Add group activities in projects (KA121, KA122) NA WG REVIEW

> **Information**
>
> The illustrations in the provided Wiki pages are for consultation purpose only and may not always reflect the latest implementation.

This page is relevant for:

- Erasmus+ Call 2021
    - KA121-ADU - Mobility for staff of accredited organisations in adult education
    - KA121-SCH - Mobility for learners and staff of accredited organisations in school education
    - KA122-ADU - Mobility for staff in adult education
    - KA122-SCH - Mobility for learners and staff in school education

When implementing **group activities** in your project, you may need to request different funding for different participants in the same group, depending on their specificity, for example different start dates or means of transport, participants with fewer opportunities, etc.

Each group activity between a sending organisation and a receiving organisation should be recorded only once in your project.

For these reasons, to keep groups as homogeneous as possible in terms of funding, it is advisable to split a group into subgroups for each specific situation within that activity. If necessary, you can create a subgroup for a single person.

In My Projects, this is done in two steps:

1. Create the group activity, provide all mandatory details and save it.
2. Edit the activity to add participant subgroups. For all subgroups in a group the sending country and the destination country must be the same.

Unlike mobility activities, group activities do not require the names and personal details of the participants in the group. The only person whose name and email are specifically required is the **Lead accompanying person**, as this person will receive the invitation to fill in the participant report.

This page explains how to add group activities and subgroups, using an example project for KA122-SCH - Mobility for learners and staff in school education.

- Quick Steps
- Detailed Steps
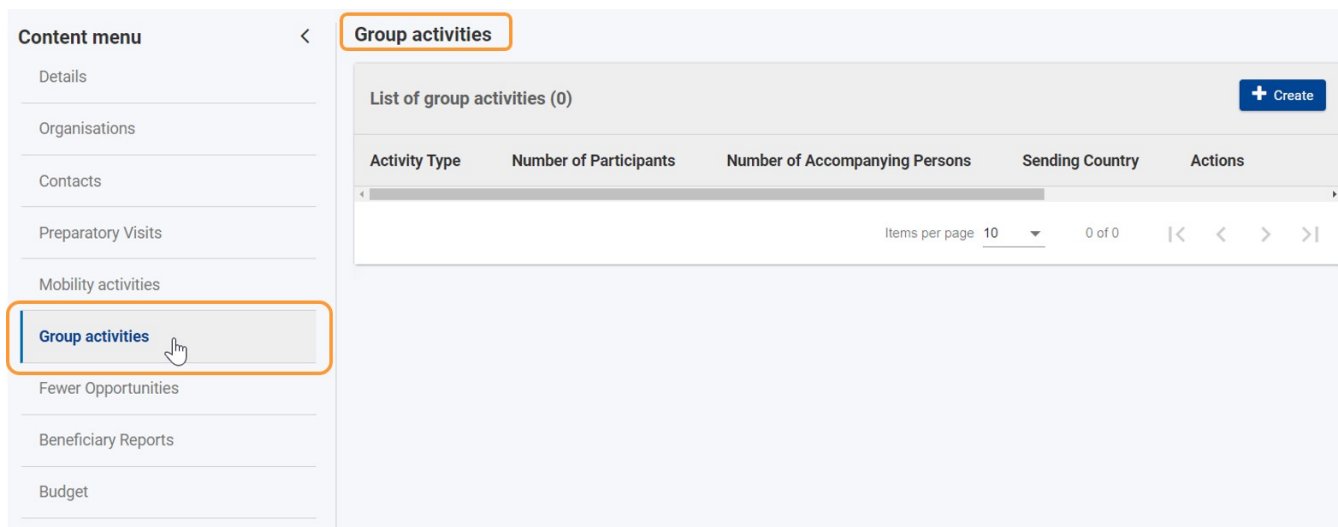- Expected Outcome
- Related Articles

Quick Steps

1. Click on "Group Activities" in the Content menu

Detailed Steps

1. Click on "Group Activities" in the Content menu

Click on **Group Activities** in the Content menu. The Group activities screen opens, where you will see the list of group activities, as you add them. The basic list functionalities are described at the bottom of this page.

