

Guide for Completing the Erasmus+ National Agency Survey Questionnaire

Dear Esteemed Colleague,

Thank you for participating in our Erasmus+ National Agency Survey, a vital component of our research initiative focusing on the effective utilization of Mobility for learners and staff in adult education. Your expertise is invaluable, and we appreciate your commitment to providing comprehensive and accurate responses. To assist you in navigating and fulfilling the questionnaire effectively, please refer to the following detailed guide.

Suggestion on the designated respondent for the questionnaire:

The intended respondent for this questionnaire is the colleague responsible for adult education mobility within your organization. We kindly request the designated staff member to complete the survey, ensuring that responses align with their experiences in the field and data filterable from the Qlik Sense Dashboard.

The types of questions included in the questionnaire:

At the beginning of the questionnaire, we inquire about basic information regarding your organization.

The questionnaire encompasses some queries that necessitate the insertion of numerical data extractable from database. These questionnaire sections require you to extract data from the Qlik Sense Dashboard. Please access the tool to retrieve relevant information for questions related to mobility figures, financial plans, and statistics of implementation of different type of mobility activities. Below, we detail how we suggest extracting the data from the system.

Additionally, there are inquiries where we request responses based on the colleague's professional judgment. These questions are intentionally designed to capture your expert opinion on practices and circumstances specific to your country. Your thoughtful responses enhance the depth and richness of our research findings. Embrace the opportunity to share your individual insights.

Survey Submission Deadline:

To facilitate efficient data processing, we kindly ask you to complete the questionnaire by 20. January 2024. Your timely participation ensures the success of our research and allows us to draw meaningful conclusions.

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1. Practical information regarding the technical operation of the questionnaire.

Registration and login: If you want to make sure that you don't lose your data in the process, you should register first. After registration, log in and click on the „save” button at the bottom of the questionnaire to save your questionnaire and continue at any time.

Login

If you want to make sure that you don't lose your data in the process, you should register first. After registration, log in and click on the „save” button at the bottom of the questionnaire to save your questionnaire and continue at any time.

You can fill in the questionnaire without logging in, but closing the browser window before submitting may result in the loss of the values you entered.

Elfelejtette jelszavát?

Bejelentkezés

Registration

Registration

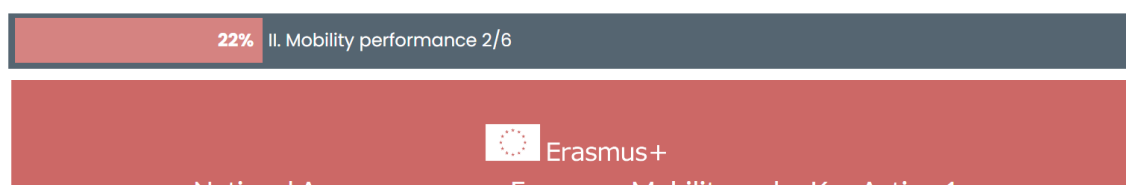
Navigation between pages: After answering the questions on the site, you can proceed to the next section by clicking the "Next" button at the bottom of the page.

Next

By clicking the "Previous" button, you can go back to the previous page and modify your responses if needed.

Previous

The progress bar at the top of the questions indicates your current position in completing the questionnaire and provides an estimate of how much is left until its completion.



We suggest clicking on the "Save" button regularly to ensure your answers are not lost. The questionnaire can be filled out without logging in, but in this case, if the questionnaire closes for any reason, the inserted data may be lost.

Save

Submitting the questionnaire: After inserting the appropriate data into each table, you can submit the questionnaire by clicking the "Submit" button.

Submit

2. Instructions related to the content completion of the questionnaire

II. Mobility performance

1.1 Mobility – annual financial plans and realisation

1. Overall performance figures

1.1 Mobility – annual financial plans and realisation

	Annual ADU mobility budget [1]	Contracted budget for the year	Remainder
2018			
2019			
2020			
2021			
2022			

[1] Based on the NA's Contribution Agreement

"Annual ADU mobility budget": Please insert here the annual ADU mobility budget for the respective year from the National Agency Contribution Agreement

"Contracted budget for the year": Please input the contracted amount that was actually contracted for the year into this column.

"Remainder": Calculate and insert the difference between the previous two into this column.

2. Implemented mobility details (2018, 2019, 2020, 2021, 2022)

Generally, please take into account the starting year of the mobility activity to fill in the tables. Please filter the data from the closed and approved mobility reports, except for the years 2021 and 2022. We are aware that the data on mobilities in the year of 2021 and 2022 may not be accurate and complete, depending on the submission and acceptance of the applicant's report. Please provide data on mobility for the year 2021 and 2022 based on the submitted reports. If you consider that the data available on the interface may be very different from the reality, please indicate this in the comment box.

2.1 Types of beneficiaries and details of submitted requests

For these tables, please take into account the year of the call, not the start of the mobility activity, as there is no concrete date of mobility at the submission and acceptance stage.

To fill in the table, please filter the data using the following queries:

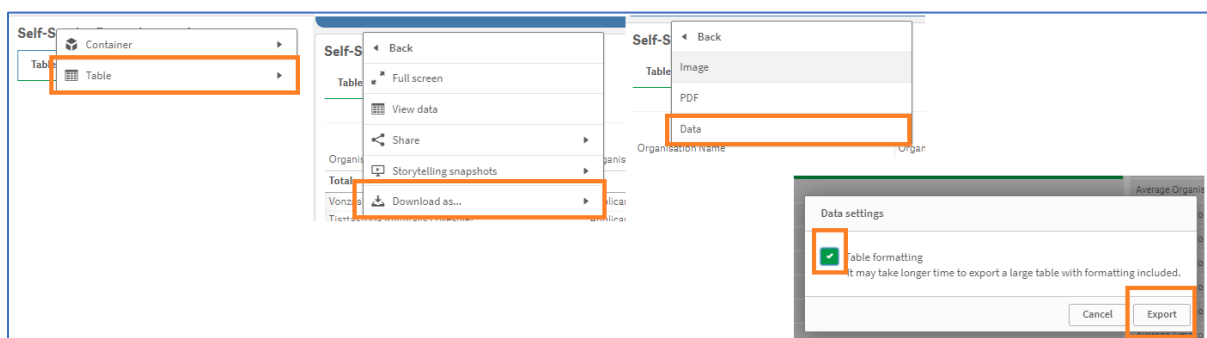
Please use the Qlik Sense Dashboard.

To access the dashboard:

- Open the dashboard link: <https://webgate.ec.europa.eu/eacdashboard/>
- Press 'Log in' option from the top left corner and enter your e-mail address or unique identifier and password


To export to excel, you must do the following steps:

- Right click on the table
- Select the Table option
- Select the Download as... option
- Select the Data option.
- Check the Table formatting checkbox
- Click on the Export button to download the excel file.



Number of beneficiaries who's applied for mobilities – Staff / Type of beneficiaries

2018-2020 (call year):

<ul style="list-style-type: none"> • On the left side of the screen, there is a section named "Streams" • Expand it and select "National Agencies"; • Click on "Erasmus+ Reporting (MFF 2014-2020)" to open the application. 	
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This dashboard contains three pages, please use Self-Service Reporting page.

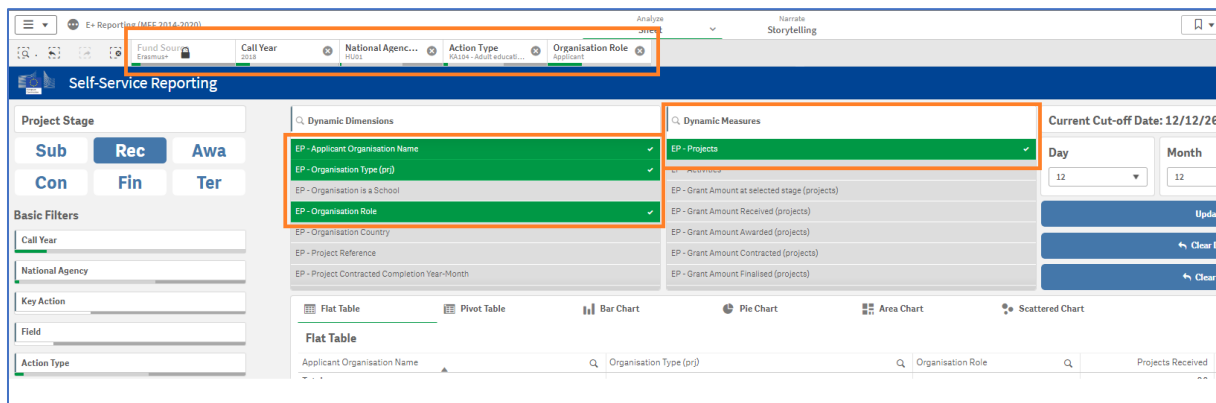
Filters:

- Project stage = Rec (Receiving because applications with delete status are not necessary)
- Basic filters:
 - **Call year:** 2018 or 2019 or 2020
 - **National Agency:** own agency
 - **Action type:** KA104 – Adult education staff mobility
- Additional filters:
 - **Dynamic Dimensions:**
 - EP – Applicant Organisation Name

- EP – Organisations Type (prj)
- EP – Organisation Role as Applicant

○ **Dynamic Measures:** EP Projects

Please categorize the organizations into the appropriate type (public, private, NGO, Higher Education Institute, VET Institute) based on the data displayed in the flat table view.



2021-2022 (call year):

- On the left side of the screen, there is a section named "Streams"
- Expand it and select "National Agencies";
- Click on "E+ and ESC (MFF 2021-2027)" to open the application.

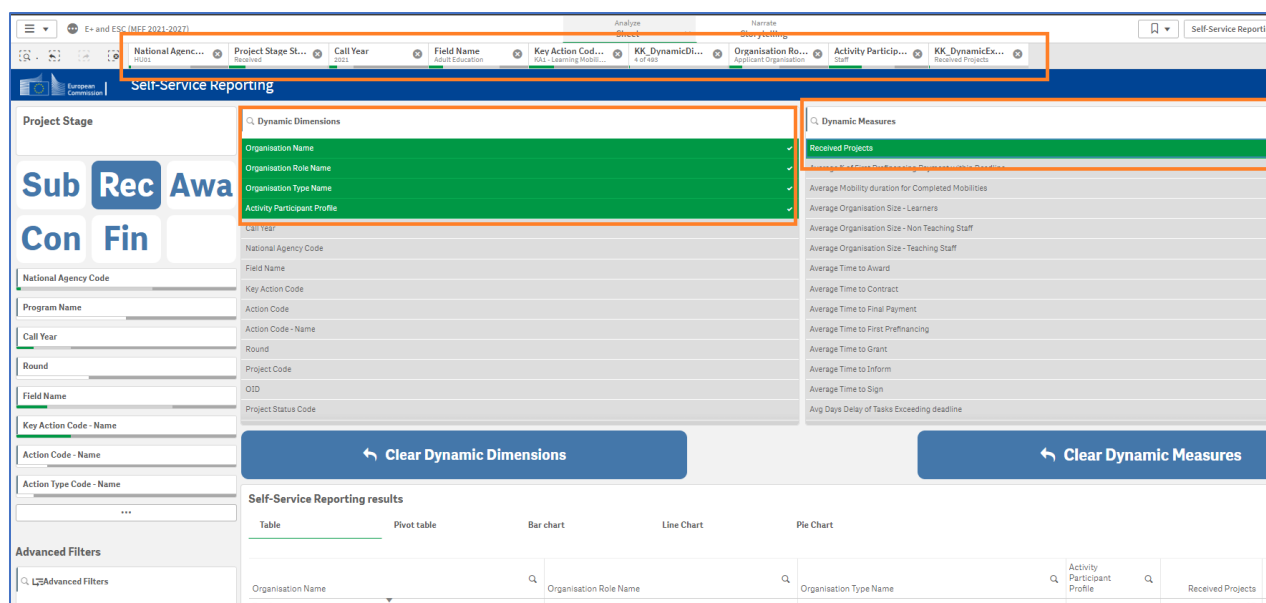


This dashboard contains several pages, please use Self-Service Reporting page.

Filters:

- Project stage = **Rec** (Receiving because applications with delete status are not necessary)
- Basic filters:
 - **Call year:** 2021 or 2022
 - **National Agency:** own agency
 - **Key Action code name:** KA1 – Learning mobility of individuals
 - **Field name:** Adult Education
- Additional filters:
 - **Dynamic Dimensions:**
 - Organisation Name
 - Organisations Type Name
 - Organisation Role Name as Applicant organisation
 - Activity Participant Profile as Staff
 - **Dynamic Measures:** Received Projects (optional)

Please categorize the organizations into the appropriate type (public, private, NGO, Higher Education Institute, VET Institute) based on the data displayed in the table view.



