



**Seminario di assistenza tecnica alla gestione dei progetti approvati  
Erasmus+ Azione KA1 – Mobilità individuale ai fini dell'apprendimento – Ambito VET  
Invito a presentare proposte 2019**

# **Mobility Tool+**

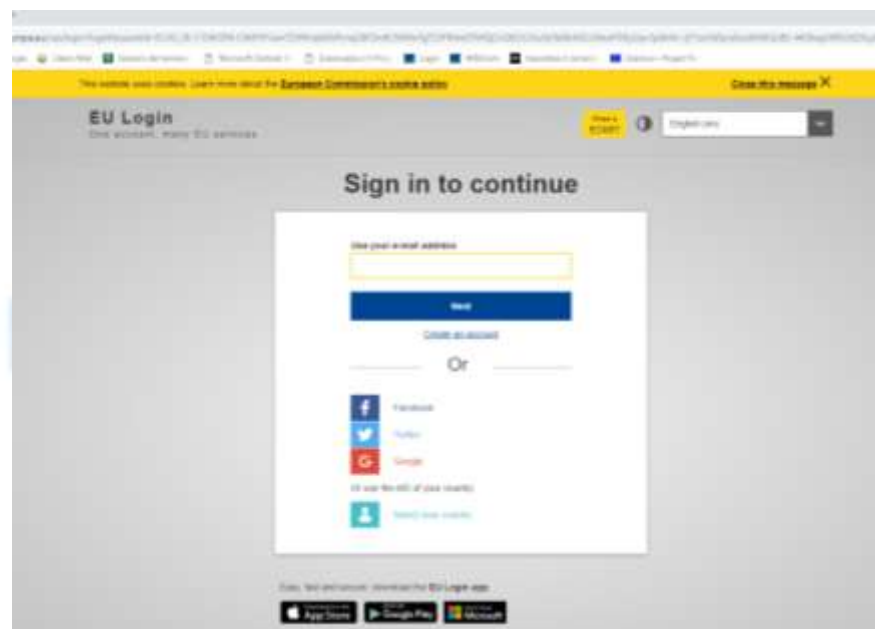
Roma, 21 novembre 2019

*Relatore: Marilise Varricchio*

## ACCOUNT EU Login

Il primo passo da fare per accedere al Mobility Tool+ è quello di creare un account EU Login, utilizzando l'indirizzo mail della persona di contatto indicata in fase di contrattualizzazione

