

ESC MT+ Locations (ESC11/ESC13)

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This page explains the basic concepts regarding the **list of locations** in Mobility Tool+.

The list of **locations** is populated with all locations of all **organisations** added to the project, which have a Quality Label for hosting volunteering activities, as of call year 2019.

When applying for the Quality Label for hosting volunteering activities, applicants can define activities in the application. In the case of **ESC11 - Volunteering Projects** and **ESC13 - Volunteering Partnerships Annual**, these predefined activities will also be visible in Mobility Tool+, after the organisations are added to the project.

If a new activity is added in Mobility Tool+, then any host organisation and location may be chosen.

One or more host locations are specified for each [activity](#). If only one location is specified for each activity then the participation will also default to that location. If more than one location are specified for that activity then any of the activities locations may be chosen from a drop-down list.

Relevant for...

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

1. Accessing the list of locations

There are two ways to access the list of locations for a specific organisation:

1. Via the **Locations** tab or
2. Via the **Organisation Details** for a specific organisation.

Click the **Locations** tab in your project to access the list of locations.

The screenshot shows the 'European Commission Mobility tool' interface for a project titled 'Project 2019-1-PL01-ESC11-050772'. The top navigation bar includes tabs for Details, Organisations, Contacts, **Locations** (highlighted with a red box), Participants, Activities, Complementary Activities, Budget, and Reports. The main content area is divided into three columns: Project Details, Project information, and Project Access. The Project Details column contains Context information (Programme: European Solidarity Corps, Action: SPV - Volunteering, Action Type: ESC11 - Volunteering Projects, Call Year: 2019, Round: 1, Start of Project: 01/01/2019, End of Project: 31/12/2019, Project Duration (months): 12) and National Agency information (National Agency: PL01 - Foundation for the Development of the Education System, For further details about your National Agency, please consult the following page: https://ec.europa.eu/youth/solidarity-corps/resources-and-contacts_en). The Project information column contains Grant Agreement No.: 2019-1-PL01-ESC11-050772, National ID: EAC IT TRAINING, Project Title: Volunteering Project 01 - EAC IT TRAINING, Project Acronym: EAC IT TRAINING, and Project Status: Follow-up. The Project Access column contains User's role in project: beneficiary, Access to Project: Edit Access to Project, and Project is locked: ☐. The History information section shows Created on: 10/04/2019 08:20:50 by: National Agency and Updated on: 02/05/2019 09:38:41 by: UNKNOWN UNKNOWN.

From the **Organisation Details** window of a specific organisation (in the **Organisations** tab), scroll down and click the **Go to Locations tab** link.

The screenshot shows the 'Organisations' tab in the Mobility tool. The top navigation bar includes tabs for Details, **Organisations**, Contacts, Locations, Participants, Activities, Complementary Activities, Budget, and Reports. The main content area displays a list of organisations. The 'Organisation Details' window is open, showing the following information: OID: E10038193, Organisation ID: 050772-ORG-00003, Number of employees below 250? No, Legal Name: Fundacja U, Business Name: Foundation, Full legal name: Fundacja U, National ID (if any): 0000463960, Type of Organisation: Other. The 'Quality Labels' section shows a table with columns: Accreditation Number, Scope of Quality Label, Role, Quality Label Start Date, and Quality Label End Date. The 'Quality Label Activities' section shows a table with columns: Activity ID, Activity Name, and Activity Description. The 'Locations' section at the bottom of the window shows: 'This organisation has 1 locations. [Go to Locations tab](#)' (highlighted with a red box). The 'Contacts' section shows: 'This organisation has 1 contacts. [Go to Contacts tab](#)'.

2. The list of locations

In the **Locations** tab use the drop-down list of organisations participating in the project to access the list of locations for an organisation.

Select one organisation from the drop-down.

Project 2019-1-PL01-ESC11-050772
follow-up

DetailsOrganisationsContactsLocationsParticipantsActivitiesComplementary ActivitiesBudgetReports

Locations

Please select an Organisation

Organisation

Selection Details

Please select a Location

Project 2019-1-PL01-ESC11-050772
follow-up

DetailsOrganisationsContactsLocationsParticipantsActivitiesComplementary ActivitiesBudgetReports

Locations

Please select an Organisation

Organisation

Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci Helenów

Fundacja Rozwoju Miedzykulturowego EBU

Fundacja Ukraina

Zabky

Selection Details

Please select a Location

All locations declared in the Quality Label for an organisation as of Call 2019 are displayed.

