



**Transition Assistance and Institutional Building
(IPA Component I) National Programme 2011**



Local Integration of Refugees, Internally Displaced Persons and Minority Groups

Contract No.: 12-8715/1

**Guidelines for Facilitating Access
to Personal Work Permits
for the Roma Refugee Community
*Final - June 2016***

Date 30/06/2016



This project is funded by
the European Union

The project is implemented
in a consortium led by





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LOCAL INTEGRATION OF REFUGEES,
INTERNALLY DISPLACED PERSONS
AND MINORITY GROUPS



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DOCUMENT CONTROL SHEET

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Beneficiaries:	<ul style="list-style-type: none"> • Ministry of Labour and Social Policy (MLSP); • Cabinet of the Minister without Portfolio; • Secretariat for European Affairs (SEA) • Roma Information Centres (RICs); • National Coordinative Body for Implementation of Strategy and Decade for Roma; • Local self-government units; • Employment Service Agency; • Civil society organizations active in the field of Roma issues, refugees and internally displaced persons.
Consultant:	Eptisa in consortium with CARE, MCIC and Roma Education Fund
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¹ As per the numbering of outputs made in Chapter 12 of the project’s Inception Report.



PROJECT SYNOPSIS

Programme Name:	Transition Assistance and Institutional Building (IPA Component I)		
Project Name:	Local Integration of Refugees, Internally Displaced Persons and Minority Groups		
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Overall Objective:	To enhance the state administration and implementation capacities for further strengthening and supporting the local integration process and inclusion of the residential and / or non-residential displaced persons (refugees and internally displaced) and minority groups (Roma), as well increasing the sustainability of their reliance.		
Purpose:	To contribute in supporting the process of residential and / or non-residential displaced persons in their access for provision of comprehensive state administration services, increase self-reliance via participation and inclusion of the displaced persons in the society, as well as improve the quality of life and access to rights and services for social inclusion of the Roma, Ashkali and Egyptian communities in the country.		
Expected Results:	<p><u>Component 1: Support to the implementation of national and local public policies for Roma inclusion:</u></p> <ul style="list-style-type: none"> ○ Implemented training plan for capacity building of relevant institutions on the Local Action Plans (LAPs) within the implementation of the Roma Strategy and Decade; ○ Enhanced capacity for all the relevant stakeholders for implementation of Roma Strategy and Decade and memorandum for cooperation with the municipalities; ○ Local Action Plans for Roma implemented. <p><u>Component 2: Institutional Capacity Building and Access to Labour Market for refugees and IDPs:</u></p> <ul style="list-style-type: none"> ○ Increased capacity of state institutions and policy makers to deliver integration policies and facilitate access to services; ○ Achieved economic sustainability; ○ Increased employability; ○ Gained experience and best practices in the area of refugee integration. 		



<p>Key Activities:</p>	<p>Component I: Support to the implementation of national and local public policies for Roma inclusion:</p> <ul style="list-style-type: none"> ○ Activity 1: Supporting the national institutional structure of the Strategy for Roma and Decade of Roma Inclusion; ○ Activity 2: Supporting the local institutional structure for creation and implementation of Roma policies; <p>Component 2: Institutional Capacity Building and Access to Labour Market for refugees and IDPs.</p> <ul style="list-style-type: none"> ○ Activity 3: Institutional capacity building and access to labour market for refugees and IDPs.
<p>Key Stakeholders:</p>	<ul style="list-style-type: none"> ● Unit for Implementation of the Strategy and Decade for Roma (UISDR), MLSP ● Unit for Migration, Asylum, and Humanitarian Aid (UMAHA), MLSP
<p>Target Groups:</p>	<ul style="list-style-type: none"> ● MLSP (UISDR and UMAHA) ● Cabinet of the Minister without Portfolio ● National Coordinating Body for Implementation of Strategy and Decade for Roma ● Local self-government units ● Employment Service Agency ● Civil society organizations active in the field of Roma issues, refugees and internally displaced persons



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ABBREVIATIONS

ALMMs	Active Labour Market Measures
EC	Employment Centre
ESA	Employment Service Agency
EU	European Union
IOM	International Organization for Migration
MoI	Ministry of Interior
MLSP	Ministry of Labour and social policy
OPE	Operational Plan for Employment Services and Measures or Employment Programme
PoC	Locally integrating persons of UNHCR's concern
RBCS	Regional Business Centre Skopje
SEE	South-East Europe
UNHCR	United Nations High Commissioner for Refugees

EXECUTIVE SUMMARY

According to UNHCR data from December 2015, **there are 678 Roma refugees from Kosovo** in the country, out of which **495 are under subsidiary protection and 18 hold status of recognized refugees**. The majority of them are **residing in the municipality of Shuto Orizari**. High unemployment rates are among refugees' main concerns.

