

Information session

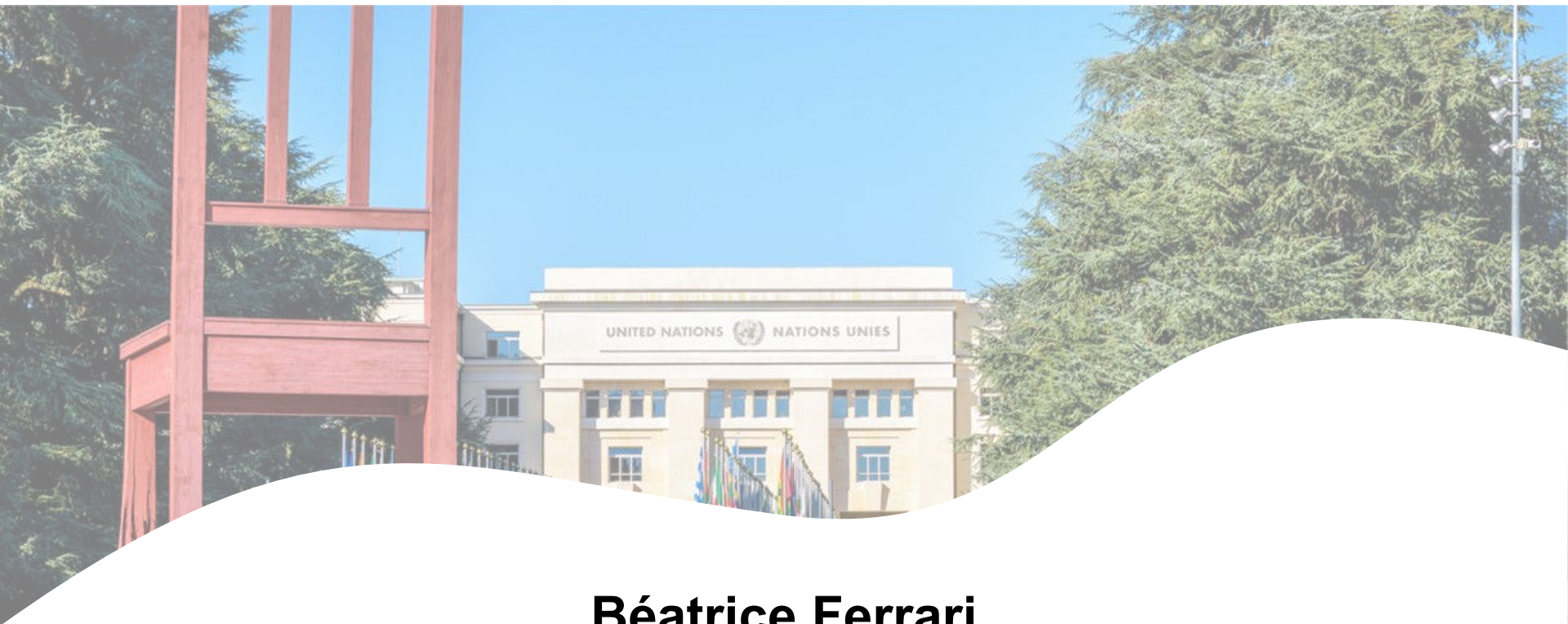
# Extraordinary financial aid for Geneva-based NGOs

**6 May 2025, La Pastorale**

# PROGRAM

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08:30 – 09:00	<b>Doors opening and welcome coffee</b>
09:00 - 09:10	<b>Introduction</b> Béatrice Ferrari, Director, Directorate of International Affairs, Republic and Canton of Geneva
09:10 – 09:30	<b>Presentation of short-time working measures (RHT)</b> Marie Major, Director, Legal Department, Office cantonal de l'emploi (OCE), Republic and Canton of Geneva
09:30 - 09:50	<b>Presentation extraordinary financial aid for NGOs</b> Nicolas Bongard, Deputy Director, Office cantonal de l'économie et de l'innovation (OCEI), Republic and Canton of Geneva
09:50 – 10:20	<b>Q&amp;A</b>
10:20 – 11:00	<b>Conclusion and closing coffee</b>



**Béatrice Ferrari**  
**Director**  
**Directorate of International Affairs**



REPUBLIQUE  
ET CANTON  
DE GENEVE

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# Presentation of the « RHT » mechanism

Marie Major, Legal Director, Office cantonal  
de l'emploi (OCE)

# Goals of the reduced working hours (RHT) allowance

- 1 Compensate for temporary reductions in workload
- 2 Maintain jobs

# RHT at a glance

**RHT** Reduced working hours ("Réduction de l'horaire de travail")



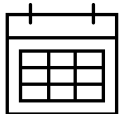
**Loss of work** for unavoidable and economic reasons.



