

COMMISSION OF THE EUROPEAN COMMUNITIES

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EUROPEAN SOCIAL  
FUND

*Official texts*

BRUSSELS 1979

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## P R E F A C E

The Functioning of the European Social Fund is governed by a large number of texts which - apart from the Articles of the EEC-Treaty - are made up of several Regulations and Decisions of the Council or the Commission, successively adopted since the reform of the Fund in 1971. Some of these rules add to texts which came previously into force, others amend these rules, wholly or in part, others abolish them.

The consequence of the large number of texts is that few people know exactly the existing rules. The Administration of the Fund has been asked many times to revise the Brochure of rules governing the functioning of the Fund.

This new edition is the answer to these requests. It aims to put at the disposal of its users and of all those who are interested in this financial instrument of the Community, a working tool gathering together all the rules which are applicable at this moment, with a view to facilitate their comprehension. By this edition an effort is made to simplify and harmonise the presentation of the texts, sometimes by means of some technical artifices such as the suppression or the fusion of certain articles or texts; so, for instance, all "regards" references and "whereas" considerations of the official Regulations and Decisions have been withdrawn.

Under these circumstances this Brochure does not claim to constitute an authentic legal basis, since the texts in the Official Journal of the European Communities, to which the Brochure often makes reference, are the only authentic ones.

The Brochure includes all the texts which are valid at the beginning of 1979, with the exception of the Guidelines for the administration of the Fund, because they are revised every year. These Guidelines will be given to all those who ask for them as an Annex to this Brochure.

January 1979

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I. Basic texts

EXTRACT FROM THE TREATY ESTABLISHING THE EUROPEAN ECONOMIC COMMUNITY

THE EUROPEAN SOCIAL FUND

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Article 123

In order to improve employment opportunities for workers in the common market and to contribute thereby to raising the standard of living, a European Social Fund is hereby established in accordance with the provisions set out below; it shall have the task of rendering the employment of workers easier and of increasing their geographical and occupational mobility within the Community.

Article 124

The Fund shall be administered by the Commission.

The Commission shall be assisted in this task by a Committee presided over by a Member of the Commission and composed of representatives of Governments, trade unions and employers' organizations.

Article 125 (1)

1. On application by a Member State the Fund shall, within the framework of the rules provided for in Article 127, meet 50% of the expenditure incurred after the entry into force of this Treaty by that State or by a body governed by public law for the purposes of :
  - (a) ensuring productive re-employment of workers by means of
    - vocational retraining;
    - resettlement allowances;
  - (b) granting aid for the benefit of workers whose employment is reduced or temporary suspended, in whole or in part, as a result of the conversion of an undertaking to other production, in order that they may retain the same wage level pending their full re-employment.
2. Assistance granted by the Fund towards the cost of vocational retraining shall be granted only if the unemployed workers could not be found employment except in a new occupation and only if they have been in productive employment for at least six months in the occupation for which they have been retrained.

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(1) Cf. Article 1 of the Council Decision 71/66/EEC of 1 February 1971, as amended by Decision 77/801/EEC (page 7 of this brochure).

Assistance towards resettlement allowances shall be granted only if the unemployed workers have been caused to change their home within the Community and have been in productive employment for at least six months in their new place of residence.

Assistance for workers in the case of the conversion of an undertaking shall be granted only if :

- (a) the workers concerned have again been fully employed in that undertaking for at least six months;
- (b) the Government concerned has submitted a plan beforehand, drawn up by the undertaking in question, for that particular conversion and for financing it;
- (c) the Commission has given its prior approval to the conversion plan.

#### Article 126

When the transitional period has ended, the Council, after receiving the opinion of the Commission and after consulting the Economic and Social Committee and the Assembly, may :

- (a) rule, by qualified majority, that all or part of the assistance referred to in Article 125 shall no longer be granted; or
- (b) unanimously determine what new tasks may be entrusted to the Fund within the framework of its terms of reference as laid down in Article 123.

#### Article 127

The Council shall, acting by a qualified majority on a proposal from the Commission and after consulting the Economic and Social Committee and the Assembly, lay down the provisions required to implement Articles 124 to 126; in particular it shall determine in detail the conditions under which assistance shall be granted by the Fund in accordance with Article 125 and the classes of undertakings whose workers shall benefit from the assistance provided for in Article 125 (1) (b).



COUNCIL DECISION 71/66/EEC

of 1 February 1971 on the reform of the European  
Social Fund (1), as amended by Decision 77/801/EEC (2)(3)

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I. ABOLITION OF THE ASSISTANCE PROVIDED FOR IN ARTICLE 125 OF THE TREATY

Article 1

The assistance provided for in Article 125 of the Treaty shall no longer be granted.

II. DEFINITION OF THE NEW TASKS OF THE FUND

Article 2

The new tasks of the Fund, which are in accordance with the objectives laid down in Article 124 of the Treaty, are set out in Articles 3, 4 and 5.

A. SCOPE AS REGARDS PERSONS

Article 3

1. The Fund may grant assistance for members of the labour force who, having benefitted from a measure taken within the scope of the Fund, are to pursue activities as employed or self-employed persons.

B. AREAS OF INTERVENTION

Article 4

The Fund can take action when the employment situation :

- is affected or in danger of being affected either by special measures adopted by the Council in the framework of Community policies, or by jointly agreed operations to further the objectives of the Community; or
- calls for specific joint action to improve the balance between supply of and demand for manpower within the Community.

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(1) OJ No L 28 of 4.2.1971, p. 15

(2) OJ No. L 337 of 27.12.1977, p. 8; entered into force on 1 January 1978.

(3) In pursuance of Council Decision 77/801/EEC amending Decision 71/66/EEC, the latter in the version in force before the entry into force of Decision 77/801/EEC (1 January 1978), shall continue to apply to operations the scheme of which or application for which is submitted before 1 January 1978 and which receive the approval of the Commission before 1 April 1978.

The Fund shall be authorized to intervene by a specific Decision taken by the Council, acting by a qualified majority on a proposal from the Commission, the latter acting either on its own initiative or at the request of the Council or of one or more Member States.

2. The Council, in taking specific Decisions of the type referred to in paragraph 1, shall state as one of the grounds of such Decisions the fact that the existing or foreseeable imbalance in the field of employment:
  - is on a scale justifying Community intervention;
  - is such that it leads, or may lead, to the necessity for a considerable number of workers to change employment, to acquire new qualifications, or to move their homes within the Community.

In such Decisions, the Council :

- (a) shall determine the areas in which the Fund may intervene;
- (b) shall state which of the types of aid defined in provisions laid down pursuant to Article 127 may qualify for assistance from the Fund.

#### Article 5

1. The Fund can also take action to assist operations which are carried out in the Member States as part of their employment policy and which :
  - (a) are aimed at solving the problems which arise in those regions which, because they are less developed or there is a decline in their main activities, suffer a serious and prolonged imbalance in employment; or
  - (b) are aimed at facilitating the adaptation to the requirements of technical progress of those branches of economic activity in which such progress gives rise to substantial changes in manpower and vocational knowledge and skill; or
  - (c) are undertaken because of substantial changes in the conditions of production or in the distribution of products in groups of undertakings carrying on the same or connected activities which are thus forced to cease, reduce or transform their activities permanently; or
  - (d) concern the entry or re-entry of the handicapped into economic activity.

Assistance from the Fund shall be granted having regard to the magnitude of the employment problems and to the economic capacity of the regions in which the operations are carried out.

2. The provisions required to implement this Decision, to be adopted in accordance with Article 127 of the Treaty, shall
  - define the assistance referred to in paragraph 1 which shall be granted forthwith to meet already existing situations or needs that require immediate long-term action ; and
  - determine the precise criteria which an operation must satisfy to be eligible for assistance from the Fund.

Assistance thus defined shall be granted without further action by the Council, subject only to the approval provided for in Article 7.

C. SUBMISSION BY MEMBER STATES OF APPLICATIONS  
FOR ASSISTANCE AND APPROVAL BY THE COMMISSION

Article 6

The Member State or States concerned shall submit to the Commission applications for assistance to respond to the situations referred to in Article 4 or 5.

Article 7

The Commission shall submit the applications referred to in Article 6 for consideration by the European Social Fund Committee as provided for in Article 124 of the Treaty, and shall approve them up to the amount of the appropriations available if they comply with the conditions laid down in the relevant Regulations and Decisions.

D. RATE OF CONTRIBUTION

Article 8

1. Assistance from the Fund shall be granted at the rate of 50% of eligible expenditure in support of operations by public authorities, bodies governed by public law and joint social institutions entrusted with tasks in the public interest.
2. Assistance shall also be granted in respect of operations by bodies or other entities governed by private law (or, in Member States where this concept is unknown, by equivalent entities) on condition that the public authorities of the Member State or States concerned guarantee the completion of such operations. In such case, the Fund shall contribute an amount equal to any expenditure taken over by the public authorities.

3. When operations are carried out in regions where there is an especially serious and prolonged imbalance in employment, such regions to be defined by the Council on the basis of a proposal from the Commission, the amount of assistance from the Fund calculated in accordance with paragraph 1 or 2 of this Article shall be increased by 10%.

#### E. BUDGETARY PROCEDURE

##### Article 9

1. Each year, on the basis of the preliminary draft budget drawn up by the Commission, credits authorized for the functioning of the Fund during the current financial year shall be included in the budget of the European Communities.

The financial regulations adopted in pursuance of Article 209 of the Treaty shall determine the methods whereby the expenditure may be authorized for a further period after the end of the current financial year.

2. Credits for action by the Fund under Article 4 shall be separate from those for action under Article 5.

Appropriations for interventions in respect of operations under Article 5 (1) which are carried out in regions referred to in Article 5(1)(a) shall not, in any year, be less than 50% of the total appropriations available.

This apportionment of credits shall be reviewed by the Council within the time limit laid down in Article 11, it being understood that in the long term the greater part of the available credits must be reserved for action under Article 4.

#### III. TRANSITIONAL AND FINAL PROVISIONS

##### Article 10

The provisions of this Decision shall apply from the date of entry into force of the provisions required to implement this Decision, which shall be adopted in accordance with Article 127 of the Treaty.

##### Article 11

The Council shall review this Decision not later than 31 December 1982. If necessary, this Decision shall be amended on the basis of a further opinion of the Commission based on Article 126 of the Treaty.

COUNCIL REGULATION (EEC) No. 2396/71  
of 8 November 1971 implementing the Council Decision of 1 February  
1971 on the reform of the European Social Fund (1), as amended by  
Regulation (EEC) No. 2893/77 (2)(3)

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TITLE I

SCOPE

Article 1

1. Assistance may be granted from the Fund pursuant to Article 5(1), first paragraph, (a), (b) or (c) of Decision 71/66/EEC for operations which :
  - (a) are directed towards eliminating long-term structural unemployment or under-employment, for the benefit of persons who are unemployed or who would become so after a specific period, or those who are underemployed or have had to cease pursuing an activity as a self-employed person;
  - (b) are aimed at the training of workers whose qualifications must be adapted to permit the pursuit of occupations requiring high qualifications.
2. Assistance may be granted from the Fund pursuant to Article 5(1), first paragraph, (d) of Decision 71/66/EEC for operations in favour of handicapped persons who it is assumed may be able to pursue an occupation after functional rehabilitation, vocational adaptation or re-adaptation.
3. Save in exceptional cases, the operations referred to in this Article shall contribute towards the implementation of a specific programme directed at remedying the causes of the imbalance of employment; such programme shall be set up for the region, branch of the economy, groups of undertakings or categories of handicapped persons concerned. It shall, in particular, indicate clearly the economic context of the operations being planned and shall state the objectives and methods for attaining them.

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(1) OJ No. L 249 of 10.11.1971, p. 54

(2) OJ No. L 337 of 27.12.1977, p. 1; entered into force on 1 January 1978.

(3) In pursuance of Council Regulation (EEC) No. 2893/77 amending Regulation (EEC) No. 2396/71, the latter, in the version in force before the date of entry into force of Regulations (EEC) No. 2893/77 (1 January 1978) shall continue to apply to operations the scheme of which or application for which is submitted before 1 January 1978 and which receives the approval of the Commission before 1 April 1978.

## Article 2

For each financial year at least 60% of the appropriations available for assistance from the Fund pursuant to Article 5 of Decision 71/66/EEC shall be reserved as a matter of priority for operations which are aimed at eliminating long-term structural unemployment or under-employment in those regions referred to in Article 5(1), first paragraph, (a) of Decision 71/66/EEC.

## Article 2a

Assistance from the Fund may not be granted to finance the initial training of young people immediately after completion of their compulsory schooling; nevertheless, assistance from the Fund may be granted for young people who, although available on the labour market, are unable to find work because of lack of qualifications or because there is no demand for the qualifications they possess.

## TITLE II

### MEANS AND DETAILED PROVISION FOR INTERVENTION BY THE FUND

## Article 3

1. Assistance may be granted from the Fund pursuant to Articles 4 and 5 of Decision 71/66/EEC for the following categories of aid :
  - (a) aid to facilitate the training of persons who need to acquire, widen, adapt or improve occupational knowledge or ability, and which is intended to cover;
    - expenditure in respect of the preparation, operation and management of training courses, including the training of instructors. In the regions referred to in Article 5(1), first sub-paragraph (a) of Decision 71/66/EEC depreciation costs relating to operations carried out in such regions may be calculated over a six-year period;
    - the cost of attendance at courses, including the cost of providing trainees with an income;
  - (b) aid to facilitate the transfer of persons, together with members of their families, who are obliged to change their place of residence in order to pursue an occupation.

- (c) aid to facilitate the integration into a new social and working environment of persons, together with members of their families, who are obliged to change their place of residence in order to pursue an occupation;
  - (d) aid to eliminate obstacles which make access to available employment difficult :
    - for handicapped persons to facilitate the adaptation of jobs to their requirements or to facilitate their vocational adaptation or re-adaptation;
    - for workers more than 50 years old, to maintain their salary levels during the first six months of their vocational re-adaptation;
  - (e) aid to promote better conditions of employment in the region referred to in Article 5(1), first sub-paragraph (a) of Decision 71/66/EEC with a view to covering expenses incurred in the payment by undertakings of an allowance to newly-engaged workers. The aim of paying such allowances shall be to ensure that workers are fully remunerated; the costs of the allowance may be met for a maximum period of six months and be equal to 30% of the average gross wage or salary established in the undertaking in respect of corresponding occupations. The workers concerned must be receiving further vocational training in the undertaking or, owing to lack of practical experience, be unable to ensure the output expected from the qualifications recorded at the time of their engagement.
2. The following expenditure shall not be eligible for the aid referred to in paragraph 1 :
- (a) social security benefits including benefits hitherto normally granted under an unemployment insurance scheme provided for under the social security legislation of the Member States;
  - (b) medical expenses incurred in the functional rehabilitation of handicapped persons;
  - (c) capital expenditure;
  - (d) depreciation of that part of capital expenditure for which non-returnable aid would have been granted by another Community instrument;
  - (e) costs incurred in the normal education of the children of migrant workers.

3. Assistance from the Fund may also be granted, in the light of developments in requirements of the labour market, and under the conditions and within the limits to be defined by the Council on a proposal from the Commission, for categories of aid not referred to in paragraph 1, particularly the following categories of aid designed to:
- (a) maintain, for a fixed period, the income of persons who have lost their employment, or have been put on short time, or temporarily suspended and who are awaiting training or employment;
  - (b) help to inform and guide persons seeking employment or re-employment;
  - (c) promote employment in the regions referred to in Article 5(1), first subparagraph, (a) of Decision 71/66/EEC.
4. Assistance from the Fund shall be granted on the basis of unit costs per person and per unit of time determined by the Commission after consultation with the Member State concerned when approving the application.

The Commission shall determine these unit costs on the basis of information provided by the Member State concerned and of expenditure for which assistance from the Fund has already been received in the context of similar operations carried out in the same Member State.

If the Commission does not have sufficient data to enable it to determine unit costs, assistance from the Fund shall be granted on the basis of actual costs.

#### Article 3a

1. The Commission shall each year adopt guidelines for the administration of the Fund during the following three calendar years. It shall forward them to the European Parliament and to the Council for information.

The Commission shall publish these guidelines in the Official Journal of the European Communities before 1 May of each year.

2. The guidelines shall be geared to the economic and social situation in the Community. They shall take account, with a view to ensuring the harmonious development of the Community, of the extent of the imbalances in the labour market and the economic capacity available for correcting them.



#### Article 4

For the purposes of implementing Article 8(2) of the Council Decision of 1 February 1971, each Member State shall provide the Commission with a list, to be published by the Commission in the Official Journal of the European Communities, of the public authorities empowered by it to provide financial assistance for operations by bodies or other entities governed by private law and to guarantee the completion of such operations.

#### Article 5

1. Only the Member States concerned shall be competent to forward to the Commission applications for assistance from the Fund; they shall specify for each application the legal status, as recognised by them, of the administrations, bodies or entities responsible for carrying out the operations in question.
  - 1a. The Member State shall describe how, in qualitative and quantitative terms, the operations fit into the overall context of the labour market.
2. Applications for assistance shall be submitted prior to the carrying out of an operation. They shall describe the plan of the operation and shall specify in particular its objectives, methods and duration; the person responsible for financing and carrying out the operations; the categories of persons concerned; the estimated cost; the method of financing; the yearly instalments of expenditure; the types of aid which it proposes to put into use; they shall give any other information which may be useful for appraising the significance and effectiveness of the operation, and state the procedure for any necessary checking thereof; it shall also give the information necessary for the assessment of its conformity with the Regulations and Decisions governing this matter. The application shall indicate the conditions under which the two sides of industry have taken part in planning the operation.

Operations for which assistance is applied for must be compatible with the economic and social objectives of the Community.

3. (1) The Member States shall submit their applications grouped together by fields of intervention (1) :
  - before 21 October each year in the case of operations due to begin in the first half of the succeeding year,
  - before 1 April each year in the case of operations due to begin in the second half of the same year, provided that the nature and size of the operations planned are announced before 21 October of the preceding year.

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(1) In pursuance of Regulation (EEC) No 2893/77 amending Regulation (EEC) No. 2396/71, the clause laid down in this paragraph of Article 5 shall apply for the first time to applications relating to operations due to begin during the first half of 1980.

Member States may submit applications which are not grouped together in as much as they :

- cover operations to be undertaken in response to unforeseen developments affecting the labour market, or
- take the place of grouped applications or parts of grouped applications where the applications have been approved but where the operations covered by them have not been carried out.

#### Article 6

The approval of the Commission, provided for in Article 7 of the Council Decision of 1 February 1971, shall bear on the conformity of applications for assistance with the provisions of this Regulation and with implementing Decisions taken by the Council and by the Commission.

#### Article 7

1. The Commission may use the appropriations allotted for that purpose in the Community budget to promote, carry out or give financial assistance to preparatory studies and pilot schemes in order to give guidance to the Council and the Commission in the choice of areas in which the Fund should be able to intervene and to enable the Member States and those responsible for operations to choose the most effective aid and to organise the implementation thereof to the best effect.
2. Pilot schemes shall be financed by the Commission and the authorities or by public or private bodies concerned.

The contribution of the Commission may not exceed 50% of the actual cost.

Before initiating such pilot schemes, the Commission shall secure the approval of the Member State or States on whose territory or territories they are to be carried out.

3. The Council shall, in accordance with Article 209 of the Treaty, adopt the financial provisions necessary for the implementation of this Article.

## Article 8

1. By approving an application for assistance from the Fund, the Commission shall be committed to undertaking the necessary expenditure in accordance with the provisions of the Financial Regulation.
2. Assistance shall be paid in instalments concurrently with the progressive development of the operations.
3. The Council shall, in accordance with Article 209 of the Treaty, adopt the financial provisions necessary for the implementation of this Article.

## TITLE III

### THE COMMITTEE OF THE EUROPEAN SOCIAL FUND

## Article 9

1. The Committee provided for in Article 124 of the Treaty shall be consulted on any important question concerning the activity of the Fund; it shall be supplied with relevant information for the purpose of such consultation.
2. Where the Commission disagrees with an opinion of the Committee the Commission must, within a time limit of six weeks, inform the Committee of the reasons for its disagreement.
3. The Committee may, on its own initiative, submit opinions to the Commission.
4. The Committee shall be regularly informed of the various aspects of general Community policy on social and economic affairs and of those activities of the Standing Committee on Employment which are likely to concern the activity of the Fund.

## Article 10

1. The Commission shall consult the Committee in advance on :
  - (a) the preliminary draft of the section of the Community budget relating to the Fund;
  - (b) proposals to the Council for rendering certain areas open to contribution, pursuant to Article 4 of the Decision of 1 February 1971;

- (c) all proposals made to the Council and all rulings concerning the activity of the Fund;
  - (d) applications for assistance submitted for approval, including the assessment of the unit costs;
  - (e) the desirability of promoting, carrying out financial assistance to a pilot scheme;
  - (f) the desirability of amending this Regulation, and any proposals to this end;
  - (fa) guidelines for the administration of the Fund;
  - (g) the desirability of putting Article 126 of the Treaty once again into effect.
2. Where the Commission receives an application for assistance relating to an exceptional and urgent case, it may take a decision on receipt of the application. When it exercises this option, it shall inform the Committee of its Decision.

