

# **YOUR FIRST EURES JOB**

**Preparatory Action**

## **Implementing Guide**

*[This annex is an integral part of the call for proposals VP/2011/006]*

*[Date of publication]*

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## 1. INTRODUCTION

The freedom of movement for workers in Europe is a right guaranteed by the Treaty of Functioning of the European Union (Art 45). **"Your first EURES job"** (hereinafter referred to as 'YFEJ') is a preparatory action proposed by the European Commission (hereinafter referred to as 'Commission') and supported by the European Parliament and the Council. It is one of the key actions laid down in the Communication "Youth on the Move"<sup>1</sup> to foster and support youth labour mobility across Europe. A total budget of 4 million EUR has been earmarked by the EU budgetary authority for the year 2011 (budget line 04 03 13).

**YFEJ will provide advisory, job search, recruitment and financial support to both young jobseekers and job changers willing to work in another EU Member State and businesses (SMEs in particular) recruiting young European mobile workers and providing them with an integration programme.**

YFEJ refers to the *very first job opportunity* offered in another EU Member State to any young jobseeker/job changer with the support of this preparatory action. **The job should be in a place other than the country of residence of the potential young worker.** It is called EURES because it should become part of EURES<sup>2</sup>.

This guide sets out the implementing rules and framework applicable to the management of the YFEJ preparatory action. It is addressed to any organisation participating in and co-managing the YFEJ preparatory action in the frame of the call for proposals VP/2011/006.

The guide provides information about:

- the objectives of the preparatory action
- the structure
- the implementation rules
- the funding conditions, and
- risk management, monitoring and evaluation

## 2. OBJECTIVES

The YFEJ preparatory action has been tailored to provide young people with *a job* in another EU Member State. The action will obviously not solve all the problems related to youth unemployment in Europe but can help improve the functioning of the EU labour markets. It can be a significant instrument in addressing labour market imbalances and bottleneck vacancies as well as in tapping into the quality of employment services directed at young people and employers.

YFEJ can moreover boost intra-EU youth job mobility by notably reducing obstacles for moving to and recruiting from another EU Member State and facilitating transitions in the labour market (e.g. the first transition from education to work). YFEJ aims ultimately to

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<sup>1</sup> COM(2010) 477 final of 15.09.2010

<sup>2</sup> Further info on EURES: <http://eures.europa.eu>

contribute to the achievement of the Europe 2020 employment target of having 75% of the EU population aged 20-64 in employment by 2020.

### 3. STRUCTURE

YFEJ provides practical and financial support for the job matching and placement of young jobseekers or job changers in companies located in any EU Member State and with unfilled vacancies available for mobile workers. The Commission is responsible for the design and overall management of the preparatory action. The key implementing actors are the following:

- **Young people**
- **Employers, Small and Medium-sized Enterprises (SMEs) in particular**
- **Employment services** (hereinafter referred to as "YFEJ beneficiaries"), i.e. public, private or third sector employment services selected and co-funded by the Commission. These organisations should have demonstrated the capacity to perform the tasks specified in this guide.

### 4. IMPLEMENTATION

#### 4.1. Who are "Your first EURES job" target groups?

##### 4.1.1. Young people

##### **All young people**

- **aged 18-30**
- **nationals of any of the EU-27 Member States**
- **legally resident in any of the EU-27 Member States**

**who wish to find a job in a EU Member State<sup>3</sup> other than their country of residence.**

##### *4.1.1.1. Why the age bracket 18 - 30?*

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

The age of 16 is the most usual legal age for entering the labour market in the Member States. There are specific professional groups where it is common to start working at the age of 16 e.g. artists, culture professionals or sportsmen and women. However, most

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<sup>3</sup> Without prejudice to the application of transitional measures by some EU-25 Member States to EU workers from Romania and Bulgaria. The YFEJ preparatory action will in any circumstances abide to the transitional measures in force. Further info at: <http://ec.europa.eu/social/main.jsp?langId=en&catId=466>, document "Summary table of Member States policies"

young people under 18 are in education and are also often dependent on parental authorisation to gain autonomy and move to another EU Member State.

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

#### *4.1.1.2. How is the age limit determined?*

The lower (18) and upper (30) age limit of any young candidate to a YFEJ vacancy is defined at the moment s/he applies for the job. Any jobseeker can take up a job above the age of 30, provided s/he has applied before reaching 31.

#### *4.1.1.3. What should be the jobseekers' profile?*

YFEJ is not exclusively tailored for labour market entrants. All young people as defined under section 4.1.1 are eligible irrespective of their level of qualification, work experience or economic and social background provided they comply with the labour law requirements of the recruiting country and with the job vacancy specifications. Both highly qualified and low qualified young people should be given equal opportunities.

#### *4.1.1.4. Are young people who have studied or worked in another EU Member State eligible?*

The fact of having studied, worked or participated in a traineeship in another EU Member State cannot be considered as grounds for excluding the young job candidate from applying for "*his/her first EURES job*".

### 4.1.2. Employers

**All legally established businesses in the EU-27 Member States, with relevance for SMEs**

#### *4.1.2.1. Why are SMEs the target business group?*

SMEs form the largest employer group in Europe (99% of EU enterprises) and account for nearly 70% of European private sector jobs. They also contribute to almost 60% of wealth creation<sup>4</sup>.

However, SMEs do not often employ staff from another EU Member State. Difficulties relating to the cost of relocation and/or training and mentoring services to ease the integration of mobile workers mostly affect smaller companies. Yet, as regards some

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<sup>4</sup> "Guide for Training in SMEs", DG EMPL, 2009

occupations, a foreign workforce can contribute to enhance SMEs innovation capacity, competitiveness and internationalisation.

The financial support provided by YFEJ is thus aimed at **helping SMEs interested in recruiting from another EU Member State to implement a workers' integration programme**<sup>5</sup>.

#### 4.1.2.2. *What is the definition of SME?*

In accordance with the relevant Commission Recommendation<sup>6</sup> and for the purposes of the YFEJ preparatory action, a SME is a business with staff numbering up to 250 workers.

#### 4.1.2.3. *How can other employers than SMEs participate?*

**Large size companies and other organisations** which do not fall within the definition of 'SMEs' as well as **employment services<sup>7</sup> (acting as employers)** can also participate in the YFEJ preparatory action *as potential employers, but without any YFEJ funding support*. Indeed those employers usually already have well established staff integration and mentoring services.

Please note that the participation of "YFEJ beneficiaries" in the preparatory action *in their capacity as employers (if applicable)* will not be allowed on grounds of potential conflict of interest, i.e. 'YFEJ beneficiaries' being simultaneously YFEJ service providers and end-users. This rule applies in particular to the following situations:

- When the 'YFEJ beneficiary' makes a job placement in a customer company but remains the actual employer, i.e. responsible for the labour contract and salary of the young mobile worker
- When the 'YFEJ beneficiary' needs to recruit staff from abroad for its own company e.g. employment officer(s)

#### 4.1.2.4. *Are there any other specific requirements to make enterprises eligible?*

The 'YFEJ beneficiaries' should ensure that the applicant enterprises comply with labour and fiscal laws applicable in the countries where they are established.

