

Beneficiary Module

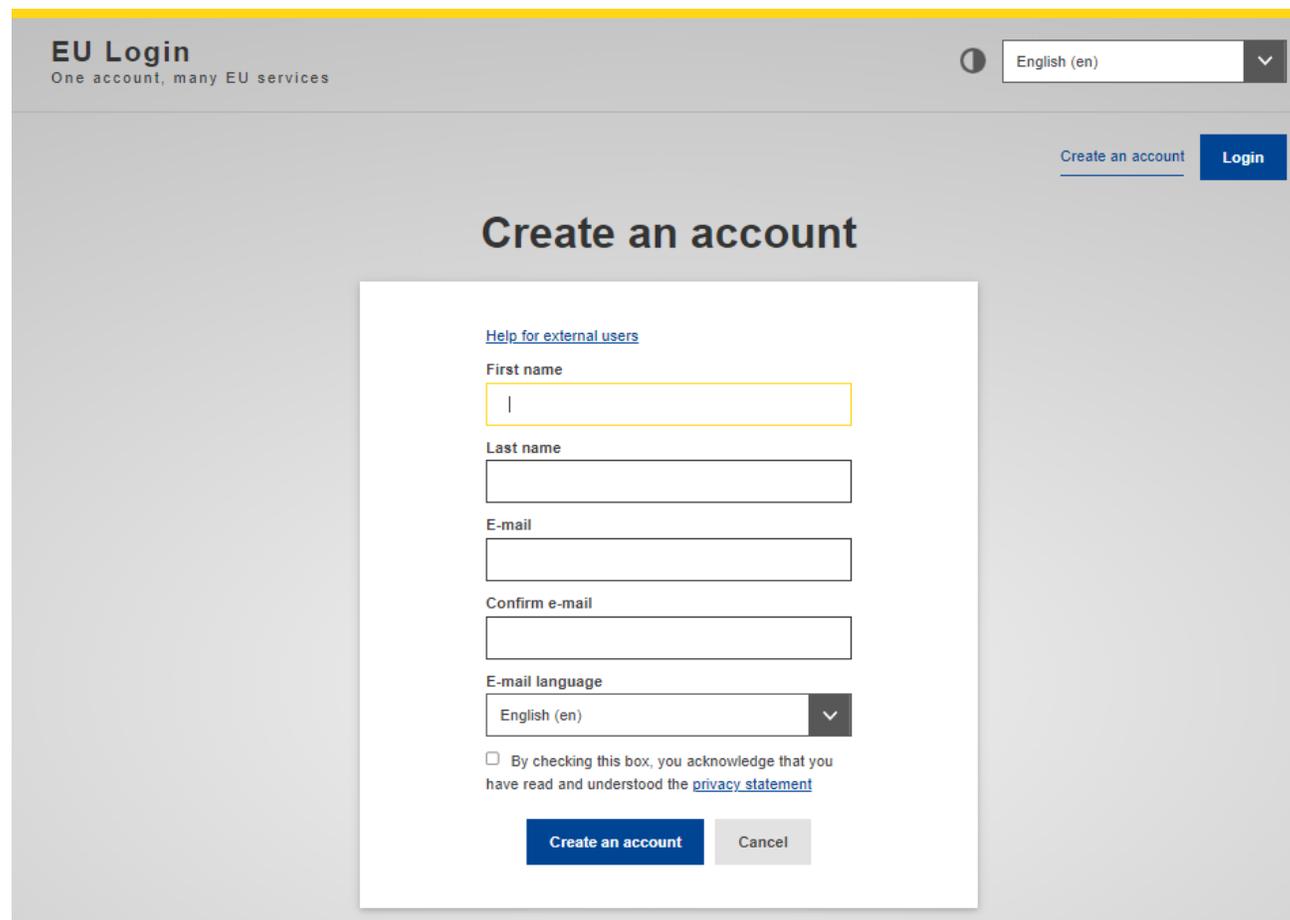
Marilise Varricchio

10 dicembre 2025



ACCOUNT EU LOGIN – DOPPIA AUTENTICAZIONE

Il primo passo da fare per accedere al Beneficiary Module, se non si è già in possesso, è quello di creare un account EU Login, utilizzando l'indirizzo mail della persona di contatto indicata nel formulario di candidatura ed associare una doppia autenticazione



