



EU4Business

EUROCHAMBRES

EU4BUSINESS:  
CONNECTING COMPANIES

# MOBILITY SCHEME

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GUIDELINES



GUIDELINES FOR PARTICIPANTS

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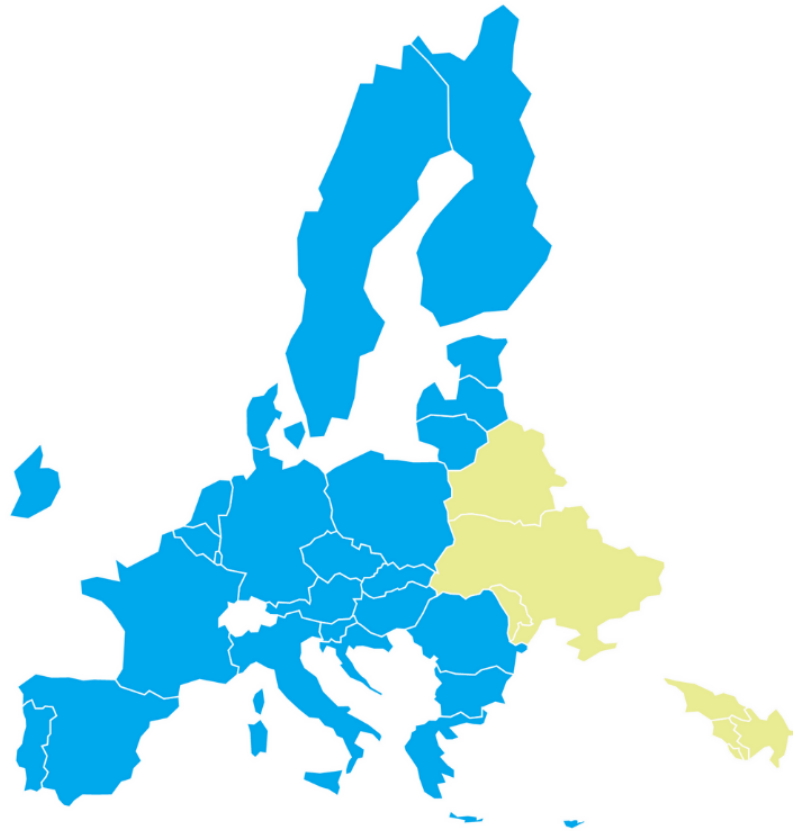
## ABOUT THE PROJECT | EU4BUSINESS: CONNECTING COMPANIES AND THE MOBILITY SCHEME

The Eastern Partnership (EaP) was launched in 2009 as a strategic and ambitious partnership based on common values and rules, mutual interests, and commitments, as well as shared ownership and responsibility<sup>1</sup>.

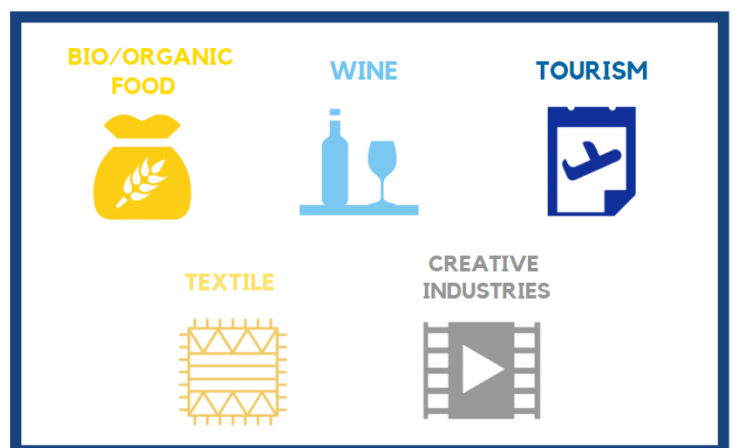
Funded by the European Commission under the EU4Business initiative and managed by Eurochambres, the [EU4BUSINESS: CONNECTING COMPANIES](#) (EU4BCC) project aims at promoting trade between the EU member states and the EaP. Its main aims are to:

- > Contribute towards the development of sustainable and equitable economic growth models in the Eastern Partnership countries.
- > Support capacity of sectorial Business Support Organisations (BSOs) to enhance EaP Small and Medium Enterprises (SMEs) internationalisation, export capacities and access to new markets.
- > Support SMEs towards trade, more specifically export towards EU countries.

