



Jornadas de formación inicial a beneficiarios de KA219

Madrid, 9 de octubre de 2015





Mobility Tool+
MT+
Plataforma web integrada:
Gestión
Seguimiento
Informes



<https://webgate.ec.europa.eu/eac/mobility>

Evolución de la herramienta

Mobility Tool (Programa de Aprendizaje Permanente)

2011 Leonardo da Vinci Movilidad

2013 Erasmus

Mobility Tool + (Programa Erasmus +)

2014 Movilidad KA1

Formación Profesional

Educación Superior

Educación Escolar y de Adultos

Juventud y Deporte (ANE - INJUVE)

2015 Asociaciones estratégicas K2 (**Noviembre 2015**)

MT+ EN KA219: Situación actual

- Herramienta en desarrollo.
- Funcionalidades limitadas:
 - ✓ Detalles del proyecto.
 - ✓ Datos de contacto.
 - ✓ Organizaciones participantes.
 - ✓ Informes finales
- Se crea una copia del proyecto en la MT+ para cada uno de los socios del proyecto.

MT+: cómo acceder

- La Agencia Nacional da de alta los proyectos en la MT+.
- La herramienta genera un email informativo a la persona de contacto.
- <https://webgate.ec.europa.eu/eac/mobility/>

MT+: cómo acceder

La autorización para acceder al proyecto requiere 1 sola condición



Utilizar una cuenta ECAS vinculada a la misma dirección de correo electrónico que la de la persona de contacto del proyecto confirmada al SEPIE



Cuenta ECAS e instituciones con varios proyectos

En el caso de una misma institución y mismo coordinador

Programa de Aprendizaje Permanente

Proyecto
Leonardo da
Vinci IVT 2012

Proyecto
Erasmus
ERA04
2013

Erasmus +

Proyecto KA103
2014

Proyecto KA102
2015

Para acceder desde una misma cuenta ECAS a varios proyectos

↓
Mismo email de contacto para todos los proyectos
(no hace falta que sea la misma persona de contacto)

≡ Email cuenta ECAS

↓
Se recomienda dirección institucional

MT+: cómo acceder

EUROPA > Servicio de Autenticación > Conexión

ECAS autentica su identidad como usuario en los sitios web de la Comisión Europea

Mobility Tool pide la autenticación del usuario

Nombre de usuario o dirección de correo electrónico

Contraseña

Recordar mi nombre de usuario
 Advertirme cada vez que una aplicación pida mi identidad
 Ver los datos de mi cuenta ECAS después de conectar con

¡CONEXIÓN!

[¿Ha olvidado su contraseña?](#)
[Crear cuenta](#) | [Ayuda](#)

Externo
¿El dominio seleccionado es correcto?
CÁMBIELO

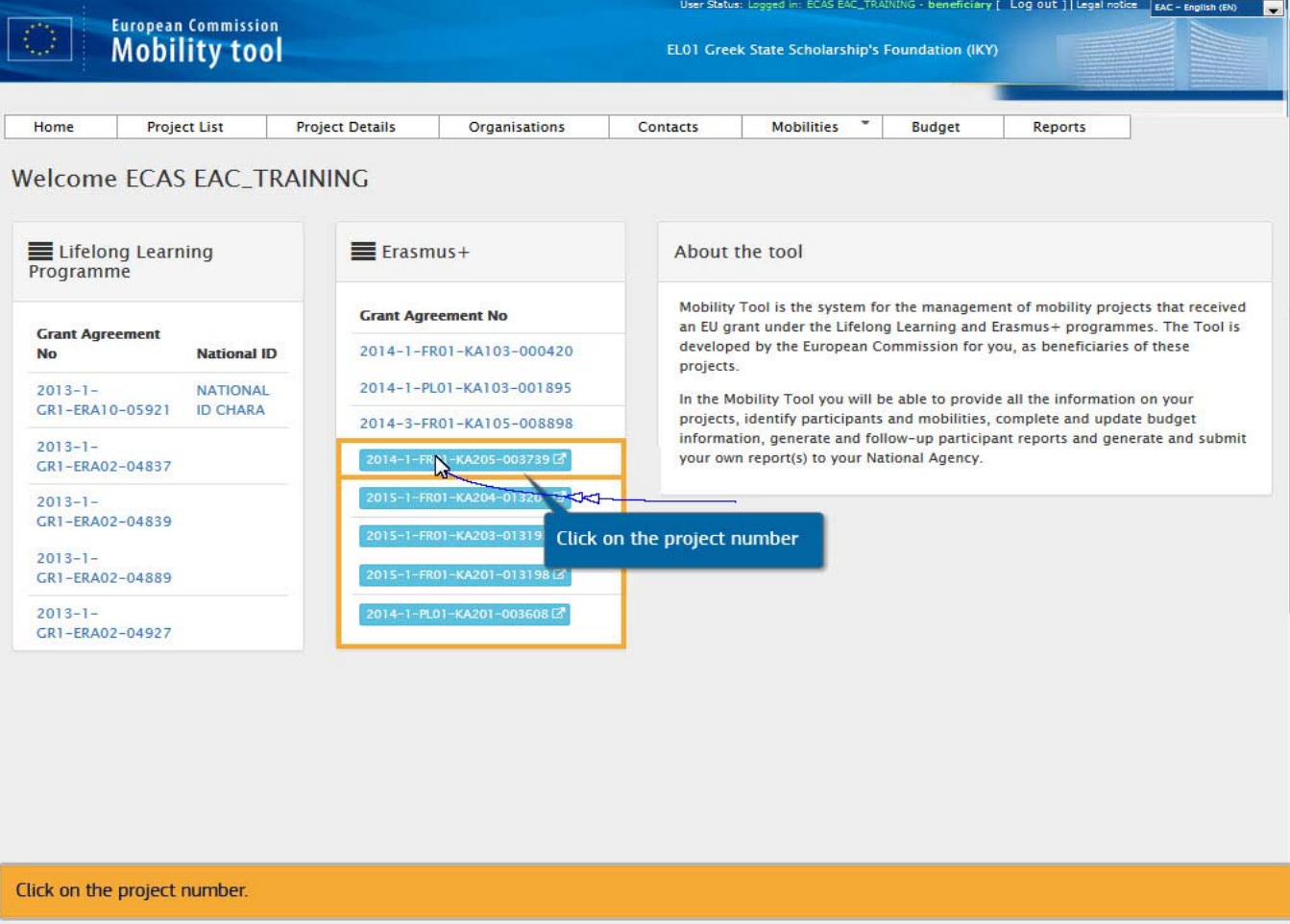


Sistema de autenticación seguro y confidencial (la AN no puede acceder a sus claves y modificarlas)

MT+: página de inicio

- En la página de inicio nos vamos a encontrar todos los proyectos asociados a la cuenta ECAS de la persona de contacto.
- Para acceder a nuestro proyecto de KA219 simplemente pinchamos en el enlace correspondiente.

