

# MT+ KA2 Transnational Project Meetings

- [1. Access the "Transnational Project Meetings" tab](#)
- [2. The "Transnational Project Meetings" screen](#)
- [3. Click the "+Create" button](#)
- [4. Fill in the meeting details](#)
- [5. Create the event "Participants"](#)
- [6. Click on "Back to list"](#)
- [7. Edit or Delete a Transnational Project Meeting](#)
- [8. Force Majeure](#)
- [9. "COVID-19 affected" flag](#)

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

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# Steps

## 1. Access the "Transnational Project Meetings" tab

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

The screenshot shows the 'European Commission Mobility tool' interface. The top navigation bar includes the European Commission logo, the text 'PL01 Foundation for the Development of the Education System', and a 'TEST' badge. Below this, a project identifier 'Project 2019-1-PL01-KA203-050674' is followed by a series of tabs: 'Details', 'Organisations', 'Contacts', 'Project Management and Implementation', and 'Transnational Project Meetings' (which is highlighted with a red box and a mouse cursor). Below the tabs, there are sub-tabs: 'Intellectual Outputs', 'Multiplier Events', 'Learning, Teaching and Training Activities', 'Special Costs', 'Budget', and 'Reports'. The main content area is divided into two sections: 'Project Details' and 'Project Log'. The 'Project Details' section contains three panels: 'Context information' (listing Programme: Erasmus+, Key Action: KA2, Action Type: KA203, Call Year: 2019, Round: 1, Start of Project: 01/09/2019, End of Project: 31/07/2022), 'Project information' (listing Grant Agreement No., National ID, Project Title, Project Acronym, Project Status, Final Report Submission Deadline, and Project Main Objective), and 'Project Access' (listing User's role in project, Access to Project, and Project is locked). The 'Project Log' section contains a 'History information' panel listing Created on, by, and Agency.

## 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](#).

The screenshot shows the 'Transnational Project Meetings' screen. The top navigation bar is the same as the previous screenshot, but the 'Transnational Project Meetings' tab is now active. Below the tabs, there is a search bar with the text 'Search in 0 records' and a magnifying glass icon. Below the search bar, there is a large empty box with the text 'No record found'. At the bottom of the screen, there is a section titled 'Approved Budget (by National Agency)' with a value of '92,595.00 €'. The screen is annotated with red circles and numbers: 1 points to the search bar, 2 points to the 'No record found' box, 3 points to the '+ Create' button, and 4 points to the 'Approved Budget' section.

### 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.

Transnational Project Meetings

+ Create

Search in 0 records

No record found

Approved Budget (by National Agency)

92,595.00 €

### 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.

back to list

Transnational Project Meetings

Meeting ID

50674-TPM-00001

Meeting Title

value required

Description of the meeting: please include information on the purpose of the meeting, main agenda items, the outcome and the participants involved. In case there is special circumstance (such as a difference between what was planned and what was implemented, or a difference between the location of the hosting organisation and the venue of the meeting), please provide appropriate explanation and justification.

value required

Project Duration

01/09/2019

31/07/2022

Start Date

01/09/2019

Receiving Organisation

value required

If a different receiving country

back to list

Transnational Project Meetings

Meeting ID

50674-TPM-00001

Meeting Title

Meeting ABC

Description of the meeting: please include information on the purpose of the meeting, main agenda items, the outcome and the participants involved. In case there is special circumstance (such as a difference between what was planned and what was implemented, or a difference between the location of the hosting organisation and the venue of the meeting), please provide appropriate explanation and justification.

description of Transnational Project Meeting here....

