



**EU PROGRAMME FOR EMPLOYMENT  
AND SOCIAL INNOVATION (EaSI)**

# **CALL FOR PROPOSALS VP/2016/018**

## **European Solidarity Corps** *Occupational Strand* *(Cross-border mobility)*

### **Implementing Guide**

***This guide forms integral part of the  
call for proposals No. VP/2016/018***

**This text is available in English only.**

# Table of contents

|   |           |
|---|-----------|
| <b>INTRODUCTION .....</b>   | <b>4</b>  |
| <b>PART A – GENERAL INFORMATION ABOUT THIS ACTION UNDER THE OCCUPATIONAL STRAND OF THE EUROPEAN SOLIDARITY CORPS.....</b> | <b>5</b>  |
| 1. Objectives.....  | 5         |
| 2. Role of the European Commission.....   | 5         |
| 3. Implementation of the action .....   | 6         |
| 4. Target groups .....  | 6         |
| <b>PART B – PARTICIPATION &amp; PLACEMENT CONDITIONS.....</b>   | <b>8</b>  |
| 1. Participation .....  | 8         |
| 1.1. Who can participate in the occupational strand of the European Solidarity Corps? .....                               | 8         |
| 1.1.1. Young people.....  | 8         |
| 1.1.1.1. How is the age limit for application determined? .....   | 8         |
| 1.1.1.2. What should be the jobseekers' profile? .....  | 9         |
| 1.1.2. Employers.....   | 9         |
| 1.1.2.1. Which members of the consortium can be direct employers? .....   | 10        |
| 1.1.2.2. Are there any other specific requirements for businesses or organisations' participation? .....                  | 10        |
| 1.1.2.3. Third country-businesses based in the EU territory? .....  | 11        |
| 1.1.2.4. Other provisions governing participation in the European Solidarity Corps activities .....                       | 11        |
| 2. Work placements .....  | 11        |
| 2.1. What are the eligible opportunities? .....   | 11        |
| 2.2. What standards should apply to opportunities? .....  | 12        |
| 2.2.1. Other standards applicable to labour and work-based training contracts.....  | 14        |
| 2.2.2. Quality check of opportunities and information practices .....   | 14        |
| 2.2.3. Quality check on insurance coverage.....   | 15        |
| 2.2.4. How to deal with jobs, traineeships and apprenticeships related to frontier workers? .....                         | 15        |
| <b>PART C – MAIN RESPONSIBILITIES OF THE PROJECT BENEFICIARY .....</b>  | <b>17</b> |
| 1. Possible workflow for participating organisations .....  | 18        |
| 2. Other support and management activities .....  | 19        |
| 3. Visibility of the action .....   | 24        |
| 3.1. Information and communication .....  | 24        |
| 3.1.1. Activities by the Commission.....  | 24        |
| 3.1.2. Activities by the 'European Solidarity Corps beneficiary' .....  | 24        |
| 3.1.2.1. Online information for target groups .....   | 25        |
| 3.2. Dissemination and exploitation of project results.....   | 26        |
| <b>PART D – YOUNG PEOPLE'S PARTICIPATION .....</b>  | <b>27</b> |
| <b>Possible workflow for participants .....</b>   | <b>27</b> |
| <b>PART E – SUPPORT MEASURES AND FUNDING CONDITIONS .....</b>   | <b>31</b> |
| 1. Overview of the support measures .....   | 31        |
| 2. Overview of the funding conditions .....   | 31        |
| 3. The implementing framework.....  | 32        |
| 3.1. Young people.....  | 32        |
| 3.1.1. Who can get financial support and what costs are eligible? .....   | 32        |
| 3.1.2. What is the authorised expenditure? .....  | 33        |
| 3.1.2.1. Job or work-based training interview(s).....   | 33        |
| 3.1.2.2. Geographic distance between the place of residence and the place of the interview .....                          | 35        |
| 3.1.2.3. Other interview possibilities .....  | 35        |
| 3.1.2.4. Relocation allowance to move to another Member State.....  | 35        |
| 3.1.2.5. Reimbursement of return travel costs.....  | 37        |
| 3.1.2.6. Recognition of diplomas and qualifications .....   | 37        |

|  |   |           |
|--|---|-----------|
| 3.1.2.7.   | <i>Supplementary allowance for young people with special needs</i> .....                                    | 38        |
| 3.1.2.8.   | <i>Subsistence allowance for trainees and apprentices</i> .....   | 39        |
| 3.2.   | Training, mentoring and job integration of participants .....   | 41        |
| 3.2.1.   | Services provided by the consortium .....   | 44        |
| 3.2.2.   | Reimbursement of language course to young people .....  | 46        |
| 3.2.3.   | The integration programme by the employer .....   | 47        |
| 3.3.   | Co-funding of costs incurred .....  | 47        |
| 3.3.1.   | By the consortium .....   | 47        |
| 3.3.2.   | By the target groups.....   | 48        |
| <b>4.</b>  | <b>Additional information .....</b>   | <b>50</b> |
| 4.1.1.   | How to deal with mobile participants temporarily living and looking for a job in another Member State?..... | 50        |
| 4.1.2.   | What costs are not covered by this action?.....   | 50        |
| <b>5.</b>  | <b>Overview of funding rules.....</b>   | <b>50</b> |
| <b>6.</b>  | <b>Payments to target groups .....</b>  | <b>55</b> |
| 6.1.   | When and how to make payments?.....   | 55        |
| 6.2.   | Taxation of the financial support measures under this action .....  | 61        |
| <b>PART F - CONTROL, MONITORING AND EVALUATION .....</b>   |   | <b>62</b> |
| <b>1.</b>  | <b>Quality control, risk management and contingencies.....</b>  | <b>62</b> |
| 1.1.   | Quality control .....   | 62        |
| 1.1.1.   | Quality of vacancies and credibility of the employer.....   | 62        |
| 1.1.2.   | Labour contractual conditions.....  | 63        |
| 1.1.3.   | Follow up actions.....  | 63        |
| 1.2.   | Young people's and employers' rights and obligations .....  | 64        |
| 1.3.   | Early termination of the labour contract.....   | 64        |
| 1.4.   | Liability of the project beneficiary .....  | 65        |
| <b>2.</b>  | <b>Monitoring and evaluation .....</b>  | <b>66</b> |
| 2.1.   | Monitoring of activities .....  | 66        |
| 2.2.   | Evaluation of activities .....  | 67        |
| <b>ANNEX I: Provisions applicable to the European Solidarity Corps.....</b>  |   | <b>68</b> |
| •  | The European Solidarity Corps mission statement .....   | 68        |
| •  | The European Solidarity Corps principles .....  | 69        |
| •  | The European Solidarity Corps Charter .....   | 70        |
| <b>ANNEX II: The solidarity dimension of work offers.....</b>  |   | <b>71</b> |
| <b>ANNEX III: Forms.....</b>   |   | <b>80</b> |
| <b>ANNEX IV: Summary of the rules applicable to the occupational strand of the European Solidarity Corps .....</b> |   | <b>91</b> |
| <b>ANNEX V: Glossary of key terms .....</b>  |   | <b>93</b> |
| <b>USEFUL REFERENCES .....</b>   |   | <b>96</b> |

## INTRODUCTION

As indicated in the VP/2016/018 call text, this action aims to support **cross-border placements** under the **occupational strand** of the **European Solidarity Corps**.

The action will be implemented in the framework of the 2014-2020 *EU Programme for Employment and Social Innovation (EaSI)*<sup>1</sup> drawing on the good practices of the targeted mobility scheme "Your first EURES job"<sup>2</sup>.

The action will contribute to the implementation of the occupational strand of the European Solidarity Corps initiative which aims to cover a broad range of remunerated work opportunities, i.e. jobs, traineeships and apprenticeships.

The indicative duration of the action will be 24 months.

For support to a placement to be eligible under this action the opportunity for such a job, traineeship or apprenticeship:

1. must be in a place other than the country of residence of the young participant;
2. must be enshrined in a legally binding work relationship with the employer, i.e. there must be a labour contract between the parties;
3. must have a solidarity dimension, in line with the purpose of the European Solidarity Corps.

This guide sets out the implementing rules and framework applicable to the management of this action. It is addressed to the consortium implementing the project in the framework of the call for proposals VP/2016/018.

The guide provides information about:

- the objectives, implementing organisations and target groups
- the participation and placement conditions
- the main responsibilities of the implementing organisations
- the participation of young people under the action
- the support measures and funding conditions applicable
- the control, monitoring, evaluation and reporting requirements
- possible tools and templates (annexes)

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<sup>1</sup> <http://ec.europa.eu/social/main.jsp?catId=1081&langId=en>

<sup>2</sup> <http://ec.europa.eu/social/main.jsp?catId=1160&langId=en>

# **PART A – GENERAL INFORMATION ABOUT THIS ACTION UNDER THE OCCUPATIONAL STRAND OF THE EUROPEAN SOLIDARITY CORPS**

## **1. Objectives**

The objectives and priorities of this action under the occupational strand of the European Solidarity Corps are specified in the call text (section 3.1). For further reference see the Communication of 7 December 2016<sup>3</sup> on the European Solidarity Corps.

Young people looking to improve their job prospects while contributing to a solidarity cause need more opportunities and that is what the European Solidarity Corps initiative is about. It is also an *inclusive action* by combating any form of discrimination.

With this action, the consortium will provide these opportunities and support the placement of the European Solidarity Corps participants in accordance with the conditions set out in the call and the principles and conditions outlined in this Implementing Guide.

For the purpose of this action, *cross-border placement* is understood to be the placement of a person in an EU country other than the country of residence of this person.

## **2. Role of the European Commission**

The European Commission (hereinafter referred to as 'Commission') co-finances the awarded project under this call.

It will guide and monitor the general implementation, follow up and evaluation of the action at European level.

It will take the responsibility for providing guidance and support to the consortium throughout the life cycle of the project with a view to ensure: a) high quality services to the young people and the employers and, b) the development of a coherent approach to the European Solidarity Corps initiative.

It will also provide information on the European Solidarity Corps initiative in general to the consortium on a regular basis and assist the latter in implementing any activities in the interest of the European Solidarity Corps initiative, as outlined in section 3.2 of the call.

The Commission will organise steering meetings with the project beneficiary throughout the lifecycle of the project.

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<sup>3</sup> COM(2016) 942 final

The project coordinator of the consortium must participate in these meetings (for further information, please refer to sections 3.4 and 15.1.1 of the call text).

### 3. Implementation of the action

The action will be implemented by a '**consortium**' composed of at least five organisations as indicated in the call text<sup>4</sup>. The consortium should have demonstrated the capacity to perform the tasks specified in this guide and to achieve results in terms of matching, placement and recruitment to opportunities for this action under the occupational strand of the European Solidarity Corps. The consortium is free to choose its methods, tools, etc. on how to implement the action, provided it complies with the present implementation guidelines and provides for the expected results.

'**Placement**' of a worker with an employer or '**recruitment**' of a worker for an employer means the provision of services to mediate between supply and demand, with the objective of filling an opportunity.

'**Opportunity**' means any concrete and individual vacancy or offer relating to a job, apprenticeship or traineeship covered by an employment relationship. Opportunities must have a solidarity dimension to be eligible for support under this action.

The '**project beneficiaries**' will be the lead applicant organisation and the other co-applicant organisations in the consortium with which the Commission signs the multi-beneficiary grant agreement. A project coordinator/manager will be responsible for the overall implementation of the scheme. S/he will be the contact person with the Commission.

#### **IMPORTANT NOTICE:**

*This action under the occupational strand of the European Solidarity Corps is implemented on the basis of a 24 month project, therefore with limited duration. Consequently, all activities and measures set out in this Guide must be implemented as described **insofar as they can be applied within the eligible period of duration of the EU grant agreement signed between the project beneficiary and the Commission.***

*This means that participants placed in the final phase of the project duration may not receive all services (notably after job placement). The consortium should thus adopt the best possible mitigation measures to minimise the impact on participants and employers concerned, as well as on the collection of the data for the evaluation of the action.*

### 4. Target groups

The target groups who can benefit from support under this action are **young people** and **employers**.

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<sup>4</sup> Composed of a lead applicant and co-applicants (= 'multi-beneficiaries'). See call document, section 7 on eligibility criteria for applicants and co-applicants.

Attention should also be paid to the inclusion of vulnerable groups, notably unemployed and low skilled young people, including long-term unemployed.

As far as employers are concerned, the action should target economic sectors with a solidarity dimension including varied types of occupations and requiring different levels of professional qualification (i.e. from low to high skilled participants).

Further conditions for them to benefit from this action are detailed in the sections hereinafter.

## PART B – PARTICIPATION & PLACEMENT CONDITIONS

### 1. Participation

#### 1.1. Who can participate in the occupational strand of the European Solidarity Corps?

##### 1.1.1. Young people

Under the first phase of the European Solidarity Corps initiative young people wishing to express their interest in joining the European Solidarity Corps will be able to do so through a dedicated registration page under the European Youth Portal, at <http://europa.eu/youth/solidarity>.

For the purpose of this action, all young people

- who are
  - o aged 18-30
  - o nationals of any of the EU Member States
  - o legally resident in an EU Member State
- and who wish to find a job, traineeship or apprenticeship in a Member State<sup>5</sup> other than their country of residence

can contact the consortium for information on the European Solidarity Corps initiative.

Third country nationals legally residing in an EU Member State or EU nationals residing outside the EU territory are not eligible to participate in the action.

In order to qualify for assistance and support under this action from the consortium, young people must register on the above site and become a European Corps Solidarity participant under the occupational strand.

##### **1.1.1.1. How is the age limit for application determined?**

Any person can register on the above site and/or indicate his/ her interest for a job, traineeship or apprenticeship under the occupational strand of the European Solidarity Corps provided that the following age limits are respected at the date of registration and/or submission of interest:

- Lower age limit: 17 (but actual job start can only occur after turning 18);
- Upper age limit: 30 (but actual job start can occur after turning 31).

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<sup>5</sup> Without prejudice to the application of transitional measures by some Member States to workers from Croatia. The occupational strand of the European Solidarity Corps 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>.



### **1.1.1.2. What should be the jobseekers' profile?**

All young people as defined under section B1.1.1 are eligible - irrespective of their level of qualification, work/training experience or economic and social background – so long as they can comply with the labour law requirements of the recruiting country and the vacancy specifications.

### **1.1.2. Employers**

Employers are all businesses or other organisations who are legally established in the EU Member States and

who offer a job, apprenticeship or traineeship opportunity which

- is covered by an employment relationship, e.g. a labour contract
- has a duration between 2 to 12 months under the contract
- and for which the activities imply a solidarity dimension within the scope of the European Solidarity Corps.

It is up to the consortium to verify whether conditions are met for providing support to an individual employer.

By way of indication on the solidarity dimension, the project beneficiary is invited to take into account a) the scope and nature of the employer (sector / activity) and b) the scope and nature of the specific opportunity offered by an employer and to develop some internal guidelines in this matter.

Annex II - *The solidarity dimension of work offers* provides some further facts about possible sectors where the solidarity dimension is relevant and what elements could be taken into account for such internal guidelines. Businesses or organisations which operate in any of the sectors mentioned in the Annex II could be *presumed* to provide opportunities with a solidarity dimension within the scope of the European Solidarity Corps. However, not necessarily all opportunities they offer may qualify accordingly. Conversely, opportunities with other employers in sectors not mentioned in the Annex may also be considered to have a solidarity dimension.

The consortium may choose to give priority to support Small and Medium Sized Enterprises (SME's) knowing the HR challenges these organisations face in terms of recruiting skilled people and the interest they may have in obtaining assistance with recruitment processes, in particular for workers coming from other countries.

However, support to employers is eligible irrespective of the size or legal status of the organisation or company. The action is open to placement with employers with an economic and profit-making purpose and social economy and not-for-profit organisations under the same conditions.

Placement with European institutions and bodies<sup>6</sup> are not eligible. Other international policy, economic, social and scientific organisations<sup>7</sup> as well as supra-national

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<sup>6</sup> [http://europa.eu/about-eu/institutions-bodies/index\\_en.htm](http://europa.eu/about-eu/institutions-bodies/index_en.htm)

regulatory bodies and their agencies can participate in the Corps activities provided the recruitment of workers aims to fill in vacancies with a solidarity dimension as specified in this guide (see section B2 and the Annex II).

#### **1.1.2.1. Which members of the consortium can be direct employers?**

The participation of the project beneficiary (lead applicant and co-applicants) in the scheme **in a capacity as employer** (if applicable) will not be allowed on the grounds of a potential conflict of interest. The situation of project beneficiary being simultaneously service provider and end-user (i.e. offering jobs, traineeships of apprenticeships) thus cannot arise.

Only *associate 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 'project 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 participant;
- When the 'project 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 'project beneficiary' is a *work provider* for trainees and/or apprentices.

The 'project' – lead applicant and co-applicant organisations - can nevertheless take the role of *sending* and/or *host* organisations if involved exclusively in the preparation and logistic support to participants (before and during their respective labour contract period). This situation may occur in particular in relation to apprenticeships and traineeships.

