



**EUROPEAN COMMISSION**  
Directorate-General for Migration and Home Affairs  
Migration and Security Funds; Financial Resources  
**Union actions and Procurement**



## **GRANT AGREEMENT**

**NUMBER — 863738 — UMN**

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

**on the one part,**

the **European Union** ('the EU'), represented by the European Commission ('the Commission'),

represented for the purposes of signature of this Agreement by Beate GMINDER, Director, ,  
Directorate-General for Migration and Home Affairs, Migration and Security Funds; Financial  
Resources,

**and**

**on the other part,**

1. 'the coordinator':

**CONFEDERATION EUROPEENNE DES SYNDICATS ADF (ETUC)**, established in  
BOULEVARD DU ROI ALBERT II 5, BRUXELLES 1210, Belgium, VAT number: BE0883745026,  
represented for the purposes of signing the Agreement by Head of Projects, Alexandre MARTIN

and the following other beneficiaries, if they sign their 'Accession Form' (see Annex 3 and Article 40):

2. **VILLE DE LIEGE (VILLE DE LIEGE)**, established in PLACE DU MARCHE 2, LIEGE 4000,  
Belgium, VAT number: BE0207343933,

3. **LE MONDE DES POSSIBLES ASBL (MDP)**, established in RUE DES CHAMPS 97, LIEGE  
4020, Belgium,

4. **CENTRE D'EDUCATION POPULAIRE ANDRE GENOT (CEPAG)**, established in RUE DU  
NAMUR 47, BEEW 5000, Belgium,

5. **ERGATOYPALLILIKO KENTRO ATHINAS (EKA)**, established in 48 B, 3rd  
SEPTEMVRIOU str, ATHENS 104 33, Greece, VAT number: 090194070,

6. **TZENEREISON 2.0 DEYTERI GENIA INSTITOUTO GIA TA DIKAIOMATA TIN  
ISOTITAKAI TIN ETEROTITA (GENERATION 2.0)**, established in ELEFThERIAS SQUARE  
14, ATHINA 10553, Greece, VAT number: EL998329999,

7. **FISASCAT CISL MILANO METROPOLI (FISASCAT)**, established in VIA BENEDETTO  
MARCELLO 18, MILANO 20124, Italy,

8. **ANOLF - ASSOCIAZIONE NAZIONALE OLTRE LE FRONTIERE REGIONALE DEL FRIULIVENEZIA GIULIA - ONLUS (ANOLF FVG)**, established in PIAZZA DALMAZIA 1, TRIESTE 34133, Italy, VAT number: 90059170325,

9. **Comune di Trieste (Trieste)**, established in PIAZZA DELL UNITA D ITALIA 4, Trieste 34121, Italy, VAT number: IT00210240321,

10. **COMUNE DI MILANO (Milano)**, established in PIAZZA DELLA SCALA 2, MILANO 20121, Italy, VAT number: IT01199250158,

11. **SDRUZHENIE KONFEDERACIJA NA NEZAVISIMITE SINDIKATI V BULGARIJA (CITUB)**, established in 1 MACEDONIA SQUARE, SOFIA 1040, Bulgaria, VAT number: BG000703276,

12. **ASSOTSIATSIA ZA RAZVITIE NA SOFIA (SDA)**, established in ULICA MOSKOVSKA 33, SOFIA 1000, Bulgaria,

13. **NEODVISNI SINDIKAT DELAVCEV SLOVENIJE (NSDS)**, established in SLOVENSKA CESTA 54, LJUBLJANA 1000, Slovenia, VAT number: SI63697092,

14. **ZNANSTVENORAZISKOVALNI CENTER SLOVENSKE AKADEMIJE ZNANOSTI IN UMETNOSTI (ZRC SAZU)**, established in NOVI TRG 2, LJUBLJANA 1000, Slovenia, VAT number: SI38048183,

15. **MUNICIPALITY OF LJUBLJANA (LJUBLJANA)**, established in MESTNI TRG 1, LJUBLJANA 1000, Slovenia, VAT number: SL67593321,

16. **DIMOS ATHINAION (ATHENS)**, established in LIOSION STREET 22, ATHINA 10438, Greece, VAT number: EL090025537,

17. **COMUNE DI PORDENONE (Pordenone)**, established in CORSO VITTORIO EMANUELE II 64, PORDENONE 33170, Italy, VAT number: IT00081570939,

18. **UNIONE ITALIANA DEL LAVORO (UIL)**, established in VIA LUCULLO 6, ROMA 00187, Italy,

19. **CONFEDERAZIONE ITALIANA SINDACATI LAVORATORI (CISL)**, established in VIA PO 21, ROME 00198, Italy,

20. **NCH VASIL LEVSKI 1943 (NCH)**, established in STREET 1, DOLNA MALINA, Bulgaria,

Unless otherwise specified, references to ‘beneficiary’ or ‘beneficiaries’ include the coordinator.

The parties referred to above have agreed to enter into the Agreement under the terms and conditions below.

By signing the Agreement or the Accession Form, the beneficiaries accept the grant and agree to implement the action under their own responsibility and in accordance with the Agreement, with all the obligations and conditions it sets out.

The Agreement is composed of:

Terms and Conditions

Annex 1	Description of the action
Annex 2	Estimated budget for the action
Annex 3	Accession Forms
Annex 4	Model for the financial statements
Annex 5	Model for the certificate on the financial statements (CFS)
Annex 6	Not applicable
Annex 7	Not applicable

# TERMS AND CONDITIONS

## TABLE OF CONTENTS

<b>CHAPTER 1 GENERAL .....</b>	<b>9</b>
ARTICLE 1 — SUBJECT OF THE AGREEMENT.....	9
<b>CHAPTER 2 ACTION .....</b>	<b>9</b>
ARTICLE 2 — ACTION TO BE IMPLEMENTED.....	9
ARTICLE 3 — DURATION AND STARTING DATE OF THE ACTION.....	9
ARTICLE 4 — ESTIMATED BUDGET AND BUDGET TRANSFERS.....	9
4.1 Estimated budget.....	9
4.2 Budget transfers.....	9
<b>CHAPTER 3 GRANT .....</b>	<b>9</b>
ARTICLE 5 — GRANT AMOUNT, FORM OF GRANT, REIMBURSEMENT RATE AND FORMS OF COSTS.....	9
5.1 Maximum grant amount.....	9
5.2 Form of grant, reimbursement rate and forms of costs.....	9
5.3 Final grant amount — Calculation.....	10
5.4 Revised final grant amount — Calculation.....	11
ARTICLE 6 — ELIGIBLE AND INELIGIBLE COSTS.....	12
6.1 General conditions for costs to be eligible.....	12
6.2 Specific conditions for costs to be eligible.....	12
6.3 Conditions for costs of affiliated entities to be eligible.....	16
6.4 Ineligible costs.....	16
6.5 Consequences of declaration of ineligible costs.....	17
<b>CHAPTER 4 RIGHTS AND OBLIGATIONS OF THE PARTIES .....</b>	<b>17</b>
<b>SECTION 1 RIGHTS AND OBLIGATIONS RELATED TO IMPLEMENTING THE ACTION .....</b>	<b>17</b>
ARTICLE 7 — GENERAL OBLIGATION TO PROPERLY IMPLEMENT THE ACTION.....	17
7.1 General obligation to properly implement the action.....	17
7.2 Consequences of non-compliance.....	17
ARTICLE 8 — RESOURCES TO IMPLEMENT THE ACTION — THIRD PARTY INVOLVED IN THE ACTION.....	17
ARTICLE 8a — IMPLEMENTATION OF ACTION TASKS BY BENEFICIARIES NOT RECEIVING EU FUNDING.....	17
ARTICLE 9 — PURCHASE OF GOODS, WORKS OR SERVICES.....	17
9.1 Rules for purchasing goods, works or services.....	18

9.2 Consequences of non-compliance.....	18
<b>ARTICLE 10 — IMPLEMENTATION OF ACTION TASKS BY SUBCONTRACTORS.....</b>	<b>18</b>
10.1 Rules for subcontracting action tasks.....	18
10.2 Consequences of non-compliance.....	19
<b>ARTICLE 11 — IMPLEMENTATION OF ACTION TASKS BY AFFILIATED ENTITIES.....</b>	<b>19</b>
<b>ARTICLE 11a — FINANCIAL SUPPORT TO THIRD PARTIES.....</b>	<b>19</b>
11a.1 Rules for providing financial support to third parties.....	19
11a.2 Financial support in the form of prizes.....	19
11a.3 Consequences of non-compliance.....	19
<b>SECTION 2 RIGHTS AND OBLIGATIONS RELATED TO THE GRANT ADMINISTRATION .....</b>	<b>19</b>
<b>ARTICLE 12 — GENERAL OBLIGATION TO INFORM.....</b>	<b>19</b>
12.1 General obligation to provide information upon request.....	19
12.2 Obligation to keep information up to date and to inform about events and circumstances likely to affect the Agreement.....	20
12.3 Consequences of non-compliance.....	20
<b>ARTICLE 13 — KEEPING RECORDS — SUPPORTING DOCUMENTATION.....</b>	<b>20</b>
13.1 Obligation to keep records and other supporting documentation.....	20
13.2 Consequences of non-compliance.....	21
<b>ARTICLE 14 — SUBMISSION OF DELIVERABLES.....</b>	<b>21</b>
14.1 Obligation to submit deliverables.....	21
14.2 Consequences of non-compliance.....	21
<b>ARTICLE 15 — REPORTING — PAYMENT REQUESTS.....</b>	<b>22</b>
15.1 Obligation to submit reports.....	22
15.2 Reporting periods.....	22
15.2a Request(s) for further pre-financing payment(s).....	22
15.3 Periodic reports — Requests for interim payments.....	22
15.4 Final report — Request for payment of the balance.....	22
15.5 Information on cumulative expenditure incurred.....	23
15.6 Currency for financial statements and conversion into euro.....	23
15.7 Language of reports.....	24
15.8 Consequences of non-compliance.....	24
<b>ARTICLE 16 — PAYMENTS AND PAYMENT ARRANGEMENTS.....</b>	<b>24</b>
16.1 Payments to be made.....	24
16.2 Pre-financing payment(s) — Amount .....	24
16.3 Interim payments — Amount — Calculation.....	24

16.4 Payment of the balance — Amount — Calculation.....	24
16.5 Notification of amounts due.....	25
16.6 Currency for payments.....	25
16.7 Payments to the coordinator — Distribution to the beneficiaries.....	25
16.8 Bank account for payments.....	25
16.9 Costs of payment transfers.....	26
16.10 Date of payment.....	26
16.11 Consequences of non-compliance.....	26
<b>ARTICLE 17 — CHECKS, REVIEWS, AUDITS AND INVESTIGATIONS — EXTENSION OF FINDINGS.....</b>	<b>26</b>
17.1 Checks, reviews and audits by the Commission.....	27
17.2 Investigations by the European Anti-Fraud Office (OLAF).....	28
17.3 Checks and audits by the European Court of Auditors (ECA).....	29
17.4 Checks, reviews, audits and investigations for international organisations.....	29
17.5 Consequences of findings in checks, reviews, audits and investigations — Extension of findings.....	29
17.6 Consequences of non-compliance.....	30
<b>ARTICLE 18 — EVALUATION OF THE IMPACT OF THE ACTION.....</b>	<b>31</b>
18.1 Right to evaluate the impact of the action.....	31
18.2 Consequences of non-compliance.....	31
<b>SECTION 3 OTHER RIGHTS AND OBLIGATIONS .....</b>	<b>31</b>
<b>ARTICLE 18a — CONDITIONS FOR CARRYING OUT SPECIFIC ACTIVITIES.....</b>	<b>31</b>
<b>ARTICLE 19 — PRE-EXISTING RIGHTS AND OWNERSHIP OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS).....</b>	<b>31</b>
19.1 Pre-existing rights and access rights to pre-existing rights.....	31
19.2 Ownership of results and rights of use.....	31
19.3 Consequences of non-compliance.....	32
<b>ARTICLE 20 — CONFLICT OF INTERESTS.....</b>	<b>32</b>
20.1 Obligation to avoid a conflict of interests.....	32
20.2 Consequences of non-compliance.....	32
<b>ARTICLE 21 — CONFIDENTIALITY.....</b>	<b>32</b>
21.1 General obligation to maintain confidentiality.....	32
21.2 Consequences of non-compliance.....	33
<b>ARTICLE 22 — PROMOTING THE ACTION — VISIBILITY OF EU FUNDING.....</b>	<b>33</b>
22.1 Communication activities by the beneficiaries.....	33
22.2 Communication activities by the Commission.....	33

22.3 Consequences of non-compliance.....	34
ARTICLE 23 — PROCESSING OF PERSONAL DATA.....	34
23.1 Processing of personal data by the Commission.....	35
23.2 Processing of personal data by the beneficiaries.....	35
23.3 Consequences of non-compliance.....	35
ARTICLE 24 — ASSIGNMENTS OF CLAIMS FOR PAYMENT AGAINST THE COMMISSION.....	35
<b>CHAPTER 5 DIVISION OF BENEFICIARIES' ROLES AND RESPONSIBILITIES .....</b>	<b>36</b>
ARTICLE 25 — DIVISION OF BENEFICIARIES' ROLES AND RESPONSIBILITIES.....	36
25.1 Roles and responsibilities towards the Commission.....	36
25.2 Internal division of roles and responsibilities.....	36
25.3 Internal arrangements between beneficiaries — Consortium agreement.....	37
<b>CHAPTER 6 REJECTION OF COSTS — REDUCTION OF THE GRANT — RECOVERY — SANCTIONS — DAMAGES — SUSPENSION — TERMINATION — FORCE MAJEURE .....</b>	<b>37</b>
<b>SECTION 1 REJECTION OF COSTS — REDUCTION OF THE GRANT — RECOVERY — SANCTIONS .....</b>	<b>37</b>
ARTICLE 26 — REJECTION OF INELIGIBLE COSTS.....	37
26.1 Conditions.....	37
26.2 Ineligible costs to be rejected — Calculation — Procedure.....	37
26.3 Effects.....	38
ARTICLE 27 — REDUCTION OF THE GRANT.....	38
27.1 Conditions.....	38
27.2 Amount to be reduced — Calculation — Procedure.....	38
27.3 Effects.....	39
ARTICLE 28 — RECOVERY OF UNDUE AMOUNTS.....	39
28.1 Amount to be recovered — Calculation — Procedure.....	39
ARTICLE 29 — ADMINISTRATIVE SANCTIONS.....	41
<b>SECTION 2 LIABILITY FOR DAMAGES .....</b>	<b>41</b>
ARTICLE 30 — LIABILITY FOR DAMAGES.....	41
30.1 Liability of the Commission.....	41
30.2 Liability of the beneficiaries.....	41
<b>SECTION 3 SUSPENSION AND TERMINATION .....</b>	<b>42</b>
ARTICLE 31 — SUSPENSION OF PAYMENT DEADLINE.....	42
31.1 Conditions.....	42
31.2 Procedure.....	42
ARTICLE 32 — SUSPENSION OF PAYMENTS.....	42
32.1 Conditions.....	42

32.2 Procedure.....	43
<b>ARTICLE 33 — SUSPENSION OF THE ACTION IMPLEMENTATION.....</b>	<b>43</b>
33.1 Suspension of the action implementation, by the beneficiaries.....	43
33.2 Suspension of the action implementation, by the Commission.....	44
<b>ARTICLE 34 — TERMINATION OF THE AGREEMENT OR OF THE PARTICIPATION OF ONE OR MORE BENEFICIARIES.....</b>	<b>45</b>
34.1 Termination of the Agreement by the beneficiaries.....	45
34.2 Termination of the participation of one or more beneficiaries, by the beneficiaries.....	45
34.3 Termination of the Agreement or of the participation of one or more beneficiaries, by the Commission.....	47
<b>SECTION 4 FORCE MAJEURE .....</b>	<b>49</b>
ARTICLE 35 — FORCE MAJEURE.....	49
<b>CHAPTER 7 FINAL PROVISIONS .....</b>	<b>50</b>
ARTICLE 36 — COMMUNICATION BETWEEN THE PARTIES.....	50
36.1 Form and means of communication.....	50
36.2 Date of communication.....	50
36.3 Addresses for communication.....	51
ARTICLE 37 — INTERPRETATION OF THE AGREEMENT.....	51
37.1 Precedence of the Terms and Conditions over the Annexes.....	51
37.2 Privileges and immunities.....	51
ARTICLE 38 — CALCULATION OF PERIODS, DATES AND DEADLINES.....	51
ARTICLE 39 — AMENDMENTS TO THE AGREEMENT.....	52
39.1 Conditions.....	52
39.2 Procedure.....	52
ARTICLE 40 — ACCESSION TO THE AGREEMENT.....	52
40.1 Accession of the beneficiaries mentioned in the Preamble.....	52
40.2 Addition of new beneficiaries.....	53
ARTICLE 41 — APPLICABLE LAW AND SETTLEMENT OF DISPUTES.....	53
41.1 Applicable law.....	53
41.2 Dispute settlement.....	53
ARTICLE 42 — ENTRY INTO FORCE OF THE AGREEMENT.....	54

## **CHAPTER 1 GENERAL**

### **ARTICLE 1 — SUBJECT OF THE AGREEMENT**

This Agreement sets out the rights and obligations and the terms and conditions applicable to the grant awarded to the beneficiaries for implementing the action set out in Chapter 2.

## **CHAPTER 2 ACTION**

### **ARTICLE 2 — ACTION TO BE IMPLEMENTED**

The grant is awarded for the action entitled ‘**UnionMigrantNet and Cities Together for Integration — UMN**’ (**‘action’**), as described in Annex 1.

### **ARTICLE 3 — DURATION AND STARTING DATE OF THE ACTION**

The duration of the action will be **30 months** as of the first day of the month following the date the Agreement enters into force (see Article 42) (**‘starting date of the action’**).

### **ARTICLE 4 — ESTIMATED BUDGET AND BUDGET TRANSFERS**

#### **4.1 Estimated budget**

The **‘estimated budget’** for the action is set out in Annex 2.

It contains the estimated eligible costs and the forms of costs, broken down by beneficiary and budget category (see Articles 5, 6).

#### **4.2 Budget transfers**

The estimated budget breakdown indicated in Annex 2 may be adjusted — without an amendment (see Article 39) — by transfers of amounts between beneficiaries, budget categories and/or forms of costs set out in Annex 2, if the action is implemented as described in Annex 1.

However, the transfers between budget categories must stay below 20% of the total costs for the action set out in Annex 2, unless they are approved by an amendment.

## **CHAPTER 3 GRANT**

### **ARTICLE 5 — GRANT AMOUNT, FORM OF GRANT, REIMBURSEMENT RATE AND FORMS OF COSTS**

#### **5.1 Maximum grant amount**

The **‘maximum grant amount’** is **EUR 1,342,442.14** (one million three hundred and forty two thousand four hundred and forty two EURO and fourteen eurocents).

#### **5.2 Form of grant, reimbursement rate and forms of costs**

The grant reimburses **90%** of the action's eligible costs (see Article 6) (**'reimbursement of eligible costs grant'**) (see Annex 2).

The estimated eligible costs of the action are EUR **1,491,602.47** (one million four hundred and ninety one thousand six hundred and two EURO and forty seven eurocents).

Eligible costs (see Article 6) must be declared under the following forms (**'forms of costs'** or **'cost forms'**):

- (a) for **direct personnel costs**: as actually incurred costs (**'actual costs'**)
- (b) for **direct travel and subsistence costs**: as actually incurred costs (**actual costs**);
- (c) for **direct costs of subcontracting**: as actually incurred costs (**actual costs**);
- (d) for direct costs of **providing financial support to third parties**: not applicable;
- (e) for **other direct costs**:
  - for equipment costs and costs of other goods and services: as actually incurred costs (**actual costs**);
  - specific cost category(ies): not applicable;
- (f) for **indirect costs**: on the basis of a flat-rate applied as set out in Article 6.2.Point F (**'flat-rate costs'**);

### **5.3 Final grant amount — Calculation**

The **'final grant amount'** depends on the actual extent to which the action is implemented in accordance with the Agreement's terms and conditions.

This amount is calculated by the Commission — when the payment of the balance is made — in the following steps:

- Step 1 – Application of the reimbursement rate to the eligible costs
- Step 2 – Limit to the maximum grant amount
- Step 3 – Reduction due to the no-profit rule
- Step 4 – Reduction due to substantial errors, irregularities or fraud or serious breach of obligations

#### **5.3.1 Step 1 — Application of the reimbursement rate to the eligible costs**

The reimbursement rate (see Article 5.2) is applied to the eligible costs (actual costs and flat-rate costs; see Article 6) declared by the beneficiaries (see Article 15) and approved by the Commission (see Article 16).

#### **5.3.2 Step 2 — Limit to the maximum grant amount**

If the amount obtained following Step 1 is higher than the maximum grant amount set out in Article 5.1, it will be limited to the latter.

### 5.3.3 Step 3 — Reduction due to the no-profit rule

The grant must not produce a profit.

‘**Profit**’ means the surplus of the amount obtained following Steps 1 and 2 plus the action’s total receipts, over the action’s total eligible costs.

The ‘**action’s total eligible costs**’ are the consolidated total eligible costs approved by the Commission.

The ‘**action’s total receipts**’ are the consolidated total receipts generated during its duration (see Article 3).

The following are considered **receipts**:

- (a) income generated by the action;
- (b) financial contributions given by third parties to the beneficiary, specifically to be used for costs that are eligible under the action.

The following are however **not** considered receipts:

- (a) financial contributions by third parties, if they may be used to cover costs other than the eligible costs (see Article 6);
- (b) financial contributions by third parties with no obligation to repay any amount unused at the end of the period set out in Article 3.

If there is a profit, it will be deducted in proportion to the final rate of reimbursement of the eligible actual costs approved by the Commission (as compared to the amount calculated following Steps 1 and 2).

### 5.3.4 Step 4 — Reduction due to substantial errors, irregularities or fraud or serious breach of obligations

If the grant is reduced (see Article 27), the Commission will calculate the reduced grant amount by deducting the amount of the reduction (calculated in proportion to the seriousness of the errors, irregularities or fraud or breach of obligations, in accordance with Article 27.2) from the maximum grant amount set out in Article 5.1.

The final grant amount will be the lower of the following two:

- the amount obtained following Steps 1 to 3 or
- the reduced grant amount following Step 4.

### 5.4 Revised final grant amount — Calculation

If — after the payment of the balance (in particular, after checks, reviews, audits or investigations; see Article 17) — the Commission rejects costs (see Article 26) or reduces the grant (see Article 27), it will calculate the ‘**revised final grant amount**’ for the action or for the beneficiary concerned.

This amount is calculated by the Commission on the basis of the findings, as follows:

- in case of **rejection of costs**: by applying the reimbursement rate to the *revised* eligible costs approved by the Commission for the beneficiary concerned;
- in case of **reduction of the grant**: by deducting the amount of the reduction (calculated in proportion to the seriousness of the errors, irregularities or fraud or breach of obligations, in accordance with Article 27.2) from the maximum grant amount set out in Article 5.1 or from the maximum EU contribution indicated for the beneficiary in the estimated budget (see Annex 2).

In case of **rejection of costs and reduction of the grant**, the revised final grant amount will be the lower of the two amounts above.

## ARTICLE 6 — ELIGIBLE AND INELIGIBLE COSTS

### 6.1 General conditions for costs to be eligible

‘**Eligible costs**’ are costs that meet the following criteria:

(a) for **actual costs**:

- (i) they must be actually incurred by the beneficiary;
- (ii) they must be incurred in the period set out in Article 3, with the exception of costs relating to the submission of the final report (see Article 15);
- (iii) they must be indicated in the estimated budget set out in Annex 2;
- (iv) they must be incurred in connection with the action as described in Annex 1 and necessary for its implementation;
- (v) they must be identifiable and verifiable, in particular recorded in the beneficiary’s accounts in accordance with the accounting standards applicable in the country where the beneficiary is established and with the beneficiary’s usual cost accounting practices;
- (vi) they must comply with the applicable national law on taxes, labour and social security, and
- (vii) they must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency;

(b) for **unit costs**: not applicable;

(c) for **flat-rate costs**:

- (i) they must be calculated by applying the flat-rate set out in Annex 2, and
- (ii) the costs (actual costs) to which the flat-rate is applied must comply with the conditions for eligibility set out in this Article;

(d) for **lump sum costs**: not applicable.

### 6.2 Specific conditions for costs to be eligible

Costs are eligible if they comply with the general conditions (see above) and the specific conditions set out below, for each of the following budget categories:

- A. direct personnel costs;
- B. direct travel and subsistence costs;
- C. direct costs of subcontracting;
- D. not applicable;
- E. other direct costs.
- F. indirect costs.

‘Direct costs’ are costs that are directly linked to the action implementation and can therefore be attributed to it directly. They must not include any indirect costs (see Point F below).

‘Indirect costs’ are costs that are not directly linked to the action implementation and therefore cannot be attributed directly to it.

## A. Direct personnel costs

### Types of eligible personnel costs

A.1 Personnel costs are eligible if they are related to personnel working for the beneficiary under an employment contract (or equivalent appointing act) and assigned to the action (**‘costs for employees (or equivalent)’**). They must be limited to salaries, social security contributions, taxes and other costs included in the **remuneration**, if they arise from national law or the employment contract (or equivalent appointing act).

They may also include **additional remuneration** for personnel assigned to the action (including payments on the basis of supplementary contracts regardless of their nature), if:

- (a) it is part of the beneficiary’s usual remuneration practices and is paid in a consistent manner whenever the same kind of work or expertise is required;
- (b) the criteria used to calculate the supplementary payments are objective and generally applied by the beneficiary, regardless of the source of funding used.

A.2 The **costs for natural persons working under a direct contract** with the beneficiary other than an employment contract or **seconded by a third party against payment** are eligible personnel costs, if:

- (a) the person works under the beneficiary’s instructions and, unless otherwise agreed with the beneficiary, on the beneficiary’s premises;
- (b) the result of the work carried out belongs to the beneficiary, and
- (c) the costs are not significantly different from those for personnel performing similar tasks under an employment contract with the beneficiary.

### Calculation

Personnel costs must be calculated by the beneficiaries as follows:

- for persons **working exclusively on the action**:

{monthly rate for the person  
 multiplied by  
 number of actual months worked on the action}.

The months declared for these persons may not be declared for any other EU or Euratom grant.

The ‘**monthly rate**’ is calculated as follows:

{annual personnel costs for the person  
 divided by  
 12}.

using the personnel costs for each full financial year covered by the reporting period concerned. If a financial year is not closed at the end of the reporting period, the beneficiaries must use the monthly rate of the last closed financial year available.

- for persons **working part-time on the action**:

{daily rate for the person  
 multiplied by  
 number of actual days worked on the action (rounded up or down to the nearest half-day)}.

The number of actual days declared for a person must be identifiable and verifiable (see Article 13).

The total number of days declared in EU or Euratom grants, for a person for a year, cannot be higher than the annual productive days used for the calculations of the daily rate. Therefore, the maximum number of days that can be declared for the grant are:

{number of annual productive days for the year (see below)  
 minus  
 total number of days declared by the beneficiary, for that person for that year, for other EU or Euratom grants}.

The ‘**daily rate**’ is calculated as follows:

{annual personnel costs for the person  
 divided by  
 number of individual annual productive days}.

using the personnel costs and the number of annual productive days for each full financial year covered by the reporting period concerned. If a financial year is not closed at the end of the reporting period, the beneficiaries must use the daily rate of the last closed financial year available.

The ‘number of individual annual productive days’ is the total actual days worked by the person in the year. It may not include holidays and other absences (such as sick leave, maternity leave,

special leave, etc). However, it may include overtime and time spent in meetings, trainings and other similar activities.

The Commission may accept other calculation methods (such as, for instance, hourly rates, daily rates calculated with annual personnel costs and 215 *fixed* annual productive days or a pro-rata apportionment of the monthly salary costs), if it considers that they reflect the actual costs incurred, in a fair, objective, realistic way and if there are sufficient records to support these costs (see Article 13).

## **B. Direct travel and subsistence costs**

**Travel and subsistence costs** (including related duties, taxes and charges, such as non-deductible value added tax (VAT) paid by beneficiaries that are not public bodies acting as public authority) are eligible if they are in line with the beneficiary's usual practices on travel.

**C. Direct costs of subcontracting** (including related duties, taxes and charges, such as non-deductible value added tax (VAT) paid by beneficiaries that are not public bodies acting as public authority) are eligible if the conditions in Article 10.1.1 are met.

## **D. Direct costs of providing financial support to third parties**

Not applicable

## **E. Other direct costs**

E.1 The **depreciation costs of equipment, infrastructure or other assets** (new or second-hand) as recorded in the beneficiary's accounts are eligible, if they were purchased in accordance with Article 9.1.1 and written off in accordance with international accounting standards and the beneficiary's usual accounting practices.

The **costs of renting or leasing** equipment, infrastructure or other assets (including related duties, taxes and charges, such as non-deductible value added tax (VAT) paid by beneficiaries that are not public bodies acting as public authority) are also eligible, if they do not exceed the depreciation costs of similar equipment, infrastructure or assets and do not include any financing fees.

The only portion of the costs that will be taken into account is that which corresponds to the duration of the action and rate of actual use for the purposes of the action.

E.2 **Costs of other goods and services** (including related duties, taxes and charges, such as non-deductible value added tax (VAT) paid by beneficiaries that are not public bodies acting as public authority) are eligible, if they are purchased specifically for the action and in accordance with Article 9.1.1.

Such goods and services include, for instance, consumables and supplies, dissemination, protection of results, certificates on the financial statements (if they are required by the Agreement), translations and publications.

E.3 **Costs for ad hoc queries and costs for translation of ad hoc queries**

Not applicable

## **F. Indirect costs**

**Indirect costs** are eligible if they are declared on the basis of the flat-rate of 7% of the eligible direct costs (see Article 5.2 and Points A to E above).

Beneficiaries receiving an operating grant<sup>1</sup> financed by the EU or Euratom budget cannot declare indirect costs for the period covered by the operating grant.

### 6.3 Conditions for costs of affiliated entities to be eligible

Not applicable

### 6.4 Ineligible costs

‘**Ineligible costs**’ are:

- (a) costs that do not comply with the conditions set out above (Article 6.1 to 6.3), in particular:
  - (i) costs related to return on capital;
  - (ii) debt and debt service charges;
  - (iii) provisions for future losses or debts;
  - (iv) interest owed;
  - (v) doubtful debts;
  - (vi) currency exchange losses;
  - (vii) bank costs charged by the beneficiary’s bank for transfers from the Commission;
  - (viii) excessive or reckless expenditure;
  - (ix) deductible VAT;
  - (x) costs incurred during suspension of the implementation of the action (see Article 33);
  - (xi) in-kind contributions provided by third parties;
- (b) costs declared under another EU or Euratom grant (including grants awarded by a Member State and financed by the EU or Euratom budget and grants awarded by bodies other than the Commission for the purpose of implementing the EU or Euratom budget); in particular, indirect costs if the beneficiary is already receiving an operating grant financed by the EU or Euratom budget in the same period;
- (c) costs for staff of a national (or local) administration, for activities that are part of the administration’s normal activities (i.e. not undertaken only because of the grant);

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<sup>1</sup> For the definition, see Article 121(1)(b) of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 218, 26.10.2012, p.1) (**‘Financial Regulation No 966/2012’**): **‘operating grant’** means direct financial contribution, by way of donation, from the budget in order to finance the functioning of a body which pursues an aim of general EU interest or has an objective forming part of and supporting an EU policy.

- (d) costs (especially travel and subsistence costs) for staff or representatives of EU institutions, bodies or agencies;

## **6.5 Consequences of declaration of ineligible costs**

Declared costs that are ineligible will be rejected (see Article 26).

This may also lead to any of the other measures described in Chapter 6.

## **CHAPTER 4 RIGHTS AND OBLIGATIONS OF THE PARTIES**

### **SECTION 1 RIGHTS AND OBLIGATIONS RELATED TO IMPLEMENTING THE ACTION**

#### **ARTICLE 7 — GENERAL OBLIGATION TO PROPERLY IMPLEMENT THE ACTION**

##### **7.1 General obligation to properly implement the action**

The beneficiaries must implement the action as described in Annex 1 and in compliance with the provisions of the Agreement and all legal obligations under applicable EU, international and national law.

##### **7.2 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 27).

Such breaches may also lead to any of the other measures described in Chapter 6.

#### **ARTICLE 8 — RESOURCES TO IMPLEMENT THE ACTION — THIRD PARTY INVOLVED IN THE ACTION**

The beneficiaries must have the appropriate resources to implement the action.

If it is necessary to implement the action, the beneficiaries may:

- purchase goods, works and services (see Article 9);
- call upon subcontractors to implement action tasks described in Annex 1 (see Article 10).

In these cases, the beneficiaries retain sole responsibility towards the Commission and the other beneficiaries for implementing the action.

#### **ARTICLE 8a — IMPLEMENTATION OF ACTION TASKS BY BENEFICIARIES NOT RECEIVING EU FUNDING**

Not applicable

#### **ARTICLE 9 — PURCHASE OF GOODS, WORKS OR SERVICES**

## 9.1 Rules for purchasing goods, works or services

9.1.1 If necessary to implement the action, the beneficiaries may purchase goods, works or services.

The beneficiaries must make such purchases ensuring the best value for money or, if appropriate, the lowest price. In doing so, they must avoid any conflict of interests (see Article 20).

The beneficiaries must ensure that the Commission, the European Court of Auditors (ECA) and the European Anti-Fraud Office (OLAF) can exercise their rights under Articles 17 and 18 also towards their contractors.

9.1.2 Beneficiaries that are ‘contracting authorities’ within the meaning of Directive 2004/18/EC<sup>2</sup> (or 2014/24/EU<sup>3</sup>) or ‘contracting entities’ within the meaning of Directive 2004/17/EC<sup>4</sup> (or 2014/25/EU<sup>5</sup>) must comply with the applicable national law on public procurement.

## 9.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under Article 9.1.1, the costs related to the contract concerned will be ineligible (see Article 6) and will be rejected (see Article 26).

If a beneficiary breaches any of its obligations under Article 9.1.2, the grant may be reduced (see Article 27).

Such breaches may also lead to any of the other measures described in Chapter 6.

## ARTICLE 10 — IMPLEMENTATION OF ACTION TASKS BY SUBCONTRACTORS

### 10.1 Rules for subcontracting action tasks

10.1.1 If necessary to implement the action, the beneficiaries may award subcontracts covering the implementation of certain action tasks described in Annex 1.

Subcontracting may not cover the core of the action.

The beneficiaries must award the subcontracts ensuring the best value for money or, if appropriate, the lowest price. In doing so, they must avoid any conflict of interests (see Article 20).

The tasks to be implemented and the estimated cost for each subcontract must be set out in Annex 1 and the total estimated costs of subcontracting per beneficiary must be set out in Annex 2.

The beneficiaries must ensure that the Commission, the European Court of Auditors (ECA) and the

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<sup>2</sup> Directive 2004/18/EC of the European Parliament and of the Council of 31 March 2004 on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts (OJ L 134, 30.04.2004, p. 114).

<sup>3</sup> Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65).

<sup>4</sup> Directive 2004/17/EC of the European Parliament and of the Council of 31 March 2004 coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors (OJ L 134, 30.04.2004, p. 1).

<sup>5</sup> Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC (OJ L 94, 28.3.2014, p. 243).

European Anti-Fraud Office (OLAF) can exercise their rights under Articles 17 and 18 also towards their subcontractors.

10.1.2 The beneficiaries must ensure that their obligations under Articles 20, 21, 22 and 30 also apply to the subcontractors.

Beneficiaries that are ‘contracting authorities’ within the meaning of Directive 2004/18/EC (or 2014/24/EU) or ‘contracting entities’ within the meaning of Directive 2004/17/EC (or 2014/25/EU) must comply with the applicable national law on public procurement.

## **10.2 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under Article 10.1.1, the costs related to the subcontract concerned will be ineligible (see Article 6) and will be rejected (see Article 26).

If a beneficiary breaches any of its obligations under Article 10.1.2, the grant may be reduced (see Article 27).

Such breaches may also lead to any of the other measures described in Chapter 6.

## **ARTICLE 11 — IMPLEMENTATION OF ACTION TASKS BY AFFILIATED ENTITIES**

Not applicable

### **ARTICLE 11a — FINANCIAL SUPPORT TO THIRD PARTIES**

#### **11a.1 Rules for providing financial support to third parties**

Not applicable

#### **11a.2 Financial support in the form of prizes**

Not applicable

#### **11a.3 Consequences of non-compliance**

Not applicable

## **SECTION 2 RIGHTS AND OBLIGATIONS RELATED TO THE GRANT ADMINISTRATION**

### **ARTICLE 12 — GENERAL OBLIGATION TO INFORM**

#### **12.1 General obligation to provide information upon request**

The beneficiaries must provide — during implementation of the action or afterwards and in accordance with Article 25.2 — any information requested in order to verify eligibility of the costs, proper implementation of the action and compliance with the other obligations under the Agreement.

## **12.2 Obligation to keep information up to date and to inform about events and circumstances likely to affect the Agreement**

Each beneficiary must keep information stored in the Participant Portal Beneficiary Register (via the electronic exchange system; see Article 36) up to date, in particular, its name, address, legal representatives, legal form and organisation type.

Each beneficiary must immediately inform the coordinator — which must immediately inform the Commission and the other beneficiaries — of any of the following:

- (a) **events** which are likely to affect significantly or delay the implementation of the action or the EU's financial interests, in particular:
  - (i) changes in its legal, financial, technical, organisational or ownership situation
- (b) **circumstances** affecting:
  - (i) the decision to award the grant or
  - (ii) compliance with requirements under the Agreement.

## **12.3 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 27).

Such breaches may also lead to any of the other measures described in Chapter 6.

## **ARTICLE 13 — KEEPING RECORDS — SUPPORTING DOCUMENTATION**

### **13.1 Obligation to keep records and other supporting documentation**

The beneficiaries must — for a period of **five years after the payment of the balance** — keep records and other supporting documentation in order to prove the proper implementation of the action and the costs they declare as eligible.

They must make them available upon request (see Article 12) or in the context of checks, reviews, audits or investigations (see Article 17).

If there are on-going checks, reviews, audits, investigations, litigation or other pursuits of claims under the Agreement (including the extension of findings; see Articles 17), the beneficiaries must keep the records and other supporting documentation until the end of these procedures.

The beneficiaries must keep the original documents. Digital and digitalised documents are considered originals if they are authorised by the applicable national law. The Commission may accept non-original documents if they considers that they offer a comparable level of assurance.

#### **13.1.1 Records and other supporting documentation on the technical implementation**

The beneficiaries must keep records and other supporting documentation on the technical implementation of the action, in line with the accepted standards in the respective field.

### 13.1.2 Records and other documentation to support the costs declared

The beneficiaries must keep the records and documentation supporting the costs declared, in particular the following:

- (a) for **actual costs**: adequate records and other supporting documentation to prove the costs declared, such as contracts, subcontracts, invoices and accounting records. In addition, the beneficiaries' usual cost accounting practices and internal control procedures must enable direct reconciliation between the amounts declared, the amounts recorded in their accounts and the amounts stated in the supporting documentation;
- (b) for **unit costs**: not applicable;
- (c) for **flat-rate costs**: adequate records and other supporting documentation to prove the eligibility of the costs to which the flat-rate is applied. The beneficiaries do not need to identify the costs covered or provide supporting documentation (such as accounting statements) to prove the amount declared at a flat-rate.
- (d) for **lump sum costs**: not applicable.

In addition, for **personnel costs** (declared as actual costs), the beneficiaries must keep **time records** for the number of days declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly. In the absence of reliable time records of the days worked on the action, the Commission may accept alternative evidence supporting the number of days declared, if it considers that it offers an adequate level of assurance.

As an exception, for **persons working exclusively on the action**, there is no need to keep time records, if the beneficiary signs a **declaration** confirming that the persons concerned have worked exclusively on the action.

### 13.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, costs insufficiently substantiated will be ineligible (see Article 6) and will be rejected (see Article 26), and the grant may be reduced (see Article 27).

Such breaches may also lead to any of the other measures described in Chapter 6.

## ARTICLE 14 — SUBMISSION OF DELIVERABLES

### 14.1 Obligation to submit deliverables

The coordinator must submit:

- a **mid-term progress report** on the implementation of the action, within 30 days after half of the reporting period set out in Article 15.2 has passed;
- the '**deliverables**' identified in Annex 1, in accordance with the timing and conditions set out in it.

### 14.2 Consequences of non-compliance

If the coordinator breaches any of its obligations under this Article, the Commission may apply any of the measures described in Chapter 6.

## ARTICLE 15 — REPORTING — PAYMENT REQUESTS

### 15.1 Obligation to submit reports

The coordinator must submit to the Commission (see Article 36) the technical and financial report(s) set out in this Article. This report includes the request(s) for payment and must be drawn up using the forms and templates provided in the electronic exchange system (see Article 36).

### 15.2 Reporting periods

The action has one ‘**reporting period**’:

- RP1: from month 1 to month 30

### 15.2a Request(s) for further pre-financing payment(s)

Not applicable

### 15.3 Periodic reports — Requests for interim payments

Not applicable

### 15.4 Final report — Request for payment of the balance

The coordinator must submit — within 60 days following the end of the reporting period — a final report, which includes the request for payment of the balance.

The **final report** must include the following:

- (a) a ‘**final technical report**’ containing:

- (i) an **explanation of the work carried out** by the beneficiaries;
- (ii) an **overview of the implementation** of the action, including milestones and deliverables identified in Annex 1.

This report must include explanations justifying the differences between work expected to be carried out in accordance with Annex 1 and that actually carried out;

- (iii) a **summary** for publication by the Commission;
- (iv) the answers to the ‘**questionnaire**’: not applicable;

- (b) a ‘**final financial report**’ containing:

- (i) an ‘**individual financial statement**’ (see Annex 4) from each beneficiary, for the reporting period.

The individual financial statement must detail the eligible costs (actual costs and flat-rate costs; see Article 6) for each budget category (see Annex 2).

The beneficiaries must declare all eligible costs, even if — for actual costs and flat-rate costs — they exceed the amounts indicated in the estimated budget (see Annex 2). Amounts which are not declared in the individual financial statement will not be taken into account by the Commission.

The individual financial statements must also detail the **receipts of the action** (see Article 5.3.3).

Each beneficiary must **certify** that:

- the information provided is full, reliable and true;
  - the costs declared are eligible (see Article 6);
  - the costs can be substantiated by adequate records and supporting documentation (see Article 13) that will be produced upon request (see Article 12) or in the context of checks, reviews, audits and investigations (see Article 17), and
  - that all the receipts have been declared (see Article 5.3.3);
- (ii) an **explanation of the use of resources** and the information on subcontracting (see Article 10) from each beneficiary, for the reporting period concerned;
- (iii) not applicable;
- (iv) a ‘**final summary financial statement**’, created automatically by the electronic exchange system, consolidating the individual financial statement(s) for the reporting period and including the **request for payment of the balance**;
- (v) a ‘**certificate on the financial statements**’ (drawn up in accordance with Annex 5) for each beneficiary, if it requests an EU contribution of EUR 100 000 or more as reimbursement of actual costs.

### 15.5 Information on cumulative expenditure incurred

Not applicable

### 15.6 Currency for financial statements and conversion into euro

Financial statements must be drafted in euro.

Beneficiaries with accounting established in a currency other than the euro must convert the costs recorded in their accounts into euro, at the average of the daily exchange rates published in the C series of the *Official Journal of the European Union*, calculated over the corresponding reporting period.

If no daily euro exchange rate is published in the *Official Journal of the European Union* for the currency in question, they must be converted at the average of the monthly accounting rates published on the Commission’s website, calculated over the corresponding reporting period.

Beneficiaries with accounting established in euro must convert costs incurred in another currency into euro according to their usual accounting practices.

### **15.7 Language of reports**

All report(s) (including financial statements) must be submitted in the language of the Agreement.

### **15.8 Consequences of non-compliance**

If the report(s) submitted do not comply with this Article, the Commission may suspend the payment deadline (see Article 31) and apply any of the other measures described in Chapter 6.

If the coordinator breaches its obligation to submit the report(s) and if it fails to comply with this obligation within 30 days following a written reminder, the Commission may terminate the Agreement (see Article 34) or apply any of the other measures described in Chapter 6.

## **ARTICLE 16 — PAYMENTS AND PAYMENT ARRANGEMENTS**

### **16.1 Payments to be made**

The following payments will be made to the coordinator:

- a **pre-financing payment**;
- one **payment of the balance**, on the basis of the request for payment of the balance (see Article 15).

### **16.2 Pre-financing payment(s) — Amount**

The aim of the pre-financing is to provide the beneficiaries with a float.

It remains the property of the EU until the payment of the balance.

The amount of the pre-financing payment will be EUR **1,073,953.71** (one million seventy three thousand nine hundred and fifty three EURO and seventy one eurocents).

The Commission will — except if Article 32 applies — make the pre-financing payment to the coordinator within 30 days from the accession of all beneficiaries to the Agreement (see Article 40).

