

"TORNO SUBITO 2017" Programme of actions for university students and graduates

Call for the submission of applications
Axis III- Education and Training

Investment priority 10.ii, Specific objective 10.5

REGIONE LAZIO
Regional Department for
Training, Research, Schools and Universities
Regional Management for
Training, Research and Innovation
Schools and Universities, Right to Education
Programming Area for Training and Orientation

Implementation of Operational Programme of the Lazio European Social Fund Programming period 2014-2020
Axis III- Education and training
Investment priority 10.ii, Specific objective 10.5

Beneficiary:

Laziodisu Organisation for the Right to University Education in Lazio

"Torno Subito 2017"
Programme of initiatives for university students and graduates

A CALL FOR THE SUBMISSION OF APPLICATIONS

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Introduction

The "Torno Subito" Programme is part of the ESF 2014-2020, the ROP Lazio ESF Axis III - Education and Training programming with "Investment Priority, 10.ii" *Improvement in the quality and efficiency of higher education or equivalent level, and access to the same, in order to increase participation and the success rate, particularly for disadvantaged groups*, "Specific Objective, 10.5" *Raising levels of competence, participation and training success in university and/or equivalent education*.

With the "Torno Subito" programme, the Regione Lazio intends to participate in achieving the objectives that the new Europe 2020 Strategy has identified to exit the crisis through a process of growth that must be:

- smart: developing an economy based on knowledge and innovation;
- sustainable: promoting a more resource-efficient, greener and competitive economy;
- inclusive: fostering an economy with a higher level of employment which promotes social and territorial cohesion.

Torno Subito is part of the *Generations* initiative within the "University Network Bringing the Future" and aims to make a significant contribution to the enhancement of human capital as a strategic growth factor and by financing projects for learning, training and work experience. These initiatives are directly aimed at improving the opportunities for integration in the job market, with the direct involvement of public and private organisations.

The principles and aims of the programme of actions are to:

- sustain the improvement and strengthening of the human capital of young people by encouraging: mobility nationally, in Europe and internationally; the comparison with relevant experiences in their field of interest; the increase in formal and informal skills through a *learning by doing* approach;
- encourage the acquisition of excellent skills by sustaining higher education through study and work experience pathways and, at the same time, creating opportunities for the development of important relations, both in Italy and abroad;



- promote the use of skills and experience in the region by increasing the opportunities for qualified employment in response to the requirements of the region's economy for a smart, sustainable and inclusive growth;
- contribute to reducing the gap between demand and supply of work by allowing young people to build career paths suited to their growth and specialisation requirements in specific professional areas;
- sustain opportunities for individual growth of young people through knowledgeable choices about their future which help to open up pathways to independence and participation;
- allow firms and third sector and research organisations to internalise excellent skills based on shared experiences of training and work as well.

The programme pursues the principles of equal opportunity and accessibility for everyone and in particular, includes specific support measures to encourage the participation of people with disabilities.

Legislation references and definitions

- European Commission Communication 2020 of 3 March 2010, a strategy for smart, sustainable and inclusive growth.
- "Position Paper" of the Commission Services of 9 November 2012 on the preparation of the Partnership Agreement and the Programmes in ITALY for the period 2014-2020.
- Methods and objectives for the effective use of Community funds 2014-2020 of 27 December 2012.
- Regulation (UE) No 1303/2013 of the European Parliament and of the Council of 17 December 2013, laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund.



- Regulation (EU) No 1304 2013 of the European Parliament and of the Council, of 17 December 2013, on the European Social Fund which repeals Council Regulation (EC) No 1081/2006.
- Decision No. 2 of the Regional Council of 10 April 2014, Guidelines for an effective use of financial resources destined for development 2014-2020;
- Commission Implementing Decision of 29.10.2014, approving specific items of the partnership agreement with Italy CCI 2014IT16M8PA001;
- Commission Decision (2014) 9799 of 12 December 2014 regarding the ESF Operational Programme Regione Lazio 2014/2020;
- Executive Regional Council Decision No 4 of 23 December 2014 Regional Economic and Financial Document 2015; Years 2015-2017;
- Executive Resolution no. B06163 of 17/09/2012 "Regional Directive for the conduct, reporting and control of activities co-financed with the European Social Fund and other Funds" - Programming 2007-2013; As amended by Executive Resolution no. G11495 of 10/10/2016 and further s.m.i;
- Executive Decision No G02664 of 21/03/2016 - "Generazioni" Plan - "Torno Subito 2016-2018" Programming, awarded to Laziodisu, Organisation for the Right to University Education in Lazio;
- Law No 196 of 24 June 1997, "Measures to promote employment" and subsequent amendments and additions;
- Legislative Decree No 297 of 19 December 2002, "Provisions amending and correcting legislative decree No 181 of 21 April 2000 laying down provisions to assist the match between labour supply and demand in the implementation of article 45, paragraph 1, letter a) of law No 144 of 17 May 1999" and subsequent amendments and additions;
- Legislative Decree No 196 of 30 June 2003, "Personal Data Protection Law";
- Regional Law No 38 of 7 August 1998, "Organisation of regional and local tasks for active employment policies" and subsequent amendments and additions;
- Inter-ministerial Decree of March 25, 1998, no. 142 (Rules on the implementation of the principles and criteria referred to in Article 18 of Law No. 196 of 24 June 1997 on training and guidance placements)
- Guidelines on internships within the meaning of Article 1, paragraphs 34-36, Law 28 June 2012, no. 92 adopted on 24 January 2013 by the Permanent Conference on Relations between the State, the Regions and the Autonomous Provinces of Trento and Bolzano;

