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If a whole or part of a paragraph has been amended, the date of the amending regulation appears in square brackets at the end of the paragraph. If a whole paragraph or sub-paragraph has been deleted, the date of the deletion appears in square brackets beside the deleted paragraph or sub-paragraph.

Republic of Latvia

Cabinet

Regulation No. 75

Adopted 25 January 2011

Regulations Regarding the Procedures for Organising and Financing of Active Employment Measures and Preventative Measures for Unemployment Reduction and Principles for Selection of Implementers of Measures

*Issued pursuant to
Section 4, Paragraphs two, five, eleven and twelve of
the Support for Unemployed Persons and
Persons Seeking Employment Law
[10 December 2013]*

1. General Provisions

1. This Regulation prescribes:

1.1. the procedures for organising and financing of active employment measures and preventive measures for unemployment reduction, as well as the principles for the selection of implementers of these measures;

1.2. the procedures by which workplaces for persons with disability shall be established (adapted);

1.3. the procedures and criteria for determination of appropriate employment.
[10 December 2013]

2. The State Employment Agency (hereinafter – Agency) in co-operation with other State and local government institutions, as well as natural and legal persons and associations of such persons, shall organise and implement active employment measures and preventative measures for unemployment reduction (hereinafter – measures). The measures shall be organised in conformity with the procedures for the selection of implementers of measures determined in Chapter 2 of this Regulation and the intended financing from the State budget, the European Union Structural Funds or other sources of financing, as well as the situation in the labour market that has developed in the relevant administrative territory.

3. The Agency may also grant the funds from the State budget and from the European Union Structural Funds, intended for the organisation and implementation of the measures, to other State and local government institutions within the framework of the co-operation.

4. The Agency shall involve unemployed persons in the measures in accordance with the individual employment seeking plan. The Agency shall develop the plan, taking into account the situation in the labour market, as well as the proposals and needs of the unemployed person. The measures in which it is intended to involve the unemployed person and the time period for the implementation of measures shall be determined in the individual employment seeking plan.

5. The persons seeking employment and persons exposed to the risk of unemployment shall be involved in the measures intended for them in conformity with the situation in the labour market, interests of the relevant person and employer and in accordance with this Regulation.

6. If necessary, the Agency may involve unemployed persons, persons seeking employment and persons exposed to the risk of unemployment in several measures concurrently, as well as involve them in the same measure repeatedly in conformity with this Regulation. If financial aid to an unemployed person is intended for participation in a measure (a monthly allowance, a grant of work salary, a monthly grant in the initial period of implementation of the business plan, a monthly remuneration, financial aid for facilitating regional mobility), it shall be granted for participation in one measure only – the one in which the unemployed person is involved first of all, provided that the financial aid, including a commercial activity grant, has not been granted for the same purpose or the same activities through other financial aid instruments. Upon completing participation in a measure in which an unemployed person was involved first of all and in which he or she received financial aid, starting from the day following completion of participation in the measure the unemployed person shall be granted financial aid for participation in the subsequent measure, in which the unemployed person has been involved and continues participation, if financial aid is also provided for therein.

[24 July 2012; 26 February 2013]

7. The Agency shall ensure control of the process of the implementation of measures and of the conformity of the utilisation of the granted financial funds, and shall randomly carry out examinations at the places of the implementation of measures.

2. Selection of Implementers of Measures

8. The Agency shall select the implementers of measures – educational institutions, examination centres, employers, social service providers, master craftsmen, consultants, experts, specialists, sign language interpreters, assistants, occupational therapists and other providers of services – for the implementation of measures and for the provision of services. The Agency shall select the implementers of measures in conformity with the requirements laid down in the laws and regulations regarding public procurements.

9. Persons exposed to the risk of unemployment and unemployed persons shall select educational institutions for the implementation of the measures referred to in Sub-paragraph 21.4 and Sub-chapters 6.1 and 6.2 of this Regulation individually or from the educational institutions offered by the Agency, which are ready to conclude an agreement regarding the use of the method of coupons for training and conform to the requirements referred to in Paragraph 15 of this Regulation, as well as implement educational programmes conforming to the list approved by the commission referred to in Paragraph 22 of this Regulation, within the scope of the measure referred to in Sub-chapter 6.1 of this Regulation. The method of coupons for training shall comprise acquisition of an educational programme of the choice of an

unemployed person or a person exposed to the risk of unemployment, and the costs related thereto shall be covered by the Agency.

[24 July 2012]

10. If for implementing the measures referred to in Sub-paragraphs 21.1, 21.2 and 21.3 of this Regulation the method of coupons for training is used, unemployed persons and persons seeking employment shall select implementers of a measure – educational institutions – individually or from the educational institutions offered by the Agency, which conform to the requirements referred to in Paragraph 15 of this Regulation, are ready to conclude an agreement regarding the use of the method of coupons for training and implement educational programmes conforming to the list approved by the commission referred to in Paragraph 22 of this Regulation. The Agency shall cover the costs for training not exceeding the value of the coupons for training referred to in Paragraphs 45 and 46 of this Regulation.

10.¹ The term of validity of a coupon for training, the conditions for the use and cancellation of a coupon, as well as the procedures for implementation of the method of coupons for training shall be determined by the Agency.

[24 July 2012]

10.² The implementation of vocational further education programmes for the occupation of a gas welder, hand arc welder, welder, assistant of a confectioner, computer system technician, records manager, baker, tailor, dressmaker, car fitter, assistant of a carpenter and hospitality service specialist, by concluding the contract referred to in Paragraph 18 of this Regulation, shall be carried out by Riga Vocational School No 3, Jūrmala Professional Secondary School of the Social Integration State Agency, Barkava Professional Secondary School, Jelgava Secondary Crafts School, the professional education competence centre “Kandava State Agriculture Technical School” and Saldus Professional Secondary School. In this case the Agency shall cover the training costs of one unemployed person not exceeding the amount referred to in Paragraph 45 of this Regulation.

[10 December 2013]

10.³ In the case referred to in Paragraph 10.² of this Regulation the method of coupons for training shall not be used and the unemployed persons shall be staffed in groups by the Agency in co-operation with educational institutions.

[10 December 2013]

11. If the requirements laid down in the laws and regulations regarding public procurements are not applicable to selecting implementers of measures or the laws and regulations regarding public procurements do not provide for the application of procurement procedure, the Agency shall establish a committee for the selection of the implementers of measures (hereinafter – committee), except the measure referred to in Sub-paragraph 131.7 of this Regulation, and shall select the implementers of measures in accordance with Paragraphs 13, 14, 15, 16 and 17 of this Regulation. If the requirements laid down in the laws and regulations regarding public procurements are not applicable to selecting implementers of measures, the representatives of the Agency and other State or local government institutions, as well as the Employer's Confederation of Latvia, the Free Trade Union Confederation of Latvia or other associations and foundations shall be included in the composition of the committee.

[24 July 2012; 26 February 2013]

12. For implementing the measures referred to in Sub-paragraph 3.8 of this Regulation, the Agency shall gather information regarding local governments that wish and are ready to organise the implementation of paid temporary social works in the administrative territory thereof.

[13 December 2011]

13. In order to select implementers of measures, the Agency shall publish on the Internet homepage thereof and in the national or regional mass media a notification for the applicants regarding the submission of applications or tenders for organising the measures.

[21 June 2011]

14. The type of measure to be organised, the information to be included in the application or tender, the time period for submitting the application or tender, the evaluation criteria for the applicants, as well as other information related to the selection of applicants and entering into the intended contract that is necessary in order to choose the implementer of measures, shall be indicated in the notification.

15. In evaluating applicants for the implementation of measures, the committee shall select such applicant as the implementer of measures, which conforms to the following requirements:

15.1. the applicant has been registered in accordance with the requirements of the laws and regulations governing the relevant economic, professional or other activity;

15.2. the applicant has a licence, an accreditation form or a certificate for the provision of the relevant services if the necessity thereof is determined by laws and regulations;

15.3. the applicant or the personnel thereof has a conforming education and professional experience for the implementation of the specific measure, as well as there is a conforming material and technical basis at the place of the implementation of measures, if it is necessary for the implementation of the measures determined in this Regulation;

15.4. the applicant has not breached the contract regarding the implementation of measures during the previous year (if such a contract has been entered into with the Agency);

15.5. none of the provisions referred to in Section 39, Paragraph one, Clauses 1, 2, 3, 4, 5 and 10 of the Public Procurement Law regarding exclusion of an applicant apply to the applicant, also observing the time periods determined in Section 39, Paragraph four.

15.¹ Sub-paragraph 15.4 of this Regulation shall be applied, if the implementer of measures is not chosen in accordance with the laws and regulations regarding public procurements or the laws and regulations regarding public procurements do not provide for the application of the procurement procedures.

[30 July 2013]

16. The information necessary for the selection of applicants shall be obtained by the Agency and the veracity of the information provided by the applicants shall be verified by using public data bases, data bases of other institutions, as well as by requesting information from competent State institutions. If the information at the disposal of the Agency does not comply with the actual situation, the relevant applicant is entitled to submit a statement or another document, clarifying the information.

17. The Agency shall, if necessary, in addition to the requirements referred to in Paragraph 15 of this Regulation determine the evaluation criteria for the applicants, the proportion of the criteria and the algorithm for the selection of tenders conforming to the relevant criteria, as well as select the implementers of measures in accordance with such criteria.

[21 June 2011]

18. The Agency shall enter into a contract with the selected implementers of measures regarding the implementation of measures or the provision of services. The subject-matter of the contract, provisions for the implementation of measures or the provision of services, duties, rights, obligations, responsibility of the contracting parties, the procedures for the financing and

mutual accounts, the time period and place for the fulfilment of the contract shall be determined in the contract.

19. In conformity with the contract entered into, the implementer of measures shall be responsible for achievement of the objectives of measures, the quality of implementation of the measures and utilisation of finances. Poor quality of the implementation of measures or submission of documents containing false information to the Agency shall be the basis for termination of a contract entered into with the implementers of measures.

3. Organisation of Active Employment Measures

20. When implementing measures within the framework of activities of the European Union Structural Funds, the procedures laid down in this Regulation shall be applied for the organisation and financing of measures, insofar as it conforms with the procedures according to which the activities of the European Union fund indicated in a supplement to an operational programme are implemented, the criteria for the assessment of project submissions, the requirements to a submitter of a project, the responsible institution and the co-operation institution, distribution of the competence between these institutions and the procedures for co-operation, as well as the form of functional subordination of the responsible institution and the co-operation institution, shall be determined.

20.¹ In commencing involvement of unemployed persons in active employment measures, the Agency shall assess the conformity of each unemployed person with the criteria for involvement. The conformity shall also be assessed throughout implementation of the measure (applies to the criteria which may be foreseen). If an unemployed person loses conformity with any of the involvement criteria during the period of involvement (applies to the criteria which cannot be foreseen), the unemployed person has the right to discontinue involvement in the relevant measure. This condition shall not apply to involvement of a person with disability in the measure referred to in Sub-chapter 3.4.2 of this Regulation, if the unemployed person is not repeatedly diagnosed with the disability. In such case involvement of the unemployed person in the measure shall be discontinued from the first date of the month following expiry of the time period of disability.

[24 July 2012]

20.² The Agency has the right to not involve in active employment measures those unemployed persons and persons seeking employment who have not reimbursed the Agency:

20.² 1. the expenses for training in the case referred to in Paragraph 35.¹ of this Regulation;

20.² 2. the financial aid for commencement of commercial activity or self-employment in the case referred to in Paragraph 122 of this Regulation;

20.² 3. the allowance received during the vocational training, retraining and raising of qualification and during the period of acquisition of non-formal education in accordance with the laws and regulations regarding the allowance of an unemployed person during the vocational training, retraining and raising of qualification and during the period of acquisition of non-formal education.

[30 July 2013; 10 December 2013]

20.³ The Agency shall not provide services of an assistant to an unemployed person during the active employment measures, if the unemployed person uses the service of an assistant provided by a local government or receives a State allowance for using of the service of an assistant.

[10 December 2013]

3.1. Occupational Training, Retraining and Raising of Qualification and Acquisition of Non-formal Education

21. Occupational training, retraining, raising of qualification and acquisition of non-formal education (hereinafter – training of unemployed persons and persons seeking employment) shall include the following:

21.1. the acquisition of further vocational education programmes that provides an opportunity to unemployed persons to acquire vocational qualification. After acquisition of the relevant programme the unemployed person shall take a qualification examination. A certificate attesting to the vocational qualification shall be issued to the unemployed person who has passed the vocational qualification examination, in accordance with the laws and regulations governing the acquisition of vocational education;

21.2. the acquisition of vocational in-service training programmes that provides an opportunity to unemployed persons to develop the vocational proficiency thereof and acquire systemised vocational knowledge and skills corresponding to the changing requirements of the labour market. A certificate attesting to the vocational in-service training shall be issued to the unemployed person in accordance with the laws and regulations governing the acquisition of vocational education;

21.3. the acquisition of non-formal education programmes that includes the acquisition of systemised social and vocational basic abilities corresponding to the changing requirements of the labour market, organisation of the final examinations, including the official language proficiency examinations and examinations for obtaining a qualification of a vehicle and tractor driver. A document attesting to the knowledge acquired shall be issued to the unemployed person and the person seeking employment after the acquisition of non-formal education programmes;

21.4. the acquisition of the first level and second level vocational higher education programmes that provides an opportunity to an unemployed person to acquire higher education. A higher education diploma shall be issued to the unemployed person in accordance with the laws and regulations governing the acquisition of education.

