**REGULATIONS FOR RECRUITMENT OF PROJECT PARTICIPANTS
titled** "**Establishment of an integration center for third-country nationals, including migrants in the Lublin province"**

**§ 1**

**General provisions**

1. These rules and regulations define the principles and participation in the project "Establishment of an integration center for third-country nationals, including migrants in the Lublin Province" No. FELU.08.03-IP.02-001/24, implemented in the Lublin Province within the framework of the European Funds for Lubelskie 2021-2027 Programme. Priority axis VIII Increasing Social Cohesion of the Funds Programme European for Lubelskie 2021-2027, Measure 8.3 Socio-economic integration of third-country nationals.
2. The project is implemented by the **Regional Center for Social Policy** in Lublin with headquarters at Diamentowa 2 Street, 20-447 Lublin..
3. The project is being implemented from **01-03-2024 r. do 31-12-2027.**
4. Area of support: lubelskie voivodeship, direct support is provided in the Integration Center established and run in Lublin, at 2 Diamentowa Street (CI), together with points in Chelm at 50 Szpitalna Street, Zamosc at 8 Zagłoby Street and Biała Podlaska at 14 Warszawska Street, and in special cases, if possible, in other places located in lubelskie voivodeship..
5. The office of the Project "Establishment of an integration center for third-country nationals, including migrants in Lublin province" is located at Diamentowa 2 Street, 20-447 Lublin..
6. Information on the project can be found at **www.rops.lubelskie.pl**.
7. The Managing Authority (MA) of the program European Funds for Lubelskie 2021-2027 is the Board of the Lubelskie Voivodeship.
8. The role of Intermediate Institution (IP) under the European Funds for Lubelskie 2021-2027 Program is performed by the Provincial Labor Office in Lublin..
9. The aim of the project is to provide comprehensive support aimed at integrating third-country nationals (TCNs), including migrants and those accompanying them while taking into account the migration of people, as a result of the Russian Federation's attack on Ukraine;;
10. The target group of the project is:
	1. third country nationals(OPT) including migrants legally residing or staying in the Lublin province;
	2. employers employing or declaring the employment of OPTs, having an organizational unit in the area of Lublin Province;
	3. employees of public institutions in w. lubelskie working with OPT;
	4. host society - people residing in the OPT environment;

**§ 2**

**Explanation of terms**

1. **Project implementer** - ROPS Lublin with its headquarters in Lublin at 2 Diamentowa Street, 20-447 Lublin.
2. **Project Office - Project Executor:** Regional Center for Social Policy in Lublin, which, as an organizational unit of the Lublin Province, is responsible for the implementation of the project.
3. **Project website** - a website where information about the project will be posted, accessible at [**www.rops.lubelskie.pl**](http://www.rops.lubelskie.pl/).
4. **Intermediate Body (IP) of the Program European Funds for Lubelskie 2021-2027** - Provincial Labor Office in Lublin, 4 Obywatelska Street, 20-092 Lublin.
5. **Application Form** - a document containing personal data of the Participant, the project, contact information, the participant's labor market status at the time of joining the project and statements about meeting the eligibility criterion.
6. **Candidate(s) for the Project** - Third Country Citizen, over 18 years of age, in particular a citizen of Ukraine, who found themselves in Poland, inter alia, due to the ongoing hostilities on the territory of Ukraine and is in a particularly difficult life situation, residing or staying in the Lublin Province.
7. **Project Participant(s) (abbreviation: UP)** - an individual who will be qualified to participate in the project, in accordance with the rules set forth in these Regulations and will join the first form of support provided for in the project.
8. **Participant/participant on the reserve** list - a person on the reserve list of the project, meeting the criteria for participation in the project as specified in § 3 of these Regulations. A person on the reserve list has the right to enter the primary list in the event of a vacancy.
9. **An economically inactive** person is a person who does not currently form a labor force resource (i.e., is neither employed nor unemployed). Considered economically inactive persons include: - full-time students, unless they are already employed (including part-time) in which case they should be reported as employed, - children and adolescents under 18 years of age receiving education, provided they do not meet the prerequisites on the basis of which they can be counted as unemployed or employed - doctoral students who are not employed at a university, other institution or enterprise. If a doctoral student is registered as unemployed, he or she should be reported in the indicator for unemployed persons.
10. **Unemployed** person - a person who is unemployed, ready to start work and actively seeking employment. This definition includes all persons registered as unemployed within the meaning of the Act of April 20, 2004 on employment promotion and labor market institutions (Journal of Laws of 2022, item 690, as amended), even if they do not meet all three criteria indicated above. Persons eligible for maternity or parental leave who are unemployed as defined herein (not receiving leave benefits) should also be reported as unemployed. Persons actively seeking employment are those who are registered with the labor office as unemployed or seeking work, or who are unregistered but meet the above prerequisites, i.e., readiness to work and actively seeking employment.
11. **Long-term unemployed** person - an unemployed person remaining in the register of the PUP for more than 12 months in the last 2 years, excluding periods of internship and professional preparation of adults.
12. **A working person** - a person:
13. Between the ages of 15 and 89, who: Performs work for which he or she is paid, from which he or she derives income or family benefits;
14. Having employment or own business, but temporarily not working (due to, for example, illness, vacation, labor dispute or education or training) or
15. Producing agricultural goods, the main part of which is for sale or barter.

