



ECI Organiser Account

User manual

EUROPEAN COMMISSION

Secretariat-General

Directorate C – Simplification, Implementation & Enforcement

Unit C1 - Work Programme & Foresight – European Citizens' Initiative

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European Commission

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1. Accessing the application

The European Citizens' Initiative Organiser Account is the application for managing initiatives launched by you.

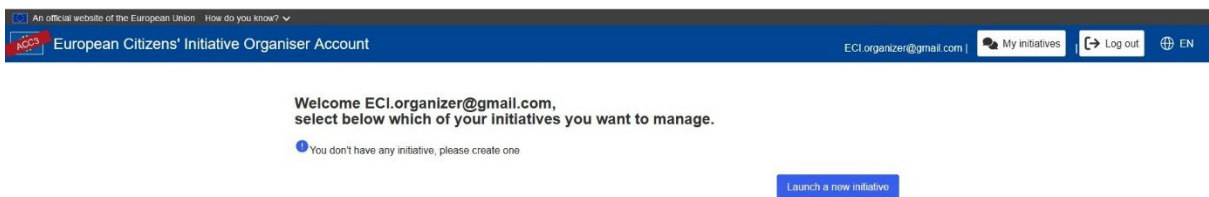
To access the European Citizens' Initiative Organiser Account you must first create an [EU Login account](#).

After creating your account, you can access the application by logging into <https://register.eci.ec.europa.eu/organisers>.

2. Launching an initiative

To launch an initiative, access the [Organiser Account](#) and click on the 'Launch a new initiative' button.

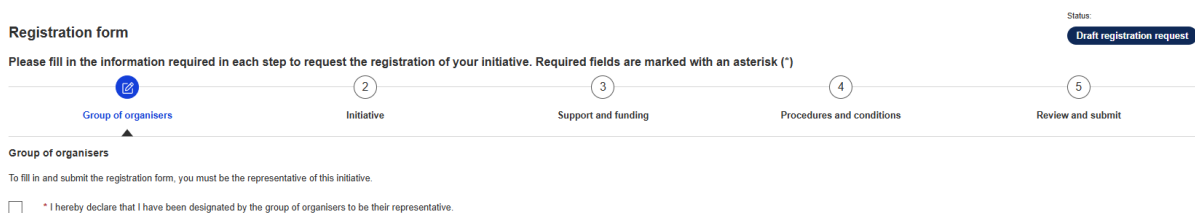
You will now be able to access the 'Registration form' and add all the necessary details of your initiative.



2.1. Registration form

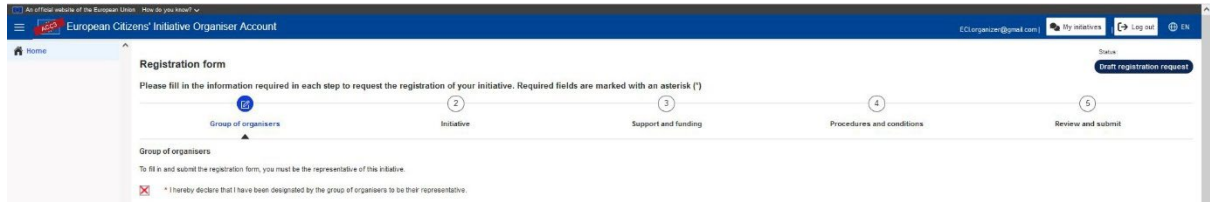
2.1.1. 'Group of organisers' section

The registration form includes all the mandatory requirements you need to fulfil in order to submit your initiative for registration.



2.1.1.1. Declaration of consent

Before requesting the registration of an initiative, you must first declare that you are designated by the group of organisers to be their representative.



2.1.1.2. Members of the group of organisers

In this section you can add the details of the group of organisers.

The group of organisers must be composed of at least seven EU citizens residing in seven different EU Member States who are old enough to vote in elections to the European Parliament.

You can indicate up to nine members in the group of organisers, plus other members who won't be included in the mandatory group of organisers necessary to start an initiative.

Current Members of the European Parliament can be part of the group of organisers but cannot be counted towards the minimum of seven members resident in seven different Member States.

Please consult the [privacy statement](#) on how your personal data will be processed and protected.

To add the name and details of the organisers, click on the 'Add' button and fill in the mandatory fields for each member, including the requested documents (national ID card and a recent proof of address, such as an official document or, if not available, a utility bill).

Registration form

Status:

Draft registration request

Please fill in the information required in each step to request the registration of your initiative. Required fields are marked with an asterisk (*)

Group of organisers Initiative Support and funding Procedures and conditions Review and submit

Group of organisers

Role

Representative

First name *
First name

Family name *
Family name

Nationality *
Select nationality

Date of birth *
Select a date

Telephone number *

Email address *
This email address will be published on the webpage of your initiative when it is registered. If you prefer to provide a different 'public email address', indicate that email address in the next field. In that case the 'email address' provided here stays private and will only be used by the Commission to communicate with you and will be kept in our system as it is linked to your EULogin credentials.
ECI.organizer@gmail.com

Public email address
Fill in this field ONLY if you want to make public on the webpage of your initiative a different email address than the one in the 'email address' field above.
Public email address

Address *
Enter street name, number, other

Postal code *
Postal code

City *
City

Country of residence *
Select country of residence

Document(s)
Upload a document
Drag and drop or browse for your document Upload
Accepted file formats : DOC, DOCX, PDF, PNG, JPG, JPEG No more than 5 MB

Name of the document	Date	Actions
No document has been uploaded		

Cancel Save

After filling in all the fields, click on the 'Save' button.

2.1.1.3. Legal entity

If you have created a legal entity, please provide the name of the entity, the country of its principal place of business and document(s) that prove:

- that it has been established under the national law of a Member State **specifically for the purpose of managing your initiative**; and
- that you, as the representative of the group of organisers, are **mandated to act on behalf of the legal entity**.

2.1.1.4. Data protection officer

Under the [General Data Protection Regulation \(Regulation \(EU\) 2016/679\)](#), you are required to designate a data protection officer if the processing of the personal data of the signatories of your initiative can be considered to be processing of special categories of data (for example, personal data revealing

racial or ethnic origin, political opinions, religious or philosophical beliefs or data concerning a natural person's sex life or sexual orientation).

See Articles 9 and 37 of [Regulation \(EU\) 2016/679](#).

After filling in all the fields, click on the 'Save' button to save all the information.

Legal entity (optional)

If you have created a legal entity, please provide the name of this entity, the country of its seat and document(s) that prove:

- its creation in accordance with the national law of a Member State specifically for the purpose of managing your initiative and;
- that you, as the representative of the group of organisers, are mandated to act on behalf of the legal entity.

Name	Country	Document(s)	Actions
No legal entity has been added yet			Add

Data protection officer (optional)

In accordance with the [General Data Protection Regulation \(Regulation \(EU\) 2016/679\)](#), you have to designate a data protection officer in case the processing of personal data of the signatories of your initiative can be considered as processing special categories of data (for example, personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, data concerning a natural person's sex life or sexual orientation). See Articles 9 and 37 of Regulation (EU) 2016/679.

Name	Email	Actions
No data protection officer has been added yet		Add

[Save](#) [Next](#)

2.1.1.5. Change of credentials to log into the Organiser Account

If the representative or substitute wants to change the email address they use to log into the Organiser Account, go through the following steps:

- log into your EU Login account: <https://ecas.ec.europa.eu/cas> (you can access it using your previous email address and password);
- go to your profile and change your email address;
- save the changes;
- log into your Organiser Account once your EU Login account has been updated;
- inform the Commission IT team (EC-ECI-OCS@ec.europa.eu) when done.

After performing these steps, you will need to wait about 30 minutes to see the change of email reflected on the Europa public site. You should also close your browser.

The above procedure requires the representative or their substitute to have previously logged into their ECI Organiser Account (the first time they log in, the system registers the EU Login username and stores it in the database). This will always be the case for the representative who created the initiative. However, it might not be the case for their substitute, who does not have to log in.

If the substitute wishes to change his/her email address but has not yet logged into the system, he/she should contact the Commission (EC-ECI-OCS@ec.europa.eu) and ask it to perform the task on his/her behalf.

<mailto:n.kluger@stop-finning.eu>

If you are experiencing difficulties accessing the account using EU Login for any of the above email addresses, see the [tutorial page on the EU Login website](#) or contact the EU Login support team at EU-LOGIN-EXTERNAL-SUPPORT@ec.europa.eu for help.

3. Initiative details

The next step requires you to fill in the details of your initiative, such as:

- the main language;
- the title;
- the objectives;

Initiative

Language of your initiative *

English

Title of the citizens' initiative ⓘ *

Enter the title of your citizens' initiative

No more than 100 characters (without spaces)

Objectives of the initiative ⓘ *

Text HTML

B I U [List] [Link] [Image] [Undo] [Redo] 0 Words

Insert text here ...

Number of characters: 0
No more than 1100 characters (without spaces)

- the provisions of the Treaties that you consider relevant for the proposed initiative;
- the website of the initiative;
- any annex on the subject, objectives and background of the initiative;

Provisions of the Treaties you consider relevant for the proposed action ⓘ *

Enter the Treaty provisions

No more than 255 characters

The website for your citizens' initiative

Enter the website of your citizens' initiative

This information can be provided / updated at a later stage.

No more than 100 characters

Annex on the subject, objectives and background to the initiative

Text HTML

B I U [List] [Link] [Image] [Undo] [Redo] 0 Words

Insert text here ...

Number of characters: 0
No more than 5000 characters (without spaces)

- any other additional information (possibility of uploading a document related to the proposed initiative);
- possibility of uploading a draft legal act.

Additional information

Upload a document

Drag and drop or browse for your document Upload

Accepted file formats : DOC, DOCX, PDF, XLS, XLSX No more than 5 MB

This document will replace the document you had provided previously (if any)

Name of the document	Date	Actions
No document has been uploaded		

Draft legal act

Upload a document

Drag and drop or browse for your document Upload

Accepted file formats : DOC, DOCX, PDF, XLS, XLSX No more than 5 MB

This document will replace the document you had provided previously (if any)

Name of the document	Date	Actions
No document has been uploaded		

- Select up to three categories under which your initiative should be listed from the ones in the drop-down menu.
- Upload a logo for your initiative that will be displayed on the European Citizens Initiative' website.

It is recommended that the logo has a ratio of 4:3 (file formats accepted: JPG, JPEG, PNG, BMP not bigger than 250 KB).

Categories

Please select the categories under which your initiative should be listed.

Select up to 3 categories
This information can be provided / updated at a later stage.

Initiative logo/image

Upload the logo/image displayed in your Central Online Collection System.
For best rendering on the Central Online Collection System, it is recommended that the logo has a ratio of 3:2.
For being visible when shared on Facebook, the logo should have a minimum quality of 200 x 200 pixels.

Drag and drop or browse for your document Upload

Accepted file formats : JPG, JPEG, PNG, BMP No more than 75 KB

This document will replace the document you had provided previously (if any)

This information can be provided / updated at a later stage.

Previous Save Next

Once you have added the details of your initiative, save all inputs and go to the next step/screen.

3.1. Support and funding

Under the [Regulation on the European citizens' initiative](#), you must declare all sources of support and funding for your initiative, including both financial and non-monetary contributions (in-kind support), of over EUR 500.

Where support cannot be economically quantified, you must list the organisations assisting on a voluntary basis.

The declaration will have to be updated at least every two months for the entire duration of the initiative.

If your initiative has already received support and/or funding, please fill in the details of the sponsor(s) under the ‘Sponsors’ heading. If your initiative has not yet received any support and/or funding, please declare this by ticking the relevant box.

The information provided will appear in the ECI register and should also be published on your ECI campaign website, if you have one.

In the case of private sponsors, you can choose whether their name will be made public (published on the ECI website) or anonymised (not published on the website).

Sponsors

Name of sponsor *

Enter the name of the sponsor

Date *

dd/mm/yyyy

Date when the contribution was received or started

Amount in EUR *

Actual amount of funding provided or estimated value of in-kind contribution

Type *

Organization Private individual

[Add sponsor](#)

Sources of funding

Name of sponsor	Date	Type	Visibility	Amount in EUR	Actions
No sponsor has been indicated					

Other sources of support

Name of sponsor	Date	Type	Visibility	Description	Actions
No sponsor has been indicated					

Additional documents

Upload a document

Drag and drop or browse for your document

Accepted file formats: DOC, DOCX, PDF, PNG

This document will replace the document you had provided previously (if any)

[Upload](#)

No more than 5 MB

Name of the document	Date	Status	Actions
No document has been uploaded			

[Previous](#) [Save](#) [Next](#)

To add a sponsor, fill in the required fields in the form:

- **Name of sponsor*:** Enter the full name.
- **Date*:** Select the date when the support was received or started.
- **Amount in EUR*:** Enter the exact amount of the monetary contribution or the estimated value of the in-kind contribution.
- **Type*:** Select either:
 - **Organisation or**
 - **Private individual.**
- **Visibility*:**
 - **Public:** The sponsor’s name will be visible to the public.
 - **Anonymised:** The sponsor’s name will be hidden on the public site.