2. Add a group activity

2.1. Click on "Create"

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

The **Group Activities** screen opens. Here you will add the details of the group activity and create subgroups for each particular situation. All details must be filled in at once, in order to save the group mobility record. It is not possible to save draft records at this stage.

At the top of the screen you can view the activity status. The status changes from **Draft** to **Complete** when at least one subgroup of participants has been added to the group activity and all mandatory information has been provided in all sections and subsections.

The form consists of several sections. Each section can be expanded or collapsed individually, using the dedicated arrow.

Fill in the fields per section as required. Mandatory fields are marked with an asterisk (*).

ⓘ Information

Fields vary according to the action type of your project. Please read the onscreen information carefully when filling in the fields.

The form content will adapt based on your input. The form will provide feedback such as warning messages or error messages in case there is missing information or eligibility rules are not observed.

GROUP ACTIVITIES

DRAFT

GROUP ACTIVITIES >

FROM / TO >

PARTICIPANTS >

PARTICIPANTS SUMMARY >

PARTICIPANT SURVEY ˅

COMMENTS >

Cancel   Save

2.2. Fill in the "Group Activities" section

Fill in the requested information.

Please note:

1. The **Group activity ID** is assigned automatically. You can change it according to your preferences, but it must be unique within the project.
2. The **Activity type** is preselected based on the key action of your project, and cannot be changed.
3. **Language**, **key competences** and **thematic areas** (adult learner mobility projects only) fields: click on the drop-down field, then select the desired option(s) from the available lists. Where multiple options are possible, they will be displayed above the respective field as you select them.

2.2.1. Force Majeure

The Force majeure flag indicates that the group activity is considered as a case of force majeure in accordance with Article 2 of Annex II of the grant agreement with the participant.

> ✅ **Tip**
>
> If you check the **Force Majeure** flag at group level, all the subgroups will also be automatically flagged as Force Majeure. The flag can be deselected later for each subgroup, in accordance with the subgroup specifics.

If you check this flag, you must fill in the additional **Force majeure explanations** field, describing the facts that prove the group activity should be accepted as a case of force majeure.

In addition, the following fields and grants are affected at group level in case of force majeure:

- **Duration (days)**: The business rule checking the minimum and maximum duration will no longer apply in case of Force Majeure.
- **Total travel grant**: The field becomes editable. If any values were already present they are preserved.
- **Duration for individual support:** The field becomes editable. If any values were already present they are preserved in the Participants Details screen, The business rule checking the minimum duration will no longer apply in case of Force Majeure
- **Total individual support grant**: The field becomes editable. If any values were already present they are preserved.
- **Organisational Support**: The field becomes editable. If any values were already present they are preserved.
- **Inclusion support for organisation**: The field becomes editable. If any values were already present they are preserved

> ⚠️ **Take note of the following:**
>
> - The lead accompanying person must fill in the Participant report in all cases.
> - The current implementation does not include any specific conditions related to Covid-19 as a force majeure situation.

2.3. Fill in the "From-To" section

Select the **Sending organisation** and the **Receiving organisation** from the applicable drop-down lists. The **Country** and **City** for each organisation are prefilled automatically with those registered in the Organisation Registration system (for organisations with an OID) or in the project (for organisations without an OID). These are the default locations and can be changed manually in the project. If you change any of the default details, you will be required to provide an explanation in the subgroup screen.

The selected locations are applicable to all the subgroups of participants involved in the activity.

2.4. Fill in the "Duration" section

1. Fill in the **Start date** and **End date** of the group activity. These dates must be within the project dates.
2. The group activity **Duration (days)** is calculated automatically and it does not include the travel days.
3. If the activity is a **Blended mobility activity**, check the applicable flag and specify the **Number of days in virtual Mobility activity**. There are no duration constraints for the virtual component of the activity, and it is not taken into in the Duration (days) and other budget calculations based on the physical duration of the activity.

