

ESC MT+ Activities

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This page explains how to add and update activities for European Solidarity Corps projects in Mobility Tool+

- Each action type in the European Solidarity Corps has a different set of predefined activities. 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. A one-to-one relationship of a participant to a group activity is referred to as a "Participation".
- The details of the activities awarded in the Grant Agreement will be present in Mobility Tool+. Details concerning the organisation and budget are blank and require to be entered. Additional activities can be listed.
- We recommend to create offers that are to be grouped for 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.

Relevant for...

Call Year	Programme	Action
2018 onwards	European Solidarity Corps	ESC11 - Volunteering Projects
		ESC13 - Volunteering Partnerships Annual
		ESC21 - Traineeships and Jobs

1. Access the "Activities" tab

In your project, click the **Activities** tab.

The screenshot shows the 'Mobility tool' interface for Project 2018-1-PL01-ESC21-040230. The top navigation bar includes tabs for Details, Organisations, Contacts, Participants, **Activities** (highlighted with a red box), Exceptional Costs, Complementary Activities, Budget, and Reports. The main content area is divided into three columns: Context information, Project information, and Project Access. The Context information column lists programme details, action type, call year, round, and project dates. The Project information column lists grant agreement, national ID, project title, acronym, and status. The Project Access column shows the user's role, access level, and project lock status. A History information section at the bottom right shows creation and update timestamps.

2. The "Activities" screen

The **Activities** screen opens. The following are available:

1. **Search bar**: to search for a specific activity.
2. **List of activities**: displays the list of activities as defined in the Quality Label (if any) and the grant agreement or through an amendment and transferred from the National Agencies Project Management System to Mobility Tool+. Those activities can be **updated** in Mobility Tool+. Activities added manually will also display here.
3. **+Create button**: to add activities to the project.
4. **Selection Details** section: displays information for the selected activity.

The screenshot shows the 'Activities' screen with the following elements annotated with red circles and boxes:

- 1**: Search bar with the text 'Search in 1 records'.
- 2**: Table of activities with columns: Activity ID, Activity Type, Activity Type, Title, Organisation in which the activity takes place legal name, Country of activity, and No. of Participants. The table contains one row with Activity ID 'A1' and Activity Type 'TRAIN-JOB-APV'.
- 3**: '+ Create' button in the top right corner.
- 4**: 'Selection details' section on the right, which currently displays 'Please select an activity'.

3. Click "+Create"

To add a new activity that was not defined in the Quality Label or the grant agreement, click the **+Create** button.

Project 2018-1-PL01-ESC21-040230

DetailsOrganisationsContactsParticipantsActivitiesExceptional CostsComplementary ActivitiesBudgetReports

Activities

Search in 1 records

selectionexportbulk operations

Activity ID	Activity Type	Activity Type	Title	Organisation in which the activity takes place legal name	Country of activity	No. of Participants
A1	TRAIN-JOB-APV	Advance Planning Visits	title			

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+ Create

Selection detailsPlease select an activity

3.1. Enter the required information and save

In the activity details screen provide all the required information. Some fields may differ according to the key action of your project.

Project 2018-1-PL01-ESC21-040230

DetailsOrganisationsContactsParticipantsActivitiesExceptional CostsComplementary ActivitiesBudgetReports

back to list

Activity IDActivity TypeTitleActivity DescriptionOrganisation in which the activity takes place legal name

A2. Traineeship ABC

Activity IDActivity TypeTitleActivity DescriptionOrganisation in which the activity takes place legal nameCountry of activityCity of the activity

A2Traineeships PlacementsTraineeship ABC

235 characters left

4555 characters left

Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci H elenowPolandWroclaw

CancelSave

Once you have saved the data, the newly entered activity is displayed in the list of activities.

Activities

Search in 2 records

selectionexportbulk operations

Activity ID	Activity Type	Activity Type	Title	Organisation in which the activity takes place legal name	Country of activity	No. of Participants
A1	TRAIN-JOB-APV	Advance Planning Visits	title			
A2	TRAIN-PLACE	Traineeships Placements	Traineeship ABC	Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci H elenow	Poland	

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+ Create

Selection detailsPlease select an activity

4. ESC11/ESC13 Specifics

For ESC11 and ESC13 projects you must also specify the **location of every activity**.



