

Checklist Mobility Project Realisation

1) Contracting

- Sign grant agreement with the National Agency
- Clarify details incl. financial aspects and sign agreement with your partner abroad
- Sign grant agreement with the beneficiaries

2) Select beneficiaries and collect the following information:

- Contact data
- CVs
- Motivation letters
- Confirmation of any allergies, intolerances or health limitations which could affect the mobility
- Copy of the ID/passport (check validity)
- Medical certificate when required by the host organization

3) Integrate information in the Mobility Tool, regularly update this information

4) Check and/or take out insurances

- European Health Insurance
- Accident insurance
- 3rd parties liability insurance



5) Agree on an Activity Plan/Learning Outcomes to be acquired at the workplace

- Learning Agreement/Quality Commitment to be signed
- If you are using ECVET, sign a Memorandum of Understanding with the host organisation

6) Clarify practical arrangements

- Travel
- Accommodation
- Local transport
- Meals
- 24/7 support in the host country

7) Preparation

- Cultural preparation
- Linguistic support
- Requirements, e.g. special work clothes

8) Monitoring and evaluation

- Stay in regular contact with the beneficiaries and your partner abroad
- Prepare documents for evaluation of the learning progress but also of the overall experience

9) Finalisation

- Reporting in Mobility Tool
- Remind about participant report
- Ask for final report/information and get confirmation for the mobility from your partner on the hosting side
- Prepare Europass Mobility with input from partner on the hosting side