- Resolution No 199 of 18 July 2013 of the Regional Executive Committee, "Implementation of the Agreement adopted by the Permanent Conference for the relations between the State, the Regions and the Autonomous Provinces of Trento and Bolzano of 24 January 2013, as per article 1, paragraph 34, law No 92 of 28 June 2012 on the regulations for internships. Repeal of Regional Council Decree DGR No 151 of 13 March 2009";
- Presidential Decree DPR No 1124 of 30 June 1965 and subsequent amendments and additions: "Consolidated text of provisions for compulsory insurance against accidents at work and occupational diseases";
- Circular by INAIL (National Institute for Insurance against Labour Accidents) No 16 of 4 March 2014, "Compulsory insurance for trainees and relevant decision on the premium" and subsequent amendments and additions;
- Reply from INAIL on 18/02/2016 to the request presented by Laziodisu concerning the possibility of paying the INAIL contributions directly as transposed in articles 2 and 7 of the Three-way Agreement (Annex 6a) included in the "Training" and "Cinema" Project Lines. More specifically, it envisages the implementation of internships that are similar to the type of training curriculum in relation to the higher education activities carried out in Phase 1;
- Legislative Decree Nos 150 and 158 of 2015 Measures for revising the sanction system - Amendment of the regulation for unemployment status;
- Decree by the Italian Ministry for the Treasury of 10 October 1985 "Regulation of the «management on behalf of the State» of insurance against accidents of public service employees implemented by INAIL";
- Circular by INAIL No 20 of 1 April 1987 "Ministerial Decree D.M. 10.10.1985. Regulation of the management, on behalf of the State, of insurance against accidents of public service employees implemented by INAIL";
- Law No 68 of 1999 "Regulations on the right of disabled people to work";

For the purposes of this Call for Proposals, the following meanings are used:

- a) **"Beneficiary"**: the party in charge of starting and implementing the measures in accordance with art. 2, paragraph 10 of Regulation EU 1303/2013.
- b) **"Proposer"**: university student, university graduate or high school graduate (*only for the "Torno Subito Cinema" project line*) participating in the selection.
- c) **"Recipient"**: university student, university graduate or high school graduate (*only for the "Torno Subito Cinema" project line*) who is the winner.
- d) **Host-partner**: universities; research institutes; public or private, profit or non-profit organisations at which the training and/or work experience activities are carried out in the first and second phase of the project. These parties are identified by the proposer completely independently.



- e) **Coworking:** places where a series of collaborative activities between self-employed workers and micro-enterprises are implemented which may encourage innovations within the territorial communities.
- f) **Extracurricular internship:** orientation and training internship or job placement and job reintegration as regulated by D.G.R. (Decision of Regional Government) 199/2013 Article 1, paragraph, 3 letters a) and b).
- g) **Curricular internship:** included in the university regulations for its own students or attending pupils in order to alternate periods of study with work.
- h) **Three-way agreement internship:** work experience governed by the agreement between Laziodisu, the recipient and the host-partner, in Phase 2 of the Training Project Line.
- i) **Vocational internship:** preparatory internship to qualify for a profession as regulated by article 6 of DPR (Presidential Decree) 137/2012, issued in accordance with Decree Law No 138 of 13 August 2011 – converted to law No 148 of 14 September 2011 by the laws and individual regulations introduced by the Professional Boards;
- j) **Guided path to self-employment:** experience carried out within the sphere of coworking and aimed at self-employment/business start-ups;
- k) **Civil Liability Policy (RCO):** insurance cover against risks for civil liability for “eventual” damages caused by the trainee.
- l) **INAIL** (National Institute for Insurance against Labour Accidents): “insurance cover for trainees against accidents at work with INAIL for all activities included in the training project” in the case of internships.
- m) **Surety:** personal guarantee provided by the recipient of the grant to the Beneficiary/Actuator (Laziodisu) to cover a possible risk of non-completion of the project activities, incorrect use of the grant paid to the recipient.

Article 1 - Aim and structure of the initiative

Torno Subito 2017 aims to promote projects geared towards improving and enhancing the skills of younger generations. The projects submitted by the individual proposers envisage pathways as part of higher education and work experience, firstly outside the Lazio region and later, within the regional territory. Each project must involve, in addition to the proposer, two host-partners who should be identified and involved directly by the proposer.

The proposer may submit projects divided into two main phases:

PHASE 1 – to complete outside the Lazio Region, in other regions of Italy, EU countries, other countries in Europe and outside of Europe, with the goal of increasing knowledge, professional skills and competencies through the participation in educational activities (attending specialisation courses, higher education or professionalising master courses) or a work experience (internship or job training) to be carried out at a host partner that can be a university, a research institute, public or private organisation that is clearly indicated at the time of application.

For reasons of safety, when applicants decide on their foreign country of choice during Phase 1, it is recommended that applicants consult the Ministry of Foreign Affairs and International Cooperation's website www.viaggiaresecuri.it which provides indications regarding areas of the world that are considered potentially at risk. It is also recommended to register on the following website: www.dovesiamonelmondo.it.

PHASE 2 – to complete entirely within the Lazio Region aimed at using the skills acquired in Phase 1, by carrying out internships or guided pathways to self-employment, at a host-partner that can be:

- A university, research institute, non-profit/for profit/public or private organization indicated at the time of application;
- A co-working site indicated at the time of application, in the event that the applicant intends to pursue a self-employment pathway. In this case, the hosting co-working site chosen by the proposer must possess the following minimum characteristics:
 - a. have operative headquarters in the Lazio Region;
 - b. be active for at least 6 months before the date of publication of the present notice;
 - c. be a structure or system that shares physical space, internet connection, support services, devices, and other resources that are accessible to the beneficiaries;
 - d. have no fewer than 10 work stations intended for co-working;
 - e. eligible subjects are associations, foundations, companies, networks of companies, consortia, cooperatives; there is no obligation to register with the Business Register or to have the legal entity recognized for associations;
 - f. the statute provides for the creation and /or management of collaborative work spaces (co-working, fab lab, sharing economy activities);
 - g. a website that illustrates the activities of collaborative work space and the characteristics of professionals and companies active in the space, and attests to having promoted, from the date of creation of the co-working space, the following activities: meetings, conferences, thematic examinations, workshops, activities in the



local territory, and public initiatives aimed at those who work independently, young people, the unemployed and micro-entrepreneurs.

