



MINISTERO  
DELL'INTERNO



*Ministero del Lavoro  
e delle Politiche Sociali*



*Ministero degli Affari Esteri*

# EXPO MILAN 2015 GUIDELINES

in the matter  
of foreigners' entry  
and stay



This document<sup>1</sup> was prepared by the project “*La Mobilità Internazionale del Lavoro*” (*International Labour Mobility*) in collaboration with the project “*Programmazione e gestione delle politiche migratorie*” (*Planning and managing migration policies*) belong to the Area Immigrazione of Italia Lavoro S.p.A., funded by the Department of Immigration and Integration Policies.

---

<sup>1</sup> Updated version – 06th May 2014

# Contents

<b>Introduction</b>	<b>p.4</b>
<b>1. Expo Milan 2015</b>	<b>p.5</b>
1.1. What is Expo Milan 2015?	
1.2. When will the event be held?	
1.3. The exposition's locations	
1.4. The regulatory framework	
<b>2. Expo Milan 2015: the main players</b>	<b>p.6</b>
<b>3. What is needed to enter and stay in Italy?</b>	<b>p.7</b>
3.1. What is a visa?	
3.2. What is a permit of stay?	
<b>4. How to enter and stay in Italy for attendance at Expo Milan 2015</b>	<b>p.8</b>
4.1. Parties qualified for entry	
a) Entry of Commissioners General of Section and of their staff	
b) Entry of Sections' personnel not entitled to the "M.A.E. card"	
c) Entry of personnel for whom the issuance of the "mission" visa and permit of stay is provided for	
d) Entry of foreign workers <sup>2</sup> from 01 January 2014 through 31 March 2015, and from December 2015 through 30 June 2016	
e) Entry for tourism	
4.2. Entry for mission with issuance of "M.A.E. card" or permit of stay	
4.3. Entry and stay for workers as per paragraph 4.1 letter d)	
4.3.1. Who has to notify the one-stop shop for immigration information ( <i>Sportello Unico</i> )?	
4.3.2. The system for forwarding the communication online	
4.3.3. Issuance of the permit to stay for reasons of work	
4.4. Entry for tourism	
<b>5. Duties of the holder of the permit of stay</b>	<b>p.14</b>
<b>6. Social security protection and contribution obligations for Expo workers</b>	<b>p.14</b>
6.1 Application of Italian social security system	
6.2 Application of foreign social security system	
<b>7. Healthcare protection of EU and non-EU workers</b>	<b>p.16</b>
<b>8. Entry and stay of EU nationals</b>	<b>p.17</b>
<b>Attachment: Forms for remote forwarding of applications and communications</b>	<b>p.19</b>

---

<sup>2</sup> Based on the provisions of art. 1 of Legislative Decree no. 286/1998, in this Handbook the wording "foreign nationals" or "foreign workers" refers exclusively to citizens of countries that are not Members of the European Union (EU), similarly to the regulation contained in art. 1 of the Schengen Agreement, which defines as "foreign" those who are not citizens of a Member State of the European Communities.

## Introduction

This document is the result of collaboration between Italy's Home Office<sup>3</sup>, Ministry of Labour and Social Policies<sup>4</sup>, and Ministry of Foreign Affairs<sup>5</sup>, with the technical support of Italia Lavoro, with a view to the Universal Exposition to be held in Milan in 2015, based on the Agreement signed in Rome on 11 July 2012 between the Government of the Italian Republic and *Bureau International des Expositions*.

The purpose of these guidelines is to facilitate the holding of the event, with specific reference to the procedures for entry into and stay in Italy of Expo Milan 2015's participants and visitors.

In particular, the guide is aimed at clarifying what are the subjects that may enter Italy to visit or take direct part in the exposition, and what are the procedures for this entry into and stay in national territory. At the same time, the documentation to be delivered to the Italian offices for the purpose of the issuance of the entry visa and permit of stay is described.

The Handbook also illustrates how to access the on-line platform for compiling the ready-made forms for entries for reasons of work, and makes reference to the safeguarding of working conditions, and the insurance and social security protection established for workers.

The document also contains links to the official sites of the bodies and institutions called upon to cooperate in order to guarantee an easier entry into and stay in Italy for Expo Milan 2015's visitors and staff.

These guidelines are aimed at promoting and developing the event within the framework of a proper application of international and Italian regulations.

Many thanks for their collaboration provided in drafting the document go to the company « Expo 2015 S.p.A. ».

Lastly, many thanks for their contribution to the proceedings go to the Office of the President of the Council of Ministers, the Ministry of Health<sup>6</sup>, and Poste Italiane.

---

<sup>3</sup> Department for civil liberties and immigration – Central Management for immigration policies and asylum, and Department of public safety – Central Management of immigration and of the Border Police (*Polizia delle Frontiere*).

<sup>4</sup> General Management of immigration and of integration policies, General Management for the policies of services for labour, General Management for social security and insurance policies, *Istituto Nazionale Previdenza Sociale*, and the Territorial Management for Labour of Milan.

<sup>5</sup> Office VI of the General Management for Italians abroad and migration policies and Office II of Diplomatic Protocol - Consular Corps and International Organization General Affairs, accreditation and diplomatic and consular immunities, honours and decorations.

<sup>6</sup> Department of Programming and of the Organization of the National Health Service – General Management of Healthcare Planning– Office VI, formerly DGRUERI

# 1. Expo Milan 2015

## 1.1. What is Expo Milan 2015?

The Expo is a Universal Exposition of a non-commercial nature organized by the country winning a candidacy contest, that calls for the participation of other nations through the host country's diplomatic channels. This exposition is organized every 5 years. The first edition was held in London in 1851 at Crystal Palace in Hyde Park, and is also known as the "Great Exposition" (formally, the "Great Exposition of the Works of Industry of all Nations"). The event is marked by its 6-month maximum duration, its dealing with a specific theme, and the construction of pavilions by participants.

