

Uporaba orodja Beneficiary module

Seminar za pogodbenike Erasmus+ projektov KA121 in KA122 na področju poklicnega in strokovnega izobraževanja (VET) ter izobraževanja odraslih (ADU)

Ljubljana, 26. 9. 2022

Alen Kraševac, Neža Repanšek, Špela Močilnikar

Vsebina predstavitev

Hitri pregled delovanja orodja Beneficiary Module ter primer vnosa podatkov :

- ✓ Izhodišče za uporabo orodja Beneficiary Module,
- ✓ Kaj je orodje Beneficiary Module in čemu je namenjeno,
- ✓ Delovanje orodja ,
- ✓ Prijava v orodje in Navodila za uporabo,
- Vsebina / poglavja orodja Beneficiary Module
- Prikaz vnosa ključnih podatkov v orodje Beneficiary Module:
 - Organizacije, stiki, pripravljalni obiski, mobilnosti, proračun
- Morebitna vprašanja, dodatne razlage
- Odmor (13:00 – 13:15)
- Vloga za Spremembo sporazuma - del, namenjen le koordinatorjem akreditiranih organizacij KA121

Izhodišče: Sporazum o nepovratnih sredstvih

ČLEN I.11 - UPORABA ORODIJ IT

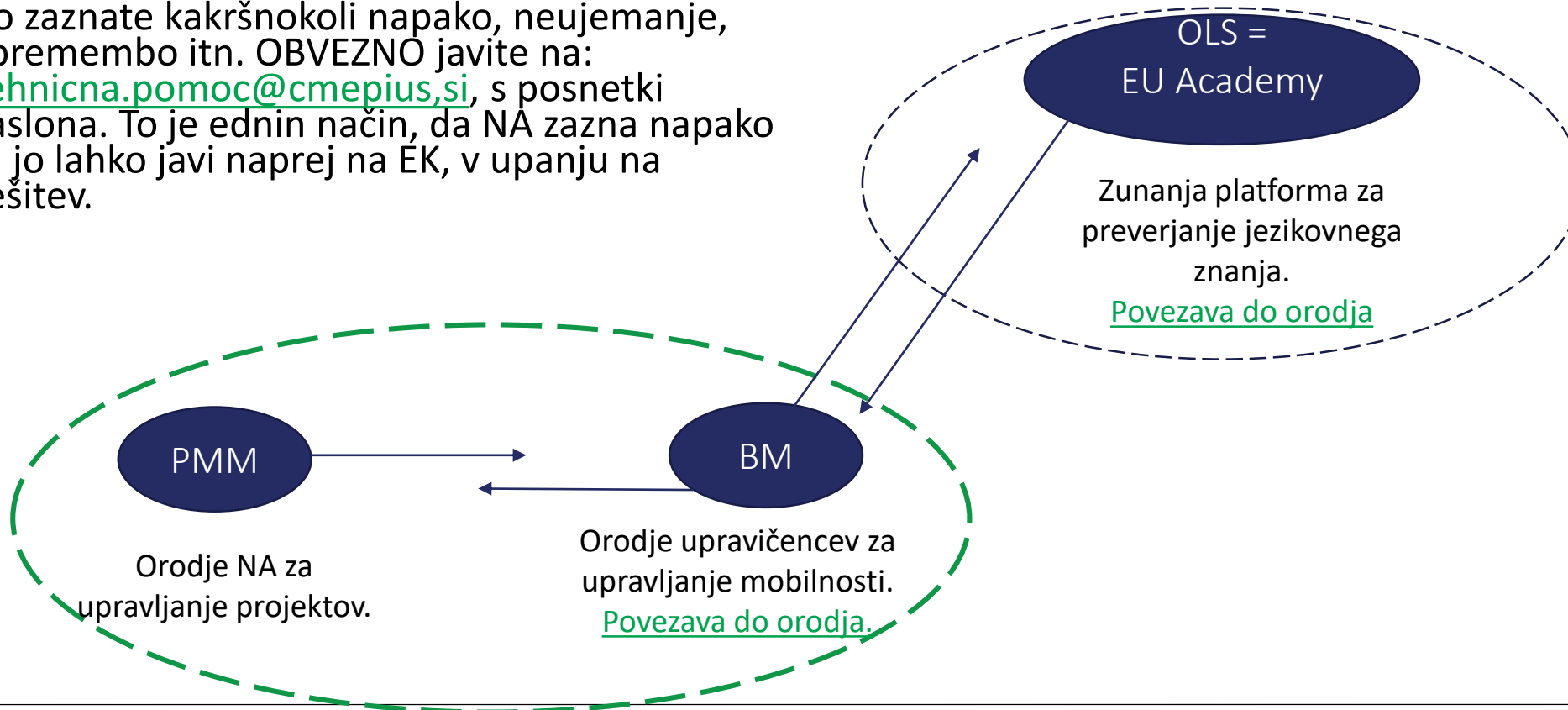
Upravičenec mora uporabiti spletno orodje za poročanje in upravljanje, ki ga zagotovi EK, za evidentiranje vseh informacij v zvezi z aktivnostmi v okviru projekta ter za izpolnjevanje in oddajo končnega poročila.

- **Orodje Erasmus+ za poročanje in upravljanje (Beneficiary Module = BM)**
 - Uporaba orodja je obvezna
 - Sproten vnos izvedenih aktivnosti
 - Pregled nad porabo sredstev
 - Vnos izvedenih aktivnosti in podatki o udeležencih mobilnosti
 - Poročila udeležencev mobilnosti
 - Oddaja končnega poročila
- **Platforma Erasmus+ za rezultate projektov**
 - Za razširjanje rezultatov projektov
 - <http://ec.europa.eu/erasmus-plus/projects>

Delovanje orodja Beneficiary Module



- **ORODJA ŠE NE DELUJEJO ... OPTIMALNO!**
- Ko zaznate kakršnokoli napako, neujemanje, spremembo itn. **OBVEZNO** javite na: tehnicka.pomoc@cmeplus.si, s posnetki zaslona. To je edini način, da NA zazna napako in jo lahko javi naprej na EK, v upanju na rešitev.



Dear Špela Močilnikar,

Your project has been created in the Beneficiary Module.

Project details:
EC Project Number: 2022-1-SI01-KA121-SCH-000003513
National Project ID:
Project title:
Organisation Legal Name: Center šolskih in obšolskih dejavnosti

Beneficiary Module is the system for the management of projects that received an EU grant under the Erasmus+ programme. The Tool is developed by the European Commission for you, as beneficiaries of these projects.

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

To access the project, please follow the steps below.
- Go to Beneficiary Module website at <https://webgate.acceptance.ec.europa.eu/beneficiary-module/project/#/project-list>
- If you have no EU Login account associated with this e-mail address yet, please click on "Create an account" and set up your account. During the registration process please use the email address that this message was sent to.
- If you already have an EU Login (formerly called ECAS account) associated with this e-mail address, please use it to log in.

You can find the Beneficiary Module Guide here: <https://wikis.ec.europa.eu/x/KKT-AQ>

Please contact your National Agency if you need further information or support.
<https://erasmus-plus.ec.europa.eu/national-agencies>

This is a system generated message from Beneficiary Module. Please do not reply.

CNS (Corporate Notification System)
[You can change your notification preferences here.](#)

Kako deluje



- Ko je pogodba o nepovratnih sredstvih podpisana, prejeta in zabeležena v sistemu za vodenje projektov nacionalne agencije (**PMM**), je projekt ustvarjen in na voljo (**BM**) pod **Moji projekti** platforme Erasmus+ in Evropska solidarnostna enota, upravičenci in njihovi partnerji (kjer je to primerno) so **samodejno obveščeni**, ko je projekt na voljo pod točko menija **Moj projekt**. Če si želite ogledati element menija **Moji projekti**, se prijavite v platformo.
- Na tej točki lahko upravičenci začnejo upravljati **informacije o projektu**, ki vsebujejo dejavnosti mobilnosti, podrobnosti proračuna in poročila.
- **Dostop do orodja: EU Login**



Kako deluje

- S pomočjo orodja bomo udeležence mobilnosti prosili, da posredujejo svoje povratne informacije o izkušnjah. Udeleženci bodo prejeli elektronsko sporočilo z namensko povezavo do poročila udeleženca.
- Ena od zadnjih faz življenjskega cikla projekta je **predložitev končnega poročila** upravičenca. To poročilo izpolni upravičenec in v njem predstavi podrobnosti o izvedenem projektu, vključno s spremembami proračuna. Po oddaji končnega poročila, informacij o projektu ni več mogoče urejati. Z oddajo poročila mora upravičenec zagotoviti, da so podatki o projektu v platformi za rezultate projekta ažurni in pravilni.

Dostop do orodja BM in navodil za uporabo



Dostop do orodja Beneficiary Module:

- Obiščite spletno mesto orodja:
<https://webgate.acceptance.ec.europa.eu/beneficiary-module/project/#/project-list>
- Če s še nimate računa EU Login s svojim elektronskim naslovom, kliknite na »Ustvari račun« in odprite svoj EU Login račun. Med postopkom registracije uporabite e-poštni naslov, na katerega je boste prejeli samodejno poslano to sporočilo.
- Če že imate EU Login (prej imenovan račun ECAS), povezan s tem e-poštnim naslovom, ga uporabite za prijavo.
- Dostop imajo osebe, ki so bile v prijavi projekta navedene kot kontaktna oseba ali pravni zastopnik ene od organizacij, ki sodelujejo pri projektu
- **Vodnik za uporabo orodja Beneficiary Module** najdete tukaj:
<https://wikis.ec.europa.eu/x/KKT-AQ>



Beneficiary Module - Project initiation 2022-1-SI01-KA121-SCH-000003513 –
Translation provided in English

Dear Špela Močilnikar,

Your project has been created in the Beneficiary Module.

Project details:
EC Project Number: 2022-1-SI01-KA121-SCH-000003513
National Project ID:
Project title:
Organisation Legal Name: Center žolskih in obšolskih dejavnosti

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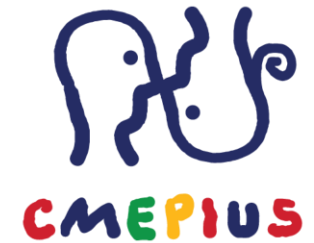
You can find the Beneficiary Module Guide here: <https://wikis.ec.europa.eu/x/KKT-AQ>

Please contact your National Agency if you need further information or support.
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Dostop do vašega projekta v orodju BM



- Prijavite se v platformo [Erasmus+ in European Solidarity Corps](#) s svojim običajnim računom **EU Login**
- V glavnem meniju izberite **Projekti** in nato **Moji projekti**.
- S klikom na znak pod **Actions** vstopimo v del orodja, kjer lahko urejamo in pregledujemo podatke.

The screenshot shows the 'My Granted Projects' page in the beneficiary portal. The page features a navigation menu on the left with options like HOME, ORGANISATIONS, OPPORTUNITIES, APPLICATIONS, PROJECTS, My Projects, Project Results, and Past programmes (2007-2020). The main content area displays a table of 13 projects with columns for Project Title, Grant Agreement No, Project Start Date, Project End Date, Duration (months), Project Status, and Actions. The 'Actions' column contains eye icons for each project row.

