

# BM - Beneficiary Module aruandluskeskkond

Anne-Mai Runno

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erasmus+ ja  
euroopa solidaarsus-  
korpuse agentuur



Erasmus+



HARIDUS- JA NOORTEAMET

# Ligipääs BM-sse – teavituskiri projekti kontaktisikule ning allkirjaõiguslikule isikule peale lepingu sõlmimist

**From:** EU CORPORATE NOTIFICATION SYSTEM <[EU-CORPORATE-NOTIFICATION-SYSTEM@ec.europa.eu](mailto:EU-CORPORATE-NOTIFICATION-SYSTEM@ec.europa.eu)>

**Subject:** Beneficiary Module - Project initiation 2023-1-EE01-K122-SCH-00000000



European  
Commission

**Erasmus+ and European  
Solidarity Corps**

**Beneficiary Module - Project initiation** 2023-1-EE01-K122-SCH-00000000

Translation provided in English

Dear .

Your project has been created in the Beneficiary Module.

Project details:

EC Project Number: 2023-1-EE01-K122-SCH-00000000

- BM teavituskirja saabumine võib pisut aeg võtta
- Sisselogimine sama e-postiga, millega taotlus esitati



BM samm-sammuline juhend:

<https://wikis.ec.europa.eu/display/NAITDOC/Contacts+in+projects>

- Piltidega illustreeritud õpetus
- Iga teema eraldi
- Võib esineda tehnilisi vigu – kontakteeruda projektile määratud kontaktisikuga




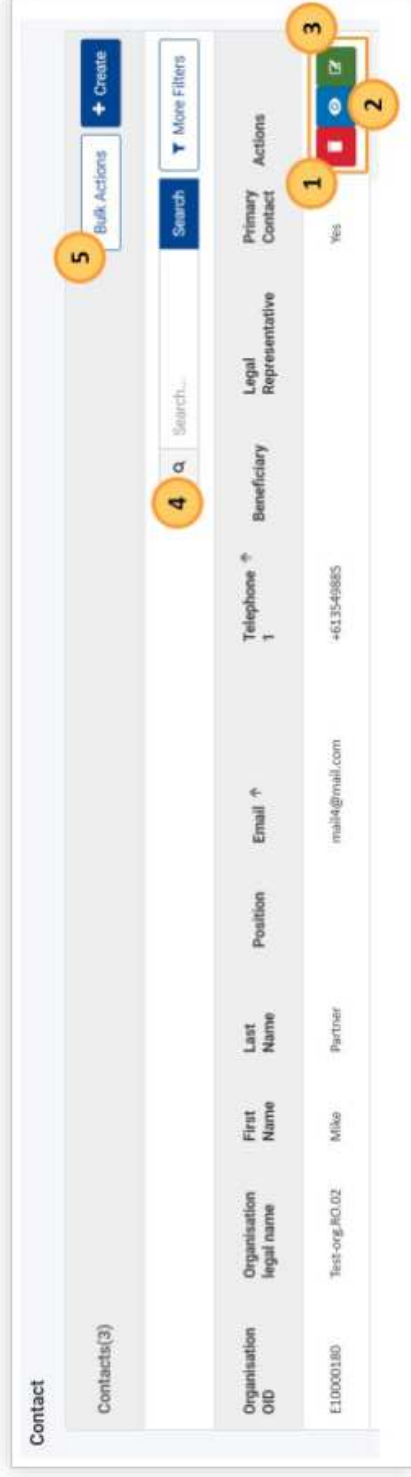
Lisaks BM-i koolitus toetusesaajatele sügisel 2023  
(korraldab Erasmus+ Eesti agentuur)

The contact list has the following functionalities:




- **Sorting by column:** by clicking on a column header (1st click ascending, 2nd click descending, 3rd click off). An arrow indicating the current sort sequence is displayed next to the selected column header.
- **Browsing:** use the browsing options below the list to change the display of items per page and/or the arrows to view more results.
- **Horizontal and vertical scroll bars:** move from left to right and top to bottom to view all data in the table.

See the page List functionality in projects for additional information on the list functionalities, such as Search, Filters and the Bulk Actions.

 The contacts for the beneficiary organisation cannot be edited or deleted. The relevant icons are inactive for these.



