



CALL FOR PROPOSALS N° VP/2010/010

BUDGET LINE 04-04-01-01

Innovative Projects supporting labour mobility in the EU

In view of the large number of enquiries, please do not telephone.

Questions should be sent by e-mail only to: empl-d3-unit@ec.europa.eu

To ensure a more rapid response it is helpful if applicants send their queries in English, French or German

The English version of the call is the original

1. Introduction

PROGRESS¹ is the EU's employment and social solidarity programme, set up to provide financial support for the attainment of the European Union's objectives in employment, social affairs and equal opportunities as set out in the Social Agenda². The realisation of the Social Agenda relies on a combination of instruments comprising EU legislation, the implementation of open methods of coordination in various policy fields and financial incentives such as the European Social Fund.

The PROGRESS mission is to strengthen the EU's contribution in support of Member States' commitments and efforts to create more and better jobs and to build a more cohesive society. To this effect, PROGRESS is instrumental in:

- Providing analysis and policy advice on PROGRESS policy areas;
- Monitoring and reporting on the implementation of EU legislation and policies in PROGRESS policy areas;
- Promoting policy transfer, learning and support among Member States on EU objectives and priorities; and

¹ Decision No 1672/2006/EC of the European Parliament and of the Council of 24 October 2006 establishing a Community Programme for Employment and Social Solidarity — Progress, JO L 315 of 15.11.2006

² Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions - Renewed social agenda: Opportunities, access and solidarity in 21st century Europe COM/2008/0412 final of 02.07.2008.

- Relaying the views of the stakeholders and society at large.

More specifically, PROGRESS supports:

- The implementation of the European Employment Strategy (section 1);
- The implementation of the open method of coordination in the field of social protection and inclusion (section 2);
- The improvement of the working environment and conditions including health and safety at work and reconciling work and family life (section 3);
- The effective implementation of the principle of non-discrimination and promotion of its mainstreaming in all EU policies (section 4);
- The effective implementation of the principle of gender equality and promotion of its mainstreaming in all EU policies (section 5).

The call for proposals is issued in the context of the implementation of the 2010 annual work plan which can be consulted at <http://ec.europa.eu/social/main.jsp?catId=658&langId=fr>

2. Context and purpose

The European Employment Strategy (EES) puts specific focus on increasing the scale and levels of overall labour mobility and considers it essential for workers to take advantage of more job opportunities and with companies to adapt to the dynamics of the economy.

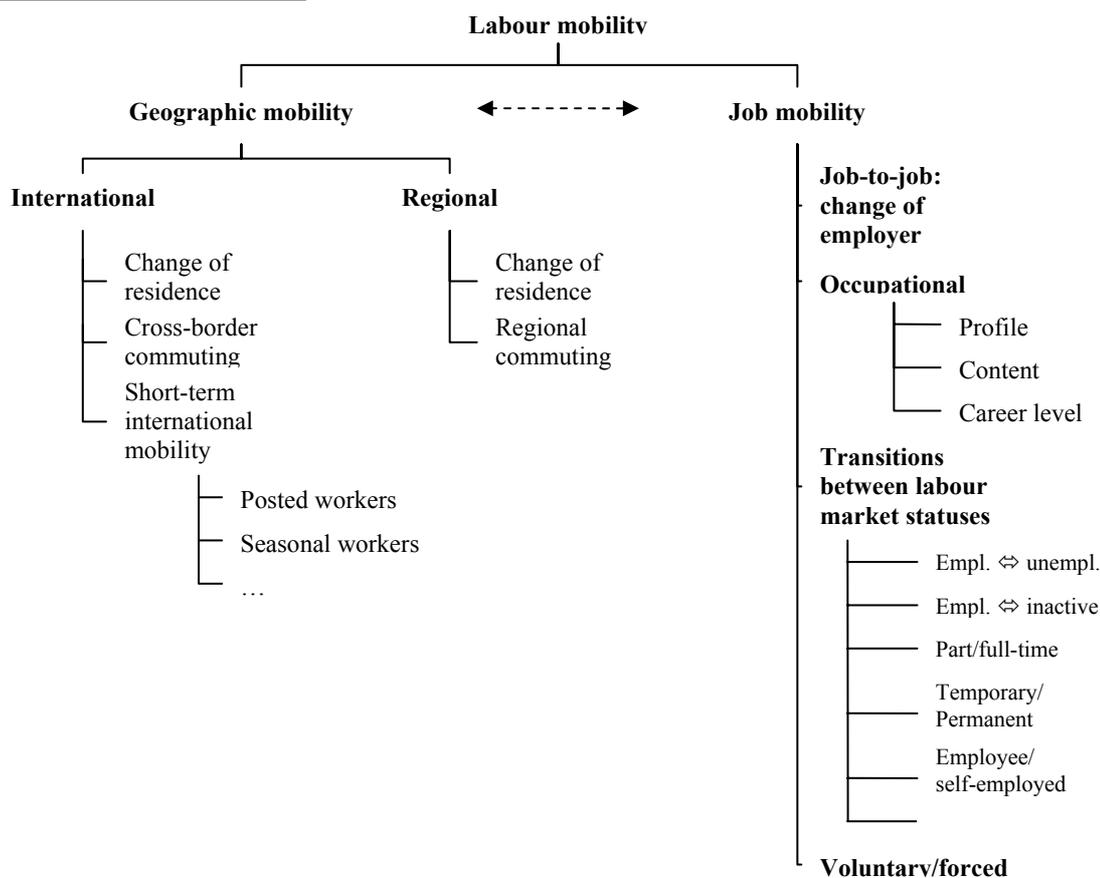
Within the EES, public employment services (PES) are in charge of turning employment policy orientations into actions. They are therefore responsible for the delivery of core parts of the EES and corresponding national employment policies, such as flexicurity approach³ and the New Skills for New Jobs initiative⁴ which now underlines the EES.

