

**EURES – European Employment Services**

**Budget Heading 04.03 04 00**

**VP/2009/008**

**Open call for proposals  
for the establishment of a three-year partnership  
with EURES members and partners**

**Period covered: 01.06.2010-31.05.2013**

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## 1. EURES

EURES (European Employment Services) is a network for co-operation between employment services of the Member States, their partners and the Commission to exchange information concerning vacancies and applications for employment, information on the state and trends of the labour market as well as information concerning living and working conditions. Its purpose is to facilitate mobility on the European labour market by providing services for workers and employers as well as for any citizen wishing to take advantage of the right of free movement of workers in the EU.

The EURES co-operation is legally based on

- Article 46 of the Treaty on the Functioning of the European Union,
- Regulation (EEC) 1612/68, part II,
- Commission decision (2003/8/EC) of 23 December 2002<sup>1</sup>, and
- EURES Charter adopted by the European Co-ordination Office.

Furthermore, the EURES co-operation has been fully extended to the EEA countries. Switzerland also co-operates within the EURES framework in accordance with the Agreement of 21 June 1999 between the European Union and Switzerland on the free movement of persons.

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<sup>1</sup> OJ L 5 of 10 January 2003.

The EURES network is composed of members and partners. The EURES network members and partners operate at different levels: European, national, regional, local.

The members are the European Co-ordination Office (EURESco) situated in the Employment, Social Affairs and Equal Opportunities Directorate-General of the European Commission and the Public Employment Services (PES) of the Member States and/or other bodies nominated by them as well as those of Iceland, Liechtenstein and Norway. Switzerland cooperates with the network.

The partners are local and regional authorities/bodies and the social partners, in particular with regard to the EURES tasks which they carry out in the framework of the EURES cross-border partnerships.

The services provided by EURES include databases on job vacancies, job search, living and working conditions, as well as personalised services provided by EURES members and partners. Many of these services are supplied by the EURES advisers who work within the public employment services and the social partners' institutions, providing information and advice about all issues related to the free movement of workers in the EU/EEA. EURES plays an active role in the development of the European labour markets by job broking services aimed at preventing and combating skills bottlenecks.

The activity plans of EURES members and partners' activities are based on the EURES guidelines 2010-2013 adopted following the opinion of the EURES High Level Strategy Group of 3 December. On the basis of these guidelines, each EURES member will establish a three-year activity plan which lists the activities proposed to achieve the objectives fixed in the guidelines.

## **2. Purpose of the call for proposals**

Article 9 of the Commission Decision implementing Council Regulation (EEC) No 1612/68 as regards the clearance of vacancies and applications for employment<sup>2</sup> specifies that the Commission may grant financial assistance for the implementation of the activity plans established by the EURES partners and members.

The purpose of this call for proposals is to select organisations to work with the Commission and receive support through specific grant agreements for the period 2010-2013. The selection will be made on the basis of three-year activity plans. Such support will be given through the conclusion of framework partnership agreements based on the provisions of Article 108 of the Financial Regulation<sup>3</sup> and Article 163 of the Implementing Rules<sup>4</sup>.

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<sup>2</sup> Commission decision 2003/8/EC of 23 December 2002, OJ L 5, 10 January 2003, p. 16.

<sup>3</sup> Council Regulation (EC, Euratom) n° 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities (OJ L 248, 16.9.2002, p. 1), amended by Council Regulation (EC, Euratom) No 1995/2006 of 13 december 2006 (OJ L390, 30.12.2006, p. 1) and Council regulation (EC) 1525/2007 of 17 december 2007 (OJ L 343, 27.12.2007, p. 9).

<sup>4</sup> Commission Regulation (EC, Euratom) n° 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities (OJ L 357, 31.12.2002, p. 1), amended by Commission regulation (EC, Euratom) No 1261/2005 of 20 July 2005 (OJ L 201, 2.8.2005, p. 3), Commission regulation

The Commission hereby invites the members of the EURES network and other eligible organisations to submit requests for EURES activities under budget heading 04 03 04 00.