#### TITLE IV

#### GENERAL PROVISIONS

#### Article 11

The Commission, by virtue of the authority granted it by the Treaty and in particular by Article 124 thereof, and in close co-operation with the competent authorities of the Member States and without prejudice to any provisions adopted on the basis of Article 209 of the Treaty, shall ensure the control of the use of the funds granted pursuant to this Regulation.

#### Article 12

Deleted.

#### Article 13

Without prejudice to Article 127 of the Treaty, the Commission shall be responsible for taking the necessary measures for implementing the rules laid down in this Regulation.

The Commission shall adopt provisions concerning the evaluation, from the point of view of the labour market policy, of the results of measures which have been the object of assistance from the Fund.

#### Article 14

Deleted.

COUNCIL REGULATION (EEC) No 3039/78  
of 18 December 1978  
on the creation of two new types of aid for young people  
from the European Social Fund (1)

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Article 1

1. Assistance may be granted from the European Social Fund pursuant to Article 4 of Council Decision 71/66/EEC of 1 February 1971 on the reform of the European Social Fund, as amended by Decision 77/801/EEC, for the following types of aid :
  - (a) Aid to promote the recruitment of young people under 25 years of age who are unemployed or seeking employment, by means of additional jobs:
    - likely to give young people experience with a vocational content, or
    - making it easier for them to find a stable job.
  - (b) Aid to promote the employment of young people under 25 years of age, who are unemployed or seeking employment, by means of projects for the creation of additional jobs:
    - (i) which fulfil a public need which would not have been met if additional jobs had not been created; and
    - (ii) which are :
      - stable, or
      - likely to give young people experience with a vocational content which will allow them access to the labour market and make it easier for them to find a stable job.

Assistance may not be granted pursuant to this Article for :

- (i) jobs created by the State;
- (ii) jobs provided for by public authorities in their normal establishment for the current administrative year or jobs resulting from a normal staff increase in public authorities in subsequent years.

2. Assistance from the Fund shall be calculated on the basis of an amount not exceeding 30 European units of account per person per week for a maximum of 12 months.
3. The aids referred to in paragraph 1 may not be combined with those provided for in Article 3(1)(e) of Regulation(EEC) No. 2396/71.
4. The volume of the commitment appropriations laid down for each of the two types of aid referred to in paragraph 1 shall be identical.

#### Article 2

This Regulation shall enter into force on 1 January 1979.

COUNCIL REGULATION (EEC) No 2895/77  
of 20 December 1977 concerning operations qualifying  
for a higher rate of intervention by the European  
Social Fund (1)

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Article 1

Operations carried out in Greenland, the French overseas departments, Ireland, Northern Ireland and the Mezzogiorno shall qualify for the higher rate of intervention provided for in Article 8(3) of Council Decision 71/66/EEC.

Article 2

This Regulation shall enter into force on 1 January 1978.

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(1) OJ No L 337 of 27.12.1977, p. 7

COUNCIL DECISION 71/364/EEC  
of 8 November 1971  
applying Articles 123 to 127 of the EEC Treaty to the  
French overseas departments (1)

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Article 1

Articles 123 to 127 of the Treaty establishing the European Economic Community and the measures taken in implementation of those Articles shall apply to the French overseas departments.

Article 3

This Decision shall be published in the Official Journal of the European Communities.

It shall enter into force on the date (2) on which Council Regulation (EEC) NO 2396/71 of 8 November 1971, applying the Council Decision of 1 February 1971 on the reform of the European Social Fund, enters into force.

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(1) OJ No L 249 of 10.11.1971, p. 73

(1) 1 January 1972.



II. Implementation of Article 4 of the Council  
Decision 71/66/EEC of 1 February 1971 on  
the reform of the European Social Fund, as  
amended by Decision 77/801/EEC

COUNCIL DECISION 72/428/EEC

of 19 December 1972 on assistance from the European Social Fund for persons leaving agriculture to pursue non-agricultural activities (1) as amended by Decision 77/802/EEC (2)

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Article 1

Operations which are aimed at facilitating the employment and the geographical and occupational mobility of persons who cease to pursue an activity directly and principally in agriculture in order to take up a non-agricultural activity shall be eligible to receive assistance from the Fund under Article 4 of the Council Decision of 1 February 1971.

Article 2

To qualify for assistance from the Fund, the operations concerning the persons referred to in Article 1 must, save in exceptional cases, be accompanied by the implementation of a programme which makes clear the economic background to the projects being organized and specifies the aims and means thereof.

Article 3

The aids eligible for assistance from the Fund pursuant to this Decision shall be those laid down in Article 3(1) of Regulation (EEC) No 2396/71, as amended by Regulation (EEC) No 2893/77.

Article 4

This Decision shall be published in the Official Journal of the European Communities and shall enter into force on 1 January 1978.

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(1) OJ No L 291 of 28.12.1972, p. 158

(2) OJ No L 337 of 27.12.1977, p. 10; entered into force on 1 January 1978.

COUNCIL DECISION 76/206/EEC  
of 9 February 1976 on intervention by the European  
Social Fund in favour of persons occupied in the  
textile and clothing industries (1), as amended by  
Decision 77/802/EEC (2)

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Article 1

Operations which are aimed at facilitating the employment and the geographical and occupational mobility of persons occupied in the textile industry, including the processing of chemical fibres, and in the clothing industry, whose activities are directly affected, or are in danger of being affected, by quantitative or qualitative measures for structural adaptation and who are to pursue activities either within those industries or outside them, shall be eligible for assistance from the Social Fund pursuant to Article 4 of Decision 71/66/EEC.

Article 2

The aids eligible for assistance from the Fund pursuant to this Decision shall be those laid down in Article 3(1) of Regulation (EEC) No 2396/71, as amended by Regulation (EEC) No 3893/77.

Article 3

This Decision shall apply to operations covered by applications for assistance which have received the approval of the Commission before 1 January 1981.

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(1) OJ No L 39 of 14.2.1976, p. 39

(2) OJ No L 337 of 27.12.1977, p. 10; entered into force on 1 January 1978.

COUNCIL DECISION 77/803/EEC  
of 20 December 1977 on action by the European Social  
Fund for migrant workers (1)

---

Article 1

INTEGRATED PROGRAMMES

1. Operations forming part of an integrated programme designed to facilitate the employment and the geographical and occupational mobility of persons, other than frontier workers, moving or having moved from one Community country to another in order to take up work therein, shall be eligible to receive assistance from the Fund under Article 4 of Decision 71/66/EEC.

An integrated programme shall be taken to mean all the measures necessary to ensure the effectiveness and continuity of action throughout successive phases of migration, which may run from preparation for emigration to return to the country of origin.

Integrated programmes must be consistent with the objectives of industrial and regional development policy laid down in the joint actions decided upon by the Community.

2. The aids eligible for assistance from the Fund, pursuant to paragraph 1, shall be those laid down in Article 3(1) of Regulation (EEC) NO 2396/71.

Article 2

INTEGRATION MEASURES

1. Operations which, although not part of an integrated programme, are intended to facilitate the reception and integration into their social and working environment of persons, other than frontier workers, who have left their country of origin to take up work in a Community country, and of members of their families, shall also be eligible to receive assistance from the Fund under Article 4 of Decision 71/66/EEC.

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(1) OJ No L 337 of 27.12.1977, p. 12

2. The aids eligible for assistance from the Fund pursuant to paragraph 1, shall be those laid down in Article 3(1)(c) of Regulation (EEC) No 2396/71.

### Article 3

#### WELFARE WORKERS AND TEACHERS

1. Operations to facilitate the basic and advanced training of welfare workers as well as of teachers responsible for integration courses for migrant workers or their children shall also be eligible to receive assistance from the Fund under Article 4 of Decision 71/66/EEC.
2. The aids eligible for assistance from the Fund pursuant to paragraph 1, shall be those laid down in Article 3(1)(a), (b) and (c) of Regulation (EEC) No 2396/71.

### Article 4

This Decision shall be published in the Official Journal of the European Communities and shall enter into force on 1 January 1978.

It shall apply to operations covered by applications for assistance which have received the approval of the Commission before 1 January 1981 (1).

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(1) Council Decision 74/327/EEC of 27 June 1974 (OJ No L 185 of 9.7.1974, p. 22), extended by Decision 77/476/EEC (OJ No L 196 of 3.8.1977, p. 14) continues to apply to the operations covered by applications for assistance which have received the approval of the Commission before 1 January 1978.

COUNCIL DECISION 75/459/EEC

of 22 July 1975 on action by the European Social Fund  
for persons affected by employment difficulties (1), as  
amended by Decisions 77/802/EEC (2) and 78/1036/EEC (3)

---

Article 1

1. Specific operations to facilitate the employment and the geographical and professional mobility of young people under 25 years of age, who are unemployed or seeking employment, shall be eligible to receive assistance from the Social Fund, under Article 4 of Decision No 71/66/EEC.
2. Priority shall be given to specific operations to facilitate the employment and the geographical and professional mobility of young people under 25 years of age seeking their first employment.

Article 2

The operations referred to in Article 1 must contribute to the implementation of programmes compatible with the economic and social objectives of the Community. These programmes shall indicate clearly the economic inter-relationship of the operations being planned and shall state the objectives and methods of attaining them.

Article 3

The aids eligible for assistance from the Fund pursuant to this Decision shall be those laid down in Article 3(1) of Regulation (EEC) No 2396/71, as amended by Regulation (EEC) No 2893/77 and those laid down in Article 1 (1) of Regulation (EEC) No 3039/78 (4), pursuant to Article 1 (3) of that Regulation.

Article 4

Deleted.

Article 5

This Decision shall apply to operations covered by applications for assistance which have received the approval of the Commission before 1 January 1981.

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(1) OJ No. L 199 of 30.7.1975, p. 36

(2) OJ No L 337 of 27.12.1977, p. 10; entered into force on 1 January 1978

(3) OJ No. L 374 of 30.12.1978, p. 37

(4) OJ No. L 361 of 23.12.1978, p. 3; see page 19 of this brochure.

COUNCIL DECISION 77/804/EEC  
of 20 December 1977 on action by the European  
Social Fund for women (1)

---

Article 1

1. Assistance may be granted from the Fund, pursuant to Article 4 of Decision 71/66/EEC, for operations to encourage the employment of women of or over 25 years of age with no vocational qualifications or with insufficient vocational qualifications where the entry or re-entry of these persons into working life proves particularly difficult, provided that these operations are for

- women who wish to exercise an occupation for the first time or after a long break, or
- women who have lost their employment.

Such operations must include vocational training measures in the framework of measures aimed, on the one hand, at preparing for working life or at motivating new choices of occupations and, on the other, at facilitating entry into occupations where there are job prospects.

2. Assistance may also be granted from the Fund pursuant to Article 4 of Decision 71/66/EEC for vocational adaptation operations for instructors where these persons pursue their activities in connection with the operations referred to in paragraph 1.

Article 2

The aids eligible for assistance from the Fund pursuant to this Decision shall be those laid down in Article 3(1) of Regulation (EEC) No 2396/71.

Article 3

This Decision shall be published in the Official Journal of the European Communities and shall enter into force on 1 January 1978.

It shall apply to operations covered by applications for assistance which have received the approval of the Commission before 1 January 1981.

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(1) OJ No. L 337 of 27.12.1977, p. 14.

III. Administrative and financial provisions



COUNCIL REGULATION (EEC) No. 858/72  
of 24 April 1972 on certain administrative and  
financial procedures for the operation of the  
European Social Fund (1), as amended by Regulation  
(EEC) No. 2894/77 (2)(3)

---

FORWARDING OF APPLICATIONS FOR ASSISTANCE

Article 1

Each Member State shall inform the Commission of the procedure which it has laid down for the submission of applications for assistance and for forwarding them to the Commission.

The Commission shall make these procedures known by a notice published in the Official Journal of the European Communities.

Article 2

1. In respect of applications for assistance from any body or other entity governed by private law (or, in Member States where this concept is unknown, from equivalent entities) referred to in Article 8(2) of the Council Decision of 1 February 1971, the Commission shall be informed of the expenditure which the public authorities would undertake to bear if those applications were approved.
2. Without prejudice to Article 4, the Member State concerned shall, in respect of each application, give the Commission the information necessary to enable it to effect payment of the assistance to be granted.

APPROVAL OF APPLICATIONS FOR ASSISTANCE

Article 3

1. The Commission shall acknowledge receipt of all applications for assistance. It shall decide on applications for assistance properly submitted and shall notify the Member State concerned, which shall inform the party responsible for the operation, of all decisions granting or refusing approval.

---

(1) OJ No. L 101 of 28.4.1972, p. 3

(2) OJ No. L 337 of 27.12.1977, p. 5

(3) See also the Financial Regulation of 21 December 1977 applicable to the General Budget of the European Communities, OJ No. L 356 of 31.12.1977.

2. Decisions granting approval shall specify the total amount of the appropriations made available by way of assistance from the Fund, broken down into instalments in the case of multiannual operations.

#### PAYMENT OF ASSISTANCE

#### Article 4

1. An amount equal to 30% of the assistance granted shall be paid, by way of advance, as soon as the Member State concerned has certified that the operation has begun. Where appropriate, the Commission shall inform the party responsible for the operation that the payment has been made.

A second advance, up to an equal amount, may be paid as soon as the Member State has certified that half the operation has been carried out within the framework of the conditions laid down in the decision granting approval.

Where a decision granting approval relates to multiannual operations:

- advances shall be paid on the basis of each instalment,
- additional payments may be made after the completion of each instalment as soon as the Commission has received a claim for payment from the Member State concerned accompanied by a report on the completion of the instalment and, if the assistance is granted on the basis of actual costs, a general statement of expenditure.

The balance shall be paid as soon as the Commission has received a claim for payment from the Member State concerned, accompanied by a report on the completion of the operation and, if the assistance is granted on the basis of actual costs, a general statement of expenditure.

The Member State shall certify the factual and accounting accuracy of the particulars given in each claim for payment.

2. The Commission shall inform the Member State concerned of any payment made. The Member State concerned shall then inform the party responsible for the operation.

At the request of the Member State concerned the Commission shall inform it of the problems encountered in paying the assistance.

3. If a check reveals irregularities or an important change not approved by the Commission in the nature or circumstances of an operation receiving assistance from the Fund, assistance may be suspended, reduced or terminated by a decision taken by the Commission after the Member State has had an opportunity to submit its comments.

The Liability of the Member State concerned shall be secondary to that of the party responsible for the operation as regards the sums to be reimbursed.

To the extent that the Member State with secondary liability pays to the Community the sums to be reimbursed by the party responsible for the operation, it shall be subrogated to the rights of the Community.

The decision of the Commission shall specify the amount of any sums to be recovered and the procedures for recovery.

The decision of the Commission shall be notified to the Member State concerned and to the party responsible for the operation.

#### CHECKS

#### Article 5

1. Member States shall make available to the Commission all information necessary for the proper functioning of the Fund and shall take all measures to facilitate such checks as the Commission may think fit to make within the framework of the administration of the Fund including investigations on the spot.
2. Without prejudice to the checks carried out by Member States in accordance with provisions laid down by national law, regulation or administrative action, and without prejudice to Article 206 of the Treaty or to any inspection arranged pursuant to Article 209 (c) of the Treaty, servants authorized by the Commission to make investigations on the spot shall have access to the books and any other documents connected with expenditure financed by the Fund. They may in particular check :
  - (a) that the administrative practices conform to Community rules;
  - (b) that the necessary supporting documents exist and tally with the operations financed by the Fund;
  - (c) the manner in which the operations financed by the Fund are carried out and supervised.

In good time before the investigation, the Commission shall inform the Member State concerned or that on whose territory the investigation is to be made. Representatives of the Member State concerned may take part in this investigation.

3. At the request of the Commission and with the agreement of the Member State concerned, investigations or inquiries concerning operations financed by the Fund shall be carried out by the competent authorities of that Member State. Servants of the Commission may take part.

In order to improve the facilities for investigation, the Commission may, with the agreement of the Member States concerned, invite administrative authorities of those Member States to participate in certain investigations or inquiries.

4. The Council, acting by a qualified majority on a proposal from the Commission, shall, as required, adopt general rules for the application of this Article.

#### ANNUAL REPORT

#### Article 6

Every year the Commission shall, before 1 July, submit to the European Parliament and to the Council a report on the activities of the Fund carried out during the past financial year giving inter alia a breakdown of the appropriations committed for operations during that financial year. The report shall also cover the foreseeable developments in the coming three years regarding expenditure relating to actions undertaken pursuant to Articles 4 and 5 of Decision 71/66/EEC,

IV. Executory of the Commission

COMMISSION DECISION 78/742/EEC

of 27 June 1978

on the submission to the Commission of applications for assistance and claims for payment from the European Social Fund (1)

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Article 1

1. Applications for assistance from the European Social Fund under Article 4 of Council Decision 71/66/EEC of 1 February 1971 on the reform of the European Social Fund (2) as amended by Decision 77/801/EEC (3), shall be submitted to the Commission in the following manner :
  - in the case of persons leaving agriculture to take up employment in other sectors, on the form set out in Annex 1,
  - in the case of workers in the textile and clothing industries, on the form set out in Annex 2,
  - in the case of persons affected by employment problems, on the form set out in Annex 3,
  - in the case of migrant workers, on the form set out in Annex 4,
  - in the case of women, on the form set out in Annex 5.
2. Applications for assistance from the European Social Fund under Article 5 of Decision 71/66/EEC shall be submitted to the Commission in the following manner :
  - in the case of operations aimed at solving the problems arising in regions which are less developed or where there is a decline in the main activities, on the form set out in Annex 6,
  - in the case of operations aimed at facilitating adaptation to the requirements of technical progress of branches of economic activity, on the form set out in Annex 7,
  - in the case of operations undertaken because of substantial changes in the conditions of production or in the distribution of products in groups of undertakings, on the form set out in Annex 8,
  - in the case of operations concerning the entry or re-entry of the handicapped into economic activity, on the form set out in Annex 9.

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(1) OJ No. L 248 of 11.9.1978, p. 1

(2) OJ No. L 28 of 4.2.1971, p. 15

(3) OJ No. L 337 of 27.12.1977, p. 8

Article 2

1. Claims for payment from the Fund under Article 4 of Council Regulation (EEC) No. 858/72 of 24 April 1972 on certain administrative and financial procedures for the operation of the European Social Fund (1), as amended by Regulation (EEC) No. 2894/77 (2), shall be submitted to the Commission on the advance payment claim form set out in Annex 10 and on the form for an additional payment of a balance set out in Annex 11.
2. Claims for payment on account from the European Social Fund under Article 2 (2) of Regulation (EEC) No. 2894/77 shall be submitted to the Commission on the form set out in Annex 12.

Article 3

The forms referred to in Articles 1 and 2 shall be submitted in triplicate. They shall be supplied to Member States by the Commission.

Article 4

This Decision is addressed to the Member States.

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(1) OJ No. L 101 of 28.4.1972, p. 3  
(2) OJ No. L 337 of 27.12.1977, p. 5

COMMISSION  
OF THE  
EUROPEAN COMMUNITIES

DIRECTORATE-GENERAL  
EMPLOYMENT AND SOCIAL AFFAIRS  
- EUROPEAN SOCIAL FUND -

200, rue de la Loi - 1049 Brussels  
Telephone: 735 00 40/735 80 40  
Telegraphic address: COMEUR Brussels  
Telex: 21 877 COMEU B

Field of intervention:  
Article 4 of Decision 71/66/EEC  
**Agriculture**

Member State:

Region(s) concerned:

Proportion (%) of application concerning:

Absolute priority  
regions (\*)

%

Other assisted  
areas (\*\*)

%

Other  
regions (\*\*\*)

%

**APPLICATION FOR ASSISTANCE FROM THE EUROPEAN SOCIAL FUND**

Body making the application:

Legal status:

Address:

Telephone:

Telex:

All enquiries through:

Public authority responsible for financial assistance and  
guaranteeing successful completion of the operations (name):

Legal status:

Address:

Telephone:

Telex:

All enquiries through:

**BRIEF DESCRIPTION OF THE APPLICATION:**

Duration of operations:  
from to

Number of persons involved:

In the event of Commission approval, would the body making the application agree to the  
publication of the provisions of this approval?

yes  no

Space reserved for use by ESF

Application No

Date of receipt

(\*) Regions covered by Article 1 of Regulation (EEC) No 2895/77 (OJ No L 337, 27. 12. 1977, p. 7).

(\*\*) Regions covered by Article 3 of Regulation (EEC) No 724/75 (OJ No L 73, 21. 3. 1975, p. 1, excluding regions covered by Article 1 of Regulation (EEC) No 2895/77).

(\*\*\*) Other regions not covered by Article 3 of Regulation (EEC) No 724/75.