In particular, each Expo is devoted to a theme of universal interest.

Expo Milan 2015 is dedicated to the theme « **Feeding the Planet, Energy for Life** ».

## 1.2. When will the event be held?

Expo Milan 2015 will open on 01 May 2015 and end on 31 October that same year. Six months of shows, meetings, conferences and events at a site dedicated to the exposition are planned.

## 1.3. The exposition's locations

The event is held at a specially equipped site in the host country, and offers an opportunity for meeting and sharing among participants and visitors and for learning about and innovatively experimenting with the Expo's theme.

Expo Milan 2015 will be hosted in an area in the northwest sector of Milan and will cover an area of 1.7 million square metres, including part of the territory of the cities of Pero and Rho.

## 1.4. The regulatory framework

The regulatory framework of reference is represented by the "Agreement between the Government of the Italian Republic and *Bureau International des Expositions* on the measures needed to facilitate participation at the Milano 2015 Universal Exposition" (hereinafter, the Main office Agreement), signed in Rome on 11 July 2012. This agreement was ratified and made enforceable in Italy with law no. 3 of 14 January 2013.

Moreover, the Main Office Agreement governs the presence of Official and Unofficial Participants at Expo Milan 2015, defining the event's multiple operative aspects.

Based on this Agreement, the host country must implement all the measures needed to facilitate participation at Expo Milan 2015, and thus to foster the Exposition's success.

## 2. Expo Milan 2015: the main players

### ○ Bureau International des Expositions (BIE)

The International Exhibitions Bureau (*Bureau International des Expositions*, BIE) is the international body tasked with overseeing and regulating the calendar, candidacy campaign, selection, and organization of Universal and International Expositions. This intergovernmental organization was established in Paris in 1928 by the *Convention Relating to International Exhibitions*, which provides the definition and objectives of Expos, as well as the international regulations for organization and participation. Towards this end, the BIE plays an essential role for guaranteeing:

- ✓ proper application of the Convention and of all regulations related to Expos;
- ✓ transmission of knowledge and of best practices between Expos;
- ✓ the development of Expo structure and principles so that these events may remain pertinent in a setting of global change.

The BIE's main bodies include: the General Assembly, which is the main deliberative body of the organization, and consists of representatives of all Member States; the BIE Committees (Executive Committee, Administration and Budget Committee, Rules Committee, Information and Communication Committee), which work out proposals, rules, and regulations in their respective areas of responsibility, to be submitted to the General Assembly; and the *Secretariat* which, under the Secretary General's authority, carries out the organization's daily work, provides support and consulting to organizers and participants, and is at the service of the aforementioned bodies of the Organization.

Membership in the BIE is open to all Member Countries of the UN or one of its agencies, the International Court of Justice, and/or those countries whose membership application is approved by a two-thirds majority of the General Assembly of the BIE.

### ○ Expo 2015 S.p.A.

Based on art. 1 of the Main Office Agreement, the company « Expo 2015 S.p.A. » is the event's Organizer, tasked with putting in place infrastructural and organizational interventions needed to hold Expo Milan 2015, in accordance with the responsibilities outlined by Italian law.

### ○ Commissioner General of Expo Milan 2015

The Commissioner General of Expo Milan 2015 is the Exposition's Commissioner General delegated by the Italian State for fulfilling the international obligations taken on by the Italian Republic towards the BIE for holding Expo Milan 2015.

### ○ Foreign countries (EU/non-EU)

138 countries, many of which will be non-EU countries, are expected to take part in the Expo event.

To be able to officially join Expo Milan 2015, the countries have to sign a participation agreement.

- **Official Participants**

These are the States and international intergovernmental organizations that have received and accepted the official invitation from the Italian Government to take part in Expo Milan 2015.

- **Commissioner General of Section**

The Commissioner General of Section is the representative appointed by each State or by each international intergovernmental organization taking part in Expo Milan 2015. The Commissioner may be joined by a Deputy General Commissioner.

- **Unofficial Participants**

This term connotes every national or foreign juridical entity authorized by the General Commissioner of Expo Milan 2015 to take part outside the Sections of the Official Participants. In particular, local public administrations, companies, and civil society organizations may be Unofficial Participants.

- **Directors of Unofficial Participants**

The Director is the representative appointed by each Unofficial Participant at Expo Milano 2015.

### 3. What is needed to enter and stay in Italy?

#### 3.1. What is a visa?

The entry “visa” is an authorization issued by an EU Member State, necessary for the purposes of transiting or staying in the Member States’ territory. This authorization is to be requested at the Italian diplomatic and consular representation in the foreign national’s place of stable residence. The visa may be short- or long-term.

For all additional information on entry visas, visit <http://www.esteri.it/visti/>.

#### 3.2. What is a permit of stay?

The permit of stay (“*permesso di soggiorno*”) is the document authorizing the foreign national that has lawfully entered Italy to stay in the State’s territory for the period provided for in the entry visa. The issuance of the permit is to be requested at the police station (“*Questura*”) by no later than 8 work working days after entry into national territory.

Therefore, to enter Italy lawfully, it is necessary to hold an entry visa, while to stay lawfully on national territory after entry, it is necessary to apply for a permit of stay.

For further information on permits of stay, visit <http://www.poliziadistato.it/articolo/1076-stranieri/>.



## 4. How to enter and stay in Italy for attendance at Expo Milano 2015

### 4.1 Parties qualified for entry

The procedures for taking part in Expo Milan 2015 vary with reference both to the person in question and to the period and duration of the stay.

