

Questions and answers on call VP/2018/014

Question 1: I would like to request a clarification regarding Call for Proposals VP/2018/014. I am representing a private company from the United Kingdom who is intending to be a co-applicant on a proposal for VP/2018/014 (Reactivate). We are aware of the no-deal Brexit clause and want to understand the implications so we can assess the impact a no-deal Brexit would have on the project and our involvement. In particular we are interested in this paragraph: "If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, British beneficiaries will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article II.17.3.1(a) (multi-beneficiary) of the grant agreement". Please could you send me a copy of Article II.17.3.1(a)? I was unable to find this on the relevant details page of the European Commission website.

Answer: Article II.17.3.1(a) of the grant agreement stipulates that 'the Commission may terminate the Agreement, or the participation of any one or several beneficiaries, if: (a) a change to the beneficiary's legal, financial, technical, organisational or ownership situation is likely to affect the implementation of the Agreement substantially or calls into question the decision to award the grant;'. The general conditions of the grant agreement, entitled 'Annex II – General Conditions', have now been published on the [Commission website](#).

Question 2: We would like to submit a project proposal within the Call for Proposals VP/2018/014, Preparatory action: Reactivate - Intra-EU job mobility scheme for unemployed over 35s. Can you send me the link to the FAQ section please? I cannot find it on the website and I need to clarify some doubts about the applicant.

Answer: We publish answers to the questions that we receive (FAQ in EN under the 'Questions and Answers' section) at regular intervals on the Europa website under the relevant call: <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

Question 3: I do not understand very clearly, who should be consortia and co-applicant participant. In the project call, I found the following: "Consortia - To be eligible, applications must be submitted by a consortium composed of a minimum of two organizations (i.e. lead applicant and at least 1 co-applicant) established in at least two different Member States." Co-applicant, what kind of organization could be? How many participants should be in the project?

Answer: Please refer to section 8.1 – 'Eligibility Criteria', point b) – 'Type of Entities' and point c) – 'Consortia' of the call text. The latter stipulates that 'to be eligible, applications must be submitted by a consortium composed of a minimum of two organisations (i.e. lead applicant and at least 1 co-applicant) established in at least two different Member States', while point b) indicates which type of organisation is eligible as lead applicant and which type of organisation is eligible as co-applicant for this particular call.

Question 4: At page 9 of the call for proposal VP/2018/014 is stated that applicants shall submit proposals focusing on Job placements and traineeships. In most European countries the apprenticeship is an employment contract which binds an employer and an apprentice, while providing the apprentice with the status of employee. The apprentice is remunerated with an amount collectively negotiated or set by law and has employment rights, in line with collective bargaining and legislative frameworks. The apprenticeship work contract also complies with main criteria for measuring quality of the job offer and quality of job gained by final beneficiaries (i.e. duration of the contract, access to social protection entitlements, mean hourly earnings, job/qualification match, etc.). Could you please confirm if apprenticeship complying with the definition above is considered a job placement in the frame of the call for proposal VP/2018/014?

Answer: According to COMMISSION IMPLEMENTING DECISION (EU) 2018/170 of 2 February 2018 on uniform detailed specifications for data collection and analysis to monitor and evaluate the functioning of the EURES network Article 1.3.(f), a 'job placement is the result of the process of filling a job vacancy, as defined in Article 3(3) of Regulation (EU) 2016/589, including opportunities for apprenticeships and traineeships'. For information on traineeships, see the [EU Quality Framework for Traineeships](#).

Question 5: We are an association [...] based in [...], we have an Erasmus + Charter VET and we organize international and European mobility abroad since 17 years. Are we eligible to the programme?

Answer: In order to ensure equal treatment of all potential applicants, the Commission will not give at this stage a prior opinion on the eligibility of potential applicants. As you will understand, such an assessment can only be made on the basis of the documentation submitted with each application. We kindly invite you to consult the call text, in particular chapter 8.1(b) of the call text.

Question 6: I am contacting you in reference to the call VP/2018/014. We are preparing a project proposal and we want to be sure about the lead organization. We are a socio-welfare district that isn't formally an employment service organization but, among the core activities, it works in providing assistance and support for the job placement of disabled persons (and our proposal is going to focus on this topic). We work on a wide catchment area of around 6 million inhabitants, with 10.000 disabled persons among which select the targets for a pilot. The question is, are we eligible to be lead?

Answer: Please refer to the answer to Question 5 above.

Question 7: We would like to apply to “Reactivate” project and while checking the application we have few questions coming to our mind:

- One of the actions will be sending job seekers overseas abroad doing traineeships, is there a criterion of reciprocity concerning this activity among the lead and co applicant? It means as coordinator we will train and prepare candidates to go to UK for instance, does our UK partner (co applicant) who will manage the placement in companies needs to send us job seeker as well?
- Is there a minimum of target group reached (job seekers/SMES)?

Answer: As per the call text, applicant organisations are free to choose the activities, methods and tools etc. to implement their action, on condition that they comply with the mandatory framework for the provision of assistance and financial support to target groups laid down in Annexes I - Guidelines on the implementation of the action and II - Financial Guidelines for Applicants.

Question 8: Several time in the call for proposal it is mentioned to involve job seekers in jobs and/or traineeships; can you confirm that we can focus only on traineeships regarding placement?

Answer: According to the call text, section 4.2 – 'Type of Action', 'applicants shall submit proposals focusing on Job placements and Traineeships. If applicant organisations do not deal with traineeships or are not experienced in this field, they could include in the project other public or private co-applicant or associate organisation(s) with proven knowledge and experience in this domain e.g. Vocational Education and Training (VET) providers or Chambers of Commerce. The projects may include further measures such as post-placement support (welcome and integration services) and other tailor-made support like coaching packs for trainees and apprentices, combined (or not) with the above mentioned direct financial support'. Guidelines on the implementation of the action are laid down in the following annexes: ANNEX I: Implementing Guidelines and ANNEX II: Financial Guidelines for Applicants, which can be found on the Europa website under the relevant call: <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

Question 9: F.1 Operational structure part concerns applicant and co-applicant or just the applicant (leader)?