#### **1.1.2.2. Are there any other specific requirements for businesses or organisations' participation?**

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

Organisations implementing activities which can be qualified as expressing solidarity inside the Union, between the EU citizens, across borders between its Member States, in different areas but which are, mainly or exclusively, supported by the Union budget must certify in writing (declaration on honour) that any activities undertaken in the framework of the occupational strand of the European Solidary Corps will not benefit of double EU funding.

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<sup>7</sup> E.g. United Nations bodies, OECD, Council of Europe, ILO, the World Bank or similar

### **1.1.2.3. Third country-businesses based in the EU territory?**

Enterprises or other organisations based in third countries cannot participate under the provisions of this action under the occupational strand of the European Solidarity Corps.

However the following exceptions will apply:

- 1) Companies from those countries but legally established in any EU Member State are eligible to participate in the scheme;
- 2) International organisations whose registered office is outside the EU Member State (e.g. Red Cross) and which are not covered by the exclusions mentioned in section 1.1.2.

### **1.1.2.4. Other provisions governing participation in the European Solidarity Corps activities**

Participation in both the volunteering and the occupational strands of the European Solidarity Corps is governed by a regulatory framework which consists of:

- a) the **European Solidarity Corps Mission Statement**, i.e. the overarching objective of the Corps;
- b) The **European Solidarity Corps Principles**, i.e. the principles that apply to participants (volunteers and jobseekers);
- c) The **European Solidarity Corps Charter**, i.e. the provisions applicable to organisations concerned with the participants (under this action for the occupational strand, it refers to the project beneficiary and other members of the consortium and the employers where the participant take up their job).

Please consult Annex I for further information.

## **2. Work placements**

### **2.1. What are the eligible opportunities?**

The European Solidary Corps has two strands: the *volunteering strand* and the *occupational strand*. Whereas the former is based on volunteer work in a host organisation, work placements under the *occupational strand* 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" (definition of the concept of workers under the case law of the Court of Justice). 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, subject to a labour contract relationship; **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 V - Glossary of Key Terms. The recruited participants are

entitled to remuneration, awareness of rights and adequate social protection, irrespective of their status.

Opportunities for a job, traineeship or apprenticeship which have a solidarity dimension within the meaning of the European Solidarity Corps should contribute to building a more inclusive society respecting diversity and fundamental values of the EU.

The Communication on the European Solidarity Corps of 7 December 2016 indicated that it could cover a broad range of activities. The activities could be linked to services of general interest. These can cover areas such as education and youth activities, health, social and labour market integration, assistance in the provision of food and non-food items, shelter construction, site construction, renovation and management, reception, support and integration of migrants and refugees, post-conflict reconciliation, environmental protection and the conservation of *Natura 2000* sites, or prevention of natural disasters (but excluding immediate response to disasters which requires more specialised skills and training).

For further information on what this solidarity dimension could entail, see Annex II to this guide.

## 2.2. What standards should apply to opportunities?

### ➤ General rules

In principle any job, traineeship and apprenticeship placement compliant with the national labour law or the regulatory framework applicable will be eligible.

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

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

- be located in an EU Member State 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 workers and trainees or apprentices e.g. social security, health and accident insurance, etc.;

- ensure **remuneration** (i.e. a salary<sup>8</sup>) and a **written** contractual relationship. An agreement should be concluded in advance of the placement between the young participant and the employer;
  - specify in the labour contract the professional (or vocational training) objectives, duration of the contractual relationship, working time, rights and obligations, remuneration and social security provisions;
  - have a duration between **2 and 12 months**;
  - be a full time or part-time work placement (no less than 50% full time equivalent);
  - result **in certification** detailing what the participant has done during the placement<sup>9</sup>.
- Other specific rules applicable

Besides the standards indicated above, the following is relevant for **traineeships and apprenticeships**:

- All relevant organisations already involved in a specific traineeship or apprenticeship scheme (for example in the dual learning system, both the employer and the educational body) should comply with the European Solidarity Corps standards indicated in the guide when taking up participants from other Member States.
- The members of the consortium should verify that all of them are ready and prepared to host the participant for the entire duration of the stay;
- It is recommended that such placements:
  - involve tutoring/mentoring over the duration of the placement, either by the employer or the consortium. In the case of 'in-company' mentorship, the mentor should guide the participant through the assigned tasks and monitor his/her progress and help also with his/her integration in the country; if mentorship is provided by the consortium only, the latter will apply.
  - Are accompanied by logistical support, e.g. help to find accommodation (youth hostel, host family, flat, etc.) and, if available, support with requests to complementary financial support from national funding sources (private or public);

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.

<sup>8</sup> Or equivalent legal compensation in the case of trainees and apprentices

<sup>9</sup> More info on certification proceedings in section D

As far as traineeships and apprenticeship placements are concerned, these should comply with the national regulatory frameworks applicable and, in the case of traineeships, comply as much as possible with the **European Quality Framework for Traineeships (QFT)**<sup>10</sup>.

The possibility for the project beneficiary to work with VET organisations or other stakeholders involved in the cross border mobility of trainees and/or apprentices, as project co-applicants or associates, could help to enhance the quality of traineeship and apprenticeship offers and the corresponding support services (e.g. mentoring/coaching). These organisations usually have a long-standing knowledge and experience in the field, including well-established protocols to support participants in both the sending and the host countries.

### **2.2.1. Other standards applicable to labour and work-based training contracts**

Placements under this action of the occupational strand of the European Solidarity Corps should be made in accordance with fair mobility standards.

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

Precarious work placements which do not comply with national labour law shall not be supported.

Traineeships and apprenticeships used for job substitution purposes or to recruit cheap workforce will not be eligible.

All opportunities, irrespective of their nature, must be based on an employment contract and abide to minimum quality standards (see also section B2.1).

The provision of professional and high quality information and assistance to the European Solidarity Corps participant in the recruitment process and during the placement is considered a key factor in promoting a culture of fair mobility.

### **2.2.2. Quality check of opportunities and information practices**

*The contractual relationship between the employer and the European Solidarity Corps participant - whether as worker, trainee or apprentice - will be governed by the labour law or specific regulatory framework applicable in each Member State.*

*The consortium will ensure the quality and legal standards of the opportunities and will also check the legality and fairness of the labour contract conditions and remuneration before signature by the parties.*

The consortium 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.

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<sup>10</sup> [http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1411116781313&uri=CELEX:32014H0327\(01\)](http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1411116781313&uri=CELEX:32014H0327(01))

The consortium should also ensure fair treatment of participants and provide them with as much information as possible about the working and living conditions in other EU countries. Other relevant aspects are the contractual conditions of job and work-based training placements as well as the participants' social security entitlements (notably in the case of unemployment after holding the temporary job, traineeship or apprenticeship abroad).

The details of opportunities should be comprehensive and, in the particular case of traineeships and apprenticeships, should include clear information on the working and integration conditions.

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, 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 that can be provided by the European Solidarity Corps to employers is aimed at enhancing 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 beyond the initial contractual period.

### **2.2.3. Quality check on insurance coverage**

Under the occupational strand of the European Solidarity Corps, insurance coverage must be guaranteed by the recruiting organisation/business where the participant takes up the activity (irrespective of the fact of being guaranteed by a public social security system or a private one). The respective costs will be the responsibility of the employer.

Each employer offering an occupational opportunity must provide insurance, irrespective of the country of destination, with broad coverage for the employee acting within or outside its premises, in accordance with the usual labour insurance practices in the country.

The project beneficiary will provide support and information on the coverage, verify compliance with the clause before job start - either specified in the labour contract or based on other documentary evidence e.g. specific insurance policy applicable to the duration of the work assignment.

The project beneficiary should verify that at least the following items will be covered by the insurance:

- Medical care (reasonable & customary)
- Accident and life insurance
- Evacuation/Repatriation (especially in case of accident or illness)

### **2.2.4. How to deal with jobs, traineeships and apprenticeships related to frontier workers?**

This action under the occupational strand of the European Solidarity Corps provides financial support for both young persons 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 placement takes place.

Young persons interested in cross border commuting i.e. those who intend or may agree to work in a neighbouring Member State without changing the country of residence (e.g. frontier workers or daily commuters) can also benefit from the services under this action. In these cases the young person are frontier workers.

For placements for frontier workers, with no need of permanent relocation or dual residence, the flat-rate funding to move to another EU country and the return allowance will not be applicable (see sections E3.1.2.4, E3.1.2.5 and E6.1).



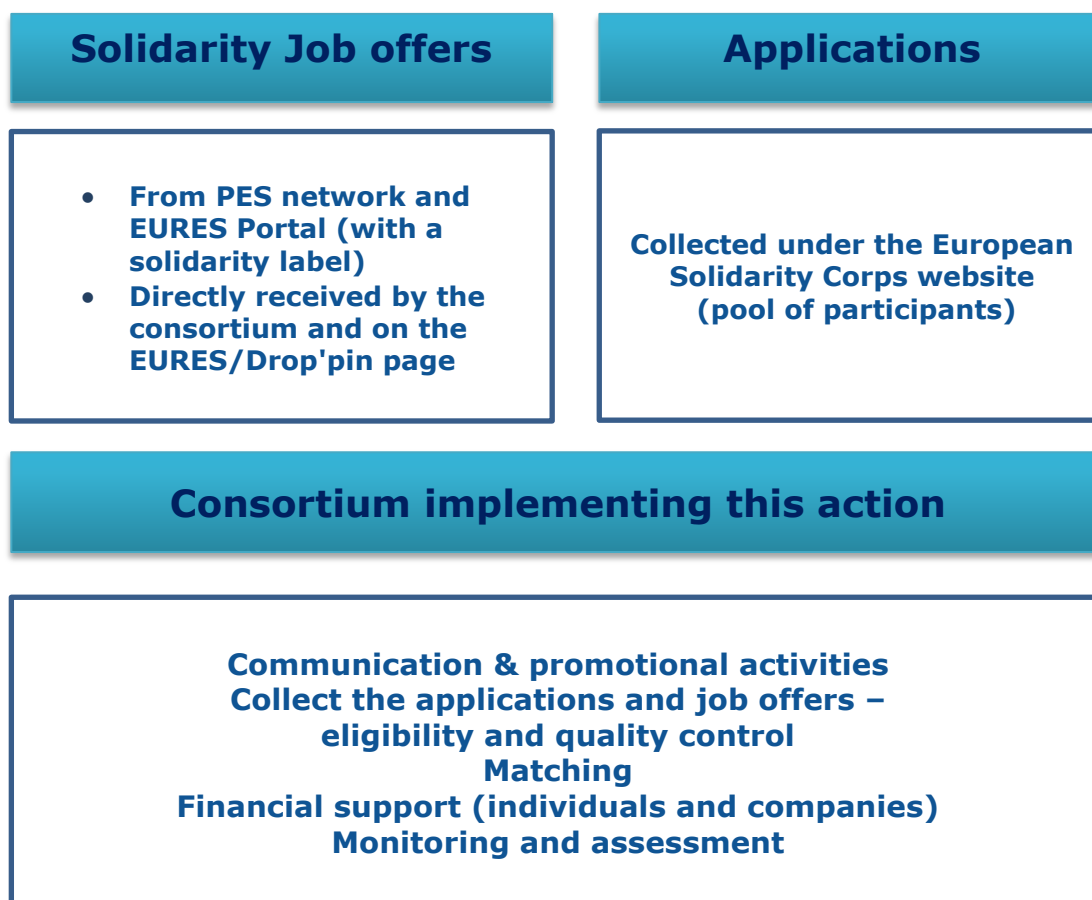
## PART C – MAIN RESPONSIBILITIES OF THE PROJECT BENEFICIARY

The sections hereinafter provide a detailed overview of the main tasks and responsibilities assigned to the project beneficiary (i.e. the lead applicant and co-applicants) to implement the action, in compliance with the European Solidarity Corps Charter. The project beneficiary may decide to devolve the tasks to different members in the consortium but remains responsible under the grant agreement.

The sections detail obligations regarding:

- Work flows relating to information, assistance and direct financial support;
- Other support and management activities;
- The visibility of the action.

The activities under this action may be developed on the basis of the infrastructure and tools of the project beneficiary and those of the other organisations in the consortium as outlined in the image below. The description of the work flow under point 1 is indicative as adjustments to the European Solidarity Corps site may ensue in the course of the implementation of the action.



## **1. Possible workflow for participating organisations**

### **Identification of organisations which have access to the data base of participants**

Although the European Solidarity Corps is intended to attract the widest range of organisations and offer as many opportunities as possible for the Solidarity Corps participants, for reasons of security and scope/quality/reputation of the initiative not every organisation in Europe can be given access to the database of Solidarity Corps participants at the first stage.

For the purpose of the implementation of this action, the organisations which will have access will be the members of the consortium, as awarded under the call for proposals VP/2016/018.

Their duly mandated staff members will be given the credentials (login, password) by the Commission to access to and register in the dedicated section of the European Solidarity Corps site on behalf of these organisations. This will enable them to register on the European Solidarity Corps site and search for suitable participants.

Under exceptional circumstances, access can be delegated to other intermediary organisations who are taking up tasks under the supervision and control of the members of the consortium. Such organisations must be duly mandated and comply fully with the conditions applicable. The Commission must be requested for permission beforehand.

### **Registration of participant organisations**

Based on the credentials provided, the members of the consortium will be allowed to register in a dedicated "organisations space" of the European Solidarity Corps website. To complete the registration, the members of the consortium will be asked to:

- reply to some questions to cross-check the eligibility of the proposed activities;
- provide some basic information about the consortium and activities to be offered;
- declare that they have read the Mission Statement of the Solidarity Corps and they have read and commit to respect the Solidarity Corps Charter (see Annex I);
- declare that they have read the terms and conditions for processing their personal data of participants and participating organisations<sup>11</sup>.

### **Matching process from the organisation's perspective**

Once registered, the European Solidarity Corps consortium will be able to view all the individual profiles of the Solidarity Corps participants.

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<sup>11</sup> Please refer to Regulation (EC) No 45/2001 or the Erasmus+ Programme Guide, pages 259-260  
[https://ec.europa.eu/programmes/erasmus-plus/resources\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources_en)

Through a search facility they will be able to identify the participants who are most suitable with their available placements. They will then be able to contact and select them according to the modalities of the European Solidarity Corps described in the section "*Workflow for participants*" below (Part D).

### **After selection/during the activity/at the end of the activity**

The members of the consortium will be able to follow the activities described in the section "*Workflow of participants*", under the occupational strand, in close cooperation with the employer where the recruited European Solidarity Corps participant is carrying out the tasks.

The members will also have the possibility to provide a qualitative feedback about the tasks carried out and competences developed by the recruited European Solidarity Corps participant. This feedback could be gathered through the Solidarity website and app, or via specific reports (e.g. final report).

## **2. Other support and management activities**

The consortium must offer the services provided for by the grant **free of charge** for both jobseekers and employers.

In line with the above, the consortium should be able to ensure the following customised services:

### *(1) Information, guidance and recruitment activities*

- take appropriate actions to raise awareness among young people and employers interested in the European Solidarity Corps and inform them of any relevant targeted events e.g. job fairs, recruitment days, info sessions;
- provide multi-channelled services (e.g. front-office, back-office and e-services) to both young people and employers;
- apply national labour law to the employment services provided under the occupational strand of the European Solidarity Corps;
- demonstrate knowledge of sources and the ability to collect labour market information related to intra-EU mobility for both young people and employers in the target solidarity sectors;
- assist young people and employers before and during the recruitment process e.g. employer presentations, video/web conferencing sessions, information on living and working conditions in the countries of destination, advice on social security or other legal issues, information on national regulatory frameworks for traineeships and apprenticeships applicable, etc.;

- provide additional services such as assistance for drawing up CVs and/or job descriptions or for setting up an individual action plan, preparation for job interviews, language training or other, etc.<sup>12</sup>;
- provide post-placement assistance and guidance e.g. possibly training, coaching, welcome services etc. to ensure the smooth integration of young recruited participants;

#### *(2) Handling of job vacancy information and CVs from participants*

- refer young participants interested in the European Solidarity Corps activities to the Corps portal and related online facilities;
- map from available job vacancy or work-based training databases those vacancies open to cross border recruitment in accordance with the European Solidarity Corps requirements;

#### *(3) Matching and placement support*

- be active matching and placement brokers with a view to ensuring as many successful and sustainable work placements as possible;
- collect job vacancy information in the solidarity domain using their own tools and methods, such as online databases, employer engagement activities, contacts with other network organisations (EURES), the EURES portal which brings together vacancies from Member States at EU level or the Drop'pin webpage which brings together other opportunities than work for youth<sup>13</sup>;
- organise the pre-selection of participants and possibly pre-recruitment interviews (create a short-list);
- help elaborate tailor-made integration programmes for the employers, in light of the specific needs of the recruited European Solidarity Corps participant, the requirements of the employer and the environment in which the participant will carry out the placement (see section E3.2).

