

Living and Working in PORTUGAL



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1. Introduction

Portugal is a member of the European Union (EU) and forms part of the European Economic Area (EEA).

Portugal is a southern state of Europe, with its continental part lying on the extreme southwest of the Iberian Peninsula, occupying an area of 92,000 Km². To the north and east it borders with Spain, to the west and south with the Atlantic Ocean.

There are two Autonomous Regions that form part of the Portuguese Republic — the archipelagos of Madeira and the Azores. The archipelago of Madeira is situated in the Atlantic Ocean and is composed of the islands of Madeira and Porto Santo. The archipelago of the Azores, also situated in the Atlantic Ocean, is formed by nine islands and some islets: Santa Maria, S o Miguel, Terceira, Graciosa, S o Jorge, Pico, Faial, Flores and Corvo.

Portugal has approximately 10,356,000 inhabitants. It is one of the youngest populations of the European Union, with approximately a quarter of its population under the age of 15. The capital of Portugal is Lisbon, with around 2,000,000 inhabitants, including the peripheral areas of the city. Other important cities are: Oporto (the second largest city, situated in the north of the country, in the mouth of the River Douro, Braga, Coimbra, Faro, Funchal (in Madeira) and Ponta Delgada (in the Azores).

Language:

The official language is Portuguese.

Climate:

Portugal generally has a temperate climate, with daily average temperatures between 8... C and 18... C in the winter and between 16... C and 30... C in

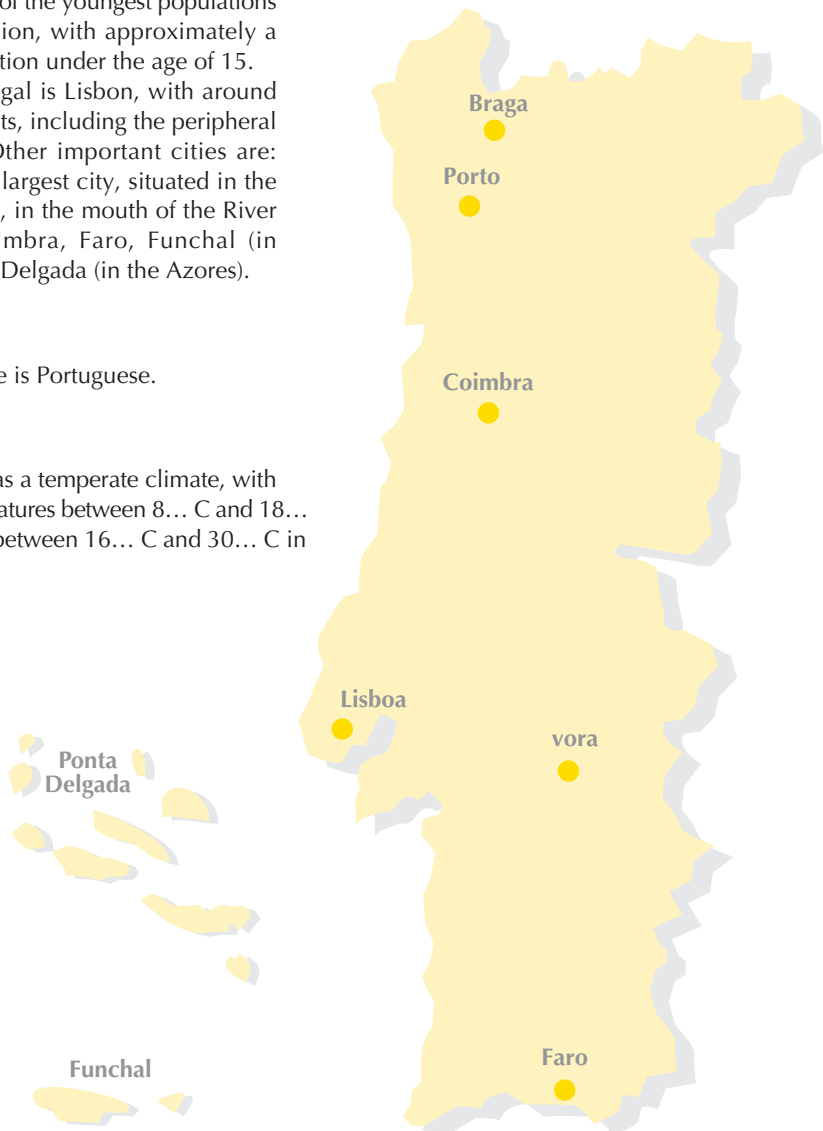
summer. However, the differences between north and south, and between the coastal and the inland regions are quite pronounced during certain periods of the year.

The northern region has the highest rainfall and the lowest average temperatures. To the south of the River Tagus, the Mediterranean influences can be felt with rather hot and prolonged summers and short winters with little rainfall. In Madeira the climate is Mediterranean with mild temperatures throughout the year. The Azores have a maritime temperate climate with a high rainfall.

Emergency Services:

National Emergency Service: 112. In case of an accident or if you do not know who to call, dial this number.

Red Cross: +351 21 771 40 00



2. Free Movement of Workers

As a citizen of the EEA, you may travel, circulate and work in any member state, enjoying the same rights as the citizens of the country of your choice. Your family is also entitled to free circulation, irrespective of their nationality.

Consequently, if you are the citizen of a member state, you have the right to carry out a professional activity in Portugal, under either an employed or self-employed regime, without the need to apply for a work permit. You will also have the same rights as Portuguese workers as regards salary, working conditions, access to lodging, vocational training, social security and trade union rights.

As a community citizen, you may enter and circulate in Portugal without it being necessary to comply with any formality. All you need is to have a valid identification document (passport or identity card). Nevertheless, should you have the intention of staying in Portugal for a period longer than 3 months, you have to apply for a Residence Permit in order to certify your situation as an EU citizen.

Residence Permit

You may apply for the residence permit at the Direction or Delegation of the Foreigners and Borders Service (*Serviço de Estrangeiros e Fronteiras* — SEF) closest to the place where you wish to establish your residence.

In order to obtain the residence permit, you need to present the following documents:

¥ Valid identity card or passport;

¥ 2 photographs.

Depending on your position, you may need to present other documents:

¥ If you are an employed worker, you will need to present a copy of your work contract or a declaration from your employer, indicating the expected duration of your job;

¥ If you are self-employed, you will need to present documents proving that you are established in Portugal (for example, commercial registration, tax payer's number, etc.);

¥ If you are looking for a job, or if you are a student or pensioner, you will have to present proof that you have enough resources to support yourself without the need to resort to social welfare.

For more information:

SEF — Serviço de Estrangeiros e Fronteiras
Rua Conselheiro José Silvestre Ribeiro, 4
1649-007 LISBOA
Tel.: +351 21 711 50 00
Fax: +351 21 714 03 32
E-mail: sef@sef.pt



3. Looking for a Place to Stay

Renting or buying a house/apartment in the big cities is expensive, taking into account the average salaries practised in Portugal.

You should obtain information on the possibilities and prices of lodging before deciding to reside and work in Portugal.

3.1 How to find a Place to Stay

If you are hired to work in Portugal, ask your employer for help in finding a place to stay. You may also resort to the following sources of information:

The newspapers

Houses/apartments that are to let or for sale are advertised either directly by the owners or through Real Estate Agencies in the national, regional and local newspapers such as *O P blico*, *Di rio de Not cias*, *Correio da Manh* and *Jornal de Not cias*. The weekly newspaper *Expresso* has a separate booklet with advertisements for lodging.

