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**EaSI – EURES: Targeted Mobility
Scheme**

YOUR FIRST EURES JOB

Implementing Guide

***This guide forms integral part of the
Call for proposals No. VP/2015/006***

This text is available in English, French and German. The English version is the original. In the case of conflicting meanings between language versions, the English version prevails

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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 'Targeted mobility scheme' - Your first EURES Job (**'TMS-YfEj'**) aims to foster the creation of innovative job mobility projects with the support of the European Commission (hereinafter referred to as 'Commission'). The TMS-YfEj scheme is implemented in the framework of the EU Programme for Employment and Social Innovation (EaSI)² building on the good practices of the preparatory action "Your first EURES job" (2011 -2013).

A total budget of approximately EUR 8,4 has been earmarked by the EU budgetary authority for the year 2015. This budget is aimed at developing innovative customized job mobility services combined with financial support to tackle the needs of young people.

The scheme finances language or other up-skilling training needs as well as travel and subsistence expenses for young people (for job interviews and country relocation), the recognition of qualifications or mentoring support. It also provides a contribution to an integration programme in the case of recruitment by an SME.

The action will cover a broad range of work placements, i.e. jobs, traineeships and apprenticeships. **The job, traineeship or apprenticeship should be in a place other than the country of residence of the young candidate, enshrined in a legally binding work relationship with the employer**, i.e. there must be a signed labour contract between the parties. The recruited candidate is entitled to remuneration, awareness of rights and adequate social protection, irrespective of his/her status.

The TMS-YfEj refers mainly to the *very first job or traineeship or apprenticeship³ opportunity* offered in another Member State to any young jobseeker, job changer, trainee or apprentice (hereinafter referred to as 'candidates') with the support of this scheme.

This guide sets out the implementing rules and framework applicable to the management of the TMS-YfEj projects. It is addressed to applicant organisations in the framework of the call for proposals VP/2015/006.

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)

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, and 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 <http://ec.europa.eu/social/main.jsp?catId=1081&langId=en>

³ Dual company-based apprenticeship opportunities included

PART A – GENERAL INFORMATION ABOUT THE TMS-YfEj SCHEME

1. Objectives

The TMS-YfEj scheme shall contribute to help

- EEA employers to find skilled workforce for their hard to fill vacancies, such as those identified in national, regional and even local labour shortage lists and/or labour market development studies;
- young people find a job in other EU EFTA/EEA⁴ countries;
- labour market stakeholders, and in particular employment services, to develop innovative working methods to improve the matching, recruitment, placement and integration of young workers in the EEA labour markets;
- tackle key labour mobility obstacles e.g. knowledge of languages, costs of moving to another country or with the recognition of diplomas and qualifications, tailor-made up-skilling of candidates for successful work integration.

Under the present call, the scheme is estimated to ensure **around 2500 work placements**.

The TMS-YfEj scheme will obviously not solve all the problems related to youth unemployment in Europe but can help improve the functioning of the EU labour markets. It can be a relevant instrument to address labour market imbalances (vacancy bottlenecks and surpluses) as well as to tap into the quality of employment services directed at young people and employers.

The scheme may also contribute to facilitating transitions in the labour market (e.g. the transition from education to work). The action results and good practices could complement any national Youth Guarantee scheme for offering job or work-based training opportunities abroad.

2. Role of the European Commission

The Commission co-finances of the TMS-YfEj scheme, sets priorities, targets and criteria for the scheme on an on-going basis. 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 EEA level.

The Commission's service responsible for the overall management of the TMS-YfEj scheme will be communicated to the selected beneficiaries after signing the grant agreement.

The Commission is also responsible for the organisation and chairing of regular meetings with the beneficiaries over the lifecycle of awarded projects. Representatives of the lead applicant organisations must participate in these meetings (for further information, please refer to sections 4.5 and 7.1.1 of the call text).

⁴ Please see section B1.1.1

3. Implementing organisations

The action will be implemented by a consortium composed of at least seven organisations⁵ (hereinafter referred to as 'TMS-YfEj beneficiaries').

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. Placement can be understood as the provision of services by an intermediary between the supply and demand on the labour market with the objective of a recruitment taking place, where recruitment is the filling of a vacancy⁶.

Those organisations will be given the necessary financial and operational support to implement the scheme. The nature of these organisations is specified in sections 4 and 5 of the call text. The consortium is free to choose its methods, tools, etc. on how to implement the action, provided they comply with the present implementation guidelines and provide for the expected results. The indicative duration of the projects will be 24 months.

4. Target groups

The target groups who can benefit from the TMS-YfEj scheme support are **young people** and **employers**. 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 TMS-YfEj job-matching, recruitment and work placement activities are detailed in the sections hereinafter.

⁵ Composed of a lead applicant and co-applicants (= 'multi-beneficiaries'). See call document, section 5 for eligibility criteria for applicants and co-applicants.

⁶ Decision 2012/733/EU

PART B – PARTICIPATION & PLACEMENT CONDITONS

1. Participation

1.1. Who can participate in the 'TMS-YfEj scheme'?

1.1.1. Young people

All young people who are

- **aged 18-35**
- **nationals of any of the EU28 and the EFTA/EEA countries in accordance with the EEA agreement (Iceland and Norway)**
- **legally resident in an EU Member States, Iceland or Norway**

and who wish to find a job, traineeship or apprenticeship in a Member State⁷ other than their country of residence.

1.1.1.1. Why the age bracket 18 - 35?

From a legal point of view, young people are usually considered as adults in all EU countries from the age of 18 and can take decisions on their future.

The age of 16 is the most usual legal age for entering the labour market in the Member States. There are specific sectors where it is common to start working at the age of 16 e.g. in the arts, culture or sports. Given the fact that most young people under 18 are still in education and are also often dependent on parental authorisation to gain autonomy and move to another Member State, only young people above 18 may participate in the TMS-YfEj scheme.

As regards the upper age limit, transition from study to work often occurs between 18 and 24. Long-term youth unemployment, as well as precariousness of the job market and over-qualification, also affects those over 24, who often remain detached from or poorly attached to the labour market even after completing 30 years, with serious implications for their self-development and autonomy.

1.1.1.2. How is the age limit determined?

The lower (18) and upper (35) age limit of any young candidate applies to the time at which s/he submits an application for the job or work-based training. Any candidate can qualify to get support and take up a job, traineeship or apprenticeship under the TMS-YfEj scheme above the age of 35, provided s/he has applied before reaching 36.

1.1.1.3. What should be the jobseekers' profile?

All young people as defined under section 1.1.1 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 with the vacancy specifications. Young people with both high and low qualifications are eligible.

⁷ Without prejudice to the application of transitional measures by some Member States to workers from Croatia. The TMS-YfEj scheme will in any circumstances abide to the transitional measures in force. Further info at: <http://ec.europa.eu/social/main.jsp?langId=en&catId=466>, documents 'Summary table of Member States policies'.
The Swiss Confederation and Liechtenstein are not covered by the scheme.

1.1.1.4. Can young people who have studied or worked in another Member State participate?

TMS-YfEj is not exclusively tailored for labour market entrants. As mentioned in the "Introduction", the TMS-YfEj gives due priority to candidates seeking a *first job, traineeship or apprenticeship*⁸ opportunity in another Member State. However, the fact of 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.

1.1.1.5. How to deal with candidates who have already been supported by TMS-YfEj?

The 'TMS-YfEj beneficiaries' should *include in their registration/application forms a question on whether the candidate has already benefited (or not) from any form of YfEj support. If the reply is yes, further details should be requested (what job, where, how, outcome, etc.).*

This procedure gives the possibility to track the professional path of former TMS-YfEj placed candidates and check why s/he is unemployed again. Repeated recruitments with the same person must be avoided as such situation may have a deeper cause e.g. work integration problems, skills mismatch, candidate's inability to convince employers of his/her talents, or even worse, the candidate may just be seeking for financial benefits.

If the jobseeker provides evidence that s/he is unemployed again for reasons beyond his/her will and s/he is truly interested in finding a new job opportunity, then this candidate must be treated as any other.

1.1.2. Employers

Employers are all businesses or other organisations legally established in the EU28 and the EFTA/EEA countries in accordance with the EEA agreement (Iceland and Norway)⁹, irrespective of the economic sector, with a particular focus on SMEs.

Placement with European institutions and bodies¹⁰ and other international policy, economic, social and scientific organisations¹¹ 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.

1.1.2.1. Why are SMEs the main target business group?

The more than 20 million SMEs in the EU represent 99% of businesses generating 66.8% of total employment (88.8 million employed people in EU-28 in 2013) and are a key driver for economic growth, innovation, employment and social integration. They provide two out of three of the private sector jobs and contribute to more than half of the total value-added created by businesses in the EU.

Even in times of economic crisis, SMEs still make a significant contribution to job creation and economic growth. In 2013, the most important SME sectors were "wholesale and retail trade sector", the largest SME sector in all Member States,

⁸ Dual company-based apprenticeship opportunities included

⁹ Swiss Confederation and Liechtenstein not covered.

¹⁰ http://europa.eu/about-eu/institutions-bodies/index_en.htm

¹¹ E.g. United Nations bodies, OECD, Council of Europe, ILO, the World Bank or similar

"manufacturing", "construction", "professional, scientific and technical activities", and "accommodation and food". Together, these 5 sectors accounted for almost 4/5 of all SMEs in the EU28.

Looking ahead, there is a positive outlook and the promise of a strengthening of the recovery on the horizon. Total value added generated by SMEs has already surpassed its pre-crisis level and is now expected to rise by 2.8% in 2014 and 3.4% in 2015. Employment is also expected to rise, with another 740,000 jobs in SMEs, as is the total number of SMEs (+0.38%), by 2015¹².

Among the different factors that can contribute to help SMEs overcome the economic crisis are the improvement of skills, innovation and internationalisation. It may require the recruitment of talented workforce from other Member States. However, 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 TMS-YfEj is thus in particular aimed at helping SMEs interested in recruiting from another Member State to implement an integration programme for the newly recruited candidate(s)¹³.