The share of foreign workers in the country is only 0.4%, with Skopje accounting for almost 70% of the work permits for foreigners issued in the entire country. There is no integrated procedure for issuance of both work and residence permits for foreigners.

The 2007 Law on Employment and Work of Foreigners gave recognized refugees and persons under subsidiary protection the right to apply for a personal work permit which enables them to have direct and full access to the labour market. The new Law on Employment and Work of Foreigners, which will enter into force in June 2016, contains similar provisions.

In 2009, a new model for dialogue and provision of services to refugees was introduced with the establishment of the Ministry of Labour and Social Policy Integration Centre. Since the establishment of the MLSP Integration Centre, around 120 beneficiaries were assisted with work permits issuance, with less than 10 Roma refugees employed.

Roma refugees have thus far not been targeted under the Operational Plans for Employment, and no Roma refugees have participated in related measures since 2007. Their employment or participation in trainings to improve employability has been conducted exclusively through donor supported programmes implemented by local civil society organizations.

1. BACKGROUND

1.1. Purpose of the Report

The purpose of this Report is to provide guidelines that will facilitate the access to personal work permits for Roma refugees and persons under subsidiary protection. Following a review of the new Law on Employment and Work of Foreigners (Official Gazette no. 217/2015) and the relevant Rulebook for the Procedure for Issuance of Work Permits and the Form and Contents of the Work Permits (Official Gazette no.108/2007), the Report presents the set of steps that applicants are required to take to apply for the work permit, a clear listing of the personal documentation required to obtain a work permit, and the responsibilities of the relevant institutions during the application process.

The Guidelines contained in this Report are intended to present the work permit application procedure in a manner that is simple and understandable for the applicants – that is, Roma refugees and persons under the subsidiary procedure, thus improving their capacities to access the labour market and improving their employability.

This Report contributes to the implementation of Component 2 (“Institutional Capacity Building and Access to Labour Market for refugees and IDPs”) of the project “Local Integration of Refugees, Internally Displaced Persons and Minority Groups.” It constitutes Output 34 foreseen under Activity 3.3 (“Supporting activities for provision of assistance for opening applications and submission of documentation to obtain personal work permits at the Employment Service Agency”).

1.2. Context

According to the Regional Overview of the Labour Mobility as a Factor of Development in South-East Europe, conducted in 2015 by the Regional Cooperation Council and the International Organization for Migration (IOM) for the South-East Europe 2020 Strategy **the share of foreign workers in the country is only 0.4%.**

Out of the total number of work permits issued in the South-East European region in 2013, the majority was accounted for by Montenegro (62%) followed by Serbia (8%), Bosnia and Herzegovina and our **country (close to 7% each)** and Albania and Croatia (6% each).

According to UNHCR data from December 2015, there are 678 Roma refugees from Kosovo in the country, out of which 495 are under subsidiary protection and 18 hold status of recognized refugees. The majority of them are residing in the municipality of Shuto Orizari.

In order to improve refugees' access to the labour market, **the Law on Employment and Work of Foreigners² that entered into force in September 2007** included adjustments and amendments to the regulations in the labour area and ensured better compatibility of the existing legislation with the new international regulations.

In relation to persons with **recognised refugee status**, they were allowed, under the provisions of the Law, to **apply for a personal work permit of an indefinite period of time, which enables them to have free access to the labour market.**

Under this Law, persons **under humanitarian or subsidiary protection were defined as persons who have the right to apply for a personal work permit of one year validity**, with the option of its extension, which enables them to have direct and full access to the labour market (excluding those jobs that are specifically regulated by the law and for which Macedonian citizenship is required).

