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Employment, Social Affairs Inclusion DG

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Skills, Mobility and Employment Services

Call for proposals N° VP/2013/004¹

BUDGET YEAR 2013

EURES – EUROPEAN EMPLOYMENT SERVICES

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¹ The original text of this call for proposals including the Financial guidelines for applicants and all annexes approved by the competent financial departments of the European Commission is drawn up in English. Translations into French and German are available. In the event of any differing interpretation of the provisions laid down in the Call for Proposals, the European Commission will refer to the original text.

I. The context

EURES (European Employment Services) was launched in 1993 as a network for co-operation between employment services of the Member States, their partners and the Commission to exchange information concerning vacancies and applications for employment, information on the state and trends of the labour market as well as information concerning living and working conditions. Its purpose is to facilitate mobility on the European labour market by providing services for workers and employers as well as for any citizen wishing to take advantage of the right of free movement of workers in the EU.

The EURES co-operation is based on

- Regulation (EU) No 492/2011 of the European Parliament and the Council of 15 April 2011 on freedom of movement for workers within the Union (codification) (OJ L 141 of 27.05.2011, p. 1).
- Commission Decision No 2003/8/EC of 23 December 2002 implementing Regulation (EU) No 492/2011 as regards the clearance of vacancies and applications for employment.
- Furthermore, the EURES co-operation has been fully extended to the EEA countries. Switzerland also co-operates within the EURES framework in accordance with the Agreement of 21 June 1999 between the European Community and Switzerland on the free movement of persons.

The EURES network is composed of members and partners. The members are the European Co-ordination Office (EURESco) situated in the Employment, Social Affairs and Inclusion Directorate-General of the European Commission and the Public Employment Services (PES) of the Member States and/or other bodies nominated by them as well as those of Iceland, Liechtenstein and Norway. The partners are local and regional authorities/bodies and the social partners, in particular with regard to the EURES tasks which they carry out in the framework of the EURES cross-border partnerships. The EURES network members and partners operate at different levels: European, national, regional, local.

The services provided by EURES include databases on job vacancies, job search, living and working conditions, and also personalised services provided by EURES members, partners and associated partners. Many of these services are supplied by the EURES advisers who work within these organisations, providing information and advice about all issues related to the free movement of workers in the EU/EEA. EURES plays an active role in the development of the European labour markets by job broking services aimed at preventing and combating skills bottlenecks.

This call is addressed to the members of the EURES network in accordance with the current EURES Decision (ref. (2003/8/EC) of 23 December 2002, OJ L5, 10.1.2003, p.16.)

The current EURES Decision will be replaced in the future by a new Decision adopted on 26 November 2012 which describes the reform of EURES and shall enter into force on 1 January 2014. (ref: adoption of the Commission Implementing Decision of 26

November 2012 (OJ L 328/21, 28.11.2012, <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:328:0021:0026:EN:PDF>) implementing Regulation (EU) No 492/2011 of the European Parliament and of the Council as regards the clearance of vacancies and applications for employment and the re-establishment of EURES)

The Commission hereby invites the members of the EURES network and other eligible organisations (as indicated in section VI of this call) to submit requests for funding of EURES activities under budget heading 04 03 04. The grants provided by this budget are intended to finance activities contributing significantly to the implementation of the priorities described in section II of this call.

Subsidies are allocated on the basis of the criteria outlined in this Call for Proposals and depending on the availability of funds while taking account of the detailed rules for eligibility of expenditure outlined in the financial guidelines for applicants – budget year 2013. The document "Financial guidelines for applicants (budget year 2013)" is an integral part of this call and is published together with this call.

II. Eligible EURES priorities

The six EURES guidelines adopted by the EURES Coordination office following the opinion of the EURES High Level Strategy Group for the period 2010-2013 as a basis for the identification of eligible activities will continue to be valid for the current call. These guidelines aim at contributing to the development of European labour markets open and accessible to all, improving the quality and transparency of the trans-national, interregional and cross-border labour market information, and strengthening co-operation on these matters. The implementation of the six guidelines will be developed in continuity with the activities planned and implemented under the multiannual framework partnership agreements established in the period 2010-2013 preceding this call.

A seventh guideline: "Preparing EURES for its reform" is added to this call, and is destined to:

- a) Raise the awareness within the network of the implications of the reform;
- b) Orient the intervention strategy at national level to take into account the political priorities of the reform of the network (focus on matching/placement and recruitment, as well as participation to the targeted mobility schemes);
- c) Familiarise the members of the network with the (future) funding mechanisms at their disposal

Consequently, activities eligible for funding as part of this call should be in accordance with the key actions of the following seven guidelines:

Guideline 1 – Improving access to EURES

Visibility of EURES should be developed taking into account two different sets of potential users. On the one hand – the internal visibility – is the awareness-raising and knowledge of EURES services in all parts of the PES organisations. In practice this

means that the mainstream PES officers should be aware of the existence of EURES and be able to provide their customers (jobseekers and employers) with basic information about EURES. On the other hand - the external visibility – potential clients must be aware of the existence of EURES and the services that it can offer. Activities should be targeted towards the public which can be EURES potential clients such as jobseekers, unemployed, youth, graduates, employers, employees, etc.

