



European Social Fund+ (ESF)

Implementing guide

This document forms an integral part of the call for proposals without precedence over the call document.

The purpose is to enable applicants to prepare their grant applications and implement properly the granted projects, setting out rules and framework applicable to the management of the EURES TMS-projects.

EURES TARGETED MOBILITY SCHEME (EURES TMS)

ESF-2024-EURES-TMS

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INTRODUCTION

This call for proposals is financed under the **Employment and Social Innovation ("EaSI") strand of the ESF+ (EU) Regulation 2021/1057** which is a European-level financing instrument managed directly by the European Commission. It provides financial support to achieve high employment levels, fair social protection, a skilled and resilient workforce ready for the future world of work, as well as inclusive and cohesive societies aiming to eradicate poverty. The scope of the ESF+ Regulation (EU) 2021/1057 includes developing and supporting targeted mobility schemes with a view to filling vacancies where labour market shortcomings have been identified¹.

EURES TMS is driven by fair mobility standards. Fair mobility is understood as mobility that takes place on a voluntary basis and respects labour law, labour standards as well as workers' rights within the Union. Fair mobility is also based on transparent labour market functioning, good access to information and support, and full sharing of job vacancies at EU level.

Building on **the European Pillar of Social Rights** and the **Action plan**, which outline key principles and rights essential for fair and well-functioning labour markets, EURES TMS provides support measures to jobseekers, workers, job changers, trainees and apprentices (hereinafter referred to as 'candidates'). This mobility scheme aims to enhance the potential of EURES as a job-matching and job placement tool, also through the establishment of partnerships involving different labour market organizations in a transnational dimension.

The action

This guide sets out the implementing rules and framework applicable to the management of EURES TMS projects. It is addressed to applicant organisations in the framework of the call for proposals "EURES Targeted Mobility Scheme" **ESF-2024-EURES-TMS**.

This implementing guide provides information about:

- general objectives of the scheme and participants (Part A),
- eligibility criteria - participation & placement conditions (Part B),
- EURES TMS measures and funding conditions (Part C),
- main responsibilities of the implementing organisations: control, monitoring, evaluation and reporting requirements (Part D)

¹ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32021R1057&from=EN>, recital point 7.



PART A: GENERAL INFORMATION ABOUT THE EURES TMS SCHEME

1. Objectives

The policy objectives of the EURES TMS action are specified in the call text, section 2.

The overall aim of the 2024 call is to fund 3 to 4 projects, facilitating approximately 4 000 (indicative) placements for mobile candidates in EU/EEA countries, other than their country of residence, in particular of young people.

The action being strongly result-oriented, may contribute to:

- a) addressing labour market needs, in particular tackling labour markets' imbalances, as well as labour and skills shortages;
- b) improving the conditions for jobseekers and workers to exercise their right of freedom of movement across the EU;
- c) filling of hard-to-fill vacancies (in the form of either jobs, traineeships or apprenticeships), notably where specific labour shortages have been identified;
- d) enhancing the service catalogue of the EURES organisations;
- e) fostering public-private partnerships within EURES.

This call may contribute also to the initiatives and activities in the context of [30th anniversary of EURES in 2024](#).

2. Role of the European Commission

The Commission co-finances the EURES TMS action, setting priorities, targets, and criteria. Furthermore, the Commission guides and monitors the general implementation, follow-up and evaluation of the scheme at European level. It bears responsibility for providing guidance and support to the implementing organisations with a view to ensuring the best possible quality employment services in a transnational dimension.

3. Implementing organisations

The action will be implemented by a consortium composed of at least two organisations (i.e. lead applicant and at least one co-applicant, hereinafter referred to as 'EURES TMS Beneficiaries') established in at least two different EU/EEA countries, participating in the ESF+ programme².

² [list of participating countries](#)



Beneficiaries must have the know-how, qualifications and resources to successfully implement the projects and contribute their share. They are free to choose the activities, methods and tools, partners, clients, etc. to implement the action, provided that they adhere to the rules outlined in the relevant call for proposals, this implementing guide, and the signed grant agreement.

The consortium shall ensure the provision of customised employment services, including financial incentives and innovative working methods to contribute effectively to the policy objectives of the EURES TMS action, aimed at tackling labour markets' imbalances, as well as labour and skills shortages.

4. Target groups

The target groups who may benefit from the EURES TMS action are job/traineeship/apprenticeship seekers, and recruiting employers, including in particular, SMEs.

In the granted projects, specific target groups shall be identified as priority subgroups.

The conditions for participating in the EURES TMS activities are detailed in the sections hereinafter.

PART B: PARTICIPATION & PLACEMENT CONDITONS

1. Participation

1.1. Candidates – eligibility

EURES TMS candidates seeking employment, traineeships, or apprenticeships in an EU Member State or EEA country (Norway, Iceland)³ other than their country of residence must meet the following criteria:

- Aged at least 18,
- Nationals of any of the EU Member States or EEA countries (Norway, Iceland), or
- Legally resident in an EU Member State.⁴

³ [list of participating countries](#)

⁴ Long-term residents may be eligible for EURES TMS support under certain conditions (see Articles 14 and 15 of Directive 2003/109), if they provide their certificate establishing their right to long-term residence. Under Directive 2003/109 third country nationals can acquire the right to long-term residence upon completion of five years of legal and continuous residence in a Member State (Article 4(1)). This Directive does not apply to Denmark and Ireland. With regard to the EEA Countries, Directive 2003/109 was not included in the EEA agreement, therefore this act does not apply to the EEA countries.



Exclusion: *The EURES TMS scheme shall neither support the return mobility of jobseekers and workers to their EU/EEA country of origin or former country of residence nor cross-border commuting where the worker works in one country and lives in his/her country of residence.*

EU/EEA citizens living in a third country can be eligible to take part in the EURES TMS action, as long as they can prove that they have maintained their residence in the EU/EEA countries. This is subject to the above condition that EURES TMS shall not support the return mobility of jobseekers and workers to their EU/EEA country of origin or former country of residence.

- Can candidates who have studied or worked in another Member State participate?

Having previously studied, worked or participated in a traineeship or apprenticeship in another Member State/EEA country, including with previous support from any EU programme, is not grounds for excluding a candidate.

- How to deal with candidates who have already been supported by TMS?

Repeated recruitments with the same person must be avoided, as there is a potential risk that the candidate may be pursuing consecutive financial benefits.

If the job seeker and/or the employer provide evidence that he/she is unemployed again due to reasons beyond their control, this candidate must be treated like any other candidate.

It is the responsibility of the consortium to verify whether conditions are met for repeatedly providing support to a candidate. Each situation must be considered and assessed on a case-by-case basis.

To track the professional path of former EURES TMS-placed candidates, the EURES TMS beneficiaries should include in their registration/application forms a question about whether the candidate has already benefited (or not) from any form of TMS support, requiring further details in case of a positive answer.

1.2. Employers– eligibility

Employers are all businesses or other organisations legally established in the EU Member States or the EEA countries (Norway, Iceland), in accordance with the EEA Agreement, irrespective of the economic sector.

In the granted projects, beneficiaries will focus on specific economic sectors/occupations affected by labour/skills shortages at least with in the geographical coverage of the consortium.



Exclusion: *Placement with European institutions and bodies and other international policy, economic, social and scientific organisations⁵ as well as supra-national regulatory bodies and their agencies is ineligible. These criteria will apply inter alia to EEA networks, platforms, lobbies or other similar organisations when their budget resources depend exclusively or mainly on EU funding.*

- Why are SMEs the main target business group?

Small and medium-sized enterprises (SMEs) are the backbone of Europe's economy. They represent 99% of all businesses in the EU. In the last years, they have created around 85% of new jobs and provided two-thirds of the total private sector employment in the EU. SMEs and entrepreneurship are considered as key to ensuring economic growth, innovation, job creation, and social integration in the EU.

Small and medium-sized enterprises (SMEs) commonly refrain from hiring staff or hosting trainees/apprentices from another country. Challenges associated with relocation costs and the provision of training services, particularly impact smaller companies. The financial assistance offered by EURES TMS (refer to Part C) to SMEs seeking to recruit from another Member State/EEA country is designed to assist them in implementing training program for recruited candidate(s). The consortium is responsible for verifying whether the conditions are met for providing support to SMEs.

- What is the definition of an SME?

According to the relevant Commission Recommendation⁶ and for the purpose of the EURES TMS action, **the main criterion determining whether an enterprise is an SME is the staff headcount that must be < 250.**

These may include not only organisations with an economic and profit-making purpose but also social economy enterprises and not-for-profit organisations, e.g. NGOs active in the field of youth integration, charities and solidarity etc.

The only standard to define a SME under the TMS action is the overall number of employees < 250 of the recruiting entity, irrespective of the fact that it can be associated or embedded in a larger umbrella organisation/corporation or network (e.g. national, regional or local branches of international charities organisations⁷).

⁵ E.g. United Nations bodies, OECD, Council of Europe, ILO, the World Bank or similar

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

⁷ E.g. International Red Cross, Caritas, etc.



- Can employers other than SMEs participate?

Large-sized companies and other organisations as mentioned in section B.2, which do not fall within the definition of 'SMEs', as well as private employment services⁸, acting as employers, (e.g. temporary work agencies, recruitment agencies, etc. irrespective of the size of the organisations) can also participate in the EURES TMS action as potential employers, but without any TMS funding support.

- No-profit and sound financial management principle

'Grant' means a financial contribution by way of donation. As stated in the general principles applicable to grants – chapter 2 of the Financial Regulation (EU, Euratom) 2018/1046, grants shall not have the purpose or effect of producing a profit within the framework of the action or the work programme of the beneficiary (**'no-profit principle'**).

The **'sound financial management'** principle means implementation of the budget in accordance with the principles of economy, efficiency and effectiveness.

