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EaSI 2014-2020



EURES - TARGETED MOBILITY SCHEME (TMS)

*Candidate application for Integration Programme for mobile
workers/trainees/apprentices*

Instructions for Employers

(Version 2 – November 2022)

First of all, thank you for organising a training programme through the EURES Targeted Mobility Scheme (TMS)!

The scheme provides you with a **financial contribution** for the training and services offered to the new recruited participant(s) in the project.

A general point of information before starting with the financial details: the training programme must commence during the employee/trainee/apprentice's **initial three weeks of work!**

As for the training duration, there is not a specific duration requirement. However you have to offer a realistic training plan in order to achieve the expected learning results for participants.

The financial benefit details:

The contribution varies according to:

1. the number of modules foreseen by the programme
 - ❖ **basic induction training** consists of a training module including only one learning component, such as job-related training or a language course without administrative or settlement facilitation
 - ❖ **comprehensive induction training** consists of the provision of at least one training module (e.g., language courses, training visits, mentoring, technical and professional training), combined with administrative support and settlement facilitation
2. the Country in which your organisation is based.

This financial measure can be claimed through two request forms:

- *Employer authorization request to offer an Integration Programme*: see how to request the authorization in five steps (pp. 6-15)
- *Employer payment request for an Integration Programme*: see how to request the payment in two steps (pp. 16-20).

Please, consider that only after your EURES TMS Adviser authorizes you to apply for the Integration Programme, you can activate the financial benefit request and fill in the request forms!

Check the table below and find out which contribution is foreseen for you.

Country of destination (place of work)	Basic integration programme (EUR)	Comprehensive integration programme (EUR)
Austria	1310	1640
Belgium	1240	1550
Bulgaria	810	1010
Croatia	860	1080
Cyprus	1060	1340
Czech Republic	960	1200
Denmark	1620	2000
Estonia	960	1200
Finland	1390	1750
France	1340	1670
Germany	1200	1500
Greece	1160	1460
Hungary	840	1050
Iceland	1210	1510
Ireland	1300	1620
Italy	1270	1590
Latvia	860	1080
Lithuania	860	1080
Luxembourg	1240	1550
Malta	1060	1320
Netherlands	1220	1520
Norway	1620	2000



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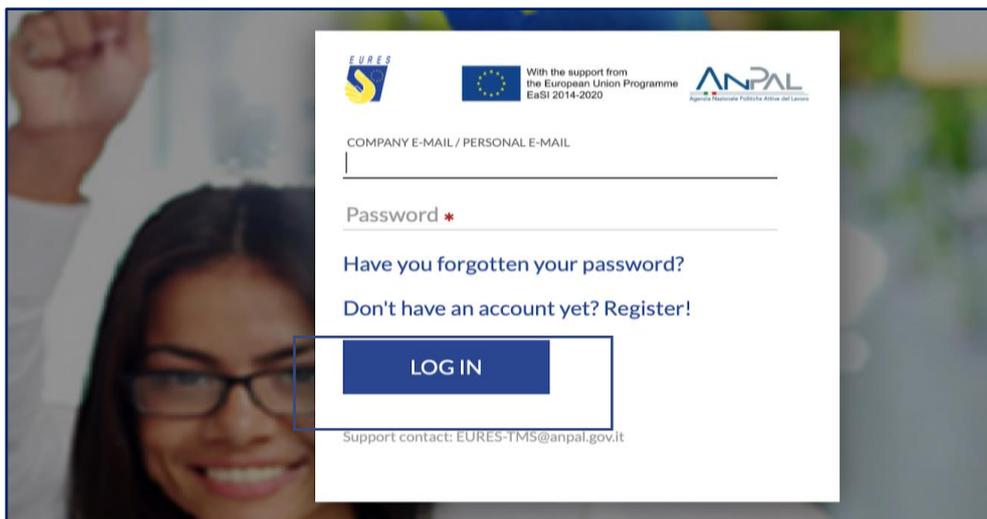
Poland	840	1050
Portugal	1060	1320
Romania	810	1010
Slovakia	950	1180
Slovenia	1060	1320
Spain	1140	1420
Sweden	1390	1740

HOW TO GET THE INTEGRATION PROGRAMME ALLOWANCE IN 5 STEPS (Authorization Procedure)

1

Login to the project platform

→ Login into your dashboard by inserting your e-mail and password (#1.1)



1.1

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ANPAL
Agenzia Nazionale Politiche Attive del Lavoro

COMPANY E-MAIL / PERSONALE E-MAIL

Password *

Have you forgotten your password?

Don't have an account yet? Register!