Key actions:

1. Provide EURES training and awareness sessions for non-EURES staff.
2. Produce and implement a national information campaign to inform the clients (jobseekers, unemployed youth, graduates, employers, employees, etc.) on the opportunities offered by the European labour markets.
3. Include information on EURES in PES mainstream publications.
4. Make EURES and mobility part and parcel of the national strategies by including EURES and mobility in national PES plans.
5. Make jobseekers and employers aware of the opportunities offered by mobility.
6. Development of infrastructures providing services and customer relationship management (i.e. provide EURES advisers with the necessary resources for carrying out their tasks to focus on the clients).

Optional action:

7. Establish national help desks to give information to clients.

Guideline 2 – Ensuring services to employers

Employers should be made aware that they have the possibility to recruit staff from all EU Member States as well as from Norway, Iceland, and Liechtenstein and also from Switzerland. Employers should also be informed that EURES can help them to fill their job vacancies in other countries. The emphasis should be put on the following advantages. First, find the right person for the right job: looking abroad offers the attractive possibility of finding the skilled staff they are looking for. Second, discover the motivation of mobile workers. They are ready to start working, often on short notice, are very flexible and willing to adapt to a new work environment. Third, increase innovation and competitiveness of business. Mobile workers bring along a solid background of educational and professional experience that can help business grow. Furthermore they can help in establishing new business contacts in their country of origin.

Key actions:

1. Develop a strategy to enable all employers, in particular SMEs, to access information about EURES and the possibility of advertising their job vacancies on the EURES Portal. Ensure that employers experiencing recruitment difficulties receive a consistent service from the EURES members and partners.
2. Develop and offer "mobility packages" to employers consisting of information,

advice and job matching. Systematically seek feedback from employers to measure the impact of EURES in terms of placement. EURES in the host country should help employers in supporting workplace integration, including through the provision of language courses to workers.

3. Develop and implement quality and fair traineeship allowing employers to give the possibility to young people from abroad to work in their companies.
4. Develop and implement a service level agreement between EURES and employers at the appropriate level, or a customer charter to explain what employers can expect from EURES.

Guideline 3 – Providing services to jobseekers, job changers and the unemployed

Jobseekers should be made aware of at least the following benefits. Firstly, the possibility of gaining new skills both professionally and personally. Working in another country strengthens self-confidence and improves the communication skills as a direct result of working in a different cultural environment. Secondly, the possibility of getting new insights and different perspectives. Working abroad gives the possibility of experiencing a new culture, learn or improve a foreign language and become more open to new learning. Thirdly, the possibility of finding temporary or seasonal job. Some sectors, like tourism and agriculture have high seasonal demand and often need to recruit from other countries.

Key actions:

1. Provide comprehensive information and advice to jobseekers and mobile workers (cross-border workers, seasonal workers, migrant workers², and posted workers) in order for them to profit from the advantages of mobility and exclude its disadvantages. This information shall be provided before, during and after the mobility experience.
2. Organise a "mobility package" for jobseekers, job changers, and workers. This should include the provision of EURES services before departure from the home country and after arrival in the destination country. It should also include services for workers willing to return to their home country or to move to another country. This should be organised with other EURES members, the sending country and the host country.
3. Develop a strategy to enable all jobseekers, job changers, and the unemployed, to access information about EURES and the possibility of finding a job on the EURES Portal. These target groups will receive information, counselling and the possibility of placement.

² Third country nationals can be covered as long as they have the right to work in another EU/EEA country (and Switzerland).

4. Establish bilateral or multilateral recruitment and matching activities, promoting and operating targeted geographical and occupational mobility between Member States and regions.
5. Use multi channelling and self service to deliver basic information advice and job broking services on mobility.
6. Organise European Job Days every year in September/October and/or in April/May.
7. Establish arrangements between sending and receiving EURES partners to support mobile workers before, during and after the move.
8. Develop a customer charter to explain what clients can expect from EURES.

Optional action:

9. Encourage the mobility of graduates and young people to SMEs.

Guideline 4 – Networking with other stakeholders

Closer co-operation mechanisms shall be put in place at the local level with other EU networks or instruments (including the structural funds) which promote occupational and geographical mobility. The key stakeholders are the social partners. Local and regional authorities, universities, NGOs, private employment services and other stakeholders are an essential presence in the functioning of EURES. The European Parliament has asked EURES to provide information and assistance for the integration of workers and their families. This should be done in cooperation with NGOs, in particular by host countries.

Key actions:

1. Coordinate EURES activities with stakeholders at European, national, regional and local level that are active in promoting mobility.
2. Coordinate the EURES activities with the relevant Ministries, Agencies dealing with unemployment benefits, etc.
3. Establish systematic cooperation mechanisms with EU networks, such as PLOTEUS, EUROPASS, Europe direct, SOLVIT, EURAXESS, ECAS, etc.
4. Establish cooperation mechanisms with organizations active in the provision of information and assistance for the integration of workers and their families, in particular vulnerable groups. Host countries should carry out this action.

Optional action:

5. Make sure that EURES priorities are respected when related activities are done in cooperation with private employment services.

