Erasmus for Young Entrepreneurs

Registration Guide-
Host entrepreneurs

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Background and purpose of the guide

The Erasmus for Young Entrepreneurs is a programme initiated by the European Union in 2009. Its overall objective is to ensure the transfer of knowledge and experience between European entrepreneurs in order to increase the number of successful start-ups and enhance cross border trade in Europe.

To participate in the programme, you should apply online via the website www.erasmus-entrepreneurs.eu and complete the registration form.

This guide has been especially developed to provide you with direction on the type and level of detail of information that should be submitted to ensure a high level of quality of applications and consequently more chances to be accepted in the programme.

Please note that once accepted, your profile will **not** be public but will be stored in an online database to allow other accepted new entrepreneurs and Intermediary Organisations officially appointed by the European Commission and responsible for placements to access your data and start matchmakings.

If you do not want to be contacted by the new entrepreneurs and Intermediary Organisations acting on behalf of the new entrepreneurs registered with them, there is an option at the end of the registration form which allows you to choose the degree of visibility of your profile in the online catalogue.

STEP 1 – Preparing your registration

It is important to make sure that you fulfil the eligibility criteria and the minimum quality standards set by the programme. Make also sure that you prepared the necessary compulsory information (i.e. brief CV, motivations and etc.) to validate your application.

Eligibility criteria

Host entrepreneur definition

Host entrepreneurs are successful and experienced entrepreneurs (ideally owners of a micro or small enterprise) or persons directly involved in entrepreneurship at SME board level, applying the EU definition of micro, small or medium-sized enterprise. Host entrepreneurs want to share their entrepreneurial experience and to benefit from the concrete contribution which a New Entrepreneur (NE) from another country will make to their business. Host entrepreneurs must be committed to work personally with the NE towards developing his/her entrepreneurial skills and know-how.

There is no minimum or maximum age to observe to participate in the programme.

SME definition

The European Commission Communication defines SMEs as follow: *"An enterprise is any entity engaged in an economic activity, irrespective of its legal form". "Enterprises qualify as micro, small and medium-sized enterprises (SMEs) if they fulfil the criteria laid down in the Recommendation which are summarized in the table below. In addition to the staff headcount ceiling, an enterprise qualifies as an SME if it meets either the turnover ceiling or the balance sheet ceiling, but not necessarily both.*

Enterprise category	Head count	Turnover	or	Balance sheet total
medium-sized	< 250	≤ € 50 million		≤ € 43 million
small	< 50	≤ € 10 million		≤ € 10 million
micro	< 10	≤ € 2 million		≤ € 2 million

Geographical criterion

Entrepreneurs must have their **'permanent residence'** in an EU Member State or in any of the other participating countries to participate in the programme.

'Permanent residence' is defined as:
- The place where the company of the applicant is registered, if the applicant has a registered company;
- If a company has several establishments in different EU Member States or other participating countries[1], the entrepreneur should choose one of the countries as permanent residence;

Minimum quality standards

The motivations and expectations should be clearly expressed

You should explain why you are interested in participating in the Erasmus for Young Entrepreneurs programme and what you can offer to a New Entrepreneur.
You should also describe in a concise manner the activities that you would expect from the NE and indicate if any specific skills, including language skills, are required from the NE to perform a particular task – giving the latter the opportunity to decide whether to explore a relationship further.

Brief curriculum vitae

A summary CV specifying your entrepreneurial experience and information about your current business is required. The CV should contain at least a description of the product/service offered, years in the active business as well as a description of the previous experience as entrepreneur.

The Europass CV format is preferable, but not compulsory[2]. The CV can be **submitted in any EU language.** However, you should take into consideration the language of the selected Intermediary Organization. In any case, **English is favoured** as it is understood by almost all users of the online database (New Entrepreneurs, Host Entrepreneurs and Intermediary Organisations) and consequently facilitates the matchmaking.

Ability to work in a foreign language

The communication between the New and the Host entrepreneur is crucial for a successful exchange.