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<sup>5</sup> For further information, please see section 5.3

<sup>6</sup> COM Recommendation 2003/361/EC of 6.05.2003, OJ L 124 of 20.05.2003, p. 36-41

<sup>7</sup> E.g. Temporary work agencies, recruitment agencies, etc irrespective of the size of the organisations

#### 4.1.2.5. *How to deal with EEA<sup>8</sup> and third-country businesses settled in the EU territory*

Enterprises settled in the following EEA member countries - Norway, Iceland, and Liechtenstein - or in third countries are not eligible under the provisions of the YFEJ preparatory action.

However, companies from those EEA or third countries but legally settled in any EU Member State are eligible to participate in this preparatory action.

## 4.2. What are the eligible jobs?

YFEJ is a targeted market-based facility to help young people and employers to fill in bottleneck vacancies in the national labour markets. These job offers should be open to nationals from other EU Member States.

To be eligible under the YFEJ preparatory action, jobs have to comply with national law and the following criteria:

- be located in a EU Member State other than the country of residence of the young jobseeker
- ensure **pay** and a **minimum** contractual duration of **6 months**

### 4.2.1. Why the country of residence criterion to determine the place of work?

No person can be discriminated against on grounds of nationality. The country of residence criterion<sup>9</sup> is the one which best serves the purpose of both supporting a large number of potential *young mobile workers* in the EU labour markets and helping to achieve the Europe 2020 employment target (see section 2). This residence criterion has the following advantages:

- it is very easy to check because the residence is stable and supporting documents e.g. ID card can be provided by applicants.
- it helps to map those persons who need support because they will actually be moving and travelling to take up a job in another country.

### 4.2.2. Why is there a minimum time-limit contract?

The YFEJ preparatory action has a twofold purpose: to provide young people with sustainable job opportunities in the EU labour markets and help employers to find skilled workforce for their unfilled vacancies. YFEJ will under no circumstances support

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<sup>8</sup> EEA= European Economic Area (The EU Member States, Norway, Iceland and Liechtenstein)

<sup>9</sup> This refers to the place as indicated in one's ID card or other equivalent legal document



precarious jobs e.g. summer jobs or other very short fixed-term work assignments or, even worse, job offers which do not comply with national labour law.

Six months can be considered as the minimum reasonable duration of a temporary work contract with the chance to evolve into a longer fixed-term or open-ended contract. It can also correspond to the trial period of a longer work contract. Ideally, there should be as many job vacancies as possible offering longer fixed-term contracts or with the high likelihood of offering open-ended contracts after the trial period.

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

#### 4.2.3. Which labour law will apply to YFEJ jobs?

*The contractual relationship between the employer and the jobseeker will be governed by the labour law applicable in each EU Member State. The "YFEJ beneficiaries" will ensure the quality and legal standards of YFEJ vacancies and will also check the legality and fairness of the labour contract and wage before signature by the parties.*

As specified above, the possibility of extending a minimum 6 months labour contract or turning it into an open-ended contract before expiry will depend on the assessment of the employee's performance, the employer's needs, the national labour law and practice and of course the worker's decision. The financial support provided by the YFEJ preparatory action for SMEs integration programmes is aimed at improving young workers' adaptability to the job. A positive outcome can also influence the employer's decision to retain the worker and prolong his/her labour contract.

The 'YFEJ beneficiaries' should ensure fair treatment of job applicants and provide them with as much information as possible concerning the actual duration and contractual conditions of job offers as well as of social security entitlements (notably in case of unemployment after a temporary job abroad).

#### 4.2.4. Are traineeships/apprenticeships eligible under the YFEJ preparatory action?

**The goal of the YFEJ preparatory action is to make it easier for young people to access actual jobs.** There are other EU and national programmes or service providers specialised in traineeships and other work experience placements. Young people interested in a vocational traineeship in another EU Member State should be re-directed to those programmes<sup>10</sup> or training providers.

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<sup>10</sup> E.g. "Erasmus Student Mobility for Studies and Placements", "Leonardo da Vinci training actions". Further info: [http://ec.europa.eu/education/lifelong-learning-programme/doc78\\_en.htm](http://ec.europa.eu/education/lifelong-learning-programme/doc78_en.htm)

#### 4.2.5. How to deal with cross border jobs?

The YFEJ preparatory action provides financial support for both transnational and cross border young mobile workers to move abroad on condition that they establish their residence in the country of destination, i.e. where the job vacancy is located. Applicants for cross border commuting i.e. those who intend or may agree to work in a neighbouring EU Member State without changing the country of residence (e.g. daily commuters) can also get job matching and job placement support services. For actual cross border job placements with no relocation or need of dual residence, the YFEJ financial support to young mobile workers will be limited to the costs of a job interview trip if any.

#### 4.2.6. What line to follow with the posting of workers?

The YFEJ preparatory action can **not** be applied to labour contracts which fall under the directive on posting of workers<sup>11</sup>. Posted workers and mobile workers are two distinct situations. A "posted worker" is employed in one EU Member State but sent by his employer on a temporary basis to carry out his work in another EU Member State. For example, a service provider may win a contract in another country and send his employees there to carry out the contract. This transnational provision of services, where employees are sent to work in another EU Member State other than the one they usually work in, gives rise to a distinct category, namely that of "posted workers". This category does not include mobile workers who go to another EU Member State to seek work or who accept a job in another EU Member State and who are employed there.

### 4.3. Who will facilitate "Your first EURES job"?

In the framework of this call for proposals, a limited number of European labour market organisations selected by the Commission - the "YFEJ beneficiaries" - will get the necessary financial and operational support to implement the preparatory action up until mid-2013. Their names and contact details will be posted on the YFEJ webpage.

#### 4.3.1. European dimension

As regards YFEJ geographical scope, the preparatory action should ideally apply to young people and businesses (SMEs in particular) *across all EU-27 Member States, according to identified labour market needs*. This means that the 'YFEJ beneficiaries' are free to implement recruitment and job placement activities between any EU Member States, with incoming and outgoing mobility dependent on labour demand and supply opportunities.

In order however to ensure easy access of target groups to YFEJ, the 'YFEJ beneficiaries' should have a meaningful European dimension i.e. be capable of providing customer-oriented information and services in *at least 7 EU Member States*. This can, for example, be achieved by

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<sup>11</sup> Directive 96/71/EC of the European Parliament and of the Council of 16 December 1996. For further info, please consult: <http://ec.europa.eu/social/main.jsp?langId=en&catId=471>

- using the applicant organisations' network of agencies or branches
- or working in partnership with other EU stakeholders, including cooperating with other EU networks relating to the objectives of this call and where 'YFEJ beneficiaries' already participate (e.g. EURES)
- or by using a combination of several

Whenever possible, information should be provided in the languages of the countries concerned.

The Commission will endeavour to ensure that the preparatory action covers the broadest possible territory of the European Union. For the sake of fair treatment, the 'YFEJ beneficiaries' should also be ready to inform and support, if so requested or needed, those young jobseekers/job changers and employers interested in YFEJ but established in EU Member States which have no services or other facilities involved in this preparatory action. The contacts could be made in writing, by telephone or online, using at least the languages covered by the 'YFEJ beneficiaries' projects.

#### 4.3.2. Role and structure of the 'YFEJ beneficiaries'

The 'YFEJ beneficiaries' should act as job brokers, i.e. provide intermediation employment services and be experienced in dealing with EU transnational job mobility activities – notably inward and outward workforce flows involving a large number of young people and enterprises.

The main mission of the 'YFEJ beneficiaries' should thus be the provision of employment services to all types of jobseekers, job changers and employers covering a variety of occupations and jobs in different economic sectors. They should in particular have experience in recruitment, job matching and job placement activities. Partners should also ensure to the maximum extent possible the provision of similar employment services.

