



Report of the Member State of Spain under Article 9 of the SGEI Decision and paragraph 62 of the SGEI Framework

1.- IDENTIFICATION

1.1. Member State in question **SPAIN**

1.2. Regions **CATALONIA ES51**

1.3. Name of aid: **Guidance and support programme for the integration of persons with disabilities and mental illnesses provided by the Employment Guidance Network**

1.4. Responsible contact person:

Name:

Address: **Rambla de Catalunya 19-21, 1^a planta, 08007 Barcelona**

Telephone

E-mail

1.5. Name and address of the authority which has granted the aid:

Departamento de Empresa y Empleo de la Generalitat de Cataluña

[Ministry of Business and Employment of the Catalan Regional Government]

Calle Sepúlveda, 148-150

08011 Barcelona

2.- JUSTIFICATION

Article 9 of the Commission Decision of 20 December 2011 establishes that Member States shall submit a report on the implementation of this Decision to the Commission every two years. The reports shall provide a detailed overview of the application of this Decision for the various categories of services referred to in Article 2(1), including:

(a) a description of the application of this Decision to the services falling within its scope, including in-house activities;

(b) the total amount of aid granted in accordance with this Decision, with a breakdown by the economic sector of the beneficiaries;

(c) an indication of whether, for a particular type of service, the application of this Decision has given rise to difficulties or complaints by third parties;

and

(d) any other information concerning the application of this Decision required by the Commission and to be specified in due time before the report is to be submitted.



3.- DESCRIPTION OF THE APPLICATION OF THE SGEI DECISION AND THE SGEI FRAMEWORK AND AMOUNT GRANTED

3.1. Clear and exhaustive description of how the respective services are organised in your Member State

Types of service in the respective sector which have been defined as SGEI in your Member State. Please list the **content of the services entrusted as SGEI** as clearly as possible

Access to a job is an inalienable right as well as being a fundamental individual right. Unfortunately, there are groups of individuals who have greater difficulty in integrating into the world of work, and that is why the government should guarantee this integration, by facilitating access and reincorporating into the labour market those persons who have difficulties integrating. In essence, this is a case of working to reduce the problems faced by those persons who have more difficulties and of building a more integrated society.

Our obligation is to ensure that the problems of the most vulnerable are solved, such as those persons with disabilities and mental illnesses.

The economic crisis has had a negative impact on the situation of persons with disabilities and mental illnesses and for that reason a process is being put in place which is aimed at offering training to persons with disabilities so that they can fully participate in society in exactly the same way as the rest of the population.

The integration guidance and support services aim to place persons with disabilities and/or mental illnesses in a position of equality as regards the rest of society in terms of their integration.

The Commission Decision of 20 December 2011 on the application of Article 106(2) of the Treaty on the Functioning of the European Union to State aid in the form of public service compensation granted to certain undertakings entrusted with the operation of services of general economic interest (SGEI) (OJ L7, 11.1.2012) applies to the award of grants for **guidance and support services for the integration of persons with disabilities and mental illnesses provided by the Employment Guidance Network**, which correspond to the category of compensation for the provision of services of general economic interest which meet social needs [(Article 2(1)(c))] in terms of access to and reintegration into the labour market.

The objective of the guidance and support services for the integration of persons with disabilities and mental illnesses provided by the Employment Guidance Network is to put at the disposal of jobseekers with disabilities and/or mental illnesses a series of resources placing them in an equal or better position in terms of the search for employment than the rest of society. These actions encourage decision-making and assist with tackling changes relating to one's profession, training or professional life trajectory. This improvement forms part of a process which will respond to each individual's skills and will weigh them against the skills required by the labour market for each job, which will allow each individual's professional objectives to be specified.

By skills we understand all the personal resources, capacities, expertise, abilities, knowledge, preferences and interests which each person with a disability and/or mental illness has and which, when applied to the context of the labour market, become professional skills. Persons acquire skills in different ways: formal and informal training, work experience, life experience, etc.

The integration assistants will support those participating in the creation of a professional project with the aim of improving their employability through the development of skills necessary to the labour market.

The Programme aims to meet the needs of each participating person with a disability and/or mental illness and, in light of these needs, will develop a fitting itinerary.

Beneficiary bodies These are bodies, within the area of Catalonia, which have experience in undertaking actions aimed at supporting unemployed jobseekers with a disability and/or mental illness in the process of integration into the labour market, as follows:

- (a) Not-for-profit private bodies with legal personality.
- (b) Local bodies, as well as bodies which are answerable or linked to these.



They are considered to be small undertakings due to the number of employees.

Target population The integration guidance and support programme is aimed at persons with disabilities and/or mental illnesses who are unemployed jobseekers registered with the *Servicio de Empleo de Cataluña* [Catalan Employment Service], who are recognised as having a level of disability of 33 % or more and who suffer from one of the following disabilities: psychological, physical, sensory, limited intellectual capacity and mental disorder. The latter case can simply be proven by way of a report provided by the service which is currently carrying out therapy.