### **3. The framework partnership agreements**

Conclusion of framework partnership agreements will offer a more stable and structured environment which will be in the interests of the Commission and of the EURES members and partners.

Partnerships are implemented by two legal instruments: framework partnership agreements and specific agreements.

- Firstly, the framework partnership agreement will set out the conditions governing grants to partners for carrying out activities, on the basis of a three-year activity plans. This first-level agreement does not constitute an obligation for the Commission to award grants. Framework partnership agreements define the respective roles and responsibilities of the Commission and the partners in implementing the partnership. They present the common general objectives; the type of activity envisaged; the procedure for awarding specific grants; the general rights and the obligations of each party under the specific agreements.
- Secondly, following the signature of the framework partnership agreement, the Commission will invite selected organisations to provide an annual activity plan and the correspondent detailed budget in order to conclude a specific grant agreement for an annual grant.

### **4. The guidelines 2010-2013**

#### **Guideline 1 – Improving access to EURES**

Visibility of EURES should be developed taking into account two different sets of potential users. On the one hand – the internal visibility – is the awareness-raising and knowledge of EURES services in all parts of the PES organisations. In practice this means that the mainstream PES officers should be aware of the existence of EURES and be able to provide their customers (jobseekers and employers) with basic information about EURES. On the other hand - the external visibility – potential clients must be aware of the existence of EURES and the services that it can offer. Activities should be targeted towards the public which can be EURES potential clients such as jobseekers, unemployed, youth, graduates, employers, employees, etc.

Key actions:

1. Provide EURES training and awareness sessions for non-EURES staff.

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(EC, Euratom) No 1248/2006 of 7 August 2006 (OJ L 227, 19.8.2006, p. 3) and Commission regulation (EC, Euratom) No 478/2007 of 23 April 2007 (OJ L 111, 28.4.2007, p. 13).

2. Produce and implement a national information campaign to inform the clients (jobseekers, unemployed youth, graduates, employers, employees, etc.) on the opportunities offered by the European labour markets.
3. Include information on EURES in PES mainstream publications.
4. Make EURES and mobility part and parcel of the national strategies by including EURES and mobility in national PES plans.
5. Make jobseekers and employers aware of the opportunities offered by mobility.
6. Development of infrastructures providing services and customer relationship management (i.e. provide EURES advisers with the necessary resources for carrying out their tasks to focus on the clients).

Optional action:

7. Establish national help desks to give information to clients.

### **Guideline 2 – Ensuring services to employers**

Employers should be made aware that they have the possibility to recruit staff from all EU Member States as well as from Norway, Iceland, and Liechtenstein and also from Switzerland. Employers should also be informed that EURES can help them to fill their job vacancies in other countries. The emphasis should be put on the following advantages. First, find the right person for the right job: looking abroad offers the attractive possibility of finding the skilled staff they are looking for. Second, discover the motivation of mobile workers. They are ready to start working, often on short notice, are very flexible and willing to adapt to a new work environment. Third, increase innovation and competitiveness of business. Mobile workers bring along a solid background of educational and professional experience that can help business grow. Furthermore they can help in establishing new business contacts in their country of origin.

Key actions:

1. Develop a strategy to enable all employers, in particular SMEs, to access information about EURES and the possibility of advertising their job vacancies on the EURES Portal. Ensure that employers experiencing recruitment difficulties receive a consistent service from the EURES members and partners.
2. Develop and offer "mobility packages" to employers consisting of information, advice and job matching. Systematically seek feedback from employers to measure the impact of EURES in terms of placement. EURES in the host country should help employers in supporting workplace integration, including through the provision of language courses to workers.
3. Develop and implement quality and fair traineeship allowing employers to give the possibility to young people from abroad to work in their companies.
4. Develop and implement a service level agreement between EURES and employers at

the appropriate level, or a customer charter to explain what employers can expect from EURES.

