



**Webinar di assistenza tecnica alla gestione dei progetti approvati  
Erasmus+ Azione KA1 – Mobilità individuale ai fini dell'apprendimento – Ambito VET  
Invito a presentare proposte 2020**

## **Mobility Tool+**

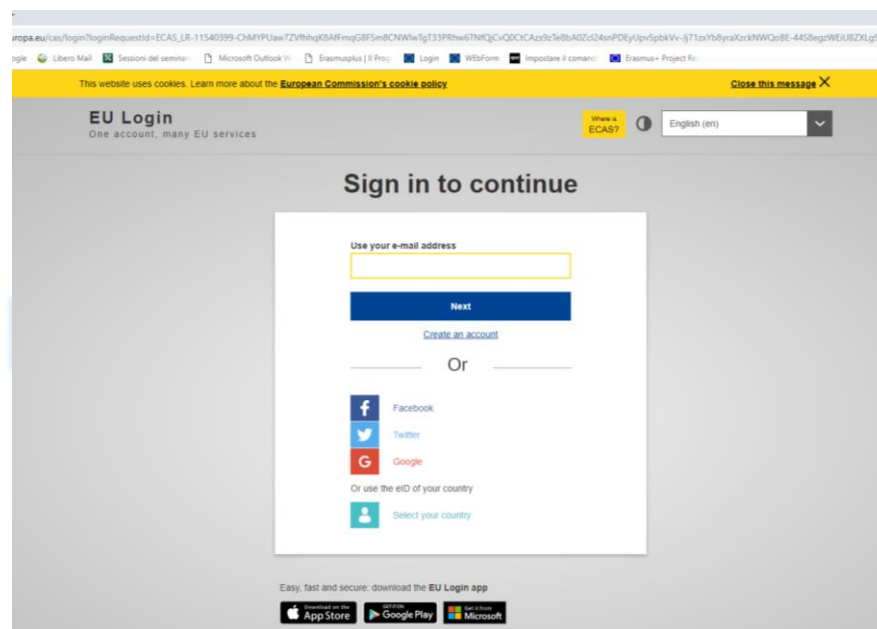
**Roma, 16 e 17 dicembre 2020**

**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

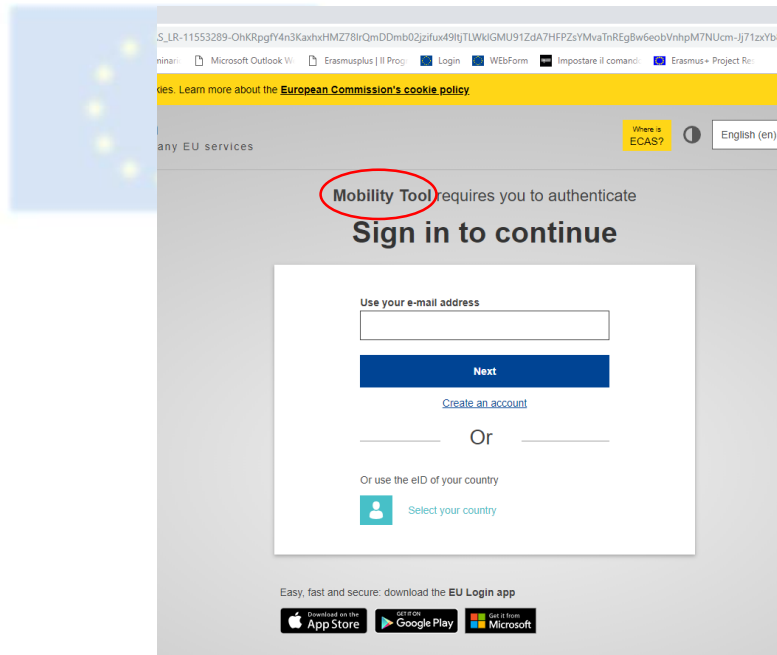
<https://webgate.ec.europa.eu/cas/>



## Accesso al Mobility Tool+

Si accede al sistema connettendosi al sito:

