ESC MT+ Activities

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This page explains how to add and update activities for European Solidarity Corps projects in Mobility Tool+

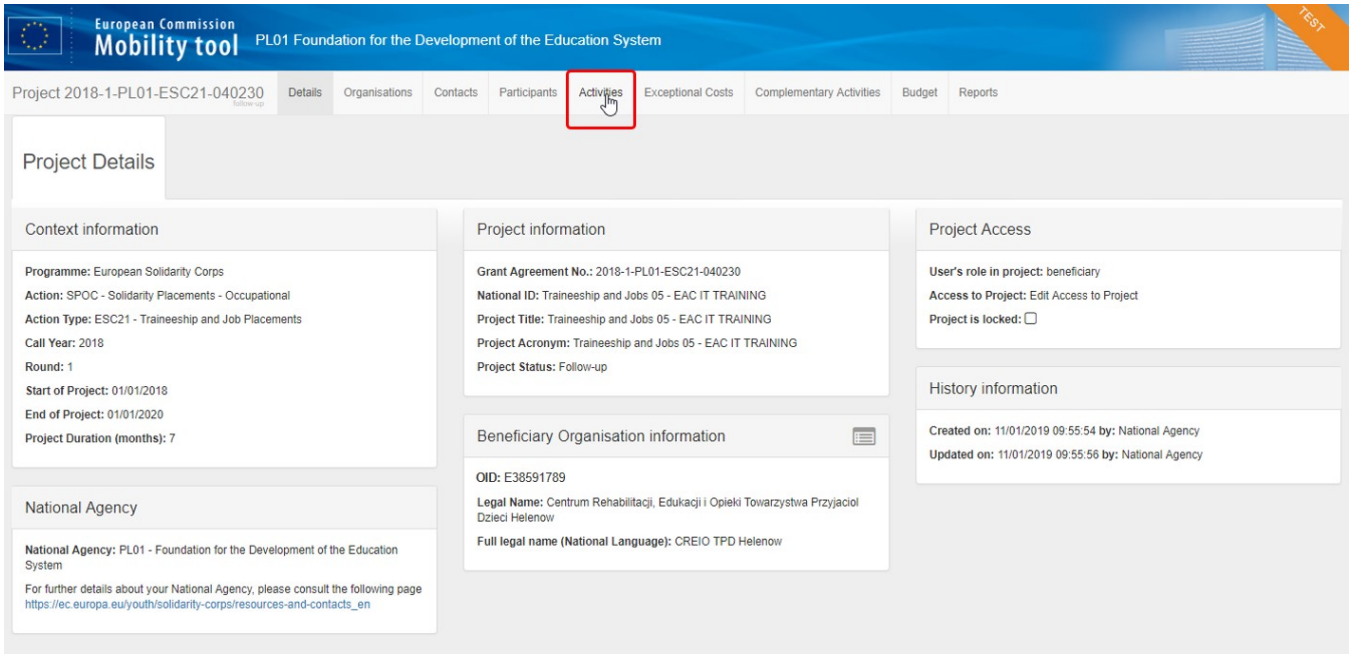
- Each action type in the European Solidarity Corps has a different set of predefined activities. An activity is a set of tasks performed within the same location, the same time frame and the same scope. A group of participants are associated to the activity with a unique activity ID. A one-to-one relationship of a participant to a group activity is referred to as a "Participation".
- The details of the activities awarded in the Grant Agreement will be present in Mobility Tool+. Details concerning the organisation and budget are blank and require to be entered. Additional activities can be listed.
- We recommend 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 associated to the same activity.

Relevant for...