### **16.3 Interim payments — Amount — Calculation**

Not applicable

### **16.4 Payment of the balance — Amount — Calculation**

The payment of the balance reimburses 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 grant amount (see Article 5.3), the payment of the balance takes the form of a recovery (see Article 28).

If the total amount of earlier payments is lower than the final grant amount, the Commission will pay

the balance within 90 days from receiving the final report (see Article 15.4), except if Articles 31 or 32 apply.

Payment is subject to the approval of the final report. Its approval does not imply recognition of compliance, authenticity, completeness or correctness of its content.

The **amount due as the balance** is calculated by the Commission by deducting the total amount of pre-financing and interim payments (if any) already made, from the final grant amount determined in accordance with Article 5.3:

$$\begin{aligned} & \{\text{final grant amount (see Article 5.3)} \\ & \text{minus} \\ & \{\text{pre-financing and interim payments (if any) made}\}. \end{aligned}$$

If the balance is positive, it will be paid to the coordinator.

The amount to be paid may however be offset — without the beneficiaries' consent — against any other amount owed by a beneficiary to the Commission or an executive agency (under the EU or Euratom budget), up to the maximum EU contribution indicated, for that beneficiary, in the estimated budget (see Annex 2).

If the balance is negative, it will be recovered from the coordinator (see Article 28).

### **16.5 Notification of amounts due**

When making payments, the Commission will formally notify to the coordinator the amount due, specifying that it concerns the payment of the balance.

For the payment of the balance, the notification will also specify the final grant amount.

In the case of reduction of the grant or recovery of undue amounts, the notification will be preceded by the contradictory procedure set out in Articles 27 and 28.

### **16.6 Currency for payments**

The Commission will make all payments in euro.

### **16.7 Payments to the coordinator — Distribution to the beneficiaries**

Payments will be made to the coordinator.

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

The coordinator must distribute the payments between the beneficiaries without unjustified delay.

### **16.8 Bank account for payments**

All payments will be made to the following bank account:

Name of bank: BELFIUS BANK SA/NV  
Full name of the account holder: CONFEDERATION EUROPEENNE DESSYNDICATS  
Full account number (including bank codes):  
IBAN code: BE12550350820192

## 16.9 Costs of payment transfers

The cost of the payment transfers is borne as follows:

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

## 16.10 Date of payment

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

## 16.11 Consequences of non-compliance

16.11.1 If the Commission does not pay within the payment deadlines (see above), the beneficiaries are entitled to **late-payment interest** at the rate applied by the European Central Bank (ECB) for its main refinancing operations in euros ('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 payment deadline expires, as published in the C series of the *Official Journal of the European Union*.

If the late-payment interest is lower than or equal to EUR 200, it will be paid to the coordinator only upon request submitted within two months of receiving the late payment.

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

Suspension of the payment deadline or payments (see Articles 31 and 32) will not be considered as late payment.

Late-payment interest covers the period running from the day following the due date for payment (see above), up to and including the date of payment.

Late-payment interest is not considered for the purposes of calculating the final grant amount.

16.11.2 If the coordinator breaches any of its obligations under this Article, the grant may be reduced (see Article 27) and the Agreement or the participation of the coordinator may be terminated (see Article 34).

Such breaches may also lead to any of the other measures described in Chapter 6.

## ARTICLE 17 — CHECKS, REVIEWS, AUDITS AND INVESTIGATIONS — EXTENSION OF FINDINGS

## 17.1 Checks, reviews and audits by the Commission

### 17.1.1 Right to carry out checks

The Commission will — during the implementation of the action or afterwards — check the proper implementation of the action and compliance with the obligations under the Agreement, including assessing deliverables and reports.

For this purpose, the Commission may be assisted by external persons or bodies.

The Commission may also request additional information in accordance with Article 12. The Commission may request the beneficiaries to provide such information to it directly.

Information provided must be accurate, precise and complete and in the format requested, including electronic format.

### 17.1.2 Right to carry out reviews

The Commission may — during the implementation of the action or afterwards — carry out reviews on the proper implementation of the action (including assessment of deliverables and reports) and compliance with the obligations under the Agreement.

Reviews may be started **up to five years after the payment of the balance**. They will be formally notified to the coordinator or beneficiary concerned and will be considered to have started on the date of the formal notification.

If the review is carried out on a third party (see Articles 9 to 11a), the beneficiary concerned must inform the third party.

The Commission may carry out reviews directly (using its own staff) or indirectly (using external persons or bodies appointed to do so). It will inform the coordinator or beneficiary concerned of the identity of the external persons or bodies. They have the right to object to the appointment on grounds of commercial confidentiality.

The coordinator or beneficiary concerned must provide — within the deadline requested — any information and data in addition to deliverables and reports already submitted (including information on the use of resources). The Commission may request beneficiaries to provide such information to it directly.

The coordinator or beneficiary concerned may be requested to participate in meetings, including with external experts.

For **on-the-spot** reviews, the beneficiaries must allow access to their sites and premises, including to external persons or bodies, and must ensure that information requested is readily available.

Information provided must be accurate, precise and complete and in the format requested, including electronic format.

On the basis of the review findings, a '**review report**' will be drawn up.

The Commission will formally notify the review report to the coordinator or beneficiary concerned, which has 30 days to formally notify observations ('**contradictory review procedure**').

Reviews (including review reports) are in the language of the Agreement.

### 17.1.3 Right to carry out audits

The Commission may — during the implementation of the action or afterwards — carry out audits on the proper implementation of the action and compliance with the obligations under the Agreement.

Audits may be started **up to five years after the payment of the balance**. They will be formally notified to the coordinator or beneficiary concerned and will be considered to have started on the date of the formal notification.

If the audit is carried out on a third party (see Articles 9 to 11a), the beneficiary concerned must inform the third party.

The Commission may carry out audits directly (using its own staff) or indirectly (using external persons or bodies appointed to do so). It will inform the coordinator or beneficiary concerned of the identity of the external persons or bodies. They have the right to object to the appointment on grounds of commercial confidentiality.

The coordinator or beneficiary concerned must provide — within the deadline requested — any information (including complete accounts, individual salary statements or other personal data) to verify compliance with the Agreement. The Commission may request beneficiaries to provide such information to it directly.

For **on-the-spot** audits, the beneficiaries must allow access to their sites and premises, including to external persons or bodies, and must ensure that information requested is readily available.

Information provided must be accurate, precise and complete and in the format requested, including electronic format.

On the basis of the audit findings, a ‘**draft audit report**’ will be drawn up.

The Commission will formally notify the draft audit report to the coordinator or beneficiary concerned, which has 30 days to formally notify observations (‘**contradictory audit procedure**’). This period may be extended by the Commission in justified cases.

The ‘**final audit report**’ will take into account observations by the coordinator or beneficiary concerned. The report will be formally notified to it.

Audits (including audit reports) are in the language of the Agreement.

The Commission may also access the beneficiaries’ statutory records for the periodical assessment of flat-rate amounts.

## 17.2 Investigations by the European Anti-Fraud Office (OLAF)

Under Regulations No 883/2013<sup>7</sup> and No 2185/96<sup>8</sup> (and in accordance with their provisions and procedures), the European Anti-Fraud Office (OLAF) may — at any moment during implementation of the action or afterwards — carry out investigations, including on-the-spot checks and inspections, to establish whether there has been fraud, corruption or any other illegal activity affecting the financial interests of the EU.

### 17.3 Checks and audits by the European Court of Auditors (ECA)

Under Article 287 of the Treaty on the Functioning of the European Union (TFEU) and Article 161 of the Financial Regulation No 966/2012<sup>9</sup>, the European Court of Auditors (ECA) may — at any moment during implementation of the action or afterwards — carry out audits.

The ECA has the right of access for the purpose of checks and audits.

### 17.4 Checks, reviews, audits and investigations for international organisations

Not applicable

### 17.5 Consequences of findings in checks, reviews, audits and investigations — Extension of findings

#### 17.5.1 Findings in this grant

Findings in checks, reviews, audits or investigations carried out in the context of this grant may lead to the rejection of ineligible costs (see Article 26), reduction of the grant (see Article 27), recovery of undue amounts (see Article 28) or to any of the other measures described in Chapter 6.

Rejection of costs or reduction of the grant after the payment of the balance will lead to a revised final grant amount (see Article 5.4).

Findings in checks, reviews, audits or investigations may lead to a request for amendment for the modification of Annex 1 (see Article 39).

Checks, reviews, audits or investigations that find systemic or recurrent errors, irregularities, fraud or breach of obligations may also lead to consequences in other EU or Euratom grants awarded under similar conditions (**‘extension of findings from this grant to other grants’**).

Moreover, findings arising from an OLAF investigation may lead to criminal prosecution under national law.

#### 17.5.2 Findings in other grants

The Commission may extend findings from other grants to this grant (**‘extension of findings from other grants to this grant’**), if:

- (a) the beneficiary concerned is found, in other EU or Euratom grants awarded under similar

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<sup>7</sup> Regulation (EU, Euratom) No 883/2013 of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF) and repealing Regulation (EC) No 1073/1999 of the European Parliament and of the Council and Council Regulation (Euratom) No 1074/1999 (OJ L 248, 18.09.2013, p. 1).

<sup>8</sup> Council Regulation (Euratom, EC) No 2185/1996 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities (OJ L 292, 15.11.1996, p. 2).

<sup>9</sup> Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, EURATOM) No 1605/2002 (OJ L 298, 26.10.2012, p. 1).

conditions, to have committed systemic or recurrent errors, irregularities, fraud or breach of obligations that have a material impact on this grant and

- (b) those findings are formally notified to the beneficiary concerned — together with the list of grants affected by the findings — **no later than five years after the payment of the balance** of this grant.

The extension of findings may lead to the rejection of costs (see Article 26), reduction of the grant (see Article 27), recovery of undue amounts (see Article 28), suspension of payments (see Article 32), suspension of the action implementation (see Article 33) or termination (see Article 34).

### 17.5.3 Procedure

The Commission will formally notify the beneficiary concerned the systemic or recurrent errors and its intention to extend these audit findings, together with the list of grants affected.

17.5.3.1 If the findings concern **eligibility of costs**: the formal notification will include:

- (a) an invitation to submit observations on the list of grants affected by the findings;
- (b) the request to submit **revised financial statements** for all grants affected;
- (c) the **correction rate for extrapolation** established by the Commission on the basis of the systemic or recurrent errors, to calculate the amounts to be rejected, if the beneficiary concerned:
  - (i) considers that the submission of revised financial statements is not possible or practicable or
  - (ii) does not submit revised financial statements.

The beneficiary concerned has 90 days from receiving notification to submit observations, revised financial statements or to propose a duly substantiated **alternative correction method**. This period may be extended by the Commission in justified cases.

The Commission may then start a **rejection procedure** in accordance with Article 26, either on the basis of the revised financial statements, the alternative method or the correction rate announced.

17.5.3.2 If the findings concern **substantial errors, irregularities or fraud or serious breach of obligations**: the formal notification will include:

- (a) an invitation to submit observations on the list of grants affected by the findings and
- (b) the flat-rate the Commission intends to apply according to the principle of proportionality.

The beneficiary concerned has 90 days from receiving notification to submit observations or to propose a duly substantiated alternative flat-rate.

The Commission may then start a **reduction procedure** in accordance with Article 27, either on the basis of the alternative flat-rate or the flat-rate announced.

### 17.6 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, any insufficiently substantiated costs will be ineligible (see Article 6) and will be rejected (see Article 26).

Such breaches may also lead to any of the other measures described in Chapter 6.

## **ARTICLE 18 — EVALUATION OF THE IMPACT OF THE ACTION**

### **18.1 Right to evaluate the impact of the action**

The Commission may carry out interim and final evaluations of the impact of the action measured against the objective of the EU programme.

Evaluations may be started during implementation of the action and **up to five years after the payment of the balance**. The evaluation is considered to start on the date of the formal notification to the coordinator or beneficiaries.

The Commission may make these evaluations directly (using its own staff) or indirectly (using external bodies or persons it has authorised to do so).

The coordinator or beneficiaries must provide any information relevant to evaluate the impact of the action, including information in electronic format.

### **18.2 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, the Commission may apply the measures described in Chapter 6.

## **SECTION 3 OTHER RIGHTS AND OBLIGATIONS**

### **ARTICLE 18a — CONDITIONS FOR CARRYING OUT SPECIFIC ACTIVITIES**

Not applicable

## **ARTICLE 19 — PRE-EXISTING RIGHTS AND OWNERSHIP OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)**

### **19.1 Pre-existing rights and access rights to pre-existing rights**

Where industrial and intellectual property rights (including rights of third parties) exist prior to the Agreement, the beneficiaries must establish a list of these pre-existing industrial and intellectual property rights, specifying the owner and any persons that have a right of use.

The coordinator must — before starting the action — submit this list to the Commission.

Each beneficiary must give the other beneficiaries access to any pre-existing industrial and intellectual property rights needed for the implementation of the action and compliance with the obligations under the Agreement.

### **19.2 Ownership of results and rights of use**

The results of the action (including the reports and other documents relating to it) are owned by the beneficiaries.

The beneficiaries must give the Commission the right to use the results for their communication activities under Article 22.

### **19.3 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 27).

Such a breach may also lead to any of the other measures described in Chapter 6.

## **ARTICLE 20 — CONFLICT OF INTERESTS**

### **20.1 Obligation to avoid a conflict of interests**

The beneficiaries must take all measures to prevent any situation where the impartial and objective implementation of the action is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest (**‘conflict of interests’**).

They must formally notify to the Commission without delay any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation.

The Commission may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

### **20.2 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 27) and the Agreement may be terminated (see Article 34).

Such breaches may also lead to any of the other measures described in Chapter 6.

## **ARTICLE 21 — CONFIDENTIALITY**

### **21.1 General obligation to maintain confidentiality**

During implementation of the action and **for five years after the payment of the balance**, the parties must keep confidential any data, documents or other material (in any form) that is identified as confidential at the time it is disclosed (**‘confidential information’**).

They may use confidential information to implement the Agreement.

The confidentiality obligations no longer apply if:

- (a) the disclosing party agrees to release the other party;
- (b) the information becomes generally and publicly available, without breaching any confidentiality obligation;
- (c) the disclosure of the confidential information is required by EU or national law.

## **21.2 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 27).

Such breaches may also lead to any of the other measures described in Chapter 6.

## **ARTICLE 22 — PROMOTING THE ACTION — VISIBILITY OF EU FUNDING**

### **22.1 Communication activities by the beneficiaries**

#### **22.1.1 General obligation to promote the action and its results**

The beneficiaries must promote the action and its results.

#### **22.1.2 Information on EU funding — Obligation and right to use the EU emblem**

Unless the Commission requests or agrees otherwise, any communication activity related to the action (including at conferences, seminars, in information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via social media, etc.) and any infrastructure, equipment or major result funded by the grant must:

- display the EU emblem and
- include the following text:

“This [insert appropriate description, e.g. report, publication, conference, infrastructure, equipment, insert type of result, etc.] was funded by the European Union’s Asylum, Migration and Integration Fund.”

When displayed in association with another logo, the EU emblem must have appropriate prominence.

For the purposes of their obligations under this Article, the beneficiaries may use the EU emblem without first obtaining approval from the Commission.

This does not, however, give them the right to exclusive use.

Moreover, they may not appropriate the EU emblem or any similar trademark or logo, either by registration or by any other means.

#### **22.1.3 Disclaimer excluding Commission responsibility**

Any communication activity related to the action must indicate the following disclaimer:

“The content of this [insert appropriate description, e.g. report, publication, conference, etc.] represents the views of the author only and is his/her sole responsibility. The European Commission does not accept any responsibility for use that may be made of the information it contains.”

### **22.2 Communication activities by the Commission**

#### **22.2.1 Right to use beneficiaries’ materials, documents or information**

The Commission may use information relating to the action, documents notably summaries for publication and public deliverables as well as any other material, such as pictures or audio-visual material received from any beneficiary (including in electronic form).

This does not change the confidentiality obligations in Article 21, which still apply.

The right to use a beneficiary's materials, documents and information includes:

- (a) **use for its own purposes** (in particular, making them available to persons working for the Commission or any other EU institution, body, office or agency or body or institutions in EU Member States; and copying or reproducing them in whole or in part, in unlimited numbers);
- (b) **distribution to the public** (in particular, publication as hard copies and in electronic or digital format, publication on the internet, as a downloadable or non-downloadable file, broadcasting by any channel, public display or presentation, communicating through press information services, or inclusion in widely accessible databases or indexes);
- (c) **editing or redrafting** for communication and publicising activities (including shortening, summarising, inserting other elements (such as meta-data, legends, other graphic, visual, audio or text elements), extracting parts (e.g. audio or video files), dividing into parts, use in a compilation);
- (d) **translation**;
- (e) giving **access in response to individual requests** under Regulation No 1049/2001<sup>10</sup>, without the right to reproduce or exploit;
- (f) **storage** in paper, electronic or other form;
- (g) **archiving**, in line with applicable document-management rules, and
- (h) the right to authorise **third parties** to act on its behalf or sub-license the modes of use set out in Points (b), (c), (d) and (f) to third parties if needed for the communication and publicising activities of the Commission.

If the right of use is subject to rights of a third party (including personnel of the beneficiary), the beneficiary must ensure that it complies with its obligations under this Agreement (in particular, by obtaining the necessary approval from the third parties concerned).

Where applicable (and if provided by the beneficiaries), the Commission will insert the following information:

“© – [year] – [name of the copyright owner]. All rights reserved. Licensed to the European Union (EU) under conditions.”

### 22.3 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 27).

Such breaches may also lead to any of the other measures described in Chapter 6.

## ARTICLE 23 — PROCESSING OF PERSONAL DATA

<sup>10</sup> Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents, OJ L 145, 31.5.2001, p. 43.



### **23.1 Processing of personal data by the Commission**

Any personal data under the Agreement will be processed by the Commission under Regulation No 45/2001<sup>11</sup> and according to the ‘notifications of the processing operations’ to the Data Protection Officer (DPO) of the Commission (publicly accessible in the DPO register).

Such data will be processed by the ‘**data controller**’ of the Commission for the purposes of implementing, managing and monitoring the Agreement or protecting the financial interests of the EU or Euratom (including checks, reviews, audits and investigations; see Article 17).

The persons whose personal data are processed have the right to access and correct their own personal data. For this purpose, they must send any queries about the processing of their personal data to the data controller, via the contact point indicated in the privacy statement(s) on the Commission websites.

They also have the right to have recourse at any time to the European Data Protection Supervisor (EDPS).

### **23.2 Processing of personal data by the beneficiaries**

The beneficiaries must process personal data under the Agreement in compliance with applicable EU and national law on data protection (including authorisations or notification requirements).

The beneficiaries may grant their personnel access only to data that is strictly necessary for implementing, managing and monitoring the Agreement.

The beneficiaries must inform the personnel whose personal data are collected and processed by the Commission. For this purpose, they must provide them with the privacy statement(s) (see above), before transmitting their data to the Commission.

### **23.3 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under Article 23.2, the Commission may apply any of the measures described in Chapter 6.

## **ARTICLE 24 — ASSIGNMENTS OF CLAIMS FOR PAYMENT AGAINST THE COMMISSION**

The beneficiaries may not assign any of their claims for payment against the Commission to any third party, except if approved by the Commission on the basis of a reasoned, written request by the coordinator (on behalf of the beneficiary concerned).

If the Commission has not accepted the assignment or the terms of it are not observed, the assignment will have no effect on it.

In no circumstances will an assignment release the beneficiaries from their obligations towards the Commission.

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<sup>11</sup> Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (OJ L 8, 12.01.2001, p. 1).

## **CHAPTER 5 DIVISION OF BENEFICIARIES' ROLES AND RESPONSIBILITIES**

### **ARTICLE 25 — DIVISION OF BENEFICIARIES' ROLES AND RESPONSIBILITIES**

#### **25.1 Roles and responsibilities towards the Commission**

The beneficiaries have full responsibility for implementing the action and complying with the Agreement.

The beneficiaries are jointly and severally liable for the **technical implementation** of the action as described in Annex 1. If a beneficiary fails to implement its part of the action, the other beneficiaries become responsible for implementing this part (without being entitled to any additional EU funding for doing so), unless the Commission expressly relieves them of this obligation.

The **financial responsibility** of each beneficiary is governed by Articles 28, 29 and 30.

#### **25.2 Internal division of roles and responsibilities**

The internal roles and responsibilities of the beneficiaries are divided as follows:

(a) Each **beneficiary** must:

- (i) keep information stored in the Participant Portal Beneficiary Register (via the electronic exchange system) up to date (see Article 12);
- (ii) inform the coordinator immediately of any events or circumstances likely to affect significantly or delay the implementation of the action (see Article 12);
- (iii) submit to the coordinator in good time:
  - individual financial statement(s) for itself and, if required, certificates on the financial statement(s) (see Article 15);
  - the data needed to draw up the technical report(s) (see Article 15);
  - any other documents or information required by the Commission under the Agreement, unless the Agreement requires the beneficiary to submit this information directly.

(b) The **coordinator** must:

- (i) monitor that the action is implemented properly (see Article 7);
- (ii) act as the intermediary for all communications between the beneficiaries and the Commission (in particular, providing the Commission with the information described in Article 12), unless the Agreement specifies otherwise;
- (iii) provide a pre-financing guarantee if requested by the Commission (see Article 16.2);
- (iv) request and review any documents or information required by the Commission and verify their completeness and correctness before passing them on to the Commission;
- (v) submit the deliverables and report(s) to the Commission (see Articles 14 and 15);

- (vi) ensure that all payments are made to the other beneficiaries without unjustified delay (see Article 16);

The coordinator may not subcontract the above-mentioned tasks.

### **25.3 Internal arrangements between beneficiaries — Consortium agreement**

The beneficiaries must have internal arrangements regarding their operation and co-ordination to ensure that the action is implemented properly. These internal arrangements must be set out in a written ‘**consortium agreement**’ between the beneficiaries, which may cover:

- internal organisation of the consortium;
- management of access to the electronic exchange system;
- distribution of EU funding;
- additional rules on rights and obligations related to pre-existing rights and results (see Article 19);
- settlement of internal disputes;
- liability, indemnification and confidentiality arrangements between the beneficiaries.

The consortium agreement must not contain any provision contrary to the Agreement.

## **CHAPTER 6 REJECTION OF COSTS — REDUCTION OF THE GRANT — RECOVERY — SANCTIONS — DAMAGES — SUSPENSION — TERMINATION — FORCE MAJEURE**

### **SECTION 1 REJECTION OF COSTS — REDUCTION OF THE GRANT — RECOVERY — SANCTIONS**

#### **ARTICLE 26 — REJECTION OF INELIGIBLE COSTS**

##### **26.1 Conditions**

The Commission will — **at the payment of the balance or afterwards** — reject any costs which are ineligible (see Article 6), in particular following checks, reviews, audits or investigations (see Article 17).

The rejection may also be based on the **extension of findings from other grants to this grant** (see Article 17.5.2).

##### **26.2 Ineligible costs to be rejected — Calculation — Procedure**

Ineligible costs will be rejected in full.

If the rejection of costs does not lead to a recovery (see Article 28), the Commission will formally

notify the coordinator or beneficiary concerned of the rejection of costs, the amounts and the reasons why (if applicable, together with the notification of amounts due; see Article 16.5). The coordinator or beneficiary concerned may — within 30 days of receiving notification — formally notify the Commission of its disagreement and the reasons why.

If the rejection of costs leads to a recovery, the Commission will follow the contradictory procedure with pre-information letter set out in Article 28.

### 26.3 Effects

If the Commission rejects costs at **the payment of the balance**, it will deduct them from the total eligible costs declared, for the action, in the final summary financial statement (see Article 15.3 and 15.4). It will then calculate payment of the balance as set out in Article 16.3 or 16.4.

If the Commission rejects costs **after the payment of the balance**, it will deduct the amount rejected from the total eligible costs declared, by the beneficiary, in the final summary financial statement. It will then calculate the revised final grant amount as set out in Article 5.4. If the revised final grant amount is lower than the final grant amount, the Commission will recover the difference (see Article 28).

## ARTICLE 27 — REDUCTION OF THE GRANT

### 27.1 Conditions

The Commission may — **at the payment of the balance** or **afterwards** — reduce the grant, if:

- (a) a beneficiary (or a natural person who has the power to represent or take decisions on its behalf) has committed:
  - (i) substantial errors, irregularities or fraud or
  - (ii) serious breach of obligations under the Agreement or during the award procedure (including improper implementation of the action, submission of false information, failure to provide required information, breach of ethical principles) or
- (b) a beneficiary (or a natural person who has the power to represent or take decisions on its behalf) has committed — in other EU or Euratom grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (**extension of findings from other grants to this grant**; see Article 17.5.2).

### 27.2 Amount to be reduced — Calculation — Procedure

The amount of the reduction will be proportionate to the seriousness of the errors, irregularities or fraud or breach of obligations.

Before reduction of the grant, the Commission will formally notify a '**pre-information letter**' to the coordinator or beneficiary concerned:

- informing it of its intention to reduce the grant, the amount it intends to reduce and the reasons why and

- inviting it to submit observations within 30 days of receiving notification

If the Commission does not receive any observations or decides to pursue reduction despite the observations it has received, it will formally notify **confirmation** of the reduction (if applicable, together with the notification of amounts due; see Article 16).

### 27.3 Effects

If the Commission reduces the grant at the time of **the payment of the balance**, it will calculate the reduced grant amount for the action and then determine the amount due as payment of the balance (see Articles 5.3.4 and 16.4).

If the Commission reduces the grant **after the payment of the balance**, it will calculate the revised final grant amount for the action or for the beneficiary concerned (see Article 5.4). If the revised final grant amount is lower than the final grant amount, the Commission will recover the difference (see Article 28).

## ARTICLE 28 — RECOVERY OF UNDUE AMOUNTS

### 28.1 Amount to be recovered — Calculation — Procedure

The Commission will — **at the payment of the balance or afterwards** — claim back amount that was paid but is not due under the Agreement.

The coordinator is fully liable for repaying debts of the consortium (under the Agreement), even if it has not been the final recipient of those amounts.

In addition, the beneficiaries (including the coordinator) are jointly and severally liable for repaying any debts under the Agreement (including late-payment interest) — up to the maximum EU contribution indicated, for each beneficiary, in the estimated budget (as last amended; see Annex 2).

#### 28.1.1 Recovery at payment of the balance

If the payment of the balance takes the form of a recovery (see Article 16.4), the Commission will formally notify a **‘pre-information letter’** to the coordinator:

- informing it of its intention to recover, the amount due as the balance and the reasons why and
- inviting the coordinator to submit observations within 30 days of receiving notification.

If no observations are submitted or the Commission decides to pursue recovery despite the observations it has received, it will **confirm** the amount to be recovered and formally notify to the coordinator a **debit note** with the terms and the date for payment (together with the notification of amounts due; see Article 16.5).

If payment is not made by the date specified in the debit note, the Commission will **recover** the amount:

- (a) by **‘offsetting’** it — without the coordinator’s consent — against any amounts owed to the coordinator by the Commission or an executive agency (from the EU or Euratom budget).

In exceptional circumstances, to safeguard the EU's financial interests, the Commission may offset before the payment date specified in the debit note;

- (b) not applicable;
- (c) by **holding** the other beneficiaries jointly and severally **liable** — up to the maximum EU contribution indicated, for each beneficiary, in the estimated budget (as last amended; see Annex 2)
- (d) by **taking legal action** (see Article 41) or by **adopting an enforceable decision** under Article 299 of the Treaty on the Functioning of the EU (TFEU) and Article 79(2) of the Financial Regulation No 966/2012.

If payment is not made by the date in the debit note, the amount to be recovered (see above) will be increased by **late-payment interest** at the rate set out in Article 16.11, from the day following the payment date in the debit note, up to and including the date the Commission receives full payment of the amount.

Partial payments will be first credited against expenses, charges and late-payment interest and then against the principal.

Bank charges incurred in the recovery process will be borne by the beneficiary, unless Directive 2007/64/EC applies.

### 28.1.2 Recovery of amounts after payment of the balance

If — after the payment of the balance — the Commission revised the final grant amount for the action or for the beneficiary concerned (see Article 5.4), due to a rejection of costs or reduction of the grant, and the revised final grant amount is lower than the final grant amount (see Article 5.3), the Commission will:

- if the rejection or reduction does *not* concern a specific beneficiary: claim back the difference from the coordinator (even if it has not been the final recipient of the amount in question)
- or
- otherwise: claim back the difference from the beneficiary concerned.

The Commission will formally notify a **pre-information letter** to the coordinator or beneficiary concerned:

- informing it of its intention to recover, the amount to be repaid and the reasons why and
- inviting it to submit observations within 30 days of receiving notification.

If no observations are submitted or the Commission decides to pursue recovery despite the observations it has received, it will **confirm** the amount to be recovered and formally notify to the coordinator or beneficiary concerned a **debit note**. This note will also specify the terms and the date for payment.

If payment is not made by the date specified in the debit note, the Commission will **recover** the amount:

- (a) by **‘offsetting’** it — without the coordinator's or beneficiary's consent — against any amounts owed to the coordinator or beneficiary by the Commission or an executive agency (from the EU or Euratom budget).

In exceptional circumstances, to safeguard the EU's financial interests, the Commission may offset before the payment date specified in the debit note;

- (b) by **holding** the other beneficiaries jointly and severally **liable**, up to the maximum EU contribution indicated, for each beneficiary, in the estimated budget (as last amended; see Annex 2);
- (c) by **taking legal action** (see Article 41) or by **adopting an enforceable decision** under Article 299 of the Treaty on the Functioning of the EU (TFEU) and Article 79(2) of the Financial Regulation No 966/2012.

If payment is not made by the date in the debit note, the amount to be recovered (see above) will be increased by **late-payment interest** at the rate set out in Article 16.11, from the day following the date for payment in the debit note, up to and including the date the Commission receives full payment of the amount.

Partial payments will be first credited against expenses, charges and late-payment interest and then against the principal.

Bank charges incurred in the recovery process will be borne by the beneficiary, unless Directive 2007/64/EC applies.

## **ARTICLE 29 — ADMINISTRATIVE SANCTIONS**

In addition to contractual measures, the Commission may also adopt administrative sanctions under Articles 106 and 131(4) of the Financial Regulation No 966/2012 (i.e. exclusion from future procurement contracts, grants and expert contracts and/or financial penalties).

## **SECTION 2 LIABILITY FOR DAMAGES**

### **ARTICLE 30 — LIABILITY FOR DAMAGES**

#### **30.1 Liability of the Commission**

The Commission cannot be held liable for any damage caused to the beneficiaries or to third parties as a consequence of implementing the Agreement, including for gross negligence.

The Commission cannot be held liable for any damage caused by any of the beneficiaries or third parties involved in the action, as a consequence on implementing the Agreement.

#### **30.2 Liability of the beneficiaries**

Except in case of force majeure (see Article 35), the beneficiaries must compensate the Commission for any damage it sustains as a result of the implementation of the action or because the action was not implemented in full compliance with the Agreement.

## **SECTION 3 SUSPENSION AND TERMINATION**

### **ARTICLE 31 — SUSPENSION OF PAYMENT DEADLINE**

#### **31.1 Conditions**

The Commission may — at any moment — suspend the payment deadline (see Article 16.2 to 16.4) if a request for payment (see Article 15) cannot be approved because:

- (a) it does not comply with the provisions of the Agreement (see Article 15);
- (b) the technical or financial report(s) have not been submitted or are not complete or additional information is needed, or
- (c) there is doubt about the eligibility of the costs declared in the financial statements and additional checks, reviews, audits or investigations are necessary.

#### **31.2 Procedure**

The Commission will formally notify the coordinator of the suspension and the reasons why.

The suspension will **take effect** the day notification is sent by the Commission (see Article 36).

If the conditions for suspending the payment deadline are no longer met, the suspension will be **lifted** — and the remaining period will resume.

If the suspension exceeds two months, the coordinator may request the Commission if the suspension will continue.

If the payment deadline has been suspended due to the non-compliance of the technical or financial report(s) (see Article 15) and the revised report or statement is not submitted or was submitted but is also rejected, the Commission may also terminate the Agreement or the participation of the beneficiary (see Article 34.3.1(i)).

### **ARTICLE 32 — SUSPENSION OF PAYMENTS**

#### **32.1 Conditions**

The Commission may — at any moment — suspend payments, in whole or in part for one or more beneficiaries, if:

- (a) a beneficiary (or a natural person who has the power to represent or take decisions on its behalf) has committed or is suspected of having committed:
  - (i) substantial errors, irregularities or fraud or
  - (ii) serious breach of obligations under this Agreement or during the award procedure (including improper implementation of the action, submission of false information, failure to provide required information, breach of ethical principles), or
- (b) a beneficiary (or a natural person who has the power to represent or take decisions on its behalf) has committed — in other EU or Euratom grants awarded to it under similar conditions —

systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (**extension of findings from other grants to this grant**; see Article 17.5.2).

If payments are suspended for one or more beneficiaries, the Commission will make partial payment(s) for the part(s) not suspended. If suspension concerns the payment of the balance, the payment (or recovery) of the amount(s) concerned after suspension is lifted will be considered to be the payment that closes the action.

### 32.2 Procedure

Before suspending payments, the Commission will formally notify the coordinator or beneficiary concerned:

- informing it of its intention to suspend payments and the reasons why and
- inviting it to submit observations within 30 days of receiving notification.

If the Commission does not receive observations or decides to pursue the procedure despite the observations it has received, it will formally notify **confirmation** of the suspension. Otherwise, it will formally notify that the suspension procedure is not continued.

The suspension will **take effect** the day the confirmation notification is sent by the Commission.

If the conditions for resuming payments are met, the suspension will be **lifted**. The Commission will formally notify the coordinator or beneficiary concerned.

The beneficiaries may suspend implementation of the action (see Article 33.1) or terminate the Agreement or the participation of the beneficiary concerned (see Article 34.1 and 34.2).

## ARTICLE 33 — SUSPENSION OF THE ACTION IMPLEMENTATION

### 33.1 Suspension of the action implementation, by the beneficiaries

#### 33.1.1 Conditions

The beneficiaries may suspend implementation of the action or any part of it, if exceptional circumstances — in particular *force majeure* (see Article 35) — make implementation impossible or excessively difficult.

#### 33.1.2 Procedure

The coordinator must immediately formally notify to the Commission the suspension (see Article 36), stating:

- the reasons why and
- the expected date of resumption.

The suspension will **take effect** the day this notification is received by the Commission.

Once circumstances allow for implementation to resume, the coordinator must immediately formally

notify the Commission and request an **amendment** of the Agreement to set the date on which the action will be resumed, extend the duration of the action and make other changes necessary to adapt the action to the new situation (see Article 39) — unless the Agreement or the participation of a beneficiary has been terminated (see Article 34).

The suspension will be **lifted** with effect from the resumption date set out in the amendment. This date may be before the date on which the amendment enters into force.

Costs incurred during suspension of the action implementation are not eligible (see Article 6).

### 33.2 Suspension of the action implementation, by the Commission

#### 33.2.1 Conditions

The Commission may suspend implementation of the action or any part of it, if:

- (a) a beneficiary (or a natural person who has the power to represent or take decisions on its behalf) has committed or is suspected of having committed:
  - (i) substantial errors, irregularities or fraud or
  - (ii) serious breach of obligations under this Agreement or during the award procedure (including improper implementation of the action, submission of false information, failure to provide required information, breach of ethical principles) or
- (b) a beneficiary (or a natural person who has the power to represent or take decisions on its behalf) has committed — in other EU or Euratom grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (**extension of findings from other grants to this grant**; see Article 17.5.2).

#### 33.2.2 Procedure

Before suspending implementation of the action, the Commission will formally notify the coordinator or beneficiary concerned:

- informing it of its intention to suspend the implementation and the reasons why and
- inviting it to submit observations within 30 days of receiving notification.

If the Commission does not receive observations or decides to pursue the procedure despite the observations it has received, it will formally notify **confirmation** of the suspension. Otherwise, it will formally notify that the procedure is not continued.

The suspension will **take effect** five days after confirmation notification is received (or on a later date specified in the notification).

It will be **lifted** if the conditions for resuming implementation of the action are met.

The coordinator or beneficiary concerned will be formally notified of the lifting and the Agreement will be **amended** to set the date on which the action will be resumed, extend the duration of the action

and make other changes necessary to adapt the action to the new situation (see Article 39) — unless the Agreement has already been terminated (see Article 34).

The suspension will be lifted with effect from the resumption date set out in the amendment. This date may be before the date on which the amendment enters into force.

Costs incurred during suspension are not eligible (see Article 6).

The beneficiaries may not claim damages due to suspension by the Commission (see Article 30).

Suspension of the action implementation does not affect the Commission's right to terminate the Agreement or participation of a beneficiary (see Article 34), reduce the grant or recover amounts unduly paid (see Articles 27 and 28).

## **ARTICLE 34 — TERMINATION OF THE AGREEMENT OR OF THE PARTICIPATION OF ONE OR MORE BENEFICIARIES**

### **34.1 Termination of the Agreement by the beneficiaries**

#### **34.1.1 Conditions and procedure**

The beneficiaries may terminate the Agreement.

The beneficiary must formally notify termination to the Commission (see Article 36), stating:

- the reasons why and
- the date the termination will take effect. This date must be after the notification.

If no reasons are given or if the Commission considers the reasons do not justify termination, the Agreement will be considered to have been '**terminated improperly**'.

The termination will **take effect** on the day specified in the notification.

#### **34.1.2 Effects**

The coordinator must — within 60 days from when termination takes effect — submit the final report (see Article 15.4).

If the Commission does not receive the report(s) within the deadline (see above), no costs will be taken into account.

The Commission will **calculate** the final grant amount (see Article 5.3) and the balance (see Article 16.4) on the basis of the report(s) submitted. Only costs incurred until termination are eligible (see Article 6). Costs relating to contracts due for execution only after termination are not eligible.

Improper termination may lead to a reduction of the grant (see Article 27).

After termination, the beneficiaries' obligations (in particular, Articles 15, 17, 18, 19, 21, 22, 24, 26, 27 and 28) continue to apply.

### **34.2 Termination of the participation of one or more beneficiaries, by the beneficiaries**

### 34.2.1 Conditions and procedure

The participation of one or more beneficiaries may be terminated by the coordinator, on request of the beneficiary concerned or on behalf of the other beneficiaries.

The coordinator must formally notify termination to the Commission (see Article 36) and inform the beneficiary concerned.

If the coordinator's participation is terminated without its agreement, the formal notification must be done by another beneficiary (acting on behalf of the other beneficiaries).

The notification must include:

- the reasons why;
- the opinion of the beneficiary concerned (or proof that this opinion has been requested in writing);
- the date the termination takes effect. This date must be after the notification, and
- a request for amendment (see Article 39), with a proposal for reallocation of the tasks and the estimated budget of the beneficiary concerned (see Annexes 1 and 2) and, if necessary, the addition of one or more new beneficiaries (see Article 40). If termination takes effect after the period set out in Article 3, no request for amendment must be included, unless the beneficiary concerned is the coordinator. In this case, the request for amendment must propose a new coordinator.

If this information is not given or if the Commission considers that the reasons do not justify termination, the participation will be considered to have been **terminated improperly**.

The termination will **take effect** on the day specified in the notification.

### 34.2.2 Effects

The beneficiary concerned must submit to the coordinator:

- (i) a technical report and
- (ii) a financial statement covering the period to the date when termination takes effect.

This information must be included by the coordinator in the final report (see Article 15.4).

If the request for amendment is rejected by the Commission (because it calls into question the decision awarding the grant or breaches the principle of equal treatment of applicants), the Agreement may be terminated according to Article 34.3.1(c).

If the request for amendment is accepted by the Commission, the Agreement is **amended** to introduce the necessary changes (see Article 39).

Improper termination may lead to a reduction of the grant (see Article 27) or termination of the Agreement (see Article 34).

After termination, the concerned beneficiary's obligations (in particular Articles 15, 17, 18, 19, 21, 22, 24, 26, 27 and 28) continue to apply.

### **34.3 Termination of the Agreement or of the participation of one or more beneficiaries, by the Commission**

#### **34.3.1 Conditions**

The Commission may terminate the Agreement or the participation of one or more beneficiaries, if:

- (a) one or more beneficiaries do not accede to the Agreement (see Article 40);
- (b) a change to their legal, financial, technical, organisational or ownership situation is likely to substantially affect or delay the implementation of the action or calls into question the decision to award the grant;
- (c) following termination of participation for one or more beneficiaries (see above), the necessary changes to the Agreement would call into question the decision awarding the grant or breach the principle of equal treatment of applicants (see Article 39);
- (d) implementation of the action is prevented by force majeure (see Article 35) or suspended by the coordinator (see Article 33.1) and either:
  - (i) resumption is impossible, or
  - (ii) the necessary changes to the Agreement would call into question the decision awarding the grant or breach the principle of equal treatment of applicants;
- (e) a beneficiary is declared bankrupt, being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, or is subject to any other similar proceedings or procedures under national law;
- (f) a beneficiary (or a natural person who has the power to represent or take decisions on its behalf) has been found guilty of professional misconduct, proven by any means;
- (g) a beneficiary does not comply with the applicable national law on taxes and social security;
- (h) a beneficiary (or a natural person who has the power to represent or take decisions on its behalf) has committed fraud, corruption, or is involved in a criminal organisation, money laundering or any other illegal activity;
- (i) a beneficiary (or a natural person who has the power to represent or take decisions on its behalf) has committed:
  - (i) substantial errors, irregularities or fraud or
  - (ii) serious breach of obligations under the Agreement or during the award procedure (including improper implementation of the action, submission of false information, failure to provide required information, breach of ethical principles);
- (j) a beneficiary (or a natural person who has the power to represent or take decisions on its behalf) has committed — in other EU or Euratom grants awarded to it under similar conditions —

systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (**extension of findings from other grants to this grant**; see Article 17.5.2);

(k) not applicable.

### 34.3.2 Procedure

Before terminating the Agreement or participation of one or more beneficiaries, the Commission will formally notify the coordinator or beneficiary concerned:

- informing it of its intention to terminate and the reasons why and
- inviting it, within 30 days of receiving notification, to submit observations and — in case of Point (i.ii) above — to inform the Commission of the measures to ensure compliance with the obligations under the Agreement.

If the Commission does not receive observations or decides to pursue the procedure despite the observations it has received, it will formally notify to the coordinator or beneficiary concerned **confirmation** of the termination and the date it will take effect. Otherwise, it will formally notify that the procedure is not continued.

The termination will **take effect**:

- for terminations under Points (b), (c), (e), (g), (i.ii) and (k) above: on the day specified in the notification of confirmation (see above);
- for terminations under Points (a), (d), (f), (h), (i.i) and (j) above: on the day after the notification of the confirmation is received.

### 34.3.3 Effects

(a) for **termination of the Agreement**:

The beneficiary must — within 60 days from when termination takes effect — submit a final report (see Article 15.4).

If the Agreement is terminated for breach of the obligation to submit report(s) (see Articles 15.8 and 34.3.1(i)), the coordinator may not submit any report(s) after termination.

If the Commission does not receive the report(s) within the deadline (see above), no costs will be taken into account.

The Commission will **calculate** the final grant amount (see Article 5.3) and the balance (see Article 16.4) on the basis of the report(s) submitted. Only costs incurred until termination takes effect are eligible (see Article 6). Costs relating to contracts due for execution only after termination are not eligible.

This does not affect the Commission's right to reduce the grant (see Article 27) or to impose administrative sanctions (Article 29).

The beneficiaries may not claim damages due to termination by the Commission (see Article 30).

After termination, the beneficiaries' obligations (in particular Articles 15, 17, 18, 19, 21, 22, 24, 26, 27 and 28) continue to apply.

(b) for **termination of the participation of one or more beneficiaries**:

The coordinator must — within 60 days from when termination takes effect — submit a request for amendment (see Article 39), with a proposal for reallocation of the tasks and estimated budget of the beneficiary concerned (see Annexes 1 and 2) and, if necessary, the addition of one or more new beneficiaries (see Article 40). If termination is notified after the period set out in Article 3, no request for amendment must be submitted unless the beneficiary concerned is the coordinator. In this case the request for amendment must propose a new coordinator.

The beneficiary concerned must submit to the coordinator:

- (i) a technical report and
- (ii) a financial statement covering the period to the date when termination takes effect.

This information must be included by the coordinator in the final report (see Article 15.4).

If the request for amendment is rejected by the Commission (because it calls into question the decision awarding the grant or breaches the principle of equal treatment of applicants), the Agreement may be terminated according to Article 34.3.1(c).

If the request for amendment is accepted by the Commission, the Agreement is **amended** to introduce the necessary changes (see Article 39).

After termination, the concerned beneficiary's obligations (in particular Articles 15, 17, 18, 19, 21, 22, 24, 26, 27 and 28) continue to apply.

