



Erasmus+
Strukovno obrazovanje i
osposobljavanje

Mobility Tool+



Što je i čemu služi Mobility tool?

Mobility Tool je alat - web platforma
za upravljanje i izvještavanje o
projektima

Erasmus+ korisnici / sudionici Beneficiary Users/ Participants

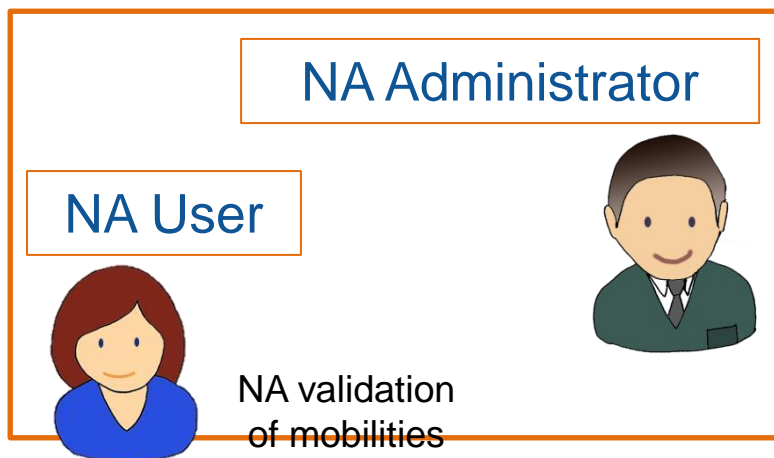
- upravljanje informacijama o projektu
- identificirati sudionike i mobilnosti (te zatražiti pojedinačne izvještaje sudionika mobilnosti - participants' reports)
 - unositi i ažurirati informacije o proračunu
 - podnošenje izvješća NA

AMPEU administrator/korisnici National Agency (NA) administrator/s user

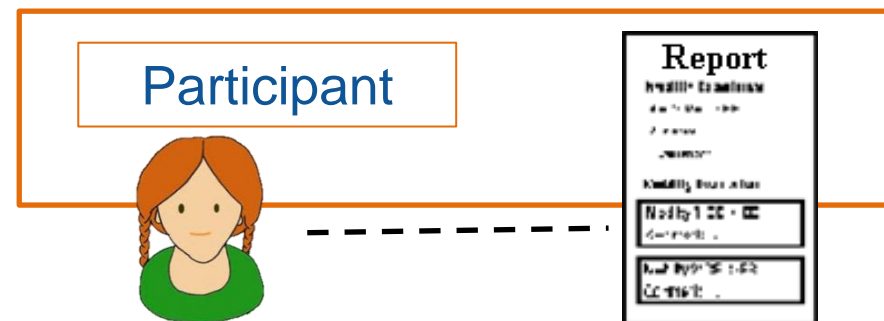
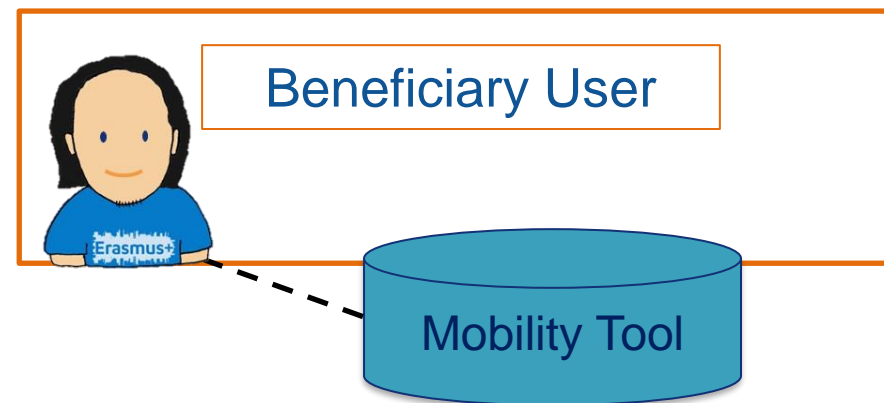
- monitoring projektnih informacija
- validacija projektnih informacija



National Agency



Beneficiary Organisation





- Nakon potpisa ugovora od strane AMPEU korisnik (kontakt osoba – koordinator projekta) će dobiti obavijest da je projekt kreiran u alatu MT+
- unos informacija o projektu - **mobilnosti, proračun i izvješća**





ČLANAK I.9. – KORIŠTENJE IT ALATA

I.9.1. Mobility Tool+

- Korisnik se dužan služiti mrežnim sustavom Mobility Tool+ za bilježenje svih podataka vezanih za aktivnosti koje se poduzimaju u okviru Projekta, uključujući aktivnosti bez financijske potpore iz EU sredstava te za izradu i dostavljanje izvješća o napretku, privremenih izvješća (ako su ista dostupna u sustavu Mobility Tool+ i za slučajeve navedene u članku 1.4.3.) i završnih izvješća.
- Korisnik je dužan **najmanje jednom mjesečno tijekom trajanja projekta mobilnosti kodirati i ažurirati** sve nove podatke u svezi sudionika i aktivnosti mobilnosti.



S kojom adresom e-pošte je omogućen pristup alatu Mobility Tool+?

- adresom e-pošte koja je u projektnoj prijavi navedena kao **kontaktna adresa koordinatora projekta - editor**
 - ako za taj e-mail nemate izrađen EU login račun, potrebno ga je izraditi – [Priručnik za registraciju](#)
 - koordinator projekta **može kreirati nove kontakte** (sa ili bez mogućnosti editiranja podataka)
- adresom e-pošte **zakonskog predstavnika** ustanove - **samo pristup**

Ako je naveden netočan e-mail (te stoga niste dobili obavijest) javite Agenciji na: strukovno@mobilnost.hr



Šalju se:

- Kada je projekt kreiran
 - sadržava osnovne informacije o projektu i upute kako se ulogirati u alat koristeći EU Login (potrebno je registrirati se ako s tom mail adresom nemate EU Login)
- Odbijanje interim i završnog izvješća
- Podsjetnici za predaju završnog izvješća
 - na dan završetka projekta i 53 dana nakon toga (rok za predaju je 60 dana od dana završetka projekta).



European Commission
Mobility tool EL01 Greek State Scholarship's Foundation (IKY)

Home

Welcome to Mobility Tool+

About the tool

Mobility Tool+ is the system for the management of Mobility and/or Partnerships projects that received an EU grant under the Erasmus+ Programme.

If you belong to a Beneficiary Organisation or to a Partner Organisation in a Strategic Partnership for schools only, you will be able to provide all the information on your projects: identify participants, complete and update budget information, generate and follow-up participant reports and generate and submit your report(s) to your National Agency. You will also be allowed to grant permissions to change or view the project's content to your Partner Organisations.

If you belong to a Partner Organisation in a KA1/KA3 mobility project or in a KA2 Strategic Partnership (other than schools-only), you may be granted permissions to change or view the project's content by the project's Beneficiary Organisation. Please contact your Beneficiary Organisation accordingly.

