



Početna  
prezentacija za  
korisnike

Završno izvješće

Mobility tool



AGENCIJA ZA  
MOBILNOST I  
PROGRAME EU



Erasmus+



Obzor 2020.



euraxess



eTwinning



europass



eurodesk

hrvatska



CEEPUS



- **Datum dostave završnog izvješća** = datum završetka projekta + 60 dana
- Završno izvješće nije moguće predati dok projekt formalno ne završi!!
- Važno je poštivanje rokova, u protivnom može doći do raskida Ugovora
- Završno izvješće podnosi se putem **Mobility Tool**-a na hrvatskom ili engleskom jeziku
- Priručnik za korištenje Mobility toola i ostale informacije o provođenju <http://mobilnost.hr/hr/sadrzaj/sudjelovanje/mladi/erasmus-mladi/sudjelovanje-2015-/provedba-projekata-2015-/>

# Završno izvješće

Završno izvješće se sastoji od:

- **Narativnog dijela (kvaliteta)**
- **Proračuna (zatraženi troškovi) – paziti na troškove!**
- !! sve stvarne troškove u završnom izvješću korisnik je dužan voditi i iskazati u eurima primjenjujući **mjesečni tečaj kojeg je utvrdila Europska komisija i objavila na svojoj mrežnoj stranici**, a koji se primjenjuje na dan potpisa Ugovora o dodjeli financijske potpore od strane zakonskog predstavnika Agencije za mobilnost i programe EU
- [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)
- **Evaluacijskih upitnika (ispunjenih u Mobility tool-u) – ne vrijedi za KA3**
- **Potpisane deklaracije časti**
- **Tablice rasporeda aktivnosti**
- **Dokaza provedbe projekta (slike, video, rezultati projekta, vidljivost, diseminacija...)**


# Završno izvješće

## U fazi završnog izvješća:

### Potrebno dostaviti

- Potpisanu deklaraciju časti
- Raspored aktivnosti
- Dokazi provedbe aktivnosti (fotografije, video, rezultati projekta...)
- Izvanredni troškovi i potpora za posebne potrebe – računi i dokazi o plaćanju (bankovni izvadak)

### Nije potrebno dostaviti

- Putne karte
  - Izjava o sudjelovanju
  - Račune
- 
- Obavezno čuvati 3 godine od datuma završne isplate za slučaj dodatnih kontrola (5 godina za projekte iznad 60 000 EUR)

## Narativni dio:

- **Sažetak**
  - Mobility tool preslikava sažetak iz prijave – potrebno ažurirati!
- **Opis projekta**
  - Realan prikaz provedenog, poteškoća i odmaka od projektne prijave
  - Doprinos i utjecaj na partnerske organizacije
  - Evaluacija i mjerenje rezultata/zaključci i analiza provedenih evaluacija (što je evaluacija pokazala?)
- **Provedba projekta**
  - Praktična strana provedbe projekta (putovanje, smještaj, suradnja s partnerima, priprema sudionika...)
- **Aktivnosti**
  - Realan prikaz provedenih aktivnosti, korištenih metoda (+ ažuriran raspored aktivnosti)
- **Profil sudionika**
  - Uključenost sudionika u projektu
  - Poseban naglasak na sudionike s manje mogućnosti – nije dovoljno samo nabrojati već je potrebno objasniti utjecaj projekta na te sudionike
- **Ishodi učenja**
  - Utjecaj projekta na sudionike, organizacije i lokalnu zajednicu
- **Diseminacija**
  - Detaljan prikaz rezultata, načina širenja i iskorištavanja

# Završno izvješće

Kvaliteta završnog izvješća:

- Copy/paste princip nije prihvatljiv - **potreban realan prikaz provedenog, poteškoća i odmaka od projektne prijave**
- Detaljno opisati sve faze projekta, korištene metode i ishode učenja, učinak projekta na sve uključene
- Razlikovati vidljivost i diseminaciju
- **Razmjene mladih** – aktivna uključenost mladih u svim fazama projekta mora biti opisana
- **EVS** – podrška volonterima (jezik, mentorstvo, osobni projekt), praćenje i evaluacija učenja volontera
- **KA3** – objasniti ulogu mladih u projektu, objasniti ulogu donositelja odluka i rezultate njihove interakcije



## Analiza izvješća

- Mogući rezultati završnog izvješća:
  - **Završna isplata**
  - **Djelomični povrat sredstava** – zbog neispunjenja dijela projekta, zbog loše kvalitete projekta
  - **Potpuni povrat sredstava** – ukoliko se projekt ne provodi u skladu s programskim pravilima, ukoliko se projekt uopće ne provede, ukoliko se ne dostavi završno izvješće
- Agencija obavještava korisnika o rezultatima analize u obavijesti o analizi završnog izvješća
- Korisnik se može očitovati na rezultate analize, ukoliko nije suglasan s njima u roku od 30 dana



- **Smanjenje financijske potpore** na temelju loše, djelomične ili zakašnjele provedbe će se primjenjivati na ukupni konačni iznos formalno **prihvatljivih troškova za potporu organizaciji te izvanredne troškove** na sljedeći način:

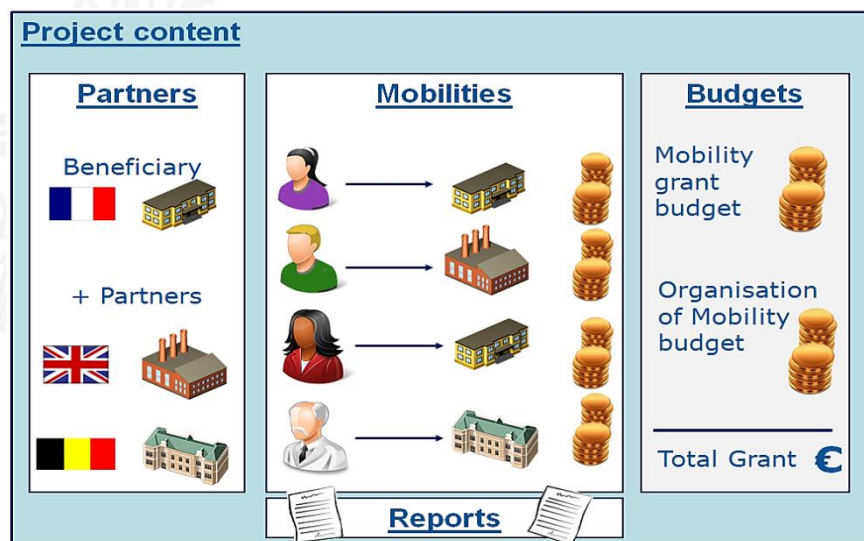
Smanjenje organizacijskih troškova za:	Broj bodova:
25%	40-50
50%	25-40
75%	<25



- Može iznositi do najviše 30% odobrenih sredstava
- Utvrđuje se prilikom analize završnog izvješća
- Isplaćuje se u roku **60 dana** od datuma primitka završnog izvješća
- U slučaju zahtjeva za nadopunu dokumentacije, rok od 60 dana se obustavlja
- Isplate će biti izvršene u roku, požurivanja isplate nisu moguća

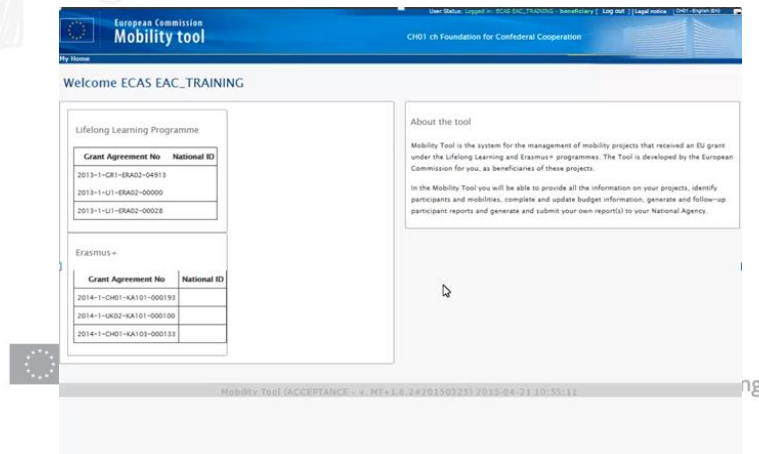
# Mobility Tool

- Mobility Tool je web platforma za suradnju, upravljanje i izvješćivanje o projektima mobilnosti
- Mobility Tool mrežnoj stranici pristupate putem sljedeće poveznice:  
<https://webgate.ec.europa.eu/eac/mobility>