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

1. Access the "Activities" tab

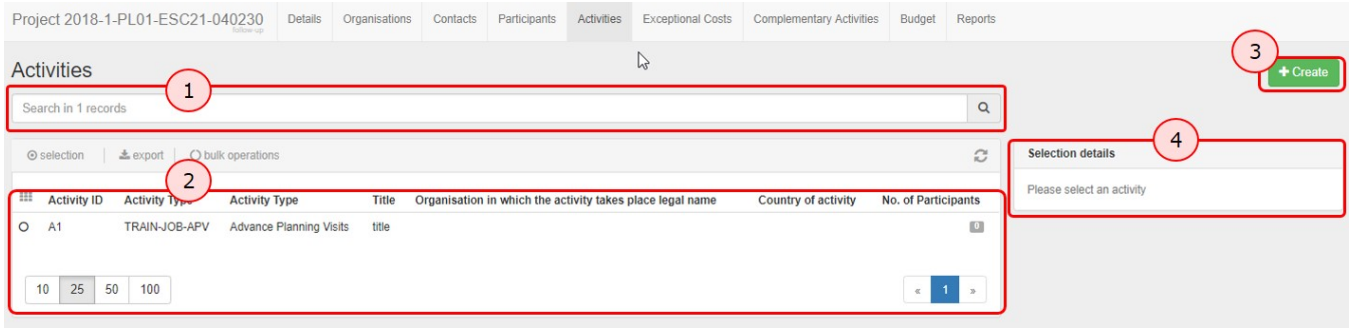
In your project, click the **Activities** tab.



2. The "Activities" screen

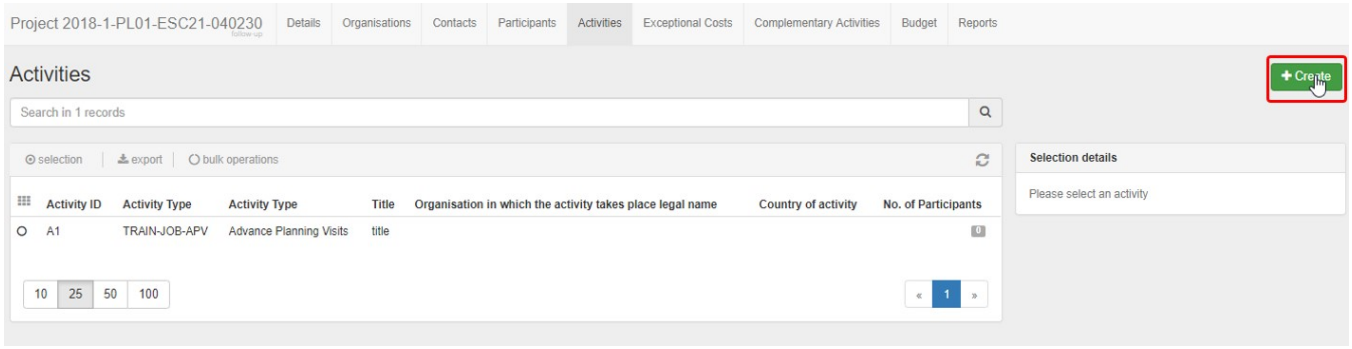
The **Activities** screen opens. The following are available:

1. **Search** bar: to search for a specific activity.
2. **List of activities**: displays the list of activities as defined in the Quality Label (if any) and the grant agreement or through an amendment and transferred from the National Agencies Project Management System to Mobility Tool+. Those activities can be updated in Mobility Tool+. Activities added manually will also display here.
3. **+Create button:** to add activities to the project.
4. **Selection Details** section: displays information for the selected activity.



