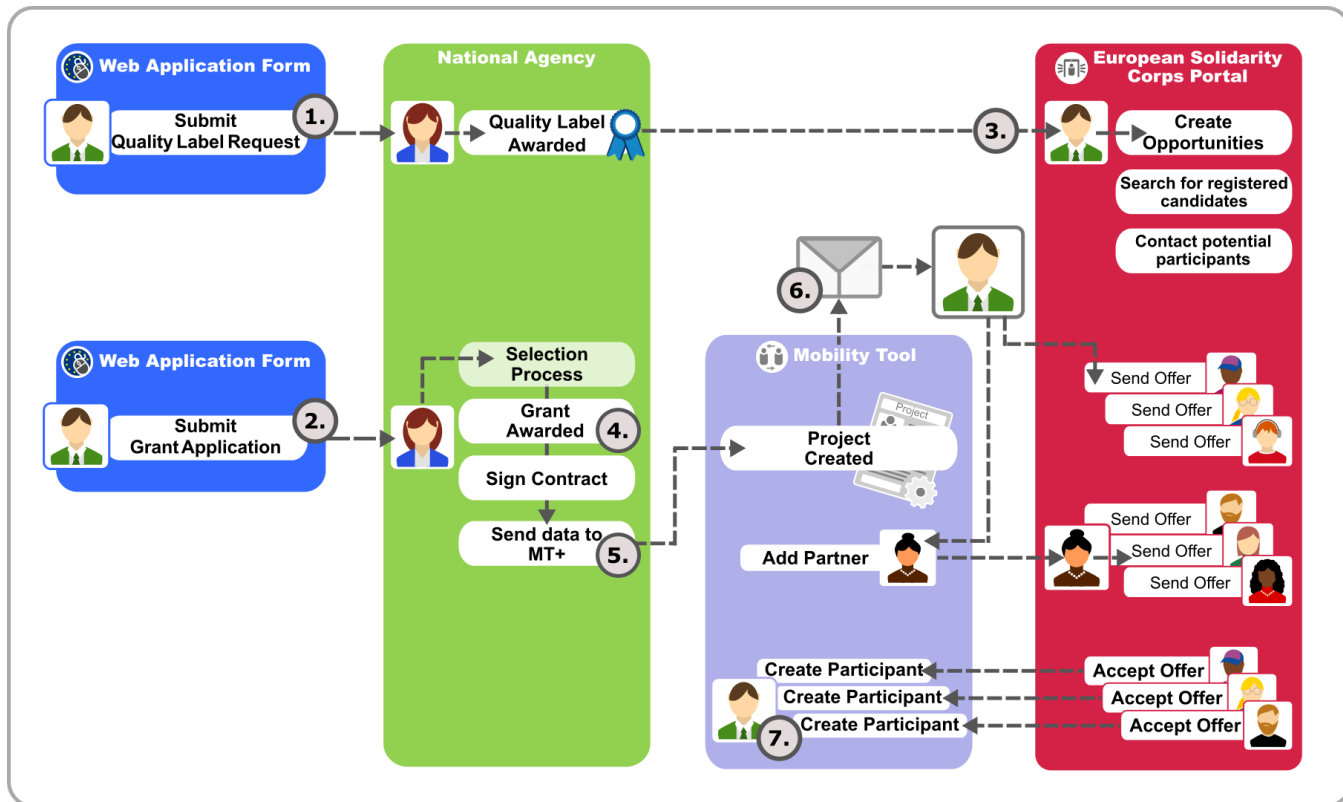


# ESC MT+ Project management overview

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## European Solidarity Corps Process Overview



1. If your organisation wishes to apply for a project, you must first submit a request for a Quality Label or hold a valid Erasmus+ Volunteering Accreditation. See [European Solidarity Corps Quality Label - Introduction](#).
2. Organisations can apply for a grant but can also be partners in projects (In some cases - Traineeships and Jobs - organisations can be involved without holding a Quality Label. For detailed information on the criteria and conditions for participating, consult the European Solidarity Corps Guide).
3. As soon as your organisation has a Quality Label (or if your organisation already holds an Erasmus+ Volunteering accreditation), access to the [European Solidarity Corps Portal](#) is granted and opportunities can be created. You can already contact potential participants at this stage.
4. If your project proposal is [selected](#) it will be awarded a grant.
5. In order for the project to be created in Mobility Tool+ and for you (or your partners) to send offers to the potential participants, the contract must be signed and the National Agency must transfer the data to Mobility Tool+.
6. When the project data becomes available to Mobility Tool+, a [notification](#) is sent to the contact person of your organisation. This notification will inform you of the project creation in Mobility Tool+. It is now possible to send offers to potential participants using the European Solidarity Corps Portal.
7. After the participants have accepted the offers in the European Solidarity Corps Portal, you will be able to update project information in Mobility Tool+ such as:

- Retrieve the participants' details and associate them to activities,
  - Complete and update budget information,
  - Follow up on participant reports,
  - Complete and submit the final report to the National Agency.
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## How to do this in the Mobility Tool+

In order to update the project data, please ensure that you read the sections relevant for your project. The guide covers the basic functionality, that is relevant for all actions, and specifics for each key action.

In order to be able to read the documentation correctly, you should take note of the programme and action that your project was submitted under. This can be noted from the project details.

The key actions currently supported by Mobility Tool+ for European Solidarity Corps programme are:

- ESC11 - Volunteering Projects
- ESC13 - Volunteering Partnerships - Annual
- ESC21 - Traineeships and Jobs
- ESC31 - Solidarity Projects

Please take note of the 5 character key action code. This will be used to indicate sections relevant for your project.

