



### **Mobility Tool+** sestanek za pogodbenike – Erasmus mobilnost

Uroš Sajko, 18. 12. 2014



# **Mobility Tool+**



- spletna platforma
- orodje za sodelovanje, vodenje in poročanje o mobilnostih v okviru programa Vseživljenjsko učenje (VŽU) in Erasmus+.
- orodje je razvila Evropska komisija.
- na enem mestu vse informacije v zvezi s projekti mobilnosti, ki se izvajajo

### PRIPOROČAMO UPORABO BRSKALNIKA FIREFOX ALI INTERNET EXPLORER



## Okrajšave



V predstavitvi uporabljamo naslednje okrajšave:

- EK Evropska komisija
- NA Nacionalna agencija (CMEPIUS)
- KA101 Projekti mobilnosti na področju splošnega izobraževanja
- KA102 Projekti mobilnosti na področju poklicnega izobraževanja in usposabljanja
- KA103 Projekti mobilnosti na področju terciarnega izobraževanja
- KA104 Projekti mobilnosti na področju izobraževanja odraslih



## Prenos podatkov, prvi mail



Po podpisu pogodbe se podatki prenesejo v orodje.

Dostop do orodja ima samo kontaktna oseba, ki je bila navedena v prijavnici (!!!) in na e-mail naslov, ki je naveden v prijavnici (!!!). From: replies-will-be-discarded@ec.europa.eu [mailto:replies-will-be-discarded@ec.europa.eu] Sent: Wednesday, December 03, 2014 3:13 PM To: Janez Novak Subject: Mobility Tool - Project initiation /

Dear Janez,

Your mobility project has been created in the Mobility Tool.

Project details: EC Project Number: 2014-1-SI01-KA102-000000 National Project Number: 06415269 Project title: Moj Projekt

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.

To access the project, please follow the steps below.

•Go to Mobility Tool website at https://webgate.ec.europa.eu/eac/mobility

•If you haven't register yet, please click <u>"Not registered yet"</u> and set up your account. During the registration process please use the email address that this message was sent to.

•If you already have an ECAS account associated with this email address, please use it to log in

Please contact your National Agency if you need further information or support. CMEPIUS "Center Republike Slovenije za mobilnost in evropske programe izobraževanja in usposabljanja"

This is a system generated message from Mobility Tool. Please do not reply.





CPVO-OCVV

Contact | Privacy Statement | English (en)





### **Pridobitev ECAS gesla**



Kontakt | Izjava o varstvu podatkov (slovenščina (sl)





# Po izpolnitvi ECAS obrazca



 Prejmete e-mail, v katerem je povezava s katero potrdite in generirate svoje geslo

• Časa za dokončanje registracije imate 90 min.

- Po končani registraciji se lahko registrirate v orodje:
  - <u>https://webgate.ec.europa.eu/eac/mobility</u>



### **Ponastavitev ECAS gesla**



8

•

Kontakt | Izjava o varstvu podatkov (slovenščina (sl)





### Vstopna stran:



### https://webgate.ec.europa.eu/eac/mobility





### Vstop v orodje



	usposabijanja
	User Status: Logged in: Fotr LUNGA - beneficiary [ Log out ] Legal notice SI01 - English (EN)
European Commission Mobility tool CMEPIUS "Center Republike Slovenije za mobilnost in evro	opske programe izobraževanja in usposabljanja"
My Home	
Welcome Ime in priimek koordinatorja projekta	
Lifelong Learning Programme Grant Agreement No National ID Erasmus+ Kliknite na številko projekta (!) 2014-1-SI01-KA102-000040	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.
Your National Agency Name: SI1 CMEPIUS "Center Republike Slovenije za mobilnost in evropske programe izobraževanja in usposabljanja" Helpdesk - Contact: • www.cmepius.si • Email: mt@cmepius.si • Web:	cmepius.si



