



EUROPEAN COMMISSION
Employment, Social Affairs and Inclusion DG

Brussels, 22nd August 2011

TO WHOM IT MAY CONCERN

**Subject: Call for proposals VP/2011/006 – Preparatory action "Your first EURES job"
Invitation to Information Session**

Dear Sir / Dear Madam,

An information session for applicant organisations interested in the aforementioned call for proposals will be held on Wednesday, **the 14th September 2011**, from **9h30 to 12h45** at **Hotel Renaissance**, rue du Parnasse 19 – 1050 Brussels (URL: <http://www.marriott.com/hotels/maps/travel/brubr-renaissance-brussels-hotel/>).

Please find attached the draft agenda. The purpose of the meeting will be to present the objectives, application and implementation requirements of this call. There will be floor for questions and answers (Q&A).

Interpretation will be provided in English, French and German. No paper copies of the "Your first EURES job" call for proposals will be handed out in the meeting. Attendants are kindly invited to read the call documents before the meeting and to bring their own copies. Travel arrangements and costs for participation in the meeting will be on charge of participants.

Interested organisations should register via the e-mail: empl-vp-2011-006@ec.europa.eu until the 9th September 2011 and provide the following information:

- *Name of participant*
- *Organisation*
- *Country*

All documents regarding this call for proposals and the information session can be downloaded from <http://ec.europa.eu/social/main.jsp?catId=630&langId=en>. Presentations made during this meeting as well as a 'Frequently Asked Questions (FAQ)' document will be published on this call web page.

Thank you in advance for your interest.

"Your first EURES job"

Call for proposals: VP/2011/006

INFORMATION SESSION

Brussels, 14 September 2011

9h30 – 12h45

Venue: **Hotel Renaissance**, rue du Parnasse 19 – 1050 Brussels

AGENDA

(Presentations will be made in English)

- 09h30** **Welcome & brief introduction to the meeting**
- 09h40** **Context of this call for proposals**
- 09h50** **Part I: *What is to be achieved by the selected projects?***
Overview of the Implementing Guide
- 10h15** **Q & A**
- 11h00* *Coffee break*
- 11h30** **Part II: *What are the call requirements for applying?***
Overview of the provisions of the call for proposals
- 11h55** **Q & A**
- 12h45** **Closure**