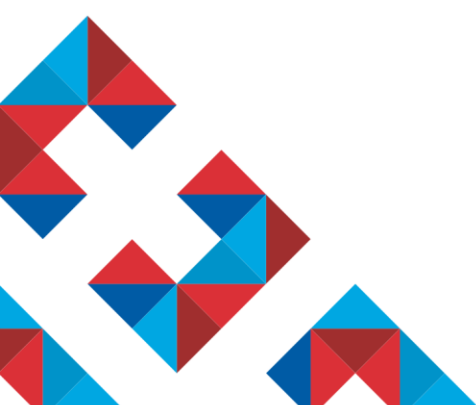


New Organisation's Registration System for Actions Managed by National Agencies

Version 1: 5 December 2019



Erasmus+ is the European Union programme for education, training, youth and sport.
The Erasmus+ UK National Agency is a partnership between the British Council and Ecorys UK.

Overview of the document

This is **version 1** of the guidance document. If future versions of this document are created, the table below will record an overview of changes made compared to previous versions:

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1. Introduction

From 22 October 2019, organisations participating or wishing to participate in the Erasmus+ or European Solidarity Corps **actions managed by a National Agency** (decentralised Key Actions) have to manage their organisation's information through a new organisation registration system.

This new system, accessible through the [Erasmus+ and European Solidarity Corps platform](#), makes it easier for most organisations to register and to participate with less information requested as part of the process.

If your organisation has already participated in any Erasmus+ or European Solidarity Corps actions managed by a National Agency, and you already have a PIC (Participant Identification Code), then you do not have to register again.

If you wish to participate for the first time in an Erasmus+ or European Solidarity Corps action managed by a National Agency, then you can register your organisation directly in the [Erasmus+ and European Solidarity Corps platform](#).

2. Difference between a PIC and an OID

Each registration system has its own distinct and unique identifier:

PIC (Participant Identification Code)

The 9-digit **PIC** (sample PIC: **987654321**) is obtained and managed through the Participant Portal, now SEDIA [Funding and Tenders Portal](#), and identifies organisations in projects managed by the Education, Audio-visual and Culture Executive Agency ([EACEA](#)), i.e. **centralised** projects.

If your organisation will continue to participate in actions managed by the EACEA (i.e. centralised actions managed by the Executive Agency, not by a National Agency) or if it you are a new organisation wishing to participate in such actions, then you will need a PIC and will have to manage your information in the [Funding and Tenders Portal](#).

OID (Organisation ID)

The 8-digit **OID**, which is prefixed with an E (sample OID: **E12345678**), is obtained and managed through the [Erasmus+ and European Solidarity Corps platform](#), and identifies organisations in projects managed by a National Agency, i.e. **decentralised** projects.

Organisations that have already participated in any Erasmus+ and European Solidarity Corps actions managed by a National Agency, i.e. have a PIC number, have been assigned an OID automatically and don't have to register again.

If you are applying for an accreditation and/or a grant that is managed by your National Agency, you will only have to keep your organisation information up to date in one place: the [Organisation Registration system](#).

Using both registration systems

You may need to keep your organisation information updated in both registration systems, for example:

- if you have both a PIC and an Organisation ID, it is highly recommended that you update your organisation information in both systems.
- If you update the organisation information in the SEDIA Funding and Tenders portal on or after the 22nd of October. These updates are not transferred automatically to the Organisation Registration system.
- If you apply for an Erasmus Charter for Higher Education (ECHE) and did not apply for a grant managed by your National Agency on or before the 22nd of October.
- If in addition to applying for accreditation and/or a grant managed by the National Agencies you also apply for a grant managed by the Education, Audiovisual and Culture Executive Agency (EACEA).
- If you have been participating only in actions that are exclusively managed by the Education, Audiovisual and Culture Executive Agency (EACEA), and now want to participate also in activities managed directly by National Agencies.

As mentioned above, changes made in the SEDIA Funding and Tenders portal to the organisation information on or after the 22nd of October are not transferred to the Organisation Registration System.