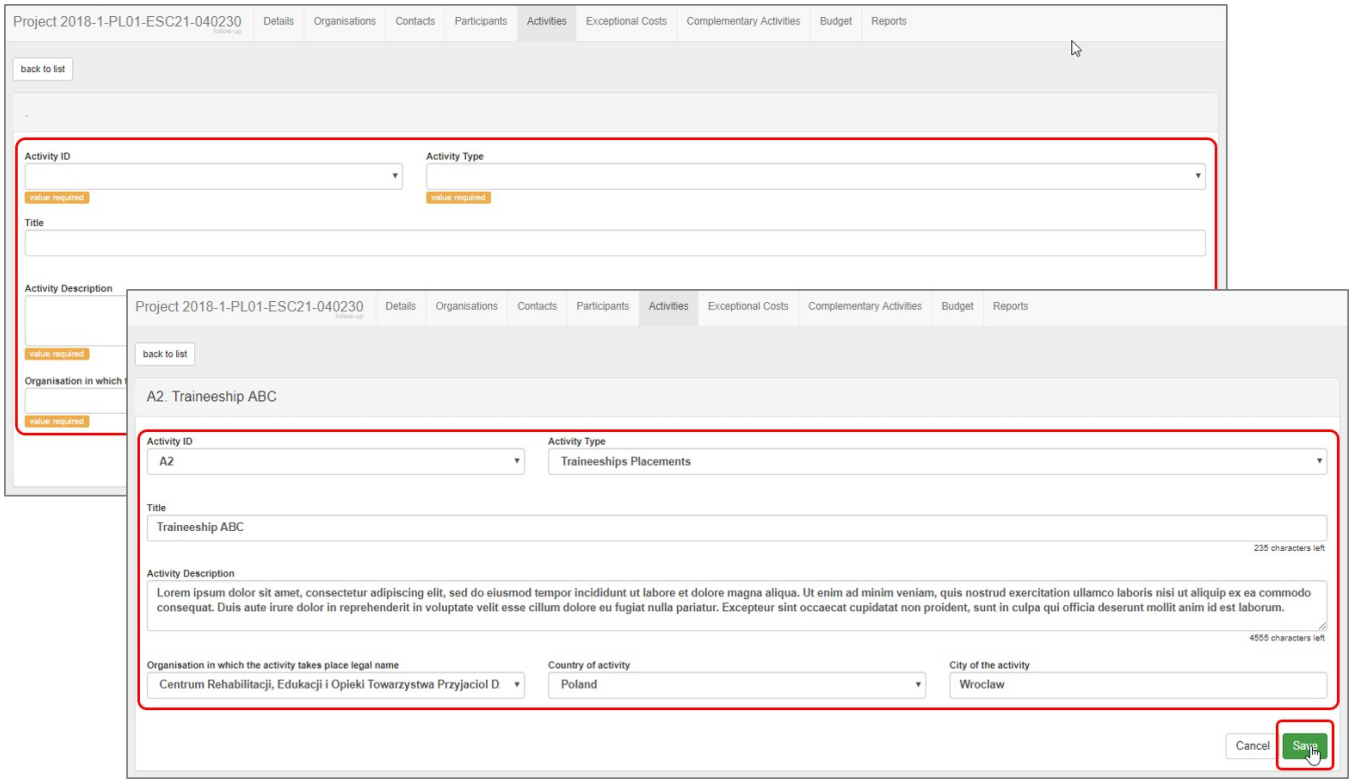
3. Click "+Create"

To add a new activity that was not defined in the Quality Label or the grant agreement, click the **+Create** button.

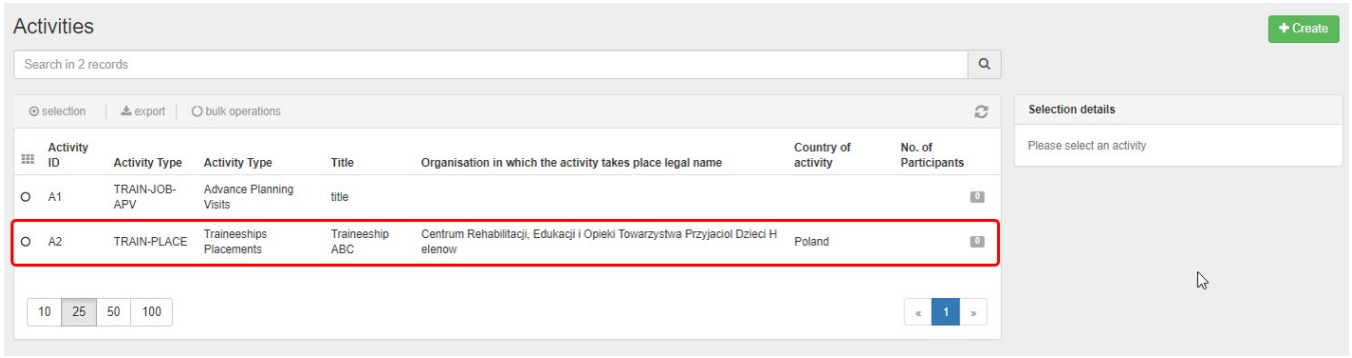


3.1. Enter the required information and save

In the activity details screen provide all the required information. Some fields may differ according to the key action of your project.