The visibility menu is available only for private individuals. If you choose 'Public', please send proof that the sponsor has explicitly consented to having their name published on the ECI website by email to SG-ECI@ec.europa.eu.

If the sponsor has also provided non-monetary support that is not financially quantifiable:

a. In the case of organisations

Fill in the 'Other sources of support' field with a short description of the contribution (e.g. volunteer time, office space);

b. In the case of private individuals

Follow the standard procedure for adding a sponsor. Since this is a contribution that cannot be quantified, enter '0' in the 'Amount in EUR' field and upload a document describing the nature of the support received at the bottom of the page.

It is not mandatory to declare non-monetary support from private individuals if the contribution cannot be financially quantified. However, in the interest of transparency, you may still wish to disclose such support.

This approach is particularly useful when a private individual provides a significant non-quantifiable contribution to the initiative. It may also be used to give an overview of the general support received, such as the number of volunteers involved and the types of activities they have undertaken.

Sources of funding

Name of sponsor	Date	Type	Visibility	Amount in EUR	Actions
<i>No sponsor has been indicated</i>					

Other sources of support

Name of sponsor	Date	Type	Visibility	Description	Actions
<i>No sponsor has been indicated</i>					

Additional document 📄

Upload a document

Drag and drop or browse for your document

Upload 📄

No more than 5 MB

Accepted file formats : DOC, DOCX, PDF, PNG

This document will replace the document you had provided previously (if any)

Name of the document	Date	Status	Actions
<i>No document has been uploaded</i>			

Previous

Save

Next

3.2. Procedures and conditions

This screen allows you to check and accept the policy procedures and conditions.

You will be able to check the [privacy policies](#) (1 to 4) and to be informed of the liability and penalty provisions laid down in Article 5 of the [Regulation on the European citizens' initiative](#).

To accept the procedures and conditions, tick the corresponding checkbox.

In this section you can also select the language for all notifications sent by the European Commission.

To select the language for the notifications, use the drop-down menu.

Save the changes to apply them.

Procedures and conditions

Acceptance of policy

* I have read the [privacy policies](#) (1 to 4) and I, as well as the other members of the group of organisers, are aware of the liability and penalties provisions provided in Article 5 of the [Regulation on the European citizens' initiative](#).

I would like to receive notifications from the European Commission in the following language:

Language for notifications

Select language ▼

[Previous](#) [Save](#) [Next](#)

3.3. Reviewing and requesting registration

This section allows you to review all the information you have provided for your initiative.

Registration form Status: [Draft registration request](#)

Please fill in the information required in each step to request the registration of your initiative. Required fields are marked with an asterisk (*)

Group of organisers Initiative Support and funding Procedures and conditions Review and submit

Review and submit

Group of organisers

Acceptance of privacy statement

* I hereby declare that I have been designated by the group of organisers to be their representative

Members of the group of organisers

Name	Role	Residence country	
John Test	Representative	Belgium	>
John Test 2	Substitute	Bulgaria	>
John Test 3	Member	Croatia	>
John Test 6	Member	Denmark	>
John Test 7	Member	Netherlands	>
John Test 5	Member	Czechia	>
John Test 4	Member	Cyprus	>

	Zoe van Buuren	Member	Austria	>
	Member optional	Member		
	Member optional	Member		

Other members (optional)

Name	
Mila Kunitz	

Legal entity (optional)

Name	Country
World trade Organisation	Germany

Data protection officer (optional)

Name	Email	>
Jane Doe	ecinitiative@gmail.com	

Initiative

Language of your initiative
English

Other members (optional)

Name	
No other members have been added yet	

Legal entity (optional)

Name	Country
No legal entity has been added yet	

Data protection officer (optional)

Name	Email
No data protection officer has been added yet	

Initiative
Language of your initiative
English

Title of the citizens' initiative
Test - initiative

Objectives of the initiative
Test - initiative
Test - initiative
Test - initiative
Test - initiative
Test - initiative

Provisions of the Treaties you consider relevant for the proposed action
Test - initiative

The website for your citizens' initiative
No website added

Annex on the subject, objectives and background to the initiative
Test - initiative
Test - initiative
Test - initiative
Test - initiative

Additional information

Name of the document	Date
test.pdf	

Draft legal act

Name of the document	Date
test.pdf	

Categories

No category added

Please select the categories under which your initiative should be listed:

Aid and development cooperation X Consumers and health X Business and economy X

This information can be provided / updated at a later stage

Initiative logo/image

Upload the logo/image displayed in your Central Online Collection System.
For best rendering on the Central Online Collection System, it is recommended that the logo has a ratio of 3:2.
For being visible when shared on Facebook, the logo should have a minimum quality of 200 x 200 pixels.
No logo/image added

Support and funding

Sponsors

Sources of funding

Name of sponsor	Date	Type	Visibility	Amount in EUR
No sponsor has been indicated				

Other sources of support

Name of sponsor	Date	Type	Visibility	Description
No sponsor has been indicated				

Additional document

Name of the document	Date
No document has been uploaded	

Procedures and conditions

Acceptance of policy

I have read the [privacy policies](#) (1 to 4) and I, as well as the other members of the group of organisers, are aware of the liability and penalties provisions provided in Article 5 of the [Regulation on the European citizens' initiative](#)

I would like to receive notifications from the European Commission in the following language:

Language for notifications:

Irish

[Previous](#) [Request registration](#)

To submit the request to register your initiative, click on the ‘Request registration’ button.

The European Commission will inform you within two months if the initiative can be fully registered.

If the Commission assesses that your initiative doesn’t meet the legal requirements for registration it will inform you that further action is needed within one month from the request of registration.

For more information about this stage, see [section 4 “Amending, maintaining or withdrawing the initiative”](#)

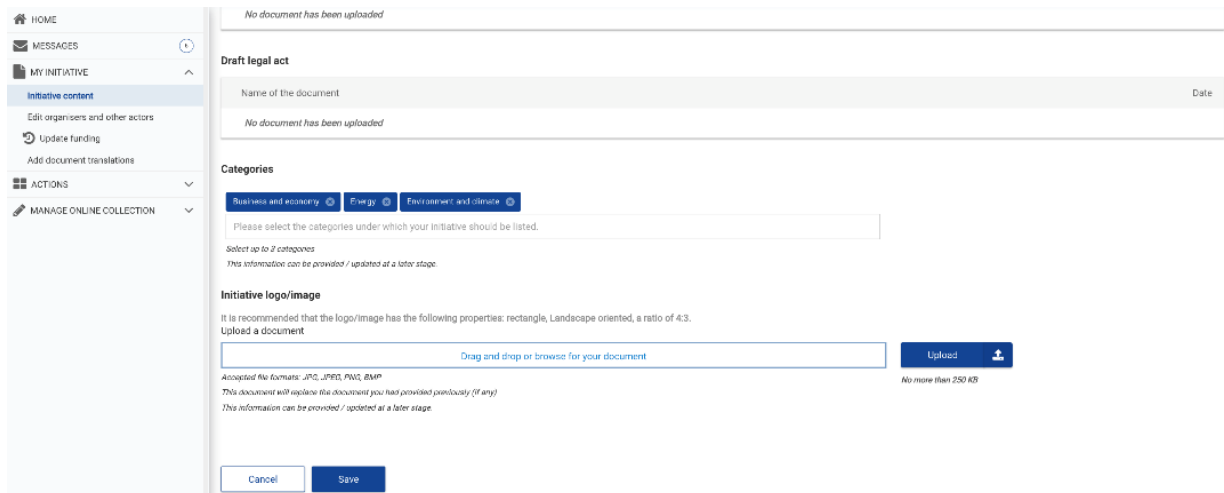
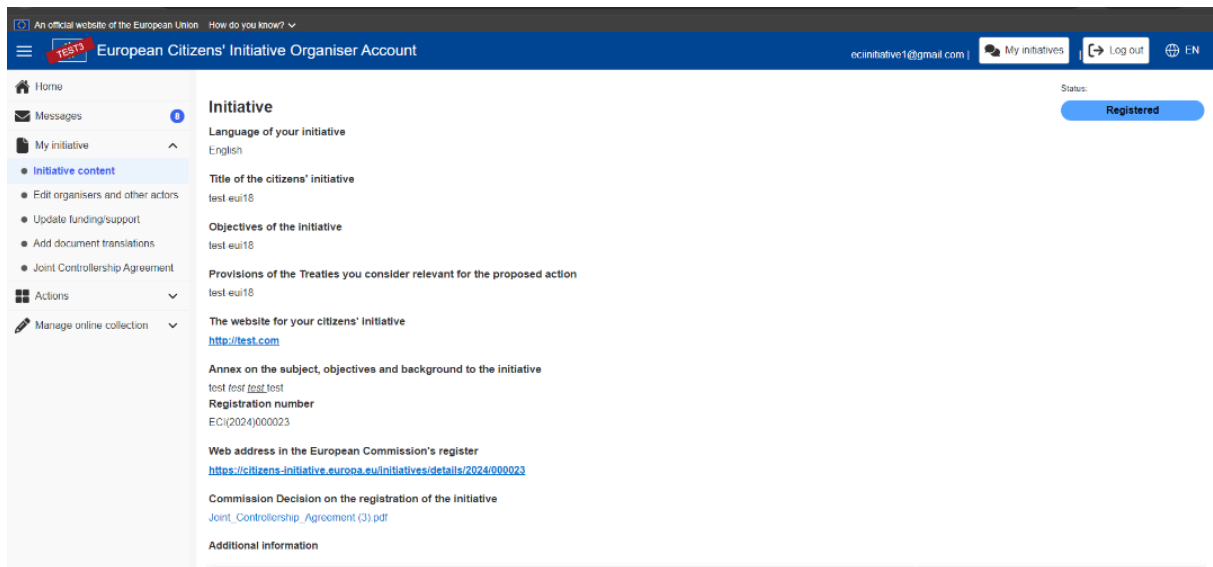
4. My initiative dashboard

4.1. Initiative content

In the ‘Initiative content’ section, you can see the following details of the initiative you submitted:

- the language you indicated for the initiative;
- the title of the initiative;
- the objectives;
- the provisions of the Treaties you consider relevant for the proposed action;
- the website for your initiative;
- any annex on the subject, objectives and background of the initiative;
- the registration number;
- the web address in the European Commission’s register;

- the Commission decision on the registration of the initiative;
- any other additional information;
- the draft legal act submitted by you;
- the categories;
- the initiative logo/image.



4.2. Add document translation

The European Commission will translate your initiative title and objectives and annex. It will not translate any additional document or draft legal act that you may have added as part of your initiative.

You may add the translation of any additional document or proposed legal act only once your initiative objectives and annex have been translated by the

European Commission and the initiative has been registered or the collection of signatures initiated.

You can upload any additional documents or draft legal acts you have translated to the 'Translations' section.

The screenshot shows the 'European Citizens' Initiative Organiser Account' interface. The left sidebar contains navigation options like 'Home', 'Messages', 'My initiative', and 'Actions'. The main content area is divided into sections: 'Your website for the citizens' initiative', 'Annex on the subject, objectives and background to the initiative', 'Additional information', and 'Draft legal act'. Each section has an 'Upload a document' button and a table listing documents. The 'Additional information' table has one row with 'test.pdf', '04/02/2025', and 'Draft'. The 'Draft legal act' table also has one row with 'test.pdf', '04/02/2025', and 'Draft'. A blue button labeled 'Request validation' is located at the bottom right.

The European Commission will validate the translations to make sure that they accurately reflect the original documents registered.

To add a translation, select the language of the documents you want to upload and click on 'Request validation'.

The status of the document will change from 'Draft' to 'Validation requested'.

The screenshot shows the same interface as before, but the status of the documents has changed to 'Validation requested'. The 'Additional information' table now shows 'test.pdf' with '04/02/2025' and 'Validation requested'. The 'Draft legal act' table also shows 'test.pdf' with '04/02/2025' and 'Validation requested'. A blue bracket highlights the 'Validation requested' status in both tables.

Once the request has been validated by the European Commission, the status of the document will change to 'Validated'. It will then appear on the web page of your initiative.

