



This project is funded by the European Union

What's PCoCo?

(Primary Coordinator Contact)



STÖ
KAYNAK
MERKEZİ

SİVİL TOPLUM
GELİŞTİRME MERKEZİ
DERNEĞİ



This project is funded by the European Union



What is PCoCo (Primary Coordinator Contact)?

PCoCo (Primary Coordinator Contact) is the main person responsible for a project. On behalf of the project, he/she can make requests, submit reports and notifications about the project to the EU Commission and/or EU Delegation. Please note that there can be only one PCoCo per project.

You, as a project coordinator CSO, can add a PcoCo, but PcoCo role should be verified in the system by Programme Manager of EU Commission / EU Delegation to Turkey. If you need to change an existing PCoCO in future, the project coordinator CSO should send a request for change to the Programme Manager at the Delegation or Commission via the messaging system in the portal.

Adding a PCoCo (Primary Coordinator Contact) Role

First of all, you need to log into the F&T Portal, "**SEDIA**". For details on how to log in, please check out STGM's document called "**Info Note on How to access to F&T (SEDIA) Portal**".

When you complete your login, you will see the main screen (Figure 1) in the screenshot below.

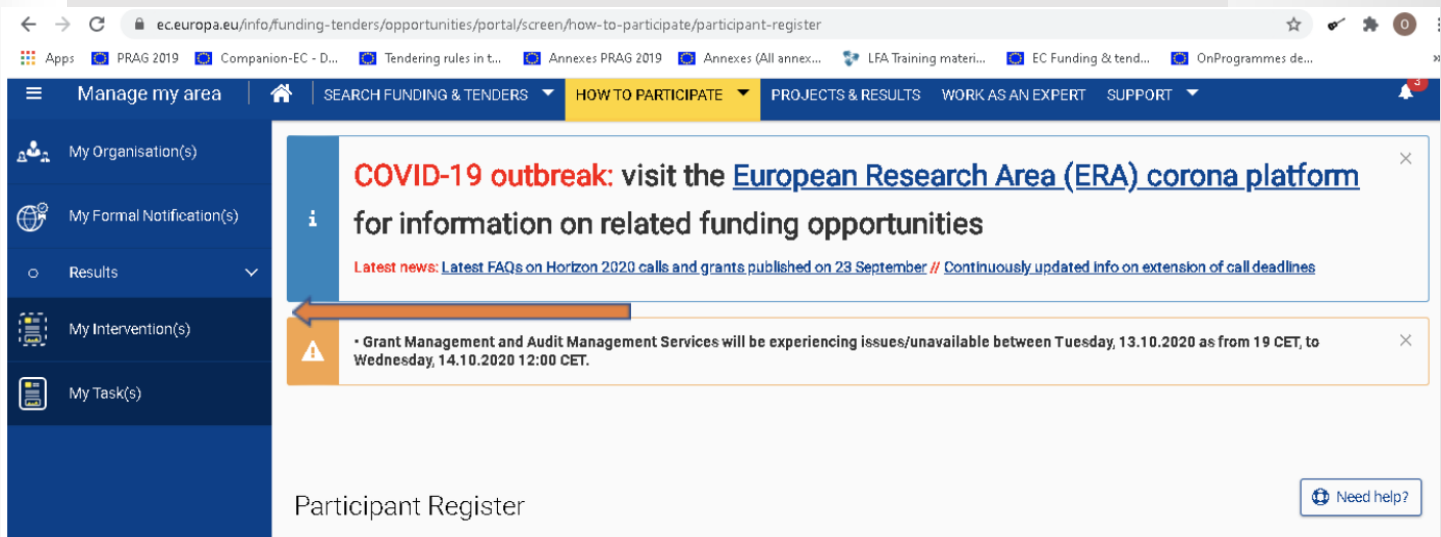


Figure 1



This project is funded by the European Union



Select **"My Interventions"** from **"My Area"** on the left hand side of the screen. On the next screen (Figure 2), your project title will appear with the **"Intervention ID"** code. Please click on the **"Action"** button on the right side of the line of your project, and then click on **"Manage Consortium"** option from the menu that appears.

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
AMA	H2020-ECSEL-2015-1-RIA-two-stage	H2020	2474	Active	Actions
PDP	H2020-DS-SC7-2017	H2020	7034	Active	Actions

Figure 2

Click the **"edit roles"** button on the right side of the line with the name of your organization on the screen (Figure 3) that appears.

Role	Organisation	Action
COORDINATOR	Organisation - TOTALFORSVARETS FORSKNINGSSINSTITUT	EDIT ROLES
BENEFICIARY	Organisation - STIFTELSEN SINTEF	EDIT ROLES
BENEFICIARY	Organisation - NEDERLANDSE ORGANISATIE VOOR TOEGEPAST NATUURWETENSCHAPPELIJK ONDERZOEK TNO	EDIT ROLES
BENEFICIARY	Organisation - UNIVERSITEIT VAN AMSTERDAM	EDIT ROLES
BENEFICIARY	Organisation - Ministry of Interior	EDIT ROLES
BENEFICIARY	Organisation - BAE Systems (Operations) Ltd	EDIT ROLES

Figure 3



This project is funded by the European Union



Click the "Add Roles" button on the new screen (Figure 4).

ROLE	NAME	EMAIL	USERNAME	ACTIONS
Participant Contact	Tomasz KAMINSKI	Tomasz.KAMINSKI@ec.euro...	kaminto	[trash icon]
Participant Contact	Peter HAERTWICH	Peter.Haertwich@ec.europa...	hartwpe	[trash icon]
Participant Contact	Agnes HEGYVARINE NAGY	Agnes.NAGY-HEGYVARINE@ec.europa.eu	nagyhag	[trash icon]
Participant Contact			horvano	[trash icon]
Participant Contact	Olivier MARGANNE	Olivier.MARGANNE@ext.ec.e...	margaol	[trash icon]
Participant Contact	Stephane BOURLEAU	Stephane.BOURLEAU@ext.e...	bourest	[trash icon]
Participant Contact	Wojciech KUBICKI	Wojciech.KUBICKI@ext.ec.e...	kubicwo	[trash icon]
Participant Contact	Abdoulaye DRAME	Abdoulaye.DRAME@ext.ec.e...	drameae	[trash icon]
Participant Contact	Valentin PETROV	Valentin.PETROV@ext.ec.eur...	petrov	[trash icon]
Participant Contact	Marc WALRAVENS	Marc.WALRAVENS@ext.ec.e...	walramc	[trash icon]

Figure 4

You will see the screen shown in Picture 5 below and you will record the PCoCo of your project on that screen. Please select "Participant Contact" from the first drop down menu and enter the information of the relevant person and then press the "OK" button.

Please enter the contact name and details

Role *

First Name *

Last Name *

Email *

* required field

Ok Cancel

Figure 5

Now, you added a PcoCo for your project!