



European Social Fund+ (ESF)

Implementing guide

This document forms an integral part of the call for proposals without precedence over the call document.

The purpose is to enable applicants to prepare their grant applications and implement properly the granted projects, setting out rules and framework applicable to the management of the EURES TMS-projects.

EURES TARGETED MOBILITY SCHEME (TMS)

ESF-2022-EURES-TMS

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INTRODUCTION

The freedom of movement for workers in the European Union is a right guaranteed by the Treaty on the Functioning of the European Union (Art. 45) and further regulated by specific EU legislation¹. The EURES ‘Targeted Mobility Scheme’ (TMS) aims to foster

¹ Regulation (EU) N° 492/2011 of the European Parliament and of the Council, 5.04.2011 on *Freedom of movement for workers within the Union*, OJ L 141, 27.05.2011, p.1;

the creation of innovative job mobility projects with the support of the European Commission (hereinafter referred to as 'Commission'). This call for proposals is financed under the **Employment and Social Innovation ("EaSI") strand of the ESF+ Regulation 2021/1057** which is a European-level financing instrument managed directly by the European Commission. It provides financial support to achieve high employment levels, fair social protection, a skilled and resilient workforce ready for the future world of work, as well as inclusive and cohesive societies aiming to eradicate poverty. The scope of the ESF+ Regulation 2021/1057 includes developing and supporting targeted mobility schemes with a view to filling vacancies where labour market shortcomings have been identified².

The EURES TMS scheme is driven by fair mobility standards. Fair mobility is understood as mobility that takes place on a voluntary basis and respects labour law and labour standards as well as workers' rights within the Union. Fair mobility is also based on transparent labour market functioning, good access to information and support and full sharing of job vacancies at EU level.

Building on the European Pillar of Social Rights, with a view to improving equal opportunities and jobs for all, fair working condition, social protection and inclusion, the EURES TMS scheme provides support measures to jobseekers, workers, job changers, trainees and apprentices (hereinafter referred to as 'candidates'), enhancing **EURES** potential as a job-matching and job placement tool, thanks to the creation of partnerships involving different labour market organisations in a transnational dimension.

The scheme covers a broad range of placements regulated by law, providing direct financial support to jobseekers (such as job interviews, relocation trip costs, language trainings, recognition of qualifications and diplomas) to contribute to the costs borne by the candidates, and financial support to SMEs to implement an integration programme for the newly recruited candidate(s).

The action

This guide sets out the implementing rules and framework applicable to the management of the EURES TMS-projects. It is addressed to applicant organisations in the framework of the call for proposals EURES Targeted Mobility Scheme **ESF-2022-EURES-TMS**.

Regulation (EU) 2016/589 of the European Parliament and of the Council of 13 April 2016 on a European network of employment services (EURES), workers' access to mobility services and the further integration of labour markets, and amending Regulations (EU) No 492/2011 and (EU) No 1296/2013 (Official Journal L107 of 22/04/2016 <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:L:2016:107:TOC>);

Directive 2004/38/EC of the European Parliament and of the Council, 29.04.2004 on The right of citizens of the Union and their family members to move and reside freely within the territory of the Member States, OJ L 158, 30.04.2004, p.77.

2 <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32021R1057&from=EN>, recital point 7.

The guide provides information about:

- the general objectives of the scheme and participants,
- the participation and placement criteria,
- the main responsibilities of the implementing organisations
- the scheme measures and funding conditions,
- the control, monitoring, evaluation and reporting requirements
- useful tools (annexes)

PART A – GENERAL INFORMATION ABOUT THE EURES TMS SCHEME

1. Objectives

The policy objectives of the EURES TMS action are specified in the call text.

The EURES TMS :

- is an instrument to address labour market imbalances by promoting a fair allocation of categories of vacancies in a transnational dimension in particular by targeting bottleneck vacancies and labour surpluses in a wide range of sectors as well as to tap into the quality of employment services directed at candidates and employers.
- promotes voluntary mobility of individuals in the Union, on a fair basis, removing mobility obstacles (such as the costs of moving abroad, the (lack of) knowledge of languages, the research of quality job offers abroad, the difficulty of integration of mobile workers in the countries of destination, etc.), and making it easier for jobseekers to access employment opportunities, enhancing the employability, in order to take up a job in another Member State, EEA Country.
- is designed to support the development of actions for the work placement of EU/EEA jobseekers over 18 years, including the most vulnerable (e.g. unemployed and long-term unemployed, low-skilled people and in general those loosely attached to the labour market), helping them to find a job opportunity in another EU/EEA country, in particular in economic sectors with hard-to-fill vacancies.
- may also contribute to facilitating transitions in the labour market (e.g. the transition from education to work).

The action could complement any national Youth Guarantee scheme by offering job or work-based training opportunities for candidates in other Member States.

2. Role of the European Commission

The Commission co-finances of the EURES TMS scheme, sets priorities, targets and criteria for the scheme. Furthermore, it guides and monitors the general implementation, follow up and evaluation of the scheme at European level. It bears in particular the responsibility for providing guidance and support to the implementing organisations with a view to ensure the best possible quality services at EU-EEA level.

3. Implementing organisations

The action will be implemented by a consortium composed of at least two organisations (i.e. lead applicant and at least one co-applicant, hereinafter referred to as ‘TMS beneficiaries’) established in at least two different EU MS.

The organisations taking part in the consortium must be legal entities properly constituted and registered in EU Member States and EEA countries (Norway and Iceland), in accordance with art. 27.1 and 29 a) of the ESF+ Regulation.

These organisations should have demonstrated the capacity to perform the tasks specified in this guide and to set objectives and achieve results in terms of recruitment, matching and placement. Applicants must have the know-how, qualifications and resources to successfully implement the projects and contribute their share. Applicants signing the grant agreement with the Commission must be actively involved in the implementation of the action and financially engaged. The way they are financially engaged must be detailed in the project budget of the proposal.

The ‘EURES TMS beneficiaries’ will be given the necessary financial and operational support to implement the scheme by the European Commission. The nature of these organisations is specified in the relevant sections of the call text.

Applicant organisations are free to choose the activities, methods and tools, partners, clients etc. to implement their action, on condition that they are in line with the rules stated in the relevant Call for proposal, its guidelines and the signed Grant Agreement.

The coordinator (lead applicant) is responsible for the internal management of the Consortium and must monitor the implementation of the project in order to make sure that the action is implemented in accordance with the terms of the signed Agreement.

The Consortium, taking advantage of the expertise in the EURES Network, shall ensure the provision of customised employment services and include innovative working methods to foster the placement and integration of mobile job seeker /workers/ candidate in the host country(ies), combined with financial incentives.

4. Target groups

The target groups who can benefit from the EURES TMS scheme support are **candidates over 18 and employers. Unemployed people and vulnerable groups shall be given priority.** Placement activities should target a range of sectors. **Small and Medium-sized Enterprises (SMEs)** or equivalent organisations (see section B1.1.2.2) can also receive financial support. The conditions for participating in the EURES TMS job-matching, recruitment and work placement activities are detailed in the sections hereinafter.

PART B – PARTICIPATION & PLACEMENT CONDITIONS

1. Participation

1.1. Who can participate in the ‘TMS scheme’?

1.1.1. Candidates

All candidates wishing to find a job, traineeship or apprenticeship in an EU Member State, or EEA other than their country of residence,

who are:

- aged at least 18,
- nationals of any of the EU Member States or EEA countries in accordance with the EEA agreement participation in the EaSI Strand of the ESF+ programme.
- or
- legally resident in an EU Member State.

The EURES TMS scheme shall not support the return mobility of jobseekers and workers returning to their EU/EEA country of origin or former country of residence.

EU/EEA citizens living in a third country can be eligible to take part in the EURES TMS action, as long as they can prove that they have maintained their residence in the EU/EEA countries, subject to the above condition that EURES TMS shall not support the return mobility of jobseekers and workers returning to their EU/EEA country of origin or former country of residence.

All Candidates in compliance with that definition are eligible, irrespective of their level of qualification, work/training experience or economic and social background – so long as

they comply with the labour law requirements of the recruiting country and the vacancy specifications.

Unemployed people, (including long-term unemployed) and in general those loosely attached to the labour market should be considered as priority sub-groups.

1.1.1.1. *Can candidates who have studied or worked in another Member State participate?*

Having previously studied or worked or participated in a traineeship or apprenticeship in another Member State, including with previous support from any EU mobility scheme or programme, are not grounds for excluding a candidate.

1.1.1.2. *How to deal with candidates who have already been supported by TMS?*

Repeated recruitments with the same person must be avoided as such a situation may point to a deeper cause e.g. work or country integration problems, skills mismatch or candidate's inability to convince employers of his/her talents. Ultimately, there is also the risk that the candidate may just be seeking for consecutive financial benefits.

If the jobseeker and/or the employer provides evidence that s/he is unemployed again for reasons beyond his/her will, this candidate must be treated as any other.

It is up to the consortium to verify whether conditions are met for repeatedly providing support to a candidate. Each situation must be considered and assessed on a case-by-case basis.

In order to track the professional path of former TMS placed candidates, The 'EURES TMS beneficiaries' should include in their registration/application forms a question on whether the candidate has already benefited (or not) from any form of TMS support, requiring further details in case of positive answer.

1.1.2. Employers

Employers are all businesses or other organisations legally established in the EU Member States or the EEA countries in accordance with the [EEA Agreement](#) irrespective of the economic sector, with a particular focus on SMEs.

Placement with European institutions and bodies and other international policy, economic, social and scientific organisations³ as well as supra-national regulatory bodies and their agencies is ineligible. These criteria will apply inter alia to EEA networks, platforms, lobbies or other similar organisations when their budget resources depend exclusively or mainly on EU funding.

³ E.g. United Nations bodies, OECD, Council of Europe, ILO, the World Bank or similar

1.1.2.1. Why are SMEs the main target business group?

Small and medium-sized enterprises (SMEs) are the backbone of Europe's economy. They represent 99% of all businesses in the EU. In the past five years, they have created around 85% of new jobs and provided two-thirds of the total private sector employment in the EU. SMEs and entrepreneurship are considered as key to ensuring economic growth, innovation, job creation, and social integration in the EU

SMEs do not often employ staff or accept trainees/apprentices from another country. Difficulties relating to the cost of relocation and/or the provision of training and mentoring services to ease the integration of mobile candidates mostly affect smaller companies.

The financial support provided by EURES TMS (see Part D) to SMEs interested in recruiting from another Member State aims to help them implement an integration programme for the newly recruited candidate(s)⁴.

The consortium must verify whether conditions are met for providing support to an individual employer.

1.1.2.2. What is the definition of SME?

According to the relevant Commission Recommendation⁵ and for the purposes of the TMS scheme, **the main criterion determining whether an enterprise is an SME is the staff headcount that must be < 250.**

These may include not only organisations with an economic and profit-making purpose but also social economy and not-for-profit organisations e.g. NGOs active in the field of youth integration, charities and solidarity etc.

The only standard to define a SME under the TMS action is the overall number of employees < 250 of the recruiting entity, irrespective of the fact that it can be associated or embedded in a larger umbrella organisation/corporation or network (e.g. national, regional or local branches of international charities organisations⁶). However, the exclusion provision set out in section B1.1.2 above still applies.

1.1.2.3. How can employers other than SMEs participate?

Large-sized companies and other organisations as mentioned in section B1.1.2 which do not fall within the definition of 'SMEs' as well as **employment services⁷, acting as employers, (e.g. temporary work agencies, recruitment agencies, etc. irrespective of the size of the organisations)** can also participate in the EURES TMS scheme as potential employers, but **without any TMS funding support.**

⁴ For further information, please see section D3.2

⁵ COM Recommendation 2003/361/EC of 6.05.2003, OJ L 124 of 20.05.2003, p. 36-41

⁶ E.g. International Red Cross, Caritas, etc.

If SMEs acting as temporary work agencies and recruitment agencies provide evidence that usually in their business they do not offer any integration and mentoring services, they can take part in the EURES TMS scheme and benefit from funding support.

NO-PROFIT AND SOUND FINANCIAL MANAGEMENT PRINCIPLE

As stated in the General principles applicable to grants in the Financial Regulation (EU, Euratom) No 966/2012, a grant is by nature a direct payment made by the Commission by way of donation; by definition, this implies that the beneficiary must not derive any profit from the activities funded by the grant.

The **no-profit principle** means that the purpose or effect of grants cannot be to generate profit from the action or work programme implemented by the beneficiary.

The **‘sound financial management’** principle means implementation of the budget in accordance with the principles of economy, efficiency and effectiveness.

The ‘EURES TMS beneficiaries’ are deemed to assess the reliability of any private employment service and organisation involved in the implementation of the project, in any form, verifying whether conditions are met for providing financial support to candidates and employers, complying with the principle of sound financial management, in particular regarding economy and efficiency (art. 186, letter f, Financial Regulation 2018/1046), and in accordance with the no profit principle (art. 192, Financial Regulation).

All EURES TMS activities must be implemented in accordance with high quality standards, in line with the principles and rules stated in this implementing guide, with a view to achieving the expected outcome in the area of placement (jobs, traineeships and/or apprenticeships), labour market integration services and individual support. The ‘EURES TMS beneficiaries’ must select and evaluate on a fair and equitable basis both the quality and reliability of the active partners and clients involved in the project, information and data provided by target groups. They must also monitor the outcome of their activities.

If there is clear evidence of possible present and or future mismanagement, abuse or fraud risks, or if the nature of the business is not in line with the objectives and scope stated in the present Call for proposals, ‘EURES TMS beneficiaries’ shall avoid cooperation with the organisation concerned.

The involvement in the project of Employment Services acting as employers (including EURES Public and Private Members/Partners) must comply with the rules stated in this guidelines and in the relevant Call for proposals.

1.1.2.4. Which members of a TMS consortium can be employers?

The participation of ‘EURES TMS beneficiaries’ (lead applicant and co-applicants) in the scheme **in their capacity as employers** (if applicable) will not be allowed on the grounds of a potential conflict of interest. The situation of ‘EURES TMS beneficiaries’ – lead

applicant and co-applicants - who are simultaneously TMS service providers and end-users (i.e. offering jobs, traineeships or apprenticeships) cannot thus arise.

The rule applies in particular to the following situations:

- When the 'EURES TMS beneficiary' has a work placement in a customer company but remains the actual employer, i.e. is responsible for the labour contract and salary of the candidate;
- When the 'EURES TMS beneficiary' needs to recruit staff, trainees or apprentices from abroad for its own organisation or affiliates e.g. employment officer(s), trainers, etc.
- When the 'EURES TMS beneficiary' is a *work provider* for trainees and/or apprentices.

The 'EURES TMS beneficiaries' – lead applicant and co-applicants - **can nevertheless be sending and/or host organisations if involved exclusively in the preparation and logistic support to candidates** (before and during their respective labour contract period). The situation may occur in particular in relation to apprenticeships and traineeships.

1.1.2.5. *Are there any other specific requirements for enterprise participation?*

The 'EURES TMS beneficiaries' shall provide services to applicant enterprises or other organisations which comply with labour and fiscal laws applicable in the countries where they are established.

1.1.2.6. *Third country-businesses based in the EU EFTA/EEA territory?*

Enterprises or other organisations based in the Swiss Confederation or in third countries cannot participate under the provisions of the TMS scheme.

However, companies from those countries but legally established in any EU Member State and/or EEA country in accordance with the EEA agreement participation in the EaSI Strand of the ESF+ programme are eligible to participate in the scheme.

2. Work placements

2.1. What are the eligible work placements?

To be eligible for support under the EURES TMS scheme, and in accordance with the Communication COM(2010)373 final, "*Reaffirming the free movement of workers*" and the case law C-66/85 of the European Court of Justice, work placements are meant to be occupied by "*any person who undertakes genuine and effective work for which s/he is paid under the direction of someone else*".

Exploiting the EURES potential for job-matching and job placement, the placements can take the form of **jobs**, **traineeships** or **apprenticeships**.

- **Job:** is a position in any organisation held by an employee;
- **Traineeships and apprenticeships:** (work-based trainings) consist in limited periods of hands-on practice spent at a workplace.

Those concepts are further detailed in Annex IV - Glossary of Key Terms. The recruited candidates are entitled to remuneration, awareness of rights and adequate social protection, irrespective of their status.

2.2. What standards should apply to employment offers?

➤ General rules

Except for the exclusion below, in principle any job, traineeship and apprenticeship placement compliant with national law may be eligible for support, irrespective of the economic sector or national regulatory framework.

- Precarious work placements or vacancies which do not comply with national labour law shall not be supported. Traineeships and apprenticeships used for job substitution purposes or to recruit cheap workforce will not be eligible.
- The provision of professional and high quality information and assistance to candidates, both during the recruitment process and the placement phase, is considered a key factor in promoting a culture of fair mobility.

Exclusion: work-based training offers whose completion is a mandatory requirement to access a profession in specific sectors (e.g. medicine, architecture, law, aircraft industry, etc.).

The EURES Regulation sets out that *"when making available job vacancy data(...) Member States may exclude a) job vacancies which due to their nature or to national rules are open only to citizens of a specific country; b) job vacancies relating to categories of apprenticeships and traineeships which, having mainly a learning component, are part of national education systems or which are funded publicly as part of Member States' active labour market policies and, c) other job vacancies as part of a Member State's active labour market policies"*⁸.

Candidates to jobs, traineeships or apprenticeships must be candidates with no legally binding relationship with another employer at the time of taking up duty, either in their country of residence or elsewhere.

