

Activities in ESC51 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** and **manage activities** for European Solidarity Corps ESC51-VTJ Volunteering projects in Beneficiary module. To manage activities, the project must be in status **Project ongoing**.

An **activity** is a set of tasks performed within the same location, the same time frame and the same scope. A group of participants are associated to the activity with a unique activity ID. The association of a participant to an activity is referred to as a [participation](#).

It is recommended to [create offers](#) for young persons (who have registered in the [European Solidarity Corps Portal](#)) that are grouped under the same activity ID, using the same offer title. In this way, all participants that have accepted offers related to the same activity ID can be easily associated to the same activity.

Important

For specific conditions regarding Ukraine, see the page [Project handling specifics related to the Russian aggression on Ukraine](#).

Prerequisites

- In order to add activities, you must first add the relevant partner organisations in the [Participating organisations](#) section of the project.
- All participating organisations must hold an [ESC50 Quality Label](#), and the organisations hosting activities must hold a Quality Label for the **Host role**.

i For activities carried out under Call 2021, the following restrictions apply for organisations holding a Quality Label or Erasmus+ volunteering accreditation granted in the previous Multiannual Financial Framework (2014-2020):

Organisations holding a Quality Label for volunteering:

The **validity of the Quality Label** for these organisations is **extended**, for the same role, until **31 December 2027**. In specific cases the NAs may ask some Quality Label holders to submit new applications, under the new programme. If these organisations wish to change their role or add another role, they are required to submit a new application for Quality Label. Those that intend to keep the same role, but also wish to act as lead organisation under Volunteering Projects in the new programme, are required to fill in the lead organisation section in the application form.

Organisations holding an Erasmus+ volunteering accreditation

These organisations were able to use their accreditation to take part in activities for the same role **until 31 December 2021**. They were required to apply for a Quality Label for the new programming period, in order to participate as lead organisation under Volunteering Projects in the new programme. For activities carried out under Call 2021, but ending after 31 December 2021, or for activities carried out under Call 2022, these organisations are required to submit a new application for Quality Label.

Steps

1. Click on "Activities"

Click on **Activities** in the **Content menu**. The **Activities** screen opens, displaying the list of activities, as you add them to the project. At first, the list is empty.

You will be able to view and add participations to each activity. For more details about participations, please see the page [Participations in ESC51 projects](#).

Project Activities and Budget Details

Grant Agreement No. : 2023-2-NL02-ESC51-VTJ-000018644
NA : NL02 - Nederlands Jeugdinstituut - Organisation OID : E10000163 - Legal name: : Test-org.NL.01

Awarded/Reported Budget : 27 000 € / 0 €

Project ongoing
Deadline: 1 mars 2025
375 days left !

Actions

Content menu

Details

Participating organisations

Associated persons

Locations

Participants

Participations

Activities

Preparatory visits

Fewer Opportunities

Budget

Reports

Activities

Selection details

Please select an activity

Activities (0)

+ Create

Search

More Filters

Activity ID	Activity title	Activity type	Host organisation legal name	Country of activity	City of Activity	No of participants	[reload]
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Items per page: 30 0 of 0

2. Create an activity

2.1. Click on "Create"

Click on the **Create** button at the top of the list.

Activities

Selection details

Please select an activity

Activities (0)

+ Create



Search...

Search



More Filters

Activity ID

Activity title

Activity type

Host organisation legal name

Country of activity

City of Activity

No of participants

[reload]

Items per page 30

0 of 0



2.2. Fill in the activity details

The activity details screen opens. Fill in the required information. Mandatory fields are marked with a red asterisk (*) and display **Value missing**.



If a **Host organisation** is selected from the relevant drop-down list, it must hold a valid Quality label for the Host role, valid on the start date of the activity. The **Locations** section will display on screen, listing all locations for the organisation, as per the awarded quality label for the Host role. The main location of the organisation is always available.

If the selected **Host organisation** does not hold a Quality label for the Host role, valid on the start date of the activity, the **Locations** section will not be displayed.

Activities

ACTIVITY



Activity ID *

Value missing

Activity type *

Value missing

Activity title *

Value missing

Activity description *

Value missing

Host organi

Value missing

Activities

ACTIVITY



Activity ID *

Activity type *

Activity title *

Activity description *

Host organisation legal name *

Locations

This organisation has 0 locations. Please select all the relevant locations for this activity.

Location ID

Location name

Location city

Location country

60641

Test-org.IT.01

Roma


Italy



2.3. Select the relevant "Locations" for the activity, if applicable, and click on "Save"

In the **Locations** section, if available, all locations for the host organisation are listed. The main location of the organisation is always available. See [Locations in projects \(ESC51-VTJ\)](#) for details.

You must indicate the locations participating in the activity. Use the **toggle button (1)** available for the listed locations to indicate the participating locations.

 If you do not select a location, it will not be possible to select the Main location for the activity when completing participations.

When all information for the activity is provided, click on the **Save (2)** button.

ACTIVITY

Activity ID *

A1

Activity type *

Individual Volunteering

Activity title *

Activity "ABC"

Activity description *

Activity description is here...

Host organisation legal name *


Test-org.IT.01 (IT)

Locations

This organisation has 1 location. Please select all the relevant locations for this activity.