Group of organisers Status: Registration requested

Members of your group of organisers			
Name	Role	Residence country	
JONAS JAMAL	Representative	Italy	⌵
Date of birth 01/01/1958	Address 537fd171-8bc0-4d35-866e-798c232bac22		
Nationality Italian	Postal code 5		
Telephone number 42a55o5-2	City a2b1840f-b22a-4d4f-94b3-co8d113co8c8		
Email address ecinitiative1@gmail.com	Residence country Italy		
Public email address	Document(s) file:MFMBFR_DOCUMENT_JAMAI.pdf		
MITCH JESUS	Substitute	Lithuania	>
CARMELO ORLANDO	Member	Belgium	>
ANTONE JONATHAN	Member	Hungary	>

Name	Role	Residence country
SAMMIE TERRANCE	Member	Bulgaria

Additional contact persons

Other members

Name	Country
LINDSEY ROLLAND	
SHANNON LAVERNE	
OSCAR CHUCK	

Legal entity

Name	Country
Peace Brigades International (PBI)	Slovakia

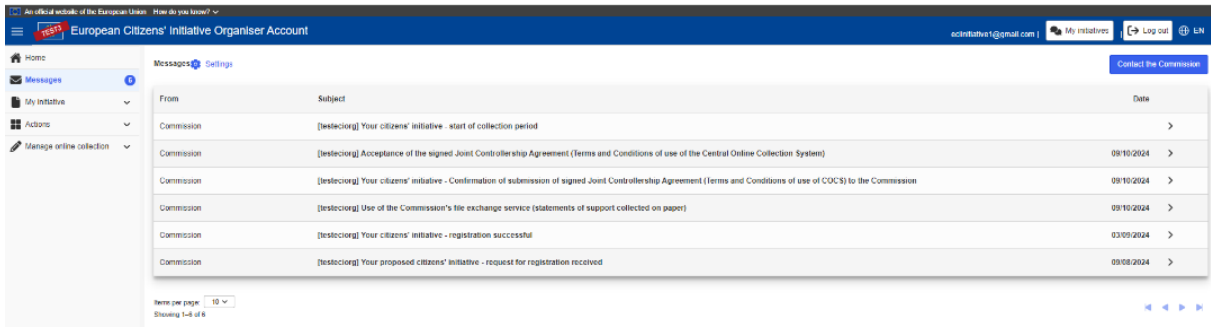
Data protection officer

Name	Email
GARLAND NORBERTO	dpo-ecinitiative1@gmail.com

You can ask the Commission to update the details of any member by sending an email to SG-ECI@ec.europa.eu.

4.4. Messages

To check the message dashboard, click on 'Messages' in the left-side menu of the ECI Organiser Account to display the messages.



From the dashboard you can contact the ECI team in the European Commission for any information and receive their replies.

You will also receive messages about the status of your initiative.

4.5. Sending a message

To send a message to the ECI team of the European Commission, click on 'Contact the Commission', enter the text and click on the 'Send' button.

Contact the Commission ✕

Contact the European Commission

For specific questions regarding the management of your initiative, please use the message box below. For tailor-made and independent advice on legal aspects, campaigning, fundraising or any other relevant topics, please contact the European Citizens' Initiative Forum (<https://european-union.europa.eu/contact-eu-en>).

No more than 4000 characters.

Add attachment(s)

Upload a document

Drag and drop or browse for your document

Upload

📎

Accepted file formats : DOC, DOCX, PDF, PNG, XLS, XLSX No more than 5 MB

Name of the attachment	Actions
No document has been uploaded	

Send

Contact Europe Direct

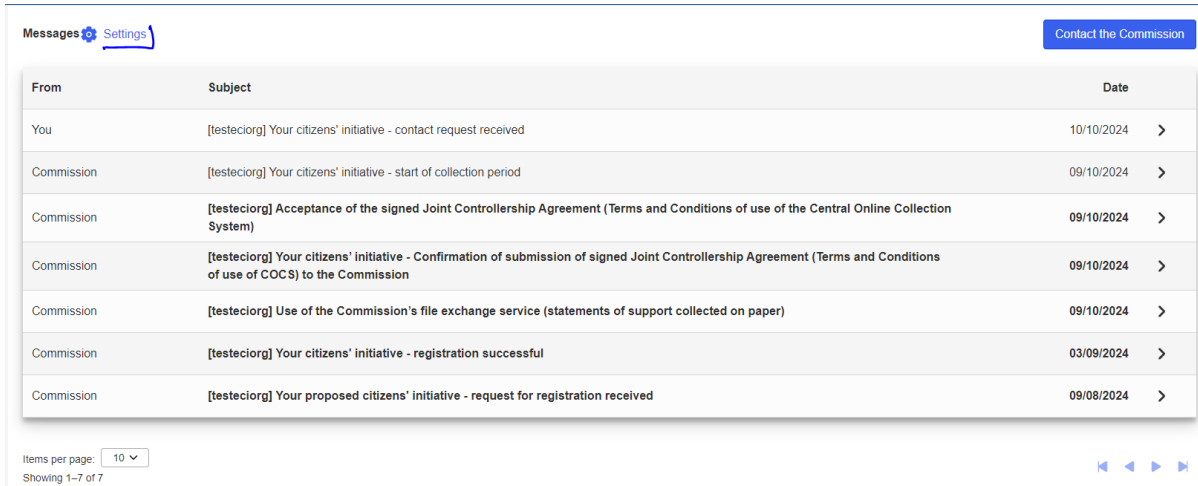
For general questions relating to the rules and procedures of the European Citizens' Initiative:

Call 00 800 6 7 8 9 10 11
 Or you can visit: a [Europe Direct Information Centre](#) or liaise with a national contact point for the European Citizens' Initiative.

Send email [Europe Direct](#)

4.6. Changing the notification language

To change the language of the messages and notifications you receive from the European Commission, go to the 'Messages' section of your initiative and click on 'Settings'.

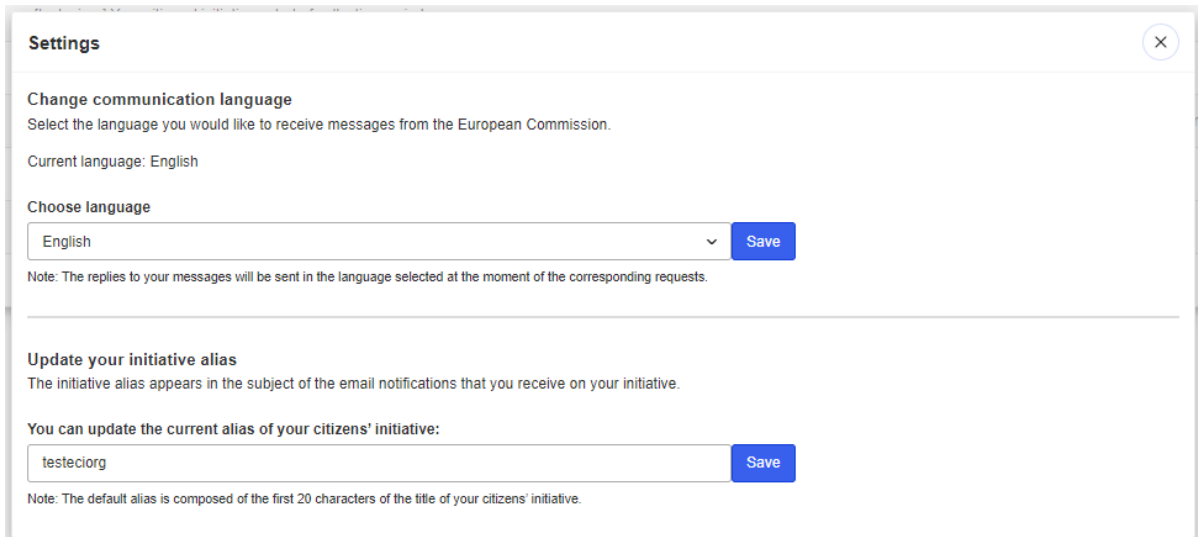


The screenshot shows the 'Messages' section of the initiative interface. At the top left, there is a 'Messages' label with a gear icon and a 'Settings' link. At the top right, there is a blue button labeled 'Contact the Commission'. Below this is a table with three columns: 'From', 'Subject', and 'Date'. The table contains seven rows of messages from the Commission and one from 'You'. At the bottom left, there is a dropdown menu for 'Items per page' set to '10' and a 'Showing 1-7 of 7' indicator. At the bottom right, there are navigation arrows.

From	Subject	Date
You	[testeciorg] Your citizens' initiative - contact request received	10/10/2024 >
Commission	[testeciorg] Your citizens' initiative - start of collection period	09/10/2024 >
Commission	[testeciorg] Acceptance of the signed Joint Controllershship Agreement (Terms and Conditions of use of the Central Online Collection System)	09/10/2024 >
Commission	[testeciorg] Your citizens' initiative - Confirmation of submission of signed Joint Controllershship Agreement (Terms and Conditions of use of COCS) to the Commission	09/10/2024 >
Commission	[testeciorg] Use of the Commission's file exchange service (statements of support collected on paper)	09/10/2024 >
Commission	[testeciorg] Your citizens' initiative - registration successful	03/09/2024 >
Commission	[testeciorg] Your proposed citizens' initiative - request for registration received	09/08/2024 >

Select the language of communication and save the changes.

Keep in mind that all communications and emails will be in the language that you choose.



The screenshot shows the 'Settings' page in the initiative interface. At the top right, there is a close button (X). The page is divided into two sections. The first section is titled 'Change communication language' and contains the text 'Select the language you would like to receive messages from the European Commission.' Below this, it says 'Current language: English'. There is a 'Choose language' section with a dropdown menu set to 'English' and a blue 'Save' button. Below this is a note: 'Note: The replies to your messages will be sent in the language selected at the moment of the corresponding requests.' The second section is titled 'Update your initiative alias' and contains the text 'The initiative alias appears in the subject of the email notifications that you receive on your initiative.' Below this, it says 'You can update the current alias of your citizens' initiative:'. There is a text input field containing 'testeciorg' and a blue 'Save' button. Below this is a note: 'Note: The default alias is composed of the first 20 characters of the title of your citizens' initiative.'

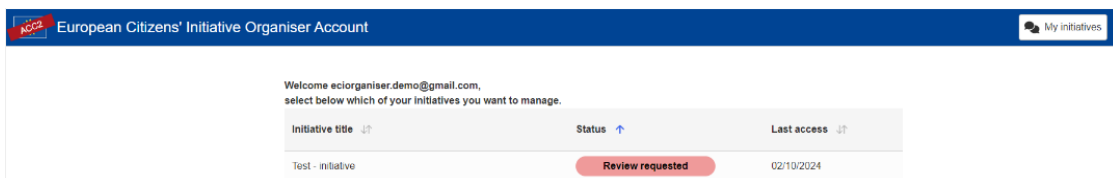
5. Amending, maintaining or withdrawing the initiative

If you have received a message from the European Commission saying that your initiative has not been accepted for registration, the initiative status on the home page of the Organiser Account will change to 'Review requested'.

You will also be notified by email about the change of status.

The assessment of the European Commission can be consulted in the 'Pending actions' section.

From the date of notification, you will have two months to either amend, maintain or withdraw your initiative.



European Citizens' Initiative Organiser Account

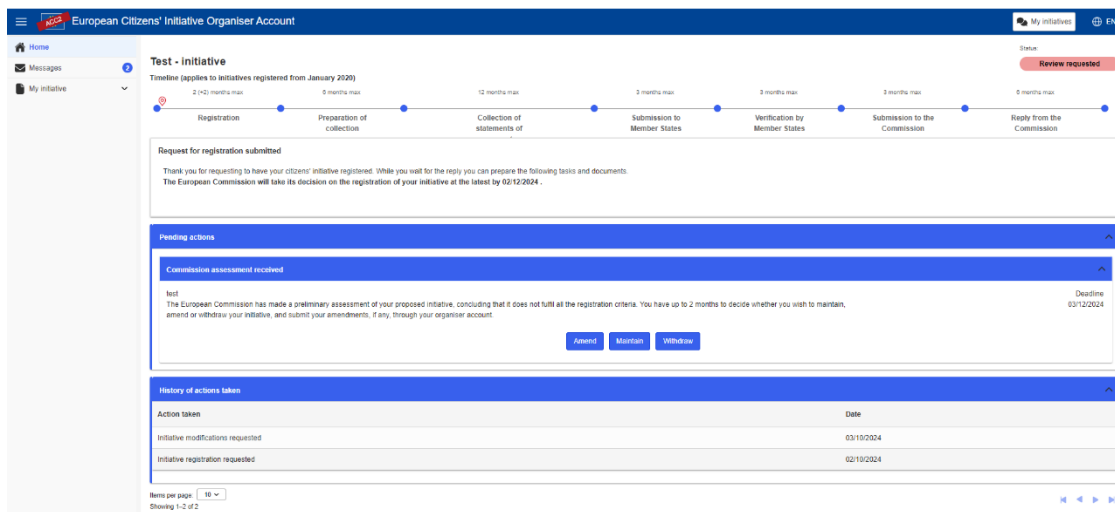
Welcome ecorganiser.demo@gmail.com, select below which of your initiatives you want to manage.

Initiative title	Status	Last access
Test - initiative	Review requested	02/10/2024

5.1. Amending the initiative

This action will allow you to apply changes to the details of the original initiative in order to meet the legal requirements for approval.

If you want to amend the initiative, click on the 'Amend' button in the 'Pending actions' section.



European Citizens' Initiative Organiser Account

Test - initiative

Timeline (applies to initiatives registered from January 2020)

Registration (2 (4) months max) | Preparation of collection (6 months max) | Collection of statements of support (12 months max) | Submission to Member States (3 months max) | Verification by Member States (3 months max) | Submission to the Commission (3 months max) | Reply from the Commission (6 months max)

Request for registration submitted

Thank you for requesting to have your citizens' initiative registered. While you wait for the reply you can prepare the following basis and documents. The European Commission will take its decision on the registration of your initiative at the latest by 02/12/2024.

