

Cooperating with Implementing Partners

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3. Cooperating with Implementing Partners or Experts

The **Operational Manager** provides access to the **Lead Implementing Partner or Contractor** (i.e. *the leader of the consortium*), so that they can access the Intervention, who will then grant access to other **Implementing Partners or Experts**.

Click on the following link to know more about the [difference between a Lead Implementing Partner or Contractor, and an Implementing Partner or Expert](#).



Only the **Lead Implementing Partner or Contractor** can add and remove **Implementing Partners or Experts**.

Implementing Partners or Experts therefore only have access to the portfolio of Interventions in the Funding and Tenders Portal for which they have been contracted.



Watch the video on how is a Lead Implementing Partner assigned to an Intervention?



3.1 How to add an Implementing Partner or Expert?

The **Lead Implementing Partner or Contractor** (once their access has been granted by the Operational Manager) must first access the Intervention on the **Funding and Tenders Portal**.

Select "**My Intervention(s)**" (1) from the left main menu in the portal, then select the Intervention from the list (2).

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome Devco Tester (n0031kca)

Manage my area | My Organisation(s) | My Formal Notification(s) | Results | **My Intervention(s)** (1) | My Task(s)

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Interventions(s)


Results: 1

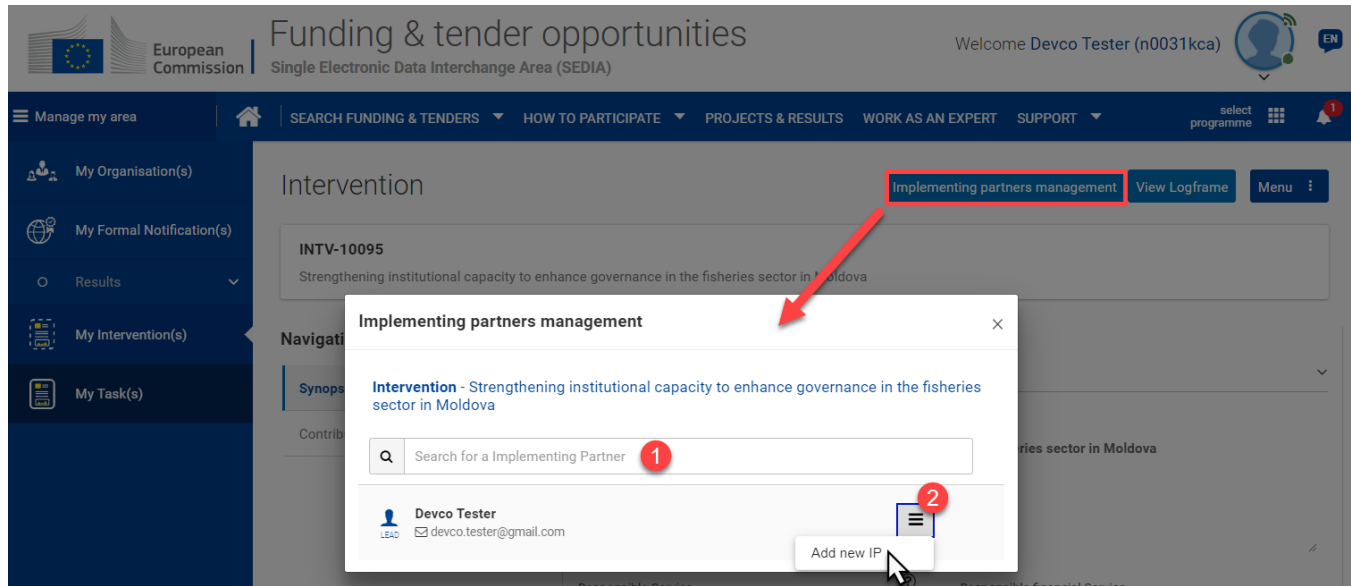
TITLE	INTERVENTION ID	EU CONTRIBUTION	Actions
Strengthening institutional capacity to enhance governance in the fisheries sector in Moldova	INTV-10095 (2)	10331500	

1 | 10

Once on the **Intervention** page, click on the **"Implementing partners management"** button at the top right of the page.

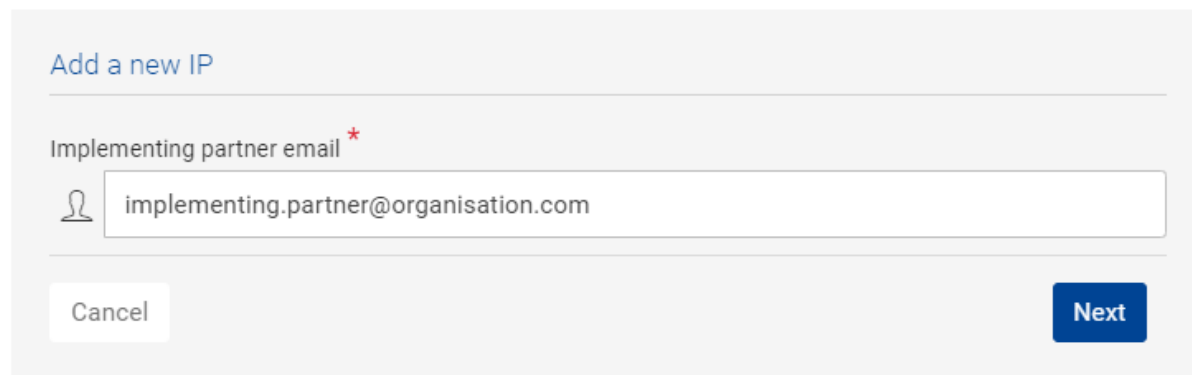
In the **Implementing partners management** pop-up window:

- **Either** directly search (1) and select the Implementing Partner or Expert to add;
- **Or** if not found in the search, click on the menu icon  (2) of the Lead Implementing Partner or Contractor, and select the **"Add new IP"** option.



