MT+ Force majeure guidance due to Coronavirus

New flag "COVID-19 affected"

Mobilities having an end date within 2020, the Force Majeure flag checked, and for which Force Majeure Explanations contain keywords such as "corona" or "covid" will automatically have the "COVID-19 affected" flag set. This flag cannot be changed manually.

Encoding force majeure mobilities in Erasmus+ KA1 & KA3

A. For participants that have terminated the activity and have returned home

- Register the mobility and participant data, completing all the fields so the default grant calculation is properly applied.
- Flag the mobility as **Force Majeure**.
- Fill in Force Majeure comments, explaining the situation and using the keywords "Coronavirus" or "COVID-19".
- Register the mobility with a shorter duration, if necessary.
- The **Travel Grant**$^{(*)}$, **Individual Support** and **Organisational Support** (for youth) are editable and can be used for adjustments.
- Provide **comments** on the additional costs, if needed.

(*) For higher education student activities, the travel grant becomes visible when the mobility is flagged as Force Majeure and in this particular case - if extra costs are necessary - it should be used on the basis of unit cost for the specific distance band. The rates related to the distance bands (if not known) can be found in the Erasmus+ Programme Guide under the section for higher education mobility.

B. For participants that have suspended the activity and decided to stay abroad or are forced to stay abroad

- Register the mobility and participant data, completing all the fields so the default grant calculation is properly applied.
- Flag the mobility as **Force Majeure.**
- Fill in Force Majeure comments, explaining the situation and using the keywords "Coronavirus" or"COVID-19".
- Register the mobility with a possible longer duration than initially foreseen using the fields Interruption duration and Non funded duration for adjustments of the funded duration.
- The **Travel Grant, Individual Support** and **Organisational Support** (for youth) are editable and can be used for adjustments.
- Provide **comments** on the additional costs, if needed.

C. For participants (or organisations) that have decided to cancel the activity before it started

- Register the mobility and participant data, completing all the fields so the default grant calculation is properly applied.
- Flag the mobility as **Force Majeure.**
- Fill in Force Majeure comments, explaining the situation and using the keywords "Coronavirus" or"COVID-19".
- Fill in the same Start Date and End Date => Duration = 1 day.
- Flag the mobility as zero grant, if no costs incurred $^{(*)}$.
- The **Travel Grant, Individual Support** and **Organisational Support** (for youth) are editable and can be used for adjustments.
- Provide **comments** on the additional costs, if needed.

(*) Registering the cancelled mobilities without costs as zero grant will allow you to request the **organisational support** costs that might be necessary for the administration of those mobilities.

Note for statistics: all the mobilities flagged as Force Majeure and with the same start and end date will be excluded from the general statistics.

D. For participants (or organisations) that have decided to cancel the initial activity before it started and postpone it for later, thereby incurring extra costs

- Register the mobility and participant data, completing all the fields so the default grant calculation is properly applied.
- Flag the mobility as **Force Majeure**.
- Fill in Force Majeure comments, explaining the situation and using the keywords "Coronavirus" or "COVID-19".
- Fill in the delayed (real) Start Date and End Date of the mobility.
- The **Travel Grant, Individual Support** and **Organisational Support** (for youth) are **editable** and can be used for adjustments.

- Provide **comments** on the additional costs, if needed.

Additional explanation

For impacted mobilities where the actual implementation period of activities during the stay was shorter than the full mobility duration, the fields Interruption or Non-funded Duration must be used **when the total grant needs to be reduced.**

Youth: Mobilities which had to be suspended have to be flagged as force majeure and interruption must be used. In such cases, the grant will be automatically reduced to cover the actual duration of the mobility, without the interruption period. If the grant for the interruption period is entitled (in accordance with the specific guidelines), the relevant budget items must be edited manually.

All other fields: If the participant is entitled to the total grant in accordance with the guidance from your National Agency, then the mobility duration **must not be altered** so that the grant remains correctly calculated. In this case the mobility must still be flagged as Force Majeure and the force majeure explanation containing "COVID-19" or "Coronavirus" be added. This will enable a complete overview of the total number of impacted participants and their mobilities.

Encoding force majeure activities in Erasmus+ KA2

A. Transnational Project Meetings

- Flag the activity/details as Force Majeure, the field **Total Grant** becomes **editable** and can be used for adjustments.
- Provide **comments** on the additional costs linked to the Force Majeure case.

B. Intellectual Outputs

- Flag the activity/details as Force Majeure, the field **Total Grant** becomes **editable** and can be used for adjustments..
- Provide **comments** on the additional costs linked to the Force Majeure case.

C. Multiplier Events

- Flag the activity/details as Force Majeure, the field **Total Grant** becomes **editable** and can be used for adjustments..
- Provide **comments** on the additional costs linked to the Force Majeure case.

D. Learning, teaching and training activities

- Please follow the guidelines for KA1 and KA3.