Eligible vacancies

⁸ EURES Regulation, Art.17 §2 a), b) and c)

In all circumstances, the eligible work placements **must comply** with all the following standards:

- be located in a **EU Member State and/or EEA** country other than the country of residence of the jobseeker, trainee or apprentice;
 - be subject to **open and transparent information** on the rights and obligations of the worker/trainee/apprentice, the employer, other labour market stakeholders and, where applicable, the educational/vocational training organisation;
 - comply with **national labour and social protection** laws and ensure adequate protection both for workers and trainees or apprentices e.g. social security, health and accident insurance, etc.;
 - ensure **remuneration** (i.e. a salary⁹) and a **written contractual relationship**. An agreement should be concluded in advance of the placement between the candidate and the employer;
 - specify in the labour contract the professional (or vocational training) objectives, duration of the contractual relationship, working time, rights and obligations, remuneration and social security provisions;
 - have a minimum duration of:
 - **6 months** in the case of **regular jobs and apprenticeships**;
 - **3 months** in the case of **traineeships**;
 - be a **full time** or **part-time work placement** (no less than 50% full time equivalent)¹⁰;
 - specify the conditions under which a job or traineeship/apprenticeship may (or not) be extended or renewed after the initial work contract has expired.
- *Specific rules for traineeships and apprenticeships*

Besides the general rules applicable to all work placements as above, the following is relevant for **traineeships and apprenticeships**:

- Participant companies or other recruiting organisations interested in recruiting trainees or apprentices from other Member States should comply with the EURES TMS standards applicable to transnational placements. The ‘EURES TMS

⁹ Or equivalent legal compensation in the case of trainees and apprentices

¹⁰ In accordance with national labour law or sectorial collective bargaining provisions

beneficiaries' should also ensure that employers are ready and prepared to host and train the apprentices or trainees for the entire duration of their stay;

- For apprenticeships in particular, VET organisations (co-applicants or third parties) involved or cooperating with a TMS project must have a proven track record in mobility projects. This applies for instance to sending and host organisations, if any, involved in the process.
- Traineeship and apprenticeship placements shall:
 - offer on-the-job learning/training content, contributing to enhance the trainee or apprentice's skills. The tasks assigned to the trainee/apprentice should enable these objectives to be attained;
 - involve proper vocational tutoring/mentoring in the host company or organisation over the duration of the work-based training. The mentor should guide the trainee/apprentice through the assigned tasks and monitor his/her progress;
 - be as much as possible combined with settlement and logistical support to the trainee/apprentice¹¹ e.g. help to find accommodation (youth hostel, host family, flat, etc.), facilitate attendance of school classes in the case of dual training system and, if available, ensure complementary financial support from national funding sources (private or public);
 - provide proper recognition (certificate/letter of reference or other written declaration) on the nature and outcomes of the traineeship/apprenticeship training (e.g. acquired knowledge, skills and competences), according to company or national practices.

The implementation of activities targeting transnational traineeship and apprenticeship placements is complex. **There is no EU uniform legal framework underpinning those placements** and where frameworks exist, the contractual and working conditions applicable may vary in terms of quality and/or support measures.

Traineeships under TMS should comply with the **European Quality Framework for Traineeships (QFT)** The compliance of regulatory frameworks for traineeships with the QFT varies, in that:

- Traineeships which are part of national active labour market policies (ALMPs) are largely compliant with the QFT in all Member States;
- Open-market traineeships are less regulated and consequently also less compliant with the QFT.

¹¹ In accordance with national regulatory practices or existing social partners' or tripartite agreements

Where open-market traineeships are not regulated, conditions and thus compliance with the QFT **depend only on the individual agreement (if any) between employer, employment service and trainee.**

For apprenticeships, there is a number of EU quality framework models used in other EU mobility programmes¹² and designed in accordance with the specific objectives of those actions (e.g. Erasmus + VET Mobility Charter, Euraxess Researchers Charter). Those frameworks commit the certified organisations involved.

As mentioned above, the possibility for the 'TMS- beneficiaries' to work with VET organisations or other stakeholders involved in the transnational mobility of trainees and/or apprentices, as project co-applicants, could help to enhance the quality of traineeship and apprenticeship offers and the corresponding support services. These organisations usually have a long-standing knowledge and experience in the field, including well-established protocols to support candidates in both the sending and the host countries.

Annex II provides an indicative list of flanking measures in support of the recruitment, matching and placement of apprentices. These measures can also be relevant for trainees and workers in general.

2.2.1. Why does the country of residence criterion determine the place of work?

According to the right of free movement in Europe, no EU / EEA citizen can be discriminated against on grounds of nationality.

The country of residence criterion¹³ means that **the job, traineeship or apprenticeship shall be in a place other than the country of residence of the candidate.**

The country of residence criterion allows to check the residence of the candidate through supporting documents readily available such as ID card, passport or other legal documents, that can identify those persons who need support because they will actually be moving and travelling to take up a job in another country.

2.2.2. Quality check of employment offers and information practices

The contractual relationship between the employer and the jobseeker, trainee or apprentice will be governed by the labour law or specific regulatory framework applicable in each Member State respectively.

All employment offers, irrespective of their nature, must be based on a labour contract and abide to **minimum quality standards**. They should in particular provide high chances to ensure **sustainable employment** after the training or trial period.

¹² Erasmus +, Euraxess

¹³ These refer to the place as indicated in one's ID card, passport or other legal document

The 'EURES TMS beneficiaries':

- a) must ensure the quality and legal standards of EURES TMS vacancies and will also check the legality and fairness of the labour contract conditions and remuneration **before** signature by the parties.
- b) should have the appropriate verification mechanisms in relation to vacancies, (jobs, traineeships or apprenticeships), to avoid illegal work placements or inappropriate forms of occupation.
- c) should ensure fair treatment of candidates, providing information on contractual conditions and social security entitlements¹⁴, as well as share as much information as possible about the working, living and integration conditions in other EU EEA countries.

2.2.3. How to deal with jobs, traineeships and apprenticeships related to frontier workers?

The EURES TMS provides financial support for both transnational and cross-border workers to move abroad on condition that they establish their residence (on a permanent or temporary basis) in the country of destination, i.e. where the vacancy is located.

Candidates interested in cross border commuting i.e. those who intend or may agree to work in a neighbouring Member State without changing the country of residence (e.g. frontier workers or daily commuters) can also benefit from the TMS services.

For placements for frontier workers, with no need of permanent relocation or dual residence, the flat-rate funding to move to another EU EEA country will not be applicable (see sections D3.1.2.4 and D6.1).

2.2.4. What line to follow with the posting of workers?

The EURES TMS scheme **cannot** be applied to labour contracts which fall under the directive on the posting of workers¹⁵. Posted workers and mobile workers are two distinct situations. A "posted worker" is employed in a Member State but sent by his employer on a temporary basis to carry out his work in another Member State. For example, a service provider may win a contract in another country and send employees there to carry out the contract. This transnational provision of services, where employees are sent to work in another Member State other than the one they usually work in, gives rise to a distinct category, namely that of "posted workers". This category does not include mobile workers

¹⁴ notably in the case of unemployment after holding a temporary job, traineeship or apprenticeship abroad

¹⁵ Directive 96/71/EC of the European Parliament and of the Council of 16 December 1996.

For further info, please consult: <http://ec.europa.eu/social/main.jsp?langId=en&catId=471>

who go to another EU EEA country to seek work or vocational training or who accept a work placement in another Member State and who are employed there.

PART C – MAIN RESPONSIBILITIES OF THE ‘EURES TMS beneficiaries’

The sections hereunder detail obligations concerning:

- Resources and core tasks of the ‘EURES TMS beneficiaries’ ;
- The visibility of the action
- The communication with customers and the EURES network

1. Resources and tasks of the ‘EURES TMS beneficiaries’

The activities under the EURES TMS scheme may be developed on the basis of the infrastructure and tools of the lead applicant and those of the other organisations in the consortium. The ‘EURES TMS beneficiaries’ will be responsible for the activities listed below.

As a general rule, the 'TMS beneficiaries should be ready to provide information and support services not only to customers from the countries covered by the project, but also to jobseekers and employers from other EU EEA countries, if any, with no services or other facilities involved in the action. Services shall be **free of charge** for both jobseekers and employers.

In line with the above, the ‘EURES TMS beneficiaries’ should be able to ensure the following customised services:

(1) Information, guidance and recruitment activities

- take appropriate actions to raise awareness among candidates and employers of the TMS scheme and inform customers of any relevant targeted events e.g. job fairs, recruitment days, mobility info sessions;
- make use of the EURES online chat & collaboration tools e.g. Blackboard collaborate, EU Netop Live Guide, Livestream and explore the potential offered by the European Online Job Days facility. They should also use and promote the 'Drop'pin' online platform to interested TMS customers, in particular for organisations interested in sharing at EU level those traineeships and apprenticeships which are not likely to be made available on the EURES portal in accordance with Article 17 of the Regulation;
- provide multi-channelled services (e.g. front-office, back-office and e-services) to both candidates and employers;

- apply national labour law to the employment services provided under TMS;
- demonstrate knowledge of sources and the ability to collect labour market information related to intra-EU/EEA mobility for both candidates and employers (e.g. workforce available, social security entitlements, recruiting sectors, etc.);
- assist candidates and employers before and during the recruitment process e.g. supporting applicants for the selection of funded language courses, company presentations, video/web conferencing sessions, information on living and working conditions in the countries of destination, advice on social security or other legal issues, information on national regulatory frameworks for traineeships and apprenticeships applicable, etc.;
- provide additional services such as assistance for drawing up CVs and/or job descriptions or for setting up an individual action plan, preparation for job interviews, language training or other, etc.¹⁶;
- provide post-placement assistance and guidance e.g. possibly a "*welcome service*" for mobile workers¹⁷, with a view to ensure the smooth integration of recruited candidates;
- signpost candidates and employers to other competent services and organisations for more specialised information and advice;
- refer candidates and employers to the EURES portal and related online facilities.

(2) Job or work-based training vacancies and CVs handling

- map from available job vacancy or work-based training and CV databases *vacancies and candidates open to transnational recruitment* so that TMS can optimise its support to youth employment;
- define sectors in which recruitments will be given priority (targeted recruitment projects, especially those with hard to fill vacancies);
- accept registrations and CVs of candidates and vacancies from new employers interested in benefiting from the TMS scheme;
- ensure that TMS job and work-based training vacancies are translated into the EU language(s) requested by the employer.

(3) Job-matching and job placement support

¹⁶ Please refer to section D

¹⁷ Please refer to section D4.3

- have a thorough knowledge of the EU labour markets and be active matching and placement brokers with a view to ensuring as many successful and sustainable work placements as possible;
- organise the pre-selection of candidates and possibly pre-recruitment interviews (create a short-list);
- help elaborate tailor-made SME integration programmes according to the employers' needs (see section D3.2).

(4) Financial support to target groups

- provide financial support to candidates and SMEs as defined in this guide;
- be equipped with the necessary management, accounting and financial monitoring systems to ensure prompt and effective payments to target groups.

(5) Resources

- have qualified staff to implement TMS activities as defined in this guide. They should act as a gateway or resource persons for customers. A project coordinator/manager will be responsible for the overall implementation of the scheme. S/he will be the contact person with the Commission.
- each short-listed or recruited candidate should have a ‘liaison officer’ from the consortium as his/her contact person for any matters related to his/her recruitment, training and placement integration process;

(6) Data collection and monitoring tools

- have at their disposal and manage appropriate measurement and data collection tools to monitor project progress and results in accordance with the principles and indicators agreed for the purpose of EURES, set out in the implementing act under the Regulation;
- provide regular monitoring data on project implementation to the Commission as specified in section E2.

(7) Quality control and evaluation

- adopt the necessary measures to ensure high quality output and comply in general with the provisions of this Guide;
- ensure that all organisations involved in the implementation and target groups comply with their obligations and the applicable TMS guidelines;

- carry out surveys on customers' satisfaction to evaluate the overall outcomes of activities as specified in section E2.

(8) Information and communication activities

- develop activities in line with the proposed communication plan and make use of the visual identity guidelines provided by the Commission with a view to ensuring TMS visibility (see section C2);
- create a dedicated EURES TMS section on the participants' already existing website(mandatory) and be ready to deal with queries and expectations from both national and foreign potential candidates and employers;
- be ready to cooperate, over the duration of the TMS project, with any large public events or awareness raising activities for candidates and SMEs promoted by the Commission;
- ensure the dissemination and exploitation of results (e.g. through web communication, media, information material, etc.);
- collect success stories, endorsements, etc. and obtain agreement from the participants about their inclusion in communication activities.

(9) Reporting

- abide by the reporting obligations specified in both this Guide and the grant agreement signed with the Commission

(10) Networking

- contribute actively to enhancing cooperation, team-building and networking among the 'EURES TMS beneficiaries' ;
- participate in meetings organised by the Commission during the contractual period.

2. Visibility of the action

2.1. Information and communication

2.1.1. Activities by the Commission

In the framework of the EURES communication activities, the Commission develops TMS information tools as deemed appropriate. Information on EURES 'TMS' activities and projects is provided through the EURES portal¹⁸.

The TMS information available on the EURES portal will be regularly updated, with a view to hosting the hyperlinks to the 'EURES TMS beneficiaries' web info.

The Commission may enhance the visibility of the scheme through publications (e.g. leaflets, video, etc.).

2.1.2. Activities by the 'EURES TMS beneficiaries'

The 'EURES TMS beneficiaries' should develop and implement a communication plan **proportional to the size and duration of their project** aimed first at mobilising target groups. **Their information and communication activities will use at all times the brand name "EURES Targeted Mobility Scheme"**.

EURES TMS scheme' activities shall be based on the 'EURES information and communication strategy' guidelines. Active use should be made of EURES ICT tools and social media platforms to reach out to target groups.

Besides online information (see section C2.1.2.1 hereinafter), the 'EURES TMS beneficiaries' can choose to make extensive use of social media networks along with standard communication deliverables such as publications, advertisements, audio-visual outputs, etc.

In all cases (publications, web communication or media activities, etc.) the 'EURES TMS beneficiaries' should respect the EC and EURES visual identity rules applicable¹⁹.

2.1.2.1. Online information for target groups

Public awareness of EURES TMS can be beneficial to make the scheme known and to get target groups involved. Web-based communication should prioritise the following:

- The target groups, i.e. **candidates** and **employers (SMEs)**.
- **Transparency** e.g. info on economic sectors, occupations or countries covered by the project as well as **customers' expectations**.

¹⁸ <http://eures.europa.eu>

¹⁹ Further information at: http://ec.europa.eu/dgs/communication/services/visual_identity/index_en.htm

- Whenever possible, information on **vacancies** available, including the respective skills requirements and contractual conditions.

The ‘EURES TMS beneficiaries’ may also elaborate and publish online a **TMS quality charter** or similar as below (**indicative**).

- **Who we are, where we are (i.e. the project countries) and our commitment**
- **What candidates (jobseekers and/or trainees and/or apprentices) can expect from us?**
(from pre- to post placement)
- **What employers can expect from us?**
(from information to post-placement integration)
- **Desk and online facilities to help you:**
(e.g. hot line, CV and vacancy registration, training, recruitment tests, mentoring, welcome desk, etc.)
- **Contact details of EURES and/or other relevant project staff**
- **Other**

The guidelines concerning online information for target groups are as follows:

➤ **Mandatory items**

All types of vacancies

- **The ‘EURES TMS beneficiaries’** (lead applicants) shall create a **EURES TMS section on the participants’ already existing website** and keep it up-to-date. It should be made operational at the earliest possible date after kick-off of the project.
- **Co-applicants** must also provide online information on their websites. They should at least create links to the lead applicant's website.
- The online information by members of the consortium must be provided in, at least, **the national language and in English.**
- In the case of a **dedicated section on an already existing website** under the responsibility of the lead applicant, the content could possibly be translated into the languages of the consortium countries and be visible on the corresponding organisations websites (optional).

Each project must provide details on the EURES TMS services available and participation conditions as hereinafter.

- Target groups must be given online information on **general project participation and access conditions;**

- For candidates, it must be clear **how to apply** i.e. online or through other channels with indication of the procedure for submission of applications, if any;
- For employers, there must be information on **participation conditions** if they wish to register their vacancies or discuss the feasibility of a recruitment project and the terms of support in the form of training and integration programmes;
- It is recommended to publish a **Q&A fact-sheet**, focusing on the most recurrent queries;
- For more general information on the scheme (i.e. what TMS is about), target groups should preferably be re-directed to the **EURES portal** and thus avoid double information. The TMS beneficiaries' online information should mainly focus on useful practicalities related to their respective projects.

Specific data on traineeships and apprenticeships

- While all remunerated work offers can be supported under the action, it is recommended to distinguish clearly between vacancies for jobseekers and offers for trainees and apprentices.
- Within the dedicated TMS section on an already existing websites/webpage(s), create separate sections for jobs and for internship and apprenticeship placements respectively. The latter could provide details on specific definitions (e.g. status of trainee/apprentice) and an overview of the regulatory framework governing traineeships and apprenticeships in the countries concerned (or web links to such overviews).
 - Provide information on the relevant country(ies) contractual and social security provisions applicable to trainees/apprentices as well as on the recognition of the learning outcomes (or web links to such overviews - see section B2.1).

Recommended items

- Inform users when job vacancies/work-based training **offers** could be open (if none is available).
- Up-date the TMS **online information** as and when new recruitment needs and placement activities emerge during the project lifecycle.

2.2. Dissemination and exploitation of project results

Dissemination and exploitation of results are relevant features of the EURES TMS project lifecycle. The 'EURES TMS beneficiaries' will endeavour to publish regularly information on the state of play and present progress on the implementation of the action at the occasion of events or activities relating to youth opportunities, EU employment and

education policies. The participation in information events at national and EU level are just a few examples of relevant dissemination and exploitation tools.

This means that the 'EURES TMS beneficiaries' should communicate and share outcomes, experiences, good practices, success stories and deliverables achieved by their project, thus extending the impact of activities, improving their sustainability and justifying the European added value of the scheme.

3. Communicating with customers and the EURES network

Guidance on target groups' participation in the EURES TMS projects will be provided by the 'EURES TMS beneficiaries'. Their TMS webpages or websites will be the main 'entry point' for interested jobseekers and employers. Likewise, the project staff should be empowered to deal with customers on a one-to-one basis.

