

PROJECT RECRUITMENT AND PARTICIPATION REGULATIONS
„MOSTY INTEGRACJI: WSPARCIE OBYWATELI PAŃSTW TRZECICH
W WIELKOPOLSCE”

FEWP.06.12-IP.01-0077/23

Chapter I. General provisions

1. These Regulations specify the conditions of participation, the scope of support and the rights and obligations of participants/characters of the project “INTEGRATION BRIDGES: SUPPORT FOR CITIZENS OF THIRD COUNTRIES IN POLAND” implemented by the AKME Foundation in partnership with PHU “INFO - KOMPLEKS” JACEK DROSDOWSKI.
2. Project entitled “INTEGRATION BRIDGES: SUPPORT FOR THIRD COUNTRY CITIZENS IN WIELKOPOLSKA” No. FEWP.06.12-IP.01-0077/23 is implemented under Measure 06.12 Socio-Economic Integration of Third Country Citizens, including Migrants and is co-financed by the European Union under the European Social Fund Plus.
3. The project is implemented from 01.06.2024 to 31.12.2026.
4. The Project realizes the following needs: strengthening the process of integration of third-country nationals (especially migrants and refugees from Ukraine) residing in Wielkopolska, through the creation of a wide range of forms of support tailored to the needs of foreigners, in particular, by carrying out a diagnosis of needs, Polish language courses, providing individualized specialized counseling, assistive support in daily functioning in relation to the educational system, health care and other public institutions (translation, assisting in contacts with offices) and sworn translation of documentation, development and validation of professional competencies, and organization of trainings, workshops and socio-cultural events, enabling foreigners to integrate socially in their immediate environment.
5. The project plans to provide support to 350 people, migrants, third-country nationals and persons of foreign origin, and 150 from their environment - mainly children. Support will be directed only to people who do not have citizenship of any of the EU countries or countries such as Norway, Iceland, Liechtenstein and Switzerland. A prerequisite for participation in the project is legal residence in Poland confirmed by documents authorizing residence and work, such as a visa,

residence card (temporary, permanent or long-term resident of the EU) or a document confirming protection. The project is aimed at target groups from the area of Wielkopolskie Voivodeship (living in the area of WLKP within the meaning of the Civil Code, working or studying in the area of WLKP). In the case of inclusion of participants in the support a range of socio-vocational activation, the participant will make a statement that he/she is not simultaneously receiving support in another project in the field of socio-vocational activation co-financed from ESF+ funds.

6. The project plans to:
 - a) Diagnose of the needs of foreigners
 - b) Provision of individualized specialized counseling in the area resulting from the needs of diagnosis (among others in the field of law and legal status, education, employment and vocational training, health care, housing, culture and social integration, family aspects, self-reliance and integration)
 - c) Administrative-educational-health-legal support
 - d) Translation of documents
 - e) Improving professional competence for 80 people
 - f) Polish language course for 500 people
 - g) Integration with the local community (10 picnics, 10 cultural days, 150 hours of integration and animation activities for families)
7. The above-mentioned supports also include the participation of translators and care of children up to the age of 7, during the use of project support by the parent/legal guardian, Social Skills Trainings for children.

Chapter II. Glossary of terms

Whenever these Regulations refer to:

1. **Project implementer** - AKME Foundation as the Project Leader, in partnership with PHU "INFO - KOMPLEKS" JACEK DROSDOWSKI.
2. **The Program** - means the Operational Program European Funds for Greater Poland, Measure 06.12 Social and economic integration of citizens of third countries, including migrants.
3. **Project** - means the Project "INTEGRATION BRIDGES: SUPPORT FOR THIRD COUNTRIES' CITIZENS IN WIELKOPOLSKIE", no. FEWP.06.12-IP.01-0077/234. project participant - means a person who has passed the recruitment procedure.