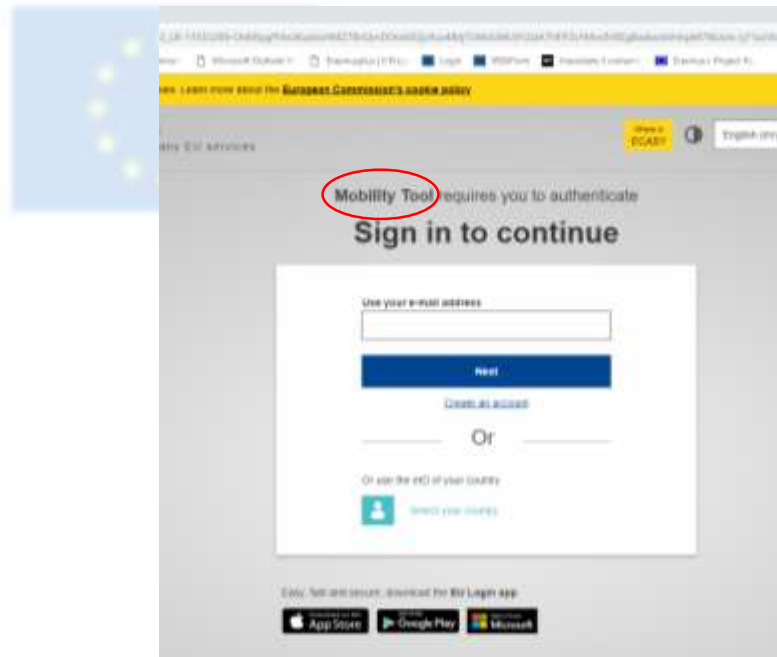
<https://webgate.ec.europa.eu/cas/>



## Accesso al Mobility Tool+

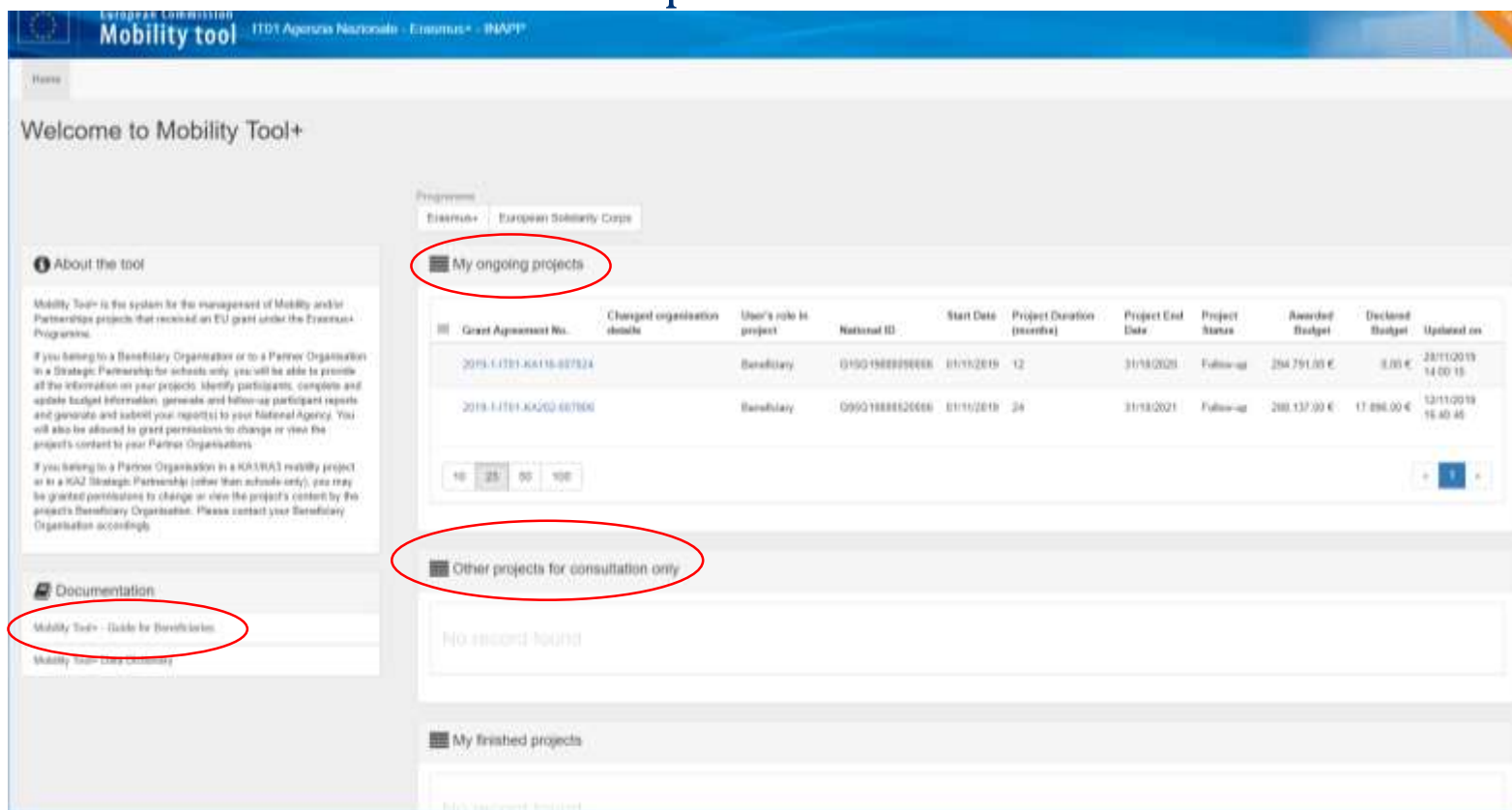
Si accede al sistema connettendosi al sito:

<https://webgate.ec.europa.eu/eac/mobility>



## Accesso al sistema

Una volta effettuato l'accesso al sistema vengono visualizzati tutti i progetti che è possibile vedere ed editare attraverso l'account con cui si è entrati nel sistema. E' inoltre presente la Guida all'uso del MT+