Guideline 5 – Functioning of the network

The EURES network is built around two main components. The first is the website and the information it contains. Concerning the website, partners must be aware that a job vacancy database that functions effectively is a key tool. Moreover, the provision of information on the labour market as well as on working and living abroad must be a key feature of the website. Its regular update (min. every six months) should be a continued priority. The second is the human network. EURES is built on a strong human network. This is the real driving force for EURES. Thus the network must be nurtured and maintained if EURES shall work effectively. This guideline is updated with one new key action to reflect the emphasis put since 2012 on quality assurance as regards the exchange of job vacancies and CVs for the EURES Web Portal.

Key actions:

1. Provide staff resources to EURES, at central level and throughout the territory.
2. National and European training: new EURES advisers, advanced training, Ad hoc training, pre-training and other trainings at national level.
3. Organise at least one national EURES conference involving EURES advisers as well as line managers and stakeholders. This conference should serve to ensure the correct information flow between EURES managers and EURES advisers, involving the line managers.
4. Ensure that all EURES activities have qualitative and quantitative objectives, are evaluated and reported.
5. Evaluate the results of the implementation of the 2013-2014 activity plan and include it in the final report to EURESCO. Where appropriate and in agreement with EURESCO, provide also evaluation of the results for the period 2009-2013.
6. Ensure that the obligation of all EURES members to make job vacancies and applications for employment accessible via the EURES IT platform can be fulfilled at a sufficient level of quality. This includes the setting up and maintenance of the necessary technical infrastructure, and the continuous monitoring and improvement of contents, in particular respect of formats and updating of code tables and mappings.

7. Ensure collection of data to identify and anticipate surpluses, shortages and bottlenecks on labour markets. Make use of this data in the design of activities.
8. Financial audit.
9. Participate in meetings, seminars conferences, etc. at EU level. Members holding the EU Presidency to organise working party meetings.

Guideline 6 – Implementing cross-border activities

A cross-border partnership comprises the Public Employment Services of all the regions involved, together with trade union, employer organisations, as designated by the EURES members, in line with the relevant national rules and practices. Other partners can include: regional and local authorities or associations of these; organisations dealing with vocational training, universities and institutes of higher education; other relevant actors on the cross-border labour market. All partners are committed to the objectives of the partnership and contribute to the financing of its activities. Cross-border partnerships are considered as permanent networks with clearly defined objectives to which financial support is granted on a temporary basis. Financial support might be phased out once the objectives as defined in the grant agreements have been reached. EURES cross-border partnerships are a service provider covering a particular cross-border area in the EEA and Switzerland. They act under the strategic guidance of one EURES member which they determine in own responsibility. The concerned EURES member is also member of the cross-border partnership's Steering Committee.

Within the framework of the priorities identified in the respective EURES members' activity plans, the cross-border partnerships may receive Community financial support for activities that are considered essential to fulfil their tasks as defined in the current EURES Charter (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2010:311:0006:0014:en:PDF>) including financial support for the organisation of the meetings of the steering committee and costs related to the work of the co-ordinator.

The main tasks of a cross-border partnership are:

- To offer through the EURES advisers and other staff of the partnerships' member organisations client services to actual and potential cross-border commuters and their employers by providing and exchanging information and advice on job vacancies and job applications as well as on living and working conditions and other relevant information related to the labour market in the cross-border region, such as social security, taxation and labour law;
- To facilitate the job matching process on the cross-border labour market and develop joint placement projects;
- To ensure a constant flow and exchange of information by direct and regular contacts between the EURES advisers in the region;

- To monitor mobility obstacles in the cross-border region and propose suitable solutions on how to remove them to regional, national and European decision makers;
- To coordinate, contribute to and develop projects aimed at improving the functioning of the labour market in the cross-border regions, including co-operation with other relevant programmes, with the objective of making the cross-border partnership self-sustainable at the end of the 2010-2013 period.

Preference should be given to activities involving several partners organisations from more than one country and that clearly demonstrate the integrated and coherent approach of a EURES cross-border partnership.

For the implementation of their activities that need to correspond to the above-mentioned main tasks, cross-border partnerships apply the general EURES guidelines 1-5 with the following focus:

Guideline 1: the cross-border partnerships may promote their partnership and their services as part of EURES; their promotion and communication activities are synchronised with the communication strategy of the EURES member which ensures its strategic guidance. The main objective being to coordinate the offer of services provided by the partners in the region, facilitating an easy access to these services for all clients.

Guideline 2: the cross-border partnerships offer services in the field of information, advice and matching to employers; the EURES advisers from EURES partner organisations are focusing their activities in the area of information and advice.

Guideline 3: the cross-border partnerships provide services to jobseekers, job changers, unemployed and cross-border workers. In this respect the EURES advisers and other suitable staff of the different member organisations of the partnerships are working closely together; the PES EURES advisers are focusing on information, advice and matching activities while the EURES advisers of EURES partner organisations are contributing to the EURES objectives by providing information and advice in fields such as social security, taxation and labour law.

Guideline 4: the cross-border partnerships are establishing contacts, coordinate their activities and develop co-operations projects with relevant regional stakeholders.

Guideline 5: the cross-border partnerships may ask for financial support for their coordination, the training of its staff, and the organisation of meetings necessary for the running of the partnership. The independent external evaluation of their activities is carried out in the frame of the evaluation of the activities of the EURES member which ensures its strategic guidance. Cross-border partnerships will collect relevant information on mobility flows, identify and anticipate surpluses, shortages and bottlenecks of workers.