The 'EURES TMS beneficiaries', namely the EURES/PES organisations, should not refer customers to EURES staff in Member States other than those involved in their TMS project, in particular when looking for detailed information or guidance. That staff is often insufficiently informed of the TMS activities or, if they are, the level of required information or support may fall beyond their remit.

The fact of systematically referring customers from other Member States not involved in the project(s) to their respective national EURES staff may result in misleading information and/or complaints. The responsibility to inform/support customers from EEA countries not directly involved with the project lies first with the "TMS beneficiaries". Ultimately, these should give the necessary project contact details/info points to other EURES Members to enable them to make referrals to the project(s).

PART D – THE TMS MEASURES AND FUNDING CONDITIONS

1. Overview of the TMS measures

Candidates and **SMEs** may receive **direct financial support** for the following items:

Candidates +18 (jobseekers, workers, job changers, trainees and apprentices) can receive financial contribution to costs referring to:

- Job interview
- Country relocation and family relocation

- Language course
- Recognition of diplomas and qualifications
- Specific mobility needs (supplementary trip allowance)
- Subsistence allowance **only for recruited trainees and apprentices**

SMEs can receive financial contribution to the cost related to **an integration programme** for recruited candidate/s organised and provided by SMEs.

Moreover, to ensure a flexible delivery, the ‘EURES TMS beneficiaries’ can also choose to provide *'Other support measures'*, i.e. tailor-made and free of charge training, mentoring and assistance to candidates. These measures can take the following form:

- Preparatory training (language training or other)
- Mentoring support
- Welcome services (particularly in the main recruiting countries)

Further details on the EURES TMS measures are provided in the sections hereinafter. All measures must take place within the duration of the action as set out in the grant agreement signed between the Commission and the ‘EURES TMS beneficiaries’.

2. Overview of the TMS funding conditions

The purpose of the EURES TMS financial support in the present scheme is to contribute to the costs borne by the target groups - candidates and employers (SMEs) – in connection with transnational or cross-border work placement activities.

The design of the overall EURES TMS funding mechanism is "modular" insofar as financial support to target groups may vary and depend on recruitment needs.

It is the responsibility of the consortium to verify whether conditions are met for providing the financial support to eligible candidates and SMEs, assessing case by case each situation.

Only the **relocation allowance can be automatic** (under certain conditions), as it is triggered by the offer of a job, traineeship or apprenticeship placement in another Member State with the intermediation and approval of the 'TMS beneficiary'.

In all cases, however, payments become effective only after the conditions for claiming funding have been fulfilled and approved by the ‘EURES TMS beneficiaries’.

2.1. The TMS budget to support target groups

The Financial Conditions applicable to the overall TMS budget are specified in section 7 “Financial and operational capacity and exclusion” and 10 “Legal and financial set-up of the Grant Agreements” of the call text.

Before submitting their proposal, applicant organisations – i.e. the potential ‘EURES TMS beneficiaries’ - should make an estimate of their respective budgetary needs for financing candidates and SMEs, based on the provisional number of job and/or work-based training candidates and recruiting SMEs applying for financial support.

The potential ‘EURES TMS beneficiaries’ should also make a provision concerning "Other support measures", i.e. for preparatory training, mentoring support and the "welcome service".

The calculation criteria must be explained in the description of the action. The proposed amounts are to be included under the heading "D. Other cost categories" item "D1 Financial support to third parties" of the applicant organisations' budget proposal.

The authorised funding conditions for the target groups are specified in the sections hereinafter and **the ‘EURES TMS beneficiaries’ cannot make modifications. It is compulsory to make a budget provision for all support measures.**

3. The TMS implementing framework

3.1. Candidates

3.1.1. Who can get financial support and what costs are eligible?

Any candidate as defined in section B1.1.1 above applying for a job, traineeship or apprenticeship in another Member State through the TMS scheme may qualify for financial support before moving abroad, **provided the conditions for claiming funding are met and approved by the ‘EURES TMS beneficiaries’** .

Candidates can be entitled to get:

- a) **The flat-rate allowances**, covering part of the travel, insurance and subsistence costs borne by the candidate either during the selection or preparatory phase or on settlement in the country of destination. Financial support is due irrespective of the contribution to cover the costs with:
 - *language courses*
 - *recognition of qualifications*
 - *specific mobility needs*

- *subsistence in the country of destination (exclusively for trainees and apprentices, subject to specific conditions)*
- *family relocation support*

The ‘EURES TMS beneficiaries’ must also inform candidates travelling to other countries, either for interview or settlement purposes that, if applicable, it is recommended that they are in possession of a **European Health Insurance Card** and give them the contact details of the national issuing body. This is a free card that gives access to medically necessary, state-provided healthcare during a temporary stay in any of the EEA countries, under the same conditions and at the same cost (free in some countries) as people insured in that country²⁰.

It is also recommended that candidates subscribe **travel insurance** before departure. In the candidates' interest and safety, the ‘EURES TMS beneficiaries’ should draw attention to this pre-departure formality.

3.1.2. What is the authorised expenditure?

CONTRIBUTION TO THE TRAVEL AND SUBSISTENCE COSTS INCURRED FOR A SELECTION INTERVIEW OR RELOCATION TO ANOTHER EU EEA COUNTRY

The authorised expenditure is as follows:

3.1.2.1. Job or work-based training interview(s)

The expression "interview" refers to dialogue on a one-to-one basis with one or more employers. It can also involve selection competitions. The rules governing interview trips apply to all candidates – jobseekers, trainees and apprentices.

As a general rule, any short-listed candidate, attending one or several interviews, will be given financial support for **one interview trip** only, abroad or, under the conditions outlined below, in his/her country of residence. If deemed necessary, **a second interview trip** may be authorised.

The funding rules are the same for both the first and the second interview trip. With regard to the principles of proportionality and value for money, the interview trip should in all circumstances take place when there is a high likelihood of successful job-matching²¹. **The second interview trip should be reserved for short-listed candidates with high recruitment potential.**

²⁰ More information on the card and on how to obtain it is available at <http://ec.europa.eu/social/main.jsp?catId=559>

²¹ Such as the candidate has been short-listed or has talked to the potential employer(s) by telephone or videoconference beforehand, or several interviews and/or other job selection opportunities in one or more countries are available.

The interview trip **is not mandatory** - it is just one of several suitable selection procedures, i.e. on-line (see also section D3.1.2.3). **It is not a right either.** Invitations are agreed upon between employers and the 'EURES TMS beneficiaries'.

The duration of the trip can vary according to the recruitment needs and/or the geographical distance. These factors as well as the costs to be borne by the candidate should also be taken into consideration.

The candidate should use the cheapest means of transport.

Except when the trip is < 50 Km, in general terms funding consists in a **contribution** to:

- the travel and accommodation costs (travel insurance included)
- a Daily Subsistence Allowance (DSA) for a maximum duration of 5 days. The DSA is a flat-rate amount to cover meals, local transport, telecommunications and all other sundries. Before the interview trip, the TMS Beneficiaries must clearly inform the candidates on the actual financial contribution that they would receive.

a) if the Interview takes place in (an)other EU EEA country(ies)

Travel rates take into account the geographic distance between his/her place of residence and the place of the interview(s).

The overall allowance represents **a contribution** to the actual expected costs to be borne by the candidate with the interview trip. S/he is free to accept the trip or propose an alternative interview modality.

b) Interview trip in the candidates' country of residence

In case of an interview in the same country of residence of the candidate, the rules for interview trips to other countries shall apply when the trip is > 50 Km.

This option is furthermore justified in the case of candidates travelling within large countries or from national off-shore territories (Canary Islands, Balearic Islands, Greek Islands, Azores, Madeira, etc.) to the mainland.

The flat rates and unit costs applicable to interview trips are set out in section D5, Table I.

3.1.2.2. Geographic distance between the place of residence and the place of the interview

The geographic distance determining the amount granted to support the candidate's interview trip will be measured from the place of residence (or closest main city) to the place where the interview takes place (or closest main city).

If the trip includes different locations in a Member State or in several Member States, the authorised allowance should at all times be calculated on the basis of the distance between the candidate's place of residence and the furthest place of interview.

The *map distance* between the two locations will be used to calculate the rate applicable for both one way and round trips. Several websites provide distance locator facilities to calculate distances between two places in the same or in different countries.

Example 1: Round trip from Amsterdam (Netherlands) to Frankfurt (Germany). Map distance between the two cities for grant calculation: around 365 Km, authorised rate = EUR 250.

Example 2: Round trip from Ponta Delgada (Azores Islands, Portugal) to Lisbon (Portugal). Map distance between the two cities for grant calculation: around 1 447 Km, authorised rate = EUR 350.

3.1.2.3. Other interview possibilities

Another option for organising job interviews is to make use, whenever possible, of **telephone or videoconference facilities**.

The 'EURES TMS beneficiaries' should facilitate access to videoconference services for both candidates and/or employers who do not themselves have the necessary equipment.

The provisional budget to cover the cost of hiring videoconference facilities should be entered in the relevant TMS budget proposal (heading "Administration costs"). If the 'EURES TMS beneficiaries' already have the necessary equipment, then the relevant communication costs should be budgeted under the heading "Overheads".

3.1.2.4. Relocation allowance to move to another Member State, including allowances for family members (spouse and dependent children)

Individual transport

The relocation allowance is a contribution to expenditure incurred with moving to the country of destination, irrespective of the duration of the work placement.

It covers the costs of:

- transport,
- travel insurance,
- accommodation,
- meals and all other sundries.

Accident and health insurance of recruited staff settled in the country of destination shall be **covered by the employer** (via the labour contract).

Only after confirmation in writing by the employer of the vacancy offer and labour contract conditions, the recruited candidate in another EU EEA country with the mediation of the 'TMS beneficiary', **is entitled to receive an allowance** (flat rate) **before leaving the country of residence**.

Daily cross-border commuters (i.e. frontier workers) are excluded – for more information, please refer to sections B2.1.4 and D6.1).

The flat rates applicable to candidates's and their **family members** (spouse²² and dependent children) settling in the country of destination are set out in section D5, Table II.

Transport for a group of candidates

In the case of collective recruitment, it may be more economic and efficient to ensure the transport of all candidates in the same bus, train or flight. This may apply in particular to the situations where the candidates are deemed to take up duty with the same employer at a given date and location.

Under these circumstances, the 'EURES TMS beneficiaries' may choose one of the following options:

a) Take on charge the costs for bus, train or flight tickets for a group of recruited candidates. The amount paid per ticket will be deducted from the relocation allowance paid to the recruited candidate. The transport costs on charge of the 'EURES TMS beneficiaries' must be planned and earmarked in the TMS budget proposal under "Costs of services", sub-item "Other services", "Transport of candidates". This service may be provided by a travel agency.

Example:

Relocation of 30 apprentices from France to Germany with a labour contract with the same employer

Mode of transport: bus

Ticket price (per person): 80 EUR

Relocation allowance per candidate (Germany): 1040 EUR

Net relocation allowance: $1040 - 80 = 960$ EUR

b) Book bus, train or flight tickets for a group of recruited candidates with a travel agency in the sending country. The candidates may receive their tickets directly from the travel agency against payment of the travel cost from their relocation allowances. For this

²² It includes "**de facto family**". Candidates shall provide clear evidence of circumstance of the relationship in place between two persons who are not legally married, who live together on a genuine domestic basis as well as the mutual commitment toward a shared life.

purpose, the gross relocation allowances must be paid as early as possible upon notification of the work placement offer to the candidates and receipt of the relevant signed forms and annexes. In this case, the travel costs will not be earmarked separately in the TMS budget proposal under section "D. Other cost categories" item "D1 Financial support to third parties", but will be included in the budget for relocation allowances.

NOTICE The above mentioned financial support to candidates for both interview and/or relocation purposes will be subject, prior to the action, to the submission by the employer of the documents specified in **section D6.1**, (i.e. a declaration signed by employer stating that the coverage of similar costs is not foreseen in the company's employment conditions).

If the employer has made a provision for payment of the candidate's travel costs in the case of an interview trip and/or relocation trip, ***then there should be no double funding***. The 'EURES TMS beneficiaries' should check the employers' benefits in this respect in advance.

The 'EURES TMS beneficiaries' should stay in contact with both the recruited candidate and the employer and obtain written confirmation that s/he has actually taken up duty.

In all situations, the 'EURES TMS beneficiaries' should stay in contact with the recruiting company(ies) to find out the outcome of the interview(s).

OTHER FINANCIAL SUPPORT MEASURES FOR CANDIDATES

Candidates may benefit from additional financial support to cope with expenditure concerning other legal and practical requirements to move and work in another EU EEA country, as detailed hereunder. **This support is based either on the reimbursement of actual costs or on a fixed allowance and must in all circumstances be duly motivated.**

3.1.2.5. Language course

Eligibility

Any **candidate** to a job, traineeship or apprenticeship in another EU EEA country **who has been short-listed for recruitment purposes**, and has strong possibilities to be offered a placement in a given country, is entitled to attend a language course:

a) in the country of residence (pre-departure)

and/or

b) in the country of destination²³ (pre/after recruitment).

If a candidate decides to attend the language course after recruitment, it should start within two months after taking up duty and it should take place during the duration of the work contract.

²³ If the candidate has moved temporarily to the country of destination to look actively for a job (see section D3.1.3) or has been offered the job and has already taken up duty

Access to language training will depend exclusively on the needs of the candidate, irrespective of the size or other integration measures of the recruiting enterprise/organisation.

Exception

If language training is part of a SME integration programme co-financed by EURES TMS, then the recruited candidate cannot attend another language course in the country of destination paid also with TMS credits (either through direct reimbursement or provided by the TMS beneficiary). The objective is to avoid double payment for the same purpose from the TMS budget (see section D3.2.1).

General rules

As a general rule, the training refers to intensive language courses. The learning methods may vary e.g. from classroom to online training, depending on the candidates' location and training needs.

The costs can be borne by the candidate or can be covered by the 'TMS beneficiary' directly (see section D4) or by a combination of both as specified hereunder.

In all circumstances, however, the direct financial support given per candidate for language training (pre-departure and post-placement costs included) will not exceed EUR 2200.

The assessment of the candidates' language training needs has to be made by the 'TMS beneficiary' during the pre-selection phase. Should the candidate be eligible and decide to register in a language course of his/her choice, s/he should first confirm his/her intention in writing (Annex I - Appendix I) before the course has been initiated. The TMS beneficiary may ask the selected candidates to search for a range of language courses fulfilling their needs, in compliance with the TMS rules in terms of quality, objectives, and budget. The TMS beneficiary should guide and support the applicants for the selection of such courses, in order to find the more appropriate in terms of economy, efficiency and effectiveness. TMS beneficiaries must prevent candidates from accepting unfair contract terms linked to language courses. In such case, TMS beneficiary can deny collaboration with companies with clear evidence of possible mismanagement, abuse or fraud risks.

The applicant organisations, in providing the financial support to candidates – as defined in this guide- should always guarantee the adoption of the necessary measures to ensure high quality output and results, considering the likely long-term impact of the placement and necessary investments, in compliance with the principle of sound financial management.

Details are to be provided on the institution responsible for the language course, location, duration (possibly number of TU), learning level/content and cost of the training, with

copy of the training plan and estimate. If the request is approved by the 'TMS beneficiary', the candidate may register for and attend the training.

Claim for reimbursement of actual declared costs (up to EUR 2200) can be submitted after completion of the course, with documentary evidence (invoice or receipt and training certificate). However, **an advance payment up to 50%** of the training course/module costs can also be made earlier, against copy of the first invoice or receipt²⁴.

Management of costs

If and when the training is split into learning modules and/or rolled out in two different countries (pre-departure and post-placement training, respectively), reimbursement may be made after conclusion and submission of justification documents of each module or phase. There is also the possibility, for instance, that a pre-departure training is paid directly by the participant (against reimbursement) and that the costs of the post-placement training phase are borne by the 'TMS beneficiary' (e.g. via direct payment to the training provider) or vice-versa.

However, no double funding can be used to pay a language course, i.e. the same training cannot be paid by the candidate's allowance and the 'TMS beneficiary' budget simultaneously. If a given language course (all modules included) exceeds EUR 2200, the option could be that the 'TMS beneficiary' bears all costs or the costs in excess directly (for more information, see section D4).

3.1.2.6. Recognition of diplomas and qualifications

If a candidate wishes to relocate to another EU EEA country in order to take up a job, or possibly a traineeship or apprenticeship, with a new employer in his/her professional field, s/he may be required to apply to have his/her academic and/or professional qualifications recognised.

For a limited number of professions, the relevant Directive²⁵ allows for automatic recognition of qualifications. For a large majority of professions, a so-called 'general system' allows for the mutual recognition of qualifications, which may require a period of supervised practice and/or an aptitude test.

Any candidate who has at least been pre-selected by the 'TMS beneficiary' for a job, traineeship or apprenticeship and needs to have his/her academic and/or professional qualifications recognised in the country of destination, may qualify for financial support for the costs incurred with proceedings.

These may include certified copies and/or translations, administrative proceedings, supervised practices (or trainings) and/or aptitude tests.

²⁴ Info on payment procedures in section D6

²⁵ Directive 2005/36/EC

Interested candidates can submit a request form (Annex I - Appendix II) immediately after the recognition proceedings have been initiated. They will attach to the form the minimum required documentary evidence²⁶. If the candidate has initiated recognition proceedings before knowing that s/he would be pre-selected, his/her application can also be accepted. Candidates complying with the requirements above can receive a **flat-rate allowance of EUR 440**²⁷.

3.1.2.7. Supplementary trip allowance

If a jobseeker, trainee or apprentice has been offered an interview or work placement in another country with the support of the 'TMS beneficiary' and s/he **has special needs** for different reasons, the candidate may qualify for a supplementary trip allowance based on ex-ante justification of costs.

The supplementary trip allowance applies to the interview and the relocation phases, helping those candidates cope with extraordinary expenditure when moving to another EU EEA country.