To apply for a personal work permit, an individual shall submit the following documents to the Employment Service Agency:

- A document by which the identity of a foreign national can be verified,
- A proof, verifying the status of a refugee or a person under humanitarian or subsidiary protection.

At the same time, the **Rulebook that regulates the procedure of issuance of Personal work permits** specifies that the issuance of a Personal work permit with an indefinite period of validity for foreigners having recognised refugee status is **exempted from taxation.**

In December 2008, the Government endorsed the **Strategy³ for Integration of Refugees and Foreigners 2008-2015** with an aim to serve as a basis for the development of National Action Plan for the integration of refugees and foreigners in the society. The purpose of the National Action Plan, endorsed by the Government in 2009, also covering the same period 2008-2015, was to stipulate specific measures and activities for achievement of strategic targets and directions contained in this strategy.

In the area of employment, the Strategy foresaw initiation of pilot efforts for providing solutions for employment of the designated target groups that reside in the country. In practice, those efforts were focused on building professional skills of the refugees and foreigners, lifelong learning and opportunities for employment or self-employment.

It should be noted that on 9 December 2015 the Government endorsed the new Law on Employment and Work of Foreigners, which will enter into force in June 2016. The new Law again

² *Zakon za vrabotuvanje i rabota na stranci (Služben vesnik na Republika Makedonija br. 70/2007)*

³ http://webcache.googleusercontent.com/search?q=cache:SLBKHXgIHmQJ:npaa.sep.gov.mk/ARHIVA/FieldMissions/3%2520BLOCK%25202/Asylum%2520and%2520Migration/STRATEGY%2520FOR%2520INTEGRATION_EN1.doc+&cd=4&hl=en&ct=clnk

includes **refugees** and persons under **humanitarian or subsidiary** protection as persons who have the right to apply for a personal work permit of **one year validity**, with the option of its extension, which enables them to have direct and full access to the labour market (again excluding those jobs that are specifically regulated by the law and for which Macedonian citizenship is required). Persons with **recognised refugee status** are also allowed, under the provisions of the Law, article 10, paragraph 9, to **apply for a personal work permit of an indefinite period of time, which enables them to have free access to the labour market.**

To apply for a personal work permit of **one year validity**, an individual has to submit the following documents to the Employment Service Agency:

- **Request** with personal data of the foreigner, his/her professional qualification and the type of work where he/she wants to be engaged.
- A **proof of the regulated stay in the country** (proof, verifying the status of refugee or person under humanitarian or subsidiary protection).

The detailed forms of the Work Permit Requests⁴ with specified support documents are introduced in the Rulebook that regulates the procedure of issuance of Personal work permits developed by the Ministry of Labour and Social Policy.

Following the entry into force of the 2007 Law on Employment and Work of Foreigners and the Rulebook on the Procedures for Issuance of Work Permits and the Form and Contents of Special Types of Work Permits⁵, and the **establishment of the Integration Centre in 2009** as a model for dialogue and provision of services to designated target groups, **around 120 beneficiaries were assisted with work permits issuance.** The refugees' proactive engagement in the area of employment is allowing them to use the Ministry of Labour's financial support in the area of housing. When the refugee receives a work permit from the Employment Service Agency his/her status is formally equal with the country nationals and he/she can apply for some of the active labour market measures (ALMMs). However, to date, there were no refugees involved in the Government's ALMMs. Their involvement in the labour market was exclusively through donor supported employment and professional skills building programmes.

It is considered that the **factual number of work permits**, for which respective applications have been submitted, issued to persons of the **designated target group is rather low.** The reason for this situation might be due to the following two factors⁶:

- **Insufficient knowledge and understanding of the procedures for submission of work permit applications by the designated target group.** This particularly relates to those

⁴ *Annex 2 – Request form RD – 1/1 for issuance of work permit and Annex 3 – Request form RD – 1/5 for issuance of work permit*

⁵ *Rulebook on the Procedures for Issuance of Work Permits and the Form and Contents of Special Types of Work Permits* ("Official Gazette of the Republic of Macedonia no. 108/2007")

⁶ <http://www.unhcr.org/4d94892c9.pdf>

persons who lived in the country for an extended period of time, having a bit more limited package of rights during a longer part of the mentioned period.