### **Mobility Tool+**



			usposabljan
European Commission Mobility tool	uærst ike Slovenije za mobilnost in evropske programe izobraževar	nja in usposabljanja"	
Home Project List Project Details	Organisations Contacts Mobilities	Budget Reports	
oject Details for 2014-1-SI01-KA102	-000040		
Context information Programme: Erasmus+ Key Action: KA1 - Learning Mobility of Individuals Call Year: 2014 Round: 1 Start of Project: 01/08/2014 End of Project: 01/08/2016	Project information Grant Agreement No.: 2014-1-5101-KA102-000040 National Id: Project Title: Čunga lunga Project Acronym:	History information Created by: MT System User Created on: 03/12/2014 15:10:59 Updated by: Borut Korada Updated on: 11/12/2014 15:44:44	
Project Duration (months): 24 National Agency: SI01 – CMEPIUS "Center Republike Slovenije za mobilnost in evropske programe izobraževanja in usposabljanja" For further details about your national agency, please consult the	Beneficiary Organisation information PIC: 960966488 Legal Name: Solski center Velenje Business Name: SC VELENJE Full legal name (National Language):		
following page: http://ec.europa.eu/programmes/erasmus-plus/tools/national- agencies/index_en.htm			



# **Mobility Tool+**



Home	Project List	Organisations	Contacts *	Mobilities	Budget	Reports

<u>Project List</u>: osnovne informacije o projektu
<u>Organizations</u>: podatki o partnerskih organizacijah
<u>Contacts</u>: podatki o kontaktnih osebah
<u>Mobilities</u>: podatki o posameznih mobilnostih
<u>Budget</u>: podatki o proračunu projekta
<u>Reports</u>: podrobne informacije o projektu





### Partnerji



	$\sim$			
Home Project List	Organisations Contacts	• Mobilities •	Budget	Reports
	List Organisations			
	Create a new Organisation			

- Partnerje vnašamo ročno
- Za vnos novega partnerja:

v meniju izberite Create a new Organisation ali

pritisnite ikono + na seznamu partnerjev

<u>_</u>		X		Search:					Show 50 → er Showing 1 to	ntries 2 of 2 entries
#		Beneficiary	PIC 🔺	Organisation ID 🛛 🔶	Legal Name 🔶	Department 🔶	Country 🔶	City 🔶	Public Body 🔶	Non-profit 🔶
	Ø	V	949555893	000098-ORG-00001	Polish Youth Organisation		Poland	Kraków		
	P		949593626	000098-ORG-00002	Instituto Politécnico de Castelo Branco		Portugal	Castelo Branco	$\checkmark$	V



### Vnos partnerja



Organisation inf	ormation		
PIC*	949589843 Cł	neck PIC Type of	f Other 🔻
Non-PIC	0	organisation	·
Organisation		101	
Organisation D*	000070-ORG-00005	Co-Beneficiary	Y 🔲
Erasmus Code	E VINORIA04	Public Body	y 8 t 8
Legal Name	IES (ITS) HOSTELERIA-OSTA	ALARITZ/ Number of	f
Business Name		Polja-z-rdečo	
Full legal name			hvezna
(National			DVCZIId
Language)		za vnos	
Acronym			
National ID (if	01002557		
applicable)	01002337		
Department			
Address and co Legal Address	ntact information	Email	
Legel Address	Presagana 1		
Country	Spain	▼ Website	www.hosteleriagamarra.hezkuntza.ne
Region	País Vasco	Telephone 1	+34945258025
P.O. Box		Telephone 2	2
Post Code	01013	Fav	
CEDEX		144	+34945281902
CEDEX			
City	Vitoria-Gasteiz		
Organis	ation Comments This is a co	omment Field	

Dva načina vnosa partnerjev: •Vnos PIC kode •Ročni vnos (brez PIC kode)