Actions The actions which make up the integration guidance and support process are divided into four blocks, with each block corresponding to one part of the process. Within each block there are various modules. Depending on their needs, each participant will participate in one or more blocks and, within each block, they can participate in one or more modules/actions. This design allows for a wide range of itineraries to be offered which, as a result, can be better adjusted to suit each individual.

The blocks which make up the guidance and support process for the integration of persons with disabilities and/or mental illnesses are:

Block 0: Key skills

Labour market context

Identification of transferable skills

Block 1: Analysis of employability

Motivation and interests

Labour market and jobs

Block 2: Job-seeking

Job-seeking channels

Job-seeking tools

Selection process

Self-employment

Block 3: Training

Basic/instrumental training

Training in new technologies

Training in social or transferable skills

Technical and professional training

Work experience

Block 4: Relationship with the undertaking

Research into undertakings

Monitoring post-integration



Please explain the (usual) **methods of entrustment**. If, in a given sector, standard templates are used in the entrustment process, please attach them.

Legislation

ORDER EMO/357/2012 of 5 November 2012 laying down the rules governing the award of grants for the Guidance and support programme for the integration of persons with disabilities and/or mental illnesses within the Employment Guidance Network and opening the invitation to tender for the year 2012 (Official Gazette of the Catalan Regional Government No 6253 of 14.11.2012).

ORDER EMO/279/2013 of 7 November 2013 laying down the rules governing the award of grants for the Guidance and support programme for the integration of persons with disabilities and/or mental illnesses within the Employment Guidance Network and opening the invitation to tender for the year 2013 (Official Gazette of the Catalan Regional Government No 6501 of 14.11.2013).

The aid for the compensation of public services of general interest is granted on a competitive basis. As an exception, and where it is necessary, with the aim of a convenient, diverse and balanced distribution of the available resources throughout Catalonia, the granting body will proportionately distribute the grant among the beneficiary bodies requesting it. Once the projects have been assessed and scores assigned, the award of grants to projects with the highest score in each of the territorial areas will be prioritised with the aim of preserving their territorial representation and action. A scale will be established according to the scores obtained and, for each band, a maximum number of integration support assistants will be established. As a consequence, the amount finally granted could be less than that requested by the body in question.

The award of grants is formalised through the issue of a **decision** which will formally constitute the **entrustment act**. A decision awarding grants in order to carry out the process of guidance and support for the integration of persons with disabilities and/or mental illnesses is attached in an annex.

Please state the (usual) **duration** of the entrustment and any variation in the duration of the entrustments. Also please state the percentage of entrustments longer than 10 years.

The entrustment of the guidance and support services for the integration of persons with disabilities and/or mental illnesses within the Employment Guidance Network lasts for one year.

The period of cover of expenditure must be within the period of execution of the Guidance and support programme for the integration of persons with disabilities and/or mental illnesses which is subsidised.

Please explain if (in general) **exclusive or special rights** are assigned to undertakings

No exclusive or special rights are assigned to the undertakings providing guidance and support services for the integration of persons with disabilities and/or mental illnesses within the Employment Guidance Network.

Please explain the (usual) **compensation mechanism** for the respective services, including the aid instrument used (direct grant, guarantee, etc.) and if the cost allocation method or the net avoided cost method has been used.

Compensation mechanism

Maximum amount of compensation

- (a) The maximum amount which will be paid per programme and labour market integration assistant may not exceed the sum of EUR 73 932.49 and the aid will consist of:
- The salary-related costs of a labour market integration assistant, corresponding to that person's gross annual salary and the company's social security contributions, of a maximum sum of EUR 33 826.72, for a full-time work contract.
 - The salary-rated costs of an individual carrying out administrative support tasks and the salary established by the respective regulations applicable to each professional category, level or group, up to a maximum of EUR 23 678.72, corresponding to that person's gross annual salary and the company's social security