The implementation of EURES cross-border activities may take place in different forms. In all cases, the concerned EURES member ensures the strategic guidance of the co-operation/partnership. The forms in which the cross-border co-operation/partnership could be implemented are listed and explained in the EURES Guidelines 2010-2013 (available in the Intranet section of the EURES Portal – eures.europa.eu).

Guideline 7 - Preparing EURES for its reform

EURES will be reformed in order to bring it up to speed with the challenges posed by the post-crisis labour market scenario. In this respect, it will first and foremost be transformed into an instrument effectively contributing to the Europe 2020 goals. It will thus be expanded to support both specific groups of workers with a high propensity for mobility, as well as employers experiencing recruitment difficulties on their domestic turf.

EURES should combine a supply and demand driven approach by keeping its original function as transparency tool, serving both the right to free movement of workers and the needs of employers experiencing recruitment difficulties. At the same time the delivery capacity of EURES and its result-orientation need to be strengthened. Finally, EURES shall contribute to increasing the intra-European job mobility rate by providing easier and actual access to more employment opportunities and support to employers in recruiting the talents and skills they are looking for.

In order to complete the EURES reform, a new Commission Decision replacing Decision 2003/08/EC was adopted on 26 November 2012 (OJEU L 328/21, 28.11.2012, <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:328:0021:0026:EN:PDF>). This decision will enter into force on 1 January 2014.

The document describes the new EURES network objectives, its composition, its governance and the role and responsibilities of the European Co-ordination office, the National Co-ordination Offices, and the EURES partners. It also provides information on the scope of EURES services and of the necessary implementation measures which will be further described in the so-called Charter, currently under drafting and planned to be adopted in 2013, to enter into force in 2014. The future EURES Charter working documents are available on the EURES extranet (www.eures.europa.eu) and upon request.

For further information on the context of the reform, reference can be made to the Commission Staff Working Document "Reforming EURES to meet the goals of Europe 2020" (SWD(2012) 100 final) – see: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=SWD:2012:0100:FIN:EN:PDF>

For the eligible applicants as defined in the paragraphs VI.1 and VI.2 (Public Employment Service and social partners), a minimum of 25% of the budget must be allocated to activities falling within this Guideline 7. For applicants as defined in paragraph VI.3 (cross-border organisations), this ceiling is set at 10%.

In case a beneficiary will not need the 25% or 10% of the budget resources to prepare for the EURES reform, the application should provide a clarification document (see section XII: checklist – point 20) which indicates and justifies how the key actions below will be realised with this estimated budget resources.

Key actions:

1. Set up the National Co-ordination office and support the preparation of activities to roll out the reform at national level.
2. Reform the existing mechanisms of data collection and reporting, develop the programming cycle and introduce the coherent use of the indicators to ensure adequate reporting, in accordance with the future EURES Charter.
3. Establish a system of accreditation at national level, whereby EURES partners and associated partners can be associated in the delivery of EURES universal and complementary services, in accordance with the future EURES Charter.
4. Raise awareness on the EURES reform, provide training to members of staff and set up new arrangements to organise the delivery of the EURES universal services, alongside the complementary services in accordance with the service catalogue defined in the future EURES Charter.
5. Develop targeted mobility schemes and specific co-operation projects within the scope of the EURES reform.
6. Develop specific measures to support placement activities for young people.
7. Set up the required arrangements to participate in the exchange of information on traineeships and apprenticeships in the sense of Regulation (EU) No 492/2011 and, as appropriate, the placement of trainees and apprentices.
8. Review and upgrade the functioning of Cross Border Partnerships, to reflect the EURES reform and the needs of cross border workers.

III. Financial conditions

The awarding of any grants on the basis of this Call for Proposals is subject to the adoption of the relevant Financing Decision by the European Commission. The budget available for this Call for Proposals is approximately €14.200.000.

In recognition of the fact that a large part of the operational costs of the EURES network is borne directly by the members concerned (in particular through wage costs for EURES advisers), the financial contribution granted by the Commission will relate only to those specific activities included in the grant request. The financial contribution from the EU must not exceed 95 % of the total cost of the EURES activities proposed in the budget request. The required co-financing must be a contribution by the beneficiary/beneficiaries to the proposed overall budget. The co-financing must be in a form that can be duly justified for auditing purposes. The co-financing must be specified at the level of the overall budget. A breakdown of the co-financing to activity level will not be considered.

Furthermore, for all applications, the costs budgeted for personnel cannot exceed 50% of the total eligible cost of the grant agreement (be it under "staff cost" or under "services").

IV. Duration of activities

The activity period of the agreements to be concluded under the present call shall cover between 12 and 19 months, starting 1 June 2013 (until maximum 31 December 2014) . In the light of the planned transition of EURES to the ESF, this maximum duration can be shortened upon request of the beneficiary. This request, if approved by the Commission, will be confirmed by an official amendment to the grant agreement.

V. Type of grant agreements and beneficiaries

Before 01 January 2013, the activities granted were realised by one project promoter possibly supported by "partners". These "partners" were joining the applicant/beneficiary to implement the action, engaging costs (staff, services, etc.) and even sometimes contributing financially towards the action budget. This concept of "partner" disappears as from 2013.