Moreover, the 'YFEJ beneficiaries' are expected to have a thorough knowledge of EU labour markets and the necessary resources and management capacity. They should be able to integrate the requested activities into their business model with a view to supporting and distributing low-value grants to young European mobile jobseekers and recruiting SMEs. A project coordinator/manager must be nominated.

#### 4.4. Role of the European Commission

The YFEJ preparatory action is implemented via the present call for proposals and on the basis of the present guide.

The Commission bears the overall political and financial responsibility for the management of the YFEJ preparatory action. It will also be responsible for the promotion of the action, for providing guidance and support to the 'YFEJ beneficiaries' and for ensuring the overall monitoring of activities.

For this purpose, the Commission intends to set up an **YFEJ Steering Group** with the selected 'YFEJ beneficiaries' and to hold monitoring meetings during the contractual

period. The aim is to provide guidance and ensure common quality standards in the service provision of the YFEJ preparatory action. The group is responsible for examining progress results and key success and failure factors.

It is planned to hold maximum four meetings in Brussels during the implementation of the preparatory action (one meeting every four months on average). Each 'YFEJ beneficiary' should be represented by the respective project coordinator/manager. The meetings will also be an opportunity to enhance team building, networking and mutual learning among 'YFEJ beneficiaries'.

#### 4.5. Information and communication activities

##### 4.5.1. Activities by the Commission

Several communication tools will be developed to raise target groups' awareness of the possibilities offered by the new action, e.g.:

- **Publications** – a leaflet in all EU languages and a poster will be produced by the Commission.
- **Web Communication** - Information will be made available to all those interested through the *Europa (Directorate-General Employment, Social Affairs and Inclusion section)*, *EURES* and *Youth on the Move* websites with the possibility, in due time, of re-directing potential candidates to the websites of selected 'YFEJ beneficiaries'<sup>12</sup>. These will also have access to a set of promotional tools (banners and buttons) to be created by the Commission.
- **Social Media** - The communication regarding this initiative will also be carried out by the Commission through the existing social media platforms on Flickr and Twitter (e.g. @EU\_Social, @TweetYoM, Social Europe Facebook, Youth on the Move Facebook) and through a LinkedIn group that will be created. Active community management and regular networking with other established platforms will be foreseen, e.g. the EURES networks on social media.
- **Networking activities** with other EU networks (e.g. Enterprise Network, Europe Direct, etc.) are also planned.

##### 4.5.2. Activities by the 'YFEJ beneficiaries'

The 'YFEJ beneficiaries' should develop and implement a communication plan **proportional to the size and duration of the 'YFEJ beneficiaries' project** to involve target groups and other stakeholders. It is recommended that use be made whenever possible of information channels which already exist e.g. websites, large scale events, job fairs, etc.

They will be free to:

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<sup>12</sup> URL: <http://ec.europa.eu/social/home.jsp?langId=en> / <http://eures.europa.eu> / [http://europa.eu/youthonthemove/index\\_en.htm](http://europa.eu/youthonthemove/index_en.htm)

- create and print publications (i.e. posters and leaflets). Please also consider the possibility of making a budget provision for printing copies of the above mentioned YFEJ publications produced by the Commission (templates will be made available);
- include web and social media activities in their communication plan, provided that they foresee close networking and interaction with the Commission platforms.

In all cases (publications, web communication activities, social media activities), the 'YFEJ beneficiaries' should pay strict attention to the YFEJ graphic specifications (to be made available after the signature of the grant agreement with the Commission). Please also consider translation needs into several EU languages in accordance with the geographical coverage of each 'YFEJ beneficiary'.

The rules concerning "Publicity" of funding from the EU are laid down in section 10 of the manual "Financial Guidelines for Applicants".

#### **4.6. Tasks and resources of the 'YFEJ beneficiaries'**

The YFEJ preparatory action should not give rise to major modifications in the usual transnational advisory, job matching and job placement activities undertaken by the 'YFEJ beneficiaries'. **Quite a number of activities as set out under items (1), (2), (3) and (6) hereinafter should be developed in accordance with their usual business model.**

**The objective is thus to develop the YFEJ preparatory action in line with the existing infrastructure, tools or service provision model of those organisations with the least possible number of changes.**

Please note that the creation of a dedicated YFEJ vacancy database or other facilities is not planned in this phase of the preparatory action.

The "YFEJ beneficiaries" will be responsible for the activities listed below. They should be able to:

##### *(1) Information, advisory and recruitment activities*

- take appropriate actions to raise awareness among young people and employers of the advantages of the YFEJ preparatory action (see also item (6) below)
- provide **free of charge**<sup>13</sup> multi-channelling services (e.g. front-office, back-office and e-services) to jobseekers, job changers and employers
- apply national labour law to the employment services provided under YFEJ
- demonstrate knowledge of sources and the ability to collect information related to intra-EU labour mobility for both young jobseekers and employers (e.g. workforce available, social security entitlements, recruiting sectors, etc)

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<sup>13</sup> Article 29 of the Charter of Fundamental Rights of the European Union states that: "everyone has the right of access to a free placement service". The Charter is addressed to institutions, bodies, offices and agencies as well as EU Member States when they implement Union law.

- assist jobseekers and employers before, during and after recruitment e.g. writing of CVs, job search assistance, selection of job applicants, preparation of interviews, information on living and working conditions in the country of destination, pre-departure training<sup>14</sup>, mentoring and support, etc
- co-ordinate with national EURES network members so as to ensure exchange of information, CVs, job vacancies, etc. and install a referral system between EURES national systems and YFEJ

*(2) Job vacancy and CVs handling*

- make use of available job vacancy and CV databases and focus on bottleneck and hard to fill job vacancies so that YFEJ can optimise its support to youth employment
- define bottleneck sectors in which recruitments will be given priority
- foster and accept registrations and CVs of new young jobseekers or job changers and vacancies from new employers interested in benefiting from the YFEJ preparatory action
- ensure that YFEJ vacancies are translated into the EU language(s) requested by the employer

*(3) Job matching and job placement facilitation*

- have a thorough knowledge of EU labour markets and be active job matching brokers (through e.g. bilateral/multilateral recruitment activities) with a view to ensuring as many successful and sustainable job placements as possible

*(4) Financial support to target groups*

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

*(5) Resources*

- have qualified staff to implement YFEJ activities. They should act as a gateway or resource persons for customers. A project coordinator/manager will be responsible for the overall implementation of the preparatory action. S/he will be the contact person with the Commission.

*(6) Data collection and monitoring tools*

- have at their disposal and manage appropriate measurement and data collection tools to monitor project progress and results
- complete and submit the quarterly monitoring fact-sheet to the Commission as specified in section 9 hereunder (Appendix IV)

*(7) Quality control and evaluation*

- adopt the necessary measures to ensure high quality output and comply in general with the provisions in this guide

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<sup>14</sup> Please refer to sections 5.3.7.1 to 5.3.7.3

- ensure that target groups comply with their obligations and the applicable YFEJ guidelines
- carry out a small-scale evaluation to assess the overall outcomes of the YFEJ activities as specified in section 9 hereunder

*(8) Information and communication*

- develop a communication plan and make use of the graphic and publicity guidelines provided by the Commission with a view to ensuring YFEJ visibility (re. section 4.5 above)
- participate in virtual or live job fairs and other employment events (e.g. European Job Days)
- be ready to cooperate in the activities of the EU awareness raising campaign for young people and SMEs promoted by the Commission in 2012-2013<sup>15</sup>
- ensure the dissemination and exploitation of results (e.g. through web communication, media, information material, etc.)
- collect success stories, endorsements, etc. and get agreement from the participants on presentation in communication activities

*(9) Reporting*

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

*(10) Networking*

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

#### **4.7. Young people and employers: how to apply?**

The application procedure should not differ from the usual registration formalities for jobseekers or employers required by the 'YFEJ beneficiaries', except for the fact that under the YFEJ preparatory action, *target groups should openly express the wish to move to or to recruit from another EU Member State with the support of the action*. For this purpose, the 'YFEJ beneficiaries' are invited to add this item to their registration forms (e.g. paper and on-line formats).

