



EUROPEAN COMMISSION
DG Employment, Social Affairs and Inclusion

Europe 2020: Employment Policies
Skills, Mobility and Employment Services

Preparatory action

Your first EURES job

Call for proposals VP/2013/014

QUESTIONS & ANSWERS

This text is available in EN only and can be updated at any time with new questions and answers (Q&A).

Interested applicants are kindly invited to look regularly for updates (please follow the version number and date).

Q&A of previous versions will be kept unchanged.

Version 1 - 25/10/2013

Version 2 - 20/11/2013

Version 3 - 28/11/2013

YfEj website: <http://ec.europa.eu/yourfirsteuresjob>

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Preparatory action "Your first EURES job" (YfEj)

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A. Q&A on the call for proposals and financial guidelines

1. GENERAL CALL SPECIFICATIONS

25/10/2013

1.1. What is the deadline of the call for proposals?

The call VP/2013/014 will be closed on **10/12/2013**. The SWIM tool will not be accessible anymore after that date.

The SWIM application form has to be printed and signed before being posted, with *the post stamp dated at the latest on 10/12/2013*.

Warning! Once printed and sent online via SWIM, the SWIM form cannot be revised anymore. The call text and its annexes are published at:

<http://ec.europa.eu/social/main.jsp?catId=629&langId=en&callId=391&furtherCalls=yes>

1.2. Where to ask questions and clarify doubts?

Questions should be sent exclusively to EMPL-VP-2013-014@ec.europa.eu

1.3. What can we do if we have problems with SWIM?

You can send emails to the SWIM Helpdesk:

EMPL-SWIMSUPPORT@ec.europa.eu (EMPL SWIM SUPPORT).

Be careful that the service may not be available after 16:30 on 10/12/2013.

1.4. Where can we find the templates of the non-free format annexes listed in section 14 of the call text?

Proposals must be submitted using the application form which is automatically produced via the SWIM submission tool (see practical details in section 13 of the call text). Some annexes must be downloaded from SWIM (applicants need to check the different headings of the SWIM application and follow the instructions).

Other free format documents may need to be attached to the proposal (see also question 1.5 below). The list of required documents for a complete application is provided in section 14 of the call text (checklist).

1.5. Is it necessary to upload copy of all mandatory free-format annexes to the application (signed documents and other) on SWIM?

All free-format annexes or other annexes to be downloaded from SWIM as specified in section 14 of the call text must be attached to the hard copy of the application to be sent to the Commission until 10/12/2013 at the latest (see also section 13 of the call text). Signed documents must be **originals**.

However, the uploading of free-format signed or unsigned annexes in SWIM is only recommended (but not mandatory). The uploading may be done using the item "*Supplementary space for additional documents*".

1.6. With regard to an application submitted by a consortium, how should the budget be presented in SWIM?

The presentation of the budget in SWIM is divided according to 5 headings: *Staff costs, Travel accommodation and subsistence allowances, Costs of Services, Administration costs and Overheads*. Under each heading, the budget has to be presented separately for the applicant and for each co-applicant organisation.

1.7. What should applicants do to avoid automatic exclusion for non-compliance with call submission requirements?

Applicant organisations should read the call text carefully and follow strictly the proceedings specified in sections 13 and 14.

20/11/2013

1.8. Is this call restricted to EURES network organisations only or is it open to other new organisations?

This is an open call for proposals to all organisations compliant with the eligibility criteria. As mentioned in section 4 of the call text, one of the objectives of the call is to extend the pool of labour market organisations operating within the framework of the YfEj job preparatory action.

1.9. Is this call for proposals open to European countries other than the EU Member States?

The call is not open to countries outside the European Union. As mentioned in the call text (sections 7.2 and 7.3), applicant organisations must be legally established in one of the 28 Member States and proposals must also be fully carried out in the Member States. This is an open call for proposals to all organisations compliant with the eligibility criteria.

1.10. What does the expression 'free-format documents' mean?

'Free-format documents' are those documents to be completed in blank paper or headed paper from the applicant organisations. They can also be copies of official documents. A 'free-format SWIM document' is an e-template generated by the SWIM application, where applicants can write free text in accordance with the recommendations set out in section 14 of the call text. For further information, please see also questions 1.4 and 1.5 above.