## **SECTION 4 FORCE MAJEURE**

### **ARTICLE 35 — FORCE MAJEURE**

'Force majeure' means any situation or event that:

- prevents either party from fulfilling their obligations under the Agreement,
- was unforeseeable, exceptional situation and beyond the parties' control,
- was not due to error or negligence on their part (or on the part of third parties involved in the action), and
- proves to be inevitable in spite of exercising all due diligence.

The following cannot be invoked as force majeure:

- any default of a service, defect in equipment or material or delays in making them available, unless they stem directly from a relevant case of force majeure,
- labour disputes or strikes, or
- financial difficulties.

Any situation constituting force majeure must be formally notified to the other party without delay, stating the nature, likely duration and foreseeable effects.

The parties must immediately take all the necessary steps to limit any damage due to force majeure and do their best to resume implementation of the action as soon as possible.

The party prevented by force majeure from fulfilling its obligations under the Agreement cannot be considered in breach of them.

## **CHAPTER 7 FINAL PROVISIONS**

### **ARTICLE 36 — COMMUNICATION BETWEEN THE PARTIES**

#### **36.1 Form and means of communication**

Communication under the Agreement (information, requests, submissions, ‘formal notifications’, etc.) must:

- be made in writing and
- bear the number of the Agreement.

**Until the payment of the balance:** all communication must be made through the electronic exchange system and using the forms and templates provided there.

**After the payment of the balance:** formal notifications must be made by registered post with proof of delivery (‘formal notification on paper’).

Communications in the electronic exchange system must be made by persons authorised according to the Participant Portal Terms & Conditions. For naming the authorised persons, each beneficiary must have designated — before the signature of this Agreement — a ‘legal entity appointed representative (LEAR)’. The role and tasks of the LEAR are stipulated in his/her appointment letter (see Participant Portal Terms & Conditions).

If the electronic exchange system is temporarily unavailable, instructions will be given on the Commission websites.

#### **36.2 Date of communication**

**Communications** are considered to have been made when they are sent by the sending party (i.e. on the date and time they are sent through the electronic exchange system).

**Formal notifications** through the **electronic** exchange system are considered to have been made when they are received by the receiving party (i.e. on the date and time of acceptance by the receiving party,

as indicated by the time stamp). A formal notification that has not been accepted within 10 days after sending is considered to have been accepted.

Formal notifications **on paper** sent by **registered post** with proof of delivery (only after the payment of the balance) are considered to have been made on either:

- the delivery date registered by the postal service or
- the deadline for collection at the post office.

If the electronic exchange system is temporarily unavailable, the sending party cannot be considered in breach of its obligation to send a communication within a specified deadline.

### **36.3 Addresses for communication**

The **electronic** exchange system must be accessed via the following URL:

<https://ec.europa.eu/research/participants/portal/desktop/en/projects/>

The Commission will formally notify the coordinator and beneficiaries in advance of any changes to this URL.

**Formal notifications on paper** (only after the payment of the balance) addressed **to the Commission** must be sent to the following address:

European Commission  
Directorate General For Migration And Home Affairs  
B-1049 Brussels  
BELGIUM

Formal notifications on paper (only after the payment of the balance) addressed **to the beneficiaries** must be sent to their legal address as specified in the Participant Portal Beneficiary Register.

## **ARTICLE 37 — INTERPRETATION OF THE AGREEMENT**

### **37.1 Precedence of the Terms and Conditions over the Annexes**

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

Annex 2 takes precedence over Annex 1.

### **37.2 Privileges and immunities**

Not applicable

## **ARTICLE 38 — CALCULATION OF PERIODS, DATES AND DEADLINES**

In accordance with Regulation No 1182/71<sup>12</sup>, periods expressed in days, months or years are calculated from the moment the triggering event occurs.

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<sup>12</sup> Regulation (EEC, Euratom) No 1182/71 of the Council of 3 June 1971 determining the rules applicable to periods, dates and time-limits (OJ L 124, 8/6/1971, p. 1).

The day during which that event occurs is not considered as falling within the period.

## ARTICLE 39 — AMENDMENTS TO THE AGREEMENT

### 39.1 Conditions

The Agreement may be amended, unless the amendment entails changes to the Agreement which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants.

Amendments may be requested by any of the parties.

### 39.2 Procedure

The party requesting an amendment must submit a request for amendment signed in the electronic exchange system (see Article 36).

The coordinator submits and receives requests for amendment on behalf of the beneficiaries (see Annex 3).

If a change of coordinator is requested without its agreement, the submission must be done by another beneficiary (acting on behalf of the other beneficiaries).

The request for amendment must include:

- the reasons why;
- the appropriate supporting documents, and
- for a change of coordinator without its agreement: the opinion of the coordinator (or proof that this opinion has been requested in writing).

The Commission may request additional information.

If the party receiving the request agrees, it must sign the amendment in the electronic exchange system within 45 days of receiving notification (or any additional information the Commission has requested). If it does not agree, it must formally notify its disagreement within the same deadline. The deadline may be extended, if necessary for the assessment of the request. If no notification is received within the deadline, the request is considered to have been rejected.

An amendment **enters into force** on the day of the signature of the receiving party.

An amendment **takes effect** on the date agreed by the parties or, in the absence of such an agreement, on the date on which the amendment enters into force.

## ARTICLE 40 — ACCESSION TO THE AGREEMENT

### 40.1 Accession of the beneficiaries mentioned in the Preamble

The other beneficiaries must accede to the Agreement by signing the Accession Form (see Annex 3) in the electronic exchange system (see Article 36) within 30 days after its entry into force (see Article 42).

They will assume the rights and obligations under the Agreement with effect from the date of its entry into force (see Article 42).

If a beneficiary does not accede to the Agreement within the above deadline, the coordinator must — within 30 days — request an amendment to make any changes necessary to ensure proper implementation of the action. This does not affect the Commission's right to terminate the Agreement (see Article 34).

#### **40.2 Addition of new beneficiaries**

In justified cases, the beneficiaries may request the addition of a new beneficiary.

For this purpose, the coordinator must submit a request for amendment in accordance with Article 39. It must include an Accession Form (see Annex 3) signed by the new beneficiary in the electronic exchange system (see Article 36).

New beneficiaries must assume the rights and obligations under the Agreement with effect from the date of their accession specified in the Accession Form (see Annex 3).

### **ARTICLE 41 — APPLICABLE LAW AND SETTLEMENT OF DISPUTES**

#### **41.1 Applicable law**

The Agreement is governed by the applicable EU law, supplemented if necessary by the law of Belgium.

#### **41.2 Dispute settlement**

If a dispute concerning the interpretation, application or validity of the Agreement cannot be settled amicably, the General Court — or, on appeal, the Court of Justice of the European Union — has sole jurisdiction. Such actions must be brought under Article 272 of the Treaty on the Functioning of the EU (TFEU).

If a dispute concerns administrative sanctions, offsetting or an enforceable decision under Article 299 TFEU (see Articles 28, 29 and 30), the beneficiaries must bring action before the General Court — or, on appeal, the Court of Justice of the European Union — under Article 263 TFEU.



## **ARTICLE 42 — ENTRY INTO FORCE OF THE AGREEMENT**

The Agreement will enter into force on the day of signature by the Commission or the coordinator, depending on which is later.

### **SIGNATURES**

For the coordinator

For the Commission



**EUROPEAN COMMISSION**  
Directorate-General for Migration and Home Affairs  
Union actions and Procurement

**ANNEX 1 (part A)**

**AMIF Action Grant**

**NUMBER — 863738 — UMN**

## Table of Contents

1.1. The project summary.....	3
1.2. The list of beneficiaries.....	4
1.3. Workplan Tables - Detailed implementation.....	5
1.3.1. WT1 List of work packages.....	5
1.3.2. WT2 List of deliverables.....	6
1.3.3. WT3 Work package descriptions.....	11
Work package 1.....	11
Work package 2.....	15
Work package 3.....	17
Work package 4.....	21
Work package 5.....	24
Work package 6.....	28
Work package 7.....	31
Work package 8.....	34
Work package 9.....	37
Work package 10.....	39
1.3.4. WT4 List of milestones.....	42
1.3.5. WT5 Critical Implementation risks and mitigation actions.....	43
1.3.6. WT6 Summary of project effort in person-months.....	44
1.3.7. WT7 Tentative schedule of project reviews.....	45

# 1.1. The project summary

Project Number <sup>1</sup>	863738	Project Acronym <sup>2</sup>	UMN
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## One form per project

### General information

Project title <sup>3</sup>	UnionMigrantNet and Cities Together for Integration
Starting date <sup>4</sup>	The first day of the month after the signature by the Commission
Duration in months <sup>5</sup>	30
Call (part) identifier <sup>6</sup>	AMIF-2018-AG-INTE
Topic	AMIF-2018-AG-INTE-1 Local and regional integration networks
Fixed EC Keywords	
Free keywords	Migrants, Asylum-Seekers, Refugees, TCNs, integration, labour market, trade unions, local authorities, UnionMigrantNet, cities

### Abstract <sup>7</sup>

The project aims at exchanging and transferring knowledge, experiences and (best) practices on integration between 9 UnionMigrantNet (UMN) members and 8 local authorities from five EU countries, namely Belgium, Bulgaria, Greece, Italy and Slovenia.

Building on the already existing European network of trade unions providing services to third country nationals (TCNs), the project will seek at enhancing the network by fostering partnerships with local authorities, key actors in the reception and integration of TCNs.

The project will be based on three main pillars:

- National integration activities where UMN members and local authorities will undertake targeted measures aiming at fostering TCNs integration in the labour market. National integration activities will be based on specific needs of the TCNs' community and the local environment.
- Mutual Learning Programmes (MLP). Up to 8 exchanges between local authorities and UMN members involved in the project in five EU countries will be undertaken to learn on how they respectively provide assistance, information and trainings to the migrant population. Where possible MLPs would be further formalised by the signature of long-term partnership agreements by the UMN members and the local authorities involved in the exchanges.
- Update of the UMN portal to smooth access for TCNs by improving the on-line access to UMN structures and enhance the digital networking of contact points and local authorities. Besides, new IT tools will be developed in order to improve the exchange of information among contact points' operators and local authorities as well as UMN visibility in the social media. The portal will facilitate the dissemination of know-how and (best) practices among the network and beyond.

Various transnational events will be hold, namely a network-building and a final dissemination conference, both organised by the ETUC.

## 1.2. List of Beneficiaries

 Associated with document Ref. Ares(2019)7075182 - 15/11/2019

Project Number <sup>1</sup>	863738	Project Acronym <sup>2</sup>	UMN
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### List of Beneficiaries

No	Name	Short name	Country	Project entry month <sup>8</sup>	Project exit month
1	CONFEDERATION EUROPEENNE DES SYNDICATS ADF	ETUC	Belgium	1	30
2	VILLE DE LIEGE	VILLE DE LIEGE	Belgium	1	30
3	LE MONDE DES POSSIBLES ASBL	MDP	Belgium	1	30
4	CENTRE D'EDUCATION POPULAIRE ANDRE GENOT	CEPAG	Belgium	1	30
5	ERGATOYPALLILIKO KENTRO ATHINAS	EKA	Greece	1	30
6	TZENEREISON 2.0 DEYTERI GENIA INSTITOUTO GIA TA DIKAIOMATA TIN ISOTITAKAI TIN ETEROTITA	GENERATION 2.0	Greece	1	30
7	FISASCAT CISL MILANO METROPOLI	FISASCAT	Italy	1	30
8	ANOLF - ASSOCIAZIONE NAZIONALE OLTRE LE FRONTIERE REGIONALE DEL FRIULIVENEZIA GIULIA - ONLUS	ANOLF FVG	Italy	1	30
9	Comune di Trieste	Trieste	Italy	1	30
10	COMUNE DI MILANO	Milano	Italy	1	30
11	SDRUZHENIE KONFEDERACIJA NA NEZAVISIMITE SINDIKATI V BULGARIJA	CITUB	Bulgaria	1	30
12	ASSOTSIATSIA ZA RAZVITIE NA SOFIA	SDA	Bulgaria	1	30
13	NEODVISNI SINDIKAT DELAVCEV SLOVENIJE	NSDS	Slovenia	1	30
14	ZNANSTVENORAZISKOVALNI CENTER SLOVENSKE AKADEMIJE ZNANOSTI IN UMETNOSTI	ZRC SAZU	Slovenia	1	30
15	MUNICIPALITY OF LJUBLJANA	LJUBLJANA	Slovenia	1	30
16	DIMOS ATHINAION	ATHENS	Greece	1	30
17	COMUNE DI PORDENONE	Pordenone	Italy	1	30
18	UNIONE ITALIANA DEL LAVORO	UIL	Italy	1	30
19	CONFEDERAZIONE ITALIANA SINDACATI LAVORATORI	CISL	Italy	1	30
20	NCH VASIL LEVSKI 1943	NCH	Bulgaria	1	30

# 1.3. Workplan Tables - Detailed implementation Associated with document Ref. Ares(2019)7075182 - 15/11/2019

## 1.3.1. WT1 List of work packages

WP Number <sup>9</sup>	WP Title	Lead beneficiary <sup>10</sup>	Person-months <sup>11</sup>	Start month <sup>12</sup>	End month <sup>13</sup>
WP1	Management and Coordination of the Action	1 - ETUC	14.00	1	30
WP2	Network building conference UnionMigrantNet and Cities Together for Integration	1 - ETUC	3.50	1	4
WP3	New integration paths for TCNs in Athens	5 - EKA	8.00	1	30
WP4	New integration paths for TCNs in Milan, Trieste and Pordenone	7 - FISASCAT	11.40	1	30
WP5	Integration of TCNs through the labour market in Bulgaria	11 - CITUB	11.70	1	30
WP6	Labour Market Integration of TCNs in Slovenia	13 - NSDS	10.25	1	30
WP7	Integration of TCNs through social economy in Liège	4 - CEPAG	9.00	1	30
WP8	Mutual Learning Programmes to enhance ways and methods UMN and local authorities give assistance to migrants	1 - ETUC	13.50	6	24
WP9	Network closing conference “UnionMigrantNet and Cities Together for Integration”	1 - ETUC	3.50	25	29
WP10	Upgrading the UMN portal to enhance the social networking of contact points while improving TCNs on-line access to UMN structures	1 - ETUC	15.25	1	30
<b>Total</b>			100.10		

### 1.3.2. WT2 list of deliverables

<b>Deliverable Number<sup>14</sup></b>	<b>Deliverable Title</b>	<b>WP number<sup>9</sup></b>	<b>Lead beneficiary</b>	<b>Type<sup>15</sup></b>	<b>Dissemination level<sup>16</sup></b>	<b>Due Date (in months)<sup>17</sup></b>
D1.1	First Activity report of the steering project committee	WP1	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	2
D1.2	Guidelines for the implementation of the project actions developed by the SPC	WP1	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	2
D1.3	Mid-Term Progress Report	WP1	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	16
D1.4	Final Implementation Report	WP1	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	30
D1.5	Second Activity report of the steering project committee	WP1	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	7
D1.6	Third Activity report of the steering project committee	WP1	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	13
D1.7	Fourth Activity report of the steering project committee	WP1	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	19
D1.8	Fifth Activity report of the steering project committee	WP1	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	24

<b>Deliverable Number<sup>14</sup></b>	<b>Deliverable Title</b>	<b>WP number<sup>9</sup></b>	<b>Lead beneficiary</b>	<b>Type<sup>15</sup></b>	<b>Dissemination level<sup>16</sup></b>	<b>Due Date (in months)<sup>17</sup></b>
D1.9	Sixth Activity report of the steering project committee	WP1	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	29
D2.1	Network Building Conference Background materials and working documents	WP2	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	2
D2.2	Conference Final Activity Report	WP2	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	4
D3.1	First Quarterly online newsletters	WP3	5 - EKA	Other	Public	4
D3.2	First Video	WP3	5 - EKA	Websites, patents filling, etc.	Public	28
D3.3	Photo-documentation of the project activities in order to support film-making services	WP3	5 - EKA	Other	Public	28
D3.4	Guide of good Practices on TCNs integration in Greece	WP3	5 - EKA	Report	Public	18
D3.5	Second Quarterly online newsletters	WP3	5 - EKA	Other	Public	7
D3.6	Third Quarterly online newsletters	WP3	5 - EKA	Other	Public	10
D3.7	Fourth Quarterly online newsletters	WP3	5 - EKA	Other	Public	13
D3.8	Fifth Quarterly online newsletters	WP3	5 - EKA	Other	Public	16
D3.9	Sixth Quarterly online newsletters	WP3	5 - EKA	Other	Public	19
D3.10	Seventh Quarterly online newsletters	WP3	5 - EKA	Other	Public	22
D3.11	Eighth Quarterly online newsletters	WP3	5 - EKA	Other	Public	30

<b>Deliverable Number<sup>14</sup></b>	<b>Deliverable Title</b>	<b>WP number<sup>9</sup></b>	<b>Lead beneficiary</b>	<b>Type<sup>15</sup></b>	<b>Dissemination level<sup>16</sup></b>	<b>Due Date (in months)<sup>17</sup></b>
D3.12	Second video	WP3	5 - EKA	Websites, patents filling, etc.	Public	28
D4.1	Vademecum	WP4	7 - FISASCAT	Report	Confidential, only for members of the consortium (including the Commission Services)	12
D4.2	Video in Italian	WP4	7 - FISASCAT	Websites, patents filling, etc.	Public	28
D5.1	Study	WP5	11 - CITUB	Report	Confidential, only for members of the consortium (including the Commission Services)	6
D5.2	Coalition agreement	WP5	11 - CITUB	Report	Confidential, only for members of the consortium (including the Commission Services)	4
D5.3	Report of the results of the coalition meetings	WP5	11 - CITUB	Report	Confidential, only for members of the consortium (including the Commission Services)	18
D5.4	Brochures	WP5	11 - CITUB	Other	Public	8
D5.5	Posters	WP5	11 - CITUB	Other	Public	9
D5.6	Video in Bulgarian and in English	WP5	11 - CITUB	Websites, patents filling, etc.	Public	18
D5.7	Training report	WP5	11 - CITUB	Report	Confidential, only for members of the consortium (including the Commission Services)	16
D5.8	Seminar employers report	WP5	11 - CITUB	Report	Confidential, only for members of the consortium (including the Commission Services)	12
D5.9	Leaflets	WP5	11 - CITUB	Other	Public	8

<b>Deliverable Number<sup>14</sup></b>	<b>Deliverable Title</b>	<b>WP number<sup>9</sup></b>	<b>Lead beneficiary</b>	<b>Type<sup>15</sup></b>	<b>Dissemination level<sup>16</sup></b>	<b>Due Date (in months)<sup>17</sup></b>
D6.1	Study on possibilities for employment of TCNs in Slovenia	WP6	13 - NSDS	Report	Confidential, only for members of the consortium (including the Commission Services)	10
D6.2	Graphic Guide	WP6	13 - NSDS	Other	Public	30
D6.3	Photo documentation - WP6	WP6	13 - NSDS	Other	Public	27
D7.1	Awareness tool	WP7	4 - CEPAG	Other	Confidential, only for members of the consortium (including the Commission Services)	18
D7.2	Video on Integration of TCNs through social economy in Liege	WP7	4 - CEPAG	Websites, patents filling, etc.	Public	20
D8.1	Detailed reports of activity	WP8	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	23
D8.2	Long-term partnerships	WP8	1 - ETUC	Other	Confidential, only for members of the consortium (including the Commission Services)	23
D8.3	Comparative report of all MLPs	WP8	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	24
D9.1	Network Closing Conference Report	WP9	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	29
D9.2	Brochure showcasing the project's aim and results	WP9	1 - ETUC	Other	Public	25
D10.1	Upgraded UMN Portal	WP10	1 - ETUC	Websites, patents filling, etc.	Public	24

<b>Deliverable Number<sup>14</sup></b>	<b>Deliverable Title</b>	<b>WP number<sup>9</sup></b>	<b>Lead beneficiary</b>	<b>Type<sup>15</sup></b>	<b>Dissemination level<sup>16</sup></b>	<b>Due Date (in months)<sup>17</sup></b>
D10.2	UMN mobile app	WP10	1 - ETUC	Other	Public	23
D10.3	Guidelines (user manual) of the new portal including 1 updated MoU and Charter of Values	WP10	1 - ETUC	Other	Confidential, only for members of the consortium (including the Commission Services)	24
D10.4	Working papers	WP10	1 - ETUC	Other	Public	24
D10.5	UMN/Project social media profile	WP10	1 - ETUC	Other	Public	24

### 1.3.3. WT3 Work package descriptions

<b>Work package number</b> <sup>9</sup>	WP1	<b>Lead beneficiary</b> <sup>10</sup>	1 - ETUC
<b>Work package title</b>	Management and Coordination of the Action		
<b>Start month</b>	1	<b>End month</b>	30

#### Objectives

The Steering project committee (SPC) will oversee all the activities of the project. It will elaborate guidelines for implementation of the action, will plan strategies to enhance involvement and ownership in their constituencies. It validates outcomes of the different actions. It will guarantee a balanced participation of all stakeholders in all activities of the project.

#### Description of work and role of partners

**WP1 - Management and Coordination of the Action** [Months: 1-30]  
 ETUC, VILLE DE LIEGE, MDP, CEPAG, EKA, GENERATION 2.0, FISASCAT, ANOLF FVG, Trieste, Milano, CITUB, SDA, NSDS, ZRC SAZU , LJUBLJANA, ATHENS, Pordenone, UIL, CISL, NCH  
 A Steering project committee (SPC) will be set up.

It will be composed by representatives of ETUC, the Athens Labour Unions Organisation (EKA), Municipality of Athens, Generation 2.0, Fisascat CISL Milano, ANOLF Milano, ANOLF Friuli Venezia Giulia (FVG), Municipality of Milan, Municipality of Trieste and Municipality of Pordenone, UIL, CISL, CITUB, Sofia Development Association, Municipality of Dolna Malina, NSDS, ZRC SAZU, Municipality of Ljubljana, CEPAG, Le Monde des Possibles, Municipality of Liege and representatives of project’s supporting international organisations (OSCE, IOM-Europe, etc.).

The SPC will follow the project implementation and supervise all the activities. It will regularly liaise by email and meet any time it is necessary on the initiative of the ETUC and at least twice a year. The first meeting of the SPC will focus on finetuning the methodology attached to the different work-packages as well as on interaction and roles of the project partners associated to one or more of the actions. It will work in English and will meet in Brussels.

ETUC will be responsible for the day-to-day management and coordination of the project, as well as for the financial monitoring and the technical reporting to the European Commission. ETUC will therefore put in place the adequate communication systems involving all project stakeholders, in order to ensure a smooth and transparent running of operations and permanent communication flows between the steering committee meetings. Effective and permanent communication will be ensured thanks to the use of the Basecamp and (partially) UMN (existing) portal.

In particular, Basecamp website will enable all project partners to have a quick follow up of the project calendar, access to documents, and automatic emails every time there is new information related to the project management.

#### Participation per Partner

Partner number and short name	WP1 effort
1 - ETUC	9.00
2 - VILLE DE LIEGE	0.25
3 - MDP	0.25
4 - CEPAG	0.50
5 - EKA	0.25
6 - GENERATION 2.0	0.25
7 - FISASCAT	0.25
8 - ANOLF FVG	0.25
9 - Trieste	0.25

Partner number and short name	WP1 effort
10 - Milano	0.25
11 - CITUB	0.25
12 - SDA	0.25
13 - NSDS	0.25
14 - ZRC SAZU	0.25
15 - LJUBLJANA	0.25
16 - ATHENS	0.25
17 - Pordenone	0.25
18 - UIL	0.25
19 - CISL	0.25
20 - NCH	0.25
<b>Total</b>	<b>14.00</b>

#### List of deliverables

Deliverable Number <sup>14</sup>	Deliverable Title	Lead beneficiary	Type <sup>15</sup>	Dissemination level <sup>16</sup>	Due Date (in months) <sup>17</sup>
D1.1	First Activity report of the steering project committee	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	2
D1.2	Guidelines for the implementation of the project actions developed by the SPC	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	2
D1.3	Mid-Term Progress Report	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	16
D1.4	Final Implementation Report	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	30
D1.5	Second Activity report of the steering project committee	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	7

List of deliverables

Deliverable Number <sup>14</sup>	Deliverable Title	Lead beneficiary	Type <sup>15</sup>	Dissemination level <sup>16</sup>	Due Date (in months) <sup>17</sup>
D1.6	Third Activity report of the steering project committee	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	13
D1.7	Fourth Activity report of the steering project committee	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	19
D1.8	Fifth Activity report of the steering project committee	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	24
D1.9	Sixth Activity report of the steering project committee	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	29

Description of deliverables

- 6 Activity reports of the steering project committee (5 pages each, in English)
  - Guidelines for the implementation of the project actions developed by the SPC (5 pages, in English)
  - 1 Mid-Term Progress Report (8 pages, in English)
  - 1 Final Implementation Report (15 pages, in English)
- D1.1 : First Activity report of the steering project committee [2]  
Activity report of the steering project committee (5 pages, in English)
- D1.2 : Guidelines for the implementation of the project actions developed by the SPC [2]  
Guidelines for the implementation of the project actions developed by the SPC ( 5 pages, in English)
- D1.3 : Mid-Term Progress Report [16]  
1 Mid-Term Progress Report (8 pages in English)
- D1.4 : Final Implementation Report [30]  
1 Final Implementation Report (15 pages in English)
- D1.5 : Second Activity report of the steering project committee [7]  
Activity report of the steering project committee (5 pages, in English)
- D1.6 : Third Activity report of the steering project committee [13]  
Activity report of the steering project committee (5 pages, in English)
- D1.7 : Fourth Activity report of the steering project committee [19]  
Activity report of the steering project committee (5 pages, in English)
- D1.8 : Fifth Activity report of the steering project committee [24]  
Activity report of the steering project committee (5 pages, in English)
- D1.9 : Sixth Activity report of the steering project committee [29]

Activity report of the steering project committee (5 pages, in English)

**Schedule of relevant Milestones**

<b>Milestone number<sup>18</sup></b>	<b>Milestone title</b>	<b>Lead beneficiary</b>	<b>Due Date (in months)</b>	<b>Means of verification</b>
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<b>Work package number</b> <sup>9</sup>	WP2	<b>Lead beneficiary</b> <sup>10</sup>	1 - ETUC
<b>Work package title</b>	Network building conference UnionMigrantNet and Cities Together for Integration		
<b>Start month</b>	1	<b>End month</b>	4

### Objectives

The conference will aim at:

- Disseminating information on the project, its objectives and expected results;
- Involving constituencies of project partners;
- Establishing ownership of all the actions of the project among the constituencies of co-applicants and associated organisations;
- Networking a wide range of stakeholders active in migrants' labour market integration (trade unions; UMN contact points; local and regional authorities, migrants' associations, social and economic partners, etc.);
- Setting a playing field for successful national actions;
- Exchanging with other existing trade unions' networks (e.g the “Réseau Syndical Migration Méditerranéennes Subsahariennes”, RSMMS) as well as local and regional authorities' networks (e.g. Urban Academy on Integration, EUROCITIES - Integrating Cities)
- Discussing recent developments in the EU Migration agenda and how these affect the work of UMN members and the role of local and regional authorities.

The conference will build on the capacity of trade unions, UMN contact points as well as local and regional authorities to create operational framework autonomously or in partnership with other (public and private) players in the field of migrants' integration and labour market institutions.

The conference will help to exchange best practices, knowledge and information, in particular between local authorities and trade unions, and improve the impact of national practices. It will build mutual trust and will encourage national actors to better perform their integration strategies.

### Description of work and role of partners

#### **WP2 - Network building conference UnionMigrantNet and Cities Together for Integration [Months: 1-4] ETUC**

The conference will be organised in Brussels (Month 3 of the project). It will enable: i) stronger visibility and impact of the project at European level, ii) a more effective implementation of the different actions (mutual learning programmes, national integration activities and upgrading of the UMN portal and dissemination activities).

The conference will be organised over 2 days and bring together over 100 participants (ETUC and UMN members, all project partners and supporting organisations, other interested local and regional authorities across Europe). Interpretation into 5 EU languages and 5 parallel workshops (one for each WP – 3 to 7) will be organised to enable more in-depth discussions.

Participants breakdown will be as follows:

- 30 UMN contact points
- 10 trade union representatives
- 40 local/regional/national authorities active on migrants' inclusion in the labour market
- 20 other stakeholders active on migrants' inclusion in the labour market
- 10 European/international level organisations (not budgeted)

The ETUC will prepare background materials to introduce plenary sessions and working groups as well as working sheets to help a result-oriented debate. Methodology and results will be included in the final report of the conference.

### Participation per Partner

<b>Partner number and short name</b>	<b>WP2 effort</b>
1 - ETUC	3.50
<b>Total</b>	<b>3.50</b>

**List of deliverables**

<b>Deliverable Number<sup>14</sup></b>	<b>Deliverable Title</b>	<b>Lead beneficiary</b>	<b>Type<sup>15</sup></b>	<b>Dissemination level<sup>16</sup></b>	<b>Due Date (in months)<sup>17</sup></b>
D2.1	Network Building Conference Background materials and working documents	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	2
D2.2	Conference Final Activity Report	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	4

**Description of deliverables**

- Background materials and working documents (20 pages in English, Italian, Greek, Slovenian, Bulgarian)  
 - 1 Conference Final Activity Report (15 pages in English)

D2.1 : Network Building Conference Background materials and working documents [2]  
 Background materials and working documents (20 pages in English, Italian, Greek, Slovenian, Bulgarian)

D2.2 : Conference Final Activity Report [4]  
 1 Conference Final Activity Report (15 pages in English)

**Schedule of relevant Milestones**

<b>Milestone number<sup>18</sup></b>	<b>Milestone title</b>	<b>Lead beneficiary</b>	<b>Due Date (in months)</b>	<b>Means of verification</b>
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<b>Work package number</b> <sup>9</sup>	WP3	<b>Lead beneficiary</b> <sup>10</sup>	5 - EKA
<b>Work package title</b>	New integration paths for TCNs in Athens		
<b>Start month</b>	1	<b>End month</b>	30

### Objectives

The project in Greece will meet the needs of an increasing number of TCNs, as migrants, asylum-seekers, refugees and more generally, protection-seekers, who have been registered in Greece and live in Athens. As a significant part of them will remain in the country and settle in the city of Athens, there is a need for their better integration in the long term and strengthen cooperation between EKA, Greek member of UMN and Athens civil servants and authorities dealing with integration policies. The actions aim at easing an equal access at work of all categories of TCNs above mentioned as a part of a better management of the reception process and preparation to their faster integration through the labour market. The project focuses on labour-related activities and exchange of good practices, framed in multi-stakeholder cooperation in favour of the different categories of TCNs, aimed at information on basic labour, social and trade union rights and current legislation, prevention of further exploitation, identification of skills and competences, and training on making skills and competences usable on the Greek labour market. An active component of the project will be the digital visibility and dissemination of the activities done.

### Description of work and role of partners

#### **WP3 - New integration paths for TCNs in Athens** [Months: 1-30]

**EKA, GENERATION 2.0, ATHENS**

##### 1. Training on labour market integration and employability

1 Integration training seminar for 25 refugees/asylum seekers will be provided in Athens. Each participant will receive a 30 hours training. The content of the training will be based on the specific needs of the beneficiaries of the project to address issues related to the legal framework on migration, the situation of the Greek labour market, employability, inclusion and working conditions, challenges linked to discrimination obstacles (including gender), and labour, social and citizens' rights of the target group. Particularly, the training will be divided into modules covering enhancement of soft skills, labour market competences and knowledge on basic labour, social and trade union rights, health and safety, social entrepreneurship and citizenship in Greece (to be performed by EKA and Generation 2.0).

A part of the training will be implemented at the premises of EKA in order to involve the refugees into community and to establish their first contact with the Greek trade union. To this end, EKA will host the first part of the seminar (15 hours) aiming at enhancing refugees' understanding of labour and social rights and obligations as well as facilitating their equal access to the labour market. The content will cover the current labour and migrant legislation in Greece: thematic information sessions on basic labour and social rights of TCNs in order to join the Greek Labour Market.

EKA, in the framework of the training, will undertake the following modules:

- Equal access to the Greek Labour market
- Access to education and vocational training in Greece (primary & secondary school, university, second chance schools, private schools, possibilities for vocational training);
- Entrepreneurship and Social economy activities

Generation 2.0, in the framework of the training will undertake the following modules:

1. Employability
2. Diversity in the workplace
3. Naturalization and Citizenship

Suitable classrooms with a capacity of approximately 30 people are available in both organizations. A parallel translation from Greek and English to Arabic and Farsi languages will be provided through all the training seminar. The City of Athens will contribute to the development and implementation of the training.

##### 2. Awareness-raising event on the benefits of TCNs labour market integration

An awareness-raising event on labour market integration will be hosted by the Municipality of Athens and organised in cooperation with EKA. Best practices presented will focus on refugees and/or asylum seekers integration activities. Current and potential employers to be invited including the social economy sector, migrants' and refugees' communities and NGOs, public authorities, and trade unions in Athens. The event will mainly aim at informing a large audience on the activities that will be undertaken through the project and reach out other Greek municipalities interested in integration measures.

**3. Digital guide of good practices on TCNs' labour market integration in Greece**

A digital guide will be compiled by EKA, with a number of good practices of trade unions, local authorities, CSOs and social economy-based actors on TCNs and especially refugees and asylum seekers labour market integration in Greece. Generation 2.0 will be responsible for the scouting of good practices and drafting the guide. The guide will be uploaded in EKA's and project partners' websites as well as under the UnionMigrantNet portal. It will be written in Greek and translated into English to enhance dissemination.

**4. Dissemination materials/videos**

2 videos will be produced: 1 short video for the national event, and 1 final video at the end of the project. The coverage of the events aims at communicating their aims and outcomes both to the participants and to the general public. The videos will be shared via different social media platforms. The final video will focus on informing the public regarding the overall goals and outcomes of the project and it will include quotes, statements and interviews by different stakeholders of the project, including the TCNs having attended the training. Photo-documentation of the project activities in order to support film-making services will also be part of the dissemination materials.

A quarterly online newsletter in English and Greek will be produced by EKA in cooperation with Generation 2.0. Regular publication of articles, information and best practices between the various actors, as well as, successful stories of migrant workers. Current labour/migrant legislation and content on integration into Greek labour market. Employment stories of beneficiaries aiming at the encouragement of people who could identify themselves with the people presented each time, but also highlighting barriers faced by refugees and migrants towards their inclusion in the Greek society (by EKA and Generation 2.0).

The newsletter will increase awareness and understanding of the project's purposes by building a broader picture and encouraging readers to find out more. The newsletter will be included in EKA's, Generation 2.0 and UnionMigrantNet's website. It will also be shared at the ACCMR Platform of the Municipality of Athens.

**5. Final dissemination conference**

A final dissemination conference will be organised in Athens by EKA in cooperation with the Municipality of Athens that will host it in its premises. The event will bring together representatives of the project partners, local and regional authorities, and other Greek and European stakeholders. It will aim at disseminating the final results of the different activities implemented throughout the project and present possible future new actions rooted in project's spirit.

**Participation per Partner**

Partner number and short name	WP3 effort
5 - EKA	4.00
6 - GENERATION 2.0	2.50
16 - ATHENS	1.50
<b>Total</b>	<b>8.00</b>

**List of deliverables**

Deliverable Number <sup>14</sup>	Deliverable Title	Lead beneficiary	Type <sup>15</sup>	Dissemination level <sup>16</sup>	Due Date (in months) <sup>17</sup>
D3.1	First Quarterly online newsletters	5 - EKA	Other	Public	4
D3.2	First Video	5 - EKA	Websites, patents filling, etc.	Public	28
D3.3	Photo-documentation of the project activities in order to support film-making services	5 - EKA	Other	Public	28

List of deliverables

Deliverable Number <sup>14</sup>	Deliverable Title	Lead beneficiary	Type <sup>15</sup>	Dissemination level <sup>16</sup>	Due Date (in months) <sup>17</sup>
D3.4	Guide of good Practices on TCNs integration in Greece	5 - EKA	Report	Public	18
D3.5	Second Quarterly online newsletters	5 - EKA	Other	Public	7
D3.6	Third Quarterly online newsletters	5 - EKA	Other	Public	10
D3.7	Fourth Quarterly online newsletters	5 - EKA	Other	Public	13
D3.8	Fifth Quarterly online newsletters	5 - EKA	Other	Public	16
D3.9	Sixth Quarterly online newsletters	5 - EKA	Other	Public	19
D3.10	Seventh Quarterly online newsletters	5 - EKA	Other	Public	22
D3.11	Eighth Quarterly online newsletters	5 - EKA	Other	Public	30
D3.12	Second video	5 - EKA	Websites, patents filling, etc.	Public	28

Description of deliverables

- 7/8 Quarterly online newsletters (n English and in Greek)
- 2 videos (in Greek with English subtitles)
- Photo-documentation of the project activities in order to support film-making services
- 1 guide of good Practices on TCNs integration in Greece (30 pages, in English and in Greek)

D3.1 : First Quarterly online newsletters [4]

Quarterly online newsletters (in English and in Greek)

D3.2 : First Video [28]

First video (in Greek with English subtitles)

D3.3 : Photo-documentation of the project activities in order to support film-making services [28]

Photo-documentation of the project activities in order to support film-making services

D3.4 : Guide of good Practices on TCNs integration in Greece [18]

1 guide of good Practices on TCNs integration in Greece (30 pages, in English and in Greek)

D3.5 : Second Quarterly online newsletters [7]

Quarterly online newsletters (in English and in Greek)

D3.6 : Third Quarterly online newsletters [10]

Quarterly online newsletters (in English and in Greek)

D3.7 : Fourth Quarterly online newsletters [13]

Quarterly online newsletters (in English and in Greek)

D3.8 : Fifth Quarterly online newsletters [16]

Quarterly online newsletters (in English and in Greek)  
 D3.9 : Sixth Quarterly online newsletters [19]  
 Quarterly online newsletters (in English and in Greek)  
 D3.10 : Seventh Quarterly online newsletters [22]  
 Quarterly online newsletters (in English and in Greek)  
 D3.11 : Eighth Quarterly online newsletters [30]  
 Quarterly online newsletters (in English and in Greek)  
 D3.12 : Second video [28]  
 Second video (in Greek with English subtitles)

**Schedule of relevant Milestones**

<b>Milestone number<sup>18</sup></b>	<b>Milestone title</b>	<b>Lead beneficiary</b>	<b>Due Date (in months)</b>	<b>Means of verification</b>
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<b>Work package number</b> <sup>9</sup>	WP4	<b>Lead beneficiary</b> <sup>10</sup>	7 - FISASCAT
<b>Work package title</b>	New integration paths for TCNs in Milan, Trieste and Pordenone		
<b>Start month</b>	1	<b>End month</b>	30

### Objectives

This work package has been designed to enhance integration measures of TCNs in Italy, despite the challenges posed by new legislation (the “Salvini decree”) adopted at the national level. Several cities in Italy, including Milan, have publicly affirmed that they intend to continue to invest on integration of TCNs and step up their action in this field, against the current difficult political climate in the country.

Against this background, the pilot action has been designed by the applicants to meet the needs of a high number of TCNs, including asylum seekers and refugees who live in Lombardia and Friuli Venezia Giulia (FVG).

The Greater Milan metropolitan area is home to some 450.000 migrants (14% of the total inhabitants). The Region of Friuli Venezia Giulia hosts 104.276 migrants (8,6% from the total residents); Pordenone hosts 32.438 (30,8% from the total of the region) and Trieste 20.243 (19,2% from the total of the region). Reception centers are located in these regions and there is a need for them to know more about respective integration measures developed at local level and strengthen cooperation between the various municipalities.

Based on the experience gained by Fisascat Cisl Milano/ANOLF Milano (association of migrants) in the city of Milan with the implementation of the LABOUR-INT 1’s Italian Pilot Action, this work package aims at:

- developing the multi-stakeholder approach that has represented the key to success, implementing the synergy between the actors previously involved (local authorities, institutions, trade unions, bilateral bodies) and extending it to new actors (businesses and employers’ organisations) in order to increase the positive results of third-country nationals’ participation in the labour market. It will aim at investing in the recognition of their formal and informal skills and prevent segregation in the labour market.
- consolidating the ongoing cooperation between Fisascat Cisl Milano/ANOLF Milano with the Municipality of Milan and extending it to other cities, such as with the Municipality of Trieste and Pordenone in developing new measures for the integration of third country nationals, namely refugees and asylum seekers.

It is important to highlight that ANOLF, one of the most prominent Italian members of UnionMigrantNet. ANOLF is structured as a network along the whole territory of Italy and currently coordinates the work of 130 (local, regional and national) offices. ANOLF contact points provide assistance (including legal aspects) and information (social services, recognition of foreign qualifications, etc) to the whole migrant population, including undocumented migrants.

In 2018, a total of 4.815 migrants have received assistance from the offices of ANOLF at local and regional level.

### Description of work and role of partners

#### **WP4 - New integration paths for TCNs in Milan, Trieste and Pordenone** [Months: 1-30]

**FISASCAT, ANOLF FVG, Trieste, Milano, Pordenone**

##### 1. Training on labour market integration and employability

Two integration trainings, one in Milan and one in Trieste for the direct benefit of 25 refugees/asylum seekers each on enhancement of skills, labour market competences and information on labour, social and trade union rights, health and safety and Italian citizenship.

The first training will be carried by Fisascat Cisl Milano/ANOLF Milano in cooperation with the Municipality of Milan. The selection of candidates will be done through the Centre for Job Orientation and Placement (CELAV) of Milan.

The second training will be performed by ANOLF FVG in cooperation with the Municipality of Trieste and Pordenone. The selection of candidates will be done through ANOLF offices, Innovazione Apprendimento Lavoro Friuli Venezia Giulia (IAL FVG), a training institution and the Social Cooperative ACLI of Pordenone.

Each training will last 180 hours and will include 4 modules:

- Language course (basic knowledge): 80 hours on 20 days
- Language course (workplace terminology): 20 hours on 5 days
- Citizenship education (rights, duties, opportunities, obligations): 20 hours on 5 days
- Vocational training: 60 hours on 15 days

In total, 50 asylum seekers/refugees will benefit from 180 hours of training in three months. During the training courses, the formal and informal skills of the trainees will be evaluated, and a CV developed. A certification on the skills developed during the training will be provided at the end of the training together with a certificate of attendance.

2. Awareness-raising events on the benefits of refugees' labour market integration

2 events on labour market integration: one organised by Fisascac Cisl Milano/ANOLF Milano and the Municipality of Milan (host) and the other one organised by ANOLF FVG in cooperation with the Municipality of Pordenone and hosted by the Municipality of Trieste. Best practices presented will focus on refugees and/or asylum seekers integration activities. Current and potential employers to be invited including the social economy sector, local and regional authorities, migrant and refugee communities and NGOs, public authorities, and trade unions (including UnionMigrantNet members). The events will mainly aim at informing a large audience on the activities that will be undertaken through the project and reach out other Italian municipalities interested in integration measures.

3. Vademecum

A Vademecum will be drafted and it will include relevant information on Italian immigration legislation, information on labour rights, access to services and how to set up in Italy. The drafting of the Vademecum will be coordinated by Fisascac Cisl Milano/ANOLF Milano and ANOLF FVG, the Municipalities of Milan, Trieste and Pordenone will be contributing to reviewing it. It will be mainly addressed to UMN and local authorities' operators dealing with integration measures in Lombardia and FVG. Its broader dissemination will be enhanced by uploading the Vademecum on the websites of the three Municipalities as well as under the UMN portal for further dissemination among third country nationals (main beneficiaries).

4. Production of a video

The video will present of all the activities implemented during the project including the various exchanges between the municipalities and trade unions hosted in the Municipality of Milan, Trieste and Pordenone. It will contain snapshots of the various activities developed together and quote, statements and interviews of the different projects' stakeholders.

5. Final dissemination conference

A final national dissemination event will be organised by Fisascac Cisl Milano/ANOLF Milan, ANOLF FVG, the Municipality of Milan, Trieste and Pordenone, where the final results of the various activities will be shared, including the dissemination of the Vademecum. The event will bring together representatives of the project partners, local and regional authorities, and other Italian and European stakeholders. It will aim at disseminating the final results of the different activities implemented throughout the project and present possible future new actions rooted in project's spirit. The Conference will be hosted by the Municipality of Milan.

**Participation per Partner**

<b>Partner number and short name</b>	<b>WP4 effort</b>
7 - FISASCAT	3.00
8 - ANOLF FVG	3.00
9 - Trieste	1.80
10 - Milano	1.80
17 - Pordenone	1.80
<b>Total</b>	<b>11.40</b>

**List of deliverables**

<b>Deliverable Number<sup>14</sup></b>	<b>Deliverable Title</b>	<b>Lead beneficiary</b>	<b>Type<sup>15</sup></b>	<b>Dissemination level<sup>16</sup></b>	<b>Due Date (in months)<sup>17</sup></b>
D4.1	Vademecum	7 - FISASCAT	Report	Confidential, only for members of the consortium (including the Commission Services)	12
D4.2	Video in Italian	7 - FISASCAT	Websites, patents filling, etc.	Public	28

**Description of deliverables**

- 1 Vademecum (in Italian)  
 - 1 Video (in Italian with English subtitles)

D4.1 : Vademecum [12]  
 1 Vademecum (in Italian) on Italian immigration legislation, information on labour rights, access to services and how to set up in Italy.