#### *(4) Financial support to target groups*

- provide financial support to young European Solidarity Corps participants and employers 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.

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<sup>12</sup> Please refer to section E for more information

<sup>13</sup> <http://eures.europa.eu>  
<https://ec.europa.eu/eures/droppin/en>

#### *(5) Resources*

- have qualified staff to implement the activities under this action as defined in this guide. They should act as a gateway or resource persons for target groups.

#### *(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 F2.

#### *(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 European Solidarity Corps guidelines;
- carry out surveys on customers' satisfaction to evaluate the overall outcomes of activities as specified in sections D and F2.

#### *(8) Information and communication activities*

- publish regularly information on the state of play and present progress on the implementation of the action at the occasion of events or activities relating to youth opportunities, EU employment and education policies;
- establish cooperation with other organisations implementing both the occupational and the voluntary strand of the initiative and where possible, create synergies in communication and outreach activities;
- monitor implementation challenges of the action, report on targets and results achieved and identify recommendations for improvements, where appropriate;
- create a dedicated European Solidarity Corps webpage or website (mandatory for the lead applicant, optional for the co-applicants)<sup>14</sup> for the purpose of ensuring visibility at the level of the project beneficiary and be ready to deal with queries and expectations from both national and foreign potential young participants and employers when they refer to the consortium;
- collect success stories, endorsements, etc. and obtain agreement from the participants about their inclusion in communication activities, including for the purpose of use by the Commission:
  - for community management for the site of the European Solidarity Corps

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<sup>14</sup> The purpose of the online information is to give visibility to the European Solidarity Corps and must have a different *url*. More information in section C3 below

- to support the development of collaborative spaces among participants and participating organisations, building an alumni network and having ambassadors for the initiative.

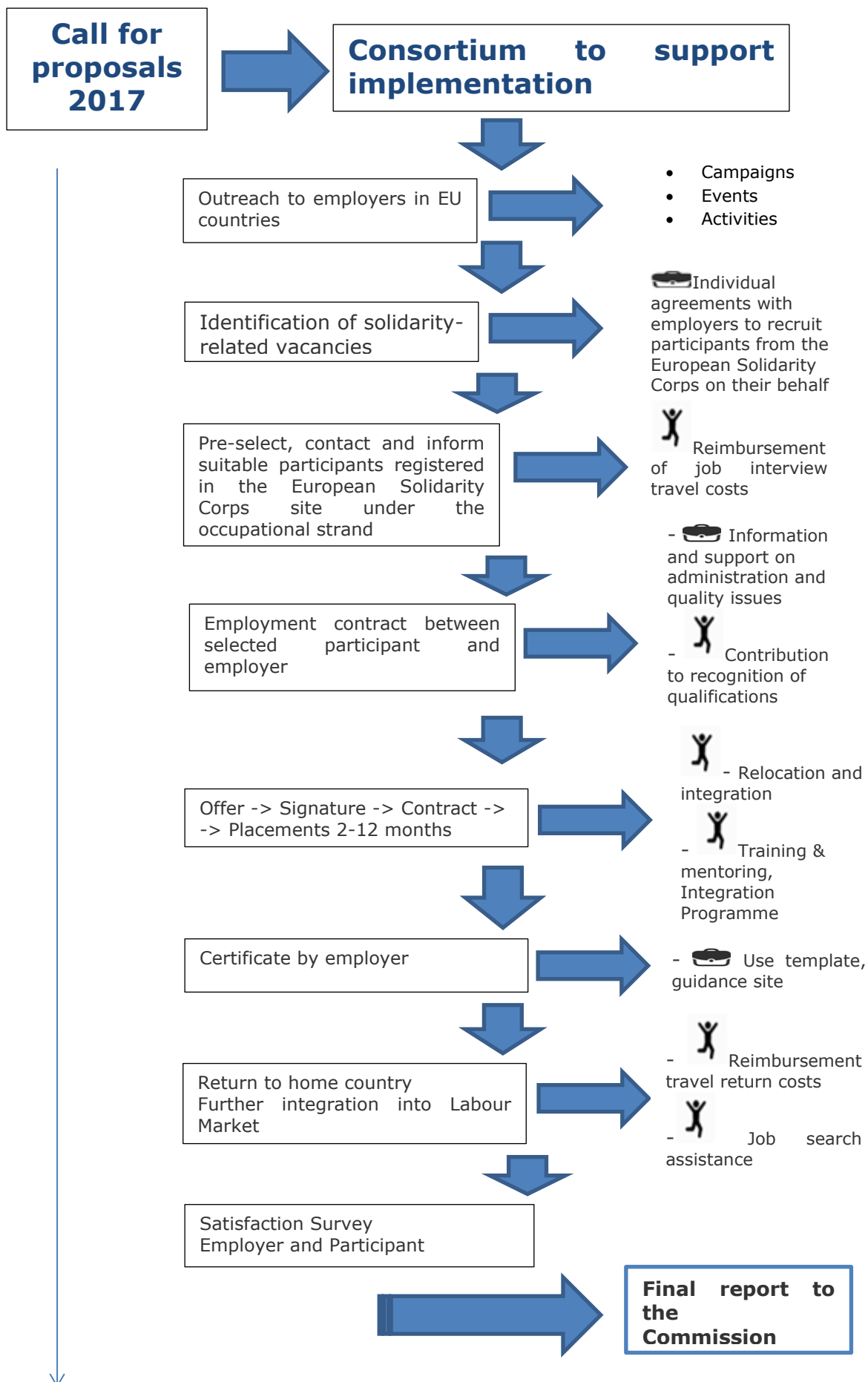
*(9) Reporting*

- 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 members of the consortium;
- contribute to meetings organised by the Commission on the progress made under the action during the contractual period
- contribute to and participate in meetings and events organised by the Commission about the European Solidarity Corps.

The work flow of the activities to be carried out by the consortium can be summarized as follows:



### 3. Visibility of the action

#### 3.1. Information and communication

##### 3.1.1. Activities by the Commission

Information on the European Solidarity Corps can be found on its portal<sup>15</sup>.

This information will also be made accessible via the EURES Job Mobility portal<sup>16</sup>.

Young people registering to the Corps will be regularly informed and actively guided towards solidarity activities. The web based application will be upgraded to allow for building a community of those participating in the activities of the European Solidarity Corps. A number of initiatives are also being planned to keep registered young people engaged in the period between registration and the first deployment, such as e-newsletters with the latest European Solidarity Corps related updates and activities organised by Commission Representations to which young people registered will be invited. An online platform is also envisaged where European Solidarity Corps participants, young people and organisations, could share their experiences.

The IT tools will be further developed to help the European Solidarity Corps participants stay in touch with each other and find projects, and let organisations and intermediary organisations select participants for their projects.

Coupled with a strong visual identity, a communication campaign will be conducted in all Member States to create awareness and interest in the European Solidarity Corps. The campaign will continue throughout 2017 to highlight, among others, the first placements and the experiences of participating young people and organisations.

##### 3.1.2. Activities by the 'European Solidarity Corps beneficiary'

The consortium 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 "European Solidarity Corps".**

The members of the consortium will establish cooperation with other organisations implementing both the occupational and the voluntary strand of the initiative and where possible, create synergies in communication and outreach activities.

Apart from online information (see below), the members of the consortium may choose to make extensive use of social media networks along with standard communication deliverables such as publications, advertisements, audio-visual outputs, etc.

In all cases (publications, web communication or media activities, etc.) the members of the consortium should respect the Union visual identity rules applicable.

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<sup>15</sup> <http://europa.eu/youth/solidarity>

<sup>16</sup> <http://eures.europa.eu>



The rules concerning "**Publicity**" of funding are laid down in section 11 of Annex II – to the call text: "Financial Guidelines for Applicants"<sup>17</sup>.

### **3.1.2.1. Online information for target groups**

Public awareness of the European Solidarity Corps can be beneficial to make the action known and to get target groups involved (i.e. young people and employers). Web-based communication should prioritise the following:

- Facilitate target groups' access, through a web link, **to the European Solidarity Corps website**.
- Show case employers or sectors whose activities or opportunity offers have **a solidarity dimension**.
- Ensure **transparency** on the scope and objectives of the project and help to manage target groups' **expectations**.
- Provide, whenever possible, information on **offers** available, including the respective skills requirements and contractual conditions.

The online information for target groups should be as follows:

#### ➤ **Mandatory items**

- The lead applicant shall create **a European Solidarity Corps webpage or website** and keep it up-to-date. It should be made operational at the earliest possible date after kick-off of the project.
- This web page must have clear links to the European Solidarity Corps **website** and the EURES portal;
- **Co-applicants** (and associate organisations involved in the actions) must also provide online information on their websites. They should at least create links to both the lead applicant's website and the European Solidarity Corps website.
- The online information by members of the consortium must be provided in, at least, **the national language and in English**.
- In the case of a **dedicated website** under the responsibility of the lead applicant, the content could possibly be translated into the languages of the consortium countries and be visible on the corresponding organisations websites (optional).

*Each project must provide details on the European Solidarity Corps and participation conditions as hereinafter.*

- Target groups must be given online information on **general project participation and access conditions**. For participants, it must be clear **how to apply** i.e. via the European Solidarity Corps online facility;

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<sup>17</sup> Further information at: [http://ec.europa.eu/dgs/communication/services/visual\\_identity/index\\_en.htm](http://ec.europa.eu/dgs/communication/services/visual_identity/index_en.htm)

- For employers, there must be information on **participation conditions** if they wish to draw attention to their opportunities, seek assistance for specific vacancies, discuss the feasibility of a recruitment project and the terms of support in the form of training and integration programmes;
- It is recommended to publish a **Q&A fact-sheet**, focusing on the most recurrent queries;
- For more general information on the scheme (i.e. what the European Solidarity Corps is about), the webpages of the members of the consortium should have clear links to the Corps and EURES websites. This online information should mainly focus on useful practicalities related to their respective project.

#### *Specific data on traineeships and apprenticeships*

- While all remunerated work opportunities can be supported under the action, it is recommended to distinguish clearly between opportunities for jobseekers and offers for trainees and apprentices.
- Within the dedicated websites/webpage(s), create separate sections for job and for traineeship and apprenticeship placements respectively. The latter could provide details on specific definitions (e.g. status of trainee/apprentice) and an overview of the regulatory framework governing traineeships and apprenticeships in the countries concerned (or web links to such overviews).
- Provide information on the relevant country(ies) contractual and social security provisions applicable to trainees/apprentices as well as on the recognition of the learning outcomes (or web links to such overviews - see section B2.2).

The online information provided under this action should be regularly updated over the lifecycle of the project.

### **3.2. Dissemination and exploitation of project results**

Dissemination and exploitation of results are relevant features of the project lifecycle.

The consortium will endeavour to publish regularly information on the state of play and present progress on the implementation of the action at the occasion of events or activities relating to youth opportunities, EU employment and education policies.

This means that the members of the consortium 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 action.

## PART D – YOUNG PEOPLE'S PARTICIPATION

### Possible workflow for participants<sup>18</sup>

*The description of the work flow is indicative as adjustments to the European Solidarity Corps site may ensue in the course of the implementation of the action.*

Any young EU citizen interested in knowing more about the European Solidarity Corps will be invited to visit its website.

#### Registration

The website gives general information about the European Solidarity Corps, also informing - in very general terms - about the types of opportunities and benefits offered to Corps participants – a volunteer work offer (volunteering strand) or a regular job offer (occupational strand).

Those who decide to join the initiative will be asked to register in the Solidarity Corps database (online in the site or via the app). To do so they will be asked to:

- reply to a few questions (nationality, country of residence, age) to verify if they are eligible;
- provide some basic information about themselves (personal contact details, areas of interest and previous experience);
- indicate whether they want to be involved in volunteering activities, in occupational activities or both (this information will determine further requests of information, depending on the strand, at a later stage; see "matching process" below);
- declare that they have read the mission statement of the Solidarity Corps and they have read and commit to respect the principles for Solidarity Corps participants (see Annex I);
- declare that they have read the terms and conditions for processing their personal data.

#### Matching process from the participant's perspective

Once registered, a Corps participant may be contacted by those participating organisations (either host organisations or intermediary organisations like the members of the consortium) who are interested in his/her profile.

Also depending on the strand and type of activity, the participant will be asked to enrich his/her profile and provide additional personal information (e.g. CV, language competences, educational background, motivation, etc.).

Organisations may choose to provide him/her further information about the vacancy/volunteering activity available.

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<sup>18</sup> The volunteering strand is not covered by this guide

The participating organisation will assess this additional information and choose to (pre-) select the best participant for the vacancy/volunteering activity. Organisations may also decide to carry out a pre-selection of a number of participants on the basis of this additional information and then carry out distance or physical interviews (at the expense of the organisation) to make the recruitment and the offer to the participant chosen.

### **After the participant's selection**

Once selected, the participant will be flagged as "involved in a Solidarity Corps activity" for the entire duration of the activity. S/he will not be contacted by other organisations for further offers while s/he carries out the activity.

S/he will receive via one of the members of the consortium:

- an employment contract (under the occupational strand), in accordance with applicable national labour law) to be signed by both parties and stipulating the provisions that apply in a given framework;
- information on his/her contractual rights and obligations (social protection, health and accident insurance, taxation, etc.). Social protection related issues will be on charge of the employer;
- information on how to enrol for a preparatory language course, if needed. The language course could be 1) paid by the organisation, or 2) partially or entirely reimbursed, or 3) offered in the framework of an EU online facility ;
- for cross border activities: information on how the travel costs will be covered.

In addition, the participant will receive:

- an overview about 1) what is expected from Solidarity Corps participants, what are the general duties and responsibilities, 2) what are the benefits, 3) whom to contact in case of problems and (in case of cross-border activities) basic information about the country of destination. This information can be 1) provided through materials/documents (e.g. Info-Kits, etc.), 2) offered online via the Corps website or 3) by other consortium organisations;
- in case of taking up an occupation for which qualifications must be recognised in the country of placement, support with the recognition of qualifications.

### **During the placement**

In case of cross border activities, a selected participant will receive an on-arrival training to be prepared to carry out the specific tasks asked to him/her as well as to face the intercultural dimension of the experience. Under the occupational strand this training could be provided 1) by the consortium on charge of its project budget, 2) by the employer.

The selected participant will then start his/her activity in accordance with the terms set in the solidarity contract or in the employment contract.

The participant will receive:

- a salary according to the applicable national labour law and standards;
- where necessary, in particular circumstances, complemented by a supplementary allowance (for the categories see section E3.1.2.7);
- Where necessary, complemented by a subsistence allowance (for trainees and apprentices).

During the activity the participant could be offered to continue his/her language course (see above).

### **At the end of the placement**

Near the end of the placement, the consortium should review the situation with the participant and the employer and obtain appropriate information on the results of the placement.

The consortium is invited to be in touch with the participant to verify whether assistance is needed for the return (see below) and any follow up to the placement, with the employer to ensure the certification, and with both the participant and the employer to invite them to contribute to information on customer satisfaction for the purpose of the European Solidarity Corps in general.

### **Certification for participants**

At the end of the activity, the consortium should ensure that the employer provides the participant with a Solidarity Corps certificate detailing what has been done during the placement in accordance with the template made available on the website for download for authorised organisations.

This certificate will be signed by the employer.

Besides this certificate, organisations are invited to consider using other appropriate tools, depending on the nature of the tasks that the participant completed. Attention is drawn in particular to Europass and to the Youth pass<sup>19</sup>.

### **Surveys on customer satisfaction**

In addition to the European Solidarity Participant Feedback survey, the project beneficiary should have in place customer satisfaction tools / surveys to collect information from participants and employers in relation to the process of matching, the cooperation with the consortium during the work placement and the follow up after the placement.

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<sup>19</sup> <http://europass.cedefop.europa.eu/>  
<https://www.youthpass.eu/en/youthpass/>

Surveys should be carried out before delivery of the certification and return of participants to their countries or origin (conditionality clause), enabling an effective return on the requests to the participants and employers to contribute on evaluation and bearing in mind the importance of evaluating the quantitative and qualitative aspects of the implementation of the action.

The questions should be clear and objective, aimed at retrieving information on the way the placement has taken place, on satisfaction with services provided before, during and after placement and on suggestions for future improvement. In the particular case of participants, it may be useful to know the young people's plans for their immediate professional future after the Corps experience.

Data collected can be used to feed into project monitoring activities by the Commission, including the final technical report to be submitted at the end of the duration of the grant agreement.

### **Follow up support to participants after termination of the labour contract**

The project beneficiary should assist participants with the return formalities at the end of the labour contract and, where appropriate, provide information on access to further job search assistance, including for new intra-EU job opportunities (for example, through the European Solidarity Corps or the 'Your first EURES job' mobility scheme) .

They can also signpost participants to the public employment service of the participant's country of residence in s/he intends to find another job in the national territory or to organisations dealing with other intra-EU mobility programmes (e.g. Erasmus + National Agencies).

