

MT+ How to manage organisations for KA2 projects

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The **Organisations** tab in Mobility Tool+ is where the organisations participating in the project are managed. Organisations validated in the National Agency project management tool are created automatically when a project is sent to Mobility Tool+.

For KA2 projects the organisation details cannot be changed in Mobility Tool+, except for KA203 invited organisations.

If any change in organisation details is needed, the beneficiary should request an amendment process with the National Agency. Organisation details that are entered in [Organisation Registration system](#) ([Organisation Registration system guide](#)) should first be updated there before the National Agency will be able to adjust the details in the National Agency project and financial management system. Once the changes have been applied, the updated data will be sent to Mobility Tool+. The contact person of the beneficiary or coordinating organisation will receive a notification once the updated information is sent to Mobility Tool+.

This page provides an overview of organisations for KA2 projects, excluding detailed information on invited organisations in KA203 projects. Information on those specific organisations can be found under [KA2 invited organisation from enterprise](#).

List of participating organisations

Explanation and illustration

Organisations validated in the National Agency project management system are created automatically when projects are sent to Mobility Tool+.

The **list of participating organisations** in the projects organisations tab is sorted as follows by default:

- 1. The Beneficiary Organisation is displayed first.
- 2. Other participating organisations follow, ordered by country.
- 3. Invited organisations (only for KA203, from 2017 onwards) are shown last in the list.

In the list view you will also see following information:

- OID
- Legal Name of the organisation
- Department
- Public Body
- Non-Profit
- Country
- City
- Contacts

Note: The display and displayed columns can be adjusted via the **Add/Remove columns** functionality in the organisation list view. Select and/or deselect columns to be displayed and click **Done**.



Example for KA201:

Add/Remove Columns: ☒ beneficiary ☐ partnership entry date ☐ partnership withdrawal date ☒ changed organisation details ☒ pic ☐ acronym ☒ legal name ☐ business name ☐ full legal name (national language) ☒ department ☐ type of organisation

☒ public body ☒ non-profit ☐ legal address ☒ country ☐ p.o. box ☐ post code ☐ cedex ☒ city ☐ vat ☐ email ☐ website ☐ telephone 1 ☐ telephone 2 ☐ fax ☒ contacts

Example for KA203 incl. organisations of invited staff:

Add/Remove Columns: ☒ beneficiary ☐ partnership entry date ☐ partnership withdrawal date ☒ changed organisation details ☒ pic ☒ erasmus code ☐ acronym ☒ legal name ☐ business name ☐ full legal name (national language) ☒ department ☐ type of organisation ☒ public body

☒ non-profit ☐ number of employees below 250? ☐ organisation of invited staff ☐ legal address ☒ country ☐ p.o. box ☐ post code ☐ cedex ☒ city ☐ vat ☐ email ☐ website ☐ telephone 1 ☐ telephone 2 ☐ fax ☒ contacts

Example KA201:

European Commission

Mobility tool

EAC Directorate-General for Education and Culture

TEST

Project 2016-1-PL01-KA201-027787

Details

Organisations

Contacts

Project Management and Implementation

Transnational Project Meetings

Learning, Teaching and Training Activities

Special Costs

Budget

Reports

Organisations

Search in 3 records

Q

selection

export

bulk operations

refresh

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Example KA203 incl. organisations of invited staff:

European Commission

Mobility tool

EAC Directorate-General for Education and Culture

TEST

Project 2017-1-PL01-KA203-002250

Details

Organisations

Contacts

Project Management and Implementation

Transnational Project Meetings

Intellectual Outputs

Multiplier Events

Learning, Teaching and Training Activities

Special Costs

Budget

Reports

Organisations

Erasmus Charter for Higher Education - Accreditation List

+ Create

Search in 5 records

Q

selection

export

bulk operations

refresh

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Changed organisation details

Explanation and illustration

In the list of organisations, the organisations that have had details updated in the National Agency project management system are easily identifiable as they are marked with an exclamation mark in the column: **Changed Organisation Details**.

Details on how to update these for KA2 projects can be found here - [MT+ Update OID or confirm changed organisation details](#).

Project 2016-1-PL01-KA201-027787 follow-up

DetailsOrganisationsContactsProject Management and ImplementationTransnational Project MeetingsLearning, Teaching and Training ActivitiesSpecial Costs

BudgetReports

Organisations

Search in 3 records

selection

export

bulk operations

refresh

	Beneficiary	Changed organisation details ^	OID	Legal Name	Department	Public Body	Non-profit	Country	City	Contacts
<input type="radio"/>	✓		E99907235	UNIVERSITE PARIS-SUD		✓	✗	France	ORSAY CEDEX	<div>2</div>
<input type="radio"/>	✗	⚠	E49548521	UNIVERSITA PER STRANIERI DI PERUGIA		✓	✓	Italy	PERUGIA	<div>2</div>
<input type="radio"/>	✗		E99603916	UNIVERSITATEA DIN BUCURESTI		✓	✗	Romania	BUCURESTI	<div>2</div>

102550100

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Organisation details

Explanation and illustration



Clicking on the **View icon** in the organisation list will open the organisation details window. In this screen you will find all organisation details available.