[24 July 2012]

22. The commission established by the Minister for Welfare shall, at least once a year, determine the fields of training, educational programmes, professions and social and professional basic skills, in which, according to the demand of the labour market and development forecasts concerning the national economy sectors, training of unemployed persons, persons seeking employment and persons subject to the risk of unemployment needs to be carried out, as well as the thematic fields of the measures for raising the competitiveness. The representatives and experts of the Ministry of Welfare, the Ministry of Economics, the Ministry of Education and Science, the Agency, the Latvian Association of Local and Regional Governments, the Employers' Confederation of Latvia, the Free Trade Union Confederation of Latvia, as well as, if necessary, other competent State, local government, higher education and science institutions or associations and foundations) shall be included in the composition of the commission.

[24 July 2012]

23. Prior to engaging in training of unemployed persons and persons seeking employment, an unemployed person and a person seeking employment have the right to get career consultation.
[21 June 2011]

24. Vocational further education programmes, vocational in-service training education programmes (hereinafter – vocational education programmes) and non-formal education

programmes shall be developed by educational institutions in conformity with the requirements laid down in the laws and regulations governing the field of education.
[24 July 2012]

25. The Agency shall organise the training of unemployed persons and persons seeking employment:

25.1. in the fields of training, educational programmes, professions determined by the commission referred to in Paragraph 22 of this Regulation, and for the acquisition of social and professional basic skills determined by the commission;

25.2. upon a written request of an employer.

[21 June 2011]

26. An unemployed person shall be involved in the acquisition of a vocational education programme if:

26.1. the vocational qualification acquired previously by the unemployed person or his or her professional experience is not demanded in the labour market or it does not conform to the requirements laid down for the relevant profession and, therefore, it is impossible to find appropriate work;

26.2. the unemployed person has lost his or her vocational skills;

26.3. the unemployed person has not previously acquired a vocational qualification.

27. An unemployed person who had successfully commenced the first level vocational higher education programme earlier, but has suspended it at least one year prior to engaging in the measure (the person has been excluded from the list of students (exmatriculated)) and no more than 18 months have remained in the acquisition of the educational programme until the receipt of the document attesting to the education, shall be involved in the acquisition of a first level vocational higher education programme.

28. Such unemployed person shall be involved in acquisition of a second level vocational education programme, who:

28.1. has acquired the necessary education for the acquisition of the second level vocational higher education programme, if in compliance with Paragraph 23 of this Regulation the acquisition of the selected educational programme does not exceed 18 months and it has not been commenced earlier;

28.2. had successfully commenced the acquisition of a second level vocational higher education programme earlier, but has suspended it at least one year prior to engaging in the measure (the person has been excluded from the list of students (exmatriculated)) and no more than 18 months have remained in the acquisition of the educational programme until the receipt of the document attesting to the education.

29. Such unemployed person shall be involved in the acquisition of the educational programmes referred to in Paragraph 28 of this Regulation, who at the time of applying for the measure conforms to at least one of the following criteria:

29.1. at least three years after acquisition of education has not commenced employment legal relationships in the field of the acquired education, or has commenced employment legal relationships in the field of the acquired education, however, the employment legal relationships have been terminated. The unemployed person shall confirm the conformity to this criterion;

29.2. conforms to the definition of a long-term unemployed person laid down in the Support for Unemployed Persons and Persons Seeking Employment Law.

30. An unemployed person shall be involved in the acquisition of the educational programmes referred to in Paragraphs 27 and 28 of this Regulation, if the unemployed person confirms that

he or she has not been matriculated and does not study in any other first or second level higher education programme.

31. An unemployed person and a person seeking employment shall be involved in the acquisition of a non-formal education programme, if the abilities thereof do not conform to the changing requirements of the labour market (or these abilities are insufficient), and due to this reason it is difficult to find employment.

32. An unemployed person may be involved in the acquisition of the vocational education programmes referred to in Sub-paragraphs 21.1, 21.2 and 21.4 of this Regulation repeatedly not earlier than two years after completion of the previous vocational education programme.

[24 July 2012]

33. Within one year, an unemployed person and a person seeking employment may be involved in the acquisition of no more than two non-formal education programmes.

34. If the method of coupons for training is not used for implementing the measures referred to in Sub-paragraphs 21.1, 21.2 and 21.3 of this Regulation, the Agency shall select educational institutions for organising the training of unemployed persons and persons seeking employment. The educational institutions shall, prior to commencing the training in compliance with the requirements laid down in the vocational education programme or non-formal education programme, determine the suitability of the unemployed person and the person seeking employment for the acquisition of the particular educational programme.

35. When involving unemployed persons and persons seeking employment in the training, the Agency shall enter into a contract with each unemployed person and person seeking employment regarding training of the unemployed person or the person seeking employment. The contract shall determine the provisions and time for the training, the mutual duties and rights between the Agency and the unemployed person or the person seeking employment during the training, as well as the provisions for the discontinuation and termination of the training, including cases when discontinuation of the training shall not be deemed justified. When involving an unemployed person in the training, the procedures for receipt of an allowance shall be determined additionally in the contract.

[24 July 2012]

35.¹ If an unemployed person or a person seeking employment discontinues participation in the training without a justified cause, thus not fulfilling the contract referred to in Paragraph 35 of this Regulation, the unemployed person or the person seeking employment has a duty to reimburse the Agency the expenses referred to in Sub-paragraph 43.1 of this Regulation, which have been utilised for the training. If an unemployed person or a person seeking employment does not voluntarily reimburse the referred-to expenses for training, the Agency has the right to recover the relevant sum in accordance with the procedures laid down in laws and regulations. The Agency shall transfer the repaid claims, which have formed in the previous economic years, into the revenue of the State budget.

[24 July 2012; 10 December 2013]

36. If the Agency organises the acquisition of vocational or non-formal education programmes for unemployed persons in conformity with the measures referred to in Sub-paragraphs 21.1, 21.2 and 21.3 of this Regulation upon the request of an employer, the employer shall select unemployed persons to be involved in the training, and in co-operation with the Agency it shall select an educational institution independently or from the offer of the Agency, which conforms to the requirements referred to in Paragraph 15 of this Regulation and is ready to conclude a

contract regarding the use of the method of coupons for training. The Agency shall conclude separate bilateral contracts with the employer, unemployed person and educational institution regarding organising the acquisition of vocational or non-formal education programmes by the unemployed persons upon the request of the employer, including such educational programmes which do not conform to the list approved by the commission referred to in Paragraph 22 of this Regulation. The contract shall lay down the duties, rights, responsibility of the parties and the procedures for fulfilment of the contract. The employer has a duty to hire the unemployed person within two weeks after completion of the training by concluding an employment contract, and to employ him or her in the relevant profession for at least six months, disbursing every month a wage that is at least in the amount of the minimum wage laid down in the State. In the aforementioned case, the Agency shall cover the costs of training of one unemployed person, without exceeding the amount referred to in Paragraphs 45 and 46 of this Regulation.

[24 July 2012]

37. If the employer has not hired the unemployed person without a justifying reason, determined in the contract regarding organising the acquisition of vocational or non-formal education of unemployed persons, after completion of the training, the employer has a duty to reimburse the Agency the expenses referred to in Paragraph 43 of this Regulation, which have been utilised for the training of unemployed persons. The Agency shall transfer the repaid claims, which have formed in the previous economic years, into the revenue of the State budget.

[24 July 2012]

38. When commencing the training of unemployed persons and persons seeking employment, the educational institution shall provide the unemployed person and the person seeking employment with the implementation plan of the vocational education programme and the list of study hours (lessons), as well as include him or her in the list of students by an order of the head of the educational institution.

39. The Agency has the right, if necessary, to involve accredited examination centres in the organisation of vocational education programme qualification examinations or for organisation of final examinations.

40. If an unemployed person or a person seeking employment suspends the studies or repeatedly does not pass the qualification examination or the final examination, on the basis of an order by the head of the educational institution, he or she shall be discharged from the list of students and the Agency shall carry out the final accounts with the educational institution for the training of the unemployed person or the person seeking employment by transferring funds according to the actual training expenses.

41. If an unemployed person or a person seeking employment, having complied with all the requirements determined by the educational institution and included in the vocational education or non-formal education programme, has not passed the qualification examination or the final examination after completion of the training, he or she shall pass the qualification examination or the final examination at his or her own expense and in compliance with the laws and regulations governing the operation of the educational institution determining the time period for passing the repeat qualification examination or final examination, as well as shall pay for additional training if necessary.

42. An unemployed person or a person seeking employment shall, within the time period of three working days after receipt of a document certifying the professional qualification (or a certificate regarding the acquisition of another vocational education programme or non-formal education programme), inform the Agency thereof.

43. The financial resources intended for the training of unemployed persons and persons seeking employment may be utilised for:

43.1. covering the costs of educational programmes implemented within the framework of the training of unemployed persons and persons seeking employment (tuition fee), including for covering the costs of educational programmes that arise in the case referred to in Section 12, Paragraph five and Section 15, Paragraph seven of the Support for Unemployed Persons and Persons Seeking Employment Law. In such case the disbursement of an allowance shall be suspended;

43.2. adapting the training and traineeship places in conformity with the opinion of an occupational therapist for unemployed persons with disability, but no more than EUR 711.44 for one training or traineeship place;

43.3. covering expenses for the services of sign language interpreters, assistants, occupational therapists and other specialists for unemployed persons involved in measures who conform to one of the target groups determined in the Support for Unemployed Persons and Persons Seeking Employment Law. The monthly costs of assistants shall not exceed 50% from the minimum monthly wage determined in the State in proportion to the actual number of days during which the unemployed person has involved in the training;

43.4. covering expenses for qualification examinations and final examinations of educational programmes, including the official language proficiency tests;

43.5. covering expenses for the performance of such health examinations to unemployed persons and persons seeking employment involved in measures, which are provided for in the laws and regulations regarding mandatory health examinations.

[30 July 2013; 1 October 2013]

44. For covering such expenses, which are related to the acquisition of educational programmes implemented within the framework of the training referred to in Sub-paragraph 21.4 of this Regulation, no more than EUR 1422.87 may be utilised for the acquisition of one educational programme.

[1 October 2013]

45. If the method of coupons for training is used for implementation of the measures referred to in Sub-paragraphs 21.1 and 21.2 of this Regulation, the Agency shall cover the costs of training of one unemployed person, not exceeding the value of the coupon for training determined by multiplying the coefficient referred to in Annex 3 to the Cabinet Regulation No. 655 of 2 October 2007, Regulations Regarding the Minimum Costs of Vocational Education Programme Implementation for One Student, by the following basic values of the coupon for training:

45.1. for vocational further education programmes of the first qualification level with the duration of studies 480 lessons – EUR 533.58;

45.2. for vocational further education programmes of the second qualification level with the duration of studies 480 lessons – EUR 533.58 or the duration of studies 640 lessons – EUR 711.44;

45.3. for vocational further education programmes of the third qualification level with the duration of studies from 960 to 1280 lessons – EUR 1067.15;

45.4. for vocational in-service training programmes with the duration of studies from 160 up to 320 lessons – EUR 355.72.

[21 June 2011; 24 July 2012; 1 October 2013]

46. If the method of coupons for training is used for the implementation of the measures referred to in Sub-paragraph 21.3 of this Regulation:

46.1. for educational programmes with the duration of studies from 60 up to 159 lessons, the rate of up to EUR 4.27 per lesson shall be used for determination of the value of the coupon for training of one unemployed person, altogether not exceeding EUR 355.72;

46.2. when organising:

46.2.1. training of vehicle drivers, the rate of up to EUR 8.54 per lesson shall be used for determination of the value of the coupon for training of one unemployed person, altogether not exceeding EUR 668.75;

46.2.2. training of A and B category tractor drivers, the rate of up to EUR 5.69 per lesson shall be used for determination of the value of the coupon for training of one unemployed person, altogether not exceeding EUR 640.29;

46.2.3. training of C, E, F and G category tractor drivers, the rate of up to EUR 5.69 per lesson shall be used for determination of the value of the coupon for training of one unemployed person, altogether not exceeding EUR 1067.15.

[21 June 2011; 30 July 2013; 1 October 2013]

3.2. Training at the Employer for Preparing a Specialist Required by It

[10 December 2013]

47. *[10 December 2013]*

48. *[10 December 2013]*

49. *[10 December 2013]*

50. *[10 December 2013]*

51. *[10 December 2013]*

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54. *[10 December 2013]*

55. *[10 December 2013]*

56. *[10 December 2013]*

57. *[10 December 2013]*

58. *[10 December 2013]*

3.3. Training for Acquiring and Maintaining Practical Work Skills, if the Employer is a Local Government

[13 December 2011]

3.4. Measures Providing for Entering into an Employment Contract

69. The employer shall enter into an employment contract with an unemployed person who is involved in the following measures – in the measures for specific groups of persons, work tests, training with the employer, the measure “Workplace for Youth” implemented within the scope of complex aid measures –, as well as a person who acquires education at a general, special or

vocational educational institution and who is being involved in employment measures during the summer holidays (hereinafter – student), in accordance with the laws and regulations governing employment legal relationships.

[24 July 2012]

70. An employer who has entered into a contract regarding the implementation of a measure shall participate in the co-financing of the relevant measure (also by making mandatory State social insurance contributions for the unemployed persons involved in the measures).

71. If an employer which has entered into a contract regarding the implementation of a measure is an association or a foundation, the purpose of operation of which is to provide aid for persons with disability and which employs unemployed persons in the following professions – assistant or escort for persons with disability, sign language interpreter, sign language interpreter for Latvian hearing-impaired persons, teacher in a hobby group for persons with disability, special pedagogue –, the Agency shall cover the mandatory State social insurance contributions from the part of the grant of the salary co-financed by the Agency for the unemployed persons involved in the measures.

[24 July 2012]

72. Unemployed persons and students shall be involved in the measures that provide for the entering into an employment contract by the assignment of the Agency.

