

MobiliseSME

Mobility Exchange programme for SME staff

Co-funded by
the European Union



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#MobiliseSME

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1. INTRODUCTION

MobiliseSME is a programme initiated by the EU. It aims at helping develop skills and capacities of staff of companies (employees, managers and owner or co-owners) by supporting **short term cross-border secondments**.

Building on the successful pilot scheme “MobiliseSME” implemented between 2015 and 2017, this programme aims at **supporting people already in a job and wishing to experience cross border mobility** in another company for a limited period of time while maintaining the contractual link with their employer.

The final objective is to **boost the internationalisation of EU SMEs, enhance their competitiveness and establish a common methodology at EU level for a mobility scheme for staff of SMEs**.

This **Guide** is addressed to everyone interested in participating in the scheme, in particular:

- SMEs who might want to boost the internationalisation of their products or services.
- Employees, managers, owners or co-owners that might want to get new knowledge and skills abroad.
- Providers of business-related services who support companies and its international department.

The **Guide** provides information about:

- General objectives of the programme.
- Basic features and structure of the programme.
- Implementation of the programme: eligibility, the application procedure, how to participate, expenses covered, among others.





2. OBJECTIVES

The general objective of the **MobiliseSME programme** is to support **short term cross-border secondments for employees, managers and/or (co-) owners**, in particular from small and medium companies (SMEs).

The specific objectives of the programme are:

- **Provide tools and information** to SMEs so that they can find international partners in the European Union.
- **Raising awareness** of the benefits and gains that can be obtained by SMEs under internationalisation process.
- Place value on the features of the **European Single Market** through a staff mobility scheme for SMEs.
- Help SMEs to **expand their business, products and services**.
- Provide SMEs with a scheme that can boost them to **new markets** and establish **new partnerships** within the rules of the European Single Market.



3. STRUCTURE

3.1 Basic elements

MobiliseSME provides **practical and financial assistance** for Small and Medium Sized Enterprises (SMEs) and their staff (employees, managers and owners or co-owners) staying a short period of time (1 – 6 months) with another SME (Host Company) in another EU country.

The services offered in Mobilise SME programme are:

- Matching an eligible Sending Company (SC) with an appropriate Host Company (HC).
- Facilitation of contacts between SMEs by the Partner Organisations (PO) managing the programme which are in business related networks at national, regional and EU level.
- Agreement of the parties involved (Sending Company, Host Company, and Partner Organisations) on the conditions for the stay abroad of SME staff: MobiliseSME Learning Project; financial conditions; legal implications; responsibilities, and others.
- Ongoing of the Learning Objectives established by both companies.
- Recommendation for further developments and guidance in internationalisation processes.

Some of the main features of the MobiliseSME programme:

- Duration of the stay abroad: 1-6 months with possibility to fragment the secondments (contact for further details).
- There are no deadlines to participate. The MobiliseSME programme works on an on-going basis. Applicants and Participants may participate when they consider.
- The main objective of the scheme is to provide SMEs with a chance to **establish crossborder contacts** to improve the **international competences and to provide employees a chance to develop new skills**. No other purposes apart from this wide concept are foreseen.
- Staffs remain employed by the Sending Company during the period of the secondment. The Sending Company still pays his/her salary and the expenses incurred.
- All SMEs that are eligible under the norms and rules of MobiliseSME may participate regardless the availability of Partner Organisations in their territories.

It is important to highlight that already established partnerships are considered eligible under the MobiliseSME programme, meaning that the secondment may take place under a bigger scheme which is the one agreed between both parts out of the project.





3.2 Four phases



The process to participate, identify, implement and evaluate stays abroad comprises the four following phases:

1. Registration phase:

Interested SMEs may apply through an on-line registration tool and establish contact with the Partner Organisations or Local Information points involved in the implementation of the programme. Partner Organisations (PO) are in charge of **assessing applications and help SMEs registering in the matchmaking platform**.

It is compulsory to register in the **Matchmaking platform** in order to participate in the programme.

Any person (employees, manager, secretariats) under an eligible SME may contact a Partner Organisation (PO) for participating in the MobiliseSME programme and register the SME on his/her behalf.

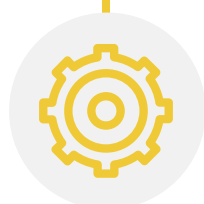
You may find the contact list of entities managing the programme in the section **"Contact info"**.



2. Matching phase:

Either through the Matchmaking platform or through already established contacts, Partner Organisations (POs) facilitate the match between SMEs. Interested SMEs can also search for appropriate partners in the matchmaking platform or out of it and make suggestions to the PO that they have chosen.

