



**Seminario di assistenza tecnica alla gestione dei progetti approvati
Erasmus+ Azione KA1 – Mobilità individuale ai fini dell'apprendimento – Ambito VET
Invito a presentare proposte 2018**

Mobility Tool+

**Roma, 15 ottobre 2018
Centro Congressi Cavour – Roma**

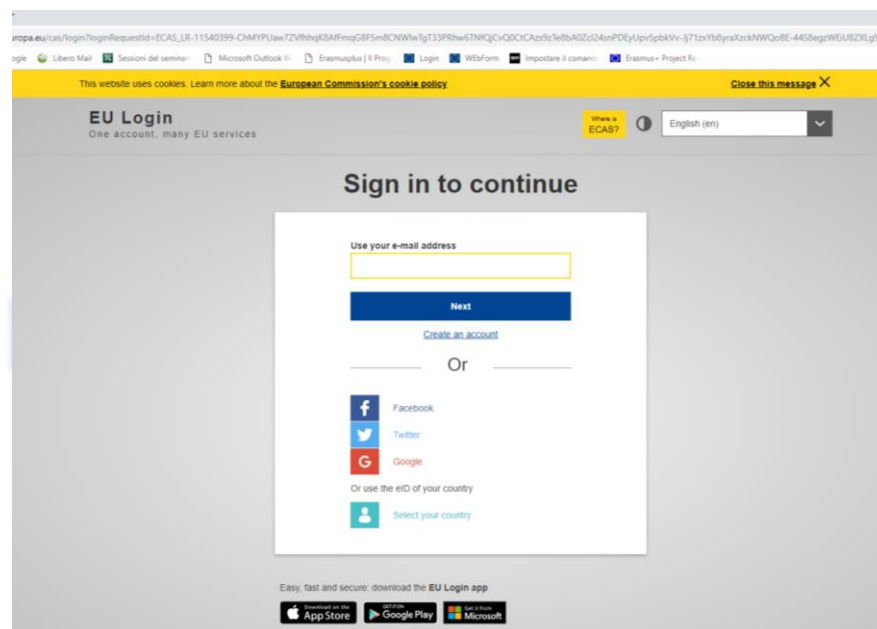
Relatore: Marilise Varricchio



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/>

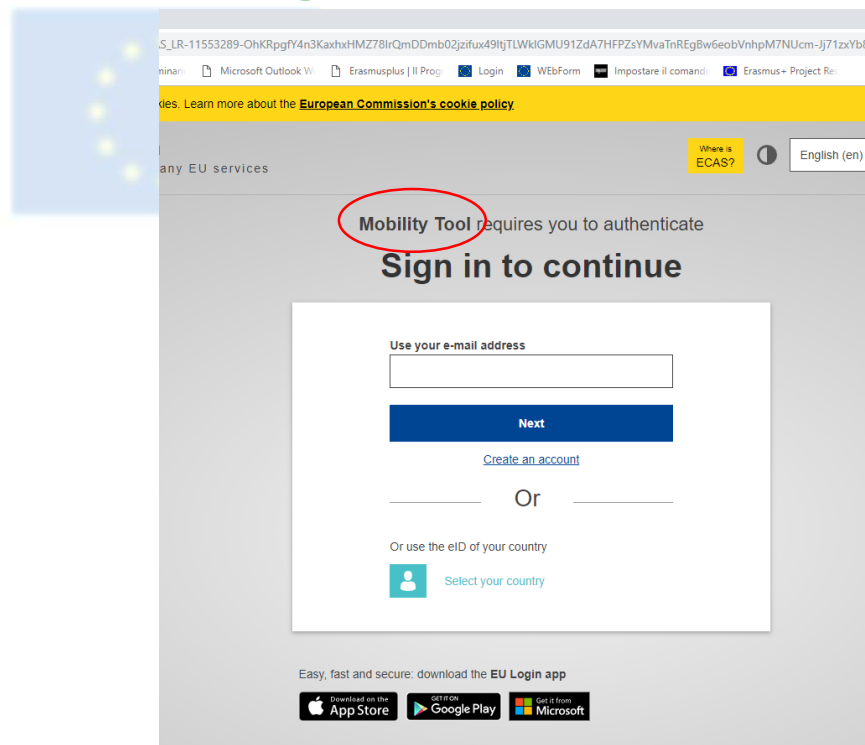




Accesso al Mobility Tool+

Si accede al sistema connettendosi al sito:

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



The screenshot shows the login page for the Mobility Tool+ system. At the top, there is a navigation bar with the text "any EU services" and a language selector set to "English (en)". A yellow banner below the navigation bar contains the text "Learn more about the European Commission's cookie policy". The main content area features a white box with the heading "Sign in to continue". Inside this box, there is a form with the label "Use your e-mail address" and an input field. Below the input field is a blue "Next" button. Underneath the button is a link that says "Create an account". Below this, there is a separator line with the word "Or" in the center. Underneath the separator, there is the text "Or use the eID of your country" and a button with a person icon and the text "Select your country". At the bottom of the page, there is a footer with the text "Easy, fast and secure: download the EU Login app" and three icons for downloading the app: "Download on the App Store", "GET IT ON Google Play", and "Get it from Microsoft".



Accesso al sistema

Una volta effettuato l'accesso al sistema vengono visualizzati tutti i progetti correlati all'account con è stato effettuato l'accesso

The screenshot shows the Mobility Tool+ interface. At the top, there is a blue header with the European Commission logo and the text 'European Commission Mobility tool IT01 Agenzia Nazionale - Erasmus+ - INAPP'. Below the header, there is a 'Home' button and a 'Welcome to Mobility Tool+' message. On the left side, there are two main sections: 'About the tool' and 'Documentation'. The 'About the tool' section contains information about the system and how to use it. The 'Documentation' section contains links to 'Mobility Tool - Guide for Beneficiaries' and 'Mobility Tool+ Data Dictionary'. The main content area is divided into two sections: 'My ongoing projects' and 'Other projects for consultation only'. The 'My ongoing projects' section contains a table with one project listed. The 'Other projects for consultation only' section contains a table with four projects listed. A red arrow points to the 'My ongoing projects' section, and another red arrow points to the 'Mobility Tool - Guide for Beneficiaries' link.

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
2018-1-IT01-KA102-006464		Beneficiary	G74E18000010006	01/10/2018	19	30/04/2020	Follow-up	442.412,00 €	0,00 €	12/10/2018 12:38:26