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



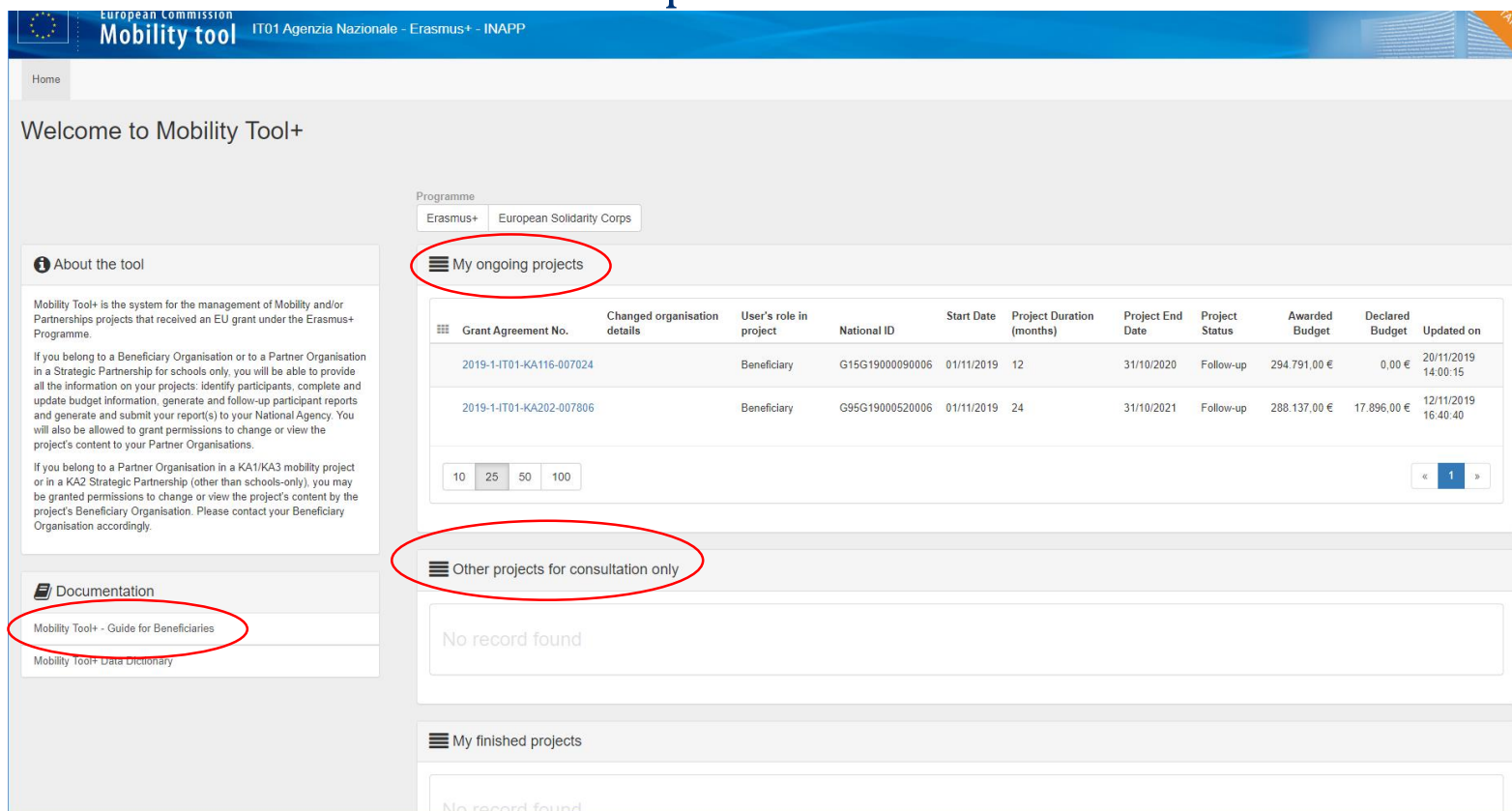
The screenshot shows the login page for the Mobility Tool+ system. The page title is "Mobility Tool+ requires you to authenticate". The main heading is "Sign in to continue". Below this, there is a form with the following elements:

- A text input field labeled "Use your e-mail address".
- A blue "Next" button.
- A link labeled "Create an account".
- A separator line with "Or" in the center.
- The text "Or use the eID of your country".
- A user icon and a link labeled "Select your country".

