

Contact profile guidance

EU Neighbours in action: Knowledge across borders

To register in our database, please see the [full guidance](#). If you are registering in relation to an IPA-IPA CBC programme, the below guidance will help you navigate parts 4 and 5.

➤ **If you work directly for the Delegation for the European Union (Contracting Authority)**

In Institution, please select **European Commission**, and then select Other. Insert **Delegation for the European Union** and specify the country. This information will be on your name badge.

In the Role description field you are invited to specify the functions you fulfil.

Now 'Click Add' to add the Profile to your Contact.

➤ **If you work directly for a Ministry, or equivalent public body (CBC structures)**

In Institution, please select **National Authority**, you are invited to select your **country**. This information will be on your name badge.

In the Role description field you are invited to specify the functions you fulfil, particularly towards the programmes, or other entity that connected you to us. Such as supervising body.

Now 'Click Add' to add the Profile to your Contact.

➤ **If you work directly for an IPA-IPA CBC programme body (JTS or Antenna)**

Please select the Institution 'Other'. In the organisation, please state your programme name as it should appear on a name badge (e.g. CBC IPA-IPA Montenegro – Albania).

In the role description field you are invited to specify the functions you fulfil within the programme. It would further be helpful if you could state if you are in the JTS or Antenna.

Now 'Click Add' to add the Profile to your Contact.

➤ **Registrations from another body**

Please contact the event organiser to guide you on how to apply, and make sure the event is relevant for you.