

II

(Acts whose publication is not obligatory)

COMMISSION

COMMISSION DECISION

of 22 December 1983

on the management of the European Social Fund

(83/673/EEC)

THE COMMISSION OF THE EUROPEAN COMMUNITIES,

Having regard to the Treaty establishing the European Economic Community,

Having regard to Council Decision 83/516/EEC of 17 October 1983 on the tasks of the European Social Fund ⁽¹⁾,

Having regard to Council Regulation (EEC) No 2950/83 of 17 October 1983 on the implementation of Decision 83/516/EEC on the tasks of the European Social Fund ⁽²⁾, and in particular Articles 4 and 9 thereof,

Whereas forms should be introduced for applications for assistance and claims for payment;

Whereas a separate application is needed for each type of operation listed in the form set out in Annex 1 in order to meet the requirements of sound management of resources for which it must be possible to make an accurate evaluation of operations on the basis of the provisions of Decision 83/516/EEC and the guidelines for the management of the Fund;

Whereas it is necessary to fix a time limit for the submission of applications for assistance under Article 3 (2) of Decision 83/516/EEC and for final payment claims;

Whereas the duration of assistance for operations under Article 3 (1) of Decision 83/516/EEC should coincide with the financial year; whereas an upper limit should be set on the duration of assistance for multiannual operations under Article 3 (2) of that Decision;

Whereas it is essential that the Member States should notify the Commission immediately of any change in the factors on which approval of assistance was based;

Whereas in the interests of sound management of resources, any sums not used must be released immediately so that they can be reallocated to other operations eligible for assistance;

Whereas the Commission must be informed immediately if any operation which has received Fund assistance is the subject of an investigation because of suspected irregularities;

Whereas it is essential that the Commission should receive regular information from the Member States in view of the fact that the effectiveness of Fund aid stems from a detailed knowledge of the operations which have received assistance,

HAS ADOPTED THIS DECISION:

Article 1

1. Applications for assistance under Article 3 of Decision 83/516/EEC shall be submitted on the form set out in Annex 1.

⁽¹⁾ OJ No L 289, 22. 10. 1983, p. 38.

⁽²⁾ OJ No L 289, 22. 10. 1983, p. 1.

2. Applications for:
 - final payment under Article 5 (4) of Regulation (EEC) No 2950/83 shall be submitted on the form set out in Annex 2,
 - payment of a second advance under Article 5 (2) of Regulation (EEC) No 2950/83 shall be submitted on the form set out in Annex 3.
3. Applications shall be submitted in triplicate. The forms shall be completed in typescript, no sections being omitted.
4. Applications which do not conform to the conditions of this Article shall not be considered.

Article 2

1. The types of operation referred to in Article 1 (2) of Decision 83/516/EEC and the categories of person referred to in Article 4 of that Decision shall be the subject of separate applications for assistance. Each application shall contain separate particulars for each region or area, as defined in Article 7 (3) of Decision 83/516/EEC and in the guidelines for the management of the Fund.
2. An application may relate to only one point in the guidelines for the management of the Fund, which determines the priority of operations. Where the operation concerns several categories of persons, a separate application shall be submitted for each category.
3. Where an operation is carried out by several Member States, each State shall submit an application in respect of its own contribution.
4. Compliance with the conditions of this Article shall be a prerequisite for the approval of applications.

Article 3

1. Applications for assistance relating to expenditure to be incurred in the following year or, in the case of multiannual operations, years for operations under Article 3 (2) of Decision 83/516/EEC must be submitted by the Member States by 21 October of each year in order to be taken into consideration.
2. Urgent applications must be introduced by Member States at least one month before the beginning of the operation. A detailed justification for the urgency must be attached to the form given in Annex 1.

Article 4

1. Assistance for operations under Article 3 (1) of Decision 83/516/EEC may not be granted for a period longer than one financial year of the European Communities.

2. Assistance for operations under Article 3 (2) of Decision 83/516/EEC may not be granted for a period longer than 36 months.

Article 5

Where an operation for which an application for assistance has been submitted or assistance has been granted cannot be carried out or can be carried out only in part, the Member State shall notify the Commission thereof without delay.

Article 6

1. Member States' payment applications must reach the Commission within 10 months of the date of completion of the operations concerned. No payment shall be made in respect of aid for which the application is submitted after the expiry of this period.
2. Advances must be reimbursed when the costs of the operation concerned cannot be justified on the form given in Annex 2 within three months of the expiry of the 10-month period laid down in paragraph 1.
3. Where under Article 5 (3) of Regulation (EEC) No 2950/83 a Member State requests suspension of payment of an advance, the assistance shall be paid in one instalment at the time of final payment.
4. Where a final payment application reveals a sum that has not been used, it shall be released immediately.

Article 7

Where the management of an operation for which assistance has been granted is the subject of an investigation because of suspected irregularities, the Member State shall notify the Commission thereof without delay.

Article 8

Before 15 December of each year, the Member States shall communicate to the Commission, using the form set out in Annex 4, statistics relating to operations carried out with Fund assistance during the previous financial year.

Article 9

1. Commission Decisions 78/706/EEC ⁽¹⁾ and 78/742/EEC ⁽²⁾ are hereby repealed. However, they shall continue to apply to operations in respect of which an application was submitted before 1 October 1983.

⁽¹⁾ OJ No L 238, 30. 8. 1978, p. 20.

⁽²⁾ OJ No L 248, 11. 9. 1978, p. 1.