MT+: página de inicio



User Status: Logged in: ECAS EAC_TRAINING - beneficiary | Log out | Legal notice | EAC - English (EN)

European Commission
Mobility tool
EL01 Greek State Scholarship's Foundation (IKY)

Home | Project List | Project Details | Organisations | Contacts | Mobilities | Budget | Reports

Welcome ECAS EAC_TRAINING

Lifelong Learning Programme

Grant Agreement No	National ID
2013-1-CR1-ERA10-05921	NATIONAL ID CHARA
2013-1-CR1-ERA02-04837	
2013-1-CR1-ERA02-04839	
2013-1-CR1-ERA02-04889	
2013-1-CR1-ERA02-04927	

Erasmus+

Grant Agreement No
2014-1-FR01-KA103-000420
2014-1-PL01-KA103-001895
2014-3-FR01-KA105-008898
2014-1-FR01-KA205-003739
2015-1-FR01-KA204-01320
2015-1-FR01-KA203-01319
2015-1-FR01-KA201-013198
2014-1-PL01-KA201-003608

About the tool

Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.

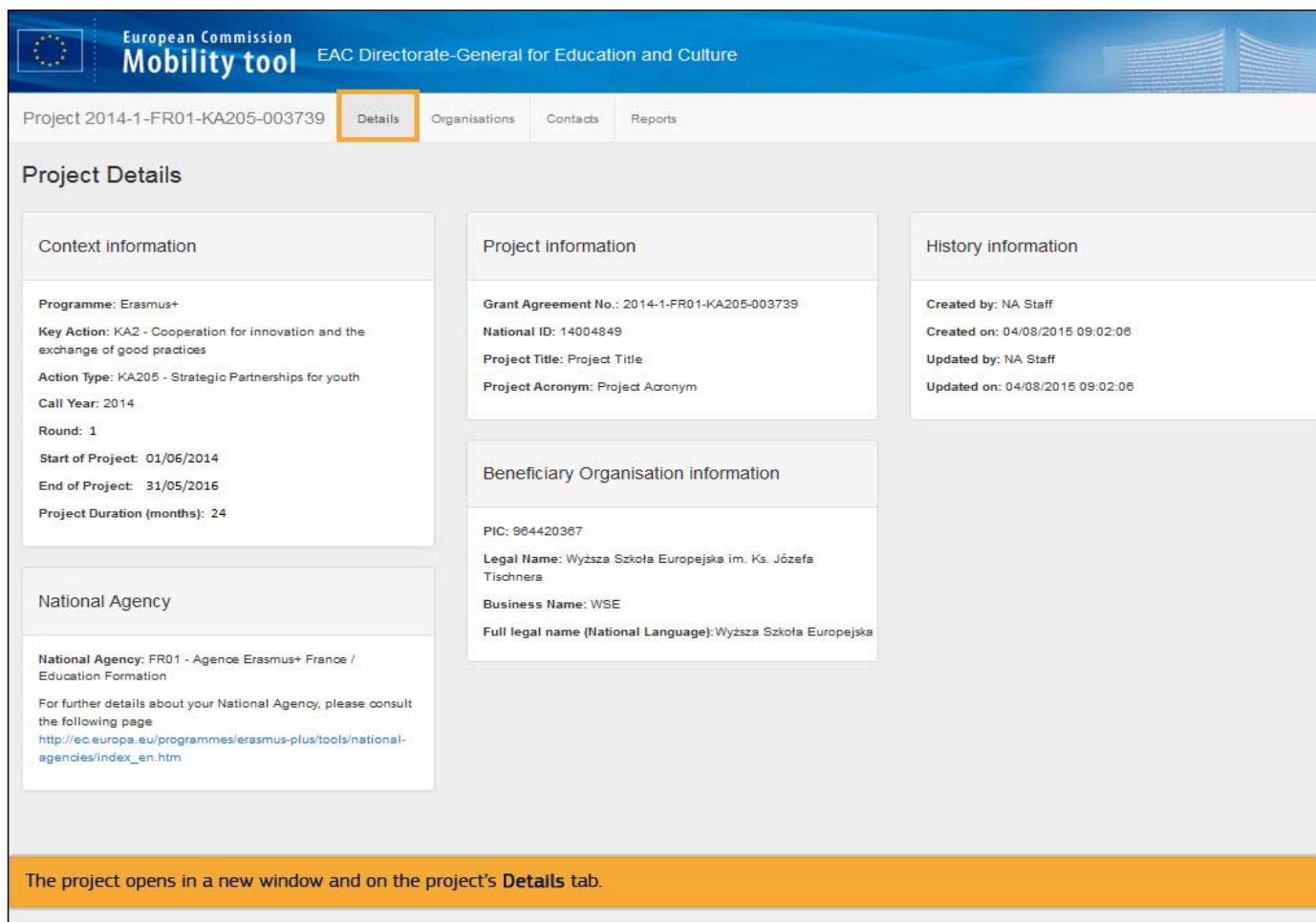
In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.

Click on the project number.

MT+: detalles del proyecto

- Al entrar en nuestro proyecto nos lleva directamente a la sección en donde se recogen los datos del proyecto.
- Importante: verificar que los datos son correctos (en caso contrario → informar a la AN)

MT+: detalles del proyecto



The screenshot displays the 'Mobility tool' interface for the European Commission, specifically the EAC Directorate-General for Education and Culture. The page is titled 'Project 2014-1-FR01-KA205-003739' and features a navigation menu with 'Details', 'Organisations', 'Contacts', and 'Reports'. The 'Details' tab is active, showing the following information:

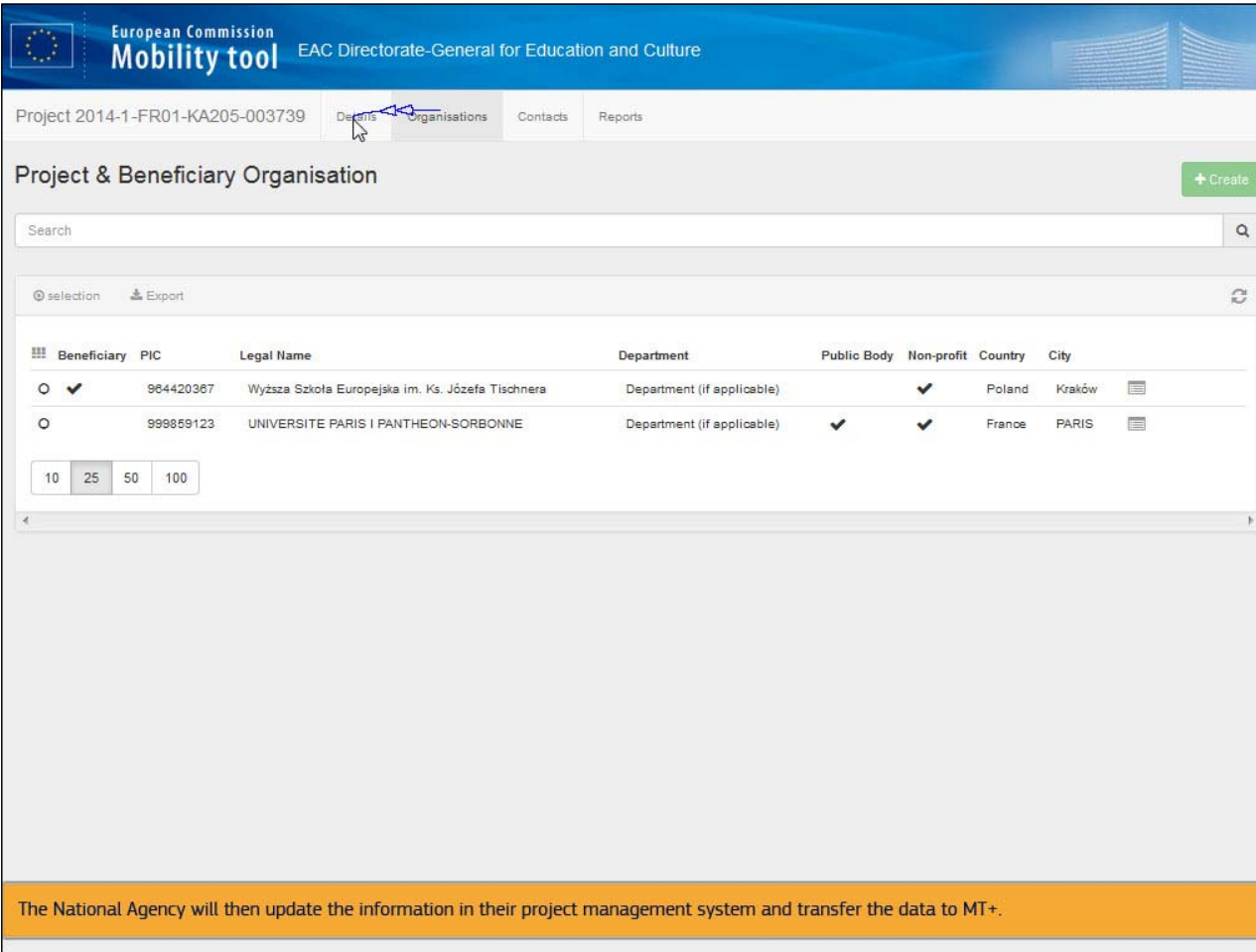
- Context information:**
 - Programme: Erasmus+
 - Key Action: KA2 - Cooperation for innovation and the exchange of good practices
 - Action Type: KA205 - Strategic Partnerships for youth
 - Call Year: 2014
 - Round: 1
 - Start of Project: 01/06/2014
 - End of Project: 31/05/2016
 - Project Duration (months): 24
- National Agency:**
 - National Agency: FR01 - Agence Erasmus+ France / Education Formation
 - For further details about your National Agency, please consult the following page: http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm
- Project information:**
 - Grant Agreement No.: 2014-1-FR01-KA205-003739
 - National ID: 14004849
 - Project Title: Project Title
 - Project Acronym: Project Acronym
- Beneficiary Organisation information:**
 - PIC: 964420367
 - Legal Name: Wyższa Szkoła Europejska im. Ks. Józefa Tischnera
 - Business Name: WSE
 - Full legal name (National Language): Wyższa Szkoła Europejska
- History information:**
 - Created by: NA Staff
 - Created on: 04/08/2015 09:02:06
 - Updated by: NA Staff
 - Updated on: 04/08/2015 09:02:06

The project opens in a new window and on the project's **Details** tab.

MT+: organizaciones

- Aparecen por defecto los datos de contacto de la organización y de las entidades socias.
- Importante: verificar que los datos son correctos
- En caso contrario se deberán actualizar los datos en URF e informar a la AN.

MT+: organizaciones



European Commission
Mobility tool EAC Directorate-General for Education and Culture

Project 2014-1-FR01-KA205-003739

Departments Organisations Contacts Reports

Project & Beneficiary Organisation

+ Create

Search

selection Export

Beneficiary	PIC	Legal Name	Department	Public Body	Non-profit	Country	City
<input checked="" type="radio"/>	984420367	Wyższa Szkoła Europejska im. Ks. Józefa Tischnera	Department (if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Poland	Kraków
<input type="radio"/>	999859123	UNIVERSITE PARIS I PANTHEON-SORBONNE	Department (if applicable)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	France	PARIS

10 25 50 100

The National Agency will then update the information in their project management system and transfer the data to MT+.

MT+: contactos

- Importante: verificar que los datos son correctos
- En caso contrario se deberán actualizar.

MT+: contactos

European Commission
Mobility tool EAC Directorate-General for Education and Culture

Project 2014-1-FR01-KA205-003739 Details Organisations **Contacts** Reports

List Contacts

Search

[+ Create](#)

Click on +Create

selection Export

	PIC	Legal Name	Contact First Name	Contact Last Name	Department	Position	Email	Telephone 1	Legal Beneficiary Representative	Preferred Contact	Access to Project
<input type="radio"/>	964420367	Wyzsza Szkoła Europejska im. Ks. Józefa Tischnera	First Name	Family Name	Department	Position	NoReply@EAC.eu	+3245879658	✓	✓	☰
<input type="radio"/>	964420367	Wyzsza Szkoła Europejska im. Ks. Józefa Tischnera	First Name	Family Name	Department	Position	NoReply@EAC.eu	+36954545878745	✓	✓	☰ ✎ 🗑️
<input type="radio"/>	999859123	UNIVERSITE PARIS I PANTHEON-SORBONNE	First Name	Family Name	Department	Position	NoReply@EAC.eu	+36545454545454	✓	✓	☰ ✎ 🗑️
<input type="radio"/>	999859123	UNIVERSITE PARIS I PANTHEON-SORBONNE	First Name	Family Name	Department	Position	NoReply@EAC.eu	+395646558798646897			☰ ✎ 🗑️

10 25 50 100

Click on +Create.

MT+: añadir o editar contactos

European Commission
Mobility tool
EAC Directorate-General for Education and Culture

Project 2014-1-FR01-1

List Contacts

Search

selection Export

PIC	Legal Name
904420367	Wyzsza Szkoła Europejska im. Ks. Józefa Tischnera
904420367	Wyzsza Szkoła Europejska im. Ks. Józefa
999859123	UNIVERSITÉ PARIS PANTHÉON SORBONNE
999859123	UNIVERSITÉ PARIS PANTHÉON SORBONNE

10 25 50 100

Same as Organisation

Post Code * CEDEX

Contact Details

Save

Organisation *
Wyzsza Szkoła Europejska im. Ks. Józefa Tischnera [Beneficiary]

Title *
value required

Contact Gender *
Male

Contact First Name *
value required

Contact Last Name *
value required

Department

Position *
value required

Email *
value required

Legal Representative

Preferred Contact

Access to Project
Select this option to invite the user to use the website Mobility Tool.
An invitation will be sent by Email to the address provided above.

