



EU expertise on social protection,
labour and employment

GUIDE FOR EXPERTS & COLLABORATIVE INSTITUTIONS

Version: May 4, 2023

This guide provides information about SOCIEUX+ and its procedures for the mobilisation of individual experts and experts from Collaborative Institutions. It is aimed at representatives of Collaborative Institutions, focal points at public and mandated organisations in EU Member States, and at individual public and private experts. It covers the modalities for collaboration and the entitlements for experts working within the framework of the international technical cooperation actions supported by SOCIEUX+. It also outlines the main roles of experts mobilised in SOCIEUX+ actions.

The SOCIEUX+ Team is committed to facilitating peer-to-peer exchanges and cooperation among public practitioners and social partners. For more information on SOCIEUX+, please visit our website at www.socieux.eu or contact us at contact@socieux.eu.

Partnership led by:



Co-funded by the
European Union



TABLE OF CONTENTS

1 What is SOCIEUX+?	1
Facilitating expertise from peers to peers	1
Contributing to better social protection, labour and employment	1
Social protection	1
Labour and employment	2
Partnering with public institutions and social partners	2
2 What is the role of mobilised experts in SOCIEUX+?	3
Areas of expertise	3
Capacity building through peer-to-peer exchange	3
Formulation of tailor-made actions	4
Building on good practices of European Member States	4
Participation in knowledge development activities	5
3 What are the sources of expertise mobilised by SOCIEUX+?	5
Individual experts	5
Collaborative Institutions	6
The benefits of cooperation with SOCIEUX+	6
4 How are mobilised experts identified?	6
Dissemination of collaboration opportunities	6
Calls for experts	6
Safety and security	7
Application process for experts	7
Selection of experts	8
5 What are the logistical and financial considerations for experts conducting SOCIEUX+ activities?	8
Contracting of experts	8
Terms of reference	8
Backstopping	8
Feedback of experts	8
Travel arrangements	9
Per diem and accommodation	9
Travelling by plane	9
Travelling by train	9
Local transportation	9
Travel time	9
Visas	9
Travel insurance and vaccinations	9
Reimbursement of travel costs	10
Financial arrangements	10
Working time	10
Financial compensation for public experts	10
Fees for private experts	10
Payments	11
Other points regarding payment	11
About SOCIEUX+	0

1 What is SOCIEUX+?

Facilitating expertise from peers to peers

The European Union Expert Facility on Employment, Labour and Social Protection (SOCIEUX+) is technical cooperation and facilitation mechanism set up to respond to the needs for capacity building of international cooperation and development Partner Countries of the European Union (EU). SOCIEUX+ enables peer-to-peer exchanges and institutional cooperation between EU Member States and Partner Countries.

SOCIEUX+ is results-oriented and demand-driven. It responds to the direct requests of public institutions and social partner organisations in EU Partner Countries. It contributes to designing, expanding and managing inclusive, effective and sustainable labour and employment policies and social protection systems.