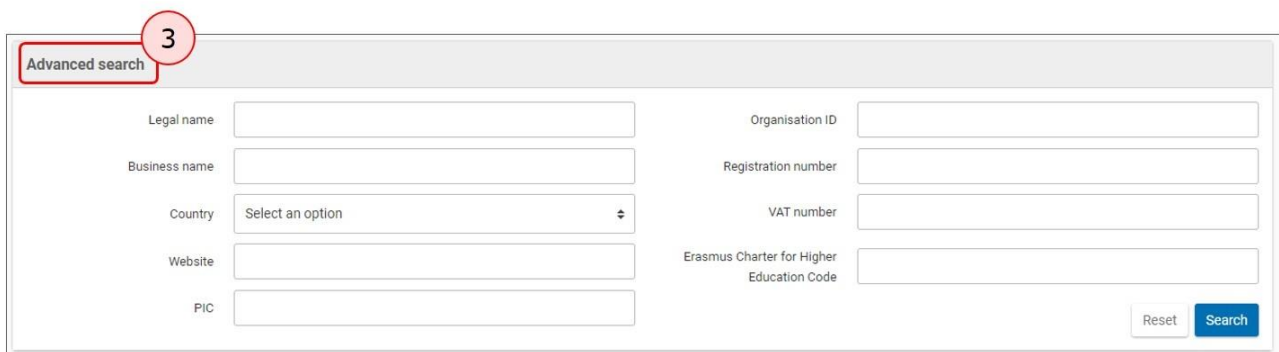
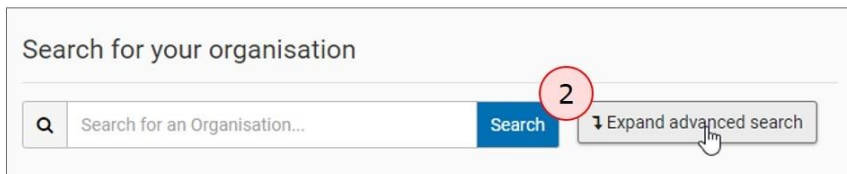
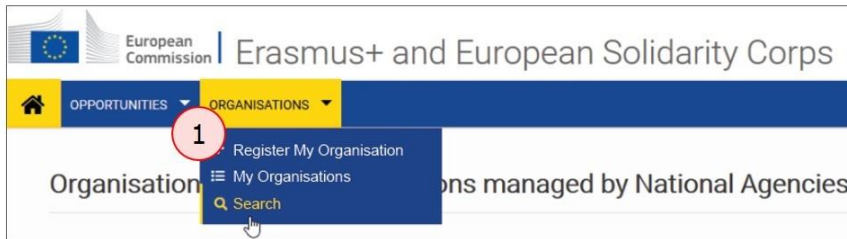
Likewise, changes in the Organisation Registration System will not be transferred to the SEDIA Funding and Tenders portal at any time.

Please note that there is a difference in the naming and roles of organisation contacts/users between both systems, and in certain cases users that have access to the [SEDIA Funding and Tenders portal](#) will not necessarily gain access to the Organisation Registration system. For more information, please see article 5 of this manual.

3. How to access your organisation's information in the new system

You can use the [Erasmus+ and European Solidarity Corps platform](#) to search for organisations and manage your own organisation's information. This platform replaces the previous "Education, Audio-Visual, Culture, Citizenship and Volunteering Participant Portal" for actions managed by National Agencies.

We recommend searching for an existing PIC in the Advanced Search.

