



PROJECT RECRUITMENT REGULATIONS CENTRE FOR THE INTEGRATION OF FOREIGNERS IN ŁÓWICZ

§ 1

Definitions

1. **Project** – the project "Centre for the Integration of Foreigners Partners in Łowicz", co-financed by the European Social Fund Plus under the regional programme European Funds for Lodzkie 2021-2027, Priority VII European Funds for Employment and Integration in Lodzkie, Measure 07.07 Integration of third-country citizens, project number FELD.07.07-IP.01-0076/24, implemented by AVSI Polska in partnership with Partners Sp. z o.o. in the period 1.10.2024-31.03.2026.
2. **Intermediate Body** or **IP** - Provincial Labour Office in Łódź.
3. **Implementer** or **Beneficiary** – AVSI Polska with its registered office in Warsaw, 00-586 Warsaw, 9/2 Flory Street, implementing the Project in partnership with the Partner on the basis of the Project co-financing agreement concluded with the Intermediate Body.
4. **Partner** - Partners Sp. z o.o. with its registered office in Warsaw, 02-232 Warsaw, Łopuszańska 84.
5. **Project Office** – located in Łowicz, postal code 99-400, 1/3 Iłowska Street.
6. **Project Website** – a website located at <https://avsipolska.org/partners-centrum-integracji-cudzoziemcow-w-lowiczu/> , containing information about the Project and recruitment documents available for download by the Candidates.
7. **Candidate** - a person applying for participation in the Project, who has submitted recruitment documents and participates in the recruitment process for the Project.
8. **Participant** – a person who meets the criteria of the target group of the Project, qualified to participate in the Project as a result of the recruitment process and to be supported in the Project, in accordance with the rules provided for in these Regulations.
9. **Parent** – whenever the Regulations refer to parents, it also means legal guardians and other persons to whom the court has entrusted the care of the child.
10. **Target groups of the Project:**
 - a) third-country citizens and their family members,
 - b) employees or representatives of entities conducting business activity in the Lodzkie Voivodeship, planning to employ or employing persons of foreign origin,

c) the host community.

In the case of natural persons, these are people studying, working or residing in the Łódzkie Voivodeship within the meaning of the provisions of the Civil Code.

11. A foreigner/third-country citizen (hereinafter referred to as OPT) – a person who meets all of the following conditions:

a) who is not a citizen of the Republic of Poland, who is not a citizen of any of the European Union countries or countries such as: Norway, Iceland, Liechtenstein, Switzerland;

b) residing in Poland legally, on the basis of documents authorizing to stay and work, such as e.g. a visa, a residence card (temporary, permanent or long-term EU resident) or a document confirming protection (e.g. temporary protection; international protection – refugee status, subsidiary protection; national protection – stay for humanitarian reasons, consent for tolerated stay);

c) in the case of persons under temporary protection in connection with the aggression of the Russian Federation against Ukraine – persons holding documents listed in the Act of 12 March 2022 on assistance to citizens of Ukraine in connection with the armed conflict on the territory of this country.

§ 2

General information

1. Project objective: to increase the integration of OPT residing in the Łowicz district.
2. The Project provides support for 400 people, including 320 women, 360 adults and 40 children, who meet the criteria of the target group.
3. Participation of the Participants in the project is completely free of charge.
4. The project is implemented in accordance with the principle of equality between women and men and the principle of equal opportunities and non-discrimination, including accessibility for persons with disabilities. All Participants will have the opportunity – regardless of gender, age, disability, race or ethnic origin, religion or belief, sexual orientation – to fully participate in all project activities on the same terms.
5. The participant may not simultaneously participate in another project in the field of social and professional activation under the ESF+. If the Participant wishes to participate in another project or to take advantage of the support offered by another project, the Participant is obliged to inform the Implementer about it before joining such a project. After obtaining the



relevant information from the Participant, the Implementer will verify whether any possible participation will not be an obstacle to the continuation of support in the Implementer's Project.

§ 3

Support offered to Project Participants

1. Recruitment meeting with a career counsellor who will prepare an Individual Action Plan IPD for the Participant to be implemented as part of the project or using other support opportunities.

