

## ANNEX 4 B – CONVENTION PHASE 1 WORK EXPERIENCE ABROAD

Activities relating to the Notice for the submission of candidacies to apply to the Program of interventions aimed at university students or graduates "TORNO SUBITO 2019", approved by DiSCo with DD n. 1253 - 17/04/2019 and ss.mm.ii, entrusted by the Lazio Region to DiSCo with DDR G15775 of 05/12/2018 in implementation of the Operational Program of the Lazio Region European Social Fund - Programming 2014-2020, Axis III- Education and training, Investment priorities 10.ii - Specific objective 10.5.

### AGREEMENT FOR THE ACTIVATION OF PHASE 1

#### "TORNO SUBITO WORK EXPERIENCE" ABROAD

(1) THE INSTITUTE FOR THE RIGHT TO STUDY AND KNOWLEDGE - DiSCo with registered office in Rome via De Lollis 24 b, code 00185, VAT number 08123891007 (hereafter *DiSCo*)

AND

(2) THE HOST PARTNER PARTY / (indicate company name) .....  
.....with registered office  
in .. .....  
.....Piazza way .....  
.....POSTAL CODE..... tax code / IE  
....., legally represented, or by proxy with power of  
signature, by ..... born in .....  
..... the \_\_\_ / \_\_\_ / \_\_\_ as ..... (hereafter the host);

AND

(3) The RECIPIENT / name and surname .....  
..... born in ..... the \_\_\_ / \_\_\_ / \_\_\_, residing in .....  
..... .. Piazza way ..... POSTAL CODE ....., tax code /  
PI .....

## **GIVEN THAT:**

- in implementation of the Operational Program of the Lazio Region European Social Fund - Programming 2014-2020, Axis III - Education and training, Investment Priorities 10.ii - Specific objective 10.5, the multi-year initiative called "Torno Subito" is scheduled;
- DiSCo, as Beneficiary of the "Torno Subito" Initiative, financed the implementation of the projects approved for funding, presented pursuant to the relevant Public Notice, approved by DiSCo with D.D. n. 1253 - 17/04/2019 and ss.mm.ii, as resulting from the ranking of projects admitted for funding approved with D.D. 2138 of the 24/07/2019;
- the projects admitted to financing provide for the construction of two Phases, the first outside the Lazio Region with host organizations for the performance of training activities or work experience, the duration of which is foreseen in the approved project, the second to internal of the Lazio Region with host subjects (public or private);

## **IT IS AGREED AS FOLLOWS:**

### **Art. 1 object**

The premises are an integral and substantial part of this agreement.

1. The host organization undertakes to receive at his / her facility the Sig./ra \_\_\_\_\_, (hereinafter referred to as the recipient) winner / winner of the Public Notice "Torno Subito 2019" identified with the project code ID\_\_\_\_\_in accordance with the approved project with Managerial Determination n. 2138 of 24/07/2019 and attached to this agreement as an integral and substantial part thereof and with the grant assignment agreement prot. \* ID No. \_\_\_\_\_ of \_\_\_ / \_\_\_ / \_\_\_ signed between DiSCo and the hosted party (the protocol number will be indicated on the copy of the grant award agreement, as per Annex 3, once signed by the Recipient. It is composed of the number ID and from the date of signing of the grant award agreement).
2. The objectives, the competences to be acquired, the duration and the methods of carrying out the experience are indicated in the project admitted to financing.

### **Art. 2**

#### **Duration**

The present agreement lasts from \_ / \_ / to / / \_in accordance with what is indicated in the project admitted to financing.

### **Art. 3 Obligations of DiSCo**

1. DiSCo in accordance with the provisions of the Public Notice "Torno Subito 2019" and in the agreement signed between DiSCo and the proposer, undertakes to respect the commitments relating to payments, as indicated in the agreement for assignment of the contribution signed with the hosted person, and according to the operational indications published on the website [www.regione.lazio.it/tornosubito](http://www.regione.lazio.it/tornosubito) section STARTING GUIDE 2019.

