



Memorandum concerning the Social Fund of the Auxiliary Joint Committee for the non-profit sector (337) intended for diplomatic missions

1. FRAMEWORK FOR AUXILIARY SOCIAL FUND FOR THE NON-PROFIT SECTOR (FUND 337)

The Auxiliary Social Fund of the non-profit sector (Fund 337) is an interinstitutional body within which workers affected by the collective labour agreement referred to in article 190, §3 of the Belgian law of 27 December 2006 are covered.

The financial resources of the Social Fund come from contributions from employers to the Belgian National Office for Social Security [National de la Sécurité Social (**O.N.S.S.**)] which currently deducts a **contribution** of 0.10% per quarter on employers' charges. The revenue from these contributions is allocated to the Social Fund 337.

The Social Fund was initiated by the auxiliary **Joint Committee** for the non-profit sector (JC 337).

The Social Fund is managed **jointly by a Management Committee** comprised of employer and trade union representatives of the JC 337 sector. It is coordinated by **asbl FeBi** (Association of Federal and Bi-Community Funds). The organisation and administrative monitoring of actions is handled by an **administrative team** within FeBi.

2. PURPOSE AND TARGET AUDIENCE

The **purpose** of the Social Fund is **to offer training initiatives** to workers in the sector as well as anyone likely to be recruited to it.

Salaried employees of the JC 337, including diplomatic missions, are the target audience for training initiatives from the Fund 337.

While it is intended for all salaried employees, some categories of workers are considered a priority by the Fund 337: these are employees belonging to the so-called "at risk" groups. These groups are as follows: workers of at least 50 years of age; with reduced capacity for work; lesser educated, recruited less than a year and who were job seekers prior to their appointment; young people under 26 years of age in work-linked training and job seekers.

3. PROPOSED ACTIONS BY THE FUND

The actions of the Social Fund are **free** for workers within the JC. 337.

Below you will find details of **several actions proposed by the Social Fund likely to meet the needs of diplomatic missions**. Diplomatic missions have the opportunity to:

- **Benefit from subsidies** to organise training courses, team coaching or reimbursement of registration costs. These actions can be carried out in the worker's language of choice.



- Register workers for **training courses from training catalogues** (classroom-based or remote) in French or Dutch. These catalogues are intended for all workers within the Belgian non-profit sector.
- Have workers Attend a **skills assessment** with an assessor (generally in French but some assessors can perform it in English).

Other actions are available and can be consulted on the website and in the Fund brochures.

4. ADMINISTRATIVE OPERATIONS

The person responsible for staff training within the diplomatic mission carries out the administrative monitoring of requests.

Below are details of the current administrative process of 3 Fund actions:

- **Subsidy applications:** the staff training manager communicates the subsidy application to the Fund by completing the **application form** provided for this purpose and in consideration of the **social consultation procedure**.
- **Training catalogues and on-line training:** the training manager carries out and manages worker registrations on the Fund's **extranet platform**.
- **Skills assessment:** the worker sends their application in themselves to the project administrative team.

5. DOCUMENTATION AND COMMUNICATION FROM THE FUND

The **website** www.fonds337.be details all of the Fund's actions.

Documents in English are available to consult on the Fund website as well as presentation **brochures** for the actions [in French](#) and [Dutch](#) along with their English [translation](#).

The Fund team reports on its actions in a weekly newsletter and organises information sessions on-line to present the actions.

6. CONTACTS

An administrative team is available to answer any queries.

Email address: fonds337@fe-bi.org

Pernelle COURTOIS, French-speaking project manager, T: 02 229 32 53

Jules NKESHIMANA, Dutch-speaking project manager, T: 02 250 37 74