Pending actions

Commission assessment received

Test

The European Commission has made a preliminary assessment of your proposed initiative, concluding that it does not fulfil all the registration criteria. You have up to 2 months to decide whether you wish to maintain, amend or withdraw your initiative, and submit your amendments, if any, through your organiser account.

Amend | Maintain | Withdraw

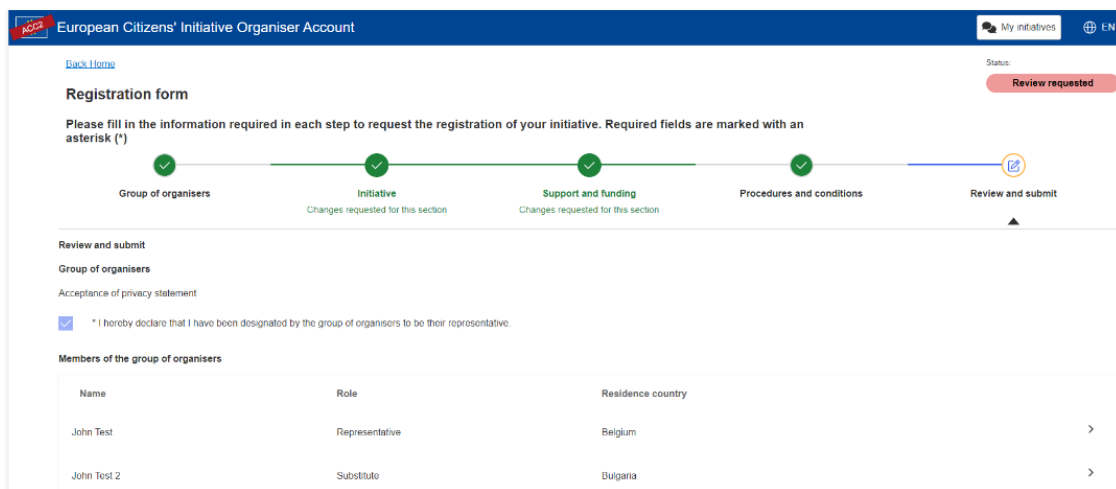
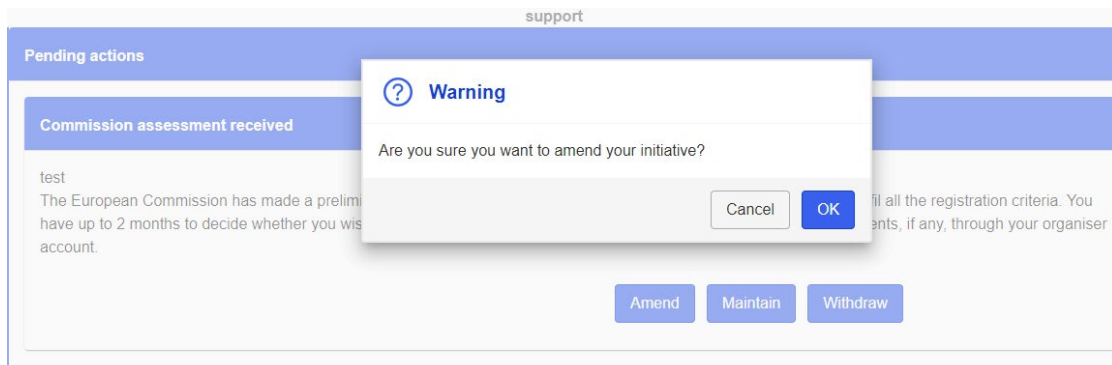
Deadline: 03/12/2024

History of actions taken

Action taken	Date
Initiative modifications requested	03/10/2024
Initiative registration requested	02/10/2024

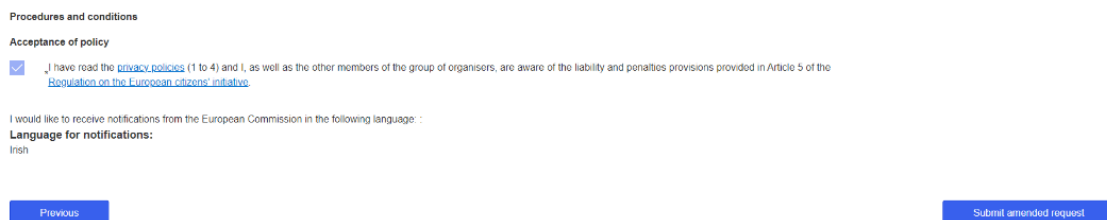
Items per page: 10 | Showing 1-2 of 2

A pop-up message will ask you to confirm the action.



Once you have confirmed the action, you will have access to the text editor allowing you to enter the new text of your initiative.

The sections to be updated will be highlighted. To submit the new text, click on the 'Submit amended request' button at the bottom of the last page.



Once you have submitted the amendment request, your amended initiative will be sent to the European Commission.

The status of the ECI will change to 'Registration requested' and the new status will be visible in the top-right corner of the page.

The screenshot shows the 'European Citizens' Initiative Organiser Account' interface. The status is 'Registration requested'. A timeline indicates the following steps and durations: Registration (2 (+2) months max), Preparation of collection (6 months max), Collection of statements of support (12 months max), Submission to Member States (3 months max), Verification by Member States (3 months max), Submission to the Commission (3 months max), and Reply from the Commission (6 months max). A message states: 'Request for registration submitted. Thank you for requesting to have your citizens' initiative registered. While you wait for the reply you can prepare the following tasks and documents. The European Commission will take its decision on the registration of your initiative at the latest by 04/11/2024.' Below this is a table of actions taken:

Action taken	Date
Amended initiative registration requested	03/10/2024
Initiative modifications requested	03/10/2024

5.2. Maintaining the initiative

If you do not want to change the content of your initiative after receiving the letter from the European Commission and you decide to keep it as it is, click on the 'Maintain' button.

A pop-up message will ask you to confirm the action.

The screenshot shows the 'European Citizens' Initiative Organiser Account' interface. The status is 'Review requested'. A message states: 'Commission assessment received. test. The European Commission has made a preliminary assessment of your proposed initiative, concluding that it does not fulfil all the registration criteria. You have up to 2 months to decide whether you wish to maintain, amend or withdraw your initiative, and submit your amendments, if any, through your organiser account.' Below this are three buttons: 'Amend', 'Maintain', and 'Withdraw'. The timeline and other elements are the same as in the previous screenshot.

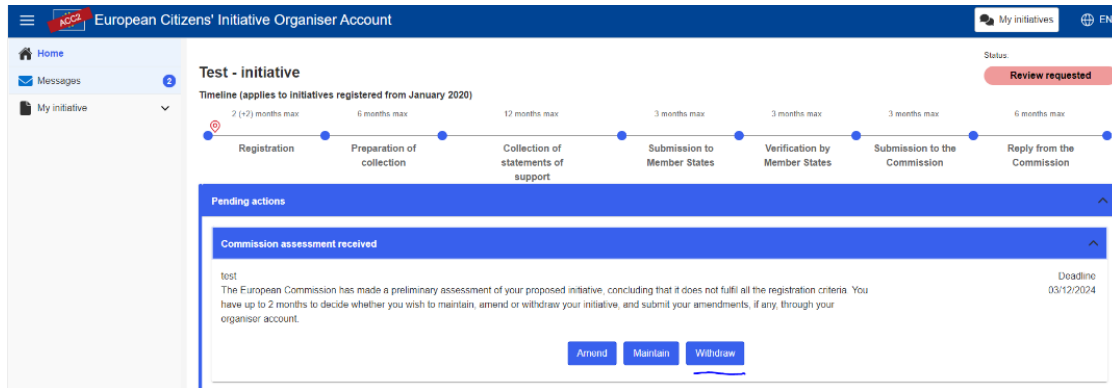
The status of the ECI in the top-right corner of the page will change to 'Registration requested'.

The screenshot shows the 'European Citizens' Initiative Organiser Account' interface. The status is 'Review requested'. A message states: 'Commission assessment received. test. The European Commission has made a preliminary assessment of your proposed initiative, concluding that it does not fulfil all the registration criteria. You have up to 2 months to decide whether you wish to maintain, amend or withdraw your initiative, and submit your amendments, if any, through your organiser account.' Below this are three buttons: 'Amend', 'Maintain', and 'Withdraw'. The timeline and other elements are the same as in the previous screenshot. A table of actions taken is also visible:

Action taken	Date
Amended initiative registration requested	03/10/2024
Initiative modifications requested	03/10/2024

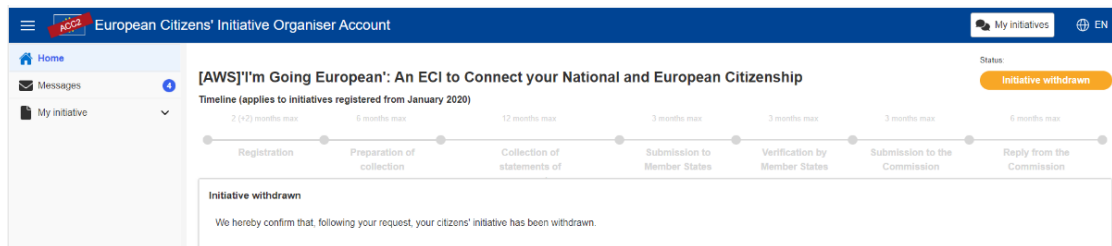
5.3. Withdrawing the initiative

If you want to withdraw your registration request, click on the 'Withdraw' button.



A pop-up message will ask you to confirm the action.

The status of the ECI in the top-right corner of the page will change to 'Initiative withdrawn'.



6. Preparing the collection of signatures

6.1. The online collection system (OCS)

The central online collection system is the online application used for collecting signatures online. The system is managed by the European Commission.

It is the only tool allowed for collecting online support.

This system is a free, off-the-shelf solution that complies with technical and security requirements.

6.1.1. Joint controllership agreement

To allow you to collect signatures for your initiative online through the OCS, you will be asked to sign an agreement to be a joint data controller with the Commission.

The agreement must be signed at the latest 10 working days before you start collecting signatures.

To sign the joint controllership agreement:

- go to the 'My Initiative' section in the left-side menu of the Organiser Account;
- go to the 'Joint controllership agreement' section; download the PDF, initial all pages of the document, sign, scan and upload it;
- read and approve the privacy policies concerning [signatories' personal data collected using the central online collection system](#) and [signatories' email addresses collected through the central online collection system](#);
- click on 'Submit'.

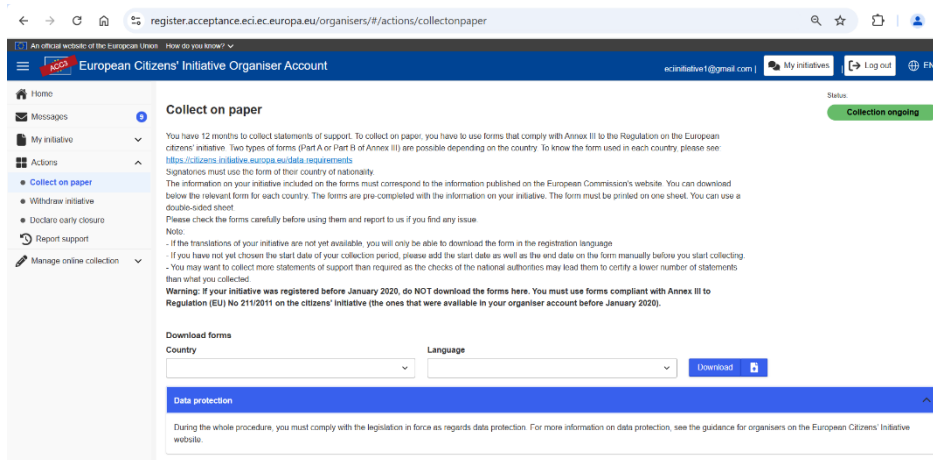
The screenshot shows the 'Joint Controllership Agreement' page in the European Citizens' Initiative Organiser Account. The page title is 'Joint Controllership Agreement'. Below the title, there is a message: 'In order to use the Central Online Collection System, you must accept the terms and conditions of its use by signing the Joint Controllership Agreement as soon as possible and at the latest 10 working days before the start date of the collection period. Please follow these steps:'. The steps listed are: 'download and print the PDF document', 'the representative must sign the last page and initial all other pages of the document', 'scan the signed document and verify the completeness and quality of the scan', and 'upload the scanned document and submit it to the European Commission via the functionalities below'. There is a link to 'Download the pre-completed document' and a button to 'Download Joint Controllership Agreement.pdf'. Below this, there is a section for 'Scan and upload here your signed document' with a file upload area and a 'Upload' button. A note says 'Accepted file formats: PDF' and 'No more than 5 MB'. There is a table with columns 'Name of the document', 'Date', 'Status', and 'Actions'. The table is currently empty with the message 'No document has been uploaded'. At the bottom, there are two checkboxes for accepting privacy policies: 'I have read and I accept the [privacy policy concerning signatories' personal data collected using the central online collection system](#)' and 'I have read and I accept the [privacy policy concerning signatories' email addresses collected through the central online collection system](#)'. A 'Submit to Commission' button is at the bottom right.

