**PROJECT REGULATIONS**

**“Your fate is in your hands - social and professional support for foreigners”**

**No. FELB.06.12-IZ.00-0001/23**

co-financed by the European Social Fund Plus

under the European Funds for Lubuskie 2021-2027 programme

Priority 6. European Funds in support of citizens

Measure 6.12 Integration of third-country nationals

**§ 1**

**Definitions adopted for the purposes of the Rules of Procedure**

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| **ESF+** | European Social Fund +. |
| **Project** | means the project entitled “Your fate is in your hands - social and professional support for foreigners”, implemented from: 1st January 2024 to 31st December 2025 by the Beneficiary: Lubuskie Province/Provincial Labour Office in Zielona Gora on the territory of Lubuskie Province.  The project is co-financed by the European Social Fund Plus, as part of the European Funds for Lubuskie 2021-2027 programme, Priority 6 European Funds for the support of citizens, Action 6.12 Integration of third-country nationals. |
| **Beneficiary** | Lubuskie Province/Provincial Labour Office of Zielona Gora. |
| **Beneficiary's headquarters/Project office** | Wojewódzki Urząd Pracy w Zielonej Górze (Provincial Labour Office of Zielona Gora), ul. Wyspiańskiego 15, 65-036 Zielona Góra. |
| **Headquarter of CIF** | Centrum Integracji Cudzoziemców (Centre for the Integration of Foreigners), Pl. Jana Matejki 19/5a, 65-056 Zielona Gora. |
| **Target group of the project** | Third-country nationals[[1]](#footnote-1), including refugees, students, economic migrants, their families and persons from their immediate environment meeting the criteria for participation in the project set out in § 3 of these Regulations (hereinafter referred to as foreigners). |
| **Candidate for the project** | The person requesting participation. |
| **Participant in the project** | A person meeting the criteria of the target group of the project, specified in detail in § 3 of the project regulations. |
| **CIF** | Centre for the Integration of Foreigners at Zielona Gora. |
| **Implementation Law** | Act of 28th April 2022 on the rules for the implementation of tasks financed from European funds in the financial perspective 2021-2027 (i.e. Journal of Laws of 2022, item 1079). |
| **RODO (GDPR-** **General Data Protection Regulation)** | Regulation (EU) 2016/679 of the European Parliament and the Council of 27th April 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/WE (General Data Protection Regulation). |
| **Personal Data Protection Act** | Act of 10th May 2018 on the protection of personal data (i.e. Journal of Laws 2019, item 1781, as amended). |

**§ 2**

**General provisions**

1. The Regulations set out the rules for recruitment and participation in the project.
2. The substantive activities will be carried out by the Centre for Integration of Foreigners in Zielona Gora in the years 2024-2025. The address of the CIF, current opening hours and the offer of the CIF are available on the website: wupzielonagora.praca.gov.pl under the tab Integration Centre for Foreigners.
3. The main objective of the project is to build a system for the integration of foreigners in the Lubuskie province based on the CIF operating in Zielona Gora..

4. As part of the CIF's activities, free forms of support will be offered:

* 1. Information support and assistance services;
  2. legal support;
  3. psychological support;
  4. vocational training;
  5. Language courses;
  6. reimbursement of the costs of qualification examinations;
  7. vocational training, including reimbursement of individual training courses;
  8. Adaptation courses;
  9. integration activities;
  10. support for sworn translation;
  11. Accompanying support, including child and/or dependent care, reimbursement of travel costs;
  12. Job placements,
  13. other, depending on the needs reported by project participants and the capacity of the Project Promoter.

Forms of support will be implemented in accordance with the Accessibility Standard for Cohesion Policy 2021 - 2027, which is Annex 2 to the *Guidelines for the Implementation of Equality Principles under the EU Funds 2021 - 2027*.

1. The forms of support will be implemented in accordance with the Minimum Standard for Cohesion Policies 2021 - 2027, constituting Annex No. 1 to the *Guidelines for the implementation of equality principles under the EU Funds 2021-2027*.
2. The forms of support will be implemented in Polish and/or in the native language of the project participant with the participation of e.g. an interpreter (if possible for the Beneficiary).

**§ 3**

**Terms and conditions for participation**

1. The project's support is available to people living[[2]](#footnote-2), working or studying in the Lubuskie Province who additionally belong to at least one of the groups listed below:
2. Foreigners who are not citizens of the European Union and of countries that are part of the European Economic Area and do not belong to the European Union, legally residing on the territory of Poland in accordance with the provisions of the Act of 12th December 2013 on foreigners and other legal acts commonly in force on the territory of the Republic of Poland, including foreigners referred to in Article 87(1) para. 1 - 6a, 9, 12 - 13 of the Act of 20th April 2004 on employment promotion and labour market institutions.
3. Persons who do not have any citizenship (stateless person), residing on the territory of Poland legally, in accordance with the provisions of the Act of 12th December, 2013 on foreigners and other legal acts commonly in force on the territory of the Republic of Poland, including persons without any citizenship referred to in Article 87(1) para. 1 - 6a, 9, 12 - 13 in connection with Article 2(1)(7) of the Act of 20th April, 2004 on employment promotion and labour market institutions.
4. The condition for participation in the project is that the foreigner has documents entitling him/her to stay and/or work in Poland, such as e.g. a biometric passport with current visa-free regime, visa, residence card (temporary, permanent or long-term EU resident) or other documents.
5. Foreigners in the process of obtaining a permit for legal residence in Poland must provide confirmation of their application for a permit. These persons can only benefit from assistance in legalising their stay.
6. The condition for participation in the project is the fact of living or working or studying in the Lubuskie Province. A document confirming this fact may be, in particular, a certificate from an employer, information about registered domicile, valid school ID card, other reliable document confirming the fact or a statement made by a candidate for the project[[3]](#footnote-3).
7. The condition for a participant to be qualified for the project and to benefit from support is:

- not to participate in another socio-professional activation project co-financed by the European Social Fund Plus

or

* participation in another socio-professional activation project co-financed by the European Social Fund Plus, while the scope and purpose of the support provided there is not the same as that defined in the project entitled. “Your fate is in your hands - social and professional support for foreigners”.

