**Recruitment and participation regulations for the "ChangeMakers" project**

The Regulations specify the conditions of participation in the project "ChangeMakers" *FEWM.07.08-IZ.00-0032/24*, implemented under the European Funds for Warmia and Mazury 2021-2027, Priority 7 Labour market, Measure 7.8 Integration of third-country nationals in the labour market.

**§1**

1. The project is being implemented on the basis of an agreement between the Federation of Social Organisations of the Warmińsko-Mazurskie Voivodeship FOSa and partners Dwa Skrzydła UA Foundation and Techpal Sp. z o.o. and the Warmińsko-Mazurskie Voivodeship.
2. The Project Office is located in Olsztyn at ul. Linki ¾, 10-535 Olsztyn; it is open on working days from Monday to Friday from 7:30 a.m. to 3:30 p.m.
3. The project covers the area of the Warmińsko-Mazurskie Voivodeship.
4. The aim of the project is to increase the participation of third-country nationals in the labour market through the implementation of support forms in the field of professional activation in the period 01.10.2024-30.09.2027 for 144 female and 36 male foreigners who reside in Poland legally on the basis of documents authorising their stay and work and declare taking up or continuing employment in the Warmińsko-Mazurskie Voivodeship.
5. Participation in the project is free of charge.
6. Participation in the project will be open to persons fulfilling the access criteria - irrespective of gender, age, disability, race/ethnicity, religion, belief, sexual orientation.
7. The project is being carried out in partnership.

**Leader:**

Federation of Social Organisations of the Warminsko-Mazurskie Voivodeship **FOSa**

**Partners:**   
Two Wings UA Foundation

Techpal Sp. z o.o.

1. The project is co-financed by the European Union under the European Social Fund Plus and the state budget.

**§2**

Scope of substantive support offered by the project

The project will cover third-country nationals who are legally residing in Poland on the basis of documents authorising their stay and work, and who declare taking up or continuing employment in the Warmińsko-Mazurskie Voivodeship. A total of 180 people will be recruited to the project. The project participant meets the definition of a third-country national (persons from outside the EU countries and countries such as Norway, Iceland, Liechtenstein and Switzerland) and reside in Poland legally (on the basis of documents authorising residence and work). Preference for support will be given to persons who were granted temporary protection after the aggression of the Russian Federation against Ukraine.

Method of project implementation:

* Definition of a career path for each Project Participant
* Career guidance
* Job placement
* Soft skills development - psychological support
* Vocational competences or qualifications - Vocational courses and training
* Gaining work experience - work placements
* Support resulting from the specific needs of foreigners - support of a lawyer, translator, mentor
* Polish language course
* Ensuring that participants are available to participate in the project - care for a dependent person during participation in project activities, reimbursement of travel costs, training grant.

**§3**

Criteria for participation:

1. **Access criteria:**

- Active working age - proof of age on file.

- Residence in the Warmińsko-Mazurskie Voivodeship - affidavit

- possession of a document entitling to legal residence and work in Poland, such as: a visa which does not preclude employment, an appropriate residence card, an appropriate document confirming protection (e.g. refugee status).

-statement of intention to take up employment in the Warmińsko-Mazurskie Voivodeship - in the case of unemployed persons or

-a statement of intention to continue employment in the Warminsko-Mazurskie Voivodeship and a certificate from the employer confirming employment in the Warminsko-Mazurskie Voivodeship - in the case of persons working

**Priority criteria:**

a person who was granted temporary protection in Poland after the aggression of the Russian Federation against Ukraine (according to the current state of the law)- 5 points

- female - 5 points

-person aged 55+ -3 points

-low-skilled (no more than secondary education)-2 points

-caring for a dependent person-2 points

- person with a disability-3 points

1. Those with the highest number of points will be admitted to the basic list, the others will be placed on a reserve list. When places are exhausted, we will create a ranking list; in the case of an equal number of points, the order of application will be decisive. Persons from the reserve list will be able to participate in the project in case of resignation of persons from the basic list.

**§4**

Recruitment rules:

1. Recruitment will be conducted on 10-11.2024, 10-11.2025, 10-11.2026.
2. Recruitment will be carried out in accordance with the principles of equal opportunities, gender equality and non-discrimination.
3. Interested parties will be able to apply using a recruitment form available at the Leader and Partner offices.
4. The candidate for participation shall submit the following documents after reading these regulations:
   1. **The recruitment form**, which consists of:
5. Declaration of participation (Annex 1)
6. Information clause (Annex 2)
7. Data of project participants receiving support (Annex 3)
8. Documents confirming the participant's eligibility (copies of permanent or temporary residence permits, copies of residence cards, copies of long-term resident's EU residence permits; in the case of Ukrainian citizens who arrived on the territory of the Republic of Poland as of 24.02.2022 in connection with warfare, documents listed in the Act of 12.30.2022 on assistance to Ukrainian citizens in connection with armed conflict on the territory of the country, statements).