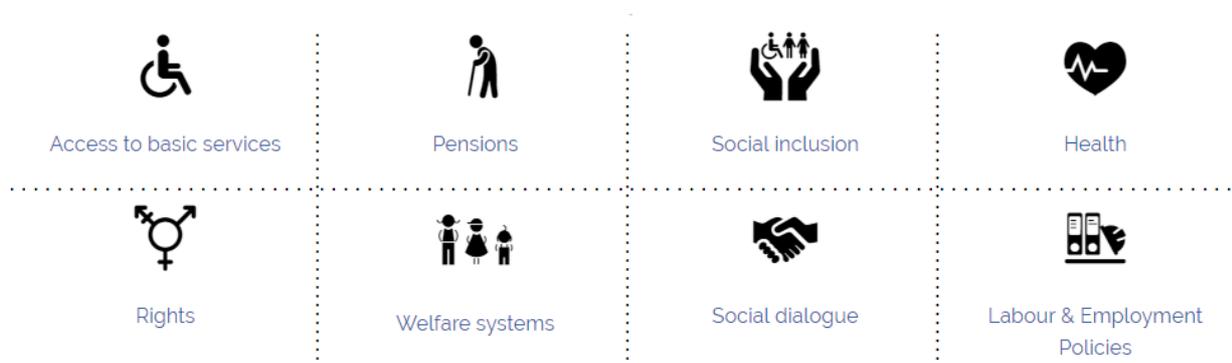
SOCIEUX+ connects practitioners and institutions by mobilising high-level EU expertise for short-term technical cooperation activities with their peers outside the EU. It primarily draws on expertise within EU Member States' publicly mandated bodies and social partners and relies on joint actions with specialised international agencies and academia. When necessary, it capitalises on triangular technical cooperation by mobilising teams of public experts from the EU and Partner Countries. Private consultants may also complement mission teams in SOCIEUX+ actions.

SOCIEUX+ actions are micro-projects implemented through short-term activities. They are designed in collaboration with the requesting institution to best address their needs. SOCIEUX+ does not provide financial cooperation, such as financing events, purchasing equipment or materials, compensation for work, or staff contributions from requesting institutions and social partners.

SOCIEUX+ is managed by a partnership of international cooperation agencies from the EU Member States of France, Belgium and Spain, and co-funded through EU international cooperation and development instruments.

Contributing to better social protection, labour and employment

SOCIEUX+ supports policies and measures on social protection, labour and employment, alleviating poverty, reducing vulnerability, and providing income security and access to essential services and job opportunities. The Facility advances inclusive social protection and growth, particularly in low- and middle-income countries.



Social protection

SOCIEUX+ contributes to the design and implementation of social protection systems and programmes that expand coverage and increase equality, inclusivity, efficiency, appropriateness, and fiscal feasibility and sustainability, such as:

- Legal and institutional frameworks for the provision of effective and efficient social protection coverage;
- Individual and organisational capacities for policymaking;
- Capacity building for social protection programmes, systems and policy implementation;
- Advocacy and capacity building for mainstreaming cross-sectoral policies and issues related to social protection;

- Advocacy and capacity building for the sustainability of domestically funded social protection systems and programmes;
- Portability of social benefits and rights at national and regional levels;
- Social protection coverage and inclusion of migrant workers and their dependents;
- Empowering civil society and social partners;
- Social assistance and the protection of most vulnerable categories of the population;
- Innovative means of extending social protection coverage in the informal economy.

Labour and employment

SOCIEUX+ contributes to the design and implementation of effective employment strategies and labour market policies, such as:

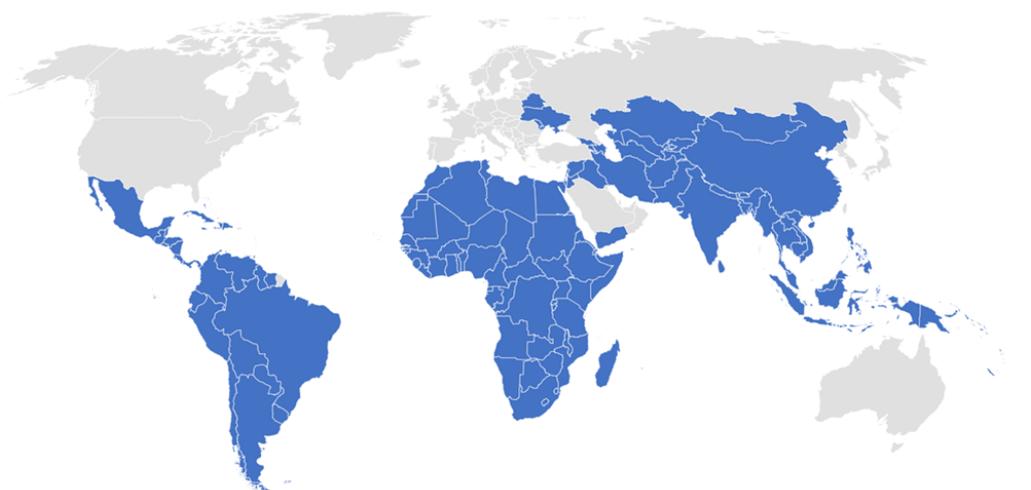
- Comprehensive employment strategies across various policy areas;
- Labour market information systems and other intelligence and operational research;
- Active and passive labour market policies;
- Compliance with international labour standards;
- Informal labour and economic transition policies and strategies;
- Employment of migrant populations;
- Vocational education and training and skills development;
- Labour intensive public work programmes;
- Labour market intermediation;
- Inclusive labour markets;
- Social dialogue.