It is organised on a sectoral basis to allow a more strategic approach, targeting the specific needs and opportunities of each sector, and allowing for the creation of alliances between EU and EaP businesses on a sectoral basis.



### THE PROJECT TARGETS 5 STRATEGIC SECTORS:



<sup>1</sup> At the time of preparation of this guidelines, there were five participating countries: Armenia, Azerbaijan, Georgia, the Republic of Moldova and Ukraine. Belarus suspended its membership in June 2021.



## The mobility scheme

This exchange programme, developed under the EU4BCC project, aims at providing BSOs and SME owners and managers from the EaP with an enriching mobility exchange in the European Union.

The initiative will sponsor the business exchange between **50** BSOs (staff) and **35** SMEs (entrepreneurs, business owners or managers) from the EaP and the EU between February and May 2023.

The exchange between SMEs is expected to last for one month while the exchange between BSOs can last up to two months.



*Given the current invasion of Russia in Ukraine and the impact that this situation is having on the Ukrainian business community, applications from Ukrainian SMEs and BSOs will be prioritised<sup>2</sup>.*

## BENEFITS FOR THE PARTICIPANTS

### For BSOs

- > As an outgoing staff of an EaP BSO, participants will benefit from the exchange of procedures, tools, and ways of working, as well as from the exchange of good practices concerning the services to be provided to SMEs.
- > As a receiving staff of an EU BSO, participants will get to know more the EaP, will gain a better understanding of the context, and will be able to give accurate information and promote more business exchanges with the region.
- > Both sides will benefit from experiencing and sharing different approaches and ways of working, will enrich their own experience and will look into new services to offer to the SMEs interested in the EaP or the EU region.

### For SMEs

- > As an outgoing entrepreneur, SMEs owners/managers will benefit from « on-the-job training » and exchange of experiences in a SME in another participating country. This will ease the successful start of business cooperation and/or strengthen the capacity of the EaP business. Participants on both sides (EaP and EU) can also benefit from access to new markets, international cooperation, and potential further collaboration with business partners abroad.

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<sup>2</sup> Ukrainian applicants don't need to be based in Ukraine at the moment of the application neither they need to travel from Ukraine once the exchange is granted.

&gt;

- > Receiving entrepreneur, SMEs owners/managers can benefit from fresh ideas from a motivated EaP counterpart. The EaP participants may have new visions, specialised skills, or knowledge in an area the host does not master, which could also complement the competences of the receiving business.
- > It is a win-win collaboration whereby both sides can also discover new markets or business partners, as well as different ways of doing business.
- > In the longer-term, participants benefit from wide networking opportunities, and, possibly, decide to continue their collaboration as long-term business partners (e.g., joint ventures, sub-contracting activities, contractor-supplier relationships, etc).

Application and participation in the exchange programme is free of charge for all participants, outgoing and hosting organisation.

## WHO CAN PARTICIPATE?

**Participants in the sub-grants granted by EU4BCC in 2021 and 2022 are eligible to participate as outgoing and hosting participants!**

### Outgoing participants

**Entrepreneurs, SME<sup>3</sup> business owners or managers from the EaP countries<sup>4</sup>** interested in gaining useful know-how for their business as well as making available their own business skills to contribute to the development of the hosting SME.

Applicants from all industries and sectors of activity are welcomed to participate, however, due to sectoral approach of the project, priority will be given to applicants operating in one of the target sectors:

**BIO/ORGANIC FOOD****WINE****TOURISM****TEXTILE****CREATIVE INDUSTRIES**

<sup>3</sup> See here for the definition of SME: [https://single-market-economy.ec.europa.eu/smes/sme-definition\\_en](https://single-market-economy.ec.europa.eu/smes/sme-definition_en)

<sup>4</sup> The company shall be registered in one of the following countries: Armenia, Azerbaijan, Georgia, Moldova, and Ukraine. Ukrainian applicants are allowed to apply even if they are currently based in another country (EU or non-EU).