## PART E – SUPPORT MEASURES AND FUNDING CONDITIONS

### 1. Overview of the support measures

**Young people** and **employers** may receive **direct financial support** for the following items (see also summary in Annex IV):

|                     |   |
|---------------------|---|
| <b>YOUNG PEOPLE</b> | <i>CONTRIBUTION TO THE TRAVEL AND SUBSISTENCE COSTS RELATED TO:</i> <ul style="list-style-type: none"><li>— <i>Job interview</i></li><li>— <i>Country relocation</i></li><li>— <i>Return to the country of origin</i></li></ul> <i>CONTRIBUTION TO THE COSTS INCURRED WITH:</i> <ul style="list-style-type: none"><li>— <i>Recognition of diplomas and qualifications</i></li><li>— <i>Specific mobility needs (supplementary allowance)</i></li><li>— <i>Language course</i></li></ul> <i>SUBSISTENCE ALLOWANCE FOR RECRUITED TRAINEES AND APPRENTICES</i> |
| <b>EMPLOYERS</b>    | <i>CONTRIBUTION TO A TRAINING AND INTEGRATION PROGRAMME BY EMPLOYERS</i>  |

Moreover, to ensure a flexible delivery and enable access to support in as many countries and situations as possible, the **consortium** under this action can also choose to provide **other support measures**, i.e. tailor-made and free of charge training and mentoring for young people and have such measures provided in another form.

Further details on the 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 project beneficiary<sup>20</sup>.

### 2. Overview of the funding conditions

The purpose of the financial support under this action for the occupational strand of the European Solidarity Corps is to contribute to the costs borne by the target groups - young people and employers – in connection with cross-border mobility.

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<sup>20</sup> See also section A3

As with other mobility actions co-financed by the Commission<sup>21</sup>, **flat rate financing** is a relevant funding mechanism for providing financial support for the placements. This form of financial support can simplify the calculation of the grant amount considerably.

By applying simplified costs for some categories of expenditure, it offers particular advantages as regards transparency and the equal treatment of target groups. Only a limited number of actual declared costs must be reimbursed up to a maximum ceiling, against submission of an estimation, invoice or receipt.

In all cases, however, payments become effective only after the conditions for claiming funding have been fulfilled and approved by the relevant member(s) of the consortium.

**The design of the overall funding mechanism for this action is "modular" insofar as financial support to target groups and for each placement may vary and depend on the individual needs as well as on the situation in the country and with the employer where the placement is made.**

The estimated cost per participant and per placement may also vary. The average cost calculated on the basis of the provisional EU budget for the action can amount up to around **EUR 2.400**. This cost is in line with the average cost indicated in the last Progress Monitoring Report of the targeted mobility scheme "Your first EURES job"<sup>22</sup>. Under the European Solidarity Corps action the actual expected cost can nevertheless be higher if some support measures will be provided on a more regular and intensive way e.g. training and mentoring.

The authorised funding conditions for the target groups are specified in the sections hereinafter. **It is recommended to make a budget provision for all support measures.**

## 3. The implementing framework

### 3.1. Young people

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

Any participant as defined in section B1.1.1 above applying for a job, traineeship or apprenticeship in another Member State through the European Solidarity Corps may qualify for financial support before moving abroad, **provided the conditions for claiming funding are met and approved by the relevant members of the consortium.**

The flat-rate allowances cover part of the travel (including travel insurance) and subsistence costs borne by the young participant either during the selection or preparatory phase or on settlement in the country of destination. Financial support is due irrespective of the size of the recruiting enterprise or organisation.

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<sup>21</sup> E.g. Erasmus +, Erasmus for Young Entrepreneurs

<sup>22</sup> <http://ec.europa.eu/social/yourfirsteuresjob>, Edition November 2016



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

- *recognition of qualifications*
- *specific mobility needs*
- *subsistence in the country of destination (exclusively for trainees and apprentices, subject to specific conditions)*
- *language course*

The consortium must also inform participants travelling to other countries either for interview or settlement purposes that, if applicable, it is recommended they are in possession of a **European Health Insurance Card**. This is a free card that gives access to medically necessary, state-provided healthcare during a temporary stay in any of the EU countries, under the same conditions and at the same cost (free in some countries) as people insured in that country<sup>23</sup>.

It is also recommended that participants subscribe **travel insurance** before departure. In the young people's interest and safety, the consortium should draw attention to this pre-departure formality.

### **3.1.2. What is the authorised expenditure?**

#### ***CONTRIBUTION TO THE TRAVEL AND SUBSISTENCE COSTS INCURRED WHEN TRAVELLING TO OR MOVING TO ANOTHER EU COUNTRY***

The authorised expenditure is as follows<sup>24</sup>:

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

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

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

The funding rules are the same for both the first and the second interview trip. **The second interview trip should be reserved for pre-selected participants with high recruitment potential given their qualifications, skills or experience and/or when the employer has very specific requirements, in order to enhance the chances of a successful placement.**

The interview trip **is not mandatory** - it is just one of several suitable selection procedures (see also section E3.1.2.3). **It is not a right either**. Invitations are agreed upon between employers and the members of the consortium.

<sup>23</sup> More information on the card and on how to obtain it is available at <http://ec.europa.eu/social/main.jsp?catId=559>

<sup>24</sup> Info on payment procedures in section E6

With regard to the principles of proportionality and value for money, the interview trip should in all circumstances take place when there is a high likelihood of successful job-matching, i.e. the young participant 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 participant should also be taken into consideration.

The young participant 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 5 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 country*

If the participant has actually been invited to one or more job interviews in (an)other EU country(ies) with the intermediation of the members of the consortium, 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 participant with the interview trip. S/he is free to accept the trip or propose an alternative interview modality.

*b) Interview trip in the participants' country of residence*

In the framework of job fairs or other cross border recruitment events, employers<sup>25</sup> often accept to travel to the participants' country of residence to make 'live interviews'. This option can boost the number of work placements and reduce the costs borne by participants with interview trips abroad.

In spite of the savings that participants 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 participants' country of residence.

This option is furthermore justified in the case of participants 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 consortium should stay in contact with the recruiting company(ies) or organisation(s) to find out the outcome of the interview(s).

The flat rates and unit costs applicable to interview trips are set out in section E5, Table I.

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<sup>25</sup> Pre-selection activities on behalf of employers can also be undertaken by the staff of employment services.

### **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 participant'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 participant's place of residence and the furthest place of interview.

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

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

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

### **3.1.2.3. Other interview possibilities**

Another option for organising job interviews is to make use, whenever possible, of telephone or videoconference facilities. The consortium should facilitate access to videoconference services for both young participants 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 budget proposal (heading "Administration costs"). If the consortium already has the necessary equipment, then the relevant communication costs should be budgeted under the heading "Overheads".

### **3.1.2.4. Relocation allowance to move to another Member State**

#### *Individual transport*

If the young participant is recruited for a work placement in another EU country with the mediation of the consortium, s/he is entitled to 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 expenditure incurred with moving to the country of destination, *irrespective of the duration of the work placement*. It covers part of the costs incurred by participants with transport, travel insurance, accommodation, meals and all other sundries. Accident and health insurance of recruited staff settled in the country of destination shall be covered by the employer (via the labour contract).

This allowance is due only if the young recruited participant changes his/her country of residence. Daily cross-border commuters (i.e. frontier workers) are excluded. For more information, please refer to sections B2.2.4 and E6.1).

The flat rates applicable to young people's settling in the country of destination are set out in section E5, Table II.

#### *Transport for a group of participants*

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

Under these circumstances, the consortium may choose one of the following options:

a) Take on charge the costs for bus, train or flight tickets for a group of recruited participants. The amount paid per ticket will be deducted from the relocation allowance paid to the recruited participant. The transport costs on charge of the consortium must be planned and earmarked in the budget proposal under "Costs of services", sub-item "Other services", "Transport of participants". 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 participant (Germany): 1040 EUR

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

b) Book bus, train or flight tickets for a group of recruited participants with a travel agency in the sending country. The participants 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 participants and receipt of the relevant signed forms and annexes. In this case, the travel costs will not be earmarked separately in the 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 participants 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 E6.1**.

If the employer has made a provision for payment of the participant's travel costs in the case of an interview trip and/or relocation trip, *then there should be no double*

*funding.* The consortium should check the employers' practice in this respect in advance.

The consortium should stay in contact with both the recruited participant and the employer and obtain written confirmation that s/he has actually taken up duty.

#### **3.1.2.5. Reimbursement of return travel costs**

Upon completion of the duration of the labour contract, the participant may decide to return to the country where s/he was residing before starting the job. This reimbursement covers refunding of return travel costs only. It does not apply to house removal or to trips to other countries than the country of origin. Frontier workers who are cross border commuters are not entitled to this benefit.

If the participant needs to use more than one mode of transport (e.g. air plane and ferry boat) to reach his/her home city, the participant is entitled to full reimbursement of the declared costs, provided that these comply with the benchmarks outlined in section F7.1.

For participants with special needs, (e.g. young people with disabilities), any justified additional transport costs can also be reimbursed in accordance with section E3.1.2.7 hereinafter.

The funding rules applicable to the reimbursement of return travel costs are summarized in section E5, Table III.

### **FINANCIAL SUPPORT FOR OTHER MOBILITY-RELATED COSTS INCURRED BY YOUNG PEOPLE**

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

#### **3.1.2.6. Recognition of diplomas and qualifications**

If a participant wishes to relocate to another EU country in order to take up a job, or possibly a traineeship or apprenticeship, with a new employer in his/her professional field, s/he may be required to apply to have his/her academic and/or professional qualifications recognised<sup>26</sup>. 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.

Any participant who has at least been short-listed by the consortium 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

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<sup>26</sup> Directive 2005/36/EC

and/or translations, administrative proceedings, supervised practices (or trainings) and/or aptitude tests.

Interested participants can submit a request form (Annex III - Appendix II) immediately after the recognition proceedings have been initiated. They will attach to the form the minimum required documentary evidence. If the participant has initiated recognition proceedings before knowing that s/he would be short-listed or pre-selected, his/her application can also be accepted. Participants complying with the requirements above can receive a flat-rate allowance of **EUR 400**.

#### ***3.1.2.7. Supplementary allowance for young people with special needs***

The European Solidary Corps aims also at promoting equity and inclusion by facilitating the access to participants 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 and s/he has special needs for different reasons, the participant may qualify for a supplementary allowance based on ex-ante justification of costs. This allowance should help those participants cope with extraordinary expenditure when moving to another EU country.

**The supplementary allowance applies to the interview, the relocation and post-relocation phases.**

*Who can qualify?*

a) Young people with disabilities

b) Young people from disadvantaged social, economic or educational 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., who may be confronted with particular difficulties during the relocation to and/or settlement in the country of destination.

c) Young people from the EU outermost regions<sup>27</sup> 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 participants moving between countries or regions located in opposite peripheral areas of the EU territory e.g. between Cyprus or Malta or Southern Italy and Scandinavia; between Estonia or Finland and Portugal, etc.

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

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<sup>27</sup> 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).

### *Eligible expenditure*

**The supplementary allowance may vary up to the limit of EUR 1000 per participant and per action (interview, country relocation and country settlement). If a participant is covered by more than one of the categories above simultaneously, i.e. if s/he is both a vulnerable young participant and resides in an EU outermost region or EU peripheral region/country, the maximum authorised allowance per participant and per trip will apply.**

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

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

In the case of **costs incurred with cross border transport and accommodation** by participants covered under items a) to c) above, the allowance is due if those costs (based on the participant's special needs and documentary evidence) exceed the interview trip allowance (DSA included) or the relocation allowance (section D5, tables I and II). In such circumstances, the excess cost to be borne by the participant will be topped up with the supplementary allowance up to maximum EUR 1000 per trip.

### *General rules*

Participants 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 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 consortium.

The participant must submit a motivated request form (Annex III - Appendix III), specifying the need(s) and the costs. The justification of the young participants' health, social or economic conditions should abide by usual declaration practices in their countries (e.g. inactive, beneficiary of unemployment benefit, beneficiary of minimum income allocation, chronic disease, social care dependent, etc.). The consortium may approve or reject the request.

#### **3.1.2.8. Subsistence allowance for trainees and apprentices**

Across Europe, the remuneration paid to trainees and apprentices over the duration of their assignment is usually lower than the average salary (or even the national minimum wage<sup>28</sup>) paid to a worker performing equivalent tasks and responsibilities in the lower grade of the function e.g. entry-level jobs.

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<sup>28</sup> The national minimum wage is not enshrined in the labour law of all EU countries

The cost of living temporarily in a foreign country can be a major obstacle for mobile trainees and apprentices insofar as low income is insufficient to cope with elementary subsistence needs such as housing, food and transport costs. Moreover, only very few young people may benefit from the support of family or friends' networks to help them.

Where national regulatory frameworks governing traineeships and apprenticeships include complementary subsidies, these are often tailored for applicants already legally residing (or registered) in the country or are part of national ALMPs<sup>29</sup>. Likewise, evidence shows that only few employers (SMEs in particular) can pay higher salaries to mobile trainees/ apprentices or provide housing or accommodation support.

In order to circumvent these obstacles in the country of destination, the consortium may support low income trainees and/or apprentices with a *monthly subsistence allowance*. This allowance in the form of a *top up fee* shall be granted whenever there is a proven difference between the trainee's or the apprentice's actual salary and the average remuneration paid to any worker performing an equivalent function and level of responsibilities in the hosting country.

**The maximum authorised allowance cannot exceed EUR 600 per month up to maximum 6 consecutive months.**

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

The information obtained may help to take a decision on the actual allowance to be paid to the trainee or apprentice. The consortium must keep documentary evidence of their inquiries.

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

### **IMPORTANT NOTICE**

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

The maximum amounts and conditions applicable to co-funding other mobility-related costs incurred by young people funding are set out in section E5, Table IV and V.

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<sup>29</sup> ALMPs – Active Labour Market Policies



### 3.2. Training, mentoring and job integration of participants

*What is it about?*

Pre-placement, on-arrival and post-placement support measures can involve information on working and living in another Member State, language training, on the job training, mentoring, post-placement integration support.

In general, any form of support can become a positive pull factor for the success of placements and facilitate smooth integration of participants in their new working environment.

The methods used may vary provided that the learning or support objectives will be achieved.

Given the variety and duration of the occupational activities under the Corps action and the intra-EU recruitment challenges across Europe, it is also of utmost importance to engage employers particularly during the post-placement phase. Employers can benefit of advice and financial support from the consortium to design and provide an *integration programme* (i.e. induction or other training and tutoring support) to the newly recruited young people (more information on the integration programme in section 3.2.3 hereunder).

Mentoring is a support measure aiming at facilitating the occupational, social and cultural integration of the participant in the country of destination.

The type of training, mentoring or on-the-job integration support to be offered to each participant will depend on his/her profile in relation to the needs of the employer.

A minimum service level of training and mentoring will be **mandatory** for the consortium; other types of measures are strongly **recommended**, to be assessed on a case by case basis (see further information below).

*Who can provide these services?*

The information, training and mentoring services may be provided either by the **consortium** (i.e. the members of the consortium), the **employer** or be **outsourced** to specialised (training and mentoring) organisations.

It is thus recommended that the consortium has a **multi-disciplinary nature in order to ensure the preparation and support to the recruited participants under the occupational strand of the European Solidarity Corps**. If the services are outsourced, the sub-contractor must ensure that the training and/or mentoring services will be compliant with the type and quality of actions specified hereinafter.

While pre-departure and on-arrival training could be provided by the consortium or be outsourced, on-the-job training and integration support should preferably be provided by the employer.

*Who can benefit from those support measures and from when?*

Tailor-made and free of charge information, training and mentoring support is deemed to enhance the participants' general competences and adaptability to the future work placement.

If necessary, young people can attend a pre-placement and/or post-placement language training course against reimbursement of the actual declared costs (see sections 3.2.2 and 3.3.2 below).

The information above can be summarized as follows:

**M = Mandatory**

**R = Recommended** (*depending on participants' needs*)

| OTHER SUPPORT MEASURES FOR PARTICIPANTS  |  |                   |                        |          |
|--|--|-------------------|------------------------|----------|
|  | <i>Pre-<br/>placement</i>                    | <i>On-arrival</i> | <i>Post-placement*</i> |          |
| <div>Provider</div> <div>Type of<br/>measure</div>   | Consortium staff<br>(or outsourced provider) |                   |                        | Employer |
| Training   |  |                   |                        |          |
| Practical info on living and working abroad, welcome information & backup support (before, during and after placement) | M  | M                 | M                      |          |
| Language training (free of charge for participant or against reimbursement of costs)                                   | R  |                   | R                      |          |
| Intercultural competences  | R  | R                 | R                      |          |
| Soft skills required for the placement (speaking in public.  | R  |                   |                        |          |

|   |          |          |          |          |
|---|----------|----------|----------|----------|
| leadership, team work etc.)   |          |          |          |          |
| <b>Mentoring</b>  |          |          |          |          |
| Back-up support (personalised assistance and guidance) from a designated consortium staff member (from pre- to post-placement). | <b>M</b> | <b>M</b> | <b>M</b> |          |
| Country-specific cultural integration support (by consortium staff or specialised service provider)                             |          | <b>R</b> | <b>R</b> |          |
| <b>Integration programme</b>  |          |          |          |          |
| Can include on-the-job training and tutoring, language training, settlement facilitation)                                       |          |          |          | <b>R</b> |

\* If post-placement language training and/or settlement facilitation is ensured by the employer in the framework of an integration programme, the consortium does not need to provide the same type of services to the recruited participant(s).

