



RECRUITMENT AND PROJECT REGULATIONS

"Your Second Home!" no. FEWM.09.03-IZ.00-0065/23

co-financed by the European Union under the regional program European Funds for Warmia and Mazury 2021-2027 from the European Social Fund Plus.

§1

GENERAL PROVISIONS

1. This Regulations defines the rules for recruitment and participation in the project entitled "Your Second Home!" no. FEWM.09.03-IZ.00-0065/23, implemented by HN Partners Kamil Hańczkiewicz Adrian Nowak Civil Partnership, based in Łódź (Targowa 27, 90-043 Łódź), hereinafter referred to as the Beneficiary/Project Implementer, in partnership with the "SYNAPSA" Association for Family Support, based in Mrągowo (Kopernika 2c/5, 11-700 Mrągowo).
2. Biuro The office of the "Your Second Home!" Project is located in Mrągowo at: Kopernika 2c/5, 11-700 Mrągowo.
3. This Regulations defines:
 - a. The main assumptions of the Project
 - b. Participation criteria in the Project
 - c. Recruitment procedure
 - d. Rights of Project Participants
 - e. Obligations of Project Participants
 - f. Conditions for withdrawal from the Project
 - g. Monitoring process
 - h. Copurights
 - i. Final provisions
4. The overall supervision of the Project's implementation and the resolution of matters not regulated in these Regulations is the responsibility of the person designated by the Project Implementer – the Project Coordinator. The decisions of the Project Coordinator are final and cannot be appealed.
5. All information regarding the implementation of the Project is available on the Project's website and at the Project Office.
6. The Project website is available at: <https://hnpartners.pl/twojdrugidom/>
7. The Project is implemented with respect for the principle of equal opportunities and non-discrimination, including accessibility for persons with disabilities, as well as the principle of gender equality and sustainable development.
8. The Project is implemented in accordance with the Guidelines for the implementation of projects involving the European Social Fund Plus in regional programs for the years 2021-2027.



§ 2

GLOSSARY OF TERMS

Explanation of terms used in these Regulations:

- 1. Project** - "Your Second Home!" no. FEWM.09.03-IZ.00-0065/23, implemented in the Warmian-Masurian Voivodeship under the European Funds for Warmia and Masuria 2021-2027 Program, co-financed by the European Social Fund Plus under the competition no. FEWM.09.03-IZ-00-001/23, announced under Priority Axis 9: Social Inclusion and Integration of EFS+; Action 9.3 Integration of third-country nationals into the local community.
- 2. Project Developer (hereinafter referred to as the Beneficiary/Implementer/Organizer) - HN Partners Kamil Hałackiewicz Adrian Nowak Civil Partnership, with its registered office at: Targowa 27, 90-043 Łódź.**
- 3. Project Partner** - The Project is implemented in partnership with the "SYNAPSA" Association for Family Support.
- 4. Grant Agreement** - Refers to the Agreement concluded between the Project Developer and the Warmian-Masurian Voivodeship, represented by the Management Board of the Warmian-Masurian Voivodeship, based in Olsztyn, acting as the Managing Institution for the implementation of the Regional Program European Funds for Warmia and Masuria 2021-2027, regarding the acceptance of the Project entitled "Your Second Home!" no. FEWM.09.03-IZ.00-0065/23 for implementation.
- 5. Managing Institution (MI)** - The Management Board of the Warmian-Masurian Voivodeship, acting on behalf of and for the Warmian-Masurian Voivodeship.
- 6. FEWiM** – European Funds for Warmia and Masuria program for the years 2021-2027.
- 7. Project Coordinator** - The person managing the Project.
- 8. Candidate** - A person applying to be qualified for participation in the Project.
- 9. Project Participant** - A natural person, regardless of age, directly benefiting from EFS+ intervention. A person benefiting directly from EFS+ support is a person the intervention aims to assist. A participant is someone whose data can be identified and collected to determine shared product indicators (including gender, labor market status, age, education), and for whom specific expenditure is planned. A person not benefiting from direct support should not be considered a participant. Direct support to a participant refers to support allocated specifically to a person to achieve benefits such as acquiring skills or obtaining employment. Thus, a Project Participant is a person who has been qualified for the Project and receives support within it.
- 10. Project Office** - The office of the Project Developer located at: Kopernika 2c/5, 11-700 Mrągowo, where activities related to the direct implementation of the Project are carried out, with the possibility of providing full documentation of the project and allowing Project Participants to contact the project team in person.
- 11. Project Website** - The website containing necessary information about the implementation of the Project - - <https://hnpartners.pl/twojdrugidom/>
- 12. Regulations** – These Recruitment and Project Regulations for "Your Second Home!".
- 13. GDPR** - Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (EU Official Journal L 127, 23.05.2018).
- 14. Person under temporary protection in Poland due to the war in Ukraine** - An adult person receiving temporary protection in Poland under the Implementing Decision of the Council (EU) 2022/382 of 4 March 2022, which recognizes the existence of a mass influx of displaced persons from Ukraine in the meaning of Article 5 of Directive 2001/55/EC and resulting in the introduction of temporary protection.
- 15. Person belonging to a national minority** - According to national law, national minorities



