

## 1. Where are the Employment Services / Business Creation Support / Qualifications and Competency Recognition Services of AIMA located?

The Employment Services of AIMA are physically located in **3 different areas**:

- **AIMA Porto Office**

Address: Av. de França, 316 - Edifício Capitólio, 4050-276 Porto

Map Link: <https://maps.app.goo.gl/MFjZ3nZxWdiXq9Ex7>

Opening Hours: 08:30-16:30

- **AIMA Lisboa II Office**

Address: Rua Álvaro Coutinho, 14, 1150-025 Lisboa

Map Link: <https://maps.app.goo.gl/of9Jog4widjD9a6E8>

Opening Hours: 09:00-17:00

- **Loja AIMA Faro**

Address: Largo Dr. Francisco Sá Carneiro – Municipal Market – Loja do Cidadão, 1st Floor, 8000-151 Faro

Map Link: <https://maps.app.goo.gl/v3rrqdW5Y1YWWSFg9>

Opening Hours: 09:00-17:00

You can also contact the Employment Services through the following email addresses:

- Employment / Qualifications and Competency Recognition: - [emprego@aima.gov.pt](mailto:emprego@aima.gov.pt);
- Business Creation Support: - [empreendedorismo@aima.gov.pt](mailto:empreendedorismo@aima.gov.pt).

## 2. How can I request an appointment?

You can request an appointment through the following email addresses:

- Emprego / Qualificações e Reconhecimento de Competências - [emprego@aima.gov.pt](mailto:emprego@aima.gov.pt);
- Apoio à Criação de Negócio - [empreendedorismo@aima.gov.pt](mailto:empreendedorismo@aima.gov.pt)

### 3. What are the main Employment Services provided by AIMA for migrants?

The main employment-related activities carried out by AIMA for migrants include:

- Consultation in person, via email, or by phone;
- Support in creating a CV, providing job market information, and directing individuals to job opportunities;
- Promotion of employability through Employability Sessions and other occasional events (e.g., participation in employment fairs);
- Organization of informational sessions and workshops on specialized topics, sometimes in collaboration with other organizations.

### 4. What are the Employability Sessions organized by AIMA and how can you participate?

The Employability Sessions organized by AIMA serve as a meeting space between employers or training institutions and job seekers or individuals seeking training. These sessions facilitate direct interaction between both parties, going beyond submitting or handing in a CV.

During these sessions, participants can expect:

- Presentation of AIMA's employability services;
- Information on Portuguese language learning opportunities;
- Workshops on job search techniques;
- Other relevant information.

These sessions take place monthly in Lisbon and occasionally in Porto and Faro.

To participate as a job seeker, employer, or training institution, please send an email to:  
[emprego@aima.gov.pt](mailto:emprego@aima.gov.pt).

**5. I am a company, training institution, or organization working in employability and/or migrant support and would like to collaborate with AIMA. How can I do this?**

To contact AIMA regarding employment-related matters, please send an email to [emprego@aima.gov.pt](mailto:emprego@aima.gov.pt), specifying the objectives of the collaboration.

**6. Where can I find information about the initiatives developed by AIMA in employment matters?**

To access information about the activities developed by AIMA in employment matters, you can follow AIMA **on social media** and **send an email** to [emprego@aima.gov.pt](mailto:emprego@aima.gov.pt).

**7. Where can I find useful information about working in Portugal?**

You can find useful information about working in Portugal on the official website of the national public employment service, IEFP, I.P.: <https://www.iefp.pt/iefp>

## 8. What is the GIP Immigrant Network and where can I find a Professional Insertion Office (GIP) integrated into this network?

The Professional Insertion Office (GIP) Immigrant Network (RGI) is the result of a partnership between AIMA, I.P. and the Institute for Employment and Vocational Training (IEFP, I.P.).

The GIPs are support structures for employment that, in close collaboration with Employment Centers, provide assistance to young people and unemployed adults in defining or developing their integration or reintegration paths into the labor market.

Currently, there are 18 GIPs in the Immigrant Network, managed by local municipalities, private social solidarity institutions, local development associations, immigrant and ethnic minority associations, trade unions, employer associations, and other national public entities.