Legal Address *
value required

Country *
value required

Region

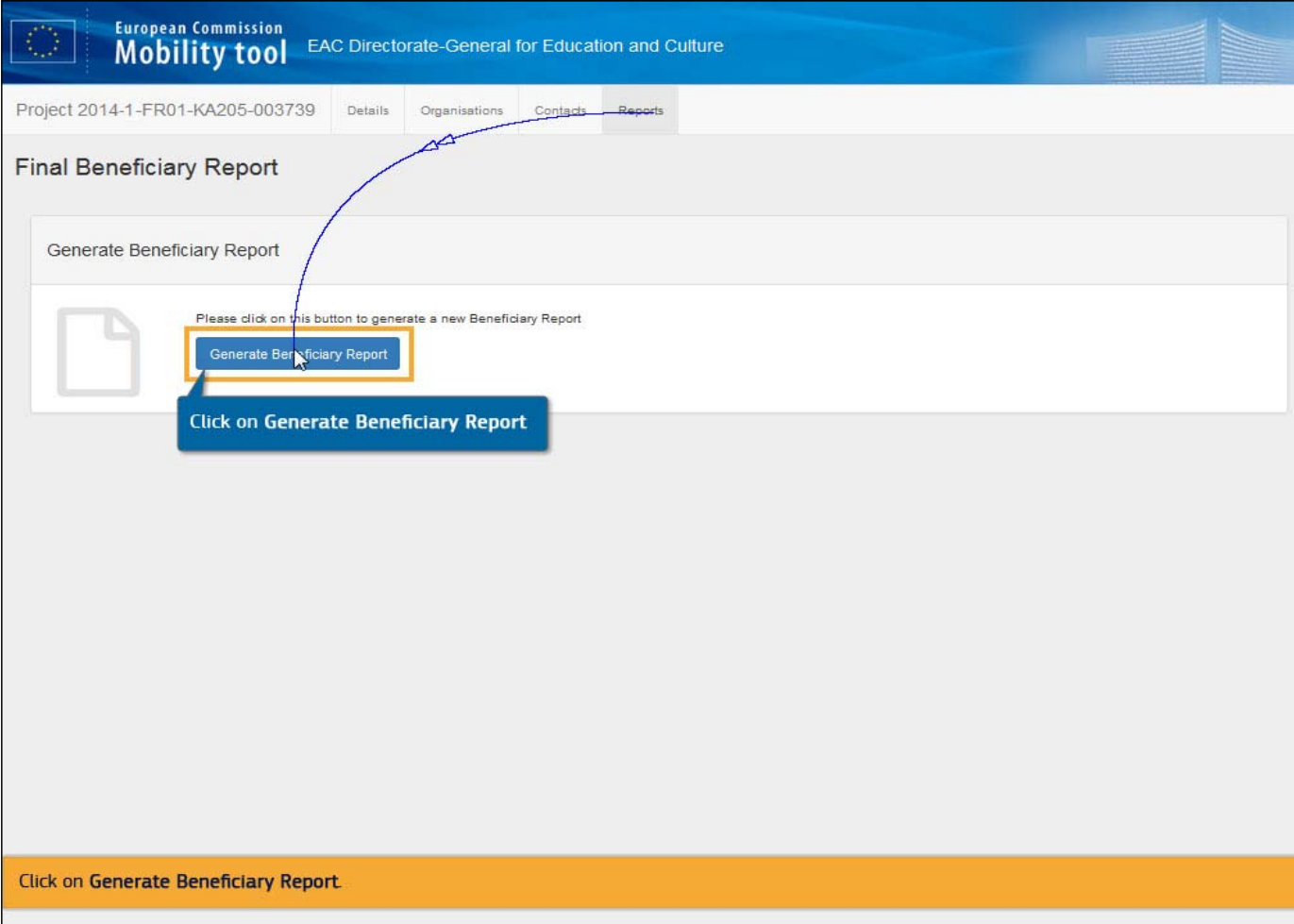
P.O. Box

Fill in the Contact Details.

MT+: informes (coordinadores)

- Se rellena el informe directamente en la MT+.
- El presupuesto se rellena a través de una hoja excel que se puede descargar en el informe de la MT+
- Al final del proceso hay que generar y cumplimentar la declaración de honor.

MT+: informes



European Commission
Mobility tool EAC Directorate-General for Education and Culture

Project 2014-1-FR01-KA205-003739 Details Organisations Contacts **Reports**

Final Beneficiary Report

Generate Beneficiary Report

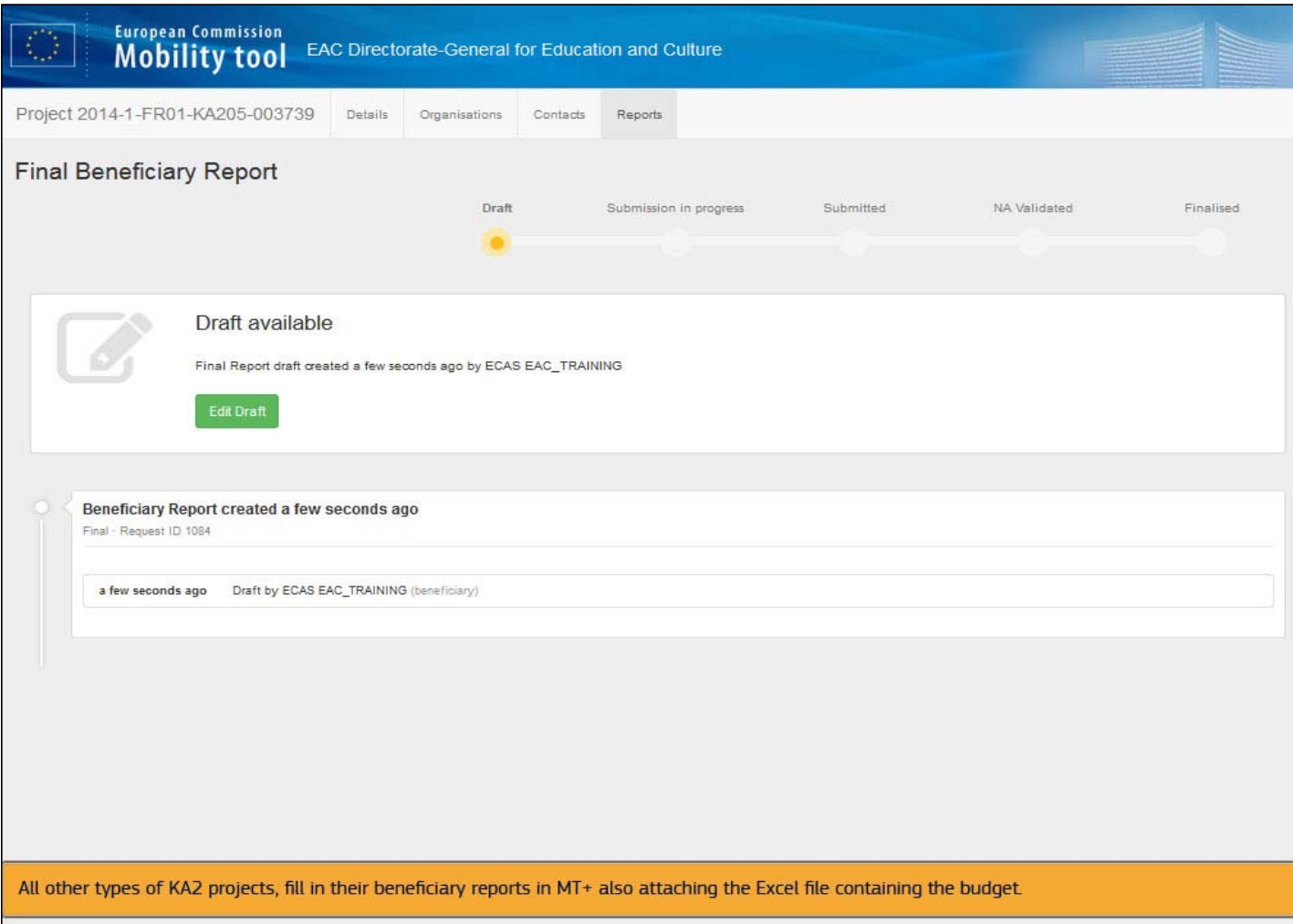
Please click on this button to generate a new Beneficiary Report