2. By way of derogation from Article 3, applications relating to operations scheduled to begin in the 1984 financial year shall be submitted before 13 March 1984.

Done at Brussels, 22 December 1983.

Article 10

This Decision is addressed to the Member States.

For the Commission

Ivor RICHARD

Member of the Commission

<p>COMMISSION OF THE EUROPEAN COMMUNITIES</p> <p>Directorate-General for Employment, Social Affairs and Education,</p> <p>200 rue de la Loi, B-1049 Brussels</p>	<p>Reserved for the Commission</p> <p>— Date of receipt —</p>
APPLICATION FOR ASSISTANCE FROM THE EUROPEAN SOCIAL FUND (1)	
1. Member State introducing the application _____	
2. Authority introducing the application for the Member State _____	
Address _____	
Telephone _____ Telex _____	
Person to contact _____ Telephone _____	
3. Organization for which assistance is requested _____	
Legal status _____	
Address _____	
4. The application concerns:	
— operations under Article 3 (1)	<input type="checkbox"/> (2)
— operations under Article 3 (2) of Decision 83/516/EEC (3)	<input type="checkbox"/> (2)
5. The operation concerns:	
— young people under 25 years old	<input type="checkbox"/> (2) (4)
— people aged 25 and over	<input type="checkbox"/> (2) (4)
6. Period covered by the application from _____ to _____	
7. Amount of assistance requested	Number of people
_____	_____
Member State reference	Reserved for the European Social Fund
_____	No of the application
	<input style="width: 150px; height: 20px;" type="text"/>

(1) Annex 1 to Decision 83/673/EEC (OJ No L 377, 31. 12. 1983, p. 1).

(2) Tick the appropriate box.

(3) OJ No L 289, 22. 10. 1983, p. 38.

(4) Age when they first take part in the operation.

8. Operation for which the application is made (')

8.1. Description of the operation:

Indicate the elements which determine the eligibility and priority.

Indicate the number of persons who will take part in the operation.

When the operation concerns vocational training, indicate what types of training are involved and the principal trades taught.

Indicate the average length of participation per person (weeks and hours per week) in the operation, during the period for which assistance is requested.

Indicate the number of persons for whom real prospects of employment exist after they have participated in the operation.

(¹) For operations under Article 3 (1) of Decision 83/516/EEC a separate application must be made:
— for each operation which qualifies for the increased rate of assistance provided for in Article 3 (1) of Regulation (EEC) No 2950/83 (OJ No L 289, 22. 10. 1983, p. 1), even when the priority provided for in the guidelines for such an operation contains no regional limitation,
— for each operation which is not priority according to the guidelines for managing the Fund.

8.2. Description of the essential elements of innovation (').

9. Indicate the legal, regulatory or administrative basis in the Member State on which the operation is financed and carried out (give precise references)

10. Joint financing by several Community financial instruments (give details of sources and amounts)

(') Concerns only specific operations under Article 3 (2) of Decision 83/516/EEC.

11. **Specification of the operation** ⁽¹⁾

11.1. The operation comes under Article 1 (2) point (a) (b) (c) (d) of Decision 83/516/EEC ⁽²⁾.

11.2. The operation comes under Article 3 (2) of Decision 83/516/EEC:

- examination of the effectiveness of operations ⁽²⁾
- exchange of experience ⁽²⁾

11.3. The operation concerns:

- young persons under 25 years old according to Article 4 (1)
- persons aged 25 and over according to Article 4 (2) point (a) (b) (c) (d) (e)
- instructors, vocational guidance or placement experts, or development agents according to Article 4 (3) of Decision 83/516/EEC ⁽²⁾.

11.4. Indicate the point in the Fund guidelines which determines the priority of the operation with respect to the group of persons involved _____

11.5. Conforming to the Fund guidelines, the operation is limited to certain regions or zones

YES NO ⁽²⁾ ⁽³⁾

If 'yes', indicate which point in the guidelines determines the limitation _____

11.6. Region(s) or zone(s) concerned ⁽³⁾ ⁽⁴⁾ ⁽⁵⁾ _____

12. **Justification for the choice made in 11.4**

⁽¹⁾ Conforming to Article 2 of the Decision.
⁽²⁾ Tick the appropriate box.
⁽³⁾ This point does not concern specific operations.
⁽⁴⁾ If the operation which forms the basis of this application involves several regions or zones, points 13 to 18 must be completed globally, and for each region or zone on a separate sheet.
⁽⁵⁾ Number of separate sheets _____

This page concerns the total application. A separate page should be completed for each region or zone indicated in 11.6 of this form.

13. Type of operation

- 13.1. (A) — Vocational training
- 13.2. — Vocational guidance
- 13.3. (B) — Recruitment
- 13.4. — Wage subsidy
- 13.5. (C) — Resettlement
- 13.6. — Integration
- 13.7. (D) — Provision of services and technical advice

Number of persons		
Women	Men	Total

- 13.8. — Examination of effectiveness (')
- 13.9. — Exchange of experience (')

14. Estimate of the number of persons involved in the operation

- 14.1. — Young people
- 14.2. — Unemployed, threatened with unemployment, under-employed
- 14.3. — Long-term unemployed
- 14.4. — Women who wish to return to work
- 14.5. — Handicapped people who are capable of working in the open labour market
- 14.6. — Migrant workers
 - Members of their family
- 14.7. — People working in small and medium-size enterprises who require retraining
- 14.8. — Instructors
 - Professional guidance or placement experts
 - Development agents

Number of persons		
Women	Men	Total

(') Tick the appropriate box.

