



We starten om
14u00



2 februari 2023

EINDRAPPORTERING KA121 2021

*Online sessie (en presentatie) voor contracten
2021 blijft gelden voor contracten 2022.*

epos



Contracten 2022

- Er wordt nog een Q&A sessie gepland
- In februari 2023 werd een online sessie georganiseerd voor contracten 2021
 - Deze sessie blijft gelden voor contracten 2022
 - Hier en daar wat specifieke data, info geknipt uit opname
- Contracten 2022 dienen ten laatste in:
 - 30/10/2023: na 15 maanden
 - 30/07/2024: na 24 maanden



Rapportering

- KA121: op niveau van het project
 - **Eindrapport** per contract (15 of 24 maanden)
 - Budgetopname
 - Uitvoer activiteiten + feedback deelnemersrapporten
 - E+ kwaliteitsstandaarden op operationeel niveau
 - Samenhang project met Erasmus Plan
- KA120: op niveau van de accreditatie
 - **E+ kwaliteitsstandaarden** op institutioneel niveau
 - **Erasmus Plan** rapport
 - Na x-aantal jaren, Epos neemt contact op
- KA120: Erasmus Plan update
 - Bij afloop van huidige termijn, Epos neemt contact op



Geaccrediteerd project (KA121)

- Fundamenteel principe: flexibiliteit en vertrouwen
- Doel eindrapport: context voorzien bij de budgetinzet, gerapporteerde mobiliteiten, feedback uit deelnemersrapporten



Geaccrediteerd project (KA121)

- Fundamenteel principe: flexibiliteit en vertrouwen

Annex II:

During project implementation, the beneficiary can make changes to the indicative targets without requesting an amendment to the grant agreement. However, the beneficiary must always prioritise those targets that have been marked with priority status at budget allocation stage. Targets for accompanying persons and preparatory visits are the lowest priority.

At the final report stage, the beneficiary will explain any changes that took place during implementation. These explanations will be evaluated as part of the final report assessment, as described in Annex III.



Geaccrediteerd project (KA121)

- Fundamenteel principe: flexibiliteit en vertrouwen

Informatie bij eindrapport:

As an accredited Erasmus+ organisation, you are entrusted to manage your grant in a responsible way, adapting your actions to changing circumstances and your organisation's needs. In this process, results and quality are more important than any numerical targets. In addition, flexibility is needed because budgetary restrictions can make it impossible to deliver figures exactly as planned before the start of the implementation. **Therefore, it is normal and expected that your implemented targets will not perfectly match the indicative targets estimated at application stage.**

You should use questions [...] to show to the evaluators that you have been carefully managing your grant. [...] **Your goal should be to show that implementation decisions were made in the best interest of your organisation and the participants, that you have kept your Erasmus Plan objectives in mind, and that you have done your best to use the available budget to the maximum.**



Eindrapport KA121

Indienen in BM

- [Link BM](#)
- [Link handleiding naar stappen eindrapport](#)



Eindrapport KA121

Eerste stap: activiteiten rapporteren

- Alle activiteiten rapporteren: zorg dat mobiliteiten “complete” zijn en niet “draft”
 - “draft” mobiliteiten worden niet meegenomen in berekeningen
- Hulp nodig?
 - Zie [doorverwijspagina handleiding](#): “Add mobility activities” en/of “Add group activities”
 - Zie webinar BM van 26/01/22 ([opname](#) of [presentatie](#))



Eindrapport KA121

Eerste stap: activiteiten rapporteren

Project Activities and Budget Details ⓘ

Project ID

Grant Agreement No. : 21

Awarded/Reported Budget :

NA : BE02 - EPOS vzw - Org

0 days left !
Project ongoing
Deadline: 29 janv. 2023

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Individual mobility activities

Group activities

Targets

List of mobility activities (22)
















Bulk Actions

+ Create

Search...