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 ongoir	👁
EAC IT TRAINING KA121VETPL	2021-1-PL01-KA121-VET-000004902	01/09/2021	30/11/2022	15 months	Project ongoir	👁
EAC IT TRAINING - LT - Mobility Youth Workers "Project ABC"	2021-1-LT02-KA153-YOU-000015445	01/08/2021	31/10/2021	3 months	Project ongoir	👁
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	14/08/2022	2 months	Project ongoir	👁

Seznam projektov in pravice do vpogleda

Dostop do ogleda in upravljanja svojih podatkov bodo imeli vsi kontakti in zakoniti zastopniki upravičencev in partnerskih (kjer je primerno) organizacij, ki so bili opredeljeni v izvirnem prijavnem obrazcu ali med obdelavo vloge s strani nacionalne agencije.

Obvestila so poslana tudi tem kontaktnim osebam, ko je projekt na voljo pod Moji projekti.

Na tej točki lahko navedejo dodatne kontakte za vse upravičene in partnerske organizacije ter določijo njihove pravice dostopa do projekta. Zato je seznam projektov, ki si jih lahko ogledate in upravljate pod Moji projekti, odvisen od tega, ali ste povezani s temi projekti, in od pravic dostopa, ki so vam bile podeljene.

Če svojega projekta ne vidite na seznamu, se obrnite na sodelavca, ki deluje kot primarni kontakt za vaš projekt v organizaciji upravičenki. Če menite, da je to posledica tehnične težave, se obrnite na nacionalno agencijo (Erasmus+)/nacionalno agencijo (Evropska solidarnostna enota), ki upravlja vaš projekt. Za posebne podrobnosti o seznamu projektov glejte stran Seznam projektov.

Prva vrstica v orodju BM – ključne informacije

Prva vrstica oziroma glava vašega projekta v orodju BM je kartica vašega projekta, ki nudi hiter pregled ključnih informacij o vašem projektu:

- Številka sporazuma o nepovratnih sredstvih
- ID organizacije prijaviteljice in njeno uradno ime
- Nacionalna agencija
- Proračun
- Status projekta

Project Activities and Budget Details

[Project list](#)

Grant Agreement No. : 2022-1-SI01-KA121- [REDACTED]

Awarded/Reported Budget : 155 000 € / 1 355 € [Refresh](#)

399 days left !

Project ongoing

Deadline: 24 oct. 2023

NA : SI01 - CMEPIUS "Center Republike Slovenije za mobilnost in evropske programe izobraževanja in usposabljanja" - Organisation OID [REDACTED] - Legal name: [REDACTED]

Programme : Erasmus+
Key Action : Learning Mobility of Individuals
Call : 2022

Start of Project : 01/06/2022 (Brussel times)

End of Project : 31/08/2023 (Brussel times)

Vsebina / poglavja orodja Beneficiary Module



The screenshot displays the 'Project Activities and Budget Details' page in the Beneficiary Module. The interface includes a top navigation bar with the European Commission logo and user information for Spela Mocilnikar. A left sidebar contains navigation options such as HOME, ORGANISATIONS, OPPORTUNITIES, APPLICATIONS, ASSESSMENTS, PROJECTS, DASHBOARDS, SUPPORT, RESOURCES, and TOOLS. The main content area is divided into three sections: a 'Content menu' (highlighted with a red box), a 'Filter' section, and a 'Details' section. The 'Content menu' lists options like Details, Organisations, Contacts, Preparatory visits, Mobility Activities, Group activities, Fewer Opportunities, Reports, and Budget. The 'Filter' section includes options for Details, Context, Information, National agency, and Beneficiary organisation. The 'Details' section is further divided into 'Context Information' and 'Project Information'. The 'Context Information' section shows details such as Programme (Erasmus+), Key Action (Učna mobilnost posameznikov), Action Type (Mobilnost osebja in učečih se v izobraževanju odraslih za neakreditirane institucije), Call (2021), Round (1. razpisni rok), Start of Project (20/12/2021), End of Project (19/06/2023), and Project Duration (18 mesecev). The 'Project Information' section shows Grant Agreement No. (2021-1-SI01-KA122-ADU-XXXXXX), National ID (KA122-ADU-3/2021), Project Title (XXXXXX), Project Acronym, Project Status (Projekt je v teku), and Final Report Submission Deadline (12/08/2023). A 'Project list' button is visible in the top right corner.

Podrobnosti o vašem projektu

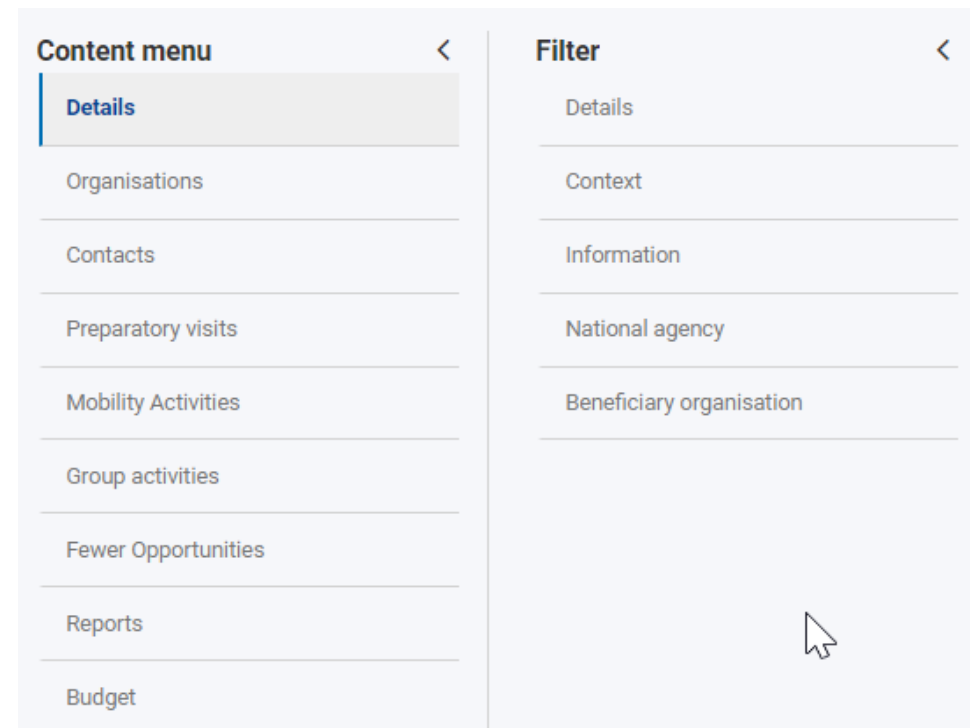
V orodju lahko urejate in pregledujete naslednje podatke:

Podrobnosti, organizacije, stiki, izvedene aktivnosti, manj priložnosti, proračun, poročila (KA121 – sprememba sporazuma)...

• Podrobnosti o vašem projektu:

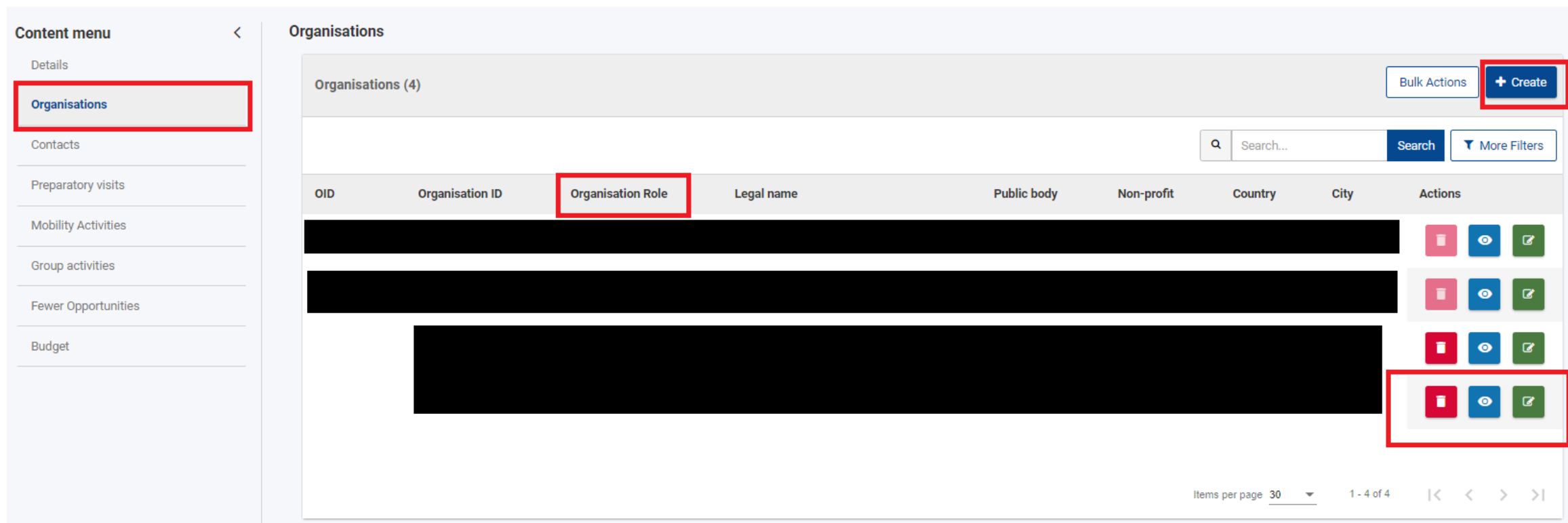
- **Ozadje:** Podrobnosti razpisa, začetek in konec projekta, trajanje projekta
- **Informacije:** o vašem projektu, številka sporazuma in zadeve vašega projekta, naslov projekta, status projekta, rok za oddajo končnega poročila
- **Nacionalna agencija:** podatki o NA
- **Organizacija upravičenka:** podatki o vaši organizaciji

Podatkov v tem delu ne morete spreminjati. Če opazite nepravilnosti ali odstopanja jih javite na: tehnicna.pomoc@cmepius.si, s posnetki zaslona. To je ednin način, da NA zazna napako in jo lahko javi naprej na EK, v upanju na rešitev. Oziroma, če je možno, jo sama odpravi.



Organizacije – pregled sodelujočih organizacij

- V poglavju Organizacije lahko urejate podatke o sodelujočih organizacijah v vašem projektu:



Content menu <

Details

Organisations

Contacts

Preparatory visits

Mobility Activities

Group activities

Fewer Opportunities













Budget

Organisations

Organisations (4)

Bulk Actions **+ Create**

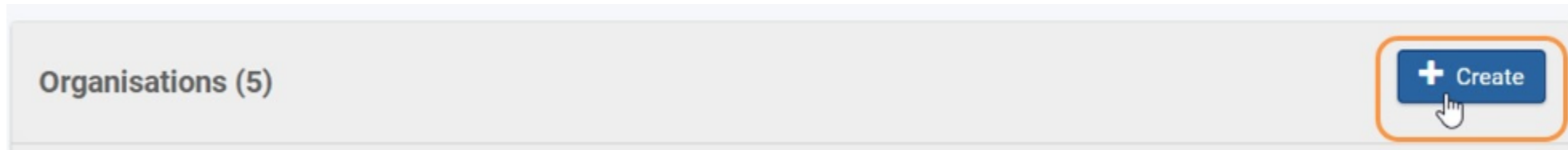
Search... Search More Filters

OID	Organisation ID	Organisation Role	Legal name	Public body	Non-profit	Country	City	Actions
								  
								  
								  
								  

Items per page 30 1 - 4 of 4 < >

Organizacije – dodajanje organizacij

- Če želite projektu dodati organizacijo kliknite gumb Ustvari/Create na vrhu seznama organizacij. Odpre se nov zaslon, kjer boste dodali podrobnosti organizacije.

