

ORDER EMO/332/2015, of 26 October, which approves the rules governing the award of subsidies for financing the TLN Mobilicat Programme and opens the call for applications for 2015.

The Youth Employment Operational Programme 2014-2020 is deployed within the framework of the European Social Fund (ESF) for the 2014-2020 period with a view to providing instruments to the Youth Employment Initiative and starting up the Youth Guarantee systems to fight unemployment among young people.

The Youth Employment Initiative specifically targets young people who are not in education, employment or training (NEETs) and live in the eligible regions (those where youth unemployment in 2012 was higher than 25%).

The Youth Guarantee is a broad-ranging model of action whose underpinning principle is to provide assessment on equal opportunities for young people in the labour market. The European Commission has called upon the countries to act and to commit to giving their support to this group through the Youth Guarantee and to assign extraordinary financing in addition to the financing of the Operational Plan of the European Social Fund 2014-2020.

The TLN Mobilicat Programme is part of the first or second-chance initiatives recommended by the European Union and targets adults and under-30s, or people under the legally determined maximum age, who are registered with the national Youth Guarantee system. It is also part of the Government Agreement of 26 May 2015 that approves the Youth Employment Programme in Catalonia, the Youth Guarantee 2014-2020 and the Action Plan for 2015, and the Government Agreement which creates the interdepartmental programme of new opportunities for young people.

The general objective of the TLN Mobilicat Programme is to facilitate stable employment integration by improving people's professional profiles and key personal skills.

The specific objective is for these young people who are not in education or employment to receive a quality employment or training offer, or a work placement within four months of leaving school or becoming unemployed.

Within the framework of this Order, the Ministry of Business and Labour promotes the subsidies line of the TLN Mobilicat Programme that targets young people who for certain circumstances have not completed post-compulsory education or have not yet had their first employment opportunity or experience and who need to be given guidance and practical experience in personal and professional learning in order to successfully focus their professional and personal paths.

The TLN Mobilicat Programme will provide support to public-owned or private non-profit organisations that have projects that enable young people to map out a personalised and efficient route between learning and employment.

The TLN Mobilicat Programme will offer guidance and linguistic and intercultural training services to the participants as preliminary and preparatory elements for acquiring practical work experience in a European Union country. Once they have passed the preparation and training phase, they will have a period of non-remunerated professional experience in European Union countries.

The combination of methodological training tools and work experience, in a process in which the participants are constantly accompanied to guarantee the maximum efficacy of the programme, allows the young participants to develop attitudes and skills that will promote their integration in the labour market or, if necessary, help them return to formal education in order to complete previous unfinished training or continue their training with specialised actions.

Whereas Regulation (EU) No. 1303/2013 of the European Parliament and of the Council, of 17 December 2013, laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No. 1083/2006 (OJEU L 347/320, of 20.12.2013);

Whereas Regulation (EU) No. 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Council Regulation (EC) No. 1081/2006 (OJEU L 347/470, of 20.12.2013);

Whereas Commission Delegated Regulation (EU) No. 480/2014 of 3 March 2014 supplementing Regulation (EU) No. 1303/2013 of the European Parliament and of the Council, of 17 December 2013, laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No. 1083/2006 (OJEU L 138/5, of 13.5.2014);

Whereas the Commission Implementing Regulation (EU) No. 821/2014 of 28 July 2014 laying down rules for the application of Regulation (EU) No. 1303/2013 of the European Parliament and of the Council as regards detailed arrangements for the transfer and management of the contributions of the programme, the reporting on financial instruments, technical characteristics of information and communication measures for operations and the system to record and store data (OJEU L 223/7, of 29.7.2014);

Whereas the rules for the youth employment Strategy in Catalonia for the 2014-2020 period, approved by the Government on 9 September 2014;

Whereas the Government Agreement of 21 July 2015, approving multi-annual expenditure;

Whereas the national Plan for the implementation of the Youth Guarantee, which determines that with a view to implementing the Youth Guarantee systems, Spain will start up a Youth Employment Operational Programme (POEJ) within the framework of the European Social Fund for the 2014-2020 programming period;

Whereas Law 18/2014, of 15 October, on the approval of urgent measures for growth, competitiveness and efficiency, regulating the rules of the national Youth Guarantee system and the registration procedure, among other measures pertaining to the Youth Employment Operational Programme for 2014-2020, No. CCI2014ES05M90P001, of the European Social Fund;

Whereas the Youth Employment Operational Programme 2014-2020, No. CCI2014ES05M90P001, of the European Social Fund;

Whereas Law 2/2015, of 11 March, on the budgets of the Autonomous Government of Catalonia for 2015;

Having seen that for the coordinated application of this line of action, the European members of the TLN Mobility network agreed to a coordinated European call, published on the website <http://www.tln-mobility.eu/en/home/home.html> on 14 September 2014;

Having seen that the Redrafted Text of the Public Finances Act of Catalonia, approved by Legislative Decree 3/2002, of 24 September, and the basic precepts of General Law 38/2003, of 17 November, on subsidies, and its Implementing Regulations, approved by Royal Decree 887/2006, of 21 July, are applicable to these rules;

Whereas Agreement GOV/76/2015, of 26 May, approving the Youth Employment Programme in Catalonia, Youth Guarantee 2014-2020 and the Action Plan for 2015.

Having seen the reports by the Legal Area of Employment and Labour Relations of the Ministry of Business and Labour and of the Delegated Comptroller, and making use of the powers bestowed upon me; in accordance with article 12 of Law 13/1989, of 14 December, on the organisation, procedure and legal system of the Administration of the Autonomous Government of Catalonia (DOGC No. 1234, of 22.12.1989);

For all the foregoing,

I order,

Article 1

Purpose

1.1 To approve the rules regulating the subsidies intended for the TLN Mobilicat Programme that will govern the procedures for the granting of aid for transnational mobility projects, targeting a group comprised of young people registered in the Youth Guarantee Programme, for the performance of a non-remunerated work placement in public or private organisations or companies of European Union member states, and to issue the call for applications for 2015 according to the budgets of the Youth Employment Operational Programme.

1.2 The subsidies will be awarded on a competitive basis.

Article 2

Budget application and amount

2.1 The maximum amount allocated to these subsidies scheduled in the budget of the Department of Business and Labour is 500,000.00 euros, charged to budget item IU0801 FIUOCUJUV D/482000100/331 for 2015, and 500,000.00 euros, charged to budget item IU0801 FIUOCUPJUV D/482000100/331 for 2016; it is therefore a multi-annual credit for the years 2015 and 2016.

2.2 The scheduling of the annual instalments may be modified, with the Government's prior authorisation, according to the development and the needs of the TLN Mobilicat Programme.

2.3 These amounts may be extended by means of a resolution by the director of Labour Relations and Quality in the Workplace.

2.4 Actions involving the participation of young people in the Youth Guarantee Registry provided for in this Order may be eligible by means of the Youth Employment Operational Programme co-financed by the Youth Employment Initiative and the European Social Fund for the 2014-2020 period, within the framework of the Priority Axis 5 pertaining to the sustainable integration of unemployed young people in the labour market that do not participate in educational or training activities, within the context of the Youth Guarantee initiative, with a co-financing rate of 91.89%.

2.5 The award of the subsidies depends on the possibility of the subsidy being partially or totally reduced before the issue of the definitive award resolution as a consequence of the restrictions derived from the fulfilment of the budget stability and financial sustainability objectives.

Article 3

Applications and submittal term

3.1 The general term for the submittal of applications will be 15 calendar days counted as of the day after the publication of this Order in the *Diari Oficial de la Generalitat de Catalunya* [Official Journal of the Autonomous Government of Catalonia]. If the last day of the term is a non-working day, the term will be extended until the following working day.

Submittal of the application implies acceptance of the rules.

Copies of the documents will have the same validity and efficacy as the originals, provided there is proof of their authenticity.

3.2 Applications must be submitted to the places and by the means referred to in rule 6 of annex 1 of this Order.

Article 4

Competent body, resolution of the aid and appeals

The competent body for issuing the resolution, the term for the end of the procedure, the means of notification and the appeal system are established in rule 9 of annex 1 of this Order.

Article 5

Call for applications schedule

Under no circumstances may the starting date of the projects be later than 31 December 2015. In order to accredit before the Administration that the project has commenced, the signed deed of express acceptance of the award must be submitted.

The project execution period ends on 30 July 2016, and the project will be deemed completed when the stay of the last group scheduled to be sent has ended.

The deadline for submitting the project cost justification (technical and financial justification) is 30 September 2016.

Additional provision

The Ministry of Business and Labour will conduct an impact study on the results of the subsidies to which this Order is applicable, in accordance with the scheduled objectives.

Final provision

Effective date

This Order will take effect on the day after its publication in the *Diari Oficial* [Official Gazette] of the Autonomous Government of Catalonia.

Barcelona, 26 October 2015

Felip Puig i Godes
Minister of Business and Labour

Annex 1

Rules

Rule 1

Purpose

The purpose of these rules is to regulate the award of the subsidies of the TLN Mobilicat Programme for adults and under-30s registered in the national Youth Guarantee system who are also registered as unemployed job-seekers with the Servei d'Ocupació de Catalunya, with unfinished medium- or higher-level specialisation studies, with no work experience in the speciality, and who need to be given guidance and practical experience in personal and professional learning in order to successfully focus their professional and personal paths. For this purpose, employment experience of less than three months will not be taken into consideration.

The specific purpose is to help to integrate participants in the labour market by means of a personalised itinerary of accompaniment and support, with practical learning and training abroad, based on their interests, motivations and experience, in order to facilitate their integration in the labour market with the expectation of obtaining quality employment.

The TLN Mobilicat Programme will address the participant's potential by means of tutoring, guidance and information about labour market expectations and practical training actions adapted to the needs of each person.

Rule 2

Beneficiaries of the subsidy

2.1 Group.

Public-owned or private non-profit organisations with permanent headquarters in Catalonia and tax residence in Spanish territory that have already implemented transnational mobility projects.

2.2 Requirements for obtaining the condition of subsidy beneficiary

a) At least 2% of the total workforce must be workers with some kind of disability, or else the beneficiary must apply the alternative measures provided for in article 42 of Legislative Royal Decree 1/2013, of 29 November, approving the Redrafted Text of the General Law on the rights of people with disability and their social integration; Royal Decree 364/2005, of 8 April, regulating exceptional alternative fulfilment of employing a certain proportion of disabled workers; and Decree 86/2015, of 2 June, on the application of the 2% of persons with disability in companies with a workforce of 50 or more employees and on the exceptional alternative fulfilment measures. This requirement is only applicable to companies with a work force of fifty or more workers.