73. When terminating an employment contract with an unemployed person, the employer has a duty to inform the Agency thereof within three working days after notice of termination, indicating the basis for the notice of termination of the employment contract.

74. Only newly established workplaces (no other person has been employed at the workplace at least four months prior to the participation of an unemployed person in the measure and the relevant unemployed person has not been employed by the relevant employer at least 12 months prior to engaging in the measure) may be offered by an employer for the measures that provide for entering into an employment contract.

3.4.1. Paid Temporary Work

[13 December 2011]

3.4.2. Measures for Specific Groups of Persons

79. Measures for specific groups of persons shall provide for employment of unemployed persons at workplaces co-financed by the State in order to help the unemployed persons comprehend the requirements of the labour market, to promote integration into society and settlement in permanent work of the target group of unemployed persons.

80. Such unemployed persons shall be involved in the measures for specific groups of persons, who conform to the criteria of “a disadvantaged worker” laid down in Article 2(18) and with the criterion of “a severely disadvantaged worker” (hereinafter – disadvantaged workers) laid down in Article 2(19) of Commission Regulation (EC) No 800/2008 of 6 August 2008 declaring certain categories of aid compatible with the common market in application of Articles 87 and 88 of the Treaty (General Block Exemption Regulation, Official Journal of the European Union, 9 August 2008, No. L 214/3) (hereinafter – Commission Regulation No 800/2008), and unemployed persons with disability.

[30 July 2013]

81. Conditions for the provision of financial aid:

81.1. the Agency shall provide financial aid to employers in order to employ disadvantaged workers in accordance with Commission Regulation No 800/2008;

81.2. the Agency shall provide financial aid to employers who employ disabled workers in accordance with Commission Regulation (EC) No 1998/2006 of 15 December 2006 on the application of Articles 87 and 88 of the Treaty to *de minimis* aid (hereinafter – Commission Regulation No 1998/2006);

81.3. the Agency shall provide financial aid to the employers who operate in the fisheries sector and employ disabled workers in accordance with Commission Regulation (EC) No 875/2007 of 24 July 2007 on the application of Articles 87 and 88 of the EC Treaty to *de minimis* aid in the fisheries sector and amending Regulation (EC) No 1860/2004 (Official Journal of the European Union, 25 July 2007, No. L 193) (hereinafter – Commission Regulation No 875/2007);

81.4. the Agency shall provide financial aid to the employers who operate in the sector of agricultural production and employ disabled workers in accordance with Commission Regulation (EC) No 1535/2007 of 20 December 2007 on the application of Articles 87 and 88 of the EC Treaty to *de minimis* aid in the sector of agricultural production (Official Journal of the European Union, 21 December 2007, No. L 337) (hereinafter – Commission Regulation No 1535/2007).

[30 July 2013]

82. In order to implement measures for specific groups of persons, the Agency, taking into consideration the developed procedures for the selection of employers and unemployed persons, shall select employers – merchants (except medical treatment institutions, as well as educational institutions, the main task of which is the implementation of educational programmes), self-employed persons, associations or foundations (except political parties) – who, in accordance with the entered into contract regarding the implementation of measures, ensure the following:

82.1. establishment of employment legal relationships with the disadvantaged workers and unemployed persons with disability, involved in the measures;

82.2. a qualified work manager who helps the disadvantaged workers and unemployed persons with disability has involved in the measures, acquire the basic abilities and skills necessary for work. A person who has acquired education or has at least two years work experience in the profession, in which the unemployed person is employed, shall be deemed a qualified work manager;

82.3. the adaptation of workplaces, offered to the unemployed persons with disability, in conformity with the opinion provided by the occupational therapist;

82.4. the services of sign language interpreters, assistants and other specialists necessary for the unemployed persons with disability.

83. An unemployed person may be repeatedly involved in the measures for specific groups of persons not earlier than a year after the unemployed person has completed participation in the previous measure. Such restriction shall not apply to cases when participation in a measure has been discontinued due to reasons beyond the control of the unemployed person and it has lasted less than half of the intended time of participation.

[24 July 2012]

84. During implementation of measures the Agency shall ensure financial aid for the monthly wage of employees to the employers who employ disadvantaged workers. The financial aid for the monthly grant shall be granted in the amount of 50% from the payments of salaries during a period of one year. The monthly grant shall not exceed the amount of the minimum monthly wage determined in the State.

84.¹ The financing intended for employment of disadvantaged workers may be used in order to cover the expenses for services of an expert who evaluates if the employer applying for the implementation of practical training is not the performer of economic activity in difficulty referred to in Paragraph 94 of this Regulation.

[30 July 2013]

85. The time period for the provision of financial aid for employment of one disadvantaged worker who conforms to the criteria laid down in Article 2(18) of Commission Regulation (EC) No 800/2008 shall not exceed 12 months, while for employment of a severely disadvantaged worker who conforms to the criteria laid down in Article 2(19) of Commission Regulation (EC) No 800/2008 – 24 months.

86. During implementation of measures the Agency shall ensure the following financial aid to the employers who employ unemployed persons with disability:

86.1. the grant of a monthly wage to the hired unemployed persons with disability. The grant shall be not less than the amount of the minimum monthly wage determined in the State;

86.2. the grant of a monthly wage to the work managers who work with the hired unemployed persons with disability. The grant shall be granted in the amount of 50% from the minimum monthly wage determined in the State;

86.3. a one-time grant for the purchase of equipment and facilities, as well as for the production and purchase of technical aids, in order to adapt the workplaces for the hired unemployed persons with disability. The grant shall be granted in conformity with the estimate for the adaptation of the workplace submitted by the employer, which conforms to the opinion of the occupational therapist, but no more than in the amount of EUR 711.44 for the adaptation of one workplace;

86.4. the costs of the services of sign language interpreters, assistants, occupational therapists and other specialists, if such have been provided in order to employ unemployed persons with disability. The monthly costs of assistants shall not exceed 50% from the minimum monthly wage determined in the State in proportion to the actual number of days during which the unemployed person with disability has involved in the measure;

86.5. for the covering of expenses for the performance of health examinations to the unemployed persons with disability, if they have been provided for in the laws and regulations regarding mandatory health examinations.

[30 July 2013; 1 October 2013]

86.¹ The financing intended for employment of disabled workers may be used in order to cover the expenses for services of an expert who evaluates if the employer applying for the implementation of practical training is not the performer of economic activity in difficulty referred to in Paragraph 94 of this Regulation.

[30 July 2013]

87. The employer shall receive financial aid for employment of one unemployed person with disability for not more than for 36 months.

88. Prior to involving unemployed persons with disability in a measure (hiring), an occupational therapist chosen by the Agency shall evaluate the workplaces offered by the employers.

89. The occupational therapist, after evaluation of the workplace offered by the employer, shall provide a written opinion to the Agency on the conformity of the workplace for employment of an unemployed person with disability and the technical aids necessary for adjustment of the

workplace according to the type of functional disorder of the unemployed person, the level of seriousness thereof and the work to be carried out.

90. If a workplace is offered for employment of an unemployed person with disability, the adjustment provisions thereof shall be determined in the contract between the Agency and the employer regarding the implementation of measures.

91. Employment of disadvantaged workers shall not be organised with employers who are implementing the aid measures laid down in Article 1(2) of Commission Regulation No 800/2008, are engaged in the field of economic activity determined in Article 1(3)(d) of Commission Regulation No 800/2008, conform to the condition referred to in Article 1(6)(a) of Commission Regulation No 800/2008, which fail to comply with the conditions referred to in Article 8(5) of Commission Regulation No 800/2008, as well as if they conform to the status of a performer of economic activity in difficulty in accordance with the criteria referred to in Paragraph 91.¹ of this Regulation.

[24 June 2012]

91.¹ It shall be deemed that an employer is a performer of economic activity in difficulty if:

91.¹ 1. it conforms to the status of a large commercial company in difficulty. A large commercial company in difficulty shall be a commercial company:

91.¹ 1.1. which has been declared as undergoing insolvency proceedings by a court judgment or in relation to which legal protection process is implemented by a court judgment, or in relation to which extrajudicial legal protection process is implemented by a court judgment, which is undergoing bankruptcy proceedings, restoration process or settlement, or economic activity of which has been terminated;

91.¹ 1.2. losses of which on the day when an application regarding participation in the measure was submitted exceed half of the equity capital and within the last 12 months – a quarter from the equity capital and in relation to which the indications referred to in Sub-paragraph 91.¹ 1.4 of this Regulation are established;

91.¹ 1.3. which, according to the reports of the preceding two closed financial years and the last available operational report on the day when an application regarding participation in the measure was submitted, displays signs of a performer of economic activity in difficulty – the increase of losses, reduction of turnover, reduction of cash flow, increase of debts, rise of interest payments, increase in the stocks of finished products, low liquidity coefficient, declining or zero asset value and in relation to which the indications referred to in Sub-paragraph 91.¹ 1.4 of this Regulation are established;

91.¹ 1.4. which is unable to cover losses from own funds or from funds, which it is able to obtain from its members, stockholders, participants or creditors, and which is unable to stop losses that without external intervention of State authorities will cause the inability of the performer of economic activity to continue activities in short-term or medium-term;

91.¹ 2. it conforms to the status of a micro, small or medium commercial company in difficulty in accordance with the definition laid down in Article 1(7) of Commission Regulation No 800/2008.

[24 June 2012; 26 February 2013]

91.² An employer conforms to the status of a micro, small or medium commercial company, if it conforms to the criteria laid down in Annex I to Commission Regulation No 800/2008, and to the status of a large merchant, if it conforms to that laid down in Article 2(8) of Commission Regulation No 800/2008.

[24 June 2012]

91.³ If an employer conforms to the status of a large merchant, it shall justify the incentive effect of the financing according to Article 8(3) of Commission Regulation No 800/2008.
[24 June 2012]

92. The financial aid granted to an employer for employment of disadvantaged workers may be used concurrently with commercial activity aid for other purposes.

93. Prior to granting of the financial aid for employment of unemployed persons with disability, the Agency shall examine whether the referred-to financial aid does not increase the total amount of the *de minimis* aid received by the employer in the relevant fiscal year, as well as in the previous two fiscal years up to the level exceeding the maximum amount of *de minimis* aid laid down in Article 2(2) of Commission Regulation No 1998/2006, Article 3(2) of Commission Regulation No 875/2007 (for employers operating in the fisheries sector) and Article 3(2) of Commission Regulation No 1535/2007 (for employers operating in the sector of agricultural production).
[30 July 2013]

94. The financial aid shall not be granted, if unemployed persons with disability are employed by an employer referred to in Article 1(1) of Commission Regulation No 1998/2006, as well as if the employer is a performer of economic activity in difficulty. An employer is a performer of economic activity in difficulty if:

94.1. it has been declared as undergoing insolvency proceedings by a court judgment or in relation to which legal protection process is implemented by a court judgment, or in relation to which extrajudicial legal protection process is implemented by a court judgment, it is undergoing bankruptcy proceedings, restoration process or settlement, or its economic activity has been terminated;

94.2. its losses on the day when an application regarding participation in the measure was submitted exceed half of the equity capital and within the last 12 months – a quarter from the equity capital and in relation to which the indications referred to in Sub-paragraph 94.4 of this Regulation are established;

94.3. it, according to the reports of the preceding two closed financial years and the last available operational report on the day when an application regarding participation in the measure was submitted, displays signs of a performer of economic activity in difficulty – the increase of losses, reduction of turnover, reduction of cash flow, increase of debts, rise of interest payments, increase in the stocks of finished products, low liquidity coefficient, declining or zero asset value and in relation to which the indications referred to in Sub-paragraph 94.4 of this Regulation are established;

94.4. it is unable to cover losses from own funds or from funds, which it is able to obtain from its members, stockholders, participants or creditors, and it is unable to stop losses that without external intervention of State authorities will cause the inability of the performer of economic activity to continue activities in short-term or medium-term.

[26 February 2013]

94.¹ Financial aid shall also not be granted to those employees within the fisheries sector and sector of the agricultural production, who according to Paragraph 94 of this Regulation are to be deemed the performers of economic activity in difficulty.
[30 July 2013]

95. An employer may not combine the financial aid received in order to employ unemployed persons with disability with other commercial activity aid in relation to the same costs to be compensated.

96. The financial aid received in order to employ unemployed persons with disability shall be accounted in conformity with the laws and regulations regarding the procedures for accounting and granting of *de minimis* aid and sample accounting forms of *de minimis* aid.

[24 June 2012]

96.¹ The financial aid granted in order to employ unemployed persons with disability in accordance with Commission Regulation No 1535/2007 and Commission Regulation No 875/2007 shall be accounted in conformity with the laws and regulations regarding the procedures for the administration and supervision of the State aid, which is granted in accordance with Commission Regulation No 1535/2007 and Commission Regulation No 875/2007.

[30 July 2013]

3.4.3. Work Tests

97. Work tests shall include a temporary State co-financed employment of unemployed persons at the employer for determination of the professional suitability of the unemployed person. One unemployed person may be involved in work tests in no more than three professions per year. The total period for work tests shall not exceed three months.

98. Within the framework of work tests unemployed persons shall not be employed in unskilled or low-skilled work (work of simple professions according to the ninth basic group of the Classification of Occupation).

99. Work tests shall not be organised in the regulated professional activities, in which special requirements have been determined in relation to education of the performer of a professional activity, documents certifying the professional qualification or use of the name of the professional activity in conformity with the laws and regulations regarding regulated professions.

100. An unemployed person who conforms to at least one of the following requirements shall be involved in work tests:

100.1. has received career consultations regarding the most suitable vocational orientation and the most appropriate professional activity directions to the personality, interests, value system and objectives of the unemployed person;

100.2. has acquired non-formal education programme in a specific professional activity direction.