### **Guideline 3 – Providing services to jobseekers, job changers and the unemployed**

Jobseekers should be made aware of at least the following benefits. Firstly, the possibility of gaining new skills both professionally and personally. Working in another country strengthens self-confidence and improves the communication skills as a direct result of working in a different cultural environment. Secondly, the possibility of getting new insights and different perspectives. Working abroad gives the possibility of experiencing a new culture, learn or improve a foreign language and become more open to new learning. Thirdly, the possibility of finding temporary or seasonal job. Some sectors, like tourism and agriculture have high seasonal demand and often need to recruit from other countries.

Key actions:

1. Provide comprehensive information and advice to jobseekers and mobile workers (cross-border workers, seasonal workers, migrant workers<sup>5</sup>, and posted workers) in order for them to profit from the advantages of mobility and exclude its disadvantages. This information shall be provided before, during and after the mobility experience.
2. Organise a "mobility package" for jobseekers, job changers, and workers. This should include the provision of EURES services before departure from the home country and after arrival in the destination country. It should also include services for workers willing to return to their home country or to move to another country. This should be organised with other EURES members, the sending country and the host country.
3. Develop a strategy to enable all jobseekers, job changers, and the unemployed, to access information about EURES and the possibility of finding a job on the EURES Portal. These target groups will receive information, counselling and the possibility of placement.
4. Establish bilateral or multilateral recruitment and matching activities, promoting and operating targeted geographical and occupational mobility between Member States and regions.
5. Use multi channelling and self service to deliver basic information advice and job broking services on mobility.
6. Organise European Job Days every year in September/October and/or in April/May.
7. Establish arrangements between sending and receiving EURES partners to support mobile workers before, during and after the move.
8. Develop a customer charter to explain what clients can expect from EURES.

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<sup>5</sup> Third country nationals can be covered as long as they have the right to work in another EU/EEA country (and Switzerland).

Optional action:

9. Encourage the mobility of graduates and young people to SMEs.

#### **Guideline 4 – Networking with other stakeholders**

Closer co-operation mechanisms shall be put in place at the local level with other EU networks or instruments (including the structural funds) which promote occupational and geographical mobility. The key stakeholders are the social partners. Local and regional authorities, universities, NGOs, private employment services and other stakeholders are an essential presence in the functioning of EURES. The European Parliament has asked EURES to provide information and assistance for the integration of workers and their families. This should be done in cooperation with NGOs, in particular by host countries.

Key actions:

1. Coordinate EURES activities with stakeholders at European, national, regional and local level that are active in promoting mobility.
2. Coordinate the EURES activities with the relevant Ministries, Agencies dealing with unemployment benefits, etc.
3. Establish systematic cooperation mechanisms with EU networks, such as PLOTEUS, EUROPASS, Europe direct, SOLVIT, EURAXESS, ECAS, etc.
4. Establish cooperation mechanisms with organizations active in the provision of information and assistance for the integration of workers and their families, in particular vulnerable groups. Host countries should carry out this action.

Optional action:

5. Make sure that EURES priorities are respected when related activities are done in cooperation with private employment services.

#### **Guideline 5 – Functioning of the network**

The EURES network is built around two main components. The first is the website and the information it contains. Concerning the website, partners must be aware that a job vacancy database that functions effectively is a key tool. Moreover, the provision of information on the labour market as well as on working and living abroad must be a key feature of the website. Its regular update (min. every six months) should be a continued priority. The second is the human network. EURES is built on a strong human network. This is the real driving force for EURES. Thus the network must be nurtured and maintained if EURES shall work effectively.