In particular, in light of art. 6 of the Main Office Agreement, the following entry possibilities may be distinguished at the outset:

- a) Entry of **the Commissioner General of Section** and of **the Sections' personnel** and of their close **family unit**, who are entitled to the issuance, free of charge, of the **mission visa** and of the Ministry of Foreign Affairs Card (**the so-called "M.A.E. card"**) – an identification card attesting to the holder's qualification, exempting him or her from the issuance of the permit of stay (and of the obligations provided for by Legislative Decree no. 30 of 06 February 2007 for EU nationals).

The M.A.E. identification card is not issued for a period of less than 6 months, and its validity is limited to the period strictly connected with Expo Milan 2015, and cannot at any rate exceed the duration of the Main Office Agreement (30 June 2016).

In the case of stays for periods under 6 months by these categories of persons, the procedures for stay are those provided for by letter b) below (or by issuance of permit of stay).

The categories of foreign persons entitled to the issuance of the mission visa and of the "M.A.E. card" are:

- ✓ the Commissioner General of Section;
- ✓ his or her Deputy Commissioner;
- ✓ their spouses and children up to 21 years of age;
- ✓ the direct employees of the General Section Commissariat pursuant to art. 1 of the Main Office Agreement. The maximum number of "M.A.E. cards" that may be distributed to the Sections' personnel, as established pursuant to art. 1 of the Main Office Agreement, is established as 10 units, without prejudice to exceptions for proven needs.

- b) Entry of **the Sections' personnel employed directly by the Commissioner General of Section not entitled to the**: this personnel is issued, free of charge, a **mission visa**, followed by the subsequent issuance of the **permit of stay**.

Not considered persons employed directly by the General Section Commissioner are the suppliers of services pursuant to letter c) below.

- c) Entry of **personnel** for whom the issuance of the **"mission" visa and permit of stay** is provided for, in the case of a stay in Italy between 01 April and 30 November 2015, or of a stay at any rate connected with Expo Milan 2015's exposition period. This comprises the following personnel:

- ✓ personnel of non-profit organizations or, in general, of Unofficial Participants with which the Organizer has entered into a participation contract;
- ✓ suppliers of services of Official Participants and of Unofficial Participants;
- ✓ exhibitors of Official Participants and of Unofficial Participants;



- ✓ persons involved in the artistic and cultural events organized, within the exposition site, by the Official Participants, Unofficial Participants, or the Organizer;
  - ✓ journalists following foreign delegations, tasked with covering the events organized by the Participants at Expo Milano 2015;
  - ✓ personnel involved in commercial activities at the Exposition, authorized by the Organizer.
- d) Entry of **foreign workers** dealing with the construction and staging of the Expo pavilions, and that carry out their activity **from 01 January 2014 through 31 March 2015, and from December 2015 until the completion of the dismantling of the pavilions, and at any rate no later than the date of 30 June 2016**. The entry procedures for this category of workers follow two distinct procedures, described in point 4.3 below.
- e) Entry of **foreign nationals that intend to visit Expo Milan 2015**, who are to be issued a **tourist visa** valid not only for entering but also for staying in Italy for a maximum period of 3 months, in accordance with the procedures described in point 4.4 below.

## 4.2 Entry for mission with issuance of “M.A.E. card” or permit of stay

This procedure of entry and stay in Italy regards exclusively the categories of foreign nationals provided for by art. 6 of the Main Office Agreement, as cited in point 4.1 letter a), b), and c).

### ➤ Procedure for the issuance of the mission visa:

For the purpose of ensuring the proper function of the procedures for issuing mission visas, pursuant to art. 6, paragraph 6 of the Main Office Agreement, the Commissioner General of Section and the Directors of the Unofficial Participants of each State must officially announce to the event Organizer (Expo 2015 S.p.A.) their detailed requests including the names of the persons falling under the categories that may apply for the issuance of the visa in question. The lists received and examined by Expo are then transmitted to the competent Directorates at the Ministry of Foreign Affairs, to fulfil the obligations pertaining to entry visas.

Only after this transmission may the foreign nationals interested in entry make contact with the Visa Offices of the Italian diplomatic and consular representations of their country of residence, in order to initiate the procedures for issuing the entry visas, with appropriate lead time ahead of the departure date.

These persons will receive a mission visa with the annotation “EXPO 2015.”

### Documentation needed for the issuance of the mission entry visa:

- copy of passport exceeding the requested visa’s expiration date by at least 3 months
- passport photo against white background
- adequate and valid travel health insurance with a minimum coverage equalling € 30,000 euro (only in the event of Schengen visas with a duration of up to 90 days)
- airplane ticket or reservation (this requirement may be met at the official request of the Government Commissioner and of the Directors)
- availability of lodging (this requirement may be met at the official request of the Government Commissioner and of the Directors)
- additional documentation as needed

➤ **Procedure for the issuance of the "M.A.E. card":**

The Commissioner General of Section must officially notify the event Organizer (EXPO 2015 S.p.A.) of the detailed lists including the names of the Commissioner, the Deputy Commissioner, and their family members as per point 4.1 letter a), and of the direct employees of the Commissioner's Office for whom the "M.A.E. card" is requested, up to a maximum number of 10 persons (without prejudice to exceptions for proven needs).

These lists, received and examined by Expo, are transmitted to the Office of Diplomatic Protocol by the event Organizer.

The requests for identification cards are made by the event Organizer through the *Cerionline* online platform.

The requests must be accompanied by the name, personal data, and the position held. The following must be attached:

- copy of passport
- copy of mission visa
- passport photo against white background

The Ministry of Foreign Affairs delivers the "M.A.E. cards" to Expo for delivery to the Commissioner General of the Exhibition.