Real Estate Agencies

www.sapo.pt/empresas/imobiliarias/

Houses/apartments that are to let or for sale may have a sign saying *vende-se* (for sale) or *arrenda-se* (to let), with a telephone number or address for direct contact and request for information. The contact may be of the owner or of a real estate agency.

3.2 Types of Lodging

a) Rented housing

The offer of houses/apartments to rent is very limited. In the big cities, an apartment with 1-2 bedrooms may cost approximately € 500 to € 1,000 per month.

Non-furnished apartments are not necessarily cheaper than furnished ones.

The rent contract between the owner of the house/apartment (the landlord) and the future tenant should be put in writing and normally has a minimum duration of 6 months.

Normally, when the contract is signed, the landlord may request a guarantee, which may not exceed the amount of one month's rent. Although not very common, the landlord may sometimes require a surety (*fiador*) (a third person who will be responsible for paying the debts of the rent run into by the tenant).

The rent is the price of the tenancy paid by the tenant to the landlord.

The first rent is paid when the rent contract is signed. The subsequent rents are paid on the first working day of the month preceding the month they refer to.

Young people under the age of thirty may apply for a subsidy to pay for the rent of a house/apartment for their own use. The subsidy, granted by the Portuguese government, is fixed according to the family income, and may reach 75% of the rent amount, up to a maximum of € 249. The subsidy is granted for a one-year period and may be renewed for a maximum of 5 years.

For more information:

IGAPHE

E-mail: sede@igaphe.gov.pt

b) Short-term lodging

If you are looking for temporary lodging in hotels or boarding houses, you may obtain information or make a reservation at the Tourist Offices or on the Internet.

Youth Hostels, which practice lower prices, may be an alternative for short-term stays. To be able to stay at this type of lodging, you need to apply for a youth hostel membership card (*cart o de alberguista*) in Portugal. This card is valid for a one-year period, counting from the issue date, and may be obtained at the following places: *Movijovem*, youth hostels, regional delegations of the Portuguese Youth Institute or *Loja do Cidad o* (in Lisbon and Oporto).

www.pousadasjuventude.pt

Reservation Office
Tel.: +351 707 20 30 30
Fax: +351 21 723 21 02
E-mail: reservas@movijovem.pt

"Loja do Cidadão"
Tel.: +351 808 241 107
E-mail: lojadocidadao@lojadocidadao.pt

c) Buying a house/apartment

It is more convenient to go to a real estate agency if you wish to buy a house or apartment.

Licensed real estate agencies have the official title of *mediador imobiliário* (real estate mediator) or *sociedade de mediação imobiliária* (society of real estate mediation) and are obliged to display the licence number in all of their branches. Before signing any contract with a real estate agency, certify yourself that it is in fact legalised.

To buy a house/apartment you may apply for a bank loan, with the mortgage of the house/apartment serving as security. The loan conditions vary according to your financial situation, to the location of the house/apartment and to the loan repayment term.

All Portuguese banking institutions may, in principle, grant bank loans.

The purchase of a house/apartment is subject to the payment of a real estate transfer tax (*sisal*), which varies according to the price of the house/apartment (for example, for a house/apartment over € 151,000, the tax is 10% of this

amount). The tax is paid on the day when the deed (*escritura*) is signed.

The deed is drawn up by a notary (*notário*). Before the deed is signed, a reservation agreement (*contrato promessa de compra e venda*) may be drawn up and signed.

Should you apply for a bank loan, before the deed is signed the banking institution will request you to take out a life insurance policy, as a reinforcement of the mortgage, in an amount no lower than the amount of the loan.

For more information, contact:

IGAPHE — Instituto de Gestão e Alienação do Património Habitacional do Estado
(*Institute for the Management and Transfer of the State's Housing Patrimony*)
Av. 5 de Outubro, 153 1069-050 LISBOA
Tel.: +351 21 761 35 00
Fax: +351 21 761 35 05
E-mail: sede@igaphe.gov.pt

IMOPPI — Instituto dos Mercados de Obras Públicas e Particulares e do Imobiliário
(*Institute of Public and Private Works and Real Estate Markets*)
Av. João Dinis, 11 1069-010 LISBOA
Tel.: +351 21 794 67 00
Fax: +351 21 794 67 99
Linha Atendimento: 707 20 10 20
www.imoppi.pt

INH — Instituto Nacional de Habitação
(*National Housing Institute*)
Av. Columbano Bordalo Pinheiro, N.º 5
1099-019 LISBOA
Tel.: +351 217 231 500
Fax: +351 217 260 729
E-mail: inh@inh.pt

APEMI — Associação Portuguesa das Empresas de Mediação Imobiliária
(*Portuguese Association of Real Estate Agencies*)
R. D. Luís de Noronha, 4 - 1.º e 2.º
1069-165 LISBOA
Tel.: +351 21 792 87 70
Fax: +351 21 795 88 15
Mobile phones: 96 273 84 86 / 91 954 30 63
93 954 30 64
E-mail: apemi@mail.telepac.pt
www.apemi.pt

IPJ — Instituto Português da Juventude
(*Portuguese Youth Institute*)
Av. da Liberdade, 194 1269-051 LISBOA
Tel.: +351 21 317 92 00
Fax: +351 21 317 92 09
www.sej.pt



4. Social Security

The Social Security System in Portugal is managed by the Institute of Solidarity and Social Security.

The System consists of the General Contributory Scheme which covers employed workers, self-employed workers and their respective dependents, and the Non-Contributory Scheme, which grants social protection to people with economic or social needs, not covered by the general scheme.

Employment accidents:

The social security system does not cover employment accidents. This type of protection is, as a rule, ensured by an insurance company hired by the company where the worker carries out his professional activity.

Self-employed workers should take out an individual contract with an insurance company if they wish to be protected against employment accidents.

4.1 Registering under the General Social Security Scheme

Workers may only receive social payments if they are registered with the Regional Social Security Centre covering the area in which they work.

Employers are obliged to register their workers under the general social security scheme for employed workers up until the end of the month following the one in which they started working. Nevertheless, when a worker is hired by an employer, he/she should inform the Regional Social Security Centre of this fact up to 24 hours after he/she starts working.

Workers wishing to pursue a professional activity under a self-employed scheme in Portugal should inform the Regional Social Security Centre, in the area where they set up their residence, of the date on which they started their professional activity and should register themselves under the general social security scheme for self-employed workers.

4.2 Beneficiary's Card

Once registered, the worker receives a social security beneficiary's card.

4.3 Contributions

The social security system is financed by the contributions paid by the employer and by the worker.

The contribution is calculated by applying an overall rate of 34,75% of the worker's gross salary: 11% are deducted monthly from the worker's salary and 23,75% are paid by the employer. The employer is responsible for making the contribution for each worker at the Regional Social Security Centre.

Self-employed workers:

The contribution rate of self-employed workers is calculated on the basis of the salary declared at the Regional Social Security Centre, corresponding to 25,4% (for the compulsory protection scheme) or 32% (if the worker chooses the wider protection scheme).

4.4 Social Benefits

The general social security scheme of employed workers ensures protection in the following situations:

a) Sickness

The sickness benefit is paid to a worker in the case of temporary incapacity (sick leave), certified by the competent health services. The temporary incapacity certificate must be handed in by the worker at the regional social security centre where the worker is registered.