Given that no language training is provided by the programme and that language skills are one of the main criterion for a suitable matching, it is important to ensure that you have a good command of the English language or master a second language, in addition to your mother tongue (i.e. no difficulty in understanding, speaking and writing in the language(s)).
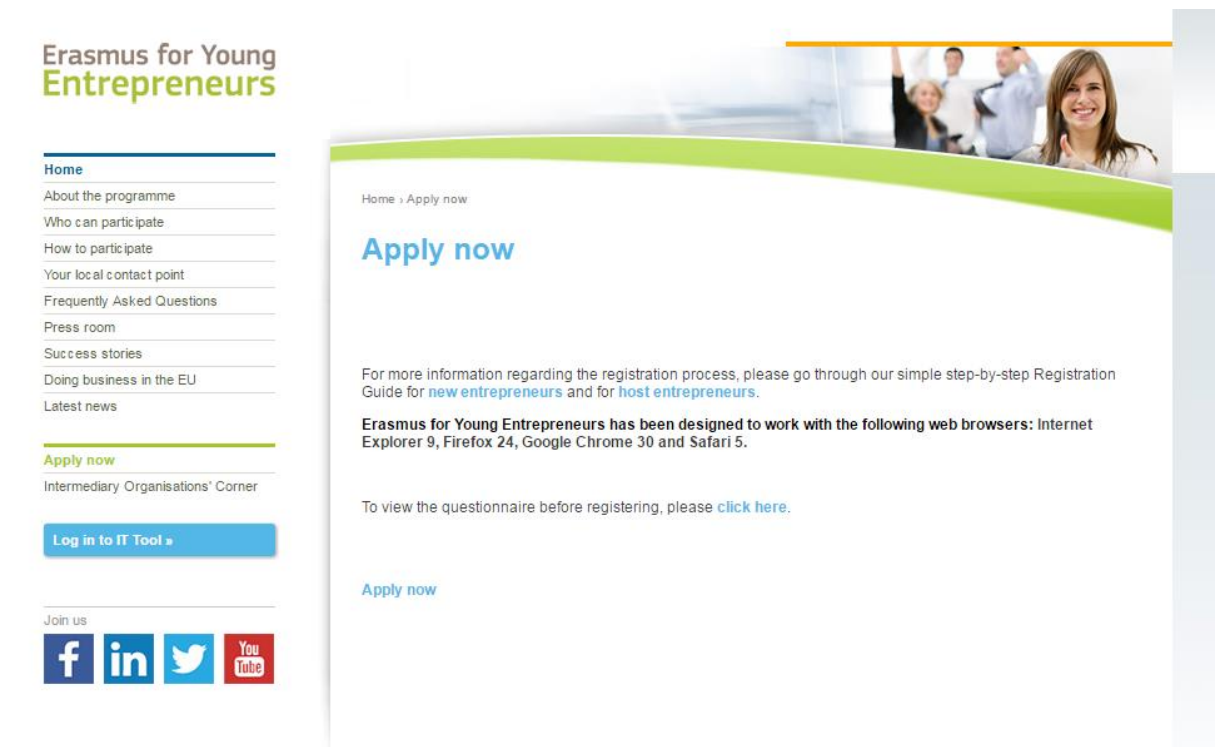
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[1] EU Member States, Liechtenstein, Norway , the Former Yugoslav Republic of Macedonia, Iceland, Montenegro and Turkey, Albania, Serbia and Israel
[2] http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/EuropassCV/CVTemplate.csp

STEP 2 – Register!

The online registration form is available on the programme website www.erasmus-entrepreneurs.eu under the section 'Apply now'.

Click on Apply Now and follow the instruction on the registration form.

Please note that Erasmus for Young Entrepreneurs works with the following web browsers: Internet Explorer 9, Firefox 31, Google Chrome 32 and Safari 5.

Once you register, you will not be able to change your e-mail address (nor your first and last name) any longer. Therefore, please make sure that you will not lose access to this account in the future.

Welcome page of the application form for host entrepreneurs

The first page of the application form explains the registration process.

Choose your status 'Host entrepreneur' and click on 'Next'. It is recommended to save as draft your application at least once during the registration process

Your Profile

This section is about your personal data. Please indicate your contact details and then click 'Next' (the fields with an * **are mandatory**).

If you do not specify your country you will not be able to select an Intermediary Organisation on the last step of your registration process.

Click "Next" or "Save draft".

Motivation

In this section, you are required to explain why you are interested in participating in the Erasmus for Young Entrepreneurs programme and how you wish to contribute to the New Entrepreneur.

You should demonstrate that:
− You have sufficient experience in running a business;
− You are engaged in an activity that will give the New Entrepreneur the relevant learning opportunities;
− You wish to share your entrepreneurial experience and act as a mentor working personally with the new entrepreneur. You need to specify how you will work with the New Entrepreneur towards developing his/her entrepreneurial skills and know-how.

Please indicate here (in up to 2000 characters) why you wish to participate in the programme. Be as concise and concrete as possible as it is an important criterion for your participation.

Upload here a summary of your Curriculum Vitae.

If you have any additional supporting document, please upload it.

Add the information about professional work experience as entrepreneur in number of years.

Specify the profile that your business partner should have.

Click 'Next' or 'Save draft'.

Languages

The spoken language is one of the main criteria when seeking a suitable business partner. You must be able to communicate properly with your New Entrepreneur to have significant exchanges.

You should therefore be comfortable working in the foreign languages you have selected in your applications in addition to your mother tongue (i.e. no difficulty in understanding, speaking and writing the language(s).

Please first select your mother tongue.

Select any other language that you have no difficulty in understanding, speaking and writing.

Indicate the specific languages that New Entrepreneur should speak if the proposed work or project requires some specific languages skills (e.g. foreign market research).

Click 'Next' or 'Save draft'.

Business sector

The business sector is another important criterion for finding a suitable business partner.
Specify the main business sector of your current activity.

Choose up to **4** additional sectors that best correspond to the nature of your current business.

Click 'Next' or 'Save draft'.

Geographical preferences

In this section, you should indicate your preferred countries of origin for the New Entrepreneur.

Select your primary choice.

Select up to 4 other possible countries for the exchange.

Click 'Next' or 'Save draft'.

Duration and period of the exchange period

In this section, you should mention the maximum number of months you can host a New Entrepreneur and the periods where you are available for the exchange. This information is of utmost importance in the search for a suitable New Entrepreneur.