The project participant submits the *Project participant's declaration concerning his/her participation in other projects in the field of social and professional activation financed from ESF+ funds,* which constitutes attachment No. 9 to the Rules. The declaration shall be verified on an ongoing basis by the Beneficiary’s participation in the project. At the moment of verification of the statement and confirmation of multiple participation, a given person will not be able to receive support, the scope and purpose of which is identical to the support offered under the project “Your fate is in your hands - social and professional support for foreigners”.

1. In the case of foreigners interested in vocational training who are not working at the time of joining the project, a document confirming their status on the labour market as unemployed or economically inactive is required. Such a document may be e.g. a certificate from the District labour office, a US -7 certificate from the Social Insurance Institution (ZUS). The indicated documents must be up-to-date on the day of recruitment to the project. The document needs to be updated before taking part in the vocational training.
2. The project participant is obliged to inform the CIF employee of any circumstance affecting the legality of the stay and/or legality of the work, including in particular the end of the validity of the residence card, loss of UKR PESEL, etc.
3. Support for foreigners' groups for possibility of taking part in integration activities, e.g. picnics, integration workshops, socio-cultural events of an integration nature.
4. The foreigner's entourage is understood to be third-country nationals: descendants, ascendants, spouse or persons living together and sharing a household.
5. The project participant is obliged to confirm his/her participation in each form of support in writing, according to the documentation related to a given form of support and the indications of the CIF staff.
6. The project participant undertakes to participate regularly and punctually in all forms of support, in accordance with the agreed dates and schedule.
7. If a project participant is not able to participate in a form of support planned for him/her, he/she is obliged to inform about such a situation in person or by e-mail to ciczg@wup.zgora.pl, at least 1 day before the arranged visit/date of realisation of a given form of support.
8. The project participant who, without prior notice, does not attend for an agreed meeting/does not take part in a form of support planned for him/her, may be deprived of the possibility to take advantage of a given form of support offered by the project.
9. Project participants whose legal residence ends no sooner than the planned date of completion of a given form of support may take part in long-term forms of support (e.g. language courses, vocational training).
10. The project participant is obliged to take part in surveys and evaluation studies within the framework of the project, during and after its completion, for the purpose of monitoring, control and evaluation of the project.
11. A project participant who is engaged in business activity may benefit under the project only from information support and assistant services, but is excluded from participation in other forms of support.

**§ 4**

**Recruitment**

1. To join the project you must accept the content of these regulations and the conditions of participation set out herein.
2. The current version of the project regulations, including the term of validity, is available at:
3. a paper version at the office of the Beneficiary/Project Office;
4. a paper version at the headquarters of the CIF in Zielona Gora;
5. an electronic version to be downloaded - on the website: wupzielonagora.praca.gov.pl, tab: Centre for Integration of Foreigners.
6. A candidate for the project is required to submit the following recruitment documents:
7. Recruitment form for a minor - constituting Annex 1 to the Regulations (if applicable);
8. Recruitment form for an adult person - constituting Attachment No. 2 to the Regulations;
9. Document confirming legal residence in Poland – available for consultation;
10. Declarations in respect of facilities - attached as Annexes 3a and 3b to the Regulations (if applicable);
11. Declarations of disability - attached as Annex 3c and 3d to the Regulations (if applicable);
12. Document confirming residence and/or study and/or work in the Lubuskie Province - to be submitted for inspection or a declaration of residence/ study/work, constituting Annexes No. 7a and 7b to the Regulations;
13. Declaration of the project participant concerning the participation in other projects in the field of social and professional activation co-financed from ESF+ funds, constituting attachment No. 9 to the Rules of Procedure.
14. Applicants to the project must complete the recruitment documents in Polish language. They may be assisted in filling the forms by a CIF staff member.
15. Recruitment documents should be fill out readable. Due care should be taken with contact details to allow CIF staff to have uninterrupted contact with the project applicant. Failure to contact you may result in the rejection of your application.
16. The designated staff member of the Beneficiary shall immediately verify the completeness of the data and the correctness of the completed documents.
17. The documents indicated in paragraph 3 are submitted personally by the candidate for the project in the office of the CIF. A minor is represented by a parent/legal guardian.
18. Recruitment for the project is conducted continuously. The beneficiary of the project reserves the right that in case of exhaustion of the number of places for a given form of support, Further the participants will be enrolled to the reserve list and accepted to the project depending on the beneficiary's possibilities.
19. The order of qualification for participation in the project will be determined by the date of submission of the recruitment form.
20. Qualification for participation in the project is made by filling in the recruitment documents, after confirmation of the information indicated in the aforementioned documents by a CIF employee.
21. After positive verification of the submitted recruitment documentation, the project participant is directed to the support in accordance with the demand specified during recruitment.
22. Each recruitment form will be marked with an individual identification number (ID) according to the order of application. The ID number will be given to project candidates at the time of registration.