This page concerns the total application. A separate page should be completed for each region or zone indicated in 11.6 of this form.

15.	Estimate of the expenditure for which assistance is requested (1)		
15.1.	— Incomes of persons undergoing vocational training	_____	
15.2.	— Preparation of courses	_____	
15.3.	— Operation and administration of courses	_____	
15.4.	— Vocational guidance	_____	
15.5.	— Training teaching staff	_____	
15.6.	— Normal depreciation	_____	
15.7.	— Accelerated depreciation	_____	
15.8.	— Food and lodging	_____	
15.9.	— Travel for vocational training	_____	
15.10.	— Functional rehabilitation	_____	
15.11.	— Adaptation of workplaces for the handicapped	_____	
15.12.	— Aid to facilitate the transfer of migrant workers	_____	
15.13.	— Aid to facilitate the integration of migrant workers	_____	
15.14.	— Recruitment aids (2)	_____	
15.15.	— Wage subsidies (2)	_____	
15.16.	— Examination of effectiveness	_____	
15.17.	— Exchange of experience	_____	
15.18.	Total	<table border="1"><tr><td> </td></tr></table>	

(1) Indicate here the method of calculation and the elements used to arrive at the sums indicated.

(2) Indicate the total expenditure foreseen for the operation.

This page concerns the total application. A separate page should be completed for each region or zone indicated in 11.6 of this form.

16. Financing the operation

- 16.1. Fund assistance
- 16.2. Assistance from public bodies ⁽¹⁾
- 16.3. Private contributions
- 16.4. Revenue from the operation
- 16.5. Total cost of the operation

Amount	%
	100

17. Application of increased rate ⁽²⁾: YES ⁽³⁾ NO ⁽³⁾

18. Controls

Indicate here the authorities where any necessary controls may be effected.

⁽¹⁾ Give details of the sources and amounts:

⁽²⁾ — Article 5 (2) of Decision 83/516/EEC.
 — Article 3 (1) of Regulation (EEC) No 2950/83.
⁽³⁾ Tick the appropriate box.

19. If the application is agreed, is the advance to be suspended?

YES (*)

NO (*)

(*) Tick the appropriate box.

20. Beneficiary _____

Address _____

Bank _____

Branch _____

Address _____

Account No _____

Title of account _____

Giro No _____

21. The Member State declares that it guarantees the successful completion of the operation for which assistance is requested.

Stamp _____

Signature _____

Date _____

22. Acknowledgment

**COMMISSION
OF THE
EUROPEAN COMMUNITIES**

**Directorate-General for Employment,
Social Affairs and Education**

Directorate of the European Social Fund

The application for assistance

dated _____ (*)

reference _____ (*)

has been received on _____

by the European Social Fund and has been given the
number

ESF No _____

Signature _____

(*) To be filled in by the Member State.

23. To be filled in by the Member State

(Address of the Ministry to which the
acknowledgment is to be sent)

concerning region or zone _____ (point 11.6 of the form)

Reference of the Member State _____

ESF No _____

13. Type of operation

- 13.1. (A) — Vocational training
- 13.2. — Vocational guidance
- 13.3. (B) — Recruitment
- 13.4. — Wage subsidy
- 13.5. (C) — Resettlement
- 13.6. — Integration
- 13.7. (D) — Provision of services and technical advice

Number of persons		
Women	Men	Total

13.8. — Examination of effectiveness (¹)

13.9. — Exchange of experience (¹)

14. Estimate of the number of persons involved in the operation

- 14.1. — Young people
- 14.2. — Unemployed, threatened with unemployment, under-employed
- 14.3. — Long-term unemployed
- 14.4. — Women who wish to return to work
- 14.5. — Handicapped people who are capable of working in the open labour market
- 14.6. — Migrant workers
 - Members of their family
- 14.7. — People working in small and medium-size enterprises who require retraining
- 14.8. — Instructors
 - Professional guidance or placement experts
 - Development agents

Number of persons		
Women	Men	Total

(¹) Tick the appropriate box.

concerning region or zone _____ (point 11.6 of the form)

Reference of the Member State _____

ESF No _____

15. Estimate of the expenditure for which assistance is requested (¹)

15.1. — Incomes of persons undergoing vocational training	_____
15.2. — Preparation of courses	_____
15.3. — Operation and administration of courses	_____
15.4. — Vocational guidance	_____
15.5. — Training teaching staff	_____
15.6. — Normal depreciation	_____
15.7. — Accelerated depreciation	_____
15.8. — Food and lodging	_____
15.9. — Travel for vocational training	_____
15.10. — Functional rehabilitation	_____
15.11. — Adaptation of workplaces for the handicapped	_____
15.12. — Aid to facilitate the transfer of migrant workers	_____
15.13. — Aid to facilitate the integration of migrant workers	_____
15.14. — Recruitment aids (²)	_____
15.15. — Wage subsidies (²)	_____
15.16. — Examination of effectiveness	_____
15.17. — Exchange of experience	_____
15.18. Total	_____

(¹) Indicate here the method of calculation and the elements used to arrive at the sums indicated:

(²) Indicate the total expenditure foreseen for the operation.

concerning region or zone _____ (point 11.6 of the form)

Reference of the Member State _____

ESF No _____

16. Financing the operation

- 16.1. Fund assistance
- 16.2. Assistance from public bodies ⁽¹⁾
- 16.3. Private contributions
- 16.4. Revenue from the operation
- 16.5. Total cost of the operation

Amount	%
	100

17. **Application of increased rate ⁽²⁾**: Yes ⁽³⁾ No ⁽³⁾

18. Controls

Indicate here the authorities where any necessary controls may be effected:

⁽¹⁾ Give details of the sources and amounts:

⁽²⁾ — Article 5 (2) of Decision 83/516/EEC.
 — Article 3 (1) of Regulation (EEC) No 2950/83.