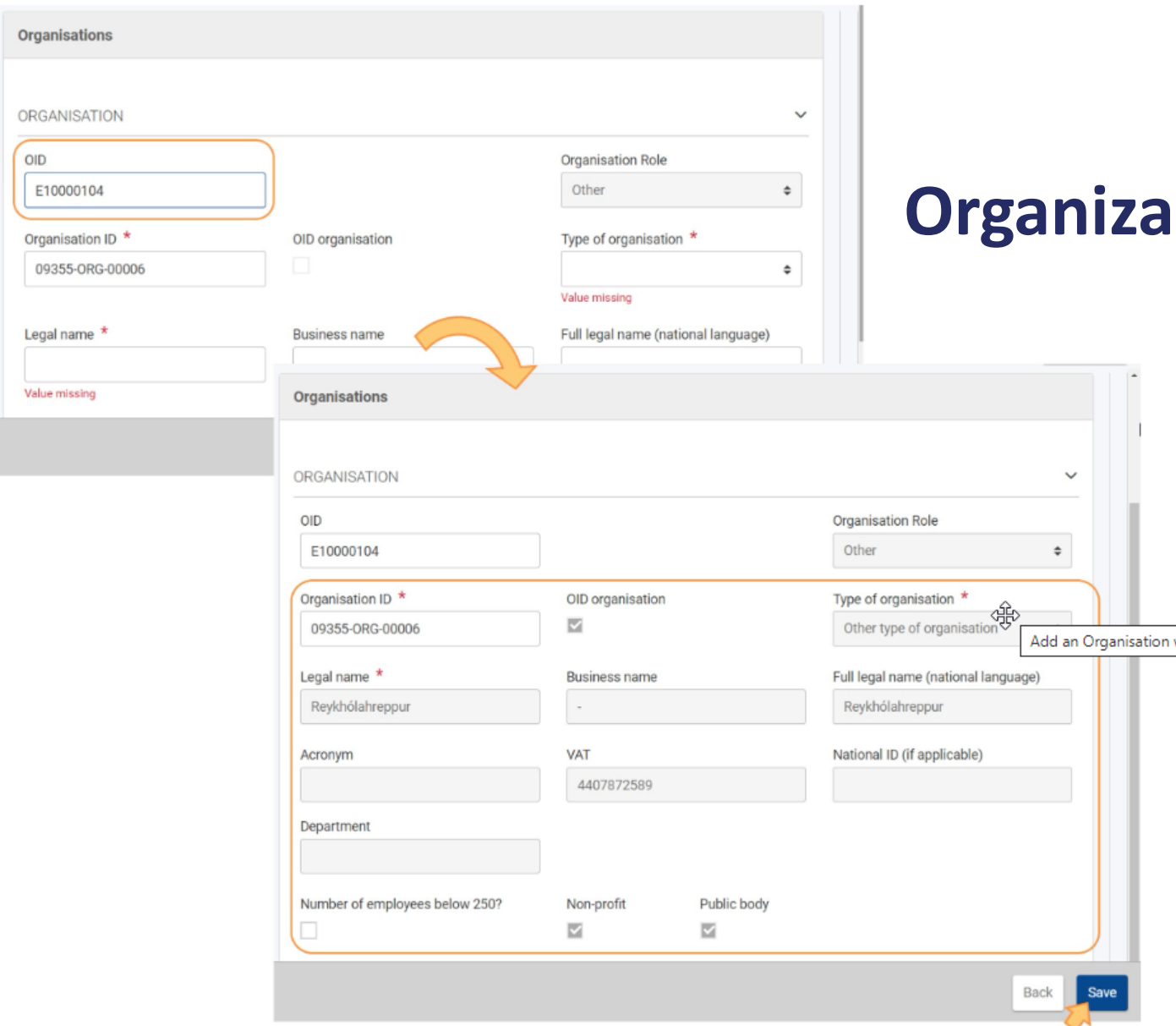


- Dodate lahko organizacijo z ali brez OID kode.

Organizacija z OID

1. Vpišite OID kodo za samodejen prenos podatkov iz portala ORS
2. Sivo obarvana polja – uredite podatke v ORS
3. Izpolnite druga polja. Obvezna polja so označena z rdečo zvezdico (*).
4. Shranite

Vsako sodelujočo organizacijo, lahko le enkrat dodate v orodje.
Če OID organizacije ne najden – se prikaže sporočilo o napaki v rdečem, preverite točnost OID kode in obvestite NA.



Organisations

ORGANISATION

OID: E10000104

Organisation Role: Other

Organisation ID *: 09355-ORG-00006

OID organisation:

Type of organisation *: Value missing

Legal name *: Value missing

Business name

Full legal name (national language)

Organisations

ORGANISATION

OID: E10000104

Organisation Role: Other

Organisation ID *: 09355-ORG-00006

OID organisation:

Type of organisation *: Other type of organisation

Legal name *: Reykhólahreppur

Business name: -

Full legal name (national language): Reykhólahreppur

Acronym:

VAT: 4407872589

National ID (if applicable):

Department:

Number of employees below 250?:

Non-profit:

Public body:

Back Save

Organizacija brez OID

1. Polje OID pustite prazno
2. Izpolnite vsa druga polja
3. Obvezna polja so označena z rdečo zvezdico (*)
4. Shranite
5. Dokler niso izpolnjena vsa obvezna polja ne morete shraniti.
6. Ko kliknete Shrani, sporočilo o uspehu potrdi, da so bili podatki o organizaciji shranjeni.



Organisations

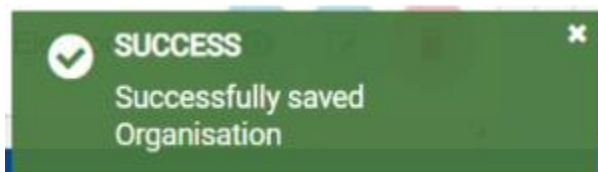
ORGANISATION

OID		Organisation Role	Other
Organisation ID *	09355-ORG-00007	OID organisation	<input type="checkbox"/>
Legal name *		Business name	
		Full legal name (national language)	
Acronym		VAT	
		National ID (if applicable)	

Value missing

Value missing

Back Save



ROLE IN MOBILITY ACTIVITY

Sending organisation

Hosting organisation

Supporting organisation

Stiki – pregled

- S klikom na Stiki/Contacts v kazalu vašega projekta se prikaže zaslon s stiki.
- Za dodajanje novega stika kliknite Ustvari/Create
- Skrajno desno so ukazni nizi: izbriši, poglej uredi



Content menu <

- Details
- Organisations
- Contacts**
- Preparatory visits
- Mobility Activities
- Group activities
- Fewer Opportunities
- Budget

Contact

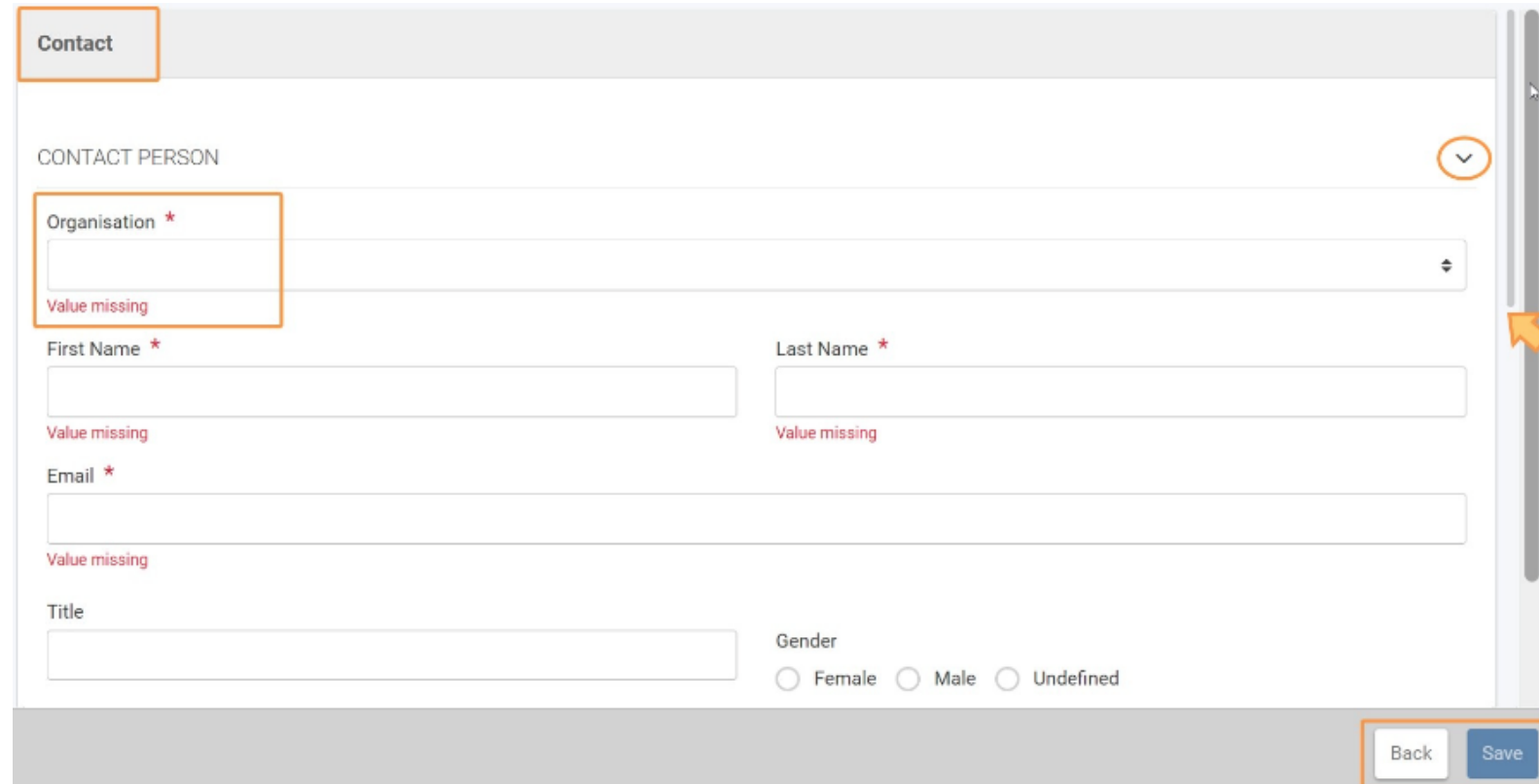
Contacts (9) Bulk Actions **+ Create**

Search... Search More Filters

Organisation OID	Organisation legal name	First Name	Last Name	Position	Email	Telephone 1	Beneficiary	Legal Representative	Primary Contact	Access to project manager	Actions
[Redacted]							No	No	No	1	[Delete] [View] [Edit]
[Redacted]							Yes	No	Yes	1	[Delete] [View] [Edit]
[Redacted]							Yes	Yes	No	1	[Delete] [View] [Edit]
[Redacted]							No	No	Yes	1	[Delete] [View] [Edit]

Stiki – vnos novega stika-1

1. Kliknite na gumb Ustvari/Create.
2. Odpre se zaslon s stiki. Tukaj morate navesti vse zahtevane podatke.
3. Obvezna polja so označena z rdečo zvezdico (*)
4. Iz spustnega seznama izberite organizacijo za katero boste vnesli stik. V seznamu so vse organizacije, ki ste jih predhodno dodali v BM. Če organizacije ni, jo dodajte.
5. Gumb Nazaj na seznam omogoča vrnitev na seznam stikov.
6. Gumb Shrani je onemogočen, dokler niso podani vsi obvezni podatki za kontakt.