Limited in time and only covers a priori **temporary** work losses.



In practice, the employer pays his employees for the time worked. The unemployment fund ("caisse de chômage") covers **80%** of the loss of earnings to be taken into account for the hours lost.



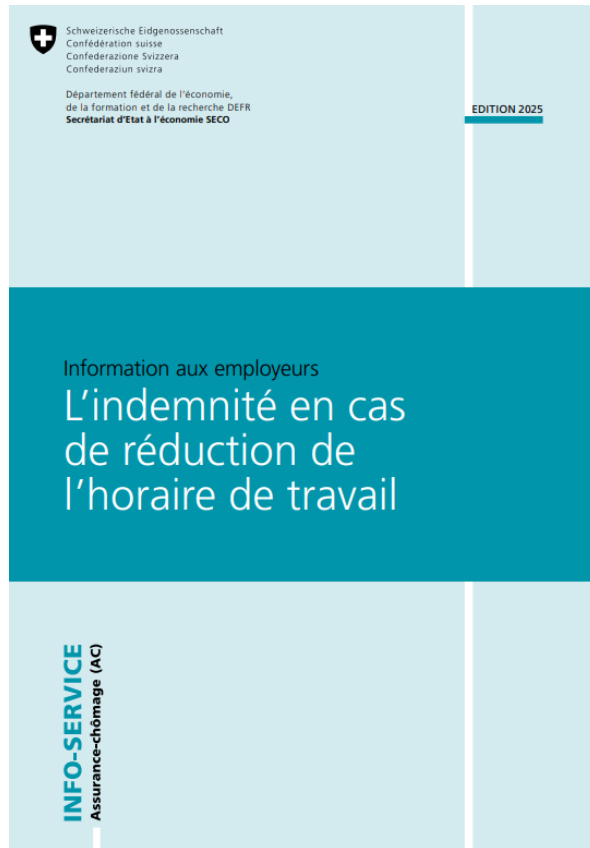
The **maximal duration** of compensation is determined by the organization. Under normal circumstances, it is paid for a maximum of 12(18) compensation periods within a two-year timeframe. *Notice per period of 3 months max.*

Several authorities review the RHT application.

The use of online services (Job-Room) helps speed up the process.



# Useful resources



- Website of the Geneva cantonal administration  
<https://www.ge.ch/reduction-horaire-travail-rht>
- Website of the State Secretariat for Economic Affairs (SECO)  
<https://www.arbeit.swiss/seco Alv/en/home/menue/unternehmen/versicherungsleistungen/kurzarbeitsentschaedigung.html>
- SECO brochure "L'indemnité en cas de RHT" (Fr)  
[https://www.arbeit.swiss/dam/seco Alv/fr/dokumente/publikationen/broschueren/arbeitgeber/2024-SECO\\_716%20400\\_F\\_web.pdf.download.pdf/2024-SECO\\_716%20400\\_F\\_web.pdf](https://www.arbeit.swiss/dam/seco Alv/fr/dokumente/publikationen/broschueren/arbeitgeber/2024-SECO_716%20400_F_web.pdf.download.pdf/2024-SECO_716%20400_F_web.pdf)
- SECO LACI RHT directive, January 2025 (Fr)  
<https://www.arbeit.swiss/dam/seco Alv/fr/dokumente/publikationen/kreisschreiben/kreisschreiben2/Directive%20LACI%20RHT.pdf.download.pdf/Directive%20LACI%20RHT.pdf>

# RHT process



Introduction of  
RHT by the  
organization for  
its employees



Create an account  
[Job-Room](#)

Filling out the RHT  
**notice form** via Job-  
Room

Select CCh



Notification to ACt  
via Job-Room  
(**10-day notice  
period**)