2. SPECIFIC CALL PROVISIONS

25/10/2013

2.1. Who is an eligible applicant? Is our organisation eligible to apply as lead applicant?

The eligibility criteria for applicant organisations are set out in section 7.2 of the call text: *Lead applicants must be public, private or third sector organisations whose main mission is the provision of general employment services (...)*. Interested organisations have to examine if they can fulfil the

relevant requirements. Applicants should justify their eligibility status in their proposal (see table in section 14, item 1). Articles of association/statutes or equivalent (section 14, item 6) may also prove the eligibility of applicant organisations (although this is not mandatory for public bodies).

2.2. Lead applicant and co-applicants are not members of the EURES network. Is it still possible to submit a proposal?

The YfEj preparatory action is not exclusively open to EURES members. Eligible applicants are those organisations specified in section 7.2 of the call text. Please see also Q1.8 above.

2.3. Can the regional employment services take part in this call or is it for the national services only?

Applicant organisations can be established at national, regional or local level in any Member State. Please refer to section 4 of the call text.

2.4. Does the YfEj call cover job mobility activities within a given European country (i.e. national mobility activities only)?

YfEj is a transnational job mobility scheme to help young people to find a job in another EU country. It does not cover in-country mobility.

2.5. Are individuals allowed to apply to the call for proposals VP/2013/014?

As specified in the call text (section 4.3), applicants cannot be natural persons (individuals). They must be legal persons (organisations).

2.6. What type of organisations can be co-applicants? What role can they play in the project?

The criteria applicable to co-applicants are specified in section 7.2 of the call text. Further information is provided in sections 4 and 4.4. The call does not specify the nature of the co-applicant organisations as this may vary depending on both the features of the project and the role and contribution of co-applicants to its implementation. The call stresses the services that applicant organisations should be able to provide (and justify in their proposal).

2.7. Can the applicant be a consortium composed of a no-for-profit employment organisation and a private enterprise?

The call for proposals does not specify any conditionality concerning the composition of a consortium. The eligibility criteria for applicant organisations are detailed in section 7.2 of the call text. Applicants have to decide which organisations will cooperate and work together in the project.

2.8. How could I know in advance that my project has the potential to be fit for purpose?

Projects submitted in the framework of the call VP/2013/014 will be evaluated by an Evaluation Committee after the expiry date of the call. It will examine the conformity of projects with the eligibility, selection and award criteria. Applicant organisations are solely responsible for the content and quality of

their projects. Therefore, it is of their interest to comply with and fulfil at their best all those criteria.

2.9. Can the same organisation be simultaneously lead applicant and co-applicant in different project proposals related to this call?

Each project proposal is independent from another. The call text does not set out any principle preventing the very same organisation to be both lead applicant and co-applicant in two or more different project proposals or to be exclusively co-applicant in two or more different proposals.

2.10. What does it mean to ensure "*the provision of customer-oriented information and services in at least 3 different Member States*"? (section 7.2 of the call text)?

The lead applicant and one or more co-applicants can have a transnational dimension or operate in several countries at the same time – e.g. an employment service with direct recruitment activities in several countries, an employment service with branches in several EU countries or a member of an EU network active in the provision of employment services. The role of each applicant organisation is to be defined by the consortium. *The overall project should involve at least three EU countries.* Please refer also to section 4.2 of the call text.

2.11. Are there a minimum number of placements to be ensured by a project? And is it per type of work placement (jobs, traineeships and/or apprenticeships)?

The call text (section 4.1) specifies that the *overall expected result* from all granted projects is the work placement of *at least 1500 young people* in Member States other than their country of residence. Applicants must indicate the number of placements (jobs and/or traineeships and/or apprenticeships) they expect to support with their project. There is no mandatory minimum number of placements, altogether or per type of work placement. Each project should nevertheless submit a realistic proposal, proportional to their project objectives and budget.

2.12. The call checklist of mandatory documents (section 14) applies to both the lead applicant and co-applicants. Does it mean that each applicant needs to provide a separate signed document?

Where documents and/or signatures are required for both the lead applicant and co-applicants (also for affiliated entities, associate organisations, third parties), it means that all those organisations must provide those documents and signatures as specified in section 14 of the call text.