Other projects for consultation only

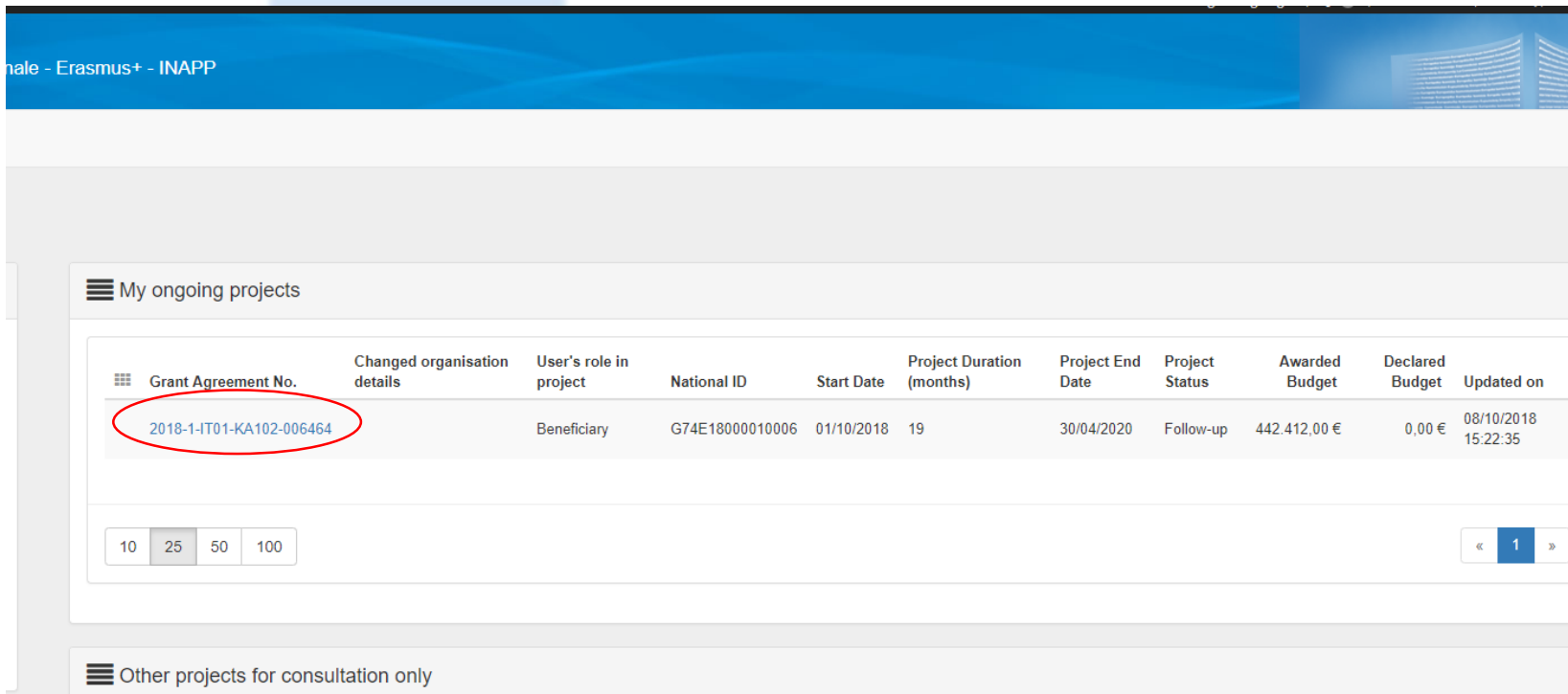
Grant Agreement No.	Changed organisation details	User's role in project	National ID	Start Date	Project Duration (months)	Project End Date	Project Status	Awarded Budget	Declared Budget	Updated on
2016-1-FR02-KA105-011078		Cobeneficiary	SVE PP	01/08/2016	17	31/12/2017	Submitted	119.909,31 €	120.079,38 €	14/05/2018 16:05:14
2017-1-DE02-KA204-004167		Partner		01/11/2017	24	31/10/2019	Follow-up	299.645,00 €	88.102,00 €	30/05/2018 16:11:55
2017-1-FR02-KA105-012486	⚠	Cobeneficiary	SVE PP & PC	01/08/2017	16	30/11/2018	Submitted	28.294,00 €	27.844,00 €	06/09/2018 17:00:03
2017-2-FR02-KA105-013143	⚠	Cobeneficiary	European Voluntary Service - Programme Countries	01/08/2017	16	30/11/2018	Submitted	118.589,00 €	118.334,00 €	18/09/2018 12:33:43

Progetti in corso a titolarità del Vostro organismo

Guida all'uso del MT+

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”



nale - Erasmus+ - INAPP

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
2018-1-IT01-KA102-006464		Beneficiary	G74E18000010006	01/10/2018	19	30/04/2020	Follow-up	442.412,00 €	0,00 €	08/10/2018 15:22:35