The screenshot shows a contact list interface for a beneficiary organization. At the top, there is a header 'Contact' and a sub-header 'Contacts(3)'. Below this is a search bar with a magnifying glass icon (callout 4) and a 'Search' button. To the right of the search bar is a 'Bulk Actions' button (callout 5) and a '+ Create' button. Below the search bar is a table with columns: Organisation, Organisation legal name, First Name, Last Name, Position, Email, Telephone, Beneficiary, Legal Representative, Primary Contact, and Actions. The table contains one row of data for a contact named Mike, with a Partner position and a telephone number +613549885. The Actions column for this contact contains three icons: a red square with a white 'X' (callout 1), a blue square with a white eye (callout 2), and a green square with a white checkmark (callout 3). Below the table, there is a section titled 'Available options'.

Organisation	Organisation legal name	First Name	Last Name	Position	Email	Telephone	Beneficiary	Legal Representative	Primary Contact	Actions
E10000180	Test-org./NO.02	Mike	Partner		mike4@mail.com	+613549885	Yes			  

Available options

Enda projekti leiate vasakust menüüst „My projects“ alt või otse <https://webgate.ec.europa.eu/beneficiary-module/project/#/project-list>

Erasmus+ and European Solidarity Corps

HOME

ORGANISATIONS >

OPPORTUNITIES >

APPLICATIONS >

PROJECTS >

**My Projects**

Project Results

Past programmes (2007-2020)

SUPPORT >

RESOURCES >

TOOLS >

### 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	

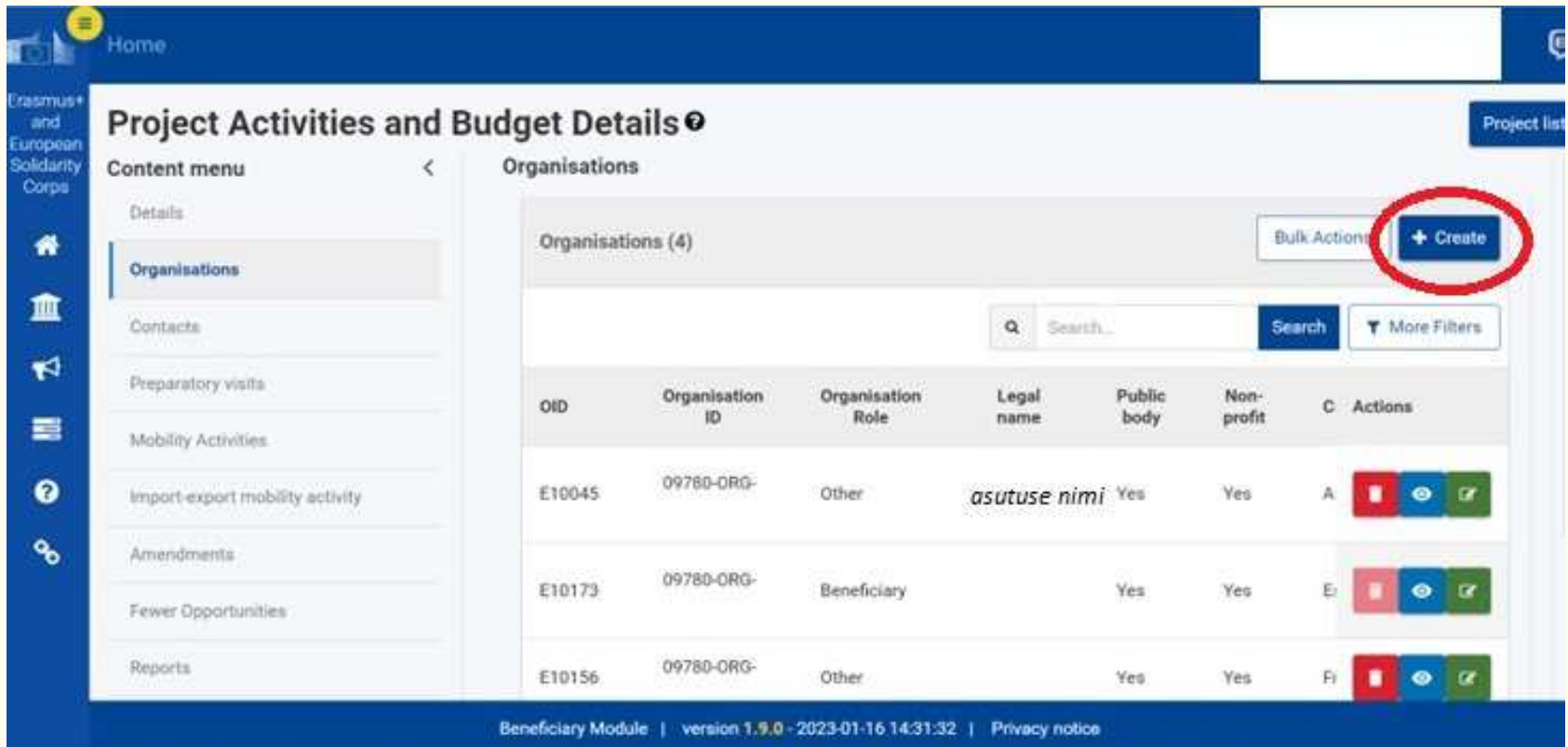
- Noolekeste abil saab BM-is toimetamise ajaks vaadet paremaks muuta
- „Details“ alt leiate lõpparuande esitamise tähtaja (lõpparuande võib esitada kuni 60 päeva peale projekti lõppu)

