



Brussels,

Mr Salvatore PIRRONE  
Ministero del Lavoro e delle Politiche  
Sociali, Direzione Generale per le  
Politiche Attive, i Servizi per il Lavoro e  
la Formazione  
VIA FORNOVO 8  
00192 ROMA  
ITALY

**Subject: Notification letter two**

Ref.: VS/2016/0380 – “Your first EURES job” – Targeted mobility scheme –  
Yfej TMS 5.0

Dear Sir or Madam,

Please find enclosed your copy of the agreement no. VS/2016/0380 signed by the Commission.

Please note the following:

- If a pre-financing payment is foreseen by the agreement, please refer to the appropriate clause(s) of the agreement. If the pre-financing payment is payable after signature of the agreement without other pre-conditions, it is not necessary to send a request for payment. In all other cases, please send us, at your earliest convenience, a payment request in writing;
- Payment requests should be marked in uppercase “PAYMENT REQUEST” in order to ensure speedy identification and processing by our staff;
- Payment requests should be sent to the address set out in the agreement.

Yours faithfully,



*Ministero del Lavoro e delle Politiche Sociali*

**Arrivo - Roma, 13/01/2017  
Prot. ANPAL / 0000387**

Jackie MORIN  
Head of Unit

c.c.: Maria Alice SANTOS  
Cristiana VIEZZER





**EUROPEAN COMMISSION**  
 DG Employment, Social Affairs and Inclusion  
 Labour Mobility  
 Free Movement of Workers, EURES



## **GRANT AGREEMENT FOR AN ACTION WITH MULTIPLE BENEFICIARIES**

### **AGREEMENT NUMBER — VS/2016/0380**

This Agreement ('the Agreement') is concluded between the following parties:

of the one part,

The European Union ('the Union'), represented by the European Commission ('the Commission'), represented for the purposes of signature of the Agreement by Jackie MORIN, Head of Unit, Free Movement of Workers, EURES,

and

of the other part,

1. 'the coordinator'

The Italian Republic,

represented for the purposes of signature of the Agreement by Salvatore PIRRONE, Director, Ministero del Lavoro e delle Politiche Sociali, Direzione Generale per le Politiche Attive, i Servizi per il Lavoro e la Formazione

and the following other beneficiaries:

2. The Republic of Bulgaria, represented by NATIONAL EMPLOYMENT AGENCY
3. The Republic of Cyprus, represented by MINISTRY OF LABOUR, WELFARE AND SOCIAL INSURANCE
4. UNIVERSITA DEGLI STUDI DI ROMA LA SAPIENZA (ITALY)
5. INSTITUTO DO EMPREGO E FORMACAO PROFISSIONAL (PORTUGAL)
6. HRVATSKI ZAVOD ZA ZAPOSJAVANJE (CROATIA)
7. AGENTIA NATIONALA PENTRU OCUPAREA FORTEI DE MUNCA (ROMANIA)
8. SERVICIO PUBLICO DE EMPLEO ESTATAL (SPAIN)
9. CITTA METROPOLITANA DI ROMA CAPITALE (ITALY)

10. K MILIOS AND SIA OE (GREECE)

11. FUTURELEARN LIMITED (UNITED KINGDOM)

duly represented for the signature of the Agreement by the coordinator by virtue of the mandate(s) included in Annex IV.

Unless otherwise specified, references to 'beneficiary' and 'beneficiaries' include the coordinator.

The parties referred to above

HAVE AGREED

to the Special Conditions ('the Special Conditions') and the following Annexes:

- Annex I Description of the action
- Annex II General Conditions ('the General Conditions')
- Annex III Estimated budget of the action
- Annex IV Mandate(s) provided to the coordinator by the other beneficiary(ies)
- Annex V Model technical report
- Annex VI Model financial statement: not applicable
- Annex VII Model terms of reference for the certificate on the financial statements: not applicable
- Annex VIII Model terms of reference for the certificate on the compliance of the cost accounting practices: not applicable

which form an integral part of the Agreement.

The provisions in the Special Conditions of the Agreement take precedence over its Annexes.

The provisions in Annex II 'General Conditions' take precedence over the other Annexes.

**SPECIAL CONDITIONS**

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## ARTICLE I.1 — SUBJECT MATTER OF THE AGREEMENT

The Commission has decided to award a grant under the terms and conditions set out in the Special Conditions, the General Conditions and the other Annexes to the Agreement, for the *action* entitled “**Your first EURES job**” – Targeted mobility scheme – YfEj TMS 5.0, as described in Annex I.

By signing the Agreement, the beneficiaries accept the grant and agree to implement the *action*, acting on their own responsibility.

## ARTICLE I.2 — ENTRY INTO FORCE AND IMPLEMENTATION PERIOD OF THE AGREEMENT

**I.2.1** The Agreement enters into force on the date on which the last party signs it.

**I.2.2** The *action* runs for **24** months starting on 2 February 2017.

## ARTICLE I.3 — MAXIMUM AMOUNT AND FORM OF THE GRANT

**I.3.1** The *maximum amount of the grant* is EUR 3 489 546.08.

**I.3.2** The grant takes the form of:

- (a) the reimbursement of 95% of the eligible costs of the *action* (‘reimbursement of eligible costs’), which are estimated at EUR 3 673 206.40 and which are:
  - (i) actually incurred (‘reimbursement of actual costs’) for the direct costs of the beneficiaries and affiliated entities
  - (ii) reimbursement of unit costs: not applicable
  - (iii) reimbursement of lump sum costs: not applicable
  - (iv) declared on the basis of a flat rate of 7% of the eligible direct costs (‘reimbursement of flat-rate costs’) for the indirect costs of the beneficiaries and affiliated entities
  - (v) reimbursement of costs declared on the basis of the beneficiary’s usual cost accounting practices: not applicable
- (b) unit contribution: not applicable
- (c) lump sum contribution: not applicable
- (d) flat-rate contribution: not applicable

## ARTICLE I.4 — REPORTING — REQUESTS FOR PAYMENT AND SUPPORTING DOCUMENTS

### I.4.1 Reporting periods

The *action* is divided into the following *reporting periods*:

- Reporting period 1: from month 1 to month 12



- Reporting period 2: from month 13 to month 24

#### **I.4.2 Request for second pre-financing payment and supporting documents**

The coordinator must submit a request for the second pre-financing payment within 60 calendar days following the end of the first reporting period.

