MT+ KA2 Transnational Project Meetings

This page explains how to add the details for a new **Transnational Project Meeting**. Transnational project meetings are events organised by one of the project's participating organisations with the purpose of project implementation and coordination.

The screen functionality allows you to list the transnational project meetings, with the number of participants per meeting and its associated costs.
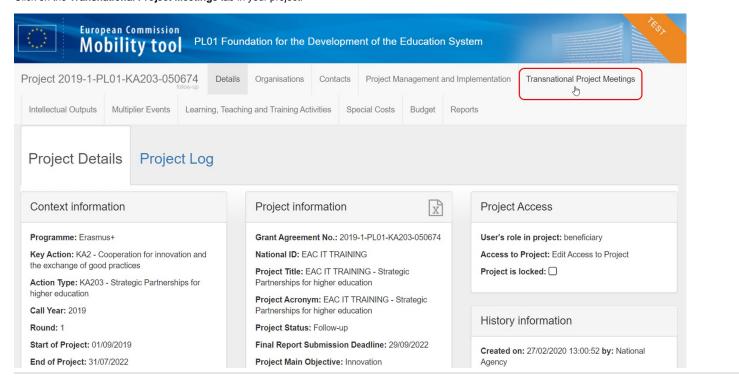
Relevant for...

Call Year	Key Action	Action
All	KA2 - Cooperation for innovation and the exchange of good practices	All

Steps

1. Access the "Transnational Project Meetings" tab

Click on the **Transnational Project Meetings** tab in your project.

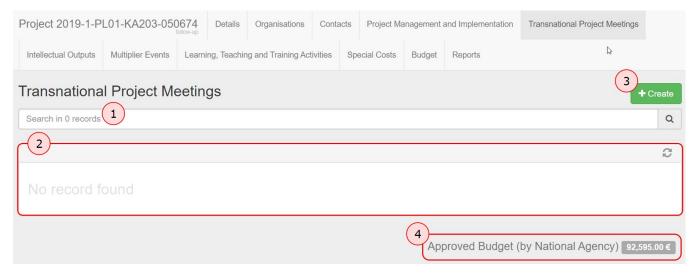## 2. The "Transnational Project Meetings" screen

The list of **Transnational Project Meetings** is displayed.

When the project is created in Mobility Tool+, the **Transnational Project Meetings** entered into the National Agency's Project Management System do not appear in this list and will not be updated. You have to add those meetings long with the number of attendees and total cost.

The following elements are available in the Transnational Project Meetings screen:

1. **Search** bar: to search for a specific meeting.
2. **List of Transnational Project Meetings**: displays the list of Transnational Project Meetings, once the events are added manually.
3. **+Create button:** to add Transnational Project Meetings to the project.
4. **Approved budget (by National Agency)**: displays the granted amount to be consulted at any time.

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

3. Click the "+Create" button

To create a new **Transnational Project Meeting** indicating its specific objectives within the more general purpose of project coordination and implementation, click on the **+Create** button.

4. Fill in the meeting details

Complete the details as applicable for the Transnational Project Meeting. All mandatory fields are marked with the orange **value required** label.

The **Start/End dates** for a meeting must always be within the project duration as specified in the project **Details** tab and displayed as **Project Duration** timeline in this screen. By default, when creating a new Transnational Project Meeting, the start/end date of the meeting are set to the project start/end dates. Adjust the **Start/End dates** of the meeting if necessary.

To save the data, click the **Save** button.

5. Create the event "Participants"

5.1. Click the "+Create" button

To create the **Participants** for the meeting and to calculate the related travel costs, click on the **+Create** button in the newly displayed **Participants** section.

5.2. Fill in the required details and save

Complete the details in the **Participant Form**. All mandatory fields are marked with the orange **value required** label.

The fields **Sending Country** and **Sending City** are automatically filled in, based on the sending organisation selected in the meeting details. These can be adjusted, and a comment explaining the difference is needed.

> ⓘ
>
> The **sending organisation** cannot be the same as the receiving organisation selected in the meeting details. An exception is made if the receiving organisation does send their own participants and pays for their travel expenses, if the travel distance is at least 100 km (>= 100 km).
>
> In **School-to-School** projects the sending organisation can only be the beneficiary organisation; no other organisations participating in the project will be available in the drop-down list.

Select the **Distance Band**. To calculate the travel distance, click on the Link to distance calculator. The **Grant per participant** and **Total (Calculated)** fields will be updated automatically.

Click on the **Save** button once all information is provided.

Note: For information on the **Force Majeure** check box, please see **below**.

The Transnational Project Meeting details screen opens. The **Participants list** now displays the information you provided for the organisation.

