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Skills, Mobility and Employment Services

YOUR FIRST EURES JOB

Targeted mobility scheme

Implementing Guide

***This guide forms integral part of the
Call for proposals No. VP/2014/013***

This text is available in English, French and German. The English version is the original.

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1. Introduction

The freedom of movement for workers in the European Union is a right guaranteed by the Treaty on the Functioning of the European Union (Art. 45) and further regulated by specific EU legislation¹. 'Targeted mobility scheme' - continuation of Your first EURES Job (hereinafter referred to as '**TMS-YfEj**') aim to foster the creation of innovative job mobility projects with the support of the European Commission (hereinafter referred to as 'Commission'). The TMS-YfEj scheme is implemented in the framework of the EU Programme for Employment and Social Innovation (EaSI)² building on the good practices of the preparatory action "Your first EURES job" (2011 - 2013).

A total budget of EUR 6.9 million has been earmarked by the EU budgetary authority for the year 2014 (budget line 04 03 02 02). This budget line is aimed at financing the TMS-YfEj scheme, which aims to develop innovative customized job mobility services combined with financial support to tackle the needs of young people. The action will cover a broad range of work placements, i.e. jobs, traineeships and apprenticeships.

TMS-YfEj projects aim in particular to help young people find a job in other EU EFTA/EEA³ countries. The scheme finances inter alia language or other up-skilling training needs as well as travel and subsistence expenses for young people (for job interviews, country relocation and settlement), the recognition of qualifications or mentoring support. It also provides a contribution to an integration programme, in the case of recruitment by an SME.

The TMS-YfEj activities shall target the filling of hard to fill vacancies, such as those identified in national, regional or even local labour shortage lists and/or labour market development studies (e.g. the EU study *"Mapping and Analysing Bottleneck Vacancies on the EU Labour Market, the European Vacancy and Recruitment Report"*).

Another scheme objective shall be to develop innovative working methods to improve the integration of mobile young workers into the host country. It will in particular trigger the development of a "welcoming/integration culture", notably the creation of "one-stop-shop welcome services" in the countries of destination, possibly via partnerships between EURES members and other labour stakeholders and players from varied expertise areas in the labour market of destination.

TMS-YfEj refer mainly to the *very first job or traineeship or apprenticeship*⁴ opportunity offered in another Member State to any young jobseeker, job changer, trainee or apprentice (hereinafter referred to as 'candidates') with the support of this scheme.

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

¹ Regulation (EU) N° 492/2011 of the European Parliament and of the Council, 5.04.2011 on *Freedom of movement for workers within the Union*, OJ L 141, 27.05.2011, p.1, and Directive 2004/38/EC of the European Parliament and of the Council, 29.04.2004 on *The right of citizens of the Union and their family members to move and reside freely within the territory of the Member States*, OJ L 158, 30.04.2004, p.77.

² <http://ec.europa.eu/social/main.jsp?catId=1081&langId=en>

³ Please see section 3.1.1

⁴ Dual company-based apprenticeship opportunities included

This guide sets out the implementing rules and framework applicable to the management of the TMS-YfEj projects. It is addressed to applicant organisations in the framework of the call for proposals VP/2014/013.

The guide provides information about:

- the objectives of the scheme,
- the implementation rules and forms,
- the funding conditions,
- quality control, risk management, monitoring and evaluation requirements

2. Objectives

Under the present call, the scheme is expected to ensure **around 1800 work placements**.

It can be an instrument to address labour market imbalances and bottleneck vacancies as well as to tap into the quality of employment services directed at young people and employers. TMS-YfEj is also meant to boost intra-EU youth job mobility by notably reducing obstacles for moving to and recruiting from another Member State and by facilitating transitions in the labour market (e.g. the transition from education to work).

The scheme will obviously not solve all the problems related to youth unemployment in Europe but can help improve the functioning of the EU labour markets. The action results and good practices could contribute to the development of any national Youth Guarantee scheme for offering job or work-based learning opportunities abroad.

3. Implementation

The action will be implemented by a consortium of EURES members⁵ (hereinafter referred to as 'TMS-YfEj beneficiaries') and possibly other public, private or third sector labour market organisations from the EU EFTA/EEA countries providing labour market related services.

These organisations should have demonstrated the capacity to perform the tasks specified in this guide and to set objectives and achieve results in terms of recruitment, matching and placement. Placement can be understood as the provision of services by an intermediary between the supply and demand on the labour market with the objective of a recruitment taking place, where recruitment is the filling of a vacancy.⁶

The consortium is free to choose its methods, tools, etc. on how to implement the action, provided they comply with the present implementation guidelines.

The target groups who can benefit from the TMS-YfEj support are **young people and employers**. Small and Medium-sized Enterprises (SMEs) or equivalent organisations (see section 3.1.2.2) can also receive financial support. The conditions for

⁵ Composed of a lead applicant and co-applicants (= 'multi-beneficiaries'). See call document, section 7 for eligibility criteria for applicants and co-applicants.

⁶ Decision 2012/733/EU

participating in the TMS-YfEj job-matching, recruitment and work placement activities are detailed in the sections hereinafter.

The indicative duration of the projects will be 24 months.

3.1. Who are the target groups for the 'TMS-YfEj scheme'?

3.1.1. Young people

All young people who are

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

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

3.1.1.1. Why the age bracket 18 - 35?

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

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

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

3.1.1.2. How is the age limit determined?

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

⁷ Without prejudice to the application of transitional measures by some Member States to workers from Croatia. The TMS-YfEj scheme will in any circumstances abide to the transitional measures in force. Further info at: <http://ec.europa.eu/social/main.jsp?langId=en&catId=466>, documents 'Summary table of Member States policies'.

The Swiss Confederation and Liechtenstein are not covered by the scheme.

3.1.1.3. What should be the jobseekers' profile?

TMS-YfEj is not exclusively tailored for labour market entrants. All young people as defined under section 3.1.1 are eligible - irrespective of their level of qualification, work/training experience or economic and social background – so long as they comply with the labour law requirements of the recruiting country and with the vacancy specifications. Young people with both high and low qualifications are eligible.

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

The fact of having previously studied, worked or participated in a traineeship or apprenticeship in another Member State, including with previous support from the an EU mobility scheme or programme, are not grounds for excluding a young candidate.

3.1.2. Employers

Employers are all businesses or other organisations legally established in the EU28 and the EFTA/EEA countries in accordance with the EEA agreement (Iceland and Norway)⁸, irrespective of the economic sector, with a particular focus on SMEs.

Placement with European institutions and bodies⁹ and other international policy, economic, social and scientific organisations¹⁰ as well as supra-national regulatory bodies and their agencies is ineligible.

3.1.2.1. Why are SMEs the main target business group?

SMEs provide a vital contribution to the European economy, being responsible for more than two thirds of the total employment in the private sectors and representing 85% of net new jobs in the EU created between 2002 and 2010. During this period, net employment in the EU's business economy rose substantially, by an average of 1.1 million new jobs each year. Even in times of economic crisis, SMEs still make a significant contribution to job creation and economic growth. It has been shown that businesses and SMEs operating in more innovative economies have suffered less from the crisis¹¹.

However, SMEs do not often employ staff or accept trainees/apprentices from another Member State. Difficulties relating to the cost of relocation and/or training and mentoring services to ease the integration of mobile candidates mostly affect smaller companies. Yet, in the case of some occupations, a foreign workforce can contribute to enhancing, among others, SMEs innovation capacity and competitiveness.

The financial support provided by TMS-YfEj is thus in particular aimed at helping SMEs interested in recruiting from another Member State to implement an integration programme for the newly recruited candidate(s)¹².

⁸ Swiss Confederation and Liechtenstein not covered.

⁹ http://europa.eu/about-eu/institutions-bodies/index_en.htm

¹⁰ E.g. United Nations bodies, OECD, Council of Europe, ILO, the World Bank or similar

¹¹ SME Performance Review, Jan 2012

http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/performance-review/index_en.htm

¹² For further information, please see section 4.3

3.1.2.2. What is the definition of SME?

According to the relevant Commission Recommendation¹³ and for the purposes of the TMS-YfEj scheme, an **SME is a business or other employer organisation with a staff of up to 250 workers.**

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

The only standard to define a SME under the TMS-YfEj action is the overall number of employees of the recruiting entity, irrespective of the fact that it can be associated or embedded in a larger umbrella organisation/corporation or network (e.g. national, regional or local branches of international charities organisations¹⁴). In this case, however, the exclusion provision set out in section 3.1.2 above still applies.

3.1.2.3. How can employers other than SMEs participate?

Large-sized companies and other organisations as mentioned in section 3.1.2 which do not fall within the definition of 'SMEs' as well as **employment services¹⁵ (acting as employers)** can also participate in the TMS-YfEj scheme *as potential employers, but without any TMS-YfEj funding support.* Indeed those employers usually already have well-established staff integration and mentoring services.

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

Please note that the participation of 'TMS-YfEj beneficiaries' (see the call text, section 7.2) in the scheme **in their capacity as employers** (if applicable) will not be allowed on the grounds of a potential conflict of interest. The situation of 'TMS-YfEj beneficiaries' – lead applicant and co-applicants - who are simultaneously TMS-YfEj service providers and end-users (i.e. offering jobs, traineeships or apprenticeships) cannot thus arise. Only associated organisations to the project may play the role of employer or work-based placement providers.

The rule applies in particular to the following situations:

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

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

The 'TMS-YfEj beneficiaries' should work with applicant enterprises or other organisations which comply with labour and fiscal laws applicable in the countries where they are established.

¹³ COM Recommendation 2003/361/EC of 6.05.2003, OJ L 124 of 20.05.2003, p. 36-41

¹⁴ E.g. International Red Cross, Caritas, etc

¹⁵ E.g. Temporary work agencies, recruitment agencies, etc. irrespective of the size of the organisations

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

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

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

3.2. Which work placements may be eligible?

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

A **job** is a position in any organisation held by an employee; **traineeships and apprenticeships** (work-based trainings) consist in limited periods of hands-on practice spent at a workplace. Those concepts are further detailed in section 12 (Glossary of Key Terms). The recruited candidates are entitled to remuneration, awareness of rights and adequate social protection, irrespective of their status.