- b) Fulfil their tax obligations to the State and to the Autonomous Government of Catalonia and their Social Security obligations. This fulfilment must be maintained throughout the procedure: at the time the application is submitted, prior to the resolution of the award and before any payment is received.
- c) Not have incurred in any of the circumstances that prevent them from becoming a beneficiary as provided for by article 13 of General Law 38/2003 on subsidies (Official State Gazette No. 276, of 18.11.2003).
- d) Indicate, in accordance with the social partners, the means they use to prevent and detect cases of sexual harassment and harassment on account of gender and to intervene in such cases at their employment centres, as provided for by Law 5/2008, of 24 April, on women's right to eradicate sexist violence. This requirement is only applicable to companies with a work force of twenty-five or more workers.
- e) Fulfil the requirements laid down by articles 32.1, 32.3 and 36.4 of Law 1/1998, of 7 January, on Language Policy (DOGC No. 2553, of 7.1.1998).
- f) Not have been sanctioned, by means of an enforceable finding, for having committed a serious infringement in matters of the labour integration of people with disability, or a very serious infringement in matters of labour relations or in matters of safety and health in the workplace, in the course of the year prior to the call for applications, as provided for by the Redrafted Text of the Law on business infringements and sanctions, approved by Legislative Royal Decree 5/2000, of 4 August, or, if they have been sanctioned, have taken the corrective measures envisaged and have paid any fines imposed on account of any such infringement.
- g) Fulfil the obligations and not incur in any of the cases of prohibition laid down by articles 90.bis and 92.bis of Legislative Decree 3/2002, of 24 December, approving the Redrafted Text of the Public Finances Law of Catalonia (DOGC No. 3791A, of 31.12.2002).
- h) Substantiate that they have a risk prevention organisation and management system in place in accordance with Law 31/1995, on occupational risk prevention; with Royal Decree 39/1997, of 1 January, approving the Regulations governing risk prevention services; as well as in accordance with the subsequent amendments made by Law 54/2003, of 12 December, on the reform of the occupational risk prevention regulatory framework.
- i) Fulfil the obligation to respect equal treatment and equal opportunities in the workplace, and to this end take measures geared towards avoiding or preventing any type of occupational discrimination between men and woman. In the case of companies with more than 250 workers, an equality plan must be prepared and applied in accordance with the provisions of article 36 of Law 7/2015, of 21 July, on the effective equality of women and men (DOGC No. 6919, of 23.7.2015).
- j) Fulfil any other legal or regulatory obligation incumbent upon them.
- k) If the beneficiary organisations are associations, their statutes must have been adapted according to the first transitory provision of Law 4/2008, of 24 April, of the third book of the Civil Code of Catalonia, pertaining to corporate persons.
- l) If the beneficiaries are non-profit organisations, they must have been entered in the corresponding registry.
- m) Accredited previous experience in the management of transnational mobility programmes.
- n) If the beneficiary organisations are foundations, their statutes must have been adapted according to the first transitory provision of Law 4/2008, of 24 April, of the third book of the Civil Code of Catalonia, pertaining to corporate persons, and they must have fulfilled the obligation of presenting the annual accounts to the Foundations Protectorate, as provided for by article 336.3 of the third book of the Civil Code of Catalonia, approved by Law 4/2008, of 24 April.
- o) Fulfilment of these requirements must be substantiated according to the provisions of rule 6 of this annex.

Rule 3

Recipients (participants) and minimum requirements for accessing the TLN Mobilicat Programme.

Adults and under-30s registered on the national Youth Guarantee system who are also registered as unemployed job-seekers with the Servei d'Ocupació de Catalunya with unfinished medium- or higher-level specialisation studies but without work experience in their speciality. Employment experience of less than three months will not be taken into consideration.

The people included within the target group of the TLN Mobilicat Programme are those who, despite having basic skills, require additional training and occupational accompaniment and experience in their speciality so as to access or return to the labour market.

Rule 4

Amount of the subsidies

4.1 The expenditure items are grouped in the lines that are defined in point 4.7 of this rule, according to the justification system applied, and are specified in point 5.2 of rule 5.

4.2 The amount of the subsidy awarded cannot exceed the project's subsidisable cost.

4.3 At least the expenditure corresponding to 25% of the participants in the project receiving the grant must have already been executed and justified for its objective and purpose to be regarded as having been accomplished. Failure to fulfil this minimum expenditure will lead all aid awarded to be revoked. If the minimum expenditure is fulfilled but the actual final cost of the activity is less than the cost initially budgeted, the amount of the aid will be reduced in the same proportion.

4.4 The criteria that will be taken into account to determine the amount of the subsidies are the project's cost and budget availability.

4.5 Under no circumstances may the amount of the aid awarded exceed the cost of the activity to be performed by the beneficiary.

4.6 The award of these subsidies depends on the possibility of the subsidy being partially or totally reduced before the issue of the definitive award resolution as a consequence of the restrictions derived from the fulfilment of the budget stability and financial sustainability objectives.

4.7 Tables for calculating the subsidy:

Table 1: Costs related to academic support for the participants in the source country

Subsidisable expenditure lines	Amount	Justification mechanism
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Costs related to academic support for the participants in the source country	€350.00/participant	Unit costs
Preparation of the Partnership Agreement Execution Plan	Up to a maximum of €5,000	100% of expenses incurred up to a maximum of €5,000
Language training	€9/hour/participant	Unit costs

Table 2: Travelling expenses of the beneficiaries (participants)

Travelling expenses of the participants	Amount (euros)	Justification mechanism
Azores and Madeira	275.00	Unit cost
Germany	275.00	
Austria	360.00	
Belgium	275.00	
Bulgaria	360.00	
Croatia	275.00	
Denmark	360.00	
Slovakia	360.00	
Slovenia	275.00	
Estonia	360.00	
Finland	360.00	
France	275.00	
Greece	360.00	
Hungary	360.00	

Ireland	275.00
Italy	275.00
Latvia	360.00
Lithuania	360.00
Luxembourg	275.00
Malta	360.00
Netherlands	275.00
Poland	360.00
Portugal	180.00
United Kingdom	275.00
Czech Republic	275.00
Romania	360.00
Sweden	360.00
Cyprus	530.00

Table 3: Participant accommodation and maintenance expenses

Participant accommodation and maintenance expenses	Amount		Justification mechanism
	Cost/month/person (euros)	Cost/day/person (euros)*	
Germany	1,226.00	40.31	
Austria	1,278.00	42.00	
Belgium	1,200.00	39.45	
Bulgaria	1,002.00	32.94	
Croatia	1,041.00	34.98	
Denmark	1,654.00	54.38	
Slovakia	1,058.00	34.78	
Slovenia	1,042.00	34.26	
Estonia	954.00	31.36	

Finland	1,400.00	46.03	Unit cost
France	1,418.00	46.62	
Greece	1,120.00	36.82	
Hungary	914.00	30.05	
Ireland	1,464.00	48.13	
Italy	1,350.00	44.38	
Latvia	920.00	30.25	
Lithuania	906.00	29.79	
Luxembourg	1,200.00	39.45	
Malta	1,088.00	35.77	
Netherlands	1,322.00	43.46	
Poland	1,320.00	43.40	
Portugal	1,102.00	36.23	
United Kingdom	1,672.00	54.97	
Czech Republic	1,024.00	33.67	
Romania	1,008.00	33.14	
Sweden	1,378.00	45.30	
Cyprus	1,096.00	36.03	

*Costs/day will only be applied in exceptional cases in which the duration of the work placement is not in full months.

Table 4: Cost of organising hosting in the target country

Cost of organising hosting in the target country	Amount (daily rate in euros)	Justification mechanism
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Germany	214.00
Austria	241.00
Belgium	214.00
Bulgaria	74.00
Croatia	74.00
Denmark	241.00
Slovakia	74.00
Slovenia	137.00
Estonia	74.00
Finland	214.00
France	214.00
Greece	137.00
Hungary	74.00
Ireland	241.00
Italy	214.00
Latvia	74.00
Lithuania	74.00
Luxembourg	241.00
Malta	137.00
Netherlands	241.00
Poland	74.00
Portugal	137.00
United Kingdom	214.00
Czech Republic	137.00
Romania	74.00
Sweden	241.00

Unit cost

Cyprus	137.00	
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Table 5: Travelling expenses of the accompanying tutor

Travelling expenses of the accompanying tutor	Amount (euros)	Justification mechanism
Azores and Madeira	275.00	Unit cost
Germany	275.00	
Austria	360.00	
Belgium	275.00	
Bulgaria	360.00	
Croatia	275.00	
Denmark	360.00	
Slovakia	360.00	
Slovenia	275.00	
Estonia	360.00	
Finland	360.00	
France	275.00	
Greece	360.00	
Hungary	360.00	
Ireland	275.00	
Italy	275.00	
Latvia	360.00	
Lithuania	360.00	
Luxembourg	275.00	

Malta	360.00	
Netherlands	275.00	
Poland	360.00	
Portugal	180.00	
United Kingdom	275.00	
Czech Republic	275.00	
Romania	360.00	
Sweden	360.00	
Cyprus	530.00	

Table 6: Travelling and maintenance expenses of the accompanying tutor

Travelling and maintenance expenses of the accompanying tutor	Amount (euros)		Justification mechanism
	Cost/month/person	Cost/day/person*	
Germany	1,226.00	40.31	
Austria	1,278.00	42.00	
Belgium	1,200.00	39.45	
Bulgaria	1,002.00	32.94	
Croatia	1,041.00	34.98	
Denmark	1,654.00	54.38	
Slovakia	1,058.00	34.78	
Slovenia	1,042.00	34.26	
Estonia	954.00	31.36	
Finland	1,400.00	46.03	
France	1,418.00	46.62	
Greece	1,120.00	36.82	

Hungary	914.00	30.05	Unit cost
Ireland	1,464.00	48.13	
Italy	1,350.00	44.38	
Latvia	920.00	30.25	
Lithuania	906.00	29.79	
Luxembourg	1,200.00	39.45	
Malta	1,088.00	35.77	
Netherlands	1,322.00	43.46	
Poland	1,320.00	43.40	
Portugal	1,102.00	36.23	
United Kingdom	1,672.00	54.97	
Czech Republic	1,024.00	33.67	
Romania	1,008.00	33.14	
Sweden	1,378.00	45.30	
Cyprus	1,096.00	36.03	

*Costs/day will only be applied in exceptional cases in which the duration of the work placement is not in full months.

