EURES Ireland
Admission Requirements
for becoming a EURES Member or EURES Partner

in accordance with Regulation (EU) 2016/589 of 13 April 2016

Version 1.01

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1 Introduction

1.1. EURES (EURopean Employment Services) was established by the European Commission, the countries of the European Economic Area (EEA) and Switzerland in 1993. The purpose of the network is to promote the right to free movement of workers. The EURES network is governed by Regulation (EU) 2016/589 (herein after 'the Regulation') and its aim is to facilitate the free movement of workers in the European Economic Area and Switzerland by providing information, services and advice in the field of recruitment and job search for jobseekers, workers and employers as well as every citizen wishing to benefit from the principle of free movement of people.

1.2 One of the main objectives of the Regulation is to expand and broaden the network to have more organisations participating, offering more information, guidance and recruitment services to an even wider audience of jobseekers and employers all over Europe. One of the most important provisions refers to the network being open to public and private organizations that will act as EURES members and partners with different responsibilities and services offered.

1.3 To that end, all EU/EEA Member States must put in place national systems to admit organisations in their respective countries to become EURES Members and Partners. Any organisation providing employments services is welcome to join the network if it meets the common criteria laid down in the Regulation as well as the requirements and procedures of the relevant national admission system.

1.4 The Admission Requirements document ("the Admission Requirements") has been prepared by the Department of Social Protection (DSP) to set out the requirements for applying to become a Member or Partner of the EURES network in Ireland under the terms of the Regulation.

1.5 The purpose of this document is to provide potential Members and Partners with clear and concise details on how the EURES network works, the benefits of becoming a EURES Member or Partner, the legal requirements and criteria for becoming a Member or Partner, the application process and the responsibilities of admitted Members and Partners.

2 The EURES Network

2.1 Currently EURES is a network of over 200 Members and Partners across the EU and EFTA Member States committed to facilitate fair labour mobility. All Public Employment Services are Members of the network. EURES offers information and provides assistance to jobseekers and employers across Europe every day via its network of more than 1,000 advisers. EURES services are also provided online through the EURES portal. In addition to these general services to any jobseeker and employer, EURES offers targeted support to specific groups (e.g. young jobseekers, long-term unemployed) and/or areas (cross-border regions).

2.2 The EURES network is composed of the following categories of bodies:

- European Coordination Office;

- National Coordination Offices (NCO) appointed by the Member States. The National Coordination Office (NCO) of EURES is part of the Public Employment Service (PES) of the Department of Social Protection (DSP);
- EURES Members:

  -PES designated by the Member States;

  -organisations that have been admitted as EURES Members in the EURES network;

- EURES Partners:

  -organisations that have been admitted as EURES Partners in the EURES network.

3 Definitions

In the Admission Requirements the terms below bear the following meaning:

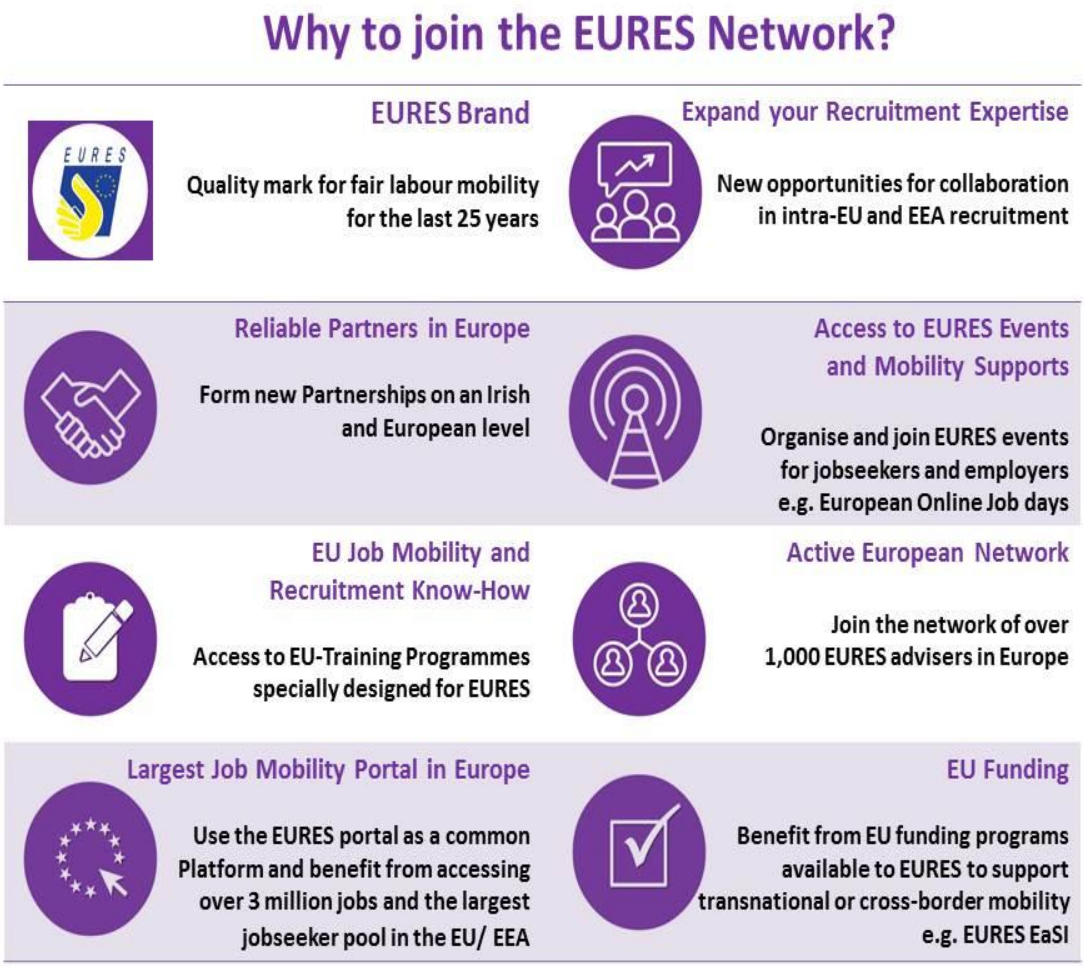
Clearance	the exchange of information and processing of job vacancies, job applications and CVs.
Common IT platform	the IT infrastructure and related platforms set up at Union level for the purpose of transparency and clearance in accordance with this Regulation.
ECO:	the European Coordination Office (ECO). ECO was established under the Directorate General of Employment, Social Affairs and Inclusion of the European Commission and is responsible for the management and coordination of the entire EURES network at the European level.
Employee:	a person working for an employer on the basis of an employment agreement.
Employer:	an organisation employing one or more employees.
Employment agreement:	the agreement whereby the one party, the employee, undertakes to perform paid work in the employment of the other party, the employer, for a certain period of time.
Employment services	legal entity lawfully operating in a Member State which provides services for workers seeking employment and for employers wishing to recruit workers.
EURES:	EURopean Employment Services (EURES), as referred to in Regulation, is a European network for the promotion of the right to free movement of workers under fair conditions. The participating countries are the 27 Member states of the European Union, plus Norway, Liechtenstein and Iceland and Switzerland. EURES was set up by the European Commission and the Member states as a human network (see: EURES network) and a technical network (see: EURES portal).
EURES cross-border Partnership:	a grouping of EURES Members or Partners and, where relevant, other stakeholders outside of the EURES network, with the intention of long-term cooperation in regional structures, set up in cross-border regions between: the employment services on regional, local and, where appropriate, national level; the social Partners; and, where relevant, other stakeholders of at least two Member States or a Member State and another country participating in the Union instruments aiming to support the EURES network.
EURES Member:	an organisation which offers employers and jobseekers all European services as described in the Regulation, such as providing CVs (1) and vacancies (2) and support services (3) such as customized advice. A Member is part of the national and European network.

EURES network:	a European network for bringing together supply and demand on the European labour markets.
EURES Partner:	an organisation performing part of the EURES services to employers and jobseekers, that is at least one of the three main services.
EURES portal:	an online platform for jobseekers and employers with the purpose of bringing together supply and demand and providing information on various mobility programmes on living and working in a different EURES participating country.
Frontier worker	means a worker pursuing an activity as an employed person in a Member State and who resides in another Member State to which that worker returns as a rule daily or at least once a week.
IOC:	the Interoperability Contact Person (IOC) is the person receiving all questions, applications and communication regarding the performance of the provisions in respect of the IT services under the Regulation and Implementing Decision (EU) 2017/1257. This contact person is designated by the Ministry of Social Affairs and Employment and is employed by the Employee Insurance Agency UWV.
IT Platform:	The online environment where jobseekers' CVs and EURES Members' vacancies may be published and matched.
Job Matching	exchange of information on Jobs, Job applications and CVs and processing of such information.
Jobseeker:	a person seeking a job and available to work.
JobsIreland.ie	the National IT HUB that collects and transmits national data on vacancies and CVs from all National Members /Partners and transfers them to the common IT platform and infrastructure.
Migrant worker:	a worker moving to another country to work there (temporarily).
National IT HUB	JobsIreland.ie is the IT platform that collects and transmits national data on vacancies and CVs from all National Members /Partners and transfers them to the common IT platform and infrastructure.
NCO:	National Coordination Office (NCO) as described in the Regulation.
Organisation:	a company, legal entity or other institution independently participating in legal transactions.
Public employment services or PES	the organisations of the Member States, as part of relevant ministries, public bodies or corporations falling under public law, that are responsible for implementing active labour market policies and providing quality employment services in the public interest.

Vacancy:	an offer of employment which would allow the successful applicant to enter into an employment relationship that would qualify that applicant as a worker for the purposes of Article 45 TFEU.

4 The benefits of joining the EURES Network

4.1 EURES Members and Partners can benefit from the advantages of the national network and collaboration with other countries.



5 EURES Membership and Partnership Admission Criteria

5.1 In Ireland, the EURES Members and Partners admission process and management tasks are delegated to the National Coordination Office (NCO) of EURES which is an integrated part of Intreo; the national Public Employment Service of the Department of Social Protection. It is possible for any organisation in the (semi) public and private sector meeting the national criteria for admission to the EURES network to become a EURES Member or Partner.

5.2 Organisations lawfully operating in the Republic of Ireland may apply to become a EURES Member or a EURES Partner.

5.3 A EURES Member must provide **all** of the following services:

- contribute to the CV and application pool;
- contribute to the vacancy pool;
- offer support services for jobseekers, employees and employers as described in chapter IV of the Regulation, in particular article 23, article 24, article 25 (1), article 26, and when applicable, as described in article 27.