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More Filters

Mobility activity ID	Activity type	Participant's first name	Participant's last name	Participant's email	Sending country	Receiving country	Start date	End date	Draft Mobility activity	Report Status	Actions
004113-MOB-1	Short-term learning mobility of pupils								COMPLETE	EUS_SUBMITTED	  
004113-MOB-92457	Job-shadowing								COMPLETE	EUS_SUBMITTED	  
004113-MOB-184743	Short-term learning mobility of pupils								COMPLETE	EUS_SUBMITTED	  
004113-MOB-184692	Courses and training								COMPLETE	EUS_SUBMITTED	  
004113-MOB-184729	Courses and training								COMPLETE	EUS_SUBMITTED	  



Eindrapport KA121

Eerste stap: activiteiten rapporteren

! Nieuwe info !

- Tabblad 'Fewer Opportunities' aanvullen
 - Elke deelnemer geregistreerd met “fewer opportunities” **éénmaal** opnemen bij **meest passende** categorie
 - Dit is louter voor verzameling statistische gegevens
 - Hulp nodig? Zie [handleiding](#)



Eerste stap: activiteiten rapporteren

! Nieuwe info !

- Tabblad 'Fewer Opportunities' aanvullen

Project Activities and Budget Details

Grant Agreement No. : 20ⁿ

Awarded/Reported Budget :

NA : BE02 - EPOS vzw - Organisation

0 days left !
Project ongoing

Deadline: 29 janv. 2023

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- Reports
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Fewer Opportunities

Please indicate the number of participants with fewer opportunities according to each reason below.

Reason	Number of Participants
Cultural differences	<input type="text" value="0"/>
Disability	<input type="text" value="0"/>
Economic obstacles	<input type="text" value="0"/>
Educational difficulties	<input type="text" value="0"/>
Geographical obstacles	<input type="text" value="0"/>
Health problems	<input type="text" value="0"/>
Migrant background obstacle	<input type="text" value="0"/>
Other reasons	<input type="text" value="0"/>
Social obstacles	<input type="text" value="0"/>

Eindrapport KA121

Eerste stap: activiteiten rapporteren

! Nieuwe info !

- Opdeling volgens de Epos definiëring:
 - ‘economic obstacles’
 - deelnemers die beantwoorden aan minstens één van de door de Vlaamse overheid gebruikte GOK-indicatoren. (sch, adu, vet)
 - volwassen lerenden die beantwoorden aan de definitie voor laaggeschoolde volwassen lerenden. (vet, adu)
 - ‘dissability’
 - deelnemers met een functiebeperking (sch, vet, adu)



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Tweede stap: eindrapport aanvullen

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✓ European Language Label

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Draft report saved (%) 26 minutes ago

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Evaluation criteria

The following evaluation criteria will be used to assess your final report on a scale of 100 points. The evaluation result will be used as part of the scoring for your future grant applications with your accreditation.
A large part of the assessment is based on the Erasmus quality standards, which you have committed to as part of your accreditation process. Before completing your report, we recommend that you read the standards again to understand the evaluation criteria fully. You may access the quality standards on the Europa web:
[here](#)

Delivering targets and coherence with Erasmus Plan (50 points)

The extent to which:

- the awarded funding has been absorbed by the beneficiary organisation (or sufficient justification has been provided for a lower absorption)
- the beneficiary has managed their grant effectively and efficiently, by taking into account the indicative targets defined in the grant agreement and adapting them to maximise the impact of implemented activities
- evolution that has taken place between the indicative targets and implemented activities is well explained in relation to the implementation circumstances and the beneficiary's Erasmus Plan
- the beneficiary has given appropriate priority to activities and categories of participants that have been marked as a priority at application stage

Compliance with Erasmus quality standards (50 points)

The extent to which:

- the implemented activities and participants' feedback show that the beneficiary has integrated basic principles of inclusion and diversity, digital education, and environmental sustainability and responsibility in the implementation of their activities
- the beneficiary has ensured sufficient participant report submission rates (in case of low submission rates, the beneficiary's explanation will be taken into account)
- participants' feedback shows that the quality of the implemented activities and support provided to the participants have been in line with the quality standards