⁽³⁾ Tick the appropriate box.

To be submitted in triplicate

<p style="text-align: center;">COMMISSION OF THE EUROPEAN COMMUNITIES</p> <p style="text-align: center;">Directorate-General for Employment, Social Affairs and Education,</p> <p style="text-align: center;">200, rue de la Loi, B-1049 Brussels</p>	<p style="text-align: center;">Reserved for the Commission</p> <p style="text-align: center;">— Date of receipt —</p>
APPLICATION TO THE EUROPEAN SOCIAL FUND FOR FINAL PAYMENT (1)	
1. Member State requesting payment _____	
2. Payee _____ Address _____ Telephone _____ Telex _____ Person to contact _____ Bank _____ Branch _____ Address _____ Account No _____ Title of account _____ Giro No _____	
3. Organization for whose benefit payment is requested (2) _____ _____ Legal status _____ Address _____	
4. This request concerns file	ESF No _____
5. Commission Decision No _____ dated _____ Amount agreed _____	
6. Where applicable, last Commission amendment Decision No _____ dated _____ Amount agreed _____	
7. Amount already paid _____	
8. Amount requested _____	
9. Effective period for financing the operation: from _____ to _____	

(1) Annex 2 to Decision 83/673/EEC (OJ No L 377, 31. 12. 1983, p. 1).

(2) This information is necessary when the payee is different from the organization for whose benefit payment is requested.

10. **Where the operation is subject to a regional limitation, indicate which region(s) or zone(s) is (are) involved (1) (2)**

11. **Report on the execution of the operation**

11.1. **Comments on the content and results of the operation**

Indicate at least the programme contents, number of participants, hours per week, number of weeks, the number of persons who completed the programme during the period in question and the number of persons who have found employment.

(1) If the operation, for which the application was made, concerns several regions or zones, the information asked for in points 12 to 17 must be given globally, and for each region or zone on separate sheets.

(2) Number of separate sheets _____

This page concerns the total application. A separate page should be completed for each region or zone indicated in point 10 of this form.

12. Type of operation carried out

- 12.1. (A) — Vocational training
- 12.2. — Vocational guidance
- 12.3. (B) — Recruitment
- 12.4. — Wage subsidy
- 12.5. (C) — Resettlement
- 12.6. — Integration
- 12.7. (D) — Provision of services and technical advice

Number of persons		
Women	Men	Total

12.8. — Examination of effectiveness (')

12.9. — Exchange of experience (')

13. Persons concerned by the operation carried out

- 13.1. — Young people
- 13.2. — Unemployed, threatened with unemployment, under-employed
- 13.3. — Long-term unemployed
- 13.4. — Women who wish to return to work
- 13.5. — Handicapped people who are capable of working in the open labour market
- 13.6. — Migrant workers
 - Members of their family
- 13.7. — People working in small and medium-size enterprises who require retraining
- 13.8. — Instructors
 - Professional guidance or placement experts
 - Development agents

Number of persons		
Women	Men	Total

(') Tick the appropriate box.

This page concerns the total application. A separate page should be completed for each region or zone indicated in point 10 of this form.

14.	List of actual expenditure for which Fund assistance was agreed (1)	
14.1.	— Incomes of persons undergoing vocational training	_____
14.2.	— Preparation of courses	_____
14.3.	— Operation and administration of courses	_____
14.4.	— Vocational guidance	_____
14.5.	— Training teaching staff	_____
14.6.	— Normal depreciation	_____
14.7.	— Accelerated depreciation (2)	_____
14.8.	— Food and lodging	_____
14.9.	— Travel for vocational training	_____
14.10.	— Functional rehabilitation	_____
14.11.	— Adaptation of workplaces for the handicapped	_____
14.12.	— Aid to facilitate the transfer of migrant workers	_____
14.13.	— Aid to facilitate the integration of migrant workers	_____
14.14.	— Recruitment aids (3)	_____
14.15.	— Wage subsidies (3)	_____
14.16.	— Examination of effectiveness	_____
14.17.	— Exchange of experience	_____
14.18.	Total	<input type="text"/>

(1) Analysis of the various amounts to be submitted separately.

(2) Accelerated depreciation in accordance with Article 3 (2) of Regulation (EEC) No 2950/83 is not allowable if:

- such a method of depreciation is not compatible with the method used in the Member State concerned,
- other EEC financial instruments have granted aid for building or alteration of the professional training centres concerned.

Expenditure relating to accelerated depreciation must be shown separately in the request for final payment. It should be annexed to it. It should show clearly all the necessary elements (list of the centres involved, year of depreciation, the proportional amount of the depreciation, building costs, cost of extensions, and purchase of new equipment to which accelerated depreciation is applied).

(3) Indicate the total expenditure incurred during the operation.

This page concerns the total application. A separate page should be completed for each region or zone indicated in point 10 of this form.