The EURES TMS beneficiaries are deemed to assess the reliability of any employer, provider or organisation, including private employment services, participating in the project, in any form. This assessment involves verifying whether the conditions are met for providing financial support to candidates and employers (in particular SMEs) while adhering to the principle of sound financial management, particularly with regard to economy and efficiency (Article 186(f), Financial Regulation). This evaluation should also align with the no-profit principle (Article 192, Financial Regulation).

If there is evidence of potential present and/or future mismanagement, abuse, or fraud risks, or if the nature of the business is not aligned with the objectives and scope outlined in the current call for proposals, EURES TMS beneficiaries should refrain from cooperating with the organization(s) in question.

⁸ In the meaning of C181 - Private Employment Agencies Convention, 1997 (No. 181).

For the purpose of this Convention the term private employment agency means any natural or legal person, independent of the public authorities, which provides one or more of the following labour market services:

- *(a) services for matching offers of and applications for employment, without the private employment agency becoming a party to the employment relationships which may arise therefrom;*
- *(b) services consisting of employing workers with a view to making them available to a third party, who may be a natural or legal person (referred to below as a "user enterprise") which assigns their tasks and supervises the execution of these tasks;*
- *(c) other services relating to jobseeking, determined by the competent authority after consulting the most representative employers and workers organizations, such as the provision of information, that do not set out to match specific offers of and applications for employment.*



The participation in the project of employment services acting as employers, including EURES Members/Partners, must adhere to the rules specified in this implementing guide and the relevant call for proposals.

- Which members of a TMS consortium can be employers?

The participation of EURES TMS beneficiaries in the action **in their capacity as employers** (if applicable) is not allowed on the grounds of **a potential conflict of interest**. A situation of EURES TMS beneficiaries who are simultaneously TMS service providers and end-users (i.e. offering jobs, traineeships or apprenticeships) cannot thus arise.

This rule applies in particular to the following situations:

- A EURES TMS beneficiary having a work placement in a customer company but remaining the actual employer, i.e. responsible for the labour contract and salary of the candidate;
 - A EURES TMS beneficiary needing to recruit staff, trainees or apprentices from abroad for its own organisation or affiliates, e.g. employment officer(s), trainers, etc.
 - A EURES TMS beneficiary being a *work provider* for trainees and/or apprentices.
- Third country-businesses based in the EU EFTA/EEA territory?

Enterprises, businesses, employers, or other organisations based in the Swiss Confederation or in third countries cannot participate in the framework of the EURES TMS action.

However, companies from those countries but legally established in any EU Member State and/or EEA country in accordance with the EEA participation in the EaSI Strand of the ESF+ programme are eligible to participate.

2. Work placements

2.1. Eligible work placements

In compliance with the Communication COM(2010)373 final, "Reaffirming the free movement of workers" and the case law C-66/85 of the European Court of Justice, eligible work placements fall under the following case: "any person who undertakes genuine and effective work for which s/he is paid under the direction of someone else".

Placements can take the form of **jobs, traineeships or apprenticeships**.



- **Job:** is a position in any organisation held by an employee;
- **Traineeships and apprenticeships:** (work-based trainings) consist in limited periods of hands-on practice spent at a workplace.

Those concepts are further detailed in Annex II - Glossary of Key Terms.

2.2. Standards to apply to employment offers

➤ General rules

Any job, traineeship, and apprenticeship placement that adheres to national law is generally eligible for support, regardless of the economic sector or national regulatory framework with the exception outlined below.

Precarious work placements or vacancies that do not comply with national labour law shall not receive support. Traineeships and apprenticeships used for job substitution purposes or to exploit cheap labour will be deemed ineligible.

Exception - not eligible placements: work-based training offers whose completion is a mandatory requirement to access a profession in specific sectors (e.g. medicine, architecture, law, aircraft industry, etc.).

The EURES Regulation sets out that *"when making available job vacancy data(...) Member States may exclude a) job vacancies which due to their nature or to national rules are open only to citizens of a specific country; b) job vacancies relating to categories of apprenticeships and traineeships which, having mainly a learning component, are part of national education systems or which are funded publicly as part of Member States' active labour market policies and, c) other job vacancies as part of a Member State's active labour market policies"*⁹.

Candidates for jobs, traineeships, or apprenticeships must be individuals without a legally binding relationship with another employer at the time of taking up their duties, whether in their country of residence or elsewhere.

⁹ EURES Regulation, Art.17 §2 a), b) and c)



2.3. Eligible vacancies

In all circumstances, eligible work placements **must comply** with all the following standards:

- be located in an **EU Member State and/or EEA** country (NO, IS) other than the country of residence of the job seeker, trainee or apprentice;
 - be subject to **open and transparent information** on the rights and obligations of the worker/trainee/apprentice, the employer, other labour market stakeholders and, where applicable, the educational/vocational training organisation. The provision of professional and high-quality information and assistance to candidates, both during the recruitment process and the placement phase, is considered a key factor in promoting fair mobility.
 - adhere to **national labour and social protection** laws and ensure adequate protection for both workers and trainees or apprentices including social security, health and accident insurance;
 - ensure **remuneration** (i.e. a salary¹⁰) and established by a written contractual relationship. An agreement shall be concluded in advance of the placement between the candidate and the employer.
 - specify in the labour contract the professional (or vocational training) objectives, duration of the contractual relationship, working time, rights and obligations, remuneration and social security provisions;
 - have a minimum duration of:
 - **6 months for regular jobs and apprenticeships;**
 - **3 months for traineeships.**
 - be a **full time** or **part-time work placement** (no less than 50% full time equivalent)¹¹;
 - specify the conditions under which a job or traineeship/apprenticeship may (or may not) be extended or renewed after the initial work contract has expired.
- *Specific rules for traineeships and apprenticeships*

In addition to the general rules applicable to all work placements as outlined above, the following clarifications are relevant for **traineeships and apprenticeships**:

¹⁰ Or equivalent legal compensation in the case of trainees and apprentices

¹¹ In accordance with national labour law or sectorial collective bargaining provisions



- Participant companies or other recruiting organisations interested in recruiting trainees or apprentices from other Member States/EEA countries shall comply with the EURES TMS rules and policy objectives. EURES TMS beneficiaries shall also ensure that employers are ready and prepared to host and train the apprentices or trainees for the entire duration of their work experience.
- For apprenticeships in particular, Vocational Education and Training (VET) organisations involved or cooperating with a EURES TMS project must have a proven track record in mobility projects.
- Traineeship and apprenticeship placements shall:
 - Offer on-the-job learning/training content that contributes to enhancing the trainee or apprentice's skills. The assigned tasks shall align with these objectives.
 - Involve proper vocational tutoring/mentoring in the host company or organization over the duration of the work-based training. A mentor should guide the trainee/apprentice through the assigned tasks and monitor their progress.
 - Include settlement and logistical support for the trainee/apprentice as much as possible, such as assistance in finding accommodation (youth hostel, host family, flat, etc.), facilitating attendance of school classes in the case of a dual training system, and, if available, ensuring complementary financial support from national funding sources (private or public).
 - Provide proper recognition (certificate/letter of reference or other written declaration) regarding the nature and outcomes of the traineeship/apprenticeship training, including acquired knowledge, skills, and competences, according to company or national practices.

Traineeships under TMS comply with the European Quality Framework for Traineeships (QFT). The implementation of activities targeting transnational traineeship and apprenticeship placements is complex. Currently, there is no EU uniform legal framework underpinning those placements, and where frameworks exist, the contractual and working conditions may vary in terms of quality and/or support measures:

- Traineeships that are part of national active labour market policies (ALMPs) are largely compliant with the QFT in all Member States.

Open-market traineeships are less regulated and, consequently, also less compliant with the QFT. Where open-market traineeships are not regulated, conditions and compliance with the QFT depend solely on the individual agreement (if any) between the employer, employment service, and trainee. As mentioned above, the possibility for the EURES TMS beneficiaries to work with VET organisations or other stakeholders involved in the transnational mobility of trainees and/or apprentices as consortium members may enhance the quality of traineeship and apprenticeship offers and the corresponding support services.



These organisations usually have a long-standing knowledge and experience in the field, including well-established protocols to support candidates in both the sending and the host countries.

- Why does the country of residence criterion determine the place of work?

According to the right of free movement in Europe, no EU/EEA citizen shall be discriminated against on grounds of nationality. The country of residence criterion means that the job, traineeship or apprenticeship shall take place other than the country of residence of the candidate.

Although the candidate's self-declaration is accepted in order to determinate the country of residence, the EURES TMS beneficiary may be entitled, if demanded necessary, to verify the candidate's residence through readily available supporting documents such as an ID card, passport (if they show the relevant information), or other legal documents, which can identify individuals requiring support as they intend to move and travel to take up a job in another eligible country

- How to deal with jobs, traineeships and apprenticeships related to cross-border workers?

EURES TMS provides financial support for both transnational and cross-border workers to move abroad on condition that they establish their residence (on a permanent or temporary basis) in the country of destination, i.e. where the vacancy is located.

Candidates interested in cross-border commuting i.e. those who intend or may agree to work in a neighbouring Member State without changing the country of residence are not eligible to benefit from the EURES TMS services.

- What line to follow with posting of workers?

The EURES TMS scheme cannot be applied to labour contracts which fall under the Directive on the posting of workers. Posted workers and mobile workers are two distinct situations. A "posted worker" is employed in a Member State but sent by his employer on a temporary basis to carry out his work in another Member State. For example, a service provider may be awarded a contract in another country and send employees there to carry out the contractual works. This transnational provision of services, where employees are sent to work in another 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/EEA country to seek work or vocational training or who accept a work placement in another Member State and who are employed there.



2.4. Financial support to placements from other sources

Candidates find often a work placement abroad through different channels, e.g. temporary work agencies, Internet and social media, etc. In such circumstances, they may refer to EURES TMS projects just to obtain funding to cover the relocation costs or other needs.