The screenshot displays the 'Project Activities and Budget Details' page in the Erasmus+ system. The page is divided into several sections:










- Header:** Includes the Erasmus+ logo, 'Home' link, and user information for Anne-Mai Runno (NA User, EE01).
- Project Information:** Shows 'Grant Agreement No. :', 'Awarded/NA Validated Budget : 28 180 € / 29 600 €', and 'NA validated' status. It also lists 'Participant reports submission rate: individual reports : 91,67 %, group reports : 91,67 %', 'Programme : Erasmus+', 'Key Action : Learning Mobility of Individuals', and 'Call :'. Dates for 'Start of Project : 01/04/2022 (Brussel times)', 'End of Project : 31/12/2022 (Brussel times)', and 'Last updated : 22/05/2022 18:10:37' are provided.
- Content menu:** A vertical list of navigation options including 'NA Validated (Submitted)', 'Details', 'Organisations', 'Contacts', 'Preparatory visits', 'Mobility Activities', 'Import-export mobility activity', 'Fewer Opportunities', 'Reports', 'Budget', and 'NA Validation'. A red circle highlights the left arrow next to the 'Details' option.
- Filter:** A vertical list of filter options including 'Details', 'Context', 'Information', 'National agency', and 'Beneficiary organisation'. A red circle highlights the left arrow next to the 'Details' filter.
- Details:** A section containing 'Context Information' and 'Project Information'. The 'Context Information' section lists 'Programme: Erasmus+', 'Key Action: Learning Mobility of Individuals', 'Action Type: Short-term projects for mobility of learners and staff in school education', 'Call: 2021', 'Round: Round 2', 'Start of Project: 01/04/2022', 'End of Project: 31/12/2022', and 'Final Report Submission Deadline: 29/04/2023'. A green circle highlights the 'Final Report Submission Deadline: 29/04/2023' text. The 'Project Information' section shows 'Grant Agreement No.: -----' and 'National ID:'. A red circle highlights the up arrow above the 'Details' section.

# Vastuvõtivate organisatsioonide lisamine

- Kui lisataval partneril pole OID, tuleb täita küsitud lisalahtrid



The screenshot displays the 'Project Activities and Budget Details' page in the Beneficiary Module. The left sidebar contains a 'Content menu' with options like 'Details', 'Organisations', 'Contacts', 'Preparatory visits', 'Mobility Activities', 'Import-export mobility activity', 'Amendments', 'Fewer Opportunities', and 'Reports'. The main content area is titled 'Organisations' and shows a table with 4 entries. A red circle highlights the '+ Create' button in the top right corner of the table area.

