



Name of Beneficiary	Advice and EU Projects DARIUSZ BURAWSKI
Project title	<i>Functioning in Polish society - support for non-EU migrants in Wrocław and the Wrocław sub-region</i>
Co-financed by the European Union and with funds from the state budget as part of project no. FEDS.07.06-IP.02-0066/24	

## Regulations for recruitment and participation in the project: "Functioning in Polish society - support for non-EU migrants in Wrocław and the Wrocław sub-region"

### §1 General Information

1. The Regulations specify the rules for recruitment, participation and support in the project "Functioning in Polish society - support for non-EU migrants in Wrocław and the Wrocław sub-region", implemented by Doradztwo i Projekty Unijne DARIUSZ BURAWSKI, 46/2 Armii Krajowej Street, 56-400 Oleśnica (lead partner) in partnership with SPOTWORK Sp. z o.o., 16 Fr. Wincentego Kraińskiego Street, loc. 108, 50-153 Wrocław. Both Partners will be hereinafter referred to as **Project Implementers**.
2. The project is implemented under the Program European Funds for Lower Silesia 2021-2027 (FEDS 2021-2027), Priority 7 European Funds for Labor Market and Social Inclusion in Lower Silesia, Measure 7.6 Integration of Migrants, Project Type: Social and Professional Integration of Third Country Nationals.
3. The project is co-financed by the European Union under the European Social Fund Plus (ESF+).
4. Project implementation period: 01.11.2024 to 31.01.2026.
5. The aim of the project is to support 120 citizens of third countries (in particular, those residing in Poland due to the aggression of the Russian Federation in Ukraine) in adaptation and socio-professional functioning in their place of residence in the area of Wrocław and the Wrocław sub-region.
6. Territorial scope of the project - the district of the city of Wrocław and the districts of Milicz, Oleśnicki, Oławski, Strzeliński, Średzki, Trzebnicki, Wołowski and Wrocław.
7. The support referred to in paragraph 5 is individualized and comprehensive, and tailored to the specific needs of the persons supported under the project. Obligatory support includes: individual career counseling and legal, family and/or psychological counseling. Optional support includes: Polish language courses, vocational training/courses, job placement, use of a socio-professional integration assistant and a translator.



8. The Participant/Participant may take part in one or more forms of optional support, as long as it results from the Individual Action Plan.
9. Participation in the project is free of charge.
10. The Project Office, hereinafter referred to as **the Participants' Service Point (POU)**, is located in Wrocław at the address: Romana Dmowskiego Street 19G/5, 50-203 Wrocław. Working hours of the Participant Service Point: 10:00 - 15:00 on working days. Possibility to contact in the following languages: Polish, English, Ukrainian and Russian.
11. All current information about the project is published on:
  - website: <https://www.facebook.com/projektyunijne.eu>
  - [www.facebook.com/projektyunijne.eu](https://www.facebook.com/projektyunijne.eu) the official Facebook profile of the project (the page is for support)as well as made available by phone (tel. 572 446 834) and in person at the Participant Service Center.

## §2 Definitions:

- Project - the project called "Functioning in Polish society - support for non-EU migrants in Wrocław and the Wrocław sub-region" with the number FEDS.07.06-IP.02-0066/24.
- Candidate/Candidate - a person interested in receiving support under the project, who submitted the Recruitment Form, in accordance with the procedure specified in these Regulations.
- Project Participant(s) - Candidate(s) who will be qualified for the Project, in accordance with the principles set forth in these Regulations, will sign a Participation Agreement and begin participation in the first form of support, i.e. individual professional counseling.
- Individual Action Plan - a document prepared by a vocational counselor on the basis of a diagnosis of the social and professional situation of the Project Participant(s), specifying in particular: a description of activities possible to implement in the project, activities planned for self-implementation and planned deadlines for the implementation of individual activities. In the case of an unemployed person, the Individual Action Plan includes job placement and participation in a training/vocational course in order to take up employment. The Individual Action Plan may be subject to modification according to the changing situation of the Project Participant.
- Third country national (OPT) - a person who is not a citizen of an EU member state, including a stateless person within the meaning of the Convention on the Status of Stateless Persons of August 28, 1954 and a person without an established nationality.
- Persons with disabilities - persons with disabilities within the meaning of the Act of August 27, 1997 on Professional and Social Rehabilitation and Employment of Persons with Disabilities (Journal of Laws 2024, item 44, as



amended), as well as persons with mental disorders, within the meaning of the Act of August 19, 1994 on Mental Health Protection (Journal of Laws 2024, item 917, as amended), i.e. persons with an appropriate certificate or other document certifying health status.

