



# “Erasmus+” ziņošanas un pārvaldības rīks *Beneficiary Module*

Liene Cauna  
Mācību mobilitātes nodaļas  
Vecākā eksperte  
20.08.2024.



Valsts izglītības attīstības aģentūra



Erasmus+

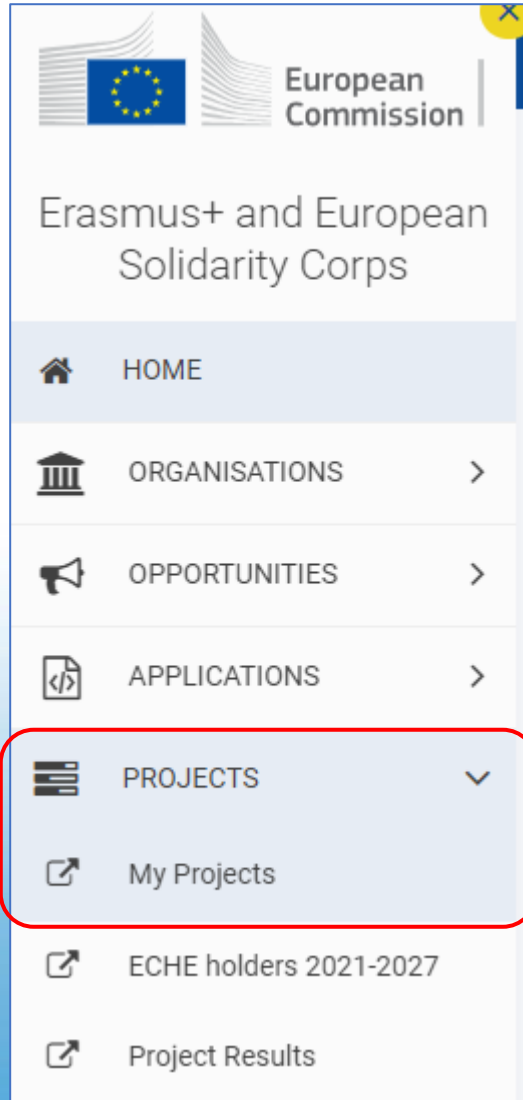
Bagātini pieredzi, domā plašāk

# Beneficiary Module

## 5. PIELIKUMS 9. PUNKTS. ZIŅOJUMU SNIEGŠANA

- Koordinators izmanto tīmeklī bāzēto ziņošanas un pārvaldības rīku, ko nodrošina Eiropas Komisija, lai reģistrētu visu informāciju par īstenotajām mobilitātēm un, lai sagatavotu un iesniegtu galīgo ziņojumu.
- Ziņošanas uzdevuma veikšanai labuma guvējs nedrīkst izmantot ārpalpojumus un personām, kas nav labuma guvēja darbinieki, tas nedrīkst nodrošināt piekļuvi ziņošanas un pārvaldības rīkam.
- Mobilitātes ir jāievada “Erasmus+” ziņošanas un pārvaldības rīkā **pirms to sākuma datuma un jāpārskata, tiklīdz tās ir pabeigtas.**

# Beneficiary Module



**Piekluve projektam no Erasmus+ un Eiropas solidaritātes korpusa platformas:**


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

- kreisajā pusē izvēlne PROJECTS-> My Projects**
- daļa projektu jau ir pieejami (tie, ar kuriem noslēgti līgumi)**
- piekluve projektam tikai ar tiem e-pastiem, kas norādīti projekta pieteikumā - projekta koordinators, likumiskā pārstāvja e-pasti**
- konkrētajiem e-pastiem jābūt [izveidotam EU Login kontam](#)**
- Video pamācības par Beneficiary Module lietošanu:**

**<https://wikis.ec.europa.eu/display/NAITDOC/eLearning+videos+for+the+Beneficiary+module>**

Erasmus+



# My Projects




Erasmus+ and European Solidarity Corps

- HOME
- ORGANISATIONS
- OPPORTUNITIES
- APPLICATIONS
- PROJECTS
  - My Projects**
  - Project Results
  - Past programmes (2007-2020)
- SUPPORT
- RESOURCES
- TOOLS








Home

Welcome Beneficiary USERTHREE  

## My Granted Projects

Search... 