10 25 50 100

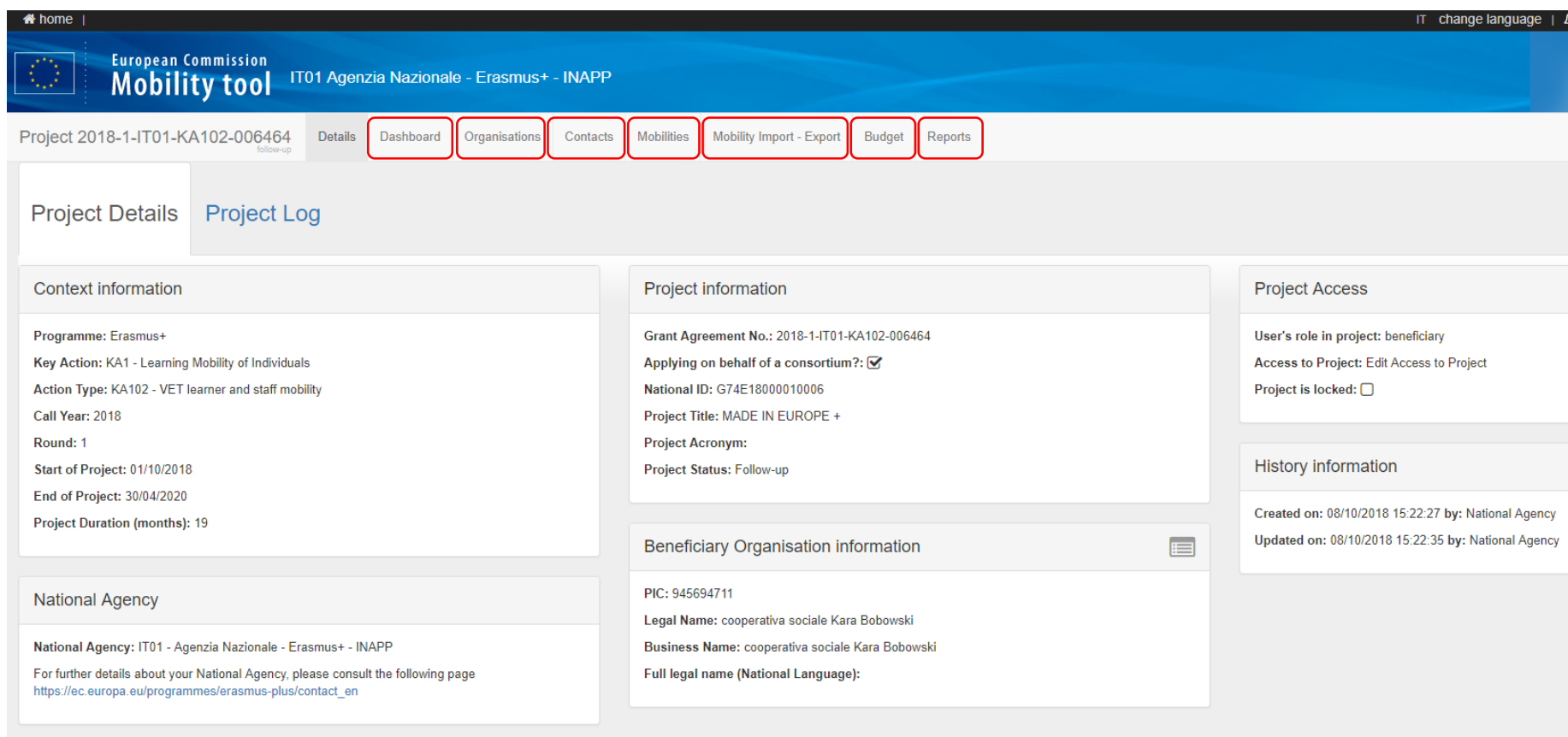
« 1 »

Other projects for consultation only



Dati del progetto

Nella sezione «Project details» vengono visualizzati i vari dati identificativi (non modificabili) e le varie tab per muoversi all'interno del progetto



The screenshot shows the 'Project details' page for project 2018-1-IT01-KA102-006464. The page is part of the 'Mobility tool' interface, managed by the IT01 National Agency (INAPP). The main navigation bar includes tabs for Dashboard, Organisations, Contacts, Mobilities, Mobility Import - Export, Budget, and Reports. The 'Project Details' section is active, showing context information, project information, beneficiary organisation information, project access, and history information.

home | IT change language |

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

Project 2018-1-IT01-KA102-006464 Follow-up Details Dashboard 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: KA102 - VET learner and staff mobility
Call Year: 2018
Round: 1
Start of Project: 01/10/2018
End of Project: 30/04/2020
Project Duration (months): 19

Project information

Grant Agreement No.: 2018-1-IT01-KA102-006464
Applying on behalf of a consortium?:
National ID: G74E18000010006
Project Title: MADE IN EUROPE +
Project Acronym:
Project Status: Follow-up

Beneficiary Organisation information

PIC: 945694711
Legal Name: cooperativa sociale Kara Bobowski
Business Name: cooperativa sociale Kara Bobowski
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: 08/10/2018 15:22:27 by: National Agency
Updated on: 08/10/2018 15:22:35 by: National Agency

National Agency

National Agency: IT01 - Agenzia Nazionale - Erasmus+ - INAPP
For further details about your National Agency, please consult the following page
https://ec.europa.eu/programmes/erasmus-plus/contact_en