2.5. The "Participants" section

The **Participants** section is not visible at this stage. It will become visible after you save and create the group activity record. Here you will create the subgroups of participants, with details for each subgroup, after having saved the group details.

See Add a subgroup to a group below for further instructions.

2.6. Fill in the "Participants Summary" section

This section is mostly prefilled based on the details provided for each subgroup in the **Participants** section of the screen. The fields will be updated as you fill in the Participants details, after saving the activity group.

At the bottom of the section you will also view the **Organisational Support** grant. This grant will be calculated automatically based on the subgroup information you provide. This amount cannot be changed manually except in cases of force majeure, and it is capped at EUR 1000 per group activity.

In addition:

1. Calculate and type the **Average age of the group**.
2. Specify the **Lead accompanying person** details.

> ⊘ **Important**
>
> The **Lead accompanying person** will be required to fill in the participant report for the entire group, even in case of Force majeure. Ensure the email address you provide is correct, as the invitation to fill in the participant report will be sent to this email.

PARTICIPANTS SUMMARY ⌄

Number of Participants *	Average age *	Participants gender *	Participants gender *	Participants gender *
0	0	0	0	0

Number of participants with fewer opportunities

0

Inclusion support for organisations

0,00 €

Types of accompanying persons: Other accompanying adults *	Types of accompanying persons: Personal assistants (for people with disabilities or similar) *	Types of accompanying persons: Education staff guiding the learning activities *
0	0	0

Number of Accompanying Persons *

0

Lead accompanying person - email *	Lead accompanying person - last name *	Lead accompanying person - first name *
Value missing (Draft field)	Value missing (Draft field)	Value missing (Draft field)

Organisational Support *

0,00 €

PARTICIPANTS SUMMARY ⌄

Number of Participants *	Average age *	Participants gender *	Participants gender *	Participants gender *
10	12	7	1	2

Number of participants with fewer opportunities

4

Inclusion support for organisations

400,00 €

Types of accompanying persons: Other accompanying adults *	Types of accompanying persons: Personal assistants (for people with disabilities or similar) *	Types of accompanying persons: Education staff guiding the learning activities *
0	1	3

Number of Accompanying Persons *

4

Lead accompanying person - email *	Lead accompanying person - last name *	Lead accompanying person - first name *
accp@email.test	Acc Person	Name

Organisational Support *

1 000,00 €

2.7. "Participant Report" section

In this section you will be able to monitor the status of the participant report and, if needed, resend the invitation to the Lead accompanying person to fill in the report. For more details about this section, see the page Manage participant reports in projects.

2.8. Review the "Budget" section

The **Total group grant** is displayed at the bottom of the activity screen, in the **Budget** section. It is calculated automatically as the sum of all relevant grants calculated in the subsections above. This amount cannot be changed manually. To view the real grant value, you must fill in the subgroup information first.

BUDGET   ⌄

                                              Total group grant

                                              ┌──────────────────┬─────┐
                                              │   0,00 │ € │
                                              └──────────────────┴─────┘

2.9. Add "Comments" if applicable

Please add any additional explanations you consider relevant concerning the group in the **Comments** field.

> ⊘ **Important**
>
> For compliance with the **EU General Data Protection Regulation**, please do not include any sensitive information about the participant's personal situation related to special needs, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, health or sexuality.

COMMENTS   ⌄

COMMENTS

Data collected in Beneficiary Module should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life.

                                                                      5000

2.10. Click "Save"

Once all the mandatory details are filled in, click on the **Save** button at the bottom of the screen to save and create the group activity record. A success message is displayed and the activity is displayed in the **Group activities** list.

You can now edit the activity to add subgroups of participants.