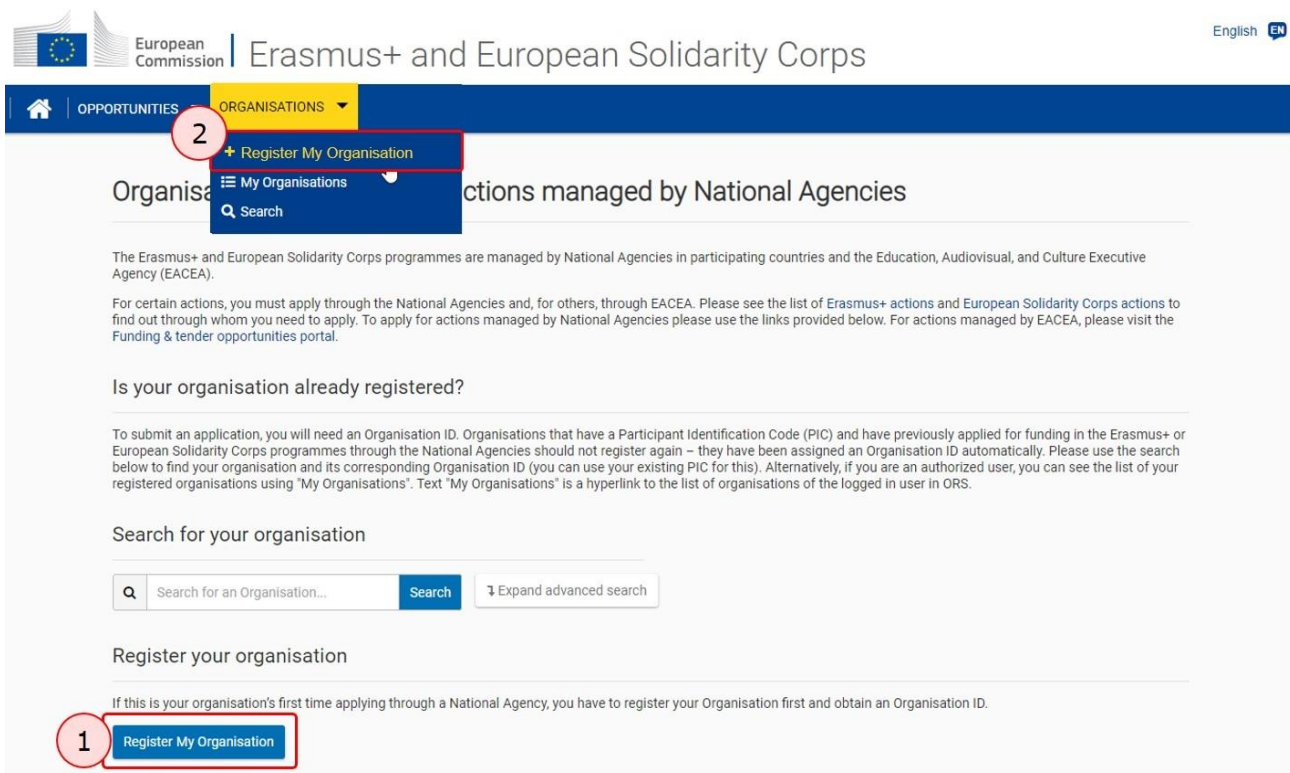


If you are an authorised user representing your organisation, you can access and manage your organisation's information by selecting [My Organisations](#). Please make sure to login with your existing EU Login credentials once instructed by the system to do so.

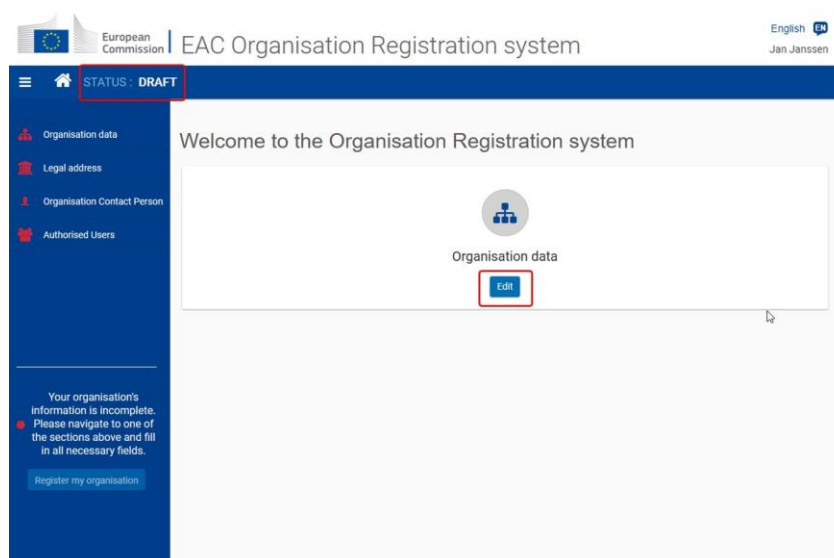
4. How to register a new organisation in the Organisation Registration System


Before you register your organisation, please ensure it is not already registered by searching for your organisation as described in article 3 of this manual.

