

Manage mobility activity export and import

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Information

The "**Import-export mobility activities**" section in projects was renamed to "**Import-export**" and is now displayed at the bottom of the Content menu. The relevant wiki pages will be updated shortly. Click [here](#) to view an example.

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

This page gives an overview of the process for importing and exporting mobility activities in beneficiary projects. The Import-Export functionality is available for:

- **Erasmus+, Call year 2021 onward**
 - KA121 - Accredited projects for mobility of learners and staff in school education, vocational education and training, and adult education
 - KA122 - Mobility for learners and staff in school education, vocational education and training, and adult education
 - KA131-HED - Mobility of higher education students and staff supported by internal policy funds
 - KA151-YOU - Accredited projects for youth mobility
 - KA152-YOU - Mobility of young people
 - KA153-YOU - Mobility of youth workers
 - KA154-YOU - Youth participation activities
- **Erasmus+, Call year 2022 onward**
 - KA171-HED - Mobility of higher education students and staff supported by external policy funds

For a quick overview of import and export of mobility activities in Beneficiary module, please view the [eLearning video](#).

Import and Export of mobility activities

The bulk import and export of mobility activity data is done in the **Import-export mobility activities** section in projects.

When importing or exporting the list of mobility activities for a project, the files are CSV and XLSX. Both draft and/or complete mobility details can be exported. If there are no mobility activities in the project, the empty file [template](#) is exported. [Export and import mobility activities using XLSX files.](#)

Information

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Beneficiary project

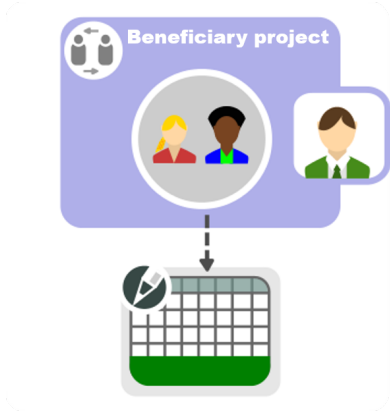
Close this message

Information

It is advisable to **export the latest file after each IT release** to ensure that any changes (e.g. added or removed fields) are also reflected in the file you intend to import.

After the export it is possible to [add new data](#) in the specific fields and columns in the file. See [Edit the mobility activity import file](#) for details. Use the [Data dictionary](#) and [Mobility Import-Export templates](#) for details on the data relevant for your project including formatting specifics.

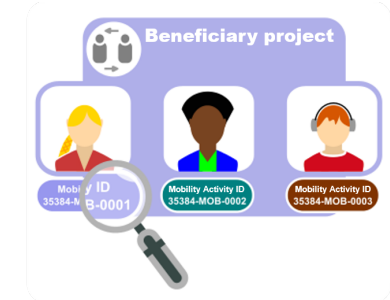
To avoid errors when importing, please adhere to the layout of the **CSV** or **XLSX** templates. If the import does not succeed, an **ERROR** status is displayed and an import error log is available to view. The error log allows the user to understand the fields that need to be corrected in the import file for the import to be successful. The import error log allows the beneficiary user to locate the lines or cells with incorrect values in the imported file. These need to be corrected before the file can be re-imported successfully. See [View mobility activity import error logs](#) for details.



