



# *Beneficiary Module –* Projektu īstenošanas modulis, KA121 projektiem

19.09.2023.



Valsts izglītības  
attīstības aģentūra



Erasmus+

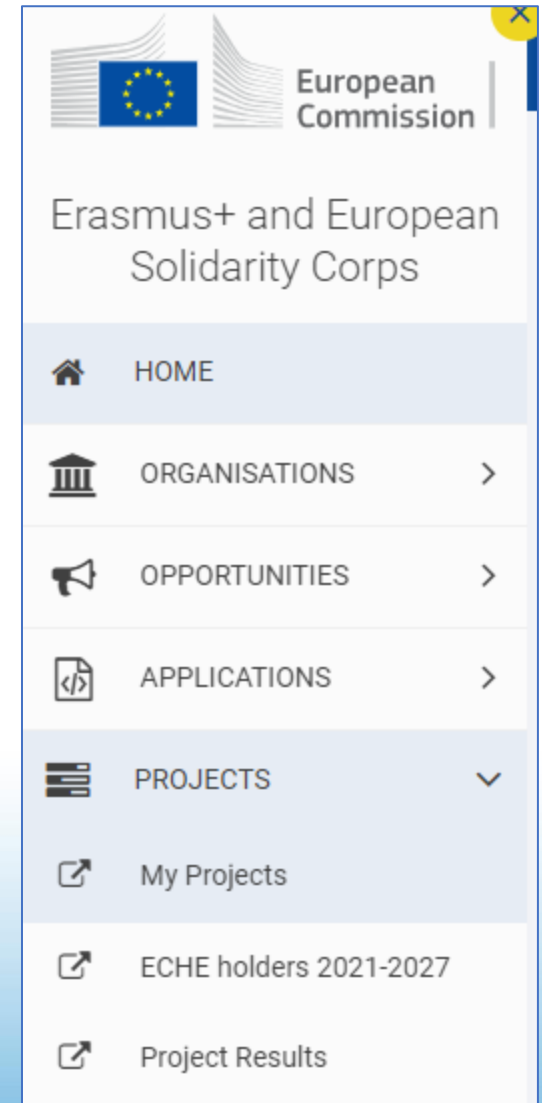
Bagātini pieredzi, domā plašāk

# Piekļuve projektam no EESC platformas

<https://webgate.ec.europa.eu/erasmus-esc/home/>  
**PROJECTS -> My Projects**

Plānotā projektu pieejamība: 2023. gada oktobris  
(No sistēmas tiks atsūtīts e-pasts par projekta pieejamību sistēmā)

Priekšnoteikums: pie projekta ir piesaistīts lietotāja *EU Login* e-pasts










# Beneficiary Module (BM)

Projektam var piekļūt lietotāji, kuru e-pasti ir norādīti sadaļā *Contacts*

## Project Activities and Budget Details ⓘ

Grant Agreement No. : 2022-1-LV01-KA121-VET-01  
NA : LV01 - Valsts izglītības attīstības aģentūra (State Education Agency)

 Important! Revalidation of mobilities procedure is a

Beneficiary	Legal Representative	Primary Contact	OLS administrator	Access to project management	[reload]
Yes	Yes	No	No	Edit	  
Yes	No	Yes	Yes	Edit	  

### Content menu

Details

Organisations

**Contacts**

Preparatory visits

Mobility Activities

### Contact

Contacts (2)

Organisation OID	Organisation legal name	First Name	Last Name	Position	Email
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# Beneficiary Module (BM)

## Project Activities and Budget Details

Grant Agreement No. : 2022-1-LV01-KA121-VET- **Grant Agreement No. :**

Awarded/Reported Budget : **Awarded/Reported Budget :**

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



Important! Revalidation of mobilities procedure is applied for Call 2021 and Call 2022 Higher education (KA131) and Youth projects. More information about this functionality is available [here](#)

### Content menu

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Import-export mobility activity