The screenshot shows the Mobility Tool+ interface. On the left, there is a sidebar with 'About the tool' and 'Documentation' sections. The 'Documentation' section includes a link for 'Mobility Tool+ - Guide for Beneficiaries', which is circled in red. The main content area is titled 'Welcome to Mobility Tool+' and features a 'Programme' dropdown set to 'Erasmus+'. Below this, there are three main sections: 'My ongoing projects', 'Other projects for consultation only', and 'My finished projects'. The 'My ongoing projects' section is circled in red and contains a table with the following data:

Grant Agreement No.	Change 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
2019-1-IT01-KA118-027524		Beneficiary	01901888920000	01/11/2019	12	31/10/2021	Follow-up	294.751,00 €	0,00 €	23/11/2019 14:00:15
2019-1-IT01-KA203-007000		Beneficiary	09901888620000	01/11/2019	24	31/10/2021	Follow-up	200.137,00 €	17.896,00 €	13/11/2019 16:40:45

The 'Other projects for consultation only' section is also circled in red and currently shows 'No record found'. The 'My finished projects' section is currently empty.

## Accesso ai dati del progetto

Per accedere ai dati relativi al progetto in oggetto è necessario cliccare sul numero della convenzione riportato nella sezione “My ongoing projects”

Erasmus+ - INAPP

Programme  
Erasmus+ European Solidarity Corps

My ongoing projects

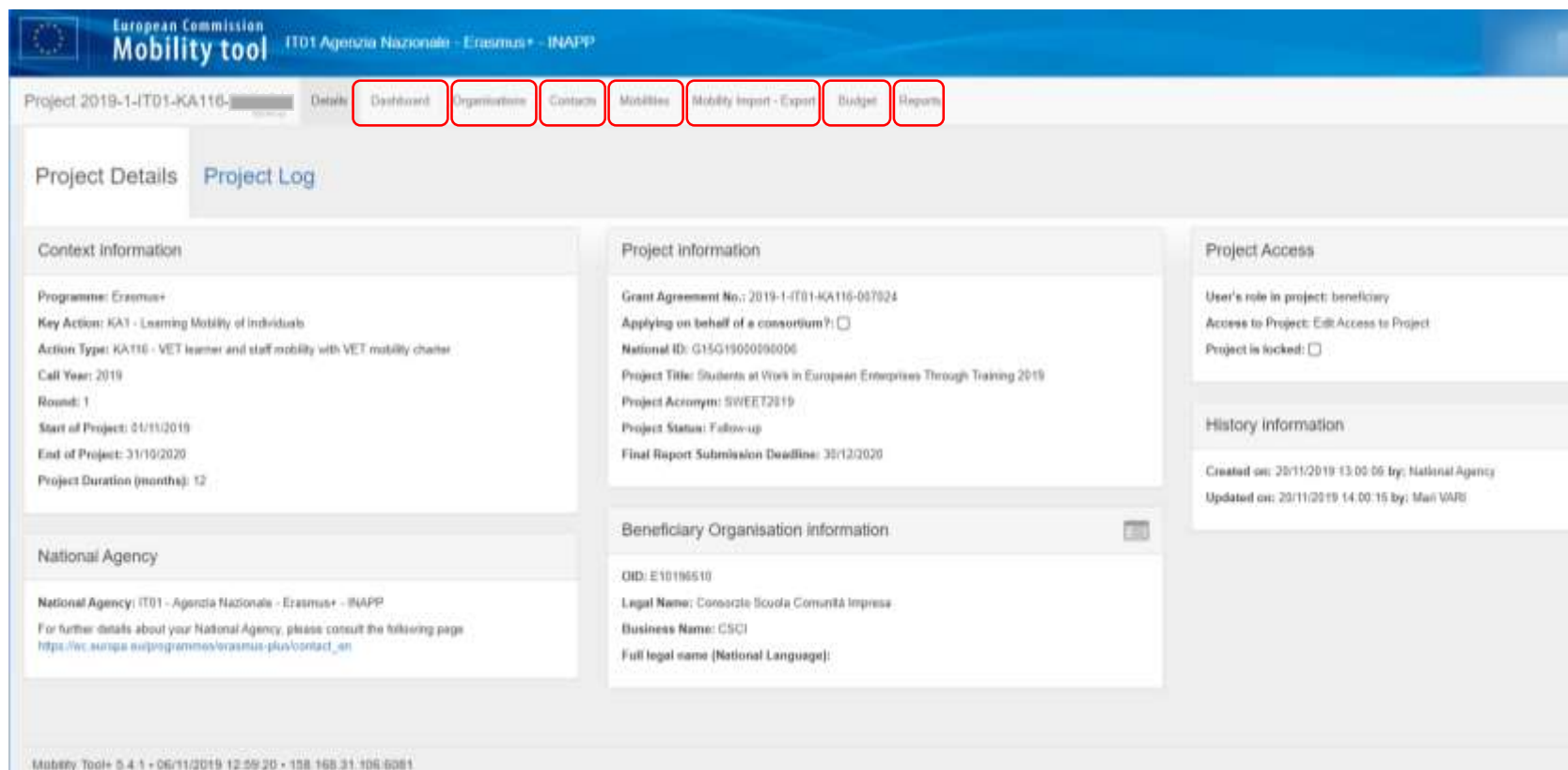
Grant Agreement No.	Changed organisation details	User's role in project	National ID	Start Date	Project Duration (months)	Project End Date	Project Status	Awarded Budget	Declared Budget	Updated on
2019-1-IT01-KA110-007024		Beneficiary	G15G19000090006	01/11/2019	12	31/10/2020	Follow-up	294.791,00 €	0,00 €	20/11/2019 14:00:15
2019-1-IT01-KA202-007800		Beneficiary	G95G190000520006	01/11/2019	24	31/10/2021	Follow-up	260.137,00 €	17.896,00 €	12/11/2019 16:40:40

