RULES AND REGULATIONS FOR RECRUITMENT AND PARTICIPATION IN THE PROJECT

“Comprehensive Support Programme for Foreign Nationals”

Project No.: FEPF.07.17-IP.01-0006/24

Co-financed by the European Union under the European Funds for Podkarpackie 2021–2027 regional programme, Priority 7: Human Capital Ready for Change; Measure 07.17: Socio-economic Integration of Third-Country Nationals. The project is implemented by Fundacja Q and Łukasz Komborski Usługi Informatyczne.

§ 1.

Information about the Project

The project “Comprehensive Support Programme for Foreign Nationals”, Project No. FEPF.07.17-IP.01-0006/24, is implemented by Fundacja Q and Łukasz Komborski Usługi Informatyczne.

1. The Project Office is located at: ul. Ks. Henryka Łagockiego 52, 39-460 Nowa Dęba, Poland.

2. Project implementation period: from 1 July 2025 to 31 August 2027.

3. For the purposes of implementing the Project, the following terms used in these Rules and Regulations shall have the meanings set out below:

- **Project** - the project **“Comprehensive Support Programme for Foreign Nationals”.**
- **Candidate** - a person who has submitted recruitment documents to participate in the Project during the recruitment period.
- **Participant** (P) - a person who has received support under the Project.
- **Employed person** - a person aged 15 to 89 who performs work for which they receive remuneration, from which they derive profit or family benefits; a person who has a job or is self-employed but is temporarily not working (e.g. due to illness, leave, an employment dispute, education or training); or a person producing agricultural goods, the main part of which is intended for sale or barter. The following are also considered employed people:
- self-employed persons, i.e. persons conducting business activity or activity referred to in Article 5 of the Act of 6 March 2018 – Entrepreneurs Law (Journal of Laws of 2023, item 221, as amended), running a farm or practising a profession, provided that at least one of the following conditions is met: (a) the person works in their business, professional

practice or farm to generate income, even if the undertaking makes no profit; (b) the person spends time running a business, activity referred to in Article 5 of the Entrepreneurs Law, a professional practice or a farm, even if no sales or services have been completed and nothing has been produced (for example, a farmer working to maintain their farm; an architect waiting for clients in their office; a fisher repairing a boat or fishing nets so that they can continue working; or persons attending conferences, conventions or seminars); or (c) the person is in the process of setting up a business, farm or professional practice, including purchasing or installing equipment and ordering goods in preparation for starting the activity. An unpaid family member is considered an employed person if their work directly contributes to a business, farm or professional practice owned or operated by a related member of the same household.

  - an unpaid family member assisting a self-employed person, where that person is classified as self-employed;
  - persons on maternity, parental or childcare leave as referred to in the Act of 26 June 1974 – Labour Code (Journal of Laws of 2023, item 1465), unless they are already registered as unemployed, in which case unemployed status takes precedence;
  - students who are employed or conduct business activities;
  - persons referred for subsidised employment.

- **Working poor person** - an employed person who lives in a household[1] where income per person, excluding social transfers[2], does not exceed the income criteria established on the basis of the social assistance intervention threshold in the month preceding entry into the Project; or whose monthly taxable income does not exceed the minimum wage in the month preceding entry into the Project.
- **Household** - a group of people living together and supporting themselves jointly. A person living alone and supporting themselves independently constitutes a one-person household.
- **Social transfers** - current transfers received by households during the income reference period, intended to reduce the financial burden associated with various unforeseen situations or needs. They are provided under jointly organised systems or outside such systems by government bodies or non-profit institutions serving households (NPISH). Social benefits include family benefits, housing allowances, unemployment benefits, old-age benefits, survivors' benefits, sickness benefits, disability benefits, scholarships and benefits relating to social exclusion.
- **Short-term contract** - a contract forming the basis of an employment relationship or another form of employment, concluded for a fixed term that ends during the Project implementation period or lasts no longer than six months.
- **Civil-law contract** - a contract concluded under the provisions of the Civil Code, e.g. a contract for specific work or a mandate contract.
- **Person with a disability** - a person recognised as disabled under the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities, as well as a person with a mental disorder within the meaning of the Act of 19 August 1994

on the Protection of Mental Health, i.e. a person holding an appropriate certificate or another document confirming their health condition.