Number of requests for mobilities – Staff / Type of beneficiaries

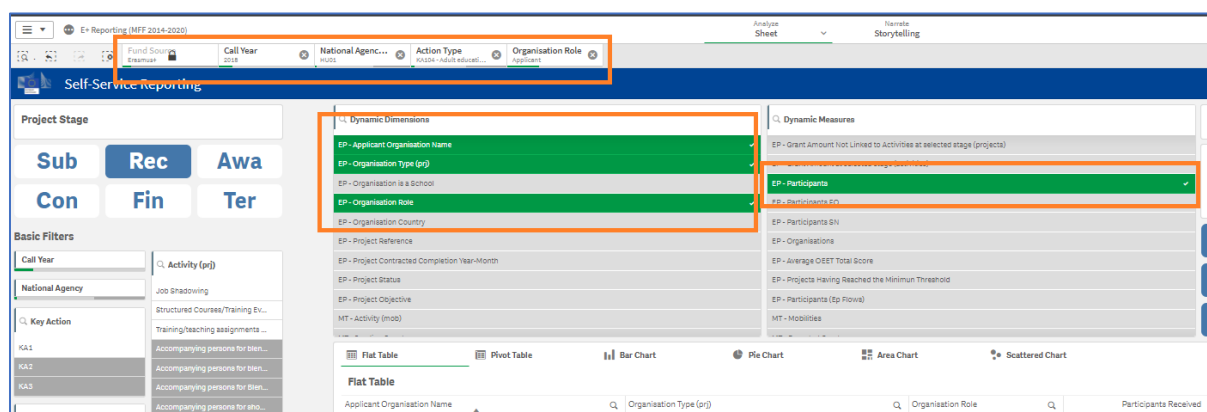
2018-2020 (call year):

Please use the Self-Service Reporting page of the Erasmus+ Reporting (MFF 2014-2020) dashboard.

Please use the filters mentioned in the previous question (2018-2020), and only the setting related to Dynamic Measures needs to change.

- **Dynamic Measures:** EP - Participants

Considering the categorization provided in the previous question (2018-2020), the number of mobilities can be summarized.



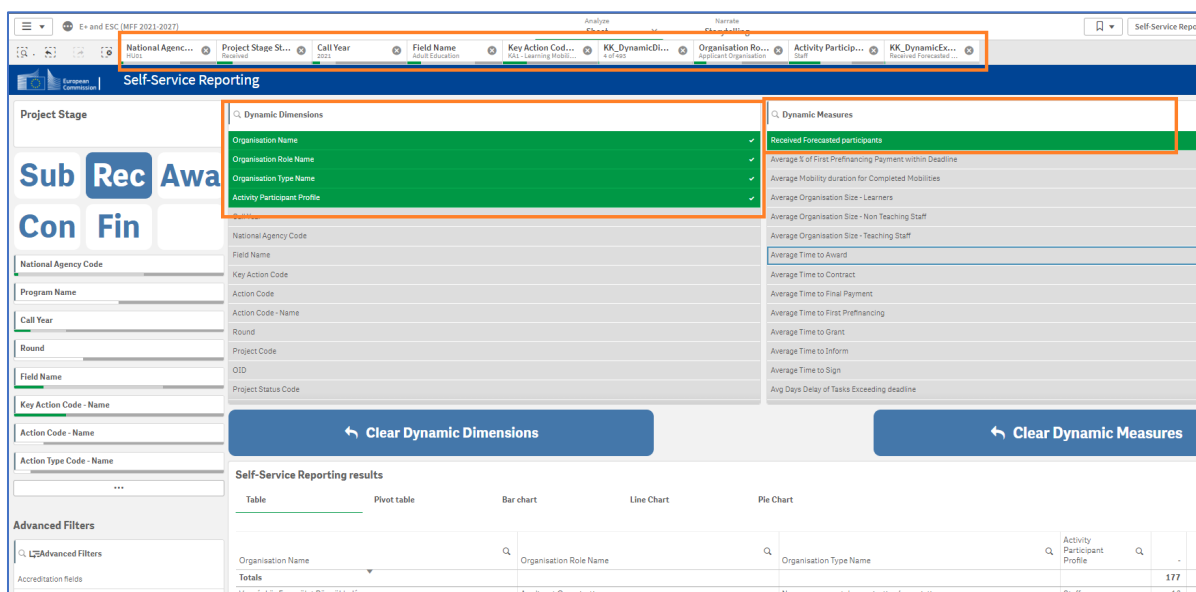
2021-2022 (call year):

Please use the Self-Service Reporting page of the E+ and ESC (MFF 2021-2027) dashboard.

Please use the filters mentioned in the previous question (2021-2022), and only the setting related to Dynamic Measures needs to change.

- **Dynamic Measures:** Received Forecasted participants

Considering the categorization provided in the previous question (2021-2022), the number of mobilities can be summarized.



The screenshot shows the 'Self-Service Reporting' interface. At the top, there are tabs for 'National Agency', 'Project Stage', 'Call Year', 'Field Name', 'Key Action Code', 'KK_DynamicDimensions', 'Organisation Role', 'Activity Participant', and 'KK_DynamicEx'. Below these, there are sections for 'Dynamic Dimensions' and 'Dynamic Measures'. The 'Dynamic Dimensions' section includes filters for 'Organisation Name', 'Organisation Role Name', 'Organisation Type Name', and 'Activity Participant Profile'. The 'Dynamic Measures' section includes filters for 'Received Forecasted participants', 'Average % of First Prefinancing Payment within Deadline', 'Average Mobility duration for Completed Mobilities', 'Average Organisation Size - Learners', 'Average Organisation Size - Non Teaching Staff', 'Average Organisation Size - Teaching Staff', 'Average Time to Award', 'Average Time to Contract', 'Average Time to Final Payment', 'Average Time to First Prefinancing', 'Average Time to Grant', 'Average Time to Inform', 'Average Time to Sign', and 'Avg Days Delay of Tasks Exceeding deadline'. Below these sections, there are buttons for 'Clear Dynamic Dimensions' and 'Clear Dynamic Measures'. At the bottom, there is a table titled 'Self-Service Reporting results' with columns for 'Table', 'Pivot table', 'Bar chart', 'Line Chart', and 'Pie Chart'. The table shows data for 'Organisation Name', 'Organisation Role Name', 'Organisation Type Name', and 'Activity Participant Profile'.

Number of granted mobilities – Staff / Type of beneficiaries

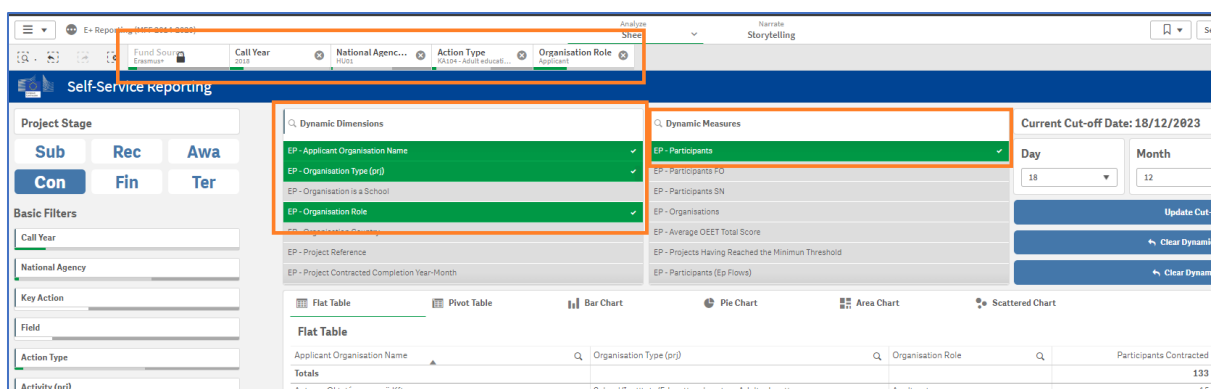
2018-2020 (call year):

Please use the Self-Service Reporting page of the Erasmus+ Reporting (MFF 2014-2020) dashboard.

Filters:

- Project stage = Con (Contracted)
- Basic filters:
 - **Call year:** 2018 or 2019 or 2020
 - **National Agency:** own agency
 - **Action type:** KA104 – Adult education staff mobility
- Additional filters:
 - **Dynamic Dimensions:**
 - EP – Applicant Organisation Name
 - EP – Organisations Type (prj)
 - EP – Organisation Role as Applicant
 - **Dynamic Measures:** EP - Participants

Considering the categorization provided in the previous questions (2018-2020), the number of mobilities can be summarized.



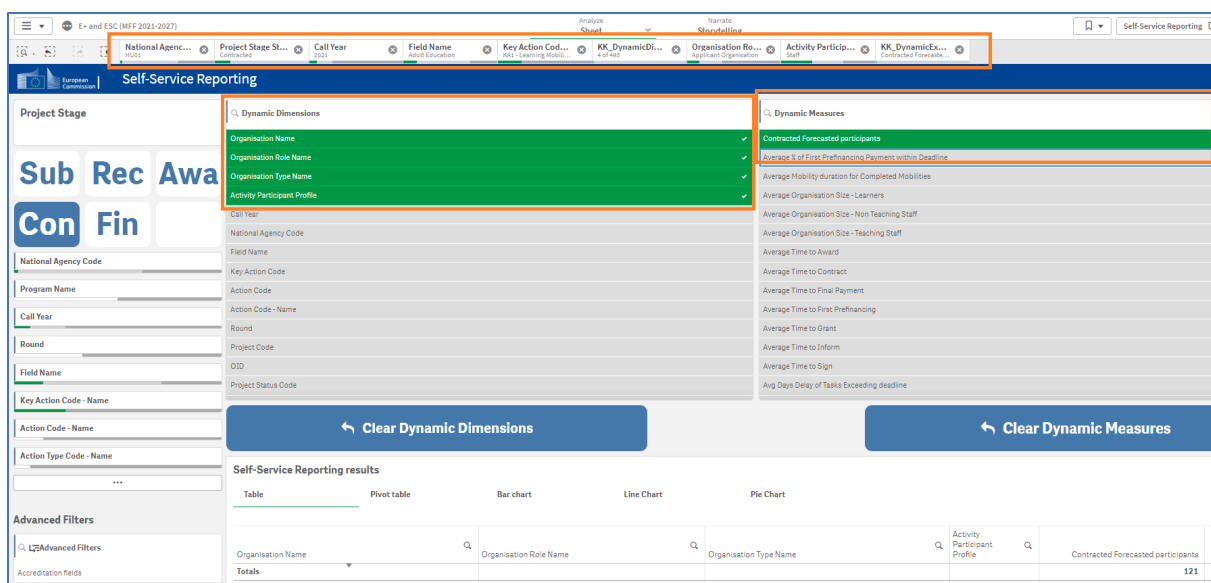
2021-2022 (call year):

Please use the Self-Service Reporting page of the E+ and ESC (MFF 2021-2027) dashboard.

Filters:

- Project stage = Con (Contracted)
- Basic filters:
 - **Call year**: 2021 or 2022
 - **National Agency**: own agency
 - **Key Action code name**: KA1 – Learning mobility of individuals
 - **Field name**: Adult Education
- Additional filters:
 - **Dynamic Dimensions**:
 - Organisation Name
 - Organisations Type Name
 - Organisation Role Name as Applicant organisation
 - Activity Participant Profile as Staff
 - **Dynamic Measures**: Contracted Forecasted participants

Considering the categorization provided in the previous questions (2021-2022), the number of mobilities can be summarized.



Number of beneficiaries with granted mobilities – Staff / Type of beneficiaries

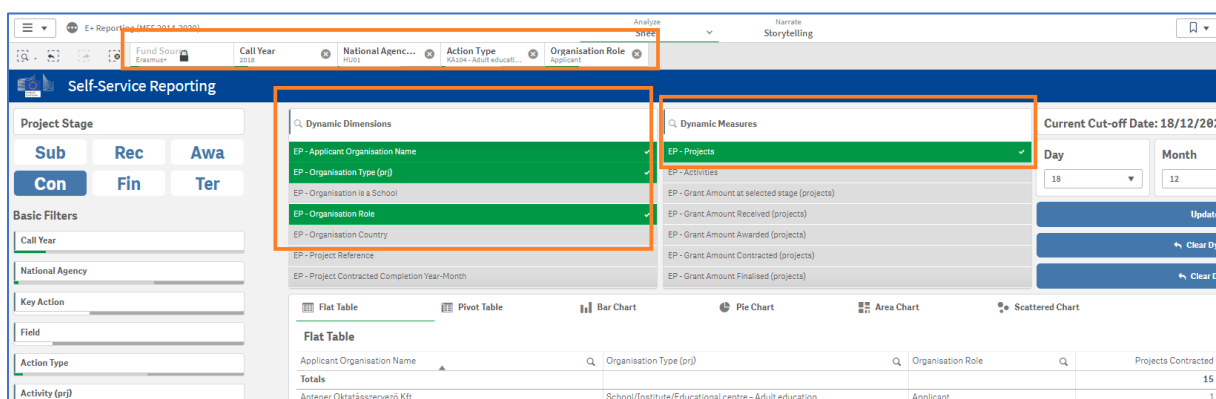
2018-2020 (call year):

Please use the Self-Service Reporting page of the Erasmus+ Reporting (MFF 2014-2020) dashboard.

Please use the filters mentioned in the previous question (2018-2020), and only the setting related to Dynamic Measures needs to change.