10 25 50 100



## I dati del progetto

Sono visualizzati i vari dati identificativi che non si possono modificare e le varie tab per muoversi all'interno del progetto.



The screenshot displays the Erasmus+ Mobility tool interface for project 2019-1-IT01-KA116. The interface includes a navigation menu with tabs for Dashboard, Organisations, Contacts, Mobilities, Mobility Import - Export, Budget, and Reports. The main content area is divided into several sections:

- Context information:** Programme: Erasmus+, Key Action: KA1 - Learning Mobility of Individuals, Action Type: KA116 - VET learner and staff mobility with VET mobility charter, Call Year: 2019, Round: 1, Start of Project: 01/11/2019, End of Project: 31/10/2020, Project Duration (months): 12.
- Project information:** Grant Agreement No.: 2019-1-IT01-KA116-037924, Applying on behalf of a consortium?: , National ID: G15G1902096006, Project Title: Students at Work in European Enterprises Through Training 2019, Project Acronym: SWEET2019, Project Status: Follow-up, Final Report Submission Deadline: 30/12/2020.
- Beneficiary Organisation information:** OID: E10196510, Legal Name: Concocta Scuola Comunità Impresa, Business Name: CSCOI, Full legal name (National Language):
- Project Access:** User's role in project: beneficiary, Access to Project: Edit Access to Project, Project is locked: .
- History information:** Created on: 28/11/2019 13:05:05 by: National Agency, Updated on: 20/11/2019 14:00:15 by: Mail WAB.

The footer of the interface shows: Mobility Tool+ 5.4.1 • 06/11/2019 12:59:20 • 108.168.31.106:6081



# Inserimento e modifica dei dati

Mobility tool IT01 Agenzia Nazionale - Erasmus+ - INAPP

Project 2019-1-IT01-KA116- Details Dashboard **Organisations** Contacts Mobilitys Mobility Import - Export Budget Reports

Organisations + Create

Search in 12 records

Selection 
  Report 
  Bulk operations

ID	OID	Beneficiary	Co-Beneficiary	Role	Changed organisation details	Organisation ID	Legal Name	Department	Public Body	Non-profit	Country	City	Contacts
	E10196510	✓	X	Beneficiary		007024-ORG-00001	Consorzio Scuole Comunità Inpsava		X	✓	Italy	Novara	
	E10177408	X	X	Partner		007024-ORG-00009	SHIPCON LIMASSOL LIMITED		X	X	Cyprus	LEMESOS	
	E10033110	X	X	Partner		007024-ORG-00008	AUREKA		X	X	France	ROMANVILLE	
	E10073884	X	X	Partner		007024-ORG-00012	ABROAD Consulting Ltd & Co. KG		X	X	Germany	BERLIN	
	E10114863	X	X	Partner		007024-ORG-00007	BERLINK ETN GMBH		X	X	Germany	BERLIN	
	E10112314	X	X	Partner		007024-ORG-00005	ΕΥΡΩΠΑΙΚΟ ΚΕΝΤΡΟ ΚΑΤΑΡΤΙΣΗΣ ΓΙΑ ΤΗΝ ΑΠΑΣΧΟΛΗΣΗ ΑΝΩΝΥΜΗ ΕΚΠΑΙΔΕΥΤΙΚΗ ΕΤΑΙΡΕΙΑ		X	X	Greece	RETHYMYNO	
	E10103542	X	X	Partner		007024-ORG-00003	Lingua-Vár Oktatási Központ		X	X	Hungary	Budapest	
	E10105892	X	X	Partner		007024-ORG-00006	Eklingua Language School Ltd		X	X	Ireland	Clonrithge	
	E10194712	X	X	Partner		007024-ORG-00011	ETN Training Vision Ireland		X	X	Ireland	Carri	
	E10194008	X	X	Partner		007024-ORG-00010	Your International Training		X	X	Ireland	Maltoo	
	E10045226	X	X	Partner		007024-ORG-00004	Touch Malta Ltd		X	X	Malta	San Gwann	
	E10085805	X	X	Partner		007024-ORG-00002	Sistema Practicas s.l		X	X	Spain	Valencia	



