



This publication has been produced with the support of the Erasmus+ Programme of the European Union. The contents of this publication are the sole responsibility of LOGGED-ON and can in no way be taken to reflect the views of the NA and the Commission. Project number: 2015-1-NO01-KA202-013219



Erasmus+ Mobility Projects Guide

The new European programme for Education, Erasmus+, was launched on January 1st 2014. In-service training courses are now covered by Key Action 1 (KA1) of Erasmus+. EU funding for continuing professional development and other training in the education sector is available under the EU programme Erasmus+.

This covers teachers and trainers from the European Union and from Iceland, Liechtenstein, Norway, Turkey and the Former Yugoslav Republic of Macedonia.

Erasmus+ helps to cover course fees, travel costs, accommodation and other living costs and preparation costs for individuals and groups of teachers and trainers who wish to join an eligible training course.

You always have to apply to your National Agency.

Significant changes

There are a number of differences between the old and new programmes.

- the Comenius Catalogue or Database no longer exists and schools will have to research and identify their own contacts for training · individuals can no longer apply, only institutions
- the application takes the form of a mobility project within the context of a European Development Plan.

Conditions

A mobility has to;

- be framed within a European Development Plan for the sending organisation
- respond to clearly identified staff development needs
- be accompanied by appropriate selection, preparation and follow-up measures
- ensure that the learning outcomes of participating staff are properly recognized
- ensure that the learning outcomes are disseminated and widely used within the organization

European Development Plan

If your school does not already have one, draw up a European Development Plan.

This should identify your school's development and training objectives for the next one or two years, taking a European dimension into consideration.

Eligible participants

Staff in charge of school education (teaching and non-teaching, including school managers, heads, administration staff etc.), working in the sending school(s) as well as other educational staff (school inspectors, school counselors, pedagogical advisors, psychologists, etc.) involved in the strategic development of the sending school(s).

Observe that individuals cannot apply. Only institutions can apply for staff members.

You do not need to present the staff by name and occupation – only the numbers participants.

Of course it is positive if you know names and CV of the participants.

Duration of the project

1 or 2 years. The applicant must choose the duration at application stage, based on the objective of the project and on the type of activities planned over time.

You do not apply for a specific course, conference or activity but for a topic. You can choose the activity that in the best way qualifies your institutions objective as described in the application

Duration of activity

From two days to two months excluding travel time. You can include up to two travel days in the costs directly linked to the subsistence of participants during the activity (personnel costs).

How many partners

A mobility activity is transnational and involves minimum two participating organisations (at least one sending and at least one receiving organisation) from different countries. Receiving organisations do not need to be identified at the time of applying for a grant.

Mobility Activities must be carried out abroad, in another programme country.

You cannot use the grant for any activity taking place in your own domestic country.

Applying for funding

The 2017 deadline is 2nd of February for training activities starting after 1st July 2017.

As before schools need to apply through the national agency of their own country.

Before being able to apply for funding a school needs to register on the European Commission Authentication Service (EU Login) and a Participants Identification Code (PIC), if not already registered.

How to register for a EU-Login account (previously called ECAS)

An EU-Login account allows authorized users to access a wide range of EU Commission information systems, using a single username and password.

The personalised access is based on an account for each user (physical person). Therefore in order to access the different services mentioned above, users have to login first via their EU-Login accounts.

Creation of the EU-Login account is possible from the Participant Portal. The unique identifier for a physical person is his/her e-mail address.

You can sign up here: **EU-Login** <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>
Choose "External user".

How to obtain a PIC number

The 9-digit Participant Identification Code is used to identify organisations throughout the different steps of a project's (mobility) lifecycle.

Please keep the basic legal data of your organisation at hand to facilitate the registration.

1. Access the Participants Portal: <https://ec.europa.eu/education/participants/portal>
2. Access the "Organisations" tap and then "Register".
3. Fill in the requested information
An automatic verification is done on each page of the registration wizard in order to detect potential duplicate registrations. If any pre-existing matching data is found, you may be able to use it without having to register again.
4. You are able to save a draft registration at any time through the "Save draft" button.
5. At the end of the registration process, the PIC number of the organisation will be displayed. Keep this number in a safe place because you will need to enter it on several applications.