### **Art. 4 Obligations of the host organization**

1. The host organization undertakes to:

- a) to respect and enforce the training project agreed with the recipient in accordance with the project admitted to funding;
- b) guarantee to the hosted person the safety and accident precautions in compliance with current safety regulations, relieving DiSCo of any burden;
- d) identify a tutor responsible for the activities carried out by the hosted person to verify the progress of the activities and to draw up the final report;
- e) notify DiSCo of any early termination of the training experience;
- f) ensure to the hosted person equal treatment with workers in the workplace where the training / experience in the workplace takes place for what concerns the services offered by the host to its employees;
- g) ensure the correct compilation of the monthly attendance register, previously authenticated by DiSCo, in full compliance with the approved training project;
- h) contribute to a process of transfer of knowledge and skills aimed at improving the training of the hosted person who carries out the project;

2. The host organization is aware that:

- a) work experience does not constitute an employment relationship of any nature or type;
- b) work experience cannot be used for activities inconsistent with the project approved by DiSCo to the hosted person;
- c) the hosted person may not be used to replace the staff of the host during sickness, maternity or holidays or to fill roles necessary for the organization;

## **Art. 5**

### **Obligations and rights of the hosted person (Recipient)**

1. During the development of work experience, the hosted person is required to observe the rules of confidentiality and discipline that comply with the regulations of the host organization.
2. Are excluded from the calculation of the duration of the activity in the workplace of any periods of compulsory abstention due to maternity, illness or any impediment even if documented that made it impossible to carry out work experience.
3. Carry out training activities in the workplace with diligence and professionalism, agreeing on the number of monthly hours with the host. The hours must not be less than 80 monthly and the working days must not be less than 15. The single working day cannot last more than 8 hours.
4. Go to the headquarters of the host partner located in

Via \_\_\_\_\_ n. \_\_\_\_ city  
\_\_\_\_\_

5. Equipping themselves before the start of the activity, with the attendance records (attached to this Convention) authenticated by DiSCO at the Front Office of Torno Subito in Via Cesare De Lollis, 22 - Rome.
6. The recipient can interrupt the work experience by giving written notice to DiSCO and to the tutor of the didactic-organizational activities of the hosting partner subject. The renunciation entails the return of the entire amount paid in advance, except for reasons of force majeure or valid reason (as per Annex 3 to this Notice) appropriately documented which, instead, entails the recognition of costs up to the time of interruption.

## **Art. 6**

### **Reimbursement of expenses**

The host is not required to pay any compensation or remuneration to the guest. The monthly remuneration and any form of reimbursement of expenses for subsistence will be borne by DiSCO in compliance with the approved project

## **Art. 7**

### **Educational/business tutor**

The host organization appoints as tutor responsible for the educational and organizational activities the Ms. countersign the monthly attendance register stamped by DiSCO.

The host organization is required to guarantee adequate insurance coverage to the tutor responsible for the educational-organizational activities.

## **Art. 8**

## **Personal data processing**

DiSCo and the host subject mutually acknowledge that they are dealing with each other's personal data and those concerning the recipient, in an autonomous ownership position pursuant to European Regulation 679/2016.

DiSCo also provides the information referred to in Article 13 of European Regulation 679/2016 both to the host bearer and to the recipient.

See Annex 11 to this Public Notice "Privacy Policy pursuant to Regulation 679/2016 / EU"

Place and date of signature

\_\_\_\_\_

Read, signed and signed by:

1. Stamp and signature for DiSCo \_\_\_\_\_  
(to be added last)

2. Signature of the authorized person \_\_\_\_\_

3. Stamp and signature of the host partner subject \_\_\_\_\_

## Monthly Presence Registers Handbook

### It is specified that

- The following registers must be submitted for endorsement at the Front Office Torno Subito - DiSCo in Via Cesare De Lollis, 22-Rome, before the start of the activities after completing the heading.
- The DiSCo endorsement will be affixed exclusively to the Presence Registers (one per month of planned activity) already filled in the heading (recipient personal data and host subject, hours starting and ending dates of Work Experience activities - Phase 1 etc.).
- In the event that activities take place on a public holiday, it is advisable to report its exceptional nature in the appropriate notes area.
- At the time of the preventive certification by DiSCo there must be no stamp and company signature which will be affixed only at the end of the monthly activity confirming the presences registered above.
- The signature of the recipient and the tutor must be affixed daily, in full and legibly on each line of presence.
- The monthly hours and days already entered represent the minimum presence threshold (80 hours spread over at least 15 days per month), which the candidate must guarantee to obtain full compensation; however, it is possible to register a higher presence, without exceeding 8 hours per day.

