



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

29.08.2023.



Valsts izglītības  
attīstības aģentūra



Erasmus+

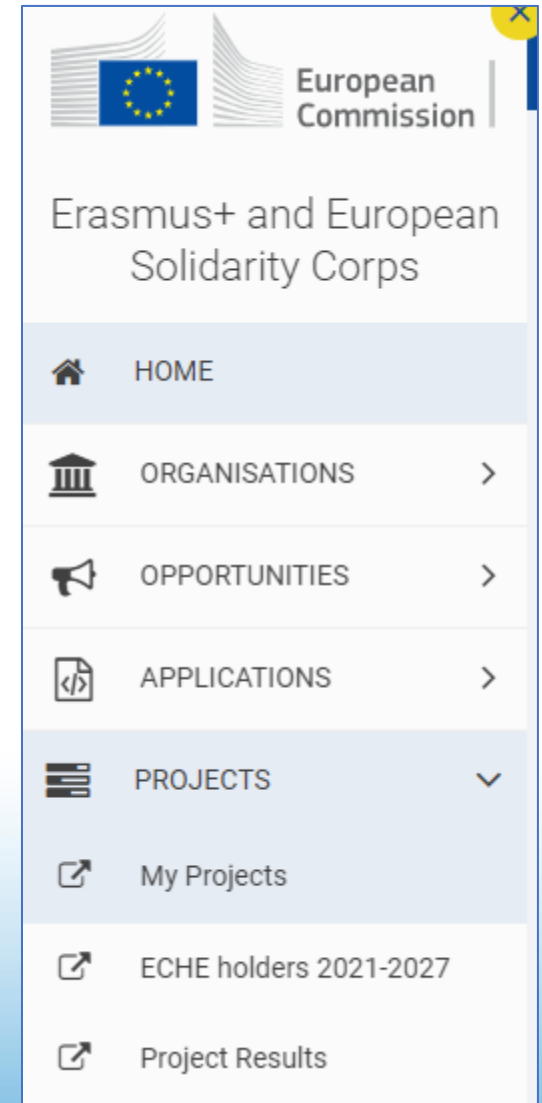
Bagātini pieredzi, domā plašāk

# Piekļuve projektam no EESC platformas

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

Plānotā projektu pieejamība: 2023. gada oktobris







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.

The screenshot displays the 'Project Activities and Budget' section of the Beneficiary Module. It includes a table with columns for Beneficiary, Legal Representative, Primary Contact, OLS administrator, and Access to project management. Below the table is a warning message about mobility revalidation. A 'Content menu' on the left shows 'Contacts' as the active section. The 'Contact' section is currently empty, with a table header for 'Contacts (2)' and columns for Organisation OID, Organisation legal name, First Name, Last Name, Position, and Email.

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

**Important!** Revalidation of mobilities procedure is applied for Call 2021 and Call 2022 Higher education (KA131) and Youth projects

**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)

The screenshot displays the 'Project Activities and Budget Details' page in the Beneficiary Module. The interface is divided into three main sections: a left-hand navigation menu, a central filter section, and a right-hand details panel. The details panel is currently showing 'Context Information' for a project under the Erasmus+ programme.

**Home**

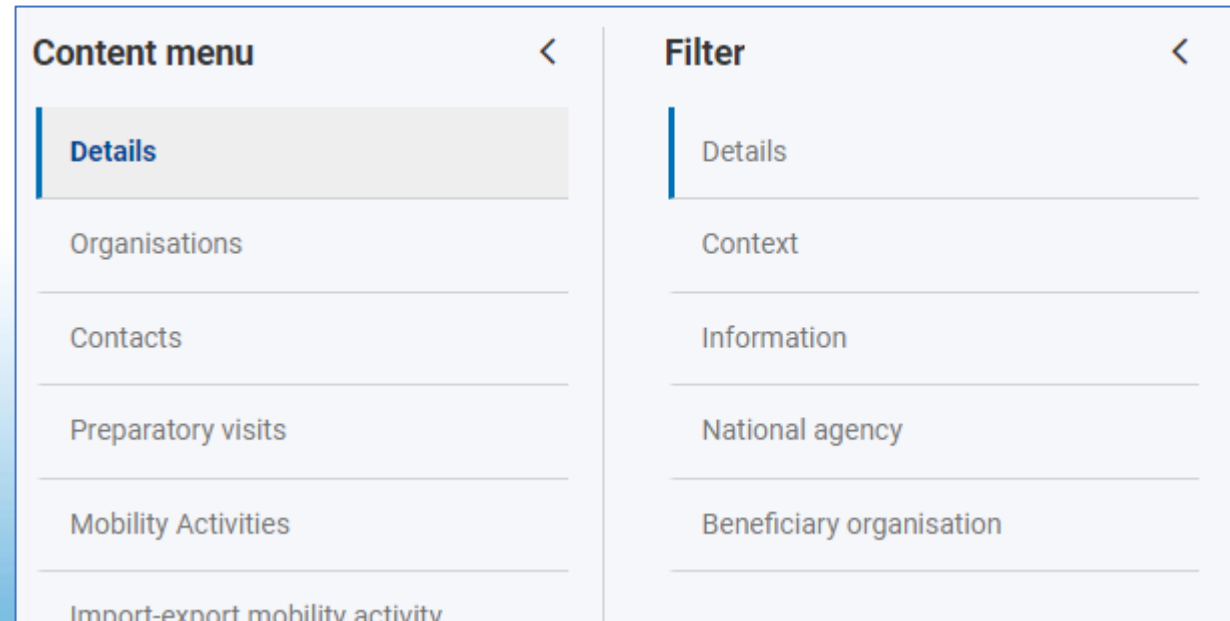
## Project Activities and Budget Details