D4.2 : Video in Italian [28]  
 1 Video (in Italian with English subtitles)

**Schedule of relevant Milestones**

<b>Milestone number<sup>18</sup></b>	<b>Milestone title</b>	<b>Lead beneficiary</b>	<b>Due Date (in months)</b>	<b>Means of verification</b>
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<b>Work package number</b> <sup>9</sup>	WP5	<b>Lead beneficiary</b> <sup>10</sup>	11 - CITUB
<b>Work package title</b>	Integration of TCNs through the labour market in Bulgaria		
<b>Start month</b>	1	<b>End month</b>	30

### Objectives

Since August 2013, Bulgaria has experienced a big increase in asylum applications from predominantly Syria, Afghanistan, Iraq and Pakistan, which the regional and national authorities were not fully prepared to manage. According to the Bulgarian State Agency for Refugees in 2013, the number of asylum applications in Bulgaria amounted to just over 58.000 in 2017 – an average of 14.500 per year, compared to a total of 1.387 asylum applications in 2012.

Consequently, Bulgaria has been faced with a set of challenges particularly on integration, which will remain a difficult task to handle for the years to come. The social and economic integration of beneficiaries of international protection present big challenges but also a great potential for Bulgaria’s society and economy. Employment is one of the most important tools for social and economic inclusion and participation in society. Qualification, re-qualification and job matching of those disadvantaged people in order to mobilize their potential for inclusion, are among the most powerful ways to foster integration.

Therefore, this WP focuses on labour-related activities which will directly benefit third country nationals as well as raising awareness among employers (and other stakeholders) on the benefits of employing refugees. The creation of a local coalition for the integration of migrants in the Bulgarian labour market with the key support and involvement of CITUB (UMN member in Bulgaria) the Municipality of Sofia (through Sofia Development Association) will be one of the key objectives of this WP.

The Sofia Development Association (SDA) was established with Resolution 348/08.07.2010 of the Sofia Municipal Council and was registered as a not-for-profit legal entity with the Sofia City Court. It was appointed to coordinate the activities related with its candidature for European capital of culture of the Sofia Municipal Council.

One of the main tasks of the SDA is to support the project activities of the Municipality of Sofia by providing information, organizing trainings, and consulting the process of project development and management and to collaborate with Sofia Municipality in carrying out public campaigns both at the national and international level.

### Description of work and role of partners

#### **WP5 - Integration of TCNs through the labour market in Bulgaria [Months: 1-30]**

**CITUB, SDA, NCH**

##### 1. Creation of a local coalition for the integration of TCNs in the Bulgarian labour market

The setting up of the coalition will be entrusted by SDA. The coalition will be composed by trade unions, employers’ organisations, local authorities (Municipality of Sofia, Blagoevgrad, Burgas, Dolna Malina), the National Association of Municipalities in the Republic of Bulgaria, the Bulgarian Public Employment Agency and the media. At the start of the project, all of the above mentioned stakeholders will meet to discuss and engage in concrete actions for the integration of TCNs with a focus on employment. During the project, the coalition will meet 4 more times in which different integration issues will be raised and the results achieved will be shared to all project partners and local stakeholders. The meetings will engage between 10 and 15 experts each. Each meeting will discuss different stages of the project implementation: good practice study, TCNs training activities, employers’ trainings, campaigns. The stakeholder’s meetings will also serve to monitor and evaluate project progress. The outcome of each meeting will be minutes, with a joint “lessons learned report” towards the completion of the project.

##### 2. Organisation of 5 trainings on labour rights for third-country nationals

Each training will involve 20 participants (TCNs with legal status predominantly with completed secondary education). A total of 100 TCNs will benefit of this training. During the training, participants will be acquainted with information on labour and social security rights as well as with the opportunity to work legally in Bulgaria. The language of instruction will be Bulgarian, with interpretation if needed in English or Arabic. Four trainings will take place in Sofia and one in Harmanli town, where the biggest refugee camp in Bulgaria is situated. Training modules, materials and resources will be developed by CITUB in cooperation with local authorities.

##### 3. Organisation of 3 seminars for employers

Each seminar will involve 25 participants, and will include those employers who have already expressed readiness/willingness to hire TCNs, those that experience labour shortage (tourism and hospitality sectors, retail, etc.) and those whose businesses is rapidly developing (such as call centers and ICT support). The support of employers' organizations will be sought to ensure effective dissemination, scaling up and institutionalization of results.

4. Development of 2 campaigns (advocacy and information) at national level

4.1. Information campaign

The campaign will target TCNs in Sofia and Harmanli. As part of the campaign, a brochure in Bulgarian (English and Arabic) will be produced and will cover issues related to workplace rights, social rights and protection of migrant workers, safe and healthy working conditions. Special posters in Bulgarian, English and Arabic will be produced and placed in the reception centers for asylum seekers (7 in Bulgaria). A video showing best practices of labour market integration of TCNs in Bulgaria will be developed. It will be published in the social media, the project website (UMN portal), as well as distributed among the partners and participants in the different project activities. This campaign will be coordinated by CITUB with the Bulgarian project partners.

4.2. Advocacy campaign

The campaign will consist in actions targeting politicians and employers to support the labour market integration of TCNs. It will be led by the municipality of Sofia (SDA) and the Municipality of Dolna Malina in close cooperation with the Bulgarian project partners. It will advocate for certain policy and normative changes and developments to make the process of TCN's integration smoother – in areas like recognition of qualifications and life-long learning, social housing, access to health care, one-stop-shops.

5. A study on the opportunities for employment of TCNs in Bulgaria

The research and study will be produced by the Institute for Social and Trade Union Research (subcontractor). It will cover different economic sectors across Bulgaria: the public sector as employer vs the private sector; the primary, secondary and tertiary sector. It will explore the stimuli for labour integration: incentives, corporate social responsibility, etc. It will also outline transferability of good practices. The study will consist of 30 pages and be written in Bulgarian. It will be translated into English to be used by all partners and participants in the project and published on the project website.

6. Final dissemination conference

A final dissemination conference will be organised in Sofia. The event will be organised by CITUB in cooperation with the Municipality of Sofia (host) and it will bring together representatives of the project partners, local and regional authorities, and other Bulgarian and European stakeholders. It will aim at disseminating the final results of the different activities implemented throughout the project and present possible future new actions rooted in project's spirit.

**Participation per Partner**

Partner number and short name	WP5 effort
11 - CITUB	6.70
12 - SDA	3.00
20 - NCH	2.00
<b>Total</b>	<b>11.70</b>

**List of deliverables**

Deliverable Number <sup>14</sup>	Deliverable Title	Lead beneficiary	Type <sup>15</sup>	Dissemination level <sup>16</sup>	Due Date (in months) <sup>17</sup>
D5.1	Study	11 - CITUB	Report	Confidential, only for members of the consortium (including	6

**List of deliverables**

<b>Deliverable Number<sup>14</sup></b>	<b>Deliverable Title</b>	<b>Lead beneficiary</b>	<b>Type<sup>15</sup></b>	<b>Dissemination level<sup>16</sup></b>	<b>Due Date (in months)<sup>17</sup></b>
				the Commission Services)	
D5.2	Coalition agreement	11 - CITUB	Report	Confidential, only for members of the consortium (including the Commission Services)	4
D5.3	Report of the results of the coalition meetings	11 - CITUB	Report	Confidential, only for members of the consortium (including the Commission Services)	18
D5.4	Brochures	11 - CITUB	Other	Public	8
D5.5	Posters	11 - CITUB	Other	Public	9
D5.6	Video in Bulgarian and in English	11 - CITUB	Websites, patents filling, etc.	Public	18
D5.7	Training report	11 - CITUB	Report	Confidential, only for members of the consortium (including the Commission Services)	16
D5.8	Seminar employers report	11 - CITUB	Report	Confidential, only for members of the consortium (including the Commission Services)	12
D5.9	Leaflets	11 - CITUB	Other	Public	8

**Description of deliverables**

- 1 Study on the opportunities for employment of TCNs in Bulgaria (30 pages, in Bulgarian and in English)
- Coalition agreement (4 pages, in Bulgarian and in English)
- Report of the results of the coalition meetings (9 pages, in Bulgarian and in English)
- Brochures (4000 copies, in Bulgarian, in English and in Arabic)
- Posters (24 copies, in Bulgarian, in English and in Arabic)
- Video (in Bulgarian and in English)
- Training report (10 pages, in Bulgarian and in English)
- Seminar employers report (7 pages, in Bulgarian and in English)
- Leaflets (400 printed, in Bulgarian)

D5.1 : Study [6]

1 Study (30 pages, in Bulgarian and in English)

D5.2 : Coalition agreement [4]

Coalition agreement (4 pages, in Bulgarian and in English)

D5.3 : Report of the results of the coalition meetings [18]

Report of the results of the coalition meetings (9 pages, in Bulgarian and in English)

D5.4 : Brochures [8]  
 Brochures (4000 copies, in Bulgarian, in English and in Arabic)

D5.5 : Posters [9]  
 Posters (24 copies, in Bulgarian, in English and in Arabic)

D5.6 : Video in Bulgarian and in English [18]  
 Video (in Bulgarian and in English)

D5.7 : Training report [16]  
 Training report (10 pages, in Bulgarian and in English)

D5.8 : Seminar employers report [12]  
 Seminar employers report (7 pages, in Bulgarian and in English)

D5.9 : Leaflets [8]  
 Leaflets (400 printed, in Bulgarian)

**Schedule of relevant Milestones**

<b>Milestone number<sup>18</sup></b>	<b>Milestone title</b>	<b>Lead beneficiary</b>	<b>Due Date (in months)</b>	<b>Means of verification</b>
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<b>Work package number</b> <sup>9</sup>	WP6	<b>Lead beneficiary</b> <sup>10</sup>	13 - NSDS
<b>Work package title</b>	Labour Market Integration of TCNs in Slovenia		
<b>Start month</b>	1	<b>End month</b>	30

### Objectives

Slovenia is a country that faces the problem of lack of experience, knowledge and resources in the field of TCNs' integration. At the same time, it is a transit country and an entry point to the European Union for TCNs. Therefore, the importance to provide them with the right information so they are able to understand the Slovenian labour market. Integration through work, common labour values, labour rights and obligations are the most important form of integration and at the same time the weakest point in migrant integration process in Slovenia.

The aims of this WP are to:

- Introduce to TCN's the values and principles of the EU labour market and offer them with the information to understand the labour market from the very beginning (regardless of when the individual's journey will continue and where the individual's journey will be finished in EU);
- Encourage their integration in the Slovenian labour market (worker's rights and obligations)
- Prevent the labour exploitation of TCNs' workers;
- Link local authorities, state institutions and other key labor market actors to create conditions for setting up a "one-stop-shop" structure. On the basis of common knowledge, good practices and experience gained from the mutual learning programmes and using local informal networks, create a "one-stop-shop" structure.

The WP will be coordinated by NSDS, a member of UMN in Slovenia, together with the Municipality of Ljubljana.

### Description of work and role of partners

#### **WP6 - Labour Market Integration of TCNs in Slovenia** [Months: 1-30]

**NSDS, ZRC SAZU, LJUBLJANA**

##### 1. Workshops for migrants, refugees and asylum seekers

The aim of these workshops is to improve the situation and the integration of TCN's in the labour market in Slovenia. The interactive workshops (11) will be customized for those migrants that do not understand Slovenian and speak poor English (220 migrants will be targeted and will receive 55 hours of training). They will all be organised by NSDS.

The interactive workshops are followed by comics drawn by an illustrator and translated into English simultaneously. The workshops animate trainees even if they do not speak the host language.

They will cover information on European and Slovenian labour legislation, skills and labour market competences, labour rights and obligations, social and trade union rights, health and safety, improvement of the job readiness skills, increase competences and empower migrant workers.

The workshops will take place in four different cities in Slovenia: Ljubljana, Maribor, Postojna, Logatec; different locations where migrants reside and one city of a partner country (Milan or Athens):

- 5 workshops in Ljubljana - Asylum Home Cesta v Gorice, Asylum Home Kotnikova, Employment Service Ljubljana
- 1 workshop in Logatec - Asylum Home,
- 3 workshops in Postojna - CT Postojna, SGLŠ Postojna,
- 1 workshop in Maribor - Employment Service Maribor
- 1 evaluation workshop (in Milan or Athens). It will show how newly arrived migrants can accept and understand the European labour market.

The workshops will be organised in cooperation with supporting organisations: Government Office for the Support and Integration of Migrants (UOIM MNZ), the Employment Service of the Republic of Slovenia (ZRSZ), the Municipality of Logatec and the Secondary School for Forestry and Wood Technology in Postojna (SGLŠ Postojna).

##### 2. Study

Slovenian migration Institute of the Science and Research Center of the Slovenian Academy of Science and Arts (ZRC SAZU) will perform a research in the field of possibilities for employment of third country nationals and protection of migrant workers to prevent labour exploitation.

ZRC SAZU is a key actor in the field of labour market inclusion of migrants. It is involved in several projects including posted work, informing of migrant workers of their possibilities and rights, supporting of migrant entrepreneurship, inclusion of asylum seekers and refugees into the labour market, workers right protection, etc. Slovenian migration Institute of ZRC SAZU collaborates closely with migrant organizations, trade unions, Slovenian Chamber of Commerce, Ministry of Social affairs, various employers' associations, Labour inspectorate and other actors in the field.

The study will be drafted in Slovenian.

### 3. Setting up the bases for a “one-stop-shop” structure for integration in Slovenia

The aim is to establish a “one-stop-shop” structure following shared knowledge, good practices and experiences from the mutual learning programmes (WP8) between local and regional authorities from other EU countries and trade unions. Nowadays, there is no one-stop-shop for asylum seekers, refugees and migrants in general in Slovenia.

Refugees, asylum seekers and migrant workers are subjects to a number of manipulations in the labour market, so there is a huge necessity to support them: labour legislation interpretation, legal advisory support, and advices about labour rights as well as obligations, work permits, etc. For this reason, in a first phase, the focus will be the provision of information in regard to labour market integration in Slovenia provided by the NSDS (in cooperation with the Government Office for supply and integration of migrants (UOIM MNZ) and The Employment Service of the Republic of Slovenia (ZRSZ). Other services are being offered by local NGOs, such as guidance to social services, intercultural activities which are done in cooperation with migrants’ associations.

The “one-stop-shop” structure will be established in Ljubljana. This will be a place where every TNCs will receive personal help and information on above mentioned topics in custom-made, open everyday from Monday to Friday including special advice such a legal counselling.

A national expert meeting: “Setting up “one-stop-shop” structure for integration in Slovenia: challenges and opportunities” will be organised by NSDS and the ZRC SAZU. Target participants: local authorities, trade unions, institutions, public authorities (15 participants/experts). Slovene language.

### 4. European awareness-raising event on TCNs labour market integration

This European event will gather local and regional authorities from project partners’ (Athens, Sofia, Milan, Trieste/Pordenone), trade unions, NGOs, public authorities, migrants’ associations and it will give the opportunity to raise awareness on the positive outcomes of migrants’ labour market integration. A European event will give the possibility to share knowledge and good practices and discuss the different issues arisen from the integration of TCNs. The 1-day event will be hosted by ZRC SAZU.

### 5. Dissemination materials. Elaboration of a guide on labour rights in Slovenia

This guide will provide information on labour rights issues in Slovenia and the EU. It will be an illustrated graphic guide (few written text) of common labour rights and obligations in the EU, which will be understandable to all migrants. The guide will be drafted by NSDS, and it will have a digital and a paper format for wider dissemination. The guide will be also easily shared via different social media platforms and the UnionMigrantNet portal. Only in English.

There will be also photo-documentation of the activities.

### 6. Final national dissemination conference

A final dissemination conference will be organised in Ljubljana. The event will be organised the Municipality of Ljubljana and it will bring together representatives of the project partners, local authorities, and other stakeholders in Slovenia. It will aim at disseminating the final results of the different activities implemented throughout the project and present possible future new actions rooted in project’s spirit.

## Participation per Partner

Partner number and short name	WP6 effort
13 - NSDS	6.50
14 - ZRC SAZU	2.25
15 - LJUBLJANA	1.50
<b>Total</b>	<b>10.25</b>

**List of deliverables**

<b>Deliverable Number<sup>14</sup></b>	<b>Deliverable Title</b>	<b>Lead beneficiary</b>	<b>Type<sup>15</sup></b>	<b>Dissemination level<sup>16</sup></b>	<b>Due Date (in months)<sup>17</sup></b>
D6.1	Study on possibilities for employment of TCNs in Slovenia	13 - NSDS	Report	Confidential, only for members of the consortium (including the Commission Services)	10
D6.2	Graphic Guide	13 - NSDS	Other	Public	30
D6.3	Photo documentation - WP6	13 - NSDS	Other	Public	27

**Description of deliverables**

- 1 Study on possibilities for employment of TCNs in Slovenia (30 pages, in Slovenian)  
 - 1 Graphic guide (1500 copies, in Slovenian and in English)  
 - Photo documentation

D6.1 : Study on possibilities for employment of TCNs in Slovenia [10]  
 1 research study in the field of possibilities for employment of third country nationals and protection of migrant workers to prevent labour exploitation (30 pages, in Slovenian)

D6.2 : Graphic Guide [30]  
 1 Graphic guide (1500 copies, in Slovenian and in English)

D6.3 : Photo documentation - WP6 [27]  
 Photo documentation

**Schedule of relevant Milestones**

<b>Milestone number<sup>18</sup></b>	<b>Milestone title</b>	<b>Lead beneficiary</b>	<b>Due Date (in months)</b>	<b>Means of verification</b>
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<b>Work package number</b> <sup>9</sup>	WP7	<b>Lead beneficiary</b> <sup>10</sup>	4 - CEPAG
<b>Work package title</b>	Integration of TCNs through social economy in Liège		
<b>Start month</b>	1	<b>End month</b>	30

### Objectives

On November 2017, the City of Liège has signed the “Liège hospitalière” Charter to protect the fundamental rights of migrants and promote their integration into society. This text also aims at meeting the objectives of the “Social inclusion plan” to support migrants’ integration in the labour market. With this agreement and other legal tools, the City of Liège commits to provide job support through a strong engagement of its social network and by promoting better collaboration between all stakeholders. With a social economy scope, the Liège municipality could support institutions through a program with all relevant stakeholders targeted at bringing migrants into employment. More in particular:

- To mobilize private & public sectors to open up the possibility of employing migrants in social & solidarity economy (SSE) initiatives.
- To develop mechanisms to assess and build personal skills for labour market entry.
- To promote an exchange between third-country and host-country nationals in business and at municipality level.

Le Monde des Possibles (MDP) and CEPAG, both non-profit with extensive experience in the empowerment of migrants/refugees and members of UMN in Belgium, offer intercultural education and training on workers’ rights, grassroots leadership and network building among migrant organisations, as well as social/legal service assistance.

The project benefits the City of Liège and local stakeholders that implement jointly developed SSE community projects, based on mutual understanding, productive collaboration and pooled resources. Local citizens and third-country nationals benefit from enhanced participation and strengthened societal cohesion.

### Description of work and role of partners

#### **WP7 - Integration of TCNs through social economy in Liège** [Months: 1-30]

**CEPAG, VILLE DE LIEGE, MDP**

##### 1. Organisation of two meetings on the role of the social economy in the integration of migrants

The partners of this work package (CEPAG/Le Monde des Possibles/Municipality of Liège) will organise two meetings with the aim of sharing a diagnosis on the strengths and challenges of the social economy processes applied to the migrant population. The meetings, under the theme - "Why do we support the social economy processes dedicated to the inclusion of migrants?" will involve local actors based on a participative methodology: local and regional authorities, social economy operators, trade unions, job agencies, etc.

One of the two meetings will focus on the potential difficulties encountered in promoting social economy processes carried by/for migrants:

- The visibility of these initiatives, their access to the public market;
- The lack of political official recognition/certification of this sector;
- Competition between social economy and the “business-as-usual” market economy.

These two meetings would allow the interested stakeholders of Liège to contribute to the development of a social economy awareness tool that can be transferable into other contexts/European cities as part of the UMN network. This awareness-raising tool (see 7.2) would develop the capacity of a municipality and its social economy actors to work together for a better socio-economic inclusion policy for migrants.

##### 2. Development of an awareness tool on the social economy dedicated to migrants’ integration in European municipalities

The aim is to develop a tool for the documentation, assessment, validation and recognition of refugees’ knowledge, skills and competences in the Liège social economy sector that can be adapted and promoted by European cities interested in migrants’ inclusion.

The tool would aim to inform the cities in the scale-up of social economy initiatives in order to connect them with existing institutional services and thus ensure the sustainability of the actions undertaken.

This tool could point to good practices that a municipality such as Liège could promote for social innovation that promote the inclusion of migrants through work:

- Supporting these initiatives by awarding mandates, access to public markets/procurement;
- Support to specific social economy trainings for social program audiences.
- Promotion of public-private partnerships for the co-financing of migrant’s inclusion projects
- Creation of an information point on social innovation that could be a collaborative platform between trade unions, associations, citizens and businesses.

The work on the tool could go beyond the issue of the socio-professional inclusion of migrant people to integrate new business models and their union support (fight against precarious IT jobs, drifting of platform economy but also the allocation of innovative markets to social economy operators). The tool would position itself as part of an exchange interface with other territories, other social economy initiatives that would allow scaling up at the European level.

### 3. Organisation of two workshops

The first workshop will focus on how to use the tool and it will target representatives from the municipality of the project partners (10 people for each municipality). The other workshop will focus on migrant workers' rights. The target will be 20 third country nationals.

The project suggests a wider understanding of refugee integration as a means of participatory community development by SSE sector. Capacity-building in the receiving communities is not merely a pooling of professional knowledge and resources, but an empowerment of the whole receiving community and third-country nationals to build a strong community, that considers both the needs of newcomers and of locals.

### 4. Dissemination of materials/production of a video

The video will present all the activities implemented during the project including the awareness tool and the workshops targeting local authorities and migrants. The tool will be shared in the UMN website dedicated to the project.

Results of the action will be disseminated across Europe and will enable other cities to replicate this type of SSE cooperation for migrant integration.

### 5. Final national dissemination event

A final dissemination event will be held at the end of the project by MDP supported by the city of Liège. It will present the guide and the outcomes of the project and workshops to public stakeholders. Local media will be involved in the dissemination process also on a regional level in Wallonia + Euregio Meuse Rhine.

- The city of Liège will support the final event and present the project and its results to public and private sectors. It will showcase results at local level and involve the press, also share ideas and developments with the Euregio Meuse-Rhine partners of other InterReg projects which share similar objectives in the Meuse-Rhine region.
- CEPAG will focus on worker's rights and dissemination in Belgium Union's network. It will include the dissemination of an easy to use guide with the guidelines produced by the project. It will also include a session to transfer the results of the project to other areas of refugee integration for which results are relevant
- The MDP will organise the event and contribute by testimonies, concrete SSE best practices with migrants (interpreting services, IT coding school etc...) Although the implementation of the concrete initiatives and community projects are not included in the scope of this project, we could propose at least two project ideas sustained by pooled resources, new partnerships and contributions through voluntary work and, if necessary, additional funding from third parties.

## Participation per Partner

Partner number and short name	WP7 effort
2 - VILLE DE LIEGE	1.50
3 - MDP	4.75
4 - CEPAG	2.75
<b>Total</b>	<b>9.00</b>

## List of deliverables

Deliverable Number <sup>14</sup>	Deliverable Title	Lead beneficiary	Type <sup>15</sup>	Dissemination level <sup>16</sup>	Due Date (in months) <sup>17</sup>
D7.1	Awareness tool	4 - CEPAG	Other	Confidential, only for members of the consortium (including the Commission Services)	18

**List of deliverables**

<b>Deliverable Number<sup>14</sup></b>	<b>Deliverable Title</b>	<b>Lead beneficiary</b>	<b>Type<sup>15</sup></b>	<b>Dissemination level<sup>16</sup></b>	<b>Due Date (in months)<sup>17</sup></b>
D7.2	Video on Integration of TCNs through social economy in Liege	4 - CEPAG	Websites, patents filling, etc.	Public	20

**Description of deliverables**

- 1 Awareness tool (in French and in English)  
 - 1 Video (in French with English subtitles)

D7.1 : Awareness tool [18]  
 1 Awareness tool (in French and in English)

D7.2 : Video on Integration of TCNs through social economy in Liege [20]  
 The video (in French with English subtitles) will present all the activities implemented during the project including the awareness tool and the workshops targeting local authorities and migrants. The tool will be shared in the UMN website dedicated to the project.

**Schedule of relevant Milestones**

<b>Milestone number<sup>18</sup></b>	<b>Milestone title</b>	<b>Lead beneficiary</b>	<b>Due Date (in months)</b>	<b>Means of verification</b>
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<b>Work package number</b> <sup>9</sup>	WP8	<b>Lead beneficiary</b> <sup>10</sup>	1 - ETUC
<b>Work package title</b>	Mutual Learning Programmes to enhance ways and methods UMN and local authorities give assistance to migrants		
<b>Start month</b>	6	<b>End month</b>	24

### Objectives

One of the added values of previous transnational UMN meetings held in the past was the possibility for UMN to learn on how other contact points work, the challenges they face and the solutions that they have found to overcome problems that are common in different member states, when it comes to provide support to migrants. Nevertheless, these events did not give enough time to explore way of working and best practices neither they involved local authorities dealing with TCNs integration measures.

This action therefore aims at putting in place Mutual Learning Programmes (MLP) among UMN members and municipalities who will be able to exchange on policy measures as well as on concrete practices enhancing migrants' integration in the labour market. MLPs would address both the opportunities and constraints for policy implementation and concretely highlight the possibilities and challenges for transferability to other countries.

MLP will consist in an exchange between UMN and local civil servants of two EU countries at least and to exchange on how they give assistance to migrants, effective measures (including those implemented through the project) and challenges ahead. They will also aim at establishing a more formal cooperation through the signature of long-term partnerships' mutual assistance (where relevant).

### Description of work and role of partners

#### **WP8 - Mutual Learning Programmes to enhance ways and methods UMN and local authorities give assistance to migrants** [Months: 6-24]

**ETUC, VILLE DE LIEGE, MDP, CEPAG, EKA, FISASCAT, ANOLF FVG, Trieste, Milano, CITUB, SDA, NSDS, LJUBLJANA, ATHENS, Pordenone, UIL, CISL, NCH**

The MLP should provide an opportunity for improving UMN members and local authorities' services provided to migrants, the stimulation of debate and exchange of experience between contact points' representatives, public authorities, NGOs, and other relevant stakeholder assisting migrants' integration in the labour market. They should also give the opportunity to exchange on EU policy on migration and instruments developed to smooth integration of refugees and asylum seekers in the labour market.

The content of MLP will be detailed by the two exchanging organisations. Consistency should be ensured in terms of organisations active in the field of migrants' employment integration, such as: local/regional/national authorities, NGOs, international organisations (refugees centres, public and private employers, social economy employers, etc.), training institutions, chambers of commerce. A multi-stakeholder approach of the MLP will be ensured as well possible cross-fertilising meetings with actors involved in LABOUR-INT 2 pilot actions.

Mutual learning programmes will last up to one week, they will involve up to 10 persons (5 trade unions, 5 local authorities' representatives) plus an interpreter where needed. As part of the MLP, the possibility to establish long-term mutual partnership' with detailed working methods and procedures will be considered by the exchanging organisations. The exchanges have partly been pre-determined by the preferences expressed by the project partners, also on the basis of similar activities being pursued to enhance migrants' integration.

In particular:

1. MPL Greece – Italy: EKA + Municipality of Athens, Greece to exchange with contact points, ANOLF FVG, CISL, UIL and Municipality of Trieste and Pordenone (and vice-versa)
2. MPL Slovenia – Greece: NSDS + Municipality of Ljubljana, Slovenia to exchange with contact points ANOLF Milan, CISL, UIL and Municipality of Milan (and vice-versa)
3. MPL Bulgaria– Belgium: CITUB + Sofia Development Association (representing Municipality of Sofia), Bulgaria to exchange with contact points, CEPAG and Municipality of Liege (and vice-versa)
4. A possibility for an additional MLP 'on demand' is planned for further members of UMN and local/regional authorities interested to exchange. Coordination will be entrusted by the ETUC.

General coordination and overview of the MLPs will be entrusted to the steering project committee (see WP 1). The ETUC will coordinate the MLP in close cooperation with projects' partners.

**Participation per Partner**

Partner number and short name	WP8 effort
1 - ETUC	5.00
2 - VILLE DE LIEGE	0.50
3 - MDP	0.50
4 - CEPAG	0.50
5 - EKA	0.50
7 - FISASCAT	0.50
8 - ANOLF FVG	0.50
9 - Trieste	0.50
10 - Milano	0.50
11 - CITUB	0.50
12 - SDA	0.50
13 - NSDS	0.50
15 - LJUBLJANA	0.50
16 - ATHENS	0.50
17 - Pordenone	0.50
18 - UIL	0.50
19 - CISL	0.50
20 - NCH	0.50
<b>Total</b>	<b>13.50</b>

**List of deliverables**

Deliverable Number <sup>14</sup>	Deliverable Title	Lead beneficiary	Type <sup>15</sup>	Dissemination level <sup>16</sup>	Due Date (in months) <sup>17</sup>
D8.1	Detailed reports of activity	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	23
D8.2	Long-term partnerships	1 - ETUC	Other	Confidential, only for members of the consortium (including the Commission Services)	23
D8.3	Comparative report of all MLPs	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	24

**Description of deliverables**

- 8 Detailed reports of activity (template to be provided by ETUC), highlighting lessons learned and possible follow-up of the MLP will be drawn by the leading organisation (in English)
- Up to 8 long-term partnerships (where signed) (in English)
- 1 Comparative report of all MLPs (in English)

D8.1 : Detailed reports of activity [23]

8 Detailed reports of activity (template to be provided by ETUC), highlighting lessons learned and possible follow-up of the MLP will be drawn by the leading organisation (in English)

D8.2 : Long-term partnerships [23]

Up to 8 long-term partnerships (where signed) (in English)

D8.3 : Comparative report of all MLPs [24]

1 Comparative report of all MLPs (in English)

**Schedule of relevant Milestones**

Milestone number <sup>18</sup>	Milestone title	Lead beneficiary	Due Date (in months)	Means of verification
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<b>Work package number</b> <sup>9</sup>	WP9	<b>Lead beneficiary</b> <sup>10</sup>	1 - ETUC
<b>Work package title</b>	Network closing conference “UnionMigrantNet and Cities Together for Integration”		
<b>Start month</b>	25	<b>End month</b>	29

**Objectives**

The main objective of this workpackage is to disseminate the results of the project to the project partners and a wider public. Please see section 5.2.4. for the project’s communications plan.

The Conference will also aim at:

- Exchanging successful local TCNs integration practices;
- Reaching out to other stakeholders such as local and regional authorities active (and non) in the (labour market) integration of third country nationals.
- Increasing the visibility of the UMN among ETUC affiliates and bodies, local and regional authorities, NGOs, research institutes, media, etc.
- Facilitating the access of information and services to migrants (including a presentation of the updated UMN portal)
- Discussing on recent developments in the EU Migration agenda and how these may affect integration measures activated through the project

**Description of work and role of partners**

**WP9 - Network closing conference “UnionMigrantNet and Cities Together for Integration”** [Months: 25-29]  
**ETUC**

1. The Network closing conference will be organised in Brussels by the ETUC together with all project partners (Month 28 of the project). The conference will be organised over 2 days and bring together over 100 participants (UMN members and co-applicant members) across Europe. Interpretation into 5 EU languages and 5 parallel workshops (for each national work package) will be organised to enable more in-depth discussion. Participants breakdown will be as follows:

- 40 local/regional/national authorities active on migrants' inclusion in the labour market
- 10 trade union representatives
- 20 UMN contact points
- 10 other stakeholders active on migrants’ inclusion in the labour market
- 10 European/international organisations (not budgeted)

It will include:

- Presentation of the new UMN e-toolkit (WP10)
- Taking stock of MLP, including partnerships where relevant (WP8)
- A selection of the most successful national integration measures implemented during the project (WP 3 to 7).

2. The ETUC will prepare background materials to introduce plenary sessions and working groups and working sheets to help a result-oriented debate. Methodology and results will be included in the final report of the conference.

**Participation per Partner**

<b>Partner number and short name</b>	<b>WP9 effort</b>
1 - ETUC	3.50
<b>Total</b>	3.50

**List of deliverables**

<b>Deliverable Number<sup>14</sup></b>	<b>Deliverable Title</b>	<b>Lead beneficiary</b>	<b>Type<sup>15</sup></b>	<b>Dissemination level<sup>16</sup></b>	<b>Due Date (in months)<sup>17</sup></b>
D9.1	Network Closing Conference Report	1 - ETUC	Report	Confidential, only for members of the consortium (including the Commission Services)	29
D9.2	Brochure showcasing the project's aim and results	1 - ETUC	Other	Public	25

**Description of deliverables**

- 1 Network closing conference Report including a background document with main features and achievements of all work packages (20 pages, in English)  
 - 1 Brochure showcasing the project's aim and results (10 pages, in English, Italian, Greek, Slovenian, Bulgarian, French)

D9.1 : Network Closing Conference Report [29]  
 1 Network closing conference Report including a background document with main features and achievements of all work packages (20 pages, in English)

D9.2 : Brochure showcasing the project's aim and results [25]  
 1 Brochure showcasing the project's aim and results (10 pages, in English, Italian, Greek, Slovenian, Bulgarian, French)

**Schedule of relevant Milestones**

<b>Milestone number<sup>18</sup></b>	<b>Milestone title</b>	<b>Lead beneficiary</b>	<b>Due Date (in months)</b>	<b>Means of verification</b>
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<b>Work package number</b> <sup>9</sup>	WP10	<b>Lead beneficiary</b> <sup>10</sup>	1 - ETUC
<b>Work package title</b>	Upgrading the UMN portal to enhance the social networking of contact points while improving TCNs on-line access to UMN structures		
<b>Start month</b>	1	<b>End month</b>	30

### Objectives

The UMN portal brought new technologies in the 56 contact points (trade unions, social economy organisations) which decided to test the provision of online services for TCNs back in 2013. For many operators, it represented a new dimension of work bringing along all the difficulties related to changes imposed by new technologies. While a staff person can averagely process hundred files per month in front-desk offices or over dedicated telephone lines, the online processed files contacts are very limited in numbers. However, UMN members see in the online platform a potential to be unleashed to improve the quality of the services they provide to TCNs.

The European Partnership for Integration of Refugees identifies as a priority the provision of information and advice to TCNs on rights and duties concerning their access to the labour market and at the workplace. These are the bulk of the services that UMN offers and there is room for making UnionMigrantNet.eu the main and most widespread trade union portal providing free of charge information and counselling to TCNs.

After 6 years of experience, it is possible to introduce new paths of work for the UMN network based on successful practices and weaknesses identified by its members (bottom-up approach).

This WP will therefore aim at upgrading the UMN portal to smooth access of TCNs and exchange among its members (contact points) and the local authorities that will be involved in the project by:

- Better integrating the geo-localisation of physical contact points (multitude of traditional places accessible in person) with access to on line services (few contact points with largest geo territorial coverage using new technologies).
- Creating a new registration mechanism with more visibility of contact points, all of them geo-localised. The UMN Charter of Values will be integrated with a Memorandum of Understanding (MoU) to reinforce the cross-border relationships within the network (also on the basis of WP4).
- Designing and setting up 1 national on-line hub desk for each organisation which covers the entire national territory with dedicated staff (via an initial test in 3 countries).
- Developing and implementing an E-marketing strategy based on elaboration of contents from UMN members, which includes a mobile version of the UMN portal. Together with internet marketing technics it will bring UMN ranking at the top of web search engines (such as Google)
- Enhancing UMN visibility in social media, by developing a dedicated profile in Facebook, Twitter, Youtube and Flickr.

The expected results will be:

- Easier access to UMN contact points and their interaction though the portal;
- UMN portal and contact points reaching out to a larger number of TCNs;
- Increasing the number of online trade union contact points as well as social economy contact points.

### Description of work and role of partners

#### **WP10 - Upgrading the UMN portal to enhance the social networking of contact points while improving TCNs on-line access to UMN structures** [Months: 1-30]

ETUC, VILLE DE LIEGE, MDP, CEPAG, EKA, GENERATION 2.0, FISASCAT, ANOLF FVG, Trieste, Milano, CITUB, SDA, NSDS, ZRC SAZU , LJUBLJANA, ATHENS, Pordenone, UIL, CISL, NCH

The WP will be coordinated by the ETUC.

1. An ad-hoc working group will be set up to define and test the new IT changes and developments (new registration mechanism, hub desk, mobile app).

The ad-hoc group will meet three times during the project implementation in Brussels and will work in English. It will include staff of the three hubs contact points that will work as pilots, IT experts (possible subcontractors – Smartsys- which has developed the UMN portal during the project A1), ETUC IT & communications experts and ETUC Advisor and Project Officer.

Meetings will include:

- A Tool designing meeting: it will aim at discussing the redesigning of the UMN portal, the E-marketing strategy including the mobile app and defining the features of the national on-line hub desks.
- A Tool implementation meeting: hands-on activities to prepare the renewed system to operate. UMN contact points' operators will be prepared to work with the new tools and they will exchange on their way to work so to create the identity of the UMN network and elaborate on responsibilities\opportunities\challenges that this implies.

- A Tool testing period: three hubs contact points in three different countries (Bulgaria, Greece and Italy) will work as pilots and will be monitored by the ad-hoc group. These three countries are the most representative in terms of active UMN contact points, presence of TCNs and where LABOUR-INT 1 & 2 pilot actions are taking place. This testing phase will serve as a basis for other hub contact points.

2. IT experts will upgrade the portal. This will include:

- New geo-localisation will transform in full a list of contact points/addresses real or virtual of member organisations. The membership is activated through a Memorandum of Understanding (MoU) which is based on the endorsement of the UMN Charter of Values and few other commitments.

- Hub contact points: new applications with online interaction tools and a mobile version to localise and have access to contact points.

3. The E-marketing strategy will be coordinated by the ETUC and project partners will contribute to it. It will consist in the elaboration of working papers (2 per month at least) with the input from UMN members (bottom-up approach). These papers are a maximum of 2 pages, and will include news, interviews, events, reflections, etc. MPL outcomes related to labour market integration of TCNs.

4. The social media profiles will be opened and managed throughout the project implementation. IT experts will help reporting on their visibility. Project partners and UMN members will be regularly invited to use them and share information and contacts.

#### Participation per Partner

Partner number and short name	WP10 effort
1 - ETUC	10.50
2 - VILLE DE LIEGE	0.25
3 - MDP	0.25
4 - CEPAG	0.25
5 - EKA	0.25
6 - GENERATION 2.0	0.25
7 - FISASCAT	0.25
8 - ANOLF FVG	0.25
9 - Trieste	0.25
10 - Milano	0.25
11 - CITUB	0.25
12 - SDA	0.25
13 - NSDS	0.25
14 - ZRC SAZU	0.25
15 - LJUBLJANA	0.25
16 - ATHENS	0.25
17 - Pordenone	0.25
18 - UIL	0.25
19 - CISL	0.25
20 - NCH	0.25
<b>Total</b>	<b>15.25</b>

**List of deliverables**

<b>Deliverable Number<sup>14</sup></b>	<b>Deliverable Title</b>	<b>Lead beneficiary</b>	<b>Type<sup>15</sup></b>	<b>Dissemination level<sup>16</sup></b>	<b>Due Date (in months)<sup>17</sup></b>
D10.1	Upgraded UMN Portal	1 - ETUC	Websites, patents filling, etc.	Public	24
D10.2	UMN mobile app	1 - ETUC	Other	Public	23
D10.3	Guidelines (user manual) of the new portal including 1 updated MoU and Charter of Values	1 - ETUC	Other	Confidential, only for members of the consortium (including the Commission Services)	24
D10.4	Working papers	1 - ETUC	Other	Public	24
D10.5	UMN/Project social media profile	1 - ETUC	Other	Public	24

**Description of deliverables**

- 1 Upgraded UMN Portal (including geo-localisation, new registration mechanism, hub desks) (in English, French, German, Polish, Spanish, Chinese and Arabic)  
 - 1 UMN mobile app (E-marketing) (in English, French, German, Polish, Spanish, Chinese and Arabic)  
 - 1 Guidelines (user manual) of the new portal including 1 updated MoU and Charter of Values (in English and French)  
 - 48 (2 per month) working papers (E-marketing) (in English)  
 - UMN/Project social media profile (in English)

D10.1 : Upgraded UMN Portal [24]  
 1 Upgraded UMN Portal (including geo-localisation, new registration mechanism, hub desks) (in English, French, German, Polish, Spanish, Chinese and Arabic)

D10.2 : UMN mobile app [23]  
 1 UMN mobile app (E-marketing) (in English, French, German, Polish, Spanish, Chinese and Arabic)

D10.3 : Guidelines (user manual) of the new portal including 1 updated MoU and Charter of Values [24]  
 1 Guidelines (user manual) of the new portal including 1 updated MoU and Charter of Values (in English and French)

D10.4 : Working papers [24]  
 48 (2 per month) working papers (E-marketing) (in English)

D10.5 : UMN/Project social media profile [24]  
 UMN/Project social media profile (in English)

**Schedule of relevant Milestones**

<b>Milestone number<sup>18</sup></b>	<b>Milestone title</b>	<b>Lead beneficiary</b>	<b>Due Date (in months)</b>	<b>Means of verification</b>
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### ***1.3.4. WT4 List of milestones***

No milestones indicated

### *1.3.5. WT5 Critical Implementation risks and mitigation actions*

No risks indicated

### 1.3.6. WT6 Summary of project effort in person-months

	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	WP9	WP10	Total Person/Months per Participant
1 - ETUC	9	3.50	0	0	0	0	0	5	3.50	10.50	31.50
2 - VILLE DE LIEGE	0.25	0	0	0	0	0	1.50	0.50	0	0.25	2.50
3 - MDP	0.25	0	0	0	0	0	4.75	0.50	0	0.25	5.75
4 - CEPAG	0.50	0	0	0	0	0	2.75	0.50	0	0.25	4
5 - EKA	0.25	0	4	0	0	0	0	0.50	0	0.25	5
6 - GENERATION 2.0	0.25	0	2.50	0	0	0	0	0	0	0.25	3
7 - FISASCAT	0.25	0	0	3	0	0	0	0.50	0	0.25	4
8 - ANOLF FVG	0.25	0	0	3	0	0	0	0.50	0	0.25	4
9 - Trieste	0.25	0	0	1.80	0	0	0	0.50	0	0.25	2.80
10 - Milano	0.25	0	0	1.80	0	0	0	0.50	0	0.25	2.80
11 - CITUB	0.25	0	0	0	6.70	0	0	0.50	0	0.25	7.70
12 - SDA	0.25	0	0	0	3	0	0	0.50	0	0.25	4
13 - NSDS	0.25	0	0	0	0	6.50	0	0.50	0	0.25	7.50
14 - ZRC SAZU	0.25	0	0	0	0	2.25	0	0	0	0.25	2.75
15 - LJUBLJANA	0.25	0	0	0	0	1.50	0	0.50	0	0.25	2.50
16 - ATHENS	0.25	0	1.50	0	0	0	0	0.50	0	0.25	2.50
17 - Pordenone	0.25	0	0	1.80	0	0	0	0.50	0	0.25	2.80
18 - UIL	0.25	0	0	0	0	0	0	0.50	0	0.25	1
19 - CISL	0.25	0	0	0	0	0	0	0.50	0	0.25	1
20 - NCH	0.25	0	0	0	2	0	0	0.50	0	0.25	3
<b>Total Person/Months</b>	14	3.50	8	11.40	11.70	10.25	9	13.50	3.50	15.25	100.10

### *1.3.7. WT7 Tentative schedule of project reviews*

No project reviews indicated

### **1. Project number**

The project number has been assigned by the Commission as the unique identifier for your project. It cannot be changed. The project number **should appear on each page of the grant agreement preparation documents (part A and part B)** to prevent errors during its handling.

### **2. Project acronym**

Use the project acronym as given in the submitted proposal. It can generally not be changed. The same acronym **should appear on each page of the grant agreement preparation documents (part A and part B)** to prevent errors during its handling.

### **3. Project title**

Use the title (preferably no longer than 200 characters) as indicated in the submitted proposal. Minor corrections are possible if agreed during the preparation of the grant agreement.

### **4. Starting date**

Unless a specific (fixed) starting date is duly justified and agreed upon during the preparation of the Grant Agreement, the project will start on the first day of the month following the entry into force of the Grant Agreement (NB : entry into force = signature by the Commission). Please note that if a fixed starting date is used, you will be required to provide a written justification.

### **5. Duration**

Insert the duration of the project in full months.

### **6. Call (part) identifier**

The Call (part) identifier is the reference number given in the call or part of the call you were addressing, as indicated in the publication of the call in the Official Journal of the European Union. You have to use the identifier given by the Commission in the letter inviting to prepare the grant agreement.

