



**REGULATIONS FOR PARTICIPATION AND RECRUITMENT IN THE PROJEKT
pn. „Occupational integration of Third-Country Nationals – Elk Subregion”**

*co-financed by the European Union under the European Social Fund+
implemented by Fundacja Wsparcia Nauki i Biznesu as part of the regional program
European Funds for Warmia and Mazury (FEWiM) for 2021-2027, Priority FEWM.07.00. Labor market,
Measure FEWM.07.08. Integration of third-country nationals into the labor market*

Whenever the Regulations refer to:

1. **Participant** – an individual who:
 - a. meets participation criteria (as per §3 of the Regulations),
 - b. has completed and signed the declaration of participation,
 - c. has consented to data processing,
 - d. has been qualified for participation in the Project according to the *Regulations for recruitment and participation in the project titled „Occupational integration of Third-Country Nationals – Elk Subregion”*.
2. **Program** – the Regional Program of European Funds for Warmia and Mazury 2021-2027 (FEWiM).
3. **Project** – it means the project entitled *„Occupational integration of Third-Country Nationals – Elk Subregion”* nr FEWM.07.08-IP.01-0001/24.
4. **FEWiM 2021-2027 Intermediate Institution** – it means the Wojewódzki Urząd Pracy in Olsztyn, located at Głowackiego 28, 10-448 Olsztyn.
5. **Managing Institution** – the Board of the Warmia and Mazury Province, located at E. Plater 1, 10-562 Olsztyn.
6. **Candidate** – it means an individual intending to participate in the Project who has submitted recruitment documents and is undergoing the recruitment process.
7. **Beneficiary** – in means Foundation for the Support of Science and Business, located at 19-300 Elk, Jana i Hieronima Małeckich 2 lok. 13.
8. **Project Office** – it means office Fundacja Wsparcia Nauki i Biznesu located at Jana i Hieronima Małeckich 3 loc. 2, 19-300 Elk.
9. **Third-Country National** - an individual who is not a citizen of an EU member state, Norway, Iceland, Liechtenstein, or Switzerland, including stateless persons as defined by the Convention

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on the Status of Stateless Persons dated August 28, 1954, and individuals with undetermined nationality.

10. **Foreigner** – it means a person who does not hold Polish citizenship - *art. 3 Ustawy z dnia 12 grudnia 2013 r. o cudzoziemcach* (Dz.U. z 2013 r. poz. 1650).
11. **Legal Stay in Poland** - stay during the validity of a residence title authorizing entry and stay in Poland. Residence titles include, for example, visas, temporary or permanent residence permits, or a valid passport for nationals eligible for visa-free entry to Poland.
12. **Document authorizing stay and work in Poland** - a residence document authorizing legal stay and work in Poland, e.g., visa, temporary and work permit (single permit), permanent residence permit, long-term EU resident status, residence card, passport with a "STAMPILA" documentation for special status for Ukrainian citizens in the PESEL register, or temporary protection status issued by the Head of the Office for Foreigners.
13. **List of Sanctioned Persons and Entities** - a list of individuals and entities subject to sanctions by the Ministry of the Interior and Administration due to the conflict in Ukraine, available on the Ministry's website:
<https://www.gov.pl/web/mswia/lista-osob-i-podmiotow-objetych-sankcjami>
14. **Individual Action Plan** – it means plan as per art. 2 ust. 1 pkt. 10a i art. 34a *Ustawy o promocji zatrudnienia i instytucjach rynku pracy*.

§1

Information about the Project

1. The project titled "Occupational Integration of Third-Country Nationals – Etłk Subregion" is conducted by the Fundacja Wsparcia Nauki i Biznesu and funded by the European Social Fund+ under the Regional Program of European Funds for Warmia and Mazury (FEWiM) 2021-2027, Priority FEWM.07.00 Labor Market, Activity FEWM.07.08 Integration of third-country nationals in the labor market.
2. The **Project Office** is located at **ul. Jana i Hieronima Małeckich 3 lok. 2, 19-300 Etłk**, and is open a minimum of 5 days per week, Monday to Friday and/or Tuesday to Saturday, with varying hours, i.e., **8:00–16:00** and/or **12:00–20:00**. Precise working hours and days will be posted on the Beneficiary's website. **Phone:** +48 572 222 050.

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3. The Project is implemented under the supervision of the FEWiM 2021-2027 Intermediate Institution.
4. Project duration: from October 1, 2024, to October 31, 2025.
5. The Project is co-financed by the European Union through the European Social Fund+.

