

MobiliseSME

Mobility Exchange programme for SME staff



www.mobilise-sme.eu

#MobiliseSME



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What is MobiliseSME?

- **European programme** (*pilot project running from August 2020 until July 2022*).
- Staff (*employees, managers and owners or co-owners*) from a SME (*Sending Company*) stays a short period of time (*1-6 months*) with another SME (*Host Company*) in another EU country.
- **Financial support** is provided by the programme to cover accommodation and integration costs (*length and location of the exchange*).
- Types of collaboration: **market research or marketing strategies; development of products and services** (*innovation R&D*); **internationalisation, search of new clients and trade opportunities** (*Foreign Trade*); **training** (*Knowledge Transfer*); **joint research activities; strengthening pre-existent collaboration**; other kind of **collaborations**.
- There are **no deadlines** to participate. There is an on-going assessment and SMEs may participate when considered.
- Participating countries: EU member States, Iceland and Norway, Albania, Republic of North Macedonia, Montenegro, Serbia and Turkey.

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What is an SME under the rules of MobiliseSME?

- SME (*Small and medium sized enterprises*) definition of the European Commission.
- Less than 250 employees and less than 50M€ of turnover or less 43M€ in your balance sheet.
- Freelances, micro-SMEs and self-employees are eligible.
- Other types of entities such as Associations, Foundations or Cooperatives may also participate if they are engaged in an economic activity and have a similar management structure.



About the secondments

- SMEs may participate as sending companies twice. There is no limit to host in your company.
- During the collaboration, both companies must share the same workplace/office. The seconded employee/manager or owner/co-owner may dedicate time for the joint project but also to the daily activities of the host company as well as their own professional activities.
- The collaboration and its details are agreed between both companies during the preparation phase. There must be a balanced collaboration (win-win-win), where both companies and the person seconded obtain results in terms of new skills, knowledge or competences.
- Pre-existent collaborations or joint projects are allowed while apprentices and internships are not allowed.
- The secondment may be fractionated or extended if justified and in agreement between both companies and the employee up to a limit of 6 months.

