



KA2 projekta īstenošanas datu ievade, ziņojumi un rezultātu izplatīšana

Projektu vadības seminārs 2024.gadā apstiprināto KA2 projektu īstenotājiem

2025. gada 14. novembris



EIROPAS SAVIENĪBA



Valsts izglītības
attīstības aģentūra

Erasmus+

Bagātini pieredzi, domā plašāk

PROJEKTU VADĪBAS SISTĒMA ***BENEFICIARY MODULE***

INFORMĀCIJAS IEVADE *BENEFICIARY* *MODULE*

Jāievada informācija par
pārskata periodā
notikušajām aktivitātēm /
darba pakotnēm

Visās sadaļās ievadītā
informācija pakāpeniski
uzkrājas

Ziņojumi jāiesniedz
latviešu vai angļu valodā

Līgumā :

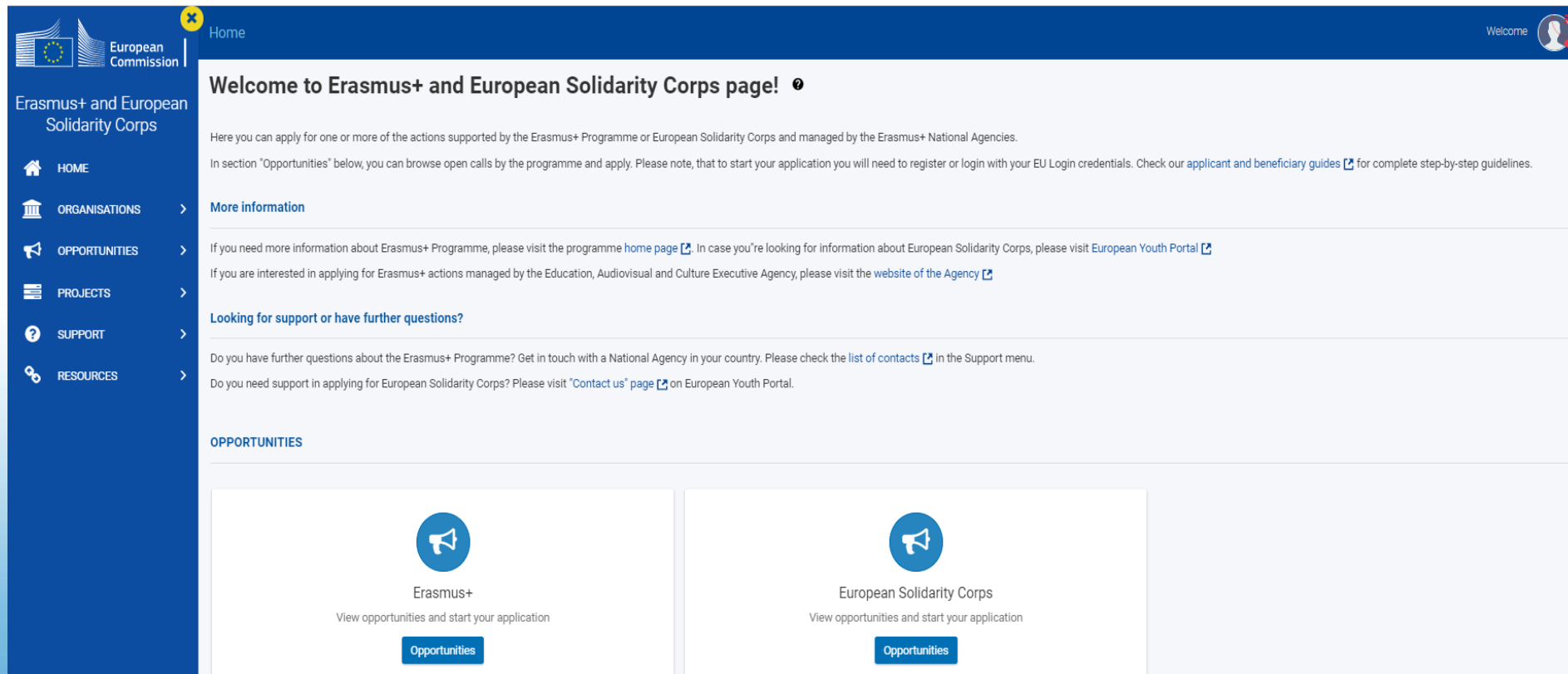
7. punkts «LABUMA GUVĒJI» - pienākumi un atbildība

19.2. apakšpunkts - «Datu atjauninājumi “Erasmus+” ziņošanas un pārvaldības rīkā»