- **More than half of the actual number of applications from the designated target group are from women** with minor children. The absence of viable child care options might hold this subgroup back from filing applications for work permit issuance in the Employment Service Centre.

On the other hand, while most of the persons of the designated target group have **low level education or qualifications**, even those who have any qualification or education at all, might face difficulties in obtaining the required documents, which have to be submitted in a proper manner when requesting work permits from the Employment Agency.

So far, a very small number of Roma from Kosovo, have derived benefits from the programmes offered by the donor community in regard to improvement of their work skills or professional qualifications.

Since 2012, the UNHCR is supporting the implementation of the project “**Provision of self-reliance assistance**” aimed to support the local integration of refugees and asylum seekers from Kosovo belonging to ethnic minorities (Roma, Ashkali and Egyptians) through the provision of sustainable employments and businesses. The project has been implemented in partnership with the local civil society organization Regional Business Centre Skopje.

The UNHCR project supports the Ministry of Labour and Social Policy’s Integration Centre with the implementation of the self-reliance component by enabling vocational training and income generation opportunities for locally integrating persons of the UNHCR’s concern (PoC). The overall objective of this project is to reinforce the capacities of the country to provide a protection-sensitive and solution-oriented approach to mixed solutions for refugees and asylum seekers in the process of local integration and identifying and sharing good practices and experiences in managing mixed migration flows in the Country. The project’s special goals are defined on the basis of understanding of the identified key economic sustainability and social inclusion challenges and the national objectives defined in the National Action Plan for Refugees and Foreigners. Overall, the activities of this project are:

- Increasing PoC’s employability and preparation for better access to the labour market through vocational educational training and on-the-job training for certain low-skilled or unqualified occupations that do not require completed primary education; and
- Subsidizing employment of PoC for up to 6 months upon which the companies may continue the employment.

For the period 2012 - 2015 the UNHCR project **supported the integration into the labour market of 113 Roma refugees** from Kosovo, or 17% from the total registered in December 2015, according to the UNHCR data. Out of them 55 built their professional skills through completion of

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various vocational trainings (31% were women), another 14 got employed or self-employed (29% were women), while 44 were included in the lifelong learning processes, i.e. completion of primary education, out of which 32% were women.

2. METHODOLOGICAL APPROACH

In order to develop these Guidelines for Facilitating Access to Personal Work Permits for the Roma Refugee Community the following methodological approach was adopted:

The Consultant Team has worked closely, at the initiation of this activity, with representatives of the Employment Service Agency, the MLSP Unit for Asylum, Migration and Humanitarian Aid, the MLSP Centre for Integration of Refugees and Foreigners and knowledgeable, experienced representatives of CSOs, to prepare:

- A clear listing of the personal documentation required to obtain a work permit;
- A clear set of steps that applicants are required to take with regards to the issuance of personal work permits.

Based on this documentation, the Consultant Team in close cooperation with the beneficiary institution have jointly produced a set of guidelines for improvements in the level of access to work permits.

The output of this activity was this Report that provides a set of guidelines for facilitated access to personal work permits for the Roma refugee community in the country.

3. GUIDELINES FOR WORK PERMIT APPLICATION

3.1. Work permit

According to the Law on Employment and Work of Foreigners (Official Gazette no.217, 2015), article 4, paragraph 3, **the foreigners that want to be employed, self-employed or work in the country must have a work related temporary residence permit issued by the Ministry of Interior or work permit issued by the Employment Service Agency and regulated stay in the country on the base of other legal grounds.**

The work permit is a document based on which the domestic or foreign employer signs an agreement for employment or work with a foreigner, according to the Law. A work permit is issued on a temporary basis up to 1 year or for an indefinite time period.⁷ A single work permit is needed for a given time period.

