Ključna aktivnost 1:

Mobilnost u svrhu učenja: Razmjene mladih i Mobilnost osoba koje rade s mladima

Početna prezentacija za korisnike

Završno izvješće

Mobility tool

















Projektni ciklus Završno izvješće





Projektni ciklus Završno izvješće

Datum dostave završnog izvješća = datum završetka projekta + 60 dana

- Završno izvješće nije moguće predati dok projekt formalno ne završi!!
- Važno je poštivanje rokova, u protivnom može doći do raskida Ugovora

 Završno izvješće podnosi se putem <u>Mobility Tool</u>-a na hrvatskom ili engleskom jeziku

•Upute za izradu Završnog izvješća <u>http://www.mobilnost.hr/index.php?id=1161</u>







Završno izvješće

euro**desk**

- Završno izvješće se sastoji od:
 - Narativnog dijela (kvaliteta)
 - Proračuna (zatraženi troškovi) paziti na troškove!
 - !! sve stvarne troškove u završnom izvješću korisnik je dužan voditi i iskazati u eurima primjenjujući mjesečni tečaj kojeg je utvrdila Europska komisija i objavila na svojoj mrežnoj stranici, a koji se primjenjuje na dan potpisa Ugovora o dodjeli financijske potpore od strane zakonskog predstavnika Agencije za mobilnost i programe EU
 - <u>http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cf</u>
 <u>m</u>
 - Potpisane deklaracije časti
 - Tablice rasporeda aktivnosti
 - Dokaza provedbe projekta (slike, video, rezultati projekta, vidljivost...)





Završno izvješće

eurodesk

Analiza izvješća

- Mogući rezultati završnog izvješća:
 - Završna isplata
 - Djelomični povrat sredstava zbog neispunjenja dijela projekta, zbog loše kvalitete projekta
 - Potpuni povrat sredstava ukoliko se projekt ne provodi u skladu s programskim pravilima, ukoliko se projekt uopće ne provede, ukoliko se ne dostavi završno izvješće
- Agencija obavještava korisnika o rezultatima analize u obavijesti o analizi završnog izvješća
- Korisnik se može očitovati na rezultate analize, ukoliko nije suglasan s njima u roku od 30 dana





Završno izvješće

- Smanjenje financijske potpore na temelju loše, djelomične ili zakašnjele provedbe će se primjenjivati na ukupni konačni iznos formalno prihvatljivih troškova za potporu organizaciji te izvanredne troškove na sljedeći način:
 - 25% ako je završno izvješće ocijenjeno s najmanje 40 bodova i ispod 50 bodova
 - 50% ako je završno izvješće ocijenjeno s najmanje 25 bodova i ispod 40 bodova
 - 75% ako je završno izvješće ocijenjeno s manje od 25 bodova





Projektni ciklus Završna isplata







Projektni ciklus Završna isplata

eurodesk

- Može iznositi do najviše 30% odobrenih sredstava
- Utvrđuje se prilikom analize završnog izvješća
- Isplaćuje se u roku 60 dana od datuma primitka završnog izvješća
- U slučaju zahtjeva za nadopunu dokumentacije, rok od 60 dana se obustavlja
- Isplate će biti izvršene u roku, požurivanja isplate nisu moguća





Mobility tool

- Mobility Tool+ je web platforma za suradnju, upravljanje i izvješćivanje o projektima mobilnosti
- Mobility Tool+ mrežnoj stranici pristupate putem sljedeće poveznice: <u>https://webgate.ec.europa.eu/eac/mobility</u>







Pristup Mobility tool-u

- Pristupanje Mobility tool-u putem ECAS računa!
- E-mail adresa iz prijave mora biti adresa ECAS računa!
- Sve upute za ECAS račun možete pronaći u priručniku na poveznici: http://www.mobilnost.hr/prilozi/05 1391612230 05 1389948514 ECAS prirucnik.pdf.