Note: Not all fields or flags are available for all KA2 projects. Slight differences are possible, depending on the specific action and the call year.

Field Name	Description
Organisation Details Screen	
1. OID	Organisation ID, a unique identifier of the organisation as provided by the Organisation Registration system and used in the National Agency project management system after NA certification.
2. Erasmus Code	Shown whenever a Higher education institution is participating in a KA2 project, irrespective of the action.
3. Partnership Entry Date	Date at which the organisation became active in the project.
4. Partnership Withdrawal Date	Date at which the organisation stopped being active in the project. This field is visible only if its contents are different from the Project End Date, meaning the organisation has withdrawn from the project before its conclusion.
5. Number of employees below 250	Indicates if the organisation's number of employees is below the threshold of 250, considered as a Small-Medium Enterprise (SME).
6. Legal Name	Legal name of the organisation using Latin characters as indicated in the Organisation Registration system.
7. Business Name	Legal name of the organisation using any characters (incl. national language characters) as indicated in the Organisation Registration system.
8. Full legal name (National Language)	Legal name of the organisation entered by the National Agency in its project management system and using any characters (incl. national language characters).
9. National ID	The national identification of an organisation, e.g. registry number given by country's chamber of commerce as indicated in the Organisation Registration system.
10. Acronym	The acronym of the organisation, if existing.
11. Department	If needed, the responsible department within the organisation.
12. Type of organisation	The type of the organisation, e.g. School, Foundation, Research organisation etc.
13. VAT	The Value Added Tax national number of the organisation as specified in the Organisation Registration system.
14. Beneficiary	Indicates if organisation is the project's Beneficiary Organisation.
15. Public Body	Flag indicating if the organisation is public body.
16. Non-profit	Flag indicating if the organisation is a non-profit organisation.
17. Coordinator	Flag indicating if the organisation is the project's coordinator, the initial applicant organisation as indicated in application form.
18. Partner	Flag indicating if the organisation is a project partner.
19. Invited	Flag indicating the organisation is sending invited participants in Learning, Teaching and Training Activities of type "Invited teachers at higher education Intensive Study Programmes (SP-HE-IST)".

Organisation Details

OID

E97437809

Erasmus Code

PL WROCLAW04

Partnership Entry Date

01/09/2014

Partnership Withdrawal Date

31/08/2016

Number of employees below 250?

No

Legal Name

UNIwersytet Przyrodniczy we Wrocławiu

Business Name

WROCLAW UNIVERSITY OF ENVIRONMENTAL AND LIFE SCIENCES

Full legal name (National Language)

National ID (if applicable)

000001867

Acronym

Department

Type of Organisation

Other

VAT

Beneficiary



Public Body



Non-profit



Coordinator



Partner



Invited



Address and Contact information screen

In addition to the organisation details, you will find the address and contact information such as: the website, telephone, fax number, the number of contacts linked to the Organisation, etc.

Address and contact information

Legal Address

UL. CYPRIANA KAMILA NORWIDA 25

Country

Poland

Region

P.O. Box

000

Post Code

50 375

CEDEX

City

WROCLAW

Email

NoReply@EAC.eu

Website

www.up.wroc.pl

Telephone 1

+48713205101

Telephone 2

+48713284418

Fax

+48713205404

Organisation Comments

Contacts

You will also find information about the number of contacts linked to the organisation. By clicking on the hyperlink **Go to Contacts tab**, the Contacts tab opens and shows the list of Contacts.

Contacts

This organisation has **2** contacts. [Go to Contacts tab](#).

Project 2014-1-PL01-KA202-003496 submitted NA Validation open Details Organisations **Contacts** Project Management and Implementation Transnational Project Meetings Intellectual Outputs

Multiplier Events Learning, Teaching and Training Activities Special Costs Budget Reports NA Validation / Check monitoring

List Contacts

Organisation: UNIWERSYTET PRZYRODNICZY WE WROCLAWIU

Search in 2 records

selection export bulk operations

Organisation OID	Organisation Legal Name	Contact First Name	Contact Last Name	Department	Position	Email	Telephone 1	Beneficiary	Legal Representative	Preferred Contact	Access to Project
E97437809	UNIWERSYTET PRZYRODNICZY WE WROCLAWIU	Alina	Wieliczko	International Relations Office	Vice-Rector for International Relations and Regional Cooperation	EAC-TRAINING-14@ec.europa.eu	+48 713201025	✓	✓	✗	✗
E97437809	UNIWERSYTET PRZYRODNICZY WE WROCLAWIU	Barbara	Król	Department of Animal Nutrition and Feed Quality	Assistant Professor	EAC-TRAINING-23@ec.europa.eu	+48713205101	✓	✗	✓	E

10 25 50 100

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Adding, Editing or Deletion of organisations

Explanation and illustration

New participating organisations cannot be added by the beneficiary in Mobility Tool+. Existing organisations in the project cannot be updated or deleted.