Projects found (13)

Project Title	Grant Agreement No	Project Start Date	Project End Date	Duration (months)	Project Status	Actions
EAC IT TRAINING KA153	2021-1-EL02-KA153-YOU-000015450	01/08/2021	01/11/2021	3 months	NA validated	
EAC IT TRAINING	2021-1-RO01-KA153-YOU-000015451	01/08/2021	01/11/2021	3 months	Project ongoing	
EAC IT TRAINING KA121VETPL	2021-1-PL01-KA121-VET-000004902	01/09/2021	30/11/2022	15 months	Project ongoing	
EAC IT TRAINING - LT - Mobility Youth Workers "Project ABC"	2021-1-LT02-KA153-YOU-000015445	01/08/2021	31/10/2021	3 months	Project ongoing	
EAC IT TRAINING C21R1 ESC30 - 2 MONTHS	2021-1-PL01-ESC30-SOL-000015464	15/08/2021	14/10/2021	2 months	Submitted	
EAC IT TRAINING C21R1 ESC30 2mo	2021-1-RO01-ESC30-SOL-000015467	16/08/2021	15/10/2021	2 months	NA validated	
EAC IT TRAINING Solidarity project 03	2021-1-RO01-ESC30-SOL-000009192	15/08/2021	14/06/2022	2 months	Project ongoing	

# Projekta skats

## Project Activities and Budget Details

Project list

Date

Grant Agreement No. : 2024-1-LV01-KA122-:

NA : LV01 - Valsts izglītības attīstības aģentūra (State Education Development Agency) - Organisation OID : E10309914 - Legal name :

Awarded/Reported Budget : 16 869 € / 0 €

Project ongoing

Deadline: 30 janv. 2026

532 days left!

Actions

### Content menu

Details

Participating organisations

Associated persons

Preparatory visits

Mobility Activities

Fewer Opportunities

Budget

Import-export

National agency

Beneficiary organisation

Key Action: Learning Mobility of

Action Type: Short-term projects for mobility of learners and staff in school education

Call: 2024

Round: Round 1

Start of Project: 01/07/2024

End of Project: 31/12/2025

Project Duration (months): 18 months

### Project Information

Grant Agreement No.: 2024-1-LV01-KA122-SCH

National ID:

Project Title: Mācīsimies kopā!

Project Acronym:

Project Status: Project ongoing

Final Report Submission Deadline: 30/01/2026

### National Agency

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

### Beneficiary Organisation Information

Erasmus+

# sadaļa *Details*

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

The screenshot displays a user interface with two side-by-side panels. The left panel, titled 'Content menu', contains a list of menu items: 'Details' (highlighted with a blue bar), 'Participating organisations', 'Associated persons', 'Preparatory visits', 'Mobility Activities', 'Fewer Opportunities', 'Budget', and 'Import-export'. The right panel, titled 'Filter', contains a list of filter options: 'Details', 'Context', 'Information', 'National agency', and 'Beneficiary organisation'. Both panels have a back arrow icon in the top right corner.

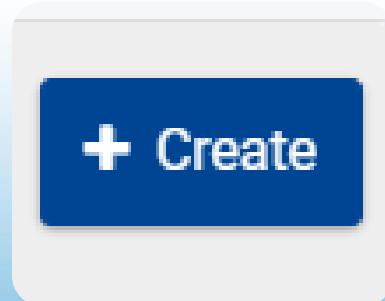


pārējās sadaļās - rediģējama informācija:

Dzēst Skatīt Labot



Pievienot jaunu informācijas lauku (jaunu personu, mobilitāti u.c.)



# sadaļa *Participating organisations*

- ❑ Informācija par nosūtošo organizāciju un projekta pieteikumā norādītajām uzņemošajām organizācijām.
- ❑ **jāiziet cauri visām norādītajām organizācijām un jāaktualizē informācija 1) par savu organizāciju un 2) uzņemošajām organizācijām**
- ❑ ja pieteikumā nebija norādītas uzņemošās organizācijas, tad šeit tās jāpievieno (ar **+Create**).

The screenshot displays the 'Participating organisations' page. On the left is a 'Content menu' with options like 'Details', 'Participating organisations', 'Associated persons', etc. The main content area includes introductory text about Erasmus+ tools and a table of beneficiary organisations. Below this is a section for 'Other organisations (non-beneficiaries) (0)' with a '+ Create' button highlighted in a red box. The table below has columns for 'OID', 'Other organisation number', 'Legal name', 'Supporting organisation', 'Public body', 'Non-profit', 'Country', and 'City'.