➤ **Procedure for the issuance of a permit of stay for mission (only for stays exceeding 3 months):**

The permit of stay must be requested by the foreign national by no later than 8 working days after entry into Italy at the Post office, upon filling out the EXPO 2015 Kit available free of charge at *Sportello Immigrazione Expo della Questura di Milano* (Milan police station's one-stop shop for Expo immigration information) and at the Expo 2015 General Commissioner, which shall see to making it available to the Delegations. In order to ease the procedures for issuing the permit of stay, a one-stop shop has been established, called "*Sportello Immigrazione Expo della Questura di Milano*" (Milan police station's one-stop shop for Expo immigration information), located at the Expo facilities.

**Documentation needed for the issuance of the permit of stay for mission:**

- application filled in and signed by the applicant, to which a € 16 revenue stamp has been applied in the space for this purpose, accompanied by the following documentation needed for the issuance of the permit of stay:
- photocopy of passport or of equivalent document (only pages with personal information and visa)
- copy of the postal account receipt for € 107.50, attesting to payment of the cost of the permit of stay in electronic format and of the contribution provided for by the regulations in force
- 4 passport photos against white background

When sending the request for a permit of stay at the post office, the foreign national is identified by passport and is required to pay € 30.00 for sending the insured post.

The post office sees to issuing the application submission receipt, bearing security elements, which allows for lawful stay until the permit of stay is delivered.

At the same time, the convocation is issued for the foreign national's appearance at *Sportello Immigrazione Expo della Questura di Milano* (Milan police station's one-stop shop for Expo immigration information), to be subjected to photo-identification procedures.

The procedures for delivering the permit of stay are announced by text message to the mobile phone number indicated by the foreign national in the application.

For operative information, visit <http://questure.poliziadistato.it/Milano>.

### 4.3 Entry and stay for workers as per paragraph 4.1 letter d)

For the entry into Italy of the foreign workers pursuant to 4.1 letter d) that are nationals of one of the non-EU countries that are taking part in the event, during the period **from 01 January 2014 through 31 March 2015, and from 01 December 2015 until the completion of the dismantling of the pavilions**, and at any rate no later than the date of 30 June 2016, a simplified procedure has been arranged for carrying out the working activities directly connected with Expo, and regarding the following two possible situations:

- a. **Transfer of foreign workers employed by foreign companies**
- b. **Hiring of foreign workers by Italian companies or by companies incorporated in Italy**

The simplified procedure, which may be done by accessing the Ministry of Interior website in the way indicated in point 4.3.2 below, calls for the companies indicated under paragraph 4.3.1 below to send an online notification to the one-stop shop for immigration (*Sportello Unico per l'immigrazione*) (see attached forms).

The Commissioner General of the Exhibition, the Section Commissioner of Participating Countries, or the Director of the Unofficial Participants shall guarantee the companies' scrupulous compliance with Italian regulations governing labour conditions, occupational safety, and insurance and social security protection established for workers, signing for this purpose the specific acceptance clause (see attached forms).

After the security check performed by the police station (*Questura*), and the verification of the availability of the entry fee by the local labour directorate (*Direzione Territoriale del Lavoro*) of Milan in the event of hiring foreign workers as per letter b) above, the Italian Consular Representations abroad will issue the entry visa directly.

To permit this simplified procedure to be done in the optimal fashion, a special section of Milan's one-stop shop for immigration (*Sportello Unico per l'immigrazione*) will be opened, as part of the Expo facilities, in addition to the aforementioned Milan police station's one-stop shop for Expo immigration information (*Sportello Immigrazione Expo della Questura di Milano*).

**The simplified procedure described below is also to be followed in the case of entry and stay for reasons of work of non-EU nationals already legally residing in an EU country, in the period from 01 January 2014 through 31 March 2015 and from 01 December 2015 through 30 June 2016.**

#### 4.3.1 Who has to notify the one-stop shop for immigration information (*Sportello Unico*)?

Notification is to be sent in the case both of transfer and of hiring by the subjects indicated below:

##### a) Transfer

- ✓ **of a worker employed by a foreign company to a company incorporated in Italy** (e.g. Italian branch of the company): in this case, notification to *Sportello Unico* must be forwarded by the “transferee” company incorporated in Italy, through its legal representative who, towards this end, must request the access credentials from the Commissioner General of Section, or the Director of Unofficial Participants of the pavilion of the country where the work is to be performed.
- ✓ **of a worker employed by a foreign company that has no branches in Italy, for the rendering of services**: in this case, notification to *Sportello Unico* must be forwarded by the legal representative who, towards this end, must request the access credentials from the Commissioner General of Section, or the Director of Unofficial Participants of the pavilion of the country where the work is to be performed.

- b) **Hiring of foreign workers by Italian companies or by companies incorporated in Italy**: in this case, notification to *Sportello Unico* must be forwarded by the company through its legal representative who, towards this end, must request the access credentials from the **Commissioner General of Section or the Director of Unofficial Participants** of the pavilion of the country where the foreign worker is to carry out the work.

If the hiring or transfer is requested directly by Expo, the accreditation procedure and the subsequent communication is handled directly by the Commissioner General of the Exhibition.

#### 4.3.2 The system for forwarding the communication online

To obtain qualification for the computerized system set up by the Ministry of Interior for the purposes of compiling the online communications for the entry of the foreign workers as per situations a) and b) above, it is necessary to contact the **Commissioner General of Section or the Director of Unofficial Participants**, which have the credentials issued by Expo 2015 S.p.A.

The EXPO 2015 link for accessing <https://nullaostalavoro.interno.it/Ministero/index2.jsp> where the forms to be compiled for the foreign workers' entry (for transfer or for hiring) are published is present both on the Home Office's official site (<http://www.interno.gov.it>), and on that of the Ministry of Labour and Social Policies (<http://www.lavoro.gov.it>). The site also has a general use manual and a compilation manual specific to each form.