In order to receive the sickness benefit, the worker must have a record of 6 months of remuneration and must, in the 4 months preceding the sickness, have worked and made deductions during 12 days. The sickness benefit will be paid as from the 4th day after the onset of the sickness and has a maximum duration of 1095 days (after this period, the worker changes over to the disability protection).

The amount of the benefit varies according to the total of the remuneration registered in his/her name and may not be lower than 30% of the daily amount of the minimum national salary of the worker's activity sector.

b) Unemployment

The protection system in the case of unemployment consists of: *unemployment benefit, social unemployment benefit and partial unemployment benefit.*

The benefits are aimed at compensating the loss of remuneration due to involuntary unemployment and at promoting job creation.

The benefits are paid to employed workers residing in Portugal who:

- are unemployed involuntarily;
- are registered for a new job in the Job Centre of their area of residence.

Unemployment benefit: Workers must have worked 540 days, with a record of contributions in the 24 months preceding the date of unemployment.

The duration of the unemployment benefit depends on the age of the beneficiary, with a minimum of 12 months (with workers aged 30) and a maximum of 30 months (for workers aged 45 or over).

The amount of the benefit is 65% of the reference remuneration, with a maximum limit of 3 times the national minimum wage.

The unemployment social benefit is paid to all workers who worked for 180 days, with a record of contributions in the 12 months preceding the unemployment date and whose family income, per person, is lower than 80% of the national minimum wage.

The duration of the social benefit is identical

to that established for the unemployment benefit.

The amount of this benefit is equal to the national minimum wage for beneficiaries with a family, and 80% of the national minimum wage for isolated beneficiaries.

The partial unemployment benefit is paid when the worker is receiving an unemployment benefit and signs part-time work contract, with remuneration lower than the amount of the unemployment benefit.

Exportation of the Unemployment Benefit

If you are receiving an unemployment benefit in your country and wish to look for a job in Portugal, you may request that your unemployment benefit be exported to Portugal for a maximum period of 3 months. Nevertheless, the following rules should be observed: remain available for employment in the Public Employment Service of your country for a minimum period of 4 weeks, inform the competent Social Security entity in your country of your intention to look for work in Portugal, indicating the departure date, and register for employment with the Public Employment Service in Portugal (IEFP), in the 7 days immediately following the departure from your country.

You should bring with you form E303 which you may obtain from the competent Social Security entity in your country.

c) In Portugal, the general social security scheme further contemplates the following types of protection: maternity, paternity and adoption; family responsibilities; professional risks; disability, old age and death.

To obtain more information on all the social security benefits you are entitled to while working in Portugal, contact the Regional Social Security Centre in your area of residence:
www.seg-social.pt/





5. Health Care

In Portugal, the official services for providing health care to the population are organised into a National Health System - NHS (*Serviço Nacional de Saúde - SNS*), managed by the Ministry of Health, comprising Health Centres and public hospitals.

EU citizens are also beneficiaries of the NHS, under the terms of the applicable community standards.

Registration with the National Health Service

In order to benefit from the health provided by the NHS, once you have started working you should register with the Health Centre (*Centro de Saúde*) in your area of residence, taking with you:

- A valid identity card document or passport, social security beneficiary's card and a supporting document as proof of residence.

The Health Centre will issue a National Health Service identification card (*cartão de identificação do utente do SNS*) in your name and will assign you a family doctor (*médico de família*).

The Health Centres provide the following services: general practice/family medicine, public health care, nursing, vaccination and some diagnostic examinations.

The Hospitals have: external consultations (specialist consultations), hospitalization and emergency services.

For each consultation or health care provided by the NHS, the beneficiary pays a small amount, called the *taxa moderadora* (moderating tax) (for example, a consultation at the Health Centre costs € 2.5, a consultation at a hospital emergency

service costs € 5). NHS beneficiaries do not pay for hospitalization.

Besides the Health Centres and public hospitals, there are several private and professional health care institutions in a liberal regime that complete the offer of health care, providing the population with their services either privately or through agreements or conventions with the NHS.

When travelling to Portugal you should bring with you Model E111 in order to have access to health care until you become a social security beneficiary.

Medicines

The Portuguese government partially funds the price of most medicines according to different levels. Some medicines are fully funded by the government, especially those that are vital for the treatment of some illnesses.

NHS beneficiaries will be provided with partially funded medicines on medical prescriptions written out by the NHS or by a private doctor as long as the patient presents the National Health Service identification card.

The medicines are sold in *Farmácias* (pharmacies). These establishments are identified by a green cross on a white background.

For more information:

The Ministry of Health published a guide called **Guia do Utente do Serviço Nacional de Saúde (Guide for the National Health Service Beneficiary)**, which can be consulted at the following site:
www.dgsaude.pt

6. Looking for a Job

It will not be easy to find a job if you have little knowledge of the Portuguese language. We remind you that as a citizen of the European Union you do not need a work permit and are entitled to the same employment opportunities as Portuguese citizens.

Before deciding to travel to Portugal to look for a job, we recommend that you contact the EURES Network services in your country. A EURES Advisor will provide you with information on the labour market in Portugal.

You may find information on the EURES Network at: www.europa.eu.int/eures. Here you can obtain information on job offers and on the living and working conditions in Portugal or in any other EEA country.

If you are however already in Portugal, you may look for a job in:

Job Centres

The Public Employment Service (*IEFP — Instituto de Emprego e Formação Profissional*) has a

network of Job Centres. You can register as a job seeker at the Job Centre closest to your area of residence and ask about job vacancies throughout the country.

In order to register you need to take with you a valid personal identification document or passport. You will not be asked for a residence permit.

Consult the addresses of the IEFP's Job Centres at: www.iefp.pt. This site also grants you access to job offers and you may register for a job online.

We remind you that if you transferred your unemployment benefit to Portugal, you will have to mandatorily register as a job seeker at a Job Centre within 7 days of leaving your country of origin.

Ask for the Job Centre to give you the address of the Regional Social Security Centre in order to complete the process and hand in form E303.

Temporary Work Agencies

You may also apply for a job at temporary work agencies, which assign their workers to other companies. Accepting a temporary job may be a means of finding a regular job.

You may find the addresses of authorised Temporary Work Agencies at: www.iefp.pt.

The Press

Portuguese companies make frequent use of national and regional newspapers to advertise their job vacancies.

You can consult the Internet for job offers advertised in the Portuguese newspapers most frequently used by employers: *Diário de Notícias* — classificados.sapo.pt; *Público* — www.netjobs.pt; and *Correio da Manhã* — (www.correiomanha.pt) publish job offers in a variety of activity sectors daily. The weekly newspaper *Expresso* (www.expressoemprego.pt) publishes a booklet with job offers for qualified experts, executives and consultants.

Professional Associations, Chambers of Commerce and Industry, and Trade Unions

These are also information sources you can resort to in order to assess the job opportunities in Portugal.



7. Labour Legislation

We remind you that you have the same rights as Portuguese workers regarding salary, working conditions, social security, trade union membership, etc..

Work Contracts:

In Portugal, only citizens over the age of 16 and with the compulsory schooling (9th grade) may enter into a work contract.

Before signing a contract, examine its terms and conditions carefully. Make sure that you fully understand what is written in the contract. Ask whether the employer may give you a copy of the contract in your own language or ask for it to be translated. Check the form and frequency of the payment of the salaries.

Types of work contracts:

Be aware of the fact that, according to the labour legislation, fixed term or non-fixed term work contracts have to mandatorily be in writing, *while indefinite term (permanent) work contracts* may or may not be put in writing.