2.13. What is the amount to be indicated on the "Declaration of Honour" to be signed by co-applicants?

All co-applicants who have to produce a '*declaration of honour*' should indicate the total amount of the grant requested for the overall action, i.e. both the lead applicant and co-applicants should indicate the same global amount. The text is as follows: "...authorised to represent the applicant, hereby requests from the Commission a *grant of (total Grant amount) EUR* with a view to implementing the *action* on the terms laid down in this application".

2.14. What should be the scope of our proposal, i.e. cover all types of occupations and economic sectors or cover certain labour market 'niches' or bottleneck sectors only?

Applicant organisations are free to define the scope of their proposal (broad or restricted) in accordance with the size of their project and the analysis of the labour market situation and needs in the countries where they intend to operate. As specified in section 6 of the call text, sub-title "*Relevance of the proposal*", item V, applicants are requested to provide details on the scope of their project.

2.15. Is it possible to submit a proposal based on a consortium composed of organisations of the same country only but with the ability to drive a European-wide project?

In section 4.2 "Geographical scope" of the call text, it is specified that activities driven by applicant organisations should *cover at least three Member States* (applicable to mono-beneficiaries or multi-beneficiaries). If *lead applicant and co-applicants are from the same EU country*, the proposal should clearly indicate which countries and how these will be covered by the project. As a general rule, any proposal should be able to reply to the questions/issues outlined in section 6 of the call text.

2.16. In the call text it is mentioned that applicants must submit "*proof or turnover in the last financial year of at least the equivalent of 100% of the grant requested*". For small no-for-profit organisations it is almost impossible to fulfil this requirement. Could this be used as an exclusion clause?

This call provision is mandatory for the applicant (lead and co-applicants). Please note however that in section 14 of the call text, item 15, it is mentioned that the amount of turnover should be at least equivalent to 100% of the grant requested, *in line with the share of the action budget*. This means that the relevant amount should be at least proportional to the share of the overall grant requested by the applicant and each co-applicant, respectively. This breakdown of the grant may minimise the risks for small-sized organisations.

2.17. Does the explanation above about the '*share of the budget*' also applies in the case of an external audit report for grant requests over EUR 750 000 by non-public bodies?

As mentioned in item 17 of the checklist indicated in section 14 of the call text, "*in the case of applications by a consortium, this threshold shall apply to each applicant in line with their share of the action budget*". Therefore, if the share of the overall grant requested by the lead applicant or any co-applicant is lower than EUR 750 000, an external audit report will not be requested.

2.18. A co-applicant in our project is a recently created non-governmental organisation. For this reason, it is unable to submit the proof of turnover or copy of the annual balance sheet. Can it still be eligible?

According to the selection criteria specified in section 8 of the call text, all applicants and co-applicants must provide evidence of their financial capacity by submitting some mandatory documents, such as the proof of turnover of

the last financial year or the annual balance sheet (see also question 2.16 above).

If the lead applicant or co-applicant(s) is/are an organisation(s) recently created, then it means that their financial capacity *is not yet demonstrated* and therefore they are unable to comply with the selection criteria. Please note that the verification of the financial capacity does not apply to public bodies.

2.19. Does the situation mentioned in Q2.18 above also applies to organisations which are not subject, according to national law, to the submission of financial documents as requested in the call? How to deal with these cases (e.g. trade unions)?

According to the selection criteria, only organisations with the necessary financial and operational capacity may be awarded a grant. If, in compliance with national law, the applicant is exempt from the financial proceedings/documents as required by the call, then it may provide a *duly signed declaration* explaining the situation. He must in any case attach any legal evidence both in support of the declaration and also to demonstrate its financial capacity to manage/co-manage the project.

The Evaluation Committee will then examine the justification documents and take a decision.

2.20. Projects will have 12 months duration. Activities must take place within the 12 month timeline. Is it possible to organise recruitment and matching activities during month 12?

Activities may take place in month 12 of the project duration on condition that all the steps required by those activities, namely placements and payments are completed before the expiry date of the grant agreement.

2.21. The call text specifies that applicants must provide an estimate of the expected number of placements. Should this be an aggregate figure covering all categories of placements, or should it be split per type of placement?

In line with section 4.1 of the call text and for a better understanding of applicants' objectives, proposals dealing with more than one category of placements should provide two estimations as follows: a) the overall expected number of placements; b) how many from the total will fall under each category (i.e. jobs and/or traineeships and/or apprenticeships).