Many young people are open to experiencing different forms of entry into the labour market, notably in another European country. However, low quality jobs, traineeships and/or apprenticeships, insufficient awareness of rights and screening of employers in other Member States are some of the obstacles hindering the choices of potential mobile candidates.

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

➤ General rules

The TMS-YfEj scheme follows closely the provisions of the EU Quality Framework for for Traineeships¹⁶. **In principle any job, traineeship and apprenticeship placement compliant with national law may be eligible for support, irrespective of the economic sector or national regulatory framework. However, traineeships and apprenticeships forming part of mandatory professional certification requirements, as is usual practice with regulated professions (e.g. law, medicine, architecture, aircraft industry, etc.) are not covered by the TMS-YfEj scheme.**

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

¹⁶ <http://ec.europa.eu/social/main.jsp?langId=en&catId=1036>

- be located in a EU28 and/or EFTA/EEA country in accordance with the EEA agreement (Iceland and Norway) other than the country of residence of the young jobseeker, trainee or apprentice;
- be subject to open and transparent information on the rights and obligations of the worker/trainee/apprentice, the employer, other labour market stakeholders and, where applicable, the educational/vocational training organisation;
- comply with national labour and social protection laws and ensure adequate protection both for mobile workers and mobile trainees or apprentices e.g. social security, health and accident insurance, etc.
- ensure **pay** (i.e. a salary¹⁷) and a **written** contractual relationship. An agreement should as much as possible be concluded in advance of the placement between the young candidate and the employer;
- specify in the labour contract the professional (or vocational training) objectives, duration of the contractual relationship, working time, rights and obligations, remuneration and social security provisions
- have at least **6 months** duration
- be a full time or part-time work placement (no less than 50% full time equivalent)¹⁸;
- specify the conditions under which a traineeship/apprenticeship may (or not) be extended or renewed after the initial work assignment agreement has expired.

➤ Specific rules for traineeships and apprenticeships

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

- *Candidate trainees and/or apprentices must be unemployed young people at the time of taking up a traineeship or apprenticeship i.e. candidates with no legally binding relationship with an employer, either in their country of residence or elsewhere.*
- *Participant companies or other host organisations should be willing to recruit trainees or apprentices from other Member States and comply with both the national and TMS-YfEj standards applicable to traineeships and apprenticeships.*
- *Traineeship and apprenticeship placements must:*
 - *offer on-the-job learning/training content, contributing to enhance the trainee or apprentice's skills. The tasks assigned to the trainee/apprentice should enable these objectives to be attained;*
 - *involve proper vocational tutoring/mentoring in the host company or organisation over the duration of the work-based training. That person should guide the trainee/apprentice through the assigned tasks and monitor his/her progress;*

¹⁷ Or equivalent legal compensation in the case of trainees and apprentices

¹⁸ In accordance with national labour law or sectorial collective bargaining provisions

- *be as much as possible combined with settlement and logistical support to the trainee/apprentice¹⁹ e.g. help to find accommodation (youth hostel, hosting family, flat, etc.), facilitate attendance of school classes in the case of dual training system and, if available, ensure complementary financial support from national funding sources (private or public);*
- *provide proper recognition (certificate/letter of reference or other written declaration) on the nature and outcomes of the traineeship/apprenticeship training (e.g. acquired knowledge, skills and competences), according to company or national practices.*

Testimonials and guidance from organisations involved in the Leonardo da Vinci and Erasmus placement programmes can provide good practice hints to both trainees and employers interested in transnational placements²⁰.

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

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

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

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

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

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

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

¹⁹ In accordance with national regulatory practices or existing social partners' or tripartite agreements

²⁰ For further information, see <http://we-mean-business.europa.eu/en>

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

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

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

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

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

The contractual relationship between the employer and the jobseeker, trainee or apprentice will be governed by the labour law or specific regulatory framework, applicable in each Member State respectively. The 'TMS-YfEj beneficiaries' will ensure the quality and legal standards of TMS-YfEj vacancies and will also check the legality and fairness of the labour contract conditions and remuneration before signature by the parties.

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

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

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

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

The TMS-YfEj scheme provides financial support for both transnational and cross-border young mobile workers to move abroad on condition that they establish their residence (on a permanent or temporary basis) in the country of destination, i.e. where the job vacancy is located. Candidates for cross border commuting i.e. those who intend or may agree to work in a neighbouring Member State without changing

the country of residence (e.g. daily commuters) can also benefit from job matching and job placement support services. For actual cross-border work placements with no relocation or need of dual residence, the flat-rate funding to move to another EU EFTA/EEA country will not be applicable (see section 4.2.2.4).

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

The TMS-YfEj scheme **cannot** be applied to labour contracts which fall under the directive on the posting of workers²³. Posted workers and mobile workers are two distinct situations. A "posted worker" is employed in a Member State but sent by his employer on a temporary basis to carry out his work in another Member State. For example, a service provider may win a contract in another country and send employees there to carry out the contract. This transnational provision of services, where employees are sent to work in another Member State other than the one they usually work in, gives rise to a distinct category, namely that of "posted workers". This category does not include mobile workers who go to another EU EFTA/EEA Member State to seek work or vocational training or who accept a job in another Member State and who are employed there.

3.3. Who will implement 'Targeted mobility schemes'?

For the period 2013-2014, the TMS-YfEj scheme is implemented via the present call for proposals and on the basis of the present guide.

The Commission bears the overall political and financial responsibility for the management of the TMS-YfEj scheme. It is also responsible for the promotion of the action, for providing guidance and support to the 'TMS-YfEj beneficiaries' and for ensuring the overall monitoring and evaluation of activities.

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

Those organisations will be given the necessary financial and operational support to implement the scheme. The nature of these organisations is specified in section 7.2 of the call text.

The specifications concerning the role of the call applicants and other involved organisations as well as the European dimension of the action are also set out in the call document (section 4).

3.4. Information and communication

3.4.1. Activities by the Commission

In the framework of the EURES communication activities, the Commission will develop TMS-YfEj information tools as deemed appropriate. In the first phase of project

²³ Directive 96/71/EC of the European Parliament and of the Council of 16 December 1996.
For further info, please consult: <http://ec.europa.eu/social/main.jsp?langId=en&catId=471>

implementation, a dedicated webpage will be created on the EURES portal, with hyperlinks to the 'TMS-YfEj beneficiaries'.

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

3.4.2. Activities by the 'TMS-YfEj beneficiaries'

The 'TMS-YfEj beneficiaries' should develop and implement a communication plan **proportional to the size and duration of their project** aimed first at mobilising target groups. **Their information and communication activities will use at all times the brand name "Your first EURES job" (sub-title *Targeted mobility scheme*).**

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

The TMS-YfEj beneficiaries (i.e. the lead applicants) must create a dedicated TMS-YfEj webpage (on their national EURES website) or a dedicated website (further information in section 3.4.2.1). **Any of these deliverables should in principle be online by no later than one month after the signature of the grant agreement with the Commission** (even though with minimum necessary information).

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

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

In all cases (publications, web communication activities, media activities, etc.) the 'TMS-YfEj beneficiaries' should pay strict attention to the Commission's graphic specifications. The rules concerning "Publicity" of funding from the EU are laid down in section 11 of the manual "Financial Guidelines for Applicants".

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

3.4.2.1. Online information for target groups

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

- Information must target **both young people and employers**.
- **Transparency of information** and **management of customers' expectations** are key priorities.

- Web users should be given clear information on the **economic sectors, occupations or countries** covered by the project, **and on the evidence basis for this choice** (transparency and predictability).
- **TMS-YfEj job or work-based training vacancies** should provide as many details as possible on the required competences and profiles, including the contractual conditions.

The online information for target groups should be as follows:

➤ **Mandatory items**

All types of vacancies

- Creation of **TMS-YfEj online information as indicated in section 3.4.2 above by the lead applicant;**
- **Co-applicants which are** EURES network members or other employment services should also provide online information (they may create a link to the lead applicant's webpage/website or create their own webpages). It remains optional for other organisations participating in the consortium;
- The online information by members of the consortium must be provided in, at least, the national language and in English. If the consortium decides to limit online information to the lead applicant's webpage, then this page should be translated into the languages of the countries covered by the project;
- In the case of a **dedicated TMS-YfEj website**, this will be driven and managed by the lead applicant and will be translated into all languages of the countries covered by the project (or, alternatively, will include links to the co-applicants' TMS-YfEj webpages);
- Target groups to be informed online **of general project participation and access conditions.**
- For candidates, explanation on **how to apply** i.e. online or through other channels and indication of the timeline for submission of applications.
- For employers, information on **participation conditions** if they wish to register their vacancies or discuss the feasibility of a recruitment project.
- The lead applicant must publish a **TMS-YfEj Quality Charter or service catalogue** online, outlining the support and services that customers' may expect from the consortium members in all project countries (see section 3.5);
- A **Q&A fact-sheet** could also be published, focusing on the most recurrent queries;
- For general information on the scheme, please consider re-directing users to the TMS-YfEj webpage of the **EURES portal** and avoid double information. The TMS-YfEj beneficiaries' websites/webpages should mainly focus on relevant information, **specific to the project.**

Specific data on traineeships and apprenticeships

- For projects dealing with both jobs and work-based trainings, need to avoid confusion between vacancies for jobseekers and vacancies for trainees and apprentices.
- Create within the dedicated TMS-YfEj websites/webpage(s), separate sections for job vacancies and for internship and apprenticeship placements respectively. The latter will provide details on specific definitions (e.g. status of trainee/apprentice) and an overview of the regulatory framework governing traineeships and apprenticeships in the countries covered by the project (or web links to such overviews).
- Inclusion of 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 3.2).