ACt examines the  
file and makes a  
decision (opposition  
or not to the RHT)  
then sends the data  
to the CCh



The organization  
must submit the  
application and  
compensation  
statement for RHT  
via Job-Room to the  
CCh within 3  
months following  
the end of each  
compensation  
period



# Conditions for granting compensation

*Art. 31 and 32 of the Unemployment Insurance Act ([LACI](#))*

*Art. 46ss of the Unemployment Insurance ([OACI](#))*

## **Loss of work**

- ✓ Loss of work due to economic factors
- ✓ Loss of work is unavoidable
- ✓ Loss of work of at least 10% of the hours normally worked by the organization's employees
- ✓ RHT likely to be temporary and help maintain the jobs in question

## **Related to the individual employee**

- ✓ Employees required to pay unemployment insurance contributions
- ✓ The employee's notice of termination must not have been given
- ✓ Employees whose working hours can be monitored (time tracking system)
- ✓ Employees who agree to the reduction in working hours
- ✓ Not applicable to executives, apprentices, or those under fixed-term contracts.
- ✓ Etc..

## **Temporality**

- ✓ 10-day notice period
- ✓ A maximum of 18 compensation periods is allowed within a two-year framework period (authorisations are granted for 3 months – an extension request is required thereafter)

# Useful documents to provide (examples)

**Assurance-chômage**  
**Préavis de réduction de l'horaire de travail**

Entreprise

N° de l'entreprise

Préavis de réduction de l'horaire de travail

Personne responsable

de l'entreprise

Tiers (veuillez joindre une procuration)

Autre

Adresse

Code postal

Localité

Autre

1. La réduction de l'horaire doit être introduite pour

☐ Toute l'entreprise

☐ Le secteur d'exploitation supplémentaire

2. Durée probable de la réduction de l'horaire de travail

3. Taux probable de perte de travail par période de décompte

4. Des vacances d'entreprise ont-elles été connues ?

- Presentation of the **circumstances** leading to the reduction in working hours, along with an analysis of the organization's short-term economic outlook
- Organizational chart of the entire organization or, for operational sectors, a staff overview by organizational unit
- Statutes of the organization
- Grants contracts
- Copy of the most recent employment contract of an employee affected by the reduction in working hours
- Balance sheets for the past four years

## And, if existing :

- The current order books, as of the same time last year, and as of the same time four years ago
- Monthly revenue for the past four years
- Copy of the extract from the Commerce Register valid on the day of application
- Any justification for the sudden and unpredictable decrease in external funding in 2025 (e.g., notification of suspension of grants sent by the donor to the organization and/or evidence that the donor has not yet ruled on the resumption of grants for the organization)

# Job-Room



Contact

Info enregistrement

Login

travail.swiss

DE FR IT EN



**Demandeurs  
d'emploi**



Employeurs



Agences de  
placement



Trouver emploi

Professions, catégories

Mots clés, compétences, ...

Canton, Lieu de travail



eServices - Transmission simple par voie numérique



Inscription auprès du service de l'emploi (ORP)



Transmission mensuelle du formulaire "Indications de la personne assurée"



A [webtraining](#) is available.

As the platform is managed by SECO, please address any technical questions to [jobroom@alv.admin.ch](mailto:jobroom@alv.admin.ch)

# Helpline OCE

Hotline for general questions from  
NGOs about RHT

**0800 90 90 90**

Monday-Friday, 08:00 to 12:00 and 13:30 to 16:00

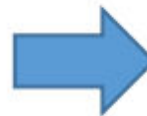
 [rht@etat.ge.ch](mailto:rht@etat.ge.ch)

- No information on dismissals.
- Only a complete review of the file allows the Cantonal authority (ACt) to make a decision on individual cases