It is important to highlight that **already established partnerships** are considered eligible under the MobiliseSME programme, meaning that the secondment may take place under a bigger scheme which is the one agreed between both parts.



3. Preparation phase:

Parties involved (Sending and Host Company, Partner Organisations involved; staff, managers or employees) develop the MobiliseSME Learning Project or activity plan, learning objectives, tasks, responsibilities and any other document that the two sides wish to agree upon.

Other documents to sign before the secondment takes place will be facilitated by Partner Organisations once the secondment is about to take place. You can find more details in this guide.



4. Stay Ongoing:

SMEs complete the stay abroad – in accordance with what has been agreed – in one or more phases and report on them. Each Partner Organisation monitors the activities and evaluates the results.

SMEs and Participants must provide POs with **feedback** about the stay.

4. IMPLEMENTATION

4.1 What does the MobiliseSME support?

The secondment will be eligible and supported by the MobiliseSME programme, provided that it is based on mutual interest, and demonstrates a clear and serious intention **to start or boost a process/project of internationalisation or upgrading of skills/knowledge in a wider strategy within the SME.**

Requirements must be fulfilled and the necessary agreements between parties signed.

As a general rule, a 6 month stay abroad needs to be completed within an overall time span of 12 months. This may vary depending on the length of the secondment.

The total length of the secondment is 6 months and the minimum 1 month.

Possible activities that SMEs might agree on:



Market research, or
marketing strategies



Development of
products and services
(innovation R&D)



Internationalisation,
search of new clients
and trade opportunities
(Foreign Trade)



Training (Knowledge
Transfer)



Joint research activities



Strengthening pre-
existent collaboration



Other kind of
collaborations that may be
of interest for both parties

4.2 Who can participate?

1. Applicants (SMEs)

Applicants are **Small and medium-sized enterprises (SME)**. They can apply to the programme by registering themselves in the Matchmaking Platform or by contacting any of the Local Contact Points representing the programme in their territories.

One-man enterprises are allowed to participate if they are incorporated into a legal entity and have a VAT number. Other profiles such as **self-employed, freelances and independents** and a set of **liberal professions** such as: lawyers, notaries, tax accountants, certified financial auditors, medical doctors, pharmacists, psychologists, architects, engineers are also considered eligible if they meet the criteria.

It is recommended to consult Partner Organisations (PO) since a case by case basis might apply.



Larger companies might participate but just as **Host Companies** (receiving seconded employees but not seconding them).

It is **compulsory** to register in the **Matchmaking platform** in order to participate in the programme.

Any person under an eligible SME may contact a Local Contact Point for participating in the MobiliseSME programme and register the SME on his/her behalf.

2. Participants (employees, managers and co-owners)

Participants are the staff belonging to the SME that participate in the MobiliseSME programme. The term participant covers staff/employees, managers and owners or co-owners of SMEs.

- In the framework of MobiliseSME, the definition of an employee is a person who works under an employment contract.
- In the framework of MobiliseSME, the definition of a manager is a person who works under an employment contract. Moreover, he/she must have a special responsibility within the day-to-day activities.
- In the framework of MobiliseSME, owner or co-owner means any person that funded the SME or it is part of the board of directors.
- Specific criteria have been set for each of the profiles. Please, contact the Local Contact Point in your country for further more details.

3. Geography criteria

Applicants meeting the geography criteria are those SMEs legally registered under the rules or organisation in that country. MobiliseSME considers applicants properly established and registered in the following countries:

- EU Member States.
- Iceland and Norway in accordance with the EEA Agreement.
- Albania, Republic of North Macedonia, Montenegro, Serbia and Turkey.

4.3 Who is facilitating the programme?

1. Partner Organisations (POs)

Partner Organisations are entities such as **Chambers of Commerce, Innovation Agencies, Foundations, Association of Chambers of Commerce, Business Organisations, Universities and Business Incubators**, among others.

They have been officially appointed by the EASI Programme to help establishing contacts among EU SMEs in the framework of the MobiliseSME programme.

Their main task is to facilitate successful secondments between Host and Sending Companies and to offer match-making services (such as promotion, information, induction, validation of applications, arranging contacts, issuing contracts, logistical support, etc.). Every



secondment between companies needs two Partners Organisations - one as the contact PO for the Sending Company and the other as the contact PO for the Host Company - as **both SMEs participating must be from different countries.**

4.4 To whom should SMEs apply?

Any person under an eligible SME may contact a Partner Organisation for participating in the MobiliseSME programme and register the SME on his/her behalf.

SMEs must submit their applications via an on-line registration tool in the **Matchmaking Platform**. As part of the registration, SMEs have to choose one of the Partner Organisations officially appointed to handle this task.

