

Participant Registration and User Roles

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2. Participant Registration and User Roles

2.1 Participant Registration

The European Commission has set up an online register – called the **Participant Register** – for organisations or individuals (i.e. natural persons) referred to below as the "organisation", who wish to participate in EU calls for proposals or tenders, or as entrusted entity for contribution agreements, using the register "once only" principle (i.e. that data related to a participant's organisation needs to be submitted only once). Following the registration, each organisation or individual obtains a unique Participant Identification Code (**PIC**).

The PIC is the **unique identifier** of the organisation in the context of grants and procurement procedures.

When you create a PIC, you are immediately defined as a **self-registrant**. Your PIC data is accessible from the **Manage My Area** left menu > **My Organisation(s)** section once logged-in and registered.



For more information concerning the **Participant Registration and requirements**, please follow the instructions on the dedicated **Funding & Tender Opportunities Online Manual** page.



Please note that all the Contractors for the current Framework Contracts **SIEA 2018, AUDIT 2018, PSF 2019, EVA 2020, EVENTS 2020, EOM 2021, AUDIT 2023** and **SEA 2023** have already been registered. So presently, **no further registration is required for these Framework Contracts**.

The registration procedure will be updated for future Framework Contracts, and the procedure will be communicated herein when available.

2.2 Overview of User Roles and Permissions

A user role is based on the user's function within their organisation, or in relation to a particular project. User roles also define the permissions (user rights) with respect to the information a user can view/edit/manage, and the tasks that they can perform.

Roles and permissions are therefore characterised into two main types depending on the scope:

- **Organisation-level** – Roles and permissions that allow users to **manage their organisation's data**. The roles and permissions to manage your organisation data are set during the initial participant registration of the organisation, and can be further managed by the responsible role(s) from the **Manage My Area** left menu > **My Organisation(s)** section of the portal. These roles do not have access any details concerning specific invitations/submissions/tenders/contracts (projects)/interventions, etc.
- **Procedure/Contract (Project)/Intervention-level** – Roles and Permissions that allow users to **manage their Invitations, Submissions, Contracts, or Interventions** that have been assigned to them:
 - i) **Procedure** – These roles and permissions are assigned per invitation or submission. They allow access to view and manage the invitation and/or submission.
 - ii) **Contract (Project)** – These roles and permissions are assigned per contract (project). They allow access to view and manage the contract.
 - iii) **Intervention** – These roles and permissions are granted per intervention. They allow access to view an intervention, and create and manage logframe data (including results, indicators and current values).

All roles and permissions are individually assigned to a responsible person within the organisation.

2.2.1 Organisation

Please find in the table below an overview of the main organisation-level roles, description and permissions.

Roles	Description and Permissions (user rights)
Self-registrant <i>Organisation-level</i>	<p>The self-registrant of an organisation is the person who registered your organisation and obtained a PIC for their organisation.</p> <p>They are the main contact person for your organisation and the European Commission (until the LEAR is appointed).</p> <p>They are able to define back-up self-registrant persons (i.e. other members of the organisation as self-registrant).</p> <p>Adding a back-up person ensures that the organisation's data can always be maintained, and that the requested documents can be added by multiple persons.</p> <p>When registering your organisation, if you indicate another person as contact person in the form, this person will also be automatically granted the role of self-registrant, have access to the PIC information.</p> <p>i If you want to modify any contact person, then you must follow the procedure detailed in My Organisation(s).</p>
Legal Entity Appointed Representative (LEAR) <i>Organisation-level</i>	<p>Following the registration of your organisation and the creation of the PIC, and in parallel to the validation of your organisation, the Central Validation Service will request the appointment of a Legal Entity Appointed Representative (LEAR) for your organisation.</p> <p>A legal representative(s) (e.g. typically the CEO of the company) of your organisation will have to nominate a member of the staff as the LEAR of your organisation.</p> <p>The LEAR is officially appointed once the organisation has been validated.</p> <p>There can only be one LEAR per organisation.</p> <p>Once valid, the LEAR can:</p> <ul style="list-style-type: none"> • Manage the legal and financial information of the organisation; • Access and manage all organisation-level user roles and permissions; • Appoint or revoke all organisation-level user roles and permissions. <p>Only the appointed LEAR and the Account Administrator can access the organisation's data and update it.</p> <p>Once the LEAR has been defined and validated, that person becomes the main administrative contact between your organisation and the European Commission. Self-registrants therefore no longer have access to the organisation's and PIC data once the LEAR is appointed.</p> <p>Upon closure of the Opening Session, the LEAR of each participating organisation will receive an e-mail notifying them that the PIC of their organisation was used in a submission for a call for tenders. As a LEAR, you will only receive this communication if the tender was marked as "In Order" during the Opening Session. In the case of a consortium, the LEARs of the group leader and group members will receive this notification.</p> <p>i Only an existing LEAR can nominate a replacement LEAR for your organisation, and/or manage all organisation-level user roles and permissions by following the procedure detailed in My Organisation(s) > Modify Authorised Users/LEAR.</p> <p>w To view or edit organisation-level roles, please view View or Edit Organisation Roles.</p>
Account Administrator (AccAd) <i>Organisation-level</i>	<p>The Account Administrator is nominated by the LEAR to another person of the same organisation.</p> <p>The LEAR may delegate tasks to one or more Account Administrators. However, the LEAR retains full responsibility for the organisation.</p> <p>An Account Administrator appointed by the LEAR will be able to modify the data and provide supporting document(s) for the organisation.</p> <p>w To view or edit organisation-level roles, please view View or Edit Organisation Roles.</p>