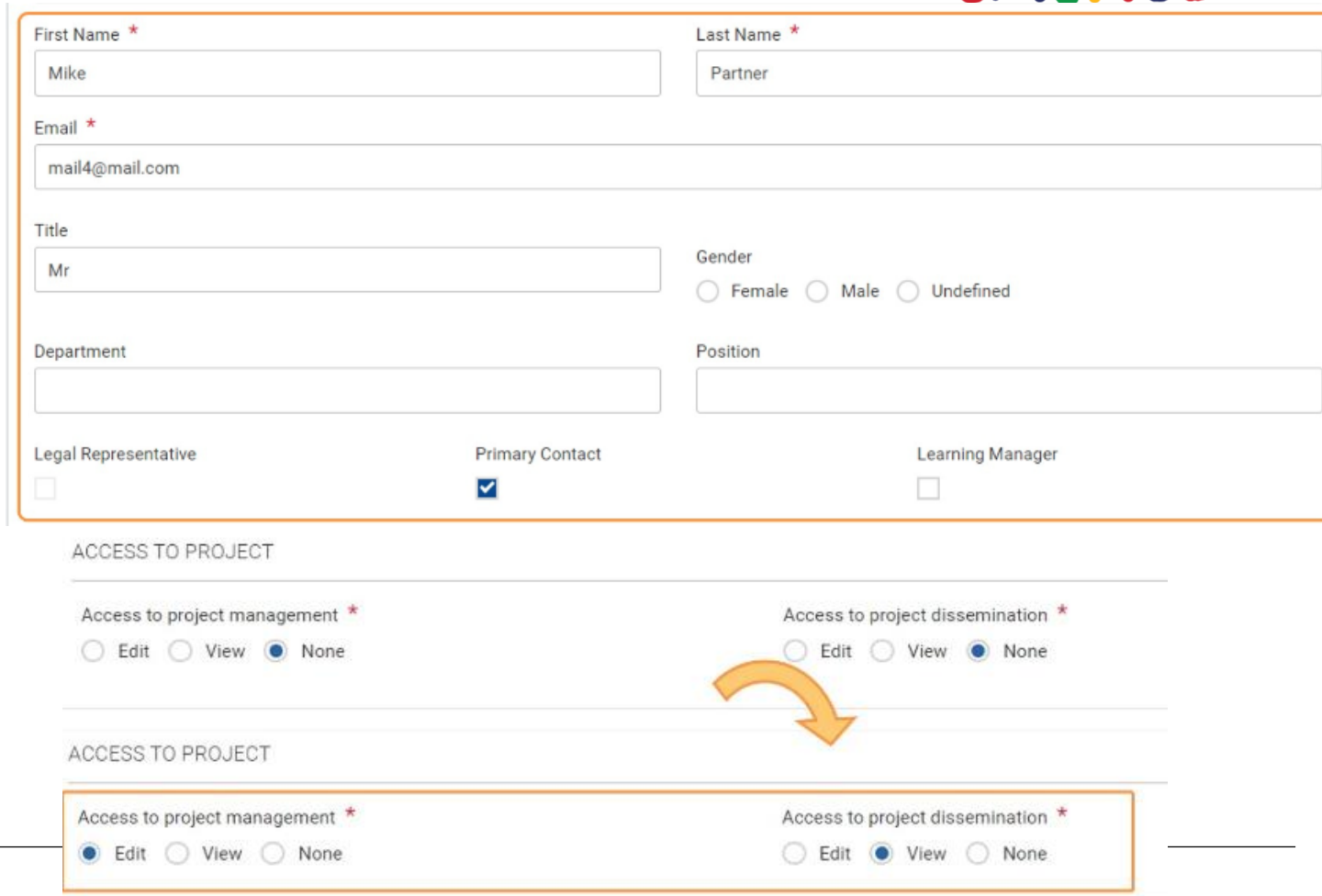
The screenshot shows a web form titled "Contact" for creating a new contact. The form is titled "CONTACT PERSON" and includes several required fields marked with a red asterisk (*):

- Organisation ***: A dropdown menu with "Value missing" below it. It is highlighted with an orange box.
- First Name ***: A text input field with "Value missing" below it.
- Last Name ***: A text input field with "Value missing" below it.
- Email ***: A text input field with "Value missing" below it.
- Title**: A text input field.
- Gender**: Radio buttons for "Female", "Male", and "Undefined".

At the bottom right, there are two buttons: "Back" (highlighted with an orange box) and "Save" (disabled).

Stiki – vnos novega stika -2

- V polja vpišite ustrezne podatke
- Izberite vlogo osebe v vašem projektu: zakoniti zastopnik /primarni kontakt / vodja učenja
- Določite pravice stika za dostop do projekta. Pravice določite za dostop do upravljanja projekta ter za diseminacijo projekta. Dodelite jim lahko dostop do urejanja ali vpogleda v podatke ali pa jim onemogočite dostop do projekta z izbiro None.
- Ko kliknete Shrani, sporočilo o uspehu potrdi, da so bili podatki o organizaciji shranjeni.



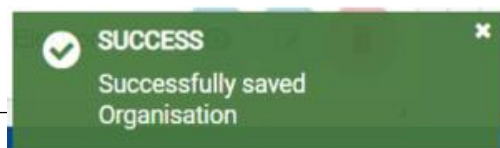
The screenshot shows a contact form with the following fields and options:

- First Name ***: Mike
- Last Name ***: Partner
- Email ***: mail4@mail.com
- Title**: Mr
- Gender**: Female Male Undefined
- Department**: (empty)
- Position**: (empty)
- Legal Representative**:
- Primary Contact**:
- Learning Manager**:

Below the form, there are two sections for "ACCESS TO PROJECT":

- Top section:**
 - Access to project management ***: Edit View None
 - Access to project dissemination ***: Edit View None
- Bottom section:**
 - Access to project management ***: Edit View None
 - Access to project dissemination ***: Edit View None

An orange arrow points from the top section to the bottom section, indicating a change in permissions.



Pripravljalni obisk - vnos podatkov

Organizacije lahko pred začetkom izvajanja mobilnosti organizirajo pripravljalni obisk pri partnerju gostitelju.

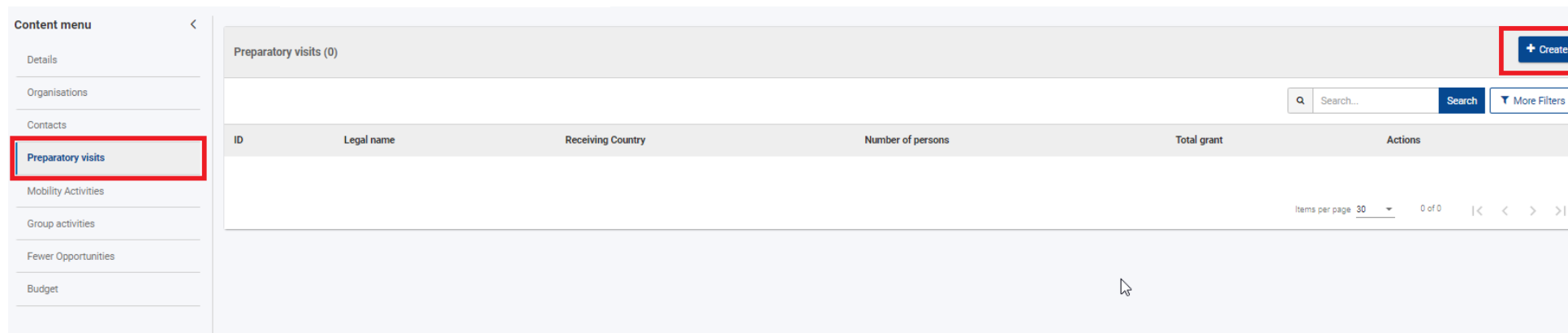
Pripravljalni obiski **niso samostojna aktivnost**, temveč podporna aktivnost mobilnosti.

Obstajati morajo jasni razlogi za vsak pripravljalni obisk, ki mora biti **namenjen izboljšanju obsega in kakovosti aktivnosti mobilnosti**. Pripravljalni obiski se lahko organizirajo na primer za **začetek sodelovanja z novo partnersko organizacijo** ali za **pripravo daljših aktivnosti mobilnosti**.

Ko boste ustvarili v orodju pripravljalni obisk (ali več) se bodo na seznamu pripravljalnih obiskov prikazali gumbi za nadaljnja dejanja: izbriši, poglej, uredi



Če želite ustvariti pripravljalni obisk kliknite **Ustvari/Create**



ID	Legal name	Receiving Country	Number of persons	Total grant	Actions
Preparatory visits (0)					

Pripravljalni obisk - vnos podatkov



PREPARATORY VISIT

ID * 1 PV1

Number of persons * 2 2

Unit cost * 575,00 €

Total grant * 3 1 150,00 €

Force Majeure 4

Project Duration 01/09/2021 30/11/2022

Start Date * 5 01/02/2022

End Date * 5 02/02/2022

6 Sending Organisation * Kulturförderungsverein St. Veit/Glan

6 Receiving Organisation * Wolskie Centrum Kultury

Receiving Country * Poland

Receiving City * Warszawa

7 What was the purpose of the preparatory visit? * Other

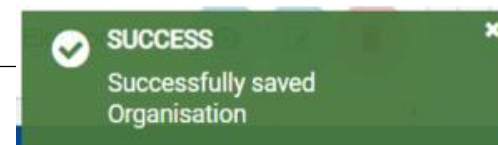
Learners took part in the preparatory visit 8

Please explain the purpose of the preparatory visit *

Explanation

Cancel Save

- Odpre se zaslon za pripravljalne obiske
- Tukaj navedite vse zahtevane podatke. Obvezna polja so označena z rdečo zvezdico (*)
- Večino podatkov boste izbrali iz spustnega seznama: povezana aktivnost, organizacija pošiljateljica, gostujočo organizacijo, namen pripravljalnega obiska (če izberete možnost drugo, zapišite pojasnilo).
- Označite kljukico, če so bili v pripravljalni obisk vključeni učeči se.
- Gumb Shrani je onemogočen, dokler niso podani vsi obvezni podatki za kontakt.
- Ko kliknete Shrani, sporočilo o uspehu potrdi, da so bili podatki o organizaciji shranjeni.



Aktivnosti mobilnosti– pregled podatkov

V poglavju **Mobility Activities** lahko pregledujete, dodajate, posodobite ali izbrišete izvedene (individualne) aktivnosti mobilnosti. Skupinske mobilnosti se ureja v poglavju **Group Activities**.