Documentation

Mobility Tool - Guide for Beneficiaries

Mobility Tool+ Data Dictionary

My ongoing projects

Grant Agreement No.	Changed organisation details	User's role in project	Project Title	National ID	Start Date	Project Duration (months)	Project End Date	Project Status	Awarded Budget	Declared Budget	Updated on
2014-1-FR01-1-KA201-008555_2		Beneficiary	Training project - European citizenship		01/09/2014	36	31/08/2015	Processing	48.775,00 €	12.690,00 €	08/06/2017 17:37:42
2014_FR01_KA102_012345		Beneficiary	Projekt "Przeniesienie wiedzy w praktycznym szkoleniu młodych turystów"		01/08/2014		31/07/2015	NA validated with eligible cost	21.924,00 €	14.399,00 €	28/06/2017 13:46:27
2015-1-FR01-KA201-013208		Beneficiary	-		01/09/2015	27	01/12/2016	Submitted	33.750,00 €	127.748,00 €	08/06/2017 17:37:46
2016-1-FR01-KA204-035796	⚠	Beneficiary	-	Training team HD4	01/09/2016	36	31/08/2017	Submitted	330.133,00 €	0,00 €	15/06/2017 09:08:38
2014_FR01_KA105_012345		Beneficiary	-	Training Team Test (Daniela)	01/06/2017	16	30/09/2017	Processing	20.625,00 €	0,00 €	21/11/2017 11:56:40
2016_FR01_KA105_098765		Beneficiary	Project RR - Training Team Test (Daniela; 06/2017)	Training Team Test (Daniela; 06/2017)	01/09/2017	6	28/02/2018	Follow-up	41.889,00 €	46.225,00 €	19/06/2017 13:21:15
2017_FR01_KA105_012345		Beneficiary	Learning Mobility of Individuals - KA105 - Training Team Test (Daniela)		01/01/2018	12	31/12/2019	NA Validated with eligible cost	0,00 €	52.055,00 €	14/11/2017 16:15:32

10 25 50 100

1. Home page
2. Kratak opis alata
3. Dokumenti - Vodič za korisnike + Riječnik.
4. Pregled E+ projekata u kojima organizacija sudjeluje/sudjelovala:
 - My ongoing projects
 - Other projects for consultation only (samo pregled) i
 - My finished projects
5. Add/Remove Columns - prilagodba prikaza.
6. Projekti navedeni po broju projekta – otvaraju se klikom na broj
7. Detalji o organizaciji – ako se u ovoj koloni nalazi uskličnik – potrebno je promijeniti podatke
8. Naziv projekta
9. Status projekta - trenutni
10. Awarded Budget i Declared Budget kolumne prikazuju dodijeljene i prijavljene iznose.



European Commission
Mobility tool EL01 Greek State Scholarship's Foundation (IKY)

Project 2015-1-FR01-014887

Details Dashboard Organisations Contacts **Mobilities** **Mobility Import - Export** Budget Reports

TEST

Povratak na početnu stranicu- ikonica home:

home EN change language | ECAS EAC_TRAINING (beneficiary) logout

European Commission
Mobility tool EAC Directorate-General for Education and Culture

Project 2015-1-PL01-KA201-016343

Details Organisations Contacts Project Management and Implementation Transnational Project Meetings Intellectual Outputs Multiplier Events

Learning, Teaching and Training Activities Special Needs Support Exceptional Costs Exceptional Cost Guarantee Budget Reports



04/11/2016 18:00:00 - 04/11/2016 20:00:00 -Planned Duration : 0 day(s) 2 hour(s) 0 minute(s)

Please note that due to an unexpected technical failure, Mobility Tool+ will be temporarily unavailable for the above period of time
We apologise for any inconvenience this may cause

07/11/2016 08:30:00 - 07/11/2016 14:00:00 -Planned Duration : 0 day(s) 5 hour(s) 30 minute(s)

Planned downtime for MT+: Please note that due to a planned technical maintenance, Mobility Tool+ will be temporarily unavailable for the above period of time
We apologise for any inconvenience this may cause

08/11/2016 02:00:00 - 09/12/2016 02:00:00 -Planned Duration : 1 day(s) 0 hour(s) 0 minute(s)

Please note that due to a technical intervention final reports submitted will remain as "pending for submission" until the end of intervention, at this moment they will be processed. All other operations in Mobility Tool remain accessible
We apologise for any inconvenience this may cause

Crveno – neočekivani tehnički kvar
Žuto – planirano tehničko održavanje
Zeleno – djelomična tehnička intervencija



The screenshot shows the 'My ongoing projects' section of the Mobility Tool+ interface. The table lists various projects with columns for Grant Agreement No., Changed organisation details, User's role in project, National ID, Start Date, Project Duration (months), Project End Date, Project Status, Awarded Budget, Declared Budget, and Updated on. The 'Project Status' column is highlighted with a red box, showing values like Submitted, Processing, and Follow-up.

Grant Agreement No.	Changed organisation details	User's role in project	National ID	Start Date	Project Duration (months)	Project End Date	Project Status	Awarded Budget	Declared Budget	Updated on
2014-1-FR01-KA201-008555_1		Beneficiary		01/09/2014	36	31/08/2017	Submitted	83.765,00 €	48.751,00 €	08/06/2017 17:37:43
2015-1-FR01-KA107-014843		Beneficiary		01/06/2015	16	30/09/2016	Processing	87.517,00 €	98.393,00 €	18/07/2017 14:09:52
2015-1-FR01-KA204-013204		Beneficiary		01/04/2015	28	31/07/2017	Processing	35.000,00 €	30.000,00 €	08/06/2017 17:37:44
2015-1-PL01-KA201-016343		Beneficiary		01/09/2015	36	15/04/2018	Submitted	84.656,00 €	17.210,00 €	08/06/2017 17:37:46
2015-1-PL01-KA205-014224		Beneficiary	Training Team Test (Daniela)	01/06/2015	24	31/05/2017	Submitted	42.000,00 €	61.529,25 €	22/06/2018 10:52:30
2015-1-PL01-KA219-016330_3		Beneficiary		01/09/2015	24	01/09/2017	Processing	30.200,00 €	2.070,83 €	08/06/2017 17:37:47
2016-1-PL01-KA201-027497		Beneficiary		01/09/2016	36	31/08/2019	Submitted	27.000,00 €	143.435,00 €	08/06/2017 17:37:51
2017-1-FR01-KA105-038227		Beneficiary	TRAINING TEAM TEST MA	01/05/2017	12	30/04/2018	Processing	1.300,00 €	6.017.372,00 €	07/06/2018 09:54:02
2018-1-PL01-KA203-039319		Beneficiary		12/09/2018	28	11/01/2021	Follow-up	53.534,00 €	3.977,00 €	14/06/2018 16:26:39
2018-1-PL01-KA205-038605		Beneficiary		06/07/2018	24	05/07/2020	Submitted	32.604,00 €	20.011,50 €	11/06/2018 10:47:23

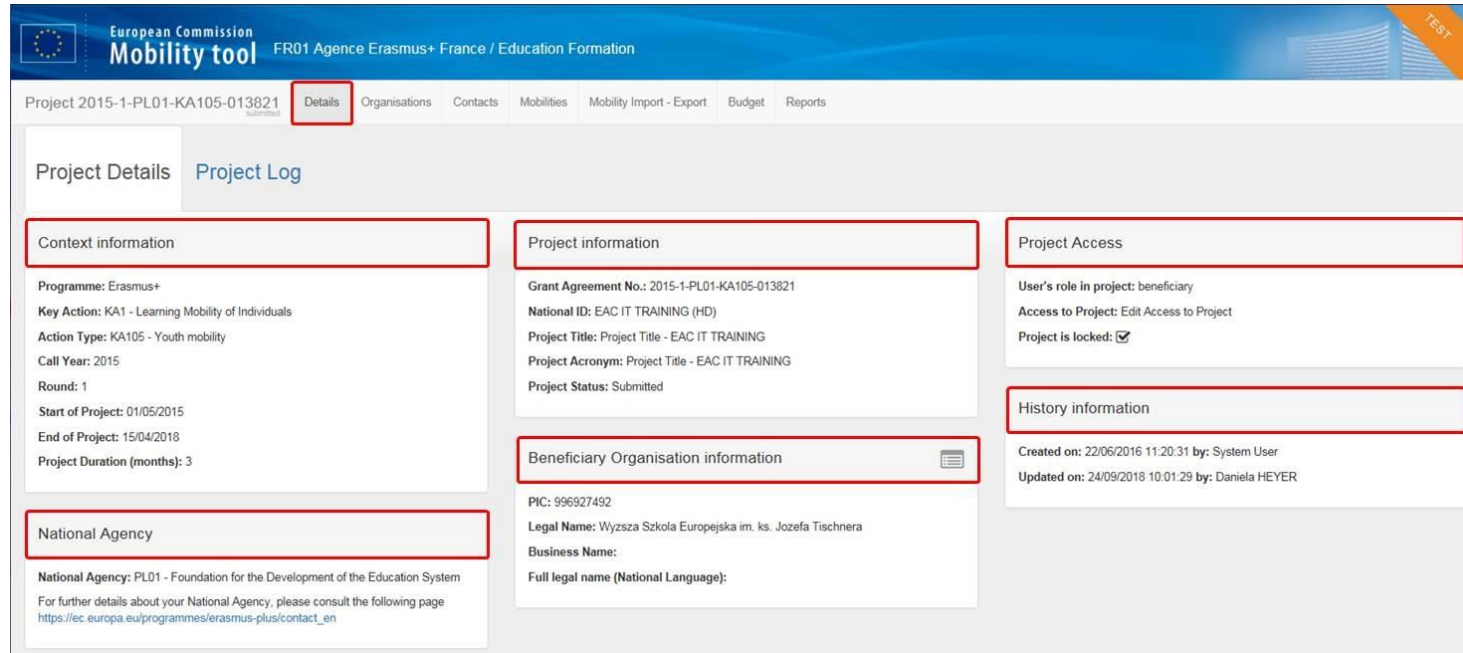
Follow-up: projekt kreiran u MT - može se uređivati.