Partnering with public institutions and social partners

SOCIEUX+ actions can be implemented in 155 eligible countries and territories in four global regions:

- Latin America, Asia and the Middle East;
- Africa, the Caribbean and the Pacific;
- the European Neighbourhood;
- EU Overseas Countries and Territories.

SOCIEUX+ cooperates with public authorities and mandated bodies in charge of social protection, labour and employment at all levels (national, regional, and local) in Partner Countries. Public and semi-public sector bodies are eligible, including: central governments; ministries; legislative councils; regional governments; and other mandated bodies and institutions responsible for the implementation or provision of social protection, labour and employment initiatives. SOCIEUX+ also cooperates with partners engaged in social dialogue to influence policy and strategic agendas, such as trade unions and employer and worker organisations and associations.



2 What is the role of mobilised experts in SOCIEUX+?

Areas of expertise

SOCIEUX+ actions require a wide array of expertise to address the demands and needs of Partner Countries. Mobilised experts come from all social protection areas, labour and employment (see *Contributing to better social protection, labour and employment* section, above). They are practitioners, technicians, researchers, academics, advisors, decisionmakers and policymakers. In addition to their sector expertise, they provide competencies in key fields, such as:

- Policy and strategy development, formulation, and implementation;
- Legislation and regulation development, formulation, and implementation;
- Governance, ethics, transparency and accountability;
- Organisational management and administration;
- Financing and financial management;
- Planning and budgeting;
- Information management, business intelligence, and statistics;
- Human resource management and development;
- Monitoring and evaluation;
- Communication, social marketing, and public relations;
- Information systems and technology;
- Individual training needs assessments and capacity building;
- Change management, reforms, and processes;
- Public procurement; and,
- Service delivery.

Capacity building through peer-to-peer exchange

SOCIEUX+ mobilises experts for work in a wide array of activities and missions. These activities are part of technical cooperation actions implemented to respond to the needs and requests of SOCIEUX+ partner institutions. Experts can accompany entire actions or single activities according to needs and work plans.

SOCIEUX+ activities focus on peer-to-peer exchange. They address structural or institutional needs for capacity building, including:

- Gaps and need assessments for capacity building;
- Design of capacity-building and development measures;
- Sector and functional analysis and recommendations;
- System design and policy formulation;
- Legal and regulative framework review and formulation;
- Strategic planning support;
- Data and information management and processing; and,
- Other relevant interventions, in line with the mandate of SOCIEUX+.

SOCIEUX+ activities are implemented on-site in the partner country and rely on the mobilisation of public experts' mixed teams. These activities are implemented through short-term missions of one to three weeks and usually carried out by a team of two mobilised experts from different EU Member States or institutions. In practice, SOCIEUX+ activities may take various forms, such as:

- Expert advice and consulting on specific technical issues;
- Screening and reviews of documents/programmes;
- Expert support in drafting sector policies and strategies; and the translation of those into legislation and regulation;
- Training of trainers;
- Technical trainings;
- Fact-finding missions or initial assessments;
- Roundtable discussions;
- Thematic workshops; and.