Generate Beneficiary Report

Click on Generate Beneficiary Report

Click on Generate Beneficiary Report

MT+: informes




European Commission
Mobility tool EAC Directorate-General for Education and Culture

Project 2014-1-FR01-KA205-003739 Details Organisations Contacts Reports

Final Beneficiary Report

Draft Submission in progress Submitted NA Validated Finalised


 **Draft available**
Final Report draft created a few seconds ago by ECAS EAC_TRAINING
[Edit Draft](#)

Beneficiary Report created a few seconds ago
Final - Request ID 1084

a few seconds ago Draft by ECAS EAC_TRAINING (beneficiary)

All other types of KA2 projects, fill in their beneficiary reports in MT+ also attaching the Excel file containing the budget.

MT+: informes


European Commission
Mobility tool EAC Directorate-General for Education and Culture

Project 2014-1-FR01-KA205-003739 Details Organisations Contacts Reports

draft saved a minute ago

not ready for submission

return to report page · print draft

- 1. Context ✔
- 2. Project Summary ✔
- 3. Description of the Project
- 4. Project Management
- 5. Implementation
- 6. Follow-up
- 7. Budget
- Annexes 0

Final Beneficiary Report for 2014-1-FR01-KA205-003739

1. Context

this section resumes some general information about your project;

Programme	Erasmus+
Key Action	Cooperation for innovation and the exchange of good practices
Action	Strategic Partnerships
Action Type	Strategic Partnerships for youth
Call	2014
Round	Round : 1
Report Type	Final
Language used to fill in the form	EN

1.1. Project Identification

Grant Agreement Number	2014-1-FR01-KA205-003739
Project Title	Project Title
Project Acronym	Project Acronym
Project Start Date (dd-mm-yyyy)	01/06/2014
Project End Date (dd-mm-yyyy)	31/05/2015

in order to generate the Beneficiary Report again and to refresh the project data.

Beneficiary Organisation Full Legal Name (Latin characters) Wyższa Szkoła Europejska im. Ks. Józefa Tischnera

MT+: informes

7. Budget

this section gives a detailed overview of the final amount of the EU grant you request;

The Budget Summary and Details of your project will be collected in a separate Excel file. Please click the button below to download the file and complete all sections, in order to declare your Budget Summary and Details for PMI, TPM, IO, ME, LTT, SN and EC. Once you provided all necessary data in the file, please save it and upload the file in the "Annexes" section of this Final Report, then mark it accordingly with "Contains Budget Summary". Please note that you cannot submit this Final Report without attaching the Budget Summary.

[Download Excel file](#)

Budget Summary file is not present. Please click on "Contains Budget Summary" on the [Annex section](#)

Click on Download Excel file

Please provide any further comments you may have concerning the budget as presented in the annexed Excel file.

Annexes

Annexes: in this section, you need to attach additional documents that are mandatory for the completion of the report;

Attachments quota usage

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your form online. Before submitting your report to the National Agency, please check that:

- All necessary information on your project have been encoded in Mobility Tool+
- The report form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- You have annexed all the relevant documents;
- The Declaration of Honour signed by the legal representative of the beneficiary organisation.
- The necessary supporting documents as requested in the grant agreement.

List of uploaded files

no uploaded files yet

Download the Excel template 2014 KA2 Final Beneficiary Report - Project Details and Budget by clicking on the Download Excel file button.

MT+: informes

7. Budget

this section gives a detailed overview of the final amount of the EU grant you request.

The Budget Summary and Details of your project will be collected in a separate Excel file. Please click the button below to download the file and complete all sections, in order to declare your Budget Summary and Details for PMI, TPM, IO, ME, LIT, SN and EC. Once you provided all necessary data in the file, please save it and upload the file in the "Annexes" section of this Final Report, then mark it accordingly with "Contains Budget Summary". Please note that you cannot submit this Final Report without attaching the Budget Summary.

[Download Excel file](#)

Budget Summary file is not present.
Please upload the file and then mark it as "Contains Budget Summary" on the **Annex section**

Please provide any further comments you may have concerning the budget as presented in the annexed Excel file.

Annexes

Annexes: in this section, you need to attach additional documents that are mandatory for the completion of the report;

Attachments quota usage

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your form online.
Before submitting your report to the National Agency, please check that:

- All necessary information on your project have been encoded in Mobility Tool+
- The report form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- You have annexed all the relevant documents:
- The Declaration of Honour signed by the legal representative of the beneficiary organisation.
- The necessary supporting documents as requested in the grant agreement.

