



EUROPEAN COMMISSION  
Directorate-General for Education and Culture

Lifelong Learning: policies and programme  
**Coordination of the "Lifelong learning" programme**

# Mobility Tool Guide for Beneficiaries

Version: 11 January 2013  
Mobility Tool version 2.1.0#121217

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## Acknowledgements

For security and privacy reasons some names and email addresses used in application screenshots presented in this document have been greyed out. All names and email addresses are fictional. BE3 agency is used for information and demonstration purposes only. All screenshots have been taken using a special, non-production version of the Mobility Tool called Acceptance. Data presented in the screenshots is not a production data.

This document is valid **only** for Mobility Tool website version specified on the title page of the document.

## Document history

Date	Change description
21 June 2011	First version of the document
10 October 2011	<ul style="list-style-type: none"> <li>• Added numbered chapters</li> <li>• Fixed: MTBHD-84 – page numbering</li> <li>• Fixed: MTBHD-82 – clarification on "Changes to project details" section</li> <li>• Added: MTBHD-80 – values for participant/beneficiary status report in paragraph 7.2.</li> <li>• Fixed: MTBHD-79 – note text field cut</li> <li>• Changed page numbering style</li> <li>• All paragraphs reviewed and changed accordingly to changes in the Mobility Tool application layout and functionality.</li> </ul>
28 November 2011	<ul style="list-style-type: none"> <li>• Improved wording</li> <li>• Changed font size</li> <li>• Added screenshots</li> <li>• Changed document version accordingly to Mobility Tool version (2011/11/28)</li> <li>• Added more information about ECAS logging process</li> <li>• Added section "7.2. How to request many participant reports at once?"</li> <li>• Modified partner registration process</li> <li>• Added "Acknowledgements" section</li> </ul>
02 February 2012	<ul style="list-style-type: none"> <li>• MTBHD-542 – change in ECAS domain description details</li> <li>• MTBHD-539 – added information about beneficiary and participant form expiration</li> <li>• MTBHD-537 – added extra information on budget updates</li> <li>• MTBHD-527 – added information on Adobe Acrobat Reader troubleshooting of the "NotAllowedError" during form submission</li> <li>• MTBHD-477 – added information on form printing</li> </ul>
30 March 2012	<ul style="list-style-type: none"> <li>• MTBHD-598 - Change in section 3.2 - changes to project details</li> <li>• Change in font size throughout the document</li> <li>• Change in screenshot sizes – max. 14cm in width</li> </ul>
30 May 2012	<ul style="list-style-type: none"> <li>• MTBHD-865 - Change in ECAS screenshot due to ECAS GUI redesign</li> </ul>

Date	Change description
30 August 2012	<ul style="list-style-type: none"> <li>• Small changes in the text</li> <li>• GUI language selector description added</li> <li>• Participant batch import section added</li> <li>• Mobility experience advanced search description added</li> <li>• CSV in Excel troubleshooting added</li> <li>• Added Mobility Tool versioning</li> </ul>
17 October 2012	<ul style="list-style-type: none"> <li>• Change of logo of the European Commission</li> </ul>
11 January 2013	<ul style="list-style-type: none"> <li>• Added Annex I and II – List of import field and list of reference codes used for Mobility Tool import function</li> <li>• Changes in Partner page sections</li> <li>• Changes in Mobility Experience page sections</li> <li>• Changes in Participant Reports page sections</li> <li>• Replaced the yellow Note sections</li> <li>• Added data import/export section</li> <li>• Small changes throughout the entire document</li> </ul>

# 1. General Introduction

## 1.1 Description

The Mobility Tool is a web platform tool for collaboration, management and reporting for mobility projects under the Lifelong Learning Programme (LLP) of the European Commission. It is developed by the European Commission to be mainly used by the beneficiaries of mobility projects.

The users of the Mobility Tool will be able to provide all the information of the projects they manage. They will be able to identify participants and mobilities, to complete and update budget information, to generate participant reports and to generate their own reports to be sent to their National Agency.

## 1.2 Mobility Tool users

The users of Mobility Tool are:

- Beneficiary organisations – main users of the tool, responsible for entering mobility project details, participants and budget information, creating reports.
- National Agencies – generating, controlling and monitoring project information
- DG EAC, system owner and central administrator of the tool
- Participants of the LLP mobility projects – participants don't use Mobility Tool directly, only the PDF reports generated by the tool

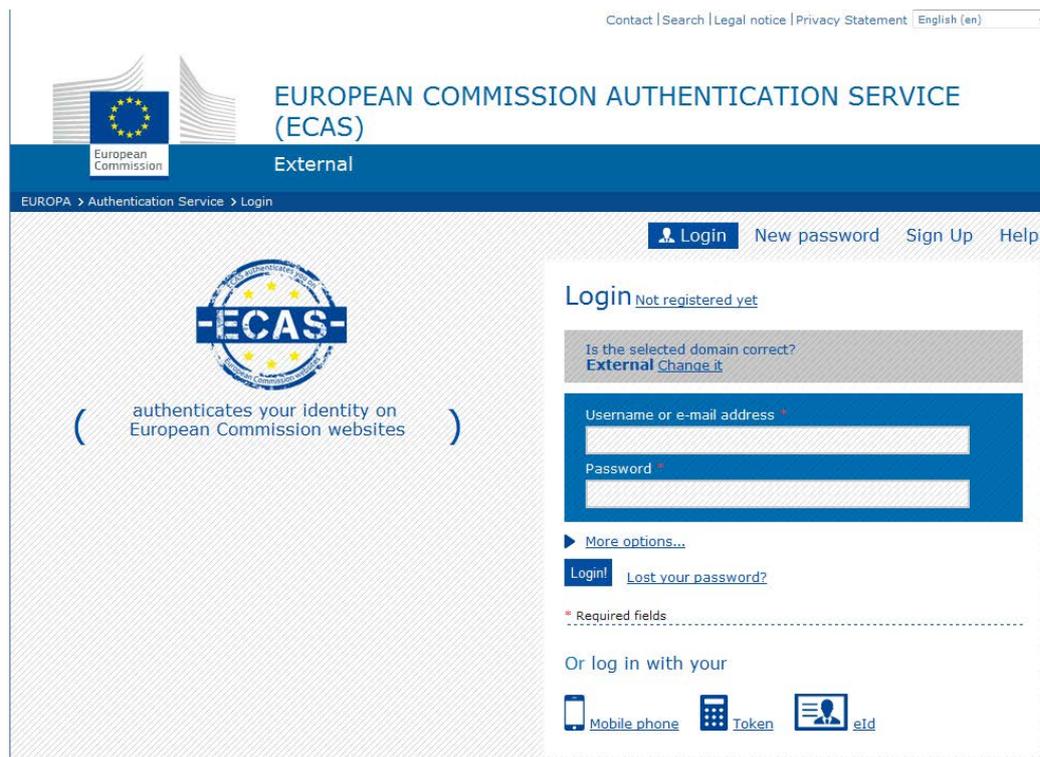
## 2. How to login to Mobility Tool?

Mobility Tool can be accessed using the following URL address:

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

In order to login to the Mobility Tool you need to have 1) an ECAS account and 2) be registered in Mobility Tool. For 1) please read the **ECAS User Manual** document for more information on registration and how to obtain a login name and password. For 2) if your email address was provided in project information, you will gain access automatically. Otherwise, please contact your National Agency for support.

The ECAS login page is shown below.



The most important fields are:

- "Is the selected domain correct?" – should be always set to External. If it is set otherwise, please use "Change it" link and select "Neither an institution nor a European body".
- "Username or e-mail address" – both can be used for login. Since usernames are generated automatically by ECAS during the registration, we suggest using email address as an easier way to remember.
- "Password" – as defined during the registration process

## **2.1 How to change language of website user interface?**

Mobility Tool can be translated to many languages. Languages available to you can be seen on the upper right corner drop-down list, as shown on the screenshot below.

The languages are described in the following convention: BE3 – English (EN), where BE3 is the National Agency and English (EN) is the language available for that agency.

Please note that only languages available to the agencies are available to beneficiary users. For example, French agency will only have French language listed while Swiss Agency will have German, French and Italian languages available. English language is available by default to all agencies and users.

If your language is missing from the list, please contact your National Agency.

### 3. Project

#### 3.1. How to view project's details?

1. Login to the Mobility Tool with your ECAS username (or email address) and password.  
You will see a screen similar to the one presented below.

2. Click the project's grant agreement number to see the project details.

User Status: Logged in: Beneficiary Test USER - beneficiary [ Log out ] | Legal notice | BE3 - English (EN)

European Commission  
**Mobility tool** BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking - Agentschap

My Home

### Welcome Beneficiary Test User

**List of the Projects**

2011-1-BE3-LEO01-00001
------------------------

Total Pages: 1 [1]

**Your National Agency**

Name: BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking - Agentschap  
 Helpdesk - Contact: +32 mobilitytool@

**About the tool**

Mobility Tool is the system for the management of mobility projects that receive an EU grant under the Lifelong Learning Programme. The tool is developed by the European Commission for you, as beneficiary 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 also generate and submit your own report(s) to your National Agency.

### 3.2. Changes to project details

**Note:**

In Mobility Tool you can change partner, mobility, participant or budget information – see further sections for details. All other project information, i.e. project title, National Agency project ID, project activity periods cannot be changed in the tool.

To request changes to these project details, please contact the National Agency helpdesk.

National Agency's amendments to the projects are displayed in the "Updates and Reports" section of the tool but the updated information will not change directly in the project. It is beneficiary organisation's duty to look at the list of the changes displayed in the "Updates and Reports" section and change the project data accordingly.

Any National Agency's amendments to projects are communicated by automated email sent by the Mobility Tool to the beneficiary organisation contact persons.

To display National Agency changes to the projects, follow the steps below.

1. Login to the Mobility Tool.
2. Click the project grant agreement number to see the project details.
3. Click the "Updates and Reports" button in the menu, as presented below.

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User Status: Logged in: Beneficiary Test USER - beneficiary [ Log out ] | Legal notice | BE3 - English (EN)

My Home > Project Details

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | **Updates and Reports**

### Project Details for 2011-1-BE3-LEO01-00001

<p>Context &amp; Period</p> <p><b>Sub-programme:</b> LEONARDO DA VINCI  <b>Action:</b> LEONARDO DA VINCI IVT (Initial Vocational Training)  <b>Call year:</b> 2011</p>	<p>Project Identifiers &amp; Summary</p> <p><b>Grant Agreement No:</b> 2011-1-BE3-LEO01-00001  <b>National ID:</b> 1234  <b>Project Title (national language):</b> Project Title</p>
<p><b>Start of activity:</b>  <b>End of activity:</b></p>	<p><b>Beneficiary Latin Name:</b> Beneficiary Organisation</p>

4. A list of project updates will be displayed. This list always displays at least one position – the original data import to the tool when the project was created by a National Agency.

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User Status: Logged in: Beneficiary Test USER - beneficiary [ Log out ] | Legal notice | BE3 - English (EN)

My Home > Project Updates

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | **Updates and Reports**

### Updates and Reports for 2011-1-BE3-LEO01-00001

Total Number of Participant Mobility Experiences			Approved Participant Reports to Date		
2			0		
Project Update ID	Update Time	Reporting Actions	Beneficiary Report File	Request Status	Report Type
125	Apr 26, 2011 16:36:00	Prepare New Report	Download PDF	DOWNLOADED (1261)	FINAL
125	Apr 26, 2011 16:36:00	Report Request Expired	Expired	REQUESTED (1041)	FINAL

Total Pages: 1 [1]

5. Click the date and time in "Update time" column of the update details you would like to display.

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User Status: Logged in: Beneficiary Test USER - beneficiary [ Log out ] | Legal notice BE3 - English (EN)

> My Home > Project Updates

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | Updates and Reports

Updates and Reports for 2011-1-BE3-LEO01-00001

Total Number of Participant Mobility Experiences		Approved Participant Reports to Date			
2		0			
Project Update ID	Update Time	Reporting Actions	Beneficiary Report File	Request Status	Report Type
125	Apr 26, 2011 16:36:00	Prepare New Report	Download PDF	DOWNLOADED (1261)	FINAL
125	Apr 26, 2011 16:36:00	Report Request Expired	Expired	REQUESTED (1041)	FINAL

Total Pages: 1 [1]

6. Compare the project information shown in this window with the information stored in the other sections of the Mobility Tool. Make appropriate changes in project details if necessary. Check further sections of this document for details on how to add, change or remove partners, contact persons or budgets.

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User Status: Logged in: Beneficiary Test USER - beneficiary [ Log out ] | Legal notice BE3 - English (EN)

My Home > Project Updates > Project Update Details

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | Updates and Reports

Project Update ID: 125 – Apr 26, 2011 16:36:00 for 2011-1-BE3-LEO01-00001

[Back](#)

**General Information**

**Submission Data**

Sub-programme:	Leonardo da Vinci	National Agency:	Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap
Action:	LEONARDO DA VINCI IVT (Initial Vocational Training)	Call year:	2011
Grant Agreement No:	2011-1-BE3-LEO01-00001	Report start date:	2011-03-08
Project Title (national language):	Project Title	Report end date:	2013-05-07
		Report Type:	FINAL

**Beneficiary Organisation / Partner 1**

Full Legal Name (national language):	Beneficiary Organisation	Role:	APP-Applicant Organisation
Full Legal Name (Latin characters):	Beneficiary Organisation	Type of Organisation:	EDU-HEIVoc-Vocational training institute tertiary level
Commercial Orientation:	NP-Not for Profit	Size (Staff):	R7-more than 5.000
Legal Status:	PB-public	Size (Trainees):	S7-staff more than 5.000
Scope:	N-national	Leonardo Certificate No:	----
Economic Sector:	P85.32-Technical and vocational secondary		

7. Click "Back" to display a list of updates.

Please note, that "Approved Budget" details displayed in "Budget" section of the Mobility Tool are updated automatically with the latest updates from project amendments.

Budget Summary	Number of Participants	Total Budget	Approved Budget
Mobility Organisation and Management	3	3000.00	3000.00
Pedagogical Linguistic and Cultural Preparation	3	450.00	2000.00
Mobility Budget	3	2750.00	19060.00
<b>Travel</b>			
Participants Without Special Needs	2	1300.00	600.00
Participants With Special Needs	0	0.00	300.00
Accompanying Persons	0	0.00	100.00
<b>Total</b>	<b>2</b>	<b>1300.00</b>	<b>1000.00</b>
<b>Subsistence</b>			
Participants Without Special Needs	2	1450.00	10836.00
Participants With Special Needs	0	0.00	5418.00
Accompanying Persons	0	0.00	1806.00
<b>Total</b>	<b>2</b>	<b>1450.00</b>	<b>18060.00</b>
<b>Total Budget</b>		<b>33200.00</b>	<b>24360.00</b>

## 4. Participants

### 4.1. How to display list of participants?

1. Login to the Mobility Tool.
2. Click the project grant agreement number to see the project details.
3. Click the "Participants" button in the menu, as shown on the screen shot.

The screenshot shows the Mobility Tool interface. At the top, there is a navigation bar with the European Commission logo and the text 'Mobility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking - Agentschap'. Below this, there is a breadcrumb trail: 'My Home > Project Details'. A horizontal menu contains several options: 'Home', 'Project Details', 'Partners', 'Participants', 'Mobility Experiences', 'Budget', and 'Updates and Reports'. The 'Participants' option is highlighted with a red rectangular box. Below the menu, the page title is 'Project Details for 2011-1-BE3-LEO01-00001'. The main content area is divided into four panels: 'Context & Period' (Sub-programme: LEONARDO DA VINCI, Action: LEONARDO DA VINCI IVT (Initial Vocational Training), Call year: 2011), 'Project Identifiers & Summary' (Grant Agreement No: 2011-1-BE3-LEO01-00001, National ID: 1234, Project Title (national language): Project Title), 'Start of activity:' and 'End of activity:', and 'Beneficiary Latin Name: Beneficiary Organisation'.

4. A list of all participants will appear. The list will display a title, first and last name, gender, yes/no for special needs, yes/no for participant type (accompanying person or not) and participant's email address. You may need to click the green loupe (🔍) next to the participant's name to see more details.

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User Status: Logged in: Beneficiary Test USER - beneficiary [ Log out ] | Legal notice | BE3 - English (EN)

My Home > Participants

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | Updates and Reports

### Participants & Accompanying Persons for 2011-1-BE3-LEO01-00001

	Title	First Name	Last Name	Gender	With Special Needs	Accomp. Person	Email
<input type="checkbox"/>	Mr	FirstName	LastName	Male	No	No	firstname.lastname@email.com
<input type="checkbox"/>	Mrs	Jane	Jones	Female	No	No	jane.jones@email.com
<input type="checkbox"/>		Johnny	Bravo	Male	No	No	johnny.bravo@email.com

Total Pages: 1 [1]

## 4.2. How to add new participant?

1. Repeat the steps listed in 4.1. **How to display a list of participants** paragraph.
2. Click the "Add New" button.

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User Status: Logged in: Beneficiary Test USER - beneficiary [ Log out ] | Legal notice | BE3 - English (EN)

My Home > Participants

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | Updates and Reports

### Participants & Accompanying Persons for 2011-1-BE3-LEO01-00001

	Title	First Name	Last Name	Gender	With Special Needs	Accomp. Person	Email
<input type="checkbox"/>	Mr	FirstName	LastName	Male	No	No	firstname.lastname@email.com
<input type="checkbox"/>	Mrs	Jane	Jones	Female	No	No	jane.jones@email.com
<input type="checkbox"/>		Johnny	Bravo	Male	No	No	johnny.bravo@email.com

Total Pages: 1 [1]

3. A new participant form will appear, as shown on the screen shot below.

4. Fill in all required fields marked with the red asterisk.
5. Click the "Save" button. A new participant will be created and a message "Record created successfully" will appear.

### 4.3. How to add new participants in batch?

Mobility Tool provides an option to import large group of participants in a single operations – batch import. The import is available only for new participants – this batch operation cannot be used to modify participants' data.

The steps below describe an example of participant batch import functionality.

1. Repeat the steps from 4.1. **How to display a list of participants** paragraph.
2. Click "Import from a file" button, as presented on the screenshot below.

	Title	First Name	Last Name	Gender	With Special Needs	Accomp. Person	Email
<input type="checkbox"/>	Mr	FirstName	LastName	Male	No	No	firstname.lastname@email.com
<input type="checkbox"/>	Mrs	Jane	Jones	Female	No	No	jane.jones@email.com
<input type="checkbox"/>		Johnny	Bravo	Male	No	No	johnny.bravo@email.com

Total Pages: 1 [1]

3. You will be presented with 3-step process description. The process involves downloading a CSV template to fill in and importing the file into the system.
4. Click "Download a CSV template file" link. A dialog window will appear asking you to either open or save a CSV template file. Please save the file in a convenient location.
5. Open the file in Microsoft Excel. If you see all values in a single cell, please refer to **10.2.2. CSV files exported by Mobility Tool are not opened correctly by Microsoft Excel** paragraph which covers troubleshooting of the CSV display issues in Excel.
6. Fill in the following fields: Title, First Name, Last Name, Date of Birth, Gender, Telephone, Email, Address, Postal Code, City, Country, Region, Is Accompanying Person, With Special Needs, Type of participant, IVT Participant Type
  - a. There are fields with specific formatting required. The table below shows all the values and their required format. Please ask your National Agencies for a list of accepted codes
  - b. Some fields are mandatory, some other are not. The table below describes all the fields in details.

Field	Mandatory	Required format
Title	No	No special formatting required
First Name	Yes	No special formatting required
Last Name	Yes	No special formatting required
Date of Birth	Yes	Format of DD/MM/YYYY
Gender	Yes	Please refer to Appendix I for the list of codes.
Telephone	No	No special formatting required
Email	Yes	It must be a valid email format, i.e. name@domain.com. <b>The email field must be unique as this is the participant identifier field.</b>
Address	Yes	No special formatting required
Postal Code	Yes	No special formatting required
City	Yes	No special formatting required
Country	Yes	Please refer to Appendix I for the list of codes.
Region	Yes	Please refer to Appendix I for the list of codes.
Is Accompanying Person	Yes	Please refer to Appendix I for the list of codes.
With Special Needs	Yes	Please refer to Appendix I for the list of codes.
Type of participant	Yes	Please refer to Appendix I for the list of codes.
IVT Participant Type	No	Please refer to Appendix I for the list of codes.

- c. Please save your file in comma-separated values file format (CSV) in Excel.

7. Once the file is filled in, you can import the data. Navigate to Participants, click "Import from a file", click "Browse" and select your CSV file.

1. [Download a CSV template file.](#)
2. Fill in the file with participant and accompanying persons data.
3. Import the file

---

8. Click "Submit".
  - a. If your data contain some fields in incorrect format or some fields are missing you will be informed about this fact on the next page. A valid reference data will be displayed as well. At this stage you can either go back to fix the issue and submit the file again or cancel the process.
  - b. If your data had correct format, a message will be displayed informing you how many participants will be added and how many participants will be updated. Click "Yes" to continue the process. You will be redirected to "Participants" page that will show the result of the import.
  - c. If you already had participants in your project and participants from the import file used the same email address, a similar message to the one below will be displayed:

1 participants will be updated.

Email	Last Name	First Name	Warning Message
john@email.com	Topolsky	John	Participant already exists and will be updated.

Do you want to continue with the import from file?

Click "Yes" to continue and update the participant information.

#### **4.4. How to edit participant's details?**

1. Repeat the steps from **4.1. How to display a list of participants** paragraph.
2. Click the green loupe icon (.
3. Make the required changes and click the "Save" button.

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User Status: Logged in: Beneficiary Test USER - beneficiary [ Log out ] | Legal notice | BE3 - English (EN)

My Home > Participants > Participant

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | Updates and Reports

### Participant for 2011-1-BE3-LEO01-00001

Title	Mr	Address*	Street 1
First Name*	FirstName	Postal Code*	1000
Last Name*	LastName	City*	Brussels
Date of Birth*	01 - 01 - 1980 (dd-mm-yyyy)	Country*	BE - BELGIUM
Gender*	M - Male	Region*	BE10 - Région de Bruxelles-Capitale / Brussels Hoof
Telephone		Email*	firstname.lastname@email.com

Is Accompanying Person*	NO	Type of Participant*	STD-ADL - Adult learners
With Special Needs*	NO	IVT Participant Type*	MoblVT-Sch - Trainees in school based initial vocational training

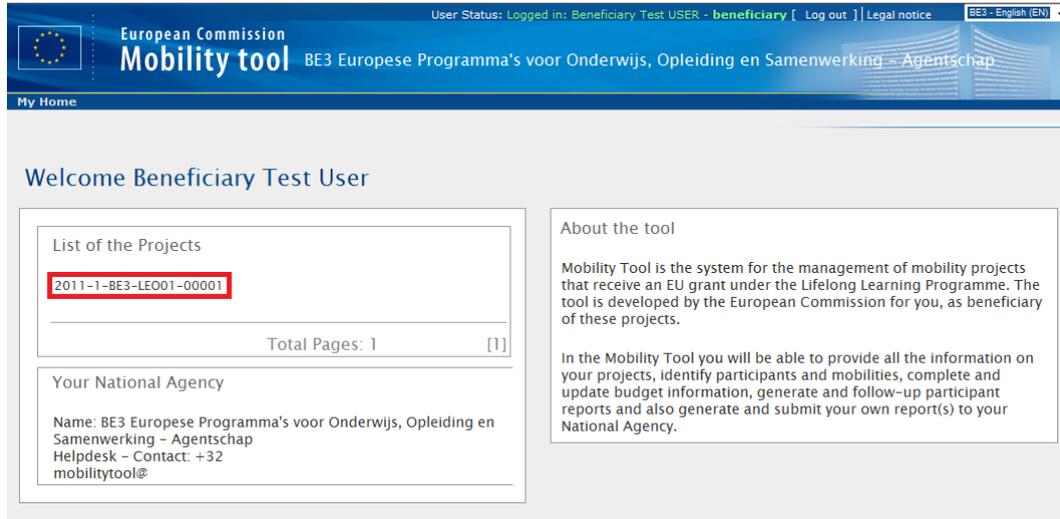
Cancel Save

4. A confirmation "The record has been updated successfully" will be displayed.

## 5. Partners

### 5.1. How to display list of partners?

1. Login to the Mobility Tool.
2. Click the project grant agreement number to see the project details.



The screenshot shows the Mobility Tool interface. At the top, there is a header with the European Commission logo and the text "European Commission Mobility tool BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking - Agenschap". The user status is "Logged in: Beneficiary Test USER - beneficiary" with a "Log out" button and a "Legal notice" link. The language is set to "BE3 - English (EN)".

The main content area is titled "Welcome Beneficiary Test User". It contains a "List of the Projects" section with a table showing one project: "2011-1-BE3-LEO01-00001". Below the table, it says "Total Pages: 1 [1]".

There is also a "Your National Agency" section with the following information: "Name: BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking - Agenschap", "Helpdesk - Contact: +32", and "mobilitytool@".

On the right side, there is an "About the tool" section. It states: "Mobility Tool is the system for the management of mobility projects that receive an EU grant under the Lifelong Learning Programme. The tool is developed by the European Commission for you, as beneficiary of these projects." Below this, it says: "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 also generate and submit your own report(s) to your National Agency."

3. Click the "Partners" button in the menu as shown on the screen shot below.



The screenshot shows the "Project Details" page for project "2011-1-BE3-LEO01-00001". The breadcrumb trail is "My Home > Project Details". The navigation menu includes "Home", "Project Details", "Partners", "Participants", "Mobility Experiences", "Budget", and "Updates and Reports". The "Partners" button is highlighted with a red box.

The main content area is titled "Project Details for 2011-1-BE3-LEO01-00001". It contains two columns of information:

- Context & Period:**
  - Sub-programme: LEONARDO DA VINCI
  - Action: LEONARDO DA VINCI IVT (Initial Vocational Training)
  - Call year: 2011
- Project Identifiers & Summary:**
  - Grant Agreement No: 2011-1-BE3-LEO01-00001
  - National ID: 1234
  - Project Title (national language): Project Title

Below these columns, there are two more sections:

- Start of activity:** and **End of activity:** (both empty)
- Beneficiary Latin Name:** Beneficiary Organisation

4. A list of partners will appear. Partners are: beneficiary organisation, host and intermediary organisation or organisations. Please note the beneficiary organisation will always be displayed at the top of the list (with value "Yes" in the Beneficiary column). The list of partners allows quick filtering and searching partners from the list. Partners can be filtered by partner ID (or part thereof), legal name (or part thereof), type of

organisation – selection from the drop-down list, preferred contact person name (or part thereof), preferred contact person mobile phone number (of part thereof) and country – selection from the drop-down list.

The screenshot shows the 'Project Partners for 2011-1-BE3-LEO01-00001' page in the Mobility tool. The interface includes a top navigation bar with 'Home', 'Project Details', 'Partners', 'Participants', 'Mobility Experiences', 'Budget', and 'Updates and Reports'. Below this is a 'Filter by columns' section with a 'Preferred contact' dropdown. A 'General search' bar is present with a search input and a 'Show 50 entries' dropdown. The main table, titled 'List of Beneficiary & Partners', has columns for Beneficiary, Partner ID, Legal Name, Type of Organisation, Name, Mobile, and Country. It contains four rows of data, each with an edit icon and a checkbox.