include the following: Belarusian, Czech, Lithuanian, German, Armenian, Russian, Slovak, Ukrainian, and Jewish. Ethnic minorities include: Karaim, Lemko, Roma, and Tatar.

- 16. Person with disabilities** - A person with a disability as defined by the provisions of the Act of August 27, 1997, on vocational and social rehabilitation and employment of persons with disabilities (Journal of Laws 2011 No. 127, item 721, as amended) or a person with mental disorders, as defined by the Act of August 19, 1994, on the protection of mental health (consolidated text, Journal of Laws 2016, item 546, as amended), i.e., a person with the relevant certificate or other document confirming their health condition.
- 17. Unemployed person** - A person who is unemployed, ready to take up work, and actively seeking employment. This definition includes all individuals registered as unemployed according to the national definition, even if they do not meet all three criteria mentioned above. Individuals eligible for maternity or parental leave who are unemployed under this definition (not receiving leave benefits) should also be considered as unemployed. Actively seeking employment refers to individuals registered with the employment office as unemployed or job seekers, or those who are not registered but meet the above criteria, i.e., are ready to work and actively seeking employment.
- 18. Long-term unemployed person** - An unemployed person who has been on the register of the Employment Office for more than 12 months in the last 2 years, excluding periods of internships and adult vocational training.
- 19. Unemployed person not registered with the Employment Office** - Refers to a person who is unemployed, ready to take up work, and actively seeking employment, but is not registered with the Employment Office.
- 20. Economically inactive person** - Refers to a person who is not currently part of the labor force (i.e., not working nor unemployed). Examples of economically inactive persons include:
- Full-time students, unless they are already employed (even part-time), in which case they should be considered as employed.
 - Children and youth under 18 years of age who are attending school, unless they meet the criteria for being classified as unemployed or employed.
 - Doctoral students who are not employed at a university, other institution, or company. If a doctoral student performs work duties for which they receive remuneration or runs a business, they should be treated as employed. If a doctoral student is registered as unemployed, they should be included in the unemployment indicator.
- 21. Employed person** – a person who:
- a) is aged 15 to 89 years and: performs work for which they receive remuneration, from which they derive profits or family benefits,
 - b) has employment or their own business but is temporarily not working (due to reasons such as illness, leave, labor dispute, or education or training), or
 - c) produces agricultural goods, the main part of which is intended for sale or barter. Persons engaged in the following are also considered employed:
 - a) persons running their own business, meaning those conducting economic activities or activities referred to in Article 5 of the Act of March 6, 2018 – Entrepreneurs' Law (Journal of Laws 2023, item 221), farming, or professional practice, provided one of the following conditions is met:
 - i) the person works in their business, professional practice, or farm with the aim of earning income, even if the business is not profitable;
 - ii) the person devotes time to their business, activity referred to in Article 5 of the Act of March 6,