6.2. Collecting signatures on paper forms

In this section of the ECI Organiser Account you can find the forms for collecting signatures on paper.

To collect signatures, you have to use **specific forms** that comply with the models set out in [Annex III of the Regulation on the European citizens'](#)

- select the country for which you need the paper forms;
- select the language;
- click on the 'Download' button.



6.3. File exchange service for signatures collected on paper forms

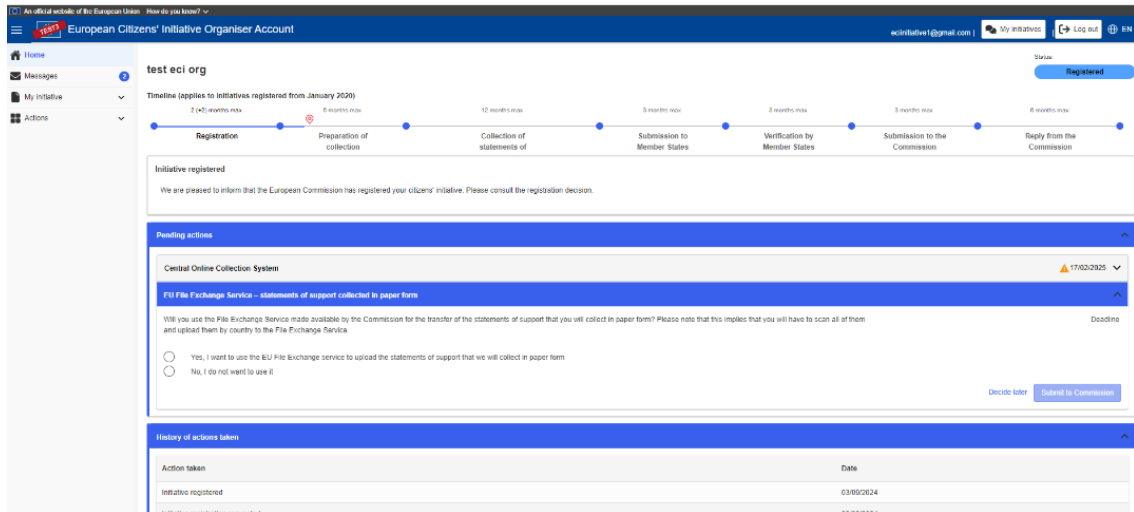
The file exchange service is a service provided by the European Commission for the transfer of statements of support collected on paper forms.

By selecting this option, you authorise the European Commission to send signatures collected on paper forms to the Member States.

Scanned versions of the forms can be uploaded in an encrypted form.

You will have to upload all statements of support collected on paper within 2 months from the end of the collection period and then inform the Commission when this has been completed.

This option can be selected at a later stage, but before the end of the signature collection period.



6.4. Setting the start date of the collection period

After you sign the joint controllership agreement, you must indicate when you plan to start the collection period.

To indicate the start date of the collection period, go to the 'Pending actions' section:

- enter the starting date;
- click on the 'Submit to Commission' button.

Please inform the Commission on when you would like to start the collection of signatures at least 10 days in advance.

7. Collecting signatures

7.1. The online collection system (OCS)

The online collection system is the application used to collect signatures from citizens who want to support your ECI.

Users who intend to sign your initiative will be able to enter their details and submit their signature through the online forms or by connecting to the national electronic identification and trust services (eIDAS).

7.2. Managing the OCS

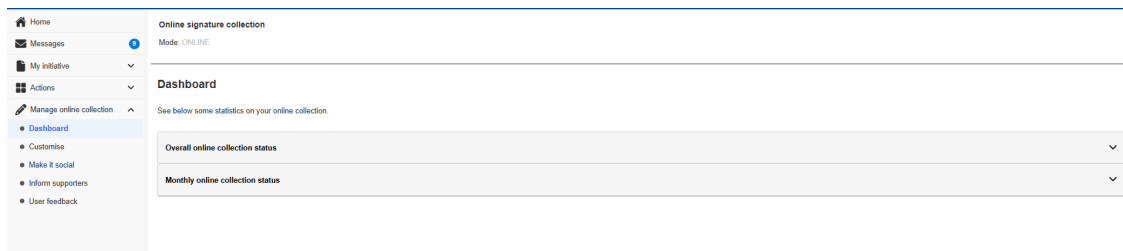
Once your initiative has been registered and you have started collecting signatures, you can access certain features for managing the OCS.

To access the dashboard, go to the 'Manage online collection' section of the left-side menu.

7.3. Monitoring the signature collection

In the dashboard you can also see the following statistics on the collection of signatures for your initiative:

- Overall online collection status
- Monthly online collection status.



Online signature collection

Mode: ONLINE

Dashboard

See below some statistics on your online collection.

Overall online collection status

Monthly online collection status

Under 'Overall online collection status' you can see:

- the progress made in collecting signatures online;
- the EU-wide signature collection status;
- the seven countries with the highest number of signatures.

Under 'Monthly online collection status' you can see:

- the number of signatures collected each month;
- the number of signatures collected each month in each country.

The information can be displayed in either tables or bar charts.

7.4. Customising your signature collection page

In this section you can customise the signature collection page for your initiative.

7.4.1. Uploading the logo of your initiative

To customise the signature collection page, you can include a logo of your initiative.

To upload the logo:

- go to the 'Manage online collection' section in the left-side menu;
- go to the 'Customise' section;
- drag and drop or select the file to upload;
- click on the 'Save' button at the bottom of the page.

To fit in the page, the logo will need to have a size ratio of 3:1 in JPG, JPEG, PNG or BMP format and a maximum size of 75 KB.

Please note that uploading a logo is optional: if you don't upload the logo, the page will display only the title and the objectives of the initiative as indicated by you in the request.

7.4.2. Initiative website

If created a dedicated campaigning website for your initiative, you can add the URL in this section.

The website will be displayed in the online collection system page of the initiative.

To upload the URL of your website:

- go to the 'Manage online collection' section in the left-side menu;
- go to the 'Customise' section;
- enter the URL of the website;
- click on the 'Save' button at the bottom of the page.

The screenshot shows the 'Customise (Optional)' section of the 'European Citizens' Initiative Organiser Account'. On the left, a navigation menu is visible with 'Manage online collection' expanded to show 'Customise'. The main content area has a heading 'Initiative logo/image' and instructions: 'Upload the logo/image displayed in your Central Online Collection System. For best rendering on the Central Online Collection System, it is recommended that the logo has a ratio of 3:1. For being visible when shared on Facebook, the logo should have a minimum quality of 200 x 200 pixels. Click on the 'Save' button at the bottom to validate your changes.' Below this is a file upload area with a text box for 'Drag and drop or browse for your document', an 'Upload' button, and a note 'Accepted file formats: .JPG, .JPEG, .PNG, .BMP' and 'No more than 75 KB'. A note below says 'This document will replace the document you had provided previously (if any)'. Below the upload area is a 'Callback URL' section with a text input field and a note 'URL to go to the organisers' website (displayed in the confirmation page)' and 'No more than 100 characters'. At the bottom are 'Cancel' and 'Save' buttons.

7.5. Informing supporters of the progress of your initiative

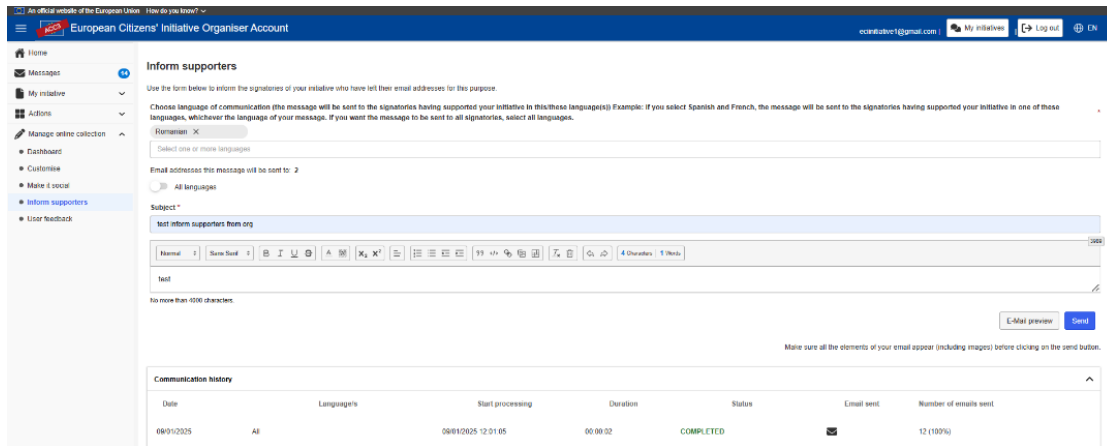
Once they have signed your initiative, signatories can submit their email address in order to receive information about how the initiative progresses.

You will be able to send emails updates in bulk from the Organiser Account to signatories who registered their email address after signing your initiative.

This option is available under your Organiser Account (which can be accessed by the representative or the substitute) in the left-side menu under 'Manage online collection'.

To send a message to the signatories registered for updates:

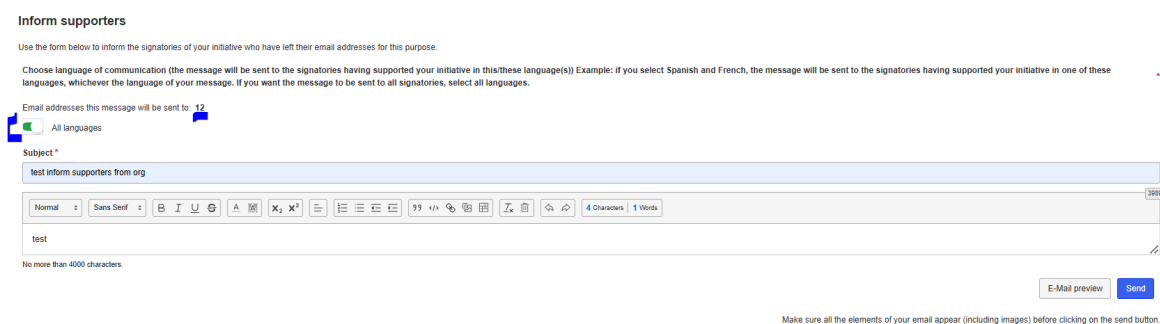
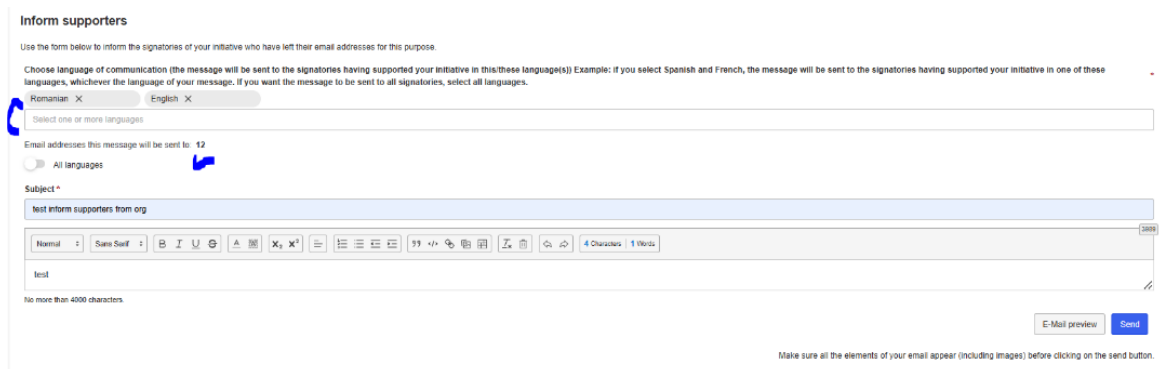
- go to the 'Manage online collection' section in the left-side menu;
- go to the 'Inform supporters' section;
- enter the subject and text in the edit form;
- click on the 'Send' button.



The system records the language in which each signatory submits their email address. This allows you to send different messages to different language groups.

The interface allows you to select one or more languages. Once you have made your selection, the interface displays how many emails you will send by selecting those languages.

The system also allows you to select all languages.