In such circumstances, the following must be taken into account:

- Priority should at all times be given to candidates registered with EURES TMS projects before receiving a work placement offer, and where matching and recruitment between job seeker and employer took place through the project.
- The EURES TMS beneficiaries may nevertheless accept to grant placements from other sources on condition that the necessary quality check rules apply, and they take full control of the placement process.

2.5. Recruitments by private employment agencies

Temporary work agencies or other private employment services¹² **acting as EURES TMS employer customers** may declare that they (or the employers they represent) will not cover interview trips or relocation costs. This may allow them to effectively 'subsidize their activity' by relocating numerous workers through collective recruitments and take advantage of the benefits offered by the TMS scheme. Additionally, they may seek direct benefits from training programs.

To address these practices, the following recommendations are provided:

1. Support for candidates recruited by any employment agencies¹³ including temporary work agencies, often acting as employers, should be limited to a maximum of 50 jobseekers per customer on an annual basis. For a higher number of placements, prior consultation with the Commission and approval by the Commission is requested.

¹² In the meaning of C181 - Private Employment Agencies Convention, 1997 (No. 181).

For the purpose of this Convention the term private employment agency means any natural or legal person, independent of the public authorities, which provides one or more of the following labour market services:

- *(a) services for matching offers of and applications for employment, without the private employment agency becoming a party to the employment relationships which may arise therefrom;*
- *(b) services consisting of employing workers with a view to making them available to a third party, who may be a natural or legal person (referred to below as a "user enterprise") which assigns their tasks and supervises the execution of these tasks;*
- *(c) other services relating to jobseeking, determined by the competent authority after consulting the most representative employers and workers organizations, such as the provision of information, that do not set out to match specific offers of and applications for employment.*

¹³ See footnote 15.



In accordance with the EURES TMS policy objectives, this would ensure a fair allocation of EURES TMS support in a transnational dimension, covering the identified economic sectors/occupations equally and ensuring the priority of the defined target groups.

2. If the same agency wishes to refer to other EURES TMS projects to "expand the business", all projects involved shall consult and seek the approval of the Commission before proceeding.
3. The reliability of any private employment agency is the responsibility of the EURES TMS beneficiaries, who are requested to assess and ensure credibility.
4. In alignment with the principles of fairness and transparency, when private employment agencies are involved in providing language courses (or are linked to specific language providers), EURES TMS beneficiaries should guarantee candidates the freedom to choose their language courses, in line with recruitment needs. EURES TMS beneficiaries should guide candidates in selecting a language course, recommending them to consider at least two other options for comparison.
5. In situations where there is credible evidence indicating potential risks of mismanagement, abuse, or fraud, EURES TMS beneficiaries shall decline cooperation and/or the provision of services with the organisations in question. The rationale for this refusal should be grounded in the non-conformity of the organizations involved with the objectives, aims and priorities of EURES TMS, as well as with quality, financial, and/or ethical standards.

PART C: EURES TMS MEASURES AND FUNDING CONDITIONS

1. Overview of the TMS measures

Candidates and **SMEs** may receive **direct financial support** for the following items:

Candidates +18 (jobseekers, workers, job changers, trainees and apprentices) can receive financial contribution to costs referring to:

- Trip for a job interview
- Mobility to the country of destination
- Language course
- Recognition of diplomas and qualifications

SMEs can receive financial contribution to the cost related to **training programmes** for recruited candidate/s organised and provided by SMEs.



All measures must be carried out and completed within the duration of the action set out in the signed grant agreement.

2. Overview of the TMS funding conditions

The purpose of the EURES TMS financial support is to contribute to the costs incurred by the target groups - candidates and employers (SMEs) – in relation to transnational placement activities.

The design of the overall EURES TMS funding mechanism is "modular" meaning that financial support to target groups may vary and depend on recruitment needs.

It is the responsibility of the EURES TMS beneficiaries to verify whether conditions are met for providing financial support to eligible candidates and SMEs. The consortium shall assess each situation on a case-by-case basis to ensure that the conditions for claiming funding have been fulfilled.

2.1. The TMS budget to support target groups

The financial conditions applicable to the overall TMS budget are detailed in the call text, in particular in its sections 7, "Financial and operational capacity and exclusion" and 10, "Legal and financial set-up of the Grant Agreements," as well as in section 6.

EURES TMS beneficiaries are required to estimate their respective budgetary needs for financing candidates and SMEs. These amounts shall be included under the heading "D. Other cost categories," specifically in the item "D1 Financial support to third parties" within the budget proposal submitted by applicant organizations.

The authorized funding conditions for the target groups are specified in the subsequent sections. Changes to these conditions by EURES TMS beneficiaries are not allowed. It is mandatory to allocate budget provisions for all support measures.

3. The TMS implementing framework

3.1. Candidates

Any candidate as defined in section B.1 above applying for a job, traineeship or apprenticeship in another Member State/EEA country through EURES TMS may qualify for financial support before moving abroad¹⁴, provided the conditions for claiming funding are met and approved by the EURES TMS Beneficiaries.

¹⁴ See section C.3.6



3.2. Authorised expenditure - Job or work-based training interview(s)

The expression "interview" refers to a dialogue on a one-to-one basis with one or more employers. It can also involve selection competitions. The rules governing interview trips apply to all candidates, i.e. jobseekers, trainees and apprentices.

As a general rule, candidates short-listed for interviews may receive financial support for **one interview trip**, either abroad or in their country of residence. In exceptional cases, a second interview trip may be authorized.

The funding rules are the same for both the first and the (optional) second interview trip. With regard to the principles of proportionality and value for money, the interview trip should in any circumstance take place solely when there is a high likelihood of successful job-matching¹⁵. **The second interview trip should be reserved for short-listed candidates with high recruitment potential.**

The interview trip **is not mandatory** - it is just one of several suitable selection procedures, i.e. on-line. Invitations are agreed upon between employers and the EURES TMS beneficiaries, therefore, the jobseeker has no "inherent" right to receive financial support for the interview trip

The duration of the trip may vary according to the recruitment needs and/or the geographical distance.

The authorized financial contribution covers travel and subsistence costs linked to job or work-based training interviews according to the authorizing [Decision C\(2021\)3514](#) . These costs must be declared using the unit cost specified in Decision C(2021)3514 and outlined in [Annex 2a](#) of the grant agreement. No additional costs can be reimbursed. The budget category covers travels needed for the interview taking place in another country, broken down in the following sub-categories:

- Travel
- Accommodation
- subsistence

Unit costs are amounts covering the **return trip**. However, the calculation of the distance should be done on the basis of the **one-way distance** between the point of departure and the point of destination. For calculating the distance between two points for rail or air travel, beneficiaries can use the [distance calculators tool](#).

¹⁵ Such as the candidate has been short-listed or has talked to the potential employer(s) by telephone or videoconference beforehand, or several interviews and/or other job selection opportunities in one or more countries are available.



Please consult the relevant section “Travel and subsistence costs” of the Annotated Grant Agreement - [aga_en.pdf \(europa.eu\)](#).

In all situations, EURES TMS beneficiaries shall stay in contact with the recruiting company(ies) and candidates to find out the outcome of the interview(s).

Management of costs

Every candidate is eligible to receive an interview allowance once short-listed, unless the employer commits to providing similar support. The interview trip should occur upon receipt of a written invitation/request from the employer, and no payment will be processed without this information attached to the funding declaration form (Annex I). Payment is conditional on the employer's written declaration that similar costs are not covered in the company's employment conditions.

Although the candidate's self-declaration is accepted in order to determinate the country of residence, the EURES TMS beneficiary may be entitled, if demanded necessary, to verify the candidate's residence through readily available supporting documents such as an ID card, passport (if they show the relevant information), or other legal documents¹⁶.

The employer is responsible for submitting the relevant documents to the EURES TMS beneficiary, who, after verifying legality and fairness, will process the payment. Payments to candidates should ideally be made before the interview, and EURES TMS beneficiaries may establish deadlines to ensure timely payments.

Upon validation, candidates will complete and sign a declaration form (Annex I) acknowledging the purpose of the EURES TMS funding and confirming receipt of payment. In some cases, candidates may also be asked to complete a short evaluation questionnaire for mobility allowances.

RECAP:

Annexes to candidates' interview declaration forms:

- *Copy of the candidate's ID card, social security card or other official document certifying his/her country of residence before payment*
- *Employer(s)' written invitation(s) to interview(s);*
- *Declaration by employer on direct coverage (or not) of interview costs;*
- *Recommended: Short questionnaire (annex to the mobility allowance form).*

Note: *In the case of financial support for interview trips, the following may apply:*

¹⁶ See section C.3.6



- *successful interviewees: candidates can provide a completed questionnaire at submission of the relocation allowance form;*
 - *unsuccessful interviewees: candidates can be invited to fill in the questionnaire after the interview.*
- Other interview possibilities

Another option for organising job interviews is to make use, whenever possible, of **telephone or videoconference platforms**.

The EURES TMS beneficiaries should facilitate access to videoconference services for candidates and/or employers who lack the required IT equipment. In the relevant TMS budget, a provisional amount should be allocated to cover the expenses associated with renting videoconference facilities, listed under the "Administration costs" heading. If the EURES TMS beneficiaries already have the essential equipment, the corresponding costs should be budgeted under the indirect costs heading.

3.3. Authorised expenditure - Mobility allowance to move to another Member State/EEA country, including allowance for family members

The mobility allowance ¹⁷ serves as a financial contribution to the expenses incurred by the recruited candidate when moving to the country of destination, regardless of the duration of the work placement. This comprehensive allowance covers various aspects, including:

- transport,
- travel insurance,
- accommodation,
- meals and all other sundries.

In addition to the mobility allowance, a candidate moving with the family may be entitled to receive the family mobility allowance.