#### *Minimum quality standards*

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

- Be proportional and tailor-made to the participants' information and learning needs;
- Apply at all times the mandatory modules to all participants, irrespective of their needs, before, during and after the placement;
- If all or part of the services are delegated to subcontracted providers, these are deemed to comply with the present guidelines on the provision of "Other support measures";

- If applicable, the participants' language training needs (i.e. minimum required qualification level for the job) must be assessed by the consortium in compliance with the employer's job offer(s) requirements;
- Pre-placement training should be initiated as early as possible as from the moment participants have been short-listed for a job opportunity;
- On-arrival and post-placement support should be provided as from the early days of arrival of the participant to the country of destination (preferably as from the 2<sup>nd</sup> week at the latest). The consortium could also consider developing a "welcome kit" for all relocated participants;
- Each participant should have a 'liaison officer' from the consortium as his/her contact person for any matters related to his/her recruitment, training and integration process, from pre-placement until the end of the deployment;
- The consortium should encourage employers to provide an integration programme adapted to the job and the recruited participant profile. They should also give them support and guidance for the elaboration of the programme.

### 3.2.1. Services provided by the consortium

*What does training and mentoring consist of?*

#### Pre-placement, on-arrival and post-placement training

Training is a placement support measure that should be made available from the moment participants have been pre-selected for a work placement in another EU country. On-arrival and after job start training should also be ensured for as long as necessary (several days or weeks) in order to ensure the smooth integration of participants. The start date and duration of the different types of training can nevertheless vary according to the learning needs of the participants, irrespective of the size of the recruiting organisation or business, but should in all circumstances be initiated as early as possible.

The following training measures are **mandatory**:

- Information on living and working abroad (before placement), welcome information & backup support (during and after placement). Specific support may be required for apprentices and trainees as specified in section B2.2.

Other training activities are **strongly recommended** after a mapping of the participants' needs for a successful occupational integration:

- Language training: free of charge for participant or against reimbursement of costs (see also section 3.2.2 hereunder)
- Intercultural competences
- Soft skills (improvement of specific skills for the performance of future professional duties such as speaking in public, leadership, team work, etc.

The preparation of participants in the *pre-placement phase* is crucial for a successful job matching and job placement. This preparation should focus on practical and legal

issues related to the country of destination (e.g. working conditions, labour law applicable, social security entitlements, taxation, housing, etc.).

The training can include the development of intercultural competences (i.e. information on social, history and cultural aspects of the country of destination, capacity to adapt to a multicultural working environment, etc.)

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

*Post-placement training* is justified notably whenever the participant needs to attend additional training for upskilling purposes e.g. to improve language skills (unless this is provided by the employer – further information in section 3.2.3).

Some of the training measures can be combined and thus provided simultaneously over a pre-established period of time. For example any participant can receive, during the preparatory phase before placement, the mandatory measure and also language training.

In line with section D above on "Young people's participation", *language courses* are a recurrent priority for participants during the pre-placement phase, and often, during the post-placement phase. The empowerment of participants with *soft competences* can be justified to improve the performance of future professional duties (e.g. speaking in public, leadership, problem solving, team work, etc.). It should also help to enhance the young person's talent and skills to perform duties in an occupation with a solidarity dimension.

### Training methods

The methods for providing the training can vary, depending to a large extent on whether the participant is a national of one of the project consortium countries or not. For this reason, the training techniques can vary from individual to group training, conventional 'classroom training' to e-training or include also other training methods.

Group training can also be provided in the form of a "*training package*", under the responsibility of the consortium. The package may include not only the costs of the training (e.g. trainer, learning materials, etc.) but also the transport, accommodation and boarding of attendants over the duration of the training. This option may be cost-efficient when training is centralised and based on a common training programme – it can generate economies of scale. It may also be very practical when participants cannot find training providers available in their place or residence e.g. rural areas or in case of recruitment initiatives for a specific country or company.

N.B: In due course Corps participants may also have access to **virtual language trainings using the Massive Open Online Course (MOOC) facility through the European Solidarity Corps website**, subject to available budget and under conditions to be further elaborated. Resources being limited, this will not necessarily be a standard offer for all participants selected.

Training may also involve a short stay visit to the employer in the form of a work trial (namely during the interview phase).

### Mentoring of participants

Participants should at all times (from pre- to post-placement) receive personalised accompaniment and backup support from the consortium, notably by a designated case handler or staff member. This person must be referral to whom the participant can call on for information, advice or for signposting any problem or difficulty. This service is **mandatory** and should be ensured until the end of the deployment in the country of destination.

Moreover, the participant may receive additional and more specialised and personalised support from a mentor or coach, to smooth his/her integration, both in the new country and in the working environment. This is a recommended measure in accordance with the participant needs and request. To do so, the consortium may need to subcontract a specialised service provider.

The temporary and sometimes vulnerable situation of a mobile worker abroad can justify the implementation of this support measure. The service is meant to be available in the incoming countries and provide intercultural and/or personal guidance to the young recruited worker. The employer may alternatively take this task into charge (in particular in the destination countries not directly involved in the consortium) – see section 3.2.3 below. This type of tasks may be carried out by e.g. social workers, youth workers or other experts with a social or cultural background. In the case of in-company coaching, the services will be provided by the employer staff or service providers.

The duration of the service may vary according to the needs, taking into account the principles of relevance and proportionality (from several days or weeks up to the end of the deployment). As a benchmark, the actual costs for this activity could be calculated on the basis of maximum 10 hours per month per individual, at the rate of EUR 20/hour, assuming 6 months placement (60 hours) = EUR 1200. The service should in any case start as early as possible as from the participant's arrival to the country of destination. The related costs can be based on market prices for services of similar nature

### **3.2.2. Reimbursement of language course to young people**

For participants residing in a place or region where project services are unavailable or in countries other than those represented in the project consortium who may have decided, following the agreement of the consortium, to take a *language course* in a local language school, they can be reimbursed of the corresponding costs on the basis of the actual declared costs. Post-placement should preferably be ensured by the consortium or the employer. However, if deemed necessary, the participant can continue his/her language training after the start of the job and be reimbursed for the costs incurred (see also sections E3.4.2 and E6).

The hourly rates for language training may vary depending on the country (average rate EUR 20 per teaching unit [TU] of around 45 minutes). As a general rule, the training refers to intensive language courses. An advance payment may be made to alleviate the financial burden on the participant.

### **3.2.3. The integration programme by the employer**

The consortium must as much as possible engage employers and their corporate responsibility on the post-placement support to the recruited workers. Unless the organisation or company has already a duly established integration programme or system for newly recruited workers, the consortium can provide financial support to companies for ensuring the tasks above.

*An integration programme* consists of a package of induction training and other post-placement support services notably in-company mentoring or coaching aimed at improving the recruited participant's skills, competences and adaptability to a "foreign working environment". The consortium should provide advice to employers on how to design an integration programme for the new employee, trainee or apprentice.

If the recruiting organisation or company takes this task in charge, it can qualify to receive co-funding for the costs incurred with the participant's integration. The duration of the training may vary, depending on the integration needs (several weeks or months).

The programme could consist of one or more modules: a vocational-oriented training to prepare the mobile worker to his/her new responsibilities, language course and include also administrative support and settlement facilitation (e.g. housing, residence registration, etc.). The employer may decide to provide language training to the recruited participant 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. Another important component is the identification of an on-the-job mentor or coach to guide and accompany the worker along the duration of the deployment.

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

## **3.3. Co-funding of costs incurred**

### **3.3.1. By the consortium**

When the consortium is the provider of "other support measures" i.e. training and mentoring, they can cover the costs from their project 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. Expenditure with support measures provided by the consortium is based on actual costs to be declared in their reports to the Commission. 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.

There are two methods for presenting the costs:

- If the measure/service is implemented or provided by staff employed by the consortium in one or several countries covered by the project, the relevant costs will be charged to the project 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.
- 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 members of the consortium, the relevant costs will be charged to the project budget, under the heading "Costs of services", item "Other services".

In case the provision of services is outsourced, the consortium must monitor the reliability and quality of the service provision. Young people can be given a voucher or similar document or similar document (see Annex III - Appendix VIII) with all necessary information on the training or mentoring conditions<sup>30</sup>.

The duration and costs of trainings and/or mentoring support may vary according to the country, the up-skilling or support needs or the nature and duration of the service provision.

The costs of any activity under "Other support measures" should be reasonable, in line with the envisaged purpose and the usual market prices for similar services. The principles of proportionality and value for money should govern the decisions taken by the consortium.

#### *The "training packages"*

As mentioned above, the consortium can organise or sub-contract full board training sessions for participants. The indicative cost per person/day should include all services. The added value, duration and possible cost-efficiency of this option as compared to other training solutions must be duly justified in the project application submitted to the Commission, based whenever possible on estimations or other documentary evidence.

### **3.3.2. By the target groups**

#### **Young people**

Young people can receive direct reimbursement for language training, notably when the consortium cannot directly ensure the preparatory language training in the country or region of residence or placement of the participant. The assessment of the

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<sup>30</sup> Voucher or any other forms deemed necessary to be created by the consortium.



participants' language training needs has to be made by the consortium during the selection of short-listed participants. Should the participant 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 III - 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 members of the consortium, the participant may register for and attend the training. Claim for reimbursement of actual declared costs (up to EUR 1500 maximum, pre- and post-placement training included) may be submitted after registration and/or completion of the course/module, with documentary evidence.

Participants are incumbent to pay or reimburse the full cost of the training if they failed to attend the minimum necessary teaching units giving access to a training certificate without justified reason (see also section E6).

## **Employers**

Employers must justify their request in writing and specify which measures will be adopted to implement a suitable integration programme. This can be clarified at the time employers submit a vacancy offer or have pre-selected the mobile participant(s). The training needs should have been identified during the interview phase at the latest. Employers should also provide an estimate of the expected costs generated by the support activities.

Interested employers must submit an application form specifying the proposed integration programme *before* the participant has been placed within the company/organisation (Annex III - Appendix V). The consortium will check and validate or reject the employers' request. They can also help to modify or improve the employers' application if necessary.

*To what extent is support to employers 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.<sup>31</sup>

Any organisation or company recruiting mobile workforce in the framework of the occupational strand of the European Solidarity Corps over a period of one year and providing them with an integration programme as set out is entitled to get financial support equivalent to the number of young employees, trainees or apprentices actually placed up to the threshold of EUR 30 000 per year.

\*

Tables V (Item 3) and VI in section E5 hereinafter indicate the funding rules applicable to respectively young people and employers when they take on charge, respectively, the costs with a language course or the provision of an integration programme.

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<sup>31</sup> EC Regulation N° 1998/2006 of 15.12.2006 on the application of Articles 87 and 88 of the Treaty to *de minimis aid*" (Official Journal No L 379, 28.12.2006, p. 5)

## 4. Additional information

### 4.1.1. How to deal with mobile participants temporarily living and looking for a job in another Member State?

In line with the principle of free movement of workers in the European Union, any participant who has moved temporarily<sup>32</sup> to another EU country to look for a job, traineeship or apprenticeship but has kept residence in the country where s/he lived before departure is eligible to benefit from the measures above, **except for the relocation allowance for taking up duty because s/he is already living in the country of destination.**

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

### 4.1.2. What costs are not covered by this action?

Aside from the items specified in section E3.1 and E3.2, other costs incurred by any participant in his/her place of residence or in another EU country will not be covered by the financial support.

## 5. Overview of funding rules

The tables below provide both the flat rates and the maximum co-funding amounts payable to both **young people** and **employers**. 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 to target groups 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 consortium is not authorised to create new flat rates, grants or payments in whatever form e.g. allowances, subsidies, reimbursement of costs, etc. for young people and employers.

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<sup>32</sup> EU citizens can stay in another Eligible country looking for work up to maximum 6 months

- **Young people**

**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 EU Member State                       | 0 – 50        | 0                        | 50 /day                             | Interview invitation from the employer and approval by the consortium | Signed declaration by the young participant |
|   | > 50 - 250    | 100                      | 25 /½ day                           |   |   |
|   | > 250 – 500   | 250                      |                                     |   |   |
|   | > 500         | 350                      |                                     |   |   |

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

1 Day: trips > 12 hours

**TABLE II**

| <b>YOUNG PEOPLE'S ALLOWANCE TO MOVE TO ANOTHER MEMBER STATE<br/>(WORK PLACEMENT) *</b> |                     |   |   |
|--|---------------------|---|---|
| <b>Country of destination</b>  | <b>Amount (EUR)</b> | <b>Rule of allocation</b>   | <b>Reporting obligations</b>                    |
| Austria  | <b>1130</b>         | After receipt of work placement contract or equivalent and approval by the consortium | Signed declaration by the recruited participant |
| Belgium  | <b>1070</b>         |   |   |
| Bulgaria   | <b>700</b>          |   |   |
| Croatia  | <b>750</b>          |   |   |
| Cyprus   | <b>920</b>          |   |   |
| Czech Republic   | <b>830</b>          |   |   |
| Denmark  | <b>1400</b>         |   |   |
| Estonia  | <b>830</b>          |   |   |
| Finland  | <b>1200</b>         |   |   |
| France   | <b>1150</b>         |   |   |
| Germany  | <b>1040</b>         |   |   |
| Greece   | <b>1000</b>         |   |   |
| Hungary  | <b>720</b>          |   |   |
| Ireland  | <b>1120</b>         |   |   |
| Italy  | <b>1100</b>         |   |   |
| Latvia   | <b>750</b>          |   |   |
| Lithuania  | <b>750</b>          |   |   |
| Luxembourg   | <b>1070</b>         |   |   |
| Malta  | <b>910</b>          |   |   |
| Netherlands  | <b>1050</b>         |   |   |
| Poland   | <b>720</b>          |   |   |
| Portugal   | <b>910</b>          |   |   |
| Romania  | <b>700</b>          |   |   |
| Slovakia   | <b>820</b>          |   |   |
| Slovenia   | <b>910</b>          |   |   |
| Spain  | <b>980</b>          |   |   |
| Sweden   | <b>1200</b>         |   |   |
| United Kingdom   | <b>1170</b>         |   |   |

*\* Travel, accommodation, insurance and subsistence costs included for the early days of settlement in the country of destination*

**TABLE III**

| <b>REIMBURSEMENT OF RETURN TRAVEL COSTS</b>  |  |  |  |
|--|--|--|--|
| <b>Destination country</b>   | <b>Amount (EUR)</b>                                  | <b>Rule of allocation</b>  | <b>Reporting obligations</b>                                       |
| EU Member State where the participant was residing before moving to another Member State | <b><i>Reimbursement of actual declared costs</i></b> | Submission of written request. Payment before or after the journey. Approval based on documentary evidence | Justification of costs incurred, copy of invoice or travel tickets |

**TABLE IV**

| <b>RECOGNITION OF DIPLOMAS AND QUALIFICATIONS</b> |                       |  |   |
|---|-----------------------|--|---|
| <b>Country</b>                                    | <b>Amount (EUR)</b>   | <b>Rule of allocation</b>                          | <b>Reporting obligations</b>  |
| Any EU Member State                               | <b><i>400 EUR</i></b> | After the recognition procedure has been initiated | Signed declaration by the participant with copy of national certificate and copy of official request form or equivalent |

TABLE V

| OTHER MOBILITY-RELATED COSTS  |   |   |  |
|---|---|---|--|
| Measure   | Amount (EUR)  | Rule of allocation  | Reporting obligations  |
| Supplementary allowance for young people with special needs ( <i>for job interview and/or country relocation and settlement</i> ) | <b>Reimbursement of eligible declared costs up to 1000 EUR per trip</b> | <u>Conditional:</u><br>submission of application with copy of medical certificate, income declaration, copy of ID card or other and, if possible, estimate of provisional costs | Signed declaration by the participant (if ex-ante, justification and estimate of costs) or full justification of costs incurred, copy of invoice/receipt in the case of reimbursement of actual declared costs |
| Subsistence allowance for trainees and apprentices  | <b>Complementary fee up to 600 EUR/month, for maximum 6 months</b>      | <u>Conditional:</u><br>submission of application with copy of labour contract and/or written declaration by the employer on the trainee/apprentice's remuneration               | Copy of monthly pay slip   |
| Language training <sup>33</sup>   | <b>Reimbursement of actual declared costs up to 1500 EUR</b>            | <u>Conditional:</u><br>submission of application with training description and estimate   | Full justification of costs incurred, copy of invoice/receipt and training certificate   |

- **Employers**

TABLE VI

| INTEGRATION PROGRAMME: TRAINING & MENTORING |   |  |   |
|---|---|--|---|
| Country                                     | Amount (EUR)  | Rule of allocation   | Reporting obligations   |
| Any EU Member State                         | <b>Variable up to EUR 2000 per recruited worker</b> | <u>Conditional:</u><br>submission of application form with description and estimate of the action, subject to approval by the consortium | Short description of the integration programme + duration + employer's and worker(s)' signature |

<sup>33</sup> See section E3.3.2 above

## 6. Payments to target groups

The consortium should be in a position to ensure **prompt payments** to target groups and to comply also 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 participants

##### ➤ **Interview costs and work placement in another EU country**

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

The **interview trip** should be made after receipt of a written invitation/request from the employer (the consortium 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. Placements duration may vary between **2** and **12** months.