1.1.2.2. What is the definition of SME?

According to the relevant Commission Recommendation¹⁴ and for the purposes of the TMS-YfEj scheme, an **SME is a business or other employer organisation with a staff of up to 250 workers.**

Those may be organisations not only 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, etc.

The only standard to define a SME under the TMS-YfEj action is the overall number of employees 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 organisations¹⁵). In this case, 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 services¹⁶ (acting as employers)** can also participate in the TMS-YfEj scheme *as potential employers, but without any TMS-YfEj funding support*. Indeed those employers usually already have well-established staff integration and mentoring services.

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

Please note that the participation of 'TMS-YfEj beneficiaries' (lead applicant and co-applicants) in the scheme **in their capacity as employers** (if applicable) will not be

¹² Annual report on European SMEs 2013-2014, DG GROW

¹³ For further information, please see section D3.2

¹⁴ COM Recommendation 2003/361/EC of 6.05.2003, OJ L 124 of 20.05.2003, p. 36-41

¹⁵ E.g. International Red Cross, Caritas, etc

¹⁶ E.g. Temporary work agencies, recruitment agencies, etc. irrespective of the size of the organisations

allowed on the grounds of a potential conflict of interest. The situation of 'TMS-YfEj beneficiaries' – lead applicant and co-applicants - who are simultaneously TMS-YfEj service providers and end-users (i.e. offering jobs, traineeships or apprenticeships) cannot thus arise. Only *associated organisations* to the project may play the role of employer or work-based placement providers.

The rule applies in particular to the following situations:

- When the 'TMS-YfEj 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 young candidate;
- When the 'TMS-YfEj 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 'TMS-YfEj beneficiary' is a hosting organisation for trainees and/or apprentices.

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

The 'TMS-YfEj beneficiaries' should work with 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, Liechtenstein or in third countries cannot participate under the provisions of the TMS-YfEj scheme.

However, companies from those countries but legally established in any EU28 and/or EFTA/EEA country in accordance with the EEA agreement (Iceland and Norway) are eligible to participate in the scheme.

2. Work placements

2.1. Which work placements may be eligible?

To be eligible for support under the TMS-YfEj 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*". These placements can take the form of either **jobs** or **traineeships** or **apprenticeships**.

A **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 III - Glossary of Key Terms. The recruited candidates are entitled to remuneration, awareness of rights and adequate social protection, irrespective of their status.

Many young people are open to experiencing different forms of entry into the labour market, notably in another European country. However, low quality jobs, traineeships and/or apprenticeships, insufficient awareness of rights and screening of employers in

other Member States are some of the obstacles hindering the choices of potential mobile candidates.

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 practices and opportunities in each national labour market.

➤ General rules

The TMS-YfEj scheme follows closely the provisions of the EU Quality Framework for Traineeships¹⁷. **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.**

However, traineeships and apprenticeships forming part of mandatory professional certification requirements, as is usual practice with regulated professions (e.g. law, medicine, architecture) or with highly specialised jobs e.g. aircraft pilots are not covered by the TMS-YfEj scheme.

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

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

- be located in a EU28 and/or EFTA/EEA country in accordance with the EEA agreement (Iceland and Norway) other than the country of residence of the young 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 mobile workers and mobile trainees or apprentices e.g. social security, health and accident insurance, etc.;
- ensure **remuneration** (i.e. a salary¹⁸) and a **written** contractual relationship. An agreement should as much as possible be concluded in advance of the placement between the young 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;
- last for at least **6 months**;
- be a full time or part-time work placement (no less than 50% full time equivalent)¹⁹;

¹⁷ <http://ec.europa.eu/social/main.jsp?langId=en&catId=1036>

¹⁸ Or equivalent legal compensation in the case of trainees and apprentices

¹⁹ In accordance with national labour law or sectorial collective bargaining provisions

- specify the conditions under which a job or traineeship/apprenticeship may (or not) be extended or renewed after the initial work assignment agreement has expired.
- Specific rules for traineeships and apprenticeships

As far as **traineeships and apprenticeships are** concerned, the following additional requirements should apply:

- *Participant companies or other host organisations should be willing to recruit trainees or apprentices from other Member States and comply with both the national and TMS-YfEj standards applicable to traineeships and apprenticeships.*
- *Traineeship and apprenticeship placements must:*
 - *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. That person 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/apprentice²⁰ e.g. help to find accommodation (youth hostel, hosting 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.*

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

According to the right of free movement in Europe, no EU EFTA/EEA citizen can be discriminated against on grounds of nationality. This means that what matters for TMS-YfEj is that the job or work-based training opportunity that the candidate is looking for is not located in the country where s/he is residing.

Moreover, the country of residence criterion²¹ is the one which best serves the purpose of this scheme for the following reasons:

- it is very easy to check because residence is generally stable and supporting documents are readily available,
- it helps to identify those persons who need support because they will actually be moving and travelling to take up a job in another country.

²⁰ In accordance with national regulatory practices or existing social partners' or tripartite agreements

²¹ These refer to the place as indicated in one's ID card, passport or other legal document

2.1.2. Why are there minimum standards for the TMS-YfEj labour and work-based training contracts?

The TMS-YfEj scheme has a twofold purpose: to provide young people with sustainable job, traineeship and apprenticeship opportunities in the EU EFTA/EEA labour markets and help employers to find skilled candidates for their unfilled vacancies. TMS-YfEj is driven by fair mobility standards. It should under no circumstances support precarious jobs e.g. summer jobs and other very short fixed-term work assignments or vacancy offers which do not comply with national labour law.

In line with evidence-based data²², TMS-YfEj traineeships and apprenticeships should not be used for job substitution purposes or to recruit cheap workforce. They must have a limited duration (minimum 6 months), be supported by a working contract and abide to minimum quality standards to ensure their educational value.

As regards work duration, six months is also the minimum reasonable duration of a temporary contract. It can also correspond to the probationary period of a longer-term contract. Ideally, there should be as many vacancies as possible offering longer fixed-term contracts or with the strong possibility of offering open-ended contracts and sustainable employment after the trial period.

A transition in the labour market can only be beneficial if work placements have the *minimum* sustainability and quality standards likely to offer better lifelong learning opportunities and career prospects.

2.1.3. Which labour law and information practices will apply to TMS-YfEj jobs, traineeships and apprenticeships?

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. The 'TMS-YfEj beneficiaries' will ensure the quality and legal standards of TMS-YfEj vacancies and will also check the legality and fairness of the labour contract conditions and remuneration before signature by the parties.

The 'TMS-YfEj beneficiaries' should have the appropriate validation/verification mechanisms in relation to vacancies, be them jobs, traineeships or apprenticeships, to avoid illegal work placements or inappropriate forms of occupation. They should also ensure fair treatment of candidates and provide them with as much information as possible about the working and living conditions in other EU EFTA/EEA countries. Other relevant aspects are the contractual conditions of job and work-based training placements as well as the candidates' social security entitlements (notably in the case of unemployment after holding a temporary job, traineeship or apprenticeship abroad).

The details of vacancies should be comprehensive and, in the particular case of traineeships and apprenticeships, those should include clear information on the working and integration conditions. Moreover, as regards the dual apprenticeship systems, due attention and transparency should be given to possible national modalities between the parts of the apprenticeships governed respectively by educational institutions and the employers.

²² Study on a comprehensive overview of traineeship arrangements in the EU Member States, EC 2012; Study: "Apprenticeship supply in the Member States of the European Union, EC 2012.

The possibility for the employer of extending the duration of a job or work-based training contract, or turning it into an open-ended (job) contract before expiry, will depend on the assessment of the employee/trainee/apprentice's performance, the employer's needs, the national labour law and practice and, of course, the young person's decision. The financial support provided by the TMS-YfEj scheme for SMEs integration programmes is aimed at improving young people's adaptability to the job or work-based training. A positive outcome can thus influence the employer's decision to retain the employee/trainee/apprentice and prolong his/her labour contract.

2.1.4. How to deal with cross border jobs, traineeships and apprenticeships?

The TMS-YfEj scheme provides financial support for both transnational and cross-border young mobile 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 job vacancy is located. Candidates for 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. daily commuters) can also benefit from job matching and job placement support services. For actual cross-border work placements with no relocation or need of dual residence, the flat-rate funding to move to another EU EFTA/EEA country will not be applicable (see section D3.1.2.4).

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

The TMS-YfEj scheme **cannot** be applied to labour contracts which fall under the directive on the posting of workers²³. 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 who go to another EU EFTA/EEA country to seek work or vocational training or who accept a job in another Member State and who are employed there.

²³ 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>

PART C – MAIN RESPONSIBILITIES OF THE 'TMS-YfEj BENEFICIARIES'

As mentioned in section A, the implementation of the TMS-YfEj scheme will be driven by the awarded EURES National Coordination Offices in consortium with other EURES member organisations, and eventually public, private or third sector labour market organisations from the EU EFTA/EEA countries covered by the call for proposals.

The specifications concerning the nature and role of the call applicants (i.e. the 'TMS-YfEj beneficiaries') and other involved organisations as well as the European dimension of the action are also set out in the call text (section 5).

The sections hereinafter provide a detailed overview of the main tasks and responsibilities assigned to the 'TMS-YfEj beneficiaries' to implement the action.

1. Resources and tasks of the 'TMS-YfEj beneficiaries'

The awarded project can be developed on the basis of the EURES infrastructure and tools and those of other applicant organisations. The 'TMS-YfEj beneficiaries' will be responsible for the activities listed below.

In line with the recommendations of the EURES Charter and in order to ensure high service provision standards, the 'TMS-YfEj beneficiaries' should include online information concerning their TMS-YfEj project in their EURES National Service Catalogue. They may also elaborate and publish online a **TMS-YfEj quality charter** or similar, along the lines hereinafter (indicative).