Project 2019-1-PL01-ESC11-050772
follow-up

DetailsOrganisationsContactsLocationsParticipantsActivitiesComplementary ActivitiesBudgetReports

Locations

Organisation

Fundacja Rozwoju Miedzykulturowego EBU

Search in 2 records

Q

selection

	Location Name	Location Country	Location City
O	Fundacja Rozwoju Miedzykulturowego EBU	Poland	Minsk Mazowiecki
O	Laboratorium Wolontariatu i Inicjatyw Młodzieżowych EBU LAB	Poland	Mińsk Mazowiecki

102550100

«1»

Selection Details

Please select a Location

3. Location Details

When you select a specific location, the **Selection Details** window displays the following information:

- **Basic information** on the location (organisation name, city, country)
- **Contacts** (if available)
- **Quality Label Activities**, as declared in the Quality Label (if available) as of call year 2019.

Project 2019-1-PL01-ESC11-050772 follow-up | Details | Organisations | Contacts | **Locations** | Participants | Activities | Complementary Activities | Budget | Reports

Locations

Organisation
Fundacja Rozwoju Miedzykulturowego EBU

Search in 2 records

selection 1

	Location Name	Location Country	Location City
<input checked="" type="radio"/>	Fundacja Rozwoju Miedzykulturowego EBU	Poland	Minsk Mazowiecki
<input type="radio"/>	Laboratorium Wolontariatu i Inicjatyw Młodzieżowych EBU LAB	Poland	Mińsk Mazowiecki

10 25 50 100

« 1 »

Selection Details

Fundacja Rozwoju Miedzykulturowego EBU
Minsk Mazowiecki, Poland

Contacts

[add contact](#)

No record found

Quality Label Activities

Animation with children

Community animation

Youth work

Social projects

3.1. Adding and removing a location contact

To add a contact person for a specific location:

1. Click the **add contact** button.
2. The **Available Contacts** list will be displayed. Select the desired contact.
3. The added contact is now displayed under **Selection Details > Contacts** for the specific location.

Note: If the **Available Contacts** list is empty, go to the **Contacts** tab and add the location contacts to the project. Then, you will be able to select the desired contact for each location.

Project 2019-1-PL01-ESC11-050772 follow-up Details Organisations Contacts **Locations** Participants Activities Complementary Activities Budget Reports

AVAILABLE CONTACTS

Search in 4 records

Organisation OID	Organisation Legal Name	Contact First Name	Contact Last Name	Department	Position	Email	Telephone 1	Beneficiary	Legal Representative	Preferred Contact	Access to Project	
E10060866	Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci Helenów	Jan	Nowak	Legal	Manager	test@test.pl	+48123456789	✓	✓	✗	✓	select
E10060866	Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci Helenów	Anna	Kowalska	L&D	Manager	EAC-TRAINING-18@ec.europa.eu	+48987654321	✓	✗	✓	✗	select
E10188536	Fundacja Rozwoju Miedzykulturowego EBU	Magdalena	Szarek	L&D	Manager	test@testmail.pl	+48123456789	✗	✗	✓	✓	select
E10038193	Fundacja Ukraina	Maciej	Kowalski	L&D	Assistant Manager	testmail@test.pl	+48123456789	✗	✗	✓	✓	select

10 25 50 100

Selection Details

Fundacja Rozwoju Miedzykulturowego EBU

Minsk Mazowiecki, Poland

Contacts

No record found

Quality Label Activities

- Animation with children
- Community animation
- Youth work
- Social projects

1 [add contact](#)

2 [select](#)

Project 2019-1-PL01-ESC11-050772 follow-up Details Organisations Contacts **Locations** Participants Activities Complementary Activities Budget Reports

Locations

Organisation

Fundacja Rozwoju Miedzykulturowego EBU

Search in 2 records

selection 0

Location Name	Location Country	Location City
Fundacja Rozwoju Miedzykulturowego EBU	Poland	Minsk Mazowiecki
Laboratorium Wolontariatu i Inicjatyw Młodzieżowych EBU LAB	Poland	Minsk Mazowiecki

10 25 50 100

Selection Details

Fundacja Rozwoju Miedzykulturowego EBU

Minsk Mazowiecki, Poland

Contacts

Mrs Magdalena Szarek

Quality Label Activities

- Animation with children
- Community animation
- Youth work
- Social projects

3 [add contact](#)

[delete](#)

To remove a contact from location click the **Delete** icon. No confirmation is required, the contact person is removed immediately.

Locations

Organisation

Fundacja Rozwoju Miedzykulturowego EBU

Search in 2 records

selection 1

Location Name	Location Country	Location City
Fundacja Rozwoju Miedzykulturowego EBU	Poland	Minsk Mazowiecki
Laboratorium Wolontariatu i Inicjatyw Młodzieżowych EBU LAB	Poland	Minsk Mazowiecki

10 25 50 100

Selection Details

Fundacja Rozwoju Miedzykulturowego EBU

Minsk Mazowiecki, Poland

Contacts

Mrs Magdalena Szarek

Quality Label Activities

- Animation with children
- Community animation
- Youth work
- Social projects

[add contact](#)

[delete](#)

Related Articles

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- [ESC MT+ Budget](#)
- [ESC MT+ Complementary Activities](#)
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