### **7. Abstract**

### **8. Project Entry Month**

The month at which the participant joined the consortium, month 1 marking the start date of the project, and all other start dates being relative to this start date.

### **9. Work Package number**

Work package number: WP1, WP2, WP3, ..., WPn

### **10. Lead beneficiary**

This must be one of the beneficiaries in the grant (not a third party) - Number of the beneficiary leading the work in this work package

### **11. Person-months per work package**

The total number of person-months allocated to each work package.

### **12. Start month**

Relative start date for the work in the specific work packages, month 1 marking the start date of the project, and all other start dates being relative to this start date.

### **13. End month**

Relative end date, month 1 marking the start date of the project, and all end dates being relative to this start date.

### **14. Deliverable number**

Deliverable numbers: D1 - Dn

### **15. Type**

Please indicate the type of the deliverable using one of the following codes:

R	Document, report
DEM	Demonstrator, pilot, prototype
DEC	Websites, patent filings, videos, etc.
OTHER	
ETHICS	Ethics requirement
ORDP	Open Research Data Pilot
DATA	data sets, microdata, etc.

## 16. Dissemination level

Please indicate the dissemination level using one of the following codes:

- PU Public
- CO Confidential, only for members of the consortium (including the Commission Services)
- EU-RES Classified Information: RESTREINT UE (Commission Decision 2005/444/EC)
- EU-CON Classified Information: CONFIDENTIEL UE (Commission Decision 2005/444/EC)
- EU-SEC Classified Information: SECRET UE (Commission Decision 2005/444/EC)

## 17. Delivery date for Deliverable

Month in which the deliverables will be available, month 1 marking the start date of the project, and all delivery dates being relative to this start date.

## 18. Milestone number

Milestone number: MS1, MS2, ..., MSn

## 19. Review number

Review number: RV1, RV2, ..., RVn

## 20. Installation Number

Number progressively the installations of a same infrastructure. An installation is a part of an infrastructure that could be used independently from the rest.

## 21. Installation country

Code of the country where the installation is located or IO if the access provider (the beneficiary or linked third party) is an international organization, an ERIC or a similar legal entity.

## 22. Type of access

- VA if virtual access,
- TA-uc if trans-national access with access costs declared on the basis of unit cost,
- TA-ac if trans-national access with access costs declared as actual costs, and
- TA-cb if trans-national access with access costs declared as a combination of actual costs and costs on the basis of unit cost.

## 23. Access costs

Cost of the access provided under the project. For virtual access fill only the second column. For trans-national access fill one of the two columns or both according to the way access costs are declared. Trans-national access costs on the basis of unit cost will result from the unit cost by the quantity of access to be provided.



# **Annex 1 to the Grant Agreement DESCRIPTION OF THE ACTION PART B**

## **Integration of Third-Country Nationals**

### **TOPIC 1 – LOCAL AND REGIONAL NETWORKS FOR THE INTEGRATION OF THIRD-COUNTRY NATIONALS**

<b>Number of the project</b>	SEP-210539165
<b>Title/Acronym of the project</b>	UnionMigrantNet and Cities Together for Integration / UMN

#### **NOTICE**

All personal data (such as names, addresses, CVs, etc.) mentioned in your Application form will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Union grant programme concerned. On request, you may be sent personal data to correct or complete it. For any questions relating to this data, please contact the Commission department to which the form must be returned. Applicants may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time (Official Journal L 8, 12.1.2001).

## PART 1 – SUMMARY OF THE ACTION

Provide an overall description of the action, including the expected impact, outcomes and outputs of the action, activities, number and type of (short, medium and long term) beneficiaries. This summary should give readers a clear idea of what the action is about. It should be structured but descriptive; it should not merely provide lists of objectives, activities, beneficiaries and outputs. **(max 2000 characters)**

The Commission reserves the right to publish the summary for publication/dissemination purposes.

The project aims at exchanging and transferring knowledge, experiences and (best) practices on integration between nine UnionMigrantNet (UMN) members and eight local authorities from five EU countries, namely Belgium, Bulgaria, Greece, Italy and Slovenia.

Building on the already existing European network of trade unions providing services to third country nationals (TCNs), the project will seek at enhancing the network by fostering partnerships with local authorities, key actors in the reception and integration of TCNs.

The project will be based on three main pillars:

- **National integration activities** where UMN members and local authorities will undertake targeted measures aiming at fostering TCNs integration in the labour market. National integration activities will be based on specific needs of the TCNs' community and the local environment.
- **Mutual Learning Programmes (MLP)**. Up to 8 exchanges between local authorities and UMN members involved in the project in five EU countries will be undertaken to learn on how they respectively provide assistance, information and trainings to the migrant population. Where possible MLPs would be further formalised by the signature of long-term partnership agreements by the UMN members and the local authorities involved in the exchanges.
- Update of the **UMN portal** to smooth access for TCNs by improving the on-line access to UMN structures and enhance the digital networking of contact points and local authorities. Besides, new IT tools will be developed in order to improve the exchange of information among contact points' operators and local authorities as well as UMN visibility in the social media. The portal will facilitate the dissemination of know-how and (best) practices among the network and beyond.

Various transnational events will be hold, namely a network-building and a final dissemination conference, both organised by the ETUC.

A bottom-up and participatory approach throughout the implementation of the project will be favoured. The different work packages have been designed with the aim to improve the services that UMN operators and local authorities address to TCNs as well as to strengthen the UMN network by including the involvement of local and regional authorities in the long term.

## PART 2 –CONTEXT OF THE ACTION AND NEEDS ANALYSIS

Describe the context of the action (including your understanding of the relevant EU policies and to what extend this action builds up on previous action results in the field) and analyse the European needs which will be addressed by the action. **(max 4000 characters)**

The project is enshrined in the priorities of the [European Commission \(EC\) Action Plan on the integration of third country nationals](#) COM(2016) 377, adopted on 7 June 2016 and the "[European Partnership for Integration offering opportunities for refugees to integrate into the European labour market](#)" signed on 20 December 2017 by the European Commission and the European Economic and Social partners. The partnership acknowledges the key role that Social and Economic partners play in the labour market integration of refugees.

As stressed by the Action Plan on the integration of TCNs, the role of local and regional authorities in the integration process is crucial as most of the integration measures are implemented at the local level. Furthermore, as pointed out in the two recently OECD studies [Working Together for Local Integration of Migrants and Refugees](#) and [Local Authorities' Migrant Integration Guide](#) there is a need to share good practices between local authorities and to exchange information among different stakeholders, including trade unions and civil society organisations.

The action and all the activities foreseen in this project implement one or more of the priorities set out in these two documents, such as:

- Employment is a key element of the integration process;
- The role of local and regional authorities in the integration process is crucial;
- Successful labour market integration necessitates a multi-stakeholder approach;
- Integration should benefit and bring value to refugees as well as to the economy and society as a whole.

Integration in society and at work are considered to be closely interlinked. Integration is a two-way process which both locals and foreign people run together, and it is made up of dialogue, exchange and mutual learning. Thus, integration is a path that cannot be paved with good intentions only. Instead, it needs a structured and long-term approach made of rules, processes and coordination involving different steps and several actors. The "[LABOUR-INT: Labour Market Integration of Migrants: A multi-stakeholder approach](#)" project, led by the ETUC, represented a first concrete contribution in this direction. Labour market integration can only be effective if all relevant actors play their role: EU Institutions, national, local and regional authorities, social and economic partners, civil society organisations and TCNs themselves.

Access to information and advice to TCNs to improve their participation in the labour market are priorities under the EU Action plan on integration and the European Partnership for integration. The [UnionMigrantNet](#) (UMN) is a European network currently composed by trade unions, migrants' associations and social economy enterprises. The network provides freely services to TCNs in order to foster their full integration both into the labour market and in society. The UMN was the main output of the project "Assistance for Integration - A4I" co-financed by the European Integration Fund of the EC. The UMN is the largest EU network providing services specifically addressed to migrants in Europe led under the auspices of the ETUC.

Since its foundation in 2013 and up to date, the UMN has 56 online contact points in 14 European countries giving information and advice to TCNs in different areas: their rights and duties to access the labour market, their rights at work and working conditions, recognition of skills and qualifications, pre-departure information among others. The UMN portal (<http://www.UnionMigrantNet.eu/>) gives the possibility for TCNs to have on line access to such services and enables contact points to share information, questions and best practices.

## **PART 3 – GENERAL AND SPECIFIC OBJECTIVES, METHODOLOGY**

### **3.1. General objective of the action**

Define the general objective (correlated to the expected impact) of the action.  
The general objective should correspond to the relevant priority(ies) defined in the Call for proposals.  
The impact is defined as the long term effect produced by the Action.

The project meets the objectives of the EC Action Plan on integration of TCNs, and the European Partnership for Integration of Refugees. As a general objective, the project aims at exchanging and transferring knowledge, experiences and (best) practices on integration between 9 UnionMigrantNet (UMN) members and 8 local authorities from 5 EU countries: Belgium, Bulgaria, Greece, Italy and Slovenia.

The project will enhance the already existed UMN network by involving local authorities in concrete joint integration measures and exchanges in favour of TCNs, including refugees. It will also enable the establishment of new working relationships with a broad range of stakeholders dealing with the integration of TCNs in the labour market and society at large.

New integration activities will be launched in five countries at local level, such as trainings or awareness-raising events, and they will provide the opportunity not only to foster TCNs possibility to find a job and better integrate, but also to bring together several actors who are either involved or interested to step up their knowledge and practice on integration.

Actors involved at the local level comprise a mix of experienced cities/local authorities providing several integration services and cities/local authorities with little or no experience, but willing to step up their action in the short and medium term and learn by those who are already implementing successful integration measures.

**3.1.2. European dimension of the action / Impact on the EU scale (max 4000 characters)**

Demonstrate the European dimension of the action and its importance and effect through EU. Which countries will directly and indirectly benefit from the action? Illustrate the European dimension of the planned activities. Which countries will be directly involved in the activities of the action? Where will the activities take place?

The project activities aim at covering the entire EU. This coverage will be guaranteed by the active participation of project partners and supporting organisations. In particular, the ETUC represents 90 organisations in 38 countries and 44 million workers of which about 7% are migrants.

UnionMigrantNet currently has 56 contact points in 14 EU countries: Belgium, Bulgaria, Finland, France, Germany, Greece, Hungary, Italy, Poland, Portugal, Slovenia, Spain, Spain, Sweden.

8 municipalities from five different EU countries will formally take part in the project, but we expect that more will be involved in either national/transnational activities either as guests or as speakers (to present good practices, take part in panel discussions, contribute in trainings, provide good practices for the national studies, etc.).

The project will also benefit from the support of international organisations such as OSCE, ILO-Brussels, ILO-Rome, IOM-Europe. The ETUC has longstanding working relationship with them and they will be invited to contribute to the transnational events.

WP 2 and 9 will cover the entire EU. The network building conference (WP 2) will bring together different stakeholders from the EU28 countries and it will take place in Brussels. The transnational events will ensure an effective dissemination of results in Europe and beyond.

WPs 3, 4, 5, 6 and 7 will be implemented in Greece, Italy, Belgium, Bulgaria and Slovenia. The Mutual Learning Programmes (up to 10, WP 8) will cover different European regional areas with the objective to

cover migrants' main countries of arrival (Greece, Italy), transit (Bulgaria, Slovenia) and destination (Belgium).

National dissemination activities will also involve non national and EU guests. Specific tools will be developed (such as video, website pages, articles) etc. and be disseminated throughout project partners and their constituencies.

## 3.2. Specific objectives of the action

### 3.2.1. Specific objectives (expected outcomes) of the action (*max 4000 characters*)

Define the specific objectives (correlated to the expected outcomes) of the action. For each specific objective, define appropriate indicators for measuring the progress of achievement, including an unit of measurement, baseline value and target value. The outcome is defined as the likely or achieved short-term and medium-term effect of an Action's outputs. Please explain how the outcomes are expected to contribute to the general objective.

The project will concretely aim at:

- Facilitating the exchanges of knowledge, experience and (best) practices on integration between UnionMigrantNet members and local authorities thanks to the already existing UMN network;
- Strengthening (or establishing) the cooperation between trade unions and local authorities and formalising this cooperation in the long term;
- Implementing concrete national integration activities for the direct benefit of TCNs including refugees; promoting TCNs labour market integration, easing their equal access at work, raising awareness on the benefits of their integration among key stakeholders (e.g employers, training institutions, NGOs, etc.)
- Disseminating best practices on integration beyond project partners and UMN members thanks to the updated UMN portal (benefiting from then inclusion of local and regional authorities' networks) and improved use of social media;
- Upgrading the on-line access to information and services for TCNs, equipping UMN with an app enabling direct access to the UMN contact points through one single hub desk tested in at least three EU countries;
- Reinforcing the cross-border functioning of the network working on its e-identity and social networking of contact points, so strongly increasing the number of TCNs who can benefit from UMN services.

## 3.3 Methodology (max 2000 characters)

Outline the approach and methodology underpinning the activities of the action. Explain why they are the most suitable for achieving the action's objectives.

The overall project is based on different but cross-cutting methodological layers:

- **Participatory approach:** the exchange of best practices will be enhanced throughout the project, identification of challenges, policy drivers and common working plans will be streamlined. All the actions will maximise participation and ownership at both European and national level.
- **Capacity building:** all project activities will be built on on-going actions. The project builds on the capacity of UMN contact points and project partners, starting from concrete and promising good practices, to create an operational framework autonomously or in partnership with other (public and private) players in the field of migrants' integration and labour market institutions. Work packages are based on the concept of improving-by-doing, rather than designing abstract strategic plan.

- **Bottom-up approach:** the different work packages (transnational workshops, mutual learning programmes, etc.) have been designed and will be implemented by taking into account the needs of organisations willing to improve their services addressed to TCNs.
- **Capitalising on existing knowledge:** the work done in the field of migrants' integration in the labour market by all the co-applicants involved as well as all UMN members and the several supporting international organisations (IOM-Europe, ILO-Rome, ILO-Brussels, OSCE, etc.) will foster the transnational portability of the methodology and set conditions for connecting it at different levels (local, national, European and international)

## PART 4 – DESCRIPTION OF WORK PACKAGES AND ACTIVITIES

### 4.1. Description of work packages

#### ➤ Work package 1

#### Work package 1: Management and Coordination of the Action

##### What is "Work package 1"?

Work package 1 is intended for all activities related to the general management and coordination of the action (meetings, coordination, project monitoring and evaluation, financial management) and all the activities which are cross cutting and therefore difficult to assign just to one specific work package. In such case, instead of splitting them across many work packages please enter and describe them in Work package 1. For this reason it has a different layout where you do not have to enter objectives and duration. Nevertheless this work package will have its own deliverables (e.g. final report, work plan, evaluation report) and outputs (e.g. meetings).

##### I. Description of the work (activities)

Please present a concise overview of the work in this work package in terms of planned activities. Please be specific, give a short name for each activity and number them (the same activities will have to be reproduced in the section III).

##### 1.1 A **Steering project committee** (SPC) will be set up.

It will be composed by representatives of ETUC, the Athens Labour Unions Organisation (EKA), Municipality of Athens, Generation 2.0, Fisascat CISL Milano, ANOLF Milano, ANOLF Friuli Venezia Giulia (FVG), Municipality of Milan, Municipality of Trieste and Municipality of Pordenone, UIL, CISL, CITUB, Sofia Development Association, Municipality of Dolna Malina, NSDS, ZRC SAZU, Municipality of Ljubljana, CEPAG, Le Monde des Possibles, Municipality of Liege and representatives of project's supporting international organisations (OSCE, IOM-Europe, etc.).

The SPC will follow the project implementation and supervise all the activities. It will regularly liaise by email and meet any time it is necessary on the initiative of the ETUC and at least twice a year. The first meeting of the SPC will focus on finetuning the methodology attached to the different work-packages as well as on interaction and roles of the project partners associated to one or more of the actions. It will work in English and will meet in Brussels.

ETUC will be responsible for the day-to-day management and coordination of the project, as well as for the financial monitoring and the technical reporting to the European Commission. ETUC will therefore put in place the adequate communication systems involving all project stakeholders, in order to ensure a smooth and transparent running of operations and permanent communication flows between the steering committee meetings. Effective and permanent communication will be ensured thanks to the use of the Basecamp and (partially) UMN (existing) portal.

In particular, Basecamp website will enable all project partners to have a quick follow up of the project calendar, access to documents, and automatic emails every time there is new information related to the project management.

## II. Expected outputs (incl. deliverables)

### II.a. Expected output(s) (excl. deliverables) of this work package

Output No.	Output (a)	Explanation (b)
1.1	6 meetings of the steering project committee (SPC) representing project partners (co-applicants) and supporting organisations. They will take place in Months 1, 6, 12, 18, 23 and 28 of the project. Meetings will be held in English, in Brussels and last 1 day.	The SPC will oversee all the activities of the project. It will elaborate guidelines for implementation of the action, will plan strategies to enhance involvement and ownership in their constituencies. It validates outcomes of the different actions. It will guarantee a balanced participation of all stakeholders in all activities of the project.

### II.b. Expected deliverable(s) of this work package

Deliverable No.	Deliverable name/type (a)	Format (b)	Language (c)	Months of implementation (d)
1.1	6 Activity reports of the steering project committee	Electronic, 5 pages	English	2, 7, 13, 19, 24 and 29
1.2	Guidelines for the implementation of the project actions developed by the SPC	Electronic, 5 pages	English	2 (update when needed)
1.3	1 Mid-Term Progress Report	Electronic, 8 pages	English	12
1.4	1 Final Implementation Report	Electronic, 15 pages	English	30

## III. Distribution of activities to each Applicant/Co-applicant in this work package

✓ Establish a clear list of the activities described above indicating which activity is performed by which Applicant/Co-applicant.

Activity No.	Name of the activity	Applicant/Co-applicant	Effort in person month
1.1	6 Meetings of the SPC representing project partners (co-applicants) plus supporting organisations	ETUC/ Municipality of Athens, Generation 2.0, Fisascat CISL Milano, ANOLF Milano, ANOLF FVG, Municipality of Milan, Trieste and Pordenone,	ETUC: 9 person months + 0.25 person months for each of the co-applicants involved

		UIL, CISL, CITUB, Sofia Development Association, Municipality of Dolna Malina, NSDS, ZRC SAZU, Municipality of Ljubljana, CEPAG, Le Monde des Possibles, Municipality of Liege	
1.2	Guidelines for the implementation of the project actions	ETUC	
1.3	6 Activity reports of the steering project committee	ETUC	
1.4	1 Mid-Term Progress Report	ETUC	
1.5	1 Final Implementation Report	ETUC	
1.6	Financial monitoring and reporting	ETUC	

## ➤ Work package 2

### Work package: Network building conference UnionMigrantNet and Cities Together for Integration

Duration in months: 1 to 4

Name of the Applicant/Co-applicant leading this work package (if applicable): ETUC

#### I. Objective(s) of this work package (expected outcome)

The conference will aim at:

- Disseminating information on the project, its objectives and expected results;
- Involving constituencies of project partners;
- Establishing ownership of all the actions of the project among the constituencies of co-applicants and associated organisations;
- Networking a wide range of stakeholders active in migrants' labour market integration (trade unions; UMN contact points; local and regional authorities, migrants' associations, social and economic partners, etc.);
- Setting a playing field for successful national actions;
- Exchanging with other existing trade unions' networks (e.g the "Réseau Syndical Migration Méditerranéennes Subsahariennes", RSMMS) as well as local and regional authorities' networks (e.g. Urban Academy on Integration, EUROCITIES - Integrating Cities)

- Discussing recent developments in the EU Migration agenda and how these affect the work of UMN members and the role of local and regional authorities.

The conference will build on the capacity of trade unions, UMN contact points as well as local and regional authorities to create operational framework autonomously or in partnership with other (public and private) players in the field of migrants’ integration and labour market institutions.

The conference will help to exchange best practices, knowledge and information, in particular between local authorities and trade unions, and improve the impact of national practices. It will build mutual trust and will encourage national actors to better perform their integration strategies.

**II. Description of the work (activities)**

2.1 The conference will be organised in Brussels (Month 3 of the project). It will enable: i) stronger visibility and impact of the project at European level, ii) a more effective implementation of the different actions (mutual learning programmes, national integration activities and upgrading of the UMN portal and dissemination activities).

The conference will be organised over 2 days and bring together over 100 participants (ETUC and UMN members, all project partners and supporting organisations, other interested local and regional authorities across Europe). Interpretation into 5 EU languages and 5 parallel workshops (one for each WP – 3 to 7) will be organised to enable more in-depth discussions.

Participants breakdown will be as follows:

- 30 UMN contact points
- 10 trade union representatives
- 40 local/regional/national authorities active on migrants' inclusion in the labour market
- 20 other stakeholders active on migrants' inclusion in the labour market
- 10 European/international level organisations (not budgeted)

2.2 The ETUC will prepare background materials to introduce plenary sessions and working groups as well as working sheets to help a result-oriented debate. Methodology and results will be included in the final report of the conference.

**III. Expected outputs (incl. deliverables)**

**III.a. Expected output(s) (excl. deliverables) of this work package**

Output No.	Output (a)	Explanation (b)
2.1	1 Network building conference for over 100 people, one plenary room and 5 working group rooms. 10 interpreters for 5 active/passive languages.	This 2-day network building conference will have i) an impact of the action implementation at EU level ii) ensure a more effective implementation of the different actions. Project partners will be involved with different degrees in one or more of the different project actions and need to cross-fertilise their knowledge and experience. The conference will alternate plenary and working group sessions to exchange practices, identify factors of success of good practices, elaborate on methods of cooperation among different

stakeholders at all levels.  
Methodology and achievements will be included in a Final Report.

**III.b. Expected deliverable(s) of this work package**

Deliverable No.	Deliverable name/type (a)	Format (b)	Language (c)	Beneficiaries (d)	Months of implementation (e)
2.1	Background materials and working documents	Electronic, 20 pages	EN, IT, GR, SL, BG	All project partners, UMN members	2
2.2	1 Conference Final Activity Report	Electronic, 15 pages	EN	All project partners, UMN members	4

**IV. Distribution of activities to each Applicant/Co-applicant in this work package**

Activity No.	Name of the activity	Applicant/Co-applicant	Effort in person months
2.1	1 Network building conference	ETUC	1
2.2	Background conference materials and working documents	ETUC	1
2.3	1 Conference Final Activity Report	ETUC	1.5

**V. Travels**

Trip No.	Objective, nature and relevance to the project	Applicant/Co-applicant;	Number of participants;	Location (EU/non-EU)	Days/DSAs
T.2.1	Network building conference	ETUC	100 participants (70 travelling)	Brussels	2-day conference

**Work package 3**

**Work package: New integration paths for TCNs in Athens**

Duration in months: 30

Name of the Applicant/Co-applicant leading this work package (if applicable): EKA (the Athens Labour Unions Organisation)/Municipality of Athens/ Generation 2.0

**I. Objective(s) of this work package (expected outcome)**

The project in Greece will meet the needs of an increasing number of TCNs, as migrants, asylum-seekers, refugees and more generally, protection-seekers, who have been registered in Greece and live in Athens. As a significant part of them will remain in the country and settle in the city of Athens, there is a need for their better integration in the long term and strengthen cooperation between EKA, Greek member of UMN and Athens civil servants and authorities dealing with integration policies. The actions aim at easing an equal access at work of all categories of TCNs above mentioned as a part of a better management of the reception process and preparation to their faster integration through the labour market.

The project focuses on labour-related activities and exchange of good practices, framed in multi-stakeholder cooperation in favour of the different categories of TCNs, aimed at information on basic labour, social and trade union rights and current legislation, prevention of further exploitation, identification of skills and competences, and training on making skills and competences usable on the Greek labour market. An active component of the project will be the digital visibility and dissemination of the activities done.

## **II. Description of the work (activities)**

### **3.1 Training on labour market integration and employability**

1 Integration training seminar for 25 refugees/asylum seekers will be provided in Athens. Each participant will receive a 30 hours training. The content of the training will be based on the specific needs of the beneficiaries of the project to address issues related to the legal framework on migration, the situation of the Greek labour market, employability, inclusion and working conditions, challenges linked to discrimination obstacles (including gender), and labour, social and citizens' rights of the target group. Particularly, the training will be divided into modules covering enhancement of soft skills, labour market competences and knowledge on basic labour, social and trade union rights, health and safety, social entrepreneurship and citizenship in Greece (to be performed by EKA and Generation 2.0).

A part of the training will be implemented at the premises of EKA in order to involve the refugees into community and to establish their first contact with the Greek trade union. To this end, EKA will host the first part of the seminar (15 hours) aiming at enhancing refugees' understanding of labour and social rights and obligations as well as facilitating their equal access to the labour market. The content will cover the current labour and migrant legislation in Greece: thematic information sessions on basic labour and social rights of TCNs in order to join the Greek Labour Market.

EKA, in the framework of the training, will undertake the following modules:

- Equal access to the Greek Labour market
- Access to education and vocational training in Greece (primary & secondary school, university, second chance schools, private schools, possibilities for vocational training);
- Entrepreneurship and Social economy activities

Generation 2.0, in the framework of the training will undertake the following modules:

1. Employability
2. Diversity in the workplace
3. Naturalization and Citizenship

Suitable classrooms with a capacity of approximately 30 people are available in both organizations. A parallel translation from Greek and English to Arabic and Farsi languages will be provided through all the training seminar. The City of Athens will contribute to the development and implementation of the training.

### **3.2 Awareness-raising event on the benefits of TCNs labour market integration**

An awareness-raising event on labour market integration will be hosted by the Municipality of Athens and organised in cooperation with EKA. Best practices presented will focus on refugees and/or asylum seekers integration activities. Current and potential employers to be invited including the social economy sector, migrants' and refugees' communities and NGOs, public authorities, and trade unions in Athens. The event will mainly aim at informing a large audience on the activities that will be undertaken through the project and reach out other Greek municipalities interested in integration measures.

### 3.3 Digital guide of good practices on TCNs' labour market integration in Greece

A digital guide will be compiled by EKA, with a number of good practices of trade unions, local authorities, CSOs and social economy-based actors on TCNs and especially refugees and asylum seekers labour market integration in Greece. Generation 2.0 will be responsible for the scouting of good practices and drafting the guide. The guide will be uploaded in EKA's and project partners' websites as well as under the UnionMigrantNet portal. It will be written in Greek and translated into English to enhance dissemination.

### 3.4 Dissemination materials/videos

2 videos will be produced: 1 short video for the national event, and 1 final video at the end of the project. The coverage of the events aims at communicating their aims and outcomes both to the participants and to the general public. The videos will be shared via different social media platforms. The final video will focus on informing the public regarding the overall goals and outcomes of the project and it will include quotes, statements and interviews by different stakeholders of the project, including the TCNs having attended the training. Photo-documentation of the project activities in order to support film-making services will also be part of the dissemination materials.

A quarterly online newsletter in English and Greek will be produced by EKA in cooperation with Generation 2.0. Regular publication of articles, information and best practices between the various actors, as well as, successful stories of migrant workers. Current labour/migrant legislation and content on integration into Greek labour market. Employment stories of beneficiaries aiming at the encouragement of people who could identify themselves with the people presented each time, but also highlighting barriers faced by refugees and migrants towards their inclusion in the Greek society (by EKA and Generation 2.0).

The newsletter will increase awareness and understanding of the project's purposes by building a broader picture and encouraging readers to find out more. The newsletter will be included in EKA's, Generation 2.0 and UnionMigrantNet's website. It will also be shared at the [ACCMR Platform of the Municipality of Athens](#).

### 3.4 Final dissemination conference

A final dissemination conference will be organised in Athens by EKA in cooperation with the Municipality of Athens that will host it in its premises. The event will bring together representatives of the project partners, local and regional authorities, and other Greek and European stakeholders. It will aim at disseminating the final results of the different activities implemented throughout the project and present possible future new actions rooted in project's spirit.

## III. Expected outputs (incl. deliverables)

### III.a. Expected output(s) (excl. deliverables) of this work package

Output No.	Output (a)	Explanation (b)
3.1	25 trained TCNs through 30 hours training seminars on labour market integration and employability. With translation from EN/GR to Arabic/ Farsi. EKA premises/15 hours/ 3 modules/5 days/2 months Generation 2.0 premises/15 hours /3 modules/5 days/2 months	This integration training seminar will target 25 refugees/asylum seekers in the city of Athens. It will aim at providing information on enhancement of skills, labour market competences and knowledge on basic labour, social and TU rights, health and safety, social entrepreneurship and citizenship. It will last 30 hours: 15 hours organised by EKA and 15 hours by Generation 2.0.

3.2	1 Awareness-raising event on the benefits of refugees' labour market integration	1 awareness-raising event of 1 day each to be held in Athens in cooperation with EKA and the Municipality of Athens. Average number of participants: 40, language Greek.
3.3	1 Final dissemination conference	A final dissemination event will be organised in Athens. The event will be organised by EKA in cooperation with the Municipality of Athens (host) Duration: 1 day. Average number of participants: 80 (60 locals and 20 EU), language: Greek and English.

**III.b. Expected deliverable(s) of this work package**

Deliverable No.	Deliverable name/type (a)	Format (b)	Language (c)	Beneficiaries (d)	Months of implementation (e)
3.1	7/8 Quarterly online newsletters	Electronic	English, Greek	All project partners, UMN members, general public	4 to 30
3.2	2 videos	Electronic	Greek with English subtitles	All project partners, UMN members, general public	9 to 28
3.3	Photo-documentation of the project activities in order to support film-making services.	Electronic	n/a	All project partners, UMN members, general public	7 to 28
3.4	1 guide of good Practices on TCNs integration in Greece.	Electronic (30 pages)	English, Greek	All project partners, UMN members, general public	18

**IV. Distribution of activities to each Applicant/Co-applicant in this work package**

Establish a clear list of the activities described above indicating which activity is performed by which Applicant/Co-applicant.

Activity No.	Name of the activity	Applicant/Co-applicant	Effort in person months
3.1	1 Training on labour market integration and employability	EKA/Generation 2.0/ Municipality of Athens	0.5 per partner
3.2	1 Awareness-raising event on the benefits of refugees' labour market integration	EKA/Municipality of Athens	0.5 per partner

3.3	Production of quarterly newsletters	EKA/Generation 2.0	0.5 per partner
3.4	Production of 2 short videos	EKA	1
3.5	Photo-documentation	EKA	0.5
3.6	1 Guide of Good Practices on integration	EKA/Generation 2.0	0.5 EKA 1.5 Generation 2.0
3.7	1 Final dissemination conference	EKA/Municipality of Athens	0.5 per partner

### V. Travels

If the costs for travel and substance (B.1+B.2) as presented in Part A, point 3 *Budget* of the application exceed 15% of the total costs, you should provide detailed information on the nature and objectives of each trip, its relevance to the project, location (EU/non-EU), number of participants.

Trip No.	Objective, nature and relevance to the project	Applicant/Co-applicant;	Number of participants;	Location (EU/non-EU)	Days/DSAs
T.3.1	Final Dissemination Conference, 1 day, in Athens, 80 pax in total, 20 coming from outside Athens	EKA	80 (of those, only 20 will need reimbursement)	EU	1

### VI. Sub-contracting

Indicate which activities will be sub-contracted and explain the reasons for sub-contracting (as opposed to the direct implementation by the applicant / co-applicant) (if any). Purchase of goods or services necessary for the implementation of activities by the applicant / co-applicant should not be considered sub-contracting. In principle, the applicant and co-applicant should have the capacity to carry out the activities of the action. Nevertheless, in some cases sub-contracting of the implementation of certain activities might be justified.

EKA will launch a call for tender to subcontract an external communication agency (non-for profit) to perform the 3 video productions, the photo-documentation as well as the production of the online newsletter and support with the digital part of the online Guide (infographics).

### VII. Equipment

## Work package 4

### Work package: New integration paths for TCNs in Milan, Trieste and Pordenone

Duration in months: 30	Name of the Applicant/Co-applicant leading this work package (if applicable): Fisascat Cisl Milano/ANOLF Milano, ANOLF Regionale Friuli Venezia Giulia (FVG), Municipality of Milan, Municipality of Trieste, Municipality of Pordenone
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#### I. Objective(s) of this work package (expected outcome)

This work package has been designed to enhance integration measures of TCNs in Italy, despite the challenges posed by new legislation (the "Salvini decree") adopted at the national level. Several cities in Italy, including Milan, have publicly affirmed that they intend to continue to invest on integration of TCNs and step up their action in this field, against the current difficult political climate in the country.

Against this background, the pilot action has been designed by the applicants to meet the needs of a high number of TCNs, including asylum seekers and refugees who live in Lombardia and Friuli Venezia Giulia (FVG).

The Greater Milan metropolitan area is home to some 450.000 migrants (14% of the total inhabitants). The Region of Friuli Venezia Giulia hosts 104.276 migrants (8,6% from the total residents); Pordenone hosts 32.438 (30,8% from the total of the region) and Trieste 20.243 (19,2% from the total of the region). Reception centers are located in these regions and there is a need for them to know more about respective integration measures developed at local level and strengthen cooperation between the various municipalities.

Based on the experience gained by Fisascat Cisl Milano/ANOLF Milano (association of migrants) in the city of Milan with the implementation of the LABOUR-INT 1's Italian Pilot Action, this work package aims at:

- developing the multi-stakeholder approach that has represented the key to success, implementing the synergy between the actors previously involved (local authorities, institutions, trade unions, bilateral bodies) and extending it to new actors (businesses and employers' organisations) in order to increase the positive results of third-country nationals' participation in the labour market. It will aim at investing in the recognition of their formal and informal skills and prevent segregation in the labour market.
- consolidating the ongoing cooperation between Fisascat Cisl Milano/ANOLF Milano with the Municipality of Milan and extending it to other cities, such as with the Municipality of Trieste and Pordenone in developing new measures for the integration of third country nationals, namely refugees and asylum seekers.

It is important to highlight that ANOLF, one of the most prominent Italian members of UnionMigrantNet. ANOLF is structured as a network along the whole territory of Italy and currently coordinates the work of 130 (local, regional and national) offices. ANOLF contact points provide assistance (including legal aspects) and information (social services, recognition of foreign qualifications, etc) to the whole migrant population, including undocumented migrants.

In 2018, a total of 4.815 migrants have received assistance from the offices of ANOLF at local and regional level.

## **II. Description of the work (activities)**

### **4.1 Training on labour market integration and employability**

Two integration trainings, one in Milan and one in Trieste for the direct benefit of 25 refugees/asylum seekers each on enhancement of skills, labour market competences and information on labour, social and trade union rights, health and safety and Italian citizenship.

The first training will be carried by Fisascat Cisl Milano/ANOLF Milano in cooperation with the Municipality of Milan. The selection of candidates will be done through the Centre for Job Orientation and Placement (CELAV) of Milan.

The second training will be performed by ANOLF FVG in cooperation with the Municipality of Trieste and Pordenone. The selection of candidates will be done through ANOLF offices, Innovazione Apprendimento Lavoro Friuli Venezia Giulia (IAL FVG), a training institution and the Social Cooperative ACLI of Pordenone.

Each training will last 180 hours and will include 4 modules:

- Language course (basic knowledge): 80 hours on 20 days
- Language course (workplace terminology): 20 hours on 5 days
- Citizenship education (rights, duties, opportunities, obligations): 20 hours on 5 days
- Vocational training: 60 hours on 15 days

In total, 50 asylum seekers/refugees will benefit from 180 hours of training in three months. During the training courses, the formal and informal skills of the trainees will be evaluated, and a CV developed. A certification on the skills developed during the training will be provided at the end of the training together with a certificate of attendance.

**4.2 Awareness-raising events on the benefits of refugees’ labour market integration**

2 events on labour market integration: one organised by Fisascat Cisl Milano/ANOLF Milano and the Municipality of Milan (host) and the other one organised by ANOLF FVG in cooperation with the Municipality of Pordenone and hosted by the Municipality of Trieste. Best practices presented will focus on refugees and/or asylum seekers integration activities. Current and potential employers to be invited including the social economy sector, local and regional authorities, migrant and refugee communities and NGOs, public authorities, and trade unions (including UnionMigrantNet members). The events will mainly aim at informing a large audience on the activities that will be undertaken through the project and reach out other Italian municipalities interested in integration measures.

**4.3 Vademecum**

A Vademecum will be drafted and it will include relevant information on Italian immigration legislation, information on labour rights, access to services and how to set up in Italy. The drafting of the Vademecum will be coordinated by Fisascat Cisl Milano/ANOLF Milano and ANOLF FVG, the Municipalities of Milan, Trieste and Pordenone will be contributing to reviewing it. It will be mainly addressed to UMN and local authorities’ operators dealing with integration measures in Lombardia and FVG. Its broader dissemination will be enhanced by uploading the Vademecum on the websites of the three Municipalities as well as under the UMN portal for further dissemination among third country nationals (main beneficiaries).

**4.4 Production of a video**

The video will present of all the activities implemented during the project including the various exchanges between the municipalities and trade unions hosted in the Municipality of Milan, Trieste and Pordenone. It will contain snapshots of the various activities developed together and quote, statements and interviews of the different projects’ stakeholders.

**4.5 Final dissemination conference**

A final national dissemination event will be organised by Fisascat Cisl Milano/ANOLF Milan, ANOLF FVG, the Municipality of Milan, Trieste and Pordenone, where the final results of the various activities will be shared, including the dissemination of the Vademecum. The event will bring together representatives of the project partners, local and regional authorities, and other Italian and European stakeholders. It will aim at disseminating the final results of the different activities implemented throughout the project and present possible future new actions rooted in project’s spirit. The Conference will be hosted by the Municipality of Milan.

**III. Expected outputs (incl. deliverables)**

**III.a. Expected output(s) (excl. deliverables) of this work package**

Output No.	Output (a)	Explanation (b)
4.1	50 trained TCNs through 180 hours training seminars in Milan and Trieste. 4 modules. Duration: 3 months.	This integration training seminar will target a total of 50 refugees/asylum seekers (25 in Milan and 25 in the city of Trieste). It will aim at providing information on enhancement of skills, labour market competences and knowledge on basic labour, social and TU rights, health and safety, and

4.2	2 Awareness-raising events	citizenship. They will last 180 hours each.  2 awareness raising events of 1 day each. One to be held in Milan, the other one in Trieste. Average number of participants 40, Italian working language.
4.3	1 Final dissemination conference	A final dissemination conference will be organised by Fisascat Cisl Milano, ANOLF Milan, ANOLF FVG, Trieste, Pordenone and Milan Municipalities. 80 people will be invited (20 participants from abroad). Length, 1 day. Italian and English working language. It will be hosted by the Municipality of Milan.

**III.b. Expected deliverable(s) of this work package**

Deliverable No.	Deliverable name/type (a)	Format (b)	Language (c)	Beneficiaries (d)	Months of implementation (e)
4.1	1 Vademecum	Electronic	Italian	UMN members/contact points, project partners, third country nationals	12
4.2	1 Video	Electronic	Italian, English subtitles	All project partners, UMN members, general public	28

**IV. Distribution of activities to each Applicant/Co-applicant in this work package**

Activity No.	Name of the activity	Applicant/Co-applicant	Effort in person months
4.1	2 Trainings on labour market integration and employability	Fisascat Cisl Milano/ANOLF FVG/Municipality of Milan, Trieste and Pordenone	3 pm for both Fisascat Milano and ANOLF FVG / 1.8 pm for each of the 3 municipalities
4.2	2 Awareness raising events	Fisascat Cisl Milano/ANOLF FVG/Municipality of Milan, Trieste and Pordenone	
4.3	Vademecum	Fisascat Cisl Milano/ANOLF FVG/Municipality of Milan, Trieste and Pordenone	

4.4	Video	Fisascat Cisl Milano
4.5	1 Final dissemination conference	Fisascat Cisl Milano/ANOLF FVG/Municipality of Milan, Trieste and Pordenone

**V. Travels**

Trip No.	Objective, nature and relevance to the project	Applicant/Co-applicant;	Number of participants;	Location (EU/non-EU)	Days/DSAs
T.4.1	Final dissemination conference	Fisascat Cisl Milano/ANOLF FVG/Municipality of Milan, Trieste and Pordenone	80 (20 from abroad will need reimbursement)	EU	1

**VI. Sub-contracting**

Fisascat Cisl Milano will launch a call for tender to subcontract an external communication agency to produce the video.

**Work package 5**

<b>Work package: Integration of TCNs through the labour market in Bulgaria</b>	
Duration in months: 30	Name of the Applicant/Co-applicant leading this work package (if applicable): CITUB/Sofia Development Association/Municipality of Dolna Malina
<b>I. Objective(s) of this work package (expected outcome)</b>	
<p>Since August 2013, Bulgaria has experienced a big increase in asylum applications from predominantly Syria, Afghanistan, Iraq and Pakistan, which the regional and national authorities were not fully prepared to manage. According to the Bulgarian State Agency for Refugees in 2013, the number of asylum applications in Bulgaria amounted to just over 58.000 in 2017 – an average of 14.500 per year, compared to a total of 1.387 asylum applications in 2012.</p> <p>Consequently, Bulgaria has been faced with a set of challenges particularly on integration, which will remain a difficult task to handle for the years to come. The social and economic integration of beneficiaries of international protection present big challenges but also a great potential for Bulgaria’s society and economy. Employment is one of the most important tools for social and economic inclusion and participation in society. Qualification, re-qualification and job matching of those disadvantaged people in order to mobilize their potential for inclusion, are among the most powerful ways to foster integration.</p> <p>Therefore, this WP focuses on labour-related activities which will directly benefit third country nationals as well as raising awareness among employers (and other stakeholders) on the benefits of employing refugees. The creation of a local coalition for the integration of migrants in the Bulgarian labour market with the key support and involvement of CITUB (UMN member in Bulgaria) the Municipality of Sofia (through Sofia Development Association) will be one of the key objectives of this WP.</p> <p>The Sofia Development Association (SDA) was established with Resolution 348/08.07.2010 of the Sofia Municipal Council and was registered as a not-for-profit legal entity with the Sofia City Court. It was</p>	

appointed to coordinate the activities related with its candidature for European capital of culture of the Sofia Municipal Council.

One of the main tasks of the SDA is to support the project activities of the Municipality of Sofia by providing information, organizing trainings, and consulting the process of project development and management and to collaborate with Sofia Municipality in carrying out public campaigns both at the national and international level.

## II. Description of the work (activities)

### 5. 1 Creation of a local coalition for the integration of TCNs in the Bulgarian labour market

The setting up of the coalition will be entrusted by SDA. The coalition will be composed by trade unions, employers' organisations, local authorities (Municipality of Sofia, Blagoevgrad, Burgas, Dolna Malina), the National Association of Municipalities in the Republic of Bulgaria, the Bulgarian Public Employment Agency and the media. At the start of the project, all of the above mentioned stakeholders will meet to discuss and engage in concrete actions for the integration of TCNs with a focus on employment. During the project, the coalition will meet 4 more times in which different integration issues will be raised and the results achieved will be shared to all project partners and local stakeholders. The meetings will engage between 10 and 15 experts each. Each meeting will discuss different stages of the project implementation: good practice study, TCNs training activities, employers' trainings, campaigns. The stakeholder's meetings will also serve to monitor and evaluate project progress. The outcome of each meeting will be minutes, with a joint "lessons learned report" towards the completion of the project.

#### 5.1 Organisation of 5 trainings on labour rights for third-country nationals

Each training will involve 20 participants (TCNs with legal status predominantly with completed secondary education). A total of 100 TCNs will benefit of this training. During the training, participants will be acquainted with information on labour and social security rights as well as with the opportunity to work legally in Bulgaria. The language of instruction will be Bulgarian, with interpretation if needed in English or Arabic. Four trainings will take place in Sofia and one in Harmanli town, where the biggest refugee camp in Bulgaria is situated. Training modules, materials and resources will be developed by CITUB in cooperation with local authorities.

#### 5.3 Organisation of 3 seminars for employers

Each seminar will involve 25 participants, and will include those employers who have already expressed readiness/willingness to hire TCNs, those that experience labour shortage (tourism and hospitality sectors, retail, etc.) and those whose businesses is rapidly developing (such as call centers and ICT support). The support of employers' organizations will be sought to ensure effective dissemination, scaling up and institutionalization of results.

#### 5.4 Development of 2 campaigns (advocacy and information) at national level

**5.4.1. Information campaign.** The campaign will target TCNs in Sofia and Harmanli. As part of the campaign, a brochure in Bulgarian (English and Arabic) will be produced and will cover issues related to workplace rights, social rights and protection of migrant workers, safe and healthy working conditions. Special posters in Bulgarian, English and Arabic will be produced and placed in the reception centers for asylum seekers (7 in Bulgaria). A video showing best practices of labour market integration of TCNs in Bulgaria will be developed. It will be published in the social media, the project website (UMN portal), as well as distributed among the partners and participants in the different project activities. This campaign will be coordinated by CITUB with the Bulgarian project partners.

