



EUROPEAN COMMISSION  
Employment, Social Affairs and Inclusion DG

**Preparatory action**

**Your first EURES job**

Call for proposals VP/2011/006

**FREQUENTLY ASKED QUESTIONS**

*This text is available in EN only and can be updated at any time.  
Interested applicants are kindly invited to look regularly for up-dates  
(please follow the version numbers)*

**Version 3**

**Content**

*Q&A on the Implementing Guide*

<b>1. SUPPORT TO YOUNG PEOPLE</b> .....	3
1.1. Eligible age group.....	3
1.2. Jobseekers' interviews abroad.....	3
1.3. Transparency on access to financial support.....	4
1.4. Clarification of "double funding" by the employer .....	4
1.5. Possibility to combine " <i>Your first EURES job</i> " allowance with grants from national schemes .....	4
1.6. Support to national jobseekers who have transferred their unemployment benefits abroad .....	5
1.7. Young jobseekers' training by the employment services.....	5
1.8. Organisation of pre-recruitment events abroad .....	6
<b>2. SUPPORT TO EMPLOYERS</b> .....	6
<b>3. USE OF FLAT-RATE FINANCING</b> .....	6
<b>4. ELIGIBLE JOBS</b> .....	7
4.1. Duration of jobs.....	7

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

- 5. CALL SPECIFICATIONS AND FINANCIAL GUIDELINES ..... 7**
- 5.1. Geographical coverage by projects ..... 7
- 5.2. Partnerships ..... 8
- 5.3. Drafting of project proposals..... 8
- 5.4. Selectable projects ..... 8
- 5.5. Project staff and activities ..... 9
- 5.6. Output indicator for applicant organisations ..... 9
- 5.7. Project management ..... 9
- 5.8. Budget co-funding ..... 9
- 5.9. Budget management ..... 10
- 5.10. Modifications to the budget ..... 10
- 5.11. Budget: overheads ..... 11
- 5.12. Sub-contracting ..... 11

## ***Q&A on the Implementing Guide***

### **1. SUPPORT TO YOUNG PEOPLE**

#### **1.1. Eligible age group**

Jobseekers' access to the scheme is limited to those aged 18-30. What about people who are 35 years old? They are also young people. Aren't they being discriminated against?

*Answer: The 18-30 age group refers in particular to those seeking entry into the labour market. Data from EU studies and statistics provides evidence that the 18-24 age group is the one having more difficulties in getting a foothold in the labour market. The Commission decided to extend access up to the age of 30 in view of the current economic situation in European labour markets.*

#### **1.2. Jobseekers' interviews abroad**

**Q1:** The flat-rates proposed by the Commission for interview trips abroad are very low. Given high travel and accommodation costs in Europe, the amounts are not realistic to cover actual expenditure. Does the Commission intend to update these rates as soon as possible? And why do you only agree to cover one interview trip abroad?

*Answer: The interview trip proposed by the Commission is just one among several possible interview options that employment services can use. It is not mandatory. The flat-rate is an incentive for participation in an interview trip abroad. The rates are not supposed to cover actual costs but contribute to reducing expenditure borne by the jobseeker. One interview trip abroad can include several interviews with different employers and also selection competitions.*

*'Your first EURES job' (YfEj) is a preparatory action, i.e. an experimental job mobility scheme. The implementation period will provide evidence-based data for future updates of the funding rates.*

**Q2:** What other costs related to jobseekers' interviews can be covered with the YfEj budget?

*Answer: As mentioned above, the YfEj budget can grant a flat-rate amount for young people making an interview trip abroad. Another possibility is to cover video-conference costs whenever this type of equipment is made available to jobseekers and/or employers for interviews (see section 5.2.2.3 of the Implementing Guide).*

*Costs for the participation of employers in recruitment events abroad or other expenditure by employment services are not covered by the YfEj Implementing Guide and budget (see also Q3 below).*

**Q3:** Can the employment service make a group of jobseekers travel by bus or plane to the country where the interview takes place and cover the related costs from the YfEj budget? If yes, can it still pay the interview flat-rate to the jobseekers?

*Answer: The YfEj Implementing Guide states that jobseekers have the right to receive financial support if an interview trip is proposed and/or if they get a job offer abroad.*

*The use of flat-rates ensures equal treatment of job applicants and is a contribution to cover part of their travel and subsistence costs. This should be the rule to apply.*

*Transport arrangements made by the employment service for job applicants attending interviews abroad are not foreseen in the YfEj Implementing Guide. Furthermore job applicants cannot benefit at the same time from the flat-rate allowance and from a transport service paid from the YfEj budget (no double expenditure authorised for the same action).*

### **1.3. Transparency on access to financial support**

We understand that financial support for young people and employers will not be an automatic right. Allowances will be paid only if certain conditions are met. How does the Commission intend to make this clear to future applicants?