101. During the work test, the employer shall ensure a qualified work manager to the unemployed person involved in the measure, who shall provide a theoretical and practical direction in the relevant professional activity. A person who has acquired education or has at least two years work experience in the profession, in which the unemployed person is employed, shall be deemed a qualified work manager.

102. The financial resources intended for work tests may be utilised for:

102.1. the monthly wage of unemployed persons involved in the measures. The grant shall be granted to the employer in the amount of the minimum monthly wage determined in the State;

102.2. the monthly wage for work managers of the unemployed persons involved in the measures. The grant shall be granted to the employer in the amount of 50% from the minimum monthly wage determined in the State;

102.3. covering expenses for the performance of such health examinations to the unemployed persons and persons seeking employment involved in the measures, which have been provided for in the laws and regulations regarding mandatory health examinations.

3.4.4. Employment Measures During Summer Holidays for Persons who Acquire Education at General, Special or Vocational Educational Institutions

103. Employment measures during the summer holidays for persons from the age of 13, who acquire education at general, special or vocational educational institutions (hereinafter – employment measures during the summer holidays) shall provide for temporary employment of students (up to two months) during the summer holidays at the workplaces co-financed by the State, in order to ensure to them a possibility to acquire the basic work abilities, skills and work experience.

104. The Agency shall publish the notification to the students regarding a possibility to apply for the participation in employment measures during the summer holidays in the official gazette *Latvijas Vēstnesis* [the official Gazette of the Government of Latvia], on the Website of the Agency, as well as in other mass media.

[1 October 2013]

105. The Agency shall register a student for the participation in employment measures during the summer holidays, if the person presents a personal identification document and provides the information referred to in Paragraph 106 of this Regulation. The Agency shall register the students by completing the accounting card of the student.

106. The given name, surname, personal identity number, address of the declared place of residence, contact information (telephone number, e-mail address) of the student, number of the personal identification document, as well as the name of the educational institution and type and level of education to be acquired shall be indicated in the accounting card of the student. When registering at the Agency, the student shall certify with a signature the veracity of the information provided.

107. The Agency shall gather information and select the employers who offer workplaces to students, and shall organise entering into an employment contract between the employer and the student for establishment of employment relationships. The student has the right to recommend a specific employer to the Agency, if the student has agreed in advance with this employer regarding work, and the employer has applied a work position for employment measures during the summer holidays.

108. The employer shall ensure a work manager to the student involved in the measure, who shall help acquire the basic abilities and skills necessary for work, shall carry out the account of the working time, control the work of the student and ensure the monitoring of the student during the working time.

109. The financial resources intended for employment measures during the summer holidays may be utilised for:

109.1. the monthly wage of the students involved in the measures. The grant shall be granted to the employer in the amount of 50% from the amount of the minimum monthly wage determined in the State;

109.2. the monthly wage of work managers involved in the measures. The grant shall be granted to the employer proportionally to the number of students appointed to the relevant

work manager by the employer, but no more than in the amount of the minimum monthly wage determined in the State;

109.3. covering expenses for insurance of civil legal liability of the Agency;

109.4. covering expenses for the performance of such health examinations to the students involved in the measures, which have been provided for in the laws and regulations regarding mandatory health examinations.

3.4.5. Training at the Employer

[24 June 2012]

109.¹ Training at the employer for a time period of six months, establishing employment legal relationship during training with the unemployed person involved in training (hereinafter – practical training), shall be organised for an employer – merchant (except a medical treatment institution, as well as an educational institution, the basic task of which is to implement educational programmes), a self-employed person, association or foundation (except political party) – for practical preparation of the necessary employee, if the employer undertakes to continue employing the relevant employee in this work for at least six months after the practical training is completed.

109.² Practical training shall not be organised for the acquisition of unskilled or semi-skilled work (work of simple professions according to the ninth basic group of the Classification of Occupations).

109.³ Practical training shall include the acquisition of professional competence, which conforms to the professional competence of the first, second or third level professional qualification level.

109.⁴ The Agency shall survey and select employers for the implementation of practical training of unemployed persons according to the developed procedures for selecting employers, taking into account that practical training shall not be organised at such employers which operate in the sectors of economic activity which are referred to in Article 1(1) of Commission Regulation No 1998/2006, and at such employers which according to Paragraph 94 of this Regulation are to be deemed performers of economic activity in difficulty.

109.⁵ The Agency and the employer shall enter into a contract regarding implementation of practical training. The contract shall lay down the professions in which practical training is to be performed, the level of acquisition of professional competencies, the number of unemployed persons to be trained, the procedures for implementation of practical training, the duties, rights and liability of the parties, the qualification requirements stipulated by the employer for the unemployed persons involved in practical training and the duty of the employer to continue employing of the trained employee for at least six more months after the training is completed.

109.⁶ Taking into account the developed procedures for selection of unemployed persons, the Agency in co-operation with the selected employers shall perform selection of unemployed persons to be involved in practical training according to the qualification requirements stipulated by the employer. The suitability of an unemployed person for involving in practical training shall be determined by the employer.

109.⁷ After the practical training is completed the employer shall continue employing the employee in the relevant profession for at least six months, disbursing in a month at least the minimum monthly wage determined in the State.

109.⁸ If an employer refuses to continue employment legal relationship with an unemployed person for six months without justifying reasons that are laid down in the contract regarding implementation of practical training, the employer has a duty to repay the resources referred to in Paragraph 109.¹³ of this Regulation to the Agency, which have been utilised for practical training of the unemployed person. The Agency shall transfer the repaid claims, which have formed in the previous economic years, into the revenue of the State budget.

109.⁹ Upon commencing practical training, the employer shall issue a practical training plan co-ordinated with the Agency to unemployed persons.

109.¹⁰ An unemployed person may be repeatedly involved in practical training no earlier than two years after the previous practical training is completed. This restriction shall not apply to cases when participation in a measure has been discontinued due to reasons beyond the control of the unemployed person and it has lasted less than half of the intended time of participation.

109.¹¹ The employer shall ensure the following to unemployed persons involved in a measure during practical training:

109.¹¹ 1. establishment of employment legal relationship, disbursing in a month a wage in the amount of at least the minimum monthly wage determined in the State;

109.¹¹ 2. the acquisition of the first, second or third professional qualification level of professional competence, organising the necessary theoretical and practical training and providing basic knowledge regarding professional duties and the requirements related to the performance thereof;

109.¹¹ 3. a qualified work supervisor who helps to strengthen the work skills, professional skills and knowledge. A person who has acquired education or has work experience of not less than two years in the profession in which practical training of unemployed persons is performed shall be deemed a qualified work supervisor.

109.¹² Upon entering into contracts, an employer has the right to involve other experts and teaching staff in implementation of practical training who have acquired education and have practical experience of not less than two years in the profession in which practical training of unemployed persons is performed.

109.¹³ The Agency shall grant the financial resources provided for practical training in accordance with the requirements laid down in Commission Regulation No 1998/2006, and they may be utilised:

109.¹³ 1. as a grant to an employer for the monthly wage of unemployed persons involved in practical training in the following amount:

109.¹³ 1.1. for the first two months of training – EUR 142.29;

109.¹³ 1.2. for the subsequent two months of training – EUR 113.83;

109.¹³ 1.3. for the last two months of training – EUR 85.37;

109.¹³ 2. as a grant to an employer for the monthly wage of a work supervisor of unemployed persons involved in measures in the amount of 50% from the minimum monthly wage determined in the State;

109.¹³ 3. in order to adjust the practical training place for unemployed persons with disability according to an opinion of an occupational therapist, but no more than EUR 711.44 per one place;

109.¹³ 4. for covering of expenses for services of sign language interpreters, assistants, occupational therapists and other specialists for unemployed persons with disability involved in measures. The monthly costs of assistants shall not exceed 50% from the minimum monthly wage determined in the State in proportion to the actual number of days during which the unemployed person with disability has involved in the practical training;

109.¹³ 5. for covering of expenses for the performance of such health examinations for unemployed persons involved in measures, which are provided for in the laws and regulations regarding mandatory health examinations, but no more than EUR 28.46 per one unemployed person;

109.¹³ 6. in order to cover the expenses for services of an expert who evaluates if the employer applying for the implementation of the practical training is not the performer of economic activity in difficulty referred to in Paragraph 94 of this Regulation.

[30 July 2013; 1 October 2013]

109.¹⁴ Prior to granting the financial aid, the Agency shall examine whether the referred to financial aid does not increase the total amount of the *de minimis* aid received by an employee in the relevant fiscal year, as well as in the previous two fiscal years up to the level that exceeds the maximum amount determined in Article 2(2) of Commission Regulation No 1998/2006.

109.¹⁵ An employer may not combine the received financial aid for practical training of unemployed persons with another aid to the commercial activity in relation to the same costs to be compensated.

109.¹⁶ The accounting of financial aid shall be performed in compliance with the laws and regulations regarding the procedures for accounting and granting of *de minimis* aid and sample accounting forms of *de minimis* aid.

3.5. Measures for Increasing Competitiveness

110. The measures for increasing competitiveness shall be directed towards facilitating the competitiveness in the labour market of unemployed persons, persons seeking employment and persons subject to the risk of unemployment, and shall include individual consultations, group classes (courses of study, seminars, lectures and other classes) for the acquisition of methods for seeking employment, psychological aid and for the acquisition of the basic abilities and skills necessary for the labour market, including the establishment of employment legal relationships, labour rights and labour protection.

111. The Agency shall select the implementers of the measures for increasing competitiveness and organise the implementation of the measures in compliance with the procedures laid down in this Regulation.

112. The Agency shall approve the programme and plan of the measures for increasing competitiveness.

113. The financial resources intended for the measures for increasing competitiveness may be utilised for:

113.1. covering expenses of the implementers of the measures for increasing competitiveness regarding the implementation of the competitiveness measures;

113.2. expenses related to renting of premises for ensuring the measures for raising competitiveness;

113.3. expenses related to preparing handouts for ensuring the measures for raising competitiveness.

3.6. Measures for Commencing Commercial Activity or Self-employment

114. Measures for commencing commercial activity or self-employment shall be consultative and financial aid measures that help unemployed persons with a preliminary preparation and

orientation in the performance of commercial activity commence the commercial activity or self-employment and to be successfully occupied in the relevant field for at least two years.

115. Unemployed persons who have expressed a wish in writing to commence commercial activity or self-employment to the Agency and who conform to at least one of the following conditions shall be involved in the measures for commencing commercial activity of self-employment:

115.1. have acquired vocational secondary education or higher education in the field of entrepreneurship, business administration or another field equivalent thereto or in the field in which it is planned to commence commercial activity or self-employment;

115.2. have acquired vocational education programmes that ensure the necessary knowledge in the field of entrepreneurial administration or in the field in which it is planned to commence commercial activity or self-employment;

115.3. have acquired vocational secondary education or higher education, and have acquired an non-formal education programme (not less than 120 academic hours) in the field related to entrepreneurial administration.

[30 July 2013]

116. An unemployed person, when participating in the measure for commencing commercial activity or self-employment, shall provide a business plan prepared by him or her to the Agency for evaluation, or shall request the Agency to provide a consultation regarding preparation of a business plan.

117. The Agency shall ensure the following to the unemployed persons involved in the measures for commencing commercial activity or self-employment:

117.1. consultations in the preparation of a business plan, as well as in the implementation of a business plan in the first year of economic activity;

117.2. evaluation of business plans developed by unemployed persons and monitoring of the implementation thereof;

117.3. grant to the monthly income of the unemployed person in the initial period (the first six months) of the implementation of the business plan;

117.4. one-time grant for the acquisition of fixed assets necessary for the implementation of the business plan and other expenses (hereinafter – commercial activity grant).

118. The Agency shall select consultants for the provision of consultations to unemployed persons involved in the measures for commencing commercial activity or self-employment, as well as experts who shall evaluate the business plans developed by unemployed persons and shall carry out regular monitoring of the implementation of business plans.

119. The Agency shall enter into a contract regarding the implementation of a business plan with unemployed persons whose business plans have received a positive opinion of the expert. The contract shall lay down the rights and duties of the parties (including the duty of an unemployed person to register in the status of a merchant or a self-employed person), the procedures for and periodicity of the provision of accounts, the amount of the granted financial aid, the procedures for the settlements, as well as the responsibility if contractual obligations are not appropriately fulfilled. The grant in the initial period of the implementation of the business plan and the commercial activity grant for an unemployed person shall be granted after entering into the contract regarding the implementation of a business plan and the acquisition of the status of a merchant or a self-employed person.

120. An unemployed person who has entered into a contract regarding involvement in the measures for commencing commercial activity or self-employment and loses the status of unemployed person due to the reasons referred to in Section 12, Paragraph one, Clause 1, 2, 3 or 11 of the Support for Unemployed Persons and Persons Seeking Employment Law, has the right, complying with the provisions of the contract, to continue participation in the measure for commencing commercial activity or self-employment, however, he or she shall lose further right to receive the financial aid referred to in Sub-paragraph 121.3 of this Regulation.

121. The financial resources intended for measures for commencing commercial activity or self-employment may be utilised for:

121.1. covering expenses for the services of experts and consultants provided to the unemployed persons involved in the measures for the preparation and implementation of business plans;

121.2. the commercial activity grant to the unemployed persons with whom the Agency has entered into a contract regarding the implementation of a business plan. The amount of the grant for the implementation of one business plan shall not exceed EUR 2845.74;

121.3. the grants for the monthly income of such unemployed persons in the initial period of implementation of the business plan (the first six months) with whom the Agency has entered into a contract regarding the implementation of a business plan. The monthly grant to an unemployed person shall be granted in the amount of the minimum monthly wage determined in the State.