- RODO - Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 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 (General Data Protection Regulation).

### §3 Conditions of participation

1. Participation in the project is voluntary.
2. You can participate in the project if you pass the recruitment procedure described in §4.
3. The basic conditions you must meet to qualify for the project (the so-called formal criteria) are:
  - a) Residence in Wrocław or in the area of the Wrocław sub-region, i.e. one of the following counties: milizia, oleśnicki, oławski, strzeliński, średzki, trzebnicki, wołowski or wrocławski. A place of residence, as defined by the Civil Code, should be understood as a place where one resides with the intention of permanent residence.
  - b) Not having citizenship of any European Union country or countries such as Norway, Iceland, Liechtenstein and Switzerland.
  - c) Staying in Poland legally, on the basis of documents authorizing you to stay and work, such as a visa, a residence card (temporary, permanent or long-term EU resident) or a document confirming that you have been granted protection (e.g.: temporary protection; international protection - refugee status, subsidiary protection; national protection - residence for humanitarian reasons, permit for tolerated stay). You can be either a migrant coming to work, a student, a refugee or a person who has received another form of protection.
  - d) Not participating simultaneously in another project in the field of social and professional activation subsidized by ESF+ funds.
4. In a situation where the number of application forms submitted and correctly evaluated in the call for applications will be greater than the number of available places, eligibility for the project will be determined by bonus criteria (including, above all, the priority of participation of persons residing in Poland in connection with the aggression of the Russian Federation to Ukraine) and priority criteria (described in §4 paragraph 13).
5. Eligibility criteria are verified at the stage of evaluation of recruitment forms and on the day of accession to the first form of support in the project (in the form of a Participation Agreement - Annex No. 3 to these Regulations).
6. By submitting the Recruitment Form and participating in the project, you provide your personal data and give your written consent to the processing of your personal data to the extent necessary for the implementation of the project.



Personal data is processed in accordance with the RODO exclusively for the purpose of implementing the project. You have the right to refuse to provide special category personal data referred to in Article 9 of the RODO Regulation, i.e., among others, personal data revealing racial or ethnic origin or data concerning health.

7. As a Project Participant(s) you will be required to:
  - a) Provide project implementers with information on their situation after leaving the project (e.g., regarding their status on the labor market, participation in education or training) up to 4 weeks after completing participation in the project,
  - b) To take part in a future evaluation study.

#### §4 Recruitment procedure for project participants

1. Prior to the commencement of recruitment for the Project, the Project Implementers shall make public the Rules of Recruitment and Participation in the Project along with the attachments by publishing them on the Project website and indicate the deadline for receipt of Recruitment Forms.
2. Recruitment of enrollment documents will be carried out continuously, in successive rounds of calls, until seats are exhausted. In the case of available seats and savings, supplementary calls will be allowed.
3. The first round of recruitment is planned for January 2025.
4. Information about the calls, including their dates, possible extensions and ranking lists, will be published on the project website: <http://projektyunijne.eu/wroclawski>, Facebook and available at the Participant Service Desk.
5. The project provides a total of 120 places for Participants interested in obtaining the support referred to in §1 paragraph 7, with the possibility of increasing the number of these places if financial savings occur.
6. Some of the places referred to in paragraph 5 may be reserved for people with disabilities, if such a need is identified during the course of the project. Information about this fact will be posted on the project website each time.
7. Participation is available on equal opportunity and without discrimination not only on the basis of gender, but also on the basis of race, color, ethnic or social origin, genetic characteristics, language, religion or belief, political or any other opinion, membership in national minority, property, birth, disability, age or sexual orientation.
8. All open meetings organized in the project, which do not require registration of the Participant(s), and all activities provided under the project, in which at the stage of recruitment the possibility of participation of persons with disabilities was identified, will be carried out in buildings that are architecturally accessible to persons with disabilities.
9. A person interested in participating in the project fills *out the Recruitment Form* (Appendix 1 to these Regulations) and submits it in person, by mail or courier during the recruitment period to the Participant Service Desk.