The concept of labour mobility describes and shapes the ability of labour markets to adapt to changing economies. It includes all forms of job mobility, be it *occupational* (within the job, from job-to-job) and / or *geographical* (between regions or countries). Mobility consists in **transitions of individuals** between different labour market statuses, e.g. from unemployment or inactivity into employment and vice-versa; between school-to-work for young people, or work and education/training, private responsibilities, retirement and across different types of employment status (e.g. from fixed-term to regular employment or across jobs with different pay levels). The diagram below provides an overview of all types of labour mobility and is followed by a glossary of the main concepts used in the diagram.

³ Communication COM(2007) 359 final of 27/06/2007 “Towards Common Principles of Flexicurity” <http://ec.europa.eu/social/main.jsp?catId=118&langId=en>

⁴ COM (2008) 868 final: New skills for new Jobs initiative aims at improving the capacity to anticipate and match labour market and skills needs in the EU and at promoting a European labour market for jobs and training that corresponds to citizens' mobility needs and aspirations. web site: <http://ec.europa.eu/social/main.jsp?catId=568&langId=en>

Types of labour mobility



Concepts and definitions

CONCEPT	DEFINITION
<i>Labour or employment Mobility</i>	Ability of labour markets to adapt to changing economies and technological conditions. The literature often makes the distinction between 'job' or 'occupational' mobility on the one side and 'geographic' labour mobility on the other.
<i>Job-to-job mobility</i>	Change from one employer to another. The concept describes whether employers and employees have the necessary opportunities and freedom to ensure that competences are brought to the most efficient use for businesses and individuals.
<i>Occupational mobility</i>	Change in a worker's job profile, content or career level that can happen with or without a change in employer. Occupational mobility describes the firms' and individuals' ability to create relevant careers.
<i>Geographic mobility</i>	Not necessarily, but often, job mobility goes hand in hand with a change in location, i.e. geographic mobility. It implies a move from one region to another within one country or a move across national borders. ⁵ If the place of residence and place of work are not the same, geographic mobility takes the form of regional or international commuting. Duration of moves can vary. Many statistics and studies define labour migration as a change of residence and workplace for at least one year. However, short-term moves in the form of seasonal work, postings or intra-company assignments are another and, according to some evidence, increasingly frequent form of geographic mobility.
<i>Transitions</i>	Mobility in the wider sense consists in transitions between different labour market

⁵ In the EU policy context, geographic mobility is usually used to describe moves between Member States while the term 'migration' is reserved for moves between EU and non-EU countries. However, the scientific literature seldom makes this distinction and often uses the term (labour) migration to denote both moves within and outside the EU.

	statuses, e.g. from unemployment or inactivity to employment.
<i>Voluntary transitions</i>	Transitions which result of a decision process in which the worker sees more advantages in changing the employer or leaving a job than staying on.
<i>Forced or involuntary transitions</i>	Transitions caused by the employer or by economic factors (e.g. redundancies), by regulation, by health or age related factors. These need of course to be further monitored and supported.

A 'balanced labour mobility' is anchored in the EU common principles of flexicurity which aim at facilitating adaptation to change and to new forms of employment through secure and easy transitions in the labour market.

Labour mobility: a strategic contribution to address economic and social challenges

The crisis in global financial markets late 2008 has affected the global economy and increasingly impacted on EU labour markets. After several years of relatively high economic growth and job creation, the sudden reversal of employment growth has set new challenges. As unemployment continues to rise, the priority is on limiting the social impact of the crisis and creating favourable conditions to support rapid transitions back to work once economic activity recovers.

The European Council endorsed in December 2008 the European Economic Recovery Plan (EERP)⁶ to minimize the social impact of the crisis. In spring 2009⁷, the following key priorities for employment policies were identified:

- maintaining employment, creating jobs and promoting mobility
- upgrading skills and matching labour market needs
- increasing access to employment

Building on this common effort, the Commission published in June 2009 the Communication entitled 'A Shared Commitment for Employment'⁸, aiming to strengthen cooperation between the Union and its Member States as well as between the social partners. It addresses the three key priorities of the EERP and focuses on concrete actions to tackle Union's medium and long term challenges and ensures consistency with the short term recovery measures.

Also for longer term perspective, labour mobility is identified as a key element to foster job creation and enhance the EU's competitiveness. It features prominently in the 2008-2010 European Employment Guidelines⁹: in particular integrated guideline 20 on the improved matching of labour market needs and guideline 21 on promoting flexibility combined with employment security and reduced labour market

⁶ COM(2008) 0800, December 2008

⁷ 7880/1/09 REV1 Presidency conclusion of Brussels European Council 19/20 March 2009

⁸ COM(2009) 0257, June 2009

⁹ COM(2007) 803 final Integrated Guidelines for Growth and Jobs (2008-2010), Guideline No 20 and 21.

segmentation. Likewise, better education and skills are at the heart of the integrated guidelines' aim for more effective investments in human capital and the comprehensive lifelong learning element of flexicurity. Mobility can be an instrument to address existing skill or labour market shortages and skills mismatches¹⁰ in a country or region, thus improving the efficiency of labour markets.

Labour mobility is also underlined as a crucial policy objective in the Commission's proposals for future Employment Guidelines¹¹ in the context of the Europe 2020 Strategy.

The Job Mobility Action Plan 2007-2010 (JMAP)¹² adopted by the Commission on 6th December 2007 presented a set of fifteen actions to help removing obstacles to worker mobility at European level and to encourage the relevant authorities to deal with the remaining obstacles at the national, regional or local level. As part of **action n°15** of the European Job Mobility Action Plan, the Commission earmarked budget for calls for proposals within the PROGRESS Programme support to develop and test new practices and instruments, and exchange and disseminate good practices and successful projects results. The first three calls in 2007, 2008 and 2009 led to the awarding of 13 grants¹³. This call is to further contribute to the implementation of action 15 of the Job Mobility Action Plan 2007-2010.

A number of studies conducted for the European Commission on mobility (July 2008)¹⁴ and opinion report from the EESC (March 2009)¹⁵ provide information on drivers and barriers to job to job and geographic mobility and conclude that the current mobility situation is sub-optimal and that increased intra-European mobility would increase the welfare of the vast majority of Europeans. Recommendations on policy orientations and actions to further increase mobility are provided. These recommendations include the rewarding of mobility experiences in the labour market, the creation of more effective information and social networks to strengthen awareness and integration strategies and the strategic importance of the involvement of all stakeholders including member states authorities, social partners and employment services.