The screenshot shows the 'EU Login' interface with the 'Create an account' form. The header includes the 'EU Login' logo and the tagline 'One account, many EU services', along with a language selector set to 'English (en)'. Navigation links for 'Create an account' and 'Login' are visible. The form fields include: 'First name' (with a cursor), 'Last name', 'E-mail', 'Confirm e-mail', and 'E-mail language' (set to 'English (en)'). A checkbox for terms and conditions is present, and the form concludes with 'Create an account' and 'Cancel' buttons.



ACCESSO AL BENEFICIARY MODULE

<https://webgate.ec.europa.eu/beneficiary-module/project/#/project-list>

Beneficiary Module requires you to authenticate

Sign in to continue

Welcome back

m.varricchio@inapp.org
(External)

[Sign in with a different email address?](#)

Password

[Lost your password?](#)

Choose your verification method

	EU Login Mobile App PIN Code Use your registered EU Login Mobile app to verify your identity.	▼
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[Sign in](#)



LA GESTIONE DEI PROGETTI

Una volta effettuato l'accesso al sistema vengono visualizzati tutti i progetti che è possibile vedere e/o modificare attraverso l'account con cui si è effettuato l'accesso al Beneficiary Module

All Granted Projects Project list export

Projects found (15)

Search More Filters

Project title	Grant Agreement No.	Beneficiary OID	Beneficiary Legal Name	Project Start Date	Project End Date	Duration (months)	Project Status	Final Report Status	[reload]
	2021-1-IT01-KA121-VET-000003170	E10116136		01-09-2021	01-12-2022	15 months	NA validated	Submitted	
	2021-1-IT01-KA122-VET-000003173	E10036118		01-09-2021	28-02-2023	18 months	Submitted		
	2022-1-RO01-KA121-VET-000004159	E10150762		01-06-2022	31-08-2023	15 months	Project ongoing		
	2022-1-IT01-KA121-VET-000003611	E10150762		01-06-2022	31-08-2023	15 months	Project ongoing	Draft	
	2023-1-IT01-KA121-VET-000003916	E10116136		01-06-2023	31-08-2024	15 months	Project ongoing	Draft	
	2020-1-IT01-KA120-VET-000008918	E10150762		12-03-2021	31-12-2027	N/A	Accredited		
	2023-1-IT01-KA122-VET-000003918	E10051086		01-06-2023	30-11-2024	18 months	Project ongoing	Submission in progress	
	2020-1-IT01-KA120-VET-000007879	E10002003		12-10-2020	31-12-2020	N/A	Accredited		
	2024-1-IT01-KA121-VET-000007563	E10255878		01-06-2024	31-08-2025	15 months	Project ongoing	Draft	
	2020-1-IT01-KA120-VET-000008760	E10255878		12-03-2021	31-12-2027	N/A	Accredited		
	2024-1-IT01-KA121-VET-000007917	E10002003		01-06-2024	31-08-2025	15 months	Project ongoing	Draft	



ACCESSO AI DATI DEL PROGETTO

Per accedere ai dati relativi a un progetto specifico, è necessario cliccare sul numero della convenzione riportato nella sezione “All Granted Projects” o sull'icona sulla destra

All Granted Projects ? Data export Project list export :

Projects found (1)

2025-1-IT01-KA122-VET-000008059 × Search More Filters

Found 1 (total 28)

Project title ↓↑	Grant Agreement No. ↓	Beneficiary OID ↓↑	Beneficiary Legal Name ↓↑	Project Start Date ↓↑	Project End Date ↓↑	Duration (months) ↓↑	Project Status ↓↑	Final Report Status ↓↑	[reload] ↓↑
	2025-1-IT01-KA122-VET-000008059	E10107118	[REDACTED]	01-06-2025	31-05-2026	12 months	Project ongoing		