If an organisation is unable to provide all of the above services, that organisation may be admitted as a Partner of EURES in exceptional cases. In that case, the organisation must be able to provide **at least one** of the above services.

A EURES Partner must justify that it cannot deliver all the services of a Member e.g. because of its size, limited resources or the character of the other services it normally provides This exception is only granted where an organisation substantiates its application by indicating its value for the network despite not being able to perform all tasks required, or by being a non-profit organisation or limited resources or capacity to perform all services.

5.4 The following are the minimum common criteria in Annex 1 of the Regulation and referred to in Articles 10(2) and 11(2)) of the Regulation which were drawn up to assess whether an organisation can be admitted as a EURES Member or Partner into the EURES network. The organisation must meet these criteria or commit to same, as appropriate, to meet them.

ANNEX 1 of the Regulation

Minimum common criteria (as referred to in Articles 10(2) and 11(2)) of the Regulation

Section 1 SERVICE DELIVERY

1. *Commitment to have in place adequate mechanisms and procedures to verify and ensure full compliance with applicable labour standards and legal requirements, taking into account any existing licensing systems and authorisation schemes for employment services other than PES when delivering the services, including applicable data protection law and, where applicable, requirements and standards on quality of job vacancy data.*

2. *Ability and demonstrated capacity to offer services on clearance, support services, or both, as referred to in the Regulation.*

3. *Ability to provide services through one or more easily accessible channels, with at least an internet/website of the organisation accessible.*

4. *Ability and capacity to refer workers and employers to other EURES Members and Partners and/or bodies with expertise on free movement for workers.*

5. *Confirmation to adhere to the principle of free support services for workers in accordance with the second subparagraph of Article 21(3) of the Regulation.*

Section 2 PARTICIPATION IN THE EURES NETWORK

1. *Ability and commitment to ensure timely and reliable delivery of the data as referred to in Article 12(6).*

2. *Commitment to comply with the technical standards and formats for clearance and exchange of information under this Regulation.*

3. *Ability and commitment to contribute to the programming and reporting to the NCO as well as to provide information to the NCO on the service delivery and performance in accordance with this Regulation.*

4. *Existence of or commitment to ensuring the allocation of appropriate human resources for the respective tasks to be fulfilled.*

5. *Commitment to ensuring quality standards on staff and to register the staff for the relevant modules of the common training programme as referred to in point (a)(iii) of Article 8(1).*

6. *Commitment to use the EURES trademark only for services and activities relating to the EURES network.*

6 Responsibilities of EURES Members and Partners

6.1 In accordance with their respective roles and responsibilities, all organisations participating in the EURES network aim to actively promote, in close cooperation, the labour mobility opportunities within the EU and seek to strengthen the means and methods by which workers and employers would benefit from fair mobility and take advantage of the available opportunities at EU level, as well as at national, regional and local level, including the cross-border level.

6.2 The EURES Members and Partners must contribute to the EURES network by carrying-out the tasks they are assigned or for which they are admitted for a specific period, and fulfil all other obligations arising from the Regulation;

6.3 EURES Members participate in the EURES network by carrying out all of the following tasks and EURES Partners participate in the EURES network by carrying

out at least one of the following tasks, in accordance with the specific articles of the Regulation:

(a) contributing to the pool of job vacancies in accordance with point (a) of Article 17(1) of the Regulation;

(b) contributing to the pool of job applications and CVs in accordance with point (b) of Article 17(1) of the Regulation;

(c) providing support services to workers and employers in accordance with Articles 23 and 24, Article 25(1), Article 26 and, where relevant, Article 27 of the Regulation.

6.4 EURES services will be provided free of charge, except for the services to employers referred to in the Regulation, article 21(3) and article 24

Article 24

Support services for employers

1. The EURES Members and, where relevant, the EURES Partners shall offer, without undue delay, employers interested in recruiting workers from other Member States the opportunity to access the services referred to in paragraphs 2 and 3.

2. Upon an employer's request, the EURES Members and, where relevant, the EURES Partners shall provide information and guidance on recruitment opportunities and, in particular, offer them the following services:

(a) providing information on specific rules relating to recruitment from another Member State and on factors which can facilitate such recruitment;

(b) where appropriate, providing information on and assistance with the formulation of individual job requirements in a job vacancy and with ensuring its conformity with the European technical standards and formats referred to in Article 17(8) and Article 19(6).

3. Where an employer requests further assistance and there is a reasonable likelihood of recruitment within the Union, the EURES Members or, where relevant, the EURES Partners, shall provide further assistance and additional services, taking into account the employer's needs.

Where requested, the EURES Members or, where relevant, the EURES Partners shall provide individual guidance on formulating requirements for vacancies.

6.5 EURES Members, and where appropriate the EURES Partners, must provide for publication on the EURES portal, all vacancies made available through them and all job applications and CVs for which the workers have given their consent for such information to be available on the EURES portal.

6.6 The EURES Members, and where appropriate the EURES Partners, must have a database for vacancies and CVs that will be connected to the National IT Hub (JobsIreland.ie), and subsequently to the Common IT Platform of the EURES Network. Sharing all information about available vacancies and CVs is one of the most important factors for becoming a EURES Member.