It should be made clear that YFEJ will definitely not give a commitment to provide every young jobseeker interested with a job in another EU Member State or every employer with the mobile workforce he is looking for. Labour market conditions will determine job placement outcomes and workforce flows. The eligibility criteria for applications are those specified in sections 4.1 and 4.2 above.

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<sup>15</sup> In the frame of the flagship initiative "Youth on the Move", activities to be implemented and supported by the campaign budget

## 5. FUNDING CONDITIONS

### 5.1. What financial support will be provided?

The purpose of the YFEJ financial support in the present preparatory action is to contribute to the costs borne by the target groups - the employers (SMEs) and the jobseekers (young people) – in connection with transnational or cross border job placement activities.

As with other mobility actions co-financed by the Commission<sup>16</sup>, **flat-rate financing** will be the funding mechanism used by the YFEJ preparatory action. This form of financial support can simplify the calculation of the grant amount considerably when compared to the traditional system of basing the grant amount on a detailed budget of eligible costs.

By applying pre-established rates, it offers particular advantages as regards transparency and the equal treatment of target groups. Likewise using flat-rates rather than analysing a detailed budget of eligible costs will significantly alleviate the workload of 'YFEJ beneficiaries'. The actions falling under the YFEJ preparatory action are particularly well suited to this approach, involving a considerable number of low-value grants of a recurring nature.

Funding to jobseekers is *automatic* whereas funding to SMEs is *conditional*, depending on the employer's decision to implement or not an integration programme for newly recruited mobile worker(s). Flat-rate amounts to fund employers can vary according to the size and quality of the integration programme (*basic induction training* or *comprehensive induction training*) as well as to the number of placed workers per recruitment project (further details in sections hereinafter).

#### 5.1.1. YFEJ budgetary appropriations for financing young people and SMEs

The Financial Conditions applicable to the overall YFEJ budget are specified in section 8 of the "Your first EURES job" call for proposals as well as in the "Financial Guidelines for Applicants". The Commission expects to finance a maximum of four projects for which the EU grant would be limited to EUR 1 Mio per beneficiary.

Before submitting their proposal, applicant organisations – i.e. the potential 'YFEJ beneficiaries' - should make an estimate of their respective budgetary needs for financing young people and SMEs, based on the provisional number of job applicants and recruiting SMEs applying for YFEJ financial support. It should however be borne in mind that funding for SMEs is *conditional*. Moreover, other employers as specified in section 4.1.2.3 above are not eligible for funding.

The calculation criteria should be explained in the application form (budget breakdown). The proposed amounts are to be included under the heading "Costs of services", item "Other services" of the applicant organisations' proposal in SWIM (add two sub-items: *Financial support to young people* and *Financial support to SMEs*).

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<sup>16</sup> E.g. Erasmus, Leonardo da Vinci, Youth in Action, Erasmus for Young Entrepreneurs



**To sum up, please note that the YFEJ financial support**

- **is not intended to cover the overall actual costs borne by the target groups when moving to another EU Member State or integrating a new mobile worker**<sup>17</sup>
- **is based on a simplified flat-rate financing system**
- **involves also a simplified reporting procedure by the target groups**
- **requires less administrative work for the 'YFEJ beneficiaries'**
- **refers to estimated amounts for the country where the job vacancy is located (country of destination)**

The authorised funding conditions for the target groups are specified hereinafter and the 'YFEJ beneficiaries' have no margin of discretion. These are as follows:

## **5.2. Young people**

*Contribution to the travel and subsistence costs of the selection interview and of moving to another EU Member State to take up duty*

### 5.2.1. Who gets financial support?

Any young mobile jobseeker as defined in section 4.1.1 above applying for a job in another EU Member State through the YFEJ preparatory action is entitled to get *automatic* financial support before going abroad. The allowances will cover part of the travel and subsistence costs borne by the young mobile jobseeker/worker either during the selection interview phase or on installation in the country of destination before s/he gets the first salary. Financial support is due irrespective of the size and economic sector of the employer.

### 5.2.2. What is the authorised expenditure?

The authorised expenditure is as follows:

#### *5.2.2.1. Job interview(s) in another EU Member State*

If the jobseeker is invited to one or more job interviews in another EU Member State, s/he is entitled to a fixed amount (the same for all EU Member States) based on the geographic distance between his/her country of residence and the country where the interview(s) take(s) place. This allowance represents a contribution to both travel and subsistence costs, including accommodation (calculated on the basis of a trip of

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<sup>17</sup> In compliance with the co-financing and non-profit rules of the EU budget

maximum 2 days). In the interest of the jobseeker, s/he should use the cheapest means of transport (see section 6, Table I).

The same jobseeker can get financial support for only *one interview trip to another EU Member State*. The 'YFEJ beneficiaries' should keep in contact with the recruiting company to be informed of the outcome of the interview(s).

#### 5.2.2.2. *Geographic distance between the country of residence and the country of destination*

The geographic distance determining the amount granted to support the jobseeker's interview trip abroad will be measured from the place of residence (or closest main city) to the place in the country of destination where the job is located (or closest main city). The *map distance* between the two locations will be used to calculate the rate applicable for both one way and round trips. Several websites provide distance locator facilities to calculate distances between two places in different countries.

*Example:* Round trip from Amsterdam (Netherlands) to Frankfurt (Germany). Map distance between the two cities for grant calculation: around 365 Km, authorised rate = 200 EUR.

#### 5.2.2.3. *Other interview possibilities*

Another option for organising job interviews is to make use, whenever possible, of videoconference facilities or invite employers to the jobseekers' country of residence for local interviews.

The 'YFEJ beneficiaries' should facilitate access to videoconference services for both young mobile jobseekers and/or employers who do not themselves have the necessary equipment.

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

#### 5.2.2.4. *Job placement in another EU Member State*

If the young mobile jobseeker is recruited to a job in another EU Member State, s/he is entitled to receive an allowance (flat-rate) before leaving the country of residence as a contribution to travel and subsistence costs (including accommodation) incurred in connection with installation in the country of destination (see section 6, Table II). This allowance will not apply to daily cross border commuters (please refer to section 4.2.5 above).

If the employer has made provision for payment of the mobile worker's costs for moving to the country of destination, then *there should be no double funding*. The young worker

is nevertheless free to choose the most advantageous allowance. The 'YFEJ beneficiaries' should check the employers' benefits in this respect in advance.

### 5.2.3. What costs are **not** covered by the YFEJ funding provisions?

Except for job interview(s) or job placement in another EU Member State, costs incurred by any jobseeker attending a job fair, pre-departure training<sup>18</sup> or other event in a location other than his/her place of residence (national or in another EU Member State) will not be covered by the YFEJ financial support.

## 5.3. SMEs (Employers)

### *Contribution to the costs of an integration programme for new mobile workers*

In the case of international recruitment, adequate induction training and mentoring can facilitate the worker's integration in the new job. Recruiting SMEs as defined in section 4.1.2 above are eligible for financial support to contribute to the costs of an integration programme for the new young mobile worker(s).

**Please note that the integration programme is not a mandatory condition for SMEs to participate in YFEJ activities.** The employer is free to apply for YFEJ financial support or not depending on his needs.

### 5.3.1. What is an integration programme?

An **integration programme** consists of a package of induction training and other support activities provided by the employer for the new young mobile worker with a view to easing his/her integration in the enterprise and reducing obstacles to labour mobility. The training components are aimed at improving the mobile workers' skills, competences and adaptability to a "foreign working environment". This can also have a positive impact on the productivity and competitiveness of the enterprise.

In order to alleviate the burden on SMEs, the 'YFEJ beneficiaries' *should provide advice to employers on how to design an integration programme for the new employee.* The management of the programme should be the responsibility of the SMEs.

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

- *Training*  
It can consist of the provision of external or in-house training or on-the-job coaching for the benefit of the worker
  - to make him/her familiar with the objectives and values of the enterprise

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<sup>18</sup> Further information in sections 5.3.7.1 to 5.3.7.3

- to gain specific skills and competences
  - to raise awareness of business or managerial procedures necessary to accomplish job activities
  - to become familiar with the scope and structure of the business (e.g. visits to company branches, contacts with customers, etc)
  - to ensure mentoring support (e.g. by a senior worker)
  - to fulfil any other training need(s)
- *Language course*  
It consists in providing access to in-house or external training to improve written and spoken command of the host country language and/or other working language required for the job.

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

- *Administrative support and settlement facilitation*  
It consists in providing resettlement assistance for the new young mobile worker to facilitate his/her integration in the new country e.g. relocation, assistance to find suitable housing, residence registration, work permit, recognition of qualifications, children's schooling, etc.

The employer is free to determine the size and content of the worker(s) integration programme. **However, the integration programme must always include at least one training component.** The level of the training components can vary from *basic* to *comprehensive* and be combined with administrative support and settlement facilitation according to the needs and practice of the SMEs.

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

*Basic induction training* consists of a basic training module including *one* of the following components: job-related training or language course.

*Comprehensive induction training* consists of a more advanced training plan including *two or more* training modules related to the job and the needs of both the new young mobile worker and the enterprise.

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

For example, an integration programme can be composed of a conventional or e-language course (*basic training*) and assistance to find housing.

### 5.3.3. What is the recommended duration of the integration programme?

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

#### 5.3.4. How to get financial support?

To be eligible for funding, the employer (SME) must justify his request and specify which measures he will use to implement a suitable integration programme.

This can be clarified at the time the employer submits a job vacancy offer or has selected the foreign mobile worker(s). The training needs should have been identified during the interview phase at the latest.

The SME can submit an application form specifying the proposed integration programme *before* the young worker has been placed within the company (**Appendix I**). The 'YFEJ beneficiaries' will check and validate (or not) the SME request. They can also help modify or improve the SME application if necessary.

#### 5.3.5. What are the authorised flat-rates for SMEs?

Table III below (section 6) provides the breakdown of flat-rate amounts applicable per EU Member State, based on the type of integration programme and the number of recruited workers. The amounts granted to the employer decrease in inverse proportion to the number of recruited workers (higher rates up to 5 recruited workers, lower rates if more than 5 recruited workers). This is due to questions such as proportionality and economies of scale, as the individual costs of a given training activity tend to become lower as the number of trainees increases.

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

Activities not directly related to the integration of the new mobile worker will not be eligible for YFEJ financial support.

#### 5.3.6. What happens when an employer recruits a high number of workers or is involved in more than one recruitment project?

The European Union *de minimis* "state aid" regulation allows for aid of up to 200,000 EUR to be provided from public funds to any enterprise over a period of three years without any procedural burden.<sup>19</sup>

Having regard to this provision, any SMEs recruiting mobile workers in the framework of one or several recruitment project(s) over a period of one year and providing them with at least a basic induction training is entitled to get financial support (see Table III) equivalent to the number of young employees actually placed up to the threshold of EUR 20.000 per year.

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<sup>19</sup> EC Regulation N° 1998/2006 of 15.12.2006 on the application of Articles 87 and 88 of the Treaty to de minimis aid" (Official Journal No L 379, 28.12.2006, p. 5)

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

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

#### 5.3.7.1. *Training by 'YFEJ beneficiaries'*

If any young mobile workers are recruited by SMEs with no integration programme, it is recommended whenever appropriate that the 'YFEJ beneficiaries' organise **pre-departure training** for them free of charge. This should be equivalent to a SME basic induction training e.g. language training, soft skills or other relevant training need.

*Please note however that the 'YFEJ beneficiaries' should neither take on the role of employers nor act at their request or on their behalf.* The decision to provide pre-departure training lies solely with the 'YFEJ beneficiaries' taking into account the interests and needs of the young mobile workers.

#### 5.3.7.2. *Who can attend training organised by 'YFEJ beneficiaries'*

The pre-departure training organised by 'YFEJ beneficiaries' for young mobile workers recruited by SMEs with no integration programme can be extended, if considered appropriate, to young mobile workers recruited by large companies or other organisations as specified in section 4.1.2.3.

#### 5.3.7.3. *How can 'YFEJ beneficiaries' cover training expenditure?*

'YFEJ beneficiaries' can cover pre-departure training costs from their YFEJ budget. For this purpose, they should include a pre-departure training provision in their budget proposal, and use the heading "Staff Costs" if training is provided by their own staff; if training is sub-contracted, they should then refer to the heading "Costs of services"<sup>20</sup>. Unlike SMEs however, training expenditure will be based on *actual costs* to be declared in their reports to the Commission.

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<sup>20</sup> For further info, please refer to the "Financial Guidelines for Applicants"

## 6. OVERVIEW OF FUNDING RULES

**TABLE I**

YOUNG MOBILE JOBSEEKER'S ALLOWANCE FOR INTERVIEW(S) IN ANOTHER EU MEMBER STATE				
Country of destination	Amount (EUR)		Rule of allocation	Reporting obligations
	Distance < or = 500 Km	Distance > 500 Km		
Any of the EU-27 Member States	200	300	<u>Automatic</u> (before the job interview takes place in the country of destination)	Signed declaration by the mobile jobseeker

**TABLE II**

YOUNG MOBILE WORKER'S ALLOWANCE TO MOVE TO ANOTHER EU MEMBER STATE (JOB PLACEMENT) (*)				
Country of destination	Amount (EUR)	Rule of allocation	Reporting obligations	
Austria	970	<u>Automatic</u> (before moving to the country of destination)	Signed declaration by the mobile jobseeker/worker	
Belgium	920			
Bulgaria	600			
Cyprus	790			
Czech Republic	710			
Denmark	1200			
Estonia	710			
Finland	1030			
France	990			
Germany	890			
Greece	860			
Hungary	620			
Ireland	960			
Italy	940			
Latvia	640			
Lithuania	640			
Luxembourg	920			
Malta	780			
Netherlands	900			
Poland	620			
Portugal	780			
Romania	600			
Slovakia	700			
Slovenia	780			
Spain	840			
Sweden	1030			
United Kingdom	1000			