Pristup Mobility tool-u

- U slučaju kada nije moguće pristupiti Mobility tool-u putem ECAS računa:
 - Potrebno provjeriti e-mail adrese navedene u prijavi (jedna mora biti adresa ECAS-a)
 - Moguće samostalno promijeniti adresu ECAS računa
 - Ili javiti Agenciji da je potrebna promjena adrese u prijavi

European Commission Mobility tool		
	Welcome to Mobility Tool! It seems that your role in the system has not been defined yet. Please contact Mobility Tool Helpdesk at your National Agency for more information. About the user	





Informacije o projektu

		User Status: Logged in	: Beneficiary TEST U	SER - beneficiary [Lo	og out] Legal notice	PL01 - English (EN)
Mobility tool		PL01 Foundation for	the Developmer	t of the Education	System	
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oject Details for 2014-1-PL01-KA	103-000098					
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Programme: Erasmus+	Grant Agreement No.:	2014-1-PL01-KA103-00	0098 Ci	reated by: MT System	User	
Key Action: KA1 - Learning Mobility of Individuals	National Id:		C	reated on: 21/10/201	4 09:06:10	
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mobility	Project Acronym:		U	pdated on: 18/11/201	14 10:09:19	
Call Year: 2014						
Round: 1						
Start of Project: 10/02/2014	Description Operation	· · · · · · · · · · · · · · · · · · ·				
End of Project: 30/04/2015	Beneficiary Organ	ilsation informatio	n			
Project Duration (months): 16	PIC: 949555893					
National Agency: PL01 - Foundation for the Development of	Legal Name: Polish You	th Organisation				
the Education System	Business Name: Polish	Youth Demo Organisatio	n			
For further details about your national agency, please consult	Full legal name (Nation	nal Language):				
the following page:	Erasmus Code: D ELMS	HOR01				
http://ec.europa.eu/programmes/erasmus-plus/tools	Consortium ID:					
/national-agencies/index_en.htm						

















Promjena partnera

 U sustavu Mobility Tool + možete mijenjati podatke o partnerskim organizacijama koje sudjeluju u projektu, kontakt osobama, mobilnostima, sudionicima i budžetu. Sve ostale podatke o projektu, kao što su naziv projekta, trajanje projekta i projektni ID ne možete mijenjati.

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Promjena partnera

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			952261708	000193-ORG-00002	DIGESTO SARL				Switzerland	PUPLINGE		







Kontakti

- U izborniku kliknite na "Kontakte" i odaberite "Popis kontakata" ili "dodaj novi kontakt" (1)
- Postupak unosa izmjena podataka o kontakt osobi projekta, kao i brisanja pojedinog kontakta je sličan procesu mijenjanja podataka o organizaciji. (2)

Napomena: pristup Mobility Tool+ alatu imaju samo kontakt osobe organizacije korisnice

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Mobilnosti

- Mobilnost podrazumijeva podatke o sudionicima Erasmus+ projekta, kao što su osobni podaci, podaci o destinaciji i trajanju mobilnosti, o financiranju projekta i sl.
- U Mobility Tool+ sustavu je moguće unijeti mobilnosti jednu po jednu (1) ili putem tabličnog unosa podataka. (2)

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Dodavanje mobilnosti

Opći podaci o mobilnosti

- U ovom dijelu unosite informacije o sudioniku mobilnosti, vrsti aktivnosti mobilnosti, zemlji i lokaciji organizacije pošiljatelja i primatelja
- Trebate unijeti sve potrebne podatke o sudioniku mobilnosti

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MIC.	Grant Agreement No. 2	014-2-HR01-KA105-00707	6	
F	Activity No.*	Select an Activity Number •		
	Activity Type*	Select an Activity Type •	Long-term Activity	
tion Lin	Participant ID		Accompanying Person	
	Participant First Name*		Group Leader / Truner /	
	Participant Last Name*		Special Needs	
- 🥕 -	Participant Email*		Fewer Opportunities	entries to 44 of 44 entries
First Name	Participant Gender	Select a Gender •		ed On a Received On a
Claudiu	Date of Birth (dd/nun/yyyy)*			
Alexandra	Nationality*	Select a Nationality •		
Jan	Mobility ID*	07076-MOB-00045		
Libor	Sending Organisation*	Select a Sending Organisation 🔻		
LIDOI	Receiving Organisation*	Select a Receiving Organisation - 🔻		
Sergiu	Sending Country*	Select a Sending Country •		
Michaela	Receiving Country*	- Select a Receiving Country •		
Andrei Gabr	Sending City*			
Miha	Receiving City*			
	Comments on different location			
Blaž	than Sending / Receiving organisations			
Andreea				