- **Who we are, where we are (i.e. the project countries) and our commitment**
- **What young people (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.)**
- **EURES or other employment Advisers' contact details**
- **Other**

If the 'TMS-YfEj beneficiaries' decide to include relevant information in their EURES National Service Catalogue only, the specific TMS-YfEj services should be clearly highlighted as '*complementary services*'.

In line with the above, the 'TMS-YfEj beneficiaries' should be able to ensure the following customised services:

(1) Information, advisory and recruitment activities

- take appropriate actions to raise awareness among young people and employers of the TMS-YfEj 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 must also promote the 'Drop'pin' online platform to interested TMS-YfEj customers;
- provide **free of charge** multi-channelled services (e.g. front-office, back-office and e-services) to young people;
- apply national labour law to the employment services provided under TMS-YfEj;
- demonstrate knowledge of sources and the ability to collect labour market information related to intra-EU/EEA mobility for both young people and employers (e.g. workforce available, social security entitlements, recruiting sectors, etc.);
- assist young people and employers before and during the recruitment process e.g. 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 CV and/or job descriptions writing, guidance and profiling of candidates, preparation for job interviews, language training or other, etc.²⁴;
- provide post-placement support and create "**a one-stop-shop welcome service**" for mobile workers²⁵ with a view to ensure the smooth integration of young recruited candidates;
- refer or signpost young people and employers to other competent services and organisations for more specialised information and advice;
- refer young 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-YfEj 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); this definition must be based on evidence concerning the labour markets situation (see the call text);

²⁴ Please refer to section D

²⁵ Please refer to section D4.3

- accept registrations and CVs of young candidates and vacancies from new employers interested in benefiting from the TMS-YfEj scheme;
- ensure that TMS-YfEj job and work-based training vacancies are translated into the EU language(s) requested by the employer.

(3) Job-matching and job placement support

- 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 young 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-YfEj 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.

(6) Data collection and monitoring tools

- have at their disposal and manage appropriate measurement and data collection tools to monitor project progress and results;
- 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 target groups comply with their obligations and the applicable TMS-YfEj 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 graphic and publicity guidelines provided by the Commission with a view to ensuring TMS-YfEj visibility (see section C2 hereunder);
- create a dedicated TMS-YfEj webpage or website (mandatory) and be ready to deal with queries and expectations from both national and foreign potential young candidates and employers;
- be ready to cooperate, over the duration of the TMS-YfEj project, with any large public events or awareness raising activities for young people 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 'TMS-YfEj 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 will develop TMS-YfEj information tools as deemed appropriate. Information and awareness-raising on 'TMS-YfEj' activities and projects will be provided through the EURES Job Mobility portal²⁶.

In the first phase of project implementation, the YfEj information available on the EURES portal will be updated, with a view to host the hyperlinks to the 'TMS-YfEj beneficiaries' web info.

Publications may also be updated or created over the lifecycle of the project (e.g. leaflets, User's Guide, etc.).

²⁶ <http://eures.europa.eu>

2.1.2. Activities by the 'TMS-YfEj beneficiaries'

The 'TMS-YfEj 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 "Your first EURES job" (sub-title *Targeted mobility scheme*).**

Similarly to EURES, the 'TMS-YfEj scheme' activities should 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.

The TMS-YfEj beneficiaries (i.e. the lead applicants) must create a dedicated TMS-YfEj webpage (on their national EURES website) or a dedicated website (further information in section C2.1.2.1 hereinafter). **Any of these deliverables should in principle be online by no later than one month after the signature of the grant agreement with the Commission** (even though with the minimum necessary information).

Apart from the webpage, the 'TMS-YfEj beneficiaries' can choose to:

- create publications;
- develop other web and media-oriented activities;
- include online referrals to other national and EU networks active in job mobility activities and information.

In all cases (publications, web communication activities, media activities, etc.) the 'TMS-YfEj beneficiaries' should pay strict attention to the Commission's graphic specifications.

The rules concerning "**Publicity**" of funding from the EU and the EaSI programme are laid down in section 11 of the call text (EaSI – Additional conditions for calls for proposals 2015) as well as in section 11 of the manual "Financial Guidelines for Applicants".

They should also consider translation needs into other EU EFTA/EEA languages for any information and communication outputs, in accordance with the geographical coverage of their projects.

2.1.2.1. Online information for target groups

Public awareness of TMS-YfEj can be beneficial to make the scheme known and to get target groups involved. With a view to mainstream customers' expectations and help filter eligible recruitment projects, the following general aspects should be noted concerning public awareness messages:

- Information must target **both young people and employers**.
- **Transparency of information** and **management of customers' expectations** are key priorities.
- Web users should be given clear information on the **economic sectors, occupations or countries** covered by the project, **and on the evidence basis for this choice** (transparency and predictability).

- **TMS-YfEj job or work-based training vacancies** should provide as many details as possible on the required competences and profiles, including the contractual conditions.

The online information for target groups should be ensured as follows:

➤ **Mandatory items**

All types of vacancies

- **The 'TMS-YfEj beneficiaries'** (lead applicants) must create a **TMS-YfEj webpage or website** as indicated in section C2.1.2 above;
- **Co-applicants which are EURES network members or other employment services** must also provide online information and create preferably their own webpages. It remains optional for other organisations participating in the action;
- The online information by members of the consortium must be provided in, at least, **the national language and in English.**
- The condition for the creation of a **dedicated TMS-YfEj project website** is that it must be managed by the lead applicant. In this case the co-applicants may create links to the lead applicant's website.
- In the case of a dedicated website, then the content should be translated into the languages of the co-applicant countries and be visible on the co-applicants' organisations websites. A webpage per country must be created, with details on the services 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 timeline for submission of applications;
- For employers, there must be information on **participation conditions** if they wish to register their vacancies or discuss the feasibility of a recruitment project;
- The 'TMS-YfEj beneficiaries' (lead applicant and co-applicants) must **include info in their EURES National Service Catalogue**, outlining the support and services that customers' may expect from the consortium members in all project countries (see section C1). They may, if they so decide, create also a **TMS-YfEj quality charter** or similar;
- A **Q&A fact-sheet** should also be published, focusing on the most recurrent queries;
- For general information on the scheme, users should preferably be re-directed to the TMS-YfEj webpage of the **EURES portal** and thus avoid double information. The TMS-YfEj beneficiaries' online information should mainly focus on relevant guidelines, **specific to the project.**

Specific data on traineeships and apprenticeships

- It is necessary to avoid confusion between vacancies for jobseekers and vacancies for trainees and apprentices.
- Within the dedicated TMS-YfEj websites/webpage(s), create separate sections for job vacancies and for internship and apprenticeship placements respectively. The latter will 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 covered by the project (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-YfEj **online information** as and when new recruitment needs and placement activities emerge during the period.

2.2. Dissemination and exploitation of project results

Dissemination and exploitation of results are relevant areas of the TMS-YfEj project lifecycle and a key requirement of the EaSI programme (section 11 of the call text).

Dissemination means 'spreading the word' about the project successes and outcomes as far as possible. Making others aware of the project will impact on other organisations in the future and will contribute to raising the profile of the organisation carrying out the project. *Exploitation* means to use and benefit from something. This means maximising the potential of the funded activities, so that the results are used beyond the lifetime of the project.

Results are the outputs of the project funded. In the context of the TMS-YfEj scheme, several tangible indicators can be relevant, particularly the number of achieved work placements by the project. Results can also mean knowledge and experience gained by all actors involved in the project.

In practice, the 'TMS-YfEj 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. Likewise, results achieved in a particular project may be highly relevant and interesting for peer projects.

The 'TMS-YfEj beneficiaries' are deemed to give the necessary thought to dissemination and exploitation activities when designing and implementing their project. The level and intensity of such activities should be proportional to the objectives, the scope, duration and the targets of each project. Their communication activities and the participation in information events at national and EU level are just a few examples of relevant dissemination and exploitation tools.

3. Communicating with customers and the EURES network

The participation criteria for young people and employers are those specified in section B1 above. Guidance on target groups' participation in the TMS-YfEj projects will be provided by the 'TMS-YfEj beneficiaries'. Consequently, they **must provide** clear online access and registration information to web users as set out in section C2.1. Their TMS-YfEj 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 'TMS-YfEj beneficiaries', namely the EURES/PES organisations, should not refer customers to EURES Advisers in Member States other than those involved in their TMS-YfEj project. Those EURES Advisers are often insufficiently informed of the TMS-YfEj activities or if they are, their organisations are not involved in the project(s) and thus have no mandate to provide information to their customers.

The fact of systematically referring customers from other Member States not involved in the project(s) to their respective national EURES Advisers may result in misleading information and/or complaints to both the EURES Helpdesk and the Commission. The responsibility to inform/support customers from EEA countries not directly involved with the project lies first with the 'TMS-YfEj 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-YfEJ MEASURES AND FUNDING CONDITIONS

1. Overview of the TMS-YfEj measures

Young people and **SMEs** may receive direct financial support for the following items (see also Annex II):

YOUNG PEOPLE	<p><i>CONTRIBUTION TO THE TRAVEL AND SUBSISTENCE COSTS RELATED TO:</i></p> <ul style="list-style-type: none"> — <i>Selection interview</i> — <i>Moving to another Member State to take up duty</i> <p><i>CONTRIBUTION TO THE COSTS INCURRED WITH:</i></p> <ul style="list-style-type: none"> — <i>Language course</i> — <i>Recognition of diplomas and qualifications</i> — <i>Specific mobility needs (supplementary relocation allowance)</i>
SMEs	<p><i>CONTRIBUTION TO THE COSTS OF AN INTEGRATION PROGRAMME FOR RECRUITED CANDIDATES ORGANISED AND PROVIDED BY SMEs</i></p>

The YMS-YfEj scheme provides also '*Other support measures*', i.e. tailor-made and free of charge support actions for young people. The following measures directly managed by the 'TMS-YfEj beneficiaries' may be available:

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

Further details on the TMS-YfEj 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 'TMS-YfEj beneficiaries'.