The request must be accompanied by the following documents:

- (a) a progress report on the implementation of the *action* ('technical report on progress');
- (b) a statement on the amount of the previous pre-financing instalment used to cover costs of the *action* ('statement on the use of the previous pre-financing instalment').

#### **I.4.3 Requests for interim payments and supporting documents**

Not applicable.

#### **I.4.4 Request for payment of the balance and supporting documents**

The coordinator must submit a request for payment of the balance within 60 calendar days following the end of the last reporting period.

This request must be accompanied by the following documents:

- (a) a final report on implementation of the *action* ('final technical report'), drawn up in accordance with Annex V, containing:
  - (i) the information needed to justify the eligible costs declared or the contribution requested on the basis of unit costs and lump sums (where the grant takes the form of the reimbursement of unit or lump sum costs or of a unit or lump sum contribution, as provided for in Article I.3.2(a)(ii) and (iii), (b) or (c));
  - (ii) information on subcontracting as referred to in Article II.11.1(d);
- (b) a final financial statement ('final financial statement'). The final financial statement must include a consolidated statement and a breakdown of the amounts claimed by each beneficiary and its affiliated entities.

The final financial statement must be drawn up in accordance with the structure of the estimated budget set out in Annex III and detail the amounts for each of the forms of grant set out in Article I.3.2 for the last reporting period;

- (c) a summary financial statement ('summary financial statement').

This statement must include a consolidated financial statement and a breakdown of the amounts declared or requested by each beneficiary and its affiliated entities, aggregating the financial statements already submitted previously and indicating the receipts referred to in Article II.25.3 for each beneficiary and its affiliated entities;

- (d) a certificate on the financial statements and underlying accounts ('certificate on the financial statements') for each beneficiary and for each affiliated entity, if:

- (i) the cumulative amount of payments the beneficiary requests as reimbursement of actual costs as referred to in Article I.3.2(a)(i) (and for which no certificate has yet been submitted) is EUR 325 000 or more;
- (ii) the maximum grant amount indicated for that beneficiary and its affiliated entities in the estimated budget as reimbursement of actual costs is EUR 750 000 or more.

This certificate must be produced by an approved auditor or, in the case of public bodies, by a competent and independent public officer and drawn up in accordance with Annex VII.

The certificate must certify that the costs declared in the final financial statement by the beneficiary concerned or its affiliated entities for the categories of costs reimbursed in accordance with Article I.3.2(a)(i) are real, accurately recorded and eligible in accordance with the Agreement.

In addition, the certificate must certify that all the receipts referred to in Article II.25.3 have been declared.

The coordinator must certify that the information provided in the request for payment of the balance is full, reliable and true.

The coordinator must also certify that the costs incurred can be considered eligible in accordance with the Agreement and that the request for payment is substantiated by adequate supporting documents that can be produced in the context of the checks or audits described in Article II.27.

In addition, the coordinator must certify that all the receipts referred to in Article II.25.3 have been declared.

#### **I.4.5 Information on cumulative expenditure incurred**

Not applicable.

#### **I.4.6 Currency for requests for payment and financial statements and conversion into euros**

Requests for payment and financial statements must be drafted in euros.

Beneficiaries and affiliated entities with general accounts in a currency other than the euro must convert costs incurred in another currency into euros at the average of the daily exchange rates published in the C series of the *Official Journal of the European Union*, determined over the corresponding reporting period (available at <http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>).

If no daily euro exchange rate is published in the *Official Journal of the European Union* for the currency in question, conversion must be made at the average of the monthly accounting rates established by the Commission and published on its website ([http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)), determined over the corresponding reporting period.

Beneficiaries and affiliated entities with general accounts in euros must convert costs incurred in another currency into euros in accordance with their usual accounting practices.

#### **I.4.7 Language of requests for payments, technical reports and financial statements**

All requests for payments, technical reports and financial statements must be submitted in English.

### **ARTICLE I.5 — PAYMENTS AND PAYMENT ARRANGEMENTS**

#### **I.5.1 Payments to be made**

The Commission must make the following payments to the coordinator:

- a first pre-financing payment;
- a second pre-financing payment, on the basis of the request for the second pre-financing payment referred to in Article I.4.2;
- one payment of the balance, on the basis of the request for payment of the balance referred to in Article I.4.4.

#### **I.5.2 Pre-financing payments**

The aim of the pre-financing is to provide the beneficiaries with a float. The pre-financing remains the property of the Union until it is cleared against interim payments or, if it is not cleared against interim payments, until the payment of the balance.

The Commission must make a first pre-financing payment of EUR 1 395 818.43 to the coordinator within 30 calendar days from the entry into force of the Agreement, except if Article II.24.1 applies.

The Commission must make a second pre-financing payment of EUR 1 395 818.43 to the coordinator within 60 calendar days from when the Commission receives the request for second pre-financing payment referred to in Article I.4.2, except if Article II.24.1 or II.24.2 apply.