OID	Organisation ID	Organisation Role	Legal name	Public body	Non-profit	C	Actions
E10045	09780-ORG-	Other	asutuse nimi	Yes	Yes	A	  
E10173	09780-ORG-	Beneficiary		Yes	Yes	Ei	  
E10156	09780-ORG-	Other		Yes	Yes	Fi	  

Beneficiary Module | version 1.9.0 - 2023-01-16 14:31:32 | Privacy notice

# Kontaktide muutmine/lisamine

NB: projekti põhilist kontakti ja juriidilist inimest saab muuta ainult NA (pöörduda meie poole)

The screenshot displays the 'Project Activities and Budget Details' page. On the left is a 'Content menu' with options: Details, Organisations, **Contacts**, Preparatory visits, Mobility Activities, Import-export mobility activity, Amendments, Fewer Opportunities, Reports, and Budget. The main area shows a table of contacts with the following columns: First Name, Last Name, Position, Email, Telephone 1, Beneficiary, Legal Representative, Primary Contact, OLS administrator, Accr proj man, and Actions. The table contains three rows of contact data.

First Name	Last Name	Position	Email	Telephone 1	Beneficiary	Legal Representative	Primary Contact	OLS administrator	Accr proj man	Actions
		võõrkeelte valdkonnajuh	@gmail.com		Yes	No	Yes	Yes	1	[Edit] [View] [Add]
		inglise keele õpetaja	@gmail.com		Yes	No	No	No	1	[Edit] [View] [Add]
		Direktor			Yes	Yes	No	No	1	[Edit] [View] [Add]

At the bottom of the table, there is a pagination control showing 'Items per page 30' and '1-3 of 3'.

Footer: Beneficiary Module | version 1.9.0 - 2023-01-16 14:31:32 | Privacy notice



# Ettevalmistavad kohtumised

**Content menu** <

- Reported (Submitted) ▾
- Details
- Organisations
- Contacts
- Preparatory visits**
- Mobility Activities
- Import-export mobility activity
- Fewer Opportunities **Fewer Opportunities**
- Reports
- Budget

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

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

ID	Receiving organisation	Receiving Country	Number of persons	Total grant	Actions
----	------------------------	-------------------	-------------------	-------------	---------

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



# Õpirännete sisestamine

## Project Activities and Budget Details

Project

Grant Agreement No. :

NA : EE01 - Education and Youth Board (Haridus-Ja Noorteamet-HARNO) - Organisation OID :

- Legal name: : I

Awarded/Reported Budget : 28 180 € / 26 510 €

NA validated

Deadline: 1 mars 2023

-100 days left!

Actions

Content menu

Reported (Submitted)

Details

Organisations

Contacts

Preparatory visits

Mobility Activities

Import-export mobility activity

Fewer Opportunities

Reports

List of mobility activities (12)

Revalidation

+ Create



Search...

Search

Bulk Actions

More Filters

Mobility activity ID	Activity type	Participant's first name	Participant's last name	Participant's email	Sending country	Receiving country	Start date	End date	Draft Mobility activity	Report Status	Actions
041882-MOB-172213	Courses and training				Estonia	Iceland	21-08-2022	27-08-2022	COMPLETE	EUS_SUBMITTED	   
041882-MOB-174327	Courses and training				Estonia	Spain	10-10-2022	15-10-2022	COMPLETE	EUS_REQUESTED	   
041882-MOB-174336	Courses and training				Estonia	Spain	23-10-2022	29-10-2022	COMPLETE	EUS_SUBMITTED	   
041882-MOB-174335	Courses and training				Estonia	Spain	23-10-2022	29-10-2022	COMPLETE	EUS_SUBMITTED	   

## Individuaalsed õpiränded:

The screenshot shows a web interface for creating a draft mobility activity. The page title is "Project Activities and Budget Details" with a "Project list" button. A left sidebar contains a "Content menu" with options: Details, Organisations, Contacts, Preparatory visits, Mobility Activities (highlighted), Import-export mobility activity, Amendments, and Fewer Opportunities. The main form area is titled "Create a Draft Mobility" and includes a "DRAFT" label. The form fields are:

- MOBILITY ACTIVITY** (Section header)
- Mobility activity ID \***: Text input containing "009780-MOB-365910".
- Activity type \***: Dropdown menu with "Value missing (Draft field)" below it.
- Participant's first name \***: Text input with "Value missing (Draft field)" below it.
- Participant's last name \***: Text input with "Value missing (Draft field)" below it.
- Participant's email \***: Text input.
- Participant's gender \***: Radio buttons for "Female", "Male", and "Undefined".

At the bottom right of the form are "Back" and "Save" buttons.

## Rühmaviisiline õpiränne:

- 2-astmeline täitmine

The screenshot illustrates a two-step process for creating group mobility activities. The top part shows the 'GROUP ACTIVITIES' form, and the bottom part shows the resulting list of activities.