➤ **Recommended items**

- Information by '**TMS-YfEj beneficiaries**' about when job vacancies/work-based training offers could be open (if none is available).
- TMS-YfEj **online information to be updated** as and when new recruitment needs and placement activities emerge during the period.

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

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

In line with the recommendations of the EURES Charter and in order to ensure high service provision standards, the 'TMS-YfEj beneficiaries' should elaborate and publish a **TMS-YfEj quality charter or service catalogue** online, along the following format (indicative):

- **Who we are, where we are (i.e. the project countries) and our commitment**
- **What young people (jobseekers and/or trainees and/or apprentices) can expect from us? (from pre- to post placement)**
- **What employers can expect from us? (from information to post-placement integration)**
- **Desk and online facilities to help you: (e.g. hot line, CV and vacancy registration, training, recruitment tests, mentoring, welcome desk, etc.)**
- **Employment Advisers' contact points**
- **Other**

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

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

(1) Information, advisory and recruitment activities

- take appropriate actions to raise awareness among young people and employers of the TMS-YfEj scheme and inform customers of any relevant targeted events e.g. job fairs, recruitment days, mobility info sessions;
- make use of the EURES online chat & collaboration tools e.g. Blackboard collaborate, EU Netop Live Guide, Livestream and explore the potential offered by the European Online Job Days facility;
- provide **free of charge** multi-channelled services (e.g. front-office, back-office and e-services) to young people;
- apply national labour law to the employment services provided under TMS-YfEj;
- demonstrate knowledge of sources and the ability to collect labour market information related to intra-EU/EEA mobility for both young people and employers (e.g. workforce available, social security entitlements, recruiting sectors, etc.);
- assist young people and employers before and during the recruitment process e.g. company presentations, video/web conferencing sessions, information on living and working conditions in the countries of destination, advice on social security or other legal issues, information on national regulatory frameworks for traineeships and apprenticeships applicable, etc.;
- provide additional services such as CV and/or job descriptions writing, guidance and profiling of candidates, preparation for job interviews, language training or other, etc.²⁴;
- provide post-placement support and create "**a one-stop-shop welcome service**" for mobile workers²⁵ with a view to ensure the smooth integration of young recruited candidates;
- refer or signpost young people and employers to other competent services and organisations for more specialised information and advice;
- refer young candidates and employers to the EURES portal and related online facilities.

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

- map from available job vacancy or work-based training and CV databases *vacancies and candidates open to transnational recruitment* so that TMS-YfEj can optimise its support to youth employment;
- define sectors in which recruitments will be given priority (targeted recruitment projects, especially those with hard to fill vacancies); this definition must be based on the sound evidence of the situation on the labour markets (see the call text);
- accept registrations and CVs of young candidates and vacancies from new employers interested in benefiting from the TMS-YfEj scheme;

²⁴ Please refer to sections 4 and 5

²⁵ Please refer to section 5.3

- ensure that TMS-YfEj job and work-based training vacancies are translated into the EU language(s) requested by the employer.

(3) Job-matching and job placement support

- have a thorough knowledge of the EU labour markets and be active matching and placement brokers with a view to ensuring as many successful and sustainable work placements as possible;
- organise the pre-selection of candidates and possibly pre-recruitment interviews (create a short-list);
- help elaborate tailor-made SME integration programmes according to the employers' needs (see section 4.3).

(4) Financial support to target groups

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

(5) Resources

- have qualified staff to implement TMS-YfEj activities as defined in this guide. They should act as a gateway or resource persons for customers. A project coordinator/manager will be responsible for the overall implementation of the scheme. S/he will be the contact person with the Commission.

(6) Data collection and monitoring tools

- have at their disposal and manage appropriate measurement and data collection tools to monitor project progress and results;
- provide regular monitoring data on project implementation to the Commission as specified in section 9.

(7) Quality control and evaluation

- adopt the necessary measures to ensure high quality output and comply in general with the provisions in this Guide;
- ensure that target groups comply with their obligations and the applicable TMS-YfEj guidelines;
- carry out surveys on customers' satisfaction to evaluate the overall outcomes of activities as specified in section 9.

(8) Information and communication activities

- develop activities in line with the proposed communication plan and make use of the graphic and publicity guidelines provided by the Commission with a view to ensuring TMS-YfEj visibility (see section 3.4 above);
- create a dedicated TMS-YfEj website/webpage (mandatory) and be ready to deal with queries and expectations from both national and foreign potential young candidates and employers;
- be ready to cooperate, over the duration of the TMS-YfEj granted project, with any large public events or awareness raising activities for young people and SMEs promoted by the Commission;
- ensure the dissemination and exploitation of results (e.g. through web communication, media, information material, etc.);

- collect success stories, endorsements, etc. and obtain agreement from the participants about their inclusion in communication activities.

(9) Reporting

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

(10) Networking

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

3.6. Young people and employers: how to participate?

The eligibility criteria for young candidates' and employers' registration are those specified in sections 3.1.1 and 3.1.2 above. The registration procedures are to be set up by the 'TMS-YfEj beneficiaries' in their project proposal, in line with the overall provisions of this Guide. The general guidelines on participation for young people and employers will be laid down in the relevant section of the EURES portal.

4. Funding conditions

4.1. What financial support can be provided?

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

As with other mobility actions co-financed by the Commission²⁶, **flat rate financing** is a relevant funding mechanism used by the TMS-YfEj scheme. This form of financial support can simplify the calculation of the grant amount considerably. By applying pre-established rates for some categories of expenditure, it offers particular advantages as regards transparency and the equal treatment of target groups. However, some TMS-YfEj support measures will be funded against submission of a budget estimate of eligible costs or invoice/receipt of incurred costs by the end-recipients.

The design of the overall TMS-YfEj funding mechanism is "modular" insofar as financial support to target groups may be optional or depend on recruitment needs. Only the travel allocation for taking up duty in another Member State can be *automatic (under certain conditions)*, as it is triggered by the offer of a job, traineeship or apprenticeship placement in another Member State with the intermediation of the 'TMS-YfEj beneficiary'.

In all cases, however, payments become effective only after the conditions for claiming funding have been fulfilled and approved by the 'TMS-YfEj beneficiaries' (further details in the sections hereinafter).

²⁶ E.g. Erasmus, Leonardo da Vinci, Youth in Action, Erasmus for Young Entrepreneurs

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

The Financial Conditions applicable to the overall TMS-YfEj budget are specified in section 10 of the 2014 call for proposals "Your first EURES job – targeted mobility scheme" (VP/2014/013) as well as in the 'Financial Guidelines for Applicants'.

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

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

The calculation criteria must be explained in the application form (work plan). The proposed amounts are to be included under the heading "Costs of services", item "Other services" of the applicant organisations' budget proposal in SWIM (see section 10 of the call text).

In short, the funding mechanism to support target groups

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

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

4.2. Young people

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

Any young mobile candidate as defined in section 3.1.1 above applying for a job, traineeship or apprenticeship in another Member State through the TMS-YfEj scheme is entitled to financial support before moving abroad, **provided the conditions for claiming funding are met and approved by the 'TMS-YfEj beneficiaries'**.

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

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

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

4.2.2. What is the authorised expenditure?

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

The authorised expenditure is as follows:

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

The expression "interview" refers to dialogue on a one-to-one basis with one or more employers. It can also involve selection competitions. A pre-selected candidate, attending several interviews, will be given financial support for only **one interview trip, abroad or, under the conditions outlined below, in his/her country of residence.**

The interview trip **is not mandatory** - it is just one of several suitable selection procedures (see also section 4.2.2.3). **It is not a right either.** Invitations are agreed upon between employers and the 'TMS-YfEj beneficiaries'.

With regard to the principles of proportionality and value for money, the interview trip should preferably take place when there is a high likelihood of successful job-matching, i.e. the young candidate has been short-listed, or has talked to the potential employer(s) by telephone or videoconference beforehand, or several interviews and/or other job selection opportunities in one or more countries are available. The duration of the trip can vary according to the recruitment needs and/or the geographical distance. These factors as well as the costs to be borne by the candidate should also be taken into consideration.

The flat rates and unit costs applicable to interview trips are set out in section 6, Table I. The young candidate should use the cheapest means of transport. Funding consists in a contribution to the travel and accommodation costs (insurance included) - except when the trip is < 50 Km - and a Daily Subsistence Allowance (DSA) for a maximum duration of 3 days. The DSA is a flat-rate amount to cover meals, local transport and all other sundries.

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

If the candidate has actually been invited to one or more job interviews in (an)other EU EFTA/EEA country(ies) with the intermediation of the 'TMS-YfEj beneficiary', s/he may qualify for financial support as specified above. Travel rates take into account the geographic distance between his/her place of residence and the place of the interview(s).

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

Examples

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

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

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

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

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

The candidate will have the right to receive DSA only (EUR 50*2 days). Given the short distance between his/her place of residence and the place of the interview, the travel allowance is not justified. S/he may overnight in his/her place of residence.

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

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

b) Interview trip in the candidates' country of residence

In the framework of job fairs or other transnational recruitment events, employers²⁷ often accept to travel to the candidates' country of residence to make 'live interviews'. This option can boost the number of work placements and reduce the costs borne by candidates with interview trips abroad.

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

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

²⁷ Pre-selection activities on behalf of employers can also be undertaken by employment services' officers or EURES Advisers

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

4.2.2.2. *Geographic distance between the place of residence and the place of the interview*

The geographic distance determining the amount granted to support the jobseeker'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 jobseeker'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.

4.2.2.3. *Other interview possibilities*

Another option for organising job interviews is to make use, whenever possible, of telephone or videoconference facilities. The 'TMS-YfEj beneficiaries' should facilitate access to videoconference services for both young candidates and/or employers who do not themselves have the necessary equipment.

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

4.2.2.4. *Work placement in another Member State*

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

The relocation allowance is a contribution to the travel and subsistence costs, including travel insurance and accommodation, incurred in connection with settling in the country of destination. This allowance is due only if the young recruited candidate changes his/her country of residence (e.g. daily cross-border commuters are excluded – for more information, please refer to section 3.2.4).