Take note

This option is only available if the selected host organisation has a 2019 Quality Label with pre-defined locations. If the organisation does not have the 2019 Quality Label with pre-defined locations (for example organisation has 2018 Quality Label), the location option will not be available.

1. Select a host organisation from the **Host Organisation Legal Name** drop-down. All the locations declared in the 2019 Quality Label for that organisation are listed at the bottom of the screen.
2. Optionally, **filter by Quality Label Activities**. The locations that are not linked to an activity in the Quality Label will be shown when this filter is empty.
3. Choose at least one location for the current activity.
4. The selected locations are highlighted in green.
5. Click **Save**.

Project 2019-1-PL01-ESC11-050780

follow-up

Details

Organisations

Contacts

Locations

Participants

Activities

Complementary Activities

Budget

Reports

back to list

A2. IV Activity on inclusion

Activity ID

A2

Activity Type

Individual Volunteering

Title

IV Activity on inclusion

Activity Description

Description

4989 characters left

Host Organisation Legal Name

1

THINKTANK Sp. z o.o.

This organisation has 4 locations. Please select all the relevant locations for this activity.

Filter by Quality Label Activities

2

1

THINKTANK Sp. z o.o.

Warszawa, Poland

select

2

Poznan

Poznan, Poland

3

select

3

Katowice

Katowice, Poland

select

4

Shop

Lublin, Poland

select

At least one location must be selected.

Cancel

Save

Host Organisation Legal Name

THINKTANK Sp. z o.o.

This organisation has 4 locations. Please select all the relevant locations for this activity.

Filter by Quality Label Activities

Activity on inclusion

4			
2	Poznan	Poznan, Poland	<input checked="" type="checkbox"/> unselect
3	Katowice	Katowice, Poland	<input checked="" type="checkbox"/> unselect
4	Shop	Lublin, Poland	<input type="checkbox"/> select

This activity will have 2 locations.

Cancel

5Save

5. View, Update or Delete an activity

To view, update or delete an activity, select it from the list. The **Selection Details** section displays three options:

- **View:** opens the activity in read-only mode.
- **Update:** opens the activity screen in edit mode, allowing you to make changes. If the activity has participations, the **Activity Type** and the **Host Organisation Legal Name** cannot be modified.
- **Delete:** allows you to remove the activity from the list. Only activities without participations can be deleted.



Take note

Once a participation has been associated to a certain activity, the activity can no longer be deleted, nor can the activity type or host organisation be changed. Should you need to change any of these details, 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. Depending on your circumstances:
 - a. Update the desired field (Activity Type or Host Organisation Legal Name) or
 - b. Delete the current activity and create a new one with the correct parameters.
3. Recreate the participations by adding the relevant participants one by one.

Activities

+ Create

Search in 1 records

selection 1 export bulk operations

Activity ID	Title	Activity Type	Activity Type	Host Organisation Legal Name	Country of activity	City of the activity	No. of Participants
A1	Job Activity	JOB-PLACE	Jobs Placements	Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci Helenów	Poland	Wrocław	

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Selection details

A1 Job Activity (JOB-PLACE)
Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci Helenów

view update delete

Participants: show full list add participants
complete, drafts

6. Additional functionalities

6.1. Selection option

The **Selection** option allows you to select or deselect activities. Click the radio button to select from the following options: **all in this page**, **all existing records**, **none** or **inverse**.

Activities

Search in 3 records

☒ selection

export

☐ bulk operations

☐ all in this page

☒ all existing records

☐ none

☒ inverse

	Activity ID	Title	Activity Type	Activity Type	Host Organisation Legal Name	Country of activity	City of the activity	No. of Participants
<input type="radio"/>	A1	Job Activity	JOB-PLACE	Jobs Placements	Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci Helenów	Poland	Wrocław	0
<input type="radio"/>	A2	APV	TRAIN-JOB-APV	Advance Planning Visits	M.Mashtots Institute of Ancient Manuscripts Matenadaran	Belgium	Brussels	0
<input type="radio"/>	A3	Traineeship	TRAIN-PLACE	Traineeships Placements	Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci Helenów	Poland	Wrocław	0

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6.2. Export the list of activities

The **Export** button allows you to export selected activities to PDF, XLS or CSV files.