Table 7: Expenses involved in the transversal management and coordination of the project

Expenses of the activity	Maximum amount (8 months December/July, with 50% dedication of the working day)	Justification mechanism
Direct expenses of management personnel	€15,120.00	100% actual expenses
Direct expenses of technical coordination personnel	€11,880.00	
Direct expenses	€4,050.00	A flat rate of 15% of the direct expenditure of the personnel involved

Rule 5
Subsidisable actions and expenses

5.1 Actions included in the TLN Mobilicat Programme:

In order to fulfil its purpose, the TLN Mobilicat Programme envisages a series of actions structured into clearly different implementation phases:

5.1.1 Preparation and training phase.

- a) Sourcing and selection of the participants.
- b) Language training of the participants.
- c) Intercultural preparation of the participants.
- d) Professional guidance for the participants.
- e) Development of the learning stay execution plan.

5.1.2 Non-remunerated work placement phase in European Union countries:

- a) Practical in-company learning.
- b) Complementary academic activities.
- c) Complementary language training activities.

Once the specific actions of the TLN Mobilicat Programme have been completed, the project sponsor will have to continue to tutor the participant for a 2-month period, providing support and accompaniment to the participant in the performance of the measures after the practical learning period, as agreed to by the participant and the tutor on the professional itinerary sheet.

5.2 Subsidisable expenses are those linked to the implementation of the actions envisaged in the Programme.

The different types of subsidisable expenses are grouped into the expense lines indicated in the tables of rule 4.

5.2.1 Academic support

In this section, the subsidisable expenses are those linked to the following actions:

- a) Actions for the sourcing and selection of the participants.
- b) Intercultural preparation actions.
- c) Individual guidance aimed at accessing the labour market.
- d) Actions targeting the special or specific needs of the participants.

For these expenses, as indicated in rule 4.7, the financing system will be a unit cost per participant, and the simplified justification system will be the accreditation of the number of participants that have effectively benefited from the project preparation and training phase activities, by means of the professional itinerary sheets signed by the student and by the tutor, as provided for in section 3.8 on the project's minimum quality standards (annex 2).

5.2.2 Development of the partnership agreement's implementation plan with the European partners.

In this section, the subsidisable expenses are those linked to the following actions:

- a) Travelling, accommodation and maintenance costs incurred in the visits by the host partners in order to define the project details.
- b) External assessment costs for writing and translating the project documentation.

For these expenses, as indicated in rule 4.7, the financing system will be that of actual costs up to a maximum of 5,000 euros. These expenses will be accredited as provided for in rule 14.

5.2.3 Language training.

In this section, the subsidisable expenses are those linked to the following actions:

Costs derived from the direct provision or outsourcing of foreign language training given by qualified professionals.

For these expenses, as indicated in rule 4.7, the financing system will be a unit cost per hour and participant, and the simplified justification system will be accreditation by means of a document signed by each participant, stating the number of hours involved in the language training. Besides the name, surnames and Tax Identification Number of the

pupils signed on the document, the name of the organisation giving the training should be provided, as well as the class schedule (dates and timetable).

5.2.4 Travelling, accommodation and maintenance during the participants' stay.

In this section, the subsidisable expenses are those linked to the following actions:

- a) Transnational travelling expenses.
- b) Costs for daily maintenance during the stay abroad.
- c) Local transport costs during the stay abroad.
- d) Insurance.
- e) Costs derived from participation in the Academic Programme during the stay (excursions, special events, visits, etc.).

For these expenses, as indicated in rule 4.7, the financing system will be a unit cost per participant, and the simplified justification system will be the accreditation of the number of participants that actually carry out the stay. The travel will be accredited by means of the transport ticket and the stay by the work placement attendance sheets, the company certificate and the final assessment reports made by the participant and the project tutor/director in accordance with the provisions of section 4 of the project's Minimum Quality Standards (annex 2).

5.2.5 Travelling, accommodation and maintenance during the project tutor's stay to accompany the participants.

In this section, the subsidisable expenses are those linked to the following actions:

- a) Transnational travelling expenses.
- b) Costs for daily maintenance during the stay abroad: 3 days of accompaniment in the outward journey and 3 days' stay to prepare the return journey.
- c) Any unexpected need for additional travel (maximum stay of 3 days) must be expressly justified and authorised in advance.
- d) Local transport costs during the stay abroad.
- e) Insurance.

For these expenses, as indicated in rule 4.7, the financing system will be a unit cost for the person acting as the project tutor, and the simplified justification system will be the accreditation of the trip and the stay actually made by the tutor by means of the outward and return tickets.

5.2.6 Cost of tutoring by the foreign host organisation during the stay.

In this section, the subsidisable expenses are those linked to the following actions:

- a) Administrative and communication costs.
- b) Costs derived from the recruitment of the host tutor.
- c) Costs derived from the organisation of the academic and training activities during the stay.

For these expenses, as indicated in rule 4.7, the financing system will be a unit cost per participant, and the simplified justification system will be the accreditation of the number of participants that have actually done the activities as provided for in the partnership agreement and its implementation plan.

This may be accredited by means of the work placement attendance sheets, the report on the training and/or academic activities produced by the host tutor, and the final assessment of the stay made by each participant, as provided for in section 4 of the project's Minimum Quality Standards (annex 2).

5.2.7 Transversal management and coordination of the project

In this section, the subsidisable expenses are as follows:

- a) Direct personnel expenses
Management personnel expenses
Coordinating technical personnel expenses

b) Indirect expenses of the activity

Since it is a transversal activity, direct personnel expenses will be allocated for the whole project development period and will be accredited by means of actual expenses.

The simplified cost system provided for in article 68.1.b9 of Regulation (EU) 1303/2013 will be used. A fixed percentage of 15% calculated from the total duly-verified direct expenses will be applied.

Any financial correction applied to expenses used for the calculation of the flat rate, by virtue of any verifications and controls that may be carried out, will lead to a reduction in the amount allocated.

The option of the flat rate for the allocation of expenses is obligatory for all the beneficiaries of the actions receiving subsidies, throughout the implementation and settlement process, and this justification system cannot be changed.

5.3 Expenses allocated to developing those actions that are unequivocally part of the subsidised programme, which have been performed during the activity execution period and have been effectively paid for by the beneficiary before the presentation of the economic justification, are eligible for subsidy.

5.4 For the purpose of this Order, the following expenses will not be regarded as subsidisable:

- a) Bank account interests.
- b) Interests, surcharges and administrative and penal penalties.
- c) Expenses from legal and court proceedings.
- d) Indirect taxes that may be recovered or compensated, and personal income tax.
- e) Financial transaction expenses.
- f) Commissions and exchange losses and other purely financial expenses, such as commissions for account maintenance or transfers.
- g) Expenses justified with invoices dated more than one month before the beginning or two months after the end of the activity receiving the subsidy.

Rule 6

Application forms and documentation

6.1 The beneficiary organisations should submit the application electronically by means of the Canal Empresa (<http://canalempresa.gencat.cat>), using the specific form provided on said Channel, accompanied by the documentation envisaged in these rules, as applicable.

The beneficiary organisations will be identified by means of the electronic signature systems admitted by the Electronic Office, and which may be consulted at <https://seu.gencat.cat/ca/certificats-sistemes-signatura-electronica-seu.html>.

If the Electronic Office service is temporarily interrupted, provided that it is technically feasible, the user accessing the system should see a message notifying them of this circumstance, indicating the alternative physical registry points where the document can be submitted, and notifying the effects of this interruption of operations with regard to the calculation of deadlines. Moreover, and as applicable according to the subject matter, the user should be provided with direct access to the corresponding electronic sub-offices. Nevertheless, when it is technically impossible for the user to see the aforementioned message, and the documents and forms in question must be submitted electronically, in the event of an unscheduled interruption in the operation of the electronic systems in the course of the last day established for the submitting the corresponding documents and forms, these may be submitted in the course of the following three consecutive working days.

6.2 The application will include the statement of responsibility pertaining to fulfilment of the following requirements:

- a) Requirements referred to by rule 2, as applicable.

- b) The non-existence of public and/or private national or international subsidies or aid for the same purpose. If the latter do exist, the Programme in question should be indicated on the application form, as well as the amount applied for, the percentage of the total cost of the project, whether it is in the application or award phase, and the public or private organisation to which the application has been submitted.
- c) Have the deed of incorporation of the organisation and of the registration of its statutes or articles in the corresponding registry.
- d) Have power of representation for the non-profit organisation, as provided for by a deed executed by a notary public deposited in the corresponding registry, as applicable.
- e) Have the accounting ledgers, duly processed records and other duly audited documents in the terms required by the applicable business and sector legislation.
- f) If the beneficiary of the subsidy subcontracts any activity pursuant to the terms indicated in these rules, it should state the subcontracted organisation on the application form so that the awarding body can evaluate and authorise it by means of the award resolution.
- g) If the beneficiaries are corporate persons and the amount to be awarded is more than 10,000 euros, the information pertaining to the remuneration made to their management or governing bodies must be reported in order for this information to be published on the website of the Ministry of Business and Labour.

6.3 The submittal of the statement of responsibility empowers the Administration to check the accuracy of the data declared at any time. Any inaccuracy or falsehood in the statement of responsibility, besides constituting grounds for rejection, will also be grounds for revoking the subsidy if this information becomes known after the award has been made, without prejudice to any type of responsibility or liability incurred.

6.4 The signature of the application form shall authorise the Ministry of Business and Labour to obtain, by means of interoperability, the data available in the electronic data and document Catalogue. If this is not authorised by means of the application form, the corresponding documents of accreditation must be submitted.

6.5 The application must be submitted together with the following documentation:

- a) Description of the proposed project: this description must define the characteristics of the project with regard to sections 3.1 to 3.6 of annex 2.
- b) Partnership agreements signed with the foreign mobility partners according to the instructions of annex 2.
- c) Declaration that the Insurance Policy has been taken out (using the form that will be made available on the Canal Empresa), or an attested copy of the insurance contract.
- d) Attested copies of documents accrediting transnational mobility experiences before this Order.
- e) *Curriculum vitae* of the project manager, signed by the latter, specifying that he or she authorises the Administration to check the data pertaining to their NIE [Foreigner's Identification Number] and academic qualifications, or an attached attested copy of such documents.