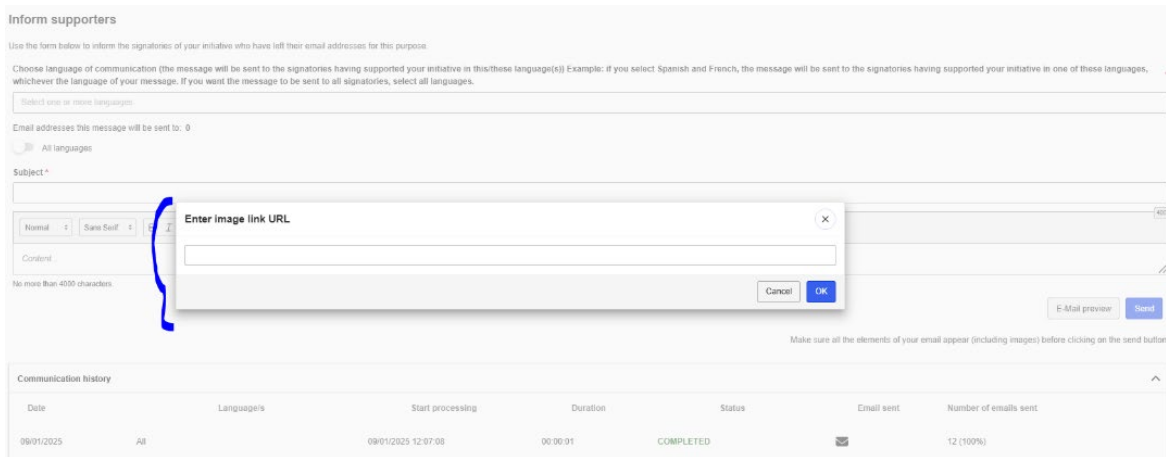


Note that the header and footer (which have been pre-translated by the European Commission) will be received by the recipients in their original language.

If you want to add an image to your message, bear in mind that only embedded pictures can be inserted in the message.

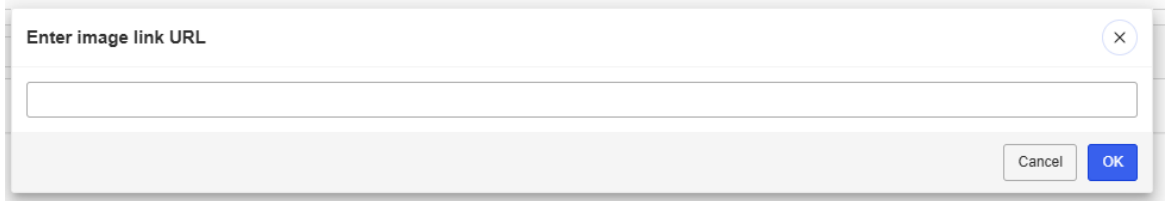
To insert a picture, copy the URL of the picture that you want to insert.

Your picture will appear in the body of the email. If it does not appear or if a picture icon appears instead, this means that the URL is wrong.



The screenshot shows the 'Inform supporters' form. At the top, it says 'Use the form below to inform the signatories of your initiative who have left their email addresses for this purpose.' Below that, there are instructions about language selection. A 'Select one or more languages' dropdown is visible. The 'Email addresses this message will be sent to' field is empty. The 'Subject' field is also empty. A blue bracket highlights the 'Enter image link URL' dialog box, which is open over the content area. The dialog box has a title bar, a close button (X), a text input field, and 'Cancel' and 'OK' buttons. Below the form, there is a 'Communication history' table with columns: Date, Languages, Start processing, Duration, Status, Email sent, and Number of emails sent. The table contains one row of data.

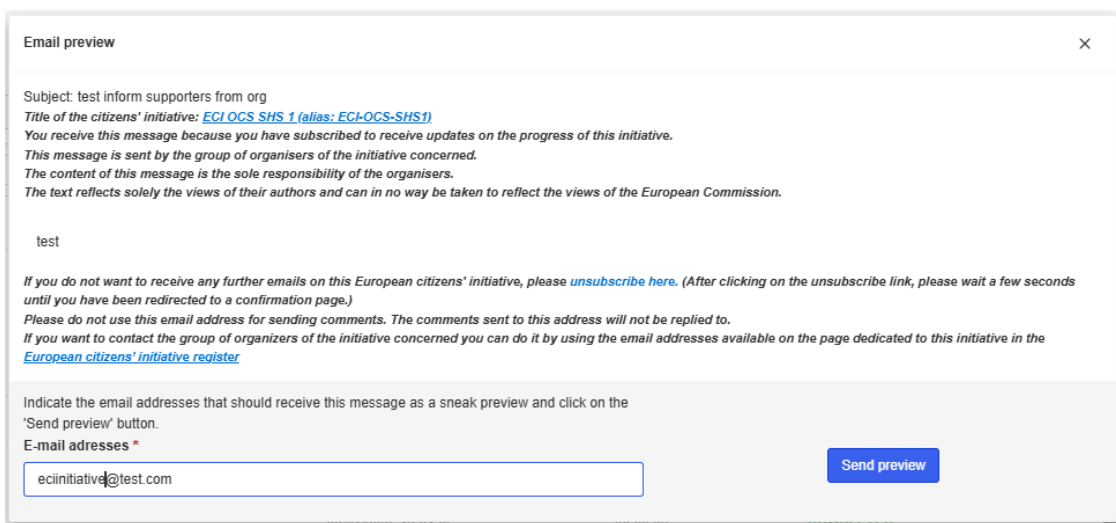
Date	Languages	Start processing	Duration	Status	Email sent	Number of emails sent
09/01/2025	All	09/01/2025 12:07:08	00:00:01	COMPLETED		12 (100%)



This is a close-up of the 'Enter image link URL' dialog box. It features a title bar with a close button (X), a text input field, and 'Cancel' and 'OK' buttons at the bottom right.

To avoid copyright issues, we recommend that you use pictures that are copyright-free with a Creative Commons (CC) licence.

You can preview what your message will look like in the email either by sending a sample to an email address or by viewing it directly in the Organiser Account, in a pop-up message display.



The screenshot shows an 'Email preview' window. The subject is 'test inform supporters from org'. The body text includes: 'Title of the citizens' initiative: [ECI-OCS-SHS 1 \(alias: ECI-OCS-SHS1\)](#)', 'You receive this message because you have subscribed to receive updates on the progress of this initiative.', 'This message is sent by the group of organisers of the initiative concerned.', 'The content of this message is the sole responsibility of the organisers.', and 'The text reflects solely the views of their authors and can in no way be taken to reflect the views of the European Commission.' Below the text is a 'test' line. Further down, there are instructions about unsubscribing and contacting organizers. At the bottom, there is a section for 'E-mail addresses' with a text input field containing 'eciinitiative@test.com' and a 'Send preview' button.

When sending messages in bulk, a progress bar will show the submission status.

Email addresses this message will be sent to: 472

All languages

Subject *

my subject message

Normal Sans Serif B I U G A x, x' 10 characters words

my message

No more than 4000 characters.

E-Mail preview

Send

Make sure all the elements of your email appear (including images) before clicking on the send button.

Inform supporters

Your message is being sent to your supporters. You can follow in the below bar the progress of the sending. Please note that the functionality for drafting a new message has been disabled meanwhile and will reappear after the current message has been sent to your supporters.

Progress status

Starting...

Communication history

Date	Language/s	Start processing	Duration	Status	Email sent	Number of
------	------------	------------------	----------	--------	------------	-----------

Inform supporters

Your message is being sent to your supporters. You can follow in the below bar the progress of the sending. Please note that the functionality for drafting a new message has been disabled meanwhile and will reappear after the current message has been sent to your supporters.

Progress status

440 / 472 (93%)

Stop

Communication history

The submission can be stopped (and resumed) by clicking on the 'Stop' button.

Inform supporters

Your message is being sent to your supporters. You can follow in the below bar the progress of the sending. Please note that the functionality for drafting a new message has been disabled meanwhile and will reappear after the current message has been sent to your supporters.

Progress status - STOPPED

180 / 65536 (0%)

Resume Abort

Communication history

Date	Language/s	Start processing	Duration	Status	Email sent	Number of emails sent
------	------------	------------------	----------	--------	------------	-----------------------

Once the submission has been completed, the message will appear in the communication history table.

Date	Language/s	Start processing	Duration	Status	Email sent	Number of emails sent
09/01/2025	All	09/01/2025 12:07:08	00:00:01	COMPLETED	✉	12 (100%)
09/01/2025	All	09/01/2025 12:01:05	00:00:02	COMPLETED	✉	12 (100%)







7.5.1. Communication history

The communication history table shows all messages previously sent.

You can see the following information:

- when an email was sent;
- which target language group it was sent to;
- when messages started to be sent;
- how much time it took to send all emails;

- whether all messages went through, in which case they are marked as 'Completed';
- whether the process was stopped, in which case it is marked as 'Abandoned';
- whether a message was sent, by clicking on its icon;
- how many messages were sent to each language target group.

Communication history						
Date	Language/s	Start processing	Duration	Status	Email sent	Number of emails sent
09/01/2025	All	09/01/2025 12:07:08	00:00:01	COMPLETED		12 (100%)
09/01/2025	All	09/01/2025 12:01:05	00:00:02	COMPLETED		12 (100%)
12/12/2024	ro	12/12/2024 14:14:10	00:00:00	COMPLETED		2 (100%)
12/12/2024	All	12/12/2024 14:13:27	00:00:01	COMPLETED		12 (100%)
03/12/2024	All	03/12/2024 15:24:34	00:00:00	COMPLETED		8 (100%)
02/12/2024	All	02/12/2024 18:30:31	00:00:00	COMPLETED		8 (100%)

7.6. Social networks

On the online collection system page of your initiative, you can indicate the social network account of your initiative.

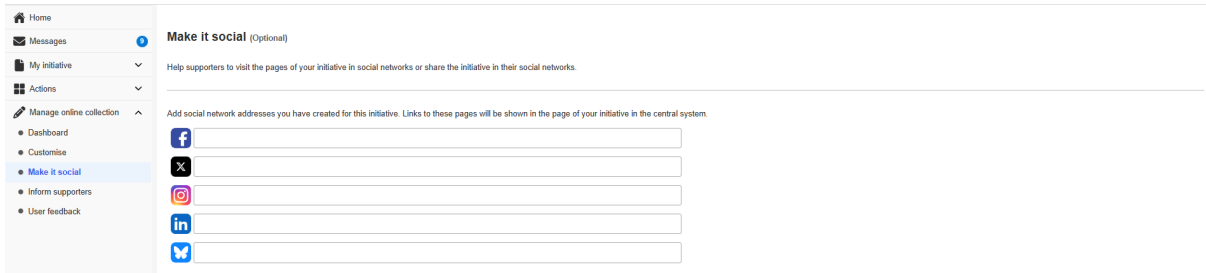
The social media accepted by the OCS are:

- Facebook
- X
- Instagram
- LinkedIn
- Bluesky.

In the 'Social network' section you can indicate the URL of each social media account.

To add your social network accounts:

- go to the 'My Initiative' section in the left-side menu of the Organiser Account;
- go to the 'Make it social' section;
- enter the corresponding URL of the social network;
- click on 'Submit'.



The link to the accounts will be visible in the page displayed after the signatories submit their signature.

If you have an 'X' account, you can indicate the text, in all official EU languages, that will be published when the user shares the initiative on their account.

Please write down the message that you want to appear as a default message when users select 'Tweet it' after having given their support to your initiative.

English

TWEET IT EN

7.7. User feedback

This option allows you to see the feedback left by your supporters after they sign your initiative.

To check the feedback:

- go to 'Manage online collection' in the left-side menu of the Organiser Account;
- go to the 'User feedback' section.

	Very good	Good	Fair	Poor
Results	11	3	2	2
Percentage	81.11%	18.87%	11.11%	11.11%

Date	Evaluation	Member State	Language	Comments	Operating System	Device	Browser	Support
12/11/2024	Good	be	en	test ana		Personal computer	MS-Edge-Chromium	Online form
13/11/2024	Very good	cy	en			Personal computer	MS-Edge-Chromium	Online form
12/11/2024	Very good	es	en	elita		Personal computer	Chrome	Online form
12/11/2024	Very good	ee	en			Personal computer	Chrome	Online form
13/11/2024	Good	hu	en	edea		Personal computer	Chrome	Online form
13/11/2024	Very good	ro	en			Personal computer	Chrome	Online form
25/11/2024	Fair	ro	ro	test		Personal computer	Chrome	Online form
25/11/2024	Very good	ro	en	test ana		Personal computer	Chrome	Online form
05/12/2024	Poor	ro	en	test		Personal computer	Chrome	Online form
05/12/2024	Fair	ro	en	test		Personal computer	Chrome	Online form

The dashboard allows you to filter the feedback by evaluation, Member State, language, comments (with or without) and the type of signature submitted (online form or eIDAS).