The RGI is composed of **the following GIPs**:

North and Center				
Area of Intervention of the GIP Immigrant	Identification of the GIP Immigrant	Region	E-mail	Phone
North	Cruz Vermelha Portuguesa -Delegação de Braga	Braga	<a href="mailto:dbraga.gip-imigrante@cruzvermelha.org.pt">dbraga.gip-imigrante@cruzvermelha.org.pt</a>	253 208 870
	SEIVA (Associação ao Serviço da Vida) - Porto	Porto and surrounding municipalities	<a href="mailto:gip@seiva.co.pt">gip@seiva.co.pt</a>	224 937 818 911 009 699
	ASI (Associação Solidariedade Internacional) - Vila Nova de Gaia	Vila Nova de Gaia and surrounding municipalities	<a href="mailto:gipimigranteasi@gmail.com">gipimigranteasi@gmail.com</a> / <a href="mailto:clai@asi.pt">clai@asi.pt</a>	227 151 090
Center	Casa Lusófona ONGD - Coimbra	Coimbra and surrounding municipalities	<a href="mailto:gipcasalusofona@gmail.com">gipcasalusofona@gmail.com</a>	239 825 189
	InPulsar (Associação para o Desenvolvimento Comunitário) - Leiria	Leiria	<a href="mailto:gip@inpulsar.pt">gip@inpulsar.pt</a>	244 023 633
	UNIVERA (Centro Social e Paroquial da Vera Cruz) - Aveiro	Aveiro	<a href="mailto:gip.univera@cpsveracruz.pt">gip.univera@cpsveracruz.pt</a>	961 283 910 963 596 830



Lisbon and Vale do Tejo, Alentejo, and Algarve				
Area of Intervention of the GIP Immigrant	Identification of the GIP Immigrant	Region	E-mail	Phone
Lisbon and Vale do Tejo	Associação Proabraçar - Almeirim	Almeirim and surrounding municipalities	<a href="mailto:gipimigrante.almeirim@proabracar.pt">gipimigrante.almeirim@proabracar.pt</a>	243 099 620 918 535 392
	BYP (Associação Cultural e Juvenil Batoto Yetu) Caxias	Caxias and Oeiras	<a href="mailto:batotoyetu@gmail.com">batotoyetu@gmail.com</a>	214 460 729
	Centro Cultural Moldavo - Cascais	Oeiras and Cascais	<a href="mailto:gip.ccmoldavo@gmail.com">gip.ccmoldavo@gmail.com</a> <a href="mailto:atendimento.ccmoldavo@gmail.com">atendimento.ccmoldavo@gmail.com</a>	214 480 017
	Município de Odivelas	Odivelas	<a href="mailto:gip.imigrante@cm-odivelas.pt">gip.imigrante@cm-odivelas.pt</a>	219 320 430 219 320 431
	Centro Social e Paroquial Costa da Caparica	Almada and surrounding municipalities	<a href="mailto:gip.cspcostacapa@gmail.com">gip.cspcostacapa@gmail.com</a>	212 919 530
	Fábrica da Igreja Nossa senhora da Conceição - Setúbal	Palmela and Setúbal	<a href="mailto:gip.setubal@gmail.com">gip.setubal@gmail.com</a>	265 741 468
	AGUINENSO (Associação Guineense de Solidariedade Social) Lisboa	Lisboa and surrounding municipalities	<a href="mailto:gip.aguinenso@gmail.com">gip.aguinenso@gmail.com</a>	218 370 436
Alentejo	Associação Caboverdiana de Sines e Santiago do Cacém	Sines	<a href="mailto:gipimigrante.sines@gmail.com">gipimigrante.sines@gmail.com</a> <a href="mailto:a.caboverdeana.sines@gmail.com">a.caboverdeana.sines@gmail.com</a>	269 636 878
	Câmara Municipal de Beja	Beja and surrounding municipalities	<a href="mailto:geral@cm-beja.pt">geral@cm-beja.pt</a>	284 311 800
	Município de Odemira	Odemira	<a href="mailto:gip.imigrante@cm-odemira.pt">gip.imigrante@cm-odemira.pt</a>	283 320 900
Algarve	DOINA - Associação de Imigrantes Romenos e Moldavos do Algarve	Loulé and surrounding municipalities	<a href="mailto:gip.doina@gmail.com">gip.doina@gmail.com</a>	960 086 782
	GRATO – Grupo de Apoio aos Toxicodependentes - Portimão	Portimão	<a href="mailto:gipgrato@gmail.com">gipgrato@gmail.com</a>	969 753 177

## 9. What are the main activities developed by AIMA's Entrepreneurship Services for Migrants?

The main entrepreneurship-related activities developed by AIMA for migrants are:

- Public consultation;
- Specialized assistance, subject to prior appointment via email at [empreendedorismo@aima.gov.pt](mailto:empreendedorismo@aima.gov.pt);
- Business support and Business Idea support;
- Referral to AIMA's services or others;
- Capacity-building actions (courses on "Business Creation Support" and thematic workshops);
- Institutional contacts, such as mediation with the banking sector, microcredit, or other funding sources;
- Activities promoting entrepreneurial initiatives (such as Pop-Up Store – entrepreneurship fairs).