The new situation is as follows:

A proposal can be submitted either by one single applicant (if selected, a mono-beneficiary agreement will be signed) or by a consortium of several applicants (if selected, a multi-beneficiary agreement will be signed).

In case of proposals submitted by a consortium of applicants, one of them should assume the role of lead-applicant and is called "coordinator". The other co-applicants in the consortium should provide a "letter of mandate" (see section XII – point 12) authorising the "coordinator" to submit the proposal and, in the case the proposal is selected for funding, to sign the grant agreement with the Commission. The grant agreement will detail the specific obligations of the beneficiary or, in the case of a consortium, of the coordinator and the other co-beneficiaries.

A special kind of applicants are the "affiliated entities": they are legal entities that have a specific relationship with the lead-applicant or a co-applicant in case of a consortium (a legal or capital link which is neither limited to the action nor established for the sole purpose of its implementation). On that basis, they can incur eligible costs for the action covered by the grant without having to sign the grant agreement or provide a letter of mandate authorising the lead-applicant to sign the agreement on their behalf.

Other possible participants:

- Associate organisations:

Where co-beneficiaries are also involved in the financial part of the action (and get part of the grant), associate organisations only participate in the action where this serves the aim of the action, on a no-cost basis. Any cost incurred by such

organisations will not be eligible. These organisations will not be a party of the grant agreement concluded with the Commission.

– Third parties:

Other entities outside beneficiaries, affiliated entities and associate organisations are considered as third parties. Third parties can provide a cash contribution to the implementation of the action but are not involved in the implementation of the action.

The chosen lead-applicant or "coordinator" need to have a legal status and will need to act as the treasurer of the consortium ensuring the financial management of the grant. In particular, it shall ensure that the implementation of the activities comply fully with the provisions of the grant agreement, the call for proposals, the Financial guidelines for applicants and the EURES Guidelines. Furthermore the organisation must set the appropriate administrative and financial procedures for the management of the funds and ensure that the management of these funds is done in conformity with national and EU rules.

In addition, all involved organisations would need to sign a letter of commitment (see section XII: checklist – point 12) confirming that under this specific call for proposals they act in partnership with the lead-applicant and that they implement integrated annual activities in co-operation with the lead-applicant.

All co-applicants (benefitting from financial support through the EURES grant) need also to sign a letter of mandate (see also section XII: checklist – point 13).

VI. Exclusion and eligibility criteria

Exclusion criteria

Applicants must be in conformity with Articles 106(1) and 107 to 109 of the Financial Regulation (see section XII, checklist, point 3)³;

Eligibility criteria

Applicants must be legal persons properly constituted and registered in one of the EU Member States or other EFTA/EEA participating countries;

In application of Article 131 of the Financial Regulation, social partner organisations without legal personality are also eligible provided that the conditions of the Financial regulation related thereto are met.

3 The situations referred to include bankruptcy, compulsory winding-up, being under court administration, in an arrangement with creditors or any other similar proceedings; convictions of professional misconduct; non fulfilment of social security or tax payment obligations; convictions of fraud, corruption, involvement in a criminal organisation or any other illegal activity; declared in serious breach of contract in relation to activities funded by the EU budget; subject to conflict of interest; guilty of misrepresentation in supplying the required information.

The eligible applicants are the EURES members, social partners, cross-border organisations, as defined by Article 8 of the Commission Decision 2003/8/EC,

1. Public Employment Services (PES) from the 27 EU Member States and the other EEA/EFTA participating countries (and Croatia⁴). The PES of the EU/EEA countries are listed in the table below:

Austria	AMS – Arbeitsmarktservice Österreich
Belgium	-Le FOREM – Office Communautaire et régional de la formation professionnelle et de l'emploi - VDAB – Vlaamse Dienst voor Arbeidsbemiddeling en Beroepsopleiding - ACTIRIS – Brussels Employment Office
Bulgaria	National Employment Agency (BG)
Cyprus	Department of Labour
Croatia	Croatian Employment Service ⁵
Czech Republic	Ministry of Labour and Social Affairs – Employment Services Administration
Denmark	AMS – Arbejdsmarkedstyrelsen
Estonia	Estonian Unemployment Insurance Fund
Finland	Työministerio (Ministry of Labour)
France	Pôle Emploi
Germany	BA/ZAV Bundesagentur für Arbeit/Zentrale Auslands- und Fachvermittlung
Greece	OAED – Ministère du Travail et de Sécurité Sociale
Hungary	Ministry of Employment and Labour, National Labour Office
Iceland	VMTS – Vinnusmalastofnun (Directorate of Labour)
Ireland	Department of Social Protection

⁴ Subject to ratification of the Accession Treaty with Croatia and becoming a Member State 1 July 2013

⁵ Subject to ratification of the Accession Treaty with Croatia and becoming a Member State 1 July 2013