Each project must refer to one of the four project lines indicated below and outlined in detail in article 4 of this call for proposals:

- Project Line 1-Torno Subito Education*
- Project Line 12-Torno Subito Work Experience*
- Project Line 13-Torno Subito Cinema*
- Project Line 14-Torno Subito Taste*

Article 2 - Available resources

The overall resources set aside for the recipients is € 24.331.976,83, of which € 1.649.708,03 will be allocated to the Project Line "Torno Subito Taste" and € 1.649.708,03 allocated to the Project Line "Torno Subito Cinema". If the resources dedicated to "Torno Subito Taste" and "Torno Subito Cinema" are not used in full, they may be used to finance projects belonging to the other two Project Lines. Laziodisu reserves the right to allocate additional funds should the need arise, compatible with the budget resources granted to the Region of Lazio.

Article 3 - Candidates eligible to submit projects

The proposers, as potential recipients of the action, are Italian or foreign citizens who are residents and/or domiciled in the Region of Lazio for at least 6 months; aged between 18 and 35; unemployed, not working or the holder of a VAT code whose income was lower than €4.800 in 2016; and meeting the following requirements:

- university students;
- university graduates;
- students and high school graduates of specialisation and technical schools such as "Istituti Tecnici Superiori";
- high school graduates only for the Project Lines: "Torno Subito Taste" and "Torno Subito Cinema";
- only for the Project Line "Torno Subito Taste" for who is at least 18 years old at the time of application and who has successfully concluded their studeies in the years 2014, 2015, 2016 through the three-year programme IeFP (*Istruzione e Formazione Professionale*) – as a food service operator (food preparation or table and bar service pathways only) at institutes located within the Region of Lazio.

Under penalty of exclusion, the above-mentioned requirements must be met at the time the application is submitted.

Moreover, when the project begins, the grant recipient must not be part of any other type of subordinate employment (both fixed-term and permanent) and must not be participating in any internships, funded PhD programmes or other projects financed by EC or Italian funds.

For holders of a VAT code, at the date of the beginning of the project, the VAT code must either be closed or result as not used in the past 12 months.

Beneficiaries cannot receive funds if they have benefitted from funds in a past edition of the Torno Subito programme.

The condition of being unemployed or not employed must be confirmed at the beginning of Phase 2 of the project.

Article 4 - Detailed information on the structure of the Project Phases and specific details about the single Project Lines

The 2017 edition of Torno Subito calls for the enactment of 4 Project Lines within which candidates may propose projects.

1. "Torno Subito Education"

PHASE 1

It includes attendance of a specialisation course, advanced training course or Master, provided by a public or private entity outside the Region of Lazio, which lasts a minimum of 80 hours per month.

The monthly payments are calculated with reference to the starting date and the conclusion date of the educational experience.

Upon submission of the application, an estimate or official document provided by the educational institution should be attached to the electronic form mentioned in Art. 6 which must contain the following minimum information:

- Course start and finish date
- Duration of the course indicated in hours/training
- Overall cost of the course including contributions and taxes
- Programme with a detailed description of the contents/modules included

In order to receive the entire amount indicated in the estimate and documentation presented at the time of application, the recipient must guarantee attendance of at least 80% of the planned hours. Below that level, for attendance between 80% of hours of planned attendance, the amount acknowledged will be zero.

The following elements should be included when calculating the minimum of hours foreseen as part of the educational experience: lectures, time dedicated to project work and/or internships. The time dedicated to study cannot be included in this calculation.

The educational experience may be provided by public or private entities in a collaborative manner, however this detail must be mentioned within the original application request (Art. 7) and it must include the specification as to which of the hosting institutions will provide the administrative documentation relative to the project.

The academic institution must submit the detailed calendar of lessons and other foreseen activities. Said calendar should be attached to the online form (Art. 6) when the payment request for Phase 1 is submitted (Art. 13).

Requests for grants are not admissible for the following:

- degree courses, undergraduate specialisations, specialisation schools, multiple-year specialisations, courses that last longer than two years, research doctorates funded by university scholarships, and courses in preparation for competitions;
- "specialisation schools" for the legal profession;
- "specialisation schools in the health-care sector" (including the veterinary field);
- educational courses taught entirely on-line and those courses where the number of hours of distance learning is equal to or exceeds 20% of the training hours required in the classroom.

PHASE 2

It may include within the Region of Lazio:

1. Work experience for a period of three to six months to be carried out at a public or private, profit or non-profit institute, including vocational studies, aimed at redeploying the skills acquired in Phase 1. The work experience will be governed by the signing a three-way agreement between the recipient, Laziodisu and the institute/host company (Annex 5a). For each month, the activity indicated in the project and agreed upon with the host partner must be guaranteed for a minimum duration of fifteen days and at least eighty hours (Art. 6). Below these thresholds, the amount will be adjusted based on the actual presence compared to the scheduled activities. However, for anything below 80% of the days and the minimum scheduled hours there will be no compensation.

The activity carried out must be certified by a register of monthly attendance (Annex 6), signed daily by the recipient and countersigned by the tutor identified by the host company. Upon termination of the activity, a final certification of the pathway must be produced, signed by a tutor identified by the



host company, which clearly states the participant's attendance rate and the type of activities performed.

The host company must submit a calendar of the foreseen monthly activities (place of work, dates and times). Said calendar must be attached to the online form (Art. 6) at the moment of the payment request of Phase 1 (Art. 13).

All work experience activities must start compulsorily **between first and the fifth day** of the month, and finish on the last day of the month.

- Alternatively, a guided pathway to self-employment for a period of three to six months, can be carried out at a co-working site, aimed at redeploying the skills acquired in Phase 1 and building/experimenting an idea for a start-up business. The work experience at the co-working site will be governed by the signing a three-way agreement between the recipient, Laziodisu and the host co-working site (Annex 5b).

The co-working host must submit a calendar of the foreseen monthly activities (place of work, dates and times). Said calendar must be attached to the online form (Art. 6) at the moment of the payment request of Phase 1 (Art. 13).