Items per page: 30 ▼
Showing range 1-1 from 1



I DATI DEL PROGETTO

Sono visualizzati i vari dati identificativi che non si possono modificare e le varie sezioni per muoversi all'interno del progetto nel sistema:

- Participating organisations
- Associated persons
- Preparatory visits
- Mobility Activities
- Fewer opportunities
- Budget
- Reports
- Import-export

Project Activities and Budget Details

Grant Agreement No. : 2025-1-IT01-KA122-VET-000008059

Project ongoing

Project list

Content menu

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- Import-export

Details

By using Revalidate button all rules on the project will be recalculated.

Revalidate

Context Information

- Programme: Erasmus+
- Key Action: Learning Mobility of Individuals
- Action Type: Short-term projects for mobility of learners and staff in vocational education and training
- Call: 2025
- Round: Round 1
- Start of Project: 01/06/2025
- End of Project: 31/05/2026
- Project Duration (months): 12 months

Project Information

- Grant Agreement No. : 2025-1-IT01-KA122-VET-000008059
- Applying on behalf of a consortium: No
- Project Title: Viaggiare per imparare
- Project Status: Project ongoing
- Final Report Submission Deadline: 30/07/2026
- Language of the application: IT

National Agency

- National Agency IT01 - Agenzia Nazionale - Erasmus+ - INAPP

Beneficiary Organisation Information

- OID: E10107118
- Legal Name: ISII MARCONI

History Information



PARTICIPATING ORGANISATIONS

Sono visualizzati il beneficiario e le supporting organisations, se del caso.

Saranno inseriti tutti gli organismi che parteciperanno al progetto, con il corretto ruolo per il quale saranno coinvolti nelle singole mobilità (Sending, Receiving, Supporting)

Project Activities and Budget Details ? [Project list](#)

Grant Agreement No. : 2025-1-IT01-KA122-VET-000008059 Project ongoing [Actions](#)

Content menu < **Participating organisations**

- Details
- Participating organisations

Beneficiary (1)

Search Bulk Actions More Filters

OID ↓↑	Other organisation number ↓↑	Legal name (English) ↓↑	Public body ↓↑	Non-profit ↓↑	Country ↓↑	City ↓↑	[reload] ↓↑
E10107118	08059-ORG-0001	[REDACTED]	Yes	Yes	Italy	PIACENZA	[trash] [eye] [edit]

Items per page: 30 Showing range 1–1 from 1

Other organisation (non-beneficiaries) (2) [+ Create](#)

Search Bulk Actions More Filters

OID ↓↑	Other organisation number ↓↑	Legal name (English) ↓↑	Supporting organisation ↓↑	Public body ↓↑	Non-profit ↓↑	Country ↓↑	City ↓↑	[reload] ↓↑
E10207450	08059-ORG-0003	[REDACTED]	Yes	Yes	Yes	Italy	ROMA	[trash] [eye] [edit]
	08059-ORG-0002	Sheraton Paris	No	No	No	France	Paris	[trash] [eye] [edit]



ASSOCIATED PERSONS

Di default sono visualizzati i contatti del beneficiario inseriti nel formulario di candidatura. Attraverso il pulsante Create potranno essere inseriti gli ulteriori contatti a cui si vuole dare diritto di accesso ai dati del proprio progetto.

Associated persons (3) + Create

Search Bulk Actions More Filters

Organisation OID	Organisation legal	First Name	Last Name	Position ↓↑	Email address	Main phone ↓↑	Beneficiary	Legal Representative ↓↑	Primary Contact ↓↑	OLS administrator ↓↑	Access to project management	[reload] ↓↑
E10107118		Mario	Rossi	Director	mr@yahoo.it	+393383434434	Yes	Yes	No	No	Edit	
E10107118		Marilise	Varricchio	Coordinator	m.varricchio@inapp.org	+3938676767	Yes	No	Yes	Yes	Edit	
E10107118		Chiara	Verdi		cverdi.it01@gmail.com	+393478523157	Yes	No	No	No	Edit	

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Legal Representative Erasmus coordinator

OLS administrator

Access to the special categories of personal data
This access is required to manage information related to "Inclusion support for participants: description and justification" and "Force majeure explanations" fields.