# Pristup Mobility Toolu

- Pristupanje Mobility Toolu putem ECAS računa!
  - Zakonski zastupnik
  - Kontakt osoba
- E-mail adresa zakonske i kontakt osobe povezana s Mobility Toolom preko ECAS računa!
- Potrebno otvoriti ECAS račun za svaku osobu kojoj se želi dodijeliti pristup (ako ga već nema)
- Sve upute za ECAS račun možete pronaći u priručniku na poveznici:  
[http://www.mobilnost.hr/prilozi/05\\_1391612230\\_05\\_1389948514\\_ECAS\\_prirucnik.pdf](http://www.mobilnost.hr/prilozi/05_1391612230_05_1389948514_ECAS_prirucnik.pdf)



European Commission  
Mobility tool  
CH01 - Foundation for Confederation Cooperation

Welcome ECAS EAC\_TRAINING

Lifelong Learning Programme

Grant Agreement No	National ID
2013-1-GR1-ERAC2-04913	
2013-1-UI1-ERAC2-00000	
2013-1-UI1-ERAC2-00028	

Erasmus +

Grant Agreement No	National ID
2014-1-CH01-KA101-000193	
2014-1-ERAC2-KA101-000190	
2014-1-CH01-KA103-000133	

About the tool

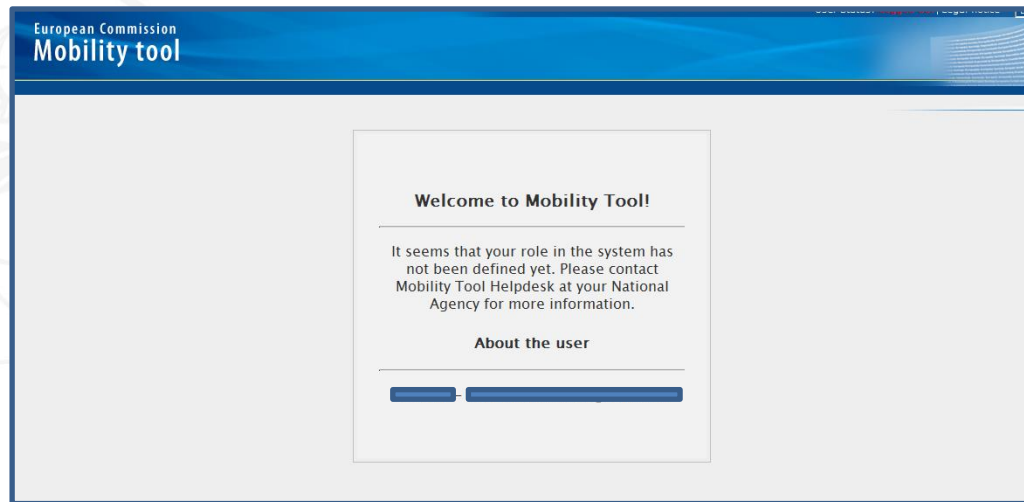
Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you as beneficiaries of these projects.

In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and generate and submit your own reports to your National Agency.

Mobility Tool (ACCEPTANCE) - v. MF4.6.24201309230.2013-04-21 10:55:11


# Pristup Mobility Toolu

- U slučaju kada nije moguće pristupiti Mobility Toolu:
  1. Potrebno provjeriti da li sve osobe imaju ECAS račun
  2. Kontaktirati Agenciju



# Informacije o projektu

User Status: Logged in: Matea MAJDENIĆ - nabasic [ Log out ] | Legal notice | HR01 - Croatian (HR)


European Commission

Mobility tool
HR01 Agency for Mobility and EU Programmes Agencija za mobilnost i programme Europske unije (AMPEU)

Home
Project List
Project Details
Organisations ▾
Contacts ▾
Mobilities ▾
Budget
Reports

Your NA has Finalised the project - project locked

## Project Details for 2014-2-HR01-KA105-[redacted]

### Context information

Programme: Erasmus+

Key Action: KA1 - Learning Mobility of Individuals

Action Type: KA105 - Youth mobility

Call Year: 2014

Round: 2

Start of Project: 01/10/2014

End of Project: 01/02/2015

Project Duration (months): 4

### Project information

Grant Agreement No.: 2014-2-HR01-KA105-[redacted]

Applying on behalf of a consortium?:

National ID:

Project Title: LETS ART

Project Acronym: Lets Art

### Project Access

User's role in project: Admin

Access to Project: Edit Access to Project

Project is locked:

### National Agency

National Agency: HR01 - Agency for Mobility and EU Programmes Agencija za mobilnost i programme Europske unije (AMPEU)

For further details about your National Agency, please consult the following page  
[http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm)

### Beneficiary Organisation information

PIC: 948902501

Legal Name: [redacted]

Business Name: [redacted]

Full legal name (National Language):

### History information

Created by: NA Staff

Created on: 06/10/2014 15:27:56

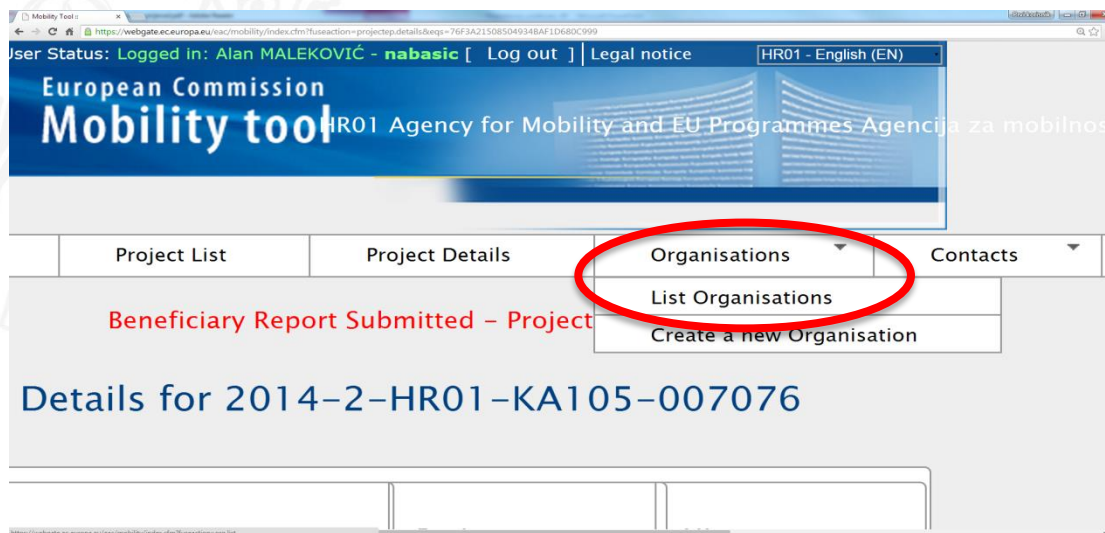
Updated by: NA Staff

Updated on: 04/06/2015 18:50:09



# Promjena partnera

- U sustavu Mobility Tool možete mijenjati podatke o partnerskim organizacijama koje sudjeluju u projektu, kontakt osobama, mobilnostima, sudionicima i budžetu. Sve ostale podatke o projektu, kao što su naziv projekta, trajanje projekta i projektni ID ne možete mijenjati.



The screenshot shows the Mobility Tool interface. At the top, it displays the user status: "Logged in: Alan MALEKOVIĆ - nabasic [ Log out ]" and the language "HR01 - English (EN)". The main header includes the European Commission logo and the text "Mobility tool". Below the header, there are navigation tabs: "Project List", "Project Details", "Organisations", and "Contacts". The "Organisations" tab is selected and highlighted with a red circle. A dropdown menu is open under "Organisations", showing options: "List Organisations" and "Create a new Organisation". A red notification banner reads "Beneficiary Report Submitted - Project". Below the notification, the project details "Details for 2014-2-HR01-KA105-007076" are visible.