LOG IN

Support contact: EURES-TMS@anpal.gov.it

2

Activate the Integration Programme financial benefit

→ From **Home** go to the **Job Vacancies** section, find the vacancy in question and click on **Integration Programme** (#2.1)

The screenshot shows the 'Employer' dashboard. On the left is a navigation menu with 'Home', 'Company', 'Associated Advisers', 'Add job vacancy', 'Job vacancies', 'Interviews', and 'Benefit request'. The main area is titled 'Employer' and contains sections for 'Employer Informations', 'Contacts', 'Description', and 'Representatives'. The 'Job Vacancies' section shows two vacancies: 'n. 1290 - Test IP' and 'n. 1287 - test'. For 'n. 1290 - Test IP', the 'Integration Programme' button is highlighted with a box and a circle labeled '2.1'.

→ Flag the hired Jobseeker's name to whom you want to offer the benefit (#2.2) and then click on **Integration Programme Request** to activate the financial benefit (#2.3)

The screenshot shows the 'SELECT A CANDIDATE' interface. It features a table with columns: TAX IDENTIFICATION NUMBER (TIN), FIRST NAME, SURNAME, STATUS, MOTIVATION, SELF-CANDIDATE, and DOMICILE. The first row is highlighted, showing 'Job' as the first name, 'Seeker' as the surname, and 'HIRED' as the status. A box labeled '2.3' is over the 'INTEGRATION PROGRAMME REQUEST' button, and a circle labeled '2.2' is over the 'HIRED' status.

→ Read the information you received and click on **OK** (#2.4)

INFORMATION

INTEGRATION PROGRAMME REQUEST

You satisfy the requirements to ask a benefit for an integration programme request.

2.4

→ Your **Integration Programme** will be automatically activated, click on **OK** (#2.5)

INFORMATION

The benefit request has been successfully activated.
It can be filled in under the homonymous sub-item of the menu 'Benefits Requests'

2.5

→ The benefit **Integration Programme** application form page will automatically launch. You have the option to complete the form later by clicking on **Save to Draft** (#2.6)

The screenshot shows a web application interface with a sidebar menu on the left containing 'Home', 'Company', 'Associated Advisers', 'Add job vacancy', 'Job vacancies', 'Interviews', and 'Benefit request'. The main content area has tabs for 'FORM DATA', 'JOB SEEKER DATA', 'EMPLOYER DATA', 'VACANCY DATA', 'HIRING CONTRACT DATA', and 'ATTACHED DOCUMENTS'. Under the 'Benefit request' section, there are several dropdown menus: 'Integration program type *', 'Language Training *', 'Business Visits *', and 'Mentoring Support *'. Each dropdown has a 'Specify for...' label below it. At the bottom right of the form, there are two buttons: 'SAVE TO DRAFT' and 'COMPLETE'. The 'SAVE TO DRAFT' button is highlighted with a blue box and a circle labeled '2.6'.

→ You can now find the **Integration Programme** in the **Activated Benefit Requests** section (#2.7)

Integration Programme: 1		
↑ ID	JOB SEEKER	VACANCY
5079	Seeker Job	test

Forms List ▾

2.7

3

Select the Integration Programme Allowance Request Form

→ From **Home**, go to **Activated Benefit requests (#3.1)**

Activated Benefit Requests

↑ ID	EMPLOYER	VACANCY
4923	employer17giugno2	Job Vacancy da chiudere

→ Go to the **Integration Programme**, select **Form List (#3.2)** and click on the **Integration Programme Draft (#3.3)**

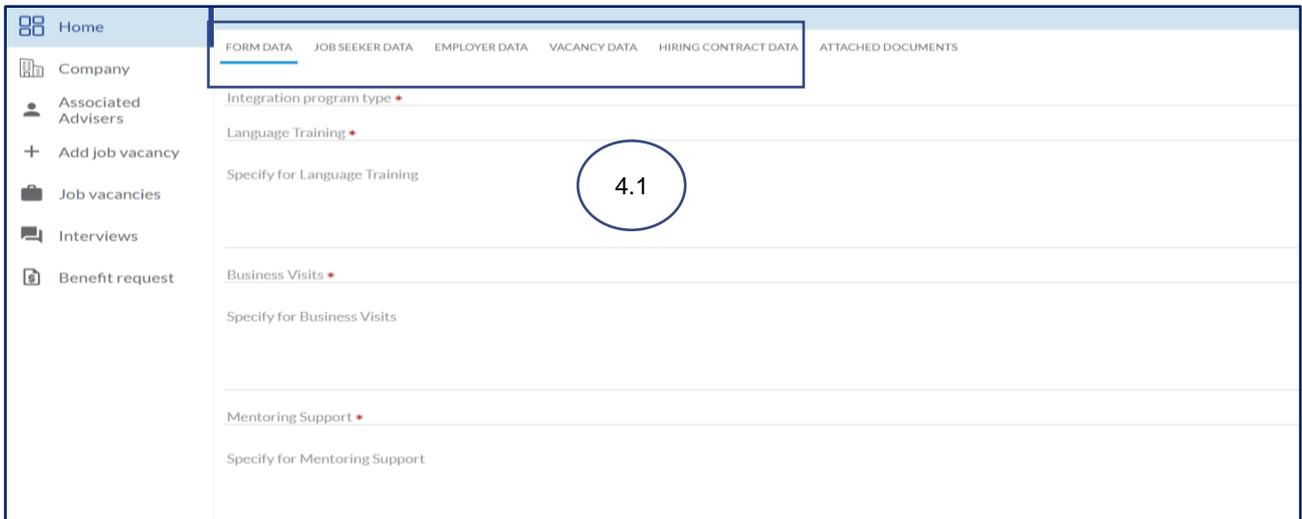
Integration programme n.5079

- Seeker Job
- test
- Authorization n.690
- DRAFT

4

Fill in the Integration Programme Allowance Request Form

→ The Form will automatically open, insert all required data in **Form Data** and check all information you provided (**Jobseeker**, **Employer**, **Vacancy** and **Hiring Contract Data**) is correct (#3.1)



