



Federal Ministry
of Labour
and Social Affairs



PRESENTATION

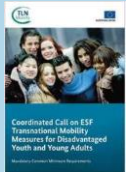
COORDINATED CALL AND MANUAL

OF GUIDANCE

Stephanie Koenen & Bettina Reuter
Federal Ministry of Labour and Social Affairs (Germany)



STRUCTURE OF THE SESSION



1. Brief introduction of the two documents (20min)



2. Detour to TLN Mobility Regions/MS: Preparation of Regional and National ESF Mobility Calls (25min)



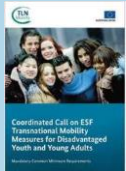
3. Support and Timeline of the Network (10min)



4. Brief outline of the Learning Seminar (5min)



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1. COORDINATED CALL / MANUAL OF GUIDANCE: Introduction

AIM: Coordinated Call as a **coordinated transnational framework** for national and regional ESF action on youth mobility

to:

- ➔ foster high **QUALITY** of transnational mobility projects
- ➔ provide a coordinated framework for transnational collaboration on the level of the **PROGRAMME MANAGEMENT**

LEGAL BASIS: ESF Regulation 1304/2013, art. 3 and 10
Structural Funds Regulation 1303/2013



1. COORDINATED CALL / MANUAL OF GUIDANCE: Key criteria for **quality of mobility projects**

Initial requirements: common criteria should be...

- clear
- unambiguous
- distinguishable in terms of being **essential** or **desirable**
- formulated for **all three phases** of mobility measures: preparation, stay abroad, follow-up
- based on specific needs of the group of **disadvantaged** youth and young adults



1. COORDINATED CALL / MANUAL OF GUIDANCE: Key criteria for **quality of mobility projects**

Disadvantaged youth and young adults face specific challenges...

Obstacles to participation in mobility programmes	
Dispositional	Situational
Poor self-confidence	Time constraints
Weak motivation	Lack of resources
Negative perceptions of education and training	Constraints of location
Little self-awareness of own abilities and potential	Poor qualifications

Source: TLN Mobility Working Group on Quality, Option Paper, April 2013 (*initially prepared by Quality Expert Andrew McCoshan*)



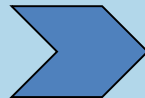
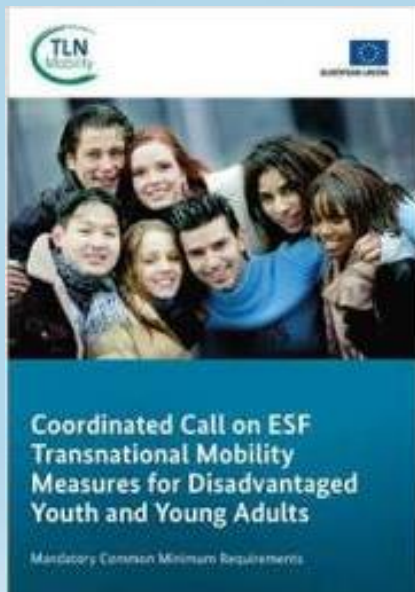
1. COORDINATED CALL / MANUAL OF GUIDANCE: Coordinated framework for transnational collaboration on Programme Management level

Decentralised approach of the ESF requires coordination between MS/regions on the programming level to simplify implementation. Especially with regard to the...

- definition of the **target group**
- **timing of the launch of national and regional calls** and the implementation of activities
- facilitation of **transnational partner-finding** among project operators carrying out the measures
- **eligibility of costs.**



1. COORDINATED CALL – The Structure



COORDINATED CALL (CC)

A: INTRODUCTION

B: CONTENT

1. Objectives of mobility programmes
2. Target Group
3. Programme cycle
4. Project structure and project management
5. Implementation structures
6. Eligibility of costs

C: ANNEX



1. COORDINATED CALL – The Content (1-3)

COORDINATED CALL (CC)

A: INTRODUCTION

B: CONTENT

- 1. Objectives of mobility programmes**
- 2. Target Group**
- 3. Programme cycle**
4. Project structure and project management
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6. Eligibility of costs

C: ANNEX

1. Objectives of mobility programmes launched under this call

to integrate participants of such programmes into education, vocational training or employment

2. Target Group

Disadvantaged young people aged 18-30 (35) not in employment, education or training (NEET)