2. pielikuma 6.1. apakšpunkts - „Erasmus+” ziņošanas un pārvaldības rīks

ERASMUS+ UN EIROPAS SOLIDARITĀTES KORPUSA PLATFORMA

<https://webgate.ec.europa.eu/erasmus-esc/index/>



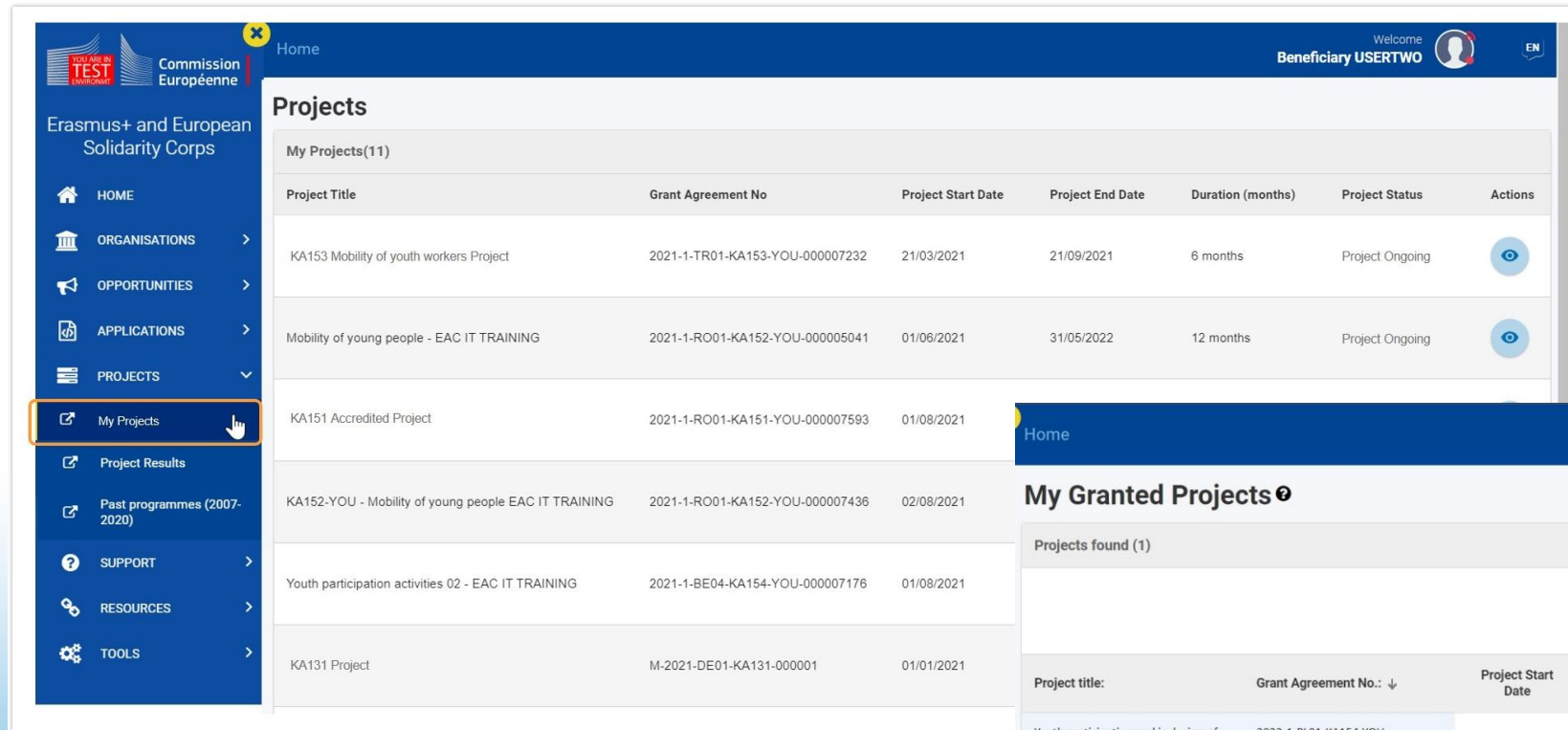
The screenshot shows the homepage of the Erasmus+ and European Solidarity Corps platform. The header includes the European Commission logo and a 'Home' link. The main content area features a welcome message and instructions on how to apply for opportunities. A sidebar on the left contains navigation links for Home, Organisations, Opportunities, Projects, Support, and Resources. The main content area is divided into sections for 'More information', 'Looking for support or have further questions?', and 'OPPORTUNITIES'. The 'OPPORTUNITIES' section contains two cards: one for Erasmus+ and one for European Solidarity Corps, both with 'Opportunities' buttons.