For those situations, please contact your National Agency for an amendment process.

Exceptionally, for [Invited Organisations in KA203 projects](#) starting call year 2017, it is possible to add, edit or delete those specific organisations.

Entry and Withdrawal dates of Participating Organisations

Explanation and illustration

Inactive Participating Organisations in the project need to be flagged as such in the National Agency project management system. The period during which a participating organisation is active in a project has to be indicated using a start (**Partnership Entry Date**) and end date (**Partnership Withdrawal Date**).

Organisations									
Search in 10 records									Q
selection export bulk operations									↺
	Beneficiary	Coordinator	Changed organisation details	OID	Legal Name	Type of Organisation	Country	Partnership Entry Date	Partnership Withdrawal Date
<input type="radio"/>	✓	✓		E48344266	Zespol Szkol nr 4 im. Tomasza Klenczara	School/Institute/Educational centre – Vocational Training (secondary level)	Poland	01/09/2014	31/08/2017

Partnership Entry Date

By default the **Start of project** date is used as the **Partnership Entry Date** in Mobility Tool+. If a new participating organisation is added, the date the organisation was added will be used as the **Partnership Entry Date** in Mobility Tool+.

Partnership Withdrawal Date.

By default the **End of Project** date will be used as the **Partnership Withdrawal Date** in Mobility Tool+. If a participating organisation is marked as withdrawn in the National Agency system, Mobility Tool+ will set the **Partnership Withdrawal Date** to the last modified date received.

Organisations that enter the project later or withdraw during the project life cycle must be indicated to the National Agency so that all needed updates can be made and the new information is made available in Mobility Tool+.



Important

Any updates to the dates will not affect any details where the organisation has already been indicated to be participating in. However, for an activity extending beyond the withdrawal date, this activity has to be updated to indicate the organisation's participation up until the withdrawal date and not beyond.

It is the responsibility of the beneficiary to maintain this data in a consistent state at all times.

Example: A new Intellectual Output is created in Mobility Tool+ starting 01/10/2016 and ending 31/10/2016. An organisation whose "Partnership Withdrawal Date" is the 30/09/2016 is not allowed for this particular Intellectual Output.

In our example you see:

1. Organisation with default / project duration dates
2. Organisation with later partnership entry date
3. Organisation with earlier partnership withdrawal date

Project Details

Project Log

Context information

Programme: Erasmus+

Key Action: KA2 - Cooperation for innovation and the exchange of good practices

Action Type: KA201 - Strategic Partnerships for school education

Call Year: 2014

Round: 1

Start of Project: 01/09/2014

End of Project: 31/08/2017

Project Duration (months): 36

Organisations

Search in 10 records



☒ selection **3** ☐ export ☐ bulk operations



	Beneficiary	Coordinator	Changed organisation details	OID	Legal Name	Type of Organisation	Country	Partnership Entry Date	Partnership Withdrawal Date	
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		E48344266	Zespół Szkół nr 4 im. Tomasza Kleczara	School/Institute/Educational centre – Vocational Training (secondary level)	Poland 1	01/09/2014	31/08/2017	
<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		E47998267	Střední průmyslová škola Emila Kolbena Rakovník, příspěvková organizace	School/Institute/Educational centre – Vocational Training (secondary level)	Czech Republic	01/09/2014	31/08/2017	
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		E45411665	7 SOU "Sveti Sedmochislenitsi"	School/Institute/Educational centre – Adult education	Bulgaria 2	05/10/2015	31/08/2017	
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		E43897786	ISTITUTO COMPRENSIVO STATALE B. LORENZI FUMANE VR	Other	Italy 3	01/09/2014	30/09/2016	
<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		E48418180	Centro de Estudos e Formação Profissional Diogo Dias Melgaz, Lda	School/Institute/Educational centre – Vocational Training (secondary level)	Portugal	01/09/2014	31/08/2017	
<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		E44390255	Evangelische Jugendhilfe Iserlohn/Hagen	School/Institute/Educational centre – Adult education	Germany	01/09/2014	31/08/2017	

Related Articles

- [ESC MT+ Manage organisations](#)
- [MT+ "Co-Beneficiary" organisation for KA101/KA104](#)
- [MT+ Force majeure guidance due to Coronavirus](#)
- [MT+ How to add organisations for KA1 and KA3 projects](#)
- [MT+ How to manage organisations for KA1 & KA3 projects](#)
- [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](#)