§2

General Provisions

1. Project Objective: The aim is to activate 40 adult third-country nationals (22 women, 18 men) who legally reside in the Elk subregion and declare their intention to take up or continue employment in the Warmia-Masuria region by increasing their professional potential.
2. Participation of Participants in the Project is free of charge.

§3

Criteria for participation in the project

1. Participation in the project is open to people who meet the following criteria:
 - 1) Mandatory:
 - a. adults (over 18 years of age),
 - b. persons having a place of confusion (within the meaning of the Civil Code) in the Warmian-Masurian Voivodeship, in one of the following counties: ełcki, giżycki, gołdapski, olecki, piski, węgorzewski,
 - c. persons with the status of a third-country national or having no established nationality,
 - d. persons who reside in Poland legally (on the basis of documents authorizing them to stay and work).
 - 2) Bonus (optional):
 - a. status of a person under temporary protection in Poland after the aggression of the Russian Federation against Ukraine (verification on the basis of an official document confirming the status) – 8 points,
 - b. gender (women) – 1 point,

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- c. lack of knowledge of the Polish language at least at a communicative level (verification on the basis of a statement) – 1 point,
 - d. low-skilled persons – maximum ISCED 3 (verification on the basis of a declaration) – 1 point,
 - e. qualifications inadequate to the needs of the labour market or unnecessary in Poland (verification on the basis of a certificate and/or statement) – 1 point,
 - f. persons with little or no professional experience (verification on the basis of a certificate and/or declaration):
 - g. single parents or caring for a child or a dependent person (verification on the basis of a certificate and/or declaration) – 1 point,
 - h. unemployed people (verification on the basis of a certificate and/or statement).
2. The project is open to people who:
- a. apply to participate in the project on their own initiative and
 - b. do not receive support in another project co-financed by the ESF+ in the field of social and professional activation and
 - c. declare to take up or continue employment in the Warmian-Masurian Voivodeship and
 - d. comply with the mandatory eligibility criteria set out in paragraph 1 and
 - e. read *and accept these Terms and Conditions, and*
 - f. submit application documents constituting appendices to these *Regulations*, i.e.:
 - Application form with attachments confirming compliance with specific criteria – Appendix No. 1,
 - Declaration of participation in the project – Appendix No. 2,
 - Information clause for the person whose data is processed as part of the Project – Appendix No. 3,and
 - g. sign a project participation agreement.
3. Application documents for the project are available on the Beneficiary's website (in electronic form) and in the project office (in paper form).

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§4

Recruitment for the Project

1. Recruitment will be conducted in an open and continuous manner, from 01.10.2024 to 31.12.2024.
2. 40 people will be qualified to participate in the project.
3. Recruitment will be conducted in accordance with the principle of equal opportunities and non-discrimination by providing the opportunity to participate in the project to Participants regardless of gender, degree of disability or other aspects that are specified in the eligibility criteria of the participants.
4. Recruitment will be conducted on the basis of the principles of impartiality, openness, transparency and in accordance with the principle of equal opportunities and non-discrimination. Recruitment will be open to all interested parties, regardless of gender, race, ethnic origin, religion, belief, disability or age.
5. Participation in the project is voluntary and free of charge.
6. Persons willing to participate in the project are obliged to provide a set of correctly and legibly completed and signed application documents referred to in §3 of these *Regulations*.
7. Documents can be submitted in person or by traditional mail at the project office.
8. The final qualification of candidates for the project will take place on the basis of the submitted application documents. The following will be evaluated:
 - a. completeness of the submitted application documents (filling in all required fields, all documents signed in person),
 - b. meeting the eligibility criteria – verification on the basis of submitted documents.
9. In case the candidate provides incomplete or incorrectly completed application documents, they will not be accepted. These documents are subject to completion within 7 working days.
10. If more people are interested in participating in the project, candidates will be put on a reserve list.
11. Application documents submitted by the Candidate are not returnable. These documents constitute the Project documentation and will be kept by the Beneficiary in accordance with the provisions of the project co-financing agreement.

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§5

Qualification for the Project

1. All candidates for the project will be kept informed about meeting or not meeting the criteria for participation in the project (by phone and/or e-mail).
2. The Project Participant undertakes to sign the *Support Agreement in the project entitled "Occupational integration of third-country nationals – Elk subregion"* no later than on the day of commencement of the 1st form of support.
 3. At the time of signing the agreement referred to in §3 section 2, the Project Participant accepts the terms and conditions of participation in the Project.

