



# *Beneficiary Module –* Projektu īstenošanas modulis, KA122 projektiem

20.09.2023.



Valsts izglītības  
attīstības aģentūra



Erasmus+

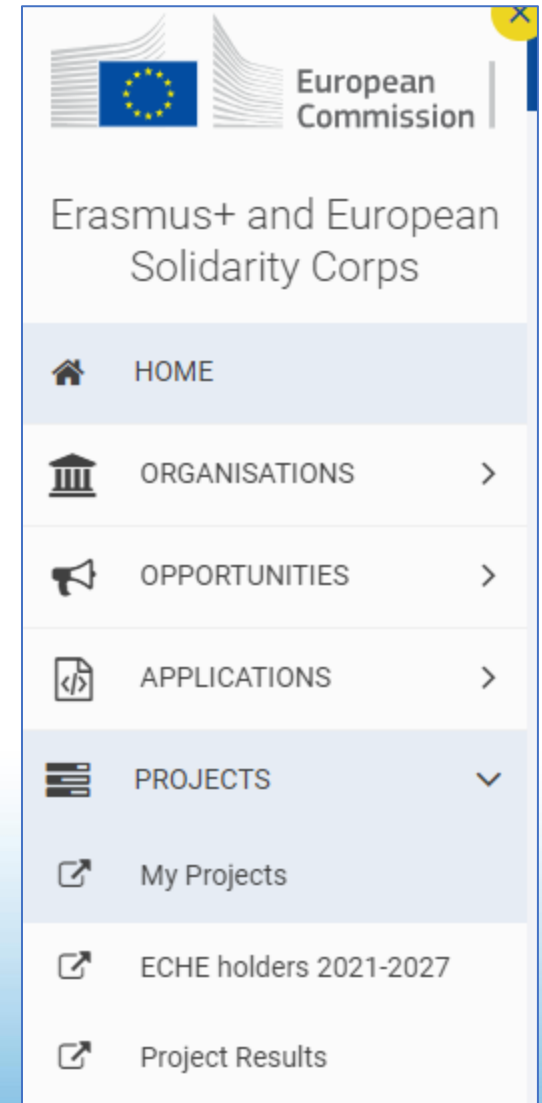
Bagātini pieredzi, domā plašāk

# 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*, projekta pieteikumā norādītie projekta koordinators, likumiskā pārstāvja e-pasti.

**Project Activities and Budget Details**

Grant Agreement No. : 2022-1-LV01-  
NA : LV01 - Valsts izglītības attīstības aģen

**Important!** Revalidation of mobilities

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-KA122-VET-

Grant Agreement No. :

Awarded/Reported Budget :

Awarded/Reported Budget :