2. "Torno Subito Work Experience"

PHASE 1

It includes a period of on the job training or work experience outside the Region of Lazio region, with a duration of stay from three to six months. For each month, the activity indicated in the project and agreed upon with the host partner must be guaranteed for a minimum duration of fifteen days and at least eighty hours (Art. 6). Below these thresholds, the amount will be adjusted based on the actual presence compared to the scheduled activities. However, for anything below 80% of the days and the minimum scheduled hours there will be no compensation.

The activity carried out must be certified by a register of monthly attendance (Annex 6), signed daily by the recipient and countersigned by the tutor identified by the host company. Upon termination of the activity, a final certification of the pathway must be produced, signed by a tutor identified by the host company, which clearly states the participant's attendance rate and the type of activities performed.

All work experience activities must start compulsorily **between the first and the fifth day** of the month, and finish on the last day of the month.

The work experience will be governed by the signing a three-way agreement between the recipient, Laziodisu and the institute/host company (Annex 4a for those whose experience takes place in another Italian region, Annex 4b for those whose experience takes place abroad). For each month, the activity indicated in the project and agreed upon with the host partner must be guaranteed for a minimum duration of fifteen days and at least eighty hours (Art. 6).

The host company must submit a calendar of the foreseen monthly activities (place of work, dates and



times). Said calendar must be attached to the online form (Art. 6) at the moment of the payment request of Phase 1 (Art. 13).

Laziodisu will bear the relative cost of Civil Liability Insurance and INAIL, as governed by the three-way agreement (Annex 4a), exclusively for the participants who carry out Phase 1 in an Italian region.

For the participants who carry out Phase 1 outside Italy, in a European or non-European country, the host-partners must guarantee that the insurance laws in force in their respective countries are respected (annex 4b).

FASE 2

It must include, for a period of three to six months in the Lazio region, one of the three types of internship, to be carried out at a private or public, profit or non-profit Institute and aimed at redeploying the skills acquired in Phase 1.

1. Extracurricular internship governed by DGR 199/2013 (internship for orientation and training; internship for insertion and reintegration in the work force);
2. Curricular internship governed by the regulations of universities or authorised training institutes;
3. Vocational internships aimed at qualification, governed by the sector-based law, for specific professional boards.

The beginning of one of the above-mentioned types of internship involves the signing of an agreement between the Beneficiary which describes the activities involved, as indicated by the organisations and entities that regulate curricular and other internships.

1. The pathway toward entrepreneurship, regulated by the agreement between the Beneficiary, Laziodisu and the Co-working Host (Annex 5b), destined towards the construction/experimentation of a business idea;
2. Activity included in a doctoral research project that is already active without the recognition of a grant from the university of reference.

For each month, the activity indicated in the project and agreed with the host-partner must be guaranteed for a minimum duration of fifteen days and at least eighty hours in order to be reimbursed for the maximum amount foreseen (Art. 6). Below these thresholds, the amount will be adjusted based on the actual presence compared to the scheduled activities. However, for anything below 80% of the days and the minimum scheduled hours there will be no compensation.

The activity carried out must be certified by a register of monthly attendance (Annex 6), signed daily by the recipient and countersigned by the tutor identified by the host company. Upon termination of the activity, a final certification of the pathway must be produced, signed by a tutor identified by the host company, which clearly states the participant's attendance rate and the type of activities performed.

The host company must submit a calendar of the foreseen monthly activities (place of work, dates and times). Said calendar must be attached to the online form (Art. 6) at the moment of the request at the beginning of Phase 2.

All work experience activities must start compulsorily **between the first and the fifth day** of the month, and finish on the last day of the month.



Laziodisu will bear the relative cost of Civil Liability Insurance and INAIL.

3. "Torno Subito Taste"

The Project Line entitled 'Torno Subito Taste' is intended for project proposals regarding cuisine, wine and themes.

This Project Line is subdivided into two sections:

- Education;
- Work Experience.

The Education section follows the same rules and indications found within the Project Line entitled 'Torno Subito Education'. The Work Experience section follows the same rules and indications found within the Project Line entitled 'Torno Subito Work Experience'. For this Project Line, the educational activity within Phase 1 can last for just one month.

4. "Torno Subito Cinema"

The Project line entitled 'Torno Subito Cinema' is intended for project proposals on themes that have to do with the technical professions of the cinema such as production, post production, editing, etc.

This Project Line is subdivided into two sections:

- Education;
- Work Experience.

The Education section follows the same rules and indications found within the Project Line entitled 'Torno Subito Education'. The Work Experience section follows the same rules and indications found within the Project Line entitled 'Torno Subito Work Experience'. For this Project Line, the educational activity within Phase 1 can last for just one month.

Table 1 - Time limits within which the activities in Phase 1 and Phase 2 must be carried out

Project lines/duration	PHASE 1			PHASE 2		
	Duration	Start	Finish	Duration	Start	Finish
Torno Subito Education	From 3 to 12 months	From 1 October 2017	To 31 December 2018	From 3 to 6 months	Not more than 90 days after the end of Phase 1	30 September 2019
Torno Subito Work Experience	From 3 to 6 months	From 1 October 2017	To 30 June 2018	From 3 to 6 months	Not more than 90 days after the end of Phase 1	30 April 2019
Torno Subito Taste	From 1 to 12 months (education section)	From 1 October 2017	To 31 December 2018	From 3 to 6 months	Not more than 90 days after the end of Phase 1	30 September 2019
	From 1 to 6 months (work experience section)	From 1 October 2017	To 30 June 2018			30 April 2019
Torno Subito Cinema	From 1 to 12 months (education section)	From 1 October 2017	To 31 December 2018	From 3 to 6 months	Not more than 90 days after the end of Phase 1	30 September 2019
	From 1 to 6 months (work experience section)	From 1 October 2017	To 30 June 2018			30 April 2019

Upon penalty of exclusion, the participants may only submit one proposal chosen from one of the three Project Lines described above.