2. Information Point of the Center for the Integration of Foreigners CIC:

- The point will be open at least 5 days a week (it is also possible to operate on Saturdays), at least 6 hours a day and 1 day a week at least until 6.00 p.m. and will be run by intercultural advisors who know the languages spoken by OPT. The opening hours of the CIC in each month will be published on the Project website. There will be a play area for children.
- Support from intercultural advisors working in the CIC as well as in the field, who will provide OPT with information about their rights and obligations, familiarize them with the integration system in Poland, familiarize them with the scope of services/support offered by various types of services (police, health service) and institutions (ZUS, MOPS, City Hall), inform about the law, traditions, customs and cultural norms, the education system in Poland, prepare for job interviews, familiarize with the Labour Code, obtaining a PESEL number, trusted profile, mObywatel, Diia.pl., public transport and PKS, PKP, as well as with practical issues of using medical care, legalization of stay and employment, childcare, Polish and local customs and culture, information on everyday life in Poland, e.g. renting an apartment, enrolling a child in school/kindergarten, opening a bank account, functioning of local institutions, offices, NGOs and the scope of their activities, in particular for foreigners, assistance in writing a CV.
- Use of specialist services at the agreed times as part of the duty hours of an interpreter, lawyer, psychologist, child psychologist, speech therapist.

3) Support for adults in the process of professional activation:

- Adaptation workshops in the field of labour law, active forms of job search and employee attitudes expected by employers, as well as



meetings with an employee of the Social Insurance Institution and the District Employment Office – at least once a month.

- Support of a career counsellor during duty hours at the CIC (verification of the implementation of the IPD of the participants, support for other foreigners reporting to the CIC in navigating the local labour market).
- A course for people considering starting their own business - including unregistered activity - as one of the possible sources of income in the online formula.

4) Polish language course for 100 adults:

- classes adapted to the age, origin, needs and abilities of the participants,
- level from A1 to B1, qualification based on preliminary tests, groups max. 10-person
- a minimum of 150 hours of lessons (50 days for 3 hours each) at the CIC headquarters,
- textbooks and educational materials, programs based on the guidelines contained in the Regulation of the Ministry of National Education of 18 February 2011 on the framework program of Polish language courses for foreigners.

5) Support for young people and children in social integration

- 3 meetings "Let's get to know each other through play" for Polish children and OPT: joint field games, board games, art workshops, dance classes with animators for 40 participants each.
- A trip to the ZOO in Łódź for a group of 50 Polish children and OPT.
- 3 joint integration trips for groups of 50 children and youth – to Warsaw and interesting places in the Łódź Voivodeship.
- Support for 50 OPT students attending Polish schools in the form of remedial classes in various subjects – according to the reported needs.

6) Meetings for Poles and foreigners, during which participants will talk about their life experiences after arriving in Polish; 16 meetings for 20 people each.

7) Concert of songs from different parts of the world

Concert in the spectacle hall of the Łowicz Cultural Center for 150 people: a meeting of children, youth and adults of different nationalities.

8) Conference for entrepreneurs



Conference with the participation of representatives of local entrepreneurs, public institutions (District Labour Office, MOPS), local NGOs working with foreigners (up to 30 people) - exchange of experiences, search for the best solutions with the participation of representatives of foreign communities.

9) Children's club

Temporary care for up to 20 children/day aged 2-6 years. Available to children of parents who have taken up employment, take care of their life affairs, participate in CIC activities. The club will be open from Monday to Friday for 4 hours a day and will provide free care of 2 qualified caregivers and food.

§ 4

Conditions for qualification for participation and support in the Project

1. A person may become a participant who:
 - a) meets the conditions specified in § 1 sections 10-11,
 - b) provides the documents specified in § 5 of these Regulations within the recruitment period.
2. In the recruitment process, priority will be given to people who have been covered by temporary protection after the aggression of the Russian Federation against Ukraine.

§ 5

Recruitment documents

1. Recruitment documents consist of:
 - a) Recruitment form,
 - b) Declaration of participation in the Project,
 - c) documents confirming the fulfilment of the conditions specified in § 1 sections 10-11, listed in the Recruitment Form.
2. Candidates are required to submit their recruitment documents in one of the following ways:
 - a) directly in the Project Office,
 - b) sending to the e-mail address: ciclowicz@partnerspol.pl
3. Candidates can get help in correctly filling out the recruitment documents from intercultural counselors.
4. In the case of a minor's participation in the Project, all documents related to their participation are signed by a parent.