6.7 Membership requires all publicly available vacancies handled by each Member, and where appropriate EURES Partner, to be available and publicised on the EURES portal including apprenticeship and traineeship opportunities that are not part of any educational strand, are paid positions offering a contract of at least 6 months duration and are not publicly funded as part of active labour market policies.

6.8 The EURES Members and Partners shall designate one or more contact points, such as placement and recruitment offices, call centres and self-service tools, where workers and employers can get support with clearance, access to support services, or both.

6.9 The EURES Members and Partners shall ensure that the points of contact they have designated clearly indicate the scope of the support services provided to workers and employers.

6.10 The EURES Members, and where appropriate the EURES Partners, have to contribute to collecting information to be published on the EURES portal, respectively on the living and working conditions, employment procedures, applicable employment regulations, the regulatory framework for apprenticeships and internships, the access to technical and vocational education, the situation of cross-border workers, especially in cross-border regions, general post-recruitment assistance and information on the possibility to obtain such assistance inside and outside the EURES network.

6.11 The EURES Members, and where appropriate the EURES Partners, will participate in exchanging information on shortages and surpluses of labour force on the national and sectoral labour markets and, where appropriate, on cross-border labour markets, with particular attention to the most vulnerable groups on the labour market and the regions most affected by unemployment.

6.12 The NCOs are responsible for sharing the information available within the EURES network and for the participation in the common analyses. The EURES Members and Partners will be required to contribute to the EURES Ireland programming cycle and to prepare yearly action plans explaining all the actions and services to be delivered and apply quantitative and qualitative targets to be reached through the service provision. They participate actively in the reporting cycle of the network by providing Action Plans, Action Reports and any other reporting needed by the NCO or the ECO. The EURES Members and Partners provide information and guidance based on the number of contacts they have with workers and employers and provide monthly statistical data to EURES NCO as referred to in Article 32 of the Regulation.

6.13 The EURES Members and Partners ensure that the EURES trademark and EURES logo are used for all activities in relation with the EURES network and that the EURES portal and logo are clearly visible and easily accessible via their website. EURES Members and Partners commit to use the EURES trademark only for services and activities relating to the EURES network.

6.14 The EURES Members and Partners provide jobseekers and employers with information on the content and capabilities of the EURES portal and provide assistance in registering on the EURES portal if required.

7 Contribution to the Annual National Programmes of Activity and Related Annual Reports

7.1 In accordance with Commission Implementing Decision (EU) 2017/1256 Article 5, EURES Members and Partners shall contribute to the EURES programming cycle by:

(a) providing data on their financial and human resources available and activities planned that will feed into the national work programme;

(b) implementing the relevant activities of the national work programme;

(c) providing data on the implementation of their activities that will feed into the national activity report.

7.2 In accordance with Commission Implementing Decision (EU) 2018/170, Article 5, EURES Members and Partners shall contribute to the EURES Performance Measurement System by providing verified data on their activities within the relevant performance dimensions and with the indicators and the periodicity requested by the NCO.

7.3 EURES Members and Partner shall ensure procedures are in place to collect data on the following areas of EURES activity carried out at national level:

(a) information and guidance by the EURES network, on the basis of the number of contacts that the case handlers of the EURES Members and Partners have with workers and employers;

(b) employment performance, including placement and recruitment resulting from EURES activity, on the basis of the number of vacancies, job applications, CVs handled and processed by case handlers of the EURES Members and Partners and the number of workers recruited in another Member State accordingly, as known to those case handlers or, where available, on the basis of surveys;

(c) customer satisfaction with the EURES network, obtained, inter alia, through the use of surveys.

8 Financial Suitability

8.1 EURES Members and EURES Partners shall have enough financial means to perform the EURES services. A private organisation is required to provide an insight into the organisation's financial situation in its application. A financial capacity check will be carried out on the basis of the documents you will be requested to submit with the application form *(e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, current tax clearance certificate etc)*.

Trade Unions, employees' associations or collective industrial organisations are excepted because they only provide supporting services to employees and jobseekers. Trade Unions, employees' associations or collective industrial

organisations are required to produce a solvency statement with their application to guarantee their ability to provide the EURES services. In accordance with the Regulation, the social Partners must be enabled to apply for EURES Membership or Partnership, provided they fulfil the applicable obligations under the Regulation (consideration 17 and article 7 (2)).

8.2 No financial support will be made available for the performance of the EURES services. EURES services must be provided free of charge, except for the services to employers referred to in chapter IV of the Regulation, article 21 (3) and article 24. (See 6.4)

9 Experience

9.1 In order to demonstrate capacity to offer services on clearance, support services, or both, as referred to in the Regulation, EURES Members and Partners should have sufficient experience in performing the EURES services required for Membership or Partnership. To this end, the organisation must provide a list of the activities in connection with the EURES services which were performed by the organisation with its application. If the activities were performed under the direction of third party, the organisation must indicate who may be approached by the NCO to get further information.

9.2 This capacity will be assessed on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time of admission as a Member or Partner.

Organisations will have to show their capacity via the following information:

- general profiles (qualifications and experiences) of the staff responsible for providing the EURES Service
- list of previous projects (key projects relating to the EURES services provided)

Additional supporting documents may be requested, if needed to confirm experience and operational capacity.

