

EURES - TARGETED MOBILITY SCHEME (TMS)

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

Instructions for Employers

(Version 2 – November 2022)

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

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

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

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

The financial benefit details:

The contribution varies according to:

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

This financial measure can be claimed through two request forms:

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

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

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

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

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

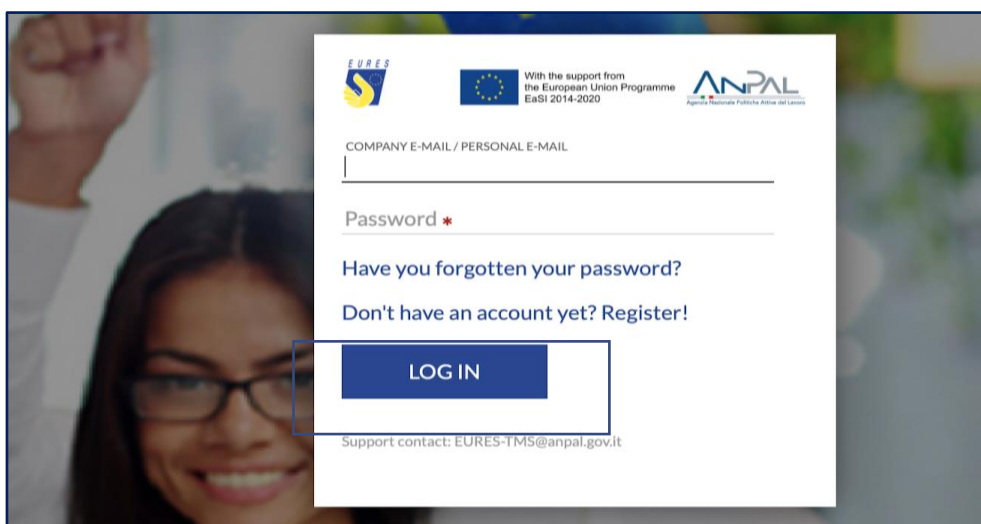
HOW TO GET THE INTEGRATION PROGRAMME ALLOWANCE IN 5 STEPS (Authorization Procedure)

1

Login to the project platform

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

1.1



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EaSI 2014-2020

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Agenzia Nazionale Politiche Attive del Lavoro

COMPANY E-MAIL / PERSONAL E-MAIL

Password *

Have you forgotten your password?

Don't have an account yet? Register!

LOG IN

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

2

Activate the Integration Programme financial benefit

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

The screenshot shows the 'Employer' dashboard. On the left is a sidebar with navigation links: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, and Benefit request. The main area is titled 'Employer' and contains sections for 'Employer Informations', 'Contacts', 'Description', and 'Representatives'. The 'Job Vacancies' section is active, showing a summary of vacancy counts and a list of two vacancies. The first vacancy, 'n. 1290 - Test IP', is highlighted with a box. Under this vacancy, there is a link for 'Integration Programme' with a plus icon, which is circled and labeled '2.1'.

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

The screenshot shows the 'SELECT A CANDIDATE' interface. It features a table with columns: TAX IDENTIFICATION NUMBER (TIN), FIRST NAME, SURNAME, STATUS, MOTIVATION, SELF-CANDIDATE, and DOMICILE. The first row is highlighted, showing a 'HIRED' candidate. This row is circled and labeled '2.2'. Below the table, there is a button labeled 'INTEGRATION PROGRAMME REQUEST' with a plus icon, which is circled and labeled '2.3'.