§ 6

Recruitment process

1. Recruitment for the forms of support available in the Project will be carried out on an ongoing basis, until the end of the Project. It is possible to end the recruitment for a given form of support earlier if the number of Participants provided for this form of support is exhausted.
2. Candidates will have interviews with an intercultural counsellor (interviews avoiding discrimination on the grounds of gender, ethnic origin and disability, adapted in form and content to the needs of women and men) and fill in the Recruitment Forms and present documents confirming the fulfilment of the conditions set out in § 1 sections 10-11.
3. Recruitment will proceed according to the following stages:
 - a) Submission of recruitment documents by Candidates; the documents are not returnable.
 - b) Interview with an intercultural advisor in order to verify the Candidate's eligibility and the correctness of completing the recruitment documentation.
 - c) Verification of eligibility in the SM ESF+ system and Qualification decision signed by the Coordinator or a person authorized by him/her.
 - d) Submission of a Declaration of participation in the Project signed by the Candidate.
 - e) Recruitment interview with a career counsellor and development of an Individual Action Plan for the Participant – applies to adult Participants.
- d) Establishing lists of Participants of forms of support with a limited number of places (e.g. language courses, trips, compensatory classes) and reserve lists. The order on the lists of Participants will be determined in the following order:
 - status of a person under temporary protection after the aggression of the Russian Federation against Ukraine,
 - date of submission of the Recruitment Form.
4. Persons wishing to participate in Polish language courses will be additionally directed to complete a language test in order to qualify for the appropriate level of the course.
5. When qualifying for long-term forms of support (e.g. a Polish language course), the possibility of legal stay in Polish until the completion of this form of support will be taken into account.
6. In justified cases, the Implementer has the right to extend or modify the entire recruitment process.

§ 7

Participant's Responsibilities

1. On the day of signing the Declaration of participation in the Project, the person registered for the Project becomes a Project Participant.
2. The Participant undertakes to:
 - a) punctual and active participation in the forms of support under the Project for which he/she has been qualified,
 - b) confirm attendance at individual and group forms of support organized under the Project by signing the appropriate attendance list or service card,
 - c) filling in documents related to the monitoring and evaluation of the Project,
 - d) notify the Implementer of any changes concerning the Participant (m.in. change of the basis of stay, change of address of residence, change of telephone number, change of status on the labour market, etc.),
 - e) warn the Implementer about the inability to participate in activities due to illness or other random reasons,
 - f) within 4 weeks after the end of participation in the project, provide the Beneficiary with data on the status on the labour market and information on participation in education or training and on obtaining qualifications or acquiring competences,
 - g) comply with the provisions of these Regulations.

§ 8

Rules for resignation from participation in the Project

1. In the case of resignation from participation in the Project before the start of the first class, the Participant undertakes to inform the Implementer about this fact in person, via e-mail or by phone at the earliest possible date.
2. If the Participant wishes to resign from participation in the Project after the start of the first class, the Participant is obliged to submit a written statement regarding the reasons for resignation, along with the justification. Such cases will be considered on a case-by-case basis.
3. The Implementer reserves the right to remove the Participant from the list of Participants in the event of a gross violation of the rules of these Regulations and the principles of social coexistence.

§ 9

Obligations of the Implementer towards the Participants

The Implementer is obliged to:



1. Carry out the planned activities described in § 3 of these Regulations, in accordance with the assumptions provided for in the Project.
2. Enable the Participants to participate in all forms of support provided for in the Project.
3. Employment of personnel implementing individual forms of support, with appropriate qualifications and experience.
4. Selection - through competitive proceedings - of Contractors implementing the forms of support provided for in the Project, having appropriate qualifications, experience and equipment.
5. Providing appropriately adapted and equipped rooms for the provided forms of support.
6. Collect personal data of Participants in accordance with the Monitoring Guidelines.
7. Processing of personal data in accordance with the GDPR and the Personal Data Protection Act.
8. Verify and document the Participant's compliance with the eligibility criteria entitling them to participate in the Project in accordance with the Eligibility Guidelines; in particular, verifying that a given person does not receive support at the same time in more than one project in the field of social and professional activation co-financed by the ESF+.

§ 10

Final provisions

1. The Regulations enter into force on the date of announcement and are valid for the duration of the Project.
2. The Implementer reserves the right to amend these Regulations during the course of the Project, in particular due to a change in the terms and conditions of the grant agreement (e.g. changes to the Guidelines or other programming documents concerning the Project), as well as in the event of a written recommendation to introduce specific changes on the part of the IB or other bodies or institutions authorized to control the implementation of the Project. The amendment to the Regulations shall be effective from the date of publication on the Project website.
3. The final interpretation of these Regulations, binding for the Candidates and Participants, belongs to the Implementer.
4. In matters not covered by these Regulations, the provisions of the Civil Code and the provisions of the European and national law concerning the European Social Fund Plus shall apply. Matters not regulated by these Regulations, concerning participation in the Project, shall be resolved by the Implementer.



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5. Detailed information about the Project, including these Regulations, recruitment documents and other documents are available in the Project Office and on the Project website.

LIST OF ATTACHMENTS:

1. Recruitment form
2. Declaration of participation in the Project
3. GDPR Information Clause

Updated: 01.10.2024