



## **EURES Cyprus - Opening up the Network to other Cyprus Members and Partners through an Admission Procedure as stated into the EU regulation No.589/2016 of the European Parliament and of the Council for the re-establishment of the European employment network (EURES)**

### **1. Context**

Initially launched in 1993, EURES represented a cooperation network between the European Commission and the Public Employment Services (PES) and social partners (unions and employers) aimed at providing information, advice and recruitment/placement for workers and employers and all citizens of the Union and those of Switzerland, Iceland, Liechtenstein and Norway who wish to benefit in practice from the principle of free movement of workers through its human network and online tools available on the "European employment mobility portal" (EURES portal).

The EU regulation No.589/2016 of the European Parliament and of the Council has managed to re-establish the European employment network (EURES) and at the same time it has caused major changes in the structure and operation of the EURES network at European level. One of the most important provisions refers to the network being open to public and private organizations that will act as EURES members and partners with different responsibilities and services offered. Currently, the network is comprised of the European Coordination Office (ECO), the National Coordination Offices (NCO), EURES members (for the moment only the PES of each MS is a member) and a handful of partners (The European Union Organisation).

The network may include among its members/partners organisations such as the public employment services (PES), private employment services (PRES), trade unions, employers' organizations and other relevant actors on the labor market.

Being a "Member" requires the offering of all services provided by the Regulation to employers and jobseekers, while being a "Partner" allows the delivery of fewer services according to the Regulation, Article 12. To become either of the two, each organization must be "Admitted" through a transparent system of admission placed by each NCO. The Admission System must become operational by 15/5/2018. Nevertheless, each MS can design its admission system to fit its national circumstances.



ECO and the national EURES NCOs have the responsibility to monitor and evaluate each Member/Partner while providing guidelines for the delivery of the EURES Services at national level. The admission system in place must also provide for a system/process of revoking the right of membership or partnership, described in a very transparent way as well.

## 2. Definitions

For the purpose and effect of this Admission procedure, the following definitions are provided for better understanding of the process:

1. "**public employment services** " or "**PES**" - organizations of the Member States, within the ministries, relevant public bodies or companies which fall under public law and are responsible for implementing active labor market policies and for providing quality employment services in the public interest;
2. "**private employment services**" - legal entities that operate legally in a Member state and provide services for jobseekers and employers seeking to recruit workers;
3. "**vacancy**" - a job offer that allows the selected candidate to enter into an employment relation, which qualifies him/her as a worker, under Article 45 TFEU;
4. "**job-matching**" - exchange of information on jobs, job applications and CVs and processing of such information;
5. "**Common IT Platform**" - the IT infrastructure and the related platforms set up at Union level in view of providing transparency and job-matching in accordance with this Regulation;
6. "**National IT Hub**" - the IT platform and infrastructure that collects and transmits national data on vacancies and CV's from all National Members / Partners and transfers them to the common IT platform
7. "**EURES services**" - contribute to the supply of vacancies; contribute to the supply of job applications and CVs; provide support services to workers and employers;
9. "**members**" - the Cyprus Public Employment Services and any legal persons in the private sector that offer all the services provided by the EURES Regulation based on Article 12;
10. "**partners**" - legal entities from the public or private sector that offer at least one of the services provided by the EURES Regulation;
11. "**Regulation**" - the EU Regulation No.589/2016 of the European Parliament and of the Council of the European Parliament and of the Council on a European network of employment services (EURES), workers' access to mobility services and the further integration of labour markets, amending EU Regulations No.492/2011 and No.1269/2013;
12. "**performance indicators**" - tools for monitoring and evaluation of the EURES activity, set according to certain criteria;



### 3. Responsibilities of EURES members and partners

1. The EURES members and partners are contributing to the EURES network by carrying-out the tasks they are assigned or for which they are admitted for a specific period, and fulfil all other obligations arising from the European Regulation No.589/2016;
2. EURES members participate in the EURES network by carrying-out **all tasks**, and the EURES partners participate in the EURES network by carrying-out at least one of the following tasks, in accordance with the specific articles of the Regulation:
  - contribute to the offering of job vacancies, apprenticeships of traineeships;
  - contribute to the offering of job applications and CVs;
  - provide support services to workers and employers about cross-border employment.
4. The EURES members and, where appropriate, the EURES partners provide for publication, particularly on the EURES portal, **all vacancies made available through them**, and all job applications and CVs for which the workers have given their consent for such information to be available on the EURES portal; The EURES members/partners must have a data base for vacancies and CVs that will be connected to the National IT Hub, and subsequently to the Common IT Platform of the EURES Network. Sharing all information about available vacancies and CVs is one of the most important factors for becoming a EURES Member.
5. Membership requires all publicly available vacancies handled by each member should be available to be publicized in the EURES Portal, including apprenticeship and traineeship opportunities that are not part of any educational strand, are paid positions offering a contract of at least 6 months duration and are not publicly funded as part of active labor market policies;
6. The EURES members and partners designate one or more contact points, such as placement and recruitment offices, call centers and self-service through which the workers and employers may get assistance for job-matching, access to support services or both; The EURES members and, where appropriate, the EURES partners shall ensure that the points of contact they have designated clearly indicate the scope of the support services provided to workers and employers;