*Answer: Young people are entitled to get financial support only after a job interview has been agreed between the employment service and the employer or after a job offer with a labour contract (or letter of commitment) from the employer has been received by the employment service. Regarding employers, financial support depends on the provision of an integration programme for the newly recruited young mobile workers.*

*The conditions on eligibility for funding must always be checked and approved by the employment service. Financial support is therefore not an automatic right. This will be explained to young people and employers in a **YfEj User's Guide** that will be made available online as from the start of activities at EU level.*

### **1.4. Clarification of "double funding" by the employer**

It is specified in the Implementing Guide that "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". Can you be more specific on this?

*Answer: The flat-rate support provided by the YfEj preparatory action is based on pre-established fixed rates. If the conditions detailed under section 1.3 above are fulfilled, no jobseeker should travel abroad without receiving the authorised allowance (unless s/he explicitly rejects financial support).*

*If the employer declares payment of the jobseeker's allowance for travelling abroad, there can be no double funding. Payment should be made of either one or the other allowance depending on the more advantageous amount. In any case, the jobseeker should receive payment before departure.*

### **1.5. Possibility to combine "Your first EURES job" allowance with grants from national schemes**

In our country, we have a similar national scheme providing financial support for young jobseekers' interviews abroad. Are we allowed to top up the EURES rates with our

funding scheme? And could we possibly use these credits as co-funding for the budget?

*Answer: As in the situation described in section 1.4, any additional amounts granted to YfEj beneficiaries from the YfEj budget would cover non-eligible costs as adding to the pre-established rates would modify them. In compliance with the principle of equal treatment of job applicants, YfEj flat-rates cannot be adjusted (downwards or upwards).*

*However, the relevant employment service is free to decide who to finance with their national credits provided these are managed separately from the YfEj project and budget. In any circumstances, national credits allocated by the employment service to any YfEj beneficiary should not involve EU funding from other sources (e.g. ESF - European Social Fund).*

#### **1.6. Support to national jobseekers who have transferred their unemployment benefits abroad**

Can we give financial support to national jobseekers who are abroad and have transferred their unemployment benefits to another EU country?

*Answer: If the jobseeker is temporarily in another EU Member State which is not his /her country of residence, s/he could be eligible for financial support for installation in that country after having found work with the support of YfEj action.*

*Financial support for an interview does not seem applicable if the jobseeker is already in the country where the interview(s) take(s) place (unless s/he is invited to have interview(s) in a different country).*

*It should be noted that the expected result of YfEj preparatory action is a job placement for young people in an EU Member State other than their country of residence.*

#### **1.7. Young jobseekers' training by the employment services**

When should employment services intervene to provide training to jobseekers? How will these activities be subsidized?

*Answer: Training by employment services should only take place when SMEs do not apply for an integration programme. It should be provided after the employer has offered a job to the young jobseeker. Employment services are free to decide when training should actually take place. If an employment service has no partner or services in the country of residence of the young jobseeker to ensure pre-departure training, then this can be provided immediately after arrival to the country of destination.*

*Employment services can cover jobseekers' training costs from their YfEj budget. These costs should be budgeted under "Staff costs" if training is provided by their own staff; or under "Costs of services" if training is sub-contracted.*

## **1.8. Organisation of pre-recruitment events abroad**

If we are an incoming country, can we organise pre-recruitment events in other countries and then invite pre-selected jobseekers to meet employers? Can the preliminary pre-selection events be supported by the YfEj preparatory action?

*Answer: The nature, size and costs of pre-recruitment events organised by the YfEj employment services should be reasonable and necessary to achieve the expected results (recruit young people). The organisation of large public events or job fairs with the YfEj budget is not a priority (please see section 4.6§(8) of the YfEj Implementing Guide).*

*To the maximum extent possible and in order to limit expenditure, YfEj activities should associate with and benefit from job fairs or similar events organised by other labour market organisations or networks. In any case, the provisional costs for organising or participating in events abroad have to be described in the project proposal and included in the budget.*

## **2. SUPPORT TO EMPLOYERS**

Are applicant organisations allowed to limit the integration programme by SMEs to language training (or other training subject) and to revise the forms attached to the Implementing Guide accordingly?

*Answer: Section 14 of the Implementing Guide specifies the conditions and limits for modifications to the forms. The general principle applicable to the proposed forms by the Commission is that only modifications which do not change the nature or content of the YfEj preparatory action are authorised.*

*The action will be publicised through different communication tools, including a Users' Guide. Details of the training possibilities open to employers will be set out in the guide. For the sake of equal treatment of employers, no employment service can impose a single type of integration programme. However, they can inform and possibly persuade employers that it is in their interest to give priority to language training courses (and this is a different approach). Please note that the integration programme should also involve some resettlement assistance to the worker.*

## **3. USE OF FLAT-RATE FINANCING**

What are the advantages of using flat-rate financing to support young people and SMEs? Do we need to ask beneficiaries to provide ex-ante and/or ex-post justification of expenditure?