# Promjena partnera

European Commission  
**Mobility tool**  
Agency for Mobility and EU Programmes Agencija za mobilnost i programme Europske unije (AMPEU)

User Status: Logged in: Matea MAJĐENIĆ - nabasic [ Log out ] | Legal notice | HR01 - Croatian (HR)

Home | Project List | Project Details | Organisations | Contacts | Mobilities | Budget | Reports

Project & Beneficiary Organisation for 2015-1-HR01-KA105- [redacted]

Search [input] [Q]

selection Export

	Beneficiary	PIC	Organisation ID	Co-Beneficiary	Legal Name	Department	Public Body	Non-profit	Country	City	
<input type="radio"/>	<input checked="" type="checkbox"/>	948 [redacted]	012620-ORG-00001	<input checked="" type="checkbox"/>	[redacted]		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Croatia	[redacted]	[edit] [trash]
<input type="radio"/>	<input checked="" type="checkbox"/>	944610930	012620-ORG-00004	<input checked="" type="checkbox"/>	SKUNK- skąrgąrdungdomarnas intresseorganisation		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Finland	Kumlinge	[edit] [trash]
<input type="radio"/>	<input checked="" type="checkbox"/>	948551846	012620-ORG-00002	<input checked="" type="checkbox"/>	RADOSA APVIENIBA JAUNIESIEM TREPES		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Latvia	Riga	[edit] [trash]
<input type="radio"/>	<input checked="" type="checkbox"/>	944810265	012620-ORG-00003	<input checked="" type="checkbox"/>	Yalova University		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Turkey	Yalova	[edit] [trash]

10 | 25 | 50 | 100

Dodati novog partnera



Promijeniti podatke o partneru

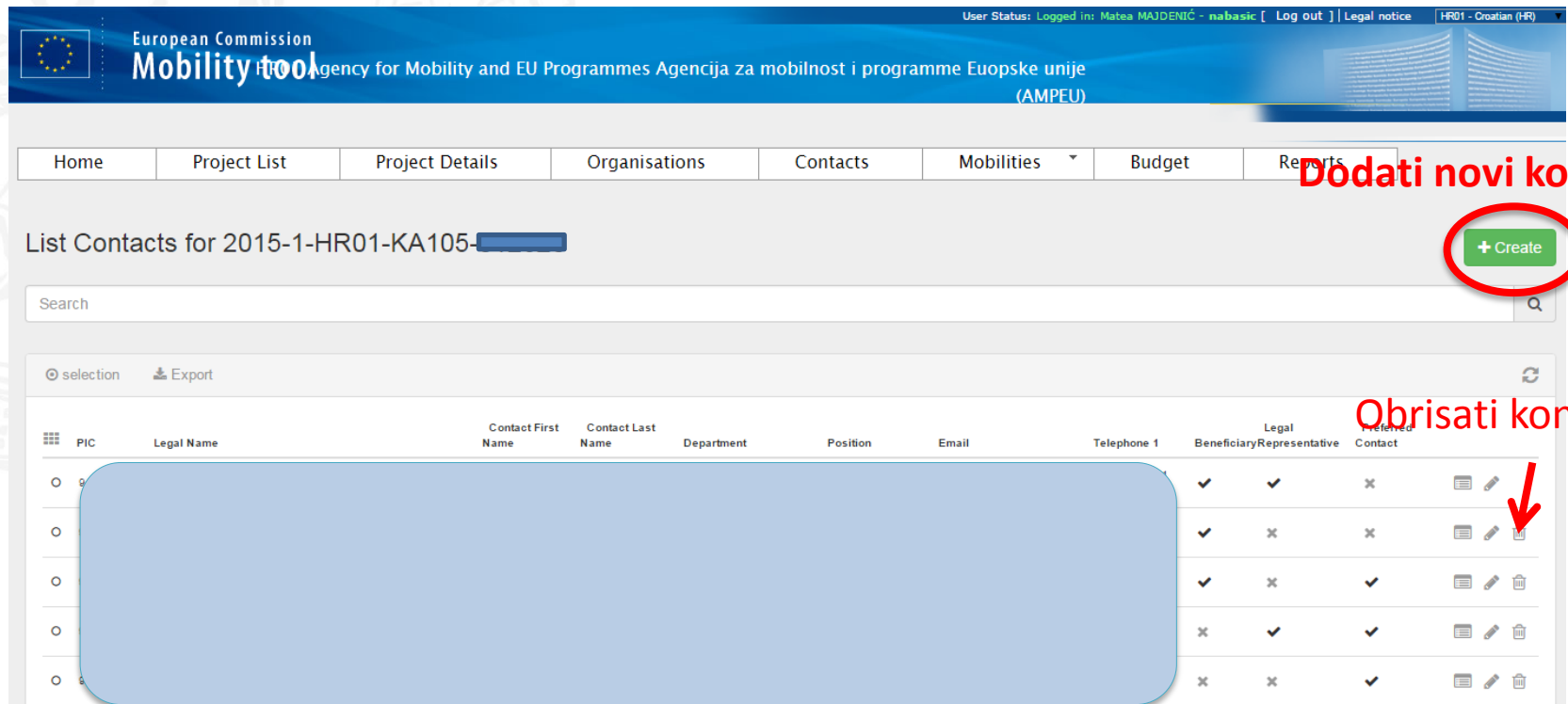


Obrisati partnera

# Promjena kontakt podataka

- Postupak unosa izmjena podataka o kontakt osobi projekta, kao i brisanja pojedinog kontakta je sličan procesu mijenjanja podataka o organizaciji

**Napomena:** pristup Mobility Tool alatu imaju samo kontakt osobe organizacije prijavitelja ili osobe kojima se dodijeli pristup



European Commission  
**Mobility tool**  
Agency for Mobility and EU Programmes Agencija za mobilnost i programme Europske unije (AMPEU)

User Status: Logged in: Matea MAJDENIĆ - nabasic [ Log out ] | Legal notice | HR01 - Croatian (HR)

Home | Project List | Project Details | Organisations | Contacts | Mobilities | Budget | Reports

List Contacts for 2015-1-HR01-KA105-

Search

selection Export

PIC	Legal Name	Contact First Name	Contact Last Name	Department	Position	Email	Telephone 1	Beneficiary Representative	Legal Contact	Preferred Contact
o								✓	✓	✗
o								✓	✗	✗
o								✓	✗	✓
o								✗	✓	✓
o								✗	✗	✓

Dodati novi kontakt

Obrisati kontakt



# Promjena kontakt podataka

## Contact Details

×

Save

Organisation  
[Beneficiary]

Title: gđa      Contact Gender: Female

Contact First Name: Ime      Contact Last Name: Prezime

Department:      Position: Voditeljica ureda

Email: ime.prezime@gmail.com

Legal Representative:       Preferred Contact:       Access to Project:  Edit Access to Project /  No Access to Project

