

FREQUENTLY ASKED QUESTIONS MOBILITY SCHEME

[Latest update: 28 March 2023]

1. Q: What is the eligibility criteria to participate in the Mobility Scheme?

A:

- The outgoing participants should be a) the entrepreneurs, SME business owners or managers from the EaP countries; OR b) employees of a BSO based in one of the EaP countries.
- The hosting participants should be a) SMEs/entrepreneurs based in one of the Member States of the EU with more than 3 years of working experience in the selected field; OR b) BSOs based in one of the Member States on the EU with more than 3 years of working experience in the selected field.

2. Q: An employee of the Ukrainian BSO/SME is based in one of the Member States of the EU. Can s/he participate in the Mobility Scheme?

A: Yes, only requirement is that the exchange should happen to another EU country.

3. Q: Can the BSOs/SMEs participate in 2 exchanges?

A: The outgoing BSOs/SMEs can only participate once in the exchange programme. The hosting BSOs/SMEs can participate more than once but are not allowed to host more than one outgoing participant at a time, which means that only when the first exchange is over, the host BSOs/SMEs can start another exchange.

4. Q: Can the implementing BSOs of the EU4BCC sub-grants participate in the scheme?

A: Yes, both the implementing BSOs and the final beneficiaries of the sub-grants (SMEs and BSOs) can participate in the mobility scheme.

5. Q: Can the BSOs and SMEs that were the final beneficiaries of the EU4BCC sub-grants participate in the scheme?

A: Yes, both the implementing BSOs and the final beneficiaries of the sub-grants (SMEs and BSOs) can participate in the mobility scheme.

6. Q: Is a private entrepreneur considered as an SME?

A: Yes, as long as the entrepreneur is registered and has a VAT number.

7. Q: How many people from the outgoing BSOs/SMEs can participate in the exchange programme?

A: Only 1one person per BSO/SME is allowed to take part in the exchange to maximise the reach and the impact of the programme.

8. Q: Is an Intermediary Organisation (private legal entity) of the Erasmus for Young Entrepreneurs programme considered (in this scheme) as BSO or SME?

A: The BSOs should meet the following criteria:

- be a private or public legal entity, and
- be a non-profit making entity.

Are considered as BSOs:

- Business associations
- Chambers of Commerce
- Employers' federations
- Women associations
- Sectorial federations
- Local and regional economic development agencies
- Business incubators
- Business/Creative hubs
- etc.

The **SMEs** should meet the [definition](#) provided by the European Union.

9. Q: I teach English as a registered private entrepreneur. Can I collaborate with a training or language centre and visit them?

A: Yes, however the priority will be given to the representatives of the five target sectors of the project: bio-/organic food, creative industries, textile, tourism and wine sectors.

10. Q: Are SMEs who already agreed to cooperate based on their participation in the EU4BCC sub-grants eligible to participate in the Mobility Scheme to strengthen their cooperation?

A: Yes and it is encouraged. It can be also mentioned in the motivation and objectives of the applicant.

11. Q: For what economic sectors the Mobility Scheme is open?

A: 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, creative industries, textile, tourism and wine.

12. Q: What is the duration of the Mobility Schemes?

A: The exchange should last 1 month (30 natural days) for the SMEs and 1 (30 natural days) or 2 months (60 natural days) for the BSOs.

13. Q: Is it possible to have a shorter stay? Is it possible to have 2 participants for a shorter period, e.g. 15 days?

A: No, it is required that the exchanges for the SMEs last exactly 1 month and for the BSOs – 1 OR 2 months.

14. Q: Is the entire month of May available for an exchange? I.e. can the exchange start on the 1st of May and finish on the 31st of May?

A: Yes, the exchange can happen during the entire month of May.

15. Q: When the Mobility Scheme will take place?

A: On the 31st of January: we will organise a B2B networking event and select the possible matches. The exchanges will take place between February-June 2023.