7. The EURES members and, where appropriate, the EURES partners have to contribute to collecting information to be published on the EURES portal, respectively on the living and working conditions, employment procedures, applicable employment regulations, the regulatory framework for apprenticeships and internships, the access to technical and vocational education, the situation of cross border workers, especially in cross border regions, general post-recruitment assistance and information on the possibility to obtain such assistance inside and outside the EURES network;
8. The EURES members and, where appropriate, the EURES partners participate in exchanging information on shortages and surpluses of labor force on the national and sectoral labor markets and, where appropriate, on cross border labor markets, with particular attention to the most vulnerable groups on the labor market and the regions most affected by unemployment; The NCOs are responsible for sharing the information available within the EURES network and for the participation in the common analyses;
9. The EURES members and, where appropriate, the EURES partners provide information and guidance based on the number of contacts they have with workers and employers. Members and Partners provide to the NCO monthly statistical data on the work they have performed and they participate actively in the reporting cycle of the network by providing Action Plans, Action Reports and any other reporting needed by the NCO or the ECO.
10. The EURES members and, where appropriate, the EURES partners provide monthly statistical information to the EURES NCO, they prepare yearly action plans explaining all the actions and services to be delivered, they prepare final reports and apply quantitative and qualitative targets to be reached through the service provision.

#### **4. Common responsibilities**

In accordance with their respective roles and responsibilities, all organizations participating in the EURES network aim to actively promote, in close cooperation, the labor mobility opportunities within the EU, and seek to strengthen the means and methods by which workers and employers would benefit from fair mobility and take advantage of the available opportunities at EU level, as well as at national, regional and local level, including the cross border level.



## **5. Contribution to the Annual National Programs of activity and related Annual Reports**

The main activities to be carried-out within the EURES network, at national level as a whole and, where appropriate, at cross border level, are included in the annual national activity programs. These will include the overall human and financial resources allocated for their implementation, as well as the methods for monitoring and evaluation of the planned activities and, if necessary, for updating such activities.

According to Article 12 para.6 of the Regulation, the EURES members and partners help to work-out the annual activity plans and thus to the reporting on activities carried-out each year. Thus, the NCO collects such proposals and works-out the annual EURES activity plan and the related activity report, based on proposals of activities submitted by the EURES members and partners, respectively based on the performance indicators reported by them.

The performance indicators for monitoring and evaluating the EURES activity are structured into three areas:

- information and guidance provided by the EURES network;
- employment performance (work placements and recruitment resulting from EURES activities, placements achieved through matching);
- satisfaction of clients using EURES.



## Procedure for the Admission of EURES members in the EURES Cyprus national network

**Art.1** This procedure regulates:

- a. The criteria for the admission of EURES members and partners in Cyprus;
- b. Description of the process for the admission.
- c. Revoking criteria

**Art.2** The Cyprus Public Employment Service of the Ministry of Labour, Welfare and Social Insurance has been designated as members of the EURES network **automatically** taken into accounts its capacity to fulfill **all obligations under EU Regulation No.589/2016**.

In addition to the Cyprus PES, other legal entities from the private sector, that can provide all EURES services and subject to all requirements of the **EU Regulation No.589/2016**, may become EURES members, having the same obligations as the Cyprus PES.

**Art.3** The **EURES members** who are legal entities from the private sector have to meet the following requirements:

1. Being a licensed Private Employment Agency in Cyprus for at least 2 years without any documented complain/conviction;
2. Document their experience in the European Labour market and provide proof or being involved in cross border vacancy matching;
3. Meet all the minimum common criteria described in the ANNEX 1 of the Regulation.
4. Provide evidence of having all resources to properly conduct their EURES activities, i.e. offices in Cyprus, staff and equipment;
5. Have a website and a data base of vacancies and CVs, and/or transparent self-service tools or other similar instruments through which the jobseekers and employers may access its services to place or find employment opportunities. Members must provide all relevant resources to enable the sharing of all their **CVs and Vacancies** via the National IT Hub to the EURES Portal. Furthermore all Members/Partners should have a link on their homepage to the EURES website;
6. Have electronic data concerning the placements they perform, while being able at any given time to provide data on sex, age, skills, etc. on jobseekers and job offers.
7. Provide free-of-charge services all the EURES jobseekers;
8. Have paid to date their obligations to the social insurance fund and the Taxation Department;
9. Provide evidence that they are not subject to insolvency, foreclosure procedure, judicial reorganization, bankruptcy, dissolution, liquidation or special administration, have not been suspended or restricted from providing employment services, and are not in any similar situations regulated by law;
10. Employ at least two persons who speak at least one foreign language widely used at European level; provide evidence of the availability of the relevant staff involved in the management, coordination and delivery of EURES services, to be trained for carrying-out the tasks deriving from EURES membership/partnership;



11. provides evidence of the availability of the relevant staff involved in the management, coordination and delivery of EURES services, to be trained for carrying-out the tasks deriving from EURES membership/partnership;
12. Undertakes to comply with the certification conditions and inform the NCO, within 15 days, of any changes of its headquarters or work-point, staff involved, suspension of activity etc.