- contributions. The ratio of integration assistants to administrative support assistants will be three integration assistants to each administrative support assistant for the planned actions.
- The salary-related costs of an individual carrying out coordination tasks, up to 10 % of the total eligible salary of the labour market integration assistant.
 - The salary-related costs of an individual carrying out research tasks, up to 15 % of the total eligible salary of the labour market integration assistant.
 - The salary-related costs of an individual teaching the literacy module, up to 10 % of the total eligible salary of the labour market integration assistant.
 - In terms of the technical and professional training expenses, the maximum amount of the compensation will be EUR 10 000.00.
 - In terms of general, material and technical expenses, the maximum limit of the compensation will be the amount corresponding to 25 % of the salaries for the integration assistant and administrative support assistant.
- (b) The maximum amount of the compensation per programme and for 2 labour market integration assistants may not exceed the sum of EUR 147 864.99 and the aid will consist of:
- The salary-related costs of two labour market integration assistants, of a maximum annual sum of EUR 67 653.44, for full-time work contracts.
 - The salary-related costs of an individual carrying out administrative support tasks and the salary established by the respective regulations applicable to each professional category, level or group, up to a maximum of EUR 23 678.72, corresponding to that person's gross annual salary and the company's social security contributions. The ratio of integration assistants to administrative support assistants will be three integration assistants to each administrative support assistant for the planned actions.
 - The salary-related costs of an individual carrying out coordination tasks, up to 10 % of the total eligible salary of the labour market integrated assistant.
 - The salary-related costs of an individual carrying out research tasks, up to 15 % of the total eligible salary of the labour market integration assistant.
 - The salary-related costs of an individual teaching the literacy module, up to 10 % of the total eligible salary of the labour market integration assistant.
 - In terms of the technical and professional training expenses, the maximum amount of the compensation will be EUR 20 000.00.
 - In terms of general, material and technical expenses, the maximum limit of the compensation will be the amount corresponding to 25 % of the salaries for the integration assistant and administrative support assistant.
- (c) The maximum amount of the compensation per programme and for 3 labour market integration assistants may not exceed the sum of EUR 211 797.48 and the aid will consist of:
- The salary-related costs of three labour market integration assistants, of a maximum annual sum of **EUR 101 80.16** **[sic]**, for full-time work contracts.
 - The salary-related costs of an individual carrying out administrative support tasks and the salary established by the respective regulations applicable to each professional category, level or group, up to a maximum of EUR 23 678.72, corresponding to that person's gross annual salary and the company's social security contributions.
 - The salary-related costs of an individual carrying out coordination tasks, up to 10 % of the total eligible salary of the labour market integration assistant.
 - The salary-related costs of an individual carrying out research tasks, up to 15 % of the total eligible salary of the labour market integration assistant.
 - The salary-related costs of an individual teaching the literacy module, up to 10 % of the total eligible salary of the labour market integration assistant.
 - In terms of the technical and professional training expenses, the maximum amount of the compensation will be EUR 20 000.00.
 - In terms of general, material and technical expenses, the maximum limit of the compensation will be the amount corresponding to 25 % of the salaries for the integration assistant and administrative support assistant.
- (d) The maximum amount of the compensation per programme and for 4 labour market integration assistants may not exceed the sum of EUR 262 199.30 and the aid will consist of:
- The salary-related costs of four labour market integration assistants, of a maximum annual sum of EUR 135 306.88, for full-time work contracts.
 - The salary-related costs of an individual carrying out administrative support tasks and the salary established by the respective regulations applicable to each professional category, level or group, up to a maximum of EUR 23 678.72, corresponding to that person's gross annual salary and the company's social security contributions. The ratio of



- integration assistants to administrative support assistants will be three integration assistants to each administrative support assistant for the planned actions.
- The salary-related costs of an individual carrying out coordination tasks, up to 10 % of the total eligible salary of the labour market integration assistant.
 - The salary-related costs of an individual carrying out research tasks, up to 15 % of the total eligible salary of the labour market integration assistant.
 - The salary-related costs of an individual teaching the literacy module, up to 10 % of the total eligible salary of the labour market integration assistant.
 - In terms of the technical and professional training expenses, the maximum amount of the compensation will be EUR 20 000.00.
 - In terms of general, material and technical expenses, the maximum limit of the compensation will be the amount corresponding to 25 % of the salaries for the integration assistant and administrative support assistant.
- (e) The maximum amount of the compensation per programme and for 5 labour market integration assistants may not exceed the sum of EUR 322 749.12 and the aid will consist of:
- The salary-related costs of five labour market integration assistants, of a maximum annual sum of EUR 169 133.60, for full-time work contracts.
 - The salary-related costs of an individual carrying out administrative support tasks and the salary established by the respective regulations applicable to each professional category, level or group, up to a maximum of EUR 23 678.72, corresponding to that person's gross annual salary and the company's social security contributions. The ratio of integration assistants to administrative support assistants will be three integration assistants to each administrative support assistant for the planned actions.
 - The salary-related costs of an individual carrying out coordination tasks, up to 10 % of the total eligible salary of the labour market integration assistant.
 - The salary-related costs of an individual carrying out research tasks, up to 15 % of the total eligible salary of the labour market integration assistant.
 - The salary-related costs of an individual teaching the literacy module, up to 10 % of the total eligible salary of the labour market integration assistant.
 - In terms of the technical and professional training expenses, the maximum amount of the compensation will be EUR 20 000.00.
 - In terms of general, material and technical expenses, the maximum limit of the compensation will be the amount corresponding to 25 % of the salaries for the integration assistant and administrative support assistant.