Legal Signatories (LSIGN or Procurement LSIGN) <i>Organisation and Project-level</i>	<p>Legal Signatories (LSIGN and Procurement LSIGN) are nominated for an organisation by the LEAR or an Account Administrator:</p> <ul style="list-style-type: none"> • LSIGN for Grants; • Procurement LSIGN for Procurement Contracts, Specific Contracts under Framework Contracts, or Contribution Agreements <p>Legal Signatories have the right to sign contracts and amendments managed through the Funding and Tenders Portal on behalf of the organisation, so their role is relevant at organisation and project-level.</p> <p>An organisation can have an unlimited number of Legal Signatories.</p> <p>For Procurement Contracts, Specific Contracts under Framework Contracts, or Contribution Agreements:</p> <ul style="list-style-type: none"> • If the organisation would need to restrict the signatory role for contracts and amendments, the Procurement LSIGN can nominate a CLSIGN to the contract (project-level). The LEAR or Account Administrator of the organisation would therefore first need to appoint the Procurement LSIGN role to a user of the organisation beforehand (organisation-level). • If CLSIGN(s) are nominated for a contract, Procurement LSIGN(s) will no longer be able to sign the contract (and amendments – if relevant). • If no CLSIGN(s) are nominated for a contract, then all Procurement LSIGNs for the organisation will receive notifications for the contract (and amendments – if relevant). • Only and any Procurement LSIGN of an organisation can nominate or revoke the CLSIGN user role. <p>⚠ To view or edit organisation-level roles, please view View or Edit Organisation Roles.</p>
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2.2.2 Procedure

When you respond to a call (reopening of competition, open procedures, etc.) or an invitation for submission (Request for Specific Contract under a Framework Contract), you are automatically assigned as the **Primary Coordinator Contact** (PCoCo) for that procedure. As the PCoCo, you are the main contact and responsible person between your organisation (or consortium) and the European Commission for that particular submission/procedure /contract.

Role and Level	Permissions (user rights)	Can Nominate or Revoke	Is Nominated or Revoked By
PCoCo (Primary Coordinator Contact) <i>Project-level</i>	<ul style="list-style-type: none"> • Can only be one PCoCo per procedure/submission. • Primary point of contact between European Commission and the Organisation/Consortium. • View and edit permissions to all the forms of their own organisation, and to common forms of the Consortium. • Can submit forms to the European Commission. 	<ul style="list-style-type: none"> • Can nominate or revoke CoCos, Task Managers (TaMa) and Team Members (TeMe) within their own organisation. • Can nominate or revoke Participant Contacts (PaCo) for any organisation within the Consortium. 	<ul style="list-style-type: none"> • CoCo submission initiator of a tender is automatically nominated as PCoCo. • Can only be modified or revoked by the Project Officer (PO) <p>ⓘ Please note that in the case of a modification of the PCoCo, the LEAR must provide to the Contracting Authority the full name, e-mail address and EU Login username of the new PCoCo.</p>



Please note that for **Contribution Agreements**, the **PCoCo must be communicated by the legal representative** of the Organisation (entrusted entity) to the Contracting Authority.

2.2.3 Contract (Project)

Once a contract is awarded, the PCoCo of the **initial procedure** is automatically assigned as the **PCoCo** for the contract. As the PCoCo, you are the main contact and responsible person between your organisation (or consortium) and the European Commission for that particular contract. As such, the PCoCo will be able to manage the tasks and documents relating to the contract, submit reports (deliverables), and initiate amendments to the contract of behalf of the organisation/consortium (if required).

There can be only one PCoCo per contract/project, but the PCoCo can nominate as many **Coordinator Contacts** (CoCos) as required for the contract.

CoCos have the same contract/project-level permissions as the PCoCo.