122. If an unemployed person, without a justified reason, fails to fulfil the obligations determined in the contract regarding the implementation of a business plan, the Agency shall unilaterally withdraw from the contract and the unemployed person shall repay the received financial aid to the Agency in the following amount:

122.1. in full amount, if the Agency withdraws from the contract regarding the implementation of a business plan within six months after entering into the contract; or

122.2. in the amount of 50%, if the Agency withdraws from the contract regarding the implementation of a business plan within 24 months after entering into the contract and the economic activity has lasted for at least six months.

[24 July 2012]

123. If an unemployed person who has been involved in the measures for commencing commercial activity or self-employment does not repay the received financial aid voluntarily in the cases referred to in Paragraph 122 of this Regulation, the Agency shall recover the relevant sum according to the procedures laid down in the Civil Procedure Law by bringing an action to the court.

124. The Agency shall provide the financial aid intended for the measures for commencing commercial activity or self-employment to unemployed persons in compliance with the requirements laid down in Commission Regulation No 1998/2006.

125. Prior to granting the financial aid, the Agency shall examine whether the referred to financial aid does not increase the total amount of the *de minimis* aid received by a person in the relevant fiscal year, as well as in the previous two fiscal years up to the level that exceeds the maximum amount laid down in Article 2 of Commission Regulation No 1998/2006.

126. Financial aid shall not be granted for commencing commercial activity or self-employment in the fields of economic activity and activities referred to in Article 1(1) of Commission Regulation No 1998/2006, as well as in case if the aid beneficiary is to be deemed a performer of economic activity in difficulty in accordance with Paragraph 94 of this Regulation.

[24 July 2012]

127. An unemployed person may not combine the received financial aid for commencing commercial activity or self-employment with another aid to the commercial activity in relation to the same costs to be compensated.

128. The accounting of financial aid shall be performed in compliance with the laws and regulations regarding the procedures for accounting and granting of *de minimis* aid and sample accounting forms of *de minimis* aid.

[24 July 2012]

129. An unemployed person may be repeatedly involved in the measures for commencing commercial activity or self-employment not earlier than a year after involvement of the unemployed person in the measures for commencing commercial activity and self-employment, and only in case if, within the framework of such measure, a contract regarding the implementation of a business plan has not been entered into with the unemployed person.

3.7. Complex Aid Measures

130. Complex aid measures is a set of complex (embracing unemployed persons of several target groups and targeted to individual needs of a person) employment aid measures, which promotes inclusion of unemployed persons of target groups in the labour market, reducing social exclusion risks and supporting increase of motivation and competitiveness of unemployed persons of target groups in the labour market.

131. Complex aid measures shall include:

131.1. work traineeship for young people (lasts from six up to 12 months) providing an opportunity for a young person to acquire work skills;

131.2. career planning consultations, individual and group consultations of specialists (psychologists and physiotherapists) promoting raising of a person's self-esteem and motivation for integrating into the labour market (last no more than 32 hours);

131.3. aid measures for persons having a dependant – a child aged between one year and a half and up to commencing the acquisition of basic education (last no more than six months). Baby-sitting shall be ensured by the service providers selected by the Agency;

131.4. the measure “Workplace for a Young Person” (lasts for nine months). The measure is aimed towards integrating young unemployed persons into the labour market, concurrently promoting creation of a permanent workplace and permanent employment of young unemployed persons;

131.5. the measure “Aid for Voluntary Work of Young Persons”. The measure is intended for ensuring the functions determined in the by-laws of associations and foundations (lasts from one month up to six months) and is aimed towards promoting activity of young unemployed persons for the benefit of the public without the purpose of making a profit;

131.6. the measure “Workshops for Young Persons”. Within the framework of the measure young unemployed persons get acquainted with three vocational education programmes at educational institutions and take part in educational programme for three weeks, in order to get acquainted with the specific features thereof and gain the first experience allowing the young unemployed person to choose the field of education and professional activity;

131.7. a support measure for unemployed persons with addiction problems (lasting 28 days), which provides an opportunity to treat alcohol addiction, addiction to narcotic and psychotropic substances.

[21 June 2011; 24 July 2012; 26 February 2013; 30 July 2013]

131.¹ Prior to engaging in complex aid measures, an unemployed person has the right to receive a career consultation.

[21 June 2011]

132. The following target groups of unemployed persons shall be involved in complex aid measures:

132.1. within the framework of the measure referred to in Sub-paragraph 131.1 of this Regulation – unemployed persons aged between 18 and 24, who have acquired basic education, but after acquisition of education have not established employment legal relationships or prior to participating in the measure employment legal relationships had been established for the time period in total not exceeding six months;

132.2. within the framework of the measure referred to in Sub-paragraph 131.2 of this Regulation – the target groups of unemployed persons determined in the Support for Unemployed Persons and Persons Seeking Employment Law and unemployed persons complying to the definition of disadvantaged workers;

132.3. within the framework of the measure referred to in Sub-paragraph 131.3 of this Regulation – unemployed persons having a dependant – a child aged between one year and a half and up to commencing the acquisition of basic education, who get involved in any of the active employment measures offered by the Agency and who comply to at least one of the following criteria:

132.3.1. a disability has been determined for the unemployed person;

132.3.2. the unemployed person has been recognised as needy;

132.4. in the measure referred to in Sub-paragraph 131.4 of this Regulation – unemployed persons aged between 18 and 24, who comply to at least one of the following criteria:

132.4.1. young persons who have been registered with the Agency as unemployed persons for at least four months;

132.4.2. young unemployed persons after child care leave;

132.4.3. young unemployed persons with disability;

132.5. in the measure referred to in Sub-paragraph 131.5 of this Regulation – unemployed persons aged between 18 and 24;

132.6. in the measure referred to in Sub-paragraph 131.6 of this Regulation – unemployed persons aged between 15 and 24, who have not acquired vocational education or have not been employed previously;

132.7. within the scope of the measure referred to in Sub-paragraph 131.7 of this Regulation – unemployed persons from 18 years of age who according to an opinion of a narcologist are addicted to alcohol, narcotic or psychotropic substances and who comply with at least one of the following conditions:

132.7.1. have not worked before acquisition of the status of unemployed person (are not to be deemed employees or self-employed persons in accordance with the Law On Social Insurance) for at least six months;

132.7.2. have been registered with the Agency as unemployed persons for at least three months.

[21 June 2011; 24 July 2012; 30 July 2013]

133. After completion of the participation:

133.1. in any of the measures referred to in Sub-paragraphs 131.1 and 131.4 of this Regulation, a young unemployed person may be repeatedly involved in any of these measures after 12 months only. A young unemployed person who participates in the measure referred to in Sub-paragraph 131.1 of this Regulation (the time period for the participation does not exceed eight months) may, suspending the participation in the referred to measure on his or her own

volition, engage in the measure referred to in Sub-paragraph 131.4 of this Regulation, if he or she complies to at least one of the criteria referred to in Sub-paragraph 132.4 of this Regulation. If a young unemployed person reaches an agreement with an employer involved in the measure referred to in Sub-paragraph 131.1 of this Regulation regarding involvement in the measure referred to in Sub-paragraph 131.4 of this Regulation, the young unemployed person shall commence the participation in the measure referred to in Sub-paragraph 131.4 of this Regulation at the same employer;

133.2. in the measure referred to in Sub-paragraph 131.5 of this Regulation, repeat participation in this measure shall be possible after 12 months only;

133.3. in the measure referred to in Sub-paragraph 131.6 of this Regulation, a young unemployed person may be repeatedly involved in this measure after 12 months only.

134. Within the framework of work traineeship measures and the measure “Workplace for a Young Person” young persons shall not be employed in unskilled and low-skilled work (work of simple professions according to the ninth basic group of the Classification of Occupations).

135. In order to implement work traineeship of young persons, the Agency, taking into consideration the developed procedures for the selection of providers of work traineeship and young persons, shall select providers of work traineeship – merchants (except medical treatment institutions, as well as educational institutions, the main task of which is the implementation of educational programmes), self-employed persons, associations or foundations (except political parties) – which, in accordance with the entered into contract regarding the implementation of measures, ensure the following:

135.1. a newly established traineeship place (in compliance with the definition of a new workplace determined in Paragraph 74 of this Regulation) and entering into a contract regarding the procedures for the implementation of traineeship. The contract regarding the implementation of work traineeship shall lay down the provisions for commencing and terminating the work traineeship, the procedures for the receipt of allowances, the duties and rights of the parties, as well as the time period of work traineeship;

135.2. theoretical training for an unemployed person for ensuring fulfilment of the duties existing during the work traineeship, if the time period of work traineeship exceeds six months, and according to the view of the provider of work traineeship, if the work traineeship does not exceed six months (the training time shall not exceed half of the total work traineeship time);

135.3. a qualified work traineeship manager who during the work traineeship helps unemployed persons involved in the measures acquire the basic abilities and skills necessary for the work (except the time when the unemployed person acquires theoretical knowledge). A person who has acquired education or has at least two years work experience in the profession, in which the unemployed person is employed, shall be deemed a qualified work manager;

135.4. the adaptation of the traineeship place for unemployed persons with disability in conformity with the opinion provided by the occupational therapist.

136. The financial resources intended for work traineeship of young persons may be utilised for:

136.1. the monthly allowances of unemployed persons involved in the measure. A grant in the amount of EUR 170.74 shall be granted to an unemployed person for the days of work traineeship or theoretical training of one month;

136.2. the remuneration of the work traineeship manager who works with the unemployed persons involved in the work traineeship (one work manager shall manage the work traineeship of five unemployed persons or a lesser number of unemployed persons, if the employer has offered fewer work traineeship places). When employing five unemployed persons, the grant for the work traineeship manager shall be granted in the amount of 50% of

the minimum monthly wage determined in the State. Thus, for each unemployed person the work traineeship manager shall receive one fifth from the amount of the referred to grant;

136.3. the expenses of the theoretical training, including costs of the experts and teaching staff invited by the employer, but no more than in the amount of EUR 426.86 per one work traineeship place;

136.4. the adaptation of the work traineeship place in conformity with the opinion provided by the occupational therapist for unemployed persons with disability, but no more than EUR 711.44 per one work traineeship place;

136.5. covering the expenses for the services of sign language interpreters, assistants, occupational therapists and other specialists for unemployed persons with disability involved in the measure. The monthly costs of assistants shall not exceed 50% from the minimum monthly wage determined in the State in proportion to the actual number of days during which the unemployed person with disability has involved in the measure;

136.6. covering the expenses for the performance of such health examinations to the unemployed persons involved in the measures, which have been provided for in the laws and regulations regarding mandatory health examinations;

136.7. covering the expenses related to the insurance of possible accidents (which can happen during the work traineeship to the unemployed persons involved).

[30 July 2013; 1 October 2013]

137. In order to implement the measure “Workplace for a Young Person”, the Agency, taking into consideration the developed procedures for the selection of employers and young unemployed persons, shall select employers – merchants (except medical treatment institutions, as well as educational institutions, the main task of which is the implementation of educational programmes), self-employed persons, associations or foundations (except political parties). The referred to employers, in compliance with the contract regarding the implementation of measures entered into, shall ensure the following:

137.1. a newly established workplace, which complies with the provisions referred to in Paragraph 74 of this Regulation;

137.2. the establishment of employment legal relationships for nine months with the young unemployed persons involved in the measures;

137.3. a qualified work manager who helps, at the employer, the young unemployed persons involved in the measure to acquire the basic abilities and skills necessary for work. One work manager may manage the work of not more than five young unemployed persons, by receiving one fifth from the grant of the salary intended for him or her for managing the work of one young unemployed person accordingly. A person who has acquired education in the profession, in which the young unemployed person is employed, or who has at least two years work experience in the profession, in which the young unemployed person is employed, shall be deemed a qualified work manager;

137.4. the adaptation of workplaces, offered to young unemployed persons with disability, in conformity with the opinion provided by the occupational therapist (except the case referred to in Sub-paragraph 133.1 of this Regulation), but no more than EUR 711.44 per one workplace.

[21 June 2011; 1 October 2013]

138. Within the framework of the measure “Workplace for a Young Person” the Agency, during the implementation of measures, shall ensure financial aid to employers employing young unemployed persons:

138.1. the grant of the monthly wage for a young unemployed person for full working time during the first six months in the amount of EUR 142.29 in proportion to the days worked in the month (for a young unemployed person with disability – in the amount of EUR 213,43);

138.2. the grant of the monthly wage for a young unemployed person for full working time during the subsequent three months in the amount of EUR 71.14 in proportion to the days worked in the month (for a young unemployed person with disability – in the amount of EUR 142,29);

138.3. the grant of the monthly wage for the work manager who works with the hired young unemployed persons. For employment of five young unemployed persons the grant shall be granted in the amount of 50% from the minimum monthly wage determined in the State, for employing one young unemployed person – one fifth from the grant of the salary intended for him or her accordingly;

138.4. for the adaptation of workplaces in conformity with the opinion provided by the occupational therapist for young unemployed persons with disability, but no more than EUR 711.44 per one workplace;

138.5. for covering the expenses for the services of sign language interpreters, assistants, occupational therapists and other specialists for young unemployed persons with disability involved in the measure. The monthly costs of assistants shall not exceed 50% from the minimum monthly wage determined in the State in proportion to the actual number of days during which the unemployed person with disability has involved in the measure;

138.6. for covering the expenses for the performance of such health examinations to unemployed persons involved in the measure, which have been provided for in the laws and regulations regarding mandatory health examinations.

[21 June 2011; 30 July 2013; 1 October 2013]

139. The financial resources intended for the measure “Aid for Voluntary Work of Young Persons” may be used for:

139.1. the disbursement of the monthly allowance in proportion to the days worked in the month for a young unemployed person in the amount of EUR 56.91 (for a young unemployed person with disability – in the amount of EUR 85.37);

139.2. covering the expenses related to the insurance of possible accidents (which can happen during the measure to the unemployed persons involved).