# Dati degli organismi partner e dei contatti

European Commission Mobility tool IT01 Agenzia Nazionale - Erasmus+ - INAPP

Project 2018-1-IT01-KA102 Details Dashboard Organisations **Contacts** Profiles Mobility Impact - Export Budget Reports

### List Contacts

Organisation: All

Search in 24 records

Selection: Export Bulk operations

ID	Organisation ID	Organisation Legal Name	Contact First Name	Contact Last Name	Department	Position	Email	Telephone 1	Beneficiary	Legal Representative	Preferred Contact	OLS	Access to Project	
	0	E1000900	cooperativa sociale Kara Betevevoti	Francesca	Soglia	Presidente	karabetevevoti@cometiva.it	0546.346250	✓	✓	X	X	V	
	0	E1000900	cooperativa sociale Kara Betevevoti	Elara	Clari	Project coordinator	wereqa@karabetevevoti.org	0546.346250	✓	X	✓	✓	E	
	0	E10207576	ASSOCIACAO INTERCULTURAL AMIGOS DA MOBILIDADE	Isuro	Bartosa	Presidente	mobilityfriends@gmail.com	00351939612584	X	✓	X	X	X	
	0	E10207576	ASSOCIACAO INTERCULTURAL AMIGOS DA MOBILIDADE	Sylvia	Stalonyk	European project Coordinator	mobility_friends_sylvia@ep.pl	00351960323946	X	X	✓	X	X	
	0	E10129042	Centro de Informas Dinastia s l	Ana	Nerebute	Co-director	anerebute@servicemobshulen.com	0036341326700	X	✓	X	X	X	
	0	E10129042	Centro de Informas Dinastia s l	Ana	Nerebute	Co-director	anerebute@servicemobshulen.com	0036341326700	X	X	✓	X	X	
	0	E10130701	EuroTrainingServices (UK) Ltd	Penny	Mathews	Managing Director	penny.mathews@eurotrainingservices.com	0044252873485	X	✓	X	X	X	
	0	E10130701	EuroTrainingServices (UK) Ltd	Nicola	Parkes	Work placements responsible	nicola.parkes@eurotrainingservices.com	00442528733257	X	X	✓	X	X	
	0	E10002646	Fondation IFA Institut National de Formation et d'Application	Alain	Langlade	General Director	alanglade@ifa-formation.com	0033145186482	X	✓	X	X	X	
	0	E10002646	Fondation IFA Institut National de Formation et d'Application	Polina	Roudy	Head of European Department	proxy@ifa-formation.com	0035657901231	X	X	✓	X	X	
	0	E10076752	Fundacja Edukacyjna	Anna	Pulawska-Rosik	Prezidentka	a.pulawska@edukacyjna.pl	0048767039120	X	✓	X	X	X	
	0	E10076752	Fundacja Edukacyjna	Marta	Garnytk	Viceprezidentka	m.garnytk@edukacyjna.pl	0048801476976	X	X	✓	X	X	
	0	E10000275	Jasenski dnevni centar	Lina	Tokic	Directica	linas_tokic@hotmail.com	0037060022100	X	✓	X	X	X	





