Activities in KA1 Youth mobility projects

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The illustrations in the provided Wiki pages are for consultation purpose only and may not always reflect the latest implementation.

This page explains how to add, edit and delete **activities** for KA1 youth mobility projects in Beneficiary module, using a **Mobility of youth workers (KA153-YOU)**, **call 2023** project as an example.

An activity is a set of tasks performed within the same location, the same time frame and the same scope. Each activity recorded in the project has a unique activity ID.

Participants are associated with an activity through mobility activities recorded in the project. You must therefore add activities to your project before adding mobility activities, as you will need to associate each mobility activity to an activity. For a quick overview of Activities in Beneficiary module, please view the eLearning video.

Important

For specific conditions regarding Ukraine, see the page **Project handling specifics related to the Russian aggression on Ukraine**.

This page is relevant for:

- **Erasmus+, Call 2021 onward**
  - KA151-YOU - Mobility of young people for accredited organisations
  - KA152-YOU - Mobility of young people
  - KA153-YOU - Mobility of youth workers
  - KA154-YOU - Youth participation activities
- **Erasmus+, Call 2022 onward**
  - KA155 DiscoverEU Inclusion

Prerequisites

- Only the contact person with edit rights in the project is able to perform the actions below
- A grant agreement has been signed for the project, and it is available in Beneficiary module
- To update the project it must have the status **Project Ongoing**
- Add all participating organisations to your project before adding the activities

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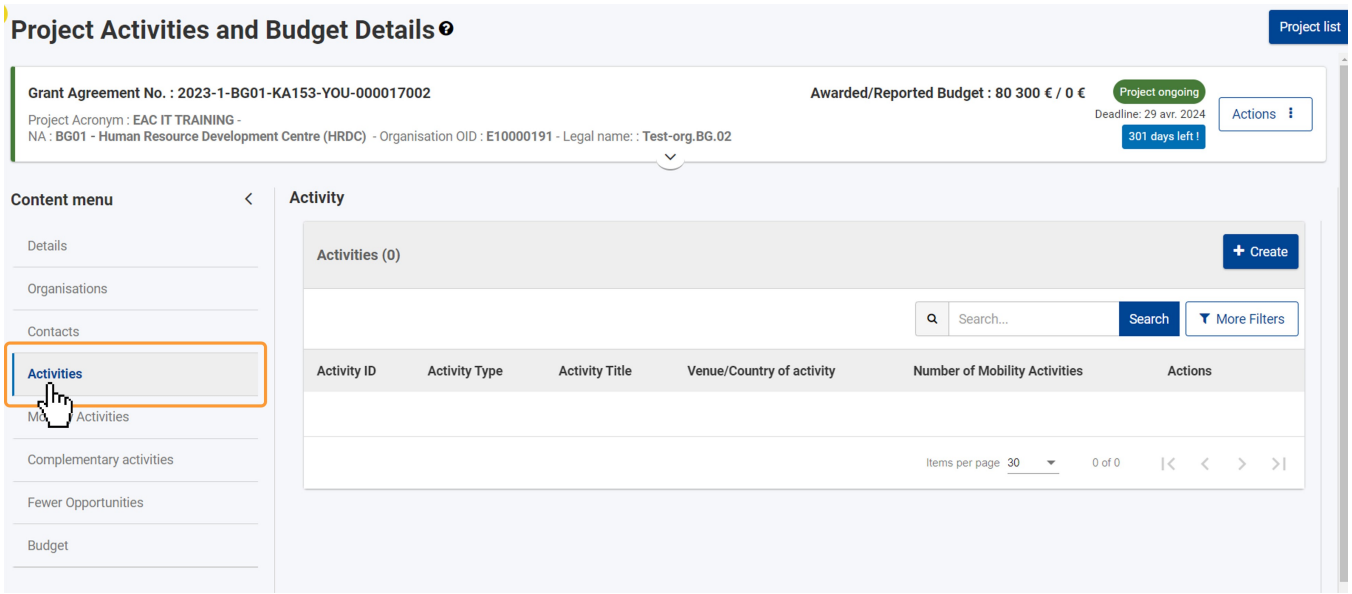
Detailed Steps