Follow the instructions above to add more participants, if required.

5.3. Edit or Delete Participants

Click on the **Edit** icon to modify information for a group of participants.

To delete, click on the **Delete** icon and confirm the deletion.

Participants

Search in 3 records

selection | export | bulk operations

	Number of Participants	Sending Organisation	Sending Country	Sending City	Distance Band	Grant per participant	(Calculated)	
○	3	INSTYTUT ZYWNOSCI I ZYWIENIIA	Poland	WARSAW	100 - 1999 km	575	1.725,00 €	Edit
○	3	IMT Atlantique Bretagne Pays de la Loire	France	Nantes	100 - 1999 km	575	1.725,00 €	
○	2	Uczelnia Techniczno-Handlowa im. Heleny Chodkowskiej	Poland	Poznan	100 - 1999 km	575	1.150,00 €	
Total							**4.600,00 €**	

+ Create

Edit

Participants

Search in 3 records

selection | export | bulk operations

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○	3	IMT Atlantique Bretagne Pays de la Loire	France	Nantes	100 - 1999 km	575	1.725,00 €	
○	2	Uczelnia Techniczno-Handlowa im. Heleny Chodkowskiej	Poland	Poznan	100 - 1999 km	575	1.150,00 €	
Total							**4.600,00 €**	

+ Create

Delete

6. Click on "Back to list"

Click on **Back to list** to return to the list of Transnational Project Meetings. The newly added meeting is now displayed.

Follow the instructions above to add more Transnational Project Meetings, if required.

7. Edit or Delete a Transnational Project Meeting

Click on the **Edit** icon to modify information for a Transnational Project Meeting.

To delete a Transnational Project Meeting from the project, click on the **Delete** icon and confirm the deletion.

Transnational Project Meetings

+ Create

Search in 4 records 🔍

⊙ selection | ⬇ export | ○ bulk operations

Edit ✏️

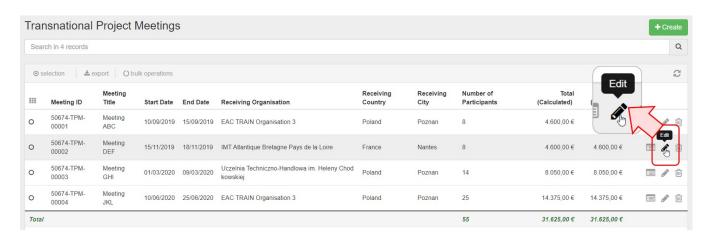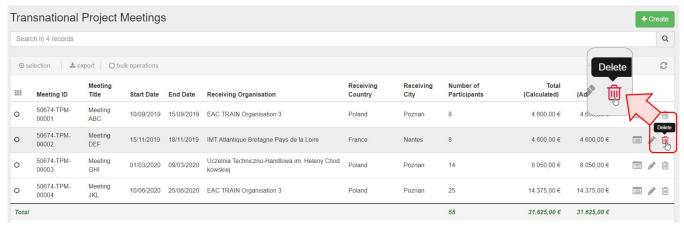|	Meeting ID	Meeting Title	Start Date	End Date	Receiving Organisation	Receiving Country	Receiving City	Number of Participants	Total (Calculated)	
○	50674-TPM-00001	Meeting ABC	10/09/2019	15/09/2019	EAC TRAIN Organisation 3	Poland	Poznan	8	4.600,00 €	
○	50674-TPM-00002	Meeting DEF	15/11/2019	18/11/2019	IMT Atlantique Bretagne Pays de la Loire	France	Nantes	8	4.600,00 €	4.600,00 € ✏️ 🗑
○	50674-TPM-00003	Meeting GHI	01/03/2020	09/03/2020	Uczelnia Techniczno-Handlowa im. Heleny Chodkowskiej	Poland	Poznan	14	8.050,00 €	8.050,00 €
○	50674-TPM-00004	Meeting JKL	10/06/2020	25/06/2020	EAC TRAIN Organisation 3	Poland	Poznan	25	14.375,00 €	14.375,00 €
Total								**55**	**31.625,00 €**	**31.625,00 €**

Transnational Project Meetings

+ Create

Search in 4 records 🔍

⊙ selection | ⬇ export | ○ bulk operations

Delete 🗑

	Meeting ID	Meeting Title	Start Date	End Date	Receiving Organisation	Receiving Country	Receiving City	Number of Participants	Total (Calculated)	(Ad
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Total								**55**	**31.625,00 €**	**31.625,00 €**