**§ 5**

**Information support and assistance services (existential)**

1. Each person reporting to the CIC during the project period will have the opportunity to benefit from information support.
2. Information support is provided to foreigners by the First Contact Assistant at the CIF premises.
3. Information support will be provided to a person coming at the CIF for a pre-arranged appointment. In the case of a person coming to the CIF without an appointment, information support will be provided as far as the organisation is able.
4. Information support consists, among other things, for Example.: presenting the offer of the CIF, the rights and obligations of the resident, the practical aspects of life in Poland and the Lubuskie Province.
5. Every foreigner reporting to the CIF during the project period has the opportunity to receive assistant services after fulfilling the conditions set out in § 3 and § 4.
6. Assistant services will be provided to a foreigner coming to the CIF for a pre-arranged appointment. In the case of a foreigner coming to the CIC without an appointment, assistant services will be provided as far as the organisation is able.
7. Assistants' services will consist in: day-to-day assistance for project participants in dealing with basic issues, such as organising care for a dependent person, dealing with official matters, setting up a profile (diia. pl) on the mObywatel portal, assistance in dealing with health-related matters (choosing a family doctor, finding a specialist, obtaining health insurance, obtaining rehabilitation services), assistance to finding the Polish education system, assistance in a bank, explaining the principles of using public transport and others, depending on the needs reported by project participants and the capabilities of the project Beneficiary.

**§ 6**

**Legal assistance**

1. The project includes the assistance of legal support.
2. Legal support may be used by a foreigner who has been qualified for this form of support on the basis of the submitted recruitment documentation.
3. Support will be provided within the availability and capacity of the Project Beneficiary.
4. Legal assistance is provided in the areas among other things, immigration law, civil law, family law, guardianship, labour and social security law, health insurance, education, social assistance and housing law.
5. The lawyer will not prepare pleadings and will not represent the project participant in court or before public administration bodies.
6. Timing of legal support will be determined by CIF staff.

**§ 7**

**Psychological support**

1. The project involves the provision of psychological support.
2. Psychological support may be used by a foreigner who has been qualified for this form of support on the basis of the submitted recruitment documentation.
3. Support will be provided within the availability and capacity of the Project Beneficiary.
4. Psychological support is used to obtain psychological assistance related, inter alia, to mental health, also in relation to the experience of migration, as well as the experience of cultural differences or those resulting from a change in the previous environment of the foreigner and his/her family: overcoming difficulties in adapting in a new socio-cultural environment, breakdown of family ties due to separation from loved ones, traumatic experiences.
5. The timing of psychological support will be determined by CIF staff.

**§ 8**

**Career counselling**

1. The project involves the provision of career counselling.
2. Vocational guidance is a form of support involving the assistance of a vocational counsellor to facilitate entry, adaptation or movement in the local labour market through, among other things, a diagnosis of needs and definition of a pathway for counselling support.
3. vocational counselling may be used by a foreigner who has been qualified for this form of support on the basis of the submitted recruitment documentation..
4. Support will be provided within the availability and capacity of the Project Beneficiary.
5. Career counselling can take the form of individual or group meetings.
6. Vocational counselling is a support for the project participant in the following areas:
7. Assistance to improve skills (identification of necessary training needs, assistance in finding training/courses, assistance in financing training);
8. Assistance in taking up employment (establishing the client's expectations and needs, analysis with the client of available job offers, assistance in contacting with employers, preparation of CVs for selected job offers, support in submitting applications, preparation for job interviews);
9. Assistance in starting their own business (assistance in preparing a business plan, assistance in applying for funding, assistance in dealing with formal and legal procedures for starting and running a business);
10. Assistance with the recognition of qualifications/education (identification of needs for confirmation/recognition of qualifications, assistance with contact and formalities for recognition of qualifications/occupation).

7. Appointments with a career counsellor are arranged by CIF staff.

**§ 9**

**Language courses**

1. The project involves the delivery of courses in Polish as a foreign language for foreigners and supplementary courses in technical language.
2. Language courses may be used by a foreigner who has been qualified for this form of support on the basis of the submitted recruitment documentation.
3. Support will be provided within the availability and capacity of the Project Beneficiary.
4. Language courses will be delivered at different levels from A1 to B2.
5. Participation in more training modules will depend on the capacity of the candidate and will require the approval of the Project Promoter and will be subject to individual assessment at the request of the project participant.
6. The project participant is obliged to attend at least 80% of the classes planned for the language course.
7. Once the condition set out in paragraph 6 has been fulfilled, the project participant will be allowed to take the final examination for the module and will receive a certificate of participation in the course after passing the examination.
8. Confirmation of the level of language skills will be in accordance with the provisions of the document: *“Basic information on obtaining qualifications under projects co-financed by the ESF+”,* annexed to the *Guidelines for monitoring the material progress of the implementation of the programmes for 2021-2027.*

**§ 10**

**Reimbursement of costs of qualification examinations**

The project includes an activity in the form of qualifying examinations understood as reimbursement of the costs of examinations confirming the level of proficiency in the Polish language.

The cost reimbursement may be used by a foreigner who has been qualified for this form of support on the basis of the submitted recruitment documentation.

Support will be provided within the availability and capacity of the Project Promoter.

Refunds will be given for examinations conducted by an entity authorised to organise certificate examinations in accordance with the Act of 7 October 1999 on the Polish Language (Journal of Laws of 2021, item 672, of 2023, item 1672. as amended). The list of authorised entities can be found at: [https://certyfikatpolski.pl/.](https://certyfikatpolski.pl/)

The cost of the examination shall be refunded up to the maximum amount for an examination at a given level set by the legislature for the examination centre concerned and in force on the day the fee is paid.

In order to obtain reimbursement of the costs of the examination confirming the achievement of qualifications, the Project Participant will be obliged to deliver to the premises of the CIF:

* 1. an application for reimbursement of examination costs - Annex No. 10 to the Regulations.
  2. a certificate of participation in the examination for the achievement of qualifications issued by the centre organising the examination, together with proof of payment of the examination fee and an indication of the amount paid for the examination.

The examination fee and the certificate fee are refundable.

An application for reimbursement of examination costs must be submitted to the office of the Project Promoter.

The deadline for submitting an application for reimbursement of examination costs is 30 November 2025. Applications submitted after this deadline will not be considered.

The Project Promoter shall process the examination reimbursement application within 10 working days after its submission.