**5.4.2. Advocacy campaign.** The campaign will consist in actions targeting politicians and employers to support the labour market integration of TCNs. It will be led by the municipality of Sofia (SDA) and the Municipality of Dolna Malina in close cooperation with the Bulgarian project partners. It will advocate for certain policy and normative changes and developments to

make the process of TCN’s integration smoother – in areas like recognition of qualifications and life-long learning, social housing, access to health care, one-stop-shops.

**5.5 A study on the opportunities for employment of TCNs in Bulgaria**

The research and study will be produced by the Institute for Social and Trade Union Research (subcontractor). It will cover different economic sectors across Bulgaria: the public sector as employer vs the private sector; the primary, secondary and tertiary sector. It will explore the stimuli for labour integration: incentives, corporate social responsibility, etc. It will also outline transferability of good practices. The study will consist of 30 pages and be written in Bulgarian. It will be translated into English to be used by all partners and participants in the project and published on the project website.

**5.6 Final dissemination conference**

A final dissemination conference will be organised in Sofia. The event will be organised by CITUB in cooperation with the Municipality of Sofia (host) and it will bring together representatives of the project partners, local and regional authorities, and other Bulgarian and European stakeholders. It will aim at disseminating the final results of the different activities implemented throughout the project and present possible future new actions rooted in project’s spirit.

**III. Expected outputs (incl. deliverables)**

**III.a. Expected output(s) (excl. deliverables) of this work package**

Output No.	Output (a)	Explanation (b)
5.1	5 Meetings of the local coalition for integration	The coalition will be composed by trade unions, employers’ organisations, the Municipality of Sofia, Blagoevgrad Municipality/Burgas Municipality, the Bulgarian Public Employment Agency, the National Association of Municipalities in the Republic of Bulgaria and the media. It will meet 5 times in Sofia (the kick off meeting will involve 25 participants and the rest of the meetings 15 each). Meetings will be organised by SDA and be in Bulgarian.
5.2	5 Trainings. 100 TCNs trained	Each training will involve 20 participants (TCNs with legal status predominantly with completed secondary education). A total of 100 TCNs will benefit of this training. The language of instruction will be Bulgarian, with interpretation if necessary. Four trainings will take place in Sofia and one in Harmanli town. 1 full day for each training. Duration: 2 months
5.3	3 Seminars for employers (a total of 75 will participate)	Each seminar will involve 25 participants, and will include those employers who have already expressed readiness/willingness to hire TCNs, those that experience labour shortage (tourism and hospitality sectors, retail, etc.) and those whose businesses is rapidly developing (such as call centers and ICT support). Seminars will take place

5.4	Information campaign	<p>in Sofia organized by SDA (1 full day per each seminar) and be in Bulgarian.</p> <p>The campaign will target TCNs in Sofia and Harmanli and it will be developed by CITUB. As part of the campaign, a brochure in Bulgarian (English and Arabic) will be produced and will cover issues related to workplace rights, social rights and protection of migrant workers, safe and healthy working conditions. Special posters in Bulgarian, English and Arabic will be produced and placed in the reception centers for asylum seekers. A video showing best practices of labour market integration of TCNs in Bulgaria will be developed.</p> <p>The campaign will consist in actions targeting politicians and employers to support the labour market integration of TCNs. It will be led by the municipality of Sofia (SDA) and the Municipality of Dolna Malina. It will advocate for certain policy and normative changes and developments to make the process of TCN's integration smoother – in areas like recognition of qualifications and life-long learning, social housing, access to health care, one-stop-shops.</p> <p>A final dissemination conference will be organised in Sofia. The event will be organised by CITUB in cooperation with the Municipality of Sofia (host) and it will bring together representatives of the project partners, local and regional authorities, and other Bulgarian and European stakeholders. It will aim at disseminating the final results of the different activities implemented throughout the project.</p> <p>1 day. 80 participants (20 coming from abroad) Bulgarian and English</p>
5.5	Advocacy campaign	
5.6	Final dissemination conference	

<b>III.b. Expected deliverable(s) of this work package</b>					
Deliverable No.	Deliverable name/type (a)	Format (b)	Language (c)	Beneficiaries (d)	Months of implementation (e)
5.1	1 Study	Printed, 30 pages	Bulgarian/English	Project partners, other stakeholders	From 3 to 6 months
5.2	Coalition agreement	Electronic/ Printed, 4 pages	Bulgarian/English	s	4

5.3	Report of the results of the coalition meetings	Electronic, 9 pages	Bulgarian/English	Project partners	18
5.4	Brochures	Electronic/printed, 4000 copies Printed, 24 copies	Bulgarian/English/Arabic	Project partners, other stakeholders	8
5.5	Posters	Electronic	Bulgarian/English/Arabic	Project partners	9
5.6	Video	Electronic, 10 pages	Bulgarian/English	Project partners	18
5.7	Training report	Electronic, 7 pages 400 printed	Bulgarian/English	Project partners	16
5.8	Seminar employers report		Bulgarian/English	Project partners	12
5.9	Leaflets		Bulgarian		8

**IV. Distribution of activities to each Applicant/Co-applicant in this work package**

Activity No.	Name of the activity	Applicant/Co-applicant	Effort in person months
5.1	1 Study	CITUB	
5.2	5 Meetings of the local coalition for integration	SDA/Dolna Malina	6.7 pm for CITUB, 3 pm for SDA and 2 pm for the Municipality of Dolna Malina
5.3	5 Trainings for TCNs	CITUB	
5.4	3 Seminars for employers	SDA	
5.5	Information campaign	CITUB	
5.6	Advocacy campaign	SDA/ Dolna Malina	
5.7	Final dissemination event	CITUB	

**V. Travels**

Trip No.	Objective, nature and relevance to the project	Applicant/Co-applicant;	Number of participants;	Location (EU/non-EU)	Days/DSAs
5.1	Final dissemination event	CITUB	80 (20 coming from abroad will need reimbursement)	EU	1

**VI. Sub-contracting**

## Work package 6

### Work package: Labour Market Integration of TCNs in Slovenia

Duration in months: 30

Name of the Applicant/Co-applicant leading this work package (if applicable): NSDS-Sindicat/ZRC SAZU/Municipality of Ljubljana

#### I. Objective(s) of this work package (expected outcome)

Slovenia is a country that faces the problem of lack of experience, knowledge and resources in the field of TCNs' integration. At the same time, it is a transit country and an entry point to the European Union for TCNs. Therefore, the importance to provide them with the right information so they are able to understand the Slovenian labour market. Integration through work, common labour values, labour rights and obligations are the most important form of integration and at the same time the weakest point in migrant integration process in Slovenia.

The aims of this WP are to:

- Introduce to TCN's the values and principles of the EU labour market and offer them with the information to understand the labour market from the very beginning (regardless of when the individual's journey will continue and where the individual's journey will be finished in EU);
- Encourage their integration in the Slovenian labour market (worker's rights and obligations)
- Prevent the labour exploitation of TCNs' workers;
- Link local authorities, state institutions and other key labor market actors to create conditions for setting up a "one-stop-shop" structure. On the basis of common knowledge, good practices and experience gained from the mutual learning programmes and using local informal networks, create a "one-stop-shop" structure.

The WP will be coordinated by NSDS, a member of UMN in Slovenia, together with the Municipality of Ljubljana.

#### II. Description of the work (activities)

##### 6.1 Workshops for migrants, refugees and asylum seekers

The aim of these workshops is to improve the situation and the integration of TCN's in the labour market in Slovenia. The interactive workshops (11) will be customized for those migrants that do not understand Slovenian and speak poor English (220 migrants will be targeted and will receive 55 hours of training). They will all be organised by NSDS.

The interactive workshops are followed by comics drawn by an illustrator and translated into English simultaneously. The workshops animate trainees even if they do not speak the host language.

They will cover information on European and Slovenian labour legislation, skills and labour market competences, labour rights and obligations, social and trade union rights, health and safety, improvement of the job readiness skills, increase competences and empower migrant workers.

The workshops will take place in four different cities in Slovenia: Ljubljana, Maribor, Postojna, Logatec; different locations where migrants reside and one city of a partner country (Milan or Athens):

- 5 workshops in Ljubljana - Asylum Home Cesta v Gorice, Asylum Home Kotnikova, Employment Service Ljubljana
- 1 workshop in Logatec - Asylum Home,
- 3 workshops in Postojna - CT Postojna, SGLŠ Postojna,

- 1 workshop in Maribor - Employment Service Maribor
- 1 evaluation workshop (in Milan or Athens). It will show how newly arrived migrants can accept and understand the European labour market.

The workshops will be organised in cooperation with supporting organisations: Government Office for the Support and Integration of Migrants (UOIM MNZ), the Employment Service of the Republic of Slovenia (ZRSZ), the Municipality of Logatec and the Secondary School for Forestry and Wood Technology in Postojna (SGLŠ Postojna).

## 6.2 Study

Slovenian migration Institute of the Science and Research Center of the Slovenian Academy of Science and Arts (ZRC SAZU) will perform a research in the field of possibilities for employment of third country nationals and protection of migrant workers to prevent labour exploitation.

ZRC SAZU is a key actor in the field of labour market inclusion of migrants. It is involved in several projects including posted work, informing of migrant workers of their possibilities and rights, supporting of migrant entrepreneurship, inclusion of asylum seekers and refugees into the labour market, workers right protection, etc. Slovenian migration Institute of ZRC SAZU collaborates closely with migrant organizations, trade unions, Slovenian Chamber of Commerce, Ministry of Social affairs, various employers' associations, Labour inspectorate and other actors in the field.

The study will be drafted in Slovenian.

## 6.3 Setting up the bases for a "one-stop-shop" structure for integration in Slovenia

The aim is to establish a "one-stop-shop" structure following shared knowledge, good practices and experiences from the mutual learning programmes (WP8) between local and regional authorities from other EU countries and trade unions. Nowadays, there is no one-stop-shop for asylum seekers, refugees and migrants in general in Slovenia.

Refugees, asylum seekers and migrant workers are subjects to a number of manipulations in the labour market, so there is a huge necessity to support them: labour legislation interpretation, legal advisory support, and advices about labour rights as well as obligations, work permits, etc. For this reason, in a first phase, the focus will be the provision of information in regard to labour market integration in Slovenia provided by the NSDS (in cooperation with the Government Office for supply and integration of migrants (UOIM MNZ) and The Employment Service of the Republic of Slovenia (ZRSZ). Other services are being offered by local NGOs, such as guidance to social services, intercultural activities which are done in cooperation with migrants' associations.

The "one-stop-shop" structure will be established in Ljubljana. This will be a place where every TNCs will receive personal help and information on above mentioned topics in custom-made, open everyday from Monday to Friday including special advice such a legal counselling.

**A national expert meeting:** "Setting up "one-stop-shop" structure for integration in Slovenia: challenges and opportunities" will be organised by NSDS and the ZRC SAZU. Target participants: local authorities, trade unions, institutions, public authorities (15 participants/experts). Slovene language.

## 6.4 European awareness-raising event on TCNs labour market integration

This European event will gather local and regional authorities from project partners' (Athens, Sofia, Milan, Trieste/Pordenone), trade unions, NGOs, public authorities, migrants' associations and it will give the opportunity to raise awareness on the positive outcomes of migrants' labour market integration. A European event will give the possibility to share knowledge and good practices and discuss the different issues arisen from the integration of TCNs. The 1-day event will be hosted by ZRC SAZU.

## 6.5 Dissemination materials. Elaboration of a guide on labour rights in Slovenia

This guide will provide information on labour rights issues in Slovenia and the EU. It will be an illustrated graphic guide (few written text) of common labour rights and obligations in the EU, which

will be understandable to all migrants. The guide will be drafted by NSDS, and it will have a digital and a paper format for wider dissemination. The guide will be also easily shared via different social media platforms and the UnionMigrantNet portal. Only in English.

There will be also photo-documentation of the activities.

**6.6 Final national dissemination conference**

A final dissemination conference will be organised in Ljubljana. The event will be organised the Municipality of Ljubljana and it will bring together representatives of the project partners, local authorities, and other stakeholders in Slovenia. It will aim at disseminating the final results of the different activities implemented throughout the project and present possible future new actions rooted in project’s spirit.

**III. Expected outputs (incl. deliverables)**

**III.a. Expected output(s) (excl. deliverables) of this work package**

Output No.	Output (a)	Explanation (b)
6.1	11 workshops - 220 Trained TCNs	11 interactive workshops will be customized for those migrants that do not understand) Slovenian and speak poor English. They will receive 55 hours of training. They will all be organised by the NSDS trade union.
6.2	1 National expert meeting “one-stop-shop”	“Setting up “one-stop-shop” structure for integration in Slovenia: challenges and opportunities” will be organised by NSDS and the ZRC SAZU. Target participants: local authorities, trade unions, institutions, public authorities (15 participants/experts). Slovene language.
6.3	1 European awareness raising event	European event will gather local and regional authorities from project partners’ (Athens, Sofia, Milan, Trieste/Pordenone), trade unions, NGOs, public authorities, migrants’ associations and it will give the opportunity to raise awareness on the positive outcomes of migrants’ labour market integration. 60 participants (20 coming from outside Slovenia) Languages: Slovenian, English and Italian
6.4	1 Final national dissemination conference	A final dissemination conference will be organised in Ljubljana. The event will be organised the Municipality of Ljubljana and it will bring together representatives of the project partners, local authorities, and other stakeholders in Slovenia. It will aim

at disseminating the final results of the different activities implemented throughout the project, including the dissemination of the guide.40 participants. Slovenian language.

**III.b. Expected deliverable(s) of this work package**

Deliverable No.	Deliverable name/type (a)	Format (b)	Language (c)	Beneficiaries (d)	Months of implementation (e)
6.1	1 Study	Electronic, printed 30 pages	Slovenian	UMN members, TCNs	3-10
6.2	1 Graphic guide	Electronic, printed 1500 copies	Slovenian/English	All project partners, UMN members	20-30
6.3	Photo documentation	Electronic	n/a	All project partners, UMN members	3-27

**IV. Distribution of activities to each Applicant/Co-applicant in this work package**

Activity No.	Name of the activity	Applicant/Co-applicant	Effort in person months
6.1	11 Workshops	NSDS	6.5 pm for NSDS, 2.25 pm for ZRC SAZU and 1.5 for Municipality of Ljubljana
6.2	Study	ZRC SAZU	
6.3	One stop shop structure + meeting	NSDS /ZRC SAZU	
6.4	European Awareness raising event	ZRC SAZU	
6.5	Elaboration of the guide	NSDS	
6.6	Photo documentation	NSDS	
6.7	1 Final dissemination conference	Municipality of Ljubljana	

**V. Travels**

Trip No.	Objective, nature and relevance to the project	Applicant/Co-applicant;	Number of participants;	Location (EU/non-EU)	Days/DSAs
6.1	European Awareness raising event	NSDS/ ZRC SAZU	60 (20 of whom will need reimbursement)	EU	1

**VI. Sub-contracting**

NSDS will launch a call for tender to subcontract an illustrator XX

**VII. Equipment**

## Work package 7

<b>Work package: Integration of TCNs through social economy in Liège</b>	
Duration in months:30	Name of the Applicant/Co-applicant leading this work package (if applicable): CEPAG /Le Monde des Possibles/Municipality of Liège
<b>I. Objective(s) of this work package (expected outcome)</b>	
<p>On November 2017, the City of Liège has signed the "Liège hospitalière" Charter to protect the fundamental rights of migrants and promote their integration into society. This text also aims at meeting the objectives of the "Social inclusion plan" to support migrants' integration in the labour market. With this agreement and other legal tools, the City of Liège commits to provide job support through a strong engagement of its social network and by promoting better collaboration between all stakeholders. With a social economy scope, the Liège municipality could support institutions through a program with all relevant stakeholders targeted at bringing migrants into employment. More in particular:</p> <ul style="list-style-type: none"> <li>• To mobilize private &amp; public sectors to open up the possibility of employing migrants in social &amp; solidarity economy (SSE) initiatives.</li> <li>• To develop mechanisms to assess and build personal skills for labour market entry.</li> <li>• To promote an exchange between third-country and host-country nationals in business and at municipality level.</li> </ul> <p>Le Monde des Possibles (MDP) and CEPAG, both non-profit with extensive experience in the empowerment of migrants/refugees and members of UMN in Belgium, offer intercultural education and training on workers' rights, grassroots leadership and network building among migrant organisations, as well as social/legal service assistance.</p> <p>The project benefits the City of Liège and local stakeholders that implement jointly developed SSE community projects, based on mutual understanding, productive collaboration and pooled resources. Local citizens and third-country nationals benefit from enhanced participation and strengthened societal cohesion.</p>	
<b>II. Description of the work (activities)</b>	
<b>7.1 Organisation of two meetings on the role of the social economy in the integration of migrants</b>	
<p>The partners of this work package (CEPAG/Le Monde des Possibles/Municipality of Liège) will organise two meetings with the aim of sharing a diagnosis on the strengths and challenges of the social economy processes applied to the migrant population. The meetings, under the theme - "Why do we support the social economy processes dedicated to the inclusion of migrants?" will involve local actors based on a participative methodology: local and regional authorities, social economy operators, trade unions, job agencies, etc.</p> <p>One of the two meetings will focus on the potential difficulties encountered in promoting social economy processes carried by/for migrants:</p> <ul style="list-style-type: none"> <li>• The visibility of these initiatives, their access to the public market;</li> <li>• The lack of political official recognition/certification of this sector;</li> <li>• Competition between social economy and the "business-as-usual" market economy.</li> </ul>	

These two meetings would allow the interested stakeholders of Liège to contribute to the development of a social economy awareness tool that can be transferable into other contexts/European cities as part of the UMN network. This awareness-raising tool (see 7.2) would develop the capacity of a municipality and its social economy actors to work together for a better socio-economic inclusion policy for migrants.

## **7.2 Development of an awareness tool on the social economy dedicated to migrants' integration in European municipalities**

The aim is to develop a tool for the documentation, assessment, validation and recognition of refugees' knowledge, skills and competences in the Liège social economy sector that can be adapted and promoted by European cities interested in migrants' inclusion.

The tool would aim to inform the cities in the scale-up of social economy initiatives in order to connect them with existing institutional services and thus ensure the sustainability of the actions undertaken.

This tool could point to good practices that a municipality such as Liège could promote for social innovation that promote the inclusion of migrants through work:

- Supporting these initiatives by awarding mandates, access to public markets/procurement;
- Support to specific social economy trainings for social program audiences.
- Promotion of public-private partnerships for the co-financing of migrant's inclusion projects
- Creation of an information point on social innovation that could be a collaborative platform between trade unions, associations, citizens and businesses.

The work on the tool could go beyond the issue of the socio-professional inclusion of migrant people to integrate new business models and their union support (fight against precarious IT jobs, drifting of platform economy but also the allocation of innovative markets to social economy operators). The tool would position itself as part of an exchange interface with other territories, other social economy initiatives that would allow scaling up at the European level.

## **7.3 Organisation of two workshops**

The first workshop will focus on how to use the tool and it will target representatives from the municipality of the project partners (10 people for each municipality). The other workshop will focus on migrant workers' rights. The target will be 20 third country nationals.

The project suggests a wider understanding of refugee integration as a means of participatory community development by SSE sector. Capacity-building in the receiving communities is not merely a pooling of professional knowledge and resources, but an empowerment of the whole receiving community and third-country nationals to build a strong community, that considers both the needs of newcomers and of locals.

## **7.4 Dissemination of materials/production of a video**

The video will present all the activities implemented during the project including the awareness tool and the workshops targeting local authorities and migrants. The tool will be shared in the UMN website dedicated to the project.

Results of the action will be disseminated across Europe and will enable other cities to replicate this type of SSE cooperation for migrant integration.

## **7.5 Final national dissemination event**

A final dissemination event will be held at the end of the project by MDP supported by the city of Liège. It will present the guide and the outcomes of the project and workshops to public stakeholders. Local media will be involved in the dissemination process also on a regional level in Wallonia

+ Euregio Meuse Rhine.

- The city of Liège will support the final event and present the project and its results to public and private sectors. It will showcase results at local level and involve the press, also share ideas and developments with the Euregio Meuse-Rhine partners of other InterReg projects which share similar objectives in the Meuse-Rhine region.
- The CEPAG will focus on worker’s rights and dissemination in Belgium Union’s network. It will include the dissemination of an easy to use guide with the guidelines produced by the project. It will also include a session to transfer the results of the project to other areas of refugee integration for which results are relevant
- The MDP will organise the event and contribute by testimonies, concrete SSE best practices with migrants (interpreting services, IT coding school etc...) Although the implementation of the concrete initiatives and community projects are not included in the scope of this project, we could propose at least two project ideas sustained by pooled resources, new partnerships and contributions through voluntary work and, if necessary, additional funding from third parties.

### III. Expected outputs (incl. deliverables)

#### III.a. Expected output(s) (excl. deliverables) of this work package

Output No.	Output (a)	Explanation (b)
7.1	2 Meetings on the role of social economy	2 meetings on the role of the social economy in TCNs labour market integration will be organised by Le Monde des Possibles. The meeting will take place in Liège (in <a href="#">“La Maison des sports”</a> an official Provincial venue that can accommodate for free 100 people. A translation in English could be proposed by our interpreting service Univerbal.
7.2	2 Workshops	The first one will focus on how to use the tool and will target representatives from the municipalities of project partners (10 people for each municipality). The other workshop will focus on migrant workers’ rights. The target will be 20 third country nationals. Both workshops will be organised by MDP. They will take place in MDP’ venue in French/German/Dutch.
7.3	1 Final national dissemination event	1 final dissemination event will be organised by CEPAG, Le Monde des Possibles and the Municipality of Liège, where the final

results of the various activities will be shared, including dissemination of the awareness tool on the social economy. 40 people. French language. It will provide an opportunity for local key stakeholders to raise SSE issues of interest and concern.

**III.b. Expected deliverable(s) of this work package**

Deliverable No.	Deliverable name/type (a)	Format (b)	Language (c)	Beneficiaries (d)	Months of implementation (e)
7.1	1 Awareness tool	Electronic	French, English	All project partners	18
7.2	1 Video	Electronic	French with English subtitles		20

**IV. Distribution of activities to each Applicant/Co-applicant in this work package**

Activity No.	Name of the activity	Applicant/Co-applicant	Effort in person months
7.1	2 Meetings	MDP	2.75 pm for CEPAG, 4.75 pm for MDP, 1.5 for City of Liège
7.2	1 Awareness tool	MDP/CEPAG/City of Liege	
7.3	2 Workshops	MDP/CEPAG/City of Liege	
7.4	1 Video	MDP	
7.5	1 Final national dissemination event	MDP/CEPAG/City of Liege	

**V. Travels**

**VI. Sub-contracting**

Le Monde des Possibles will launch a call for tender to subcontract an external communication agency to perform the video.

**Work package 8**

**Work package: Mutual Learning Programmes to enhance ways and methods UMN and local authorities give assistance to migrants**

Duration in months: 6 to 24	Name of the Applicant/Co-applicant leading this work package (if applicable): ETUC, Municipality of Athens, Fisascat CISL Milano/ ANOLF Milano, ANOLF FVG, Municipality of Milan, Trieste and Pordenone, UIL, CISL, CITUB, Sofia Development Association, NSDS-Sindicat, Municipality of Ljubljana, Le Monde des Possibles, Municipality of Liege
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**I. Objective(s) of this work package (expected outcome)**

One of the added values of previous transnational UMN meetings held in the past was the possibility for UMN to learn on how other contact points work, the challenges they face and the solutions that they have found to overcome problems that are common in different member states, when it comes to provide support to migrants. Nevertheless, these events did not give enough time to explore way of working and best practices neither they involved local authorities dealing with TCNs integration measures.

This action therefore aims at putting in place Mutual Learning Programmes (MLP) among UMN members and municipalities who will be able to exchange on policy measures as well as on concrete practices enhancing migrants' integration in the labour market. MLPs would address both the opportunities and constraints for policy implementation and concretely highlight the possibilities and challenges for transferability to other countries.

MLP will consist in an exchange between UMN and local civil servants of two EU countries at least and to exchange on how they give assistance to migrants, effective measures (including those implemented through the project) and challenges ahead. They will also aim at establishing a more formal cooperation through the signature of long-term partnerships' mutual assistance (where relevant).

## II. Description of the work (activities)

Please present a concise overview of the work in this work package in terms of planned activities to achieve the objectives of this work package. Please be specific, give a short name for each activity and number them (the same activities will have to be reproduced in the section IV).

The MLP should provide an opportunity for improving UMN members and local authorities' services provided to migrants, the stimulation of debate and exchange of experience between contact points' representatives, public authorities, NGOs, and other relevant stakeholder assisting migrants' integration in the labour market. They should also give the opportunity to exchange on EU policy on migration and instruments developed to smooth integration of refugees and asylum seekers in the labour market.

The content of MLP will be detailed by the two exchanging organisations. Consistency should be ensured in terms of organisations active in the field of migrants' employment integration, such as: local/regional/national authorities, NGOs, international organisations (refugees centres, public and private employers, social economy employers, etc.), training institutions, chambers of commerce. A multi-stakeholder approach of the MLP will be ensured as well possible cross-fertilising meetings with actors involved in LABOUR-INT 2 pilot actions.

Mutual learning programmes will last up to one week, they will involve up to 10 persons (5 trade unions, 5 local authorities' representatives) plus an interpreter where needed. As part of the MLP, the possibility to establish long-term mutual partnership' with detailed working methods and procedures will be considered by the exchanging organisations.

The exchanges have partly been pre-determined by the preferences expressed by the project partners, also on the basis of similar activities being pursued to enhance migrants' integration.

In particular:

8.1 MPL Greece – Italy: EKA + Municipality of Athens, Greece to exchange with contact points, ANOLF FVG, CISL, UIL and Municipality of Trieste and Pordenone (and vice-versa)

8.2 MPL Slovenia – Greece: NSDS + Municipality of Ljubljana, Slovenia to exchange with contact points ANOLF Milan, CISL, UIL and Municipality of Milan (and vice-versa)

8.3 MPL Bulgaria– Belgium: CITUB + Sofia Development Association (representing Municipality of Sofia), Bulgaria to exchange with contact points CEPAG, Le Monde des Possibles and Municipality of Liege (and vice-versa)

8.4 A possibility for an additional MLP 'on demand' is planned for further members of UMN and local/regional authorities interested to exchange. Coordination will be entrusted by the ETUC.

General coordination and overview of the MLPs will be entrusted to the steering project committee (see WP 1). The ETUC will coordinate the MLP in close cooperation with projects' partners.

### III. Expected outputs (incl. deliverables)

#### III.a. Expected output(s) (excl. deliverables) of this work package

Output No.	Output (a)	Explanation (b)
8.1	Mutual learning programmes kick of meeting. 1 day 25 people (4 persons by country, 2 TU, 2 civil servants + ETUC team), 5 languages, Brussels.	Kick off meeting with trade unions and civil servants involved in preparing the MLP. The meeting aims at further defining MLP objectives, a common methodology, practicalities and logistics.
8.2	1 MLP organised by EKA, Greece and Municipality of Athens to exchange with ANOLF FVG, CISL, UIL and Municipality of Trieste and Pordenone, 10 people, 1 week. 1 interpreter if needed for 2 active languages.	MLP exchanges are based on the preferences of the concerned organisations. These are based also on the migrants' country of origin (EU entry point) they assist most. MLP will enable the sending and receiving organisations to improve the content of the services provided not only on the basis of their national labour market features. MLPs organised among these countries will enable contact points to become more acquainted with the specific needs and services provided by each and improve information exchange, etc.
8.3	1 MLP organised by NSDS, Slovenia and Municipality of Ljubljana to exchange with ANOLF Milan, CISL, UIL and Municipality of Milan, 10 people, 1 week. 1 interpreter if needed for 2 active languages.	
8.4	1 MLP organised by CITUB, Bulgaria and Municipality of Sofia (Sofia Development Association, Dolna Malina) to exchange with CEPAG and Municipality of Liège, 10 people, 1 week. 1 interpreter if needed for 2 active languages.  1 MLP 'on demand'	
8.5		
8.6	Final MPL stock taking meeting, 60 people, 1 day, Brussels, 5 languages	

#### III.b. Expected deliverable(s) of this work package

Deliverable No.	Deliverable name/type (a)	Format (b)	Language (c)	Beneficiaries (d)	Months of implementation (e)
8.1	8 Detailed reports of activity (template to be provided by ETUC), highlighting lessons learned and possible follow-up of the MLP will be drawn by the leading organisation.	Electronic	English	Project partners and their constituencies	3 to 23
8.2	Up to 8 long-term partnerships (where signed).	Electronic	English	Project partners and their constituencies	3 to 23

8.3	1 Comparative report of all MLPs.	Electronic	English	Project partners and their constituencies	3 to 24
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**IV. Distribution of activities to each Applicant/Co-applicant in this work package**

Activity No.	Name of the activity	Applicant/Co-applicant	Effort in person months
8.1	1 MLP kick of meeting organised by ETUC	ETUC	1
8.2	1 MLP organised by EKA, Greece and Municipality of Athens to exchange with ANOLF FVG, CISL, UIL and Municipality of Trieste and Pordenone.	EKA, Municipality of Athens, ANOLF FVG, CISL, UIL and Municipality of Trieste and Pordenone	0.5 pm from all partners involved in this MLP
8.3	1 MLP organised by NSDS, Slovenia and Municipality of Ljubljana to exchange with Fisascat Cisl Milano/ANOLF Milan, CISL, UIL and Municipality of Milan	NSDS, Municipality of Ljubljana, Fisascat Cisl Milano/ANOLF Milan, CISL, UIL and Municipality of Milan	0.5 pm from all partners involved in this MLP
8.4	1 MLP organised by CITUB, Bulgaria and Municipality of Sofia and Dolna Malina (Sofia Development Association) to exchange with CEPAG And Municipality of Liege	CITUB, Municipality of Sofia and Dolna Malina (Sofia Development Association), CEPAG, Municipality of Liège	0.5 pm from all partners involved in this MLP
8.5	1 MLP 'on demand'	ETUC	1 pm ETUC
8.6	Final MPL stock taking meeting, 60 people, 1 day, Brussels, 5 languages	ETUC	1 pm ETUC
8.7	Up to 8 MLP detailed reports	ETUC	1 pm ETUC
8.8	1 Comparative report of all MLPs	ETUC	1 pm ETUC

**V. Travels**

Trip No.	Objective, nature and relevance to the project	Applicant/Co-applicant;	Number of participants;	Location (EU/non-EU)	Days/DSAs
T.8.1	1 MLP kick off meeting	ETUC	25	EU	1 day

T.8.2	1 MLP	EKA/Municipality of Athens	10	EU	1 week
T.8.3	1 MLP	NSDS, Municipality of Ljubljana	10	EU	1 week
T.8.4	1 MLP	CITUB, Municipality of Sofia (Sofia Development Association)	10	EU	1 week
T.8.5	1 MLP to be defined	ETUC	10	EU	1 week
T. 8.6	Final MPL stock taking meeting,	ETUC	60	EU	1 day

## Work package 9

<b>Work package: Network closing conference "UnionMigrantNet and Cities Together for Integration"</b>	
Duration in months: 27	Name of the Applicant/Co-applicant leading this work package (if applicable): ETUC
<b>I. Objective(s) of this work package (expected outcome)</b>	
<p>The main objective of this workpackage is to disseminate the results of the project to the project partners and a wider public. Please see section 5.2.4. for the project's communications plan.</p> <p>The Conference will also aim at:</p> <ul style="list-style-type: none"> <li>- Exchanging successful local TCNs integration practices;</li> <li>- Reaching out to other stakeholders such as local and regional authorities active (and non) in the (labour market) integration of third country nationals.</li> <li>- Increasing the visibility of the UMN among ETUC affiliates and bodies, local and regional authorities, NGOs, research institutes, media, etc.</li> <li>- Facilitating the access of information and services to migrants (including a presentation of the updated UMN portal)</li> <li>- Discussing on recent developments in the EU Migration agenda and how these may affect integration measures activated through the project</li> </ul>	
<b>II. Description of the work (activities)</b>	
<p>9.1 The Network closing conference will be organised in Brussels by the ETUC together with all project partners (Month 28 of the project). The conference will be organised over 2 days and bring together over 100 participants (UMN members and co-applicant members) across Europe. Interpretation into 5 EU languages and 5 parallel workshops (for each national work package) will be organised to enable more in-depth discussion. Participants breakdown will be as follows:</p> <ul style="list-style-type: none"> <li>• 40 local/regional/national authorities active on migrants' inclusion in the labour market</li> <li>• 10 trade union representatives</li> <li>• 20 UMN contact points</li> </ul>	

- 10 other stakeholders active on migrants' inclusion in the labour market
- 10 European/international organisations (not budgeted)

It will include:

- Presentation of the new UMN e-toolkit (WP10)
- Taking stock of MLP, including partnerships where relevant (WP8)
- A selection of the most successful national integration measures implemented during the project (WP 3 to 7).

9.2 The ETUC will prepare background materials to introduce plenary sessions and working groups and working sheets to help a result-oriented debate. Methodology and results will be included in the final report of the conference.

### III. Expected outputs (incl. deliverables)

#### III.a. Expected output(s) (excl. deliverables) of this work package

Output No.	Output (a)	Explanation (b)
9.1	1 Network closing conference for 100 people, one plenary room and 4 working group rooms. 10 interpreters for 5 active/passive languages.	The Conference aims at ensuring dissemination among all partners and supporting organisations of the project's results.

#### III.b. Expected deliverable(s) of this work package

Deliverable No.	Deliverable name/type (a)	Format (b)	Language (c)	Beneficiaries (d)	Months of implementation (e)
9.1	1 Network closing conference Report including a background document with main features and achievements of all work packages	Electronic, 20 pages	EN	ETUC affiliates, UMN members, all project partners	29
9.2	1 Brochure showcasing the project's aim and results	Printed, 10 pages	EN, IT, GR, SL, BG, FR	ETUC affiliates, UMN members, all project partners	25

### IV. Distribution of activities to each Applicant/Co-applicant in this work package

Activity No.	Name of the activity	Applicant/Co-applicant	Effort in person months
9.1	1 Network closing conference for over 100 people, one plenary room and 5 working group rooms. 10 interpreters for 5 active/passive languages	ETUC	1
9.2	1 Brochure showcasing the project's aim and results	ETUC	1,5
9.3	1 Network closing conference Report including a background document with main features and achievements of all work packages	ETUC	1

V. Travels					
Trip No.	Objective, nature and relevance to the project	Applicant/Co-applicant;	Number of participants;	Location (EU/non-EU)	Days/DSAs
T.9.1	1 Network closing conference	ETUC	100 (70 travelling)	Brussels	2 day conference

## Work package 10

### Work package: Upgrading the UMN portal to enhance the social networking of contact points while improving TCNs on-line access to UMN structures

Duration in months: 30

Name of the Applicant/Co-applicant leading this work package:ETUC

#### I. Objective(s) of this work package (expected outcome)

The UMN portal brought new technologies in the 56 contact points (trade unions, social economy organisations) which decided to test the provision of online services for TCNs back in 2013. For many operators, it represented a new dimension of work bringing along all the difficulties related to changes imposed by new technologies. While a staff person can averagely process hundred files per month in front-desk offices or over dedicated telephone lines, the online processed files contacts are very limited in numbers. However, UMN members see in the online platform a potential to be unleashed to improve the quality of the services they provide to TCNs.

The European Partnership for Integration of Refugees identifies as a priority the provision of information and advice to TCNs on rights and duties concerning their access to the labour market and at the workplace. These are the bulk of the services that UMN offers and there is room for making [UnionMigrantNet.eu the main and most widespread trade union portal providing free of charge information and counselling to TCNs.](http://UnionMigrantNet.eu)

After 6 years of experience, it is possible to introduce new paths of work for the UMN network based on successful practices and weaknesses identified by its members (bottom-up approach).

This WP will therefore aim at upgrading the UMN portal to smooth access of TCNs and exchange among its members (contact points) and the local authorities that will be involved in the project by:

- Better integrating the geo-localisation of physical contact points (multitude of traditional places accessible in person) with access to on line services (few contact points with largest geo territorial coverage using new technologies).
- Creating a new registration mechanism with more visibility of contact points, all of them geo-localised. The [UMN Charter of Values](#) will [be integrated with a Memorandum of Understanding \(MoU\) to reinforce the cross-border relationships within the network \(also on the basis of WP4\).](#)
- Designing and setting up 1 national on-line hub desk for each organisation which covers the entire national territory with dedicated staff (via an initial test in 3 countries).
- Developing and implementing an E-marketing strategy based on elaboration of contents from UMN members, which includes a mobile version of the UMN portal. Together with internet marketing technics it will bring UMN ranking at the top of web search engines (such as Google)
- Enhancing UMN visibility in social media, by developing a dedicated profile in Facebook, Twitter, Youtube and Flickr.

The expected results will be:

- Easier access to UMN contact points and their interaction though the portal;
- UMN portal and contact points reaching out to a larger number of TCNs;

- Increasing the number of online trade union contact points as well as social economy contact points.

## II. Description of the work (activities)

The WP will be coordinated by the ETUC.

10.1 An **ad-hoc working group** will be set up to define and test the new IT changes and developments (new registration mechanism, hub desk, mobile app).

The ad-hoc group will meet three times during the project implementation in Brussels and will work in English. It will include staff of the three hubs contact points that will work as pilots, IT experts (possible subcontractors – Smartsys- which has developed the UMN portal during the project A1), ETUC IT & communications experts and ETUC Advisor and Project Officer.

Meetings will include:

- A Tool designing meeting: it will aim at discussing the redesigning of the UMN portal, the E-marketing strategy including the mobile app and defining the features of the national on-line hub desks.
- A Tool implementation meeting: hands-on activities to prepare the renewed system to operate. UMN contact points’ operators will be prepared to work with the new tools and they will exchange on their way to work so to create the identity of the UMN network and elaborate on responsibilities\opportunities\challenges that this implies.
- A Tool testing period: three hubs contact points in three different countries (Bulgaria, Greece and Italy) will work as pilots and will be monitored by the ad-hoc group. These three countries are the most representative in terms of active UMN contact points, presence of TCNs and where LABOUR-INT 1 & 2 pilot actions are taking place. This testing phase will serve as a basis for other hub contact points.

10.2 IT experts will upgrade the portal. This will include:

- New geo-localisation will transform in full a list of contact points/addresses real or virtual of member organisations. The membership is activated through a Memorandum of Understanding (MoU) which is based on the endorsement of the UMN Charter of Values and few other commitments.
- Hub contact points: new applications with online interaction tools and a mobile version to localise and have access to contact points.

11.3 The E-marketing strategy will be coordinated by the ETUC and project partners will contribute to it. It will consist in the elaboration of working papers (2 per month at least) with the input from UMN members (bottom-up approach). These papers are a maximum of 2 pages, and will include news, interviews, events, reflections, etc. MPL outcomes related to labour market integration of TCNs.

11.4 The social media profiles will be opened and managed throughout the project implementation. IT experts will help reporting on their visibility. Project partners and UMN members will be regularly invited to use them and share information and contacts.

## III. Expected outputs (incl. deliverables)

### III.a. Expected output(s) (excl. deliverables) of this work package

Output No.	Output (a)	Explanation (b)
11.1	3 meetings of the ad-hoc working group. 12 people. The group will work in English and will meet in Brussels. Meetings will last 1 day.	The ad-hoc working group will define and test the new IT changes and developments (new registration mechanism, hub desk, mobile app, social media).

**III.b. Expected deliverable(s) of this work package**

Deliverable No.	Deliverable name/type (a)	Format (b)	Language (c)	Beneficiaries (d)	Months of implementation (e)
10.1	1 Upgraded UMN Portal (including geo-localisation, new registration mechanism, hub desks)	Electronic	EN, FR, GE, PL, SP, Chinese and Arabic	UMN members and TCNs	12-24
10.2	1 UMN mobile app (E-marketing)	Electronic	EN, FR, GE, PL, SP, Chinese and Arabic	UMN members and TCNs	23
10.3	1 Guidelines (user manual) of the new portal including 1 updated MoU and Charter of Values	Electronic	EN, FR	UMN members and potential members	24
10.4	48 (2 per month) working papers (E-marketing)	Electronic	EN	UMN network	2-24
10.5	UMN/Project social media profile	Electronic	EN	General public	1-24

**IV. Distribution of activities to each Applicant/Co-applicant in this work package**

Activity No.	Name of the activity	Applicant/Co-applicant	Effort in person months
10.1	3 meetings of the ad-hoc working group	All project partners	0.25 (partners)
10.2	Upgrading of the UMN portal	ETUC	5
10.3	1 Guidelines (user manual) of the new portal including 1 updated MoU and Charter of Values	ETUC	1
10.4	48 working papers (E-marketing)	ETUC	4,25

**V. Travels**

Trip No.	Objective, nature and relevance to the project	Applicant/Co-applicant;	Number of participants;	Location (EU/non-EU)	Days/DSAs
T. 10.1	3 meetings of the ad-hoc working group on the upgrade of the UMN portal	All project partners	12 (x3 meetings)	Brussels	3 x 1 day meetings

**VI. Sub-contracting**

The following activities will be sub-contracted as ETUC does not have the capacity to provide with the IT services described above. However, ETUC will provide its support and expertise during the implementation of these activities.

11.2 Upgrading of the UMN portal, including geo-localisation, new registration mechanism, hub desks, UMN mobile app.

11.3 Guidelines (user manual) of the new portal including 1 updated MoU and Charter of Values

11.4 E-marketing tools

### 4.3. Types of eligible activities, complementarity and ethics

#### 4.3.1. Which type(s) of eligible activity specified in the Call for Proposals will the action involve?

- Trainings, workshops, mutual learning activities aiming at transferring and sharing knowledge on integration;
- Awareness raising activities and events organised at local level to facilitate integration;
- Create tools or platforms to facilitate the dissemination of know-how and best practices;

#### 4.3.2. Complementarity and synergies with other actions (max 4000 characters)

ETUC also leads the coordination of the LABOUR-INT 2 project (under the AMIF 2017-AG-INTE Grant Agreement Number 821506). Possible synergies between the actions will be addressed on a case by case basis, and the different stakeholders brought together in order to explore the possibilities for cooperation and exchange. Both projects however involve different stakeholders (LABOUR-INT 2 focuses on the cooperation between unions, employers and chambers of commerce while this project focuses on the role of local authorities). Although some applicants are the same in both projects, most project actions are carried out in – and target – different regions.

#### 4.3.3. Does your action involve any or more of the following:

- Do your activities involve human participants? Yes
  - Are they vulnerable individuals or groups? Yes
  - Are they children/minors? No
- Do your activities involve physical interventions on the study participants? No
  - Do they involve invasive techniques? No
  - Do they involve collection of biological samples? No
- Do your activities involve personal data collection and/or processing? Yes
  - Do they involve the collection and/or processing of sensitive personal data (e.g.: health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?   No
  - Do they involve processing of genetic information?   No
  - Do they involve tracking or observation of participants?   No
  - Do they involve further processing of previously collected personal data (secondary use)?   No
- Do your activities involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorisation is required?   No
- Are there any other ethics issues that should be taken into consideration?   No

If yes, please specify which:

Data protection

#### 4.3.4. Addressing ethical issues (max 2000 characters)

TCNs and especially refugees and asylum seekers are vulnerable groups which encounter particular difficulties to enter, progress and stay in the labour market. TCNs taking part in all the pilot actions (WP 3 to 7) will be identified thanks to the cooperation with local authorities and/or NGOs knowledgeable about the treatment of personal data and will be done in accordance with national laws in force regarding personal data protection. The action stands by laws and regulations on data protection: project partners commit not to disseminate sensible data that could harm their partners and mainly asylum-seekers and refugees (like skills assessment results, CVs, skills matching, etc.) who might be involved in some of the activities of the project. It applies especially to the use of internet-based technologies.

The concerned individuals will provide written and informed consensus.

## PART 5 – PRESENTATION OF APPLICANTS AND ACTION MANAGEMENT

### 5.1. Applicants

#### 5.1.1. Partnership (max 2000 characters)

Labour market integration of TCNs is of relevance from an economic and societal perspective. Trade unions stand for the promotion and respect of TCNs rights in the labour market and local authorities are key players in ensuring services (such as housing, training, etc.) that enable TCNs integration. The partnership brought together, especially at local level, aims to build or strengthen collaboration between trade unions and UMN contacts and local authorities by creating new synergies of work and mutual learning activities, also at transnational level.

The ETUC has a long-standing experience in the management of EU-funded projects and plays a significant role in advocating TCNs labour and social rights. In the role of Applicant it will be responsible for the overall technical and financial project management as well as networking building by the different actors.

The present project is the result of a bottom up consultation with the UMN members. They, on their turn, liaised and established (sometimes new) contacts with the local authorities willing to engage in integration measures targeting TCNs.

National trade union organisations and members of the UnionMigrantNet work on a daily basis with TCNs. EKA, CITUB, NSDS, CISL, UIL, Le Monde des Possibles, CEPAG they all have a long-standing experience in providing services to TCNs to foster their employability. These organisations will be involved in concrete and innovative national integration activities together with local authorities and they will be mobilised to upgrade their services to deal with an increased number of international protection seekers.