3.2. Who can apply for a work permit?

- Member of the closest family of the citizen of the Republic of Macedonia that has a valid temporary residence permit,
- Member of the closest family of a foreigner that has a personal work permit for unlimited time period,
- Foreigner that has a Macedonian origin or his/her heir up to the third generation, that does not have Macedonian citizenship,
- Foreigner that resides in the country based on a temporary residence permit for family reunification,
- **Foreigner, asylum seeker, whose request for asylum is not decided within a period of 1 year, after the end of that year (the work permit is issued for a period of 3 months with a possibility for extension),**
- **A foreigner with recognized status of refugee,**
- **Foreigner under subsidiary protection, and**
- **Foreigner under temporary protection,**
- Victims of trafficking that have obtained temporary residence permit based on humanitarian grounds.

⁷ Under 'indefinite time', it should be understood the time period of the validity of the recognized refugee ID card (5 years for persons above 27 years of age, and 3 for persons under the age of 27 years) as per the Law on Asylum and Temporary Protection, Official Gazette 54/2013, article 41. The work permit of indefinite period of time is only available for persons with status of recognized refugee and is not available for persons under subsidiary protection.

3.3. Responsible institution/s

All applications/requests for work permit should be submitted in the **Employment Centre⁸ where the foreigner has a regulated residence** on the **prescribed form** which is available on the Ministry of Labour and Social Policy web page:

<http://mtsp.gov.mk/pravilnici.nspix>

Since 2009, all foreigners, including recognized refugees and persons under subsidiary protection with regulated stay in the country, can ask for support in filling up the work permit application/request in the **MLSP Centre for Integration of Foreigners and Refugees** office located on:

Bldv. Koco Racin no.14/9
1000 Skopje
Contact e-mail: cibs@mtsp.gov.mk

The request for issuance of a work permit can be submitted by the foreigner that **has regulated residence in the country based on other legal grounds⁹**. A person without a valid residence permit cannot apply for a work permit.

The **request for issuance of a work permit** contains **personal data** of the foreigner, his/her **academic and professional qualifications and details of work experience** and information about the **job profile** where he/she wants to be engaged.

3.4. Application forms and application documents to be submitted

The work permit application/requests forms and documents that need to be attached (for both cases of new permits and renewals of old ones) are presented in the lines below and in Annexes 2 and 3.

3.4.1. Asylum seekers, persons under humanitarian protection and persons under temporary protection

- (1) Asylum seekers, persons under humanitarian protection and persons under temporary protection submit a **work permit request by using the form RD – 1/1¹⁰**.
- (2) The Request RD – 1/1, **contains the personal data of the applicant, his/her current address in the country, type of the residence permit and the grounds for obtaining the work permit.**

⁸ See Annex 1 for a list with contact details of the 30 Employment Centers established in the country

⁹ Such as a recognized refugee or person under subsidiary protection

¹⁰ Annex 2

(3) With the Request the following **support documents/proofs are provided:**

a) Support documents – evidences for ASYLUM SEEKERS:

- Document, that proves the identity of the foreigner/client;
- Proof, that he/she is an asylum seeker, whose request for recognition of the right to asylum is not decided within a period of 1 year.

Work permit validity is up to 3 months.

b) Support documents – evidences for PERSONS UNDER SUBSIDIARY PROTECTION:

- Document, that proves the identity of the foreigner/client
- Proof of the recognition of the status of person under subsidiary protection;

Work permit validity is up to 1 year.

c) Support documents – evidences for PERSONS UNDER TEMPORARY PROTECTION:

- Document, that proves the identity of the foreigner/client
- Proof of the recognition of the status of person under the temporary protection;

Work permit validity is up to 1 year.

NOTES:

For renewal of the work permits the same evidences that were needed for the first Request are provided.

The issuance of the work permit for asylum seekers, persons under subsidiary protection and persons under temporary protection is exempted from taxation.

Incomplete applications, that is, which are not accompanied by the documents as mentioned above, will not be accepted.

3.4.2. Recognized refugees

(1) The refugee submits the **work permit request by using the form RD – 1/5¹¹**.

¹¹ Annex 3

(2) The Request RD – 1/5, **contains the personal data of the applicant, his/her current address in the country, type of residence permit and the data for the Decision for recognition of his/her refugee status.**

(3) With the Request the following **support documents/proofs are provided:**

a) Support documents – evidences for RECOGNIZED REFUGEES:

- Document, that proves the identity of the foreigner/client
- Proof, for the recognition of the refugee status

Work permit validity is up to 1 year or for an indefinite time period¹².

