



European
Commission

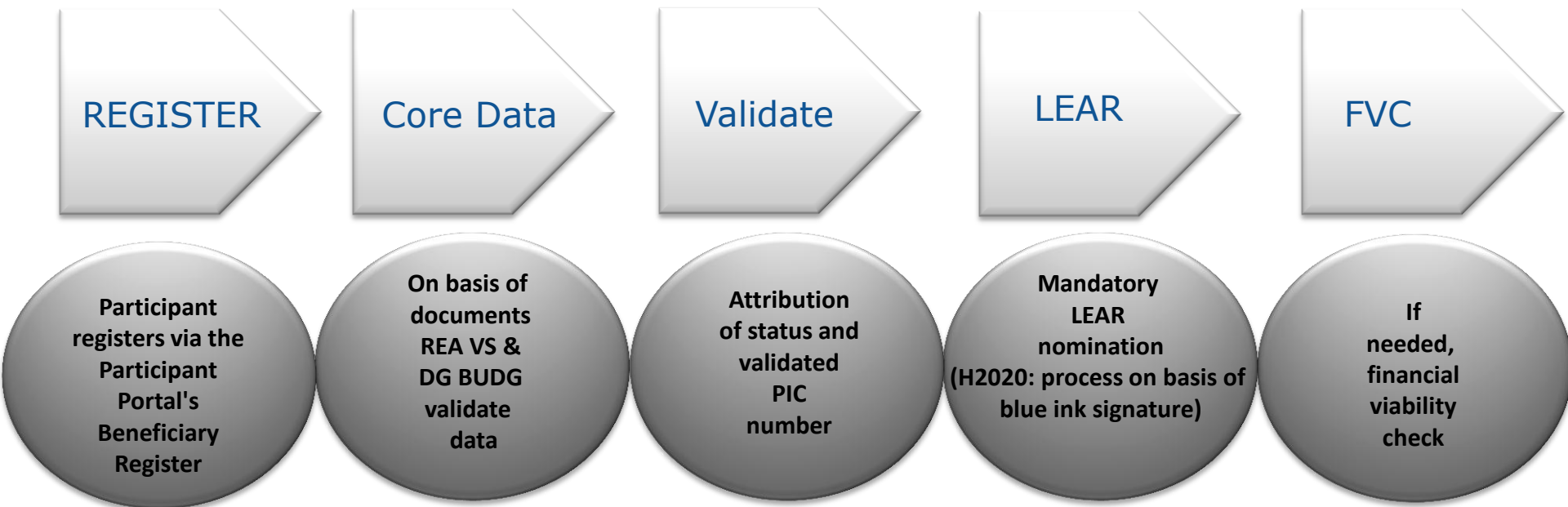
PARTICIPANTS DATA MANAGEMENT

**REA Validation Services
04 September 2014**



- Validation workflow
- Validation process
- The LEAR
- Some figures
- Further guidance

VALIDATION WORKFLOW (1)



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/decreed/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

LEAR (1)

- **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:

http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html#h2020-grants-manual-lev

a dedicated section about legal and financial validation rules as well as the LEAR role and tasks is available:

- ERANET Cofund
- Pre-Commercial Procurement (PCP)/Public Procurement of Innovative Solutions (PPI) Cofund
- European Joint Programme Cofund
- Framework Partnerships
- H2020 Grants Manual
 - Section on beneficiary registration, validation and financial viability check
 - Guide for beneficiary registration, validation and financial viability check >
 - LEAR appointment letter >
 - LEAR role and tasks >
 - Terms and conditions of use of the Participant Portal electronic exchange system >
 - Declaration of consent to the terms and conditions of use of the Participant Portal electronic exchange system >
 - Section on proposal submission and evaluation
 - Annotated Model Grant Agreement

THANK YOU FOR YOUR ATTENTION

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