SMEs must select the Partner Organisations that matches with their legal registration under the rules in that country.

Ideally, the **contact points should be active in the country or region where the SME is established**. The chosen Partner Organisations will act as guide and contact throughout the process.

You may find the contact list of entities managing the programme in the section "Contact info". If there is any in your territory, you may contact the email enabled by the MobiliseSME programme (support@mobilise-sme.eu).

If you do not have any contact point in your country, it does not mean you cannot participate. **All SMEs that are eligible under the norms and rules of MobiliseSME may participate regardless of the availability of Local Contact Points in their territories.**

4.5 What information is required and how does the matching procedure work?

Partner Organisations (National Contact Points) are responsible for assessing the quality and potential of both the applications of SMEs and the development of the secondment.

SMEs will be eligible to participate if they have demonstrated a serious intention, firmly plan or motivation to start a process/project of internationalisation with clear set of learning outcomes and objectives in a wider strategy within the SME.

This information should be reflected in the conversations and information provided by staff of SMEs to the Partner Organisations which will assess it on a case by case basis. The documents to be provided at the registration process and in order to participate are:

- Copy of the **ID Card**.
- Template signed by the legal representative of the SME confirming the labour/business bond between the SME and the employee or manager.
- **Brief Curriculum Vitae (Europass)**: A brief CV specifying experience and job position of the participant will be required, with clear dates and location for each experience. It should



contain at least years in active business as well as a description of previous experience. CVs can be submitted in any official language of the EU; however, English will be treated as preferable.

- **MobiliseSME Declaration:** Document where the legal representative or owner or co-owner declares that the Applicant falls under the definition of SME given by the European Commission.

The registrations will be stored in a database, which will allow accepted Host Companies and Sending Companies to search for business partners. Information provided is totally confidential.

4.6 What agreements / documents are needed?

While the SMEs are registering, they have appointed the employees that will participate in the secondment, Host and Sending Company need to work and agree on a few documents with the assistance of the Partner Organisations:

- **MobiliseSME Learning Project or Activity Plan:** Main working and bonding document for all sides involved where objectives for all sides, description of the learning project, planning of activities and expected outcomes will be described. Both Sending and Host Company and the Participant along with the Partner Organisations must specify the activities and collaboration in this document. It must have clearly set learning outcomes for all parts. A clear guide of how to develop this part has been designed by the MobiliseSME programme.
- **Financial Agreement:** financial bonding document between the Partnership Organisation and the Sending Company. Here all data regarding the financial aspects will be included with the dates of the secondment and responsibilities of each side.
- **Other agreements:** it is possible to sign other kind of agreements such as those related to issues of confidentiality, intellectual property/industrial products, among others. In any case, these may not contradict the clauses of the MobiliseSME Learning Project or the Financial Agreement.

The MobiliseSME programme provides templates for all compulsory documents.

4.7 What financial support will be provided? Which expenses will it cover?

The purpose of the financial support to the Sending Companies is to contribute towards the expenses made by the employee, manager or owner and co-owner.

The financial support is paid by the Sending Partner Organisation. The amount of the financial support and related details are subject to an agreement between all sides but especially between the Sending Company and the Sending Partner Organisation. The financial assistance depends on the country where the secondment takes place. The monthly financial assistance paid to the Sending Companies is detailed in the following table:



Monthly financial assistance paid by Sending Partner Organisations to third parties (Sending Companies)	
Country of stay / Host country	Amount per month / €
Albania	530
Austria	900
Belgium	830
Bulgaria	560
Croatia	720
Cyprus	780
Czechia	610
Denmark	1100
Germany	830
Estonia	670
Finland	950
Republic of North Macedonia	560
France	900
Greece	780
Hungary	670
Iceland	900
Ireland	1000
Italy	900
Latvia	610
Lithuania	560
Luxembourg	830
Malta	720
Montenegro	560
Netherlands	830
Poland	610
Portugal	780
Romania	560
Serbia	560
Slovakia	610
Slovenia	720
Spain	830
Sweden	950
Turkey	750
United Kingdom	1000
Employees with disabilities (regardless of the country of stay)	1100



The Union grant can cover travel costs related to taking up duties in the host company or eventually for an interview if relevant, a part of expatriation costs and of integration costs, and where relevant, also a short language training.

For more details, please, contact any of the entities managing the MobiliseSME programme in the “Contact Details” section.

4.8 What Legal Implications does the secondment have?

Employees participating in the exchange must keep receiving salaries from their employers (Sending Company) and cannot be on paid or unpaid leave, sick leave, maternal or parental leave. Furthermore, their employment contract cannot be suspended or temporarily interrupted and employees may not be in the notice period with their current employer.