The flat rates applicable to young people's settling in the country of destination are set out in section 6, Table II. The 'TMS-YfEj beneficiaries' should stay in contact with both the recruited candidate and the employer and obtain written confirmation that s/he has actually taken up duty.

Transport for a group of candidates

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

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

a) Take on charge the costs for bus, train or flight tickets for a group of recruited candidates. The amount paid per ticket will be deducted from the relocation allowance paid to the recruited candidate. The transport costs on charge of the 'TMS-YfEj beneficiaries' must be planned and earmarked in the TMS-YfEj budget proposal under "Costs of services", sub-item "Other services". These costs fall into the 70% share of the budget (see section 10 of the call text).

Example:

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

Mode of transport: bus

Ticket price (per person): 80 EUR

Relocation allowance per candidate (Germany): 940 EUR

Net relocation allowance: $940 - 80 = 860$ EUR

b) Book bus, train or flight tickets for a group of recruited candidates with a travel agency in the sending country. The candidates may receive their tickets directly from the travel agency against payment of the travel cost from their relocation allowances. For this purpose, the gross relocation allowances must be paid as early as possible upon notification of the work placement offer to the candidates and receipt of the relevant signed forms and annexes. In this case, the travel costs will not be earmarked separately in the TMS-YfEj budget proposal under "Costs of services", sub-item "Other services" but will be included in the budget for relocation allowances.

IMPORTANT: The above mentioned financial support to young candidates will be subject, prior to the action, to the submission by the employer of the documents specified in section 7.

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

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

4.2.2.5. Language course

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

Whenever young candidates need to attend a language course, the relevant costs may be directly supported by either the candidate or by the 'TMS-YfEj beneficiary'. **The description below refers to the first case, applicable to language courses only.** The specifications concerning preparatory training for young people provided by the 'TMS-YfEj beneficiaries' are detailed in section 5.

Eligibility

Any candidate to a job, traineeship or apprenticeship in another EU EFTA/EEA country who has been pre-selected for recruitment purposes (i.e. who has been short-listed and has strong possibilities to be offered a placement in a given country) is entitled to attend a language course in both the country of residence and/or in the country of destination²⁸. Access to language training will depend exclusively on the needs of the candidate, irrespective of the size or other integration measures of the recruiting enterprise/organisation.

Exception

If language training is part of a SME integration programme co-financed by TMS-YfEj, then the young recruited candidate cannot attend another language course in the country of destination paid also with TMS-YfEj credits (either through direct reimbursement or provided by the TMS-YfEj beneficiary). The objective is to avoid double payment for the same purpose from the TMS-YfEj budget (see section 4.3.1).

General rules

The hourly rates for language training may vary depending on the country (average rate EUR 10 per teaching unit [TU] of around 45 minutes). As a general rule, the training refers to intensive and short-duration language courses. The learning methods may also vary e.g. from classroom to distance training. The costs can be supported by the candidate or can be covered by the 'TMS-YfEj beneficiary' directly (see section 5) or by a combination of both as specified hereunder. **In all circumstances, however, the financial support given per candidate for language training (pre-departure and post-placement costs included) will not exceed EUR 1270.**

The assessment of the candidates' language training needs has to be made by the 'TMS-YfEj beneficiary' during the pre-selection phase. Should the candidate be eligible and decide to register in a language course of his/her choice, s/he should first confirm his/her intention in writing (Appendix I) before the course has been initiated. Details are to be provided on the institution responsible for the language course, location,

²⁸ If the candidate has moved temporarily to the country of destination to look actively for a job (see section 4.2.3) or has been offered the job and has already taken up duty

duration (possibly number of TU), learning level/content and cost of the training, with copy of the training school plan and estimate. If the request is approved by the 'TMS-YfEj beneficiary', the candidate may register for and attend the training. Claim for reimbursement of actual declared costs (up to EUR 1270 maximum) may be submitted after completion of the course, with documentary evidence²⁹.

Management of costs

If and when the training is split into two phases and rolled out in two different countries (pre-departure and post-placement training, respectively), reimbursement may be made after conclusion and submission of justification documents of each phase. There is also the possibility, for instance, that a pre-departure training is paid directly by the participant (against reimbursement) and that the costs of the post-placement training phase are borne by the 'TMS-YfEj beneficiary' (e.g. via direct payment to the training provider) or vice-versa. **However, no double funding can be used to pay a language course, i.e. the relevant training provider may not be paid by the jobseeker allowance and the 'TMS-YfEj beneficiary' budget simultaneously.** If a given language course exceeds EUR 1270, the option could be that the 'TMS-YfEj beneficiary' bears all costs directly (for more information, see section 5).

4.2.2.6. Recognition of qualifications

If a candidate wishes to relocate to another EU EFTA/EEA country in order to take 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 recognised³⁰. For a limited number of professions, the relevant Directive allows for automatic recognition of qualifications. For a large majority of professions, a so-called 'general system' allows for the mutual recognition of qualifications, which may require a period of supervised practice and/or an aptitude test.

The recognition of qualifications is a matter affecting broadly more than 800 categories of professions at EU level³¹. A regulated profession implies that access to a profession is first subject to a person holding a specific qualification, such as a diploma from a university.

Any candidate who has at least been pre-selected for a job, traineeship or apprenticeship and needs to have his/her academic and/or professional qualifications recognised in the country of destination, may qualify for financial support for the costs incurred with proceedings. These may include certified copies and/or translations, administrative proceedings, supervised practices (or trainings) and/or aptitude tests. A request form (Appendix II) must be filled in before the beginning of the acceptance procedure and must include copy of the national qualification certificate(s). **The candidate may claim reimbursement of actual declared costs up to EUR 1000 maximum after completion of the proceedings, with documentary evidence³².**

4.2.2.7. Supplementary relocation allowance

If a young jobseeker, trainee or apprentice has been offered a work placement in another country with the support of the 'TMS-YfEj beneficiary' and s/he has special

²⁹ Info on payment procedures in section 7

³⁰ Directive 2005/36/EC

³¹ http://europa.eu/youreurope/citizens/work/job-search/professional-qualifications/index_en.htm

³² Info on payment procedures in section 7

needs for different reasons, the candidate may qualify for a supplementary relocation allowance based on ex-ante justification of costs or ex-post declaration of costs incurred.

Who can qualify?

Candidates fit for this allowance may be young people with disabilities or young people from disadvantaged social or economic backgrounds or facing temporary economic difficulties or e.g. long-term unemployed people, early school leavers, young people from welfare or youth care institutions, ethnic minorities, etc.

Young people from EU EFTA/EEA outermost regions³³ may also benefit from this measure insofar as the geographic distance between those regions and the European continent triggers in general higher mobility costs. This criterion may be extended to candidates moving to or from countries or regions in the periphery of the EEA territory e.g. Cyprus, Malta, Northern Scandinavia, Southern Italy, etc.

Eligible expenditure

The supplementary relocation allowance may vary up to the limit of EUR 500 per candidate³⁴. It should mainly help young people as above to cope with extraordinary expenditure when moving to another EU EFTA/EEA country. This measure may apply to both interview and relocation trips.

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

The supplementary relocation allowance may contribute to reduce **travel expenditure** by candidates from the regions mentioned above only when **actual travel costs** (based on documentary evidence) exceed the interview trip allowance for travel and accommodation (DSA excluded) or the relocation allowance by 30% (section 6, tables I and II). In such circumstances, the excess cost to be borne by the candidate will be topped up with the supplementary relocation allowance up to the maximum of EUR 500.

General rules

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

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

Payment may be made up to the cap of EUR 500/per candidate on the basis of written estimates by service providers (these should be true and verifiable) or against copy of

³³ 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).

³⁴ Info on payment procedures in section 7

invoice/receipt/tickets/boarding pass after the expenditure has been made e.g. bus or train tickets to the airport, flat rental receipt, travel agency receipt/invoice, etc.

The maximum amounts and conditions applicable to funding other support measures for young people are set out in section 6, Table III.

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

To respect the principle of free movement of workers in the European Economic Area, any candidate who has moved temporarily to another EU EFTA/EEA country to look for a job³⁵, a traineeship or apprenticeship but has kept residence in the country where s/he lived before departure is eligible to benefit from the measures above, **except for the relocation allowance for taking up duty because s/he is already living in the country of destination.**

For this purpose, the candidate should have registered with a 'TMS-YfEj beneficiary' and should have been short-listed for one or more job vacancies available in the relevant host Member State.

This condition applies inter alia to preparatory training or mentoring support provided by the 'TMS-YfEj beneficiary' (see section 5).

4.2.4. What costs are not covered by the TMS-YfEj funding provisions?

Aside from the items described in sections 4.2.1 to 4.2.3, other costs incurred by any candidate in his/her place of residence or in another EU EFTA/EEA country will not be covered by the TMS-YfEj financial support.

4.3. SMEs (Employers)

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

In the case of international recruitment, adequate post-placement support can facilitate the candidate's integration in the new job. Recruiting SMEs, as defined in section 3.1.2.2 above, are eligible for financial support to contribute to the costs of integration activities for the newly recruited young candidate **provided the conditions for claiming funding are met and approved by the 'TMS-YfEj beneficiaries'.**

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

³⁵ EU citizens can stay in another Eligible country looking for work up to maximum 6 months

4.3.1. What is an integration programme?

An **integration programme** consists of a package of induction training and other post-placement support activities provided by the employer for the newly recruited young candidate with a view to easing his/her integration in the enterprise and reducing obstacles to labour mobility. The programme has a limited duration (usually during the early weeks of work integration); the training components are aimed at improving the recruited candidate's skills, competences and adaptability to a "foreign working environment". This can also have a positive impact on the productivity and competitiveness of the enterprise/organisation.

