

**Project title:** *Functioning in Polish society - support for non-EU migrants in Wrocław and the Wrocław sub-region*

**The project implements:** Advice and EU Projects DARIUSZ BURAWSKI  
in partnership with SPOTWORK Sp. z o.o.

Co-financed by the European Union and the State Budget  
as part of project No. FEDS.07.06-IP.02-0066/24

## Rules of recruitment and participation in the project

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### 1. Basic information about the project

#### • Source of funding

- The project is co-financed by the European Union under the European Social Fund Plus (ESF+).
- The project is implemented under the Programme European Funds for Lower Silesia 2021-2027 (FEDS 2021-2027); Priority 7 European Funds for the labour market and social inclusion in Lower Silesia; Measure 7.6 Integration of migrants; Project type: Social and professional integration of third-country nationals.

#### • Implementation period

From 1 November 2024 to 31 January 2026.

#### • Project objective

- Support for 120 third-country nationals currently residing in one of the districts of Milicz, Oleśnica, Oława, Strzelin, Środa, Trzebnica, Wołów or Wrocław.
- A third-country national is a person who is not a national of the countries of the European Union, Norway, Iceland, Liechtenstein and Switzerland.
- Assistance to people arriving from abroad concerns integration into social and professional life



- **Project Office (Participants' Service Point - POU)**

- Ul. Romana Dmowskiego 19G/5, 50-203 Wrocław (contact possible in Polish, English, Ukrainian and Russian).
- Address for correspondence: Participants' Service Point, 19G/5 Romana Dmowskiego Street, 50-203 Wrocław.
- Telephone: 572 446 834.
- Website: <https://projektyunijne.eu/wroclawski/>

## 2. What support do we offer?

We ask you to read the following information. These are compulsory and additional forms of support, which we tailor individually.

- **Mandatory forms of support**

- **Individual career counselling.**

As part of this form of support, you will have a meeting with a vocational counsellor. Its aim is to determine your needs and plan your participation in further forms of support. The counsellor will help you with e.g:

- identify available professional and social opportunities,
- tailor training and courses to your competences,
- plan your next steps in the labour market,
- determine what kind of specialist counselling and care by a socio-vocational integration assistant you will benefit from.

The outcome of the meeting is the preparation of an Individual Action Plan, which will determine the further stages of your participation in the project.

- **Individual specialist counselling (legal, family, psychological) as required.**

Depending on your needs, you can benefit from advice in the following areas:

- Legal and civic advice - support in the area of Polish law covering, inter alia: legalisation of residence, housing issues, employment issues, social issues, criminal matters, recognition of professional qualifications and education obtained abroad, as well as tax issues. We will also assist in the preparation of official letters.
- Family counselling - support on parenting, family relationships and caring problems.
- Psychological counselling - help with adaptation to life Poland, coping with stress and everyday difficulties.

Each participant is offered 6 hours of counselling and the scope is tailored to individual needs.

- **Additional forms of support**

- **Polish language courses.**

If you wish to improve your knowledge of the Polish language, you can enrol on a course adapted to your level (A1-C2). The course concludes with an exam giving you the opportunity to obtain a language certificate: state or TELC (The European Language Certificates).

- **Vocational training or courses.**

Through training courses you can acquire new skills or improve your qualifications. The courses are tailored to the needs of the labour market and end with a certificate or attestation.

- **Job placement.**

We help you to find employment, inform you about job vacancies, arrange interviews and advise you on your job search.

- **Care of a socio-professional integration assistant.**

If you need support in everyday matters, you can use an integration assistant. Assistants are people who have gone through the integration process themselves and will help with, among other things:

- the completion of official formalities,
- flat search,
- adaptation to Polish customs and realities,
- making social contacts.

- **Interpreter assistance.**

If you have language difficulties, we provide interpreter assistance during career counselling, training and job placement.

All forms of support are **free of charge**. We prepare an Individual Action Plan with each person to ensure the best adaptation of activities to your needs

Self-employed people can benefit from support for social inclusion only (without vocational training and courses and job placement).

### **3. Who can take part in the project?**

In this section, we explain the most important requirements. If you have any doubts - please do not hesitate to contact us.

- **Main criteria**

- You live in the Wrocław sub-region (districts: Milicz, Oleśnicki, Oławski, Strzeliński, Średzki, Trzebnicki, Wołowski, Wrocławski and the city of Wrocław).

- You do not hold citizenship of any of the countries of the European Union or Norway, Iceland, Liechtenstein and Switzerland.
- You are staying in Poland legally (e.g. on the basis of a visa, residence card, temporary protection document or other form of protection).
- You are not involved in another ESF+-funded project for socio-professional activation.

If you meet the above criteria - you are welcome to submit your documents in accordance with the recruitment rules (see section 4).

We guarantee equal opportunities to participate regardless of gender, race, colour, ancestry, genetic characteristics, language, religion, belief, opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

#### **4. What does recruitment look like?**

The recruitment process is straightforward. We encourage you to familiarise yourself with the steps below.

##### **1. Call announcement**

- We will inform you of the dates of the calls on our website.
- We will provide details at the Point of Attendance (POU).
- We have assumed participation of 120 people, 80% of whom will be women. Details of the number of places available will be provided in the information on recruitment dates.
- In order to achieve the indicators in the project, we may introduce a limit on places by gender or labour market status.
- Some of these seats may be reserved for persons with disabilities.