Inserimento e modifica dei dati

home | IT change language | Elena CIANI (beneficiary) | logout

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

Project 2018-1-IT01-KA102-006464 Follow-up | Details | **Organisations** | Contacts | Mobilities | Mobility Import - Export | Budget | Reports

Organisations + Create

Search in 24 records

selection | export | bulk operations

Beneficiary	Co-Beneficiary	Role	Changed organisation details	PIC	Organisation ID	Legal Name	Department	Public Body	Non-profit	Country	City	Contacts
<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Beneficiary	945694711	006464-ORG-00001	cooperativa sociale Kara Bobowski		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Italy	Modigliana	2
<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cobeneficiary	943042828	006464-ORG-00002	IRECOOP EMILIA ROMAGNA SOC. COOP.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Italy	Bologna	0
<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cobeneficiary	943643452	006464-ORG-00013	ISTITUTO STATALE DI ISTRUZIONE SUPERIORE AGRARIA E ALBERGHIERA "G.RAINE RI -G.MARCORA"		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Italy	PIACENZA	0
<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cobeneficiary	945200496	006464-ORG-00012	Istituto professionale statale socio-commerciale-artigianale		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Italy	modena	0
<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cobeneficiary	932099579	006464-ORG-00011	ISTITUTO TECNICO STATALE IGNAZIO CALVI		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Italy	FINALE EMILIA	0
<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cobeneficiary	944934813	006464-ORG-00010	Istituto Professionale di Stato per i Servizi Alberghieri e della Ristorazione "Pellegrino Artusi"		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Italy	RIOLO TERME	0
<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cobeneficiary	945262382	006464-ORG-00009	Istituto Istruzione Secondaria Vergani Navarra Ferrara		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Italy	FERRARA	0
<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cobeneficiary	945458031	006464-ORG-00008	ISTITUTO PROFESSIONALE RUFFILLI		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Italy	Forlì	0
<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cobeneficiary	946006372	006464-ORG-00007	Istituto d'Istruzione Superiore Paolini Cassiano		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Italy	Imola	0
<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cobeneficiary	945589854	006464-ORG-00006	Associazione nazionale mutilati e invalidi civili, Sezione provinciale di Parma		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Italy	Parma	0
<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cobeneficiary	948525947	006464-ORG-00005	Istituto tecnico "Garibaldi/Da Vinci" Cesena		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Italy	Cesena (FC)	0
<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cobeneficiary	931122013	006464-ORG-00004	ISTITUTO DI ISTRUZIONE SUPERIORE DI FORLIMPOPOLI		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Italy	Forlimpopoli	0
<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cobeneficiary	931035004	006464-ORG-00003	Confcooperative Emilia Romagna		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Italy	Bologna	0



Dati organismi partner e contatti

Attenzione alle differenze di permessi fra V (view) ed E (edit)

home | IT change language | Elena CIANI (beneficiary) | logout

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

Project 2018-1-IT01-KA102-006464 | Details | Dashboard | Organisations | **Contacts** | Mobilities | Mobility Import - Export | Budget | Reports