Select the desired export option and follow the screen instructions to save the file.

Activities

Search in 3 records

☒ selection 3

export

☐ bulk operations

☐ all in this page

☒ all existing records

☐ none

☒ inverse

Export 3 records: PDF File XLS file CSV file

	Activity ID	Title	Activity Type	Activity Type	Host Organisation Legal Name	Country of activity	City of the activity	No. of Participants
<input checked="" type="radio"/>	A1	Job Activity	JOB-PLACE	Jobs Placements	Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci Helenów	Poland	Wrocław	0
<input checked="" type="radio"/>	A2	APV	TRAIN-JOB-APV	Advance Planning Visits	M.Mashtots Institute of Ancient Manuscripts Matenadaran	Belgium	Brussels	0
<input checked="" type="radio"/>	A3	Traineeship	TRAIN-PLACE	Traineeships Placements	Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci Helenów	Poland	Wrocław	0

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6.3. Bulk deletion of activities

The **bulk operations** button allows you to **delete** (multiple) records at once.

Activities

Search in 3 records

selection 3

export

bulk operations

all in this page

all existing records

none

inverse

Bulk Operations on 3 records:

Delete

Activity ID	Title	Activity Type	Activity Type	Host Organisation Legal Name	Country of activity	City of the activity	No. of Participants
A1	Job Activity						0
A2	APV						0
A3	Traineeship	TRAIN-PLACE	Traineeships Placements	Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci Helenów	Poland	Wrocław	0

10 25 50 100

« 1 »

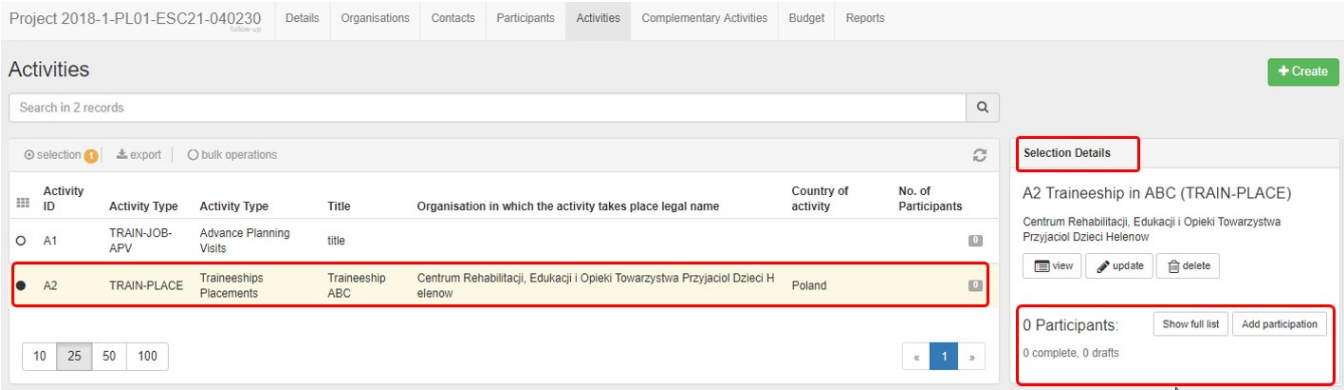
Are you sure you want to delete the selected Item(s) ? (3) This action cannot be undone.

CANCELCONFIRM

Additional information on the list functionalities in Mobility Tool+ is available under [MT+ List functionality](#).

7. Participants in activities

Upon selecting an activity in the list, the **Participants** options become available in the **Selection Details**. You have the options to **show full list** (of participants) and **Add participation**.