Article 5 - The role of the host-partners

In order to be able to submit a project, the proposer must identify two host-partners: the first for Phase 1 to be carried out outside Lazio and the second for Phase 2 to be carried out in Lazio.

In both Phases of the project, the role of the partner is to allow a true sharing of the skills improvement path and their redeployment with the aim of maximising the positive effects of the project.

The collaboration between the proposer and the partners must be certified by signing a letter of intent.

- Annex 1 for Phase 1 of the Project Line Work Experience and for the work experience section of the Taste and Cinema Project Lines
- Annex 2 for Phase 2 of all project lines

The letter of intent must be signed by the legal representative or his substitute. The letter of intent (Annexes 1 and 2) is intended to demonstrate the willingness to host the proposer if the project idea submitted by the latter is awarded funding, and upon completion of the activities covered by the project does not imply any further obligations.

The host-partners must be identified by the proposer completely independently based on the goals that the latter aims to achieve through the project. There are no limitations for the choice of host-partners which can be chosen among universities, research centres, public institutes, private companies, profit and non-profit associations, cooperatives, professional studios etc., provided they respect the project idea and the project objectives.

Article 6 - Expenditure eligible for financing for single projects

In compliance with the regulation in regard to the expenses that can be covered (POR Lazio FSE 2014-2020), for each project the following expenses are admissible:

PHASE 1:

- purchase of training courses or Masters: (*effective costs must be demonstrated*):
 - € 7.000,00 for courses with a duration between 1 and 6 months;
 - € 12.000,00 for courses with a duration between 6 months and 1 day and 12 months;
- monthly remuneration for work experience outside the Lazio region is not more than a monthly gross amount of €600,00 (*effective costs must be documented*) – the amount reimbursed will be based on the correspondence with the actual activities performed (Art. 4);
- health insurance up to a maximum of € 500.00 recommended for those in countries which do not ensure public health coverage (*effective costs must be documented*);
- cost of visa processing up to a maximum of € 500.00 for countries where a visa is required (*effective costs must be documented*);



- a surety policy equal to 3% of the total amount funded, issued by banks, insurance companies or financial intermediaries enrolled in the registers under articles 106 and 107 of Leg. Decree No 385/1993 and subsequent amendments and additions (*effective costs must be documented*);
- services for assistance and accompaniment up to a maximum of €8.000,00 for anyone with disabilities (*effective costs must be documented*). The cost of the purchase of equipment, aids, wheelchairs, prostheses, etc. is excluded. Only the cost of renting these items will be recognised;
- flat-rate remuneration for subsistence and travel as indicated in the standard costs (Annex 11).

PHASE 2:

- a) monthly remuneration for work experience equal to €600.00 gross (*effective costs must be documented*) – the amount reimbursed will be based on the correspondence with the actual activities performed (Art. 4);
- b) monthly remuneration for self-employment activities equal to €600.00 gross including the quota requested by the co-working manager for services offered which cannot exceed €300,00 gross (*effective costs must be documented*);

For tax purposes, the following cost items:

- a) monthly remuneration for work experience outside the Lazio region, equal to €600,00 gross per month;
- b) flat-rate remuneration for subsistence and travel as indicated in the standard costs (Annex 11);
- c) monthly remuneration for work experience equal to € 600.00 gross;
monthly remuneration for self-employment equal to € 600.00 gross including the quota requested by the co-working manager for services offered which cannot exceed €300,00 gross is all considered income comparable to that from employment (art. 50, paragraph 1, letter c) of Consolidated Law on Income Tax, therefore, is subject to the current tax regime with the rates covered by art. 11 of the Consolidated Law on Income Tax and with the acknowledgement of the deductions under articles 12 and 13 of the Consolidated Law on Income Tax. Laziodisu will issue a single income tax return certificate on the basis of the actual amounts paid out in the reference calendar year.

Article 7 - How to submit proposals

The projects can only be submitted by completing the on-line form and by following the on-line procedure and operating instructions which will be provided. The on-line procedure for submitting projects is available on the web site www.tornosubito.laziodisu.it, in the section "Call for Proposals 2017".

Access to the form for submitting the project includes:

1. preliminary on-line registration during which a scanned copy of the proposer's identity document must be attached. The aim of registration is to acquire the identity of the proposer, to issue a unique project ID and password to access the step in which to fill in the forms;
2. once the access password has been obtained, the on-line process for filling in the form can begin. This step can be interrupted and restarted multiple times. Compilation includes a section on personal data and the acquisition of statistical data, a section for compiling a CV and sections dedicated to the description of the project and the relevant budget.
3. the data entered when completing the on-line form can be freely amended and revised up until the time it is sent electronically which can be done at the end of the compilation process by clicking on the appropriate button: "send project".
4. once the project has been officially sent, it can no longer be modified, but only viewed and printed.

The following documents must also be attached to the application form:

Mandatory:

- Letter of commitment of the partner outside the Lazio region for Phase 1 of *Torno Subito Work Experience, Torno Subito Taste-work experience section and Torno Subito Cinema-work experience section* (Annex 1);
- Estimate for a Masters or specialisation course for Phase 1 of *Torno Subito Education, Torno Subito Taste-education section and Torno Subito Cinema- education section*;
- Letter of commitment by a partner in the Lazio region for Phase 2, for all project lines (Annex 2);

Optional:

1. Last declaration of income available (ISEE - Equivalent Financial Position Indicator) issued by a CAF (Tax Assistance Centre) or other authorised entity;
2. Estimate for health insurance policy (*recommended for projects including periods outside the region in non-EU Countries*);
3. Indication of visa costs for countries where one is required;
4. Annex 7 - Declaration to substitute a legal affidavit - for residents in the municipalities of the province of Rieti who suffered damage to their home during the earthquake of 2016;
5. Annex 8 - Declaration to substitute a legal affidavit - For residents in the municipality of Rieti, whose home is declared inaccessible as a result of the 2016 earthquake;
6. Estimate of costs for accompaniment of those with disabilities along with official medical certification of the existing disability condition.