28/11/2013

2.22. The call specifies that a number of documents must be signed by the applicant's legal representative. Do you accept signatures by another representative, empowered by delegation?

Signatures by persons with delegated powers by the legal representative(s) of the applicant organisation(s) will not be accepted.

2.23. As for co-applicants (Q.2.6 above), can I find similar information on the call text concerning the expected role of the lead applicant?

Section 7.2 of the call text provides the eligibility criteria for applicant organisations. In addition, section 4.4 provides an insight on the nature of tasks expected from lead applicants.

3. FINANCIAL AND CONTRACTUAL GUIDELINES

25/10/2013

3.1. Where to find specific information on the financial obligations of a consortium (i.e. for lead applicants and each of the co-applicants)?

The specifications concerning the contractual and financial obligations of all applicants are detailed in the document "Financial Guidelines for Applicants", sections 2, 3 and 4 and in the model of grant agreement.

The financial responsibility of each beneficiary shall be limited to the part of the awarded grant allocated to them. Article I.8 of the multi-beneficiaries grant model provides information on the obligation for the members of the consortium to conclude an internal co-operation agreement.

3.2. Which organisations are entitled to benefit from the call grant? And how does that determine the grant agreement model to be signed?

Any organisation participating actively in the action and incurring eligible costs for funding has to be either a lead-applicant or a "co-applicant" or an "affiliated entity". If not affiliated to the applicant organisation and incurring eligible costs to be funded by the grant, the relevant organisation(s) should be included in the proposal as "co-applicant(s)", with a clear definition of its/their tasks and of its/their budget plan, also including the documents required by the call (see check list, section 14 of the call text and section 3 of the "Guidelines for Applicants"). This is a multi-beneficiary application and thus, the multi-beneficiary grant agreement model applies.

Organisations participating in the action where this serves the aim of the project *but on a non-cost basis* are considered as "associate organisations" and/or "third parties". These organisations will not be a party of the grant agreement concluded with the Commission. When an application is submitted by a single applicant (with or without affiliated entities, associate organisations and/or third parties) this is a mono-application and thus, the mono-beneficiary grant agreement model applies.

3.3. The call for proposals mentions that applicant organisations should provide cash co-financing of 5%. Can we provide this contribution via the staff costs?

Costs of staff at the disposal of the project can be treated as a cash contribution since this gives rise to an expense that can be identified in the accounts of the organisations. Please note that voluntary work is considered as a non-eligible cost (contribution in kind). For further information, please refer to section 4.3 'Income' of the document "Financial Guidelines for Applicants".

Cash contribution by the (co-)applicant must not be earmarked but must be identified in the letters of commitment as an amount per (co-)applicant. The total of the cash contribution of all (co-) applicants must be at least 5% of the total cost of the action.

3.4. Should all applicants contribute with 5% cash co-financing or may an applicant provide co-financing also for another co-applicant?

The 5% cash co-financing concerns the total proposed budget of the action (max. grant of 95%). It is possible that not all (co-)applicants do provide a

cash contribution (in this case they should indicate in the letter of commitment 0€ cash contribution).

3.5. Is it authorised that part of the project costs is directly assigned to some co-applicants to carry out specific tasks?

The breakdown of project costs within a consortium is to be decided by the participating organisations (see also questions 3.3. and 3.4 above). Please consult the document "Financial Guidelines for Applicants" (sections 3 and 4).

3.6. Are applicants allowed to include in the budget plan any costs with the preparation of the application proposal?

"Expenditure eligible for financing may not have been incurred before the grant application was lodged". Expenditure will be eligible only after the date to be specified in the grant agreement and after signature by the parties (Article I.2.2). Please consult the document "Financial Guidelines for Applicants", section 4.2.1 General criteria for eligibility of costs, page 7 (EN version).

3.7. Can we submit a small project of around e.g. EUR 300.000?

The call for proposals sets only a maximum grant threshold per project (see section 10 of the call text). Project proposals can be of any amount up to approximately 1 million EUR.

3.8. Referring to the proportionality rule applicable to the budget (70% - 30%), does the Commission accept a modified proportion?

The call for proposals specifies the budget breakdown rules in section 10. If the minimum and maximum ceilings are respected, applicant organisations can modify the proposed percentages. Example: 75% - 25%.