- **Unemployed person** - a person who is out of work, available for work and actively seeking employment. This definition includes persons registered as unemployed under national law, even if they do not meet all three criteria. It covers both persons considered unemployed under the Labour Force Survey and persons registered as unemployed. Full-time students are excluded, even if they meet the above criteria. Persons eligible for maternity or parental leave who are unemployed within the meaning of this definition (i.e. do not receive leave benefits) are considered unemployed under the Guidelines.
- **Economically inactive person** - a person who is not currently part of the labour force (i.e. is neither employed nor unemployed). Full-time students are considered economically inactive. People on childcare leave (understood as absence from work to care for a child during a period that does not fall within maternity or parental leave) are considered economically inactive unless they are already registered as unemployed, in which case unemployed status takes precedence.
- **Long-term unemployed person** - an unemployed person who has been registered with a district labour office for a total period exceeding 12 months during the last two years. This period may include breaks.
- **Self-employed persons** (including an unpaid family member assisting a self-employed person) are not considered economically inactive.
- **Traineeship** - the acquisition by an unemployed or economically inactive person of practical skills needed to perform work by carrying out tasks at a workplace without entering into an employment relationship with the employer.
- **Traineeship allowance -** an amount paid to a person undertaking a traineeship.
- **Training allowance** - an amount paid to a person participating in training.
- **Vocational training/courses** - training selected to meet Participants' needs and in accordance with their Individual Action Plan, forming part of the support provided to Participants and concluding with an examination and a certificate confirming the qualifications acquired, as defined in the "Guidelines of the Minister of Development Funds and Regional Policy on monitoring the physical progress of programme implementation for 2021-2027" dated 12 October 2020.
- **Individual Action Plan (IAP)** - support under the Project shall each time be preceded by identifying the Participant's needs through the preparation or updating of an IAP. Support for unemployed young people under 29 shall be provided in accordance with the standards set out in the Youth Guarantee Implementation Plan in Poland. The IAP shall be developed jointly with the Participant and shall take account of their individual needs and/or capabilities.
- **Individual job placement** - support aimed at identifying potential employers, helping Participants obtain suitable employment, searching for job offers, completing application documents and preparing for job interviews. During a traineeship, the job placement

service maintains regular contact with each Participant to help sustain the goals established.

- **Coaching** - support provided through individual meetings between a Participant and a coach, aimed at discovering and developing the Participant's potential in order to increase their chances of employment.

4. These Rules and Regulations set out the conditions for participation in the project **"Comprehensive Support Programme for Foreign Nationals"** (hereinafter the "Project"), the recruitment rules, Participant eligibility criteria and the scope of support available under the Project.

§ 2.

Conditions for Participation

1. The Project is intended for persons who meet the following conditions:

- They do not hold citizenship of any EU Member State or of Norway, Iceland, Liechtenstein or Switzerland.
- They are third-country nationals, including migrants and refugees, particularly persons who left Ukraine in connection with the aggression of the Russian Federation.
- They are over 18 years of age.
- They reside (within the meaning of the Civil Code) and/or study and/or work in Bieszczady County, the City of Przemyśl, Przemyśl County, the City of Rzeszów, Rzeszów County, Lubaczów County or Jarosław County in the Podkarpackie Voivodeship.
- They are legally residing in Poland.
- On the date of joining the Project, they are not participating in any other project concerning socio-professional activation co-financed by the European Social Fund Plus (ESF+).
- Priority will be given to people from disadvantaged groups, who will receive additional points:

  ➢ a person covered by temporary protection following the Russian Federation's aggression against Ukraine + 5 points;
  ➢ a person with a disability + 4 points;
  ➢ women + 3 points;
  ➢ employed persons + 3 points;
  ➢ unemployed persons + 2 points;
  ➢ persons caring for a child or dependent person + 1 point.