Against this background, there is wide recognition of **the role of the Public Employment Services (PES)** in the implementation of the European employment strategy. PES are national public or governmental bodies responsible for activities related to the implementation of labour market policies. Within the European employment strategy, PES have a central role in implementing the guidelines for the employment policies of the Member States. PES deliver services free of charge to jobseekers (both unemployed and job-changers) as well as to employers; they aim to

¹⁰ Skills mismatches = skills acquired versus skills required

¹¹ COM(2010) 193 final of 27.4.2010

¹² COM(2007)773 of 6-12-2007

¹³ See call VP/2007/014, VP/2008/014, VP/2009/007 at

<http://ec.europa.eu/social/main.jsp?catId=632&langId=en>

¹⁴ "Geographical mobility within the EU: Optimising its economic and social benefits"

http://www.iza.org/en/webcontent/publications/reports/report_pdfs/iza_report_19.pdf; "Job mobility within the EU: Optimising its economic and social benefits" July 2008:

<http://ec.europa.eu/social/BlobServlet?docId=514&langId=en>

<http://ec.europa.eu/social/main.jsp?catId=113&langId=en>

¹⁵ 2009/C 228/03 "Opinion of the European Economic and Social Committee on the identification of outstanding barriers to mobility in the internal labour market", adopted on 25/03/2009

bring jobseekers and vacancies together and also contribute to improved transparency in the labour market. They play this specific role both as a stand alone public service and or in partnership with other organisations.

Heads of PES issued a joint opinion in December 2008¹⁶ which presented the contribution of PES to the implementation of the European common flexicurity principles. Furthermore an opinion on PES' contribution to the "New Skills for New Jobs" communication was issued in December 2009¹⁷.

Moreover, PES put together their staff resources for a common collaboration platform: the **EURES¹⁸ network** (European Employment Services) which is run and financed by the Commission to facilitate the free movement of workers. It is an important instrument for strengthening the labour market infrastructure at national and EU level¹⁹. Designed as a one-stop instrument to facilitate the geographical intra-EU mobility of workers and their families, EURES is a Community service that combines a well qualified human network of more than 800 advisors with a powerful Internet portal enabling access to some 700 000 vacancies in late 2009. Since 2006 all vacancies from EU and EEA national public employment services have been accessible on the EURES portal in 25 European languages. The network of EURES advisors provides for personalised assistance to EU workers and their families in all matters related to their mobility experience. It works in cooperation with other Community services, including general and specific information and problem-solving services for citizens and businesses such as EUlisses on social security, PLOTEUS portal on learning opportunities, Eurodesk, ERYICA, Europe Direct, Your Europe, Citizens' Signpost Service, Europass, national contact points for professional recognition of qualifications, ERA-MORE, the European Researchers' Mobility Portal and SOLVIT, etc. **Proposals submitted to this call shall not address actions supported by EURES²⁰.**

Benchmarking of Public Employment Services

While PES are structured differently in each country, all share the same basic task of contributing towards matching supply and demand on the labour market through the provision of information, placement and active support services. Some PES are responsible for providing specialised services of vocational orientation and guidance, training to jobseekers and/or the management of unemployment benefits.

The improvement of the PES' performance is an issue of high priority for a better implementation of the European Employment Strategy (EES). The role of the PES,

¹⁶ <http://ec.europa.eu/social/main.jsp?catId=118&langId=en>

¹⁷ COM (2008) 868 final: New skills for new Jobs initiative aims at improving the capacity to anticipate and match labour market and skills needs in the EU and at promoting a European labour market for jobs and training that corresponds to citizens' mobility needs and aspirations.

web site: <http://ec.europa.eu/social/main.jsp?catId=568&langId=en>

¹⁸ www.eures.europa.eu

¹⁹ Council Decision 2005/600/EC of 12 July 2005 on Guidelines for the employment policies of the Member States (OJ L 205, 6.8.2005).

²⁰ See EURES Open call for proposals for the establishment of a three-year partnership with EURES members and partners partnership VP/2009/008
<http://ec.europa.eu/social/main.jsp?catId=630&langId=en&callId=243&furtherCalls=yes>

including their modernisation to efficient service providers, is particularly important with respect to European Employment Guidelines 19 and 20:

Guideline 19 for example refers explicitly to the core tasks of PES: "Ensure inclusive labour markets, enhance work attractiveness, and make work pay for job-seekers, including disadvantaged people, and the inactive through:

- active and preventive labour market measures including early identification of needs, job search assistance, and training as part of personalised action plans, provision of necessary social services to support the inclusion of those furthest away from the labour market and contribute to the eradication of poverty, (...)."

Guideline 20 mentions explicitly the need to "Improve matching of labour market needs through:

- the modernisation and strengthening of labour market institutions, notably employment services, also with a view to ensuring greater transparency of employment and training opportunities at national and European level,
- removing obstacles to mobility for workers across Europe within the framework of the Treaties,
- a better anticipation of skill needs, labour market shortages and bottlenecks,
- appropriate management of economic migration."

PES are invited to step up mutual learning to improve the efficiency and effectiveness of active labour market policies. The benchmarking projects to be implemented under this call for proposals will be contributing to this objective.

In this call for proposals benchmarking is understood as a systematic comparison of business processes and performances including inputs, outcomes, impact, costs, efficiency, cycle time etc. of activities by the Public Employment Services in the implementation of the European Employment Strategy.

Projects will be supported that monitor performance of a large number – preferably all – of Public Employment Services in the EU/EEA. The benchmarking should be based on (quantitative) indicators, which capture specific aspects of performance, in order to improve the overall performance of PES. The projects to be presented under this call for proposals should focus on a limited number of areas of the business offer of PES where projects will benefit from transferring experiences and knowledge to other PES.