Same as Organisation

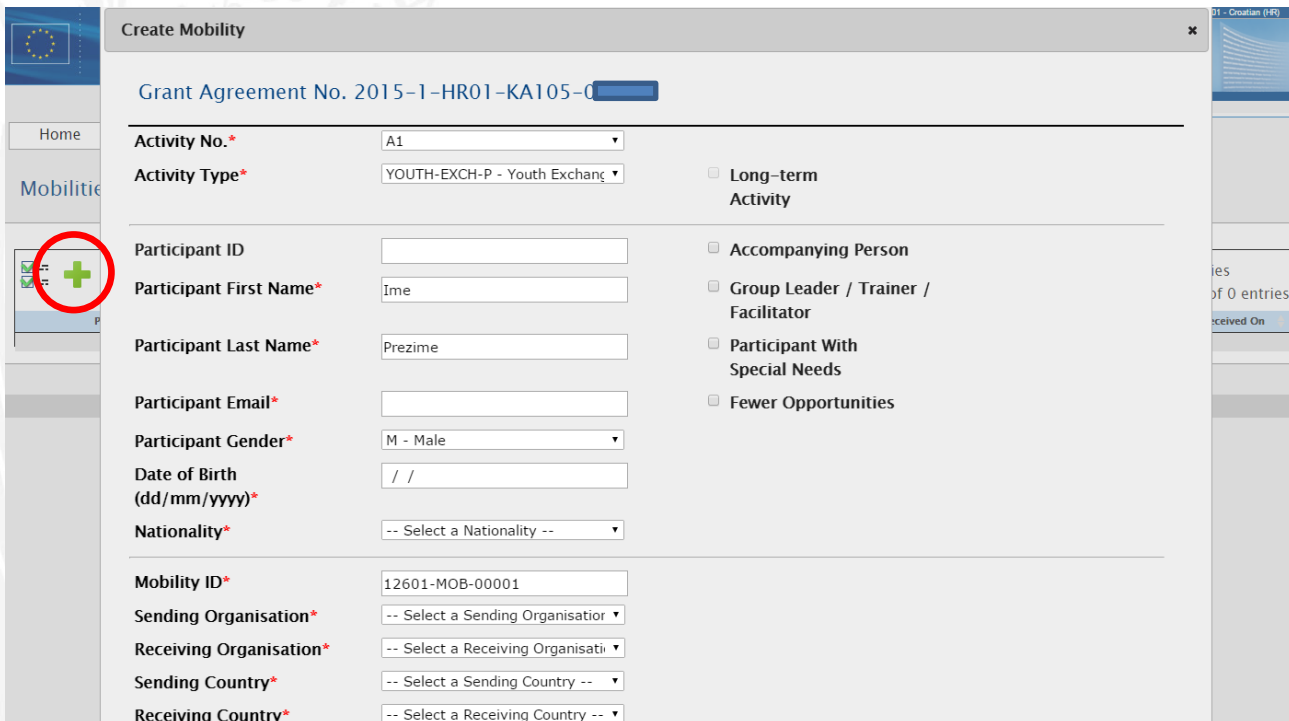
Legal Address: Adresa 1 |      Country: Croatia

- Mobilnost podrazumijeva podatke o sudionicima Erasmus+ projekta, kao što su osobni podaci, podaci o destinaciji i trajanju mobilnosti, o financiranju projekta i sl.
- U Mobility Tool sustavu je moguće unijeti mobilnosti jednu po jednu (1) ili putem tabličnog unosa podataka. (2)

The screenshot displays the Mobility Tool interface. At the top, there is a navigation menu with options: Home, Project List, Project Details, Organisations, Contacts, Mobilities, and Budget. A red notification banner reads "Beneficiary Report Submitted - Project locked". Below this, the "Mobilities" dropdown menu is open, showing "List Mobilities" and "Import - Export", with "Import - Export" circled in red and labeled with a red "2". The main content area is titled "Mobilities List for 2014-2-HR01-KA1" with a search filter set to "C". Below the title, there is a toolbar with various icons, including a green plus sign (+) circled in red and labeled with a red "1", a red minus sign (-), a PDF icon, a printer icon, and an "Export Participant Report" button. The table below shows columns for First Name, Last Name, Email, Activity Type, Mobility ID, Start date, End date, Eligible Mobility, Online Linguistic Assessment, and On Lang Cot. The table contains three rows of data, with the first row showing "4" in the "Eligible Mobility" column and "N" in the "Online Linguistic Assessment" column.

## Opći podaci o mobilnosti

- U ovom dijelu unosite informacije o sudioniku mobilnosti, vrsti aktivnosti mobilnosti, zemlji i lokaciji organizacije pošiljatelja i primatelja
- Trebate unijeti sve potrebne podatke o sudioniku mobilnosti



**Create Mobility**

Grant Agreement No. 2015-1-HR01-KA105-0

Activity No.*	A1	<input type="checkbox"/> Long-term Activity
Activity Type*	YOUTH-EXCH-P - Youth Exchange	<input type="checkbox"/> Accompanying Person
Participant ID		<input type="checkbox"/> Group Leader / Trainer / Facilitator
Participant First Name*	Ime	<input type="checkbox"/> Participant With Special Needs
Participant Last Name*	Prezime	<input type="checkbox"/> Fewer Opportunities
Participant Email*		
Participant Gender*	M - Male	
Date of Birth (dd/mm/yyyy)*	/ /	
Nationality*	-- Select a Nationality --	
Mobility ID*	12601-MOB-00001	
Sending Organisation*	-- Select a Sending Organisation --	
Receiving Organisation*	-- Select a Receiving Organisation --	
Sending Country*	-- Select a Sending Country --	
Receiving Country*	-- Select a Receiving Country --	



**Mobility ID\***

12601-MOB-00001

**Sending Organisation\***

-- Select a Sending Organisation ▼

**Receiving Organisation\***

-- Select a Receiving Organisation ▼

**Sending Country\***

-- Select a Sending Country -- ▼

**Receiving Country\***

-- Select a Receiving Country -- ▼

**Sending City\***

**Receiving City\***

**Comments on different  
location than Sending /  
Receiving organisations**

**Distance Band**

BAND\_09 - 0 - 9 km ▼

[Link to distance calculator](#)

**EU Travel  
Grant**

0

**Grant Not  
Required**

**Participant Group\***

**Main**

-- Select a Language -- ▼

**Instruction/Work/Volunteering  
Language\***

**Other Used Languages**

-- Select a Language -- ▼

**Other Used Languages**

-- Select a Language -- ▼

**Other Used Languages**

-- Select a Language -- ▼



- **Dani aktivnosti**-unosom datuma aktivnosti sustav automatski računa trajanje aktivnosti. Ukoliko su dani putovanja odvojeni od dana aktivnosti potrebno je upisati 0 te će sustav automatski izračunati efektivno trajanje koje će biti isto kao i trajanje aktivnosti. Ukoliko su za dane putovanja ipak predviđeni potrebno je upisati broj (max.2) te će se efektivno trajanje uvećati za taj broj dana

<input type="checkbox"/>	<b>Force Majeure ?</b>	<b>Force Majeure Explanations</b>	
<b>Dates of the activity excluding travel</b>		<b>Start Date*</b>	24/01/2016
		<b>End Date*</b>	29/01/2016
		<b>Duration Calculated (days)</b>	
		<b>Travel Days (max 2)</b>	2
		<b>Funded Duration (days)</b>	0
		<b>Funded Duration (full months)</b>	
		<b>Funded Duration (extra days)</b>	
		<b>Organisational Support Grant/Day</b>	0
		<b>Organisational Support</b>	
		<b>Grant Not Required</b>	<input type="checkbox"/>

- Unesite podatke o udaljenosti između organizacije pošiljatelja i organizacije primatelja te datum početka i završetka mobilnosti. Nakon unosa potrebnih podataka je moguće izračunati financijske potpore po sudioniku pritiskom na tipku “Calculate”

Grant Not Required

<b>Organisational Support</b>	<input type="text" value="0"/>	<b>Organisational Support</b>	
<b>Grant/Day</b>	<input type="text" value="0"/>		

---

<b>EU Special Needs Support</b>	<input type="text" value="0"/>	<b>Exceptional Costs</b>	<input type="text" value="0"/>
<b>EU Special Needs Support Comments*</b>	<div style="border: 1px solid #ccc; height: 60px;"></div>		

---

<b>EU Mobility Total Grant (calculated)</b>	<input type="text" value="0"/>	<input type="button" value="Calculate"/>
---	--------------------------------	--

---

<b>Certifying Organisation</b>	-- Select a Certifying Organisation -- ▾
<b>Certification Type</b>	-- Select a Certification Type -- ▾

