



## Regulations for Participation in the Project and Recruitment

### „Wspólna przyszłość!”

#### FEMA.08.04-IP.01-01HO/23

Co-financed by the European Social Fund Plus under the European Funds for Mazovia 2021-2027 Program

#### §1

##### General Provisions

1. The regulations define the conditions for recruitment and participation in the project "Wspólna przyszłość!" (Project No: FEMA.08.04-IP.01-01HO/23), implemented by HN Partners Kamil Hałaczkiwicz Adrian Nowak Civil Partnership, hereinafter referred to as the Beneficiary, in partnership with the Academy of Knowledge and Development Emilia Pacholec, based on the terms and conditions specified in the project funding agreement dated October 9, 2024, with the number FEMA.08.04-IP.01-01HO/23-00.
2. This regulation defines:
  - a. The main assumptions of the project,
  - b. The criteria for participation in the project,
  - c. The recruitment procedure,
  - d. The rights of the project participants,
  - e. The obligations of the project participants,
  - f. The conditions for resignation from participation in the project,
  - g. The monitoring process,
  - h. Final provisions.
3. General supervision over the implementation of the Project, as well as the resolution of matters not regulated by this Regulation, lies with the Project Coordinator. The decisions of the Project Coordinator are final and cannot be appealed.
4. All information related to the implementation of the project is available on the project's website and at the Project Office.
5. The project website is available at: <http://hnpartners.pl/wspolnaprzyszlosc/>
6. The Project Office is located at: Żeromskiego 94, 26-600 Radom, Room 102.
7. The project is implemented with respect for the principles of equal opportunities and non-discrimination, including accessibility for people with disabilities, as well as the principle of gender equality, and in accordance with the principles of sustainable development.
8. The project is implemented in accordance with the Guidelines for the implementation of projects funded by the European Social Fund Plus in regional programs for the years 2021-2027.



## 2

### Glossary of Terms

#### Explanation of Terms Used in These Regulations

**Project** – the "Wspólna przyszłość!" project, No. FEMA.08.04-IP.01-01HO/23

**Project Implementer (Beneficiary)** – HN Partners Kamil Hańczkiewicz Adrian Nowak Civil Partnership, headquartered at: Targowa 27, 90-043 Łódź

**Project Partner** – Academy of Knowledge and Development Emilia Pacholec, headquartered at: Gaworzyna 6, 27-100 Iłża

**Project Coordinator** – the person responsible for managing the project.

**Candidate** – an individual applying to be qualified for participation in the project.

**Project Participant** – an individual directly benefiting from the EFS+ intervention. According to the Guidelines for monitoring the progress of program implementation for 2021-2027, this refers to an individual, regardless of age, directly benefiting from the EFS+ intervention. Those who directly benefit from the EFS+ support are the individuals the intervention is intended to assist. Participants are only those who can be identified, and from whom data is collected to determine, among other things, common output indicators (including gender, employment status, age, and education). Support is planned to incur specific costs for these individuals. People not directly benefiting from support should not be classified as participants. Direct support for a participant refers to assistance allocated to a specific person, aimed at achieving benefits for the participant (e.g., acquiring competencies, obtaining employment).

**Project Office** – the office of the project implementer located at: Żeromskiego 94, 26-600 Radom, Room 102, where activities related to the direct implementation of the project are carried out – with the possibility of providing full documentation of the ongoing project and ensuring project participants the opportunity for personal contact with the project team.

**Project Website** – the website <http://hnpartners.pl/wspolnaprzyszlosc/> containing essential information related to the implementation of the Project.

**Regulations** – these Regulations for recruitment and participation in the "Wspólna przyszłość!" project.

**Third-country nationals** – individuals who are citizens of countries outside the EU, including stateless persons as defined by the 1954 Convention relating to the Status of Stateless Persons and individuals without a defined nationality.