1. Add an activity

1.1. Access "Activities" in the Content menu

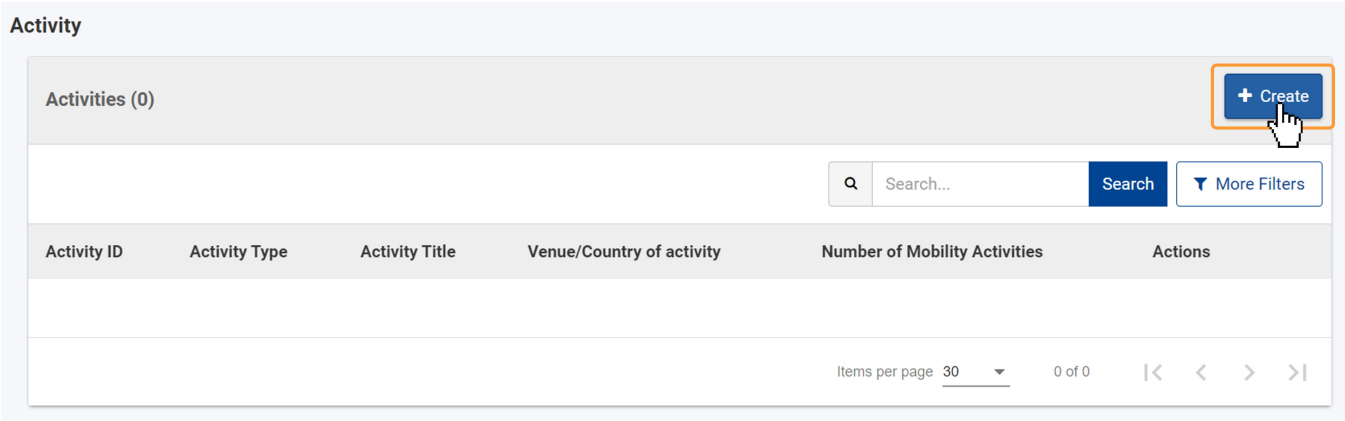
In your project, click on **Activities** in the Content menu. The **List of Activities** is displayed. All the activities that you add will be shown here. Initially, the list is empty.

See the page List functionality in projects for additional information on the list functionalities, such as Search, Filters and the Bulk Actions.



1.2. Click on "Create"

Click on the **Create** button in the top right corner of the list to open the **Add an activity** screen.



1.3. Fill in the activity details

In the **Activity** screen, fill in the fields as required. All fields are mandatory and are marked with a red asterisk (*), displaying Value missing below each field to complete.

> The fields to complete may differ, depending on the key action and/or call year of your project and/or Activity Type selected when adding the activity.

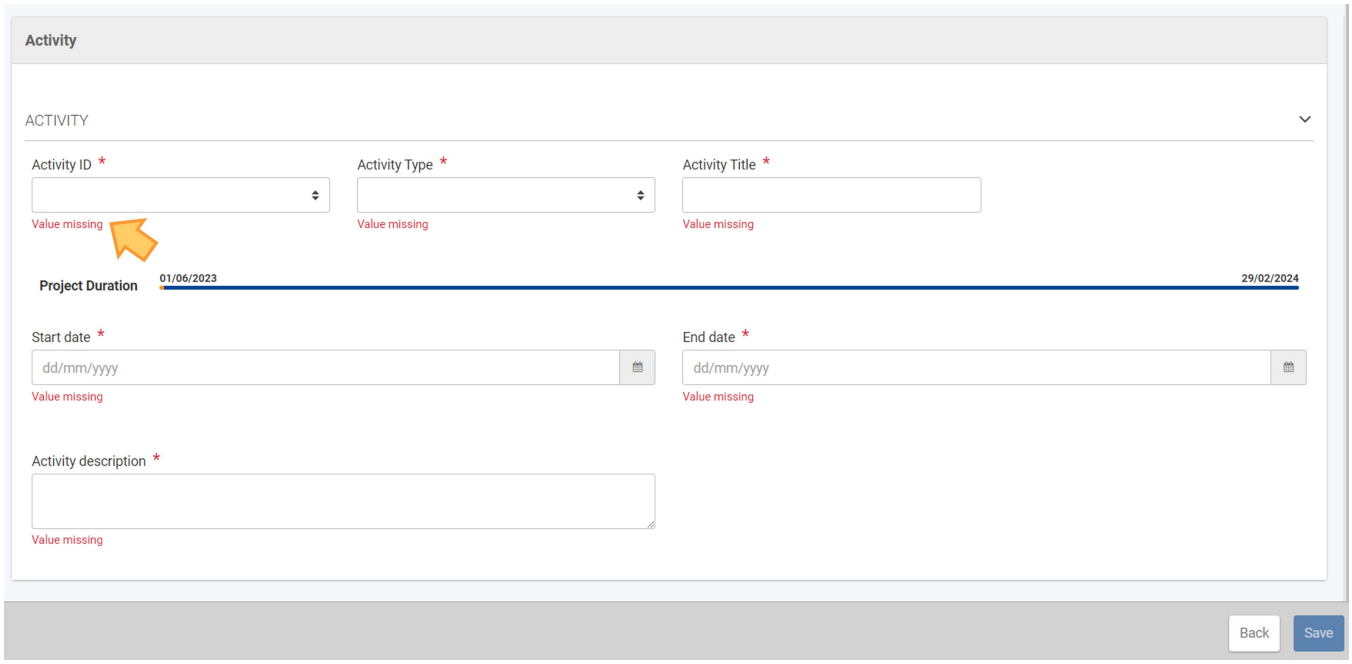
Take note of the following:

1. Click on the **Activity ID** drop-down list and select an ID from the list of unassigned Activity IDs. The activity ID must be unique for the activity in the project.
2. Click on the **Activity Type** drop-down list and select the relevant activity type for which you want to fill in the details. The Activity Types available depend on the key action of your project. For some action types you can add multiple activities of the same activity type.