Specify the length of your exchange
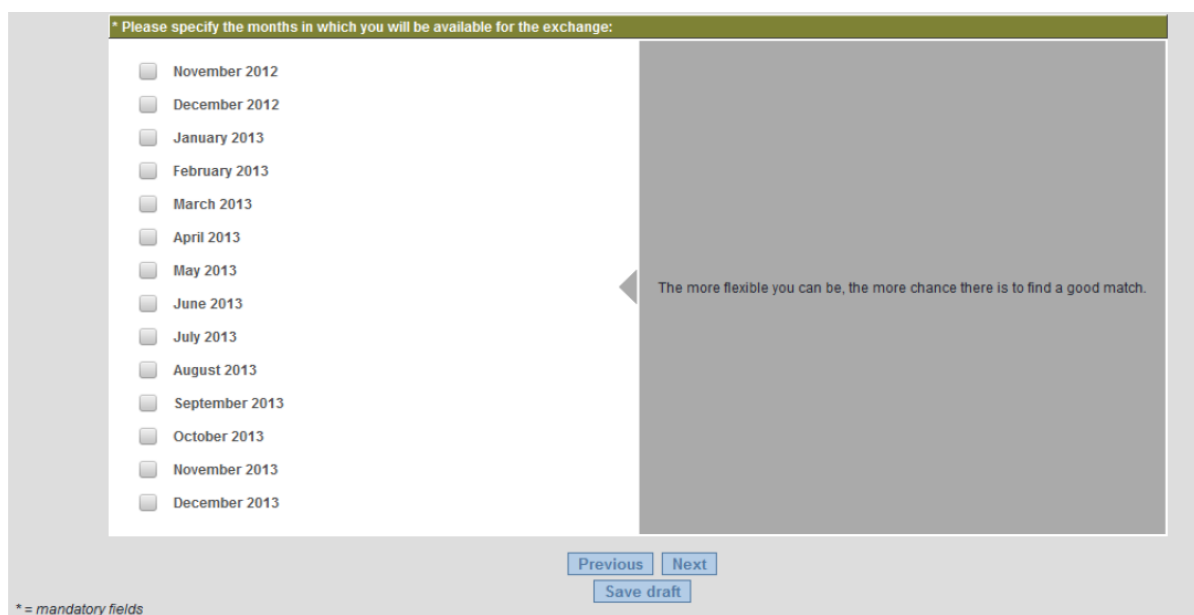
The exchange should last between one and six months and should be completed within an overall time span of twelve months.

Please note that if your application is accepted for the selected length, it is not a guarantee that the exchange you will propose will be accepted for this period.

Specify your preferred periods for the exchange

The exchange period is one of the main criterion for a suitable match. The more flexible you are the greater choice you will have in finding a host entrepreneur.

Note that the selection of months done at this step will have an influence on the range of Intermediary Organisations among which you will have to choose one at the last step. Should you like to register with a specific Intermediary Organisation, please make sure that the months selected do not exceed the contract end date of that organisation. Please contact the IO you would like to register with and request this date upfront to know which months you can select.

Selection of an Intermediary Organisation, visibility options, and submission

212 Intermediary Organisations/Local contact points have been officially appointed by the European Commission to establish contacts between new and host entrepreneurs. The selected Intermediary Organisation should be active in your country of "**permanent residence**" defined by the programme as:

- The place where the company of the applicant is registered, if the applicant has a registered company;

- If a company has several establishments in different EU Member States or other participating countries, the entrepreneur should choose one of the countries as permanent residence;

If you live in a country without an active Intermediary Organisation, you may choose another one close to your country.

The chosen Intermediary Organisation is responsible for recruiting; establishing contacts between you and your preferred new entrepreneur and for helping you prepare your exchange. It will act as guide and contact throughout the entire process.

The list of Intermediary Organisations is available on the programme website www.erasmus-entrepreneurs.eu under the section "Your local contact point".

Tips and tricks for the selection of the Intermediary Organisation

Note: the list of organisations available to be selected will depend on the preferred periods for the exchange that you have selected in the previous step. If you select dates too far in the future, the Intermediary Organisation that you might wish to choose could be unavailable for selection as they might not be active during that period.

Please verify first that your browser is a compatible one, and the pop-ups are enabled.

Look carefully at all dialog boxes and questions you may receive and click "Yes" to accept the display of all contents.

E.g. Google Chrome
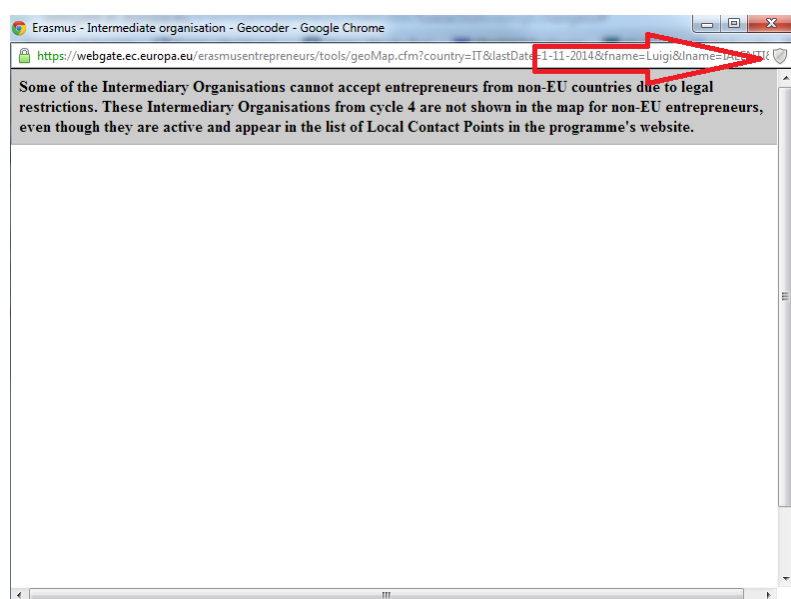
Click on the small shield icon and select the option which permits the download of the unsafe script. A Geomap will open subsequently and you will be able to select an Intermediary Organisation.