Date	Evaluation	Member State	Language	Comments	Operative System	Device	Browser	Support
02/03/2022	Select	Select	Select	Select				Select
	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="Q"/>				<input type="text" value="Q"/>
10/01/2022	Very good	Austria	Bulgarian	with comments	PC		Firefox	via eIDAS
02/01/2022	Good	Belgium	Croatian	without comments	PC		Chrome	via Form
31/12/2021	Fair	Bulgaria	Czech			Mobile	Safari	
29/12/2021	Poor	Croatia	Danish			Mobile	Safari	
28/12/2021	Very good	Cyprus	Dutch			Mobile	Safari	
20/12/2021	Very good	Czechia	English			Mobile	Safari	
20/12/2021	Very good	Denmark	Estonian			Mobile	Safari	
20/12/2021	Very good	Estonia	Finnish			Mobile	Safari	
20/12/2021	Fair	pl	pl		PC		Firefox	
20/12/2021	Fair	gr	fr	test	PC		Chrome	
20/12/2021	Very good	gr	el		PC		Chrome	
14/12/2021	Good	gr	en	gre	PC		Chrome	

8. Managing the collection of signatures

8.1. Reporting the number of signatures

The ECI Regulation requires you to report at least every two months the number of signatures collected on paper forms.

You also must submit a final report [within three months of the end of your collection period](#).

To report the number of signatures collected:

- go to the 'Actions' section in the left-side menu of your Organiser Account;
- go to the 'Report support' section;
- enter the number of signatures collected on paper;
- click on the 'Synchronise the support collected online from the online collection system' button in the top right of the section to update the number of signatures collected online;
- click on the 'Check results' button to update the number of signatures;
- click on the 'Report to Commission' button to report the number of signatures.

Report the number of statements of support

A total of 1 million valid statements of support with minimum numbers of valid statements of support reached in at least 7 Member States are required.

Please report below the number of statements of support that you have collected. The Regulation requires you to provide such report at least every 2 months. You also have to submit a final report within 3 months of the end of your collection period. Indicate for each country the number of statements collected in paper form (left column) and online (right column). If you use the central online collection system, click on the 'Synchronise' button to get the numbers collected online.

Synchronise the support collected online from the central online collection system. Last reporting: 05/11/2024

	Paper	Online		Paper	Online
Austria	0	0	Italy	0	0
Belgium	0	0	Latvia	0	0
Bulgaria	0	0	Lithuania	0	0
Croatia	0	0	Luxembourg	0	0
Cyprus	0	0	Malta	0	0
Czechia	0	0	Netherlands	0	2
Denmark	0	0	Poland	0	0
Estonia	0	0	Portugal	0	0
Finland	0	0	Romania	0	0
France	0	0	Slovakia	0	0
Germany	0	0	Slovenia	0	0
Greece	0	0	Spain	0	0
Hungary	0	0	Sweden	0	0
Ireland	0	0			

8.2. Declaring early closure

You can declare the early closure of a signature collection at any time during the collection period if the collection has reached one million signatures before the deadline. You will need to inform the Commission at least 10 working days before the selected closure date.

To declare that your initiative is being closed early:

- go to 'Actions' in the left-side menu of the Organiser Account;
- go to the 'Declare early closure' section;
- select the date on which you would like to stop the collection;
- click on 'Close collection'.

Only the representative or the substitute has the rights to perform this action.

Early closure of your initiative

You can collect statement of support until 23/06/2026.

You have collected enough support (i.e. 1 million in total and minimum thresholds in at least 7 countries) and would like to stop the collection before the end of your 12-month collection period? Please indicate below the date on which you would like to stop the collection and click on 'Close collection'. NB: you have to inform the Commission of the date chosen at the latest 10 working days before that date. Before closing the collection, be aware that some statements of support may be invalidated, which will have implications on the final numbers.

Select date
09/30/2025

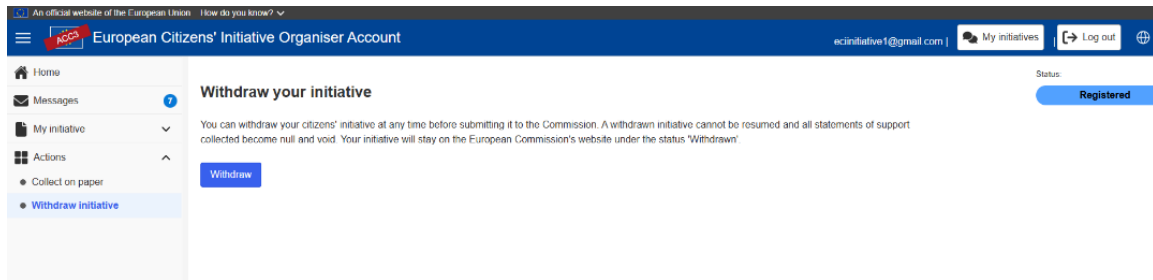
Close collection

8.3. Withdrawing an initiative

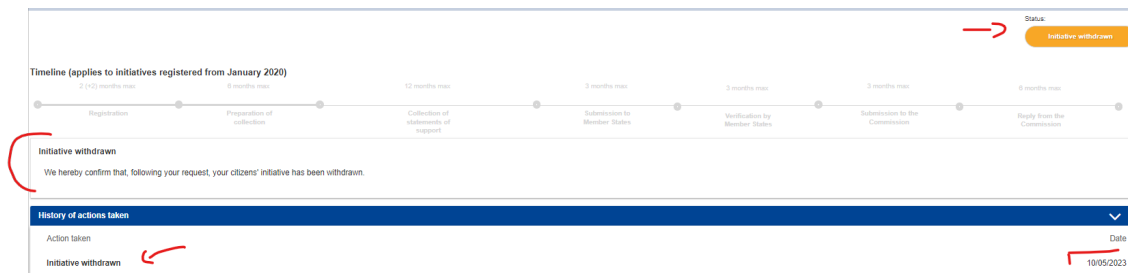
You can withdraw your initiative at any time after it has been registered and before it has been submitted to the European Commission.

To withdraw your initiative:

- go to the 'Actions' section in the left-side menu of the Organiser Account;
- go to the 'Withdraw initiative' section;
- click on the 'Withdraw' button.



The status of the initiative will change to 'Withdrawn' in the Organiser Account.



The status of the initiative will also be published in the [ECI public register](#) as withdrawn.

8.4. Closing collection

When a collection period finishes, the initiative status in the Organiser Account is set to 'Collection closed'.

From the end of the collection period, you have three months to notify the Commission of the final number of signatures you have collected.

In the 'Pending actions' section of the dashboard of your initiative, you will find a message asking you to submit the total number of signatures.

The screenshot shows the 'European Citizens' Initiative Organiser Account' for an initiative titled 'Dulces moriens reminiscitur Argos'. The status is 'Collection closed'. A timeline indicates the process from registration to reply from the Commission. Below the timeline, a 'Pending actions' section lists three tasks with their respective deadlines:

Pending action	Deadline
Report the number of collected statements of support	26/09/2025
Report the total number of collected statements of support	07/01/2026
Report on support and funding	07/10/2025

9. Unsuccessful initiative

If fewer than one million EU citizens have signed your initiative and/or thresholds (minimum numbers) in at least seven EU countries have not been reached, you will be asked to declare this by ticking the relevant box.

To report the final number of signatures:

- go to 'Actions' in the left-side menu of the Organiser Account;
- go to the 'Report support' section;
- tick the checkbox to declare that the minimum number of signatures has not been reached and then click on the 'Report to Commission' button.

Total

245,122 Edit results Countries having reached the threshold 8 Report to Commission

* I declare that this is the total number of statements of support gathered during the whole collection period.

Insufficient number of statements of support

If you are certain that you have not reached the required number of signatories and that you will not continue the procedure, please inform us by ticking the box below, so that we can update the status of your citizens' initiative in the European Commission website.

If not already done, please report your sources of support and funding before reporting the number of statements of support to the European Commission. Please note that if you do not report the number of statements of support collected within 3 months of the end of your collection period, your initiative will be considered as having not reached the required number of statements of support and will be categorised as such on the Commission's website.

* Yes, I have reported my sources of support and funding to the European Commission.

* I declare that our citizens' initiative has not reached the required number of statements of support.

The status of the initiative will change to 'Insufficient support'.

The screenshot shows the 'European Citizens' Initiative Organiser Account' for the same initiative. The status is now 'Insufficient support'. The timeline is identical to the previous screenshot, but the 'Pending actions' section is no longer visible. A message states: 'Insufficient number of statements of support declared. You have reported an insufficient number of statements of support. Your initiative has been moved to the relevant part of the Commission's online register.'

10. Successful initiative

If you have collected the necessary number of statements of support, you must ask the competent national authorities in each country where you have collected the statements of support to certify the number of valid statements collected in those countries.

To submit the signatures to the Member States, see the [‘Reporting the number of signatures’](#) section.

The national authorities have three months to certify the number of valid signatures. They will use appropriate checks to verify the statements of support, which can be based on random sampling.

You can find the contact details of the authorities in the [‘Implementation at national level’](#) section, under ‘How it works’, on the ECI website.

10.1. Transferring signatures to the Member States

10.1.1. Online signatures

Signatures collected through the online collection system will be transferred by the European Commission via the S-CIRCABC file exchange service.

10.1.2. Paper signatures

Depending on whether or not you have chosen to use the file exchange service to transfer paper statements, you will need to coordinate the submission of online and paper statements of support with the Commission.

- Your submission process depends on whether you choose to use the Commission’s file exchange service or other channels to transmit the paper statements.

If you use the file exchange service to send both paper statements and Annex V forms for each Member State, the Commission will forward all online statements, paper statements, and Annex V forms to the Member States at the same time.

The transfer will trigger the start of the three-month verification period.

Please note that in order to use the file exchange service for paper statements, you must sign the [joint controllership agreement](#) with the Commission. You can then agree on a date to enable the service.

To send paper statements via the Organiser Account follow the following steps:

- Scan paper statements and group them by country.
- Create a zip file (max. 300 MB) for each Member State, including the scanned statements and the pre-completed Annex V form.
- Upload each zip file in the “Submit to Member States” section and click “Submit to Member States”.
- You have two months from the end of the collection period to upload all paper statements.
- More details are available in the dedicated manual that will be provided to you.

Alternatively, you can submit the paper statements in other ways, for example by mail or hand delivery to the authorities in the Member States for whose nationals you have paper statements. In this case, only the online statements will be transferred by the Commission via the file exchange service.

The verification process will only start once the Member States have both the online and paper statements. The Commission will only transfer the online statements once you confirm that the Member States have received the paper statements.

The transfer must be triggered through the Organiser Account.

The new status of the initiative will be ‘Verification’.

10.2. Uploading Annex VI

Member States will confirm the validity of signatures by submitting Annex VI — Certificate confirming the number of valid statements of support collected for each Member State.

When you receive Annex VI from the national authorities, upload it to the Organiser Account.

Member State	Name of the document	Actions
Austria	ECI-Submission-Form-0051-EN.pdf	Delete
Belgium	ECI-Submission-Form-0051-EN.pdf	Delete
Bulgaria	ECI-Submission-Form-0051-EN.pdf	Delete
Croatia	ECI-Submission-Form-0051-EN.pdf	Delete
Cyprus	ECI-Submission-Form-0051-EN.pdf	Delete
Czechia	ECI-Submission-Form-0051-EN.pdf	Delete
Denmark	ECI-Submission-Form-0051-EN.pdf	Delete
France	ECI-Submission-Form-0051-EN.pdf	Delete
Netherlands	ECI-Submission-Form-0051-EN.pdf	Delete

After adding the Annex VI for each country, click on the ‘Submit to the European Commission’ button to trigger the validation of your initiative by the Commission.

10.3. Declaring an insufficient number of signatures after submission to the Member States

If the national authorities of each Member State find that some signatures are not valid and therefore annul them, it might be that the minimum number of signatures has not been met.

In this case you will have to declare in the Organiser Account that the Annex VI received from the Member States indicates that the number of signatures is insufficient.

In the left-side menu, go to ‘Actions’ and in the ‘Submit initiative’ section you will be able to update the number of signatures collected.

HOME

MESSAGES (2)

MY INITIATIVE

ACTIONS

- Collected support
- Withdraw initiative
- Submit initiative

Submit your initiative to the European Commission

You can enter here the number of statements of support that Member States considered as valid to verify if you have reached the required number. If you have reached the required number, you must submit your initiative within 3 months of obtaining the last certificate from a Member State's competent authority (this deadline applies only to initiatives registered from 1 January 2020).

Austria <input type="text" value="8401"/>	Belgium <input type="text" value="928"/>	Bulgaria <input type="text" value="20544"/>	Croatia <input type="text" value="16808"/>
Cyprus <input type="text" value="35"/>	Czechia <input type="text" value="635"/>	Denmark <input type="text" value="11736"/>	Estonia <input type="text" value="587"/>
Finland <input type="text" value="3759"/>	France <input type="text" value="2295"/>	Germany <input type="text" value="11493"/>	Greece <input type="text" value="7888"/>
Hungary <input type="text" value="52766"/>	Ireland <input type="text" value="271"/>	Italy <input type="text" value="78396"/>	Latvia <input type="text" value="6651"/>
Lithuania <input type="text" value="18990"/>	Luxembourg <input type="text" value="95"/>	Malta <input type="text" value="36"/>	Netherlands <input type="text" value="3213"/>
Poland <input type="text" value="25422"/>	Portugal <input type="text" value="110"/>	Romania <input type="text" value="254871"/>	Slovakia <input type="text" value="63272"/>
Slovenia <input type="text" value="6168"/>	Spain <input type="text" value="48626"/>	Sweden <input type="text" value="1795"/>	United Kingdom <input type="text" value="1654"/>

Total

Status: Collection closed

Click on the 'Edit results' button to update the amount in the 'Total' field.