Exam costs are refunded by bank transfer to the bank account indicated by the Project Participant in the application within 10 working days from the date of positive examination of the application.

In the case of stating irregularities on the part of the Project Participant, which will result in the improperly collected refund of examination costs confirming the qualifications, the Project Participant is obliged to return these funds with the statutory interest within 7 calendar days from the day of receiving such information from the Project Promoter.

**§ 11**

**Professional training**

1. The project involves the implementation of vocational training leading to the acquisition/improvement of professional competences/qualifications.
2. A foreigner who has been qualified for this form of support on the basis of the submitted recruitment documentation and who has obtained a positive opinion of a vocational counsellor as to the legitimacy of participation in a given vocational training may benefit from vocational training.
3. Support will be provided within the availability and capacity of the Project Beneficiary.
4. Vocational training may only be taken up by adults who have the right to take up employment in Poland.
5. Priority, support in the form of vocational training will be provided to economically inactive persons.
6. The subjects of the vocational training will be determined by the vocational counsellor individually to each participant, according to the diagnosed needs, possibilities and needs of the local labour market.
7. The Project Participant is obliged to participate in at least 80% of hours of classes planned for the given training and to take the final exam (if planned).
8. The participants of the training courses are entitled to a stipend of 120% of the unemployment benefit - provided that the number of hours of training/courses is not less than 150 hours per month. If the number of hours are less, the grant will be proportionally reduced.
9. The training stipend will be paid on the basis of attendance list at the vocational training.
10. At the end of the training, project trainees in the case of acquisition/improvement of competencies will receive a certificate confirming the acquired competencies, while trainees who take and pass an external examination conducted by a certifying institution will receive a certificate confirming the acquisition of qualifications.

**§ 11A**

**Vocational training - reimbursement of training costs**

1. The Project provides for the carrying out of professional trainings leading to the acquisition/improvement of professional competences/qualifications on the basis of reimbursement of costs incurred by the Project Participant.
2. A foreigner who has been qualified for this form of support on the basis of the submitted recruitment documentation and who has obtained a positive opinion of a vocational counsellor as to the legitimacy of his/her participation in a given vocational training may take advantage of vocational training on a reimbursement basis.
3. Support will be provided within the availability and capacity of the Project Promoter.
4. Vocational training on a cost-reimbursement basis may only be provided to adult persons who have the right to take up employment in Poland.
5. Project Participants carrying out economic activity are excluded from the possibility to apply for reimbursement costs.
6. The topics of the vocational training will be determined by the vocational counsellor individually to each participant, according to the identified needs, abilities and needs of the local labour market.
7. A participant may submit an application with the required attachments for reimbursement only once during the duration of the project.
8. All stages concerning participation in the training, i.e. training, exam (if applicable), application for refund must take place during the Project Participant's legal stay in the territory of the Republic of Poland, confirmed by an appropriate document.
9. The last possible date to apply for refunds is 30 November 2025.
10. In the application for reimbursement of costs of vocational training, the Project Participant may indicate only the costs which were incurred by him/her in connection with undertaking the training, including medical examinations and the cost of a successfully passed final examination (if applicable).
11. For driving courses, only the following categories are eligible for reimbursement: C, C1, C1+E, C+E, D, D1, D1+E, D+E, T.
12. The training course will conclude with the acquisition of competences and/or qualifications confirmed by an appropriate document.
13. The training/course will be implemented in accordance with the provisions of the document, i.e. Basic Information on Obtaining Qualifications under Projects Co-Financed from the ESF +, which is an annex to the Guidelines for the Monitoring of the Material Progress of Programme Implementation for 2021-2027.
14. The Project Supplier shall refund to the Project Participant the cost of training/vocational course up to the amount of maximum 5 000.00 PLN gross, and the Project Participant shall cover costs exceeding this limit.
15. The condition for receiving reimbursement of training costs by the Project Participant is submitting within 14 days (working days) from the end of the training and after successfully passing the final exam (if applicable) in the office of the Project Promoter:
    1. Application for reimbursement of training costs - Annex No. 11 to the Rules of the project,
    2. copies of invoices/receipts concerning the costs specified in the application, issued to the project participant who submitted the application for reimbursement (the original document for inspection in the content of an invoice/receipt for a training course, the date and name of the training course must be indicated. If the training ends with an examination for which a separate fee must be paid, the invoice/receipt must indicate the date and name of the examination.
    3. confirmation of payment for the training: in the case of non-cash payment - a bank statement, in the case of cash payment - proof of payment (receipt),
    4. A copy of the award certificate/certificate/diploma/document confirming the completion of the training course and attesting the successful passing of the final examination (if applicable) and the acquisition of professional qualifications/competences (original for inspection).
16. The Project Promoter shall process the application for reimbursement of training costs within 10 working days of its submission.
17. Reimbursement of training costs is made by bank transfer to the bank account indicated by the Project Participant in the application within 10 working days from the date of positive consideration of the application.
18. In case of stating irregularities on the part of the Project Participant, which will result in unduly collected reimbursement of costs of the training, confirming the obtaining of qualifications, the Project Participant is obliged to return these funds with statutory interest within 7 calendar days from the day of receiving such information from the Project Promoter.

**§ 12**

**Adaptation courses**

1. The project includes the implementation of adaptation courses.
2. Adaptation courses may be used by a foreigner who has been qualified for this form of support on the basis of the submitted recruitment documentation.
3. Support will be provided within the availability and capacity of the Project Beneficiary.
4. The aim of adaptation courses is to familiarise foreigners with the basic principles of functioning in Polish society.
5. The subject matter of the adaptation courses will include classes on, among other things, the functioning of the Polish legal system, the principles of functioning on the labour market, the principles of functioning of the Polish education system, the principles of functioning of the Polish health care system, the principles of functioning of the social security system and other subject areas reported by the project participants and the Beneficiary's capabilities.
6. The aim of adaptation courses is to familiarise foreigners with Polish culture and traditions and with Polish customs and cultural norms.
7. Adaptation courses will be held in the form of group activities, training courses, workshops, talks or meetings with representatives of individual institutions related to the subject matter of the meeting, depending on the subject matter of the course.