If **"Add new IP"**:

An **Add a new IP** section opens in the pop-up window, where you enter the Implementing Partner or Expert e-mail address, and then click on the **"Next"** button.

The screenshot shows the 'Add a new IP' form. It has a title 'Add a new IP' in blue. Below the title is a label 'Implementing partner email' with a red asterisk. There is a text input field containing the email address 'implementing.partner@organisation.com'. At the bottom left is a 'Cancel' button, and at the bottom right is a blue 'Next' button.

Click on the **"Confirm"** button to confirm, and an e-mail is sent to the Implementing Partner or Expert to notify them of the assignment.

The **Implementing Partner or Expert** now access to the Intervention from **"My Intervention(s)"**, and can update the **Logframe** by adding or updating indicators and values.




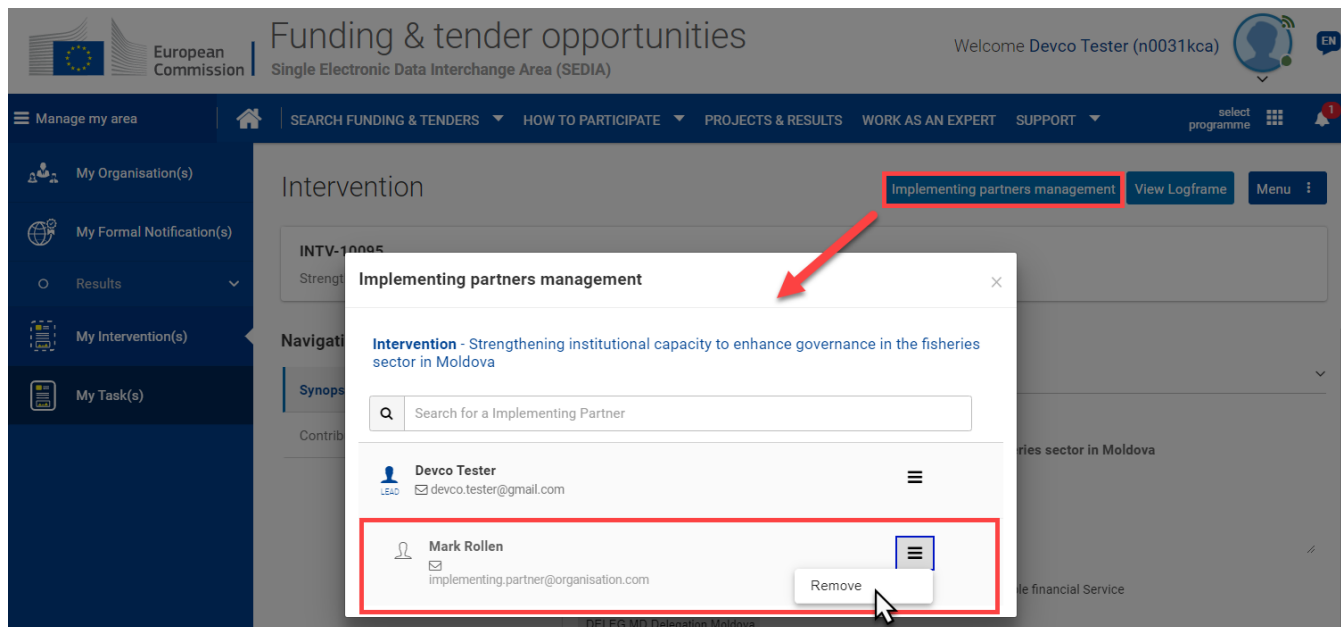
If you add an e-mail address that is not yet registered in the system, you will be asked to add the first name and the last name of the Implementing Partner or Expert.

>> Please also make sure that the Implementing Partner or Expert has an active **EU Login** account before adding the user to the system. Please view the [EU Login Guide](#) for more information on how to create an EU Login Account.

3.2 How to remove an Implementing Partner or Expert?

As the **Lead Implementing Partner or Contractor**, use the same procedure as indicated in the previous section *How to add an Implementing Partner or Expert?* above to access the **Implementing partners management** pop-up window on the **Intervention** page.

Click on the menu icon  of the **Implementing Partners or Expert** to be removed, then select the **"Remove"** option.



Click on the **"Confirm"** button to confirm, and Implementing Partner or Expert will no longer be assigned to the Intervention.

[Interventions](#)
[Logical Framework - Logframe](#)