- **Dynamic Measures:** EP Projects

Please categorize the organizations into the appropriate type (public, private, NGO, Higher Education Institute, VET Institute) based on the data displayed in the flat table view.



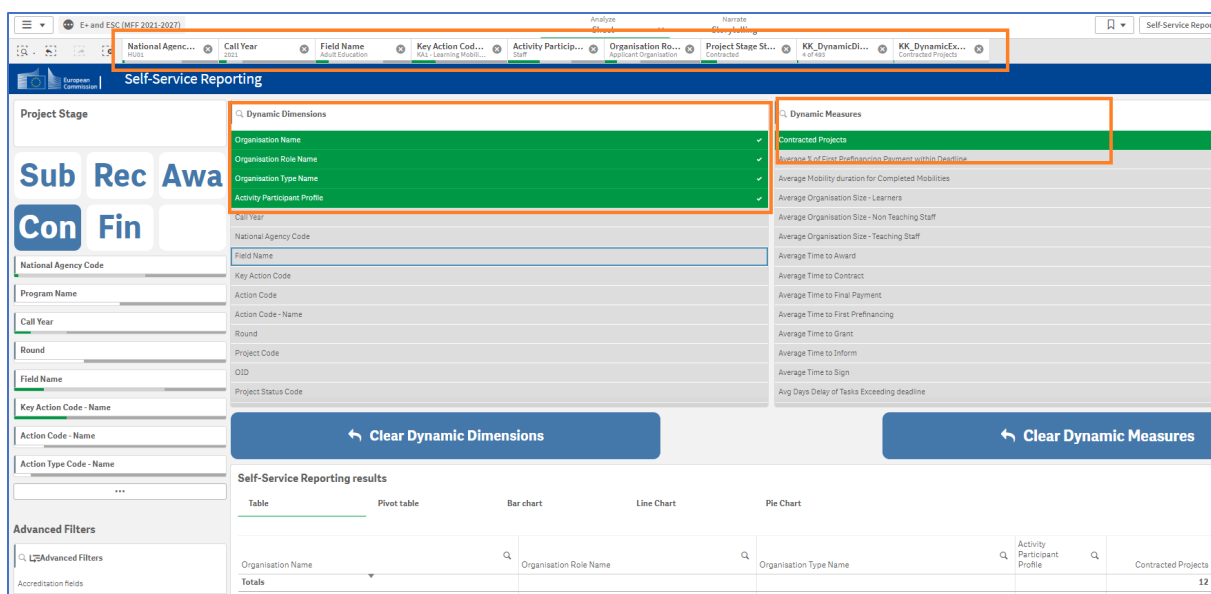
2021-2022 (call year):

Please use the Self-Service Reporting page of the E+ and ESC (MFF 2021-2027) dashboard.

Please use the filters mentioned in the previous question (2021-2022), and only the setting related to Dynamic Measures needs to change.

- **Dynamic Measures:** Contracted Projects

Please categorize the organizations into the appropriate type (public, private, NGO, Higher Education Institute, VET Institute) based on the data displayed in the table view.



Number of beneficiaries who's applied for mobilities – Learner / Type of beneficiaries

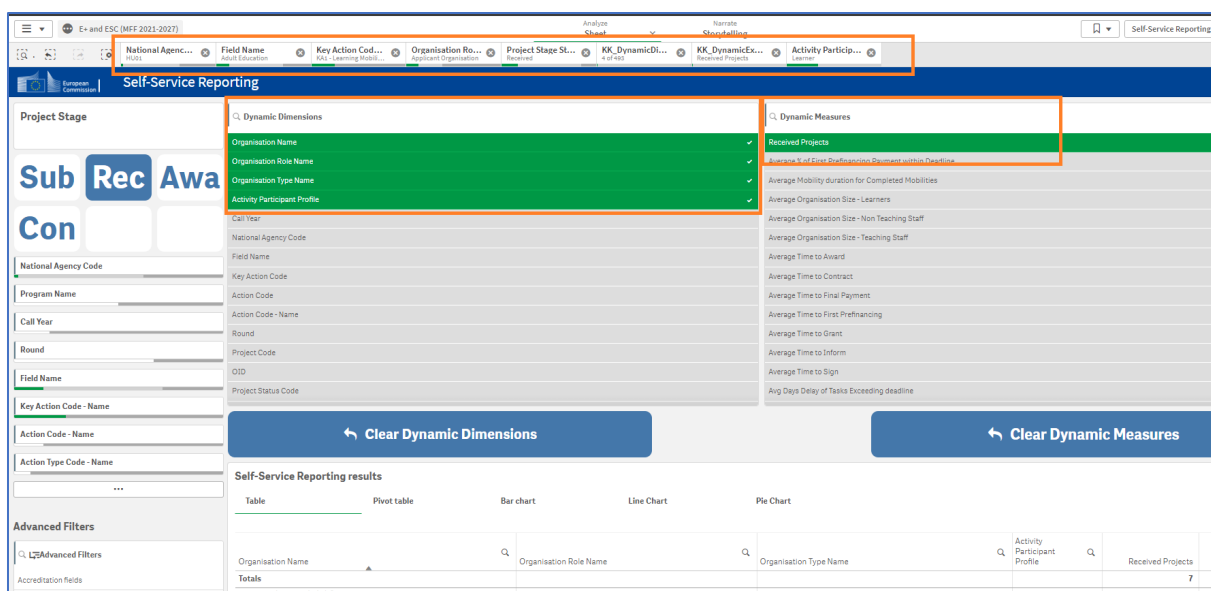
2021-2022 (call year):

Please use the Self-Service Reporting page of the E+ and ESC (MFF 2021-2027) dashboard.

Filters:

- Project stage = Rec (Receiving because applications with delete status are not necessary)
- Basic filters:
 - **Call year:** 2021 or 2022
 - **National Agency:** own agency
 - **Key Action code name:** KA1 – Learning mobility of individuals
 - **Field name:** Adult Education
- Additional filters:
 - **Dynamic Dimensions:**
 - Organisation Name
 - Organisations Type Name
 - Organisation Role Name as Applicant organisation
 - Activity Participant Profile as Learner
 - **Dynamic Measures:** Received Projects (optional)

Please categorize the organizations into the appropriate type (public, private, NGO, Higher Education Institute, VET Institute) based on the data displayed in the table view.



Dynamic Dimensions	Dynamic Measures
Organisation Name	Received Projects
Organisation Role Name	Average % of First Beneficiaries Payment within Deadline
Organisation Type Name	Average Mobility duration for Completed Mobilities
Activity Participant Profile	Average Organisation Size - Learners
	Average Organisation Size - Non Teaching Staff
	Average Organisation Size - Teaching Staff
	Average Time to Award
	Average Time to Contract
	Average Time to Final Payment
	Average Time to First Prefinancing
	Average Time to Grant
	Average Time to Inform
	Average Time to Sign
	Avg Days Delay of Tasks Exceeding deadline

Table	Pivot table	Bar chart	Line Chart	Pie Chart
Organisation Name	Organisation Role Name	Organisation Type Name	Activity Participant Profile	Received Projects
Totals				7

Number of requests for mobilities – Learner / Type of beneficiaries

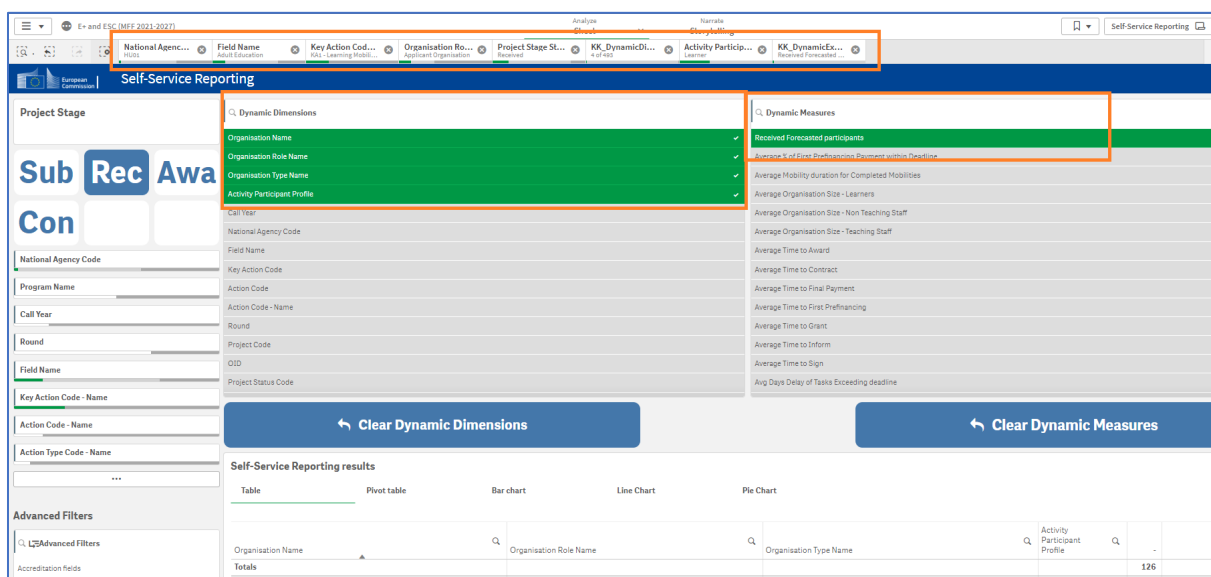
2021-2022 (call year):

Please use the Self-Service Reporting page of the E+ and ESC (MFF 2021-2027) dashboard.

Please use the filters mentioned in the previous question (2021-2022), and only the setting related to Dynamic Measures needs to change.

- **Dynamic Measures:** Received Forecasted participants

Considering the categorization provided in the previous question (2021-2022), the number of mobilities can be summarized.



Dynamic Dimensions	Dynamic Measures
Organisation Name	Received Forecasted participants
Organisation Role Name	Average % of First Beneficiaries Payment within Deadline
Organisation Type Name	Average Mobility duration for Completed Mobilities
Activity Participant Profile	Average Organisation Size - Learners
	Average Organisation Size - Non Teaching Staff
	Average Organisation Size - Teaching Staff
	Average Time to Award
	Average Time to Contract
	Average Time to Final Payment
	Average Time to First Prefinancing
	Average Time to Grant
	Average Time to Inform
	Average Time to Sign
	Avg Days Delay of Tasks Exceeding deadline

Table	Pivot table	Bar chart	Line Chart	Pie Chart
Organisation Name	Organisation Role Name	Organisation Type Name	Activity Participant Profile	
Totals				126

Number of granted mobilities – Learner / Type of beneficiaries

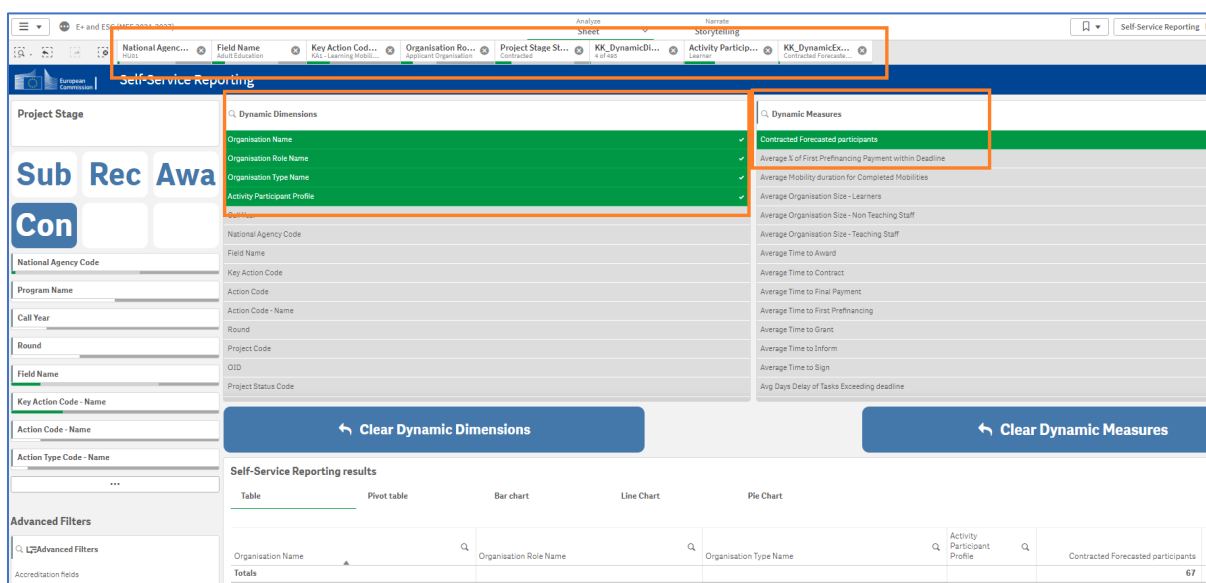
2021-2022 (call year):

Please use the Self-Service Reporting page of the E+ and ESC (MFF 2021-2027) dashboard.