If your organisation hasn't been registered, visit Erasmus+ and the European Solidarity Corps [platform](#) and click on 'Register My Organisation'.

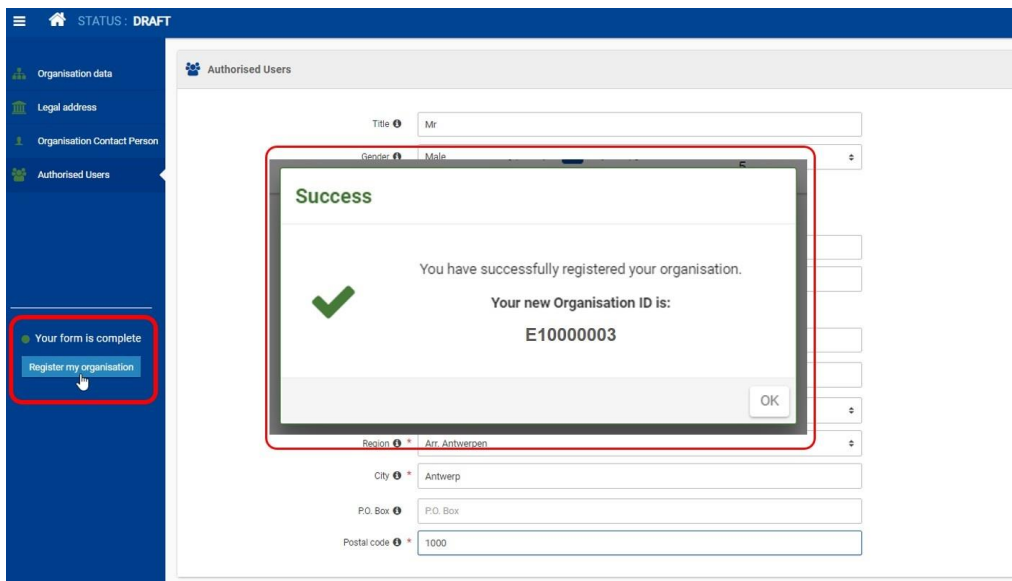


On the Welcome to the Organisation Registration system screen, click the Edit button to start the process. Use the side menu to navigate to the various sections in the registration form.



The available tool tips, indicated with a small icon , provide additional instructions and assistance for filling in each field.


Once all information is entered in the registration form, the 'Register my organisation' button is enabled. Click the button to submit your data and finalise the registration. A confirmation message will be displayed as well as your newly created OID.



5. Managing contacts and authorised users in the Organisation Registration System (who can access information about your organisation)

Upon registration of the organisation in the Organisation Registration system, the **Organisation Contact Person** and the first **Authorised User** have to be registered. Additional authorised users can be added immediately after the organisation is registered.

The **Organisation Contact Person** is intended to be to the person in the organisation to be contacted by someone interested in the organisation. The details of the contact person are however currently not visible to unauthorised users in the Organisation Registration system or on the Erasmus+ and European Solidarity Corps platform. If the organisation contact person is not also set up as an authorised user in the system, the organisation contact person has no edit rights to update organisation information.

The **Authorised User** role is applied to users added by the person registering and/or updating the organisation information in the Organisation Registration system. An authorised user is not necessarily the organisation's contact person. The person registering the organisation is automatically considered an authorised user. They are marked in the Organisation Registration system with  and their account cannot be revoked.

Authorised users can edit the organisation information in the system and assign or revoke the authorised user role to/from other users as well as update the organisation contact person information.