The section dedicated to EXPO 2015 is also available in French and English.

#### 4.3.3 Issuance of the permit to stay for reasons of work

The foreigner that has entered Italy for hired work or for transfer must, by no later than 8 working days after entry, visit the appropriate section of the one-stop shop for immigration (*Sportello Unico Immigrazione*) of Milan, located in the Expo facilities, in order to sign the contract of stay. At the same time, the worker will receive the pre-compiled form applying for the permit of stay for reasons of work (Form 209, Expo 2015), to be delivered to the post office for subsequent forwarding to the police station (*Questura*). It is specified that when the contract of stay for reasons of work is signed, the obligations of mandatory notification of hiring to the competent Departments in accordance with the regulations in force are understood to have been met.

**Documentation needed for the issuance of the permit of stay for reasons of work:**

- application for permit of stay, pre-compiled Form 209 Expo 2015, to which a € 16 revenue stamp has been applied in the space for this purpose, provided by the appropriate section of the one-stop shop for immigration (*Sportello Unico Immigrazione*) of Milan, signed by the applicant
- photocopy of passport or of equivalent document (only pages with personal information and visa)
- copy of the postal account receipt for € 107.50, attesting to payment of the cost of the permit of stay in electronic format and of the contribution provided for by the regulations in force
- 4 passport photos against white background
- documentation attesting to the availability of lodging (hotel, flat, residence)

When sending the request for a permit of stay at the post office, the foreign national is identified by passport and is required to pay € 30.00 for sending the insured post.

The post office sees to issuing the application submission receipt, bearing security elements, which allows for lawful stay until the permit of stay is delivered.

At the same time, the convocation is issued for the foreign national's appearance at *Sportello Immigrazione Expo della Questura di Milano* (Milan police station's one-stop shop for Expo immigration information), to be subjected to photo-identification procedures.

The procedures for delivering the permit of stay are announced by text message to the mobile phone number indicated by the foreign national in the application.

For operative information, visit <http://questure.poliziadistato.it/Milano>.

#### 4.4 Entry for tourism

EXPO's foreign visitors may visit the site of the Ministry of Foreign Affairs for the list of the documentation needed for the issuance of the tourist visa, where required (<http://www.esteri.it/visti/>).

The foreign national entering Italy with a tourist visa, valid for stays of under 3 months, is not required to apply for the issuance of a permit of stay.

The foreign national entering Italy through an EU country applying the Schengen Agreement (or that is not entering through an Italian border) must present the declaration of presence at the detached section of the Milan Police Station's Immigration Office (*Ufficio Immigrazione della Questura di Milano*) by no later than 8 working days after making entry into Italy.

For foreign nationals originating from countries that do not apply the Schengen Agreement (or **those crossing through an Italian border**), this obligation is met by application of the uniform Schengen stamp on the travel document at the moment of control by the Italian border police.

Lastly, for those lodging in hotel facilities, a copy of the declaration made to the hotelier and signed by the foreigner constitutes a declaration of presence. A copy of this declaration must be delivered to the foreigner and shown upon request by public safety officers and agents.

## 5. Duties of the holder of the permit of stay

The holder of a permit of stay always has the **duty to comply with the laws and principles of the Italian legal system**. He or she also has the obligation to exhibit the permit of stay along with his or her passport in all cases when so requested by a public official, or in relations with public administration.

The issuance of one of the permits of stay as indicated above is strictly correlated with participation at the Expo 2015 event and, therefore, the permit of stay may not generally be renewed or converted and, upon its expiration, the foreign national is required to leave national territory.

## 6. Social security protection and contribution obligations for Expo workers

Without prejudice to the provisions for the personnel of the Sections and for the personnel of the Unofficial Participants respectively under articles 11 and 17 Main office Agreement, the foreign workers as per point 4.1 letter d) hereof are subject to the applicable social security regime, Italian or foreign, in accordance with what is specified below<sup>7</sup>.

### 6.1 Application of Italian social security system

The foreign citizen coming to work in Italy is subject to **Italian insurance and social security legislation**, with the obligation to enrol with INPS and INAIL, if:

1. he or she is hired by Italian or foreign companies incorporated in Italy;
2. he or she is employed by a foreign company at an Italian branch of said company, and is from a non-EU country that has not signed bilateral social security agreements with Italy;
3. he or she comes from an EU country and, as an employee of a foreign company that does not see fit to grant the transfer, is employed at an Italian branch of said company;
4. he or she is employed by a foreign company with no branches in Italy and performs his or her working activity in Italian territory, within the scope of a rendering of services.

In these cases, for the purposes of meeting the contribution obligation, the foreign company must:

- a) request, from the Milan Income Agency (*Agenzia delle Entrate di Milano*) office, issuance of a tax code number (*codice fiscale*);
- b) register with Italian social security (*Istituto di Sicurezza sociale italiano* – INPS);
- c) register with Italy's occupational accident insurance institution (*Istituto per le assicurazioni contro gli infortuni sul lavoro* – INAIL).

Registrations with INPS and INAIL may be carried out online at these institutions' websites: [www.inps.it](http://www.inps.it) and [www.inail.it](http://www.inail.it).

For journalists, the competent social security institution with which to register is INPGI ([www.INPGI.it](http://www.INPGI.it)).

---

<sup>7</sup> Examination of the INPS circulars of reference no. 2/2007 and no. 83/2010 is also recommended.

## 6.2 Application of foreign social security system

On the other hand, workers employed by a foreign company and transferred to the Italian branches of said company, that are **from countries that have signed bilateral social security agreements with Italy**, remain subject to the **social security legislation of their country of origin**.