2018 – Entrepreneurs' Law, professional practice, or farm, even if no sales or services have been made and nothing has been produced (for example: a farmer performing work to maintain their farm; an architect spending time waiting for clients in their office; a fisherman repairing a boat or fishing nets to be able to continue working; individuals attending conferences, conventions, or seminars);

iii) the person is in the process of setting up a business, farm, or professional practice; this includes purchasing or installing equipment, ordering goods as part of preparations for launching the business. A family member helping without pay is considered an employed person if their work directly contributes to the business, farm, or professional practice owned or operated by a related member of the same household;

b) a family member helping without pay to a person running their business, who is considered a "self-employed person"

c) persons on maternity, parental, or childcare leave as referred to in the Act of June 26, 1974 – Labor Code (Journal of Laws 2022, item 1510, as amended), unless they are already registered as unemployed (in such cases, the unemployed status takes precedence);

d) students who are employed or running their own business;

e) persons referred to for subsidized employment.

22. Citizen of a third country – a person who is not a citizen of a European Union (EU) member state, including a stateless person as defined by the 1954 Convention relating to the Status of Stateless Persons and a person without a recognized nationality. Support in the project is directed to individuals who do not hold the citizenship of any EU country or countries such as Norway, Iceland, Liechtenstein, Switzerland.

23. Person with at most secondary education level I (ISCED 0-2) – a person whose highest achieved level of education is lower secondary or primary education (8 years of primary school) (ISCED 0-2) according to the International Standard Classification of Education (ISCED) by UNESCO, i.e., a person participating in early education (ISCED 0), a person who participates in or has completed education at most at the primary level (ISCED 1-2), or a person who has completed education at most at the lower secondary level (ISCED 2), as well as a person who has not reached any level of education (ISCED 0).

24. Person with secondary education level II (ISCED 3) – a person whose highest achieved level of education is upper secondary education (ISCED 3), which is post-gymnasium or post-primary education, or post-secondary education (ISCED 4) according to the International Standard Classification of Education (ISCED) by UNESCO.

25. Person with higher education (ISCED 5-8) – a person whose highest level of education is higher education (ISCED 5-8) according to the International Standard Classification of Education (ISCED) by UNESCO; starting from short-cycle higher education (ISCED 5), through bachelor's and its equivalents (ISCED 6), master's studies and their equivalents (ISCED 7), to doctoral studies and their equivalents (ISCED 8).

26. Person in a homelessness crisis, affected by exclusion from access to housing – a person: Homelessness and housing exclusion are defined according to the European Typology of Homelessness and Housing Exclusion (ETHOS), which indicates the circumstances of living in homelessness or extreme forms of housing exclusion, as well as the Act on Social Assistance of March 12, 2004::

1) Without a roof over their head, including people living in public spaces or housed in emergency accommodations;



- 2) Without housing, including people accommodated in homeless shelters, women's shelters, immigrant shelters, people leaving penitentiary/penal/medical institutions, care institutions, individuals receiving long-term support due to homelessness - specialized supported accommodation;
- 3) Unsecured accommodation, including people living temporarily with family/friends, i.e., living in conventional housing conditions but not in a permanent residence due to not having one, illegal tenants, or those occupying land illegally, people with uncertain tenancy under an eviction order, people at risk of violence;
- 4) Inadequate living conditions, including people living in temporary/impermanent structures, substandard housing – accommodations unfit for living according to national standards, in conditions of extreme overcrowding;
- 5) People not living in residential premises as defined by tenant protection laws and the municipal housing stock regulations, and those not registered for permanent residence according to the population registration laws, as well as those not living in residential premises but registered for permanent residence in a dwelling unsuitable for habitation.