**Employees of a BSO based in one of the EaP countries** interested in learning new procedures, tools, and ways of working. The visiting employee will be willing to share useful information about the EaP region to promote business exchanges between the EU and the EaP.

The programme does not require a minimum age to participate, however, a good command of English (or the language spoken in the host country for EaP participants) is required to ensure a good communication during the exchange.

### Hosting participants

Successful and experienced **SMEs/entrepreneurs** with more than three years of professional experience that are looking to share their knowledge and expertise are able to take part in this initiative. The company shall be based in one of the Member States of the EU and the staff involved in the exchange must be committed to work with the outgoing SME employee/Entrepreneur towards developing his/her skills and know-how.

Applicants from all industries and sectors of activity are welcomed to participate, however, due to sectoral approach of the project, priority will be given to applicants operating in one of the target sectors.

To be a **hosting BSO**, organisations need to be based in one of the Member States and have business interests in the EaP region.

Outgoing participants can only participate once in the exchange programme, however, hosting participants can participate more than once but are not allowed to host more than one outgoing participant at a time.

## REGISTRATION

Both hosting and outgoing applicants need to complete an online registration form in order to be able to participate in the programme. The registration deadline is the 1<sup>st</sup> of March 2023, however, seen the short duration of the mobility scheme and the need to find a match, we strongly encourage immediate registration to allow enough time for the commitments to be prepared on both sides.

The form is available on the project website under the section “opportunities”<sup>5</sup>. You can also click [ [here](#) ] to access the link.

The registration form will collect the necessary information to assess the eligibility of the BSOs or SME to participate in the programme. Please note that once the application is submitted, the

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<sup>5</sup> <https://connectingcompanies.eu/index.php/opportunities/mobility-scheme/>

support office will use that email address to contact the applicant. It is therefore important to ensure the right information is available in this field.

Applicants who have completed their registration will be assigned to a consortium<sup>6</sup> and a contact person who will oversee the application and, if approved, the business exchange. This person will be in touch with the applicants within the following five working days to confirm the status of the application. Possible status:

- > **ACCEPTED**: the application fulfils all the requirements.
- > **ON HOLD**: relevant information is missing, or unclear and additional steps are required.
- > **REFUSED**: the application is not eligible.



*Note that there is no legal right to participate in the programme. The project management team reserves the right to exclude applicants that are not eligible or not in line with the aims of the programme.*

Once the profile is accepted, the applicant will have access to an online networking platform that will allow them to search and contact potential matches for the exchange programme.

Applicants can also propose a matched couple based on their own research or on a previously existing business relation – regardless on whether the business relation was developed in the framework of the EU4BCC project or not –.

Additionally, a B2B matching event will be organised on the same online networking platform at the end of January 2023 to help applicants find a partner. Participation in this activity is strongly recommended and compulsory for those participants who registered but have not found a suitable partner yet.

## THE LETTER OF COMMITMENT



Once hosting and outgoing SMEs and BSOs have made a match, they will be required to sign the letter of commitment. See [here](#) to find the template.

This document defines the intention of both parties, the terms of collaboration and it helps to measure the success of the exchange.

The document must be filled up and signed by both participants, hosting and outgoing SMEs or BSOs and sent to the designated consortium together with [Annex 1](#) (if applicants are SMEs) or [Annex 2](#) (if applicants are BSOs).

<sup>6</sup> The contact details of each consortium can be found in section: [Information and contact](#).





The designated consortium will evaluate the work plan and revert to the applicants within 10 working days.

Before signing the letter of commitment, participants shall take into account the following:



The programme cannot provide any assistance in the case of accident or sickness. It is the responsibility of the outgoing participants (both employees of a SME or a BSO) to purchase a suitable accident and health insurance (or a comprehensive travel insurance) that should cover them during the exchange abroad.



