

# TORNO SUBITO 2019: SUMMARY

Please note that the official document remains the Italian version of the Call for Proposal

## What is "Torno Subito"?

"Torno Subito" (TS) is a Programme promoted by the Regione Lazio- Department of Education, Research, School Education and Universities- financed by the ROP<sup>1</sup> Lazio ESF<sup>2</sup> 2014-2020 Axis III "Education and Training" (Investment Priority 10.ii -Specific Objective, 10.5).

1

DiSCo (Ente regionale per il diritto allo studio e la promozione della conoscenza<sup>3</sup>) is in charge for the implementation of the Initiative.

The Initiative is aimed at:

- strengthening and improving the human capital of young people by encouraging the:
  - mobility in Europe and abroad;
  - networks in the professional area of interest;
  - increase of formal and non-formal skills through a learning by doing approach
- encouraging the acquisition of qualified skills by sustaining higher education through combined study and work experience pathways and, simultaneously by creating opportunities for the development of professional networks, both in Italy and abroad;
- promoting the enhancement of the experience and the redeployment of the acquired skills in the Lazio region thereby increasing the opportunities for qualified employment to respond to the region's economy request for a smart, sustainable and inclusive growth;
- contributing in reducing the gap between the demand and supply of work by allowing youth to build career paths in order to respond to their needs of professional growth and specialisation in their professional sectors;
- promoting opportunities for the individual growth of youth through conscious choices able to favour autonomy and participation paths.
- allowing companies, third sector organizations, universities and research centres to internationalise outstanding competences on the basis of shared training and work experiences pathways.

"Torno Subito" funds individual projects.

The projects must be structured in two phases:

1. a pathway of study or a work experience outside the Lazio region, in Italy or abroad;
2. a second phase dedicated to redeploy the skills and knowledge acquired in the previous phase, within Lazio by a work experience, start-up project or research activity.

TS pursues the principles of equal opportunity and accessibility for everyone and in particular, it foresees specific support measures to encourage the participation of people with disabilities.

## Available Resources

The resources allocated for the individual projects of Recipients amount to 13.500.000,00 Euros.

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<sup>1</sup> Regional Operational Programme

<sup>2</sup> European Social Fund

<sup>3</sup> Regional Organisation for the Right to Education and Knowledge in Lazio.

DiSCo reserves the right to allocate additional funds if needed, according to the resources granted by the Regione Lazio.

## Candidates eligible to submit projects

The Proposers - potential Recipients of the Initiative - are both Italian or foreigner citizens, resident in Lazio for at least 6 months, aged between 18 and 35, young unemployed<sup>4</sup> or first-time jobseekers and with the following requirements:

- university students *or*
- university graduates *or*
- Higher Technical Institutes students and graduates ("Istituti Tecnici Superiori"<sup>5</sup>)
- secondary school graduates – **only for Cinema and Food&Wine sectors**
- students aged 18 (on the date of the project proposal submission) and over who completed in 2016, 2017 and 2018 the 3-yearcourse of IeFP, Education and Professional Training school<sup>6</sup> -("Operatore addetto alla ristorazione", "Preparazione pasti", "Servizi sala e bar") -located within Lazio region - **only for the Food&Wine sectors.**

The above-mentioned requirements must be met at the time of the project proposal submission under penalty of exclusion.

During the implementation of Phase n. 1 and Phase n. 2 the Recipient must keep the status of "unemployed" or "first-time jobseekers"; incomes neither from salaried employment or self-employment are not allowed during the above periods.

## The individual Project

Each student/graduate interested in participating in the initiative must formulate a project proposal.

The individual projects are structured in two phases to be implemented in collaboration with a local partner:

**PHASE 1** - to be carried out outside the Lazio region (in other Italian regions, EU countries, other European and non-European countries) in order to acquire knowledge, skills and professional abilities through a training activity or work experience (internships, training on the job); this phase is implemented at host-partner location which could be an university, a research institute, or a public or private organisation.

The host-partner has already identified at the time of the submission of the application.

**PHASE 2**-to be implemented within the Lazio region, aimed at redeploying the skills and knowledge acquired in Phase 1, through internships/research activities or guided pathways to self-employment, at a host-partner location which may be an university or research institute, a public or private institution, a coworking space in case the project involves a self-employment pathway.

The host-partner has already identified at the time of the submission of the application.

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<sup>4</sup> registered with a Job Placement Agency (Centri per l'Impiego)

<sup>5</sup><http://www.miur.gov.it>

<sup>6</sup> Istruzione e Formazione Professionale

## The Project Lines

The 2019 edition of "Torno Subito" includes two Project Lines: "Torno Subito Training" and "Torno Subito Work Experience".