Italy	Ministero del Lavoro e delle Politiche Sociali
Latvia	State Employment Agency
Liechtenstein	Office of Economy – Department Work
Lithuania	Lithuanian Labour Exchange
Luxemburg	ADEM - Administration de l'Emploi
Malta	Employment & Training Corporation
Netherlands	UWV -Uitvoeringsinstituut Werknemersverzekeringen
Norway	NAV - the Norwegian Labour and Welfare Administration
Poland	The Ministry of Labour and Social Policy
Portugal	IEFP – Instituto do Emprego e Formação Profissional
Romania	(NAEVT) National Agency for Employment and Vocational Training (RO)
Slovak Republic	Ústredie práce, sociálnych vecí a rodiny – Central Office of Labour, Social Affairs and Family
Slovenia	Employment Service of Slovenia
Spain	INEM – Instituto Nacional de Empleo
Sweden	AMS – Arbetsmarknadsstyrelsen
United Kingdom	Job Centre Plus

2. The social partners represented in the Advisory Committee (Regulation N° 492/2011, Chapter III, section 1, article 23) for ensuring close cooperation between the member states in matters concerning the freedom of movement of workers and their employment⁶:

3. Cross-border organisations within the meaning of Article 15(1)(b) of Regulation 492/2011 which fulfil the following requirements:

- In line with Article 15(1)(b) of Regulation 492/2011, be considered necessary cooperation and service structures, as testified in a declaration by the Member States concerned;

⁶ Art 21 of the Regulation (EU) No 492/2011 of the European Parliament and the Council of 5 April 2011 on freedom of movement for workers within the Unity (codification (OJ L 141 of 27.05.2011, p. 1)

- Comprise the Public Employment Services of all the regions involved, together with trade-unions and employer organisations, as proposed by the EURES members. Other organisations can as well be co-applicants, in particular regional and local authorities or associations of these; organisations dealing with vocational training, universities and institutes of higher education and other relevant actors active on the cross-border labour market. All co-applicants must be committed to the objectives of the call for proposal and contribute to the financing of its activities;
- Fulfil the requirements set forth in the following documents:
 - Regulation (EU) No 492/2011 of the European Parliament and the Council of 5 April 2011 on freedom of movement for workers within the Union (codification (OJ L 141 of 27.05.2011, p. 1);
 - Commission Decision 2003/8/EC of 23 December 2002 on the implementing of Council Regulation (EEC) No 1612/68 as regards the clearance of vacancies and the applications for employment;
 - The EURES Guidelines for 2010-2013.

VII. Selection criteria

VII. A. Financial capacity to carry out the action:

Applicants must have access to solid and adequate funding to maintain its activities for the period of the action and to help finance it as necessary. (The verification of financial capacity will not apply to public bodies).

The financial capacity to carry out the project activities must be confirmed by:

- Declaration on honour (of economic and technical capacity to carry out the activity – see section XII, checklist point 3);
- The applicant must provide proof of turnover in the last financial year at least equivalent to 100% of the grant requested (see section XII, checklist, point 14);
- Annual balance sheets and profit and loss accounts from the last financial year available, where publication of the balance sheets is required under company law in the country in which the applicant is established (see section XII, checklist, point 15).

VII.B. Operational capacity to complete the proposed action:

Applicants must have the operational resources (technical, management) and the professional skills and qualifications needed to successfully complete the proposed action, as well as the ability to implement it. Applicants must have a strong track record of competence and experience in the field and in particular in the type of action proposed.

The applicant's operational capacity for performing the required work must be confirmed by:

- A list of the main projects carried out in the last three years relating to the objective of the call. In the case of work done for the Commission, applicants must also indicate the reference number of the contract and the department for which the contract was performed (see section XII, checklist, point 9);
- The curriculum vitae of the proposed project manager/co-ordinator and the persons who will perform the main tasks (see section XII, checklist, point 10);
- A declaration of the project manager/co-ordinator certifying the competence of the team to carry out the required tasks (see section XII, checklist, point 11);
- In the case of proposals from consortia: written confirmation in the letter of commitment from each member of the consortium that they are willing to participate in the project and briefly describing their role (see section XII, checklist, point 12 - Letters of Commitment).

VIII. Award criteria

The proposals which fulfil the eligibility and selection criteria will be assessed comparatively according to the following award criteria:

- **Relevance** and degree to which the proposal meets with the objectives of the call for proposals and with the priorities identified; relevance of the proposed activities to the needs of the target groups; realistic, clear, feasible, and measurable outputs in particular in terms of placements (max. 10 points);
- **Trans-national dimension**: added value at European level, ability to ensure the exchange of information and transfer of experience between Member States (max. 10 points);
- **Quality of the proposal**: clear definition of the actions' objectives; whether the activities proposed are appropriate, practical, and consistent with the objectives and the foreseen results (i.e. management by objectives); suitability of the proposed methodology; feasibility of the proposed activities; in the case of activities in the cross-border regions, the integrated nature of the activities of the different partners organisations and coherence with activities in other regions and at national and European levels (max. 10 points);
- **Impact**: the extent to which the proposed activities respond to the needs of the target groups (job-seekers, job-changers and employers) and will provide added-value and sustainable benefits to the target groups (max. 10 points);
- **Visibility** of contribution of the activity to raising the public profile of EURES, visibility of the Community dimension (max. 10 points);
- **Cost efficiency of the proposal** (max. 10 points)

Coherence of the budget with the proposed activities and quality/quantity of the budget details;

A sound cost-effectiveness ratio in particular the ratio between estimated costs and expected results and an assessment if the proposed expenditure is necessary for the implementation of the action;