The ultimate objective of this benchmarking exercise is to share experiences, to provide for a better understanding of own weaknesses and strengths, to learn from other PES, to prevent duplication of development costs. Benchmarking based upon performance assessment shall lead to the analysis and identification of "Best Practices" that facilitate the implementation of the EES.

From participating PES it is expected that the commitment goes beyond the mere identification of "Good Practices". Benchmarking must be embedded in a management strategy that focuses on constant improvement of the PES performance and is based on the willingness to learn from peer PES and to adopt new successful concepts. Benchmarking should not be seen as an exercise to rank the participating

PES but as a tool to constantly improve the PES service offer by comparing business processes and performances.

Projects proposed should not overlap with the new Commission programme PES-to-PES dialogue VT/2009/022, for more details see:

<http://ec.europa.eu/social/main.jsp?catId=626&langId=en&callId=239&furtherCalls=yes>

Findings on best practices could be further analysed in the peer review scheme of the PES-to-PES dialogue.

3. Objective of this call for proposal

The present call for proposals will cover the following two different domains:

A - Labour mobility

B - Public Employment Services benchmarking

Each proposal must be linked to one domain only. If applicants would like to apply for one or both domains, a separate complete proposal needs to be submitted.

Participation

The present call for proposals will be financed by the PROGRESS Programme, budget heading 04 04 01 01, and is open to participants from PROGRESS participating countries: EU Member States, EFTA/EEA countries (Norway, Iceland, Liechtenstein), EU candidate countries (Croatia, the former Yugoslav Republic of Macedonia, Turkey) and potential candidate countries (Serbia).

If the proposal includes partners, the application should be submitted by a single applicant. The applicant will sign the grant agreement with the Commission, receive and manage the grant from the Commission and be responsible for the implementation and reporting to the Commission on the progress of the overall project, as well as ensuring on-going monitoring and evaluation. The Commission will only deal with the applicant organisation.

If the proposal involves partners, the effective contribution of each individual partner, including the amount of its financial contribution, must be clearly described in the project application.

Contextual approach

The projects from this call should be in line with the strategies and policies related to labour mobility and Public Employment Services benchmarking that are ongoing at European and national levels and will demonstrate a clear European added value.

Particular attention will be brought to the level of understanding by the applicants of strategies and policies referred above in context section 2 of this call and to the

synergies that can emerge from the proposed action with ongoing related activities, existing networks, tools and projects.

All proposals need to demonstrate a clear European added value, their contribution to the implementation of the European employment strategy and corresponding national policies (such as New Skills for New Jobs and Flexicurity principles), and their potential for uptake of results by employment services at European, national, regional, local levels or by other networks.

Scope

Proposals submitted under the present call should specify how they relate to the overall aims of the Call, as described in the previous sections, and clearly identify the actions to be carried out, how, when and by whom and who is the intended target group.

Moreover all proposals should include specific tasks for

- Promotion and information dissemination on the project (press release, fact sheet, slides presentation, etc.);
- Active contribution to information dissemination and networking events organised by the Commission or by a project related to this call;
- Evaluation and assessment of the project, including the potential for transferability and for sustainability of the results.

More precisely in the application, the scope of the action will be mainly described in two documents:

- the **description of the action** (see section 13, check-list, point 16), including the presentation of the specific objective and the expected outcome of the action, the target group, the partners involved and providing information about the relevance of the proposal to the call and the European added value and the potential lasting impact of the proposal (see award criteria section 6);
- the **work-programme of the project, timetable and budget estimation breakdown** (see section 13, check-list, point 17) , including the presentation of the methodology of the proposed work, the consistency of the activities with the set objectives, the main tasks description, and role allocation to partners and the coherence with a proposed work timetable and budget breakdown. This document will provide information on the methodology of the proposed work and on the cost/efficiency of the operation (see award criteria section 6).

Domain A: Innovative labour mobility instruments, practices and partnerships

Objective

The Domain A of the present call focuses on projects aimed at enhancing labour mobility covering all forms of mobility as described in section 2 of this call, by improving the overall framework in which labour mobility and transitions take place, involving employment services, territorial authorities and other stakeholders.

The proposed actions should contribute to one or more of the following objectives:

- (1) Developing and testing innovative instruments, practices and partnerships;
- (2) Transfer or mainstreaming of existing successful innovative mobility instruments, practices and partnerships;
- (3) Community building, networking, analysis and benchmarking of methodologies and results among stakeholders involved in European, national, regional and local labour mobility programmes and activities.

Priority areas for cooperation

The current economic crisis has sharply increased unemployment and the risk of exclusion for the most vulnerable people. The most affected have been young people, the low skilled and migrants either because of difficult access to the labour market or because of the sectors and occupations which have been most at risks in the downturn. Considering the critical unemployment rate of youth which is twice the overall unemployment rate²¹, **a special priority target group for this Domain A call will be young people.**

Young people (aged between 16 and 30) – low skilled, or with medium or high level of qualifications – come often across hurdles to find their first job (a stable professional and remunerated economic activity) or are confronted with precarious jobs. In general, the quantity and the quality of human capital is a crucial variable in determining both the duration of "school-to-work" transition period and the types of job/contract young people will successfully obtain in their future. Through education and training individuals acquire the proper (mix of) skills required to improve their employability, reducing the chance of being unemployed during both the initial and future careers in the labour market. However, the risk of mismatching people's qualifications and abilities with actual labour market needs is an increasing setback to be tackled.

The priority is directed at two groups which face special difficulties, the first one being **the disadvantaged young people** including low qualified and low skilled youngsters, school-leavers, young people from low income families or young people with disabilities who are lagging behind²². Particular for the first group, studies show that the higher the average age when leaving education, the shorter is the time span of transition from "school-to-work"²³.