### PHASE 1 - "Torno Subito Training"

It consists of an educational/specialisation/advanced training courses or Masters outside the Lazio region – from 30 to 180days.

- Eligibility of the training course  
The number of hours of the course divided by the total number of days (calendar days from the starting date to the completion date of the course) must be equal to or greater than 2.6:  
  
✓ *EXAMPLE NO. 1*  
 $60 \text{ (total hours of the training course)} / 90 \text{ (total days of the course)} = 0.66 \rightarrow \text{THE COURSE IS NOT ELIGIBLE}$   
  
✓ *EXAMPLE NO. 2*  
 $1.000 \text{ (total hours of the training course)} / 180 \text{ (total days of the course)} = 5.55 \rightarrow \text{THE COURSE IS ELIGIBLE}$
- Eligibility of University Master  
The number of hours of the master divided by the total number of days (calendar days from the starting date to the completion date of the master) must be equal to or greater than 2.3.

The total number of hours - both for training courses and masters – includes the hours of: lectures, project work and internships. Individual study activities are not included in the calculation of hours.

The minimum duration of the training course is 30 days; the maximum duration is 180 days (with reference to the starting date and the completion date of the course/master).

At the submission of the project proposal the quotation of the training Institution is required; it must include the following information:

- starting and completion dates;
- location of the course activities;
- duration of the course (expressed in hours);
- total cost of the course (including any fees and other charges);
- detailed programme including the exhaustive course content and the comprehensive description of all the training modules.

More public and/or private organisations in collaboration among them can provide the training course/master; this possibility must be reported in the project proposal.

Training courses/master with a duration exceeding the period of 180 days can be admitted therefore the contribution for the course cannot exceed 7.000,00 Euros and the lump-sum to cover the costs of food/accommodation and travel is up to 180days.

### PHASE 1 - "Torno Subito Work Experience"

A work experience -from 3 to 6 months – is implemented outside the Lazio region.

Minimum 15 days per month and at least 80 hour/month (no more than 8 hours per day) are required.

A MoU (*Memorandum of Understanding*) among the Recipient, DiSCo and the host Partner rules the work experience (Annex 4a for the work experience carried out in Italy and Annex 4b for the work experience implemented abroad).

Each month the carried out activity must be certified by a monthly register.

Exclusively for the Participants who carry out the Phase 1 in an Italian region, DiSCo covers the costs concerning the "Third Party Liability Insurance"<sup>7</sup> and INAIL<sup>8</sup> costs (Annex 4a).

For the Participants who carry out Phase 1 outside Italy, in a European or non-European country, the host-partner must guarantee the respect of insurance laws in force in its country(Annex 4b).

**PHASE 2 - "Torno Subito Training" and "Torno Subito Work Experience"**

It is aimed at redeploying the skills and knowledge acquired in Phase 1 and it is implemented within the Lazio region – for a 3-month period-at a private or public institution, profit or non-profit organization, according to one of the following options:

- A) Work experience to be carried out at a public or private institution, profit or non-profit organisation; the work experience can include an internship for professional practice. A MoU (*Memorandum of Understanding*) among the Recipient, DiSCo and the host-partner rules the work experience (Annex 5a);
- B) A guided pathway to self-employment, aimed at building/experimenting an idea for a start-up business. It is regulated by a MoU among the Recipient, DiSCo and the host-Coworking Space (Annex 5b);
- C) An already existing PhD research project (without any scholarship by the involved University).

Minimum 15 days per month and at least 80 hour/month (no more than 8 hours per day) are required.

The carried out activity must be certified by a monthly register.

DiSCo covers the costs concerning the "Third Party Liability Insurance"<sup>9</sup> and INAIL<sup>10</sup> costs.

**Timetable for Phase 1 and Phase 2**

Project Lines	PHASE 1			PHASE 2		
	Duration	Starting date	Completion date	Duration	Starting date	Completion date
<b>Torno Subito Training</b>	From 1 to 6 months	From the 1 <sup>st</sup> October 2019	By the 28 <sup>th</sup> February 2021	3 months	From the first day following the end of Phase 1 (with regard to each individual project)	No later than the 30 <sup>th</sup> June 2021

<sup>7</sup> Responsabilità civile contro terzi

<sup>8</sup> National Institute for Insurance against Accidents at Work

<sup>9</sup> Responsabilità civile contro terzi

<sup>10</sup> National Institute for Insurance against Accidents at Work

<b>Torno Subito Work Experience</b>	From 3 to 6 months	From the 1 <sup>st</sup> October 2019	By the 31 <sup>st</sup> December 2020	3 months	From the first day following the end of Phase 1 (with regard to each individual project)	No later than the 30 <sup>th</sup> June 2021
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**The Candidate can submit only one project proposal in one of the two above mentioned project lines otherwise he/she will be excluded.**