Pieslēgšanās -
izmantojot **EU Login**
kontu

(projekta
kontaktpersonas
e-pasta adrese +
parole)

INFORMĀCIJAS IEVADE *BENEFICIARY* MODULE



Commission Européenne

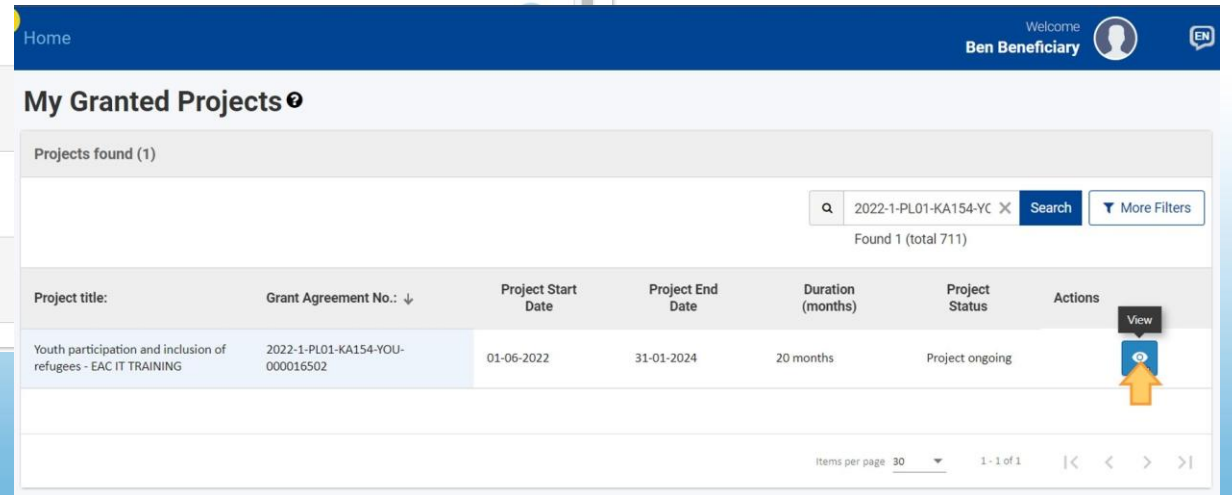
Erasmus+ and European Solidarity Corps

- HOME
- ORGANISATIONS
- OPPORTUNITIES
- APPLICATIONS
- PROJECTS
- My Projects**
- Project Results
- Past programmes (2007-2020)
- SUPPORT
- RESOURCES
- TOOLS

Projects

My Projects(11)

Project Title	Grant Agreement No	Project Start Date	Project End Date	Duration (months)	Project Status	Actions
KA153 Mobility of youth workers Project	2021-1-TR01-KA153-YOU-000007232	21/03/2021	21/09/2021	6 months	Project Ongoing	
Mobility of young people - EAC IT TRAINING	2021-1-RO01-KA152-YOU-000005041	01/06/2021	31/05/2022	12 months	Project Ongoing	
KA151 Accredited Project	2021-1-RO01-KA151-YOU-000007593	01/08/2021				
KA152-YOU - Mobility of young people EAC IT TRAINING	2021-1-RO01-KA152-YOU-000007436	02/08/2021				
Youth participation activities 02 - EAC IT TRAINING	2021-1-BE04-KA154-YOU-000007176	01/08/2021				
KA131 Project	M-2021-DE01-KA131-000001	01/01/2021				



Home

Welcome Ben Beneficiary

My Granted Projects

Projects found (1)

2022-1-PL01-KA154-YC Search More Filters

Found 1 (total 711)

Project title:	Grant Agreement No.: ↓	Project Start Date	Project End Date	Duration (months)	Project Status	Actions
Youth participation and inclusion of refugees - EAC IT TRAINING	2022-1-PL01-KA154-YOU-000016502	01-06-2022	31-01-2024	20 months	Project ongoing	

Items per page 30 1 - 1 of 1

INFORMĀCIJAS IEVADE *BENEFICIARY* MODULE KA210

Project Activities and Budget Details Project list







Grant Agreement No. : 2022-2-PL01-KA210-ADU-000017884 Awarded/Reported Budget : 30 000 € / 30 000 € Project ongoing
Project Acronym : EAC IT TRAINING - Deadline: 30 déc. 2023 Actions
NA : PL01 - Foundation for the Development of the Education System - Organisation OID : E10000165 - Legal name : : Test-org.PL.01 75 days left!