## Mobilnosti







Vnos mobilnosti 1/4

Center RS za mobilnost in evropske programe

izobraževanja in usposabljanja

×

#### KA-101, KA-102 in KA-104

Mobility Form	Polja z i zvezdice	rdečo o – obvezna				
Grant Agreemen	za vnos t No. 20	014-1-SI01-K	A102-000021			
Activity Type*		VET-COMP - VET le	arners in comp; 🔻	Long-term Activity	Dolgoročna aktivnost	
Participant ID				Accompanying Person	Spremljevalna oseba	
Participant First Name		Janez				l
Participant Last Name*		Novak		Special Needs	Posebne potrebe	
Participant Email*		janez.novak@cmep.	eu	Fewer Opportunities	Osebe z manj priložnos	stmi
Participant Gender*		M - Male	¥	l		
Date of Birth (dd/mm/yy	уу)*	05/12/1995				
Nationality*		SI - Slovenia	T			
Mobility ID*		00021-MOB-00001		Zero Grant		
Field of Education*		0110 - Education, r	not further defir 🔻			
Sending Organisation*		PROMETNA SOLA M	ARIBOR 🔻			
Receiving Organisation*		OULUN SEUDUN KO	ULUTUSKUNT, 🔻			
Sending Country*		SI - Slovenia	T			
Receiving Country*		FI - Finland	¥			
Sending City*		Maribor				
Receiving City*		OULU				16
Comments on different lo than Sending / Receiving	ocation					TO



Vnos mobilnosti 2/4

Center RS za mobilnost in evropske programe

izobraževanja in usposabljanja

#### KA-101, KA-102 in KA-104

		Kana antan Yalia	
Comments on different location than Sending / Receiving organisations		komentar, ce je lokacija drugačna kot prej določeno	Avtomatično izračunana polja
Distance Band	BAND_10 - 0 - 99 km	▼ Travel Grant	
Start Date*	04/11/2014	Duration Months (tull months)	
End Date*	03/12/2014	Duration Months (extra days)	
Duration Calculated (days)			// 1 \\
Travel Days (max 2)	2		
Effective Duration (days)		Individual Support	
Special Needs Support	0	Exceptional Costs	0
Comments on Special Needs		dditional Non-EU Grant	0
Course Fees No. Days	3	Course Fees Grant/Day	0
		Course Fees Grant	0
		Force Majeure ? Višja sila	0
Mobility Total (Calculated)	0	Mobility Total (Adjusted)	0
	Calculate		



Vnos mobilnosti 3/4

Center RS za mobilnost in evropske programe

izobraževanja in usposabljanja

#### KA-101, KA-102 in KA-104

Comments on different location than Sending / Receiving organisations			
Distance Band	BAND_10 - 0 - 99 km	▼ Travel Grant	0.00
Start Date*	04/11/2014	Duration Months (full months)	1
End Date*	03/12/2014	Duration Months (extra days)	2
Duration Calculated (days)	30		
Travel Days (max 2)	2		
Effective Duration (days)	32	Individual Support	1564.00
Special Needs Support	0	Exceptional Costs	0
Comments on Special Needs		Additional Non-EU Grant	0
Za popravlj izračunanih podatkov (s	anje že i sivih polj)	Force Majeure ?	0
Mobility Total (Carculated)	1564.00	Mobility Total (Adjusted)	1564.00
Edit	Calculate		



Vnos mobilnosti 4/4

#### KA-101, KA-102 in KA-104





Cance Save



than Sending / Receiving

organisations

Vnos mobilnosti 1/3

#### **KA-103 SMS-P**



in evropske programe izobraževanja in

usposabliania



Vnos mobilnosti 2/3

in evropske programe izobraževanja in

usposabliania

#### **KA-103 SMS-P**





Vnos mobilnosti 3/3

#### **KA-103 SMS-P**

No. of Recognised Credits					
		Jezik študija	a / praks	e	
Main Instruction/Work Language <sup>*</sup>	EN - English	٣		Online Linguistic Assessment	
Mother Tongue or duly justified exemption	0				
Other Used Languages	SL - Slovenian	•		Online Language Course	
Other Used Languages	Select a Language	•			Shranjevanje
Other Used Languages	Select a Language	•			vnesene mobilnosti
Mobility Comments					
					Cance Save