Answer: Please refer to section 10 – 'SELECTION CRITERIA' of the call text, which states that 'lead applicant and each co-applicant must have the financial and operational capacity to complete the activities for which funding is requested. Only organisations with the necessary financial and operational capacity may be considered for a grant.'

Question 10: At the end of the template is the provisioned time schedule for the working packages which just foresees 18 months. This should be 24 months, right?

Answer: As indicated in section 5.1 of the call document, the indicative duration of the projects should be 24 months so indeed the time schedule provided as Annex C to the template document

'Description of Action'. The English language version of this document is available in SWIM whilst the French and German language versions are available on the call webpage: <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

Question 11: Is it possible to organise job placements to countries that are not represented in the project consortium?

Answer: Yes, as indicated in section 2 b of the Annex I Implementing Guidelines, job placements can be secured by employers, i.e. all businesses or other organisations, legally established in all EU Member States, irrespective of the economic sector, with a particular focus on SMEs. However, minimum requirement of two Member States in which consortium members are established has to be met.

Question 12: We have been contacted by two different organisations who will apply as leader on Reactivate call for proposals separately, but they asked us to be co-applicant. Shall we have to choose between the two or is it possible to be co applicant in two different projects for the same call?

Answer: In principle yes, it is possible to be co-applicant in two different projects for the same call. Please, make sure however, that operational capacity requirements, as described in the call documents, are taken into account when making decision to commit resources in more than one project.

Question 13: Concerning the mandatory name of the project and in order to differentiate between other awarded projects is it possible to add a subtitle or addition to the word Reactive in the title, and if so can that be specified in the application documentation under "title of the project"?

Answer: Yes, it is possible to add a subtitle or addition to the word Reactivate in the title and it can be specified in the application documentation under "title of the project".

Question 14: Can job placement (as well as financial provisions to employers and employees) include temporary work as well?

Answer: As indicated in section 3 of the Annex I Implementing Guidelines, all work placements must ensure remuneration (i.e. a salary) and a written contractual relationship between the candidate and the employer. In addition, placements must have a duration of at least 6 months (for jobs) or 3 months (for traineeships). Except for the exclusions listed in the Implementing Guidelines, in principle any job and traineeship compliant with national law may be eligible for support, irrespective of the economic sector or national regulatory framework.

Question 15: The checklist emphasizes that the audit reports are needed for each co-applicant in case their share of the budget is more than 750000EUR, however in the financial instructions it is not clear if the audit report is needed for each co-applicant irrelevant of their share in the budget, could you please clarify?

Answer: An audit report is required for any applicant which is a private law organisation for which the share of the action grant would amount to more than 750,000 €. NB.: in the case of a proposal submitted by a consortium, the afore-mentioned threshold applies to each of the applicants individually.

Question 16: Could you clarify what kind of documentation will be required in order to report on the payments for the applicant or co-applicant staff working full time or part time on the project implementation. In the Grant agreement there is just an open list of possible needed documentation such as Contracts but no definite list of supporting documents for the financial reporting?

Answer: As indicated in section 4.2.2. of the Financial Guidelines for Applicants, for personnel costs to count as eligible direct costs there must be a real and verifiable transfer of funds from the organisation and the assignment of the staff in question must be genuine, necessary and reasonable in relation to the activity being subsidised and to the duration of the action. The grant beneficiary will be asked to provide documentation certifying that the transfer of funds from the organisation to its staff member(s) took place, e.g. a copy of the payslip.

Question 17: Concerning the three rules for defining potential employees and trainees (age and citizenship/residency) is it possible to include migrants with residency or asylum in an EU country?

Answer: As indicated in section 2a of the Annex I Implementing Guidelines, the target group of the scheme are all jobseekers who are aged at least 35, **nationals of any of the EU Member States (EU-28) AND legally resident in an EU Member State**. Therefore, third country nationals cannot be included.

Question 18: Concerning the date of the hard copy of the application sent, will meeting the deadline be proven by the stamp of the post office (ie the date the documentation was sent) or by the arrival date at the European Commission address provided for the application?

Answer: As specified in the section 14 of the call document, the deadline for the submission of the hard copies of the proposals is referred to the date of sending. Proof of posting or express courier receipt should be kept as it could be requested by the European Commission in cases of doubt regarding the date of submission. In addition, proposals may be hand-delivered. In this case, they must be received by the European Commission by 4 p.m. on the date of the deadline for submission.

Question 19: Could you clarify the need to send the original documentation of the co-applicants? If we understand correctly, the lead can provide the copies of the documentation in the application process, but must have the originals in case they are needed during the next steps in the process?

Answer: As indicated in section 16.2 of the call text, copies of the signed originals will be accepted for most of the documents to be submitted by the co-applicants. However, the lead applicant shall keep the original signed versions for its records, because originals may have to be submitted at a later stage. If the lead applicant fails to submit these original documents within the deadline given by the Commission, the proposal will be rejected for lack of administrative compliance. Please, note that documents to be provided by the lead applicant must in any case be submitted in their original version.

20) Question:

Which address should be used in case of submitting the proposals via courier? Could you also provide us with a phone number which the courier can call in case of questions?

Answer:

Please for courier delivery use the following address and phone number, if needed.

CENTRAL MAIL

DAV 1

Avenue du Bourget 1

1140 Brussels

Open every working day from 7:00 to 17:30

Secretary of the Central Mail Service DAV1 — Tel: +32 2 299 3299