Group activities

List of group activities (1)   ＋ Create

Activity Type	Number of Participants	Number of Accompanying Persons	Sending Country	Receiving Country	Actions
Group mobility of school pupils			Serbia	Finland	👁 ✏ 🗑

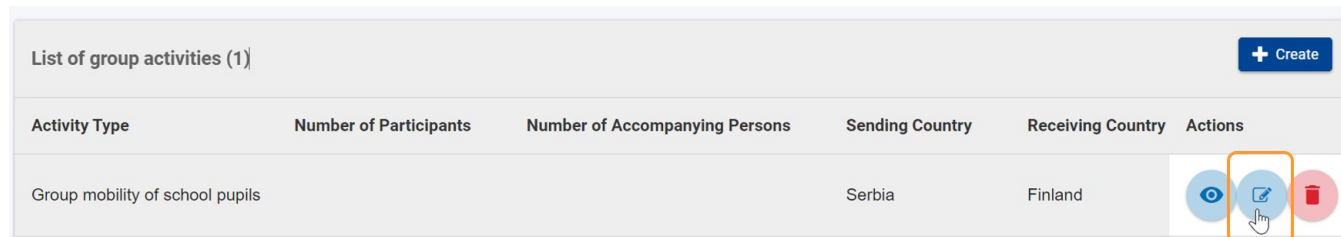Items per page 10 ▾   1 - 10 of 1 |< < > >|

✓ **SUCCESS**   ✕
Succesfully saved Group Mobility

3. Add a subgroup to the group

3.1. Click on "Edit" in the "Group activities" list

In the Group activities list, click on the **Edit** icon next to the group activity for which you wish to add the participant subgroups. The **Group activities** screen opens.
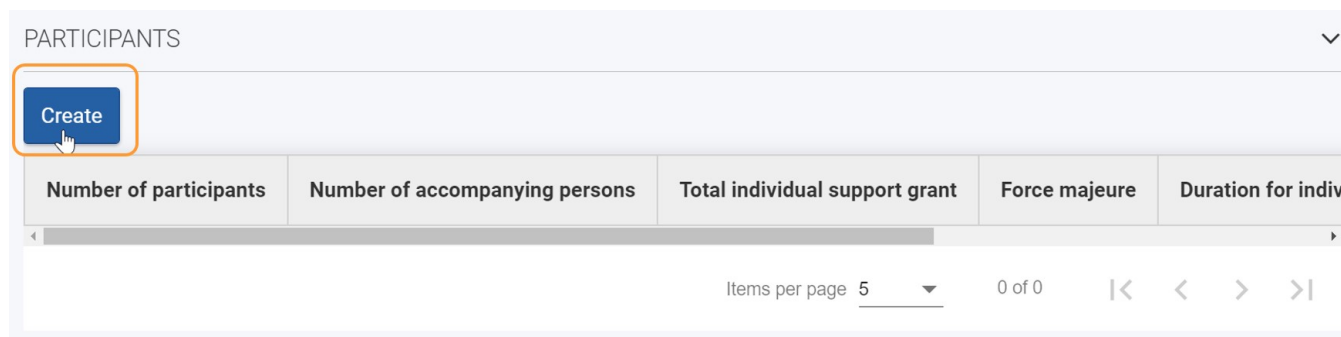

3.2. Click on "Create" under "Participants" to open the subgroup details screen

In the **Group activities** details screen, scroll down to the **Participants** section and click on the **Create** button. The subgroup details screen opens in edit mode.

Similarly to the Group activities screen, the subgroup details screen consists of various subsections, which can be opened and collapsed by using the dedicated arrows.

All mandatory details in the subgroup screen must be filled in at once in order to save the subgroup details.

