

ANNEX 4b

Activities related to the Call for Proposals for the submission of applications based on the Programme of initiatives “TORNO SUBITO 2019” aimed at university students or graduates, approved by DiSCo with Executive Decree No. 1253-17/04/2019 and subsequent amendments and additions, granted by the Regione Lazio to DiSCo with Regional Executive Decree G15775-05/12/2018 when implementing the Operational Programme of the Regione Lazio European Social Fund - Programming 2014-2020, Axis III- Education and Training, Investment Priorities 10.ii - Specific Objective 10.5.

AGREEMENT FOR ACTIVATING PHASE 1 “TORNO SUBITO WORK EXPERIENCE” ABROAD

BETWEEN

(1) THE INSTITUTE FOR THE RIGHT TO STUDY AND KNOWLEDGE – DiSCo with registered offices in Rome, Via De Lollis 24 b, postal code 00185, tax code/VAT No 08123891007(*hereinafter DiSCo*)

(2)

AND

(2) THE HOST PARTNER/ (indicate the company name) with registered offices in.....

Address Postal Code

....., Tax code/Vat No, legally represented by

(indicate the name of the legal representative or of a delegate with power of signature)

..... born in.....

on___/___/___ as (*hereinafter the host*);

AND

(3) THE RECIPIENT/name and surname.....

born in on___/___/___, resident inAddress

..... Postal Code, Tax

code/Vat No.....

GIVEN THAT:

- in implementing the Operational Programme of the Regione Lazio European Social Fund - Programming 2014-2020, Axis III - Education and Training, Investment Priorities 10.ii - Specific Objective 10.5, a multiple-year initiative known as “Torno Subito” is scheduled;
- DiSCo as Beneficiary of the initiative “Torno Subito” funded the execution of the projects eligible for grants, submitted in accordance with the Public Call for Proposals, approved by DiSCo with Executive Decision No. 1253-17/04/2019 and subsequent amendments and additions, as indicated in the ranking list of projects eligible for funding approved by DiSCo with Executive Decree No. 2318-24/07/2019;
- The projects eligible for funding include two phases of execution: the first outside the Lazio region at host locations to carry out the training or work experience activity whose duration depends on the approved project plan, and the second within the Lazio region at host locations (public or private);

IT IS AGREED AS FOLLOWS:

Art. 1 Subject:

The introduction is an integral and substantive part of this agreement.

1. The host undertakes to receive at its location Mr./Ms _____ (*hereinafter recipient*), winner of the Public Call for Proposals “Torno Subito 2019”, identified with project code ID _____ in compliance with the project approved with Executive Decision No 2318- 24/07/2019 and attached to this agreement as an integral and substantive part and with the grant award agreement, protocol No ID..... of signed by DiSCo and the host.
2. The objectives, skills to be acquired, duration and method of execution of the experience are indicated in the project selected for funding.

Art. 2 Duration

The present agreement will last from ___/___/___ to ___/___/___ in compliance with the plan indicated in the financed project proposal.

Art. 3 Obligations of DiSCo

1. DiSCo, in compliance with the provisions of the Public Call for Proposals “Torno Subito

2019” and the agreement signed by DiSCo and the proposer, undertakes to respect the provision of the contributions, as indicated in the grant award agreement, and in accordance with the operational guidelines published on the web site www.regione.lazio.it/tornosubito section STARTING GUIDE 2019.

Art. 4 Obligations of the host

1. The host undertakes to:

- a) Respect and enforce the training project agreed with the recipient in accordance with the financed project;
- b) guarantee to the guest safety and accidents prevention in accordance with the safety regulations in force, exempting DiSCo from any obligations;
- c) identify a tutor responsible for the activities carried out by the guest to monitor the progress of the activities and draft a final report;
- d) notify DiSCo of any early termination of the training experience;
- e) guarantee equal treatment between the guest and the employees in the work place where the training/work experience activity is carried out with regard to the services offered by the host to its employees;
- f) ensure that the monthly attendance register authenticated by DiSCo is correctly filled out in full compliance with the approved training project;
- g) contribute to the transfer of knowledge and skills aimed at improving the educational experience of the guest who carries out the project;

2. The host is aware and acknowledges that:

- a) the work experience does not constitute a working relationship of any kind or form;
- b) the work experience cannot be used for activities which do not comply with the project approved by DiSCo for the recipient;
- c) the recipient cannot be used to replace the host's staff during periods of sickness, maternity leave or holidays or for roles required by the organisation.

Art. 5 Obligations and rights of the guest (recipient)

- 1. During the work experience the recipient must observe the discipline and confidentiality

rules in accordance with the host's regulations;

2. Any periods of compulsory absence for maternity, sickness or any impediment, even if documented, which prevented the work experience from being carried out, will not be included in the calculation of the duration of the work experience activity.

3. Training activities within the sphere of work experience must be carried out with diligence and professionalism by agreeing the number of hours per month with the host. In order to receive the monthly remuneration forecasted by the Public Call for Proposals, the hours must not be less than eighty hours and fifteen days per month. The working day must last a maximum of 8 hours.

4. Go to the headquarter of the host partner located in

Address.....

City.....

5. Before the start of the activity provide himself/herself with the monthly attendance registers (attached to the present Agreement) authenticated by DiSCo by the Torno Subito Front Office located in Via Cesare De Lollis, 22- Rome.