The countries that to date have signed social security agreements with Italy are: Argentina, Brazil, Canada - Québec, Cape Verde, Bosnia-Herzegovina, Macedonia, Montenegro, Serbia, Jersey, Channel Islands and Isle of Man, Israel, Principality of Monaco, Republic of Korea, Republic of San Marino, the Holy See, United States of America, Tunisia, Turkey, Uruguay, Venezuela.

A similar facility is provided for transferred workers originating from another EU member state, from Switzerland, from Norway, from Iceland, or from Liechtenstein: in fact, in these cases as well, the interested party may remain subject **solely to the social security legislation of the country of origin**, in the circumstances provided for by the (EU) regulations no. 883/2004 and no. 988/2009.

In both cases, the workers must be issued, prior to departing for Italy, by the social security institution with which they are registered, the A1 certificate of coverage, which attests to the payment of contributions in the EU country of settlement (<http://www.inps.it/portale/default.aspx?imenu=107&IdArea=6&IdLingua=1>) – click on “*certificato relativo alla legislazione applicabile*” (“certificate regarding applicable legislation”) – “*distacco*” (“transfer”) - “E101” – and the forms for this purpose provided for by the individual countries’ bilateral agreements, available on the INPS site, at the following address:

<http://www.inps.it/portale/default.aspx?SID=%3b0%3b9398%3b9419%3b9420%3b9422%3b&lastMenu=9422&iMenu=1&iNodo=9422&p4=2>

(go to “*convenzioni internazionali*” (“international agreements”)/enter country name in “*filtra*”/ click on “*certificato di distacco temporaneo*” (“certificate of temporary transfer”))

For the countries listed below, click directly on the link beneath:

### Argentina:

<http://www.inps.it/portale/default.aspx?imenu=107&idarea=5&idlingua=1&sfiletrocodice=&sfiletrochiave=argentina>

### Brazil:

<http://www.inps.it/portale/default.aspx?imenu=107&idarea=5&idlingua=1&sfiletrocodice=&sfiletrochiave=brasil>

### Cape Verde:

<http://www.inps.it/portale/default.aspx?imenu=107&idarea=5&idlingua=1&sfiletrocodice=&sfiletrochiave=capoverde>

### Croatia:

<http://www.inps.it/portale/default.aspx?imenu=107&idarea=5&idlingua=1&sfiletrocodice=&sfiletrochiave=croazia>

### Serbia:

<http://www.inps.it/portale/default.aspx?imenu=107&idarea=5&idlingua=1&sfiletrocodice=&sfiletrochiave=serbia>



**Republic of San Marino:**

<http://www.inps.it/portale/default.aspx?imenu=107&idarea=5&idlingua=1&sfiletrocodice=&sfiletrochiave=san+marino>

**Tunisia:**

<http://www.inps.it/portale/default.aspx?imenu=107&idarea=5&idlingua=1&sfiletrocodice=&sfiletrochiave=tunisia>

**Turkey:**

<http://www.inps.it/portale/default.aspx?imenu=107&idarea=5&idlingua=1&sfiletrocodice=&sfiletrochiave=turchia>

**Uruguay:**

<http://www.inps.it/portale/default.aspx?imenu=107&idarea=5&idlingua=1&sfiletrocodice=&sfiletrochiave=uruguay>

## 7. Healthcare protection of EU and non-EU workers

Access to emergency and urgent **healthcare services is guaranteed to anyone present on national territory.**

As regards workers, healthcare regulations are different depending on whether they are from EU countries, from non-EU countries with which bilateral healthcare assistance agreements are in force, or from non-EU countries not bound to our country by bilateral agreements.

**A worker from an EU country who is transferred to Italy** enjoys complete healthcare assistance on a par with his or her Italian counterpart. He or she must possess form S1 issued by the competent authority in the country of origin. This form must be submitted, in Italy, to the local health unit (ASL) with territorial jurisdiction, of residence or domicile.

In any event the worker, just as any other EU national (tourist, student, etc.) who comes to Italy for a temporary stay, may also use the **European Health Insurance Card**, which ensures his or her direct access, free of charge (except for the payment of vouchers, if also required for Italian nationals), to the services that are "medically necessary," also taking into account the duration of the period of stay and of the nature of the service (art. 19 Reg 883/04, art. 25 Reg. 987/09).

As regards **workers from non-EU countries** with which bilateral social security agreements are in force, for most of them the healthcare assistance that is provided for directly is identical to that established by EU regulations. What changes is the form to be presented to ASL depending on the specific agreement with the country.

For **workers from the other countries** (and for workers from countries with agreements, but belonging to categories not covered by agreements), legislative decree no. 286 of 25 July 1998, "Consolidation act of measures concerning the regulation of immigration and regulations on the condition of the foreign national," and its implementation regulations (D.P.R. no. 394 of 31 August 1999) apply.

In particular, **resident aliens that are engaged in lawful activities of subordinate or free-lance work are mandatorily registered with the national health service.** Registration with the national health service is also established for dependent family members. Pursuant to art. 42, paragraph 5, of D.P.R. no. 394/99, registration is not mandatory for the foreign nationals pursuant to art. 27, paragraph 1, letters a), i), and q) of the Consolidation Act that are not required to pay in Italy, for the activity performed there, the income tax for physical persons, or for foreigners holding a permit of stay for business reasons.

**Foreign nationals that do not come under the situations discussed above are required**, pursuant to art. 34, paragraph 3, of Legislative Decree no. 286/98 **to obtain insurance coverage for illness, accident, and maternity, by taking out an insurance policy** with an Italian or foreign insurance institution, valid on national territory, or through registration with the national health service, valid also for dependent family members. Foreign nationals that have requested a permit of stay greater than three months are entitled to voluntary registration, upon payment of the established contribution.

**Students and au pairs** may also request registration for periods of stay of **less than three months**.

The **delivery of healthcare assistance** is the responsibility of the local health unit (ASL) of the foreign national's temporary residence or domicile.

