ESC MT+ Manage organisations

This page describes the management of participating organisations for European Solidarity Corps projects in Mobility Tool+.

The **Organisations** tab in Mobility Tool+ is where the project participating organisations are managed. The **Applicant organisation** is transferred automatically from the National Agency project management system once the project is created in Mobility Tool+. However, subsequent creation of participating or partner organisations must be done and maintained in Mobility Tool+ manually.

Organisations participating as partners in European Solidarity Corps projects need an **OID** (referred to as Organisation ID in the web application forms) in order to be added in Mobility Tool+. Only in ESC21 - Traineeships and Jobs projects it is possible to add organisations not having an OID.

As a general rule, participating organisations must be established in a participating or partner country as per the European Solidarity Corps Guide.
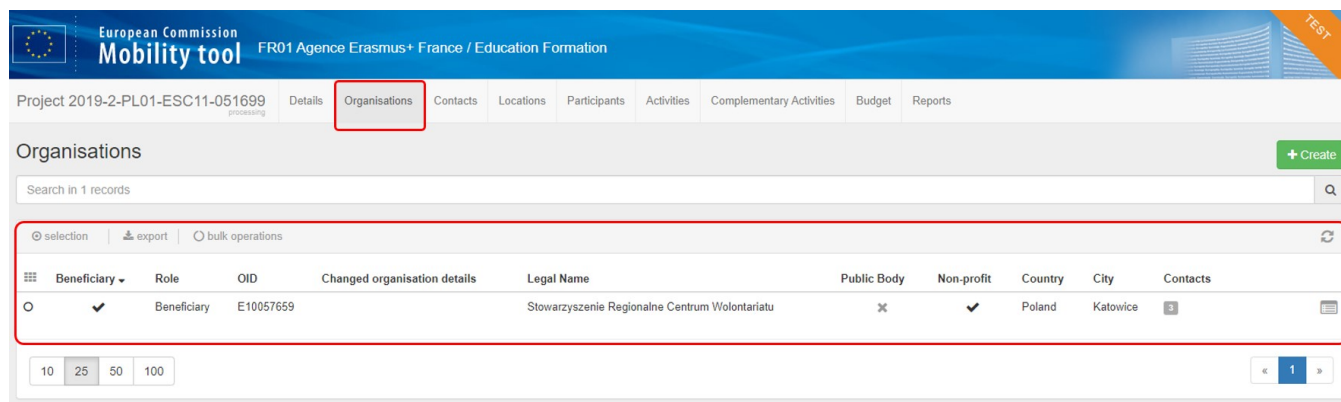
Relevant for...

Call Year	Programme	Action
2018 onward	European Solidarity Corps	ESC11 - Volunteering Projects
		ESC13 - Volunteering Partnerships Annual
		ESC21 - Traineeships and Jobs
		ESC31 - Solidarity Projects

1. The list of organisations

Open your project and click on the **Organisations** tab. The list of **Organisations** will appear.

General information on the list functionalities in Mobility Tool+ is available under MT+ List functionality.

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2. View organisation details

You can view all organisation details via the **View icon** next to it in the list of organisations.

The Organisation Details window appears. The following information is available:

- **Organisation Details** - displays general information on the organisation such as the organisation name
- **Address and contact Information** - displays general information on the organisation such as the address and telephone number
- **Accreditation** - displays all valid accreditations for the organisation
- **Quality Labels** - displays all valid quality labels for the organisation, including scope, role and validity
- **Quality Label activities** - displays activities already defined in the Quality Label application, if applicable
- **Locations** - displays additional locations defined in the Quality Label application, if applicable
- **Contacts** - brings you to the contacts page for this organisation in Mobility Tool+.

All information in this view is read-only and cannot be changed.

Organisation Details

OID

E10057659

Organisation ID

051699-ORG-00001

Number of employees below 250?

No

Legal Name

Stowarzyszenie Regionalne Centrum Wolontariatu

Business Name

RCW Katow

Full legal name

RCW Katow

National ID (if a

0000290674

Type of Organis

Non-gover

Public Body

Address and contact information

Legal Address

Warszawska 19

Country

Poland

City

Katowice

P.O. Box

Email

Website

www.slaski

Accreditations

Accreditation Number	Role/Status			Accreditation Start Date	Accreditation End Date
	Coordinating	Sending	Hosting		

Quality Labels

Accreditation Number	Scope of Quality Label			Role		Quality Label Start Date	Quality Label End Date
	Volunteering	Traineeship	Jobs	Supporting Organisation	Hosting Organisation		
2020-1-PL01-ESC52-065894	✔	✔	✔	✔	✔	2020-04-30	2020-12-31

Quality Label Activities

Activity ID	Activity Name	Activity Description
1	HFECtTElli	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia

Locations

This organisation has **2** locations. Go to Locations tab.