Fewer Opportunities

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Budget

### Filter

Details

Context

Information

National agency

Beneficiary organisation

### Details

#### Context Information

Programme: Erasmus+

Key Action: Learning Mobility of Individuals

Action Type: Accredited projects for mobility of learners and staff in vocational education and training

Call: 2022

Round: Round 1

Start of Project: 01/06/2022

End of Project: 31/05/2024

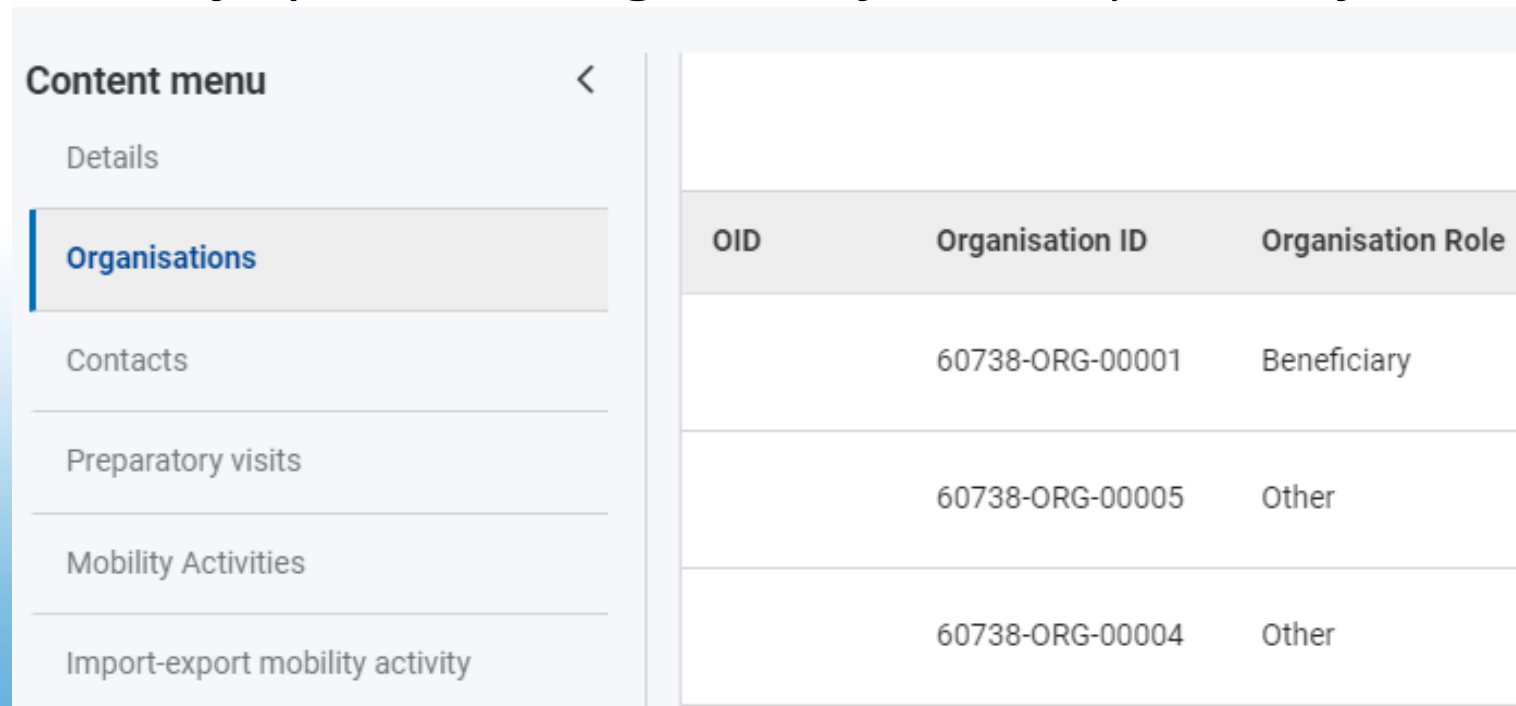
Project Duration (months): 24 months

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

#### Project Information

# *BM* sadaļa *Organisations*

- Informācija par nosūtošo organizāciju.  
Jāpievieno partnerorganizācijas.
- **Jāaktualizē informācija** par savu organizāciju un uzņēmējām organizācijām.



