PARTICIPANTS DATA MANAGEMENT

REA Validation Services
04 September 2014
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• Validation process
• The LEAR
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VALIDATION WORKFLOW (1)

REGISTER
- Participant registers via the Participant Portal's Beneficiary Register

Core Data
- On basis of documents REA VS & DG BUDG validate data

Validate
- Attribution of status and validated PIC number

LEAR
- Mandatory LEAR nomination (H2020: process on basis of blue ink signature)

FVC
- If needed, financial viability check
VALIDATION WORKFLOW (2)

- The validation of a participant is unique and valid throughout the entire R&I programmes and others (FP7, H2020, Health programme, COSME, Education and Culture...).

- During the validation of a legal entity, the validation services verify the (i) legal existence for all programmes; (ii) nominate LEAR in order to have access to valid data and (iii) for H2020 the status of an applicant against H2020 Rules for Participation (+financial viability when required)

- Once the validation completed, participants obtain a valid Participant Identification Code (PIC) and can appoint their LEAR (extended LEAR mandate)

- Validation is generally performed on the basis of supporting documents.
VALIDATION PROCESS (1)

- Once the participant is self-registered, an automatic email is sent quoting the PIC reference and a summary of the self-registration.

- At this moment, the participant can already use the PIC for submitting a proposal in the Electronic Submission System.

- Only later on the REA Validation Services will contact the participants informing about the documents needed to be validated. 1st message, 1st reminder and 2nd reminder: if no reaction, the PIC will be set as "sleeping"

- The documents can be directly uploaded in the Participant Portal/Beneficiary Register
Validation (2)

- **Documents to be submitted (legal personality):**
  - The *Legal Entity Form*, dated, duly filled-in, signed and stamped ("Public" or "Private");
  - Official document stating the VAT number;
  - For public entities: A copy of the resolution/law/decree/decision or any other official document legally establishing the organisation;
Validation (3)

Documents to be submitted (legal personality):

- For private entities: An extract of registration in the Chamber of Commerce (or its equivalent: Company Register, Official Journal, etc) showing the name of the organisation, the address of the head office, the registration number.

- Non-profit status: statutes

Entities without legal personality can participate provided that:

Representatives can undertake legal obligations on their behalf and that they offer the same guarantees for EU's financial interests as entities with legal personality.
Validation (4)

- H2020 categories for validation:
  - public-law body
  - private-law body
  - international organisation
  - international organisation of European interest
  - secondary and higher education establishment
  - non-profit organisation
  - research organisation
  - SME
Validation (5)

- **Documents to be submitted (for specific programme statuses):**
  - SME status is declared through a self-questionnaire (SME wizard) on the PP.
  - Non-profit - The statutes
  - Research (non-profit) – based on a self-declaration
  - Higher education – The statutes
  - International Organizations – the establishing International Treaty
Validation (6)

- **SME questionnaire:**
  - Online SME questionnaire accessible via the Beneficiary Register on the Participant Portals since 27/02/14;
  - Wizard format: legal entity is invited to enter data. At the end of the questionnaire, the entity obtains a result on whether yes or no it qualifies as SME;
  - For eligibility reasons (SME instrument), if the entity could not complete the wizard or prefers further reassurance, a "traditional" SME validation can be performed.
  - Ex post check; Audit reasons.
The LEAR nomination is a mandatory process under H2020 and a validation will not be completed till the LEAR is defined and validated.

**Supporting documents to be submitted in paper:**
- LEAR appointment letter (blue-ink signature)
- Roles and duties (blue-ink signature)
- Consent to the Terms and Conditions of Use of the EES (blue-ink signature)
- Copies of ID documents
- Legal document(s) proving empowerment of the Legal Representative
LEAR (2)

- The LEAR must
  - Notify the EU of changes in legal data/status
  - Submit FVC documents if required via the PP
  - Nominate persons who act as legal representatives and signatory for the organisation
  - Nominate persons who sign financial statements
PRACTICALITIES (1)

H2020-Eeb-2014

- 91.3 % already validated
  - 1 participant has not uploaded the legal documents

- 71 % LEAR extended mandate (EM) encoded
  - 16 participants have not provided the REA with the documents for the LEAR EM

H2020-FoF-2014

- 95.4 % already validated
  - 6 participants have not uploaded the legal documents

- 75 % LEAR extended mandate encoded
  - 27 participants have not provided the REA with the documents for the LEAR EM

H2020-SPIRE-2014

- 95.4% already validated
  - 4 participants have not uploaded the legal documents

- 73 % LEAR extended mandate encoded
  - 15 participants have not provided the REA with the documents for the LEAR EM
PRACTICALITIES (2)

- Uploading the relevant legal documents via the Participant Portal is of the outmost importance to ensure a timely validation.

- The complete set of LEAR documents (3 forms duly signed + ID cards + proof of legal representative role) needs to be sent by post mail to the REA Validation team as soon as possible.

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GUIDANCE
On the Participant Portal:

a dedicated section about legal and financial validation rules as well as the LEAR role and tasks is available:
THANK YOU FOR YOUR ATTENTION

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