OID	Other organisation number	Legal name	Supporting organisation	Public body	Non-profit	Country	City
E10309914	41111-ORG-00001	...	...	...	Yes	Latvia	Ulbroka



# sadaļa *Associated persons*

- ❑ Informācija par organizācijas likumisko pārstāvi un kontaktpersonu (epasti, amats utt.).
- ❑ **Tikai ar šeit norādītajiem e-pastiem var piekļūt projektam**
- ❑ **Jāpārskata, vai viss korekti; ir iespēja labot, dzēst, pievienot jaunu personu (ar **+Create**).**

Content menu < Associated person

Details

Participating organisations

**Associated persons**

Preparatory visits

Mobility Activities

Fewer Opportunities

Budget

Import-export

Associated persons (2) [+ Create](#)

Search... [Search](#) [Bulk Actions](#) [More Filters](#) [\[reload\]](#)

Organisation OID	Organisation legal name	First Name	Last Name	Position	Email	Telephone 1	Beneficiary	Legal Representative	Primary Contact	OLS administrator	Access to project management	
E10309914		Daiga		metodiķe, projektu koordinators			Yes	No	Yes	Yes	Edit	<a href="#">Delete</a> <a href="#">View</a> <a href="#">Edit</a>
E10309914		Leide		iestādes vadītāja			Yes	Yes	No	No	Edit	<a href="#">Delete</a> <a href="#">View</a> <a href="#">Edit</a>

Items per page 30 1 - 2 of 2 << < > >>

# sadaļa *Preparatory visits*

- ❑ Jāievada tikai sagatavošanas vizītes (ja tādas bija) – ar **+Create** un sekojot norādēm
- ❑ Obligāti jāaizpilda tās sadaļas, kas atzīmētas ar zvaigznīti un *Value missing*
- ❑ Ja nebija sagatavošanās vizīšu – sadaļa paliek neaizpildīta

Content menu <

- Details
- Participating organisations
- Associated persons
- Preparatory visits**
- Mobility Activities
- Fewer Opportunities
- Budget
- Import-export

Preparatory visits (0) [+ Create](#)

Search... [Search](#) [More Filters](#)

ID	Receiving organisation	Receiving country	Number of persons	Total grant	<a href="#">[reload]</a>
----	------------------------	-------------------	-------------------	-------------	--------------------------

Items per page **30** 0 of 0 |< < > >|

# sadaļa *Mobility activities*

- Jāizvēlas atbilstošais mobilitātes veids, ko vēlaties ievadīt, uzklikšķinot sadaļas augšpusē: **Individuālās mobilitātes** (*kursi un apmācība, darba ēnošana, norīkojumi mācīšanai, skolēnu īstermiņa un ilgtermiņa mobilitāte, uzaicinātā eksperta aktivitāte*) vai **Grupas mobilitāte** (*skolēnu grupas mobilitāte*)
- Jāspiež **+Create** un jāievada prasītā informācija; obligāti jāaizpilda tās sadaļas, kas atzīmētas ar zvaigznīti
- Instrukcija mobilitāšu ievadei pa soļiem:  
<https://wikis.ec.europa.eu/display/NAITDOC/Mobility+activities+in+KA121+and+KA122+projects>

**Content menu**

- Details
- Organizācijas
- Associated persons
- Sagatavošanās vizīte
- Mobility Activities**
- Fewer Opportunities
- Budget
- Import-export

Individual mobility activities | Group mobility activities | Targets | Participant reports

### Mobility activities

**i** By using the Revalidate mobilities button all rules on the mobility activities will be reinitiated. **?**

**!** Release BM-1.15.0 of 16 May 2023 contains corrections of organisational support for projects of KA121 and KA122. A revalidation is checking your project automatically and may lead to changes of mobility activity status from Complete to Draft or vice versa.