Location ID	Location name	Location city	Location country
60641	Test-org.IT.01	Roma	Italy

1



2

Back

Save

2.4. Activity added to the project

A **success message** displays at the bottom-left of the **Activities** screen, and the newly added activity is included in the list. Once items are added to the list, the following icons become available under the **Actions** column:

- 1. **Delete** - click on this icon in line with the item you wish to delete, and follow the onscreen instructions.
- 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.

In addition, the orange **Select** icon is available, allowing you to view the number of associated participations and/or to add participations to the selected activity. See the page [Participations in ESC51 projects](#) for details.

Activities

Selection details

Please select an activity

Activities (1) + Create

Q

Search...

Search

Bulk Actions

More Filters

Activity ID	Activity title	Activity type	Host organisation legal name	Country of activity	City of Activity	No of participants	[reload]
A1	Activity "ABC"	Individual Volunteering	Test-org.IT.01	Italy	Roma	0	<div></div> <div></div> <div></div> <div></div>

Items per page 30

1 - 1 of 1

<< < > >>

SUCCESS

Successfully saved Activity

3. Select an activity to view or add participations

Clicking on the orange **Select icon (1)** in line with an activity from the list will display the number of associated participations in the **Selection details (2)** section, and it will allow you to **Add participations** to the selected activity, if participants are already available in your project. See [Participants in ESC51 projects](#) for details.

Click on the right arrow (**>**) to expand the list of **Participations for this activity**, if any are already added. In the example below, no participations are yet available. For full details on how to add and manage participations, please see the page [Participations in ESC51 projects](#).

Selection details

2

Participations cannot be encoded as some project information details are missing. Please, see the section Project details in the Content Menu

A1, Activity "ABC", Individual Volunteering , Test-org.IT.01

0 participant(s)

0 Draft

0 Complete

+ Add participation

Participations for this activity

Activities (1) + Create

Q

Search...

Search

Bulk Actions

More Filters

Activity ID	Activity title	Activity type	Host organisation legal name	Country of activity	City of Activity	No of participants	[reload]
A1	Activity "ABC"	Individual Volunteering	Test-org.IT.01	Italy	Roma	0	<div></div> <div></div> <div></div> <div>1 Select</div>

Items per page 30

1 - 1 of 1

<< < > >>

4. View, edit or delete an activity


Click on the relevant icon next to each record in the list.

Once items are added to the list, the following icons become available under the **Actions** column:


- Delete** - click on this icon in line with the item you wish to delete, and follow the onscreen instructions.
- 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.

 When editing an activity, the **Activity type** and the **Host organisation legal name** cannot be modified.

An activity can only be deleted if no participations are linked to it.

-  Once a participation has been associated to an activity, the activity can no longer be deleted. If you need to delete the activity, you must do the following:
1. Remove all associated participations. The participants will not be deleted from the project, they will still be visible in the [Participants](#) list.
 2. Delete the current activity and create a new one with the correct details.
 3. Recreate the participations by adding the relevant participants one by one.

Activities

Selection details							
Please select an activity							
Activities (1)							
<div><div><div></div></div><div>Search...</div><div>Search</div><div>Bulk Actions</div><div>More Filters</div></div>							
Activity ID	Activity title	Activity type	Host organisation legal name	Country of activity	City of Activity	No of participants	[reload]
A1	Activity "ABC"	Individual Volunteering	Test-org.IT.01	Italy	Roma	0	<div><div>1</div><div>2</div><div>3</div></div>

Expected Outcome

- You have added activities to the project and you can add participations. See [Participations in ESC51 projects](#) for details.



Related Articles

- [New budget screen functionalities in beneficiary projects](#)
- [Project handling specifics related to the Russian aggression on Ukraine](#)
- [Manage participant reports in projects](#)
- [Update Project details \(ESC51-VTJ\)](#)
- [Exceptional cost for inclusion support](#)
- [Locations in projects \(ESC51-VTJ\)](#)
- [ESC51 Volunteering, Traineeships and Jobs Projects](#)
- [Budget in ESC51 Volunteering Projects](#)
- [Participants in ESC51 projects](#)
- [Activities in ESC51 projects](#)
- [Beneficiary module FAQs](#)
- [Participations in ESC51 projects](#)
- [Beneficiary module guide](#)
- [Export and import mobility activities or participations using xlsx files](#)
- [Manage Preparatory visits in KA121, KA122, KA182 and ESC51 projects](#)
- [Beneficiary Guides - Project implementation phase](#)
- [Data Dictionary and Mobility Import-Export templates](#)
- [Access rights in Beneficiary projects](#)
- [Updates to project data in Beneficiary module](#)
- [Fewer opportunities in projects](#)
- [Project list](#)
- [Notifications to project contacts](#)
- [Basic functionalities in report forms in beneficiary projects](#)
- [Budget in projects](#)
- [Project details](#)
- [Project versions in beneficiary projects](#)
- [Associated persons in projects](#)
- [My Projects](#)
- [List functionality in projects](#)
- [Manage the final beneficiary report](#)
- [Final Beneficiary Report templates](#)
- [Participating Organisations in projects](#)