The family mobility allowance is designed to support the living costs of the family accompanying the recruited EURES TMS candidate, including the spouse or recognised partner and dependent children. To be eligible for this allowance, the recruited candidates must confirm the relocation of their family.

¹⁷ The amount of unit cost for the mobility allowance corresponds to mobility allowances applicable in Marie Skłodowska-Curie and Research and Training Programme of the European Atomic Energy Community actions.



The authorized financial contributions are as follows:

- **Mobility Allowance** per recruited Candidate: **EUR 600** per month for **3 months**.
- **Family Mobility Allowance** per family of the recruited candidate: **EUR 660** per month for a maximum of **2 months**.

Accident and health insurance of recruited staff settled in the country of destination shall be **covered by the employer** (via the labour contract)¹⁸.

The recruited candidate is only entitled to receive the mobility allowance after written confirmation by the employer of the job offer and the terms of the employment contract.

In particular, the first payment, which consists of EUR 600 for candidate mobility and EUR 660 for family mobility (if applicable), will be paid before the candidate and family (if applicable) leave home country. Subsequent payments will be made on a monthly basis after the actual transfer of the candidate and his/her family to the country of destination.

NOTICE The above- mentioned financial support to candidates for both interview and/or relocation purposes will be subject, prior to the action, to the submission by the employer of the documents specified in **section C.3.2** and in the following “recap”, (i.e. a declaration signed by employer stating that the coverage of similar costs is not foreseen in the company's employment conditions).

If the employer has made a provision for payment of the candidate's travel costs in the case of an interview trip and/or relocation trip, no allowance can be paid in order to avoid double funding.

The EURES TMS beneficiaries shall check the employers' benefits in this respect in advance.

The EURES TMS beneficiaries shall stay in contact with both the recruited candidate and the employer and obtain written confirmation that s/he has actually taken up duty.

¹⁸ The ‘EURES TMS beneficiaries’ must also inform candidates travelling to other countries, either for interview or settlement purposes that, if applicable, holding a **European Health Insurance Card** is recommended and to provide them the contact details of the national issuing body. This is a free card that gives access to medically necessary, state-provided healthcare during a temporary stay in any of the EEA countries, under the same conditions and at the same cost (free in some countries) as people insured in that country¹⁸. It is also recommended that candidates subscribe **travel insurance** before departure. In the candidates' interest and safety, the ‘EURES TMS beneficiaries’ shall draw attention to this pre-departure formality.



Management of costs

Candidates, once recruited, are entitled to a mobility allowance unless the employer commits to covering similar costs. For regular jobs and apprenticeships, the duration must be a minimum of 6 months whilst traineeships must have a minimum duration of 3 months.

To claim mobility allowance costs, a copy of the labour contract or an equivalent binding document must accompany the signed “mobility allowance” payment form and be retained in the project records. For family mobility costs, legal documents confirming the status of the spouse/recognised partner and/or dependent children, along with proof of their physical relocation, must be provided.

Payments will only be processed if the employer declares in writing that similar costs are not covered in their employment conditions. EURES TMS beneficiaries must ensure fairness and legality in submitted documents, and no payment can be made without the necessary documentation.

Recruited EURES TMS workers, trainees, or apprentices are required to sign a declaration form (Annex I) acknowledging the purpose of the EURES TMS funding and confirming receipt of payment. They may also be invited to complete a short evaluation questionnaire for mobility allowances. The EURES TMS beneficiaries may set deadlines for receipt of the candidate’s signed forms with a view to securing payments within reasonable delays. In cases of cross-border placements, payment may be subject to evidence that candidates will not be daily commuters, such as a copy of the residence permit request in the destination country. EURES TMS beneficiaries must always obtain information on effective job uptake by the recruited worker for mandatory post-placement documentation attached to the candidate's file.

RECAP:

Annexes to candidates' mobility allowance declaration forms:

- *Copy of the candidate's ID card, social security card or other official document certifying his/her country of residence before payment;*
- *Copy of the labour contract or other equivalent binding document in the case of work placement offer;*
- *Declaration by the employer on direct coverage (or not) of relocation costs;*
- *Recommended: Short questionnaire (annex to the mobility allowance form);*
- *Cross-border placements: copy of request of residence permit in the country of destination (for relocation allowance only);*
- *For family mobility costs: legal documents confirming the status of the spouse/recognised partner and/or dependent children, along with proof of their physical relocation.*



3.4. Authorised expenditure – Language course

Any candidate to a job, traineeship or apprenticeship in another EU/EEA country who has been short-listed **for recruitment purposes** and has strong possibilities to be offered a placement in a given country, may be entitled to attend a language course:

- a) in the country of residence (pre-departure), and/or
- b) in the country of destination¹⁹ (pre/after recruitment).

If a candidate decides to attend the language course after recruitment, it should start within two months after taking up duty and it should take place and be completed during the duration of the work contract.

Access to language training will depend exclusively on the needs of the candidate, irrespective of the size or other integration measures of the recruiting enterprise/organisation.

General rules

As a general rule, the training refers to intensive language courses. The learning methods may vary, e.g. from classroom to online training, depending on the candidates' location and training needs.

The costs can be borne by the candidate or can be covered by the EURES TMS beneficiary directly or by a combination of both as specified hereunder.

In all circumstances, however, the direct financial support given per candidate for language training (pre-departure and post-placement costs included) cannot exceed EUR 2 200,00.

The evaluation of candidates' language training needs is the responsibility of the EURES TMS beneficiary during the pre-selection phase. If an eligible candidate decides to enrol in a language course of their choice, s/he must formally confirm the intention in writing (Annex I - Appendix I) before the course start. EURES TMS beneficiaries are tasked with guiding and supporting candidates in selecting courses that are economically, efficiently, and effectively suited to their needs. It is crucial for EURES TMS beneficiaries to actively prevent candidates from agreeing to unfair contractual terms related to language courses. In instances where there is clear evidence of potential mismanagement, abuse or fraud risks, EURES TMS beneficiaries have the authority to decline collaboration with such companies.

¹⁹ If the candidate has moved temporarily to the country of destination to look actively for a job (see section C.3.6) or has been offered the job and has already taken up duty



EURES TMS beneficiaries providing financial support to candidates, as outlined in this guide, are required to ensure that they take the necessary steps to guarantee high quality results. This requires taking into account the likely long-term impact of the placement and the necessary investment, while respecting the principle of sound financial management.

Details on the institution responsible for the language course, location, duration, level/content of learning and cost of the training must be provided, with a copy of the training plan and budget. If the request is approved by the EURES TMS beneficiary, the applicant may enrol and participate in the training.

In addition, EURES TMS beneficiaries are expected to:

- **Regular Monitoring:** Conduct ongoing monitoring of the candidate's progress throughout the language course to ensure effective language learning.
- **Support Mechanisms:** Establish sufficient support mechanisms to address any challenges the candidate may face during the language training.
- **Record documentation:** Maintain comprehensive documentation of all aspects of the language training, including the candidate's confirmation, course initiation, progress monitoring, and completion. This documentation is essential for record-keeping and assessment purposes.

Management of costs

The costs incurred by the candidate for language training can be paid **after the action has taken place**, i.e. after completion of the training course/module for which s/he has enrolled, following prior written request and approval by the consortium (Annex I - Appendix I). The maximum authorised amount for reimbursement of language training cost per candidate is capped at **EUR 2 200,00** (irrespective of the number of language modules and the place of the training).

An advance payment up to 50% of the training course/module costs can however be made to the candidate. Reimbursement requests may be submitted by letter and/or e-mail with indication of the bank account details and copy of the language school invoice or receipt (for both advance and/or final payment). At balance payment, a copy of the training certificate will also be provided.

If the candidate failed to attend the approved training plan and for this reason did not obtain his/her training certificate, s/he will not be entitled to reimbursement. Refund of any advance payments already made must be claimed by the EURES TMS beneficiary.



If and when the training is split into learning modules and/or rolled out in two different countries (pre-departure and post-placement training, respectively), reimbursement may be made after conclusion and submission of supporting documents of each module or phase. There is also the possibility, for instance, that a pre-departure training is paid directly by the participant (against reimbursement) and that the costs of the post-placement training phase are borne by the EURES TMS Beneficiary (e.g. via direct payment to the training provider) or vice-versa.

3.5. Authorised expenditure – Recognition of diplomas and qualifications

If a candidate wishes to relocate to another EU/EEA country in order to take up a job, or a traineeship or apprenticeship, s/he may be required to apply to have his/her academic and/or professional qualifications recognised.

For a limited number of professions, the relevant Directive²⁰ allows for automatic recognition of qualifications. For a large majority of professions, a so-called 'general system' allows for the mutual recognition of qualifications, which may require a period of supervised practice and/or an aptitude test.

Any candidate who has at least been pre-selected by the EURES TMS beneficiary for a job, traineeship or apprenticeship and needs to have his/her academic and/or professional qualifications recognised in the country of destination, may qualify for financial support for the costs incurred with proceedings.

Such support may include certified copies and/or translations, administrative proceedings, supervised practices (or trainings) and/or aptitude tests.

Interested candidates can submit a request form (Annex I - Appendix II) immediately after the recognition proceedings have been initiated. S/he will attach to the form the minimum required documentary evidence²¹. If the candidate has initiated the recognition proceedings before knowing that s/he would be pre-selected, his/her application can also be accepted. Candidates complying with the requirements above can receive a **flat rate allowance of EUR 440,00**²².

Management of costs

The costs incurred by the candidate for recognition of qualifications are paid **after the action has been initiated**, i.e. after the candidate has submitted a recognition request to the competent certification body. For payment purposes, the final certification is not required since this may take several weeks or months to be issued.

²⁰ Directive 2005/36/EC



Candidates can submit a request form (Annex I - Appendix II), including copy of the national qualification certificate(s) subject to recognition and copy of the recognition request form or equivalent. Candidates complying with the above are entitled to a fixed allowance of **EUR 440,00**.