List Contacts + Create

Organisation: All

Search in 24 records

selection | export | bulk operations

Organisation PIC	Organisation Legal Name	Contact First Name	Contact Last Name	Department	Position	Email	Telephone 1	Beneficiary	Legal Representative	Preferred Contact	OLS	Access to Project	
945694711	cooperativa sociale Kara Bobowski	Franca	Soglia		Presidente	karabobowski@ticertifica.it	0546 940259	✓	✓	✗	✗	V	
945694711	cooperativa sociale Kara Bobowski	Elena	Ciani		Project coordinator	europa@karabobowski.org	0546 940259	✓	✗	✓	✓	E	
948037649	ASSOCIACAO INTERCULTURAL AMIGOS DA MOBILIDADE	Nuno	Barbosa		Presidente	mobilityfriends@gmail.com	00351939452504	✗	✓	✗	✗	✗	
948037649	ASSOCIACAO INTERCULTURAL AMIGOS DA MOBILIDADE	Sylvia	Stefaniak		European project Coordinator	mobility_friends_sylvia@wp.pl	00351968321645	✗	✗	✓	✗	✗	
946770926	Centro de Idiomas Donostia s.l.	Ana	Mendikute		Co-director	amendikute@tandemsansebastian.com	0034 943 326705	✗	✓	✗	✗	✗	
946770926	Centro de Idiomas Donostia s.l.	Ana	Mendikute		Co-director	amendikute@tandemsansebastian.com	0034 943 326705	✗	✗	✓	✗	✗	
933778649	EuroTrainingServices (UK) Ltd	Penny	Mathews		Managing Director	penny.mathews@europeantrainingservices.com	0044 2920 708 486	✗	✓	✗	✗	✗	
933778649	EuroTrainingServices (UK) Ltd	Nicolò	Paolucci		Work placements responsible	nicolo.paolucci@europeantrainingservices.com	0044 2920 108 267	✗	✗	✓	✗	✗	
948050162	Fondation INFA Institut National de Formation et d'Application	Alain	Langlace		General Director	alanglace@infa-formation.com	0033145146400	✗	✓	✗	✗	✗	
948050162	Fondation INFA Institut National de Formation et d'Application	Petra	Rosay		Head of European Department	prosay@infa-formation.com	0033557961232	✗	✗	✓	✗	✗	
932345571	Fundacja Eudajmonia	Anna	Puławska-Rodzik		Presidente	a.pulawska@eudajmonia.pl	0048 76 753 91 39	✗	✓	✗	✗	✗	
932345571	Fundacja Eudajmonia	Marta	Gawryluk		Vice-presidente	m.gawryluk@eudajmonia.pl	0048 881 476 976	✗	✗	✓	✗	✗	



Le mobilità: dati iniziali

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

Project 2018-1-IT01-KA102-006464 follow-up | Details | Dashboard | Organisations | Contacts | **Mobilities** | Mobility Import - Export | Budget | Reports

back to list **Mobilities**

Create Mobility for Varricchio Marilise

Activity Type *Selezionare esattamente la tipologia di attività*

Mobility ID: 06464-MOB-00001 | VET-PLONG : Erasmus PRO- long term mobility of VET learners

Participant First Name: Marilise (247 characters left) | Participant Last Name: Varricchio (245 characters left)

Participant Email: *Email univoca per ogni partecipante* m.varricchio@inapp.org (233 characters left) | Participant Gender: Female | Male | Undefined

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

Start Date: 19/10/2018 | End Date: 02/12/2018

Receiving Country: AT : Austria | Main Work Language: DE : German

after save: [create new](#) [continue updating](#) [back to the list](#) [Save](#)



Le mobilità: dati iniziali

home | IT change language | Elena CIANI (beneficiary) | logout

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

Project 2018-1-IT01-KA102-006464 follow-up | 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
<input type="radio"/>	Marilise	Varricchio	m.varricchio@inapp.org	VET-PLONG	06464-MOB-00001		Austria	19/10/2018	06/12/2018	✘	NONE		

10 25 50 100 « 1 »



Le mobilità: punti di attenzione

Mobility for Varricchio Marilise Mobility Participant From / To Duration Budget

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

Mobility ID
06464-MOB-00001

Force Majeure ? **Forza maggiore**

PARTICIPANT

Participant Data Participant Report Certifications (0 max. 3)

Participant ID

Participant First Name

Participant Email

Nationality

Date of Birth (dd/mm/yyyy)

Field of Education

Native Speaker Or Duly Justified Exception

Main Instruction/Work/Volunteering Language

Other Used Languages

FROM / TO

Sending Organisation select organisation create
value required

Receiving Organisation select organisation create
value required

Distance Band [Link to distance calculator](#)
value required

Host Type
value required

Sending Country
value required

Receiving Country
value required

Comments on different location than Sending / Receiving organisations

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

Accompagnatore

Distance band



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 19/10/2018 End Date 06/12/2018

Duration Calculated (days) 49

Interruption Duration (days) 0

Duration of Mobility Period (days) 90 - 366 49

Travel Days (max. 2) 0 - 2 0

Non-Funded Duration (days) 0

Funded Duration (days) 49

Funded Duration (full months) 1

Funded Duration (extra days) 19

BUDGET

Zero Grant

EU Individual Support - Grant Not Required

INDIVIDUAL SUPPORT

Nothing to save

At least one Draft mandatory field is not valid highlight draft fields

HISTORY INFORMATION

Created on 11/10/2018 17:02:21 by Elena CIANI
Updated on 11/10/2018 17:02:21 by Elena CIANI