The presentation of the documentation indicated in points 1, 4 and 5 shall be valid only for the purpose of awarding the evaluation points as per the grid referred to in Article 8. Failure to submit the price estimates referred to in points 2, 3 and 6 will result in the failure to recognize the relevant costs.

The attachments, duly completed and signed where necessary, must be scanned in PDF format to be uploaded to the on-line computerized application system (online form) via the "attach" function; this process can be completed by following the operating instructions provided in the various forms.

The Proposer is fully responsible for the truthfulness, correctness and completeness of the data he or she has submitted.

Access to fill in the on-line form for submitting projects will be possible from 12.00 pm on 8 May 2017. The electronic submission of the projects must take place before and not after 10.00 am on 21 June 2017. Any projects not submitted using the "send project" command before the above-mentioned deadline (acquisition time limit) will not be acquired by the system and will not be reviewed for eligibility for funding.

Please note:

From 10:00:01 am on the day of the deadline for application submission, the on-line procedure will no longer be available for modifications and/or completion and submission of the application. If the need arises, Laziodisu reserves the right to request other documents at a later date, in addition to those initially required. Sending the application and the relevant attachments via the on-line procedure does not imply that the application is complete with regard to the information provided and the documentation attached, given that the review procedure is part of the next step of the preliminary stage.

Technical assistance for any issues of compilation and submission of applications, is available on the "Bando 2017" section of the website www.tornosubito.laziodisu.it, and it will be guaranteed every working day from the date of access to the form from 10:00 am to 5:00pm. As of 17:00:01 on 20 June 2017, requests for assistance will not be considered regarding the failure to complete the application, the problems of sending and transmitting the data, problems arising from possible overloading of computer systems and / or any error messages or unavailability of the servers.

Article 8 - Grounds for exclusion

The following are reasons for exclusion when defining the ranking list:

1. Failure to meet the prerequisites indicated in Article 3 of this Call for Proposals.
2. Use of proposal submission methods that differ from the procedure indicated in Article 7 of this call for Proposals.
3. Failure to send one's candidacy by the deadline indicated in this Call for Proposals (Article 7).
4. Candidates who have already benefitted from Torno Subito funding in previous editions.

Article 9 - Eligibility and review of project proposals

The evaluations will be divided into the following procedures:

- a. Eligibility review of the provisions and prerequisites included in article 3 of this Call for Proposals;
- b. A review on merit based on the table below.

Table 2 - Criteria for review on merit

After a careful analysis of previous editions, it came to light that more importance should be given to increasing the quality of the submitted project proposals and to the solidity of the host-partners of Stage 2 involved in Torno Subito; therefore, the following table of criteria for merit-based evaluation acknowledges the awards that go in this direction. For example, funds are more likely to be awarded to recipient subjects attending university master programmes and to project proposals that identify Stage 2 partner organizations and companies with at least 5 years of experience or who have hired staff indefinitely over the past 3 years. In addition, preference will be given to those who perform work experience activities in Phase 1, because, in addition to promoting structured education, it is also necessary to promote on the job training and useful connections between the companies and entities involved in both Phase 1 and Phase 2.

INDICATOR	CRITERIA ADDING VALUE TO THE INDICATOR	Points
<i>(1) Quality of the project proposal</i>	<i>A) The project proposal is accompanied by a detailed description of the objectives, activities and structure of the project phases and specifically describes the grant that the proposed action intends to make with respect to the need expressed. 15 points.</i>	15
	<i>B) The project proposal is accompanied by a reasonable description of the objectives, activities and structure of the project phases and gives a reasonably thorough description of the grant that the proposed action intends to make with respect to the need expressed. 10 points</i>	

	<p><i>C) The project proposal is accompanied by a passable description of the objectives and the structure of the project phases and describes the grant that the proposed action intends to make with respect to the need expressed. 5 points</i></p> <p><i>D) The project proposal is accompanied by an inadequate description of the objectives and the structure of the project phases and gives a poor description of the grant that the proposed action intends to make with respect to the need expressed. 0 points</i></p>	
(2) Level of innovation of the project proposal	<p><i>A) Excellent level of innovation of the proposal. 15 points</i></p> <p><i>B) Good level of innovation of the proposal. 10 points</i></p> <p><i>C) Passable level of innovation of the proposal. 5 points</i></p> <p><i>D) Unacceptable level of innovation of the proposal. 0 points</i></p>	15
(3) Profiles of the project proposal consistent with the professional and curricular profile of the proposer	<p><i>A) High consistency between the project proposal and the curricular and professional profile of the proposer. 20 points</i></p> <p><i>B) Adequate consistency between the project proposal and the curricular and professional profile of the proposer. 15 points</i></p> <p><i>C) Poor consistency between the project proposal and the curricular and professional profile of the proposer. 10 points</i></p> <p><i>D) Poor consistency between the project proposal and the curricular and professional profile of the proposer. 0 points</i></p>	20
4) Preferential components	<p><i>A) Phase 1 carried out in a foreign country. 5 points</i></p>	20
	<p><i>B) Project funded for self-employment. 5 points</i></p> <p><i>C) Phase 1 education in a I or II level master degree programme at a public or private university. 5 points</i></p> <p><i>D) Phase 2 implementation with an institution with at least five years of experience or that has hired permanent employees during the last 3 years. 5 points</i></p> <p><i>E) Project done within the Project Line Torno Subito Work Experience, Torno Subito Taste- work experience section and Torno Subito Cinema - work experience section 5 points</i></p>	
(5) ISEE ECONOMIC INDEX	<p><i>A) €0-15.000 15 points</i></p> <p><i>B) €15.001-35.000 10 points</i></p> <p><i>C) €35.001 - 55.000 5 points</i></p> <p><i>C) more than €55.001 0 points</i></p>	15