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

INFORMATION

INTEGRATION PROGRAMME REQUEST

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

CANCEL

OK

2.4

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

INFORMATION

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

NO

OK

2.5

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

Home

Company

Associated Advisers

Add job vacancy

Job vacancies

Interviews

Benefit request

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

Integration program type *

Language Training *

Specify for Language Training

Business Visits *

Specify for Business Visits

Mentoring Support *

Specify for Mentoring Support

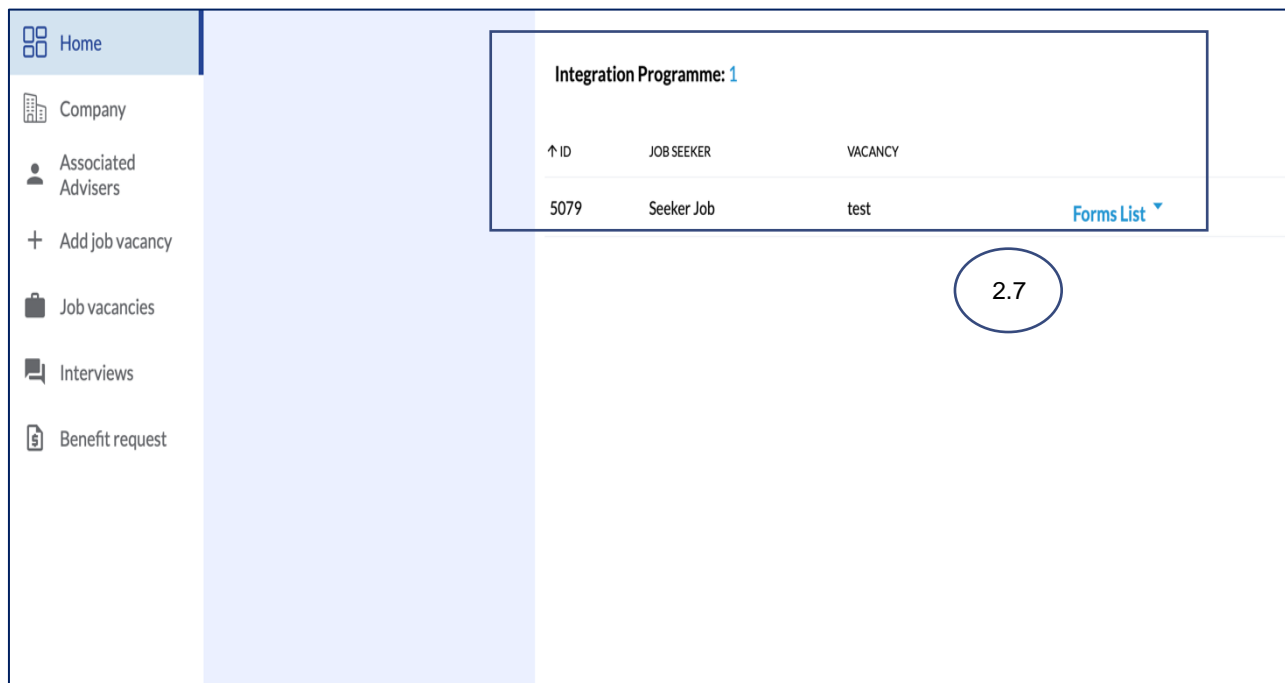
Technical Training *

SAVE TO DRAFT

COMPLETE

2.6

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



↑ ID	JOB SEEKER	VACANCY
5079	Seeker Job	test

Forms List ▾

2.7

3

Select the Integration Programme Allowance Request Form

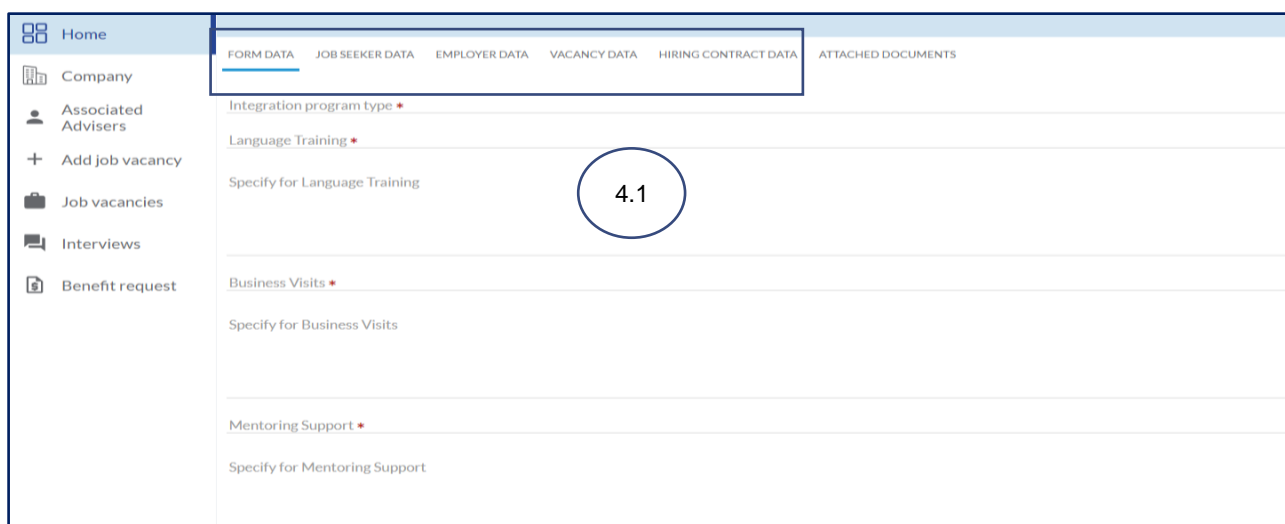
→ From **Home**, go to **Activated Benefit requests** (#3.1)

