## UNION EUROPÉENNE

## Erasmus + Cycle mobility project management

- BM Reports : beneficary / activities
- Conservation of supporting financial documents
- Impact evaluation
- Dissemination

IV. Reports, controls. valuation, dissemination

I. Notification of results and contractualisation

- Agency Beneficary Notification and contractualisation
- Activities, objectives and budgetary performance
- · Fraud eligible activities and costs

- Accompanying persons
- Accompanying logbook
- Trainee learnig logbook
- Placement assessment
- communication btw all actors
- **Cultural activities**
- Report activities
- Social networks communication

III. Placement II. Implementation of activities Follow up

- Human resources project team :
  - selection beneficiary (transparency)
  - preparation beneficiary
  - official documents
  - logistic organisation
- Role of organizations and how to collaborate
- Participant Safety
- Prioritize inclusion