A fixed or non-fixed term contract may be entered into in the following cases: temporary substitution of a worker; seasonal activities; civil construction, public works, industrial assembly and repair activities under a regime of direct piecework; and development of projects that are not part of the employer's current activity.

A fixed term contract is also possible in cases of: temporary or exceptional growth of the activity; execution of a specific precisely defined and non-permanent occasional task or service; launch of a new activity of uncertain duration and start-up of the working of a company or establishment; hiring of workers looking for their first job or of long-term unemployed.

A contract entered into outside of these cases is converted into a permanent contract (non-fixed term). The maximum duration of a fixed term contract is 2 years, at the end of which period it is converted into a permanent contract (non-fixed term).

Trial period

For fixed term contracts, the trial period is 15 days for contracts with a duration of no less than 6 months and 30 days for contracts over 6 months.

For non-fixed term contracts, the trial period varies in accordance with the size of the company, as follows: 60 days for companies with more than 20 workers; 90 days for companies with no more than 20 workers; 180 days for positions of technical

complexity, a high degree of responsibility or functions of trust; and up to 240 days for senior staff and managers.

Work duration

The maximum limit for the duration of work is 40 hours a week, with no more than 10 hours a day.

Overtime may not exceed 200 hours a year and entitles the worker to special remuneration and time off.

The compulsory weekly period of rest is 1 day. Work performed on the day of rest entitles the worker to receive double the remuneration and 1 remunerated day off.

Vacations

For fixed and non-fixed term contracts with a duration of no less than 1 year, workers are entitled to a vacation period of 22 working days.

For contracts whose term is less than 1 year, the vacation period is equal to 2 working days per complete month of work.

Vacations are paid in an amount equal to the remuneration.

There are 12 national holidays and two optional holidays.

Salaries

In Portugal there is a national minimum wage, fixed annually by the government. The fixed salary for 2002 was € 348.01 for the industrial, commercial, services and agricultural activity sectors and € 341.23 for domestic services.

There are also contractual salaries, fixed in the tables of the collective regulation instruments of many sectors, which define the salaries for each professional group or category.

Besides the monthly remuneration, workers also receive holiday and Christmas subsidies, in a total of 14 months of remuneration.

For more information on the labour legislation and your rights, contact:

IDICT — Instituto de Desenvolvimento e Inspeção das Condições de Trabalho
(Institute for the Development and Inspection of Working Conditions)
Praça de Alvalade, 1 1749-073 LISBOA
Tel.: +351 21 797 23 97 9 Fax: +351 21 793 71 49
E-mail: idict@idict.gov.pt
www.idict.gov.pt

8. Taxes

8.1 Personal Income Tax (IRS)

Basic principle

In Portugal, the Individual Income Tax (IRS) is paid on the annual amount of income received, in any part of the country, by people residing in Portuguese territory.

In the case of non-residents, the IRS is paid exclusively on income received in Portugal.

The following are considered to be tax residents:

- ¥ People who have been living in Portugal for more than 183 consecutive or interpolated days;
- ¥ People who, having lived in Portugal for less time, on 31 December of the tax year have a place of residence in Portugal which they intend keeping as their regular residence.

Once you start a professional activity in Portugal, you should register with the Finance Department in your area of residence. You will later receive a taxpayer's card (cartão do contribuinte) with your tax number.

Consequently, if you have a tax residence in Portugal, you should submit an income tax statement in relation to the previous year at the Finance Department between 1 February and 15 March of each year.

Tax categories

IRS is paid in the following income categories:

- Category A — Income as an employed worker (under the work or provision of services contract);
- Category B — Entrepreneurial or professional income;
- Category E — Capital income;
- Category F — Property income;

- Category G — Patrimonial growth;
- Category H — Pensions.

Tax rates

The amount of tax to be paid is determined by a table fixed annually, in accordance with the income amount (for example, in 2002: the minimum rate was 12% for income amounts up to € 4,100 and the maximum rate was 40% for income amounts over € 51,251).

The following deductions are allowed: health expenses, educational expenses, housing expenses (purchase or improvements, saving/housing funds), "retirement savings" plans and others.

The deduction rates are fixed annually by the government.

Employers are obliged to deduct the amount corresponding to the application of the respective rate monthly from the salary, taking into account the civil status and number of dependents.

25% of the income is deducted from non-residents.

To avoid double taxation, the income received in a country other than that of the residence, Portugal established tax agreements with the other European Union member states.

For more information on this issue, you should contact the tax services in your country before leaving.

Self-employed workers

Before starting an activity under a self-employed regime, you should hand in at the finance services the declaration of the start of activity (in an official form). You will be obliged to make 3 IRS payments up to the 20th day of the months of July, September and December of each year.

8.2 Value Added Tax (VAT)

The transmission of goods, the provision of services and the importation of goods are subject to this tax.

The amount of the applicable rates varies between 5% and 19%.

For more information:

www.min-financas.pt
www.dgci.min-financas.pt/siteinternet/index.html
www.infocid.pt/

9. Educational System

The Portuguese educational system comprises pre-school education, school education, which includes primary (basic) education, secondary education, higher education and extra-school education.

The coordination of the policy regarding the educational system is entrusted to the Ministry of Education (pre-school education and primary and secondary education) and to the Ministry of Science and Higher Education (higher education).

9.1 Pre-school education

This is directed at children between the age of 3 and the age of entry into primary school (6 years), its attendance being optional.

9.2 Primary education

This is compulsory and free of charge and is aimed at children between the ages of 6 and 15. It has a duration of 9 years, distributed over 3 cycles: 1st cycle, with a four-year duration; 2nd cycle, with a two-year duration; and 3rd cycle, with a three-year duration. On completion, students are given a primary school certificate.

Within the scope of primary education, specialised artistic education in dancing or music may be integrated or articulated with the general education.

Recurrent primary education (night school)

For those who did not complete their primary education at the normal age of attendance (by the age of 15), they are offered the possibility of completing it under the special modality of recurrent education.

Recurrent primary education has the same objectives and awards the same certificate as regular primary education, although adopting study plans and methods that are suited to its target group.

In some cases, recurrent primary education also offers a component of certified vocational training.

9.3 Secondary Education

This is aimed at students who have completed the primary education and have a three-year duration. Regular secondary education is organised into:

¥ General courses, aimed mainly at those who wish to obtain a secondary level education in order to be able to pursue higher education studies;

¥ Technological courses, aimed mainly at those who wish to obtain an intermediate level vocational qualification that will enable them to enter the labour market.

A secondary education certificate is awarded and, in the case of the technological courses, a level 3 vocational qualification certificate is awarded.

Specialised art education

Within the scope of secondary education, specialised art education courses are taught. The objective of these courses is to provide artistic education for students who wish to pursue their studies at a higher level and to prepare professionals in the areas of the visual arts, dancing and music and to promote artistic practices, individually or in a group.

Recurrent secondary education (*night school*)

For those who did not complete their secondary education at the normal age of attendance (by the age of 18), they are offered the possibility of completing it under the special modality of recurrent education.

Recurrent secondary education has the same objectives and awards the same certificate as regular secondary education, although adopting study plans and methods that are suited to its target group.

Within the scope of recurrent secondary education, general and technical courses are



offered in a variety of fields. The technical courses provide a level 3 vocational qualification, besides the secondary education certificate.

Vocational training

Those who have completed their primary education are offered professional courses in the special modality of vocational training.