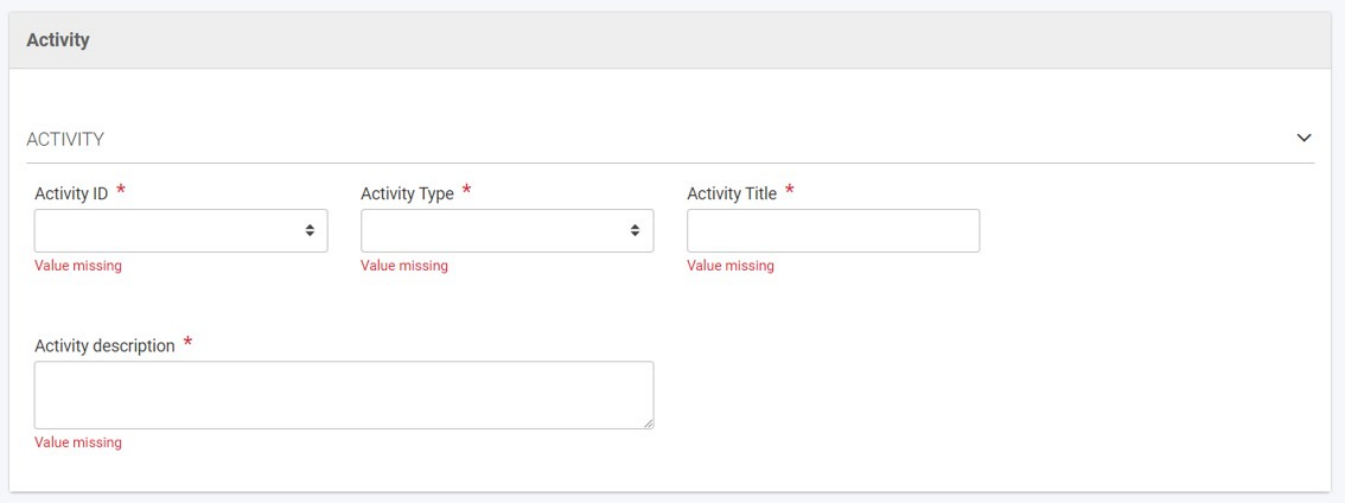
   > You can only add an activity of type Preparatory Visit, where available, once you have added and detailed the associated activity.

3. Tick the **Itinerant** check box if the activity is itinerant in accordance with the Erasmus+ Programme Guide. See the page Mobility activities in KA1 youth mobility projects for details on how this impacts mobility grants.
4. For KA152-YOU and KA153-YOU projects, if you have selected the activity type **Preparatory visit**:
   - You must select the **Venue of the activity** from the list of countries of the project organisations.
   - You must also select the activity the preparatory visit relates to, from the **Related to the activity** drop-down list.
5. For call 2023 projects you must provide the **Start date** and **End date** of the activity, using the available date pickers. The dates must be within the **Project Duration**, displayed as a timeline above the fields to complete.