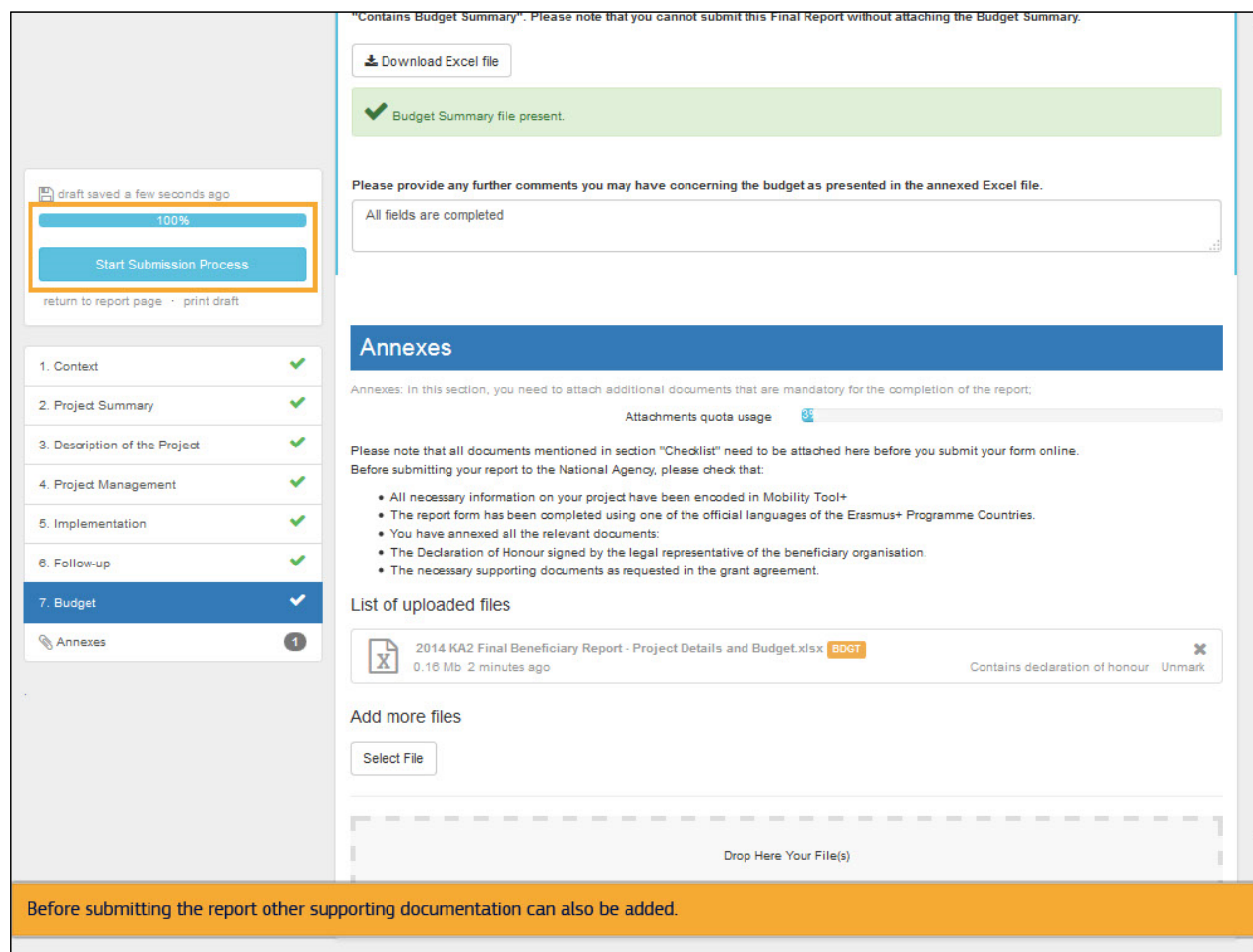
List of uploaded files

no uploaded files yet

In order to attach the Excel file, either click on the **Annex** section button or click on **Annexes**.

Select File

MT+: informes



draft saved a few seconds ago

100%

Start Submission Process

[return to report page](#) · [print draft](#)

1. Context ✓

2. Project Summary ✓

3. Description of the Project ✓

4. Project Management ✓

5. Implementation ✓

6. Follow-up ✓

7. Budget ✓

Annexes 1

"Contains Budget Summary". Please note that you cannot submit this Final Report without attaching the Budget Summary.

[Download Excel file](#)

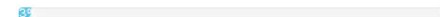
✓ Budget Summary file present.

Please provide any further comments you may have concerning the budget as presented in the annexed Excel file.

All fields are completed

Annexes


Annexes: in this section, you need to attach additional documents that are mandatory for the completion of the report.

Attachments quota usage 

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your form online. Before submitting your report to the National Agency, please check that:

- All necessary information on your project have been encoded in Mobility Tool+
- The report form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- You have annexed all the relevant documents:
- The Declaration of Honour signed by the legal representative of the beneficiary organisation.
- The necessary supporting documents as requested in the grant agreement.

List of uploaded files

 2014 KA2 Final Beneficiary Report - Project Details and Budget.xlsx **BDGT** 0.18 Mb 2 minutes ago [Contains declaration of honour](#) [Unmark](#)

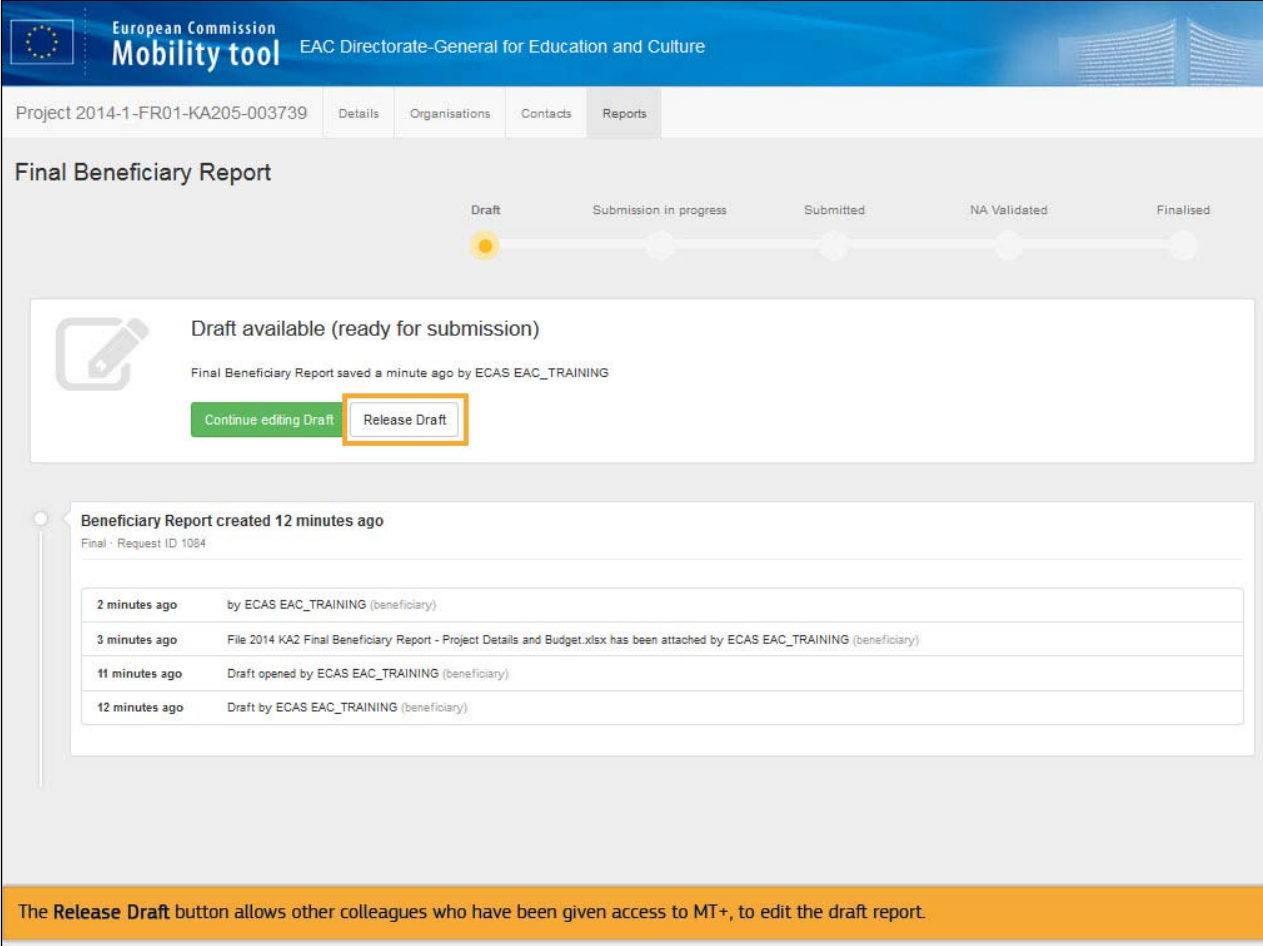
Add more files

[Select File](#)

Drop Here Your File(s)

Before submitting the report other supporting documentation can also be added.