The professional courses are aimed at preparing individuals to carry out a professional activity and grant a level 3 vocational qualification certificate as well as a certificate equivalent to the secondary education one.

These courses have an average duration of 3 years and are held at vocational schools run by the Ministry of Education.

9.4 Post-secondary non-higher Education

Within the scope of the special modality of vocational training, there are post-secondary non-higher education courses, called technological

specialisation courses, aimed predominantly at those who, having a secondary education certificate and a level 3 vocational qualification, wish to further develop their scientific and technological knowledge in the field of their basic vocational training and to develop personal and professional skills suited to a qualified professional practice.

These courses have an overall duration of 1200 to 1560 hours, including 360 to 720 hours of in-house training. On completing these courses, a technological specialisation certificate is awarded, granting a level 4 vocational qualification.

9.5 Higher Education

Depending on the nature of the education, higher education comprises university and polytechnic education.

Access

Access to higher education is subject to a regime of quantitative limitations (numerus clauses) and



its admission is determined by contest. Students holding a secondary education certificate or equivalent, and who satisfy the rest of the requirements fixed by law, may be admitted to higher education studies. These requirements include examinations in certain subject matters and obtaining certain minimum scores therein.

University education

Within the scope of university education, the following degrees are awarded:

- a) Post-graduation, through courses with a four or five-year duration;
- b) Masters, through a process with a total duration of two years, which includes a specialisation course and the elaboration and defence of a dissertation. Only post-graduates may be admitted to a master’s course;
- c) Doctorate, through the elaboration and defence of a thesis. Only masters and, under certain conditions, post-graduates are granted access to a doctorate degree.

This education is provided in universities which are organised, according to the terms established by their statutes, into Units that may adopt various designations: for example, faculty, institute, school, department. University education may also be provided in university schools, which are not integrated in universities, and are normally of a specialised nature.

Polytechnic education

Within the scope of polytechnic education, the following degrees are awarded:

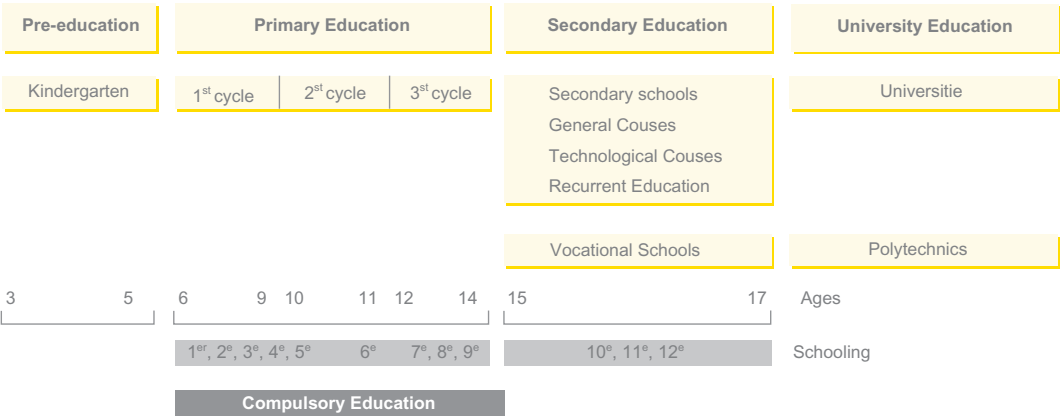
- a) Bachelor, through courses with a three-year duration;
- b) Post-graduation, through courses with a four or five-year duration.

This education is provided in polytechnic institutes which are organised, according to the terms established by their statutes, into specialised Units normally called higher education schools or colleges.

Polytechnic education may also be provided in schools which are not integrated in polytechnic institutes, also of a specialised nature.

More detailed information on the Portuguese educational system may be obtained from the services of the Ministry of Education and the Ministry of Science and Higher Education:

www.min-edu.pt
www.des.min-edu.pt
www.deb.min-edu.pt
www.gaeri.min-edu.pt
www.desup.min-edu.pt



10. Recognition of Vocational Training Certificates and Diplomas

In Portugal, as in the other EU countries, access to certain professional activities is conditioned by the possession of diplomas, certificates or other degrees.

In these cases, recognition of the vocational qualification to carry out a profession is done through a qualification recognition system, established among the member states. This system applies to people who are qualified to carry out a profession in one member state and who wish to carry out the same profession in another member state where this profession is regulated. Consequently, if your profession is regulated in Portugal, you should obtain recognition of your qualifications in Portugal before being able to carry out your profession.

The professions which are regulated in Portugal are: lawyer, chartered accountant, general practitioner and specialist, nurse responsible for general health care, dentist, midwife, veterinarian, pharmacist, psychologist, architect, engineer, industrial property agent, navy official, secondary school teacher. Besides these professions, there are also a set of professional activities that are also regulated, such as: hairdresser, personal services, transport, etc..

If the profession you are going to carry out is not regulated in Portugal, you do not have to request

the recognition of your professional qualifications; you may carry out your professional activity under the same conditions as the Portuguese citizens.

Recognition mechanism

Recognition is made of the diplomas, certificates, degrees or set of degrees that sanction a complete vocational training, that is, that enable you to carry out the profession in question in your member state. In principle, your diploma, certificate or degree should be recognised as such.

The recognition system is not automatic. You should apply for recognition at the competent authority that will examine your case individually, making sure that:

- a) the regulated profession you wish to carry out is the profession for which you are fully qualified in your member state; and
- b) the duration and content of your training are not significantly different from the duration and training content required. If the professions are the same and the respective training is similar overall, the competent authority should recognise your qualifications. On the other hand, if there prove to be substantial differences between the professions or between the duration or content of the respective training, a compensatory measure may be imposed.



Compensatory measures

Should there be a difference of at least 1 year in the duration of the training, the competent authority may require that you have professional experience (which duration may range from 1 to 4 years).

Should there be considerable differences in terms of the professions themselves or of the content of the training, it may demand (in principle, at your choice) that you undergo a training period or an examination. In any case, only one compensatory measure may be imposed.

In addition, it should, in principle, take into account the professional experience that may have been acquired, which may reduce, or even do away with, the compensatory measure envisaged.

Special cases

- a) If the profession for which you have requested that your qualifications be recognised is not regulated in your country, the competent authority may require that you have 2 years of professional experience;
- b) If you obtained your diploma in a country that does not belong to the EEA, if that diploma has already been recognised in a member state and if you carried out the profession in question in that member state for 2 or 3 years, your diploma may be recognised in Portugal.

Information on formalities in Portugal

Requests for recognition should be directed at the competent authority in Portugal for receiving and analysing the requests regarding the regulated profession you wish to carry out. To identify the competent authority in your specific case, contact:

NARIC

Ministério da Educação

Departamento do Ensino Superior — Ncleo Pedagógico
Av. Duque de Vila, 137 — 4...
1050 LISBOA
www.desup.min-edu.pt

If your profession is not regulated, you may need to request professional equivalence. This process involves the recognition and certification of the professional skills of workers who obtained their qualification in another member state and which grants them access to specific professions that

require a Portuguese degree in order for them to be carried out.

These requests should be directed at:

Instituto do Emprego e Formação Profissional
Departamento de Certificação
Rua de Xabregas, 52
1949—003 LISBOA
www.iefp.pt

Documentation to be submitted together with your request

To obtain a list of the exact documents that must be presented, you should contact the competent authority. It is probable that you will need to present: a nationality certificate of a member state; an authenticated copy of the diplomas or degrees obtained; in some cases a medical certificate and/or a criminal record.