Who can qualify?

a) **Candidates with disabilities.**

b) **Disadvantaged people**, facing special problems and need an additional economic support.

c) **Candidates from EU EEA outermost regions**²⁸ may also benefit from this measure insofar as the geographic distance between those regions and the European continent triggers in general higher mobility costs. This criterion may be extended to candidates moving between countries or regions located in opposite peripheral areas of the EEA territory e.g. between Cyprus or Malta or Southern Italy and Northern Scandinavia; between Estonia or Finland and Portugal, etc.

Note: A candidate may or (may not) be cumulatively covered by any of the situations described under a), b) and c).

Eligible expenditure

The supplementary trip allowance may vary up to the limit of EUR 550 per candidate²⁹ and per trip (interview and/or country relocation and settlement). If a candidate is covered by more than one of the categories above simultaneously, e.g. if s/he is both a vulnerable candidate and resides in an EU outermost region or EEA peripheral region/country, the maximum authorised allowance per candidate and per trip will apply.

²⁶ Info on payment procedures in section D6

²⁷ Info on payment procedures in section D6

²⁸ The nine EU outermost regions that form integral part of the EU are: Martinique, Guadeloupe, French Guiana, Reunion, Mayotte, Saint-Martin (FR), Madeira and the Azores (PT) and the Canary Islands (ES).

²⁹ Info on payment procedures in section D6

Eligible expenditure for candidates listed under items a) and b) above can be the transportation of a wheelchair or a guide-dog, or the travel cost of accompaniment or a family member, the purchase of formal dress (if mandatory) to take up duty. Other expenditure may be **local** costs with transport connections to move to and from either the airport or the train station in the country of residence and the country of destination respectively, high declared travel costs (see below), settlement costs during the first month in the country of destination (e.g. youth hostel, flat rental) or other duly justified need.

The supplementary trip allowance may also contribute to reduce **long-haul travel expenditure** by candidates from the regions specified under item c) above.

In the case of **costs incurred with transnational transport and accommodation** by candidates covered under items a) to c) above, the allowance is due if those costs (based on documentary evidence) exceed the interview trip allowance (DSA included) or the relocation allowance (section D5, tables I and II). In such circumstances, the excess cost to be borne by the candidate will be topped up with the supplementary relocation allowance up to maximum EUR 550 per trip.

General rules

Candidates may apply for financial support from the moment they have been notified in writing of the interview meeting(s) or the work placement offer in another EU EEA country. Payments may be made before or after the interview or the relocation trip has taken place, on condition that the required documentary evidence has been timely submitted to the 'EURES TMS beneficiaries'.

The candidate must submit a motivated request form (Annex I - Appendix III), specifying the need(s) and the costs. The justification of the candidate's health, social or economic conditions should abide by usual practices in their countries. In some cases, a "declaration of honour" can also be accepted. The 'TMS beneficiary' may approve or reject the request³⁰.

3.1.2.8. Subsistence allowance for trainees and apprentices

As regards work-based training, the availability and scope of **traineeships** and **apprenticeships** is quite uneven across the Member States as there is a plurality of regulatory frameworks. Consequently, the number of work placements available may vary and depend on the national legislation, as well as on the practices and opportunities in each single labour market.

Across Europe, the remuneration paid to trainees and apprentices over the duration of their assignment is usually lower than the average salary (or even the national minimum wage³¹)

³⁰ Info on payment procedures in section D6

³¹The national minimum wage is not enshrined in the labour law of all EU EEA countries

paid to a worker performing equivalent tasks and responsibilities in the lower grade of the function e.g. entry-level jobs.

The 'EURES TMS beneficiaries' may support low income trainees and/or apprentices with a *monthly subsistence allowance*.

This monthly subsistence allowance is provided :

- in the form of a *top up fee*,
- when there is a proven difference between the trainee's or the apprentice's actual salary and the average remuneration paid to any worker performing an equivalent function and level of responsibilities in the hosting country.
- with a maximum 6 consecutive months
- up to EUR **660 per month**.

Candidates may qualify for a subsistence allowance by submitting a written request (Annex I - Appendix IV). The 'EURES TMS beneficiaries' shall inquire the employers' remuneration practices for equivalent and regular entry-level jobs. If such information cannot be provided or is not reliable, then the 'EURES TMS beneficiaries' must consult the country's labour legislation or refer to trade unions, employers' associations, chambers of commerce, local EURES staff, etc.

The information obtained may help to take a decision on the actual allowance to be paid to the trainee or apprentice. The 'EURES TMS beneficiaries' must keep documentary evidence of their inquiries³².

The 'EURES TMS beneficiaries' should also help candidates looking for a suitable and affordable accommodation or housing solution in the country of destination e.g. youth residence, host family, etc.

IMPORTANT NOTICE

The subsistence allowance **is not meant** to waive or replace the employers' obligation to pay a salary to the recruited trainee or apprentice **from its own resources**. It is a complementary income to be cleared exclusively upon documentary evidence.

The maximum amounts and conditions applicable to funding *Other support measures for candidates* are set out in section D5, Tables III and IV.

³² Info on payment procedures in section D6

3.1.3. How to deal with mobile candidates temporarily living and looking for a job in another Member State?

In line with the principle of free movement of workers in the European Economic Area, any candidate who has moved temporarily³³ to another EU EEA country to look for a job, traineeship or apprenticeship but has kept residence in the country where s/he lived before departure is eligible to benefit from the measures above, **except for the relocation allowance for taking up duty because s/he is already living in the country of destination.**

For this purpose, the candidate should have registered with a 'TMS beneficiary' and should have been short-listed for one or more job vacancies available in the relevant host Member State. S/he will be requested to justify his/her temporary residence situation on the basis of documentary evidence.

This condition applies inter alia to preparatory training or mentoring support provided by the 'TMS beneficiary' (see section D4).

3.1.4. What costs are not covered by the TMS funding provisions?

Aside from the items specified in section D3.1, other costs incurred by any candidate in his/her place of residence or in another EU EEA country will not be covered by the TMS financial support.

3.2. SMEs (Employers)

CONTRIBUTION TO THE COSTS OF AN INTEGRATION PROGRAMME FOR RECRUITED CANDIDATES ORGANISED AND PROVIDED BY SMEs

As a general rule, the 'EURES TMS beneficiaries' should as much as possible engage employers and their corporate responsibility on the post-placement support to the recruited workers.

Recruiting SMEs, as defined in section B1.1.2.2 above, are eligible for financial support to contribute to the costs of integration activities for the newly recruited candidate **provided the conditions for claiming funding are met and approved by the 'EURES TMS beneficiaries'**.

The implementation of integration activities is incumbent to SMEs, but it is not a mandatory condition for SMEs participation.

³³ EU citizens can stay in another Eligible country looking for work up to maximum 6 months

The employer is free to apply for TMS financial support or not depending on the recruitment needs.

3.2.1. What is an integration programme?

An **integration programme** can consist of a package of induction training and other post-placement support services provided by the employer for the **newly recruited candidate/s** with a view to easing the integration in the enterprise/organisation and reducing obstacles to labour mobility.

The programme has a limited duration (usually during the early weeks of work integration); the training components are aimed at improving the candidate's skills, competences and adaptability to a "foreign working environment". This can also have a positive impact on the productivity and competitiveness of the enterprise/organisation.

In order to alleviate the burden on SMEs, the 'EURES TMS beneficiaries' *should provide advice to employers on how to design an integration programme for the new employee, trainee or apprentice*. Likewise, many companies interested in improving their human capital do not know how transnational traineeships and apprenticeships could function and therefore need to be supported.

The programme could consist of *one or more* of the following learning components:

- *Induction training*

Provision of external or in-company training or on-the-job coaching for the benefit of the recruited worker, trainee or apprentice, for instance:

- to make him/her familiar with the objectives and values of the enterprise;
- to gain specific skills and competences;
- to raise awareness of business or managerial procedures necessary to accomplish job activities;
- to become familiar with the scope and structure of the business (e.g. visits to company branches, contacts with customers, etc.);
- to ensure mentoring support (e.g. by a senior worker);
- to fulfil any other training need(s).

This training module can be very useful in the case of recruited workers. It may be redundant for trainees and apprentices, if the content is already embedded in the learning programme of a traineeship or apprenticeship placement. In this case, *the conditionality rule for financial support is that there should be no overlap of thematic subjects*. The applicant SME has to motivate the request (see also section D3.2.2 and Annex I – Appendix V).

- *Language course*

Access to in-company or external training to improve written and spoken command of the host country language and/or other working language required for the job.

The employer may decide to provide language training to the recruited candidate with a view to improve his/her language skills. It may consist of an upgrade of the learning level obtained before departure to the country of destination.

When language training is provided in the framework of a SME integration programme, the candidate is not eligible for post-placement language training reimbursement or attendance on charge of the 'TMS beneficiary' (see sections D3.1.2.5 and D4).

The learning components of the integration programme should as much as possible be complemented with:

- *Administrative support and settlement facilitation*

It consists in providing settlement assistance for the newly recruited candidate to facilitate his/her integration in the new country e.g. support to find suitable and affordable accommodation or housing, residence registration, work permit, attendance of vocational education (e.g. dual training system), etc. This support is highly relevant in the case of trainees and apprentices (see section B2.1)

The employer is free to determine the extent and content of the worker(s) integration programme. **However, the integration programme must always include at least one training/learning component.**

The level of the training/learning components can vary from *basic* to *comprehensive* depending on whether it will be combined with administrative support and settlement facilitation or not, according to the needs and practices of the SMEs.

3.2.2. What is the difference between 'basic induction training' and 'comprehensive induction training'?

Basic induction training consists of a training module including **only one** learning component: job-related training or a language course without administrative or settlement facilitation.

Comprehensive induction training consists of the provision of **at least one** training module related to the job and/or the needs of the recruited candidate, **combined with** administrative support and settlement facilitation (mandatory). The latter is recommended for trainees and apprentices, in line with the guidelines in section B2.1.

As mentioned above, to be eligible for funding the training component (*basic or comprehensive*) should not be part of the contractual learning programme of the traineeship or apprenticeship.

The *training techniques* can vary from individual to group training, conventional 'classroom training' to on-the-job training (e.g. job shadowing, mentoring) or distance training (e.g. e-learning, blended training) or include also other training methods.

For example, an integration programme for an apprentice can be composed of a conventional or e-language course, and also of assistance to find housing or to enrol in a vocational education school (complementary to in-company work) in the country of destination.

3.2.3. What is the recommended duration of the integration programme?

The integration programme can be implemented in consecutive or separate periods, **provided it is commenced during the employee/trainee/apprentice's initial three weeks of work.** There are no specific duration requirements. However, the training plan should be realistic in order to achieve the expected learning outcomes.

3.2.4. How to get financial support?

To be eligible for funding, the employer (SME) must justify his request and specify which measures will be adopted to implement a suitable integration programme. This can be clarified at the time the employer submits a vacancy offer or has pre-selected the foreign candidate(s). The training needs should have been identified during the interview phase at the latest.

The SME must submit an application form specifying the proposed integration programme *before* the candidate has been placed within the company/organisation (Annex I - Appendix V). The 'EURES TMS beneficiaries' will check and validate (or not) the SME request. They can also help modify or improve the SME application if necessary.

3.2.5. What are the authorised flat rates for SMEs?

Table V in section D5 hereinafter provides the breakdown of flat rates applicable to each Member State, based on the type of integration programme.

The flat rates refer to all components of the integration programme (i.e. training and also administrative support and settlement facilitation, if applicable).

Activities not directly-related to the integration of the newly recruited mobile candidate will not be eligible for TMS financial support.

3.2.6. To what extent is support to SMEs in accordance with EU law on state aid?

The European Union *de minimis* "state aid" regulation allows for aid of up to EUR 200,000 to be provided from public funds to any enterprise over a period of three years without any procedural burden.³⁴

Any SME recruiting mobile workforce in the framework of one or several TMS recruitment project(s), over a period of one year and providing them with at least basic induction training is entitled to get financial support (see Table IV) equivalent to the number of employees, trainees or apprentices actually placed up to the threshold of EUR 30 000 per year.

3.2.7. How to deal with SMEs with no integration programme and/or not applying for financial support?

As explained above, any SME may choose whether or not to implement an integration programme and request TMS financial support. If the SME vacancy complies with the minimum legal and qualitative requirements, the company is of course eligible to participate in TMS recruitment activities.

4. Other support measures by the ‘EURES TMS beneficiaries’

Support measures e.g. language training or other training needs, social or learning mentoring, advice and guidance can be a pull factor for the success of job placements and the smoother integration of candidates in their new working environment. The methods used may vary provided that the learning or support objectives will be achieved. The services may be provided by the members of the action consortium or be outsourced to other organisations not involved in the recruitment activities.

These support measures can also be extended to candidates who have moved temporarily to another EU EEA country and are looking for a job in that country, as specified in section D3.1.3 above.

NOTICE:

'Other support measures' cannot be outsourced to organisations or employment agencies (including their affiliates or sub-contractors) which have recruited mobile workers with the support of TMS.

The role and responsibilities of ‘EURES TMS beneficiaries’ are as follows:

³⁴ EC Regulation N° 1998/2006 of 15.12.2006 on the application of Articles 87 and 88 of the Treaty to *de minimis* aid" (Official Journal No L 379, 28.12.2006, p. 5).

4.1 Preparatory information and training

Section D3.1.2.5 above gives an overview of the conditions required to qualify for financial support to attend a **language course**, when the costs are borne by the candidates. However, the ‘EURES TMS beneficiaries’ may also be called on to provide or facilitate access to **language training or other basic training needs e.g. intercultural competences** at their charge.

What does the preparatory training consist of?

Tailor-made and free-of-charge information and training should be made available from the moment participants have been short-listed for a work placement in another eligible country. These services are deemed to enhance not only the candidates' awareness of the challenges of moving and working abroad but also their **general competences** and **adaptability** to the future work placement.

1) Information, assistance and guidance

All training measures must be underpinned by transparent and clear **information** to all candidates, **notably information on living and working abroad** (before placement), welcome information & backup support (during and after placement).

The preparation of participants in the *pre-placement phase* is crucial for a successful job matching and job placement. This preparation should focus on practical and legal issues related to the country of destination (e.g. working conditions, labour law applicable, social security entitlements, taxation, housing, etc.).

On-arrival information is mostly focused on the adaptability and possibly the intercultural dimensions (see below) . It aims to help the participant to adapt to the host country and work place (e.g. inform the participant of his/her rights and obligations, useful contacts to help his/her settlement, give further guidance on country culture, etc.) – see also section 4.3 hereunder.

2) Tailor-made training support

Given the relevance of trainings as a means to tackle mobility obstacles, the ‘EURES TMS beneficiaries’ **should make plans for the provision of training to jobseekers, trainees or apprentices who have been short-listed for a work placement in another EU EEA country and for whom a training need has been identified.**

Pre-departure, and/or post-placement training should be provided for as long as necessary (several days or weeks) in order to ensure the smooth preparation and integration of candidates. The start date and duration of the different types of training can nevertheless vary according to the learning needs of the participants, irrespective of the size of the

recruiting organisation or business, but should in all circumstances be initiated as early as possible.

After a mapping of the participants' needs for a successful occupational integration, one or more of the following **training measures** may be made available:

- *Language training*: language courses are a recurrent priority for participants during the pre-placement phase, and often, during the post-placement phase.
- *Intercultural competences*: *advanced information on* social, history and cultural aspects of the country of destination, capacity to adapt to a multicultural working environment, etc. can complement the information activities above.
- *Soft skills*: the empowerment of participants with *soft competences* can be justified to improve the performance of future professional duties (e.g. speaking in public, leadership, problem solving, team work, etc.).

Pre-departure training is the most commonly used form of training in order to prepare and up-skill short-listed candidates before they take up duty abroad. **Post-placement training** can also be justified if there is no training provider in the candidate's place of residence or if s/he needs to attend additional or advanced training lessons or up-skilling follow-up e.g. to improve language skills (but only if it is not included in the SME integration programme – please see section D3.2 above). **TMS supports and finances any or both of those training options for the same candidate.**

Advanced vocational training or trainings forming part of mandatory professional certification requirements e.g. regulated professions or specialised occupations are not within the remit of the ‘EURES TMS beneficiaries’ ‘. Those may be part of proceedings for recognition of qualifications and competences required by specific employers or professional organisations (see section D3.1.2.6).

Training methods

The methods for providing the training can vary, depending to a large extent on whether the candidate is a national of one of the project consortium countries or not. For this reason, the training techniques can vary from individual to group training, conventional 'classroom training' to e-training or include also other training methods (e.g. virtual language trainings using the Massive Open Online Course (MOOC) facility)

Group training can also be provided in the form of a "*training package*", under the responsibility of the ‘EURES TMS beneficiaries’ (i.e. the lead applicant and co-applicants). The package may include not only the costs of the training (e.g. trainer, learning materials, etc.) but also the transport, accommodation and boarding of attendants over the duration of the training.

This option may be cost-efficient when training is centralised and based on a common training programme – it may generate economies of scale, as savings may be made with cheaper direct training costs enabling thus to release funds for other participation expenditure. It may also be very practical when candidates cannot find training providers available in their place or residence e.g. rural areas or in the case of recruitment initiatives for a specific country or company.

Training may be given either in the country of residence (before departure) or in the country of destination or both.

Who can provide preparatory training?

The ‘TMS beneficiaries should neither take on the role of employers nor act on their behalf. The provision of preparatory training lies exclusively with the ‘EURES TMS beneficiaries’, taking into account the nature of the authorised preparatory training as well as the interests, profile and needs of the candidates. The conditions to take directly on charge or outsource 'Other support measures' are specified in section D4.4 hereinafter.

The ‘EURES TMS beneficiaries’ may define from the start date of their projects the nature and scope of the preparatory trainings they intend to support e.g. language courses, specific soft skills trainings or both, etc. They may inform target groups through their TMS webpage/website.