[21 June 2011; 1 October 2013]

139.¹ The Agency shall select vocational education institutions for the implementation of the measure “Workshops for Young Persons” in accordance with the laws and regulations regarding public procurement, and such institutions shall ensure the following to unemployed persons according to the contract entered into:

139.¹ 1. getting acquainted with the theoretical and practical basic knowledge necessary for the selected vocational education;

139.¹ 2. practical direction in the selected vocational education programme;

139.¹ 3. accommodation at the official accommodation facility.

[24 July 2012; 26 February 2013]

139.² The financial resources provided for the measure “Workshops for Young Persons” may be utilised:

139.² 1. for monthly scholarships to unemployed persons involved in the measure. A grant to an unemployed person shall be granted in the amount of EUR 56.91 per month in proportion to the days he or she was involved in the measure (for a young person with disability – in the amount of EUR 85.37);

139.² 2. for the provision of the implementation activities of the measure referred to in Sub-paragraphs 139.¹ 1, 139.¹ 2 and 139.¹ 3 of this Regulation in the amount of no more than EUR 569.15 in proportion to the days one unemployed person is involved in the measure during the month.

[1 October 2013]

140. In order to ensure increased self-confidence of a person, motivation to integrate into the labour market and a greater opportunity for unemployed persons to participate in any of the active employment measures offered by the Agency, the financial resources may be utilised for:

140.1. covering the costs related to individual consultations of specialists and to group consultations for the implementation of the measure referred to in Sub-paragraph 131.2 of this Regulation;

140.2. covering the costs related to watching children of unemployed persons for the implementation of the measure referred to in Sub-paragraph 131.3 of this Regulation.

[24 July 2012]

140.¹ In order to implement the measure referred to in Sub-paragraph 131.7 of this Regulation, the Agency shall enter into contracts with medical treatment institutions, services of which according to the requirements of the contract entered into with the National Health Service are paid from the State basic budget (medical treatment expenses) and from the funds of the recipients of services and which ensure medical treatment of addiction diseases according to the Minnesota 12 Step Programme, which has been approved in accordance with the laws and regulations regarding approval of medical technologies to be used in medical treatment and introduction of new medical technologies.

[26 February 2013]

140.² The financial resources for the measure referred to in Sub-paragraph 131.7 of this Regulation may be utilised:

140.² 1. for covering the patient's contributions in the amount of EUR 7.11 per one day of medical treatment, if an unemployed person receives outpatient or inpatient medical treatment services, for patients who are not exempted from patient's contributions in accordance with the laws and regulations governing the procedures for organising and financing health care;

140.² 2. for covering of accommodation and catering expenses of an unemployed person EUR 13.37 per day in proportion to the actual number of accommodation and catering days of the unemployed person, in total not exceeding 28 days, if outpatient medical treatment services (in an inpatient day hospital) are received.

[1 October 2013]

141. *[24 July 2012]*

3.8. Temporary Paid Social Work

[13 December 2011]

141.¹ Temporary paid social work shall be implemented by local governments. Temporary paid social work shall be implemented in places, which are newly established in local government institutions (except commercial companies of local governments), associations or foundations (hereinafter – institutions) or in which no other person has been employed for at least four months before the unemployed person has commenced the participation in the measure (hereinafter – places of the measure implementation).

141.² Unemployed persons who comply with at least one of the following criteria shall be involved in temporary paid social work:

141.² 1. who wish to acquire or maintain work skills;

140.² 2. who do not receive an unemployment benefit;

140.² 3. who have been registered in the status of an unemployed person for at least six months or have been registered in the status of an unemployed person less than six months, but

have not been working for at least 12 months (are not to be deemed an employee or self-employed in accordance with the Law On Social Insurance).
[30 July 2013]

141.³ An unemployed person shall not be involved in temporary paid social work in the place of the measure implementation, which has been established in the institution where the unemployed person had been employed during the time period of 12 months prior to the involvement in the temporary paid social work (exception – previous involvement in training for the acquisition and maintenance of practical work skills, if the employer is a local government).

141.⁴ An unemployed person shall be involved in temporary paid social work for not more than four months during the time period of 12 months (consecutively or with interruptions). An unemployed person may be involved in the measure repeatedly.

141.⁵ The Agency and a local government shall enter into a contract regarding performance of temporary paid social work, laying down the procedures for the measure implementation, the rights and duties of the parties, as well as the procedures for the settlement, fulfilment of the contract and provision of reports. If the place for the measure implementation is organised by an association or foundation, the local government shall enter into a contract regarding the appropriate security thereof with the relevant association or foundation.

141.⁶ The Agency shall, in compliance with the criteria referred to in Paragraph 141.² of this Regulation, carry out selection of unemployed persons to be involved in temporary paid social work, and the local government shall, according to the lists of unemployed persons submitted by the Agency, involve the unemployed persons in performance of temporary paid social work in compliance with the procedures for involvement of priority unemployed persons referred to in the binding regulations of the local government or in rotation if such regulations have not been drawn up in the local government.

141.⁷ The local government shall enter into a contract regarding performance of temporary paid social work with each unemployed person who is being involved in the temporary paid social work. The contract shall lay down the time period of the temporary paid social work, the provisions and procedures for commencing and terminating the temporary paid social work and the receipt of remuneration, the duties and rights of the parties.

141.⁸ Within the framework of the implementation of temporary paid social work the local government shall ensure the following:

141.⁸ 1. the places for the measure implementation necessary for the performance of the temporary paid social work;

141.⁸ 2. the involvement of an unemployed person in the implementation of the temporary paid social work for not more than five days a week, eight hours a day;

141.⁸ 3. the work manager at the place of the measure implementation, who helps to acquire or strengthen and maintain work skills by organising the necessary practical training and by providing the basic knowledge regarding the duties and the basic requirements related to the fulfilment thereof, as well as controls the fulfilment of the duties entrusted to the unemployed persons;

141.⁸ 4. the work co-ordinator in the local government, who organises the process of implementation of the temporary paid social work, as well as deals with the documents required for the receipt of insurance compensations, if an accident has happened to the unemployed person during the implementation of such work;

141.⁸ 5. the supplies and equipment necessary for the performance of the temporary paid social work;

141.⁸ 6. an opportunity for the unemployed person to receive a paid free day upon his or her own volition no more than twice a month, by making a prior agreement with the work manager and informing the work co-ordinator in the local government thereof, in order to participate in:

141.⁸ 6.1. the measure specified in the individual employment seeking plan;

141.⁸ 6.2. a job interview (the unemployed person shall submit to the Agency a confirmation from the employer regarding participation in the job interview).

141.⁹ The financial resources intended for the implementation of temporary paid social work may be utilised for:

141.⁹ 1. the monthly remuneration of the unemployed persons involved in the temporary paid social work;

141.⁹ 2. the mandatory State social insurance contributions for the pension insurance in compliance with the laws and regulations regarding the mandatory State social insurance contributions from the State basic budget and the special budgets of State social insurance;

141.⁹ 3. covering the expenses for the performance of such health examinations to unemployed persons involved in the temporary paid social work, which have been provided for in the laws and regulations regarding the procedures for the performance of mandatory health examinations, but no more than in the amount of EUR 28.46 per one unemployed person;

141.⁹ 4. insurance of the unemployed persons against accidents during the implementation of the measure;

141.⁹ 5. the monthly grant in the amount of EUR 128.06 for one work co-ordinator in the local government in proportion to the working days worked.

[1 October 2013]

141.¹⁰ The amount of the monthly remuneration for an unemployed person for the performance of temporary paid social work shall be EUR 142.29, also including the days intended for the performance of the activities determined in Sub-paragraph 141.⁸ 6 of this Regulation. If an unemployed person has not performed temporary paid social work on all the days intended in the relevant month, the local government shall disburse the remuneration for the unemployed person in proportion to the days on which the unemployed person had participated in the measure.

[1 October 2013]

3.9. Employment Seeking Aid Measures

[10 December 2013]

141.¹¹ In order to ensure efficient provision of aid for unemployed persons for employment seeking the Agency shall carry out the employment seeking aid measures referred to in this Chapter.

141.¹² In order to promote efficient and targeted provision of the measures offered by the Agency to unemployed persons, the Agency shall carry out the profiling of an unemployed person, which includes the following activities:

141.¹² 1. determine the chances of the unemployed person of finding employment;

141.¹² 2. evaluate the ability and motivation of the unemployed person to co-operate with the Agency and actively seek employment, as well as the self-assessment carried out by the unemployed person regarding his or her skills;

141.¹² 3. determine the most suitable available active employment measures for the unemployed person and the preferable sequence for receiving the measures;

141.¹² 4. determine the belonging of the unemployed person to a specific profiling group, taking into account the results of the profiling actions referred to in this Paragraph.

141.¹³ The Agency shall in co-operation with an unemployed person determine the employment which is suitable for the unemployed person, taking into account:

141.¹³ 1. the professional preparation of the unemployed person (the unemployed person has the necessary knowledge and skills in order to carry out the duties of the offered employment, including the required level of the official language proficiency) provided that in the first three months from the day of the acquisition of the status of an unemployed person the unemployed person shall be offered work in the profession in which the unemployed person has previously worked or acquired education, or a lower qualification work, if the unemployed person has expressed such wish. In the next months of the status of an unemployed person a lower qualification work may also be offered to the unemployed person. To an unemployed person who has not previously worked or acquired professional education a low-skilled work may be offered (works of simple professions according to the ninth major group of the Classification of Occupations);

141.¹³ 2. the state of health of the unemployed person. The unemployed person has a duty to inform the Agency regarding functional disorders and health problems due to which he or she is unable to perform certain works, confirming it with a certificate issued by the doctor providing medical treatment;

141.¹³ 3. the accessibility of the offered workplace (a workplace, travelling to which by means of public transportation from the declared place of residence of the unemployed person not more than one hour in one direction must be spent or an hour and a half after three months from the day of the acquisition of the status of an unemployed person; the distance from the declared place of residence to the public transportation and from the public transportation to the workplace does not exceed 2 kilometres altogether and the travel expenses do not exceed 20% of the planned wage before tax payments);

141.¹³ 4. the amount of the wage considered as appropriate, if the amount of wage in the first six months of unemployment is not less than the income for work indicated by the employer in the reports on mandatory State social insurance contributions from the income for work of employees in the last six months before termination of employment or service relationships, not counting the income for work for one last month, or not less than 80% of the referred-to income in the next three months of unemployment. If the unemployed person has been simultaneously employed by several employers, all submitted reports of employers shall be taken into account. If the unemployed person has never been employed before, his or her previous income does not reach the amount of the minimum monthly wage determined in the State, the unemployed person has had the status of a self-employed (within the meaning of the Law On State Social Insurance) or has been registered with the State Revenue Service as a performer of economic activity, as well as if nine months have passed from the day of the acquisition of the status of an unemployed person, it shall be considered that an appropriate amount of wage is the minimum monthly wage determined in the State;

141.¹³ 5. the real opportunities of the unemployed person to commence employment legal relationships in a specific work place (there are no circumstances which do not depend on the will of the unemployed person and hinder the commencement of employment legal relationships, for example, taking care of a child in the age up to commencement of basic education, if a local government has not provided a baby-sitting service; care for a person with disability).

141.¹⁴ An unemployed person has a duty to inform the Agency regarding the existence of such circumstances referred to in Paragraph 141.¹³ 5 of this Regulation which hinder the commencement of employment relationships, if necessary, providing documents for the grounding thereof (if the institutions do not have the relevant information at their disposal).

141.¹⁵ Taking into account the results of the profiling, the Agency shall in co-operation with the unemployed person draw up an individual employment seeking plan, informing the unemployed person regarding the methods of employment seeking (independent employment seeking or with the assistance of the Agency).

141.¹⁶ In an individual employment seeking plan:

141.¹⁶ 1. the most suitable available active employment measures shall be included;

141.¹⁶ 2. the date when the unemployed person must next time appear at the Agency shall be indicated;

141.¹⁶ 3. the duties of the unemployed person regarding active employment seeking, which the unemployed person has to perform until the next appearance at the Agency, including search for vacant workplaces and participation in competitions for the vacant workplaces, shall be included.

141.¹⁷ An employment seeking journal shall be issued to an unemployed person and a person seeking employment, where the unemployed person and the person seeking employment shall indicate information regarding the fulfilment of the duty of active employment seeking referred to in Paragraph 141.¹⁶ of this Regulation. The referred-to journal shall be presented in each visit to the Agency.

141.¹⁸ The unemployed person shall include in the employment seeking journal at least three employment seeking activities in accordance with Sub-paragraph 141.¹⁶ 3 of this Regulation, but, if the declared place of residence of the unemployed person or person seeking employment is in an administrative territory with a high registered unemployment rate, at least one such activity.

4. Raising of Qualification, Retraining and Further Education of Persons Employed by Merchants and Self-employed Persons

142. The objective of the raising of qualification, retraining and further education of persons employed by merchants and self-employed persons shall be to react in timely manner on demand of the labour market and to observe the needs of the merchant so that the employed persons and the self-employed persons would improve the existent or acquire new professional knowledge, abilities and skills, thereby reducing the risk of unemployment of employed persons and self-employed persons (hereinafter – training of employees).

143. The persons employed by merchants and self-employed persons who, according to the requirements of the labour market, have an insufficient or inadequate level of education acquired or professional skills (a level that does not conform to the requirements laid down for the performance of work duties in the relevant profession or field of economic activity) shall be involved in the training of employees.

144. Within the framework of training of employees, the financial aid shall be intended for the following types of training:

144.1. for general training – theoretical and practical training, which is not to be used only in the undertaking or the field of economic activity of the particular merchant and within the framework of which the knowledge and skills acquired are to be used equally also in undertakings of other merchants and other fields of economic activity (the acquisition of vocational further education programmes and vocational development educational programmes); or

144.2. for special training – theoretical and practical training, the knowledge acquired in which is to be used subsequently mainly in the undertaking or the field of economic activity of the particular merchant, but is not to be used widely in the undertakings of other merchants or other fields of economic activity (the acquisition of non-formal education programmes, practical training at the employer and other training).

