)?	No
Organisation description	other organisation

PIC number: 949701296

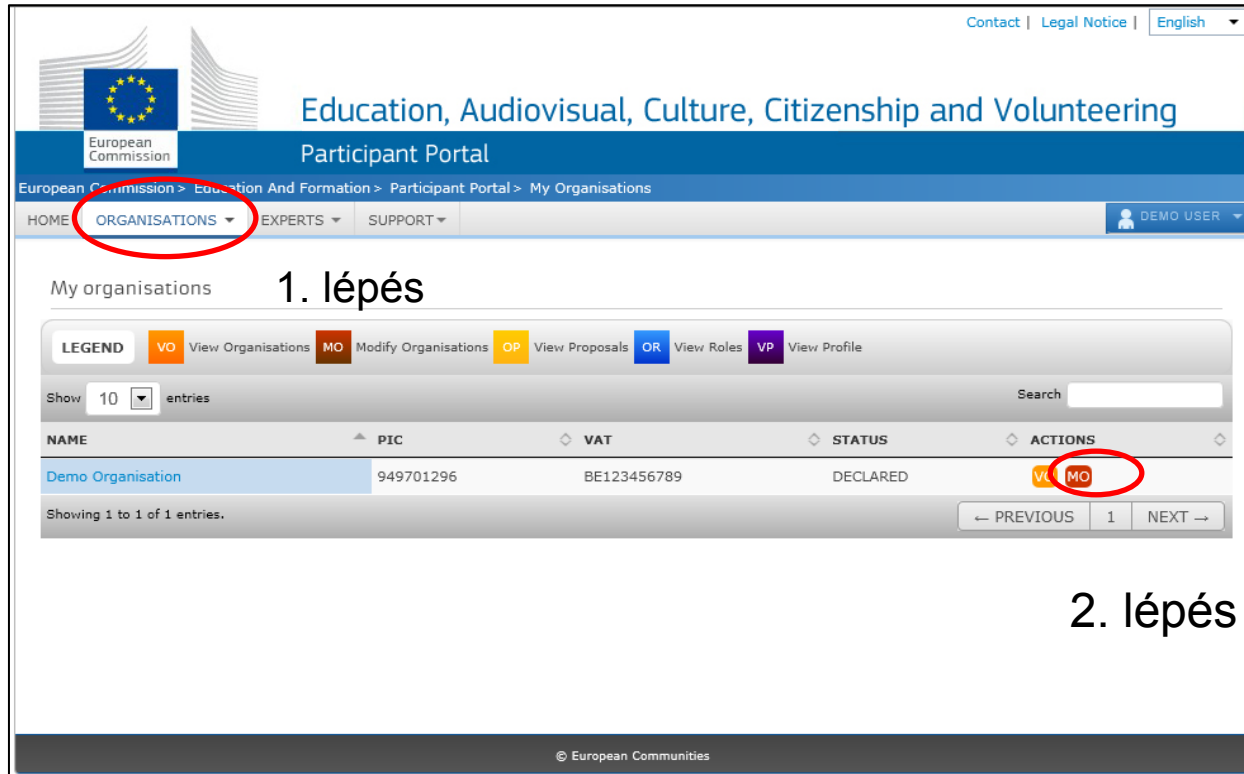
Thank you for using the Participant Portal

Print Close

Feltöltendő dokumentumok

- Pénzügyi adatlap
- Jogi személyek űrlap

<http://www.tka.hu/palyazatok/361/palyazati-dokumentumok>



Contact | Legal Notice | English

European Commission
Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education And Formation > Participant Portal > My Organisations

HOME **ORGANISATIONS** EXPERTS SUPPORT DEMO USER

My organisations **1. lépés**

LEGEND VO View Organisations MO Modify Organisations OP View Proposals OR View Roles VP View Profile

Show 10 entries Search

NAME	PIC	VAT	STATUS	ACTIONS
Demo Organisation	949701296	BE123456789	DECLARED	VO MO

Showing 1 to 1 of 1 entries. PREVIOUS 1 NEXT

2. lépés

© European Communities

3. lépés

Message Documents **Organisation** Legal Address Contact Person LEAR

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

No documents have been submitted for this organisation yet.

To add a supporting document, click the 'Add new document' button above.

5. lépés

File **Browse...**

Document Type Archive

Description

Original Language

Submit for processing

6. lépés

Choose your Framework Program **Reset filter** **Quit**

Ürlap létrehozása

<https://eacea.ec.europa.eu/PPMT/>



EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

EUROPA > European Commission > EACEA > Home

User Guide

Applications for funding/applications for accreditation: partner management and access to application forms

IMPORTANT POINTS TO NOTE BEFORE YOU START

Mandatory steps to be followed by ALL applicants (for funding and for accreditation)

ECAS authentication

Access to all of the application options below is validated by ECAS, the European Commission's Authentication Service. Applicants must therefore have an ECAS account. If you do not yet have an ECAS account, click [here](#) to be directed to the ECAS website where you can create one.

Organisation registration (PIC numbers)

All organisations that seek to be included as a participant in a funding application or wish to apply for an accreditation, must first have registered in EACEA's Participant Portal. The registration system assigns a unique Participant Identification Code (PIC) to each organisation. If an organisation does not have a PIC number, it cannot apply for funding or apply for an accreditation. Click [here](#) to be directed to EACEA's Participant Portal. Access to the portal is validated by ECAS (see above).

Points to be noted and respected by applicants for funding ONLY

Organisation profile

Some actions require a minimum number of participating organisations in order for the application to be considered eligible. Likewise, some actions require there to be representation from specific countries for the application to be considered eligible. Please carefully check whether any such rules apply to the funding opportunity you are applying under. If such rules do apply, you must respect those rules when building your list of participating organisations. If you have not respected the rules, you will receive an error message when the application eForm is created and you will have to start the entire process again.