2. Overview of the TMS-YfEj funding

2.1. What financial support can be provided?

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

As with other mobility actions co-financed by the Commission²⁷, **flat rate financing** is a relevant funding mechanism used by the TMS-YfEj scheme. This form of financial support can simplify the calculation of the grant amount considerably.

By applying pre-established rates for some categories of expenditure, it offers particular advantages as regards transparency and the equal treatment of target groups. However, some TMS-YfEj support measures will be funded against submission of a budget estimate of eligible costs or invoice/receipt of incurred costs by the end-recipients.

The design of the overall TMS-YfEj funding mechanism is "modular" insofar as financial support to target groups may vary and depend on recruitment needs. Only the travel allocation for taking up duty in another Member State 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-YfEj beneficiary'.*

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

2.1.1. TMS-YfEj budgetary appropriations for financing young people, SMEs and other support measures

The Financial Conditions applicable to the overall TMS-YfEj budget are specified in section 7 of the 2015 call for proposals "Targeted mobility scheme – Your first EURES job" (VP/2015/006) as well as in the 'Financial Guidelines for Applicants'.

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

The 'TMS-YfEj beneficiaries' should also make a provision concerning "Other support measures", i.e. for preparatory training, mentoring support and the "one-stop-shop welcome service".

The calculation criteria must be explained in the description of the action. The proposed amounts are to be included under the heading "Costs of services", item "Other services" of the applicant organisations' budget proposal in SWIM.

In short, the funding mechanism to support target groups

- is tailor-made and partly based on simplified flat rates;
- is not intended to cover the overall actual costs borne with the pre-placement, relocation and post-placement support provided to any mobile worker/trainee/apprentice. Only a limited number of actual declared costs must be reimbursed up to a maximum ceiling;
- involves a simplified reporting procedure by the target groups;
- refers to estimated costs related to expenditure incurred in the candidate's country of residence and/or in the country of destination.

²⁷ E.g. Erasmus +, Erasmus for Young Entrepreneurs

The authorised funding conditions for the target groups are specified in the sections hereinafter and **the 'TMS-YfEj beneficiaries' cannot make modifications. It is recommended to make a budget provision for all funding support items.**

3. The TMS-YfEj implementing rules

3.1. Young people

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-YfEj scheme may qualify for financial support before moving abroad, **provided the conditions for claiming funding are met and approved by the 'TMS-YfEj beneficiaries'**.

The flat-rate allowances cover part of the travel, insurance and subsistence costs borne by the young candidate either during the selection interview phase or on settlement in the country of destination before being paid the first salary. Financial support is due irrespective of the size of the recruiting enterprise.

Young candidates can also qualify for a contribution to cover the costs with:

- *language courses*
- *recognition of qualifications*
- *specific mobility needs*

The 'TMS-YfEj beneficiaries' must also inform candidates travelling to other countries, either for interview or settlement purposes, that they should be 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 country²⁸.

Candidates are responsible for their travel insurance. In the young people's interest and safety, the 'TMS-YfEj beneficiaries' should draw attention to this pre-departure formality.

3.1.2. What is the authorised expenditure?

CONTRIBUTION TO THE TRAVEL AND SUBSISTENCE COSTS RELATED TO THE SELECTION INTERVIEW AND THE COSTS OF MOVING TO ANOTHER EU EFTA/EEA COUNTRY TO TAKE UP DUTY

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. A pre-selected candidate,

²⁸ More information on the card and on how to obtain it is available at <http://ec.europa.eu/social/main.jsp?catId=559>

attending 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.**

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

With regard to the principles of proportionality and value for money, the interview trip should preferably take place when there is a high likelihood of successful job-matching, i.e. the young 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 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 young candidate should use the cheapest means of transport. Funding consists in a contribution to the travel and accommodation costs (travel insurance included) - except when the trip is < 50 Km - and a Daily Subsistence Allowance (DSA) for a maximum duration of 3 days. The DSA is a flat-rate amount to cover meals, local transport, telecommunications and all other sundries.

a) Interview trip in (an)other EU EFTA/EEA country

If the candidate has actually been invited to one or more job interviews in (an)other EU EFTA/EEA country(ies) with the intermediation of the 'TMS-YfEj beneficiary', s/he may qualify for financial support as specified above. 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 young candidate with the interview trip. S/he is free to accept the trip or propose an alternative interview modality.

Examples

- *A young candidate from Paris (France) participating in interviews for three different companies in Bonn and Frankfurt (Germany). A trip of two and half days is needed.*

The interview trip abroad seems justified. The candidate has to bear considerable expenditure and, at the same time, has increased chances of being actually hired by one of the recruiting companies.

- *A young candidate from Copenhagen (Denmark) having an interview in Malmo (Sweden). The two cities are around 25 Km apart. A trip of only half a day is necessary.*

An allowance for distances shorter than 50 Km is not foreseen. Only half day DSA is authorised.

- *A young candidate from Copenhagen (Denmark) having selection competitions and interviews for two different companies in Malmo (Sweden) – two days trip.*

The candidate will have the right to receive DSA only (EUR 50*2 days). Given the short distance between his/her place of residence and the place of the

interview, the travel allowance is not justified. S/he may overnight in his/her place of residence.

- *Young candidate from Hamburg (Germany) invited for two interviews in Copenhagen (Denmark) and Stockholm (Sweden) respectively. Two days trip.*

The allowance for this interview trip seems justified. The candidate has to cope with considerable expenditure and, at the same time, has increased job opportunities.

b) Interview trip in the candidates' country of residence

In the framework of job fairs or other transnational recruitment events, employers²⁹ often accept to travel to the candidates' country of residence to make 'live interviews'. This option can boost the number of work placements and reduce the costs borne by candidates with interview trips abroad.

In spite of the savings that candidates can make with this option, they may in some cases still be confronted with considerable expenditure, especially if the job interview(s) is/are organized in a city far from their place of residence. In such circumstances the rules for interview trips to other countries shall apply inter alia to interview trips made in the candidates' country of residence.

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.

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

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.

²⁹ Pre-selection activities on behalf of employers can also be undertaken by employment services' officers or EURES Advisers

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 'TMS-YfEj beneficiaries' should facilitate access to videoconference services for both young 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-YfEj budget proposal (heading "Administration costs"). If the 'TMS-YfEj beneficiaries' already have the necessary equipment, then the relevant communication costs should be budgeted under the heading "Overheads".

3.1.2.4. Work placement in another Member State

Individual transport

If the young candidate is recruited for a work placement in another EU EFTA/EEA country with the intermediation of the 'TMS-YfEj beneficiary', s/he is entitled to receive an allowance (flat rate) before leaving the country of residence, but only after confirmation in writing by the employer of the vacancy offer and labour contract conditions.

The relocation allowance is a contribution to the travel and subsistence costs, including travel insurance and accommodation, incurred in connection with settling in the country of destination. This allowance is due only if the young recruited candidate changes his/her country of residence (e.g. daily cross-border commuters are excluded – for more information, please refer to section B2.1.4).

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 'TMS-YfEj 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 'TMS-YfEj beneficiaries' must be planned and earmarked in the TMS-YfEj 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 young 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): 940 EUR

Net relocation allowance: $940 - 80 = 860$ 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 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-YfEj budget proposal under "Costs of services", sub-item "Other services" but will be included in the budget for relocation allowances.

NOTICE

The above mentioned financial support to young 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**.

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 'TMS-YfEj beneficiaries' should check the employers' benefits in this respect in advance.

The flat rates applicable to young people's settling in the country of destination are set out in section D5, Table II.

The 'TMS-YfEj 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.

OTHER FINANCIAL SUPPORT MEASURES FOR YOUNG PEOPLE

Young candidates may benefit from additional financial support to cope with expenditure concerning training or relocation requirements to move and work in another EU EFTA/EEA country, as detailed hereunder. **This support is provided on the basis of reimbursement of actual costs and must in all circumstances be duly motivated before actual expenditure is incurred.**

3.1.2.5. Language course

In the same way as academic qualifications and professional skills can be crucial in influencing an employer so may the candidates' other competences such as the knowledge of the language of the country of destination. This is one of the major obstacles hampering labour mobility across Europe.

Whenever young candidates need to attend a language course, the relevant costs may be directly supported by either the candidate or by the 'TMS-YfEj beneficiary'. **The description below refers to the first case, applicable to language courses only**. The specifications concerning preparatory training for young people provided by the 'TMS-YfEj beneficiaries' are detailed in section D5.

Eligibility

Any candidate to a job, traineeship or apprenticeship in another EU EFTA/EEA country who has been pre-selected for recruitment purposes (i.e. who has been short-listed

and has strong possibilities to be offered a placement in a given country) is entitled to attend a language course in both the country of residence and/or in the country of destination³⁰. 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 TMS-YfEj, then the young recruited candidate cannot attend another language course in the country of destination paid also with TMS-YfEj credits (either through direct reimbursement or provided by the TMS-YfEj beneficiary). The objective is to avoid double payment for the same purpose from the TMS-YfEj budget (see section D3.2.1).

General rules

The hourly rates for language training may vary depending on the country (average rate EUR 12 per teaching unit [TU] of around 45 minutes). As a general rule, the training refers to intensive and short-duration language courses. The learning methods may also vary e.g. from classroom to distance training. The costs can be supported by the candidate or can be covered by the 'TMS-YfEj beneficiary' directly (see section D4) or by a combination of both as specified hereunder. **In all circumstances, however, the financial support given per candidate for language training (pre-departure and post-placement costs included) will not exceed EUR 1270.**

The assessment of the candidates' language training needs has to be made by the 'TMS-YfEj 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. 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 school plan and estimate. If the request is approved by the 'TMS-YfEj beneficiary', the candidate may register for and attend the training. Claim for reimbursement of actual declared costs (up to EUR 1270 maximum) may be submitted after completion of the course, with documentary evidence³¹.

Management of costs

If and when the training is split into two phases and 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 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-YfEj 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 relevant training provider may not be paid by the candidate's allowance and the 'TMS-YfEj beneficiary' budget simultaneously.** If a given language course exceeds EUR 1270, the option could be that the 'TMS-YfEj beneficiary' bears all costs directly (for more information, see section D4).