**§ 13**

**Integration activities**

1. The project includes the implementation of integration activities
2. Integration activities may be used by foreigners who have been qualified for this kind of support on the basis of the submitted recruitment documentation.
3. Support will be provided within the availability and capacity of the Project Beneficiary.
4. The aim of the integration activities is to promote Polish culture, traditions and customs, organising additional, intercultural activities for children, young people and adults in various forms of implementation through artistic meetings, sports and recreational activities, breaking the cultural/language barrier: using tools such as board games, going out to museums, cinema, theatre, concert hall, sports and cultural events and others.

5. Integration courses will take the form of group activities including workshops, talks and organised outings.

**§14**

**Support for sworn translation**

1. The project includes the implementation of the support of a sworn translator.
2. The support of a sworn translator may be used by a foreigner who has been qualified for this form of support on the basis of the submitted recruitment documentation.
3. Support will be provided within the availability and capacity of the Project Promoter.
4. The support of a sworn translator will consist in translation of documents into and from Polish. The translation will concern documents related to the levelling of social and formal barriers and professional activation and other documents necessary for the foreigner to function in the local society, on average 6 pages per project participant.
5. The amount of certified translator support to be provided will be determined by CIF staff.

**§15**

**Complementary support: childcare and/or care for a dependent person**

1. The project includes the provision of accompanying support in the form of child and/or dependent care provision.
2. The Project Participant may apply for accompanying support for the time of attending the form of participation.
3. Support will be provided on a reimbursement basis.
4. A project participant may apply for reimbursement of the cost of care for a child who has not yet started compulsory education and for a child and/or adult with severe disabilities only if there is no other possibility of providing this care.
5. The cost of accompanying support should be understood as:
   1. the cost of payment for the stay of a child or dependent adult in an institution authorised to provide child or adult care during the project participant's attendance in the form of support;
   2. costs resulting from civil law contracts with guardians concluded for the duration of the project participant's attendance in the project form of support.
6. In the situation of a child or a dependent person's stay in an institution authorized for the care of children or dependent adults, the project participant shall pay the amount resulting from the child's or dependent adult's stay in the aforementioned institution in accordance with the institution's accepted method of documentation.
7. In the situation of hiring a tutor, the project participant signs a civil law contract with the tutor and pays remuneration on the basis of a bill or invoice to the civil law contract for the service provided.
8. The project participant independently chooses the institution or caregiver who will take care of the child or dependent person.
9. The maximum hourly rate that can be charged in the project is PLN 30.00.
10. The costs of accompanying support are reimbursed on the basis of the Application for reimbursement of child and/or dependent person care costs and the attachments to the application. The specimen application referred to in the first sentence constitutes attachment No. 8 to these Rules of the Project.
11. Reimbursement of costs of accompanying support is made on the basis of documents submitted by the project participant:
    1. an application for reimbursement of child and/or dependent person care costs;
    2. in the case of an institution, the original bill, invoice or identical document relating to the period of stay of the child or dependent adult in the institution entitled to care. The staff member of the Applicant will make a photocopy of the presented document and certify that it is a true copy of the original;
    3. in the case of hiring a carer - the original bill or invoice, civil law contract concluded with the carer for the service provided, Social Insurance Institution (ZUS) declaration to be inspected and verified on the spot. An employee of the Beneficiary shall make a photocopy of the presented document (original bill or invoice) and confirm it as a true copy of the original;
    4. the original proof of the payment of the bill or invoice referred to in points 2 and 3. An employee of the project promoter will make a photocopy of the document presented and certify that it is a true copy of the original.
12. In addition, a document confirming the fact of care must be presented for inspection at the project office:
13. Custody of a child - e.g. birth certificate or child's identity card/statement,
14. Caring for a child and/or adult dependent person - a disability certificate or statement of the disability for which that person requires care.
15. The documents referred to in par. 11 points: 2) and 3), it must be clear that care was provided during participation in the form of support - this will be verified on the basis of the schedule of attendance of support and the attendance list.
16. In order to be reimbursed for the costs of the accompanying support, the project participant will be required to provide the Beneficiary with the documents indicated in paragraphs 11 and 12.
17. These documents should be submitted to the office of the Project Promoter.
18. The application for accompanying support shall be considered by the beneficiary within 10 working days of its submission.
19. Refund of costs of accompanying support is made by bank transfer to the bank account specified by the project participant in the application form. within 10 working days from the date of positive assessment of the application.
20. In case of stating anything incorrect information by the project participant, which will result in wrongly collected reimbursement of child and/or dependent person care costs, the project participant is obliged to return these funds with statutory interest within 7 calendar days from the day of receiving such information from the Authorised Project Promoter.
21. Reimbursement of accompanying support costs will be granted to project participants until the funds allocated for this purpose are used up.