At the bottom of the page, there is a message: "Easy, fast and secure: download the EU Login app". Below this message are 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 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 navigation options: 'About the tool', 'Documentation', and 'My ongoing projects'. The 'Documentation' section is circled in red, containing links for 'Mobility Tool+ - Guide for Beneficiaries' and 'Mobility Tool+ Data Dictionary'. The main content area shows a 'Programme' dropdown set to 'Erasmus+', a 'My ongoing projects' section circled in red, and a table of projects. Below the table, there is an 'Other projects for consultation only' section circled in red, which currently shows 'No record found'. At the bottom, there is a 'My finished projects' section, also showing 'No record found'.

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-KA116-007024		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-KA202-007806		Beneficiary	G95G19000520006	01/11/2019	24	31/10/2021	Follow-up	288.137,00 €	17.896,00 €	12/11/2019 16:40:40

## 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
<a href="#">2019-1-IT01-KA116-007024</a>		Beneficiary	G15G19000090006	01/11/2019	12	31/10/2020	Follow-up	294.791,00 €	0,00 €	20/11/2019 14:00:15
<a href="#">2019-1-IT01-KA202-007806</a>		Beneficiary	G95G19000520006	01/11/2019	24	31/10/2021	Follow-up	288.137,00 €	17.896,00 €	12/11/2019 16:40:40