3.3. View the "Group details"

At the top of the screen you can view the key group details:

- the **Group activity ID** - cannot be changed at subgroup level
- the **Destination country and city** - cannot be changed at subgroup level
- the **Start date, End date**, and calculated **Duration**, excluding the Travel days - cannot be changed at subgroup level
- whether the group has been flagged as a case of **Force majeure** - can be changed at subgroup level

3.4. Fill in the "Participant details"

1. Each subgroup is assigned an **ID** automatically. You can change it according to your preferences, but it must be unique within the project.
2. Specify the number of female, male or participants of other genders. The total **Number of participants** is calculated automatically and displayed.
3. If the subgroup includes **Participants with fewer opportunities**, check the applicable flag, and type the **Number of participants with fewer opportunities in the dedicated field.** You may also consider creating one or more subgroups that include only these participants, in accordance with their specificity. These participants and the beneficiary organisation are entitled to inclusion support. If applicable, fill in the desired **Inclusion support for participants** amount.

4. Specify the **Number of accompanying persons** of each type, in the dedicated fields.

5. If applicable, check the **Force Majeure** flag and provide an explanation in the **Force majeure explanations** field.
   - If this flag was already set at group level, you can remove it here if it is not applicable for this particular subgroup.

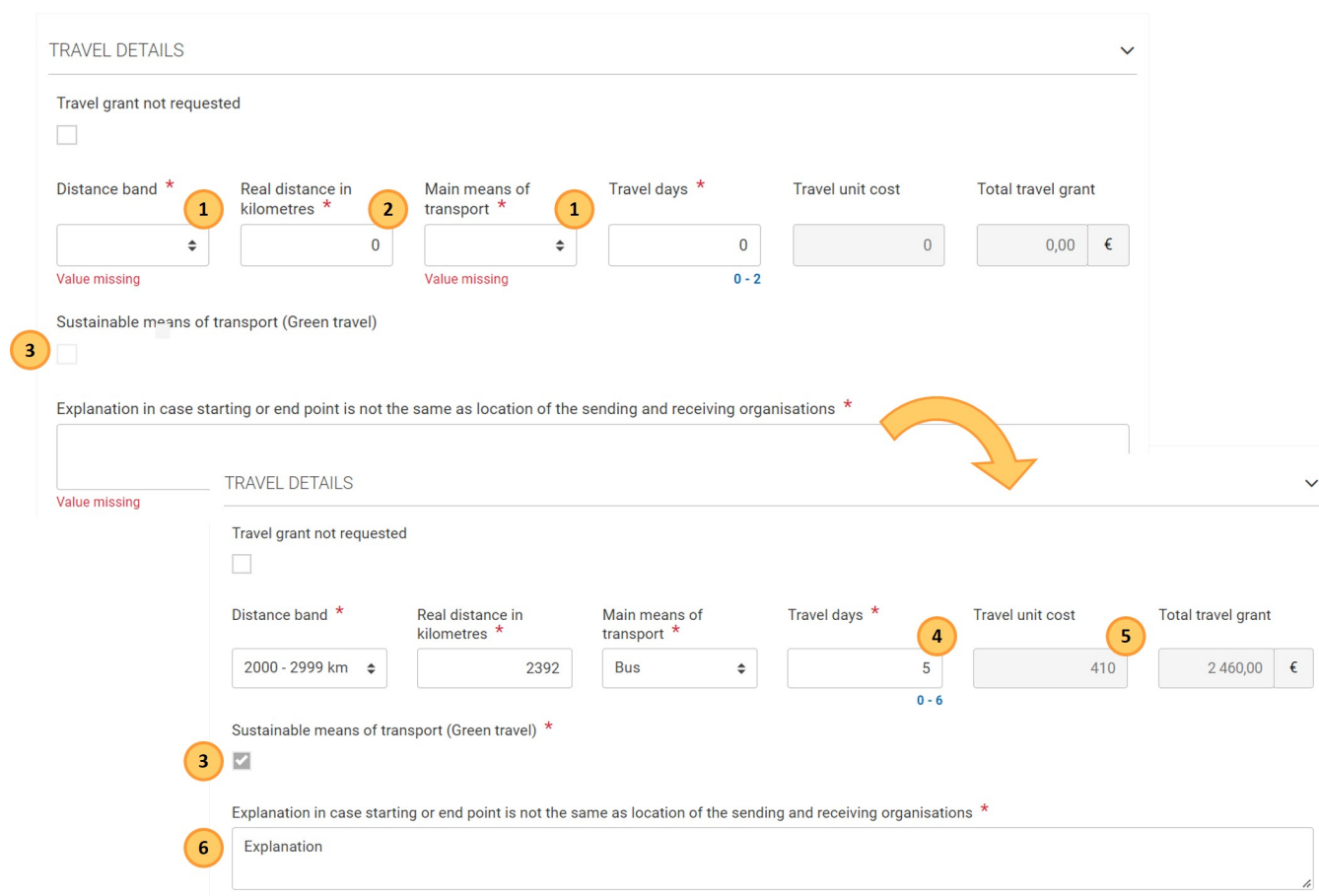### 3.5. Fill in the "Travel details"