If the statement on the use of the previous pre-financing instalment submitted in accordance with Article I.4.2 shows that less than 70% of the previous pre-financing instalment paid has been used to cover costs of the *action*, the amount of the new pre-financing to be paid must be reduced by the difference between the 70% ceiling and the amount used.

#### **I.5.3 Interim payments**

Not applicable.

#### **I.5.4 Payment of the balance**

The payment of the balance reimburses or covers the remaining part of the eligible costs incurred by the beneficiaries for the implementation of the *action*.

If the total amount of earlier payments is greater than the final amount of the grant determined in accordance with Article II.25, the payment of the balance takes the form of a recovery as provided for by Article II.26.

If the total amount of earlier payments is lower than the final amount of the grant determined in accordance with Article II.25, the Commission must pay the balance within 90 calendar days from when it receives the documents referred to in Article I.4.4, except if Articles II.24.1 or II.24.2 apply.

Payment is subject to the approval of the request for payment of the balance and of the accompanying documents. Their approval does not imply recognition of the compliance, authenticity, completeness or correctness of their content.

The Commission determines the amount due as the balance by deducting the total amount of pre-financing and interim payments (if any) already made from the final amount of the grant determined in accordance with Article II.25.

The amount to be paid may, however, be offset, without the beneficiary's consent, against any other amount owed by the beneficiary to the Commission or to an executive agency (under the EU or Euratom budget), up to the maximum contribution indicated for that beneficiary, in the estimated budget in Annex III.

### **I.5.5 Notification of amounts due**

The Commission must send a *formal notification* to the coordinator:

- (a) informing it of the amount due; and
- (b) specifying whether the notification concerns a further pre-financing payment, an interim payment or the payment of the balance.

For the payment of the balance, the Commission must also specify the final amount of the grant determined in accordance with Article II.25.

### **I.5.6 Interest on late payment**

If the Commission does not pay within the time limits for payment, the beneficiaries are entitled to late-payment interest at the rate applied by the European Central Bank for its main refinancing operations in euros ('the reference rate'), plus three and a half points. The reference rate is the rate in force on the first day of the month in which the time limit for payment expires, as published in the C series of the *Official Journal of the European Union*.

Late-payment interest is not due if all beneficiaries are Member States of the Union (including regional and local government authorities and other public bodies acting in the name of and on behalf of the Member State for the purpose of the Agreement).

If the Commission suspends the time limit for payment as provided for in Article II.24.2 or if it suspends an actual payment as provided for in Article II.24.1, these actions may not be considered as cases of late payment.

Late-payment interest covers the period running from the day following the due date for payment, up to and including the date of actual payment as established in Article I.5.8. The

Commission does not consider payable interest when determining the final amount of the grant within the meaning of Article II.25.

As an exception to the first subparagraph, if the calculated interest is lower than or equal to EUR 200, it must be paid to the coordinator only if the coordinator requests it within two months of receiving late payment.

### **I.5.7 Currency for payments**

The Commission must make payments in euros.

### **I.5.8 Date of payment**

Payments by the Commission are considered to have been carried out on the date when they are debited to its account.

### **I.5.9 Costs of payment transfers**

Costs of the payment transfers are borne as follows:

- (a) the Commission bears the costs of transfer charged by its bank;
- (b) the beneficiary bears the costs of transfer charged by its bank;
- (c) the party causing a repetition of a transfer bears all costs of repeated transfers.

### **I.5.10 Payments to the coordinator**

The Commission must make payments to the coordinator.

Payments to the coordinator discharge the Commission from its payment obligation.

## **ARTICLE I.6 — BANK ACCOUNT FOR PAYMENTS**

All payments must be made to the coordinator's bank account as indicated below:

Name of bank: BANCA D'ITALIA  
 Branch address: ROMA, ITALY  
 Account name: MIN ECONOMIA FINANZE FONDO ROTAZIONATTUAZIONE  
 POLITICHE COMUNITARIE  
 IBAN code: IT07E0100003245350200023211

## **ARTICLE I.7 — DATA CONTROLLER, COMMUNICATION DETAILS OF THE PARTIES**

### **I.7.1 Data controller**

The entity acting as a data controller as provided for in Article II.7 is the Head of Unit of DG Employment, Social Affairs and Inclusion — EaSI, Direct and Indirect Management.

### **I.7.2 Communication details of the Commission**

Any communication addressed to the Commission must be sent to the following address:

European Commission  
 DG Employment, Social Affairs and Inclusion  
 Unit EMPL.D.1  
 B-1049 Brussels, Belgium  
 Email address: empl-vp-2016-009@ec.europa.eu

### **I.7.3 Communication details of the beneficiaries**

Any communication from the Commission to the beneficiaries must be sent to the following address:

Mr Salvatore PIRRONE, Director  
 Ministero del Lavoro e delle Politiche Sociali, Direzione Generale per le Politiche Attive, i Servizi per il Lavoro e la Formazione  
 VIA FORNOVO 8  
 00192 ROMA  
 ITALY  
 Email address: dgpoliticheattive@lavoro.gov.it

### **ARTICLE I.8 — ENTITIES AFFILIATED TO THE BENEFICIARIES**

The following entities are considered as affiliated entities for the purpose of the Agreement:

- Capitale Lavoro spa, affiliated to CITTA METROPOLITANA DI ROMA CAPITALE;
- ITALIA LAVORO SPA, affiliated to the coordinator.