27. PIW EQUAL (Community Initiative Program) – An educational model for individuals applying for refugee status includes two elements: an informational package and a training set. The informational package, intended for foreigners, provides comprehensive information enabling social and professional integration in Poland, including: information on history, culture, geography, social life, basic labor rights, employment opportunities, state support in this regard, social welfare system, education, and healthcare services. The package also includes information on Polish grammar. The materials are available in four language versions – Polish, English, Ukrainian, and Russian, but can also be adapted to the needs of other language groups.

28. Asylum, Migration and Integration Fund – a financial mechanism of the European Union established for the period 2021-2027 by the Regulation of the European Parliament and the Council (EU) 2021/1147 of July 7, 2021, establishing the Asylum, Migration and Integration Fund. The goal of the Fund is to contribute to the effective management of migration flows and to the implementation, strengthening, and development of the common asylum and immigration policy in accordance with the relevant EU legal framework and with full respect for the international obligations of the EU and its member states resulting from international instruments to which they are parties. The Asylum, Migration and Integration Fund in Poland is implemented through the FAMI Program approved by the European Commission on December 12, 2022.

§3

MAIN ASSUMPTIONS OF THE PROJECT

1. The project will be implemented from June 1, 2024, to August 31, 2025, covering the area of the Warmian-Masurian Voivodeship. The project promoter reserves the right to change the implementation timeline. In the case of such a change, the project promoter will publish information on the project website.
2. The project is co-financed by the European Union through the European Social Fund Plus, within the European Funds for Warmia and Mazury Program 2021-2027 (Priority 9: Inclusion and Integration EFS+, Action 9.03 Integration of Third-Country Nationals in the Local Environment).
3. The main objective of the project is the social integration of 60 adult third-country nationals (including at least 39 women) residing/working/studying in the Warmian-Masurian Voivodeship – from June 2024 to August 2025 – through participation in comprehensive support tailored to



the needs of each individual (including Polish language courses, adaptation workshops, cultural participation, psychological/specialist support, and assistance services).

4. A person cannot participate in the project if they are already receiving identical support in a project co-financed by the European Social Fund Plus (EFS+).
5. The support offered within the project is free for participants. The project promoter covers the costs of organizing the support outlined in §3, item 6 of these Regulations.
6. The following forms of support will be provided within the project:
 - a) **Needs Diagnosis for Participants** – a prerequisite for further social integration activities, mandatory support for 60 people (3 hours per participant in the form of meetings with a psychologist; individual sessions, carried out immediately after the participants are qualified, scheduled at times and dates that suit the participant, either on weekdays or weekends). Participants are entitled to reimbursement of travel costs.
 - b) **Polish Language Courses** – support for an average of 60 people (6 groups of 10 people), consisting of 120 hours of instructional time per group. The support will be organized on weekdays or weekends, depending on the needs of the group. The course will include pre- and post-tests, an external certification exam at the level of the completed course according to the European System of Education Qualifications (ESOKJ). Participants are entitled to reimbursement of travel costs, training materials – a textbook and exercises, additional materials: notebook, folder, pen, coffee break (coffee, tea, milk, cookies, juice, water, sugar, lemon), and childcare during the Polish language classes.
 - c) **Individual Psychological/Specialist Support** – optional meetings for at least 30 participants who have been identified as having this need, averaging 6 hours per person. Participants are entitled to reimbursement of travel costs.
 - d) **Assistance Services** – support depending on the needs of the participants, offered optionally to an average of 36 participants who have been deemed to require it (a total of approximately 60 hours of support, averaging 5 hours of support per participant). Meetings with specialists in a given field will be organized.
 - e) **Adaptation Workshops – Living Conditions in Poland** – support for 60 people (48 hours of instructional time per group). The groups will consist of an average of 10 people; group classes with a trainer/consultant/specialist in the relevant field, held on weekdays or weekends depending on the group's needs. Participants are entitled to reimbursement of travel costs, training materials – notebook, folder, pen, coffee break (coffee, tea, milk, cookies, juice, water, sugar, lemon), and childcare during the Polish language classes.
7. The activities will take place according to the schedule. Detailed schedules will be provided before the start of each form of support (at the Project Office and on the project website).
8. The organizer reserves the right to make changes to the schedules and the locations of the activities. Participants will be informed of these changes on an ongoing basis.