The salaries relate to the full-time provision of services for each type of position and therefore, where the provision of services is part-time, the salaries will be adjusted in proportion to the amount of the day worked and the days effectively worked per calendar year.

Categories	Maximum annual amount per project and for one integration assistant	Maximum annual amount per project and for two integration assistants	Maximum annual amount per project and for three integration assistants
Integration assistant	EUR 33 826.72	EUR 67 653.44	EUR 101 480.16
Administrative support assistant	EUR 7 892.91	EUR 15 785.82	EUR 23 678.73
Amount for coordinator	EUR 3 382.67	EUR 6 765.34	EUR 10 148.01
Amount for researcher	EUR 5 074.01	EUR 10 148.02	EUR 15 222.03
Amount for general expenses	EUR 10 429.91	EUR 20 859.82	EUR 31 289.73
Subtotal	EUR 60 606.22	EUR 121 212.44	EUR 181 818.66
Maximum amount for technical and professional training	EUR 10 000.00	EUR 20 000.00	EUR 20 000.00
Amount for persons teaching literacy module	EUR 3 382.67	EUR 6 765.34	EUR 10 148.01
Total amounts	EUR 73 988.89	EUR 147 977.78	EUR 211 966.67



Expenses covered by the aid

Period:

Those expenses which are chargeable to the development of actions as they unequivocally respond to the nature of said actions, which have been incurred during the period of execution of the action and have been effectively paid by the beneficiary before the presentation of the financial supporting document.

Documentary evidence:

The expenses must be supported by paid invoices or accounting documents of an equivalent evidential value. The original supporting documents should be marked with a stamp indicating the grant which is being justified, co-financing by the ESF, if applicable, and the amount or percentage chargeable.

Eligible expenses:

(a) The expenses of integration assistants, coordinators, administrative support assistants, researchers and staff teaching the computer literacy module, which have been incurred during the period of execution and have been effectively paid before the end of the justification period.

(b) The general, material and technical expenses which have been incurred and effectively paid in the period between the start date of the actions and the deadline for presenting the financial supporting documents.

(c) The expenses arising from the external subcontracting of the technical and professional training and computer literacy training actions.

The eligibility requirements, the accreditation of different types of expense subsidised and the calculation of the amounts payable are specified in the instructions for financial supporting documents which can be found by those who require them on the website of the Ministry of Business and Employment.

Ineligible expenses:

(a) Borrowing interest on bank accounts.

(b) Interest, surcharges and administrative and criminal penalties.

(c) Expenses arising from legal and judicial procedures.

(d) Recoverable value added tax (VAT).

(e) Expenses arising from financial transactions.

(f) Commission and losses in foreign currency exchange and other purely financial expenses such as fees payable for holding of current accounts or for transfers.

(g) Those expenses justified via invoices dated more than a month before or after the start or end of the action granted.

(h) Acquisition of furniture, equipment, vehicles, infrastructures, real estate and land, whether these are new or second-hand purchases. The depreciation of these goods can only be subsidised when they meet the requirements established for depreciation.

(i) Social security expenses caused due to an employee's absence from work, whether this is due to common illness or accident or a work-based illness or accident or due to maternity or paternity leave. In any case, the expenses of the person who replaces the employee will be subsidised, but not those of the employee absent from work.

(j) Holiday leave not taken, payments in kind, compensation paid for death and that payable for transfers, suspensions, dismissal and early termination or completion of contracts, bonuses including productivity bonuses, other bonuses, three years' work anniversary bonus and any other salary payments, except where determined by the applicable collective agreement, given that they are not expenses directly linked to the subsidised integration guidance and support actions.

(k) Expenses incurred in meeting the requirements to obtain the grant (for example, the creation of material by the person submitting it).

(l) Dues for professional organisations, federations, associations.

(m) Expenses charged which have been documented by way of invoices which do not fulfil the applicable legal requirements.

(n) Any other type of expense which is considered not to be chargeable due to its nature or relationship with the subsidised programme.

Please explain the (usual) methods to avoid and recover any overcompensation.

Review. It is possible to review the grants which have already been awarded and to amend the award decision where conditions have been altered or where other aid has simultaneously been granted. Any alteration of the conditions which were taken into consideration for the award of grants and, in any case, the simultaneous award of other grants outside the cases permitted in the regulations may result in the amendment of the award decision, under the terms established in the regulations.



Revocation. If the granting body, as a consequence of its own monitoring activities or those of the General Audit Office, in the framework of control procedures, discovers legal grounds for revocation of the grant awarded, it will begin the corresponding revocation procedure and the beneficiary body should return the funds it has wrongly received or, if any infringement is detected, it will begin the infringement procedure.

