

**Call for proposals VP/2015/006**  
**"EaSI-EURES: Targeted Mobility Scheme - Your first EURES job"**

## **Answers to Frequently Asked Questions (FAQs)**

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### **Question & Answer 1**

**Q:** I may not receive the originals of the letters of mandate and legal entity forms from some of my co-applicants on time. May I add the scanned copies which I received via e-mail to my proposal in order to keep the submission deadline and deliver the originals a couple of days later?

**A:** Yes. Several documents, which are marked in checklist annexed to the call, must be provided as originally signed papers. However, these documents may exceptionally be submitted as copies only (being signed), provided that they only concern co-applicants, affiliated entities and associate partners. The originals must nevertheless be forwarded to the Commission without any delay once you receive them. **Please note that documents to be provided by the lead applicant must in any case be provided in their original version.**

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### **Question & Answer 2**

**Q:** Is there an information database for contact details of potential partners existing?

**A:** For this specific call for proposals, no such database is existing.

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### **Question & Answer 3**

**Q:** Can you confirm that, under this call, the lead applicant must be the EURES National Coordination Office?

**A:** Please refer to chapter 5.2.2 of the call text for the eligibility criteria. Lead applicants must be a EURES National Coordination Office (NCO).

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### **Question & Answer 4**

**Q:** Our company established in Spain would like to apply for the call "Your first EURES job" and we would like to know how we can obtain the possibility to become an EURES Partner?

**A:** Please carefully read section 5.2 of the call text as concerns the composition of the consortium. Under specific circumstances, private labour market actors (including third sector entities) may participate as co-applicant or associate partner.

As regards the designation of EURES partners, this is the competence of Member States that designate EURES partners in accordance with the common criteria listed in section 2.3 of the 2013 EURES Charter. If you wish to become a EURES partner we recommend you to contact the EURES National Coordination Office of the country where you are based.

### **Question & Answer 5**

**Q:** If our proposal would be awarded, which are the limits for modifications in the budget once the project has started? Are there any reference documents available which are not published at the call website?

**A:** Please refer to the model grant agreement (multi-beneficiary) available at the call web-site for the information you require. First of all, Articles I.10 and II.22 set out the limitations within (co-) beneficiaries are entitled to carry out budget transfers without these transfers being considered an amendment. If the envisaged budget modification exceeds the afore-mentioned threshold, such modification can be requested through an amendment (see Article II.12). An amendment requires formal approval of the Commission which is based on the justification given by the beneficiary and requires that the modification to the budget is in line with eligibility conditions for expenses (Article II.19).

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### **Question & Answer 6**

**Q:** My organisation is a cooperative that, in its staff includes both employees and professionals with their VAT number. Can these professionals be included in the staff costs of my organisation?

**A:** The costs of natural persons working under a contract with the beneficiary other than an employment contract may be assimilated to such costs of personnel, provided that the following conditions are fulfilled:

- (i) the natural person works under the instructions of the beneficiary and, unless otherwise agreed with the beneficiary, in the premises of the beneficiary;
- (ii) the result of the work belongs to the beneficiary; and
- (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary.

If the relevant professionals comply with the conditions above, they can be included in the staff costs of the organisation.