The second group facing difficulties is the so-called **"poorly integrated new entrants"** including young workers having difficulties to get a stable foothold in the labour market for whom it is very long to find suitable and stable employment. Instead they often change status between employed, unemployed etc. Reasons for this

²¹ Youth unemployment rate rose to 20.7% in October 2009

²² More than one third of young people aged 15-24 are NEETs (Neither in Education, Employment or Training)

²³ See Final Report of the research project "Pathways to Work: Current practices and future needs for the labour market integration of young people", "Young in Occupations and Unemployment: Thinking of their better integration in the labour market"

<http://ec.europa.eu/social/main.jsp?langId=en&catId=89&newsId=448>

are multifold. It could be that they are qualified and graduate young people but with qualifications which for several reasons do not match the labour market needs.

By way of examples and in relation to the three types of activities listed above in the objectives, the actions proposed may concern:

- Innovative infrastructures and services to facilitate youth professional transitions and mobility such as "mobility shops" or "mobility service points" to help young people's accessing EU or national mobility programmes²⁴ and/or career guidance, including self-employment and start-up creation with other labour market stakeholders (employment services, businesses, financial institutions, etc.).
- Services toolkits to prepare young students for their transition from study-to-work with better knowledge of work environment requirements, CVs drafting, interviews preparation, , etc
- Starter schemes to ease professional induction and integration of young people in their new job (e.g. innovative actions for the probation period, tutoring/mentoring, job-shadowing, on-the-job training, etc.
- Joint projects and initiatives with employment services and businesses or other organisations to foster young people keeping contact with the labour market and/or pooling offers for "first work experience", or "short-term assignment" or "apprenticeships" in locally or in foreign organisations
- Initiatives aimed at the up-skilling and integration of disadvantaged young people in the labour market (e.g. young people with disabilities or socially and economically disadvantaged young people, etc), possibly in partnership with non-governmental organisations or social economy institutions (inclusion dimension).

Domain B: Public Employment Services benchmarking

Objective

The Domain B of the present call focuses on projects aimed at enhancing a system of benchmarking between EU/EEA PES when implementing priority actions of the European Employment Strategy. Projects could take the following form and as a minimum requirement they should have a project design based on the use of quantitative and/or qualitative indicators in order to allow for a liable measurement and assessment of performance:

- Define the most appropriate subjects/activities of PES; activities chosen should have a similar scope and definition in participating PES and should be in connection with the implementation of the priorities of the European Employment Strategy
- Definition of appropriate quantitative and/or qualitative indicators that allow for a meaningful comparison between specific activities of participating PES
- Data collection and possibly setting up of a database in which time series of data are stored

²⁴ This can be done in Universities, Youth Associations, NGOs, Municipalities, etc. and can refer to ERASMUS, EURES, ERASMUS FOR YOUNG ENTREPRENEURS, LEONARDO DA VINCI, YOUTH IN ACTION, apprenticeships abroad, etc.

- Analysis of findings with a view to identify best practices or determinants of good or bad performance
- Dissemination of results among the participating PES and presentation of results at the Heads of PES meetings and in the management boards of the participating PES.

Priority areas for cooperation

The Commission will support initiatives of a trans-national character that involve a great number – preferably all – Public Employment Services in the EU/EEA.

Priority areas for the benchmarking are the current main EU policy fields related to the PES, such as:

- **New Skills for New Jobs,**
- **The Contribution of the PES to Flexicurity.**

Other areas that can be assessed in the benchmarking are (non-exhaustive list of examples):

- Assessment of the use of IT-tools and combined multi-channelling concepts integrating self-service tools with personalised services to make services more efficient and at the same time allowing for adapting them to the special needs of each client,
- Anticipation of skills needs
- Effective up-skilling / training of unemployed or inactive
- Early intervention based upon profiling and targeted, individualised support to contribute to the prevention of flow into long-term unemployment ;
- Effective approaches aiming at reducing Youth Unemployment and increasing Youth Employment with particular attention to the needs of the low-skilled workers (incl. guidance, cooperation with other providers and partnerships with other stakeholders);
- Effective approaches (incl. guidance) aiming at re-integrating adult/older workers back into the labour market;
- Lifelong Guidance for jobseekers as method to improve matching and the quality of personal action plans;
- Innovative approaches to servicing the needs of employers and to improving relationships with employers, including opening job opportunities for disadvantaged;
- Service delivery models, cooperation and contract management between PES and other relevant service providers for vocational orientation, placement, assessment, guidance, intensive assistance or training such as private employment services, temporary agencies, integration services, social services, careers services, NGOs local authorities, social partners or private employment services;
- Staff competencies to improve service quality and customer satisfaction
- Services and tools to facilitate international labour mobility
- Promoting actual access to vacancies, duration of unfilled vacancies
- Customer satisfaction (jobseekers, employers)
- PES service delivery models
- etc.

4. Exclusion and Eligibility criteria

Exclusion and eligibility of applicants

- Applicants must be in conformity with Articles 93(1)²⁵, 94²⁶ and 96(2)(a)²⁷ of the Financial Regulation (see section 13, check-list, point 3);
- Applicants must be legal persons properly constituted and registered in one of the EU Member States or in the other PROGRESS participating countries²⁸;
- Non-profit organisations active mainly in the area of employment policy, quality of work or social inclusion may also submit proposals on condition that they submit a proposal in partnership with a national, regional or local public authority, a state or semi-state agency/ies from one of the EU Member States or other PROGRESS participating countries.
- In application of article 114 of the Financial Regulation, social partner organisations without legal personality are also eligible provided that their representatives have the capacity to undertake legal obligations on their behalf and assume financial liability (see section 13, checklist, point 4).

Eligibility of proposals

Grant applications must be made in writing, use the standard application forms and be sent by the deadline indicated in section 9 below.

²⁵ Situations referred to in Article 93(1) of the Financial Regulation are the following:

- (a) bankrupt or being wound up, having their affairs administrated by the courts , have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) convinced of an offence concerning their professional conduct by a judgement which has the force of res judicata;
- (c) guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country where the contract is to be performed;
- (e) the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) following another procurement procedure or grant award procedure financed by the Community budget, declared to be in serious breach of contract for failure to comply with their contractual obligations.

²⁶ Situation referred to in Article 94 of the Financial Regulation are the following:

- (a) are subject of conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or who fail to supply this information.