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/organisation's employment conditions.

**Young participants (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 consortium.** In order to qualify for payment, participants should also provide documentary evidence of their place of residence e.g. copy of ID card, social security card or other equivalent document.

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

Upon validation, the recruited workers, trainees or apprentices will complete and sign a declaration form specifying the purpose of the financial support under the European Solidarity Corps and acknowledging receipt of payment (Annex III - Appendix VI).

As far as frontier workers are concerned, payment may be postponed until participants have provided 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 consortium must always obtain information on the results of the interview or effective job start by the recruited worker (*mandatory post-placement information to be attached to the participant's file*).

**RECAP:**

**Annexes to young participants' interview and/or relocation declaration forms:**

- *Copy of participant'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;*
- *Cross border commuters: copy of request of residence permit in the country of destination (for relocation allowance only)*

- *Reimbursement of return costs*

If the at the end of the work deployment in another Member State the young mobile worker decides to return to his/her previous country of residence, the costs incurred with transport can be reimbursed in accordance with the following benchmarks:

- Journeys must be carried out by the most direct and economic route.
- Economy class fares will be used for determining the fairness of declared travel costs.
- Car journeys: equivalent of corresponding first-class train ticket.

The payment can be made before or after departure. Reimbursement requests will be addressed by letter, e-mail or fax with indication of the bank account details and copy of the trip invoice or tickets.

**IMPORTANT:** *The consortium must take the necessary measures to ensure as much as possible payment of return costs to all participants who may require so before the end of the duration of the project (i.e. within the duration of the consortium grant agreement signed with the Commission).*

*The participants should thus be invited to inform the consortium of their plans before the end of their job contract and anticipate, if needed, the purchase of the transport entitlement(s) in order to ensure timely reimbursement.*

*Payment will only be made after submission by participants of a duly filled in satisfaction questionnaire. The employer should also submit a filled in questionnaire (see section D for more information).*



➤ ***Financial support for other costs incurred by young people***

Other eligible costs incurred by young people with the participation in the occupational strand of the European Solidarity Corps can be co-financed on the basis of either the **actual declared costs** or a **flat-rate**. Payments will be made against submission of documentary evidence.

The consortium is 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 consortium.

- *Recognition of qualifications*

The costs incurred by the young participant with recognition of qualifications are paid **after the action has been initiated**, i.e. after the participant has submitted a recognition request to the competent certification body. For payment purposes, the final certification is not required as this may take several weeks or months to be issued. Participants can submit a request form (Annex III - Appendix II), including copy of the national qualification certificate(s) subject to recognition and copy of the recognition request form or equivalent. Participants complying with the above are entitled to a fixed allowance of **EUR 400**.

- *Supplementary allowance for young people with special needs*

The supplementary allowance can be paid either **before or after the action has taken place**, on the basis of a motivated request (Annex III - Appendix III). Supporting evidence must be attached to the request, notably on the participant's vulnerable situation. The maximum authorised allowance per participant and per type of trip is limited to **EUR 1000**.

The eligibility conditions are specified in section E3.1.2.7. Documentary evidence on the status of the participant 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 EU peripheral 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 participant must submit a written estimate, pro-forma invoice, housing lease or other verifiable document concerning the expected expenditure. In case of reimbursement of actual incurred costs (ex-post payment), the participant 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 E3.1.2.7.

One or more payments can be made to the same participant up to EUR 1000 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. For example, after having received a job offer, the participant may request part of the allowance before departure to cover the **local** costs of transport to and from airports or train stations

when travelling or moving to another EU 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 these circumstances and in order to reduce management and paper work, participants should preferably claim full reimbursement after arrival to the country of destination.

To sum up, the payment to the same participant of costs related to the interview trip, country relocation and/or return trip must not exceed for each type of trip the amount of **EUR 1000**, subject to the submission of documentary evidence.

- *Subsistence allowance for trainees and apprentices*

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

The consortium will consult the employer and will also check the fairness of the request against the usual legal remuneration practices for trainees and apprentices in the relevant country. If necessary, other reliable sources may be consulted (see section E3.1.2.8). The first payment will be made after approval of the participant's motivated request. Subsequent payments will be made against receipt of copy of the trainee's or apprentice's monthly pay slip.

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

- *Language course*

The costs incurred by the young participant with language training can be fully paid **after the action has taken place**, i.e. after completion of the training course/module for which s/he has enrolled, following prior written request and approval by the consortium (Annex III - Appendix I). The maximum authorised amount for reimbursement of language training cost per participant is capped at **EUR 1500** (irrespective of the number of language modules and the place of the training).

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

If the young participant 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. Refunding of any advance payments made must be claimed.

**RECAP:**

**Please refer to section E5, tables I to V for an overview of the funding rules applicable to young people**

**b) Employers**

**Employers** can claim co-financing for a training and integration programme complying with the guidelines set out in section E3.3.2 above. 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 employer is able to provide evidence that the integration programme has **been initiated after job start**. Both in-company and/or external training may be accepted.

In order to claim financial support, the following information<sup>34</sup> is mandatory, irrespective the situation of the integration programme, i.e. *concluded or in progress*:

- *Short description of the training and integration programme + duration + employer's and worker(s)' signature.*

The employer can attach a duly filled in payment request (Annex III - Appendix VII) or send a free text letter, e-mail or fax providing equivalent information. The consortium will calculate the amount to be granted based on the approximate estimate provided by the employer when submitting the request.

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

**RECAP:**

**Please refer to section E5, table VI for an overview of the funding rules applicable to employers.**

**Payment request:** *as specified in section D6.1 b) above*

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<sup>34</sup> The aim is not to check the actual costs of the integration programme but to check whether the expected results have been or are deemed to be achieved. In the case of trainees and apprentices the induction training is often embedded in the overall work-based learning plan. The employer should justify.

### **c) Overview of the indicative forms (templates in Annex III)**

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

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

Appendix III – Application for supplementary allowance

Appendix IV – Application for subsistence allowance

Appendix V – Application for an integration programme

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

Appendix VII – Employer payment request

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

On-line versions of the forms can also be posted on the consortium websites.

#### **Important:**

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

The reimbursement of actual costs should be made by bank transfer, after approval of the relevant request and justification documents.

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

The consortium should also note the following:

- they are responsible for the management of the European Solidarity Corps grant, and notably for payments to incoming and/or outgoing young people or to national and/or foreign employers selected for support;
- members of the consortium must agree on the costs to be borne by each organisation (if the lead applicant does not centralise payments management). No double funding authorised for the same purpose and recipient;

Example: Two members of the project from two different EU countries are involved in the same recruitment activity. The partner in the sending country may decide to pay for the interview trip and the relocation trip of a job participant and the partner in the receiving country may decide to pay the employers' post-placement and training costs for the same young mobile worker;

- **project services, financial support and work placements must take place before the expiry date of the European Solidarity Corps grant (occupational strand) signed with the Commission.**

## **6.2. Taxation of the financial support measures under this action**

The legal and financial provisions set out in the 'Regulation on the financial rules applicable to the general budget of the Union<sup>35</sup> and its Rules of Application<sup>36</sup>' and also in the EaSI legal base<sup>37</sup> do not specify any obligation for Member States to exempt EU budget amounts received by target groups (natural or legal persons) from income taxes.

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 European Solidarity Corps allowances paid to target groups under the occupational strand.

<sup>35</sup> 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), as amended by Regulations (EU, Euratom) No 547/2014 of 29/05/2014 and No 2015/1929 of 30/10/2015;

<sup>36</sup> 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 as amended by Delegated Regulation (EU) No 2015/2462 of 29/12/2015.

<sup>37</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:347:0238:0252:EN:PDF>

## PART F - CONTROL, MONITORING AND EVALUATION

### 1. Quality control, risk management and contingencies

The Commission shall ensure that when activities are financed under the occupational strand of the European Solidarity Corps, 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 consortium must screen both the quality and reliability of the information and data provided by the 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 consortium, or at least the lead applicant and co-applicants involved in job matching and job placement activities must ensure the reliability of both the job vacancies/offers and the employers. These requirements are particularly relevant at the moment of collecting vacancies or when a jobseeker is offered a work placement and a labour contract.

**Unless the consortium 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.)
- Participant'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, health and accident insurance coverage, 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 members of the consortium.

### **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 standards required by the European Solidarity Corps;
- Employers must offer contracts having between 2 and 12 months duration, irrespective of the nature of the offer (regular job, apprenticeship or traineeship);
- Particular attention should be given to the minimum quality standards required for work-based learning placements (traineeships and apprenticeships) - please see section B2.2.

### **1.1.3. Follow up actions**

Please note that the consortium should be in a position to:

- verify that the young participant(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 actual job start by the recruited worker, trainee or apprentice (in writing);
- monitor the young worker/trainee/apprentice's adaptability to the work placement (through direct training and coaching activities) or, alternatively, the outcomes of the employer's integration programme (tracking).

The consortium must at all times have updated contact details of both employers and participants or placed workers, trainees or apprentices.

## **1.2. Young people's and employers' rights and obligations**

The risks associated to co-funding 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 participant, having been offered a service in kind (e.g. training and mentoring) or having been granted financial support before the action takes place, fails to comply with his/her obligations, then the consortium must claim immediate refunding of the amounts paid. Likewise, any amount paid on the basis of false declarations should be promptly reclaimed by the consortium.

If, in case of duly justified reasons, the participant is unable to attend 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 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 participant 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.

Risks regarding 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 F1.1.3 above can help to limit risks. See section F1.4 below for further information on recovery proceedings.

## **1.3. Early termination of the labour contract**

Workers, trainees or apprentices and employers can have justified reasons for claiming early termination of the labour contract e.g. the 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 consortium (see section F1.1.3 above), they should track the sustainability of work placements from 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 agreed contractual period (2 to 12 months), there should be no recovery of amounts paid to the young worker/trainee/apprentice and the employers. 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 consortium must recover the amounts paid immediately - refunding to be claimed to the default party(ies).

#### **1.4. Liability of the project beneficiary**

##### *Management of the action*

**The project beneficiary is responsible for due compliance with the guidelines set out in this Guide across the consortium.**

**The project beneficiary is 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)<sup>38</sup>.**

In accordance with sections C and E, the consortium 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.

##### *Recovery of unduly paid amounts*

In spite of the precautionary measures taken by the consortium when paying allowances, participants do not always comply with their obligations. In such circumstances, they shall take the following measures:

- i. Ensure that all customers provide as complete as possible contact details, namely postal address, e-mail address and telephone number;
- ii. Make follow up checks systematically after an interview trip (a few days later) or the participant's relocation to another country (a few days or weeks after the job has started);
- iii. In the event of non-compliance, activate an *early warning system* immediately by notifying the participant in writing of his/her irregular situation<sup>39</sup>;
- iv. If no reply is received within the proposed deadline, a second and possibly a third written notification should be sent out;
- v. Correspondence must be recorded by the consortium. It is part of the project management documentation;

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<sup>38</sup> See sections B 2.2.1, B2.2.2. and F2

<sup>39</sup> If the labour contract is discontinued by the employer before the contractual period without a lawful and acceptable justification, then the employer must reimburse the relocation costs and possibly other mobility costs incurred.

- vi. Inform the Commission as early as possible, and in any case before the official end date of the grant agreement, of the non-recovered amounts and the action taken on the basis of documentary evidence;
- vii. Include also a brief assessment on the possibility for the lead applicant and/or co-applicants to take legal proceedings against the default beneficiaries e.g. feasibility and proportionality of the action, estimated legal costs and duration of proceedings, etc.;
- viii. Declare the unrecovered amounts in the final statement of accounts and in the audit report.

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

#### *Relationship with target groups*

To the maximum extent possible, **the consortium 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. Participants and employers 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 the activities under the occupational strand of the European Solidarity Corps is a crucial part of the responsibilities assigned to the consortium 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 consortium will be responsible for collecting data on progress with the action and for submitting quantitative and qualitative data to the Commission. The consortium must in particular carry out the following activities:

- 1) make regular surveys on the participant' satisfaction at the end of their deployment in another Member State (see section D, items *"Surveys on customer satisfaction"* and *"Follow up support to participants after termination of the labour contract"*);

2) ensure the provision of statistical data and other indicators over the lifecycle of the action on the basis of a common data collection template. The practicalities to provide that information will be agreed with the consortium as from the kick-off of the project. The submission of data will in principle be made on a bi-annual basis, and can also include a broader survey to participants and employers. This activity is supervised by the Commission, possibly with the support of an authorised external contractor.

In parallel, the consortium must ensure the collection of qualitative and quantitative data for the Commission external contractor monitoring the EaSI programme (please see section 3.4 of the call text).

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

## **2.2. Evaluation of activities**

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

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

## **ANNEX I: Provisions applicable to the European Solidarity Corps**

- **The European Solidarity Corps mission statement**

**The European Solidarity Corps brings together young people to build a more inclusive society, supporting vulnerable people and responding to societal challenges. It offers an inspiring and empowering experience for young people who want to help, learn and develop.**

- **The European Solidarity Corps principles**

## **EUROPEAN SOLIDARITY CORPS PRINCIPLES**

European Solidarity Corps participants carry with them ideas, convictions and expectations. The participating organisations have to be mindful of these needs as they are responsible for providing a respectful and trusting hosting environment. At the same time, the organisations participating in the initiative devote a great deal of time, energy and resources to set up a high-quality activity; they should therefore expect that European Solidarity Corps participants show a similar level of respect for the local communities and the people that are directly concerned by the activities.

These general principles of conduct take into account the great variety of potential participants, organisations and environments in which activities may be performed. They should be adapted to the specific circumstances of each activity.

Young people planning to join the European Solidarity Corps should read this document carefully. As a European Solidarity Corps participant, one agrees to uphold the following principles:

- European Solidarity Corps participants embrace the values of solidarity, respect for human dignity and human rights, and believe in the promotion of a fair and equal society in which pluralism, non-discrimination, tolerance, justice, solidarity and equality prevail;
- European Solidarity Corps participants strive to enhance solidarity between people, while respecting their cultures and their traditions, and aim to build a community of shared responsibilities and mutual support;
- European Solidarity Corps participants are willing to make meaningful contributions to society and will show solidarity, cooperation and mutual understanding;
- European Solidarity Corps participants must not act in any way that could put others or themselves at risk of being harmed;
- European Solidarity Corps participants must respect the rules, organisational structure and practices that govern the hosting organisation, bearing in mind also that this frame may be necessary to respect the personal health, safety and dignity of individuals involved in the activity. European Solidarity Corps participants must also abide by the laws in force in the host country;
- joining the European Solidarity Corps must always be the voluntary choice of a young person, and they are free to resign from the initiative. They have the right to refuse to accept any offer of a Corps placement without affecting their chance to receive other offers in the future;
- the participation in the European Solidarity Corps does not involve the payment of any fee;
- at the end of their placement, European Solidarity Corps participants are entitled to receive a European Solidarity Corps certificate, confirming their participation in the activity;
- when accepting a placement for a volunteering activity, European Solidarity Corps participants will sign a Solidarity Contract with the participating organisation, detailing the conditions of their activity, in line with the principles of the European Solidarity Corps Charter. For an occupational activity, the employment contract will serve a similar purpose;
- prior to the start of the activity and during their deployment, European Solidarity Corps participants will receive clear information about the tasks they will carry out and, where appropriate, adequate training and linguistic support.

- **The European Solidarity Corps Charter**

## **EUROPEAN SOLIDARITY CORPS CHARTER**

Organisations and intermediary organisations, where appropriate, participating to the initiative shall:

- identify clearly which activities are relevant to the European Solidarity Corps initiative and make sure that they are carried out in compliance with this charter;
- (pre-) select and recruit European Solidarity Corps participants in compliance with the principles of equal treatment, equal opportunities and non-discrimination;
- seek to empower European Solidarity Corps participants by valuing their skills and experience while engaging them in their activities, fostering their personal, socio-educational and professional development;
- ensure that the environment and conditions in which the activities are performed are safe and decent;
- where appropriate, provide adequate training or support to help European Solidarity Corps participants fulfil their tasks;
- not request or require any financial contribution or fee from European Solidarity Corps participants;
- providing European Solidarity Corps participants, when applicable, with the agreed allowances in a timely manner;
- process personal data of the European Solidarity Corps participants in full compliance with European and national legislation on data protection;
- ensure that the support to the organisation's activities by the European Solidarity Corps participants is adequately made visible and recognised.