Beneficiary	Partner ID	Legal Name	Type of Organisation	Name	Mobile	Country
<input checked="" type="checkbox"/>		Beneficiary Organisation	Vocational training institute tertiary level	Beneficiary Test U SER	0000000000	BELGIUM
<input type="checkbox"/>		Host Organisation	Vocational training institute tertiary level			
<input type="checkbox"/>		Intermediary Partner	Vocational training institute tertiary level			
<input type="checkbox"/>		Partner no. 1	Other types of Association	FirstName LASTNAME	00000	BELGIUM

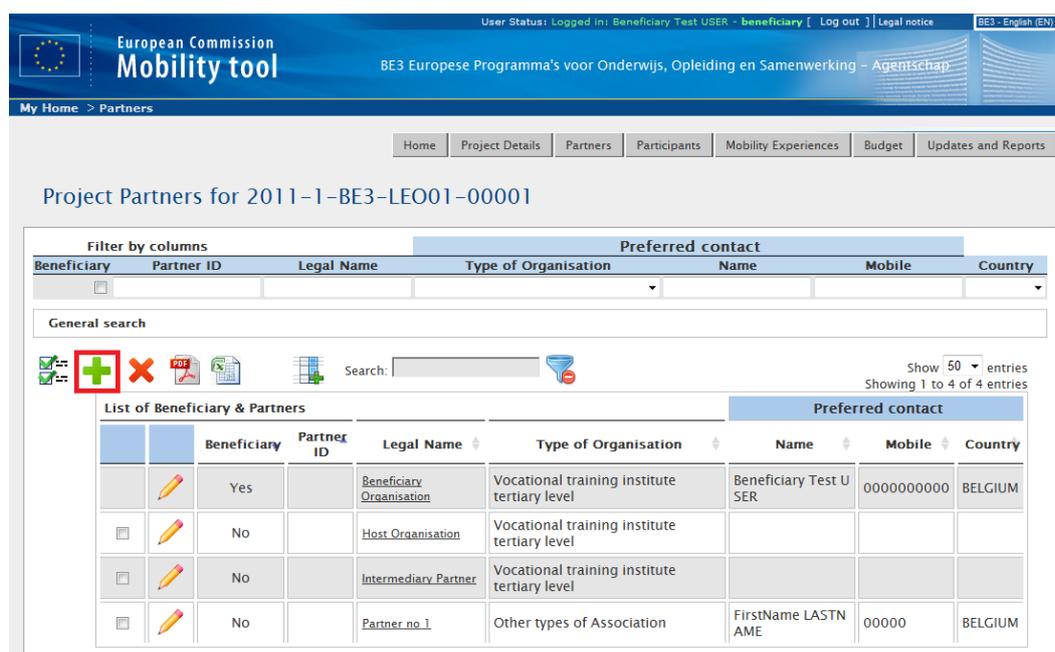
The partner list page offers few other functionalities. You can find the actions oriented with the partner list in the list top menu on the page. Below is an explanation of each button and associated action.

Icon/button	Description
	"Select all" - selects all or deselects all element in the list
	"Add New" - adds new element to the list
	"Delete" - removes selected element from the list
	"Export PDF" - exports list to a PDF file. Please note only elements that are visible on the list will be exported to PDF. That means if the list is filtered, only the result of the filtering will be seen in PDF file.
	"Export Excel/CSV" - exports list to a CSV/Excel file. Please note only elements that are visible on the list will be exported to CSV file. That means if the list is filtered, only the result of the filtering will be seen in CSV file.
	"Print" - print the list. Please note only elements that are visible on the list will be printed. That means if the list is

	filtered, only the result of the filtering will be seen on the printout.
	"Add/Remove Columns" - adds/removes displayed columns of the list.
Search: <input type="text"/>	General search field – can be used for searching for any value from the list. The list will dynamically adjust to results of the search.
	"Reset Filters" - clears the search results (similar to deleting the content of the previously described search field).

## 5.2. How to add new partner?

1. Repeat the steps from 5.1. **How to display a list of partners** paragraph.
2. Click the green plus icon, the "Add New" button in the top menu of the partner list (marked by red square in the below screenshot).



The screenshot shows the 'European Commission Mobility tool' interface. At the top, there is a navigation bar with 'My Home > Partners' and a menu with 'Home', 'Project Details', 'Partners', 'Participants', 'Mobility Experiences', 'Budget', and 'Updates and Reports'. Below this, the page title is 'Project Partners for 2011-1-BE3-LEO01-00001'. The main content area features a table with columns: Beneficiary, Partner ID, Legal Name, Type of Organisation, Name, Mobile, and Country. Above the table, there is a 'Filter by columns' section and a 'Preferred contact' section. A 'General search' field is also present. In the top menu of the table, a green plus icon is highlighted with a red square. Below the table, there are icons for adding, deleting, and printing records, along with a search field and a 'Show 50 entries' dropdown.

Filter by columns		Preferred contact				
Beneficiary	Partner ID	Legal Name	Type of Organisation	Name	Mobile	Country
<input type="checkbox"/>						

General search:

Show 50 entries  
Showing 1 to 4 of 4 entries

List of Beneficiary & Partners		Preferred contact					
	Beneficiary	Partner ID	Legal Name	Type of Organisation	Name	Mobile	Country
<input type="checkbox"/>	Yes		<a href="#">Beneficiary Organisation</a>	Vocational training institute tertiary level	Beneficiary Test USER	0000000000	BELGIUM
<input type="checkbox"/>	No		<a href="#">Host Organisation</a>	Vocational training institute tertiary level			
<input type="checkbox"/>	No		<a href="#">Intermediary Partner</a>	Vocational training institute tertiary level			
<input type="checkbox"/>	No		<a href="#">Partner no. 1</a>	Other types of Association	FirstName LASTNAME	00000	BELGIUM

3. A partner details form will appear. Fill in all required fields marked with the red asterisk.

Partner Details

Full Legal Name (national language)\*

Full Legal Name (Latin characters)\*

Partner ID

Acronym

National ID(if requested by NA)

Type of Organisation\* --

Commercial Orientation\* --

Scope\* --

Legal Status\* --

Economic Sector\* --

Size (Staff)\* --

Size (Trainees)\* --

VAT Number

Is the organisation able to recover VAT?\* Yes  No  N/A

---

Address & Contact Information

Telephone 1

Telephone 2

Fax

Email\*

Web

Legal Address\*

Postal Code\*

City\*

Country\* -- Select country --

Region\* ----

4. Click "Save" to save the details of a new partner. Notice the new partner is added to the end of the list of partners. Any new partner will always have "No" value in the "Beneficiary" column in the list.

Project Partners for 2011-1-BE3-LEO01-00001

Filter by columns: Beneficiary, Partner ID, Legal Name, Type of Organisation, Preferred contact, Name, Mobile, Country

General search:

Show 50 entries  
Showing 1 to 5 of 5 entries

	Beneficiary	Partner ID	Legal Name	Type of Organisation	Name	Mobile	Country
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Beneficiary Organisation	Vocational training institute tertiary level	Beneficiary Test USER	0000000000	BELGIUM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	No	Host Organisation	Vocational training institute tertiary level			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	No	Intermediary Partner	Vocational training institute tertiary level			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	No	Partner no. 1	Other types of Association	FirstName LASTNAME	00000	BELGIUM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	No	Partner ID	Full Legal Name (Latin characters)			

Please note the new partner organisation doesn't have any contact person specified. In order to add a contact person to the new organisation in your project, please follow the **5.6 How to add partner organisation contact person?** paragraph.

**Note:**

Partner details can be changed at any time during project lifetime.

### 5.3. How to edit partner's details?

1. Repeat the steps from **5.1. How to display a list of partners** paragraph.
2. Click the pencil icon next to the partner you want to edit, as shown on the screenshot.

Filter by columns		Preferred contact						
Beneficiary	Partner ID	Legal Name	Type of Organisation	Name	Mobile	Country		
<input type="checkbox"/>								
General search								
<div style="display: flex; justify-content: space-between;"> <span> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </span> <span>Search: <input type="text"/></span> <span>Show 50 entries Showing 1 to 4 of 4 entries</span> </div>								
List of Beneficiary & Partners				Preferred contact				
	Beneficiary	Partner ID	Legal Name	Type of Organisation	Name	Mobile	Country	
<input checked="" type="checkbox"/>	Yes		Beneficiary Organisation	Vocational training institute tertiary level	Beneficiary Test USE R	0000000000	BELGIUM	
<input type="checkbox"/>	No		Host Organisation	Vocational training institute tertiary level				
<input type="checkbox"/>	No		Intermediary Partner	Vocational training institute tertiary level				
<input type="checkbox"/>	No		Partner no. 1	Other types of Association	FirstName LASTNAME	00000	BELGIUM	

3. Change the details and click the "Save" button. A confirmation message "The record has been updated successfully" will be displayed.

#### Note:

The Beneficiary Organisation details **should not be changed** by Beneficiary Organisation, only by the National Agency. If for any reason the Beneficiary Organisation details need to be changed, please inform your National Agency. Once the data is changed by the National Agency, please follow section 3.2 in order to reflect these changes in Mobility Tool.

### 5.4. How to remove partner?

2. Repeat the steps from **5.1. How to display a list of partners** paragraph.
3. Mark the selection box next to the partner you want to remove. Please note that it is not possible to remove your own beneficiary organisation from the list.

Filter by columns		Preferred contact						
Beneficiary	Partner ID	Legal Name	Type of Organisation	Name	Mobile	Country		
<input type="checkbox"/>								
General search								
<div style="display: flex; justify-content: space-between;"> <span> <input checked="" type="checkbox"/> </span> <span>Search: <input type="text"/></span> <span>Show 50 entries Showing 1 to 4 of 4 entries</span> </div>								
List of Beneficiary & Partners				Preferred contact				
	Beneficiary	Partner ID	Legal Name	Type of Organisation	Name	Mobile	Country	
<input type="checkbox"/>	Yes		Beneficiary Organisation	Vocational training institute tertiary level	Beneficiary Test USE R	0000000000	BELGIUM	
<input type="checkbox"/>	No		Host Organisation	Parents' associations				
<input checked="" type="checkbox"/>	No		Intermediary Partner	Vocational training institute tertiary level				
<input type="checkbox"/>	No		Partner no. 1	Other types of Association	FirstName LASTNAME	00000	BELGIUM	

4. Click the "Delete" icon (marked on the screenshot).
  - a. If the partner has not been used in any mobility, a confirmation will be displayed that the partner has been deleted.
  - b. If the partner has been used in any mobility, a warning message will appear: "At least one Partner has a role in at least one mobility. You must remove the partner from the Mobility first." In this case, selected partner will not be removed until a corresponding mobility experience is not deleted. Check section **6.8. How to delete a mobility experience** for more details.

### 5.5. How to add beneficiary organisation contact person?

1. Repeat the steps from "5.1. How to display a list of partners?" paragraph.
2. Click the organisation name.

Filter by columns		Preferred contact					
Beneficiary	Partner ID	Legal Name	Type of Organisation	Name	Mobile	Country	
<input type="checkbox"/>							
General search							
Search: <input type="text"/> <span style="float: right;">Show 50 entries Showing 1 to 4 of 4 entries</span>							
List of Beneficiary & Partners				Preferred contact			
	Beneficiary	Partner ID	Legal Name	Type of Organisation	Name	Mobile	Country
<input type="checkbox"/>		Yes	Beneficiary Organisation	Vocational training institute tertiary level	Beneficiary Test USER	000000000	BELGIUM
<input type="checkbox"/>		No	Host Organisation	Parents' associations			
<input type="checkbox"/>		No	Intermediary Partner	Vocational training institute tertiary level			
<input type="checkbox"/>		No	Partner no 1	Other types of Association	FirstName LASTNAME	00000	BELGIUM

3. A list of contacts for this partner will be displayed. In the example presented on the screenshot, the organisation has 4 contact persons – one person authorised to sign grants, three other persons with access to the project.

European Commission Mobility tool								BE3 - English (EN)	
User Status: Logged in: Beneficiary Test USER - beneficiary [ Log out ]								Legal notice	
BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking - Agentschap									
My Home > Partners > Partner Contacts									
Home   Project Details   Partners   Participants   Mobility Experiences   Budget   Updates and Reports									
Partner Contacts for 2011-1-BE3-LEO01-00001									
<span style="float: right;">Show All entries Showing 1 to 1 of 1 entries</span>									
List of Contacts for this Partner									
Edit	Authorised to sign Grant	Preferred contact	Name	Department	Position	Mobile	Email	Access to Project	
<input type="checkbox"/>		No	Yes	John SMITH		Director	012345	director@organisation.com	No
Partners List									

4. Click the "Add New" button.

European Commission  
**Mobility tool**  
 BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking - Agentschap

User Status: Logged in: Beneficiary Test USER - beneficiary [ Log out ] | Legal notice | BE3 - English (EN)

My Home > Partners > Partner Contacts

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | Updates and Reports

Partner Contacts for 2011-1-BE3-LEO01-00001

Show All entries  
 Showing 1 to 1 of 1 entries

List of Contacts for this Partner

	Edit	Authorised to sign Grant	Preferred contact	Name	Department	Position	Mobile	Email	Access to Project
<input type="checkbox"/>		No	Yes	John SMITH		Director	012345	director@organisation.com	No

Partners List

- A contact person information form will be displayed.
- Fill in all required fields marked with the red asterisk.

Same address as Partner Organisation

Title	Legal Address*
First Name*	Postal Code*
Last Name*	City*
Department	Country* -- Select country --
Position*	Region*
Mobile*	Fax
Email*	Preferred contact <input checked="" type="checkbox"/>

Partners List

Cancel Save

- You may use "Same address as Partner Organisation" option to fill in the contact person address using the beneficiary organisation address.

Same address as Partner Organisation

Title	Legal Address*
First Name*	Postal Code*
Last Name*	City*
Department	Country* -- Select country --
Position*	Region*
Mobile*	Fax
Email*	Preferred contact <input checked="" type="checkbox"/>

Partners List

Cancel Save

- If you want this person to be a preferred contact person in this organisation, select "Preferred contact" option. If you select this option, the contact person details will be displayed on the Partners page.

Same address as Partner Organisation

Title	Legal Address*
First Name*	Postal Code*
Last Name*	City*
Department	Country* -- Select country --
Position*	Region*
Mobile*	Fax
Email*	Preferred contact <input checked="" type="checkbox"/>

Partners List

Cancel Save

- Click the "Save" button. A confirmation that the new partner contact has been created will be displayed: "Record created successfully".

## 5.6. How to add partner organisation contact person?

1. Repeat the steps from 5.1. How to display a list of partners paragraph.
2. Click the name of the organisation you want to add a contact to.

Beneficiary	Partner ID	Legal Name	Type of Organisation	Name	Mobile	Country
<input type="checkbox"/>		Beneficiary Organisation	Vocational training institute tertiary level	Beneficiary Test USER	00000	BELGIUM
<input type="checkbox"/>		Host Organisation	Parents' associations	John SMITH	012345	LITHUANIA
<input type="checkbox"/>		Intermediary Partner	Vocational training institute tertiary level			
<input type="checkbox"/>		Partner.no.1	Other types of Association	FirstName LASTNAME	00000	BELGIUM

3. A list of already existing contacts will appear.

Edit	Authorised to sign Grant	Preferred contact	Name	Department	Position	Mobile	Email	Access to Project
<input type="checkbox"/>	<input type="checkbox"/>	Yes	John SMITH		Director	012345	director@organisation.com	No

4. Click "Add New" button as presented below.

Edit	Authorised to sign Grant	Preferred contact	Name	Department	Position	Mobile	Email	Access to Project
<input type="checkbox"/>	<input type="checkbox"/>	Yes	John SMITH		Director	012345	director@organisation.com	No

5. Fill in all fields, especially those marked with a red asterisk. You may use "Same address as Partner Organisation" option to fill in the contact person address using the beneficiary organisation address. If you want this person to be a preferred contact in this partner organisation, select "Preferred contact" option. Once selected, the contact will be displayed on top of the list in bold (see the screen shot above). His/her details will be also displayed on the list of all partner organisations.

Same address as Partner Organisation

Title: \_\_\_\_\_

First Name\*: \_\_\_\_\_

Last Name\*: \_\_\_\_\_

Department: \_\_\_\_\_

Position\*: \_\_\_\_\_

Mobile\*: \_\_\_\_\_

Email\*: \_\_\_\_\_

Legal Address\*: \_\_\_\_\_

Postal Code\*: \_\_\_\_\_

City\*: \_\_\_\_\_

Country\*: -- Select country --

Region\*: \_\_\_\_\_

Fax: \_\_\_\_\_

Preferred contact

Partners List Cancel Save

6. Click the "Save" button. A confirmation "Record created successfully" will be displayed. Notice the number of contact persons in the organisation has increased.

## 5.7. How to remove beneficiary organisation contact person?

1. Repeat the steps from **5.1. How to display a list of partners** paragraph.
2. Click the name the partner. A list of contacts for the beneficiary organisation will be displayed.

Filter by columns		Preferred contact					
Beneficiary	Partner ID	Legal Name	Type of Organisation	Name	Mobile	Country	
<input type="checkbox"/>							
General search							
Search: <input type="text"/> <span style="float: right;">Show 50 entries Showing 1 to 4 of 4 entries</span>							
List of Beneficiary & Partners				Preferred contact			
	Beneficiary	Partner ID	Legal Name	Type of Organisation	Name	Mobile	Country
<input type="checkbox"/>	Yes		Beneficiary Organisation	Vocational training institute tertiary level	Beneficiary Test USER	0000000000	BELGIUM
<input type="checkbox"/>	No		Host Organisation	Parents' associations			
<input type="checkbox"/>	No		Intermediary Partner	Vocational training institute tertiary level			
<input type="checkbox"/>	No		Partner no. 1	Other types of Association	FirstName LASTNAME	00000	BELGIUM

3. Check the selection box next to the partner contact name you want to remove. Please note that you cannot remove yourself from this list – the selection box will be greyed out.

Filter by columns		Preferred contact							
Beneficiary	Partner ID	Legal Name	Type of Organisation	Name	Mobile	Country	Beneficiary	Partner ID	Legal Name
<input type="checkbox"/>									
List of Contacts for this Partner									
Show All entries Showing 1 to 4 of 4 entries									
Edit	Authorised to sign Grant	Preferred contact	Name	Department	Position	Mobile	Email	Access to Project	
<input type="checkbox"/>	Yes	No	Mrs Clara DUPONT	Vocational Education	Director		auth.ben@gmail.com	No	
<input type="checkbox"/>	No	Yes	Mr Beneficiary Test USER	N/A	N/A	00000	michal.osmenda@vub.ac.be	Yes	
<input type="checkbox"/>	No	No	James JASON	N/A	N/A	000000	james.jason@email.com	Yes	
<input type="checkbox"/>	No	No	Mr Louis JANSSENS	Vocational Education	Assistant		mob.be3.ben@gmail.com	Yes	

4. Click the "Delete" button.
5. A confirmation message "The record has been deleted successfully" will be displayed. Please note you cannot remove person authorised to sign from the list of beneficiary contact persons. If the authorized person needs to be changed, please change the person details, as described few paragraphs earlier.

## 5.8. How to remove partner organisation contact person?

1. Repeat the steps from **5.1. How to display a list of partners** paragraph.
2. Click the partner name to display the list of contacts.

Filter by columns			Preferred contact			
Beneficiary	Partner ID	Legal Name	Type of Organisation	Name	Mobile	Country
<input type="checkbox"/>						
General search						
Search: <input type="text"/> <span style="float: right;">Show 50 entries Showing 1 to 4 of 4 entries</span>						
List of Beneficiary & Partners			Preferred contact			
Beneficiary	Partner ID	Legal Name	Type of Organisation	Name	Mobile	Country
<input type="checkbox"/>	Yes	Beneficiary Organisation	Vocational training institute tertiary level	Beneficiary Test USER	00000	BELGIUM
<input type="checkbox"/>	No	Host Organisation	Parents' associations	John SMITH	012345	LITHUANIA
<input type="checkbox"/>	No	Intermediary Partner	Vocational training institute tertiary level			
<input type="checkbox"/>	No	Partner no.1	Other types of Association	FirstName LASTNAME	00000	BELGIUM

- A list of contact persons will appear.
- Using the tick boxes on the right hand side select one or many contact persons you want to remove for the partner. Please note you can select all partner contacts to be deleted. Therefore partner organisation can have no contact persons listed.

List of Contacts for this Partner									
	Edit	Authorised to sign Grant	Preferred contact	Name	Department	Position	Mobile	Email	Access to Project
<input checked="" type="checkbox"/>		No	Yes	FirstName LASTNAME	N/A	N/A	00000	contact.partner@email.com	No
<input checked="" type="checkbox"/>		No	No	Person NO 2	N/A	N/A	000000	otherperson@email.com	No

- Click the "Delete" button right above the list of contacts.
- A confirmation message "The record has been deleted successfully" will be displayed.

### 5.9. How to enable or disable beneficiary organisation contact person access to Mobility Tool?

- Repeat the steps from 5.1. How to display a list of partners paragraph.
- Click the name of the Beneficiary Organisation on the of the partners list.

Filter by columns			Preferred contact			
Beneficiary	Partner ID	Legal Name	Type of Organisation	Name	Mobile	Country
<input type="checkbox"/>						
General search						
Search: <input type="text"/> <span style="float: right;">Show 50 entries Showing 1 to 4 of 4 entries</span>						
List of Beneficiary & Partners			Preferred contact			
Beneficiary	Partner ID	Legal Name	Type of Organisation	Name	Mobile	Country
<input type="checkbox"/>	Yes	Beneficiary Organisation	Vocational training institute tertiary level	Beneficiary Test USER	0000000000	BELGIUM
<input type="checkbox"/>	No	Host Organisation	Parents' associations			
<input type="checkbox"/>	No	Intermediary Partner	Vocational training institute tertiary level			
<input type="checkbox"/>	No	Partner no.1	Other types of Association	FirstName LASTNAME	00000	BELGIUM

- You will see a list of beneficiary organisation contact persons with their status of access. The status can have two values: "Yes" or "No".

Edit	Authorised to sign Grant	Preferred contact	Name	Department	Position	Mobile	Email	Access to Project
	Yes	No	Mrs Clara DUPONT	Vocational Education	Director			No
<input type="checkbox"/>	No	Yes	Mr Beneficiary Test USER	N/A	N/A	00000		Yes
<input type="checkbox"/>	No	No	James JASON	N/A	N/A	000000		Yes

4. To enable contact person access to Mobility Tool and access to the project, click the yellow pencil to edit contact person details.
5. Select "Access to Project" to enable or deselect the option to disable Mobility Tool access for that person.

Same address as Partner Organisation

Title:

First Name\*:

Last Name\*:

Department\*:

Position\*:

Mobile\*:

Email\*:

Legal Address\*:

Postal Code\*:

City\*:

Country\*:

Region\*:

Fax:

Preferred contact:

**Access to Project**

In case the access is enabled a confirmation message "The user access to the Active Project has been enabled" will be displayed. The person now has gained access to the tool. Mobility Tool will send an automated email informing beneficiary contact person that he/she has been granted access to the tool. The email will contain project number, project title, link to Mobility Tool and contact details of the National Agency.

## 6. Mobilities

### 6.1. How to create new mobility experience?

#### Definition:

A "Mobility Experience" is a set of one or more mobilities planned/realised by a single participant. In most cases a "Mobility Experience" consists of a single mobility. However for a "Mobility Experience" to consist of multiple mobilities, these mobilities must share the same criteria (same economic sector, field of education and level of education).

#### Note:

Before a new mobility experience can be created, at least one participant and two partner organisations (the first for sending and the second for receiving) must already be listed in the Mobility Tool. Please check the "**4.2. How to add a new participant?**" and "**5.2. How to add a new partner?**" chapters for more information.

1. Login to the Mobility Tool.
2. Click the project grant agreement number to see the project details.
3. Click the "Mobility Experiences" button in the menu.



The screenshot displays the 'Mobility tool' interface for the European Commission. The header includes the European Commission logo and the text 'BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking - Agentschap'. The user is logged in as 'Beneficiary Test USER - beneficiary'. The main navigation menu includes 'Home', 'Project Details', 'Partners', 'Participants', 'Mobility Experiences' (highlighted with a red box), 'Budget', and 'Updates and Reports'. The page title is 'Project Details for 2011-1-BE3-LEO01-00001'. The content is organized into two columns:

Context & Period	Project Identifiers & Summary
<p><b>Sub-programme:</b> LEONARDO DA VINCI <b>Action:</b> LEONARDO DA VINCI IVT (Initial Vocational Training) <b>Call year:</b> 2011</p>	<p><b>Grant Agreement No:</b> 2011-1-BE3-LEO01-00001 <b>National ID:</b> 1234 <b>Project Title (national language):</b> Project Title</p>
<p><b>Start of activity:</b> <b>End of activity:</b></p>	<p><b>Beneficiary Latin Name:</b> Beneficiary Organisation</p>

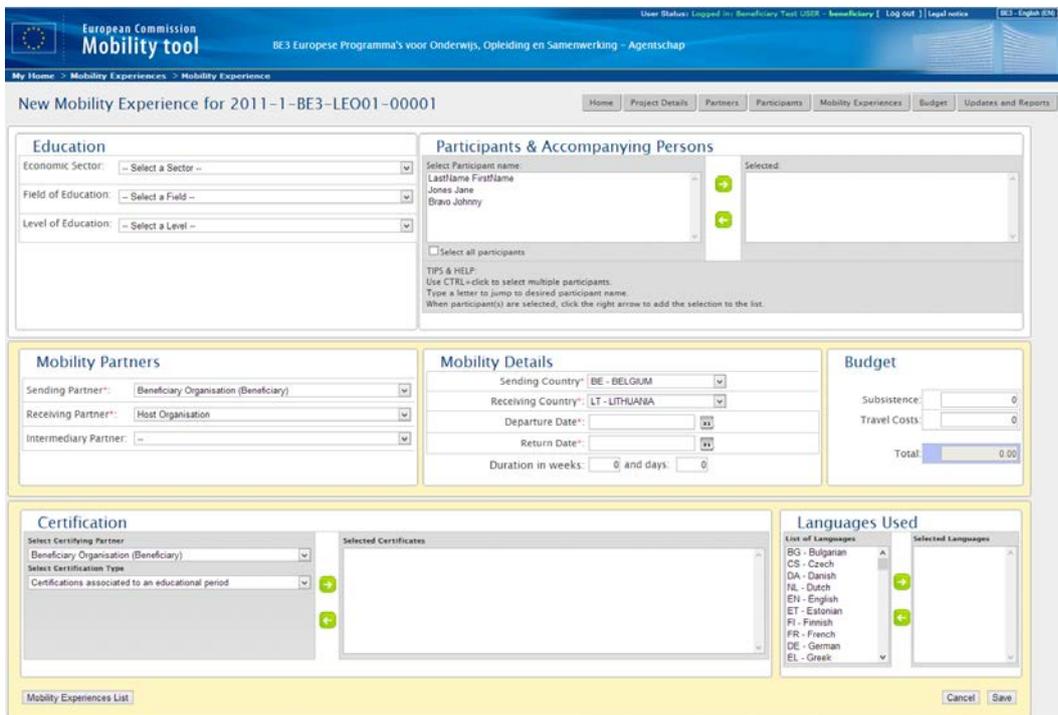
4. A list of existing mobility experiences will be displayed.



5. Click the "New Mobility Experience" button.



6. A new "Mobility Experience" form will appear.



7. Choose "Economic Sector", "Field of Education" and "Level of Education".

### Education

Economic Sector:

Field of Education:

Level of Education:

8. Select participants from the participant list. You may use CTRL+click to select multiple participants or type a letter to jump to desired participant name. When participant(s) are selected, click the right arrow to add the selection to the list.
9. Select sending, receiving and if applicable, intermediary partners in the "Mobility Partners" section.

### Mobility Partners

Sending Partner\*:

Receiving Partner\*:

Intermediary Partner:

10. In the "Mobility Details" section change sending and receiving country if they are selected incorrectly. The values in sending and receiving country are deducted from selection of sending and receiving partners.

### Mobility Details

Sending Country\*:

Receiving Country\*:

Departure Date\*:

Return Date\*:

Duration in weeks:  and days:

11. Choose departure and return date. "Duration in weeks" and "and days" fields will be populated automatically once the departure and return dates are selected.

**Mobility Details**

Sending Country\*

Receiving Country\*

Departure Date\*

Return Date\*

Duration in weeks:  and days:

12. In the "Budget" section enter "Subsistence" and "Travel Costs" budget. The total budget value will be calculated automatically.

**Budget**

Subsistence:

Travel Costs:

Total:

13. If applicable, select the certifying partner and the certification type that the partner will award to participants and click the green arrow to add the selection to the list. The "Selected Certificates" list will display values in pairs in a format of "certifying partner" – "certification type".

**Certification**

Select Certifying Partner

Select Certification Type

Selected Certificates  
Beneficiary Organisation (Beneficiary) - Certifications associ

**Note:**

It is possible that in the same mobility experience the same partner organisation can be both a sending and a receiving partner. This situation is **not** possible in a single mobility, however.

14. Finally, select the languages that will be used during this Mobility Experience. Once selected press the green arrow to add the languages to "Selected Languages" list. Repeat the process until all languages used in this Mobility Experience are selected.