Center RS za mobilnost in evropske programe

izobraževanja in usposabljanja



Vnos mobilnosti 1/3

#### **KA-103 STA-P**



Mobility Form	Polja z rdečo	
Z Grant Agreement	vezdico – obvezna Non@\$14-1-SI01-KA103-00007	0
Activity Type*	HE-STA-P - Staff mobility for tea 🔻	Long-term Activity Dolgoročna aktivnost
Participant ID		
Participant First Nam	Marko	
Participant Last Name*	Kovač	Special Needs Posebne potrebe
Participant Email*	marko.kovac@cmep.eu	
Participant Gender*	M - Male 🔻	
Date of Birth (dd/mm/yyyy	08/11/1995	
Nationality	SI - Slovenia 🔻	
Seniority	I - Intermediate (approx. > 10 a ▼	Invited Staff from Enterprise Vabljeno osebje iz podjetij
Mobility ID*	00070-MOB-00014	Zero Grant
Field of Education*	0110 - Education, not further di 🔻	
Level of Study / Teaching*	ISCED-6 - Bachelor's or equivale ▼	
Sending Organisation*	UNIVERZA V LJUBLJANI	Sending Organisation Erasmus Code
Receiving Organisation <sup>×</sup>	FACHHOCHSCHULE ST POELTEN	Receiving Organisation Erasmus A ST-POLT03 Code
Sending Country*	SI - Slovenia 🔻	
Receiving Country*	AT - Austria 🔻	
Sending City*	LJUBLJANA	
Receiving City*	ST POELTEN	
Comments on different loca than Sending / Receiving organisations	ation	23



### Vnos mobilnosti 2/3

in evropske programe

izobraževanja in usposabliania

**KA-103 STA-P** 





## Vnos mobilnosti 3/3

#### **KA-103 STA-P**



Main Instruction/Work Language*	EN - English    Jezik predavanj	j / poučevanj
Other Used Languages Other Used Languages Other Used Languages	Select a Language     ▼     Select a Language     ▼     Select a Language     ▼	Shranjevanje vnesene mobilnosti
Mobility Comments		
		Cance Sav



### Poročilo udeleženca







### Primer obvestila udeleženca

- Udeleženec mora imeti dostop do spleta.
- Poročilo lahko odda iz
   kateregakoli
   računalnik
   povezanega v
   splet

From: <<u>replies-will-be-discarded@ec.europa.eu</u>> Date: Wed, Dec 3, 2014 at 10:36 AM Subject: Erasmus participant report request / To: Miha Novak

Dear Miha Novak,

You have taken part in an Erasmus mobility abroad and you are requested to provide feedback on your mobility experience. Your mobility details are the following: Mobility Type: ERASMUS Student Mobility for Studies Subject Area: Basic/broad, general programmes Planned dates of mobility: 01/09/2013 - 07/11/2013

Home organisation Name: UNIVERZA V SLOVENIJI Erasmus Code: SI NOVA-GO33 City: NOVA GORICA Country: SLOVENIA

Host organisation Name: PAEDAGOGISCHE HOCHSCHULE NIEDEROESTERREICH Erasmus Code: A BADEN01 City: Baden Country: AUSTRIA

Please click on the link below to access the online participant report, fill it in and submit it within one week:

http://ec.europa.eu/eusurvey/runner/1f853964-f1e0-8fe7-c011-a735e93e4bb1\_ACC/8b6f800a-1e8d-48d9-95df-26a34cbfb8c2

You may save a temporary draft and use the same hyperlink to get back to it. Once you have completed it by answering all questions, please submit it by clicking on the "Submit" button. After having submitted the report you will no longer be able to change it.

If you encounter any difficulties please contact your beneficiary organisation: UNIVERZA V SLOVENIJI

Your personal data is protected. More details can be found at: <u>http://ec.europa.eu/dgs/education\_culture/calls/dpo\_en.htm</u>

This is a system generated message from EU Survey. Please do not reply.