6.6 If the documents are already in the possession of any of the departments of the Autonomous Government of Catalonia, pursuant to the provisions of article 35.f) of Law 30/1992, of 26 November, on the legal system of the public administrations and the common administrative procedure, the submittal of these documents may be replaced by a declaration made by the applicant stating that there have been no changes made on the date that the application was presented, stating the place, the day, and the body to which the documentation was submitted. This declaration is included in the standard application form available in Canal Empresa.

If changes have been made to the documentation submitted, its period of validity has expired, or more than 5 years have elapsed since the end of the procedure for which it was submitted, the new documentation must be submitted.

6.7 If the application does not fulfil the requirements established in this rule, the applicant will be required to remedy the defect or attach the mandatory documents within the term of 10 working days, being informed that failure to comply will lead to their application being rejected, following a resolution, as provided for in article 71 of Law 30/1992, of 26 November, on the legal system of the public administrations and the common administrative procedure.

6.8 Any applicants that have negotiated, with the Tax Office of Spain, the Tax Agency of Catalonia or the General Treasury of the Social Security, an extension, postponement or moratorium or any other special condition with regard to the dates, must submit the documentation that supports this special prerogative.

6.9 Failure to fulfil the non-modifiable requirements or meet the deadline for the submittal of applications provided for by these rules will lead to the application being rejected.

Rule 7

Award procedure

7.1 The subsidies regulated under these rules will be awarded on a competitive basis, which is established by Law 38/2003 as the ordinary procedure.

7.2 The competent body for overseeing the procedure is the General Sub-directorate of Initial Employment Authorisations.

7.3 The body commissioned with assessing the applications will be the Assessment Commission. This body consists of the following members:

a) Chairman or chairwoman: the assistant director-general of Initial Employment Authorisations, or the person delegated by them.

b) Secretary: a civil servant from the General Sub-directorate of Initial Employment Authorisations.

c) Voting members:

The head of the International Programmes Area.

A technician from the International Programmes Area.

Rule 8

Assessment criteria

8.1 The maximum score per project will be 100 points. The projects will have to obtain a minimum score of 20 points in order to be eligible for the proposed subsidies.

8.2 The criteria and their weighting will be as follows:

a) Improvements in the participants' language skills with regard to the minimum levels required in the minimum quality standards (annex 2). Maximum 25 points.

Increase in the hours of training in the pre-stay phase:

5 hours in addition to the minimum hours stipulated, 6 points.

10 hours in addition to the minimum hours stipulated, 9 points.

Addition of language training hours during the stay:

8 hours, 10 points

16 hours, 16 points

b) Duration of the work placement (minimum 8 weeks). Maximum 14 points.

At the rate of 3 points per week over the minimum stay until 16 weeks are reached.

c) Diversification of the sectors and professional profiles offered by the project. Maximum 10 points.

Offer of a learning stay for more than 2 employment profiles, 5 points.

Offer of a learning stay for more than 4 employment profiles, 10 points.

d) Improvements in intercultural training. Maximum 10 points.

Offer of structured workshops managed by personnel from the destination country (minimum 4 hours/session):

1 session, 5 points

2 sessions, 5 points

e) Proposal of academic, training, cultural activities, etc., during the stay (annex 2). Maximum 12 points.

This score will be awarded as follow: up to 4 activities, 2 points; and for each additional scheduled activity, 2 points, up to a maximum of 12 points.

f) Commitment to collaborate with European organisations to host their trainees. 12 points.

g) Measures to promote the labour integration of the participants once the stay has ended, for a minimum of 2 months. Maximum 10 points.

Accurate description of the envisaged accompaniment measures. Maximum 5 points.

Planning of the measures, with schedule. Maximum 5 points.

h) Projects in which at least one of the groups targets people with a disability equal to or greater than 33%. 7 points.

8.3 If two or more projects have the same score, priority will be given to the project that obtains the highest assessment, without taking into account the criterion for which assessment is based on a qualitative comparison (criterion g). If there is still a tie, the highest score of the tied projects will be taken into account, following the order of assessment criteria established in the preceding paragraph.

8.4 A record will be made of the specific aspects that were assessed in the application of each criterion and of the relationship between the score obtained and the amount of the subsidy.

Rule 9

Resolution, notification and acceptance of the resolution

9.1 The body with powers for issuing the resolution is the incumbent of the General Directorate of Occupational Relations and Quality in Employment.

9.2 The deadline for issuing and notifying of the resolution will be 2 months, as of the deadline for the submittal of applications.

9.3 The resolution must be duly justified and must include at least the identification of the applicant to whom the subsidy is awarded, the amount, and, as applicable, the subsidised percentage of the cost of the activity. If advances are authorised, justification of execution of the activity receiving the subsidy must be included, as well as the form and the amount of the guarantees which, as applicable, must be submitted by the beneficiary and, as applicable, the authorisation for the subcontracting of the subsidisable activities.

9.4 The interested party will be notified of the resolution by means of its publication on the electronic Noticeboard of the Administration of the Government of Catalonia (<http://tauler.gencat.cat>), without prejudice to the use of other electronic media. This publication replaces the individual notification and has the same effects.

9.5 If the competent body does not issue and give notification of the resolution within the term of 2 months, the application will be deemed to have been rejected in accordance with article 54.2.e) of Law 26/2010, of 3 August, on the legal system and procedure of the public administrations of Catalonia.

9.6 An appeal for reversal, which does not exhaust the administrative procedure, may be lodged against the resolution awarding or refusing the subsidies, to the incumbent of the Sectorial Secretariat of Employment and Industrial Relations within the term of one month as of the day following the notification of the resolution, as provided for in article 114 of Law 30/1992, of 26 November, on the legal system of the public administrations and the common administrative procedure; and article 76 of Law 26/2010, of 3 August, on the legal system and procedure of the public administrations of Catalonia.

9.7 For the resolution to be effective, it must be expressly accepted by the beneficiary on the standard form available on Canal Empresa, accompanied by the documentation indicated below:

a) Certificate of the solidity of the building (be it owned, rented, subcontracted or loaned for this purpose) where the training is to be given, signed by a municipal architect issued 3 years ago at most.

b) Bank transfer request on the standard form available in Canal Empresa.

This deed will determine the beginning of the project and therefore entitlement to receive the advance specified in rule 12.

Rule 10

Publication of the subsidies awarded

10.1 In accordance with article 18 of General Law 38/2003, of 17 November, on subsidies, and article 94.6 of the Redrafted Text of the Public Finances Law of Catalonia, if the amount of the subsidies awarded, considered individually, is equal to or greater than 3,000 euros, it must be made public by means of publication in the *Diari Oficial de la Generalitat de Catalunya* [Official Journal of the Government of Catalonia] and on the electronic Noticeboard of the Administration of the Government of Catalonia (<http://tauler.gencat.cat>), indicating the call for applications, the Programme and the budget credit to which it has been charged, the beneficiary organisations, the amount awarded and the purpose or purposes of the subsidy. If the amount of the subsidies awarded is less than 3,000 euros, the information does not need to be published in the DOGC.

In the case of activities co-financed by the European Social Fund, and in accordance with article 115, section 2, of Regulation (EU) 1303/2013 of the European Parliament and the Council, of 17 December 2013, it is hereby made known that the list of beneficiaries will be published on a single Internet portal, with the data of the co-financed operations.

10.2 Without prejudice to the provisions of the preceding section, the awarding of the subsidies must be published on the website of the Ministry for Business and Labour (<http://empresaiocupacio.gencat.cat>) [and/or the corresponding agency].

Rule 11

Subcontracting

11.1 A beneficiary organisation is understood to have subcontracted when it makes an agreement with third parties to perform all or part of the activity which is the object of the subsidy. This concept does not include any expenses incurred by the beneficiary for the performance of the subsidised activity by itself.

11.2 According to the provisions of the previous section, and for the purpose of this Order, language training may be subcontracted.

11.3 Any subcontracting will be limited to 100% of the total eligible cost of the language training.

11.4 Subcontracting must fulfil the requirements of articles 29 and 46 of General Law 38/2003, of 17 November, on subsidies, and article 68 of Royal Decree 887/2006, of 21 July, which implements it, and the following provisions must also be taken into account:

11.4.1 Under no circumstances may subcontracting lead to an additional cost in the amount of the subsidy.

11.4.2 The beneficiary organisations are responsible for ensuring that the execution of the subsidised activity agreed to with third parties fulfils the established limits in terms of the nature and the amount of subsidisable expenses, and contractors are subject to the duty to collaborate in order to verify that the aforementioned limits are being fulfilled suitably. For this purpose, the contract or agreement must include the obligation to provide the

beneficiary organisation with the information required by the body issuing the call for applications.

11.4.3 Under no circumstances may the beneficiary organisation arrange the total or partial execution of the activities subsidised with the beneficiary organisations set out in article 29.7 of Law 38/2003, of 17 November. For this purpose, the beneficiary organisations are those established by article 68 of Royal Decree 887/2006, of 21 July.

11.4.4 Subcontracting must be formalised in writing by means of a contract, agreement or act or deed with similar legal validity.

11.4.5 The contractor may not arrange the total or partial execution of the subcontracted activity with third parties.

11.4.6 At least the following information must be included in the agreement:

a) Identification of the parties (position, name, Tax Identification Number, registered offices, type of company, etc.).

b) Object of the contract.

c) Specific activity subcontracted: items contracted, envisaged cost or quotation, percentage of the total subsidy.

d) Consideration (amount, form of payment and justification of the service provided).

e) Declarations and commitments:

The subcontracted organisation or company undertakes to provide the beneficiary of the subsidy with the data (indicators) that are mentioned for the purpose of the justification.

The beneficiary organisation declares whether or not it is related by marriage or by any other like stable relationship, by blood, adoption or affinity up to the second degree, with the contractor or with any other member of their partner/s or shareholders.

The beneficiary organisation declares that will not arrange the total or partial execution of the subsidised activities in any of the eventualities provided for by article 29.7 of General Law 38/2003, of 17 November, on subsidies.

f) The term of the contractual relationship.

g) The fact that the entry into force of the agreement is dependent on the award of the subsidy.

h) Grounds for termination of the contractual relationship.

i) Bodies and procedures to which any discrepancies that may arise from the agreement will be submitted.

j) Signature by the parties.