# Sample statements

	A	B
1	No REE	
2	Nom de l'entreprise	
3	Rue et No	
4	NPA	
5	Localité	
6		
7	Personne responsable	
8	No de téléphone	
10	Courriel	
11	Mode de paiement	
12		
13	Entreprise / secteur d'exploitation	
14	Période de décompte	
15	Délai de saisie	
16	Début de la réduction de l'horaire	
17	Fin de la réduction de l'horaire	
18	Taille de l'entreprise	
19		
20	Nombre jours de travail par année	
21	Moy. ann. durée hebd. norm. de tr.	
22	Maximum du gain déterminant	
23	Perte trav. imp. à des fact.sais. %	0.00%
24	Jours d'attente	
25	Taux de coti. AVS/AI/APG/AC %	
26		
31	Couleur champs de saisie / sortie	
32	Saisie obligatoire	
33	Valeur erronée	
34	Champ de sortie	

Données base entre- se. d'exp. Données de base travailleurs Hrs perdus input. fact. sais. Décompte rédu. horaire travail



	A	B
1	No REE	12345678
2	Nom de l'entreprise	Muster SA
3	Rue et No	Rue du Bois 36
4	NPA	1000
5	Localité	Lausanne
6		
7	Personne responsable	Pierre Muster
8	No de téléphone	079 876 54 32
10	Courriel	pierre@muster.ch
11	Mode de paiement	CH12 0000 1234 5678 1234 A
12		
13	Entreprise / secteur d'exploitation	Production
14	Période de décompte	04.2022
15	Délai de saisie	31.07.2022
16	Début de la réduction de l'horaire	01.04.2022
17	Fin de la réduction de l'horaire	30.04.2022
18	Taille de l'entreprise	a1: jusqu'à 18 travailleurs
19		
20	Nombre jours de travail par année	260
21	Moy. ann. durée hebd. norm. de tr.	40.00
22	Maximum du gain déterminant	SFr. 12'350.00
23	Perte trav. imp. à des fact.sais. %	17.05%
24	Jours d'attente	1.0
25	Taux de coti. AVS/AI/APG/AC %	6.400%
26		
30		
31	Couleur champs de saisie / sortie	
32	Saisie obligatoire	
33	Valeur erronée	
34	Champ de sortie	

Données base entre- se. d'exp. Données de base travailleurs Hrs perdus input. fact. sais. Décompte rédu. horaire travail

## Sample statements

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S				
1	12345678 Muster SA									Entreprise / secteur d'exploitation Production													
2	Rue du Bois									Période de décompte 04.2022													
3	1000 Lausanne									Début / fin de la réduction de l'horaire 01.04.2022 / 30.04.2022													
4																							
5	1	2	3	4	5	6	7			8	9	10	11	12	12a	13		14	15				
6		Gain horaire	Temps d't.	Hrs à eff. par		Congés	(seulement horaire mobile)			Total heures	Solde hrs	Hrs perdues	Heures	Perte de	Taux	Perte de gain	Gain prov.	Dédution 1.0					
7		à prendre	hebdo.	pér décpte y	Temps	payés / non				de travail	en plus mois	imput. à des	perdues à	gain	d'indemnisation	x	occupation	Dédution					
8	Nom / Prénom	en cons.	durant la PD	ch.hres acc.d'av	effectif	payés / non	Solde fin pér	concer	Diff	pendues	précédents	act.saisonniers	pdr en cons.	100%	individuel	Taux d'indemnisation	provisoire	délai d'att	Bonification				
9	Mustermann,Hans	26.25	40.00	150.00	128.00	21.00	0.00	11.00	-11.00	12.00	8.00	3.50	4.00	105.00	80.698%	84.73	200.00	169.47	0.00				
10	Perrouz,André	45.59	40.00	168.00	44.50	40.00			0.00	83.50	0.00	24.32	59.18	2'698.00	80.000%	2'158.40		291.78	1'866.60				
11	Fernandes,Emilia	30.34	40.00	168.00	8.00	40.00			0.00	120.00	24.00	34.96	85.04	2'580.10	80.000%	2'064.08		194.18	1'869.90				
12	Chanzone,Alessandro	37.37	40.00	168.00	66.40	40.00			0.00	61.60	0.00	17.94	43.66	1'631.55	80.000%	1'305.24		239.17	1'066.05				
13	Smith,Len	22.76	40.00	104.00	40.00	24.00			0.00	40.00	12.00	11.65	28.00	637.30	100.000%	637.30		182.08	455.20				
14	Meyer,Aline	38.46	40.00	168.00	70.00	80.00			0.00	18.00	0.00	5.24	12.76	490.75	80.000%	392.60		246.14	146.45				
15									0.00														
16									0.00														
17									0.00														
18									0.00														
19									0.00														
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21									0.00														
22									0.00														
23									0.00														
24									0.00														
25									0.00														
26									0.00														
27									0.00														
1438	Nbre de trav. ayant droit aux indemnités:	5		776.00		224.00				323.10				8'037.70			0.00	0.00	5'404.20				
1439																							
1440																							
1441	Nombre de travailleurs touchés:	5								Perte trav. 04.2021: 15.87% Moyenne année préc.: 17.05%				AVS/AI/APG/AC: 6.400%			8'037.70 * 6.400% =		514.40				
1442	Perte de travail en pour cent:	58.53%		GA. max: 12'350.00						Perte trav. 04.2020: 18.22% Pertes supplémentaires: 41.48%				Délai d'attente: 1.0 jour(s)			Indemnité en cas de RHT:		5'918.60				
	Données base entre.- se.d'exp.		Données de base travailleurs			Hrs perdues imput. fact. sais.			Décompte rédu. horaire travail														