³⁰ 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

³¹ Info on payment procedures in section D6

3.1.2.6. Recognition of diplomas and qualifications

If a candidate wishes to relocate to another EU EFTA/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 recognised³². For a limited number of professions, the relevant Directive 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.

The recognition of qualifications is a matter affecting broadly more than 800 categories of professions at EU level³³. A regulated profession implies that access to a profession is first subject to a person holding a specific qualification, such as a diploma from a university.

Any candidate who has at least been pre-selected 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. A request form (Annex I - Appendix II) must be filled in before the recognition proceedings are initiated and must include copy of the national qualification certificate(s) that will be subject to recognition. **The candidate may claim reimbursement of actual declared costs up to EUR 1000 maximum after completion of the request proceedings, with documentary evidence³⁴.**

3.1.2.7. Supplementary relocation allowance

The TMS-YfEj scheme aims also at promoting equity and inclusion by facilitating the access to candidates with disadvantaged backgrounds compared to their peers.

If a young jobseeker, trainee or apprentice has been offered an interview or work placement in another country with the support of the 'TMS-YfEj beneficiary' and s/he has special needs for different reasons, the candidate may qualify for a supplementary relocation allowance based on ex-ante justification of costs. This allowance should help those candidates cope with extraordinary expenditure when moving to another EU EFTA/EEA country.

The supplementary relocation allowance may apply to both interview and relocation trips.

Who can qualify?

a) Young people with disabilities or young people from disadvantaged social, economic or cultural backgrounds or facing temporary economic or social inclusion difficulties e.g. long-term unemployed people, early school leavers, young people from welfare or youth care institutions, ethnic minorities, etc.

b) Young people from EU EFTA/EEA outermost regions³⁵ 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

³² Directive 2005/36/EC

³³ http://europa.eu/youreurope/citizens/work/job-search/professional-qualifications/index_en.htm

³⁴ Info on payment procedures in section D6

³⁵ 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).

candidates moving to or from countries or regions in the peripheral area of the EEA territory e.g. Cyprus, Malta, Northern Scandinavia, Southern Italy, etc.

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

Eligible expenditure

The supplementary relocation allowance may vary up to the limit of EUR 500 per candidate³⁶ and per trip (interview and/or country relocation). If a candidate is covered by the categories a) and b) above simultaneously, i.e. if s/he is both a vulnerable young candidate and resides in an EU outermost region or EEA peripheral region/country, the maximum authorised allowance per candidate and per trip will apply.

Eligible expenditure for candidates listed under item a) 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 the 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, settlement costs during the first month in the country of destination (e.g. youth hostel, flat rental) or other duly justified need.

The supplementary relocation allowance may also contribute to reduce **long-haul travel expenditure** by candidates from the regions specified under item b) above only when **actual travel costs** (based on documentary evidence) exceed the interview trip allowance for travel and accommodation (DSA excluded) or the relocation allowance by 30% (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 500 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 EFTA/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 'TMS-YfEj beneficiaries'.

The candidate must submit a motivated request form (Annex I - Appendix III), specifying the need(s) and the costs. The justification of the young candidates' health, social or economic conditions should abide by usual practices in their countries. The 'TMS-YfEj beneficiary' may approve or reject the request³⁷.

The maximum amounts and conditions applicable to funding other support measures for young people are set out in section D5, Table III.

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

To respect the principle of free movement of workers in the European Economic Area, any candidate who has moved temporarily³⁸ to another EU EFTA/EEA country to look

³⁶ Info on payment procedures in section D6

³⁷ Info on payment procedures in section D6

³⁸ EU citizens can stay in another Eligible country looking for work up to maximum 6 months

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-YfEj beneficiary' and should have been short-listed for one or more job vacancies available in the relevant host Member State.

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

3.1.4. What costs are not covered by the TMS-YfEj 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 EFTA/EEA country will not be covered by the TMS-YfEj financial support.

3.2. SMEs (Employers)

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

In the case of international recruitment, adequate post-placement support can facilitate the candidate's integration in the new job. 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 young candidate **provided the conditions for claiming funding are met and approved by the 'TMS-YfEj beneficiaries'**.

The implementation of integration activities is incumbent to SMEs, but it is not a mandatory condition for SMEs participation. The employer is free to apply for TMS-YfEj financial support or not depending on the recruitment needs.

3.2.1. What is an integration programme?

An **integration programme** consists of a package of induction training and other post-placement support services provided by the employer for the newly recruited young candidate with a view to easing his/her 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 recruited 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 'TMS-YfEj 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 vocational 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 IV).

- *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-YfEj 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 resettlement 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 young 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 young 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 IV). The 'TMS-YfEj 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 IV 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-YfEj 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.³⁹

Any SMEs recruiting mobile workforce in the framework of one or several TMS-YfEj 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 young employees, trainees or apprentices actually placed up to the threshold of EUR 20 000 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-YfEj financial support. If the SME vacancy complies with the minimum legal and qualitative requirements, the company is of course eligible to participate in TMS-YfEj recruitment activities.

4. Other support measures by the 'TMS-YfEj 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 EFTA/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 employers or employment agencies (including their affiliates or sub-contractors) which have recruited young mobile workers with the support of TMS-YfEj.

The role and responsibilities of 'TMS-YfEj beneficiaries' are as follows:

4.1. Preparatory training (language training or other)

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 'TMS-YfEj beneficiaries' may also be called on to provide or

³⁹ 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)

facilitate access **to language training or other basic training needs e.g. intercultural competences** at their charge.

What does the preparatory training consist of?

The preparatory training is a *free-of-charge* support measure tailored for young people. The training is deemed to enhance the pre-selected or recruited candidates' **general competences** and **adaptability** to the future work placement.

Given the relevance of trainings as a means to tackle mobility obstacles, the 'TMS-YfEj beneficiaries' **should make plans for the provision of free-of-charge training for young jobseekers, trainees or apprentices who have been short-listed for a work placement in another EU EFTA/EEA country and for whom a training need has been identified**⁴⁰.

Who can benefit with the preparatory training and when?

The preparatory training is a short-term work placement support measure. **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 'TMS-YfEj 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). They may also be very expensive trainings.

Access to preparatory training depends exclusively on the young workers' up-skilling needs, irrespective of the size or other integration measures of the recruiting enterprise/organisation. **Pre-departure training** is the most commonly used form of training in order to prepare and up-skill recruited workers before they take up duty abroad. **Training after arrival to the country of destination** can 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 competencies (but only if it is not included in the SME integration programme – please see section D3.2 above). **TMS-YfEj supports and finances any or both of those training options for the same candidate.**

Who can provide preparatory training?

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

The 'TMS-YfEj 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-YfEj webpage/website.

Other recommendations

The financial threshold (EUR 1270) specified per language course on charge of candidates (section D3.1.2.5) is indicative for the 'TMS-YfEj beneficiaries' but not mandatory.

⁴⁰ Many young recruited workers may get a job placement with no need of preparatory training

When the 'TMS-YfEj 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 VII). In this case, the related costs **are not paid directly to the young candidates** (see sections D3.1.2.5 and D4.4).

4.2. Mentoring support to recruited trainees and apprentices

What is this?

Aside from in-company vocational mentoring in charge of the employer, if any, the 'TMS-YfEj 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. This is an **optional support measure**. It may also be featured for other young recruited workers, but only in case of a duly justified need. The temporary and sometimes more vulnerable situation of trainees and apprentices abroad may justify the fit for purpose of this support measure.

How can this service be provided?

The service is deemed to be available in the incoming countries participating in the project and the related costs based on market prices for services of similar nature and duration. **The decision to provide mentoring support lies with the 'TMS-YfEj beneficiaries' as from the moment they submit their proposal.** If this facility is available, it should be made known through the TMS-YfEj webpage/website of the 'TMS-YfEj beneficiary'. The actual provision of the service will be decided on a case by case basis, depending on the needs expressed by the candidate and the assessment of the request by the 'TMS-YfEj beneficiary'.

The duration of the service may vary according to the needs, taking into account the principles of relevance and proportionality. Six weeks comprising ca. 3h coaching per week can be a reference period. The service should in any case **start as early as possible as from the candidate's arrival to the country of destination.**

What is the purpose?

The objective is to provide personal or socio-pedagogical support and guidance outside the work placement to those recruited young people (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 young trainees and apprentices in the country of destination, in case they may need personal guidance or help with their company and country integration.

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 evaluation of the preparatory action "Your first EURES job"⁴¹, 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 young people have already studied or worked abroad or are used to travel for leisure purposes, less experienced young people 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 the "**one-stop-shop 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 TFEU⁴². 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 concept of "one-stop-shop welcome service" is based on a **multidisciplinary pool of desk, telephone and online information and guidance services for young mobile candidates to smooth their integration in the countries 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 'TMS-YfEj 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):

- *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

⁴¹ <http://ec.europa.eu/social/main.jsp?langId=en&catId=993&newsId=2136&furtherNews=yes>

⁴² 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

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 "one-stop-shop 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 'TMS-YfEj beneficiaries' should establish *cooperation agreements*⁴³ (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 made available on the 'TMS-YfEj beneficiaries' webpages/website.

4.4. How can 'TMS-YfEj beneficiaries' cover costs incurred with "Other support measures"?

'TMS-YfEj beneficiaries' can cover the costs with "other support measures" (i.e. preparatory training and/or mentoring for trainees and apprentices and/or one-stop-shop welcome desk) from their TMS-YfEj budget. For this purpose, they need to provide details in the SWIM form "Description of the action", specifying the objectives, nature and methodology of the relevant service and earmark a corresponding budget amount. Unlike SMEs, expenditure with support measures provided by the 'TMS-YfEj 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 'TMS-YfEj beneficiaries'. The costs must be directly supported by the projects, irrespective of the fact that the service is provided either by the lead-beneficiary or co-beneficiaries or it is sub-contracted. **The rules governing expenditure with training and/or mentoring support on charge of the 'TMS-YfEj beneficiaries' do not provide for direct reimbursement of young people.** Moreover, the 'TMS-YfEj 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

⁴³ These agreements must be free of charge for the TMS-YfEj projects, unless those organisations are members of the project consortium (i.e. co-applicants)

services. The principles of proportionality and value for money should govern the decisions taken by the TMS-YfEj beneficiaries.