145. The Agency shall publish the invitation to merchants and self-employed persons to file a submission for organising the training of employees in the official gazette “*Latvijas Vēstnesis*”, on the Website of the Agency, as well as in other mass media.

[1 October 2013]

146. In the submission for organising the training of employees:

146.1. the merchant shall indicate the firm name, registration number, number of the registration certificate of the taxpayer, legal address, actual address, type of economic activity (in conformity with the European Union Economic Activity Statistical Classification – NACE Rev. 2), contact details (telephone number, fax number, e-mail address), shall justify the necessity of the training of employees and the wish to receive aid for the training, as well as the conformity of the merchant with one or several of the evaluation criteria laid down in Paragraph 148 of this Regulation;

146.2. the self-employed person shall indicate the given name, surname, personal identity number, declared place of residence, number of the registration certificate of the taxpayer, education and qualification acquired, type of economic activity (in conformity with the European Union Economic Activity Statistical Classification – NACE Rev. 2), contact details (telephone number, fax number, e-mail address) and a detailed description of the necessary training determining which knowledge, abilities or educational programmes need to be acquired (hereinafter – the list of requirements for the training of employees), as well as the conformity of the self-employed person with one or several of the evaluation criteria laid down in Paragraph 148 of this Regulation. The self-employed person shall attach to the submission the certifications referred to in Sub-paragraphs 147.4, 147.5, 147.6, 147.7 and 147.8 of this Regulation.

147. The merchant shall attach the following to the submission for organising the training of employees:

147.1. the list of employees to be involved in the training by indicating the personal data of each employee (the given name, surname, personal identity number), the acquired education and qualification, profession at the undertaking of the merchant, the conformity with one of the target groups laid down in the Support for the Unemployed Persons and Persons Seeking Employment Law;

147.2. a description of the requirements for the training of employees;

147.3. a completed declaration regarding the conformity with the definition of small or medium-sized merchants in accordance with the laws and regulations regarding the procedures by which performers of commercial activity shall declare the conformity with the definition of small or medium-sized merchants (if the merchant applies for the aid that is intended for small or medium-sized merchants);

147.4. a certification that the merchant does not have any tax debts and other debts of mandatory payments determined in the State;

147.5. a certification that insolvency of the merchant has not been announced, liquidation thereof has not been commenced, economic activity has not been discontinued or terminated, court proceedings regarding termination of activity, insolvency or bankruptcy thereof have not been commenced;

147.6. a certification that during the last three years essential breaches of professional activity of the merchant have not been determined in the relevant field of activity, as well as in the field of environmental protection, competition and labour rights;

147.7. a certification that the merchant or members of the administrative bodies thereof have not been found guilty by a court judgement of involvement in an illegal organisation, corruption, fraudulent activities in the field of finance or in laundering of proceeds from crime;

147.8. a certification that it undertakes the commitment for at least six months after completion of the training to employ the employees involved in the measure in the relevant profession or to continue the relevant economic activity;

147.9. a certification that the merchant is not in difficulty in accordance with Paragraph 91.¹ of this Regulation.

[24 July 2012]

148. The Agency shall evaluate the conformity of submissions of merchants and self-employed persons with Paragraph 15 of this Regulation and the following criteria:

148.1. new manufacturing units are opened or the existing ones are expanded;

148.2. new technologies or new work methods are introduced;

148.3. external investment or co-financing of the merchant and self-employed person is attracted for the improvement;

148.4. the merchant or self-employed person carries out the economic activity in a specially supported region;

148.5. the merchant or self-employed person is planning to involve in the training of employees disadvantaged workers or the unemployed person to be involved in the training for employees conforms to any of the criteria of the disadvantaged workers, which are determined in Articles 2(18) and 2(19) of Commission Regulation No 800/2008.

149. The Agency shall determine the evaluation criteria in the sequence of significance thereof, the proportion of criteria and the algorithm for selecting the submissions of merchants and self-employed persons in compliance with the referred-to criteria. The referred-to information shall be indicated when publishing an invitation to merchants and self-employed persons to file a submission for organising the training of employees.

150. After evaluating submissions of merchants and self-employed persons, the Agency shall take a decision within the framework of the financing intended for the training of employees on provision of financial aid for those merchants or self-employed persons, whose submissions have received the highest evaluation, when evaluating the conformity thereof with Paragraph 148 of this Regulation.

151. The Agency shall select an implementer of the measure for the implementation of the training of employees according to the procedures laid down in Chapter 2 of this Regulation. An implementer of the measure may be:

151.1. an educational institution which implements vocational further education programmes and vocational in-service training programmes and the offered educational programme of which conforms to the description of requirements for organising the training of employees submitted by the merchant or self-employed person;

151.2. an educational institution for the acquisition of non-formal education programmes, as well as the teaching staff, experts or practitioners, who may documentarily certify the knowledge thereof or at least two years of practical work experience in such field, in which special training is necessary to the person involved in the training of employees, in accordance with the description of requirements submitted by the merchant or self-employed person;

151.3. the employer (aid beneficiary) or a master craftsman registered in the Latvian Chamber of Crafts (for the training of self-employed persons), implementing special practical training at the workplace.

152. A merchant or self-employed person may recommend in writing an implementer of the measure to the Agency, by attaching the estimate of the training to the recommendation. The training of employees at the recommended implementer of the measure shall be organised if the expenses of the training do not exceed the training costs offered by the implementer of the measure offered by the Agency.

153. When implementing special practical training at the workplace, the implementer of the measure has the right, when entering into contracts, to involve experts and teaching staff for the implementation of the training of employees, who have acquired education or have at least two years of practical work experience in the field, in which the special training is necessary at the workplace, in accordance with the description of requirements for the training of employees submitted by the merchant or self-employed person.

154. After taking of a decision on the provision of the financial aid, the Agency shall enter into a contract with the selected merchant or self-employed person (hereinafter – aid beneficiary) regarding the provision of financial aid for the training of employees. The contract shall lay down the type of the training of employees, the selected implementer of the measure and procedures for the implementation of the training of employees, the rights and duties of the parties, procedures for the provision of reports and mutual settlement, including the responsibility for a unilateral withdrawal from the fulfilment of the contractual obligations and improper fulfilment of the contractual obligations.

155. The aid beneficiary, observing the provisions included in the contract regarding the provision of financial aid for the training of employees, shall enter into a contract with the implementer of the measure (except the case if the aid beneficiary has been selected as the performer of the measure) and shall ensure the determined general or special training to the persons involved in the measure. The aid beneficiary shall control the quality of the training of employees in conformity with the provisions of the contract.

156. The financial aid resources intended for the training of employees may be utilised for:

156.1. costs of the teaching staff – payment for work hours of the training (including State social insurance contributions of the employer);

156.2. travel expenses of the teaching staff and employees to be involved in the training of employees;

156.3. costs of the study premises and materials to be used in the process of the training of employees in conformity with the number of employees to be involved in the training of employees;

156.4. the costs for the lease of study premises, equipment and tools to be used in the process of the training of employees;

156.5. costs related to the depreciation of tools and equipment used for the training during the training;

156.6. salary of the employees to be involved in the training of employees and income of the self-employed person (in conformity with the minimum hourly salary rate determined in the State) for work hours of the training, but not exceeding the total amount of the costs to be supported, determined in Sub-paragraphs 156.1, 156.2, 156.3, 156.4 and 156.5 of this Regulation.

157. The Agency shall provide the financial aid intended for the training of employees in compliance with the requirements laid down in Commission Regulation No 800/2008.

158. When organising general training of employees, the Agency shall cover 80% of the total costs of the training of employees to the self-employed persons and small merchants, 70% – to the medium-sized merchants and 60% – to the large merchants. When organising special training of employees, the Agency shall cover 45% of the total training costs to the self-employed and small merchants, 35% – to the medium-sized merchants and 25% – to the large merchants.

159. If all the employees of one aid beneficiary applied for the training of employees conform to any of the criteria of disadvantaged workers determined in Articles 2(18) and 2(19) of Commission Regulation No 800/2008, the amount of financing referred to in Paragraph 158 of this Regulation shall be increased by 10%, except the amount of financing granted by the Agency for organising general training for self-employed persons and small merchants.

160. One aid beneficiary has a possibility, within five years, to receive the following maximum financial aid in accordance with the entered into contract regarding the training of employees:

160.1. in the amount not exceeding EUR 284 574.36 if the training of persons employed by merchants is organised;

160.2. in the amount not exceeding EUR 4 268.62, if the training of self-employed persons is organised.

[1 October 2013]

161. The maximum determined amount of financing shall be granted to small and medium-sized merchants, if they conform to the definition of small and medium-sized merchants determined in Annex I to Commission Regulation No 800/2008.

162. The financing shall be granted to large merchants, if they conform to the definition laid down in Article 2(8) of Commission Regulation No 800/2008 and substantiate the incentive effect of the financing in at least one of the types determined in Article 8(3)(a), (b), (c) or (d) of Commission Regulation No 800/2008.

163. The financial aid received within the framework of the training of employees shall not be combined by the aid beneficiary with another aid to the commercial activity in relation to the same costs to be compensated.

5. Facilitation of Regional Mobility of Persons Employed by Merchants

[26 February 2013]

164. Facilitation of regional mobility of persons employed by merchants shall be an aggregate of measures, which are provided for that persons employed merchants would be provided financial aid for the covering of transport expenses and rent expenses of residential premises for the first four months after entering into employment legal relationship in the administrative territory of the Republic of Latvia (except Riga) where there is a demand corresponding to the education and professional experience acquired by the particular person (hereinafter – mobility aid measures). An exception in relation to Riga shall not be applied, if the employer concurrently offers to enter into employment legal relationship with at least 25 unemployed persons registered with the Agency.

165. Mobility aid measures shall include granting of financial aid to a person employed by a merchant (hereinafter – recipient of aid) for covering the transport expenses for journeys from

the declared place of residence to the workplace and back and for the compensation of rent expenses of residential premises (in determining the amount of the compensation of rent expenses of residential premises, transport expenses for one journey from the declared place of residence to the workplace and back shall also be taken into account).

166. Such person employed by a merchant shall be involved in mobility aid measures, which concurrently conforms to the following requirements:

166.1. employment legal relationship was entered into no sooner than 10 working days prior to the day when mobility aid measures were requested;

166.2. the workplace of the employee is located at least 20 km from the declared place of residence and the employer does not compensate transport expenses or rent expenses of residential premises to the employee within the scope of employment legal relationship;

166.3. prior to entering into employment legal relationship with the particular employer the person had been registered in the status of an unemployed person for at least six months, except the case referred to in Paragraph 166.¹ of this Regulation;

166.4. the employee has been declared in the indicated place of residence for at least a year;

166.5. the employee has entered into employment legal relationship with an employer which had registered a vacancy with the Agency in the same profession or position in which the employee is working, at least one week prior to entering into such employment legal relationship;

166.6. employment legal relationship has been entered into for an unspecified period of time, the employee has been determined regular working hours and the wage of the employee is at least in the amount of the minimum monthly wage determined in the State, but does not exceed the amount of two minimum monthly wages determined in the State.

[30 July 2013]

166.¹ The Agency may involve in the mobility aid measures an employee employed by a merchant who has been registered in the status of an unemployed person less than two months, if granting of the status of an unemployed person is related to the performance of urgent economic, organisational, technological measures or measures of a similar nature and that has significantly influenced or could have influenced the employment situation in the relevant administrative territory.

[30 July 2013]

167. For the receipt of financial aid an employee shall lodge a submission to the Agency within 10 working days after entering into an employment contract. The following information shall be indicated in the submission:

167.1. the given name, surname, personal identity number, the address of the declared place of residence, the number of the bank account and contact details (telephone number, e-mail address);

167.2. information regarding the workplace – the firm name of the merchant and address of the workplace determined in the employment contract, as well as the distance in kilometres from the declared place of residence to the workplace (the distance is determined, taking into account the public transport route, but, if none, the nearest passable roads).

168. An employee may prepare the submission referred to in Paragraph 167 of this Regulation also by filling in the form inserted on the home page of the Agency and submit it to the Agency in the form of an electronic document in accordance with the laws and regulations regarding drawing up of electronic documents or sent by post.

169. An employee shall append a statement of the employer to the submission, which shall include the details of the employer (firm name and registration number in the Commercial Register) and indicate information regarding duration of employment legal relationship, the determined working hours, the wage determined for the employee, the position or profession and the address of performing work. Concurrently the employer shall certify in the statement that the employee shall not be compensated transport expenses and rent expenses of residential premises within the scope of employment legal relationship.

170. Upon receipt of the submission referred to in Paragraph 167 of this Regulation the Agency shall examine it, verify the information provided by the person and within three working days take a decision to grant financial aid according to the funding provided for mobility aid measures, if the requirements laid down in this Regulation have been complied with.

171. In taking a decision to grant financial aid, the Agency shall take into account the sequence of receipt of the submissions referred to in Paragraph 167 of this Regulation. If it is not possible to grant financial aid to all submitters of the submission concurrently, it shall be granted by priority to persons who have been registered in the status of an unemployed person for a longer period of time.

172. Within the scope of mobility aid measure a recipient of aid may receive financial aid in the amount not exceeding EUR 398.40. Financial aid shall be disbursed by transferring it to the bank account indicated by the recipient of aid according to the following procedures:

172.1. for the first month of employment legal relationship – in the amount of EUR 142.29 to be disbursed within five working days from the day when the decision referred to in Paragraph 170 of this Regulation was taken;

172.2. for the subsequent three months of employment legal relationship financial aid shall not exceed EUR 85.37 per month, and it shall be calculated, taking into account the actual rent expenses of residential premises and transport expenses which have arisen in the first month and from which the remainder of the amount of financial aid received in the first month shall be deducted each month proportionally, if rent expenses of residential premises and transport expenses have been less than EUR 142.29 per month.