Key actions:

1. Provide staff resources to EURES, at central level and throughout the territory.
2. National and European training: new EURES advisers, advanced training, Ad hoc training, pre-training and other trainings at national level.
3. Organise at least one national EURES conference involving EURES advisers as well as line managers and stakeholders. This conference should serve to ensure the correct information flow between EURES managers and EURES advisers, involving the line managers.
4. Ensure that all EURES activities have qualitative and quantitative objectives, are evaluated and reported.
5. Provide an independent, external evaluation of the results achieved by the three-year activity plans at the end of the three-year period.
6. Evaluate on an annual basis the annual activity plans and submit the results in the annual reports to EURESCO.
7. Contribute to the regular provision and updating of job vacancies available; cooperate to improve the quality of the information available, in particular the flagged job vacancies which could be translated in the relevant language.
8. Ensure collection of data to identify and anticipate surpluses, shortages and bottlenecks on labour markets. Make use of this data in the design of activities.
9. Financial audit.
10. Participate in meetings, seminars conferences, etc. at EU level. Members holding the EU Presidency to organise working party meetings.

### **Guideline 6 – Implementing cross-border activities**

A cross-border partnership comprises the Public Employment Services of all the regions involved, together with trade union, employer organisations, as designated by the EURES members, in line with the relevant national rules and practices. Other partners can include: regional and local authorities or associations of these; organisations dealing with vocational training, universities and institutes of higher education; other relevant actors on the cross-border labour market. All partners are committed to the objectives of the partnership and contribute to the financing of its activities. Cross-border partnerships are considered as permanent networks with clearly defined objectives to which financial support is granted on a temporary basis. Financial support might be phased out once the objectives as defined in the grant agreements and three-year activity plans have been reached. EURES cross-border partnerships are a service provider covering a particular cross-border area in the EEA and Switzerland. They act under the strategic guidance of one EURES member which they determine in own responsibility. The concerned EURES member is also member of the cross-border partnership's Steering Committee.

The main tasks of a cross-border partnership are:

- To offer through the EURES advisers and other staff of the partnerships' member organisations client services to actual and potential cross-border commuters and their employers by providing and exchanging information and advice on job vacancies and job applications as well as on living and working conditions and other relevant information related to the labour market in the cross-border region, such as social security, taxation and labour law;
- To facilitate the job matching process on the cross-border labour market and develop joint placement projects;
- To ensure a constant flow and exchange of information by direct and regular contacts between the EURES advisers in the region;
- To monitor mobility obstacles in the cross-border region and propose suitable solutions on how to remove them to regional, national and European decision makers;
- To coordinate, contribute to and develop projects aimed at improving the functioning of the labour market in the cross-border regions, including co-operation with other relevant programmes, with the objective of making the cross-border partnership self-sustainable at the end of the 2010-2013 period.

For the implementation of their activities that need to correspond to the above-mentioned main tasks, cross-border partnerships apply the general EURES guidelines 1-5 with the following focus:

Guideline 1: the cross-border partnerships may promote their partnership and their services as part of EURES; their promotion and communication activities are synchronised with the communication strategy of the EURES member which ensures its strategic guidance. The main objective being to coordinate the offer of services provided by the partners in the region, facilitating an easy access to these services for all clients.

Guideline 2: the cross-border partnerships offer services in the field of information, advice and matching to employers; the EURES advisers from EURES partner organisations are focusing their activities in the area of information and advice.

Guideline 3: the cross-border partnerships provide services to jobseekers, job changers, unemployed and cross-border workers. In this respect the EURES advisers and other suitable staff of the different member organisations of the partnerships are working closely together; the PES EURES advisers are focusing on information, advice and matching activities while the EURES advisers of EURES partner organisations are contributing to the EURES objectives by providing information and advice in fields such as social security, taxation and labour law.

Guideline 4: the cross-border partnerships are establishing contacts, coordinate their activities and develop co-operations projects with relevant regional stakeholders.

Guideline 5: the cross-border partnerships may ask for financial support for their coordination, the training of its staff, and the organisation of meetings necessary for the running of the partnership. The independent external evaluation of their activities is carried out in the frame of the evaluation of the activities of the EURES member which ensures its strategic guidance. Cross-border partnerships will collect relevant information on mobility flows, identify and anticipate surpluses, shortages and bottlenecks of workers.