One uninterrupted session

When you proceed with either of the funding application options below, you will be guided through a series of steps resulting in the creation of a new or updated application eForm. These steps are fully described in the User Guide. Please note that these steps must be completed in one continuous session. It is not possible to interrupt the activity and resume it at a later time. If you close the browser window in which you are working or if you close the browser entirely, you will lose the data you have entered and will have to start again. Please therefore ensure you have all necessary PIC numbers AND have checked the rules for the organisation profile BEFORE YOU PROCEED.

Applications for funding

Create new application for funding

Revise list of participating organisations and update application for funding

Applications for accreditation

Create new application for accreditation

Resume or print an existing application for accreditation

A program kiválasztása



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EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

European
Commission

[EURÓPA](#) > [European Commission](#) > [EACEA](#) > [Home](#) > [Funding opportunity](#)

[User Guide](#)

Selection of funding opportunity or accreditation type

[Previous step](#)

1. Select a programme name and click on search

Select Programme name ▾
Select Programme name
CREATIVE EUROPE
ERASMUS MUNDUS
Erasmus+
EUROPE FOR CITIZENS

[Search](#)



Pályázati kategória kiválasztása



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[User Guide](#)

Selection of funding opportunity or accreditation type

[Previous step](#)

EUROPE FOR CITIZENS ▾

[Search](#)

Show entries

Filter search results:

Programme Guide / Call for Proposals ▾	Programme name ▾	Sub-programme name ▾	Action name ▾	Sub-action name ▾	Submission opens ▾	Submission deadline ▾
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Civil Society Projects	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	European Remembrance	NA	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Network of Towns	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Network of Towns	N/A	04/05/2015	01/09/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Town Twinning	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Town Twinning	N/A	04/05/2015	01/09/2015

[First](#) [Previous](#) [Next](#) [Last](#)

Űrlap nyelvének megadása



EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

EUROPA > European Commission > EACEA > Home > Funding opportunity

User Guide

Selection of funding opportunity or accreditation type

Programme details and application language version

Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
EUROPE FOR CITIZENS	Democratic engagement and civic participation	Civil Society Projects	N/A	12/12/2014	02/03/2015

Application form language version

EN

Previous step

Next step

EUROPE FOR CITIZENS

Search

Show 50 entries

Filter search results:

Programme Guide / Call for Proposals	Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Civil Society Projects	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	European Remembrance	NA	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Network of Towns	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Network of Towns	N/A	04/05/2015	01/09/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Town Twinning	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Town Twinning	N/A	04/05/2015	01/09/2015

First Previous 1 Next Last

PIC kód megadása



European
Commission

EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

[EUROPA](#) > [European Commission](#) > [EACEA](#) > [Home](#) > [Funding opportunity](#) > [Participating organisation\(s\)](#)

[User Guide](#)

Application for funding: selection of the participating organisation(s)

List of participating organisation(s)

For each organisation participating in the application, enter the organisation's PIC number and click Add to list.
To search for a PIC using e.g. the organisation name, click [here](#) to be directed to the EACEA Participant Portal.

PIC number:

PIC	Name	Country	
-----	------	---------	--



Az űrlap létrehozása



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EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

European
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[EUROPA](#) > [European Commission](#) > [EACEA](#) > [Home](#) > [Funding opportunity](#) > [Participating organisation\(s\)](#) > [Create application form](#)

[User Guide](#)

Confirm details and proceed to application form

If the details below are complete and correct, you may proceed with the creation of your new application. The 'Create application' button is found at the foot of this page. If any details are incorrect or missing, click on the 'Previous step' button to make the necessary changes.

Programme details and application language version

Programme name	Sub-programme name	Action name	Sub-action name
EUROPE FOR CITIZENS	Democratic engagement and civic participation	Civil Society Projects	N/A
Application form language version			
EN			

Participating organisation(s)

Applicant organisation

PIC	Name	Country
999531554	TEMPUS KOZALAPITVAN	HU

[Previous step](#)

[Create application eForm](#)



Az űrlap felépítése

- **Part A:**

A pályázó és a partnerek bemutatása

A.1: Szervezet (automatikus)

A.2: Kontakt személy (projekt menedzselése)

A.3: Aláírásra jogosult személy
(legal representative)



Az űrlap felépítése

- **Part B:**

Szervezet és tevékenységek

B.1: Felépítés

B.2: A szervezet célja & tevékenységei

B.3: Egyéb EU támogatás (elmúlt 3 év)



Az űrlap felépítése

- **Part C:**

A projekt leírása

C.1: A projekt időbeosztása

C.2: Helyszín

C.3: Résztvevők száma (pályázó & partnerek)

**C.4: A projekt leírása, céljai (2000 karakter)
(angol / német / francia nyelven!)**

C.5: Büdzsé (tevékenységek & előkészítés)



Az űrlap felépítése

- **Part D:**

Technikai kapacitás

- csak a 60 000 € feletti támogatásra pályázóknál
- A szervezet tapasztalata



Az űrlap felépítése

- **Part E:**

Projekt megvalósítás és támogathatósági kritériumok

E.1: A projekt céljai & kapcsolódás az éves prioritáshoz

- nem kell mindent bejelölni
- a kiválasztottakat később indokolni kell



Az űrlap felépítése

E.2: Munkaterv

E.3: Disszemináció

E.4: Hatás, polgárok bevonása

Part F:

Tevékenységek ütemezése

Csatolmány: erkölcsi nyilatkozat