[1 October 2013]

173. After the end of the first month of employment legal relationship, but not later than within 10 days since the beginning of the second month of employment legal relationship the recipient of aid shall submit to the Agency documents certifying transport expenses (public transport tickets or documents certifying fuel expenses) and rent expenses of residential premises (copy of a rental contract and a document confirming payment) for the first month of employment legal relationship.

174. Monthly financial aid for the second month of employment legal relationship shall be disbursed within five working days after receipt of the documents certifying transport and rent expenses referred to in Paragraph 173 of this Regulation, but for the subsequent two months of employment legal relationship – on the same date of the current month when financial aid for the second month of employment legal relationship was disbursed.

174.¹ If temporary incapacity to work sets in for a recipient of aid during the mobility aid measure, the recipient of aid has a duty to notify the Agency thereof on the following day after the end of temporary incapacity to work. Pay-outs of compensation shall not be performed for the time period of temporary incapacity to work and the time period of receipt of compensation shall not be extended.

174.² If employment legal relationship with the recipient of aid is terminated during the mobility aid measure, the recipient of aid has a duty to reimburse the overpaid amount of financial aid for the time period, in which the recipient of aid was not in employment legal relationship, within two working days after the day when employment legal relationship was terminated.

174.³ A recipient of aid may re-apply to mobility support measures no sooner than 36 months after the end of receipt of the previous financial aid, except cases if employment legal relationship was terminated on the basis of Section 47, Paragraph one, Section 100, Paragraph five and Section 101, Paragraph one, Clauses 6, 7, 8, 9, 10 and 11 of the Labour Law.

6. Training of Persons Subject to the Risk of Unemployment

6.1. Training Programmes for Involving Adults in Lifelong Learning

175. In order for the persons subject to the risk of unemployment to supplement and improve the knowledge and skills necessary for work, involving adults in lifelong learning shall be ensured by using the system of coupons for training developed by the Agency. Within the framework thereof according to the list approved by the commission referred to in Paragraph 22 of this Regulation the following educational programmes shall be implemented:

175.1. vocational in-service training programmes, except such vocational in-service training programmes, the completion of which provides for an opportunity to acquire the right to drive the transport vehicles of A, A1, B, B1, C, C1, M category or which are related to the training for driving the referred to transport vehicles;

175.2. non-formal education programmes (communication in the official language, communication in foreign languages, mathematical skills and basic skills in the natural history and technologies, digital skills, study skills, social and civic skills, one's own initiative and entrepreneurship, understanding and expression of culture), except non-formal education programmes, the completion of which provides for an opportunity to acquire the right to drive the transport vehicles of A, A1, B, B1, C, C1, M category or which are related to the training for driving the referred to transport vehicles.

[24 July 2012]

176. The educational programme, in which training of a person subject to the risk of unemployment is necessary, shall be determined by the person subject to the risk of unemployment himself or herself.

[21 June 2011]

176.¹ A person subject to the risk of unemployment has the right to get a career consultation prior to involving in the training for persons subject to the risk of unemployment.

[21 June 2011]

177. Educational programmes for adults shall be developed by educational institutions in compliance with the requirements laid down in the laws and regulations governing the field of education.

178. A person subject to the risk of unemployment shall be involved in the acquisition of educational programmes for adults, if:

178.1. the person is in employment legal relationships or is a self-employed person;

178.2. the person has reached 45 years of age;

178.3. the person is from 25 to 44 years of age (inclusive) and conforms to one of the following conditions:

178.3.1. the person has been diagnosed with disability;

178.3.2. the person has two or more children up to 18 years of age;

178.3.3. the person has been recognised as needy;

178.4. the person, prior to the initial involvement in educational programmes for adults or in the acquisition of the programme referred to in Sub-chapter 6.2 of this Regulation, has not previously acquired non-formal or formal education within the framework of vocational training, retraining, raising of qualification and non-formal education programmes organised by the Agency or has acquired it at least 12 months ago or earlier.

[26 February 2013]

179. A person who conforms to at least one of the following criteria has the right to receive repayment of the financial resources intended for training in full amount, but not exceeding the total value of the coupon for training determined in Paragraph 187 of this Regulation:

179.1. a disability has been determined for the person;

179.2. not more than five years have remained for the person until reaching the age required for granting the State old age pension (except the case, if the person receives the old age pension before term);

179.3. the person has two or more children up to 18 years of age;

179.4. the person has been recognised as needy.

180. A person subject to the risk of unemployment may be repeatedly involved in the acquisition of educational programme for adults not earlier than two years after the previous participation in the measure referred to in this Sub-chapter or Sub-chapter 6.2 of this Regulation. Within the framework of the measure a person subject to the risk of unemployment may receive aid only for one type of educational programme acquisition referred to in Sub-paragraph 175.1 or 175.2 of this Regulation.

[21 June 2011]

181. An educational institution shall determine the suitability of a person subject to the risk of unemployment to the acquisition of the particular educational programme prior to commencing the training.

182. When involving a person subject to the risk of unemployment in training, the Agency shall enter into a contract with each unemployed person regarding ensuring of the training. The contract shall lay down the provisions and time for the training, mutual duties and rights during the training, as well as the provisions for termination of the training.

183. When commencing the training, the educational institution shall provide a person subject to the risk of unemployment with a plan for implementation of the vocational education programme and a list of study hours (lessons), as well as include him or her in the list of students by an order of the head of the educational institution.

184. If a person subject to the risk of unemployment terminates training before the end of the contract time referred to in Paragraph 182 of this Regulation, the Agency shall carry out the final settlement with the educational institution for the training, by transferring money in proportion to the actual time period of training.

[21 June 2011]

185. If a person subject to the risk of unemployment, having complied with all the requirements laid down by the educational institution and included in the educational programme, has not passed the final examination after completion of the training, he or she shall pass the qualification examination or the final examination at his or her own expense and in compliance with the laws and regulations governing the operation of the educational institution determining

the time period for passing the repeat final examination, as well as shall pay for additional training if necessary.

186. After issue of a document confirming education of a person subject to the risk of unemployment the educational institution shall, within 10 working days, notify the Agency thereof.

187. The financial resources intended for training may be utilised for covering the costs of educational programmes for adults in the amount of 70% from the training costs, but not more than 70% of the total value of the training coupon, which is not more than EUR 355.72, except the case referred to in Paragraph 179 of this Regulation. If the tuition fee of the educational programme exceeds the total value of the training coupon, the difference shall be covered by the person. The financial resources shall be utilised in order to cover the tuition fee for:

187.1. the acquisition of a vocational in-service training programme – up to EUR 355.72;

187.2. the acquisition of a non-formal education programme (from 24 up to 159 hours) – up to EUR 4.27 per hour, in total – up to EUR 355.72.

[21 June 2011; 1 October 2013]

6.2. Training Programmes for Employed Persons Subject to the Risk of Unemployment

188. The acquisition of training programmes for employed persons subject to the risk of unemployment shall provide an opportunity to acquire professional qualification and improve the skills and abilities related to the field of the employer or sector in vocational in-service programmes (except such vocational in-service training programmes, the completion of which provides for an opportunity to acquire the right to drive the transport vehicles of A, A1, B, B1, C, C1, M category or which are related to the training for driving the referred to transport vehicles) and in vocational further education programmes for sustainable preservation of the workplace.

189. An employed person subject to the risk of unemployment shall be involved in the acquisition of an educational programme not exceeding six months, if the person is in employment legal relationships with a merchant or self-employed person, has part-time work due to reducing the work load under the influence of the economic crisis or globalisation factors, has been employed at the current workplace for more than six months, the working time has been reduced at least one month prior to involvement in the acquisition of training programmes and has received the relevant written confirmation from the employer. The employer shall confirm that it will inform the Agency within three working days, if the working time determined for the employee changes or the employment legal relationships with the relevant employee are terminated.

190. An employed person subject to the risk of unemployment may be repeatedly involved in the acquisition of an educational programme not earlier than two years after the previous participation in the measure referred to in this Sub-chapter or Sub-chapter 6.1 of this Regulation.

[21 June 2011]

191. The financial resources intended for the training may be utilised for:

191.1. the monthly allowance in the amount of EUR 99.60 per calendar month for an employed person subject to the risk of unemployment involved in the acquisition of the educational programme;

191.2. covering the costs of vocational further education programmes (tuition fee) in the amount not exceeding EUR 711.44 or for covering the costs of vocational in-service training programmes (tuition fee) in the amount not exceeding EUR 426.86, which are implemented within the framework of the training of an employed person subject to the risk of unemployment.

[1 October 2013]

192. The acquisition of an educational programme for employed persons subject to the risk of unemployment shall be organised in compliance with Paragraphs 177, 181, 182, 183, 184, 185 and 186 of this Regulation.

6.¹ Career Consultations

[10 December 2013]

192.¹ Career consultations shall comprise assistance in career planning, determination of professional suitability, increasing qualification and questions of retraining, choice of educational services, as well as acquisition of job seeking skills and their preservation in order to promote successful integration in the labour market and further socially active attitude towards lifelong learning.

192.² Within the scope of career consultations the Agency shall offer individual career consultations, career consultations in groups, as well as provision of services in electronic form.

192.³ The Agency shall determine and improve the methodology of the offered career consultations and the informative methodological basis, ensuring changes in it according to the demand of the labour market.

192.⁴ The Agency shall carry out the consultations by itself or choose providers of career consultation services in accordance with the requirements laid down in Chapter 2 of this Regulation.

192.⁵ The financial resources intended for the measures implemented within the framework of career consultations may be utilised for:

192.⁵ 1. individual career consultations;

192.⁵ 2. career consultations in groups;

192.⁵ 3. preparation of informative methodological materials and handouts for ensuring career consultations.

7. Closing Provisions

[1 October 2013]

193. Cabinet Regulation No. 166 of 10 March 2008, Regulations Regarding the Procedures for Organising and Financing of Active Employment Measures and Preventative Measures for Unemployment Reduction and Principles for Selection of Implementing Bodies of Measures, (*Latvijas Vēstnesis*, 2008, No. 46; 2009, No. 9, 37, 125, 130, 135; 2010, No. 34, 108; 2011, No. 5) shall be repealed.

194. The work traineeship places established within the framework of the measure “Training for Acquiring and Maintaining Practical Work Skills, if an Employer Is a Local Government” for six months, as well as for the time period up to five months starting from 1 July 2011, shall continue to exist and unemployed persons shall be involved in the work traineeship therein by

the end of the term for establishing the traineeship places, but no longer than by 30 November 2011.

[21 June 2011]

195. The provisions of this Regulation which were in force on the day of establishing workplaces for six months within the framework of the measure “Training for Acquiring and Maintaining Practical Work Skills, if an Employer Is a Local Government” by 30 June 2011 shall apply to the referred to workplaces and the unemployed persons involved therein, except the amount of the monthly allowance for an unemployed person referred to in Sub-paragraph 67.1 of this Regulation and the amount of the grant for the local government laid down in the second sentence of Sub-paragraph 67.3 of this Regulation.

[21 June 2011]

196. The costs of the training programmes for persons subject to the risk of unemployment, for the acquisition of which within the framework of the measure “Training Programmes for Involving Adults in Lifelong Learning” persons not referred to in Paragraph 179 of this Regulation have received a coupon by 30 June 2011, shall be covered by the Agency in the amount of 90% from the training costs, but not exceeding LVL 225, which is 90% of the total value of the coupon (the total value of the training coupon is LVL 250).

[21 June 2011]

197. Unemployed persons who according to Paragraph 32 of this Regulation have expressed their wish to participate in the acquisition of the vocational education programmes referred to in Sub-paragraphs 21.1, 21.2 and 21.4 of this Regulation in the individual job seeking plan until 31 July 2012 shall retain the right to repeatedly become involved in the referred-to acquisition of the programmes no earlier than a year after the previous participation is completed.

[24 July 2012]

198. The Agency shall discontinue involving of unemployed person in the measure referred to in Sub-chapter 3.2 of this Regulation from 1 August 2012. The unemployed persons involved in the measure until 31 July 2012 shall complete participation in the measure.

[24 July 2012]

199. Unemployed persons who have become involved in the measure provided for the persons with disability referred to in Sub-chapter 3.4.2 of this Regulation until 31 July 2012 shall complete participation also if the case of exception referred to in Paragraph 20.¹ of this Regulation sets in.

[24 July 2012]

200. If granting of financial aid within the framework of the active employment measures and preventive measures for unemployment reduction has been commenced until 31 December 2013, the total amount of the financing to be granted shall be determined, taking into account also the amounts in Latvian lats for the time period until 31 December 2013.

[1 October 2013]

201. Unemployed persons who have acquired the status of an unemployed person until introduction of the employment seeking aid measures referred to in Sub-chapter 3.9 of this Regulation shall be involved in the employment seeking aid measures from the day, when they arrive at the Agency for the current visit.

[10 December 2013]

202. Paragraphs 10.² and 10.³ of this Regulation shall come into force from 1 January 2014 and the involvement of unemployed persons in the educational programmes referred to in Paragraph 10.² of this Regulation shall be carried out until 30 June 2014. Paragraphs 10.² and 10.³ of this Regulation shall remain in force until the day when altogether 200 unemployed persons are involved in the educational programmes referred to in Paragraph 10.² of this Regulation or when all unemployed persons involved until 30 June 2014 have acquired the education.

[10 December 2013]

Prime Minister

V. Dombrovskis

Minister for Welfare

I. Jurševska