The screenshot displays the ANPAL web application interface. On the left is a navigation menu with options: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, and Benefit request. The main content area is titled 'FORM DATA' and includes sub-tabs for 'JOB SEEKER DATA', 'EMPLOYER DATA', 'VACANCY DATA', 'HIRING CONTRACT DATA', and 'ATTACHED DOCUMENTS'. The 'FORM DATA' tab is active, showing several sections: 'Integration program type *', 'Language Training *', 'Specify for Language Training', 'Business Visits *', 'Specify for Business Visits', 'Mentoring Support *', and 'Specify for Mentoring Support'. A blue circle with the number '4.1' is overlaid on the 'Specify for Language Training' field.

→ Upload the annexes required (#4.2)

Please refer to the FAQ at the end of the document to make sure that you have correctly uploaded the attachments

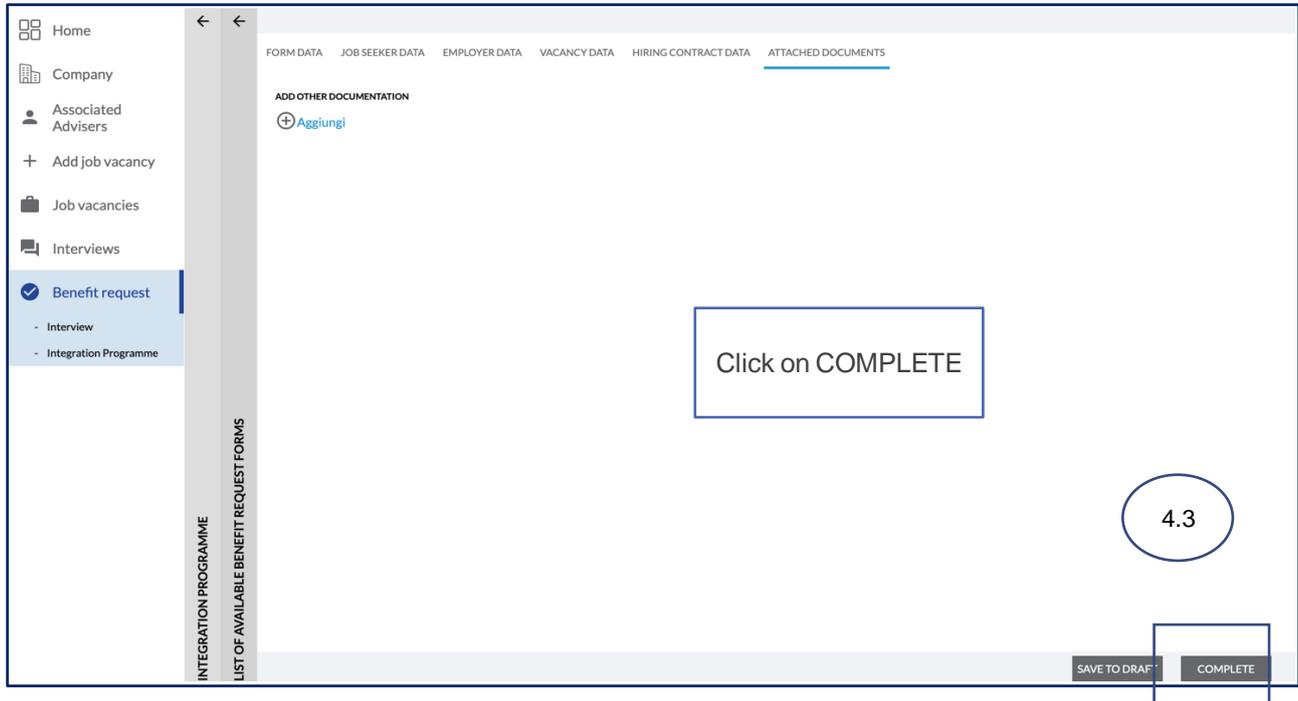
4.2

On your Dashboard you can find the “Attached Documents” section where you can download some documents necessary for procedures. Once downloaded you can fill them in and upload them

If you haven't done it yet: fill in the **bank details item**. If you have already done it, make sure that all data are up-to-date and correctly filled. Please consider that the required financial benefit is payable only if your bank details are correct. The payment will be executed to the bank account indicated in this stage.