Consequently, two forms of direct payment by the 'TMS-YfEj beneficiaries' may be accepted:

1) If the measure/service is implemented/provided by the 'TMS-YfEj beneficiaries' (lead applicant and/or co-applicants) staff in one or several countries covered by the project, the relevant costs will be charged to the TMS-YfEj 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-YfEj beneficiary', the relevant costs will be charged to the TMS-YfEj budget, under the heading "Costs of services"⁴⁴, item "Other services", description '*Preparatory training for young people*' and/or '*Mentoring support for young people*' or "*Welcome service*".

Referring in particular to the provision of **training or mentoring services** and in the event that the sub-contracting rules applicable to the 'TMS-YfEj beneficiary' authorise direct purchase of low cost services (e.g. < EUR 5000) on the basis of estimations (without a formal tendering procedure), then the 'TMS-YfEj beneficiary' may request one or more training or mentoring support estimations from any EU EFTA/EEA country, with a description of the service and duration.

The 'TMS-YfEj beneficiaries' may request estimations directly from service providers (if they know them) or through young 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 young 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 'TMS-YfEj beneficiaries' select the service provider and the young candidate will be given a voucher or similar document (see Annex I - Appendix VII) with all necessary information on the training or mentoring conditions⁴⁵. The full or balance payment⁴⁶ will be made **directly to the service provider**, selected by the 'TMS-YfEj beneficiary', after receipt of the invoice. In the case of a training course, a copy of the certificate provided to the young 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 young trainee/apprentice confirming attendance of mentoring sessions and nature of the advisory service (or another equivalent) will be required.

Young candidates are incumbent to pay or reimburse the full cost of the training or mentoring support if they fail to attend, without justified reason, the minimum necessary teaching 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 monitoring 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 'TMS-YfEj beneficiaries' are deemed to keep record of all

⁴⁴ For further info, please refer to the "Financial Guidelines for Applicants"

⁴⁵ Voucher or any other forms deemed necessary to be created by the 'TMS-YfEj beneficiaries'.

⁴⁶ In some cases, the service providers may request an advance payment before the action is initiated against acceptance of the service by the 'TMS-YfEj beneficiary'

correspondence, documents and transactions exchanged with service providers and candidates. The 'TMS-YfEj beneficiaries' should also comply with both the Commission financial guidelines and sub-contracting rules.

5. Overview of funding rules

The tables below provide both the flat rates and the maximum co-funding amounts payable to young people 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 young people 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.
3. The 'TMS-YfEj beneficiaries' are not allowed to create new flat rates, grants or payments in whatever form e.g. allowances, subsidies, reimbursement of costs, etc. for young people and SMEs.

Young people

- *Flat-rates*

TABLE I

YOUNG PEOPLE'S 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 EU28 and EFTA/EEA Member State	0 - 50	0	50 /day	Interview invitation from the employer and approval by the TMS-YfEj beneficiary	Signed declaration by the young candidate
	> 50 - 250	100			
	> 250 - 500	250	25 /½ day		
	> 500	350	Obs.: Max 3 days		

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

TABLE II

YOUNG PEOPLE'S ALLOWANCE TO MOVE TO ANOTHER MEMBER STATE (WORK PLACEMENT) *			
Country of destination	Amount (EUR)	Rule of allocation	Reporting obligations
Austria	1025	After receipt of work placement contract or equivalent and approval by the TMS-YfEj beneficiary	Signed declaration by the recruited candidate
Belgium	970		
Bulgaria	635		
Croatia	675		
Cyprus	835		
Czech Republic	750		
Denmark	1270		
Estonia	750		
Finland	1090		
France	1045		
Germany	940		
Greece	910		
Hungary	655		
Iceland	945		
Ireland	1015		
Italy	995		
Latvia	675		
Lithuania	675		
Luxembourg	970		
Malta	825		
Netherlands	950		
Norway	1270		
Poland	655		
Portugal	825		
Romania	635		
Slovakia	740		
Slovenia	825		
Spain	890		
Sweden	1090		
United Kingdom	1060		

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

- *Actual costs*

TABLE III

OTHER FINANCIAL SUPPORT MEASURES FOR YOUNG PEOPLE			
Measure	Amount (EUR)	Rule of allocation	Reporting obligations
Language training	<i>Reimbursement of actual declared costs up to 1270 EUR</i>	<u>Conditional</u> : submission of funding application with training description and estimate	Full justification of costs incurred, copy of invoice/receipt and training certificate
Recognition of qualifications	<i>Reimbursement of actual declared costs up to 1000 EUR</i>	<u>Conditional</u> : submission of funding application with copy of the national academic or professional certificate	Full justification of costs incurred, copy of invoice/receipt
Supplementary relocation allowance	<i>Reimbursement of eligible declared costs up to 500 EUR</i>	<u>Conditional</u> : submission of funding 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

Employers

TABLE IV

FLAT RATES APPLIED TO SMEs INTEGRATION PROGRAMMES FOR YOUNG RECRUITED CANDIDATES*				
Recruiting country	Basic induction training (EUR)	Comprehensive induction training (EUR)	Rule of allocation	Reporting obligations
	I	II		
Austria	820	1025	Conditional: submission, of application form, subject to approval by the 'TMS-YfEj beneficiary'	Payment request + signed list of participants with brief indication of the training thematic subject and duration
Belgium	775	970		
Bulgaria	505	635		
Croatia	540	675		
Cyprus	665	835		
Czech Republic	600	750		
Denmark	1015	1270		
Estonia	600	750		
Finland	872	1090		
France	835	1045		
Germany	750	940		
Greece	725	910		
Hungary	525	655		
Iceland	755	945		
Ireland	810	1015		
Italy	795	995		
Latvia	540	675		
Lithuania	540	675		
Luxembourg	775	970		
Malta	660	825		
Netherlands	760	950		
Norway	1015	1270		
Poland	525	655		
Portugal	660	825		
Romania	505	635		
Slovakia	590	740		
Slovenia	660	825		
Spain	710	890		
Sweden	870	1090		
United Kingdom	845	1060		

* Rates per young recruited candidate

6. Payments to target groups

The 'TMS-YfEj 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) Young candidates

- Interview costs and work placement in another EU EFTA/EEA country

Any young candidate is entitled to receive an interview trip 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-YfEj 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. The work placement must have 6 months minimum duration.

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

Young 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 'TMS-YfEj 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 can send the documents directly to the job candidate or via the 'TMS-YfEj beneficiary'. In all cases, the **'TMS-YfEj beneficiaries' must check their fairness and legality. No payment can be made without receipt of the above mentioned documents.**

Upon validation, the young candidates or recruited workers, trainees or apprentices will complete and sign a declaration form specifying the purpose of the TMS-YfEj funding and acknowledging receipt of payment (Annex I - Appendix V). A questionnaire form must also be filled in the case of relocation allowances (see RECAP, page 51).

Payments to young people may not be made by instalments. They should as much as possible be made before the action generating the payment has occurred. The 'TMS-YfEj beneficiaries' may **set deadlines** for receipt of the young candidate's signed forms with a view to secure payments within reasonable delays.

As far as *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 'TMS-YfEj beneficiaries' must always obtain information on the results of the interview or on the effective taking up of duty by the recruited worker (*mandatory post-placement information to be attached to the candidate's file*).

Only interview or relocation request forms with all the mandatory attachments as above will be considered eligible for payment by the Commission at submission of final reports by the 'TMS-YfEj beneficiaries' (data to be checked by auditors).

RECAP:

Annexes to young 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;*
- *Survey questionnaire (mandatory annex to the relocation allowance form).*

Note: *In the case of financial support for interview trips, the following will apply:*

- *successful interviewees:* candidates will provide a filled in questionnaire at submission of the relocation allowance form;
 - *unsuccessful interviewees:* candidates will be requested to fill in the questionnaire after the interview.
- *Copy of request of residence permit in the country of destination (in the case of relocation allowance for **cross border commuters** only)*

➤ *Other financial support measures for young people*

The costs with other support measures for young people 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.

The 'TMS-YfEj 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 'TMS-YfEj beneficiaries'.

- *Language course*

The costs incurred by the young candidate with language training are paid **after the action has taken place**, i.e. after completion of the training course for which s/he has enrolled, following prior written request and approval by the 'TMS-YfEj beneficiary' (Annex I - Appendix I). The maximum authorised amount for reimbursement of language training cost is capped at **EUR 1270**.

Reimbursement requests may be made by letter, e-mail or fax with indication of the bank account details and copy of the language school invoice or receipt (certifying payment done) and the training certificate. If the young candidate failed to attend or complete the approved training plan and for this reason did not obtain his/her training certificate, s/he is not entitled to reimbursement.

- *Recognition of qualifications*

The costs incurred by the young candidate with recognition of qualifications are paid **after the action has taken place**, i.e. after s/he has completed the required formal proceedings, following prior written request and approval by the 'TMS-YfEj beneficiary' (Annex I - Appendix II). The maximum authorised amount for reimbursement of costs incurred with recognition of qualifications is limited to **EUR 1000**.

Reimbursement requests may be made by letter, e-mail or fax with indication of the bank account details and copy of the invoice(s) or receipt(s) certifying payment done related to the recognition proceedings.

- *Supplementary relocation allowance*

The supplementary relocation 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 limited to **EUR 500**.

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. Residents in remote or outermost regions can justify their geographic status through any personal identification document (or other) indicating his/her permanent address.

In the event of a request for an ex-ante payment, the candidate must submit a written estimate, pro-forma invoice, housing lease, travel agency estimate 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 500 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 'TMS-YfEj 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 costs of transport to and from airports or train stations when travelling or moving to another EU EFTA/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 (EUR 420).