Content menu
















- Details
- Organisations
- Contacts
- Preparatory visits
- Mobility Activities**
- Group activities
- Fewer Opportunities
- Reports
- Budget

Mobility activities

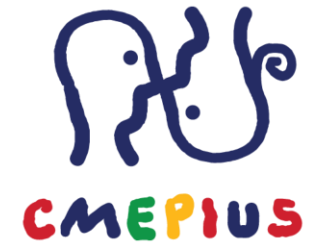
List of mobility activities (11)

Bulk Actions **+ Create**

Search... Search More Filters

Mobility activity ID	Activity Type	Participant First Name	Participant Last Name	Participant Email	Sending Country	Receiving Country	Start Date	End Date	Draft Mobility activity	Report Status	Actions
003087-MOB-596279	Courses and training				Slovenia	Greece	09-05-2022	12-05-2022	COMPLETE		  
003087-MOB-596943	Courses and training				Slovenia	Ireland	15-05-2022	19-05-2022	DRAFT		  
003087-MOB-595886	Courses and training				Slovenia	Greece	07-03-2022	11-03-2022	DRAFT		  
003087-MOB-595879	Job-shadowing				Slovenia	Austria	25-01-2022	04-02-2022	DRAFT		  
003087-MOB-1	Invited experts				Greece	Slovenia	01-04-2022	18-04-2022	DRAFT		  
003087-MOB-596857	Job-shadowing				Slovenia	Austria	09-05-2022	12-05-2022	COMPLETE	EUS_SUBMITTED	

Osnutek mobilnosti



Create a Draft Mobility DRAFT

MOBILITY ACTIVITY

Mobility activity ID *
003087-MOB-599198

Activity Type *
Value missing (Draft field)

Participant First Name *
Value missing (Draft field)

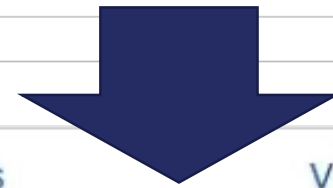
Participant Last Name *

Participant Email *
Value missing (Draft field)

Project Duration 01/09/2021

Start Date *
dd/mm/yyyy
Value missing (Draft field)

Receiving Country *
Value missing (Draft field)



Adult mobility projects	VET mobility projects
<p>Activity Type *</p> <ul style="list-style-type: none">Individual learning mobility of adult learnersHosting teachers and educators in trainingInvited expertsCourses and trainingJob-shadowingTeaching or training assignments	<p>Activity Type *</p> <ul style="list-style-type: none">Long-term learning mobility of VET learners (ErasmusPro)Short-term learning mobility of VET learnersParticipation in VET skills competitionsHosting teachers and educators in trainingInvited expertsCourses and trainingJob-shadowingTeaching or training assignments

Osnutek mobilnosti - možnosti

Označite kar velja za vašo mobilnost:

- ✓ Kombinirana mobilnost (fizično+virtualno)
- ✓ Mednarodne mobilnosti (samo VET) (dejavnost med državo programa in tretjo državo)
- ✓ Višja sila (epidemija COVID, ipd.)

ADU –v spustnem seznamu izberite ključne kompetence, ki so se po vaši oceni izboljšale s to kompetenco. Na povezavi lahko preberete več o ključnih kompetencah

MOBILITY ACTIVITY

Mobility activity ID *

Activity Type *

Blended Mobility activity

International Mobility activity

Force Majeure

According to your assessment, which of the participants' key competences were improved as a result of this mobility activity? You may read the definitions and explanations of the key competences [here](#)

Podatki o udeležencu



PARTICIPANT

Participant ID	Participant First Name *	Participant Last Name *
<input type="text"/>	<input type="text" value="Špela"/>	<input type="text" value="Močilnikar"/>
Participant Email *	Participant Date of Birth *	Participant Gender *
<input type="text" value="spela.mocilnikar@cmeplus.si"/>	<input type="text" value="dd/mm/yyyy"/> <input type="button" value="📅"/> <small>Value missing</small>	<input checked="" type="radio"/> Female <input type="radio"/> Male <input type="radio"/> Undefined
Participant Nationality *		
<input type="text"/> <small>Value missing</small>		
Main Instruction/Work/Volunteering language *	Other Used Languages	
<input type="text" value="English"/>	<input type="text"/> <small>Max. 3 selections</small>	

<input type="checkbox"/>	Digital opportunity traineeship	<input type="checkbox"/>	Non-teaching staff	<input type="checkbox"/>	Staff working in early childhood education and care
<input type="checkbox"/>	Participant With Fewer Opportunities				
<input type="checkbox"/>	Accompanying person				
<input type="checkbox"/>	Participant fleeing Ukraine due to the Russian aggression				
<input type="checkbox"/>	Activity supporting the response to the war in Ukraine (participants from Erasmus+ countries)				

Podatki udeleženca - možnosti

- Spremljevalna oseba – izberite vrsto spremljevalca iz seznama.

To možnost označite pri vseh spremljevalnih osebah

- Udeleženec z manj priložnosti – označite za vse, ki velja; pojavi se polje, kjer lahko vnesete podatke o sredstvih za vključevanje udeleženca (100%)
- OLS (le za dolgoročno in kratkoročno učno mobilnost VET in ADU mobilnosti daljše od 30 dni).

Druge možnosti izberite, če je to ustrezno za vašo vrsto mobilnosti in udeleženca:

- Vajence
- Priložnost digitalnega pripravništva
- sveži diplomant
- Udeleženec beži iz Ukrajine zaradi ruske agresije
- Aktivnost v podporo odzivu na vojno v Ukrajini (udeleženci iz Erasmus+ držav)

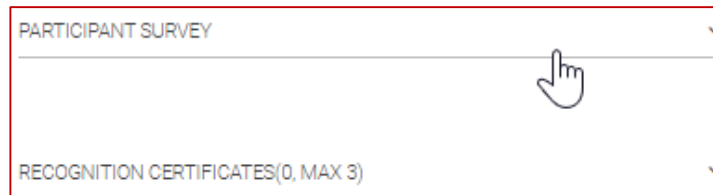
Apprentice	Digital opportunity traineeship
<input type="checkbox"/>	<input type="checkbox"/>
OLS	Participant With Fewer Opportunities
<input type="checkbox"/>	<input type="checkbox"/>
Accompanying person	Recent Graduate
<input type="checkbox"/>	<input type="checkbox"/>
Linguistic support	
<input type="checkbox"/>	

Type of accompanying person

- Accompanying persons in group mobility activities
- Other accompanying adults
- Personal assistants (for people with disabilities or similar challenges)
- VET staff, mentors or experts accompanying the learners**

Poročilo udeleženca

- **Poročilo udeleženca** – bo samodejno poslano na e-naslov udeleženca, ko bo mobilnost uspešno shranjena v orodje in zaključena (ne za mobilnosti v osnutku). Na tam delu boste lahko poslali opomnik za izpolnjevanje poročila ter pregledali povratno informacijo udeležencev.
- Če za izbrano vrsto aktivnosti ali zadevnega udeleženca ni treba izpolniti Poročila udeleženca ta razdelek ni prikazan.



PARTICIPANT REPORT

Note: A participant report request is automatically sent for a completed mobility activity only (not for a draft mobility activity)

Request ID:2623 Status:Ready [Resend invitation](#) [Download report](#)

Log Date	Action
2021-09-29 11:52:11	Automatic Invitation ready to be sent to mail@mail.com
2021-09-30 11:52:11	Survey prefilled
2021-10-01 11:52:11	Prefilling

Participants(1) [+ Create](#)

PRN	ParticipantType	Participant First Name	Participant Last Name	Participant Email	Actions
6031684167	Young Person	Participant	One	p1@email.test	View Edit Delete

Items per page 5 1 - 1 of 1 << < > >>

Certificiranje in potrjevanje učnih izidov mobilnosti



- Dodate lahko do največ tri potrdila.
- Vrsto potrdila izberete iz spustnega seznama, pri nekaterih možnostih boste morali zapisati dodatna pojasnila, (orodje vas na to opozori).
- Pri udeležencih mobilnosti, ki so označeni kot spremljevalci Potrdila ni mogoče izbrati.
- Ko želite dodati potrdilo, kliknite **Ustvari novo**, nato iz spustnih seznamov izberite najprej organizacijo, ki je potrdilo izdala (gostujoča organizacija) in nato še vrsto potrdila, kliknite Shrani in po potrebi zapišite pojasnilo.
- Ko je potrdilo dodano, sta na voljo ikoni za urejanje in brisanje.

RECOGNITION CERTIFICATES(0, MAX 3)

+ create new

Certifying Organisation Certification Type

RECOGNITION CERTIFICATES(0, MAX 3)

+ create new

Certifying Organisation Certification Type

1 Certifying organisation * 2 Certification type Actions

Test-org.PL.02

Cancel Save

FROM - TO

Sending Organisation * Sending Co Sending City *

Test-org.PL.02 Poland Gdynia

Europass Certificate Supplement
Europass Diploma Supplement
Europass Mobility Document
Erasmus+ Learning Agreement complement
Other
Recognition at national level
Recognition at regional level

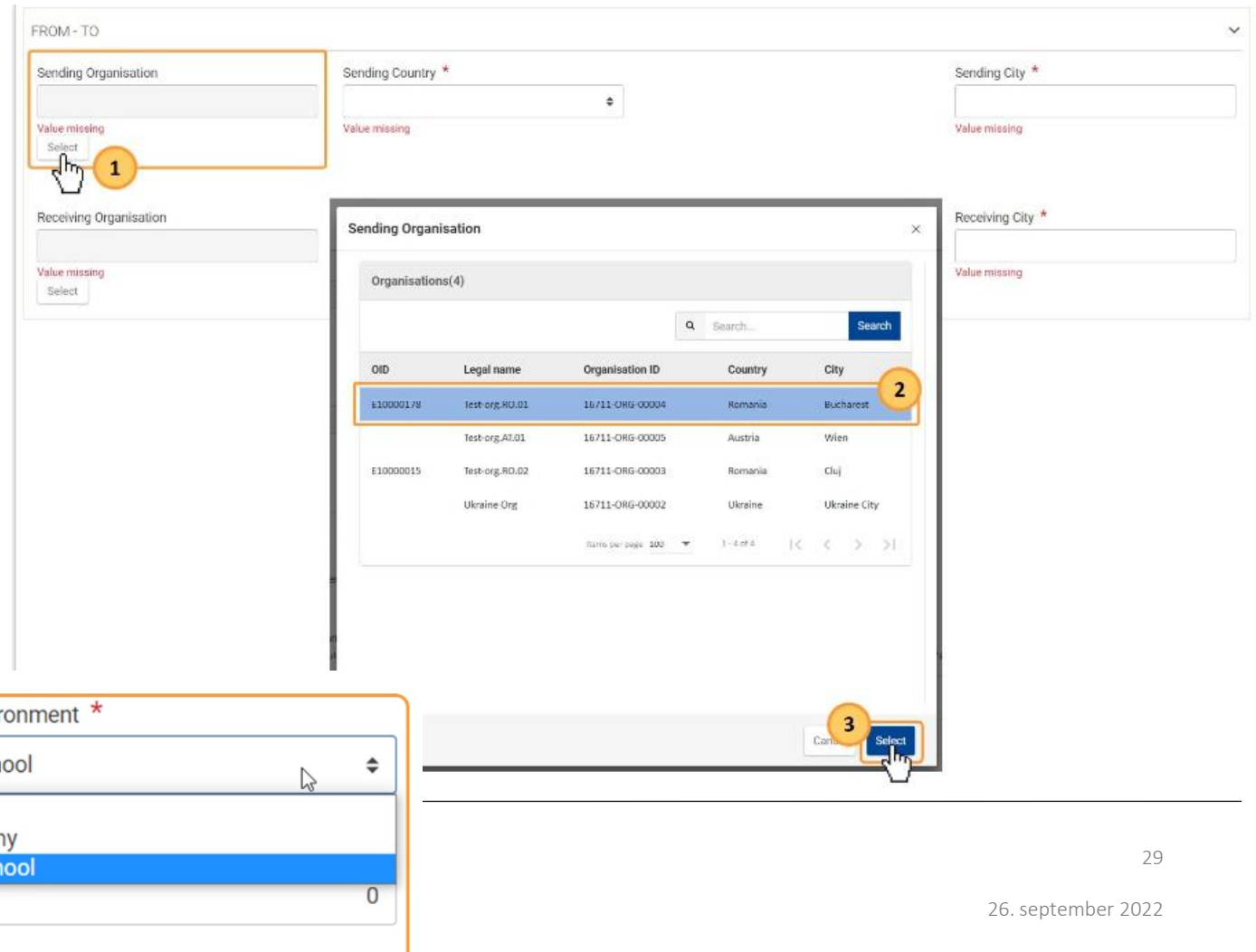
+ create new

Certifying Organisation Certification Type

Test-org.PL.02 Europass Mobility Document

Potovanje, del Od - Do

- Izberite organizacijo pošiljatelja in prejemnika.
- Za izbiro ustrezne organizacije kliknite na gumb Izberi. Odpre se pojavno okno, kjer s klikom izberemo ustrezno organizacijo, ki se obarva modro, s klikom na gumb Izberi potrdimo izbiro. Organizacija se izpiše v polju. Rdeče opozorilo o manjkajoči vrednosti izgine.
- Na enak način izberemo organizacijo prejemnika, ki mora biti predhodno vpisana v orodju v poglavju organizacije.
- Pri določene VET dejavnosti morate določite tudi okolje gostovanja.