**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	Filter	Details
<b>Details</b>	Details	<b>Context Information</b>
Organisations	Context	Programme: Erasmus+
Contacts	Information	Key Action: Learning Mobility of Individuals
Preparatory visits	National agency	Action Type: Short-term projects for mobility of learners and staff in school education
Mobility Activities	Beneficiary organisation	Call: 2022
Import-export mobility activity		Round: Round 2
Fewer Opportunities		Start of Project: 21/03/2023
Reports		End of Project: 20/09/2024
Budget		Project Duration (months): 18 months
		<b>Project Information</b>

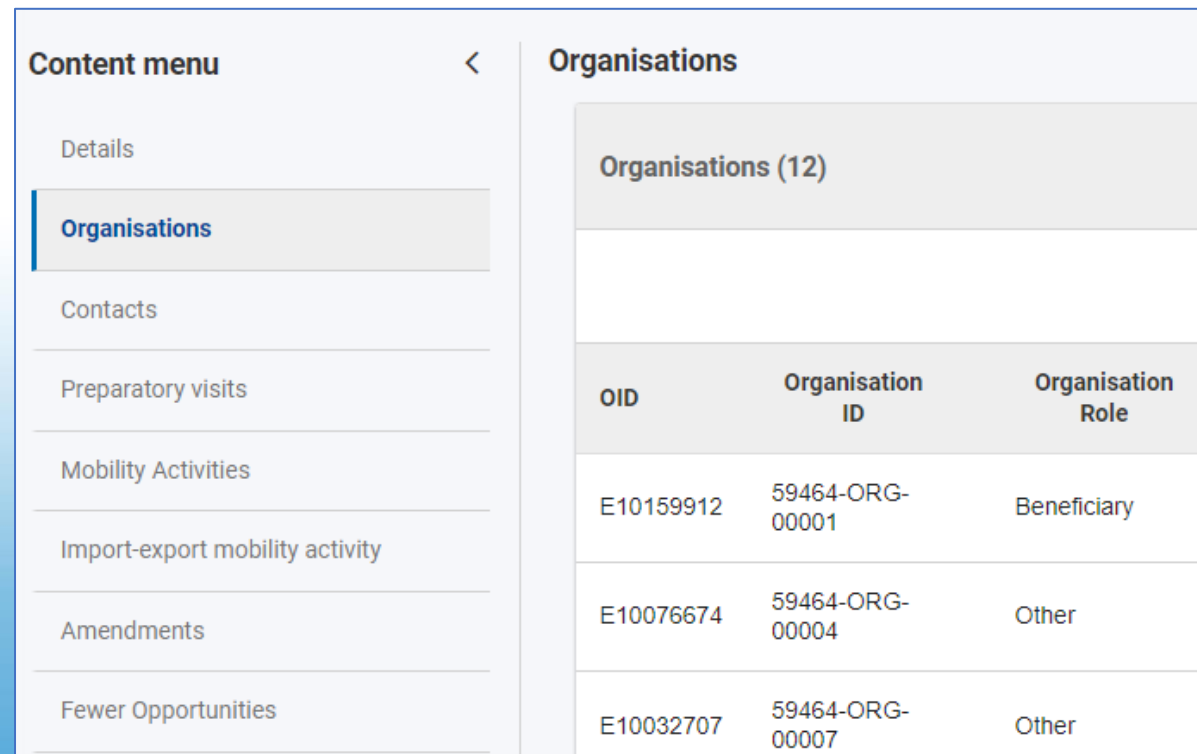
# *BM* sadaļa *Details*

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



# BM sadaļa *Organisations*

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



The screenshot displays the 'Organisations' section of the BM interface. On the left is a 'Content menu' with options: Details, Organisations (selected), Contacts, Preparatory visits, Mobility Activities, Import-export mobility activity, Amendments, and Fewer Opportunities. The main area shows a table of organisations with 12 total entries. The table has columns for OID, Organisation ID, and Organisation Role.