The verification of actual costs does not apply to flat rates (simplified cost option). The EURES TMS beneficiaries keep, however, the **discretionary power** to pay a lower amount only when: a) they have access to information on actual costs through the mandatory documentation provided by the candidates, or b) through open info sources, e.g. websites, lists of prices, etc. and c) the difference between the flat-rate and the actual declared cost is blatant.

EURES TMS beneficiaries can also take the decision (*optional*) to add to their forms a *declaration of honour* according to which the undersigning applicant confirms that the expected actual costs with the recognition will not be lower than a given % of the rate to be defined by the 'EURES TMS employment service'. In the case of expenditure below the indicated threshold, the project holds the right to reduce the final payment accordingly.

3.6. Mobile candidates temporarily living and looking for a job in another Member State

In line with the principle of free movement of workers in the European Economic Area, any candidate who has moved temporarily²³ to another EU EEA country to look for a job, traineeship or apprenticeship but has kept residence in the country where s/he lived before departure is eligible to benefit from the financial measures and recruitment support, **except for the mobility allowance for taking up duty because s/he is already living in the country of destination.**

For this purpose, the candidate shall be registered with a EURES TMS beneficiary and shall be short-listed for one or more job vacancies available in the relevant host Member State. S/he will be requested to justify his/her temporary residence situation on the basis of documentary evidence.

3.7. SMEs (Employers) Authorised expenditure – Training programmes for EURES TMS candidates and existing SME workers.

Recruiting SMEs have the opportunity to take advantage of tailor-made training programmes within the EURES TMS framework, specifically designed to address skills shortages and to meet the needs of jobseekers. These training initiatives aim to align with identified shortages in the sector, promoting the development of skills that support the implementation of high-quality working practices and the exploration of innovative working methods.

²³ EU citizens can stay in another Eligible country looking for work up to maximum 6 months.



These incentives are designed for SMEs operating in sectors with labour and skill shortages, and the priority sectors are those economically justified and identified in the granted projects.

EURES TMS beneficiaries shall cover (fully or partially) training costs from their budget, providing details in the application, both in terms of amount covered and number of trainings provided. Expenditure declared is based on actual costs, co-funded at 95% (in compliance with the call text).

The supervision and control of training services within EURES TMS is the responsibility of the EURES TMS beneficiaries. The costs associated with training programmes must be borne directly by the projects, whether offered by the beneficiaries themselves or subcontracted. This approach ensures a flexible and targeted allocation of resources, allowing SMEs to optimise the impact of their training initiatives on labour and skills shortages.

The duration and costs of training support may vary by country, re/up-skilling needs, or the nature and duration of services.

All activities' costs shall be justified and in line with the intended purpose and usual market prices. In compliance with Art 186(f) of the Financial Regulation, eligible costs actually incurred by the beneficiary shall be reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

For the development of tailor-made training programmes, projects must consistently apply these principles, ensuring that all costs are eligible and consistent with the overall EURES TMS objectives.

It is important to note that both candidates recruited through EURES TMS and existing SME workers in need of specialised training can actively participate in these training programmes. This inclusive approach increases the overall impact of training initiatives to fill skills gaps and address labour shortages.

Management of costs

The maximum authorised amount for financial support for training programme cost per candidate is capped at **EUR 1 500,00**. After the EURES TMS beneficiaries have approved the training programme, employers (SMEs) are eligible to claim payment of the authorized amount only once the worker, trainee, or apprentice has started employment in the company (whether recruited through the EURES TMS action or not) and the training programme has been initiated. Given that some training activities may be implemented over several days or weeks, there is no time limit for completion of the programme. Training activities must have started, be carried out and completed within the duration of the action set out in the signed grant agreement.

Both in-company and/or external training may be accepted.



To request financial support, the following information is mandatory, regardless of the training programme's status, whether concluded or in progress:

- A brief description of the training program
- Learning components
- Duration
- Employer's signature
- Names of participants and their signatures

Employers can use the standard form (Annex I) or submit equivalent information through a free-text email. They may also be prompted to complete a brief satisfaction questionnaire.

EURES TMS beneficiaries should require information from the employer regarding the provisional duration of the training to establish a deadline for the submission of all mandatory documents.

Payments to SMEs will only be processed after the submission of written evidence confirming that the action generating the payment has occurred or, at the very least, has been initiated.



4. Overview of funding rules

Candidates:

TABLE I

Financial support measures for candidates

<i>Measure</i>	<i>Amount (EUR)/cost calculation methodology</i>	<i>Rule of allocation</i>
Language training	up to 2 200,00 EUR	Candidates applying for a job, traineeship, or apprenticeship in another EU/EEA country, who have been short-listed for recruitment, might be entitled to participate in a language course. Candidates may choose a language course according to their preferences and recruitment needs, in cooperation with the EURES TMS beneficiary.
Recognition of diplomas and qualifications	up to 440,00 EUR	Any candidate who has at least been preselected for a job, traineeship/apprenticeship and who needs to have the academic /professional qualifications recognized in the destination country.
Candidates' allowance for interview	Unit costs methodology as fixed by the authorising Decision C(2021)3514.	As a general rule, short-listed candidate may receive financial support for one interview trip abroad. If deemed necessary, a second interview trip may be authorised.
Mobility allowance and family mobility allowance for job/traineeship/apprenticeship	600 x 3 months per recruited candidate + Family mobility allowance: 660 x 2 months per family	Only after confirmation by the employer of the offer and contract conditions, the recruited candidate is entitled to receive this allowance per month. The first unit cost will be paid before leaving the country of origin. The project must receive written confirmation by the employer and recruited candidate that he/ she actually taken up duty. Recruited candidate needs to confirm the relocation of the family.

Employers (SMEs):

SMEs can receive financial contribution to the cost related to training programme for candidates recruited through EURES TMS and existing SME workers in need of specialised training. EURES TMS Beneficiaries may cover training costs from their budget, providing details in the application. Expenditure is based on actual costs, co-funded at 95% (in compliance with the call text).

The maximum authorised amount for financial support for training programme cost per candidate is capped at **EUR 1 500,00**.



5. General rules - Payments to target groups

The EURES TMS beneficiaries shall be in a position to ensure **prompt payments** to target groups and also to comply with the minimum standards for the control of expenditure. Administrative requirements shall be limited to the strict minimum of paperwork necessary. Financial support for target groups, as outlined in this implementation guide, is contingent upon the check and approval of the request, which is subject to the submission of necessary supporting documents. The bank transfer statements, and/ or signed receipts may be considered as proofs of payment to be kept and recorded by the EURES TMS beneficiaries. This ensures a transparent and accountable process, aligning with the conditions in the Grant Agreement.

EURES TMS beneficiaries should also note the following:

- they are responsible for the management of the TMS grant, and notably for payments to candidates or to SMEs selected for support.
- copies of the completed and signed forms must not be sent to the Commission unless specifically requested.
- financial support and work placements must occur before the expiry date of the grant agreement signed with the Commission.

5.1. Taxation of EURES TMS financial support

The legal and financial provisions set out in the Financial Regulation²⁴ and also in the 'TMS' scheme legal base²⁵ do not specify any obligation for Member States to exempt EU budget amounts received by target groups (natural or legal persons) from income taxes.

Hence, fiscal laws defined by each Member State in this respect, if any, should apply. This means that the national taxation authorities have the right to levy withholding taxes (or not) on the 'TMS' allowances paid to target groups.

²⁴ Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012

²⁵ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:347:0238:0252:EN:PDF>



PART D: Responsibility of the EURES TMS beneficiaries: CONTROL, MONITORING, DISSEMINATION AND EVALUATION

1. Resources and tasks of the EURES TMS beneficiaries

The activities under EURES TMS shall be developed on the basis of the infrastructure and tools of the organisations participating in the consortium. The EURES TMS beneficiaries will be responsible for the listed activities below, which must adhere to high-quality standards and align with the principles in this guide and in the relevant Call for proposals.

The EURES TMS beneficiaries must select and evaluate, on a fair and equitable basis, both the quality and reliability of the active partners and clients involved in the project, information and data provided by target groups. Continuous monitoring of activity outcomes is also part of their responsibility.

As a general rule, the EURES TMS beneficiaries shall provide information and support services not only to customers from the countries covered by the project, but also to jobseekers and employers from other EU/EEA countries, if any, with no services or other facilities involved in the action. Services shall be **free of charge** for both jobseekers and employers.

The EURES TMS beneficiaries shall ensure the following customised services:

(1) Information, guidance and recruitment activities

- take appropriate actions to raise awareness among candidates and employers of the EURES TMS scheme and inform customers of any relevant targeted events e.g. job fairs, recruitment days, mobility info sessions;
- implement innovative approaches and recruiting methods to identify and reach individuals with particular skills, qualifications, or profiles aligning with the requirements of specific job sectors, affected by labour shortages. This includes innovative techniques, using social media, data analysis for profiling and integration of emerging technologies, aimed at improving the efficiency and effectiveness of the recruitment process;
- make use of the EURES IT tools;
- provide multi-channelled services (e.g. front-office, back-office and e-services) to both candidates and employers;
- apply national labour law to the employment services provided under TMS;



- demonstrate knowledge of sources and the ability to collect labour market information related to intra-EU/EEA mobility for both candidates and employers (e.g. workforce available, social security entitlements, recruiting sectors, etc.);
- assist candidates and employers before, during and after the recruitment process, e.g. by supporting applicants for the selection of funded language courses, company presentations, video/web conferencing sessions, information on living and working conditions in the countries of destination, advice on social security or other legal issues, information on national regulatory frameworks for traineeships and apprenticeships applicable, etc.;
- provide additional services such as assistance for drawing up CVs and/or job descriptions or for setting up an individual action plan, preparation for job interviews, language training or other, etc.;
- provide post-placement assistance and guidance with a view to ensuring the smooth integration of recruited candidates;

(2) Job or work-based training vacancies and CVs handling

- define sectors/occupations in which recruitments will be given priority (targeted recruitment projects, especially those with hard to fill vacancies and labour/skills shortages);
- exploit the potential of the EURES portal and its online facilities & tools, in order to facilitate the sending of CVs by jobseekers.
- by exploring synergies with EURES, integrate efficient tools for managing the influx of candidate applications and job postings, addressing the specific needs of participants looking to benefit from the EURES TMS.
- ensure that EURES TMS job and work-based training vacancies are translated into the EU language(s) requested by employers/jobseekers.