²⁷ Administrative or financial penalties shall be proportionate to the importance of the contract and the seriousness of the misconduct, and may consist in: the exclusion of the candidate or tenderer or contractor concerned from the contracts and grants financed by the budget, for a maximum period of ten years.

²⁸ PROGRESS participating countries are: EU Member States, EFTA/EEA countries (Norway, Iceland, and Liechtenstein), EU candidate countries (Croatia, the former Yugoslav Republic of Macedonia, Turkey) and potential candidate countries (Serbia).

The application must be linked to one domain of the call (as described under section 3 above) and not benefit from other EU funding.

It must comply with the European Union co-financing percentage of maximum **80%** of the total eligible costs and with the rules of start dates and duration of the project defined in section 8 below.

The application must be submitted electronically online with the SWIM application and by post in 3 hard copies (1 original and 2 copies) and must be sent by the deadline indicated in section 9 below.

The application must be complete and include all the documents indicated in the checklist (Section 13).

Proposals which do not comply with the above criteria are not eligible and will be rejected.

5. Selection criteria

Only organisations with the necessary financial and operational capacity to carry out the actions may be awarded a grant.

6.1 Operational capacity

The applicant 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. The applicant must have a strong track record of competence and experience in the field and in particular in the type of action proposed.

The operational capacity of the applicant must be confirmed by the provision in the proposal of the following items:

- 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 13, check-list, point 9);
- The curriculum vitae of the proposed project manager/co-ordinator and the persons who will perform the main tasks (see section 13, check-list, point 10);
- A declaration of the project manager/co-ordinator certifying the competence of the team to carry out the required tasks (see section 13, check-list point 11);
- In the case of proposals from partnerships: written confirmation from each partner that they are willing to participate in the project and briefly describing their role (see section 13, check-list point 12);

6.2 Financial capacity

The applicant 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 financial capacity of the applicant must be confirmed by the provision in the proposal of the following items:

- Declaration on honour (includes financial capacity to carry out the activity – see section 13, check-list, 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 13, check-list, point13);
- Annual balance sheets and profit and loss accounts available from the last financial year (see section 13, checklist, point 14).

The verification of financial capacity will not apply to public bodies.

6. Award criteria

The proposals which fulfil the eligibility and selection criteria will be awarded a grant following a comparative assessment of all the proposals according to the following award criteria:

► Relevance of the proposal to the call (max 10 points)

Particular attention will be paid to:

- The degree to which the proposal effectively meets Domain A or Domain B call objective and key priority areas as set out in section 3 above.
- Policy understanding and direct relevance of the proposal to European Employment Strategy.
- Innovative value of the proposal with regard to similar or related ongoing actions and initiatives.

► The European added value and the lasting impact and multiplier effect of the actions proposed (max 10 points)

Particular attention will be paid to:

- Potential impact at European level once funding has ended (sustainability)
- Potential for uptake or for results transfer to national, regional, local levels or to other existing networks. (transferability)
- European transnational dimension of the activities proposed and of their impact on people, organisations, systems and values.

► Methodology of the proposed work (max 10 points)

Particular attention will be paid to:

- Clarity and quality of the description of the action proposed through the needs analysis, the specific objectives, the chosen target group and the expected tangible outcome.
- Clarity, quality and coherence of the methodological aspects description, the work programme and timetable with the objectives, the target group and the expected outcome.
- Quality of the proposed partnership, involvement, role and tasks distribution.
- Quality and efficiency of the information dissemination.
- Quality of the mechanism for ongoing monitoring and final evaluation.

► **The cost / efficiency of the operation (max 10 points)**

Particular attention will be paid to:

- Clarity and quality of the estimated budget description
- Adequacy of resources allocated to the project (human and financial) in relation to the objectives foreseen.
- The degree to which the level of output and impact of the project is proportionate to the amount of the grant requested.

7. Financial conditions

The total available budget for this call is **EUR 1.200.000**. No minimum and maximum grant amounts are being fixed. The intention is to finance between three to six projects from the total budget.

The European Union's financial contribution will not exceed **80% of the total eligible costs** of the activities involved. Sources of co-financing can be public or private.

8. Start date and duration of projects

The projects should start after signature of grant agreements, expected within six months of the date of submission. Duration of each project is 24 months maximum, unless specific circumstances require longer duration (to be justified).

9. Date for submission

The proposals must be submitted electronically online **and** sent by post in 3 hard copies (1 original and 2 copies) to the Commission **not later than 14/09/2010**.

10. Practical modalities

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 fast as possible. However, it should be noted that proposals in other EU Community languages will be accepted.

The SWIM **Application form, the Financial Guidelines for Applicants** and further information related to the call for proposals are accessible from the following website: <http://ec.europa.eu/social/main.jsp?catId=630&langId=en>

Questions can also be sent by e-mail to empl-d3-unit@ec.europa.eu

The SWIM application form is an electronic form which must be filled in online. Annexes, which are compulsory, must be also filled in and uploaded online (see part E 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 SWIM at the following web site

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

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

Applications accompanied by the annexes and all the required documentary proof should also be submitted in hard copy in triplicate to the addresses cited below **by 14/09/2010** (their submission date will be taken as the date of dispatch, as evidenced by the postmark or the express courier receipt date). **Proposals submitted after this date will not be eligible.**

a) by post : postal address:

European Commission
Employment, Social Affairs and Equal Opportunities DG
Unit D3-Employment Services, Mobility – Call for proposals VP/2010/010
Archives-Courier service J27 0/115
B-1049 Brussels (Belgium)

b) or by personal delivery (direct or through any authorised representative of the applicant, including private messenger service etc.) against a signed receipt from the Commission's central mail service by **16.00 hours on 14/09/2010** at the latest to the following address:

European Commission
Employment, Social Affairs and Equal Opportunities DG
Unit D3- Employment Services, Mobility – Call for proposalsVP/2010/010
Central Courier Service
Avenue du Bourget, 1
1140 Evere (Belgium)

Failure to submit the application by post and online by **14/09/2010** will entail the ineligibility of the request for subsidy. Complementary documents sent by post, by fax or by electronic mail after the deadlines mentioned above will not be considered for evaluation. Please do make sure that the **full set of the application form and all accompanying documents originals, dated and signed** as listed above are included in your sending by post by the closing date.