4. **Project Participant** – a person who does not have citizenship of any of the EU countries or countries such as: Norway, Iceland, Liechtenstein and Switzerland, residing in Poland legally, on the basis of documents entitling to stay and work, such as e.g. visa, residence card (temporary, permanent or long-term resident of the EU) or a document confirming the protection, including a migrant coming to work, a student, as well as a refugee and a person who has received other forms of protection).
5. **Candidate** – means a person who has submitted a set of recruitment documents and participates in the in the recruitment process for the Project.

Chapter III. Conditions of participation

A Project participant may be a person who meets all of the following conditions together:

- a) lives (as defined by the Civil Code), works, resides or studies in the Wielkopolska region,
- b) has the status of a migrant, citizen of a third country of foreign origin
- c) does not have citizenship of any of the EU countries or countries such as: Norway, Iceland, Liechtenstein and Switzerland,
- d) resides on the territory of Poland legally and has documents authorizing him to stay and work, such as a visa, a residence card (temporary, permanent or long-term EU resident) or a document confirming that he or she has been granted protection,
- e) does not simultaneously receive support in another project in the field of social and professional activation, co-financed from ESF+ funds.

Chapter IV. Recruitment

1. Recruitment to the project will be carried out continuously from June 1, 2024 until the date of completion of the project, or the exhaustion of places, observing the principles of equal access and equal treatment of all persons interested in participating in the project.



2. Recruitment and forms of support will be carried out in accordance with the principle of non-discrimination on the basis of gender, race or ethnic origin, nationality, citizenship, religion (denomination) or belief, disability, age, sexual orientation, membership of socio-professional groups, material and legal situation, education, profession, social origin.
3. Persons interested in participating in the project shall submit recruitment documents, consisting of a recruitment form with attachments:
 - a) statements on the processing of personal data,
 - b) a copy of a document authorizing legal residence and work in the territory of Poland, such as a visa, residence card (temporary, permanent or long-term resident of the EU) or a document confirming coverage of protection,
 - c) a document proving residence in the territory of the Wielkopolska province, e.g. the first page of the PIT, a statement from the Tax Office, a photocopy of the decision on property tax assessment, a rental agreement, the first page, bills or invoices for utilities/ sewage/ municipal waste indicating the addressee, a printout from the PUE website or any other issued document confirming residence,or
a document confirming the place of education in the Wielkopolska province, e.g. a certificate from a school/college or a copy of a valid school ID card,
or
document confirming place of employment in the Wielkopolska province, e.g. - employer's certificate, copy of employment contract,
sample documents and forms are available in the project office.
4. Recruitment documents can be submitted in person on working days from 8.00 to 16.00 in the project office 8A Wachowiaka Street, 60-681 Poznań, or sent by traditional mail or courier with a note on the envelope "INTEGRATION BRIDGES: SUPPORT FOR THIRD COUNTRIES CITIZENS IN MIELKOPOLSKA" or at the office of the Project Partner PHU "INFO - KOMPLEKS" JACEK DROSDOWSKI, 2 Lenartowicka Street 63-300 Pleszew. Participants can also send applications by email to biuro@fundacja-akme.pl or by phone at 601 971 090.
5. Submission of recruitment documents is not equivalent to qualification for the project.

6. Submitted documents will be subject to formal evaluation - completeness and correctness of completion, submission of required attachments, eligibility of the participant.
8. At the stage of formal evaluation, within the deadline set by the Project Manager, there is a possibility to supplement the missing documents or errors resulting from incorrect completion of the recruitment form in the form of e.g. signature, manual completion of an incomplete required field or manual correction of a wrongly completed field.
9. Information on the results of recruitment will be communicated to the Participant(s) by telephone or electronically (e-mail).

Chapter V. Scope of suport

1. Within the framework of the Project for the Project Participants are planned activities:
 - a) for 500 project participants to conduct a diagnosis of needs
 - b) for 500 project participants to provide individualized specialized counseling in the area resulting from the needs diagnosis (among others in the field of law and legal status, education, employment and vocational training, health care, housing, culture and social integration, family aspects, self-reliance and integration)
 - c) for 500 project participants to provide administrative, educational, health and legal support
 - d) for 80 project participants increasing professional competencies through the organization of training courses
 - e) for 500 people Polish language courses
 - f) Integration with the local community (10 picnics, 10 days of culture, 150 hours of integration and animation activities for families)
2. Support for each participant will be determined according to individual needs.