**Erasmus+ provides various tools and opportunities to find partners for your mobility activities**

European School Education Platform (ESEP) offers an online partner-finding tool for VET and school education organisations. You can register your organisation on the platform in order to post partner-finding announcements and search through announcements made by other organisations. For more details click [here](#)

Training and Cooperation Activities are regularly organised by Erasmus+ National Agencies. They include contact seminars, online events and other partner-finding opportunities for Erasmus+ applicants and beneficiaries. You can look for available Training and Cooperation Activities [here](#)

The Erasmus+ Project Results Platform allows you to search for all accredited organisations and approved projects. For more details click [here](#)

List of mobility activities (0) Revalidation + Create

Search... Search More Filters

# sadaJa *Mobility activities*

i

Receiving organisation \*

Value missing

Receiving country \*

Value missing

Receiving city \*

Value missing

Distance band \*

Value missing

Real distance in kilometres \*

[Link to distance calculator](#)

Main means of transport \*

Value missing

## DURATION

Project Duration

01/06/2024

31/08/2025

*Please introduce the start and end date of the mobility activity in order to calculate its duration. Travel days should not be included in start and end date of the activity. Instead, travel days can be indicated separately below.*

Start date \*

Value missing

End date \*

Value missing

Duration (days)

Eligibility criteria for minimum and maximum duration will be checked based on this field.

Mobility activity included an interruption

Funded travel days \*

0

Request fewer days for individual support

# sadaļa *Mobility activities*

































Content menu

- Details
- Organizācijas
- Associated persons
- Sagatavošanās vizīte
- Mobility Activities**
- Fewer Opportunities
- Budget
- Amendments
- Reports
- Import-export

List of mobility activities (9)

Revalidation Create

Search Search... Search Bulk Actions More Filters

Mobility activity ID	Draft Mobility activity	Aktivitātes veids	Participant's first name	Participant's last name	Participant's email	Sending country	Receiving country	Start date	End date	Daļēbnieki ar ierobežotām iespējām	Total mobility activity grant	Report Status	[reload]
45092-MOB-0003	COMPLETE	Skolēnu ilgtermiņa mācību mobilitāte				Latvija	Itālija	15-03-2024	17-04-2024	Yes	3 083,00 €	Participant report submitted	   
45092-MOB-0002	COMPLETE	"Ēnošana" darbā				Latvija	Itālija	11-11-2023	18-11-2023	No	1 875,00 €	Automatic Reminder Sent	   
45092-MOB-0001	DRAFT	Kursi un apmācības				none	Spānija	23-07-2023	17-08-2023	No	3 584,00 €	none	   
45092-MOB-0004	COMPLETE	Skolēnu īstermiņa mācību mobilitāte				Latvija	Vācija	02-07-2024	16-07-2024	No	1 402,00 €	Automatic Reminder Sent	   
45092-MOB-0006	COMPLETE	Norīkošana mācīšanai vai apmācībai				Latvija	Ungārija	19-08-2024	24-08-2024	No	1 395,00 €	none	   
45092-MOB-0005	COMPLETE	Norīkošana mācīšanai vai apmācībai				Latvija	Ungārija	19-08-2024	24-08-2024	No	1 395,00 €	none	   
45092-MOB-0008	COMPLETE	Norīkošana mācīšanai vai apmācībai				Latvija	Ungārija	19-08-2024	24-08-2024	No	1 395,00 €	none	   
45092-MOB-0007	COMPLETE	Norīkošana mācīšanai vai apmācībai				Latvija	Ungārija	19-08-2024	24-08-2024	No	1 395,00 €	none	   

# Svarīgi – par mobilitāšu ievadi

- ❑ Jāievada **tikai faktiskā informācija par mobilitāti (nevis plānotā/ juridiskā uzņemošās organizācijas atrašanās vieta utt.)** – organizācija, pilsēta, kur notika mobilitāte, tai atbilstošais attālums (pēc EK attāluma kalkulatora [http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)), mobilitātes datumi (bez ceļa dienām)
- ❑ Tad, kad informācija par dalībnieku un mobilitāti ir ievadīti (mobilitātes statuss COMPLETE), mobilitātes datums ir pagājis – **dalībniekam automātiski uz norādīto e-pastu tiek izsūtīta dalībnieka atskaite – jāaizpilda tiešsaistē un jāiesniedz tiešsaistē** -> dalībnieka atskaite tiek atsūtīta un iegenerēta sistēmā, noslēguma atskaitē;
- ❑ **Dalībnieka atskaites aizpildīšana ir obligāta\*** mobilitātēm, kur atskaite ir paredzēta (visas, izņemot uzaicināto ekspertu mobilitāti vai tādiem dalībniekiem, kuri atzīmēti kā pavadošās personas; skolēnu grupas mobilitātē atskaite tiek sūtīta tam dalībniekam, kas atzīmēts kā galvenā pavadošā persona);

