

Tripartite Agreement

I. Participants' details

a) **Host Company's details**

Name:

Address:

Country:

Registration / VAT number:

Type of company: (legal type, size – how many employees)

Nature of business:

Contact person: (name, last name, function, contact such as email and/or phone n°)

b) **Sending Company's details**

Name:

Address:

Country:

Registration / VAT number:

Type of company: (legal type, size – how many employees)

Nature of business:

Contact person: (name, last name, function, contact such as email and/or phone n°)

c) **Visiting Employee's details**

Name and last name:

Address:

Country:

Employer: (name, legal seat, registration / VAT number)

Contact detail: (email address and/or phone n°)

II. Objective of the exchange

Please define the overall goals and objective of the exchange in max 250 words. This section should provide clear idea of the intended benefits for both the business (entrepreneurs involved) as well as the visiting employee.

III. Exchange duration

Please specify duration of the exchange and whether it will be conducted in one single visit within the host company or in tranches of several visits. If latter, outline how many visits are planned, their duration and exact dates. The possible duration of an exchange under this initiative is either 2, 3 or 4 weeks. However, please note that the maximum number of visits is limited to 2 and one visit cannot be shorter than 1 week. Any changes should be notified in writing to European Entrepreneurs in due time before it takes effect.

Start date:

End date:

If the exchange is conducted in two visits, please give below the exact dates of each visit¹:

1st visit:

2nd visit:

IV. Learning plan

Please describe in detail the specific learning objective of the exchange for the employee in max 250 words. This part should clearly explain what type of training will be provided, which skills, capacity or knowledge the visiting employee should acquire or transfer by the end of the exchange, who will be the tutor/supervisor of the employee in the host company, and how the training fits with the needs of the sending and/or host company. Please explain also how this plan will help to achieve the overall objective as defined above in Section II.

V. Activity plan

Please provide detailed weekly plan of the training. In particular, describe what nature of work will be assigned to the visiting employee and which training actions implemented through it, day-per-day. Please indicate as well where these activities shall take place, if at the headquarters, in branch offices or production plants, in places of the host's clients, especially if taking place in another town or region.

All activities should be planned with the respect to the objective of the exchange defined above.

¹ Please fill in only if applicable in your case and only for the number of visits planned. Should the exchange be conducted in one single visit without a break, please leave this blank.

Week	Dates, activities, tasks	Location
Week 1	From/To:	Where?
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Week 2	From/To:	Where?
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Week 3	From/To:	Where?
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Week 4	From/To:	Where?
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

VI. Expected outcome of the exchange

Please explain the desired outcome of this exchange in max 250 words. This section should reflect both the outcome for the businesses (such as a common project, learning some specific technical processes of the host company needed for a mutual business, etc.) as well as for the visiting employee (for example what skills or capacity is targeted by the exchange).

By signing this document below the Host Company, the Sending Company and the Visiting Employee:

- acknowledge to have read and understand the content of this document;
- declare to agree with the objectives, activities and time line outlined herein;

- undertake to give it their best efforts to accomplish the objective of the exchange;
- comply with their responsibilities as listed in Annex 1 attached to this document.

The visiting employee, Mr/Ms _____, applies herewith formally for a forfeit grant as a financial support from the project MobiliseSME, in relation to the duration and country of destination of the visit.

On behalf of
the Host Company:

(Name + Surname + Function)

.....

(Signature)

On behalf of
the Sending Company:

(Name + Surname + Function)

.....

(Signature)

The Visiting Employee:

(Name + Surname)

.....

(Signature)

Annex 1

Participants of the pilot exchange scheme “Mobilise SMEs Again” undertake to respect and fulfil their responsibilities as defined below:

The Host Company agrees to:

- Welcome the Visiting Employee within the company and provide him/her with all the equipment and information required for his/her training.
- Comply with all arrangements negotiated, in particular with the learning and activity plan, and to do his or her best to make the placement a success.
- Assign a tutor / supervisor to support the Visiting Employee in its tasks and activities.
- Assign to the Visiting Employee tasks and responsibilities in accordance with the Learning Plan defined in the Tripartite Agreement and that match his or her knowledge, skills and competences.
- Provide any practical and/or technical support when needed to enable the visiting employee to meet his/her learning objectives, including helping the Visiting Employee to find accommodation.
- Communicate to its National Contact Point any problems and/or difficulties that occur during the exchange and which may endanger further continuation of the exchange.
- Verify with the competent public authorities all requirements to be met and respected with regard to the visit of the employee, notably concerning the registration or declaration of presence at the municipality or other public body, contractual formalisation of the visit (e.g. obligation to conclude an internship agreement or a similar type of contract), any obligations towards the employer's liability insurance (Host Company's insurance cover for workplace accidents and/or illness), exemption from the social security of the country of the Host Company, etc.
- Ensure that the Visiting Employee is included in the Host Company's public liability insurance during the period of visit as well as other insurances that may be needed for the Visiting Employee proper performance of the intended training (e.g. company's car insurance). If not possible, the Host company must inform the Sending Company and the Visiting Employee about the lack of such insurance in a reasonable time before the exchange takes place and seek a suitable arrangement for all parties involved to implement the exchange.
- Fill out an online questionnaire at the end of the visit to provide feedback from the exchange. The National Contact Points of MobiliseSME will send the link before the end of the exchange.

The Sending Company agrees to:

- Ensure that its employee who is participating in the exchange is released from the work duties during the period of exchange in order to focus fully on his/her training within the Host Company.
- Keep paying the salary to the employee during the exchange as well as other regular monthly payments, as far as contractually due.
- Comply with all arrangements negotiated, in particular the learning and activity plan, and to do the best to make the placement a success.
- Provide any practical and technical support when needed to enable the employee to meet his/her learning objectives.
- Communicate to its national contact point any problems and/or difficulties that the Sending Company learns of and which may endanger further continuation of the exchange.
- Conclude public liability insurance or any other suitable insurance cover during the stay of the employee within the Host Company if it is deemed necessary and not yet concluded.
- Fill out an online questionnaire at the end of the visit to provide feedback from the exchange. The National Contact Points of MobiliseSME will send the link before the end of the exchange.
- Not oblige the Visiting Employee to take (and not grant the VE with) paid or unpaid vacations, break-out periods or any kind of other leave permits that fall in full or in part into the period of exchange with the Host company.

The Visiting Employee agrees to:

- Abide by the rules and regulations of the Host Company, including the office hours, code of conduct, rules of confidentiality and security and safety rules.
- Communicate to his/her National Contact Point any problems or changes regarding the exchange.
- Comply with all arrangements negotiated for his or her training placement, particularly the learning plan and to do his/her best to make the placement a success.
- Comply with all duties and obligations arising from the Financial Support Agreement as concluded between the Visiting Employee and his/her National Contact Point, notably to submit the evidence to substantiate his/her presence in the host company.
- Fill out an online questionnaire at the end of the visit to give feedback on the exchange. The National Contact Points of MobiliseSME will send the link to the questionnaire before the end of the exchange.
- Neither to take even if granted with, nor to apply for a period of paid or unpaid vacations, break-out periods or any kind of other leave permits that fall in full or in part into the period of exchange with the Host company.

Annex 2

Table of Financial Support

This table provides the amount to be received by the employee for his visit according to time spent and destination. All figures are in Euro (€)

Country of stay	2 weeks	3 weeks	4 weeks
Albania	600	800	900
Austria	800	1.000	1.100
Belgium	800	1.000	1.100
Bulgaria	600	800	900
Czech Republic	700	850	1.000
Croatia	700	850	1.000
Cyprus	800	1.000	1.100
Denmark	800	1.000	1.100
Germany	800	1.000	1.100
Estonia	700	850	1.000
France	800	1.000	1.100
Finland	800	1.000	1.100
F.Y.R.O.M	600	800	900
Greece	800	1.000	1.100
Iceland	1.000	1.300	1.500
Ireland	800	1.000	1.100
Italy	800	1.000	1.100
Latvia	700	850	1.000
Lithuania	700	850	1.000
Liechtenstein	800	1.000	1.100
Luxembourg	800	1.000	1.100
Hungary	700	850	1.000
Malta	800	1.000	1.100
Montenegro	600	800	900
Netherlands	800	1.000	1.100
Norway	800	1.000	1.100
Poland	700	850	1.000
Portugal	800	1.000	1.100
Romania	600	800	900
Serbia	600	800	900
Slovenia	700	850	1.000
Slovakia	700	850	1.000
Spain	800	1.000	1.100
Sweden	800	1.000	1.100
Turkey	800	1.000	1.100
United Kingdom	800	1.000	1.100
Outermost Regions (EU)	1.000	1.300	1.500