

# PROCESS DESCRIPTION

## M6 – General preparation of mobility stay

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PROCESS M6	
Title of the process:	General preparation of mobility stay
Involved principles of the charta of quality in mobility.	General preparation

### A) General definitions

<b>General reason / purpose for the process:</b>	To prepare mobility stay on individual level based on all relevant aspects – preparing all relevant issues
<b>General responsibility of process:</b>	Sending organisations, intermediary organisation, learner

### B) Definition of Supplier, Input, Process and Customer (part of S.I.P.O.C)

Definition of „S I P O C“	Who will receive a benefit from this process? (Customer)	Learner
	Who will provide information for the process? (Supplier?)	Learner, legal guardians, sending / hosting / intermediary organisations
	What will be the result of this process? (Outcome)	Well prepared learner for mobility actions – having all required documents, information and resources for the mobility stay
	Because of what, the process will start? (Input)	Learning agreement, undersigned by all parties

### C) Definition of targets and goals of the process

		GOAL	HOW TO MEASURE
Criteria of quality (targets & goals)	Goal	Involving all relevant aspects – to mobility action	Checklist of general preparation
	Goal	Mobility works without problems	No complaints, positive feedback
	Goal	Fitting the budget of mobility stay	Verification of costs

## D) Definition of process steps

	Supplier xy...	...is doing what	...for the customer xy	obligatory information and documentation
chronologically definition of actions	Sending organisation, intermediary organisation...	...sends the individualised checklist for general preparation of mobility to...	...learners or responsible party	Information:
				checklist for general preparation of mobility
				Documentation:
	Learner or responsible party...	...is working on the topics of the individualised checklist for general preparation of mobility...	...for themselves, sending organisation, intermediary organisation	
				Information:
				Documentation:
	Sending organisation, intermediary organisation...	...is supporting and monitoring the process "working on the individualised checklist for general preparation of mobility..."	...for themselves, sending organisation, intermediary organisation	checklist for general preparation of mobility
				Information:
				Documentation:
	Learner or responsible party...	...informs about completed general preparation based on the checklist...	...sending organisation, intermediary organisation	checklist for general preparation of mobility
				Information:
				Documentation:
	...sending organisation, intermediary organisation	.....informs about completed general preparation based on the checklist...	...Hosting organisation	Fulfilled checklist
				Information:
				Documentation:

## E) Information and considerable documents

	DOCUMENT	SHORT DESCRIPTION	AVAILABLE
Information and considerable documents	checklist for general preparation of mobility	Checklist with necessary steps / actions to perform preparation regarding travel, accommodation, local travel, leisure, time resources, emergency support	<a href="http://www.remoproject.eu">www.remoproject.eu</a> database

## F) Visualization of the process