- Other measures provided through short-term, peer-to-peer exchange formats.

SOCIEUX+ may also support single-activity actions for targeted needs, such as high-level regional peer consultations. In these instances, experts are mobilised to work with their peers to design and plan specific events or sessions. They may also participate as resource persons or speakers.

In exceptional cases, additional measures can complement on-site activities, such as remote support and study visits to third countries. Experts, their organisations, and Collaborative Institutions play a crucial role in identifying the most relevant EU Member States and potential host institutions for study visits. They also contribute to framing the learning objectives and facilitating the visits.

Formulation of tailor-made actions

For successful peer-to-peer exchanges, mobilised experts and their peers from partner institutions need to own the preparation, implementation, and follow-up actions supported by SOCIEUX+.

Actions are formulated based on dialogue between the in-house experts of SOCIEUX+, partner institutions or organisations, and mobilised experts. The main product of this dialogue is a work plan for short-term activities. The work plan is tailor-made specifically for each action and partner institution. It is results-oriented in both management and implementation. However, it remains flexible throughout the action so that activities can be adjusted. Mobilised experts play a key role in work plan reviews.

It is not always possible for institutions or social partners to clearly formulate expected results in their requests to SOCIEUX+. Suppose discussions with the SOCIEUX+ Team result in the development of overall objectives for an action. In that case, fact-finding missions may be organised to assess an action's feasibility and develop detailed work plans based on focused expected results. Fact-finding missions are implemented with the support of mobilised experts. In most cases, in-house experts from SOCIEUX+ accompany those missions.

Building on good practices of EU Member States

SOCIEUX+ aims to bring expertise from the EU Member States to Partner Countries. Presenting good practices is a crucial element of learning for the Facility. We prefer to speak about good practices rather than best practices, as no practice can be the best in all contexts. We define a good practice as a technique, methodology, policy or approach that has achieved desired results in a specific setting and has the potential for replication or upscaling in other settings if contextualised. When presenting good practices, it is relevant to present why a specific practice is considered a good practice relative to other countries' practices. Furthermore, attention to the specific context and conditions for transferability and sustainability are pivotal.

It is of relevance to consult the good practices exchanged among EU Member States in the framework of the Open Method of Coordination of the European Union. EU Member States can take the initiative to share a good practice, or they can collect good practices from other countries because they are facing a specific challenge. Mind that the identification of good practices is not based on a specific methodology or does not correspond with the practices of the countries performing best on the indicators. EU Member States propose themselves to showcase certain activities as good practices.

The website of the EU Peer Reviews on Social Protection and Social Inclusion groups all documents of the peer reviews since 2008, at: <https://ec.europa.eu/social/main.jsp?catId=1024&langId=en>. You can browse by year, by country or by theme.

The Mutual learning website on the EU Employment Strategy covers the peer learning events and a database with practices submitted for mutual learning, at: <https://ec.europa.eu/social/main.jsp?catId=1047&langId=en>. One can browse the associated documentation under the website's heading "Peer learning events and public conferences", by EU Member State, year, and theme.

Participation in knowledge development activities

SOCIEUX+ is committed to recording the lessons learned and good practices resulting from supported actions and making these available to the international cooperation community, and institutions and social partners interested in social protection, labour and employment. As such, SOCIEUX+ capitalises on the results of selected actions to generate knowledge products. SOCIEUX+ also participates in and organises knowledge development events, where peer-to-peer exchanges have a central role. Collaborative Institutions and previously mobilised experts may be invited to contribute to the development of products or events organised or supported by SOCIEUX+.



3 What are the sources of expertise mobilised by SOCIEUX+?

Individual experts

In principle, SOCIEUX+ mobilises public experts from the public administrations and mandated bodies of EU Member States, and practitioners working for social partners, including:

- Practitioners, public servants, and employees from publicly mandated bodies of EU Member States;
- Collaborators and employees of social partner institutions, such as trade unions and employer associations; and,
- EU Member States’s academia and research institutions.