Once you have saved the data, the newly entered activity is displayed in the list of activities.



4. ESC11/ESC13 Specifics

For ESC11 and ESC13 projects you must also specify the **location of every activity.**

> ⚠ **Take note**
>
> This option is only available if the selected host organisation has a 2019 Quality Label with pre-defined locations. If the organisation does not have the 2019 Quality Label with pre-defined locations (for example organisation has 2018 Quality Label), the location option will not be available.

1. Select a host organisation from the **Host Organisation Legal Name** drop-down. All the locations declared in the 2019 Quality Label for that organisation are listed at the bottom of the screen.
2. Optionally, **filter by Quality Label Activities.** The locations that are not linked to an activity in the Quality Label will be shown when this filter is empty.
3. Choose at least one location for the current activity.
4. The selected locations are highlighted in green.
5. Click **Save**.

Project 2019-1-PL01-ESC11-050780
follow-up

Details | Organisations | Contacts | Locations | Participants | Activities

Complementary Activities | Budget | Reports

back to list

A2. IV Activity on inclusion

Activity ID

A2

Activity Type

Individual Volunteering

Title

IV Activity on inclusion

Activity Description

Description

4989 characters left

1

Host Organisation Legal Name

THINKTANK Sp. z o.o.

This organisation has 4 locations. **Please select all the relevant locations for this activity**.

2

Filter by Quality Label Activities

1	THINKTANK Sp. z o.o.	Warszawa, Poland	select
2	Poznan	Poznan, Poland	select
3	Katowice	Katowice, Poland	select
4	Shop	Lublin, Poland	select

3

At least one location must be selected.

Cancel | Save

Host Organisation Legal Name

THINKTANK Sp. z o.o.

This organisation has 4 locations. **Please select all the relevant locations for this activity**.

Filter by Quality Label Activities

Activity on inclusion

4

2	Poznan	Poznan, Poland	✔	unselect
3	Katowice	Katowice, Poland	✔	unselect
4	Shop	Lublin, Poland		select

This activity will have 2 locations.

5

Cancel Save

5. View, Update or Delete an activity

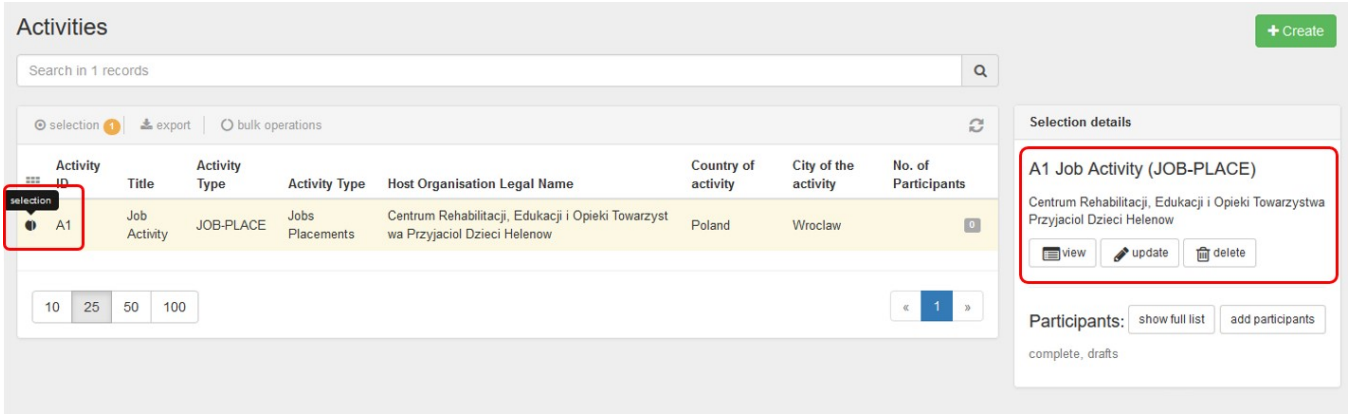
To view, update or delete an activity, select it from the list. The **Selection Details** section displays three options:

- **View:** opens the activity in read-only mode.
- **Update:** opens the activity screen in edit mode, allowing you to make changes. If the activity has participations, the **Activity Type** and the **Host Organisation Legal Name** cannot be modified.
- **Delete:** allows you to remove the activity from the list. Only activities without participations can be deleted.

Take note

Once a participation has been associated to a certain activity, the activity can no longer be deleted, nor can the activity type or host organisation be changed. Should you need co change any of these details, you must do the following:

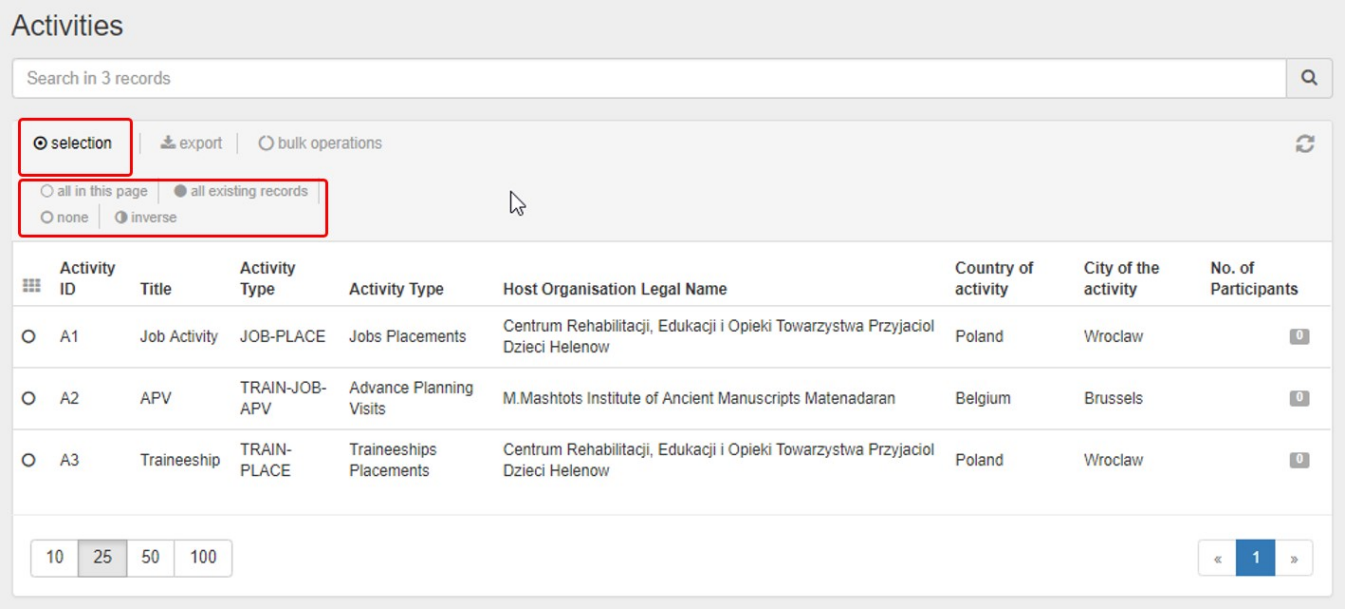
1. Remove all associated participations. The participants will not be deleted from the project, they will still be visible in the Participants list.
2. Depending on your circumstances:
    a. Update the desired field (Activity Type or Host Organisation Legal Name) or
    b. Delete the current activity and create a new one with the correct parameters.
3. Recreate the participations by adding the relevant participants one by one.