Contacts

This organisation has **3** contacts. Go to Contacts tab.

3. Partner organisations in the organisation list

Partner organisations for the project have to be created in Mobility Tool+, even if they were already indicated in the application form. This can be done via the **+Create** button, if the project is in Follow up or Processing status.

As a general rule, Partner organisations need to have an OID to be added to the project in Mobility Tool+. Partner organisations in Mobility Tool+ will be clearly marked as such in the list.

> ⚠️ **Take note**
>
> For **ESC21 - Traineeship and Job Projects** it is possible to add organisations with or without an OID.
>
> For **ESC31 - Solidarity Projects** no partner organisations can be added.

4. Editing Partner organisation details

It is possible to update organisation details for **Partner** organisations in Mobility Tool+ by clicking on the **edit** icon.

> ⚠️ **Take note**
>
> Organisation details for the beneficiary organisation cannot be updated in Mobility Tool+, no edit icon is available in the list. If changes in the beneficiary organisation details are required, they must be made in the Organisation Registration system.

1. When you click on the **Edit** icon, the **Organisation Details** window appears with certain editable fields. All greyed out fields cannot be changed.
2. Only information that is not registered in the Organisation Registration system can be changed. The editable fields are:
   - **OID** - is editable when the project status is **Follow-up** or **Processing**.
   - **Organisation ID** - can be changed but must be unique within the project.
   - **Number of employees below 250?** drop-down: If there was a change in the amount of employees within the organisation (below 250), this can be updated using the drop-down in the **Number of employees below 250?** field.
   - **Acronym** - Free text field.
   - **Department** - Free text field.
   - **Organisation Comments** - Free text field**.**
3. The fields displaying the information as registered in the Organisation Registration system are **greyed out** and cannot be changed in Mobility Tool+.
4. The **Check OID** button can be used to retrieve the latest information on the organisation as available in the Organisation Registration system.
5. The **Save** button becomes active if any changes were made for the organisation.

1 Organisation Details ✕

Nothing to save

2 OID

E10061963

4 Check OID

Organisation ID

051699-ORG-00004

Number of employees below 250?

No ▾

3 Legal Name

CENTRUM INICJATYW MLODZIEZOWYCH HORYZONTY

Business Name

YOUTH INITIATIVES CENTER HORIZONS

Full legal name (National L...

CENTRUM INICJATYV

National ID (if applicable)

300359230

Type of Organisation

Other

Public Body

Organisation Details ✕

5 Save

OID

E10061963

Check OID

Organisation ID

051699-ORG-00004

Number of employees below 250?

No ▾

Legal Name

CENTRUM INICJATYW MLODZIEZOWYCH HORYZONTY

Business Name

YOUTH INITIATIVES CENTER HORIZONS

Full legal name (National Language)

CENTRUM INICJATYW MLODZIEZOWYCH HORYZONTY

National ID (if applicable)   Acronym   Department

300359230

5. Deleting a participating organisation

To delete an organisation:

1. Click the delete or **bin** icon
2. Confirm the deletion

⚠️ **Take note**

The beneficiary organisation can never be removed.

Partner organisations can be removed. However if there are associations between activities and participants for this organisation because it was referenced as a supporting or host organisation, deletion is not possible until the affected associations are either removed or assigned to different participating organisations.

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6. Changed organisation details

If a project contains an organisation that requires an update, a warning icon is displayed in the **Changed organisation details** column if you have added this column to your list view. It indicates that organisation information has been updated in the National Agency project management system and/or in the Organisation Registration system, but not yet in Mobility Tool+.

For further details about how to handle such organisations, please see MT+ Update OID or confirm changed organisation details.

Related articles

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- ESC MT+ Add Participation
- ESC MT+ Budget
- ESC MT+ Complementary Activities
- ESC MT+ Force majeure guidance due to Coronavirus
- ESC MT+ How to manage contacts
- ESC MT+ Locations (ESC11/ESC13)
- ESC MT+ Manage organisations
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- ESC MT+ Project management overview
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- ESC Participant Reports Examples