**§ 16**

**Additional support: reimbursement of travel expenses**

1. The project will provide the additional support: reimbursement of travel costs for the duration of the project activities.
2. The project participant may apply for additional support in the form of reimbursement of travel costs for the duration of the project.
3. Support will be provided on a reimbursement basis.
4. Reimbursement of costs incurred by the project participant related to commuting to forms of support applies only to travel to and from the place of residence to the place where support is provided. and back - from the place of residence to the place where support takes place.
5. The cost of associated support should be understood as:
6. the cost of bus or 2nd class rail transport tickets (single or time tickets);
7. the cost of travel by the participant's own or rent means of transport for the duration of the project participant's attendance in the form of assistance.
8. The project participant will be reimbursed for his/her own or rented transport in a situation - if on a given route there is no public transport enabling the project participant to travel from his/her place of residence to the place of project support.
9. The amount of the reimbursement for the project participant's travel from their place of residence to the place where assistance is provided and back cannot exceed the amount budgeted for a single reimbursement, i.e. PLN 40.00.
10. The amount of reimbursement for travel by own or hired transport shall be determined on the basis of a kilometre rate of:
11. for personal cars with engine capacity up to 900 cm³ - PLN 0.89;
12. for personal cars with engine capacity above 900 cm³ - PLN 1.15.
13. Reimbursement of the costs of travel and accompanying care shall be made on the basis of the Application for reimbursement of travel costs and the attachments to the application.
14. Reimbursement of costs of accompanying support is made on the basis of documents submitted by the project participant:
15. an application for reimbursement of the costs of travel by public transport (Annex 5 to these Regulations);
16. in the case of travel by bus/train, the original tickets;
17. an application for reimbursement of travel costs by own or hired transport (Annex No. 6 to these project regulations);
18. registration certificate of the vehicle used by the project participant (original document to be presented).
19. For settlement of travel costs it is also important to confirm the presence of the project participant on particular days of the assistance activity - this will be verified on the basis of the project schedule and the signed attendance list.
20. In order to obtain a refund of the travel costs, the project participant will be obliged to present to the office of the Project Promotor.
21. The application for reimbursement of travel costs shall be examined by the Programme Promoter within 10 working days of its submission.
22. Travel costs are refunded by bank transfer to the bank account specified by the project participant in the application within 10 working days from the date of positive consideration of the application.
23. If discrepancies are found on the project participant's side, which will result in wrongly collected reimbursement of travel costs, the project participant is obliged to return these funds with statutory interest within 7 calendar days from the day of receiving such information from the Beneficiary.
24. Reimbursement of associated cost of assistance will be granted to project participants until the funds allocated for this purpose has been used up.

**§ 17**

**Professional internships**

The project involves the implementation of support in the form of professional internships.

Professional internships may be used by a foreigner who has been qualified for this form of support on the basis of the submitted recruitment documentation and has received a positive opinion from a career counsellor as to the legitimacy of participation in a professional internship.

Support will be provided within the availability and capabilities of the Project Promotor (Internship Organizer) and internship hosts.

Professional internships can only be used by adults who have the right to work in Poland.

Priority, support in the form of professional internships will be given to economically inactive persons.

The direction of the professional internship will be determined by the career counsellor individually to each participant, according to the diagnosed needs, opportunities and needs of the local labour market.

The internship is carried out on a one-time, continuous basis.

The internship will last for 3 months.

Within the framework of the project, a participant may complete an internship a maximum of one time.

Internships will take place in the Lubuskie province.

Interns will perform their duties under the supervision of internship supervisors, after signing a three-party agreement for the organization of the internship (agreement signed between: the intern, the Project Promotor and the entity hosting the internship).

The working hours of an intern shall not exceed 8 hours per day and 40 hours per week, and of an intern who is a person with disabilities, classified as a severe or moderate degree of disability - 7 hours per day and 35 hours per week. The intern may not perform the internship on Sundays and holidays, during night time or shift work, or overtime. The project promoter may agree to carry out the internship at night or in a shift system, if the nature of the work in the profession requires such a work schedule.

An intern shall be entitled to 2 days off for each month of internship (30 calendar days of completed internship). For the last month of the internship, the internship host is obliged to grant days off before the end date of the internship.

The intern in each month of the internship is entitled to an internship stipend of 120% of the unemployment benefit (according to the rates in effect in 2024, i.e. in the year of preparation of this documentation). In the case of revaluation of the amount of unemployment benefit in 2025, the Project Promoter reserves the right to pay the trainee the amount of benefit in accordance with the revaluation but not exceeding the assumptions of the project for one project participant/internship.

Payment of the internship stipend and recognition of the internship shall be conditional on the submission of a completed monthly attendance list by the intern/trainee in a given month,

Upon completion of the internship (after reviewing the opinion of the internship host and the internship log), its participants will receive a certificate of completion of the internship, including the direction of the internship, the period of its implementation and the nature of activities.

During the period of internship implementation, on-site monitoring and control shall be carried out.

A three-party agreement for the organization of an internship, the model of which is attached as Annex No. 17 to these Regulations, shall define the terms of rights and obligations of the intern, the entity accepting the internship and the Project Beneficiary.

**§ 18**

**Follow-up of project participants**

1. The project participant is obliged to:
   1. immediately inform the Project Promoter of any change in their employment status and/or legality of work, personal and contact details and any changes affecting participation in the project;
   2. provide the Project Promoter all the necessary information for the proper follow-up and control of the project.
2. In the event of resignation or discontinuation of participation in the project, the project participant is obliged to inform immediately (but no later than within 3 working days from the occurrence of a situation preventing further participation) to the Project Promoter about the fact.
3. a project participant who has terminated or interrupted his/her participation in the project without fulfilling the condition specified in point 2 will be disqualified from receiving assistance in the project.