Processing: generirano je izvješće i spremljeno kao nacrt (draft).

Submit in progress: iako ste odabrali opciju “**Submit beneficiary report**” podnošenje izvješća je još uvijek u tijeku.

Submitted: izvješće je uspješno podneseno.

Finalised: projekt je finaliziran.



European Commission
Mobility tool FR01 Agence Erasmus+ France / Education Formation

Project 2015-1-PL01-KA105-013821 submitted

Details Organisations Contacts Mobilities Mobility Import - Export Budget Reports

Project Details Project Log

Context information

Programme: Erasmus+
Key Action: KA1 - Learning Mobility of Individuals
Action Type: KA105 - Youth mobility
Call Year: 2015
Round: 1
Start of Project: 01/05/2015
End of Project: 15/04/2018
Project Duration (months): 3

Project information

Grant Agreement No.: 2015-1-PL01-KA105-013821
National ID: EAC IT TRAINING (HD)
Project Title: Project Title - EAC IT TRAINING
Project Acronym: Project Title - EAC IT TRAINING
Project Status: Submitted

Project Access

User's role in project: beneficiary
Access to Project: Edit Access to Project
Project is locked:

History information

Created on: 22/06/2016 11:20:31 by: System User
Updated on: 24/09/2018 10:01:29 by: Daniela HEYER

National Agency

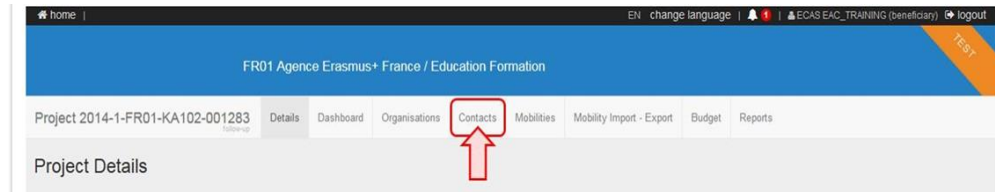
National Agency: PL01 - Foundation for the Development of the Education System
For further details about your National Agency, please consult the following page
https://ec.europa.eu/programmes/erasmus-plus/contact_en

Beneficiary Organisation information

PIC: 996927492
Legal Name: Wyzsza Szkola Europejska im. ks. Jozefa Tischnera
Business Name:
Full legal name (National Language):

Naslov projekta, ID, početak i završetak projekta **ne mogu se promijeniti u MT+.**

Zahtjev za promjenu ovih podataka treba podnijeti AMPEU.



Moguće je izmijeniti podatke o kontaktima kao i dodati nove kontakte

Project 2014-1-FR01-KA102-001283

List Contacts + Create

Organisation: All

Search in 5 records

PIC	Legal Name	Contact First Name	Contact Last Name	Department	Position	Email	Telephone 1	Beneficiary	Legal Representative	Preferred Contact	OLS	Access to Project
94666390	Lycée Louis Armand	Bernard	Vielliedent		Provisur	NoReply@EAC.eu	+33474023001	✓	✓	✗	✗	V
94666390	Lycée Louis Armand	Jérôme	Champion		Provisur adpnt	EAC-TRAINING-14@ec.europa.eu	+33474023000	✓	✗	✓	✗	E
948452615	Baden-Wuerttemberg sicher Industrie- und Handelskammer e.V	Daniela	Arnold		Coordinatrice	NoReply@EAC.eu	(0)7112005-1475	✗	✓	✗	✗	✗
945610515	Fundacja Edukacji i Tworczosci	Jan	Nowak	Legal	Project manager	J.Nowak@test.pl	+48867424041	✗	✗	✓	✗	V
944952273	Studieförbundet Östergötland	Hanna	Larsson	L&D	Head of unit	H.Larsson@test.se	+4613252331	✗	✗	✓	✗	V

10 25 50 100

Contact Details

Save

Organisation: Studieförbundet Östergötland

Contact First Name: Hanna

Contact Last Name: Larsson

Title: Mrs

Contact Gender: Female

Department: L&D

Position: Head of unit

Email: H.Larsson@test.se

Legal Representative:

Preferred Contact:

OLS:

Access to Project

- Edit Access to Project
- View Access to Project
- No Access to Project



Organizacije koje sudjeluju u projektu

European Commission
Mobility tool EL01 Greek State Scholarship Foundation (IKY)

Project 2014-1-FR01-KA103-000420 processing | Details | Dashboard | **Organisations** | Contacts | Mobilities | Mobility Import - Export | Budget | Reports

selection | export | bulk operations

Beneficiary	Changed organisation details	PIC	Organisation ID	Erasmus Code	Legal Name	Department	Public Body	Non-profit	Country	City
<input type="radio"/>	<input checked="" type="checkbox"/>	998258041	000420-ORG-00001	F LE-MANS01	UNIVERSITE DU MAINE		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	France	LE MANS
<input type="radio"/>	<input checked="" type="checkbox"/>	949423003	000420-ORG-00003	F BRUZ03	ECOLE DES METIERS DE L'ENVIRONNEMENT	392 925 129	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	France	BRUZ
<input type="radio"/>	<input checked="" type="checkbox"/>	999898214	000420-ORG-00002	E ZARAGOZ01	UNIVERSIDAD DE ZARAGOZA		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Spain	ZARAGOZA

10 | 25 | 50 | 100

View
= moguće samo vidjeti podatke o organizaciji

Project & Beneficiary Organisation | Erasmus Charter for Higher Education - Accreditation List | + Create