Furthermore, if the profession in question is not regulated in your member state, you should present a certificate stating that you carried out that profession for at least two years in the last 10 years.

Translations

In some cases, you will be required to present a translation into Portuguese of these documents (this translation should be obtained, at your own expense, from a sworn translator or a Portuguese diplomatic or consular authority in your country).

The administrative decision should be taken no later than three months, counting from the date on which you handed in the complete dossier. The interested party has the right to jurisdictional recourse in the case of a negative decision.

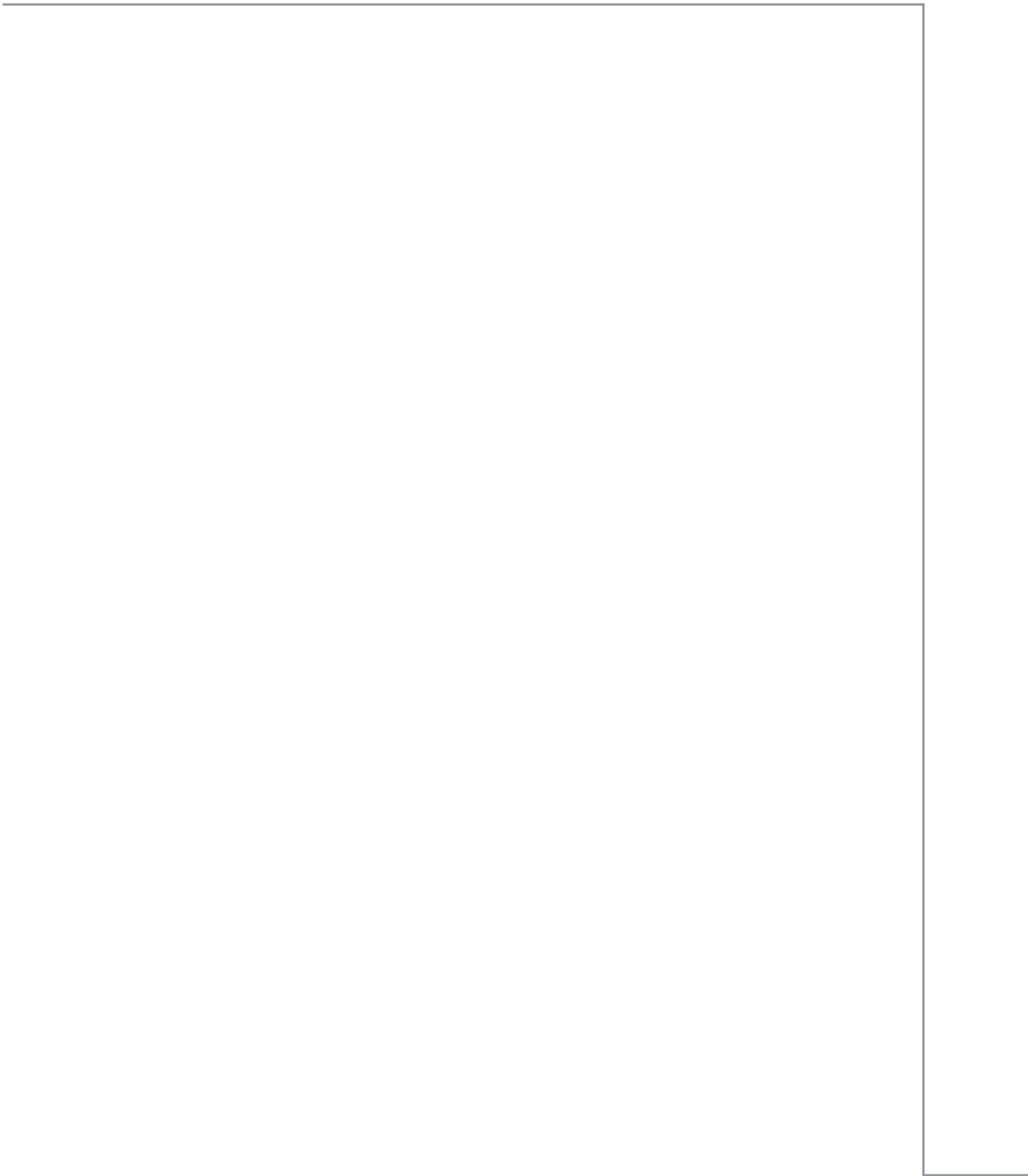
11. Check List

Before accepting a job, make sure that you:

- ¥ Have a valid identity document or passport.
- ¥ Have a copy of the work contract or document confirming the conditions offered, and that you understand them.
- ¥ Know the method and frequency of the payment of the salary.
- ¥ Know the conditions of the lodging and if the employer will be bearing this expense.
- ¥ Have lodging in the area where you will be working.
- ¥ Have form E111 or health insurance so as to safeguard against possible health expenses.
- ¥ Have enough money to stay in the country until you receive your first salary, or to return home should this prove necessary.

It is advisable that you:

- ¥ Try to obtain the most important portuguese newspapers, in order to check the labour market situation.
- ¥ Ensure that you have contacts in your country that may serve as a reference to future employers in Portugal.
- ¥ Take out travel insurance.
- ¥ Contact the social security in your country for more detailed information on the social security system in Portugal.
- ¥ Ensure that you have knowledge of the Portuguese language, and should it prove necessary, that you improve your language ability.



12. Useful Contacts

Embassies in Lisbon

Germany

Chancellery
Campo dos Martires da Patria, 38
1169-043 LISBOA
Tel.: +351 21 881 02 10
Fax: +351 21 885 38 46
E-mail: embaixada.alemanha@clix.pt
Website: www.embaixada-alemanha.pt

Austria

Chancellery
Av. Infante Santo, 43 - 4...
1399-046 LISBOA
Tel.: +351 21 395 82 20 / 1 / 2
Fax: +351 21 395 82 24
E-mail: lissabon-ob@bmaa.gv.at

Belgium

Chancellery
Praa Marquês de Pombal, 14 - 6...
1269-024 LISBOA
Tel.: +351 21 317 05 10
Fax: +351 21 356 15 56
E-mail: lisbon@diplobel.org
Website: www.diplobel.org/portugal

Denmark

Chancellery
Rua Castilho, 14 C - 3...
1296-077 LISBOA
Tel.: +351 21 351 29 60
Fax: +351 21 357 01 24 / 21 355 46 15
E-mail: lisamb@um.dk

Spain

Chancellery and Cultural Services
Rua do Salitre, 1
1269-052 LISBOA
Tel.: +351 21 347 23 81 / 2 / 3
+351 21 347 86 21 / 2
Fax: +351 21 347 23 84
Labour Services and Social Affairs
Tel.: +351 21 346 98 77

Finland

Chancellery
Rua Miguel Lupi, 12, 5...
1249-080 LISBOA
Tel.: +351 21 393 30 40
Fax: +351 21 390 47 58
E-mail: sanomat.lis@formin.fi
Website: www.emb-finlandia.pt

France

Chancellery
Rua de Santos-o-Velho, 5
1249-079 LISBOA
Tel.: +351 21 393 91 00
Fax: +351 21 393 91 50 / 51
Avenida Luís Bivar, 91 — Cultural Services and Franco-Portuguese Institute
1050-143 LISBOA
Tel.: +351 213 11 14 00
Fax: +351 213 11 14 68
E-mail: ambafrance@hotmail.com
Website: www.ambafrance-pt.org