15. Click the "Save" button.
16. After saving a new Mobility Experience (or Experiences) for selected participant (or participants) a confirmation message will be displayed. The Mobility Tool will create a mobility experience for each selected participant. All the mobility experiences created in this process will share the same values for economic sector, field of education, level of education, mobility partners (sending, receiving and intermediary, if selected), sending and receiving country, dates of mobility, budget, certifying partner and certification type as well as languages.
17. Click the "Mobility Experiences List" button to return to the main Mobility Experience page.

## ***6.2. How to display mobility experience details?***

1. Login to the Mobility Tool.
2. Click the project grant agreement number to see the project details.
3. Click the "Mobility Experiences" button in the top menu.

European Commission  
**Mobility tool** BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

User Status: Logged in: Beneficiary Test USER - beneficiary [ Log out ] | Legal notice | BE3 - English (EN)

My Home > Project Details

Home | Project Details | Partners | Participants | **Mobility Experiences** | Budget | Updates and Reports

### Project Details for 2011-1-BE3-LEO01-00001

**Context & Period**

**Sub-programme:** LEONARDO DA VINCI  
**Action:** LEONARDO DA VINCI IVT (Initial Vocational Training)  
**Call year:** 2011

**Start of activity:**  
**End of activity:**

**Project Identifiers & Summary**

**Grant Agreement No:** 2011-1-BE3-LEO01-00001  
**National ID:** 1234  
**Project Title (national language):** Project Title

**Beneficiary Latin Name:** Beneficiary Organisation

4. A list of existing mobility experiences will be displayed. This list will display some basic information about mobility experiences. This list will contain: last and first name of the participant, starting date of first mobility, returning date from the last mobility, status of participant report request and number of mobilities. If you wish to see more details, please follow the steps below.

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My Home > Mobility Experiences

### List of Mobility Experiences for 2011-1-BE3-LEO01-00001

Home | Project Details | Partners | Participants | **Mobility Experiences** | Budget | Updates and Reports

New Mobility Experience | Delete | Advanced Search | Clear Filters | Request report | Import - Export

	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input type="checkbox"/>	LASTNAME	FirstName	01/01/2011	31/03/2012	EMAIL NOTIFIED	2
<b>List of Mobilities for this Mobility Experience</b>						
Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date	
	BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011	
	BULGARIA	ESTONIA	Host Organisation	02/03/2012	31/03/2012	
<input type="checkbox"/>	JONES	Jane	14/12/2011	08/01/2012	EMAIL NOTIFIED	1
<b>List of Mobilities for this Mobility Experience</b>						
Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date	
	UECHTENSTEIN	IRELAND	Host Organisation	14/12/2011	08/01/2012	

5. Click the green loupe icon (  ) next to the mobility experience you're interested in.

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User Status: Logged in: Beneficiary Test USER - beneficiary [ Log out ] | Legal notice | BE3 - English (EN)

My Home > Mobility Experiences

### List of Mobility Experiences for 2011-1-BE3-LEO01-00001

Home | Project Details | Partners | Participants | **Mobility Experiences** | Budget | Updates and Reports

New Mobility Experience | Delete | Advanced Search | Clear Filters | Request report | Import - Export

	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input type="checkbox"/>	LASTNAME	FirstName	01/01/2011	31/03/2012	EMAIL NOTIFIED	2
<b>List of Mobilities for this Mobility Experience</b>						
Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date	
	BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011	
	BULGARIA	ESTONIA	Host Organisation	02/03/2012	31/03/2012	
<input type="checkbox"/>	JONES	Jane	14/12/2011	08/01/2012	EMAIL NOTIFIED	1
<b>List of Mobilities for this Mobility Experience</b>						
Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date	
	UECHTENSTEIN	IRELAND	Host Organisation	14/12/2011	08/01/2012	

6. The "Mobility Experience Details" page will appear. Please note that this page also includes a list of mobilities within the displayed mobility experience. Please check section **6.4. How to display mobility details** for more information.

Mobility Experiences | Reports Requests

Detail of Mobility Experience for 2011-1-BE3-LEO01-00001

**Participant**

Title: Mr

First Name: FirstName

Last Name: LastName

Date of Birth: 01 01 1980 (dd-mm-yyyy)

Gender: M - Male

With Special Needs: NO

Is Accompanying Person: NO

Type of Participant: STD-ADL - Adult learners

IVT Participant Type: MobIVT-Sch - Trainees in school based initial vocational training

**Participant**

Address: Street 1

Postal Code: 1000

City: Brussels

Country: BE - BELGIUM

Region: BE10 - Région de Bruxelles-Capitale / Brussels Hoofdstede

Telephone:

Email: firstname.lastname@email.com

**Education**

Economic Sector\*: A - AGRICULTURE, FORESTRY AND FISHING

Field of Education\*: 7 - Health and Welfare

Level of Education\*: ISCED 0 - Programmes at level 0, (pre-prima)

**List of Mobilities for this Mobility Experience**

Sending Country	Receiving Country	Receiving Partner	Start date	End date	
BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011	Add New Mobility   Delete

Cancel | Save

### 6.3. How to find specific mobility or mobility experience?

If you are looking for a specific mobility or mobility experience within a set of dozens or hundreds of mobilities in the tool, you can use the Advanced Search option available on Mobility Experiences page.

In order to use this function, navigate to Mobility Experience page and click the "Advanced Search" button on the top of the mobility experiences table.

European Commission Mobility tool | BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking - Agentschap

My Home > Mobility Experiences

List of Mobility Experiences for 2011-1-BE3-LEO01-00001

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | Updates and Reports

New Mobility Experience | Delete | **Advanced Search** | Clear Filters | Request report | Import - Export

	Last Name	First Name	First start date	Last end date	Report status	Mobilities																					
<p><b>List of Mobilities for this Mobility Experience</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Mobility ID</th> <th>Sending Country</th> <th>Receiving Country</th> <th>Receiving Partner</th> <th>Start date</th> <th>End date</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>BELGIUM</td> <td>PORTUGAL</td> <td>Partner no 1</td> <td>01/01/2011</td> <td>01/02/2011</td> <td style="text-align: right;">Add New Mobility   Delete</td> </tr> <tr> <td></td> <td>BULGARIA</td> <td>ESTONIA</td> <td>Host Organisation</td> <td>02/03/2012</td> <td>31/03/2012</td> <td style="text-align: right;">Add New Mobility   Delete</td> </tr> </tbody> </table>							Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date			BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011	Add New Mobility   Delete		BULGARIA	ESTONIA	Host Organisation	02/03/2012	31/03/2012	Add New Mobility   Delete
Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date																						
	BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011	Add New Mobility   Delete																					
	BULGARIA	ESTONIA	Host Organisation	02/03/2012	31/03/2012	Add New Mobility   Delete																					
	JONES	Jane	14/12/2011	08/01/2012	EMAIL NOTIFIED	1   Add New Mobility   Delete																					
<p><b>List of Mobilities for this Mobility Experience</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Mobility ID</th> <th>Sending Country</th> <th>Receiving Country</th> <th>Receiving Partner</th> <th>Start date</th> <th>End date</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>LIECHTENSTEIN</td> <td>IRELAND</td> <td>Host Organisation</td> <td>14/12/2011</td> <td>08/01/2012</td> <td style="text-align: right;">Add New Mobility   Delete</td> </tr> </tbody> </table>							Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date			LIECHTENSTEIN	IRELAND	Host Organisation	14/12/2011	08/01/2012	Add New Mobility   Delete							
Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date																						
	LIECHTENSTEIN	IRELAND	Host Organisation	14/12/2011	08/01/2012	Add New Mobility   Delete																					

You will see a form similar to the one presented below.

**Search Options**

**Person**

First Name:

Last Name:

Is Accompanying Person:  Yes  No  Both

With Special Needs:  Yes  No  Both

**Mobility Sending/Receiving Countries**

Sending Country: -- Select country --

Receiving Country: -- Select country --

**Mobility Dates**

Departure Date:

Return Date:

The advanced search option can help you to find a specific participant or participants, accompanying persons, participants with special needs, those who travel from or to a specific country and those who travel within specific dates.

Use "Clear Filters" button to remove search criteria from the result table.

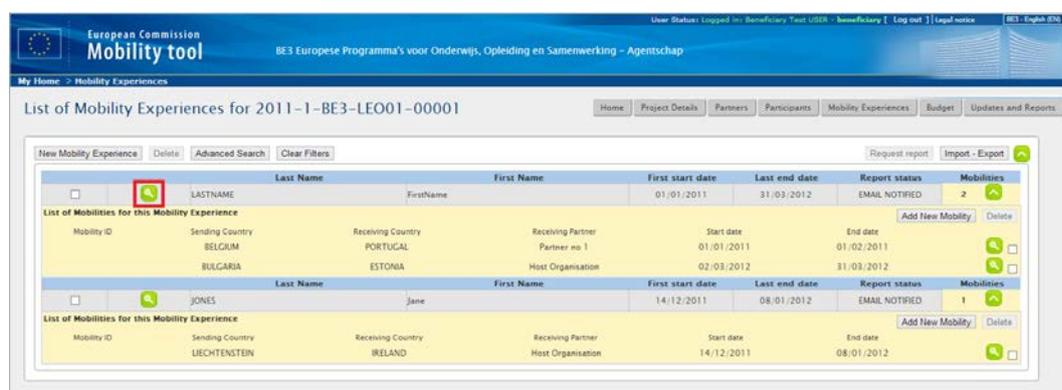
## 6.4. How to change mobility experience?

Only the following mobility experience information can be changed:

- economic sector
- field of education
- level of education

In order to change the values listed above, follow these steps:

1. Follow the steps from **6.2. How to display mobility experience details**
2. Click the green loupe () next to the Mobility Experience you want to change.



European Commission  
Mobility tool  
BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking - Agentschap

My Home > Mobility Experiences

List of Mobility Experiences for 2011-1-BE3-LEO01-00001

Home Project Details Partners Participants Mobility Experiences Budget Updates and Reports

New Mobility Experience Delete Advanced Search Clear Filters Request report Import - Export

	Last Name	First Name	First start date	Last end date	Report status	Mobilites
<input type="checkbox"/>	LASTNAME	FirstName	01/01/2011	31/03/2012	EMAIL NOTIFIED	2
List of Mobilites for this Mobility Experience						
Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date	
	BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011	
	BULGARIA	ESTONIA	Host Organisation	02/03/2012	31/03/2012	
<input type="checkbox"/>	JONES	Jane	14/12/2011	08/01/2012	EMAIL NOTIFIED	1
List of Mobilites for this Mobility Experience						
Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date	
	LEUCHTENSTEIN	IRELAND	Host Organisation	14/12/2011	08/01/2012	

3. Change the values in the form. Please note that participant data cannot be modified in this form. Please refer to **4.3. How to edit participant's details** section for more information on changing participant's data.

Mobility Experiences Reports Requests

Detail of Mobility Experience for 2011-1-BE3-LEO01-0001

**Participant**

Title: Mr

First Name: FirstName

Last Name: LastName

Date of Birth: 01/01/1980 (dd-mm-yyyy)

Gender: M - Male

With Special Needs: NO

Is Accompanying Person: NO

Type of Participant: STD-ADL - Adult learners

IVT Participant Type: MobIVT-Sch - Trainees in school based initial vocational training

**Participant**

Address: Street 1

Postal Code: 1000

City: Brussels

Country: BE - BELGIUM

Region: BE10 - Région de Bruxelles-Capitale / Brussels Hoofdstede

Telephone:

Email: firstname.lastname@email.com

**Education**

Economic Sector\*: A - AGRICULTURE, FORESTRY AND FISHI

Field of Education\*: 7 - Health and Welfare

Level of Education\*: ISCED 0 - Programmes at level 0, (pre-prima)

**List of Mobilities for this Mobility Experience**

Sending Country	Receiving Country	Receiving Partner	Start date	End date	
BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011	<input type="checkbox"/> <input type="checkbox"/>

Mobility Experiences List
Cancel Save

4. Click the "Save" button.

If you wish to change more values than economic sector, field of education and level of education, a new mobility experience must be created and the other one removed. Please refer to other sections of this document for more information.

### 6.5. How to display mobility details?

1. Login to the Mobility Tool.
2. Click the project grant agreement number to see the project details.
3. Click the "Mobility Experiences" button in the top menu. A list of existing mobility experiences will be displayed.
4. The list of mobility experiences will also contain some basic information about each mobility. The page will include: sending country, receiving country, receiving partner, start date and end date. If you wish to see more information, please follow the steps below.
5. Click the green loupe icon () on the right in the yellow "List of Mobilities for this Mobility Experience" section, underneath the mobility experience details.

		Last Name	First Name	First start date	Last end date	Report status	Mobilities																					
<input type="checkbox"/>		LASTNAME	FirstName	01/01/2011	31/03/2012	EMAIL NOTIFIED	2																					
<p><b>List of Mobilities for this Mobility Experience</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Mobility ID</th> <th>Sending Country</th> <th>Receiving Country</th> <th>Receiving Partner</th> <th>Start date</th> <th>End date</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>BELGIUM</td> <td>PORTUGAL</td> <td>Partner no 1</td> <td>01/01/2011</td> <td>01/02/2011</td> <td style="text-align: right;"></td> </tr> <tr> <td></td> <td>BULGARIA</td> <td>ESTONIA</td> <td>Host Organisation</td> <td>02/03/2012</td> <td>31/03/2012</td> <td style="text-align: right;"></td> </tr> </tbody> </table>								Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date			BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011			BULGARIA	ESTONIA	Host Organisation	02/03/2012	31/03/2012	
Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date																							
	BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011																							
	BULGARIA	ESTONIA	Host Organisation	02/03/2012	31/03/2012																							
<input type="checkbox"/>		JONES	Jane	14/12/2011	08/01/2012	EMAIL NOTIFIED	1																					
<p><b>List of Mobilities for this Mobility Experience</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Mobility ID</th> <th>Sending Country</th> <th>Receiving Country</th> <th>Receiving Partner</th> <th>Start date</th> <th>End date</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>LIECHTENSTEIN</td> <td>IRELAND</td> <td>Host Organisation</td> <td>14/12/2011</td> <td>08/01/2012</td> <td style="text-align: right;"></td> </tr> </tbody> </table>								Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date			LIECHTENSTEIN	IRELAND	Host Organisation	14/12/2011	08/01/2012								
Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date																							
	LIECHTENSTEIN	IRELAND	Host Organisation	14/12/2011	08/01/2012																							

6. A mobility details form will appear.

Mobility Details for 2011-1-BE3-LEO01-00001, FirstName LastName

<b>Mobility Partners</b> Sending Partner*: Beneficiary Organisation (Benefici) ▾ Receiving Partner*: Partner no 1 ▾ Intermediary Partner: -- ▾	<b>Mobility Details</b> Sending Country*: BE - BELGIUM ▾ Receiving Country*: PT - PORTUGAL ▾ Departure Date*: 01/01/2011 [33] Return Date*: 01/02/2011 [33] Duration in weeks: 4 and days: 4	<b>Budget</b> Subsistence: 100.00 Travel Costs: 100.00 Total: 200.00
---	---	---

<b>Certification</b> Select Certifying Partner Beneficiary Organisation (Beneficia) ▾ Select Certification Type Certifications associated to an edu ▾	<b>Selected Certificates</b> Beneficiary Organisation - Certifications associated to an edu	<b>Languages Used</b> List of Languages BG - Bulgarian CS - Czech DA - Danish NL - Dutch EN - English ET - Estonian FI - Finnish FR - French DE - German EL - Greek Selected Languages EN - English
---	--	--

Cancel Update Mobility

## 6.6. How to change mobility?

If you want to change mobility details, including:

- sending country
- receiving country
- departure date
- return date
- sending partner
- receiving partner
- intermediary partner
- subsistence and travel costs
- certification and certifying partners
- languages used

Follow the steps below.

1. Repeat the steps from **6.4 How to display mobility details** paragraph.
2. Change the values and click the "Update Mobility" button to save.

### Note:

If you want to change participant's name, you need to go to **"How to edit a participant's details?"** section for more information.

## 6.7. How to add new mobility to already existing mobility experience?

### Note:

It is possible to add a maximum of 6 mobilities per single mobility experience (per person). This limitation serves situations where participants had to, for various reasons, break their mobilities, therefore their mobilities are no longer covered by only one period. This option may also be used in cases where participant travels from one place to another and all his/her mobilities must be recorded (different budgets, certificates, etc.) but they still fall within the same mobility experience criteria.

If there are any doubts regarding how mobilities should be recorded, please consult your National Agency.

1. Login to the Mobility Tool.
2. Click the project grant agreement number to see the project details.
3. Click the "Mobility Experiences" button in the top menu.



The screenshot displays the 'Mobility tool' interface for the European Commission. The header includes the European Commission logo and the text 'BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking - Agentschap'. The user status is 'Logged in: Beneficiary Test USER - beneficiary [ Log out ]' and the language is 'BE3 - English (EN)'. The breadcrumb trail is 'My Home > Project Details'. The main navigation menu includes 'Home', 'Project Details', 'Partners', 'Participants', 'Mobility Experiences' (highlighted with a red box), 'Budget', and 'Updates and Reports'. The page title is 'Project Details for 2011-1-BE3-LEO01-00001'. The content is organized into four panels:

<b>Context &amp; Period</b> <b>Sub-programme:</b> LEONARDO DA VINCI <b>Action:</b> LEONARDO DA VINCI IVT (Initial Vocational Training) <b>Call year:</b> 2011	<b>Project Identifiers &amp; Summary</b> <b>Grant Agreement No:</b> 2011-1-BE3-LEO01-00001 <b>National ID:</b> 1234 <b>Project Title (national language):</b> Project Title
<b>Start of activity:</b> <b>End of activity:</b>	<b>Beneficiary Latin Name:</b> Beneficiary Organisation

4. A list of existing mobility experiences will be displayed.



5. Find the mobility experience you want to add a new mobility for on the list.
6. Click the "Add New Mobility" button underneath mobility experience details.



7. A new mobility form will appear.

Mobility Details for 2011-1-BE3-LEO01-00001, FirstName LastName

<h3>Mobility Partners</h3> <p>Sending Partner*: Beneficiary Organisation (Benefici...)</p> <p>Receiving Partner*: Host Organisation</p> <p>Intermediary Partner: --</p>	<h3>Mobility Details</h3> <p>Sending Country*: -- Select country --</p> <p>Receiving Country*: -- Select country --</p> <p>Departure Date*: [ ] [ ]</p> <p>Return Date*: [ ] [ ]</p> <p>Duration in weeks: 0 and days: 0</p>	<h3>Budget</h3> <p>Subsistence: [ ] 0</p> <p>Travel Costs: [ ] 0</p> <p>Total: [ ] 0.00</p>
<h3>Certification</h3> <p>Select Certifying Partner: Beneficiary Organisation (Beneficia...)</p> <p>Select Certification Type: Certifications associated to an educ...</p> <p>Selected Certificates: [ ]</p>		<h3>Languages Used</h3> <p>List of Languages: BG - Bulgarian, CS - Czech, DA - Danish, NL - Dutch, EN - English, ET - Estonian, FI - Finnish, FR - French, DE - German, EL - Greek</p> <p>Selected Languages: [ ]</p>

Cancel Add New Mobility

8. Select "Sending Partner", "Receiving Partner", "Intermediary Partner" (if applicable), change "Sending Country" and "Receiving Country" if they are different than the countries of the partners, "Departure Date", "Return Date". "Duration in weeks" and "and days" fields will be populated automatically.

Mobility Partners	Mobility Details	Budget
Sending Partner*: <input type="text" value="Beneficiary Organisation (Benefici"/>	Sending Country*: <input type="text" value="-- Select country --"/>	Subsistence: <input type="text" value="0"/>
Receiving Partner*: <input type="text" value="Host Organisation"/>	Receiving Country*: <input type="text" value="-- Select country --"/>	Travel Costs: <input type="text" value="0"/>
Intermediary Partner: <input type="text" value="--"/>	Departure Date*: <input type="text" value=""/>	Total: <input type="text" value="0.00"/>
	Return Date*: <input type="text" value=""/>	
	Duration in weeks: <input type="text" value="0"/> and days: <input type="text" value="0"/>	

- Add budget values for subsistence and travel costs. The "Total" budget value will be calculated automatically.
- If applicable, select "Certifying Partner" and the certification type that the partner will award to participants in this mobility and click the green arrow to add selection to the list. The "Selected Certificates" list will display values in pairs in a format of "certifying partner" – "certification type".

Certification	
<b>Select Certifying Partner</b> <input type="text" value="Beneficiary Organisation (Beneficia"/>	<b>Selected Certificates</b> <input type="text" value="Beneficiary Organisation (Beneficiary) - Certifications associ"/>
<b>Select Certification Type</b> <input type="text" value="Certifications associated to an educ"/>	

- Finally, select languages that will be used during this mobility. Once selected press the green arrow to add the languages to "Selected Languages" list. Repeat the process until all languages used in this mobility are selected.

Languages Used	
<b>List of Languages</b> BG - Bulgarian CS - Czech DA - Danish NL - Dutch ET - Estonian FI - Finnish <b>FR - French</b> EL - Greek HU - Hungarian GA - Irish	<b>Selected Languages</b> <b>EN - English</b> DE - German

- Click the "Add New Mobility" button to save. A confirmation "Record created successful" will be displayed. Please note that the new mobility will appear on the list of mobilities and the number of mobilities will increase.

	Last Name	First Name	First start date	Last end date	Report status	Mobilities	
<input type="checkbox"/>	LASTNAME	FirstName	01/01/2011	05/02/2012	NONE	2	
<b>List of Mobilities for this Mobility Experience</b>							
						<input type="button" value="Add New Mobility"/>	<input type="button" value="Delete"/>
Sending Country	Receiving Country	Receiving Partner	Start date	End date			
BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011		<input type="checkbox"/>	
GERMANY	FINLAND	Host Organisation	13/01/2012	05/02/2012		<input type="checkbox"/>	

## 6.8. How to delete mobility?

- Login to the Mobility Tool.
- Click the project grant agreement number to see the project details.
- Click the "Mobility Experiences" button in the top menu. A list of existing mobility experiences will be displayed.
- Using the tick-box on the right select the Mobility you wish to delete.

	Last Name	First Name	First start date	Last end date	Report status	Mobilities	
<input type="checkbox"/>	LASTNAME	FirstName	01/01/2011	05/02/2012	NONE	2	
<b>List of Mobilities for this Mobility Experience</b>							
						<input type="button" value="Add New Mobility"/>	<input type="button" value="Delete"/>
Sending Country	Receiving Country	Receiving Partner	Start date	End date			
BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011		<input type="checkbox"/>	
GERMANY	FINLAND	Host Organisation	13/01/2012	05/02/2012		<input checked="" type="checkbox"/>	

- Click the "Delete" button above the list of mobilities.

	Last Name	First Name	First start date	Last end date	Report status	Mobilities	
<input type="checkbox"/>	LASTNAME	FirstName	01/01/2011	05/02/2012	NONE	2	
<b>List of Mobilities for this Mobility Experience</b>							
						<input type="button" value="Add New Mobility"/>	<input type="button" value="Delete"/>
Sending Country	Receiving Country	Receiving Partner	Start date	End date			
BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011		<input type="checkbox"/>	
GERMANY	FINLAND	Host Organisation	13/01/2012	05/02/2012		<input checked="" type="checkbox"/>	

- A confirmation dialog will be displayed: "Are you sure you want to delete this Mobility?". Click OK.
- A confirmation message will be displayed: "The record has been deleted successfully".

## 6.9. How to delete mobility experience?

- Login to the Mobility Tool.
- Click the project grant agreement number to see the project details.
- Click the "Mobility Experiences" button in the top menu. A list of existing mobility experiences will be displayed.
- Using the tick-box on the left select mobility experience you wish to delete.

New Mobility Experience		Delete	Advanced Search	Clear Filters	Request report			Import - Export
<input type="checkbox"/>	LASTNAME	FirstName	First start date	Last end date	Report status	Mobilities		
List of Mobilities for this Mobility Experience								
Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date	Add New Mobility Delete		
	BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	BULGARIA	ESTONIA	Host Organisation	02/03/2012	31/03/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	JONES	Jane	14/12/2011	08/01/2012	EMAIL NOTIFIED	1		
List of Mobilities for this Mobility Experience								
Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date	Add New Mobility Delete		
	LIECHTENSTEIN	IRELAND	Host Organisation	14/12/2011	08/01/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Click the "Delete" button on top of the page.

New Mobility Experience		Delete	Advanced Search	Clear Filters	Request report			Import - Export
<input checked="" type="checkbox"/>	LASTNAME	FirstName	First start date	Last end date	Report status	Mobilities		
List of Mobilities for this Mobility Experience								
Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date	Add New Mobility Delete		
	BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	BULGARIA	ESTONIA	Host Organisation	02/03/2012	31/03/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	JONES	Jane	14/12/2011	08/01/2012	EMAIL NOTIFIED	1		
List of Mobilities for this Mobility Experience								
Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date	Add New Mobility Delete		
	LIECHTENSTEIN	IRELAND	Host Organisation	14/12/2011	08/01/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

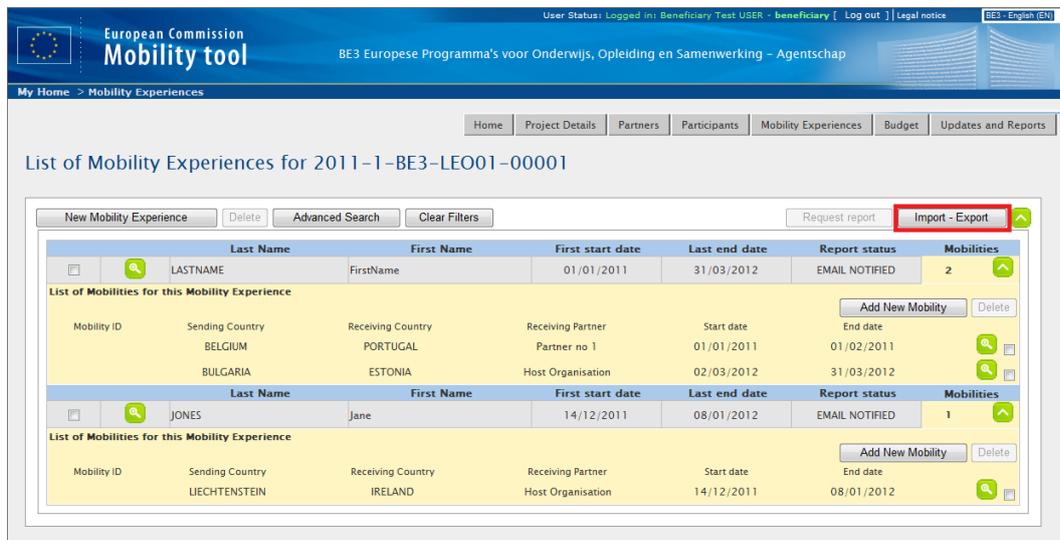
6. A confirmation "The record has been deleted successfully!" will be displayed.

## 7. Import and export of data

In this chapter you will find details regarding import of partner, participant and mobility data as well as information regarding export of data from the Mobility Tool.

The main purpose of data import is to enable beneficiaries of big projects to quickly enter large amount of data into the application in a single step. Other purpose of the import functionality is synchronisation between an external, used by the beneficiary tool with the Mobility Tool.

Data import/export feature are available from Mobility Experiences page, as presented on the screenshot.

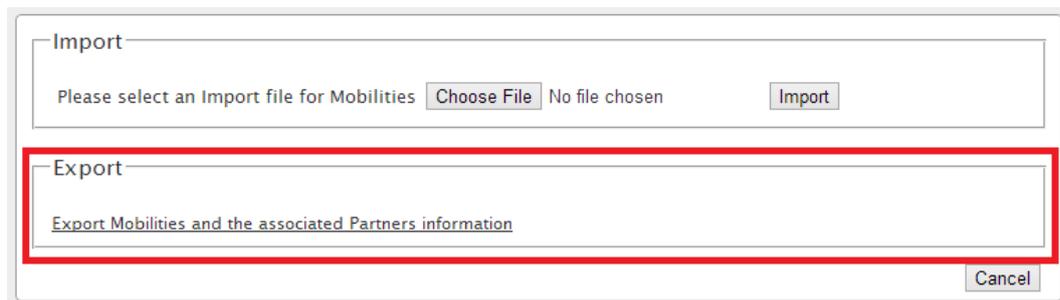


The screenshot shows the 'European Commission Mobility tool' interface. The page title is 'List of Mobility Experiences for 2011-1-BE3-LEO01-00001'. The 'Import - Export' button is highlighted with a red box. Below the main table, there are two sections for 'List of Mobilities for this Mobility Experience'.