**1. STRUCTURAL AND SOCIO-ECONOMIC CONTEXT;  
RE-EMPLOYMENT PROSPECTS**

Article 4  
**Agriculture (\*)**

**1.1. BRIEF DESCRIPTION OF ECONOMIC AND EMPLOYMENT DATA IN THE REGION(S) OR ZONE(S) COVERED BY THE APPLICATION**

- Nature, size and development of farming and farms (yield rate, average acreage).
- Development of the active agricultural population in the past few years for which statistics are available and significant.
- Significant trends in outward and/or inward migration.

- Are they less-favoured zones within the meaning of the Council Directive (\*\*) on hill farming and certain less-favoured zones?
- In the affirmative, annex a list of the zones of origin of the beneficiaries.

YES

NO

(\*) Decision 72/428/EEC (OJ No L 291, 28. 12. 1972, p. 158), as amended by Decision 77/802/EEC (OJ No L 337, 27. 12. 1977, p. 10).  
(\*\*) Directive 75/268/EEC (OJ No L 128, 19. 5. 1975).

**1.2. ECONOMIC CONTEXT OF VOCATIONAL TRAINING OPERATIONS**

If there are investment programmes for the re-employment of ex-farmers on a regional or zone level, state whether they received public aid of the following kind:

- National       Regional       Local   
 Regional       European Agricultural       European Investment   
 Fund       Guidance and Guarantee Fund       Bank

Give a brief description of the general objectives of these programmes.

(Refer to the table on page 6 (point 1.4.2) for place, employment category, number of places available and corresponding time limits.)

- Annex a brief report on policy of retraining of ex-farmers.
- Provide legal texts and/or regulations of relevance to the assessment of this application.

**1.3. ESTIMATE OF DISTRIBUTION OF BENEFICIARIES IN RELATION TO THEIR FORMER STATUS IN AGRICULTURAL (\*)**

Farmers	%	Home helps (**)	%	Farm workers	%	Total	%

(\*) The re-conversion operations can start within the two years following the end of employment in a primarily agricultural capacity.  
 (\*\*) Sons and daughters of farmers and other members of the family whose main activity is farm work.

1.4. RE-EMPLOYMENT PROSPECTS

1.4.1. GENERAL ASPECTS

	Number of persons concerned	%	Re-employment prospects:					
			in the zone of origin	%	in the region of origin (*)	%	outside the region of origin	%
- Single conversions								
- Planned conversions (**)								

1.4.2. RE-EMPLOYMENT PROSPECTS, IN THE CONTEXT OF CURRENT DEVELOPMENT PROGRAMMES, IN THE REGION OR ZONE IN QUESTION

Title (undertakings, cooperative groups)	Job category	Number of posts available			
		Created	Maintained	From:	To:

(\*) Re-employment in regions of origin but outside zone of origin.

(\*\*) Conversion of groups carried out in conjunction with known re-employment.

**1.4.3. STATE THE PRINCIPAL NON-AGRICULTURAL ACTIVITIES IN WHICH FORMER FARM WORKERS FROM THE REGION(S) OR ZONE(S) IN QUESTION FIND RE-EMPLOYMENT**  
(State whether small or medium-sized undertakings.)

Re-employment sectors	Estimated number of persons re-employed	%

**1.4. EFFECT ON THE OPERATION OF A FINANCIAL CONTRIBUTION BY THE SOCIAL FUND**

**1.5. PARTICIPATION OF BOTH SIDES OF INDUSTRY**

(Indicate the extent to which both sides of industry are consulted, and how they took part in the planning of the project. If necessary, state the opinions of the parties in question.)

## 2. TECHNICAL CHARACTERISTICS OF OPERATIONS

### 2.1. TYPES OF OPERATION INVOLVED IN THE APPLICATION

#### 2.1.1. TRAINING

a) In off-the-job public or private training centres and workshops

- pre-employment training or preparation for working life
- guidance and pre-training or motivation for new choices of occupation
- skilled training
- highly skilled training

TYPE OF AID

A 3 and A 4

NUMBER OF PERSONS CONCERNED (estimate)

19 .. 19 .. 19 ..

b) In the undertaking and on the job

- induction and work experience
- further training
- preparation for working life

B 3

#### 2.1.2. RESETTLEMENT

- travel and resettlement
- separation of family

C 3

#### 2.1.3. INTEGRATION INTO NEW SOCIAL AND WORKING ENVIRONMENT

- reception facilities
- hostels for young people
- language teaching
- adjustment to working conditions of socio-professional activities
- special teaching for migrant workers' children

D 3

D 4

#### 2.1.4. ADDITIONAL MEASURES FOR CERTAIN CATEGORIES OF AIDS

a) Handicapped persons

- job adjustment
- functional rehabilitation

b) Workers aged over 50 years

- incomes maintenance

#### 2.1.5. INSTRUCTORS TRAINING

- training
- adjustment and/or further training

A 3 and A 4

#### 2.1.6. AIDS TO EMPLOYMENT

- in priority regions
- for any persons aged under 25

E 3

pm

### 2.2. NUMBER AND CATEGORIES OF BENEFICIARIES (estimate) (\*)

#### 2.2.1. TOTAL NUMBER OF PERSONS COVERED BY APPLICATION, OF WHICH:

- first-job seekers
- women seeking jobs after a long break (aged 25 and over)
- unemployed persons having had a job
- under-employed
- employed but threatened with unemployment
- self-employed persons
- other employees

TOTAL

#### 2.2.2. BREAKDOWN BY SEX AND AGE OF CERTAIN CATEGORIES OF BENEFICIARIES

Sex	under 18 years	18 to 25 years	25 to 50 years	over 50 years
Male				
Female				

(\*) Not including children of migrant workers receiving special schooling.

2.3. PROGRAMME TYPES: FOR PERSONS WITH INADEQUATE SKILL LEVELS   
 PREPARATION FOR WORKING LIFE  SKILLS TRAINING

VOCATIONAL PREPARATION  SOCIO-PROFESSIONAL INTEGRATION   
 TRAINING FOR HIGHER SKILLS  (\*)

2.3.1.

Place of training (title, location, category (**))	Methods			Nature and aim of operations (***)  — Summary of the content of the programmes: — specific teaching methods — subjects taught — types of skill or qualification	Level	Average length of course (in hours)					Number of trainees							
	Full time	Part time	Day release, etc.			Theoretical	Practical	By week	Total	Period		By course	For each instructor	Total				
										from	to							

2.3.2. Explain the characteristics which distinguish your programme types, i.e. for persons with inadequate skill levels  vocational preparation  socio-professional integration  preparation for working life  skills training  training for higher skills  (\*)

(\*) Mark with a cross the type(s) of programme covered by this application.

(\*\*) Specify whether public or private centre, on or off-the-job, on and off-the-job.

(\*\*\*) If necessary, any additional information contributing to better understanding and evaluation of each operation may be provided as an appendix.

**3. FINANCIAL CHARACTERISTICS**

**3.1. FINANCIAL SHEET (\*)**

<b>Reserved for the direction of the Social Fund</b>																																58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32																										
Z																																																									

**0. BODY MAKING THE APPLICATION**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57
X0	1																																																							

**1. TYPES OF PROGRAMME**

X1	2																														
X2																															
X3																															
X4																															
X5																															

**2. BODY(IES) FOR WHICH SOCIAL FUND AID IS BEING SOUGHT AND LEGAL STATUS**

X6	3																														
X7																															
X8																															
X9																															

**3. PUBLIC AUTHORITIES GUARANTEEING AND CO-FINANCING THE PROGRAMME(S) (applies to private bodies under 2)**

W0																															
W1																															
W2																															
W3																															

**4. CALCULATION OF COSTS BY TYPES OF AID (real costs or unit costs)**

V0																															
V1																															
V2																															
V3																															
V4																															
V5																															
V6																															
V7																															
V8																															
V9																															

(\*) To be used according to the procedure established by the services of the Commission.

5. ESTIMATE OF SUBMITTED ELIGIBLE EXPENDITURE

Type of aid	First instalment										Second instalment										Third instalment										Year of first instalment																																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57													
U A 3																																																													1	9								
U A 4																																																																						
U B 3																																																																						
U C 3																																																																						
U D 3																																																																						
U D 4																																																																						
U E 3																																																																						
Total																																																																						

6. AID REQUESTED FROM THE SOCIAL FUND

T A 3																																																		
T A 4																																																		
T B 3																																																		
T C 3																																																		
T D 3																																																		
T D 4																																																		
T E 3																																																		
Total																																																		

		FINANCING OF ELIGIBLE EXPENDITURE		
		First instalment	Second instalment	Third instalment
13. Social Fund aid as a %	14. Imple- mentation period (estimate)	7. AID REQUESTED FROM THE SOCIAL FUND		
S 1	BEGINNING:	8. FINANCING BY PUBLIC AUTHORITY(IES)		
S 2	END:	9. FINANCING BY PRIVATE SOURCES		
S 3				
S 4				
R 1				
R 2				
R 3				
15. Number of persons concerned (estimate)	10. INCOME ACCRUING TO THE PROGRAMME(S) (fees, sale of products, etc.)			
Q				
		11. TOTAL OF SUBMITTED ELIGIBLE EXPENDITURE (public beneficiary: 7+8+10 = Total at 5 / private beneficiary: 7+8+9+10 = Total at 5)		
16. Duration of the programme(s) (in hours)	12. TOTAL OF NON-SUBMITTED ELIGIBLE EXPENDITURE			
P				



**3.2. OPERATIONAL CHECKS**

— National controls (state arrangements and frequency of checks at the national level; operational quality checks and checks on administrative and financial management).

— Community controls (state where quality controller(s) may be contacted and where individual files, books and other accounting documents can be consulted).

Address	Telephone No	Enquiries through

**4. AIDS TO EMPLOYMENT**

**4.1. SUPPLEMENTARY INFORMATION CONCERNING THE UTILIZATION OF AID 'E' (\*)**

Type of employment	Number of persons involved	Jobs foreseen	Average gross salary in the undertaking for similar jobs
— Small undertakings (including craft establishments)			
— Other undertakings			
— Work of a public service type			

4.1.1. How many new jobs are to be created?

(\*) Article 3 (1) of Regulation (EEC) No 2396/71 (OJ No L 249, 10. 11. 1971, p. 54), as amended by Regulation (EEC) No 2893/77 (OJ No L 337, 27. 12. 1977, p. 1).



**1. STRUCTURAL AND SOCIO-ECONOMIC CONTEXT;  
RE-EMPLOYMENT PROSPECTS (\*\*)**

Article 4  
**Textiles and clothing (\*)**

**1.1. ORIGINS OF THE TRAINEES BY FORMER EMPLOYER AND ADJUSTMENT MEASURES AFFECTING THEIR RE-EMPLOYMENT (\*\*\*)**

Undertakings	Work force	Structural adjustment measures (1)	Product(s) (2)	Work force affected (3)	Observations

(\*) Decision 76/206/EEC (OJ No L 39, 14. 2. 1976, p. 39), as amended by Decision 77/802/EEC (OJ No L 337, 27. 12. 1977, p. 10).

(\*\*) Provide in annex form, where appropriate, any additional information outlining the competitive nature of the product(s) mentioned above in the Community (production costs, levels, etc...).

(\*\*\*) No matter what body is responsible for carrying out the operation, it is absolutely essential that this table be completed.

(1) Specify whether technological change is concerned and of what type, conversion to other types of product in the same sector, or conversion to other types of product in a sector other than textiles and clothing, shutdown or reduce production. Indicate in the 'observations' column if these measures have been the subject of a planned programme and at what date.

(2) If the product(s) concerned fall within textiles and clothing, indicate the category number of the product(s), as given in the first column of Annex A to Regulation (EEC) No 3019/77 (OJ No L 357, 31. 12. 1977), which will be manufactured following structural adaptation measures.

(3) Specify the number of persons in the application whose employment is affected by structural adaptation measures taken by the firms employing them.

**1.2. REASONS WHICH PROMPTED THESE MEASURES**

- Competition – within or outside the Community <sup>(1)</sup>
- Over capacity – at national or Community level <sup>(1)</sup>
- Protection of environment
- Health and safety at work

  
  
  

Comment briefly on these or other relevant reasons.

**1.3. FOR TRAINING IN UNDERTAKINGS AND ON-THE-JOB**

(Specify how and by whom the training is carried out and why this method was chosen. Explain how the public contribution to the operations is calculated taking into account the trainee's contribution to production. During the training periods away from training centres as such calculate the extent of the trainee contribution to production in hours or weeks, the share of training one can say is towards production.)

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<sup>(1)</sup> Delete as appropriate.

1.4. REGIONAL LOCATION (REGION OF ORIGIN AND RE-EMPLOYMENT REGION) OF THE UNDERTAKING(S) IN QUESTION

— Region or zone

Original site	Re-employment site

— Will this project benefit:

- from a national regional aid scheme?
- from a public regional aid measure?
- from an aid measure to a specific industry?

Which?

— Situation of population working in the textile industry. Percentage in relation to working population in the region or zone.

1.5. RE-EMPLOYMENT PROSPECTS OF PERSONS COVERED BY THE APPLICATION (estimates)

	Number of persons	%
Re-employment in the original undertaking:		
— indicate the product category:	.....	.....
Re-employment in another undertaking in the textiles or clothing sector:		
— indicate the product category:	.....	.....
Re-employment in a different branch of activity:		
— indicate principal branches of re-employment activity:	.....	.....
Re-employment in the same region or zone:	.....	.....
Re-employment outside the region of origin:	.....	.....

1.6. EFFECT ON THE OPERATION OF FINANCIAL CONTRIBUTION BY THE SOCIAL FUND

1.7. PARTICIPATION OF BOTH SIDES OF INDUSTRY

(Indicate the extent to which both sides of industry are consulted, and how they took part in the planning of the project. If necessary, state the opinion of the parties in question.)

**2. TECHNICAL CHARACTERISTICS OF OPERATIONS**

**2.1. TYPES OF OPERATION INVOLVED IN THE APPLICATION**

**2.1.1. TRAINING**

a) In off-the-job public or private training centres and workshops

- pre-employment training or preparation for working life
- guidance and pre-training or motivation for new choices of occupation
- skilled training
- highly skilled training

TYPE OF AID

A 3 and A 4







NUMBER OF PERSONS CONCERNED (estimate)

19 .. 19 .. 19 ..

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b) In the undertaking and on the job

- induction and work experience
- further training
- preparation for working life

**2.1.2. RESETTLEMENT**

- travel and resettlement
- separation of family

B 3



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**2.1.3. INTEGRATION INTO NEW SOCIAL AND WORKING ENVIRONMENT**

- reception facilities
- hostels for young people
- language teaching
- adjustment to working conditions of socio-professional activities
- special teaching for migrant workers' children

C 3






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**2.1.4. ADDITIONAL MEASURES FOR CERTAIN CATEGORIES OF AIDS**

a) Handicapped persons

- job adjustment
- functional rehabilitation

D 3



.....

.....

b) Workers aged over 50 years

- incomes maintenance

D 4

.....

.....

**2.1.5. INSTRUCTORS TRAINING**

- training
- adjustment and/or further training

A 3 and A 4



.....

.....

**2.1.6. AIDS TO EMPLOYMENT**

- in priority regions
- for any persons aged under 25

E 3

pm



.....

.....

**2.2. NUMBER AND CATEGORIES OF BENEFICIARIES (estimate) (\*)**

**2.2.1. TOTAL NUMBER OF PERSONS COVERED BY APPLICATION, OF WHICH:**

- first-job seekers
- women seeking jobs after a long break (aged 25 and over)
- unemployed persons having had a job under-employed
- employed but threatened with unemployment
- self-employed persons
- other employees

TOTAL

.....

.....

.....

.....

.....

.....

.....

**2.2.2. BREAKDOWN BY SEX AND AGE OF CERTAIN CATEGORIES OF BENEFICIARIES**

Sex	under 18 years	18 to 25 years	25 to 50 years	over 50 years
Male				
Female				

(\*) Not including children of migrant workers receiving special schooling.



2.3. PROGRAMME TYPES: FOR PERSONS WITH INADEQUATE SKILL LEVELS   
 PREPARATION FOR WORKING LIFE  SKILLS TRAINING

VOCATIONAL PREPARATION  SOCIO-PROFESSIONAL INTEGRATION   
 TRAINING FOR HIGHER SKILLS  (\*)

2.3.1.

Place of training (title, location, category (**))	Methods			Nature and aim of operations (***)  — Summary of the content of the programmes: — specific teaching methods — subjects taught — types of skill or qualification	Level	Average length of course (in hours)					Number of trainees						
	Full time	Part time	Day release, etc.			Theoretical	Practical	By week	Total	Period		By course	For each instructor	Total			
										from	to						

2.3.2. Explain the characteristics which distinguish your programme types, i.e. for persons with inadequate skill levels , vocational preparation  socio-professional integration  preparation for working life  skills training  training for higher skills  (\*)

(\*) Mark with a cross the type(s) of programme covered by this application.

(\*\*) Specify whether public or private centre, on or off-the-job, on and off-the-job.

(\*\*\*) If necessary, any additional information contributing to better understanding and evaluation of each operation may be provided as an appendix.

**3. FINANCIAL CHARACTERISTICS**

3.1. FINANCIAL SHEET (\*)

<b>Reserved for the direction of the Social Fund</b>		5859606162636465666768697071727374757677787980																													
		/ / -																													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
Z																															

0. BODY MAKING THE APPLICATION

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57
X0	1																																																							

1. TYPES OF PROGRAMME

X1	2																																																							
X2																																																								
X3																																																								
X4																																																								
X5																																																								

2. BODY(IES) FOR WHICH SOCIAL FUND AID IS BEING SOUGHT AND LEGAL STATUS

X6	3																																																							
X7																																																								
X8																																																								
X9																																																								

3. PUBLIC AUTHORITIES GUARANTEEING AND CO-FINANCING THE PROGRAMME(S) (applies to private bodies under 2)

W0																																																								
W1																																																								
W2																																																								
W3																																																								

4. CALCULATION OF COSTS BY TYPES OF AID (real costs or unit costs)

V0																																																								
V1																																																								
V2																																																								
V3																																																								
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V5																																																								
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V7																																																								
V8																																																								
V9																																																								

(\*) To be used according to the procedure established by the services of the Commission.



**3.2. OPERATIONAL CHECKS**

— National controls (state arrangements and frequency of checks at the national level; operational quality checks and checks on administrative and financial management).

— Community controls (state where quality controller(s) may be contacted and where individual files, books and other accounting documents can be consulted).

Address	Telephone No	Enquiries through

**4. AIDS TO EMPLOYMENT**

**4.1. SUPPLEMENTARY INFORMATION CONCERNING THE UTILIZATION OF AID 'E' (\*)**

Type of employment	Number of persons involved	Jobs foreseen	Average gross salary in the undertaking for similar jobs
— Small undertakings (including craft establishments)			
— Other undertakings			
— Work of a public service type			

4.1.1. How many new jobs are to be created?

(\*) Article 3 (1) of Regulation (EEC) No 2396/71 (OJ No L 249, 10. 11. 1971, p. 54), as amended by Regulation (EEC) No 2893/77 (OJ No L 337, 27. 12. 1977, p. 1).



**1. STRUCTURAL AND SOCIO-ECONOMIC CONTEXT;  
EXPECTED RESULTS**

Article 4  
**Young people (\*)**

**1.1. CONTEXT OF OPERATION**

1.1.1. INDICATE THE SOCIAL AND ECONOMIC FACTORS AFFECTING THE GEOGRAPHICAL LOCATION OF THE VARIOUS STAGES OF THE OPERATION  
(Recruitment, training, placement.)

1.1.2. GIVE BELOW THE PRINCIPAL CHARACTERISTICS AND/OR SPECIAL PROBLEMS OF THE GROUP(S) OF YOUNG PERSONS TO BE INCLUDED IN THE PROGRAMME

1.1.3. WHERE RELEVANT TO THE ASSESSMENT OF THIS APPLICATION, ATTACH AS APPENDICES:

- summary of the general policy guidelines adopted;
- legal texts and/or regulations.

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(\*) Decision 75/459/EEC (OJ No L 199, 30. 7. 1975, p. 36), as amended by Decision 77/802/EEC (OJ No L 337, 27. 12. 1977, p. 10).

1.1.4. FOR THE HOME REGIONS OR PARTS OF THE REGIONS OF THE YOUNG PEOPLE INVOLVED IN THE OPERATION

Regions or parts of regions	Average unemployment rate over the past three years						Estimated number of young persons likely to benefit from ESF aid (by regions or parts of regions)
	19 ..		19 ..		19 ..		
	Under 25	Total	Under 25	Total	Under 25	Total	

1.2. **SPECIFIC CHARACTERISTICS OF THE OPERATION**

1.2.1. SPECIFY HOW THIS OPERATION DIFFERS FROM THE INITIAL TRAINING OF YOUNG PEOPLE IMMEDIATELY AFTER COMPLETION OF THEIR TERM OF COMPULSORY SCHOOLING (\*)  
(Explain the method of recruitment and indicate which bodies are responsible.)

1.2.2. TRAINING JOINTLY FOR YOUNG PERSONS AND ADULTS

(Where persons over 25 participate in the same training courses as the young persons involved in this application, indicate the numbers and explain the reasons for the adoption of such a method.)