E.g. Internet Explorer
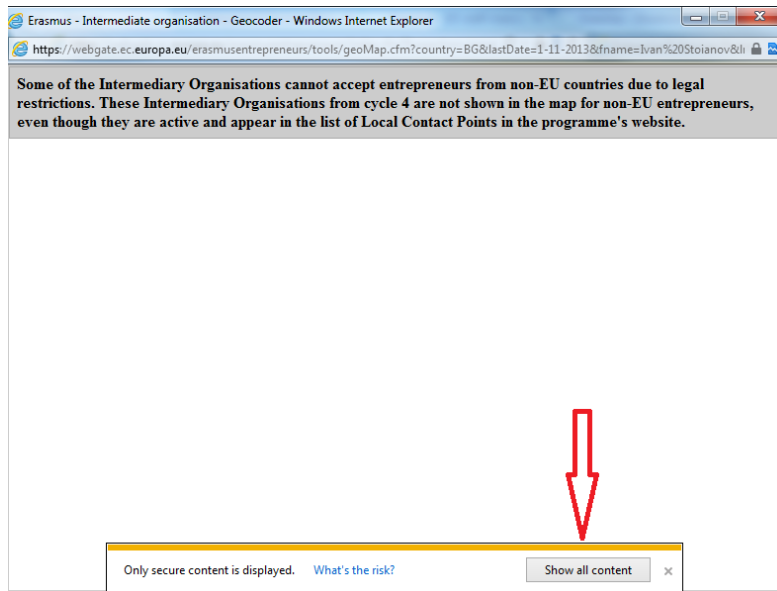
Click on the "Show all content". A Geomap will open subsequently and you will be able to select an Intermediary Organisation.

If despite this, you cannot complete the step "Select your IO", it may be due to one of the following situations:

Situation 1

You receive the message "No Intermediary Organisation found"

Please verify that your address and country are correctly selected on the second tab.

Situation 2

If you click on the field "Select an IO", the geomap is displaying correctly but you can see only part of the IOs and not the one you want to select.

The reason for this is that the exchange months you selected at a previous step exceed the period during which the respective IO will be visible to the public. You have to contact your IO and ask for the "activity end date" of their organisation and then fill in the availability period again with months until the one specified by your IO.

Choose your Intermediary Organisation
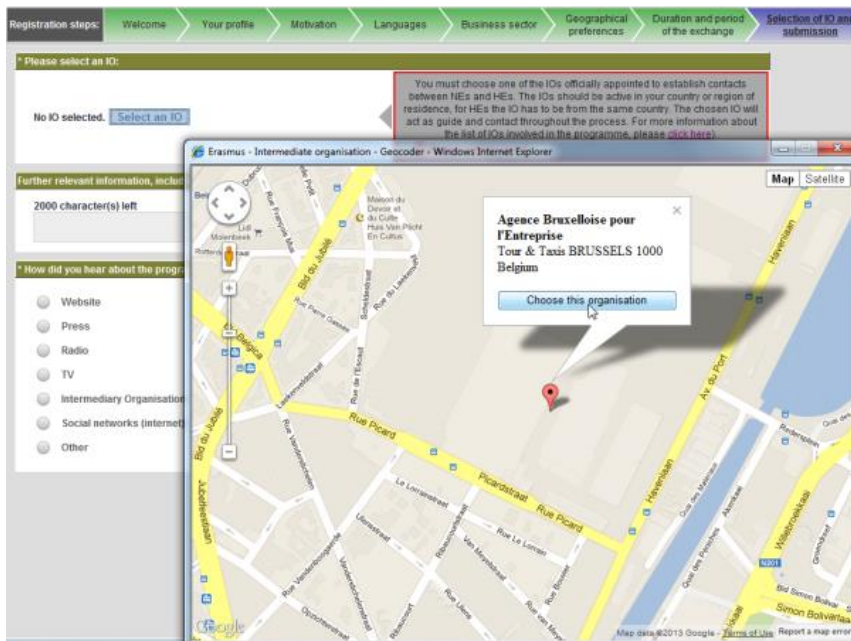
Select a visibility option for the on-line catalogue

You can decide to be contacted only through your IO, if you choose visibility options 2. Furthermore, you can choose not to show your profile to other NEs until you reach the draft relationship status (in which case it will only be shown to the parties involved in the relationship) via Privacy Option 3 <u>but you will not have any access to the Search/Match tool and you will not appear in the catalogue, so all matching will need to be done by your IO only</u>.

<u>Submit or Save a Draft of your application</u>

After completing the last page of the registration form:

Either:

⇒ **Submit** your form directly: click 'Confirm my registration' button at the bottom of the page.

