

Validation of Organisation

Information for Partner Organisation in English

In order to participate in projects funded under the EU's Erasmus+ YOUTH IN ACTION Programme all organisations are required to hold a valid Personal Identification Code (PIC) and need to provide supporting documents in the EU's Unique Registration Facility (URF) that allow validation of the organisation. The validation of organisation is done by the National Agencies of the EU's Erasmus+ YOUTH IN ACTION Programme.

Which documents need to be uploaded into URF?

Partner Organisation must provide at least the following documents:

- completed and signed Legal Entity Form
- additional documents as required in the Financial Identification Form (in Original language and in English or German translation)
[↘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)

Please note: in addition Partner Organisation from Neighbouring Countries of the EU have to provide a translation of the Legal Entity Form and any additional documents required by the Legal Entity Form in English or German by a qualified and registered translator.

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)

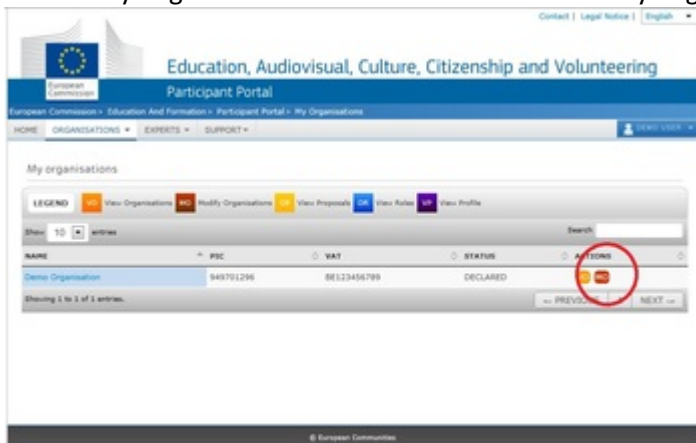
[↘http://ec.europa.eu/programmes/erasmus-plus/documents/eform-technical-guide_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/eform-technical-guide_en.pdf)

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/legal_entities/legal_entities_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_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)