The Form must be accompanied by:

I. A copy of the document confirming the fulfillment of the formal conditions for participation, i.e.:

**A. Document confirming residence in the area of Wrocław or the Wrocław sub-region** (certificates listed below are considered valid for a period of 30 days from the date of their issuance, with the proviso that they must be valid both for the date of their submission and for the date of signing the Participation Agreement, i.e. the date of the first meeting with a vocational counselor):

- A certificate issued by the tax authority having jurisdiction over the address of residence that the person is registered with the authority as an income taxpayer, or
- Another document certifying the place of residence, in particular:
  - A photocopy of the decision on property tax assessment/property deed/lease agreement of the apartment;
  - A utility contract/bill (e.g., electricity, gas, water, telephone) that includes the details of the project applicant;
  - a certificate from the owner or tenant of the premises confirming the permanent residence of the applicant for the project in the premises, together with a document confirming that the person issuing the certificate is the owner or tenant of the premises;
  - Bank statement (with blackened financial data) containing such data as the owner's name, address, bank account number and document date.

**B. document authorizing residence and work: visa, residence card (temporary, permanent or long-term EU resident); or A document confirming the granting of protection (e.g.: temporary protection; international protection - refugee status, subsidiary protection; national protection - residence for humanitarian reasons, permit for tolerated stay)**

II. Copies of documents confirming compliance with the bonus criteria referred to in paragraph 13 (if applicable).

A copy of the document is certified as a true copy by the Candidate (or POU employee):

- stamping each page of the copy with the clause "For compliance with the original", a current date and a handwritten signature, or



- the use of the phrase "From page ... to page ..." on the first page, along with the clause "Certified to be a true copy of the original", the current date and a handwritten signature.
10. If you are a person with a disability, you can apply for participation by phone, email or in person. If the need arises, we will help you fill out the enrollment documents and deliver them to the Participant Service Point.
  11. Lack of required handwritten signatures on all statements in the Recruitment Form and attachments is treated as a formal error. The Candidate(s) will be informed of the need to supplement the Form. Failure to complete the signature within the prescribed period will result in rejection of the Form and withdrawal of its evaluation.
  12. Submitted documents are subject to verification by a 2-person Recruitment Commission (Project Manager, Recruitment and Support Coordinator), appointed by the Project Implementers. The Commission documents its work with a protocol. Evaluations are made on the Recruitment Form Evaluation Sheet (Appendix on 2 to these Regulations).
  13. Based on the evaluated *Recruitment Forms*, a ranking list will be created, ranked according to the number of points scored. Bonus criteria:
    - Persons residing in Poland in connection with the aggression of the Russian Federation in Ukraine: 10 points - **in order to receive bonus points you must attach a document confirming the assignment of a PESEL number for a Ukrainian citizen arriving in Poland after February 24, 2022, a certificate of temporary protection from the Office for Foreigners or other document confirming the crossing of the Polish border in connection with the aggression of the Russian Federation in Ukraine.**
    - women: 5 pts,
    - Care of a child under 6: 4 points - **you must show the child's birth certificate to get bonus points,**
    - persons with disabilities: 3 points - **you must include a copy of the relevant certificate or other document certifying the condition to receive bonus points.**
    - Persons without employment: 3 points. **In order to receive bonus points, you must attach a Certificate from the District Labor Office (if you are an unemployed person registered with the District Labor Office) or a Certificate from the Social Security Administration on not paying contributions (if you are an unemployed person not registered with the District Labor Office or an economically inactive person).**

In the event that several people receive an identical number of points, the higher place on the Ranking List will be determined in turn by: being in Poland in connection with the aggression of the Russian Federation in Ukraine; being unemployed; caring for a child under 6 years of age; a person with a disability; gender (female); lower qualifications.