Outgoing participants should not travel to the hosting country before their workplan is approved. Exception applies in the case of Ukrainian participants who should travel from the location specified in the application form.

## FINANCIAL SUPPORT

The project financial support to the participants has been conceived as **monthly “lump sums”**.

A lump sum is an aggregated amount deemed to cover expenses such as travel, accommodation, subsistence, and insurance linked to the travel and the stay abroad. This amount is paid without justification of costs incurred. Participants cannot ask for additional financial support should their expenses exceed the amount of the lump sum. Likewise, the designated consortium cannot ask for the return of unspent funds.

Still, participants should provide sufficient evidence to proof the exchange and its duration. For further information please refer to the section [reporting](#).

Hosting participants will receive 350 euro/month, to be paid once the final report is received and approved by the designated consortium. For those BSOs hosting BSO employees for two months, 700 euro will be paid once the final report is received and approved by the designated consortium.

Outgoing participants will receive a monthly lump sum based on the hosting country. For further information about the applicable lump sums, see [here](#).

### Payment arrangement

For **hosting participants**, the payment will be done within the 15 days after the exchange summary report is accepted by the designated consortium.





**Outgoing participants** will receive the lump sum at least 15 days before the start date of the exchange to ensure the beneficiaries have time to purchase the flight tickets and insurance and book their accommodation.



For those exchanges that are planned to last for two months, there will be a second payment (equivalent to the second month of exchange), to be paid to the outgoing participant during the second month of exchange once the monitoring report with no warning remarks is signed by both parties.

## Reporting

In order to be able to evaluate the success of the exchange and to make the payment to the hosting participant, the following supporting documentation is required:

-  Evidence to proof the exchange and its duration. One of the following shall be provided: boarding passes, train tickets, gas receipts, or stamps on the passport indicating the travelling date or the date of entry into the country.
-  Pictures and videos of the different activities that took place during the exchange.
-  The signed monitoring report prepared by the designated consortium.
-  Final report describing the activities/work performed, the skills/knowledge acquired, and the concrete and measurable outcomes reached. See [Annex 3](#) “Achieved results” to find the template.

The participants have two weeks to submit this information to the designated consortium who will check the supporting documentation and evaluate the final report. Once the final report is accepted, the hosting participant will receive the lump sums withing 15 days.

The consortium might request the participants to provide additional details or to clarify some points as necessary.



*Hosting entrepreneurs shall not start a new relationship before the previous exchange has been evaluated.*

## MONITORING OF THE EXCHANGE



Once the exchange starts, the matched couples will be virtually monitored by the designated consortium. The monitoring is expected to take place **between 7 and 10 days** from the beginning of the exchange (for the exchanges lasting one month) and **between 30 and 40 days** from the beginning of the exchange (for the exchanges lasting two months). This will help ensure that the exchange is running smoothly.

## CHANGES IN THE DURATION OF THE EXCHANGE

Only participating BSOs can make changes in the duration of their stay. The duration can be extended from one month to two months or reduced from two months to one month.

The request to modify the length of the stay shall be submitted by email to the designated consortium before the end of the first month of exchange and the letter of commitment will need to be resigned accordingly.

## INFORMATION AND CONTACT

Please refer to the project website (section opportunities) to find all the information about the mobility scheme and retrieve the templates of Annex 1, Annex 2, and Annex 3 in word version.

For general queries, feel free to contact us: [eu4bcc@eurochambres.eu](mailto:eu4bcc@eurochambres.eu).

If you have already registered to the mobility scheme and a consortium contact has been assigned to you, please contact your appointed contact person, as he or she will be able to clarify any specific question about your application.