Search in 52 records

selection | export | bulk operations

Beneficiary	Changed organisation details	PIC	Organisation ID	Erasmus Code	Legal Name	Department	Public Body	Non-profit	Country	City
<input type="radio"/>	<input checked="" type="checkbox"/>	999898408	000411-ORG-00001	A INNSBRU20	UMIT- PRIVATE UNIVERSITAT FUER GESUNDHEITSWISSENSCHAFTEN, MEDIZINISCHEINFORMATIK UND TECHNIK GMBH	Studienmanagement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Austria	HALL IN TIROL
<input type="radio"/>	<input checked="" type="checkbox"/>	999933231	HR ZAGREB01	HR ZAGREB01	SVEUCILISTE U ZAGREBU		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Croatia	ZAGREB
<input type="radio"/>	<input checked="" type="checkbox"/>	999923434	CZ PRAHA07	CZ PRAHA07	UNIVERZITA KARLOVA V PRAZE		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Czech Republic	PRAHA 1
<input type="radio"/>	<input checked="" type="checkbox"/>	999991043	DK KOBENHA01	DK KOBENHA01	KOBENHAVNS UNIVERSITET		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Denmark	KOBENHAVN
<input type="radio"/>	<input checked="" type="checkbox"/>	998706666	DK KOBENHA05	DK KOBENHA05	COPENHAGEN BUSINESS SCHOOL		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Denmark	FREDERIKSBERG
<input type="radio"/>	<input checked="" type="checkbox"/>	999842245	SF JYVASKY01	SF JYVASKY01	JYVASKYLAN YLIOPISTO		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Finland	JYVASKYLA
<input type="radio"/>	<input checked="" type="checkbox"/>	999847289	SF VAASA01	SF VAASA01	VAASAN YLIOPISTO		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Finland	VAASA
<input type="radio"/>	<input checked="" type="checkbox"/>	955518483	F MARSEIL84	F MARSEIL84	UNIVERSITE D'AX MARSEILLE		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	France	Marseille
<input type="radio"/>	<input checked="" type="checkbox"/>	12718			UNESCO		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	France	Paris

Edit
= podaci o organizaciji mogu se uređivati ali samo oni koji nisu uneseni u Sustavu za registraciju organizacija

home | project list EN change language | Stephen REID (lpcordinator) logout

European Commission
Mobility tool EAC Directorate-General for Education and Culture

Project 2014-1-AT01-KA103-000411 processing Details Dashboard Organisations Contacts Mobilities Mobility Import - Export Budget Reports

Project & Beneficiary Organisation [Erasmus Charter for Higher Education - Accreditation List](#) + Create

Search in 52 records

selection export bulk operations

Beneficiary	Changed organisation details	PIC	Organisation ID	Erasmus Code	Legal Name	Department	Public Body	Non-profit	Country	City
<input type="radio"/>	<input checked="" type="checkbox"/>	999898408	000411-ORG-00001	A INNSBRU20	UNIT-PRIVATE UNIVERSITAT FUER GESUNDHEITSWISSENSCHAFTEN, MEDIZINISCHINFORMATIK UND TECHNIK GMBH	Studienmanagement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Austria	HALL IN TIROL
<input type="radio"/>	<input checked="" type="checkbox"/>	999933231	HR ZAGREB01	HR ZAGREB01	SVEUCILISTE U ZAGREBU		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Croatia	ZAGREB
<input type="radio"/>	<input checked="" type="checkbox"/>	999923434	CZ PRAHA07	CZ PRAHA07	UNIVERZITA KARLOVA V PRAZE		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Czech Republic	PRAHA 1
<input type="radio"/>	<input checked="" type="checkbox"/>	999991043	DK KOBENHA01	DK KOBENHA01	KOBENHAVNS UNIVERSITET		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Denmark	KOBENHAVN
<input type="radio"/>	<input checked="" type="checkbox"/>	998706666	DK KOBENHA05	DK KOBENHA05	COPENHAGEN BUSINESS SCHOOL		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Denmark	FREDERIKSBERG
<input type="radio"/>	<input checked="" type="checkbox"/>	999842245	SF JYVASKY01	SF JYVASKY01	JYVASKYLAN YLIOPISTO		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Finland	JYVASKYLA
<input type="radio"/>	<input checked="" type="checkbox"/>	999847289	SF VAASA01	SF VAASA01	VAASAN YLIOPISTO		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Finland	VAASA
<input type="radio"/>	<input checked="" type="checkbox"/>	955518483	F MARSEIL84	F MARSEIL84	UNIVERSITE D'AIX MARSEILLE		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	France	Marseille
<input type="radio"/>	<input checked="" type="checkbox"/>		12718		UNESCO		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	France	Paris

Nakon promjene podataka u **URF-u** pojavljuje se obavijest u MT+ (u koloni **Changed organisation details** – crveni trokut s usključnikom) te korisnik **treba ručno unijeti izmijenjene podatke**



The screenshots illustrate the process of creating a mobility record in the MT+ system. The first screenshot shows the 'Mobilities' menu item highlighted in the navigation bar. The second screenshot shows the 'Mobilities' list with a '+ Create' button highlighted. The third screenshot shows the 'Create Mobility' form with various fields and a 'values cannot be saved' message.

Project 2017-2-PL01-KA135-027829
Details Organisations Contacts **Mobilities** Mobility Import - Export Complementary Activities Budget Reports

Project Details

European Commission
Mobility tool FR01 Agence Erasmus+ France / Education Formation

Project 2017-2-PL01-KA135-027829
Details Organisations Contacts **Mobilities** Mobility Import - Export Complementary Activities Budget Reports

Mobilities [Export Participant Report\(s\)](#) [+ Create](#)

All Complete Draft

Search in 0 records

No record found

back to list **Mobilities**

Create Mobility

Mobility ID: 27829-MOB-00001

Activity Type: value required

Participant First Name: value required

Participant Last Name: value required

Participant Email: value required

Participant Gender: Female Male Undefined

Project Duration: 01/09/2017 - 28/02/2019

Start Date: 28/03/2018

End Date: 29/03/2018

Receiving Country: value required

Main Work Language: value required

after save: [create new](#) [continue updating](#) [back to the list](#) values cannot be saved

Unijeti osnovne podatke o mobilnosti:

2 koraka: "draft" i "complete" mobilnost.

Draft – unos osnovnih podataka odnosno imena i mail adrese.

Obavezna polja su označena narančastim "value required", upozorenje nestaje kada je polje popunjeno.

Mobility ID automatski se kreira.

Activity Type – odabir u padajućem meniju.

Vrijednosti Project Duration se prikazuju pod **Start Date** i **End Date** i mogu se prilagoditi.

create new – dozvoljava spremanje osnovnih informacija kao draft mobilnosti te nastavak kreiranja sljedeće mobilnosti, bez povratka na listu mobilnosti.

continue updating - nastavak popunjavanja detalja o mobilnosti.

back to the list - dozvoljava spremanje osnovnih informacija kao draft i vraća na listu mobilnosti bez spremanja.



Nationality: Croatia
Field of Education: 1049 : Transport services, not elsewhere classified
Level of Education: ISCED-3 : Upper secondary education

Native Speaker Or Duly Justified Exception

Main Instruction/Work/Volunteering Language

EN : English

Other Used Languages

Max selection 3

Accompanying Person

Participant With Special Needs

Participant With Fewer Opportunities

Apprentice

Recent Graduate

Na kartici **Podaci o sudioniku (Participant data)**
- možete odabrati opcije za **sudionike s posebnim potrebama** kao i za **sudionike s manje mogućnosti**



Mogućnost spremanja mobilnosti kao **draft** s minimalnim detaljima. Ove mobilnosti neće se uzeti u obzir u obračunu proračuna.