15. Financing the operation

- 15.1. Fund assistance
- 15.2. Assistance from public sources ⁽¹⁾
- 15.3. Private contributions
- 15.4. Revenue from the operation
- 15.5. Total cost of the operation

Amount	%
	100

16. Increased rate of contribution ⁽²⁾: Yes ⁽³⁾ No ⁽³⁾

17. Controls

Indicate here the authorities where controls can if necessary be carried out.

⁽¹⁾ Specify here the sources and amounts

⁽²⁾ — Article 5 (2) of Decision 83/516/EEC,
— Article 3 (1) of Regulation (EEC) No 2950/83.

⁽³⁾ Tick the appropriate box.

18. In accordance with Article 5 (4) of Regulation (EEC) No 2950/83, the Member State certifies the factual and accounting accuracy of the elements contained in this request for payment and any annexes.

Stamp

Signature _____

Date _____

19. Acknowledgment

**COMMISSION
OF THE
EUROPEAN COMMUNITIES**

**Directorate-General for
Employment, Social Affairs and
Education**

Directorate of the European Social Fund

The request for payment

dated _____

for file

ESF No _____

was received on _____

Signature _____

20. To be filled in by the Member State

Address of the Ministry to which the
acknowledgment is to be sent

concerning region or zone _____ (point 10 of the form)

Reference of the Member State _____

ESF No _____

12. Type of operation carried out

- 12.1. (A) — Vocational training
- 12.2. — Vocational guidance
- 12.3. (B) — Recruitment
- 12.4. — Wage subsidy
- 12.5. (C) — Resettlement
- 12.6. — Integration
- 12.7. (D) — Provision of services and technical advice

Number of persons		
Women	Men	Total

12.8. — Examination of effectiveness (')

12.9. — Exchange of experience (')

13. Persons concerned by the operation carried out.

- 13.1. — Young people
- 13.2. — Unemployed, threatened with unemployment, under-employed
- 13.3. — Long-term unemployed
- 13.4. — Women who wish to return to work
- 13.5. — Handicapped people who are capable of working in the open labour market
- 13.6. — Migrant workers
 - Members of their family
- 13.7. — People working in small and medium-size enterprises who require retraining
- 13.8. — Instructors
 - Professional guidance or placement experts
 - Development agents

Number of persons		
Women	Men	Total

(') Tick the appropriate box.

concerning region or zone _____ (point 10 of the form)

Reference of the Member State _____

ESF No _____

14. List of actual expenditure for which Fund assistance was agreed (1)	
14.1. — Incomes of persons undergoing vocational training	_____
14.2. — Preparation of courses	_____
14.3. — Operation and administration of courses	_____
14.4. — Vocational guidance	_____
14.5. — Training teaching staff	_____
14.6. — Normal depreciation	_____
14.7. — Accelerated depreciation (2)	_____
14.8. — Food and lodging	_____
14.9. — Travel for vocational training	_____
14.10. — Functional rehabilitation	_____
14.11. — Adaptation of workplaces for the handicapped	_____
14.12. — Aid to facilitate the transfer of migrant workers	_____
14.13. — Aid to facilitate the integration of migrant workers	_____
14.14. — Recruitment aids (3)	_____
14.15. — Wage subsidies (3)	_____
14.16. — Examination of effectiveness	_____
14.17. — Exchange of experience	_____
14.18. Total	_____

(1) Analysis of the various amounts to be submitted separately.

(2) Accelerated depreciation in accordance with Article 3 (2) of Regulation (EEC) No 2950/83 is not allowable if:

- such a method of depreciation is not compatible with the method used in the Member State concerned,
- other EEC financial instruments have granted aid for building or alteration of the professional training centres concerned.

Expenditure relating to accelerated depreciation must be shown separately in the request for final payment. It should be annexed to it. It should show clearly all the necessary elements (list of the centres involved, year of depreciation, the proportional amount of the depreciation, building costs, cost of extensions and purchase of new equipment to which accelerated depreciation is applied).

(3) Indicate the total expenditure incurred during the operation.

concerning region or zone _____ (point 10 of the form)

Reference of the Member State _____

ESF No _____

15. Financing the operation

15.1. Fund assistance

15.2. Assistance from public sources ⁽¹⁾

15.3. Private contributions

15.4. Revenue from the operation

15.5. Total cost of the operation

Amount	%
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	100

16. Increased rate of contribution ⁽²⁾: Yes ⁽³⁾ No ⁽³⁾

17. Controls

Indicate here the authorities where controls can if necessary be carried out.

⁽¹⁾ Specify here the sources and amounts

⁽²⁾ — Article 5 (2) of Decision 83/516/EEC,
— Article 3 (1) of Regulation (EEC) No 2950/83.

⁽³⁾ Tick the appropriate box.

COMMISSION OF THE EUROPEAN COMMUNITIES Directorate-General for Employment, Social Affairs and Education, 200, rue de la Loi, B-1049 Brussels	Reserved for the Commission — Date of receipt —
APPLICATION FOR PAYMENT OF THE SECOND ADVANCE FROM THE EUROPEAN SOCIAL FUND (1)	
1. Member State applying for the payment _____	
2. Payee _____ Address _____ Telephone _____ Telex _____ Person to contact _____ Bank _____ Branch _____ Address _____ Account No _____ Title of account _____ Giro No _____	
3. Organization for whose benefit payment is requested (2) _____ _____ Legal status _____ Address _____	
4. This request concerns file	ESF No _____
5. Commission Decision No _____ dated _____ Amount agreed _____	
6. Where applicable, latest amendment Decision No _____ dated _____ Amount agreed _____	
7. Amount already paid _____	
8. Amount hereby requested _____	
9. Certification In conformity with Article 5 (2) of Regulation (EEC) No 2950/83 (3), the Member State certifies that half of the operation has been carried out as provided for in the funding decision. Stamp _____ <div style="text-align: right;"> Signature _____ Date _____ </div>	

(1) Annex 3 to the Decision 83/673/EEC (OJ No L 377, 31. 12. 1983, p. 1).