# Thank you for your attention





# Presentation of the extraordinary financial aid for NGOs

**Nicolas Bongard**

**Deputy Director, Office cantonal de l'économie et  
de l'innovation (OCEI)**



# Useful information



❖ **Information booklet**

<https://www.ge.ch/en/financial-aid-ngo-jobs-geneva>

❖ **To submit an application for extraordinary financial aid via online form**

[https://app2.ge.ch/form-public-1/ecoaideong/Controler?action=login&documentId=ecoaideong\\_en&mediaType=ji\\_html&dialogAUTH=D3A22D59E3547C0703CEC5FDB4AEFA9E718717B93F9382FA39F106BF071DE9AD891E64E5B4540B6739F5CBB4BB2F5BEF](https://app2.ge.ch/form-public-1/ecoaideong/Controler?action=login&documentId=ecoaideong_en&mediaType=ji_html&dialogAUTH=D3A22D59E3547C0703CEC5FDB4AEFA9E718717B93F9382FA39F106BF071DE9AD891E64E5B4540B6739F5CBB4BB2F5BEF)

# General background

## Background to the crisis

- ❖ Freeze on international financial aid (January 2025)
- ❖ Threat to a key economic sector and many jobs

## Cantonal measure

- ❖ State of Geneva implements a temporary support scheme
- ❖ Support for NGOs unable to benefit from RHT allowances
- ❖ Came into force on 25 April 2025

# Financial aid

## Nature of the aid

- ❖ Extraordinary non-repayable financial aid
- ❖ Subsidiary to all other financing, inc. RHT allowance
- ❖ Calculated on the basis of the gross payroll of Geneva staff affected by the loss of funding
- ❖ One-off, non-renewable assistance

## Amount of the aid

- ❖ Amounts to 80% of the affected payroll
- ❖ Covers a maximum gross salary of CHF 12,350 per full-time equivalent (FTE)
- ❖ Corresponds to the equivalent of 3 months of the considered annual payroll
- ❖ Capped at the amount of external funding not received in 2025

# Commitment of beneficiary NGOs

- ❖ Use of the extraordinary aid to mitigate payroll losses for staff affected by the loss of funding
- ❖ Not to lay off - during the 3 months following the decision to grant extraordinary aid - the staff taken into account in the calculation of the gross payroll
- ❖ Appoint, at the end of the fiscal year, an accredited auditor responsible for certifying the proper use of the financial aid
- ❖ Repay the aid in the event that external funding is ultimately received or if the above-mentioned commitments are not fulfilled

## Conditions of Eligibility

- ❖ Collaboration with international organizations based in Geneva
- ❖ Area of activity of International Geneva
- ❖ Sudden and unpredictable drop in external funding in 2025, impacting staff in Geneva
- ❖ Staff subject to social security contributions (including unemployment insurance)
- ❖ Up to date with social security contributions payments
- ❖ Has premises in the canton of Geneva
- ❖ Is not listed as a company in violation of industry practice, the law on posted workers and the law on undeclared work

# Application procedure

## Step 1 :

- ❖ Apply for short-time work compensation (RHT) at the relevant employment office

## Step 2 :

- ❖ Submit the extraordinary financial aid request using the online form
- ❖ Deadline: within 3 months of the law's effective date (April 25, 2025)

# Form

 République et canton de Genève

## Extraordinary Financial Aid for NGOs

Step 1 of 5

- Application
- Contact information
- Eligibility criteria
- Banking information
- Supporting documents and legal clause

## Application

Before beginning this process, we kindly ask you to first consult the explanatory booklet.

