

## II

(Acts whose publication is not obligatory)

## COMMISSION

## COMMISSION DECISION

of 27 June 1978

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

(78/742/EEC)

THE COMMISSION OF THE EUROPEAN COMMUNITIES,

HAS ADOPTED THIS DECISION:

*Article 1*

Having regard to 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<sup>(1)</sup>, as amended by Regulation (EEC) No 2893/77<sup>(2)</sup>, and in particular Article 13 thereof,

Having regard to the opinion of the European Social Fund Committee,

Whereas the most effective method of simplifying the management of the European Social Fund and ensuring that all applications for assistance and claims for payment are treated on an equal basis is to standardize their presentation;

Whereas the most appropriate way of achieving this standardization is to adopt standard forms;

Whereas the introduction of such forms will also facilitate the submission of applications and claims by Member States and their consideration by the Commission and make it easier to complete these tasks within the required time limits,

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<sup>(3)</sup>, as amended by Decision 77/801/EEC<sup>(4)</sup>, 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.

<sup>(1)</sup> OJ No L 249, 10. 11. 1971, p. 54.

<sup>(2)</sup> OJ No L 337, 27. 12. 1977 p. 1.

<sup>(3)</sup> OJ No L 28, 4. 2. 1971, p. 15.

<sup>(4)</sup> OJ No L 337, 27. 12. 1977, p. 8.

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.

#### *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<sup>(1)</sup>, as amended by Regulation (EEC)

No 2894/77<sup>(2)</sup>, 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.

Done at Brussels, 27 June 1978.

*For the Commission*

Henk VREDELING

*Vice-President*

<sup>(1)</sup> OJ No L 101, 28. 4. 1972, p. 3.

<sup>(2)</sup> OJ No L 337, 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).  
(\*\*) Régions 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? YES
- In the affirmative, annex a list of the zones of origin of the beneficiaries. 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

b) In the undertaking and on the job

#### 2.1.2. RESETTLEMENT

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

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

a) Handicapped persons

b) Workers aged over 50 years

#### 2.1.5. INSTRUCTORS TRAINING

#### 2.1.6. AIDS TO EMPLOYMENT

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

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

TYPE OF AID	NUMBER OF PERSONS CONCERNED (estimate)	
A 3 and A 4	pre-employment training or preparation for working life	19
	guidance and pre-training or motivation for new choices of occupation	19
	skilled training	19
	highly skilled training	19
	induction and work experience	19
	further training	19
	preparation for working life	19
	travel and resettlement	19
	separation of family	19
	reception facilities	19
hostels for young people	19	
language teaching	19	
adjustment to working conditions of socio-professional activities	19	
special teaching for migrant workers' children	19	
D 3	job adjustment	19
	functional rehabilitation	19
	incomes maintenance	19
D 4	training	19
	adjustment and/or further training	19
A 3 and A 4	in priority regions	19
	for any persons aged under 25	19
E 3	first-job seekers	19
	women seeking jobs after a long break (aged 25 and over)	19
pm	unemployed persons having had a job under-employed	19
	employed but threatened with unemployment	19
	self-employed persons	19
other employees	19	
TOTAL	19	

#### 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  VOCATIONAL PREPARATION  SOCIO-PROFESSIONAL INTEGRATION   
 PREPARATION FOR WORKING LIFE  SKILLS TRAINING  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:3%;">58</td><td style="width:3%;">59</td><td style="width:3%;">60</td><td style="width:3%;">61</td><td style="width:3%;">62</td><td style="width:3%;">63</td><td style="width:3%;">64</td><td style="width:3%;">65</td><td style="width:3%;">66</td><td style="width:3%;">67</td><td style="width:3%;">68</td><td style="width:3%;">69</td><td style="width:3%;">70</td><td style="width:3%;">71</td><td style="width:3%;">72</td><td style="width:3%;">73</td><td style="width:3%;">74</td><td style="width:3%;">75</td><td style="width:3%;">76</td><td style="width:3%;">77</td><td style="width:3%;">78</td><td style="width:3%;">79</td><td style="width:3%;">80</td> </tr> <tr> <td colspan="11"></td> <td align="center" colspan="2">/</td> <td colspan="10"></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												/																
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**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.

5. ESTIMATE OF SUBMITTED ELIGIBLE EXPENDITURE

Type of aid	First instalment	Second instalment	Third instalment	Year of first instalment	
				19	00
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				
13. Social Fund aid as a %	14. Imple-mentation period (estimate)	First instalment	Second instalment	Third instalment
		7. AID REQUESTED FROM THE SOCIAL FUND		
BEGINNING:		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 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
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**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 Textiles and clothing

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  
**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.)