Public experts can be active or retired professionals. The mobilisation of experts currently employed with specialised international agencies is limited to activities and/or actions that are jointly implemented with that expert's agency of origin. Retired employees from international specialised agencies or cooperation agencies can also be mobilised, without regard to their former employer's affiliation with an action. Retired experts are considered as public experts for all purposes, benefits, and financial compensation provided by SOCIEUX+.

Private consultants may also complement expert teams, but to a lesser extent. The core mandate of SOCIEUX+ is to foster peer-to-peer exchanges between public experts, their institutions, and social partners from the EU Member States and Partner Countries. When necessary, SOCIEUX+ capitalises on triangular technical cooperation by setting up teams with experts from both, EU Member States and Partner Countries.

Individual experts may directly apply to collaboration opportunities in SOCIEUX+ actions (see 4 - *How are mobilised experts identified*, below).

Collaborative Institutions

An alternative to individual expert mobilisation, SOCIEUX+ also aims to set up strategic partnerships with Collaborative Institutions. These are public or mandated institutions of excellence in the EU Member States with recognised expertise on social protection, labour or employment. Experts mobilised from Collaborative Institutions are generally contracted and financially compensated by SOCIEUX+ through their institution of origin.

The benefits of cooperation with SOCIEUX+

The opportunities for professional and personal development and growth for individual experts that engage in peer-to-peer exchanges with SOCIEUX+ are substantial, including:

- building or expanding an international professional network;
- boosting their professional image;
- increasing experiences in multicultural and international work environments;
- sharing and acquiring knowledge and improving skills through peer-to-peer interaction;
- improving their professional status by sharing good practices;
- gathering new ideas and inputs from different cultures and perspectives as an inspiration to look "outside-inside";
- acquiring the first-hand experience of social protection, labour and employment systems abroad; and,
- contributing to enhanced cooperation between the EU and Partner Countries.

Collaborative Institutions benefit from being part of actions supported by SOCIEUX+ through increased international status, human resource development, and opportunity development by:

- gaining international recognition through cooperation with Partner Countries and other EU member state institutions;
- sharing good practices with the EU and international community;
- strengthening their image and recognition as a centre of excellence;
- extending the knowledge of their experts to international challenges;
- exposing their staff to alternative approaches to problem-solving; and,
- identifying and capitalising on opportunities for collaboration with partner institutions inside and outside the EU.

4 How are mobilised experts identified?

Dissemination of collaboration opportunities

The rapid mobilisation of expertise is a constant effort of SOCIEUX+. The Facility relies on several channels to engage EU member state institutions and social partners in our actions, including:

- The publishing calls for experts on the websites of SOCIEUX+ and implementation partners;
- National thematic focal points across EU Member States, Collaborative Institutions, and centres of excellence;
- The dissemination among and direct contacting of recommended experts, institutions, and organisations identified by the partner institution; and,
- The identification of potential experts in the SOCIEUX+ online database.

Upon identification of experts, the preparation of mission logistics and activities is initiated with the partner institution. Experts participate in the review and framing of activities, while partner institutions also retain an active role in implementing activities and the overall mission.

Calls for experts

Opportunities to participate as an individual expert in a SOCIEUX+ activity are regularly published on the [websites of SOCIEUX+](#), its implementation partners (Expertise France, FIIAPP, and BELINCOSOC) and other relevant websites. Experts may apply directly to SOCIEUX+. Institutions interested in collaborating with SOCIEUX+ and making experts available for SOCIEUX+ actions are invited to contact SOCIEUX+ directly.

Experts may also be recommended and invited to apply through the SOCIEUX+ network of focal points across partner institutions in the EU Member States.

Experts with relevant profiles and already registered in the SOCIEUX+ Expert Database directly receive an invitation to apply to mobilisation opportunities.