MT+: envío de informes




The screenshot displays the 'Final Beneficiary Report' page in the MT+ system. At the top, it shows the European Commission logo and the text 'European Commission Mobility tool EAC Directorate-General for Education and Culture'. Below this, there are navigation tabs for 'Details', 'Organisations', 'Contacts', and 'Reports'. The main heading is 'Final Beneficiary Report'. A progress bar indicates the current status is 'Draft', with other stages being 'Submission in progress', 'Submitted', 'NA Validated', and 'Finalised'. A notification box states 'Draft available (ready for submission)' and 'Final Beneficiary Report saved a minute ago by ECAS EAC_TRAINING'. It contains two buttons: 'Continue editing Draft' and 'Release Draft', with the latter highlighted by a red box. Below the notification is a log of activities for the report, including 'Beneficiary Report created 12 minutes ago' and a list of actions such as 'File 2014 KA2 Final Beneficiary Report - Project Details and Budget.xlsx has been attached' and 'Draft opened'.

Project 2014-1-FR01-KA205-003739 Details Organisations Contacts Reports

Final Beneficiary Report

Draft Submission in progress Submitted NA Validated Finalised

 Draft available (ready for submission)
Final Beneficiary Report saved a minute ago by ECAS EAC_TRAINING

[Continue editing Draft](#) [Release Draft](#)

Beneficiary Report created 12 minutes ago
Final · Request ID 1084

2 minutes ago	by ECAS EAC_TRAINING (beneficiary)
3 minutes ago	File 2014 KA2 Final Beneficiary Report - Project Details and Budget.xlsx has been attached by ECAS EAC_TRAINING (beneficiary)
11 minutes ago	Draft opened by ECAS EAC_TRAINING (beneficiary)
12 minutes ago	Draft by ECAS EAC_TRAINING (beneficiary)

The **Release Draft** button allows other colleagues who have been given access to MT+, to edit the draft report.

MT+: envío de informes

draft saved a few seconds ago
100%
Start Submission Process
return to report page · print draft

Click on return to report page

Contains Budget Summary. Please note that you cannot submit this Final Report without attaching the Budget Summary.

Download Excel file

Budget Summary file present.

Please provide any further comments you may have concerning the budget as presented in the annexed Excel file.

All fields are completed

Annexes

Attachments: in this section, you need to attach additional documents that are mandatory for the completion of the report:

Attachments quota usage

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your form online. Before submitting your report to the National Agency, please check that:

- All necessary information on your project have been encoded in Mobility Tool+
- The report form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- You have annexed all the relevant documents:
- The Declaration of Honour signed by the legal representative of the beneficiary organisation.
- The necessary supporting documents as requested in the grant agreement.

List of uploaded files

	2014 KA2 Final Beneficiary Report - Project Details and Budget.xlsx	BDGT	0.16 Mb	2 minutes ago	Contains declaration of honour	Unmark
--	---	------	---------	---------------	--------------------------------	--------

Add more files

Select File

Drop Here Your File(s)

Click on return to report page.

MT+: envío de informes

European Commission
Mobility tool

Project 2014-1-FR01-KA205-00373

draft saved 2 minutes ago
100%
Start Submission Process
return to report page · print draft

1. Context
2. Project Summary
3. Description of the Project
4. Project Management
5. Implementation ✓
6. Follow-up ✓
7. Budget ✓
Annexes 1

DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST CONFIRM SUBMISSION

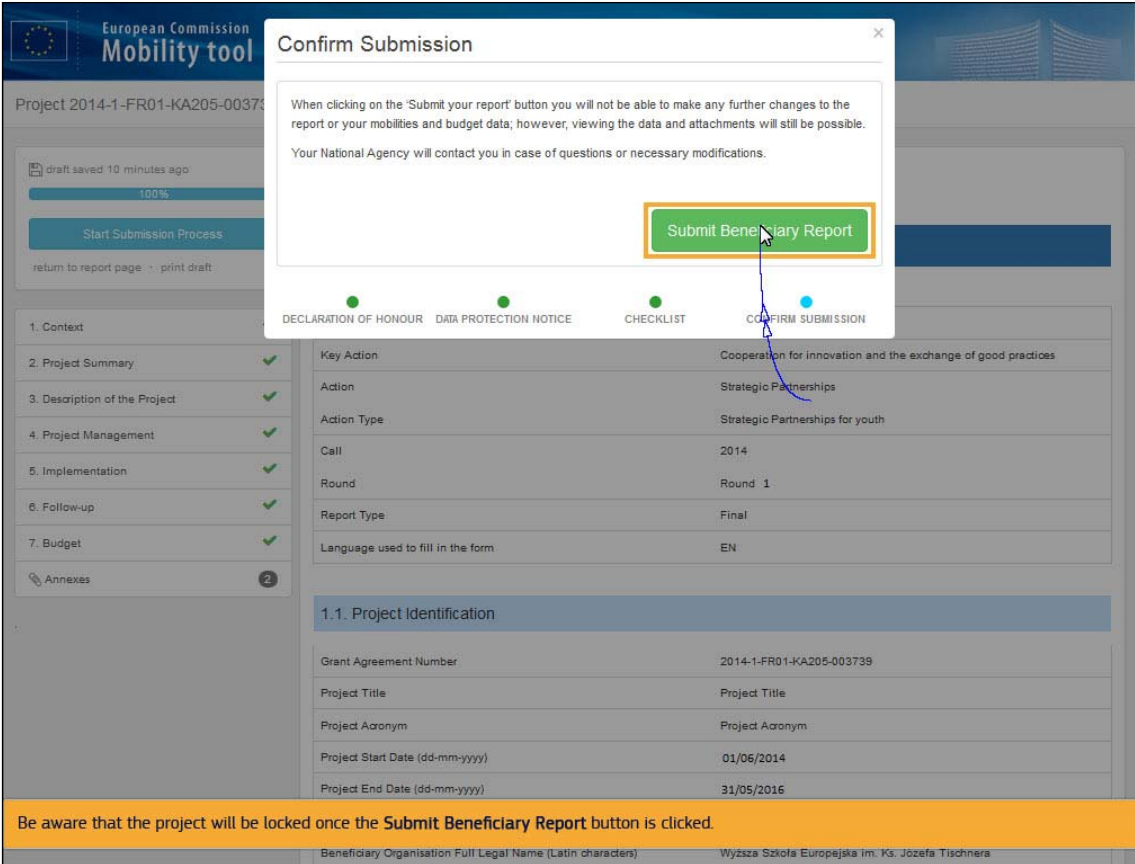
1.1. Project Identification

Grant Agreement Number	2014-1-FR01-KA205-003739
Project Title	Project Title
Project Acronym	Project Acronym
Project Start Date (dd-mm-yyyy)	01/06/2014
Project End Date (dd-mm-yyyy)	31/05/2016

Beneficiary Organisation Full Legal Name (Latin characters) Wyzsza Szkoła Europejska im. Ks. Jozefa Tischnera

Before submission can be completed, a small check appears to ensure that all necessary annexes are attached and steps performed.

MT+: envío de informes



European Commission
Mobility tool

Project 2014-1-FR01-KA205-00373

draft saved 10 minutes ago
100%
Start Submission Process
return to report page · print draft

1. Context
2. Project Summary ✓
3. Description of the Project ✓
4. Project Management ✓
5. Implementation ✓
6. Follow-up ✓
7. Budget ✓
Annexes 2

Confirm Submission

When clicking on the 'Submit your report' button you will not be able to make any further changes to the report or your mobilities and budget data; however, viewing the data and attachments will still be possible.
Your National Agency will contact you in case of questions or necessary modifications.