(\*) Article 3 of Regulation (EEC) No 2396/71 (OJ No L 249, 10. 11. 1971, p. 54).



**1.2.3. SHOW HOW THIS OPERATION DIFFERS FROM ON-GOING OR PREVIOUS OPERATIONS**

- (e.g. — the integration of the different stages of transition  
— adaptation of training methods and training capacity  
— liaison with placement services and potential employers.)

**MENTION THE DATE FROM WHICH THE NEW TYPE OF ACTIVITY BECAME OPERATIONAL**

**1.2.4. TRAINING ON-THE-JOB AND IN INDUSTRY**

(State why this method was chosen. Indicate the nature of any external supervision of training quality. Explain how financial intervention by the public authorities is adjusted to take account of the productive work done by trainees. During the training period, away from training centres as such, indicate to what extent the worker makes a positive contribution to production, mentioning in hours or in weeks that share of training to be considered as productive.)

1.3. **EXPECTED RESULTS**

1.3.1. GIVE ESTIMATES CONCERNING THE PLACING OF TRAINEES IN STABLE EMPLOYMENT IN LINE WITH THE TRAINING RECEIVED

(List the industrial sectors concerned and state whether and when employment or re-employment is foreseen in the region of origin of the young persons. Indicate the extent to which this operation is part of investment programmes aimed at creating or maintaining jobs. Also indicate the extent to which small and medium-sized firms are involved.)

1.3.2. WHAT OTHER RESULTS, IF ANY, ARE ANTICIPATED?

(e.g. new projects.)

1.4. **EFFECT ON THE OPERATION OF FINANCIAL CONTRIBUTION FROM THE SOCIAL FUND**

1.5. **PARTICIPATION OF BOTH SIDES OF INDUSTRY**

(Indicate the extent to which both sides of industry are consulted and how they took part in the planning of the project. If necessary, state the opinions of the parties in question.)

**2. TECHNICAL CHARACTERISTICS OF OPERATIONS**

**2.1. TYPES OF OPERATION INVOLVED IN THE APPLICATION**

**2.1.1. TRAINING**

a) In off-the-job public or private training centres and workshops

- pre-employment training or preparation for working life
- guidance and pre-training or motivation for new choices of occupation
- skilled training
- highly skilled training

TYPE OF AID

A 3 and A 4

NUMBER OF PERSONS CONCERNED (estimate)

19 .. 19 .. 19 ..

b) In the undertaking and on the job

- induction and work experience
- further training
- preparation for working life

B 3

**2.1.2. RESETTLEMENT**

- travel and resettlement
- separation of family

**2.1.3. INTEGRATION INTO NEW SOCIAL AND WORKING ENVIRONMENT**

- reception facilities
- hostels for young people
- language teaching
- adjustment to working conditions of socio-professional activities
- special teaching for migrant workers' children

C 3

**2.1.4. ADDITIONAL MEASURES FOR CERTAIN CATEGORIES OF AIDS**

a) Handicapped persons

- job adjustment
- functional rehabilitation

D 3

b) Workers aged over 50 years

- incomes maintenance

D 4

**2.1.5. INSTRUCTORS TRAINING**

- training
- adjustment and/or further training

A 3 and A 4

**2.1.6. AIDS TO EMPLOYMENT**

- in priority regions
- for any persons aged under 25

E 3

pm

**2.2. NUMBER AND CATEGORIES OF BENEFICIARIES (estimate) (\*)**

**2.2.1. TOTAL NUMBER OF PERSONS COVERED BY APPLICATION, OF WHICH:**

- first-job seekers
- women seeking jobs after a long break (aged 25 and over)
- unemployed persons having had a job
- under-employed
- employed but threatened with unemployment
- self-employed persons
- other employees

TOTAL

**2.2.2. BREAKDOWN BY SEX AND AGE OF CERTAIN CATEGORIES OF BENEFICIARIES**

Sex	under 18 years	18 to 25 years	25 to 50 years	over 50 years
Male				
Female				

(\*) Not including children of migrant workers receiving special schooling.

2.3. PROGRAMME TYPES: FOR PERSONS WITH INADEQUATE SKILL LEVELS   
 PREPARATION FOR WORKING LIFE  SKILLS TRAINING

VOCATIONAL PREPARATION  SOCIO-PROFESSIONAL INTEGRATION   
 TRAINING FOR HIGHER SKILLS  (\*)

2.3.1.

Place of training (title, location, category (**))	Methods			Nature and aim of operations (***)  — Summary of the content of the programmes: — specific teaching methods — subjects taught — types of skill or qualification	Level	Average length of course (in hours)					Number of trainees						
	Full time	Part time	Day release, etc.			Theoretical	Practical	By week	Total	Period		By course	For each instructor	Total			
										from	to						

2.3.2. Explain the characteristics which distinguish your programme types, i.e. for persons with inadequate skill levels  vocational preparation  socio-professional integration  preparation for working life  skills training  training for higher skills  (\*)

(\*) Mark with a cross the type(s) of programme covered by this application.

(\*\*) Specify whether public or private centre, on or off-the-job, on and off-the-job.

(\*\*\*) If necessary, any additional information contributing to better understanding and evaluation of each operation may be provided as an appendix.

**3. FINANCIAL CHARACTERISTICS**

**3.1. FINANCIAL SHEET (\*)**

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**O. BODY MAKING THE APPLICATION**

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X0	1																																																								

**1. TYPES OF PROGRAMME**

X 1	2																																																								
X 2																																																									
X 3																																																									
X 4																																																									
X 5																																																									

**2. BODY(IES) FOR WHICH SOCIAL FUND AID IS BEING SOUGHT AND LEGAL STATUS**

X 6	3																																																								
X 7																																																									
X 8																																																									
X 9																																																									

**3. PUBLIC AUTHORITIES GUARANTEEING AND CO-FINANCING THE PROGRAMME(S) (applies to private bodies under 2)**

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W 3																																																								

**4. CALCULATION OF COSTS BY TYPES OF AID (real costs or unit costs)**

V 0																																																								
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V 8																																																								
V 9																																																								

(\*) To be used according to the procedure established by the services of the Commission.

5. ESTIMATE OF SUBMITTED ELIGIBLE EXPENDITURE

Type of aid	First instalment	Second instalment	Third instalment	Year of first instalment
U A 3				19
U A 4				
U B 3				
U C 3				
U D 3				
U D 4				
U E 3				
Total				

6. AID REQUESTED FROM THE SOCIAL FUND

T A 3			
T A 4			
T B 3			
T C 3			
T D 3			
T D 4			
T E 3			
Total			

		FINANCING OF ELIGIBLE EXPENDITURE		
13. Social Fund aid as a %	14. Imple- mentation period (estimate)	First instalment	Second instalment	Third instalment
	BEGINNING:	7. AID REQUESTED FROM THE SOCIAL FUND		
		8. FINANCING BY PUBLIC AUTHORITY(IES)		
S 1				
S 2				
S 3				
S 4				
	END:	9. FINANCING BY PRIVATE SOURCES		
R 1				
R 2				
R 3				
15. Number of per- sons concerned (estimate)		10. INCOME ACCRUING TO THE PROGRAMME(S) (fees, sale of products, etc.)		
O				
		11. TOTAL OF SUBMITTED ELIGIBLE EXPENDITURE (public beneficiary: 7+8+10 = Total at 5 / private beneficiary: 7+8+9+10 = Total at 5)		
16. Duration of the programme(s) (in hours)		12. TOTAL OF NON-SUBMITTED ELIGIBLE EXPENDITURE		
P				

3.2. **OPERATIONAL CHECKS**

- National controls (state arrangements and frequency of checks at the national level; operational quality checks and checks on administrative and financial management).

- Community controls (state where quality controller(s) may be contacted and where individual files, books and other accounting documents can be consulted).

Address	Telephone No	Enquiries through

**4. AIDS TO EMPLOYMENT**

**4.1. SUPPLEMENTARY INFORMATION CONCERNING THE UTILIZATION OF AID 'E' (\*)**

Type of employment	Number of persons involved	Jobs foreseen	Average gross salary in the undertaking for similar jobs
— Small undertakings (including craft establishments)			
— Other undertakings			
— Work of a public service type			

4.1.1. How many new jobs are to be created?

(\*) Article 3 (1) of Regulation (EEC) No 2396/71 (OJ No L 249, 10. 11. 1971, p. 54), as amended by Regulation (EEC) No 2893/77 (OJ No L 337, 27. 12. 1977, p. 1).



COMMISSION  
OF THE  
EUROPEAN COMMUNITIES

DIRECTORATE-GENERAL  
EMPLOYMENT AND SOCIAL AFFAIRS  
- EUROPEAN SOCIAL FUND -

200, rue de la Loi - 1049 Brussels  
Telephone: 735 00 40/735 80 40  
Telegraphic address: COMEUR Brussels  
Telex: 21 877 COMEU B

Field of intervention:  
Article 4 of Decision 71/66/EEC  
**Migrants**

Member State:

Region(s) concerned:

Proportion (%) of application concerning:

Absolute priority  
regions (\*)

%

Other assisted  
areas (\*\*)

%

Other  
regions (\*\*\*)

%

**APPLICATION FOR ASSISTANCE FROM THE EUROPEAN SOCIAL FUND**

Body making the application:

Legal status:

Address:

Telephone:

Telex:

All enquiries through:

Public authority responsible for financial assistance and  
guaranteeing successful completion of the operations (name):

Legal status:

Address:

Telephone:

Telex:

All enquiries through:

**BRIEF DESCRIPTION OF THE APPLICATION:**

Duration of operations:

from to

Number of persons involved:

In the event of Commission approval, would the body making the application agree to the  
publication of the provisions of this approval?

yes  no

Space reserved for use by ESF

Application No

Date of receipt

(\*) Regions covered by Article 1 of Regulation (EEC) No 2895/77 (OJ No L 337, 27. 12. 1977, p. 7).

(\*\*) Regions covered by Article 3 of Regulation (EEC) No 724/75 (OJ No L 73, 21. 3. 1975, p. 1, excluding regions covered by Article 1 of Regulation (EEC) No 2895/77).

(\*\*\*) Other regions not covered by Article 3 of Regulation (EEC) No 724/75.

**1. STRUCTURAL AND SOCIO-ECONOMIC CONTEXT;  
EXPECTED RESULTS**

Article 4  
**Migrants (\*)**

**1.1. BRIEF DESCRIPTION OF THE MIGRATION SITUATION IN THE COUNTRIES/REGIONS CONCERNED**

Describe, in particular:

- the employment situation in the region(s) of origin and aid in the host region(s)
- the rate of emigration from the regions of origin and percentage of immigrants in the host region;
- development of migratory flow(s) (number and destination of the leavers, numbers of returns);
- an estimate of the absorption capacity of the economy and social infrastructure of the host regions;
- aims of migration policy(ies) in the region(s) of origin and host regions (documents on the objectives of these policies should be annexed to this document).

Annex the legal texts and/or regulations if relevant to the assessment of this application.

---

(\*) Decision 77/803/EEC (OJ No L 337, 27. 12. 1977, p. 12).

1.2. OBJECTIVES OF OPERATION

1.2.1. BRIEF DESCRIPTION OF OBJECTIVES

Describe, in particular:

- the relationship between these objectives and the employment problems of the migrants in question;
- the migration phases aimed at by the operations;
- their relation to national, regional or local policy(ies);
- their relation with other migrant programmes carried out by the applicant or other organization;
- the anticipated results of the operations and the possibility of assessing those results in the future (positive effects of integration and preparation for return).

1.2.2. Have the operations received public aid? If so, was it:

National?

Regional?

Local?

From the country of origin?

From the host country?

Give a short description of the type of aid given.

1.3. **SPECIFIC CHARACTERISTICS OF THE INTEGRATED PROGRAMMES (\*)**

- List all the measures needed to implement the programme and to ensure the effectiveness and continuity of linking the successive stages of migration, from preparation for migration to the return to the country of origin.
- To what extent do these programmes agree with the objectives of industrial and regional development policy?

1.4. **SPECIFIC CHARACTERISTICS OF SERVICES AIMING AT SOCIAL AND OCCUPATIONAL INTEGRATION (\*\*)**

1.4.1. **INTEGRATION FIELDS**

	Number of persons involved		Number of persons involved
Work	<input type="checkbox"/> .....	Occupational integration for young migrants (under 25 years)	<input type="checkbox"/> .....
Housing	<input type="checkbox"/> .....	Other fields:	
Language	<input type="checkbox"/> .....	.....	<input type="checkbox"/> .....
Health	<input type="checkbox"/> .....	.....	<input type="checkbox"/> .....
Law and administration	<input type="checkbox"/> .....	.....	<input type="checkbox"/> .....
Daily life	<input type="checkbox"/> .....	.....	<input type="checkbox"/> .....

1.4.2. **INTERVENTION PERIODS**

— For migrant workers and adult members of their families do these operations occur:	Number of persons involved	— For children of migrants specialized schooling do these operations occur:	Number of persons involved
— directly on arrival?	<input type="checkbox"/> .....	— before the age of compulsory schooling?	<input type="checkbox"/> .....
— up to a year after arrival?	<input type="checkbox"/> .....	— during the age of compulsory schooling?	<input type="checkbox"/> .....
— up to two years after arrival?	<input type="checkbox"/> .....	— How many of them have already attended a course of specialized training?	.....
— more than two years after arrival?	<input type="checkbox"/> .....		

(\*) Article 1 of Decision 77/803/EEC.  
 (\*\*) Article 2 of Decision 77/803/EEC.

1.5. **SPECIAL SCHOOLING FOR MIGRANT CHILDREN**

Are they:

- newly created measures?
- an expansion of existing measures?
- experimental measures?
- bi-cultural measures?

1.6. **TRAINING AND/OR FURTHER TRAINING OF SOCIAL WORKERS AND TEACHING STAFF (\*)**

- Specify the categories: Social workers?
- Teaching staff?
- Specify:

Level	Specialization	Number

- Indicate whether training  or further training
- In each case, indicate recruiting method and income expected once the course has ended and diplomas obtained.

1.7. **EFFECT ON THE OPERATION OF A FINANCIAL CONTRIBUTION FROM THE SOCIAL FUND**

1.8. **PARTICIPATION OF BOTH SIDES OF INDUSTRY**

(Indicate the extent to which both sides of industry are consulted, and how they took part in the planning of the project. If necessary, give the opinions of the parties in question.)

(\*) Article 3 of Decision 77/803/EEC.

**2. TECHNICAL CHARACTERISTICS OF OPERATIONS**

**2.1. TYPES OF OPERATION INVOLVED IN THE APPLICATION**

**2.1.1. TRAINING**

a) In off-the-job public or private training centres and workshops

- pre-employment training or preparation for working life
- guidance and pre-training or motivation for new choices of occupation
- skilled training
- highly skilled training

TYPE OF AID

A 3 and A 4







NUMBER OF PERSONS CONCERNED (estimate)

19 .. 19 .. 19 ..

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.....

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.....

.....

b) In the undertaking and on the job

- induction and work experience
- further training
- preparation for working life









**2.1.2. RESETTLEMENT**

- travel and resettlement
- separation of family

B 3









**2.1.3. INTEGRATION INTO NEW SOCIAL AND WORKING ENVIRONMENT**

- reception facilities
- hostels for young people
- language teaching
- adjustment to working conditions of socio-professional activities
- special teaching for migrant workers' children

C 3









**2.1.4. ADDITIONAL MEASURES FOR CERTAIN CATEGORIES OF AIDS**

a) Handicapped persons

- job adjustment
- functional rehabilitation

D 3







b) Workers aged over 50 years

- incomes maintenance

D 4







**2.1.5. INSTRUCTORS TRAINING**

- training
- adjustment and/or further training

A 3 and A 4







**2.1.6. AIDS TO EMPLOYMENT**

- in priority regions
- for any persons aged under 25

E 3

pm







**2.2. NUMBER AND CATEGORIES OF BENEFICIARIES (estimate) (\*)**

**2.2.1. TOTAL NUMBER OF PERSONS COVERED BY APPLICATION, OF WHICH:**

- first-job seekers
- women seeking jobs after a long break (aged 25 and over)
- unemployed persons having had a job
- under-employed
- employed but threatened with unemployment
- self-employed persons
- other employees

TOTAL

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**2.2.2. BREAKDOWN BY SEX AND AGE OF CERTAIN CATEGORIES OF BENEFICIARIES**

Sex	under 18 years	18 to 25 years	25 to 50 years	over 50 years
Male				
Female				

(\*) Not including children of migrant workers receiving special schooling.

2.3. PROGRAMME TYPES: FOR PERSONS WITH INADEQUATE SKILL LEVELS   
 PREPARATION FOR WORKING LIFE  SKILLS TRAINING

VOCATIONAL PREPARATION  SOCIO-PROFESSIONAL INTEGRATION   
 TRAINING FOR HIGHER SKILLS  (\*)

2.3.1.

Place of training (title, location, category (**))	Methods			Nature and aim of operations (***)  — Summary of the content of the programmes: — specific teaching methods — subjects taught — types of skill or qualification	Level	Average length of course (in hours)					Number of trainees							
	Full time	Part time	Day release, etc.			Theoretical	Practical	By week	Total	Period		By course	For each instructor	Total				
										from	to							

2.3.2. Explain the characteristics which distinguish your programme types, i.e. for persons with inadequate skill levels  vocational preparation  socio-professional integration  preparation for working life  skills training  training for higher skills  (\*)

(\*) Mark with a cross the type(s) of programme covered by this application.  
 (\*\*) Specify whether public or private centre, on or off-the-job, on and off-the-job.  
 (\*\*\*) If necessary, any additional information contributing to better understanding and evaluation of each operation may be provided as an appendix.







**3.2. OPERATIONAL CHECKS**

— National controls (state arrangements and frequency of checks at the national level; operational quality checks and checks on administrative and financial management).

— Community controls (state where quality controller(s) may be contacted and where individual files, books and other accounting documents can be consulted).

Address	Telephone No	Enquiries through

**4. AIDS TO EMPLOYMENT**

**4.1. SUPPLEMENTARY INFORMATION CONCERNING THE UTILIZATION OF AID 'E' (\*)**

Type of employment	Number of persons involved	Jobs foreseen	Average gross salary in the undertaking for similar jobs
— Small undertakings (including craft establishments)			
— Other undertakings			
— Work of a public service type			

4.1.1. How many new jobs are to be created?

(\*) Article 3 (1) of Regulation (EEC) No 2396/71 (OJ No L 249, 10. 11. 1971, p. 54), as amended by Regulation (EEC) No 2893/77 (OJ No L 337, 27. 12. 1977, p. 1).

COMMISSION  
OF THE  
EUROPEAN COMMUNITIES

DIRECTORATE GENERAL  
EMPLOYMENT AND SOCIAL AFFAIRS  
- EUROPEAN SOCIAL FUND -

200, rue de la Loi - 1049 Brussels  
Telephone: 735 00 40/735 80 40  
Telegraphic address: COMEUR Brussels  
Telex: 21 877 COMEU B

Field of intervention:  
Article 4 of Decision 71/66/EEC  
**Women**

Member State:

Region(s) concerned:

Proportion (%) of application concerning:

Absolute priority  
regions (\*)

%

Other assisted  
areas (\*\*)

%

Other  
regions (\*\*\*)

%

**APPLICATION FOR ASSISTANCE FROM THE EUROPEAN SOCIAL FUND**

Body making the application:

Legal status:

Address:

Telephone:

Telex:

All enquiries through:

Public authority responsible for financial assistance and  
guaranteeing successful completion of the operations (name):

Legal status:

Address:

Telephone:

Telex:

All enquiries through:

**BRIEF DESCRIPTION OF THE APPLICATION:**

Duration of operations:

from to

Number of persons involved:

In the event of Commission approval, would the body making the application agree to the  
publication of the provisions of this approval?

yes  no

**Space reserved for use by ESF**

Application No

Date of receipt

(\*) Regions covered by Article 1 of Regulation (EEC) No 2895/77 (OJ No L 337, 27. 12. 1977, p. 7).

(\*\*) Regions covered by Article 3 of Regulation (EEC) No 724/75 (OJ No L 73, 21. 3. 1975, p. 1, excluding regions covered by Article 1 of Regulation (EEC) No 2895/77).

(\*\*\*) Other regions not covered by Article 3 of Regulation (EEC) No 724/75.

**1. STRUCTURAL AND SOCIO-ECONOMIC CONTEXT;  
EXPECTED RESULTS**

Article 4  
**Women (\*)**

**1.1. CONTEXT OF OPERATION**

**1.1.1. INDICATE THE SOCIAL ECONOMIC FACTORS WHICH LED TO THE PROPOSED OPERATION**

Answer the following questions:

- Are they women who have never had vocational training or who did not acquire a skill in their previous job(s)?
- Are they women with inadequate skills (\*\*) in relation to labour market requirements? If so describe the inadequacy, if necessary, in an appendix.
- Do the women live in: rural areas?  
suburban areas?  
towns?

