

Checklist: Erasmus+ Mobility Project

BEFORE THE MOBILITY

Identify needs and opportunities

- Inform trainees about the opportunity
- Contact host organisation concerning potential dates and number of participants
- Fix dates with host organisation

Registration of participants

- Registration form(s) signed by participants
- Data protection form signed by participants
- Europass CV and Cover Letter received by participants
- Create a list of participants with relevant info as needed in the [Mobility Tool](#)

Fixing the work-placement

- Send registration, CVs and Cover letters of participants to host organisation
- Send Europass [Certificate Supplements](#) if necessary
- Book flights and accommodation (or let participants do that, in which case transfer them their individual and travel fund)

Prepare the work-placement

- Register the participants in the Mobility Tool
- Prepare [Learning Agreements](#) for each participants
- Collect signatures on Learning Agreements: participant, sending organisation, host organisation
- Prepare the participants for their stay abroad with check lists and an intercultural input

DURING THE MOBILITY

Monitoring the work placement

- Participants are now in the host organisation abroad and monitored by the partner.
- Check in with participants how they are doing and if they need any further support.
- Ask participant and/or host organisation to send you photos and experience reports that you may use for reporting and dissemination

AFTER THE MOBILITY

Finishing the organisation

- Remind participants to fill-in the online reports (send automatically by Mobility Tool)
- Collect boarding passes and any proof of transportation and accommodation
- If applicable, create a cost report and document the funding received

Preparing Europass Mobility Certificates

- Register with your national Europass Database
- Register your project
- Register participants and insert info of their mobility
- Ask host organisation to sign the certificate
- Sign the certificate on behalf of sending organisation
- Present the certificate to participant and let them sign them, too
- Keep a copy for documentation