(6) Subjective components	A) Soggetti con comprovata disabilità (certificata come da allegato al formulario elettronico di cui all'art.6) 5 points	15
	B) Italian citizens residing in the municipalities of the province of Rieti where the earthquake of 2016 took place (www.ricostruzione Lazio.it)* 4 points	
	C) Over 30 years of age. 3 points	
	D) Single parent with dependent children. 3 points	
TOTAL POINTS		100

For students living in the municipalities of **Accumoli, Amatrice, Antrodoco, Borbona, Borgo Velino, Cantalice, Castel Sant'Angelo, Cittaducale, Cittareale, Leonessa, Poggio Bustone, Micigliano, Posta and Rivodutri, a written declaration will suffice to attest that your home was damaged. A special form (see Annex 7) has been prepared for university students residing in the municipalities listed above to integrate the forms already published in the notice of 1 February 2017 on the Laziodisu institutional website.*

For university students living in the municipality of Rieti, in accordance with the provisions of the Law of Conversion no. 229 of December 15, 2016 (Article 1, paragraph 1), a specific self-declaration must be signed attesting to the inaccessibility of your home. There is a special form (see Annex 8) dedicated to university students residing in the municipality of Rieti to integrate the forms already published in the notice of 1 February 2017 on the Laziodisu institution website.

The eligibility process will be carried out by the Sole Project Manager. The evaluation of the submitted projects will be carried out by a Review Committee appointed by Executive Decision of the Director in charge of Laziodisu and made up of members identified by Laziodisu, in combination with members identified by the Management for Training, Research and Innovation, Schools and Universities, Right to Education of the Lazio Region who can in turn call upon the collaboration of external experts, in the field of education, orientation and local development.

The maximum possible score for each activity is 100 points.

Projects with a review score of no less than fifty points are deemed to be eligible. Projects will be funded in order of the ranking list, up to the amount of available resources. In the event of scores tied between two or more activities, priority in the ranking list will be based on the order of arrival of the applications by checking the date and hour of receipt on the on-line application system.

The contents of the project proposals, including the technical attachments, will remain the property of the proposers and will be treated in accordance with the confidentiality obligations by which the Public Administration is bound. The Regional Administration and Laziodisu reserve the right to use the review and monitoring data and the project contents for dissemination purposes, strictly linked to the "Torno Subito" initiative.

The ranking lists of the projects that are eligible for funding, eligible but with no funding, and those rejected, will be published in the Official Bulletin of the Lazio Region (BURL) and on the sites of the institutions.

www.laziodisu.it

www.regione.lazio.it/tornosubito

www.tornosubito.laziodisu.it

www.lazioeuropa.it

Publication of the ranking list is deemed to be an official notification of the outcome of the project.

Article 10 - Signing of agreement for awarding grants for projects eligible for funding

After the project proposal has been approved for a grant, **and before the beginning of the project activity**, the recipients of the grant must sign the specific agreement which governs the terms, conditions, execution and reporting methods of the activities (Annex 3).

Article 11 - Obligations of the grant recipient

The obligations of the grant recipient are set out in the agreement between Laziodisu and the recipient, attached as Annex 4 to this call for proposals and an integral part herein.

Article 12 - Obligations of the beneficiary/actuator

Responsibility for the implementation of the programme of actions "Torno Subito" lies with **Laziodisu**, identified as Beneficiary. The organisation will provide the following services:

- technical assistance to the proposers in the initial, implementation and completion of the programme;
- management and strengthening of partnership networks with a view to encouraging the participation of public and private stakeholders concerned with the return of young people after learning outside the Lazio region;
- information and orientation activities for young people interested in submitting project proposals under this Call for Proposals;
- support in defining individual projects;
- guidance on reporting procedures of activities by grant recipients.

The INAIL fees for insurance coverage required by law and Civil Liability Against Tertiary premium will be covered by Laziodisu:



- during the work experience carried out in Phase 2 (excluding the self-employment pathways carried out in co-working sites, where Laziodisu will cover the Civil Liability Against Tertiary premium);
- during the work experience carried out in Phase 1, in all Italian regions, within the following Project Lines "*Torno Subito Work Experience*", "*Torno Subito Taste - work experience section*" and "*Torno Subito Cinema - work experience section*".

For the promotion and implementation of the "Torno Subito Cinema" project line, the "Roma Lazio Film Commission" will, in conjunction with Laziodisu, "work for the development of a strategic collaboration in film training and the development of the audiovisual sector, as well as the consolidation and strengthening of the skills of the sector operators "

The "Roma Lazio Film Commission" will act as promoter of the "Torno Subito" programme in the field of cinematographic professions; with regard to those potentially interested in the initiative, the Film Commission will endeavour to match young people's proposals to suitable companies in the sector.

Article 13 – Method of payment of grant

The grant available for each project proposal will be paid through:

- an initial advance payment, including all the costs related to the stay outside the Lazio region in Phase 1;
- interim payment, trimester payment and final reimbursements related to the work experiences foreseen in Phase 2.

More specifically:

- 1) Advance payment for all the eligible costs related to Phase 1 (Art. 6);
- 2) An interim reimbursement for the first three internship or self-employment pathway remunerations in Phase 2
- 3) Final reimbursement for the remaining internship or self-employment pathway remuneration in Phase 2 (from the fourth to the sixth month).

The operational methods of requesting payment of the grant are outlined in Art. 7 of the agreement between Laziodisu and the recipient (Annex 3). The advance payment and the reimbursements for work experience will be paid within sixty days of request, once the formal and merit checks have been carried out, in accordance with the operational procedures which will be outlined in more detail in the starting guide to be published on the project web site. The request for an advance payment related to the costs of Phase 1 may be submitted no earlier than 60 days after the actual starting date of the project activities.

Article 14 - Changes and restructuring of the project

No more than two project changes can be submitted in each phase of the project in order to maintain the coherence of the original project that was previously approved. Requests for changes can only be submitted via the on-line management system by following the instructions issued by the aforesaid system. The on-line management system will include the approval functions of the changes submitted.