10 General Terms and Conditions for Participation in the Network, related to among other things Transparency, Equality and Non-Discrimination

10.1 EURES Members and Partners shall have adequate mechanisms and procedures in place to verify and ensure full compliance with applicable labour standards and legal requirements, taking into account existing licensing systems and authorisation schemes for employment services when delivering the services, including applicable data protection law and, where applicable, requirements and standards on quality of job vacancy data.

10.2 EURES Members and Partners ensure compliance with the applicable equal treatment legislation including the non-discrimination principle.

10.3 EURES Members and Partners ensure that the remuneration offered for the job to be performed is in accordance with the legislation and regulations of the country concerned when they place a vacancy.

10.4 If an inquiry is made by an organisation which main purpose is to provide and broker workers, the organisation must have a complaints handling procedure. The approval of the complaints handling procedure is part of the application.

10.5 EURES Members and Partners ensure the prevention of identity fraud.

10.6 When exchanging information of jobseekers, EURES Members and Partners check the identity of the jobseeker on the EURES network, before they disclose this information.

11 Staff Requirements to be able to take part in the EURES Network as a EURES Member or EURES Partner

11.1 EURES Members and EURES Partners must have the necessary capacity to provide support services, especially where an active contribution to providing and exchanging information on vacancies, applications and CVs is concerned. The organisation must indicate the number of Full Time Equivalents (FTEs) available for this purpose compared to the organisation's total headcount.

11.2 EURES Members and EURES Partners must have sufficient capacity to adequately refer jobseekers/ employees and employers to other EURES Members, Partners and other expert authorities on the free movement of workers. The organisation concerned must indicate the size of said capacity beforehand.

11.3 EURES Members and Partners must have staff with sufficient command of English to provide EURES Services and to partake in EURES training.

11.4 EURES Members and Partners must ensure designated staff member(s) in charge of the performance of the EURES activities register and participate in the EURES common training programme and continuing professional development for the staff of the EURES Members and Partners and of the NCOs, ensuring the necessary expertise. Internal training may be used as well as national and international training modules provided by the NCO.

11.5 EURES Members and Partners must ensure that staff and end users of the portal sites for jobseekers managed by them:

- have easy access to the EURES portal, e.g. via a link;
- and can seek jobs and match with vacancies and jobseekers' profiles on the EURES portal that way.

12 Terms of Communication

12.1 EURES Members and Partners must ensure that the information and promotional material they provide is coherent with the overall communication activities, the common quality standards of the EURES network and the information coming from the European Coordination Office.

12.2 EURES Members and Partners must ensure that the EURES service mark and EURES logo are used for all activities in relation with the EURES network to ensure a common visual identity EURES Members and Partners shall inform the European Coordination Office without delay of any abuse of the EURES service mark or logo by a third party or third country of which they become aware.

13 Terms related to Quality of Service and Affiliation with the Network

13.1 EURES Members and Partners are monitored by the NCO in accordance with the national planning and reporting cycle.

13.2 When admitted to the EURES network, EURES Members and Partners commit to submitting an annual plan and a report regarding the results of the past year to the NCO as per the timeline specified in *ANNEX II* of COMMISSION IMPLEMENTING DECISION (EU) 2017/1256 of 11 July 2017 on templates and procedures for the exchange of information on the EURES network national work programmes at Union level.

13.3 EURES Members and Partners must have enough financial means to provide information on the nature and substance of the service and be prepared to report on it to the NCO, according to their combined programme cycle.

13.4 EURES Members and Partners are monitored by the NCO on their contribution in terms of vacancies and CVs via the EURES database. The NCO checks for quality of the data contributed, the quantity of the vacancies contributed and the handling of CVs by EURES Members and Partners.

13.5 EURES Members and Partners must be prepared and have sufficient capacity to contribute to collecting data to the NCO for the exchange of data in the network and for the online information to employers and jobseekers/employees.

13.6 EURES Members and Partners shall contribute to the EURES programming cycle by:

(a) providing data on their financial and human resources available and activities planned that will feed into the national work programme;

(b) implementing the relevant activities of the national work programme;

(c) providing data on the implementation of their activities that will feed into the national activity report.

14 Terms related to Support Services

14.1 EURES Members and Partners must have the required infrastructural capacity to provide support services through various channels, with at least one website being required.

14.2 EURES Members and Partners must ensure that the information provided by it is kept up to date.

14.3 EURES Members and Partners must ensures that the EURES portal is clearly visible and easily accessible via all websites for jobseekers managed by them centrally, regionally or locally, and that those portals are linked to the EURES portal, among other things through a direct link on the website which is found easily.

14.4 EURES Members and Partners must place all vacancies publicly available on their sites on the EURES portal unless they can give sufficient reasons why the vacancies are not suited for that because of their job requirements, skills and competences.