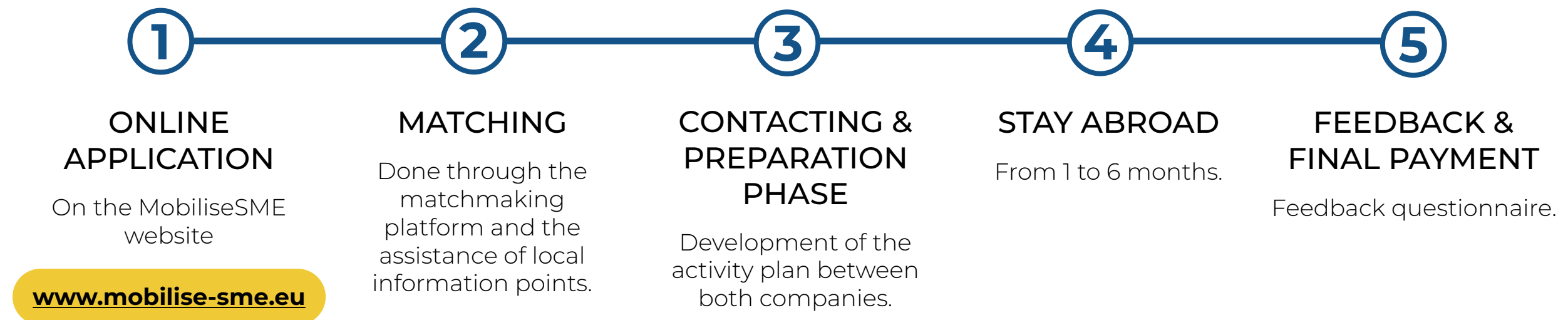


Financial support

- Each country has its own “cost of living lump sum” which determines the value of financial support that the company is entitled to. The lump sum is a fixed contribution to companies to cover integration costs.
- The full list is shown on the website here <https://mobilise-sme.eu/financial-support/> but some examples are:
 - €830.00 / month – Belgium, Germany, Luxembourg, Netherlands & Spain.
 - €900.00 / month – Italy & Austria.
 - €1000.00 / month – Ireland.
 - €1100.00 / month – Denmark and Outermost Regions.
- Payments are made by your local contact point (Spain) to the SMEs in monthly instalments. All payments are pre-financed. There is an equivalent of one’s month’s contribution prior to departure and once the collaboration is agreed with your peer.
- Subsequent instalments are paid monthly on the anniversary date of the commencement of the secondment, except for the final instalment.
- At the end of the exchange both companies and the employee are required to submit feedback questionnaires. Upon receipt of these feedback questionnaires the local contact point will release the last payment.
- Regardless the exchange, the reporting includes proof of the stay and mobility, pictures, a contract signed between the local contact point and the sending company and a final feedback questionnaire.



How does it work?



1

ONLINE APPLICATION

Registering in the Matchmaking platform is compulsory.

SME Declaration to be signed (*provided by the MobiliseSME*).

Participating countries: EU member States; Iceland and Norway; Albania, Republic of North Macedonia, Montenegro, Serbia and Turkey.

2

MATCHING

SMEs may boost existing collaborations thanks to the MobiliseSME programme.

Interested SMEs may also search for partners out of the platform. They can provide the contact details to the programme.

Local contact points may provide assistance. They shall assess the match and approve it.

3

CONTACTING & PREPARATION PHASE

Activity Plan: detailed agreement and information about the activities and projects to carry out during the exchange.

Both companies and the employee seconded must be involved.

Prior departure, there might be further arrangements (accommodation, trips, and other documents).

4

STAY ABROAD

Duration: 1-6 months.

Support and monitoring of the stay abroad by the Local Contact Points.

5

FEEDBACK & FINAL PAYMENT

Local Contact Points will assess the secondment.

Final Survey is compulsory before the final payment.

Why participate?

BENEFITS FOR THE SENDING COMPANY (SC):

- A deeper understanding of a thematic area for both the SME and its employees (*HR, marketing, finance, etc.*).
- Gain knowledge about other markets.
- Access to a technology, a specific method or innovation.
- New needed complementary skills for your employees, managers or owners.
- New skills international contacts, market intelligence or consolidation business with the hosting company.

BENEFITS FOR THE HOST COMPANY (HC):

- Newer and fresher ideas from peers in those fields of your interest.
- Further development of products and services for your SME.
- Opportunity to widening networks at EU level.
- Learn new technologies or skills from the seconded employee.
- A chance for an expansion/consolidation of already existing business with the sender.



Frequent Asked Questions (FAQ)

- **Is the United Kingdom an eligible country in the MobiliseSME programme?**
Following Brexit, exchanges involving British companies are not possible in the current programme.
- **Are there any preferences related to the sectors available?**
All sectors are eligible – There have been companies already participating from sectors such as architecture, tourism, music, publishing, app development, digital marketing, research, literacy, consultancy, urbanism and others.
- **May companies still participate in the current context of restrictions?**
Within the current context and restrictions, SMEs may participate. Local contact points provide assistance and practical information during the whole process. During the secondment, companies must follow indications rules of the health authorities. Remotely exchanges may be valid if objectives and results are not jeopardised and if the seconded person is already in the host country.
- **May two employees participate at the same time in the same host company?**
While in a secondment, two employees cannot participate at the same time in the same Host Company. Moreover, in case a seconded employee has already started the programme cannot be replaced by other colleagues. The general rule that applies is one employee, one agreement/activity plan and one secondment at a time.
- **Do participants (SMEs) have any legal obligation after the secondment?**
Participants (SMEs) do not have any legal obligation after the secondment although it is expected that the collaboration continues if objectives and outcomes are not fully met.

Local Contact Points

Mobilise SME considers applicants properly established and registered in the following countries:

- EU Member States.
- Iceland and Norway in accordance with the EEA Agreement.
- Albania, Republic of North Macedonia, Montenegro, Serbia and Turkey.



Your Contact Point in Spain

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Thanks!

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