11.5 Pursuant to the provisions of article 31.3 of General Law 38/2003, of 17 November, on subsidies, when the subsidised expense surpasses the amount of 18,000 euros in the case of supplies and services, or 50,000 euros in the case of work, the beneficiary organisation must request at least three quotations from different suppliers before contracting unless, due to the special characteristics, there are not sufficient suppliers on the market, or if the expense has already been incurred before the application for the subsidy. If it was not the cheapest offer, an explanatory document or report should be attached, justifying the choice.

Rule 12

Payment

12.1 Payment of the subsidy will be processed following the award by means of a 50% advance on the amount awarded, for which purpose no guarantees will be required.

An intermediate payment of 30% will be made once the participant preparation and training phase has been accredited and justified, if thus requested by the organisation.

The application must be accompanied by the following documents to substantiate the effective and proper completion of the preparation and training phase:

- a) Plan for the execution of the partnership agreements signed by the partners (minimum quality standards in annex 2).
- b) Personal itinerary sheets of all the participants signed by the tutor and the participant (minimum quality standards in annex 2).
- c) Certificates of the knowledge acquired by each participant through the language training (minimum quality standards in annex 2).

If the intermediate payment is not requested, this 30% will be paid together with the remaining 20%.

The remaining 20% must be processed once the subsidised activity has been duly justified in accordance with rule 14.

12.2 Prior to recognising the obligation to make each of the payments, the overseeing body will check that the beneficiary organisation is up-to-date in its tax and Social Security payment obligations. The signature of the subsidy application grants an authorisation to check said information.

12.3 The payment will be processed according to the liquidity, availability and programming criteria of the Treasury of the Government of Catalonia and the conditions established by the award resolution.

Rule 13

Revision and variations in the destination of the subsidy

13.1 Subsidies already awarded may be reviewed and the award resolution may be modified if any of the conditions change or if other subsidies are obtained concurrently.

13.2 In accordance with article 19.4 of General Law 38/2003, of 17 November, on subsidies, if there are any changes in the conditions that were taken into account for the award of the subsidy and, in all cases, if other subsidies are obtained outside the cases permitted in the regulatory standards, this may lead to a change in the award resolution according to terms provided for in the regulations governing the subsidy.

13.3 The beneficiary organisation is obliged to inform the awarding body of any proposed changes to the application of the subsidy which, while pursuing the same purpose, must be expressly authorised by the awarding body in accordance with article 95.e) of Legislative Decree 3/2002, of 24 December, which approves the Redrafted Text of the Public Finances Law of Catalonia.

Rule 14

Justification

14.1 The beneficiaries of the subsidies must justify the application of the funds in accordance with articles 30 and 31 of General Law 38/2003, of 17 November, on subsidies; with article 98.1 of Legislative Decree 3/2002, of 24 December, which approves the Redrafted Text of the Public Finances Law of Catalonia; and with Order ECO/172/2015, of 3 June, on forms of subsidy justification.

14.2 The forms of justification are:

- a) a justification account for the activities linked to the preparation of the partnership agreement implementation plan and the management and transversal coordination activities of the project.
- b) justification by means of modules for the activities involving academic support, language training, participant travel, accommodation and maintenance, organisation of the hosting in the destination country, travel, accommodation and maintenance of the accompaniment tutor.

14.3 Once the activities have been completed, within the maximum term of two months as of the date of the end of the stays, the beneficiary of the subsidy must submit the

justification to the General Sub-Directorate of Employment Authorisations. The justification of the subsidy includes a technical report and a financial report.

14.4 The indications of section 2.2 of annex 2 of this Order (minimum quality standards) should be taken into account in the technical report on the implementation of the activities.

14.5 Contents of the financial report of the justification account:

This modality applies to the activity lines indicated in section a) of point 1 of this rule. The justification account will include a financial report on the cost of the activities performed, and will include:

a) A classified list of the expenses of the activities, identifying the creditor, invoice number or document of equivalent probative value for trade purposes, the amount, the date of issue, the date of payment and the form of payment.

b) The list must be accompanied by the invoices or documents of equivalent probative value for trade purposes or administrative effect, the documentation accrediting payment, consisting of a bank extract, or, if the payment is made in cash, the documentation accrediting the receipt of the amount by the creditor.

c) A detailed list of other income or subsidies that have financed the subsidised activity, indicating the amount and the source. When the receipts of the expense are allocated partially to other subsidies, the exact amount or percentage allocated to each one must be indicated, and the awarding bodies identified.

d) If applicable, documentation pertaining to at least three offers requested from different suppliers when the amount of the contracting of a subsidised expense exceeds the amount of 18,000 euros. Pursuant to the provisions of article 31.3 of Law 38/2003, when the cost of contracting a subsidised expense exceeds 18,000 euros, in the case of supplies and services, or 50,000 euros, in the case of work, the beneficiary organisation must request at least three quotations from different suppliers before contracting unless, due to the special characteristics, there are not sufficient suppliers on the market, or if the expense has already been incurred before the application for the subsidy. If the cheapest offer was not chosen, an explanatory document or report should be attached, justifying the choice.

f) A declaration from the beneficiary organisation stating that the payments correspond to activities carried out correctly.

g) A declaration from the beneficiary organisation stating that they have no relationship whatsoever with the companies they have subcontracted, with relationship defined in the terms provided for by the regulation developing General Law 38/2003 on subsidies, using the standard form, unless the awarding body's express authorisation is given.

h) If expenses for personnel on the payroll of the beneficiary organisation or company have to be justified with regard to the training activity, the document calculating the cost per hour using the standard form, calculated as indicated in annex 3 of this Order.

i) Monthly scheduling of the hours spent on each task by the organisation's own personnel, using the standard form. This scheduling will contain the description of each one by of the tasks performed and must be signed by both the beneficiary organisation and by the person responsible for performing them. This monthly scheduling must be the summary of the weekly scheduling, which must be made available to the corresponding overseeing bodies.

j) Statement of responsibility of amounts paid to the Treasury for the withholding of Personal Income Tax of the organisation's own workers who are allocated as an expense, indicating the person receiving it, the amount settled, the dates and form of payment, to make it easier to monitor the audit trail.

14.6 Original receipts should be stamped, indicating the subsidy being justified, the co-financing by the European Social Fund and, as applicable, the amount or percentage

allocated. The receipts of expenses of personal on the payroll of the beneficiary allocated by means of hours of dedication and cost per hour (payslips and TC forms) or electronic invoices do not need to be stamped.

14.7 All invoices, be they complete or simplified, must fulfil the requirements of the regulations governing invoicing obligations approved by Royal Decree 1619/2012, of 30 November. The description of the operation must provide sufficient information about the item and the period being invoiced so that the relationship between the expense and the activity for which the subsidy is received can be verified. If the invoice item is not sufficiently explained, the corresponding delivery notes or any other supporting documentation must be attached. In any event, it should be possible to check the unit price of the operation.

If any of the invoices requested do not contain VAT, reference must be made to the regulatory provision by virtue of which VAT exemption is applicable, in accordance with article 6.1.j of the Regulations governing invoicing obligations.

14.8 Besides all that established by the provisions of the Regulations governing invoicing obligations, the documents accrediting payment must indicate the following:

a) The identification of the beneficiary and the payment issuer. The issuer must be the beneficiary of the aid, and their Tax Identification Number and company name must be stated on the invoice.

b) The item for which payment is ordered, and reference to the corresponding invoice number or numbers. If the payment document does not make any reference to the invoices, it must be accompanied by the complementary documentation that makes it possible to check that the expense and the payment tally.

The expense allocation criteria are contained in annex 3.

14.9 Contents of the financial report of the justification by modules:

This modality applies to the activity lines indicated in section b) of point 1 of this rule.

a) Declaration by the beneficiary, indicating, for each one of the activities justified by means of modules, the units performed that are regarded as a module, indicated in rule 14.10.

b) Amount of the subsidy calculated on the basis of the activities quantified in the intervention report and declared in the previous section, and the modules provided for in rule 4.7.

c) As applicable, an itemisation of other income or subsidies that have financed the subsidised activity, indicating that amount and source.

14.10 Items for the calculation of the amount depending on the different modules:

a) Academic support activities: the number of participants that have effectively completed at least the first phase of the project, in accordance with the conditions envisaged.

b) Travel and maintenance during the stay of the participants and of the project tutor: country of destination, number of people travelling and number of days of the stay.

c) Language training: number of participants that actually completed the language training in the conditions envisaged, multiplied by the minimum number of hours that the activity must involve, as provided for in point 3.5 of annex 2 on Minimum Quality Standards.

d) Host tutoring in the country of destination: number of days during which said activity is actually performed, which must match the number of days of the participants' stay.

14.11 Expenses using unit cost as a financing modality will be substantiated by verifying that the action has actually been performed, and by the accomplishment of the results to which they are linked by means of the *in situ* verification process of the project.

14.12 If both the activity and purpose of the subsidy and the minimum expense established in rule 4.3 have been fulfilled, the payment of the subsidy for the amount effectively justified will be processed.

14.13 Failure to fulfil this minimum expense, as well as of the object and the purpose of the subsidy, will lead to the total revocation of the subsidy awarded.

Rule 15

Verification of the subsidisable activities

15.1 The body awarding the subsidisable activities may perform two kinds of verification:

a) Administrative verifications:

The object of which is to guarantee that the declarations justifying the expenses submitted by the beneficiaries are accompanied by the supporting documentation (invoices, payrolls, bank extracts, etc.).

b) Verifications *in situ* or on the ground:

The object of which is to verify that the subsidised action has actually been carried out and/or that the beneficiaries have fulfilled their obligations.

If necessary, verifications on the ground may be performed during the implementation of the subsidised action.

The Employment Management Support Service of the Ministry for Business and Labour is the body with powers to make verifications on the ground.

15.2 The beneficiaries of the subsidies must submit to the administrative verification actions and any on-the-ground actions that may be performed by the competent bodies.

Rule 16

Oversight of the subsidisable activities

16.1 The Ministry for Business and Labour will perform specific oversight actions in the event of complaints or signs of fraud or irregularities in the performance of the activity financed pursuant to this Order.

16.2 The organisations and companies that benefit from the subsidies must submit to the oversight actions deemed necessary by the Ministry for Business and Labour and to any oversight actions performed by the competent agencies of the Autonomous, State and Community Administration.

Rule 17

Revocation

17.1 The eventualities provided for in articles 92 bis, 99 and 100 of Legislative Decree 3/2002, of 24 December, which approves the Redrafted Text of the Public Finances Law of Catalonia, and article 37 of General Law 38/2003, of 17 November, on subsidies, constitute grounds for revocation.