2. In addition to meeting the conditions set out in § 2(1) of these Rules and Regulations, participation in the Project requires the Participant to complete and submit to the Project

Office the application form and the following documents, in accordance with the templates attached to these Rules and Regulations:

- Application form;
- Declaration of labour-market status and a certificate from ZUS (the Social Insurance Institution);
- Project participation agreement, together with its annexes;
- Information clause;
- Disability certificate, where applicable.

3. The documents referred to in § 2(2) shall be available at the Project Office and may also be sent by email at the request of interested persons.

4. Completed documents may be delivered to the Project Office in person or sent by post, courier or email. In the case of email submission, formal confirmation requires delivery or sending of the signed recruitment documents.

5. Only complete and correctly completed documents will be accepted.

6. The application date shall be the date on which all required documents have been submitted.

7. A decision on admitting a person to the Project shall be made on the basis of compliance with the above formal criteria.

§ 3.

Recruitment Rules

1. Recruitment shall be conducted on a rolling basis throughout the Podkarpackie Voivodeship from 1 July 2025 to 31 August 2027, using the following information channels:

- information available at the Project Office and on the Project website;
- announcements on social media and online classified-advertising portals;
- distribution of information and promotional materials to entities operating in the Project area, e.g. social welfare centres (OPS), district labour offices (PUP), reception points at Border Guard offices, centres for foreign nationals, parishes, schools and organisations supporting persons with disabilities;
- in-person information meetings.

2. The Project Implementer reserves the right to shorten the recruitment period if a sufficient number of Participants apply, or to extend it if there are insufficient applications.

3. Recruitment shall be conducted in accordance with the principles of equal access and equal treatment of all persons interested in participating in the Project, with particular regard to the

horizontal principles of equal opportunities and non-discrimination, including accessibility for persons with disabilities, and gender equality.

4. A Candidate's participation in the recruitment process shall constitute acceptance of these Rules and Regulations.

§ 4.

Participant Selection

1. Applications shall be accepted:

- in person at the Project Office, Monday to Friday, from 9:00 a.m. to 5:00 p.m.;
- by regular post or courier to the address of the Project Office;
- electronically by email (formal confirmation requires delivery or sending of the signed recruitment documents);
- during an information meeting.

2. Recruitment stages:

1) Submission of the application form by the Participant.

2) Verification of the Participant's eligibility by the Recruitment Committee; the application may be supplemented if necessary. Documents that do not meet the participation criteria or are submitted after the deadline shall be rejected.

3) Preparation of lists based on the applicable criteria.

4) Preparation of the list of Participants admitted to the Project and a reserve list.

5) Conclusion of a training agreement with the Participant.

3. The Recruitment Committee shall consist of the Project Coordinator and an Assistant. The Committee shall verify application forms and prepare the list of Participants admitted to the Project and the reserve list. A report shall be prepared for each Committee meeting. A written appeal against the Committee's decision may be submitted within 14 days of the announcement of the results and the sending of notification to the email address provided in the application form. An appeal may be submitted in person at the Project Office, by email or by regular post.

4. Documents submitted during recruitment, including those submitted by persons who are not admitted to the Project, shall be retained for the entire duration of the Project and archived together with the remaining Project documentation.

§ 5.

Rights and Obligations of Participants

1. Participants shall have the right to:

- participate in the Project and benefit from the forms of support planned under the Project;
- receive free training materials;
- receive a certificate confirming participation in classes delivered under the Project;
- receive a certificate confirming completion of the vocational course and traineeship provided for under the Project;
- where required by the nature of the training, undergo an occupational-medicine examination and receive the relevant certificate.

2. Participants shall be obliged to:

- submit a complete set of the required recruitment documents;
- attend Project activities (100% attendance is required at individual meetings; the minimum attendance rate for group activities is 80%);
- complete surveys and tests during the Project, where required;
- promptly report any circumstances that may interfere with their continued participation in the Project;
- promptly report any change in their status affecting the conditions set out in § 2(1).

§ 6.

Obligations of the Project Implementer

1. The Project Implementer undertakes to:

- provide Participants with the support specified in § 7 and monitor the support provided;
- issue each Participant with a certificate of participation in the Project upon completion of their participation;
- provide qualified training staff to deliver the substantive activities;
- provide the training materials necessary to support the learning process;
- pay training allowances and/or traineeship allowances.