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

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

- *Induction training*

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

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

This training module can be very useful in the case of recruited workers. It may be redundant for trainees and apprentices, if the content is already embedded in the learning programme of a traineeship or apprenticeship placement. In this case, the conditionality rule for financial support is that there should be no overlap of thematic subjects. The applicant SME has to motivate the request (see also sections 4.3.2 and 13).

- *Language course*

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

The employer may decide to provide language training to the recruited candidate with a view to improve his/her language skills. It may consist of an upgrade of the learning level obtained before departure to the country of destination. **When language training is provided in the framework of a SME integration programme, the candidate is not eligible for post-placement language training reimbursement or attendance on charge of the 'TMS-YfEj beneficiary'** (see sections 4.2.2.5 and 5).

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

- *Administrative support and settlement facilitation*

It consists in providing resettlement assistance for the newly recruited candidate to facilitate his/her integration in the new country e.g. relocation, support to find suitable and affordable accommodation or housing, residence registration, work permit, attendance of vocational education (e.g. dual training system), etc. This support is highly relevant in the case of trainees and apprentices (see section 3.2)

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

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

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

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

Comprehensive induction training consists of the provision of **at least** one training module related to the job and/or the needs of the young recruited candidate, **combined with** administrative support and settlement facilitation (mandatory). The latter is recommended for trainees and apprentices, in line with the guidelines in section 3.2.

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

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

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

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

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

4.3.4. How to get financial support?

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

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

4.3.5. What are the authorised flat rates for SMEs?

Table IV below (section 6) provides the breakdown of flat rates applicable to each Member State, based on the type of integration programme and the number of recruited candidates.

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

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

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

The European Union *de minimis* "state aid" regulation allows for aid of up to EUR 200 000 to be provided from public funds to any enterprise over a period of three years without any procedural burden.³⁶

Any SMEs recruiting mobile workforce in the framework of one or several TMS-YfEj recruitment project(s), over a period of one year and providing them with at least basic induction training is entitled to get financial support (see Table IV) equivalent to the number of young employees, trainees or apprentices actually placed up to the threshold of EUR 20 000 per year.

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

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

³⁶ 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)

5. Other support measures by the 'TMS-YfEj beneficiaries'

Support measures e.g. language training or other training needs, social or learning mentoring, advice and guidance can be a pull factor for the success of job placements and the smoother integration of jobseekers, trainees or apprentices in their new working environment. The methods used may vary provided that the learning or support objectives will be achieved.

These support measures can also be extended to candidates who have moved temporarily to another EU EFTA/EEA country and are looking for a job in that country, as specified in section 4.2.3 above.

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

5.1. Preparatory training (language training or other)

Section 4.2.2.5 above gives an overview of the conditions required to qualify for financial support to attend a **language course**, when the costs are borne by the candidates. However, the 'TMS-YfEj beneficiaries' may also be called on to provide or facilitate access **to language training or other basic training needs e.g. intercultural competences** at their charge.

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

Given the relevance of trainings as a means to tackle mobility obstacles, the 'TMS-YfEj beneficiaries' **should make plans for the provision of free-of-charge training for young jobseekers, trainees or apprentices who have been short-listed for a work placement in another EU EFTA/EEA country and for whom a training need has been identified**³⁷.

Access to preparatory training will depend exclusively on the young workers' up-skilling needs, irrespective of the size or other integration measures of the recruiting enterprise/organisation. **Pre-departure training** is the most commonly used form of training in order to prepare and up-skill recruited workers before they take up duty abroad. **Training after arrival to the country of destination** can be justified if there is no training provider in the candidate's place of residence or if s/he needs to attend additional or advanced training lessons or up-skilling follow-up e.g. to improve language competencies (but only if it is not included in SME integration programme – please see section 4.3.1). **TMS-YfEj supports and finances any or both of those training options for the same candidate.**

The preparatory training is a short-term work placement support measure. **Advanced vocational training or trainings forming part of mandatory professional certification requirements e.g. regulated professions or specialised occupations are not within the remit of the 'TMS-YfEj beneficiaries'.** Those may be part of proceedings for recognition of qualifications and competences required by specific employers or professional organisations (see section 4.2.2.6). They may also be very expensive trainings. The 'TMS-YfEj beneficiaries' should neither take on the role of employers nor act at their request or on their behalf. The decision to provide preparatory training lies with the 'TMS-YfEj beneficiaries', taking into account

³⁷ Many young recruited workers may get a job placement with no need of preparatory training

the nature of the authorised preparatory training as well as the interests and needs of the young candidates.

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

The financial threshold (EUR 1200) specified per language course on charge of candidates (section 4.2.2.5) is indicative for the 'TMS-YfEj beneficiaries' but not mandatory.

When the 'TMS-YfEj beneficiaries' sub-contract the training and are directly responsible for the payment of the training costs, they may use a 'voucher system' to enable candidates to attend the training courses, with details on the training plan and attendance conditions (see Appendix VII). In this case, the related costs **are not paid directly to the young candidates** (see sections 4.2.2.5 and 5.2.1).

5.2. Mentoring support to recruited trainees and apprentices

Aside from in-company vocational mentoring in charge of the employer, if any, the 'TMS-YfEj beneficiaries' – lead applicants and/or co-applicants – may also provide, directly or via sub-contracting, **personal** mentoring and/or socio-pedagogical post-placement assistance to trainees and apprentices. This is an **optional support measure**. It may also be featured for other young recruited workers, but only in case of a duly justified need. The temporary and sometimes more vulnerable situation of trainees and apprentices abroad may justify the fit for purpose of this support measure.

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

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

The objective is to provide personal or socio-pedagogical support and guidance outside the work placement to those recruited young people (trainees and apprentices in particular) who may need a more comprehensive framework to succeed in their integration. These tasks can be performed by the project consortium members (staff of the lead applicant and/or co-applicants) or be outsourced to social workers, youth workers or other experts with a social background. They could act as referral persons to young trainees and apprentices in the country of destination, in case they may need personal guidance or help with their company and country integration.

The mentoring services may be provided as a stand-alone support measure or be integrated in the welcome service package described in section 5.3 hereunder.

5.3. Welcome services in the countries of destination

In the framework of the implementation and evaluation of the preparatory action "Your first EURES job"³⁸, a key recommendation that has clearly emerged has been the need to develop a "*welcoming/integration culture*" in the receiving countries.

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

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

In Member States there are already many bodies providing information to mobile workers and, in some cases, supervising the enforcement of rights conferred on workers and their families by article 45 of the TFEU³⁹. EURES provides labour market information as well as information on living and working conditions to mobile workers, complementing the advisory work of other EU networks e.g. Solvit, Your Europe Advice (see section 14).

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

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

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

- *Administrative and integration counselling*: hints and tips on living and working in the host country; national administration bodies e.g. recognition of qualifications, registration of individuals; accommodation or housing facilities, costs, etc.; main water, gas, electricity suppliers; banking system, public transport services, health care services, child care organisations, cultural activities and sites, etc.;
- *Legal advice and assistance* (EU/EEA nationals' rights and obligations in the countries of destination; useful tips on house purchasing/rental legislation, counselling in dispute resolution e.g. employment litigation, advice on labour or

³⁸ <http://ec.europa.eu/social/yourfirsteuresjob>

³⁹ See also Regulation EU N° 492/2011 on freedom of movement of workers within the Union and Directive 2014/54/UE on measures facilitating the exercise of rights conferred on workers in the context of freedom of movement for workers

other legal issues, trainee and apprentice regulatory frameworks, integration of worker's family, etc.);

- *Mentoring support* (see section 5.2) can also be provided in the framework of the "one-stop-shop welcome service";
- Any other issue(s) deemed relevant.

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

However, where given specialised bodies or services already exist, the welcome desk should not duplicate the service and related costs. In such circumstances, the 'TMS-YfEj beneficiaries' should establish *cooperation agreements*⁴⁰ (before or during the project) and signpost their customers to those organisations. These referrals should however be made as much as possible on the basis of **personalised assistance** whereby customers will be signposted to duly identified interlocutors.

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

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

'TMS-YfEj beneficiaries' can cover the costs with "other support measures" (i.e. preparatory training and/or mentoring for trainees and apprentices and/or one-stop-shop welcome desk) from their TMS-YfEj budget. **For this purpose, they need to include an action plan in their proposal, detailing the objectives, nature and methodology of the relevant service and earmark a corresponding budget amount.** Unlike SMEs, expenditure with support measures provided by the 'TMS-YfEj beneficiaries' is based on *actual costs* to be declared in their reports to the Commission.

Any "Other support measures" service should always be under the responsibility and supervision of the 'TMS-YfEj beneficiary', i.e. the TMS-YfEj project. 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 sub-contracted. **The rules governing expenditure with training and/or mentoring support on charge of the 'TMS-YfEj beneficiaries' do not provide for direct reimbursement of young people.** Moreover, the 'TMS-YfEj beneficiaries' are not authorised to create new allowances or flat-rates to cover these costs.

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

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

⁴⁰ These agreements must be free of charge for the TMS-YfEj projects, unless those organisations are members of the project consortium (i.e. co-applicants)

1) If the measure/service is implemented/provided by the 'TMS-YfEj beneficiary's (lead applicant and/or co-applicants) staff in one or several countries covered by the project, the relevant costs will be charged to the TMS-YfEj budget, under the item "Staff costs". These costs must however be duly justified, with a clear indication of the relevant support measure, the staff members assigned to the activities and the calculation of the salary costs covered under the 70% share of the budget.

2) If the measure/service is totally or partly sub-contracted to one or more external service providers in accordance with the sub-contracting rules of the 'TMS-YfEj beneficiary', the relevant costs will be charged to the TMS-YfEj budget, under the heading "Costs of services"⁴¹, item "Other services", description '*Preparatory training for young people*' and/or '*Mentoring support for young people*' or "*Welcome service*".

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

The 'TMS-YfEj beneficiaries' may request estimations directly from service providers (if they know them) or through young candidates residing in a different country. Those estimations should clearly indicate that the service provider agrees to be paid from abroad. This option may be beneficial for young candidates with lack of cash to make advance payment in the case of language trainings, before being reimbursed as specified in section 4.2.2.5.