4947 characters left

Project Duration

01/09/2019

31/07/2022

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

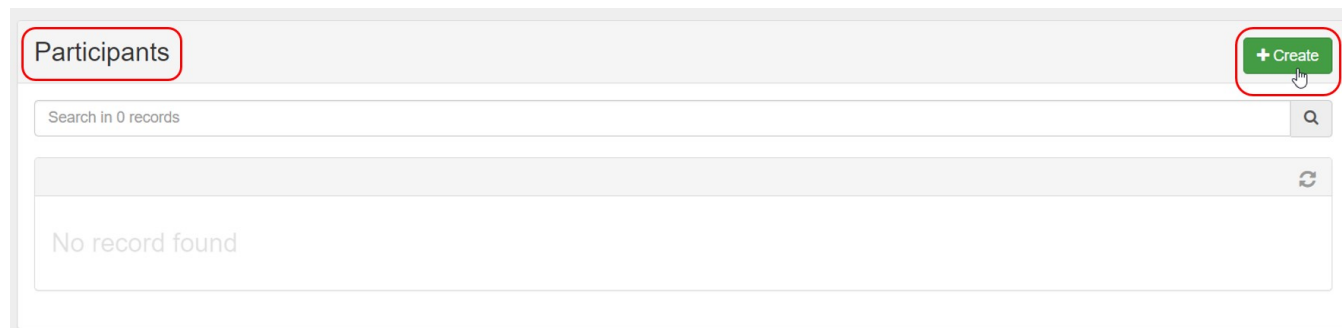
Cancel

Save

## 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 ( $\geq 100$  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](#).

[back to list](#) Transnational Project Meetings

### Meeting

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

### Participant Form

Number of Participants  value required      Sending Organisation  value required  
 Sending Country  value required      Sending City   
 Distance Band [Link to distance calculator](#)   
 Total (Calculated)   
 Force Majeure ? ☐  
 If a different sending country or city is indicated, please provide the reason for this difference:

Grant per participant   
 Grant Not Required ☐

Cancel

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.

Participants

Search in 1 records

☒ selection   
    
 ☐ bulk operations

	Number of Participants	Sending Organisation	Sending Country	Sending City	Distance Band	Grant per participant	Total (Calculated)	
<input type="radio"/>	3	IMT Atlantique Bretagne Pays de la Loire	France	Nantes	100 - 1999 km	575	1.725,00 €	<input type="button" value="edit"/> <input type="button" value="delete"/>
<b>Total</b>							<b>1.725,00 €</b>	

10 25 50 100
 « 1 »

### 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

+ Create

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 ZYWIENIA	Poland	WARSAW	100 - 1999 km	575	1.725,00 €	
	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 €	

Edit

Edit

Participants

+ Create

Search in 3 records

selection export bulk operations

	Number of Participants	Sending Organisation	Sending Country	Sending City	Distance Band	Grant per participant	Total (Calculated)	
	3	INSTYTUT ZYWNOSCI I ZYWIENIA	Poland	WARSAW	100 - 1999 km	575	1.725,00 €	
	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 €	

Delete

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.

back to list

Transnational Project Meetings

Edit

Meeting ID

50674-TPM-00001

Meeting Title

Meeting ABC

Description of the meeting: please include information on the purpose of the meeting, main agenda items, the outcome and the participants involved. In case there is special circumstance (such as a difference between what was planned and what was implemented, or a difference between the location of the hosting organisation and the venue of the meeting), please provide appropriate explanation and justification.

description of Transnational Project Meeting here....

Project Duration

01/09/2019

31/07/2022

Start Date

10/09/2019

End Date

15/09/2019

Transnational Project Meetings

+ Create

Search in 1 records

Q

selection

export

bulk operations

refresh

	Meeting ID	Meeting Title	Start Date	End Date	Receiving Organisation	Receiving Country	Receiving City	Number of Participants	Total (Calculated)	Total (Adjusted)	
	50674-TPM-00001	Meeting ABC	10/09/2019	15/09/2019	EAC TRAIN Organisation 3	Poland	Poznan	8	4.600,00 €	4.600,00 €	
Total								8	4.600,00 €	4.600,00 €	

10

25

50

100

< 1 >

Approved Budget (by National Agency)

92.595.00 €

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

Q

selection

export

bulk operations

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 €

Edit

Transnational Project Meetings

+ Create

Search in 4 records

Q

selection

export

bulk operations

Meeting ID

Meeting Title

Start Date

End Date

Receiving Organisation

Receiving Country

Receiving City

Number of Participants

Total (Calculated)

(Ad

50674-TPM-00001

Meeting ABC

10/09/2019

15/09/2019

EAC TRAIN Organisation 3

Poland

Poznan

8

4 600,00 €

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 €

Delete



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

Participant Form

Number of Participants

3

Sending Organisation

INSTYTUT ZYWNOSCI I ZYWIENIA

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

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**:

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

[illegible]

## 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](#)