Filters:

- Project stage = Con (Contracted)
- Basic filters:
 - **Call year:** 2021 or 2022
 - **National Agency:** own agency
 - **Key Action code name:** KA1 – Learning mobility of individuals
 - **Field name:** Adult Education
- Additional filters:
 - **Dynamic Dimensions:**
 - Organisation Name
 - Organisations Type Name
 - Organisation Role Name as Applicant organisation
 - Activity Participant Profile as Learner
 - **Dynamic Measures:** Contracted Forecasted participants

Considering the categorization provided in the previous question (2021-2022), the number of mobilities can be summarized.



The screenshot shows the 'Self-Service Reporting' dashboard. The top navigation bar includes 'National Agency Code', 'Field Name', 'Key Action Code', 'Organisation Role', 'Project Stage', 'KK Dynamic Dimensions', 'Activity Participant Profile', and 'KK Dynamic Measures'. The 'Project Stage' filter is set to 'Con'. The 'Dynamic Dimensions' filter is set to 'Contracted Forecasted participants'. The 'Dynamic Measures' filter is set to 'Contracted Forecasted participants'. The 'Self-Service Reporting results' section shows a table with columns: Organisation Name, Organisation Role Name, Organisation Type Name, Activity Participant Profile, and Contracted Forecasted participants. The table has a total of 67 rows.

Organisation Name	Organisation Role Name	Organisation Type Name	Activity Participant Profile	Contracted Forecasted participants
Totals				67

Number of beneficiaries with granted mobilities – Learner / Type of beneficiaries

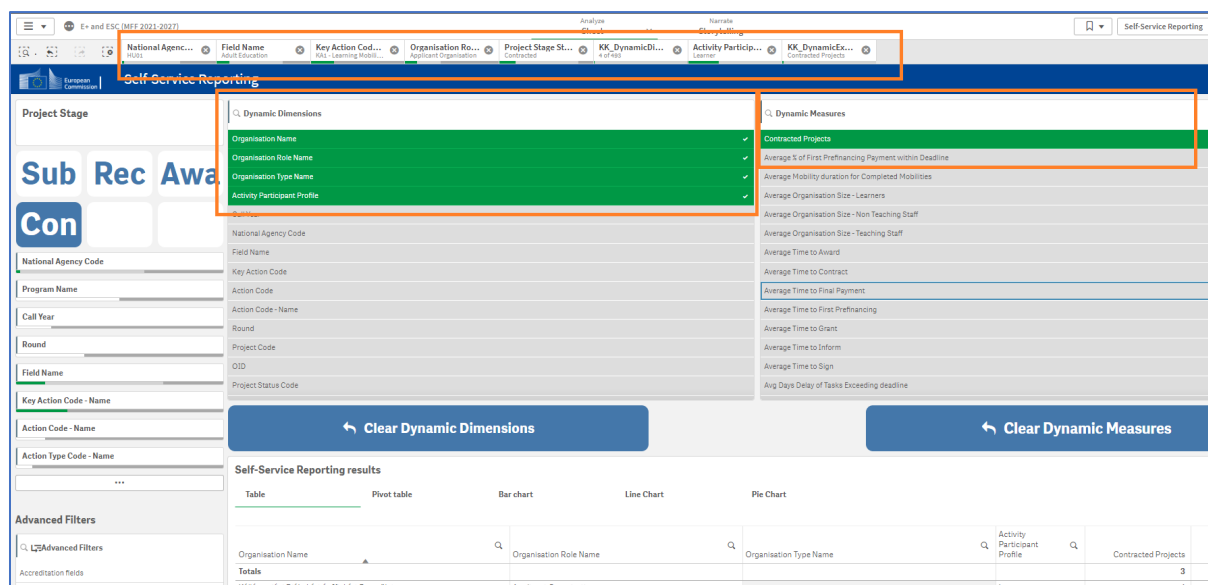
2021-2022 (call year):

Please use the Self-Service Reporting page of the E+ and ESC (MFF 2021-2027) dashboard.

Please use the filters mentioned in the previous question (2021-2022), and only the setting related to Dynamic Measures needs to change.

• **Dynamic Measures:** Contracted Projects

Please categorize the organizations into the appropriate type (public, private, NGO, Higher Education Institute, VET Institute) based on the data displayed in the table view.



The screenshot shows the 'Self-Service Reporting' interface. On the left, there are filters for 'Project Stage' (Sub, Rec, Awa, Con) and 'National Agency Code'. The main area displays 'Dynamic Dimensions' and 'Dynamic Measures' lists. The 'Dynamic Dimensions' list includes fields like Organisation Name, Organisation Role Name, Organisation Type Name, and Activity Participant Profile. The 'Dynamic Measures' list includes metrics like Contracted Projects, Average % of First Prefinancing Payment within Deadline, and Average Mobility duration for Completed Mobilities. At the bottom, there is a table view showing results for 'Contracted Projects' with columns for Organisation Name, Organisation Role Name, Organisation Type Name, Activity Participant Profile, and Contracted Projects.

2.2 Types of beneficiaries and number of implemented mobilities

For the tables related to the years 2018, 2019, and 2020, extract the numbers of implemented mobilities based on the submitted and accepted reports of beneficiaries.

Number of implemented mobilities – Staff / Type of beneficiaries

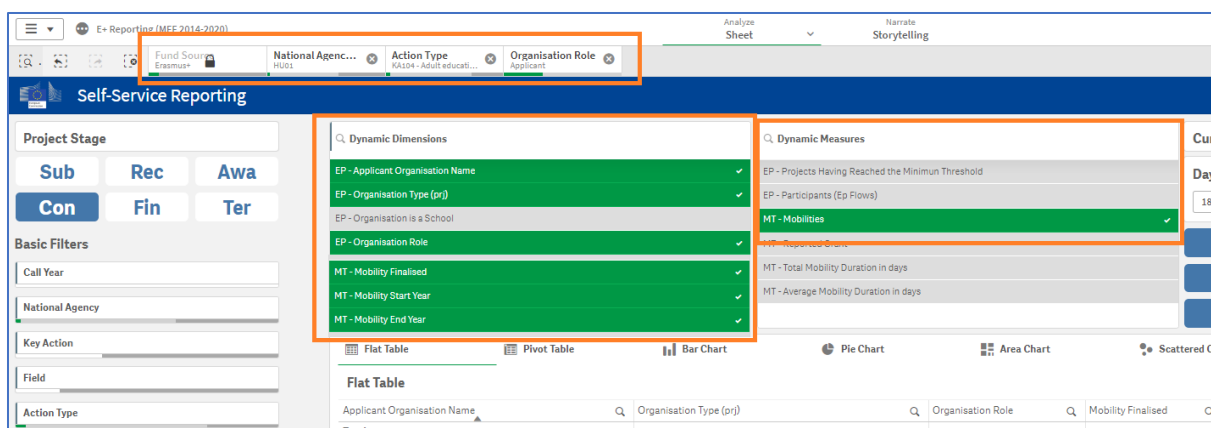
2018-2022 (mobility start date) - previous programme period:

Please use the Self-Service Reporting page of the Erasmus+ Reporting (MFF 2014-2020) dashboard.

Filters:

- **Project stage = Con** (Contracted)
- **Basic filters:**
 - **National Agency:** own agency
 - **Action type:** KA104 – Adult education staff mobility
- **Additional filters:**
 - **Dynamic Dimensions:**
 - EP – Applicant Organisation Name
 - EP – Organisations Type (prj)
 - EP – Organisation Role as Applicant
 - MT – Mobility Start Year – filter = Year of the analysis (2018 or 2019 or 2020 or 2021 or 2022)
 - MT – Mobility End Year
 - MT – Mobility Finalised – filter = YES
 - **Dynamic Measures:** MT – Mobilities

Please categorize the organizations into the appropriate type (public, private, NGO, Higher Education Institute, VET Institute) and considering the categorization, the number of mobilities can be summarized.



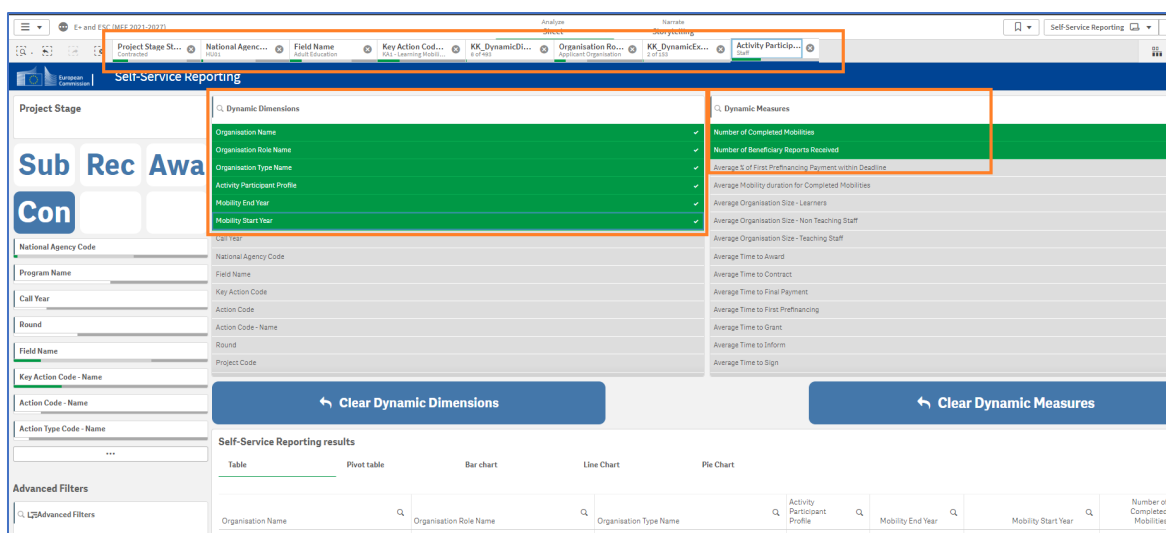
2021-2022 (mobility start date):

The data from the year 2021 and year 2022 of the previous programme period should be added to the year 2021 and year 2022 of current programme period. This will ensure that the data for the same implementation year from both programme periods are displayed as a total in the table.

Please use the Self-Service Reporting page of the E+ and ESC (MFF 2021-2027) dashboard.

Filters:

- Project stage = Con (Contracted)
- Basic filters:
 - **National Agency:** own agency
 - **Key Action code name:** KA1 – Learning mobility of individuals
 - **Field name:** Adult Education
- Additional filters:
 - **Dynamic Dimensions:**
 - Organisation Name
 - Organisations Type Name
 - Organisation Role Name as Applicant organisation
 - Activity Participant Profile as Staff
 - Mobility Start Year - filter = Year of the analysis (2021 or 2022)
 - Mobility End Year
 - **Dynamic Measures:**
 - Number of Completed mobilities
 - Number of Beneficiary Reports Received - should be greater than zero



Please categorize the organizations into the appropriate type (public, private, NGO, Higher Education Institute, VET Institute) and considering the categorization, the number of mobilities can be summarized.

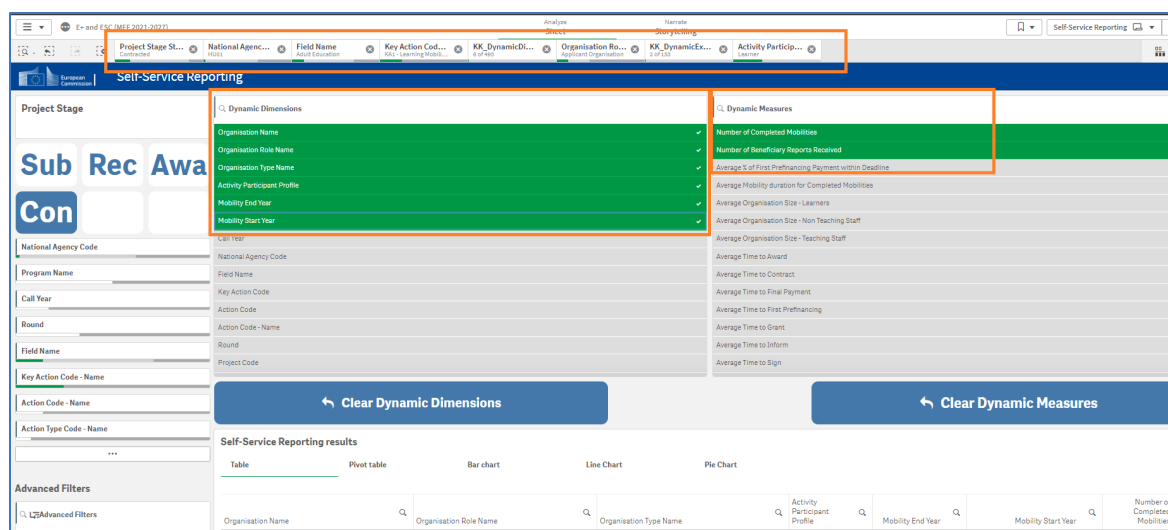
Number of implemented mobilities – Learner / Type of beneficiaries

2021-2022 (mobility start date):

Please use the Self-Service Reporting page of the E+ and ESC (MFF 2021-2027) dashboard.

