



“Erasmus+” ziņošanas un pārvaldības rīks

Iveta Tiltiņa-Gāga
Mācību mobilitātes nodaļas
Vecākā eksperte



Valsts izglītības attīstības aģentūra



Erasmus+

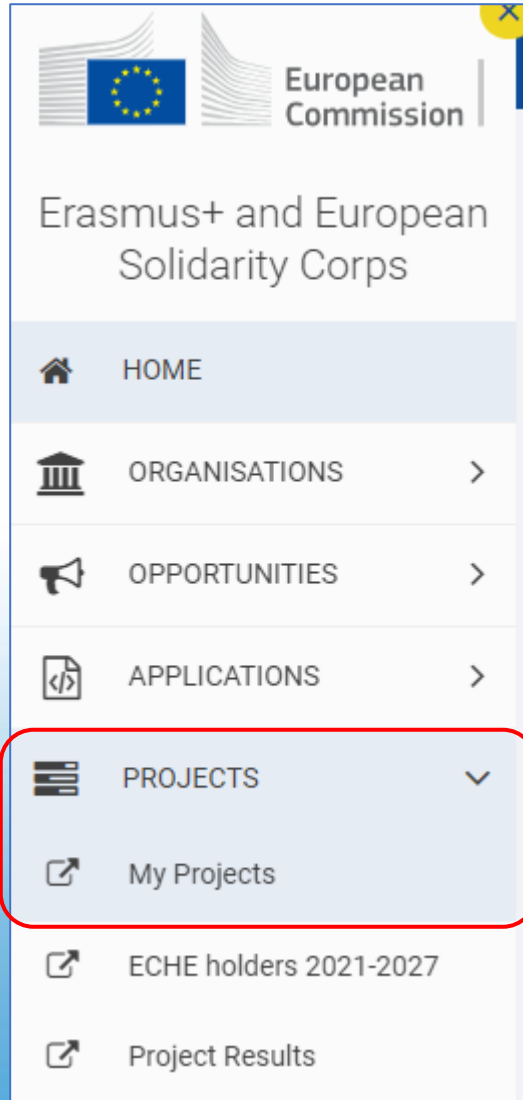
Bagātini pieredzi, domā plašāk

Beneficiary Module

5. PIELIKUMS 9. PUNKTS. ZIŅOJUMU SNIEGŠANA

- Koordinators izmanto tīmeklī bāzēto ziņošanas un pārvaldības rīku, ko nodrošina Eiropas Komisija, lai reģistrētu visu informāciju par īstenotajām mobilitātēm un, lai sagatavotu un iesniegtu galīgo ziņojumu.
- Ziņošanas uzdevuma veikšanai labuma guvējs nedrīkst izmantot ārpalpojumus un personām, kas nav labuma guvēja darbinieki, tas nedrīkst nodrošināt piekļuvi ziņošanas un pārvaldības rīkam.
- Mobilitātes ir jāievada “Erasmus+” ziņošanas un pārvaldības rīkā **pirms to sākuma datuma un jāpārskata, tiklīdz tās ir pabeigtas.**

Beneficiary Module



Piekluve projektam no Erasmus+ un Eiropas solidaritātes korpusa platformas:


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

- kreisajā pusē izvēlne PROJECTS-> My Projects*
- daļa projektu jau ir pieejami (tie, ar kuriem noslēgti līgumi)
- piekluve projektam tikai ar tiem e-pastiem, kas norādīti projekta pieteikumā - projekta koordinators, likumiskā pārstāvja e-pasti
- konkrētajiem e-pastiem jābūt [izveidotam EU Login kontam](#)
- Video pamācības par Beneficiary Module lietošanu:

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

Erasmus+

My Projects



Commission Européenne

Erasmus+ and European Solidarity Corps

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

Home








Welcome Beneficiary USERTHREE

EN

My Granted Projects

Search...