(\*) Travel and subsistence costs included for settlement in the country of destination

**TABLE III**

FLAT RATES APPLIED TO SMES INTEGRATION PROGRAMMES FOR YOUNG RECRUITED WORKERS (**)						
Recruiting country	Basic induction training (EUR)		Comprehensive induction training(EUR)		Rule of allocation	Reporting obligations
	I	II	III	IV		
	1 – 5 workers	> 5 workers	1 – 5 workers	> 5 workers		
Austria	810	650	970	810	Conditional: need to apply for funding and provide a training checklist	Copy of training plan + signed declaration/lists by the training participant(s) or signed copy of training registration form or detailed training plan signed by coach/trainer or training provider or other equivalent document
Belgium	770	620	920	770		
Bulgaria	500	400	600	500		
Cyprus	660	530	790	660		
Czech Republic	590	470	710	590		
Denmark	1000	800	1200	1000		
Estonia	590	470	710	590		
Finland	860	690	1030	860		
France	830	660	990	830		
Germany	740	590	890	740		
Greece	720	570	860	720		
Hungary	520	420	620	520		
Ireland	800	640	960	800		
Italy	780	620	940	780		
Latvia	530	420	640	530		
Lithuania	530	420	640	530		
Luxembourg	770	620	920	770		
Malta	650	520	780	650		
Netherlands	750	600	900	750		
Poland	520	420	620	520		
Portugal	650	520	780	650		
Romania	500	400	600	500		
Slovakia	580	460	700	580		
Slovenia	650	520	780	650		
Spain	700	560	840	700		
Sweden	860	690	1030	860		
United Kingdom	830	660	1000	830		

(\*\*) Rates per recruited worker



## 7. PAYMENT TO TARGET GROUPS

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

### 7.1. When and how to make payments?

#### *a) Young mobile jobseeker(s) or worker(s)*

**Young jobseekers (interview) or recruited workers (job placement)** should be paid *automatically*, that is, *before* they participate in a job interview in another EU Member State and/or move to the new job in the country of destination.

Payment should be made after written confirmation of the interview by the employer and/or signature of the labour contract by the parties (or letter of commitment from the employer) in case of job placement. In both cases, young jobseekers will sign a declaration specifying the purpose of the YFEJ financing and acknowledging receipt of payment (**Appendix II**).

#### *b) SMEs (Employers)*

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

The employer's request for payment can be sent any time after the new mobile worker has commenced work, on condition that the SME is able to provide evidence that **the training component(s) of the integration programme has/have been concluded or have at least been initiated during the workers' initial three weeks of work**. Supporting documents<sup>21</sup> can be any of the following:

#### *(If training has been concluded)*

- training plan (content and duration) + copy of signed and dated individual participant declaration or signed and dated lists of participants, or
- training plan (content, duration, participants) + copy of receipt for training fees paid to an external training provider, or
- other equivalent supporting document

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

- external training: copy of signed training registration form(s), with brief description of training content, duration and participants

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<sup>21</sup> Please note that it is not question of checking the actual costs of the integration programme but to check whether the expected results have been or are deemed to be achieved

- in-house training: training plan (content, duration and participants) signed by the coach/mentor/trainer and the participant(s)
- other equivalent supporting document

The employer can sign a payment request confirming in brief the content of the overall integration programme (**Appendix III**) or send a free text letter, e-mail or fax providing equivalent information. A copy of supporting documents as above should be enclosed.

*c) Overview of YFEJ financial support forms (templates)*

Appendix I – Integration programme application (SMEs)

Appendix II – Payment receipt declaration (young people)

Appendix III – Payment request (SMEs)

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

**Important:**

Payments should be made *as early as possible* in cash, by cheque or preferably by bank transfer<sup>22</sup> against receipt and acceptance of the duly completed and signed

- a) declaration by the young mobile worker(s)
- b) SME payment request

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

**'YFEJ beneficiaries' must note that payments to YFEJ target groups cannot be made after the end date for implementation of the action set out in Art 1.2.2 of their agreement with the Commission. This fact should be taken into account when processing YFEJ applications.**

**7.2. Follow up**

Please note that the 'YFEJ beneficiaries' should be in a position to

- verify that the young worker(s) has/have actually travelled for interview and/or for taking up duty;
- get information of the outcomes of the job interview(s)

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<sup>22</sup> The legal base underlying the YFEJ preparatory action does not foresee taxation provisions concerning the YFEJ allowances granted to target groups. Fiscal laws defined by each EU Member State in this respect, if any, should apply.

- get information, after job placement, on the young workers' adaptability to the job and preliminary outcomes of the SMEs integration programme

The 'YFEJ beneficiaries' are free to decide on the most suitable method of follow up (e.g. by sampling using telephone, e-mail, visits etc.), depending on the actual number of job placements.

## **8. RISK MANAGEMENT**

The Commission shall ensure that when activities are financed under the YFEJ preparatory action the financial interests of the Community are protected by measures to prevent fraud, corruption and any other illegal activities and also by effective checks and the recovery of amounts unduly paid.

### **8.1. Young people's and SMEs' rights and obligations**

If in case of duly justified reasons the jobseeker is unable to participate in the planned job interview or accept the job offer, s/he can be given a second chance with the same or with another employer in another EU Member State. The justification should in any case be consistent and submitted in writing.

Any unused grant should be promptly claimed by the 'YFEJ beneficiary'. The granted allowance can only be kept by the young jobseeker if a second job interview or job placement opportunity is immediately available in the same country of destination and this against signature of a new receipt declaration before moving abroad.

If the job applicant, having been granted financial support, fails to comply with his/her obligations and does not provide a justification, then the 'YFEJ beneficiary' should claim immediate refunding of the amounts paid.

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

The follow up measures as specified in section 7.2 above can help to limit risk management.

### **8.2. Early termination of the contract**

Early termination of the labour contract can take place at any moment but should usually remain the exception. Both workers and employers can have justified reasons for claiming early termination of the labour contract e.g. worker's inability to adapt to the job, family problems, accident, etc. In whichever circumstances, the decision should always be taken in compliance with the applicable labour law.

If duly motivated reasons exist, there should be no recovery of amounts paid to the young worker and the SMEs because the job has been filled and the cause(s) for termination of the contract could not have been foreseen. If on the other hand there has been unjustified and/or intentional breach of contractual obligations by one or both parties, then the 'YFEJ beneficiaries' must recover the amounts paid.

### 8.3. Liability of the 'YFEJ beneficiaries'

The 'YFEJ beneficiaries' are responsible for due compliance with the guidelines set out in this Guide. They are also accountable for the sound implementation of the eligibility criteria and for checking the quality of jobs.

In accordance with sections 4.6 and 7.2 above, the 'YFEJ beneficiaries' should also be able to monitor the outcome of job placement activities, notably in the country of destination of the young mobile worker(s). They should be the contact point for recruited mobile workers and their employers.

Other monitoring solutions can be envisaged in accordance with the organisations' structure and resources provided they can ensure the minimum quality of service provision.

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

## 9. MONITORING & EVALUATION

The monitoring and evaluation of YFEJ activities are a crucial part of the responsibilities assigned to the 'YFEJ beneficiaries' so as to take stock of success and failure factors in the preparatory action. The collection of data provides a sound basis for critical review of the preparatory action with a view to its future improvement. It also allows the Commission to report back to the European Parliament.