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## How to update your European Solidarity Corps project?

The project information that can be updated in Mobility Tool+ is:

### Organisations

For ESC11, ESC13

- If the beneficiary organisation data needs to be updated, this must be done in [URF](#) and changes communicated to your National Agency.
- Partner organisations can be added in Mobility Tool+ but only after the following steps are completed:
  - Registration in the [Participant Portal \(URF\)](#)
  - The organisation has been awarded a [valid Quality label](#) or holds a valid Erasmus+ volunteering accreditation.
  - If any organisation information needs to be updated, this must be done in [URF](#) and changes communicated to your National Agency.

For ESC31

- Only the beneficiary organisation (or the young person that took the role of legal representative in the case of groups of young people) is available in Mobility Tool+. No other organisations can be added.
- If the beneficiary organisation (or the young person's) data needs to be updated, this must be done in [URF](#) and changes communicated to the National Agency.

For ESC21

- If the beneficiary organisation data needs to be updated, this must be done in [URF](#) and changes communicated to your National Agency. Partner organisations can be added in Mobility Tool+ but only after the following steps are completed:
  - Registration in the [Participant Portal \(URF\)](#)
  - The organisation has been awarded a [valid Quality label](#).
  - If any organisation information needs to be updated, this must be done in [URF](#) and changes communicated to your National Agency
  - Additional organisations without PICs and without quality labels can be added and can be managed in Mobility Tool+.

### Participants

Participants identified as Young Persons must first have registered in the European Solidarity Corps Portal.

- **For ESC11, ESC12, ESC21**

- Participants may be anyone involved in a European Solidarity Corps project. These persons are identified as either a Young Person, an Accompanying Person, or Representatives of organisations in Advance Planning Visits.
- Before the young person's details can be retrieved from the European Solidarity Corps Portal into Mobility Tool+, the young person must have received and accepted an offer made by either the beneficiary or partner organisations having access to the European Solidarity Corps Portal.
- **For ESC31**
  - Before the young person's details can be added to the European Solidarity Corps, the young person must first have registered in the European Solidarity Corps Portal. Then their details can be added to the Mobility Tool+ project using their Participant Registration Number (PRN). See specific information for [ESC31](#).

### Activities (only relevant for ESC11, ESC12, and ESC21)

- Each action type in the European Solidarity Corps has a different set of predefined activities. An activity is a set of tasks performed within the same location, the same time frame and the same scope. A group of participants are associated to the activity with a unique activity ID. A one-to-one relationship of a participant to a group activity is referred to as a "Participation".
- The details of the activities awarded in the Grant Agreement will be present in Mobility Tool+. Details concerning the organisation and budget are blank and require to be entered. Additional activities can be listed.
- We recommend to create offers that are to be grouped for the same activity ID using the same offer title. In this way, all participants that have accepted offers related to the same activity ID can be easily associated to the same activity. (see link)

### Participation

A one-to-one relationship of a participant to a group activity is referred to as a "Participation". This individual participation outlines the costs, allowances duration etc, for that person's involvement in that activity.

There are two main ways to complete the participation details: from the **Participant** tab or the **Activity tab**.

- From the **Participants** list, add the person to the participation. This will first save the participation as a draft. Click on **edit** to complete the duration, costs, etc.
- From the **Activities** list, add the activity to the participation, by selecting one or more participants.

### Exceptional Costs

- For ESC31 only, specify the exceptional costs incurred during the implementation of the project.

### Budget

- **For ESC11, ESC13, ESC21**
  - The budget screen in Mobility Tool+ details the project costs, broken down by activity type. The last approved budget by the National Agency is always displayed in the **Budget** screen.
- **For ESC31**
  - The budget screen in Mobility Tool+ breaks down the budget by project costs, coach costs and exceptional costs. The last approved budget by the National Agency is always displayed in the **Budget** screen.

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## Related Articles



- [ESC MT+ Activities](#)
- [ESC MT+ Add Participation](#)
- [ESC MT+ Budget](#)
- [ESC MT+ Complementary Activities](#)
- [ESC MT+ How to manage contacts](#)
- [ESC MT+ Locations \(ESC11/ESC13\)](#)
- [ESC MT+ Manage organisations](#)
- [ESC MT+ Manage participant reports](#)
- [ESC MT+ Menu and Navigation](#)
- [ESC MT+ NA How to manage NA Validation in IT Tools](#)
- [ESC MT+ NA Validation of Activities](#)
- [ESC MT+ NA Validation of Complementary Activities](#)
- [ESC MT+ NA Validation of Exceptional Costs](#)
- [ESC MT+ NA Validation of Participations](#)
- [ESC MT+ NA Validation of the Budget](#)
- [ESC MT+ Notifications](#)
- [ESC MT+ Participants](#)
- [ESC MT+ Project management overview](#)
- [ESC MT+ Submit final report](#)
- [ESC Participant Reports Examples](#)
- [Manage final beneficiary report](#)
- [MT+ ESC How to resend a participant report request](#)
- [MT+ ESC31 - Solidarity Projects Specifics](#)
- [MT+ EU Login for user](#)
- [MT+ How to get access](#)
- [MT+ List functionality](#)
- [MT+ NA Home, Menu and Navigation](#)
- [MT+ NA How to submit NA Validation for ESC](#)
- [MT+ Project Details](#)
- [NA Validation](#)