Or:

⇒ **Save the form as draft** without submitting it yet (i.e. if you want to review your information first): click the 'Save as draft 'hyperlink at the bottom of the page.

STEP 3 – Confirm your registration

Once you have **submitted/saved as draft your application**, you will receive an automatic email from European Commission Authentication Service (ECAS) through which you are invited to set-up a password (this is ONLY for users who did not have a previous ECAS account):

Note: If you do not receive an email from ECAS to set up your password, please go to https://webgate.ec.europa.eu/cas/init/passwordResetRequest.cgi? and request a new email. Please make sure that the domain on the screen says External and NOT European Commission.

To initialize your ECAS account:
1. Open the Inbox associated to the email address with which you registered to Erasmus for Young Entrepreneurs in the past, and open the email message that was sent to you by European Commission Authentication Service.
2. Click the 'this link' hyperlink in the email:
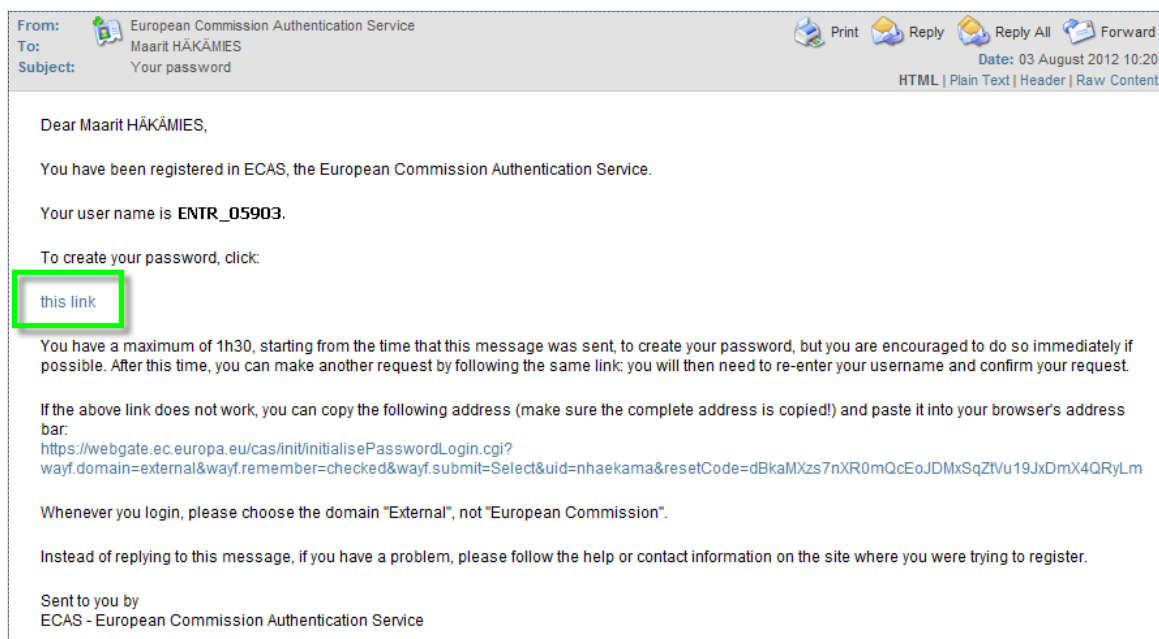
On the New password page, enter a password of your choice (please observe the format requirements at the bottom of the page), repeat the password in the next box and click Submit.

You are prompted to set a password:

Enter a password of your choice (please observe the format requirements at the bottom of the page), repeat the password in the next box and click 'Submit'.

The system informs you that your password has been successfully initialized. You now have a valid ECAS account, with a login name and a password of your choice. You can always use your email address as user instead of the one generated by the system.

If you **saved your application form as draft**, you will also receive an email informing that you have to login to the application to resume and complete the registration.

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==============================
Please do not reply to this email address. This is a no-reply address and your email will not be treated.
Instead, please address your email to the contact detailed below
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Dear Sir/Madam,

We received your DRAFT subscription to ERASMUS for young Entrepreneurs Programme.

To retrieve your entries and complete your subscription, just login to the IT tool and resume the registration through:

https://webgate.ec.europa.eu/erasmusentrepreneurs

To connect you need to use your ECAS login & password. For more information on ECAS (European Commission Authentication Service) please visit:

https://webgate.ec.europa.eu/cas/login

Erasmus for Young Entrepreneurs Support Office
c/o EUROCHAMBRES
Avenue des Arts, 19 A/D ; B-1000 Brussels, Belgium

| Tel: +32 (0)2 282 08 73 |
| e-mail: support@erasmus-entrepreneurs.eu |

Use your email address and ECAS password to login to the page containing your draft application details, complete the form as necessary and then slick 'Submit' when you are ready.

You may save a draft of your application as often as you wish. However, only one email with the link to your application will be sent. This email can be used regardless of the times you have save a draft, and it will always contain the latest version of your draft. You will also recover your draft just by logging in to the application.