**Person under temporary protection** – A person granted temporary protection under the Act of March 12, 2022, on assistance for Ukrainian citizens in relation to the armed conflict on the territory of Ukraine (Journal of Laws 2023, item 103, as amended), hereinafter referred to as the "special act", includes:



- Ukrainian citizens who arrived in Poland from Ukraine due to the armed conflict on the territory of Ukraine starting from February 24, 2022. Also, children born in Poland to Ukrainian citizens or spouses of Ukrainian citizens during their use of temporary protection in Poland.
- Their spouses who do not hold Ukrainian, Polish, or any other EU member state citizenship, who legally arrived in Poland starting from February 24, 2022, due to the armed conflict in Ukraine.
- Family members who do not hold Ukrainian citizenship and are immediate relatives of Ukrainian citizens holding the Polish Card, who arrived in Poland starting from February 24, 2022, due to the armed conflict in Ukraine.

These individuals can benefit from temporary protection if they legally arrived in Poland by the date specified in future regulations to be issued by the Council of Ministers, declare their intention to stay in Poland, and complete the registration formalities associated with their stay in Poland under the relevant procedure for assigning a PESEL number with the annotation UKR.

**Person with Disabilities** – a person with a disability as defined by the Act of August 27, 1997, on vocational and social rehabilitation and employment of disabled persons (Journal of Laws 2021, item 573, as amended), as well as a person with mental disorders as defined by the Act of August 19, 1994, on mental health protection (Journal of Laws 2020, item 685, as amended), i.e., a person with an appropriate certificate or other document confirming their health condition.

**Low-Skilled Person** – a person with education according to the International Standard Classification of Education (ISCED) at level ISCED 3 or below. The level of education obtained is determined on the date of starting participation in the project. The level of education is defined as follows:

- ISCED level 1 programs – primary education,
- ISCED level 2 programs – lower secondary education,
- ISCED level 3 programs – upper secondary education.

**Unemployed Person** – a person who is without a job, ready to work, and actively seeking employment. This definition includes all persons registered as unemployed according to national definitions, even if they do not meet all three criteria listed above. Persons eligible for maternity or parental leave, who are unemployed as per this definition (without receiving benefits during their leave), should also be considered unemployed. Individuals actively seeking employment are those registered at an employment office as unemployed or job seekers, or those who are not registered but meet the above conditions, i.e., ready to work and actively seeking employment.

**Economically Inactive Person** – a person who is currently not part of the labor force (i.e., neither employed nor unemployed). Examples of economically inactive persons include: full-time students, unless they are already employed (including part-time), in which case they should be considered employed; children and youth under 18 years of age studying, unless they meet the criteria to be classified as unemployed or employed; PhD students who are not employed at a university, another institution, or enterprise. If a PhD student performs work duties for which they receive remuneration, or engages in business activity, they should be



considered employed. If a PhD student is registered as unemployed, they should be counted under the unemployed category.

**Place of Residence** – according to the Civil Code (Journal of Laws No. 16, item 93, as amended), the place where a person resides with the intention of permanent residence.

### § 3

#### Main Assumptions of the Project

1. The project is implemented from November 2024 to December 2025 and covers the area of the Mazowieckie region, specifically:
  - Lipsko County,
  - Radom County,
  - Zwoleń County,
  - Szydłowiec County,
  - the city of Radom.
2. **The project is co-financed by the European Union under the European Social Fund Plus, within the European Funds for Mazowsze 2021-2027 program** (priority: European Funds for active integration and the development of social and health services in Mazowsze, action: Socio-professional integration of third-country nationals).
3. The project plans to involve **52 third-country nationals**, aged over 15 years, residing in the Mazowieckie regional area (Mazowieckie Voivodeship) in municipalities within the Mazowieckie Regional area, in Lipsko, Radom, Zwoleń, Szydłowiec counties, or the city of Radom.
  - **At least 70% of participants (i.e., 37 people)** will be women.
  - **At least 20% of participants (i.e., 11 people)** will be aged **15-29 years**.
  - **At least 10% of participants (i.e., 6 people)** will reside in the **city of Radom**
  - **At least 55% of participants (i.e., 29 people)** will be **unemployed**.