Content menu < **Activity**

- Details
- Participating organisations
- Associated persons
- Activities**
- Progress reports
- Reports

Activities (2) + Create

Search... Search Bulk Actions More Filters

Activity Title	Activity duration (in days)	Venue of activity	Estimated start date	Estimated end date	Grant Amount allocated to the Activity	[reload]
Activity 1	40	Ireland	03-04-2023	12-05-2023	15 000,00 €	  
Activity 2	31	Poland	01-07-2023	31-07-2023	15 000,00 €	  

Items per page 30 1 - 2 of 2 << < > >>

Total allocated : 30 000€
Project Lump Sum : 30 000€

INFORMĀCIJAS IEVADE *BENEFICIARY* MODULE KA210

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

Grant Agreement No. : 2024-2-LV01-KA210-VET-000280127 Project ongoing [Actions](#)

Awarded/Reported Budget : 60 000 € / 60 000 €
NA : LV01 - Valsts izglītības attīstības aģentūra
Organisation OID :
Programme : Erasmus+
Key Action : Cooperation among organisations and institutions
Call : 2024

Deadline : 29 Aug 2026 262 days left
Project Acronym
Legal name :
Start of Project : 01/01/2025 (Brussel times)
End of Project : 30/06/2026 (Brussel times)
Last updated : 29/10/2025 14:50:24

Content menu < Activity

Details
Participating organisations
Associated persons
Activities
Progress reports
Reports

ACTIVITY

Activity Title *
Activity 1

Venue of activity *
Latvia

Force majeure

Estimated start date *
01/01/2025

Estimated end date *
30/06/2026

Leading Organisation *
Alberta koledža (LV)

Participating Organisation
SVEUCILISTE JOSIPA JURJA STROSSMAYERA U OSJEKU (HR)

Grant Amount allocated to the Activity *
15000

Describe the content of the implemented activity. Has there been any divergence from the initially planned activity? If yes, please explain. *

Automātiski ielasās informācija no projekta pieteikuma

Describe the target group for this implemented activity. Has there been any divergence from the initially planned target group? If yes, please explain. *

Automātiski ielasās informācija no projekta pieteikuma

Please explain how this activity has helped reaching the project objectives. *

Automātiski ielasās informācija no projekta pieteikuma

Describe the achieved results of the activity. *

Automātiski ielasās informācija no projekta pieteikuma

[Back](#) [Save](#)

INFORMĀCIJAS IEVADE *BENEFICIARY* *MODULE KA220*

Darba pakotnes (*Work Packages*) (1)

Project Activities and Budget Details

[Project list](#)

Grant Agreement No. : 2024-1-LV01-KA220-HED-000253345

Project ongoing

Actions

Awarded/Reported Budget : 250 000 € / 0 €

NA : LV01 - Valsts izglītības attīstības aģentūra

Organisation OID

Programme : Erasmus+

Key Action : Cooperation among organisations and institutions

Call : 2024

Deadline : 30 Dec 2026 415 days left !

Project Acronym :

Legal name

Start of Project : 01/11/2024 (Brussel times)

End of Project : 31/10/2026 (Brussel times)

Last updated : 06/12/2024 06:10:27

Content menu

Details

Participating organisations

Associated persons

Work Packages

Progress reports

Reports

Work Packages

Work Packages (4)

Work Package ↓↑	Status ↓↑	Number of activities ↓↑	Total amount allocated to activities ↓↑	[reload] ↓↑
WP2	DRAFT	4	71 000,00 €	
Work package no. 1 Project Management	DRAFT	0	50 000,00 €	
WP3	DRAFT	3	68 100,00 €	
WP4	DRAFT	4	60 900,00 €	

Items per page: 30

Showing range 1-4 from 4



INFORMĀCIJAS IEVADE *BENEFICIARY* *MODULE KA220*

Darba pakotnes (*Work Packages*) (2)

Project Activities and Budget Details

Content menu <

- Details
- Participating organisations
- Associated persons
- Work Packages**
- Reports

Work Package *

Work package no. 1 Project Management

How were the progress, quality and achievement of project activities monitored? Please give information about the involved staff, as well as the timing and frequency of the monitoring activities. *

Describe how you monitored the progress, quality and achievement of project activities, the involved staff, as well as the timing and frequency of the monitoring activities.

Value missing

How did you ensure proper budget control and time management in your project? *

Describe how you ensured proper budget control and time management.

Value missing

How did you handle risks for project implementation (e.g. delays, budget, conflicts, etc.)? *

Describe the issues encountered during the implementation and how you solved them

Value missing

How did you ensure that activities were designed in an accessible and inclusive way? *

Describe how you ensured that activities were designed in an inclusive and accessible way. Please provide examples.

Value missing

How did the project incorporate the use of digital tools and learning methods to complement the physical activities and to improve cooperation between partner organisations? *

Describe how you ensured proper budget control and time management.

Value missing

How did the project incorporate green practices in different project phases? *


Describe how the project incorporated green practices in different project phases. Please provide examples.