(2) This information is necessary when the payee is different from the organization for whose benefit payment is requested.

(3) OJ No L 289, 22. 10. 1983, p. 1.

**COMMISSION
OF THE
EUROPEAN COMMUNITIES**

**Directorate-General
Employment, Social Affairs
and Education**

Directorate of the European Social Fund

ANNEX 4

STATISTICAL REPORT OF THE MEMBER STATES FOR 19.. (1)

Member State _____

PART A

Persons concerned and measures taken according to Decision 83/516/EEC

(1) Annex 4 to Decision 83/673/EEC (OJ No L 377, 31. 12. 1983, p. 1).

Persons concerned under Article 4 (1) of the Decision	1.1. YOUNG PEOPLE WITHOUT TRAINING (¹) less than 25 years old (All figures in thousands)							
Measures under Article 1 (2) of the Decision	Age group						Number of people assisted	
	15 to 17		18 to 20		21 to 25		ESF	Member State total (²)
	Female	Male	Female	Male	Female	Male		
A. VOCATIONAL TRAINING AND GUIDANCE	—	—	—	—	—	—	—	—
Vocational preparation								
Vocational training								
Further skills training								
Retraining								
B. RECRUITMENT AND WAGE SUBSIDIES	—	—	—	—	—	—	—	—
Recruitment aids for additional jobs / creation of new jobs								
Aids for employment / jobs which fulfil a public need								
C. RESETTLEMENT, INTEGRATION AND MOBILITY	—	—	—	—	—	—	—	—
Benefits facilitating transfer and integration								
D. SERVICE SECTOR AND TECHNICAL ADVICE / JOB CREATION	—	—	—	—	—	—	—	—
Number of created jobs and persons employed								
Total A to D								

(¹) Excluding disabled people.

(²) Number of persons assisted in similar measures in the Member State but not supported by the ESF.

Persons concerned under Article 4 (1) of the Decision	1.2. YOUNG PEOPLE WITH INADEQUATE TRAINING (¹) less than 25 years old (All figures in thousands)							
Measures under Article 1 (2) of the Decision	Age group						Number of people assisted	
	16 to 17		18 to 20		21 to 25		ESF	Member State total (²)
	Female	Male	Female	Male	Female	Male		
A. VOCATIONAL TRAINING AND GUIDANCE	—	—	—	—	—	—	—	—
Vocational preparation								
Vocational training								
Further skills training								
Retraining								
B. RECRUITMENT AND WAGE SUBSIDIES	—	—	—	—	—	—	—	—
Recruitment aids for additional jobs / creation of new jobs								
Aids for employment / jobs which fulfil a public need								
C. RESETTLEMENT, INTEGRATION AND MOBILITY	—	—	—	—	—	—	—	—
Benefits facilitating transfer and integration								
D. SERVICE SECTOR AND TECHNICAL ADVICE / JOB CREATION	—	—	—	—	—	—	—	—
Number of created jobs and persons employed								
Total A to D								

(¹) Excluding disabled people.

(²) Number of persons assisted in similar measures in the Member State but not supported by the ESF.

Persons concerned under Article 4 (1) of the Decision	1.3. LONG-TERM UNEMPLOYED YOUNG PEOPLE (¹)							
	less than 25 years old						(All figures in thousands)	
	Duration of unemployment (in months)						Number of people assisted	
Measures under Article 1 (2) of the Decision	Up to six		Up to 12		More than 12		ESF	Member State total (²)
	Female	Male	Female	Male	Female	Male		
A. VOCATIONAL TRAINING AND GUIDANCE	—	—	—	—	—	—	—	—
Vocational preparation								
Vocational training								
Further skills training								
Retraining								
B. RECRUITMENT AND WAGE SUBSIDIES	—	—	—	—	—	—	—	—
Recruitment aids for additional jobs / creation of new jobs								
Aids for employment / jobs which fulfil a public need								
C. RESETTLEMENT, INTEGRATION AND MOBILITY	—	—	—	—	—	—	—	—
Benefits facilitating transfer and integration								
D. SERVICE SECTOR AND TECHNICAL ADVICE / JOB CREATION	—	—	—	—	—	—	—	—
Number of created jobs and persons employed								
Total A to D								

(¹) Excluding disabled people.

(²) Number of persons assisted in similar measures in the Member State but not supported by the ESF.