ATTENTION: change the bank details only within the project platform, after entering with your credentials. Keep your bank information secret and be wary of emails or calls from people asking for your bank details or other information: they could be scammers! Check that your ID card uploaded is still valid and, if not, kindly, upload the new one before signing your application form!

→ **Complete** the Application Form (#4.3)



5

Sign the Integration Programme Allowance Authorization Request with One Time Password code (OTP)

→ By clicking on **Complete**, the **Employer Request of Authorisation to offer an Integration Programme** preview automatically opens (#5.1). Click on the **Send OTP** to receive the code by e-mail (#5.2)

→ **Select** the person who will sign the document then click on **Confirm** (#5.3)

→ If the Legal Representative or her/his Delegate details have been inserted and validated before click on **OK** (#5.4)

Please Note: If some data has changed or is missing go to page 26



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→ The person who is going to sign the Integration Programme Authorization Request will receive an e-mail with a link to generate the **Term & Condition** (#5.5)



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Dear Representative Legal,
Here is the link you need to sign the document you are sending to us.
Please check the attachment before click at the link below.
<https://eureslogin-stage.anpal.gov.it/check-signed-email/g6OXMzOGc4Xx/c7bee588775653b027dda0ddd9c864f4fc1a864c87b11065203206c089518470ayZAH8xCoo>

Please note:
you received this e-mail to sign project forms via OTP in [EURES TMS](#) portal.
If it wasn't you, please delete this e-mail.

5.5

Best regards,
The project team
EURES National Coordination Office Italy

TMS ©2022

→ Read carefully the **Terms and Conditions** then click on **Accept** (#5.6)

**Advanced electronic signature
Terms and conditions**

EURES Targeted Mobility scheme is a project managed by ANPAL, jointly with an Italian and foreign partners (public and private bodies) with the aim to give:

- candidates the opportunity to have a work/paid traineeship or apprenticeship experience in organizations/enterprises in all EU Member States and Norway and Iceland, as EFTA/EEA Country members.
- eligible employers the opportunity to offer a job or traineeship or apprenticeship in the framework of EURES Targeted mobility scheme project.
- candidates and employers the chance to take advantage of the services and financial benefits of the EURES TMS.
- candidates and employers information about the EURES TMS project, financial benefits and services

These services are provided through the EURES TMS project platform. In particular, through the platform beneficiaries, in compliance with the project rules and procedures, can apply for financial benefits.

How to apply for financial benefits?

All application are managed through the EURES TMS project platform. It is necessary to fill in the application form, uploading the required annexes per measure, and sign the application form through the Advanced electronic signature.

What is the advanced electronic signature?

It is an electronic signature foreseen by the REGULATION (EU) No 910/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC and the Italian DPCM of 22 February 2013, Technical rules on generation, affixing and verification of advanced, qualified electronic signatures e digital, pursuant to articles 20, paragraph 3, 24, paragraph 4, 28, paragraph 3, 32, paragraph 3, letter b), 35, paragraph 2, 36, paragraph 2, and 71, at the artt. 55, 56 and 57.

ANPAL provides this service of electronic signature under the art. 55, par. 2 a) and as institution offering services for institutional reasons and realizes it on its own.

How to sign the EURES TMS application form through advanced electronic signature? Follow

DECLINE ACCEPT

5.6

Please, scroll down to display the button to accept T&C

→ Enter the **OTP** you received by e-mail (#5.7) and sign the **Integration Programme Authorization Request** by clicking on **Confirm** (#5.8)

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Dear Representative Legal
Here is the OTP code you need to sign the document you are sending to us.
223128

Please Note:
If it wasn't you, please contact the technical support.

Best Regards,
The project team
EURES National Coordination Office Italy

TMS ©2022

PLEASE NOTE: The OTP will be sent to the email address you provided in the registration form!

5.7

DOCUMENT SIGNATURE

Entering the One time password (OTP),
you SIGN the request form

Enter the OTP code that you will find in
your email and press the CONFIRM
button. The code will expire in 10
minutes

OTP code *

CANCEL CONFIRM

5.8

PLEASE NOTE:
The OTP expires
within 10 minutes!

→ Your **Integration Programme Authorization Request** has been correctly signed, click on **OK** to complete the procedure (#5.9)

5.9



→ Your **Integration Programme allowance request** has been correctly signed, click on **OK** to complete the procedure (#5.10)

5.10



→ Your **Integration Programme Authorization request** has been **Sent** (#5.11) and it is ready to be checked by your Adviser
Please Note: **wait** for your **EURES TMS Adviser approval** before starting the **Integration Programme**.

The screenshot shows the EURES TMS interface. On the left is a sidebar with navigation options: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, and Benefit request. The main content area is divided into two sections. The top section is a table titled 'Integration Programme: 1' with columns for ID, JOB SEEKER, and VACANCY. The table contains one row with ID 5079, JOB SEEKER 'Seeker Job', and VACANCY 'test'. To the right of the table is a 'Forms List' dropdown menu. The bottom section is a detailed view for 'Integration program n.5079', showing details for 'Seeker Job', 'test', and 'Authorization n.690'. The status is 'SENT' with a red exclamation mark icon. There is a 'Download Document' link at the bottom.