## Le mobilità: dati iniziali

European Commission  
Mobility tool  
IT01 Agenzia Nazionale - Erasmus+ - INAPP

Project 2018-1-IT01-KA102-0-000000

back to list **Mobilities**

### Create Mobility for Varricchio Marlise

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

Participant First Name: Marlise

Participant Last Name: Varricchio

Participant Email: m.varricchio@inapp.org

Participant Gender: Female

Project Duration: 01/10/2018 - 30/04/2020

Start Date: 18/10/2018

End Date: 02/12/2018

Receiving Country: AT : Austria

Main Work Language: DE : German

after work create new confirm updating back to the list **Save**

*Attensione nella selezione esatta della tipologia di attività*

*Email univoca per partecipante*



## Le mobilità: dati iniziali

home | change language | Erasa CVAR (Secretary) | Logout

European Commission  
**Mobility tool** IT01 Agenzia Nazionale - Erasmus+ - INAPP

Project 2018-1-IT01-KA102- | Details | Dashboard | Organisations | Contacts | **Mobilities** | Mobility Import - Export | Budget | Reports

Mobilities More actions - + Create

All 1 Complete Draft 1

Search in 1 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
Martina	Vanicchio	m.vanicchio@inapp.org	VET-PLONG	06484-MOB-00001		Austria	19/10/2018	05/12/2018	X	NONE		

10 25 50 100



# Le mobilità: punti di attenzione

Mobility for Varricchio Marilise

Mobility Participant From / To Duration Budget

VET-CHARTER-PLONQ : Erasmus PRO- long term mobility of VET learners Long-term Activity

Mobility ID  
07034-MOB-00001

Forma Majora?

Forza maggiore

PARTICIPANT

Participant Data Participant Report Certificates (0 max 3)

Participant ID: [text box]  
Participant First Name: Marilise  
Participant Last Name: Varricchio  
Participant Email: m.varricchio@inapp.org  
Date of Birth (dd/mm/yyyy): [text box]  
Participant Gender: Female Male U  
Nationality: [dropdown]  
Field of Education: [dropdown]  
Level of Education: [dropdown]  
Native Speaker (or duly justified exception):   
Main Instruction/Work/Volunteering Language: ES : Spanish  
Other Used Languages: [text box]

FROM / TO

Sending Organisation: [dropdown]  
Receiving Organisation: [dropdown]  
Distance Band: [dropdown] [Link to distance calculator](#)  
Host Type: [dropdown]  
Comments on different location than Sending / Receiving organisations: [text box]

- Accompanying Person
- Participant With Special Needs
- Participant With Fewer Opportunities
- Apprentice
- Recent Graduates

Distance band

Accompagnatore

Partecipanti con minori opportunità



# Le mobilità: punti di attenzione

Mobility for Varricchio Marilise    Mobility    Participant    From / To    Duration    Budget    0.00 €    Draft

**DURATION**

Project Duration 01/10/2018 30/04/2020

Start Date 18/10/2018    End Date 06/12/2018

**Duration Calculated (days)** 49

**Interruption Duration (days)** 0

**Duration of Mobility Period (days)** 49

**Travel Days (max. 2)** 0

**Non-Funded Duration (days)** 0

**Funded Duration (days)** 49

**Funded Duration (full months)** 1

**Funded Duration (extra days)** 19

**BUDGET**

Zero Grant

**INDIVIDUAL SUPPORT**

EU Individual Support - Grant Not Required

History Information: Created on 15/10/2018 17:02:21 by Elena DIANI, Updated on 11/10/2018 17:02:21 by Elena DIANI

Buttons: [Highlight to save](#), [At least one draft mobility form is not valid](#), [highlight draft fields](#)

Durata  
Learners minimo 10 giorni

Zero grant



# Le mobilità: punti di attenzione

Mobility for Varricchio Marilise    Mobility ▾    Participant ▾    From / To ▾    Duration ▾    Budget ▾    2,648.00 €    Draft

**BUDGET**

Zero Grant

**INDIVIDUAL SUPPORT**

EU Individual Support - Grant Not Required

EU Individual Support    2,373.00 €

**TRAVEL GRANT**

EU Travel Grant - Grant Not Required

EU Travel Grant    275.00 €

Request Exceptional Costs for Expensive Travel?