6. Additional functionalities

6.1. Selection option

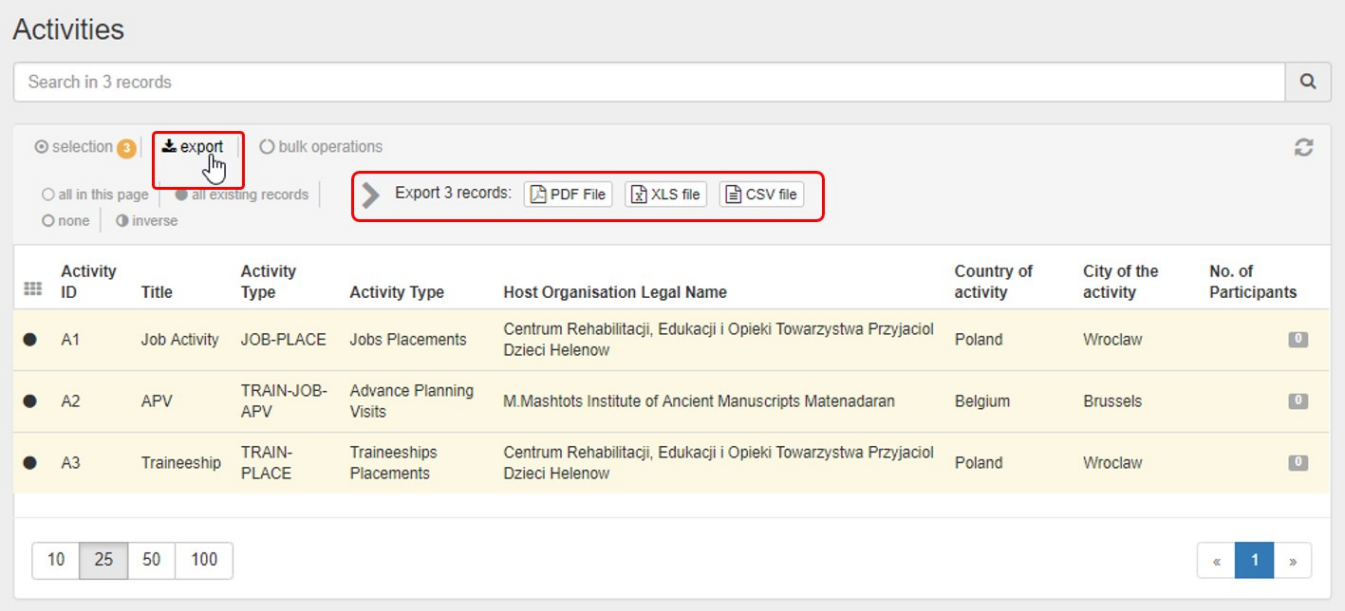
The **Selection** option allows you to select or deselect activities. Click the radio button to select from the following options: **all in this page**, **all existing records**, **none** or **inverse**.



