European Solidarity Corps project management overview

> ⓘ The illustrations in the provided Wiki pages are for consultation purpose only and may not always reflect the latest implementation.

European Solidarity Corps Process Overview
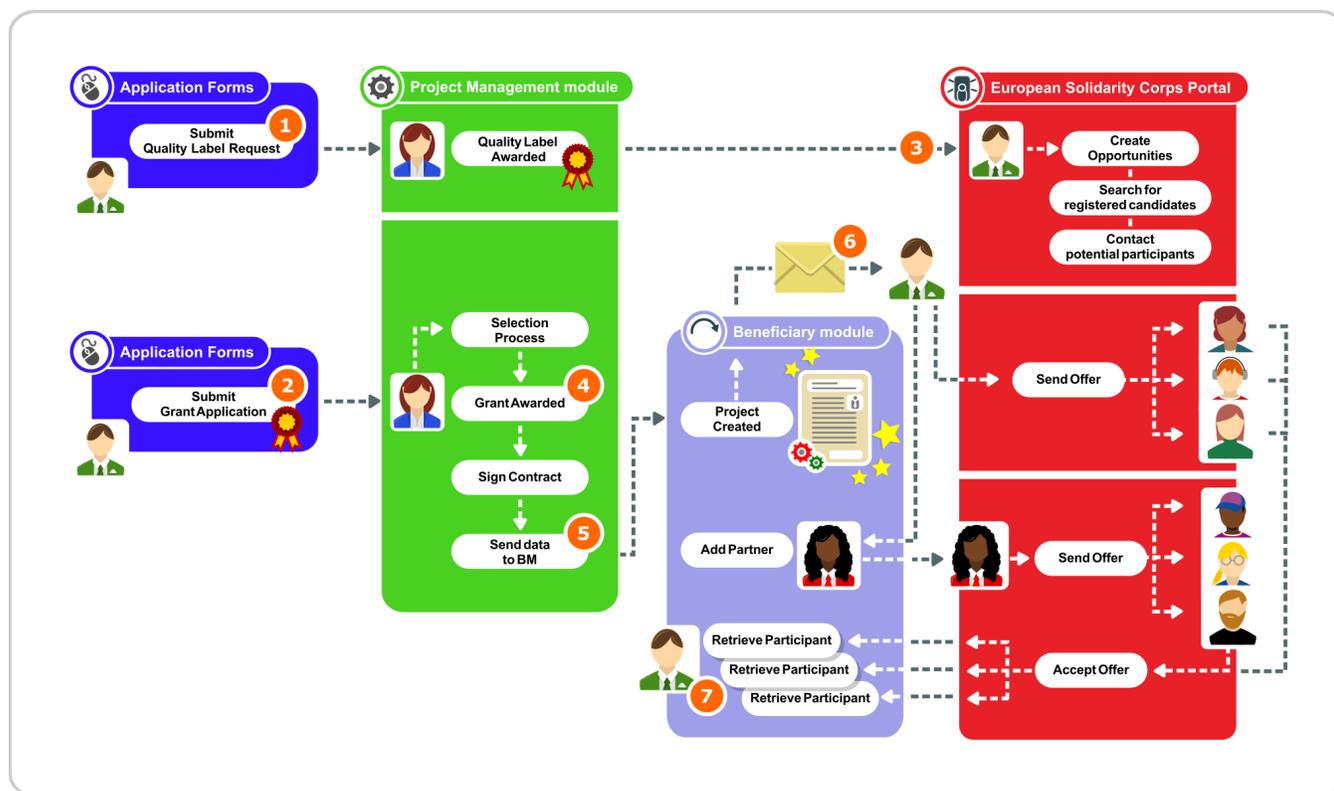
The European Solidarity Corps implements the following types of decentralised projects, which are managed by National Agencies:

- **Volunteering Projects (ESC51-VTJ)** - carried out by organisations with the help of volunteers (young people), to the benefit of the communities within which the activities are carried out. A Quality Label is required for the organisations wishing to carry out these projects.
- **Solidarity Projects (ESC30-SOL)** - initiated, developed and implemented by young people themselves to bring positive change in their local community. A Quality Label is not required for such projects.

The following instructions outline the key points in the process of implementing **volunteering projects**:

1. All organisations that wish to take part in European Solidarity Corps volunteering projects must hold a valid Quality Label for volunteering with a host or support role.
   Quality Labels awarded in the previous Multiannual Financial Framework (2014-2020) remain valid for the role(s) for which they were awarded. If your organisation also wishes to apply for a grant to implement a volunteering project, you must first submit a request for a Quality Label for the role of Lead organisation, in addition to the host/support role. For detailed information on the criteria and conditions for participating, please consult the European Solidarity Corps Guide.