Experts with appropriate profiles proposed by Collaborative Institutions may be mobilised directly, without publication of a call for applications.

Safety and security

The SOCIEUX+ Team considers the security conditions for the on-site mobilisation of experts to be of the utmost importance. No experts will be mobilised for activities in geographic areas where their safety cannot be guaranteed.

Application process for experts

Interested experts should submit their application on the SOCIEUX+ website: <https://pmt.socieux.eu>. The application process is:

1. Experts create their own personal SOCIEUX+ account by clicking on "Create an account" if they have not already.

Upon receiving the login details for their account, experts should create and submit their profile for review. Expert profiles have to be accompanied by an updated curriculum vitae (CV) in Europass format. CVs can be submitted in English, French, or Spanish. Europass templates for CVs are available here: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

2. Once the SOCIEUX+ Team approves their profile, they can apply to any available calls for experts accessible under the tab "Call for experts".

If more information is needed, please contact SOCIEUX+ by email at experts@socieux.eu with the application's reference number.

Collaborative or interested institutions wishing to make expertise available for a specific call for application may directly contact the SOCIEUX+ Team at contact@socieux.eu.

Selection of experts

Active public experts from Collaborative Institutions are given priority in the selection process. However, experts are also selected based on alignment with the skills and expertise needed to implement planned activities successfully.

The requirements for selecting experts are outlined in the terms of reference for each activity and the published calls for experts. The requirements include, among others, area and language skills for the respective region. The evaluation of experts also considers their previous experience in international cooperation and the geographic area of intervention.

5 What are the logistical and financial considerations for experts conducting SOCIEUX+ activities?

Contracting of experts

SOCIEUX+ contracts selected experts using its standardised agreements and terms of reference. Contracts are signed either with the experts and/or with their organisation of origin (employing institution). The latter situation is preferred to ensure compliance with any regulations on secondary or external activities (regardless of remuneration) of public employees and civil servants. Experts contracted through their organisation of origin (or Collaborative Institutions) may not be replaced without the prior consent of SOCIEUX+.

Terms of reference

Terms of reference for experts are integral parts of the contracting process. Terms of reference describe in detail what is expected from mobilised experts and include at least:

- The description of results of previous activities and the current status of the action;
- The detailed expected tasks' description;
- The respective responsibilities of each expert to be mobilised;
- The detailed estimated workloads including preparation, travel, mission, reporting and, if applicable, remote-working days per expert;
- The detailed deliverables and their format;
- The reporting rules, including delays for the submission of deliverables; and,
- An indicative schedule for the activity.

Backstopping

In-house experts of SOCIEUX+ accompany activities from their preparation to the finalisation of deliverables. These staff members are responsible for:

- The finalisation of the terms of reference for activities, in consultation with mobilised experts (when appropriate);
- The briefing mobilised experts prior to missions;
- Liaising between mobilised experts or Collaborative Institutions and partner institutions.
- The debriefing mobilised experts on the completion of missions;
- The review of experts' products before delivering them to partner institutions; and,
- The collecting partner institutions and experts' feedback on implemented activities.

Feedback of experts

SOCIEUX+ uses capacity-building indicators in its evaluation of actions and reporting of results. The feedback of mobilised experts is key to capture these indicators accurately. Mobilised experts provide feedback on the overall process and achievement of results through standardised mission reports and brief online surveys completed at the end of supported activities/missions.

Mobilised experts may be asked to participate in external evaluations of SOCIEUX+.

Travel arrangements

Per diem and accommodation

Experts mobilised by SOCIEUX+ are entitled to receive a per diem (daily subsistence allowance) for each night spent outside their normal place of work. The per diem is a financial compensation intended to cover accommodation costs, meals, local travel, sundry expenses (such as private telephone calls, minibar, and other personal expenses) on location and on-site missions.