---

<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)

	<u>Number of persons</u>	<u>%</u>
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.

b) In the undertaking and on the job

#### 2.1.2. RESETTLEMENT

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

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

a) Handicapped persons

b) Workers aged over 50 years

#### 2.1.5. INSTRUCTORS TRAINING

#### 2.1.6. AIDS TO EMPLOYMENT

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

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

	TYPE OF AID	NUMBER OF PERSONS CONCERNED (estimate)
— pre-employment training or preparation for working life	□	19
— guidance and pre-training or motivation for new choices of occupation	□	19
— skilled training	□	19
— highly skilled training	□	19
— induction and work experience	□	19
— further training	□	19
— preparation for working life	□	19
— travel and resettlement	□	19
— separation of family	□	19
— reception facilities	□	19
— hostels for young people	□	19
— language teaching	□	19
— adjustment to working conditions of socio-professional activities	□	19
— special teaching for migrant workers' children	□	19
— job adjustment	□	19
— functional rehabilitation	□	19
— incomes maintenance	□	19
— training	□	19
— adjustment and/or further training	□	19
— in priority regions	□	19
— for any persons aged under 25	□	19
— first-job seekers	□	19
— women seeking jobs after a long break (aged 25 and over)	□	19
— unemployed persons having had a job under-employed	□	19
— employed but threatened with unemployment	□	19
— self-employed persons	□	19
— other employees	□	19
<b>TOTAL</b>		<b>19</b>

#### 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  VOCATIONAL PREPARATION  SOCIO-PROFESSIONAL INTEGRATION   
 PREPARATION FOR WORKING LIFE  SKILLS TRAINING  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
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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
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**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
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**1. TYPES OF PROGRAMME**

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

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

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**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 Young people

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  
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

A 3 and A 4

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

#### 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.

NUMBER OF PERSONS CONCERNED (estimate)

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

2.3. PROGRAMME TYPES: FOR PERSONS WITH INADEQUATE SKILL LEVELS  VOCATIONAL PREPARATION  SOCIO-PROFESSIONAL INTEGRATION   
 PREPARATION FOR WORKING LIFE  SKILLS TRAINING  TRAINING FOR HIGHER SKILLS  (\*)

2.3.1.

Place of training (title, location, category (**))	Methods			Nature and aim of operations (***)	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							
				— Summary of the content of the programmes: — specific teaching methods — subjects taught — types of skill or qualification													

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.  
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**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		
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— 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

b) In the undertaking and on the job

#### 2.1.2. RESETTLEMENT

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

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

a) Handicapped persons

b) Workers aged over 50 years

#### 2.1.5. INSTRUCTORS TRAINING

#### 2.1.6. AIDS TO EMPLOYMENT

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

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

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

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

TYPE OF AID	NUMBER OF PERSONS CONCERNED (estimate)
} A 3 and A 4	19 ..
	19 ..
	19 ..
	19 ..
	19 ..
	19 ..
	19 ..
	19 ..
	19 ..
	19 ..
} B 3	19 ..
	19 ..
} C 3	19 ..
	19 ..
	19 ..
	19 ..
	19 ..
	19 ..
} D 3	19 ..
	19 ..
D 4	19 ..
} A 3 and A 4	19 ..
	19 ..
} E 3	19 ..
	19 ..
pm	19 ..
TOTAL	19 ..

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

2.3. PROGRAMME TYPES: FOR PERSONS WITH INADEQUATE SKILL LEVELS  VOCATIONAL PREPARATION  SOCIO-PROFESSIONAL INTEGRATION   
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2.3.1.

Place of training (title, location, category (**))	Methods			Nature and aim of operations (***)	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			
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(\*) 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				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				
13. Social Fund aid as a %	14. Imple-mentation period (estimate)	First instalment	Second instalment	Third instalment
7. AID REQUESTED FROM THE SOCIAL FUND				
BEGINNING:		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 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 2398/71 (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"/>
<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