Project details



Eindrapport KA121

Tweede stap: eindrapport aanvullen

- Epos baseert zich op de **evaluatie criteria** voor beoordeling, lees deze dus aandachtig!
- Indienen kan pas als alle verplichte velden ingevuld zijn er overal een groen kruis staat

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Delivering targets and coherence with Erasmus Plan (50 points)

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Tweede stap: eindrapport aanvullen

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[here](#)

The extent to which:

Delivering targets and coherence with Erasmus Plan (50 points)

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Eindrapport KA121

Tweede stap: eindrapport aanvullen

- Blanco Word-template voor eindrapport? Via [handleiding](#)
 - Drie generieke vragen: voor iedereen verplicht
 - Vier specifieke vragen: enkel wanneer een bepaald percentage niet behaald werd



Eindrapport KA121

Tweede stap: eindrapport aanvullen

- Blanco Word-template voor eindrapport? Via [handleiding](#)
 - Drie generieke vragen: voor iedereen verplicht
 - Vier specifieke vragen: enkel wanneer een bepaald percentage niet behaald werd

EINDRAPPORT KA121	
Vragen in eindrapport	
Budget	"Please explain why you were not able to use the entire awarded grant." <i>Specifieke vraag bij budgetopname <95%</i>
Activities	"With reference to the tables above, which targets did you need to adjust during implementation, and why?" Generieke vraag
	"How were your decisions during implementation guided by your Erasmus Plan?" " Generieke vraag
Participants' feedback	"Please explain why some participants in individual staff and learner activities did not submit their participant reports." <i>Specifieke vraag bij <80% deelnemersrapporten</i>
	"Please provide a justification for lack of participation reports for some of the implemented group activities." (SCH, ADU) <i>Specifieke vraag bij <100% deelnemersrapporten</i>
	"What were the reasons for participants' dissatisfaction? What measures did you take to improve the situation?" <i>Specifieke vraag bij lage tevredenheid in deelnemersrapporten</i>
	"Please explain why learning outcomes of some participants were not certified." <i>Specifieke vraag wanneer geen formele erkenning werd voorzien</i>
	"Please comment on the participants' feedback summarised in parts 1 to 4 above. You should identify strong and weak points and explain them." Generieke vraag
Hier wordt in de (generieke) vragen niet expliciet naar gepolst, maar input over de horizontale prioriteiten is wel nodig (cfr criterium 2: the extent to which [...] the beneficiary has integrated basic principles of [...]).	



Eindrapport KA121

Tweede stap: eindrapport aanvullen

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Budget

Budget category	Grant reported	Grant awarded
Organisational support	€	0,00 €
Travel	€	0,00 €
Individual support	0 €	0,00 €
Linguistic support		0,00 €
Course fees		0,00 €
Inclusion support for organisations	€	0,00 €
Preparatory visits	€	0,00 €
Total	42 502,00 €	63 165,00 €
Absorption rate	67.29%	

Please explain why you were not able to use the entire awarded grant. *

Value missing



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Learning mobility of VET learners	8	8	100,00%	0	0	0,00%	16	20	125,00%	0	5	0,00%
Total	8	8	100,00%	0	0	0,00%	16	20	125,00%	0	5	0,00%

Based on the information in the tables above, please compare your indicative targets and the implemented activities.

You should focus your replies on the most significant changes that took place, in particular:

- changes in priority activities;
- activities where the number of participants or the total duration is lower than 80% of the indicative target.

If you have implemented your activities almost exactly as planned, it is sufficient to state so in a short reply.

With reference to the tables above, which targets did you need to adjust during implementation, and why? *

Value missing

How were your decisions during implementation guided by your Erasmus Plan? *

Value missing



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Tweede stap: eindrapport aanvullen

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Participants' feedback

This section contains feedback gathered from participant reports, presented per type of activities.

The following table presents an overview of participant report submission rates across different activity types. The submission rate is calculated as the percentage of received reports out of the total expected.

Before submitting this report, please make sure that sufficient participant reports have been submitted to allow evaluators to make their assessment. Ensuring that participant reports are completed is part of your duties as defined in the grant agreement and the Erasmus quality standards. At least 80% submission rate is expected.