Similarly, if the General Audit Office, during the controls it carries out, is faced with conduct by the body being audited aimed at obstructing, delaying or preventing its action, it will make a proposal to the competent body that a revocation and infringement procedure be begun.

Reasons for revocation. Reasons for total or partial revocation are as follows:

(a) Total or partial non-fulfilment of the objective, activity or project or the failure to adopt the conduct forming the basis for the award of the grant.

(b) Non-fulfilment of the obligation to provide supporting evidence or insufficient supporting evidence, under the terms established by this Order.

(c) Obtaining the grant by falsifying the conditions required or hiding those which would have prevented its award.

(d) Non-fulfilment of the obligations imposed by the Administration on beneficiary persons or bodies and the commitments taken on by the latter owing to the award of the grant, where this affects the way in which the objectives should be achieved, activities should be carried out, the project should be executed or the conduct forming the basis for or relating to the award of the grant should be adopted.

(e) Non-fulfilment of the conditions imposed by the Administration on beneficiary persons or bodies and the commitments taken on by the latter owing to the award of the grant, as distinct from those cited above, including obstruction of or resistance to monitoring activities, in such a way that this prevents verification of the destination of funds paid, fulfilment of the objective, and the reality and regularity of the subsidised activities, or the simultaneous award of grants, aid, payments or resources for the same end by any Administration or public or private bodies, whether national, European Union or international bodies.

(f) Resistance, excuses, obstruction or refusal in relation to the monitoring and financial control activities laid down in Articles 14 and 15 of the General Grant Act No 38/2003 of 17 November 2003, as well as non-fulfilment of accounting, registration or document retention obligations where this results in it being impossible to verify the destination of funds paid, fulfilment of the objective, and the reality and regularity of the subsidised activities or the simultaneous award of grants, aid, payments or resources for the same end by any Administration or public or private bodies, whether national, European Union or international bodies.

(g) Due to an excess amount being obtained for the cost of the activity carried out, when the amount of the grants is of a quantity which, alone or in conjunction with grants from other national or international public or private bodies, exceeds the cost of the activity which the beneficiary person or body is to carry out.

(h) The adoption of a decision, under Articles 107 to 109 of the Treaty on the Functioning of the European Union, which results in the need for reimbursement.

(i) Non-fulfilment of any other obligation laid down in the applicable legislation.

3.2. Total amount of aid granted

Total amount of aid conceded This includes all the aid paid in your territory, including the aid paid by regional and local authorities.

The total amount granted for the invitation to tender for Guidance and support services for the integration of persons with disabilities and mental illnesses within the Employment Guidance Network for the year 2012 is EUR 3 729 729.58.

The total amount granted for the invitation to tender for Guidance and support services for the integration of persons with disabilities and mental illnesses within the Employment Guidance Network for the year 2013 is EUR 3 417 334.68.



4.- DIFFICULTIES IN THE APPLICATION OF THE SGEI DECISION AND THE SGEI FRAMEWORK

Difficulties in the interpretation of certain concepts, especially in the sphere of social services. We would be grateful if the Commission could offer examples and experiences of the application of the SGEI Decision and SGEI Framework in this context.

5.- COMPLAINTS BY INTERESTED THIRD PARTIES

Up until today's date we have no record of having received any complaint by third parties regarding any possible competition, given that those people who are being targeted are part of the group of persons with disabilities having particular integration difficulties, which is not attractive for private companies who dedicate themselves to acting as intermediaries, which is one of the services offered.

Barcelona, 30 May 2014.

File number: APPLICATION NUMBER
Invitation to tender: Guidance and support programme for the integration of persons with disabilities and/or mental illnesses within the Employment Guidance Network
Budgetary period: 2013

Decision to grant funds

Facts

- 1.- Mr/Mrs LEGAL REPRESENTATIVE, holder of Tax ID No/Foreign National's ID No TAX ID No OF LEGAL REPRESENTATIVE, representing the body NAME OF BODY, holder of Tax ID Code No TAX ID CODE, and resident at ADDRESS, CITY, POST CODE, has submitted an application for a grant of a total amount of EUR AMOUNT APPLIED FOR BY THE BODY, in accordance with Order EMO/279/2013 of 7 November 2013 laying down the rules governing the award of grants for the Guidance and support programme for the integration of persons with disabilities and/or mental illnesses within the Employment Guidance Network and opening the invitation to tender for the year 2013.
- 2.- The applicant body has proven compliance with the requirements laid down in Rule 3.2 of [Annex I to] the aforementioned Order EMO/279/2013 of 7 November 2013.
- 3.- The project(s) presented have been assessed according to the assessment criteria laid down in Rule 11 of [Annex I to] the aforementioned Order EMO/357/2012 of 5 November 2012.