In any case, the addition of all payments to the same candidate (interview trip and country relocation included) may not exceed EUR 1000 (**EUR 500 in the case of an interview trip and EUR 500 in the case of country relocation**), subject to the submission of documentary evidence.

RECAP:

Please refer to section D5, table III for an overview of the payment rules applicable to "Other financial support measures for young people"

b) SMEs (Employers)

Employers (SMEs) can claim payment only **after the young 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 has/have been concluded or have at least been initiated** during the workers' initial three weeks of work. Both in-company and/or external training may be accepted.

In order to claim financial support, the following supporting document⁴⁷ is mandatory, irrespective the situation of the integration programme, i.e. *concluded or in progress*:

- *Signed list of participants [signed by the coach/mentor/trainer and the worker(s)], with indication of the thematic subject and complete duration of the training action.*

The employer can attach a duly filled in payment request (Annex I - Appendix VI) or send a free text letter, e-mail or fax providing equivalent information. A copy of the signed list of training participants as above should be attached, together with a filled in evaluation questionnaire (see section E2).

The 'TMS-YfEj 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 D.6b) above*
- *Survey questionnaire*

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

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

⁴⁷ Please note that it is not question of checking the actual costs of the integration programme but to check whether the expected results have been or are deemed to be achieved. In the case of trainees and apprentices the induction training may be embedded in the overall work-based learning plan. The employer should justify.

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

Appendix III – Application for a supplementary relocation allowance

Appendix IV - Application for a SME integration programme

Appendix V – Interview or relocation allowance receipt declaration (young people)

Appendix VI – SME flat-rate payment request

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

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

Important:

Flat-rate payments to target groups should be made *as early as possible* in cash, 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 young people*) should preferably 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.

'TMS-YfEj beneficiaries' should also note the following:

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

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

- **financial support requests submitted by candidates or SMEs after the end date for implementation of the action set out in Art. I.2 of the grant agreement signed with the Commission will not be eligible. This fact should be taken into account when processing TMS-YfEj funding requests.**

6.2. Taxation of YfEj funding support

The legal and financial rules set out in the Regulation on the financial rules applicable to the general budget of the Union⁴⁸ and its Rules of Application⁴⁹ and also in the 'TMS-YfEj' scheme legal base⁵⁰ do not specify any obligation for Member States to grant an exemption from income taxes of amounts received by target groups (natural or legal persons) from the EU budget.

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-YfEj' allowances paid to target groups.

⁴⁸ Regulation (EU, Euratom) of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union n° 966 /2012 of 25.10.2012 (OJ L 298, 26.10.2012) , (http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm#2)

⁴⁹ Commission Delegated Regulation (EU) n° 1268/2012 of 29.10.2012, (OJ L 362, 31.12.2012) on the rules of application of Regulation (EU, Euratom) n°966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union. (http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm#2)

⁵⁰ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:347:0238:0252:EN:PDF>

PART E - CONTROL, MONITORING, EVALUATION AND REPORTING OF ACTIVITIES

1. Quality control, risk management and contingencies

The Commission shall ensure that when activities are financed under the TMS-YFEJ 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 'TMS-YfEj 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 'TMS-YfEj 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 employer. 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 YfEj 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 'TMS-YfEj beneficiaries' (subject to auditors' verification by sampling when checking their final accounts).

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-YfEj scheme;
- Employers must offer contracts of at least 6 months' duration. Flex contracts with no guarantee of the minimum required duration will not be eligible under the TMS-YfEj 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 'TMS-YfEj beneficiaries' should be in a position to:

- verify that the young 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;
- 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 young worker/trainee/apprentice's adaptability to the work placement and outcomes of the SMEs integration programme, traineeship or apprenticeship (tracking).

The 'TMS-YfEj 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 'TMS-YfEj 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

Young people 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-YfEj 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-YfEj projects before receiving a work placement offer.
- The 'TMS-YfEj 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 YfEj 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-YfEj 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 YfEj 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 YfEj projects "to expand the business". In the event of similar requests, all projects should first inform the Commission.
- The 'TMS-YfEj beneficiaries' are deemed to assess the reliability of any private employment customer in the same way as they do with other customers. If there is evidence of possible mismanagement, abuse or fraud risks, the 'TMS-YfEj beneficiaries' must reject cooperation and/or the provision of services. The justification will be based on the organisations' non-compliance with the 'TMS-YfEj' 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-YfEj beneficiary'. It cannot be a TMS-YfEj 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. Young people's and SMEs' rights and obligations

The risks associated with the TMS-YfEj funding to young people 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 young 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-YfEj 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 EFTA/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 young 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-YfEj 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.

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 young 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 'TMS-YfEj 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 6 months period, there should be no recovery of amounts paid to the young 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 'TMS-YfEj beneficiaries' must recover the amounts paid immediately - refunding to be claimed to the default party(ies).

1.4. Liability of the TMS-YfEj beneficiaries

Management of the action

The 'TMS-YfEj 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 proposed jobs, traineeships or apprenticeships and labour contracts (fair mobility).**

In accordance with sections C1 and E1, the 'TMS-YfEj beneficiaries' should be able to monitor the outcome of job placement activities, notably in the country of destination

of the young 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. Action taken to recover unduly paid amounts must be based on documentary evidence e.g. registered correspondence, etc.

Relationship with customers

To the maximum extent possible, **the 'TMS-YfEj 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 TMS-YfEj activities is a crucial part of the responsibilities assigned to the 'TMS-YfEj 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.

The 'TMS-YfEj 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. The practicalities to provide that information will be agreed with the 'TMS-YfEj beneficiaries'. The submission of data should at least take place on a bi-annual basis (a different timeline may apply during the period).

Apart from the specific TMS-YfEj project monitoring exercise as above, the 'TMS-YfEj beneficiaries' must ensure the collection of qualitative and quantitative data for the Commission external contractor monitoring the EaSI programme (please see section 11.2 of the call text).

2.2. On-going evaluation of TMS-YfEj activities

The selected 'TMS-YfEj beneficiaries' are deemed to carry out **on-going surveys** targeting their customers. They will send questionnaires to young mobile workers and employers having participated in the scheme; they will also be responsible for collecting and assessing the replies. As mentioned in section D6, these questionnaires must be attached to the relocation allowance forms. Employers (SMEs) must also fill in the questionnaire if they have applied for financial support. Rejected candidates following an interview trip or other employers having received any form of service support from the scheme should also be invited to fill in the questionnaire

The purpose will be to evaluate the success and failure factors, such as the added value of the scheme, customers' satisfaction, good practices, etc. For comparability

purposes, the Commission may recommend a basic standard questionnaire. The 'TMS-YfEj beneficiaries' are free to broaden the scope of their survey questionnaires.

The evaluation methodology above does not necessarily replace or prevent 'TMS-YfEj beneficiaries' to carry out a final evaluation of their projects, notably by an external evaluator.

3. Reporting by the 'TMS-YfEj beneficiaries'

The 'TMS-YfEj beneficiaries' which have been awarded a grant by the Commission to implement the TMS-YfEj scheme will have to submit a final narrative report and financial statement *as specified in the grant agreement*.

The standard final report documents are the following:

- a) Narrative report (ANNEX to the agreement) and financial statement of expenditure (through SWIM application).
- b) A certificate on the final accounts by an independent auditor. It should include a table with an overview of financial support to young people and employers, including other support measures expenditure⁵¹.

⁵¹ For more information, please see annex to the document "Financial Guidelines for Applicants"

ANNEX I: Forms

This section provides the basic TMS-YfEj forms only: Appendix I to Appendix VI. Translations are available in French and German.

The 'TMS-YfEj beneficiaries' are free to make amendments to improve the clarity and quality of the forms. The templates should have the letterhead of the 'TMS-YfEj' organisations. The forms can also be translated into other EU EFTA/EEA languages of the countries covered by each project. Please follow the graphic and publicity guidelines as mentioned in section C2.1.2 above.

If necessary, the 'TMS-YfEj beneficiaries' are free to 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. An evaluation questionnaire is also mandatory in the case of requests for relocation allowances and SMEs' funding support.

TARGETED MOBILITY SCHEME

YOUR FIRST EURES JOB**APPLICATION FOR ATTENDANCE AND REIMBURSEMENT OF A 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(*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(country/city)

Learning level/content:

Duration:

Price:

Payment of the training course is on my charge. The maximum refunding amount provided by 'Your first EURES job' will not exceed **EUR 1270**. I understand that for reimbursement entitlement I need:

- to obtain written authorisation from the TMS-YFEJ employment service prior to attendance
- submit, after completion of the course, a written request for payment to the TMS-YFEJ employment service, with my bank account details and copy of the receipt/invoice and the language course certificate

Signature

Date: ____/____/____

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

TARGETED MOBILITY SCHEME

YOUR FIRST EURES JOB**APPLICATION FOR REIMBURSEMENT OF COSTS WITH RECOGNITION OF ACADEMIC AND/OR PROFESSIONAL QUALIFICATIONS**

I, the undersigned,

.....

Nationality.....

Resident in Country

Telephone E-mail address

have been 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 need to request the recognition of my academic / professional qualifications (*please circle as appropriate*).

I hereby apply for 'Your first EURES job' financial support for covering the costs incurred with the recognition of my qualifications. These may include certified copies and/or translations, administrative proceedings, supervised practices (or trainings) and/or aptitude tests. I am attaching copy of my national academic / professional qualification(s) certificate(s) (*please circle as appropriate*).

Payment of the recognition proceedings is on my charge. The maximum refunding amount provided by 'Your first EURES job' will not exceed **EUR 1000**.

I understand that for reimbursement entitlement I need:

- to complete the recognition application proceedings and submit a written request for payment to the TMS-YFEJ employment service, with my bank account details and copy of the receipt(s)/invoice(s)

Signature

Date: ____/____/____

Annex: National academic/professional certificate(s) (*before recognition*)

TARGETED MOBILITY SCHEME

YOUR FIRST EURES JOB**APPLICATION FOR A SUPPLEMENTARY RELOCATION 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 relocation 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 trip or relocation costs:

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

The maximum allowance provided by 'Your first EURES job' per candidate and per trip will not exceed **EUR 500**, limited to the actual declared and approved costs by the TMS-YFEJ employment service.