Other recommendations

The financial threshold (EUR 2200) specified in section D3.1.2.5 for language trainings does not apply to ‘EURES TMS beneficiaries’

When the ‘EURES TMS beneficiaries’ sub-contract the training and are directly responsible for the payment of the training costs, they may use a 'voucher system' to enable candidates to attend the training courses, with details on the training plan and attendance conditions (see Annex I - Appendix VIII). In this case, the related costs **are not paid directly to the candidates** (see sections D3.1.2.5 and D4.4).

4.2 Mentoring support

What is this?

Aside from in-company vocational mentoring in charge of the employer, if any, the ‘EURES TMS beneficiaries’ – lead applicants and/or co-applicants – may also provide, directly or via sub-contracting, **personal** mentoring and/or socio-pedagogical post-placement assistance to trainees and apprentices.

Candidates should at all times (from pre- to post-placement) receive personalised accompaniment and backup support from the ‘EURES TMS beneficiaries’, notably by a designated case handler or staff member. This person must be the referral to whom the

candidate can call on for information, advice or for signposting any problem or difficulty, including after placement in the country of destination (**mandatory service**)

If deemed necessary, the candidate may receive additional and more specialised and personalised support from a *mentor or coach* to smooth his/her integration, both in the new country and in the working environment (**optional service**).

How can the optional service be provided?

The optional service is meant to be available in the incoming countries and provide intercultural and/or personal guidance to the recruited worker. To do so, the consortium may need to subcontract a specialised service provider. This type of tasks may be carried out by e.g. social workers, youth workers or other experts with a social or cultural background. The employer may alternatively take this task into charge (in particular in the destination countries not directly involved in the consortium).

The duration of the service may vary according to the needs, taking into account the principles of relevance and proportionality (several days or weeks) As a benchmark, the actual costs for this activity could be calculated on the basis of maximum 10 hours/month per individual, at the rate of EUR 20/hour, assuming the first two months of placement (20 hours). The related costs should in any circumstances be based on market prices for services of similar nature

What is the purpose?

The provision of the optional mentoring service will be decided on a case by case basis, depending on the candidate needs. The temporary and sometimes vulnerable situation of candidates abroad can justify the implementation of this support measure. The service should in any case **start as early as possible as from the candidate's arrival to the country of destination.**

The objective is to provide personal or socio-pedagogical support and guidance to recruited candidates (trainees and apprentices in particular) who may need a more comprehensive framework to succeed in their integration. This type of tasks may be carried out by e.g. social workers, youth workers or other experts with a social background. They could act as referral persons to candidates in the country of destination.

The mentoring services may be provided as a stand-alone support measure or be integrated in the welcome service package described in section D4.3 hereinafter.

4.3 Welcome services in the countries of destination

In the framework of the implementation and interim evaluation of the preparatory action "Your first EURES job"³⁵, a key recommendation that has clearly emerged has been the need to develop a "*welcoming/integration culture*" in the receiving countries.

In spite of the fact that many candidates have already studied or worked abroad or are used to travel for leisure purposes, less experienced candidates may suffer hindrances when confronted with cross border or settlement obstacles in an unknown host country.

The activities to be implemented under the present call will be based on large consortia and on the development of partnerships between EURES and labour market stakeholders or other players from different expertise areas. One of the key activities to implement should be a "**welcome service**" for mobile workers/trainees/apprentices in the labour markets of destination. This is a recommended activity and a key competitive feature of any project proposal.

In Member States there are already many bodies providing information to mobile workers and, in some cases, supervising the enforcement of rights conferred on workers and their families by article 45 of the TFEU³⁶. EURES provides labour market information as well as information on living and working conditions to mobile workers, complementing the advisory work of other EU networks e.g. Solvit, Europe Direct, Your Europe Advice, etc. (see Useful References).

What is a "welcome service"?

The "welcome service" concept refers to a **multidisciplinary pool of desk, telephone and online information and guidance services for mobile candidates to smooth their integration in the country of destination**. It should also provide services to **employers** (especially on labour market issues, transnational recruitment and related employment legislation).

A comprehensive welcome desk is mainly featured for receiving countries with high workforce inflows. The actual type of services as well as their scope and frequency (in the case of one-to-one customer services) should be defined by the 'EURES TMS beneficiaries'. However, a **minimum service level**, possibly based on ICT tools, should be provided in all receiving countries.

This post-placement service is deemed to bring together different fields of expertise to address the needs of recruited workers/trainees/apprentices. The service could cover a broad range of thematic subjects as hereunder (indicative):

³⁵ <http://ec.europa.eu/social/main.jsp?langId=en&catId=993&newsId=2136&furtherNews=yes>

³⁶ See also Regulation EU N° 492/2011 on freedom of movement of workers within the Union and Directive 2014/54/UE on measures facilitating the exercise of rights conferred on workers in the context of freedom of movement for workers

- *Administrative and integration counselling*: hints and tips on living and working in the host country; national administration bodies e.g. recognition of qualifications, registration of individuals; accommodation or housing facilities/costs, etc.; main water, gas, electricity suppliers; banking system, public transport services, health care services, child care organisations, cultural activities and sites, etc.;
- *Legal advice and assistance* (EU/EEA nationals' rights and obligations in the countries of destination; useful tips on house purchasing/rental legislation, counselling in dispute resolution e.g. employment litigation, advice on labour or other legal issues, trainee and apprentice regulatory frameworks, integration of workers' families, etc.);
- *Mentoring support* (see section D4.2) can also be provided in the framework of the "welcome service";
- Any other issue(s) deemed relevant.

What expertise may be relevant for a "welcome service"?

The consortium may bring together different labour market stakeholders and experts with the necessary competences to provide all or part of the designated services. Staff resources should be assigned to the welcome desk, combining different background qualification and expertise levels.

However, where given specialised bodies or services already exist, the welcome desk should not duplicate the service and related costs. In such circumstances, the 'EURES TMS beneficiaries' should establish *cooperation agreements*³⁷ (before or during the project) and signpost their customers to those organisations. These referrals should however be as much as possible made on the basis of **personalised assistance** whereby customers will be signposted to duly identified interlocutors.

Ultimately, the sub-contracting of one or more expertise services may also be an option, provided it is duly justified in the project proposal.

Information on the project "welcome services" available must be given on the 'EURES TMS beneficiaries' webpages/website.

4.4 Minimum quality standards applicable to "Other support measures"

The provision of the measures above by the consortium (or an outsourced provider) should comply with the following minimum quality standards:

- Be combined with practical information, back-up support and guidance given at all times to all candidates, irrespective of their profile, over the recruitment and placement process;

³⁷ These agreements must be free of charge for the TMS projects, unless those organisations are members of the project consortium (i.e. co-applicants)

- Be proportional and tailor-made to the participants' information and learning needs
- If all or part of the services are delegated to subcontracted providers, these are deemed to comply with the present guidelines on the provision of "*Other support measures*";
- If applicable, the candidates' language training needs (i.e. minimum required qualification level for the job) must be assessed by the 'EURES TMS beneficiaries' in compliance with the employer's job offer(s) requirements;
- Pre-placement training should be initiated as early as possible as from the moment participants have been short-listed for a job opportunity;
- On-arrival and post-placement support should be provided as from the early days of arrival of the participant to the country of destination
- In terms of welcome support services, the 'EURES TMS beneficiaries' should consider developing at least "welcome kit" for all relocated candidates.

4.5 Co-funding of costs incurred with "Other support measures"

General rules

'EURES TMS beneficiaries' can cover the costs with "other support measures" (i.e. preparatory training and/or mentoring support and/or welcome service) from their TMS budget. For this purpose, they need to provide details in the application", specifying the objectives, nature and methodology of the relevant service and earmark a corresponding budget amount. Expenditure with support measures provided by the 'EURES TMS beneficiaries' is based on *actual costs* to be declared in their reports to the Commission.

Any service provided in the framework of the "Other support measures" package should always be under the responsibility and supervision of the 'EURES TMS beneficiaries' . The costs must be directly supported by the projects, irrespective of the fact that the service is provided either by the lead-beneficiary, co-beneficiaries(s) or their affiliated entities, or it is sub-contracted. **The rules governing expenditure with training and/or mentoring support on charge of the 'EURES TMS beneficiaries' do not provide for direct reimbursement to candidates.** Moreover, the 'EURES TMS beneficiaries' are not authorised to create new allowances or flat-rates to cover these costs.

The duration and costs of trainings and/or mentoring support may vary according to the country, the up-skilling or support needs or the nature and duration of the service provision. The costs of any activity under "Other support measures" should be reasonable, in line with the envisaged purpose and the usual market prices for similar services. The principles of proportionality and value for money should govern the decisions taken by the TMS beneficiaries.

How to cover the costs with "Other support measures"?

Two forms of direct payment by the 'EURES TMS beneficiaries' may be accepted:

1) If the measure/service is implemented/provided by the 'EURES TMS beneficiaries' (lead applicant and/or co-applicants and/or their affiliated entities) staff in one or several countries covered by the project, the relevant costs will be charged to the TMS budget, under the item "Staff costs". These costs must however be duly justified, with a clear indication of the relevant support measure, the staff members assigned to the activities and the calculation of the salary costs.

2) If the measure/service is totally or partly sub-contracted to one or more external service providers in accordance with the sub-contracting rules of the 'TMS beneficiary', the relevant costs will be charged to the TMS budget, under the heading "Costs of services" item "Other services", description '*Preparatory training for candidates*' and/or '*Mentoring support for candidates*' or "*Welcome service*".

How to manage sub-contracted training or mentoring services?

As mentioned above, the services provided under "Other support measures" can be subcontracted. The 'EURES TMS beneficiaries' should comply with both the EU and national sub-contracting rules applicable

If the 'TMS beneficiary' is authorised to purchase low value services directly (e.g. < EUR 5000) on the basis of estimations (without a formal tendering procedure), then the 'TMS beneficiary' may request one or more training or mentoring support estimations from any EU EEA country, with a description of the service and duration.

The 'EURES TMS beneficiaries' may request estimations directly from service providers (if they know them) or through candidates residing in a different country. Those estimations should clearly indicate that the service provider agrees to be paid from abroad. This option may be beneficial for candidates with lack of cash to make advance payment in the case of language trainings, before being reimbursed as specified in section D3.1.2.5.

The 'EURES TMS beneficiaries' select the service provider and the candidate will be given a voucher or similar document (see Annex I - Appendix VIII) with all necessary information on the training or mentoring conditions³⁸. The full or balance payment³⁹ will be made **directly to the service provider**, selected by the 'TMS beneficiary', after receipt of the invoice. In the case of a training course, a copy of the certificate provided to the attendant (or attendance list) confirming completion of the training course should be attached to the invoice; in the case of mentoring support, weekly or monthly presence lists signed by the mentor and the worker/trainee/apprentice confirming attendance of mentoring sessions and nature of the advisory service (or another equivalent) will be required.

Candidates are incumbent to pay or reimburse the full cost of the training or mentoring support if they failed to attend, without justified reason, the minimum necessary teaching

³⁸ Voucher or any other forms deemed necessary to be created by the 'TMS beneficiaries'.

³⁹ In some cases, the service providers may request an advance payment before the action is initiated against acceptance of the service by the 'TMS beneficiary'

units giving access to a training certificate or the planned mentoring sessions (see also section E1).

Payments concerning the provision of preparatory training and/or mentoring services should be made in accordance with the conditions set out in the agreed sub-contracting proceedings. The information collected from the service providers should be reliable and verifiable. The 'EURES TMS beneficiaries' are deemed to keep record of all correspondence, documents and transactions exchanged with service providers and candidates.

The «training packages»

As mentioned in section D4.1 the 'EURES TMS beneficiaries' may organise or sub-contract full board training sessions for candidates – *training packages*. The indicative cost per person/day should include all services. The added value, duration and possible cost-efficiency of this option as compared to other training solutions must be duly justified in the project application submitted to the Commission, based whenever possible on estimations or other documentary evidence.

5. Overview of funding rules

The tables below provide both the flat rates and the maximum co-funding amounts payable to candidates and SMEs. The following should be noted:

1. The **flat rates cannot be modified**, paid by instalments or used for purposes or by end-recipients other than those indicated in this Guide.
2. Where direct support for candidates is based on a detailed estimate of eligible costs, invoice, receipt or other documentary evidence, **the maximum authorised refunding** amounts as specified in this guide must be respected.

The 'EURES TMS beneficiaries' are not authorised to create new flat rates, grants or payments in whatever form e.g. allowances, subsidies, reimbursement of costs, etc. for candidates and SMEs.

Candidates

- *Flat-rates*

TABLE I

CANDIDATES' ALLOWANCE FOR INTERVIEW(S)					
Place or country of destination	Distance (Km)	Amount (EUR)		Rule of allocation	Reporting obligations
		Travel and accommodation	Daily Subsistence Allowance (DSA) *		
Any eligible EU and EEA Member State	0 – 50	0	55 /day	Interview invitation from the employer and approval by the TMS beneficiary	Signed declaration by the candidate
	> 50 - 250	110			
	> 250 – 500	275	27 /½ day		
	> 500	385	<u>Obs.: Max 5 days</u>		

* 1/2 Day: trips = or > 6 hours up to 12 hours

1 Day: trips > 12 hours

TABLE II

CANDIDATE AND FAMILY MEMBERS' (SPOUSE AND DEPENDENT CHILDREN) ALLOWANCE TO MOVE TO ANOTHER ELIGIBLE COUNTRIES			
Country of destination	Amount (EUR)	Rule of allocation	Reporting obligations
Austria	1243	After receipt of work placement contract or equivalent and approval by the TMS beneficiary	Signed declaration by the recruited candidate
Belgium	1177		
Bulgaria	770		
Croatia	825		
Cyprus	1012		
Czech Republic	860		
Denmark	1540		
Estonia	913		
Finland	1320		
France	1265		
Germany	1248		
Greece	1100		
Hungary	792		
Iceland **	1248		
Ireland	1232		
Italy	1210		
Latvia	825		
Lithuania	825		
Luxembourg	1177		
Malta	1001		
Netherlands	1155		
Norway**	1540		
Poland	792		
Portugal	1001		
Romania	770		
Slovakia	918		
Slovenia	1001		
Spain	1078		
Sweden	1320		

* *Travel, insurance and subsistence costs included for settlement in the country of destination*

TABLE III

RECOGNITION OF DIPLOMAS AND QUALIFICATIONS			
Country	Amount (EUR)	Rule of allocation	Reporting obligations
Any eligible EU and EEA Member State	<i>Contribution to actual cost of up to 440 EUR</i>	After the recognition procedure has been initiated	Signed declaration by the candidate with copy of national certificate and copy of official request form or equivalent

- *Actual costs*

TABLE IV

OTHER FINANCIAL SUPPORT MEASURES FOR CANDIDATES			
Measure	Amount (EUR)	Rule of allocation	Reporting obligations
Language training	<i>Reimbursement of actual declared costs up to 2200 EUR</i>	<u>Conditional</u> : submission of application with training description and estimate	Full justification of costs incurred, copy of invoice/receipt and training certificate
Supplementary trip allowance (for job interview and/or country relocation)	<i>Reimbursement of eligible declared costs up to 550 EUR per trip</i>	<u>Conditional</u> : submission of application with copy of medical certificate, income declaration, copy of ID card or other and, if possible, estimate of provisional costs	Signed declaration by the candidate (if ex-ante, justification and estimate of costs) or full justification of costs incurred, copy of invoice/receipt in the case of reimbursement of actual declared costs
Subsistence allowance for trainees and apprentices	<i>Complementary fee up to 660 EUR/month, for maximum 6 months</i>	<u>Conditional</u> : submission of application with copy of labour contract and/or written declaration by the employer on the trainee/apprentice's remuneration	Copy of monthly pay slip

Employers

TABLE V

FLAT RATES APPLIED TO SMES INTEGRATION PROGRAMMES FOR RECRUITED CANDIDATES*				
Recruiting country	Basic induction training (EUR)	Comprehensive induction training (EUR)	Rule of allocation	Reporting obligations
	I	II		
Austria	1310	1640	Conditional: submission, of application form, subject to approval by the 'TMS beneficiary'	Payment request + signed list of participants with brief indication of the training thematic subject and duration
Belgium	1240	1550		
Bulgaria	810	1010		
Croatia	860	1080		
Cyprus	1060	1340		
Czech Republic	960	1200		
Denmark	1620	2000		
Estonia	960	1200		
Finland	1390	1750		
France	1340	1670		
Germany	1200	1500		
Greece	1160	1460		
Hungary	840	1050		
Iceland	1210	1510		
Ireland	1300	1620		
Italy	1270	1590		
Latvia	860	1080		
Lithuania	860	1080		
Luxembourg	1240	122		
Malta	1060	1320		
Netherlands	1220	1520		
Norway	1620	2000		
Poland	840	1050		
Portugal	1060	1320		
Romania	810	1010		
Slovakia	950	1180		
Slovenia	1060	1320		
Spain	1140	1420		
Sweden	1390	1740		

* Rates per recruited candidate

6. Payments to target groups

The 'EURES TMS beneficiaries' should be in a position to ensure **prompt payments** to target groups and also to comply with the minimum standards for the control of

expenditure. Administrative requirements should be limited to the strict minimum of paperwork necessary.

6.1. When and how to make payments?

a) Candidates

- *Interview costs and work placement in another EU EEA country*

Any candidate is entitled to receive an interview or relocation allowance after having been respectively short-listed or recruited, **unless the employer declares providing similar support.**

The **interview trip** should be made after receipt of a written invitation/request from the employer (the 'TMS beneficiary' must always know who the employer is!). No payment will be made without having such information attached to the funding declaration form.

In the case of **relocation costs**, copy of the labour contract or other equivalent binding document (if contract has not yet been issued) must be attached to the signed relocation payment form and kept in the project records. Regular jobs and apprenticeships must have minimum **6 months** duration; traineeships may have minimum **3 months** duration. **Family members relocation costs (only in case of work placements)**, in addition to the above, are conditioned by provision of legal documents confirming the status of a spouse and/or dependent children of the candidate and certifying their country of residence before the relocation as well as proves of their physical relocation.