- Mobilnosti sa svim detaljima označene su **kvačicom** u koloni “**Complete**”, a draft su označeni s **X**

Project 2016-1-FR01-KA103-037268

Details Dashboard Organisations Contacts **Mobilities** Mobility Import - Export Budget Reports

Mobilities More actions + Create

All 14 Complete 13 Draft 1

Search in 14 records

selection export bulk operations

Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	Requested On	Received On	EU Mobility Total Grant (calculated)	Invalid Fields
Adele	Bernard	ABernard@test.com	HE-SMS-P	37268-MOB-00014	France	Germany	30/07/2017	28/09/2017	X	NONE			393	4
Marie	Capron	MCapron@test.com	HE-SMS-P	37268-MOB-00010	France	Germany	30/07/2017	28/09/2017	✓	Ready			393	0
Margot	Clemency	MClemency@test.com	HE-SMS-P	37268-MOB-00012	France	Germany	30/07/2016	28/04/2017	✓	Ready			2242	0
Marie	Dubois	MDubois@test.com	HE-SMS-P	37268-MOB-00013	France	Germany	30/07/2017	28/09/2017	✓	Ready			393	0
Pierre	Emery	PEmery@test.com	HE-SMP-P	37268-MOB-00009	France	Germany	30/07/2017	28/09/2017	✓	Ready			688	0
Charlotte	Gervais	CGervais@test.com	HE-SMS-P	37268-MOB-00011	France	Germany	30/07/2017	28/09/2017	✓	Ready			393	0
Vincent	Martin	VMartin@test.com	HE-SMP-P	37268-MOB-00008	France	Germany	30/07/2017	28/09/2017	✓	Ready			688	0

Odabir vrste aktivnosti (Activity type):

MOBILITY

Activity Type

Long-term Activity

Force Majeure ?

VET-SHORT : Short term mobility of VET learners

VET-TAA : Teaching/training assignments abroad

VET-PADV : Advance Planning Visit - Erasmus- PRO

VET-PLONG : Erasmus PRO- long term mobility of VET learners

VET-SHORT : Short term mobility of VET learners

Pripaziti pri odabiru: ista vrsta mobilnosti za nastavnike u pratnji kao što je mobilnost učenika koju prate (VET SHORT)

selection | export | bulk operations

Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	Requested On	Received On
			VET-SHORT	46965-MOB-00020	Croatia	Czech Republic	16/03/2019	31/03/2019	✓			
			VET-SHORT	46965-MOB-00019	Croatia	Czech Republic	16/03/2019	31/03/2019	✓			
			VET-TAA	46965-MOB-00004	Croatia	Germany	15/02/2019	23/02/2019	✓	Submitted	24/02/2019	15/03/2019
			VET-TAA	46965-MOB-00005	Croatia	Germany	15/02/2019	23/02/2019	✓	Submitted	24/02/2019	16/03/2019
			VET-TAA	46965-MOB-00006	Croatia	Germany	15/02/2019	23/02/2019	✓	Submitted	24/02/2019	21/03/2019
			VET-SHORT	46965-MOB-00014	Croatia	Czech Republic	16/03/2019	31/03/2019	✓	Submitted	01/04/2019	13/04/2019
			VET-SHORT	46965-MOB-00008	Croatia	Czech Republic	16/03/2019	31/03/2019	✓	Submitted	01/04/2019	08/04/2019
			VET-SHORT	46965-MOB-00011	Croatia	Czech Republic	16/03/2019	31/03/2019	✓	Submitted	01/04/2019	13/04/2019
			VET-SHORT	46965-MOB-00012	Croatia	Czech Republic	16/03/2019	31/03/2019	✓	Submitted	01/04/2019	10/04/2019
			VET-SHORT	46965-MOB-00017	Croatia	Czech Republic	16/03/2019	31/03/2019	✓	Submitted	01/04/2019	13/04/2019
			VET-TAA	46965-MOB-00003	Croatia	Germany	21/09/2018	29/09/2018	✓	Submitted	29/09/2018	28/10/2018
			VET-TAA	46965-MOB-00001	Croatia	Germany	21/09/2018	29/09/2018	✓	Submitted	29/09/2018	23/10/2018
			VET-TAA	46965-MOB-00002	Croatia	Germany	21/09/2018	29/09/2018	✓	Submitted	29/09/2018	23/10/2018
			VET-SHORT	46965-MOB-00007	Croatia	Czech Republic	16/03/2019	31/03/2019	✓	Submitted	01/04/2019	10/04/2019
			VET-SHORT	46965-MOB-00009	Croatia	Czech Republic	16/03/2019	31/03/2019	✓	Submitted	01/04/2019	20/04/2019

Certifications

Potrebno je unijeti certifikate/potvrde koji su izdani sudionicima (odabrati iz padajućeg izbornika)

- Europass mobilnost
- Potvrda o sudjelovanju
- ECVET
- Priznavanje od strane škole

back to list Mobilities [Export PDF](#)

Mobility for User Test Mobility Participant From / To Duration Budget 3,368.00 € Draft

MOBILITY

Activity Type
VET-CHARTER-SCHOOL : VET learners traineeships in vocation Long-term Activity

Mobility ID
35647-MOB-00001

Force Majeure ?

INVALID FIELDS 1

In case no recognition or certification was provided, please explain why value required

HISTORY INFORMATION
Created on 20/08/2018 16:02:03 by ECAS EAC_TRAINING
Updated on 20/08/2018 16:10:01 by ECAS EAC_TRAINING

PARTICIPANT

Participant Data Participant Report Certifications (0 max. 3)

Participant ID
Participant First Name
Test
Participant Last Name
User

Participant Email
test@test.com
Date of Birth (dd/mm/yyyy)
01/11/1997
Age 20
Participant Gender
Female Male Undefined



Viša sila - nepredviđena iznimna situacija ili događaj izvan kontrole sudionika poput iznenadne bolesti, nesreće, smrti, potresa...

Potrebno Agenciji dostaviti dokumentaciju (službenu obavijest i dokaznu dokumentaciju) vezanu za zahtjev odobravanja slučaja više sile

Mobilities - za pojedinu mobilnost označiti kućicu **Force Majeure**.

U polje **Force Majeure Explanations** potrebno je pojasniti situaciju odnosno razlog zbog kojeg je mobilnost označena kao viša sila.

Mobilnosti označene kao **Force majeure** ne mogu biti u potpunosti popunjene.

Sudionik mobilnosti označene kao viša sila primat će i dalje obavijest o popunjavanju Izvješća sudionika.

The screenshot shows the 'Mobilities' page for Project 2017-1-PL01-KA104-027837. The main heading is 'Mobility for Smith John'. Below this, there are several tabs: 'back to list', 'Mobilities', 'Mobility Import - Export', 'Budget', and 'Reports'. The 'Mobilities' tab is active. The page displays a table with columns for 'Mobility', 'Participant', 'From / To', 'Duration', and 'Budget'. The first row shows 'Mobility for Smith John' with a budget of 4,1. Below the table, there is a section for 'MOBILITY' with an 'Activity Type' dropdown menu set to 'AE-JOB-SHDW : Job Shadowing' and a checkbox for 'Long-term activity'. The 'Mobility ID' is '27837-MOB-00001'. A red box highlights the 'Force Majeure ?' checkbox, which is checked, and the 'Force Majeure Explanations' text area containing the text 'Due to the outbreak of...'. The text area has a character count of 3975 characters left. Below the 'MOBILITY' section, there is a 'PARTICIPANT' section with tabs for 'Participant Data', 'Participant Report', and 'Certifications (0 max. 3)'.



1 Force Majeure ?
Yes

2 Force Majeure Explanations
Covid-19
4992 characters left

COVID-19 affected

Duration

3 Project Duration 01/08/2019 31/07/2020

Start date of the activity 19/02/2020 End date of the activity 21/03/2020 Duration Calculated (days) 32

Interruption (days) 0 Duration after interruption (days) 32 Travel Days (max. 2) 0 Duration including travel days (days) 32

Participant

Participant 6328637844182063 Anna SURNAME Young Person Offer Details 16090 Traineeship in DEF from: 10/09/2019 to 27/11/2019 Country of the residence Netherlands

Date of Birth (dd/mm/yyyy) 07/08/1990 Age 29 Participant With Special Needs Yes Participant With Fewer Opportunities? Yes

Which type of obstacle is this participant facing?
Geographical obstacles

Country of Origin Czech Republic City of origin Brussels

Force Majeure ? Yes

Force Majeure Explanations covid COVID-19 affected

5 COVID-19 affected

European Commission
Mobility tool HR01 National Agency HR01 - Agency for Mobility and EU Programmes Agencija za mobilnost i p

Home Project List NA Dashboard Bulk Export Participant Reports Bulk NA Validation and Exports

Welcome to Mobility Tool+

Force majeure guidance due to Coronavirus <https://webgate.ec.europa.eu/fpfis/wikis/z/Y0qthw>

Users
List NA Users

Projects
All Projects Erasmus+
All Projects European Solidarity Corps
All Projects Lifelong Learning Programme

Beneficiary Report Notification

U opisu mobilnosti -
“Covid” ili “corona”



European Commission
Mobility tool
ELD1 Greek State Scholarship's Foundation (IKY)

Project 2016-1-FR01-KA116-038294

Budget

Please note that only complete mobilities are taken into account.