4. **The main goal of the project** is the socio-economic integration of **52 third-country nationals** (including at least **36 women, 11 persons aged 15-29 years**) residing in the Mazowieckie Regional area, in the counties of Lipsko, Radom, Zwoleń, Szydłowiec, and the city of Radom, during the period from November 2024 to December 2025, through the implementation of comprehensive support tailored to the needs of each individual.
5. **The support offered under the project is free of charge.** The project implementer covers the costs of organizing the support listed in §3, point 6.
6. The following forms of support will be provided within the project:
  - a. **Needs and predisposition assessment** – compulsory support for all project participants, totaling **4 hours per person**, consisting of **2 meetings of 2 hours each**.
  - b. **Polish language training** – designated for approximately **16 people**, based on the individual action plans of participants diagnosed with the need to improve their language skills, totaling **80 teaching hours per group** (groups of approximately 8 people).
  - c. **Individual support (psychological/specialist)** – designated for approximately **52 people** (26 people – psychological support and 26 people – specialist support), in accordance with the individual action plans of participants diagnosed with the need for a meeting with a psychologist or a specialist in a specific field. The **psychological support** will consist of an average of **10 hours per person**, and **specialist support** will consist of **6 hours per person**.
  - d. **Adaptation workshops – Life conditions in Poland** – designated for approximately **52 people**, according to the individual action plans of participants diagnosed with the need to attend workshops. The **support will be provided over 50 teaching hours per group** (groups of approximately 8 people).
  - e. **Assistance services** – designated for **16 people**, based on the individual action plans of participants diagnosed with the need to meet a specialist in a given field. The **support will total an average of 5 hours per participant**.
  - f. **Vocational training** – compulsory support for **52 people**, with training individually chosen by the project participants. The **support will consist of an average of 120 teaching hours**.
  - g. **Cultural and integration workshops** – designated for **32 people**, based on the individual action plans of participants diagnosed with the need to attend workshops. The **support will consist of 18 hours per group**.
7. The sessions will take place according to the schedule determined for each group. Detailed schedules for each form of support will be provided before the commencement of the respective activity (at the Project Office and on the project's website).
8. The organizer reserves the right to make changes to the schedules and the location of the activities. Participants will be informed of any changes on an ongoing basis.



## § 4

### CRITERIA FOR PARTICIPATION IN THE PROJECT

#### 1. Eligibility Criteria for Participation in the Project:

A participant must meet all the following criteria on the day of joining the project:

- Reside within the project's implementation area (i.e., the Mazowieckie Regional Region, specifically in the districts of: Lipsko, Radom, Zwoleń, Szydłowiec, or the city of Radom).
- Hold the citizenship of a third country and legally reside in Poland.
- Be over the age of 15, including:
  - At least 70% of participants must be women (i.e., 37 women).
  - At least 20% of participants must be aged 15-29 (i.e., 11 people).
  - At least 10% of participants must reside in the city of Radom (i.e., 6 people).
  - At least 55% of participants must be unemployed (i.e., 29 people).

#### 2. Condition for participation in the project:

The condition for participation in the project is the submission to the recruitment process and being qualified for the project in accordance with the rules outlined in this Regulation.

## § 5

### Recruitment Procedure

1. Recruitment will be conducted in the area covered by the project in an open manner, in accordance with the principle of equal opportunities and non-discrimination, including accessibility for persons with disabilities, the principle of gender equality, and the principles of sustainable development.
2. During the recruitment process, the principles of impartiality, transparency, and reliability will be upheld.
3. The recruitment is planned to start on November 1, 2024, and will be conducted in two editions.
4. A total of 26 participants will be recruited per edition of the recruitment, with a total of 52 people being enrolled in the project.
5. In each edition of the recruitment process, the recruitment period will last at least 10 business days.
6. The recruitment stages include:
  - 6.1. Submission of application documents:
    - a. The candidate must complete and sign the Recruitment Form and submit it along with the required attachments.
    - b. The candidate has the option to choose their preferred communication language: Polish, English, Russian, or Ukrainian (documents available in all language versions).
    - c. Applications may be submitted in person, by mail/courier to the Project Office, or electronically to the email address provided on the project website.
    - d. In the case of applicants aged 15-17, consent for participation in the project must be signed by their legal guardian.
    - e. For electronic applications, the participant must provide the original documents before the commencement of the first form of support.