##### **2. Submission of documents**

- Please complete the Recruitment Form (Appendix 1).
- The form can be submitted in person at the POU, sent by post or by courier.
- **You must enclose copies of documents proving, inter alia, legal residence and domicile.** You shall certify each copy of the document as a true copy of the original.
- If you are **a person with a disability**, you can apply for participation in a convenient way:
  - by telephone,
  - by e-mail,
  - in person at a Participants' Service Point.

If required, we will provide you with support in:

- completion of the recruitment documents,
- delivering them to the Participants' Service Point.

We want everyone to have equal access to the project and a comfortable environment to participate

### 3. Assessment of documents

- The admissions committee verifies that you meet the formal criteria.
- We award bonus points for meeting the following conditions:
  - **Residence in Poland in connection with the aggression of the Russian Federation to Ukraine - 10 points.** To obtain points, please provide a supporting document:
    - the assignment of a PESEL number to a citizen of Ukraine who arrived in Poland after 24 February 2022,
    - certificate of temporary protection from the Office for Foreigners,
    - another document confirming the crossing of the border of the Republic of Poland in connection with the Russian aggression.
  - **Women - 5 points.**
  - **Childcare for a child under 6 years of age - 4 points.** A child's birth certificate must be provided to receive points.
  - **Persons with disabilities - 3 points.** To receive points, please provide a copy of your disability certificate or other health document.
  - **Persons without employment - 3 points.** To receive points, one of the documents must be presented:
    - a certificate from the District Employment Office (if the person is registered there),
    - a certificate from the Social Insurance Institution (ZUS) on the non-payment of contributions (if the person is economically inactive or not registered at the employment office).

#### Determining criteria

If several people score the same number of points, the order of the on the list is determined by the following factors (in order of priority):

- Staying in Poland in the wake of Russia's aggression against Ukraine.
  - Unemployed status.
  - Childcare up to the age of 6.
  - Declared disability.
  - Gender (women have priority).
  - Lower level of professional qualifications.
  - We create a ranking list and a reserve list.
- ### 4. Recruitment results
- We publish the lists on the website.

- We will inform you of the results by phone or email.

#### 5. Appeal procedure

If you disagree with the number of points awarded in the recruitment and your place on the ranking list, you have the right of appeal.

- How to make an appeal?
  - The appeal must be submitted in writing.
  - The deadline for submitting an appeal is 3 days from receipt of information on the results (sent by email).
- Consideration of the appeal
  - The appeal will be considered within 3 working days from the date of receipt.
  - The procedure will be carried out by persons who were not involved in the original assessment of the form.
  - After consideration of the appeal, a final and binding decision will be issued and binding decision.
  - Information on the outcome of the appeal will be communicated immediately, no later than 3 days after the end of the procedure.

#### 6. Conclusion of participation agreement

- If you are accepted, you sign a contract and you start to benefit from career counselling.

### 5. Rights and obligations of Participants

We respect human rights, ensure equal treatment and strive to take your situation into account.

- Rights
  - You are entitled to participate free of charge in all forms of support planned in the project.
  - We protect your personal data in accordance with the RODO.
  - You may submit comments or questions concerning your participation in the project.
  - In the case of training or vocational courses, you are entitled to a certificate or a certificate upon completion of the class.
  - There is a possibility of activating a mechanism of reasonable accommodation in the project, i.e. adjusting support in the project to the needs of persons with disabilities.
- Responsibilities
  - Please observe these Rules and Regulations and the signed Participation Agreement.
  - Regular and punctual attendance at agreed activities is required.

- It is necessary to sign attendance lists and other documents related to participation in the project.
- In the event of cancellation, please inform us in accordance with the rules section 7.
- If your labour market status or contact details change - please let us know urgently.

## **6. How do we protect your personal data?**

RODO - the Data Protection Regulation - ensures the security of the information you provide to us.

- We only process personal data for the purpose of the project.
- You have the right to access and correct your data.
- The provision of data is voluntary but necessary for participation in the project.
- We store and secure your data in accordance with the provisions of the RODO and the Data Protection Act.

## **7. How can you opt out of participating in the project?**

We are committed to ensuring that you benefit from support to the fullest extent possible. However, sometimes situations arise. Here are the cancellation rules.

- Please submit a written resignation if you need to discontinue your participation.
- Reasonable cause for cancellation is considered to be, for example, health problems or other emergencies that could not have been foreseen in advance.
- If the cancellation is due to the fault of the participant (e.g. non-attendance without reason), we have the right to charge you for the costs of the support provided so far.

## **8. Other provisions**

Finally, please read the formal issues concerning the validity of the Rules of Procedure and any amendments.

- Matters not covered by these Regulations shall be decided by the Project Manager, who shall take into account the applicable regulations and guidelines.
- The regulations are effective as of 24.02.2025.
- We have the right to make changes to the Regulations during the course of the project. We will always inform you of this on the website.

Date: 24.02.2025 (v2)

Approved by:

Project Manager - Dariusz Burawski

Attachments:

1. Recruitment form.
2. Evaluation sheet for the recruitment form.
3. Project participation agreement.
4. Principles of childcare support.