§6

Scope and forms of support

1. The following forms of support are planned under the Project:
 - 1) **Career counselling/counselling** – an obligatory form of support, including:
 - a. diagnosis of needs and development of an Individual Action Plan (3h/person),
 - b. Counselling/individual counselling, including m.in. meetings monitoring the implementation and/or update of the Individual Action Plan (4h/person),
 - c. a meeting summarizing the implementation of the entire IPD (1h/person).
 - d. Implementation period: 01.01.2025 to 31.10.2025
 - 2) **Support for the development of soft skills of the Pedagogical University** (optional support – participation on the basis of IPD), including:
 - a. Active Job Search Workshop (WAPP), 6days x 4h/day
 - b. Individual psychological counseling, 4h/person.
 - c. Implementation period: from 01.01.2024 to 31.10.2025
 - 3) **Training leading to obtaining qualifications or acquiring competences** (40 UPs) – support will be provided to all PAs, the topic of the training will be specified in the IPD.
 - a. During the training/course, the project participant is entitled to financial support in the form of a scholarship,

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- b. This support will be paid no more often than once a month, at the written request of the Project Participant (constituting a list for payment) containing the bank account number. When calculating the amount of the training scholarship*, the legal regulations resulting from the *Act of 20 April 2004 on the promotion of employment and labour market institutions (i.e. Journal of Laws of 2023, item 735, późn.zm.)* apply. This means that for the project participants, the amount of the scholarship and the method of its calculation depend on their status on the labour market, i.e.:
- ✓ in the case of unemployed persons (i.e. the unemployed registered in the District Labour Office and the unemployed not registered in the District Labour Office) – the net rate per hour of training is PLN 13.30. If the monthly number of training hours is at least 150 hours, the amount up to the limit, not more than PLN 1994.40, which is 120% of the unemployment benefit base, is paid. In the case of a lower monthly number of training hours, the amount of the scholarship is determined proportionally, but the scholarship cannot be lower than 20% of the allowance per month, i.e. PLN 332.40.
 - ✓ In the case of working people - the net rate for 1 day of training is PLN 11.08. The scholarship is calculated in proportion to the number of completed training days up to the limit of max. 20% of the unemployment benefit, i.e. PLN 332.40.
- c. The amount of the training scholarship depends on the number of training hours completed by the Project Participant (the scholarship will be paid only for full hours of training).
- d. For each unjustified absence from vocational training or part of it, the training scholarship is not due.
- e. The training scholarship will be paid on the basis of the attendance lists from the training, by bank transfer, to the bank account indicated by the Participant, which the Participant owns or co-owns, after verification of the correctness of the documents by the Project Beneficiary.
- f. The training scholarship will be paid after the end of the training.
- g. Implementation period: 01.02.2025 to 30.04.2025

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4) Professional internships:

- a. The project provides for the organization of 3-month professional internships for 28 project participants (based on IPD).
- b. Internships will be carried out after the completion of training leading to obtaining qualifications or acquiring competences.
- c. Internships will take place on the basis of a tripartite agreement on the organization of the internship, concluded between the Beneficiary, the Employer and the Project Participant, in accordance with the scope of tasks described in the internship program.
- d. During the internship, the project participant is entitled to an internship scholarship, health insurance, accident insurance and medical examinations (if they do not have current ones).
- e. Details of the internship and payment of the training scholarship will be specified in the internship agreement.
- f. Implementation period: from 01.03.2025 to 31.08.2025

5) Job placement:

- a. Mandatory support for each unemployed Labour Office (minimum 4 hours/person).
- b. Job placement will be carried out at a time convenient for the Project Participant and the employment agent.
- c. Job placement is aimed at, m.in others, supporting participants in finding suitable job offers by establishing contacts with employers, sharing offers and preparing candidates for the recruitment process in order to increase their chances of obtaining stable employment.
- d. Implementation period: from 01.02.2025 to 31.10.2025

6) Support resulting from the specific needs of the Pedagogical Labour Office (adaptive) –

optional support, participation on the basis of IPD:

- a. Polish language courses (12 UP),
- b. Adaptation courses (16 UP),
- c. Individual counseling (16 UP, 4h/person).