3.9. Can we include VAT in the budget plan?

VAT is an eligible cost only if it is not deductible for the applicant organisation (see art II.19.2 and II.19.4 of the general conditions of the grant agreement model). If an organisation is deemed to pay VAT and cannot recover it, then it should include these costs in the budget plan with an explanation in the work plan description (as part of the total costs planned).

VAT will be ineligible when activities supported through the grant are taxable activities, exempt activities with right of deduction or activities engaged in by the beneficiary, in such case a public body, as a public authority of a Member State (i.e. activities resulting from the exercise of sovereign powers or prerogatives: police, justice, definition and enforcement of public policies, etc.).

At the time of the final payment, the grant holder will have to prove that the organisation cannot recover VAT by means, for example, of a declaration from the tax authority. Eligible VAT shall refer only to activities and services directly related to the project, as specified in the approved action description and budget estimate.

3.10. Will the final EC grant depend on the actual number of work placements per project?

Both the actual number of placements and budget expenditure will be taken into account for the calculation of the actual final EC grant. These will also be

examined against the quality of the implemented project and the level of achievement of project objectives.

3.11. Are grant holders authorised to transfer credits between the budget items for target groups and other support measures within the same budget heading (Costs of services)?

The provisions governing amendments to the project proposal and budget are set out in Art. I.10 and Art I.13 of the Multi-beneficiary grant agreement model as well as in Art. I.8 and Art. I.11 of the Mono-beneficiary grant agreement model.

The suggested modification may not require an amendment to the grant agreement and budget but the Commission must in any case be informed of the decision in writing early in advance and give due authorisation.

3.12. Will the overheads be paid as a lump sum or should this amount be explicitly requested by the applicant organisations? Are the 7% overheads mandatory?

The details concerning the overheads are specified in the document "Financial Guidelines for Applicants" (section 4.2.3).

The budget form to be used in the SWIM application includes an automatic formula which will calculate and show the amount corresponding to the 7% overheads, provided the applicant organisation has completed the previous headings (Staff costs, Travel costs, Costs of Services). It will not be necessary to make calculations under the Overheads heading - the amount will show up automatically. However, the 7% overheads are a maximum; hence your application can propose less than 7% as overheads.

3.13. If we need to pay an external expert as project manager, how should we consider this expert: a co-applicant, a staff member or a sub-contractor?

The applicant must have the operational resources (technical, management) and the professional skills and qualifications needed to complete the proposed action successfully, as well as the ability to implement it.

Consultancy is a paid service to a sub-contractor. Applicant organisations may subcontract external experts provided that this decision is duly justified in the project proposal and the consultant complies with the rules of the action. Contracts may only cover the execution of a limited part of the action.

The expert cannot be considered as a co-applicant or a staff member. Further information is available in sections 4.2.2.1 *Staff costs* and 4.2.2.3 *Subcontracting and Implementing contracts* of the "Financial Guidelines for Applicants", pages 9-11-12 (EN version).

3.14. What is the information to be provided in the proposal on sub-contracts?

Please see item 20 of the checklist in section 14 of the call text.

3.15. Art. I.4.1 of the grant agreement models sets out two payments during the project lifecycle. If the project lacks cash flow in the

course of implementation, will it be possible to request further payments?

The grant agreement conditions do not provide for more than one pre-financing payment. In section 8.1 of the text of the call for proposals, the requirements concerning the financial capacity of the applicant and co-applicants are duly detailed. The following condition applies: *"(...) the applicant (lead and co-applicants) must have access to solid and adequate funding to maintain its activities of the action and to help finance it as necessary".*

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3.16. Which expenditure can be covered with either the 70% or the 30% share of the budget? Can you specify the eligible management costs?

The expenditure items authorised under the 70% share of the budget are duly specified in section 10 of the call text. Extensive information on all eligible costs (management and financial support to target groups) can be found in the "Financial Guidelines for Applicants".

3.17. Where can we declare the costs with financial support to target groups and 'other support measures' on the budget form of the SWIM application?

The guidelines on the budget breakdown for financial support to target groups are specified in the "Financial Guidelines for Applicants", section 4.2.2.3, sub-heading "Financial support to young people and SMEs".