Please be aware that submitting your report with lower submission rate is likely to affect your evaluation score negatively. To improve the submission rate, we advise that you send reminders to participants who have not yet submitted their report.

Participant reports submission rate	
Activity Type	Submission rate
Short-term learning mobility of VET learners	56.25%
Overall for individual activities	56.25%
Overall for group activities	Not applicable

Please explain why some participants in individual staff and learner activities did not submit their participant reports. *

Value missing

Please provide a justification for lack of participation reports for some of the implemented group activities. *

Value missing

Blijkbaar nog een bug, cfr. 'not applicable' voor groepsmobiliteiten. Dit mag zo verduidelijkt worden in het tekstvak.



Eindrapport KA121

Verduidelijkingen bij diepgang rapportage

- Verduidelijkend document vind je [hier op de website](#)
(bibliotheek > projectuitvoering > KA1 > over rapportering > 2021)



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Declaration on honour

Please download the declaration on honour, print it, have it signed by the legal representative and attach.

Download the declaration on honour

Add the declaration on honour

Other documents

Please attach any other relevant documents.
If you have any additional questions, please contact your National Agency. You can find their contact details here: [List of National Agencies](#)

Add documents

List of documents

No	Name	File size (kB)	Type of document
	Total size (kB)	0	

Checklist

Before submitting your report form to the National Agency, please make sure that:

☐ All necessary information on your project has been encoded in Beneficiary Module;

☐ The report form has been completed using one of the mandatory languages specified in the Grant Agreement;

☐ All the relevant documents are annexed:

☐ Declaration on Honour, signed by the legal representative of the beneficiary organisation;

☐ The necessary supporting documents as requested in the grant agreement;

☐ You have saved or printed the copy of the completed form for your records.

Conditions for the Final report submission

Final report can only be submitted if:

☐ All mandatory fields in the report have been filled in

☒ Reported Budget is greater than zero, see [Budget](#)

☐ All mobility activities and group activities in the project are in status Complete, see [List of mobility activities](#)

☐ Declaration on Honour has been uploaded

☐ Checklist has been fulfilled

Afsluiter

- Issues deelnemersrapporten
- Vanuit Word template eindrapport:
 - “Accompanying persons are not participants: all calculations referring to ‘participants’ shall not include accompanying persons”
 - “Durations: unless otherwise specified durations are calculated based on ‘Duration (days)’ which is a calculated field that reflects the mobility start date, end date and excludes travel days, virtual mobility days and any possible interruptions.”



Afsluiter

- European Language Label
 - Geen verplichting
 - Geen impact op beoordeling eindrapport
 - Meer info

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European Language Label

The European Language Label is an award set up by the European Commission as part of the Erasmus+ programme. Its objectives are to recognise excellent projects in the area of multilingualism, to help sharing their results, and to promote public interest in language learning.

European Language Labels are awarded in each EU member state and in third countries associated to Erasmus+. The labels are awarded either on annual or biannual basis, depending on the country. You can learn more about the European Language Label on the Europa web, [here](#).

Thanks to having completed a Key Action 1 mobility project, your organisation has the opportunity to apply for the European Language Label.

Please note that applying for the European Language Label will not influence the evaluation of your final report in any way. All the information provided in replies to questions in this section will be used exclusively in the selection procedures for the European Language Label.

Would you like to apply for the European Language Label?

☐

Hosting organisations



Afsluiter

- Elk project is uniek, wees duidelijk en concreet genoeg
 - Ga ervan uit dat beoordelaar nog niets over je project weet
- Taal
 - contract I.4.11: “Alle [...] verslagen moeten worden ingediend in het **Nederlands**.”





Team Vlaamse en Europese Fondsen

Neem contact op met je dossierbeheerder Johan, Jolien of Simon bij vragen. Technische issues kunnen gemeld worden bij frederik.vancrombrugge@epos-vlaanderen.be, incl. vermelding projectcode en screenshot.