ACCESS TO PROJECT

Access to project management * Edit View None

Access to project dissemination * Edit View None

CONTACTS



PREPARATORY VISITS

Project Activities and Budget Details

[Project list](#)

Grant Agreement No. : 2025-1-IT01-KA122-VET-000008059

Project ongoing

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Preparatory visits

[Details](#)[Participating organisations](#)[Associated persons](#)[Preparatory visits](#)[Mobility Activities](#)[Fewer Opportunities](#)[Budget](#)[Reports](#)[Import-export](#)

Preparatory visits (1)

[+ Create](#)
[Search](#)[Bulk Actions](#)[More Filters](#)

ID ↓↑	Preparatory visit status ↓↑	Receiving organisation ↓↑	Receiving country ↓↑	Number of persons ↓↑	Total grant ↓↑	[reload] ↓↑
PV1	COMPLETE	Sheraton Paris	France	1	680,00 €	

Items per page: 30

Showing range 1-1 from 1



MOBILITY ACTIVITIES

Project Activities and Budget Details

Grant Agreement No. : 2025-1-IT01-KA122-VET-000008059

Project ongoing

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Mobility activities

- Individual mobility activities**
- Group mobility activities
- Participant reports
- Documents

By using Revalidate button all rules on the project will be recalculated.

Erasmus+ provides various tools and opportunities to find partners for your mobility activities

European School Education Platform (ESEP) offers an online partner-finding tool for VET and school education organisations. You can register your organisation on the platform in order to post partner-finding announcements and search through announcements made by other organisations. For more details click [here](#)

Training and Cooperation Activities are regularly organised by Erasmus+ National Agencies. They include contact seminars, online events and other partner-finding opportunities for Erasmus+ applicants and beneficiaries. You can look for available Training and Cooperation Activities [here](#)

The Erasmus+ Project Results Platform allows you to search for all accredited organisations and approved projects. For more details click [here](#)

List of mobility activities (1)

Participant reports submission rate :

Request new revalidation

+ Create

Search

Bulk Actions

More Filters

Mobility activity ID	Mobility activity status	Activity type	Entry type	First name	Last name	Participant's email	Sending country	Receiving country	Start date	End date	Participant with fewer opportunities	Total mobility activity grant	Participant Report Status	[reload]
08059-MOB-0001	DRAFT	Short-term learning mobility of VET learners	Participant	Clara	Bianchi	c.bianchi@gmail.com	Italy				No	0,00 €		   

Group mobility activities

Targets

Participant reports

Documents

Create draft document

Mobility *

Chiara Verdi (08545-MOB-0001)

Document type *

- Draft Learning agreement
- Draft Europass Mobility certificate

Cancel

Create Draft

DRAFT

List of mobility documents

+ Create draft document



MOBILITY ACTIVITIES

MOBILITA': Punti di attenzione nella creazione e l'inserimento dei dati

- Corretto inserimento dei dati del partecipante
- Selezione appropriata della tipologia di attività
- Email univoca e valida per ogni partecipante
- Forza maggiore
- Accompagnatore
- Partecipanti con minori opportunità
- Distance band (utilizzo del calcolatore)
- Corretta selezione degli organismi rispetto al ruolo nella mobilità
- Creazione dei Learning agreement e degli Europass certificate



MOBILITY ACTIVITIES

List of mobility activities (11)

Request new revalidation [+ Create](#)

Participant reports submission rate : 85,71 %

[Search](#) [Bulk Actions](#) [More Filters](#)