### **ARTICLE I.9 — ADDITIONAL PROVISIONS ON USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)**

In accordance with Article II.9.3, whereby the Union acquires rights to use the results of the *action*, these results may be exploited using any of the following modes:

- (a) distribution to the public in hard copies, in electronic or digital format, on the internet including social networks as a downloadable or non-downloadable file;
- (b) communication through press information services;
- (c) inclusion in widely accessible databases or indexes, such as via ‘open access’ or ‘open data’ portals, or similar repositories, whether freely accessible or accessible only upon subscription;
- (d) edit or re-write the results of the *action*, including shortening, summarising, modifying the content, correcting technical errors in the content;
- (e) cut, insert meta-data, legends or other graphics, visual, audio or word elements in the results of the *action*;
- (f) extract a part (e.g. audio or video files) of, divide into parts or compile the results of the *action*;
- (g) prepare derivative works of the results of the *action*;
- (h) translate, insert subtitles in, dub the results of the *action* in languages used within the EU or languages of candidate countries;
- (i) license or sub-license to third parties, including if there are licensed pre-existing rights, any of the rights or modes of exploitation set out Article II.9.3 of the General Conditions and in the points above.

The beneficiaries must ensure that the Union has the rights of use specified in the General Conditions and in the points above for the whole duration of the industrial or intellectual property rights concerned.

**ARTICLE I.10 — OBLIGATION TO CONCLUDE AN INTERNAL COOPERATION AGREEMENT**

The beneficiaries must conclude an internal cooperation agreement including provisions on the management, operation and coordination of the beneficiaries and the implementation of the *action*.

**ARTICLE I.11 — SPECIAL PROVISIONS ON THE FINANCIAL RESPONSIBILITY FOR RECOVERIES**

The financial responsibility of each beneficiary is limited to its own debt, including any amount unduly paid by the Commission as a contribution towards the costs incurred by its affiliated entities.

Point (c) of the third paragraph of Article II.26.3 does not apply.

**ARTICLE I.12 — SETTLEMENT OF DISPUTES WITH NON-EU BENEFICIARIES**

Not applicable.

**ARTICLE I.13 — BENEFICIARIES WHICH ARE INTERNATIONAL ORGANISATIONS**

Not applicable.

**ARTICLE I.14 — OTHER SPECIAL CONDITIONS**

The beneficiary undertakes to conform to the provisions of the Financial and Implementing Guidelines for Applicants for VP/2016/009.

**SIGNATURES**

For the coordinator

Salvatore PIRRONE,  
Director

Signature  \_\_\_\_\_

Done at ROME .....

on 12/12/2016 ..... (date)

For the Commission

Jackie MORIN,  
Head of Unit

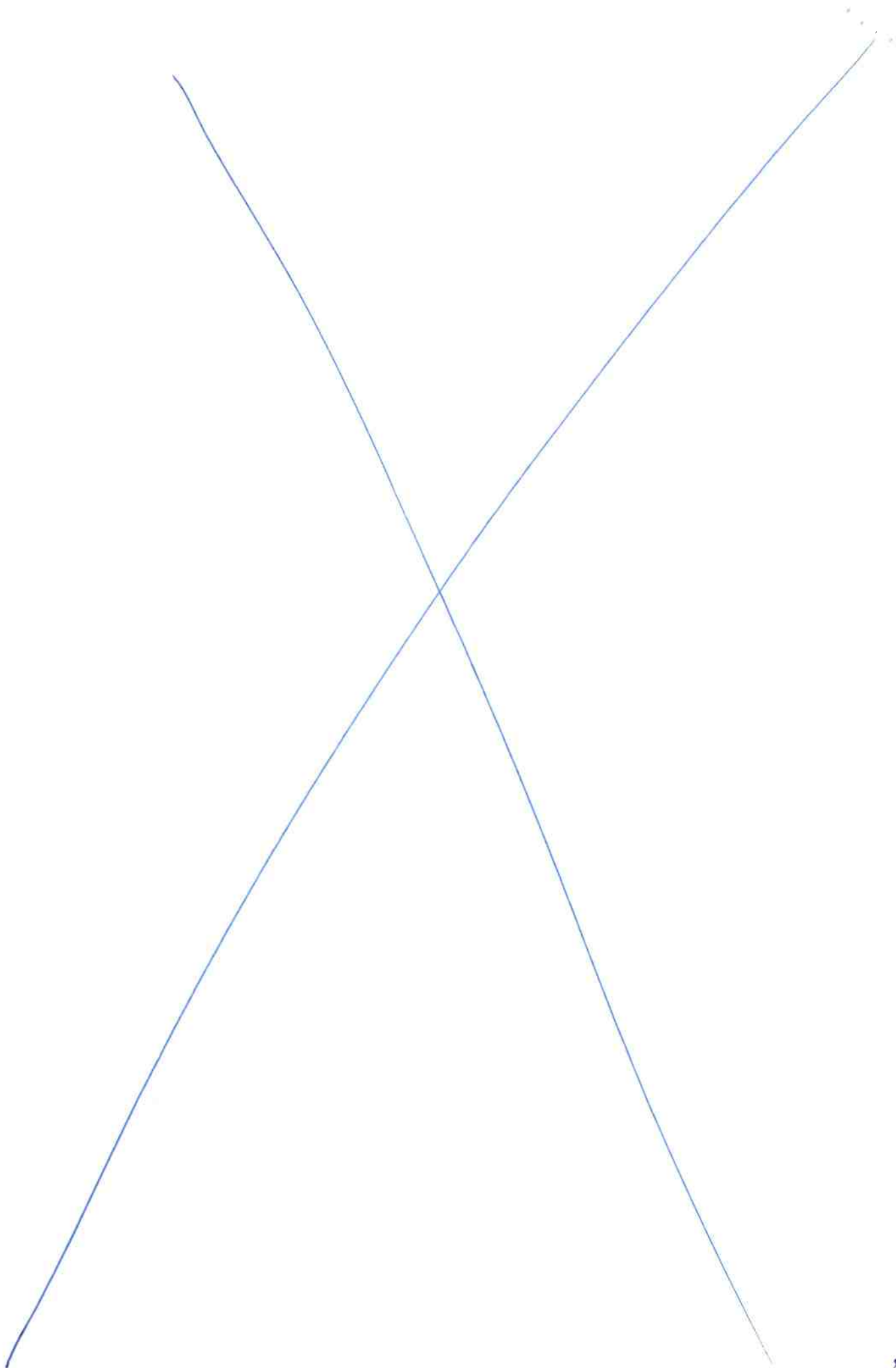
Signature  \_\_\_\_\_

Done at Brussels

on 22.12.16 ..... (date)