16. Q: Can this project be used for hosting on-line events/meetings too?

A: No. This programme requires travelling from the EaP to an EU country.

17. Q: Is there any age limit to participate in the exchange?

A: The participant should have a legal age (18+). No other age limit applies.

18. Q: What is the language requirements for the participants?

A: A good command of the English is required to ensure the good communication with the project team and with the hosting participant. For the outgoing participant, a knowledge of the language of the host country is a plus.

19. Q: I represent small business of saffron. How this programme can help me?

A: 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. 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.

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, subcontracting activities, contractor-supplier relationships, etc).

20. Q: I have been a host in Tuscany for the project Erasmus for Young Entrepreneurs for years, we are a Tour Operator. In this program is it required to make an exchange? We are ok with hosting, no time to travel abroad right now.

A: EU-based participants can only participate as hosts are they are not supposed to travel, the lump sums for the hosting participants (350 euro per month) have been calculated to cover the need of an extra desk, internet and office supplies that the outgoing participant will use during the stay.

21. Q: How the procedure and deadlines to participate in the Mobility Scheme will look like?

A:

- SMEs/BSOs from the EaP and the EU are invited to submit the individual application via the project’s [website](#). Deadline for application is 17 April 2023.
- The project team will evaluate applications within 1 week and notify the applicants about the eligibility.
- A link to a B2B platform for all eligible participants. The platform will help participants connect and discuss the specifics of the exchange.
- Alternatively, the candidates can also propose a partner for the exchange. The name of the partner shall be mentioned in the application form and the partner shall register as well.
- Matched couples will develop a work plan with objectives (annex 1 or 2) and fill up and submit letter of commitment which is the contract that will cover the exchange.
- The Consortium will revise documentation and make payment to outgoing participant 15 days prior to the exchange.
- The exchanges will take place between February-June 2023 (during the exchanges, the Consortia will perform an online monitoring around day #10).
- The matched couples will submit the final report within 15 days the exchange has finished.
- The Consortia will make payment to the hosting participant withing the 15 days from the approval of the final report.

22. Q: Can we mark more than 1 sector in the registration form but apply only for 1 mobility?

A: Yes, some companies operate in various sectors (i.e., tourism and bio-/food or creative industries and textiles). By choosing more than one sectors, chances to find a suitable partner increase. Many BSOs also operate in various sectors at the same time, same reasoning applies.

23. Q: Can we see the list of applicants?

A: Yes, in the B2B platform, the applicants will be able to see the all registered participants and their profiles, this can help you find the right match. The platform will be opened until 20 April, during this period, the page users can see the list of applicants, connect with the relevant ones, and organise bilateral meetings.

24. Q: Do we need to have a pre-identified partner before submitting application or you can help to find a partner?

A: The applicant can have a pre-identified partner, if not, a project team can support the applicant to find one. Please note that the name of the partner shall be mentioned in the application and the partner needs to register as well indicating the name of your SME/BSO.

25. Q: Should the outgoing or hosting BSOs/SMEs pay any fee to participate in the Mobility Scheme?

A: Application and participation in the exchange programme is free of charge for all participants, both outgoing and hosting. In addition, the project will provide a financial support or monthly “lump sums” to the participants. For the specifics, please refer to page #11 of the [Mobility Scheme Guidelines](#).

26. Q: What is the amount of the “lump sums”?

A: For the hosting BSOs/SMEs, the amount of the lump sums is fixed (350 euro/month or 700 euro for 2 months). For the out-going SMEs/BSOs the amount of the lump sums will depend on the hosting country. All details about the amounts are included in the [Mobility Scheme Guidelines](#). Participants cannot ask for additional financial support should their expenses exceed the amount of the lump sums.