(3) Quality check of employment offers and information practices

- ensure the quality and legal standards of EURES TMS vacancies and will also check the legality and fairness of the labour contract conditions and remuneration **before** signature by the parties.



- have in place the appropriate verification mechanisms in relation to vacancies, (jobs, traineeships or apprenticeships), to avoid illegal work placements or inappropriate forms of occupation.
- ensure fair treatment of candidates, providing information on contractual conditions and social security entitlements²⁶, as well as share as much information as possible about the working, living and integration conditions in other EU/EEA countries.

The contractual relationship between the employer and the jobseeker, trainee or apprentice will be governed by the labour law or specific regulatory framework applicable in each Member State/EEA country respectively.

All employment offers, irrespective of their nature, must be based on a labour contract and abide to minimum quality standards. They should in particular provide high chances to ensure sustainable employment after the training or trial period.

(4) Job-matching and job placement support

- have a thorough knowledge of the EU labour markets and be active matching and placement brokers with a view to ensuring as many successful and sustainable work placements as possible;
- organise the pre-selection of candidates and possibly pre-recruitment interviews (create a short-list);
- help elaborate tailor-made SME training programmes according to the employers' needs

(5) Financial support to target groups

- provide financial support to candidates 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.

(6) Resources

- have qualified staff to implement EURES TMS activities as defined in this guide. They should act as a gateway or resource persons for customers. A project coordinator/manager will be responsible for the overall implementation of the scheme. S/he will be the contact person with the Commission.

²⁶ notably in the case of unemployment after holding a temporary job, traineeship or apprenticeship abroad.



- each short-listed or recruited candidate should have a ‘liaison officer’ from the consortium as his/her contact person for any matters related to his/her recruitment, training and placement integration process;

(7) Data collection and monitoring tools

- have at their disposal and manage appropriate measurement and data collection tools to monitor project progress and results in accordance with the principles and indicators agreed for the purpose of EURES, set out in the implementing act under the EURES Regulation;
- provide regular monitoring data on project implementation to the Commission as specified in section D.8.

(8) Quality control and evaluation

- adopt the necessary measures to ensure high quality output and comply in general with the provisions of this guide;
- ensure that all organisations involved in the implementation and target groups comply with their obligations and the applicable EURES TMS rules;
- carry out surveys on customers' satisfaction to evaluate the overall outcomes of activities as specified in following section D.8.

(9) Information and communication activities

- develop activities in line with the proposed communication plan and make use of the visual identity guidelines provided by the Commission with a view to ensuring EURES TMS visibility;
- create a dedicated EURES TMS section on the participants’ already existing website(mandatory) and be ready to deal with queries and expectations from both national and foreign potential candidates and employers (see section D.2.3. “on-line information to target groups”).
- be ready to cooperate, over the duration of the EURES TMS project, with any large public events or awareness raising activities for candidates and SMEs promoted by the Commission;
- ensure the dissemination and exploitation of results (e.g. through web communication, media, information material, etc.);



- collect success stories, endorsements, etc. and obtain agreement from the participants about their inclusion in communication activities.

(10) Reporting

- abide by the reporting obligations specified in both this Guide and the signed grant agreement.

(11) Networking

- contribute actively to enhancing cooperation, team-building and networking among the EURES TMS beneficiaries;
- participate in meetings organised by the Commission during the contractual period.

2. Visibility of the action

2.1. Information and communication - activities by the Commission

In the framework of EURES communication activities, the Commission develops EURES TMS information tools as deemed appropriate. Information on EURES 'TMS' activities and projects is provided through the EURES portal²⁷.

EURES TMS information available on the EURES portal will be regularly updated, with a view to hosting the hyperlinks to the EURES TMS beneficiaries web info.

The Commission may enhance the visibility of the scheme through publications (e.g. leaflets, video, etc.).

2.2. Information and communication - activities by the EURES TMS beneficiaries

The EURES TMS beneficiaries shall develop and implement a communication plan **proportional to the size and duration of their project** aimed first at mobilising target groups. **Their information and communication activities will use at all times the brand name "EURES Targeted Mobility Scheme (TMS)".**

Active use should be made of EURES IT tools and social media platforms to reach out to target groups.

²⁷ <http://eures.europa.eu>



Besides online information the EURES TMS beneficiaries can choose to make extensive use of social media networks along with standard communication deliverables such as publications, advertisements, audio-visual outputs, etc.

In all cases (publications, web communication or media activities, etc.) the EURES TMS beneficiaries shall respect the European Commission's and EURES visual identity rules applicable²⁸.

2.3. Online information for target groups

Public awareness of EURES TMS can be beneficial to make the scheme known and to get target groups involved.

Web-based communication shall prioritise the following:

- The target groups, i.e. **candidates** and **employers (SMEs)**.
- **Transparency**, e.g. info on economic sectors, occupations or countries covered by the project as well as **customer expectations**.
- Whenever possible, information on **vacancies** available, including the respective skills requirements and contractual conditions.

The EURES TMS beneficiaries may also elaborate and publish online a **EURES TMS quality charter** or similar as below (**indicative**).

- Who we are, where we are (i.e. the project countries) and our commitment
- What candidates (jobseekers and/or trainees and/or apprentices) can expect from us? (*from pre- to post placement*)
- What employers can expect from us? (*from information to post-placement integration*)
- Desk and online facilities to help you: (*e.g. hot line, CV and vacancy registration, training, recruitment tests, mentoring, welcome desk, etc.*)
- Contact details of EURES and/or other relevant project staff

²⁸ Further information at: http://ec.europa.eu/dgs/communication/services/visual_identity/index_en.htm



The guidelines concerning online information for target groups are as follows:

➤ **Mandatory items**

All types of vacancies

- **EURES TMS beneficiaries** (i.e. project coordinators) shall create a **EURES TMS section on the participants' already existing websites** and keep it up-to-date. It should be made operational at the earliest possible date after kick-off of the project;
- Other EURES TMS beneficiaries shall also provide online information on their websites. They should at least create links to the lead applicant's website;
- The online information by members of the consortium must be provided in, at least, **the national language(s) and in English.**

Each project must provide details on the EURES TMS services available and participation conditions as hereinafter.

- Target groups must be given online information on **general project participation and access conditions**;
- For candidates, it must be clear **how to apply**, i.e. online or through other channels with indication of the procedure for submission of applications, if any;
- For employers, there must be information on **participation conditions** if they wish to register their vacancies or discuss the feasibility of a recruitment project and the terms of support in the form of training and training programmes;
- It is recommended to publish a **Q&A fact-sheet**, focusing on the most recurrent queries.

➤ **Recommended items**

- Inform users when job vacancies/work-based training **offers** could be open (if none is available);
- Up-date the **TMS online information** as and when new recruitment needs and placement activities emerge during a EURES TMS project's lifecycle.



2.4. Dissemination and exploitation of project results

Dissemination and exploitation of results are relevant features of the EURES TMS project lifecycle. The EURES TMS beneficiaries will endeavour to publish regularly information on the state of play and present progress on the implementation of the action at the occasion of events or activities relating to job opportunities.

This means that the EURES TMS beneficiaries shall communicate and share outcomes, experiences, good practices, success stories and deliverables achieved by their project, thus extending the impact of activities, improving their sustainability and justifying the European added value of the scheme.

3. Quality control, risk management and contingencies

The Commission shall ensure that the financial interests of the European Union are protected by measures to prevent mismanagement, abuse, fraud or any other illegal action as well as by effective checks and the recovery of amounts unduly paid.

3.1. Quality control

All activities in the framework of the present call for proposals must be implemented in accordance with high quality standards. Consequently, the EURES TMS beneficiaries must screen both the quality and reliability of the information and data provided by target groups and other active partners in the project. They must also monitor the outcome of their activities.

3.2. Quality of vacancies and credibility of the employer

Employment services usually have established proceedings to check the reliability of job offers and corresponding employers. In general, these vacancies are not uploaded in their database systems without preliminary screening.

In any case, the EURES TMS beneficiaries involved in job matching and job placement activities must ensure the reliability of both the job vacancies/offers and the employers. These requirements are particularly relevant at the moment of collecting vacancies or when a jobseeker is offered a work placement and a labour contract.



The following must systematically be verified:

a) *Vacancy description:*

- Job details (type of job or work-based training post, required profile/skills, tasks, geographical location, etc.)
- Candidate's profile (required educational and professional background, other specific requirements e.g. knowledge of languages, specific skills, etc.)
- Contractual conditions (salary, duration of the labour contract, working hours, social benefits or other e.g. fringe benefits)
- In the case of traineeships and apprenticeships, other particular or national framework conditions applicable to these categories of workers, e.g. dual training opportunities, in-company coaching practices, etc.

b) *Credibility of the employer* (via consultation to one or more of the following sources):

- PES or other authorised bodies dealing with corporate registrations
- Chambers of commerce
- Employers' associations
- Internet checks
- Other

Irrespective of the method, documentary evidence of consultations must be recorded by the EURES TMS beneficiaries.

4. Follow up actions

Please note that the EURES TMS beneficiaries should be in a position to:

- verify that the candidate(s) has/have actually travelled for interview and/or for taking up duty;
- in the case of payment of allowances against justification documents, verify the accuracy and reliability of the information provided;
- verify the progress of the language course and its completion;
- obtain information from the employer about the outcomes of the job interview(s) in writing;
- obtain confirmation from the employer of the entry into duty of the recruited jobseeker, trainee or apprentice (in writing);



- obtain information, after job placement, on the worker/trainee/apprentice's adaptability to the work placement and outcomes of the SMEs training programme (where applicable), traineeship or apprenticeship (tracking).