The Unique Mobility Activity ID

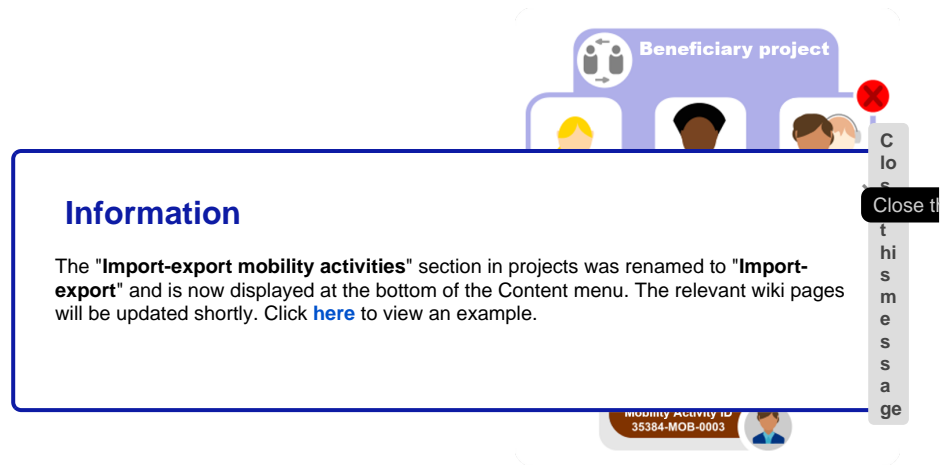
Each mobility activity in the project must have a unique identification code, the **Mobility Activity ID**. The **Mobility activity ID** is created automatically when adding a mobility activity in a project. It is a combination of the last digits of the project reference followed by MOB and an incremental number, e.g. 005041-MOB-00001. The Mobility activity ID can be changed, but it must be unique in the project.

This is an alphanumeric field in the import file and must be filled by the beneficiary when using the import-export functionality.



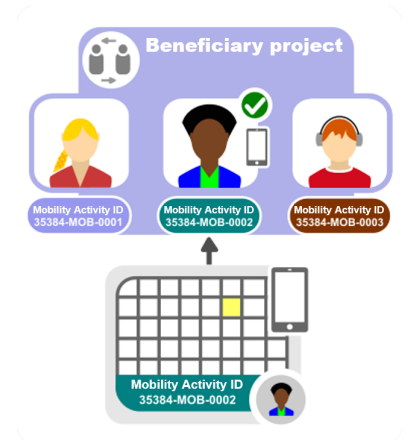
When importing a file with duplicated Mobility Activity IDs, the import will fail.

Be careful when importing mobility activities: using an existing Mobility Activity ID for a different mobility activity will result in overwriting the original mobility activity data in your project.



Updating Mobility activity details

If there is a need to update mobility details, for example the contact details, this can be done using the import functionality. First update the details in the spreadsheet and then import it into the project.



The organisation and its associated Organisation ID, OID and ECHE code

The **Organisation Registration system (ORS)**, provides a unique identification number for organisations that want to participate in decentralised actions of the Erasmus+ and/or European Solidarity Corps programmes, the **OID**.

The Organisation ID (OID) uniquely identifies your organisation among all organisations participating in the Erasmus+ and European Solidarity Corps actions managed by National Agencies. You can use your organisation's OID when applying for an accreditation or grant under the Erasmus+ and European Solidarity Corps actions managed by National Agencies

Source: 2023 Erasmus+ Programme Guide Online, Glossary (Common terms)

To obtain an OID, the organisation needs to register once in the Organisation Registration system. See the [Organisation Registration Guide](#) for details.

When a project becomes available in [My Projects](#), all organisations with an **OID** that are part of the signed grant agreement will be available in the **Organisations** section of the project. The beneficiary organisation must always hold an OID and is always available in the project. In addition to the OID, an **Organisation ID** is also available for organisations in the project. The system suggests an auto-generated number populated to this field when adding or creating the organisation in the system, but can be overwritten. The Organisation ID must be unique for an organisation within a project but can differ from one project to another for the same organisation.



OID and Organisation ID in projects

The same rules apply when using the [mobility import-export](#) file, the Organisation ID and OID columns for sending and receiving organisations will be present in the import-export template. For example **Sending Organisation ID** (Organisation ID), and **Sending Organisation OID** (OID registered in ORS). The Organisation ID must be unique for the organisation in the project. It is not possible to have the same Organisation ID for different organisations in the same project.