Filters:

- Project stage = Con (Contracted)
- Basic filters:
 - **National Agency:** own agency
 - **Key Action code name:** KA1 – Learning mobility of individuals
 - **Field name:** Adult Education
- Additional filters:
 - **Dynamic Dimensions:**
 - Organisation Name
 - Organisations Type Name
 - Organisation Role Name as Applicant organisation
 - Activity Participant Profile as Learner
 - Mobility Start Year - filter = Year of the analysis (2021 or 2022)
 - Mobility End Year
 - **Dynamic Measures:**
 - Number of Completed mobilities
 - Number of Beneficiary Reports Received - should be greater than zero



Please categorize the organizations into the appropriate type (public, private, NGO, Higher Education Institute, VET Institute) and considering the categorization, the number of mobilities can be summarized.

For the tables related to the years 2021 and 2022, extract the numbers of implemented mobilities based on submitted reports of beneficiaries.

We consider it Low skilled adult learner whose level of education is Primary education or Lower secondary education.

Under Other Activities we consider the activities of Hosting teachers and educators in training and Invited experts

[Number of implemented mobilities - Out of which for Low skilled adult learner / Type of beneficiaries](#)

2021-2022 (mobility start date):

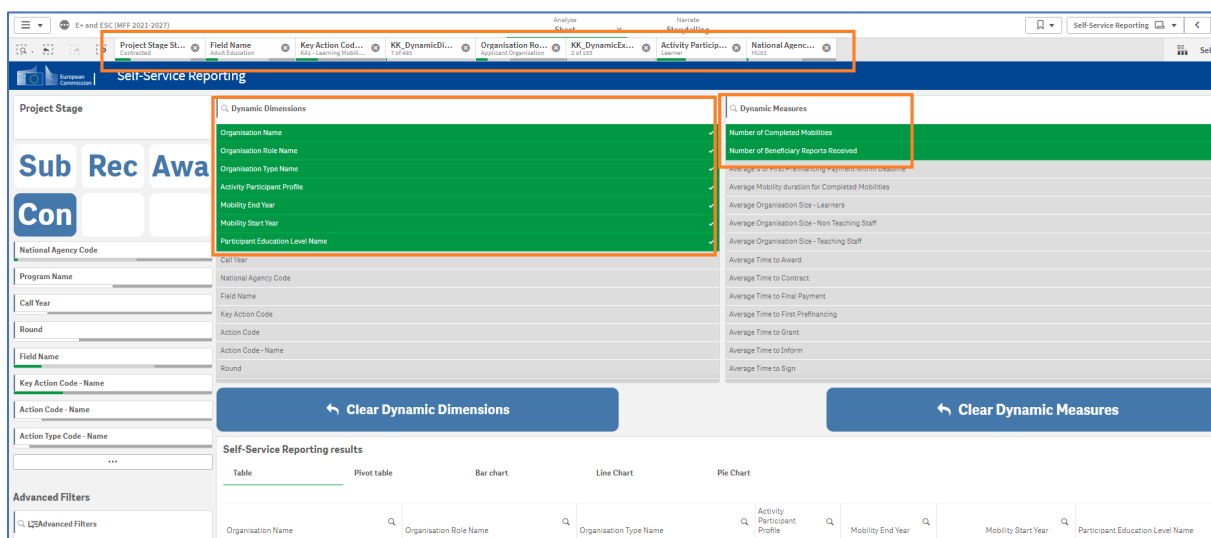
Please use the Self-Service Reporting page of the E+ and ESC (MFF 2021-2027) dashboard.

Filters:

- Project stage = Con (Contracted)
- Basic filters:
 - **National Agency:** own agency
 - **Key Action code name:** KA1 – Learning mobility of individuals
 - **Field name:** Adult Education
- Additional filters:
 - **Dynamic Dimensions:**
 - Organisation Name
 - Organisations Type Name
 - Organisation Role Name as Applicant organisation
 - Activity Participant Profile as Learner

- Mobility Start Year - filter = Year of the analysis (2021 or 2022)
 - Mobility End Year
 - Participant Education Level Name - Primary education or Lower secondary education
- **Dynamic Measures:**
 - Number of Completed mobilities
 - Number of Beneficiary Reports Received - should be greater than zero

Considering the categorization provided in the previous question (2021-2022), the number of mobilities can be summarized.



The screenshot shows the 'Self-Service Reporting' interface. On the left, there are filter sections for 'Project Stage' (with 'Con' selected), 'National Agency Code', 'Program Name', 'Call Year', 'Round', 'Field Name', 'Key Action Code - Name', 'Action Code - Name', and 'Action Type Code - Name'. Below these are 'Advanced Filters'. In the center, there are two panels: 'Dynamic Dimensions' and 'Dynamic Measures'. The 'Dynamic Dimensions' panel lists: Organisation Name, Organisation Role Name, Organisation Type Name, Activity Participant Profile, Mobility End Year, Mobility Start Year, and Participant Education Level Name. The 'Dynamic Measures' panel lists: Number of Completed Mobilities, Number of Beneficiary Reports Received, Average Non-Practising Learning Mobility duration, Average Mobility duration for Completed Mobilities, Average Organisation Size - Learners, Average Organisation Size - Non Teaching Staff, Average Organisation Size - Teaching Staff, Average Time to Award, Average Time to Contract, Average Time to Final Payment, Average Time to First Prefinancing, Average Time to Grant, Average Time to Inform, and Average Time to Sign. At the bottom, there are buttons for 'Clear Dynamic Dimensions' and 'Clear Dynamic Measures', and a 'Self-Service Reporting results' section with tabs for Table, Pivot table, Bar chart, Line Chart, and Pie Chart. The 'Table' tab is selected, showing a table with columns: Organisation Name, Organisation Role Name, Organisation Type Name, Activity Participant Profile, Mobility End Year, Mobility Start Year, and Participant Education Level Name.

Number of implemented mobilities – Other Activity / Type of beneficiaries

2021-2022 (mobility start date):

Please use the Self-Service Reporting page of the E+ and ESC (MFF 2021-2027) dashboard.

Filters:

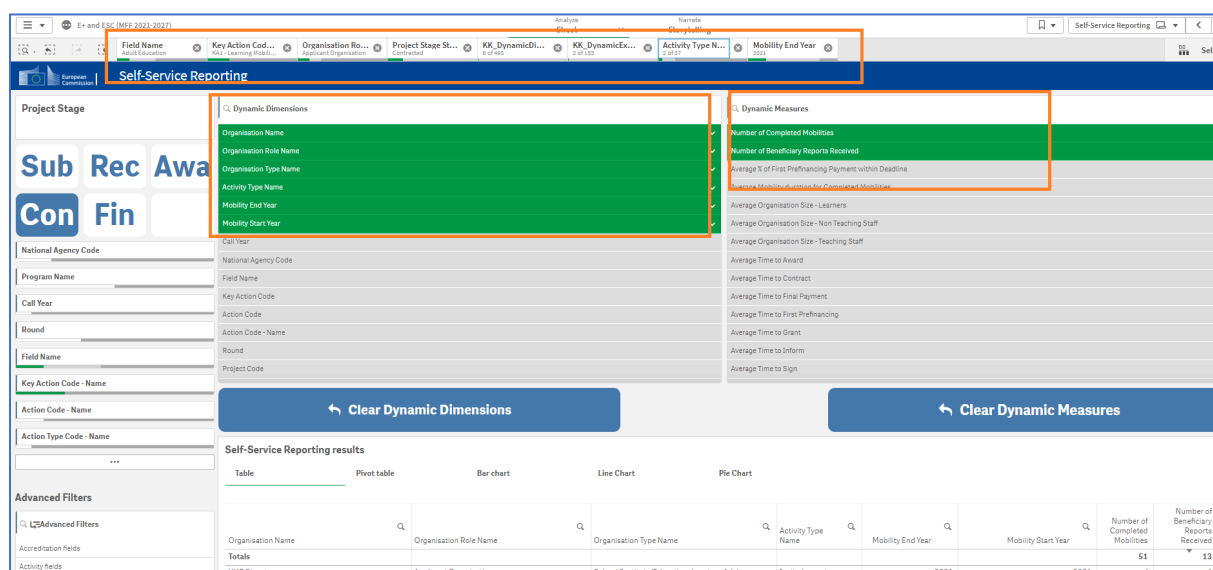
- Project stage = Con (Contracted)
- Basic filters:
 - **National Agency:** own agency
 - **Key Action code name:** KA1 – Learning mobility of individuals
 - **Field name:** Adult Education
- Additional filters:
 - **Dynamic Dimensions:**
 - Organisation Name
 - Organisations Type Name
 - Organisation Role Name as Applicant organisation
 - Mobility Start Year - filter = Year of the analysis (2021 or 2022)
 - Mobility End Year

- Activity Type name – “Invited experts” and “Hosting teachers and educators in training”

- Dynamic Measures:

- Number of Completed mobilities
- Number of Beneficiary Reports Received - should be greater than zero

Please categorize the organizations into the appropriate type (public, private, NGO, Higher Education Institute, VET Institute) and considering the categorization, the number of mobilities can be summarized.



2.3 Types of mobility for staff

For the tables related to the years 2018, 2019, and 2020, extract the numbers of implemented mobilities based on the submitted and accepted reports of beneficiaries.

Number of beneficiaries implementing mobilities (Staff)

2018-2022 (mobility start date) - previous programme period:

Please use the Self-Service Reporting page of the Erasmus+ Reporting (MFF 2014-2020) dashboard.

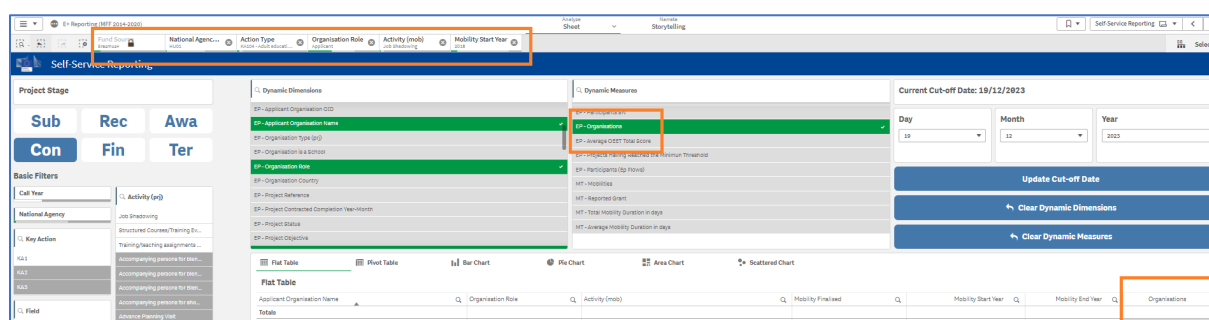
Filters:

- Project stage = Con (Contracted)
- Basic filters:
 - National Agency:** own agency
 - Action type:** KA104 – Adult education staff mobility
- Additional filters:
 - Dynamic Dimensions:**
 - EP – Applicant Organisation Name
 - EP – Organisation Role as Applicant

- MT – Mobility Start Year – filter = Year of the analysis (2018 or 2019 or 2020 or 2021 or 2022)
- MT – Mobility End Year
- MT – Mobility Finalised – filter = YES
- MT – Activity (mob) – “Job shadowing” or “Teaching or training assignments” or “Courses and training”

- **Dynamic Measures:** EP - Organisations

For example:



The screenshot shows the 'Self-Service Reporting' interface. On the left, there are tabs for 'Project Stage' (Sub, Rec, Awa, Con, Fin, Ter) and 'Basic Filters' (Call Year, National Agency, Key Action, Field). The main area displays 'Dynamic Dimensions' and 'Dynamic Measures'. The 'Dynamic Measures' list includes 'EP - Organisations' which is highlighted with an orange box. Below this, there is a table with columns for 'Applicant Organisation Name', 'Organisation Role', 'Activity (mob)', 'Mobility Finalised', 'Mobility Start Year', 'Mobility End Year', and 'Organisations'. The 'Organisations' column is also highlighted with an orange box.

2021-2022 (mobility start date):

The data from the year 2021 and year 2022 of the previous programme period should be added to the year 2021 and year 2022 of current programme period. This will ensure that the data for the same implementation year from both programme periods are displayed as a total in the table.

Please use the Self-Service Reporting page of the E+ and ESC (MFF 2021-2027) dashboard.

Filters:

- Project stage = Con (Contracted)
- Basic filters:
 - **National Agency:** own agency
 - **Key Action code name:** KA1 – Learning mobility of individuals
 - **Field name:** Adult Education
- Additional filters:
 - **Dynamic Dimensions:**
 - Organisation Name
 - Organisation Role Name as Applicant organisation
 - Mobility Start Year - filter = Year of the analysis (2021 or 2022)
 - Mobility End Year
 - Activity Type name) – “Job shadowing” or “Teaching or training assignments” or “Courses and training”
 - Activity Participant Profile as Staff
 - **Dynamic Measures:**
 - Number of Beneficiary Reports Received - should be greater than zero

We advise you to download the results in Excel and count the number of Beneficiary organisations by activity type.