Persons concerned under Article 4 (2) (a) of the Decision	2. UNEMPLOYED PEOPLE, THOSE THREATENED WITH UNEMPLOYMENT OR WHO ARE UNDEREMPLOYED AND IN PARTICULAR LONG-TERM UNEMPLOYED (1) aged 25 and over (All figures in thousands)							
Measures under Article 1 (2) of the Decision	Duration of unemployment (in months)						Number of people assisted	
	Up to six		Up to 12		More than 12		ESF	Member State total (2)
	Female	Male	Female	Male	Female	Male		
A. VOCATIONAL TRAINING AND GUIDANCE	—	—	—	—	—	—	—	—
Vocational preparation								
Vocational training								
Further skills training								
Retraining								
B. RECRUITMENT AND WAGE SUBSIDIES	—	—	—	—	—	—	—	—
Recruitment aids for additional jobs / creation of new jobs								
Aids for employment / jobs which fulfil a public need								
C. RESETTLEMENT, INTEGRATION AND MOBILITY	—	—	—	—	—	—	—	—
Benefits facilitating transfer and integration								
D. SERVICE SECTOR AND TECHNICAL ADVICE / JOB CREATION	—	—	—	—	—	—	—	—
Number of created jobs and persons employed								
Total A to D								

(1) Excluding disabled people.

(2) Number of persons assisted in similar measures in the Member State but not supported by the ESF.

Persons concerned under Article 4 (2) (b) of the Decision	3. WOMEN				
	aged 25 and over			(All figures in thousands)	
Measures under Article 1 (2) of the Decision	Unemployed, wishing to return to work	Threatened with unemployment	Underemployed	Number of people assisted	
				ESF	Member State total (¹)
A. VOCATIONAL TRAINING AND GUIDANCE	—	—	—	—	—
Vocational preparation					
Vocational training					
Further skills training					
Retraining					
B. RECRUITMENT AND WAGE SUBSIDIES	—	—	—	—	—
Recruitment aids for additional jobs / creation of new jobs					
Aids for employment / jobs which fulfil a public need					
C. RESETTLEMENT, INTEGRATION AND MOBILITY	—	—	—	—	—
Benefits facilitating transfer and integration					
D. SERVICE SECTOR AND TECHNICAL ADVICE / JOB CREATION	—	—	—	—	—
Number of created jobs and persons employed					
Total A to D					

(¹) Number of persons assisted in similar measures in the Member State but not supported by the ESF.

Persons concerned under Article 4 (1) and (2) (c) of the Decision	4. DISABLED									
	Less than 25 years old / aged 25 and over (All figures in thousands)									
	Without training				Unemployed / Inadequate training				Number of people assisted	
Measures under Article 1 (2) of the Decision	— 25		+ 25		— 25		+ 25		ESF	Member State total (¹)
	Fe-male	Male	Fe-male	Male	Fe-male	Male	Fe-male	Male		
A. VOCATIONAL TRAINING AND GUIDANCE	—	—	—	—	—	—	—	—	—	—
Vocational preparation										
Vocational training										
Further skills training										
Retraining										
B. RECRUITMENT AND WAGE SUBSIDIES	—	—	—	—	—	—	—	—	—	—
Recruitment aids for additional jobs / creation of new jobs										
Aids for employment / jobs which fulfil a public need										
C. RESETTLEMENT, INTEGRATION AND MOBILITY	—	—	—	—	—	—	—	—	—	—
Benefits facilitating transfer and integration										
D. SERVICE SECTOR AND TECHNICAL ADVICE / JOB CREATION	—	—	—	—	—	—	—	—	—	—
Number of created jobs and persons employed										
Total A to D										

(¹) Number of persons assisted in similar measures in the Member State but not supported by the ESF.

Persons concerned under Article 4 (1) (d) and (2) (d) of the Decision	5. MIGRANT WORKERS less than 25 years old / aged 25 and over (All figures in thousands)									
	Coming from non-EEC countries				Originating in Member States				Number of persons assisted	
	— 25		+ 25		— 25		+ 25			
Measures under Article 1 (2) of the Decision	Fe-male	Male	Fe-male	Male	Fe-male	Male	Fe-male	Male	ESF	Member State total (¹)
A. VOCATIONAL TRAINING AND GUIDANCE	—	—	—	—	—	—	—	—	—	—
Vocational preparation										
Vocational training										
Further skills training										
Retraining										
B. RECRUITMENT AND WAGE SUBSIDIES	—	—	—	—	—	—	—	—	—	—
Recruitment aids for additional jobs / creation of new jobs										
Aids for employment / jobs which fulfil a public need										
C. RESETTLEMENT, INTEGRATION AND MOBILITY	—	—	—	—	—	—	—	—	—	—
Benefits facilitating transfer and integration										
D. SERVICE SECTOR AND TECHNICAL ADVICE / JOB CREATION	—	—	—	—	—	—	—	—	—	—
Number of created jobs and persons employed										
Total A to D										

(¹) Number of persons assisted in similar measures in the Member State but not supported by the ESF.

Persons concerned under Article 4 (2) (e) of the Decision	6. PEOPLE WHO ARE EMPLOYED PARTICULARLY IN SMALL OR MEDIUM-SIZED UNDERTAKINGS aged 25 and over (All figures in thousands)					
Measures under Article 1 (2) of the Decision	Category				Number of people assisted	
	New technologies		New management techniques			
	Female	Male	Female	Male	ESF	Member State total (*)
A. VOCATIONAL TRAINING AND GUIDANCE	—	—	—	—	—	—
Vocational preparation						
Vocational training						
Further skills training						
Retraining						
B. RECRUITMENT AND WAGE SUBSIDIES	—	—	—	—	—	—
Recruitment aids for additional jobs / creation of new jobs						
Aids for employment / jobs which fulfil a public need						
C. RESETTLEMENT, INTEGRATION AND MOBILITY	—	—	—	—	—	—
Benefits facilitating transfer and integration						
D. SERVICE SECTOR AND TECHNICAL ADVICE / JOB CREATION	—	—	—	—	—	—
Number of created jobs and persons employed						
Total A to D						

(*) Number of persons assisted in similar measures in the Member State but not supported by the ESF.