14. Participants will be qualified for the project according to the position on the list and available places. A reserve list will be created for the remaining persons. In the event of savings in the project, people are qualified for the project according to their position on the reserve list.
15. The Project implementer has the right to call the Candidate to submit additional documents confirming his/her situation in order to confirm eligibility for participation in the project. Failure to submit these documents within 5 working days of the summons is tantamount to resignation of the person from participation in the project.
16. The ranking and reserve lists are published on the project website immediately after their approval. Candidates are informed of the results of recruitment by phone or e-mail within 3 days of the approval of the ranking and reserve list.
17. The project implementer, in order to achieve quantitative indicators of the project, reserves the right to introduce a limit of Participants by gender and status on the labor market. Information about this will be posted each time on the project website.
18. If a Candidate does not agree with the number of points and the associated place on the ranking list, he/she has the right to appeal in writing - within 3 days from the date of transmission of information about the results by e-mail. Within 3 days of receipt of the appeal, it is reviewed by different people from those who participated in the issuance of the disputed decision, and a final decision is issued, which is binding. The candidate is informed of it immediately, no later than 3 days from the date of completion of the appeal procedure.

### Rights and responsibilities of project participants

1. The activities implemented in the project are in accordance with the Charter of Fundamental Rights of the European Union of October 26, 2012. In particular, we respect and support the universal rights of human dignity and freedom, equality, solidarity, civil rights and the right to impartial justice.
2. In implementing the project, we respect the provisions on rights and freedoms set forth in the articles of the Convention on the Rights of Persons with Disabilities of December 13, 2006. In accordance with the provisions of the document, we respect the rights of people with disabilities to benefit from measures to ensure their independence, social and professional integration and participation in society.
3. The support implemented in the project is in accordance with *the Guidelines for the Implementation of Equality Principles under EU Funds for 2021-2027*. The project implementers will make every effort to ensure that people in a special position (e.g., people with disabilities, the elderly) have the opportunity to benefit from individual forms of support, as well as from the effects of their implementation.
4. There is a possibility to launch a mechanism of reasonable accommodation (MRU) in the project, i.e. to finance expenses related to ensuring accessibility to



the support offered in the project for a Participant (or staff member) with disabilities. The average cost of MRU per 1 person in the project may not exceed PLN 15,000 gross. The MRU is launched in accordance with the rules described in the Rules of Project Selection (call: FEDS.07.06-IP.02-070/24).

5. Each Project Participant(s) has the right to:
  - Free participation in the forms of support planned in the project.
  - Protection of personal data in accordance with the RODO and to review and modify their personal data provided for the project.
  - To raise objections in writing regarding the implementation of the project or participation in the project, which will be considered by the Project Manager.
  - Excusing legitimate absences due to illness or major emergencies; excuses require prior notification by phone or email.
  - Receive training materials and other teaching aids in accordance with the quality standards for the training and courses provided by the project.
  - Missing no more than 20% of classes in the form of courses / training.
  - Receive a certificate, certificate or other document certifying the acquisition of competencies and/or qualifications in the project.
6. Each Project Participant(s) is obligated to:
  - Comply with the provisions of the Regulations of recruitment and participation in the project
  - Completion of the statement and other documents necessary for the implementation of the project and forming the basis for the creation of a database of project participants.
  - Regular, punctual and active participation in classes according to the agreed schedule.
  - Signing documents confirming participation in the various forms of support.
  - Comply with health and safety rules in the course of participation in project support.
  - Immediately inform the Project Implementers of resignation from participation in the project in accordance with §8
  - Provide information on the situation after participation in the Project (up to 4 weeks after the end of participation).
  - Provide additional documents related to the confirmation of eligibility for participation in the Project, in the event that, in the opinion of the Institutions controlling the implementation of the Project, the documentation collected at the stage of recruitment and implementation of support will be insufficient or ambiguous.