If/when you **have submitted your application**, you will receive an email asking you to LOG IN to the application in order to confirm your registration to the Erasmus for Young Entrepreneurs programme:

===
Please do not reply to this email address. This is a no-reply address and your email will not be treated. Instead, please address your email to the contact detailed below
===

Dear [Title] [Last name],

After confirmation of your ECAS account, you can now complete your registration for the ERASMUS for young Entrepreneurs Programme by connecting to the application via the following link (THIS IS A COMPULSORY STEP TO COMPLETE YOUR APPLICATION):

https://webgate.ec.europa.eu/erasmusentrepreneurs

To connect you need to use your ECAS login & password:

https://webgate.ec.europa.eu/cas/login

Your application will now be processed by your Intermediary Organisation (IO) for validation. Your IO will contact you in the coming days.

Erasmus for Young Entrepreneurs Support Office
c/o EUROCHAMBRES
Avenue des Arts, 19 A/D ; B-1000 Brussels, Belgium
Tel: +32 (0)2 282 08 73
e-mail: support@erasmus-entrepreneurs.eu

LOG IN to the application via the respective link. Failing to do this, your registration will not be complete.

After you submit your application and you log in, you automatically receive the status **'Applied'**. At this stage, you do not have access to the online catalogue of profiles (co-called IT Tool) to search for a business partner. This status only means that your application has been received and is currently being treated by your Intermediary Organisation.

An IT Tool user's manual is available in the **"Help"** section of the online database to help using the tool.

Within a maximum of 2 weeks of receipt of application, your IO has to perform an initial check and take action accordingly. You will be automatically informed by email about any change of your application status.

Possible statuses:
  – **Accepted** ➔ your application fulfils all programme requirements and you should be granted to the online catalogue;
  – **On Hold** ➔ important information is missing or application is unclear;
  – **Back to Applicant** ➔ your selected IO is not in a position to accept entrepreneurs or the IO is terminating its contract;
  – **Refused** ➔ your application is inappropriate or irrelevant.

If your Intermediary Organization considers that some key elements are still missing in your application, you will be automatically notified by email that your application has been put "On hold". Your Intermediary Organization will contact you separately either by phone or by email requesting the lacking information in your application (business plan etc…). You should provide this information within a delay of **6 weeks maximum**. If this information is not provided on time, your application will be rejected. You may apply again later once you will be able to provide all information required by the programme.

Your application will be deleted if it contains irrelevant data, errors and/or has been submitted by mistake.

If the responsible Intermediary Organization considers that your application is of quality and that it fulfils all the programme criteria necessary, you will be notified by email that you are successfully accepted in the programme.

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============================
Please do not reply to this email address. This is a no-reply address and your email will not be treated. Instead, please address your email to the contact detailed below
==
============================

Dear [Title] [Last name],

We are pleased to inform you that your application for the ERASMUS programme has been accepted.

Your Intermediary Organisation will contact you shortly to organise your ERASMUS exchange.

Meanwhile, you can already search in the online catalogue for a partner entrepreneur at https://webgate.ec.europa.eu/erasmusentrepreneurs

Your ECAS login & password will be required.

Please refer to the IT user's guide available in the HELP menu for further help and assistance.

STEP 4 – Starting the Erasmus IT Management Tool

To start the Erasmus IT Management Tool:
– Open the Erasmus IT Management Tool login page (as specified in the email notification): https://webgate.ec.europa.eu/erasmusentrepreneurs/

– Click 'Login'

– Enter your email address and ECAS password, and click Login!
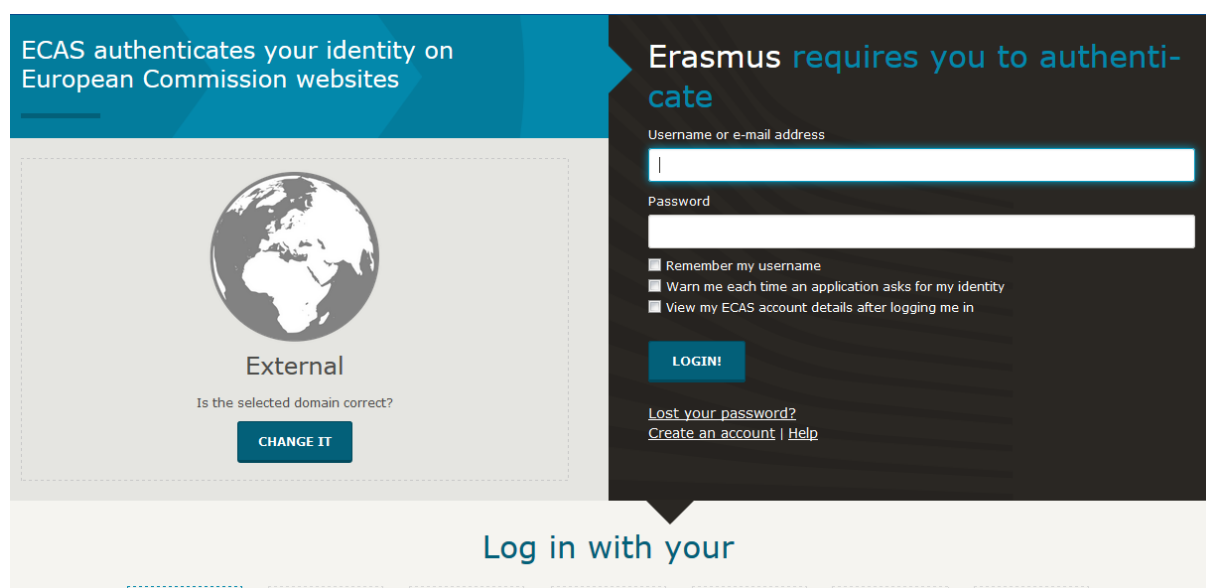
Please check that the correct 'domain' is displayed above the Username and Password boxes. **External** is required for people outside the European Commission. If necessary, click **Change it** hyperlink and select the appropriate domain. Login will fail if you do not select the correct domain.

