

# Manage export and import of mobility activities or participations

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## Erasmus+ dictionaries and import export files X

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New **Data dictionaries & templates for ESC51** have been published on **24/05/2024**.  
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- [Import and Export of mobility activities or participations](#)
- [The Unique Mobility Activity ID \(Erasmus+\)](#)
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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 gives an overview of the process for importing and exporting mobility activities or participations 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
- **European Solidarity Corps, all Calls**
  - ESC51 - Volunteering Projects

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

# Import and Export of mobility activities or participations

The bulk import and export of mobility activity/participation data is done in the **Import-export** section of the project.

When importing or exporting the list of mobility activities/participations available for download are CSV and XLSX. Both draft and/or completed data can be imported or exported.

If there are no mobility activities/participations in the project, an error message is displayed with documentation on how to [export and import mobility activities using templates](#).

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Beneficiary project

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Export templates and import export files

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The diagram shows two identical icons representing data grids. Each icon consists of a grid with a green bar at the bottom and a circular inset showing three stylized human figures. Dashed arrows point from the message box above to each of these icons.

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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, you can [add new data](#) in the specific fields and columns in the file. See [Edit the 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 you can view the import error log. The error log allows the user to understand the fields that need to be corrected in the imported file, so that the import is 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 diagram shows a purple box labeled 'Beneficiary project' with a circular inset containing three stylized human figures. An arrow points from this box down to a data grid icon, which is a grid with a green bar at the bottom and a circular inset showing a single stylized human figure.


# The Unique Mobility Activity ID (Erasmus+)

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. The project reference followed by MOB and an incremental number can be changed, but it must be unique in the project.

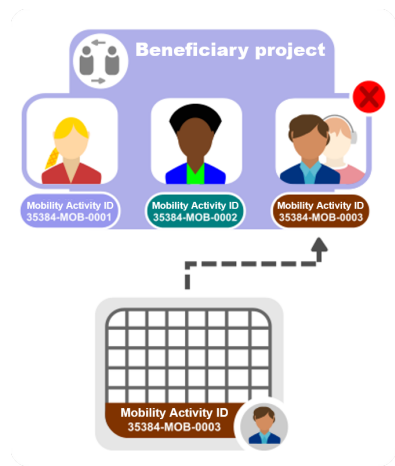
This is an alphanumeric field in the import file and must be filled by the user to ensure the correct functionality.

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 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/Participation details

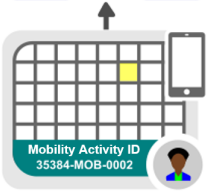
If there is a need to update details for a mobility activity, for example, the contact details, this can be done using the import functionality. First update the details in the spreadsheet and then import it into the project

In ESC51 projects, the personal details for participants of the type file, as all their personal data is retrieved from the European Youth

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# The Unique PRN (ESC51)

**Young people** wishing to engage in activities related to the European Solidarity Corps programme need to [register in the European Solidarity Corps](#). After successful registration, the young person receives a registration number, the **Participant Registration Number (PRN)** - a unique identification number, made of 10 or 14 digits.

In the imported file, this field must be filled in for participants of the project.



Before participations can be imported, the participants of the project must be registered in the ESC51 system, including the PRN in the project. See [Participants in ESC51](#)

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Young persons can only be added to a single individual volunteering activity, but they can participate in several team activities, therefore the same PRN may be used multiple times in the file, as applicable for the participant.

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The organisation and its associated Organisation ID, OID and ECHE

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The **Organisation Registration system (ORS)**, provides decentralised actions of the Erasmus+ and/or European Solidarity Corps actions managed by an accreditation or grant under the Erasmus+ and European Solidarity Corps actions managed by National Agencies

The Organisation ID (OID) uniquely identifies your European Solidarity Corps actions managed by 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)

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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, and therefore it is not possible to use different Organisations IDs for the same OID in the import file. It is not possible to have the same Organisation ID associated with different OIDs within a project.

AP	AQ
Sending Organisation ID	Sending Organisation OID
*	*
16895-ORG-00002	
16895-ORG-00003	E10000180

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

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

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**Organisations**

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




Budget

**Organisations**

Organisations (3)

1

2

OID	Organisation ID	Organisation Role	Legal name	Public body	Non-profit	Country	City	Actions
	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**

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**Do not confuse** the **Organisation ID** in the import-export files with the **Organisation ID** in the **Organisation ID** field. The **Organisation ID** in the import-export files refers to the organisation of the project only, the **Organisation ID** in the **Organisation ID** field refers to the organisation of the project only. The **Organisation ID** retrieved from the file is unique for the same organisation across all projects.

It is not possible to have multiple organisations with different Organisation IDs. Both scenarios are not possible.

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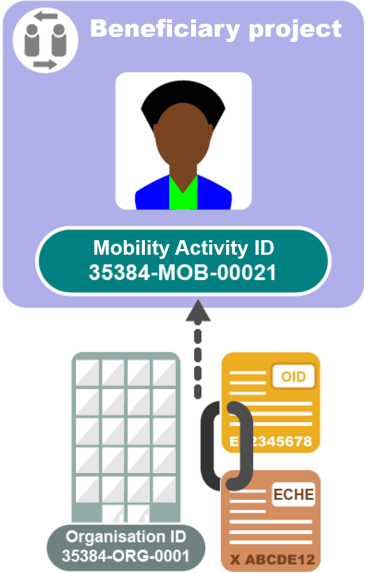
When adding a **new mobility activity**, the Organisation ID for the sending and receiving organisations as well as the Mobility Activity ID are checked. A new Mobility Activity ID creates a new mobility activity in the project and similarly a new Organisation ID creates a new organisation in the project 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.

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

When adding a **new participation** using the import functionality in ESC51 projects, the Organisation ID and OID for the **Supporting organisation** are checked. A new Supporting Organisation ID in the file creates a new organisation in the project, as long as the associated OID is also unique for that project.



# View the imported records in the project

Beneficiaries can consult the list of imported records in the **Mobility** section. For each entry, beneficiary details are provided in the list view for each entry.

In the case of imports with errors, the **Import log** can be consulted for more details on the file.

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# Check imported data

After importing the file, export it again to consult and verify the complete mobility activity based on the imported information.

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## How to do this in the tools?

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

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