Legal Grounds

- 1.- The Director-General of Social and Cooperative Economy and Self-Employment has the authority to issue this decision, in accordance with Rule 12.1 of Annex I to the aforementioned Order EMO/279/2013 of 7 November 2013.
- 2.- Order EMO/279/2013 of 7 November 2013 laying down the rules governing the award of grants for the Guidance and support programme for the integration of persons with disabilities and/or mental illnesses within the Employment Guidance Network and opening the invitation to tender for the year 2013 contains the rules for the Guidance and support programme for the integration of persons with disabilities and/or mental illnesses within the Employment Guidance Network as well as the legal regime applicable to this programme (Official Gazette of the Catalan Regional Government No 6501 of 14.11.2013).

3.- The application for a grant to develop the Guidance and support programme for the integration of persons with disabilities and/or mental illnesses within the Employment Guidance Network was submitted within the time-limit indicated in Article 3 of the aforementioned Order EMO/279/2013 of 7 November 2013.

4.- The procedure for the award of grants is a competitive procedure, in accordance with Rule 10.1 of Annex I to the aforementioned Order EMO/279/2013 of 7 November 2013. As an exception, and in accordance with Article 22(1) of the General Grant Act No 38/2003 of 17 November 2003, and whenever it is necessary, in accordance with Article 22(1) of the General Grant Act No 38/2003 of 17 November 2003, and whenever it is necessary, [sic] with the aim of a convenient, diverse and balanced distribution of the resources available throughout Catalonia, the granting body will proportionately distribute the grant among the beneficiary bodies requesting it. Once the projects have been assessed and scores assigned, the award of grants to projects with the highest score in each of the territorial areas will be prioritised with the aim of preserving their territorial representation and action. A scale will be established according to the scores obtained and, for each band, a maximum number of integration support assistants will be established. As a consequence, the amount finally granted could be less than that requested by the body in question.

5.- On 12 December 2013 a collegiate body was established, in accordance with Rule 10.3 of Annex I to the aforementioned Order EMO/279/2013 of 7 November 2013.

6.- The collegiate body has assessed all the applications for grants submitted for the Guidance and support programme for the integration of persons with disabilities and/or mental illnesses within the Employment Guidance Network, and has compared each of the projects using objective criteria, taking into consideration the minimum score established for the award of grants and the set criteria, as well as their weighting as laid down in Rule 11 of Annex I to the aforementioned Order EMO/279/2013 of 7 November 2013. The collegiate body has issued an act which specifies the result of the assessment carried out.

7.- Rule 11.2 of Annex I to the aforementioned Order EMO/279/2013 of 7 November 2013 establishes that, in order for the project to be approved, it must obtain a minimum score of 55 points.

8.- The body has to fulfil the obligations established in Rule 27 of Annex I to the aforementioned Order EMO/279/2013 of 7 November 2013, and their non-fulfilment will result in the revocation as established in Rule 22 of the same Order.

9.- The supporting documents for the eligible actions, as well as for the expenses generated and the correct application of the funds paid, will be presented in accordance with Rule 19 of Annex I to Order EMO/279/2013 of 7 November 2013 and any non-compliance in this respect will result in the revocation as established in Rule 22 of the same Order.

10.- The beneficiary bodies or undertakings must inform the Directorate-General for Social and Cooperative Economy and Self-Employment of the performance and outcome indicators with regard to the management of the grant received in order to meet the certification and/or justification requirements of the European Social Fund, as established in Rule 30 of Annex I to Order EMO/279/2013 of 7 November 2013.

11.- In the case of public funds paid in advance and not applied to the eligible object, the beneficiary body of the grant must present a receipt for the reimbursement of the funds as well as the resulting legal interest calculated from the deadline for presentation of the financial supporting documents.

12.- In accordance with Rule 17.1 of Annex I to the aforementioned Order EMO/279/2013 of 7 November 2013, the way in which the grant is paid will be as follows:

The proposal for the first payment will be 80 %, paid in advance, without the need for any security or guarantee to be presented, when the beneficiary body announces that the programme has been initiated and following presentation of the documentation laid down in Rule 14. This payment will be made in instalments, in accordance with the Plan of the Treasury of the Catalan Regional Government and the conditions established in the award decision. The remaining 20 % of the funding granted will be paid once it has been verified that the activities have been correctly undertaken and the expenses of the subsidised actions have been justified.