3. Programme cycle

- Coordinated Call and respective national/regional calls launched in autumn 2014 – spring 2015
- Applications submitted on national/regional level for **sending** participants abroad
- Sending project operator signing grant agreement contract on behalf of the transnational partnership, thus being responsible also for the quality of services delivered by host organisations



1. COORDINATED CALL – The Content (4)



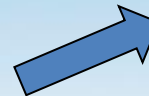
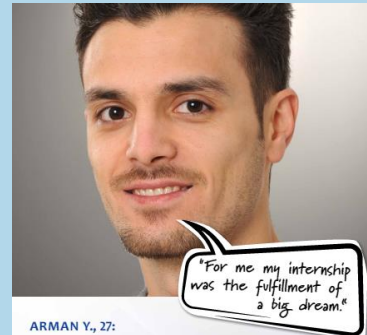
COORDINATED CALL (CC)

A: INTRODUCTION

B: CONTENT

1. Objectives of mobility programmes
2. Target Group
3. Programme cycle
- 4. Project structure and project management**
5. Implementation structures
6. Eligibility of costs

C: ANNEX



- **Project set-up and management**
- **Participant recruitment**
- **Participant preparation**
- **Work-related learning experience abroad**
- **Follow-Up**



1. COORDINATED CALL – The Content (5)

COORDINATED CALL (CC)

A: INTRODUCTION

B: CONTENT

1. Objectives of mobility programmes
2. Target Group
3. Programme cycle
4. Project structure and project management
- 5. Implementation structures**
6. Eligibility of costs

C: ANNEX

Applicant at domestic level

Any type of organisation considered eligible by the national/regional ESF Managing Authorities/Implementing Bodies.

Transnational partner(s)

Operational partnership with at least one transnational partner.

Principle of equal opportunities between women and men and non discrimination

- actions aiming at promoting equality between men and women
- enhancing interventions that ensure more professional development opportunities to people with disabilities



1. COORDINATED CALL – The Content (6)



COORDINATED CALL (CC)

A: INTRODUCTION

B: CONTENT

1. Objectives of mobility programmes
2. Target Group
3. Programme cycle
4. Project structure and project management
5. Implementation structures
- 6. Eligibility of costs**

C: ANNEX

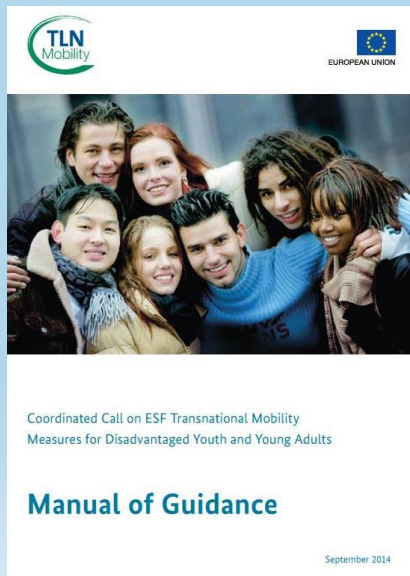


- **Eligibility of costs**
- **Split of costs**
- **Use of simplified cost options**



1. MANUAL OF GUIDANCE - Introduction

Manual of Guidance



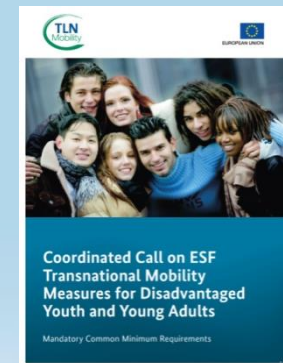
- 50-page support document for the planning of the implementation of the CC
- Provides background information and further guidance on CC minimum requirements
- Contains additional **recommended** criteria
- Includes case studies and examples of approaches from previous mobility initiatives

supplementary



Coordinated Call (CC)

Outlines **mandatory** common minimum requirements of coordinated framework





1. MANUAL OF GUIDANCE – Structure and contents



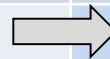
COORDINATED CALL (CC)

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1. Objectives of mobility programmes
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C: ANNEX



MANUAL OF GUIDANCE

Follows the CC structure of sections

Further **specifications** and **links** to relevant EU documents, definitions and programmes.

Recommendations for **non-obligatory additional criteria** and **award criteria**.

Case studies/examples of approaches on specific activities and actions to be taken within mobility initiatives, provided by Ireland, Galicia, Italy, and Germany.

Proposals on specific models of implementation for certain themes, including brief discussions of benefits and risks involved.