Chapter VI. Rights and responsibilities of participants

1. Project participants have the right to:



- a) make comments to the Project Implementer regarding the forms of support in which they participate and other organizational matters,
 - b) raise objections concerning the implementation of the project, or his/her participation in the project in writing,
 - c) inspect and modify their personal data provided for the purposes of the project.
2. The project participant is obliged to:
- a) submitting complete recruitment documents and containing truthful information,
 - b) become familiar with these Regulations,
 - c) provide other documents necessary for the project,
 - d) punctual arrival to classes and not leaving them before the scheduled end,
 - e) completing evaluation surveys,
 - f) to confirm participation in all planned forms of support by each time putting their own signature on the attendance list or other documents,
 - g) to keep informed of all events that may interfere with further participation in the project,
 - h) justify in writing all absences within 3 days from the occurrence of the event,
 - i) inform about resignation from participation in the project in writing together with stating and justifying the reason for resignation.
 - j) within 4 weeks after the end of participation in the project to provide the beneficiary with data on the status on the labor market, information on participation in education or training and obtaining qualifications or acquiring competencies and information on the current social situation.
3. The Project Participant grants the AKME Foundation, implementing the project „MOSTY INTEGRACJI: WSPARCIE OBYWATELI PAŃSTW TRZECICH W WIELKOPOLSCE” irrevocable and gratuitous right to repeated use of photos with their image without the need for each time approval. Consent includes the use, fixation, processing and reproduction of the photos taken, through any medium only for promotion, monitoring and evaluation of the project.

Chapter VII. Termination of participation in the Project



The Project Participant ends his/her participation in the Project at the moment of completing all the support specified in the Individual Reintegration Path, contract or other document in which support has been established for him/her.

Chapter VIII. Resignation from participation in the project and deletion of the Participant

1. Resignation from participation in the project is possible only in justified cases. Justified cases may result from reasons of health, change of place of residence or force majeure and could not have been known to the Participant at the time of joining the Project.
2. The Project Promoter reserves the right to delete a Participant from the list of individual forms of support in the case of violation of these Regulations and the rules of social coexistence, in particular in the case of appearance at the classes in the state of alcohol consumption, theft, violation of bodily integrity of another Participant, people involved in the in the implementation of the project.
3. In the event of cancellation or resignation from the participation in the project, the Project Participant is obliged to reimburse all costs associated with the support received.
4. Reimbursement of the cost of participation in the project will not be required in the situation of resignation for reasons indicated in point 1. In this situation, the Project Participant is required to provide a medical certificate indicating the inability to continue participation in the project or to submit an appropriate statement.
5. In the case of resignation or cancellation of the Participant from the list of persons qualified for the project, his/her place may be replaced by a person who is not qualified for the project. To the project, his/her place may be taken by a person from the reserve list - depending on the type and duration of a given form of support.

Chapter IX. Monitoring and evaluation



1. Project participant shall be subject to a monitoring process aimed at evaluating the effectiveness of the activities undertaken as part of the project.
2. All persons who have completed participation in the project are required to submit statements regarding their situation after completion of participation in the project up to 4 weeks after completion of participation in the project.

Chapter X. Final provisions

1. The Regulations are valid from 01.06.2024.
2. The final interpretation of the Regulations rests with the Project Manager.
3. General supervision over the implementation of the project, as well as settlement of issues not regulated by these Regulations, shall remain with the Project Manager.
4. Disputable issues not regulated by these Regulations shall be resolved by the Project Implementer.
5. The Project Promoter reserves the right to amend these Regulations.
6. In matters not covered by these Regulations, the provisions of the Civil Code shall apply.