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current Approved budget
Total Project	44,510.00 €	46,938.00 €	105.45 %
Organisational Support			
No. of Participants (excluding acc. persons) : 6	10,600.00 €	0	0.00 %
Exceptional costs - Guarantee	0.00 €	0	
Activity Type			
VET-CHARTER-COMP : VET learners traineeships in companies abroad	27,450.00 €	0.00 €	0.00 %
EU Travel Grant	5,400.00 €	0.00 €	0.00 %
EU individual Support	22,050.00 €	0.00 €	0.00 %
EU Special Needs Support	0.00 €	0.00 €	0.00 %
Exceptional Costs	0.00 €	0.00 €	0.00 %

European Commission
Mobility tool
ELD1 Greek State Scholarship's Foundation (IKY)

Project 2016-1-FR01-KA116-038294

Mobilities

Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	Requested On	Received On
Laurence	Asper	l.a@mail.com	VET-CHARTER-SCHOOL	38294-MOB-00004	France	United Kingdom	18/05/2017	11/05/2018	✓	NONE		
John	Laurence	J.l@mail.com	VET-CHARTER-SCHOOL	38294-MOB-00002	France	United Kingdom	18/05/2017	24/03/2018	✓	NONE		
Benoit	Paul	b.p@mail.com	VET-CHARTER-SCHOOL	38294-MOB-00005	France	United Kingdom	18/05/2017	09/05/2018	✓	NONE		

Mobility for Asper Laurence

Budget 8,043.00 €

Zero Grant

EU Individual Support - Grant Not Required

EU Individual Support 7,768.00 €

Mobility for Asper Laurence

Budget 0.00 €

Zero Grant

Save

EU Individual Support 0.00 €



Budget [Export PDF](#)

Nothing to save

	1 Approved Budget (by National Agency)	2 Current Budget (in Mobility Tool)	3 % Current/Approved budget
Total Project	107.550,00 €	18.985,00 €	17,65 %

Budget [Export PDF](#)

Please note that only complete mobilities are taken into account.

Nothing to save

	1 Approved Budget (by National Agency)	2 Current Budget (in Mobility Tool)	3 % Current/Approved budget
Total Project	405.780,00 €	547.492,00 €	134,93 %

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current/Approved budget
Total Project	24.526,00 €	4.559,00 €	18,59 %
Exceptional costs – Guarantee	0,00 €	500,00	
Activity Type			
YOUTH-EXCH-P : Youth Exchanges - Programme Countries	24.526,00 €	2.709,00 €	11,05 %
1 Total EU Travel Grant	9.960,00 €	995,00 €	9,99 %
A1		360,00 €	
A1S		635,00 €	
2 EU Individual Support	0,00 €	0,00 €	0,00 %
A1		0,00 €	
A1S		0,00 €	
3 Organisational Support	14.076,00 €	1.314,00 €	9,34 %
A1		612,00 €	
A1S		702,00 €	
4 EU Special Needs Support	490,00 €	100,00 €	20,41 %
A1		100,00 €	
A1S		0,00 €	
5 Exceptional Costs	0,00 €	300,00 €	0,00 %
A1		0,00	
A1S		300,00	

UKUPNO- Total project

1. Approved Budget (od strane Agencije) - ukupan odobreni proračun projekta koji je odobrila NA - ne može se mijenjati u MT+.

2. Current Budget (u MT+) - sve trenutno unesene stavke u MT+ - organizacijska, pojedinačna potpora, putovanje, iznimni troškovi i posebne potrebe.

- mijenja se dodavanjem ili brisanjem odnosno uređivanjem pojedinačnih mobilnosti (provjeriti jeste li označili zero grant)
- jedino **organizacijski troškovi se ručno unose** u Current Budget (u iznosu koji je odobren ako nije bilo promjena)
- ako je ovaj iznos viši nego iznos za odobreni proračun - crveno podebljano (nije nužno greška i ne sprječava podnošenje izvješća).

3. % Current/Approved budget - pokazuje razliku između **Approved Budget** i **Current Budget**.



Nakon povratka s mobilnosti, sudionicima mobilnosti šalje se pozivnica za popunjavanje izvještaja o mobilnosti – e-mail s poveznicom na obrazac izvješća koje treba popuniti (izvješće je u obliku online upitnika).

Izvješća sudionika pružaju informacije o iskustvu sudionika u okviru Erasmus+ projekata.

Pozivnica za ispunjavanje se šalje

- zadnji dan mobilnosti
- do 15. dana nakon zadnjeg dana mobilnosti, ako izvješće nije podneseno

Jednom popunjeno i predano izvješće sudionika nije moguće vratiti odnosno ponovno poslati sudioniku na doradu/ispravak.

Ako sudionik mobilnosti nakon povratka s mobilnosti nije zaprimio poziv za popunjavanje završnog izvješća sudionika (*online* upitnik)?

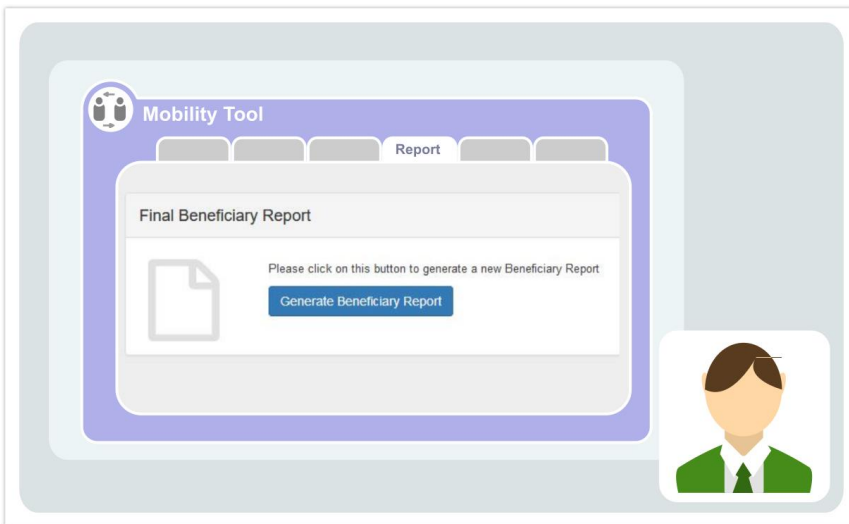
- provjeriti je li u MT unesen ispravan e-mail sudionika te po potrebi isti ispraviti
- sudionik je dužan provjeriti je li mu poziv za popunjavanje *online* upitnika stigao u neki drugi pretinac e-pošte (npr. neželjena pošta)
- ponovno poslati poziv sudioniku klikom na tipku „**Re-send**“



The screenshot shows a web interface for a participant report. At the top, there is a header 'PARTICIPANT' with a dropdown menu showing 'Participant Data' and 'Participant Report' (selected). Below this, the 'REQUEST ID' is 832892. A table lists actions taken on 08/12/2016: 'Automatic Invitation Sent To A.Nowizki@test.pl', 'Automatic Invitation ready to be sent To A.Nowizki@test.pl', 'Survey Prefilled', and 'Prefilling'. At the bottom, there is a 'Re-Send' button.