Submit Beneficiary Report

DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST **CONFIRM SUBMISSION**

Key Action	Cooperation for innovation and the exchange of good practices
Action	Strategic Partnerships
Action Type	Strategic Partnerships for youth
Call	2014
Round	Round 1
Report Type	Final
Language used to fill in the form	EN

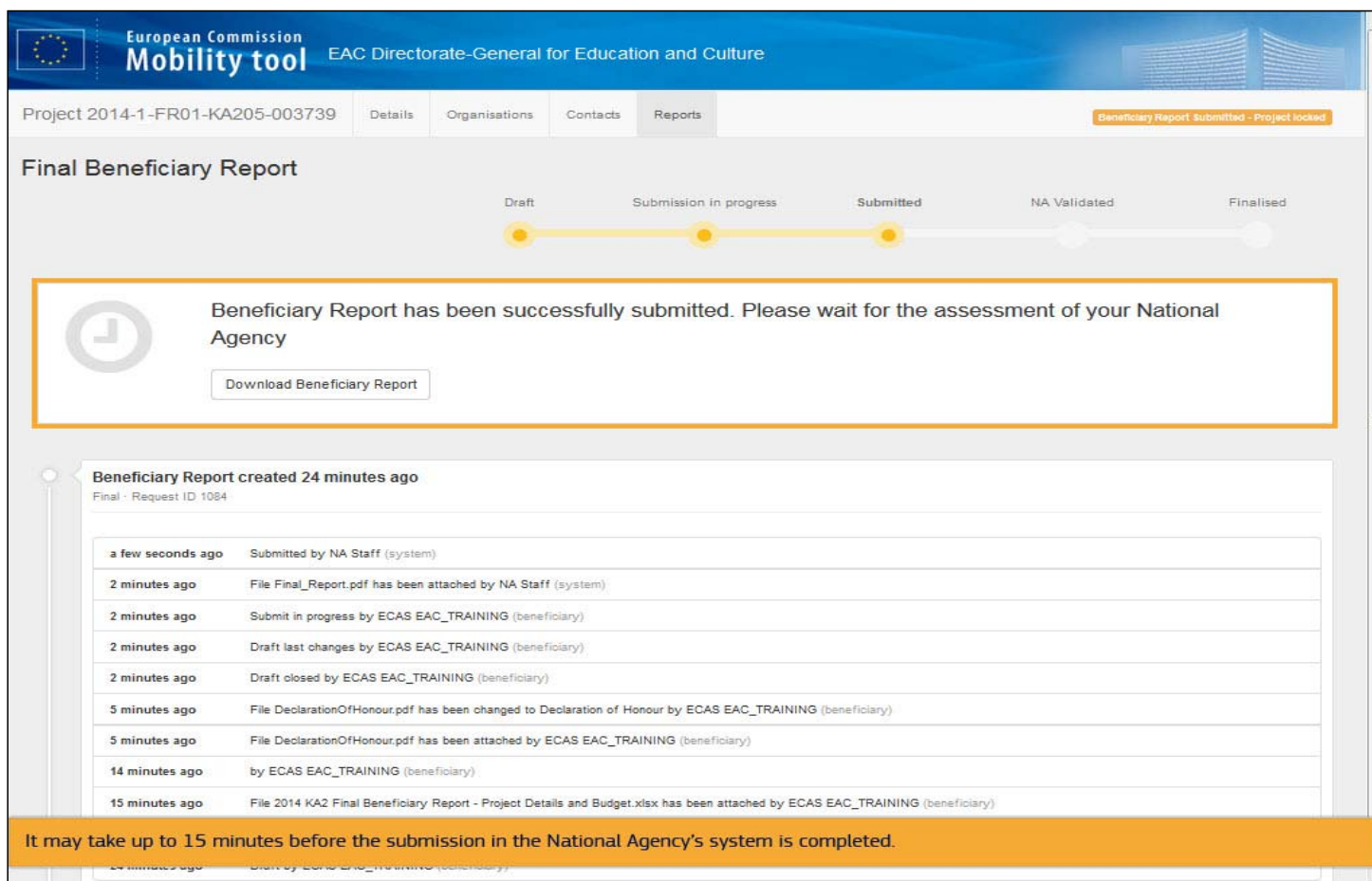
1.1. Project Identification

Grant Agreement Number	2014-1-FR01-KA205-003739
Project Title	Project Title
Project Acronym	Project Acronym
Project Start Date (dd-mm-yyyy)	01/06/2014
Project End Date (dd-mm-yyyy)	31/05/2016

Be aware that the project will be locked once the **Submit Beneficiary Report** button is clicked.

Beneficiary Organisation Full Legal Name (Latin characters) Wyższa Szkoła Europejska im. Ks. Józefa Tischnera

MT+: envío de informes




European Commission
Mobility tool EAC Directorate-General for Education and Culture

Project 2014-1-FR01-KA205-003739 Details Organisations Contacts Reports Beneficiary Report Submitted - Project locked

Final Beneficiary Report

Draft Submission in progress Submitted NA Validated Finalised

 Beneficiary Report has been successfully submitted. Please wait for the assessment of your National Agency

[Download Beneficiary Report](#)

Beneficiary Report created 24 minutes ago
Final - Request ID 1084

a few seconds ago	Submitted by NA Staff (system)
2 minutes ago	File Final_Report.pdf has been attached by NA Staff (system)
2 minutes ago	Submit in progress by ECAS EAC_TRAINING (beneficiary)
2 minutes ago	Draft last changes by ECAS EAC_TRAINING (beneficiary)
2 minutes ago	Draft closed by ECAS EAC_TRAINING (beneficiary)
5 minutes ago	File DeclarationOfHonour.pdf has been changed to Declaration of Honour by ECAS EAC_TRAINING (beneficiary)
5 minutes ago	File DeclarationOfHonour.pdf has been attached by ECAS EAC_TRAINING (beneficiary)
14 minutes ago	by ECAS EAC_TRAINING (beneficiary)
15 minutes ago	File 2014 KA2 Final Beneficiary Report - Project Details and Budget.xlsx has been attached by ECAS EAC_TRAINING (beneficiary)

It may take up to 15 minutes before the submission in the National Agency's system is completed.

MT+: informes (socios)

- En la sección del informe de la MT+ los socios tienen que poner en todos los campos que no estén pre-rellenados “No aplicable”.
- El informe se rellena en un modelo de Word y lo tiene que enviar a su Agencia Nacional junto con el Excel del presupuesto.

MT+: de cara al futuro

- Se prevén mejoras constantes de la aplicación hasta que se puedan gestionar en su totalidad.
- Todavía no se sabe con exactitud cuándo estará disponible una versión de la MT+ con todas las funcionalidades para KA219.

MT+: dudas y contacto



<http://www.sepie.es/mobilitytool+.html>



Asistencia a usuarios:
mobilitytool@sepie.es

Indiquen por favor
la referencia
completa del
proyecto en el
asunto del correo

¡Muchas gracias por su atención y
mucho ánimo!

Madrid, 17 de septiembre de 2015



Jornadas de formación inicial a beneficiarios de KA219

Madrid, 9 de octubre de 2015