Last Name	First Name	First start date	Last end date	Report status	Mobilities
LASTNAME	FirstName	01/01/2011	31/03/2012	EMAIL NOTIFIED	2
<b>List of Mobilities for this Mobility Experience</b>					
Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date
	BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011
	BULGARIA	ESTONIA	Host Organisation	02/03/2012	31/03/2012
<b>List of Mobilities for this Mobility Experience</b>					
Add New Mobility Delete					
Last Name First Name First start date Last end date Report status Mobilities					
JONES Jane 14/12/2011 08/01/2012 EMAIL NOTIFIED 1					
<b>List of Mobilities for this Mobility Experience</b>					
Add New Mobility Delete					
Last Name First Name First start date Last end date Report status Mobilities					
LIECHTENSTEIN IRELAND Host Organisation 14/12/2011 08/01/2012					

### 7.1. Data export

The data export part of the "Import – Export" page is highlighted on the screenshot below.



The screenshot shows the 'Import - Export' dialog box. The 'Export' section is highlighted with a red box. The 'Export' section contains the text 'Export Mobilities and the associated Partners information'.

When exported, data from the Mobility Tool projects is saved in CSV file format. Semicolon (;) is used as a default field separator. The file is exported in UTF-8 character encoding standard. The exported file may be used for data import under the condition that all mandatory fields are not empty. This is due to partner and mobility ID fields which may not be provided while entering the data using graphical user interface. More information on this topic can be found in the chapter describing the import process.

Please notice that exporting data from the Mobility Tool may take some time and it may result in files large in size. The biggest export file at the time of writing the latest version of this document has over 1.2MB and it took over 2 minutes to generate.

### 7.2. Data import

The Mobility Tool allows importing partner, participant and mobility data - that is all project information, in one go. The import process uses CSV (Comma-Separated Values) file as a data protocol. Data can be imported at any time of the project lifecycle. During the import new data entries may be created as well as updated. It is not possible to delete any information already existing in the tool during the data import process. All deletions should be done manually by the Mobility Tool user using the graphical user interface (GUI).

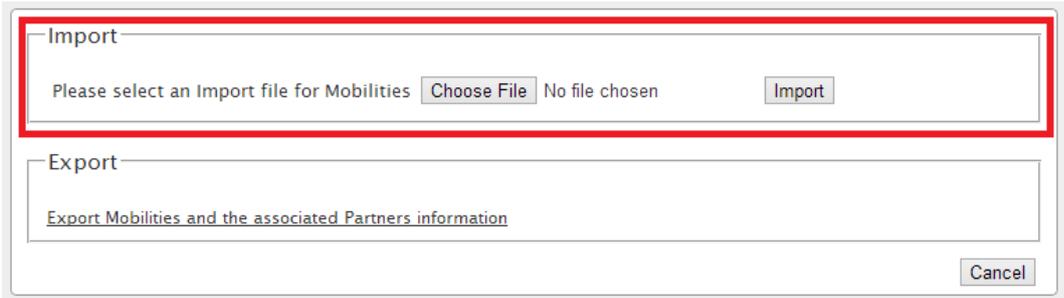
**The general rule for data import into the Mobility Tool** is following:

- If partner, mobility or participant cannot be identified in the system by partner and mobility ID – a new set of data is created
- If partner, mobility or participant can be identified as already existing in the system and the imported data contains some changes to the partner, mobility or participant information – the set of existing data is updated
- If partner, mobility or participant can be identified as already existing in the system and the imported data doesn't contain changes to neither partner, mobility nor participant information – no data is changed

It is important to mention that whilst it is not possible to delete data from the Mobility Tool using the import functionality, it is possible to duplicate the existing information. More details on this topic can be found in next paragraphs.

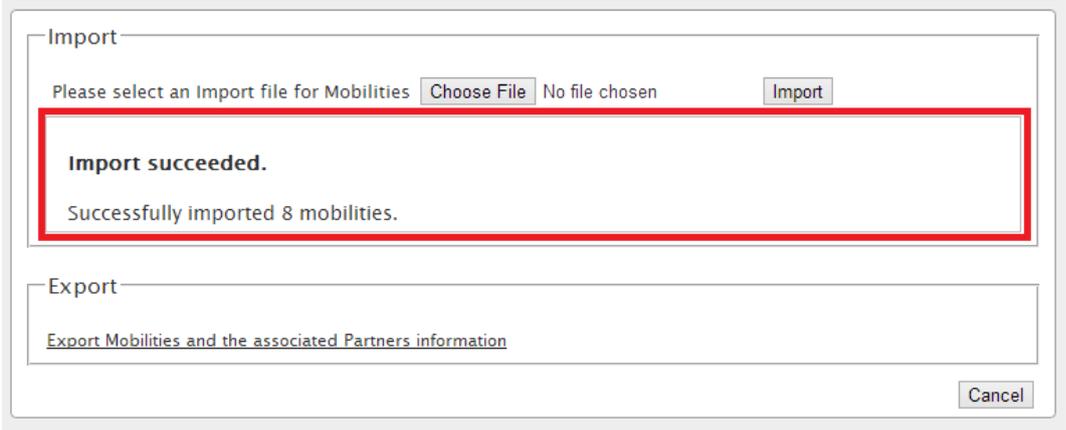
In order to import data into the Mobility Tool two conditions must be met – imported file must have a proper structure and imported data must meet required conditions.

The data import section of the “Import – Export” page is highlighted on the screenshot below.

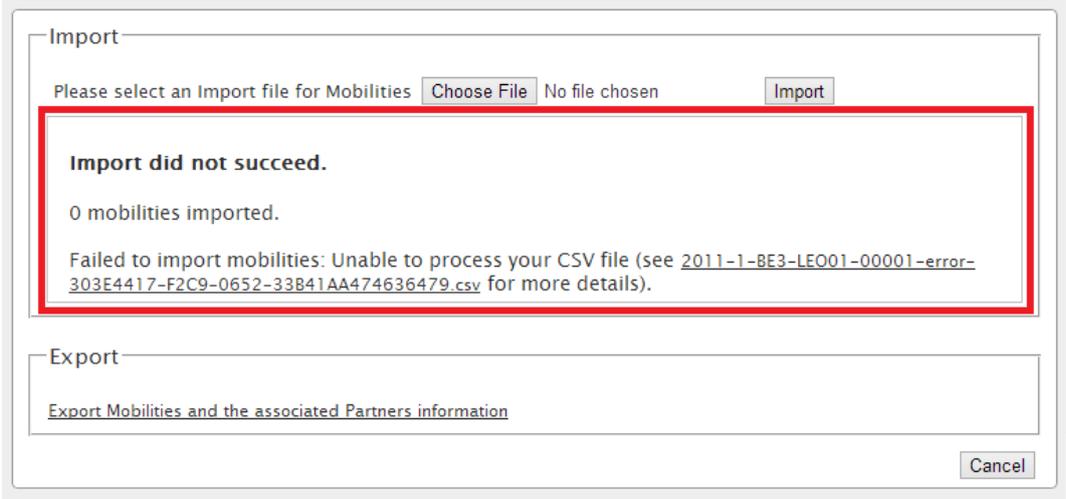


Please notice that data import is resource heavy process and depending on size of the imported file may take some time to finish.

Every import process always generates system response – in both successful and unsuccessful cases. Examples of these messages are presented below. In case of success the message might look as following.



The failed import process may be signalled by the following system message.



**Important!**  
Please note that unless all data in the imported file is correct, nothing will be imported by the Mobility Tool. This can be described as “All or None” approach to the import process.

### 7.2.1. Data file template – file structure

The best way to ensure the correct file structure of the imported file is to use a template from the Mobility Tool website. The template can be obtained by going to Mobility Experience page, clicking "Import – Export" button (marked on the screenshot in one of the previous paragraphs) and clicking "Export Mobilities and the associated Partners information". This function will download all project information – in case of a new project with no mobilities - the template will contain only the field headers.

The file is organised the way that all header fields are located in the first row of the file, second row contains field requirements (described below) and data rows start from the third row. One data row equals one mobility information – participant, mobility details, partner details, budget, etc. Please note that even if you use only one sending or receiving partner, you need to enter the partner organisation details (including organisation contact person details) as many times as many mobilities your project contains paying attention that the same partner ID is used throughout.

**Note:**

List of all fields with their description and specifics (whether the field is mandatory or requires using dictionary codes) can be found in **Annex I** at the end of this document. The fields were named in human-readable, as oppose to machine-readable format.

There are three types of fields in the template file – mandatory fields that need to contain data (marked by a star \* in the template file), code fields (marked as *DICT*) and optional open text fields (that may be empty). All code fields are also mandatory fields. The specific of each field is described in the second row of the template file.

**Note:**

The list of codes used in the code fields marked with *DICT* in the template file can be found in the **Annex II** at the end of this document.

Please pay special attention to the list of codes as they will be used extensively during the data import process – minimum 34 mandatory fields require use of dictionary codes, additionally 11 is required is project has intermediary partners.

Mobility Tool import function respects use of national characters. Therefore it is important to ensure the data file used for import is encoded in UTF-8 character format.

The CSV file template can be in one of the three accepted formats:

1. Field\_1 ; Field\_2 ; ...; Field\_n
2. "Field\_1" ; "Field\_2" ; ... ; "Field\_n"
3. "Field\_1" ; Field\_2 containing a double "" quote" ; ... ; "Field\_n"

### 7.2.2. Examples of data import file

The table below depicts the first 7 fields of the template import data file that contains information about three mobilities. Please note the second row of the file containing specification of each field - \* being a mandatory field, *DICT* being a code field. The

“Participant Title” field doesn’t have any requirements; therefore it can be an empty field. For the purpose of the demonstration, other fields (columns) have been removed.

Project ID	Mobility ID	Participant Title	Participant First Name	Participant Last Name	Participant Date of Birth	Participant Gender	...
*	*		*	*	*	*, DICT	...
2011-1-BE3-LEO01-00001	0001	Mr	FirstName	LastName	01/01/1980	M	...
2011-1-BE3-LEO01-00001	0002	Mrs	Jane	Jones	01/01/1995	F	...
2011-1-BE3-LEO01-00001	0003	Mr	FirstName	LastName	01/01/1980	M	...

It is very important that during the import of the data, the first two rows – field headers and field specification must be preserved in the file. Deleting the first two rows from the template will render the import invalid. It is also important not to change the order of the columns (fields). Any change in the fields/columns order will render the import invalid as well.

In the following example 8 participants is going from the same sending organisation (code *BEN*) will be sent to 8 different hosting partners (codes *HOST01* to *HOST08*).

Project ID	Mobility ID	...	Participant First Name	...	Sending Partner ID	...	Receiving Partner ID	...
*	*	...	*	...	*	...	*	...
2011-1-BE3-LEO01-00001	ID0001	...	FirstName1	...	BEN	...	HOST01	...
2011-1-BE3-LEO01-00001	ID0002	...	FirstName2	...	BEN	...	HOST02	...
2011-1-BE3-LEO01-00001	ID0003	...	FirstName3	...	BEN	...	HOST03	...
2011-1-BE3-LEO01-00001	ID0004	...	FirstName4	...	BEN	...	HOST04	...
2011-1-BE3-LEO01-00001	ID0005	...	FirstName5	...	BEN	...	HOST05	...
2011-1-BE3-LEO01-00001	ID0006	...	FirstName6	...	BEN	...	HOST06	...
2011-1-BE3-LEO01-00001	ID0007	...	FirstName7	...	BEN	...	HOST07	...
2011-1-BE3-LEO01-00001	ID0008	...	FirstName8	...	BEN	...	HOST08	...

Next example will create 3 different mobilities from the same sending partner to three different hosting partners for the same participant. Please note that this import will result in list of participants containing details of the same person 3 times. This is due to the fact that it is the mobility that identifies the imported data, not participant.

Project ID	Mobility ID	...	Participant First Name	Participant Last Name	...	Sending Partner ID	...	Receiving Partner ID	...
*	*	...	*	*	...	*	...	*	...
2011-1-BE3-LEO01-00001	ID0001	...	FirstName1	LastName1	...	BEN	...	HOST01	...
2011-1-BE3-LEO01-00001	ID0002	...	FirstName1	LastName1	...	BEN	...	HOST02	...
2011-1-BE3-LEO01-00001	ID0003	...	FirstName1	LastName1	...	BEN	...	HOST03	...

The following example highlights the importance of careful row-by-row data entry. During the import process the Mobility Tool sees rows as consecutive data entries. Therefore if row 20 contains some modifications of partner data that has already been defined in row 6 of the same imported data file, it will take the data from row 20 as the most current one and will update the partner data as a result.

This can be illustrated by the next example of the import data file.

Project ID	...	Sending Partner ID	Sending Partner Legal Name	...	Sending Partner Legal Address	Sending Partner Postal Code	...
*	...	*	*	...	*	*	...
2011-1-BE3-LEO01-00001	...	BEN	Beneficiary Organisation	...	Rue Leonardo da Vinci 1	BE-1000	...
...	...	...	...	...	...	...	...
2011-1-BE3-LEO01-00001	...	BEN	Beneficiary Organisation	...	Rue Leonardo da Vinci 10	BE-1000	...

Please notice different address of the beneficiary organisation in the last row. Being the last entry in the imported data file, "Sending Partner Legal Address" will contain value "Rue Leonardo da Vinci 10", not "Rue Leonardo da Vinci 1" as used in another entry.

The following example illustrates the similar behaviour.

Project ID	...	Sending Partner ID	Sending Partner Legal Name	...	Sending Partner Legal Address	Sending Partner Postal Code	...
*	...	*	*	...	*	*	...
2011-1-BE3-LEO01-00001	...	BEN	Beneficiary Organisation	...	Rue Leonardo da Vinci 1	BE-1000	...
...	...	...	...	...	...	...	...
2011-1-BE3-LEO01-00001	...	BEN	Beneficiary Organisation	...	Rue Leonardo da Vinci 10	BE-1000	...

Project ID	...	Sending Partner ID	Sending Partner Legal Name	...	Sending Partner Legal Address	Sending Partner Postal Code	...
*	...	*	*	...	*	*	...
2011-1-BE3-LEO01-00001	...	BEN	Beneficiary Organisation	...	Rue Leonardo da Vinci 1	BE-1000	...

Please notice the beneficiary organisation data will change twice during the import process. Once – the “Sending Partner Legal Address” will be changed from “Rue Leonardo da Vinci 1” to “Rue Leonardo da Vinci 10” and then, at the very last row, the address will be changed back to its original value of “Rue Leonardo da Vinci 1”.

More scenarios will be discussed in following chapters.

### 7.2.3. ID fields

The data template file contains 12 ID fields. They play very important role in the data import process. The table below presents all the ID fields with their characteristics.

Field name	Mandatory?	Description
Project ID	Yes	Grant agreement number also called project number, i.e. <i>2011-1-BE3-LEO01-00001</i> . In a single import file this field must always contain the same value.
Mobility ID	Yes	Any unique identification of a particular mobility, i.e. <i>0001, MOB01, NL-GB-John</i>
Certifying Partner ID 1		Equals to either sending, receiving or intermediary partner ID
Certifying Partner ID 2		Equals to either sending, receiving or intermediary partner ID
Certifying Partner ID 3		Equals to either sending, receiving or intermediary partner ID
Sending Partner ID	Yes	Any unique identification of a sending (beneficiary) partner, i.e. <i>BENEFICIARY, ORG1</i>
Sending Partner National ID		Optional field for any partner national identification, i.e. organisation registration number
Sending / Receiving / Intermediary Partner Contact Email	Yes	Identification of a partner contact person. This field cannot be updated via the import process.
Receiving Partner ID	Yes	Any unique identification of a receiving (host) partner, i.e. <i>HOST1</i>
Receiving Partner National ID		Optional field for any partner national identification, i.e. organisation registration number
Intermediary Partner ID	Yes	Any unique identification of an intermediary partner – if exists in the mobility context, i.e. <i>INT1, TRAINING01</i>
Intermediary Partner National ID		Optional field for any partner national identification, i.e. organisation registration number

Let's analyse few scenarios that illustrate in details the logic behind the ID fields and how the system interprets their use.

### **7.2.3. Data import scenarios**

#### **Scenario 1 – data import to an empty project – sending partner other than beneficiary organisation**

Let's assume you just received the invitation from the Mobility Tool to work with your project. The website doesn't contain any information about participants of your project, also there are no mobilities. You may or may not already have some partners in the project.

You go to the Mobility Tool website, open section Mobility Experiences, click "Import – Export" button and download the exported data. The file is almost empty – contains only the field names and their specification – it does not contain any project data.

You open the file in a program of your choice (please read remarks regarding software at the end of this chapter) and fill in all required fields, taking into consideration the list of codes at the end of this document and format of the fields (please pay special attention to the date format) and ID codes described earlier. Minimum 79 out of 147 fields must be filled in. You save the file in CSV format and import the file via the website.

The result is following:

1. Minimum two new partners are created with the partner ID's and partner details specified in the import file (sending and receiving partner) together with their contact persons.
2. Minimum one participant is added to the list of participants
3. Minimum one mobility is created

#### **Important**

1. The imported partner (sending, receiving or intermediary) contact person is automatically marked as preferred partner contacts.
2. Values of education, certification and languages fields are ignored for accompanying persons (they are participants having values for "Is Participant an Accompanying Person" set to "Yes"), however they must be provided in the imported file.

The result of creating two new partners may not be necessarily the most desirable one as you might want using your own beneficiary organisation as the sending partner. We'll cover this scenario next.

#### **Scenario 2 - data import to an empty project – beneficiary organisation as the sending partner**

Let's assume you just received the invitation from the Mobility Tool to work with your project. The website doesn't contain any information about participants of your project, also there are no mobilities. You may or may not already have some partners in the project, but you want to make sure your beneficiary organisation is used to create mobilities during the import process.

You go to the Mobility Tool website and click Partners to display list of partners in your project. You click the pencil icon to edit your organisation and enter value for "Partner ID" field, as presented in the screenshot below. For the purpose of a demonstration, value *BEN* was entered in the Partner ID field.

Beneficiary Organisation Partner Details for 2011-1-BE3-LEO01-00001

Partner Details

Full Legal Name (national language)*	Beneficiary Organisation
Full Legal Name (Latin characters)*	Beneficiary Organisation
Partner ID	BEN
Acronym	BO
National ID (if requested by NA)	
Type of Organisation*	ASC-OTH - Other types of Association
Commercial Orientation*	NP - Not for Profit
Scope*	N - national
Legal Status*	PB - public
Economic Sector*	P85.32 - Technical and vocational secondary education
Size (Staff)*	S7 - staff more than 5.000
Size (Trainees)*	R7 - more than 5.000
VAT Number	
Is the organisation able to recover VAT?*	Yes <input type="radio"/> No <input checked="" type="radio"/> N/A <input type="radio"/>
Leonardo Certificate No	

Address & Contact Information

Telephone 1		Legal Address*	Brussels Str. 3
Telephone 2		Postal Code*	1000
Fax		City*	Brussels
Email*		Country*	BE - BELGIUM
Web		Region*	BE10 - Région de Bruxelles-Capitale / Brussels Ho

Cancel Save

Next, you open section Mobility Experiences, click "Import – Export" button and download the exported data. The file is almost empty – contains only the field names and their specification – it does not contain any project data.

You open the file in a program of your choice (please read remarks regarding software at the end of this chapter) and fill in all required fields, taking into consideration the list of codes at the end of this document and format of the fields (please pay special attention to the date

format) and ID codes described earlier. In sending organisation part of the template file you use data of your own organisation, making sure that “Sending Partner ID” contains value *BEN*.

Minimum 79 out of 147 fields must be filled in. You save the file in CSV format and import the file via the website.

The result is following:

1. Minimum one new partner is created with the partner ID and partner details specified in the import file (sending and receiving partner).
2. Minimum one participant is added to the list of participants
3. Minimum one mobility is created

Notice that in this case, your beneficiary organisation was used as the sending organisation. You may also notice that unless you entered your organisation and your organisation contact person details exactly as they were on the website, the organisational or contact person data is updated. Please refer to the next scenario for more details on how to update data using the import process.

### **Scenario 3 – data import to project with mobilities – adding new and updating existing information entered via graphical user interface**

Let's assume you already worked with your project using the graphical user interface (GUI) of the Mobility Tool. You have added some partners, participants and created some mobilities. You decide to work with the data outside of the tool using an external editing software. You go to Mobility Experiences page, click “Import – Export” button and download the exported data. You open the file in the text editor or a spreadsheet editor and notice that neither the partners nor the mobilities have ID's – the fields, despite being marked with the star (\*) as mandatory are empty.

You decide to update some information about the participants and add more mobilities. You add mobility and partner ID's in the respective columns. Finally, you import the data.

The result is following:

1. You login to the tool and notice that you have some double entries on the partner page – some partner have partner ID values the others don't. You see that the new partners you added in the import file are correctly displayed on the page.
2. You notice that you have some duplication on the participant page, however you can find the participants for whom you changed some data.

3. You notice that you have some duplicated entries on the Mobility Experiences page. Some mobilities have mobility ID's some others don't.

In this scenario you used the existing data entered via the website that didn't have neither partner nor mobility ID's defined. The system assumed that new partner and new mobilities are added since it couldn't find partners and mobilities with the ID's you defined in the file. This is not the most desirable outcome of the data import. You need to manually delete the mobilities without ID's. Then you need manually delete the partners without ID's and at the end delete the duplicated participant entries – order is very important. You can select all participants and click “Remove selected” – the system will only delete the participants without existing mobilities.

How to prevent duplicated data entry from happening is described in the next scenario.

#### **Scenario 4 – data import to project with mobilities – adding new and updating existing information entered via graphical user interface and avoiding data duplication**

Let's assume you already worked with your project using the graphical user interface (GUI) of the Mobility Tool. You have added some partners with their respective partner ID, participants and created some mobilities with mobility ID's. You decided to work with the data outside of the tool using an external editing software. You go to Mobility Experiences page, click “Import – Export” button and download the exported data. You open the file in the text editor or a spreadsheet editor and notice that both the partners and the mobilities have ID's. You decided to update some information about the participants and add more mobilities. You add mobility and partner ID's in the respective columns – you reuse some of the codes as you have same sending partner for all your mobilities. Finally, you import the data.

The result is following:

1. You login to the tool and notice that partner information remained unchanged as you didn't change any data in the import file.
2. You notice that some participant information have changed accordingly to changes done in the import file.
3. You notice that the list of mobilities is longer than previously – there are new mobilities that you defined in the import file.

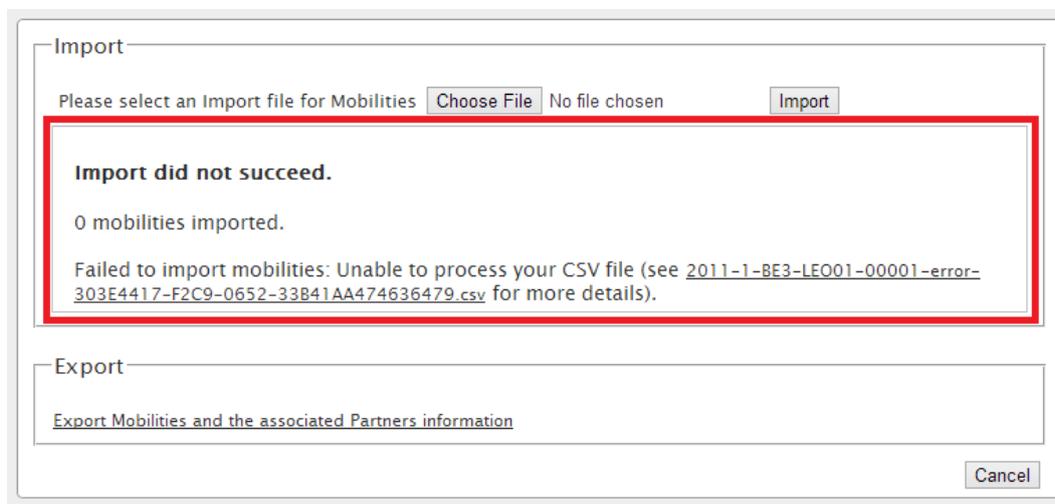
#### **Highlights from the described scenarios**

1. To avoid data duplication always use partner and mobility ID's. If you already have data in the tool and you decide to start using the import functionality, make sure you edit all your partners and all your mobilities and add unique ID's.

2. To update partner information use the same partner ID in the import file as the partner ID you find in the partner details on the website.
3. Similarly, to update mobility information use the same mobility ID in the import file as the mobility ID you find on the Mobility Experience page.
4. If you make a mistake and forgot about adding partner or mobility ID's on the website, you can delete all your data – all mobility experiences, partners and participants (in this order!) and import the file again.

#### 7.2.4. Error handling

Every failed import process generates a message on the website. Example error in processing the file is presented on the following screenshot.



As it was already mentioned earlier, unless all data in the imported file is correct, nothing will be stored in the Mobility Tool (“All or None” approach).

Every time an error is found in the analysed data, a log file is generated by the system. Log file can be downloaded by clicking on the link in the error message on the website.

The error log file has almost exactly the same structure as the imported file – it contains field headers and their specifics (whether the field is mandatory or a code must be used) with additional field at the beginning of the file – Row Line. The other difference is that instead of data it contains an error that is linked to a specific field in a specific row of the imported file. Using the row number and error in the specified field is easy to locate the problematic entry in the imported data file.

#### 7.2.5. The most important rules for successful data import

Following is a non-exhaustive list of example requirement for successful data import.

- File must be of the CSV format
- Project agreement number must be the same as the active project on the website
- Partner ID and Mobility ID must be provided

- Mobility ID must be unique in the imported file
- All mandatory fields must be provided (except for the intermediary partner)
- All fields must have correct format (use the Appendix I for reference)
- All codes must be correct (use the Appendix II for reference)
- Mobility return date must be later than departure date
- Sending and receiving countries cannot be the same
- Sending partner in one mobility cannot be receiving or intermediary partners in any other imported mobility
- Beneficiary organisation cannot play any other role than sending partner
- There must be exactly one partner contact person per organisation (sending, receiving or intermediary)
- The certifying partners provided in the import file must be one of the sending, receiving or intermediary partners
- IVT mobilities can have a maximum of 39 weeks duration
- PLM mobilities can have a maximum of 26 weeks duration
- VETPRO mobilities can have a maximum of 6 weeks duration
- Mobility budget cannot be smaller than 0 and larger than 99999; the budget values may remain empty in the imported file

### ***7.3. Remarks for text editing programs***

There are many examples of text editing or spreadsheet editing software available on the market. This paragraph will not extensively cover any particular example of software but will provide few cases for Microsoft Excel 2010. We will focus on the most typical examples of issues that might affect data import process into the Mobility Tool.

#### **7.3.1. UTF-8**

As mentioned already in this chapter, the Mobility Tool import process preserves national characters in the import data file. The only requirement is that the data file must be in UTF-8 encoding standard. Otherwise, some national characters may be displayed incorrectly on the website and consecutively in the beneficiary or participant reports.

Microsoft Excel 2010 does not save files in UTF-8 encoding by default.

#### **7.3.2. Saving CSV file format from Excel 2010**

Microsoft Excel 2010 is capable of opening and saving files in CSV format. However, whilst opening the file is rather straightforward (see troubleshooting section if your Excel doesn't respect CSV field separators used by the Mobility Tool), saving files in CSV format may

require bit more attention. Here are the steps to ensure that the data is saved in a proper format.

1. When you finish file edit, select menu "File" and click "Save & Send".
2. Click "Change File Type", select "CSV (Comma delimited) (\*.csv)" and click "Save As" button underneath.
3. Select file name and make sure "Save as type" list have "CSV (Comma delimited) (\*.csv)" option selected. Click "Save" button to confirm.
4. Excel will display compatibility warning. Click "Yes" button to save.

### **7.3.3. Long numerical values**

Some spreadsheet edition software may shorten your long numerical values, for example a phone number, of 3212351234567 to a format of 3.12E+12. Pay special attention to the cell data type because unless the type is changed to text (or similar that doesn't require any special formatting), the imported data will contain 3.12E+12 in the phone number field on the website.