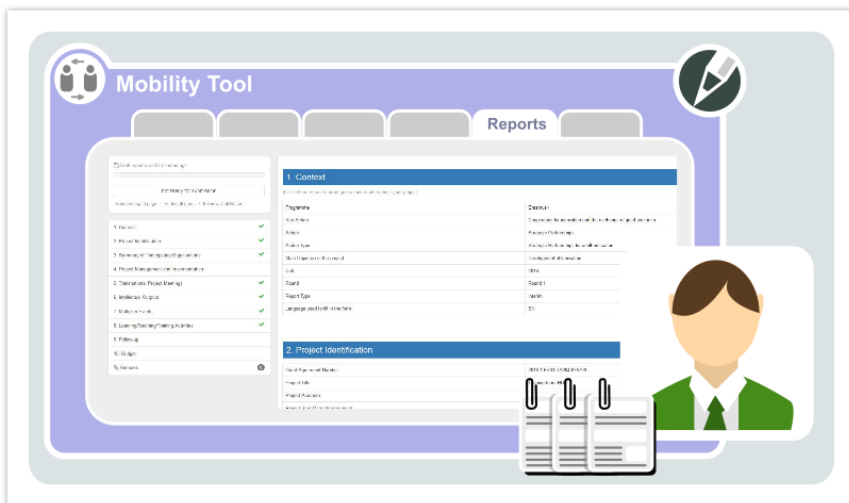
DATE	ACTION
08/12/2016	Automatic Invitation Sent To A.Nowizki@test.pl
08/12/2016	Automatic Invitation ready to be sent To A.Nowizki@test.pl
08/12/2016	Survey Prefilled
08/12/2016	Prefilling

Ako su svi navedeni koraci odrađeni, a sudionik nije zaprimio poziv, obratite se Agenciji na strukovno@mobilnost.hr.



Završno izvješće može se kreirati i uređivati kada je projekt u statusu Follow-up. Kada je izvješće generirano status projekta promijenit će se u Processing. Potrebno provjeriti jesu li svi projektni podaci ažurirani prije podnošenja izvješća:

- Informacije o organizacijama
- **Mobilnosti – complete?**
- **Proračun**



Kreiranje izvješća

- Navigiranje – side menu
- Zelena kvačica označava popunjena polja
- Dodatna dokumentacija može se priložiti - odjeljak Annexes. **Izjava časti je obvezan privitak**



Revalidate Mobilities

Revalidating a mobility consists in applying the most updated business rules and recalculating totals. At the end of the process you will be able to know if relevant changes occurred in each mobility like the status and/or budget.

Required to revalidate before submission 0 Draft 0 Complete 0 All 0 **Revalidate Mobilities**

Revalidation History

Request Date	User	Status	Validation Progress	Number of Mobilities

Revalidate Mobilities

Revalidating a mobility consists in applying the most updated business rules and recalculating totals. At the end of the process you will be able to know if relevant changes occurred in each mobility like the status and/or budget.

Required to revalidate before submission 0 Draft 0 Complete 0 All 0 **Revalidate Mobilities**

Revalidation History

Request Date	User	Status	Validation Progress	Number of Mobilities
a few seconds ago	ECAS EAC_TRAINING (beneficiary)	✖ Pending Validation of Mobilities		1

[see impacted mobilities](#)

Ongoing process

Impacted mobilities All 0 Status Changed 0 Budget Changed 0

Mobility	Revalidation	Status Before/After	Budget Before/After	Invalid fields	
26913-MOB-00001 (Sofia Libana)	pending to process	Complete / unknown	610,00 € / unknown	0	View Mobility
26913-MOB-00002 (John Vegas)	pending to process	Complete / unknown	476,00 € / unknown	0	View Mobility
26913-MOB-00003 (fsfsf stfst)	pending to process	Complete / unknown	879,00 € / unknown	0	View Mobility
26913-MOB-00004 (ooo ooo)	pending to process	Complete / unknown	16.820,00 € / unknown	0	View Mobility
26913-MOB-00006 (Hilde Newman)	pending to process	Complete / unknown	5,00 € / unknown	0	View Mobility
26913-MOB-00008 (S R)	pending to process	Complete / unknown	0,00 € / unknown	0	View Mobility

Project 2016-1-FR01-KA116-038284

Some mobilities are outdated, please revalidate them in order to be able to continue the submission. **Revalidate Mobilities now** [retry](#)

1. Context

This section requires some general information about your project.

Programme: Erasmus+

Individuals: Learning Mobility of Individuals

Staff: Mobility of business and staff

Mobility with VET mobility charter: VET learner and staff mobility with VET mobility charter

Call: 2016

Revalidate Mobilities

Revalidating a mobility consists in applying the most updated business rules and recalculating totals. At the end of the process you will be able to know if relevant changes occurred in each mobility like the status and/or budget.

Required to revalidate before submission 0 Draft 0 Complete 0 All 0 **Revalidate Mobilities**

Revalidation History

Request Date	User	Status	Validation Progress	Number of Mobilities

Revalidate Mobilities

Revalidating a mobility consists in applying the most updated business rules and recalculating totals. At the end of the process you will be able to know if relevant changes occurred in each mobility like the status and/or budget.

Required to revalidate before submission 0 Draft 0 Complete 0 All 0 Nothing to revalidate

Revalidation History

Request Date	User	Status	Validation Progress	Number of Mobilities
4 minutes ago	ECAS EAC_TRAINING (beneficiary)	Done (took 3 minutes)	100%	0

[see impacted mobilities](#)

Project 2016-1-FR01-KA116-038284

1. Context

This section requires some general information about your project.

Programme: Erasmus+

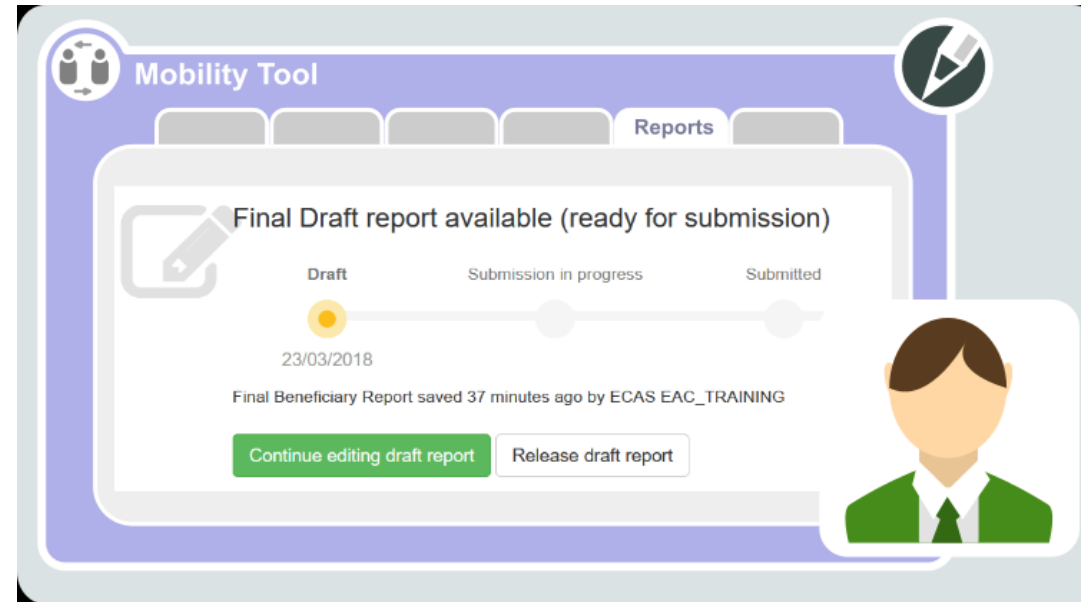
Individuals: Learning Mobility of Individuals

Staff: Mobility of business and staff

Mobility with VET mobility charter: VET learner and staff mobility with VET mobility charter

Call: 2016

Za KA1 projekte, najmanje jedna re-validacija mobilnosti je potrebna kako bi se podnijelo izvješće. Draft verzija izvješća će prikazati upozorenje i opcija Start Submission Process će biti neaktivna.