The screenshot shows a user interface for the 'Organisations' section. On the left is a 'Content menu' with a back arrow and several options: 'Details', 'Organisations' (highlighted with a blue bar), 'Contacts', 'Preparatory visits', 'Mobility Activities', and 'Import-export mobility activity'. On the right is a table with three columns: 'OID', 'Organisation ID', and 'Organisation Role'. The table contains three rows of data.

OID	Organisation ID	Organisation Role
	60738-ORG-00001	Beneficiary
	60738-ORG-00005	Other
	60738-ORG-00004	Other

# *BM* sadaļa *Preparatory visits*

Ievada, ja plānotas / īstenotas, citādi atstāj neaizpildītu.

Content menu		<		
Details				
Organisations				
Contacts				
<b>Preparatory visits</b>				
Mobility Activities				
Import-export mobility activity				

Preparatory visits (0)			
ID	Receiving organisation	Receiving Country	Number of persons
PV1	Uzņemošā organizācija	Spain	1

# BM sadaļa *Mobility Activities*

Ievada mobilitātes; būtisks salīdzinājums ar indikatīvajiem rādītājiem.

**Content menu**

- Details
- Organisations
- Contacts
- Preparatory visits
- Mobility Activities**
- Import-export mobility activity
- Fewer Opportunities
- Amendments
- Reports

**Individual mobility activities** | Targets

### 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.

List of mobility activities (27) ⚙️ Revalidation + Create

🔍 Search... Search Bulk Actions ⌵ More Filters

Mobility activity ID	Draft Mobility activity	Activity type	Participant's first name	Participant's last name	Participant's email	Sending country	Receiving country	Start date	End date	[reload]
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# BM sadaļa *Mobility Activities* – + Create

Content menu <

- Details
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Create a Draft Mobility DRAFT

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MOBILITY ACTIVITY ∨

Mobility activity ID *	60738-MOB-0031	Activity type *	<input type="text"/>
		<small>Value missing (Draft field)</small>	
Participant's first name *	<input type="text"/>	Participant's last name *	<input type="text"/>
	<small>Value missing (Draft field)</small>		<small>Value missing (Draft field)</small>
Participant's email *	<input type="text"/>	Participant's gender *	<input type="radio"/> Female <input type="radio"/> Male <input type="radio"/> Undefined
	<small>Value missing (Draft field)</small>		<small>Value missing (Draft field)</small>
Project Duration	<hr/> <u>01/06/2022</u>		31/05/2024
Start date *	<input type="text" value="dd/mm/yyyy"/>	End date *	<input type="text" value="dd/mm/yyyy"/>
	<small>Value missing (Draft field)</small>		<small>Value missing (Draft field)</small>
Receiving country *	<input type="text"/>	Main language used during mobility activity *	<input type="text"/>
	<small>Value missing (Draft field)</small>		<small>Value missing (Draft field)</small>

Back Save



# BM sadaļa *Mobility Activities – Targets*

Individual mobility activities

**Targets**

Export PDF

The following tables present the targets for delivery, as defined in your grant agreement versus the achieved targets in Erasmus+ project management and reporting tool.