The exact per diem rate will be fixed in the contract. Any per diem to be paid must not exceed the published EU per diem rates: [Per diem rates \(europa.eu\)](https://europea.eu)

The total number of days eligible for the per diem amount is determined by the travel schedule (arrival and departure from the mission location) and justified by boarding passes when travelling by plane or tickets when travelling by train. Experts are provided with suggestions for hotels, the booking and payment of which is the expert's responsibility.

The expert should keep his/her hotel bill(s) as a supporting document for payment.

Travelling by plane

Experts attending an activity abroad or mobilised for an on-site mission are entitled to have their international travel arranged and paid for. Flight tickets are booked in economy class. Original boarding passes must be retained and submitted to SOCIEUX+ (see the previous section).

If an airline charges an additional fee for activity-related, checked-in luggage (e.g., training materials), the fee amount can be reimbursed to experts upon presentation of original supporting documents and the prior agreement of the SOCIEUX+ Team.

Costs for travel between cities in the country of action and costs for travel between cities in an expert's home country to facilitate travel to the country of action will be reimbursed upon submission of a proper invoice from the transporter and supporting documents as outlined below.

Experts whose travel time to an international airport exceeds 24 hours are entitled to receive a corresponding per diem to cover their travel and accommodation costs to and from that airport.

Travelling by train

The cost of a second-class ticket will be reimbursed, except for trips in countries where bookings must be made for first-class carriage. For high-speed trains, first-class tickets may also be refunded if a proof is provided that this option was more economical than standard second-class tickets.

Local transportation

Taxi fares linked to international travel for missions and activities may be reimbursed based on evidence of payment and prior approval by the SOCIEUX+ Team. Such expenditures may be eligible for travel to and from airports/bus stations/train stations for any of the following reasons:

- No public transport is available;
- The expert arrives at the airport or station (bus or train) between 10 pm and 8 am; and,
- There are credible safety or security reasons to justify the use of a taxi.

The per diem covers all other costs for local transportation.

Travel time

Per diem cover only the duration of on-site mission starting from the arrival to the mission destination date and time and finishing at departure from mission destination date and time.

Visas

Visa costs are reimbursed to experts upon request and provision of an invoice.

The SOCIEUX+ Team assists mobilised experts by providing useful information regarding visa procedures and by coordinating the preparation and delivery of an invitation letter from the partner institution. However, experts are responsible for obtaining their visas for all missions, mobilisations, and assignments with SOCIEUX+.

Travel insurance and vaccinations

SOCIEUX+ provides travel insurance for mobilised experts. The insurance plan includes emergency medical expenses and repatriation. The detailed insurance terms and conditions will be provided to experts along with their plane tickets.

Experts are highly encouraged to have up-to-date vaccinations/immunisations before their journey of their stay/mission. The costs for vaccinations specifically required for SOCIEUX+ related travel are reimbursed based on the prior approval by SOCIEUX+, a request for reimbursement, and provision of supporting documentation.

Reimbursement of travel costs

An advance of 75% on the total estimated per diem amount for a mission can be paid to the expert before their departure, when time allows. Payment of this advance is conditional on an expert's request and return of the signed copy of their contract by email. The advance remains due to SOCIEUX+ until the submission of boarding passes and/or tickets upon mission return.

The balance of the per diem is to be paid after the end of the activity and upon receipt of the original boarding passes/tickets or other travel documents for missions not requiring travel by air and the timesheet signed by the expert. The expert should also keep his/her hotel bill(s) as a supporting document for the balance payment.

Other eligible travel costs are paid upon request after the activity by completing an expense statement. Insufficiently documented expenses may not be reimbursed. The form shall be submitted as an attachment to the final invoice provided by the expert.

Advances are deemed reimbursable by the traveller in case of cancellation of the activity and are cleared against final documentation and payment of remaining contract amounts.