Working people are also considered to be:

1. Self-employed persons, i.e. those engaged in business or activities referred to in Article 5 of the Law of March 6, 2018.
* Entrepreneurs' Law (Journal of Laws 2023, item 221, as amended), farm or apprenticeship, provided that one of the following conditions is met:
1. a person works in his business, professional practice or farm to earn income, even if the enterprise does not make a profit;
2. a person spends time on business, activities referred to in Article 5 of the Law of March 6, 2018. - Entrepreneurs' Law , professional practice or farm, even if no sales or services have been made and nothing has been produced (for example: a farmer doing work to maintain his farm; an architect spending time waiting for clients in his office; a fisherman repairing his boat or fishing nets to be able to continue working; people attending conferences, conventions or seminars);
3. a person is in the process of establishing a business, farm or apprenticeship; this includes purchasing or installing equipment, ordering goods in preparation for starting a business. An unpaid assisting family member is considered a working person if, by the work he performs, he directly contributes to a business, farm or apprenticeship owned or operated by a related member of the same household;
4. An unpaid family member assisting a self-employed person is considered a "self-employed person";
5. Persons on maternity/parental/parental leave, as referred to in the Act of June 26, 1974. - Labor Code (Journal of Laws of 2023 item 1465), unless they are already registered as unemployed (in which case the status of an unemployed person takes precedence)
6. Students who are employed or engaged in business;
7. Individuals referred for subsidized employment.
8. **Persons with disabilities** are persons with disabilities within the meaning of the Act of August 27, 1997 on Professional and Social Rehabilitation and Employment of Persons with Disabilities (Journal of Laws of 2011, No. 127, item 721, as amended), as well as persons with mental disorders within the meaning of the Act of August 19, 1994 with mental disorders within the meaning, of the Act of August 19, 1994 on Mental Health Protection (Journal of Laws of 2011, No. 231, item 1375).
9. **Third-country national (abbreviation: OPT)** - a person who is a national of countries outside the EU; a stateless person under the 1954 Convention relating to the Status of Stateless Persons; and a person without an established nationality.