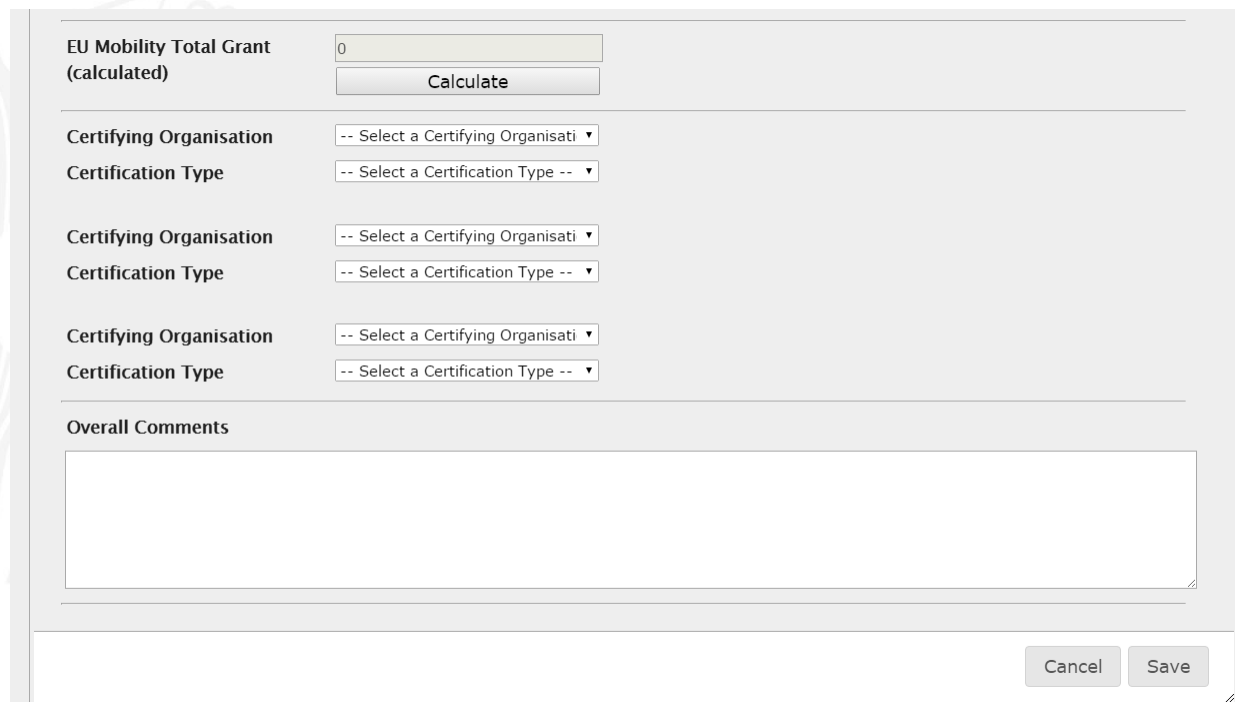
---

<b>Certifying Organisation</b>	-- Select a Certifying Organisation -- ▾
<b>Certification Type</b>	-- Select a Certification Type -- ▾

---

<b>Certifying Organisation</b>	-- Select a Certifying Organisation -- ▾
<b>Certification Type</b>	-- Select a Certification Type -- ▾

- U slučaju odobrenih promjena u projektu potrebno ih je navesti ili navesti razloge zbog kojih se grad iz kojeg dolazi sudionik razlikuje od grada organizacije pošiljatelja



EU Mobility Total Grant (calculated)

Certifying Organisation

Certification Type

Certifying Organisation

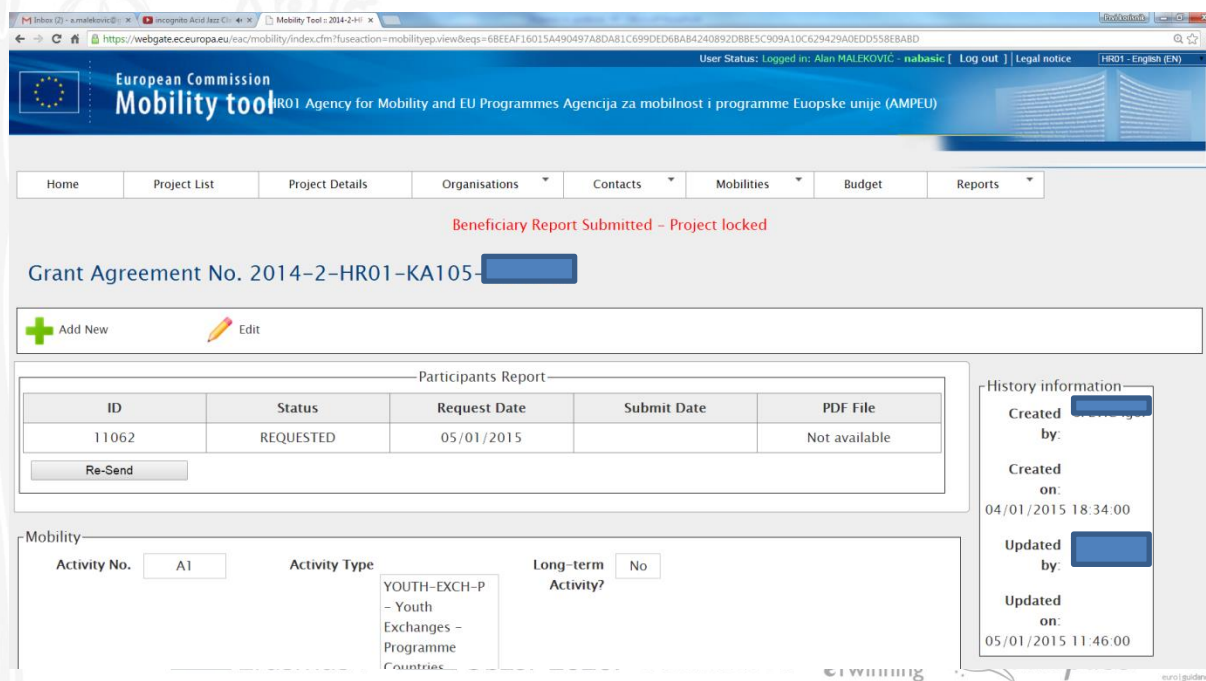
Certification Type

Certifying Organisation

Certification Type

Overall Comments

- Voditelji razmjena, svi sudionici u treninzima, svi volonteri po završetku mobilnosti na svoju adresu elektroničke pošte zaprimaju poveznicu na mrežnu stranicu (link započinje sa sljedećom adresom: (<http://ec.europa.eu/eusurvey>) na kojoj se nalazi obrazac izvješća koje treba popuniti. Izvješće je u obliku online upitnika.
- Slanje obrasca nije moguće ako mobilnost nije završena ili ako je završno izvješće već predano



European Commission  
**Mobility tool** | HR01 Agency for Mobility and EU Programmes Agencija za mobilnost i programme Europske unije (AMPEU)

User Status: Logged in: Alan MALEKOVIC - nabasic [ Log out ] | Legal notice | HR01 - English (EN)

Home | Project List | Project Details | Organisations | Contacts | Mobilities | Budget | Reports

**Beneficiary Report Submitted - Project locked**

Grant Agreement No. 2014-2-HR01-KA105- [REDACTED]

+ Add New | Edit

Participants Report

ID	Status	Request Date	Submit Date	PDF File
11062	REQUESTED	05/01/2015		Not available

Re-Send

History information

Created by: [REDACTED]

Created on: 04/01/2015 18:34:00

Updated by: [REDACTED]

Updated on: 05/01/2015 11:46:00

Mobility

Activity No.  Activity Type  Long-term Activity?

eurodesk | CEEPUS

# Promjena volontera (EVS)

- Važno redovito ažuriranje podataka o volonterima – utječe na participants report
- U slučaju promjena potrebno je po odlasku volontera u Mobility Toolu promijeniti datum završetka službe i otvoriti novu mobilnost s novim datumima trajanja služne

Comments on different location than Sending / Receiving organisations

Force Majeure ?  No  Yes

Force Majeure Explanations

Dates of the activity excluding travel

Start Date

End Date

Duration Calculated (days)

Travel Days (max 2)