27. Q: What the payment of the lump sums will look like for the participant BSOs/SMEs?

A:

- For the outgoing SMEs, one payment of the entire lump sum will be done 15 days before the travel date to the host country.
- For the outgoing BSOs (if the exchange lasts only one month), one payment of the entire lump sum will be done 15 days before the travel date to the host country.
- For the outgoing BSOs (if the exchange lasts two month), the first payment will be done 15 days before the travel date to the host country, the second payment will be done in the second month (after the designated consortium monitors the exchange).

- For the hosting SMEs and BSOs, one payment of the entire lump sum will be done after the exchange is finished and report and invoice are provided.

28. Q: Will the lump sums be inclusive of all costs that the participants might have?

A: Yes, the participants should foresee all the possible costs they might have. Outgoing participants should take into consideration the following costs: travel, accommodation, meals, local transport, insurance, visa, bank transfer fees, etc. Hosting participants should take into account the need to provide an extra desk/chair plus any necessary office supplies, if applicable.

29. Q: I am a BSO from the Eastern Partnership and I want to have a 2-months exchange, when will the payment for the second month will be received?

A: The payment for the second month shall be made on the second month of the exchange and once the monitoring report prepared by the consortium is signed by the two participants.

30. Q: Are outgoing participants required to purchase an insurance?

A: 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.

31. Q: What is the responsibility of the hosting organisation regarding the insurance?

A: Responsibility of the host organisation will only be to make sure that this person is included in the organisation's safety insurance (same as receiving an intern).

32. Q: Can outgoing participants travel to the destination country by car?

A: Yes, it is possible to travel by car, by train, by bus or by plane. A proof of the travel is required such as: boarding passes, train tickets, gas receipts, or stamps on the passport indicating the travelling date or the date of entry into the country.

33. Q: Can the SMEs/BSOs stay at friends or at Airbnb in the host country?

A: Yes, we will not need an invoice or proof of payment for the accommodation.

34. Q: Which documents will the matched couples need to submit before receiving the funding?

A:

- Participating SMEs need to present a soft copy of the legal status and prepare and sign a Letter of Commitment (LoC) which shall work as the contract for the exchange. The LoC shall be accompanied by a workplan for the exchange (annex 1).
- Participating BSOs need to sign a Letter of Commitment (LoC) which shall work as the contract for the exchange. The LoC shall be accompanied by a workplan for the exchange (annex 2).

A template of the LoC and annexes can be found on the website, see [[here](#)].

35. Q: What supporting documents should be provided afterwards the mobility schemes?

A:

- Evidence to proof the exchange and its duration, e.g. 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 (a template will be provided).

36. Q: What is the deadline to submit the “reporting documents”?

A: The necessary reporting documents should be sent within 2 weeks after the exchange has finished. The documents are to be sent to the designated consortium.

37. Q: If after the payment of the lump sums the participating BSO or SME decides to cancel its participation, what will be the procedure to recover the transferred amounts?

A: In case of the cancelation of the participation, the money should be returned to the designated consortium who did the transfer of the lump sum. A letter of commitment will also act as a legal basis for the recovery.

38. Q: What is the last period available for the exchange?

A: The programme allows exchanges between February and June. Since each exchange shall last for 30 natural days, the last available period is from 31 May to 30 June. If the exchange is meant to last for 2 months (only available for BSOs) then, the last available period shall be: 1 May to 30 June.

39. Q: Can BSOs delegate their participation in the Mobility Scheme to one of their members if they sign a delegation of powers?

A: No “delegation” is allowed in the participation of the mobility scheme. Consequently, if the member of a BSO wants to participate, it needs to be done on behalf of its own entity.

40. Q: I am a hosting participant, what documentation shall I prepare to receive the payment and when will I receive the payment?

A: Hosting participants, both SMEs/BSOs, shall issue an invoice for 350/700 euro to the designated consortium at the end of the exchange. The invoice should be sent together with annex 3 duly completed and signed by both participants. The designated consortium will evaluate annex 3 and approve the payment within 15 days from the end date of the exchange.