In both cases (interview or relocation), payments will only be effective if the employer has declared in writing that the coverage of similar costs is not foreseen in his company's employment conditions.

Candidates (interview) or recruited workers, trainees or apprentices (work placement) should be paid *before* they participate in a job interview in their country of residence or in another country and/or move to the country of destination to take up duty, **provided the conditions for claiming funding are met and approved by the 'EURES TMS beneficiaries'** . In order to qualify for payment, candidates should also provide documentary evidence of their place of residence e.g. copy of ID card, social security card or other equivalent document.

The employer should send the documents to the 'TMS beneficiary'(or at least a copy, if the originals were sent to the participant). In all cases, the **'EURES TMS beneficiaries' must check the fairness and legality of submitted documents. No payment can be made without receipt of the above mentioned documents.**

Upon validation, the recruited workers, trainees or apprentices will complete and sign a declaration form specifying the purpose of the TMS funding and acknowledging receipt of payment (Annex I - Appendix VI). They can also be invited to fill in a short evaluation

questionnaire form in the case of relocation allowances (see RECAP, page 54 and section E-2.2).

Payments to candidates should as much as possible be made before the action generating the payment has occurred. The ‘EURES TMS beneficiaries’ may **set deadlines** for receipt of the candidate’s signed forms with a view to secure payments within reasonable delays.

As far as frontier workers and *cross border placements* are concerned, payment may be postponed until candidates provide evidence that they will not be daily commuters by submitting a copy, as early as possible, of the request of residence permit in the country of destination.

The ‘EURES TMS beneficiaries’ must always obtain information on the results of the interview or effective job uptake by the recruited worker (*mandatory post-placement information to be attached to the candidate's file*).

RECAP:

Annexes to candidates' interview and/or relocation declaration forms:

- *Copy of candidate's ID card, social security card or other official document certifying his/her country of residence before payment*
 - *Employer(s)' written invitation(s) to interview(s);*
 - *Copy of the labour contract or other equivalent binding document in the case of work placement offer;*
 - *Declaration by employer on direct coverage (or not) of interview/relocation costs;*
 - *Recommended: Short questionnaire (annex to the relocation allowance form).*
- Note: In the case of financial support for interview trips, the following may apply:*
- *successful interviewees:* candidates can provide a filled in questionnaire at submission of the relocation allowance form;
 - *unsuccessful interviewees:* candidates can be invited to fill in the questionnaire after the interview.
- *Frontier workers: copy of request of residence permit in the country of destination (for relocation allowance only)*

➤ *Other financial support measures for candidates*

Apart from the recognition of qualifications, the costs with other support measures for candidates are based **on actual costs** i.e. the calculation and payment of the grant amount

depends on the submission and approval of an invoice and/or other justification documents, except for the recognition of qualifications.

The 'EURES TMS beneficiaries' are deemed to check and approve the requests and corresponding justification documents. Upon approval, payment should follow at the earliest possible date. The bank transfer statements, signed receipts or other may be considered as proofs of payment to be kept and recorded by the 'EURES TMS beneficiaries' .

- *Language course*

The costs incurred by the candidate with language training can be paid **after the action has taken place**, i.e. after completion of the training course/module for which s/he has enrolled, following prior written request and approval by the consortium (Annex I - Appendix I). The maximum authorised amount for reimbursement of language training cost per candidate is capped at **EUR 2200** (irrespective of the number of language modules and the place of the training).

An advance payment up to 50% of the training course/module costs can however be made to the candidate. Reimbursement requests may be submitted by letter, e-mail or fax with indication of the bank account details and copy of the language school invoice or receipt (for both advance and/or final payment). At balance payment, a copy of the training certificate will also be provided.

If the candidate failed to attend the approved training plan and for this reason did not obtain his/her training certificate, s/he will not be entitled to reimbursement. Refunding of any advance payments made must be claimed.

- *Recognition of qualifications*

The costs incurred by the candidate with recognition of qualifications are paid **after the action has been initiated**, i.e. after the candidate has submitted a recognition request to the competent certification body. For payment purposes, the final certification is not required as this may take several weeks or months to be issued. Candidates can submit a request form (Annex I - Appendix II), including copy of the national qualification certificate(s) subject to recognition and copy of the recognition request form or equivalent. Candidates complying with the above are entitled to a fixed allowance of **EUR 440**.

The verification of actual costs does not apply to flat-rates (simplified cost option). The 'EURES TMS employment services' keep however the **discretionary power** to pay a lower amount only when: a) they have access to information on actual costs through the mandatory documentation provided by the candidates, or b) through open info sources e.g. websites, lists of prices, etc. and c) the difference between the flat-rate and the actual declared cost is blatant.

Projects can also take the decision (*optional*) to add to their forms a *declaration of honour* according to which the undersigning applicant confirms that the expected actual costs with the recognition will not be lower than a given % of the rate to be defined by the 'EURES

TMS employment service). In the case of expenditure below the indicated threshold, the project holds the right to reduce the final payment accordingly.

- *Supplementary trip allowance*

The supplementary trip allowance can be paid either **before or after the action has taken place**, on the basis of a motivated request (Annex I - Appendix III). Supporting evidence must be attached to the request, notably on the candidate's vulnerable situation. The maximum authorised allowance per candidate and per type of trip is up to EUR 550.

The eligibility conditions are specified in section D3.1.2.7. Documentary evidence on the status of the candidate may vary, depending on the country and legislation applicable. These can be, for instance, copy of medical certificates or income declaration or declaration on social condition issued by a competent body or authority. Whenever there is a proven difficulty in obtaining justification documents e.g. the sensitive condition of a person with disabilities or the inactive status of a vulnerable candidate, a signed "declaration of honour" can also be accepted (to be included in the request form). Residents in remote or outermost regions can justify their geographic status through any personal identification document (or other) indicating his/her permanent residence address.

In the event of a request for an ex-ante payment, the candidate must submit a written estimate, pro-forma invoice, housing lease or other verifiable document concerning the expected expenditure. In case of reimbursement of actual incurred costs (ex-post payment), the candidate must submit copy of the receipt/invoice or ticket(s). Further details on the criteria applicable to the calculation of supplementary funding support concerning long-haul travel costs are specified in section D3.1.2.7.

One or more payments can be made to the same candidate up to EUR 550 per trip (interview trip or country relocation) if these refer to needs covered **before** and/or **after travelling** to the country of interview or destination. In the interest of candidates, reimbursement claims should preferably be submitted at the earliest possible date. Post-placement reimbursement claims should be submitted during the first four weeks (30 days) of work in the country of destination (the 'EURES TMS beneficiaries' may consider some flexibility on a case by case basis).

For example, after having received a job offer, the candidate may request part of the allowance before departure to cover the **local** costs of transport to and from airports or train stations when travelling or moving to another EU EEA country (e.g. EUR 80); after arrival, s/he may also apply for the remainder part of the supplementary relocation allowance to cope with flat lease payment in the country of destination. In these circumstances and a view to reduce management and paper work, candidates should preferably claim full reimbursement after arrival to the country of destination.

In any case, the addition of all payments to the same candidate (interview trip and country relocation included) should not exceed EUR 1100⁴⁰ (**EUR 550 in the case of an interview trip and EUR 550 in the case of country relocation**), subject to the submission of documentary evidence.

- *Subsistence allowance for trainees and apprentices*

The subsistence allowance must be paid from the first month of work, on the basis of a motivated request (Annex I - Appendix IV). This request will be based on written information specifying the remuneration, including any possible fringe benefits provided to the candidate e.g. copy of the labour contract or written declaration by the employer.

The 'EURES TMS beneficiaries' will consult the employer and will also check the fairness of the request against the usual legal remuneration practices for trainees and apprentices in the relevant country. If necessary, other reliable sources may be consulted (see section D3.1.2.8). The first payment will be made after approval of the candidate's motivated request. Subsequent payments will be made against receipt of copy of the trainee's or apprentice's monthly pay slip.

IMPORTANT: The 'EURES TMS beneficiaries' can approve traineeship and/or apprenticeship placements subject to payment of subsistence allowances *only if they can ensure payment to the relevant trainees and apprentices during their contractual period (and within the duration of the 'EURES TMS beneficiaries' grant agreement signed with the Commission). The candidates should be informed of the conditions applicable from the early stage of the pre-selection phase.*

RECAP:

Please refer to section D5, tables III and IV for an overview of the payment rules applicable to "Other financial support measures for candidates"

b) SMEs (Employers)

Employers (SMEs) can claim payment of the authorised flat-rate amount only **after the mobile worker, trainee or apprentice has started working in the company and the integration programme has been initiated**. Given that some training activities may be implemented over several days or weeks, there is no time limit for completion of the programme.

The employer's request for payment can be sent any time after the new mobile worker, trainee or apprentice has commenced work, on condition that the SME is able to provide evidence that **the training/learning component(s) of the integration programme have at least been initiated early after job start**. Both in-company and/or external training may be accepted.

⁴⁰ The total amount can exceptionally increase up to EUR 1500 if the candidate is authorised to make a second interview trip.

In order to claim financial support, the following information⁴¹ is mandatory, irrespective the situation of the integration programme, i.e. *concluded or in progress*:

- *Short description of the integration programme, including duration + employer's signature + names of participants and signatures.*

For the purpose, the employer can use the standard form (Annex I - Appendix VII) or send a free text letter, e-mail or fax providing equivalent information. S/he can also be invited to fill in a short satisfaction questionnaire (see section E2.2).

The 'EURES TMS beneficiaries' should as much as possible obtain information from the employer on the provisional duration of the training with a view **to set a deadline** for the submission of all mandatory documents.

Payments to SMEs cannot be made by instalments or before they have submitted written evidence that the action generating the payment has occurred or has at least been initiated.

RECAP:

Annexes to SME's payment request form:

- *Documents specified in section D6.1b) above*
- *Short questionnaire (optional)*

c) Overview of TMS forms (templates in Annex I)

Appendix I – Application for attendance and reimbursement of a language course

Appendix II – Application for payment of costs with recognition of academic and/or professional qualifications

Appendix III – Application for supplementary trip allowance

Appendix IV – Application for subsistence allowance

Appendix V - Application for a SME integration programme

Appendix VI – Interview or relocation allowance receipt declaration (candidates)

Appendix VII – SME flat-rate payment request

Appendix VIII – Voucher for attendance of preparatory training or mentoring session

On-line versions of the forms can also be posted on the 'EURES TMS beneficiaries' websites.

⁴¹ The aim is not to check the actual costs of the integration programme but to check whether the expected results have been or are deemed to be achieved. The employer will use should justify.

Important:

Flat-rate payments to target groups should be made *as early as possible*, preferably by bank transfer, cheque or pre-paid card against acceptance of the duly completed and signed payment requests/declarations. In the case of bank transfers, the transfer receipt may confirm the payment in the absence of a signed declaration from the candidate.

The reimbursement of actual costs (*other financial support measures for candidates*) should be made by bank transfer, after approval of the relevant request and justification documents.

Copies of the completed and signed forms should not be sent to the Commission unless specifically requested.

‘EURES TMS beneficiaries’ should also note the following:

- they are responsible for the management of the TMS grant, and notably for payments to incoming and/or outgoing candidates or to national and/or foreign SMEs selected for support;
- if they are co-beneficiaries or cooperate with other TMS grant holders also in the framework of TMS work placement activities, ‘EURES TMS beneficiaries’ must agree on the costs to be borne by each organisation e.g. which ‘TMS beneficiary’ will provide financial support to whom and for what (no double funding authorised for the same purpose and recipient);

Example: Two ‘EURES TMS beneficiaries’ in different EU EEA countries involved in the same recruitment activity. The ‘TMS beneficiary’ in the sending country may decide to pay for the interview trip and the relocation trip of a job candidate and the ‘TMS’ beneficiary in the receiving country may decide to pay the after arrival language training for the same mobile worker as well as the integration programme of the recruiting SME;

- **financial support and work placements must occur before the expiry date of the TMS grant agreement signed with the Commission.**

6.2. Taxation of EURES TMS financial support

The legal and financial provisions set out in the ‘Regulation on the financial rules applicable to the general budget of the Union’⁴² and also in the ‘TMS’ scheme legal base⁴³ do not specify any obligation for Member States to exempt EU budget amounts received by target groups (natural or legal persons) from income taxes.

⁴² Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012

⁴³ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:347:0238:0252:EN:PDF>

In this framework, fiscal laws defined by each Member State in this respect, if any, should apply. This means that the national taxation authorities have the right to levy withholding taxes (or not) on the 'TMS' allowances paid to target groups.

PART E - CONTROL, MONITORING AND EVALUATION

1. Quality control, risk management and contingencies

The Commission shall ensure that when activities are financed under the TMS scheme, the financial interests of the EU are protected by measures to prevent mismanagement, abuse, fraud or any other illegal action as well as by effective checks and the recovery of amounts unduly paid.

1.1. Quality control

All activities in the framework of the present guide must be implemented in accordance with high quality standards. Consequently, the 'EURES TMS beneficiaries' must screen both the quality and reliability of the information and data provided by target groups and other active partners in the project. They must also monitor the outcome of their activities.

The following must be subject to effective control checks:

1.1.1. Quality of vacancies and credibility of the employer

Employment services usually have established proceedings to check the reliability of job offers and corresponding employers. In general, these vacancies are not uploaded in their database systems without preliminary screening.

In any case, the 'EURES TMS beneficiaries', i.e. the lead applicant and co-applicants involved in job matching and job placement activities must ensure the reliability of both the job vacancies/offers and the employers. These requirements are particularly relevant at the moment of collecting vacancies or when a jobseeker is offered a work placement and a labour contract.

Unless the TMS beneficiary already applies a specific and reliable quality control system, the following must systematically be verified:

a) Vacancy description:

- Job details (type of job or work-based training post, required profile/skills, tasks, geographical location, etc.)
- Candidate's profile (required educational and professional background, other specific requirements e.g. knowledge of languages, specific skills, etc.)
- Contractual conditions (salary, duration of the labour contract, working hours, social benefits or

other e.g. fringe benefits)

- In the case of traineeships and apprenticeships, other particular or national framework conditions applicable to these categories of workers e.g. dual training opportunities, in-company coaching practices, etc.

b) *Credibility of the employer* (via consultation to one or more of the following sources):

- PES or other authorised body dealing with corporate registrations
- Chamber of commerce
- Employers' association
- Internet check
- Other

Irrespective of the method, documentary evidence of consultations must be recorded by the 'EURES TMS beneficiaries' .

1.1.2. Labour contractual conditions

- Projects must always screen / double-check compliance of the labour contract with the national labour law, vacancy description and the quality guidelines required by the TMS scheme;
- Employers must offer contracts of at least 3 and 6 months' duration, for respectively traineeships and apprenticeships or regular jobs. Flex contracts with no guarantee of the minimum required duration will not be eligible under the TMS scheme;
- Particular attention should be given to the minimum quality standards required for work-based learning placements (traineeships and apprenticeships) - please see section 3.2.

1.1.3. Follow up actions

Please note that the 'EURES TMS beneficiaries' should be in a position to:

- verify that the candidate(s) has/have actually travelled for interview and/or for taking up duty;
- in the case of the payment of allowances against justification documents, verify the accuracy and reliability of the information provided;
- verify the progress of the language course and its completion
- obtain information from the employer about the outcomes of the job interview(s) in writing;
- obtain confirmation from the employer of the entry into duty of the recruited jobseeker, trainee or apprentice (in writing)

- obtain information, after job placement, on the worker/trainee/apprentice's adaptability to the work placement and outcomes of the SMEs integration programme, traineeship or apprenticeship (tracking).

The 'EURES TMS beneficiaries' are free to decide on the most suitable follow up method and duration of the action (e.g. standard forms or questionnaires, contacts by telephone or e-mail, visits, etc.). The 'EURES TMS beneficiaries' must at all times have updated contact details of both employers and candidates or placed workers, trainees or apprentices.

1.1.4. Financial support to placements from other sources

Candidates find often a work placement abroad through different channels e.g. temporary work agencies, friends, Internet and social media, etc. In such circumstances, they may refer to TMS projects just to obtain funding to cover the relocation costs or other needs.

In such circumstances, the following must be taken into account:

- Priority should at all times be given to candidates registered with TMS projects before receiving a work placement offer.
- The 'EURES TMS beneficiaries' may nevertheless accept to grant placements from other sources on condition that the necessary quality check rules apply and they take full control of the placement process.

1.1.5. Recruitments by private employment agencies

Temporary work agencies or other private employment services **acting as EURES TMS employer customers** may declare that they (or the employers they represent) do not cover interview trip or relocation costs. This is an attractive way to 'subsidize their activity' by relocating many workers (collective recruitments) and reap the benefits of the TMS scheme. They may also try to benefit directly from the preparatory training or mentoring support.

The following is thus recommended:

- Support to candidates recruited by any EURES TMS customer **employment agencies** (acting often as employers) should be limited to e.g. **50 jobseekers** per customer (annual basis). For a higher number of placements, please consult previously the Commission.
- The same agency may refer to other EURES TMS projects "to expand the business". In the event of similar requests, all projects should first inform the Commission.
- The 'EURES TMS beneficiaries' are deemed to **assess the reliability of any private employment customer**.
- In line with the principle of fairness and transparency, in case of private employment agencies providing also the language courses (or linked to specific language providers), the TMS Beneficiaries should guarantee the free choice of the languages courses. EURES TMS Beneficiaries may guide candidates in the choice of the language course, asking them to consider

at least other two courses to compare with the one linked to the employment agency.