The implementation of EURES cross-border activities may take place in different forms. In all cases, the concerned EURES member ensures the strategic guidance of the co-operation/partnership. The forms in which the cross-border co-operation/partnership could be implemented are four.

Option 1: As a cross-border co-operation between the involved EURES members and partners, and then included in the respective three-year national activity plans of the EURES members. For the cross-border activities of the EURES members included in their national activity plans all provisions of the EURES guidelines 1-5 apply. Option 1 is the only case in which a cross-border partnership does not exist, for the other three following cases a cross-border partnership should exist.

Option 2: As a cross-border partnership with co-operation activities between the involved EURES members, complemented by other partners activities and then included in the respective three-year national activity plans of the EURES members. The involved EURES members take care of the coordination of the activities. All other provisions of option 3 apply.

Option 3: In the form of EURES cross-border partnership that applies directly under the EURES call for partnership 2010-2013. In order to receive financial support cross-border partnerships need to apply under the forthcoming EURES call for proposals for partnership 2010-2013. Their application will be assessed on the basis of the following criteria<sup>6</sup>:

- Quality of the three-year activity plan in relation to a needs analysis for the client services delivered by the cross-border partnership. The three-year activity plan need to provide clearly defined objectives and expected results including appropriate indicators to measure the results.
- Existence of a network of EURES advisers from all participating countries and partner organisations.
- Quantitative parameters<sup>7</sup>: There must be a sufficiently large target group of cross-border commuters and/or a huge potential for cross-border commuting in the cross-border region.
  - a) Number of cross-border commuters in 2008 (or most recent figures).
  - b) Number of cross-border commuter in 2008 in relation to the overall population of the cross-border region.
  - c) Estimated number of cross-border commuters and potentially interested in cross-border commuting in 2013.
  - d) Number of unfilled vacancies on all sides of the border (most recent figures, preferably 2006-2009).
  - e) Percentage and number of unemployment on all sides of the border (most recent figures, preferably 2006-2009).

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<sup>6</sup> More information on the criteria will be available in the EURES call for partnership 2010-2013.

<sup>7</sup> The applicant cross-border partnership has to deliver this data on the basis of data from official sources or reliable academic research.

Option 4: As formal cross-border partnerships without financial support by EURES. The candidate cross-border partnerships need to submit a three-year activity plan that the partnership implements in own responsibility and with own financial means. If the European Commission endorses the plan, this partnership is still part of the EURES network. The partnership will be receiving all relevant information, will be allowed to use the EURES logo and will be invited to EURES meetings and conferences at their own expenses.

## **5. The three-year activity plans**

In line with the provisions set forth in Article 9.4 on the EURES decision, the EURES members and partners shall present their activity plans for the period 1<sup>st</sup> June 2010 – 31 May 2013 in replying to this EURES call for proposals. The activity plans must be established on the basis of a common model provided by the Commission, which includes the following parts.

- I. Specification of the main activities to be undertaken by the EURES member within the framework of the network, including the transnational, cross-border and sectoral activities defined and carried out by the EURES partners.
- II. Specification of the human and financial resources allocated to the clearance of vacancies and applications for employment, as specified in part II of Regulation 1612/68.
- III. Description of the arrangements for monitoring and evaluation of the activities planned, including the information to be sent to the Commission on an annual basis.
- IV. A short assessment of the activities and progress achieved during the period 2007-2010.

## **6. Exclusion and eligibility criteria**

All applicants must be in conformity with Articles 93(1), 94 and 96(2)(a) of the Financial Regulation. They will need to sign a declaration on honour.

The basic act for EURES states that (article 3 of Commission Decision 2003/8/EC):

"EURES shall comprise the following categories:

- *the EURES members, which shall be the specialist services appointed by the Member States in accordance with Article 13(2) of Regulation (EEC) No 1612/68, and the European Coordination Office, in accordance with Articles 21, 22 and 23 of that Regulation; and*
- *the EURES partners, as provided for in Article 17(1) of Regulation (EEC) No 1612/68; namely:*
- *regional employment services of the Member States;*
- *employment services responsible for border regions;*

- specialised employment services that have been notified to the Commission in accordance with Article 17(2) of Regulation (EEC) No 1612/68."