1. The **Distance bands** to choose from differ according to whether the selected **Main Means of Transport** is considered to be sustainable or not. Select the applicable **Main Means of Transport** first, and then the distance band from the respective drop-down lists.
2. Type the **Real distance in kilometres** between the sending and the receiving cities.
3. The **Sustainable Means of Transport (green travel)** flag will be checked automatically depending on the selected means of transport. The following means are considered sustainable: bike, bus, carpooling, train, other sustainable transportation.
4. Enter the number of **Travel Days**. You can add up to 2 days for non-sustainable travel and up to 6 days for sustainable (green) travel.
5. The **Total travel grant** is calculated automatically based based on the number of participants (including the accompanying persons) and the unit cost. This amount cannot be changed manually, except in cases of force majeure.
6. If you selected a different location in the group details, fill in the additional field **Explanation in case starting or end point is not the same as location of the sending and receiving organisations**.

> ⚠️ **Take note**
>
> If you check the **Travel grant not requested** flag, the Travel unit cost and Total travel grant will be set to 0.

3.6. Fill in the "Exceptional Costs for Expensive Travel" section, if applicable,

If the Travel Grant does not cover at least 70% of the eligible travel cost of the participant, you are entitled to request a grant to cover **Exceptional costs for expensive travel** instead of the standard travel grant.

Tick the relevant box to **Request Exceptional Costs for Expensive Travel,** then type the **Real Travel Cost** in the relevant field.

The **Exceptional Cost for Expensive Travel - Total Grant** is calculated automatically as 80% of the Real Travel Cost. If you request the Exceptional costs for expensive travel grant, you must also fill in the additional field **Exceptional cost for expensive travel description and justification.**

EXCEPTIONAL COST FOR EXPENSIVE TRAVEL

Request exceptional cost for expensive travel *

Exceptional cost for expensive travel description and justification *

Explanation

Real travel cost *

4 000,00 €

Support rate *

80

Exceptional costs for expensive travel - total grant *

3 200,00 €

In the **Travel details** section you will also notice that the **Travel unit cost** and the **Total Travel Grant** have been reset to 0, and the **Real travel cost** is displayed instead.

Travel grant not requested *

Distance band *

2000 - 2999 km

Real distance in kilometres *

2392

Main means of transport *

Train

Travel days *

5

0 - 6

Travel unit cost *

0

Real travel cost *

4 000,00 €

Total travel grant *

0,00 €

Sustainable means of transport (Green travel) *

3.7. Fill in the "Individual Support" section

If you do not require any individual support for this subgroup, tick the **Individual support grant not requested** flag.

Otherwise, type the number of days for which you require the individual support grant for the subgroup, in the **Duration for individual support** field. This field is already prefilled with the maximum duration, calculated based on the activity duration and the number of travel days for this subgroup. Make sure that the number of funded days is in line with the participant grant agreement rules.