f. The application form, along with attachments, is available at the Project Office and on the project website.

g. Submission of the recruitment documents does not guarantee qualification for the project

6.2. Formal assessment of the application:

- a. The evaluation of the completeness of data and verification of eligibility for the target group will be conducted by the Project Coordinator's Assistant based on the Application Form Assessment Card.
  - b. The evaluation of the application form will be conducted on an ongoing basis.
  - c. The evaluation will be based on the written declarations provided by the candidates in the Recruitment Form and the required additional documents:
    - For individuals with citizenship from a third country and legally residing in Poland: a document authorizing residence and work, such as a visa or residence card.
    - For individuals under temporary protection due to the Russian Federation's aggression against Ukraine: a certificate of PESEL number assignment with the status "UKR" or other document confirming the status.
    - For individuals residing in Poland for no more than one year: visa/residence card/PESEL number assignment certificate/other confirmation of stay duration.
    - For individuals who are economically inactive: a certificate from ZUS (Social Insurance Institution)/a printout from the ZUS PUE system confirming non-payment of social insurance contributions.
    - For unemployed individuals: a certificate from ZUS/a printout from the ZUS PUE system/a certificate from the PUP (District Employment Office).
    - For individuals with disabilities: a disability certificate/medical certificate.
- a. Incomplete or formally deficient recruitment documents may be supplemented within 3 calendar days from the candidate's notification about the deficiencies. Failure to complete the documents within the designated time will result in their rejection.
  - b. During the recruitment process, priority will be given (through the allocation of additional points) to individuals with the following characteristics:
    - Individuals under temporary protection due to the Russian Federation's aggression against Ukraine, residing in the Mazowieckie Voivodeship (+15 points),
    - Individuals aged 15-29 years (+15 points),
    - Women (+10 points),
    - Individuals residing in Poland for no more than one year (+10 points),
    - Unemployed individuals (+5 points),
    - Individuals with disabilities (+5 points).





### 6.3. Announcement of Results:

- a. Qualification will be determined by meeting the target group criteria and the number of points obtained by the individual.
- b. Results will be published in the form of ranking lists at the project office and on the project's website.
- c. The list of participants will be posted at the project office and on the project's website according to the assigned registration form number. A separate ranking list will be created for each recruited group.
- d. Participants will be notified of the results via phone or email, with information about the first meeting with the advisor.
- e. In case of interest from more participants than available spaces, a reserve list will be created, ordered by the number of points obtained. In case of withdrawal of a qualified participant, an individual from the reserve list will be informed by phone or email about the opportunity to participate in the support.
- f. Joining a given group is only possible if the support path can still be realized.

7 After being qualified for the project, the Participant will sign a contract and an annex to the contract – a statement confirming the fulfillment of the target group criteria specified in the "Wspólna przyszłość!" project.





7. The project will include 52 participants who meet the criteria and have the highest number of points.
8. In case the target number of participants is not reached, recruitment and promotion will be extended. The Beneficiary will carry out intensified informational and promotional activities.
9. Recruitment documents are not subject to return.
10. The Beneficiary will ensure accessibility for persons with disabilities by, among others: using inclusive language, allowing submission of forms electronically, by mail, or through an authorized person, providing materials and information published on the project's website in compliance with the WCAG 2.1 standards, making documents readable in screen reader programs, providing documents in larger print format, and operating the project office without architectural barriers. Additionally, the project team will provide information via phone, email, messaging services like Skype, and will be available to assist with document completion at the project office. Information about the project's accessibility for persons with disabilities will be provided in promotional materials.