*Before the deployment in the field:*

- ensure that the European Solidarity Corps participants receive detailed information about the initiative and the task they are asked to carry out;
- ensure that the European Solidarity Corps participants are covered by the appropriate insurance and that they are made aware of the arrangements that are in place to ensure their safety and well-being;
- in case of occupational activities, ensure that the specific conditions and benefits of the European Solidarity Corps initiative are respected under the employment contract.

*During the deployment in the field:*

- offer support, supervision and guidance (for volunteering activities) or access to support and assistance (for occupational activities) to the European Solidarity Corps participants by experienced staff;
- when relevant, take into account the different linguistic and cultural background of the European Solidarity Corps participants and put in place measures that facilitate their integration into the local community of deployment;
- where relevant, facilitate contacts with other European Solidarity Corps participants active in the same area.

*After the deployment in the field:*

- issue a certificate to each European Solidarity Corps participant.

Modalities for selection and recruitment of Corps participants:

- once the organisation is able to make a concrete offer for a placement, it should access the European Solidarity Corps portal to search the database and select the most suitable participant(s) for the activity in question;
- the organisation may decide to interview the participant to know more about her/his profile and motivation.

## ANNEX II: The solidarity dimension of work offers

### I. What are the eligible opportunities?

The European Solidarity Corps has two strands: the *volunteering strand* and the *occupational strand*. Whereas the former is based on volunteer and non-remunerated work in a host organisation, work placements under the *occupational strand* 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" (definition of the concept of workers under the case law of the Court of Justice). 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, subject to a labour contract relationship; **traineeships and apprenticeships** (work-based trainings) consist in limited periods of hands-on practice spent at a workplace. Those concepts are further detailed in Annex IV - Glossary of Key Terms. The recruited participants are entitled to remuneration, awareness of rights and adequate social protection, irrespective of their status.

Opportunities for a job, traineeship or apprenticeship which have a solidarity dimension within the meaning of the European Solidarity Corps should contribute to building a more inclusive society respecting diversity and fundamental values of the EU.

The Communication on the European Solidarity Corps of 7 December 2016 indicated that it could cover a broad range of activities. The activities could be linked to services of general interest. These can cover areas such as education and youth activities, health, social and labour market integration, assistance in the provision of food and non-food items, shelter construction, site construction, renovation and management, reception, support and integration of migrants and refugees, post-conflict reconciliation, environmental protection and the conservation of *Natura 2000* sites, or prevention of natural disasters (but excluding immediate response to disasters which requires more specialised skills and training).

To provide some further indications for the consortium to assess the solidarity dimension of existing and future opportunities, DG EMPL carried out a small scale study on labour demand. The study focused on six specific sectors considered particularly relevant for the solidarity dimension (see Table 1 below): education, health care including long term care, social integration/social work including the reception of asylum seekers and integration of refugees and migrants, environmental protection, emergency and disaster management and food relief.

Examples of solidarity related activities presented in this study included activities related to disaster preparedness, activities tackling the refugee crisis and activities addressing social challenges, such as social exclusion, poverty, health and demographic challenges. It also referred to any kind of activity related to disaster preparedness and long-term response, as well as activities addressing social challenges, such as social exclusion, poverty, health and demographic challenges, or activities aiming at tackling the refugee crisis. And it referred to opportunities in social, health care and rehabilitation services, for people at risk of poverty and social

exclusion, such as the Roma, people with disabilities, certain immigrant groups and other people facing discrimination and prejudice.

As indicated in the Communication, immediate disaster response is excluded – for instance fighting forest fires or urban search and rescue – because these activities require highly trained specialists. However, if a rural community wants to minimise the risk of forest fires by weeding out the underbrush for example, the European Solidarity Corps participants could make a valuable contribution.

Find below an overview on the six sectors as identified in this study, with a general description following on the possible job vacancies in each of the six sectors, but also the existing job demand in each of these sectors.

**Table 1: Solidarity-related sectors and statistical categorisation (NACE)**

| Sector   | NACE Section   | NACE subsection(s)  |
|--|--|---|
| 1 Education  | Section P — Education  | All   |
| 2 Health care, including long-term care, health promotion/disease prevention activities                  | Section Q — Human health and social work activities                                    | All   |
| 3 Social integration/Social work, including the reception and integration of asylum seekers and migrants | Within Section Q (above)   | 88 Social work activities without accommodation.<br>87.9 Other residential care activities (under 87 Residential care activities)   |
| 4 Environmental protection   | Within Section E — Water supply; Sewerage, Waste management and remediation activities | 38 Waste collection, treatment and disposal activities; materials recovery, and<br>39 Remediation activities and other waste management services.<br>Partly not distinguished separately at all (e.g. consultants). |
| 5 Emergency and disaster management (Non immediate response)   | Within Section O — Public administration and defence; compulsory social security       | 84.24 Public order and safety activities includes provision of supplies for domestic emergency use in case of peacetime disasters (under 84 - Public administration and defence; compulsory social security)        |
|  | Within Section Q (above)   | 88.99 Other social work activities without accommodation n.e.c. (under 88 Social work activities without accommodation)   |
| 6 Food aid   | Within Section C Manufacturing   | 10 Manufacture of food products, in several wholesale and retail sub-sectors  |
|  | Within Section I — Accommodation and food service activities                           | 56 Food and beverage service activities   |



## 1. Education

In Europe, only one-third of teachers are under 40 years of age. In some countries and some education systems, retirement waves will lead to a shortage of teachers, opening up the profession to young people.

The biggest occupation group in education are of course teaching professionals, amounting to almost ten million in 2015 (9,681,603). The sector offers opportunities for young teachers, provided they have the required qualifications. There may also be some scope for foreign nationals interested in language teaching.

The education sector, however, offers a variety of employment besides those occupations directly related to teaching. According to the EU skills panorama in 2015, the share of education in total EU employment was 7.61%. In the period 2015-2025, employment for education in the EU is projected to change by 9.58%.

The occupations with the largest numbers of people employed in education in 2015 in the EU were:

|  |           |
|--|-----------|
| Personal care workers                          | 1,135,864 |
| Legal, social, cultural & related assoc. prof. | 990,687   |
| Cleaners and helpers                           | 662,267   |
| Personal service workers                       | 516,996   |

## 2. Health care

The health and care sector amounts to an estimated 10% of all jobs in the EU and represent a wide variety of activities from preventing and diagnosing disease to treating and caring for the sick. About 1.8 million new jobs are anticipated in health and social work between 2015 and 2025, therefore attracting young people to this growing sector is important. Demands for long term and formal care will also increase with the expected reduction in the availability of informal carers. The opportunities provided in the occupational strand for Solidarity Corps participants could provide a first step to joining a caring profession and galvanise interest in the sector.

## 3. Social Integration and Social Work

For certain specific tasks related to social integration and social work, skills requirements are less demanding, e.g. when support is offered for tasks such as distribution of food and basic goods, direct help with daily tasks such as grocery shopping, cleaning and laundry.

Competencies required from social work in a large number of EU Member States include:

- Assessments: individuals', families', carers' risks, needs and circumstances
- Work collaboratively with other professionals and across difference agencies
- Support individuals to represent their needs, views and circumstances
- Manage risk to individuals, families, carers
- Counselling
- Work in partnership with other professionals

- Plan, review and evaluate social work practices
- Case management
- Working with the criminal justice system
- Manage care packages for children, families, adults and/or older people

#### **4. Environmental Protection**

There is increased awareness of the need for combating environmental pollution and preserving natural resources. In the context of globalisation, technological change and new political priorities, policymakers have expressed strong interest in the environmental economy. This is widely seen as having great growth potential, generating wealth and creating jobs as well as playing a major role in the transition of economies towards sustainable development.

Hence, the environmental sector is expected to grow continuously. Due to the size of this sector and the variety of activities, it presents a need for both low- and high-level skills. Generally, functions and skills are quite specialised, marking this as a sector with many employment opportunities for young people with appropriate qualifications or narrow specialisations for which demand in their own country is low.

#### **5. Emergency and disaster management, including recent influx of refugees**

Longer-term emergency and disaster management includes planning for large-scale disasters, developing disaster-proof infrastructure for urban communities or using new communication technology and social media in disaster prevention, preparedness and response. Climate change and different environmental risks generate an increasing need for this type of preparedness.

In addition, in 2015, over 1 million people – refugees, displaced persons and other migrants – made their way to the EU, either escaping conflict in their country or in search of better economic prospects. While the numbers have shown a decreasing trend in 2016, by June around 156,000 people reached Europe.

Support to be provided ranges from initial reception and temporary shelter, organising and implementation of asylum seeking procedures, to integration into society. It includes the provision of basic necessities, schooling for children, legal advice, health care, transportation, security, local integration measures, etc.

Emergency relief requires a wide range of skills. Some fields are best suited to local workers, though advisory positions may still be opened for professional solidarity workers. However, the larger range of skills needed, from health to food relief to construction, makes disaster management the most flexible of the solidarity fields when it comes to the professional skills of the young person who may apply for this type of position.

#### **6. Food Aid**

In the framework of this study, the focus was on food assistance aimed at providing food to tackle hunger and/or to ensure nutritious eating and diets. Two important targets groups of this support are the homeless and households with low incomes. The two main types of activities undertaken are the provision of ready-cooked meals, and

the provision of ingredients to prepare meals at home. Over 120 million people or 24% of the EU population are at risk of poverty or social exclusion. Another 9% (almost) of all Europeans live in severe material deprivation. Based on this and on the information from food banks and the Salvation Army, it can be expected that the demand for paid workers will increase, together with the increasing demand for volunteers. The estimated size of the sector can be found by looking at the European Federation of Food Banks (FEBA). In total, some 15,500 people work in food banks, 90% being volunteers.

The food aid sector heavily depends on volunteer workers and voluntary contributions and donations. A small number of jobs in this sector constitute paid work. Organisations resort to paid work for:

- Coordination and management
- Specialised functions related to logistics (collection, storage and distribution) and legal areas mentioned above.

## II. Which are the opportunities that have a solidarity dimension?

When making the assessment on the solidarity dimension of specific opportunities, the consortium should take into account the fact that these sectors also provide employment in **general occupations (see table 2 below)**, e.g. IT, administrative and office jobs, and building maintenance.

Vice versa, solidarity-related occupations will surely also be found in other sectors, e.g. persons employed by an oil company on an oil platform who work as a health worker/social counsellor or corporate social responsibility liaison officer in charge of sustainability and local community outreach work.

**Table 2: EURES Portal vacancies by occupation**

| Level  | Abs.      | %     |
|--|-----------|-------|
| Armed forces occupations                           | 565       | 0.0%  |
| Clerical support workers                           | 81,612    | 7.1%  |
| Craft and related trades workers                   | 235,886   | 20.6% |
| Elementary occupations                             | 95,413    | 8.3%  |
| Managers   | 69,064    | 6.0%  |
| Plant and machine operators and assemblers         | 89,833    | 7.8%  |
| Professionals                                      | 172,850   | 15.1% |
| Service and sales workers                          | 178,350   | 15.5% |
| Skilled agricultural, forestry and fishery workers | 7,398     | 0.6%  |
| Technicians and associate professionals            | 214,071   | 18.7% |
| Total  | 1,147,284 |       |

Source: EURES Portal, extraction date 13-11-2016

Therefore, for a better understanding of what a **solidarity-related opportunity** is exactly, it is essential to look beyond the sectors of employment and to cultivate an understanding of the notion of 'solidarity'. This notion has been put forward from the

very beginning of the European Union, as Robert Schuman stated that Europe would be built through concrete achievements which would create a '*de facto solidarity*'. Mechanisms of solidarity have been put in place in order for the integration process to develop (e.g. structural funds, cohesion funds, European Stability Mechanism, etc.). Another solidarity mechanism that has been put in place is the European Union Solidarity Fund (EUSF), which was set up to respond to major natural disasters and express European solidarity to disaster-stricken regions within Europe. The scope of the Solidarity Corps is to deliver a better Europe, a better Europe that empowers those living in it. It is thus essential to keep in mind President Juncker's words on solidarity '*it must be given voluntarily. It must come from the heart. It cannot be forced*'.

Hence, in order to assess whether an opportunity has a solidarity dimension or not, questions need to be asked in regards to a) the activities that the employer engage in and b) the nature and scope of the opportunity offered by the employer. Accordingly, two indicative assessment tests are made available.

**List I – Criteria relating to the employer and the scope and nature of its overall activities**

- Is the employer's activity helping in building a more inclusive society, respecting diversity and fundamental values of the EU?
- Is the employer supporting particularly vulnerable people such as the elderly or disabled people?
- Is the employer assisting with the response to social and environmental challenges proving of particular difficulty for certain groups of people or communities?
- Does the company seek for solutions to citizens' problems?
- Does the company undergo projects aiming at helping or strengthening communities or people outside Europe?
- Is the company trying to address social issues in communities or EU as a whole?
- Is the company's activity not purely profit-oriented, but also community-oriented?

**List II – Criteria relating to the scope and nature of the specific opportunity offered by the employer**

Any occupation, regardless of whether it is one requiring high skilled workers or low-skilled workers, and regardless of the occupational sector it belongs to, can be regarded as a solidarity-related activity provided the nature and scope of that particular activity reflects a clear desire and mandate to contribute to society and to help others unconditionally, in an environment that is especially designed to provide this type of assistance (in this case the employer's organisation/institution).

Examples:

- A Young Greek social worker from Athens can take up a job offer to work in a refugee centre in Schlüchtern, Germany. He will work as a secretary in a team of psychologists, social workers and teachers, to help integrate refugee children. Although an administrative job in itself, it clearly falls within the category of solidarity work, given the scope of the opportunity to be able to assist in integrating refugee children into society and gain exposure to the wider issues and challenges of this work.
- A young Dutch person can take up a job offer as a Fundraising Officer in a specialist school for physically disabled children aged 2-16 based in Romania. They will be able to use their creativity and skills to organise events and communicate their importance of the school's work for the local community. They will also be able to learn vital organisation, planning and budgeting skills useful for any future career, while making an important contribution to the Romanian community.
- A French young accountant can work as a Digital Transformation Officer in a local food relief centre in Bulgaria, which delivers food to people who are unable to prepare it themselves, such as people without a shelter. S/he can use their technological and social media skills to streamline the organisation's processes and communicate more effectively with volunteers and stakeholders, therefore increasing the centre's effectiveness to support vulnerable people.
- A young Belgian person can work to provide respite care (providing a break) to families who care at home for their ill or disabled family member(s).
- A young Portuguese health worker can work in a community health team in Italy, providing care to older people in their homes.