NOTES:

For renewal of the work permits the same evidences that were needed for the first Request are provided.

The issuance of the work permit for recognized refugees is tax free.

Incomplete applications, that is, which are not accompanied by the documents as mentioned above, will not be accepted.

The applicant selects in the Request whether he/she is requesting work permit with 1 year validity or for an indefinite time period.

3.5. The procedure for work permit issuance

According to article 8 of the 2015 Law on Employment and Work of Foreigners, the ESA is responsible to decide upon the received request with relevant support documentation in a period of 5 days. If the ESA refuses the foreigner's request for work permit, he/she has a right to file a complaint before the Ministry of Labour and Social Policy within a period of 8 days from the receipt of the negative decision.

The Ministry of Labour and Social Policy will decide upon the received complaint within 15 days from the day of the submission of the complaint. Against the MLSP's decision, an administrative dispute can be opened, according to the Law on Administrative Disputes¹³.

¹² Even though the recognized refugee requests a work permit with indefinite time period validity, the Employment Service Agency in practice only grants the work permit with up to 1 year validity

¹³ Zakon za opštata upravna postapka (Služben vesnik na Republika Makedonija 124/2015)

The work permit will be withdrawn if:

- a) The foreigner's temporary or permanent residence permit has ceased, in accordance with the Law;
- b) The foreigner stays outside the country continuously for a period longer than 6 months, except for the cases when the foreigner is transferred abroad upon the employer's request, or is absent due to educational needs, sickness, child delivery or on a leave for child care; and
- c) The foreigner is conducting other work, than the one for which the work permit has been issued.

The above withdrawal procedure does not apply to foreigners who possess a permanent work permit. The decision for withdrawal of the (temporary) work permit is made by the Employment Service Agency (ESA) in a period of 3 days after the abovementioned condition/s are determined. The ESA informs the Ministry of Interior about the decision taken. The foreigner has a right to appeal the decision made by the ESA in a period of 8 working days from the day of the receipt of the decision. The complaint is made before the Ministry of Labour and Social Policy that serves as a secondary instance. The Ministry of Labour and Social Policy must decide upon the received complaints in a period of 15 days after the receipt of the complaint from the foreigner.

The work permit will lose its validity in case of:

- a) expired time period for its validity;
- b) end of the validity of the residence permit;
- c) foreigner's abandonment of the work permit;
- d) foreigner's receipt of Macedonian citizenship;
- e) Death of the foreigner.

3.6. Work permit fees

Work Permit		Fee
1.	Asylum seekers, persons under subsidiary protection and persons under temporary protection	Free of charge
2.	Recognized refugee	Free of charge

3.7. Overview of procedures related to issuance of work permits

ACTION	WHERE	WHO
Obtaining and filling the Work Permit Request with necessary support documents	<ul style="list-style-type: none"> - MSLP web site - EC premises - Centre for Integration of Foreigners and Refugees 	The work permit applicant is responsible to complete this action: to fill in the Request and to provide the necessary support documentation that goes with the Request
Issuing the Work Permit	<ul style="list-style-type: none"> - ESA 	The applicant's file (<i>the Work Permit Request with the necessary support documents</i>) is sent to the Employment Service Agency Headquarters by the designated Employment Centre for final review and issuing of the work permit. The deadline for issuance by the ESA is 5 days after the receipt of the Request.
Permit Expiration/Renewal	<ul style="list-style-type: none"> - EC premises - Centre for Integration of Foreigners and Refugees 	<p>Work permits for asylum seekers expire in a period of 3 months. Work permits for persons under subsidiary protection, person under temporary protection and recognized refugee expires in a period of 1 year.</p> <p>30 days before the expiry of the old work permit, the owner must fill a new Request for permit renewal. The requested support documents are the same as for the first Work Permit Request.</p> <p>The recognized refugee and foreigners with valid permanent residence permits may apply for work permits for an indefinite time. However, in practice, even if a work permit for an indefinite time is requested by the recognized refugee, the ESA only grants the work permits with up to 1 year validity.</p>