YES	NO	HOW MANY?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

**1.1.2. GIVE BELOW THE PRINCIPAL CHARACTERISTICS AND/OR SPECIAL PROBLEMS OF THE WOMEN TO BE INCLUDED IN THE OPERATION**

Specify:

- whether the women wish to pursue an occupational activity for the first time or after a long interruption
- whether the women have lost their jobs

<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Describe the principal difficulties encountered on entry or re-entry into working life (lack of general knowledge, reluctance to accept a non-traditional occupation, difficulties in re-arranging family life, etc.).

**1.1.3. WHERE RELEVANT TO THE ASSESSMENT OF THIS APPLICATION, ATTACH AS APPENDICES:**

- summary of the general policy guidelines adopted;
- legal texts and/or regulations.

(\*) Decision 77/804/EEC (OJ No L 337, 27. 12. 1977, p. 14).

(\*\*) By 'inadequate skills' is meant skills of a level commonly called semi-skilled.

1.1.4. FOR THE HOME REGIONS OR PARTS OF THE REGIONS OF THE WOMEN INVOLVED IN THE OPERATION

Regions or parts of regions	Average unemployment rate over the past three years						Percentage of women of working age in relation to total working population (most recent data)
	19 ..		19 ..		19 ..		
	Over 25	Total	Over 25	Total	Over 25	Total	

1.2. SPECIFIC CHARACTERISTICS OF THE OPERATION

1.2.1. SPECIFY HOW THIS OPERATION DIFFERS FROM THE TRADITIONAL VOCATIONAL TRAINING OF ADULTS

In particular, state whether the operation comprises:

- (a) a phase providing preparation for working life
- (b) a phase providing motivation for new choices of occupation
- (c) a phase of actual vocational training (\*)
- (d) measures aimed at facilitating entry or re-entry into the new occupation

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**Preparation for working life**

(Specify the place, duration (in hours) and programme.)

(\*) Give details: page 57 (point 2.3) 'Characteristics of training programmes'.

**Phase providing motivation for new choices of occupation**

(Specify place, duration (in hours) and programme.)

**Measures aimed at facilitating entry into the new occupation**

(Describe the measures.)

**1.2.2. TRAINING JOINTLY FOR MEN AND WOMEN**

(Where men over 25 participate in the same training courses as the women involved in this application, indicate the numbers and explain the reasons for the adoption of such a method.)

**1.2.3. TRAINING ON-THE-JOB AND IN INDUSTRY**

(State why this method was chosen. Indicate the nature of any external supervision of training quality. Explain how financial intervention by the public authorities is adjusted to take account of the productive work done by trainees. During the training periods, away from training centres as such, indicate to what extent the worker makes a positive contribution to production, mentioning in hours or in weeks that share of training to be considered as productive.)

**1.3. EXPECTED RESULTS**

1.3.1. GIVE ESTIMATES CONCERNING THE PLACING OF WOMEN IN STABLE EMPLOYMENT IN LINE WITH THE TRAINING RECEIVED (List the industrial sectors concerned and state whether and when employment is foreseen in the region of origin of the women. Indicate the extent to which this operation is part of investment programmes aimed at creating or maintaining jobs. Also indicate the extent to which small and medium-sized firms are involved.)

1.3.2. WHAT OTHER RESULTS, IF ANY, ARE ANTICIPATED?  
(e.g. new projects.)

**1.4. EFFECT ON THE OPERATION OF A FINANCIAL CONTRIBUTION FROM THE SOCIAL FUND**

**1.5. PARTICIPATION OF BOTH SIDES OF INDUSTRY**

(Indicate the extent to which both sides of industry are consulted and how they took part in the planning of the projects. If necessary, state the opinions of the parties in question.)



**2. TECHNICAL CHARACTERISTICS OF OPERATIONS**

**2.1. TYPES OF OPERATION INVOLVED IN THE APPLICATION**

**2.1.1. TRAINING**

a) In off-the-job public or private training centres and workshops

- pre-employment training or preparation for working life
- guidance and pre-training or motivation for new choices of occupation
- skilled training
- highly skilled training

TYPE OF AID

A 3 and A 4






NUMBER OF PERSONS CONCERNED (estimate)

19 .. 19 .. 19 ..

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b) In the undertaking and on the job

- induction and work experience
- further training
- preparation for working life







**2.1.2. RESETTLEMENT**

- travel and resettlement
- separation of family

B 3






**2.1.3. INTEGRATION INTO NEW SOCIAL AND WORKING ENVIRONMENT**

- reception facilities
- hostels for young people
- language teaching
- adjustment to working conditions of socio-professional activities
- special teaching for migrant workers' children

C 3







**2.1.4. ADDITIONAL MEASURES FOR CERTAIN CATEGORIES OF AIDS**

a) Handicapped persons

- job adjustment
- functional rehabilitation

D 3







b) Workers aged over 50 years

- incomes maintenance

D 4

**2.1.5. INSTRUCTORS TRAINING**

- training
- adjustment and/or further training

A 3 and A 4





**2.1.6. AIDS TO EMPLOYMENT**

- in priority regions
- for any persons aged under 25

E 3

pm







**2.2. NUMBER AND CATEGORIES OF BENEFICIARIES (estimate) (\*)**

**2.2.1. TOTAL NUMBER OF PERSONS COVERED BY APPLICATION, OF WHICH:**

- first-job seekers
- women seeking jobs after a long break (aged 25 and over)
- unemployed persons having had a job
- under-employed
- employed but threatened with unemployment
- self-employed persons
- other employees

TOTAL

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**2.2.2. BREAKDOWN BY SEX AND AGE OF CERTAIN CATEGORIES OF BENEFICIARIES**

Sex	under 18 years	18 to 25 years	25 to 50 years	over 50 years
Male				
Female				

(\*) Not including children of migrant workers receiving special schooling.

2.3. PROGRAMME TYPES: FOR PERSONS WITH INADEQUATE SKILL LEVELS   
 PREPARATION FOR WORKING LIFE  SKILLS TRAINING

VOCATIONAL PREPARATION  SOCIO-PROFESSIONAL INTEGRATION   
 TRAINING FOR HIGHER SKILLS  (\*)

2.3.1.

Place of training (title, location, category (**))	Methods			Nature and aim of operations (***)  — Summary of the content of the programmes: — specific teaching methods — subjects taught — types of skill or qualification	Level	Average length of course (in hours)					Number of trainees							
	Full time	Part time	Day release, etc.			Theoretical	Practical	By week	Total	Period		By course	For each instructor	Total				
										from	to							

2.3.2. Explain the characteristics which distinguish your programme types, i.e. for persons with inadequate skill levels  vocational preparation  socio-professional integration  preparation for working life  skills training  training for higher skills  (\*)

(\*) Mark with a cross the type(s) of programme covered by this application.

(\*\*) Specify whether public or private centre, on or off-the-job, on and off-the-job..

(\*\*\*) If necessary, any additional information contributing to better understanding and evaluation of each operation may be provided as an appendix.

**3. FINANCIAL CHARACTERISTICS**

**3.1. FINANCIAL SHEET (\*)**

<b>Reserved for the direction of the Social Fund</b>																																58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
																																										/	/	-										

  

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
Z																															

**0. BODY MAKING THE APPLICATION**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57
X0	1																																																							

**1. TYPES OF PROGRAMME**

X 1	2																														
X 2																															
X 3																															
X 4																															
X 5																															

**2. BODY(IES) FOR WHICH SOCIAL FUND AID IS BEING SOUGHT AND LEGAL STATUS**

X 6	3																														
X 7																															
X 8																															
X 9																															

**3. PUBLIC AUTHORITIES GUARANTEEING AND CO-FINANCING THE PROGRAMME(S) (applies to private bodies under 2)**

W 0																															
W 1																															
W 2																															
W 3																															

**4. CALCULATION OF COSTS BY TYPES OF AID (real costs or unit costs)**

V 0																															
V 1																															
V 2																															
V 3																															
V 4																															
V 5																															
V 6																															
V 7																															
V 8																															
V 9																															

(\*) To be used according to the procedure established by the services of the Commission.

5. ESTIMATE OF SUBMITTED ELIGIBLE EXPENDITURE

Type of aid	First instalment										Second instalment										Third instalment										Year of first instalment																																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57													
U A 3																																																													1	9								
U A 4																																																																						
U B 3																																																																						
U C 3																																																																						
U D 3																																																																						
U D 4																																																																						
U E 3																																																																						
Total																																																																						

6. AID REQUESTED FROM THE SOCIAL FUND

T A 3																																																	
T A 4																																																	
T B 3																																																	
T C 3																																																	
T D 3																																																	
T D 4																																																	
T E 3																																																	
Total																																																	

		FINANCING OF ELIGIBLE EXPENDITURE																																																						
		First instalment	Second instalment	Third instalment																																																				
13. Social Fund aid as a %	14. Implementation period (estimate)	7. AID REQUESTED FROM THE SOCIAL FUND																																																						
		BEGINNING: 8. FINANCING BY PUBLIC AUTHORITY(IES)																																																						
S 1																																																								
S 2	END:	9. FINANCING BY PRIVATE SOURCES																																																						
S 3																																																								
S 4																																																								
R 1																																																								
R 2																																																								
R 3																																																								
15. Number of persons concerned (estimate)	10. INCOME ACCRUING TO THE PROGRAMME(S) (fees, sale of products, etc.)																																																							
Q																																																								
		11. TOTAL OF SUBMITTED ELIGIBLE EXPENDITURE (public beneficiary: 7+8+10 = Total at 5 / private beneficiary: 7+8+9+10 = Total at 5)																																																						
16. Duration of the programme(s) (in hours)	12. TOTAL OF NON-SUBMITTED ELIGIBLE EXPENDITURE																																																							
P																																																								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57

**3.2. OPERATIONAL CHECKS**

— National controls (state arrangements and frequency of checks at the national level; operational quality checks and checks on administrative and financial management).

— Community controls (state where quality controller(s) may be contacted and where individual files, books and other accounting documents can be consulted).

Address	Telephone No	Enquiries through

**4. AIDS TO EMPLOYMENT**

**4.1. SUPPLEMENTARY INFORMATION CONCERNING THE UTILIZATION OF AID 'E' (\*)**

Type of employment	Number of persons involved	Jobs foreseen	Average gross salary in the undertaking for similar jobs
— Small undertakings (including craft establishments)			
— Other undertakings			
— Work of a public service type			

4.1.1. How many new jobs are to be created?

(\*) Article 3 (1) of Regulation (EEC) No 2396/71 (OJ No L 249, 10. 11. 1971, p. 54), as amended by Regulation (EEC) No 2893/77 (OJ No L 337, 27. 12. 1977, p. 1).

COMMISSION  
OF THE  
EUROPEAN COMMUNITIES

DIRECTORATE-GENERAL  
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- EUROPEAN SOCIAL FUND -

200, rue de la Loi - 1049 Brussels  
Telephone: 735 00 40/735 80 40  
Telegraphic address: COMEUR Brussels  
Telex: 21 877 COMEU B

Field of intervention:  
Article 5 of Decision 71/66/EEC  
**Regions**

Member State:

Region(s) concerned:

Proportion (%) of application concerning:

Absolute priority  
regions (\*)  
%

Other assisted  
areas (\*\*)  
%

Other  
regions (\*\*\*)  
%

**APPLICATION FOR ASSISTANCE FROM THE EUROPEAN SOCIAL FUND**

Body making the application:

Public authority responsible for financial assistance and  
guaranteeing successful completion of the operations (name):

Legal status:

Legal status:

Address:

Address:

Telephone:

Telex:

Telephone:

Telex:

All enquiries through:

All enquiries through:

**BRIEF DESCRIPTION OF THE APPLICATION:**

Duration of operations:

from to

Number of persons involved:

In the event of Commission approval, would the body making the application agree to the  
publication of the provisions of this approval?

yes  no

**Space reserved for use by ESF**

Application No

Date of receipt

(\*) Regions covered by Article 1 of Regulation (EEC) No 2895/77 (OJ No L 337, 27. 12. 1977, p. 7).

(\*\*) Regions covered by Article 3 of Regulation (EEC) No 724/75 (OJ No L 73, 21. 3. 1975, p. 1, excluding regions covered by Article 1 of Regulation (EEC) No 2895/77).

(\*\*\*) Other regions, not covered by Article 3 of Regulation (EEC) No 724/75.

**1. SOCIO-ECONOMIC CONTEXT AND OBJECTIVES;  
EMPLOYMENT PROSPECTS**

Article 5  
**Regions (\*)**

**1.1. REGIONS OR PARTS OF REGIONS CONCERNED**

YES NO

1.1.1. HAVE THESE REGIONS OR PARTS OF REGIONS BEEN GIVEN PRIORITY BY NATIONAL REGIONAL AID SCHEMES?  YES  NO  
(Including hill regions, but excluding aid of programmes of a fiscal nature.)

1.1.2. STATE FOR EACH REGION(S) OR PART(S) THEREOF:

1.1.2.1. the average unemployment rate over the past four years;

1.1.2.2. the *per capita* GDP during the last known year, taking the national average as 100;

1.1.2.3. the percentage of persons in active employment (last known year).

Regions or parts of regions	1.1.2.1. Reference years:				1.1.2.2. Reference year 19 ..	1.1.2.3. Reference year 19 ..
	19 ..	19 ..	19 ..	19 ..		

1.1.3. INDICATE BELOW ANY OTHER DATA WHICH SHOULD BE TAKEN INTO CONSIDERATION, IN PARTICULAR:

Regions or parts of regions	1.1.3.1. Net negative migration (last known year)	1.1.3.2. The percentage of the working population in agriculture (last known year)	1.1.3.3. Other relevant data
			RESERVED FOR USE BY ESF OFFICIALS (regional priority)

(\*) - Article 5 (1) of Decision 71/66/EEC (OJ No L 28, 4. 2. 1971, p. 15), as amended by Decision 77/801/EEC (OJ No L 337, 27. 12. 1977, p. 9).  
- Article 1 of Regulation (EEC) No 2396/71.



**1.2. CATEGORIES OF PERSONS INCLUDED IN THE OPERATION**

(In addition to information requested on page 69 (point 2.2.) of this form.)

Give best available estimation				
Total	Under 18 years	Between 18 and 25 years	Women over 35 years	Persons over 50 years

- 1.2.1. UNEMPLOYED (\*)
- 1.2.2. UNDER-EMPLOYED WORKERS (\*\*)
- 1.2.3. WORKERS DIRECTLY THREATENED WITH UNEMPLOYMENT
- 1.2.4. WORKERS BEING TRAINED FOR A HIGH QUALIFICATION (\*\*\*)
- 1.2.5. OTHER PERSONS IN EMPLOYMENT NOT INCLUDED ABOVE
- 1.2.6. TOTAL NUMBER OF PERSONS

1.2.7. FOR UNDER-EMPLOYED PERSONS, threatened with unemployment or receiving higher qualifications, describe the position of the workers concerned and the usefulness of the training programme foreseen.

(\*) By 'unemployed' is meant all those registered as unemployed, even if training takes place after hiring.  
 (\*\*) This category may also include persons who have had to cease working in a self-employed capacity.  
 (\*\*\*) This category may also include persons following training courses of a level suitable for middle management.

1.3. ECONOMIC AND STUCTURAL CONTEXT OF THE VOCATIONAL OPERATIONS

1.3.1. STATE WHETHER THESE VOCATIONAL TRAINING OPERATIONS ARE PART OF AN INVESTMENT PROGRAMME

YES  NO

1.3.2. IN THE AFFIRMATIVE, GIVE A BRIEF DESCRIPTION OF THE INVESTMENT PROGRAMME, AND STATE WHETHER NATIONAL OR COMMUNITY AID HAS BEEN OBTAINED OR REQUESTED  
(State, if possible, the amount of investment per job maintained or created. Specify whether the project concerns a rationalization programme or a complete change of sectoral activity.)

1.3.3. IF A CAPITAL INVESTMENT PROGRAMME EXISTS, specify the number of jobs that have been created or maintained over a given period of time:

From	To	Created	Maintained

1.3.4. IF NO CAPITAL INVESTMENT PROGRAMME IS PLANNED, indicate to what extent these operations are orientated towards:

- normal staff replacement requirements (turnover) .....%
- a more efficient use of existing production facilities .....%
- a more highly skilled labour force .....%

1.3.5. INDICATE THE PRINCIPAL PRODUCTION OR SERVICE SECTORS CONCERNED BY THE OPERATIONS TO WHICH THIS APPLICATION REFERS

1.3.6. SPECIFY TO WHAT EXTENT SMALL AND MEDIUM-SIZED UNDERTAKINGS ARE CONCERNED

(Indicate size according to the number of employees.)

1.3.7. FOR PERSONS TRAINED WITHIN FIRMS, state whether this method of training was chosen because there were no training centres in the area or for any other reasons (give details). Explain how public funds are adjusted to take account of the productive work performed by trainees 'on-the-job'. During periods of training, away from training centres as such, measure the extent to which the worker makes a positive contribution to production, mentioning in hours or weeks that share of training to be considered as productive.

1.4. RE-EMPLOYMENT PROSPECTS

1.4.1. PROGRAMMES IN FAVOUR OF PERSONS FOR WHOM A JOB IS FORESEEN:

- based on placements already decided by employers number of persons
- based on past results from the organizations with programmes of the same type number of persons

1.4.2. PLACEMENT ESTIMATES FOR PERSONS PARTICIPATING IN OTHER PROGRAMMES:

- from the employment offices responsible for placement .....%
- given actual placement statistics for the past 12 months .....%
- in the opinion of organizations who will directly take up these persons .....%

1.4.3. THE RE-EMPLOYMENT OF PERSONS FORESEEN:

- in their region of origin .....%
- in the region where they are trained (if different) .....%
- outside these regions .....%

In the latter regions, indicate the principals (mention any possible movements from one Member State to another).

Other comments on re-employment prospects.

**1.5. EFFECT ON THE OPERATION OF A FINANCIAL CONTRIBUTION FROM THE SOCIAL FUND**

**1.6. PARTICIPATION OF BOTH SIDES OF INDUSTRY**

(Indicate the extent to which both sides of industry are consulted and how they took part in the planning of the project. If necessary, state the opinions of the parties in question.)

## 2. TECHNICAL CHARACTERISTICS OF OPERATIONS

### 2.1: TYPES OF OPERATION INVOLVED IN THE APPLICATION

#### 2.1.1. TRAINING

a) In off-the-job public or private training centres and workshops

- pre-employment training or preparation for working life
- guidance and pre-training or motivation for new choices of occupation
- skilled training
- highly skilled training

TYPE OF AID

A 3 and A 4







NUMBER OF PERSONS CONCERNED (estimate)

19 .. 19 .. 19 ..

.....

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b) In the undertaking and on the job

- induction and work experience
- further training
- preparation for working life

B 3



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#### 2.1.2. RESETTLEMENT

- travel and resettlement
- separation of family

C 3





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#### 2.1.3. INTEGRATION INTO NEW SOCIAL AND WORKING ENVIRONMENT

- reception facilities
- hostels for young people
- language teaching
- adjustment to working conditions of socio-professional activities
- special teaching for migrant workers' children

D 3



.....

.....

a) Handicapped persons

- job adjustment
- functional rehabilitation

D 4

.....

.....

b) Workers aged over 50 years

- incomes maintenance

A 3 and A 4



.....

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#### 2.1.5. INSTRUCTORS TRAINING

- training
- adjustment and/or further training

E 3



.....

.....

#### 2.1.6. AIDS TO EMPLOYMENT

- in priority regions
- for any persons aged under 25

pm



.....

.....

### 2.2. NUMBER AND CATEGORIES OF BENEFICIARIES (estimate) (\*)

#### 2.2.1. TOTAL NUMBER OF PERSONS COVERED BY APPLICATION, OF WHICH:

- first-job seekers
- women seeking jobs after a long break (aged 25 and over)
- unemployed persons having had a job
- under-employed
- employed but threatened with unemployment
- self-employed persons
- other employees

TOTAL

.....

.....

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.....

.....

#### 2.2.2. BREAKDOWN BY SEX AND AGE OF CERTAIN CATEGORIES OF BENEFICIARIES

Sex	under 18 years	18 to 25 years	25 to 50 years	over 50 years
Male				
Female				

(\*) Not including children of migrant workers receiving special schooling.

2.3. PROGRAMME TYPES: FOR PERSONS WITH INADEQUATE SKILL LEVELS   
 PREPARATION FOR WORKING LIFE  : SKILLS TRAINING

VOCATIONAL PREPARATION  SOCIO-PROFESSIONAL INTEGRATION   
 TRAINING FOR HIGHER SKILLS  (\*)

2.3.1.

Place of training (title, location, category (**))	Methods			Nature and aim of operations (***)  — Summary of the content of the programmes: — specific teaching methods — subjects taught — types of skill or qualification	Level	Average length of course (in hours)					Number of trainees							
	Full time	Part time	Day release, etc.			Theoretical	Practical	By week	Total	Period		By course	For each instructor	Total				
										from	to							

2.3.2. Explain the characteristics which distinguish your programme types, i.e. for persons with inadequate skill levels  vocational preparation  socio-professional integration  preparation for working life  skills training  training for higher skills  (\*)

(\*) Mark with a cross the type(s) of programme covered by this application.