For foreign nationals staying for a **period of less than three months** (e.g. for tourism), **urgent and elective healthcare services are ensured** for payment of the corresponding rates. Pursuant to art. 15 of regulation EC 810/2009, the foreign national requesting an entry visa for stays not exceeding 90 days must demonstrate that he or she possesses adequate travel health insurance valid for the set of territories of the Schengen area's Member States; said insurance must cover the expenses that may become necessary, guaranteeing a minimum coverage of no less than € 30,000..

## 8. Entry and stay of EU nationals

**The entry of EU nationals that intend to visit Expo Milan 2015 and stay in Italy for a period of no more than 3 months** is permitted with no particular formalities other than possession of an identification card valid for travel, or of a valid passport. This right is also extended to family members not possessing citizenship of an EU state, holding a valid passport, that accompany or join the EU national. The EU national and the (foreign) family member, during the first 3 months, have only the burden of appearing at a police office to declare their presence in Italy, while, if they are residing in an hospitality facility (hotel, community, retirement, etc.), the declaration issued by said facility is sufficient.

**For a stay exceeding 3 months**, the EU national is required to register with the civil records office in the municipality of residence.

The same juridical treatment is also recognized for citizens of the States belonging to the Agreement on the European Economic Area (Iceland, Liechtenstein, Norway), and the citizens of the Helvetian Confederation.

**Should he or she intend to stay for more than 3 months**, the EU national is required to request civil registration with the municipality of reference, exhibiting the following documents:

- valid passport or equivalent document
- Italian tax code number (*codice fiscale*) (issued by Agenzia delle Entrate)
- declaration of habitual residence
- current labour contract, with INPS and INAIL identifiers, hiring letter, declaration by employer, notification to the employment centre (*Centro per l'impiego*) of the hiring.

The EU national's foreign family members must request, at the *Sportello Immigrazione Expo della Questura di Milano* (Milan police station's one-stop shop for Expo immigration information) located at the Expo facilities, the **"residence card for family member of EU national."**

Towards this end, the applicant must fill out the application available at this Sportello, to which a € 16 revenue stamp has been applied in the space for this purpose, accompanied by the following documentation:

- valid passport or equivalent document
- declaration of EU citizen's request for civil registration
- at the *Sportello Immigrazione Expo della Questura di Milano* (Milan police station's one-stop shop for Expo immigration information) documentation issued by the competent authority in the country of origin or provenance, attesting to the family relationship and, where required, dependent family member or member of the family nucleus, or family member suffering from serious health problems, requiring the EU national's personal assistance.
- 4 passport photos against white background
- declaration of maintenance signed by the EU national

**As regards the performance of the working activity**, the citizen of one of the EU's Member States may also undertake a working activity during the first 3 months of stay.

EU nationals entered with the civil registry of an Italian municipality that are unemployed, idle, or seeking a new job may visit the Italian centres for employment (*Centro per l'impiego*) and be included on the list of names for admission to work through the employment services.

In particular, EC nationals to be hired by an employer incorporated in Italy must hold an Italian tax code number (*codice fiscale*) and a valid identification document. However, should they wish to carry out an autonomous working activity, they are subjected entirely to national regulations.

Moreover, the EC national may be transferred to Italy by a company incorporated in an EU Member State for a period not to exceed 24 months, pursuant to Directive 96/71/EC.

## **Attachment: Forms for remote forwarding of applications and communications**

- A. Transfer of foreign workers employed by foreign companies**
- B. Hiring of foreign workers by Italian companies or by companies incorporated in Italy**



# EXPO MILAN 2015 GUIDELINES

in the matter  
of foreigners' entry  
and stay

**Attachment: Forms for remote forwarding of applications and communications**

- A. Transfer of foreign workers employed by foreign companies
- B. Hiring of foreign workers by Italian companies or by companies incorporated in Italy

## **A. Transfer of foreign workers employed by foreign companies**



## **A. Declaration of responsibility**

**Having regard to** the agreement between the Italian Republic government and the Bureau International des Expositions (BIE) on the measures required to facilitate participation in the Universal Expo of Milan 2015 of 11 July 2012, ratified with law no. 3 of 14 January 2013;

**Having regard to** Legislative Decree 286 of 25 July 1998 (Immigration Consolidated Act), in particular article 27;

**Having regard to** “Special Rule No. 4 about the building or improvement of and fire prevention measures for the Expo 2015 pavilions”;

**Having regard to** the legality protocol between the Prefecture – UTG of Milan and EXPO 2015 S.p.A of 13 February 2012;

**Having regard to** social security and insurance legislation;

The Commissioner General of Section /Director of Unofficial Participants

### **Guarantees that the applicant company, operating in the respective “Pavilion”**

- will open in Italy a social security and insurance position, fully complying with Italian legislation in the sphere of social security and insurance, barring the presence of social security agreements with the country of origin (cf. attached list) or the worker is from an EU member State;
- will observe the provisions of the collective agreement for the respective category, in particular to guarantee to seconded non-EU workers an adequate wage level.