Submit your initiative to the European Commission

A total of 1 million valid statements of support with minimum numbers of valid statements of support reached in at least 7 Member States are required.

You can enter here the number of statements of support that Member States considered as valid to verify if you have reached the required number. If you have reached the required number, you must submit your initiative within 3 months of obtaining the last certificate from a Member State's competent authority (this deadline applies only to initiatives registered from 1 January 2020).

Austria	Belgium	Bulgaria	Croatia
0	0	0	0
Cyprus	Czechia	Denmark	Estonia
0	0	0	0
Lithuania	Luxembourg	Malta	Netherlands
100	0	0	0
Poland	Portugal	Romania	Slovakia
0	0	0	0
Slovenia	Spain	Sweden	United Kingdom
0	0	0	0

Total: 100

[Edit results](#)

Insufficient number of statements of support

If you are certain that you have not reached the required number of signatories and that you will not continue the procedure, please inform us by ticking the box below, so that we can update the status of your citizens' initiative in the European Commission website.

If not already done, please report your sources of support and funding before reporting the number of statements of support to the European Commission. Please note that if you do not report the number of statements of support collected within 3 months of the end of your collection period, your initiative will be considered as having not reached the required number of statements of support and will be categorized as such on the Commission's website.

Yes, I have reported my sources of support and funding to the European Commission.

I declare that our citizens' initiative has not reached the required number of statements of support.

[Confirm](#)

Tick the two boxes to declare that you have reported your sources of support and have not reached the required number of statements.

Submit your initiative to the European Commission

A total of 1 million valid statements of support with minimum numbers of valid statements of support reached in at least 7 Member States are required.

You can enter here the number of statements of support that Member States considered as valid to verify if you have reached the required number. If you have reached the required number, you must submit your initiative within 3 months of obtaining the last certificate from a Member State's competent authority (this deadline applies only to initiatives registered from 1 January 2020).

Austria	Belgium	Bulgaria	Croatia
0	0	0	0
Cyprus	Czechia	Denmark	Estonia
0	0	0	0
Lithuania	Luxembourg	Malta	Netherlands
100	0	0	0
Poland	Portugal	Romania	Slovakia
0	0	0	0
Slovenia	Spain	Sweden	United Kingdom
0	0	0	0

Total: 100

[Edit results](#)

Insufficient number of statements of support

If you are certain that you have not reached the required number of signatories and that you will not continue the procedure, please inform us by ticking the box below, so that we can update the status of your citizens' initiative in the European Commission website.

If not already done, please report your sources of support and funding before reporting the number of statements of support to the European Commission. Please note that if you do not report the number of statements of support collected within 3 months of the end of your collection period, your initiative will be considered as having not reached the required number of statements of support and will be categorized as such on the Commission's website.

Yes, I have reported my sources of support and funding to the European Commission.

I declare that our citizens' initiative has not reached the required number of statements of support.

[Confirm](#)

Click on the 'Confirm' button to send confirmation to the European Commission.

The status of the initiative will change to 'Insufficient support'.

10.4. Submitting a successful initiative to the Commission

To inform the European Commission that all Annexes VI have been submitted, you must indicate the date of receipt of the last certificate in the ‘Pending actions’ section.

Click on the ‘Confirm reception’ button to submit the certificates for verification.

The screenshot shows the 'Test ECI' page in the European Citizens' Initiative Organiser Account. The page includes a timeline of the initiative process and a 'Pending actions' section. The 'Pending actions' section contains a 'Verification by Member States ongoing' status and a 'Date of the last certificate' field with a date picker set to 11/02/2024. A 'Confirm reception' button is visible at the bottom right of the pending actions section.

10.4.1. Declaring the final number of signatures – Annex VII

Once all the national authorities have submitted their Annex VI after the signatures have been verified, you will have to insert the final number of signatures in the Organiser Account.

This number will include online and paper signatures.

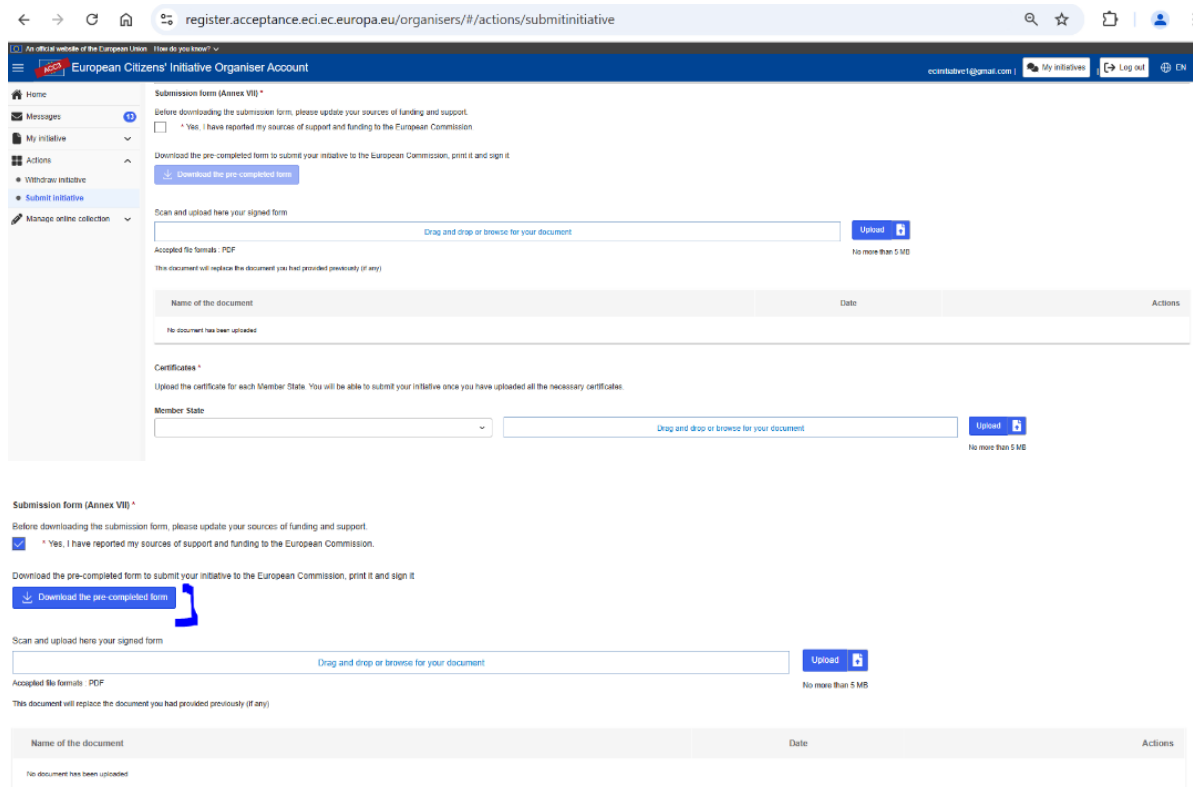
Member State	Number of Signatures
Austria	200,000
Belgium	200,000
Bulgaria	200,000
Croatia	200,000
Cyprus	200,000
Czechia	200,000
Denmark	200,000
Estonia	0
Finland	0
France	0
Germany	0
Hungary	0
Ireland	0
Italy	0
Latvia	0
Lithuania	0
Luxembourg	0
Malta	0
Netherlands	2
Poland	0
Portugal	0
Romania	0
Slovakia	0
Slovenia	0
Spain	0
Sweden	0
Total	0

Once you have filled in the figures, click on ‘Check results’.

A message will appear at the top of the page asking you to submit Annex VII - Form for the submission of an initiative to the European Commission.

NB: Before submitting the final number of signatures to the European Commission, you must [declare all funding](#) that the initiative has received.

In the 'Submit initiative' section under 'Actions' in the left-side menu, tick the box at the bottom of the page to download the prefilled Annex VII — Form for the submission of an initiative to the European Commission.



Annex VII summarises the final number of signatures that you have reported for each Member State. Make sure that the figures are correct before submitting the form.

If all the information is correct, sign and date the form (point 8 of Annex VII) and upload the form scanned and signed.

- I hereby declare that the information provided in this form is correct and that all relevant procedures and conditions set out in Regulation (EU) 2019/788 of the European Parliament and of the Council of 17 April 2019 on the European citizens' initiative have been complied with.

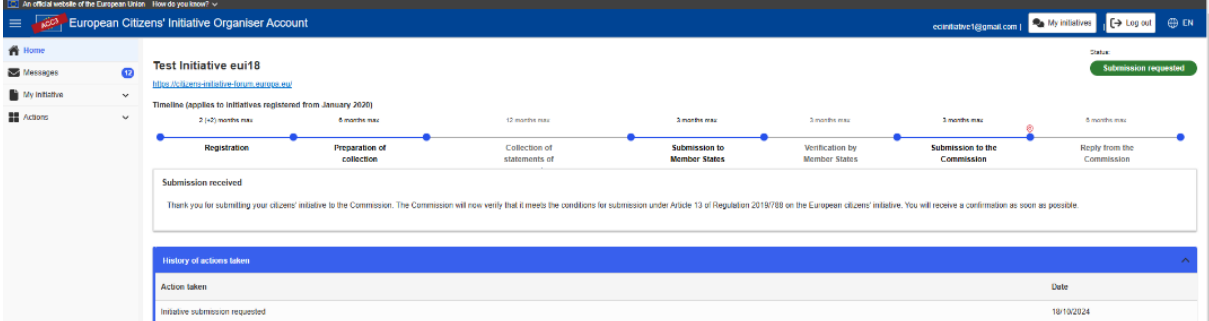
Date and signature of one of the contact persons (representative/substitute ⁽²⁾) or of the representative of the legal entity:

Name of the document	Date	Actions
ECI-Submission-Form-8651-EN.pdf	22/11/2024	Delete

To submit the initiative to the Commission go to the 'Submit initiative' section under 'Actions' in the left-side menu.

10.5. Confirmation of submission

Once Annex VII has been submitted, the status of the initiative will change to 'Submission requested'.

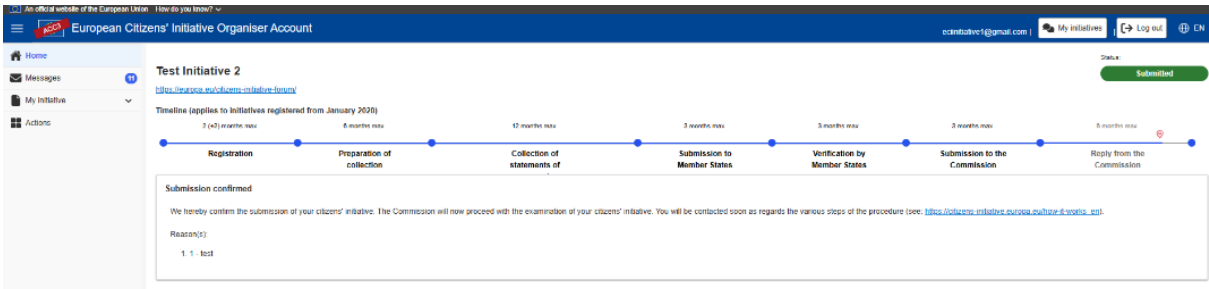


The screenshot shows the 'European Citizens' Initiative Organiser Account' for 'Test Initiative eur18'. The status is 'Submission requested'. A timeline indicates the following steps: Registration (2 (+2) months max), Preparation of collection (8 months max), Collection of statements of (12 months max), Submission to Member States (3 months max), Verification by Member States (3 months max), Submission to the Commission (3 months max), and Reply from the Commission (8 months max). The current step is 'Submission to the Commission'. Below the timeline, a message states: 'Submission received. Thank you for submitting your citizens' initiative to the Commission. The Commission will now verify that it meets the conditions for submission under Article 13 of Regulation 2019/788 on the European citizens' initiative. You will receive a confirmation as soon as possible.' A table below shows the 'History of actions taken' with one entry: 'Initiative submission requested' on 18/10/2024.

You will receive an email confirming that your initiative has been submitted to the Commission.

At this stage, the Commission will check your submission and will either accept it or inform you if any information is missing.

Once approved, the status of your initiative will change to 'Submitted'.



The screenshot shows the 'European Citizens' Initiative Organiser Account' for 'Test Initiative 2'. The status is 'Submitted'. The timeline is identical to the previous screenshot. Below the timeline, a message states: 'Submission confirmed. We hereby confirm the submission of your citizens' initiative. The Commission will now proceed with the examination of your citizens' initiative. You will be contacted soon as regards the various steps of the procedure (see: https://citizens-initiative.europa.eu/how-it-works_en). Reason(s): 1. 1 - test'.

You will receive a message saying that the Commission has accepted the submission.