The 'YFEJ beneficiaries' are responsible for collecting data on progress with the preparatory action<sup>23</sup> and submitting a duly completed *quarterly monitoring fact-sheet (Appendix IV)* to the Commission during the implementation phase. The form provides an overview of how the preparatory action is progressing, together with quantitative and qualitative indicators. The submission of data will take place every three months after the date of signature of the agreement with the Commission<sup>24</sup>. The contact e-mail address is indicated in section 12 below.

In addition 'YFEJ beneficiaries' are invited to participate in the elaboration, dissemination and evaluation of a **small-scale survey** to be implemented before the end of the YFEJ contractual relationship with the Commission. The 'YFEJ beneficiaries' themselves will send a questionnaire to young mobile workers and employers having participated in the

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<sup>23</sup> Data collection methodology to be decided by the 'YFEJ beneficiaries'

<sup>24</sup> The specific timetable will be set up by the YFEJ Steering Group

preparatory action. The objective will be to evaluate success and failure factors, such as added value of the preparatory action, customers' satisfaction, retention of workers by businesses after the 6 months contract, good practices, suggestions for improvement, etc. The questionnaire and corresponding evaluation grid will be prepared by the YFEJ Steering Group. Results will be included in the final report to be sent to the Commission at the date specified in the grant agreement.

#### **10. REPORTING BY THE 'YFEJ BENEFICIARIES'**

The 'YFEJ beneficiaries' which have been selected and financed by the Commission to implement the YFEJ preparatory action will have to submit a final narrative report and financial statement *as specified in their respective grant agreement*. The request for further pre-financing payments shall be accompanied by the documents specified in the grant agreement.

The standard final report documents are the following:

- a) Narrative report (ANNEX III to the agreement) and financial statement of expenditure (through SWIM application)
- b) Any other documents specified in the grant agreement for payment of the balance
- c) Duly completed Excel form "Statistics young people & SMEs & pre-departure training" (separate annex, hard copy only)
- d) Evaluation grid of the YFEJ small scale survey (hard copy to be attached to the final report only, ref. section 9 above)

#### **11. EVALUATION OF "YOUR FIRST EURES JOB" PREPARATORY ACTION**

The preparatory action will be in force for a limited period of time. The action will be evaluated by the Commission. The quarterly monitoring data and the final reports provided by the 'YFEJ beneficiaries' will provide relevant data. The ultimate objective will be to draw up recommendations for the future of YFEJ.

#### **12. INFORMATION & CONTACT**

Services within the Commission responsible for the overall management of the YFEJ preparatory action:

EUROPEAN COMMISSION

Directorate General Employment, Social Affairs & Inclusion

Unit C.4 - Employment Services, EURES

Rue Joseph II, 27 - 1000 Brussels

E-mail: [empl-vp-2011-006@ec.europa.eu](mailto:empl-vp-2011-006@ec.europa.eu)

### 13. GLOSSARY OF KEY TERMS

**Allowance** – fixed quantity of money

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

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

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

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

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

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

**Eligible costs** – these are costs which, with due regard to established eligibility criteria, are identifiable as specific costs directly linked to the performance of the project

**EU** – European Union

**EURES** – Set up in 1993, EURES is a co-operation network between the European Commission and the Public Employment Services (PES) of the EEA. Switzerland also takes part in EURES co-operation. EURES has a network of more than 850 EURES Advisers and a substantial portal<sup>25</sup> with relevant information on labour markets and job vacancies across Europe. It provides information, advice, guidance, job matching and job services for the benefit of workers and employers as well as of any citizen wishing to benefit from the right of free movement of workers in the EEA.

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

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<sup>25</sup> URL: <http://eures.europa.eu>

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

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

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

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

**Job matching** – process of finding on the labour market a jobseeker's profile and a job vacancy with a corresponding job profile

**Job placement** – refers to the process of filling a job vacancy, i.e. to the result of successful matching (from the perspective of a jobseeker)

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

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

or

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

**Recruitment** – refers to the process of filling a job vacancy (from the perspective of an employer)

**Skills** – ability to apply knowledge and use know-how to complete tasks and solve problems (source: EQF recommendation)

**Soft skills** - soft skills are personal attributes that enhance the individual's interactions, job performance and career prospects e.g. personality traits, social graces, facility with language, personal habits, friendliness, and optimism that mark people to varying degrees. *Soft skills* complement *hard skills* which are the technical requirements of a job

**Subsistence costs** – subsistence costs cover accommodation, meals, local travel, cost of telecommunications as well as other sundries

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

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

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

**YFEJ** – Your first EURES job

**YFEJ agency** – the labour market organisation with which the European Commission has entered a grant agreement to implement the YFEJ activities

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

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



## **14. ANNEXES: FORMS**

This section includes only the basic forms allowing the YFEJ preparatory action to be launched.

The 'YFEJ beneficiaries' are free to make minor adjustments to improve the clarity and quality of the forms. Please apply the graphic and publicity guidelines as mentioned in section 4.5 above. More in-depth modifications should be done by the YFEJ Steering group.

As regards Appendix 1, Appendix 2 and Appendix 3, the Commission will endeavour to make translations available in the 23 EU languages.

If necessary, the 'YFEJ beneficiaries' are free to create additional management tools with a view to securing the best quality of service provision and follow up of the action.

**YOUR FIRST EURES JOB**

Recruitment of young European mobile workers

*FINANCIAL SUPPORT FOR A  
MOBILE WORKER(S)' INTEGRATION PROGRAMME*

Ref: \_\_\_\_\_

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

Name and position of the contact person .....  
 Email address ..... Phone n. ....

**INTEGRATION PROGRAMME - Checklist of training and support activities**

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

Comprehensive induction training (*at least two of the following training modules*)

	Individual training	Group training
Language training .....	<input type="checkbox"/>	<input type="checkbox"/>
Technical training .....	<input type="checkbox"/>	<input type="checkbox"/>
( <i>please specify</i> ).....		
Business visits .....	<input type="checkbox"/>	<input type="checkbox"/>
Mentoring support .....	<input type="checkbox"/>	<input type="checkbox"/>
Other ( <i>please specify</i> ) .....	<input type="checkbox"/>	<input type="checkbox"/>
.....		
.....		

Administrative support and settlement facilitation (*both for basic and comprehensive induction trainings*)

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

(*please specify*).....  
 .....

Brief description of the integration programme activities, notably training content:

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

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

Job vacancy(ies) concerned:

Number of recruited workers:

Work starting date:

Location of the induction training(s):

.....

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

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

Name of legal representative / executive officer:

.....

Date

\_\_\_/\_\_\_/\_\_\_

Signature

.....

**YOUR FIRST EURES JOB****DECLARATION - MOBILE JOBSEEKER / WORKER**

I the undersigned

.....

Nationality.....

Resident in ..... Country .....

Telephone ..... E-mail address: .....

**DECLARE**

that I will attend the interview/take the job offer (*please tick as appropriate*) in

(city).....(country of destination) .....

on \_\_\_\_ / \_\_\_\_ /20\_\_

and for this purpose I

**ACKNOWLEDGE**

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

The payment is/has been made in cash  / by cheque  / or bank transfer

I am also aware that the YFEJ employment service withholds the right to check ex-post that the conditions for getting YFEJ financial have been duly respected and to claim refunding in case of non-compliance

Date: \_\_\_\_ / \_\_\_\_ /20\_\_

Signature

.....

**YOUR FIRST EURES JOB**

**PAYMENT REQUEST – EMPLOYER (SME)**

I the undersigned

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

.....  
 located in (address)

.....  
 City ..... Country .....