As regards the item "Other support measures", applicants may either find details in section 4.2.2.3, sub-heading "Subcontracting and implementing contracts" or read more extensive information in section 5.2.1 of the YfEj Implementing Guide.

Section 10 of the call text gives an overview of the budget breakdown.

3.18. Could you please explain the difference between applicants and co-applicants and also between "affiliated entities", "associate organisations" and "third parties" (section 4.3 of the call text)?

Sections 2 and 3 of the "Financial Guidelines for Applicants" provide extensive information on the different applicants' categories and responsibilities as well as on the mandatory documents they must provide.

B. Q&A on the Implementing Guide

4. SUPPORT TO YOUNG PEOPLE

25/10/2013

4.1. Are projects allowed to work with a specific sub-group of young people?

Projects are free to determine the specific group they intend to work with, if any, and examine to what extent the YfEj rules may apply to that specific group (see item 3.1.1.3 of the Implementing Guide).

4.2. Do the work placements need to have six consecutive months duration? Or can they be split into several shorter periods?

The minimum duration of work placements are 6 uninterrupted months, irrespective of the features of the sub-group. Please note that the Implementing Guide rules cannot be modified on a tailor-made basis.

4.3. Financial support to young people and employers is not an automatic right. It involves some conditionality. How is this made clear to applicants?

The participation conditions and access to funding by target groups depends always on the submission of an application by interested parties, to be checked and approved by the YfEj employment services.

Financial support is therefore not an automatic right. Target groups may consult the **YfEj User's Guide** (updated version for 2014/2015) that can be downloaded from the following website:

<http://ec.europa.eu/social/yourfirstteuresjob>

4.4. Is it possible to combine YfEj allowances with grants from national schemes?

Organisations are free to finance whoever they wish with their national credits provided these are managed separately from the YfEj project and budget. Nevertheless, national credits allocated by an employment service to any YfEj beneficiary must not involve EU funding from other sources.

4.5. The YfEj Implementing Guide refers to other support measures for young people. How can these activities be co-funded?

The rules governing training and mentoring by the employment services are laid down in section 5 of the YfEj Implementing Guide. The general rule is that employment services should take action whenever a specific training need has been identified, at the earliest possible date as from the profiling and pre-selection of candidates.

For this purpose, they should make a budget provision in their proposal to cover those activities. Employment services can cover jobseekers' training costs from their YfEj budget. These costs should be budgeted under "Staff costs" if training is provided by their own or partners' staff; or under "Costs of services" if training is sub-contracted.

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4.6. Instead of paying allocations to young people for language courses or the recognition of qualifications, can applicant organisations use those credits and be directly on charge of those activities?

The funding conditions set out in the YfEj Implementing Guide cannot be modified. The allowances and reimbursement costs foreseen for target groups cannot be transferred or re-paid to the applicant organisations.

A consortium may only be directly in charge of '*Other support measures*'. It consists in the provision of free of charge in-kind services for young people, i.e.

preparatory training and/or mentoring support. The applicant can make a provision in their budget out of the 70% share for this purpose. Those services can be directly provided by the members of a consortium (if they have the relevant expertise) or be sub-contracted to external providers.

4.7. Who can benefit from mentoring support?

Mentoring support has been foreseen *for trainees and apprentices only*. The temporary and often more vulnerable situation of trainees and apprentices abroad may justify the need for additional support. For further information, please refer to section 5.2 of the YfEj Implementing Guide.

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4.8. We intend to support young people with only the allowance to move to another Member State. Is this feasible?

According to the YfEj Implementing Guide, applicants are expected to make provisions in their budget proposal covering all direct funding items for target groups (see section 4.1.1 of the YfEj Implementing Guide).

5. SUPPORT TO EMPLOYERS

25/10/2013

5.1. Is the YfEj preparatory action open only to SMEs or can other enterprises and recruiting organisations also participate?

The eligibility conditions for enterprises and other recruiting organisations to participate and benefit from the support of the preparatory action are laid down in section 3.1.2 of the Implementing Guide. The action is open to all employer organisations but only SMEs are eligible for funding.

5.2. Are applicant organisations allowed to restrict the SME integration programme to language training (or other training subject)?

In the respect of the YfEj rules and the equal treatment of employers, no employment service can impose a single type of integration programme.

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5.3. What services should the SME integration programme include?