IX. Indicative time-table

Date	Action
April 2013	Publication of the Call for proposals 2013
31 May 2013	Deadline for the arrival of subsidy requests 2013 (receipt at Commission)
June 2013	Assessment/evaluation of the requests and preparation of the grant agreements by EURESco
1 June 2013	Beginning of the activity period covered by the grant agreement 2013-2014 and reference date from which costs are eligible.
Depending on the duration of the action and the grant agreement (between 12 and 19 months)-ultimate end date: 31/12/2014.	End of activity period covered by the grant agreement 2013-2014
Within 60 days following the closing date of the action.	Deadline for submission of the final technical implementation report and the final financial statement

X. Formal requirements

Applicants are invited to fill in the application form and present the project proposal preferably in English, French or German, in order to facilitate the treatment of the proposals and carry through the evaluation as soon as possible. The Application form, the Financial Guidelines for Applicants and further information related to the call for proposals is provided on the following website:

http://ec.europa.eu/employment_social/emplweb/tenders/index_calls_en.cfm

Questions can also be sent by e-mail to: empl-VP-2013-004@ec.europa.eu

The Application form is an electronic form which must be filled in online. Annexes, which are compulsory, must be also filled in and uploaded online (e.g. part F of the online Application form). For this purpose, the Internet Web application SWIM must be used. SWIM enables you to introduce, edit and submit a grant application. You can access to SWIM at the web site:

<https://webgate.ec.europa.eu/swim/displayWelcome.do>

Before starting, please read carefully the "User's guide", which you will find at the top of the page ("Help on SWIM").

1. The application must contain the following elements:

- A **subsidy application letter** referring to the present Call for Proposal VP/2013/004 and addressed to the European Commission, Ms Wallis GOELEN, Head of Unit, EMPL C3, Employment, Social Affairs and Inclusion Directorate-General, CAD J27 0/115, 1049 Brussels, Belgium

- The online **application form** under <https://webgate.ec.europa.eu/swim/external/displayWelcome.do> will allow you to enter information directly into the application form fields as well as to attach/upload annexes.

Please note that the use of this online application form for the presentation of the requested information is obligatory. The information given in the application form will be processed electronically and therefore the form must not be changed in any way. Subsidy requests which are not submitted in this format will be rejected.

2. The documents may be submitted in one of the official languages of the EU, but it would be helpful if applications were in English, French or German. In case the language used is not English, French or German, it is essential for EURESCO's assessment of the application to supply as well a translation into English or French of the following parts of the application form: Part I, section "Structure, activities and resources of the organisation" and part II, section "Activity forms", including a translation of the financial tables. These translations into English or French can be transmitted ten working days after the official deadline of the present call for proposals (mentioning clearly the reference number of the SWIM application).

3. All the required documents must be submitted:

3.1 in electronic version

under <https://webgate.cec.eu.int/swim/displayWelcome.do>

Please note that the SWIM electronic application form is available until midnight on the day of the submission deadline. However, as candidates must first submit the form electronically, and then print, sign and send it by post or hand delivery by the submission deadline, it is the applicant's responsibility to ensure that the appropriate postal or courier services are locally available on the day of the deadline.

3.2 On paper (original and **two** copies) to the following address:

a) By post to the following postal address:

Call for proposals VP/2013/004
European Commission
Employment, Social Affairs and Inclusion DG
Unit C3

Rue Joseph II 27 – 05/051
B-1049 Brussels, Belgium

The hard copies must be sent to the address cited above by 31/05/2013. Please send your application by registered mail or express courier service only and keep proof of the date of sending (the date of the post office stamp or express courier receipt will be considered as proof of date of sending).

b) Or by hand-delivery:

Hand-delivered applications must be received by the European Commission at the latest on the last day for submission by 16.00. The only address for hand delivery of documents to the European Commission is: Avenue du Bourget n° 1, B-1140 Evere, Belgium (see: http://ec.europa.eu/contact/mailling_en.htm). Proof of delivery is a signed receipt from the Commission's Archives Service stamped with the date of the last day for submission or earlier.

XI. Assessment by the Evaluation Committee

All applications will be examined by an Evaluation Committee which will consider the eligibility, selection and award criteria set out in this document as well as the financial rules provided for in the Financial Guidelines for applicants.

Only proposals which satisfy the eligibility and selection criteria will be assessed against the award criteria. Upon completion of its work, the Evaluation Committee will draw up a list of proposals recommended for funding.

It is important to keep in mind that the grant represents a subsidy coming from the EU, the amount of which can fluctuate considerably from year to year, taking account not only of the merits of the individual application, but also of the available budget and of the quality of the competing proposals.

XII. CHECKLIST OF THE REQUIRED DOCUMENTS TO ACCOMPANY YOUR APPLICATION

Once the application and its annexes have been submitted **electronically in SWIM**, please send the following documents **in triplicate** (one original + two copies) following the deadline expressed in section X above and including all the documents listed and described in the table below.

NOTE:

The electronic form must be electronically submitted **before** printing. After the electronic submission no further changes to the application are possible.

Regarding the presentation of the application file, it is recommended to:

- Follow the order of documents as listed in the checklist below;
- Print the documents double-sided, where possible;
- Use only 2-hole folders (please do not bind or glue).