Projects found (13)

Project Title	Grant Agreement No	Project Start Date	Project End Date	Duration (months)	Project Status	Actions
EAC IT TRAINING KA153	2021-1-EL02-KA153-YOU-000015450	01/08/2021	01/11/2021	3 months	NA validated	
EAC IT TRAINING	2021-1-RO01-KA153-YOU-000015451	01/08/2021	01/11/2021	3 months	Project ongoing	
EAC IT TRAINING KA121VETPL	2021-1-PL01-KA121-VET-000004902	01/09/2021	30/11/2022	15 months	Project ongoing	
EAC IT TRAINING - LT - Mobility Youth Workers "Project ABC"	2021-1-LT02-KA153-YOU-000015445	01/08/2021	31/10/2021	3 months	Project ongoing	
EAC IT TRAINING C21R1 ESC30 - 2 MONTHS	2021-1-PL01-ESC30-SOL-000015464	15/08/2021	14/10/2021	2 months	Submitted	
EAC IT TRAINING C21R1 ESC30 2mo	2021-1-RO01-ESC30-SOL-000015467	16/08/2021	15/10/2021	2 months	NA validated	
EAC IT TRAINING Solidarity project 03	2021-1-RO01-ESC30-SOL-000009192	15/08/2021	14/06/2022	2 months	Project ongoing	

Projekta skats

Project Activities and Budget Details

Project list

Date

Grant Agreement No. : 2024-1-LV01-KA122-:

NA : LV01 - Valsts izglītības attīstības aģentūra (State Education Development Agency) - Organisation OID : E10309914 - Legal name :

Awarded/Reported Budget : 16 869 € / 0 €

Project ongoing

Deadline: 30 janv. 2026

532 days left!

Actions

Content menu

Details

Participating organisations

Associated persons

Preparatory visits

Mobility Activities

Fewer Opportunities

Budget

Import-export

National agency

Beneficiary organisation

Key Action: Learning Mobility of

Action Type: Short-term projects for mobility of learners and staff in school education

Call: 2024

Round: Round 1

Start of Project: 01/07/2024

End of Project: 31/12/2025

Project Duration (months): 18 months

Project Information

Grant Agreement No.: 2024-1-LV01-KA122-SCH

National ID:

Project Title: Mācīsimies kopā!

Project Acronym:

Project Status: Project ongoing

Final Report Submission Deadline: 30/01/2026

National Agency

National Agency LV01 - Valsts izglītības attīstības aģentūra (State Education Development Agency)

Beneficiary Organisation Information

Erasmus+

sadaļa *Details*

- ❑ Pamatinformācija par projektu: projekta veids, sākuma un beigu datums, galīgā ziņojuma iesniegšanas termiņš utt.; nerediģējama sadaļa.

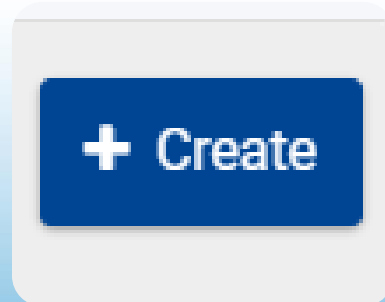
The screenshot displays a user interface with two side-by-side panels. The left panel, titled 'Content menu', contains a list of menu items: 'Details' (highlighted with a blue bar), 'Participating organisations', 'Associated persons', 'Preparatory visits', 'Mobility Activities', 'Fewer Opportunities', 'Budget', and 'Import-export'. The right panel, titled 'Filter', contains a list of filter options: 'Details', 'Context', 'Information', 'National agency', and 'Beneficiary organisation'. Both panels have a back arrow icon in the top right corner.