17.2 If, as a consequence of the verification, the awarding body or the General Comptroller, within the framework of the oversight procedure, observe the concurrence of any grounds for revocation of the subsidy awarded, they will call for the initiation of the corresponding proceedings, as provided for by article 100 and following of the Redrafted Text of the Public Finances Law of Catalonia, and General Law 38/2003, of 17 November, on subsidies.

Rule 18

Waiver

18.1 The beneficiary organisations may only waive the subsidies awarded for justified causes and expressly, totally or partially, by means of a document expounding the justified reasons sent to the competent body for resolving the matter and, to this end, the body that awarded the subsidy will issue the corresponding resolution. The beneficiary organisations will have to return any amount that was unduly received, plus the corresponding arrears interests.

18.2 If the total justified expenses are less than the amount awarded, the beneficiary organisation may expressly waive its right to receive the part of the subsidy that was unduly received. For this purpose, the body that awarded the subsidy will issue the corresponding resolution.

Rule 19

Offences and penalties

19.1 These subsidies are governed by the system of offences and penalties established by chapters I and II of title IV of General Law 38/2003, of 17 November, on subsidies, as well as by the provisions of articles 101 and following of the Redrafted Text of the Public Finances Law of Catalonia, approved by Legislative Decree 3/2002, of 24 December, in any matters that do not contradict it.

19.2 If, as a consequence of the verification, the awarding body or the General Comptroller, within the framework of the oversight procedure, observe the existence of any grounds constituting an offence, they will call for the initiation of the corresponding proceedings, as provided for by section 5 of chapter 9 of the Redrafted Text of the Public Finances Law of Catalonia, and General Law 38/2003, of 17 November, on subsidies.

Rule 20

Publicity for the subsidies by the beneficiary organisation.

20.1 The beneficiary of the subsidy must suitably publicise the public nature of the financing of the Programme, activity, investment or action for which the subsidy is provided, according to the provisions of the rule that regulates the obligations of the beneficiary organisations and in accordance with the provisions of article 18.4 of General Law 38/2003, of 17 November, on subsidies.

20.2 The following publicity measures must be implemented by the organisations that benefit from the subsidy:

Include the logotype of the Ministry for Business and Labour, and the sentence “with the support of the Ministry for Business and Labour”, using the corporate logotype of the visual identification Programme (PIV) published on the website:

http://www.gencat.cat/piv/descarregues/dptEmpresa/03_14_dpt_empresa.html on any elements to be used for informing about and disseminating the activity for which the subsidy is awarded.

Legend pertaining to the public financing on posters, commemorative plaques, printed materials, electronic or audiovisual media or mentions in the media.

20.3 The beneficiary organisation must take the following measures to publicise and inform of the co-financing of the European Social Fund:

a) In all the information and communication measures it implements, it must include the emblem of the Union, a reference to the European Union, a reference to the European Social Fund and to the Youth Employment Initiative and to the slogan “The European Social Fund - Investing in your future”.

b) During the implementation of the programme, it must inform the general public of the co-financing on its website, if it has one, and by means of a poster that can be seen by the general public, of at least A3 size.

c) If the operation leads to the performance of building work and the public contribution surpasses the amount of 500,000 euros, it will be obliged to place a large poster informing the general public of the co-financing within three months as of the completion of the programme.

d) The technical characteristics of the information measures and of the posters must be adapted to the characteristics established by articles 4 and 5 of Regulation (EU) number 821/2014, of 28 July, of the Commission.

e) Measures must be taken to ensure that the beneficiaries (participants) of the TLN Mobilicat Programme have been informed of the co-financing provided by the European Social Fund. More specifically, the co-financing by the European Social Fund and the Youth Employment Initiative must be stated on any document delivered to the participants or which is part of the dossier of the co-financed action, for example, certificates of attendance, work placement agreements, contracts, the classroom announcement, etc.

Rule 21

Obligations of the beneficiary organisations

The beneficiaries of these subsidies have the following general obligations:

21.1 To fulfil the objective, execute the project, perform the activity or adopt the behaviour underlying the award of the subsidy, and substantiate all this to the Ministry for Business and Labour in the form and within the term provided for by the rule that regulates the justification of the subsidy.

21.2 To provide the awarding body with proof of the fulfilment of the requirements and the conditions established for receiving the award, or using the subsidy, by means of receipts of the expenses to be covered by the subsidy and the achievement of the purpose for which the subsidy was awarded.

21.3 To keep original and electronic receipts and the rest of the documentation related to the subsidy for a period of at least five years. In the case of co-financing by the European Social Fund, all the documents that justify the co-financed expenses must be kept for a term of three years as of 31 December of the year following the submittal of the accounts in which the expenses have been included to the European Commission.

21.4 To propose to the competent body any change which, according to the applicable regulations, may occur in the use made of the subsidy, without changing its purpose. Any change must be notified in advance and in writing to the overseeing body before the end of the term of execution, for it to assess the proposed modification and, if it does not involve substantial changes or represent non-fulfilment of the requirements and conditions established in these rules, to accept it. In the event of any changes that are not notified or which have not been accepted, it may be necessary to return the subsidy, totally or partially.

21.5 To submit to the verification actions that correspond to the Ministry for Business and Labour, to oversight actions regarding economic and financial activity that correspond to the General Comptroller of the Government of Catalonia, and to the Sindicatura de Comptes [Public Audit Office for Catalonia] or other competent bodies, both national and regional, and provide all the information required of them in the performance of the aforementioned actions.

21.6 To inform the body awarding the subsidy of any other subsidies requested or granted for the same purpose, including aid, income or resources for the same activity that is subsidised and any other alteration in the ones already reported, so that their compatibility can be evaluated. This notification must be made as soon as it becomes known, and in any event, before the justification of the use made of the funds received.

21.7 To have the accounts, officially approved records and other duly audited documents in the terms required by the business and sector legislation applicable to the beneficiary in each case, as well as the financial statements and specific records required by the rules regulating subsidies, with a view to guaranteeing the proper exercise of verification and oversight powers.

21.8 To return the funds received if the subsidy is revoked in the terms indicated in the corresponding resolution.

21.9 To provide adequate publicity as to the public nature of the financing in all investments or written materials resulting from the subsidised activity, in accordance with the dissemination measures included in these rules.

21.10 To inform the awarding body, by means of a statement of responsibility, of the information pertaining to the remuneration of the management or administration bodies, with a view to making them public once the subsidy has been awarded, in fulfilment of article 15.2 of Law 19/2014, of 29 December, on transparency, access to public information and good governance.

21.11 The private organisations referred to in headings a) and b) of article 3.4 of Law 19/2014, of 29 December, on transparency, access to public information and good governance must fulfil the transparency obligations of title II of said Law that are applicable to them.

21.12 To not transfer the management of any aspect of the subsidised activity.

21.13 To maintain the traceability of all the technical and financial documentation that makes it possible to check, firstly, that the activities which are the object of this subsidy have been performed correctly and, secondly, that the accounting records and the documents accrediting the expenses derived from the performance of these activities tally with the amounts involving co-financing from the European Social Fund.

21.14 To expressly identify, in their accounts, the expenses allocated to each one of the activities separately or by any other means that makes it possible to verify the co-financing of the expense by the European Social Fund.

21.15 To inform the beneficiaries that 91.89% of the TLN Mobilicat Programme has been co-financed by the Youth Employment Operational Programme 2014-2020, number CCI2014ES05M90P001, of the European Social Fund and the Youth Employment Initiative.

21.16 To accept their inclusion in the list of beneficiaries published in accordance with article 115 section 2 of Regulation (EU) 1303/2013 of the European Parliament and the Council, of 17 December 2013.

21.17 To report on the execution and results indicators, both common and specific, corresponding to the management of the subsidy received, with a view to fulfilling the requirements of certification and/or justification to the European Social Fund, in the form and within the deadlines established by the competent body.

21.18 The beneficiaries, contractors and other third parties related to the object of the subsidised projects must collaborate and facilitate all the documentation required of them in the course of the oversight and verification activities of the Operating Programme auditing authority, of the certification and management authority (the administrative unit of the European Social Fund), of the European Commission and other bodies which, in accordance with community regulations, are responsible for the oversight and financial control of the subsidies financed by the European Social Fund.

Rule 22

Personal data protection

22.1 The personal data to be provided by the interested parties in order to obtain the subsidy are included in the file "Subsidies of the General Directorate of Occupational Relations and Quality in Employment", for which the General Directorate of Occupational Relations and Quality in Employment is responsible. Its purpose is to manage the subsidies awarded by this body in the exercise of its legally attributed powers. The interested parties may use their rights, as the affected party, by writing to the Subdirecció General de Personal, Organització i Prevenció de Riscos Laborals [Assistant General Directorate of Personnel, Organisation and Prevention of Occupational Risks], passeig de Gràcia, 105, 08008, Barcelona, email: bustiaprotecciodedades.emo@gencat.cat.

22.2 The beneficiaries must fulfil the personal data protection regulations by taking and implementing the security measures provided by Organic Law 15/1999, of 13 December, implemented by Royal Decree 1720/2007, of 21 December. The beneficiaries must establish the necessary organisational and technical measures to guarantee the security of the data they access as a result of the activities which are the object of this Order. More particularly, they must take suitable measures to prevent the alteration, loss or unauthorised processing of or access to the aforementioned data.

Rule 23

Indicators

23.1 The indicators on the execution and the results of the Programme are those provided for by Regulation 1304/2013 of the European Parliament and the Council, pertaining to the European Social Fund, both the common ones, specified in annex 1, and the specific ones of the Youth Employment Initiative of annex 2.

23.2 The awarding body will define the indicators, as well as the means for the collection of information, in a standardised and systematised way, by means of management instructions.

Moreover, in addition, the beneficiaries must report the performance and results indicators corresponding to the management of the subsidy received which are established with a view to fulfilling the certification and/or justification requirements.

23.3 The beneficiaries must record and process the indicators within the terms set by the Administration at all times.

23.4 The results will be assessed 2 and 6 months after the completion of the work placement in accordance with the established indicators.

Annex 2

Minimum quality standards for the activities of the TLN Mobilicat Programme

Standard 1

Purpose of the TLN Mobilicat Programme

To achieve, by improving knowledge, skills and competencies through occupational training experiences abroad, integration in the labour market or, if necessary, resumption of the training with the completion of unfinished training or the acquisition of specialised training for the young people registered in the Youth Guarantee Programme who have any of the following qualifications:

- a) Unfinished medium- or higher-level specialisation studies.
- b) Finished medium- or higher-level specialisation studies but without work experience in their speciality. Employment experience of less than three months will not be taken into consideration.