The 'TMS-YfEj beneficiaries' select the service provider and the young candidate will be given a voucher or similar document (see Appendix VII) with all necessary information on the training or mentoring conditions⁴². The full or balance payment⁴³ will be made **directly to the service provider abroad**, selected by the 'TMS-YfEj beneficiary', after receipt of the invoice. In the case of a training course, a copy of the certificate provided to the young attendant (or attendance list) confirming completion of the training course should be attached to the invoice; in the case of mentoring support, weekly or monthly presence lists signed by the mentor and the young trainee/apprentice confirming attendance of mentoring sessions and nature of the advisory service (or another equivalent) will be required.

Young candidates are incumbent to pay or reimburse the full cost of the training or mentoring support if they fail to attend, without justified reason, the minimum necessary teaching units giving access to a training certificate or to participate in the planned mentoring sessions (see also section 8.1)

Payments concerning the provision of preparatory training and/or monitoring services should be made in accordance with the conditions set out in the agreed sub-contracting proceedings. The information collected from the service providers should be reliable and verifiable. The 'TMS-YfEj beneficiaries' are deemed to keep record of all correspondence, documents and transactions exchanged with service providers and candidates. The 'TMS-YfEj beneficiaries' should also comply with both the Commission financial guidelines and sub-contracting rules applicable in their respective organisations.

⁴¹ For further info, please refer to the "Financial Guidelines for Applicants"

⁴² Voucher or any other forms deemed necessary to be created by the 'TMS-YfEj beneficiaries'.

⁴³ In some cases, the service providers may request an advance payment before the action is initiated against acceptance of the service by the 'TMS-YfEj beneficiary'

As mentioned in section 10 of the call document, "Other support measures" implemented by the 'TMS-YfEj beneficiaries' will be eligible under the 70% share of the budget.

6. Overview of funding rules

As mentioned in section 4 above, **young people** and **SMEs** may receive financial support for the following items (see also section 14):

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

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

- 1. The flat rates cannot be modified, paid by instalments or used for purposes or by end-recipients other than those indicated in this Guide.**
- 2. Where direct support for young people is based on a detailed estimate of eligible costs, invoice, receipt or other justification documents, the maximum authorised refunding amounts as specified in this guide should be respected.**
- 3. The 'TMS-YfEj beneficiaries' are not allowed to create new flat rates, grants or payments in whatever form e.g. allowances, subsidies, reimbursement of costs, etc. for young people and SMEs.**

Young people

- *Flat-rates*

TABLE I

YOUNG PEOPLE'S ALLOWANCE FOR INTERVIEW(S)					
Place or country of destination	Distance (Km)	Amount (EUR)		Rule of allocation	Reporting obligations
		Travel and accommodation	Daily Subsistence Allowance (DSA) *		
Any EU28 and EFTA/EEA Member State	0 – 50	0	50 /day	<u>Automatic</u> , if interview is deemed necessary and after approval by the TMS-YfEj beneficiary but before the job interview takes place	Signed declaration by the young candidate
	> 50 - 250	100	25 /½ day		
	> 250 – 500	250			
	> 500	350	<u>Obs.:</u> Max 3 days		

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

TABLE II

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

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

- **Actual costs**

TABLE III

OTHER SUPPORT MEASURES FOR YOUNG PEOPLE			
Measure	Amount (EUR)	Rule of allocation	Reporting obligations
Language training	Actual declared costs up to 1270 EUR	<u>Conditional</u> : submission of request with training description and estimate	Full justification of the costs incurred, copy of invoice/receipt and training certificate
Recognition of qualifications	Actual declared costs up to 1000 EUR	<u>Conditional</u> : submission of request with copy of national academic or professional certificate	Full justification of costs incurred, copy of invoice/receipt
Supplementary relocation allowance	Up to 500 EUR	<u>Conditional</u> : submission of request with copy of medical certificate, income declaration, copy of ID card or other equivalent documents and, if possible, estimate of provisional costs	Signed declaration by the candidate (if ex-ante, justification and estimate of costs) or full justification of costs incurred, copy of invoice/receipt in the case of reimbursement of actual declared costs

EMPLOYERS

TABLE IV

FLAT RATES APPLIED TO SMES INTEGRATION PROGRAMMES FOR YOUNG RECRUITED CANDIDATES*				
Recruiting country	Basic induction training (EUR)	Comprehensive induction training(EUR)	Rule of allocation	Reporting obligations
	I	II		
Austria	820	1025	<u>Conditional:</u> need to apply for funding and provide a training checklist	Copy of training plan + signed declaration/ lists by the training participants <u>or</u> signed copy of training registration form <u>or</u> detailed training plan signed by coach/trainer or training provider or other equivalent document
Belgium	775	970		
Bulgaria	505	635		
Croatia	540	675		
Cyprus	665	835		
Czech Republic	600	750		
Denmark	1015	1270		
Estonia	600	750		
Finland	872	1090		
France	835	1045		
Germany	750	940		
Greece	725	910		
Hungary	525	655		
Iceland	755	945		
Ireland	810	1015		
Italy	795	995		
Latvia	540	675		
Lithuania	540	675		
Luxembourg	775	970		
Malta	660	825		
Netherlands	760	950		
Norway	1015	1270		
Poland	525	655		
Portugal	660	825		
Romania	505	635		
Slovakia	590	740		
Slovenia	660	825		
Spain	710	890		
Sweden	870	1090		
United Kingdom	845	1060		

* Rates per young recruited person

7. Payments to target groups

The 'TMS-YfEj beneficiaries' should be in a position to ensure **prompt payments** to target groups and also to comply with the minimum standards for the control of expenditure. Administrative requirements should be limited to the strict minimum of paperwork necessary.

7.1. When and how to make payments?

a) Young candidates

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

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

The **interview trip** should be made after a written invitation/request by the employer (the 'TMS-YfEj beneficiary' must always know who the employer is). No payment will be made without having that information attached to the funding request form.

In the case of **relocation costs**, copy of the labour contract or other equivalent binding document (if contract has not yet been issued) must be attached to the signed relocation payment form and kept in the project records. The work placement must have 6 months minimum duration.

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

Young candidates (interview) or recruited workers, trainees or apprentices (work placement) should be paid *before* they participate in a job interview in their country of residence or in another country and/or move to the country of destination to take up duty, **provided the conditions for claiming funding are met and approved by the 'TMS-YfEj beneficiaries'**.

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

Upon validation, the young candidates or recruited workers, trainees or apprentices will complete and sign a declaration form specifying the purpose of the TMS-YfEj financing and acknowledging receipt of payment (Appendix V). A questionnaire form must also be filled in the case of relocation allowances (see RECAP, page 44).

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

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

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

RECAP:

Annexes to young candidates' interview and/or relocation funding request forms:

- *Employer(s)' written invitation(s) to interview(s);*
- *Copy of the labour contract or other equivalent binding document in the case of work placement offer;*
- *Declaration by employer on direct coverage (or not) of interview/relocation costs;*
- *Survey questionnaire (mandatory annex to the relocation allowance form).*

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

- *successful interviewees:* candidates will provide a filled in questionnaire at submission of the relocation allowance form;
- *unsuccessful interviewees:* candidates will be requested to fill in the questionnaire after the interview.

➤ *Other financial support measures for young people*

The costs with other support measures for young people are based **on actual costs** i.e. the calculation and payment of the grant amount depends on the submission and approval of an invoice and/or other justification documents.

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

- *Language course*

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

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

- *Recognition of qualifications*

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

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

- *Supplementary relocation allowance*

The supplementary relocation allowance can be paid either **before or after the action has taken place**, on the basis of a motivated request (Appendix III). Supporting evidence must be attached to the request, notably on the candidate's vulnerable situation. The maximum authorised allowance per candidate is limited to **EUR 500** (additional interview and/or relocation trip costs or other included).

The eligibility conditions are specified in section 4.2.2.7. Documentary evidence on the status of the candidate may vary, depending on the country and legislation applicable. These can be, for instance, copy of medical certificates or income declaration or declaration on social condition issued by a competent body or authority. Residents in remote or outermost regions can justify their geographic status through any personal identification document (or other) indicating his/her permanent address.

In the event of a request for an ex-ante payment, the candidate must also submit a written estimate, pro-forma invoice, housing lease, travel agency estimate or other verifiable document concerning the expected expenditure. In case of reimbursement of actual incurred costs (ex-post payment), the candidate must submit copy of the receipt/invoice or ticket(s). Further details on the criteria applicable to the calculation of supplementary funding support concerning travel costs are specified in section 4.2.2.7.

One or more payments can be made to the same candidate up to EUR 500 if these refer to needs covered **before** and/or **after travelling to** the country of interview or destination. In the interest of candidates, reimbursement claims should preferably be submitted at the earliest possible date. Post-placement reimbursement claims should be submitted during the first four weeks (30 days) of work in the country of destination (the 'TMS-YfEj beneficiaries' may consider some flexibility on a case by case basis).

For example, after having received a job offer, the candidate may request part of the allowance before departure to cover the costs of transport to and from airports or train stations when travelling or moving to another EU EFTA/EEA country (e.g. EUR 80); after arrival, s/he may also apply for the remainder part of the supplementary relocation allowance to cope with flat lease payment in the country of destination (EUR 420). **In any case, the addition of all payments to the same candidate may not exceed EUR 500.**

RECAP:

Please refer to section 6, table III for an overview of the payment rules applicable to "Other financial support measures for young people"

b) SMEs (Employers)

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

The employer's request for payment can be sent any time after the new mobile worker, trainee or apprentice has commenced work, on condition that the SME is able to provide evidence that **the training/learning component(s) of the integration programme has/have been concluded or have at least been initiated during the workers' initial three weeks of work**. Supporting documents⁴⁴ can be any of the following:

(If induction training has been concluded)

- external training: training plan (content, duration, participants) and copy of the receipt of payment from the external training provider;
- in-house training: training plan (content, duration and participants) signed by the coach/mentor/trainer and the participant(s);
- other equivalent supporting document.