8. Force Majeure

If the **Force Majeure** box is checked the **Total (Calculated)** becomes editable and the comment field **Force Majeure Explanations** becomes available and must be completed. The justifications for indicating the activity as Force Majeure must be added here. Click on the **Save** button to save any changes.
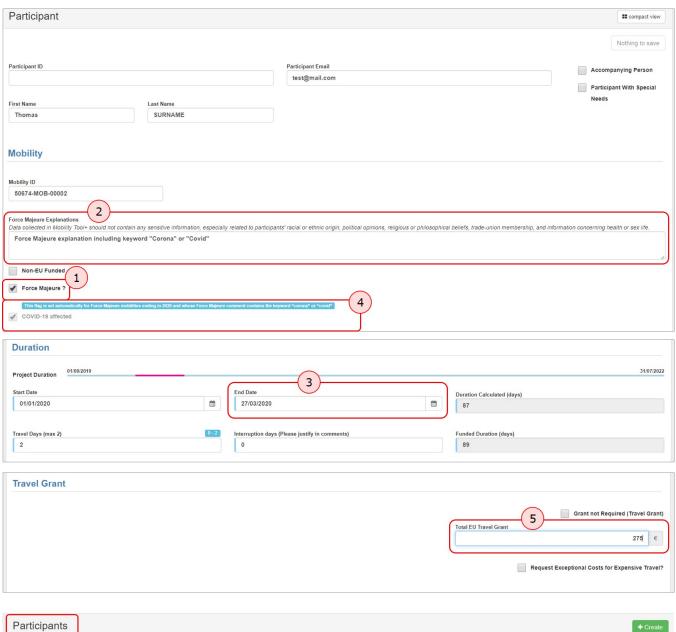

Meeting

Meeting ID: 50674-TPM-00001   **Meeting Title:** Meeting ABC   **Start Date:** 10/09/2019   **End Date:** 15/09/2019
Receiving Organisation: EAC TRAIN Organisation 3   **Receiving Country:** Poland   **Receiving City:** Poznan
If a different receiving country or city is indicated, please provide the reason for this difference: xxx

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Participant Form

Number of Participants
> 3

Sending Organisation
> INSTYTUT ZYWNOSCI I ZYWIENIIA   ▾

Sending Country
> Poland   ▾

Sending City
> WARSAW

Distance Band Link to distance calculator
> 100 - 1999 km   ▾

Grant per participant
> 575

Total (Calculated)
> 1725

Grant Not Required
> ☐

Force Majeure ?
> ☑

This flag is set automatically for Force Majeure mobilities ending in 2020 and whose Force Majeure comment contains the keyword "corona" or "covid"

> ☐ COVID-19 affected

Force Majeure Explanations
Data collected in Mobility Tool+ should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life.
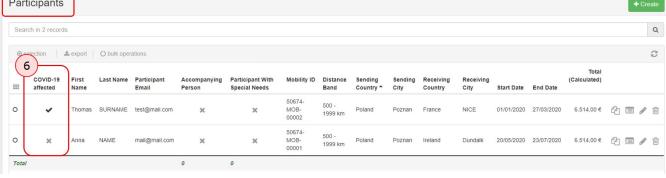
> [ ]

value required

9. "COVID-19 affected" flag

Transnational Project Meetings having an **end date within 2020**, the **Force Majeure flag checked** in the participant form, and for which the provided **Force Majeure Explanations** contain keywords such as "corona" or "covid" will automatically have the "COVID-19 affected" flag set. To indicate a participant as **COVID-19 affected:**

1. The **end date** of the Transnational Project Meeting has to be in 2020 (to be specified in the Meeting Details).
2. Tick the **Force Majeure?** check box in the participant form.
3. Add an explanatory comment including the word "covid" or "corona".
4. Note that the **Covid-19 affected** flag is checked automatically as conditions 1-3 are fulfilled.
5. In the list of participants for the Transnational Project Meeting the column **Covid-19 affected** will display a check. See MT+ Menu and Navigation > Add /Remove Columns option for instructions on how to add the column to the list view.

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

Related articles

- MT+ Force majeure guidance due to Coronavirus
- MT+ How to manage organisations for KA2 projects
- MT+ KA1 and KA2 Project Log
- MT+ KA2 Budget
- MT+ KA2 Force Majeure
- MT+ KA2 How to complete and submit the final beneficiary report
- MT+ KA2 Intellectual Outputs
- MT+ KA2 Learning, Teaching and Training Activities
- MT+ KA2 Multiplier Events
- MT+ KA2 Overview of virtual and blended activities
- MT+ KA2 Project Management and Implementation
- MT+ KA2 Special Costs
- MT+ KA2 Transnational Project Meetings
- MT+ KA2 Travel Grant - 2017 (LTT Activities)
- MT+ KA2 Validated and checked versions