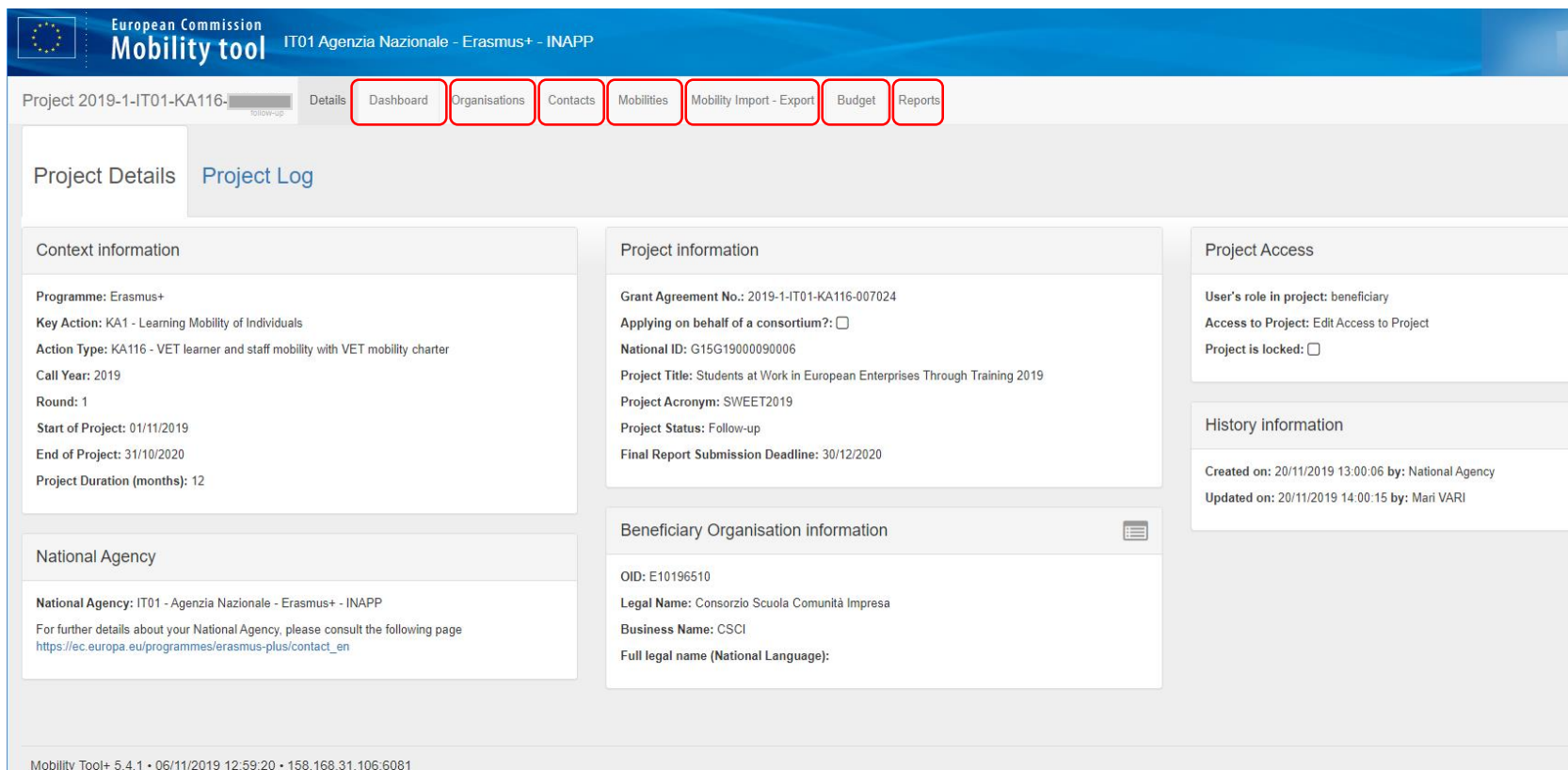
10 25 50 100

« 1 »



## 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. At the top, it shows the European Commission logo and the text "Mobility tool IT01 Agenzia Nazionale - Erasmus+ - INAPP". Below this is a navigation bar with tabs: "Dashboard", "Organisations", "Contacts", "Mobilities", "Mobility Import - Export", "Budget", and "Reports". The main content area is divided into several sections:

- Project Details:** Includes "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) and "National Agency" (National Agency: IT01 - Agenzia Nazionale - Erasmus+ - INAPP, with a link for further details).
- Project information:** Includes Grant Agreement No., Applying on behalf of a consortium?, National ID, Project Title, Project Acronym, Project Status, and Final Report Submission Deadline.
- Beneficiary Organisation information:** Includes OID, Legal Name, Business Name, and Full legal name (National Language).
- Project Access:** Includes User's role in project, Access to Project, and Project is locked.
- History information:** Includes Created on and Updated on dates and user information.

At the bottom left, the footer text reads: "Mobility Tool+ 5.4.1 • 06/11/2019 12:59:20 • 158.168.31.106:6081".



# Inserimento e modifica dei dati

European Commission  
 IT01 Agenzia Nazionale - Erasmus+ - INAPP

Mobility tool

Project 2019-1-IT01-KA116- follow-up

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

Organisations + Create

Search in 12 records

selection export bulk operations

OID	Beneficiary	Co-Beneficiary	Role	Changed organisation details	Organisation ID	Legal Name	Department	Public Body	Non-profit	Country	City	Contacts
E10196510	✓	✗	Beneficiary		007024-ORG-00001	Consorzio Scuola Comunità Impresa		✗	✓	Italy	Novara	2
E10177488	✗	✗	Partner		007024-ORG-00009	SHIPCON LIMASSOL LIMITED		✗	✗	Cyprus	LEMESOS	0
E10033110	✗	✗	Partner		007024-ORG-00008	AUREKA		✗	✗	France	ROMAINVILLE	0
E10073884	✗	✗	Partner		007024-ORG-00012	ABROAD Consulting Ltd & Co. KG		✗	✗	Germany	BERLIN	0
E10114993	✗	✗	Partner		007024-ORG-00007	BERLINK ETN GMBH		✗	✗	Germany	BERLIN	0
E10112314	✗	✗	Partner		007024-ORG-00005	ΕΥΡΩΠΑΙΚΟ ΚΕΝΤΡΟ ΚΑΤΑΡΤΙΣΗΣ ΓΙΑ ΤΙΝ ΑΠΑΣΧΟΛΙΣΙ ΑΝΩΝΥΜΙ ΕΚΠΑΙΔΕΥΤΙΚΙ ΕΤΑΙΡΕΙΑ		✗	✗	Greece	RETHYMNO	0
E10153542	✗	✗	Partner		007024-ORG-00003	Lingua-Vár Oktatási Központ		✗	✗	Hungary	Budapest	0
E10108892	✗	✗	Partner		007024-ORG-00006	Eirilingua Language School Ltd		✗	✗	Ireland	Clarenbridge	0
E10194712	✗	✗	Partner		007024-ORG-00011	ETN Training Vision Ireland		✗	✗	Ireland	Cork	0
E10194068	✗	✗	Partner		007024-ORG-00010	Your International Training		✗	✗	Ireland	Mallow	0
E10040226	✗	✗	Partner		007024-ORG-00004	Touch Malta Ltd		✗	✗	Malta	San Gwann	0
E10058585	✗	✗	Partner		007024-ORG-00002	Sistema Practices s.l.		✗	✗	Spain	Valencia	0