(If training is in progress)

- external training: copy of signed training registration/enrolment form(s), with a brief description of the training content, duration and participant(s);
- in-house training: training plan (content, duration and participants) signed by the coach/mentor/trainer and the participant(s);
- other equivalent supporting document.

The employer can sign a payment request confirming in brief the content of the overall integration programme (Appendix VI) or send a free text letter, e-mail or fax providing equivalent information. A copy of supporting documents as above should be enclosed, together with a filled in evaluation questionnaire (see section 9.2).

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

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

RECAP:

Annexes to SME's payment request form:

- Documents provided in section 7 b) above
- Survey questionnaire

⁴⁴ Please note that it is not question of checking the actual costs of the integration programme but to check whether the expected results have been or are deemed to be achieved. In the case of trainees and apprentices the induction training may be embedded in the overall work-based learning plan. The employer should justify.

c) Overview of TMS-YfEJ forms (templates)

Appendix I – Application for attendance and reimbursement of a language course
Appendix II – Application for reimbursement of costs with recognition of academic and/or professional qualifications
Appendix III – Application for a supplementary relocation allowance
Appendix IV – Application for a SME integration programme
Appendix V – Interview or relocation allowance receipt declaration (young people)
Appendix VI – SME flat-rate payment request
Appendix VII – Voucher for attendance of preparatory training or mentoring session

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

Important:

Flat-rate payments to target groups should be made *as early as possible* in cash, by cheque, pre-paid card or bank transfer⁴⁵ against acceptance of the duly completed and signed declarations. In the case of bank transfers, the transfer receipt may replace the signed declaration.

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

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

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

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

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

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

⁴⁵ The legal base underlying the YfEj preparatory action does not foresee taxation provisions concerning the YfEj allowances to target groups. Fiscal laws defined by each Member State in this respect, if any, should apply.

8. Quality control, risk management and contingencies

The Commission shall ensure that when activities are financed under the TMS-YfEJ scheme, the financial interests of the EU are protected by measures to prevent fraud, corruption and any other illegal activities and also by effective checks and the recovery of amounts unduly paid.

8.1. Quality control

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

The following must be subject to effective control checks:

8.1.1. Quality of vacancies and credibility of the employer

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

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

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

a) *Vacancy description:*

- Job details (type of job or work-based training post, required profile/skills, tasks, geographical location, etc.)
- Candidate's profile (required educational and professional background, other specific requirements e.g. knowledge of languages, specific skills, etc.)
- Contractual conditions (salary, duration of the labour contract, working hours, social benefits or other e.g. fringe benefits)
- In the case of traineeships and apprenticeships, other particular or national framework conditions applicable to these categories of workers e.g. dual training opportunities, in-company coaching practices, etc.

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

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

Irrespective of the method, documentary evidence of consultations must be recorded by the 'TMS-YfEj beneficiaries' (subject to auditors' verification by sampling when checking their final accounts).

8.1.2. Labour contractual conditions

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

8.1.3. Follow up actions

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

- verify that the young candidate(s) has/have actually travelled for interview and/or for taking up duty;
- in the case of the payment of allowances against justification documents, verify the accuracy and reliability of the information provided;
- obtain information from the employer about the outcomes of the job interview(s) in writing;
- obtain confirmation from the employer of the entry into duty of the recruited jobseeker, trainee or apprentice (in writing)
- obtain information, after job placement, on the young worker/trainee/apprentice's adaptability to the work placement and outcomes of the SMEs integration programme, traineeship or apprenticeship (tracking).

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

8.1.4. Financial support to placements from other sources

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

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

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

8.1.5. Recruitments by private employment agencies

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

The following is thus recommended:

- Support to candidates recruited by any YfEj customer **employment agencies** (acting often as employers) should be limited to e.g. **50 jobseekers** per customer (annual basis). For a higher number of placements, please consult previously the Commission.
- The same agency may refer to other YfEj projects "to expand the business". In the event of similar requests, all projects should first inform the Commission.
- Preparatory training/mentoring may be outsourced on condition that this provision has been foreseen in the project application and the contractor(s) are directly involved in the implementation of the project, under the supervision of the 'TMS-YfEj beneficiary'. It cannot be a TMS-YfEj employer or other customer. The service provider is not allowed to reap the benefits of the service for its own organisation or clients.

8.2. Young people's and SMEs' rights and obligations

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

If the young candidate, having been offered a service in kind (e.g. preparatory training) or having been granted financial support before the action takes place, fails to comply with his/her obligations, then the 'TMS-YfEj beneficiary' should claim immediate refunding of the amounts paid. *Force majeure* reasons, based on

documentary evidence, may determine a different treatment to be examined on a case by case basis (in consultation to the Commission, if necessary).

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

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

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

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

The follow-up measures as specified in section 8.1.3 above can help to limit risks.

8.3. Early termination of the labour contract

Both workers, trainees or apprentices and employers can have justified reasons for claiming early termination of the labour contract e.g. a youngster's inability to adapt to the job, family problems, accident, etc. Whichever the circumstances, the decision should always be taken in compliance with applicable labour law. In the framework of the follow-up obligations incumbent to the 'TMS-YfEj beneficiaries' (see section 8.1 above), these should track the sustainability of work placements during the preliminary weeks of the labour contract and spot any possible misuse of funds.

If duly motivated and lawful reasons exist for discontinuing the labour contract, there should be no recovery of amounts paid to the young worker/trainee/apprentice and the SMEs only if the cause(s) for termination of the contract could not have been foreseen (*force majeure*). If there has been unjustified and/or intentional breach of contractual obligations by one or both parties, then the 'TMS-YfEj beneficiaries' must recover the amounts paid immediately.

8.4. Liability of the TMS-YfEj beneficiaries

The 'TMS-YfEj beneficiaries' are responsible for due compliance with the guidelines set out in this Guide. **They are also accountable for the sound implementation of the eligibility criteria and funding support as well as for checking the quality and legality of proposed jobs, traineeships or apprenticeships and labour contracts (fair mobility).**

In accordance with sections 3.5 and 8.1 above, the 'TMS-YfEj beneficiaries' should also 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 monitoring solutions can be envisaged in accordance with the structure and resources of the organisations, provided they can ensure the minimum quality of service provision. Adequate corrective or mitigating measures must apply for any risks that may be encountered during the implementation of activities. Action taken to recover unduly paid amounts must be based on documentary evidence e.g. registered correspondence, etc.

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

9. Monitoring and evaluation

9.1. Monitoring of activities

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

The 'TMS-YfEj beneficiaries' are responsible for collecting data on progress with the scheme and for submitting quantitative and qualitative data to the Commission during the implementation phase. The practicalities to provide that information will be agreed with the 'TMS-YfEj beneficiaries' in the first TMS-YfEj Steering Group meeting. The submission of data should in principle take place on a bi-annual basis (a different timeline may apply during the period).

9.2. On-going evaluation of TMS-YfEj activities

The selected 'TMS-YfEj beneficiaries' are deemed to carry out **on-going surveys** targeting their customers. They will send questionnaires to young mobile workers and employers having participated in the scheme; they will also be responsible for collecting and assessing the replies. As mentioned in section 7, these questionnaires must be attached to the relocation allowance forms. Employers (SMEs) must also fill in the questionnaire if they have applied for financial support. Rejected candidates following an interview trip or other employers having received any form of service support from the scheme should also be invited to fill in the questionnaire

The purpose will be to evaluate the success and failure factors, such as the added value of the scheme, customers' satisfaction, good practices, etc. For comparability purposes, the Commission may recommend a basic standard questionnaire (to be also discussed at the first TMS-YfEj Steering Group meeting). The 'TMS-YfEj beneficiaries' are free to broaden the scope of their survey questionnaires.

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

10. Reporting by the 'TMS-YfEj beneficiaries'

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

The standard final report documents are the following:

- a) Narrative report (ANNEX to the agreement) and financial statement of expenditure (through SWIM application).
- b) A certification report of the final accounts by an independent auditor. It should include a table with an overview of financial support to young people and employers, including other support measures expenditure⁴⁶.

11. Information & contact

Services within the Commission responsible for the overall management of the TMS-YFEJ scheme:

EUROPEAN COMMISSION

Directorate General Employment, Social Affairs & Inclusion

Unit C.3 – Skills, Mobility and Employment Services

VP-2014-013 - "**Your first EURES job – targeted mobility scheme**"

Rue Joseph II, 27 - 1000 Brussels

E-mail: empl-vp-2014-013@ec.europa.eu

⁴⁶ For more information, please see annex to the document "Financial Guidelines for Applicants"

12. Glossary of key terms

Allowance – fixed quantity of money

Apprenticeship-type schemes (*see also traineeships*) - temporary work-based training positions in a company or other organisation which may vary across the EU countries. They often combine education and learning in schools or other educational institutions with work-based training. 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-work transitions and make it easier for young people to find a job⁴⁷

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

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

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

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

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

Dissemination and exploitation of results – set of activities aimed at producing a wider impact through a project or initiative. Dissemination and exploitation measures focus on projects' results

Eligibility criteria – criteria that a project must fulfil, regarding in particular its target groups, its location, its duration and its 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 project

EU – European Union

EURES – Set up in 1993, EURES is a co-operation network between the European Commission and the Public Employment Services (PES) of the EEA. Switzerland also takes part in EURES co-operation. EURES has a network of more than 850 EURES Advisers and a web portal⁴⁸ with relevant information on labour markets and job vacancies across Europe. It provides information, advice, guidance, job matching and

⁴⁷ Study: "Apprenticeship supply in the Member States of the European Union, European Commission, 2012.