## 6.1 Eligible applicants

### 6.1.1 Public employment services

The **eligible applicants** are the Public Employment Services (PES) from the EU Member States and the other EFTA/EEA participating countries. The PES of the EU/EEA countries are listed in the table below:

Austria	AMS – Arbeitsmarktservice Österreich
Belgium	-Le FOREM – Office Communautaire et régional de la formation professionnelle et de l'emploi - VDAB – Vlaamse Dienst voor Arbeidsbemiddeling en Beroepsopleiding - ACTIRIS – Brussels Employment Office (ORBEM)
Bulgaria	National Employment Agency (BG)
Cyprus	Department of Labour
Czech Republic	Ministry of Labour and Social Affairs – Employment Services Administration
Denmark	AMS – Arbejdsmarkedsstyrelsen
Estonia	Labour Market Board - TÖÖTUKASSA
Finland	Ministry of Employment and the Economy
France	Pôle Emploi
Germany	BA/ZAV Bundesagentur für Arbeit/Zentrale Auslands- und Fachvermittlung
Greece	OAED – Ministère du Travail et de Sécurité Sociale
Hungary	Ministry of Employment and Labour, National Employment Office
Iceland	VMTS – Vinnusmalastofnun (Directorate of Labour)
Ireland	FAS – Training and Employment Authority
Italy	Ministero del Lavoro e delle Politiche Sociali
Latvia	State Employment Agency
Liechtenstein	Office of Economy – Department Work
Lithuania	Lithuanian Labour Exchange
Luxemburg	ADEM - Administration de l'Emploi
Malta	Employment & Training Corporation
Netherlands	UWV - Werkbedrijf
Norway	NAV - the Norwegian Labour and Welfare Administration
Poland	Ministry of Economy and Labour – Labour Market Department
Portugal	IEFP – Instituto do Emprego e Formação Profissional
Romania	(NAEVT) National Agency for Employment and Vocational Training (RO)
Slovak Republic	Ústredie práce, sociálnych vecí a rodiny – Central Office of Labour, Social Affairs and Family
Slovenia	Employment Service of Slovenia
Spain	INEM – Instituto Nacional de Empleo
Sweden	AMS – Arbetsförmedlingen
United Kingdom	Job Centre Plus

The following social partners organisations at European level:

for the trade unions:

- ETUC – European Trade Union Confederation
- EUROCADRES

for the employers' organisations:

- BUSINESSEUROPE - (UNICE - Union of industrial and employers' co-operations of Europe)
- UEAPME - European Association of Craft, Small and Medium-Sized Enterprises
- European Centre of Enterprises with Public Participation and of Enterprises of General Economic Interest (CEEP).

#### *6.1.2 Cross-border organisations which fulfil the following requirements*

- Comprise the Public Employment Services of all the regions involved, together with trade-unions and employer organisations, as proposed by the EURES members. Other organisations can as well be partners, in particular regional and local authorities or associations of these; organisations dealing with vocational training, universities and institutes of higher education and other relevant actors active on the cross-border labour market. All partners must be committed to the objectives of the partnership and contribute to the financing of its activities;
- Fulfil the requirements set forth in the following documents:
  - Council of Regulation (EEC) No 1612/68 of 15 October 1968, notably Article 17, on freedom of movement for workers within the Community (OJEC No L257 of 19 October 1968, page 2), as last amended by Council Regulation (EEC) No 2434/92 of 27 July 1992 and in particular Article 44 thereof;
  - Commission Decision 2003/8/EC of 23 December 2002 on the implementing of Council Regulation (EEC) No 1612/68 as regards the clearance of vacancies and the applications for employment.
  - The EURES Guidelines for 2010-2013.
- Applicants must be legal persons properly constituted and registered in one of the EU Member States or other EFTA/EEA participating countries;
- In application of Article 114 of the Financial Regulation, social partner organisations without legal personality are also eligible provided that their representatives have the capacity to undertake legal obligations on their behalf and assume financial liability.