# Dati degli organismi partner e dei contatti

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

Project 2018-1-IT01-KA102 follow-up

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

### List Contacts

Organisation: All

Search in 24 records

selection export bulk operations

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	
E10059400	cooperativa sociale Kara Bobowski	Franca	Soglia		Presidente	karabobowski@ticertifica.it	0546 940259	✓	✓	✗	✗	V	
E10059400	cooperativa sociale Kara Bobowski	Elena	Ciani		Project coordinator	europa@karabobowski.org	0546 940259	✓	✗	✓	✓	E	
E10207576	ASSOCIACAO INTERCULTURAL AMIGOS DA MOBILIDADE	Nuno	Barbosa		Presidente	mobiltyfriends@gmail.com	00351939452504	✗	✓	✗	✗	✗	
E10207576	ASSOCIACAO INTERCULTURAL AMIGOS DA MOBILIDADE	Sylvia	Stefaniak		European project Coordinator	mobilty_friends_sylvia@vp.pl	00351968321645	✗	✗	✓	✗	✗	
E10129242	Centro de Idiomas Donostia s.l.	Ana	Mendikute		Co-director	amendikute@landemansesebastian.com	0034 943 326705	✗	✓	✗	✗	✗	
E10129242	Centro de Idiomas Donostia s.l.	Ana	Mendikute		Co-director	amendikute@landemansesebastian.com	0034 943 326705	✗	✗	✓	✗	✗	
E10139701	EuroTrainingServices (UK) Ltd	Penny	Mathews		Managing Director	penny.mathews@europeantrainingservices.com	0044 2920 708 486	✗	✓	✗	✗	✗	
E10139701	EuroTrainingServices (UK) Ltd	Nicolò	Paolucci		Work placements responsible	nicolo.paolucci@europeantrainingservices.com	0044 2920 108 267	✗	✗	✓	✗	✗	
E10002646	Fondation INFA Institut National de Formation et d'Application	Alain	Langlace		General Director	alanglace@infa-formation.com	0033145146400	✗	✓	✗	✗	✗	
E10002646	Fondation INFA Institut National de Formation et d'Application	Petra	Rosay		Head of European Department	prosay@infa-formation.com	0033557961232	✗	✗	✓	✗	✗	
E10076212	Fundacja Eudajmonia	Anna	Puławska-Rodzik		Presidente	a.pulawska@eudajmonia.pl	0048 76 753 91 39	✗	✓	✗	✗	✗	
E10076212	Fundacja Eudajmonia	Marta	Gawryluk		Vice-presidente	m.gawryluk@eudajmonia.pl	0048 881 476 976	✗	✗	✓	✗	✗	
E10006575	Jaunuoliu dienos centras	Lina	Trebiene		Diretrice	dienos_centras@hotmail.com	0037045582598	✗	✓	✗	✗	✗	





# Le mobilità: dati iniziali

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

Project 2018-1-IT01-KA102-0 follow-up | Details | Dashboard | Organisations | Contacts | **Mobilities** | Mobility Import - Export | Budget | Reports

[back to list](#) Mobilities

Create Mobility for Varricchio Marilise Attenzione nella selezione esatta della tipologia di attività

Mobility ID: 06464-MOB-00001 Activity Type: 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 partecipante m.varricchio@inapp.org 233 characters left

Participant Gender:  Female  Male  Undefined

Project Duration: 01/10/2018 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- 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

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

Mobility ID: 07024-MOB-00001

Force Majeure ?