*\*dotācijas līgums ar dalībnieku, 9.punkts: «Pēc mobilitātes pasākuma ārvalstīs dalībnieks aizpilda un iesniedz tiešsaistes ES aptauju 30 kalendāro dienu laikā pēc tam, kad ir saņēmis uzaicinājuma to aizpildīt. Dalībniekiem, kuri neizpilda un neiesniedz tiešsaistes ES aptauju, viņu organizācija var prasīt daļēji vai pilnībā atmaksāt saņemto finansiālo atbalstu»*

# Svarīgi – par mobilitāšu ievadi

Project Activities and Budget Details Project list Data expo

Content menu <

- Details
- Organizācijas
- Associated persons
- Sagatavošanās vizīte
- Mobility Activities**
- Fewer Opportunities
- Budget
- Amendments
- Reports

Dalībnieki ar ierobežotām iespējām

PARTICIPANT REPORT Current Status:

Request ID: ad9346a6-234a-418d-9bbd-ace6c4622dba

Resend invitation

Time	Status
17-08-2024 01:04:21	Automatic Reminder Sent
01-08-2024 12:41:57	Participant report request sent

Iespēja nosūtīt atskaiti atkārtoti – ja dalībnieks nesaņem (**Resend Invitation**)

Iesniegtai atskaiti - var apskatīt konkrētā dalībnieka atskaiti

Details Details

Organizācijas

Associated persons

Sagatavošanās vizīte

**Mobility Activities**

Fewer Opportunities

Budget

PARTICIPANT REPORT Current Status:

Request ID: b1e39df9-153a-45c1-afe5-2cd8166b31c6

Answers Report

Time	Status
18-12-2023 01:25:00	Participant report submitted
16-12-2023 20:19:22	Participant report request sent



# sadaļa *Fewer Opportunities*

- ☐ Jānorāda dalībnieku skaits ar mazāk iespējām katrai šķēršļu grupai.
- ☐ Ja nebija dalībnieku ar mazāk iespējām – sadaļa paliek neaizpildīta

Content menu < Fewer Opportunities

Details

Participating organisations

Associated persons

Preparatory visits


Mobility Activities

**Fewer Opportunities**

Budget

Import-export

**Fewer Opportunities**

 The National Agencies and the European Commission will use data for budget validation and statistical purposes. The data should not allow the identification of a physical person. See [privacy notice](#) for more information on data protection.

Please indicate the number of participants with fewer opportunities according to each reason below and the description and the justification of the inclusion support for participants. For each participant please take into account the main reason.

Reason	Number of Participants
Barriers linked to discrimination	<input type="text" value="0"/>
Barriers linked to education and training systems	<input type="text" value="0"/>
Cultural differences	<input type="text" value="0"/>
Disabilities	<input type="text" value="0"/>
Economic barriers	<input type="text" value="0"/>
Geographical barriers	<input type="text" value="0"/>
Health problems	<input type="text" value="0"/>
Social barriers	<input type="text" value="0"/>
Total number of participants with a reason declared	<input type="text" value="0"/>
Total number of participants with fewer opportunities in the project	<input type="text" value="0"/>

# sadaļa *Budget*

- ❑ Sadaļa nav pieejama rediģēšanai – automātiski ielasās informācija no sadaļas «*Mobility Activities*»
- ❑ Var sekot līdzi kopējam finansējumam, finansējumam konkrētās finansējuma kategorijās un aktivitātēs

Project Activities and Budget Details Project list Data ex

Content menu <

- Details
- Organizācijas
- Associated persons
- Sagatavošanās vizīte
- Mobility Activities
- Fewer Opportunities
- Budget**
- Import-export

Budget

[Export PDF](#)

Hide empty items

Sort by: Default

	Awarded budget	Reported Budget	% Reported / Awarded
Total project	59 925,00 €	0,00 €	0 %
Course fees	0,00 €	0,00 €	0 %
Preparatory visits	not applicable	0,00 €	0 %
Inclusion support for participants	0,00 €	0,00 €	0 %
Inclusion support for organisations	0,00 €	0,00 €	0 %
Organisational support	not applicable	0,00 €	0 %
Exceptional costs for financial guarantee	0,00 €	0,00 €	0 %
Exceptional costs	0,00 €	0,00 €	0 %
Exceptional costs for expensive travel	0,00 €	0,00 €	0 %
Linguistic support	0,00 €	0,00 €	0 %
Individual support	0,00 €	0,00 €	0 %
Travel	0,00 €	0,00 €	0 %
Activity types +	0,00 €	0,00 €	0 %