Incomplete, unsigned application forms, hand-written forms and those sent by fax, will not be taken into consideration.

The **Financial Guidelines for Applicants** annexed to the present call for proposals provide more detailed information for the applicants, especially as regards guidelines for presenting the proposal's provisional budget along with the rules governing which categories of expenditure are eligible and which are not.

The information contained herein together with the **Financial Guidelines for Applicants** provides all the information you require to submit an application. Please read it carefully before doing so, paying particular attention to the priorities that have been set for the call.

11. PROGRESS guide on how the activities shall be carried out

a) Requirements on how the activities shall be carried out:

The PROGRESS Programme aims to promote gender mainstreaming in all its five policy sections and supported activities. Consequently, the Beneficiary shall take the necessary steps to ensure that:

- Gender equality issues are taken into account when relevant for the drafting of the proposal by paying attention to the situation and needs of women and men;
- Implementation of proposed activities includes a gender perspective by considering systematically the women and men dimension;
- Performance monitoring includes the collection and gathering of data disaggregated by sex when needed;
- Its proposed team and/or staff respects the gender balance at all levels.

Equally, needs of disabled people shall be duly acknowledged and met while implementing the proposed activities. This will ensure in particular that where the Beneficiary organises training sessions and conferences, issues publications or develops dedicated websites, people with disabilities will have equal access to the facilities or the services provided.

Finally, the Contracting Authority encourages the Beneficiary to promote equal employment opportunities for all its staff and team. This entails that the Beneficiary is encouraged to foster an appropriate mix of people, whatever their ethnic origin, religion, age, and ability.

The Beneficiary will be required to detail in its final activity report the steps and achievements made towards meeting these contractual requirements.

b) Publicity and information requirements

In accordance with the General conditions, all beneficiaries are under the obligation to acknowledge that the present activity has received funding from the Union in all documents and media produced, in particular final delivered outputs, related reports, brochures, press releases, videos, software, etc, including at conferences or seminars. In the context of the European Union's Programme for Employment and Social Solidarity – PROGRESS, the following formulation shall be used:

This (publication, conference, training session etc) is supported by the European Union's Programme for Employment and Social Solidarity - PROGRESS (2007-2013).

This programme is managed by the Directorate-General for Employment, social affairs and equal opportunities of the European Commission. It was established to financially support the implementation of the objectives of the European Union in the employment and social affairs area, as set out in the Social Agenda, and thereby contribute to the achievement of the Lisbon Strategy goals in these fields.

The seven-year Programme targets all stakeholders who can help shape the development of appropriate and effective employment and social legislation and policies, across the EU-27, EFTA-EEA and EU candidate and pre-candidate countries.

PROGRESS mission is to strengthen the EU contribution in support of Member States' commitment. PROGRESS is instrumental in:

- *providing analysis and policy advice on PROGRESS policy areas;*
- *monitoring and reporting on the implementation of EU legislation and policies in PROGRESS policy areas;*
- *promoting policy transfer, learning and support among Member States on EU objectives and priorities; and*
- *relaying the views of the stakeholders and society at large*

For more information see: <http://ec.europa.eu/progress>

For publications it is also necessary to include the following reference: "The information contained in this publication does not necessarily reflect the position or opinion of the European Commission".

With regard to publication and any communication plan linked to the present activity, the Beneficiary will insert the European Union logo and mention the European Commission as the Contracting Authority in every publication or related material developed under the present grant agreement.

12. PROGRESS reporting requirements

PROGRESS is implemented through a results-based management - RBM. Managing for outcomes and results is about working to maximise results for European citizens. This includes:

- Identifying the most important results for European citizens;
- Managing these results, including setting out clearly the desired results, implementing plans based upon these results and learning about 'what works' in the process;
- Seizing opportunities to work together whenever this helps achieve the results.

The Strategic Framework, developed in collaboration with Member States and civil society organisations, sets out the intervention logic for Progress-related expenditure and defines PROGRESS' mandate and its long-term and immediate outcomes. It is supplemented by performance measures which serve to determine the extent to which PROGRESS has delivered the expected results. See in Annex the overview of PROGRESS performance measurement framework. For more information on the

strategic framework, please visit PROGRESS website
<http://ec.europa.eu/social/main.jsp?catId=659&langId=en> .

The Commission regularly monitors the effect of PROGRESS-supported initiatives and considers how they contribute to PROGRESS outcomes as defined in the Strategic Framework. In this context, the Beneficiary will be asked to dedicatedly work in close cooperation with the Commission and/or persons authorised by it to define the expected contribution and the set of performance measures which this contribution will be assessed against. The Beneficiary will be asked to collect and report on its own performance to the Commission and/or persons authorised by it against a template which will be annexed to the grant agreement. In addition, the Beneficiary will make available to the Commission and/or persons authorised by it all documents or information that will allow PROGRESS performance measurement to be successfully completed and to give them the necessary rights of access.

d) Information on partners in progress-funded projects

In order to increase the visibility of transnational partnerships established under PROGRESS and to facilitate networking between organisations involved in actions covered by PROGRESS grants, the Commission intends to publish the name and address of partners in PROGRESS-funded projects together with the name and address of the beneficiary, the reference of the call for proposals and the title and description of the project. To that purpose, the Beneficiary will be asked to seek the partners' agreement to authorise the Commission to publish this data. This written agreement should be included in the letters of commitment sent to the Commission with the application form.

Overview of PROGRESS Performance Measurement Framework

PROGRESS Ultimate Outcome
Member States implement laws, policies and practices in a manner that contributes to the desired outcomes of the Social Agenda

PROGRESS works towards its ultimate outcome by helping strengthen the EU's support for Member States' efforts to create more and better jobs and to build a more cohesive society. PROGRESS seeks to contribute to (i) an **effective legal regime** in the EU in relation to the Social Agenda; (ii) **shared understanding** across the EU with regard to Social Agenda objectives; and (iii) **strong partnerships** working towards Social Agenda objectives.