As detailed above for organisation roles, Legal Signatories (**LSIGN** or **Procurement LSIGN**) have the right to sign contracts and amendments managed through the Funding and Tenders Portal on behalf of the organisation, so their role is relevant at organisation and project-level.

For Procurement Contracts, Specific Contracts under Framework Contracts, or Contribution Agreements:

- If the organisation would need to restrict the signatory role for contracts and amendments, the **Procurement LSIGN can nominate a CLSIGN to the contract** (project-level). The LEAR or Account Administrator of the organisation would therefore first need to **appoint the Procurement LSIGN role to a user of the organisation beforehand** (organisation-level).
- If **CLSIGN**(s) are nominated for a contract, Procurement LSIGN(s) will no longer be able to sign the contract (and amendments – if relevant).
- If no CLSIGN(s) are nominated for a contract, then all Procurement LSIGNs for the organisation will receive notifications for the contract (and amendments – if relevant).
- Only and any Procurement LSIGN of an organisation can nominate or revoke the CLSIGN user role.

CLSIGNs have the same permissions as the Coordinator Contacts (CoCos and PCoCos) for contract information (view and edit), but they cannot assign or revoke any roles.

 As PCoCo/CoCo of a project or contract, or as Procurement LSiGN: If you need to add or modify a CoCo or CLSiGN (respectively) for the project or contract, then you must follow the procedure detailed in [Manage Project Roles \(CoCo, CLSiGN\)](#).

Role and Level	Permissions (user rights)	Can Nominate or Revoke	Is Nominated or Revoked By
PCoCo (Primary Coordinator Contact) <i>Project-level</i>	<ul style="list-style-type: none"> Can only be one PCoCo per project. Primary point of contact between European Commission and Consortium. View and edit permissions to all the forms of their own organisation, and to common forms of the Consortium. Can submit forms to the European Commission. 	<ul style="list-style-type: none"> Can nominate or revoke CoCos, Task Managers (TaMa) and Team Members (TeMe) within their own organisation. Can nominate or revoke LSiGN to a project within their own organisation. Can nominate or revoke Participant Contacts (PaCo) for any organisation within the Consortium. 	<ul style="list-style-type: none"> CoCo submission initiator of a tender is automatically nominated as PCoCo. Can only be modified or revoked by the Project Officer (PO) <p> Please note that in the case of a modification of the PCoCo, the LEAR must provide to the Contracting Authority the full name, e-mail address and EU Login username of the new PCoCo.</p>
CoCo (Coordinator Contact) <i>Project-level</i>	<ul style="list-style-type: none"> Can be as many CoCos as required per project. View and edit permissions to all the forms of their own organisation, and to common forms of the Consortium. Can submit forms to the European Commission. 	<ul style="list-style-type: none"> Can nominate or revoke other CoCos within their own organisation - all Coordinator Contacts (CoCo and PCoCo) have the same permissions within their own organisation. Can nominate or revoke LSiGN to a project within their own organisation. Can nominate or revoke Participant Contacts (PaCos) for any organisation within the Consortium. 	<ul style="list-style-type: none"> Can be nominated or revoked by another Coordinator Contact of their own organisation (CoCos and PCoCos).
CLSiGN (Contract Legal Signatory) <i>Project-level</i>	<ul style="list-style-type: none"> Can be as many CLSiGNs as required per project. Signs contracts and amendments for a particular project on behalf of an organisation. CLSiGNs have the same view and edit permissions as the Coordinator Contacts (CoCos or PCoCos) 	<ul style="list-style-type: none"> CLSiGNs cannot nominate or revoke any roles. 	<ul style="list-style-type: none"> Once appointed by the LEAR or Account Administrator of the organisation as Procurement LSiGNs, CLSiGNs can be nominated for a particular contract by a Procurement LSiGN of the organisation. CLSiGNs can only be revoked by a Procurement LSiGN of the organisation.

2.2.4 Intervention

For the [results and monitoring of Interventions](#), Operational Managers (OM) assign Lead Implementing Partners (LIP) to manage Interventions. The assigned Lead Implementing Partner then receives a notification via e-mail, and can access the Intervention that has been assigned to them from the **Manage My Area > My Intervention(s)** section of the portal.

Additionally, the LIP can grants access to Implementing Partners (IP) belonging to the same Consortium, so that they can manage the Logframe of the Intervention.

LIPs and IPs do not have access to Interventions and Logframes that have not been assigned to them.

Please also consult the dedicated online documentation:

- [Roles and permissions for the management of Interventions and Logframes](#)
- [How to manage the access and permissions for Implementing Partners](#)

[Connect to the Portal](#)
[Manage My Area](#)