The SME integration programme aims at enhancing young mobile workers/trainees/apprentices' skills and facilitating their integration in the new work placement. Section 4.3 of the Implementing Guide (EN version) provides a detailed description on the features of a SME integration programme.

5.4. When implementing the action, is it allowed to charge fees to SMEs for the provision of recruitment and placement services?

Section 3.5 of the YfEj Implementing Guide specifies as follows: "The 'YfEj beneficiaries' should be able to ensure the following customised services: (...) provide *free of charge* multi-channelling services to young people and employers".

Furthermore, in accordance with the Financial Rules applicable, grants are subject to the no-profit rule (see document "Financial Guidelines for Applicants", page 3 – EN version).

6. FINANCIAL SUPPORT TO TARGET GROUPS

25/10/2013

6.1. In the case of flat-rate financing, do we need to request target groups to provide ex-ante or ex-post justification of expenditure?

Flat-rate financing is a form of financial support that can simplify both the calculation of a grant amount and the workload with payment procedures. In the case of flat-rate financing, expenditure justification is based solely on the forms attached to the Implementing Guide and on activity follow up by the employment service (achievement of results).

Documentary evidence must be solely requested in the case of items subject to reimbursement of actual costs.

6.2. What is the authorised financial and in-kind support to target groups?

The table below summarizes the support measures and categories of expenditure set out in the YfEj Implementing Guide:

Measures	Young people	SMEs
<i>Direct financial support</i>		
Selection interview	√	
Relocation to another Member State to take up duty	√	
Language course	√	
Recognition of qualifications	√	
Supplementary relocation allowance	√	
Integration programme		√
<i>Other support measures (in-kind services provided by the YfEj employment services)</i>		
Preparatory training	√	
Mentoring for trainees and apprentices (optional)	√	

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6.3. How should one calculate the flat-rates for target groups?

The flat-rates for young people and SMEs are fixed amounts and these cannot be modified. There are no calculations to be made or invoices to be provided. The amounts are pre-defined and specified in the Implementing Guide (section 6). The payment rules are detailed in section 7.

6.4. Did we understand correctly that the provision of "Other support measures" by the applicant will be eligible under the 70% share of the budget?

Preparatory training and mentoring support costs are always covered by the 70% share of the budget, irrespective of the service provider i.e. the applicant (and co-applicants) or external providers. The only difference is that the costs may refer to staff (if the service is provided by the applicant/co-applicants) or to external experts (if outsourced). For further information, please refer to section 5.2.1 of the YfEj Implementing Guide and section 10 of the call text.

6.5. What type of trainings can be directly provided by the applicant organisations?

Section 5 of the YfEj Implementing Guide provides detailed information on the nature of activities that can be supported and provided by grant holders (heading "Other support measures").

7. ELIGIBLE WORK PLACEMENTS

25/10/2013

7.1. If an employer offers a seasonal job or work-based training limited to 6 or more months, with no renewal possibility, are these placements eligible under the YfEj action?

Despite being seasonal, these are work placements with a duration equivalent or exceeding six months and therefore they are eligible. For the sake of transparency, and in particular in the case of jobs, the jobseeker should be duly informed of the actual contractual conditions which will include no renewal.

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7.2. Could unpaid traineeships or apprenticeships i.e. without salary or equivalent payment be accepted under the YfEj action?

In the framework of the YfEj action, unpaid work placements – whatever their nature – are not eligible. Please refer to section 3.2 of the YfEj Implementing Guide.

7.3. In section 3.1.2.3 of the YfEj Implementing Guide, it is mentioned that "YfEj beneficiaries" are not allowed to act as 'employers' on the grounds of a potential conflict of interest. Could you please be more specific?

YfEj beneficiaries (=grant holders) can be both the lead applicant and co-applicants. These applicants receive a grant (or grant share). They are intended to act as *work placement brokers*, as set out in section 4.4 of the call text.

In light of the above, the YfEj grant holders are not supposed *to reap direct benefits* from the YfEj action and budget (e.g. retain SME allowances in their own interest; recruit workers/trainees/apprentices for their own organisations with the support of YfEj, etc.).

Moreover, YfEj grant holders must control the quality of vacancy offers and contractual conditions offered to candidates. As potential direct beneficiaries of the action in their capacity as 'employers', the quality control obligation would hardly be impartial.