### Kontaktne osebe





- Dodatne kontaktne vnesete sami
- Sami urejate dovoljenja kontaktnih oseb

	🚰 🕂 🗶 🛍 🖶 🌉 Search: 💦 🏅									Show 50 ventries Showing 1 to 3 of 3 entries				
#			Contact Last Name	Contact First 🔺 Name	Department	Position	Telephone 1 🝦	Email 🔶	PIC 🔶	Legal Name 🔶	Beneficiary	Legal Representative	Preferred Contact	Access to Project
	1	1	User	Test		N/A	+48121234567		949555893	Polish Youth Organisation	V			<b>V</b>
	1	1	LastName	FirstName	Department	Position	+482278945612		949555893	Polish Youth Organisation	V	1	1	V
	1	1	LastName	FirstName	Department	Position	+32789865412			TEST ORGANISATION			V	



## Vnos dodatne kontaktne osebe



Create Contact	
Grant Agreement No. 20	14-1-SI01-KA102-000072
rContact	
Organisation *	989354023 - CENTER ZA MOBILNOST IN EVROPSKE PROGRAM ▼
Title *	g.
Contact Gender *	M - Male
Contact First Name *	Janez
Contact Last Name *	Novak
Department	
Position *	koordinator
Preferred Contact	
Same as Organisation	
Legal Address *	Ob cesti 3
Country *	SI - Slovenia
Region *	SI021 - Osrednjeslovenska 🔻
P.O. Box	
Post Code	
CEDEX	
City *	Ljubljana
Email *	janez.novak@cmepius.si
Website	http://
Telephone 1 *	+38641111111
Telephone 2	
Fax	
Contact Comments	This is a comment Field
A	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.
	Access to Project
	-

 Nova kontaktna
 oseba se
 mora
 registrirati
 v ECAS
 sistem



### Proračun



Home	Project List	Organisations	*	Contacts	Mobilities	Bud	get	Reports
Budget for 20	)14-1-FR01-KA10	03-000155						Nothing to save
						Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current / Approved budget
Total Project						454,801.98	29,940.00	6.58%
Organisational Su	ipport							
No. of Participar	nts (excluding acc. persons):	9				0.00	6,650.00	0.00%
Exceptional costs	s - Guarantee						100	
Linguistic Suppor	rt							

Language Group		No. Of Participants for online linguistic assessment	No. Of Participants for Linguistic Preparation	Grant per Participant			
Group 1 (DE, EN, ES, FR,	Online Licenses	0	0	0			
IT, NL)	Training Courses	Not Applicable	0	150		0.00	
Group 2 (Other EU official languages not included in group 1)		Not Applicable	0	150	0.00	0.00	0.00%

#### Activity Type

HE-SMP-P: Student mobility for traineeships between Programme Countries	0.00	4,528.00	0.00%
Travel Grant	0.00	275.00	0.00%
Individual Support	0.00	4,253.00	0.00%
Special Needs	0.00	0.00	0.00%
HE-SMS-P: Student mobility for studies between Programme Countries	454,801.98	14,708.00	3.23%
Travel Grant	3,750.00	275.00	7.33%
Individual Support	451,051.98	14,433.00	3.20%
Special Needs	0.00	0.00	0.00% 3



# Vmesno poročilo



### Za projekte KA101, KA102 in KA104:

- Za projekte, za katere ste že oddali vmesna poročila oziroma imate rok do konca januarja je potrebno vnesti VSE mobilnosti do 31. januarja 2015
- Za projekte KA103:
  - Počakajte na nadaljnja navodila, ki bodo v prvi polovici januarja



# Pomoč - priročnik



### Uporabniški priročnik:

http://www.erasmusplus.si/wp-content/uploads/2014/12/Mobility-Tool-Guide-for-Beneficiaries-1.docx

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	5.2. H	Iow to display contact persons?	1				



### Pomoč



- Elektronska pošta: <u>mt@cmepius.si</u>
  - V elektronskem sporočilu navedite:
    - številka zadeve
    - opis težave
    - slika zaslona (Prt Scr)
- Spletna stran z gradivom:





