

ROLES AND DUTIES OF LEARS

1. What is a LEAR?

LEAR stands for **Legal Entity Appointed Representative**.

For organisations (i.e. not individuals), this is a person formally appointed by the legal representative of the organisation to perform certain tasks on behalf of his/her organisation, as part of its participation in EU funded grants and prizes that are managed via the electronic exchange system in the 'My Area' Section of the Participant Portal.

Individuals automatically have the role of LEAR.

2. What can a LEAR do?

As a LEAR you can:

- **view** your organisation's legal and financial data in the 'Beneficiary Register' in the 'My Area' Section of the **Participant Portal** — the EU's dedicated (secure) website for funding;
- ask the Commission to validate **updates of** this information where necessary;
- monitor whether or not this information is **validated** by the Commission, and when;
- monitor all uses made of your organisation's 'Participant Identification Code' (PIC).

3. What must you do?

As a LEAR you have certain formal obligations:

- **providing** the Commission with up-to-date legal and financial data (including — on request — supporting documents) on your organisation, via the Beneficiary Register.
- **maintaining** and **updating** this data (i.e. enabling it to be used for contracting and other transactions between your organisation and the Commission). This means you must **regularly check** the data is correct and request any changes immediately, via the Beneficiary Register.
- entering and updating on the website the names of any colleagues authorised to act as **legal representatives and signatories** for your organisation. These are people who are able to commit your organisation legally by signing grant agreements and authorising amendments to them.

You must also **revoke** this assignment for any colleague who no longer has these powers.

- entering and updating on the website the names of any colleagues authorised to **sign financial statements** on behalf of your organisation.

You must also **revoke** this assignment for any colleague who no longer has this authorisation.

- **sharing** your organisation’s **PIC code** with any colleagues who might need it for any dealings with the Commission (e.g. to submit proposals or manage grants via the Participant Portal).

4. Delegating your rights and duties to others

You can delegate any of the rights and obligations listed in sections 2 and 3 above to one or more colleagues, who will act as **account administrators**.

To do so, you must nominate them for this role using the identity and access management module in the Beneficiary Register.

These account administrators cannot then delegate these rights/obligations further, to other people.

SIGNATURES

For the legal entity

For the LEAR

date

signature

stamp

date

signature

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	11.2.2014	Initial version
1.1	06.02.2015	Minor formatting changes: Addition of versioning table. Change of blue colour