The host company must ensure that the visit of the employee must be in compliance with their national labour and insurance law. Although they might provide legal advice, MobiliseSME Partner Organisations do not take over any liability for legal issues.

For further details, please contact National Contact Details in the “Contact List Section”.

4.9 What reports have to be produced?

Partner Organisations are responsible for managing the flow of information requested from Participants and Applicants.

It is important to remember that the MobiliseSME programme is a pilot project. To that regard, the objective of all Partner Organisations is to gather as much information and feedback as possible through the tools facilitated by the Mobilise SME programme.

It is also important to remember that in order to receive the last financial payment, Applicants/Participants must provide feedback.

The following reports/information will be required at the end of each secondment:

- **Feedback Survey** (before and after the secondment takes place): questionnaire that SMEs must filled out after the secondment takes places. Several issues are treated, such as satisfaction, expectations, impact, gains, among others.
- **Written interview:** five questions will be sent to each of the SMEs and participants to gain a greater insight into the results of the secondment.
- **Success Story:** this will be assessed on a case by case basis. A secondment that has fulfilled its entire objectives with great results will be considered a Success Story in the MobiliseSME programme. Several documents will be sent by the Partner Organisations to develop this if necessary.

These reports will be stored in the web-based database. Subject to commercial and personal confidentiality, these reports could be made available on the public website to help build up a community of good practices and possibly use “success stories” to raise awareness of the project and its results.



5. COVID19 MEASURES

The MobiliseSME project does not define any new travel restrictions in addition to those that already exist at national level. Participants need to follow national advice and consult the website of their respective national ministries (Ministry of Health and/or Ministry of Foreign Affairs, etc.) for up-to-date travel restriction.

In addition, participants need to make sure they have a valid medical insurance, whatever their destination, in accordance to the project rules.

For more information on individual Member States' travel rules, Partner Organisations might suggest participants to visit the European Commission's dedicated webpage:

www.reopen.europa.eu/en

In case of **major new outbreaks** in any of the participating countries, Partner Organisations from MobiliseSME will provide assistance and information so to ensure an adequate stay. For further details on rules during the COVID pandemic and how it might influence the MobiliseSME programme, please, address the Local Contact Points.





6. INFORMATION AND CONTACT

For technical details or any doubt regarding the MobiliseSME programme, the main contact for the programme is support@mobilise-sme.eu.

For each of the entities managing the project, their contacts are:

1. Spanish Chamber of Commerce in Belgium and Luxembourg (CAMARABELUX, Belgium)

www.e-camara.com/web

✉ mobilisesme@e-camara.com

☎ +32 2517 17 40

2. Fundación Equipo Humano (FEH, Spain)

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✉ **Alfonso Cadenas Cañamás**
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✉ **Jose Enrique Val**
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☎ +34 670 36 72 16
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3. Dublin Chamber of Commerce (DCC, Ireland)

www.dublinchamber.ie

✉ **Maria Deady, International Project Manager**

✉ **Miriam Tuomey, Project Executive**
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4. Business incubator Novi Sad Drustvo SA, (BINS, Serbia)

www.inkubator.biz

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5. Tera Tehnopolis d.o.o. (TERA, Croatia)

www.web.tera.hr

✉ ivana@tera.hr

☎ +38 531 251 000

6. Italian-Slovak Chamber of Commerce (CCIS-TSOK, Slovakia)

www.camit.sk

✉ info@camitslovakia.sk

☎ +42 1948 899 880

7. BSC, poslovno podporni center, d.o.o., Kranj (BSC, Slovenia)

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8. The Forum of the Adriatic and Ionian Chambers of Commerce (FORUM, Italy)

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✉ segreteria.forum@marche.camcom.it

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✉ **Alina Nistor**
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9. Chamber of Commerce of Austria (WKO, Austria)

www.wko.at

✉ **Thomas Reichenbach**
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Internationaler Fachkräfteaustausch (IFA)

www.ifa.or.at

✉ **Chirstina Prohammer**
prohammer@ifa.or.at

☎ +43-1-3665544-13



10. Association of Thessalian Enterprises and Industries (*STHEV, Greece*)

www.sthev.gr

✉ info@sthev.gr

☎ +30 2410555507

11. Chamber of Commerce and Industry of Nouvelle-Aquitaine (*CCI-NA, France*)

www.nouvelle-aquitaine.cci.fr

✉ **Stephanie VINCENT**
stephanie.vincent@nouvelle-aquitaine.cci.fr

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12. Chamber of Economy of Montenegro (*CEM, Montenegro*)

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