1. MANUAL OF GUIDANCE – Recommendations and award criteria

COORDINATED CALL

5. Implementation structure (p.17)

5.1.1. Applicant at domestic level



Very broad definition of requirements towards applicants

6. Common criteria for eligibility

6.3. Use of simplified cost options



No mandatory criteria due to formal authority of national/regional formal authority over this question

General recommendation to apply simplified costs options in transnational mobility measures

MANUAL OF GUIDANCE

5. Implementation structure

5.1.1. Applicant and partners at domestic level

- Strong recommendation **for applying partnership principle** for applicants at domestic level, incl. proposals for the definition of an award criteria
- Provision of **list of potential applicants** and partners

6. Common criteria for eligibility

6.3. Use of simplified cost options

- Strong recommendation to apply **a participant-related mobility lump-sum** for costs during the stay abroad that arise within the host country (i.e. outside the applicant's own territory / proposal of calculation model)
- Strong recommendation **to apply standard unit cost for costs of the host organisation** for the preparation of the participant's stay
- Further proposals for simplified cost options for other type of costs eligible in the context of this Call



1. MANUAL OF GUIDANCE – Case studies and examples of previous approaches

Quality criteria:

4.3. Participant preparation (Galicia)

Time spent in the preparation stage in Galicia, Spain for exchanges with Germany

According to participant needs the preparation phase takes 80 to 110 hours:

1. Language Training: 45- 60 hours
2. Intercultural training: 35-50 hours
 - German Culture (3 - 4 h)
 - Group Dynamics /Cohesion (5 - 7 h)
 - Europass cv; Use of EURES (6 - 8 h)
 - Experience Panels: European Volunteers, Young Germans in Galicia (4 - 5 h)
 - Emotional Intelligence and Aspects of Belonging (2 - 3 h)
 - Stereotypes, Culture Shock, Intercultural, Prejudices, Cultural Iceberg, Adaptation, Curiosities (6 - 7 h)
 - Interview & Introduction at the Workplace: Guidance, Responsible Attitudes (2 - 3 h)
 - Employment Regulations: Rights and Obligations (1 - 2 h)
 - Integration into a New Role: Worker (2 - 4 h)
 - Inclusion in Transport Means Abroad (1 - 3 h)
 - Self Confidence in the New Tasks (3 - 4 h).

Source: Fundación Paideia (A Coruña- Spain)

4.5. Follow-up (France)

Follow-up experiences from France

The "Vistapro" project defined the following steps for follow-up:

15 days after their return, participants receive four-days' training during which they meet the other participants.

The structure is:

Day 1: summing up of the experiences: What did I do? What experiences did I have? etc.

Day 2: development of organisational and social skills

Day 3: professional and technical skills

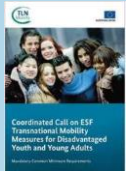
Day 4: the future: CV, covering letter, 'How can I make a difference?' 'Let's train to do an interview'

15 days after this training, the participant is invited to come for an interview with his mentor. During this interview, the mentor checks what is going on in the life of the participant, whether the personal objectives have been reached and if the participant needs help on anything.

At 1 month and 3 month intervals after this, the mentor calls the participant to check on progress and to remind her of the development she made during her placement. If necessary, another project can be proposed for participants who have not found training or employment.



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3. Support and Timeline of the Network (10min)



4. Brief outline of the Learning Seminar (5min)



2. DETOUR TO MEMBER STATES / REGIONS – PACA



1. Region of Provence-Alpes-Côte d'Azur (PACA), France

on

5.1 Applicant at domestic level

“The Call is open to any type of organisation considered eligible by the national/regional ESF Managing Authorities/Implementing Bodies. A list of potential organizations is provided in the Manual of Guidance.”



Manual of Guidance strongly recommends to give an **award criteria** to applicants who apply with a partnership.



2. DETOUR TO MEMBER STATES / REGIONS – Germany



2. Germany

on

6.3. Use of simplified cost options

“It is recommended to use the different forms of simplified cost options that are permitted according to the European Regulations in force for the 2014-2020 period in the national and regional calls. [...]”

Manual of Guidance strongly recommends to apply a



participant-related standard unit of costs and a standard unit of costs for costs by the host organisation.