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ACTION	WHERE	WHO
Appeals	<ul style="list-style-type: none"> - ESA - MLSP - Administrative court 	<p>If the ESA refuses the foreigner's request for work permit, he/she has the right to file a complaint to the Ministry of Labour and Social Policy within a period of 8 days from the receipt of the ESA's negative decision.</p> <p>The Ministry of Labour and Social Policy will decide upon the received complaint within 15 days from the day of the submission of the complaint.</p> <p>Against the MLSP's decision, an administrative dispute can be opened, according to the Law on Administrative Disputes.</p>
Carrying the work permit	<ul style="list-style-type: none"> - Work place/ place of employment 	<p>The work permit holder (recognized refugee or person under subsidiary protection) is responsible to carry the work permit with him/her in his/her work place/place of employment and present it before the labour inspector when requested.</p>

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ANNEXES

ANNEX 1 – List of 30 Employment Centres established across the country

	Employment Centre	Address	Telephone
01	Berovo	Marshal Tito b.b	033/ 471-153
02	Bitola	Gjorche Petrov b.b	047/ 237-154
03	Makedonski Brod	Partizanska no.10	045/ 274-159
04	Vinica	Marshal Tito b.b	033/ 363-301
05	Valandovo	4 th of July no. 5	034/ 382-052
06	Debar	8 th of September b.b	046/ 831-335
07	Delchevo	Blvd. Makedonija b.b	033/ 411-106
08	Demir Hisar	Marshal Tito b.b	047/ 276-355
09	Gevgelija	Boris Karapuzov no.1	034/ 211-930
10	Gostivar	Quay Vardar no.1	042/ 218-015
11	Kavadarci	7 th September b.b.	043/ 411-729
12	Kichevo	Blvd. Osloboduvanje b.b	045/ 225-232
13	Kochani	Veljko Vlahovic	033/ 272-205
14	Kratovo	Goce Delchev no.62	031/ 481-105
15	Kriva Palanka	Marshal Tito no.167	031/ 375-147
16	Krushevo	Nikola Gjurovikj no.10	048/ 477-033
17	Kumanovo	Todor Velkov b.b	031/ 422-077
18	Negotino	Pekarev no.5	043/ 361-799
19	Ohrid	7 th November no.264	046/ 254-115
20	Prilep	Lado Lopeco b.b.	048/ 418-361
21	Probishtip	Miro Baroga b.b	032/ 483-187
22	Radovish	Marshal Tito no.4	032/ 607-015

Guidelines for Facilitating Access to Personal Work Permits for the Roma Refugee Community

Local Integration of Refugees, Internally Displaced Persons and Minority Groups

	Employment Centre	Address	Telephone
23	Resen	Ivo Lola Ribar no.36	047/ 452-520
24	City of Skopje	Vasil Gjorgov b.b.	02/ 3138-434
25	Struga	Proleterska Brigada no. 66	046/ 781-962
26	Strumica	1 st of May no. 36	034/ 322-783
27	Sveti Nikole	Leninova b.b.	032/ 443-920
28	Tetovo	Blagoja Toska no.23	044/ 22-449
29	Veles	Petre Prlicko no.34	043/ 231-590
30	Shtip	Goce Delchev no. 91	032/ 385-339

Guidelines for Facilitating Access to Personal Work Permits for the Roma Refugee Community

Local Integration of Refugees, Internally Displaced Persons and Minority Groups

15	Specific knowledge, work experience					
16	The grounds for obtaining personal work permit					
	A	<i>Asylum seeker</i>	The number of the Ministry of Interior decision that proves the status of the person			
	B	<i>Person under temporary protection</i>				
	C	<i>Person under subsidiary (humanitarian) protection</i>				
17	The validity of the work permit		from		to	

I confirm, that all the above data are correct and that I allow the usage of my personal data for determination of my status.

In _____,

Signature of the applicant

Date _____

Guidelines for Facilitating Access to Personal Work Permits for the Roma Refugee Community

Local Integration of Refugees, Internally Displaced Persons and Minority Groups

	A	<i>Work permit for up to 1 year</i>		
	B	<i>Work permit for an indefinite time period</i>		

I confirm, that all the above data are correct and that I allow usage of my personal data for determination of my status.

In _____,

Signature of the applicant

Date _____