# sadaļa *Reports*

- Šobrīd nav vēl pieejama
- Kad pieejama – var uzgenerēt galīgā ziņojuma formu (spiežot zaļo pogu «Generate Beneficiary report»)

The screenshot displays a web application interface. On the left, there is a 'Content menu' with a list of items: 'Details', 'Organisations', 'Contacts', 'Preparatory Visits', 'Mobility activities', 'Group activities', 'Fewer Opportunities', 'Reports', and 'Budget'. The 'Reports' item is highlighted with a red rectangular box. The main content area is titled 'Beneficiary Reports' and contains a section for 'Final Beneficiary Report'. Below this title, there is a text prompt: 'Please click on this button to generate a new Beneficiary Report'. A green button with the text 'Generate Beneficiary Report' is positioned below the text.

# Galīgais ziņojums

- jāaizpilda latviešu valodā!
- iespēja uzgenerēt PDF formātā un pildīt neesot sistēmā
- jāievada prasītā informācija - obligāti jāaizpilda tās sadaļas, kas atzīmētas ar zvaigznīti
- instrukcija galīgā ziņojuma aizpildīšanai pa soļiem: <https://wikis.ec.europa.eu/display/NAITDOC/How+to+fill+and+submit+the+final+beneficiary+report>
- obligātais pielikums iesniedzot atskaiti – godīguma deklarācija
- Izvērstas atbildes uz jautājumiem, kas tiek prasīti galīgajā ziņojumā – galīgais ziņojums tiks vērtēts kvalitatīvi, 100 ballu skalā - cik lielā mērā projekts ir īstenots saskaņā ar apstiprināto dotācijas pieteikumu un “Erasmus” kvalitātes standartiem.

Erasmus+

The screenshot displays a web interface for the Erasmus+ reporting process. On the left, a 'Content menu' lists various sections: Details, Organizācijas, Associated persons, Sagatavošanās vizīte, Mobility Activities, Fewer Opportunities, Budget, Amendments, Reports (highlighted in blue), and Import-export. On the right, a checklist titled 'Start submission process' (with a PDF icon) shows the status of various requirements:

- ✓ Evaluation criteria
- ✓ Informācija par projektu
- ✓ Budget
- ✗ Aktivitātes
- ✗ Participants' feedback
- ✓ European Language Label
- ✓ Hosting organisations
- ✗ Supporting organisations
- ✗ Pielikumi
- ✗ Pārbaudes lapa

# Galīgais ziņojums

- ❑ Atvieglota aizpildīšana – maz jāapraksta; daudz skaidrojošā teksta no EK puses
- ❑ Galvenokārt jākomentē dalībnieku individuālo atskaišu statistika

Project Activities and Budget Details Project list Data export

Content menu Start submission process PDF

- Details
- Organizācijas
- Associated persons
- Sagatavošanās vizīte
- Mobility Activities
- Fewer Opportunities
- Budget
- Amendments
- Reports**
- Import-export

- ✔ Evaluation criteria
- ✔ Informācija par projektu
- ✔ Budget
- ✘ Aktivitātes
- ✘ Participants' feedback
- ✔ European Language Label
- ✔ Hosting organisations
- ✘ Supporting organisations
- ✘ Pielikumi
- ✘ Pārbaudes lapa

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Based on the information in the tables above, please compare your indicative targets and the implemented activities. You should focus your replies on the most significant changes that took place, in particular:

- changes in priority activities;
- activities where the number of participants or the total duration is lower than 80% of the indicative target.

If you have implemented your activities almost exactly as planned, it is sufficient to state so in a short reply.

With reference to the tables above, which targets did you need to adjust during implementation, and why? \*

Value missing

How were your decisions during implementation guided by your Erasmus Plan? \*

Value missing

### Participants' feedback

This section contains feedback gathered from participant reports, presented per type of activities. For individual learner and staff activities, a report is requested from each individual participant. For group activities, one participation report is submitted by the group's lead accompanying person on behalf of the entire group.

The following table presents an overview of participant report submission rates across different activity types. The submission rate is calculated as the percentage of received reports out of the total expected.