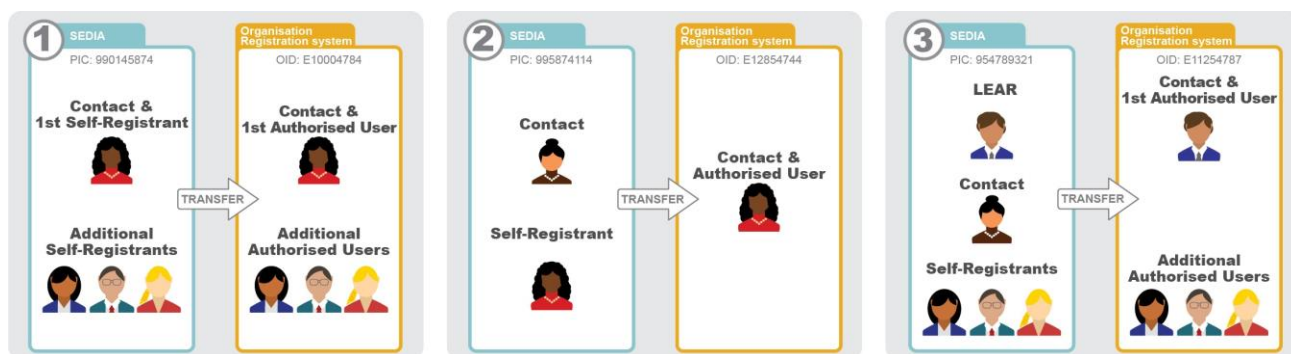
The Authorised Users need to have an [EU Login](#) account before they can be added to the organisation details upon organisation registration.

If your organisation information was automatically transferred to the Organisation Registration system, and you were either indicated as a contact person, Legal Entity Representative (LEAR) or a

self registrant in the Participant Portal or the SEDIA Funding and Tenders portal for your organisation, you will already have the right to view and edit your organisation information in the new Organisation Registration system.

The user roles upon transfer of organisation details from the Participant Portal are applied as follows:

- For organisations where the contact person and self-registrant are different: The 1st self-registrant is copied as the Organisation Contact person and an Authorised user.
- For organisations where no LEAR was assigned: The self-registrant is copied as the Organisation Contact Person and as an Authorised User.
- For organisations with a LEAR: The LEAR is copied as the Organisation Contact Person and as an Authorised User.



If you were added as a self registrant, Legal Entity Appointed Representative (LEAR) or as an Account Administrator in the Participant Portal or the SEDIA Funding and Tenders portal after the organisation transfer date, the updated information will not be transferred and therefore you will not see the organisation listed under My Organisations.

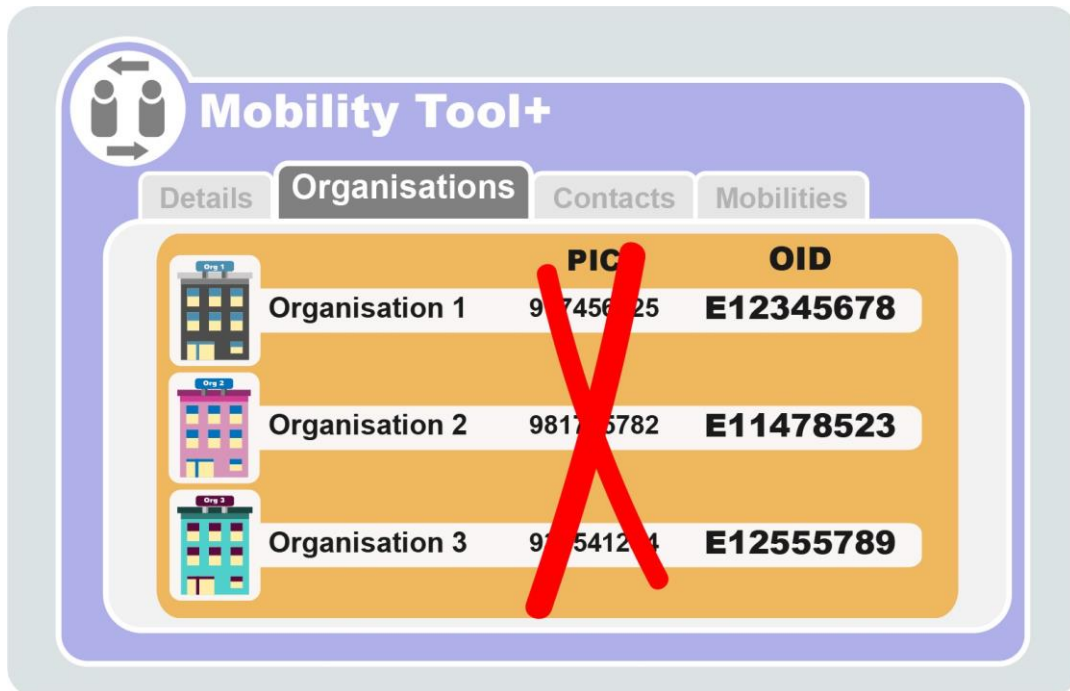
If you were added as a Legal Entity Appointed Representative of a centrally validated PIC before the 22 October 2019 and the newly updated details have not yet been re-validated, your details will not have been transferred to the Organisation Registration system.