*Answer: Flat-rate financing is a form of financial support that can simplify quite considerably both the calculation of a grant amount and the administrative workload when compared with the traditional system of basing the amount of the grant on declared actual costs. Expenditure justification is based solely on the forms attached to the Implementing Guide and on activity follow up by the employment service.*

*Flat-rate financing ensures transparency and equal treatment of target groups insofar as financial support makes use of pre-established rates without further adjustments. At the same time, no ex-post reduction from the recipient is foreseen in the event that the job applicant or the SME has been able to make cost-savings or has been able to attract additional sources of funding.*

## **4. ELIGIBLE JOBS**

### **4.1. Duration of jobs**

The Implementing Guide emphasizes a preference for sustainable jobs with a high likelihood of being extended after the initial 6 months. There are companies, notably in the tourism sector e.g. hotels, which often recruit seasonal workers for long periods e.g. 8 months. Are these recruitment projects eligible under the YfEj action?

*Answer: Despite being seasonal, these are jobs with a duration exceeding 6 months and therefore they are eligible. For the sake of transparency, the jobseeker should be duly informed of the contractual conditions which will include no renewal.*

## ***Q&A on the call for proposals and financial guidelines***

## **5. CALL SPECIFICATIONS AND FINANCIAL GUIDELINES**

### **5.1. Geographical coverage by projects**

**Q1:** What does the Commission mean by the expression “(...) applicant organisations should (...) be capable of providing customer-oriented information and services in at least 7 EU Member States”? Do you mean that we need to have a partner in 7 countries? How will this work and what are the partners' roles?

*Answer: There is no need to have partners in 7 countries. An organisation or one or more partners can have a transnational dimension or operate in several countries at the same time – e.g. a PES with direct recruitment activities in several countries or an employment service with branches in several EU countries.*

*The role of each partner is to be defined by the partnership, depending also on the prevailing labour mobility flow – outgoing mobility or incoming mobility - of the country where each partner is established.*

**Q2:** In the framework of YfEj, how should the Public Employment Services work with the private employment sector? Is it necessary to find a partner in other countries?

*Answer: The Commission does not define who the partners should be and how cooperation should be established. This is a decision by the applicant organisations and the partnerships. Partners can be national or European.*

**Q3:** Can Switzerland participate in YfEj preparatory action?

Answer: *"Your first EURES job" is a preparatory action open to the 27 EU Member States only. The Commission intends to extend its geographical coverage in the relevant future legal act.*

## 5.2. Partnerships

**Q1:** If the applicant organisation is a member of an EU-wide network operating in the field of employment and intends to implement the project with members of that network, will it still be necessary to get Letters of Commitment from those partners?

Answer: *If the applicant organisation is a member of an existing network and it intends to establish a partnership with other members of that network with a view to implementing a YfEj project, then it is necessary to get Letters of Commitment. The members of the relevant network are committed to the objectives of that network but not necessarily to the YfEj objectives.*

*In the case of a partnership, the role and level of participation of partners should be agreed in advance and declared in writing in the project proposal. This is one of the key elements of the award criteria used to evaluate the project proposal. For further information, please refer to sections 4.6 b), last indent § of section 6.2 and section 7 of the text of the call for proposals.*

**Q2:** In the case of a partnership, should the sending or the receiving country (i.e. the jobseeker or the employer side) submit the application?

Answer: *The decision on which organisation should be the applicant is to be taken by partners.*

## 5.3. Drafting of project proposals

In order to apply, should the applicant organisation have a specific case or can it foresee corresponding actions in the future?

Answer: *The project proposal should include a prospective action plan for the duration of the grant agreement. For further information, please refer to sections 4.3 § (2) and 4.6 a) and b) of the text of the call for proposals.*

## 5.4. Selectable projects

The text of the call for proposals specifies that the Commission intends to finance 4 projects of 1 million EUR each. Does it mean that projects with a lower budget will not be eligible?

Answer: *The text says that "the Commission 'expects' to finance a maximum of four projects (...)". This is indicative and does not mean that other projects with a lower budget will automatically be rejected. These will be assessed against the eligibility, selection and award criteria in the same way as any other project proposal.*



### **5.5. Project staff and activities**

Our organisation has qualified staff working in intra-EU job mobility within the framework of an EU network. Can we include these persons as staff for the YfEj project?