Article 15 - Verification and checks

In accordance with the EU, national and regional legislation adopted for the implementation of the POR FSE Lazio 2014-2020, the recipient of the contribution will be subject to verifications periodically throughout the project carried out by Laziodisu personnel, the Lazio region, offices of the European Commission, the European Court of Auditors or by other external entities.

Specifically, these activities may include on-the-spot checks and administrative and accounting controls aimed at verifying:

- a) that the operations for which the grant was awarded were carried out;
- b) that the expenses were reasonable and actually incurred;
- c) the fulfilment by the recipient of all the administrative, accounting and tax obligations required by current law.

All project documentation necessary for the purposes of checking, monitoring and reporting expenses will be submitted through the online form, on the basis of the last entry made by the recipient. The on-line form provides a digital archive function accessible by the recipient after registration and the attribution of a username and password. The original documentation produced during the project must be retained by the recipient of the grant for 5 years following the closure of the project.

For the purpose of I and II level control, said documentation may be required by the parties responsible for carrying out the checks, in accordance with the procedures of the Management and Control System of the Lazio ESF 2014-2020 OR, or in the context of further checks carried out by the staff appointed by the European Commission, the European Court of Auditors, or other national judicial police bodies.

Article 16 - Withdrawal of the grant

In the event of failure to fulfil one or more of the obligations required of the proposer, Laziodisu will withdraw the grant and recover all the sums paid, except for those expenses incurred which are deemed admissible and only if that part of the activities carried out proves to be independently useful and relevant.

Article 17 - Information and requests for clarification regarding the Call for Proposals

Questions and requests for clarification about this Call for Proposals can be sent from the day after it is published to the following email address: infotornosubito2016@laziodisu.it. Answers to any requests for clarification will also be given by publishing specific explanations in the FAQ section of the web site www.tornosubito.laziodisu.it.

All information-related activities will be carried out at:

- the offices of Laziodisu in Via Cesare De Lollis, 22 - 00185 Rome, telephone +39 06 49 70 7552 / 7553 / 7579 / 7580, during the hours indicated on the website: www.tornosubito.laziodisu.it ; E-mail infotornosubito2017@laziodisu.it.

- the offices of Porta Futuro Lazio:
 - Porta futuro Città Universitaria – Via Cesare De Lollis, 22 Roma – Tel. +39 0649707555 - 0649707556
 - Porta futuro Tor Vergata – Faculty of Economics, Via Columbia 2 Roma – Tel. + 39 0672595753
 - Porta futuro Roma Tre – Faculty of Law, Via Ostiense 159, Roma – Tel. + 39 0657332037
 - Porta futuro Cassino – Rettorato Loc. Folcara 00343 Cassino – Tel. + 39 07762994212
 - Porta futuro Rieti – P.za Vittorio Emanuele n.1 Rieti – Tel. +39 0746287400
 - Porta Futuro Viterbo – Rettorato Via S.Maria in Gradi, 4 Viterbo – Tel. +39 0761357935
 - Porta Futuro Latina – Casa dello studente, Via Villafranca, 63 Latina – Tel. +39 0773698532

- Roma Lazio Film Commission – Technical Support info@tornosubitocinema.it. Toll free number: 800.777.519

Article 18 - Jurisdiction

All disputes that may arise will be governed by the exclusive jurisdiction of the courts of Rome.

Article 19 - Project Manager

In accordance with Law 241/90 and subsequent amendments and additions the sole project manager in charge is Monika Ceccherini.



Article 20 - Processing of personal data

Under Leg. Decree No 196 of 30 June 2003 and subsequent amendments and additions, the owner of personal data for processing purposes is the Regional Management for Training, Research and Innovation, Schools and Universities, and the Right to Education. Personal information provided by the applicants/recipients will be used exclusively for the purposes connected to the fulfilment of the relevant procedures. These individuals may exercise the rights included in the above-mentioned Legislative Decree with regard to this information.

Article 21 - Publication and attachments

The documentation of the Call for Proposals is published in the Official Bulletin of the Regione Lazio and is available on the websites of the following institutions:

www.laziodisu.it
www.regione.lazio.it/tornosubito
www.tornosubito.laziodisu.it
www.lazioeuropa.it

The Call for Proposals includes the following annexes:

1. which must be submitted with the application:

- Annex 1: Letter of commitment to the project by the organisation located outside the Lazio region involved in the Phase 1 Project Line "Torno Subito Work Experience" or "Torno Subito Taste – work experience section" and "Torno Subito Cinema – work experience section";
- Annex 2: commitment to the project by the organisation located in the Lazio region;
- Annex 7: Declaration to substitute a legal affidavit - for residents in the municipalities of the province of Rieti who suffered damage to their home during the earthquake of 2016;
- Annex 8: Declaration to substitute a legal affidavit – For residents in the municipality of Rieti, whose home is declared inaccessible as a result of the 2016 earthquake;

2. which must be produced when carrying out the project

- Annex 3: Agreement for awarding the grant between Laziodisu and the recipient;
- Annex 4a: Agreement for activating Phase 1 of "Torno Subito Work Experience" or "Torno Subito Taste work experience section" and "Torno Subito Cinema – work experience section" in an Italian region;
- Annex 4b: Agreement for activating Phase 1 of "Torno Subito Work Experience" or "Torno Subito Taste work experience section" and "Torno Subito Cinema – work experience section" outside of Italy;
- Annex 5a: Agreement for activating Phase 2 of "Work Experience - Torno Subito Training"; "Torno Subito Cinema – education section" and "Torno Subito Taste– education section";



- Annex 5b: Agreement for activating Phase 2 of guided pathway to self-employment at a coworking site;
- Annex 6: Example of monthly attendance register to be used to certify the completion of work experience activities and/or internships in Phase 1 and Phase 2;
- Annex 9: certificate of attendance template for the training experience part of Phase 1 "Torno Subito Education", "Torno Subito Cinema – education section" and "Torno Subito Taste- education section".

3. Informative documentazione:

- Annex 10: Outline of surety policy
- Annex 11: Standard Scales of Unit Costs (for subsistence and travel expenses).