13.- Having regard to the Commission Decision of 20 December 2011 on the application of Article 106(2) of the Treaty on the Functioning of the European Union to State aid in the form of public service compensation granted to certain undertakings entrusted with the operation of services of general economic interest (SGEI) (OJ L7, 11.1.2012);

14.- Having regard to Chapter IX of the revised text of the Catalonia Public Finance Act, adopted through Legislative Decree No 3/2002 of 24 December 2002 (Official Gazette of the Catalan Regional Government No 3791A of 31.12.2002); the General Grant Act No 38/2003 17 November 2003 (Official State Gazette No 276 of 18.11.2003); Royal Decree No 887/2006 of 21 July 2006 adopting the implementing Regulation of Act No 38/2003 (Official State Gazette No 176 of 25.7.2006), and other applicable legislation;

15.- Having regard to the Government Decision of 27 August 2013 amending the extended credit limit laid down by Decree No 170/2012 of 27 December 2012 laying down the application criteria for the extension of the 2012 budget of the Catalan Regional Government until the 2013 budget comes into effect, amended by Decree No 164/2013 of 14 May 2013;

Having regard to the stated facts and applicable legal grounds, and using the powers vested in me,

I hereby decide:

[1.-] To award to the body **NAME OF BODY**, holder of Tax ID Code No **TAX ID CODE**, a grant of EUR **GRANT AMOUNT PROPOSED** charged to budget item **BUDGET ITEM No**, in order to carry out the guidance and support programme(s) for the integration of persons with disabilities and/or mental illnesses within the Employment Guidance Network, with the following specifications:

Group	
Number of integration assistants or their equivalent	
Minimum number of persons to be assisted	
Duration of the project (months)	
Population at the point of action	
Training speciality	
Technical and professional training amount	
Amount partially co-financed by the body	
Total cost of the project	

- (1) The technical and professional training which is delivered may be in the speciality indicated or another speciality, as long as the change is justified and the managing body authorises said change. Under no circumstances will modules for computer literacy, entrepreneurship, and health and safety in the workplace be placed under this category.
- (2) The number of integration assistants granted will be the number of people shown in the table or their full-time equivalent. In other words, if the number is 2 integration assistants working full-time, there may be 4 integration assistants working part-time. For the purposes of calculating the full-time

equivalent, the number of hours in the work contract will be calculated in proportion to full-time work, as well as the number of hours in the work contract in proportion to the number of annual hours stipulated in the corresponding governing agreement.

- (3) The number of persons to be assisted will be the minimum number of persons considered to be participants. Wherever possible, any participant who has withdrawn from the programme will be replaced by another person.

The First Additional Provision of Order ESS/2198/2013 of 21 November 2013 through which work grants, funded from the General State Budget, are territorially distributed for the year 2013, to be managed by the competent Autonomous Communities, gives authorisation for the funds provided to the Autonomous Communities under this Order to be co-financed by the ESF under the respective regional operational programmes as long as they meet certain requirements. Thus, in accordance with said provision and with Article 2(5) of the aforementioned Order EMO/279/2013 of 7 November 2013, this grant will be 50 % co-financed by ESF operational programme 2007ES052PO007 within the framework of the Regional Competitiveness and Employment objective for the period 2007-2013.

2.- To refuse, if applicable, the grant for any other actions which the applicant body may have proposed for financing.

3.- The body has 10 calendar days from notification of the grant award decision to present the following documentation:

(a) Certified copy of the **certificados de solidez** [structural soundness certificates] issued after 2009 for the authorised points of action where the actions are carried out.

(b) **Personal accident insurance certificate**, in accordance with the Circular of the Directorate-General for Financial Policy and Insurance of the Department of Economy and Finance of 6 February 2004 on the accreditation of compulsory insurance cover. The model insurance certificate will be made available to interested parties under the heading 'Forms and documents' (Employment section) of the website of the [Departament d'Empresa i Ocupació](#) [Ministry of Business and Employment] (Code G146NCE-154-00).

(c) **Documentation of integration assistants:**

- (1) Certified copy of their **Social Security registration** or their most recent social security payment printout.
- (2) Certified copy of their **university degree certificate**. It will not be necessary to provide certificates for university degrees obtained between 1999 and 2011 as the managing body can consult these certificates, with authorisation from the integration assistant, via the *Plataforma de Integración y Colaboración Administrativa* [Administrative Integration and Collaboration Platform].

(d) **Documentation of administrative support assistants:** Certified copy of the **Social Security registrations** or most recent social security payment printouts for the assistants involved in carrying out the actions.

(e) **Document signed** by the legal representative of the body showing the first name, surnames and national identity or tax ID number of **the person(s) who will carry out the tasks of integration assistant, administrative support, coordination, computer literacy module and research**.

(f) **Reasoned submission** in which validation is requested for the tasks of the **administrative support assistants by the person delivering the computer literacy action**, if applicable.

(g) **Reasoned submission** in which validation is requested for the tasks of the **administrative support assistants by the integration assistant and/or coordinator**, if applicable.

(h) **Certificate of initiation of the activity**.

(i) Where the technical and professional training and/or the training in new technologies is subcontracted, if applicable:

- (a) **Contract, agreement or similar legal document**, which should contain, as a minimum, the content laid down in Rule 16 of [Annex I to] Order EMO/279/2013 of 7 November 2013.
- (b) **Declaration of responsibility by the subcontracted body**.
- (c) **Service offer and quotation** of the undertaking or physical person proposed to provide this training and adequate proof of their technical capability.