(\*\*) Specify whether public or private centre, on or off-the-job, on and off-the-job.

(\*\*\*) If necessary, any additional information contributing to better understanding and evaluation of each operation may be provided as an appendix.

**3. FINANCIAL CHARACTERISTICS**

**3.1. FINANCIAL SHEET (\*)**

<b>Reserved for the direction of the Social Fund</b>																																5859606162636465666768697071727374757677787980									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32										
Z																																									

**0. BODY MAKING THE APPLICATION**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
X0	1																														

**1. TYPES OF PROGRAMME**

X 1	2																														
X 2																															
X 3																															
X 4																															
X 5																															

**2. BODY(IES) FOR WHICH SOCIAL FUND AID IS BEING SOUGHT AND LEGAL STATUS**

X 6	3																													
X 7																														
X 8																														
X 9																														

**3. PUBLIC AUTHORITIES GUARANTEEING AND CO-FINANCING THE PROGRAMME(S) (applies to private bodies under 2)**

W 0																														
W 1																														
W 2																														
W 3																														

**4. CALCULATION OF COSTS BY TYPES OF AID (real costs or unit costs)**

V 0																														
V 1																														
V 2																														
V 3																														
V 4																														
V 5																														
V 6																														
V 7																														
V 8																														
V 9																														

(\*) To be used according to the procedure established by the services of the Commission.





3.2. **OPERATIONAL CHECKS**

- National controls (state arrangements and frequency of checks at the national level; operational quality checks and checks on administrative and financial management).

- Community controls (state where quality controller(s) may be contacted and where individual files, books and other accounting documents can be consulted).

Address	Telephone No	Enquiries through

**4. AIDS TO EMPLOYMENT**

**4.1. SUPPLEMENTARY INFORMATION CONCERNING THE UTILIZATION OF AID 'E' (\*)**

Type of employment	Number of persons involved	Jobs foreseen	Average gross salary in the undertaking for similar jobs
— Small undertakings (including craft establishments)			
— Other undertakings			
— Work of a public service type			

4.1.1. How many new jobs are to be created?

(\*) Article 3 (1) of Regulation (EEC) No 2396/71 (OJ No L 249, 10. 11. 1971, p. 54), as amended by Regulation (EEC) No 2893/77 (OJ No L 337, 27. 12. 1977, p. 1).

COMMISSION OF THE EUROPEAN COMMUNITIES

DIRECTORATE-GENERAL EMPLOYMENT AND SOCIAL AFFAIRS - EUROPEAN SOCIAL FUND -

200, rue de la Loi - 1049 Brussels Telephone: 735 00 40/735 80 40 Telegraphic address: COMEUR Brussels Telex: 21 877 COMEU B

Field of intervention: Article 5 of Decision 71/66/EEC Technical progress

Member State:

Region(s) concerned:

Proportion (%) of application concerning:

Absolute priority regions (\*)

%

Other assisted areas (\*\*)

%

Other regions (\*\*\*)

%

APPLICATION FOR ASSISTANCE FROM THE EUROPEAN SOCIAL FUND

Body making the application:

Legal status:

Address:

Telephone:

Telex:

All enquiries through:

Public authority responsible for financial assistance and guaranteeing successful completion of the operations (name):

Legal status:

Address:

Telephone:

Telex:

All enquiries through:

BRIEF DESCRIPTION OF THE APPLICATION:

Duration of operations:

from

to

Number of persons involved:

In the event of Commission approval, would the body making the application agree to the publication of the provisions of this approval?

yes

no

Space reserved for use by ESF

Application No

Date of receipt

(\*) Regions covered by Article 1 of Regulation (EEC) No 2895/77 (OJ No L 337, 27. 12. 1977, p. 7).

(\*\*) Regions covered by Article 3 of Regulation (EEC) No 724/75 (OJ No L 73, 21. 3. 1975, p. 1, excluding regions covered by Article 1 of Regulation (EEC) No 2895/77).

(\*\*\*) Other regions not covered by Article 3 of Regulation (EEC) No 724/75.

**1. STRUCTURAL AND SOCIO-ECONOMIC CONTEXT;  
EMPLOYMENT PROSPECTS**

Article 5  
**Technical progress (\*)**

**1.1. BRANCH OF ECONOMIC ACTIVITY WITHIN WHICH THE APPLICATION FALLS**

**1.1.1. INDICATE THE EXTENT TO WHICH TECHNICAL PROGRESS IS AFFECTING THIS BRANCH OF ECONOMIC ACTIVITY AND, WHERE APPROPRIATE, INDICATE THE NUMBER AND TYPE OF UNDERTAKINGS CONCERNED (large, medium or small-sized undertakings)**

(Indicate size of small and medium-sized undertakings according to the number of employees.)

**1.1.2. INDICATE WHETHER THIS BRANCH OF ACTIVITY IS CONSIDERED TO BE IN A CRISIS SITUATION OR IN EXPANSION (at national and at Community level)**

**1.1.3. WITH RESPECT TO THIS APPLICATION, DOES ADAPTATION TO THE REQUIREMENTS OF TECHNICAL PROGRESS ARISE THROUGH:**

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| — development of a technological innovation?                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| — implementation of a technological innovation?                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| — rationalization of production through:  |                          |                          |
| — new production process?   | <input type="checkbox"/> | <input type="checkbox"/> |
| — new working methods and organization?   | <input type="checkbox"/> | <input type="checkbox"/> |
| — rationalization of office practices through the introduction of new techniques? | <input type="checkbox"/> | <input type="checkbox"/> |
| — creation of new areas of activity:  |                          |                          |
| — in the applicant(s) present branch(es) of activity?                             | <input type="checkbox"/> | <input type="checkbox"/> |
| — outside the applicant(s) present branch(es) of activity                         | <input type="checkbox"/> | <input type="checkbox"/> |

**1.1.4. IS ADAPTATION REQUIRED IN ORDER TO:**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| — maintain a competitive position?                             | <input type="checkbox"/> | <input type="checkbox"/> |
| — improve competitive capacity?                                | <input type="checkbox"/> | <input type="checkbox"/> |
| — substitute new basic substances for existing raw materials ? | <input type="checkbox"/> | <input type="checkbox"/> |
| — improve environmental protection?                            | <input type="checkbox"/> | <input type="checkbox"/> |
| — improve health and safety at work?                           | <input type="checkbox"/> | <input type="checkbox"/> |

**1.1.5. WHERE APPLICABLE, GIVE DETAILS OF ANY RELEVANT LEGISLATION AFFECTING PROCESSES PLANNED TO BE INTRODUCED**

**1.1.6. ANNEX A BRIEF DESCRIPTION OF THE CHANGES TO BE UNDERTAKEN**

(Indicate, in particular, the main patents, new processes and types of machines and/or equipment to be used.)

(\*) - Article 5 (1) of Decision 71/66/EEC (OJ No L 28, 4. 2. 1971, p. 15), as amended by Decision 77/801/EEC (OJ No L 337, 27. 12. 1977, p. 9).

- Article 1 of Regulation (EEC) No 2396/71 (OJ No L 249, 10. 11. 1971, p. 54), as amended by Regulation (EEC) No 2893/77 (OJ No L 337, 27. 12. 1977, p. 1).

**1.2. ECONOMIC CONTEXT AND TECHNICAL JUSTIFICATION OF THE VOCATIONAL TRAINING OPERATIONS**

1.2.1. STATE WHETHER THESE VOCATIONAL TRAINING OPERATIONS ARE PART OF:

YES NO

— a research or development programme

— a capital investment programme

1.2.2. IF SO, give a brief description of the research, development or investment programme and indicate whether national or Community aid has been obtained or requested.

1.2.3. WHERE THE VOCATIONAL TRAINING OPERATIONS PROPOSED ARE DESIGNED TO OVERCOME A LACK OF HIGHLY SKILLED WORKERS, indicate the number of workers concerned and the main skills or occupations for which a special need exists.

1.2.4. WHERE THE VOCATIONAL TRAINING OPERATIONS PROPOSED ARE DESIGNED TO OVERCOME LONG-TERM UNEMPLOYMENT, state whether persons recognized as difficult to place because of their age, are involved and give their occupation.

1.2.5. WHERE PERSONS ARE TO BE TRAINED PARTLY OR WHOLLY ON-THE-JOB, STATE WHY THIS METHOD OF TRAINING HAS BEEN CHOSEN (Explain how public funds are adjusted to take account of the productive work performed by trainees:

— during periods of training;

— away from training centres as such.

Measure the extent to which the worker makes a positive contribution to production, mentioning in hours or weeks that share of training to be considered as productive.)

1.2.6. IF SOME PERSONS COVERED BY THE OPERATION WILL BE INVOLVED IN TRAINING PROGRAMMES LASTING LESS THAN 200 HOURS, SPECIFY IN AN ANNEX:

- the number of persons;
- the skill/occupation;
- the initial level of skills.

Specify the problems and aims of training for adaptation to the requirements of technical progress in these particular skills/occupations.

**1.3. CATEGORY OF PERSONS CONCERNED BY THE APPLICATION**

(In addition to information requested on page 80 (point 2.2) of this form.)

Category	Types of training and number of persons involved		
	Straight forward adaptation training	Higher skills/qualifications (*)	Entirely new skills/qualifications
1.3.1. Workers entering the branch from other branches of activity			
1.3.2. Workers already employed in the branch of activity in question			
1.3.3. Total number of workers			

1.3.4. WHERE IT IS PROPOSED TO GIVE PERSONS INVOLVED A STRAIGHT FORWARD ADAPTATION TRAINING NECESSARY TO OPERATE NEW PROCESSES, give details of the problem of technical progress posed.

(\*) This category can include persons undertaking training courses appropriate for middle management and supervisory levels.

**1.4. INCREASE/DECREASE IN JOBS RESULTING FROM ADAPTATION PROGRAMME(S) PROPOSED**

**1.4.1. INDICATE THE INCREASE OR DECREASE FORECAST IN THE NUMBER OF JOBS**

**1.4.1.1. Increase in jobs**

**1.4.1.2. Decrease in jobs**

Main occupations involved (*)	Number of jobs:		Main occupations involved (*)	Number of jobs:	
	provided through this application	probable in the long term		in the short term	in the longer term

**1.5. EFFECT ON THE OPERATION OF A FINANCIAL CONTRIBUTION FROM THE SOCIAL FUND**

**1.6. PARTICIPATION OF BOTH SIDES OF INDUSTRY**

(Indicate the extent to which both sides of industry are consulted and their involvement in the planning of the project. If necessary, state the opinions of the parties in question.)

(\*) Annex a brief description of the occupation (main points of career outline).

**2. TECHNICAL CHARACTERISTICS OF OPERATIONS**

**2.1. TYPES OF OPERATION INVOLVED IN THE APPLICATION**

**2.1.1. TRAINING**

a) In off-the-job public or private training centres and workshops

- pre-employment training or preparation for working life
- guidance and pre-training or motivation for new choices of occupation
- skilled training
- highly skilled training

TYPE OF AID

A 3 and A 4

NUMBER OF PERSONS CONCERNED (estimate)

19 .. 19 .. 19 ..

.....

.....

.....

.....

.....

b) In the undertaking and on the job

- induction and work experience
- further training
- preparation for working life

**2.1.2. RESETTLEMENT**

- travel and resettlement
- separation of family

B 3

**2.1.3. INTEGRATION INTO NEW SOCIAL AND WORKING ENVIRONMENT**

- reception facilities
- hostels for young people
- language teaching
- adjustment to working conditions of socio-professional activities
- special teaching for migrant workers' children

C 3

**2.1.4. ADDITIONAL MEASURES FOR CERTAIN CATEGORIES OF AIDS**

a) Handicapped persons

- job adjustment
- functional rehabilitation

D 3

b) Workers aged over 50 years

- incomes maintenance

D 4

**2.1.5. INSTRUCTORS TRAINING**

- training
- adjustment and/or further training

A 3 and A 4

**2.1.6. AIDS TO EMPLOYMENT**

- in priority regions
- for any persons aged under 25

E 3

pm

**2.2. NUMBER AND CATEGORIES OF BENEFICIARIES (estimate) (\*)**

**2.2.1. TOTAL NUMBER OF PERSONS COVERED BY APPLICATION, OF WHICH:**

- first-job seekers
- women seeking jobs after a long break (aged 25 and over)
- unemployed persons having had a job
- under-employed
- employed but threatened with unemployment
- self-employed persons
- other employees

TOTAL

**2.2.2. BREAKDOWN BY SEX AND AGE OF CERTAIN CATEGORIES OF BENEFICIARIES**

Sex	under 18 years	18 to 25 years	25 to 50 years	over 50 years
Male				
Female				

(\*) Not including children of migrant workers receiving special schooling.



2.3. PROGRAMME TYPES: FOR PERSONS WITH INADEQUATE SKILL LEVELS   
 PREPARATION FOR WORKING LIFE  SKILLS TRAINING

VOCATIONAL PREPARATION  SOCIO-PROFESSIONAL INTEGRATION   
 TRAINING FOR HIGHER SKILLS  (\*)

2.3.1.

Place of training (title, location, category (**))	Methods			Nature and aim of operations (***)  — Summary of the content of the programmes: — specific teaching methods — subjects taught — types of skill or qualification	Level	Average length of course (in hours)					Number of trainees						
	Full time	Part time	Day release, etc.			Theoretical	Practical	By week	Total	Period		By course	For each instructor	Total			
										from	to						

2.3.2. Explain the characteristics which distinguish your programme types, i.e. for persons with inadequate skill levels  vocational preparation  socio-professional integration  preparation for working life  skills training  training for higher skills  (\*)

(\*) Mark with a cross the type(s) of programme covered by this application.

(\*\*) Specify whether public or private centre, on or off-the-job, on and off-the-job.

(\*\*\*) If necessary, any additional information contributing to better understanding and evaluation of each operation may be provided as an appendix.

**3. FINANCIAL CHARACTERISTICS**

**3.1. FINANCIAL SHEET (\*)**

<b>Reserved for the direction of the Social Fund</b>																																58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80									
																																										/											-										

  

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
Z																															

**0. BODY MAKING THE APPLICATION**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57
X 0		1																																																						

**1. TYPES OF PROGRAMME**

X 1	2																																																						
X 2																																																							
X 3																																																							
X 4																																																							
X 5																																																							

**2. BODY(IES) FOR WHICH SOCIAL FUND AID IS BEING SOUGHT AND LEGAL STATUS**

X 6	3																																																						
X 7																																																							
X 8																																																							
X 9																																																							

**3. PUBLIC AUTHORITIES GUARANTEEING AND CO-FINANCING THE PROGRAMME(S) (applies to private bodies under 2)**

W 0																																																						
W 1																																																						
W 2																																																						
W 3																																																						

**4. CALCULATION OF COSTS BY TYPES OF AID (real costs or unit costs)**

V 0																																																						
V 1																																																						
V 2																																																						
V 3																																																						
V 4																																																						
V 5																																																						
V 6																																																						
V 7																																																						
V 8																																																						
V 9																																																						

(\*) To be used according to the procedure established by the services of the Commission.



3.2. **OPERATIONAL CHECKS**

- National controls (state arrangements and frequency of checks at the national level; operational quality checks and checks on administrative and financial management).

- Community controls (state where quality controller(s) may be contacted and where individual files, books and other accounting documents can be consulted).

Address	Telephone No	Enquiries through

**4. AIDS TO EMPLOYMENT**

**4.1. SUPPLEMENTARY INFORMATION CONCERNING THE UTILIZATION OF AID 'E' (\*)**

Type of employment	Number of persons involved	Jobs foreseen	Average gross salary in the undertaking for similar jobs
— Small undertakings (including craft establishments)			
— Other undertakings			
— Work of a public service type			

4.1.1. How many new jobs are to be created?

(\*) Article 3 (1) of Regulation (EEC) No 2396/71 (OJ No L 249, 10. 11. 1971, p. 54), as amended by Regulation (EEC) No 2893/77 (OJ No L 337, 27. 12. 1977, p. 1).

COMMISSION  
OF THE  
EUROPEAN COMMUNITIES

DIRECTORATE-GENERAL  
EMPLOYMENT AND SOCIAL AFFAIRS  
- EUROPEAN SOCIAL FUND -

200, rue de la Loi - 1049 Brussels  
Telephone: 735 00 40/735 80 40  
Telegraphic address: COMEUR Brussels  
Telex: 21 877 COMEU B

Field of intervention:  
Article 5 of Decision 71/66/EEC  
**Groups of undertakings**

Member State:

Region(s) concerned:

Proportion (%) of application concerning:

Absolute priority  
regions (\*)

%

Other assisted  
areas (\*\*)

%

Other  
regions (\*\*\*)

%

**APPLICATION FOR ASSISTANCE FROM THE EUROPEAN SOCIAL FUND**

Body making the application:

Legal status:

Address:

Telephone:

Telex:

All enquiries through:

Public authority responsible for financial assistance and  
guaranteeing successful completion of the operations (name):

Legal status:

Address:

Telephone:

Telex:

All enquiries through:

**BRIEF DESCRIPTION OF THE APPLICATION:**

Duration of operations:  
from to

Number of persons involved:

In the event of Commission approval, would the body making the application agree to the  
publication of the provisions of this approval?

yes  no

Space reserved for use by ESF

Application No

Date of receipt

(\*) Regions covered by Article 1 of Regulation (EEC) No 2895/77 (OJ No L 337, 27. 12. 1977, p. 7).

(\*\*) Regions covered by Article 3 of Regulation (EEC) No 724/75 (OJ No L 73, 21. 3. 1975, p. 1, excluding regions covered by Article 1 of Regulation (EEC) No 2895/77).

(\*\*\*) Other regions not covered by Article 3 of Regulation (EEC) No 724/75.

**1. STRUCTURAL AND SOCIO-ECONOMIC CONTEXT;  
RE-EMPLOYMENT PROSPECTS**

Article 5  
**Groups of undertakings(\*)**

**1.1. DETAILS OF THE GROUPS OF UNDERTAKINGS INVOLVED**

**1.1.1. LIST THE UNDERTAKINGS CONSTITUTING 'THE GROUP'**

(Give the average number of persons employed in each undertaking.)

**1.1.2. OUTLINE THE ACTIVITIES OF EACH UNDERTAKING OF THE GROUP SHOWING WHAT LEGAL, SECTORIAL, GEOGRAPHICAL OR OTHER TIE LINKS EACH TOGETHER**

(Give details where firms in the group carry out the same kinds of activity or associated activities.)

**1.1.3. INDICATE IF THESE UNDERTAKINGS ARE, ON A PERMANENT BASIS, FORCED TO:**

- cease operations
- reduce operations
- substantially change their operations

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Number of workers concerned
.....
.....
.....

**1.1.4. WHERE THERE IS OR WILL BE A SUBSTANTIAL CHANGE OF OPERATIONS, GIVE A BRIEF DESCRIPTION**

(\*) - Article 5 (1) of Decision 71/66/EEC (OJ No L 28, 4. 2. 1971, p. 15), as amended by Decision 77/801/EEC (OJ No L 337, 27. 12. 1977, p. 9).  
- Article 1 of Regulation (EEC) No 2396/71 (OJ No L 249, 10. 11. 1971, p. 54), as amended by Regulation (EEC) No 2893/77 (OJ No L 337, 27. 12. 1977, p. 1).

1.2. **ECONOMIC CONTEXT AND TECHNICAL JUSTIFICATION OF THE VOCATIONAL TRAINING OPERATIONS**

1.2.1. ARE OPERATIONS COVERED BY THIS APPLICATION PART OF AN INVESTMENT PROGRAMME? YES  NO

1.2.2. IF CAPITAL INVESTMENT PROGRAMME EXISTS, give brief details and indicate whether any national or community aid has been obtained or requested.

1.2.3. AGAIN, IF A CAPITAL INVESTMENT PROGRAMME EXISTS, state exactly which are the principal industries or services covered by this application and how many jobs are to be created or maintained over a given period of time:

Industries or services sectors	Jobs		Period	
	Created	Maintained	From	To

1.2.4. FOR PERSONS TRAINED WITHIN THE FIRM, state whether this method of training was chosen because there were no training centres in the area or for any other reasons (give details). Explain how public funds are utilized taking account of the extent to which trainees are to improve their skill through practice 'on-the-job'. During training away from training centres as such, measure the extent to which the worker makes a positive contribution to production, mentioning in hours or weeks that share of training to be considered as productivity.



1.2.5. THE VOCATIONAL TRAINING OPERATIONS PLANNED ARE AIMED AT OVERCOMING:

Number of workers

- the threat of unemployment, already apparent .....
- current under-employment (\*) .....

1.2.6. INDICATE TO WHAT EXTENT IMPLEMENTATION OF THESE VOCATIONAL TRAINING OPERATIONS IS NECESSARY IN ORDER TO AVOID LONG-TERM UNEMPLOYMENT AND WHETHER PERSONS CONSIDERED DIFFICULT TO PLACE, DUE TO AGE, ARE INVOLVED

1.3. CATEGORIES OF PERSONS INVOLVED

(In addition to information requested on page 92 (point 2.2) of this form.)