Value missing

Grant amount allocated to work package no. 1 Project Management *

49600

Back Save

 **SUCCESS**
Successfully saved
Work Package activity

INFORMĀCIJAS IEVADE BENEFICIARY MODULE KA220

Darba pakotnes (Work Packages) (3)

DRAFT

WORK PACKAGE

Work Package *

DARBA PAKOTNES NOSAUKUMS

How did the project partners contribute to the work package? Please detail specific contributions made by the partner organisations. *

How did the project partners contribute to the work package? Please detail specific contributions made by the partner organisations. 1500

Were there any major differences between the planned activities and the implemented activities? If so, please explain. *

Were there any major differences between the planned activities and the implemented activities? If so, please explain. 3000

Planned results of the work package at application stage.

Informācija automātiski ielasās no projekta pieteikuma sadaļas "Describe the expected results of the activities." 253

Explain how those results were achieved and how they helped reaching the project objectives. Please elaborate on the quality of the results and include the reference of the supporting documents that support this evaluation. *

Explain how those results were achieved and how they helped reaching the project objectives. Please elaborate on the quality of the results and include the reference of the supporting documents that support this evaluation. 5000

Describe the target group for those activities and results and explain how those were beneficial for them. *

Describe the target group for those activities and results and explain how those were beneficial for them. 3000

Provide information on the level of achievement of the selected qualitative and quantitative indicators. How were the progress, quality and achievement of this WP results monitored. *

Provide information on the level of achievement of the selected qualitative and quantitative indicators. How were the progress, quality and achievement of this WP results monitored. 3000

✓ **SUCCESS** ✕
Successfully saved
Work Package activity

Back

Save

INFORMĀCIJAS IEVADE *BENEFICIARY* *MODULE KA220*

Darba pakotnes (Work Packages) aktivitātes (1)

Project Activities and Budget Details Project list

Content menu <

- Details
- Participating organisations
- Associated persons
- Work Packages**
- Reports

Value missing

Provide information on the level of achievement of the selected qualitative and quantitative indicators. How were the progress, quality and achievement of this WP results monitored. *

Provide information on the level of achievement of the selected qualitative and quantitative indicators. How were the progress, quality and achievement of this WP results monitored. 3000

Value missing

Work Package Activity (16) + Create

Q Search... Search Bulk Actions More Filters

Activity title	Venue of activity	Start date	End date	Grant amount allocated to the activity	[reload]
Aktivitātes nosaukums	Lithuania	28-11-2024	25-02-2025	500,00 €	🗑️ 👁️ ✎️
Aktivitātes nosaukums	Latvia	26-02-2025	28-03-2025	6 000,00 €	🗑️ 👁️ ✎️
Aktivitātes nosaukums	Finland	28-11-2024	25-02-2025	500,00 €	🗑️ 👁️ ✎️

INFORMĀCIJAS IEVADE *BENEFICIARY* *MODULE KA220*

Darba pakotnes (Work Packages) aktivitātes (2)

Work Package "ABC" - Activity 01

WORK PACKAGE

Activity title *

Venue of activity *

Start date *

End date *

Leading organisation *

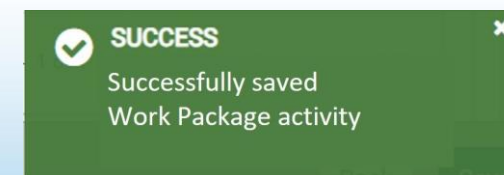
Grant amount allocated to the activity * €

Participating organisations

-
-

Achieved results *

!!! Pēc aktivitātes saglabāšanas, jā saglabā arī attiecīgā darba pakotne (nospiežot SAVE).



ZIŅOJUMI

Ziņojuma veids	Iesniegšana	Termiņš
Progresā ziņojums (ja attiecas) Nav saistīts ar nākamo priekšfinansējuma maksājumu.	Projektu vadības sistēmā <i>Beneficiary Module</i> <i>(ziņojuma veidlapa sistēmā pieejama mēnesi pirms iesniegšanas termiņa)</i>	30 kalendāro dienu laikā pēc pārskata perioda beigām. Noteikts Līguma Datu lapas 4.2.punktā.
Periodiskais ziņojums (ja attiecas) Saistīts ar nākamo priekšfinansējuma maksājumu.	Projektu vadības sistēmā <i>Beneficiary Module</i> <i>(ziņojuma veidlapa sistēmā pieejama mēnesi pirms iesniegšanas termiņa)</i>	30 kalendāro dienu laikā pēc pārskata perioda beigām. Noteikts Līguma Datu lapas 4.2.punktā.
Galīgais ziņojums (visiem projektiem) Saistīts ar galīgo maksājumu.	Projektu vadības sistēmā <i>Beneficiary Module</i> <i>(ziņojuma veidlapa pieejama sistēmā)</i>	60 kalendāro dienu laikā pēc projekta beigu datuma. Noteikts Līguma Datu lapas 4.2.punktā.