## **7. Selection criteria for applicants who are not public organisations**

The selection criteria will enable the Commission to assess the applicants' organisations financial and operational capacity to complete the proposed three-year activity plan.

### **a) Financial capacity**

The applicant must:

- attach a copy of the organisation's annual full accounts for the two last financial years preceding the submission of the application when accounts were closed;
- specify the contribution made by donors other than by the Community including the EURES members;
- attach an external audit report produced by an approved auditor certifying the accounts for the two last financial years available.

### **b) Operational capacity**

The following information must be enclosed in support of the application:

- the organisation's organisational structure: capacity of staff, budget control and financial management, a description of the roles and responsibilities of each staff member, the curricula vitae of senior staff members as well as a list of the members of the management board;
- references relating to participation in actions financed by the European Community (ESF; Interreg, etc.), conclusion of grant agreements and/or contracts with the Commission over the last 3 years.

## **8. Award criteria**

### Award criteria for the three year partnership agreements

- Coherence of the three-year work programme with the objectives of the Guidelines 2010-2013;
- Quality of the three year work programme which must be clear, realistic and well detailed- and which must address most of the actions highlighted by the Guidelines and has a three-year perspective;
- Added value and visibility at European level;
- Impact: the extent to which the proposed activities support mobility in general and in particular respond to the needs of the target groups (job-seekers, job changers, the unemployed and employers) and are tailored to the needs of the target groups;

- Evaluation: quality of the measures proposed to evaluate the implemented activities and the use of monitoring indicators; existence of an adequate linkage between chosen indicators and sources of verification;

#### Award criteria for the annual proposals

Specific grant agreements, based upon the framework partnership agreements, will then be signed after the partners have directly submitted a proposal to the Commission and following assessment of the proposals received, on the basis of the following criteria:

- Coherence of the annual work plan with the three-year work programme and with the objectives of the Guidelines 2010-2013;
- Quality of the annual work plan which must be clear, realistic and well detailed and must address most of the actions highlighted by the Guidelines;
- Added value and visibility at European level;
- Impact: the extent to which the proposed activities support mobility in general and in particular respond to the needs of the target groups (job-seekers, job changers, the unemployed and employers) and are tailored to the needs of the target groups;
- Evaluation: quality of the measures proposed to evaluate the implemented activities and the use of monitoring indicators; existence of an adequate linkage between chosen indicators and sources of verification;
- Coherence of the budget with the actions proposed.

## **9. Indicative amount**

A total amount of EUR 14 000 000 of the total eligible costs of the actions are envisaged for the specific grant agreements in 2010. The total budget for the three years period 2010-2013 should be around EUR 42 000 000.

## **10. Co-financing rate**

The maximum co-financing rate is 95% of the total eligible cost. Applicants can choose a lower co-financing rate (90%, 85%, 80% etc.) to take into account their specificities.

## **11. Specific grant agreements**

Following the signature of the framework agreement, the Commission will invite all organisations selected to provide the Commission a detailed annual activity plan and the correspondent detailed budget for one year. The Commission will then proceed to an assessment of these detailed proposals received from the selected organisations. Specific grant agreements, based upon the framework partnership agreement, will then be signed. The specific grant agreements contain all the purely specific provisions governing the subject of the grant, since the general provisions are contained in the framework agreement.

## 11. Procedure for submission of proposals

Applicants are invited to fill in the various documents and present them preferably in English, French or German, in order to facilitate the treatment of the proposals and carry through the evaluation as soon as possible.