**§ 19**

**Personal data protection**

1. The implementation by the Provincial Labour Office in Zielona Gora of the project entitled “Your fate is in your hands - social and professional support for foreigners” (hereinafter: ‘the project’) is a process related to the acquisition and processing of personal data within the meaning of Article 4 (1) GDPR.
2. The Provincial Labour Office in Zielona Gora, in its capacity as the controller of the personal data obtained in connection with the project, processes them in accordance with the principles set out in Article 5 GDPR, taking into account the legal grounds for processing established under Article 6(1) and Article 9(2) GDPR.
3. Personal data will be processed for the implementation, settlement and promotion of the project (including via social media Facebook and Instagram), as well as for archiving purposes.
4. In order to carry out information and promotional activities within the project (including the maintenance of the project website and profiles in social media Facebook and Instagram, the development of promotional materials in the form of leaflets and brochures), with the consent of the data subject (among others, the candidate/participant of the project), the controller may obtain personal data in the form of image, taking into account the provisions of the Act of 4 February 1994 on Copyright and Related Rights (Journal of Laws of 2022, item 2509). Detailed information on the principles of processing such data is contained in the declarations of the data subjects on their consent to the processing of their image, constituting Annexes No. 4a and 4b to the Regulations.
5. The scope of personal data collected within the project is limited to the established purpose of processing referred to in paragraph 3. In particular, personal data of candidates interested in taking part in the project (adults and minors), qualified project participants (adults and minors), parents/guardians of minors enrolled in the project/applying for participation in the project, other persons (including those whose data may be transferred through the project participant) will be processed.
6. The controller declares that it has taken the safeguards required under Article 32 of the GDPR, i.e. in particular, having regard to the state of the art, the cost of implementation and the nature, scope, context and purposes of the processing and the risk of violation of the rights or freedoms of natural persons of varying probability and seriousness, it has implemented adequate technical and organisational measures to ensure the protection of the personal data processed in order to provide a level of security appropriate to the identified level of risk.
7. The controller shall process the personal data collected within the framework of the project in a manner that guarantees its protection against unlawful dissemination.
8. Detailed information on the purposes and means of processing of personal data by the Provincial Labour Office in Zielona Gora and the rights of data subjects (data subjects) can be found in:
   * + 1. Annex No. 1 to these Regulations - a recruitment form for a minor; information clauses are an integral part of the project recruitment form and are addressed to a candidate expressing willingness to participate in the project / a project participant who is a minor;
       2. appendix no. 2 to these regulations - a recruitment form for an adult person; information clauses are an integral part of the project recruitment form and are addressed to a candidate expressing willingness to participate in the project / a project participant who is an adult person.
       3. Annexes 4a and 4b to the Regulations - declarations of consent to the processing of the image; the information clauses, addressed to the persons whose image will be processed, are an integral part of the declaration.
       4. the information clause of other controllers referred to in paragraph 9.
9. Pursuant to the provisions of § 20 of the decision on co-financing the project implementation, the Provincial Labour Office in Zielona Gora - as the Project Beneficiary - was obliged to perform and document, also on behalf of other personal data administrators, i.e. the Managing Authority and the minister competent for regional development, the information obligation towards persons whose data it obtains and processes within the project undertaking entitled "Your fate is in your hands - social and professional support for foreigners". The content of the information obligation performed on behalf of other controllers of personal data is specified in the ‘Information clause of other controllers’ attached to the recruitment forms. The information clause is presented for familiarisation at the project recruitment stage to all candidates interested in participating in the project and in other circumstances when it is necessary to comply with the information obligations referred to in Articles 13 and 14 of the GDPR.
10. Documentation evidencing compliance with the information obligations under Articles 13 and 14 of the GDPR and referred to in paragraphs 8 and 9 above shall be retained with the other project documentation.
11. For the purposes of these Regulations, on the basis of Articles 13 and 14 of the GDPR, the Provincial Labour Office in Zielona Gora informs that:
12. Pursuant to the provisions of Article 88 of the Act of 28 April 2022 on the Principles of Implementation of Tasks Financed from European Funds in the Financial Perspective 2021-2027 (Journal of Laws of 2022, item 1079), hereinafter referred to as the ‘Implementation Act’, the administrator of the personal data collected as part of the project is the Provincial Labour Office in Zielona Gora, based at Wyspiańskiego 15 Street, 65-036 Zielona Gora, tel. /68/ 456 56 10, fax /68/ 327 01 11, e-mail: wup@wup.zgora.pl.
13. The controller and Meta Platforms Ireland Limited (4 Grand Canal Square, Grand Canal Harbour, Dublin 2 Ireland) are joint controllers of personal data, in accordance with Article 26 of the GDPR, for the purpose of displaying statistics on the activity of users of the controller's fanpage on Facebook and Instagram and for the processing of data for statistical and advertising purposes. Details of the mutual arrangements between the controllers are available at: https://www.facebook.com/legal/terms/page\_controller\_addendum.
14. The Provincial Labour Office in Zielona Gora has appointed a Data Protection Officer (DPO) who can be contacted on matters related to the processing of personal data and the exercise of rights under the GDPR. Contact with the DPO is possible via e-mail to: iod@wup.zgora.pl or by post to the office address.
15. Personal data will be processed in order to implement and account for the project (including the implementation of outreach and promotional activities using Facebook and Instagram provided by Meta Platforms Ireland Limited) and to fulfil information obligations. Personal data will be processed on the basis of:

* Article 6(1)(a) GDPR (consent of the data subject) - regarding the processing of the image;
* Article 6(1)(c) GDPR (processing is necessary for the fulfilment of a legal obligation incumbent on the controller) - the rules for the implementation of the project derive from Community and national law;
* Article 6(1)(e) GDPR (performance of a task carried out in the public interest or in the exercise of official authority vested in the controller) - the project carried out serves the public good and improves the quality of life of citizens;
* Regulation (EU) 2021/1057 of the European Parliament and of the Council of 24 June 2021 establishing the European Social Fund Plus (ESF+) and repealing Regulation (EU) No 1296/2013;
* Regulation (EU) No 2021/1060 of the European Parliament and of the Council of 24 June 2021 laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Fair Transition Fund and the European Maritime, Fisheries and Aquaculture Fund and the financial rules for these Funds and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Financial Support Facility for Border Management and Visa Policy;
* Law of 28 April 2022 on the principles of implementation of tasks financed from European funds in the financial perspective 2021-2027;
* Act of 14 July 1983 on the national archival resource and archives.