### **7.3.4. Auto-completion during writing**

Some software offers auto completion during text editing which may create some problems. Automatically corrected by Microsoft Excel values may not be accepted during the data import. In Excel, the auto-completion can be disabled in menu File, then Options, Proofing, "AutoCorrect Options..." button, "Math AutoCorrect" tab, deselect "Replace text as you type".

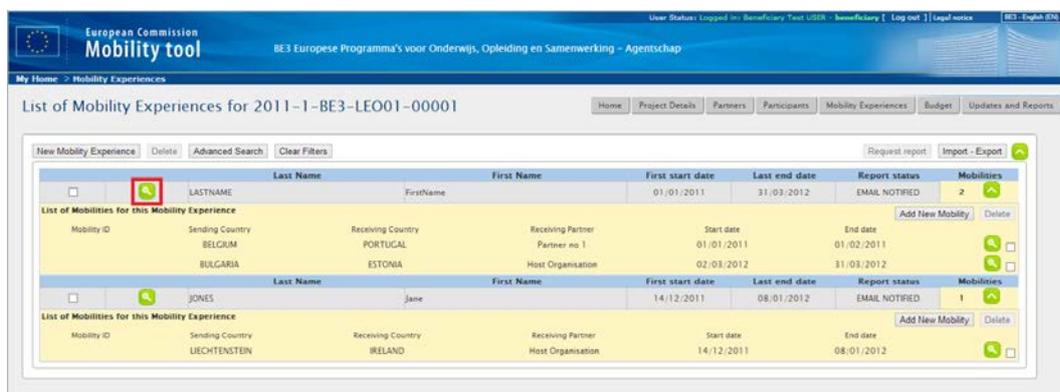
## 8. Participant reports

### 8.1. How to request participant report?

#### Note:

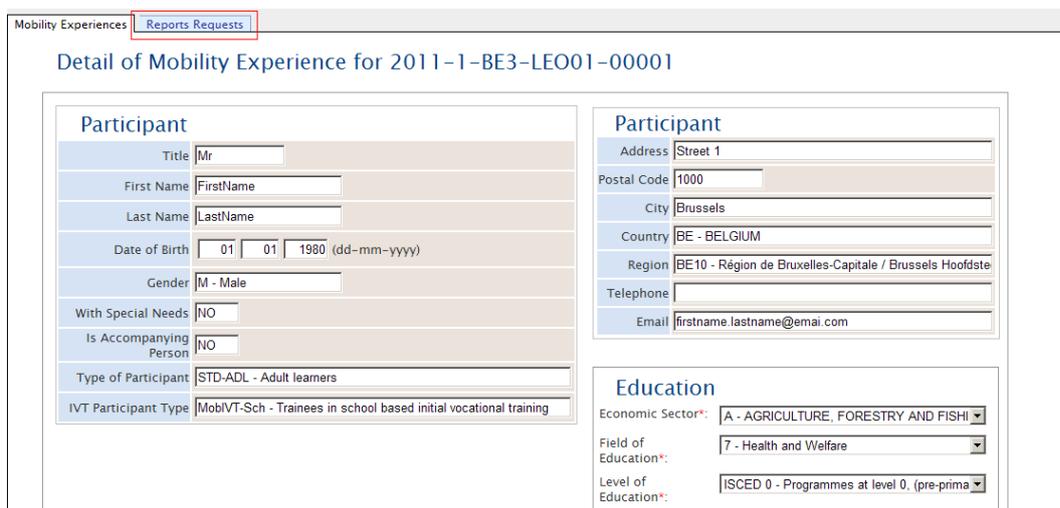
Participant reports are generated per Mobility Experience. Reports include questions for all Mobilities within the Mobility Experience.

1. Follow the steps from **6.2. How to display mobility experience details** paragraph.
2. Click the left hand side green loupe icon () next to Mobility Experience for which you want to send a participant report.



The screenshot shows the 'European Commission Mobility tool' interface. The main content area displays a table titled 'List of Mobility Experiences for 2011-1-BE3-LEO01-00001'. The table has columns for 'Last Name', 'First Name', 'First start date', 'Last end date', 'Report status', and 'Mobilities'. The first row is highlighted in yellow and has a green loupe icon next to it. Below the table, there are two sections for 'List of Mobilities for this Mobility Experience', each with columns for 'Mobility ID', 'Sending Country', 'Receiving Country', 'Receiving Partner', 'Start date', and 'End date'.

3. Click the "Report Requests" tab on top of the page.



The screenshot shows the 'Reports Requests' tab selected. The main content area displays the 'Detail of Mobility Experience for 2011-1-BE3-LEO01-00001'. The page is divided into two main sections: 'Participant' and 'Education'. The 'Participant' section contains fields for Title (Mr), First Name (FirstName), Last Name (LastName), Date of Birth (01/01/1980), Gender (M - Male), With Special Needs (NO), Is Accompanying Person (NO), Type of Participant (STD-ADL - Adult learners), and IVT Participant Type (MobiVT-Sch - Trainees in school based initial vocational training). The 'Education' section contains fields for Address (Street 1), Postal Code (1000), City (Brussels), Country (BE - BELGIUM), Region (BE10 - Région de Bruxelles-Capitale / Brussels Hoofdstede), Telephone, Email (firstname.lastname@email.com), Economic Sector\* (A - AGRICULTURE, FORESTRY AND FISH), Field of Education\* (7 - Health and Welfare), and Level of Education\* (ISCED 0 - Programmes at level 0, (pre-prima)).

4. A list of participant report requests will appear.

Mobility Experiences | Reports Requests

Reports Requests FirstName LastName for 2011-1-BE3-LEO01-00001

Request New Report

ID	Status	Request Date	Receive Date	PDF File	Report Language
Total Pages: 0					

5. Click the "Request New Report" button.

Mobility Experiences | Reports Requests

Reports Requests FirstName LastName for 2011-1-BE3-LEO01-00001

Request New Report

ID	Status	Request Date	Receive Date	PDF File	Report Language
Total Pages: 0					

6. Select report language. You can only use languages that were assigned to national agency that approved the project. If required, type in a comment that will be sent along with an email message to the participant.

Here you can request a Participant Report PDF file.

Choose the language in which you wish the Report to be generated in and fill in your message to the participant. Upon submission of the form, the PDF Report file will be generated and the participant will be notified via email that his report is ready for downloading.

Report Language

Request Comment  
 (Your message will be inserted into the notification email message to the Participant)

Characters typed:  (limit: 250)

- Click the "Request New Report" button to send the request. You will be redirected to the list of participant report request. Please note the newly created report request is listed with its current status (most likely REQUESTED).

Mobility Experiences | Reports Requests

Reports Requests FirstName LastName for 2011-1-BE3-LEO01-00001

Request New Report

ID	Status	Request Date	Receive Date	PDF File	Report Language
1328	REQUESTED	13-12-2011 14:04:20		Not available	BE3 - English(EN)

Total Pages: 1 [1]

- Once the system generates a PDF file, the status will change to EMAIL NOTIFIED. That means an email with a link to PDF file has been sent to the participant. Please check **7.4. How to check the status of the participant report** paragraph for more details on participant report status.

Mobility Experiences | Reports Requests

Reports Requests FirstName LastName for 2011-1-BE3-LEO01-00001

Request New Report

ID	Status	Request Date	Receive Date	PDF File	Report Language
1328	EMAIL NOTIFIED	13-12-2011 14:04:20		Download PDF	BE3 - English(EN)

Total Pages: 1 [1]

- Please note that as a beneficiary you can download participants report using the "Download PDF" link on the Report Requests page. You can use this link in case participant didn't receive or deleted the automated notification about report request. This link will always provide a copy of an empty PDF file.

Mobility Experiences | Reports Requests

Reports Requests FirstName LastName for 2011-1-BE3-LEO01-00001

Request New Report

ID	Status	Request Date	Receive Date	PDF File	Report Language
1328	EMAIL NOTIFIED	13-12-2011 14:04:20		Download PDF	BE3 - English(EN)

Total Pages: 1 [1]

## 8.2. How to request many participant reports at once?

- Follow the steps from **6.2. How to display mobility experience details** paragraph.
- Using the left hand side check boxes select all mobility experiences for which you want to create participant report requests.

New Mobility Experience | Delete | Advanced Search | Clear Filters | Request report | Import - Export

<input checked="" type="checkbox"/>	LASTNAME	First Name	First start date	Last end date	Report status	Mobilities
List of Mobilities for this Mobility Experience						
Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date	
	BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011	2
	BULGARIA	ESTONIA	Host Organisation	02/03/2012	31/03/2012	1
<input checked="" type="checkbox"/>	JONES	Jane	14/12/2011	08/01/2012	EMAIL NOTIFIED	1
List of Mobilities for this Mobility Experience						
Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date	
	LEICHTENSTEIN	IRELAND	Host Organisation	14/12/2011	08/01/2012	1

3. Once selected, click on "Request report" on the top of the table.

New Mobility Experience | Delete | Advanced Search | Clear Filters | Request report | Import - Export

<input checked="" type="checkbox"/>	LASTNAME	First Name	First start date	Last end date	Report status	Mobilities
List of Mobilities for this Mobility Experience						
Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date	
	BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011	2
	BULGARIA	ESTONIA	Host Organisation	02/03/2012	31/03/2012	1
<input checked="" type="checkbox"/>	JONES	Jane	14/12/2011	08/01/2012	EMAIL NOTIFIED	1
List of Mobilities for this Mobility Experience						
Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date	
	LEICHTENSTEIN	IRELAND	Host Organisation	14/12/2011	08/01/2012	1

4. A confirmation form will appear where a report language selection and additional comments can be made. Please note that the list of mobility experiences for which the reports have been requested is presented on top of the form.

Batch Participant Report Request for 2011-1-BE3-LEO01-00001

For the following Mobility Experiences, a new Participant Report Request is going to be created:

Last Name	First Name	First start date	Last end date	Report status	Report Language
LastName	FirstName	01/01/2011	01/02/2011	EMAIL NOTIFIED	BE3 - English (EN)
Jones	Jane	14/12/2011	08/01/2012	NONE	N/A

Choose the language in which you wish the Report to be generated in and fill in your message to the participant. Upon submission of the form, the PDF Report file will be generated and the participant will be notified via email that his report is ready for downloading.

Report Language

Request Comment  
 (Your message will be inserted into the notification email message to the Participant)

Characters typed:  (limit: 250)

5. Click "Request New Report". A confirmation message will be displayed: "2 Participant Report Requests are created successfully". Please note the change of report status on the list of mobility experiences.

	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input type="checkbox"/>	LASTNAME	FirstName	01/01/2011	01/02/2011	REQUESTED	1
<b>List of Mobilities for this Mobility Experience</b>						
						Add New Mobility
						Delete
Sending Country	Receiving Country	Receiving Partner	Start date	End date		
BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011		
	Last Name	First Name	First start date	Last end date	Report status	Mobilities
<input type="checkbox"/>	JONES	Jane	14/12/2011	08/01/2012	REQUESTED	1
<b>List of Mobilities for this Mobility Experience</b>						
						Add New Mobility
						Delete
Sending Country	Receiving Country	Receiving Partner	Start date	End date		
LIECHTENSTEIN	IRELAND	Host Organisation	14/12/2011	08/01/2012		

### 8.3. How to approve, reject or re-request participant reports?

1. Follow the steps from 6.2. How to display mobility experience details paragraph.
2. Click the "Report Requests" tab. A list of report requests will be displayed. A report that is in status "Pending" is ready to be approved, rejected or re-requested.

Mobility Experiences		Reports Requests			
Reports Requests FirstName LastName for 2011-1-BE3-LEO01-00001					
Request New Report					
ID	Status	Request Date	Receive Date	PDF File	Report Language
1329	PENDING	13-12-2011 14:13:43	13-12-2011 14:27:25	Download PDF	BE3 - English(EN)
1328	INVALIDATED	13-12-2011 14:04:20		Download PDF	BE3 - English(EN)
					Total Pages: 1 [1]

- a. The latest status can also be checked on the list of all mobility experiences page. It is advised, however, to check each mobility experience individually in case multiple reports were requested.

3. Click the report ID or the report status (PENDING).

Reports Requests FirstName LastName for 2011-1-BE3-LEO01-00001

Mobility Experiences		Reports Requests			
Reports Requests FirstName LastName for 2011-1-BE3-LEO01-00001					
Request New Report					
ID	Status	Request Date	Receive Date	PDF File	Report Language
1329	PENDING	13-12-2011 14:13:43	13-12-2011 14:27:25	Download PDF	BE3 - English(EN)
1328	INVALIDATED	13-12-2011 14:04:20		Download PDF	BE3 - English(EN)
					Total Pages: 1 [1]

4. Report data will appear as it was filled in by the participant.

European Commission  
**Mobility tool** BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

User Status: Logged in: Beneficiary Test USER - beneficiary [ Log out ] | Legal notice | BE3 - English (EN)

My Home > Mobility Experiences > Mobility Experience Details > Participant Report

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | Updates and Reports

Report Details FirstName LastName for 2011-1-BE3-LEO01-00001

Accept | Reject | Re-Request | **Back**

**Report Details**

Report Language: BE3 – English(EN) Request Date: 13-12-2011 14:13:43  
 Status: PENDING Receive Date: 13-12-2011 14:27:25  
 Hash code: 1DED629B3AE7DD15

**Mobility 1**

Languages Used CS – Czech

**Preparation**

Have you done any preparatory activities? Yes

Explain how you have prepared yourself for this Mobility with reference to linguistic courses attended, choice of host country and organisation, host country culture and work organisation, etc.

Language preparation received enabled me to cope with everyday situations

Language preparation received helped me to work in my occupational area

I received the necessary information to get integrated into my new environment

Overall satisfaction regarding preparation

Please describe the type of preparation provided to you: linguistic courses, host country cultural information, work organisation, etc.

**Content**

I was given proper help to find a suitable host organisation

The organisation where I trained/worked met my training needs

5. Read the report. There are three options you can take:

- a. If you want to **accept** the report, click the "Accept" link in the top of the window. An automated email will be sent to the participant informing him/her that the report has been accepted. Once accepted report can be reversed to a "Pending" status. In order to do so, click the "Revert to Pending" link on top of the page displaying the report data.

Revert to Pending | **Back**

**Report Details**

Report Language: BE3 – English(EN) Request Date: 13-12-2011 14:13:43  
 Status: ACCEPTED Receive Date: 13-12-2011 14:27:25  
 Hash code: 1DED629B3AE7DD15

- b. If you want to **reject** the report, click the "Reject" link. A dialog form will appear with the option to provide an explanation on why the report was rejected. An automated email will be sent to the participant with information that his/her report was rejected stating the reason for rejection. The rejection email will also contain a link to a new report PDF file that needs to be reviewed and submitted again. Once rejected, the status of the report changes to "REJECTED". In this case a new report request will be made.

ID	Status	Request Date	Receive Date	PDF File	Report Language
1331	REQUESTED	13-12-2011 14:59:19		Not available	BE3 - English(EN)
1329	REJECTED	13-12-2011 14:13:43	13-12-2011 14:58:24	Download PDF	BE3 - English(EN)
1328	INVALIDATED	13-12-2011 14:04:20		Download PDF	BE3 - English(EN)

Total Pages: 1 [1]

- c. If you want to **re-request**, click the "Re-Request" link on top of the page. A dialog form will appear to write a reason for the new request. The form is not mandatory to be filled in. Click the "Submit" button to send a new request. The participant will receive new email with a link to already filled PDF file. This action does not invalidate or reject the previous participant submission. This action can be used to send participant already filled-in report for his/her copy in case the report is missing.

### 8.4. How to check for status of participant report?

1. Login to the Mobility Tool.
2. Click the grant agreement number of the project you want to open. A page of project details will be displayed.
3. Click the "Mobility Experiences" button in the top menu. You will see the list of existing mobility experiences.
4. The current status of the participant report is displayed in the second column from the right called "Report Status" is displayed.

	Last Name	First Name	First start date	Last end date	Report status	Mobilities	
<input type="checkbox"/>	LASTNAME	FirstName	01/01/2011	01/02/2011	EMAIL NOTIFIED	1	
<b>List of Mobilities for this Mobility Experience</b>							
						Add New Mobility	Delete
Sending Country		Receiving Country	Receiving Partner	Start date	End date		
BELGIUM		PORTUGAL	Partner no 1	01/01/2011	01/02/2011		
	Last Name	First Name	First start date	Last end date	Report status	Mobilities	
<input type="checkbox"/>	JONES	Jane	14/12/2011	08/01/2012	EMAIL NOTIFIED	1	
<b>List of Mobilities for this Mobility Experience</b>							
						Add New Mobility	Delete
Sending Country		Receiving Country	Receiving Partner	Start date	End date		
LIECHTENSTEIN		IRELAND	Host Organisation	14/12/2011	08/01/2012		

- a. Report request can also be checked for each individual mobility experience. In order to verify the report request status, click on the green loupe next to the mobility experience and then click on Reports Requests tab.

Mobility Experiences | Reports Requests

Reports Requests FirstName LastName for 2011-1-BE3-LEO01-00001

Request New Report

ID	Status	Request Date	Receive Date	PDF File	Report Language
1331	EMAIL NOTIFIED	13-12-2011 14:59:19		Download PDF	BE3 - English(EN)
1329	REJECTED	13-12-2011 14:13:43	13-12-2011 14:58:24	Download PDF	BE3 - English(EN)
1328	INVALIDATED	13-12-2011 14:04:20		Download PDF	BE3 - English(EN)

Total Pages: 1 [1]

Several values of the participant report status are possible. The complete list of participant report status is as follows:

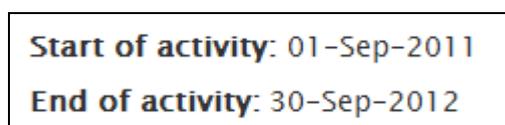
- REQUESTED – beneficiary has requested a report on the website. The Mobility Tool is processing the request and creates a participant form.
- EMAIL NOTIFIED – email has been sent to participant with a link to report PDF file
- SUBMITTED – participant has submitted his/her report data electronically via the PDF form
- PARSING – the Mobility Tool is reading data received from participant
- PENDING – report is pending beneficiary decision whether to accept, reject or re-request the report
- ACCEPTED – report has been accepted by beneficiary
- REJECTED – report has been rejected by beneficiary, a new report request was created
- INCONSISTENT DATA – mobility, mobility experience or participant data has changed since the report was requested. A new request will be necessary. Reports created before the "inconsistent data" message will be invalidated.
- INVALIDATED – a new report request has been made while other report request was in "EMAIL NOTIFIED" state
- ERROR – error in processing. Please contact your National Agency and let them know about the problem.

### **8.5. Participant forms submission deadline**

All reports have a maximum submission date – the latest date when the reports are accepted by the system. The maximum submission date is calculated based on project activity dates in the following method: *the latest submission date = Project End Activity date + 60 days*

In case a project doesn't have activity end date specified, the following formula is used to determine the submission deadline: *the latest submission date = National Agency contract signature date + 2 years + 60 days*

The details on the project activity dates can be found in the Project Details page in Mobility Tool. The example start and end activity dates may look similar to the image below.

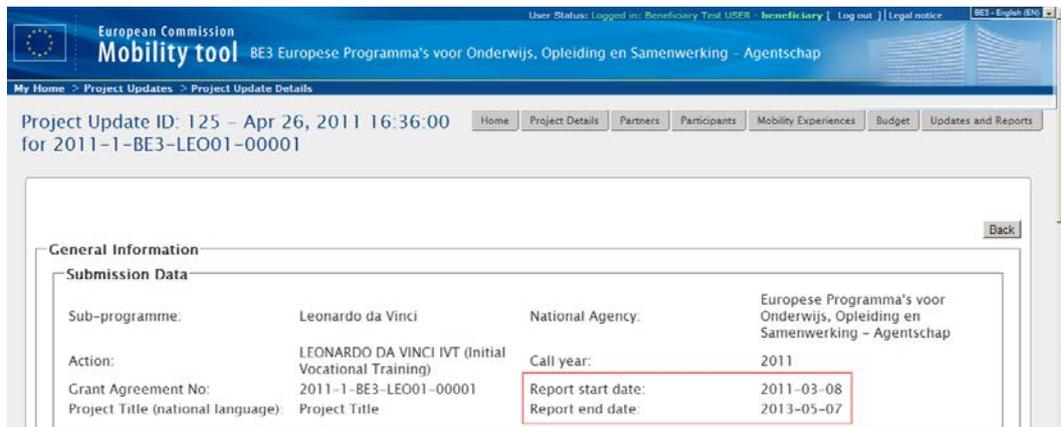


The reporting start and end date can be found in Updates and Reports section of the tool. In order to find the details, please follow the steps:

- 1) Login to the Mobility Tool
- 2) Click your project agreement number
- 3) Click "Updates and Reports" in the top menu bar
- 4) Click update time of the latest project update (the highest position on the list)



- 5) Report start date and Report end date values are displayed in "Submission Data" section on top of the screen.



## 8.6. How to print participant report form?

Participant forms can be printed either by participant himself or the beneficiary organisation.

### Participant:

- 1) Open the form
- 2) Scroll to the very end of the report to "Standard Submission Procedure" section

## G. SUBMISSION

Before submitting the form electronically, please validate it. Please note that only the final version of your form should be submitted electronically.

### G.1. DATA VALIDATION

Validation of compulsory fields and rules

Validate

### G.2. SUBMISSION SUMMARY

This table provides additional information (log) of all form submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

Number	Time	Event	Form hash code	Status
1	2012-02-02 12:19:58 *	Form has not been submitted yet	C8243205BD4F1B0D	Unknown

\* means local PC time, which is not trusted and cannot be used for claiming that the form has been submitted in time

### G.3. STANDARD SUBMISSION PROCEDURE

Online submission (requires internet connection)

Submit online

Print the form

Print form

3) Click "Print form" button. The same can be achieved by using File -> Print... in Adobe Acrobat Reader Application.

## Note:

You can only print reports that are in either PENDING, APPROVED or REJECTED status.

- 1) Login to the Mobility Tool
- 2) Click project agreement number
- 3) Click "Mobility Experiences" menu item on the top menu bar
- 4) Select participant you wish to print report for by clicking on the green loupe icon () on the left hand side
- 5) Click "Reports Requests" tab on top of the mobility experience details section

Mobility Experiences | Reports Requests

Reports Requests FirstName LastName for 2011-1-BE3-LEO01-00001

Request New Report

ID	Status	Request Date	Receive Date	PDF File	Report Language
1331	EMAIL NOTIFIED	13-12-2011 14:59:19		Download PDF	BE3 - English(EN)
1329	REJECTED	13-12-2011 14:13:43	13-12-2011 14:58:24	Download PDF	BE3 - English(EN)
1328	INVALIDATED	13-12-2011 14:04:20		Download PDF	BE3 - English(EN)

Total Pages: 1 [1]

- 6) Click PENDING, APPROVED, REJECTED status or the ID of the report

User Status: Logged in: Beneficiary Test USER - beneficiary [ Log out ] | Legal notice | BE3 - English (EN)

**European Commission**  
**Mobility tool** BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

My Home > Mobility Experiences > Mobility Experience Details > Participant Report

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | Updates and Reports

### Report Details FirstName LastName for 2011-1-BE3-LEO01-00001

Accept | Reject | Re-Request | **Back**

**Report Details**

Report Language: BE3 – English(EN) Request Date: 13-12-2011 14:13:43  
 Status: PENDING Receive Date: 13-12-2011 14:27:25  
 Hash code: 1DED629B3AE7DD15

**Mobility 1**

Languages Used CS – Czech

**Preparation**

Have you done any preparatory activities? Yes

Explain how you have prepared yourself for this Mobility with reference to linguistic courses attended, choice of host country and organisation, host country culture and work organisation, etc. text

Language preparation received enabled me to cope with everyday situations To a very small extent

Language preparation received helped me to work in my occupational area To a very small extent

I received the necessary information to get integrated into my new environment To a very small extent

Overall satisfaction regarding preparation To a very small extent

Please describe the type of preparation provided to you: linguistic courses, host country cultural information, work organisation, etc. text

**Content**

I was given proper help to find a suitable host organisation To a very small extent

The organisation where I trained/worked met my training needs =

7) Print the page using your Internet browser functionality.

## 9. Budget

### 9.1. How to manage mobility budgets?

In the mobility budget section you are able to provide subsistence and travel cost for mobility participants. Budget values can be entered during creation of mobility experience or additional mobilities. However, if these values were not provided and need to be added later, follow the steps below.

1. Login to the Mobility Tool.
2. Click the grant agreement number of the project you want to open. A page of project details will be displayed.
3. Click the "Mobility Experiences" button in the top menu.

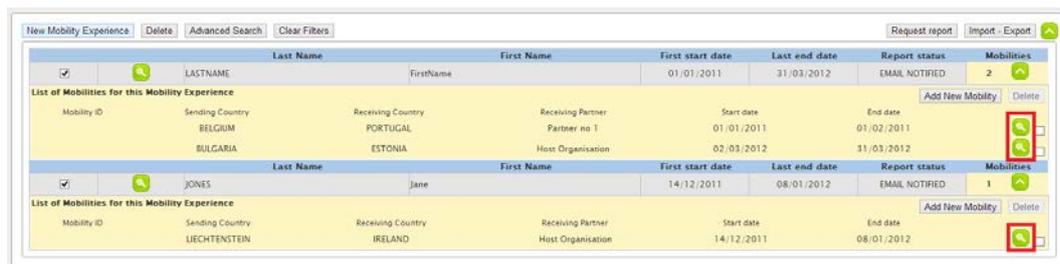


The screenshot shows the 'Mobility tool' interface for the European Commission. The top navigation bar includes 'Home', 'Project Details', 'Partners', 'Participants', 'Mobility Experiences' (highlighted with a red box), 'Budget', and 'Updates and Reports'. The main content area displays 'Project Details for 2011-1-BE3-LEO01-00001' with two columns of information:

- Context & Period:** Sub-programme: LEONARDO DA VINCI; Action: LEONARDO DA VINCI IVT (Initial Vocational Training); Call year: 2011.
- Project Identifiers & Summary:** Grant Agreement No: 2011-1-BE3-LEO01-00001; National ID: 1234; Project Title (national language): Project Title.

Additional fields include 'Start of activity:', 'End of activity:', and 'Beneficiary Latin Name: Beneficiary Organisation'.

4. A list of existing mobility experiences along with corresponding mobilities will be displayed.
5. Click the green loupe icon (🔍) at the right bottom side of the mobility for which you want to change the budget.



The screenshot shows a table of mobility experiences. The table has columns for 'Last Name', 'First Name', 'First start date', 'Last end date', 'Report status', and 'Mobilities'. There are two entries:

Last Name	First Name	First start date	Last end date	Report status	Mobilities
JONES	Jane	14/12/2011	08/01/2012	EMAIL NOTIFIED	1
List of Mobilities for this Mobility Experience					
Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date
	BELGIUM	PORTUGAL	Partner no 1	01/01/2011	01/02/2011
	BULGARIA	ESTONIA	Host Organisation	02/03/2012	31/03/2012
List of Mobilities for this Mobility Experience					
Mobility ID	Sending Country	Receiving Country	Receiving Partner	Start date	End date
	LIECHTENSTEIN	IRELAND	Host Organisation	14/12/2011	08/01/2012

The green loupe icon is highlighted in the bottom right corner of the mobility entry for Jane Jones.