The home page of the Erasmus IT Management Tool appears. Please refer to the Erasmus IT Tool User Manual (under section Help in the IT Tool) for detailed information about how to use IT Tool.

The first time you log in a message saying:
Your status is not "Accepted" yet, so you cannot access the Search and Match menu.

If you have applied recently, you need to wait for your Intermediate Organisation (IO) to process your application.
Otherwise, please review your application (under the menu My application) following the comments received by email from your IO.
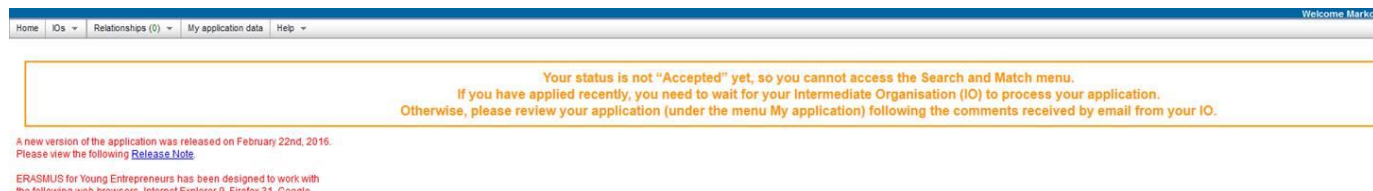
In the meantime, you can edit your application data and change your IO if needed.

How to review your application?

Status and possible actions with the application:

- **Accepted** – if the entrepreneur wishes to modify his personal data (except name and email) and CV or business plan he has to do so by contacting his Intermediary Organisation. No other actions can be done.

- **Applied, On Hold, Back to Applicant, Floating** – the entrepreneur has limited access to the IT tool, where he can change his personal application details (except name and email).

- **Refused** – the entrepreneur has no access and can only ask for deletion of his data after the usual period of audit.

1. Go to the webgate: https://webgate.ec.europa.eu/erasmusentrepreneurs/

2. Click on "**Login"**

3. You will be redirected to ECAS, enter username or e-mail address and password. Click on 'Login!'

4. Click on **'My application data'**:

5. This will display a copy of the multiple page application form.

Erasmus for Young Entrepreneurs

🖨 Print

Welcome

Welcome to the registration form to participate
The information you enter into this multi-page f
Organisation (on the last page of the questionn
to store half completed questionnaires, so be s
IO will normally contact you within 2 weeks of y
been processed and accepted by your IO, the i
catalog available to all IOs and the accepted H
indicated otherwise.

**Do you want to register as
a NEW or a HOST New entreprene
entrepreneur?:**

Your pr

Title :	Mrs
Last name :	GUÉBEL
First name :	Martine
Organisation name :	EcoLinguae
Address :	Clos des nénup
Postal code :	B-1341
City :	Céroux-Mousty
Country :	Belgium
Phone :	+32 10402709
Fax :	+32 10402709
Email :	contact@ecolinç
Website :	www.ecolinguae

Motivation

**Please indicate why you
wish to participate in the** My intention is to start a business in the field of hydraulic technology. I
Erasmus for Young wish to find an established company manufacturing certain highly
Entrepreneurs specialised components for use under heavy load conditions. Interested
programme and state partners would be willing to consider integrating these components into
your expectations. (Up to our hydraulic check valves.
200 words).:

**Please upload your CV
(Europass CV format):** cv.pdf [**View file**]

**Please give a short
overview of your plans to
start a business : (a)** a) check v
product or service idea (b) innovative
envisaged customer design an
target group (c) activities componen
**planned for the first 12
months after the start-up.
(Up to 400 words).:**

**Please upload your
business plan. (This
information will only be** Business
**available to your chosen
IO, not to other
entrepreneurs.):**

Experience in running a 0
business (in years):

**Previous working
experience (number of** 0.5
months):

Please specify your French
mother tongue:

**Please specify other
languages in which you** English F
are comfortable working:

Business sector

**Please specify your main
business sector:** Industrial machinery production, installation, repair and maintenance

Please specify your Agricultural, forestry,   Industrial machinery production,
secondary business horticultural, aquacultural   installation, repair and maintenance Water
sectors, if any: and apicultural products and   distribution, Sewage, refuse, cleaning and
   services   environmental services

Geographical preferences

**Please indicate your
preferred country for the** France
exchange:

**Please indicate other
possible countries for the** France Greece Italy Malta Portugal Spain
exchange:

Duration and period of the exchange

**Please specify your
preferred length of the** 2
exchange (in months):

**Please specify the months
in which you will be** August   September 2009 October 2009 November 2009 December
available for the 2009   2009
exchange:

Selection of IO and submission

**Please select your
intermediate organisation** [France] IO011 Chambre de Commerce et d'Industrie de Paris
(IO):

**Further relevant
information, including** Preferably a company with experience in selling components to African or
special requirements or South American countries
wishes, hobbies, etc.:

How to change your Intermediary Organisation?