## MONTHLY FINANCIAL SUPPORT PER COUNTRY OF STAY

(\*) Please select the column based on your type of application (BSO or SME)

Country of stay	Amount (€) per month for <u>BSOs</u>	Amount (€) per month for <u>SMEs</u>
Austria	1,640	1,700
Belgium	1,570	1,630
Bulgaria	1,300	1,360
Croatia	1,460	1,520
Cyprus	1,520	1,580
Czech Republic	1,350	1,410
Denmark	1,840	1,900
Estonia	1,410	1,470
Finland	1,690	1,750
France	1,640	1,700
Germany	1,570	1,630
Greece	1,520	1,580
Hungary	1,410	1,470
Ireland	1,740	1,800
Italy	1,640	1,700
Latvia	1,350	1,410
Lithuania	1,300	1,360
Luxembourg	1,570	1,630
Malta	1,460	1,520
The Netherlands	1,570	1,630
Poland	1,350	1,410
Portugal	1,520	1,580
Romania	1,300	1,360
Slovakia	1,350	1,410
Slovenia	1,460	1,520
Spain	1,570	1,630
Sweden	1,690	1,750

## APPLICATION: LETTER OF COMMITMENT

### 1. INFORMATION ABOUT THE OUTGOING PARTICIPANT

Full name: .....  
 Email: ..... Phone No.: .....  
 Country of registration: ..... Sector of operation: .....

### 2. INFORMATION ABOUT THE HOSTING PARTICIPANT

Full name: .....  
 Email: ..... Phone No.: .....  
 Country of registration: ..... Sector of operation: .....

### 3. INFORMATION ABOUT THE EXCHANGE

Duration of the stay abroad: ☐ 1 month ☐ 2 months (only for BSOs)  
 Planned start date: ..... Planned end date: .....  
 Amount foreseen for the participants:  
 Outgoing participant: .....  
 Hosting participant: ☐ 350 euro (1 month) ☐ 700 euro (2 months)

### 4. COMMITMENT

By signing this document the outgoing and the hosting participant confirm that they have read the guidelines and agree to the terms and conditions of the exchange programme explained in the same document.

Both parties jointly undertake to:

- Follow the activities described in the work plan to the best of their capacity.
- Submit a final report together with the requested supporting documentation at the end of the exchange.
- Communicate with the designated consortium if case of any problem or change from the initial planning.

The outgoing participant undertakes to:

- Abide by the rules and regulations of the hosting participant, its working ours, code of conduct and confidentiality.

The hosting participant undertakes to:

- Assign tasks and responsibilities to the outgoing participant to match his/her knowledge, skills, competences, and objectives.
- Provide the necessary equipment and support to reach the objectives set in the workplan.

The outgoing participant:

.....  
*I agree with the above mentioned stay  
 abroad and the principles that concern me.*

Signature:

.....  
 Place and date:

The consortium: .....

Signature:

The hosting participant:

.....  
*I agree with the above mentioned stay  
 Abroad and the principles that concern me.*

Signature:

.....  
 Place and date:

Place and date:

## Annex 1: objectives of the exchange and expected results (SMEs)

<p><b>Objectives of the outgoing SME:</b></p> <p><i>In blue some examples of concrete objectives.</i></p> <p><i>Please try to insert at least one concrete and quantifiable objective</i></p>	<p>Examples below:</p> <ul style="list-style-type: none"> <li>- Increase export</li> <li>- Create new business opportunities</li> <li>- Innovation (in terms of process, in terms of sustainability, in terms of materials, etc.)</li> <li>- Learn about foreign markets</li> <li>- Build strong business relations with the host organisation</li> <li>- Knowledge and intelligence about new methods</li> <li>- Product development</li> <li>- Participation in trade fairs and conferences</li> <li>- Increasing the network of contacts</li> <li>- .....</li> </ul>
<p><b>Objectives of the hosting SME:</b></p> <p><i>In blue some examples of concrete objectives.</i></p> <p><i>Please try to insert at least one concrete and quantifiable objective</i></p>	<p>Examples below:</p> <ul style="list-style-type: none"> <li>- New partner / supplier abroad</li> <li>- Cross-border cooperation</li> <li>- Joint venture / licensing / subcontracting / expand the business abroad</li> <li>- Green deal action plan / energy savings / reduction of carbon consumption..</li> <li>- ...</li> </ul>
<p><b>Description of the work project:</b> <i>[ Insert a general description of the work plan ]</i></p>	
<p><b>Weekly activity plan to reach the objectives:</b></p>	<p>Examples below:</p> <p><b>Week 1</b></p> <ul style="list-style-type: none"> <li>- Get to know the hosting SME, the employees and working methodology.</li> <li>- Understand the production process, the market, the typology of the customers, etc.</li> </ul> <p><b>Week 2</b></p>  <p><b>Week 3</b></p>