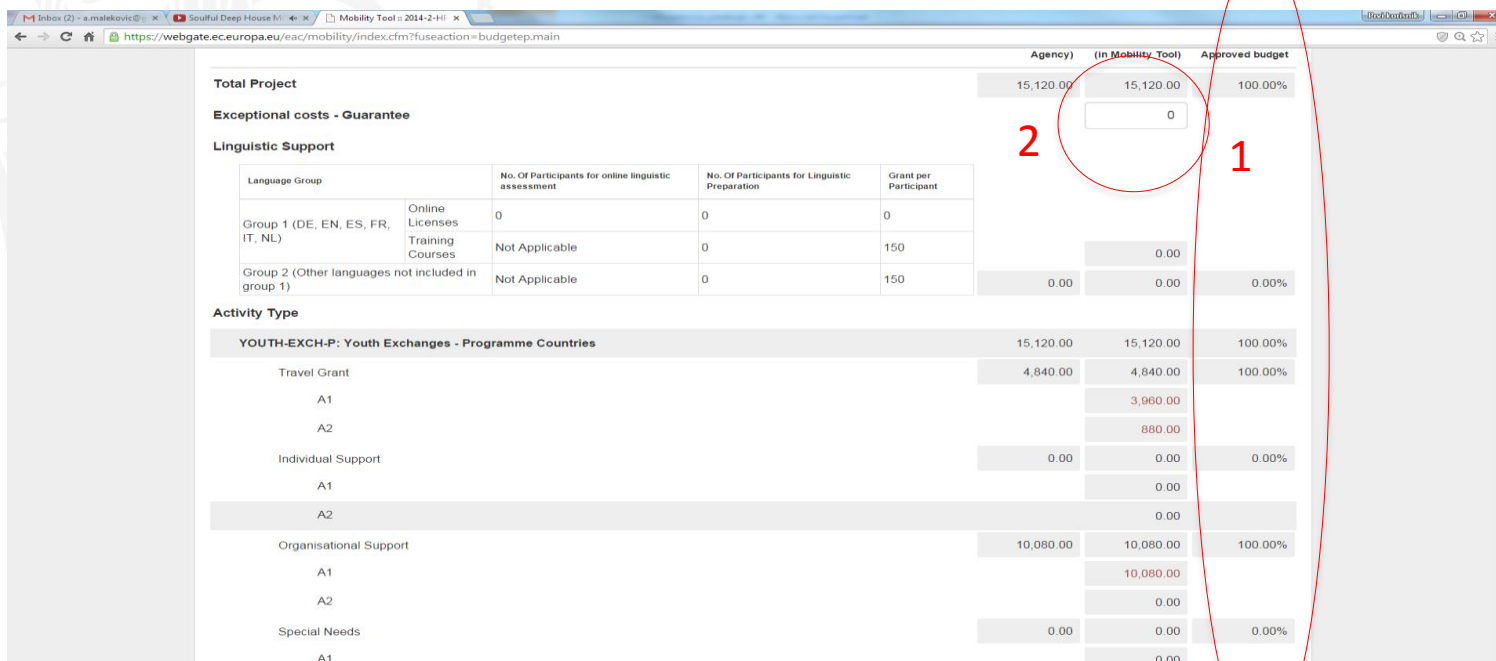
Funded Duration (full months)

Funded Duration (extra days)

Non-Funded Duration (days)

Funded Duration (days)

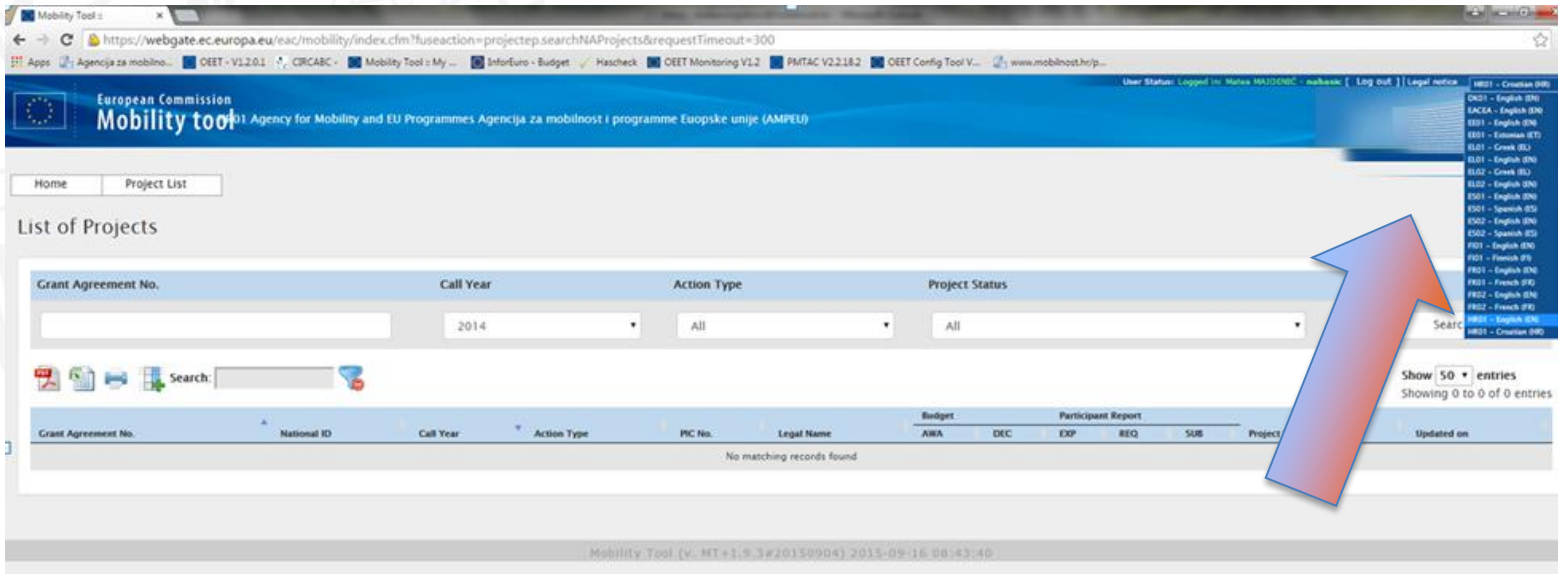
- Budžet prikazuje dva izvora informacija – odobreni budžet od strane Nacionalne agencije i budžet kao sažetak projektnih aktivnosti. U trećem retku - “Trenutačni/odobreni budžet” **(1)** možete pronaći informaciju o trenutačnom stanju budžeta.
- Polja označena sivom bojom sadrže zbroj svih mobilnosti u projektu. Polja koja nisu označena sivom bojom se mogu mijenjati. **(2)**



	Agency	(in Mobility Tool)	Approved budget																
<b>Total Project</b>	15,120.00	15,120.00	100.00%																
<b>Exceptional costs - Guarantee</b>		<input type="text" value="0"/>																	
<b>Linguistic Support</b>																			
<table border="1"> <thead> <tr> <th>Language Group</th> <th>No. Of Participants for online linguistic assessment</th> <th>No. Of Participants for Linguistic Preparation</th> <th>Grant per Participant</th> </tr> </thead> <tbody> <tr> <td>Group 1 (DE, EN, ES, FR, IT, NL)</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td></td> <td>Not Applicable</td> <td>0</td> <td>150</td> </tr> <tr> <td>Group 2 (Other languages not included in group 1)</td> <td>Not Applicable</td> <td>0</td> <td>150</td> </tr> </tbody> </table>	Language Group	No. Of Participants for online linguistic assessment	No. Of Participants for Linguistic Preparation	Grant per Participant	Group 1 (DE, EN, ES, FR, IT, NL)	0	0	0		Not Applicable	0	150	Group 2 (Other languages not included in group 1)	Not Applicable	0	150	0.00	0.00	0.00%
Language Group	No. Of Participants for online linguistic assessment	No. Of Participants for Linguistic Preparation	Grant per Participant																
Group 1 (DE, EN, ES, FR, IT, NL)	0	0	0																
	Not Applicable	0	150																
Group 2 (Other languages not included in group 1)	Not Applicable	0	150																
<b>Activity Type</b>																			
<b>YOUTH-EXCH-P: Youth Exchanges - Programme Countries</b>	15,120.00	15,120.00	100.00%																
Travel Grant	4,840.00	4,840.00	100.00%																
A1		3,960.00																	
A2		880.00																	
Individual Support	0.00	0.00	0.00%																
A1		0.00																	
A2		0.00																	
Organisational Support	10,080.00	10,080.00	100.00%																
A1		10,080.00																	
A2		0.00																	
Special Needs	0.00	0.00	0.00%																
A1		0.00																	

