Activity Type	Grant Agreement	Europass Learning agreement and certificate of learning outcomes	Additional information	Learning programme for group activities & participants list	Attendance certificate****	Europass Mobility	Participant report
Job-shadowing staff	Obligated	Qualitative obligation (EQS)	Supporting document (Annex II)	Not applicable	Optional	Recommended	Obligated
Teaching or training assignments staff	Obligated	Qualitative obligation (EQS)	Supporting document (Annex II)	Not applicable	Optional	Recommended	Obligated
Courses and training staff	Obligated	Optional*	Supporting document (Annex II)	Not applicable	Optional	Recommended	Obligated
Short-term learning mobility learners	Obligated	Qualitative obligation (EQS)	Supporting document (Annex II)	Not applicable	Optional	Recommended	Obligated
Long-term learning mobility learners	Obligated	Qualitative obligation (EQS)	Supporting document (Annex II)	Not applicable	Optional	Recommended	Obligated
Group mobility learners	Not applicable	Not applicable	Supporting document (Annex II)	Europass Group learning programme	Optional	Recommended	Obligated
Hosting teachers and educators in training	Obligated	Qualitative obligation (EQS)**	Supporting document (Annex II)	Not applicable	Optional	Recommended	Obligated
Invited experts	Obligated	Learning programme provided by an invited expert	Supporting document (Annex II)***	Not applicable	Optional	Not applicable	Not applicable
Participation in VET skills competitions	Obligated	Not applicable	Supporting document (Annex II)	Not applicable	Optional	Recommended	Obligated
Preparatory visits	Obligated	Not applicable	Not applicable	Not applicable	Supporting document (Annex II) together with an agenda	Not applicable	Not applicable
Accompanying persons	Obligated	Not applicable	Not applicable	Not applicable	Recommended	Not applicable	Not applicable

IMPORTANT: Please note that even if a specific document is obligatory, that does not imply that the template proposed by the EC is also obligatory. Documents can be drafted using a different template!

Grant Agreement > Format van EC verplicht, ruimte voor eigen aanpassingen
Europass Group learning programme > format van EC, niet verplicht om deze te gebruiken, als er maar wordt voldaan aan de verplichte voorwaarden in het document, zie Annex I bij de Grant Agreement
Europass Learning agreement and certificate of learning outcomes > format van EC, niet verplicht om deze te gebruiken, als er maar wordt voldaan aan de verplichte voorwaarden in het document, zie Annex I bij de Grant Agreement**> user guidance komt op website**
Learning programme provided by an invited expert > aanbevolen format van EC, niet verplicht om deze te gebruiken, als er maar wordt voldaan aan de verplichte voorwaarden in het document
Attendance certificate > dit geldt alleen voor preparatory visits, voor overige activiteiten is dit onderdeel van de Europass Learning agreement and certificate of learning outcomes

Aanvullende informatie m.b.t documentatie bij mobiliteiten:
Green travel > *a declaration on honour signed by the person receiving the travel grant will serve as supporting documentation. In group activities, the declaration for the travel of the group will be signed by the sending organisation (Supporting document (Annex II))*
Group mobilities > *Group mobility activities: a learning programme must be defined for the whole group (individual learning agreements are not required). After the activity, beneficiary organisation must keep the learning programme and a participants list as proof of having completed the activity (Programme Guide page 94)*
Individual mobilities > *before the activity, the sending organisation, hosting organisation, and the participant must agree on a learning agreement (or a similar document) specifying the participant's expected learning outcomes. After the activity, the participant's achieved learning outcomes must be recognised by issuing a Europass Mobility or a similar document. The beneficiary organisation must keep a copy of the issued document as proof of having completed the activity (Programme Guide page 94)*
Staff mobilities > *The beneficiary organisation must keep a copy of the issued document as proof of having completed the activity (Programme Guide page 92)*
Invited experts > *the learning programme that the expert will deliver must be agreed with the hosting organisation before the activity. After the activity, the beneficiary organisation must keep the executed learning programme as proof of having completed the activity (Programme Guide page 95)*
Hosted teachers and educators > *requirements described for individual learner mobility activities are applicable (Programme Guide page 95)*

* Since most courses are organised by for-profit service providers, the sending organisation may not be in a position to sign a learning agreement with them. Hence, absence of a learning agreement in case of Courses and training cannot be considered a qualitative deficiency.

** Learning agreements for activity type 'Hosting teachers and educators and training' may be drafted by the sending HEI

*** A list of learning outcomes is required by the Annex II of the grant agreement also for Invited experts; however since experts are not invited to learn, but to teach others this certificate will take the form of a 'Learning programme provided by an invited expert'

**** A specific template for attendance certificate/declaration is not provided since there is little added value in having standardised templates for such simple documents. This type of document is required supporting documentation only in case of preparatory visits (together with an agenda). In other activities, the beneficiary organisation may decide to issue simple attendance certificates, however they are not a part of obligatory supporting documentation or quality standards.

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