# Budget

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**Total cost of the action** 3 673 206.40

**Total eligible costs (D + I)** 3 673 206.40

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**Total eligible direct costs (D)** 3 433 183.55

## Heading 1 - Staff costs

Management..... 49 950.00  
Administration..... 710 293.86  
Secretariat..... 12 231.00  
Accounting..... 29 880.24  
Other staff..... 0.00  
**Total - Staff costs**..... 802 355.10

## Heading 2 - Travel, accommodation and subsistence allowances

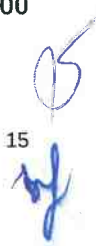
Travel..... 14 000.00  
Subsistence allowances (accommodation, meals, etc.)..... 33 000.00  
**Total - Travel, accommodation and subsistence allowances**..... 47 000.00

## Heading 3 - Costs of services

Information dissemination..... 46 448.45  
Translations..... 1 080.00  
Reproductions and publications..... 10 000.00  
Specific evaluation..... 0.00  
Interpretations..... 0.00  
External expertise..... 80 000.00  
Other services..... 2 436 300.00  
**Total - Costs of services**..... 2 573 828.45

## Heading 4 - Administration costs

Depreciation for purchase of equipment..... 0.00  
Hire of rooms..... 0.00  
Hire of interpreting booths..... 0.00  
Audits..... 10 000.00  
Financial services..... 0.00  
Other administrative costs..... 0.00  
**Total - Administration costs**..... 10 000.00



Total eligible indirect costs (I)

240 022.85

Heading 5 - Overheads

Total overheads..... 240 022.85

**Total revenue of the action**

**3 673 206.40**

**Income**

**3 673 206.40**

**Income**

Total financial contribution (own resources)..... 183 660.32

Revenue generated by the action.....0.00

Union grant..... 3 489 546.08

**Total Income..... 3 673 206.40**

## Budget by applicant

<b>Total cost of the action</b>	<b>3 673 206.40</b>
ANOFM .....	14 894.40
CMRC .....	512 799.40
DIAN .....	23 240.40
EURES Cyprus .....	23 240.40
FutureLearn .....	379 550.40
HZZ .....	14 894.40
IEFP IP .....	23 240.40
MLPS .....	2 645 993.80
NEA/AZ .....	14 894.40
SEPE .....	7 190.40
Uniroma1 .....	13 268.00
<b>Total eligible costs (D + I)</b>	<b>3 673 206.40</b>

**Total eligible direct costs (D) 3 433 183.55**

### Heading 1 - Staff costs

ANOFM .....	8 000.00
CMRC .....	386 550.94
DIAN .....	15 000.00
EURES Cyprus .....	15 000.00
FutureLearn .....	20 000.00
HZZ .....	8 000.00
IEFP IP .....	15 000.00
MLPS .....	316 404.16
NEA/AZ .....	8 000.00
SEPE .....	0.00
Uniroma1 .....	10 400.00
<b>Total - Staff costs</b> .....	<b>802 355.10</b>

### Heading 2 - Travel, accommodation and subsistence allowances

ANOFM .....	4 720.00
CMRC .....	2 520.00
DIAN .....	4 720.00
EURES Cyprus .....	4 720.00

FutureLearn .....	4 720.00
HZZ .....	4 720.00
IEFP IP .....	4 720.00
MLPS .....	6 720.00
NEA/AZ .....	4 720.00
SEPE .....	4 720.00
<b>Total - Travel, accommodation and subsistence allowances.....</b>	<b>47 000.00</b>

### Heading 3 - Costs of services

ANOFM .....	1 200.00
CMRC .....	90 180.84
DIAN .....	2 000.00
EURES Cyprus .....	2 000.00
FutureLearn .....	330 000.00
HZZ .....	1 200.00
IEFP IP .....	2 000.00
MLPS .....	2 140 047.61
NEA/AZ .....	1 200.00
SEPE .....	2 000.00
Uniroma1 .....	2 000.00
<b>Total - Costs of services.....</b>	<b>2 573 828.45</b>

### Heading 4 - Administration costs

MLPS .....	10 000.00
<b>Total - Administration costs.....</b>	<b>10 000.00</b>

**Total eligible indirect costs (I) 240 022.85**

### Heading 5 - Overheads

ANOFM .....	974.40
CMRC .....	33 547.62
DIAN .....	1 520.40
EURES Cyprus .....	1 520.40
FutureLearn .....	24 830.40
HZZ .....	974.40
IEFP IP .....	1 520.40
MLPS .....	172 822.03
NEA/AZ .....	974.40
SEPE .....	470.40

Uniroma1 .....	868.00
<b>Total overheads.....</b>	<b>240 022.85</b>

<b>Total revenue of the action</b>	<b>3 673 206.40</b>
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<b>Income</b>	<b>3 673 206.40</b>
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**Income**