**TOTAL CALCULATIONS**

Exceptional Costs    0.00 €

EU Mobility Total Grant (authorized)    2,648.00 €

Additional Non-EU Grant    0.00 €

**MOBILITY COMMENTS**

Overall Comments

History Information: Created on 11/18/2018 17:02:21 by Elena CIANI, Updated on 12/15/2018 12:38:35 by Elena CIANI

Warning: Mobility saved 2 are to You have pending changes. Save

Costi 0 per singole voci



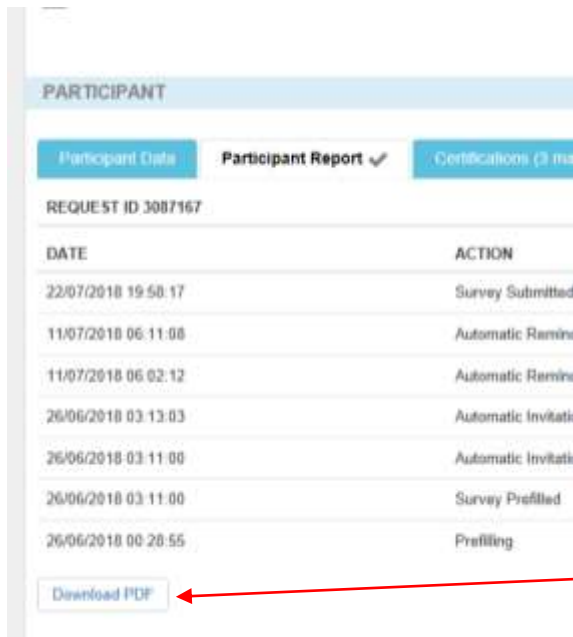
## Questionario dei partecipanti

Invio automatico dal sistema del link al rientro della mobilità

Compilare e trasmettere entro 30 giorni

Gli accompagnatori non devono compilare il questionario

E' possibile scaricare il contenuto



The screenshot shows a web interface for a 'PARTICIPANT' report. It features three tabs: 'Participant Data', 'Participant Report' (which is selected and has a checkmark), and 'Certifications (3 ma)'. Below the tabs, the 'REQUEST ID' is 3087167. A table lists actions with columns for 'DATE' and 'ACTION'. At the bottom left, there is a 'Download PDF' button with a red arrow pointing to it from the text 'E' possibile scaricare il contenuto'.

DATE	ACTION
22/07/2018 19:50:17	Survey Submitted
11/07/2018 06:11:08	Automatic Remins
11/07/2018 06:02:12	Automatic Remins
26/06/2018 03:13:03	Automatic Invitati
26/06/2018 03:11:00	Automatic Invitati
26/06/2018 03:11:00	Survey Prefilled
26/06/2018 00:28:55	Prefilling



# Budget

Budget [Excel PDF](#)