6. You will see the mobility details form displaying the following information:
  - a. "Mobility Partners" – sending, receiving and intermediary partners
  - b. "Mobility Details" – sending, receiving country, departure and return date, duration in weeks and days
  - c. "Budget" – "Subsistence" and "Travel Costs" with automatically calculated "Total" value

Mobility Details for 2011-1-BE3-LEO01-00001, FirstName LastName

<h3>Mobility Partners</h3> <p>Sending Partner*: Beneficiary Organisation (Benefici...)</p> <p>Receiving Partner*: Partner no 1</p> <p>Intermediary Partner: --</p>	<h3>Mobility Details</h3> <p>Sending Country*: BE - BELGIUM</p> <p>Receiving Country*: PT - PORTUGAL</p> <p>Departure Date*: 01/01/2011</p> <p>Return Date*: 01/02/2011</p> <p>Duration in weeks: 4 and days: 4</p>	<h3>Budget</h3> <p>Subsistence: 100.00</p> <p>Travel Costs: 100.00</p> <p>Total: 200.00</p>
<h3>Certification</h3> <p>Select Certifying Partner: Beneficiary Organisation (Beneficia...)</p> <p>Select Certification Type: Certifications associated to an edu...</p> <p>Selected Certificates: Beneficiary Organisation - Certifications associated to an ed...</p>		<h3>Languages Used</h3> <p>List of Languages: BG - Bulgarian, CS - Czech, DA - Danish, NL - Dutch, EN - English, ET - Estonian, FI - Finnish, FR - French, DE - German, EL - Greek</p> <p>Selected Languages: EN - English</p>

Cancel Update Mobility

7. Provide subsistence and travel cost for the mobility. All budget entries are displayed in Euros.

### Budget

Subsistence: 250.00

Travel Costs: 100.00

Total: 350.00

8. Click the "Update Mobility" button. A confirmation message "The record has been updated successfully" will be displayed.
9. Click the "Mobility Experiences" button in the top menu to return to the list of mobility experiences.
10. Repeat the process for each mobility, if necessary.

## 9.2. How to manage project budget?

In the project budget section you are able to review project budget and compare it with approved contractual budget values.

On the same page you're also able to enter amounts for "Mobility Organisation and Management" and for "Pedagogical, Linguistic and Cultural Preparation". The budget values are calculated based on values entered on this page as well as based on all mobilities budget values.

In order to see the budget page or make changes to the budget values, please follow the steps listed below.

1. Login to the Mobility Tool.
2. Click the project grant agreement number. A project details page will be displayed.
3. Click the "Budget" button in the menu.



The screenshot shows the 'Project Details' page for grant agreement 2011-1-BE3-LEO01-00001. The 'Budget' button in the top navigation menu is highlighted with a red box. The page content is organized into four columns:

Context & Period	Project Identifiers & Summary	Start of activity:	Beneficiary Latin Name:
<b>Sub-programme:</b> LEONARDO DA VINCI <b>Action:</b> LEONARDO DA VINCI IVT (Initial Vocational Training) <b>Call year:</b> 2011	<b>Grant Agreement No:</b> 2011-1-BE3-LEO01-00001 <b>National ID:</b> 1234 <b>Project Title (national language):</b> Project Title	End of activity:	Beneficiary Organisation

4. A project budget page will be displayed. Values in the three columns represent:
  - Number of participants or number of mobilities for each budget category that have budget greater than zero
  - Total project budget
  - Contractual approved budget.

Budget Summary	Number of Participants	Total Budget	Approved Budget
Mobility Organisation and Management	3	3000.00	3000.00
Pedagogical Linguistic and Cultural Preparation	3	450.00	2000.00
Mobility Budget	3	2750.00	19060.00
<b>Travel</b>			
Participants Without Special Needs	2	1300.00	600.00
Participants With Special Needs	0	0.00	300.00
Accompanying Persons	0	0.00	100.00
<b>Total</b>	<b>2</b>	<b>1300.00</b>	<b>1000.00</b>
<b>Subsistence</b>			
Participants Without Special Needs	2	1450.00	10836.00
Participants With Special Needs	0	0.00	5418.00
Accompanying Persons	0	0.00	1806.00
<b>Total</b>	<b>2</b>	<b>1450.00</b>	<b>18060.00</b>
<b>Total Budget</b>		<b>33200.00</b>	<b>24360.00</b>

Items in the last column, "Approved Budget" reflect the amounts approved by the National Agency as expressed in the Grant Agreement or in the last signed amendment. They cannot be changed in the Mobility Tool by the beneficiary organisation. If there is any discrepancy between these amounts and the contents of the project Grant Agreement or the last Amendment, please contact your National Agency helpdesk.

The budget values are displayed in three distinctive groups:

- a. Mobility Organisation and Management
- b. Pedagogical Linguistic and Cultural Preparation
- c. Mobility Budget, which is further split into:
  - i. Travel
  - ii. Subsistence

5. To enter or change the value in "Mobility Organisation and Management" please enter the amount directly in the field.

- a. Click the "Recalculate" button to see the "Total Budget" value recalculated.

Total Budget	Approved Budget
30000.00	3000.00
450.00	2000.00
2750.00	19060.00
1300.00	600.00
0.00	300.00
0.00	100.00
1300.00	1000.00
1450.00	10836.00
0.00	5418.00
0.00	1806.00
1450.00	18060.00
33200.00	24360.00

Recalculate Save

- b. Click the "Save" button to save changes.
6. To enter or change the value of the next budget item, click the "Pedagogical Linguistic and Cultural Preparation" link.

Pedagogical Linguistic and Cultural Preparation for 2011-1-BE3-LEO01-00001

First Name	Last Name	Total
FirstName	LASTNAME	25.00
Jane	JONES	125.00
Johnny	BRAVO	300.00
<b>Total</b>		<b>450.00</b>

Back

7. A list of participants and their budgets will be displayed.
  - a. To change these values, please click the participant's first or last name or the value itself.

Participant	FirstName LASTNAME
Total*	25.00

Back Save

- b. Change the "Total" value for the participant.
- c. Click the "Save" button to save and return to previous page.
- d. If necessary repeat this process for each participant.
- e. Click the "Back" button to return to the main "Budget Summary" page.
8. Click the "Mobility Budget" link to see the summarized budget values for all mobility experiences.

Mobility Budget for 2011-1-BE3-LEO01-00001

Prt/Acc	Person	With Special Needs	Departure Date	Return Date	Sending Country	Receiving Country	Travel	Subsistence	Total
Prt	FirstName LastName	NO	2011-01-01	2011-02-01	BELGIUM	PORTUGAL	100.00	250.00	350.00
Prt	Jane Jones	NO	2011-12-14	2012-01-08	LIECHTENSTEIN	IRELAND	125.00	125.00	250.00

Total Pages: 1 [1]

Back

- a. You can use the search field to quickly find a participant by their first or last name or click the "Advanced Search" button for more detailed search.
- b. To clear search results click the "Clear Filters" button.
9. If you click any participant name you will be redirected to the mobility details page for this participant/mobility. Check the previous chapter for more details on using this form.
10. On the "Mobility Budget" page click "Back" to return to the project budget section.
11. If you click any of the "Travel" or "Subsistence" budget items you will see mobility budget data based on the selected position. For example, clicking the "Accompanying Persons" budget item under "Travel" will display values for accompanying persons only. Please note that both travel and subsistence values will be displayed on the same page.

If the project total budget or any budget headings exceed the values of the contracted and approved budget, the budget headers will be displayed in red, as presented below.

Budget Summary	Number of Participants	Total Budget	Approved Budget
Mobility Organisation and Management	3	3000.00	3000.00
 Pedagogical Linguistic and Cultural Preparation	3	450.00	2000.00
 Mobility Budget	3	2750.00	19060.00
<b>Travel</b>			
 Participants Without Special Needs	2	1300.00	600.00
 Participants With Special Needs	0	0.00	300.00
 Accompanying Persons	0	0.00	100.00
<b>Total</b>	<b>2</b>	<b>1300.00</b>	<b>1000.00</b>
<b>Subsistence</b>			
 Participants Without Special Needs	2	1450.00	10836.00
 Participants With Special Needs	0	0.00	5418.00
 Accompanying Persons	0	0.00	1806.00
<b>Total</b>	<b>2</b>	<b>1450.00</b>	<b>18060.00</b>
<b>Total Budget</b>		<b>33200.00</b>	<b>24360.00</b>

**Note:**

The green loupe icons in Travel and Subsistence sections on Budget page next to "Participants With Special Needs" and "Accompanying Persons" is only displayed when there are mobilities for participants with special needs or accompanying persons. In this case number of participants will also be shown as zero (0).

## 10. Beneficiary Report

This section applies to final and intermediary beneficiary reporting.

### Note:

Beneficiary report created in the Mobility Tool will be pre-filled with the information entered during the project lifecycle. This information cannot be changed in the report and must be verified and, if necessary, amended in the tool before creating the report.

### 10.1. How to create and submit beneficiary report?

1. Login to the Mobility Tool.
2. Click the project grant agreement number. A project details page will be displayed.
3. Click the "Updates and Reports" button in the top menu.



The screenshot shows the 'European Commission Mobility tool' interface. The user is logged in as 'Beneficiary Test USER - beneficiary'. The page title is 'Project Details for 2011-1-BE3-LEO01-00001'. The navigation menu includes 'Home', 'Project Details', 'Partners', 'Participants', 'Mobility Experiences', 'Budget', and 'Updates and Reports' (highlighted with a red box). The main content area is divided into four sections:

<b>Context &amp; Period</b> Sub-programme: LEONARDO DA VINCI Action: LEONARDO DA VINCI IVT (Initial Vocational Training) Call year: 2011	<b>Project Identifiers &amp; Summary</b> Grant Agreement No: 2011-1-BE3-LEO01-00001 National ID: 1234 Project Title (national language): Project Title
<b>Start of activity:</b> <b>End of activity:</b>	<b>Beneficiary Latin Name:</b> Beneficiary Organisation

4. Information on number of Participant Mobility Experiences and on number of approved Participant Reports will be displayed on top of the page for reference, so you can see at any moment if all Participant Reports have already been submitted and approved or not. Below, there is a table with as many lines as project updates. Beneficiary report can only be prepared from the last update. The status of the report is shown.

European Commission  
**Mobility tool** BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

User Status: Logged in: Beneficiary Test USER - beneficiary [ Log out ] | Legal notice BE3 - English (EN)

> My Home > Project Updates

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | Updates and Reports

Updates and Reports for 2011-1-BE3-LEO01-00001

Total Number of Participant Mobility Experiences			Approved Participant Reports to Date		
2			0		
Project Update ID	Update Time	Reporting Actions	Beneficiary Report File	Request Status	Report Type
125	Apr 26, 2011 16:36:00	Prepare New Report	Download PDF	DOWNLOADED (1261)	FINAL
125	Apr 26, 2011 16:36:00	Report Request Expired	Expired	REQUESTED (1041)	FINAL

Total Pages: 1 [1]

5. Click the "Prepare New Report" link.

- a. If there is no budget defined for mobilities a message "This project has Mobilities with 0 (zero) budgets. A link to go to "Total Budget" will be displayed.
- b. If a project budget goes over the contractual budget amount a warning will be displayed. Also a link to "Total Budget" will be provided to align the budget values with the budget agreed in the contract.

If for any reason the contractual budget values are incorrect, please contact you National Agency.

6. Choose the language of the report. You can only select among the languages approved by your National Agency.

European Commission  
**Mobility tool** BE3 Europese Programma's voor Onderwijs, Opleiding en Samenwerking – Agentschap

User Status: Logged in: Beneficiary Test USER - beneficiary [ Log out ] | Legal notice BE3 - English (EN)

My Home > Project Updates

Home | Project Details | Partners | Participants | Mobility Experiences | Budget | Updates and Reports

Updates and Reports for 2011-1-BE3-LEO01-00001

Total Number of Participant Mobility Experiences			Approved Participant Reports to Date		
2			0		
Project Update ID	Update Time	Reporting Actions	Beneficiary Report File	Request Status	Report Type
125	Apr 26, 2011 16:36:00	Prepare New Report	N/A	N/A 0	

Total Pages: 1 [1]

7. If more than one beneficiary organisation contact person has been created in the tool, the person who will be displayed in the report needs to be selected.

Total Number of Participant Mobility Experiences			Approved Participant Reports to Date	
2			0	
Project Update ID	Update Time	Reporting Actions	Beneficiary Report File	Request Status
125	Apr 26, 2011 16:36:00	Prepare New Report	N/A	N/A 0

Do you want to continue with the report generation?

Choose the report language:

Auth. to sign agreement: Clara

Choose the Beneficiary Contact Person you want to show on the report:

	Name	Department	Position	Email
<input checked="" type="radio"/>	Beneficiary Test USER	N/A	N/A	m <input type="text"/> .be
<input type="radio"/>	James JASON	N/A	N/A	james.jason@email.com
<input type="radio"/>	Louis <input type="text"/>	Vocational Education	Assistant	m <input type="text"/> .com

Total Pages: 1 [1]

8. Click the "Yes" button. Confirmation "Request for a new report was sent" will be displayed.
9. In a few minutes status of the report will change to "Requested".

Updates and Reports for 2011-1-BE3-LEO01-00001

Total Number of Participant Mobility Experiences			Approved Participant Reports to Date	
2			0	
Project Update ID	Update Time	Reporting Actions	Beneficiary Report File	Request Status
125	Apr 26, 2011 16:36:00	Prepare New Report	<a href="#">Download PDF</a>	REQUESTED (1041)

Total Pages: 1 [1]

10. Click the "Download PDF" link to download and save the report. To open the report Adobe Acrobat Reader software is required. It is advisable to save the report on a computer local hard drive.
11. Review the report and provide answers to all required questions in the form.
12. Scroll to the bottom of the report and click the "Validate" button. This action will check if all required fields have been filled in.
13. Once completed, click the "Submit online" to send the report to your National Agency. This action requires Internet connection.
14. If needed, print the report by clicking the "Print form" button on the bottom of the form.

## 10.2. Beneficiary form submission deadline

Beneficiary forms follow the same rules for submission deadlines as participant reports. Please refer to **7.5 Participant forms submission deadline** for more information.

### 10.3. Final Beneficiary Report discrepancies

It may happen in your project that some mobilities don't have a travel and subsistence budget defined or you forget to create mobilities for some participants or simply your budget goes over the contracted amount. Neither of these problems can stop you from filling in and submit your report to your National Agency.

The Mobility Tool will display these warnings during the process of final beneficiary report creation and will allow you to fix it, if required. Otherwise, you can simply click "Yes" button in answer to "Do you want to continue with the report generation?"

Below is an example of the above mentioned situation where there are participants without mobilities, some mobilities without budget and the budget goes beyond the contracted amount.

Total Number of Participant Mobility Experiences			Approved Participant Reports to Date																						
2			0																						
Project Update ID	Update Time	Reporting Actions	Beneficiary Report File	Request Status	Report Type																				
125	Apr 26, 2011 16:36:00	Prepare New Report	Download PDF	DOWNLOADED (1261)	FINAL																				
<ul style="list-style-type: none"> <li>The project has participant(s) without mobilities. Click to go to Mobility Experiences</li> <li>This project has Mobilities with 0 (zero) budgets. Click to go to Mobility Budget</li> <li>Total Budget 33200.00 is greater than Approved Budget 24360.00 Click to go to Total Budget</li> </ul> <p style="text-align: center;">Do you want to continue with the report generation?</p> <p>Choose the report language: BE3 - English (EN) ▾</p> <p><b>Auth. to sign agreement:</b> Clara</p> <p>Choose the Beneficiary Contact Person you want to show on the report:</p> <table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Department</th> <th>Position</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>Beneficiary Test USER</td> <td>N/A</td> <td>N/A</td> <td></td> </tr> <tr> <td><input type="radio"/></td> <td>James</td> <td>N/A</td> <td>N/A</td> <td></td> </tr> <tr> <td><input type="radio"/></td> <td>Louis</td> <td>Vocational Education</td> <td>Assistant</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Yes"/> <input type="button" value="No"/></p>							Name	Department	Position	Email	<input checked="" type="radio"/>	Beneficiary Test USER	N/A	N/A		<input type="radio"/>	James	N/A	N/A		<input type="radio"/>	Louis	Vocational Education	Assistant	
	Name	Department	Position	Email																					
<input checked="" type="radio"/>	Beneficiary Test USER	N/A	N/A																						
<input type="radio"/>	James	N/A	N/A																						
<input type="radio"/>	Louis	Vocational Education	Assistant																						
125	Apr 26, 2011 16:36:00	Report Request Expired	Expired	REQUESTED (1041)	FINAL																				
Total Pages: 1					[1]																				

There is a section in beneficiary final report that shows similar summary. The report contains:

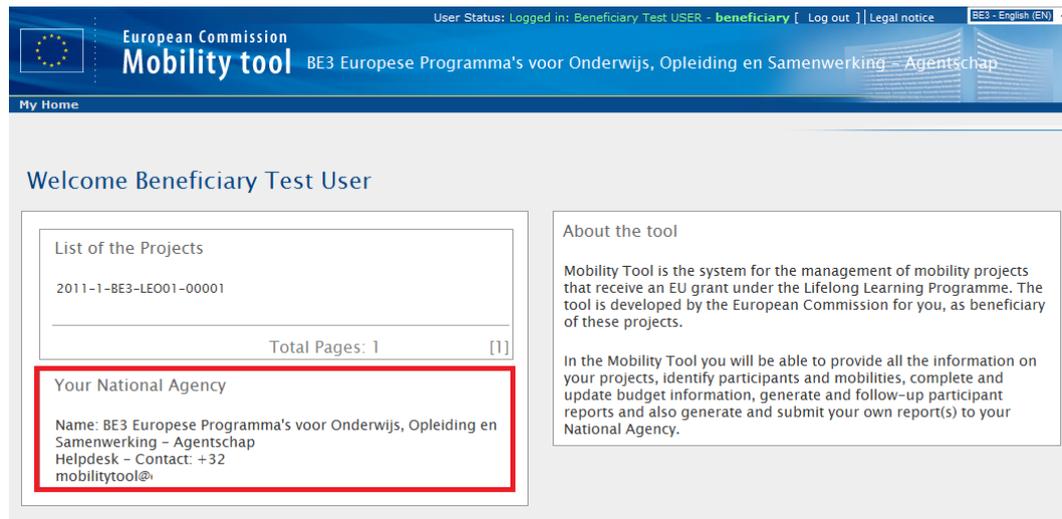
- Table with number of expected and received participant reports
- List of participants without mobilities
- List of accompanying persons without mobilities
- Mobility experiences with duration shorter than allowed
- Mobilities with zero budget

Each of these sections has open text fields that allow you to provide more information on any of the above issues.

## 11. Support and troubleshooting

### 11.1. National Agency Helpdesk contact

All questions or issues with the Mobility Tool should be reported to your National Agency helpdesk. The contact details are published on the Mobility Tool "Home" page, as shown on the screen shot below.



### 11.2. Troubleshooting of the most common issues

#### 11.2.1. Issues when submitting beneficiary or participant forms using Adobe Acrobat Reader – "NotAllowedError"

During the form submission, it may happen that a following error is displayed in the form: **"NotAllowedError: Security settings prevent access to this property or method"**.

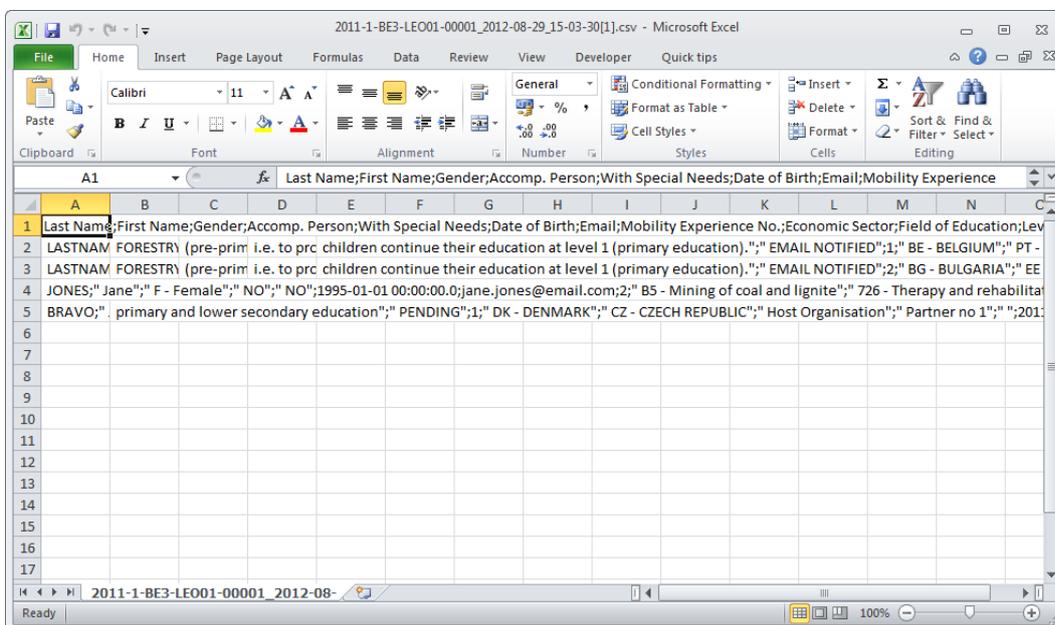
If this happens, please follow these steps:

1. Make sure the computer is connected to Internet
2. If the computer has a proxy connection (indirect access to Internet), make sure proxy configuration is properly saved in system settings (for Windows, it's Internet Options in Control Panel)
3. When the error appears, there will be an additional message bar on top of the Adobe Acrobat Reader window with the following message: **"Some features have been disabled to avoid potential security risks. Only enable these features if you trust this document"**
4. Select "Options" button on the message bar (on the right) and choose option "Always trust this document"

5. A window will be shown asking to save the document and the form will re-open.
6. After re-opening submission should be successful and error-free.
7. If the problem persists, please contact National Agency Helpdesk.

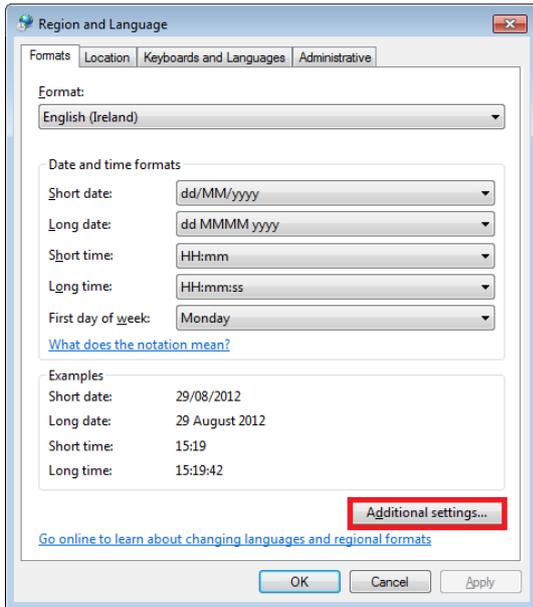
### 11.2.2. CSV files exported by Mobility Tool are not opened correctly by Microsoft Excel

Mobility Tool offers two options for mobility experience data export – Excel and CSV. It may happen, that when you choose to download and open CSV your Excel might not recognize the field separator and will display a whole length of each line in just one cell, as shown on the screenshot below.

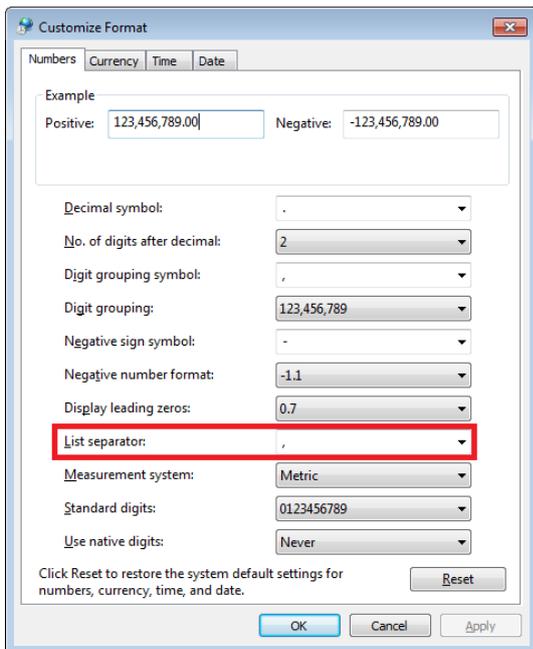


This may happen due to regional settings of your computer. The solution presented below applies to Microsoft Windows 7, however previous versions of the Windows operating system may have similar steps.

In order to fix the problem, please go to Control Panel, then Region and Language and click "Additional Settings" button on the bottom of the window.



There you'll find "List separator" option which most likely will be set to comma (,).



Please change this option to semi-colon (;), save the settings, close Excel and export the data again. The issue should be resolved.

## Annex I – List of fields in Mobility Tool import template file

#	Field Name	Mandatory	Characteristics.
1	Project ID	Yes	Text with length less than 255 characters.
2	Mobility ID	No	Text with length less than 255 characters.
3	Participant Title	No	Text with length less than 255 characters.
4	Participant First Name	Yes	Text with length less than 255 characters.
5	Participant Last Name	Yes	Text with length less than 255 characters.
6	Participant Date of Birth	Yes	Acceptable date format are dd/mm/yyyy or dd-mm-yyyy.
7	Participant Gender	Yes	Please refer to code list tables.
8	Participant Telephone	No	Text with length less than 255 characters.
9	Participant Email	Yes	Text with length less than 255 characters. Email address format check.
10	Participant Address	Yes	Text with length less than 255 characters.
11	Participant Postal code	Yes	Text with length less than 255 characters.
12	Participant City	Yes	Text with length less than 255 characters.
13	Participant Country	Yes	Please refer to code list tables.
14	Participant Region	Yes	Please refer to code list tables.
15	Is Participant an Accompanying Person	Yes	Please refer to code list tables.
16	Participant With Special Needs	Yes	Please refer to code list tables.
17	Type of participant	Yes	Please refer to code list tables.
18	IVT Participant Type	Yes	Please refer to code list tables.
19	Economic Sector	Yes	Please refer to code list tables.
20	Field Of Education	Yes	Please refer to code list tables.
21	Level of Education	Yes	Please refer to code list tables.
22	Sending Country	Yes	Please refer to code list tables.
23	Receiving Country	Yes	Please refer to code list tables.
24	Departure Date	Yes	Acceptable date format are dd/mm/yyyy or dd-mm-yyyy.
25	Return Date	Yes	Acceptable date format are dd/mm/yyyy or dd-mm-yyyy.
26	Subsistence	Yes	Numerical value more than zero.

#	Field Name	Mandatory	Characteristics.
27	Travel Cost	Yes	Numerical value more than zero.
28	Language1	Yes	Please refer to code list tables.
29	Language2	Yes	Please refer to code list tables.
30	Language3	Yes	Please refer to code list tables.
31	Certifying Partner ID 1	No	Text with length less than 255 characters.
32	Certification Type 1	Yes	Please refer to code list tables.
33	Certifying Partner ID 2	No	Text with length less than 255 characters.
34	Certification Type 2	Yes	Please refer to code list tables.
35	Certifying Partner ID 3	No	Text with length less than 255 characters.
36	Certification Type 3	Yes	Please refer to code list tables.
37	Sending Partner ID	No	Text with length less than 255 characters.
38	Sending Partner Legal Name	Yes	Text with length less than 255 characters.
39	Sending Partner Latin Name	No	Text with length less than 255 characters.
40	Sending Partner Acronym	No	Text with length less than 255 characters.
41	Sending Partner National ID	No	Text with length less than 255 characters.
42	Sending Partner Type of Organization	Yes	Please refer to code list tables.
43	Sending Partner Commercial Orientation	Yes	Please refer to code list tables.
44	Sending Partner Scope	Yes	Please refer to code list tables.
45	Sending Partner Legal Status	Yes	Please refer to code list tables.
46	Sending Partner Economic Sector	Yes	Please refer to code list tables.
47	Sending Partner Size (Staff)	Yes	Please refer to code list tables.
48	Sending Partner Size (Trainees)	Yes	Please refer to code list tables.
49	Sending Partner VAT Number	No	Text with length less than 255 characters.
50	Sending Partner Is Able to Recover VAT	Yes	Please refer to code list tables.
51	Sending Partner LEO Certificate Number	No	Text with length less than 255 characters.
52	Sending Partner Telephone	No	Text with length less than 255 characters.
53	Sending Partner Fax	No	Text with length less than 255 characters.