Standard 2

Key elements of the TLN Mobilicat Programme

2.1 Activities provided for by the Programme

In order to fulfil its purpose, the TLN Mobilicat Programme envisages a series of activities structured into clearly different implementation phases:

2.1.1 Preparation and training phase.

- a) Sourcing and selection of the participants.
- b) Language training of the participants.
- c) Intercultural preparation of the participants.

- d) Professional guidance for the participants.
- e) Development of the learning stay execution plan.

2.1.2 Non-remunerated professional work placement phase in European Union countries

- a) Practical in-company learning.
- b) Complementary academic activities.
- c) Complementary language training activities.

Once the specific activities of the Programme have been completed, the project sponsor will have to continue to tutor the participant for a 2-month period, providing support and accompaniment to the participant in the performance of the measures after the practical learning period, as agreed to by the participant and the tutor on the professional itinerary sheet.

2.2 Methodology applied by the TLN Mobilicat Programme

2.2.1 In the selection of the participants

It is the responsibility of the beneficiary to select the participants, always from among candidates registered in the Youth Guarantee Programme, for which it may use any means it deems convenient, following the target group criteria defined by the Programme and in line with its purpose, always observing the principles of equality and transparency. The organisation must keep all the documentation and information related to the process and make it available to the Administration.

2.2.2 In the accompaniment and support of the participants during the development of the TLN Mobilicat Programme

During the development of the TLN Mobilicat Programme, the participants will be permanently accompanied and assessed by a tutor, who will be the guide and will guarantee consistency between the activities they perform and the professional and training path of each one of them.

Each tutor may be responsible for a maximum of 12 participants.

The tutoring activities set out by the Programme include two figures:

- a) The project tutor: They are responsible for the ongoing tutoring of the participants throughout the project, although their time dedication and role may be different in each of the phases.
- b) The host tutor: They provide direct tutoring to the participants during the stay abroad. Although it is regarded as beneficial for this role to be taken on by a person from the destination country, there is nothing preventing the actual project tutor from also taking on this role. In any event, this is one of the aspects pertaining to the collaboration with the European partner that must be specified in the Agreement.

2.2.3 In the justification of the activities

The justification account for the activities has two parts: the technical justification that the activities have been effectively performed and the justification of the related expenses.

The technical justification will be performed in phases:

At the end of the preparation and training phase, the organisation must produce a short report assessing the activities performed and attach the three products specific to this phase:

- a) Execution plan of the partnership agreements signed with the partners.
- b) Language training certificates of the participants.
- c) Professional itinerary sheets of the participants.

The moment the technical justification of this first phase is presented, it is possible to apply for the intermediate payment of 30% of the amount awarded.

At the end of the non-remunerated professional work placement phase in the European Union countries, the organisation responsible must produce a short summary report, to which the following reports should also be attached:

- a) Assessment of the stay by the host tutor.

b) Assessment of the stay of each of the participants, signed by them.

The financial justification of the Programme activities must be performed globally at the end of the non-remunerated professional work placement phase in the European Union countries by means of the simplified justification system that is described in rule 14 of the call for applications.

Standard 3

Indications for defining a TLN Mobilicat Programme

- a) Conditions regarding the scope and duration of the projects.
- b) Human resources assigned to the project.
- c) Process for the sourcing and selection of the participants.
- d) Professional guidance and intercultural preparation of the participants.
- e) Language training of the participants.
- f) Partnership agreements signed with the mobility partners.
- g) Plan for the execution of the partnership agreement.
- h) Personal itinerary sheet.

This section addresses, point by point, in sub-sections 3.1 to 3.6, the information to be contained in the descriptive report of the project that accompanies the application, providing guidelines and defining the decision-making options the organisation has for each item.

Points 3.7 and 3.8 deal with products that are developed in the course of the preparation and training phase.

3.1 Conditions regarding the beginning, scope and duration of the projects

The document that accredits the beginning of the project is the express acceptance of the award according to the conditions established in rule 9. Under no circumstances may the delivery date of this document to the Administration be later than 31 December 2015.

The project execution period ends on 31 July 2016. For this purpose, the project is regarded as completed when the stay by the last group of participants envisaged ends, although the commitment regarding accompaniment during the process of labour integration remains standing for two months after the end of the stay.

The deadline for submitting the project cost justification (technical and financial justification) is 30 September 2016.

Each organisation may present a single project, which must take the following recommendations into account:

- a) It may send more than one group of participants abroad.
- b) It must submit at least one partnership agreement with a European organisation which is the organisation that hosts the stays.
- c) The length of the stays may range from 8 to 16 weeks.
- d) The minimum duration of the language training in the training phase must be 60 hours.
- e) The number of participants in each group may range from 8 to 12.
- e) The number of participants in a project may range from 8 to 36.

3.2 Human resources assigned to the project.

3.2.1 Project manager

The professional taking on the management functions must have proven and demonstrable experience in the management of transnational mobility projects.

The time dedicated to the project must be at least one half day in the preparation phase of the participants' stay and training and a quarter of a working day in the course of the phase during which the participants stay in the European Union countries.

The project director is globally responsible for the project and is the Administration's direct contact person at all times.

3.2.2 Technical coordination personnel

At least one technical coordination person, working half a day, throughout the project.

3.2.3 Project tutor

Uninterruptedly throughout the project, the participants are entitled to have a reference tutor, who must be the project tutor, although their time dedication and role may vary from one project phase to another.

Moreover, each project tutor may tutor a maximum number of 12 participants.

In the phase for the preparation of the participants' stay and training, the tutor will be required to work on a full-time basis. In this phase the tutor's role is crucial, not only for the general functions involved in attending to the participants and resolving any queries or doubts they may have, but also because they act as a guide in defining the professional itinerary of each participant.

By signing the professional itinerary, the participant commits to implementing the activities agreed to and to accomplishing the objectives, and the tutor leaves a record of the guidance and accompaniment provided during this phase.

In the practical learning phase during the stay in a European Union country, the project tutor must dedicate a minimum of 25% of their working day, although they are obliged to continue to be the project reference person for the participants and to accompany them in the departure and return from the European country, with a maximum stay of 3 days on each occasion, initially to facilitate contact and for the participants to meet the host tutor and to check that the conditions agreed upon for the stay have been met and, at the end of the stay, to help organise the return and to collect all the necessary and sufficient information to evaluate the activity.

The need for any other travel during the stay must be justified, and any trip for a maximum stay of 5 days charged to the project must be expressly authorised.

During the stay, the participants must have a host tutor who will initially be provided by the host organisation and must either be from or have lived in the host country for a long time. The project tutor themselves may fulfil these requirements, in which case they may also take on this role. If this is the case, this consideration must also be specified in one of the clauses of the partnership agreement with the European partner.

3.2.4 Host tutor

The host tutor will be the reference person for the participants during their work placement stay in the European Union country.

The tutor must address and resolve both the incidents derived from everyday life in the destination country and any incidents that may arise with regard to the company where the work placement is being done, checking that the learning plan contained in the stay execution plan is being followed.

Similarly, they are responsible for organising any complementary training or academic activities contained in the execution plan of the partnership agreement, as well as for the participants.

The host tutor must coordinate with the tutor and the organisation responsible for the project in the terms provided for in the partnership agreement execution plan.

3.3 Process of sourcing and selecting participants

The beneficiaries or participants must be adults over the age of 18 and under the age of 30 registered on the National Youth Guarantee System, and also registered as unemployed job-seekers with the Servei d'Ocupació de Catalunya with unfinished medium- or higher-level specialisation studies, or finished studies but no work experience in their speciality. Employment experience of less than three months will not be taken into consideration.

The following additional criteria may be applied for the selection of the participants included in the aforementioned group:

- a) Motivation to build a solid professional project in the professional sectors and jobs that are offered in the project for the non-remunerated work experience.
- b) The homogeneity of each group sent, with regard to language skills in the language to be used in the non-remunerated work experience.

The purpose of the selection is to identify the candidates who may, with proper support and based on their individual motivation level, leverage their participation on the Programme for integration in the employment world, either directly, or by resuming unfinished training or by improving their specialisation in the sector of the practical learning.

The project must include a description of the methodology and the resources proposed by the promoter for the selection of the participants.

The organisation may define the number and general profile of the candidates and the employment office that is chosen for this purpose and will refer the candidates to the selection process in the manner agreed to do with the organisation.

The successful candidates will sign a document in which they commit to fully following the TLN Mobilicat Programme.

In any event, the participants' registration on the National Youth Guarantee System must be substantiated by means of a resolution.

3.4 Preparation and professional guidance of the participants

The guidance and information activities aimed at helping design the professional itinerary for each participant shall fall within the following lines:

3.4.1 Information sessions by the host organisation

At these sessions, the organisation welcomes the participants in the TLN Mobilicat Programme, informing them of the objectives to be accomplished and explaining the project phases and commitment they will have to take on.

The participants will also be given information about the professional sectors in which the practical work will be undertaken, with information about the companies' different areas of work, the professional profiles employed, their responsibilities, the work that they do, future professional outlook of the different jobs, etc., in order for them to learn about the sector's working environment and the employment prospects it may offer in the short or medium term.

3.4.2 Intercultural preparation sessions

At these sessions, the participants will be provided with information about the host country's social, employment and cultural characteristics.

The objective is to help them to prepare in advance for a possible "culture shock" and to reflect upon their own culture in relation to the culture of the destination country.

3.4.3 Individual guidance sessions

a) Individualised evaluation of each participant. Analysis of their training and/or employment profile, their personal circumstances, areas for improvement and motivations so they can identify and develop their own resources and skills. Effective guidance in defining their professional project.

b) Assessment and/or information about the training and/or work placements on offer (adapted to each profile), with guidance on the participant's personal training and career path in accordance with their strengths and motivations to take on present and future challenges, professional preferences and general knowledge of the employment world, among other aspects. The participant must be empowered to take decisions about the educational and/or professional path they want to take and commit to it, making sure that they do so with full knowledge of the alternatives available to them.

c) Definition of the individual personal and professional itinerary sheet within the project and signature by the participant of their commitment to follow it. Signature of the document

involving the commitment to follow the professional itinerary sheet by the tutor and by the participant.

3.5. Language training

The language training activities are the only activities in this Programme and call for applications that can be subcontracted.