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

I am aware that the TMS-YFEJ 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

**TARGETED MOBILITY SCHEME
YOUR FIRST EURES JOB**

Recruitment of young European mobile workers

*FINANCIAL SUPPORT FOR
MOBILE WORKERS, TRAINEES or APPRENTICES' INTEGRATION PROGRAMME*

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

Administrative support and settlement facilitation (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-YfEj' 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

___/___/___

.....

TARGETED MOBILITY SCHEME

YOUR FIRST EURES JOB**DECLARATION BY YOUNG 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

(city/cities).....

(country(ies) of destination)

on ____/____/____

and for this purpose I

ACKNOWLEDGE

receipt of EUR for travel and subsistence costs, in accordance with the applicable *Your first EURES job* funding rules.

The payment is/has been made by

Bank transfer Cheque Pre-paid card In cash

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

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

Signature

Date: ____/____/____

Annexes: as indicated in section D.6

TARGETED MOBILITY SCHEME

YOUR FIRST EURES JOB

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:

I enclose a **signed list of participants** [*signed by the coach/mentor/trainer and the worker(s)*] with indication of the thematic subject(s) and complete duration of the following training action(s) (*please tick as appropriate*)

- Concluded external training
- Concluded in-company training
- On-going external training
- On-going in-company training

and claim the payment of EUR as *Your first EURES job* contribution, in accordance with the applicable funding rules.

I am aware that the TMS-YFEJ 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: ___/___/___

Annexes: as indicated in section D.6

TARGETED MOBILITY SCHEME

YOUR FIRST EURES JOB**VOCATIONAL OR LANGUAGE TRAINING COURSE VOUCHER⁵²**

[FORM TO BE USED FOR PREPARATORY TRAINING PROVIDED BY TMS- YfEJ BENEFICIARIES]

Training Provider:

In order to improve my professional and/or language proficiency and in preparation to taking up a job, traineeship or apprenticeship at *(please circle as appropriate)*

(to be filled in by the YfEj employment service)

Recruiting organisation /

company _____

Contact person _____

Street _____

Post Code _____ City _____

Country _____

Telephone _____ E-mail address _____

Planned work starting date ___/___/20__ (dd/mm/yyyy)

I hereby apply for the following training course voucher: _____ *(please specify)*
This 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 _____

The recruitment and preparatory proceedings for the above mentioned job / traineeship / apprenticeship *(please circle as appropriate)* in [country] are under the responsibility of [please insert the name of YfEj employment service] in the framework of 'Your first EURES job' targeted mobility scheme.

⁵² This form may be modified and adapted to the provision of mentoring support

Attendance conditions

I commit to attend the training course specified hereinafter.

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

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

Signature _____

Confirmation of the training course

Participant: surname, first name in block letters

Nature and content 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

(YfEj employment service or training provider)

ANNEX II: Summary of the TMS-YfEj main rules

<p>WHAT IS "YOUR FIRST EURES JOB"?</p>	<p>Your first EURES job is a small-scale targeted mobility scheme to help young people find a job or work-based training opportunity in another EU 28 EFTA/EEA country</p>	
<p>TARGET GROUPS</p>	<p>Young people</p>	<p>Employers</p>
<p>ELIGIBILITY CRITERIA FOR TARGET GROUPS</p>	<ul style="list-style-type: none"> • Age 18 to 35 at the time of submitting an application • EU 28 EFTA/EEA (Iceland and Norway) national and legally resident in any of those countries • Seeking a work placement in another EU 28 EFTA/EEA (Iceland and Norway) country • Not necessarily first-time mobile candidate • Have any qualification or work experience 	<ul style="list-style-type: none"> • All EU 28 EFTA/EEA (Iceland and Norway) legally established organisations/businesses, irrespective of corporate size or economic sector • Compliant with labour and fiscal laws applicable in the countries where they are established • Small and medium-sized enterprises (SME, i.e. businesses with up to 250 employees) may benefit from financial support
<p>WORK PLACEMENTS</p>	<ul style="list-style-type: none"> • <i>Jobs, traineeships and apprenticeships</i> • Located in a EU 28 EFTA/EEA (Iceland and Norway) country other than the country of residence of the candidate • Compliant with national labour and social protection laws and subject to open and transparent information on rights and obligations of parties • Ensure pay (i.e. a salary) and a written contractual relationship with at least 6 months duration • Be a full-time or part-time (no less than 50% full time equivalent) work placement • Traineeship and apprenticeship placements must ensure the adequate work-based learning objectives and support measures as well as provide proper outcome recognition (i.e. certificate/written declaration) 	
<p>EXCLUSIONS</p>	<ul style="list-style-type: none"> • Nationals, employers and work placements from Liechtenstein, Swiss Confederation and third countries • Posted workers • Work placements in EU institutions and bodies or in other similar international organisations or agencies (e.g. UN, OECD, Council of Europe, etc.) • Seasonal or other temporary work placements with less than 6 months contractual duration • Vocational traineeships or any other form of training support forming part of mandatory professional certification requirements e.g. health care or legal professions 	

		Young people		Employers	
SUPPORT MEASURES	DIRECT FINANCIAL SUPPORT	Measure	Financial contribution (amounts per candidate)	Measure	Financial contribution (per employer)
		<i>Interview trip allowance</i> <i>(in the candidate's country of residence or in another EU28 EFTA/EEA country)</i>	From EUR 100 to EUR 350 for travel costs, according to distance + DSA	Integration programme for the new mobile worker(s), trainee(s) or apprentice(s);	Variable from EUR 505 to EUR 1270 per candidate, according to country of destination and type of integration programme (basic or comprehensive)
		<i>Relocation allowance</i>	Variable from EUR 635 to EUR 1270, according to country of destination	It may consist of at least one of the following items (basic training):	
		<i>Language course</i>	Reimbursement of actual declared costs up to EUR 1270	— professional induction training	
		<i>Recognition of qualifications</i>	Reimbursement of actual declared costs up to EUR 1000	— language course	
		<i>Supplementary relocation allowance</i>	Reimbursement of eligible declared costs up to EUR 500	Any of the above may be combined with administrative support and settlement facilitation (comprehensive training).	
OTHER SUPPORT MEASURES	<p>The TMS-YfEj employment services are deemed to provide a comprehensive package of support services to young candidates from pre- to post-placement.</p> <p>The following <u>free of charge</u> services may be available:</p> <ul style="list-style-type: none"> — Preparatory training (pre-departure and/or after arrival language training or other training need); — Mentoring support for recruited trainees and apprentices; — One-stop-shop welcome service. 				

ANNEX III: Glossary of key terms

Allowance – fixed quantity of money

Apprenticeships (*see also traineeships*) – these are understood as temporary work-based positions in a company or other organisation, which 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).

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 young people to find a job⁵³.

Candidate – the jobseeker or job changer who has applied for a job, traineeship or apprenticeship in another EU EFTA/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 worker between his/her country of residence and the country in which his/her workplace is located.

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

Country of residence – refers to the country where the prospective young 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 young worker takes up a job in "another Member State" as opposed to his/her country of residence.

EaSI programme – the EU programme for Employment and Social Innovation (2014-2020) is a financing instrument managed directly by the Commission to contribute to the implementation of the Europe 2020 strategy. It provides financial support for the Union's objectives in the fields of employment, social policies and working conditions. It includes the implementation of Targeted Mobility Schemes (see TMS) under the EURES Axis.

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

⁵³ Study: "Apprenticeship supply in the Member States of the European Union, European Commission, 2012.

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.

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 their national authority.

EU – European Union

EURES – Set up in 1993, EURES is a co-operation network between the European Commission and the Public Employment Services (PES) of the EEA. Switzerland also takes part in EURES co-operation. EURES has a network of more than 1000 EURES Advisers and a web portal⁵⁴ with relevant information on labour markets and job vacancies across Europe. It provides information, advice, guidance, job matching and job services for the benefit of workers and employers as well as of any citizen wishing to benefit from the right of free movement of workers in the EEA.

European Economic Area (EFTA/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. In the framework of the 'TMS-YfEj' scheme, only Iceland and Norway may participate in accordance with the EEA agreement.

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 young 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 seeking/looking for a job

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

⁵⁴ URL: <http://eures.europa.eu>

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).

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 employer hires a candidate and therefore he is able to fill 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-YfEj 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 **young people and employers** (with relevance for SMEs)

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-YfEj – Targeted mobility scheme "Your first EURES job"

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

Traineeships (*see also Apprenticeships*)– limited period of work practice spent at a business, public body or non-profit institution by students or young people having recently completed their education, in order to gain valuable hands-on work experience ahead of taking up regular employment⁵⁵. It aims to bridge the gap between the theoretical knowledge gained in education and the skills and competences needed at a workplace.

⁵⁵ COM(2012)728 final, 5.12.2012 - "Towards a Quality Framework for Traineeships"

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

Young mobile jobseeker – young European (EFTA/EEA countries) person looking for a job in another Member State

Young people with special needs – in the context of the 'TMS-YfEj' scheme, a person with special needs is a potential participant whose individual health-related situation and/or economic and social background or 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 young people 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
- EaSI – EU Programme for Employment and Social Innovation
<http://ec.europa.eu/social/easi>
- Enterprise Europe Network business support for SMEs
<http://een.ec.europa.eu>
- ERASMUS for young entrepreneurs
<http://www.erasmus-entrepreneurs.eu/index.php?lan=en>
- ERASMUS+: http://ec.europa.eu/programmes/erasmus-plus/index_en.htm
- 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.htm
- Your Europe advice portal for citizens and business
<http://europa.eu/youreurope/advice/>
- Youth on the Move: http://europa.eu/youthonthemove/index_en.html