→ Once your Adviser will approve your **Integration Programme Authorization Request**, the status will change to **Approved** (#5.12) and the **Integration Programme Payment Request Form** will automatically appear in **Draft** (#5.13)

Please Note: every time your status changes, you will receive an e-mail or a notification on your dashboard

The screenshot displays the 'Activated Benefit Requests' section of a dashboard. It features a sidebar with navigation options: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, and Benefit request. The main content area shows a table with columns for ID, JOB SEEKER, and VACANCY. Below the table, two integration program cards are visible. The first card, labeled 'Integration program n.5040', lists details for 'susana jobseeker' and 'test 10 novembre', with a 'Request n.510' in 'DRAFT' status. A circled '5.13' is placed to its left. The second card, labeled 'Integration program n.5040', lists details for 'susana jobseeker' and 'test 10 novembre', with an 'Authorization n.681' in 'AUTHORIZED' status and a value of '1240.00'. A circled '5.12' is placed to its right. A 'Download Document' link is also present at the bottom of the second card.

HOW TO GET THE INTEGRATION PROGRAMME ALLOWANCE IN 2 STEPS (PAYMENT REQUEST PROCEDURE)

1

Integration Programme Payment Request

→ From **Home**, go to **Activated Benefit requests** (#1.1), go to **Integration Programme** you want to apply for (#1.2), select **Forms List** (#1.3) and click on **DRAFT** to open the form (#1.4)

The screenshot displays the ANPAL web interface. On the left is a sidebar with navigation options: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, and Benefit request. The main content area is titled 'Activated Benefit Requests' (1.1) and shows 'Invite to Interview: 0'. Below this is a table for 'Integration Programme: 1' (1.2) with the following data:

ID	JOB SEEKER	VACANCY
5040	susana jobseeker	test 10 novembre

To the right of the table is a 'Forms List' button (1.3). Below the table, there are two detailed views of an 'Integration program n.5040'. The left view shows details for 'susana jobseeker' and 'test 10 novembre', with a 'Request n.510' and a 'DRAFT' status (1.4). The right view shows details for 'susana jobseeker' and 'test 10 novembre', with an 'Authorization n.681' and an 'AUTHORIZED' status with a value of '1240.00'. A 'Download Document' link is also visible.

→ The Form will automatically open, insert all the data required in **Form** and **Bank Data** and check that all information you provided (**Jobseeker, Employer, Vacancy, Hiring Contract Data**) is correct (#1.5)

The screenshot shows a web interface for a project platform. The top navigation bar includes 'Home', 'FORM DATA', 'JOB SEEKER DATA', 'EMPLOYER DATA', 'VACANCY DATA', 'HIRING CONTRACT DATA', 'BANK DATA', and 'ATTACHED DOCUMENTS'. The 'FORM DATA' tab is active. The main content area displays the following information:

- The integration programme consisted
- LANGUAGE TRAINING: Included - Individual training
- SPECIFY FOR LANGUAGE TRAINING: test
- BUSINESS VISITS: NOT Included
- MENTORING SUPPORT: NOT Included
- TECHNICAL TRAINING: NOT Included
- OTHER: NOT Included
- ADMINISTRATIVE SUPPORT: NOT Included
- START DATE: 14/12/2022
- TOTAL N. DAYS: 14
- END DATE: 31/12/2022
- TOTAL N. HOURS: 20
- DETAILS OF TRAINING HOURS OR DAYS PER THEMATIC MODULE: test

A red circle highlights the number '1.5' in the center of the form. At the bottom right, there are buttons for 'SAVE TO DRAFT', 'COMPLETE', and 'CANCEL'.

If you haven't done it yet: fill in the **bank details item**. If you have already done it, make sure that all data are up-to-date and correctly filled. Please consider that the required financial benefit is payable only if your bank details are correct. The payment will be executed to the bank account indicated in this stage.

ATTENTION: change the bank details only within the project platform, after entering with your credentials. Keep your bank information secret and be wary of emails or calls from people asking for your bank details or other information: they could be scammers! Check that your ID card uploaded is still valid and, if not, kindly, upload the new one before signing your application form!

→ Upload the **Attached Documents** required (#1.6)

Please refer to the FAQ at the end of the document to make sure that you have correctly uploaded the attachments

Home

Company

Associated Advisers

+ Add job vacancy

Job vacancies

Interviews

Benefit request

- Interview
- Integration Programme

FORM DATA | JOB SEEKER DATA | EMPLOYER DATA | VACANCY DATA | HIRING CONTRACT DATA | BANK DATA | ATTACHED DOCUMENTS

NUMBER OF AUTHORIZATION PROGRAMME
143

AUTHORIZATION DATE
22/09/2021

INTEGRATION PROGRAM TYPE
Comprehensive induction training

THE INTEGRATION PROGRAMME CONSISTED
of the approved plan as detailed in the application form

LANGUAGE TRAINING
Included - Individual training

SPECIFY FOR LANGUAGE TRAINING
english

BUSINESS VISITS
Included - Individual training

SPECIFY FOR BUSINESS VISITS
test

On your Dashboard you can find the "Attached Documents" section where you can download some documents necessary for procedures. Once downloaded you can fill them in and upload them

1.6

→ **Complete** the Application Form (#4.3)

Home

Company

Associated Advisers

+ Add job vacancy

Job vacancies

Interviews

Benefit request

FORM DATA | JOB SEEKER DATA | EMPLOYER DATA | VACANCY DATA | HIRING CONTRACT DATA | BANK DATA | ATTACHED DOCUMENTS

THE CONTRACT/AGREEMENT SIGNED BY THE COMPANY AND NEW RECRUITED WORKER/TRAINEE/APPRENTICE

Select file

ADD OTHER DOCUMENTATION

Add

Click on COMPLETE

SAVE TO DRAFT | COMPLETE | CANCEL

2

Sign the Integration Programme Payment Request with One Time Password Code (OTP)

→ By clicking on **Complete**, the **Integration Programme Payment Request form** will preview automatically open (#2.1). In order to continue click on **Send OTP** (#2.1) and follow the same flow indicated for the authorization signature (from page 16 to page 18)

→ Once signed, your **Integration Programme Payment request** will be sent and ready to be checked by your Adviser (#2.3)
Please Note: every time your status changes, you will receive an e-mail or a notification on your dashboard

ID	JOB SEEKER	VACANCY
5040	susana jobseeker	test 10 novembre

→ Once your Adviser and the Project Staff have approved your **Integration Programme Payment Request** the status will change to **Approved** (#2.3)

The screenshot shows the 'Activated Benefit Requests' section of the EURES TMS. A table lists a request with ID 5040 for jobseeker 'susana jobseeker' and vacancy 'test 10 novembre'. Below the table, two detailed views of the 'Integration program n.5040' are shown. The left view shows the status as 'APPROVED' with a payment amount of '1240.00 | TO PAY'. The right view shows the status as 'AUTHORIZED' with a payment amount of '1240.00'. A circled '2.3' is placed over the 'APPROVED' status.

Please note: the candidate/s hired/recruited by you **must confirm the participation to the integration programme by a satisfaction questionnaire** through the EURES TMS platform; in case of discrepancy, you will be contacted by your project Adviser for clarifications.

Only when the Questionnaire will be completed, the Project Staff will start evaluating your Integration Programme payment request form.

→ When the payment request is paid, it is removed from the Activated Benefit Requests section. You can now find it in the **Benefit Requests Archive** with the status **Terminated** and **ready for download** (#2.4)

The screenshot shows the 'Benefit Requests' Archive section of the EURES TMS. A table lists a request with ID 5040 for jobseeker 'susana jobseeker' and vacancy 'test 10 novembre'. Below the table, two detailed views of the 'Integration program n.5040' are shown. The left view shows the status as 'TERMINATED' with a payment amount of '1240.00 | 20/11/2022 | HESITATE'. The right view shows the status as 'AUTHORIZED' with a payment amount of '1240.00'. A circled '2.4' is placed over the 'TERMINATED' status.

HOW TO VALIDATE LEGAL REPRESENTATIVE OR HIS/HER DELEGATE'S E-MAIL ADDRESS

→ If the data of the Legal Representative or his/her Delegate or their e-mail address have changed and have not been validated before, this can be done from the Dashboard by clicking on **Representative** in the left column (#1)

The screenshot shows a dashboard with a left sidebar containing 'Add job vacancy', 'Job vacancies', 'Interviews', and 'Benefit request'. The main content area is titled 'employer@gmail.com' and has a 'Description' section with the text 'test'. Below this is the 'Representatives' section, which is highlighted with a blue box and a circled '1'. It lists 'Legal Representative' with email 'legalrepresentative@gmail.com' and 'Legal Representative Delegate' with email 'legalrepresentativedelegate@gmail.com'. To the right, there are two columns of job listings, each with a 'Candidate's List' and 'Integration Programme' link. At the bottom, there is an 'Interviews' section.

→ The **Employer/Representative Information** section will automatically open. Enter the e-mail address of the Legal Representative or his/her Delegate and upload the identity documents and the proxy form (#2).