The Legal Entity Appointed Representative (LEAR) details can be updated in both cases.

To be added as an authorised user, please request that one of the other authorised users adds you to the organisation details in the Organisation Registration system.

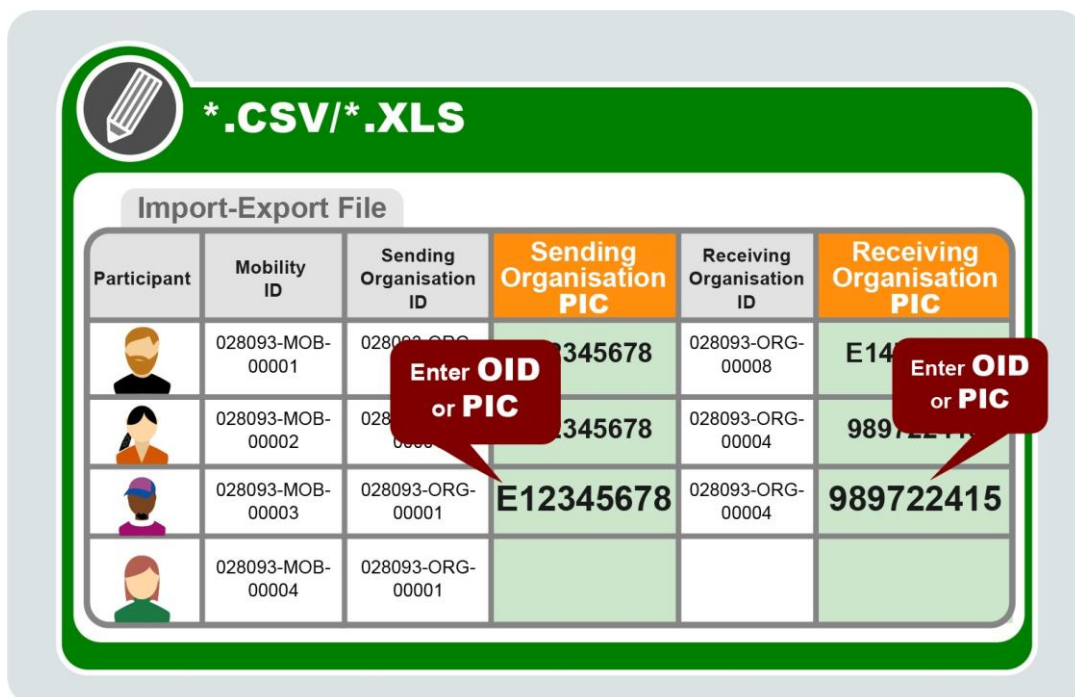
6. OID in Mobility Tool+

OID is now displayed in all Mobility Tool+ screens and lists which previously displayed the PIC. For example: Project details screen, Organisations screens and Contacts screen.



Mobility Import-Export

The PIC can still be used when importing mobilities. The exported mobilities file will only display the OID in place of the PIC. The column headers of the exported mobilities file will still refer to the PIC, for example: "Sending organisation PIC" or "Receiving organisation PIC". Both PIC or OID can be entered under these columns and the system will detect automatically which one is provided.



Please note that the OID **must** be used for organisations that have a PIC but have not participated in any previous accreditation or grant application process, or participated in a decentralised project managed by a National Agency.

This also applies for PICs created in the Participant Portal or SEDIA after the 22nd of October 2019 (see also [OID Keeping consistent organisation information between systems](#)).

The PIC will not be recognised in the import file, nor can it be used to add an organisation. These organisations have to register in the [Organisation Registration](#) system in order to retrieve an OID.

The columns **Sending Organisation ID** and **Receiving Organisation ID** in the import/export file refer to the Mobility Tool+ unique organisation identifier.