8 municipalities (Athens, Milan, Trieste, Pordenone, Ljubljana, Sofia, Dolna Malina, Liège) will work together with trade unions and UMN members (in some cases for the first time) to develop integration measures aiming at integrating TCNs in the labour market. They will also be able to peer on integration measures by taking part in the mutual learning programmes and exchange on best practices on specific integration measures (one desk shop for TCNs, trainings, skills assessment measures, etc.).

Finally, international organisations dealing (also) with migration policies such as OSCE, ILO-Brussels, ILO-Rome, IOM-Europe will be supporting the project and be invited to contribute to various events (such as the network building conference and the closing conference). They will help to create a favourable political and institutional environment to support partners in developing practices of labour market integration of migrants as well as to support network building and dissemination of results.

### **5.1.2. Roles of Applicants (max 2000 characters)**

ETUC has the responsibility of the overall administration, implementation and reporting of project. It will also coordinate the MLPs (WP8). It leads the steering project committee (WP1) and oversees all the activities of the project.

EKA will coordinate the national integration activities in Athens (WP3) together with the Municipality of Athens and Generation 2.0. They will be involved in the MLPs with Italy (Municipality of Trieste and Pordenone), hosting and visiting. They will be members of the SPC and also participate in all transnational project events (network building and closing conference WP2 and WP9). EKA will provide expertise as UMN contact points for the implementation of WP10 and testing a hub.

Fisascat Cisl Milano/ANOLF Milano will coordinate the national integration activities in Milan (WP4) together with the Municipality of Milan. They will be involved in the MLPs with Slovenia, hosting and visiting. They will be members of the SPC and also participate in all transnational project events (network building and closing conference WP2 and WP9). Fisascat Cisl Milano/ANOLF Milano will provide expertise as UMN contact points for the implementation of WP10, and testing a hub.

ANOLF FVG will coordinate the national integration activities in Trieste and Pordenone (WP4) together with the Municipality of Trieste and Municipality of Pordenone. They will be involved in the MLPs with Greece. They will be members of the SPC and also participate in all transnational project events (network building and closing conference WP2 and WP9).

CISL, UIL will be involved in the MLPs with Slovenia and Greece – hosting and visiting. They will be part of the SPC and provide expertise as UMN contact points for the implementation of WP10, and testing a hub. They will also participate in all transnational project events (network building and closing conference WP2 and WP9).

CITUB will coordinate the national integration activities in Sofia (WP5) together with the Sofia Development Association (Municipality of Sofia) and the Municipality of Dolna Malina. They will be involved in the MLPs with Belgium, hosting and visiting. They will be members of the SPC and also participate in all transnational project events (network building and closing conference WP2 and WP9).

NSDS will coordinate the national integration activities in Slovenia (WP6) together with the Municipality of Ljubljana and ZRC SAZU. They will be involved in the MLPs with Italy (Municipality of Milan), hosting and visiting. They will be members of the SPC and also participate in all transnational project events (network building and closing conference WP2 and WP9).

CEPAG will coordinate the national integration activities in Liège together with the Municipality of Liege and Le Monde des Possibles. They will be involved in the MLPs with Bulgaria, hosting and visiting. They will be members of the SPC and also participate in all transnational project events (network building and closing conference WP2 and WP9).

OSCE, IOM-Europe, ILO-Brussels and ILO-Rome (as supporting organisations) will take part of the steering committee and will oversee the project implementation. They will be engaged in network building at EU and international level, mobilising expertise, dissemination of results, activating communication tools, setting up internet-based instruments.

### 5.1.3. Staff involved

Staff involved in the **project direction**. They supervise the implementation of the overall project and validate the final report.

- Liina CARR, ETUC Confederal Secretary, chair of the Steering Project Committee (SPC) and providing for policy direction of the project (WP1, WP2, WP8, WP9, WP10)
- Vania NEDELTCHEVA, EKA Project Director, member of the SPC (WP1), coordination national integration activities (WP3) and MLP (WP8), testing UMN e-tools upgrade (WP10)
- Panagiotis PSATHAS, Municipality of Athens Project Manager, member of the SPC (WP1), supervision MLP (WP8)
- Thanasis TSALDARIS, Generation 2.0 Project & Financial Manager, member of the SPC (WP1), coordination MLP (WP8)
- Ina ATANASOVA, CITUB Project Director, supervision of national integration activities (WP5) and MLP (WP8)
- Luigino PEZZUOLO, Fisascat CISL Milano Metropoli General Secretary, supervision of national integration activities (WP4) and MLP (WP8)
- Ornella VILLELLA, Municipality of Milan, Project Manager, member of the SPC (WP1), supervision MLP (WP8)
- Faghi Elmi AHMED, ANOLF FVG President, project manager, member of the SPC (WP1), supervision national integration activities (WP4) and MLP (WP8)
- Tiziana PERIN, Municipality of Pordenone European Project Manager, member of the SPC (WP1), supervision MLP (WP8)
- Liliana OCMIN, CISL Responsible Migration Policies Department and National Women's Coordination, member of the SPC (WP1), administration MLP (WP8), testing UMN e-tools upgrade (WP10)
- Giuseppe CASUCCI, UIL Responsible Immigration Department, member of the SPC (WP1), administration MLP (WP8), testing UMN e-tools upgrade (WP10)
- Sonja ŠARAC, NSDS Project Manager and Adviser, member of the SPC (WP1), coordination national integration activities (WP6) and MLP (WP8), testing UMN e-tools upgrade (WP10)
- Tjaša TEKAVČIĆ, Municipality of Ljubljana Senior Adviser, member of the SPC (WP1), supervision MLP (WP8)
- Didier VAN DER MEEREN, MDP Project Manager, member of the SPC (WP1), coordination national integration activities (WP7) and MLP (WP8)
- Joseph BURNOTTE and Sidi KATUMWA, CEPAG Project Managers, members of the SPC (WP1), coordination national integration activities (WP7) and MLP (WP8)

The following people have a role of **project implementation**. In support of project directors, they ensure that all activities of the project are implemented according to actions and outcomes foreseen in the project description.

- Cinzia SECHI, ETUC Senior Advisor, project supervision and implementation (WP1, WP2, WP8, WP9, WP10)
- Mercedes MILETTI, ETUC Project Officer, project implementation, coordination UnionMigrantNet (WP1, WP2, WP8, WP9, WP10)
- Christina THEOCHARI, EKA Head of the Department of Environment and International Relations, preparation of training modules (WP3)
- Marigo CHORMOVITI, Municipality of Athens Project Coordinator, coordination MLP (WP8).
- Nikos NAKOPOULOS, Generation 2.0 Counsellor, coordination integration training (WP3)
- Atanaska TODOROVA, CITUB project implementation, member of the SPC (WP1), coordination national integration activities (WP5) and MLP (WP8)
- Maurizio BOVE, Fisascat CISL Milano Metropoli Project Manager, member of the SPC (WP1), coordination national integration activities (WP4) and MLP (WP8)
- Paolo MIRANDA, Fisascat CISL Milano Metropoli Financial Manager, member of the SPC (WP1), coordination national integration activities (WP4) and MLP (WP8)
- Angela CUMA, Municipality of Milan, coordination MLP (WP8)
- Chiara CALABRIA, Municipality of Trieste head of the Home and Acceptance Service, coordination MLP (WP8)
- Admir MUSLIJU, ANOLF FVG Vice-President, coordination national integration activities (WP4) and MLP (WP8)
- Giuseppe MARINO, Municipality of Pordenone Project Officer, coordination MLP (WP8)
- Didier PIRONET, CEPAG Researcher, teacher, coordination national integration activities (WP4) and MLP (WP8)
- Mauricette CRUTZEN, MDP teacher, animation of meetings and workshop (WP7)

Staff involved in the **project's communication/dissemination activities**.

- Julian Scola (Head), Daniele Melli (Senior Adviser), Stefanie Wouters (Adviser), ETUC Press and Communication department
- Dimitrios MAGLARAS, EKA IT and Communication officer, provision of technical support, communication, dissemination and various digital activities (visualization, website, social media, etc). (WP3)
- Fenia BINIARI, Generation 2.0 Communication officer: dissemination and communication, drafting newsletter, regular updates (WP3)
- Boris PERŠ, NSDS Secretary and communications adviser (WP6)
- Kevin COCC, MDP IT and Communication officer, provision of technical support, website updates and translations

#### **Reseachers/experts**

- Giorgos MELISSARIS, EKA Legal Advisor/Trainer, contribution as legal expert to the preparation of the training modules (WP3)
- Katerina KAPNISI, Generation 2.0 Researcher, Online Guide of Good Practices on integration in Greece (WP3)
- Jackie ABHULIMEN, Generation 2.0 Advocacy officer, research for the Online Guide of Good Practices on integration in Greece and coordination/facilitation of integration training (WP3)
- Jure GOMBAČ, ZRC SAZU Senior Researcher, study on possibilities of employment for TCNs in Slovenia (WP6)
- Barbara BEZNEC, ZRC SAZU Senior Researcher, study on possibilities of employment for TCNs in Slovenia (WP6)
- Asja PEHAR, ZRC SAZU Researcher, study on possibilities of employment for TCNs in Slovenia (WP6)
- Ornella URPIS, ANOLF FVG Researcher, provision of expertise vademecum (WP4)
- Giorgio BRUNETTA, Municipality of Pordenone Social Assistant, evaluation of competences and resources for third country nationals (WP4)
- Mojca ŽIBERT, NSDS Legal Adviser, provision of legal support and counselling, mediation (WP6)
- Mauricette CRUTZEN, MDP Researcher, development of the awareness tool (WP7)
- Didier PIRONET, CEPAG Researcher, teacher (WP7)

All the above persons will be invited to actively contribute to the Network Building Conference (WP2) and Closing Conference (WP9).

The following people are administrative/accounting staff in support of the project. They will manage the administration and financial aspects of the project.

- Nunzia SABATINO, ETUC, accounting
- Kyriaki KRALLIDOU, EKA head of the account office, accounting
- Umberto BRUSCIANO, ANOLF FVG financial manager

- Serge DAKPUI, MDP accounting and administration
- Vincent PÉTRISOT & Christine MORANDI, CEPAG accounting and administration
- The accounting staff of CITUB will be defined in a later stage

Finally, the following people will be invited to the steering project committee, on the basis of the support expressed to implement the action:

- Teresa ALBANO, OSCE
- Irene WINTERMAYR, ILO-Brussels
- Gianni ROSAS, ILO-Rome
- Geertrui LANNEAU, IOM-Europe

## 5.2 Project management

### 5.2.1. Project management (*max 2000 characters*)

The ETUC will be the formal representative vis a vis the EU. ETUC project Director will supervise and manage daily activities, communication and coordination among all co-applicants. The project management will be strongly result-oriented with a clear cut of competencies and objectives. ETUC will engage in a participatory approach which aims at ensuring an efficient decision-making process, short decision channels and securing timely execution of all deliverables and outputs and active involvement of all partners. In the participating countries UMN members will coordinate the WP activities and report back to the ETUC. Decisions at WP level are taken jointly by the corresponding WP partners. Decisions at project level will be taken jointly by all partners either during the Steering Project Committee meetings (see below) or by phone/mail.

A Steering Project Committee (SPC) will be set up to manage all the activities of the project. It will be composed by representatives of ETUC and of all national implementing organisations: ETUC, the Athens Labour Unions Organisation (EKA), Municipality of Athens, Generation 2.0, Fisascat CISL Milano, ANOLF Milano, ANOLF Friuli Venezia Giulia (FVG), Municipality of Milan, Municipality of Trieste and Municipality of Pordenone, UIL, CISL, CITUB, Sofia Development Association, NSDS, ZRC SAZU, Municipality of Ljubljana, CEPAG, Le Monde des Possibles, Municipality of Liege and representatives of project's supporting international organisations (OSCE, IOM-Europe, etc.). It will follow the project implementation, supervise all activities and assess their implementation. It will regularly liaise by email and meet any time it is necessary on the initiative of the project director or of one of the European partners at least twice a year. The first meeting of the SPC will focus on finetuning the methodology attached to the different work-packages as well as on interaction and roles of the project partners associated to one or more of the actions.

The Committee will work in English and will meet in Brussels.

Decisions will be taken by consensus. The Steering Project Committee will have the specific tasks of keeping the project activities within a single strategic action. It also guarantees effective communication and monitoring. It regularly reports and is accountable to the project directors and activates expertise within each partner organisation.

Effective and permanent communication will be ensured thanks to the use of the Basecamp and (partially) UMN (existing) portal.

In particular, Basecamp website will enable all project partners to have a quick overview of the project calendar, access to documents, and automatic emails every time there is new information related to the project management.

### 5.2.2. Risks and measures to mitigate them (*max 2000 characters*)

At project management level, considering ETUC longstanding experience in translational project management no major difficulties are foreseen.

In general the following risks/difficulties are foreseen (especially at work package level):

- **Policy context:** a change in the national political context might occur during the implementation of the project, bringing difficulties to the UMN members/contact points and local authorities to dedicate their limited

resources (staff, time) to the actions foreseen in the project. This may be linked to an upsurge of services provided to migrants, unfavourable political conditions to migration policies etc. Some activities may be postponed in time and resources dedicated to the project may be affected.

- **Quality and dynamics of interaction:** A fragmented outcome is a possibility when a high number of actors at EU and national level is involved and not based on equal partnerships. To mitigate this risk, a proper coordination framework will be in place, and the quality and dynamics will be monitored to avoid losing focus.
- **Different types of coordination:** Simultaneous multi-dimensional cooperation will be necessary to ensure the engagement of the actors and local integration. Sufficient resources will be available for the implementation of the work packages, while other stakeholders could also be involved in the project, requesting financing of additional activities. It can trigger a multiplying factor in terms of resources engaged: the steering committee will have to keep in mind that each work package clearly states which activities are financed by the project and what added value they bring.
- **Conducive environment:** The project will take place in a number of Member States with different institutional systems dynamics between actors and stakeholders. The project will need to set up an environment in a different context which favours engagement and transparency, where the goals are made explicit for all partners and actors at all stages.
- **Comparability of practices:** When collecting best practices and seeking to implement a common methodology, the comparability and translation to different contexts might arise. Taking into account the differences between local realities will be needed when assessing the outcomes.
- **IT challenges:** Certain risks might be associated to the upgrading of the UMN portal. Certain difficulties might arise from the contact points in adapting to the new technologies set up by the project. Further trainings and meetings may be needed. New developments and technologies might take longer than foreseen in the activity plan to be fully implemented.

### 5.2.3. Monitoring and evaluation (*max 2000 characters*)

The measurement of the impact of the action has a two-fold objective: to provide concrete facts to evaluate the impact of the project, introduce a method of work in the UMN and local authorities action that is result-oriented and maximise the impact of resources invested in providing information and advice to TCNs.

The Steering project committee (SPC) will be responsible of monitoring and regularly assessing the implementation of the project activities and their consistency with the project's expected objectives. The SPC will also discuss and assess the activities and outcomes of the project when necessary. It will validate project results according to the following criteria: effectiveness of the action, respect of objectives of the project, respect of timing and quality of results. The ETUC team will also monitor the amount and content of feedbacks received at any of the steps of the project implementation.

All the transnational events (10 in total: 1 network building conference, 1 closing conference and the 8 Mutual Learning Programmes) will present an opportunity to assess the project implementation. The level of participation (over 400 people across Europe will be involved), the quality of discussions and exchanges and the practices presented will be used as indicators that will enable to evaluate the project outcome. The conclusion of long-term partnership at the end of MLPs will be also considered as an indicator for the effectiveness of the exchange undertaken.

The WP8 (Mutual learning programmes) will enable the signature of long-term partnership agreements. The quantity and long-term sustainability of these agreements will be relevant indicators of the MPLs.

The WP10 (upgrade of the UMN portal and development of IT tools) will use the following quantitative indicators to evaluate the effectiveness of the action.

On the "supply" side:

- At least 300 contact points geo-localised (or 1/3 of existing contact points in at least 15 countries which are the destination of at least 90% of inflows into the EU).
- At least three national hub contact points tested in Italy, Germany and Greece with specific pilot actions aimed at designing a "model" contact point.
- At least 10 hub national contact points started in at least five countries which are destination of at least 70% of inflows.
- Certified open-to-the-public hub contact points for at least two hours per week.

On the “demand” side: the impact can be better assessed in quantitative terms in the long term. During the duration of the project, tracking trends is more effective than recording absolute number of users or files closed.

- Number of strikes on main search engines and appearance on first page of web search machines for specific key words.
- Regular increasing trend number of visits of UMN portal for consecutive weeks in the dissemination phase of the project.
- Engaging UMN members to predefine minimum number of files processed through online services.

Last but not least, an important indicator at the end of the project will consist in the number of new contact points joining UnionMigrantNet.

**5.2.4. Dissemination strategy and visibility (max 2000 characters)**

Dissemination will start right from the network building conference (WP2) which will involve all membership of project partners, members of the UnionMigrantNet network and representatives from local and regional authorities. The national level dissemination events (WP3,WP4, WP5, WP6, WP7) will give an opportunity for further dissemination of the project results as well as the final dissemination conference (WP9).

Social media will be used as a tool for further dissemination to a wider public, e.g. the existing UMN [Twitter](#) account as well as the ETUC Facebook and Twitter pages with more than 5.000 and 20.000 followers respectively.

The upgrade of the portal (WP10) and the setting up of new social media profiles on twitter, facebook, Flickr and facebook (that will enhance UMN and project visibility) are aimed at improving the access of information and services of TCNs as well as smoothing the exchange between contact points.

The WP 9 will further disseminate the results of the project activities as well as presenting the new UMN e-toolkit.

The communications plan below outlines the different target groups and channels of communication which ETUC intends to use for reaching its goals:

<b>Who: Target Groups</b>	<b>Why: Purpose</b>	<b>What/How</b>
UnionMigrantNet members, ETUC and local authorities	Raise visibility and strength the network	General information on the project via ETUC and (new) UMN social media, websites, etc. ETUC Workers' Voice - National Updates newsletter (4 times a year). The (updated) UnionMigrantNet website will dedicate a section to the project. ETUC Permanent Committees members as well as local authorities involved at both policy and technical level in the project will raise visibility of the network. In particular, the ETUC Committee on Migration and Inclusion (consisting of 27 members from EU + ETUFs) will be updated regularly on the activities undertaken and be involved to take part in the various events.
Potential new UMN contact points	Enlarge the network (in particular in those countries with no or few contact points)	“Advertising” brochure of the network providing info for potential members (explaining how the network works, the new features of the portal, etc) in different languages.  ETUC Permanent Committees as well as local authorities’ events (from national and EU-level) in order to reach out and attract.
Existing networks of trade unions working on migration (e.g. RSMMS)	Create a strong cooperation with countries of origin Exchange of best practices among trade union networks	ETUC and UMN will share information on the project activities with members of RSMMS (Réseau Syndical de la Migration Méditerranéenne et Subsaharienne).

Third Country Nationals	Provide them with the necessary information and advice to effectively integrate in the European labour market	Upgrading the portal making it more accessible to TCNs (mobile app); several project outputs will be translated in languages spoken by TCNs.
EU institutional actors	To inform	Inviting them to our activities, pro-actively approaching the different officials, etc. They can further promote the project within existing migration bodies (eg. European Migration Forum)
International institutional actors	To inform	Involvement of OSCE, ILO-Brussels, ILO-Rome and IOM-Europe complements the wide dissemination potential at EU level.

**5.2.5 Sustainability and long-term impact of the results of the action (max. 2000 characters)**

UMN exists since 2013 and since the end of the Assistance for Integration - A4I project t (June 2015), the network itself operates through the structures and resources made available by its members and the ETUC. The project will provide new impetus and enhanced working methods to UMN and possibly also to attract new members. UMN constituency will therefore become stronger, more effective and reach out a larger number of TCNs. Contact points are financially self-sustainable, and their operation is not linked by ad-hoc grants.

At political level the ETUC and its members have committed to implement the European Partnership on Integration and further develop their assistance for integration of migrants’ services. ETUC is concretely putting in place a multi-stakeholder approach in a number of actions aimed at enhancing migrants’ integration in the labour market.

Local authorities will enhance the effectiveness of their integration measures towards TCNs (such as the one-stop-shop structure which will be implemented in the Municipality of Ljubljana. The Mutual Learning Programmes (MLPs) which will be carried out as part of this project will also cement long standing partnerships between the “twinned” municipalities, thereby ensuring a sustainable and lasting impact of this project.

**4.2. Implementation timetable**

**Action Title:** UnionMigrantNet and Cities Together for Integration

Number and name of the activity	MONTHS																										
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24	M 25	M 26	
1.1 - 6 Meetings of the SPC	x					x						x						x						x			
1.2 - Guidelines for the implementation of the project actions		x																									
1.3 - 6 Activity reports of the steering project committee		x					x						x						x						x		
1.4 - 1 Mid-Term Progress Report												x															
1.5 - 1 Final Implementation Report																											
1.6 - Financial monitoring and reporting																											
2.1 - 1 network building conference		x	x	x																							
2.2 - Background conference materials and working documents		x	x																								
2.3 - 1 Conference Final Activity Report					x																						
3.1- 1 Training on labour market integration and employability						x	x																				










## PART 6 INFORMATION CONCERNING OTHER EU GRANTS/PROCUREMENT


### 6.1. Grant applications or offers submitted by the Applicant and Co-applicants to EU institutions or agencies under grants/procurement for which the evaluation process is not yet finalised:


Year	Name of EU Programme	Reference number and title	Name of Applicant/Co-applicant	Role	Amount (Euro)
2018	Rights, Equality and Citizenship Call: REC-AG-2018	Proposal ID: 848477 Title: B.Ri.D.G.Es	Generation 2.0	Beneficiary	Total grant: 270054,25 G2RED: 31909,97
2018	Rights, Equality and Citizenship Call: REC-AG-2018	Proposal number: SEP-210560892 Title: NET-CARE: Networking and Care for Refugee and Migrant Women	Generation 2.0	Beneficiary	Total grant: 417.129,69 G2RED: 38.660,38
2018	Rights, Equality and Citizenship Programme Call: REC-AG-2018	Proposal number: 848836, Title: DIWE, Diversity In the Working Environment	Generation 2.0	Beneficiary	Total grant: 226084,16 G2RED: 27542,66
2018	H2020-MG-2018-TwoStages	AIREM 815047	SDA	Co-applicant	41,000
2018	REC-RRAC-RACI-AG-2018	REJUST 848395	SDA	applicant	71.595
2018	REC-RRAC-RACI-AG-2018	ARMOUR 848466	SDA	Co-applicant	95,572
2018	DG Employment, Social Affairs and Inclusion	VP/2018/006/0022 Dealing with stress in the workplace:	NSDS	Co-applicant	3 780.00 EUR


		adapting transnational information and consultation mechanisms for involvement of public service workers in decision making on employment and working conditions		 Associated with document Ref. Ares(2019)7075182 - 15/11/2019	
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**6.2. EU actions of the Applicant and Co-applicants: please indicate any action/project of the Applicant and Co-applicants that has been awarded funding from an EU institution or agency in the last 4 years should be listed. This includes awards under grant/procurement**


Name of EU programme	Reference number and title of the action/project	Name of Applicant/ Co-applicant	Role	Amount awarded (Euro) (*)	Action/project webpage
DG EMPL – Budget Heading 04.03.01.08 "Support for Social Dialogue"	VS/2016/0411 Integrated projects of the EU Social Dialogue	ETUC	Lead Coordinator	1 139 162,00	<a href="https://resourcecentre.etuc.org/">https://resourcecentre.etuc.org/</a>
DG EMPL – Budget Heading 04.03.01.08 "Support for Social Dialogue"	VS/2016/0414 BUILDING ON EXPERIENCES: A WIN-WIN APPROACH TO TRANSNATIONAL INDUSTRIAL RELATIONS IN MULTINATIONAL COMPANIES	ETUC	Lead Coordinator	243 215	<a href="http://www.etuc.org">www.etuc.org</a>
DG EMPL – Budget Heading 04030105 "information	VS/2016/0249 Follow-up of COP 21: involving Trade Unions into the emerging governance to tackle climate change and energy transition	ETUC	Lead Coordinator	432 600,40	<a href="http://www.etuc.org">www.etuc.org</a>


and training measures for workers' organisations					 Associated with document Ref. Ares(2019)7075182 - 15/11/2019
DG EMPL – Budget Heading 04030105 "information and training measures for workers' organisations	VS/2016/0251 ETUC NETLEX 2017	ETUC	Lead Coordinator	154 100,00	<a href="http://www.etuc.org">www.etuc.org</a>
DG EMPL – Budget Heading 04030105 "information and training measures for workers' organisations	VS/2016/0245 ETUC Standing Committees and Preparatory Meetings for the Social Dialogue Committee	ETUC	Lead Coordinator	425 095,00	<a href="http://www.etuc.org">www.etuc.org</a>
DG EMPL – Budget Heading 04030105 "information and training measures for workers' organisations	VS/2016/0254 New Trade Union Strategies for New Forms of Employment	ETUC	Lead Coordinator	264 965,00	<a href="http://www.etuc.org">www.etuc.org</a>
DG EMPL – Budget Heading 04030105 "information and training measures for workers' organisations	VS/2016/0253 Boosting Union's participation to guarantee quality transitions and employment to Young people in Europe	ETUC	Lead Coordinator	265 076,42	<a href="http://www.etuc.org">www.etuc.org</a>


measures for workers organisations workers' organisations					 Associated with document Ref. Ares(2019)7075182 - 15/11/2019
DG EMPL - Budget Heading 04.03.01.06 "Information, consultation and participation of representatives of undertakings"	VS/2016/0282 Digitalisation and work: the role of information, consultation and board-level representation	ETUC	Lead Coordinator	347 661,89	<a href="http://www.etuc.org">www.etuc.org</a>
DG EMPL - Budget Heading 04.03.01.06 "Information, consultation and participation of representatives of undertakings"	VS/2016/0281 ETUC action for EWCs 2017	ETUC	Lead Coordinator	200 085,00	<a href="http://www.etuc.org">www.etuc.org</a>
DG EMPL - EaSI - EURES: Cross-border partnerships and support to cooperation on intra-EU mobility for	VS/2016/0325 ETUC coordination in the EURES Network	ETUC	Lead Coordinator	120 080,00	<a href="http://www.etuc.org">www.etuc.org</a>

EEA countries					 Associated with document Ref. Ares(2019)7075182 - 15/11/2019
DG HOME AMIF (Asylum, Migration and Integration Fund)	HOME/2015/AMIF/AG/INTE/9085 Labour INT: Labour market integration of Migrants - A multi-stakeholder approach	ETUC	Lead Coordinator	740 504,10	<a href="http://www.labour-int.eu/">http://www.labour-int.eu/</a>
DG EMPL – Budget Heading 04030105 “information and training measures for workers’ organisations	VS/2017/0331 ETUC Permanent Committees and Preparatory meetings for EU Social Dialogue	ETUC	Lead Coordinator	425 095,00	<a href="http://www.etuc.org">www.etuc.org</a>
DG EMPL – Budget Heading 04030105 “information and training measures for workers’ organisations	VS/2017/0330 Netlex 2018	ETUC	Lead Coordinator	186 835,00	<a href="http://www.etuc.org">www.etuc.org</a>
DG EMPL – Budget Heading 04030105 “information and training measures for workers’ organisations	VS/2017/0325 REBALANCE Trade unions’ and social partners’ actions to improve reconciliation of work, family and private life for women and men	ETUC	Lead Coordinator	305 995,00	<a href="http://www.etuc.org">www.etuc.org</a>
DG EMPL – Budget Heading 04030105 “information and training	VS/2017/0428 ETUC Semester 2.0 Follow UP - Upgrading the involvement of trade unions in the European Semester	ETUC	Lead Coordinator	404 106,79	<a href="http://www.etuc.org">www.etuc.org</a>





measures for workers' organisations					 Associated with document Ref. Ares(2019)7075182 - 15/11/2019
DG EMPL - Budget Heading 04030105 "information and training measures for workers' organisations	VS/2017/0429 CB4CB - Capacity Building for Collective Bargaining	ETUC	Lead Coordinator	269 835,45	<a href="http://www.etuc.org">www.etuc.org</a>
DG EMPL - Budget Heading 04.03.01.06 "Information, consultation and participation	VS/2017/0402 ETUC actions for EWCs 2018 and 19	ETUC	Lead Coordinator	323 535,00	<a href="http://www.etuc.org">www.etuc.org</a>
DG EMPL - Budget Heading 04.03.01.06 "Information, consultation and participation	VS/2017/0406 Strengthening Workers' Voices in cases of Insolvencies	ETUC	Lead Coordinator	268 670,00	<a href="http://www.etuc.org">www.etuc.org</a>
DG EMPL - Budget Heading 04.03.01.06 "Information, consultation and participation	VS/2017/0422 Workers on Boards and company mobility	ETUC	Lead Coordinator	206 710,00	<a href="http://www.etuc.org">www.etuc.org</a>
DG EMPL - Budget Heading 04.03.01.08 "Support for	VS/2017/0386 Implementation of the Autonomous Agreement on Active Ageing and an Intergenerational Approach	ETUC	Lead Coordinator	174 020,00	<a href="http://www.etuc.org">www.etuc.org</a>


Social Dialogue"					 Associated with document Ref. Ares(2019)7075182 - 15/11/2019
DG GROW – Support for Societal Stakeholders in Standardisation	Specific Agreement ETUC/2018/01 ETUC STAND: strengthening the voice of Trade Unions in the Standardisation process	ETUC	Lead Coordinator	303 975,00	<a href="http://www.etuc.org">www.etuc.org</a>
DG NEAR – IPA – Support for networks of CSOs in the Western Balkans	IPA 2017/391-635 Strengthening regional cooperation of trade unions in the Balkans: on the way to EU!	ETUC	Lead Coordinator	109 935,90	<a href="http://www.etuc.org">www.etuc.org</a>
DG EMPL – Budget Heading 04.03.01.08 "Support for Social Dialogue"	VS/2018/0479 Integrated projects of the EU Social Dialogue	ETUC	Lead Coordinator	649 106	<a href="https://resourcecentre.etuc.org/">https://resourcecentre.etuc.org/</a> -
DG EMPL – Budget Heading 04030105 "information and training measures for workers' organisations"	VS/2018/0356 ETUC Permanent Committees	ETUC	Lead Coordinator	428 710	<a href="http://www.etuc.org">www.etuc.org</a>
DG EMPL – Budget Heading 04030105 "information and training measures for workers' organisations"	VS/2018/0363 ETUC NETLEX 2019	ETUC	Lead Coordinator	224 434.00	<a href="http://www.etuc.org">www.etuc.org</a>
DG EMPL – Budget Heading 04030105	VS/2018/0365 Getting young workers on board the European Pillar of Social Rights	ETUC	Lead Coordinator	258 400.00	<a href="http://www.etuc.org">www.etuc.org</a>


"information and training measures for workers' organisations					 Associated with document Ref. Ares(2019)7075182 - 15/11/2019
DG EMPL – Budget Heading 04030105 "information and training measures for workers' organisations	VS/2018/0362 Involving Trade Unions into adaptation to climate change	ETUC	Lead Coordinator	415 215.00	<a href="http://www.etuc.org">www.etuc.org</a>
DG GROW - Standards for Growth	OG/2019/01 ETUC STAND – strengthening workers' voice in the European Standardisation processes	ETUC	Lead Coordinator	327 496, 5	<a href="http://www.etuc.org">www.etuc.org</a>
AMIF 2017-AG-INTE	Grant Agreement Number 821506 - LABOUR INT 2	ETUC	Lead Coordinator	712 214, 46	<a href="http://www.labour-int.eu/">http://www.labour-int.eu/</a>
DG EMPL – Budget Heading 04030105 "information and training measures for workers' organisations	VS/2018/0015 ETUC SociALL - Social protection for all	ETUC	Lead Coordinator	393 153	<a href="http://www.etuc.org">www.etuc.org</a>
AMIF 2017-AG-INTE	Grant Agreement Number 821506 - LABOUR INT 2	EKA	Co-applicant	61.651	<a href="http://www.labour-int.eu/">http://www.labour-int.eu/</a>
EASI	VS/2016/0210 - Employment enhancement and social services integration in Athens Municipality (ESTI@)	Municipality of Athens	Coordinator	1.993.352,72 €	<a href="https://athens-estia.gr">https://athens-estia.gr</a>


UIA	UIA02-081/Curing the Limbo - From apathy to active citizenship: Empowering refugees and migrants in limbo state to ignite housing affordability	Municipality of Athens	Coordinator	4,999,748.80 €	<a href="https://www.uia-initiative.eu/en/uia-cities/athens">https://www.uia-initiative.eu/en/uia-cities/athens</a> Associated with document Ref. Ares(2019)7075162 - 15/11/2019
AMIF	GRANT AGREEMENT HOME/2015/AMIF/AG/INTE/9073 - Eurocities: "CITIES-GroW (Cities integrating refugees and migrants through work)	Municipality of Athens	Partner	9.960,00€	<a href="http://www.eurocities.eu/eurocities/projects/CITIES-GroW&amp;tpl=home">http://www.eurocities.eu/eurocities/projects/CITIES-GroW&amp;tpl=home</a>
Europe for citizens	3I - Welcome to Europe 3I: inclusion, integration, internationalisation 576940-CITIZ-1-2016-1-FI-CITIZ-NT	Municipality of Pordenone	partner	137.500	<a href="http://www.europe3i.com">www.europe3i.com</a>
Alpine space	Alpsib ASP397	Municipality of Pordenone	LP	2.200.000	<a href="http://alpsib-project.eu/">alpsib-project.eu/</a>
Alpine space	Melinda	Municipality of Pordenone	partner	2.000.000	<a href="https://www.alpine-space.eu/projects/melinda/en/home">https://www.alpine-space.eu/projects/melinda/en/home</a>
Interreg Italy-Slovenia	Bluegrass	Municipality of Pordenone	partner	1.100.000	<a href="https://www.facebook.com/Bluegrass.ITASLO/">https://www.facebook.com/Bluegrass.ITASLO/</a>
Interreg Italy-Slovenia	MUSE	Municipality of Pordenone	partner	1.407.133,58	<a href="https://www.ita-slo.eu/it/muse">https://www.ita-slo.eu/it/muse</a>
Interreg Italy-Austria	ECARE	Municipality of Pordenone	Associate partner	200.000	<a href="https://ecareproject.eu/">https://ecareproject.eu/</a>
Erasmus +KA2	Ctrl Alt Enterprise	Municipality of Pordenone	partner	445.000	<a href="https://itacaineurope.coopsoc.it/category/ctrlalenterprise/">https://itacaineurope.coopsoc.it/category/ctrlalenterprise/</a>

"Central Europe 2007-13"	"HELPS - Housing and Homecare for the Elderly and Local Partnership Strategies in Central Europeancities"	Comune di Trieste	Partner	13000	 Welfare planning for the weak population <small>Associated with document Ref. Ares(2019)7075182 - 15/11/2019</small>
Programma Operativo Nazionale "Inclusione" FSE 2014-2020	Avviso pubblico Non Competitivo n. 3/2016 "Avviso pubblico per la presentazione di progetti da finanziare a valere sul Fondo Sociale Europeo, programmazione 2014-2020, Programma Operativo Nazionale (PON) Inclusione, proposte di intervento per l'attuazione del Sostegno per l'Inclusione attiva", a valere sull'Asse 1 del PON "Inclusione" CUP F91H17000110006	UTI GIULIANA (Comune di Trieste partner)	Partner	868.601	<p>Support for people in poverty and extreme marginality</p> <p>Experimentation of a national measure of active inclusion that provides for the provision of an economic subsidy</p> <p>Social inclusion and protected jobs</p>
PO I FEAD - Programma Operativo Nazionale "Inclusione" FSE 2014-2020	Avviso pubblico non competitivo n. 4/2016 per "la presentazione di Proposte di intervento per il contrasto alla grave emarginazione adulta e alla condizione di senza dimora" CUP: C71H17000180007	REGIONE FVG (Comune di Trieste partner)	Partner	414.700€	Intervention to face severe adult marginalization and homelessness
HOME/2015/AMIF/AG-INTE/9085	Labour INT: Labour market integration of Migrants - A multi-stakeholder approach	Fisascat CISL Milano Metropoli	Project Partner (Co-beneficiary)	73.985,10	<a href="http://www.labour-int.eu">www.labour-int.eu</a>
AMIF 2017-AG-INTE	Labour-INT 2	Fisascat CISL Milano Metropoli	Project Partner (Co-beneficiary)	18.142,00	
Budget Heading 03	VS/2016/0305	CITUB	Applicant	289 188	<a href="http://www.direct-project.org">www.direct-project.org</a>
Budget Heading 011	VS/2014/0108	CITUB	co-applicant	25 600	<a href="http://www.fair-labour-mobility.eu/">http://www.fair-labour-mobility.eu/</a>
Budget Heading 01	VS/2014/0361	CITUB	co-applicant	111 224	<a href="https://www.unionlearn.org.uk">https://www.unionlearn.org.uk</a>

EuropeAid	DCI NSAED/ 2012/279-811	CITUB	co-applicant	58 654	 <a href="http://dw.knsb-bg.org">http://dw.knsb-bg.org</a> Associated with document Ref. Ares(2019)7075182 - 15/11/2019
HORIZON2020	Circular Economy platform for European priorities strategic agenda - CICERONE, 820707	SDA	Co-applicant	21,750	
ERASMUS + KA3: Social inclusion through education, training and youth	IN-EDU, 604670	SDA	Co-applicant	50,636	
INTERREG Danube	Finance4Social Change	SDA	Co-applicant	115,7000	<a href="http://www.interreg-danube.eu/approved-projects/finance4socialchange">http://www.interreg-danube.eu/approved-projects/finance4socialchange</a>
INTERREG Danube	DTP1-1-415-1.2 New GenerationSkills	SDA	Co-applicant	148,000	<a href="http://www.interreg-danube.eu/approved-projects/newgenerationskills">http://www.interreg-danube.eu/approved-projects/newgenerationskills</a>
INTERREG Europe	PGI00176 InnoBridge	SDA	Co-applicant	106,000	<a href="http://www.interregeurope.eu/innobridge/">http://www.interregeurope.eu/innobridge/</a>
Rights, Equality and Citizenship (REC)	JUST/2015/RRAC/AG/BEST/8931 Coalition of Positive Messengers to Counter Online Hate Speech	SDA	Applicant	135,000	<a href="https://positivemessengers.net/en/">https://positivemessengers.net/en/</a>
DG Home Affairs and Migration, AMIF	776047 INTEGRA Integration of Third Country Nationals through Urban Partnerships	SDA	Applicant	139,386	<a href="http://www.integra-eu.net">www.integra-eu.net</a>
DG Home Affairs, Prevention of and Fight against Crime Programme	HOME/2012/ISEC/AG/FINEC/4000 003822 Non-repressive Model to Reduce Corruption at Municipal Level	SDA	Co-applicant	51,000	<a href="http://normcorm.bg/en/">http://normcorm.bg/en/</a>

Danube Transnational programme	DRIM (Danube Region Information Platform for Economic Integration of Migrants), DTP1-1-183-4.1	ZRC SAZU	LEAD PARTNER	1.530.000	 Associated with document Ref. Ares(2019)7075182 - 15/11/2019 <a href="http://www.interreg-danube.eu/drim">www.interreg-danube.eu/drim</a>
Interreg Slo-AT	Urban Diversity, SI-AT 158	ZRC SAZU	LEAD PARTNER	830.000	<a href="http://www.urbandiversity.eu/sl/">http://www.urbandiversity.eu/sl/</a>
AMIF-2016-AG-INTE	Pand Pas Pre and Post – Arrival Schemes to facilitate inclusion and prevent xenophobia and radicalization 776029	ZRC SAZU	Partner	700.002	<a href="http://www.pandpasproject.eu/">http://www.pandpasproject.eu/</a>
AMIF-2017-AG-INTE	BEST <b>821504</b>	ZRC SAZU	Partner	558.211	Project starts on 1. 2. 2019
Urban Innovative Action	UIA02-228 APPLAUSSE	Municipality of Ljubljana	Lead partner	4.2 million	<a href="https://www.ljubljana.si/en/applause">https://www.ljubljana.si/en/applause</a>
Interreg Danube	DTP2-018-2.2	Municipality of Ljubljana	Lead partner	2.4 million	<a href="https://www.facebook.com/Urbfordan/">https://www.facebook.com/Urbfordan/</a>
URBACT	BeePathNet (ref: 4042)	Municipality of Ljubljana	Lead partner	0,5 million	<a href="https://www.facebook.com/pg/BeePathNet/about/">https://www.facebook.com/pg/BeePathNet/about/</a>
H2020	689289-CLAIRCITY	Trinomics BV, NL / Municipality of Ljubljana	Partner	6.7 million	<a href="http://www.claircity.eu/">http://www.claircity.eu/</a>
Interreg CE	CE177-GeoPLASMA-CE	Geological Survey of Austria / Municipality of Ljubljana	Partner	2.4 million	<a href="https://portal.geoplasma-ce.eu/">https://portal.geoplasma-ce.eu/</a>

ISFP-2017-AG-PROTECT	815358 - Pericles	Politiezone van Antwerpen / Municipality of Ljubljana	Partner	2.1 million	 Associated with document Ref. Ares(2019)7075182 - 15/11/2019
Erasmus + KA2 (strategic partnership)	Erasmus + KA2 (strategic partnership) – Kickst’Arts - BE04-KA205-002323 - 2018	Le Monde des Possibles	Lead Partner	63.214,00 euros	Not yet available. Trainings and methodological guide for youth workers who are working with Neets.
INTERREG Meuse-Rhine	TREE (N°33 - 2017)	Le Monde des Possibles	Partner	52.016,18 euros	Projekt TREE (Training for intergrating REfugees in the Euregio) <a href="https://www.interregemr.eu/projets/tree-fr">https://www.interregemr.eu/projets/tree-fr</a>
Erasmus + KA2 (strategic partnership)	2017-1-BE01-KA202-024743	Le Monde des Possibles	Lead partner	195.130 euros	EVOLVE European Values of social Life and Vocational Integration <a href="http://www.possibles.org/evolve/">http://www.possibles.org/evolve/</a>
EU - European Social Funds - AMIF	M00002037 - 2017	Le Monde des Possibles	Lead applicant	71.377,75 euros	FLE ON LIVE – Training program for refugees on French as second language and digital skills.
EU DG Justice - DAPHNE III	JUST/2013/DAP/AG/5325 New Start - 2016	Le Monde des Possibles	Co-applicant	88.491,26 euros	Life coaching and mentoring empowerment for women for a new start. See <a href="http://www.possibles.org/?page_id=131">http://www.possibles.org/?page_id=131</a> A concrete methodological guide for the improvement of migrant women personal and professional skills.
EU EACEA – Erasmus + KA1	2015-2-BE04-KA105-001691 Interlangues	Le Monde des Possibles	Applicant	24.810,00 euros	Satiric and caricatures workshops for young of Serbia, Georgia and Macedonia (FYROM) - <a href="http://www.possibles.org/?page_id=168">http://www.possibles.org/?page_id=168</a>
EU - European Social Funds - AMIF	M00001550 Univerbal 2016	Le Monde des Possibles	Applicant	31.510 euros	Social interpreting service implementation for migrant women and local institutions. Cooperative model aimed for migrant jobs sustainability.
EU - European Social Funds - IEJ	Y0416330 Redem’arts 2016	Le Monde des Possibles	Applicant	172.560,00 euros	New digital economy jobs discovery for youth who have dropped off from school. <a href="http://www.possibles.org/?page_id=114">http://www.possibles.org/?page_id=114</a>

HOME/ 2015/ AMIF/ AG-INTE/90 85	Labour INT: Labour market integration of Migrants - A multi- stakeholder approach	CEPAG	Project Partner (Co-beneficiary)	56.090	 Associated with document Ref. Ares(2019)7075182 - 15/11/2019 <a href="http://www.labour-int.eu">www.labour-int.eu</a>
AMIF 2017- AG-INTE	Labour-INT 2	CEPAG	Project Partner (Co-beneficiary)	12.884	
DG JUST, REC Programme	JUST/2015/RGEN/AG/ROLE	UIL	Lead Applicant	534.628, 91	<a href="http://www.getupproject.eu/">http://www.getupproject.eu/</a>
DG EMPL	Industrial relations, 04 budget line	UIL	Co Applicant	324.651, 91	
Erasmus+	ERASMUS+ Programme – KA2 VET AGREEMENT NUMBER 2015-1- IT01-KA202-004624	UIL	Co Applicant	431.123, 00	<a href="http://www.silverworkers.net/">http://www.silverworkers.net/</a>
EC DG Employment Social Affairs and Inclusion	Industrial Relations for a Green Economy VS/2013/0405	CISL	Leader	174.043, 22	<a href="http://www.centrostudi.cisl.it/progetti-europei.html">http://www.centrostudi.cisl.it/progetti-europei.html</a>
EC DG Employment Social Affairs and Inclusion	European Works Councils as a platform for implementation Transnational Company Agreements (TCA)” VS/201/0405	CISL	co-applicant	39.990,5 0	<a href="http://www.centrostudi.cisl.it/progetti-europei.html">http://www.centrostudi.cisl.it/progetti-europei.html</a>
EC DG Employment Social Affairs and Inclusion	Partner Contract The role of industrial relations systems VS/2016/0332	CISL	Leader	151.603, 20	<a href="http://www.centrostudi.cisl.it/progetti-europei.html">http://www.centrostudi.cisl.it/progetti-europei.html</a>
EC DG Employment Social Affairs and Inclusion	SACADOS- Supporting Anticipation of Change and Development of Skills – vs/2016/0332	CISL	Co-applicant	57.822,2 3	<a href="http://www.centrostudi.cisl.it/progetti-europei.html">http://www.centrostudi.cisl.it/progetti-europei.html</a>

(\*) If the funding was awarded to a partnership, only the amount awarded to the Applicant / Co-applicant should be noted



## ESTIMATED BUDGET FOR THE ACTION

Estimated eligible <sup>1</sup> costs (per budget category)										EU contribution <sup>2</sup>			Action's estimated receipts		
A. Direct personnel costs	B. Direct travel and subsistence costs				C. Direct costs of subcontracting	E. Other direct costs	F. Indirect costs <sup>3</sup>	Total costs	Reimbursement rate % <sup>4</sup>	Maximum EU Contribution <sup>5</sup>	Maximum grant amount <sup>6</sup>	Income generated by the action	Financial contributions given by third parties to the beneficiaries	Action's total receipts	
Cost form <sup>7</sup>	Actual	Actual	Actual	Unit <sup>8</sup>		Actual	Actual	Flat-rate <sup>10</sup>	g = a + b1 + [b2] + c + e1 + f	h	i = g * h	j	k	l	m = k + l
	a	b1	[b2]	No	Total [b2]	c	e1	f = flat-rate * (a + b1 + [b2]) + c + e1							
1. ETUC	249 365.00	96 850.00	116 930.00		n/a	60 000.00	109 200.00	44 264.15	676 609.15	90.00	608 948.24	608 948.23	0.00	0.00	0.00
2. VILLE DE LIEGE	12 500.00	0.00	0.00		n/a	0.00	0.00	875.00	13 375.00	90.00	12 037.50	12 037.50	0.00	0.00	0.00
3. MDP	35 511.00	14 000.00	8 900.00		n/a	10 000.00	23 600.00	6 440.77	98 451.77	90.00	88 606.59	88 606.59	0.00	0.00	0.00
4. CEPAG	44 645.00	3 500.00	9 500.00		n/a	0.00	8 750.00	4 647.65	71 042.65	90.00	63 938.39	63 938.32	0.00	0.00	0.00
5. EKA	13 465.00	10 500.00	20 250.00		n/a	15 000.00	17 150.00	5 345.55	81 710.55	90.00	73 539.50	73 539.49	0.00	0.00	0.00
6. GENERATION 2.0	8 185.00	0.00	0.00		n/a	0.00	0.00	572.95	8 757.95	90.00	7 882.16	7 882.15	0.00	0.00	0.00
7. FISASCAT	20 100.00	10 500.00	39 200.00		n/a	8 200.00	49 150.00	8 900.50	136 050.50	90.00	122 445.45	122 445.45	0.00	0.00	0.00
8. ANOLF FVG	19 000.00	3 500.00	35 300.00		n/a	0.00	46 050.00	7 269.50	111 119.50	90.00	100 007.55	100 007.55	0.00	0.00	0.00
9. Trieste	12 800.00	0.00	0.00		n/a	0.00	0.00	896.00	13 696.00	90.00	12 326.40	12 326.40	0.00	0.00	0.00
10. Milano	12 800.00	0.00	0.00		n/a	0.00	0.00	896.00	13 696.00	90.00	12 326.40	12 326.40	0.00	0.00	0.00
11. CITUB	14 180.00	11 177.00	21 926.00		n/a	1 200.00	47 474.00	6 716.99	102 673.99	90.00	92 406.59	92 406.59	0.00	0.00	0.00
12. SDA	10 220.00	195.00	1 598.00		n/a	0.00	10 210.00	1 555.61	23 778.61	90.00	21 400.75	21 400.75	0.00	0.00	0.00
13. NSDS	16 690.00	3 500.00	17 100.00		n/a	7 810.00	21 040.00	4 629.80	70 769.80	90.00	63 692.82	63 692.82	0.00	0.00	0.00
14. ZRC SAZU	10 400.00	7 000.00	4 500.00		n/a	0.00	3 700.00	1 792.00	27 392.00	90.00	24 652.80	24 652.80	0.00	0.00	0.00
15. LJUBLJANA	7 500.00	0.00	2 000.00		n/a	0.00	300.00	686.00	10 486.00	90.00	9 437.40	9 437.40	0.00	0.00	0.00
16. ATHENS	4 200.00	0.00	0.00		n/a	0.00	0.00	294.00	4 494.00	90.00	4 044.60	4 044.60	0.00	0.00	0.00
17. Pordenone	12 800.00	0.00	0.00		n/a	0.00	0.00	896.00	13 696.00	90.00	12 326.40	12 326.40	0.00	0.00	0.00
18. UIL	3 750.00	0.00	0.00		n/a	0.00	0.00	262.50	4 012.50	90.00	3 611.25	3 611.25	0.00	0.00	0.00
19. CISL	3 750.00	0.00	0.00		n/a	0.00	0.00	262.50	4 012.50	90.00	3 611.25	3 611.25	0.00	0.00	0.00
20. NCH	5 400.00	0.00	0.00		n/a	0.00	0.00	378.00	5 778.00	90.00	5 200.20	5 200.20	0.00	0.00	0.00
<b>Σ consortium</b>	<b>517 261.00</b>	<b>160 722.00</b>	<b>277 204.00</b>		<b>n/a</b>	<b>102 210.00</b>	<b>336 624.00</b>	<b>97 581.47</b>	<b>1 491 602.47</b>	<b>90.00</b>	<b>1 342 442.24</b>	<b>1 342 442.14</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<sup>1</sup> See Article 6 for the eligibility conditions.