Mobility activity ID	Mobility activity status	Activity type	Entry type	First name	Last name	Participant's email	Sending country	Receiving country	Start date	End date	Participant with fewer opportunities	Total mobility activity grant	Participant Report Status	[reload]
06100-MOB-0003	COMPLETE	Short-term learning mobility of VET learners	Participant				Italy	Ireland	29-09-2025	15-10-2025	No	1 638,00 €	Manual Reminder Sent	
06100-MOB-0004	COMPLETE	Short-term learning mobility of VET learners	Participant				Italy	Ireland	29-09-2025	15-10-2025	No	1 638,00 €	Participant report submitted	
06100-MOB-0001	COMPLETE	Short-term learning mobility of VET learners	Participant				Italy	Ireland	29-09-2025	15-10-2025	No	1 638,00 €	Participant report submitted	
06100-MOB-0002	COMPLETE	Short-term learning mobility of VET learners	Participant				Italy	Ireland	29-09-2025	15-10-2025	No	1 638,00 €	Participant report submitted	
06100-MOB-0006	COMPLETE	Short-term learning mobility of VET learners	Participant				Italy	Ireland	29-09-2025	15-10-2025	No	1 638,00 €	Participant report submitted	
06100-MOB-0005	COMPLETE	Short-term learning mobility of VET learners	Participant				Italy	Ireland	29-09-2025	15-10-2025	No	1 638,00 €	Participant report submitted	
06100-MOB-0008	COMPLETE	Short-term learning mobility of VET learners	Accompanying Person				Italy	Ireland	29-09-2025	01-10-2025	No	979,00 €	none	
06100-MOB-0007	COMPLETE	Short-term learning mobility of VET learners	Participant				Italy	Ireland	29-09-2025	15-10-2025	No	1 638,00 €	Participant report submitted	
06100-MOB-0011	COMPLETE	Job-shadowing	Participant				Italy	Finland	23-04-2026	25-04-2026	No	1 065,00 €	none	
06100-MOB-0009	COMPLETE	Job-shadowing	Participant				Italy	Finland	23-04-2026	25-04-2026	No	1 065,00 €	none	
06100-MOB-0010	COMPLETE	Job-shadowing	Participant				Italy	Finland	23-04-2026	25-04-2026	No	1 065,00 €	none	

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MOBILITY ACTIVITIES: GROUP MOBILITY ACTIVITIES

Grant Agreement No. : 2025-1-IT01-KA122-VET-000008059

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Erasmus+ provides various tools and opportunities to find partners for your mobility activities

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Training and Cooperation Activities are regularly organised by Erasmus+ National Agencies. They include contact seminars, online events and other partner-finding opportunities for Erasmus+ applicants and beneficiaries. You can look for available Training and Cooperation Activities [here](#)

The Erasmus+ Project Results Platform allows you to search for all accredited organisations and approved projects. For more details click [here](#)

List of group mobility activities (1)

Participant reports submission rate :

Search

Bulk Actions

More Filters

ID	Activity type	Number of Participants	Number of Accompanying Persons	Sending country	Receiving Country	Start Date	End Date	Group Activity Status	Report Status	[reload]
08059-MOBGRP-00001	Group mobility of VET learners	10	0	Italy	France	01-12-2025	12-12-2025	COMPLETE		  

Items per page: 30

Showing range 1-1 from 1

Non-requirements for all participants with fewer opportunities

Inclusion support for organisations

€

Number of participants with fewer opportunities

Inclusion support for participants

€

Types of accompanying persons: Other accompanying adults *

Types of accompanying persons: Personal assistants (for people with disabilities or similar) *

Types of accompanying persons: Education staff guiding the learning activities *

Number of Accompanying Persons *

Lead accompanying person - email *

Lead accompanying person - last name *

Lead accompanying person - first name *

Number of participants for organisational support

Organisational Support *

€

PARTICIPANT REPORT



QUESTIONARIO DEI PARTECIPANTI

Erasmus+ participant report Posta in arrivo x

DIGIT CNS ACC <DIGIT-CNS-ACC@ec.europa.eu>
a me ▾



Erasmus+ participant report

Translation provided in English

Dear Chiara Verdi

You recently took part in an Erasmus+ project. Now it's time to tell us what you think! It takes just 5-10 minutes to fill in your "participant report". This is a required part of your mobility activity placement, and your feedback is very valuable. Your sending organisation, the National Agencies and the European Commission use your answers to improve Erasmus+ for future participants.