☐ pārejās sadaļās - rediģējama informācija:

Dzēst Skatīt Labot



Pievienot jaunu informācijas lauku (jaunu personu, mobilitāti u.c.)



sadaļa *Participating organisations*

- ❑ Informācija par nosūtošo organizāciju un projekta pieteikumā norādītajām uzņemošajām organizācijām.
- ❑ **jāiziet cauri visām norādītajām organizācijām un jāaktualizē informācija** 1) par savu organizāciju, 2) uzņemošajām organizācijām un 3) atbalsta organizācijām
- ❑ ja pieteikumā nebija norādītas uzņemošās organizācijas, tad šeit tās jāpievieno (ar **+Create**).

The screenshot displays the 'Participating organisations' interface. On the left is a 'Content menu' with options like 'Details', 'Participating organisations', 'Associated persons', etc. The main area is titled 'Participating organisations' and contains introductory text about the platform. Below this, there are two sections: 'Beneficiary (1)' and 'Other organisations (non-beneficiaries) (0)'. The 'Beneficiary (1)' section contains a table with one row of data. The 'Other organisations (non-beneficiaries) (0)' section is currently empty and features a '+ Create' button highlighted with a red rectangle. Both sections include search bars and filter options.

OID	Other organisation number	Legal name	Public body	Non-profit	Country	City	[reload]
E10309914	41111-ORG-00001	...	pirmskolas izglītības iestāde	Yes	Latvia	Ulbroka	[red] [blue] [green]

OID	Other organisation number	Legal name	Supporting organisation	Public body	Non-profit	Country	City	[reload]
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sadaļa *Associated persons*

- ❑ Informācija par organizācijas likumisko pārstāvi un kontaktpersonu (epasti, amats utt.).
- ❑ **Tikai ar šeit norādītajiem e-pastiem var piekļūt projektam**
- ❑ **Jāpārskata, vai viss korekti; ir iespēja labot, dzēst, pievienot jaunu personu (ar **+Create**).**

Content menu < Associated person

Details

Participating organisations

Associated persons

Preparatory visits

Mobility Activities

Fewer Opportunities

Budget

Import-export

Associated persons (2) [+ Create](#)

Search... [Search](#) [Bulk Actions](#) [More Filters](#) [\[reload\]](#)

Organisation OID	Organisation legal name	First Name	Last Name	Position	Email	Telephone 1	Beneficiary	Legal Representative	Primary Contact	OLS administrator	Access to project management	
E10309914		Daiga		metodiķe, projektu koordinators			Yes	No	Yes	Yes	Edit	Delete View Edit
E10309914		Leide		iestādes vadītāja			Yes	Yes	No	No	Edit	Delete View Edit

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

sadaļa *Preparatory visits*

- ❑ Jāievada tikai sagatavošanas vizītes (ja tādas bija) – ar **+Create** un sekojot norādēm
- ❑ Obligāti jāaizpilda tās sadaļas, kas atzīmētas ar zvaigznīti un *Value missing*
- ❑ Ja nebija sagatavošanās vizīšu – sadaļa paliek neaizpildīta

Content menu <

- Details
- Participating organisations
- Associated persons
- Preparatory visits**
- Mobility Activities
- Fewer Opportunities
- Budget
- Import-export

Preparatory visits (0) [+ Create](#)

Search... [Search](#) [More Filters](#)

ID	Receiving organisation	Receiving country	Number of persons	Total grant	[reload]
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Items per page **30** 0 of 0 |< < > >|

sadaļa *Mobility activities*

- Jāizvēlas atbilstošais mobilitātes veids, ko vēlaties ievadīt, uzklikšķinot sadaļas augšpusē: **Individuālās mobilitātes** (*kursi un apmācība, darba ēnošana, norīkojumi mācīšanai, audzēkņu īstermiņa un ilgtermiņa mobilitāte, uzaicinātā eksperta aktivitāte*) vai **Grupas mobilitāte** (*audzēkņu grupas mobilitāte*)
- Jāspiež **+Create** un jāievada prasītā informācija; obligāti jāaizpilda tās sadaļas, kas atzīmētas ar zvaigznīti
- Instrukcija mobilitāšu ievadei pa soļiem:
<https://wikis.ec.europa.eu/display/NAITDOC/Mobility+activities+in+KA121+and+KA122+projects>