<sup>2</sup> The consortium remains free to decide on a different internal distribution of the EU funding (via the consortium agreement; see Article 25.3).

<sup>3</sup> The indirect costs claimed must be free of any amounts covered by an operating grant (received under any EU or Euratom funding programme). A beneficiary that receives an operating grant during the duration of the action cannot claim any indirect costs for the year(s) covered by the operating grant (see Article 6.2.F).

<sup>4</sup> For the reimbursement rate, see Article 5.2.

<sup>5</sup> This is the theoretical amount of the EU contribution, if the reimbursement rate is applied to all the budgeted costs. This theoretical amount is capped by the 'maximum grant amount'.

<sup>6</sup> The 'maximum grant amount' is the maximum grant amount decided by the Commission. It normally corresponds to the requested grant, but may be lower.

<sup>7</sup> See Article 5 for the cost forms.

<sup>8</sup> See Annex 2a 'Additional information on the estimated budget' for the details (units, cost per unit).

<sup>9</sup> See Annex 2a 'Additional information on the estimated budget' for the details (units, cost per unit, estimated number of units, etc).

<sup>10</sup> For the flat rate, see Article 6.2.F.

## **ACCESSION FORM FOR BENEFICIARIES**

**VILLE DE LIEGE (VILLE DE LIEGE)**, established in PLACE DU MARCHE 2, LIEGE 4000, Belgium, VAT number: BE0207343933, ('the beneficiary'), represented for the purpose of signing this Accession Form by the undersigned,

**hereby agrees**

**to become beneficiary** No ('2')

**in Grant Agreement No** 863738 ('the Grant Agreement')

**between** CONFEDERATION EUROPEENNE DES SYNDICATS ADF **and** the European Union ('the EU'), represented by the European Commission ('the Commission'),

**for the action entitled** UnionMigrantNet and Cities Together for Integration (UMN).

*and mandates*

*the coordinator to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.*

By signing this Accession Form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and conditions it sets out.

SIGNATURE

For the beneficiary/new beneficiary/new coordinator

## **ACCESSION FORM FOR BENEFICIARIES**

**LE MONDE DES POSSIBLES ASBL (MDP)**, established in RUE DES CHAMPS 97, LIEGE 4020, Belgium, ('the beneficiary'), represented for the purpose of signing this Accession Form by the undersigned,

**hereby agrees**

**to become beneficiary** No ('3')

**in Grant Agreement No** 863738 ('the Grant Agreement')

**between** CONFEDERATION EUROPEENNE DES SYNDICATS ADF **and** the European Union ('the EU'), represented by the European Commission ('the Commission'),

**for the action entitled** UnionMigrantNet and Cities Together for Integration (UMN).

*and mandates*

*the coordinator to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.*

By signing this Accession Form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and conditions it sets out.

SIGNATURE

For the beneficiary/new beneficiary/new coordinator

## **ACCESSION FORM FOR BENEFICIARIES**

**CENTRE D'EDUCATION POPULAIRE ANDRE GENOT (CEPAG)**, established in RUE DU NAMUR 47, BEEW 5000, Belgium, ('the beneficiary'), represented for the purpose of signing this Accession Form by the undersigned,

**hereby agrees**

**to become beneficiary** No ('4')

**in Grant Agreement No** 863738 ('the Grant Agreement')

**between** CONFEDERATION EUROPEENNE DES SYNDICATS ADF **and** the European Union ('the EU'), represented by the European Commission ('the Commission'),

**for the action entitled** UnionMigrantNet and Cities Together for Integration (UMN).

***and mandates***

***the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.*

By signing this Accession Form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and conditions it sets out.

SIGNATURE

For the beneficiary/new beneficiary/new coordinator

## **ACCESSION FORM FOR BENEFICIARIES**

**ERGATOYPALLILIKO KENTRO ATHINAS (EKA)**, established in 48 B, 3rd SEPTEMVRIOU str, ATHENS 104 33, Greece, VAT number: 090194070, ('the beneficiary'), represented for the purpose of signing this Accession Form by the undersigned,

**hereby agrees**

**to become beneficiary** No ('5')

**in Grant Agreement No** 863738 ('the Grant Agreement')

**between** CONFEDERATION EUROPEENNE DES SYNDICATS ADF **and** the European Union ('the EU'), represented by the European Commission ('the Commission'),

**for the action entitled** UnionMigrantNet and Cities Together for Integration (UMN).

*and mandates*

*the coordinator to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.*

By signing this Accession Form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and conditions it sets out.

SIGNATURE

For the beneficiary/new beneficiary/new coordinator

## **ACCESSION FORM FOR BENEFICIARIES**

**TZENEREISON 2.0 DEYTERI GENIA INSTITOUTO GIA TA DIKAIOMATA TIN ISOTITAKAI TIN ETERTITA (GENERATION 2.0)**, established in ELEFThERIAS SQUARE 14, ATHINA 10553, Greece, VAT number: EL998329999, ('the beneficiary'), represented for the purpose of signing this Accession Form by the undersigned,

**hereby agrees**

**to become beneficiary** No ('6')

**in Grant Agreement No** 863738 ('the Grant Agreement')

**between** CONFEDERATION EUROPEENNE DES SYNDICATS ADF **and** the European Union ('the EU'), represented by the European Commission ('the Commission'),

**for the action entitled** UnionMigrantNet and Cities Together for Integration (UMN).

*and mandates*

*the coordinator to submit and sign in its name and on its behalf any amendments to the Agreement, in accordance with Article 39.*

By signing this Accession Form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and conditions it sets out.

SIGNATURE

For the beneficiary/new beneficiary/new coordinator

## **ACCESSION FORM FOR BENEFICIARIES**

**FISASCAT CISL MILANO METROPOLI (FISASCAT)**, established in VIA BENEDETTO MARCELLO 18, MILANO 20124, Italy, ('the beneficiary'), represented for the purpose of signing this Accession Form by the undersigned,

**hereby agrees**

**to become beneficiary** No ('7')

**in Grant Agreement No** 863738 ('the Grant Agreement')

**between** CONFEDERATION EUROPEENNE DES SYNDICATS ADF **and** the European Union ('the EU'), represented by the European Commission ('the Commission'),

**for the action entitled** UnionMigrantNet and Cities Together for Integration (UMN).

***and mandates***

***the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.*

By signing this Accession Form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and conditions it sets out.

SIGNATURE

For the beneficiary/new beneficiary/new coordinator

**ACCESSION FORM FOR BENEFICIARIES**

**ANOLF - ASSOCIAZIONE NAZIONALE OLTRE LE FRONTIERE REGIONALE DEL FRIULIVENEZIA GIULIA - ONLUS (ANOLF FVG)**, established in PIAZZA DALMAZIA 1, TRIESTE 34133, Italy, VAT number: 90059170325, ('the beneficiary'), represented for the purpose of signing this Accession Form by the undersigned,

**hereby agrees**

**to become beneficiary** No ('8')

**in Grant Agreement No** 863738 ('the Grant Agreement')

**between** CONFEDERATION EUROPEENNE DES SYNDICATS ADF **and** the European Union ('the EU'), represented by the European Commission ('the Commission'),

**for the action entitled** UnionMigrantNet and Cities Together for Integration (UMN).

*and mandates*

*the coordinator to submit and sign in its name and on its behalf any amendments to the Agreement, in accordance with Article 39.*

By signing this Accession Form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and conditions it sets out.

SIGNATURE

For the beneficiary/new beneficiary/new coordinator

## **ACCESSION FORM FOR BENEFICIARIES**

**Comune di Trieste (Trieste)**, established in PIAZZA DELL UNITA D ITALIA 4, Trieste 34121, Italy, VAT number: IT00210240321, ('the beneficiary'), represented for the purpose of signing this Accession Form by the undersigned,

**hereby agrees**

**to become beneficiary** No ('9')

**in Grant Agreement No** 863738 ('the Grant Agreement')

**between** CONFEDERATION EUROPEENNE DES SYNDICATS ADF **and** the European Union ('the EU'), represented by the European Commission ('the Commission'),

**for the action entitled** UnionMigrantNet and Cities Together for Integration (UMN).

*and mandates*

*the coordinator to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.*

By signing this Accession Form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and conditions it sets out.

SIGNATURE

For the beneficiary/new beneficiary/new coordinator

## **ACCESSION FORM FOR BENEFICIARIES**

**COMUNE DI MILANO (Milano)**, established in PIAZZA DELLA SCALA 2, MILANO 20121, Italy, VAT number: IT01199250158, ('the beneficiary'), represented for the purpose of signing this Accession Form by the undersigned,

**hereby agrees**

**to become beneficiary** No ('10')

**in Grant Agreement No** 863738 ('the Grant Agreement')

**between** CONFEDERATION EUROPEENNE DES SYNDICATS ADF **and** the European Union ('the EU'), represented by the European Commission ('the Commission'),

**for the action entitled** UnionMigrantNet and Cities Together for Integration (UMN).

***and mandates***

***the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.*

By signing this Accession Form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and conditions it sets out.

SIGNATURE

For the beneficiary/new beneficiary/new coordinator

**ACCESSION FORM FOR BENEFICIARIES**

**SDRUZHENIE KONFEDERACIJA NA NEZAVISIMITE SINDIKATI V BULGARIJA (CITUB)**, established in 1 MACEDONIA SQUARE, SOFIA 1040, Bulgaria, VAT number: BG000703276, ('the beneficiary'), represented for the purpose of signing this Accession Form by the undersigned,

**hereby agrees**

**to become beneficiary** No ('11')

**in Grant Agreement No** 863738 ('the Grant Agreement')

**between** CONFEDERATION EUROPEENNE DES SYNDICATS ADF **and** the European Union ('the EU'), represented by the European Commission ('the Commission'),

**for the action entitled** UnionMigrantNet and Cities Together for Integration (UMN).

*and mandates*

*the coordinator to submit and sign in its name and on its behalf any amendments to the Agreement, in accordance with Article 39.*

By signing this Accession Form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and conditions it sets out.

SIGNATURE

For the beneficiary/new beneficiary/new coordinator

## **ACCESSION FORM FOR BENEFICIARIES**

**ASSOTSIATSIA ZA RAZVITIE NA SOFIA (SDA)**, established in ULICA MOSKOVSKA 33, SOFIA 1000, Bulgaria, ('the beneficiary'), represented for the purpose of signing this Accession Form by the undersigned,

**hereby agrees**

**to become beneficiary** No ('12')

**in Grant Agreement No** 863738 ('the Grant Agreement')

**between** CONFEDERATION EUROPEENNE DES SYNDICATS ADF **and** the European Union ('the EU'), represented by the European Commission ('the Commission'),

**for the action entitled** UnionMigrantNet and Cities Together for Integration (UMN).

***and mandates***

***the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.*

By signing this Accession Form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and conditions it sets out.

SIGNATURE

For the beneficiary/new beneficiary/new coordinator

## **ACCESSION FORM FOR BENEFICIARIES**

**NEODVISNI SINDIKAT DELAVCEV SLOVENIJE (NSDS)**, established in SLOVENSKA CESTA 54, LJUBLJANA 1000, Slovenia, VAT number: SI63697092, ('the beneficiary'), represented for the purpose of signing this Accession Form by the undersigned,

**hereby agrees**

**to become beneficiary** No ('13')

**in Grant Agreement No** 863738 ('the Grant Agreement')

**between** CONFEDERATION EUROPEENNE DES SYNDICATS ADF **and** the European Union ('the EU'), represented by the European Commission ('the Commission'),

**for the action entitled** UnionMigrantNet and Cities Together for Integration (UMN).

***and mandates***

***the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.*

By signing this Accession Form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and conditions it sets out.

SIGNATURE

For the beneficiary/new beneficiary/new coordinator

## **ACCESSION FORM FOR BENEFICIARIES**

**ZNANSTVENORAZISKOVALNI CENTER SLOVENSKE AKADEMIJE ZNANOSTI IN UMETNOSTI (ZRC SAZU)**, established in NOVI TRG 2, LJUBLJANA 1000, Slovenia, VAT number: SI38048183, ('the beneficiary'), represented for the purpose of signing this Accession Form by the undersigned,

**hereby agrees**

**to become beneficiary** No ('14')

**in Grant Agreement No** 863738 ('the Grant Agreement')

**between** CONFEDERATION EUROPEENNE DES SYNDICATS ADF **and** the European Union ('the EU'), represented by the European Commission ('the Commission'),

**for the action entitled** UnionMigrantNet and Cities Together for Integration (UMN).

***and mandates***

***the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.*

By signing this Accession Form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and conditions it sets out.

SIGNATURE

For the beneficiary/new beneficiary/new coordinator

**ACCESSION FORM FOR BENEFICIARIES**

**MUNICIPALITY OF LJUBLJANA (LJUBLJANA)**, established in MESTNI TRG 1, LJUBLJANA 1000, Slovenia, VAT number: SL67593321, ('the beneficiary'), represented for the purpose of signing this Accession Form by the undersigned,

**hereby agrees**

**to become beneficiary** No ('15')

**in Grant Agreement No** 863738 ('the Grant Agreement')

**between** CONFEDERATION EUROPEENNE DES SYNDICATS ADF **and** the European Union ('the EU'), represented by the European Commission ('the Commission'),

**for the action entitled** UnionMigrantNet and Cities Together for Integration (UMN).

*and mandates*

*the coordinator to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.*

By signing this Accession Form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and conditions it sets out.

SIGNATURE

For the beneficiary/new beneficiary/new coordinator

**ACCESSION FORM FOR BENEFICIARIES**

**DIMOS ATHINAION (ATHENS)**, established in LIOSION STREET 22, ATHINA 10438, Greece, VAT number: EL090025537, ('the beneficiary'), represented for the purpose of signing this Accession Form by the undersigned,

**hereby agrees**

**to become beneficiary** No ('16')

**in Grant Agreement No** 863738 ('the Grant Agreement')

**between** CONFEDERATION EUROPEENNE DES SYNDICATS ADF **and** the European Union ('the EU'), represented by the European Commission ('the Commission'),

**for the action entitled** UnionMigrantNet and Cities Together for Integration (UMN).

*and mandates*

*the coordinator to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.*

By signing this Accession Form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and conditions it sets out.

SIGNATURE

For the beneficiary/new beneficiary/new coordinator

## **ACCESSION FORM FOR BENEFICIARIES**

**COMUNE DI PORDENONE (Pordenone)**, established in CORSO VITTORIO EMANUELE II 64, PORDENONE 33170, Italy, VAT number: IT00081570939, ('the beneficiary'), represented for the purpose of signing this Accession Form by the undersigned,

**hereby agrees**

**to become beneficiary** No ('17')

**in Grant Agreement No** 863738 ('the Grant Agreement')

**between** CONFEDERATION EUROPEENNE DES SYNDICATS ADF **and** the European Union ('the EU'), represented by the European Commission ('the Commission'),

**for the action entitled** UnionMigrantNet and Cities Together for Integration (UMN).

*and mandates*

*the coordinator to submit and sign in its name and on its behalf any amendments to the Agreement, in accordance with Article 39.*

By signing this Accession Form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and conditions it sets out.

SIGNATURE

For the beneficiary/new beneficiary/new coordinator

## **ACCESSION FORM FOR BENEFICIARIES**

**UNIONE ITALIANA DEL LAVORO (UIL)**, established in VIA LUCULLO 6, ROMA 00187, Italy, ('the beneficiary'), represented for the purpose of signing this Accession Form by the undersigned,

**hereby agrees**

**to become beneficiary** No ('18')

**in Grant Agreement No** 863738 ('the Grant Agreement')

**between** CONFEDERATION EUROPEENNE DES SYNDICATS ADF **and** the European Union ('the EU'), represented by the European Commission ('the Commission'),

**for the action entitled** UnionMigrantNet and Cities Together for Integration (UMN).

***and mandates***

***the coordinator*** to submit and sign in its name and on its behalf any ***amendments*** to the Agreement, in accordance with Article 39.

By signing this Accession Form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and conditions it sets out.

SIGNATURE

For the beneficiary/new beneficiary/new coordinator

**ACCESSION FORM FOR BENEFICIARIES**

**CONFEDERAZIONE ITALIANA SINDACATI LAVORATORI (CISL)**, established in VIA PO 21, ROME 00198, Italy, ('the beneficiary'), represented for the purpose of signing this Accession Form by the undersigned,

**hereby agrees**

**to become beneficiary** No ('19')

**in Grant Agreement No** 863738 ('the Grant Agreement')

**between** CONFEDERATION EUROPEENNE DES SYNDICATS ADF **and** the European Union ('the EU'), represented by the European Commission ('the Commission'),

**for the action entitled** UnionMigrantNet and Cities Together for Integration (UMN).

*and mandates*

*the coordinator to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.*

By signing this Accession Form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and conditions it sets out.

SIGNATURE

For the beneficiary/new beneficiary/new coordinator

## **ACCESSION FORM FOR BENEFICIARIES**

**NCH VASIL LEVSKI 1943 (NCH)**, established in STREET 1, DOLNA MALINA, Bulgaria, ('the beneficiary'), represented for the purpose of signing this Accession Form by the undersigned,

**hereby agrees**

**to become beneficiary** No ('20')

**in Grant Agreement No** 863738 ('the Grant Agreement')

**between** CONFEDERATION EUROPEENNE DES SYNDICATS ADF **and** the European Union ('the EU'), represented by the European Commission ('the Commission'),

**for the action entitled** UnionMigrantNet and Cities Together for Integration (UMN).

***and mandates***

***the coordinator** to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.*

By signing this Accession Form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and conditions it sets out.

SIGNATURE

For the beneficiary/new beneficiary/new coordinator

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MODEL ANNEX 4 ISFB/ISFP/AMIF/JUST-DRUGS MGA — MULTI

FINANCIAL STATEMENT FOR [BENEFICIARY [name] / AFFILIATED ENTITY [name]] FOR REPORTING PERIOD [reporting period]

Eligible <sup>1</sup> costs (per budget category)										Receipts			EU contribution					
A. Direct personnel costs	B. Direct travel and subsistence costs				C. Direct costs of subcontracting	[D. Direct costs of fin. support]	E. Other direct costs			F. Indirect costs <sup>2</sup>	Total costs	Income generated by the action	Financial contributions given by third parties to the beneficiaries	Total receipts	Reimbursement rate % <sup>3</sup>	Maximum EU contribution <sup>4</sup>	Requested EU contribution	
A.1 Employees (or equivalent) A.2 Natural persons under direct contract and seconded persons	B.1 Travel	B.2 Subsistence				[D.1 Financial support] [D.2 Prizes]	E.1 Equipment	[E.3.1 Costs for ad hoc queries]	[E.3.2 Costs for translation of ad hoc queries]									
Cost form <sup>5</sup>	Actual	Actual	Actual	Unit <sup>6</sup>	Actual	Actual	Actual	Unit <sup>7</sup>	Unit <sup>7</sup>	Flat-rate <sup>8</sup>								
	a	b1	[b2]	No Total [b2]	c	[d]	e1	Total [e2]	Total [e3]	f = flat-rate * (a + b1 + [b2] + c [ +d ] + e1 + [e2] + [e3])	g = a + b1 + [b2] + c + [d] + e1 + [e2] + [e3] + f	h	i	j = h + i	k	l	m	
[short name beneficiary / affiliated entity]																		

**The beneficiary/affiliated entity hereby confirms that:**  
 The information provided is complete, reliable and true.  
 The costs declared are eligible (see Article 6).  
 The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 12, 13 and 17).  
 For the last reporting period: that all the receipts have been declared (see Article 5.3.3).

<sup>1</sup> Please declare all eligible costs, even if they exceed the amounts indicated in the estimated budget (see Annex 2). Only amounts that were declared in your individual financial statements can be taken into account later on, in order to replace other costs that are found to be ineligible.

<sup>1</sup> See Article 6 for the eligibility conditions.

<sup>2</sup> The indirect costs claimed must be free of any amounts covered by an operating grant (received under any EU or Euratom funding programme). A beneficiary that receives an operating grant during the duration of the action cannot claim any indirect costs for the year(s) covered by the operating grant (see Article 6.2.F).

<sup>3</sup> See Article 5.2 for the reimbursement rate.

<sup>4</sup> This is the theoretical amount of EU contribution that the system calculates automatically (by multiplying the reimbursement rate by the total costs declared). The amount you request (in the column 'requested EU contribution') may be less.

<sup>5</sup> See Article 5.2 for the cost forms.

<sup>6</sup> See Annex 2a 'Additional information on the estimated budget' for the details (units, cost per unit).

<sup>7</sup> See Annex 2a 'Additional information on the estimated budget' for the details (units, cost per unit, **estimated number of units**, etc).

<sup>8</sup> See Article 6.2.F for the flat-rate.

## ANNEX 5

### MODEL FOR THE CERTIFICATE ON THE FINANCIAL STATEMENT (CFS)

This document sets out:

- the objectives and scope of the independent report of factual findings on costs declared under a EU grant agreement financed under the Internal Security Fund — Borders and Visa, the Internal Security Fund — Police, the Asylum, Migration and Integration Fund or the Justice Programme — Drugs Policy Initiatives and
- a model for the certificate on the financial statement (CFS).

#### 1. Background and subject matter

*[OPTION 1 for actions with one RP and NO interim payments:* Within 60 days of the end of the reporting period, the coordinator must submit to the Commission a **final report**, which should include (among other documents and unless otherwise specified in Article 15 of the Grant Agreement) a **certified financial statement** (CFS; see proposed model below) for each beneficiary and (if applicable) each affiliated entity, if it requests an EU contribution of EUR 100 000 or more as reimbursement of actual costs.. ]

*[OPTION 2 for actions with several RPs and interim payments:* Within 60 days of the end of each reporting period, the coordinator must submit to the Commission a **periodic report**, which should include (among other documents and unless otherwise specified in Article 15 of the Grant Agreement) a **certified financial statement** (CFS; see proposed model below) for each beneficiary and (if applicable) each affiliated entity, if the cumulative amount of EU contribution the beneficiary/affiliated entity requests as reimbursement of actual costs is EUR 100 000 or more.

The CFS must be submitted every time the cumulative amount of payments requested (i.e. including in previous financial statements) reaches the threshold (i.e. a first certificate once the cumulative amount reaches 100 000, a second certificate once it reaches 200 000, a third certificate once it reaches 300 000, etc.).

Once the threshold is reached, the CFS must cover all reporting periods for which no certificate has yet been submitted.]

The beneficiary must provide the CFS for itself and, if applicable, for its affiliated entity(ies).

The **purpose** of the audit on which the CFS is based is to give the Commission ‘reasonable assurance’<sup>1</sup> that costs declared as eligible costs under the grant (and, if relevant, receipts generated in the course of the action) are being claimed by the beneficiary in accordance with the relevant legal and financial provisions of the Grant Agreement.

The **scope** of the audit is limited to the verification of eligible costs included in the CFS. The audit must be conducted in line with point 3 below.

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<sup>1</sup> This means a high degree of confidence.

Certifying auditors must carry out the audits in compliance with generally accepted **audit standards** and indicate which standards they have applied. They must bear in mind that, to establish a CFS, they must carry out a compliance audit and not a normal statutory audit. The eligibility criteria in the Grant Agreement always override normal accounting practices.

The beneficiary and the auditor are expected to address any **questions on factual data or detailed calculations** before the financial statement and the accompanying certificate are submitted. It is also recommended that the beneficiary take into account the auditor's preliminary comments and suggestions in order to avoid a qualified opinion or reduce the scope of the qualifications.

Since the certificate is the main source of assurance for cost claims and payments, it will be easier to consider amounts as eligible if a **non-qualified certificate** is provided.

The submission of a certificate does not affect the Commission's right to carry out its **own assessment or audits**. Neither does the reimbursement of costs covered by a certificate preclude the Commission, the European Anti-Fraud Office or the European Court of Auditors from carrying out checks, reviews, audits and investigations in accordance with Article 17 of the Grant Agreement.

The Commission expects the certificates to be issued by auditors according to the highest professional standards.

## 2. Auditors who may deliver a certificate

The beneficiary is free to choose a **qualified external auditor**, including its usual external auditor, provided that:

- the external auditor is **independent** from the beneficiary and
- the provisions of **Directive 2006/43/EC**<sup>2</sup> are complied with.

Independence is one of the qualities that permit the auditor to apply unbiased judgement and objective consideration to established facts to arrive at an opinion or a decision. It also means that the auditor works without direction or interference of any kind from the beneficiary.

Auditors are considered as providing services to the beneficiary/affiliated entity under a **purchase contract** within the meaning of Article 9 of the Grant Agreement. This means that the costs of the CFS may normally be declared as costs incurred for the action, if the cost eligibility rules set out in Articles 6 and 9.1.1 of the Grant Agreement are fulfilled (especially: best value for money and no conflict of interests; see also below eligibility of costs of other goods and services). Where the beneficiary/affiliated entity uses its usual external auditor, it is presumed that they already have an agreement that complies with these provisions and there is no obligation to find new bids. Where the beneficiary/affiliated entity uses an external auditor who is not their usual external auditor, it must select an auditor following the rules set out in Article 9.1.1.

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<sup>2</sup> Directive [2006/43/EC](#) of the European Parliament and of the Council of 17 May 2006 on statutory audits of annual accounts and consolidated accounts or similar national regulations (OJ L 157, 9.6.2006, p. 87).

**Public bodies** can choose an external auditor or a competent public officer. In the latter case, the auditor's independence is usually defined as independence from the audited beneficiary 'in fact and in appearance'. A preliminary condition is that this officer was not involved in any way in drawing up the financial statements. Relevant national authorities establish the legal capacity of the officer to carry out audits of that specific public body. The certificate should refer to this appointment.

### 3. Audit methodology and expected results

#### 3.1 Verification of eligibility of the costs declared

The auditor must conduct its verification on the basis of inquiry and analysis, (re)computation, comparison, other accuracy checks, observation, inspection of records and documents and by interviewing the beneficiary (and the persons working for it).

The auditor must examine the following documentation:

- the Grant Agreement and any amendments to it;
- the periodical and/or final report(s);
- *for personnel costs*
  - salary slips;
  - time sheets;
  - contracts of employment;
  - other documents (e.g. personnel accounts, social security legislation, invoices, receipts, etc.);
  - proofs of payment;
- *for travel and subsistence costs*
  - the beneficiary's internal rules on travel;
  - transport invoices and tickets (if applicable);
  - declarations by the beneficiary;
  - other documents (proofs of attendance such as minutes of meetings, reports, etc.);
  - proofs of payment;
- *for subcontracting*
  - the call for tender;
  - tenders (if applicable);
  - justification for the choice of subcontractor;
  - contracts with subcontractors;
  - invoices;
  - declarations by the beneficiary;
  - proofs of payment;
  - other documents: e.g. national rules on public tendering if applicable, EU Directives, etc.;
- *for equipment costs*
  - invoices;
  - delivery slips / certificates of first use;
  - proofs of payment;
  - depreciation method of calculation;
- *for costs of other goods and services*
  - invoices;
  - proofs of payment; and

- other relevant accounting documents.

### ***General eligibility rules***

The auditor must verify that the costs declared comply with the general eligibility rules set out in Article 6.1 of the Grant Agreement.

In particular, the costs must:

- be actually incurred;
- be linked to the subject of the Grant Agreement and indicated in the beneficiary's estimated budget (i.e. the latest version of Annex 2);
- be necessary to implement the action which is the subject of the grant;
- be reasonable and justified, and comply with the requirements of sound financial management, in particular as regards economy and efficiency;<sup>3</sup>
- have been incurred during the action, as defined in Article 3 of the Grant Agreement (with the exception of the invoice for the audit certificate and costs relating to the submission of the final report);
- not be covered by another EU or Euratom grant (see below ineligible costs);
- be identifiable, verifiable and, in particular, recorded in the beneficiary's accounting records and determined according to the applicable accounting standards of the country where it is established and its usual cost-accounting practices;
- comply with the requirements of applicable national laws on taxes, labour and social security;
- be in accordance with the provisions of the Grant Agreement (see, in particular, Articles 6 and 9-11a) and
- have been converted to euro at the rate laid down in Article 15.6 of the Grant Agreement:
  - for beneficiaries with accounts established in a currency other than the euro:  
Costs incurred in another currency must be converted into euros at the average of the daily exchange rates published in the C series of the [EU Official Journal](#) determined over the corresponding reporting period.  
If no daily euro exchange rate is published in the EU Official Journal for the currency in question, the rate used must be the average of the monthly accounting rate established by the Commission and published on its [website](#);
  - for beneficiaries with accounts established in euro:  
Costs incurred in another currency should be converted into euros applying the beneficiary's usual accounting practice.

The auditor must verify whether expenditure includes **VAT** and, if so, verify that the beneficiary:

- cannot recover the VAT (this must be supported by a statement from the competent body) and
- is not a public body acting as a public authority.

The auditor should base his/her audit approach on the **confidence level** following a review of the beneficiary's internal control system. When using sampling, the auditor should indicate and justify the sampling size.

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<sup>3</sup> To be assessed in particular on the basis of the procurement and selection procedures for service providers.

### *Specific eligibility rules*

In addition, the auditor must verify that the costs declared comply with the specific cost eligibility rules set out in Article 6.2 and Articles 9.1.1, 10.1.1, 11.1.1, 11a.1.1 and 11a.2.1 of the Grant Agreement.

#### *Personnel costs*

The auditor must verify that:

- personnel costs have been charged and paid in respect of the actual time devoted by the beneficiary's personnel to implementing the action (justified on the basis of time sheets or other relevant time-recording system);
- personnel costs were calculated on the basis of annual gross salary, wages or fees (plus obligatory social charges, but excluding any other costs) specified in an employment or other type of contract, not exceeding the average rates corresponding to the beneficiary's usual policy on remuneration;
- the work was carried out during the period of implementation of the action, as defined in Article 3 the Grant Agreement;
- the personnel costs are not covered by another EU or Euratom grant (see below ineligible costs);
- for additional remunerations: the 2 conditions set out in Article 6.2.A.1 of the Grant Agreement are met (i.e. that it is part of the beneficiary's usual remuneration practices and is paid in a consistent manner whenever the same kind of work or expertise is required and that the criteria used to calculate the supplementary payments are objective and generally applied by the beneficiary, regardless of the source of funding used);
- for in-house consultants: the 3 conditions set out in Article 6.2.A.2 of the Grant Agreement are met (i.e. that the in-house consultant works under the beneficiary's instructions, that the result of the work carried out belongs to the beneficiary, and that the costs are not significantly different from those for personnel performing similar tasks under an employment contract).

The auditor should have assurance that the management and accounting system ensures proper allocation of the personnel costs to various activities carried out by the beneficiary and funded by various donors.

#### *Travel and subsistence costs*

The auditor must verify that travel and subsistence costs:

- have been charged and paid in accordance with the beneficiary's internal rules or usual practices (or, in the absence of such rules or practices, that they do not exceed the scale normally accepted by the Commission);
- are not covered by another EU or Euratom grant (see below ineligible costs)
- were incurred for travels linked to action tasks set out in Annex 1 of the Grant Agreement.

#### *Subcontracting costs*

The auditor must verify that:

- the subcontracting complies with best value for money (or lowest price) and that there was no conflict of interests;
- the subcontracting was necessary to implement the action for which the grant is requested;
- the subcontracting was provided for in Annex 1 and Annex 2 or agreed to by the Commission at a later stage;
- the subcontracting is supported by accounting documents in accordance with national accounting law;
- public bodies have complied with the national rules on public procurement.

### *Equipment costs*

The auditor must verify that:

- the equipment was acquired during the period of implementation of the action, as defined in Article 3 of the Grant Agreement;
- the equipment is purchased, rented or leased at normal market prices;
- public bodies have complied with the national rules on public procurement;
- the equipment is written off, depreciation has been calculated according to the tax and accounting rules applicable to the beneficiary and only the portion of the depreciation corresponding to the duration of the action has been declared and
- the costs are not covered by another EU or Euratom grant (see below ineligible costs).

### *Costs of other goods and services*

The auditor must verify that:

- the purchase complies with best value for money (or lowest price) and that there was no conflict of interests;
- public bodies have complied with the national rules on public procurement;
- the costs are not covered by another EU or Euratom grant (see below ineligible costs).

### *Ineligible costs*

The auditor must verify that the beneficiary has not declared any costs that are ineligible under Article 6.4 of the Grant Agreement:

- costs relating to return on capital;
- debt and debt service charges;
- provisions for future losses or debts;
- interest owed;
- doubtful debts;
- currency exchange losses;
- bank costs charged by the beneficiary's bank for transfers from the Commission;
- excessive or reckless expenditure;
- deductible VAT;
- VAT incurred by a public body acting as a public authority;
- costs incurred during suspension of the implementation of the action;
- in-kind contributions from third parties;
- costs declared under other EU or Euratom grants (including those awarded by a Member State and financed by the EU or Euratom budget or awarded by bodies other than the Commission for the purpose of implementing the EU or Euratom budget); in

particular, indirect costs if the beneficiary is already receiving an operating grant financed by the EU or Euratom budget in the same period;

- costs incurred for permanent staff of a national administration for activities that are part of its normal activities (i.e. not undertaken only because of the grant);
- costs incurred for staff or representatives of EU institutions, bodies or agencies.

### ***3.2 Verification of receipts***

The auditor must verify that the beneficiary has declared receipts within the meaning of Article 5.3.3 of the Grant Agreement, i.e.:

- income generated by the action (e.g. from the sale of products, services and publications, conference fees) and
- financial contributions given by third parties, specifically to be used for costs that are eligible under the action.

### ***3.3 Verification of the beneficiary's accounting system***

The auditor must verify that:

- the accounting system (analytical or other suitable internal system) makes it possible to identify **sources of financing** for the action and related expenses incurred during the contractual period and
- expenses/income under the grant have been recorded systematically using a numbering system that **distinguishes** them from expenses/income for other projects.

## Certificate on the financial statement (CFS)

To

[Beneficiary/affiliated entity's full name  
address]

We, [full name of the audit firm/organisation], established in [full address/city/country], represented for signature of this audit certificate by [name and function of an authorised representative],

hereby certify

that:

1. We have **conducted an audit** relating to the costs declared in the financial statement of [name of beneficiary/affiliated entity] (the [beneficiary's]/[affiliated entity's]), to which this audit certificate is attached and which is to be presented to the European Commission under Grant Agreement No [insert number] — [insert acronym], covering costs for the following reporting period(s): [insert reporting period(s)].
2. We confirm that our audit was **carried out in accordance with generally accepted auditing standards** in compliance with ethical rules and on the basis of the provisions of the **Grant Agreement** and its Annexes (and in particular the audit methodology described in Annex 5).
3. The financial statement was examined and all necessary tests of [all/[X]]% of the supporting documentation and accounting records were carried out in order to obtain **reasonable assurance that**, in our opinion and on the basis of our audit
  - total **costs of EUR [insert number]** ([insert amount in words]) are eligible, i.e.:
    - actual;
    - determined in accordance with the [beneficiary's]/[affiliated entity's] accounting principles;
    - incurred during the period referred to in Article 3 of the Grant Agreement;
    - recorded in the [beneficiary's]/[affiliated entity's] accounts (at the date of this audit certificate);
    - comply with the specific eligibility rules in Article 6.2 of the Grant Agreement;
    - do not contain costs that are ineligible under Article 6.4 of the Grant Agreement, in particular:
      - costs relating to return on capital;
      - debt and debt service charges;
      - provisions for future losses or debts;
      - interest owed;
      - doubtful debts;
      - currency exchange losses;
      - bank costs charged by the [beneficiary's]/[affiliated entity's] bank for transfers from the Commission
      - excessive or reckless expenditure;

- deductible VAT;
  - VAT incurred by a public body acting as a public authority;
  - costs incurred during suspension of the implementation of the action;
  - in-kind contributions provided by third parties;
  - costs declared under other EU or Euratom grants (including those awarded by a Member State and financed by the EU or Euratom budget or awarded by bodies other than the Commission for the purpose of implementing the EU or Euratom budget); in particular, indirect costs if the [beneficiary]/[affiliated entity] is already receiving an operating grant financed by the EU or Euratom budget in the same period;
  - costs incurred for permanent staff of a national administration, for activities that are part of its normal activities (i.e. not undertaken only because of the grant);
  - costs incurred for staff or representatives of EU institutions, bodies or agencies;
  - [are claimed according to the euro conversion rate referred to in Article 15.6 of the Grant Agreement;]
- total **receipts** of EUR [insert number] ([insert amount in words]) have been declared under Article 5.3.3 of the Grant Agreement and
- the [beneficiary's]/[affiliated entity's] **accounting procedures** are in compliance with the accounting rules of the state in which it is established and permit direct reconciliation of the costs incurred for the implementation of the action covered by the EU grant with the overall statement of accounts relating to its overall activity.

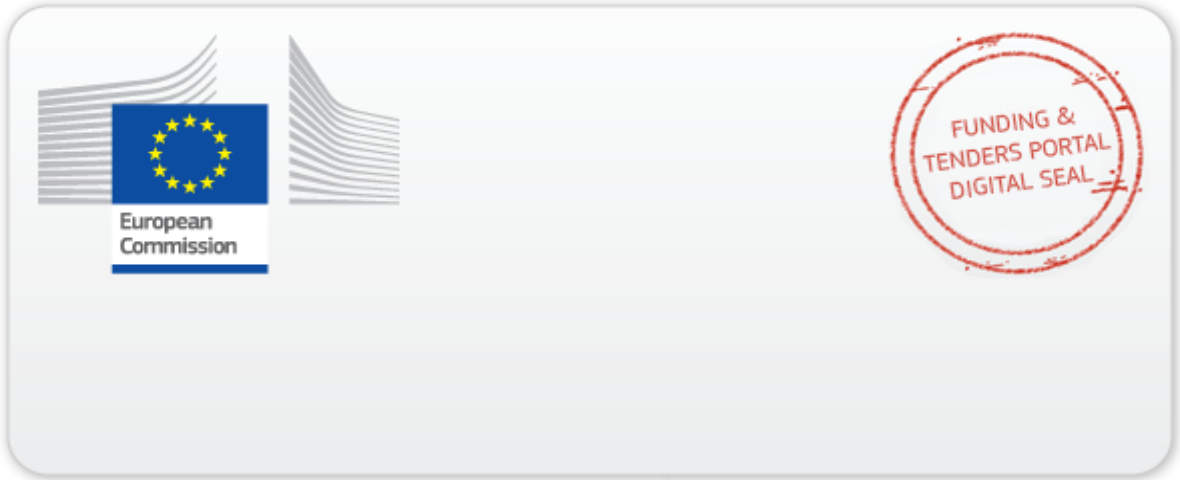
[However, our audit opinion is **qualified** for:

- costs of EUR [insert number]
- receipts of EUR [insert number]

which in our opinion do not comply with the applicable rules.]

4. We are qualified/authorised to deliver this audit certificate [(for additional information, see appendix to this certificate)].
5. The [beneficiary]/[affiliated entity] paid a **price** of EUR [insert number] (including VAT of EUR [insert number]) for this audit certificate. [OPTION 1: These costs are eligible (i.e. incurred within 60 days of the end of the action referred to in Article 3 of the Grant Agreement) and included in the financial statement.][OPTION 2: These costs were not included in the financial statement.]

Date, signature and stamp



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