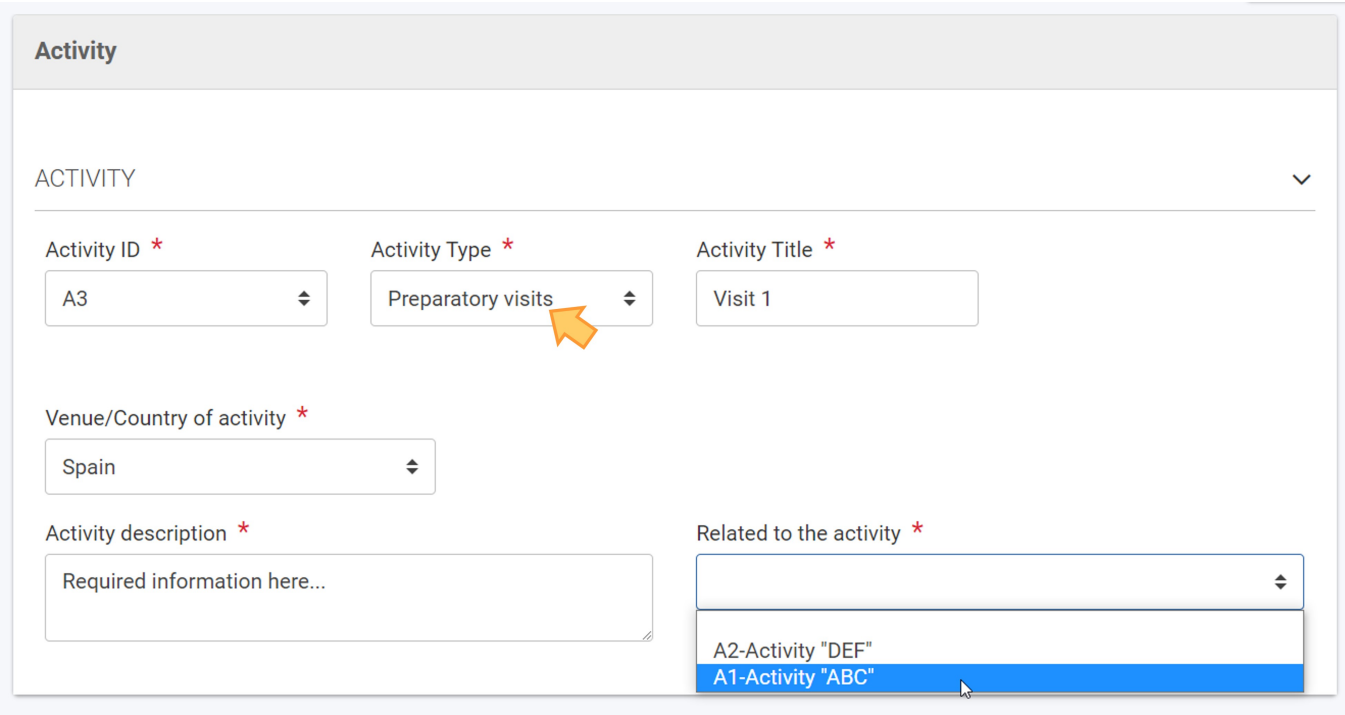
Here is an example of the **Activity** screen in a KA153, call 2023 project.



Here is an example of the Activity screen in a KA154, call 2022 project.

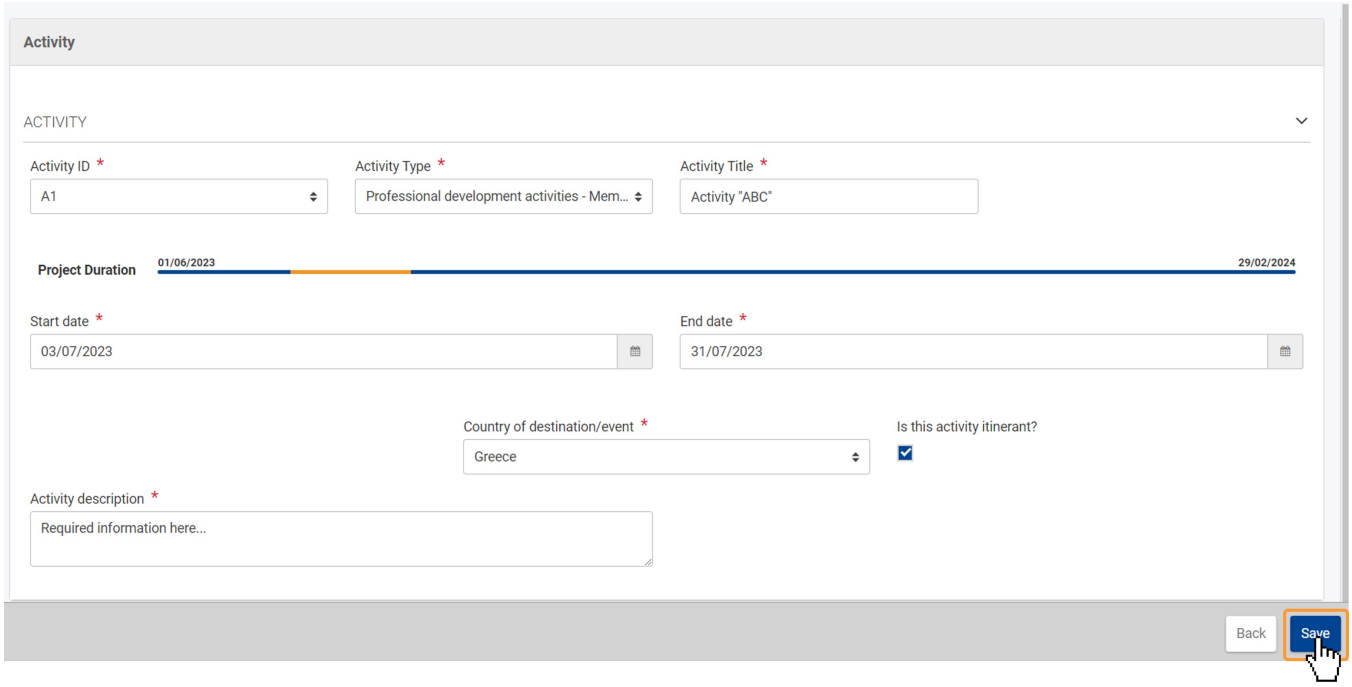


Here is an example of adding an activity of type **Preparatory visits** in a KA152, call 2022 project, where the fields **Venue/Country of activity** and **Related to the activity** become available and must be completed.