## §6 Scope of services provided by the project

1. The project will use labor market instruments and services analogous to those indicated in the Act of April 20, 2004 on employment promotion and labor market





- institutions. The instruments will be implemented in the manner and according to the principles specified in this Act and relevant executive acts to the Act.
2. The project involves the provision of mandatory and optional forms of support.
    - A. Mandatory support.
      - Individual career counseling.
      - Individual specialized counseling of a legal, family and/or psychological nature.
    - B. Optional support.
      - Polish language courses.
      - Training/vocational courses.
      - Job placement.
      - Socio-professional integration assistant.
      - Translator.
  3. Working persons engaged in economic activity can benefit from support related to social integration only (individual career counseling, Polish language courses, specialized counseling of a legal, family and psychological nature, socio-professional integration assistant in the field of social integration) for which there are no prerequisites of de minimis aid.
  4. A detailed description of the various forms of support is provided in Appendix 4 to these regulations.

### §7 Processing of personal data

1. Participants' data is processed in accordance with RODO.
2. Each Participant and each Participant has the right to protection of personal data concerning him/her.
3. The data shall be processed fairly for the specified purposes and with the consent of the person concerned or on other legitimate grounds provided by law. Everyone has the right of access to the collected data concerning him or her and the right to make corrections.
4. The General Regulation and the ESF+ Regulation provide the legal basis for the processing of participant data by the MA. The personal data of project participants processed at CST2021 are protected in accordance with the RODO, as well as in accordance with the Act of May 10, 2018 on Personal Data Protection (Journal of Laws of 2019, item 1781). Personal data is processed on the grounds set forth in Article 6(1)(c) of the RODO and Article 9(2)(g) and Article 10 of the RODO. The basis for the processing of personal data is Article 4 of the General Regulation, Article 17 of the ESF+ Regulation and Article 87 of the Act - personal data is necessary for the implementation of the program.
5. The scope of collected data on participants includes personal data (including name, surname, PESEL, gender), contact details, details of support (including the person's status in the labor market at the time of joining the project, date of joining the project and ending participation, form of support) and the status of the project



participant after the end of participation in the project including the effects of support monitored in the result indicators.

### §8 Rules for cancellation of participation in the project

1. Cancellation of participation in the project is possible only in justified cases.
2. Legitimate cases referred to in paragraph 1 are those that are due to reasons of health or force majeure and, as a rule, cannot be known by the Project Participant at the start of participation in the project.
3. Resignation from participation in the project requires written form.
4. The participant/participant of the project is removed from the list of participants in the event of:
  - a. submit a written resignation from participation in the project,
  - b. providing false data and information in the recruitment documents,
  - c. discontinuation of the planned path of support
  - d. gross violation of social norms,
  - e. violations of the rules under these Regulations.
5. In the case of cancellation of a person from the list of participants resulting from the fault of the Participant, the Project Implementer takes into account the possibility of charging the Participant with the costs of participation in the project in an amount adequate to the costs incurred related to his/her participation in the project, from the date of receipt of the first form of support (i.e. vocational counseling), until the date of completion of participation in the project.

### §9 Final provisions

1. Project Participants are obliged to inform the Project Implementer of any change in their status on the labor market (in particular, in case of taking up or losing a job) and of any change in contact details immediately after the change occurs.
2. The final interpretation of the Rules and Regulations and resolution of matters not regulated herein rests with the Project Manager, who acts on the basis of project documents, guidelines for institutions participating in the implementation of the European Funds for Lower Silesia for 2021-2027 and the position of the Intermediate Institution (Lower Silesian Regional Labor Office).
3. The project implementers reserve the right to discontinue the project in the event of termination of the project grant agreement.
4. These Regulations shall enter into force on the date of adoption.
5. The project implementer reserves the right to make changes to the Regulations. All changes require a written form. Amendments shall come into force as of the date of publication of the amended Regulations on the project website.



Fundusze Europejskie  
dla Dolnego Śląska

Dofinansowane przez  
Unię Europejską



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Annexes to the regulations:

1. Recruitment form.
2. Recruitment form evaluation sheet.
3. Project Participation Agreement.
4. A detailed description of the services provided by the project.
5. Principles of child care support.

Date: 07.01.2025.

Signature of authorized person

Dariusz Burawski