Content menu

- Details
- Participating organisations
- Associated persons
- Preparatory visits
- Mobility Activities**
- Fewer Opportunities
- Budget
- Import-export

Individual mobility activities | Group mobility activities | Participant reports

Mobility activities

i By using the Revalidate mobilities button all rules on the mobility activities will be reinitiated. **?**

! Release BM-1.15.0 of 16 May 2023 contains corrections of organisational support for projects of KA121 and KA122. A revalidation is checking your project automatically and may lead to changes of mobility activity status from Complete to Draft or vice versa.

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 (0)

[Revalidation](#) [+ Create](#)

Search... [Search](#) [More Filters](#)

Svarīgi – par mobilitāšu ievadi

- Jāievada **tikai faktiskā informācija par mobilitāti (nevis plānotā)** – organizācija, pilsēta, kur notika mobilitāte, tai atbilstošais attālums (pēc EK attāluma kalkulatora http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en), mobilitātes datumi (bez ceļa dienām)
- Tad, kad informācija par dalībnieku un mobilitāti ir ievadīti (mobilitātes statuss COMPLETE), mobilitātes datums ir pagājis – **dalībniekam automātiski uz norādīto e-pastu tiek izsūtīta dalībnieka atskaite – jāaizpilda tiešsaistē un jāiesniedz tiešsaistē** -> dalībnieka atskaite tiek atsūtīta un iegenerēta sistēmā, noslēguma atskaitē;
- Dalībnieka atskaites aizpildīšana ir obligāta** mobilitātēm, kur atskaite ir paredzēta (visas, izņemot uzaicināto ekspertu mobilitāti vai tādiem dalībniekiem, kuri atzīmēti kā pavadošās personas; audzēkņu grupas mobilitātē atskaite tiek sūtīta tam dalībniekam, kas atzīmēts kā galvenā pavadošā persona);
- Iespēja nosūtīt atskaiti atkārtoti – ja dalībnieks nesaņem (Resend Invitation)
- Jānorāda saņemtie dalībnieka sertifikāti par mobilitāti (ar pogu +CREATE)
- Apakšā labā stūrī – jā saglabā informācija ar pogu SAVE

sadaļa *Fewer Opportunities*

- ☐ Jānorāda dalībnieku skaits ar mazāk iespējām katrai šķēršļu grupai.
- ☐ Ja nebija dalībnieku ar mazāk iespējām – sadaļa paliek neaizpildīta

Content menu < Fewer Opportunities

Details

Participating organisations

Associated persons

Preparatory visits


Mobility Activities

Fewer Opportunities

Budget

Import-export

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 and the description and the justification of the inclusion support for participants. 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"/>

sadaļa *Budget*

- ❑ Sadaļa nav pieejama rediģēšanai – automātiski ielasās informācija no sadaļas «*Mobility Activities*»
- ❑ Var sekot līdzi kopējam finansējumam, finansējumam konkrētās finansējuma kategorijās un aktivitātēs

Content menu <

- Details
- Participating organisations
- Associated persons
- Preparatory visits
- Mobility Activities
- Fewer Opportunities
- Budget**
- Import-export

Budget

[Export PDF](#)

Hide empty items

Sort by: Default ↓

	Awarded budget	Reported Budget	% Reported / Awarded
Total project	16 869,00 €	0,00 €	0 %
Course fees	3 120,00 €	0,00 €	0 %
Organisational support	600,00 €	0,00 €	0 %
Individual support	10 293,00 €	0,00 €	0 %
Travel	2 856,00 €	0,00 €	0 %
Activity types +	16 869,00 €	0,00 €	0 %

sadaļa *Reports*

- ☐ Šobrīd nav pieejama
- ☐ Jāpilda un jāiesniedz galīgais ziņojums (spiežot zaļo pogu «Generate Beneficiary report»)