## **§ 6**

### **RIGHTS OF PROJECT PARTICIPANTS**

1. A person participating in the project has the right to:
  - a. Submit comments regarding the forms of support they are participating in and other organizational matters directly to the project coordinator,
  - b. Submit objections regarding the implementation of the project or their participation in the project in writing to the project office,
  - c. Access and modify their personal data provided for the purposes of the project,
  - d. Receive training and educational materials for the sessions,
  - e. Receive reimbursement for travel costs based on the Travel Cost Reimbursement Regulations,
  - f. Use catering services during training sessions, in the form of a coffee break,
  - g. Receive a certificate or confirmation of qualifications or competencies acquired as a result of participating in the training and passing external exams after the completion of the training,
  - h. Receive accident insurance (NNW) for the duration of the training.

## **§ 7**

### **OBLIGATIONS OF PROJECT PARTICIPANTS**

1. A person participating in the project is obligated to:
  - a. Familiarize themselves with the Recruitment and Participation Regulations for the project "Wspólna przyszłość!" (Common Future),
  - b. Sign and submit all required documentation related to participation in the project, as outlined in the Recruitment and Participation Regulations for the project "Wspólna przyszłość!",
  - c. Regularly and punctually attend all sessions for which they have been qualified, in accordance with the provided schedule,
  - d. Follow the instructions of the instructor leading the sessions they participate in,



- e. Report any absence on a specific day of training or early departure from the training session to the Beneficiary by phone, at least the day before the session,
- f. Confirm the receipt of training/educational materials, catering services, and other documents necessary for the proper implementation of the project,
- g. Confirm their participation in all planned forms of support by signing the attendance sheet or other relevant documents each time,
- h. Complete the required documents for the project and cooperate with the Beneficiary in all actions taken for the proper implementation, monitoring, and evaluation of the project,
- i. Participate in exams related to the training within the project (if applicable),
- j. Provide, upon the Beneficiary's request, clarifications and information that are relevant for the proper implementation of the project,
- k. Inform the project coordinator promptly of any events that may disrupt their continued participation in the project,
- l. Inform the coordinator of any change in their status (meeting the conditions specified in §§ 3 and 4 of the Recruitment and Participation Regulations for the project "Wspólna przyszłość!"),
- m. Notify the coordinator in writing if they wish to withdraw from the project (along with providing the reason for the withdrawal, in accordance with the provisions of § 8 of these regulations).

## § 8

### CONDITIONS FOR WITHDRAWAL FROM THE PROJECT

1. A participant has the right to withdraw from the project only under the following circumstances:
  - Withdrawal must be reported to the project coordinator at least 5 days before the start of participation in the first form of support— in writing, without the need to provide a reason for withdrawal.
  - Withdrawal during participation in any form of support must be reported to the coordinator within 5 days from the occurrence of the reason requiring withdrawal. Such withdrawal will only be justified for valid personal or professional reasons (e.g., illness, starting a job, or other significant reasons approved by the project coordinator).

The participant must specify the reasons for the withdrawal and submit a certificate or an appropriate document from the relevant institution (e.g., a medical certificate).

2. In the case of withdrawal from any form of support without valid reasons or removal from the list of participants due to failure to meet the provisions of the Regulations (e.g., minimum attendance at sessions), the participant is required, at the project coordinator's request, to:
  - Return the training materials,
  - Reimburse the costs of participation in the project (the amount to be reimbursed



will be determined individually for each participant, taking into account all circumstances of their participation in the project).

## **§ 9**

### **MONITORING PROCESS**

1. All project participants are subject to a monitoring process aimed at evaluating the effectiveness of the actions undertaken within the framework of the project.

## **§ 10**

### **FINAL PROVISIONS**

1. The Regulations are effective from the date they are signed by the representative of the Project Implementer.
2. The final interpretation of the Regulations lies with the Project Implementer.
3. General supervision over the implementation of the project, as well as the resolution of matters not regulated by these Regulations, is the responsibility of the Project Coordinator.
4. The Project Implementer reserves the right to amend these Regulations.
5. The Project Implementer is not liable for any changes in program documents and guidelines for the European Funds for Mazovia 2021-2027 Program.

Radom, November 1, 2024