Activity Type	Number of participants			Duration in days. Total (Average)			Number of accompanying persons			Duration in days for accompanying persons. Total (Average)			Number of persons in preparatory visits		
	Indicative target	Implemented		Indicative target	Implemented		Indicative planning	Implemented		Indicative planning	Implemented		Indicative planning	Implemented	
Short-term learning mobility of VET learners	46	2	4.35%	1760	68 (34)	1.93%	2	0	0%	32	0 (0)	0%	0	0	0%
Long-term learning mobility of VET learners (ErasmusPro)	22	0	0%	2024	0 (0)	0%	0	0	0%	0	0 (0)	0%	0	0	0%
Job-shadowing	0	1	0%	0	6 (6)	0%	0	0	0%	0	0 (0)	0%	0	0	0%
<b>Total</b>	<b>68</b>	<b>3</b>	<b>4.41%</b>	<b>3784</b>	<b>74 (40)</b>	<b>1.06%</b>	<b>2</b>	<b>0 (0)</b>	<b>0%</b>	<b>32</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0%</b>

Activity Type	Number of participants with fewer opportunities			Number of participants in blended activities			Number of persons using sustainable means of transport (green travel)			Number of participants in international activities		
	Indicative target	Implemented		Indicative target	Implemented		Indicative planning	Implemented		Indicative planning	Implemented	
Short-term learning mobility of VET learners	44	2	4.55%	0	0	0%	0	0	0%	0	0	0%
Long-term learning mobility of VET learners (ErasmusPro)	19	0	0%	0	0	0%	0	0	0%	0	0	0%
Job-shadowing	0	0	0%	0	0	0%	0	0	0%	0	0	0%
<b>Total</b>	<b>63</b>	<b>2</b>	<b>3.17%</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0%</b>

# *BM* sadaļa *Mobility Activities*

Eiropas Komisijas izstrādātas detalizētas instrukcijas mobilitāšu ievadei:

<https://wikis.ec.europa.eu/display/NAITDOC/Beneficiary+Guides+-+Project+implementation+phase>

Ietver apakšsadaļas par visiem aizpildāmajiem laukiem, piemēram, par dalībnieku atsaitēm:

<https://wikis.ec.europa.eu/display/NAITDOC/Manage+participant+reports+in+projects>

Videoinstrukcijas:

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

# BM sadaļa *Import-export mobility activity*

**Content menu** <

- Details
- Organisations
- Contacts
- Preparatory visits
- Mobility Activities
- Import-export mobility activity**
- Amendments
- Fewer Opportunities
- Reports
- Budget

## Import-export mobility activity

**i** Download latest [Data Dictionary and Mobility Import-Export templates](#) before import **?**

**⚠** Data collected in Beneficiary Module should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life.

### Actions

#### Export mobility activities

Draft + Complete (9)  Complete (9)

[Export XLSX](#) [Export CSV](#)

#### Import mobility activities

**⚠** If your file has any characters which are not part of the English alphabet (ASCII-7), please import in XLS format rather than in CSV

[Select file](#) - OR - Drop your file here

### Import/Export status (0)

Import/Export	Date	Import Context	File	Status	Complete	Draft	<a href="#">[reload]</a>
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# BM sadaļa *Fewer Opportunities*

**Content menu** < **Fewer Opportunities**

Details

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Preparatory visits

Mobility Activities

Import-export mobility activity

**Fewer Opportunities**

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Please indicate the number of participants with fewer opportunities according to each reason below.

Reason	Number of Participants
Barriers linked to discrimination	<input type="text" value="0"/> 9
Barriers linked to education and training systems	<input type="text" value="0"/> 9
Cultural differences	<input type="text" value="0"/> 9
Disabilities	<input type="text" value="0"/> 9
Economic barriers	<input type="text" value="0"/> 9
Geographical barriers	<input type="text" value="0"/> 9
Health problems	<input type="text" value="0"/> 9
Social barriers	<input type="text" value="0"/> 9

# BM sadaļa *Amendments*

**Content menu** <

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## Amendments

In this section, you can request an amendment to your grant agreement. Different options are available to you depending on the time passed since the start of your project:

- At any moment, you can submit an amendment request to update the information in your grant agreement, such as your organisation's data or legal representative. Coordinators of a mobility consortium projects may also request modifications to the membership of their consortium. All such requests must include an appropriate justification explaining the reasons for the changes.
- Until the end of the interim amendments exercise, you can request additional exceptional costs and inclusion support for participants.
- The interim amendments exercise takes place starting from June, with the exact submission deadline defined and published by your National Agency. As part of this exercise, you can request a prolongation of your grant agreement duration to 24 months and you can request additional funding. Requests for additional funding will be considered only if your National Agency has sufficient funding available
- If you have experienced serious issues in implementing your plan, you can also ask to return some of the awarded funding at this stage. However, this option should be used as a last resort. Any request to lower the awarded grant will require that you submit a clear justification to your National Agency explaining why no other options are available. Whenever possible, it is better to request a prolongation of your grant agreement and to use the additional time to implement the remaining activities. Before making a request to reduce your grant, please ask for advice of your National Agency.

## Amendment requests

[Create new amendment request](#)

# BM sadaļa *Reports*

## Project Activities and Budget Details ⓘ



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### Content menu <

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### Beneficiary Reports

#### Final Beneficiary Report

Please click on this button to generate a new Beneficiary Report

**Generate Beneficiary Report**

# BM sadaļa Reports

## Ieskats projekta galīgā ziņojuma sadaļās:

[Start submission process](#)

[PDF](#)

- ✓ Evaluation criteria
- ✓ Project details
- ✓ Budget
- ✗ Activities
- ✗ Participants' feedback
- ✓ European Language Label
- ✓ Hosting organisations
- ✓ Supporting organisations
- ✓ Feedback

Draft report saved (%) [Back to reports](#)

### Evaluation criteria

The following evaluation criteria will be used to assess your final report on a scale of 100 points. The evaluation result will be used as part of the scoring for your future grant applications with your accreditation.

A large part of the assessment is based on the Erasmus quality standards, which you have committed to as part of your accreditation process. Before completing your report, we recommend that you read the standards again to understand the evaluation criteria fully. You may access the quality standards on the Europa web: [here](#)

Delivering targets and coherence with Erasmus Plan (50 points)	<p><u>The extent to which:</u></p> <ul style="list-style-type: none"><li>• the awarded funding has been absorbed by the beneficiary organisation (or sufficient justification has been provided for a lower absorption)</li><li>• the beneficiary has managed their grant effectively and efficiently, by taking into account the indicative targets defined in the grant agreement and adapting them to maximise the impact of implemented activities</li><li>• evolution that has taken place between the indicative targets and implemented activities is well explained in relation to the implementation circumstances and the beneficiary's Erasmus Plan</li><li>• the beneficiary has given appropriate priority to activities and categories of participants that have been marked as a priority at application stage</li></ul>
Compliance with Erasmus quality standards (50 points)	<p><u>The extent to which:</u></p> <ul style="list-style-type: none"><li>• the implemented activities and participants' feedback show that the beneficiary has integrated basic principles of inclusion and diversity, digital education, and environmental sustainability and responsibility in the implementation of their activities</li><li>• the beneficiary has ensured sufficient participant report submission rates (in case of low submission rates, the beneficiary's explanation will be taken into account)</li><li>• participants' feedback shows that the quality of the implemented activities and support provided to the participants have been in line with the quality standards</li></ul>

# BM sadaļa *Budget*

## Budget

[Export](#)

	Awarded Budget	Reported Budget	% Reported/Awarded
Organisational support	0 €	25200 €	0 %
Travel	0 €	18305 €	0 %
Individual support	0 €	73636 €	0 %
Linguistic support	0 €	0 €	0 %
Course fees	0 €	0 €	0 %
Preparatory visits	0 €	0 €	0 %
Inclusion support for organisations	0 €	0 €	0 %
Inclusion support for participants	0 €	0 €	0 %
Exceptional costs for expensive travel	0 €	0 €	0 %
Exceptional cost for visa and other entry requirements	0 €	0 €	0 %
Exceptional costs for financial guarantee	0 €	<input type="text" value="0"/> € *	0 %
Total	117141 €	117141 €	100 %



Veiksmīgu projektu īstenošanu!

Reinis Tralmaks

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Erasmus+

Bagātini pieredzi, domā plašāk