Great Britain

Chancellery

Rua de São Bernardo, 33
1249-082 LISBOA
Tel.: +351 21 392 40 00
Fax: +351 21 392 41 83
Fax: +351 21 392 41 88 (Consulate)
E-mail: ppa@lisbon.mail.fco.gov.uk
Website: www.uk-embassy.pt

Greece

Chancellery
Rua Alto do Duque, 13
1449-026 LISBOA
Tel.: +351 213 03 12 60 / 5
Fax: +351 21 301 12 05
E-mail: ambagrelis@mail.telepac.pt

Ireland

Chancellery
Rua da Imprensa Estrela, 1 - 4...
1200-684 LISBOA
Tel.: +351 21 392 94 40
Fax: +351 21 397 73 63

Island

Chancellery
8, Avenue Klüber
75116 PARIS
Tel.: 0144173285
Fax: 0140679996

Italy

Chancellery
Largo Conde de Pombeiro, 6
1150-100 LISBOA
Tel.: +351 213 51 53 20
Fax: +351 213 55 14 20 — Consular Section
Rua do Salitre, 146 - Cultural Services and Italian Institute of Culture
1200-204 LISBOA
Tel.: +351 213 88 41 72
Fax: +351 21 385 71 17
E-mail: ambliis@embital.pt
Website: www.embital.pt

Luxembourg

Chancellery
Rua das Janelas Verdes, 43
1200-690 LISBOA
Tel.: +351 213 93 19 40
Fax: +351 213 90 14 10
E-mail: embaixada.luxemburgo@clix.pt

Norway

Chancellery
Av. Vasco da Gama, 1
1400-127 LISBOA
Tel.: +351 21 301 53 44
Fax: +351 21 301 61 58
E-mail: em.lisbon@mfa.no

The Netherlands

Chancellery
Av. Infante Santo, 43 - 5...
1399-011 LISBOA
Tel.: +351 21 391 49 00
Fax: +351 21 396 64 36
Website: www.emb-paisesbaixos.pt

Sweden

Chancellery
Rua Miguel Lupi, 12 - 2...
1249-077 LISBOA

Tel.: +351 21 394 22 60
 Fax: +351 21 394 22 61
 E-mail: emb.suecia.lis@mail.telepac
 Website: www.embsuecia.pt

Switzerland

Swiss Embassy
 Travessa do Jardim, 17
 1350-185 LISBOA
 Tel.: +351 21 394 40 90
 Fax: +351 21 395 59 45
 E-mail: Vertretung@lis.rep.admin.ch

Business Associations and Chambers of Commerce

Associação Empresarial de Portugal
(Business Association of Portugal)
 Estrada Nacional 107 km 3 Le a Palmeira
 4450-617 MATOSINHOS
 Tel.: +351 22 998 15 00
 Fax: +351 22 995 60 39
 E-mail: aep@aepportugal.com
 Website: www.aepportugal.pt

A.E.C.O.P.S. — Associação de Empresas de Construção e Obras Públicas
(Association of Construction and Public Works Companies)
 R. Duque de Palmela, 20
 1250-098 LISBOA
 Tel.: +351 21 311 02 00
 Website: www.aecops.pt

Lisbon Business Association — Portuguese Chamber of Commerce and Industry
 Rua Pt. S. Antão, 89
 1169-022 LISBOA
 Tel.: +351 21 322 40 50
 Fax: +351 21 322 40 51
 E-mail: geral@port-chambers.com
 Website: www.port-chambers.com

Portuguese Industrial Association — Chamber of Commerce and Industry
 Praça das Indústrias
 1300-307 LISBOA
 Tel.: +351 21 360 10 00
 e-mail: aip@aip.pt
 Website: www.aip.pt

Luso Spanish Chamber of Commerce
 Website: www.ccile.pt

Luso Swedish Chamber of Commerce
 Website: www.camaralusosuecia.pt

Public Bodies

ICEP — Instituto do Comércio Externo Português
(Institute of Portuguese External Trade)
 Linha azul: 808 214 214
 Tel.: +351 21 790 95 00
 E-mail: icep@icep.pt

Ministry of Education
 Higher Education Department, Pedagogical Nucleus
 Av. Duque d'Avila, 137 - 4j

1050 LISBOA
 Tel.: +351 21 354 60 70
 Fax: +351 21 357 96 17

Ministry of Social Security and Labour
 Praça de Londres, 2
 1049-056 LISBOA
 Website: www.msst.gov.pt

IEFP - Instituto de Emprego e Formação Profissional
(Institute of Employment and Vocational Training)
 Rua de Xabregas, 52 - 2...
 1949-003 LISBOA
 Website: www.iefp.pt

IDICT - Instituto de Desenvolvimento e Inspeção das Condições de Trabalho
(Institute for the Development and Inspection of Working Conditions)
 Praça de Alvalade, 1
 1700 LISBOA
 Tel.: +351 21 792 45 00
 Fax: +351 21 792 45 97
 Website: www.idict.gov.pt

IAPMEI — Instituto de Apoio às Pequenas e Médias Empresas e ao Investimento
(Institute for the Support to Small and Medium Enterprises and to Investment)
 Rua Rodrigo da Fonseca, 73
 1297 LISBOA Codex
 Tel.: +351 21 383 60 00
 Fax: +351 21 383 62 83
 Website: www.iapmei.pt

Centro de Formalidades das Empresas
(Business Formalities Centre)
 Website: www.cfe.iapmei.pt/x

Ministry of Foreign Affairs
 Palácio das Necessidades
 Largo do Rilvas,
 1399-030 LISBOA Codex
 Tel. Geral: +351 21 394 60 00
 Website: www.min-nestrangeiros.pt/mne/

SEF - Serviço de Estrangeiros e Fronteiras
(Foreigners and Borders Service)
 Rua Conselheiro José Silvestre Ribeiro, 4
 1649-007 LISBOA
 Tel.: +351 21 711 50 00
 Fax: +351 21 714 03 32
 E-Mail: sef@sef.pt
 Website: www.sef.pt

Ministry of Justice, European Law Bureau
 Av.scar Monteiro Torres, 39 - 2j
 1000 LISBOA
 Tel.: +351 21 793 55 35
 Fax: +351 21 796 55 25
 Website: www.gde.mj.pt

Ministry of Health
 Health human resources department
 Avenida Miguel Bombarda, 6 P
 1000 LISBOA
 Tel.: +351 21 793 54 27
 Fax: +351 21 796 04 15
 Website: www.min-saude.pt

INFARMED
(National Institute of Pharmacy and Medicine)

Parque de Sa de de Lisboa
Av. do Brasil, 53
1700 LISBOA
Tel.: +351 21 790 85 00 / 795 78 36
Fax: +351 21 795 91 16
Website: www.infarmed.pt

Ministry of Economy
Website: www.min-economia.pt

Ministry of Finances
Website: www.min-financas.pt

D.G.C.I. - Direcção Geral Impostos
(*Directorate General of Taxes*)
Rua do Comércio, n.º 49
1149 - 017 LISBOA
Tel.: +351 21 881 26 00
E-mail: sitedgci@dgci.min-financas.pt
Website: www.dgci.min-financas.pt/siteinternet/index.html

D.G.R.N. — Direcção Geral Registos e Notariado
(*Directorate General of Registration and Conveyancing*)
Av. 5 de Outubro, 202
Apartado 14015
1064-803 LISBOA
Tel.: +351 21 798 55 00
Website: www.dgrn.mj.pt