§4

PARTICIPATION CRITERIA IN THE PROJECT

1. A person may participate in the Project if, on the day of joining the Project, they meet the following criteria:
 - a. They are an adult, over 18 years of age.



- b. They are a citizen of a third-country, and do not hold citizenship of any EU country, nor Norway, Iceland, Liechtenstein, or Switzerland.
 - c. They are legally residing in Poland.
 - d. They are employed, studying, or residing, as defined by the Civil Code, in the Warmian-Masurian Voivodeship.
 - e. They voluntarily express their willingness to participate in the Project.
 - f. They are not participating in or receiving support from another project funded by the European Social Fund Plus (EFS+).
2. A condition for participation in the Project is enrollment in the recruitment process and qualification for the project in accordance with the rules outlined in this Regulation.
 3. The number of participants in the Project is limited to 60 adults.

§5

RECRUITMENT PROCEDURE

1. The recruitment process for the Project participants will be conducted in the Project area in an open manner, in accordance with the principles of equal opportunities and non-discrimination, including accessibility for persons with disabilities, gender equality, and sustainable development.
2. During recruitment, the principles of impartiality, transparency, and reliability will be followed.
3. Recruitment will take place from September 2024 until 60 adults are recruited.
4. Recruitment is planned in three editions, on the following dates: 06-07.2024, 09-10.2024, and 12.2024 – 01.2025.
5. It is planned to recruit 20 participants per edition.
6. Each edition of recruitment will last a minimum of 10 days.
7. The recruitment stages include:
 - 7.1. Application document submission:
 - a. Familiarization with the Recruitment and Project Regulations titled "Your Second Home!" no. FEWM.09.03-IZ-00-0065/23, available on the Project website or at the Project Office, and the complete filling out and signing of the Application Form by the Candidate, along with submitting it with the required attachments, depending on the declarations made in the application form:
 - Documents confirming legal stay and work rights in Poland, such as: visa, residence card (temporary, permanent, or long-term EU resident), Diia.pl, or a document confirming protection status + passport, or other documents confirming citizenship,
 - For individuals residing in Poland for a maximum of one year: documents confirming legal stay and work rights in Poland, such as visa, residence card (temporary, permanent, or long-term EU resident), Diia.pl, or a document confirming protection status + passport, or other documents confirming citizenship.
 - For individuals with third-country citizenship: documents confirming citizenship, such as: visa, residence card (temporary, permanent, or long-term EU resident),



Diia.pl, or a document confirming protection status + passport, or other documents confirming citizenship.

- For individuals who have been granted temporary protection in Poland following the Russian Federation's aggression against Ukraine: documents confirming stay and work rights, such as visa, residence card (temporary, permanent, or long-term EU resident), Diia.pl, a document confirming protection status + passport, or other documents confirming citizenship.
- For individuals from marginalized communities, such as the Roma: documents confirming membership in a national minority.
- For individuals with disabilities: disability certificate or other health documentation, and a questionnaire regarding needs for reasonable accommodations.
- A declaration from the applicant stating their residence, employment, or study in the Warmian-Masurian Voivodeship.
- A language preference questionnaire.
- A declaration from the applicant regarding the legality of their stay.
- For employed individuals: a certificate of employment from the employer or a copy of the employment contract, copy of the civil law contract, etc.
- For students: a certificate from the university, school, etc.
- For unemployed individuals registered with the Employment Office: a certificate from the employment office confirming their status as unemployed/job-seeking. The certificate must not be older than 30 calendar days from the date of the first form of support.
- For unemployed individuals not registered in the Employment Office:
 - A certificate from the Social Insurance Institution (ZUS) or confirmation generated from the ZUS Electronic Services Platform regarding the absence of contributions to retirement and disability insurance. The certificate must not be older than 30 calendar days from the date of the first form of support.
- The GDPR information clause for individual Project Participants.