**Art.4** The **EURES partners** may be public or private legal entities that provide at **least one** of the following EURES services:

- a) Contribute to the offer of vacancies;
- b) Contribute to the offer of job applications and CVs;
- c) Provide support services to workers and employers.

***Private Employment Agencies that by nature and duty provide all services mentioned above can only apply for full EURES Members and they cannot choose to participate only as EURES Partners.***

**Art.5** Based on the EURES services they want to provide, the EURES partners who are private legal entities have to meet the following requirements:

1. Being a private or a legal entity in Cyprus and has carried-out activities for at least two years prior to applying for being designated as EURES partner;
2. Meet the conditions and minimum criteria as described in the ANNEX 1 of the Regulation and have the facilities needed to properly conduct their activities, i.e. offices, staff and equipment;
3. Have a functional website, self-service tools or other similar instruments through which the jobseekers and employers may access its services and clearly ensures interoperability with the National HUB and the EURES Portal if they will provide services under Art 4a or 4b; have a link on their homepage to the EURES website;
4. Have databases on jobseekers and job offers, apprenticeships and internships, as the case may be; information on the employment conditions and the qualifications and skills of their registered applicants;
5. Provide free-of-charge services to all jobseekers;
6. Have paid to date their obligations to the social insurance fund;
7. Provide evidence that they are not subject to insolvency, foreclosure procedure, judicial reorganization, bankruptcy, dissolution, liquidation or special administration, have not been suspended or restricted from providing employment services, and are not in any similar situations regulated by law;
8. Employ at least two persons who speak at least one foreign language widely used at European level; provide evidence of the availability of the relevant staff involved in the management, coordination and delivery of EURES services, to be trained for carrying-out the tasks deriving from EURES membership/partnership; A member of their staff will undergo training by the EURES Network for becoming EURES Staff;



9. Provide evidence of the availability of the relevant staff involved in the management, coordination and delivery of EURES services, to be trained for carrying-out the tasks deriving from EURES membership/partnership;
10. Undertakes to comply with the certification conditions and inform the NCO, within 15 days, of any changes of its headquarters or work-point, staff involved, suspension of activity etc.

**Art. 7.** The EURES members and partners commit to comply with the Regulation and provide any information, data or statistical information concerning the provision of the EURES Services within 15 days of any inquiry by the NCO.

**Art. 8.** The Call for Admission will be open only for **EURES Members**. It will be open for a period of two months each year (Q1). All interested Private Employment Agencies will have to apply during the time the call is open. All relevant documentation, list of documents needed to be submitted, etc. will be available on-line. The EURES NCO will act as the appointed **EURES Admission Call Body**. The **Head of the EURES NCO** will also be the **Admission Call Officer**.

**The Admission of EURES Partners will be done by Invitation Only. Organizations eligible for becoming Partners to the Cyprus EURES Network include, Universities and other tertiary Education Institutions, Trade Unions, Chambers of Commerce Employers Organizations. The invitation process will be a gradual one. Our intention is to invite in 2019 all Education institutions. By 2020 an invitation will be sent to Trade Unions and Employers Organizations.**

**Art. 9.** After analyzing the submitted documentation for EURES membership, the **Admission Call Officer / Head of the NCO** will prepare a note proposing to the Director of Labour the admission or rejection of each applicant and the reasons for the final decision. Then, a letter of notification will be sent to all applicants with the outcome. The decision must be communicated to the interested organization no later than 40 days after the close of the Call.

Organizations that have been rejected can appeal and ask for a reconsideration of the decision of the **Admission Call Body**, in a period of 15 working days after the date of the decision. The Admission Call Body will then have 15 days to reply back and provide the final decision which is un-revocable.

The EURES Member/Partner License is issued by the Department of Labour and signed by the Director of Labour. The License has a life span of 3 years.

**Art. 10.** The Admission to the EURES Network is for a period of 3 years. After the end of the period the Member/Partner will have to re-apply for a renewal of the license. The EURES NCO has the power to revoke any license based on non-compliance to the Regulation, rules and standards of the National Network or by the request of the Member of Partner. If the EURES member/partner does not participate, due to objective reasons, in implementing the EURES national plan of activity, and will not be active in its status as EURES member/partner, the admission license can be cancelled.





**Art.11.** If a complaint is received, a verification action will be promptly ordered.

- a. If the problems found following verification can be remedied, a period of 30-90 days will be granted to rectify the problems noted, based on the severity of the problem. If the member/partner does not take the necessary measures to rectify the problems, the license will be withdrawn;
- b. If the problems are serious and cannot be remedied, the license will be withdrawn;
- c. The withdrawal of the license is made based on a note drafted by the NCO.

**Art.12.** The service providers accredited as EURES members and partners are included in the National Register of EURES members/partners and notified by the NCO to the European Coordination Office.

**Art.13. Annexes:**

1. Criteria for Monitoring and Revoking of License
2. Application form for Membership/Partnership
3. Regulation Annex 1