In operational terms, support provided by PROGRESS facilitates (i) provision of analysis and policy advice; (ii) monitoring and reporting on the implementation of EU legislation and policies; (iii) policy transfer, learning and support among Member States; and (iv) relaying to decision-makers the views of the stakeholders and society at large.

Legal Regime Outcome: <i>Compliance in Member States with EU law related to PROGRESS areas.</i> Performance Indicators	Shared Understanding Outcome: <i>Shared understanding and ownership among policy/decision-makers and stakeholders in Member States, and the Commission, of objectives related to PROGRESS policy areas.</i> Performance Indicators	Strong Partnerships Outcome: <i>Effective partnerships with national and pan-European stakeholders in support of outcomes related to PROGRESS policy areas.</i> Performance Indicators
<ol style="list-style-type: none"> 1. Transposition rate of EU law on matters related to PROGRESS policy areas 2. Effectiveness of application in Member States of EU law on matters related to PROGRESS policy areas. 3. EU policies and legislation are grounded in thorough analysis of situation and responsive to conditions, needs and expectations in Member States in PROGRESS areas 4. Extent to which PROGRESS-supported policy advice feeds into the development and implementation of EU legislation and policies 5. Cross-cutting issues are addressed in PROGRESS policy sections 6. EU policies and legislation display a common underlying logic of intervention in relation to PROGRESS issues 7. Gender mainstreaming is systematically promoted in PROGRESS 	<ol style="list-style-type: none"> 1. Attitudes of decision-makers, key stakeholders and general public regarding EU objectives in PROGRESS policy areas 2. Extent to which national policy discourses or priorities reflect EU objectives 3. Extent to which principles of good governance (including minimum standards on consultation) are respected in policy debate 4. Extent to which the outcomes of policy debates feed into the development of EU law and policy. 5. Greater awareness of policy-and decision-makers, social partners, NGOs, networks regarding their rights/obligations in relation to PROGRESS policy areas 6. Greater awareness of policy-and decision-makers, social partners, NGOs, networks regarding EU objectives and policies in relation to PROGRESS policy areas 	<ol style="list-style-type: none"> 1. Existence of common ground/consensus among policy and decision-makers and stakeholders on EU objectives and policies 2. Identification and involvement by the EU of key actors in a position to exert influence or change at EU and national levels 3. Effectiveness of partnerships in relation to outcomes related to PROGRESS policy areas. 4. Number of individuals served or reached by networks supported by PROGRESS. 5. Extent to which advocacy skills of PROGRESS-supported networks have improved 6. Satisfaction of EU and national authorities with the contribution of networks 7. Extent to which PROGRESS-supported networks take a cross-cutting approach

13. Checklist of the required documents to accompany your application

Please send the following documents **in triplicate** (one original + two copies). The Application form and its annexes must be submitted also **electronically in SWIM**.

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	Original letter of application quoting the reference of the call VP/2010/010 <u>original</u> , duly signed and dated <u>by the legal representative</u> of the applicant organisation.	<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 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	Printed version of SWIM Annex E1: Declaration on honour attesting compliance with Articles 93(1), 94 and 96(2)a 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.	<input type="checkbox"/>
4	Printed version of SWIM Annex E4: Legal entity form : <u>original</u> duly filled in and signed by the legal representative of the applicant organisation. Exclusively in case of <u>social partner organisations without legal personality</u> , applicants must also provide a signed letter of the representative expressing her/his capacity to undertake legal obligations.	<input type="checkbox"/>
5	Copy of the official registration certificate or any other official document attesting to the legal establishment of the organisation (not necessary for public bodies).	<input type="checkbox"/>
6	Copy of articles of association/statutes or equivalent , proving the eligibility of the organisation	<input type="checkbox"/>
7	Copy of a document confirming the applicant's tax or VAT number, if available.	<input type="checkbox"/>
8	Printed version of SWIM Annex E3: Financial identification form duly filled in, <u>original</u> dated and signed by the applicant organisation account holder and either bearing the bank stamp and signature of the bank representative or with a copy of a recent bank	<input type="checkbox"/>

	<i>Document</i>	<i>Check</i>
	statement attached.	
9	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.	<input type="checkbox"/>
10	Detailed 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"/>
11	Declaration of the project manager/coordinator certifying the competence of the team to carry out the required tasks.	<input type="checkbox"/>
12	Printed version(s) of SWIM Annex(es) E2: Co-funding commitment letter(s) from the applicant and from each partner in the project: original(s) signed by the legal representative(s) of the organisation(s), specifying the amount of the cash contribution and the specific tasks to be undertaken by this organisation as well the agreement "that the Commission publishes the name and address of the partner together with the name and address of the beneficiary, the reference of the call for proposals and the title and description of the project" (see section 12).	<input type="checkbox"/>
13	The proof of turnover such as a letter mentioning the amount of turnover in the last financial year and stating that it is at least equivalent to 100% of the grant requested (<i>not necessary for public bodies</i>).	<input type="checkbox"/>
14	Annual balance sheet and profit and loss accounts for the last financial year, duly dated and signed by the legal representative of the applicant organisation (<i>not necessary for public bodies</i>).	<input type="checkbox"/>
15	For grant requests over € 500.000,00 or for organisations subject to statutory audit of their annual accounts, an external audit report produced by an approved auditor, certifying the last accounting exercise.	<input type="checkbox"/>
16	SWIM annex E5: Description of the action (free format) dated and <u>signed by the legal representative</u> of the applicant organisation.	<input type="checkbox"/>
17	SWIM annex E6: Work Programme of the project (free format) dated and <u>signed by the legal representative</u> of the applicant organisation, including a timetable, linking months to activities and outputs.	<input type="checkbox"/>
18	In case of subcontracting where the value of the external contract exceeds EUR 5000 SWIM annex E7: Contract for implementing the action.	<input type="checkbox"/>
19	Others any additional/optional annexes which you may wish to add, e.g. if you wish to provide longer answers to the questions concerning your project under heading B of the online application.	<input type="checkbox"/>