b. Applications can be submitted::

- In person at the Project Office
- Electronically to the email address provided on the Project's website
- By regular mail or courier to the Project Office's address

c. For electronic applications, the participant must submit the original documents before the first form of support begins.

d. The Application Form along with attachments is available at the Project Office and on the Project's website.

e. Submission of recruitment documents does not guarantee qualification for the Project.

7.2. Formal Assessment of the Application:

a. The assessment of the completeness of data and the verification of eligibility for the target group, based on the Application Form Evaluation Card, will be conducted on an ongoing basis by the Assistant Project Coordinator.



- b. The assessment will be based on the written statements provided by the Candidates in the Application Form and the required additional documents.
- c. Incomplete recruitment documents or those containing formal errors may be supplemented within 3 days of notifying the Candidate about the deficiencies. Failure to complete the documents within the specified period will result in their rejection.
- d. During the recruitment process, priority will be given (through the allocation of additional points) to individuals with the following characteristics:
 - Individuals who were granted temporary protection in Poland after the Russian Federation's aggression against Ukraine (based on the certificate of PESEL number assignment with UKR status or other document confirming the aforementioned) – 15 points;
 - Women (based on the application form: GENDER and PESEL) – 12 points;
 - Individuals who have been in Poland for up to one year (based on a visa/temporary residence card/certificate of PESEL assignment/other documents confirming the above status) – 10 points;
 - Unemployed individuals (based on a certificate from the Employment Office/Social Insurance Institution (ZUS)/ZUS PUE platform) – 10 points;
 - Individuals with disabilities (based on a disability certificate or other document confirming health status) – 5 points.

7.3. Announcement of Results:

- a. Qualification will be based on meeting the target group criteria and the number of points obtained by the individual.
 - b. In the case of individuals obtaining the same number of points, the order of applications will decide.
 - c. The results will be published in the form of ranking lists at the Project Office and on the Project's website, according to the assigned application form number.
 - d. Participants will be informed about the results by phone or email.
 - e. In the event that more participants express interest in the project, a reserve list will be created, ordered according to the number of points obtained. In case of resignation by a qualified participant, the person on the reserve list will be informed by phone or email about the opportunity to participate in the support, provided that the full support path can still be realized.
8. After qualification for the Project, the Participant will sign a contract and an annex to the contract – a declaration of meeting the criteria of the target group specified in the Project.
 9. 60 adults who meet the criteria and have the highest number of points will be selected to participate in the Project.
 10. If the target number of Participants is not reached, recruitment and promotion will be extended. The Beneficiary will conduct intensified informational and promotional activities.
 11. Recruitment documents are non-returnable.

§6

RIGHTS OF PROJECT PARTICIPANTS

1. Individuals participating in the project have the right to:



- a. Participate in the Project free of charge,
- b. Submit comments regarding the forms of support they are participating in and other organizational matters directly to the Project Coordinator,
- c. Submit objections regarding the implementation of the project or their participation in the project in writing to the Project Office,
- d. Access and modify their personal data provided for the purposes of the Project,
- e. Receive training and educational materials for the activities, during Polish language courses (notebook, pen, folder, as well as a textbook and exercises), during adaptation workshops (notebook, folder, pen),
- f. Receive reimbursement of travel expenses based on the Travel Expense Reimbursement Regulations,
- g. Use catering services in the form of a coffee break (coffee, tea, milk, cookies, juice, water, sugar, lemon) during Polish language courses and adaptation workshops,
- h. Receive childcare services during group activities, such as during Polish language training and adaptation workshops,
- i. Receive a certificate confirming the completion of training provided as part of the Project,
- j. Receive a certificate confirming the acquisition of competencies or qualifications as a result of passing the exam after the Polish language course.