§ 7.

Scope of Support

1. The scope of support includes:

a) **Individual Action Plans (IAPs)** - 64 persons (2 hours per person; 128 hours in total).

b) **Polish-language training** - 64 persons (8 groups of 8 persons; 100 hours per group; 800 hours in total).

c) **Individual specialist counselling meetings** - 52 persons (8 hours per person; 416 hours in total).

d) **Individual meetings with a support worker/interpreter** - 52 persons (8 hours per person; 516 hours in total).

e) **Group integration workshops** - 64 persons (8 groups of 8 persons; 4 hours per group; 32 hours in total).

f) **Vocational training** - 64 persons (an average of 60 hours per person; 3,840 hours in total).

g) **Job placement** – 44 persons (6 hours per person; 264 hours in total).

§ 8.

Reimbursement of Travel Costs

1. Under the Project, Participants who are unemployed and whose place of residence differs from the locality in which a given form of support is delivered shall be entitled to reimbursement of travel costs from their place of residence to the location where the support is provided and back.

2. The route chosen should be optimal and the costs incurred reasonable.

3. Anyone claiming reimbursement of travel expenses must use public transport (for rail travel, second class). Travel costs may be reimbursed only for days on which the Participant's attendance at activities is confirmed by their signature on the attendance sheet.

4. Tickets must be legible. If a ticket is illegible, the Project Implementer may refuse to reimburse the cost.

5. If public transport cannot be used, travel by private means of transport shall be reimbursed up to an amount not exceeding the price of the cheapest public-transport ticket for the relevant route. If public transport cannot be used, for example because it is inaccessible to persons with disabilities or there are no connections, each case shall be considered individually.

6. Reimbursement shall be possible upon submission of the correct documentation required to settle the journey, as follows:

a) For public transport:

- a declaration stating at least the route, the number of days for which the Participant is claiming reimbursement and the travel cost;
- public-transport tickets (single or period tickets) confirming the journey, a declaration from the transport service provider, or another equivalent document accepted by the Project Coordinator.

b) For travel by private car:

- a declaration stating at least the route, the number of days for which the Participant is claiming reimbursement and the travel cost;
- the vehicle mileage record and vehicle registration certificate. If the Participant does not own the car, a declaration from the owner lending the vehicle must be provided;
- reliable information from a transport operator regarding ticket prices for the relevant route.

7. Applications for reimbursement of travel costs must be submitted within 14 days of the end date of the last form of support for which the Participant is claiming reimbursement. If the Participant fails to submit the required documents by that date, this shall be deemed a resignation from the claim for reimbursement of travel costs.

8. Submission of incorrect or incomplete documents, or documents submitted outside the required deadline, shall result in the Project Implementer refusing to reimburse travel costs.

9. Payment shall be made after the application is approved by the Project Implementer, by bank transfer to an account owned or co-owned by the Participant, within 14 days from the date on which complete and correct documents are submitted.

10. The Project Implementer reserves the right to reduce the amounts paid on a proportional basis if the total value of submitted travel reimbursement claims exceeds the funds allocated for this purpose.

11. Payments shall be made until the funds available to the Project Implementer for this purpose have been exhausted.

12. The Project Implementer shall reimburse travel costs subject to the availability of funds in its bank account.

13. The Project Implementer shall have the right to verify the reliability of information provided by a Participant by requesting additional documents or checking the information with the relevant institutions.

§ 9.

Final Provisions

1. Matters not regulated by these Rules and Regulations must be dealt with in writing.

2. These Rules and Regulations shall remain in force throughout the Project implementation period.

3. These Rules and Regulations shall enter into force on the date of publication.

4. The Project Implementer reserves the right to amend these Rules and Regulations.

5. The Project Implementer shall have the final authority to interpret these Rules and Regulations.

6. Overall supervision of the Project's implementation, as well as the resolution of matters not regulated by these Rules and Regulations, shall remain the responsibility of the Project Implementer.

7. Disputes not regulated by these Rules and Regulations shall be resolved by the Project Implementer.

8. Matters not regulated by these Rules and Regulations shall be governed by the provisions of the Civil Code.