The screenshot illustrates the 'FROM - TO' selection process in the CMEPIUS system. It shows three main steps:

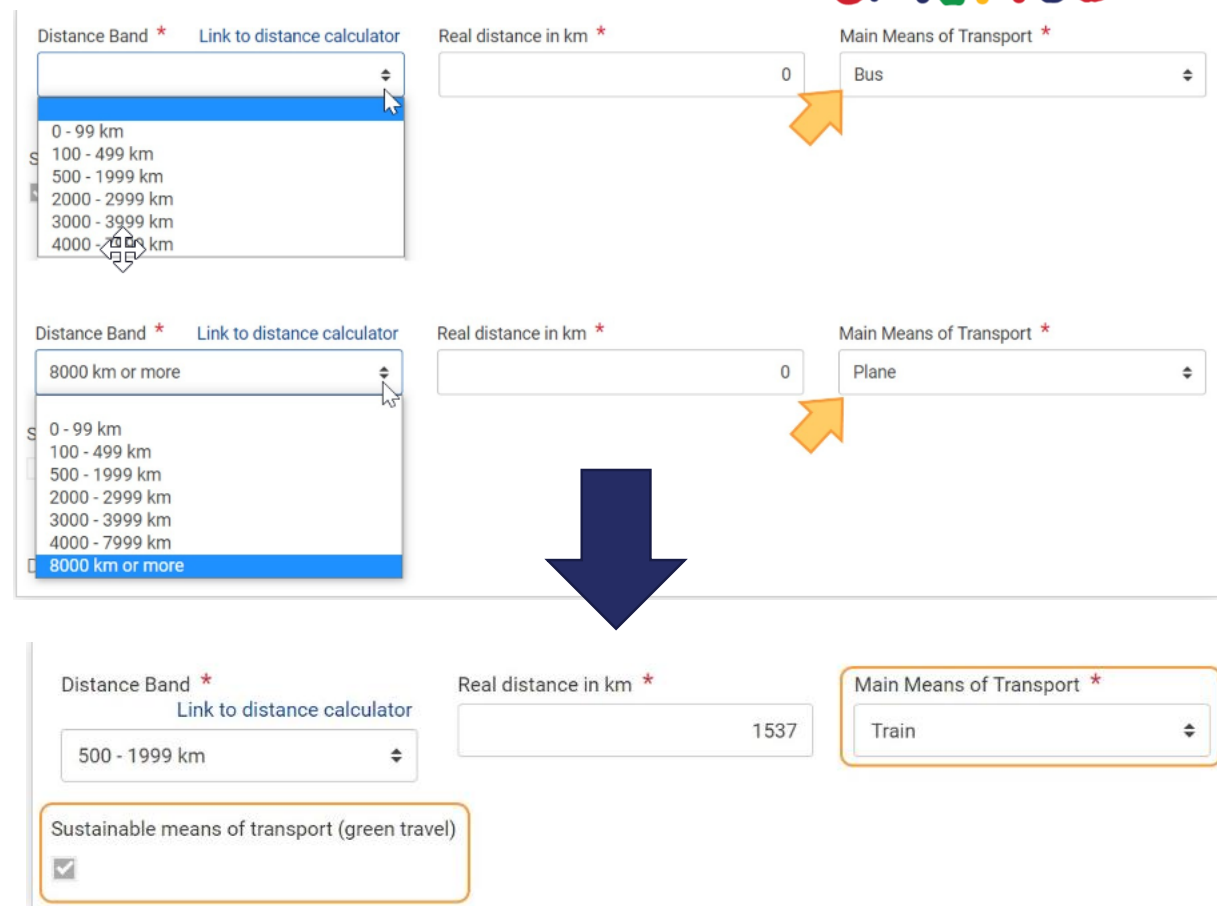
- Step 1:** The user clicks the 'Select' button in the 'Sending Organisation' field, which currently displays 'Value missing'.
- Step 2:** A modal window titled 'Sending Organisation' opens, displaying a table of available organizations. The first row is highlighted in blue, indicating it is selected.
- Step 3:** The user clicks the 'Select' button in the modal window to confirm the selection.

The 'Host environment' dropdown menu is also shown, with 'VET school' selected.

OID	Legal name	Organisation ID	Country	City
E10000178	test-org_RO.01	16711-ORG-00004	Romania	Bucharest
	Test-org_AT.01	16711-ORG-00005	Austria	Wien
E10000015	Test-org_RO.02	16711-ORG-00003	Romania	Cluj
	Ukraine Org	16711-ORG-00002	Ukraine	Ukraine City

Pas razdalje

- Najprej izberite glavno prevozno sredstvo. Pasovi razdalje, ki jih lahko izberete se razlikujejo glede na vrsto prevoznega sredstva (trajnostno ali ne). Z
- Nato iz spustnega seznama izberite ustrezní pas razdalje.
- Razdaljo preverite s pomočjo kalkulatorja razdalje (povezava), izberite ustrezen pas razdalje, iz kalkulatorja prepíšite kilometre realne razdalje.



The screenshot illustrates the process of selecting a distance band and main means of transport. It shows two examples of the selection process:

- Example 1:** The 'Distance Band' dropdown is open, showing options: 0 - 99 km, 100 - 499 km, 500 - 1999 km, 2000 - 2999 km, 3000 - 3999 km, and 4000 - 7999 km. The 'Real distance in km' field is set to 0, and the 'Main Means of Transport' dropdown is set to 'Bus'.
- Example 2:** The 'Distance Band' dropdown is open, showing options: 8000 km or more, 0 - 99 km, 100 - 499 km, 500 - 1999 km, 2000 - 2999 km, 3000 - 3999 km, 4000 - 7999 km, and 8000 km or more. The 'Real distance in km' field is set to 0, and the 'Main Means of Transport' dropdown is set to 'Plane'.

A large blue arrow points from the second example down to the final selected state:

- Distance Band:** 500 - 1999 km
- Real distance in km:** 1537
- Main Means of Transport:** Train
- Sustainable means of transport (green travel):**

Trajanje mobilnosti

- Začetni in končni datum sta prepisana iz osnutka, tu ju lahko spremenite.
- Trajanje mobilnosti(1) je samodejno izračunano na podlagi vpisanih podatkov in ga ni mogoče ročno spremeniti.
- Če je bila aktivnost prekinjena, preverite ali je označena Prekinitev aktivnosti (2) in vnesite št. dni prekinitve v dnevih.
- Dnevi potovanja se upoštevajo pri izračunu individualne podpore (do 2 dni standardno potovanje, do 6 dni za zeleno potovanje).

DURATION

Project Duration 01/01/2022 31/03/2023

1 Start Date * 14/03/2022

2 End Date * 16/07/2022

3 Duration Calculated (days) 125
30 - 365

4 Mobility activity included an interruption

5 Interruption Duration (days) 10
0 - 125

6 Duration of Mobility Activity Period (days) 115

7 Travel days * 4
0 - 4

8 Duration for Individual support (days) 119
0 - 119

9 Number of days in virtual Mobility activity * 11

BUDGET

INDIVIDUAL SUPPORT

Individual support - grant not requested

TRAVEL GRANT

TOTAL CALCULATIONS

MOBILITY ACTIVITY COMMENTS

Overall Comments

Data collected in Beneficiary Module should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life.

Proračun mobilnosti

Individual support grant *

1 440,00 €

Travel Grant

0,00 €

Travel Support - Grant Not Required

Request Exceptional Cost for Expensive Travel

Mobility activity Grant (calculated)

1 440,00 €



Jezikovna podpora

Linguistic support *

Linguistic support grant

150,00 €

Additional linguistic support - Grant not requested

Additional linguistic support grant for long-term activities

150,00 €

Individualna podpora

BUDGET

INDIVIDUAL SUPPORT

Individual Support - Grant Not Required

Individual Support *

4 375,00 €

Kotizacija - tečajnina

COURSE FEES

Course fees - number of days *

8

Course Fees - unit cost per day *

80,00 €

Course fees - grant not requested

Course fees grant *

640,00 €

This is a course from the course catalogue in the European School Education Platform

Course ID *

Provide Course ID here

Course title *

Provide course title here

Course provider name in European School Education Platform *

BUDGET

INDIVIDUAL SUPPORT

Individual support - grant not requested

TRAVEL GRANT

TOTAL CALCULATIONS

MOBILITY ACTIVITY COMMENTS

Overall Comments

Data collected in Beneficiary Module should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life.

Individual support grant * 1 440,00 €

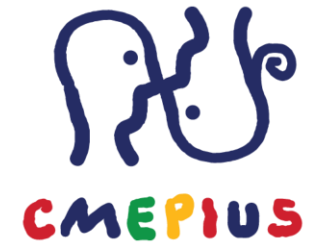
Travel Grant 0,00 €

Travel Support - Grant Not Required

Request Exceptional Cost for Expensive Travel

Mobility activity Grant (calculated) 1 440,00 €

Proračun mobilnosti



Travel Grant 0,00 €

Travel Support - Grant Not Required

Request Exceptional Cost for Expensive Travel

Support rate 80

Real Travel Cost * 1 200,00 €

Exceptional Cost for Expensive Travel Grant * 960,00 €

Exceptional Costs Description and Justification * Value missing

PARTICIPANT

Inclusion support for organisations Participant With Fewer Opportunities

Linguistic support

Inclusion support for organisations 100,00 €



BUDGET

INCLUSION SUPPORT

Inclusion Support for Participants 5 680,00 €

Manj priložnosti – vnos podatkov

Content menu <

- Details
- Organisations
- Contacts
- Preparatory visits
- Mobility Activities
- Group activities
- Fewer Opportunities
- Budget

Fewer Opportunities

Please indicate the number of participants with fewer opportunities according to each reason below.