#	Field Name	Mandatory	Characteristics.
54	Sending Partner Email	Yes	Text with length less than 255 characters. Email address format check.
55	Sending Partner Website	No	Text with length less than 255 characters.
56	Sending Partner Legal Address	Yes	Text with length less than 255 characters.
57	Sending Partner Postal Code	Yes	Text with length less than 255 characters.
58	Sending Partner City	Yes	Text with length less than 255 characters.
59	Sending Partner Country	Yes	Please refer to code list tables.
60	Sending Partner Region	Yes	Please refer to code list tables.
61	Sending Partner Contact Title	No	Text with length less than 255 characters.
62	Sending Partner Contact First Name	Yes	Text with length less than 255 characters.
63	Sending Partner Contact Last Name	Yes	Text with length less than 255 characters.
64	Sending Partner Contact Department	No	Text with length less than 255 characters.
65	Sending Partner Contact Position	No	Text with length less than 255 characters.
66	Sending Partner Contact Mobile	No	Text with length less than 255 characters.
67	Sending Partner Contact Email	Yes	Text with length less than 255 characters. Email address format check.
68	Sending Partner Contact Legal Address	Yes	Text with length less than 255 characters.
69	Sending Partner Contact Postal Code	Yes	Text with length less than 255 characters.
70	Sending Partner Contact City	Yes	Text with length less than 255 characters.
71	Sending Partner Contact Country	Yes	Please refer to code list tables.
72	Sending Partner Contact Region	Yes	Please refer to code list tables.
73	Sending Partner Contact Fax	No	Text with length less than 255 characters.
74	Receiving Partner ID	No	Text with length less than 255 characters.
75	Receiving Partner Legal Name	Yes	Text with length less than 255 characters.

#	Field Name	Mandatory	Characteristics.
76	Receiving Partner Latin Name	No	Text with length less than 255 characters.
77	Receiving Partner Acronym	No	Text with length less than 255 characters.
78	Receiving Partner National ID	No	Text with length less than 255 characters.
79	Receiving Partner Type of Organization	Yes	Please refer to code list tables.
80	Receiving Partner Commercial Orientation	Yes	Please refer to code list tables.
81	Receiving Partner Scope	Yes	Please refer to code list tables.
82	Receiving Partner Legal Status	Yes	Please refer to code list tables.
83	Receiving Partner Economic Sector	Yes	Please refer to code list tables.
84	Receiving Partner Size (Staff)	Yes	Please refer to code list tables.
85	Receiving Partner Size (Trainees)	Yes	Please refer to code list tables.
86	Receiving Partner VAT Number	No	Text with length less than 255 characters.
87	Receiving Partner Able to Recover VAT	Yes	Please refer to code list tables.
88	Receiving Partner LEO Certificate Number	No	Text with length less than 255 characters.
89	Receiving Partner Telephone	No	Text with length less than 255 characters.
90	Receiving Partner Fax	No	Text with length less than 255 characters.
91	Receiving Partner Email	Yes	Text with length less than 255 characters. Email address format check.
92	Receiving Partner Website	No	Text with length less than 255 characters.
93	Receiving Partner Legal Address	Yes	Text with length less than 255 characters.
94	Receiving Partner Postal Code	Yes	Text with length less than 255 characters.
95	Receiving Partner City	Yes	Text with length less than 255 characters.
96	Receiving Partner Country	Yes	Please refer to code list tables.
97	Receiving Partner Region	Yes	Please refer to code list tables.
98	Receiving Partner Contact Title	No	Text with length less than 255 characters.
99	Receiving Partner Contact First Name	Yes	Text with length less than 255 characters.

#	Field Name	Mandatory	Characteristics.
100	Receiving Partner Contact Last Name	Yes	Text with length less than 255 characters.
101	Receiving Partner Contact Department	No	Text with length less than 255 characters.
102	Receiving Partner Contact Position	No	Text with length less than 255 characters.
103	Receiving Partner Contact Mobile	No	Text with length less than 255 characters.
104	Receiving Partner Contact Email	Yes	Text with length less than 255 characters. Email address format check.
105	Receiving Partner Contact Legal Address	Yes	Text with length less than 255 characters.
106	Receiving Partner Contact Postal Code	Yes	Text with length less than 255 characters.
107	Receiving Partner Contact City	Yes	Text with length less than 255 characters.
108	Receiving Partner Contact Country	Yes	Please refer to code list tables.
109	Receiving Partner Contact Region	Yes	Please refer to code list tables.
110	Receiving Partner Contact Fax	No	Text with length less than 255 characters.
111	Intermediary Partner ID	No	Text with length less than 255 characters.
112	Intermediary Partner Legal Name	Yes	Text with length less than 255 characters.
113	Intermediary Partner Latin Name	No	Text with length less than 255 characters.
114	Intermediary Partner Acronym	No	Text with length less than 255 characters.
115	Intermediary Partner National ID	No	Text with length less than 255 characters.
116	Intermediary Partner Type of Organization	Yes	Please refer to code list tables.
117	Intermediary Partner Commercial Orientation	Yes	Please refer to code list tables.
118	Intermediary Partner Scope	Yes	Please refer to code list tables.
119	Intermediary Partner Legal Status	Yes	Please refer to code list tables.
120	Intermediary Partner Economic Sector	Yes	Please refer to code list tables.
121	Intermediary Partner Size (Staff)	Yes	Please refer to code list tables.
122	Intermediary Partner Size (Trainees)	Yes	Please refer to code list tables.

#	Field Name	Mandatory	Characteristics.
123	Intermediary Partner VAT Number	No	Text with length less than 255 characters.
124	Is Intermediary Partner Able to Recover VAT	Yes	Please refer to code list tables.
125	Intermediary Partner LEO Certificate Number	No	Text with length less than 255 characters.
126	Intermediary Partner Telephone	No	Text with length less than 255 characters.
127	Intermediary Partner Fax	No	Text with length less than 255 characters.
128	Intermediary Partner Email	Yes	Text with length less than 255 characters. Email address format check.
129	Intermediary Partner Website	No	Text with length less than 255 characters.
130	Intermediary Partner Legal Address	Yes	Text with length less than 255 characters.
131	Intermediary Partner Postal Code	Yes	Text with length less than 255 characters.
132	Intermediary Partner City	Yes	Text with length less than 255 characters.
133	Intermediary Partner Country	Yes	Please refer to code list tables.
134	Intermediary Partner Region	Yes	Please refer to code list tables.
135	Intermediary Partner Contact Title	No	Text with length less than 255 characters.
136	Intermediary Partner Contact First Name	Yes	Text with length less than 255 characters.
137	Intermediary Partner Contact Last Name	Yes	Text with length less than 255 characters.
138	Intermediary Partner Contact Department	No	Text with length less than 255 characters.
139	Intermediary Partner Contact Position	No	Text with length less than 255 characters.
140	Intermediary Partner Contact Mobile	No	Text with length less than 255 characters.
141	Intermediary Partner Contact Email	Yes	Text with length less than 255 characters. Email address format check.
142	Intermediary Partner Contact Legal Address	Yes	Text with length less than 255 characters.
143	Intermediary Partner Contact Postal Code	Yes	Text with length less than 255 characters.
144	Intermediary Partner Contact City	Yes	Text with length less than 255 characters.

#	Field Name	Mandatory	Characteristics.
145	Intermediary Partner Contact Country	Yes	Please refer to code list tables.
146	Intermediary Partner Contact Region	Yes	Please refer to code list tables.
147	Intermediary Partner Contact Fax	No	Text with length less than 255 characters.

## Annex II – List of codes for data import

List of data reference, also called data dictionary or EAC Dictionary - codes used for data import into Mobility Tool

### 1. Field Of Education

Code	Acronym/Description
0	General Programmes
01	Basic/broad, general programmes
010	Basic/broad, general programmes
0101	Basic programmes
0102	Broad, general programmes
0103	Arts and crafts
0104	Music
0105	History
0106	Religion / Ethics
0107	Civics
0108	Mother tongue
0109	Foreign language
010a	Mathematics
010b	Physics
010c	Chemistry
010d	Biology
010e	Geography
010f	Environmental education
010g	Health education
010h	Sports
010i	New technologies
010j	Economy and business
010k	Vocational subjects
010l	Other basic programmes
010m	General programmes with no special subject emphasis
08	Literacy and numeracy
080	Literacy and numeracy
0801	Basic remedial programmes for adults
0802	Literacy
0803	Numeracy
09	Personal skills
090	Personal skills
0901	Argumentation and presentation
0902	Assertiveness training
0903	Communication skills
0904	Co-operation

<b>Code</b>	<b>Acronym/Description</b>
0905	Development of behavioural capacities
0906	Development of mental skills
0907	Jobseeking programmes
0908	Public speaking
0909	Self-esteem skills
090a	Social competence
090b	Time management
090c	Physical education, sport science
090d	Leisure studies
090e	Home economics, nutrition
090f	Nautical science, navigation
090g	Others in other areas of study
1	Education
14	Teacher training and education science
140	Teacher training and education science (broad programmes)
1401	Teacher training, general
1402	Practical pedagogical courses, general
141	Teaching and training
142	Education science
1421	Didactics
1422	Education science
1423	Educational assessment, testing and measurement
1424	Educational evaluation and research
1425	Pedagogical sciences
143	Training for pre-school teachers
1431	Early childhood teaching
1432	Pre-primary teacher training
144	Training for teachers at basic levels
1441	Class teacher training
1442	Home language teacher training
1443	Primary teaching
1444	Teacher training for children with special needs
145	Training for teachers with subject specialisation
1451	Secondary teaching
1452	Teacher Training theoretical subjects, e.g. English, Mathematics, History
1453	Teacher Training: Foreign Language Teaching
146	Training for teachers of vocational subjects
1461	Teacher training - Arts and crafts
1462	Teacher training - Commercial subjects
1463	Teacher training - Music
1464	Teacher training - Nursing
1465	Teacher training - Physical training

<b>Code</b>	<b>Acronym/Description</b>
1466	Teacher training - Technical subjects
1467	Driving instructor training
1468	Training of instructors at companies
1469	Training of trainers
149	Teacher training and education science (others)
2	Humanities and Arts
21	Arts
210	Arts (broad programmes)
211	Fine arts
212	Music and performing arts
2121	Music and musicology
2122	Performing arts
213	Audio-visual techniques and media production
214	Design
215	Craft skills
219	Arts (others)
22	Humanities
220	Humanities (broad programmes)
221	Religion
222	Foreign languages
2221	Modern EC languages
2222	General and comparative literature
2223	Linguistics
2224	Translation, interpretation
2225	Classical philology
2226	Non-EC languages
2227	Less widely taught languages
2228	Regional and minority languages
2229	Others - Languages and philological sciences
223	Mother tongue
224	History, philosophy and related subjects
225	History and archaeology
226	Philosophy and ethics
229	Humanities (others)
3	Social sciences, Business and Law
31	Social and behavioural science
310	Social and behavioural science (broad programmes)
311	Psychology
312	Sociology and cultural studies
313	Political science and civics
314	Economics
317	Anthropology

<b>Code</b>	<b>Acronym/Description</b>
318	Development studies
319	Social and behavioural science (others)
32	Journalism and information
321	Journalism and reporting
3211	Radio / TV Broadcasting
322	Library, information, archive
3221	Documentation, archiving
3222	Museum studies, conservation
329	Journalism and information (others)
34	Business and administration
340	Business and administration (broad programmes)
341	Wholesale and retail sales
342	Marketing and advertising
343	Finance, banking, insurance
344	Accounting and taxation
345	Management and administration
346	Secretarial and office work
347	Working life
349	Business and administration (others)
38	Law
380	Law
3801	Comparative law, law with languages
3802	International law
3803	Civil law
3804	Criminal law, criminology
3805	Constitutional / Public law
3806	Public administration
3807	European Community / EU law
3808	Others - Law
4	Science, Mathematics and Computing
42	Life science
421	Biology and biochemistry
4211	Microbiology, biotechnology
422	Environmental science
44	Physical science
440	Physical science (broad programmes)
441	Physics
4411	Nuclear and high energy physics
4412	Astronomy, astrophysics
442	Chemistry
4421	Biochemistry
443	Earth science

<b>Code</b>	<b>Acronym/Description</b>
4431	Geography, geology
4432	Geography
4433	Environmental sciences, ecology
4434	Geology
4435	Soil and water sciences
4436	Geodesy, cartography, remote sensing
4437	Meteorology
4438	Oceanography
4439	Others - Geography, geology
4440	Other Natural Sciences
4441	Applied Sciences and Technologies
449	Physical science (others)
46	Mathematics and statistics
461	Mathematics
462	Statistics
4621	Actuarial science
469	Mathematics (others)
48	Computing
481	Computer science
4811	Artificial intelligence
4812	Computer programming
4813	Computer science
4814	Computer system analysis
4815	Computer system design
4816	Informatics
4817	Network administration
4818	Operating systems
4819	Programming languages (Visual Basic, C++ etc.)
482	Computer use
489	Computing (others)
5	Engineering, Manufacturing and Construction
52	Engineering and engineering trades
520	Engineering and engineering trades (broad programmes)
521	Mechanics and metal work
5211	Mechanical Engineering
522	Electricity and energy
5221	Air-conditioning trades programmes
5222	Climate engineering
5223	Electrical appliances repairing
5224	Electrical appliances repairing
5225	Electrical fitting
5226	Electrical power generation

<b>Code</b>	<b>Acronym/Description</b>
5227	Electrical trades programmes
5228	Energy programmes, studies
5229	Gas distribution
522a	Heating trades programmes
522b	Nuclear, hydraulic and thermal energy
522c	Power production
522d	Power line installation and maintenance
522e	Refrigeration programmes
523	Electronics and automation
5231	Broadcasting electronics
5232	Communication systems
5233	Communications equipment installation
5234	Communications equipment maintenance
5235	Computer engineering
5236	Computer repairing
5237	Control engineering
5238	Data processing technology
5239	Digital technology
5240	Electronic engineering
5241	Electronic equipment servicing
5242	Network technology
5243	Robotics
5244	Telecommunication technology
5245	Television and radio repairing
524	Chemical and process
525	Motor vehicles, ships and aircraft
5251	Aeronautical Engineering
529	Engineering and engineering trades (others)
54	Manufacturing and processing
540	Manufacturing and processing (broad programmes)
541	Food processing
542	Textiles, clothes, footwear, leather
543	Materials (wood, paper, plastic, glass)
544	Mining and extraction
549	Manufacturing and processing (other)
58	Architecture and building
581	Architecture and town planning
5811	Architecture
5812	Interior design
5813	Urban planning
5814	Regional planning
5815	Landscape architecture

<b>Code</b>	<b>Acronym/Description</b>
5816	Transport and traffic studies
582	Building and civil engineering
5821	Materials science
589	Architecture and building (others)
6	Agriculture and Veterinary
62	Agriculture, forestry and fishery
620	Agriculture, forestry and fishery (broad programmes)
6201	Agricultural economics
6202	Food science and technology
6203	Tropical / Subtropical agriculture
621	Crop and livestock production
622	Horticulture
623	Forestry
624	Fisheries
629	Agriculture, forestry and fishery (others)
64	Veterinary
641	Veterinary
6411	Animal husbandry
7	Health and Welfare
72	Health
720	Health (broad programmes)
721	Medicine
7211	Psychiatry and clinical psychology
7212	Public health
7213	Medical technology
7214	Medicine and Surgery
722	Medical services
723	Nursing and caring
724	Dental studies
725	Medical diagnostic and treatment technology
726	Therapy and rehabilitation
727	Pharmacy
729	Health (others)
76	Social services
761	Child care and youth services
762	Social work and counselling
769	Social services (others)
8	Services
81	Personal services
810	Personal services (broad programmes)
811	Hotel, restaurant and catering
812	Travel, tourism and leisure

<b>Code</b>	<b>Acronym/Description</b>
813	Sports
814	Domestic services
815	Hair and beauty services
819	Personal services (others)
84	Transport services
840	Transport services
85	Environmental protection
850	Environmental protection (broad programmes)
851	Environmental protection technology
852	Natural environments and wildlife
853	Community sanitation services
859	Environmental protection (others)
86	Security services
860	Security services (broad programmes)
861	Protection of persons and property
862	Occupational health and safety
863	Military and defence
869	Security services (others)
9	Not known or unspecified
91	Interdisciplinary Studies
92	Multidisciplinary studies
99	Not known or unspecified
999	Not known or unspecified

## **2. Level of Education**

<b>Code</b>	<b>Acronym</b>	<b>Description</b>
ISCED 0	Pre-primary education	Programmes at level 0, (pre-primary) defined as the initial stage of organized instruction is designed primarily to introduce very young children to a school-type environment, i.e. to provide a bridge between the home and a school-based atmosphere. Upon completion of these programmes, children continue their education at level 1 (primary education).
ISCED 0-SCH	Pre-primary school based	Pre-primary education non school based
ISCED 0-NSCH	Pre-primary non school based	Pre-primary education non school based

Code	Acronym	Description
ISCED 1	Primary education or first stage of basic education	Programmes at level 1 are normally designed on a unit or project basis to give students a sound basic education in reading, writing and mathematics along with an elementary understanding of other subjects such as history, geography, natural science, social science, art and music. In some cases religious instruction is featured. The core at this level consists of education provided for children, the customary or legal age of entrance being not younger than five years or older than seven years. This level covers in principle six years of full-time schooling. Throughout this level the programmes are organized in units or projects rather than by subjects. This is a principal characteristic differentiating programmes at this level in most countries from those at level 2.
ISCED 0-1	first stage of basic education	Pre-primary, primary education or first stage of basic education
ISCED 2	Lower secondary or second stage of basic education	The contents of education at this stage are typically designed to complete the provision of basic education which began at ISCED level 1. In many, if not most countries, the educational aim is to lay the foundation for lifelong learning and human development on which countries may expand, systematically, further educational opportunities. The programmes at this level are usually on a more subject-oriented pattern using more specialized teachers and more often several teachers conducting classes in their field of specialization. The full implementation of basic skills occurs at this level. The end of this level often coincides with the end of compulsory education where it exists.
ISCED 2GEN	general programmes	Education which is mainly designed to lead participants to a deeper understanding of a subject or group of subjects, especially, but not necessarily, with a view to preparing participants for further (additional) education at the same or a higher level. Successful completion of these programmes may or may not provide the participants with a labour-market relevant qualification at this level. These programmes are typically school-based. Programmes with a general orientation and not focusing on a particular specialization should be classified in this category.
ISCED 2PV	pre-vocational programmes	Education which is mainly designed to introduce participants to the world of work and to prepare them for entry into vocational or technical education programmes. Successful completion of such programmes does not yet lead to a labour-market relevant vocational or technical qualification. For a programme to be considered as pre-vocational or pre-technical education, at least 25 per cent of its content has to be vocational or technical. This minimum is necessary to ensure that the vocational subject or the technical subject is not only one among many others.
ISCED 2VOC	vocational or technical programmes	Education which is mainly designed to lead participants to acquire the practical skills, know-how and understanding necessary for employment in a particular occupation or trade or class of occupations or trades. Successful completion of such programmes lead to a labour-market relevant vocational qualification recognized by the competent authorities in the country in which it is obtained (e.g. Ministry of Education, employers' associations, etc.). Programmes in this category may be subdivided into two types: those which are primarily theoretically-oriented; and those which are primarily practically-oriented.
ISCED 2GPV	general and pre-vocational programmes	general and pre-vocational programmes
ISCED 2VPV	pre-vocational and vocational programmes	pre-vocational and vocational programmes

<b>Code</b>	<b>Acronym</b>	<b>Description</b>
ISCED 2A	Lower secondary programmes to ISCED 3AB	Lower secondary programmes designed for direct access to level 3, in a sequence which would ultimately lead to tertiary education (i.e. entrance to ISCED 3A or 3B)
ISCED 2B	Lower secondary programmes to ISCED 3C	Lower secondary programmes designed for direct access to level 3C
ISCED 2C	Lower secondary programmes to labour	Lower secondary programmes designed for direct access to the labour market
ISCED 0-2	Pre-primary, primary and lower secondary education	Pre-primary, primary and lower secondary education
ISCED 1-2	Primary and lower secondary education	Primary and lower secondary education
ISCED 3	Upper secondary education	This level of education typically begins at the end of full-time compulsory education for those countries that have a system of compulsory education. More specialization may be observed at this level than at ISCED level 2 and often teachers need to be more qualified or specialized than for ISCED level 2. The entrance age to this level is typically 15 or 16 years. The educational programmes included at this level typically require the completion of some 9 years of full-time education (since the beginning of level 1) for admission or a combination of education and vocational or technical experience and with as minimum entrance requirements the completion of level 2 or demonstrable ability to handle programmes at this level.
ISCED 3-UND	Graduates at ISCED3	Graduates at ISCED3, unduplicated
ISCED 3AB-UND	Graduates at ISCED 3A/B	Graduates at ISCED 3A/B, unduplicated
ISCED 3-UND-DUR	Graduates at ISCED 3A/B/C	Graduates at ISCED 3A/B and 3C (of similar duration to typical ISCED 3A/B), unduplicated
ISCED 3GEN	general programmes	Upper secondary general programmes
ISCED 3PV	pre-vocational programmes	Upper secondary pre-vocational programmes
ISCED 3VOC	vocational or technical programmes	Upper secondary pre-vocational programmes
ISCED 3GPV	general and pre-vocational programmes	Upper secondary general and pre-vocational programmes
ISCED 3VPV	pre-vocational and vocational programmes	Upper secondary pre-vocational and vocational programmes
ISCED 3VPV-SCH	pre-vocational and vocational programmes - school based	Upper secondary pre-vocational and vocational programmes school based
ISCED 3VPV-WRK	pre-vocational and vocational programmes - work based	Upper secondary pre-vocational and vocational programmes work based
ISCED 3A-B	access to level 5	Upper secondary programmes designed to provide direct access to level 5
ISCED 3A	access to level 5A	Upper secondary programmes designed to provide direct access to level 5A
ISCED 3B	access to level 5B	Upper secondary programmes designed to provide direct access to level 5B
ISCED 3C	access to level 5A/B	Upper secondary programmes not designed to lead directly to levels 5A or 5B
ISCED 3C-S	access to level 5A/B less than 3y	Upper secondary programmes not designed to lead directly to levels 5A or 5B - duration shorter than 3 years

Code	Acronym	Description
ISCED 3C-L	access to level 5A/B more than 3y	Upper secondary programmes not designed to lead directly to levels 5A or 5B - duration longer than 3 years
ISCED 0-3	Pre-primary, primary and secondary education	Pre-primary, primary and secondary education
ISCED 1-3	Primary and secondary education	Primary and secondary education
ISCED 2-3	Secondary education	Secondary education
ISCED 4	Post-secondary non-tertiary education	ISCED 4 captures programmes that straddle the boundary between upper secondary and post-secondary education from an international point of view, even though they might clearly be considered as upper-secondary or post-secondary programmes in a national context. ISCED 4 programmes can, considering their content, not be regarded as tertiary programmes. They are often not significantly more advanced than programmes at ISCED 3 but they serve to broaden the knowledge of participants who have already completed a programme at level 3. Typical examples are programmes designed to prepare students for studies at level 5 who, although having completed ISCED level 3, did not follow a curriculum which would allow entry to level 5, i.e. pre-degree foundation courses or short vocational programmes. Second cycle programmes can be included as well.
ISCED 4-UND	unduplicated	Post-secondary unduplicated
ISCED 4GEN	general programmes	Post-secondary general programmes
ISCED 4PV	pre-vocational programmes	Post-secondary pre-vocational programmes
ISCED 4VOC	vocational programmes	Post-secondary vocational programmes
ISCED 4GPV	general and pre-vocational programmes	Post-secondary general and pre-vocational programmes
ISCED 4VPV	pre-vocational and vocational programmes	Post-secondary pre-vocational and vocational programmes
ISCED 4VPV-SCH	school based	Post-secondary pre-vocational and vocational programmes school based
ISCED 4VPV-WRK	work based	Post-secondary pre-vocational and vocational programmes work based
ISCED 4A-B	Post-secondary non-tertiary to 5	Post-secondary non-tertiary designed to provide direct access to level 5
ISCED 4A	Post-secondary non-tertiary to 5A	Post-secondary non-tertiary programmes that prepare for entry to level 5A
ISCED 4B	Post-secondary non-tertiary to 5B	Post-secondary non-tertiary programmes that prepare for entry to level 5B
ISCED 4C	Post-secondary non-tertiary not to 5	Post-secondary non-tertiary programmes not giving access to level 5
ISCED 3-4	Upper secondary and post-secondary non-tertiary education	Upper secondary and post-secondary non-tertiary education
ISCED 3-4VOC	Upper secondary and post-secondary - vocational programmes	Upper secondary and post-secondary non-tertiary education - vocational programmes

Code	Acronym	Description
ISCED 5	First stage of tertiary education (not leading directly to an advanced research qualification - level 5)	This level consists of tertiary programmes having an educational content more advanced than those offered at levels 3 and 4. Entry to these programmes normally requires the successful completion of ISCED level 3A or 3B or a similar qualification at ISCED level 4A. All degrees and qualifications are cross-classified by type of programmes, position in national degree or qualification structures (see below) and cumulative duration at tertiary.
ISCED 5A	Tertiary programmes with academic orientation	Programmes which are theoretically based/research preparatory (history, philosophy, mathematics, etc.) or giving access to professions with high skills requirements (e.g. medicine, dentistry, architecture, etc.)
ISCED 5A-B	Tertiary education	Tertiary education
ISCED 5A-D1	Tertiary education all first degrees	Tertiary programmes with academic orientation - all first degrees
ISCED 5A-D1-UND	ISCED 5A first time graduates, 1st degree	ISCED 5A first time graduates, 1st degree, unduplicated
ISCED 5A-D1-3TO5	ISCED 5A first time graduates, 1st degree, 3 to 5 y	Tertiary programmes with academic orientation - first degree 3 to 5 years
ISCED 5A-D1-GE5	ISCED 5A first time graduates, 1st degree, more than 5 y	Tertiary programmes with academic orientation - first degree 5 years or more
ISCED 5A-D2	Tertiary programmes with academic orientation - 2nd degree	Tertiary programmes with academic orientation - second degree
ISCED 5B	Tertiary programmes with occupation orientation	Tertiary programmes with occupation orientation
ISCED 5B-Q1	Tertiary programmes with occupation orientation - 1stQ	Tertiary programmes with occupation orientation - first qualification
ISCED 5B-Q2	Tertiary programmes with occupation orientation - 2ndQ	Tertiary programmes with occupation orientation - second qualification
ISCED 5A-6	Tertiary programmes with academic orientation	Tertiary programmes with academic orientation - and programmes leading to an advanced research qualification - level 6
ISCED 6	Second stage of tertiary education leading to an advanced research qualification	This level is reserved for tertiary programmes which lead to the award of an advanced research qualification. The programmes are therefore devoted to advanced study and original research and are not based on course-work only.
ISCED 6-PHD	PhD/Doctorate (ISCED 6)	PhD/Doctorate (ISCED 6)
ISCED 5-6	Tertiary education	Tertiary education
ISCED 4-6	Post-secondary non-tertiary and tertiary education	Post-secondary non-tertiary and tertiary education

### 3. Economic Sector

Code	Description
A	AGRICULTURE, FORESTRY AND FISHING
A1	Crop and animal production, hunting and related service activities
A2	Forestry and logging

<b>Code</b>	<b>Description</b>
A3	Fishing and aquaculture
B	MINING AND QUARRYING
B5	Mining of coal and lignite
B6	Extraction of crude petroleum and natural gas
B7	Mining of metal ores
B8	Other mining and quarrying
B9	Mining support service activities
C	MANUFACTURING
C10	Manufacture of food products
C11	Manufacture of beverages
C12	Manufacture of tobacco products
C13	Manufacture of textiles
C14	Manufacture of wearing apparel
C15	Manufacture of leather and related products
C16	Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
C17	Manufacture of paper and paper products
C18	Printing and reproduction of recorded media
C19	Manufacture of coke and refined petroleum products
C20	Manufacture of chemicals and chemical products
C21	Manufacture of basic pharmaceutical products and pharmaceutical preparations
C22	Manufacture of rubber and plastic products
C23	Manufacture of other non-metallic mineral products
C24	Manufacture of basic metals
C25	Manufacture of fabricated metal products, except machinery and equipment
C26	Manufacture of computer, electronic and optical products
C27	Manufacture of electrical equipment
C28	Manufacture of machinery and equipment n.e.c.
C29	Manufacture of motor vehicles, trailers and semi-trailers
C30	Manufacture of other transport equipment
C31	Manufacture of furniture
C32	Other manufacturing
C33	Repair and installation of machinery and equipment
D	ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY
D35	Electricity, gas, steam and air conditioning supply
E	WATER SUPPLY; SEWERAGE, WASTE MANAGEMENT AND REMEDIATION ACTIVITIES
E36	Water collection, treatment and supply
E37	Sewerage
E38	Waste collection, treatment and disposal activities; materials recovery
E39	Remediation activities and other waste management services
F	CONSTRUCTION
F41	Construction of buildings