**Form Fields:**

- Group activity ID: 15611-MOBGRP-00001
- Activity type: Group mobility of school pupils
- Description: what was the content of the activity?: Required information here...
- Main language used during mobility activity: Romanian
- Other languages used during mobility activity: English, French

**Table of Group activities (1):**

ID	Activity type	Number of Participants	Number of Accompanying Persons	Sending Country	Receiving Country	Start Date	End Date	Group Activity Status	Report Status	Actions
15611-MOBGRP-00001	Group mobility of school pupils	0	0	Romania	Italy	03-10-2022	29-10-2022	DRAFT		[Edit] [View] [Delete]

**Success Message:** SUCCESS. Successfully saved List of mobility activities.

# Osalejate tagasiside küsimustikud

Erasmus+ and European Solidarity Corps

Home

## Project Activities and Budget Details

Project list

PARTICIPANT SURVEY

Request ID: 462bca9d-9335-4e6a-b5b4-48887ae5c634    Status: Survey Submitted    [Download report](#)

Log Date	Action
13-01-2023 01:49:48	Survey Submitted
28-11-2022 10:45:58	Requested
28-11-2022 10:45:58	Automatic Invitation Sent
25-11-2022 00:20:34	Automatic Invitation ready to be sent
25-11-2022 00:20:34	Survey Prefilled
25-11-2022 00:20:34	Associated to EUS Token
28-10-2022 11:16:23	Free

Content menu

Back Save

# Vähemate võimalustega osalejate märkimine

The screenshot shows the 'Project Activities and Budget Details' page in the Erasmus+ and European Solidarity Corps system. The 'Fewer Opportunities' section is active, displaying a table for recording the number of participants for various reasons. The table has two columns: 'Reason' and 'Number of Participants'. The reasons listed are Cultural differences, Disability, Economic obstacles, Educational difficulties, and Geographical obstacles. Each reason has a corresponding input field with a value of 0 and a maximum value of 9.

Reason	Number of Participants
Cultural differences	0
Disability	0
Economic obstacles	0
Educational difficulties	0
Geographical obstacles	0

# Lõpparuande vorm

- Lõpparuande küsimustega on võimalik tutvuda BM keskkonnas
- Soovitav on lõpparuandesse sisulist infot koguda kohe peale toimunud rändeid

The screenshot displays the 'Beneficiary Reports' section of a web application. On the left is a 'Content menu' with a dropdown set to 'NA Validated (Submitted)' and a list of menu items: Details, Organisations, Contacts, Preparatory visits, Mobility Activities, Import-export mobility activity, Fewer Opportunities, and Reports. The main area shows a progress timeline for a report that is 'Final Accepted'. The timeline consists of four stages: 'Draft % completed' (28-11-2022 07:59:14), 'Submission in progress' (28-12-2022 18:37:52), 'Submitted' (28-12-2022 18:39:22), and 'Accepted' (04-04-2023 06:59:46). Below the timeline are 'View Report' and 'Download Report' buttons, and a 'History' section.

This screenshot shows a 'Final Beneficiary Report' section. It contains the text 'Please click on this button to generate a new Beneficiary Report' and a green button labeled 'Generate Beneficiary Report'.



# Eelarve

- Awarded budget – projektile eraldatud eelarve
- Reported budget – BM-is sisestatud õpirännete põhjal loodud eelarve
- Reported/awarded - eelarve kasutuse määr

Budget		Awarded Budget	Reported Budget	% Reported/Awarded
Organisational support	1600 €	0 €	0 %	
Travel	5500 €	4950 €	90 %	
Individual support	8800 €	0 €	0 %	
Linguistic support	0 €	0 €	0 %	
Course fees	0 €	0 €	0 %	
Preparatory visits	1150 €	1150 €	100 %	
Inclusion support for organisations	0 €	0 €	0 %	
Inclusion support for participants	0 €	0 €	0 %	
Exceptional costs for expensive travel	0 €	0 €	0 %	
Exceptional costs	0 €	0 €	0 %	
Exceptional costs for financial guarantee	Not applicable	0 € *	0 %	
Total	17050 €	6100 €	35.78 %	



Tänaan !



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**corpuse agentuur**