**PARTICIPANT**

Participant ID, Participant First Name (Marilise), Participant Last Name (Varricchio), Participant Email (m.varricchio@inapp.org), Date of Birth, Participant Gender (Female, Male, U), Nationality, Field of Education, Level of Education, Distance Band, Host Type, Sending Organisation, Receiving Organisation, Sending Country, Receiving Country.

Native Speaker Or Duly Justified Exception

Main Instruction/Work/Volunteering Language: ES : Spanish

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

Which type of obstacle is this participant facing?

Forza maggiore

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

**Durata**  
Learners minimo 10 giorni

Duration Calculated (days) 49

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

**Zero grant**

EU Individual Support - Grant Not Required

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

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



# Le mobilità: punti di attenzione

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

**BUDGET**

Zero Grant Mobility saved 3 ore fa You have pending changes Save

**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

**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



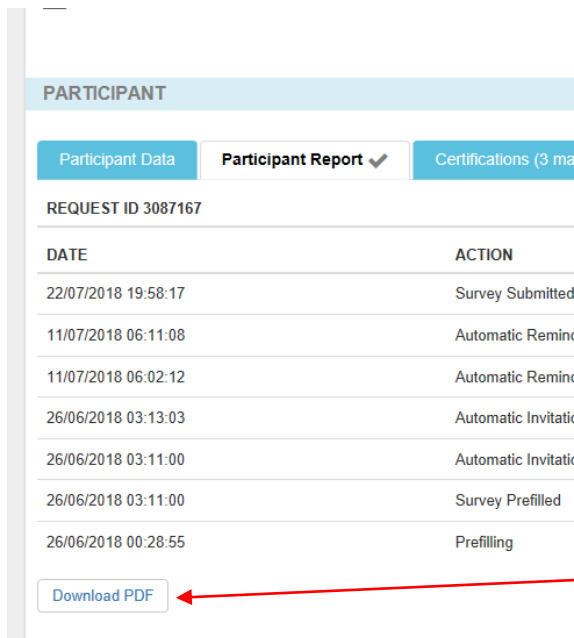
## Questionario dei partecipanti

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



DATE	ACTION
22/07/2018 19:58:17	Survey Submitted
11/07/2018 06:11:08	Automatic Reminc
11/07/2018 06:02:12	Automatic Reminc
26/06/2018 03:13:03	Automatic Invitatic
26/06/2018 03:11:00	Automatic Invitatic
26/06/2018 03:11:00	Survey Prefilled
26/06/2018 00:28:55	Prefilling



# Budget

Budget [Export PDF](#)