<b>Code</b>	<b>Description</b>
F42	Civil engineering
F43	Specialized construction activities
G	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES
G45	Wholesale and retail trade and repair of motor vehicles and motorcycles
G46	Wholesale trade, except of motor vehicles and motorcycles
G47	Retail trade, except of motor vehicles and motorcycles
H	TRANSPORTATION AND STORAGE
H49	Land transport and transport via pipelines
H50	Water transport
H51	Air transport
H52	Warehousing and support activities for transportation
H53	Postal and courier activities
I	ACCOMMODATION AND FOOD SERVICE ACTIVITIES
I55	Accommodation
I56	Food and beverage service activities
J	INFORMATION AND COMMUNICATION
J58	Publishing activities
J59	Motion picture, video and television programme production, sound recording and music publishing activities
J60	Programming and broadcasting activities
J61	Telecommunications
J62	Information technology service activities
J63	Information service activities
K	FINANCIAL AND INSURANCE ACTIVITIES
K64	Financial intermediation, except insurance and pension funding
K65	Insurance, reinsurance and pension funding, except compulsory social security
K66	Other financial activities
L	REAL ESTATE ACTIVITIES
L68	Real estate activities
M	PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES
M69	Legal and accounting activities
M70	Activities of head offices; management consultancy activities
M71	Architectural and engineering activities; technical testing and analysis
M72	Scientific research and development
M73	Advertising and market research
M74	Other professional, scientific and technical activities
M75	Veterinary activities
N	ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES
N77	Rental and leasing activities
N78	Employment activities
N79	Travel agency, tour operator and other reservation service and related activities
N80	Security and investigation activities

<b>Code</b>	<b>Description</b>
N81	Services to buildings and landscape activities
N82	Office administrative, office support and other business support activities
O	PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY
O84	Public administration and defence; compulsory social security
P	EDUCATION
P85	Education
P85.1	Pre-primary education
P85.2	Primary education
P85.3	Secondary education
P85.31	General secondary education
P85.32	Technical and vocational secondary education
P85.4	Higher education
P85.41	Post-secondary non-tertiary education
P85.42	Tertiary education
P85.5	Other education
P85.51	Sports and recreation education
P85.52	Cultural education
P85.53	Driving school activities
P85.59	Other education n.e.c.
P85.6	Educational support activities
P85.60	Educational support activities
Q	HUMAN HEALTH AND SOCIAL WORK ACTIVITIES
Q86	Human health activities
Q87	Residential care activities
Q88	Social work activities without accommodation
R	ARTS, ENTERTAINMENT AND RECREATION
R90	Creative, arts and entertainment activities
R91	Libraries, archives, museums and other cultural activities
R92	Gambling and betting activities
R93	Sports activities and amusement and recreation activities
S	OTHER SERVICE ACTIVITIES
S94	Activities of membership organizations
S95	Repair of computers and personal and household goods
S96	Other personal service activities
T	ACTIVITIES OF HOUSEHOLDS AS EMPLOYERS; UNDIFFERENTIATED GOODS- AND SERVICES-PRODUCING ACTIVITIES OF HOUSEHOLDS FOR OWN USE
T97	Activities of households as employers of domestic personnel
T98	Undifferentiated goods- and services-producing activities of private households for own use
U	ACTIVITIES OF EXTRATERRITORIAL ORGANIZATIONS AND BODIES
U99	Activities of extraterritorial organizations and bodies

## 4. Countries and Regions

Code		
Country	Region	Description
AT		AUSTRIA
	AT11	Burgenland (A)
	AT12	Niederösterreich
	AT13	Wien
	AT21	Kärnten
	AT22	Steiermark
	AT31	Oberösterreich
	AT32	Salzburg
	AT33	Tirol
	AT34	Vorarlberg
	ATZZ	Extra-Regio
BE		BELGIUM
	BE10	Région de Bruxelles-Capitale / Brussels Hoofdstedelijk Gewest
	BE21	Prov. Antwerpen
	BE22	Prov. Limburg (B)
	BE23	Prov. Oost-Vlaanderen
	BE24	Prov. Vlaams-Brabant
	BE25	Prov. West-Vlaanderen
	BE31	Prov. Brabant Wallon
	BE32	Prov. Hainaut
	BE33	Prov. Liège
	BE34	Prov. Luxembourg (B)
	BE35	Prov. Namur
	BEZZ	Extra-Regio
BG		BULGARIA
	BG31	Severozapaden
	BG32	Severen tsentralen
	BG33	Severoiztochen
	BG34	Yugoiztochen
	BG41	Yugozapaden
	BG42	Yuzhen tsentralen
	BGZZ	Extra-Regio
CY		CYPRUS
	CY00	Kypros / Kibris
	CYZZ	Extra-Regio
CZ		CZECH REPUBLIC
	CZ01	Praha
	CZ02	Stredni Cechy
	CZ03	Jihozapad
	CZ04	Severozapad

Code		
Country	Region	Description
	CZ05	Severovýchod
	CZ06	Jihovýchod
	CZ07	Stredni Morava
	CZ08	Moravskoslezsko
	CZZZ	Extra-Regio
DE		GERMANY
	DE1	BADEN-WÜRTTEMBERG
	DE11	Stuttgart
	DE12	Karlsruhe
	DE13	Freiburg
	DE14	Tübingen
	DE2	BAYERN
	DE21	Oberbayern
	DE22	Niederbayern
	DE23	Oberpfalz
	DE24	Oberfranken
	DE25	Mittelfranken
	DE26	Unterfranken
	DE27	Schwaben
	DE3	BERLIN
	DE30	Berlin
	DE4	BRANDENBURG
	DE41	Brandenburg - Nordost
	DE42	Brandenburg - Südwest
	DE5	BREMEN
	DE50	Bremen
	DE6	HAMBURG
	DE60	Hamburg
	DE7	HESSEN
	DE71	Darmstadt
	DE72	Gießen
	DE73	Kassel
	DE8	MECKLENBURG-VORPOMMERN
	DE80	Mecklenburg-Vorpommern
	DE9	NIEDERSACHSEN
	DE91	Braunschweig
	DE92	Hannover
	DE93	Lüneburg
	DE94	Weser-Ems
	DEA	NORDRHEIN-WESTFALEN
	DEA1	Düsseldorf

Code		
Country	Region	Description
	DEA2	Köln
	DEA3	Münster
	DEA4	Detmold
	DEA5	Arnsberg
	DEB	RHEINLAND-PFALZ
	DEB1	Koblenz
	DEB2	Trier
	DEB3	Rheinhessen-Pfalz
	DEC	SAARLAND
	DEC0	Saarland
	DED	SACHSEN
	DED1	Chemnitz
	DED2	Dresden
	DED3	Leipzig
	DEE	SACHSEN-ANHALT
	DEE0	Sachsen-Anhalt
	DEF	SCHLESWIG-HOLSTEIN
	DEF0	Schleswig-Holstein
	DEG	THÜRINGEN
	DEG0	Thüringen
	DEZ	EXTRA-REGIO
	DEZZ	Extra-Regio
DK		DENMARK
	DK01	Hovedstaden
	DK02	Sjælland
	DK03	Syddanmark
	DK04	Midtjylland
	DK05	Nordjylland
	DKZZ	Extra-Regio
EE		ESTONIA
	EE00	Eesti
	EEZZ	Extra-Regio
ES		SPAIN
	ES11	Galicia
	ES12	Principado de Asturias
	ES13	Cantabria
	ES21	País Vasco
	ES22	Comunidad Foral de Navarra
	ES23	La Rioja
	ES24	Aragón
	ES30	Comunidad de Madrid

Code		
Country	Region	Description
	ES41	Castilla y León
	ES42	Castilla-La Mancha
	ES43	Extremadura
	ES51	Cataluña
	ES52	Comunidad Valenciana
	ES53	Illes Balears
	ES61	Andalucía
	ES62	Región de Murcia
	ES63	Ciudad Autónoma de Ceuta
	ES64	Ciudad Autónoma de Melilla
	ES70	Canarias
	ESZZ	Extra-Regio
FI		FINLAND
	FI13	Itä-Suomi
	FI18	Etelä-Suomi
	FI19	Länsi-Suomi
	FI1A	Pohjois-Suomi
	FI20	Åland
	FIZZ	Extra-Regio
FR		FRANCE
	FR10	Île de France
	FR21	Champagne-Ardenne
	FR22	Picardie
	FR23	Haute-Normandie
	FR24	Centre
	FR25	Basse-Normandie
	FR26	Bourgogne
	FR30	Nord - Pas-de-Calais
	FR41	Lorraine
	FR42	Alsace
	FR43	Franche-Comté
	FR51	Pays de la Loire
	FR52	Bretagne
	FR53	Poitou-Charentes
	FR61	Aquitaine
	FR62	Midi-Pyrénées
	FR63	Limousin
	FR71	Rhône-Alpes
	FR72	Auvergne
	FR81	Languedoc-Roussillon
	FR82	Provence-Alpes-Côte d'Azur

Code		
Country	Region	Description
	FR83	Corse
	FR91	Guadeloupe
	FR92	Martinique
	FR93	Guyane
	FR94	Réunion
	FR94	Réunion
	FRZZ	Extra-Regio
GR		GREECE
	GR11	Anatoliki Makedonia, Thraki
	GR12	Kentriki Makedonia
	GR13	Dytiki Makedonia
	GR14	Thessalia
	GR21	Ipeiros
	GR22	Ionia Nisia
	GR23	Dytiki Ellada
	GR24	Stereia Ellada
	GR25	Peloponnisos
	GR30	Attiki
	GR41	Voreio Aigaio
	GR42	Notio Aigaio
	GR43	Kriti
	GRZZ	Extra-Regio
HU		HUNGARY
	HU10	Kozep-Magyarország
	HU21	Kozep-Dunantul
	HU22	Nyugat-Dunantul
	HU23	Del-Dunantul
	HU31	Eszak-Magyarország
	HU32	Eszak-Alfold
	HU33	Del-Alfold
	HUZZ	Extra-Regio
IE		IRELAND
	IE01	Border, Midland and Western
	IE02	Southern and Eastern
	IEZZ	Extra-Regio
IT		ITALY
	ITC1	Piemonte
	ITC2	Valle d'Aosta/Vallée d'Aoste
	ITC3	Liguria
	ITC4	Lombardia
	ITD1	Provincia Autonoma Bolzano/Bozen

Code		
Country	Region	Description
	ITD2	Provincia Autonoma Trento
	ITD3	Veneto
	ITD4	Friuli-Venezia Giulia
	ITD5	Emilia-Romagna
	ITE1	Toscana
	ITE2	Umbria
	ITE3	Marche
	ITE4	Lazio
	ITF1	Abruzzo
	ITF2	Molise
	ITF3	Campania
	ITF4	Puglia
	ITF5	Basilicata
	ITF6	Calabria
	ITG1	Sicilia
	ITG2	Sardegna
	ITZZ	Extra-Regio
LT		LITHUANIA
	LT00	Lietuva
	LTZZ	Extra-Regio
LU		LUXEMBOURG
	LU00	Luxembourg (Grand-Duché)
	LUZZ	Extra-Regio
LV		LATVIA
	LV00	Latvija
	LVZZ	Extra-Regio
MT		MALTA
	MT00	Malta
	MTZZ	Extra-Regio
NL		NETHERLANDS
	NL11	Groningen
	NL12	Friesland (NL)
	NL13	Drenthe
	NL21	Overijssel
	NL22	Gelderland
	NL23	Flevoland
	NL31	Utrecht
	NL32	Noord-Holland
	NL33	Zuid-Holland
	NL34	Zeeland
	NL41	Noord-Brabant

Code		
Country	Region	Description
	NL42	Limburg (NL)
	NLZZ	Extra-Regio
PL		POLAND
	PL11	Lodzkie
	PL12	Mazowieckie
	PL21	Malopolskie
	PL22	Slaskie
	PL31	Lubelskie
	PL32	Podkarpackie
	PL33	Swietokrzyskie
	PL34	Podlaskie
	PL41	Wielkopolskie
	PL42	Zachodniopomorskie
	PL43	Lubuskie
	PL51	Dolnoslaskie
	PL52	Opolskie
	PL61	Kujawsko-Pomorskie
	PL62	Warminsko-Mazurskie
	PL63	Pomorskie
	PLZZ	Extra-Regio
PT		PORTUGAL
	PT11	Norte
	PT15	Algarve
	PT16	Centro (P)
	PT17	Lisboa
	PT18	Alentejo
	PT20	Região Autónoma dos Açores
	PT30	Região Autónoma da Madeira
	PTZZ	Extra-Regio
RO		ROMANIA
	RO11	Nord-Vest
	RO12	Centru
	RO21	Nord-Est
	RO22	Sud-Est
	RO31	Sud - Muntenia
	RO32	Bucuresti - Ilfov
	RO41	Sud-Vest Oltenia
	RO42	Vest
SE		SWEDEN
	SE11	Stockholm
	SE12	Östra Mellansverige

Code		
Country	Region	Description
	SE12	Östra Mellansverige
	SE21	Småland med öarna
	SE22	Sydsverige
	SE23	Västsverige
	SE31	Norra Mellansverige
	SE32	Mellersta Norrland
	SE33	Övre Norrland
	SEZZ	Extra-Regio
SI		SLOVENIA
	SI0	SLOVENIJA
	SI01	Vzhodna Slovenija
	SI02	Zahodna Slovenija
	SIZ	EXTRA-REGIO
	SIZZ	Extra-Regio
SK		SLOVAKIA
	SK01	Bratislavsky kraj
	SK02	Zapadne Slovensko
	SK03	Stredne Slovensko
	SK04	Vychodne Slovensko
	SKZZ	Extra-Regio
GB		UNITED KINGDOM
	UKC	NORTH EAST (ENGLAND)
	UKC1	Tees Valley and Durham
	UKC2	Northumberland and Tyne and Wear
	UKD	NORTH WEST (ENGLAND)
	UKD1	Cumbria
	UKD2	Cheshire
	UKD3	Greater Manchester
	UKD4	Lancashire
	UKD5	Merseyside
	UKE	YORKSHIRE AND THE HUMBER
	UKE1	East Yorkshire and Northern Lincolnshire
	UKE2	North Yorkshire
	UKE3	South Yorkshire
	UKE4	West Yorkshire
	UKF	EAST MIDLANDS (ENGLAND)
	UKF1	Derbyshire and Nottinghamshire
	UKF2	Leicestershire, Rutland and Northamptonshire
	UKF3	Lincolnshire
	UKG	WEST MIDLANDS (ENGLAND)
	UKG1	Herefordshire, Worcestershire and Warwickshire

Code		
Country	Region	Description
	UKG2	Shropshire and Staffordshire
	UKG3	West Midlands
	UKH	EAST OF ENGLAND
	UKH1	East Anglia
	UKH2	Bedfordshire and Hertfordshire
	UKH3	Essex
	UKI	LONDON
	UKI1	Inner London
	UKI2	Outer London
	UKJ	SOUTH EAST (ENGLAND)
	UKJ1	Berkshire, Buckinghamshire and Oxfordshire
	UKJ2	Surrey, East and West Sussex
	UKJ3	Hampshire and Isle of Wight
	UKJ4	Kent
	UKK	SOUTH WEST (ENGLAND)
	UKK1	Gloucestershire, Wiltshire and Bristol/Bath area
	UKK2	Dorset and Somerset
	UKK3	Cornwall and Isles of Scilly
	UKK4	Devon
	UKL	WALES
	UKL1	West Wales and The Valleys
	UKL2	East Wales
	UKM	SCOTLAND
	UKM2	Eastern Scotland
	UKM3	South Western Scotland
	UKM5	North Eastern Scotland
	UKM6	Highlands and Islands
	UKN	NORTHERN IRELAND
	UKN0	Northern Ireland
	UKZ	EXTRA-REGIO
	UKZZ	Extra-Regio
HR		CROATIA
	HR01	Sjeverozapadna Hrvatska
	HR02	Sredisnja i Istocna (Panonska) Hrvatska
	HR03	Jadranska Hrvatska
TR		TURKEY
	TR1	ISTANBUL
	TR11	Istanbul
	TR10	Istanbul
	TR2	BATI MARMARA
	TR21	Tekirdag

Code		
Country	Region	Description
	TR22	Balikesir
	TR3	EGE
	TR31	Izmir
	TR32	Aydin
	TR33	Manisa
	TR4	DOGU MARMARA
	TR41	Bursa
	TR42	Kocaeli
	TR5	BATI ANADOLU
	TR51	Ankara
	TR52	Konya
	TR6	AKDENIZ
	TR61	Antalya
	TR62	Adana
	TR63	Hatay
	TR7	ORTA ANADOLU
	TR71	Kirikkale
	TR72	Kayseri
	TR8	BATI KARADENIZ
	TR81	Zonguldak
	TR82	Kastamonu
	TR83	Samsun
	TR9	DOGU KARADENIZ
	TR90	Trabzon
	TRA	KUZEYDOGU ANADOLU
	TRA1	Erzurum
	TRA2	Agri
	TRB	ORTADOGU ANADOLU
	TRB1	Malatya
	TRB2	Van
	TRC	GUNEYDOGU ANADOLU
	TRC1	Gaziantep
	TRC2	Sanliurfa
	TRC3	Mardin
CH		SWITZERLAND
	CH01	Région lémanique
	CH02	Espace Mittelland
	CH03	Nordwestschweiz
	CH04	Zürich
	CH05	Ostschweiz
	CH06	Zentralschweiz

Code		
Country	Region	Description
	CH07	Ticino
IS		ICELAND
	IS00	Ísland
LI		LIECHTENSTEIN
	LI00	Liechtenstein
NO		NORWAY
	NO01	Oslo og Akershus
	NO02	Hedmark og Oppland
	NO03	Sør-Østlandet
	NO04	Agder og Rogaland
	NO05	Vestlandet
	NO06	Trøndelag
	NO07	Nord-Norge

## 5. Languages

Code	Description
EO	Esperanto
IA	Interlingua (International Auxiliary Language Association)
BG	Bulgarian
CS	Czech
DA	Danish
DE	German
EL	Greek
EN	English
ES	Spanish
ET	Estonian
FI	Finnish
FR	French
GA	Irish
HU	Hungarian
IT	Italian
LT	Lithuanian
LV	Latvian
MT	Maltese
NL	Dutch
PL	Polish
PT	Portuguese
RO	Romanian
SK	Slovak
SL	Slovenian

Code	Description
SV	Swedish
AN	Aragonese
BR	Breton
BS	Bosnian
CA	Catalan
CO	Corsican
CY	Welsh
EU	Basque
FO	Faroese
GD	Gaelic (Scots)
GL	Gallegan
LI	Limburgan; Limburger; Limburgish
NB	Norwegian Bokmael
NN	Norwegian Nynorsk
SC	Sardinian
WA	Walloon
CU	Church Slavic
OC	Occitan (post 1500)
RM	Raeto-Romance
LA	Latin
HR	Croatian
IS	Icelandic
LB	Letzeburgesch
MK	Macedonian
MO	Moldavian
ME	Montenegrin
NO	Norwegian
RU	Russian
SH	Serbo-Croatian
SQ	Albanian
SR	Serbian
TR	Turkish
UK	Ukrainian
AA	Afar
AB	Abkhazian
AE	Avestan
AF	Afrikaans
AK	Akan
AM	Amharic
AR	Arabic
AS	Assamese
AV	Avaric

Code	Description
AY	Aymara
AZ	Azerbaijani
BA	Bashkir
BE	Belarusian
BH	Bihari
BI	Bislama
BM	Bambara
BN	Bengali
BO	Tibetan
CE	Chechen
CH	Chamorro
CR	Cree
CV	Chuvash
DV	Divehi
DZ	Dzongkha
EE	Ewe
FA	Persian
FF	Fulah
FJ	Fijian
FY	Frisian
GN	Guarani
GU	Gujarati
GV	Manx
HE	Hebrew
HI	Hindi
HO	Hiri Motu
HT	Haitian; Haitian Creole
HY	Armenian
HZ	Herero
ID	Indonesian
IE	Interlingue
IG	Igbo
II	Sichuan Yi
IK	Inupiaq
IO	Ido
IU	Inuktitut
JA	Japanese
JV	Javanese
KA	Georgian
KG	Kongo
KI	Kikuyu
KJ	Kuanyama

Code	Description
KK	Kazakh
KL	Kalaallisut
KM	Khmer
KN	Kannada
KO	Korean
KR	Kanuri
KS	Kashmiri
KU	Kurdish
KV	Komi
KW	Cornish
KY	Kirghiz
LG	Ganda
LN	Lingala
LO	Lao
LU	Luba-Katanga
MG	Malagasy
MH	Marshall
MI	Maori
ML	Malayalam
MN	Mongolian
MR	Marathi
MS	Malay
MY	Burmese
NA	Nauru
ND	Ndebele, North
NE	Nepali
NG	Ndonga
NR	Ndebele, South
NV	Navajo
NY	Chichewa
OJ	Ojibwa
OM	Oromo
OR	Oriya
OS	Ossetian
PA	Panjabi
PI	Pali
PS	Pushto
QU	Quechua
RN	Rundi
RW	Kinyarwanda
SA	Sanskrit
SD	Sindhi

<b>Code</b>	<b>Description</b>
SE	Northern Sami
SG	Sango
SI	Sinhalese
SM	Samoan
SN	Shona
SO	Somali
SS	Swati
ST	Sotho, Southern
SU	Sundanese
SW	Swahili
TA	Tamil
TE	Telugu
TG	Tajik
TH	Thai
TK	Turkmen
TL	Tagalog
TN	Tswana
TS	Tsonga
TT	Tatar
TW	Twi
TY	Tahitian
UG	Uighur
UN	Un-identified
UR	Urdu
UZ	Uzbek
VE	Venda
VI	Vietnamese
VO	Volapok
WO	Wolof
XH	Xhosa
YI	Yiddish
ZA	Zhuang
ZH	Chinese
ZU	Zulu

## **6. IVT Participant Type**

<b>Code</b>	<b>Description</b>
MobIVT-Appr	apprentices / trainees in alternate vocational training
MobIVT-Sch	Trainees in school based initial vocational training

## 7. Type of Participant

Code	Description
LAB	People in the labour market
LAB-EMP	Employers
LAB-SAL	Employed
LAB-UNE	Unemployed
STD	Pupils, students, trainees and adult learners
STD-APP	Apprentices
STD-PUP	Pupils
STD-TRNee	Trainees
TCH	Teachers, trainers and other staff involved in any aspect of lifelong learning
TCH-LANG	Language teachers
LAB-FJS	First Job Seekers
OTH	Other
TCH-ADMIN	Administrative and other non-teaching staff
TCH-CNS	Counsellor or careers adviser
TCH-MNGR	Education managers
TCH-TCH	Teachers
TCH-TRNer	Trainers

## 8. Type of Organisation

Code	Description
ASC-PAR	Parents' associations
ASC-RES	Association of professors and researchers
ASC-TCH	Teachers associations
ASC-TRNee	Trainees associations
ASC-VET	VET providers associations
ASC-OTH	Other types of Association
CONS-GUID	Centre for vocational guidance and counselling
CONS-INF	Body providing guidance and information on Lifelong Learning
CONS-OTH	Other type of Counselling Service
EDU-COMP	Company training department
EDU-Gradu	Graduate / Doctoral school
EDU-SCHNur	Pre-primary school
EDU-SCHVoc	Vocational or technical secondary school
EDU-SpNeed	Establishment for learners / pupils with special needs
EDU-UNIV	University or higher education institution (tertiary level)
EDU-VET	Vocational training centre or organisation
ENT-CHCom	Chambers of commerce
ENT-CHCft	Chamber of crafts
ENT-CHInd	Chambers of industry

<b>Code</b>	<b>Description</b>
ENT-LARGE	Enterprise large (> 500 employees)
ENT-PROFS	Professional associations
ENT-SME	SME
ENT-TRD	Trade organisations
ENT-UNION	Social partners (trade unions, etc)
ENT-OTH	Other type of enterprise
NFP-ALLY	Organisation exclusively dedicated to youth
NFP-ASC	Non-profit associations
NFP-CS	Non-profit civil society organisation with a legal status
NFP-EURUMBR	European Umbrella Organisation (platform)
NFP-FAMV	Non-profit association of families of the victims
NFP-FLA	Non-profit federation/association of local authorities
NFP-MEMO	Civil society organisation linked to the European memory
NFP-NET	European network
NFP-NETINF	Informal European network
NFP-NETSTAT	European network having formal statutory member organisations
NFP-NETY	European network representing bodies working on behalf of young people
NFP-NGO	Non profit / Non governmental organisation
NFP-OTH	Other type of Not for Profit body
NFP-PLAT	Platform of pan-European organisations
NFP-PRTY	Organisation partly dedicated to youth
NFP-SURV	Non-profit association of survivors
NFP-TWNG	Non-profit twinning committee
NFP-THINK	European public policy research organisation (think tank)
NFP-UMBR	Umbrella Organisation (platform)
NFP-UMBRY	Umbrella organisation performing its activities on behalf of young people at European level (platform)
NFP-VOL	Non-profit organisation active in the field of voluntary
NFP-WIDE	Organisation developing activities with a wide impact at European level
PUB-HSP	Hospital
PUB-LOC	Public authority (local)
PUB-MEM	Memorial
PUB-NAT	Public authority (national)
PUB-NYC	National Youth Council
PUB-REG	Public authority (regional)
PUB-OTH	Other type of public organisation
PUHO	Publishing House
PPGR	Part of publishing group
PUGR	Publishing Group
RES-NFP	Non-profit research institutions
RES-PRV	Private research centres
RES-PUB	Public research centres (not HE)

Code	Description
RES-THTK	Think tank
RES-OTH	Other type of Research organisation

## 9. Commercial Orientation

Code	Description
P	For profit
NP	Not for Profit

## 10. Scope

Code	Description
L	local
R	regional
N	national
E	european
I	international

## 11. Legal Status

Code	Description
PR	private
PB	public

## 12. Size (staff)

Code	Description
S1	staff 1 to 20
S2	staff 21 to 50
S3	staff 51 to 250
S4	staff 251 to 500
S5	staff 501 to 2.000
S6	staff 2.001 to 5.000
S7	staff more than 5.000

## 13. Size (trainees)

Code	Description
R0	0
R1	1 to 20
R2	21 to 50

R3	51 to 250
R4	251 to 500
R5	501 to 2.000
R6	2.001 to 5.000
R7	more than 5.000

## 14. Gender

Code	Description
F	Female
M	Male

## 15. Certification Type

Code	Acronym	Description
CERT	Certifications	Certifications associated to an educational period
Dip	Diploma	Diploma or degree
Dip-Double	Double degree	Double degree
Dip-Multiple	Multiple degree	Multiple degree
Dip-Joint	Joint Degree	Joint Degree
CoSpCe	Course specific certificate	Course specific certificate
Europass_CV	Europass Curriculum Vitae (CV)	The Europass CV enables you to make your skills and qualifications visible, and other Europass documents can be attached to the CV.
Europass_LangP	Europass Language Passport	The Europass Language Passport allows you to describe your language skills, skills that are vital for learning and working in Europe.
Europass_Mob	Europass Mobility Document	The Europass Mobility is a record of any organised period of time (called Europass Mobility experience) that a person spends in another European country for the purpose of learning or training.
Europass_CS	Europass Certificate Supplement	The Europass Certificate Supplement is delivered to people who hold a vocational education and training certificate; it adds information to that which is already included in the official certificate, making it more easily understood, especially by employers or institutions outside the issuing country. The information in the Europass Certificate Supplement is provided by the relevant certifying authorities.
Europass_DS	Europass Diploma Supplement	The Europass Diploma Supplement is issued to graduates of higher education institutions along with their degree or diploma. It helps to ensure that higher education qualifications are more easily understood, especially outside the country where they were awarded. The Europass Diploma Supplement was developed jointly with Unesco and the Council of Europe.
REC	Recognitions	Recognitions associated to an educational period
RecNac	National recognition	National recognition
RecByHomInst	Recognition by home institution	Recognition by home institution
RecNatHom	Recognition at national level in	Recognition at national level in home country

	home country	
NoRec	No Recognition	No Recognition
Oth	Other	Other

### **16. Boolean**

Code	Description
Yes	Yes
No	No

### **17. Special list of codes for question “is organisation able to recover VAT”**

Code	Description
Yes	Yes
No	No
N/A	Not Applicable