Banco de Portugal
Website: www.bportugal.pt

INE - National Statistics Institute
Website: www.ine.pt

INFOCID — Citizen Information Service
Website: www.infocid.pt

Professional Associations and Trade Unions

Ordem dos Advogados
(*Bar Association*)
Largo de São Domingos, 14 - 1.º P
1150 LISBOA
Tel.: +351 21 886 36 14
Fax: +351 21 886 26 89
Website: www.oa.pt

CCBE
(*European Community Lawyer's Board*)
Rue de Washington, 40 B
1050 BRUXELLES
Tel.: 32 2 640 42 74
Website: www.ccbe.org/

Ordem dos Médicos
(*Medical Association*)
Avenida Almirante Gago Coutinho, 151 - P
1700 LISBOA
Tel.: +351 21 842 71 00
Fax: +351 21 842 71 01
Website: www.ordemosmedicos.pt

Ordem dos Farmacêuticos
(*Pharmaceutical Association*)
Rua da Sociedade Farmacêutica, 18 - P
1199 LISBOA Codex
Website: www.ordemfarmaceuticos.pt/frontoffice/pages/

A.P.D.M.
(Associação Profissional dos Médicos Dentistas)
(*Dentists' Professional Association*)
Rua Joaquim Kopke, 113 - 2.º dto, P
4200 PORTO

Ordem dos Enfermeiros
(*Nurses' Association*)
Av. Almirante Gago Coutinho, 75
1700-028 LISBOA
Tel.: +351 21 845 52 30
Fax: +351 21 845 52 59
Email: mail@ordemenfermeiros.pt
Website: www.ordemenfermeiros.pt

Sindicato dos Enfermeiros Portugueses
(*Portuguese Nurses' Trade Union*)
Av. D. Carlos I, 42 - 2.º
1250 LISBOA
Tel.: +351 21 392 03 50
Fax: +351 21 396 82 02
Website: www.sep.pt

Ordem dos Médicos Veterinários
(*Veterinary Association*)
Edifício E.S.M.V.
Rua Gomes Freire
1169-014 LISBOA
Tel.: +351 21 312 93 70
Fax: +351 21 312 93 79
Email: omv.sede.lisboa@mail.telepac.pt
Website: www.omveterinarios.pt

Ordem dos arquitectos portugueses
(*Portuguese Architects' Association*)
Conselho Regional de Admissão
E-mail: cras@aap.pt
Website: www.aap.pt

CGTP — Confederação Geral dos Trabalhadores Portugueses
(*General Confederation of Portuguese Workers*)
Website: www.cgtp.pt/index2.htm

UGT — União Geral dos Trabalhadores
(*Workers' General Union*)
Website: www.ugt.pt

Tourism and information on Portugal

D.G.T. — Direcção Geral do Turismo
(*Directorate General of Tourism*)
Av. António Augusto de Aguiar, 23 - 3.º
1069-021 LISBOA
Tel.: +351 21 330 11 00
Website: www.dgturismo.pt

Portugal inSite
Website: www.portugalinsite.pt

Portugal.org
Website: www.portugal.org

Instituto de Meteorologia
(*Institute of Meteorology*)
Website: www.meteo.pt

Direcção — Geral do Turismo
(*Directorate General of Tourism*)

Website: www.dgturismo.pt

European Travel Commission
Website: www.etc-europe-travel.org

World Tourism Organization
Website: www.world-tourism.org

Regional Information

C.C.R.Algarve - Comissão de Coordenação Regional do Algarve
(*Regional Coordination Commission of the Algarve*)
Praça da Liberdade, 2
8000-146 FARO
Tel.: +351 289 89 52 00
Website: www.ccr-alg.pt

C.C.R.Alentejo - Comissão de Coordenação Regional do Alentejo
(*Regional Coordination Commission of Alentejo*)
Morada Estrada das Piscinas, 193
7000-758 VORA
Tel.: +351 266 74 03 00
Fax: +351 266 70 65 62
E-mail: ccralentejo.expediente@ccr-alt.pt
Website: www.ccr-alt.pt

C.C.R.C. - Comissão de Coordenação Regional do Centro
(*Regional Coordination Commission of the Central Region*)
Comissão de Coordenação da Região Centro
Rua Bernardim Ribeiro, 80
3000-069 COIMBRA
Tel.: +351 239 40 01 00
Fax: +351 239 70 16 57
e-mail: geral@ccr-c.pt
Website: www.ccr-c.pt/

C.C.R.L.V.T. - Comissão de Coordenação da Região de Lisboa e Vale do Tejo
(*Regional Coordination Commission of the Lisbon and Vale do Tejo Region*)
Rua Artilharia 1, 33
1269-145 LISBOA
Tel.: +351 21 383 71 00
Fax: +351 21 383 12 92
E-mail: ccrlvt@ccr-lvt.pt
Website: www.ccr-lvt.pt

C.C.R.N. - Comissão de Coordenação Regional do Norte
(*Regional Coordination Commission of the North*)
Rua Rainha D. Estefânia, 251
4150-304 PORTO
Tel.: +351 22 608 63 00
Fax: +351 22 608 63 01
E-mail: norte@ccr-n.pt
Website: www.ccr-n.pt

Autonomous Region of Madeira
Website: www.gov-madeira.pt (Regional Government)
Website: www.srrh-recursos humanos.pt/srrh.html
(Regional Secretary of Human Resources)
Website: www.madeiratourism.org/ (Tourism Region)

Autonomous Region of the Azores
Website: www.azores.gov.pt (Regional Government)
Website: www.drtacores.pt (Tourism Region)

Website: www.sreas.raa.pt/ (Regional Direction of Youth, Employment and Vocational Training)

European Bodies

European Union Site
Website: europa.eu.int/index_pt.htm

European Commission - DGV
(*Employment and Social Affairs*)
Website: europa.eu.int/comm/index_pt.htm

EURES Network
Website: www.europa.eu.int/eures

MISEP — European Employment Observatory
Website: europa.eu.int/scadplus/leg/en/cha/c10207.htm

CEDEFOP - Centro Europeu para o Desenvolvimento da Formação Profissional
(*European Centre for the Development of Vocational Training*)
Website: www.cedefop.eu.int/

EVTA — European Vocational Training Association
Website: www.evta.net/

AEIDL - Associação Europeia para a Informação sobre Desenvolvimento Local
(*European Association for Information on Local Development*)
Website: www.aeidl.be/

Fundação Europeia para a Melhoria das Condições de Vida e de Trabalho
(*European Foundation for the Improvement in Living and Working Conditions*)
Website: europa.eu.int/agencies/efound/index_pt.htm

ETF — European Training Foundation
Website: www.etf.eu.int/

National sites

Website: www.sapo.pt
Website: www.clix.pt
Website: www.vizzavi.pt
Website: www.altavista.pt
Website: www.aeiou.pt
Website: www.iol.pt
Website: www.cidadevirtual.pt
Website: www.kompass.com/kinl/pt/
(database on companies and services)

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Núcleo de Actividades Promocionais

DESIGN

5W - Comunicação e Marketing Estratégico, Lda.

PRINTER

CIRCULATION

LEGAL DEPOSIT

ISBN

DATE OF PUBLICATION

www.europa.eu.int/eures
www.iefp.pt

MINISTÉRIO DA SEGURANÇA SOCIAL E DO TRABALHO



INSTITUTO DO EMPREGO E FORMAÇÃO PROFISSIONAL



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