1.4. Click "Save"

Once you have filled in all the mandatory information, the **Save** button in the bottom right corner of the screen becomes active. Click the **Save** button to save the activity details for your project.



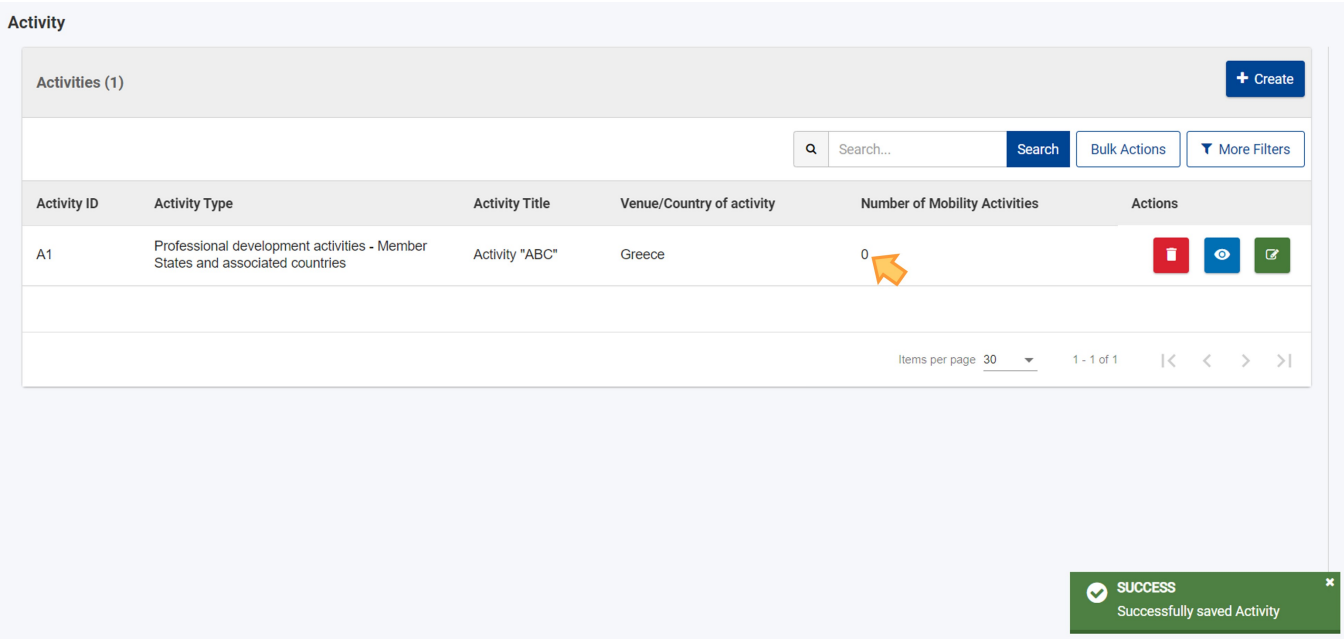
1.5. Activity added

A success message is displayed, and you are redirected to the list of Activities, where the newly added activity is now displayed. Once items are added to the list, the following icons become available under the **Actions** column:

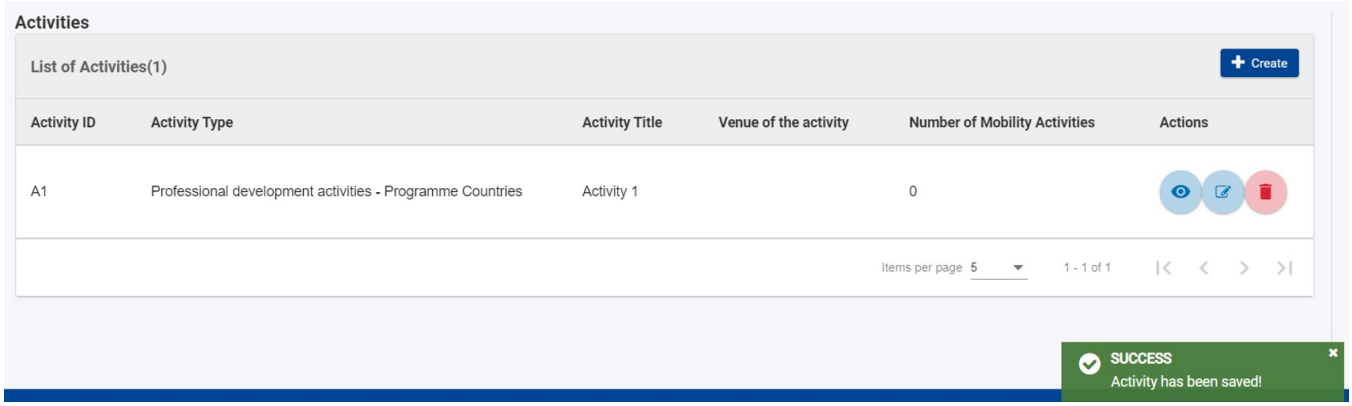
1. **Delete** - click on this icon for the desired item and follow the onscreen instructions to delete it.
2. **View** - click on this icon to open the details of the selected item in read-only mode. All fields are greyed out and you will not be able to change any details.
3. **Edit** - open the details of the selected item in edit mode. Make the desired changes, then click on the **Save** button at the bottom of the screen to save the updated information.