6.2. Export the list of activities

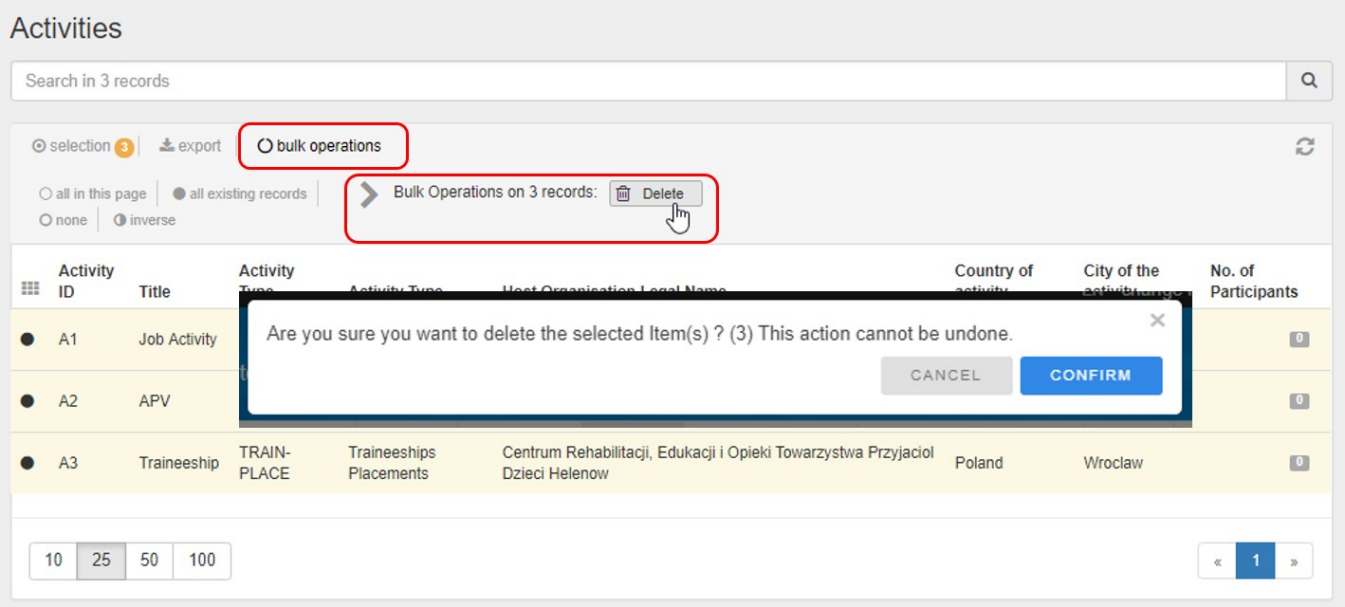
The **Export** button allows you to export selected activities to PDF, XLS or CSV files.

Select the desired export option and follow the screen instructions to save the file.



6.3. Bulk deletion of activities

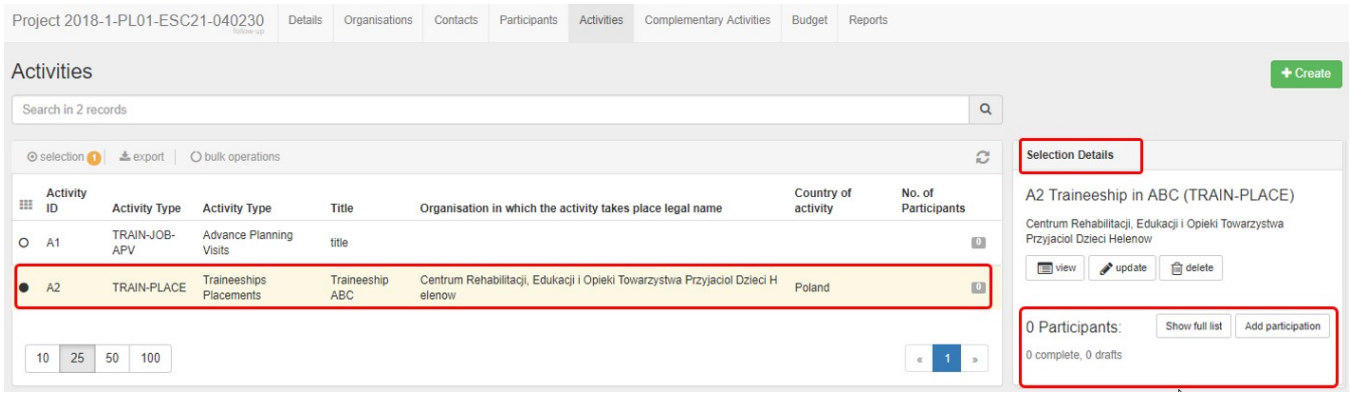
The **bulk operations** button allows you to **delete** (multiple) records at once**.**



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

7. Participants in activities

Upon selecting an activity in the list, the **Participants** options become available in the **Selection Details**. You have the options to **show full list** (of participants) and **Add participation**.