The participants' level of language proficiency must be identified in order to define the learning objectives.

The project must define these objectives, guaranteeing that the participants reach a level of knowledge that allows them to understand simple instructions and a basic verbal communication to cope in everyday situations.

The minimum number of hours to be allocated to language training is 60, although the organisation may increase this number of hours, either in the preparation and training stage or in the course of the stay, depending on the assessment criterion of projects with a higher weighting.

This training must be given by qualified professionals and must be certified, specifying the number of hours and contents.

3.6 Partnership agreements signed with the European partners.

The partnership agreements properly signed between the beneficiaries and the European partners must be submitted along with the project and the subsidy application.

The agreement must contain at least the following information:

- a) The identity of both partners.
- b) Work placement stay periods: generally speaking, the work placement timetable should be between 30 and 35 hours a week, from Monday to Friday and during the day. When, due to specific reasons related to the sector, or because the company offering the work placement has to change these parameters, this must be justified in writing to the General Sub-directorate of Initial Employment Authorisations.
- c) Description of the host partners.
- d) Brief description of the project.
- e) Group of beneficiaries.
- f) Partnership agreement.
- g) The sending partner's responsibilities.
- h) The host partner's responsibilities.
 1. The production sectors and the jobs or profiles in which the foreign organisation undertakes to provide a work placement environment.
 2. The number of places they undertake to offer for each sector and job or professional profile.
 3. The country where the work placement will be provided.
 4. The general characteristics of the housing or accommodation offered.
 5. Characteristics of any additional language training that will be offered, as applicable.
 6. Characteristics of the host tutoring offered.
- i) Financing.
- j) Legal responsibilities.
- k) Partnership agreement procedure.
- l) Additional local or regional conditions.

3.7 Execution plan of the partnership agreements signed with the partners

It should be remembered that the partnership agreement, which is an indispensable requirement for project eligibility, must specify the professional sectors and the professional jobs/profiles in which the European partner can guarantee non-remunerated work placements.

3.7.1 Host companies

In the initial agreement, it is not essential to identify the companies where the participants will do the work placement, but this information is essential in the execution plan, which must adhere to the sectors, jobs and number of placements stated in the initial agreement, provided that such information is relevant in the participant selection process.

3.7.2 Participants/company

For each company that hosts participants on work placements, the execution plan must include:

- a) Schedule and timetable of the work placement (generally speaking between 30 hours and 35 hours per week, from Monday to Friday, during the day).
- b) Learning plan.
- c) Tutor in the company: identity of the person and description of their role.
- d) How the objectives accomplished by the participants will be acknowledged and assessed.

3.7.3 Host tutor

The execution plan must include:

- a) Identity of the host country mentor.
- b) Description of the mentor's role, both in the preparation phase (examples: in informing the company/companies of the profiles and the needs of the participants in order to prepare the learning plan, in preparing the practical information material for the participants' stay, etc.), as well as during the work placement stay in a European Union country (examples: the way in which they will coordinate with the companies and accompany the participants in the work placement, how they should manage possible risks or conflicts, their role in the management of the cultural/language programme that accompanies the work placement, etc.).
- c) Description of the characteristics of the collaboration that must exist between the mentor of the sending Organisation and that of the host organisation in the European country. Although the mentor of the beneficiary organisation is a permanent tutor throughout the project and must always be available to resolve queries and incidents, their role may be more or less active during the stay abroad depending on the role taken on by the mentor of the host country.

3.7.4 Indicators

With regard to compliance with the indicator-based follow-up system, the execution plan must include the system for the collection of information and data by the beneficiary organisation in order to comply with the requirements set out in this Order, in fulfilment of the legal requirements of the European Social Fund and the Youth Employment Initiative.

3.7.5 Cultural/language Programme

With regard to the cultural/language programme that complements the work placement learning, the execution plan must include both the activity plan (description of the cultural activities and the conditions and schedule according to which they will be carried out), and the language improvement plan (description of the training activity: duration, system and contents).

3.7.6 Participant accommodation and maintenance

With regard to participant accommodation and maintenance, the execution plan must include information about the accommodation envisaged, which in all cases must be accessible and decent, and must guarantee respect for the principle of equality and accessibility for people with special requirements (as applicable).

3.8 Professional itinerary sheet

The primary objective of the professional itinerary sheet is to optimise the impact of the TLN Mobilicat Programme on the participant but also to help them define professional objectives consistent with the learning, their profile and their interests.

The activities that must be performed in order to finalise the professional itinerary sheet are:

3.8.1 Initial interview

The first step in designing the professional itinerary sheet must be a personal interview to evaluate the interests, expectations and potential of each participant: the training and/or occupational profile and personal situation must be analysed, and their skills, areas for improvement and motivations should be identified and expectations adjusted.

3.8.2 Information sessions by the host organisation

Information about the TLN Mobilicat Programme: objectives to be accomplished, project phases and professional sectors in which the work placements will be performed.

Information about the companies' different areas of work, the professional profiles employed, their responsibilities, the work that they do, future professional outlook of the different jobs, etc., in order for them to learn about the sector's working environment and the employment prospects it may offer in the short or medium term.

3.8.3 Intercultural preparation sessions

Information about the social, labour and cultural characteristics of the host country in order to help the participant to prepare for a possible "cultural shock".

3.8.4 Individual guidance sessions

a) Individualised evaluation of each participant, analysing their training and/or employment profile, personal situation, areas for improvement and motivations.

b) Assessment and/or information about the training and/or work placements on offer (adapted to each profile), with guidance on the participant's career path in accordance with their strengths and motivations to take on present and future challenges, professional preferences and general knowledge of the employment world, among other aspects.

In conclusion, the professional itinerary sheet must identify:

The characteristics of the participant's professional and academic profile.

Their professional and occupational expectations.

The characteristics of the training and learning activities in which they have participated within the framework of the TLN Mobilicat Programme.

The characteristics of the learning plan envisaged for the stay.

Recommendations on subsequent initiatives to be undertaken.

Standard 4

Indications for the follow-up and control of the stay phase

4.1 Verification that the practical learning has actually been carried out

From the outset, the participant must be provided with the learning plan to know in advance their role in the company and the real learning expectations.

Although inside the company the participants will have a tutor appointed by the company, the host tutor must verify, in the form that they deem most suitable in each case, that the learning is being carried out in accordance with the envisaged terms.

Any incident that cannot be easily resolved by the tutor must be notified to the project director and tutor, who must take suitable corrective measures to resolve the issue.

The host tutor, directly or through the company, must guarantee that the participants sign the work placement attendance sheet every day, using the standard document available on Canal Empresa; the tutor must also sign it in order to guarantee its authenticity and safeguard the sheet until it is sent to the organisation responsible for the project.

4.2 Certificate issued by the work placement company

Once the work placement has been completed, the company must issue a certificate including at least the following information:

a) The name and surname/s of the participant.

- b) The National ID Card number, Foreigner's ID number or passport number of the participant.
- c) A statement that the participant has done the work placement within the framework of the TLN Mobilicat Programme.
- d) The name and logotype of the host company.
- e) A summary of the skills acquired and the work done during the course of the work placement.
- f) The start and end dates of the work placement period. If possible, the total number of hours of work placement should be stated as well.
- g) Signature of the certificate by the person appointed by the company to sign this document.
- h) The date of the certificate.

4.3 Report on the training or academic activities carried out

At the end of the stay, the host tutor must deliver the attendance sheets to the project tutor and produce and deliver a report about the activities actually carried out, indicating the characteristics and results.

As regards language training activities, it should also state the company that provided the training, the hours, the contents and the participants.

4.4 Final assessment of the leverage of the stay by each of the participants

The project tutor must produce an individual report for each participant about the extent to which they have taken advantage of the stay, using the standard document available on Canal Empresa, and based on the information provided by the company and the host tutor regarding the practical learning in the workplace, and on the participation and the results obtained in the complementary training and academic activities.

4.5 Final assessment of the stay by each participant

When they arrive at the country where the participants have been staying in order to organise the return process, the project tutor must ask each of the participants for a signed personal assessment about the learning and the usefulness of this phase of the TLN Mobilicat Programme for them, using the standard document available on Canal Empresa.

Annex 3

Expense allocation criteria

a) Personnel expenses

Regarding the expenses of the management personnel and the coordinating technician, when the latter is supported by the company's own personnel, the amount to be allocated will be calculated taking into account the hours worked according to the schedule, by the cost per hour of each worker (cost per hour).

The cost per hour will be calculated according to wage costs, Social Security to be paid by the company and annual hours according to the collective bargaining agreement.

Wage costs will be regarded as the gross base salary that includes extra payments, plus wage compliments established in the collective bargaining agreement or in the worker's contract (except extra time and payments for profits).

The remaining items on the payslip are not subsidisable, as mentioned in the non-subsidisable expenses section.

$$\text{cost / hora} = \frac{\text{cost salarial} + \text{SS empresa}}{\text{hores anuals conveni}}$$

The cost per hour thus obtained, multiplied by the total number of hours justified in the schedule per job, activity and worker, will make it possible to calculate the amount of the expenses to be allocated/justified.

b) Indirect expenses

The indirect expenses linked to the project's transversal management and coordination activities are justified by means of a flat rate calculated out of the duly justified direct personnel expenses for this activity. The flat rate is 15%.

c) Cash payments

The allocation of cash payments for a maximum amount of €2,500 (VAT included) of the total properly justified subsidy is accepted.

Personal cheques are regarded as cash payments.

Amendment to Rule 5, points 5.2.6 and 5.2.7.

Rule 5.2.6 Cost of tutoring by the foreign host organisation during the stay.

For these expenses, as indicated in rule 4.7, the financing system will be a unit cost (daily rate in euros) per tutor and group of participants ~~per participant~~, and the simplified justification system will be the accreditation of the tutor that performs the activity and of the number of participants in the group that have actually completed the learning according to the provisions of the partnership agreement and its execution plan.

This may be accredited by the person performing the tutoring work, ~~by means of the work~~ placement attendance sheets, the report on the training and/or academic activities performed by the host tutor and the final assessment of the stay made by each participant as provided for in section 4 of the project's minimum quality standards (annex 2).

I have also found another point that needs to be corrected. Please find it attached:

Rule 5.2.7, transversal management and coordination of the project, third paragraph:

The simplified cost system provided for in article 68.1 ~~by b)~~ of Regulation (EU) 1303/2013 will be used for indirect expenses. A flat rate of 15% calculated from the total duly-verified direct personnel expenses will be applied.