The information related to the call for proposals is provided on the following website:

<http://ec.europa.eu/social/main.jsp?catId=629&langId=en>

Questions on this call for proposals can also be sent by e-mail to:

[empl-d3-EURES-call@ec.europa.eu](mailto:empl-d3-EURES-call@ec.europa.eu)

All the required documents must be submitted by **22 February 2010**:

**1) in electronic version** under:

<https://webgate.ec.europa.eu/swim/external/displayWelcome.do>

**2) and on paper** (original and one copy) to the following address:

a) By post to the following postal address:

Call for proposals VP/2009/008  
European Commission  
Employment, Social Affairs and Equal Opportunities DG  
Unit D3  
Rue Joseph II 27 - 01/115  
B-1049 Brussels, Belgium

b) Or by express courier service to the following address:

Call for proposals VP/2009/008  
European Commission  
Employment, Social Affairs and Equal Opportunities DG  
Unit D3  
Central Courier Service  
Avenue du Bourget, 1  
B-1140 Evere, Belgium

Proposals may also be delivered personally against a signed and dated receipt to address b) above by 16h00 Brussels time on **22 February 2010**. The reference of the call for proposals must be indicated on the envelope.

Failure to submit the application by post and via Swim application by **22 February 2010** to the Commission will render the application ineligible.

Complementary documents sent by fax will not be considered for evaluation unless requested by the European Commission. Any document sent after the deadline will not be accepted unless requested by the European Commission.

The applicant's attention is drawn to the fact that incomplete or unsigned forms, hand-written forms and those sent by fax or e-mail will not be taken into consideration.

## 12. Provisional timetable

The call for proposals will be launched in the first quarter of 2010. The partnership agreements valid for a period of three years and the specific agreements valid for one year will be signed during the first semester of 2010.

## 13. Checklist of required documents

	<i>Document</i>	<i>EURES member</i>	<i>Public Cross-border applicant</i>	<i>Private Cross-border applicant</i>	<i>ETUC, EUROCADRES CEC, BusinessEurope, UEAPME, CEEP</i>
1	Original cover letter referring to Call for Proposals VP/2009/008 duly signed and dated by the legal representative of the applicant organisation.	YES	YES	YES	YES
2	Print-out of the validated online Application form ( <a href="https://webgate.ec.europa.eu/swim">https://webgate.ec.europa.eu/swim</a> ) duly completed, dated and signed by the legal representative of the applicant organisation.	YES	YES	YES	YES
3	Three year activity plan 2010-2013	YES	YES	YES	YES
4	Letter of commitment for all participating organisations, confirming that they act in partnership with the applicant and that they implement integrated annual activities in co-operation with the applicant.	YES for applications coming from EURES members with regional independent public employment services	YES	YES	NO
5	Declaration on honour stating that the applicant is not in one of the situations referred to in articles 93 (1), 94, 96 (2) of the Financial Regulation and confirming the financial and operational capacity to carry out the activity;	YES	YES	YES	YES
6	Legal registration certificate testifying to the legal personality of the applicant. Social partners organisation without legal personality need to present a signed letter of the representative confirming his/her capacity to undertake legal obligations on their behalf.	YES	YES	YES	YES
7	Balance sheets from the last two financial years preceding the	NO	NO	YES	YES

	<b>Document</b>	<b>EURES member</b>	<b>Public Cross-border applicant</b>	<b>Private Cross-border applicant</b>	<b>ETUC, EUROCADRES CEC, BusinessEurope, UEAPME, CEEP</b>
	submission of the application when accounts were closed.				
8	Contribution made by donors other than the Community including the members (Public Employment Services)	NO	NO	YES	NO
9	External audit report produced by an approved auditor certifying the accounts for the two last financial years available.	NO	NO	YES	NO
10	Organisational structure: staff, budget, financial management	NO	NO	YES	NO
11	References relating to participation in actions financed by the European Community (ESF; Interreg, etc.), conclusion of grant agreements and/or contracts with the Commission over the last 3 years..	NO	NO	YES	YES
12	Printed version of the Financial identification form duly filled in, dated and signed by the account holder of the applicant organisation and bearing the bank stamp and signature of the bank representative.	YES	YES	YES	YES
13	Printed version of the Legal entity form duly filled in and signed by the legal representative of the applicant organisation.	YES	YES	YES	YES