15 Technical Terms to take part in the EURES Network as a EURES Member or as a Partner

15.1 All EURES Members and Partners that commit to contribute to the vacancies pool and/or jobseekers' profiles, take part via the technical infrastructure in the coordinated and safe transfer of information on vacancies and jobseekers' profiles to the EURES portal, as referred to in article 12 (3) and article 17 (1) of the Regulation mainly by:

a) timely providing vacancies via a reliable route via the necessary technical infrastructure to the coordinated channel with National IT HUB, JobsIreland.ie (according to the technical specifications);

b) timely providing CVs via a reliable route via the necessary infrastructure to the coordinated channel with National IT HUB – JobsIreland (according to the technical specifications);

c) continuously monitoring the connections and responding quickly to technical or other problems related to the connection or the data to be transferred;

d) ensuring that all data transferred comply with the agreed formats and standards as set out in regarding technical specifications. In the event of changes, Members and Partners adjust their systems within the stipulated period of time;

e) ensuring that the originators of the data are fully informed and aware how their data will be used and processed;

f) providing and regularly updating information on the measures and systems to guarantee the quality, safety, integrity, reliability and traceability of data, including the protection of personal data;

g) clearly and transparently keeping the NCO informed on the application of policy measures regarding the exclusion of the transfer of all publicly available vacancies pursuant to article 17 of the Regulation;

h) providing a point of contact to facilitate the coordination by the NCO at the national level. A helpdesk or similar service may serve as such a point of contact;

i) contacting the NCO in the event of questions and notes with regard to the national systems and their connection to the EURES portal via the Interoperability Contact Person (IOC) at the NCO in the country of admission.

16 Terms related to the Protection of Personal Data

16.1 EURES Members and Partners can connect their systems to the EURES portal via an interface provided by the EU Commission (EURES Application Programme Interface) and therefore allow their EURES advisers and other end users such as employers, direct access to the applicant profiles saved on the EURES portal. If EURES Members/Partners want to use this capability, inform the EURES NCO after admission and agree to the terms of use of the EU Commission.

16.2` EURES Members and Partners undertake to apply and comply with the minimum common standards for the protection of personal data and the terms of use of the EU Commission (Article 3(3) and (7) of Commission Implementing Decision (EU) 2017/1257) and any other applicable laws and regulations, especially in relation to the protection of personal data.

16.3 EURES Members and Partners must also comply with the data protection requirements set out in the EURES Coordination Group document entitled “Roles and responsibilities with regard to the protection of personal data and common minimum requirements for personal data protection statements, terms and conditions to be applied for the transmission, processing and access to job seeker profiles on the EURES portal” in accordance with Article 3(7) of Commission Implementing Decision 2017/1257.

17 Admission Process

17.1 The National Coordination Office (NCO) of EURES will act as the appointed EURES Admission Body and appoint an Admissions Officer.

17.2 Application for admission will be open for EURES Member and Partners for a period of three months each year. A call for applications will be published on the EURES Ireland Website www.euresireland.ie and on www.jobsireland.ie. The EURES Ireland Members and Partners Admission Requirements including the Quick Check Form (Appendix 2) and all other relevant documentation are available online at www.euresireland.ie

17.3 After completing the Quick Check Form, all interested organisations can request the EURES Ireland Application Form for admission of Members and Partners by emailing EURES-M&P@welfare.ie during the time the application period is open. The completed Quick Check Form must be submitted as an attachment to the email. Application forms will be issued within 3 working days.

17.4 Completed applications with all the required documentation should be submitted by email to EURES-M&P@welfare.ie. The deadline for submitting the application will be published in the call for applications and applications submitted after this date are not accepted for processing.

17.5 The application form and the appendices must be submitted in English.

17.6 Costs incurred in the application process are borne by the applicant organisation.

17.7 Evaluation of applications and deciding on admission will take place in the three months following the closing date for receipt of applications as published. The NCO will confirm receipt of the application to the organisation within 3 working days. If the application is not complete, the NCO will ask the organisation to complete the application. The organisation must provide all required data within two weeks of the date of the request. If the application still does not meet the requirements after this period of time, the application will not be considered.

17.8 Upon receipt of a complete application, the NCO checks the application for compliance with the Regulation and the Admission Requirements. Any questions by the NCO regarding the application will be put to the organisation in writing.

17.9 After analysing the submitted documentation the NCO will prepare a note based on the admission criteria being satisfied for each applicant to the Head of Employer Relations Division proposing admission or rejection of each applicant and the reasons for the final decision. A letter of notification will be sent to all applicants with the decision outcome and outlining the reasons for the decision.

17.10 An objection may be submitted, or an appeal may be lodged against the decision within 28 days of the date of the decision. The notice of objection / appeal must be submitted to The Department of Social Protection (DSP), National Coordination Office (NCO) of EURES 17.11 The Head of PES will act as the Admissions Appeal Manager. The Admissions Appeal Manager will reconsider the decision and communicate the final decision within 30 days of the date of receipt of the appeal. No further appeal is thereafter available.

17.12 If an application is denied, it is open to the organisation to submit a new application in the following year.

17.13 The National Coordination Office (NCO) of EURES retains the right to adjust the admission criteria as required. EURES Members and Partners will be notified thereof within 2 weeks of the change of the admission criteria. EURES Members/ Partners will be required to take the new admission criteria into account when applying for the renewal of Membership/ Partnership.

18 Certification and Review Process

18.1 The EURES Member/Partner Admission Approval Certificate is issued by the National Coordination Office (NCO) of EURES and signed by the Head of the Employer Relations Division. The Admission Approval Certificate is valid for two years and at the end of the period the Member/Partner will have to re-apply for a renewal of the certificate. An evaluation by the NCO based on the admission renewal application will take place prior to the admission being extended. If the admission is extended, this will be for further two years.