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

4

Fill in the Integration Programme Allowance Request Form

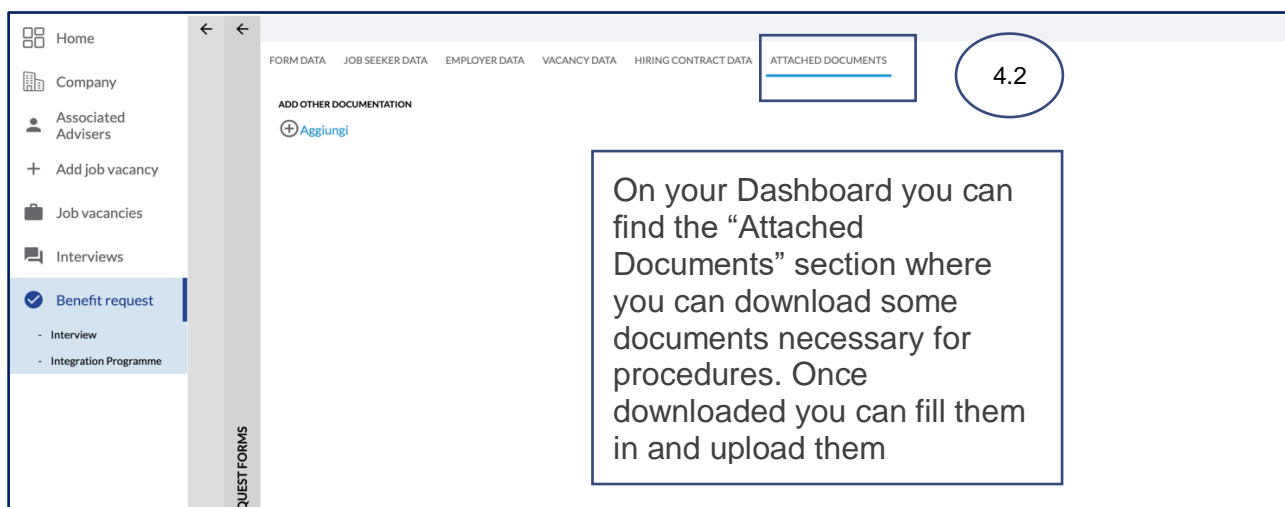
→ The Form will automatically open, insert all required data in **Form Data** and check all information you provided (**Jobseeker**, **Employer**, **Vacancy** and **Hiring Contract Data**) is correct (#3.1)



The screenshot shows the 'FORM DATA' tab of the Integration Programme Allowance Request Form. The left sidebar contains a navigation menu with options: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, and Benefit request. The main content area has tabs for FORM DATA, JOB SEEKER DATA, EMPLOYER DATA, VACANCY DATA, HIRING CONTRACT DATA, and ATTACHED DOCUMENTS. The FORM DATA tab is active, showing fields for 'Integration program type', 'Language Training', 'Specify for Language Training', 'Business Visits', 'Specify for Business Visits', 'Mentoring Support', and 'Specify for Mentoring Support'. A blue circle with the number '4.1' is overlaid on the 'Specify for Language Training' field.