PROGRESA UN PERIODISKAIS ZIŅOJUMS BENEFICIARY MODULE (KA210 un KA220)

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

Grant Agreement No. : 2024-1-LV01-KA220-HED-000253345 Project ongoing [Actions](#)

Awarded/Reported Budget : 250 000 € / 0 €
NA : LV01 - Valsts izglītības attīstības aģentūra
Organisation OID :
Programme : Erasmus+
Key Action : Cooperation among organisations and institutions
Call : 2024

Deadline : 30 Dec 2026 415 days left!
Project Acronym :
Legal name :
Start of Project : 01/11/2024 (Brussel times)
End of Project : 31/10/2026 (Brussel times)
Last updated : 06/12/2024 06:10:27

Content menu < **Progress reports**

- Details
- Participating organisations
- Associated persons
- Work Packages
- Progress reports**
- Reports

Progress reports

Progress report Draft

1 **2** 3

Draft 33% completed
31-10-2025 22:05:00

Submission in progress

Submitted

[Edit Draft](#)

History

Progress report created : 31-10-2025 22:05:00 Request ID : 189060 - 64df2015-ef32-433b-bfd2-89969f384302

- 31-10-2025 22:05:01 : Draft created by

<https://wikis.ec.europa.eu/display/NAITDOC/How+to+complete+and+submit+a+Progress+or+Periodic+Report+for+KA210+and+KA220>

PROGRESA UN PERIODISKAIS ZIŅOJUMS BENEFICIARY MODULE (KA210 un KA220)

KA210

Start submission process

PDF

1

- ✓ Context
- ✗ Project summary
- ✗ Project Description
- ✓ Implementation
- ✗ Impact and Follow-up
- ✗ Annexes
- ✗ Checklist

KA220

Start submission process

PDF

1

Content menu

- ✓ Context
- ✗ Project summary
- ✗ Work Package n° 1 Project Management
- ✗ Implementation
- ✗ Follow-up
- ✗ Annexes
- ✗ Checklist

«*Progress report*» - sniedz informāciju par projekta gaitu pārskata periodā.

«*Periodic report*» - sniedz informāciju par projekta gaitu pārskata periodā un tiek pieprasīts nākamais priekšfinansējuma maksājums:

Financial statement

In case a further pre-financing payment is foreseen, you must declare the percentage of use of the pre-financing(s) already received. To this purpose, and if requested by your National Agency, you may attach a declaration at the end of this report (see Annexes).

What percentage of the pre-financing have you used at reporting stage:

##,## %

Please note that if you have used less than 70%, the further pre-financing will be reduced (see conditions in the grant agreement – Article 22.3.1)

Grant awarded as stated in your Grant Agreement	120 000,00 €
Amount of Pre-financing payments already received	96000
Amount of further pre-financing payment requested by the beneficiary to the National Agency*	

(*) Please keep in mind that the amount of pre-financing payment already received + amount of further pre-financing payment requested cannot exceed the amount indicated in the grant agreement – data sheet, section 4.2

PROGRESA UN PERIODISKAIS ZIŅOJUMS BENEFICIARY MODULE (KA210 un KA220)

Annexes

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 **1** download the declaration on honour, print it, have it signed **2** 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](#)

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

Checklist

Project Activities and Budget Details

[Start submission process](#)

[PDF](#)

Content menu

- Context
- Project summary
- Work Package n° 1 Project Management
- Implementation
- Follow-up
- Annexes
- Checklist

Draft report saved (%)

Before submitting your report, please ensure:

- All necessary information is provided
- The report form is filled in correctly
- All the relevant documents are attached
- The necessary conditions for the period are fulfilled

Conditions for the period

The report can only be submitted if:

- All mandatory fields are filled in
- Declaration on honour is attached
- Checklist has been fulfilled

[Start submission process](#)

PROTECTION OF PERSONAL DATA

Please read our privacy statement to understand how we process and protect your personal data

Confirm Submission

After clicking button 'Submit' you will not be able to make any further changes to the report contents including its budget; viewing the report's contents and attachments will however be possible.

Your National Agency will contact you in case of questions or necessary modifications.

[Submit Periodic report Report](#)

- ✓ Obligāti jāpievieno likumiskā pārstāvja parakstīta **Ticamības deklarācija**.
- ✓ Jāleju pielādē sasniegtie rezultāti (vai starprezultāti) pielikumā.

GALĪGAIS ZIŅOJUMS *BENEFICIARY* MODULE KA210 un KA220

The screenshot displays the 'Beneficiary Reports' section of a software interface. On the left, a 'Content menu' lists 'Details', 'Participating organisations', 'Associated persons', 'Work Packages', and 'Reports'. The 'Reports' item is highlighted with an orange box. The main area shows a 'Final Beneficiary Report' section with a green 'Generate Beneficiary Report' button, also highlighted with an orange box. Below this, a green success message reads 'SUCCESS Beneficiary Report generated'. An orange arrow points from the button to the success message.