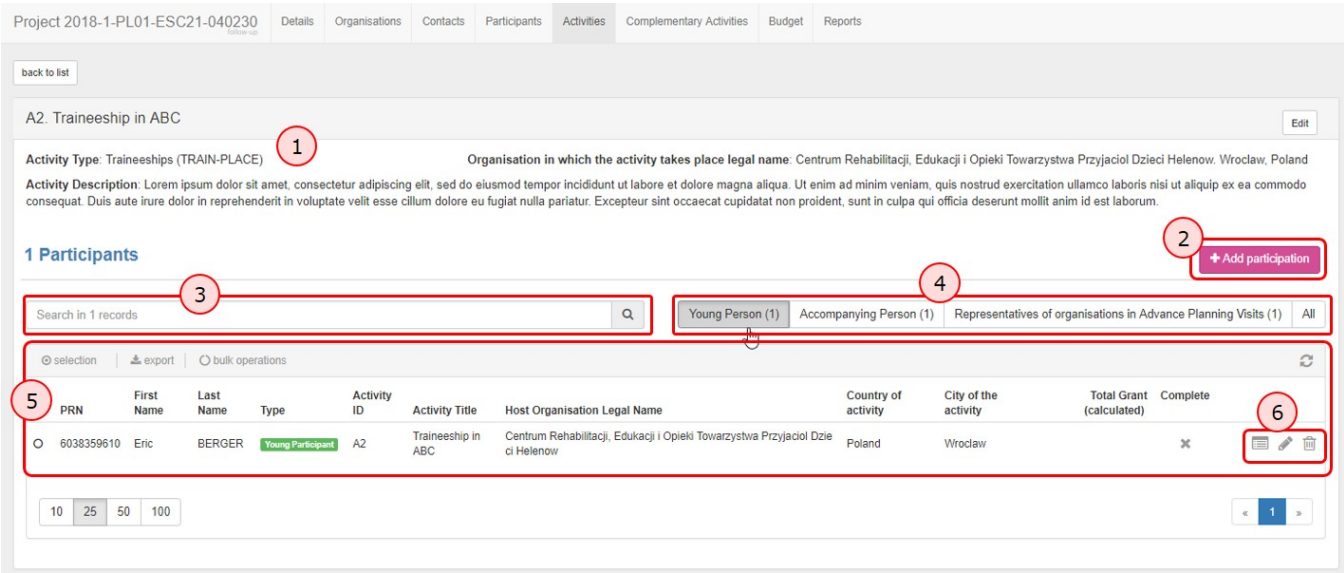
7.1. Show full list

Selecting **show full list** opens the list of participants associated to this activity. If there are no participants added to the selected activity, the list will be empty.

The following elements are available:

- 1. **Activity details**, providing the information for the specific activity.
- 2. **Add participation** button: to link participants to the activity.
- 3. **Search bar**: to search for any participant in the list.
- 4. **Filter**: click on the type of participant to filter the participant list.
- 5. **List of participants**: displays all participants currently associated with the activity. The Young Persons list is displayed by default.
- 6. Menu options to **view**, **edit** or **delete** a participation.

For further details about managing participations, please see [ESC MT+ Add Participation](#).



8. 2020 COVID-19 affected activities

If some or all participations have been affected by COVID-19 measures, this should be indicated in the participation. Those participations that are flagged as Force Majeure, have a mention of Covid or corona in the **Force Majeure Explanations** field and have an end date within 2020 will automatically have the **COVID-19 affected** flag set. This flag is visible within the participation and from the list of participations for an activity.

1. Select **Yes** from the **Force Majeure?** field.
2. Add an explanatory comment including the word "covid" or "corona".
3. Set the end date of the participation within 2020.
4. Note that the **Covid-19 affected** flag is checked as conditions 1-3 are fulfilled. Save the participation and return to the participation list for the activity.
5. In the **Covid-19 affected** column a check mark is displayed for the participation.

For additional information and guidance on **Force Majeure due to COVID-19**, please see [ESC MT+ Force majeure guidance due to Coronavirus](#).

Related Articles

- [ESC MT+ Activities](#)
- [ESC MT+ Add Participation](#)
- [ESC MT+ Budget](#)
- [ESC MT+ Complementary Activities](#)
- [ESC MT+ Force majeure guidance due to Coronavirus](#)
- [ESC MT+ How to manage contacts](#)
- [ESC MT+ Locations \(ESC11/ESC13\)](#)
- [ESC MT+ Manage organisations](#)
- [ESC MT+ Manage participant reports](#)
- [ESC MT+ Menu and Navigation](#)
- [ESC MT+ Notifications](#)
- [ESC MT+ Participants](#)
- [ESC MT+ Project management overview](#)
- [ESC MT+ Submit final report](#)
- [ESC Participant Reports Examples](#)