### III. Data from the EURES portal

**Table 3 - Current vacancies and jobseekers in EURES Portal for EU-28, by solidarity-related occupations**

| ISCO | Description of occupation      | Jobseekers/supply |     | Vacancies/demand |     |
|------|--------------------------------|-------------------|-----|------------------|-----|
|      |                                | Abs               | %   | Abs              | %   |
| 2320 | Vocational education teachers  | 537               | 0.6 | 1,463            | 1.0 |
| 2330 | Secondary education teachers   | 3,005             | 3.5 | 3,069            | 2.0 |
| 2341 | Primary school teachers        | 2,684             | 3.1 | 1,944            | 1.3 |
| 2342 | Early childhood educators      | 69                | 0.1 | 8,818            | 5.8 |
| 2351 | Education methods specialists  | 1,040             | 1.2 | 1,420            | 0.9 |
| 2352 | Special needs teachers         | 1,978             | 2.3 | 1,468            | 1.0 |
|      |                                |                   |     |                  |     |
| 1342 | Health service managers        | 4,809             | 5.6 | 8,681            | 5.7 |
| 32   | Health associate professionals | 898               | 1.0 | 6,381            | 4.2 |
| 5311 | Child Care Workers             | 2,485             | 2.9 | 4,995            | 3.3 |

| ISCO | Description of occupation  | Jobseekers/supply |      | Vacancies/demand |      |
|------|--|-------------------|------|------------------|------|
| 5312 | Teachers' Aides  | 1,807             | 2.1  | 518              | 0.3  |
| 5321 | Health Care Assistants   | 4,411             | 5.1  | 12,181           | 8.0  |
| 5322 | Home-based personal care workers   | 2,453             | 2.9  | 14,330           | 9.4  |
| 5329 | Personal Care Workers in Health Services Not Elsewhere Classified*                                 | -                 | 0.0  | 1,296            | 0.9  |
| 2230 | Traditional and complementary medicine professionals*  | 8                 | 0.0  | 66               | 0.0  |
| 2263 | Environmental and occupational health and hygiene professionals                                    | 259               | 0.3  | 416              | 0.3  |
| 221  | Medical Doctors  | 1,389             | 1.6  | 462              | 0.3  |
| 222  | Nursing and Midwifery Professionals*   | 48                | 0.1  | 554              | 0.4  |
| 223  | Traditional and Complementary Medicine Professionals*  | 9                 | 0.0  | 68               | 0.0  |
| 224  | Paramedical Practitioners*   | -                 | 0.0  | 46               | 0.0  |
| 225  | Veterinarians  | 201               | 0.2  | 265              | 0.2  |
| 226  | Other Health Professionals   | 2,608             | 3.0  | 7,209            | 4.8  |
| 321  | Medical and Pharmaceutical Technicians*  | 307               | 0.4  | 162              | 0.1  |
| 322  | Nursing and Midwifery Associate Professionals*   | -                 | 0.0  | 135              | 0.1  |
| 323  | Traditional and Complementary Medicine Associate Professionals*                                    | 9                 | 0.0  | 10               | 0.0  |
| 324  | Veterinary Technicians and Assistants  | 162               | 0.2  | 141              | 0.1  |
| 325  | Other Health Associate Professionals   | 657               | 0.8  | 3,464            | 2.3  |
|      |  |                   |      |                  |      |
| 3412 | Social work assistant professionals, covering:   | 3,869             | 4.5  | 4,116            | 2.7  |
| 532  | Personal Care Workers in Health Services (may also cover simple companionship for persons in need) | 1,820             | 2.1  | 4,187            | 2.8  |
|      |  |                   |      |                  |      |
| 512  | Cooks  | 9,526             | 11.1 | 28,531           | 18.8 |
| 513  | Waiters and Bartenders   | 1,054             | 1.2  | 393              | 0.3  |
| 5246 | Food service counter attendants  | 548               | 0.6  | 2,658            | 1.8  |
| 751  | Food processing and related  | 505               | 0.6  | 50               | 0.0  |

| ISCO         | Description of occupation                                       | Jobseekers/supply |            | Vacancies/demand |            |
|--------------|---|-------------------|------------|------------------|------------|
|              | trades workers*   |                   |            |                  |            |
| 861          | Food and related products machine operators                     | 1,512             | 1.8        | 2,737            | 1.8        |
| 941          | Food preparation assistants                                     | 9,167             | 10.7       | 1,016            | 0.7        |
| 5212         | Street food salespersons (free or discounted food)*             | 75                | 0.1        | 63               | 0.0        |
| 7511         | Butchers, fishmongers and related food preparers*               | -                 | 0.0        | 3,810            | 2.5        |
| 7512         | Bakers, pastry-cooks and confectionery makers                   | 126               | 0.1        | 5,686            | 3.7        |
| 7513         | Dairy-products makers   | 3,973             | 4.6        | 1,409            | 0.9        |
| 7514         | Fruit, vegetable and related preservers*                        | 28                | 0.0        | 27               | 0.0        |
| 9411         | Fast food preparers   | 1,576             | 1.8        | 3,897            | 2.6        |
| 9412         | Kitchen helpers   | 483               | 0.6        | 8,767            | 5.8        |
|              |   |                   |            |                  |            |
| 2133         | Environmental protection professionals                          | 5,631             | 6.6        | 290              | 0.2        |
| 2143         | Environmental engineers   | 13,613            | 15.9       | 1,742            | 1.1        |
| 2263         | Environmental and occupational health and hygiene professionals | 259               | 0.3        | 426              | 0.3        |
| 3257         | Environmental and occupational health inspectors and associates | 86                | 0.1        | 2,315            | 1.5        |
| <b>Total</b> |   | <b>85,684</b>     | <b>1.0</b> | <b>151,682</b>   | <b>1.0</b> |

\*= Demand (D) or supply (S) missing for >=20 MS

Source: Extraction of available data in the EURES web portal, November 11, 2016.

## **ANNEX III: Forms**

**This section provides only the basic forms outlined in section E6 above:**  
Appendix I to VIII.

The consortium is free to make amendments to improve the clarity and quality of the forms. The templates should have the letterhead of the consortium (lead applicant and/or co-applicants where applicable). The forms can also be translated into other EU languages of the countries covered by the project. Please follow the EC visual identity rules applicable as mentioned in section C3.1.2 above.

If necessary, the consortium can also create additional forms or other management tools with a view to securing the best service provision and the appropriate follow up of the action, in compliance with section F1.1.3 above.

Documentary evidence as specified in section E6 above must always be attached to the forms.



## EUROPEAN SOLIDARITY CORPS

### OCCUPATIONAL STRAND (CROSS-BORDER MOBILITY)

#### APPLICATION FOR ATTENDANCE AND REIMBURSEMENT OF LANGUAGE COURSE

I, the undersigned,

.....

Nationality.....

Resident in ..... Country .....

Telephone ..... E-mail address .....

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

**Details on the language course are attached to this form.**

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

Learning level/content:

Duration:

Price:

Payment of the training course is on my charge. The maximum refunding amount will not exceed **EUR 1500**. I understand that for reimbursement entitlement I need:

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

Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ .....

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

**EUROPEAN SOLIDARITY CORPS***OCCUPATIONAL STRAND (CROSS-BORDER MOBILITY)***APPLICATION FOR PAYMENT OF COSTS WITH RECOGNITION OF ACADEMIC AND/OR PROFESSIONAL QUALIFICATIONS**

I, the undersigned,

.....

Nationality.....

Resident in ..... Country .....

Telephone ..... E-mail address .....

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

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

I hereby apply for financial support (**EUR 400**) for covering the costs incurred with the recognition of my qualifications. I am attaching copy of both my national academic / professional qualification(s) certificate(s) and the following additional document(s) (*please circle as appropriate*):

- recognition request form
- other (please specify)

.....

My bank account details are also enclosed.

I hereby declare that the information provided is true and in conformity with the European Solidarity Corps requirements.

Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ .....

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

**EUROPEAN SOLIDARITY CORPS***OCCUPATIONAL STRAND (CROSS-BORDER MOBILITY)***APPLICATION FOR SUPPLEMENTARY 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 allowance.

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

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

The maximum allowance provided per participant and per trip will not exceed **EUR 1000**, limited to the actual declared and approved costs.

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

I am aware that the European Solidarity Corps 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

**EUROPEAN SOLIDARITY CORPS***OCCUPATIONAL STRAND (CROSS-BORDER MOBILITY)***APPLICATION FOR SUBSISTENCE ALLOWANCE**

I, the undersigned,

.....

Nationality.....

Resident in ..... Country .....

Telephone ..... E-mail address .....

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

.....

.....

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

First day of work: \_\_\_\_/\_\_\_\_/\_\_\_\_

Monthly salary (*please indicate the currency*): .....

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

I declare on honour that I will not benefit from any other EU grant, employer subsidy or other income source. I am also aware that the authorised allowance **may vary up to EUR 600/month**.

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

Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

.....

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

**EUROPEAN SOLIDARITY CORPS***OCCUPATIONAL STRAND (CROSS-BORDER MOBILITY)*

Recruitment of young European mobile workers

*FINANCIAL SUPPORT FOR AN 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, mentoring and other support activities:

|                              | Individual                   | Group                       |
|------------------------------|------------------------------|-----------------------------|
| Language training .....      | <input type="checkbox"/>     | <input type="checkbox"/>    |
| Technical training .....     | <input type="checkbox"/>     | <input type="checkbox"/>    |
| (please specify) .....       |                              |                             |
| .....                        |                              |                             |
| .....                        |                              |                             |
| Business visits .....        | <input type="checkbox"/>     | <input type="checkbox"/>    |
| Mentoring support .....      | <input type="checkbox"/>     | <input type="checkbox"/>    |
| Other (please specify) ..... | <input type="checkbox"/>     | <input type="checkbox"/>    |
| .....                        |                              |                             |
| .....                        |                              |                             |
| Settlement support .....     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

*E.g. residence registration, work permit, assistance to find housing, attendance of vocational education or other support activity, etc.*

(If yes, 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 programme:

Estimated costs:

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 an integration programme as defined under the occupational strand of the European Solidarity Corps, starting in 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 European Solidarity Corps 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

\_\_\_/\_\_\_/\_\_\_

.....

**EUROPEAN SOLIDARITY CORPS***OCCUPATIONAL STRAND (CROSS-BORDER MOBILITY)***DECLARATION BY YOUNG PARTICIPANT - INTERVIEW OR RELOCATION ALLOWANCE**

I, the undersigned,

.....

Nationality.....

Resident in ..... Country .....

Telephone ..... E-mail address .....

**DECLARE**

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

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

(country(ies) of destination) .....

on \_\_\_\_/\_\_\_\_/\_\_\_\_

and for this purpose I

**ACKNOWLEDGE**

receipt of EUR ..... for travel and subsistence costs, in accordance with the applicable European Solidarity Corps funding rules.

The payment is/has been made by

Bank transfer ☐ Cheque ☐ Pre-paid card ☐ In cash ☐

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

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

Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ .....

Annexes: as indicated in section E6.1

**EUROPEAN SOLIDARITY CORPS***OCCUPATIONAL STRAND (CROSS-BORDER MOBILITY)***PAYMENT REQUEST – EMPLOYER**

I, the undersigned,

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

.....  
 located in (address)

.....  
 City ..... Country .....

DECLARE

that the integration programme for the recruited worker(s) is being/has been (*please circle as appropriate*) implemented since/from (*date*) ..... to .....

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

The integration programme consisted of

☐ the approved plan as detailed in the application form

☐ the approved programme with some modifications

(*please specify and justify*)

.....

What was the added value of the integration programme:

.....

.....

and claim the payment of EUR ..... as a European Solidarity Corps contribution, in accordance with the applicable funding rules.

I am aware that the European Solidarity Corps 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

.....

Signature(s) of the worker(s):



**EUROPEAN SOLIDARITY CORPS****OCCUPATIONAL STRAND (CROSS-BORDER MOBILITY)****VOCATIONAL OR LANGUAGE TRAINING COURSE VOUCHER<sup>40</sup>***[FORM TO BE USED FOR TRAINING ON CHARGE OF THE CONSORTIUM]**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 European Solidarity Corps 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 the employment service] in the framework of the occupational strand of the European Solidarity Corps.

<sup>40</sup> 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 the 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

\_\_\_\_\_

*(The employment service or training provider)*

## ANNEX IV: Summary of the rules applicable to the occupational strand of the European Solidarity Corps

### Participation conditions

| TARGET GROUPS                                 | Young people  | Employers  |
|---|---|--|
| <b>ELIGIBILITY CRITERIA FOR TARGET GROUPS</b> | <ul style="list-style-type: none"> <li>• Age 17 to 30 at the time of submitting an application<sup>41</sup></li> <li>• EU national and legally resident in any of those countries</li> <li>• Seeking a solidarity work placement in another EU Member State</li> <li>• Not necessarily first-time mobile participant</li> <li>• Have any qualification or work experience</li> </ul>  | <ul style="list-style-type: none"> <li>• All EU legally established organisations/businesses, irrespective of corporate size or economic sector</li> <li>• Offer employment opportunities with a solidarity dimension</li> <li>• Compliant with labour and fiscal laws applicable in the countries where they are established</li> </ul> |
| <b>WORK PLACEMENTS</b>                        | <ul style="list-style-type: none"> <li>• <i>Jobs, traineeships and apprenticeships</i></li> <li>• Located in a EU country other than the country of residence of the participant</li> <li>• Opportunities with a solidarity dimension</li> <li>• Compliant with national labour and social protection laws and subject to open and transparent information on rights and obligations of parties</li> <li>• Ensure pay (i.e. a salary) and a written contractual relationship, including the social and health protection of the worker</li> <li>• Have 2 to 12 months duration</li> <li>• Be a full-time or part-time (no less than 50% full time equivalent) work placement</li> </ul> |  |
| <b>EXCLUSIONS</b>                             | <ul style="list-style-type: none"> <li>• Nationals, employers and work placements from third countries</li> <li>• EU nationals residing outside the EU territory</li> <li>• Placement with European institutions and bodies</li> <li>• Work placements not complying with the minimum required quality standards and contractual duration</li> <li>• Vocational traineeships or any other form of training support forming part of mandatory professional certification requirements e.g. medical or legal professions</li> </ul>   |  |

<sup>41</sup> Actual work placement can only take place after turning 18

## Financial and other support measures

|                  |                          | Young people   |   | Employers   |  |
|------------------|--------------------------|--|---|---|--|
| SUPPORT MEASURES | DIRECT FINANCIAL SUPPORT | Measure  | Financial contribution (amounts per participant)  | Measure   | Financial contribution (per employer)  |
|                  |                          | <i>Interview trip allowance</i><br><br>(in the participant's country of residence or in another EU country).<br><br>Maximum 2 trips per participant  | From EUR 100 to EUR 350 for travel and accommodation costs, according to distance + DSA | Integration programme for the new mobile worker(s), trainee(s) or apprentice(s);  | Variable up to 2000 per participant, according to country of destination and the integration programme |
|                  |                          | <i>Relocation allowance</i>  | Variable from EUR 700 to EUR 1400, according to country of destination                  |   |  |
|                  |                          | <i>Reimbursement of return travel costs</i>  | Reimbursement of actual declared travel costs   |   |  |
|                  |                          | <i>Language course</i>   | Reimbursement of actual declared costs up to EUR 1500                                   | It should consist of<br><br>— professional induction training and/or language course<br>— mentoring or coaching of the recruited worker |  |
|                  |                          | <i>Recognition of qualifications</i>   | EUR 400 (flat-rate)   |   |  |
|                  |                          | <i>Supplementary allowance for young people with special needs (for job interview and/or country relocation/settlement)</i>  | Reimbursement of eligible declared costs up to EUR 1000 per trip                        |   |  |
|                  |                          | <i>Subsistence allowance (trainees/apprentices only)</i>   | Complementary fee up to EUR 600/month (max. 6 months duration)                          |   |  |
|                  | OTHER SUPPORT MEASURES   | Provision of the following <u>free of charge</u> services:<br><br>— Preparatory training (pre-departure, and/or after arrival language training or other training need);<br><br>— Support and mentoring (pre- and post-placement phases) |   |   |  |

## ANNEX V: Glossary of key terms

**Allowance** – fixed quantity of money

**Apprenticeships** (*see also traineeships*) – apprenticeships may vary across the EU countries. They often formally combine and alternate company based training (periods of practical work experience at a workplace) with school based education (periods of theoretical/practical followed in a school or training centre). Apprentices usually have the status of employees, are paid for their work and obtain a certified qualification<sup>42</sup>

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 job<sup>43</sup>

**Participant** – the jobseeker or job changer who has applied for a job, traineeship or apprenticeship in another EU country

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

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

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

**Cross border placement** – for the purpose of this action, cross border placement is understood to be the placement of a person in an EU country other than the country of residence of this person

**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

**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

**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

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<sup>42</sup> Cf. Cedefop

<sup>43</sup> Study: "Apprenticeship supply in the Member States of the European Union, European Commission, 2012.

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

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

**EU** – European Union

**EU countries or EU Member States** – The 28 countries members of the European Union, i.e. Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden and United Kingdom.

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

**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 training and mentoring services provided by the employer to the new young mobile worker with a view to facilitating his/her integration in the company or organisation.

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

**Jobseeker** – someone who is looking for a job

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

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

**Placement** – refers to the process of filling an opportunity, i.e. a de facto transition into employment of a registered jobseeker or job changer

**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** – 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**

**TFEU** - Treaty on the Functioning of the European Union

**Traineeships** (*see also Apprenticeships*)– limited period of work practice, which includes a learning and training component, undertaken in order to gain practical and professional experience with a view to improving employability and facilitating transition to regular employments<sup>44</sup>. It aims to bridge the gap between the theoretical knowledge gained in education and the skills and competences needed at a workplace

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

**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 people with special needs** –a person with special needs is a potential participant whose individual health-related situation and/or economic and social background or geographical place of 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

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<sup>44</sup> COM(2012)728 final, 5.12.2012 - "Towards a Quality Framework for Traineeships"

## USEFUL REFERENCES

### European Solidarity Corps website

<http://europa.eu/youth/solidarity>

**Drop'pin@EURES**, a section on the EURES portal to share European youth opportunities

**EaSI**, 2014-2020 EU Programme for Employment and Social Innovation

**Enterprise Europe Network**, a network to help SMEs make the most of business opportunities in the EU and beyond

**ERASMUS +**, the EU programme to support education, training, youth and sport in Europe

**ERASMUS for young entrepreneurs**, the EU exchange programme for upskilling new or aspiring European entrepreneurs

**EURES**, the network of European Employment Services and the European Job Mobility portal

**EUROGUIDANCE**, the network of career guidance systems throughout Europe

**Europass**, the tool to make one's skills and qualifications clearly and easily understood in Europe

**Europe Direct**, a service to help find answers to citizens' questions about the EU

**European Health Insurance Card**, the EU healthcare card for a temporary stay in another EU country

**European Youth portal**, European and national information and opportunities of interest to young people

**NARIC**, the network of National Academic Recognition Information Centres

**Recognition of professional qualifications**, information on the recognition of professional experience in the EU

**Solvit**, online service in the EU countries to help defend the EU rights of citizens and businesses

**Working in another EU country**, information on the rights of workers moving within the EU territory

**Your Europe**, help and advice for EU nationals and their family