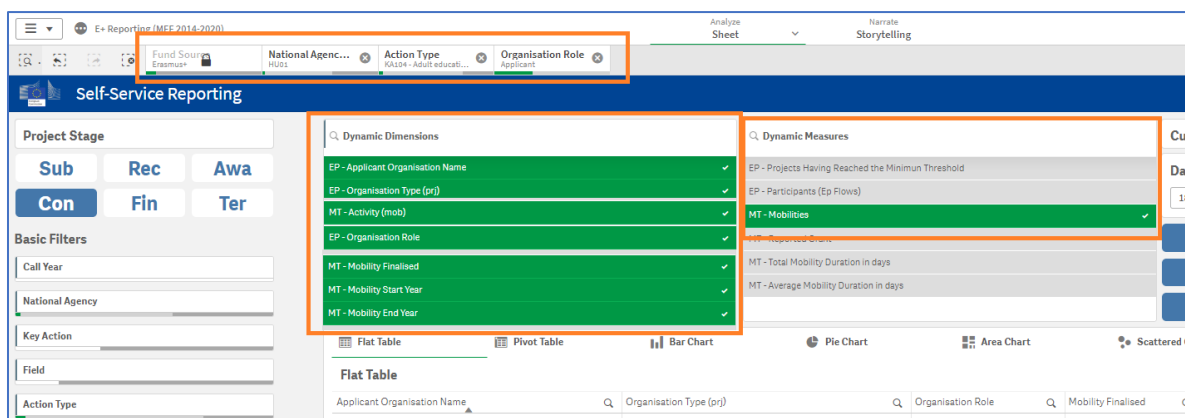
Number of Implemented mobilities (Staff)

2018-2022 (mobility start date) - previous programme period:

Please use the Self-Service Reporting page of the Erasmus+ Reporting (MFF 2014-2020) dashboard.

Filters:

- Project stage = Con (Contracted)
- Basic filters:
 - **National Agency**: own agency
 - **Action type**: KA104 – Adult education staff mobility
- Additional filters:
 - **Dynamic Dimensions**:
 - EP – Applicant Organisation Name
 - EP – Organisation Role as Applicant
 - MT – Mobility Start Year – filter = Year of the analysis (2018 or 2019 or 2020 or 2021 or 2022)
 - MT – Mobility End Year
 - MT – Mobility Finalised – filter = YES
 - MT – Activity (mob) – “Job shadowing” or “Teaching or training assignments” or “Courses and training”
 - **Dynamic Measures**: MT – Mobilities



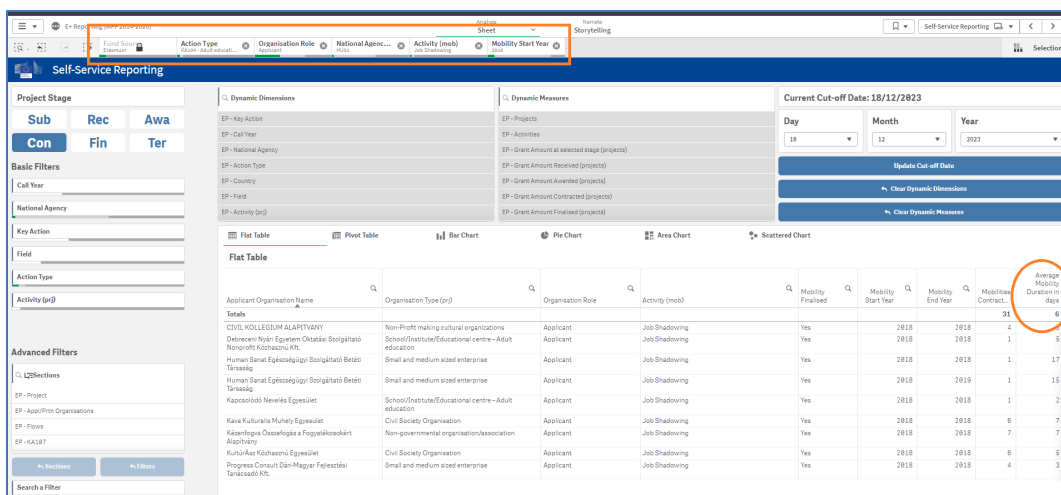
Average duration of mobilities (days)

Please use the filters mentioned above; the 'Dynamic Measures' section needs to be updated with the specified option.

- **Dynamic Measures**: Average Mobility Duration in days

After filtering for each activity type, the “Average Mobility Duration in days” column displays the average number of days for that activity.

For example:



Self-Service Reporting

Project Stage: Sub, Rec, Awa, Con, Fin, Ter

Basic Filters: Call Year, National Agency, Key Action, Field, Action Type, Activity (gr)

Advanced Filters: EP - Project, EP - App/Proc Organisations, EP - Focus, EP - KA18?

Dynamic Dimensions: EP - Key Action, EP - Call Year, EP - National Agency, EP - Action Type, EP - Country, EP - Field, EP - Activity (gr)

Dynamic Measures: EP - Projects, EP - Activities, EP - Grant Amount at selected stage (projects), EP - Grant Amount Received (projects), EP - Grant Amount Awarded (projects), EP - Grant Amount Contracted (projects), EP - Grant Amount Finalised (projects)

Current Cut-off Date: 18/12/2023

Day: 18, Month: 12, Year: 2023

Update Cut-off Date, Clear Dynamic Dimensions, Clear Dynamic Measures

Flat Table, Pivot Table, Bar Chart, Pie Chart, Area Chart, Scattered Chart

Applicant Organisation Name	Organisation Type (gr)	Organisation Role	Activity (mob)	Mobility Finalised	Mobility Start Year	Mobility End Year	Mobility Contract	Average Mobility Duration in days
Totals								31
CIVIL KOLLEGIUM ALAPITVANY	Non-Profit making cultural organisations	Applicant	Job Shadowing	Yes	2018	2018	4	6
Dobrevény Nyári Egyetem Oktatói Szolgálat	School/Institute/Educational centre - Adult education	Applicant	Job Shadowing	Yes	2018	2018	1	6
Nonprofit Közhasznú Kft.	Small and medium sized enterprise	Applicant	Job Shadowing	Yes	2018	2018	1	17
Human Service Egyszemélyes Szolgáltató Bt	Small and medium sized enterprise	Applicant	Job Shadowing	Yes	2018	2019	1	16
Human Service Egyszemélyes Szolgáltató Bt	Small and medium sized enterprise	Applicant	Job Shadowing	Yes	2018	2018	1	2
Kapcsolódó Nemzeti Egység	School/Institute/Educational centre - Adult education	Applicant	Job Shadowing	Yes	2018	2018	6	7
Káva Kultúra Műhely Egyszemélyes Szolgáltató	Civil Society Organisation	Applicant	Job Shadowing	Yes	2018	2018	7	7
Károlyi György Összeállítás a Foglalkoztatási Alapítvány	Non-governmental organisation/association	Applicant	Job Shadowing	Yes	2018	2018	6	6
Kultúra Ára Közhasznú Egyszemélyes Szolgáltató	Civil Society Organisation	Applicant	Job Shadowing	Yes	2018	2018	4	3
Progress Consult Dán-Magyar Felkészítési Tanácsadó Kft.	Small and medium sized enterprise	Applicant	Job Shadowing	Yes	2018	2018	4	3

For the tables related to the years 2021 and 2022, extract the numbers of implemented mobilities based on submitted reports of beneficiaries.

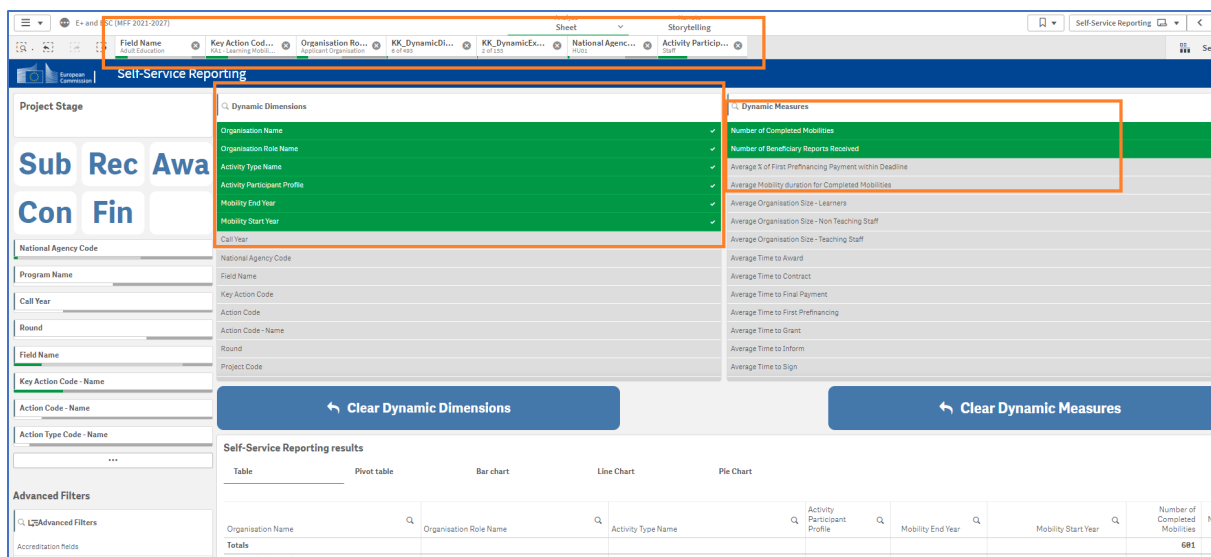
2021-2022 (mobility start date):

The data from the year 2021 and year 2022 of the previous programme period should be added to the year 2021 and year 2022 of current programme period. This will ensure that the data for the same implementation year from both programme periods are displayed as a total in the table.

Please use the Self-Service Reporting page of the E+ and ESC (MFF 2021-2027) dashboard.

Filters:

- Project stage = Con (Contracted)
- Basic filters:
 - **National Agency:** own agency
 - **Key Action code name:** KA1 – Learning mobility of individuals
 - **Field name:** Adult Education
- Additional filters:
 - **Dynamic Dimensions:**
 - Organisation Name
 - Organisation Role Name as Applicant organisation
 - Mobility Start Year - filter = Year of the analysis (2021 or 2022)
 - Mobility End Year
 - Activity Type name) – “Job shadowing” or “Teaching or training assignments” or “Courses and training”
 - Activity Participant Profile as Staff
 - **Dynamic Measures:**
 - Number of Completed mobilities
 - Number of Beneficiary Reports Received - should be greater than zero



The screenshot shows the 'Self-Service Reporting' interface. On the left, there are filters for 'Project Stage' (Sub, Rec, Awa, Con, Fin) and 'National Agency Code'. The main area displays 'Dynamic Dimensions' and 'Dynamic Measures'. The 'Dynamic Measures' section includes a table with the following data:

Dynamic Measures	Value
Number of Completed Mobilities	681
Number of Beneficiary Reports Received	681
Average % of First Prefinancing Payment within Deadline	681
Average Mobility duration for Completed Mobilities	681
Average Organisation Size - Learners	681
Average Organisation Size - Non Teaching Staff	681
Average Organisation Size - Teaching Staff	681
Average Time to Award	681
Average Time to Contract	681
Average Time to Final Payment	681
Average Time to First Prefinancing	681
Average Time to Grant	681
Average Time to Inform	681
Average Time to Sign	681

Below the table, there are buttons for 'Clear Dynamic Dimensions' and 'Clear Dynamic Measures'. The 'Self-Service Reporting results' section shows a table with the following data:

Organisation Name	Organisation Role Name	Activity Type Name	Activity Participant Profile	Mobility End Year	Mobility Start Year	Number of Completed Mobilities
Kanapalido Natalia Evangelista	Applicant Organisation	Courage and training	Staff	2022	2022	681

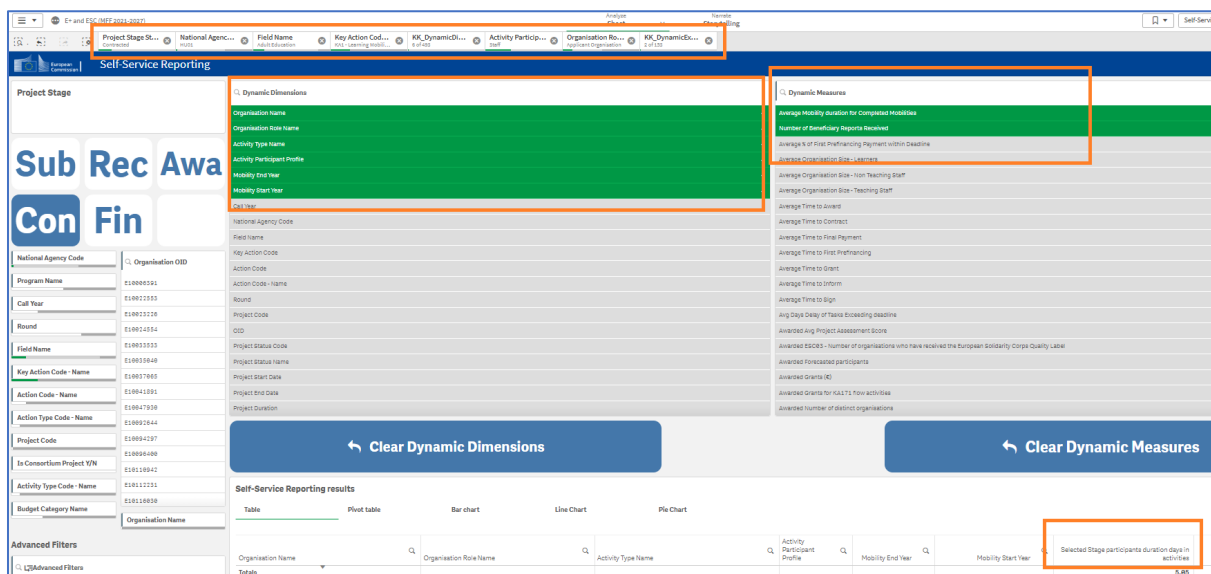
Average duration of mobilities (days)

The data from the year 2021 and year 2022 of the previous programme period should be added to the year 2021 and year 2022 of current programme period. This will ensure that the data for the same implementation year from both programme periods are displayed as a total in the table.