OID	Organisation ID	Organisation Role
E10159912	59464-ORG-00001	Beneficiary
E10076674	59464-ORG-00004	Other
E10032707	59464-ORG-00007	Other

# BM sadaļa *Preparatory visits*

Ievada, ja plānotas / īstenotas, citādi atstāj neaizpildītu.

**Content menu** <

- Details
- Organisations
- Contacts
- Preparatory visits**
- Mobility Activities
- Import-export mobility activity

**Preparatory visits (2)**

Q S

ID	Receiving organisation	Receiving Country	Number of persons
PV1	IES ALVARO YAÑEZ	Spain	2
PV2	Convitto Nazionale "D. Cotugno"	Italy	2

# BM sadaļa *Mobility Activities*

## Project Activities and Budget Details ⓘ

Important! Revalidation of mobilities procedure is applied for Call 2021 and Call 2022 Higher education (KA131) and Youth projects. More informat

### Content menu

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

Individual mobility activities | Group 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 mobility activity status from Complete to Draft or vice versa.

#### List of mobility activities (1)

Mobility activity ID	Activity type	Participant's first name	Participant's last name	Participant's email	Sending country
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# BM sadaļa *Mobility Activities – Individual, Group activities*

**Content menu** <

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

Individual mobility activities | Group activities

Create a Draft Mobility DRAFT

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MOBILITY ACTIVITY

Mobility activity ID \*  
97250-MOB-0001

Participant's first name \*  
  
Value missing (Draft field)

Participant's email \*  
  
Value missing (Draft field)

Project Duration **21/03/2023**

Start date \*  
dd/mm/yyyy

Individual mobility activities | **Group activities**

**GROUP ACTIVITY** DRAFT

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GROUP ACTIVITY

Group activity ID \*  
97250-MOBGRP-00001

Activity type \*  
Group mobility of school pupils

Description: what was the content of the activity? \*  
  
Value missing

Main language used during mobility activity \*  
  
Value missing

Other languages used during mobility activity  
  
Max. 3 selections

According to your assessment, which of the participants' key competences were improved as a result of this mobility activity? You may read the definitions and explanations of the key competences here \*  
  
Value missing

# *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*

## Project Activities and Budget Details

Project



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### Content menu

Details

Organisations

Contacts

Preparatory visits

Mobility Activities

Import-export mobility activity

Amendments

**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

9

Barriers linked to education and training systems

9

Cultural differences

9

Disabilities

9

Economic barriers

9

Geographical barriers

9

Health problems

9


Social barriers

9

# BM sadaļa *Reports*

## Project Activities and Budget Details



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### Content menu



Details

Organisations

Contacts

Preparatory visits

Mobility Activities

Import-export mobility activity

Amendments

Fewer Opportunities

**Reports**

Budget

### Beneficiary Reports

#### Final Beneficiary Report

Please click on this button to generate a new Beneficiary Report

**Generate Beneficiary Report**

# BM sadaļa Reports

## 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? \*

# BM sadaļa *Budget*

Home

## Project Activities and Budget Details ⓘ



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### Content menu <

Details

Organisations

Contacts

Preparatory visits

Mobility Activities

Import-export mobility activity

Fewer Opportunities

Reports

**Budget**

Organisational support	800 €	200 €
Travel	4140 €	720 €
Individual support	8064 €	1728 €
Linguistic support	0 €	0 €
Course fees	3200 €	800 €
Preparatory visits	0 €	0 €
Inclusion support for organisations	400 €	100 €
Inclusion support for participants	0 €	0 €
Exceptional costs for expensive travel	0 €	0 €
Exceptional cost for visa and other entry requirements	0 €	0 €
Exceptional costs for financial guarantee	0 €	<input type="text" value="0"/> € *
<b>Total</b>	<b>16604 €</b>	<b>3548 €</b>

Veiksmīgu projektu īstenošanu!

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