Sending Organisation	
*	
16895-ORG-00002	
16895-ORG-00003	E10000180

Information

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Here is an example of the **Organisations** section of a KA121-ADU 2021 project. The **OID (1)** and **Organisation ID (2)** are displayed in the list. Certain organisation information for organisations with an OID can be updated, via the **Edit** functionality, but general updates to the organisation information must be done in [ORS](#).

See the page [Participating Organisations in projects](#) for details on managing organisations in a project.

Project Activities and Budget Details

Project list

Grant Agreement No. : 2021-1-DE01-KA121-ADU-000016895

Project Acronym : EAC IT TRAINING (targets) - Awarded/Reported Budget : 43 550 € / 9 865 € [Refresh](#)

72 days left

Project ongoing

Deadline: 28 janv. 2023

NA : DE01 - Nationale Agentur für Erasmus+ Hochschulzusammenarbeit (NA-DAAD) - Organisation OID : E10000190 - Legal name : Test-org.DE.01

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Search

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OID	Organisation ID	Organisation Role	Legal name	Public body	Non-profit	Country	City	Actions
1	2							
	16895-ORG-00002	Other	Test.SCHOOL.BE.01	Yes	No	Belgium	Etterbeek	
E10000176	16895-ORG-00003	Other	Test-org.FR.02	Yes	No	France	Paris	
E10000190	16895-ORG-00001	Beneficiary	Test-org.DE.01	No	No	Germany	Munchen	

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Each organisation in the project has an assigned Organisation ID, an associated OID and, if applicable, an Erasmus [ECHE](#) code for Higher Education. Each of these identifiers must be associated correctly, can be updated in the spreadsheet, and imported back into the beneficiary project.

The **Organisation ID** is alphanumeric, if auto-generated (for example 123456-ORG-00001), but can be overwritten via the imported file.



Organisation ID and OID

Do not confuse the **Organisation ID** in the import-export file with the Organisation ID retrieved from the **Organisation Registration system**. In beneficiary projects only, the Organisation ID refers to the organisation identifier auto-generated within a given project and can differ from one project to another for the same organisation. The Organisation ID retrieved from the Organisation Registration system (i.e. the unique organisation identifier) is referred to as **OID** and is unique for the same organisation across all projects.

It is not possible to have multiple organisations with different Organisation IDs associated to the same OID. It is also not possible to have the same Organisation ID associated with different OIDs. Both scenarios will result in an error.

When adding a new mobility activity, the Organisation ID for the sending and receiving organisations as well as the Mobility Activity ID are checked. A new Mobility Activity ID creates a new mobility activity in the project and similarly a new Organisation ID creates a new organisation in the project as long as the associated OID is also unique for that project.

The ECHE accreditation is required for all higher education institutions from Programme Countries acting as sending organisations, as well as for those from Programme Countries acting as receiving organisations for activities of type HE-SMS (Student mobility for studies) and HE-STA (Staff mobility for teaching).

For higher education institutions holding an ECHE code, it is suggested to use the ECHE Code as the identifier in the Sending Organisation ID and Receiving Organisation ID fields.

You can [download the latest list of higher education institutions holding an ECHE](#).

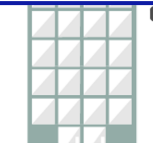
**Beneficiary project**




Information

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Close this message




Organisation ID
35384-ORG-0001






ECHE
X ABCDE12

View the mobility activity list in the project

Beneficiaries can consult the list of imported mobility activities in the **Mobility activities** section of their project. Key details are provided in the list view for each entry.

**Beneficiary project**

Mobility activities

	Pierre Name	pierre@email.com	France
	Mike Familyname	mike@email.com	France
	Anna Surname	anna@email.com	France

Check imported data

After importing the file, export it again to consult and verify the complete mobility activity information, in particular the calculation of partial grants and unit costs for each mobility activity based on the imported information.



How to do this in the tools?

- [Data Dictionary and Mobility Import-Export templates](#)
- [Export and import mobility activities using xlsx files](#)
- [Edit the mobility activity import file](#)
- [View mobility activity import error logs](#)

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