1. Go to the webgate: https://webgate.ec.europa.eu/erasmusentrepreneurs/

2. Click on "**Login"**

3. You will be redirected to ECAS, enter username or e-mail address and password. Click on 'Login!'

4. From the Erasmus for Young Entrepreneurs menu, select IOs > Change IO.
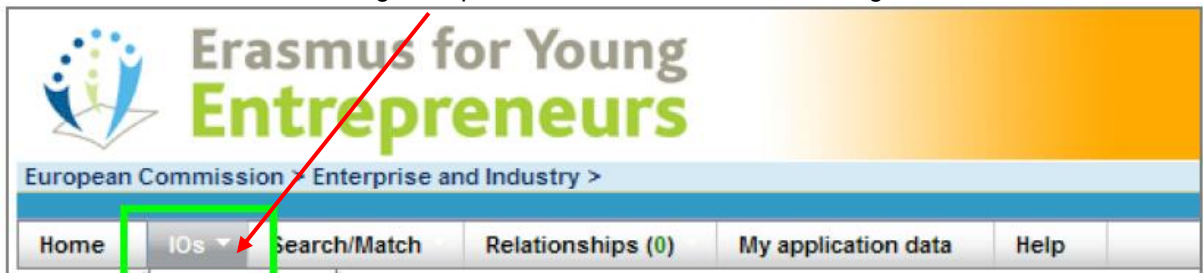
5. Click the 'Click here to choose another IO' hyperlink on the *Change your IO page.*
6. Select the desired IO on the online map and click 'Choose this organisation':

7. Click 'Save'.

How to change or recover your password?

1. Go to the webgate: https://webgate.ec.europa.eu/erasmusentrepreneurs/

2. Click on "**Login**". You will be redirected to ECAS. Please click on **"Lost your password?"**

3. You will be prompted to enter your e-mail and a verification code

5. A message saying that you will soon receive an e-mail to set up a new password is shown:

New password

In the next few minutes, you will receive an e-mail containing a link to this site.
If you need assistance, use **this link** to go to the contact page.
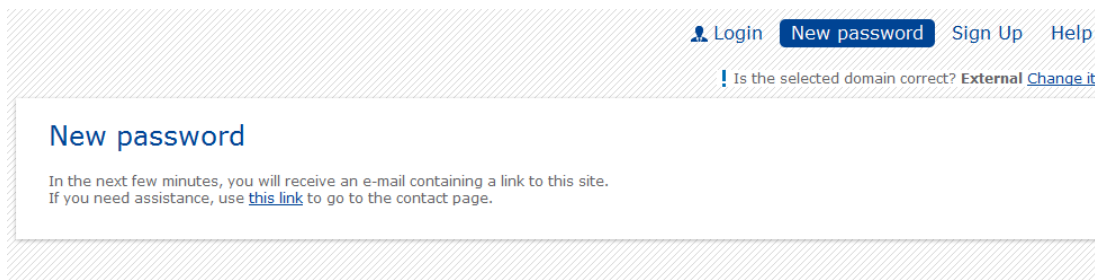
6. You will receive an e-mail with a link to set up a new password. Please click on the link:

Dear [First name] [Last name],

You have requested a reset of your ECAS password. You can do this by following the link below, preferably immediately - but a maximum of 5m after this message was sent. You should therefore follow the link before 12/07/2013 11:47 GMT+02:00.

<link>

If the above mentioned link does not work, you can copy-paste it (without any line break) in your browser address bar.

If you did not make or authorise this request yourself, it may be due to a typing error by another user. To cancel the request, please click here.
If this message was delayed or for some other reason you are unable to complete the rest of the process within 5m, please return here to make another request.

If you suspect that someone else is trying to obtain or reset your password, please report this to your local support desk.

Sent to you by
The ECAS automated password reset service

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7. You will be prompted to enter a new password. Click on "Submit" when finished:

New password

Please choose your new password.

Username	ncoppeda
New password *	
Confirm new password *	

Submit

* Required fields

Passwords cannot include your username and must contain at least 8 characters chosen from at least three of the following four character groups (white space permitted):

▸ Upper Case: A to Z
▸ Lower Case: a to z
▸ Numeric: 0 to 9
▸ Special Characters:!"#$%&'()*+,-./:;<=>?@[\]^_`{|}~

Examples: APYcnEh!   LtrEgw9x   HiuX54ZK

[Generate other sample passwords]

8. You will receive a confirmation message. If you click on "Proceed" you will be redirected to Erasmus:

New password

Your ECAS password was successfully changed.

Click **Proceed** below to continue to **erasmusentrepreneurs**

Proceed

Advice and assistance

Please contact your Intermediary Organisation for any further information you may have about the registration process.

For issues regarding **functioning of the Erasmus IT Management Tool**, please contact the Erasmus Support Office at:
Email: support@erasmus-entrepreneurs.eu
Tel: +32 2 282 0873

For issue concerning **authentication through ECAS**, please contact Enterprise & Industry Help Desk at:
Email: Entr-helpdesk@ec.europa.eu
Tel: +32 22965531