## Generiranje završnog izvješća

- Nakon što su u Mobility Tool upisane sve mobilnosti i kreiran budžet potrebno je odabrati jezik na kojem će biti završno izvješće



The screenshot shows the Mobility Tool interface with the following elements:

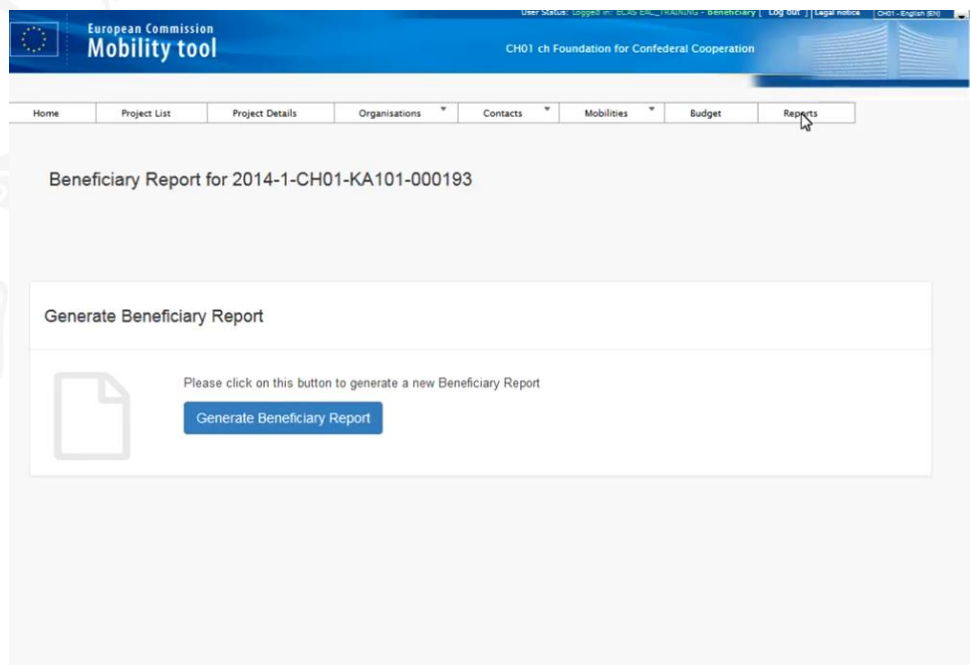
- Header:** European Commission Mobility tool, Agency for Mobility and EU Programmes Agencija za mobilnost i programe Europske unije (AMPEU)
- Navigation:** Home, Project List
- Filters:** Grant Agreement No., Call Year (2014), Action Type (All), Project Status (All)
- Search:** Search: [input field]
- Table:**

Grant Agreement No.	National ID	Call Year	Action Type	PIC No.	Legal Name	Budget		Participant Report			Project	Updated on
						AWA	DEC	EXP	REQ	SUB		
No matching records found												
- Language Selection:** A dropdown menu on the right side of the page, with a large blue arrow pointing to it. The menu lists various languages and their corresponding country codes (e.g., DK01 - English (DN), ES01 - Spanish (ES), FR01 - French (FR)).
- Footer:** Mobility Tool (v. MT+1.9.3#20150904) 2015-09-16 08:43:40



# Generiranje završnog izvješća

- Sljedeći korak je izrada Završnog izvješća
- Izvješće je potrebno generirati
- Generiranje završnog izvješća nije isto što i „submitanje”. Izvješće je potrebno prvo generirati, narativno ga ispuniti pa tek onda finalno „submitati”





# Generiranje završnog izvješća

User Status: Logged in: ECAS EAC\_TRAINING - beneficiary [ Log out ] | Legal notice | CH01 - English (EN)

European Commission  
**Mobility tool**

CH01 ch Foundation for Confederal Cooperation

Home | Project List | Project Details | Organisations | Contacts | Mobilities | Budget | Reports

draft saved a few seconds ago

not ready for submission

return to report page · print draft

1. Context ✓

**2. Project Summary**

3. Summary of participating organisations ✓

4. Description of the Project

5. Implementation of the Project

6. Activities

7. Participants' Profile

8. Learning Outcomes and Impact

9. Dissemination of Project Results

10. Future Plans and Suggestions

11. Budget

Annexes 0

## 2. Project Summary

Project summary: this section summarises your project and the organisations involved as partners;

Please provide a short summary of your project upon completion.

Please recall that this section [or part of it] may be used by the European Commission, Executive Agency or National Agencies in their publications or when giving information on a completed project. It will also feed the Erasmus+ Dissemination Platform (see annex III of Programme Guide on dissemination guidelines).

The main elements to be mentioned are: context/background of the project; objectives; number and type/profile of participants; description of undertaken activities; results and impact attained; if relevant, longer-term benefits.

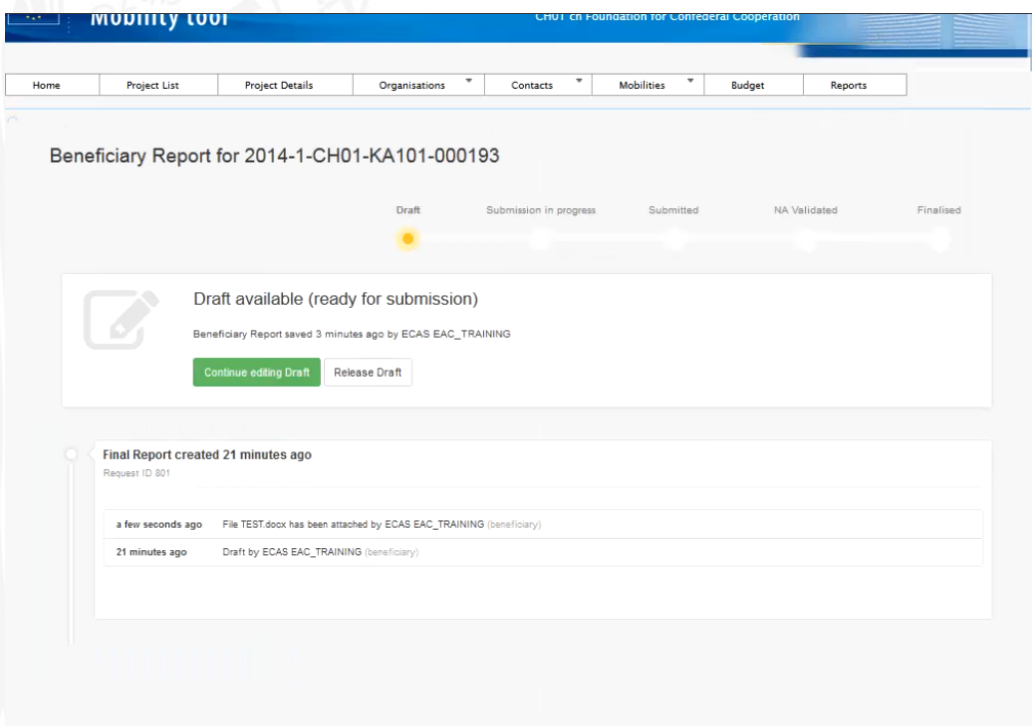
Please be concise and clear.