- 1.3.1. PERSONS WITH HIGH QUALIFICATIONS WHO WILL REMAIN IN THE SAME BRANCH OF ACTIVITY (\*\*)
- 1.3.2. PERSONS WITH HIGH QUALIFICATIONS WHO WILL CHANGE THEIR BRANCH OF ACTIVITY
- 1.3.3. VOCATIONAL TRAINING OF PERSONS WHO WILL REMAIN IN THE SAME BRANCH OF ACTIVITY (\*\*)
- 1.3.4. VOCATIONAL TRAINING OF PERSONS WHO WILL CHANGE THEIR BRANCH OF ACTIVITY
- 1.3.5. STRAIGHT FORWARD ADAPTATION TRAINING FOR NEW PROCESSES
- 1.3.6. TOTAL NUMBER OF PERSONS

Number of persons	Persons:		
	threatened with unemployment	under-employed	difficult to place due to age

1.3.7. FOR UNDER-EMPLOYED PERSONS (INCLUDING THOSE ON SHORT-TIME), indicate the duration and extent of any reduction in working hours.

(\*) Under-employment in this context means any reduction in working hours as determined in the contract of employment; seasonal work, however, is excluded.  
 (\*\*) This category can include persons following training at levels appropriate for middle management and supervision.

**1.4. RE-EMPLOYMENT PROSPECTS**

**1.4.1. NUMBER OF WORKERS FOR WHOM A JOB IS FORESEEN:**

Number of persons

- in the group of undertaking involved .....  
.....
- in other undertakings through previously agreed direct placement .....  
.....
- through employment agencies .....  
.....
- give statistical data on percentage of successful placement of trainees  
over the past 12 months .....%

**1.4.2. EMPLOYMENT OF THESE PERSONS IS LIKELY:**

- in their region of origin? .....%
- in the region where they are to be trained (if different)? .....%
- outside these regions? .....%

Other comments on re-employment prospects.

**1.5. EFFECT ON THE OPERATION OF A FINANCIAL CONTRIBUTION FROM THE SOCIAL FUND**

**1.6. PARTICIPATION OF BOTH SIDES OF INDUSTRY**

(Indicate the extent to which both sides of industry are consulted and how they took part in the planning of the project. If necessary, state the opinions of the parties in question.)

**2. TECHNICAL CHARACTERISTICS OF OPERATIONS**

**2.1. TYPES OF OPERATION INVOLVED IN THE APPLICATION**

**2.1.1. TRAINING**

a) In off-the-job public or private training centres and workshops

- pre-employment training or preparation for working life
- guidance and pre-training or motivation for new choices of occupation
- skilled training
- highly skilled training

TYPE OF AID

A 3 and A 4

NUMBER OF PERSONS CONCERNED (estimate)

19 ..	19 ..	19 ..
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

b) In the undertaking and on the job

- induction and work experience
- further training
- preparation for working life

**2.1.2. RESETTLEMENT**

- travel and resettlement
- separation of family

B 3

.....	.....	.....
.....	.....	.....

**2.1.3. INTEGRATION INTO NEW SOCIAL AND WORKING ENVIRONMENT**

- reception facilities
- hostels for young people
- language teaching
- adjustment to working conditions of socio-professional activities
- special teaching for migrant workers' children

C 3

.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**2.1.4. ADDITIONAL MEASURES FOR CERTAIN CATEGORIES OF AIDS**

a) Handicapped persons

- job adjustment
- functional rehabilitation

D 3

.....	.....	.....
.....	.....	.....

b) Workers aged over 50 years

- incomes maintenance

D 4

.....	.....	.....
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**2.1.5. INSTRUCTORS TRAINING**

- training
- adjustment and/or further training

A 3 and A 4

.....	.....	.....
.....	.....	.....

**2.1.6. AIDS TO EMPLOYMENT**

- in priority regions
- for any persons aged under 25

E 3

pm

.....	.....	.....
.....	.....	.....
.....	.....	.....

**2.2. NUMBER AND CATEGORIES OF BENEFICIARIES (estimate) (\*)**

**2.2.1. TOTAL NUMBER OF PERSONS COVERED BY APPLICATION, OF WHICH:**

- first-job seekers
- women seeking jobs after a long break (aged 25 and over)
- unemployed persons having had a job
- under-employed
- employed but threatened with unemployment
- self-employed persons
- other employees

TOTAL

.....
.....
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.....
.....
.....

**2.2.2. BREAKDOWN BY SEX AND AGE OF CERTAIN CATEGORIES OF BENEFICIARIES**

Sex	under 18 years	18 to 25 years	25 to 50 years	over 50 years
Male				
Female				

(\*) Not including children of migrant workers receiving special schooling.

2.3. PROGRAMME TYPES: FOR PERSONS WITH INADEQUATE SKILL LEVELS   
 PREPARATION FOR WORKING LIFE  SKILLS TRAINING

VOCATIONAL PREPARATION  SOCIO-PROFESSIONAL INTEGRATION   
 TRAINING FOR HIGHER SKILLS  (\*)

2.3.1.

Place of training (title, location, category (**))	Methods			Nature and aim of operations (***)  — Summary of the content of the programmes: — specific teaching methods — subjects taught — types of skill or qualification	Level	Average length of course (in hours)					Number of trainees							
	Full time	Part time	Day release, etc			Theoretical	Practical	By week	Total	Period		By course	For each instructor	Total				
										from	to							

2.3.2. Explain the characteristics which distinguish your programme types, i.e. for persons with inadequate skill levels  vocational preparation  socio-professional integration  preparation for working life  skills training  training for higher skills  (\*)

(\*) Mark with a cross the type(s) of programme covered by this application.  
 (\*\*) Specify whether public or private centre, on or off-the-job, on and off-the-job.  
 (\*\*\*) If necessary, any additional information contributing to better understanding and evaluation of each operation may be provided as an appendix.



5. ESTIMATE OF SUBMITTED ELIGIBLE EXPENDITURE

Type of aid	First instalment										Second instalment										Third instalment										Year of first instalment																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57		
U A 3																																																			1	9								
U A 4																																																												
U B 3																																																												
U C 3																																																												
U D 3																																																												
U D 4																																																												
U E 3																																																												
Total																																																												

6. AID REQUESTED FROM THE SOCIAL FUND

T A 3																																								
T A 4																																								
T B 3																																								
T C 3																																								
T D 3																																								
T D 4																																								
T E 3																																								
Total																																								

		FINANCING OF ELIGIBLE EXPENDITURE		
		First instalment	Second instalment	Third instalment
13. Social Fund aid as a %	14. Implementation period (estimate)	7. AID REQUESTED FROM THE SOCIAL FUND		
	BEGINNING:	8. FINANCING BY PUBLIC AUTHORITY(IES)		
S 1				
S 2	END:			
S 3				
S 4		9. FINANCING BY PRIVATE SOURCES		
R 1				
R 2				
R 3				
15. Number of persons concerned (estimate)	10. INCOME ACCRUING TO THE PROGRAMME(S) (fees, sale of products, etc.)			
Q				
		11. TOTAL OF SUBMITTED ELIGIBLE EXPENDITURE (public beneficiary: 7+8+10 = Total at 5 / private beneficiary: 7+8+9+10 = Total at 5)		
16. Duration of the programme(s) (in hours)	12. TOTAL OF NON-SUBMITTED ELIGIBLE EXPENDITURE			
P				

**3.2. OPERATIONAL CHECKS**

— National controls (state arrangements and frequency of checks at the national level; operational quality checks and checks on administrative and financial management).

— Community controls (state where quality controller(s) may be contacted and where individual files, books and other accounting documents can be consulted).

Address	Telephone No	Enquiries through

**4. AIDS TO EMPLOYMENT**

**4.1. SUPPLEMENTARY INFORMATION CONCERNING THE UTILIZATION OF AID 'E' (\*)**

Type of employment	Number of persons involved	Jobs foreseen	Average gross salary in the undertaking for similar jobs
— Small undertakings (including craft establishments)			
— Other undertakings			
— Work of a public service type			

4.1.1. How many new jobs are to be created?

(\*) Article 3 (1) of Regulation (EEC) No 2396/71 (OJ No L 249, 10. 11. 1971, p. 54), as amended by Regulation (EEC) No 2893/77 (OJ No L 337, 27. 12. 1977, p. 1).



COMMISSION  
OF THE  
EUROPEAN COMMUNITIES

DIRECTORATE-GENERAL  
EMPLOYMENT AND SOCIAL AFFAIRS  
- EUROPEAN SOCIAL FUND -

200, rue de la Loi - 1049 Brussels  
Telephone: 735 00 40/735 80 40  
Telegraphic address: COMEUR Brussels  
Telex: 21 877 COMEU B

Field of intervention:  
Article 5 of Decision 71/66/EEC  
**Handicapped**

Member State:

Region(s) concerned:

Proportion (%) of application concerning:

Absolute priority  
regions (\*)

%

Other assisted  
areas (\*\*)

%

Other  
regions (\*\*\*)

%

**APPLICATION FOR ASSISTANCE FROM THE EUROPEAN SOCIAL FUND**

Body making the application:

Legal status:

Address:

Telephone:

Telex:

All enquiries through:

Public authority responsible for financial assistance and  
guaranteeing successful completion of the operations (name):

Legal status:

Address:

Telephone:

Telex:

All enquiries through:

**BRIEF DESCRIPTION OF THE APPLICATION:**

Duration of operations:

from to

Number of persons involved:

In the event of Commission approval, would the body making the application agree to the  
publication of the provisions of this approval?

yes  no

Application No

Date of receipt

**Space reserved for use by ESF**

(\*) Regions covered by Article 1 of Regulation (EEC) No 2895/77 (OJ No L 337, 27. 12. 1977, p. 7).

(\*\*) Regions covered by Article 3 of Regulation (EEC) No 724/75 (OJ No L 73, 21. 3. 1975, p. 1, excluding regions covered by Article 1 of Regulation (EEC) No 2895/77).

(\*\*\*) Other regions not covered by Article 3 of Regulation (EEC) No 724/75.

**1. STRUCTURAL CONTEXT AND DEFINITION OF OPERATIONS; EXPECTED RESULTS**

Article 5  
**Handicapped (\*)**

**1.1. CONTEXT OF PROJECTED OPERATION**

- at national level;
- at regional and/or local level.

For each operation planned, give a brief description, in so far as the information contributes significantly to the assessment of the operation, of:

- the factors governing the operation (category of handicap, importance of the problem, its development, situation in relation to the working population);
- a summary of the general policy objectives followed.

Annex the legal texts and/or regulations governing the operations for the readjustment period and with a view to possible employment in an open economy.

---

(\*) - Article 5 (1) of Decision 71/66/EEC (OJ No L 28, 4. 2. 1971, p. 15), as amended by Decision 77/801/EEC (OJ No L 337, 27. 12. 1977).

- Article 1 of Regulation (EEC) No 2396/71 (OJ No L 249, 10. 11. 1971, p. 54), as amended by Regulation (EEC) No 2893/77 (OJ No L 337, 27. 12. 1977, p. 1).

**1.2. DEFINITION OF PROJECTED OPERATION**

(In addition to the information on the content of vocational training programmes to be given on page 105 (point 2.3.1) of this form, give a brief description below of:

- objectives and content;
- number of beneficiaries per handicap;
- present structures and/or those that might be set up;
- various readjustment stages (indicate for each stage: content, periods and locations when and where carried out.)

Also describe the stages preceding and succeeding the operation in question.)

**1.3. PRECEDENTS, IF ANY, AND NEW CHARACTERISTICS**

1.3.1. HAS THIS TYPE OF OPERATION IN WHOLE OR IN PART ALREADY RECEIVED A GRANT FROM THE SOCIAL FUND?

YES

NO

If so, give the reference number of the file(s) of the European Social Fund:

.....

1.3.2. HOW DOES THIS OPERATION DIFFER FROM OPERATIONS WITH THE SAME OBJECTIVE IN VIEW AND WHICH HAVE ALREADY BEEN GRANTED AID BY THE ESF?

Specify the characteristics which are qualitatively and/or quantitatively new, if any.

**1.4. RESULTS OF THE OPERATION**

- State results anticipated at the qualitative and quantitative levels and with reference to persons and readjustment methods and structures.
- State percentage of handicapped persons who could be employed in an open economy.

**1.5. EFFECT ON THE OPERATION OF A FINANCIAL CONTRIBUTION FROM THE SOCIAL FUND**

**1.6. PARTICIPATION OF BOTH SIDES OF INDUSTRY**

(Indicate the extent to which both sides of industry are consulted and how they were involved in the planning of the project. If necessary, state the opinions of the parties in question.)

## 2. TECHNICAL CHARACTERISTICS OF OPERATIONS

### 2.1. TYPES OF OPERATION INVOLVED IN THE APPLICATION

#### 2.1.1. TRAINING

a) In off-the-job public or private training centres and workshops

- pre-employment training or preparation for working life
- guidance and pre-training or motivation for new choices of occupation
- skilled training
- highly skilled training

TYPE OF AID

A 3 and A 4

NUMBER OF PERSONS CONCERNED (estimate)

19 .. 19 .. 19 ..

b) In the undertaking and on the job

- induction and work experience
- further training
- preparation for working life

#### 2.1.2. RESETTLEMENT

- travel and resettlement
- separation of family

B 3

#### 2.1.3. INTEGRATION INTO NEW SOCIAL AND WORKING ENVIRONMENT

- reception facilities
- hostels for young people
- language teaching
- adjustment to working conditions of socio-professional activities
- special teaching for migrant workers' children

C 3

#### 2.1.4. ADDITIONAL MEASURES FOR CERTAIN CATEGORIES OF AIDS

a) Handicapped persons

- job adjustment
- functional rehabilitation

D 3

b) Workers aged over 50 years

- incomes maintenance

D 4

#### 2.1.5. INSTRUCTORS TRAINING

- training
- adjustment and/or further training

A 3 and A 4

#### 2.1.6. AIDS TO EMPLOYMENT

- in priority regions
- for any persons aged under 25

E 3

pm

### 2.2. NUMBER AND CATEGORIES OF BENEFICIARIES (estimate) (\*)

#### 2.2.1. TOTAL NUMBER OF PERSONS COVERED BY APPLICATION, OF WHICH:

- first-job seekers
- women seeking jobs after a long break (aged 25 and over)
- unemployed persons having had a job
- under-employed
- employed but threatened with unemployment
- self-employed persons
- other employees

TOTAL

#### 2.2.2. BREAKDOWN BY SEX AND AGE OF CERTAIN CATEGORIES OF BENEFICIARIES

Sex	under 18 years	18 to 25 years	25 to 50 years	over 50 years
Male				
Female				

(\*) Not including children of migrant workers receiving special schooling.

2.3: PROGRAMME TYPES: FOR PERSONS WITH INADEQUATE SKILL LEVELS   
 PREPARATION FOR WORKING LIFE  SKILLS TRAINING

VOCATIONAL PREPARATION  SOCIO-PROFESSIONAL INTEGRATION   
 TRAINING FOR HIGHER SKILLS  (\*)

2.3.1.

Place of training (title, location, category (**))	Methods			Nature and aim of operations (***)  — Summary of the content of the programmes: — specific teaching methods — subjects taught — types of skill or qualification	Level	Average length of course (in hours)					Number of trainees							
	Full time	Part time	Day release, etc.			Theoretical	Practical	By week	Total	Period		By course	For each instructor	Total				
										from	to							

2.3.2. Explain the characteristics which distinguish your programme types, i.e. for persons with inadequate skill levels  vocational preparation  socio-professional integration  preparation for working life  skills training  training for higher skills  (\*)

(\*) Mark with a cross the type(s) of programme covered by this application.

(\*\*) Specify whether public or private centre, on or off-the-job, on and off-the-job.

(\*\*\*) If necessary, any additional information contributing to better understanding and evaluation of each operation may be provided as an appendix.

**3. FINANCIAL CHARACTERISTICS**

**3.1. FINANCIAL SHEET (\*)**

<b>Reserved for the direction of the Social Fund</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">58</td><td>59</td><td>60</td><td>61</td><td>62</td><td>63</td><td>64</td><td>65</td><td>66</td><td>67</td><td>68</td><td>69</td><td>70</td><td>71</td><td>72</td><td>73</td><td>74</td><td>75</td><td>76</td><td>77</td><td>78</td><td>79</td><td>80</td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80																								
58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80																											
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Z																																																	

**0. BODY MAKING THE APPLICATION**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57
X0	1																																																							

**1. TYPES OF PROGRAMME**

X1	2																														
X2																															
X3																															
X4																															
X5																															

**2. BODY(IES) FOR WHICH SOCIAL FUND AID IS BEING SOUGHT AND LEGAL STATUS**

X6	3																														
X7																															
X8																															
X9																															

**3. PUBLIC AUTHORITIES GUARANTEEING AND CO-FINANCING THE PROGRAMME(S) (applies to private bodies under 2)**

W0																															
W1																															
W2																															
W3																															

**4. CALCULATION OF COSTS BY TYPES OF AID (real costs or unit costs)**

V0																															
V1																															
V2																															
V3																															
V4																															
V5																															
V6																															
V7																															
V8																															
V9																															

(\*) To be used according to the procedure established by the services of the Commission.





3.2. **OPERATIONAL CHECKS**

- National controls (state arrangements and frequency of checks at the national level; operational quality checks and checks on administrative and financial management).

- Community controls (state where quality controller(s) may be contacted and where individual files, books and other accounting documents can be consulted).

Address	Telephone No	Enquiries through

**4. AIDS TO EMPLOYMENT**

**4.1. SUPPLEMENTARY INFORMATION CONCERNING THE UTILIZATION OF AID 'E' (\*)**

Type of employment	Number of persons involved	Jobs foreseen	Average gross salary in the undertaking for similar jobs
— Small undertakings (including craft establishments)			
— Other undertakings			
— Work of a public service type			

4.1.1. How many new jobs are to be created?

(\*) Article 3 (1) of Regulation (EEC) No 2396/71 (OJ No L 249, 10. 11. 1971, p. 54), as amended by Regulation (EEC) No 2893/77 (OJ No L 337, 27. 12. 1977, p. 1).

**COMMISSION  
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**CLAIM FOR ADVANCE PAYMENT (1)**

**In accordance with Article 4 (1) of Regulation (EEC) No 858/72,  
as amended by Regulation (EEC) No 2894/77 (2)**

1. Member State:

1.1. ESF dossier No:

1.2. Legal basis: Article 4   
Article 5 of Decision 71/66/EEC

1.3. Field of intervention:

1.4. Number and date of the Decision granting approval and, where applicable, of the amending Decision:

(1) Fill in a separate claim for each distinguishable amount of assistance approved.

(2) OJ No L 337, 27. 12. 1977, p. 5.

1.5. Assistance approved (\*):

1.5.1. — for operations with an agreed duration of **up to 12 months**:

Amount of assistance (\*)

1.5.2. — for **multiannual** operations:

Instalment	Amount of assistance (*)
I	
II	
III	

1.6. Record of previous claims for payment from the allocation under which the present claim is made:

Date of claim	Amount claimed	Amount paid

(1) Where the original Decision has been amended, indicate the most recent amount of assistance agreed by the Fund.  
(\* ) In national currency or in European units of account (where the Decision was drawn up in EUA).

2. Sum claimed as a first/second (\*) advance payment

Percentage of total assistance claimed (1)

2.1. For Decisions relating to multiannual operations, an indication of the relevant instalment: first, second or third instalment (\*)

3. Body (bodies) (2) for the benefit of which payment is requested (3):

3.1. Account number(s) with the name(s) of the account holder(s) to which payment should be made:

(1) 30 % of the total assistance is the maximum for each advance payment.

(2) Where it is requested that payment be made to a body other than that designated in the Decision granting approval, the reasons should be set out in full.

(3) If the advance payment is to be divided among several bodies, indicate the amount to be paid to each of them.

(\*) Delete as necessary.

4. Certificate of the appropriate Member State

In accordance with Article 4 (1), subparagraphs 1 and 2, of Regulation (EEC) 858/72, as amended by Regulation (EEC) 2894/77, the Member State certifies that the operation/instalment (\*):

— **first advance payment (\*)**  
has begun,

— **second advance payment (\*)**  
has reached the half-way stage as established within the framework of the conditions laid down in the Decision granting approval.

Competent authority

Name and designation of the responsible official

.....

.....

Stamp

.....

.....

(Place and date)

.....

(Signature)

(\*) Delete as necessary.

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**CLAIM <sup>(1)</sup> FOR — ADDITIONAL PAYMENT <sup>(\*)</sup>  
— PAYMENT OF BALANCE <sup>(\*)</sup>**

**In accordance with Article 4 (1) of Regulation (EEC) No 858/72  
as amended by Regulation (EEC) No 2894/77 <sup>(2)</sup>**

1. Member State:

1.1. ESF dossier No:

1.2. Legal basis: Article 4  
Article 5 of Decision 71/66/EEC


1.3. Field of intervention:

1.4. Number and date of the Decision granting approval and, where applicable, of the amending Decision:

<sup>(1)</sup> Fill in a separate claim for each distinguishable amount of assistance approved.  
<sup>(2)</sup> OJ No L 337, 27. 12. 1977, p. 5.  
<sup>(\*)</sup> Delete as necessary.