DECLARE

that the basic/comprehensive (*please tick as appropriate*) integration programme as detailed in the Application form submitted on \_\_\_\_/\_\_\_\_/\_\_\_\_ is being/has been (*please tick as appropriate*) implemented. Number of mobile workers involved.....  
 Overall programme content: .....

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

*(If training has been concluded)*

- training plan (content and duration) + copy of signed and dated individual participant declaration or signed and dated lists of participants, or
- training plan (content, duration, participants) + copy of receipt for training fees paid to an external training provider, or
- other equivalent supporting document (please specify):  
 .....

*(If training is in progress)*

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

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

Date

...../...../20....

Signature

.....

**YOUR FIRST EURES JOB**

QUARTERLY MONITORING FACT-SHEET<sup>26</sup>  
To be completed by the 'YFEJ beneficiaries'

**Reference period:** From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

**Part A: OVERALL ASSESSMENT**

<b>IDENTIFICATION</b>	
Organisation name	
Country	
Contact person	

**DESCRIPTION BY YFEJ MOBILITY AGENCIES**

<b>Budget consumption: financial support for young people and employers</b>		
<i>Target groups</i>	<i>Provisional budget (EUR)</i>	<i>Allocated budget (EUR)</i>
Young people		
SMEs (employers)		
<b>Implementation of the preparatory action:</b> please provide a brief overview		
<b>Success factors</b>	<b>Failure factors</b>	

<sup>26</sup> Data concerning the reference period

**Main support activities for both jobseekers and employers, including SMEs** (e.g. pre-selection of applicants, workers' pre-departure training, info on LWC, elaboration of an integration programme, allowances payment, etc)

--

**Management and operational resources:** please describe briefly to which extent the available resources are adequate to ensure the expected quality service provision

--

**YFEJ target groups' satisfaction:** please give a general description of the level of satisfaction expressed by young people and employers

--

Part B: QUANTITATIVE MONITORING

(If data unavailable, please insert n.a.)

INDICATORS	DATA
<b>Job matching &amp; placement activities</b>	
Total nr.of job vacancies (all employers)	
Nr. of SMEs vacancies	
Total nr. of vacancies filled (job placements)	
- SMEs	-
- Other employers	-
Nr of jobseekers' registrations	
Nr. of jobseekers placed in another EU Member State	
Nr. of info queries by jobseekers / job changers (all forms of contacts)	
Nr of info queries by employers (all enterprises)	
Nr of interviews given in another EU Member State	
% of successful job matching after an interview in another EU Member State	
% of employers having actually recruited from another EU Member State	
- SMEs	-
- Other	-
- All	-
% of employers intending to recruit from another EU Member State with YFEJ within the next 6 months	
- SMEs	-
- Other	-
- All	-
<b>Geographical scope</b>	
Countries covered by the YFEJ mobility agency activities	
Main recruiting countries	
Main labour force supplying countries	
Breakdown of job vacancies per country during the reference period	
<b>Financial indicators</b>	
Total amount granted for interviews in another EU Member State	
Total amount granted for young mobile workers' placement in another EU Member State	
Total amount granted to SMEs for integration programmes	
Average amount allocated to young mobile workers (job interview included, if any)	
Average amount allocated to SMEs	
Average amount allocated per job placement* (young mobile jobseeker/worker and employer together)	
<b>Contractual relationship</b>	
Average duration of labour contracts (= or > 6 months)	
% of workforce retained by recruiters after 6 months trial period	
Situation of young mobile workers after the expiry date of the signed labour contract with the YFEJ support (%):	
- temporary work contract	<input type="checkbox"/> .....% Duration:
- fixed-term contract	<input type="checkbox"/> .....% Duration:
- open-ended contract	<input type="checkbox"/> .....%
- unemployment	<input type="checkbox"/> .....%
- other (please specify)	<input type="checkbox"/> .....%

\* Interviews abroad included, if any



Part C: QUALITATIVE MONITORING

(If data unavailable, please insert n.a.)

INDICATORS	DATA
<b>Jobseekers' profile</b>	
Most frequent jobseekers' countries of residence before recruitment	
Gender predominance of recruited workers	
Most frequent level of qualifications of recruited workers - Basic education - Secondary education - Higher education	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Most frequent professional experience of recruited workers - First job (inexperienced job applicants) - Low skilled - Skilled - Highly skilled	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Most requested occupations ( <i>please specify</i> )	
To which extent have jobseekers already participated in other EU mobility programmes (Erasmus, Leonardo da Vinci, Youth in Action, other): - Frequently - Sometimes - Rarely - n.a.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Regarding inexperienced job seekers looking for a job in another EU Member State what are the <u>two</u> most common profiles: - Transition from education to work after complete secondary education or graduation - Former trainee or apprentice - School leaver - Inactive - Other	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Recruiting companies</b>	
Most frequent company size among recruiters - Small - Medium - Large  Please indicate a percentage	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  .....%
Most active economic sectors in job recruitment ( <i>if necessary, please breakdown per country</i> )	
a) SMEs' interest in applying for YFEJ funding for the integration programme?  - High - Average - Low  b) If low, what are the main reasons?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <i>Please specify:</i>
a) What is the most frequent type of integration programme proposed by SMEs:  - Basic induction training - Comprehensive induction training - Equivalent - None  b) Overall SMEs' opinion of YFEJ financial & job placement support	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <i>Please specify:</i>

## 15. USEFUL REFERENCES

European Commission (2007), *Towards common principles of flexicurity: more and better jobs through flexibility and security*, COM(2007)359 final. Available at <http://ec.europa.eu/social/main.jsp?catId=116&langId=en>

European Commission (2010), *Europe 2020: a strategy for smart, sustainable and inclusive growth*, COM(2010)2020. Available at [http://ec.europa.eu/europe2020/index\\_en.htm](http://ec.europa.eu/europe2020/index_en.htm)

European Commission (2010), *Communication Youth on the Move*, COM(2010)477 final. Available at <http://ec.europa.eu/social/main.jsp?catId=950&langId=en>

European Commission (2010), DG Employment, Social Affairs & Inclusion, *Recent developments in the EU-27 labour market for young people aged 15-29*. Available at <http://ec.europa.eu/social/main.jsp?catId=950&langId=en>

Employment Committee Thematic Review, *'Policies to support youth'*, 24.11.2010  
Available at: <http://ec.europa.eu/social/main.jsp?catId=115&langId=en>

European Commission (2010), *Communication An agenda for new skills and jobs* COM(2010)682 final. Available at <http://ec.europa.eu/social/main.jsp?langId=en&catId=958>

European Commission (2011), DG Employment, Social Affairs & Inclusion, *Monthly Labour Market Fact Sheet*. Available at: <http://ec.europa.eu/social/main.jsp?langId=en&catId=89&newsId=1034&furtherNews=yes>

European Commission (2010/2011), DG Employment, Social Affairs & Inclusion, *European Job Mobility Bulletin*. Available at: <http://ec.europa.eu/social/main.jsp?langId=en&catId=81>

### Relevant website addresses:

The European Job Mobility portal (EURES): <http://eures.europa.eu>

Working in another EU Member State:  
<http://ec.europa.eu/social/main.jsp?langId=en&catId=25>

Youth on the Move website: [http://europa.eu/youthonthemove/index\\_en.htm](http://europa.eu/youthonthemove/index_en.htm)