Click on **Validate e-mail address** to receive the confirmation link for the new e-mail address (#3)

Please Note: the **green letter icon** means that the email address **has been correctly validated**, while the **red letter icon** means that the email address **has not been validated yet**

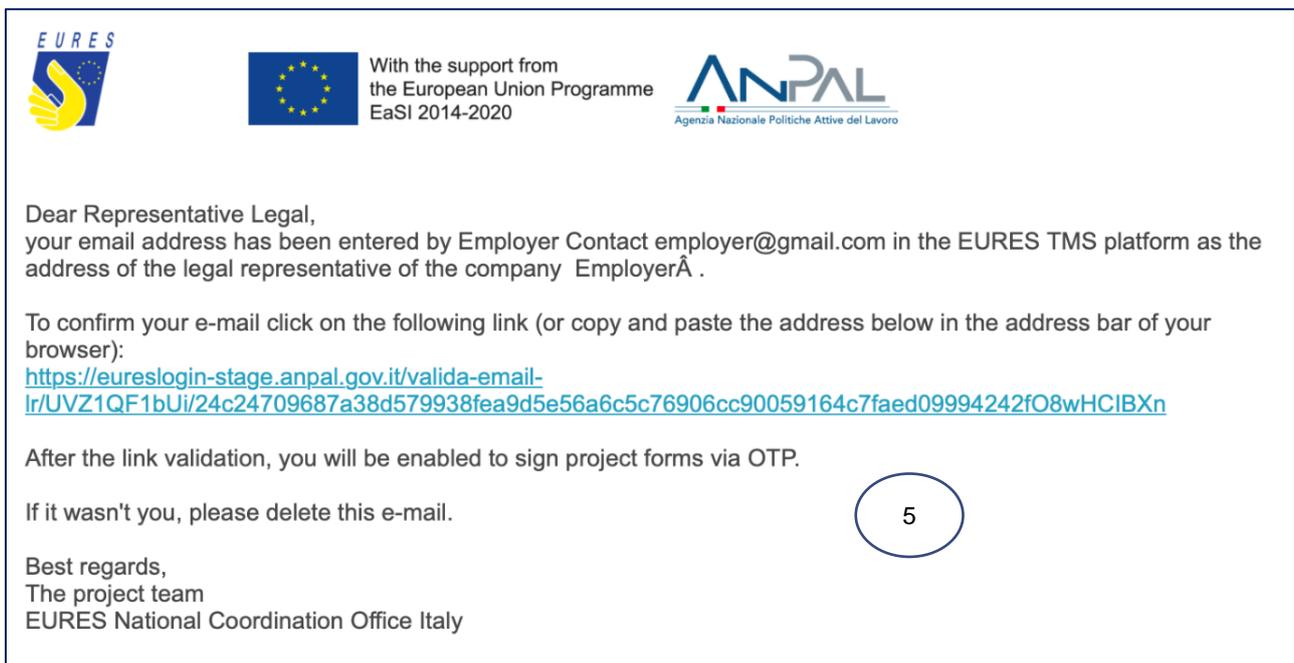
The screenshot shows the 'EMPLOYER INFORMATION' section with the 'REPRESENTATIVES' tab selected. It is divided into two main sections: 'LEGAL REPRESENTATIVE' and 'LEGAL REPRESENTATIVE DELEGATE'. The 'LEGAL REPRESENTATIVE' section includes fields for 'FIRST NAME' (Legal), 'SURNAME' (Representative), 'E-MAIL' (legalrepresentative@gmail.com), and 'Mobile number'. A red box highlights the 'E-MAIL' field, and a 'VALIDATE EMAIL ADDRESS' button is visible. The 'LEGAL REPRESENTATIVE DELEGATE' section includes fields for 'FIRST NAME' (Legal Representative), 'SURNAME' (Delegate), 'E-MAIL' (legalrepresentativedelegate@gmail.com), and 'Mobile number'. A green box highlights the 'E-MAIL' field, and a circled '3' is next to it. A circled '2' is next to the 'Mobile number' field in the delegate section. A 'vacancy date screenshot.png' file is also shown.

→ Click on **Ok** to confirm the sending of the confirmation link to the Legal Representative or his/her Delegate e-mail address (#4)

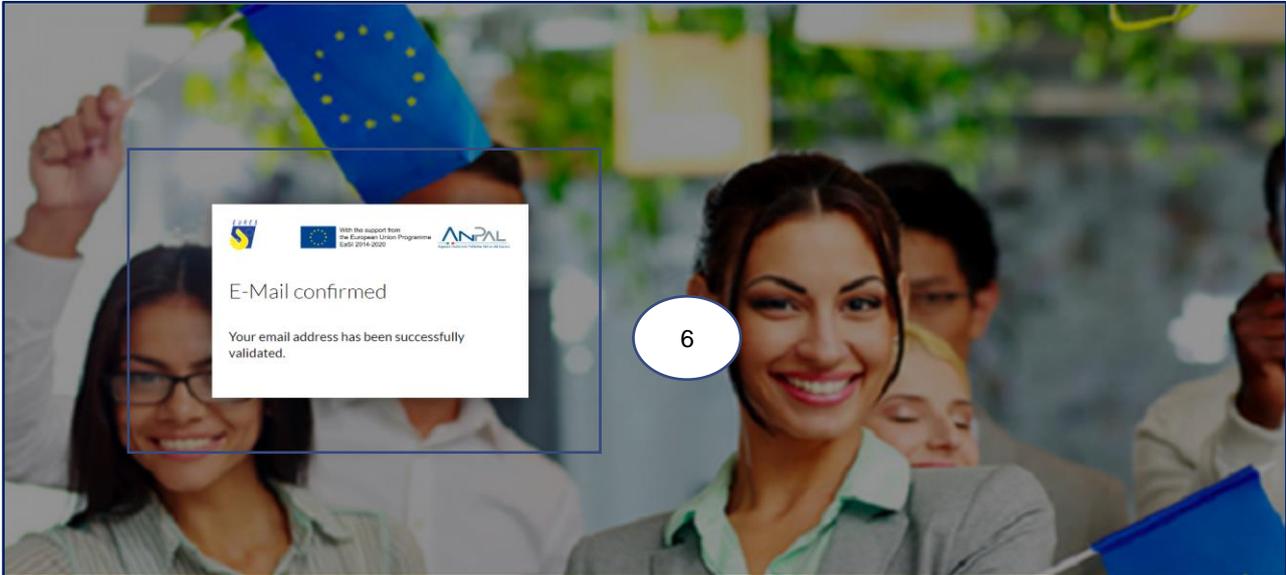
Please note: the email with the validation link will be sent directly to the Legal Representative or his/her Delegate new address