We also invite you to ensure that you have the following documents:

- Documents justifying the powers of representation of the person responsible for submitting the application on behalf of the NGO;
- Proof of submission of the request for reduced working hours (RHT) addressed to the competent unemployment office;
- NGO statutes;
- Latest financial statements approved by the competent statutory body;
- Funding contracts affected by a sudden and unforeseeable suspension or reduction relating to the year 2025;
- Documents attesting to a sudden and unforeseeable suspension or reduction of external funding;
- The latest social security contributions certificate of payment;
- Any document justifying the existence of premises on the Geneva territory;
- Copy of bank account details for the potential payment of the aid.

**\* Prerequisites regarding the RHT application**

☐ By checking this box, you confirm that you have previously submitted an RHT application to the Cantonal Employment Office (OCE).


**\* Prerequisites regarding premises**

☐ By checking this box, you confirm that your NGO has premises in Geneva.

**\* Prerequisites regarding personnel in Geneva**

☐ By checking this box, you confirm that your NGO employs personnel in Geneva.

Continue

 République et canton de Genève

## Extraordinary Financial Aid for NGOs

Step 2 of 5

- Application
- Contact information
- Eligibility criteria
- Banking information
- Supporting documents and legal clause

## Contact information

### Information

\* Name of your organization

\* IDE Number

Number in CHE-###.###.### format

You can find your IDE number by consulting the IDE registry.

\* Generic email of the NGO

\* Generic email of the NGO Confirmation

Please re-enter the email address.

\* Telephone

Format international : 41791112233

Alternative telephone number

Format international : 41791112233

Website (if available)

\* Address

# Documents to provide with the online form

- ❖ Proof of the signatory's authority to represent the NGO
- ❖ Proof of submission of the RHT request to the unemployment office (OCE) (OCE Genève = e-mail confirming receipt of application by OCE)
- ❖ 2025 budget, approved by the competent governing body
- ❖ Latest financial statements
- ❖ Statutes
- ❖ Funding contracts subject to suspension or sudden/unpredictable reduction in 2025
- ❖ Documents proving sudden/unpredictable external funding suspension or reduction
- ❖ Latest certificate of social security contributions
- ❖ Any document proving the NGO has premises in Geneva



# Review of the application – phase 1

## Recommendation established by the Directorate of International Affairs (DAI)

- ❖ Review of the NGO's eligibility
  - ✓ NGO status
  - ✓ Sudden/unpredictable nature of the funding loss
  - ✓ Prior RHT request
- ❖ Request information/additional documents if necessary
- ❖ Issues a recommendation (favorable or unfavorable) to the *Office cantonal de l'économie et de l'innovation (OCEI)*

# Review of the application– phase 2

## Examination of application by OCEI

### a) If DAI's recommendation is negative:

- ❖ Negative decision, reasoned, subject to complaint/appeal

### b) If DAI's recommendation is positive:

- ❖ Request (via email from the OCEI to the NGO) of the following documents:
  - ✓ RHT decision from the relevant authority;
  - ✓ Employment contracts and last 3 pay slips of affected Geneva-based staff;
  - ✓ If applicable, any dismissal letters for staff still employed and/or insurance documents (health, accident, maternity, military, etc.).
- ❖ Positive or negative decision, reasoned, subject to complaint/appeal

# Audit/Control

## By the NGO

- ❖ At any time: transmission of information to OCEI in the event of a change in situation
- ❖ Within 6 months of the close of the 2025 financial year: submission to the OCEI of the auditor's report certifying that the aid has been properly used

## By the OCEI

- ❖ OCEI may conduct checks to ensure proper use of the aid
- ❖ Refund request :
  - ✓ In the event of misuse or misappropriation of the aid
  - ✓ If any such staff member is dismissed during the 3 months following the aid decision
  - ✓ In the event of receipt of the expected external funding