For more information, please send an email to [empreendedorismo@aima.gov.pt](mailto:empreendedorismo@aima.gov.pt).

## 10. What are the Employability Sessions promoted by AIMA and how can I participate?

The activities supporting business creation are open to:

- Foreign individuals who are already running or intend to start a business in Portugal, regardless of its complexity or financial investment value;
- Organizations that, with expertise or involvement in the field, can have a positive and useful impact on supporting migrant individuals.

For more information, please send an email to [empreendedorismo@aima.gov.pt](mailto:empreendedorismo@aima.gov.pt).

## 11. What is the "Business Creation Support" course?

The "**Business Creation Support**" course focuses on developing participants' personal skills. Through a real process of business project design, it helps guide participants in structuring a business idea,

which includes risk analysis (family components and risk exposure) and provides greater knowledge of the Portuguese market.

This course consists of 10 group sessions and 8 individual sessions, which take place every week over a period of 10 weeks. During these sessions, participants receive guidance in structuring a business idea as well as developing entrepreneurial skills.

At the end of each course, participants can receive two different documents:

- a) Certificate of Attendance, which certifies attendance (accumulated) of at least 7 group sessions and 2 individual sessions;
- b) Letter of Recommendation, which certifies the maturity of the business idea, validated by the trainer/consultant responsible for the business follow-up.

After completing the course, participants whose business idea is considered viable may continue to receive specialized and individualized support. This support aims to restructure small aspects of the business idea (when necessary), identify financial or other types of support, assist in business implementation, and provide guidance on managing the formalized business.

These courses are primarily planned to take place online, with some courses possibly being held in person.

These courses have been conducted since 2009 and are part of the PEI – Migrant Entrepreneurship Promotion Project.

In this context, they have received international recognition, being considered a good practice:

- Reference to the PEI in the “Handbook on Measures to Support Early-stage Migrant Entrepreneurs,” published in 2019 by the Migrant Entrepreneurship Growth Agenda (a project funded by the European Union);
- Reference, in 2018, in the “Policy Guide on Entrepreneurship for Migrants and Refugees” by the United Nations..

For more information or to register for the course, please send an email to the following address:

[empreendedorismo@aima.gov.pt](mailto:empreendedorismo@aima.gov.pt)

## **12. What other activities related to business creation are promoted by AIMA?**

Although the “Business Creation Support” course is one of the main activities developed to support entrepreneurship, other activities are also organized. For example::

- Workshops, informational sessions, and entrepreneur meetings. These activities aim to complement the information shared during appointments and the “Business Creation Support” course with specific and relevant topics. They also promote networking among entrepreneurs from different experiences and fields, strengthening entrepreneurial activities and creating synergies between business sectors;
- Pop-Up Store. This is a small, temporary fair where migrant individuals test their products and services with potential customers. It also allows interaction with other entrepreneurs, exchanging ideas and sharing experiences. This activity is often accompanied by workshops or informational sessions.

For more information:

- Send an email to the following address [empreendedorismo@aima.gov.pt](mailto:empreendedorismo@aima.gov.pt);
- Follow AIMA’s social media.

## **13. I am a company, training entity, or organization working in the field of employability and/or support for migrants, and I would like to collaborate with AIMA regarding the activities it develops. How can I do this?**

To contact AIMA regarding employment matters, you should send an email to [emprego@aima.gov.pt](mailto:emprego@aima.gov.pt), indicating the objectives of the collaboration.

## **14. Where can I find information about the initiatives developed by AIMA in employment matters?**



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#### **15. Where can I find useful information about working in Portugal?**

You can find useful information about working in Portugal on the official website of the national public employment service, IEFP, I.P: <https://www.iefp.pt/iefp>.

#### **16. What are the main activities developed by AIMA's qualification and skills recognition services aimed at migrants?**

AIMA's activities in this area are mainly focused on the following topics, in close collaboration with the relevant entities:

- Information on how to obtain equivalency for basic and secondary education;
- Recognition of foreign higher education degrees and diplomas;
- Access to higher education in Portugal;
- Scholarships;
- Professional recognition, with a view to securing dignified employment that matches the individual's skills;
- Training.

The main activities developed by AIMA in the areas of qualifications and skills, aimed at migrants, are:

- Public consultation, either in person, by email, or by phone;
- Referral to training opportunities and/or recognition of qualifications or skills;
- Informational sessions on the recognition of academic qualifications and professional skills (for migrants or professionals), in collaboration with the relevant entities;
- Institutional contacts with relevant entities for mediating relationships, identifying challenges, and proposing solutions to facilitate access to services.