The screenshot displays a web application interface. On the left, there is a 'Content menu' with a list of items: Details, Organisations, Contacts, Preparatory Visits, Mobility activities, Group activities, Fewer Opportunities, Reports, and Budget. The 'Reports' item is highlighted with a red rectangular box. The main content area is titled 'Beneficiary Reports' and contains a section for 'Final Beneficiary Report'. Below this title, there is a text prompt: 'Please click on this button to generate a new Beneficiary Report'. A green button with the text 'Generate Beneficiary Report' is positioned below the text.

Project Activities and Budget Details

Content menu <

PDF

- ✓ Table of Contents
- ✓ Context
- ✓ Project Summary
- ✓ Activities
- ✓ Practical arrangements
- ✓ 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
- ✓ Participant satisfaction
- ✓ Project objectives and achievements
- ✓ Budget
- ✓ Annexes
- ✓ Checklist

Galīgais ziņojums

- iespēja uzgenerēt PDF formātā un pildīt neesot sistēmā
- jāievada prasītā informācija - obligāti jāaizpilda tās sadaļas, kas atzīmētas ar zvaigznīti
- instrukcija galīgā ziņojuma aizpildīšanai pa soļiem: <https://wikis.ec.europa.eu/display/NAITDOC/How+to+fill+and+submit+the+final+beneficiary+report>
- obligātais pielikums iesniedzot atskaiti – godīguma deklarācija
- Izvērstas atbildes uz jautājumiem, kas tiek prasīti galīgajā ziņojumā – galīgais ziņojums tiks vērtēts kvalitatīvi, 100 ballu skalā - cik lielā mērā projekts ir īstenots saskaņā ar apstiprināto dotācijas pieteikumu un “Erasmus” kvalitātes standartiem.

Erasmus+

Galīgais ziņojums - vērtēšana

Project Activities and Budget Details ⓘ

Content menu

Reported (Submitted) ▾

Details

Organisations

Contacts

Preparatory visits

Mobility Activities

Import-export mobility activity

Fewer Opportunities

Reports

Budget

PDF

✓ Context

✓ Project summary

✓ Activities

✓ Practical arrangements

✓ 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

✓ Participant satisfaction

✓ Project objectives and

Draft report saved (%)

Back to r

Language used to fill in the form:

EN

Evaluation criteria

The following evaluation criteria will be used to assess your final report on a scale of 100 points.

Quality of implementation (50 points)

The extent to which:

- the information in the report is clear and complete
- the organised activities were coherent with the project objectives
- the beneficiary has ensured that the participants in mobility activities submit their individual participant reports (in case of low submission rates, the beneficiary's explanation will be taken into account)
- the beneficiary has applied the basic principles defined in the quality standards
- the beneficiary has applied the quality standards for good management of mobility activities
- the beneficiary has applied the quality standards for providing quality and support to the participants
- the funding options for accompanying persons and preparatory visits have been used appropriately and efficiently

Impact and sharing results (50 points)

The extent to which:

- the objectives defined at the application stage were achieved (in addition, if changes have taken place between the planned and implemented activities, this evolution is well explained)
- the organised mobility activities have benefited the participants
- the project had a positive impact on the beneficiary organisation as a whole, beyond the impact on individual participants
- the beneficiary has applied the quality standards for sharing results and knowledge about the programme

Project summary

Please summarise the information about your project in form of short answers to the following questions.

Please use full sentences and clear language. The provided summary will be made public by the European Commission and the National Agencies.

i. Background: What is the context of your project and your organisation? *

Paldies par uzmanību!

Veiksmīgu projektu īstenošanu!

Iveta Tiltiņa-Gāga, tālr. 67785421, e-pasts iveta.tiltina-gaga@viaa.gov.lv

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Enriching lives, opening minds