b) In the undertaking and on the job

#### 2.1.2. RESETTLEMENT

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

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

a) Handicapped persons

b) Workers aged over 50 years

#### 2.1.5. INSTRUCTORS TRAINING

#### 2.1.6. AIDS TO EMPLOYMENT

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

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

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

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

	TYPE OF AID	NUMBER OF PERSONS CONCERNED (estimate)	
		19 ..	19 ..
— pre-employment training or preparation for working life	A 3 and A 4	19 ..	19 ..
— guidance and pre-training or motivation for new choices of occupation		.. ..	.. ..
— skilled training		.. ..	.. ..
— highly skilled training		.. ..	.. ..
— induction and work experience		.. ..	.. ..
— further training	B 3	.. ..	.. ..
— preparation for working life		.. ..	.. ..
— travel and resettlement	C 3	.. ..	.. ..
— separation of family		.. ..	.. ..
— reception facilities		.. ..	.. ..
— hostels for young people		.. ..	.. ..
— language teaching		.. ..	.. ..
— adjustment to working conditions of socio-professional activities	D 3	.. ..	.. ..
— special teaching for migrant workers' children		.. ..	.. ..
— job adjustment	D 4	.. ..	.. ..
— functional rehabilitation		.. ..	.. ..
— incomes maintenance	A 3 and A 4	.. ..	.. ..
— training		.. ..	.. ..
— adjustment and/or further training	E 3	.. ..	.. ..
— in priority regions		.. ..	.. ..
— for any persons aged under 25	pm	.. ..	.. ..
—		.. ..	.. ..
— 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	.. ..

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

2.3. PROGRAMME TYPES: FOR PERSONS WITH INADEQUATE SKILL LEVELS  VOCATIONAL PREPARATION  SOCIO-PROFESSIONAL INTEGRATION   
 PREPARATION FOR WORKING LIFE  SKILLS TRAINING  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>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 colspan="11"></td> <td align="center">/</td> <td colspan="11"></td> </tr> <tr> <td colspan="11"></td> <td align="center">-</td> <td colspan="11"></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												/																							-											
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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**

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)**

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V 1																																																																																														
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(\*) 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																															
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6. AID REQUESTED FROM THE SOCIAL FUND

	First instalment										Second instalment										Third 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											
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**FINANCING OF ELIGIBLE EXPENDITURE**

		First instalment	Second instalment	Third instalment																																																				
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**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  
**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:

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

Article 5  
**Regions (\*)**

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

1.1.1. HAVE THESE REGIONS OR PARTS OF REGIONS BEEN GIVEN PRIORITY BY NATIONAL REGIONAL AID SCHEMES?  
(Including hill regions, but excluding aid of programmes of a fiscal nature.)

YES NO

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.)

- 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

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

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 STRUCTURAL 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 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

b) In the undertaking and on the job

#### 2.1.2. RESETTLEMENT

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

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

a) Handicapped persons

b) Workers aged over 50 years

#### 2.1.5. INSTRUCTORS TRAINING

#### 2.1.6. AIDS TO EMPLOYMENT

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

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

TYPE OF AID	NUMBER OF PERSONS CONCERNED (estimate)	
	19 ..	19 ..
A 3 and A 4	— pre-employment training or preparation for working life	19 ..
	— guidance and pre-training or motivation for new choices of occupation	19 ..
	— skilled training	19 ..
	— highly skilled training	19 ..
	— induction and work experience	19 ..
B 3	— further training	19 ..
	— preparation for working life	19 ..
C 3	— travel and resettlement	19 ..
	— separation of family	19 ..
	— reception facilities	19 ..
	— hostels for young people	19 ..
	— language teaching	19 ..
D 3	— adjustment to working conditions of socio-professional activities	19 ..
	— special teaching for migrant workers' children	19 ..
D 4	— job adjustment	19 ..
	— functional rehabilitation	19 ..
A 3 and A 4	— incomes maintenance	19 ..
	— training	19 ..
E 3	— adjustment and/or further training	19 ..
	— in priority regions	19 ..
pm	— for any persons aged under 25	19 ..
	— first-job seekers	19 ..
TOTAL	— women seeking jobs after a long break (aged 25 and over)	19 ..
	— unemployed persons having had a job under-employed	19 ..
TOTAL	— employed but threatened with unemployment	19 ..
	— self-employed persons	19 ..
TOTAL	— other employees	19 ..
	TOTAL	19 ..

#### 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  VOCATIONAL PREPARATION  SOCIO-PROFESSIONAL INTEGRATION   
 PREPARATION FOR WORKING LIFE  SKILLS TRAINING  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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**0. BODY MAKING THE APPLICATION**

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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.

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

TA 3																														
TA 4																														
TB 3																														
TC 3																														
TD 3																														
TD 4																														
TE 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(IIES)																																																								
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																																																										
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  
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
- induction and work experience
- further training
- preparation for working life

b) In the undertaking and on the job

#### 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

#### 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

#### 2.1.6. AIDS TO EMPLOYMENT

- in priority regions
- for any persons aged under 25

### 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

#### 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				

TYPE OF AID

A 3 and A 4

B 3

C 3

D 3

D 4

A 3 and A 4

E 3

pm

NUMBER OF PERSONS CONCERNED (estimate)

19 .. 19 .. 19 ..