Financial arrangements

Working time

The standard working days for mobilised experts are Monday to Friday. Weekends (Saturday and Sunday) and national holidays in the country of activity are not considered working days. Experts mobilised for missions to countries where the normal working days are Sunday to Thursday, are entitled to allowances. Working days outside these norms and standards may be agreed upon only with the prior written consent of SOCIEUX+.

Working days include time for preparation, implementation of mission activities, and reporting.

Travel days are not considered as expert working days.

In rare cases, activities may include, or totally consist, of remote work between mobilised experts and the partner institution. Such work may involve backstopping and the review of products prepared by the partner institution or key stakeholders. Remote work is compensated under the standard contractual and financial rules of SOCIEUX+.

Financial compensation for public experts

A financial allowance of €350 is granted per working day to:

- Public experts (see the section on *Individual experts*);
- Practitioners working for social partners;
- Academics and researchers;
- Retired public experts; and,
- Experts retired from international specialised agencies or cooperation agencies.

National regulations on remuneration and compensation of public employees and civil servants apply, and may limit the payment of allowances by SOCIEUX+. The responsibility for compliance and verification lies with individual experts and their institutions of origin. The payment of income or other taxes is the sole responsibility of the mobilised experts and/or their organisations.

Experts that are staff members of partner institutions benefiting from an action are not entitled to financial allowances.

Fees for private experts

Private and independent consultants contracted to undertake SOCIEUX+ activities, including international facilitators or interpreters, are entitled to receive a fee for each day spent working for these activities. Fee

rates are set according to the number of relevant years of experience in the field of expertise. SOCIEUX+ applies a standardised fee rate for all private experts and consultants.

Payments

Payments to experts or their institution of origin are only made based on signed contracts. All payments are made by bank transfer.

Payments are typically paid directly to mobilised experts. Allowances may be paid to an organisation if the services provided by the expert were contracted through a third party (organisation of origin, collaborative institution, or other partnership).

Private experts have to provide their value added tax (VAT) and, if applicable, their national company registration number at the time of contract signature. If the expert was contracted through a third-party or a consulting company, payments are made directly to the company.

All payments related to allowances or fees are subject to the certification of performance, provision of deliverables, and the acceptance of the work by the SOCIEUX+ Team.

Other points regarding payment

Payment recipients cover their own banking fees.

All payments are made in euros (€).

Any expenses incurred in currencies will be reimbursed at the exchange rate specified in INFOEURO, published monthly by the European Commission for the corresponding month at: http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm.

About SOCIEUX+

The SOCIEUX+ Facility was established and funded by the EU through the European Commission's Directorate-General for International Partnerships (DG INTPA) and Directorate-General for Neighbourhood and Enlargement Negotiations (DG NEAR). The Facility is co-funded by France, Spain, and Belgium. It is implemented by a partnership composed of Expertise France (the partnership lead), Fundación Internacional y para Iberoamérica de Administración y Políticas Públicas (FIIAPP) from Spain, Belgian International Cooperation on Social Protection (BELINCOSOC), and the Belgian Development Agency (Enabel).

The Facility's general objective is to expand and improve access to better employment opportunities and inclusive Social Protection systems in Partner Countries. Its specific objective is to enhance Partner Countries' capacity to design, manage, and monitor inclusive, effective, and sustainable employment strategies and Social Protection systems through short-term, peer-to-peer technical assistance and knowledge development.

SOCIEUX+ recognises the impact of Social Protection and employment in reducing poverty and vulnerability. It supports the efforts of partner governments in promoting inclusive and sustainable Social Protection and employment systems. SOCIEUX+ also complements the efforts made through other EU initiatives.

The Facility is an expansion of SOCIEUX Social Protection EU Expertise in Development Cooperation, established in 2013.

Follow us at:

- www.socieux.eu
-  www.twitter.com/socieuxplus
-  www.linkedin.com/company/socieux/
-  www.flickr.com/people/socieux
-  <http://goo.gl/qSByFu>