§ 7

OBLIGATIONS OF PROJECT PARTICIPANTS

1. The Participant agrees to:
 - a. Familiarize themselves with these Regulations,
 - b. Sign and submit all documentation related to participation in the Project as specified in these Regulations,
 - c. Sign the Participation Agreement in the Project, outlining the rights and responsibilities of both parties,
 - d. Regularly, punctually, and actively participate in the activities they have been qualified for, according to the received schedule. The Participant commits to:
 - 100% attendance for individual activities, i.e., needs diagnosis, psychological support/specialist support, and assistance services;
 - At least 80% attendance for group activities, i.e., Polish language courses and adaptation workshops – Conditions of Life in Poland, where attendance is mandatory. The Participant must promptly inform the Project Coordinator of any absence from any activity before it begins,
 - e. Confirm participation in all planned forms of support by signing the attendance sheet or other reporting documents,
 - f. Participate in all planned forms of support by signing the attendance sheet or other reporting documents,
 - g. Participate in the project's monitoring and evaluation process, including filling out surveys, documents, and tests,
 - h. Participate in the entire educational cycle,
 - i. Undergo the required validation and internal and external exams,



- j. Be ready to engage in education or training,
 - k. Confirm receipt of training/educational materials and catering, as well as other documents related to the proper implementation of the project,
 - l. Regularly inform the Project Coordinator about any events that may disrupt their continued participation in the project,
 - m. Provide, at the request of the Beneficiary, clarifications and information essential for the proper implementation of the project,
 - n. Not receive identical support in a project co-financed by the European Social Fund Plus (EFS+),
 - o. Inform the Coordinator in writing of their resignation from the project (including providing reasons for the resignation in the case of situations described in §8 of these Regulations),
 - p. Notify the Beneficiary of any absence from the scheduled activities or the fact of leaving the activities before their planned completion by at least a phone call on the day prior to the activity,
 - q. Return any costs of participation in support forms in cases specified in §8 of the Recruitment and Project Regulations of the "Your Second Home!" project to the bank account designated by the Project Coordinator,
 - r. Submit signed required project documents, including:
 - Recruitment documents listed in §4 of these Regulations
 - The participation agreement in the project with the annex;
 - Survey for persons with disabilities (if applicable);
 - Statement confirming the Participant's data on the day of the first support;
 - A statement confirming that the Participant is not receiving support simultaneously from another project co-financed by EFS+ funds.
 - s. Regularly inform the Project Promoter about any events that may disrupt their continued participation in the project and report – exclusively in writing – any changes to the information in the recruitment documents, including address details, employment status, and data confirming membership in the target group.
2. Within 4 weeks of completing participation in the project, the Participant is required to provide the Project Promoter with information regarding their situation after completing the project, including:
- a. Education or training undertaken after leaving the program (certificate of education/training);
 - b. Competencies/qualifications obtained after leaving the program (certificates, diplomas, certificate of enrollment, or other documents confirming the acquisition of competencies/qualifications);
 - c. Improvement in the social situation after leaving the program (e.g., certificates/diplomas/expert opinions confirming, for example, the commencement of education, increased motivation, enhanced self-confidence, undertaking volunteer work).