18.2 The EURES Members and Partners commit to comply with the Regulation and provide any information, data or statistical information concerning the provision of the EURES services within 15 days of any inquiry by the NCO.

18.3 The service providers accredited as EURES Members and Partners are included in the National Register of EURES Members/Partners which the NCO notifies to the European Coordination Office.

18.4 EURES Members and Partners must notify the National Coordination Office (NCO) of EURES of any changes that may affect their compliance with the obligations and performance as per the Regulation within 14 days and demonstrate whether and how the specified requirements for participation in the EURES Network continue to be complied with.

18.5 EURES Members and Partners are entitled to terminate the admission to the EURES network at any time. EURES Members or Partners must notify the NCO of the termination in writing. The notice period is 2 months unless the membership /partnership ends earlier.

18.6 The National Coordination Office (NCO) of EURES Ireland has the power to revoke any Admission Approval Certificate based on non-compliance with the Regulation, the Admission Requirements, rules and standards of the National Network or by the request of the Member of Partner. If the EURES Member/Partner does not participate, due to objective reasons, in implementing the EURES national plan of activity and is not active in its status as EURES Member/Partner, the Admission Approval Certificate can be withdrawn. EURES Ireland Members and Partners Monitoring and Revoking Criteria is detailed in Appendix 1

18.7 If a complaint is received, a review action will be promptly ordered.

a) If the problems found following review can be remedied, a period of 30-90 days will be granted to rectify the problems noted, based on the severity of the problem. If the Member/Partner does not take the necessary measures to rectify the problems, the Admission Approval Certificate will be withdrawn;

b) If the problems are serious and cannot be remedied, the Admission Approval Certificate will be withdrawn;

A letter of notification of withdrawal of the Admission Approval Certificate will be sent to all applicants outlining the reasons for the withdrawal.

18.8 Where the NCO has revoked the Admission Approval Certificate based on non-compliance with the Regulation or as a result of a review action following a complaint, an objection may be submitted, or an appeal may be lodged against the decision to withdraw the Admission Approval Certificate within 28 days of the date of the withdrawal. The notice of objection / appeal must be submitted to The

Department of Social Protection (DSP), National Coordination Office (NCO) of EURES.

18.9 The Head of PES will act as the Admissions Appeal Manager. The Admissions Appeal Manager will reconsider the decision and communicate the final decision which cannot be appealed further within 30 days of the date of receipt of the appeal.

APPENDIX 1 EURES Ireland Members and Partners Monitoring and Revoking Criteria

Monitoring Criteria	**Type of Check by NCO**	**Period of adjustment**	**Revocation of Admission**
1. Information on the EURES support services they provide to workers and employers should be available on their website and for publication on EURES Portal. Refers to: Article 21 (5)	Ongoing monitoring of the website Name of Single Point of Contact supplied to NCO Information has to be updated regularly/ as requested.	3 months after admission + 3month period for taking corrective actions	If newly admitted EURES-Members or EURES-Partners fail to implement the necessary adjustments to the requirements of the regulation within the deadline of 6 months after admission.
2. EURES portal and EURES services are clearly visible and are easily searchable through the website (EURES-Logo on website) Refers to: Article 18 (1)	Ongoing monitoring of the website	3 months after admission + 3 month period for taking corrective actions	If newly admitted EURES-Members or EURES-Partners fail to implement the necessary adjustments to the requirements of the regulation within the deadline of 6 months after admission.
3. EURES portal (EURES Extranet) is easily accessible to the staff involved with the EURES network Refers to: Article 18 (3)	Confirmation from EURES Member or EURES Partner	6 months after admission	If newly admitted EURES-Members or EURES-Partners fail to implement the necessary adjustments to the requirements of the regulation within the deadline of 6 months after admission.
4. Identification of one or more	Confirmation by EURES	3 months after	If newly admitted EURES-Members or

contact points where jobseekers and employers can receive support and avail of EURES services in accordance with the Regulation Refers to: Article 12 (4&5)	Member or EURES Partner	admission	EURES-Partners fail to implement the necessary adjustments to the requirements of the regulation within the deadline of 6 months after admission.
5. Contributing to the pool of job vacancies/ job applications/ CVs, where applicable. Refers to: Article 12 (2)	Confirmation by EURES Member or EURES Partner that technical adjustments made NCO sign-off of testing of technical changes	6 months after admission	If newly admitted EURES-Members or EURES-Partners fail to implement the necessary adjustments to the requirements of the regulation within the deadline of 6 months after admission.
6. Adherence to quality standards for job vacancies/ applications and CV's on the EURES portal according to Article 17. Refers to: Article 17 (5)	Confirmation from EURES Member or EURES Partner Monitoring of Vacancies	60 days warning to rectify the problem	If newly admitted EURES-Members or EURES-Partners fail to implement the necessary adjustments / rectify the complaint to the requirements of the regulation in the 60 day period.
7. Compliance with current statutory regulations, labour laws, health and safety at work and data protection regulations	Upon receipt of complaints and other possible violations	60 days warning to rectify the problem	If newly admitted EURES-Members or EURES-Partners fail to implement the necessary adjustments / rectify the complaint to the requirements of the regulation in the 60 day period.
8. Compliance with standards for good performance (ability, capacity to provide all services)	Upon notification of Member or Partner about serious changes of organisation and services provided	Any time	In case of serious changes that would impair the performance of the range of services and the participation in the EURES network to such an extent that the fulfilment of the tasks and obligations according to the regulation is