*Answer: The applicant organisation is free to decide who the team members will be. If these persons work for another EU network, it has to be made clear which tasks and what working time is devoted to the YfEj project. Consequently, any staff costs to be budgeted in the project proposal should refer exclusively to this project.*

*As regards staff and activities in general, it must be demonstrated that they are not being financed twice from two different sources within the EU budget - particularly in cases where applicants are already participating in other EU programmes or networks (see section 5.3 of the text of the call for proposals).*

### **5.6. Output indicator for applicant organisations**

The text of the call for proposals mentions that "(...) each organisation should be able to support a minimum of around 500 job placements across different EU Member States". What do you mean exactly?

*Answer: YfEj is a job mobility and job placement tool. The objective is to provide young people with a job in another EU Member State. The sentence means "that each organisation should be able to fill at least 500 job vacancies with young mobile job applicants from other EU Member States".*

### **5.7. Project management**

Which person within the organisation should take the role of project manager or coordinator? Should it be someone from the Board of Management or a line manager?

*Answer: There are two levels of management responsibility in the project which can be assigned either to the same person or (more usually) to two different persons.*

*First, there is the legal representative of the applicant organisation, i.e. the person qualified to sign the application as well as the legal and financial agreement, amendments to the agreement and reports during the project lifecycle. He/she is liable for the overall management of activities and budget.*

*There is also the project manager or coordinator who is the person responsible at operational level for the implementation of the project. He/she will be both the person supervising the overall activities and the contact person for the Commission. The applicant organisation appoints the project manager/coordinator.*

### **5.8. Budget co-funding**

**Q1:** The call for proposals mentions that applicant organisations should provide a cash co-financing of 5%. Can we provide this contribution via the staff costs?

*Answer: The rules governing the eligibility of staff costs are set out in section 3.2.2 Staff Costs of the Financial Guidelines. Costs of staff at the disposal of the project can be treated as a cash contribution since this gives rise to an expense that can be identified in the accounts of the organisations. These costs should be included both in the direct eligible costs and the income sections of the budget proposal (please see also section 3.3 of the Financial Guidelines). Please note that voluntary work is considered as a non-eligible cost.*

**Q2:** Has the YfEj preparatory action been tailored for the EURES network only? Isn't there also a risk of double funding of activities?

*Answer: This preparatory action is open to all labour market organisations as defined in the call for proposals. The EURES services are of course an experienced network operating in the domain of this call. It should thus not be inferred that the EURES network will get privileged treatment or that project costs will be covered by the EURES budget as well. The Commission will carry out close monitoring of budget management as from application level (see also section 5.3, indent paragraph 3 of the text of the call for proposals). Please refer also to Q.5.5 above.*

## **5.9. Budget management**

Who is responsible for the management of the budget? Regarding the proportionality rule applicable to the budget – minimum 80% of the grant for financial support to the target groups and maximum 20% to cover applicant organisations' costs – does the Commission accept the following modified proportion 90% - 10%?

*Answer: The responsibility for the management of the project and the budget lies with the applicant organisation (including in the case of partnerships). The call for proposals specifies the budget breakdown rules in section 8. If the minimum and maximum ceilings are respected, applicant organisations can modify the proposed percentages.*

## **5.10. Modifications to the budget**

If SMEs are not interested in applying for financial support and employment services have to provide more pre-departure or equivalent training to mobile workers, there is the risk that the 20% budget share allocated for their running costs will not be sufficient to cover those activities. In these circumstances, are applicant organisations allowed to use part of the 80% share of the budget planned for financial support to the target groups?

*Answer: At application level, the initial budget proposal by applicant organisations should respect the breakdown 80% - 20% as specified in section 8 of the call for proposals. If in the course of implementation of activities employment services realise that the budget available in their 20% threshold is insufficient to ensure pre-departure or equivalent training, they should submit a motivated request to the Commission for increasing the budget allocated to training. The Commission may consider authorising the transfer of funds from the 80% share if the activities requiring extra monies relate to support for young people.*

### **5.11. Budget: overheads**

Will the overheads be paid as a lump sum or should this amount be explicitly requested by the applicant organisations?

*Answer: The details concerning the overheads are specified in the document "Financial Guidelines for Applicants" (section 3.2.3).*

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

### **5.12. Sub-contracting**

If we need to pay an expert to assist the project management, do we consider this as a partnership or as sub-contracting?

*Answer: During the evaluation of proposals, the operational capacity of the applicant will be analysed. 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.*

*Applicant organisations can subcontract services provided that this decision is duly justified in the project proposal and the consultant complies with the rules of the action. Contracts may only cover the execution of a limited part of the action.*

*Consultancy is a paid service to a sub-contractor. This organisation cannot be considered as a partner. Further information in section 3.2.2 of the Financial Guidelines, item: Subcontracting and provision of services, pages 9-10*