- If there is evidence of possible mismanagement, abuse or fraud risks, the 'EURES TMS beneficiaries' must reject cooperation and/or the provision of services. The justification will be based on the organisations' non-compliance with the 'TMS' eligibility and/or quality and/or financial and/or ethical standards.
- Preparatory training/mentoring may be outsourced on condition that this provision has been foreseen in the project application and the contractor(s) are directly involved in the implementation of the project, under the supervision of the 'TMS beneficiary'. It cannot be a TMS employer or other related customer. The service provider is not allowed to reap the benefits of the service for its own organisation or clients (see also section D4 above).
-

1.2. Candidates' and SMEs' rights and obligations

The risks associated with the TMS funding to candidates have been minimised to the maximum possible extent. Grants have limited risks if based on actual declared costs and paid after the action generating the expenditure has occurred. Flat-rates or other allowances may need some enhanced control.

If the candidate, having been offered a service in kind (e.g. preparatory training) or having been granted financial support before the action takes place, fails to comply with his/her obligations, then the 'TMS beneficiary' must claim immediate refunding of the amounts paid. *Force majeure* reasons, based on documentary evidence, may determine a different treatment to be examined on a case by case basis (in consultation to the Commission, if necessary).

If, in the case of duly justified reasons, the jobseeker, trainee or apprentice is unable to participate in the planned job interview or accept the proposed work placement, s/he can be given a second chance with the same or with another employer in another EU EEA country. The justification should in any case be consistent and submitted in writing. Support documents can be attached if necessary.

Any allowance for an interview trip or for moving abroad can only be kept by the candidate if a second interview or work placement opportunity is immediately available in the same country of destination and against signature of a new receipt declaration before moving abroad.

Any amount paid on the basis of false declarations should be promptly reclaimed by the 'TMS beneficiary'.

Risks regarding SMEs (employers) are limited insofar as payments are made after the employer has declared and justified the implementation of the integration programme and the participation of the newly recruited mobile worker(s). False or insufficient declarations are cause for the rejection of funding support or for refund claim of any amounts paid.

The follow-up measures specified in section E1.1.3 above can help to limit risks. See section 1.4 below for further information on recovery proceedings.

1.3. Early termination of the labour contract

Workers, trainees or apprentices and employers can have justified reasons for claiming **early termination of the labour contract** e.g. the recruited worker's inability to adapt to the job, family problems, accident, etc. Whichever the circumstances, the decision should always be taken in compliance with the applicable labour law. In the framework of the follow-up obligations incumbent to the 'EURES TMS beneficiaries' (see section E1 above), these should track the sustainability of work placements during the preliminary weeks of the labour contract and spot any possible misuse of funds.

If duly motivated and lawful reasons exist for discontinuing the labour contract before the end of the recommended minimum contractual period (3 or 6 months), there should be no recovery of amounts paid to the worker/trainee/apprentice and the SMEs. This is acceptable insofar as the cause(s) for termination of the contract could not have been foreseen (*force majeure*).

If there has otherwise been unjustified and/or intentional breach of contractual obligations by one or both parties, then the 'EURES TMS beneficiaries' must recover the amounts paid immediately - refunding to be claimed to the default party(ies).

1.4. Liability of the TMS beneficiaries

Management of the action

The 'EURES TMS beneficiaries' are responsible for due compliance with the guidelines set out in this Guide. **They are also accountable for the sound implementation of the eligibility criteria and funding support as well as for checking the quality and legality of job, traineeship or apprenticeship offers and labour contracts (fair mobility)⁴⁴.**

In accordance with sections C1 and E1, the 'EURES TMS beneficiaries' should be able to monitor the outcome of job placement activities, notably in the country of destination of the mobile worker(s). They should be the contact point for recruited mobile workers and their employers.

Other control measures can be envisaged in accordance with the structure and resources of the organisations, provided they can ensure the minimum quality of service provision. Adequate corrective or mitigating measures must apply for any risks that may be encountered during the implementation of activities.

Recovery of unduly paid allowances

In spite of the precautionary measures taken by the 'EURES TMS beneficiaries' when paying allocations, candidates do not always comply with their obligations. In such circumstances, they shall take the following measures:

- i. Ensure that all customers provide as complete as possible contact details, namely postal address, e-mail address and telephone number;

⁴⁴ See section 2

- ii. Make follow up checks systematically after an interview trip (a few days later) or the candidate's relocation to another country (a few days or weeks after job uptake);
- iii. In the event of non-compliance, activate an *early warning system* immediately by notifying the candidate in writing of his/her irregular situation⁴⁵;
- iv. If no reply is received within the proposed deadline, a second and possibly a third written notification should be sent out;
- v. Correspondence must be recorded by the 'TMS beneficiary'. It is part of the project management documentation;
- vi. Inform the Commission as early as possible, and in any case before the official end date of the grant agreement, of the non-recovered amounts and the action taken on the basis of documentary evidence;
- vii. Include also a brief assessment on the possibility for the lead applicant and/or co-applicants to take legal proceedings against the default beneficiaries e.g. feasibility and proportionality of the action, estimated legal costs and duration of proceedings, etc.;
- viii. Declare the unrecovered amounts in the final statement of accounts and in the audit report.

The reported situations will be examined on a case by case basis by the Commission. In principle, if the steps above have been duly taken, the costs will be charged to the EU budget. If candidates reimburse the due amounts after the closure of the 'EURES TMS beneficiaries' accounts, the Commission must be informed thereof in writing and will issue a recovery order.

Relationship with customers

To the maximum extent possible, **the 'EURES TMS beneficiaries' must avoid situations giving rise to litigation.** They must provide accurate and up-to-date information to customers, in particular to those with whom they may have initiated a recruitment process. Customers have the right to know the contact details of the officer in charge of their file. An e-mail box address or other clear contact details must also be made available online for customers interested in submitting queries or lodging complaints. These queries or complaints must receive a prompt reply.

Failure to comply with the above rules may result in partial or total recovery of the EU grant by the Commission.

2. Monitoring and evaluation

2.1. Monitoring of activities

The monitoring of EURES TMS activities is a crucial part of the responsibilities assigned to the 'EURES TMS beneficiaries' so as to take stock of results as well as of success and failure factors in the scheme. The collection of data provides a sound basis for critical review of the scheme with a view to its future improvement.

⁴⁵ If the labour contract is discontinued by the employer before the 3 or 6 months period without a lawful and acceptable justification, then the employer must reimburse the relocation costs and possibly other TMS costs incurred.

The beneficiaries of the projects shall monitor the action and make data available, in particular on the number of placements under targeted mobility schemes, to the monitoring system put in place for the implementation of ESF+.

The European Commission will also monitor the action through the EURES performance measurement system to which the beneficiaries need to make available the following data:

Jobseekers information: total number of jobseekers, gender, age of jobseekers, educational attainment, status of jobseekers (PES registered or not)

Employers information: total number, size of the employers (in terms of number of employees), three most frequent NACE Sectors.

The ‘EURES TMS beneficiaries’ are responsible for collecting data on progress with the scheme and for submitting quantitative and qualitative data to the Commission during the implementation phase on the basis of a common data collection template. The practicalities to provide that information will be agreed with the ‘EURES TMS beneficiaries’ as from the kick-off of projects. The submission of data is planned on a **bi-annual basis** and includes also a survey to posted candidates with the support of the project. This activity is supervised by the Commission or an authorised external contractor.

The call for proposals introduces clear requirements on the monitoring for TMS-beneficiaries. EURES TMS –project beneficiaries are called upon to align the monitoring and reporting of their TMS projects as much as possible with the new implementing act on the performance measurement system (PMS) that is applicable to EURES Members and Partners as of 2018.

In accordance with the EURES Regulation, the projects must therefore work together with National Coordination Offices to provide the relevant data under the PMS and assist those Offices to indicate in the PMS where there is the overlap or not.

The aim of the PMS is to present a comprehensive overview of EURES activity under the Regulation. It is in particular important to understand the data sources and the origin of the different figures on EURES activity in the PMS as regards job placements effected as a result of recruitment and placement activity and information and guidance provided to workers and employers, so as to avoid, as much as possible, double counting/overlap.

Moreover, the reporting of the activities co-financed must contribute, wherever appropriate, to the exchange of information between Member States and to the EURES programming cycle in accordance with chapter V of the EURES Regulation. TMS- - Project beneficiaries are invited to liaise with the National Coordination Offices on this point.

Besides the bi-annual monitoring survey above, it is recommended to collect data on customers' satisfaction (jobseekers and employers) on a regular basis, as specified in section D6. The questionnaire will be developed with the Commission and its external contractor and will be short and user-friendly. Data collected will be relevant to feed into the regular monitoring exercises as well as in interim and final reports submitted to the Commission.

NOTICE: while respecting data protection rules applicable, both jobseekers and employers should be informed in advance and agree on the fact that data on individual support provided may be collected and used for monitoring purposes. They may also be invited to participate in action surveys. No privacy data will be disclosed publicly.

For events, it is important to get from jobseekers and employers their specific consent by a statement or by a clear affirmative action for processing and transferring their personal data including to an external contractor responsible for the monitoring.

Beneficiaries/contractors should therefore inform all participants via a Privacy Statement that is not only published online, but is also provided individually to each participant (e.g. as part of the email where the beneficiary/contractor first contacts the individual concerned) that the Commission/external contractor would be processing their personal data. Beneficiaries/contractors shall be able to demonstrate that consent was obtained subject to conditions of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (i.e. keep a record that shows how the consent was obtained and whether it was valid) and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data

2.2. Evaluation of activities

The evaluation of the implemented project is a good practice. The 'EURES TMS beneficiaries' may decide to carry out a final evaluation of the action to measure results and impacts and to draw lessons.

The evaluation can be made by the project consortium or be sub-contracted. The corresponding costs may be considered eligible in the budget estimate.

ANNEX I: Forms

This section provides the basic TMS forms only: Appendix I to VIII.

The ‘EURES TMS beneficiaries’ are free to make amendments to improve the clarity and quality of the forms. The templates should have the letterhead of the TMS organisations. The forms can also be translated into other EU EEA languages of the countries covered by each project. Please follow the EC and EURES visual identity rules applicable as mentioned in section C2.1.2 above.

If necessary, the ‘EURES TMS beneficiaries’ **can also create additional forms** or other management tools with a view to securing the best service provision and the appropriate follow up of the action, in compliance with section E1.1.3 above.

Documentary evidence as specified in section D6 above must always be attached to the forms. A customers' satisfaction questionnaire is also recommended in the case of requests for relocation allowances and SMEs' funding support.

EURES TARGETED MOBILITY SCHEME

TMS

APPLICATION FOR ATTENDANCE AND REIMBURSEMENT OF LANGUAGE COURSE

I, the undersigned,

Nationality.....

Resident in Country

Telephone E-mail address

have been short-listed/pre-selected/recruited (*please circle as appropriate*) for a job/traineeship/apprenticeship (*please circle as appropriate*) in[*country*] and request authorisation to attend a(*please indicate the language*) course with a view to improve my chances of a successful integration in the future work placement.

Details on the language course are attached to this form.

The language course will be held in(city/country)

Learning level/content:

Duration:

Price:

Payment of the training course is on my charge. The maximum refunding amount provided by 'TMS' will not exceed **EUR 2200**. I understand that for reimbursement entitlement I need:

- to obtain written authorisation from the TMS employment service prior to attendance
- submit, after enrolment / completion of the course (*please circle as appropriate*), a written request for reimbursement of total costs / advance and balance (*please circle as appropriate*) with my bank account details and copy of the receipt/invoice. A copy of the language course certificate will be submitted with the request for reimbursement of total costs or balance payment.

Signature

Date: ____/____/____

Annex: Language school offer (*description of the course and indication of duration, content/level and price are mandatory*)

EURES TARGETED MOBILITY SCHEME

TMS

APPLICATION FOR PAYMENT OF COSTS WITH RECOGNITION OF ACADEMIC AND/OR PROFESSIONAL QUALIFICATIONS

I, the undersigned,

.....

Nationality.....

Resident in Country

Telephone E-mail address

have been short listed/pre-selected/recruited (*please circle as appropriate*) for a job/traineeship/apprenticeship (*please circle as appropriate*) in[country] as (please indicate the professional status).

In order to perform my duties and be in conformity with legal requirements of the country of destination, I had to request the recognition of my academic / professional qualifications (*please circle as appropriate*).

I hereby apply for 'TMS' financial support (**EUR 440**) for covering the costs incurred with the recognition of my qualifications. I am attaching copy of both my national academic / professional qualification(s) certificate(s) and the following additional document(s) (*please circle as appropriate*):

- recognition request form
 - other (please specify)
-

My bank account details are also enclosed.

I hereby declare that the information provided is true and in conformity with the "TMS" requirements.

Signature

Date: ____/____/____

Annexes: National academic/professional certificate(s) (*before recognition*) and document(s) above

EURES TARGETED MOBILITY SCHEME

TMS

APPLICATION FOR SUPPLEMENTARY TRIP ALLOWANCE

I, the undersigned,

.....

Nationality.....

Resident in Country

Telephone E-mail address

have been offered a job/traineeship/apprenticeship interview or placement (*please circle as appropriate*) in[*country*] for the post of (*please indicate the professional status*). Departure date: ____/____/____.

Because [travelling to] or [moving to and settling in country] (*please circle as appropriate*) generates an extraordinary financial burden on my charge, I hereby qualify for a supplementary trip allowance.

For this purpose I am attaching (1) the necessary declaration/certificate/other attesting my situation and/or (2) an estimate or copy of receipt/invoice (*please circle as appropriate*) concerning the following costs:

1.
2.
3.
4.
- (....)

The maximum allowance provided by 'TMS' per candidate and per trip will not exceed **EUR 550**, limited to the actual declared and approved costs by the TMS employment service.

I declare on honour that I do not benefit from any other EU grant (from 'TMS' or other EU programme) or employer organisation's subsidy for the items specified above.

I am aware that the TMS employment service has the right to check ex-post that any allocation provided on the basis of an estimate has been used for the declared purpose and to claim refunding in the case of false declarations.

I am available to provide any additional information deemed necessary as well as my bank account details, if the request is approved.

Signature

Date: ____/____/____

Annexes: Documents (1) and/or (2) as above

EURES TARGETED MOBILITY SCHEME

TMS

APPLICATION FOR SUBSISTENCE ALLOWANCE

I, the undersigned,
.....

Nationality.....

Resident in Country

Telephone E-mail address

have been offered a traineeship/apprenticeship placement (*please circle as appropriate*) in[country] in company/organisation (*name and address*)
.....
.....

for the post of (*please indicate the professional status*), with a duration of months.

First day of work: ____/____/____

Monthly salary (*please indicate the currency*):

I hereby qualify for a monthly subsistence allowance over the duration of my traineeship/apprenticeship (*please circle as appropriate*) as above. I am enclosing documentary evidence.

I declare on honour that I will not benefit from any other EU grant (from 'TMS' or other EU programme), employer subsidy or other income source. I am also aware that the authorised allowance **may vary up to EUR 660/month for a maximum duration of 6 months.**

I am available to provide any additional information or documentation deemed necessary as well as my bank account details, if the request is approved.

Signature

Date: ____/____/____

Annexes: Labour contract or employers' declaration on the trainee/apprentice's salary

APPENDIX V

**TARGETED MOBILITY SCHEME
EURES TMS**

Recruitment of European mobile workers

FINANCIAL SUPPORT FOR AN INTEGRATION PROGRAMME

Ref: _____

Ref: _____

Business name
 Address of the Head office
 City Country
 Phone n. E-mail:
 Registration number
 Legal representative
 Address of the legal representative
 Name and position of the contact person
 Email address Tel.

INTEGRATION PROGRAMME - Checklist of training and support activities

Basic induction training (one of the following training modules)

Comprehensive induction training
 (at least one of the following training modules)

	Individual training	Group training
Language training	<input type="checkbox"/>	<input type="checkbox"/>
Technical training	<input type="checkbox"/>	<input type="checkbox"/>
(please specify)		
.....		

Business visits	<input type="checkbox"/>	<input type="checkbox"/>
Mentoring support	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>
.....		
.....		

Settlement support..... Yes No
 (mandatory item in the case of *comprehensive induction training*)

It can include one or more of the following support items (*residence registration, work permit, assistance to find housing, attendance of vocational education, children's schooling, etc.*)

(please specify)

Brief description of the integration programme. If the recipients are trainees and/or apprentices, it should cover thematic subjects not included in the **traineeship or apprenticeship programme** (please attach copy, if available).

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Provisional duration of the integration programme:

Start date:

Job, traineeship or apprenticeship vacancy(ies) concerned:

Number of recruited workers, trainees or apprentices (*please specify per category*):

Location of the induction training:

.....
.....

I the undersigned legal representative / executive officer (*please circle the appropriate option*) of the company/organisation confirm that the newly recruited mobile worker(s)/trainee(s)/apprentice(s) (*please circle the appropriate option/s*) as specified above will benefit from a basic/comprehensive (*please circle the appropriate option*) induction training as from the first month of work.

[I confirm that the content of the proposed integration programme is different and complements the nature and objectives of the traineeship / apprenticeship programme] (*to delete if not applicable*)

I am also aware that the 'TMS' financial support for the costs of the integration programme will be released after the worker(s)/trainee(s)/apprentice(s) (*please circle the appropriate option(s)*) has/have commenced work. I have been informed of both the procedure and the supporting documents necessary to claim funding.

Name of legal representative / executive officer:

.....

Date

Signature

___/___/___

.....

EURES TARGETED MOBILITY SCHEME

TMS

DECLARATION BY CANDIDATE - INTERVIEW OR RELOCATION ALLOWANCE

I, the undersigned,

Nationality.....

Resident in Country

Telephone E-mail address

DECLARE

that I will attend the interview(s)/take the job/traineeship/apprenticeship offer (*please circle as appropriate*) in

(company(ies) name(s) and location)

(country(ies) of destination)

on ____/____/____

and for this purpose I

ACKNOWLEDGE

receipt of EUR for travel and subsistence costs, in accordance with the applicable EURES TMS funding rules.

The payment is/has been made by

Bank transfer Cheque Pre-paid card In cash

I am also aware that the TMS employment service has the right to check ex-post that the conditions for TMS funding have been duly respected and to claim refunding in the case of false declarations or unjustified cancellation of the labour contract.