See the page List functionality in projects for additional information on the list functionalities, such as Search, Filters and the Bulk Actions.

At this point you can start adding mobility activities and associate them with each of the activities in this list. As you do so, the **Number of Mobility Activities** associated with each activity will be shown here.

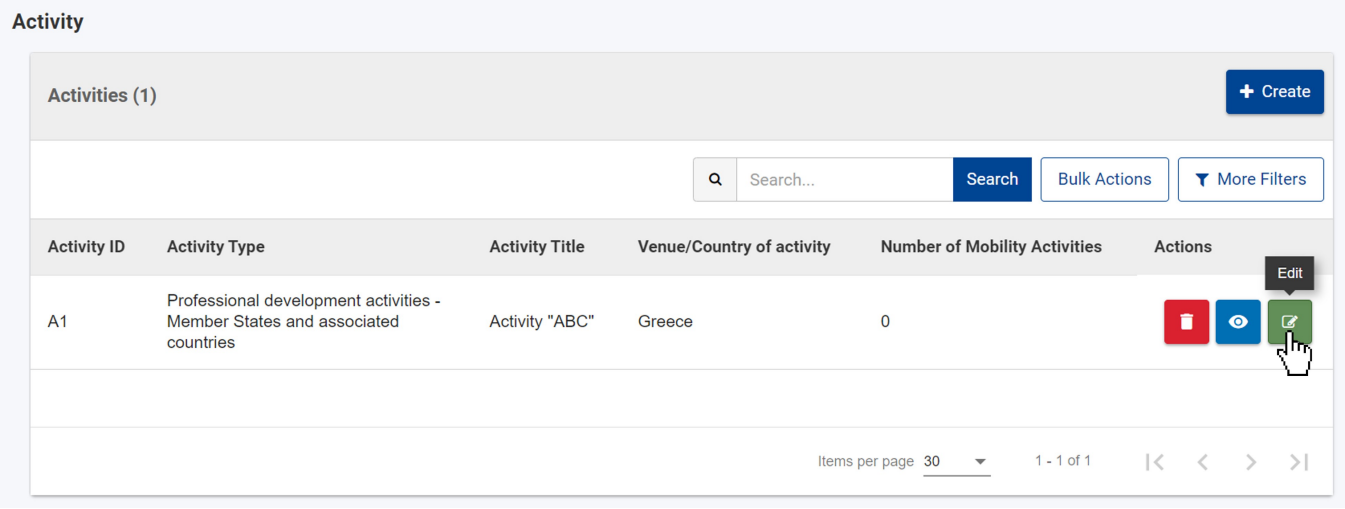


The list of activities may have a different layout once activities are added, depending on the call year of your project. See the page List functionality in projects for additional information on the list functionalities, such as Search, Filters and the Bulk Actions.