> ⚠️ **Take note**
>
> For projects implemented under Call 2021, a valid Erasmus+ Volunteering Accreditation was also accepted, but only for implementing activities ending at the latest on 31/12/2021. These can no longer be used and a Quality Label is required instead.

2. As soon as your organisation has a Quality Label, the legal representative and the primary contact person gain access to the European Solidarity Corps Portal Placement Administration and Support System (PASS, also known as **Organisation Portal**) and can create opportunities. You can already contact potential participants for your planned project at this stage, meaning young persons who have registered in the European Solidarity Corps Portal.
3. If your project proposal is selected, it will be awarded a grant.
4. Once the grant agreement is signed by the National Agency and the beneficiary organisation, the project is created in the Erasmus+ and European Solidarity Corps platform and the contact person of the beneficiary organisation receives a notification.
5. The beneficiary can now add partner organisations to the project, and all organisations can now send offers to potential participants via PASS.
6. Participants will receive emails with your offers and will have the option to accept or reject them. Once the offers are accepted, you and your partners will be able to update project information such as:
    - Retrieve the participants' details from EYP and associate them to activities,
    - Complete participant and participation details,
    - Complete and update budget information,
    - Confirm the readiness of the data to be sent to the insurance company to enrol participants,
    - Follow up on participant reports,
    - Complete and submit the final report to the National Agency.

How to do this in the Erasmus+ and European Solidarity Corps platform?

First, sign in to the platform with your EU Login account.

Navigate to **My Projects** in the main menu to find the list of projects in which your organisation is involved, either as a beneficiary or as a partner organisation. You will only see those projects where you have been indicated as a legal representative or contact person with the email associated to your EU Login account. To modify project data you need to have editing permissions. If you require access to a project which is not in your list, please ask the primary contact person for the project to grant you the relevant permissions.

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

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

The actions types currently supported in the Erasmus+ and European Solidarity Corps platform for European Solidarity Corps programme are:

- **ESC51-VTJ – Volunteering Projects**
- **ESC30-SOL – Solidarity Projects**

Please take note of the action code referenced above. This will be used to indicate sections relevant for your project.

The following project information can be updated in the beneficiary project:

Organisations

For ESC51-VTJ

If the beneficiary organisation data needs to be updated, this must be done in the Organisation Registration system and changes communicated to your National Agency.

Partner organisations can be added to the project in the Erasmus+ and European Solidarity Corps platform only after the following steps are completed:

- The organisation has been awarded a valid Quality label.
- If any organisation information needs to be updated, this must be done in the Organisation Registration system. All changes have to be communicated to the National Agency.

Potential changes to the Quality Label must be communicated to - and are handled directly by - the National Agencies.

For ESC31-SOL

Only the beneficiary organisation (or the Organisation ID of the young person that took the role of legal representative in the case of groups of young people) is available in the online project.

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 the Organisation Registration system and changes have to be communicated to the National Agency.

Contacts

The legal person and primary contact of the beneficiary organisation are granted access to the project after the grant agreement is signed by both the beneficiary and the National Agency.

These contacts can add more contact persons and grant them view or edit rights to the projects.

Participants

For ESC51

Participants may be anyone involved in a European Solidarity Corps project. These persons are identified as either a Young Person or an Accompanying Person.

Before the young person's details can be retrieved from the European Solidarity Corps Portal into the project, the young person must have received and accepted an offer in PASS made by either the beneficiary or partner organisations having access to the European Solidarity Corps Portal.

For ESC30

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 project using their Participant Registration Number (PRN).

Activities (ESC51-VTJ only)

Two activity types can be recorded: **Individual volunteering** and **Volunteering teams**.

Each activity has a unique ID. Participants can be associated to one or more activities as per the applicable rules, using their Participant Registration Number (PRN) obtained when registering in the European Solidarity Corps Portal. The association between a participant and an activity is referred to as a **participation**.

It is recommended 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 identified and associated to the same activity in your project.

Participations (ESC51-VTJ only)

The association between a participant and an activity is referred to as a participation. The participation record outlines the costs, allowances, duration etc, for the participant's involvement in that activity.

To create a participation, select the desired activity in the **Activities** list and then use the dedicated button to add participants.

For participants in cross-border activities, participation details will be transferred to the insurance company for the enrolment of the participants, after you have confirmed they are complete.

Exceptional Costs (ESC30-SOL only)

Specify the exceptional costs incurred during the implementation of the project.

Fewer opportunities

If your project involves participants with fewer opportunities, you will have to provide an overview of the number of participants and the types of fewer opportunities they are facing.

Budget

For ESC51-VTJ

The budget screen in your project details the project costs, broken down by activity type. The reported budget by the beneficiary and the latest approved budget by the National Agency are also displayed in the **Budget** screen.

For ESC30

The budget screen in your project breaks down the budget by project costs, coach costs and exceptional costs. The reported budget by the beneficiary and the latest approved budget by the National Agency are also displayed in the **Budget** screen.