→ Upload the annexes required (#4.2)

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



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

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

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

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

Home

Company

Associated Advisers

+ Add job vacancy

Job vacancies

Interviews

✓ Benefit request

- Interview
- Integration Programme

INTEGRATION PROGRAMME

LIST OF AVAILABLE BENEFIT REQUEST FORMS

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

ADD OTHER DOCUMENTATION

+ Aggiungi

Click on COMPLETE

4.3

SAVE TO DRAFT COMPLETE

5

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

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

Home

Company

Associated Advisers

+ Add job vacancy

Job vacancies

Interviews

Benefit request

DOCUMENT

EURES

ANPAL

European Union Programme for Employment and Social Innovation "EaSI"

Agenzia Nazionale Politiche Attive del Lavoro

EURES National Coordination Office - Italy

ANPAL

Via Fornovo n. 8 - 00192 Roma

EURES-TMS@anpal.gov.it

5.1

EURES TARGETED MOBILITY SCHEME (TMS)

EMPLOYER REQUEST OF AUTHORISATION TO OFFER

AN INTEGRATION PROGRAMME TO MOBILE WORKERS/TRAINEES/APPRENTICES

I, the undersigned,
Representative of the Company Employer10novembre
Registration number 123456dvsbhjdbhs
Country BE - Belgique/België/Belgium

5.

SEND OTP

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

INFORMATION

With which legal entity do you want to sign the document?

Signatory

☐ LEGAL REPRESENTATIVE

☐ LEGAL REPRESENTATIVE DELEGATE

NO

CONFIRM

5.3

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

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

ATTENTION!

IT IS NECESSARY TO ENTER THE DATA AND DOCUMENTS OF THE SIGNATORY (LEGAL REPRESENTATIVE OR HIS/HER DELEGATE) FROM THE COMPANY PROFILE BEFORE PROCEEDING WITH THE REQUEST. IN ADDITION, THE SIGNATORY'S EMAIL MUST BE VALIDATED

OK

5.4

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



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

**Advanced electronic signature
Terms and conditions**

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

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

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

How to apply for financial benefits?

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

What is the advanced electronic signature?

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

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

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

DECLINE **ACCEPT**

5.6

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

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

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5.7

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

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

Best Regards,
The project team
EURES National Coordination Office Italy

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

TMS ©2022

DOCUMENT SIGNATURE

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

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

OTP code +

CANCEL **CONFIRM**

5.8

PLEASE NOTE: The OTP expires within 10 minutes!

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

5.9

INFORMATION

The document was successfully signed

OK

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

5.10

INFORMATION

The document was successfully signed

OK

→ Your **Integration Programme Authorization request** has been **Sent** (#5.11) and it is ready to be checked by your Adviser

Please Note: **wait** for your **EURES TMS Adviser approval** before starting the **Integration Programme**.

Home

Company

Associated Advisers

+ Add job vacancy

Job vacancies

Interviews

Benefit request

5.1

Integration Programme: 1

↑ ID	JOB SEEKER	VACANCY
5079	Seeker Job	test

[Forms List](#)

Integration program
n.5079

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

[Download Document](#)

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

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

Activated Benefit Requests

Invite to Interview: 0
Integration Programme: 1

ID	JOB SEEKER	VACANCY
5040	susana jobseeker	test 10 novembre

[Forms List](#)

Integration program n.5040

- susana jobseeker
- test 10 novembre
- Request n.510
- DRAFT**

Integration program n.5040

- susana jobseeker
- test 10 novembre
- Authorization n.681
- AUTHORIZED**
- \$ 1240.00
- [Download Document](#)

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

1

Integration Programme Payment Request

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

The screenshot shows the ANPAL system interface. On the left is a sidebar menu with options: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, and Benefit request. The main content area is titled 'Activated Benefit Requests' (1.1). Below this title is a table with the following data:

ID	JOB SEEKER	VACANCY
5040	susana jobseeker	test 10 novembre

Next to the table is a 'Forms List' button (1.3). To the left of the table, there are two callouts: 1.2 pointing to the 'Integration Programme: 1' header and 1.4 pointing to the 'DRAFT' status in the detailed view.