1.5. Assistance approved (1):

1.5.1. — for operations with an agreed duration of up to 12 months:

Amount of assistance (\*)

1.5.2. — for multiannual operations:

Instalment	Amount of assistance (*)
I	
II	
III	

1.6. Record of previous claims for payment from the allocation under which the present claim is made:

Date of claim	Amount claimed	Amount paid

(1) Where the original Decision has been amended, indicate the most recent amount of assistance agreed by the Fund.  
(\*) In national currency or in European units of account (where the Decision was drawn up in EUA).

1.7. Body (bodies) (1) for the benefit of which payment is requested (2):

1.8. Account number(s) with the name(s) of the account holder(s) to which payment should be made:

2. The payment requested relates as follows (\*)

**for operations covering an agreed period of up to 12 months:**

— payment of the balance of the operation

**for multiannual operations:**

— making of an additional payment after the completion of the first/second (\*) instalment,

— payment of the balance after completion of the whole operation.

3. Guidelines for the calculation of expenditure

3.1. Expenditure for the operations has been calculated on the basis of the **unit costs** per person and per unit of time as laid down by the Commission

3.2. Expenditure for the operations has been calculated on the basis of **real costs**

3.3. Depreciation is/it not (\*) included in the expenditure for the operation (3).

(1) Where it is requested that payment be made to a body other than that designated in the Decision granting approval, the reasons should be set out in full.

(2) Where it is requested that payment be made to the benefit of several bodies, indicate the amount to be apportioned to each.

(3) Where depreciation is taken into account, the report envisaged under point 4 must indicate how it has been calculated.

(\*) Delete as necessary.

4. In accordance with Article 4 (1) of Regulation (EEC) No 858/72, as amended by Regulation (EEC) No 2894/77, every claim for payment must be accompanied by a report on the completion of the instalment (in the case of an additional payment) or of the whole operation in the case of the payment of a balance, as well as, where assistance has been approved on the basis of real costs, by a general statement of expenditure. This report and details of expenditure must be included in an annex to the present claim <sup>(1)</sup>.

The report after completion must provide a description **comparing the operations as actually carried out and the operations as approved**. This description should cover all the information to allow a factual and financial examination of the operations carried out and, in particular:

- the **bodies** which have carried out the operations and the **location** of the operations,
- the period of the operation, the **total number** of persons involved as well as the number by type of aid and by **category** of the persons,
- the nature of the operation, the material resources used and their depreciation,
- in the case of training courses, the number of teaching and administrative personnel as well as the relationship between their number and those of the course participants,
- the **average duration of training per person** during the period covered by the report.

Where the Decision granting approval envisages the application of **unit costs**, the report on completion must also contain a description of the calculation of eligible expenditure on the basis of unit costs and other financial details as set down in the relevant Decision.

In the general statement of expenditure which accompanies the report on completion if **real costs** are applied, expenditure relating to the operations described in the report must be broken down to show, for each element of expenditure identified:

- its nature,
- the amount,
- how it has been calculated,
- its eligibility in accordance with Article 3 of Regulation (EEC) No 2396/71, as amended by Regulation (EEC) No 2893/77 <sup>(2)</sup>.

In addition, a table must be presented providing a summary comparison by beneficiary and by category of aid, between anticipated expenditure which was the basis of agreement and expenditure declared after the carrying out of the operations. Significant differences must be explained.

The report and the general statement are dated and signed by the responsible official(s) of the body (or bodies) standing to benefit.

<sup>(1)</sup> Where it is requested that payment be made to the benefit of several bodies, separate justification for each amount must be presented using if necessary separate annexes for each body.

<sup>(2)</sup> For operations which have received the agreement of the Commission before 1 April 1978, eligibility must be judged by reference to Regulation (EEC) No 2396/71 (OJ No L 249, 10. 11. 1971, p. 54) in the non-amended version and by reference to Regulation (EEC) No 2397/71 (OJ No L 249, 10. 11. 1971, p. 58), as amended by Regulation (EEC) No 1761/74 (OJ No L 185, 9. 7. 1974, p. 1), as well as their manner of implementation.

5. Amount claimed (1)

5.1. Total amount of eligible expenditure as set out in the report on completion and, if applicable, in the general statement of expenditure:

5.2. Financing of this expenditure

5.2.1. Expenditure financed by public authority:

5.2.1.1. Financed from private sources:

5.2.3. Receipts arising from the operations, e.g. enrolment fees paid by the trainees or employers involved, sale of products, etc.:

5.3. Total amount of payment claimed for the first/second instalment (\*) / total operation (\*) (including payments already received)

5.4. Amount claimed as additional payment (\*) / or payment of balance (\*)

6. Certificate of the relevant Member State

In accordance with Article 4 (1), subparagraph 5, of Regulation (EEC) 858/72, as amended by Regulation (EEC) No 2894/77, the Member State certifies the factual and accounting accuracy of the particulars given in this claim for payment and in its annexes (report on completion and, where applicable, general statement of expenditure).

Competent authority

Name and designation of the responsible official

.....

.....

Stamp

.....

.....

(Place and date)

.....

(Signature)

(1) When payment is requested to be made to more than one organization, points 5 to 5.4 should be completed separately for each of them.  
(\*) Delete as necessary.

**COMMISSION  
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**CLAIM FOR PAYMENT ON ACCOUNT (1)**

**In accordance with Article 2 (2) of Regulation (EEC) No 2894/77 (2)**

1. Member State:

1.1. ESF dossier No:

1.2. Legal basis: Article 4  
Article 5 of Decision 71/66/EEC


1.3. Field of intervention:

1.4. Number and date of the Decision granting approval and, where applicable, of the amending Decision:

(1) Fill in a separate claim for each distinguishable amount of assistance approved.  
(2) OJ No L 337, 27. 12. 1977, p. 6.



3. Summary of the principal factual and accounting particulars of the relevant operations (1)

3.1. Description of the operations carried out and explanation of any differences from the operations as approved:

3.2. Total amount of eligible expenditure (2):

3.3. Financing of this expenditure

3.3.1. Expenditure financed by public authority:

3.3.2. Financed from private sources:

3.3.3. Receipts arising from the operation (e.g. enrolment fees paid by the trainees or by the employers concerned, sale of products, etc.):

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(1) Points 3 and 4 should be filled in separately for each body standing to benefit as indicated point 1.7.

(2) Points 3.2. to 4 should be filled in separately for each exercise.

4. Amount claimed (\*)

On the basis of the particulars given above, the following amount is claimed (1):

5. Certificate of the appropriate Member State

In accordance with Article 2 (2) of Regulation (EEC) No 2894/77, the Member State certifies the factual and accounting accuracy of the particulars given above (1).

Competent authority

Name and designation of the responsible official

.....

.....

Stamp

.....

.....

(Place and date)

.....

(Signature)

(\*) In national currency.

(1) In accordance with Article 2 (2) of Regulation (EEC) No 2894/77, payments on account of 85 % of the amounts set out in the claims, within the limits of the approved sums, may be made provided that the Member State concerned certifies the factual and accounting accuracy of the particulars given in the claim for payment.



COMMISSION DECISION 78/706/EEC

of 27 July 1978

on certain administrative procedures for the operation of the European Social Fund (1)

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Article 1

Before 1 October each year, the Commission shall inform Member States and Members of the European Social Fund Committee of the dates of the Committee meetings in the following year at which the applications for assistance from the European Social Fund will be considered.

Article 2

If the Commission considers that additional information is required for the examination of an application for assistance, it shall forward a request in writing to the Member State in question and set a time limit for receipt of the reply. If the Member State fails to furnish the information requested in writing within the time limit set by the Commission, the application for assistance shall be deemed to have been withdrawn.

Article 3

1. On the basis of the information provided by the Member State concerned, the Commission shall determine, in the approval decision, the completion date for the operations; in the case of multiannual operations, the Commission shall give the breakdown of the amounts of assistance by instalment and shall specify for information purposes, the period covered by each instalment.
2. If the implementation of the operations is delayed, the Member States shall inform the Commission thereof as soon as possible. Where the operations are of specific intent and limited duration, the Commission may amend the completion date for the operations laid down in the approval.
3. In the case of multiannual operations approved before the date of notification of this Decision, for those parts relating to the 1977 and subsequent financial years, the completion dates for the operations and the amounts of assistance in respect of each instalment shall be the latest communicated to the Commission by the Member States before the date of notification of this Decision.

Article 4

1. Member States shall submit their requests for payment within 18 months following the date of completion of operations.

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(1) OJ No. L 238 of 30.8.1978, p. 20

2. For approvals issued before the date of notification of this Decision, paragraph 1 shall not have the effect of reducing the time allowed to Member States to less than 12 months from the date of notification of this Decision.

#### Article 5

On the basis of an outline prepared by the Commission and forwarded to the Member States before 1 January, Member States shall forward to the Commission not later than 31 March of the same year a summary report of the results of operations carried out with assistance from the European Social Fund in the previous financial year.

#### Article 6

Decision 73/434/EEC is hereby repealed.

#### Article 7

This Decision is addressed to the Member States.

V. Rules relating to the Committee of the European Social Fund

COUNCIL DECISION of 25 August 1976 on the  
RULES  
of the Committee of the European Social Fund (1)  
as amended by Council Decisions of 9 April 1968 (68/188/EEC) (2) and  
1 January 1973 (3)

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THE COUNCIL OF THE EUROPEAN ECONOMIC COMMUNITY,

Having regard to the provisions of the Treaty establishing the European Economic Community, and in particular Articles 124 and 153 thereof;

Having received the Opinion of the Commission;

HAS DECIDED AS FOLLOWS :

Article 1

The Committee of the European Social Fund shall assist the Commission in administering the Fund in accordance with the conditions laid down by the present Rules and by the rules provided for in Article 127 of the Treaty.

Article 2

The Committee shall consist of 54 members comprising, from each of the nine Member States, two representatives of the Government, two representatives of trade unions and two representatives of employers' organizations.

Article 3

The Committee shall be chaired by a member of the Commission, who shall not vote. In exceptional circumstances, the member of the Commission may, when he himself cannot be present, be represented in the chair at a particular meeting by an official of the Commission whom he shall designate.

Article 4

An alternate member shall be appointed for the nine Member States and for each of the categories referred to in Article 2.

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(1) OJ No. 56 of 31.8.1960

(2) OJ No. L 91 of 18.4.1968

(3) OJ No. L 2 of 1.1.1973

In the absence of one or both members, their alternate shall be automatically entitled to take part in the deliberations of the Committee.

When both members are present, their alternate may attend the meetings of the Committee. He may take part in the discussions when he is invited to do so by the Chairman, with the agreement of both members.

#### Article 5

The term of office for members and alternates shall be two years. Their appointments may be renewed. After expiry of their term of office, members and alternates shall remain in office until they are replaced or until their appointments are renewed.

#### Article 6

Only nationals of Members States may be appointed Committee members or alternates.

The duties of a member or alternate shall be incompatible with those of a member of an institution of the European Economic Community and with those of an official of the European Communities.

#### Article 7

Members and alternates shall be appointed by the Council. In appointing the Committee, the Council shall make every effort to achieve fair representation within the various sectors concerned.

The list of members of the Committee and their alternates shall be published by the Council, for information, in the Official Journal of the European Communities.

#### Article 8

As a general rule, the Committee shall meet at least four times a year.

It shall be convened by its Chairman, either on his own initiative or at the request of at least one-third of the members.

The meetings of the Committee shall not be public.

Article 9

Notices of meetings shall contain the agenda decided on by the Chairman for discussion by the Committee. The Committee shall also discuss other matters falling within its competence, if the majority of members are in agreement,

Article 10

At the end of each meeting the Committee shall submit to the Commission, in respect of all matters which it has discussed, a summary of the opinions it has given or of the conclusions it has reached,

Where the Committee has given an opinion, the summary referred to in the preceding paragraph shall also contain the various opinions which may have been expressed when concluding the discussions,

Article 11

Save where these Rules provide otherwise, the Committee shall take all decisions by an absolute majority of the votes validly cast,

Article 12

In the event of the death or resignation of a member or alternate or if he is no longer qualified to serve on the Committee, the Council shall, in accordance with the procedure provided for in Article 7 of these Rules, appoint a replacement for the member or alternate for the remainder of his term of office,

Article 13

On a proposal from the Chairman the Committee may hear experts,

Article 14

The Committee shall, by a majority vote of its members, draw up its rules of procedure including details of its working methods,

The rules of procedure shall be approved by the Council, after consulting the Commission,

Article 15

Secretarial services shall be provided for the Committee by the Commission. The Commission shall make available to the Committee the premises and facilities needed for its operation,

Article 16

The Committee's operational expenses shall be charged in accordance with the financial regulations provided for in Article 209 of the Treaty establishing the European Economic Community,

RULES OF PROCEDURE  
of the Committee of the European Social Fund  
from 3 July 1961 (1)

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THE COMMITTEE OF THE EUROPEAN SOCIAL FUND,

In pursuance of Article 14 of its Rules as adopted by the Council of the European Economic Community and published in the Official Journal of the European Communities on 31 August 1960,

has drawn up its Rules of Procedure, including details of its working methods, as follows :

CONVENING OF THE COMMITTEE

Article 1

- 1, The Chairman shall issue notices of meetings to each member of the Committee not less than fifteen days in advance, and shall at the same time advise each alternate of the date of the meeting in question. He shall also send each member and alternate a list of the matters to be considered, and all supporting documents.
- 2, In an emergency, the Chairman may take the above action less than fifteen, but in any event not less than seven days in advance.
- 3, Should a request that the Committee be convened be made by members in accordance with Article 8 of the Rules, the Chairman shall comply therewith within one month, in the manner provided in (1) above.

VENUE

Article 2

Meetings of the Committee and of the working parties provided for in Article 17 below shall normally be held at the offices of the Commission.

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(1) Not published in the O.J.

AGENDA

Article 3

1. At the beginning of each meeting the Committee shall approve the agenda, comprising the list of matters referred to in Article 1 above and any other matters falling within its competence which may be moved by the Chairman or members and agreed to under Article 9 of the Rules.
2. Requests by members for a matter to be placed on the agenda must be submitted to the Chairman in writing, with reasons therefor, before or at the beginning of the meeting. Members may also in the course of the meeting move that a matter be placed on the agenda for the next meeting, the Committee to decide at the beginning of the next meeting whether such matter shall in fact be considered there.

EXPERTS

Article 4

The Chairman in proposing under Article 13 of the Rules that the Committee should hear experts may do so either on his own initiative or at the request of a member or members.

MEETINGS

Article 5

1. The Committee's proceedings and papers shall be confidential.
2. The following, in addition to the Chairman and to full members and alternates, may attend :
  - (a) Commission officials invited by the Chairman;
  - (b) where appropriate, experts to be heard under Article 4 above.
3. The Chairman may call upon Commission officials present to address the meeting.



PROCEDURE

Article 6

- 1, The Chairman shall conduct the proceedings,
- 2, The Chairman shall give precedence to those wishing to speak on a point of order or to move the previous question,
- 3, If a speaker's remarks are not to the point, and he has already been called to order by the Chairman more than once, the Chairman may require him to stand down,
- 4, Should a motion by a member be held by the Chairman or another member to be out of order, the question of its propriety shall be put to the vote and the substance of the motion shall be considered only with the agreement of the majority as provided in Article 8(1) below,

OPINIONS AND CONCLUSIONS

Article 7

- 1, Opinions and conclusions of the Committee shall be framed in plenary session,
- 2, The Secretary to the Committee and his staff shall assist the Committee and the working parties provided for in Article 17 below in the drafting of opinions and conclusions,
- 3, The Committee's opinions and conclusions shall set out, where appropriate, the several views expressed at the issue of the proceedings, The Committee may also decide to include the voting figures,
- 4, Opinions and conclusions adopted shall be sent to the members and alternates,

DECISIONS

Article 8

- 1, Decisions shall be by absolute majority of the votes validly cast,
- 2, In the event of a tie the motion shall be treated as not carried,
- 3, Blank voting slips shall rate as abstentions,

QUORUM

Article 9

1. The Committee's deliberations shall be valid only when more than one-half of the members are present and all three categories are represented,
2. Where such is not the case, the Chairman shall terminate the proceedings and arrange for the Committee to meet again at such time as he shall appoint, the deliberations than to be valid irrespective of the number of members present and the categories represented, to consider the matters on the list which accompanied the notice of the original meeting, or on the agenda therefor if already approved, In an emergency he may arrange this forthwith provided all three categories are represented,

VOTING ARRANGEMENTS

Article 10

1. Motions to the effect that the Committee does not consider itself as called upon to pronounce on the matter in question, and motions that consideration of the matter in question be adjourned, shall be put to the vote before any motion on the substance of such matter,
2. Where two or more motions are tabled on one and the same matter, the more (or the most) radical of those shall be put to the vote the first: in the case of amendments, that amendment shall be put to the vote the first which departs the farther (or the farthest) from the original instrument, and in the case of emendments to amendments, those seeking to amend the amendment which departs the farther (or the fartherst) from the original instrument, beginning with the most radical of these,
3. Finally the meeting shall vote on the instrument as emerging from the above,

VOTING PROCEDURE

Article 11

1. Voting shall be either by a show of hands, or by call-over, or by secret ballot,
2. Voting by call-over or by secret ballot shall be in order if requested by one-third of the members present,
3. In the case of voting by secret ballot, the Chairman shall count the votes in the presence of three tellers appointed on each occasion by the Committee, The Chairman shall announce the result forthwith,

4. Any member present when a motion is put to the vote may if he wishes be permitted by the Chairman to explain briefly why he is voting as he is.

#### ALTERNATES' VOTES

##### Article 12

1. Where an alternate is taking part in the deliberations in substitution for one of his principals as provided in the second paragraph of Article 4 of the Rules, he shall ipso facto have one vote.
2. Where an alternate is taking part in the deliberation in substitution for both of his principals, as provided in the second paragraph of Article 4 of the Rules, he shall ipso facto be entitled to two votes.

#### PROXY VOTING

##### Article 13

1. Any member who is unable to attend a meeting and cannot arrange for his alternate to substitute for him may give a proxy to any other member or alternate in his own category as defined in Article 2 of the Rules. Members so doing must inform the Chairman in writing in advance of the meeting.
2. No member or alternate may be given more than one proxy. Alternates who are entitled to two votes under Article 12(2) above may not accept any proxy.
3. Proxies shall be valid only at the meeting for which they were given.

#### ABSENCE

##### Article 14

Any member who is unable to attend a meeting or part thereof must inform the Chairman, and also his alternate.

MINUTES

Article 15

1. Minutes of each meeting shall be taken.
2. These shall comprise :
  - (a) a summary record of the proceedings;
  - (b) opinions and conclusions put to the vote in the course of the meeting, with the voting figures.
3. The Committee shall approve the minutes.
4. Minutes shall be submitted for the Committee's approval only when the draft text has been sent to the members and alternates not less than fifteen days in advance of the meeting : if the draft was not dispatched in time, approval shall be held over until the following meeting.
5. Amendments to draft minutes must be submitted in writing in advance to the meeting at which the draft minutes are to be approved.
6. Upon approval the minutes shall be signed by the Chairman.

CLOSURE OF PROCEEDING

Article 16

1. The Chairman may move that the proceedings be declared closed when he judges that all members have had the opportunity to state their views. Members may also so move.
2. Members asking to speak on such motion shall be given precedence.
3. All motions to close the proceedings shall be put to the vote.

WORKING PARTIES

Article 17

1. The Committee may set up working parties with specified terms of reference. It may dissolve such working parties if it sees fit.

2. The members of the working parties shall be appointed by the Committee, Those eligible for such appointment shall be the Committee's members and alternates,
3. Working parties shall have as their chairman the Chairman of the Committee or a Commission official designated by him,
4. Working parties may hear experts, upon a motion from the chair either on the chairman's own initiative or at the request of a member or members,
5. Any working party member may have a technical adviser to assist him, Expenses so incurred shall not be borne by the Commission,
6. Any working party member who is unable to attend a meeting may arrange, after informing his chairman in writing, for a full member or alternate in his own category to substitute for him as that meeting,
7. Working party members shall not be appointed for a period longer than their term as Committee members, Such appointment shall always be renewable,
8. Any working party member may apply in writing to cease to serve : he shall, however, continue to do so until the Committee appoints a successor at its next meeting,
9. Secretarial services for the working parties shall be provided by the Secretary to the Committee and his staff,
10. The documentary material for working parties shall be sent to all Committee members and alternates by the Secretary to the Committee,

#### CORRESPONDENCE

##### Article 18

Correspondence for the Committee shall be addressed to the Chairman, care of the Directorate-General for Social Affairs (1) at the Commission,

#### AMENDMENTS TO THE RULES OF PROCEDURE

##### Article 19

1. The Committee shall decide by a majority vote of its members whether an amendment should be made to the Rules of Procedure,
2. Such amendment shall be effected as provided in Article 14 of the Rules,

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(1) At the present time : Directorate-General for Employment and Social Affairs,