Please use the filters mentioned above; the 'Dynamic Measures' section needs to be updated with the specified option.

- **Dynamic Measures:** Average Mobility duration for Completed Mobilities

After filtering for each activity type, the “Average Mobility duration for Completed Mobilities” column displays the average number of days for that activity.



The screenshot shows the 'Self-Service Reporting' interface with filters applied. The 'Dynamic Measures' section includes a table with the following data:

Dynamic Measures	Value
Average Mobility duration for Completed Mobilities	5.45
Number of Beneficiary Reports Received	5.45
Average % of First Prefinancing Payment within Deadline	5.45
Average Organisation Size - Learners	5.45
Average Organisation Size - Non Teaching Staff	5.45
Average Organisation Size - Teaching Staff	5.45
Average Time to Award	5.45
Average Time to Contract	5.45
Average Time to Final Payment	5.45
Average Time to First Prefinancing	5.45
Average Time to Grant	5.45
Average Time to Inform	5.45
Average Time to Sign	5.45
Avg Days Delay of Tasks Exceeding deadline	5.45
Awarded Avg Project Assessment Score	5.45
Awarded ESCB3 - Number of organisations who have received the European solidarity Corps Quality Label	5.45
Awarded Forecasted participants	5.45
Awarded Grants (€)	5.45
Awarded Grants for KA1.15.15.15 activities	5.45
Awarded Number of distinct organisations	5.45

Below the table, there are buttons for 'Clear Dynamic Dimensions' and 'Clear Dynamic Measures'. The 'Self-Service Reporting results' section shows a table with the following data:

Organisation Name	Organisation Role Name	Activity Type Name	Activity Participant Profile	Mobility End Year	Mobility Start Year	Selected Stage participants duration days in activities
Totals						5.45

2.4 Types of mobility for learners (from 2021)

Please extract the numbers of implemented mobilities based on submitted reports of beneficiaries.

Number of beneficiaries implementing mobilities (Learner)

2021-2022 (mobility start date):

Please use the Self-Service Reporting page of the E+ and ESC (MFF 2021-2027) dashboard.

Filters:

- Project stage = Con (Contracted)
- Basic filters:
 - **National Agency:** own agency
 - **Key Action code name:** KA1 – Learning mobility of individuals
 - **Field name:** Adult Education
- Additional filters:
 - **Dynamic Dimensions:**
 - Organisation Name
 - Organisation Role Name as Applicant organisation
 - Mobility Start Year - filter = Year of the analysis (2021 or 2022)
 - Mobility End Year
 - Activity Type name) – “Short-term learning mobility of adult learners” or “Group mobility of adult learners”
 - Activity Participant Profile as Learner
 - **Dynamic Measures:**
 - Number of Beneficiary Reports Received - should be greater than zero

We advise you to download the results in Excel and count the number of Beneficiary organisations by activity type.

Number of Implemented mobilities (Learner)

2021-2022 (mobility start date):

Please use the Self-Service Reporting page of the E+ and ESC (MFF 2021-2027) dashboard.

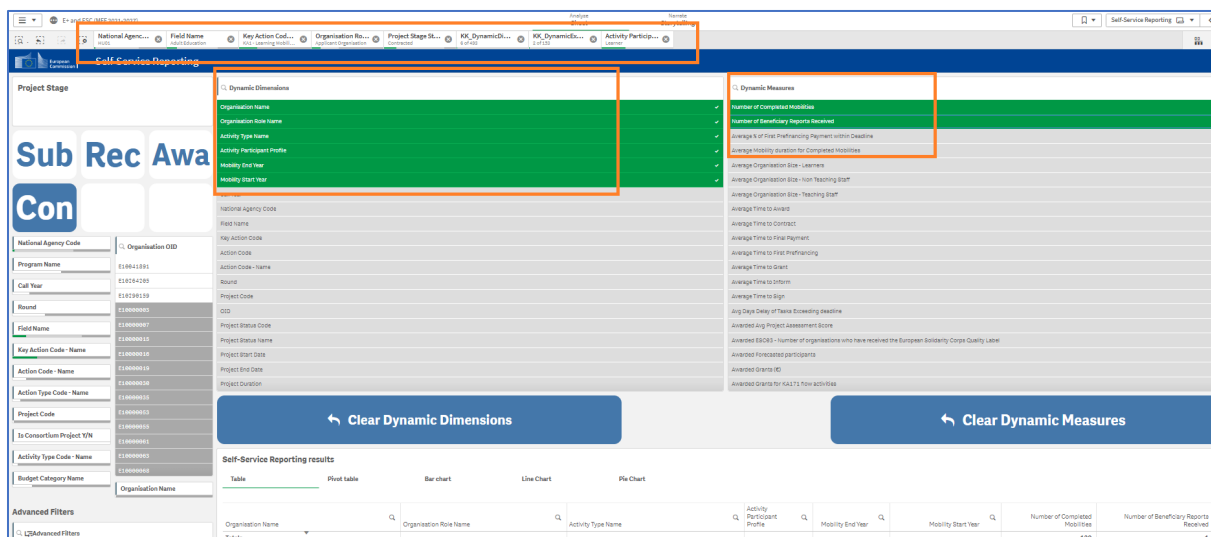
Filters:

- Project stage = Con (Contracted)
- Basic filters:
 - **National Agency:** own agency
 - **Key Action code name:** KA1 – Learning mobility of individuals
 - **Field name:** Adult Education
- Additional filters:
 - **Dynamic Dimensions:**
 - Organisation Name
 - Organisation Role Name as Applicant organisation
 - Mobility Start Year - filter = Year of the analysis (2021 or 2022)
 - Mobility End Year

- “Short-term learning mobility of adult learners” or “Group mobility of adult learners”
- Activity Participant Profile as Learner

○ **Dynamic Measures:**

- Number of Completed mobilities
- Number of Beneficiary Reports Received - should be greater than zero



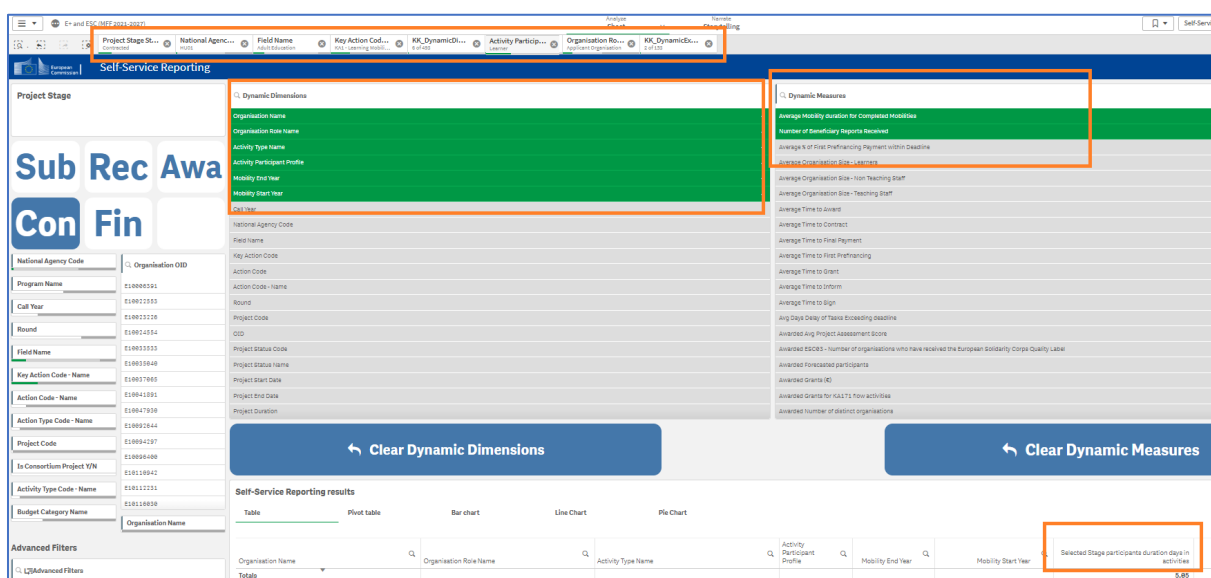
The screenshot shows the 'Self-Service Reporting' interface. On the left, there are filters for 'Project Stage' (Sub Rec, Awa, Con) and 'Advanced Filters'. The main area is divided into 'Dynamic Dimensions' and 'Dynamic Measures'. The 'Dynamic Measures' section includes a table with columns for 'Number of Completed Mobilities' and 'Number of Beneficiary Reports Received'. Below the table, there are buttons for 'Clear Dynamic Dimensions' and 'Clear Dynamic Measures'. At the bottom, there is a 'Self-Service Reporting results' section with a table showing 'Organisation Name' and 'Total'.

Average duration of mobilities (days)

Please use the filters mentioned above; the 'Dynamic Measures' section needs to be updated with the specified option.

- **Dynamic Measures:** Average Mobility duration for Completed Mobilities

After filtering for each activity type, the “Average Mobility duration for Completed Mobilities” column displays the average number of days for that activity.



The screenshot shows the 'Self-Service Reporting' interface with the 'Dynamic Measures' section updated. The 'Dynamic Measures' table now includes a column for 'Average Mobility duration for Completed Mobilities'. The 'Self-Service Reporting results' table at the bottom shows the 'Total' value for this measure as 5.85. The 'Advanced Filters' section at the bottom right has a filter for 'Selected Stage participants duration days in activities'.

Number of Implemented mobilities (Learner) - Out of which for Low skilled adult learner

2021-2022 (mobility start date):

Please use the Self-Service Reporting page of the E+ and ESC (MFF 2021-2027) dashboard.

Filters:

- Project stage = Con (Contracted)
- Basic filters:
 - **National Agency:** own agency
 - **Key Action code name:** KA1 – Learning mobility of individuals
 - **Field name:** Adult Education
- Additional filters:
 - **Dynamic Dimensions:**
 - Organisation Name
 - Organisation Role Name as Applicant organisation
 - Mobility Start Year - filter = Year of the analysis (2021 or 2022)
 - Mobility End Year
 - “Short-term learning mobility of adult learners” or “Group mobility of adult learners”
 - Activity Participant Profile as Learner
 - Participant Education Level Name - Primary education or Lower secondary education
 - **Dynamic Measures:**
 - Number of Completed mobilities
 - Number of Beneficiary Reports Received - should be greater than zero

2.5 Types of mobility – Other activity

Number of beneficiaries implementing mobilities

2021-2022 (mobility start date):

Please use the Self-Service Reporting page of the E+ and ESC (MFF 2021-2027) dashboard.

Filters:

- Project stage = Con (Contracted)
- Basic filters:
 - **National Agency:** own agency
 - **Key Action code name:** KA1 – Learning mobility of individuals
 - **Field name:** Adult Education
- Additional filters:
 - **Dynamic Dimensions:**
 - Organisation Name
 - Organisation Role Name as Applicant organisation

- Mobility Start Year - filter = Year of the analysis (2021 or 2022)
- Mobility End Year
- Activity Type name – “Invited experts” or “Hosting teachers and educators in training”

- **Dynamic Measures:**

- Number of Beneficiary Reports Received - should be greater than zero

We advise you to download the results in Excel and count the number of Beneficiary organisations by specified activity type.