Persons concerned under Article 4 (3) of the Decision	7. STAFF CONCERNED WITH VOCATIONAL TRAINING AND EMPLOYMENT aged 25 and over (All figures in thousands)					
Measures under Article 1 (2) of the Decision	Category				Number of people assisted	
	Instructor	Vocational guidance experts	Placement experts	Development agents	ESF	Member State total (*)
A. VOCATIONAL TRAINING AND GUIDANCE	—	—	—	—	—	—
Vocational preparation						
Vocational training						
Further skills training						
Retraining						
B. RECRUITMENT AND WAGE SUBSIDIES	—	—	—	—	—	—
Recruitment aids for additional jobs / creation of new jobs						
Aids for employment / jobs which fulfil a public need						
C. RESETTLEMENT, INTEGRATION AND MOBILITY	—	—	—	—	—	—
Benefits facilitating transfer and integration						
D. SERVICE SECTOR AND TECHNICAL ADVICE / JOB CREATION	—	—	—	—	—	—
Number of created jobs and persons employed						
Total A to D						

(*) Number of persons assisted in similar measures in the Member State but not supported by ESF.

**COMMISSION
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and Education**

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STATISTICAL REPORT OF THE MEMBER STATES FOR 19... (1)

Member State _____

PART B

**Detailed report on measures related to vocational training according to Decision
83/516/EEC**

(1) Annex 4 of Decision 83/673/EEC (OJ No L 377, 31. 12. 1983, p. 1).

Persons concerned under Article 4 (1) of the Decision	YOUNG PEOPLE					
	less than 25 years old				(All figures in thousands)	
	Without training		Without adequate training		Unemployed	
Measures under Article 1 (2) (a) of the Decision	Female	Male	Female	Male	Female	Male
1. TYPE OF JOB	—	—	—	—	—	—
Administration / accountancy						
Craftsman / manual						
Craftsman / industrial						
Primary sector						
Health and community services						
Other sectors						
2. GENERAL CONTENT	—	—	—	—	—	—
Basic training / languages						
Vocational training						
3. SPECIFIC CONTENT: SCIENTIFIC AND TECHNICAL DEVELOPMENTS	—	—	—	—	—	—
Informatics						
Micro-electronics						
Telecommunications						
New means of transport						
Automation of production processes						
Optical fibres						
Bio-technology						
New forms of energy						
Protection of the environment						
Not specified						

Persons concerned under Article 4 (1) of the Decision	YOUNG PEOPLE less than 25 years old (All figures in thousands)					
	Without training		Without adequate training		Unemployed	
	Female	Male	Female	Male	Female	Male
4. ORGANIZATION	—	—	—	—	—	—
Technical college						
In-firm training						
Firm and training centre						
Independent training centre						
5. DURATION	—	—	—	—	—	—
Up to six months						
Up to 12 months						
Up to 24 months						
More than 24 months						
6. COURSE COMPLETED (¹)	—	—	—	—	—	—
Yes						
No						
7. JOB OBTAINED (²)	—	—	—	—	—	—
Yes						
No						
Not specified						

(¹) Applies only to relevant period.

(²) Applies to jobs taken up within six months of the end of training completed within the relevant period.

Persons concerned under Article 4 (2) of the Decision	ADULTS (¹)					
	25 years and older				(All figures in thousands)	
	Unemployed		Underemployed		Threatened with unemployment	
Measures under Article 1 (2) (a) of the Decision	Female	Male	Female	Male	Female	Male
1. TYPE OF JOB	—	—	—	—	—	—
Administration / accountancy						
Craftsman / manual						
Craftsman / industrial						
Primary sector						
Health and community services						
Other sectors						
2. GENERAL CONTENT	—	—	—	—	—	—
Basic training / languages						
Vocational training						
3. SPECIFIC CONTENT: SCIENTIFIC AND TECHNICAL DEVELOPMENTS	—	—	—	—	—	—
Informatics						
Micro-electronics						
Telecommunications						
New means of transport						
Automation of production processes						
Optical fibres						
Bio-technology						
New forms of energy						
Protection of the environment						
Not specified						

(¹) Persons under Article 4 (2) (a), (b), (c) and (d) are included.

Persons concerned under Article 4 (2) of the Decision	ADULTS (¹) 25 years and older (All figures in thousands)					
	Unemployed		Underemployed		Threatened with unemployment	
Measures under Article 1 (2) (a) of the Decision	Female	Male	Female	Male	Female	Male
4. ORGANIZATION	—	—	—	—	—	—
Technical college						
In-firm training						
Firm and training centre						
Independent training centre						
5. DURATION (in months)	—	—	—	—	—	—
Up to six months						
Up to 12 months						
Up to 24 months						
More than 24 months						
6. COURSE COMPLETED (²)	—	—	—	—	—	—
Yes						
No						
7. JOB OBTAINED (³)	—	—	—	—	—	—
Yes						
No						
Not specified						

(¹) Persons under Article 4 (2) (a), (b), (c) and (d) are included.

(²) Applies only to relevant period.

(³) Applies to jobs taken up within six months of the end of training completed within the relevant period.