ANOFM .....	744.72
CMRC .....	25 675.28
DIAN .....	1 162.02
EURES Cyprus .....	1 162.02
FutureLearn .....	18 977.52
HZZ .....	744.72
IEFP IP .....	1 162.02
NEA/AZ .....	744.72
SEPE .....	0.00
Uniroma1 .....	663.40
Applicant's contribution after budget revision.....	132 623.90
Revenue generated by the action.....	0.00
Union grant.....	3 489 546.08
<b>Total Income.....</b>	<b>3 673 206.40</b>

## Heading 1 - Staff costs

### Management/Coordination (transnational and national)

Profile/category of personnel (Project Manager, Coordinator, etc.) + N° of persons per category	Name of the organisation	Types of employment (permanent/temporary) and work patterns (full-time/part-time)	Indicative daily salary cost	Number of days	Total
<b>CMRC</b>					
DIRECTOR OF THE DEPT. III CMRC (TRAINING & LABOUR POLICIES) -TECHNICAL MANAGER YFEJ RECRUITMENT MODE	CMRC	Permanent Staff / full-time	370.00	35.00	12 950.00
<b>MLPS</b>					
EURES National Coordinator - PROJECT COORDINATOR - n.1 person	MLPS	Permanent Staff / full-time	370.00	100.00	37 000.00

Total cost of management/coordination..... 49 950.00

### Implementation of the project

Profile/category of personnel (Project officer, senior , junior etc.) + N° of persons per category	Name of the organisation	Types of employment (permanent/temporary) and work patterns (full-time/part-time)	Indicative daily salary cost	Number of days	Total
<b>ANOFM</b>					
EURES ADVISER - n.1 person	EURES RO	Permanent Staff / full-time	80.00	100.00	8 000.00
<b>CMRC</b>					
DIRECTOR DEPT. INFORMATION TECHNOLOGIES CMRC - IT MANAGER - n.1 person	CMRC	Permanent Staff / full-time	370.00	20.00	7 400.00
EMPLOYEE DEPT. INFORMATION TECHNOLOGIES CMRC - IT EXPERT - n.1 person	CMRC	Permanent Staff / full-time	90.99	150.00	13 648.50
EMPLOYMENT ADVISERS - n.3 persons	CMRC - CAPITALE LAVORO	Permanent Staff / full-time	185.79	1 140.00	211 800.60
EMPLOYMENT ADVISERS - n.2 persons	CMRC - CAPITALE LAVORO	Permanent Staff / part-time	242.97	60.00	14 578.20
EMPLOYMENT ADVISERS - n.2 persons	CMRC - CAPITALE LAVORO	Hired for the project / full-time	181.65	592.00	107 536.80
Administrative - n.1 person	CMRC - CAPITALE LAVORO	Permanent Staff / full-time	220.31	60.00	13 218.60
<b>DIAN</b>					
Traineeship Mobility Adviser - n.1 person	DIAN	Permanent Staff / full-time	200.00	75.00	15 000.00
<b>EURES Cyprus</b>					
EURES ADVISER - n.1 person	EURES CY	Permanent Staff / full-time	150.00	100.00	15 000.00
<b>FutureLearn</b>					
Training officer	FutureLearn	Permanent Staff / part-time	160.00	125.00	20 000.00
<b>HZZ</b>					

EURES ADVISER - n.1 person	EURES HR	Permanent Staff / full-time	80.00	100.00	8 000.00
<b>IEFP IP</b>					
EURES ADVISER - n.1 person	EURES PT	Permanent Staff / full-time	150.00	100.00	15 000.00
<b>MLPS</b>					
EMPLOYEE - EURES NCO - ADMINISTRATIVE n.1 person	MLPS	Permanent Staff / full-time	152.78	90.00	13 750.20
EURES ADVISERS Coordination - n.1 person	MLPS	Permanent Staff / full-time	0.00	225.00	0.00
Support to management included monitored activities- senior expert - n.1 person	MLPS - ITALIA LAVORO	Permanent Staff / full-time	421.56	20.00	8 431.20
Support to management included monitored activities - junion expert - n.1 person	MLPS - ITALIA LAVORO	Permanent Staff / full-time	237.70	69.00	16 401.30
Support to project implementation - n.2 persons	MLPS - ITALIA LAVORO	Permanent Staff / full-time	244.62	644.00	157 535.28
Administrative officer: financial incentives to target groups, monitoring of payments and compliance	MLPS - ITALIA LAVORO	Permanent Staff / full-time	244.62	100.00	24 462.00
IT Expert Junion - n.1 person	MLPS - ITALIA LAVORO	Permanent Staff / part-time	199.38	111.00	22 131.18
<b>NEA/AZ</b>					
EURES ADVISER - n.1 person	EURES BG	Permanent Staff / full-time	80.00	100.00	8 000.00
<b>SEPE</b>					
EURES ADVISER - n.1 person	EURES ES	Permanent Staff / full-time	0.00	100.00	0.00
<b>Uniroma1</b>					
Traineeship Mobility Adviser - n.1 person	UNIROMA1	Permanent Staff / full-time	200.00	52.00	10 400.00

Total cost of Implementation of the project..... 710 293.86

#### Secretarial cost

Profile/category of personnel (Secretary, etc.) + N° of persons per category	Name of the organisation	Types of employment (permanent/temporary) and work patterns (full-time/part-time)	Indicative daily salary cost	Number of days	Total
<b>MLPS</b>					
SECRETARIAT - n.1 person	MLPS - ITALIA LAVORO	Permanent Staff / full-time	244.62	50.00	12 231.00