Number of Implemented mobilities (Other Activity)

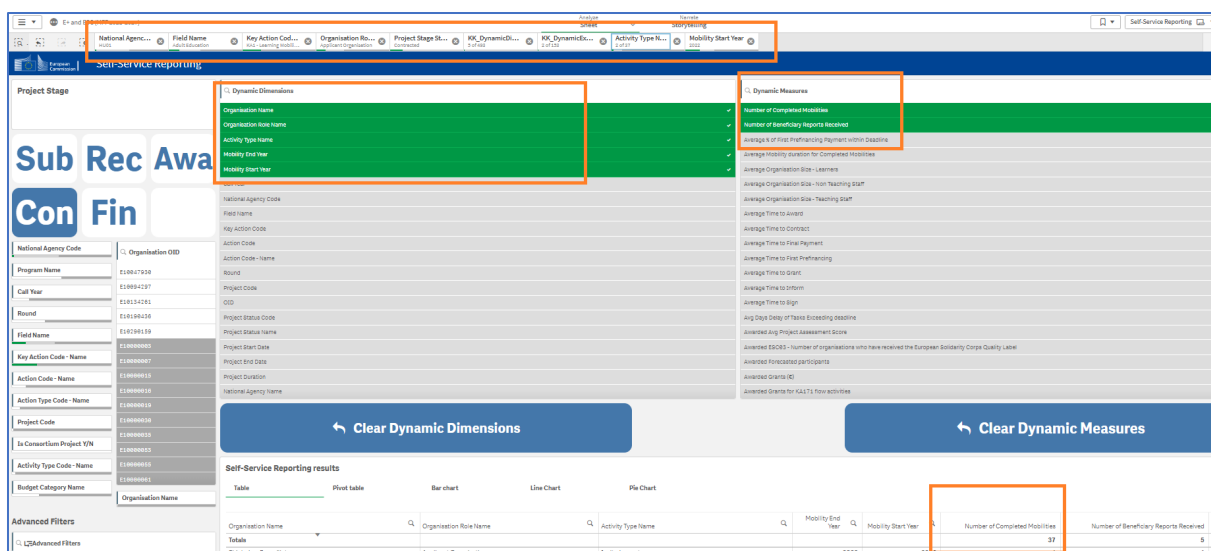
2021-2022 (mobility start date):

Please use the Self-Service Reporting page of the E+ and ESC (MFF 2021-2027) dashboard.

Filters:

- Project stage = Con (Contracted)
- Basic filters:
 - **National Agency:** own agency
 - **Key Action code name:** KA1 – Learning mobility of individuals
 - **Field name:** Adult Education
- Additional filters:
 - **Dynamic Dimensions:**
 - Organisation Name
 - Organisation Role Name as Applicant organisation
 - Mobility Start Year - filter = Year of the analysis (2021 or 2022)
 - Mobility End Year
 - Activity Type name – “Invited experts” or “Hosting teachers and educators in training”
 - **Dynamic Measures:**
 - Number of Completed mobilities
 - Number of Beneficiary Reports Received - should be greater than zero

For example:



Average duration of mobilities (days)

2021-2022 (mobility start date):

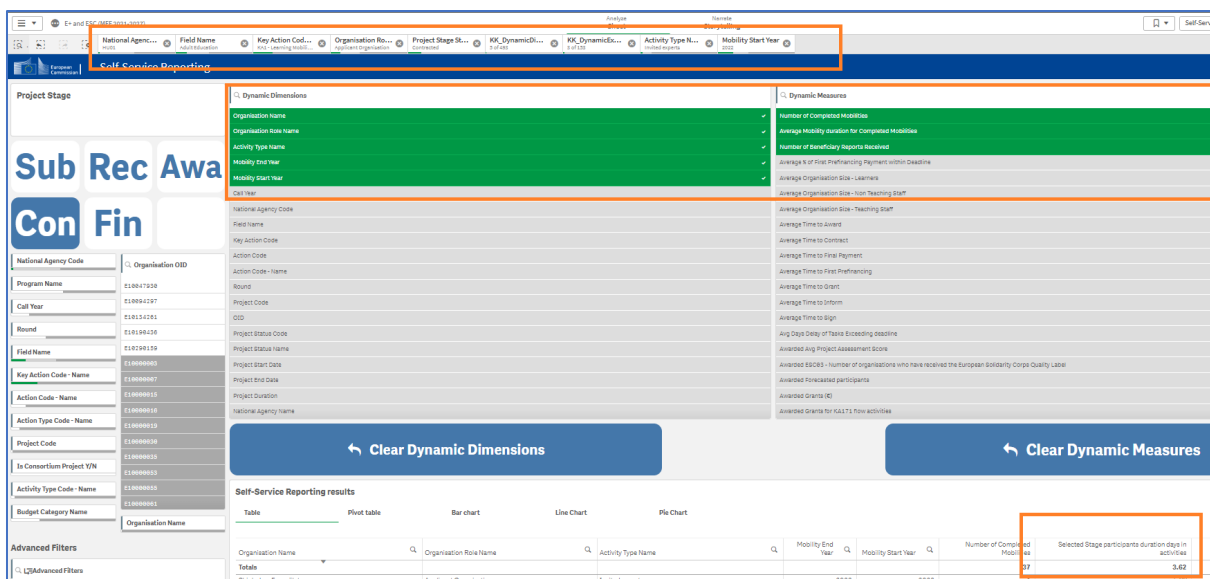
Please use the Self-Service Reporting page of the E+ and ESC (MFF 2021-2027) dashboard.

Filters:

- Project stage = Con (Contracted)
- Basic filters:
 - **National Agency**: own agency
 - **Key Action code name**: KA1 – Learning mobility of individuals
 - **Field name**: Adult Education
- Additional filters:
 - **Dynamic Dimensions**:
 - Organisation Name
 - Organisation Role Name as Applicant organisation
 - Mobility Start Year - filter = Year of the analysis (2021 or 2022)
 - Mobility End Year
 - Activity Type name – “Invited experts” or “Hosting teachers and educators in training”
 - **Dynamic Measures**:
 - Number of Completed mobilities
 - Average Mobility duration for Completed Mobilities
 - Number of Beneficiary Reports Received - should be greater than zero

After filtering for each activity type, the “Average Mobility duration for Completed Mobilities” column displays the average number of days for that activity.

For example:



Self-Service Reporting

Project Stage

Sub Rec Awa
Con Fin

Dynamic Dimensions

- Organization Name
- Organization Role Name
- Activity Type Name
- Mobility Start Year
- Mobility End Year

Dynamic Measures

- Number of Completed Mobilities
- Average Mobility duration for Completed Mobilities
- Number of Beneficiary Reports Received
- Average % of First Prefinancing Payment within Deadline
- Average Organisation Size – Learners
- Average Organisation Size – Non Teaching Staff
- Average Organisation Size – Teaching Staff
- Average Time to Award
- Average Time to Contract
- Average Time to First Payment
- Average Time to First Prefinancing
- Average Time to Grant
- Average Time to Inform
- Average Time to Sign
- Avg Day Delay or Trans. Exceeding deadline
- Averaged Avg. Project assessment score
- Averaged ESCB – Number of organisations who have received the European Solidarity Corps Quality Label
- Averaged forecasted participants
- Averaged Grants M3
- Averaged Grants for KA2.1 Non activities

Self-Service Reporting results

Table | Pivot table | Bar chart | Line chart | Pie chart

Advanced Filters

Organization Name | Organization Role Name | Activity Type Name | Mobility End Year | Mobility Start Year | Number of Completed Mobilities

Table	Pivot table	Bar chart	Line chart	Pie chart
Totals				
Invited experts				
2022				
2022				
4				
3.62				
6.99				

2.6 Which countries were the top 5 destinations by number of implemented mobilities in your country?

2018-2022 (mobility start date) - previous programme period:

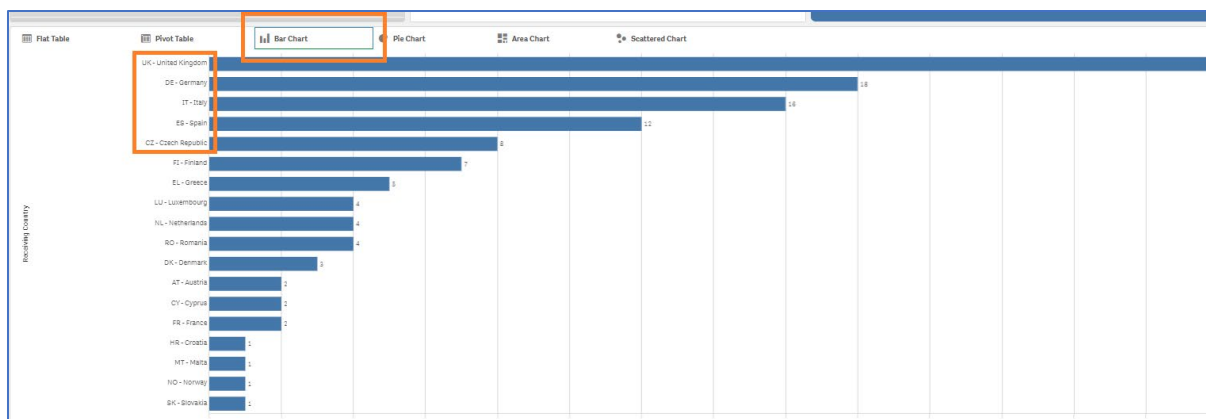
Please use the Self-Service Reporting page of the Erasmus+ Reporting (MFF 2014-2020) dashboard.

Filters:

- **Project stage = Con** (Contracted)
- **Basic filters:**
 - **National Agency:** own agency
 - **Action type:** KA104 – Adult education staff mobility
- **Additional filters:**
 - **Dynamic Dimensions:**
 - MT – Mobility Start Year – filter = Year of the analysis (2018 or 2019 or 2020 or 2021 or 2022)
 - MT – Mobility Finalised – filter = YES
 - Receiving Country
 - **Dynamic Measures:** MT – Mobilities

Please click on the Bar Chart view.

For example:



2021-2022 (mobility start date):

The data from the year 2021 and year 2022 of the previous programme period should be added to the year 2021 and year 2022 of current programme period. This will ensure that the data for the same implementation year from both programme periods are displayed as a total in the table.

Please use the Self-Service Reporting page of the E+ and ESC (MFF 2021-2027) dashboard.

Filters:

- Project stage = Con (Contracted)
- Basic filters:
 - **National Agency:** own agency
 - **Key Action code name:** KA1 – Learning mobility of individuals
 - **Field name:** Adult Education
- Additional filters:
 - **Dynamic Dimensions:**
 - Mobility Start Year - filter = Year of the analysis (2021 or 2022)
 - Mobility Receiving Organisation Country Name
 - **Dynamic Measures:**
 - Number of Completed mobilities
 - Number of Beneficiary Reports Received - should be greater than zero

We advise you to download the results in Excel. In this case, the Dashboard cannot be used to display the final result.

2.7 Which languages were the top 5 working languages by a number of implemented mobilities in your country?

2018-2022 (mobility start date) - previous programme period:

Please use the Reports page of the Erasmus+ Reporting (MFF 2014-2020) dashboard.

Available Reports: List of Actual participants

Filters:

- Project stage = Con (Contracted)

- Basic filters:
 - **National Agency:** own agency
 - **Key Action code name:** KA1 – Learning mobility of individuals
 - **Field name:** Adult Education
- Advanced Filters:
 - MT – Mobilities
 - Mobility Start Year
 - ✓ Year of the analysis (2018 or 2019 or 2020 or 2021 or 2022)
 - MT – Mobility Finalised
 - ✓ YES

We advise you to download the results in Excel. In this case, the Dashboard cannot be used to display the final result.

Column to be analysed: Mob. Main Language

Mob. Main Language	↑	
English		
English		

2021-2022 (mobility start date):

The data from the year 2021 and year 2022 of the previous programme period should be added to the year 2021 and year 2022 of current programme period. This will ensure that the data for the same implementation year from both programme periods are displayed as a total in the table.

Please use the Self-Service Reporting page of the E+ and ESC (MFF 2021-2027) dashboard.

Filters:

- Project stage = Con (Contracted)
- Basic filters:
 - **National Agency:** own agency
 - **Key Action code name:** KA1 – Learning mobility of individuals
 - **Field name:** Adult Education
- Additional filters:
 - **Dynamic Dimensions:**
 - Mobility Start Year - filter = Year of the analysis (2021 or 2022)
 - Mobility Work Language Name
 - **Dynamic Measures:**
 - Number of Completed mobilities
 - Number of Beneficiary Reports Received - should be greater than zero

We advise you to download the results in Excel. In this case, the Dashboard cannot be used to display the final result.

III. Obstacles and Enablers of utilising Mobility opportunities

Please answer the above questions based on your own professional opinion and best judgment.

Under the question of “1. How much do the following factors hinder the application for mobility schemes in your country.” ,

please indicate how significant do you find the effects of the listed factors on the willingness of potential participants (Staff/ Learners/ Beneficiaries) to apply to mobility programs.

1 – Does not affect the willingness / not relevant, 6 – Has a very strong effect on willingness to apply

Under the question of “2. How much do the following factors contribute to applying mobility schemes in your country?”,

please indicate how significant do you find the effects of the listed factors on the willingness of potential participants (Staff/ Learners/ Beneficiaries) to apply to mobility programs.

1 – Does not affect the willingness / not relevant, 6 – Has a very strong effect on willingness to apply

IV. Attributes and practices of mobility agencies

In the last set of questions, we would like to gather information that will help us gain a comprehensive understanding of the methods and practices your organisation use to support the implementation of mobilities. Please answer the above questions based on your own professional opinion and best knowledge.

For questions about the set up and implementation of the online survey, you can contact the core research team: Enikő Jarmaczki (eniko.jarmaczki@progress.hu).

We sincerely appreciate your time and cooperation!