The **Individual support for participants** and the **Individual support for accompanying persons** are calculated automatically based on the respective unit costs, and cannot be modified manually. The **Total individual support grant** is also calculated and displayed. This amount cannot be changed manually, except in cases of force majeure.

INDIVIDUAL SUPPORT   ∨

Individual support - grant not
requested

☐

	Individual support for participants	Unit cost per day for participants ℹ
	3 944,00 €	64,00 €

Duration for individual support *

| 16 |
| 0 - 25 |

	Individual support for accompanying persons	Unit cost per day for accompanying persons ℹ
	3 604,00 €	117,00 €

Total individual support grant

| 7 548,00 € |

3.8. Review the "Budget" section

The **Total grant** for the subgroup is calculated automatically based on the information you have provided and displayed at the bottom of the screen.

BUDGET   ∨

Total grant

| 11 208,00 € |

3.9. Add Comments, if applicable

Please add any additional explanations you consider relevant concerning the subgroup in the **Comments** field.

> ⊘ **Important**
>
> For compliance with the **EU General Data Protection Regulation**, please **do not include any sensitive information about the participant's personal situation** related to special needs, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, health or sexuality.

COMMENTS   ∨

Overall Comments

Data collected in Beneficiary Module should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life.

[   ]

3.10. Click "Save"

Once all the mandatory details are filled in, click on the **Save** button at the bottom of the screen to save and create the subgroup. A success message appears, and the subgroup is now displayed in the **Participants** list.

At this point, the group activity status changes from **Draft** to **Complete.**

3.11. List of "Participants" (subgroups) - Overview

All the subgroups you add are listed in the Participants section of the group mobility activity. Key details are displayed for each subgroup.

For each item in the list, you have the following options by clicking on the applicable icons:

- **View** the subgroup details - the Participant details screen opens; you can view, but cannot change the subgroup details.
- **Edit** the subgroup details - the Participant details screen opens and you can make changes. Remember to save any updates by clicking on the Save button at the bottom of the screen.
- **Delete** the subgroup - click Yes in the pop-up message to confirm the deletion.

4. "List of group activities"

All the group activities you add are displayed in the **List of group activities**. For each group there is one corresponding group activity. The details shown in the list are retrieved from the information you provided in the group and subgroup screens.

For each item in the list, you have the following options by clicking on the applicable icons, from left to right:

- **View** the group details - the group details screen opens; you can view, but cannot change the group details.
- **Edit** the group details - the group details screen opens and you can make the desired changes. Remember to save any updates by clicking on the **Save** button at the bottom of the screen.
- **Delete** the group and all activity details - click **Yes** in the pop-up message to confirm the deletion.

5. General list options

The following general functionality is available in lists:

- **Sorting by column**: by clicking on a column header (1st click ascending, 2nd click descending, 3rd click off). An arrow indicating the current sort sequence is displayed next to the selected column header.
- **Browsing**: use the browsing options below the list to change the display of items per page and/or the arrows to view more results.
- **Horizontal and vertical scroll bars** (if applicable): move from left to right and top to bottom to view all data in the table.

Here is an example of the Group activities list sorted by the Number of Participants:

Expected Outcome

- Group activities have been added to the project.
- Once all the mandatory details are filled, the group activity status changes to **Complete** in and the related costs are reflected in the **Budget** tab.

Related Articles

- Add group activities in projects (KA121, KA122) NA WG REVIEW
- Mobility activities in projects (KA121, KA122) NA WG REVIEW
- Budget in projects (KA121, KA122) NA WG REVIEW
- Add group activities in projects (KA121, KA122)
- Budget in projects (KA121, KA122)
- Mobility activities in projects (KA121, KA122)
- Add Preparatory visits in projects (KA121, KA122)
- Copy of Manage participant reports in projects NA WG REVIEW
- Copy of Organisations in projects NA WG REVIEW
- Manage participant reports in projects
- Project details
- Organisations in projects
- Add mobility activities to projects
- Budget in projects
- Project list