I the undersigned declare on honour that I do not benefit from any other EU grant (from 'TMS' or other EU programme) or employer⁴⁶ organisation's subsidy for the action above.

Signature

Date: ____/____/____

Annexes: as indicated in section D.6

⁴⁶ Declaration by employer stating that the coverage of similar costs is not foreseen in his/her company's employment should be attached

EURES TARGETED MOBILITY SCHEME

TMS

PAYMENT REQUEST – EMPLOYER (SME)

I, the undersigned,

.....

legal representative/executive officer (*please circle as appropriate*) of the company

.....

located in (address)

.....

City

Country

.....

DECLARE

that the basic/comprehensive (*please circle as appropriate*) integration programme as detailed in the application form submitted on ___/___/___ is being/has been (*please circle as appropriate*) implemented.

Start date of the integration programme: ___/___/___

Number of mobile workers/trainees/apprentices (*please circle as appropriate*) involved in the integration programme:

The integration programme consisted of

the approved plan as detailed in the application form

the approved plan with some modifications

(*please give a short description*)

.....

Added value of the integration programme:

.....

.....

I hereby claim the payment of EUR as EURES TMS contribution, in accordance with the applicable funding rules.

I am aware that the TMS employment service has the right to check ex-post that the information provided is true and to claim refunding in the case of false declarations.

Signature

Date: ___/___/___

Name and signature of the participant(s);

TARGETED MOBILITY SCHEME

EURES TMS

VOCATIONAL OR LANGUAGE TRAINING COURSE VOUCHER⁴⁷

[FORM TO BE USED FOR PREPARATORY TRAINING]

Training Provider:

*(to be filled in the EURES TMS employment service and signed by the candidate)*I hereby apply for the following training course voucher: _____ *(please specify)*

I understand that training course is free of charge for attendants.

Applicant:

Surname _____

First name _____

Date of birth ____/____/19__ (dd/mm/yyyy)

Nationality _____

Address _____

Post Code _____ City _____

Country _____

Telephone _____ E-mail address _____

Attendance conditions

I commit to attend the training course specified hereinafter.

I am also aware that the *[please insert the name of EURES TMS employment service or the sub-contractor]* has the right to check that I have duly respected the attendance conditions. In case of unjustified non-compliance, the service is entitled to claim refunding of the costs incurred with my training course.

Date ____/____/20__ (dd/mm/yyyy)

Signature _____

⁴⁷ This form may be modified and adapted to the provision of mentoring support

Confirmation of the training course

We (insert name of EURES TMS employment service) hereby confirm that the applicant

Surname, first name in block letters

is authorized to attend the following training course:

Brief description of the course:

Location:

Duration (from – to):

Timetable:

[Weekly: Monday – Wednesday - Friday, from xxh00 to yyh00]

[Daily: from xxh00 to yyh00]

(...other specifications, if any)

Date ___/___/20__ (dd/mm/yyyy)

Signature

(EURES TMS employment service or training provider)

ANNEX II: Recruiting apprentices: good practice

The list hereunder summarizes the steps (modules) from selection to post-placement considered as good practices for matching apprenticeship candidates from eligible EU EEA countries to vacancies in another country⁴⁸. Each step includes several flanking measures aimed to ensure the minimum quality standards in transnational mobility.

The modules can also be relevant for candidates to traineeships or jobs. The recommended measures can engage both employment services, or other involved stakeholders, and employers.

The expression "*intermediary organisation*" in the context of EURES TMS can refer to either the 'TMS beneficiary' or any project partner involved in the recruitment, matching and placement process (e.g. VET provider).

MODULES

Selection

- Candidates will receive comprehensive, realistic and easy-to-understand information in their own language:
 - that allows them to make an informed choice of profession and to understand the apprenticeship system, including job profiles, the VET component, in the country or region to which will be going
 - on living and working conditions in the country, and the region of that country, to which they will be going, including social security, taxation, housing conditions, social and cultural life, scope for leisure activities
 - the extent to which their existing educational achievements and qualifications will be recognised
 - the rights and obligations of employers and employees in general terms
 - the qualifications they will receive at the end of their apprenticeship, the prospects for further training and promotion at the end of their apprenticeship
 - any statutory preconditions for taking up employment
 - information on employment contracts and the rights and obligations they entail

Matching

- Candidates selected for matching will receive comprehensive, realistic and easy-to-understand information in their own language:
 - on the working conditions specific to the employer they will be working for, namely on the employer's expectations of its apprentices
 - on the VET provider (if applicable) and course content
 - on their employment contract and the rights and obligations specific to the employment contract with their future employer
 - information on total remuneration and on take-home pay after deductions
 - information on mentoring/coaching facilities available and the conditions of such support. If applicable they will be given the contact details of a mentor to whom they can turn from the moment of recruitment
- A competence profile will be drawn up for the candidate before s/he takes up the apprenticeship; it will be available in the language of the apprentice

⁴⁸ Source: Study "Enhancing EURES access to apprenticeships in other Member States: matching tools", by Deloitte Consulting/VVA Europe, May 2016

Integration support

- The intermediary organisation or employer will ensure prior to arrival that:
 - accommodation is available for selected candidates immediately on arrival
 - child care arrangements are in place, where applicable
 - health cover is in place immediately on arrival
 - the candidate has achieved language skills (e.g. level B1) and mechanisms are in place for them to move a higher level within a foreseeable period
- The intermediary organisation or the employer will ensure that the candidate will receive a welcome pack on arrival and orientation/advice for the initial period of his/her stay
- The employer will ensure that the candidate receives adequate support with:
 - Administrative and social security formalities associated with arriving in a new country
 - Finding permanent accommodation
 - Identifying and signing up for appropriate leisure activities
 - Socialising with others of the same nationality
 - Organising mobility
 - Family reunification, where applicable
 - Arranging additional language or vocational tuition/coaching
- The employer will designate someone within the company to act as mentor for as long as needed
- The employer will make every effort to facilitate the logistics of commuting to and between the company, the VET provider and attending any additional language courses or vocational coaching
- The employer will provide regularly updated information on vocational and social advisory and support structures in the region
- If a vocational education course or employment relationship is broken off, the promoter will:
 - be proactive in looking for alternatives within the same region, or
 - help with the administrative, professional and personal formalities, in obtaining a references and organising travel home
- The employer will make every effort to provide a significant amount of the integration support in the language of the apprentice

Financial support

Besides the TMS financial support set out in this guide, the employer may decide to pay one or more of the following items:

- Travel to take up any period of work experience and travel home afterwards, where applicable
- Two trips home per year (for long-duration placements)
- Travel home if the apprentice fails to complete the apprenticeship for whatever reason
- An installation allowance
- An accommodation/living allowance for the duration of the apprenticeship unless otherwise mutually agreed
- Travel for a partner and children, where applicable, on the same terms as for the apprentice

Language

- The intermediary organisation or the employer will fund:
 - language tuition in the sending and/or host country sufficient for the candidate to achieve level B1 or lower on taking up their apprenticeship
 - additional language tuition in the host country until such time as the candidate reaches the expected level e.g. level B2
- The intermediary organisations or the employer assess the language school's credentials, notably that:
 - Language courses will be given by teachers qualified to teach the host country language as a foreign language
 - Where learning is not online, tuition should be given in classes of no more than 15 students,

- using accepted teaching materials and methods
- Every effort will be made to ensure that these teachers are also qualified to providing tuition in the living and working conditions in the host country
- Levels B1 and B2 or lower will be considered to have been reached on the basis of a recognised exam, unless otherwise mutually agreed
- The intermediary organisation or employer may require proof of attendance during the course and access to the result of interim tests or exams

Stakeholder support and governance

- Discussion between the intermediary organisation and the employer on the needs of the candidate is timely, and where possible occurs before the candidate arrives in the host country
- Mechanisms are in place for regular consultation and coordination between employers and intermediary organisations or VET providers, and with other relevant stakeholders (e.g. other relevant employers, the PES, EURES, Chambers of Commerce and/or Crafts, Qualifications agencies, recruitment agencies, language schools, social pedagogues)
- Existing advisory and support structures for apprentices and im-(migrants) should, where applicable and possible, be provided with timely information

ANNEX III: Glossary of key terms

ALMPs - *Active labour market policies* are government schemes or programmes that intervene in the labour market to help the unemployed find work. In general, they can consist of tailor-made employment services and/or training services and/or employment subsidies.

Allowance – fixed quantity of money

Apprenticeships (*see also traineeships*) – apprenticeships may vary across the EU countries. They often formally combine and alternate company based training (periods of practical work experience at a workplace) with school based education (periods of theoretical/practical followed in a school or training centre). Apprentices usually have the status of employees, are paid for their work and obtain a certified qualification⁴⁹.

In some EU countries (DE, AT, DK) the so-called "**dual**" or "**twin-track**" **company-based apprenticeship systems** have proved a good practice insofar as they can facilitate rapid school to work transitions and make it easier for candidates to find a job⁵⁰.

Candidate – the jobseeker or job changer who has applied for a job, traineeship or apprenticeship in another EU EEA country.

Career - is a lifetime professional 'journey' of building and making good use of your skills, knowledge and experiences.

Company – Legal persons established under civil or commercial law, including cooperative societies and other legal persons governed by public or private law, except those which are non-profit-making.

Competences – proven ability to use knowledge, skills and personal, social and/or methodological resources, in work or study situations and in professional and personal development (source: EQF recommendation).

Cross border commuting – predominant form of mobility between cross-border regions. It involves regular travel (daily or weekly) by the frontier worker between his/her country of residence and the country in which his/her workplace is located.

Cross border mobility – refers to labour mobility between cross border regions of EU neighbouring countries.

Country of residence – refers to the country where the prospective worker is resident (i.e. the place as indicated on the ID card or other equivalent legal document) at the time of applying for a job in another Member State. This criterion should remain unchanged up until the moment when s/he takes up a job abroad. The objective is that the prospective worker takes up a job in "another Member State" as opposed to his/her country of residence.

ESF+ programme – Employment and Social Innovation ("EaSI") strand of the ESF+ is a European-level financing instrument managed directly by the European Commission. It provides financial support to achieve high employment levels, fair social protection, a skilled and resilient workforce ready for the future world of work, as well as inclusive and cohesive societies aiming to eradicate poverty.

Eligibility criteria – these are the criteria that a project or action must fulfil, regarding in particular the target groups, location, duration and content.

Eligible costs – these are costs which, with due regard to established eligibility criteria, are identifiable as specific costs directly linked to the performance of the action.

Employment service – any legal entity, lawfully operating in a Member State, which provides services for workers to get employed and for employers to recruit workers

⁴⁹ Cf. Cedefop

⁵⁰ Study: "Apprenticeship supply in the Member States of the European Union, European Commission, 2012.

Enterprise – any undertaking engaged in an economic activity regardless of its size, legal form or of the economic sector in which it operates.

Established (enterprise) – relates to a company, organisation or body fulfilling certain national conditions (registration, statement, publication, etc.) that allow them to be recognised by the national authority.

EU – European Union

EU outermost regions – the nine regions geographically very distant from the European Continent that form integral part of the EU are: Martinique, Guadeloupe, French Guiana, Reunion, Mayotte, Saint-Martin (FR), Madeira and the Azores (PT) and the Canary Islands (ES).

EURES – Set up in 1994, EURES is a network of employment services covering all EU countries as well as Iceland, Liechtenstein, Norway, Switzerland and the United Kingdom. The services to jobseekers and employers are provided by EURES Members and Partners. In order to make EURES stronger and more efficient as an instrument to facilitate free movement and improve the functioning of the European labour market it has undergone a reform enshrined in the **EURES Regulation (EU) 2016/589**. One of the main objectives of the EURES Regulation is to expand and broaden the network to have more organisations participating, offering more information, guidance and recruitment services to an even wider audience of jobseekers and employers all over Europe.

European Economic Area (EEA) - The EEA was established on 1 January 1994 following an agreement between the member states of the European Free Trade Association (EFTA) and the European Union. Specifically, it allows Iceland, Liechtenstein and Norway to participate in the EU internal market, that is, benefit from the right of free movement of goods, persons, services and capital among all the participant countries.

Flat rate financing – it refers to funding covering specific categories of expenditure either by applying a standard lump sum or scale of unit cost.

Force majeure – it refers to an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part.

FTE — full-time equivalent

Grant – a grant from the European Commission is an incentive to carry out a project which would not be feasible without the EU financial support and is based on the principles of co-financing. The grant may not have the purpose or effect of producing a profit for the beneficiary.

Integration programme – package consisting of at least basic induction training provided by the employer to the new mobile worker with a view to facilitating his/her integration in the enterprise. The package can include training and/or other support services.

Job - a job is work undertaken under the direction of someone and for which one receives pay

Jobseeker – someone who is looking for a job

Job changer – someone who is employed but intends to move to another job

Job matching – identification of suitable job candidates for a specific job vacancy; process of finding on the labour market a jobseeker's profile and a job vacancy with a corresponding job profile

Job placement – refers to the process of filling a job vacancy, i.e. a *de facto* transition into employment of a registered jobseeker or job changer

Job vacancy – a paid post that is newly created, unoccupied or about to become vacant (Source: Eurostat). It refers to any offer for employment, where a successful applicant, through taking up the vacant post, would enter into an employment relationship that would qualify him/her as a worker for the purposes of Art 45 TFEU

Occupations – grouping of jobs involving similar content in terms of tasks and requiring similar types of skills (Source: Skillsbase - Labour market information Database) or a group of activities requiring a homogeneous series of techniques and skills within a specific field and speciality (Source: Cedefop).

Recruitment – the provision of services to mediate between supply and demand with the objective of filling a job vacancy

Scheme – schemes under the Union budget are made available by decision of the budgetary authority (the European Parliament and the Council of the European Union together). They may be featured to test and prepare proposals with a view to the possible adoption of future actions/spending programmes, in accordance with policy priorities of the Union.

Skills – ability to apply knowledge and use know-how to complete tasks and solve problems (source: EQF recommendation)

Soft skills - soft skills are personal attributes that enhance the individual's interactions, job performance and career prospects e.g. personality traits, social graces, facility with language, personal habits, friendliness, and optimism that mark people to varying degrees. *Soft skills* complement *hard skills* which are the technical requirements of a job

Subsistence costs – in the framework of the 'TMS scheme' subsistence costs refer to meals, local travel, telecommunications as well as other sundries

Target groups – for the purpose of the present guide it refers to **candidates** and **employers** (with relevance for SMEs)

TFEU - Treaty on the Functioning of the European Union

TMS – "targeted mobility schemes" are initiatives which aim to test innovative methods to implement cross border job mobility and tackle the needs of specific target groups, economic sectors, occupations or countries

TMS – Targeted mobility scheme "TMS"

TMS beneficiary – the labour market organisation to which the European Commission has awarded a grant to implement TMS activities

Traineeships (*see also Apprenticeships*)– limited period of work practice, which includes a learning and training component, undertaken in order to gain practical and professional experience with a view to improving employability and facilitating transition to regular employments⁵¹. It aims to bridge the gap between the theoretical knowledge gained in education and the skills and competences needed at a workplace.

There are five main types of traineeships: traineeships during education; traineeships forming part of mandatory professional training (e.g. law, medicine, architecture, etc.); traineeships as part of active labour market policies; traineeships on the open market; transnational traineeships.

Transnational labour mobility – possibility of moving from one Member State to another Member State to work in the country of destination

Travel costs – refer to one way or to return travel from the country of residence to the country of destination

Work-based training – refers to gaining in-company professional experience as a trainee or apprentice

Mobile jobseeker – European (EEA countries) person looking for a job in another Member State

Candidates with special needs – in the context of the 'TMS' scheme, a person with special needs is a potential participant whose individual health-related situation and/or economic and social background or

⁵¹ COM(2012)728 final, 5.12.2012 - "Towards a Quality Framework for Traineeships"

geographical place or residence may require extra financial support to ensure his/her participation in a job mobility activity.

Youth worker – a professional involved in non-formal learning who supports candidates in their personal socio-educational and professional development.

USEFUL REFERENCES

- Advice on apprenticeship and traineeship schemes
<http://ec.europa.eu/social/main.jsp?catId=1045&langId=en>
- Contact points for the recognition of professional qualifications
http://ec.europa.eu/internal_market/qualifications/index_en.htm
- Drop'pin - <https://ec.europa.eu/eures/public/en/opportunities>
- ESF+ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:L:2021:231:FULL&from=EN>
- Enterprise Europe Network business support for SMEs
<http://een.ec.europa.eu>
- ERASMUS for entrepreneurs
<http://www.erasmus-entrepreneurs.eu/index.php?lan=en>
- ERASMUS+: https://ec.europa.eu/programmes/erasmus-plus/node_en
- EU Skills Panorama: <http://euskillspanorama.cedefop.europa.eu>
- EURAXESS – Researchers in Motion: <http://ec.europa.eu/euraxess/#>
- EURES - The European Job Mobility portal: <http://eures.europa.eu>
- Euroguidance network of career guidance systems throughout Europe <http://euroguidance.eu>
- Europass: <http://europass.cedefop.europa.eu>
- Europe Direct citizens' information service
<http://europa.eu/europedirect/>
- NARIC gateway to recognition of academic and professional qualifications <http://enic-naric.net/>
- Recognition of diplomas & qualifications
<https://ec.europa.eu/ploteus/recognition-qualifications>
- SOLVIT problem-solving network: <http://ec.europa.eu/solvit/>
- The Ploteus portal (Portal on EU Learning Opportunities): <https://ec.europa.eu/ploteus>
- Working in another EU country <http://ec.europa.eu/social/main.jsp?langId=en&catId=25>
- Your Europe (*help and advice for EU nationals and their family*)
http://europa.eu/youreurope/citizens/index_en.html
- Your Europe advice portal for citizens and business
http://europa.eu/youreurope/advice/index_en.htm