TOTAL

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

2.3. PROGRAMME TYPES: FOR PERSONS WITH INADEQUATE SKILL LEVELS  VOCATIONAL PREPARATION  SOCIO-PROFESSIONAL INTEGRATION   
 PREPARATION FOR WORKING LIFE  SKILLS TRAINING  TRAINING FOR HIGHER SKILLS  (\*)

2.3.1.

Place of training (title, location, category (**))	Methods			Nature and aim of operations (***)	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							
				— Summary of the content of the programmes: — specific teaching methods — subjects taught — types of skill or qualification													

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.

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**0. 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)**

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																																																								
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V 5																																																								
V 6																																																								
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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																																																	
	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																							
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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
		<b>7. AID REQUESTED FROM THE SOCIAL FUND</b>		
	BEGINNING:	<b>8. FINANCING BY PUBLIC AUTHORITY(IES)</b>		
S 1				
S 2				
S 3				
S 4				
	END:	<b>9. FINANCING BY PRIVATE SOURCES</b>		
R 1				
R 2				
R 3				
15. Number of persons concerned (estimate)		<b>10. INCOME ACCRUING TO THE PROGRAMME(S)</b> (fees, sale of products, etc.)		
Q				
		<b>11. TOTAL OF SUBMITTED ELIGIBLE EXPENDITURE</b> (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)				
		<b>12. TOTAL OF NON-SUBMITTED ELIGIBLE EXPENDITURE</b>		
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
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**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

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**

YES      NO

1.2.1. ARE OPERATIONS COVERED BY THIS APPLICATION PART OF AN INVESTMENT PROGRAMME?           

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.)

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

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

b) In the undertaking and on the job

#### 2.1.2. RESETTLEMENT

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

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

a) Handicapped persons

b) Workers aged over 50 years

#### 2.1.5. INSTRUCTORS TRAINING

#### 2.1.6. AIDS TO EMPLOYMENT

### 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

#### 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				

#### TYPE OF AID

A 3 and A 4

B 3

C 3

D 3

D 4

A 3 and A 4

E 3

pm

NUMBER OF PERSONS CONCERNED (estimate)

19 .. 19 .. 19 ..

TOTAL

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

2.3. PROGRAMME TYPES: FOR PERSONS WITH INADEQUATE SKILL LEVELS  VOCATIONAL PREPARATION  SOCIO-PROFESSIONAL INTEGRATION   
 PREPARATION FOR WORKING LIFE  SKILLS TRAINING  TRAINING FOR HIGHER SKILLS  (\*)

2.3.1.

Place of training (title, location, category (**))	Methods			Nature and aim of operations (***)	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						
				<ul style="list-style-type: none"> <li>— Summary of the content of the programmes:</li> <li>— specific teaching methods</li> <li>— subjects taught</li> <li>— types of skill or qualification</li> </ul>													

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: 5%;">58</td><td style="width: 5%;">59</td><td style="width: 5%;">60</td><td style="width: 5%;">61</td><td style="width: 5%;">62</td><td style="width: 5%;">63</td><td style="width: 5%;">64</td><td style="width: 5%;">65</td><td style="width: 5%;">66</td><td style="width: 5%;">67</td><td style="width: 5%;">68</td><td style="width: 5%;">69</td><td style="width: 5%;">70</td><td style="width: 5%;">71</td><td style="width: 5%;">72</td><td style="width: 5%;">73</td><td style="width: 5%;">74</td><td style="width: 5%;">75</td><td style="width: 5%;">76</td><td style="width: 5%;">77</td><td style="width: 5%;">78</td><td style="width: 5%;">79</td><td style="width: 5%;">80</td> </tr> <tr> <td colspan="10"></td><td colspan="2" style="text-align: center;">/</td><td colspan="2" style="text-align: center;">-</td><td colspan="2"></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											/		-																
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**0. BODY MAKING THE APPLICATION**

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X 0		1																																																							

**1. TYPES OF PROGRAMME**

X 1	2																																																						
X 2																																																							
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**2. BODY(IES) FOR WHICH SOCIAL FUND AID IS BEING SOUGHT AND LEGAL STATUS**

X 6	3																																																						
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**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																																	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**