2. Edit an activity

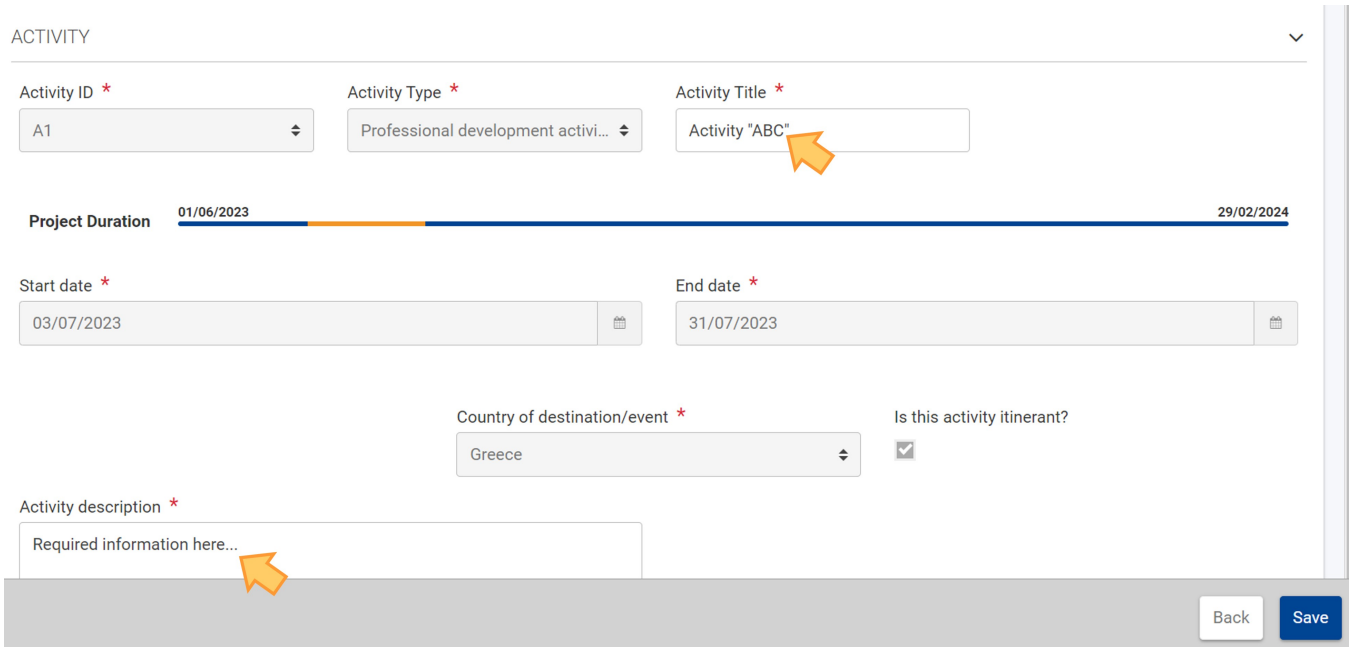
Click on the **Edit** icon to open the details of the selected activity in edit mode.



Make the desired changes in the activity details, as per your needs. Then click on the **Save** button at the bottom of the screen to save the updated information. If you use the **Back** button, the changes will not be saved.

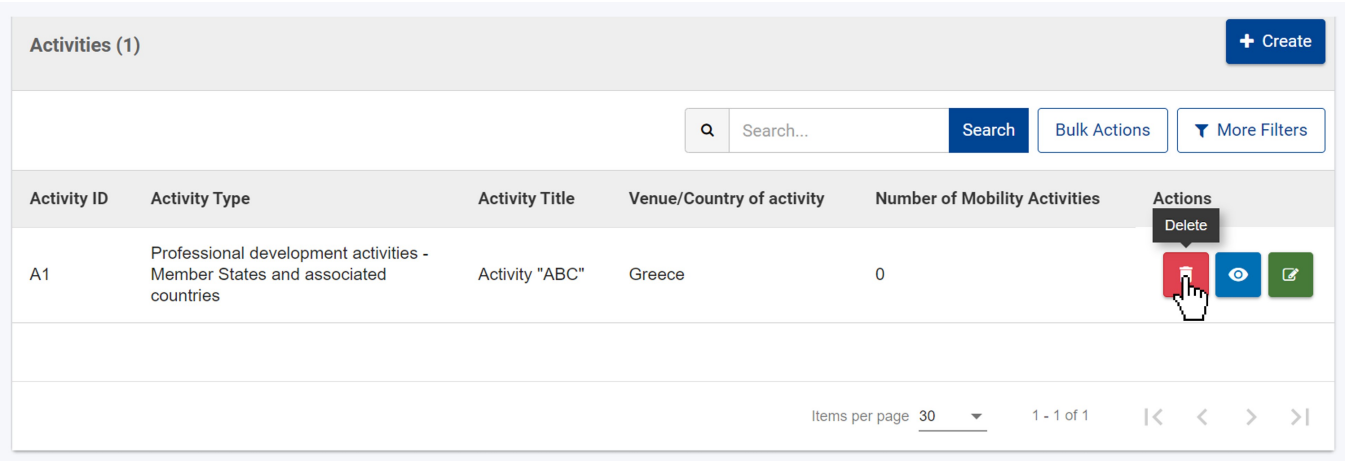
> ⚠ Certain fields, for example Activity ID or Activity Type cannot be updated and are read-only.

In this example, only the **Activity Title** and **Activity description** can be updated.