Reason	Number of Participants
Barriers linked to discrimination	2
Barriers linked to education and training systems	4
Cultural differences	6
Cultural differences	0
Disabilities	0
Disability	0
Economic barriers	0
Economic obstacles	0
Geographical barriers	0
Health problems	0
Social barriers	0

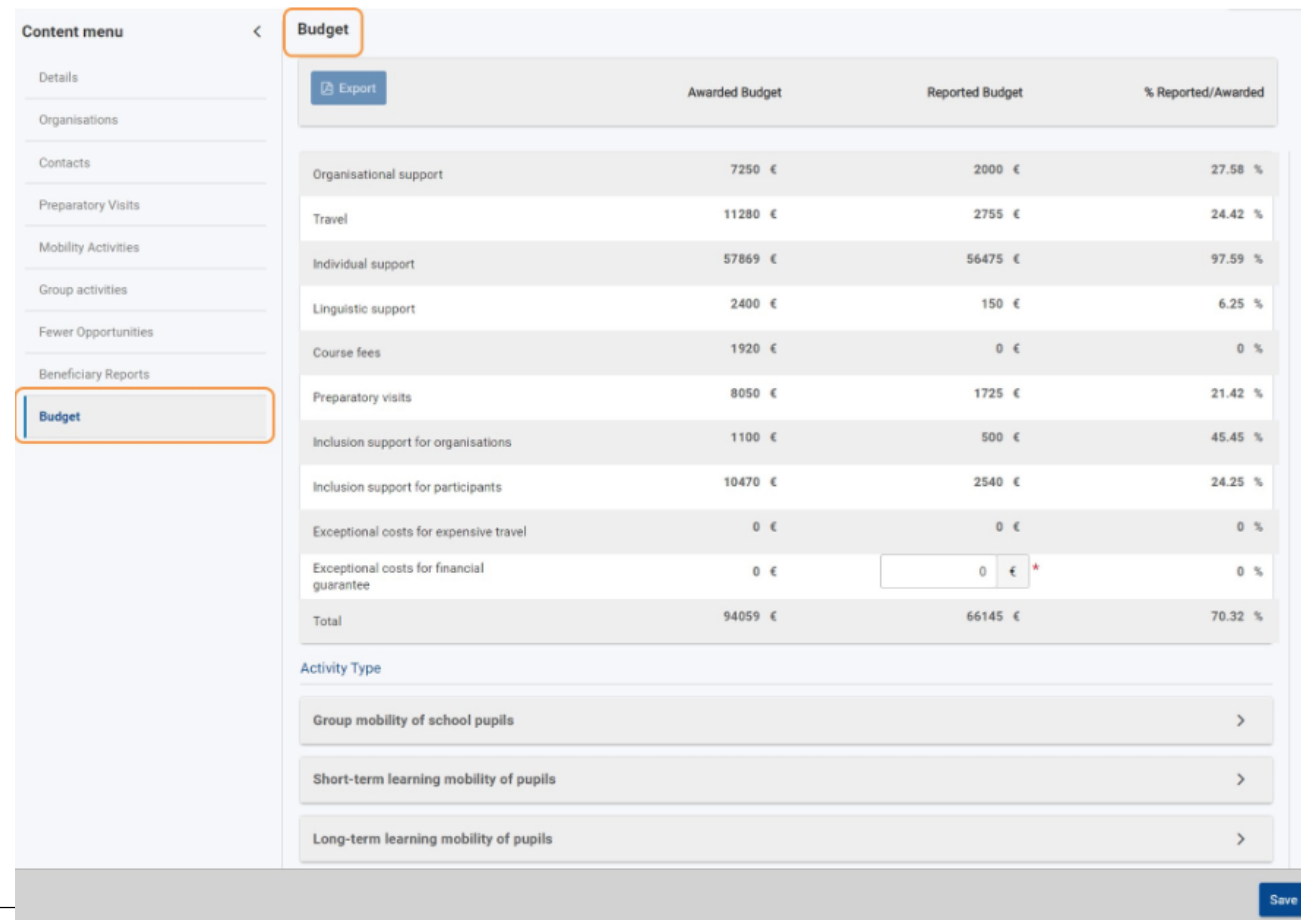
[Strategija vključevanja in raznolikosti](#)

✓ **SUCCESS**
✕

Successfully saved Organisation

Proračun – pregled podatkov, prvi del zaslona

- S klikom na Proračun/Budget se prikaže zaslon s prikazom razpoložljivih in porabljenih sredstev v vašem projektu.
- Prvi del zaslona prikazuje:
 - odobrena sredstva v okviru vašega projekta
 - poročano porabo sredstev razpoložljiva
 - Delež porabe sredstev
- Vsi zneski so na voljo za branje. Izjema je strošek za finančno garancijo, ki je naša NA ne zahteva.
- Skupni proračun projekta je prikazan tudi na dnu tega seznama. Izračuna se samodejno kot vsota vseh drugih proračunskih postavk na ravni projekta oz. na osnovi vaših vnosov izvedenih aktivnosti.



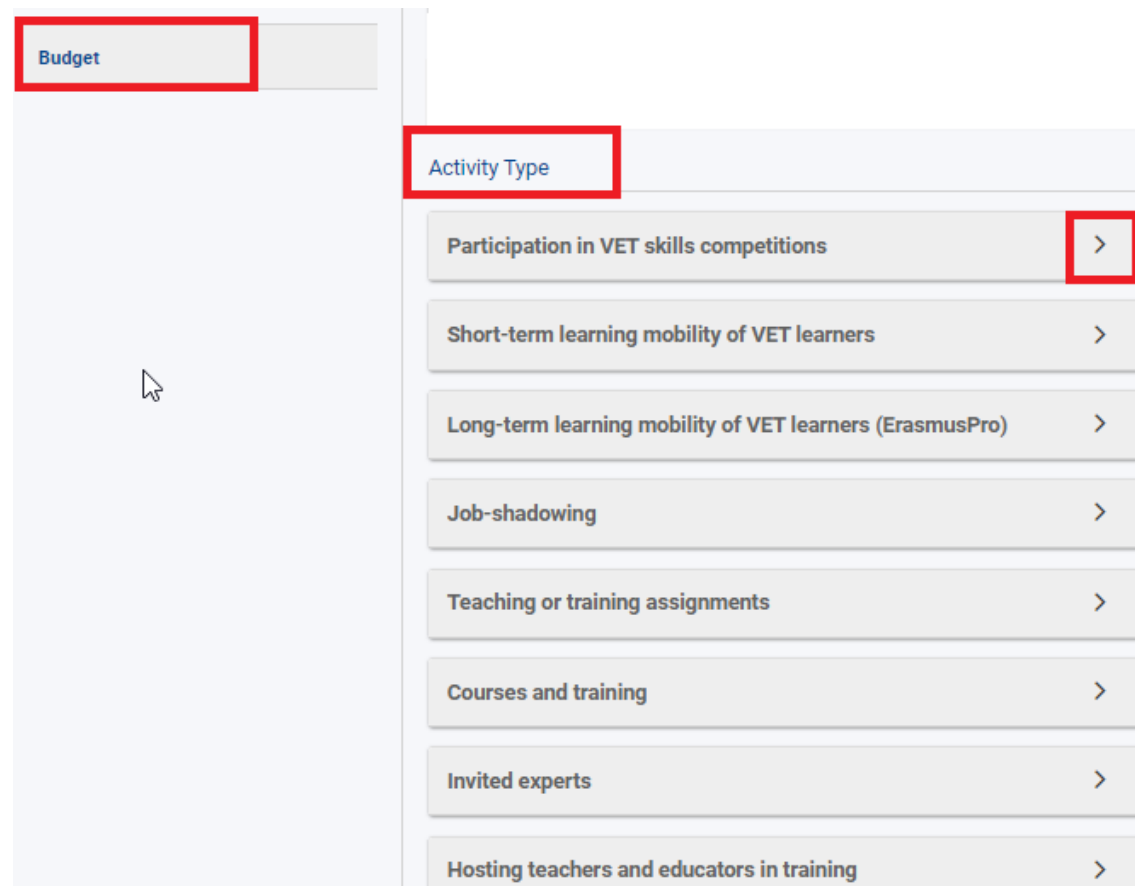
	Awarded Budget	Reported Budget	% Reported/Awarded
Organisational support	7250 €	2000 €	27.58 %
Travel	11280 €	2755 €	24.42 %
Individual support	57869 €	56475 €	97.59 %
Linguistic support	2400 €	150 €	6.25 %
Course fees	1920 €	0 €	0 %
Preparatory visits	8050 €	1725 €	21.42 %
Inclusion support for organisations	1100 €	500 €	45.45 %
Inclusion support for participants	10470 €	2540 €	24.25 %
Exceptional costs for expensive travel	0 €	0 €	0 %
Exceptional costs for financial guarantee	0 €	0 € *	0 %
Total	94059 €	66145 €	70.32 %

Activity Type

- Group mobility of school pupils >
- Short-term learning mobility of pupils >
- Long-term learning mobility of pupils >

Proračun - pregled podatkov, drugi del zaslona

- Stroški projekta so prikazani tudi po vrstah aktivnosti.
- Vsaka vrsta aktivnosti je navedena kot poglavje, ki vključuje vse proračunske podatke vseh aktivnosti posamezne vrste (npr. sledenje na delovnem mestu), ki so bile izvedene v projektu.
- Za prikaz stroškov, kliknite puščice gor/dol ob strani, s katerimi se zapre/odpre vsebina z informacijami,
- Zneski se izračunajo na podlagi informacij, ki ste jih vpisali v poglavju mobilnost. Tukaj jih ni mogoče spremeniti.
- Če so potrebne spremembe, v ustreznem razdelku projekta opravite potrebne posodobitve.



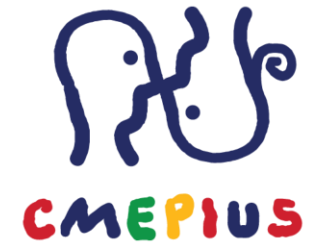
Budget	
Activity Type	
Participation in VET skills competitions	>
Short-term learning mobility of VET learners	>
Long-term learning mobility of VET learners (ErasmusPro)	>
Job-shadowing	>
Teaching or training assignments	>
Courses and training	>
Invited experts	>
Hosting teachers and educators in training	>

Proračun - primer

- Tu je primer pogleda proračuna v razširjenem pogledu proračuna po aktivnostih za aktivnost sledenje na delovnem mestu oz. Job Shadowing

Job-shadowing			
Job-shadowing	8844 €	4142 €	46.83 %
Organisational support	1050 €	0 €	0 %
Travel	960 €	570 €	59.38 %
Individual support	5934 €	3572 €	60.20 %
Inclusion support for participants	900 €	0 €	0 %
Teaching or training assignments >			
Courses and training >			

Opozorilo: točnost izračuna porabe izvedenih (že vpisanih) mobilnosti !!!



Prišlo je do težav s posameznimi izračuni podpore in nekatere dejavnosti mobilnosti so že shranjene z napačnimi vrednostmi.

Kaj naj naredim?

Za posodobitev in pravilni izračun zneska porabe sredstev pri izvedenih in v orodje vpisanih mobilnostih naredite naslednje za vsako od aktivnosti mobilnosti:

1. Odprite vpisano aktivnost mobilnosti v načinu za urejanje.
2. Nastavite katero koli od naslednjih polj (Država prejemnica; Začetni/končni datum Prekinjeno trajanje Dnevi potovanj) na drugačno vrednost od trenutne, nato pa jo nastavite nazaj na želeno vrednost.
3. Posamezna vrednost porabe sredstev (podpore) bo osvežena in bo upoštevala pričakovano trajanje za aktivnost mobilnosti.

Kontakt KA122-VET

neza.repansek@cmepius.si, 01/620 - 9460

KA122-VET

spela.mocilnikar@cmepius.si

KA122-AE



Vaša poklicna pot se začne tukaj

#erasmusplus CMEPIUS

Sport
Jean Monnet
Mladina
Splošno šolsko izobraževanje
Terciarno izobraževanje
Izobraževanje odraslih

Erasmus+
Bogati življenja, širi obzorja.