Mobility saved 19 ore fa

Durata mobilità
(NB: *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 (calculated) 2,648.00 €

Additional Non-EU Grant 0.00 €

MOBILITY COMMENTS

Overall Comments

Mobility saved 3 ore fa You have pending changes

Save

HISTORY INFORMATION

Created on 11/10/2018 17:02:21 by Elena CIANI
Updated on 12/10/2018 12:38:26 by Elena CIANI

Costi 0 per singole voci



Participant Report

Invio automatico del link da parte del sistema al rientro dalla mobilità

Gli accompagnatori non devono compilare il report

PARTICIPANT

Participant Data **Participant Report** ▼ Certifications (3 max. 3)

REQUEST ID 3087167

DATE	ACTION
22/07/2018 19:58:17	Survey Submitted
11/07/2018 06:11:08	Automatic Reminder Sent To tempesta
11/07/2018 06:02:12	Automatic Reminder ready to be sent
26/06/2018 03:13:03	Automatic Invitation Sent To tempesta
26/06/2018 03:11:00	Automatic Invitation ready to be sent T
26/06/2018 03:11:00	Survey Prefilled
26/06/2018 00:28:55	Prefilling

[Download PDF](#)

Compilare e trasmettere entro 30 giorni

E' possibile scaricare il contenuto



Budget

Budget [Export PDF](#)

BUDGET APPROVATO
(Dati pre-compilati da convenzione)

BUDGET CORRENTE
(Dati inseriti nel MT)

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current/Approved budget
Total Project	442.412,00 €	0,00 €	0,00 %
<div style="border: 1px solid red; border-radius: 50%; padding: 2px; display: inline-block;">Organisational Support</div> No. of Participants (excluding acc. persons) : 0	32.900,00 €	0,00 €	0,00 %
<div style="border: 1px solid red; border-radius: 50%; padding: 2px; display: inline-block;">Exceptional costs - Guarantee</div>	0,00 €	0,00 €	
Activity Type			
VET-PADV : Advance Planning Visit - Erasmus- PRO		0,00 €	
EU Travel Grant	2.696,00 €	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	966,00 €	0,00 €	0,00 %
Exceptional Costs	0,00 €	0,00 €	0,00 %
	1.000,00 €	0,00 €	0,00 %
VET-PLONG : Erasmus PRO- long term mobility of VET learners		0,00 €	
EU Travel Grant	339.717,00 €	0,00 €	0,00 %
	20.235,00 €	0,00 €	0,00 %

Nothing to save

Organisational Support

Exceptional costs - Guarantee

Voci di costo relative all'intero progetto da inserire manualmente

Voci di costo relative alle singole mobilità calcolate in automatico dal sistema

	0,00 €
	0,00

5000 characters left

Beneficiary Report



The screenshot shows the 'Mobility tool' interface. The top navigation bar includes the European Commission logo, the project ID '2018-1-IT01-KA102-006464', and a menu with options: Details, Dashboard, Organisations, Contacts, Mobilities, Mobility Import - Export, Budget, and Reports. The 'Reports' tab is highlighted with a red box. Below the navigation bar, the 'Beneficiary Reports' section is visible. A red arrow points to a button labeled 'Generate Beneficiary Report' within a box titled 'Final Beneficiary Report'. The text in the box reads: 'Please click on this button to generate a new Beneficiary Report'.

Dopo aver completato l'inserimento di tutti i dati nel sistema, verificato il budget finale, aver ricevuto tutti i *Participant Report*, è possibile generare il rapporto finale, procedere alla sua compilazione e invio all'interno del sistema stesso

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



Alcune indicazioni utili

- Aggiornare in tempo reale nel MT i dati inerenti le varie fasi del ciclo di vita del progetto, in particolare seguire con attenzione l'invio dei *Participant Report* da parte di tutti i partecipanti
- Verificare di aver compilato in maniera completa tutte le informazioni richieste in modo da evitare di doverle reintegrare a seguito di 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

specificando il numero del progetto




GRAZIE PER L'ATTENZIONE!