2. DETOUR TO MEMBER STATES / REGIONS – Trento



3. Autonomous region of Trento, Italy

on

4.2.2. Participant selection

“In light of the needs of the target group, project operators must use methods for participant selection that:

- identify people who, with appropriate support and based on their level of individual motivation, will be able to benefit from participation in terms of their integration into education, vocational training and employment.
- identify people who may find foreign placements challenging but who, with appropriate support, will be able to cope with the stay abroad.”



2. DETOUR TO MEMBER STATES / REGIONS – Trento



3. Autonomous region of Trento, Italy

on

3. Programme cycle: sending and hosting of participants

“Within the framework of this Coordinated Call, applications can only be submitted on the national and regional level by organisations that send participants abroad.

This is in line with the general ESF provision which states that operations funded by the ESF should be located in or be conducted for the benefit programme area. [...]

It is however desirable within the rationale of this Call that organisations intending to submit an application are not just sending out participants but also host participants from abroad as well.”



2. DETOUR TO MEMBER STATES / REGIONS – Poland



3. Poland

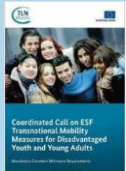
on

3. Programme cycle: transnational partnership building

“To facilitate transnational partnership building for project operators, **a partnership database** is established under this Coordinated Call. This database includes all project operators who have been pre-selected by the Member States and regions and who are actively looking for a transnational partner. In addition, **dedicated partner search** for a are organised to provide project operators with the opportunity to enhance or finalise their partnerships.” *(shortened version)*



STRUCTURE OF THE SESSION – Part 3



1. Brief introduction of the two documents (20min)



2. Detour to TLN Mobility Regions/MS: Preparation of Regional and National ESF Mobility Calls (25min)



3. Support and Timeline of the Network (10min)



4. Brief outline of the Learning Seminar (5min)



3. SUPPORT AND TIMELINE – Support

TLN Mobility will provide a set of tools for partners preparing their national and regional calls, e.g.:

- Partner Search Database and Partner Search Forum
- Templates on Transnational Partnership Agreement and Cooperation Agreement between project operator and participant
- Support for developing models of simplified cost options
- Bilateral Meetings
- Help Desk

3. SUPPORT AND TIMELINE – Timeline

Timetable draft for Coordinated Calls - October 2014

[illegible]



STRUCTURE OF THE SESSION – Part 4



1. Brief introduction of the two documents (20min)



2. Detour to TLN Mobility Regions/MS: Preparation of Regional and National ESF Mobility Calls (25min)



3. Support and Timeline of the Network (10min)



4. Brief outline of the following programme of the Learning Seminar (5min)



4. BRIEF OUTLINE OF LEARNING SEMINAR – Continuation Morning Session

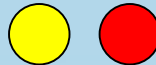
11.30 – 13.00 IMPLEMENTATION OF THE COORDINATED CALL



Discussion and Q&A on the Coordinated Call

OPTION A: SMALL GROUP SESSIONS

For TLN Mobility members and those familiar with the Coordinated Call / Manual of Guidance



AIM: Development of a check-list and assessment framework for drafting/evaluating applications for regional and national calls

Room: Leibniz-Saal

OPTION B: INTENSIVE WORKSHOP

For delegates new to the context of TLN Mobility



AIM: Detailed discussion on coordinated framework of the Coordinated Call and the requirements towards implementation

Workshop Room:



4. BRIEF OUTLINE OF LEARNING SEMINAR – Afternoon Session

14.15 – 15.30 **PARALLEL WORKSHOPS ON TRANSVERSAL ASPECTS OF THE COORDINATED CALL (ROUND 1)**

WORKSHOP B **Roles and Responsibilities of transnational partners**

1B

Facilitator: Miriam Janke

Room:

WORKSHOP C **Ensuring success of the measure: local & regional partnerships**

1C

Facilitator: Michael Alberg-Seberich

Room:



4. BRIEF OUTLINE OF LEARNING SEMINAR – Afternoon Session

16.00 – 17.15 **PARALLEL WORKSHOPS ON TRANSVERSAL ASPECTS OF THE COORDINATED CALL (ROUND 2)**

WORKSHOP A

2A

Sound Financial Management

Facilitator: Stefan Höhn

Room:

WORKSHOP B

2B

Roles and Responsibilities of transnational partners

Facilitator: Miriam Janke

Room:

WORKSHOP C

2C

Ensuring success of the measure: local & regional partnerships

Facilitator: Miriam Janke

Room:



Federal Ministry
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European Union

**THANK YOU VERY MUCH FOR YOUR
ATTENTION !**