	Upon notification of violations (i.e. complaints)		no longer possible i.e. (lack of ability, capacity, infrastructure, omission of the whole or parts of the services provided).
9. Compliance with the principles applicable to the charging of fees for services according Refers to: Article 21(4) & 24	Upon notification of violations (i.e. complaints)	Any time	In case of reliable evidence of the violation (deficiency cannot be remedied by Member/Partner or Member /Partner is not willing to take suitable steps to remedy the fault).
10. Compliance with obligation to participate in the programme planning cycle of EURES and related annual reporting	Upon monitoring by the NCO	At the dates fixed by ECO for activity plan and annual report	After a formal notification by the NCO and 30 day period to provide the missing documents.
11. Compliance with obligation to participate and provide the necessary Labour Market Information and information against the indicators and customer satisfaction information (CSAP) for the performance monitoring system (PMS)	Upon monitoring by the NCO	At the dates fixed by ECO for activity plan and annual report	After a formal notification by the NCO and 30 day period to provide the missing documents.
12. Compliance with obligation to train the EURES staff and for registration of at least 1 member of staff for the EU Training programme (Pre Initial + Consolidation phase) by the end of	Check of application forms by NCO Training Coordinator	By the end of the 2nd year of admission	If no registration for the EU training programme have been received by the NCO by the end of the 2nd year of accreditation and after a warning letter by the NCO in the beginning of the 2nd year.

the 2nd year of admission			
13. Compliance with the usage conditions of the EURES trade mark and EURES logo in accordance with the Regulation Refers to: Article 15 (1) (2) (3) & (4)	Upon notification of violations (i.e. complaints, activities / projects carried out without consultation of NCO	Anytime	In cases of reliable evidence of the consistent violation (abuse of EURES Logo for activities/projects which are not EURES-related) and after two warnings issued by the NCO.
14. Compliance with "General Terms and Conditions of Use" of the EURES Portal	Upon notification of violations (i.e. complaints)	Anytime	At the request of the NCO the Member/Partner is obligated to undertake a full investigation or provide a statement of evidence in response to a possible breach within 30 days (i.e. complaints, failure to comply with criteria)

APPENDIX 2 EURES Ireland Members and Partners Quick Check Form

You can use the Quick Check to determine whether participation in the EURES network can be considered for your organisation

Question	Yes	No
1. Does your organisation have a base in Republic of Ireland?	☐ Yes	☐ No
2. Are your services free of charge to jobseekers?	☐ Yes	☐ No
3. Do you publish job vacancies and do you maintain contact with employers who are looking for professionals and trainees from other countries in Europe?	☐ Yes	☐ No
4. Do you publish jobseeker details and are you maintaining contact with jobseekers who want to work in other countries in Europe?	☐ Yes	☐ No
5. Do you provide information and advice to employers and/or jobseekers on the European job market and on job mobility in Europe?	☐ Yes	☐ No
6. Do you have a website that provides your clients with access to the services you offer?	☐ Yes	☐ No
7. Does your organisation permanently employ qualified staff who deal with the subject of job mobility?	☐ Yes	☐ No
8. Do you provide your service personally on site or through one or more contact points in the Republic of Ireland?	☐ Yes	☐ No
9. Do your staff have good English skills?	☐ Yes	☐ No

10. Does your organisation have a quality assurance system or certification from a quality management system?	☐ Yes	☐ No
11. Do you work with annual activity planning?	☐ Yes	☐ No
12. Do you keep you results in the form of reports?	☐ Yes	☐ No
13. Is the continuous training of your staff important to you?	☐ Yes	☐ No
14. Are you interested in network operations on a European level?	☐ Yes	☐ No
15. Is the subject of 'fair mobility' (part of) your organisation's strategy or part of its guiding principles?	☐ Yes	☐ No

If you have answered **more questions** with **'yes'** than with 'no' **and** are interested in participating in the EURES network, you can request an Application Form by completing this Quick Check Form and return by email to EURES-M&P@welfare.ie.

Annexes to The Admission Requirements

A.1. Regulation (EU) 2016/589 of the European Parliament and of the Council of 13 April 2016 on a European Network of Employment Services (EURES), workers' access to mobility services and further integration of labour markets, and amending Regulations (EU) No 492/2011 and (EU) No 1296/2013

Regulation 2016/589 - EURES

A.2. COMMISSION IMPLEMENTING DECISION (EU) 2017/1256 of 11 July 2017 on templates and procedures for the exchange of information on the EURES network national work programmes at Union level

Implementing Decision 2017/1256

A.3. COMMISSION IMPLEMENTING DECISION (EU) 2017/1257 of 11 July 2017 on the technical standards and formats required for a uniform system to enable matching of job vacancies with job applications and CVs on the EURES portal.

Implementing Decision 2017/1257

A.4. COMMISSION IMPLEMENTING DECISION (EU) 2018/170 of 2 February 2018 on uniform detailed specifications for data collection and analysis to monitor and evaluate the functioning of the EURES network

Implementing Decision 2018/170