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d. Implementation period: from 01.02.2025 to 31.10.2025

§7

Rights and obligations of project participants

1. Project participants have the right to:
 - a. use forms of support in accordance with the developed IPD and the planned schedule,
 - b. receive accompanying support, i.e.:
 - reimbursement of travel costs – on the terms specified *in the Regulations of reimbursement of travel costs in the project entitled "Occupational integration of third-country nationals – Ełk subregion", constituting Appendix No. 4 to these Regulations;*
 - reimbursement of the costs of care for a child or a dependent person – on the terms set out *in the Regulations of reimbursement of care costs in the project entitled "Occupational integration of third-country nationals – Ełk subregion", constituting Appendix No. 5 to these Regulations.*
 - interpreter support.
 - c. receive a certificate of completed training and obtained professional qualifications/competences,
 - d. free participation in the project.
2. Project participants are required to:
 - a. sign the necessary declarations of participation in the Project and other documents necessary for the proper implementation of the Project and monitor the key indicators of the ESF+ 2021-2027,
 - b. read these *Terms and Conditions* and comply with their provisions,
 - c. regular and punctual participation in designated forms of support,
 - d. signing attendance lists confirming participation in a given form of support,
 - e. written confirmation of additional forms of support, including, m.in others, receipt of auxiliary and teaching materials, meals, confirmation of receipt of a training scholarship, internship scholarship, reimbursement of travel costs, reimbursement of

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costs of care for a child up to 7 years of age or reimbursement of the costs of care for a dependent person,

- f. filling in surveys and/or tests related to the implementation of the project, the implementation of project indicators and the monitoring of its subsequent results,
- g. current information about changes in data contained in application documents (such as surname, street, house number, apartment number, city, postal code, province, district, telephone number),
- h. provide/share data on the social situation, status on the labour market and information on participation in education or training and obtaining qualifications or acquiring competences, within 4 weeks of the end of participation in the project.

§8

Rules for resignation from participation in the project

1. Resignation from participation in the Project is possible only in justified cases.
2. The justified cases referred to in paragraph 1 of this paragraph may result from health reasons or force majeure and, as a rule, may not be known to the Participant at the time of commencement of participation in the Project.
3. A Participant who has been qualified may resign from participation in the Project before the start of classes, informing the Project Beneficiary about it no later than three days before the start of support.
4. In the event of resignation from participation in the Project before the start of support, the next persons from the reserve list will be accepted to participate in the Project one by one (in the absence of a reserve list, supplementary recruitment will be carried out).
5. The Project Beneficiary reserves the right to remove from the list of project participants persons who grossly violate the principles of these *Regulations* or violate the principles of social coexistence.

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§9

Monitoring and evaluation

1. The participants of the Project undertake to undergo a process of monitoring, control and evaluation, aimed primarily at assessing the effectiveness of the activities undertaken under the Project.
2. Project Participants are required to confirm their presence in various forms of support each time by signing the attendance list/advisory card and to fill in questionnaires, forms and other documents to assess the activities carried out under the Project.
3. Within 4 weeks after the end of participation in the Project, the Project Beneficiary monitors the Project Participant's data on his/her status on the labour market and information on participation in education or training and on obtaining qualifications or acquiring competences, and within 3 months after the end of participation in the Project, he/she monitors the Project Participant's status on the labour market.

§10

Final provisions

1. Appendices to these *Terms and Conditions* constitute an integral part thereof.
2. The Beneficiary reserves the right to amend these *Regulations*, in particular if it is necessary due to a change in the rules for the implementation of the Project, as well as in the case of a written order to introduce certain changes on the part of the FEWiM 2021-2027 Intermediate Body or other bodies authorized to carry out control of the implementation of the Project.
3. In matters not regulated by these Regulations, the provisions of the Civil Code, the Guidelines for the implementation of projects with the participation of the European Social Fund+ in regional programmes for 2021-2027 and the national law on the ESF+ shall apply.
4. Any changes to the *Terms and Conditions* will be published on the Beneficiary's website and are effective from the date of their publication, unless otherwise stated.
5. The above *Recruitment* and Participation Regulations are valid for the duration of the project.

Appendices to the Regulations:

1. *Application Form – Appendix No. 1.*

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2. *Declaration of participation in the project – Appendix No. 2.*
3. *Information clause for the person whose data is processed as part of the Project – Appendix No. 3.*
4. *Regulations for the reimbursement of travel costs in the project entitled "Occupational integration of third-country nationals – Elk subregion" – Appendix No. 4.*
5. *Regulations for the reimbursement of care costs in the project entitled "Occupational integration of third-country nationals – Elk subregion" – Appendix No. 5.*

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