The detailed view of the 'Integration program n.5040' shows the following information:

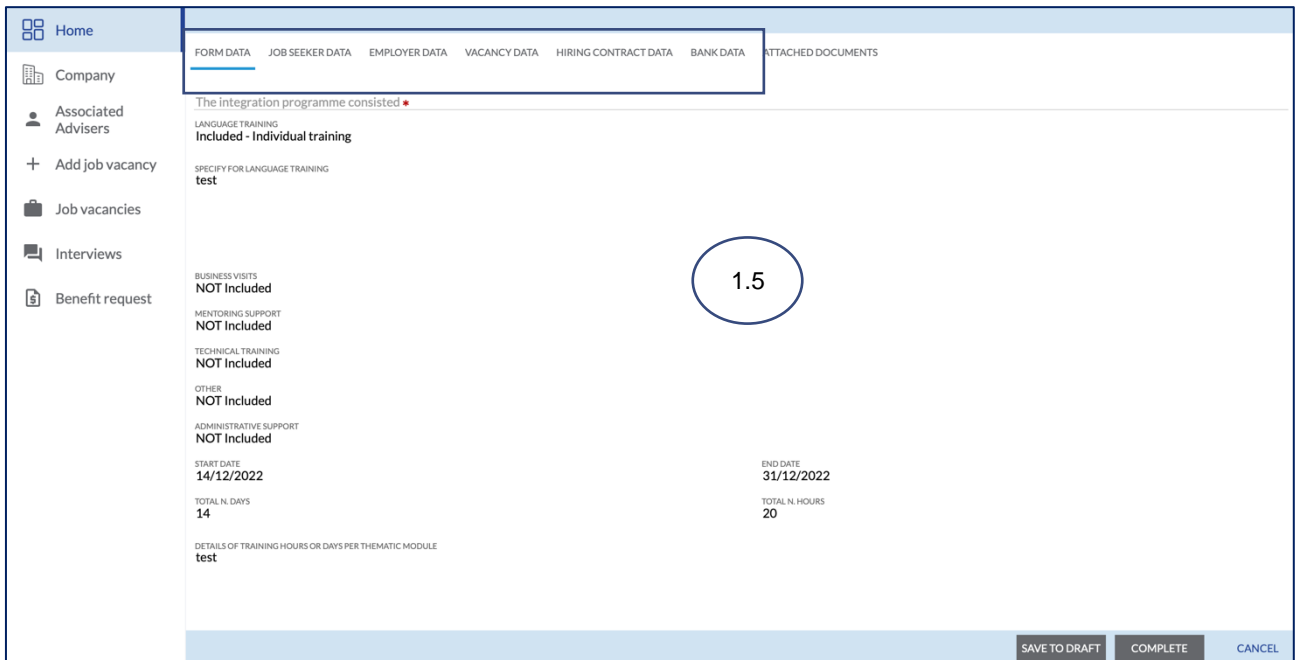
- Job seeker: susana jobseeker
- Test date: test 10 novembre
- Request: Request n.510
- Status: DRAFT

On the right, there is another section for the 'Integration program n.5040' showing:

- Job seeker: susana jobseeker
- Test date: test 10 novembre
- Authorization: Authorization n.681
- Status: AUTHORIZED
- Amount: \$ 1240.00

At the bottom right, there is a 'Download Document' button.

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



The screenshot shows the 'FORM DATA' tab of the EURES application form. The form includes sections for LANGUAGE TRAINING, BUSINESS VISITS, MENTORING SUPPORT, TECHNICAL TRAINING, OTHER, and ADMINISTRATIVE SUPPORT. A circled '1.5' is placed over the form content.

Section	Status
LANGUAGE TRAINING	Included - Individual training
BUSINESS VISITS	NOT Included
MENTORING SUPPORT	NOT Included
TECHNICAL TRAINING	NOT Included
OTHER	NOT Included
ADMINISTRATIVE SUPPORT	NOT Included

START DATE: 14/12/2022
END DATE: 31/12/2022
TOTAL N. DAYS: 14
TOTAL N. HOURS: 20

DETAILS OF TRAINING HOURS OR DAYS PER THEMATIC MODULE: test

Buttons: SAVE TO DRAFT, COMPLETE, CANCEL

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

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

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

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

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

2

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

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

→ Once signed, your **Integration Programme Payment request** will be sent and ready to be checked by your Adviser (#2.3)

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

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

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

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

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

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

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

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

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

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

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

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

4

SEND VALIDATION MAIL

The email address must be validated.
Do you want to validate it?

Click on OK to send the validation link to the Legal Representative email address.