It will not be necessary to prove the social security situation of the administrative and integration assistants, as laid down in paragraphs (3) and (4) [*sic*], if the person/body authorises the managing body to consult this data through the Administrative Integration and Collaboration Platform, which forms part of the Electronic Documents and Data Catalogue, in accordance with Article 18 of Decree No 56/2009 of 7 April 2009 on the promotion and development of electronic media in the Administration of the Catalan Regional Government. If the person/body does not authorise this, the beneficiary body should provide the corresponding supporting documents.

Where the body has already provided the certified copy of the *certificados de solidez* approved after 2009 and the certified copy of university degree certificates to the Directorate-General for Social and Cooperative Economy and Self-Employment, their presentation may be replaced by a declaration by the body stating that there have been no changes and indicating the date on which and the body to which the document was provided.

This declaration will be made available to interested parties under the heading 'Forms and documents' (Employment section) of the website of the [Departament d'Empresa i Ocupació](#) [Ministry of Business and Employment] (Code G146NIA-183).

Where changes have been made to the documentation presented or where more than 5 years have passed since the conclusion of the procedure for which said documentation was submitted, new versions of the documentation must be presented.

Where the managing body detects errors or omissions in the documentation presented by the body in order to start the activities, the person concerned will be asked to correct the errors or provide the mandatory documentation.

If the body does not provide the requested documentation within the time-limit allowed for this purpose, the grant decision will become null and void, following notification of the corresponding decision.

4.- In accordance with Rule 17 of Annex 1 to Order EMO/279/2013 of 7 November 2013, the grant awarded will be paid in the following manner:

80 % of the grant awarded, corresponding to the amount of EUR **AMOUNT CORRESPONDING TO 80 % OF THE GRANT**, when the beneficiary body announces that the programme has been initiated and following presentation of the documentation laid down in Rule 14.

The remaining 20 %, corresponding to the amount of EUR **AMOUNT CORRESPONDING TO 20 % OF THE GRANT**, when the beneficiary body has certified that all the actions covered by the award of the grant have been

carried out, within a maximum time-limit of one month from the conclusion of the action, as laid down in Rule 19.3 of [Annex I to] the aforementioned Order EMO/279/2013 of 7 November 2013, and has provided the corresponding evidence of expenditure in accordance with Rule 19 of Annex I to the aforementioned Order EMO/279/2013 of 7 November 2013, and the Department of Administration and Management Control has reviewed the financial supporting documents.

5.- In accordance with Rule 8 of Annex I to Order EMO/279/2013 of 7 November 2013, eligible actions must begin within the budgetary period in which the grant is awarded, which starts on 1 April. The maximum time-limit for their execution will be 12 months and no later than 30 June of the following budgetary period. As a consequence, the eligible period may run from 1 April 2013 to 30 June 2014.

In this respect, the actual start date of the programme will be the date when a minimum of five people from the group which is the object of the intervention are simultaneously assisted (i.e. persons with a disability and/or mental illness who are unemployed jobseekers registered with the Catalan Employment Service, who are recognised as having a level of disability of 33 % or more and who suffer from one of the following disabilities: psychological, physical, sensory, limited intellectual capacity and mental disorder. The latter case can simply be proven by way of a report provided by the service which is currently carrying out therapy).

When the IT application *GIA* becomes operational for the management of itineraries or programmes, those people assisted on the actual start date of the programme, as well as other participants who are subsequently registered under the programme, will be registered in the initial list of beneficiaries.

6.- The Catalan Employment Service will select, through its employment offices, those jobseekers who are duly registered and available to participate in the programme, and will ensure that this information is sent to the beneficiary body so that said body can reach the set number of participants, fill any spaces in the programme which are not the fault of the beneficiary body, and add, during the development of the programme, further users in addition to those initially planned, if the body so requests.

The beneficiary body may participate in the selection process under the terms agreed, in accordance with Rule 4.2 of Annex I to Order EMO/279/2013 of 7 November 2013.

This decision shall be NOTIFIED to the interested parties in the manner laid down in Articles 58 and 59 of Act No 30/1992 of 26 November 1992 on the Legal Rules Governing the Public Authorities and the Common Administrative Procedure, amended by Act No 4/1999 of 13 January 1999.

At the same time, it should be pointed out that, according to Rule 11.5 of [Annex I to] Order EMO/357/2012 of 5 November 2012, an administrative appeal can be brought against this decision, which does not end the administrative procedure, before the Secretary of Employment and Labour Relations of the Ministry of Business and Employment, within one month from the day after the date on which this decision is notified, without prejudice to the fact that any other appeal deemed appropriate may be brought.

Barcelona, **DATE** 2013

The Director-General