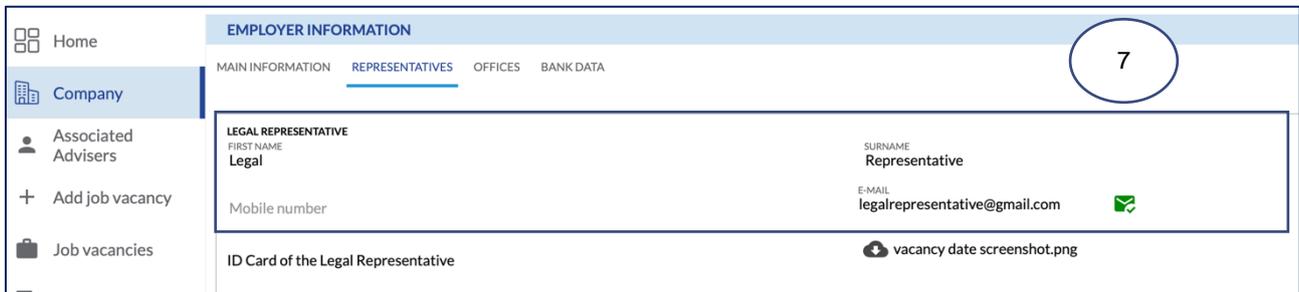
→ Click on the link received by e-mail to confirm the new e-mail address (#5)



→ The e-mail address has been validated (#6)



→ The new email address will be indicated with the **green letter icon** (#3.11) once it has been validated





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Did anything go wrong? Are you not able to sign the form?

Please check that all required annexes are uploaded (please, refer to the FAQ at the end of the document to make sure that you have correctly uploaded the attachments), and verify that all items in the form are filled in, then send the form again!

What happens next?

When the form is filled in and the documentation is attached (please, refer to the FAQ at the end of the document to make sure that you have correctly uploaded the attachments), your application is ready to be checked by the Adviser and project staff.

If there are doubts about the application or if the application is incorrect, your Adviser will ask you for more information or clarifications.

If all documents and information are right, after the project staff document check, you will receive your benefit as soon as possible.

Please Note: the amount will be paid from Fondazione Giacomo Brodolini, co-applicant of the project, charged with the benefit payment responsibility.

Do you need more information or clarification on procedures? Please do not hesitate to contact your project Adviser!

EURES - TARGETED MOBILITY SCHEME (TMS)

Frequently Asked Questions Integration Programme

1. Who can claim for this measure?

SMEs (Small and medium-sized enterprises, staff < 250 employees) wishing to offer Integration programme/s to their employees/trainees/apprentices hired through the Project.

2. What is the difference between “basic induction training” and “comprehensive induction training”?

Basic induction training consists of a training module including only one learning component: job-related training or a language course without administrative or settlement facilitation.

Comprehensive induction training consists of the provision of at least one training module related to the job and/or the needs of the recruited candidate, combined with administrative support and settlement facilitation (mandatory).

3. Which documents should I upload in the attachments box to apply for the Integration Programme Allowance?

To apply for the Integration Programme Allowance you should upload in the Platform the contract/agreement duly signed by the employee/trainee/apprentice and the company. Please, make sure the contract specifies the duration of job/traineeship/apprenticeship experience. If not, please provide with an addendum signed by you and the new hired worker/trainee/apprentice.

4. I signed a contract that does not indicate a duration or other essential information. Are there other forms I can fill in to attest these circumstances?

Yes, you should upload an addendum to specify/integrate the required information not included in the contract.



5. How many times can I apply for an Integration Programme Allowance?

The annual maximum is EUR 30,000. (calendar year). SMEs that have already reached ceilings in previous editions are subject to additional limitations as determined by project staff.