CANCEL
OK

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





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Dear Representative Legal,
your email address has been entered by Employer Contact employer@gmail.com in the EURES TMS platform as the address of the legal representative of the company EmployerA .

To confirm your e-mail click on the following link (or copy and paste the address below in the address bar of your browser):
<https://eureslogin-stage.anpal.gov.it/valida-email-lr/UVZ1QF1bUi/24c24709687a38d579938fea9d5e56a6c5c76906cc90059164c7faed09994242fO8wHCIBXn>

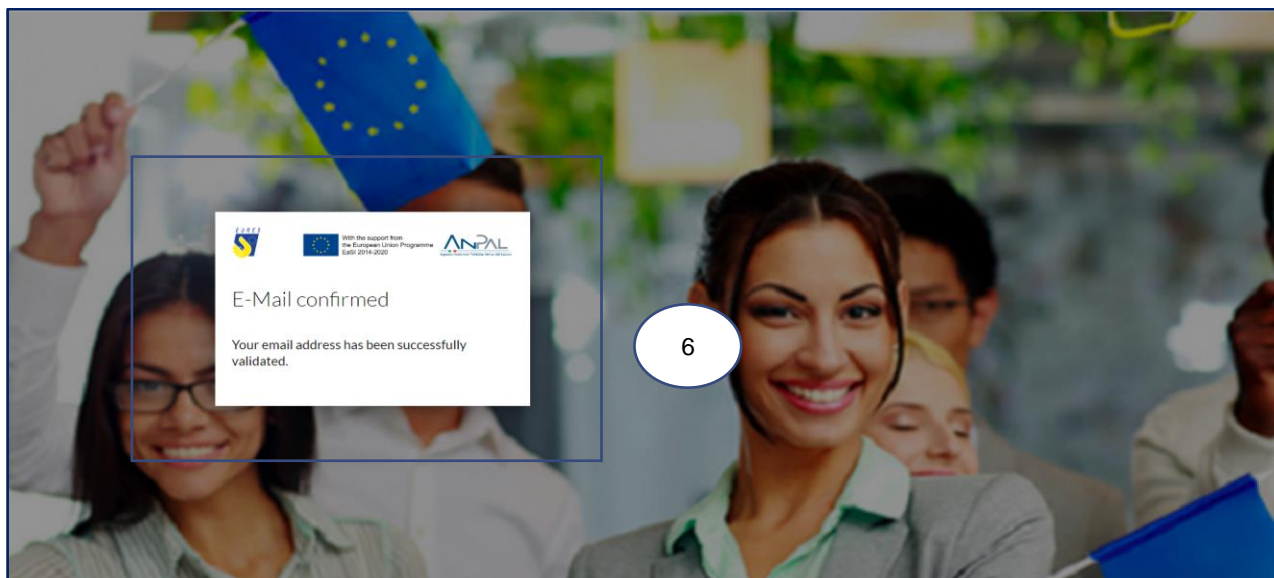
After the link validation, you will be enabled to sign project forms via OTP.

If it wasn't you, please delete this e-mail.




5

Best regards,
The project team
EURES National Coordination Office Italy

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



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

<ul style="list-style-type: none"> Home Company Associated Advisers Add job vacancy Job vacancies 	EMPLOYER INFORMATION		7						
	MAIN INFORMATION REPRESENTATIVES OFFICES BANK DATA								
	<table border="1"> <tr> <td colspan="2"> LEGAL REPRESENTATIVE FIRST NAME Legal </td> <td> SURNAME Representative </td> </tr> <tr> <td colspan="2"> Mobile number </td> <td> E-MAIL legalrepresentative@gmail.com  </td> </tr> </table>			LEGAL REPRESENTATIVE FIRST NAME Legal		SURNAME Representative	Mobile number		E-MAIL legalrepresentative@gmail.com 
	LEGAL REPRESENTATIVE FIRST NAME Legal		SURNAME Representative						
Mobile number		E-MAIL legalrepresentative@gmail.com 							
ID Card of the Legal Representative									

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

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

What happens next?

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

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

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

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

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

EURES - TARGETED MOBILITY SCHEME (TMS)

Frequently Asked Questions Integration Programme

1. Who can claim for this measure?

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

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

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

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

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

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

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

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

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

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