	Week 4
<b>Expected concrete outcomes:</b> <i>In blue some examples of concrete outcomes. Please try to insert at least one concrete and quantifiable outcome of the exchange.</i>	Examples below: <ul style="list-style-type: none"><li>- <a href="#">Sign a commercial contract</a></li><li>- Joint participation in contracts</li><li>- Joint participation in events</li><li>- <a href="#">Established a supplier / purchaser relationship</a></li><li>- ....</li></ul>

## Annex 2: Objectives of the exchange and expected results (BSOs)

### Objectives of the outgoing BSO:

*In blue some examples of concrete objectives.  
Please try to insert at least one concrete and quantifiable objective*

Examples below:

- Exchange of best practices
- Development of a new service for SMEs/start-ups
- Development of a new database for the organisation (useful to deliver further services to SMES / start-ups, etc.)
- Develop an internal knowledge database
- Development of a plan for matchmaking SMEs between countries
- Innovation (in terms of services / processes, etc.)
- Sustainability action plan
- Digitalisation action plan
- ...

### Objectives of the hosting BSO:

*In blue some examples of concrete objectives.  
Please try to insert at least one concrete and quantifiable objective*

Examples below:

- New partner abroad
- Cross-border cooperation
- Expand the membership
- Innovation (in terms of services / process, etc.)
- Sustainability action plan
- Digitalisation action plan
- Green deal action plan / energy saving / carbon reduction action plan
- ...

**Description of the work project:** *[ Insert a general description of the work plan ]*

### Weekly activity plan to reach the objectives:

Examples below:

#### Week 1

- Get to know the hosting BSO, the employees and working methodology.
- Understand the market, the scope of services, etc.

#### Week 2

#### Week 3



	<p><b>Week 4</b></p> <p><b>Week 5</b></p> <p><b>Week 6</b></p> <p><b>Week 7</b></p> <p><b>Week 8</b></p>
<p><b>Expected concrete outcomes:</b></p>	<p>Examples below:</p> <ul style="list-style-type: none"> <li>- Sign a memorandum of understanding</li> <li>- Develop a common project (i.e. for the organisation of a matchmaking event for SMEs/Start-ups, study visit, online academy...)</li> <li>- Sustainability action plan</li> <li>- Digitalisation action plan</li> <li>- Green deal action plan / energy saving / carbon reduction action plan</li> <li>- 1 new online service launched (for SMEs / start-ups)</li> <li>- Develop a cooperation in a new funding scheme</li> <li>- ...</li> </ul>

### Annex 3: Achieved results (to be submitted at the end of the exchange)

<b>Objectives of the outgoing participant:</b>	<i>[ Please copy/paste from the “OBJECTIVES OF THE EXCHANGE AND EXPECTED RESULT” table submitted before the exchange ]</i>
<b>Objectives of the hosting participant:</b>	<i>[ Please copy/paste from the “OBJECTIVES OF THE EXCHANGE AND EXPECTED RESULT” table submitted before the exchange ]</i>
<b>Description of the exchange:</b> <i>[ Insert a general description of the exchange ]</i>	
<b>Weekly activities developed:</b>	<b>Week 1</b> <b>Week 2</b> <b>Week 3</b> <b>Week 4</b> <i>[ From week 5 to week 8 only to be filled by the BSOs who had a two months' exchange ].</i> <b>Week 5</b> <b>Week 6</b> <b>Week 7</b> <b>Week 8</b>
<b>Achieved concrete outcomes:</b>	- - - - - -