## Eligible costs

The costs related to the following items are funded for each eligible project:

### PHASE 1:

- purchase of training courses (the eligible cost corresponds to the actual expenditure to be justified by adequate documentation such as invoices; additionally bank/post office statements must be provided as evidence of the payments. Cash payments are not admitted):
  - maximum € 3,500.00 for courses lasting between 30 and 90 calendar days (considering the starting date and end date of the training course including any internship activity);
  - maximum €7,000.00 for courses lasting more than 91 calendar days (considering the starting date and end date of the training course including any internship activity).
- monthly allowance for the work experience outside the Lazio region:
  - 800.00 Euros gross per month (to be justified by adequate documentation such as the monthly register).  
The above mentioned allowance will be determined on the basis of the Recipient's real attendance.
- health insurance up to a maximum of € 500.00 (the eligible cost corresponds to the actual expenditure to be justified by adequate documentation such as invoices; additionally bank/post office statements must be provided as evidence of the payments. Cash payments are not admitted).  
The health insurance is compulsory if the activities of PHASE 1 are realised in non-European countries.
- *fidejussione*<sup>11</sup> - up to 3% of the total funded amount - 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 (the eligible cost corresponds to the actual expenditure to be justified by adequate documentation such as invoices; additionally bank/post office statements must be provided as evidence of the payments. Cash payments are not admitted).
- Lump sum for food, accommodation and travel costs according to the document named "Tabelle Standard" (see Annex 10)

### PHASE 2:

- monthly allowance of 800.00 Euros gross for the work experience (to be justified by adequate documentation such as the monthly register). The above mentioned allowance will be determined on the basis of the Recipient's real attendance at the planned activities;
- monthly allowance of 800.00 Euros gross for the guided pathway to self-employment in the coworking space.

<sup>11</sup> Guarantees issued by bank or authorised financial intermediaries according to the format in Annex n. 10

Services for assistance and accompaniment are funded -up to a maximum of € 8,000.00 Euros for phase 1 and 2- for persons with disabilities (the eligible cost corresponds to an actual expenditure to be justified by adequate documentation such as invoices; additionally bank/post office statements must be provided as evidence of the payments. Cash payments are not admitted).

The cost for the purchase of equipment, aids, wheelchairs, prostheses, etc. are not eligible; only the cost for the leasing of the above items are admitted.

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The current tax regime is applicable to following budget-lines being these assimilated to the compensation of employees<sup>12</sup>:

#### PHASE 1:

- the monthly allowance for work experience outside the Lazio region (monthly allowance of 800.00 Euros gross);
- lump sum for food, accommodation and travel costs (according to annex 10, "Tabelle Standard");

#### PHASE 2:

- the monthly allowance for the work experience of (monthly allowance of maximum 800.00 Euros gross)
- the monthly allowance for the guided pathway to self-employment in the coworking space of (monthly allowance of maximum 800.00 Euros gross)

## **Payment of the grant**

The contribution allocated for the individual project will be paid as follows:

- an initial advance, including all the costs related to the activities outside the Lazio region in Phase 1 (make reference to the paragraph "Eligible cost – PHASE 1").
- a final payment concerning the allowances of the 3-month period of work experience/guided pathway in the coworking space in Phase 2.

## **Project proposal terms**

The projects can only be submitted by filling the on-line form and by following the on-line procedure and operating instructions which are provided by the system.

The on-line procedure for submitting projects is available on the web site [www.tornosubito.laziodisco.it](http://www.tornosubito.laziodisco.it), in the section "Bando 2019" ("Call for Proposals 2019").

The project proposal can be submitted from the 6<sup>th</sup> of May .

The deadline for the project proposal submission is the 21<sup>st</sup> of June 2019 at noon.

For any information and clarification about this Call for Proposals please contact the following email address: [infotornosubito2019@laziodisco.it](mailto:infotornosubito2019@laziodisco.it)

A front office assistance service is available according to the official calendar reported on the website [www.tornosubito.laziodisus.it](http://www.tornosubito.laziodisus.it)

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<sup>12</sup>art. 50, comma 1, lett. c, del Tuir. Testo Unico delle Imposte sui Redditi; applicazione delle aliquote previste all'art. 11 del Tuir e con il riconoscimento delle detrazioni di cui agli artt. 12 e 13 del Tuir.