5. Candidates' and SMEs' rights and obligations

The risks associated with the EURES TMS funding to candidates have been minimised to the maximum possible extent. Grants have limited risks if based on actual declared costs and paid after the action generating the expenditure has occurred. Flat-rates, unit costs or other allowances may need some enhanced control.

If the candidate, having been offered a service in kind (e.g. a preparatory training) or having been granted financial support before the action takes place, fails to comply with his/her obligations, then the 'EURES TMS beneficiary' must claim immediate refunding of the amounts paid. *Force majeure* reasons, based on documentary evidence, may determine a different treatment to be examined on a case-by-case basis (in consultation to the Commission, if necessary).

If, in the case of duly justified reasons,²⁹ the jobseeker, trainee or apprentice is unable to participate in the planned job interview or accept the proposed work placement, s/he can be given a second chance with the same or with another employer in another EU/EEA country. The justification should in any case be consistent and submitted in writing. Support documents can be attached if necessary.

Any allowance for an interview trip or for moving abroad can only be kept by the candidate if a second interview or work placement opportunity is immediately available in the same country of destination and against signature of a new receipt declaration before moving abroad.

Any amount paid on the basis of false declarations should be promptly recovered by the EURES TMS beneficiary.

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 are a cause for the rejection of funding support or for refund claim of any amounts paid.

The follow-up measures specified in section D.4 above can help to limit risks. See section D.7 below for further information on recovery proceedings.

²⁹ Including also certified illnesses, accidents etc.



6. Early termination of the labour contract

Workers, trainees, apprentices or employers can have justified reasons for claiming **early termination of the labour contract**, e.g. the recruited worker's inability to adapt to the job, family problems, accident, etc.

Whichever the circumstances, the decision should always be taken in compliance with the applicable labour law. In the framework of the follow-up obligations incumbent to the EURES TMS beneficiaries (see section D.4 above), these should track the sustainability of work placements during the preliminary weeks of the labour contract and spot any possible misuse of funds.

If duly motivated and lawful reasons exist for discontinuing the labour contract before the end of the recommended minimum contractual period (3 or 6 months), there should be no recovery of amounts paid to the worker/trainee/apprentice and the SMEs. This is acceptable insofar as the cause(s) for termination of the contract could not have been foreseen (*force majeure*).

If there has otherwise been unjustified and/or intentional breach of contractual obligations by one or both parties, then the EURES TMS beneficiaries must recover the amounts paid immediately - refunding to be claimed to the default party(ies).

7. Liability of the EURES TMS beneficiaries

Management of the action

The EURES TMS beneficiaries are responsible for due compliance with the rules set out in this Guide. **They are also accountable for the sound implementation of the eligibility criteria and funding support as well as for checking the quality and legality of job, traineeship or apprenticeship offers and of labour contracts (fair mobility)**³⁰.

The EURES TMS beneficiaries shall monitor the outcome of job placement activities, notably in the country of destination of the mobile worker(s).

Adequate corrective or mitigating measures must apply for any risks that may be encountered during the implementation of activities.

Recovery of unduly paid allowances

In spite of the precautionary measures taken by the EURES TMS beneficiaries when paying allocations, candidates do not always comply with their obligations. In such circumstances, they shall take the following measures:

³⁰ See section D.3



- i. Ensure that all customers provide as complete as possible contact details, namely postal address, e-mail address and telephone number;
- ii. Make follow up checks systematically after an interview trip (a few days later) or the candidate's relocation to another country (a few days or weeks after job uptake);
- iii. In the event of non-compliance, activate an *early warning system* immediately by notifying the candidate in writing of his/her irregular situation³¹;
- iv. If no reply is received within the proposed deadline, a second and possibly a third written notification should be sent;
- v. Correspondence must be recorded by the 'EURES TMS beneficiary'. It is part of the project management documentation;
- vi. Inform the Commission as early as possible, and in any case before the official end date of the grant agreement, of the non-recovered amounts and the action taken on the basis of documentary evidence;
- vii. Include also a brief assessment on the possibility for EURES TMS beneficiaries to take legal proceedings against the default beneficiaries e.g. feasibility and proportionality of the action, estimated legal costs and duration of proceedings, etc.;
- viii. Declare the unrecovered amounts in the final statement of accounts and in the audit report.

The reported situations will be examined on a case-by-case basis by the Commission.

Relationship with customers

To the maximum extent possible, **the EURES TMS beneficiaries must avoid situations giving rise to litigation.** They must provide accurate and up-to-date information to customers, in particular to those with whom they may have initiated a recruitment process. Customers have the right to know the contact details of the officer in charge of their file. An e-mail box address or other clear contact details must also be made available online for customers interested in submitting queries or lodging complaints. These queries or complaints must receive a prompt reply.

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

8. Monitoring and evaluation

The monitoring of EURES TMS activities is a crucial part of the responsibilities assigned to the EURES TMS beneficiaries so as to take stock of results as well as of success and failure factors in the scheme. The collection of data provides a sound basis for critical review of the scheme with a view to its future improvement.

³¹ If the labour contract is discontinued by the employer before the 3 or 6 months' period without a lawful and acceptable justification, then the employer must reimburse the mobility costs and possibly other TMS costs incurred.



The EURES TMS beneficiaries shall monitor the action and make data available, in particular on the number of placements under targeted mobility schemes, to the monitoring system put in place for the implementation of ESF+.

The European Commission will also monitor the action through the EURES Performance Measurement System (PMS) to which the beneficiaries need to make available the following data:

Jobseekers information: total number of jobseekers, gender, age of jobseekers, educational attainment, status of jobseekers (PES registered or not)

Employers information: total number, size of the employers (in terms of number of employees), three most frequent NACE Sectors³².

The EURES TMS beneficiaries are responsible for collecting data on progress with the scheme and for submitting quantitative and qualitative data to the Commission during the implementation phase on the basis of a common data collection template. The practicalities to provide that information will be agreed with the EURES TMS beneficiaries as from the kick-off of projects. The submission of data is planned on a **bi-annual basis** and includes also a survey to posted candidates with the support of the project. This activity is supervised by the Commission or an external contractor authorised by the latter.

The call for proposals introduces clear requirements on the monitoring for EURES TMS beneficiaries. EURES TMS beneficiaries are called upon to align the monitoring and reporting of their EURES TMS projects as much as possible with the new implementing act on the performance measurement system (PMS) that is applicable to EURES Members and Partners as of 2018. In accordance with the EURES Regulation, the projects must therefore work together with National Coordination Offices to provide the relevant data under the PMS and assist those Offices to indicate in the PMS where there is the overlap or not.

The aim of the PMS is to present a comprehensive overview of EURES activity under the Regulation. It is of particular importance to understand the data sources and the origin of the different figures on EURES activity in the PMS as regards job placements effected as a result of recruitment and placement activity and information and guidance provided to workers and employers, so as to avoid, as much as possible, double counting/overlap.

Moreover, the reporting of the activities co-financed must contribute, wherever appropriate, to the exchange of information between Member States and to the EURES programming cycle in accordance with chapter V of the EURES Regulation. EURES beneficiaries are invited to liaise with their respective National Coordination Offices on this point.

³² https://ec.europa.eu/eurostat/statistics-explained/index.php?title=Business_economy_by_sector_-_NACE_Rev._2



Besides the bi-annual monitoring survey above, it is recommended to collect data on customers' satisfaction (jobseekers and employers) on a regular basis. The questionnaire is provided by the Commission and its external contractor, and it is short and user-friendly. Data collected will be relevant to feed into the regular monitoring exercises as well as in interim and final reports submitted to the Commission.

NOTICE: while respecting data protection rules applicable, both jobseekers and employers should be informed in advance and agree on the fact that data on individual support provided may be collected and used for monitoring purposes. They may also be invited to participate in action surveys. No personal data will be disclosed publicly.

For events, it is important to get from jobseekers and employers their specific consent, either by a statement or by a clear affirmative action, for processing and transferring their personal data including to an external contractor responsible for the monitoring.

Beneficiaries/contractors should therefore inform all participants via a Privacy Statement that is not only published online, but is also provided individually to each participant (e.g. as part of the email where the beneficiary/contractor first contacts the individual concerned) that the Commission/external contractor would be processing their personal data. Beneficiaries/contractors shall be able to demonstrate that consent was obtained subject to conditions of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (i.e. keep a record that shows how the consent was obtained and whether it was valid) and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data



ANNEX I: Forms

This section provides the basic EURES TMS forms

The EURES TMS beneficiaries are free to make amendments to improve the clarity and quality of the forms. The templates should have the letterhead of the EURES TMS organisations. The forms can also be translated into other EU EEA languages of the countries covered by each project. Please follow the EC and EURES visual identity rules applicable as mentioned in section above.

If necessary, the EURES TMS beneficiaries can also create additional forms or other management tools with a view to securing the best service provision and the appropriate follow up of the action.

Documentary evidence must always be attached to the forms. A customers' satisfaction questionnaire is also recommended in the case of requests for mobility allowances and SMEs' funding support.

Overview of EURES TMS forms

Appendix I – Application for attendance and reimbursement of a language course

Appendix II – Application for payment of costs with recognition of academic and/or professional qualifications

Appendix III– Interview or mobility allowance receipt declaration (candidates)

Appendix IV - Application for a SME training programme



APPENDIX I

EURES TARGETED MOBILITY SCHEME

EURES TMS

APPLICATION FOR ATTENDANCE AND REIMBURSEMENT OF LANGUAGE COURSE

I, the undersigned,

Nationality.....