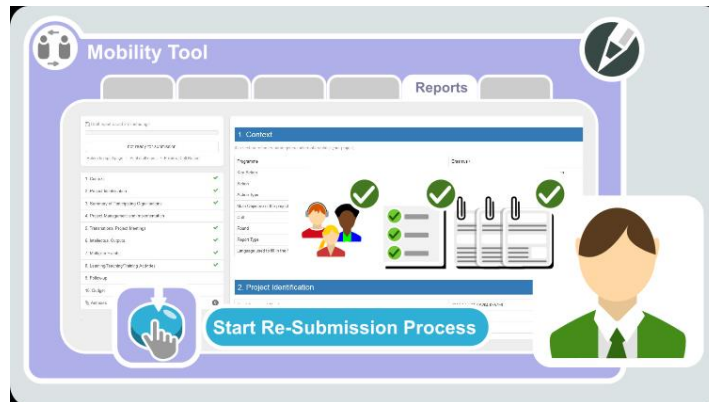
Releasing draft report – korištenje ove opcije dozvoljava drugim kontakt osobama Korisnika uređivanje draft verzije (ako imaju pristup MT+).

Nije moguće istovremeno uređivanje izvješća od strane više osoba.

Također ako imate problem s popunjavanjem i predavanjem Izvješća i želite provjeru od Agencije potrebno je koristiti ovu opciju (provjera samo tehničkih poteškoća bez ulaska u sadržaj odgovora/izvješća).



Provjera izvješća od strane Agencije

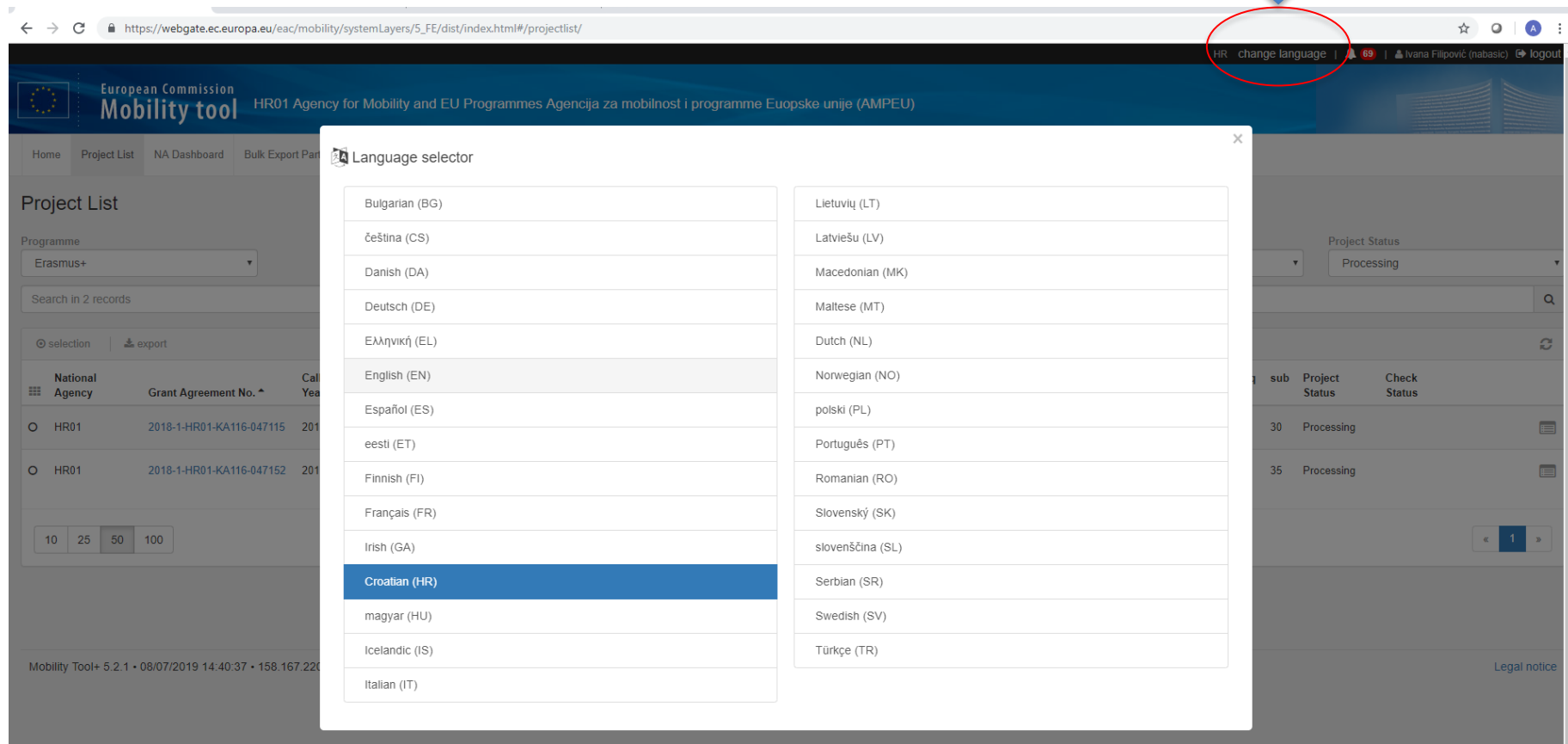


Prilikom:

- provjere formalne prihvatljivosti
- ocjene kvalitete ili financijske validacije završnog izvješća

Zahtjev za nadopunom dokumentacije šalje Agencija.

Na kartici Home u gornjem desnom kutu možete odabrati promjenu jezika sučelja (taj odabir povlači se u i obrazac završnog izvješća)



The screenshot shows the MT+ web application interface. In the top right corner, there is a language selector dropdown menu with the text "HR change language". A blue arrow points to this menu. The dropdown menu is open, displaying a list of languages. The "Croatian (HR)" option is highlighted in blue. The background shows the "Project List" section with a table of projects.

sub	Project Status	Check Status
30	Processing	
35	Processing	

Jezik popunjavanja izvješća odabire se u samom Draftu izvješća –
čest razlog za odbijanje izvješća pri provjeri formalne prihvatljivosti

The screenshot shows the 'European Commission Mobility tool' interface. The 'Reports' tab is highlighted with a red circle. A red arrow points to the 'Start Submission Process' button. The main content area displays the 'Final Beneficiary Report for 2015-1-PL01-KA105-014103' with a table of project details.

Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	Youth mobility
Call	2015
Round	Round 1
Report Type	Final
Language used to fill in the form	EN

Below the table, the '1.1. Project Identification' section is visible with the following details:

Grant Agreement Number	2015-1-PL01-KA105-014103
Project Title	Training Team IK
Project Acronym	PK

Bitno je odabrati
onaj jezik kojim i
popunjavate
završno izvješće

Poveznice:

- [web stranica MT+](#)
- [MT+ Priručnik za korisnike](#)
- [Pojmovnik Mobility Tool](#)
- [Priručnik za popunjavanje završnog izvješća](#)
- [Upute za popunjavanje i podnošenje završnog izvješća](#) – MT+ video
- [Kako koristiti MobilityTool+](#) - webinar

Korisnik je dužan **najmanje jednom mjesečno tijekom trajanja projekta mobilnosti kodirati i ažurirati** sve nove podatke u svezi sudionika i aktivnosti mobilnosti.