# Useful contacts

## ❖ For RHT compensation inquiries

For Geneva: Cantonal Employment Office (Office cantonal de l'emploi - OCE)

Phone : 0800 90 90 90

Email : [rht@etat.ge.ch](mailto:rht@etat.ge.ch)

## ❖ To submit an extraordinary financial aid application

Directorate of International Affairs (Direction des affaires internationales - DAI),  
Geneva

Phone : 022 327 90 35

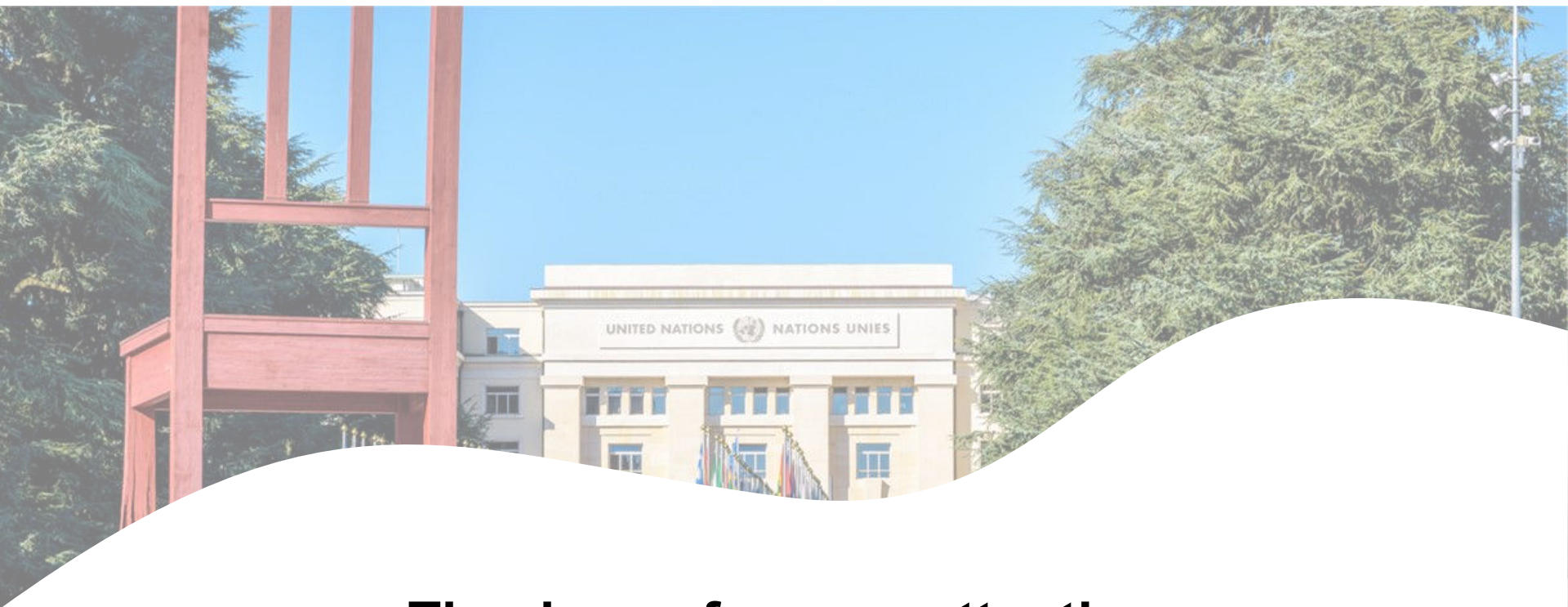
Email : [affaires.internationales@etat.ge.ch](mailto:affaires.internationales@etat.ge.ch)

## ❖ For decisions on aid approval or refusal

Cantonal Office for Economy and Employment (Office cantonal de l'économie et de  
l'innovation - OCEI), Geneva

Phone : 022 388 50 50

Email : [ocei.ong@etat.ge.ch](mailto:ocei.ong@etat.ge.ch)



# Thank you for your attention

Department of Economy and Employment (DEE)



REPUBLIQUE  
ET CANTON  
DE GENEVE

POST TENEBRAS LUX

# Extraordinary financial aid for Geneva-based NGOs

## Q&A