Dati inseriti nel sistema

Dati da contrattualizzazione

Nothing to save

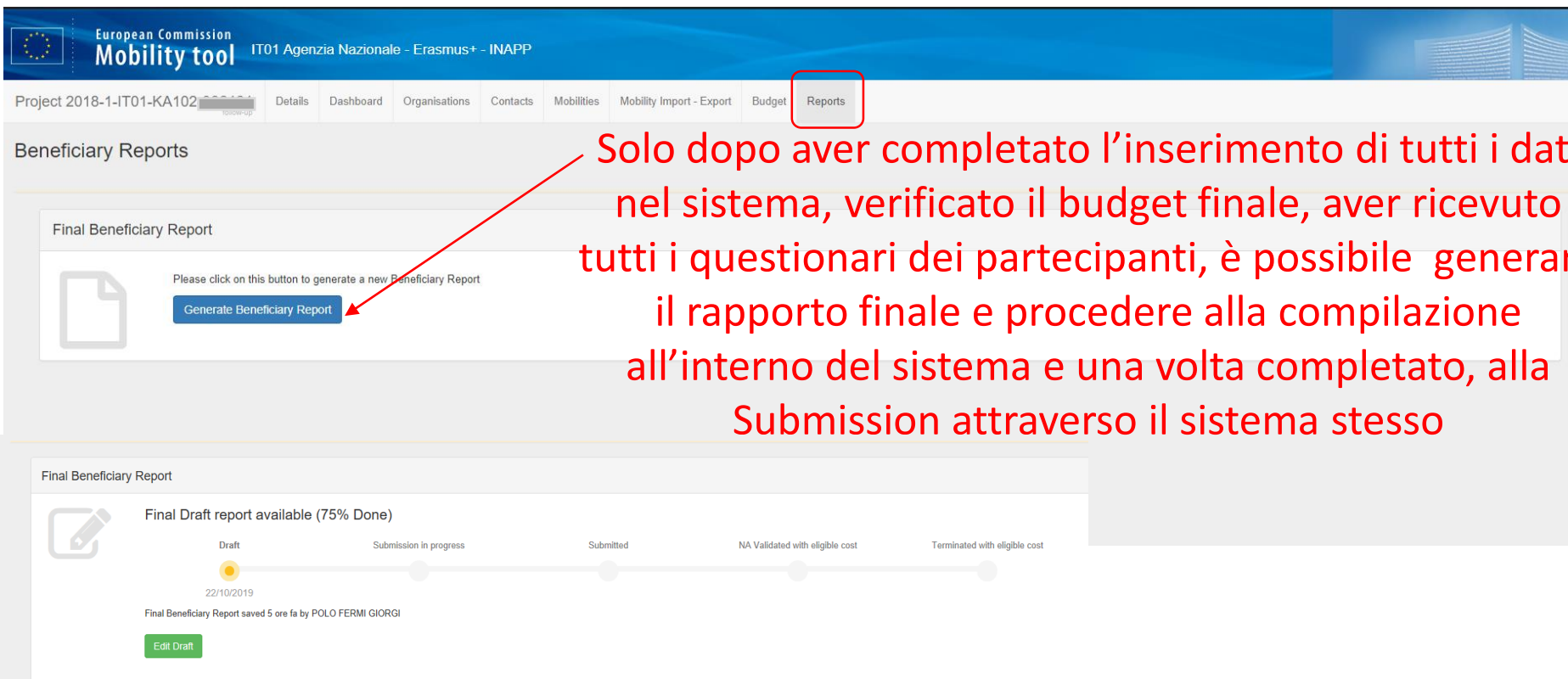
	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current/Approved budget
<b>Total Project</b>	442.412,00 €	0,00 €	0,00 %
<b>Organisational Support</b>			
No. of Participants (excluding acc. persons) : 0	32.900,00 €	0,00 €	0,00 %
Exceptional costs - Guarantee	0,00 €	0,00 €	
<b>Activity Type</b>			
<b>VET-PADV : Advance Planning Visit - Erasmus- PRO</b>			
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	966,00 €	0,00 €	0,00 %
EU Special Needs Support	0,00 €	0,00 €	0,00 %
Exceptional Costs	1.000,00 €	0,00 €	0,00 %
<input type="text"/>			
<b>VET-PLONG : Erasmus PRO- long term mobility of VET learners</b>			
EU Travel Grant	20.235,00 €	0,00 €	0,00 %

Voci di costo da inserire manualmente

Voci di costo derivate da inserimento delle singole mobilità

5000 characters left

# Beneficiary Report



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

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

### Beneficiary Reports

Final Beneficiary Report

Please click on this button to generate a new Beneficiary Report

**Generate Beneficiary Report**

Final Beneficiary Report

Final Draft report available (75% Done)

Draft Submission in progress Submitted NA Validated with eligible cost Terminated with eligible cost

22/10/2019

Final Beneficiary Report saved 5 ore fa by POLO FERMI GIORGI

**Edit Draft**

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 !**