

# 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

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## 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 project 'Project 2019-1-PL01-ESC11-050772'. The 'Locations' tab is highlighted in the top navigation bar. The main content area is divided into three columns: 'Context information', 'Project information', and 'Project Access'. The 'Context information' column includes details about the programme (European Solidarity Corps), action (SPV - Volunteering), and project duration (12 months). The 'Project information' column includes the grant agreement number, national ID, project title, acronym, and status. The 'Project Access' column includes the user's role (beneficiary) and access to the project. The 'History information' section at the bottom right shows the creation and update dates of the project.

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 'Organisation Details' window for the organisation 'Fundacja U'. The 'Locations' tab is selected, and the 'Go to Locations tab' link is highlighted. The window displays the organisation's details, including its name, legal name, business name, and full legal name. It also shows a table of 'Quality Labels' and a table of 'Quality Label Activities'. The 'Locations' section at the bottom indicates that the organisation has 1 location and provides a link to 'Go to Locations tab'.

Accreditation Number	Scope of Quality Label	Role	Quality Label Start Date	Quality Label End Date
2019-1-PL01-ESC11-050772	Volunteering	Supporting Organisation	2019-01-07	2020-12-31

Activity ID	Activity Name	Activity Description
1	Organizacja Speaking Clubów	Organizacja Speaking Clubów
2	Pomoc w punkcie informacyjnym InfoCUKR	Pomoc w punkcie informacyjnym InfoCUKR
3	Organizacja i współorganizacja wydarzeń	Organizacja i współorganizacja wydarzeń
4	Analiza danych	Analiza danych
5	Organizacja warsztatów dla dzieci, młodzieży i dorosłych	Organizacja warsztatów dla dzieci, młodzieży i dorosłych
6	Administracja i zarządzanie	Administracja i zarządzanie
7	Pomoc w dziale promocji	Pomoc w dziale promocji

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	✓	✓	✗	✓	<a href="#">select</a>
E10060866	Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci Helenów	Anna	Kowalska	L&D	Manager	EAC-TRAINING-18@ec.europa.eu	+48987654321	✓	✗	✓	✗	<a href="#">select</a>
E10188536	Fundacja Rozwoju Miedzykulturowego EBU	Magdalena	Szarek	L&D	Manager	test@testmail.pl	+48123456789	✗	✗	✓	✓	<a href="#">select</a>
E10038193	Fundacja Ukraina	Maciej	Kowalski	L&D	Assistant Manager	testmail@test.pl	+48123456789	✗	✗	✓	✓	<a href="#">select</a>

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](#)

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

- [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](#)
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- [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](#)