The screenshot shows the 'Final Draft' progress bar and history section. The progress bar has three stages: 1. Draft % completed (20-11-2022 13:05:47), 2. Submission in progress, and 3. Submitted. The 'Draft % completed' stage is highlighted with an orange box. Below the progress bar is a 'History' section with a dropdown arrow. The history shows: 'Beneficiary Report created : 20-06-2022 13:05:47 Request ID : 3907 - 3907' and '20-11-2022 13:05:47 : Draft created by Anna NAME'.

VADLĪNIJAS PROJEKTU ĪSTENOTĀJIEM

European Commission

Erasmus+ and European Solidarity Corps

HOME

ORGANISATIONS

OPPORTUNITIES

APPLICATIONS

PROJECTS

SUPPORT

Guides

Erasmus+: List of National Agencies

European Solidarity Corps: List of National Agencies

RESOURCES

CONFIGURATION

Home > Guides

Erasmus+ and European Solidarity Corps guides

REGISTRATION AND SUBMISSION

List of documentation links

[Applicant Guides - Submission phase](#)

- [Organisation Registration Guide](#)
- [Opportunities](#)
- [Apply for grant or accreditation](#)
- [How to complete the application form](#)

RECOMMENDED TOPICS FOR APPLICANTS

List of documentation links

[Frequently Asked Questions for Applicants](#)

Beneficiary guides

These guides provide an explanation to beneficiary organisations on how to use the Erasmus+ and European Solidarity Corps platform and IT Tools to manage project information such as activities and participants, individual reports to their National Agencies.

IMPLEMENTATION

List of documentation links

- [Beneficiary Guides - Project implementation phase](#)
- [Mobility Tool Guide for Beneficiaries 2014 to 2020](#)

RECOMMENDED TOPICS FOR BENEFICIARIES

List of documentation links

[How to complete Erasmus+ Projects](#)

[How to complete European Solidarity Corps Projects](#)

Expert guides

These guides provide an explanation to Experts assessing accreditation/grant requests and project reports for the Erasmus+ and European Solidarity Corps actions managed by National Agencies, on how to record their

NODERĪGI RESURSI *BENEFICIARY MODULE* LIETOŠANAI

***Beneficiary module* lietošanas vadlīnijas -**

<https://wikis.ec.europa.eu/display/NAITDOC/Beneficiary+module+guide>.

E-mācību video par *Beneficiary module* -

<https://wikis.ec.europa.eu/display/NAITDOC/eLearning+videos+for+the+Beneficiary+module>

Vadlīnijas kā aizpildīt informāciju par aktivitātēm KA210–

<https://wikis.ec.europa.eu/display/NAITDOC/Activities+in+KA210+projects>

Vadlīnijas kā aizpildīt informāciju par darba pakotnēm KA220-

<https://wikis.ec.europa.eu/display/NAITDOC/Manage+Work+Packages+in+KA220+projects>.

KA2 *lump sum* rokasgrāmata | 2024

https://erasmusplus.lv/sites/default/files/media_document/Handbook%20on%20KA2%20lump%20sum%202024.pdf

REZULTĀTU PUBLICĒŠANA ERASMUS+ PROJEKTU REZULTĀTU PLATFORMĀ

Aptauja par Erasmus+ Projekta Rezultātu platformu [User Satisfaction Survey](#) atvērta līdz 05.12.2025.

