

## Supporting Partner Organisation in the Application Process

### Information for Partner Organisation in English

Please note that in all cases the Partner Organisation experience difficulties with the PIC (=Personal Identification Code) or URF (= Unique Registration Facility) procedure they are asked to contact their National Agency.

Due to the large number of Applicant Organisation in Germany currently experiencing difficulties in the process leading to the creation of a PIC and uploading all necessary organisation data in URF with their Partner Organisation the German National Agency wants to speed up the elimination of errors by providing additional information in English.

In order to participate in a project every Partner Organisation has to provide the Applicant Organisation with a PIC, including relevant documents being uploaded into URF, and Mandate.

### How to create a PIC?

Please follow the instructions given in the Technical guidelines for completing application e-Forms (pp. 9 – 17)

[http://ec.europa.eu/programmes/erasmus-plus/documents/eform-technical-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/eform-technical-guide_en.pdf)

### How to upload supporting documents into URF?

Please follow the instructions given in the Technical guidelines for completing application e-Forms (p. 18)

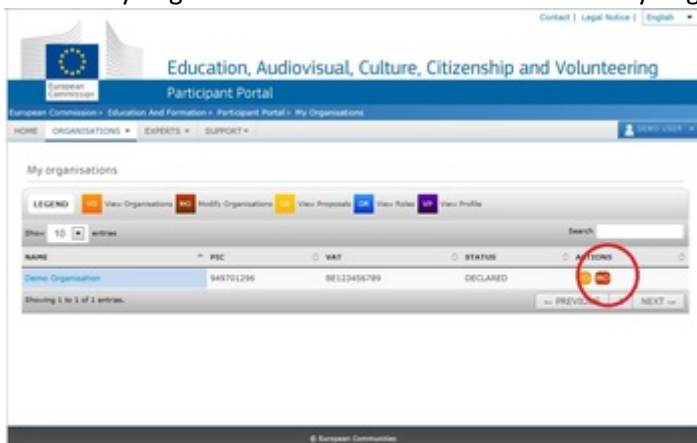
[http://ec.europa.eu/programmes/erasmus-plus/documents/eform-technical-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/eform-technical-guide_en.pdf)

The Partner Organisation must provide at least the following documents:

- Legal Entity Form plus additional references as mentioned on the relevant Legal Entity Form  
[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)
- Financial Identification (plus additional references as mentioned in the Financial Identification Form – if relevant)  
[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)

## How to provide information on the Type of Organisation for the Partner Organisation - if missing in the application e-Form (part C.\*.1)

1. Login to [Participant Portal with ECAS User Password](#)
2. Select "My Organisations" and choose button "Modify Organisation" ("MO")



3. „Choose your Framework Programme“ and select "Erasmus+"
4. Select slide "EAC" and complete Organisation data (see [Technical guidelines for completing application e-Forms](#) – p. 15)

5. Finally "Update your date" and confirm changes made to Organisation data.

## Which agreements do Partner Organisation have to sign?

Every Partner Organisation has to agree a Mandate with the Applicant Organisation. The Mandate is to be sent electronically to the Applicant Organisation after being completed and signed by the Legal Representative of the Partner Organisation.

A template is provided: <https://www.jugend-in-aktion.de/downloads/doctrine/JugendFuerEuropaJugendInAktionBundle:Dokument-file-32/Mandate%20Template.pdf>.

Additionally the European Commission and the National Agencies advise all Organisation to enter a further internal agreement on the rights and duties of the parties involved in a project. The internal agreements do not need to be provided to the National Agency.

- Template Internal Partnership Agreement

[↘https://www.jugend-in-aktion.de/downloads/doctrine/JugendFuerEuropaJugendInAktionBundle:Dokument-file-33/Muster%20interne%20Partnerschaftsvereinbarung.docx](https://www.jugend-in-aktion.de/downloads/doctrine/JugendFuerEuropaJugendInAktionBundle:Dokument-file-33/Muster%20interne%20Partnerschaftsvereinbarung.docx)

- Template Internal Volunteering Agreement (EVS)

[↘https://www.jugend-in-aktion.de/downloads/doctrine/JugendFuerEuropaJugendInAktionBundle:Dokument-file-34/Muster%20interne%20Freiwilligenvereinbarung.docx](https://www.jugend-in-aktion.de/downloads/doctrine/JugendFuerEuropaJugendInAktionBundle:Dokument-file-34/Muster%20interne%20Freiwilligenvereinbarung.docx)