You should submit the report any time in the next 30 days. Click here to start:
https://ec.europa.eu/eusurvey/runner/EP-KA1-SCH-ADU-VET-2024_ACC/c6021a79-b48b-404d-9fac-79b307ebf1bb

Please note that this report is intended to be submitted only by you and you may not forward the above link to any other recipient. You may save a temporary draft and use the same hyperlink to get back to it. Once completed, you should submit the report by clicking on the "Submit" button. Be aware that you will no longer be able to change it.

To help you fill in your report, please find below your main mobility activity details:

Mobility activity type: Short-term learning mobility of VET learners
Planned dates of mobility activity: 01/11/2024 - 14/11/2024
Country of mobility activity: Italy
Sending organisation:
Name: StelledelSud
City: Roma
Country: Italy
Receiving organisation:
Name: RREcelving
City: Bruxelles
Country: Belgium

Should you wish to report on any sensitive issue which you do not want to disclose in this report, you may want to contact the sending organisation or National Agency that has selected your project. In case any of the information presented above is not correct, please also contact your National Agency.

Contact details of Erasmus+ National Agencies can be found at http://ec.europa.eu/programmes/erasmus-plus/contact/national-agencies_en

Your personal data is protected. If you have questions regarding data protection, please have a

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

Monitorare l'invio dei questionari



FEWER OPPORTUNITIES

Indicare la corretta tipologia di fewer opportunities per i relativi partecipanti

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Fewer Opportunities

 The National Agencies and the European Commission will use data for budget validation and statistical purposes. The data should not allow the identification of a physical person. See [privacy notice](#) for more information on data protection.

Please indicate the number of participants with fewer opportunities according to each reason below. For each participant please take into account the main reason.

Reason	Number of Participants
Barriers linked to discrimination	<input type="text" value="0"/>
Barriers linked to education and training systems	<input type="text" value="0"/>
Cultural differences	<input type="text" value="0"/>
Disabilities	<input type="text" value="0"/>
Economic barriers	<input type="text" value="0"/>
Geographical barriers	<input type="text" value="0"/>
Health problems	<input type="text" value="0"/>
Social barriers	<input type="text" value="0"/>
Total number of participants with a reason declared	<input type="text" value="0"/>
Total number of participants with fewer opportunities in the project	<input type="text" value="0"/>



BUDGET

Dati inseriti nel sistema, attraverso la compilazione delle mobilità

Dati da contrattualizzazione

Voci di costo da inserire manualmente

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Export PDF

Hide empty items

Total project

Course fees

Preparatory visits

Inclusion support for participants

Inclusion support for organisations

Organisational support

Exceptional costs for financial guarantee

Exceptional costs

Exceptional costs for expensive travel

Linguistic support

Individual support

Travel

Sort by:

Default

Grant

	Awarded	Reported	% Reported / Awarded
Total project	68 600,00 €	15 410,00 €	22,46%
Course fees	0,00 €	0,00 €	0%
Preparatory visits	2 040,00 €	680,00 €	33,33%
Inclusion support for participants	200,00 €	0,00 €	0%
Inclusion support for organisations	375,00 €	0,00 €	0%
Organisational support	6 000,00 €	1 000,00 €	16,67%
Exceptional costs for financial guarantee	0,00 €	0,00 €	0%
Exceptional costs	0,00 €	0,00 €	0%
Exceptional costs for expensive travel	0,00 €	0,00 €	0%
Linguistic support	900,00 €	0,00 €	0%
Individual support	51 346,00 €	10 640,00 €	20,72%
Travel	7 739,00 €	3 090,00 €	39,93%



BENEFICIARY REPORT

Grant Agreement No. : 2025-1-IT01-KA122-VET-000008059 Project ongoing Actions

Content menu < Reports Access to Erasmus+ Project Results platform

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Final Report

Please click on the button below to start filling in your final report.