Difference between 'OID' and 'Organisation ID' in Mobility Tool+

Do not confuse the Mobility Tool+ unique organisation identifier with the OID (Organisation Registration system ID). The Mobility Tool+ unique ID is labelled as the Organisation ID, and while the initial alpha-numeric reference generated in the Mobility Tool+ may be kept or changed to any other reference number, it must be unique for the project.





This field allows the unique matching between Mobility Tool+ and third party systems. Please note the following restrictions when importing:

- if the organisation has to be created on importing mobilities, a new Mobility Tool+ unique organisation ID should be used;
- if the organisation is already created in the project, then the Mobility Tool+ unique organisation ID in the import file must match the one assigned in the project;
- if the organisation is already created in the project and the Mobility Tool+ unique organisation ID is different from the one in the import file then the file will return an error;
- if the Mobility Tool+ unique organisation ID and the OID/PIC are replaced for any organisation in an existing mobility then the mobility is updated.

Please note that Mobility Tool+ unique organisation ID will remain the same after the introduction of the new OID. The match with the third party systems, feeding data into Mobility Tool, will not be affected.

 ***.CSV/*.XLS**

Import-Export File


Participant	Mobility ID	Sending Organisation ID	Sending Organisation PIC	Receiving Organisation ID	Receiving Organisation PIC
	028093-MOB-00001	028093-ORG-00001	E12345678	028093-ORG-00008	E14796251
	028093-MOB-00002	028093-ORG-00001	E12345678	028093-ORG-00004	989722415
	028093-MOB-00003	028093-ORG-00001	E12345678	028093-ORG-00004	989722415
	028093-MOB-00004	028093-ORG-00001			

Unique identifier, not OID (pointing to Sending Organisation ID)

Unique identifier, not OID (pointing to Receiving Organisation ID)

Adding organisations to the project.

The PIC can also still be used when adding organisations to a project in Mobility Tool+. The field is now labelled OID instead of PIC. If a PIC is used it is replaced with the OID. After the **Check OID** button is clicked the OID associated to the PIC is displayed.

 **Mobility Tool+**

Details Organisations Contacts Mobilities

+Create

Organisation Details

OID **Check OID**

Enter OID or PIC

Organisation Details

OID **Check OID**

Legal Name

Address

Save

As mentioned above, the OID **must** be used for organisations that have a PIC but have not participated in any previous accreditation or grant application process, or participated in a decentralised project managed by a National Agency.

This also applies for PICs created in the Participant Portal or SEDIA after the 22nd of October 2019 (see also [OID Keeping consistent organisation information between systems](#)).

The PIC will not be recognised in the import file, nor can it be used to add an organisation. These organisations have to register in the [Organisation Registration](#) system in order to retrieve an OID.

In order to update your organisation details please go to the [Erasmus+ and European Solidarity Corps Platform](#). If you have access to edit your organisation details, the organisation should be displayed in the [My organisations](#) list.

7. Where to find more help and advice

If you want to know whether an action is managed by National Agencies or EACEA, please consult the [Erasmus+ call for proposals page](#) where we list the actions and the bodies that manage them.

If you need more information on where to go to manage your organisation's data, organisation contact person, authorised users and public documents, please feel free to use the following links:

- [Introduction to the Organisation Registration Guide](#)
- [How to manage your EU Login account](#)
- [How to manage your organisation's information:](#)
- [How to manage user access](#) (authorised users) to your organisation's information:
- How to keep your organisation's information consistent in "[Organisation Registration](#)" system and the "[Funding and tenders opportunities](#)" portal
- For a detailed documentation of the adaptations done in Mobility Tool, please click [here](#)

8. UK NA Contact details

If you have any queries about this subject please contact the respective Erasmus+ Helpdesk:

Higher Education

Tel: 029 2092 4311

Email: Erasmus@britishcouncil.org

Adult education

Tel: 0121 212 8947

Email: erasmusplus@ecorys.com

Vocational education and training

Tel: 0121 212 8947

Email: erasmusplus@ecorys.com

Youth - Key Action 1

Tel: 0121 212 8947

Email: erasmusplus@ecorys.com

Schools

Tel: 0161 957 7755

Email: erasmusplus.enquiries@britishcouncil.org

Youth - Key Action 2 and Key Action 3

Tel: 0161 957 7755

Email: erasmusplus.enquiries@britishcouncil.org