## 3. Summary of participating organisations

Role of the Organisation	PIC of the Organisation	Name of the Organisation	Country of the Organisation	Type of Organisation
Applicant Organisation	952497030	AMVAC AG	Switzerland	Other
Partner Organisation	999948169	AGILENT TECHNOLOGIES BELGIUM NV	Belgium	Other
Partner Organisation	997152532	AIDE A LA DECISION ECONOMIQUE SA	Belgium	Other
Partner Organisation	952261708	DIGESTO SARL	Switzerland	Other

# Generiranje završnog izvješća

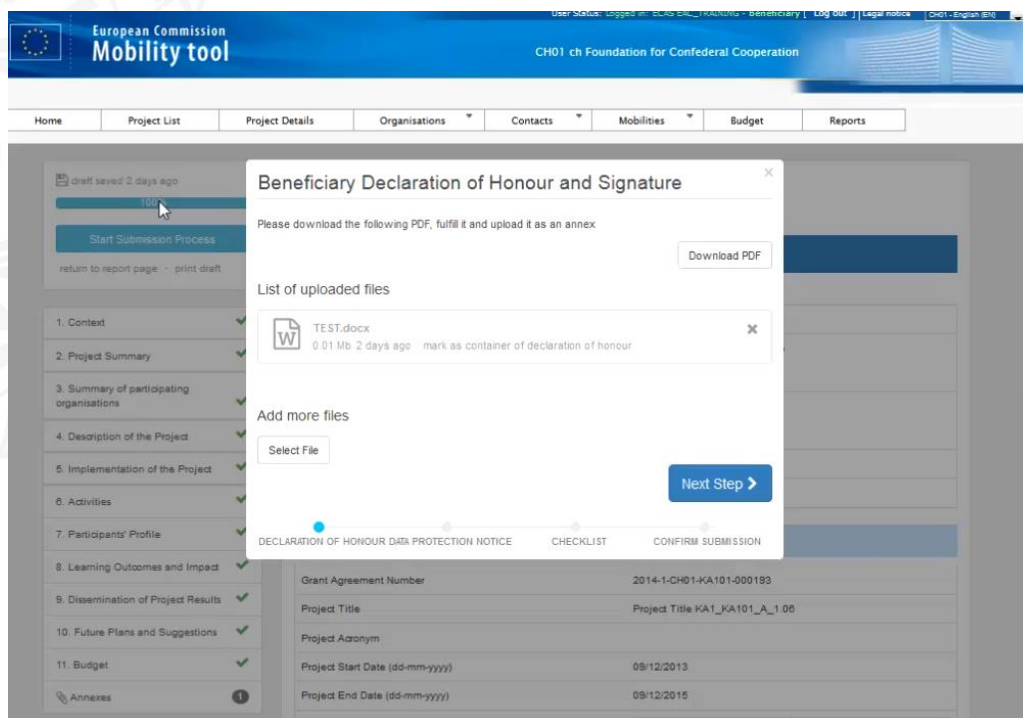
- Izvješće je moguće ispravljati, mijenjati, dopunjavati dok izvješće nije „submitano”
- Nakon što je izvješće „submitano” nisu moguće promjene dok djelatnici agencije ne „otključaju” projekt



The screenshot displays the 'Mobility Tool' web application interface. At the top, there is a navigation menu with options: Home, Project List, Project Details, Organisations, Contacts, Mobilities, Budget, and Reports. The main content area is titled 'Beneficiary Report for 2014-1-CH01-KA101-000193'. Below the title, a progress bar shows the current status as 'Draft', with other stages being 'Submission in progress', 'Submitted', 'NA Validated', and 'Finalised'. A notification box indicates 'Draft available (ready for submission)' and states 'Beneficiary Report saved 3 minutes ago by ECAS EAC\_TRAINING'. It includes two buttons: 'Continue editing Draft' and 'Release Draft'. Below this, a section titled 'Final Report created 21 minutes ago' shows a list of actions: 'a few seconds ago File TEST.docx has been attached by ECAS EAC\_TRAINING (beneficiary)' and '21 minutes ago Draft by ECAS EAC\_TRAINING (beneficiary)'. The footer of the interface contains logos for Erasmus+, Obzor 2020, EURAXESS, eTwinning, europass, eurodesk, and CEEPUS.

## Deklaracija časti

Nakon što su sva polja u narativnom dijelu završnog izvješća popunjena odaberite „Start submitting process” – zatim je potrebno učitati PDF deklaracije časti, isprintati, potpisati i potpisanu verziju skenirati i priložiti



The screenshot displays the 'European Commission Mobility tool' interface. A modal window titled 'Beneficiary Declaration of Honour and Signature' is open, prompting the user to download a PDF, fulfill it, and upload it as an annex. The modal shows a 'List of uploaded files' with one file, 'TEST.docx', which is 0.01 Mb and was uploaded 2 days ago. Below the list, there is a 'Select File' button and a 'Next Step' button. The background interface shows a progress bar at 100% and a 'Start Submission Process' button. A sidebar on the left lists project sections from 1 to 11, and a table at the bottom provides project details.

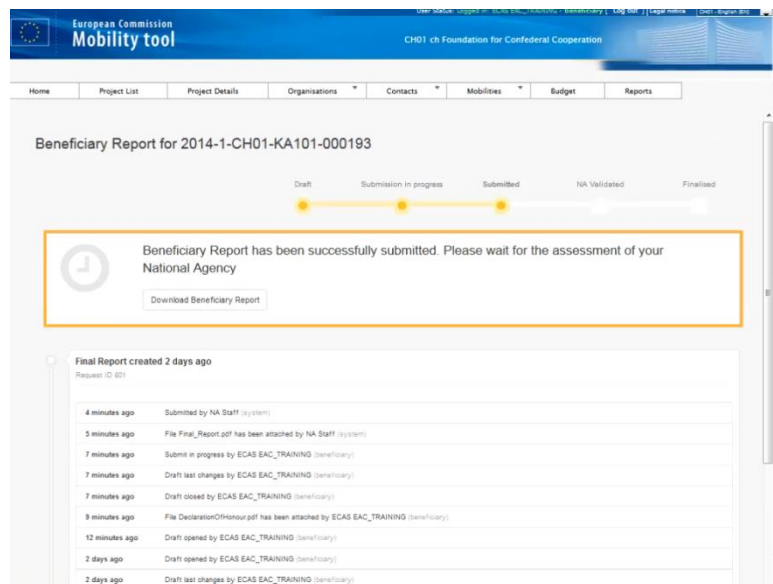
Section	Status
1. Context	✓
2. Project Summary	✓
3. Summary of participating organisations	✓
4. Description of the Project	✓
5. Implementation of the Project	✓
6. Activities	✓
7. Participants' Profile	✓
8. Learning Outcomes and Impact	✓
9. Dissemination of Project Results	✓
10. Future Plans and Suggestions	✓
11. Budget	✓
Annexes	1

Grant Agreement Number	2014-1-CH01-KA101-000193
Project Title	Project Title KA1_KA101_A_1.00
Project Acronym	
Project Start Date (dd-mm-yyyy)	09/12/2013
Project End Date (dd-mm-yyyy)	09/12/2015

# Generiranje završnog izvješća

- Nakon podnošenja završnog izvješća pristup sustavu Mobility Tool će biti ograničen. Imat ćete mogućnost čitanja podataka, ali ne i njihovog prepravljanja
- Sve stranice projekta će saržavati sljedeću poruku:

**Beneficiary Report Submitted – Project locked**



The screenshot displays the 'European Commission Mobility tool' interface. The top navigation bar includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. The main content area is titled 'Beneficiary Report for 2014-1-CH01-KA101-000193'. A progress bar shows the status: Draft, Submission in progress, Submitted (highlighted), NA Validated, and Finalised. A central message box states: 'Beneficiary Report has been successfully submitted. Please wait for the assessment of your National Agency'. Below this is a 'Download Beneficiary Report' button. A 'Final Report created 2 days ago' section lists a series of system events, such as 'Submitted by NA Staff (system)', 'File Final\_Report.pdf has been attached by NA Staff (system)', and 'Draft last changes by ECAS EAC\_TRAINING (beneficiary)'. The background of the slide features faint educational icons like a book, a globe, and a calculator.



# Koraci

1.

- Provjeriti kontakt podatke organizacija

2.

- Unijeti mobilnosti (podaci o sudionicima)

3.

- Provjeriti budžet

4.

- Generirati završno izvješće (Generate Beneficiary Report)

5.

- Unijeti narativne komentare

6.

- Započeti proces podnošenja (Start submitting process) → Pojavljuje se deklaracija časti!

7.

- Učitati potpisanu deklaraciju časti i raspored aktivnosti (Annexes)

8.

- Podnijeti (submit)

# Hvala na pozornosti!

## Pitanja?