1. The processing of personal data does not take place on the basis of Article 6(1)(f) GDPR, i.e. it does not concern legitimate interests pursued by the controller.
2. The recipients of personal data may be:

* entities entitled to handle postal deliveries,
* providers of delivery services using electronic means of communication (ePUAP, e-delivery),
* email hosting service provider,
* provider of the Centralised System for Access to Public Information (CSAPI), which is used to provide subject pages of the BIP (Minister responsible for digitisation),
* banking institutions (in the case of project payments, including the payment of accompanying benefits to project participants),
* entities to whom records are sent for destruction (destruction) after the end of the retention period,
* State Archives - with regard to archival materials stored in perpetuity (marked with archival category A),
* entities processing personal data on behalf of the controller on the basis of contracts/agreements concluded for the entrustment of the processing of personal data (including IT system providers),
* entities referred to in Article 87(1) of the Implementation Act to the extent necessary for the implementation of tasks related to project implementation (minister competent for regional development performing the tasks of the Member State referred to in Article 5 of the Implementation Act; Managing Authority referred to in Article 2(12) of the Implementation Act, which under the FEWL is the Lubuskie Provincial Board; other persons, institutions and entities participating in the FEWL implementation system),
* in justified cases - control bodies, courts, law enforcement agencies,
* owner of the social network Facebook and Instagram under the terms and conditions set by Facebook, available at: https://www.facebook.com/privacy/policy/?entry\_point=data\_policy\_redirect&entry=0

and Instagram: https://help.instagram.com/833836199971426/?locale=pl\_PL.

1. Personal data will not be transferred to a third country or an international organisation, subject to the transnational nature of the data flow within Facebook/Instagram. Facebook/Instagram, being a joint controller of personal data within the meaning of Article 26 GDPR, may transfer data outside the European Economic Area..
2. Pursuant to Article 91 of the Implementation Act, personal data will be processed for the period necessary to realise the objectives of the project and to fulfil archiving obligations resulting from the Act of 14 July 1983 on the national archival resource and archives (taking into account the internal regulation on establishing and introducing in the Provincial Labour Office in Zielona Gora the Clerical Instruction, the Uniform Material File List and the Instruction on the organisation and scope of activity of the Company Archives).
3. You have certain rights in relation to the processing of your personal data, i.e.:

* the right to access the content of your personal data and to receive a copy of it;
* the right to request the rectification (amendment) of personal data;
* the right to delete data in the cases referred to in Article 17 of the GDPR;
* the right to request the restriction of the processing of your personal data, in the cases set out in Article 18 GDPR;
* the right to data portability referred to in Article 20 of the GDPR;
* the right to object to the processing of your personal data, in the cases set out in Article 21 GDPR;
* the right to lodge a complaint with a supervisory authority (the Data Protection Authority) if the processing of personal data violates the provisions of the GDPR.

1. If the processing of personal data takes place on the basis of previously granted consent to the processing of personal data (e.g. in the case of image processing) - you can exercise the right to withdraw consent at any time without affecting the lawfulness of the processing carried out on the basis of consent before its withdrawal. Consent can be revoked at any time by making a statement to this effect to the controller.
2. Providing personal data in the scope resulting from the provisions of the Implementation Act is obligatory (the consequence of failing to provide personal data will be the inability to use the services offered under the project); in other cases, providing personal data is voluntary.
3. No automated decision-making, including in the form of profiling, will be applied to the personal data obtained.

**§ 20**

**Final provisions**

1. The Project Promoter reserves the right to make changes in the project regulations, which will be announced on their website. Changes in project regulations are binding for project candidates and project participants from the day of their announcement.
2. Any disputable issues not regulated in these Rules shall be resolved by the project coordinator in consultation with the Director of the Provincial Labour Office in Zielona Gora.
3. Matters not covered by these Rules shall be governed by the relevant provisions of the applicable law, in particular the provisions of the Civil Code.
4. The regulations are valid for the duration of the project.
5. The Regulations shall enter into force on the date of signature by the Director of the Provincial Labour Office in Zielona Gora.
6. the current project regulations with annexures will be available on the Project Promoter's website: wupzielonagora.praca.gov.pl

**§ 21**

**Attachments**

1. Annexure 1 Recruitment form for a minor;
2. Annexure 2 Recruitment form for an adult;
3. Annexure 3a Declaration regarding the facilities of a minor (if applicable);
4. Annexure 3b Declaration regarding the facilities of an adult (if applicable);
5. Annexure 3c Declaration of disability of the adult (if applicable);
6. Annexure 3d Declaration of the minor's disability (if applicable);
7. Annexure 4a Declaration by the parent/legal guardian of consent to the processing of the child's/guardian's image;
8. Annexure 4b Declaration of consent to image processing;
9. Annexure 5 Application for reimbursement of the costs of commuting by public transport to a form of support;
10. Annexure no. 6 Application for reimbursement of travel expenses by own or hired transport;
11. Annexure no. 7a Declaration of the minor's place of residence/study/work;
12. Annexure no. 7b Declaration of the place of residence/study/work of the adult;
13. Annexure no. 8 Request for reimbursement of child and/or dependent care costs under the project;
14. Annex 9 Declaration of the project participant concerning the participation in other projects in the field of social and professional activation co-financed from ESF+ funds;
15. Annex 10 Specimen application for reimbursement of examination costs;
16. Annex 11 Specimen application for reimbursement of the cost of vocational training.

17) Annex No. 12 Sample contract - professional internship.

1. Third-country nationals are persons who are not nationals of European Union countries and who are not nationals of Norway, Iceland, Switzerland and Liechtenstein. [↑](#footnote-ref-1)
2. as defined by the Civil Code [↑](#footnote-ref-2)
3. the applicant's self-declaration to the project will only be accepted in exceptional cases considered by CIF staff on a case-by-case basis [↑](#footnote-ref-3)