[Generate final report](#) Termination with no grant



Nella sezione Reports è possibile generare il rapporto finale



BENEFICIARY REPORT

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Final Report

Final Draft

Draft 5%
08-12-2

Edit Draft

History

Grant Agreement No. : 2025-1-IT01-KA122-VET-00008059

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Start submission process PDF

All Red Marks

- ✓ Evaluation criteria
- ✓ Project details
- ✓ Budget
- ✓ Project summary
- ✓ Activities
- ✓ Quality standards I: Basic principles
- ✓ Quality standards II: Good management of mobility activities
- ✓ Quality standards III: Providing quality and support to the participants
- ✓ Quality standards IV: Sharing results and knowledge about the programme
- ✓ Project objectives and achievements
- ✓ Hosting organisations
- ✓ Feedback
- ✗ Annexes
- ✗ Checklist

The maximum size of a file is 15 MB and the maximum total size is 100 MB.
The maximum number of all attachments is 100.

Declaration on honour

Please download the declaration on honour, print it, have it signed by the legal representative and attach.

Download the declaration on honour + Add the declaration on honour

Other documents

Please attach any other relevant documents.
If you have any additional questions, please contact your National Agency. You can find their contact details here: [List of National Agencies](#)

+ Add documents

of documents

No	Name	File size (kB)	
Total size (kB)		0	

Checklist

Conditions for the Final report submission

- Before you can submit your report all mandatory fields in the report must be filled in and all sections of the Beneficiary Module must be correctly completed
 - Not all individual mobility activities are in status Complete, see [List of mobility activities](#)
 - Declaration on Honour must be annexed to the report
 - Checklist has not been fulfilled

Before submitting your report to the National Agency, please confirm that you have done all of the following:

- I have introduced all project activities into the Beneficiary Module
- I have completed the report using one of the mandatory languages specified my project grant agreement
- I have checked that the attached Declaration on Honour has been signed by the person authorized to act as the legal representative of the beneficiary organisation
- I have annexed any additional documents defined in the grant agreement or requested by the National Agency
- I have saved or printed the copy of the completed form for my organisation's records

Le informazioni quantitative e finanziarie riportate nel Final report sono derivate dall'inserimento effettuato nel sistema stesso e non sono modificabili. Si raccomanda pertanto di compilare il rapporto solo dopo aver completato l'inserimento di tutti i dati nel sistema, verificato il budget finale e aver ricevuto tutti i questionari dei partecipanti. Le informazioni di contenuto vanno invece inserite manualmente nel sistema, nella sezione **Reports**. Una volta completata la compilazione, allegati i documenti, va effettuata la Submission attraverso il sistema stesso.



INDICAZIONI UTILI

- Consultare la guida ad uso del sistema per i beneficiari, disponibile al seguente link:
<https://wikis.ec.europa.eu/display/NAITDOC/Beneficiary+Guides+-+Project+implementation+phase>
- Mantenere il sistema aggiornato in tempo reale rispetto alle varie fasi del ciclo di vita del progetto, inserendo le mobilità e monitorando 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 compilare 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.gov.it

inserendo l'identificativo completo del progetto





GRAZIE PER L'ATTENZIONE



www.inapp.gov.it



UNIONE EUROPEA

Erasmus+

Arricchisce la vita, apre la mente.

INAPP ERASMUS+ NATIONAL AGENCY



- INCLUSIONE E DIVERSITÀ
- TRASFORMAZIONE DIGITALE
- AMBIENTE E LOTTA AI CAMBIAMENTI CLIMATICI
- PARTECIPAZIONE DEMOCRATICA E IMPEGNO CIVICO

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Vocational education and training

erasmusplus@inapp.gov.it