eTwinning

: Steuropa

Erasmus+ Obzor 2020, EUraxess to





Budžet

- Unosi se u području mobilnosti.
- Unesite podatke o udaljenosti između organizacije pošiljatelja i organizacije primatelja te datum početka i završetka mobilnosti. Nakon unosa potrebnih podataka je moguće izračunati financijske potpore po sudioniku pritiskom na tipku "Izračunaj". (1)

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Izvješća sudionika

- Voditelji razmjena i svi sudionici u treninzima po završetku mobilnosti na svoju adresu elektroničke pošte zaprimaju poveznicu na mrežnu stranicu (link započinje sa sljedećom adresom: (<u>http://ec.europa.eu/eusurvey</u>) na kojoj se nalazi obrazac izvješća koje treba popuniti. Izvješće je u obliku online upitnika.
- Slanje obrasca nije moguće ako mobilnost nije završena ili ako je izvješće sudionika već predano

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Proje	ct List Project Details	Organisations	Contacts Mobiliti	es Budget	Reports *
		Beneficiary Repor	t Submitted – Project locke	d	
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- Budžet prikazuje dva izvora informacija odobreni budžet od strane Nacionalne agencije i budžet kao sažetak projektnih aktivnosti. U trećem retku -"Trenutačni/odobreni budžet" (1) možete pronaći informaciju o trenutačnom stanju budžeta.
- Polja označena sivom bojom sadrže zbroj svih mobilnosti u projektu. Polja koja nisu označena sivom bojom se mogu mijenjati (npr. Potpora za organizacije). (2)

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Izmjena budžeta

des

- Budžet se automatski mijenja kada se mijenjaju podatci mobilnosti sudionika (datum aktivnosti ili razred putnih troškova ovisno o udaljenosti u kilometrima)
- **Dani aktivnosti**-unosom datuma aktivnosti sustav automatski računa trajanje aktivnosti. (1) Ukoliko su dani putovanja odvojeni od dana aktivnosti potrebno je upisati 0 (2) te će sustav automatski izračunati efektivno trajanje koje će biti isto kao i trajanje aktivnosti. Ukoliko su za dane putovanja ipak predviđeni potrebno je upisati broj (max.2) te će se efektivno trajanje uvećati za taj broj dana

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 Nakon što su u Mobility tool upisane sve mobilnosti i kreiran budžet potrebno je odabrati jezik na kojem će biti završno izvješće

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- Sljedeći korak je izrada Završnog izvješća
- Izvješće je potrebno generirati
- Generiranje završnog izvješća nije isto što i "submitanje". Izvješće je potrebno prvo generirati, narativno ga ispuniti pa tek onda finalno "submitati"







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- Izvješće je moguće ispravljati, mijenjati, dopunjavati dok izvješće nije "submitano"
- Nakon što je izvješće "submitano" nisu moguće promjene dok djelatnici agencije ne "otključaju" projekt

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Deklaracija časti

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5. Implementation of the Project	Select File		
6. Activities	~	Next Step >	
7. Participants' Profile	DECLARATION OF HONOUR DATA PROTECTION NOTICE	CHECKLIST CONFIRM SUBMISSION	
8. Learning Outcomes and Impact	Grant Agreement Number	2014-1-0401-66101-000193	
9. Dissemination of Project Results	Project Title	Project Title KA1 KA101 A 1.06	
10. Future Plans and Suggestions	Project Aaronym		
11. Budget	Project Start Date (dd-mm-yyyy)	09/12/2013	
	Project End Date (dd-mm-www)	00102015	

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- Nakon podnošenja završnog izvješća pristup sustavu Mobility Tool+ će biti ograničen. Imat ćete mogućnost čitanja podataka, ali ne i njihovog prepravljanja
- Sve stranice projekta će saržavati sljedeću poruku:

Hvala na pozornosti!

Pitanja?