Total cost of secretarial..... 12 231.00

#### Accounting

Profile/category of personnel (Senior, junior financial officer, etc.) + N° of persons per category	Name of the organisation	Types of employment (permanent/temporary) and work patterns (full-time/part-time)	Indicative daily salary cost	Number of days	Total
<b>CMRC</b>					
ACCOUNTANT	CMRC	Permanent Staff / full-time	106.24	51.00	5 418.24
<b>MLPS</b>					

ACCOUNTANT, FINANCIAL REPORTING, - n.1 person	MLPS - ITALIA LAVORO	Permanent Staff / full-time	244.62	100.00	24 462.00
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**Total cost of accounting**..... 29 880.24

**Other staff [ No data entered ]**

**Total cost of Other staff**..... 0.00

**Total staff costs**..... 802 355.10





## Heading 2 - Travel, accommodation and subsistence allowances

### Travel, accommodation and subsistence allowance

The "Daily cost per person" covers accommodation costs and the daily subsistence allowance (DSA).

Purpose of the travel	Place of the event	Average travel cost per person	Number of people	Travel sub-total	Daily Cost per person	Number of people	Number of days	Subsistence and accommodation sub-total	Total
<b>ANOFM</b>									
PROJECT WORKING GROUPS n.2	ROME (IT)	300.00	4.00	1 200.00	220.00	4.00	4.00	3 520.00	4 720.00
<b>CMRC</b>									
NETWORKING / STEERING MEETING WITH THE EU COMMISSION	BRUSSELS	400.00	1.00	400.00	220.00	1.00	2.00	440.00	840.00
NETWORKING / STEERING MEETING WITH THE EU COMMISSION	BRUSSELS	400.00	1.00	400.00	220.00	1.00	2.00	440.00	840.00
NETWORKING / STEERING MEETING WITH THE EU COMMISSION	BRUSSELS	400.00	1.00	400.00	220.00	1.00	2.00	440.00	840.00
<b>DIAN</b>									
PROJECT WORKING GROUPS n.2	ROME (IT)	300.00	4.00	1 200.00	220.00	4.00	4.00	3 520.00	4 720.00
<b>EURES Cyprus</b>									
PROJECT WORKING GROUPS n.2	ROME (IT)	300.00	4.00	1 200.00	220.00	4.00	4.00	3 520.00	4 720.00
<b>FutureLearn</b>									
PROJECT WORKING GROUPS n.2	ROME (IT)	300.00	4.00	1 200.00	220.00	4.00	4.00	3 520.00	4 720.00
<b>HZZ</b>									
PROJECT WORKING GROUPS n.2	ROME (IT)	300.00	4.00	1 200.00	220.00	4.00	4.00	3 520.00	4 720.00
<b>IEFP IP</b>									
PROJECT WORKING GROUPS n.2	ROME (IT)	300.00	4.00	1 200.00	220.00	4.00	4.00	3 520.00	4 720.00
<b>MLPS</b>									
NETWORKING / STEERING MEETING WITH THE EU COMMISSION	BRUSSELS	400.00	1.00	400.00	220.00	1.00	2.00	440.00	840.00
NETWORKING / STEERING MEETING WITH THE EU COMMISSION	BRUSSELS	400.00	1.00	400.00	220.00	1.00	2.00	440.00	840.00
NETWORKING / STEERING MEETING WITH THE EU COMMISSION	BRUSSELS	400.00	1.00	400.00	220.00	1.00	2.00	440.00	840.00
NETWORKING / STEERING MEETING WITH THE EU COMMISSION	BRUSSELS	400.00	1.00	400.00	220.00	1.00	2.00	440.00	840.00
EU LEVEL OR EU PRESIDENCY EVENT	BRUSSELS OR OTHER EUROPEAN CITY	400.00	2.00	800.00	220.00	2.00	2.00	880.00	1 680.00
EU LEVEL OR EU PRESIDENCY EVENT	BRUSSELS OR OTHER EUROPEAN CITY	400.00	2.00	800.00	220.00	2.00	2.00	880.00	1 680.00
<b>NEA/AZ</b>									

PROJECT WORKING GROUPS n.2	ROME (IT)	300.00	4.00	1 200.00	220.00	4.00	4.00	3 520.00	4 720.00
<b>SEPE</b>									
PROJECT WORKING GROUPS n.2	ROME (IT)	300.00	4.00	1 200.00	220.00	4.00	4.00	3 520.00	4 720.00

**Total of travel costs**..... 14 000.00  
**Total of subsistence and accommodation costs**..... 33 000.00  
**Total - Travel, accommodation and subsistence allowances**..... 47 000.00

## Heading 3 - Cost of services

### Information dissemination

Nature of costs	Quantity	Unit cost	Total
<b>ANOFM</b>			
N.1 Business Breakfast targeted to Employers - N.1 event targeted to jobseekers	2.00	600.00	1 200.00
<b>CMRC</b>			
WEB-PAGE MAINTENANCE & DEVELOPMENT (www.yourfirsteuresjob.eu)	1.00	10 180.84	10 180.84
<b>DIAN</b>			
N.1 Business Breakfast targeted to Employers - N.1 event targeted to jobseekers	2.00	1 000.00	2 000.00
<b>EURES Cyprus</b>			
N.1 Business Breakfast targeted to Employers - N.1 event targeted to jobseekers	2.00	1 000.00	2 000.00
<b>HZZ</b>			
N.1 Business Breakfast targeted to Employers - N.1 event targeted to jobseekers	2.00	600.00	1 200.00
<b>IEFP IP</b>			
N.1 Business Breakfast targeted to Employers - N.1 event targeted to jobseekers	2.00	1 000.00	2 000.00
<b>MLPS</b>			
N.2 Business Breakfasts targeted to Employers (in cooperation with UNIONCAMERE)	2.00	1 000.00	2 000.00
YfEj Contest	1.00	4 000.00	4 000.00
Social media campaign	1.00	6 000.00	6 000.00
EU level dissemination event in Rome (to be organised the day after the last project working group)	1.00	10 667.61	10 667.61
<b>NEA/AZ</b>			
N.1 Business Breakfast targeted to Employers - N.1 event targeted to jobseekers	2.00	600.00	1 200.00
<b>SEPE</b>			
N.1 Business Breakfast targeted to Employers - N.1 event targeted to jobseekers	2.00	1 000.00	2 000.00
<b>Uniroma1</b>			
N.1 Business Breakfast targeted to Employers - N.1 event targeted to jobseekers	2.00	1 000.00	2 000.00