Resident in Country

Telephone E-mail address

have been short-listed/pre-selected/recruited (*please circle as appropriate*) for a job/traineeship/apprenticeship (*please circle as appropriate*) in[*country*] and request authorisation to attend a (*please indicate the language*) course with a view to improve my chances of a successful integration in the future work placement.

Details on the language course are attached to this form.

The language course will be held in(city/country)

Learning level/content:

Duration----- Price: -----

Payment of the training course is on my charge. The maximum refunding amount provided by 'TMS' will not exceed **EUR 2200**. I understand that for reimbursement entitlement I need:

- to obtain written authorisation from the TMS employment service prior to attendance
- submit, after enrolment / completion of the course (*please circle as appropriate*), a written request for reimbursement of total costs / advance and balance (*please circle as appropriate*) with my bank account details and copy of the receipt/invoice. A copy of the language course certificate will be submitted with the request for reimbursement of total costs or balance payment.

Signature

Date: ___/___/___

Annex: Language school offer (*description of the course and indication of duration, content/level and price are mandatory*)



APPENDIX II

EURES TARGETED MOBILITY SCHEME

EURES TMS

APPLICATION FOR PAYMENT OF COSTS WITH RECOGNITION OF ACADEMIC AND/OR PROFESSIONAL QUALIFICATIONS

I, the undersigned,

.....
Nationality.....

Resident in Country

Telephone E-mail address

have been short listed/pre-selected/recruited (*please circle as appropriate*) for a job/traineeship/apprenticeship (*please circle as appropriate*) in[country] as (please indicate the professional status).

In order to perform my duties and be in conformity with legal requirements of the country of destination, I had to request the recognition of my academic / professional qualifications (*please circle as appropriate*).

I hereby apply for 'TMS' financial support (**EUR 440**) for covering the costs incurred with the recognition of my qualifications. I am attaching copy of both my national academic / professional qualification(s) certificate(s) and the following additional document(s) (*please circle as appropriate*):

- recognition request form
- other (please specify)

.....
My bank account details are also enclosed.

I hereby declare that the information provided is true and in conformity with the "TMS" requirements.

Signature

Date: ____/____/____

Annexes: National academic/professional certificate(s) (*before recognition*) and document(s) above



APPENDIX II

EURES TARGETED MOBILITY SCHEME

EURES TMS

DECLARATION BY CANDIDATE - INTERVIEW OR MOBILITY ALLOWANCE

I, the undersigned,

Nationality.....

Resident in Country

Telephone E-mail address

DECLARE

that I will attend the interview(s)/take the job/traineeship/apprenticeship offer (*please circle as appropriate*) in

(company(ies) name(s) and location)

(country(ies) of destination)

on ____/____/____

and for this purpose

I ACKNOWLEDGE

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

The payment is/has been made by

Bank transfer Cheque Pre-paid card In cash

I am also aware that the TMS employment service has the right to check ex-post that the conditions for TMS funding have been duly respected and to claim refunding in the case of false declarations or unjustified cancellation of the labour contract.

I the undersigned declare on honour that I do not benefit from any other EU grant (from 'TMS' or other EU programme) or employer³³ organisation's subsidy for the action above.

Signature

Date: ____/____/____

Annexes: as indicated in section C.3.2 and C.3.3

³³ Declaration by employer stating that the coverage of similar costs is not foreseen in his/her company's employment shall be attached.



APPENDIX IV

EURES TARGETED MOBILITY SCHEME

EURES TMS

CONFIRMATION OF THE TRAINING COURSE

We (insert name of EURES TMS beneficiary) hereby confirm that the applicant:

Surname, first name in block letters

is authorized to attend the following training course:

Brief description of the course and learning content:

Location:

Duration (from – to):

Timetable:

[Weekly: Monday – Wednesday - Friday, from xxh00 to yyh00]

[Daily: from xxh00 to yyh00]

(...other specifications, if any)

Date ___/___/20__ (dd/mm/yyyy)

Signature

(EURES TMS employment service or training provider)



ANNEX II: Glossary of key terms

ALMPs - *Active labour market policies* are government schemes or programmes that intervene in the [labour market](#) to help the [unemployed](#) find work. In general, they can consist of tailor-made employment services and/or training services and/or employment subsidies.

Allowance – fixed quantity of money

Apprenticeships (*see also traineeships*) – apprenticeships may vary across the EU countries. They often formally combine and alternate company-based training (periods of practical work experience at a workplace) with school based education (periods of theoretical/practical followed in a school or training centre). Apprentices usually have the status of employees, are paid for their work and obtain a certified qualification³⁴.

Candidate – the jobseeker or job changer who has applied for a job, traineeship or apprenticeship in another EU EEA country.

Career - is a lifetime professional 'journey' of building and making good use of your skills, knowledge and experiences.

Company – Legal persons established under civil or commercial law, including cooperative societies and other legal persons governed by public or private law, except those which are non-profit-making.

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 frontier worker between his/her country of residence and the country in which his/her workplace is located.

Cross border mobility – refers to labour mobility between cross border regions of EU neighbouring countries.

Country of residence – refers to the country where the prospective 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 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 worker takes up a job in "another Member State" as opposed to his/her country of residence.

ESF+ programme – Employment and Social Innovation ("EaSI") strand of the ESF+ is a European-level financing instrument managed directly by the European Commission. It provides financial support to achieve high employment levels, fair social protection, a skilled and resilient workforce ready for the future world of work, as well as inclusive and cohesive societies aiming to eradicate poverty.

Eligibility criteria – these are the criteria that a project or action must fulfil, regarding in particular the target groups, location, duration and 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 action.

Employment service – any legal entity, lawfully operating in a Member State, which provides services for workers to get employed and for employers to recruit workers.

Enterprise – any undertaking engaged in an economic activity regardless of its size, legal form or of the economic sector in which it operates.

Established (enterprise) – relates to a company, organisation or body fulfilling certain national conditions (registration, statement, publication, etc.) that allow them to be recognised by the national authority.

³⁴ Cf. Cedefop



EU – European Union

EU outermost regions – the nine regions geographically very distant from the European Continent that form integral part of the EU are: Martinique, Guadeloupe, French Guiana, Reunion, Mayotte, Saint-Martin (FR), Madeira and the Azores (PT) and the Canary Islands (ES).

EURES – EURES is a cooperation network designed to facilitate the free movement of workers within the EU-27 countries plus Switzerland, Iceland, Liechtenstein and Norway. The network is composed of: the European Coordination Office (ECO), the National Coordination Offices (NCOs), EURES Members and EURES Partners. Members and Partners in the network may include Public Employment Services (PES), Private employment services (PRES), trade unions, employers' organisations and other relevant actors in the labour market. The Members and Partners provide information, placement and recruitment services to employers and jobseekers whereas the European and National Coordination Offices oversee the organisation of the activities at European and national level respectively. Moreover, EURES has an important role to play in providing specific information and facilitate placements for the benefit of employers and frontier workers in European cross-border regions. In practice EURES provides its services through the portal and through a human network of around 1000 EURES advisers that are in daily contact with jobseekers and employers across Europe.

EURES TMS beneficiary – the labour market organisation to which the European Commission has awarded a grant to implement TMS activities.

EURES TMS: EURES "targeted mobility schemes" are initiatives which aim to test innovative methods to implement cross border job mobility and tackle the needs of specific target groups, economic sectors, occupations or countries.

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.

Flat rate financing – it refers to funding covering specific categories of expenditure either by applying a standard lump sum or scale of unit cost.

Force majeure – it refers to an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part.

FTE — full-time equivalent

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.

Training programme – A training program for skills refers to a structured and organized series of activities designed to enhance and develop specific abilities, knowledge, or competencies in individuals. The goal is to improve their proficiency in a particular area, enabling them to perform tasks more effectively and efficiently.

Job - a job is work undertaken under the direction of someone and for which one receives pay.

Jobseeker – someone who is looking for a job.

Job changer – someone who is employed but intends to move to another job.

Job matching – identification of suitable job candidates for a specific job vacancy; 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. a *de facto* transition into employment of a registered jobseeker or job changer



Job vacancy – a paid post that is newly created, unoccupied or about to become vacant (Source: Eurostat). It refers to any offer for employment, where a successful applicant, through taking up the vacant post, would enter into an employment relationship that would qualify him/her as a worker for the purposes of Art 45 TFEU.

Occupations – grouping of jobs involving similar content in terms of tasks and requiring similar types of skills (Source: Skillsbase - Labour market information Database) or a group of activities requiring a homogeneous series of techniques and skills within a specific field and speciality (Source: Cedefop).

Recruitment – the provision of services to mediate between supply and demand with the objective of filling a job vacancy.

Scheme – schemes under the Union budget are made available by decision of the budgetary authority (the European Parliament and the Council of the European Union together). They may be featured to test and prepare proposals with a view to the possible adoption of future actions/spending programmes, in accordance with policy priorities of the Union.

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 – in the framework of the 'EURES TMS scheme' subsistence costs refer to meals, local travel, as well as other sundries.

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

TFEU - Treaty on the Functioning of the European Union –

Traineeships (*see also Apprenticeships*)– limited period of work practice, which includes a learning and training component, undertaken in order to gain practical and professional experience with a view to improving employability and facilitating transition to regular employments³⁵. It aims to bridge the gap between the theoretical knowledge gained in education and the skills and competences needed at a workplace.

There are five main types of traineeships: traineeships during education; traineeships forming part of mandatory professional training (e.g. law, medicine, architecture, etc.); traineeships as part of active labour market policies; traineeships on the open market; transnational traineeships.

Transnational labour mobility – possibility of moving from one Member State to another 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.

Work-based training – refers to gaining in-company professional experience as a trainee or apprentice.

Mobile jobseeker – European (EEA countries) person looking for a job in another Member State/EEA country.

³⁵ COM(2012)728 final, 5.12.2012 - "Towards a Quality Framework for Traineeships"