Dati inseriti nel sistema

Dati da contrattualizzazione

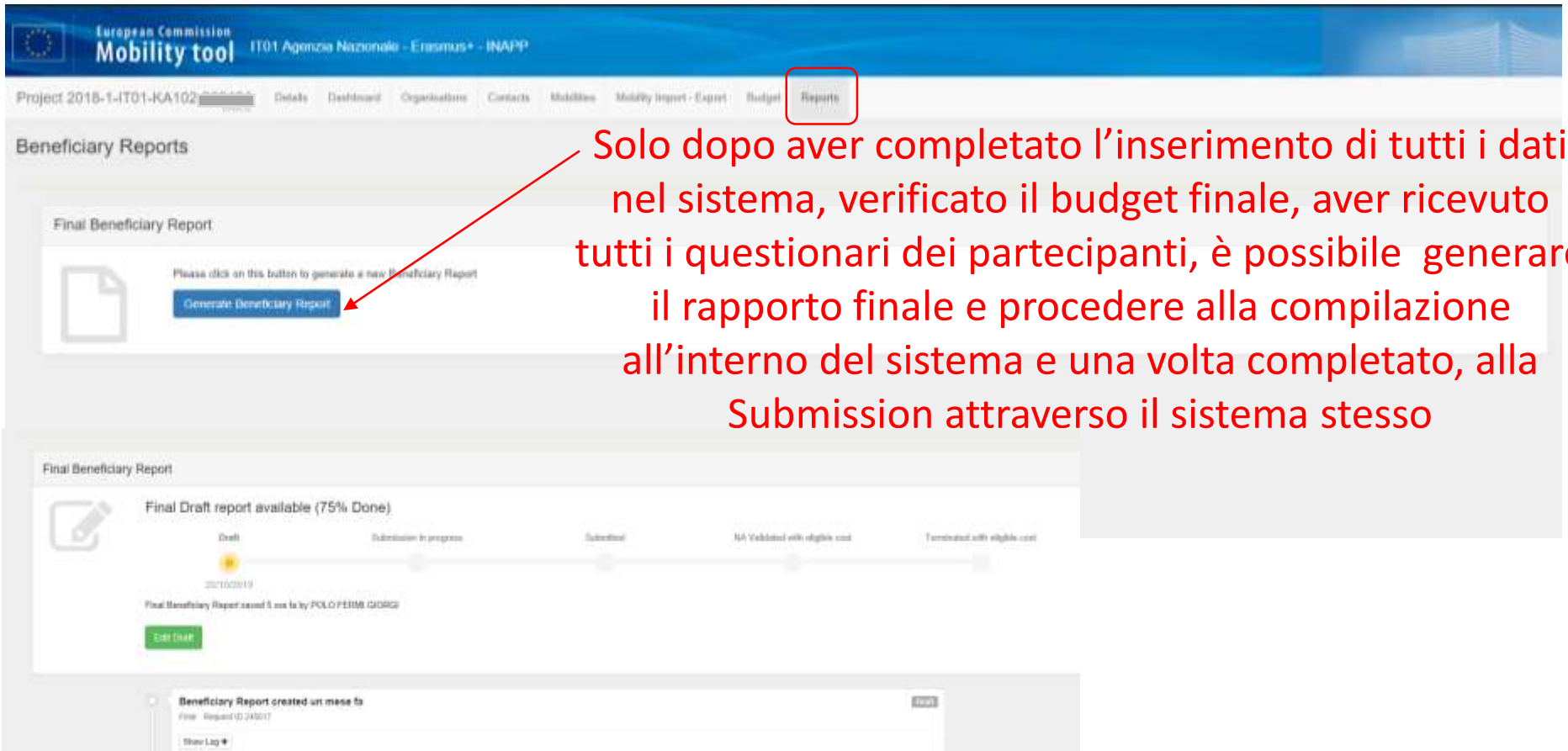
Nothing to save

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current/Approved budget
<b>Total Project</b>	442.412,00 €	0,00 €	0,00 %
<b>Organisational Support</b>			
No. of Participants (excluding acc. persons) : 0	32.900,00 €	0,00 €	0,00 %
<b>Exceptional costs - Guarantee</b>	0,00 €	0,00 €	
<b>Activity Type</b>			
<b>VET-PADV : Advance Planning Visit - Erasmus- PRO</b>			
EU Travel Grant	2.896,00 €	0,00 €	0,00 %
Exceptional Costs for Expensive Travel EU Grant	730,00 €	0,00 €	0,00 %
EU Individual Support		0,00 €	
EU Special Needs Support	968,00 €	0,00 €	0,00 %
Exceptional Costs	0,00 €	0,00 €	0,00 %
	1.000,00 €	0,00 €	0,00 %
<b>VET-PLONG : Erasmus PRO- long term mobility of VET learners</b>			
EU Travel Grant	338.717,00 €	0,00 €	0,00 %
	20.335,00 €	0,00 €	0,00 %

Voci di costo da inserire manualmente

Voci di costo derivate da inserimento delle singole mobilità

## Beneficiary Report



Solo dopo aver completato l'inserimento di tutti i dati nel sistema, verificato il budget finale, aver ricevuto tutti i questionari dei partecipanti, è possibile generare il rapporto finale e procedere alla compilazione all'interno del sistema e una volta completato, alla Submission attraverso il sistema stesso

Le informazioni quantitative e finanziarie riportate nel Final report sono derivate dal MT e non sono modificabili. Le informazioni di contenuto vanno invece inserite manualmente nel sistema.





## Indicazioni utili

- **Mantenere il sistema aggiornato in tempo reale rispetto alle varie fasi del ciclo di vita del progetto, in particolare seguire l'invio dei questionari da parte dei partecipanti**
- **Verificare di aver compilato in maniera completa tutte le informazioni richieste in modo da evitare di doverle a seguito di un rifiuto del rapporto finale da parte del tutor**

**Per dubbi o chiarimenti di tipo contenutistico contattare il tutor assegnato al proprio progetto**

**Per problemi esclusivamente di tipo tecnico inviare una email all'indirizzo**

**[m.varricchio@inapp.org](mailto:m.varricchio@inapp.org)**

**contenente il numero del progetto**



**GRAZIE PER L'ATTENZIONE !**