⁴⁸ URL: <http://eures.europa.eu>

job services for the benefit of workers and employers as well as of any citizen wishing to benefit from the right of free movement of workers in the EEA

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

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

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

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

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

Jobseeker – someone who is seeking/looking for a job

Job candidate – someone who is applying for one or more job vacancies

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

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

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

Job vacancy – a paid post that is newly created, unoccupied or about to become vacant (Source: Eurostat)

Occupations – grouping of jobs involving similar content in terms of tasks and requiring similar types of skills (Source: Skillsbase - Labour market information Database)

or

group of activities requiring a homogeneous series of techniques and skills within a specific field and speciality (Source: Cedefop)

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

Recruitment – the employer hires a candidate and therefore he is able to fill a job vacancy

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 cover accommodation, meals, local travel, cost of telecommunications as well as other sundries

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

Traineeships (*see also Apprenticeships*)– limited period of work practice spent at a business, public body or non-profit institution by students or young people having recently completed their education, in order to gain valuable hands-on work experience ahead of taking up regular employment⁴⁹. It aims to bridge the gap between the theoretical knowledge gained in education and the skills and competences needed at a workplace.

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

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

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

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

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

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

Young mobile jobseeker – young European person looking for a job in another Member State

Young mobile worker – young person working or having been recruited to work in a country other than his/her country of residence

⁴⁹ COM(2012)728 final, 5.12.2012 - "Towards a Quality Framework for Traineeships"

13. Annexes: forms

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

The 'TMS-YfEj beneficiaries' are free to make amendments to improve the clarity and quality of the forms. The templates should have the letterhead of the 'TMS-YfEj' organisations. The forms can also be translated into other EU EFTA/EEA languages of the countries covered by each project. Please follow the graphic and publicity guidelines as mentioned in section 3.4.2 above.

If necessary, the 'TMS-YfEj beneficiaries' are free to create additional forms or other management tools with a view to securing the best service provision and the appropriate follow up of the action, in compliance with section 8.1 above. New or modified forms can be discussed in the TMS-YfEj Steering Group meeting.

Documentary evidence as specified in section 7 above must always be attached to the forms. An evaluation questionnaire is also mandatory in the case of requests for relocation allowances and SMEs' funding support.

TARGETED MOBILITY SCHEME

YOUR FIRST EURES JOB

APPLICATION FOR ATTENDANCE AND REIMBURSEMENT OF A LANGUAGE COURSE

I, the undersigned,

.....

Nationality.....

Resident in Country

Telephone E-mail address

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

Details on the language course are attached to this form.

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

Level/content:

Duration:

Price:

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

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

Signature

Date: ____/____/____

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

TARGETED MOBILITY SCHEME

YOUR FIRST EURES JOB

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

I, the undersigned,

.....

Nationality.....

Resident in Country

Telephone E-mail address

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

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

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

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

I understand that for reimbursement entitlement I need:

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

Signature

Date: ____/____/____

Annex: National academic/professional certificate(s)

TARGETED MOBILITY SCHEME

YOUR FIRST EURES JOB

APPLICATION FOR A SUPPLEMENTARY RELOCATION ALLOWANCE

I, the undersigned,

.....

Nationality.....

Resident in Country

Telephone E-mail address

have been offered a job/traineeship/apprenticeship placement (*please circle as appropriate*) in[country] as (please indicate the professional status).

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

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

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

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

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

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

Signature

Date: ____/____/____

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

**TARGETED MOBILITY SCHEME
YOUR FIRST EURES JOB**

Recruitment of young European mobile workers

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

Ref: _____

Business name
 Address of the Head office
 City Country
 Phone n. E-mail:
 Registration number
 Legal representative
 Address of the legal representative

Name and position of the contact person
 Email address Tel.

INTEGRATION PROGRAMME - Checklist of training and support activities

Basic induction training (one of the following training modules) ☐

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

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

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"/>

Administrative support and settlement facilitation (mandatory item in the case of comprehensive induction training)

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

(please specify).....

Brief description of the integration programme.

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

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

Provisional duration of the training module(s) (*training hours or days per thematic module*):

Job, traineeship or apprenticeship vacancy(ies) concerned:

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

Work starting date:

Location of the induction training:

.....

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

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

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

Name of legal representative / executive officer:

.....

Date

Signature

___/___/___

.....

TARGETED MOBILITY SCHEME

YOUR FIRST EURES JOB

DECLARATION BY YOUNG CANDIDATE - INTERVIEW OR RELOCATION ALLOWANCE

I, the undersigned,

.....

Nationality.....

Resident in Country

Telephone E-mail address

DECLARE

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

(city/cities).....

(country(ies) of destination)

on ____/____/____

and for this purpose I

ACKNOWLEDGE

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

The payment is/has been made in

cash ☐

by cheque ☐

pre-paid card ☐

bank transfer ☐

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

Signature

Date: ____/____/____

.....

Annexes: see section 7

TARGETED MOBILITY SCHEME

YOUR FIRST EURES JOB

PAYMENT REQUEST – EMPLOYER (SME)

I, the undersigned,

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

.....
 located in (address)

City Country

DECLARE

that the basic/comprehensive (*please circle as appropriate*) integration programme as detailed in the application form submitted on ____/____/____ is being/has been (*please circle as appropriate*) implemented. Number of mobile workers/trainees/apprentices (*please circle as appropriate*) involved.....

Overall programme content:

.....
 I enclose copies of the following supporting documents (*please tick as appropriate*)

(*If training has been concluded*)

☐ **external training:** training plan (content, duration, participants) and copy of the receipt of payment from the external training provider

☐ **in-house training:** training plan (content, duration, participants) signed by the coach/mentor/trainer and the participant(s)

☐ other equivalent supporting document (please specify):

.....
 (*If training is in progress*)

☐ **external training:** copy of signed training registration/enrolment form(s), with a brief description of the training content, duration and participant(s)

☐ **in-house training:** training plan (content, duration, participants) signed by the coach/mentor/trainer and the participant(s)

☐ other equivalent supporting document (please specify):

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

Signature

Date: ____/____/____

Annexes: see section 7

TARGETED MOBILITY SCHEME

YOUR FIRST EURES JOB

VOCATIONAL OR LANGUAGE TRAINING COURSE VOUCHER⁵⁰

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

Training Provider:

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

*(to be filled in by the YfEj employment service)*Recruiting organisation /company _____

Contact person _____

Street _____

Post Code _____ City _____

Country _____

Telephone _____ E-mail address _____

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

I hereby apply for the following training course voucher: _____ *(please specify)*
This training course is free of charge for attendants.

Applicant:

Surname _____

First name _____

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

Nationality _____

Address _____

Post Code _____ City _____

Country _____

Telephone _____ E-mail address _____

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

⁵⁰ This form may be modified and adapted to the provision of mentoring support

Attendance conditions

I commit to attend the training course specified hereinafter.

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

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

Signature _____

Confirmation of the training course

Participant: surname, first name in block letters

Nature and content of the course:

Location:

Duration (from – to):

Timetable:

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

[Daily: from xxh00 to yyh00]

(...other specifications, if any)

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

Signature

(YfEj employment service or training provider)

14. Summary of the TMS-YfEj main rules

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

		Young people		Employers	
SUPPORT MEASURES	DIRECT FINANCIAL SUPPORT	Measure	Financial contribution (amounts per candidate)	Measure	Financial contribution (per employer)
		Interview trip allowance (in the candidate's country of residence or in another EU28 EFTA/EEA country)	From EUR 100 to EUR 350 for travel costs, according to distance + DSA	Integration programme for the new mobile worker(s), trainee(s) or apprentice(s);	Variable from EUR 505 to EUR 1270 per candidate, according to country of destination and type of integration programme (basic or comprehensive)
		Relocation allowance	Variable from EUR 635 to EUR 1270, according to country of destination	It may consist of at least one of the following items (basic training):	
		Language course	Reimbursement of actual declared costs up to EUR 1270	— professional induction training	
		Recognition of qualifications	Reimbursement of actual declared costs up to EUR 1000	— language course	
		Supplementary relocation allowance	Reimbursement of eligible declared costs up to EUR 500	Any of the above may be combined with administrative support and settlement facilitation (comprehensive training).	
	OTHER SUPPORT MEASURES	The TMS-YfEj employment services are deemed to provide a comprehensive package of support services to young candidates from pre- to post-placement.			
		The following <u>free of charge</u> services may be available: — Preparatory training (pre-departure and/or after arrival language training or other training need); — Mentoring support for recruited trainees and apprentices; — One-stop-shop welcome service			

15. Useful references

- Your first EURES job: <http://ec.europa.eu/social/yourfirsteuresjob>
- The European Job Mobility portal (EURES): <http://eures.europa.eu>
- The Ploteus portal (Portal on Learning Opportunities throughout the European space)
http://ec.europa.eu/ploteus/home_en.htm
- Youth on the Move: http://europa.eu/youthonthemove/index_en.htm
- European Youth Portal: <http://ec.europa.eu/youth/en>
- Advice on apprenticeship and traineeship schemes:
<http://ec.europa.eu/social/main.jsp?catId=1045&langId=en>
- We mean business: <http://we-mean-business.europa.eu/en>
- Working in another EU country:
<http://ec.europa.eu/social/main.jsp?langId=en&catId=25>
- Your Europe (*help and advice for EU nationals and their family*)
http://europa.eu/youreurope/citizens/index_en.htm
- Europe Direct citizens' information service
<http://europa.eu/europedirect/>
- SOLVIT problem-solving network
<http://ec.europa.eu/solvit/>
- Your Europe advice portal for citizens and business
<http://europa.eu/youreurope/advice/>
- Euroguidance network of career guidance systems throughout Europe
<http://euroguidance.eu>
- Contact points for the recognition of professional qualifications
http://ec.europa.eu/internal_market/qualifications/index_en.htm
- NARIC gateway to recognition of academic and professional qualifications
<http://enic-naric.net/>
- Europass
<http://europass.cedefop.europa.eu>
- Enterprise Europe Network business support for SMEs
<http://een.ec.europa.eu>
- ERASMUS for young entrepreneurs
<http://www.erasmus-entrepreneurs.eu/index.php?lan=en>