Personal data Name: \_\_\_\_\_ Surname \_\_\_\_\_ Tax  
Code. \_\_\_\_\_

**Information host company**

Business name: \_\_\_\_\_

Vat Number \_\_\_\_\_

Headquarters address: \_\_\_\_\_

Start date **Step 1:** \_\_\_ / \_\_\_ / \_\_\_ End date **Step 1:** \_\_\_ / \_\_\_ / \_\_\_

Month: \_\_\_\_\_ Minimum presence of days:  15  Minimum presence of monthly hours: **80**

	Date	From - To	Total hours daily	Trainee signature	Company tutor signature	Records
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

DiSCo Endorsement

Stamp and Signature of the Legal Representative  
Hosting body or delegate authorized to sign

SheetN°  1  of    

Personal data Name: \_\_\_\_\_ Surname \_\_\_\_\_ Tax Code \_\_\_\_\_

**Information host company**

Business Name: \_\_\_\_\_

VAT Number \_\_\_\_\_

Headquarters address: \_\_\_\_\_

Start date **Step 1:** \_\_\_ / \_\_\_ / \_\_\_ End date **Step 1:** \_\_\_ / \_\_\_ / \_\_\_

Month: \_\_\_\_\_ Minimum presence of days: 15 Minimum presence of monthly hours: 80

	Date	From - To	Total hours daily	Trainee Signature	Company Tutor Signature	Records
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

**DiSCo Endorsement**

Stamp and Signature of the Legal Representative  
Hosting body or delegate authorized to sign

Sheet **N° 2** of \_\_\_

Personal data Name: \_\_\_\_\_ Surname \_\_\_\_\_ Tax Code \_\_\_\_\_



**Information host company**

Business Name: \_\_\_\_\_

VAT Number \_\_\_\_\_

Headquarters address: \_\_\_\_\_

Start date **Step 1:** \_\_\_ / \_\_\_ / \_\_\_ End date **Step 1:** \_\_\_ / \_\_\_ / \_\_\_

Month: \_\_\_\_\_ Minimum presence of days: 15 Minimum presence of monthly hours: 80

	Date	From - To	Total Hours daily	Trainee Signature	Company tutor signature	Records
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

**DiSCo Endorsement**

**Stamp and Signature of the Legal Representative  
Hosting body or delegate authorized to sign**

Sheet N°

3 di \_\_\_\_\_

Personal data Name: \_\_\_\_\_ Surname \_\_\_\_\_ Tax Code \_\_\_\_\_

**Information host company**

Business Name: \_\_\_\_\_

VAT Number \_\_\_\_\_

Headquarters address: \_\_\_\_\_

Start date **Step 1:** \_\_\_ / \_\_\_ / \_\_\_ End date **Step 1:** \_\_\_ / \_\_\_ / \_\_\_

Month: \_\_\_\_\_ Minimum presence of days: 15 Minimum presence of monthly hours: 80

	Date	From- To	Total hours daily	Trainee Signature	Company tutor signature	Records
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

**DiSCo Endorsement**

Stamp and Signature of the Legal Representative  
Hosting body or delegate authorized to sign

Sheet N°

4 di \_\_\_\_\_

Personal data Name: \_\_\_\_\_ Surname \_\_\_\_\_ Tax Code \_\_\_\_\_

**Information host company**

Business Name: \_\_\_\_\_

VAT Number \_\_\_\_\_

Headquarters address: \_\_\_\_\_

Start date **Step 1:** \_\_\_ / \_\_\_ / \_\_\_ End date **Step 1:** \_\_\_ / \_\_\_ / \_\_\_

Month: \_\_\_\_\_ Minimum presence of days: 15 Minimum presence of monthly hours: 80

	Date	From - To	Total hours daily	Trainee Signature	Company tutor signature	Records
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

**DiSCo Endorsement**

Stamp and Signature of the Legal Representative  
Hosting body or delegate authorized to sign

Sheet N°

5 di \_\_\_\_\_

Personal data Name: \_\_\_\_\_ Surname \_\_\_\_\_ Tax Code \_\_\_\_\_

**Information host company**

Business Name: \_\_\_\_\_  
VAT Number \_\_\_\_\_

Headquarters address: \_\_\_\_\_

Start date **Step 1:** \_\_\_/\_\_\_/\_\_\_ End date **Step 1:** \_\_\_/\_\_\_/\_\_\_

Month: \_\_\_\_\_ Minimum presence of days: 15 Minimum presence of monthly hours: 80

	Date	From - To	Total hours daily	Trainee Signature	Company tutor signature	Records
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

DiSCo Endorsement

Stamp and Signature of the Legal Representative  
Hosting body or delegate authorized to sign

Sheet N°

6 di