Total information dissemination..... 46 448.45

### Translations

Total number of languages (the document is translated to), cost per page (1 page=1500 characters without blanks)

Description of documents to be translated	Languages from ... to ...	Total number of languages	Cost per page	Number of pages	Total
<b>MLPS</b>					
Quality charter translation	From Italian to: EN, FR, DE, PT, ES, HR, EL, RO, BG	9.00	30.00	4.00	1 080.00

Total translations..... 1 080.00

### Reproductions and publications

Document	Number of pages	Unit cost	Total
<b>MLPS</b>			
Roll up n.50	100.00	80.00	8 000.00
Quality charter printing	4 000.00	0.50	2 000.00

Total reproductions and publications..... 10 000.00

### Specific evaluation [ No data entered ]

Total specific evaluation..... 0.00

Interpretations [ No data entered ]

Total interpretations..... 0.00

External expertise

Task	Number of days	Daily cost	Total
<b>CMRC</b>			
DARIO MANNA - OPERATIONAL MANAGER	100.00	400.00	40 000.00
MARIA FABIANI - DATA SCIENCE, STRATEGY/BUSINESS ANALYSIS, EVIDENCE BASED PLANNING	100.00	400.00	40 000.00

Total external expertise..... 80 000.00

Other Services

Service	Amount	Total
<b>FutureLearn</b>		
Development of 2 namely two German language MOOC - level A2 and B1 CEFR	240 000.00	240 000.00
1200 preparatory training vouchers (language, soft skills and other) for MOOCs & certification	90 000.00	90 000.00
<b>MLPS</b>		
Relocation allowance - from EUR 700 to EUR 1400 - average cost € 900 x n.1000 beneficiaries)	900 000.00	900 000.00
Interview trip allowance - from EUR 100 to EUR 350 - average cost € 233 x n.1200 beneficiaries)	279 600.00	279 600.00
Language course - reimbursement actual costs - up to € 2.000 - average cost €1800 x n. 199 ben.	358 200.00	358 200.00
INTEGRATION PROGRAMME FOR SMEs (average cost € 1300 * 200 people)	260 000.00	260 000.00
Recognition of qualification: flat rate € 400 x n. 272 beneficiaries	108 800.00	108 800.00
Supplementary trip allowance (relocation) - up to 500 - aver. cost up to €420 x n.285 ben.	119 700.00	119 700.00
Subsistence allowance (train./apprent only) - up to 600/month - aver cost per 3 month 1600 x 50 ben	80 000.00	80 000.00

Total other services..... 2 436 300.00

Total - Costs of services..... 2 573 828.45

## Heading 4 - Administration costs

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Depreciation for purchase of equipment [ No data entered ]

Total depreciation..... 0.00

Hire of rooms [ No data entered ]

Total hire of rooms..... 0.00

Hire of interpreting booths [ No data entered ]

Total Hire of interpreting booths..... 0.00

### Audits

Auditor	Cost	Total
MLPS		
AUDIT CERTIFICATION (AUDITOR TO BE HIRED FOR THE PROJECT)	10 000.00	10 000.00

Total audits..... 10 000.00

Financial costs [ No data entered ]

Total financial costs..... 0.00

Other administrative costs [ No data entered ]

Total Other Administrative costs..... 0.00

Total - Administration costs..... 10 000.00

## Heading 5 - Overheads

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### Applicant's overheads

Overheads are not eligible for operating grants

Incurring by	Amount
MLPS	172 822.03
CMRC	33 547.62
IEFP IP	1 520.40
SEPE	470.40
HZZ	974.40
EURES Cyprus	1 520.40
ANOFM	974.40
NEA/AZ	974.40
Uniroma1	868.00
DIAN	1 520.40
FutureLearn	24 830.40
<b>Total</b> .....	<b>240 022.85</b>

## Heading 6 - Income

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<b>Total Income (T = C + R + S)</b> .....	3 673 206.40
<b>Revenue generated by the action (R)</b> .....	0.00
<b>Union grant (S)</b> .....	3 489 546.08
<b>Total financial contribution (own resources) (C = C1 + C2 + C3)</b> .....	183 660.32
<b>Applicant's contribution after budget revision (C1)</b> .....	132 623.90

### Co-applicants' contribution (C2)

Please be aware that the contribution of a co-applicant has to include the amount of its affiliated entities participating in this action

Co-applicant	Contribution
CMRC	25 675.28
IEFP IP	1 162.02
SEPE	0.00
HZZ	744.72
EURES Cyprus	1 162.02
ANOFM	744.72
NEA/AZ	744.72
Uniroma1	663.40
FutureLearn	18 977.52
DIAN	1 162.02

**Total co-applicants' contribution (C2)**.....51 036.42

### Third parties' contribution (C3) [ No data entered ]

**Total third parties' contribution (C3)**..... 0.00