## Data Commissioner General of Section /Director of Unofficial Participants

Participant

First name

Surname

Date of birth

Gender

Nationality

ID document type

Issued by

Number

Issue date

Expiry date

← List with nationality of  
EXPO participants

← Automatic  
compilation  
when  
nationality is  
entered

**Contact c/o EXPO Commissioner General of Section /Director of Unofficial Participants**

Province/County

Municipality

Address

Street number

Area code

Telephone

Mobile phone

Email/PEC (Italian certified  
email system)

### Data of the applicant company

Company name

Information about registered office

State

Company address

### Data of the Employer/Legal representative

Name

Surname

Date of birth

Gender

Country of birth

Birth place

Nationality

### ID document

Document type

Issued by

Number

Issue date

Expiry date

## Data of the Worker

Name

Surname

Birth date

Gender

Country of birth

Birth place

Nationality

Country of residence

## Data of the Worker

Document type

Issued by

Number

Issue date

Expiry date

Possible residence permit held by foreigners legally residing in EU

Holder of

Permit number

Issued by (State)

If living in an EU  
country



## Employment contract

Applied contract

See attached list

Level

See attached list

Minimum wage

See attached list



Click for online help

## Place where work is performed

Province/County

Milan

Municipality

Milan

## Visa application

Application at Italian consulate of

## Worker contacts

Province/Country

Municipality

Address

Street number

Area code

Telephone

Mobile phone

Email/PEC

(Italian certified email  
system)

## **B. Hiring of foreign workers by Italian companies or by companies incorporated in Italy**

## B.

## Dichiarazione impegni

**Visto** l'accordo tra Governo della Repubblica Italiana e il Bureau International des Expositions (BIE) sulle misure necessarie per facilitare la partecipazione all'Esposizione Universale di Milano del 2015 dell'11 luglio 2012, ratificato con legge 14 gennaio 2013, n. 3;

**Visto** il Decreto Legislativo 25 luglio 1998, n. 286 (T.U. IMMIGRAZIONE), in particolare articoli 22 e 27;

**Visto** il "Regolamento Speciale n. 4 riguardante la costruzione o relativi miglioramenti e le misure anticendio dei padiglioni dell'Expo 2015";

**Visto** il Protocollo di legalità tra Prefettura – UTG di Milano e EXPO2015 S.p.A del 13 febbraio 2012;

**Visto** il D.P.C.M. 25 novembre 2013 "c.d. Decreto Flussi per l'anno 2013";

**Visto** il D.P.C.M. 12 marzo 2014 "c.d. Flussi d'ingresso stagionali 2014";

**Vista** la normativa previdenziale ed assicurativa;

Il Commissario Generale di Sezione/Direttore dei Partecipanti Non Ufficiali

### **Garantisce che l'azienda richiedente, operante nel "Padiglione" di pertinenza:**

- dispone della capacità economica necessaria per far fronte agli oneri relativi all'assunzione in Italia del personale straniero richiesto;
- provvederà all'apertura in Italia della posizione contributiva ed assicurativa, trovando piena applicazione la legislazione italiana in materia previdenziale e assicurativa, salvo che non vi siano accordi di sicurezza sociale con il Paese di appartenenza (cfr .elenco allegato);
- osserverà le prescrizioni del contratto collettivo di categoria applicato, in particolare, al fine di assicurare ai lavoratori extracomunitari assunti un livello adeguato di retribuzione.

## Dati Commissario Generale di Sezione/Direttore Partecipanti Non Ufficiali

Partecipante

Nome

Cognome

Data di nascita

Sesso

Cittadinanza

Tipologia documento

Rilasciato da

Numero

Data rilascio

Data scadenza

← Lista con le nazionalità  
partecipanti EXPO

← Compilazione  
automatica  
all'inserimento  
della  
nazionalità

### Dati della azienda richiedente

Tipologia richiedente

Denominazione sociale

Codice fiscale

P.I.

Matricola INPS

Iscritta ad INAIL

Codice INAIL

Codice controllo INAIL

Voce Tariffa

Iscr. C.C.I.A.A.

Iscr. in data

Indirizzo della sede

n. civico

Azienda individuale  
Società o Ente

### Dati della azienda richiedente

Provincia

Comune

CAP



### Dati del datore di lavoro/Rappresentante legale

Nome

Cognome

Data di nascita

Sesso

Stato Nascita

Provincia di nascita

Città di nascita

Luogo nascita

Codice fiscale

Provincia residenza

Residente in

Indirizzo

CAP

Telefono

### Dati Datore di lavoro/Rappresentante legale

Cittadinanza

In possesso di attestato di  
iscrizione anagrafica

### Documento di identità

Tipologia documento

Rilasciato da

Numero

Data rilascio

Data scadenza

### Dati Datore di lavoro/Rappresentante legale

Titolare di

Numero

Per motivi di

Data di scadenza

Richiesta rinnovo

Data di scadenza

## Dati del lavoratore

Nome

Cognome

Data di nascita

Sesso

Stato Nascita

Provincia di nascita

Città di nascita

Luogo nascita

Codice fiscale (se in possesso)

Stato civile

Cittadinanza

Stato residenza

Località

## Dati del lavoratore

Provincia di domicilio

Città

Indirizzo

CAP

### Documento di identità

Tipologia documento

Rilasciato da

Numero

Data rilascio

Data scadenza

Eventuale titolo di soggiorno posseduto dal cittadino straniero regolarmente soggiornante in UE

Titolare di

Numero permesso

Rilasciato da (Stato)

Se residente in uno  
stato appartenente  
all'UE

### Contratto di lavoro

Contratto di categoria



Elenco contratti di categoria

Livello categoria

Mansione



Elenco mansioni CP 2011

Tipologia contratto



Tempo determinato

Mesi di lavoro



Orario lavorativo



Orario Sett. medio



Tempo pieno  
Tempo parziale verticale  
Tempo parziale orizzontale  
Tempo parziale misto

### Sede di svolgimento dell'attività lavorativa

Provincia

Milano

Comune

Milano

### Richiesta Visto

Richiesta visto presso il consolato italiano di

## Recapiti datore di lavoro

Provincia

Comune

Indirizzo

Numero civico

CAP

Telefono

Telefono cellulare

E-mail/PEC

## Recapito del lavoratore

Provincia

Comune

Indirizzo

Numero civico

CAP

Telefono

Telefono cellulare

E-mail/PEC