Poklicno in strokovno izobraževanje



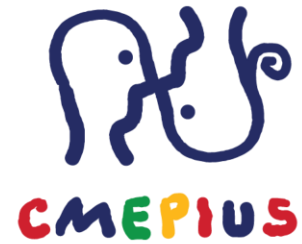
Nove priložnosti se začnejo tukaj

#erasmusplus CMEPIUS

Sport
Jean Monnet
Mladina
Splošno šolsko izobraževanje
Poklicno in strokovno izobraževanje
Terciarno izobraževanje

Erasmus+
Bogati življenja, širi obzorja.

Izobraževanje odraslih



Nadaljujemo ob 13:15:

Vloga za Spremembo sporazuma - del, namenjen le koordinatorjem akreditiranih organizacij KA121

Vloga za Spremembo sporazuma

le za koordinatorje akreditiranih organizacij KA121



CMEPIUS

- V orodju poiščete zavihek Amendments in ustvarite nov zahtevek. Ko je zahtevek ustvarjen ga lahko urejate do oddaje.

Project Activities and Budget Details Project list

Grant Agreement No. : 2022-1-SI01-KA121-SCH-000003513

Awarded/Reported Budget : 155 000 € / 1 355 € Refresh

NA : SI01 - CMEPIUS "Center Republike Slovenije za mobilnost in evropske programe izobraževanja in usposabljanja" - Organisation OID : E10109136 - Legal name : Center šolskih in obšolskih dejavnosti

426 days left | Project ongoing | Deadline: 24 oct. 2023

Content menu < Amendments

- Details
- Organisations
- Contacts
- Preparatory visits
- Mobility Activities
- Grant activities
- Amendments**
- Fewer Opportunities
- Budget

Amendment requests

In this section, you can request an amendment to your grant agreement. Different options are available to you depending on the time passed since the start of your project:

- At any moment, you can submit an amendment request to update the information in your grant agreement, such as your organisation's data or legal representative. Coordinators of a mobility consortium projects may also request modifications to the membership of their consortium. All such requests must include an appropriate justification explaining the reasons for the changes.
- During the first twelve months of project implementation (at the latest until 30 September 2022), you can request additional exceptional costs and inclusion support for participants.
- During September 2022, you can request a prolongation of your grant agreement duration to 24 months and you can request additional funding. Such requests will be considered only if your National Agency has sufficient funding available.
- If you have experienced serious issues in implementing your plan, you can also ask to return some of the awarded funding at this stage. However, this option should be used as a last resort. Any request to lower the awarded grant will require that you submit a clear justification to your National Agency explaining why no other options are available. Whenever possible, it is better to request a prolongation of your grant agreement and to use the additional time to implement the remaining activities. Before making a request to reduce your grant, please ask for advice of your National Agency.


Create new amendment request

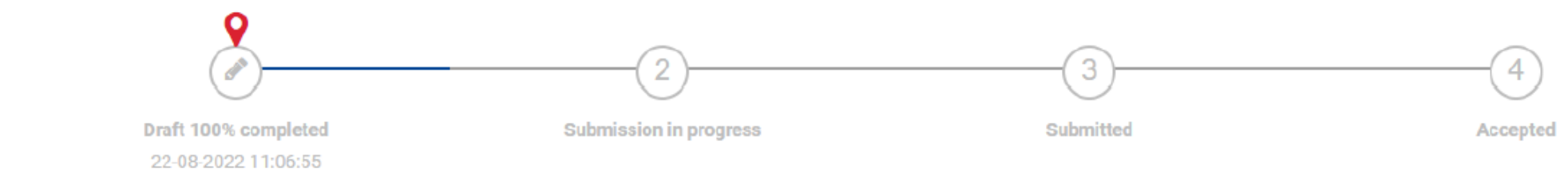
- Nato ga s klikom na gumb „edit“ uredite pred oddajo

Content menu <

- Details
- Organisations
- Contacts
- Preparatory visits
- Mobility Activities
- Group activities
- Amendments**
- Fewer Opportunities
- Budget

Amendments

 **Interim Report Draft**



Edit Draft **Delete**

History

Beneficiary Report created : 22-08-2022 11:06:55 Request ID : 1106

- 22-08-2022 11:13:28 : Attachment: častna-izjava (3).pdf added by n000145b
- 22-08-2022 11:12:25 : Answer saved 100.0% done. by n000145b

- Podatki na zavihkih *Table of contents*, *Project details in Current budget usage* se izpolnijo avtomatsko oz. se prenesejo iz aktivnosti, ki ste jih vnesli v orodje.



Start submission process PDF

Content menu

- ✓ Table of contents
- ✓ Project details
- ✓ Current budget usage
- ✓ Activities
- ✓ Amendment request
- ✓ Real costs
- ✓ General requests
- ✓ Annexes
- ✓ Checklist

Draft report saved (100%) [Back to reports](#)

Table of contents

Project details

Applicant organisation:	Center šolskih in občinskih dejavnosti
Applicant organisation OID:	E10109135
Project code:	2022-1-SI01-KA121-SCH-000003513
Action type:	KA121-SCH
Field:	School Education
Project start date:	01-06-2022
Project end date:	31-08-2023
Accreditation code:	-
Accreditation type:	-

- Na zavihku *Activities* potrdite, da so podatki o vnesenih mobilnostih pravilni in popolni in da se strinjate, da Nacionalna agencija lahko analizira vnesene podatke



- ✓ Table of contents
- ✓ Project details
- ✓ Current budget usage
- ✓ **Activities**
- ✓ Amendment request
- ✓ Real costs
- ✓ General requests
- ✓ Annexes
- ✓ Checklist

Activity Type	Number of participants		Total duration(in days)		Number of accompanying persons		Total duration (in days) for accompanying persons		Number of persons in preparatory visits	
	Indicative target	Implemented	Indicative target	Implemented	Indicative planning	Implemented	Indicative planning	Implemented	Indicative planning	Implemented
Total	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €

Activity Type	Number of participants with fewer opportunities		Number of participants in blended activities		Number of persons using sustainable means of transport (green travel)		Number of participants in international activities	
	Indicative target	Implemented	Indicative target	Implemented	Indicative target	Implemented	Indicative target	Implemented
Total	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €

I confirm that the data encoded in the Erasmus+ reporting tool is correct and complete at the time of submitting this request.

I agree that the National Agency may read and analyse the data encoded in the Erasmus+ reporting tool for the purpose of processing this request.

- označite, če zaprošate za dodatna sredstva ali za podaljšanje projekta na skupno trajanje 24 mesecev. Izberete lahko samo eno možnost (samo dodatna sredstva ali samo podaljšanje) ali obe možnosti skupaj (dodatna sredstva in podaljšanje. Če zaprošate za dodatna sredstva morate vnesti še koliko dodatnih sredstev za izvedbo mobilnosti bi želeli.



Amendment request

Would you like to request any of the following changes to your grant agreement?

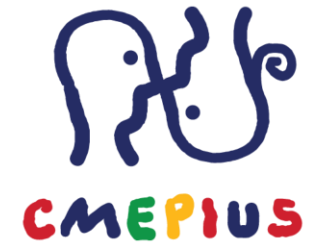
Request funding for additional activities

Prolong grant agreement duration to 24 months

How much additional funding would you like to request? This request concerns only standardised costs. It does not include inclusion support for participants and exceptional costs, which can be requested separately.

5 000,00 €

- Če zaprošate za dodatna sredstva za izredne stroške in/ali podporo udeležencu za vključenost izpolnite tabelo na zavihku Real costs



- ✓ Table of contents
- ✓ Project details
- ✓ Current budget usage
- ✓ Activities
- ✓ Amendment request
- ✓ Real costs
- ✓ General requests

Exceptional costs and inclusion support for participants Add row

Cost type	Activity Type	Estimated number of participants	Description and Justification	Estimated cost (EUR)	Support rate (%)	Eligible amount (EUR)	Action
▾	▾	#####		### ##,	0 %	0	Remove
Total		0		0		0	

- Na zavihku *General request* izpolnite polje *If you need to request any other kind of change to your agreement*, če želite vrniti delež že odobrenih sredstev. Prošnja za vrnitev že odobrenih sredstev naj bo zadnja možnost, po tem ko so izčrpane ostale možnosti. Pred oddajo te prošnje se posvetujte s skrbnikom projekta. Ne glede na to kakšno spremembo želite, morate izpolniti polje *Please describe your amendment request and reasons for the change*.

✓ Real costs	
✓ General requests	General requests if you need to request any other kind of change to your grant agreement, please describe your request and reasons for the change. 5000
✓ Annexes	Note: If you have experienced serious issues in implementing your plan, you can ask to return some of the awarded funding at this stage. However, this option should be used as a last resort. Whenever possible, it is better to request a prolongation of your grant agreement and to use the additional time to implement the remaining activities. Before making a request to reduce your grant, please ask for advice of your National Agency.
✓ Checklist	Please describe your amendment request and reasons for the change. * 5000

- Na zavihku *Annexes* obvezno priložite podpisano častno izjavo in po potrebi kakšne druge dokumente, ki so relevantni za obravnavo zahtevka.



Amendment request ✓

Real costs ✓

General requests ✓

Annexes ✓

Checklist ✓

Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.
The maximum number of all attachments is 100.

Declaration on honour

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

[Download the declaration on honour](#) [+ Add the declaration on honour](#)

Other documents

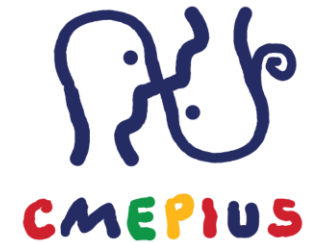
Please attach any other relevant documents.
If you have any additional questions, please contact your National Agency. You can find their contact details here: [List of National Agencies](#)

[+ Add documents](#)

List of documents

No	Name	File size (kB)	Type of document
Total size (kB)		0	

- Na zavihku *Checklist* označite, da ste vnesli vse potrebne podatke in priložili podpisano častno izjavo.



✓ Annexes

✓ Checklist

Checklist

Before submitting your report form to the National Agency, please make sure that:

- All necessary information on your project has been encoded in Beneficiary Module
- The report form has been completed using one of the mandatory languages specified in the Grant Agreement
- All the relevant documents are annexed:
 - Declaration on Honour, signed by the legal representative of the beneficiary organisation.
 - The necessary supporting documents as requested in the grant agreement.
- You have saved or printed the copy of the completed form for your records.

Conditions for Final report submission

Final report can only be submitted if:

- All mandatory fields in the report have been filled in
- Declaration on Honour has been uploaded.
- Checklist has been fulfilled

- Ko je zahtevek izpolnjen ga oddate s klikom na gumb *Start submission process*. Prepričajte se, da ste si zahtevek pred tem izvozili v PDF obliki.

Start submission process PDF

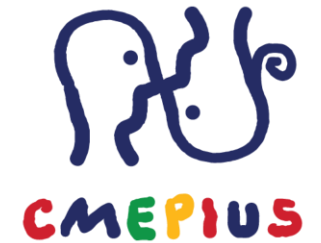
Draft report saved (100%) [Back to reports](#)

Table of contents

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Project end date:	31-08-2023
Accreditation code:	-
Accreditation type:	-

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**Center RS za mobilnost in evropske programe
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