In justified cases, at the request of the person accepting the application, the candidate shall also submit:

- identity card - to be consulted to confirm basic personal data,

- other certificates or declarations with a warning of liability for making

untruthful statements.

1. A candidate's eligibility for the project is determined by the fulfilment of the required participation criteria set out in §3 points 1 and 2.
2. The application documents submitted will be reviewed on an ongoing basis and potential Participants will be informed immediately of the outcome of the review.
3. The moment of application is the moment when a correctly filled in recruitment card is received by the Project Office.
4. The period of support begins when the first form of support is provided in the project (this does not include the recruitment process and the development of the Individual Support Path).
5. The organisation of the recruitment process and the recruitment of people to the project is carried out by the Project Leader and Partners.
6. Acceptance of applications will commence: 10.10.2024r.
7. In the event of a lack of a sufficient number of persons referred to in §2 point 1. by the aforementioned deadlines, it is envisaged that the recruitment may be extended until the required number of Participants has been recruited.

**§5**

Participation in the project

1 The date of commencement of participation in the project shall be the date of entry to the first form of support under the project.

2 A support contract will be signed with each Participant. An Individual Action Plan will be developed for each Participant, which will specify forms and methods of support for the Participant.

**§6**

Completion of participation:

1. participation in the project is terminated at:

a. Carry out all planned activities in accordance with the Individual Action Plan developed.

b. Discontinuation of participation before completion of planned activities due to:

- cancellation of participation,

- removal from the list of Participants in accordance with the rules set out in point. 3.

The Participant shall give 14 days' written notice of his/her intention to withdraw from participation.

in advance. Notification of cancellation should include as a minimum the following information:

a. Participant's name,

b. Participant's PESEL,

c. the date of resignation,

d. reason for resignation.

(3) A Participant may be removed from the list of Participants in the following cases:

a. Failure to comply with the provisions of these rules,

b. failure to comply with the detailed rules for the implementation of individual forms of support

defined by the project partners.

The decision on deletion from the list of Project Participants is made by the project coordinator at the request of the specialist responsible for the implementation of the area of support in which the Participant participates.

5 The person who has completed participation in the project shall submit a Participant's Statement concerning his/her situation after completion of participation in the project.

A person who has completed participation in the project has the right, at his/her own request, to receive a

a certificate confirming participation in the project.

**§7**

Obligations of project implementers:

1 The Project Partners commit to:

a. Conduct recruitment in accordance with the rules set out in these regulations.

b. To inform Participants of any fact that may hinder or prevent them from

implementation of the planned measures, where such information would not or could not be provided by the partner responsible for the implementation of the respective area of support.

c. Receive and consider Participants' comments and complaints related to the activities carried out by the Partners responsible for the different areas of support.

2. the partners responsible for the various areas of support commit to:

a. Conduct recruitment in accordance with the rules set out in these regulations.

b. Develop an Individual Action Plan for each Participant and update the documents on an ongoing basis.

c. Provide adequate staff, teaching facilities and materials necessary to carry out the planned activities.

d. Provide training materials to each Participant free of charge.

**§8**

Obligations of Project Participants:

1 The participant undertakes to:

a. The implementation of the actions specified in the Individual Action Plan referred to in §5 point 2.

b. Signing attendance lists during participation in the project activities,

service/activity logs, support delivery sheets and other documents as indicated by

the service/activity leader.

c. Completion of evaluation questionnaires and tests during participation in services/activities

checking.

d. Keeping the Partner responsible for the delivery of the service/activity within a given area of support informed of all incidents that may disrupt further participation of the

Participant in the project.

**§9**

Final provisions

The Project Promoter reserves the right to make changes to these regulations, but any changes will be made in writing. Information about possible changes to the regulations will be posted on the websites of the Project Leader and Partners.

**Attachements:**

Annex 1 - Recruitment form - *Declaration of* participation

Annex 2 - Recruitment form - *Data of project participants receiving* support

Annex 3 - List of essential documents

**The regulations were approved on 8.10.2024.**

Project coordinator

Marta Liberadzka