Before submitting this report, please make sure that sufficient participant reports have been submitted to allow evaluators to make their assessment. Ensuring that participant reports are completed is part of your duties defined in the grant agreement and the Erasmus quality standards. For individual staff and learner activities, at least 90% submission rate is expected, while the submission rate for group participation reports should be 100%.

Please be aware that submitting your report with lower submission rates is likely to affect your evaluation score negatively. To improve the submission rate, we advise that you send reminders to participants who have not yet submitted their report, and that you instruct the lead accompanying persons to complete their group activity reports.

Participant reports submission rate	
Aktivitātes veids	Submission rate
"Ēnošana" darbā	100,00%
Kursi un apmācības	100,00%
Overall for individual activities	100%
Overall for group activities	Nav attiecināms

"Ēnošana" darbā

"Ēnošana" darbā – Participantal feedback report 1: Certification

# Galīgais ziņojums - vērtēšana

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Start submission process PDF

- ✓ Evaluation criteria
- ✓ Informācija par projektu
- ✓ Budget
- ✗ Aktivitātes
- ✗ Participants' feedback
- ✓ European Language Label
- ✓ Hosting organisations
- ✗ Supporting organisations
- ✗ Pielikumi
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## Evaluation criteria

The following evaluation criteria will be used to assess your final report on a scale of 100 points. The evaluation result will be used as part of the scoring for your future grant applications with your accreditation.

A large part of the assessment is based on the Erasmus quality standards, which you have committed to as part of your accreditation process. Before completing your report, we recommend that you read the standards again to understand the evaluation criteria fully. You may access the quality standards on the Europa web: [here](#)

Delivering targets and coherence with Erasmus Plan (50 points)	<p><u>The extent to which:</u></p> <ul style="list-style-type: none"><li>the awarded funding has been absorbed by the beneficiary organisation, or the beneficiary has provided sufficient justification for partial absorption</li><li>the beneficiary has managed their grant effectively and efficiently, by taking into account the indicative targets defined in the grant agreement and adapting them to maximise the impact of implemented activities and budget absorption</li><li>the beneficiary has given appropriate priority to activities and categories of participants that have been marked as a priority at application stage</li></ul>
Compliance with Erasmus quality standards (50 points)	<p><u>The extent to which:</u></p> <ul style="list-style-type: none"><li>the beneficiary has ensured that the participants submit their participation reports, or has provided sufficient justification for a low submission rate</li><li>the participants' feedback shows that:<ul style="list-style-type: none"><li>the participants were satisfied with their mobility activities</li><li>the activities have been beneficial for the participants</li><li>the beneficiary has integrated basic principles of inclusion and diversity, digital education, and environmental sustainability and responsibility in the implementation of their activities</li><li>the quality of the implemented activities has been in line with the quality standards (in particular on integrating results of mobility activities in the organisation, practical arrangements, preparation, monitoring and mentoring, support during the activity, linguistic support, definition of learning outcomes, recognition of learning outcomes)</li></ul></li></ul>

# Galīgais ziņojums - pielikumi

☐ Vienīgais pielikums – parakstīta Godīguma deklarācija

## Project Activities and Budget Details

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1 participant has indicated that organisations other than the sending and hosting organisation have taken part in the setting up and implementation of their mobility. However, no supporting organisations have been declared in your report. Reporting on participation of supporting organisations is obligatory. In case there have been supporting organisations involved in your activities, please make sure to declare them in the reporting tool before submitting your report. If no such organisations were participating, please check the box below.

required

### Pielikumi

Maksimālais viena faila lielums ir 15 MB, un maksimālais kopējais lielums ir 100 MB. The maximum number of all attachments is 100.

### Deklarācija

Please download the declaration on honour, print it, have it signed by the legal representative and attach.

[Download the declaration on honour](#) [+ Pievienot deklarāciju](#)

### Citi dokumenti

Please attach any other relevant documents. Ja rodas jebkādi jautājumi, sazinieties ar savu nacionālo aģentūru. Viņu kontaktinformāciju var atrast šeit: [Nacionālo aģentūru saraksts](#)

[+ Pievienot dokumentus](#)

### List of documents

Nē	Name	Faila izmērs (kB)	Type of document
	Kopējais faila izmērs (kB)	0	



**Paldies par uzmanību!**

**Veiksmīgu projektu īstenošanu!**

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