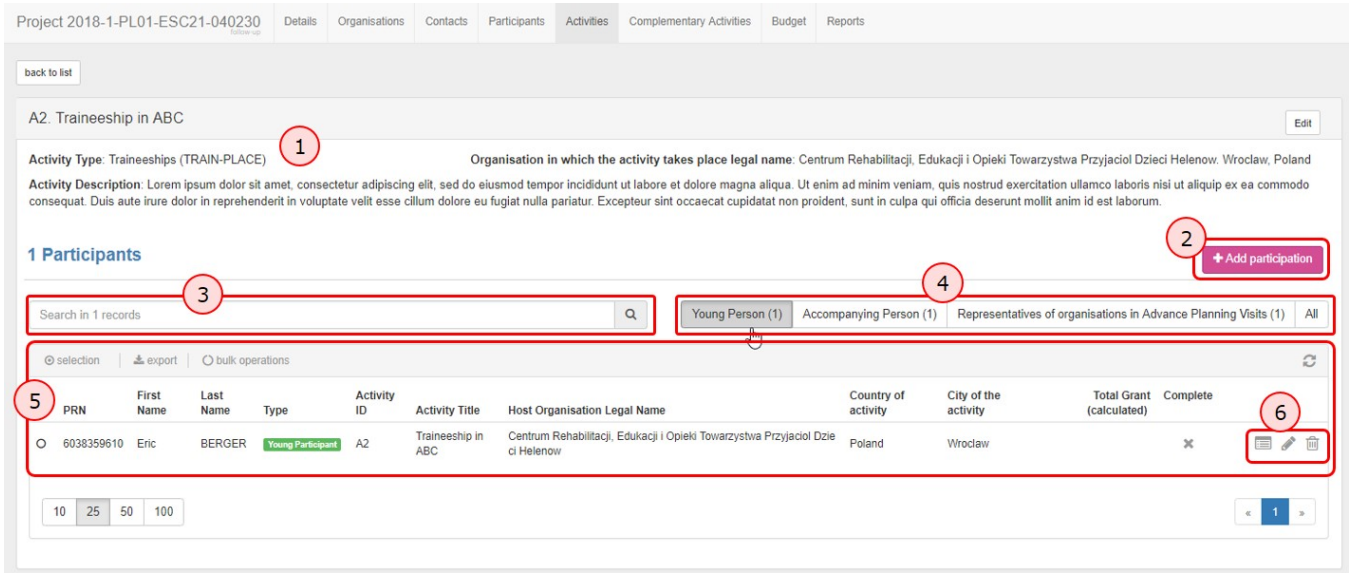
7.1. Show full list

Selecting **show full list** opens the list of participants associated to this activity. If there are no participants added to the selected activity, the list will be empty.

The following elements are available:

1. **Activity details**, providing the information for the specific activity.
2. **Add participation** button: to link participants to the activity.
3. **Search bar**: to search for any participant in the list.
4. **Filter**: click on the type of participant to filter the participant list.
5. **List of participants**: displays all participants currently associated with the activity. The Young Persons list is displayed by default.
6. Menu options to **view**, **edit** or **delete** a participation.

For further details about managing participations, please see ESC MT+ Add Participation.



8. 2020 COVID-19 affected activities

If some or all participations have been affected by COVID-19 measures, this should be indicated in the participation. Those participations that are flagged as Force Majeure, have a mention of Covid or corona in the **Force Majeure Explanations** field and have an end date within 2020 will automatically have the **COVID-19 affected** flag set. This flag is visible within the participation and from the list of participations for an activity.

1. Select **Yes** from the **Force Majeure?** field.
2. Add an explanatory comment including the word "covid" or "corona".
3. Set the end date of the participation within 2020.
4. Note that the **Covid-19 affected** flag is checked as conditions 1-3 are fulfilled. Save the participation and return to the participation list for the activity.
5. In the **Covid-19 affected** column a check mark is displayed for the participation.

For additional information and guidance on **Force Majeure due to COVID-19**, please see **ESC MT+ Force majeure guidance due to Coronavirus.**

Related Articles

- ESC MT+ Activities
- 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
- ESC MT+ Manage participant reports
- ESC MT+ Menu and Navigation
- ESC MT+ Notifications
- ESC MT+ Participants
- ESC MT+ Project management overview
- ESC MT+ Submit final report
- ESC Participant Reports Examples