	<i>Document</i>	<i>Check</i>
1	Free format: Letter of application , <u>original</u> , <u>duly signed and dated by the legal representative of the (lead) applicant organisation</u> . The letter should be with the letterhead of the organisation and should quote the reference of the proposal number to the call VP/2013/004.	<input type="checkbox"/>
2	Print-out of the online SWIM Application form (https://webgate.ec.europa.eu/swim) duly completed, <u>original</u> dated and <u>signed by the legal representative</u> of the (lead) applicant organisation. NOTE: The electronic form must be electronically submitted before printing. After the electronic submission no further changes to the application are possible.	<input type="checkbox"/>
3	Print-out of SWIM Annex : Declaration on honour /declaration by the applicant (lead-applicant, co-applicants included the affiliated entities) attesting compliance with Articles 106(1) and 107 to 109 of the Financial Regulation and financial and operational capacity, duly filled in, <u>original</u> dated and <u>signed by the legal representative</u> of the applicant organisation. (<i>not necessary for public bodies</i>)	<input type="checkbox"/>
4	Print-out of SWIM Annex: Legal entity form : <u>original</u> duly filled in and <u>signed by the legal representative</u> of the applicant organisation (lead-applicant and co-applicants). In the case of social partner organisations without legal personality, a signed letter of the legal representative certifying his/her capacity to undertake legal obligation on behalf of the organisation.	<input type="checkbox"/>
5	Copy of the official registration certificate or any other official document attesting to the legal establishment of the applicant (lead-applicant and co-applicants) organisation (<i>not necessary for public bodies</i>).	<input type="checkbox"/>
6	Copy of articles of association/statutes or equivalent , proving the eligibility of the applicant organisation (lead-applicant and co-applicants).	<input type="checkbox"/>
7	Copy of a document confirming the applicant's tax or VAT number, if applicable.	<input type="checkbox"/>
8	Print-out of SWIM Annex: Financial identification form duly filled in, <u>original</u> dated and <u>signed by the (lead) applicant organisation account holder</u> and either bearing the bank stamp and signature of the bank representative or with a copy of a recent bank statement attached. The financial identification form must correspond to the Legal entity form (point 4)	<input type="checkbox"/>
9	Free format: A list of the main projects carried out (by the lead- applicant and the co-applicants) in the last three years relating to the objective of the call to demonstrate operational capacity of the proposal. In the case of work done for the Commission, applicants must also indicate the reference number of the contract/grant agreement and the department for which the contract/action was performed.	<input type="checkbox"/>
10	Free format: CVs (educational and professional qualifications) and job specification of the proposed project manager/coordinator and of persons who will perform the main tasks, with a brief description of their outputs related to the subject of the proposal.	<input type="checkbox"/>

	<i>Document</i>	<i>Check</i>
11	Free format: Declaration of the project manager/coordinator certifying the competence of the complete project team to carry out the required tasks and demonstrating operational capacity.	<input type="checkbox"/>
12	Print-out of SWIM Annex(es) (one per organisation): "<u>Letters of Commitment</u>" from all involved organisations (lead-applicant, co-applicants, affiliated entities, associate organisations, third parties) in the project: <u>original(s)</u> signed by the legal representative(s) of the organisation(s), specifying the amount of the cash contribution and/or the specific tasks to be undertaken by this organisation	<input type="checkbox"/>
13	Print-out of SWIM Annex(es) (one per co-applicant organisation): ."<u>Letters of Mandate</u>" from all co-applicants in the project: <u>original(s)</u> signed by the legal representative(s) of the organisation(s) authorising the "lead-applicant" to submit the proposal and, in the case the proposal is selected for funding, to sign the grant agreement with the Commission	<input type="checkbox"/>
14	Free format: The proof of turnover such as a letter mentioning the amount of turnover in the last financial year available and stating that it is at least equivalent to 100% of the grant requested (<i>not necessary for public bodies</i>). In the case of applications by a consortium this proof of turnover shall apply to each co-applicant in line with their share of the action budget.	<input type="checkbox"/>
15	Copy of Annual balance sheet and profit and loss accounts for the last financial year available (<i>not necessary for public bodies</i>). In case of a consortium, this annual balance sheet and the profit and loss accounts need to be provided for both the lead-applicant and all co-applicants.	<input type="checkbox"/>
16	For grant requests over €750.000,00 or for organisations subject to statutory audit of their annual accounts: an external audit report produced by an approved auditor, certifying the accounts for the last financial year available. In the case of applications by a consortium this threshold shall apply to each co-applicant in line with their share of the action budget. The requirement shall apply only to the first application made by a beneficiary to an authorising officer responsible in any one financial year. No audit report is required from public bodies or international	<input type="checkbox"/>
17	Print-out of SWIM annex: Description of the action – using the template "standard form activity plan"	<input type="checkbox"/>
18	Print-out of SWIM annex: Contract for implementing the action in case of subcontracting where the value of the external contract exceeds EUR 5000	<input type="checkbox"/>
19	Free format: any additional/optional annexes which you may wish to add.	<input type="checkbox"/>
20	Free format: justification if under guideline 7 the 25 or 10 % rule are not respected.	<input type="checkbox"/>