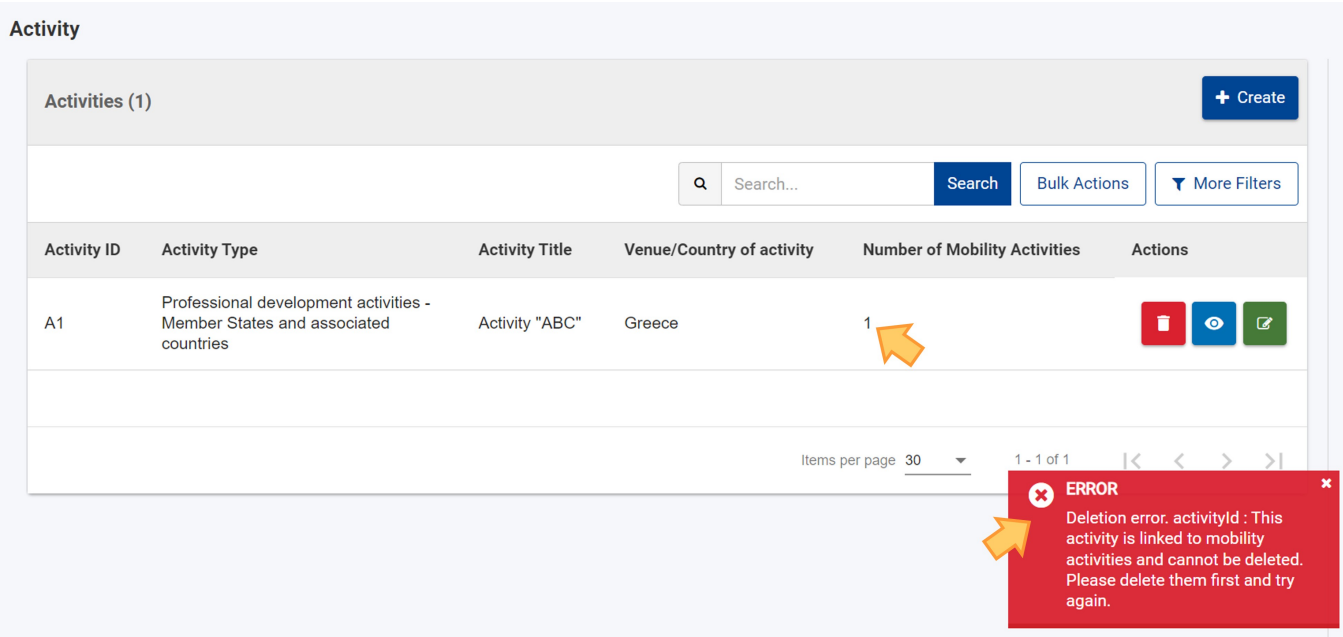


3. Delete an activity

In the activity list, click the **Delete** icon next to the activity you want to remove from the project and follow the onscreen instructions to remove it from the project.



If you try to delete an activity that is linked to (a) preparatory visit(s) and or mobility activities, an error message will display, informing you of this fact. Remove the link to the activity from the preparatory visit(s) and/or mobility activity first and try again.



Expected Outcome

- Depending on the action you have performed:
  - A new activity has been added to the project and is displayed in the list of activities. You can now start associating mobility activities.
  - The changes to the activity details are saved.
  - The selected activity has been removed from the list of activities.

Related Articles

- Newly added and updated wiki pages for Beneficiary module
- How to add a mobility activity in Beneficiary module
- How to update contacts in Beneficiary module
- Refresh Reported Budget
- Project Statuses
- Participant ID
- Beneficiary module index pages per Programme and Key Action
- eLearning videos for the Beneficiary module
- How to export a list of mobility activities using an XLS file
- Introduction to export and import of mobility activities
- Navigation and basic functionality in Beneficiary module
- Accreditations in Beneficiary module
- How to submit the beneficiary report in Beneficiary module
- Beneficiary module index per action type
- Update Project details (ESC51-VTJ)
- Project Management and Implementation (KA220)
- Project Results (KA220)
- Targets in projects (KA121)
- Special Costs (KA220)
- Transnational Project Meetings (KA220)
- Budget in KA155 DiscoverEU Inclusion projects
- Activity Types in KA152 projects
- Activity Types in KA171 projects
- Activity Types in projects
- Activity Types in KA155 projects
- Activity Types in KA154 projects
- Activity Types in KA131 projects
- Activity Types in KA153 projects
- Activity Types in KA151 projects
- Additional non-EU grant
- Other EU-grant
- Exceptional Costs in projects (ESC30-SOL)
- Accompanying person
- Access rights in Beneficiary projects
- Project availability in Beneficiary module
- Request NA Exclusion for Participant Reports in cases of Force majeure
- KA122 Mobility for learners and staff in school education, vocational education and training, and adult education
- KA151 Mobility of young people for accredited organisations
- KA121 Accredited projects for mobility of learners and staff in school education, vocational education and training, and adult education
- KA131 Mobility of higher education students and staff supported by internal policy funds
- KA150 Erasmus Accreditation for Youth
- KA171 Mobility of higher education students and staff supported by external policy funds
- KA154 Youth participation activities
- KA153 Mobility of youth workers
- KA182 Mobility of Sport Coaches and Staff
- KA152 Mobility of young people
- KA155 DiscoverEU inclusion action
- KA220 Cooperation partnerships in adult education, higher education, school education, vocational education and training and youth
- KA210 Small-scale partnerships in school education, vocational education and training, adult education and youth
- Management of HEI organisations