6. The recipient can interrupt the work experience by giving written notice to DiSCo and the tutor for the educational and organisational activity of the host partner. The waiver entails the return of the entire amount paid in advance, except for reasons of force majeure or valid reasons (as detailed in the Annex 3 attached to the present document), appropriately documented, which, instead, entails the recognition of costs until the time of interruption.

Art. 6 Reimbursement of expenses

1. The host is not required to pay any compensation or remuneration to the guest. DiSCo will provide for the work experience monthly remuneration in compliance with the approved project.

Art. 7 Educational/company tutor

1. The host nominates Mr./Msas tutor in charge of the educational and organisational activities. The tutor is required to carry out the tasks of support and guidance in executing the approved project and to countersign the monthly attendance register authenticated by DiSCo.

2. "The host is required to safeguard a proper insurance cover to the tutor in charge of the educational and organisational activities".

Art. 8 Personal data processing

Both Disco and the host acknowledge that they are dealing with each other's personal data and with those of the recipient, as autonomous owners of the data processing pursuant to European Regulation 679/2016. DiSCo also provides to the host and to the recipient the information referred to in Article 13 of European Regulation 679/2016 See Annex 11 to this public notice "Privacy Policy pursuant to Regulation No. 679/2016/EU"

Place and date of signature

Read, signed and accepted

1) Stamp and signature of DiSCo

2) Signature of the recipient

3) Stamp and Signature of the Partner/Host

Monthly Presence Registers Handbook

It is specified that

- The following registers must be submitted for the authentication at the Front Office Torno Subito - DiSCo in Via Cesare De Lollis, 22-Rome, before the start of the activities and after completing the heading.
- DiSCo will authenticate exclusively the Attendance Registers (one per month of planned activity) already filled in the heading (recipient and host personal data, 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 authentication by DiSCo there must be no stamp and company signature, which will be affixed only at the end of the monthly activity in confirmation of the attendance stated in the register.
- The signature of the recipient and the tutor must be affixed daily, in full and legible on each attendance line.
- 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 _____

Partner's information

Company name: _____

Vat Number _____

Address: _____

Start date **Step 1:** ___ / ___ / ___ End date **Step 1:** ___ / ___ / ___

Month: _____ Minimum monthly days required by the project: 15 Minimum monthly hours required by the project: **80**

	Date	From - To	Total hours daily	Trainee signature	Company tutor signature	Notes
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DiSCo Authentication

Stamp and Signature of the Legal Representative of the host partner or a delegate authorized to sign

Sheet N° 1 of

Personal data

Name: _____ Surname _____

Tax Code _____

Partner's information

Company name: _____

Vat Number _____

Address: _____

Start date **Step 1:** ___ / ___ / ___ End date **Step 1:** ___ / ___ / ___

Month: _____ Minimum monthly days required by the project: 15 Minimum monthly hours required by the project: **80**

	Date	From - To	Total hours daily	Trainee signature	Company tutor signature	Notes
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DiSCo Authentication

Stamp and Signature of the Legal Representative of the host partner or a delegate authorized to sign

Sheet N° 2 of

Personal data

Name: _____ Surname _____
Tax Code _____

Partner's information

Company name: _____
Vat Number _____

Address: _____

Start date **Step 1:** ___ / ___ / ___ End date **Step 1:** ___ / ___ / ___

Month: _____ **Minimum monthly days required by the project: __ 15__** **Minimum monthly hours required by the project: 80**

	Date	From - To	Total hours daily	Trainee signature	Company tutor signature	Notes
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DiSCo Authentication

Stamp and Signature of the Legal Representative of the host partner or a delegate authorized to sign

Sheet N° 3 of

Personal data

Name: _____ Surname _____

Tax Code _____

Partner's information

Company name: _____

Vat Number _____

Address: _____

Start date **Step 1:** ___ / ___ / ___ End date **Step 1:** ___ / ___ / ___

Month: _____ Minimum monthly days required by the project: 15 Minimum monthly hours required by the project: **80**

	Date	From - To	Total hours daily	Trainee signature	Company tutor signature	Notes
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DiSCo Authentication

Stamp and Signature of the Legal Representative of the host partner or a delegate authorized to sign

Sheet N° 4 of

Personal data

Name: _____ Surname _____

Tax Code _____

Partner's information

Company name: _____

Vat Number _____

Address: _____

Start date **Step 1:** ___ / ___ / ___ End date **Step 1:** ___ / ___ / ___

Month: _____ Minimum monthly days required by the project: 15 Minimum monthly hours required by the project: **80**

	Date	From - To	Total hours daily	Trainee signature	Company tutor signature	Notes
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DiSCo Authentication

Stamp and Signature of the Legal Representative of the host partner or a delegate authorized to sign

Sheet N° 5 of

Personal data

Name: _____ Surname _____

Tax Code _____

Partner's information

Company name: _____

Vat Number _____

Address: _____

Start date **Step 1:** ___ / ___ / ___ End date **Step 1:** ___ / ___ / ___

Month: _____ Minimum monthly days required by the project: 15 Minimum monthly hours required by the project: **80**

	Date	From - To	Total hours daily	Trainee signature	Company tutor signature	Notes
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DiSCo Authentication

Stamp and Signature of the Legal Representative of the host partner or a delegate authorized to sign

Sheet N° 6 of