13. Social Fund aid as a %	14. Imple-mentation period (estimate)	First instalment	Second instalment	Third instalment			
		<b>7. AID REQUESTED FROM THE SOCIAL FUND</b>					
BEGINNING:		<b>8. FINANCING BY PUBLIC AUTHORITY(IES)</b>					
S 1							
S 2	END:						
S 3							
S 4							
<b>9. FINANCING BY PRIVATE SOURCES</b>							
R 1							
R 2							
R 3							
15. Number of persons concerned (estimate)	<b>10. INCOME ACCRUING TO THE PROGRAMME(S) (fees, sale of products, etc.)</b>						
Q							
		<b>11. TOTAL OF SUBMITTED ELIGIBLE EXPENDITURE</b> (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)							
		<b>12. TOTAL OF NON-SUBMITTED ELIGIBLE EXPENDITURE</b>					
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

**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 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

b) In the undertaking and on the job

**2.1.2. RESETTLEMENT**

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

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

a) Handicapped persons

b) Workers aged over 50 years

**2.1.5. INSTRUCTORS TRAINING**

**2.1.6. AIDS TO EMPLOYMENT**

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

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

**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				

TYPE OF AID

NUMBER OF PERSONS CONCERNED (estimate)

— pre-employment training or preparation for working life	} A 3 and A 4	<input type="checkbox"/>	19 ..	19 ..	
— guidance and pre-training or motivation for new choices of occupation		<input type="checkbox"/>	.....	.....	
— skilled training		<input type="checkbox"/>	.....	.....	
— highly skilled training		<input type="checkbox"/>	.....	.....	
— induction and work experience		<input type="checkbox"/>	.....	.....	
— further training		<input type="checkbox"/>	.....	.....	
— preparation for working life		<input type="checkbox"/>	.....	.....	
— travel and resettlement		} B 3	<input type="checkbox"/>	.....	.....
— separation of family			<input type="checkbox"/>	.....	.....
— reception facilities		} C 3	<input type="checkbox"/>	.....	.....
— hostels for young people	<input type="checkbox"/>		.....	.....	
— language teaching	<input type="checkbox"/>		.....	.....	
— adjustment to working conditions of socio-professional activities	<input type="checkbox"/>		.....	.....	
— special teaching for migrant workers' children	<input type="checkbox"/>		.....	.....	
— job adjustment	} D 3	<input type="checkbox"/>	.....	.....	
— functional rehabilitation		<input type="checkbox"/>	.....	.....	
— incomes maintenance	} D 4	<input type="checkbox"/>	.....	.....	
— training		<input type="checkbox"/>	.....	.....	
— adjustment and/or further training	} A 3 and A 4	<input type="checkbox"/>	.....	.....	
— in priority regions for any persons aged under 25		<input type="checkbox"/>	.....	.....	
— first-job seekers	} E 3 } pm	<input type="checkbox"/>	.....	.....	
— women seeking jobs after a long break (aged 25 and over)		<input type="checkbox"/>	.....	.....	
— unemployed persons having had a job under-employed		<input type="checkbox"/>	.....	.....	
— employed but threatened with unemployment		<input type="checkbox"/>	.....	.....	
— self-employed persons		<input type="checkbox"/>	.....	.....	
— other employees			.....	.....	
			TOTAL	.....	

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

2.3. PROGRAMME TYPES: FOR PERSONS WITH INADEQUATE SKILL LEVELS  VOCATIONAL PREPARATION  SOCIO-PROFESSIONAL INTEGRATION   
 PREPARATION FOR WORKING LIFE  SKILLS TRAINING  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.

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**

13. Social Fund aid as a %	14. Implementation period (estimate)	First instalment	Second instalment	Third instalment	
		<b>7. AID REQUESTED FROM THE SOCIAL FUND</b>			
	<b>BEGINNING:</b>	<b>8. FINANCING BY PUBLIC AUTHORITY(IES)</b>			
S 1					
S 2	<b>END:</b>	<b>9. FINANCING BY PRIVATE SOURCES</b>			
S 3					
S 4					
R 1					
R 2					
R 3					
15. Number of persons concerned (estimate)	<b>10. INCOME ACCRUING TO THE PROGRAMME(S)</b> (fees, sale of products, etc.)				
Q					
		<b>11. TOTAL OF SUBMITTED ELIGIBLE EXPENDITURE</b> (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)	<b>12. TOTAL OF NON-SUBMITTED ELIGIBLE EXPENDITURE</b>				
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  
Employment and Social Affairs  
— European Social Fund —

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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 <sup>(1)</sup>:

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 (\*)  
— PAYMENT OF BALANCE (\*)**

**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.

(\*) 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 (1).

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 (2).

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.

---

(1) 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.

(2) 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. 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.

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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.

1.5. Assistance approved (1):

Year	Assistance

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

1.7. Body (bodies) 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. Period for which the present payment on account is claimed:

(1) Where the original Decision has been amended, indicate the most recent amount of assistance agreed by the Fund.  
(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. 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.):

---

(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.