ERASMUS+ PROJEKTU REZULTĀTU PLATFORMA

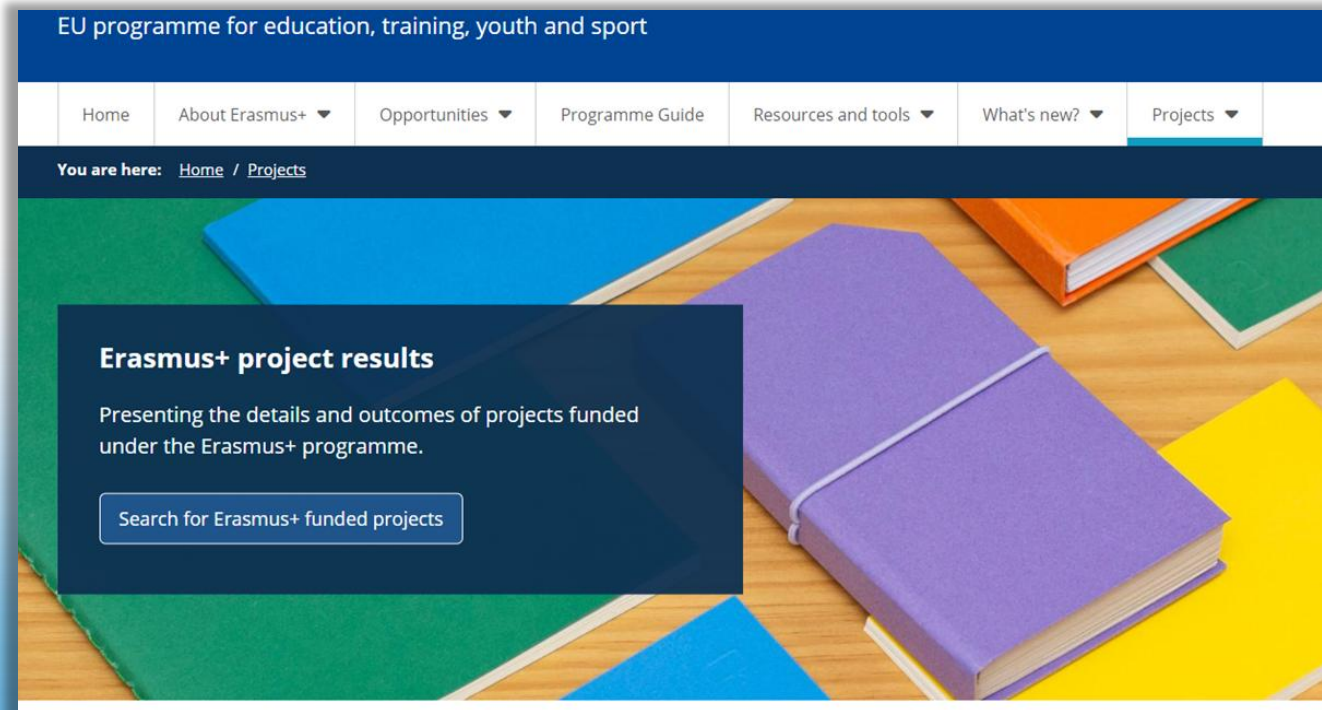
Atbilstoši Dotācijas Līgumam projekta **koordinators** ir jāievada projekta rezultāti Erasmus+ projektu rezultātu platformā

Rezultātu ievadīšana Projektu rezultātu platformā ir **priekšnoteikums** galīgā ziņojuma apstiprināšanai

Projekta sākumā un pēc beigu datuma **projekta kontaktpersonai** tiek nosūtīts automātisks sistēmas paziņojums **par piekļuvi Erasmus+ Projektu rezultātu platformai** (ieeja izmantojot EU Login)

ERASMUS+ PROJEKTU REZULTĀTU PLATFORMA

- ❖ Redzamība
- ❖ Iedvesma, līdzdalība un sadarbības iespējas
- ❖ Rezultātu ilgtspēja
- ❖ Bezmaksas publicitāte
- ❖ Rezultātu izplatīšana ES līmenī



ERASMUS+ PROJEKTU REZULTĀTU PLATFORMA



REZULTĀTU PIEVIENOŠANA

Rezultātu nosaukumi un apraksti:

- angļu valodā,
- bez pareizrakstības un gramatikas kļūdām,
- nosaukumā minēta valoda, ja rezultāti ir izstrādāti vairākās valodās,
- ir saprotams, kas ir šis rezultāts.

Rezultāti ir atbilstoši (nav pievienoti darba materiāli – piemēram, dalībnieku saraksti, ieraksti, sanāksmju protokoli un tml.).

Pievienotie rezultāti nesatur personas datus.

ievērotas publicitātes prasības:

(Līguma 17.2 apakšpunkts «Pamanāmība. Eiropas Savienības karogs un paziņojums par finansējumu»; 2. pielikuma 4.punkts un 17.3. apakšpunkts «Informācijas kvalitāte.Atruna»).

ERASMUS+ PROJEKTU REZULTĀTU PLATFORMA


Erasmus+ Project Results
Platform
Guide for Beneficiaries

Erasmus+ projektu rezultātu platformas
rokasgrāmata – šeit

1. Piekļuve sistēmai
2. Datu ievade
3. Projekta rezultātu augšupielāde (failu veidi, lielums)
4. Projekta rezultātu iesniegšana

EAC-PROJECTSPLATFORM-HELPDESK@ec.europa.eu

(skaidri formulējot savu problēmu un pievienojot ekrānšāviņus)



Kristīne Beļisova
Erasmus+ programmas departamenta
Sadarbības partnerību nodaļas vecākā eksperte
+371 67785418, kristine.belisova@viaa.gov.lv

Erasmus+

Bagātini pieredzi, domā plašāk