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

Details

Organisations

Contacts

Preparatory visits

Mobility Activities

Import-export mobility activity

Fewer Opportunities

Reports

Budget

### Filter

Details

Context

Information

National agency

Beneficiary organisation

### Details

#### 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: 2022

Round: Round 1

Start of Project: 01/08/2022

End of Project: 31/07/2023

Project Duration (months): 12 months

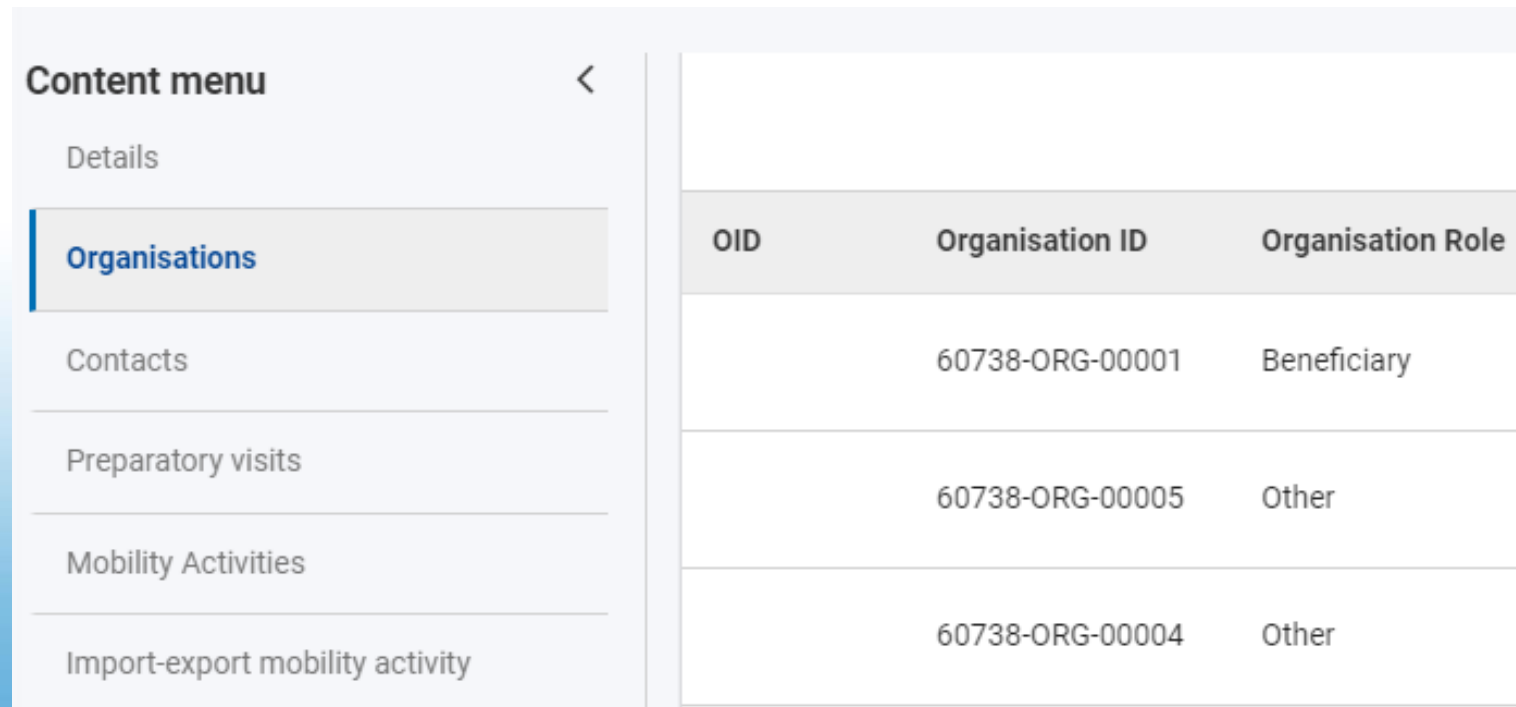
Pamatinformācija par projektu: projekta veids, sākuma un beigu datums, galīgā ziņojuma iesniegšanas termiņš utt.; manuāli nerediģējama sadaļa.

#### Project Information

Erasmus+

# BM sadaļa *Organisations*

- Informācija par nosūtošo organizāciju un projekta pieteikumā norādītajām partnerorganizācijām.
- **Jāaktualizē informācija** par savu organizāciju un uzņemošajām organizācijām.



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*

**Content menu** <

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

**Individual mobility activities**

## 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 mobility activity status from Complete to Draft or vice versa.

### List of mobility activities (10)

Q Search... Search Bul

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
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# BM sadaļa *Mobility Activities* – + Create

Content menu <

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

Create a Draft Mobility DRAFT

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MOBILITY ACTIVITY v

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



# *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**
- 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** <

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

## Fewer Opportunities

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 *Reports*

The screenshot displays a web interface for the 'BM Reports' section. On the left is a 'Content menu' sidebar with a back arrow, containing the following items: Details, Organisations, Contacts, Preparatory visits, Mobility Activities, Import-export mobility activity, Fewer Opportunities, **Reports** (highlighted with a blue bar), and Budget. The main content area is titled 'Beneficiary Reports' and features a section for the 'Final Beneficiary Report'. Below the title, there is a text prompt: 'Please click on this button to generate a new Beneficiary Report', followed by a prominent green button labeled 'Generate Beneficiary Report'.

# BM sadaļa *Reports*

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

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.

### 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

# BM sadaļa *Budget*

Content menu		Budget		
		Export		
		Awarded Budget	Reported Budget	% Reported/Awarded
Details				
Organisations				
Contacts				
Preparatory visits				
Mobility Activities				
Import-export mobility activity				
Fewer Opportunities				
Reports				
<b>Budget</b>				
	Organisational support	2450 €	2450 €	100 %
	Travel	1920 €	1920 €	100 %
	Individual support	19364 €	19364 €	100 %
	Linguistic support	0 €	0 €	0 %
	Course fees	0 €	0 €	0 %
	Preparatory visits	0 €	0 €	0 %
	Inclusion support for organisations	700 €	700 €	50 %
	Inclusion support for participants	700 €	700 €	100 %
	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 €	0 € *	0 %
	<b>Total</b>	<b>25134 €</b>	<b>25134 €</b>	<b>100 %</b>

Veiksmīgu projektu īstenošanu!

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