§8

CONDITIONS FOR WITHDRAWAL FROM THE PROJECT

1. A Participant is entitled to submit a written resignation from the Project without financial responsibility only in the following cases:
 - a. If the resignation is submitted to the Project Coordinator in writing at least 5 days before the start of participation in the first form of support, without the need to document the reason for withdrawal,
 - b. If the resignation from participation in the project during the course of any form of support is submitted to the Project Coordinator within 5 days of the cause for resignation arising. Such resignation is only justified by serious personal or professional reasons (e.g., illness, employment, other significant reasons accepted by the Project Coordinator). The Participant must state the reasons for resignation and provide a certificate or other relevant document from the appropriate institution (e.g., medical certificate).
2. In the case of a Participant withdrawing from participation in any form of support without justified reasons or being removed from the list of participants due to failure to comply with the provisions of the Regulations (e.g., absenteeism from activities), the Participant is required to return, upon the Project Coordinator's request, no later than at the time of submitting the written resignation statement:
 - Return training materials,
 - Return the costs of participation in the project
3. The costs of participation in the Project refer to the costs associated with individual needs diagnosis, Polish language training, individual psychological/support services, assistance services, adaptation workshops – Conditions of Life in Poland (including, among others, the costs of psychologists' salaries, trainers, purchase of training and examination services, rental of rooms for activities, salaries of caregivers for children of group participants, transportation costs to activities, catering for coffee breaks, educational materials, and others) incurred on behalf of the Participant. The amount of the fee will be determined individually for each Participant, considering all circumstances of participation in the Project.

§ 9

MONITORING PROCESS

1. All Project Participants are subject to a monitoring process aimed at assessing the effectiveness of the actions taken within the Project.

§10

COPYRIGHTS

1. According to the provisions of the Agreement for the co-financing of the project titled "Your Second Home!" no. FEWM.09.03-IZ-00-0065/23, the Project Promoter agrees that all works, creations, and results of creative and scientific work produced within the Project, which meet the criteria for copyright protection, will be made available under an open "Creative Commons" (CC) license. Public open access is a fundamental condition for managing these elements in the Project, in accordance with the regulations in this paragraph.



2. The specific type of CC license is determined by the Project Promoter and is based on the Project's objectives.
3. The methods of publication ensuring open access under the conditions of this paragraph are defined by the Project Promoter, in line with the Project's objectives.
4. The above provisions apply to the Project Partner as well as to the Participant.
5. In the case of third-party creations, in the sense of Article 1 of the Act of February 4, 1994, on Copyright and Related Rights (Journal of Laws 2022, item 2509), works related to communication and visibility (e.g., photos, videos, brochures, leaflets, multimedia presentations about the Project) created within the Project, the Project Promoter will acquire the economic copyright to these works. Upon request from the Institution for the coordination of the partnership agreement in the area of information and promotion, the Managing Institution, the Intermediary Institution, and EU institutions or bodies, the Project Promoter will make these works available to them.
6. The Project Implementer reserves the right to use the image and recordings of participants for marketing purposes (catalogs, brochures, monitoring visits, and other publications) provided that the photograph or recording was made during the forms of support attended by the Participant as part of the Project.

§11

FINAL PROVISIONS

1. The Regulations are effective from the moment of signing by the Project Promoter's representative.
2. The Project Promoter reserves the right to change and amend the Regulations during the course of the Project.
3. The final interpretation of the Regulations belongs to the Project Promoter.
4. The overall supervision of the Project's implementation, as well as the resolution of matters not regulated by these Regulations, is the responsibility of the Project Coordinator.
5. The Regulations are available at the Project Office and on the Project's website <http://hnpartners.pl/twojdrugidom/>
6. The Project Promoter is not responsible for changes in program documents and guidelines for the European Funds Program for Warmia and Mazury for the years 2021-2027.
7. Matters not regulated by these Regulations will be resolved by the Project Promoter, i.e., HN Partners Kamil Hańczkiewicz Adrian Nowak Civil Partnership, in accordance with the guidelines of the Managing Institution regarding the implementation of the Project co-financing agreement.
8. Documents annexed to these Regulations:
 - a. Application Form,
 - b. Survey on needs regarding reasonable adjustments,
 - c. Survey on language preferences and needs,
 - d. GDPR Information Clause for individual project participants,
 - e. Statements regarding the Participant's situation after completing the project,
 - f. Participation Agreement in the project.



Fundusze Europejskie
dla Warmii i Mazur

Dofinansowane przez
Unię Europejską



Mrągowo, September 2, 2024