

<b>Document ID</b> TDOK 2017:0444	<b>Document date</b> 01/09/2017	<b>Version</b> 2.0
<b>Determined by</b> Head of Purchasing and Logistics	<b>Valid from</b> 04/09/2017	<b>Replaces</b> TRV 2016 30048
<b>Created by</b> Fällström-Jacobsen Catarina, ILsy		<b>Level of confidentiality</b> Not limited

## Employment through procurement - requirements

### Purpose and scope

The Swedish Transport Administration is the first government authority in Sweden to be charged by the government with introducing employment requirements in public procurement.

The requirements are implemented as special contract conditions for the purpose of creating employment. For more information, see [www.trafikverket.se](http://www.trafikverket.se).

This instruction explains what the requirements are.

### Definitions and abbreviations

In all contexts where they occur that refer to employment requirements, the following terms shall have the meanings stated below.

<b><i>Practice:</i></b>	Supervised activity in preparation for a profession.
<b><i>Employment office:</i></b>	The Swedish employment office service or equivalent institution.
<b><i>Target group:</i></b>	Target group refers to persons who fulfil any of the criteria below <ul style="list-style-type: none"><li>• Unemployed and registered with an employment office</li><li>• Shall undergo a practice or apprentice period within the framework for training or according to the directions of an employment office</li><li>• Has a position that does not correspond to the training and/or experience and expertise that the person has, and can be matched to a service that will be offered in the contract</li></ul>

Document ID  
TDOK 2017:0444

Version  
2.0

## Application

### **Requirements for employment (AFC.346/AFD.346/AUC.396) and bonus for employment (EK section 6.13/UK section 6.13)**

The time that shall be completed on site is calculated as follows.

#### Practice position:

- The total period of a practice position shall be six months.
- Where more than one person fills a position, each person shall complete at least one month.

#### Employment position:

- The total period of an employment position shall be twelve months.
- Where more than one person fills a position, each person shall complete at least four months.

One month means 160 hours, or other agreed full time working hours for the period and situation in question.

One position may be completed by several persons. One person cannot complete more than one practice position or more than one employment position. One person may however complete an employment position after concluding a practice position.

A practice position may be completed by the person being given employment. In such a case compensation and bonus is paid in accordance with the contract, i.e. with compensation for the practice position. The scope of the practice position is also the same.

Positions can be filled at sub-contractors.

If an employment or practice position is stopped for reasons outside the supplier's control, the position will be deemed to have been fulfilled if half the practice position or two thirds of the employment position has been completed.

Fulfilment of requirements for practice and employment positions and of bonus related practice or employment positions must not mean that another person who is already employed by the supplier is replaced.

Positions cannot be filled by trainees or employees who are already in the supplier's or sub-contractors' organisations at the time of signing the contract.

Document ID  
TDOK 2017:0444

Version  
2.0

## **Penalties (EK section 5.188/UK section 5.53) and bonus (EK section 6.13/UK section 6.13)**

Adjustment of penalties and bonus is done after the period of the contract or assignment. Where purchase options exist, adjustment of penalties and bonus is done after the period of the contract, including purchase options.

If the procurement project includes several contracts, adjustment is done after the conclusion of the last contract to which the procurement project relates.

## **Reporting**

Reporting of the fulfilment of practice and employment positions occurs during project meetings or in another way as directed by Trafikverket.

This is done by giving data that demonstrates the hours worked in each position and that the person who fulfilled the position belongs to the target group.

To demonstrate that a person belongs to the target group, the data may for example be

- from an employment office, showing that the person is registered and unemployed
- from CSN or school, showing that the person is undergoing education or training in which the practice is included
- from an employment office, showing that the person has been assigned practice
- certificate of employment that shows that the person has been employed in the contract
- CV/training certificate and work description for current and intended employment that shows that the person has been given employment that corresponds to the training and/or experience and competence that the person has.

For practice position, proof shall be given that a supervisor has been appointed.

## **Final results and documentation**

The final results are the data that demonstrates the hours worked in each position and that the person who fulfilled the position belongs to the target group. The final results are given to Trafikverket.

## **Related documents**

Guideline employment through procurement TDOK 2015-0496  
Routine employment through procurement TDOK 2015-0497



Document ID  
TDOK 2017:0444

Version  
2.0

## Version log

Determined version	Document date	Change	Name
Version 1.0	21/08/2017	First version	Catarina Fällström-Jacobsen
Version 2.0	04/09/2017	Changed document title	Catarina Fällström-Jacobsen