**§ 3**

**Recruitment for the project**

**I. General Information**

1. Recruitment will be open, conducted on a continuous basis, in accordance with the policy of equal opportunities and non-discrimination and gender equality, and will take into account the needs of people with disabilities.
2. The project implementer reserves the right to early termination of the recruitment process, in particular the intake of recruitment documents, in a situation where the number of people applying for the project significantly exceeds the number of available places in the project.
3. Recruitment documents, can be submitted in person, as well as by mail at the Regional Center for Social Policy 2 Diamentowa Street, 20-447 Lublin, or at points: Chełm at Szpitalna 50 Street, Zamość at Zagłoby 8 Street, or in Biała Podlaska at 14 Warszawska Street.
4. The date of submission of the recruitment documents is the date of receipt of the documents at the Regional Center for Social Policy or points in Chelm, Zamosc or Biała Podlaska.
5. Candidate(s) apply for participation in the project by delivering to the Regional Center for Social Policy in Lublin designated working hours of the Integration Center applications and required recruitment documents:
6. Application form attached as Appendix 1 to these Regulations for recruitment and participation in the project,
7. Disability certificate - a photocopy or other document certifying the condition issued by a doctor, such as a health certificate or opinion documents must be certified as a true copy - in the case of persons with disabilities (if applicable),
8. Certificate from MUP/PUP - in the case of persons registered with the Labor Office (if applicable),
9. Certificate from the Social Insurance Institution - in the case of unemployed persons not registered with PUP/MUP and economically inactive persons about being subject to social and health insurance for employment (if applicable).
10. A photocopy of a document confirming the status within the meaning of Council Executive Decision 5 (EU) 2022/382 dated 04/03/2022 stating the existence of a mass influx of displaced persons from Ukraine within the meaning of Article 5 of Directive 2001/55/We and resulting in the introduction of temporary protection, or a passport with a stamp confirming the date of crossing the border with Poland, a residence card or other equivalent document for inspection - in the case of persons enjoying temporary protection in Poland (if applicable),
11. The application form and the required statements are to be completed by computer or by hand (legibly, in block letters, in blue), in Polish, printed, legibly signed with the name in the designated place.
12. It is unacceptable to interfere with the content of the recruitment documents, to remove records, logos, submission of outdated versions of documents. In the recruitment documents it is necessary to fill in all required fields that apply to the Candidate/participant of the project "Establishment of an integration center for citizens of third countries, including migrants in the Lublin Province”.
13. A candidate for Project Participant(s) may submit only one set of recruitment documents. Documents submitted multiple times will not be considered.
14. **Recruitment documents submitted to the Regional Center for Social Policy are non-refundable.**
15. **Submission of enrollment documents does not constitute acceptance for participation in the project.**

**II. Criteria for participation in the project:**

1. A person who meets the following **criteria** may become a project participant**:**
* Resides or resides in the Lublin province as defined by the Civil Code.
1. is a third-country national, including a migrant and, in particular, a citizen of Ukraine, who found himself in Poland, inter alia, in connection with the ongoing hostilities on the territory of Ukraine.
2. During the recruitment process, additional PREMIUM points (maximum 10 points) will be awarded for meeting the following criteria:
* Staying in Poland due to the ongoing hostilities in Ukraine (arrival in Poland after 24.02.2022) - 10 points.
1. **The project** will **support** 1,500 third-country nationals who meet the above criteria, including:
	* a minimum of 1,005 women,
2. **To qualify for participation in the project:**
3. meeting formal requirements,
4. becoming familiar with these regulations and submitting a set of documents listed in § 3, pt. I., subsection 6., by mail, e-mail, in person at the headquarters of the Regional Center for Social Policy in the Integration Center (CI) in Lublin or at points in Chelm Zamosc or Biała Podlaska; in the case of sending documents by e-mail, the original documents must be delivered to the indicated point of the CI immediately after receiving information about qualifying for the project; documents are available for download at [www.rops.lubelskie.pl](http://www.rops.lubelskie.pl) and in the Project Office;
5. positive qualification by an employee of the Integration Center in Lublin, along with points in Chelm, Zamosc and Biała Podlaska.
6. **Submission of documents does not qualify for the project.** Qualification for the project will be decided by the CI employee.
7. The Candidate/Candidate cannot simultaneously participate in another project implemented by another operator within the framework of Measure 8.3 Social and Economic Integration of Third Country Nationals, Priority VIII Increasing Social Cohesion of the European Funds Program for Lubelskie 2021-2027.

**§ 4**

**Scope of support**

1. The project will include the following activities aimed at individual project participants:
2. **Psychological support** related to mental and psycho-physical health mainly in the context of a difficult social situation, a high degree of remoteness from the labor market, as well as support for the daily life of migrants and those accompanying them.
3. **Legal support in matters of foreigners including** labor law, legalization of residence, family law, clarification of the rules of the Polish judiciary.
4. **Translation support** - ordinary and certified translations to enable the handling of official, medical, educational or employment and labor matters.
5. **Polish language courses** at A1, A2, B1, B2 levels depending on the individual needs of the participants. The courses will be tailored to the level of Polish language proficiency, which will be determined by a test completed by the participants. Completion of the courses will be confirmed by a certificate or a certificate.
6. **Individual or group career counseling,** which will help, among other things, determine an individual career path, help create a resume, cover letter, prepare for a job interview, examine the competencies of the project participant.
7. Competency courses/training to strengthen project participants in both professional and social life, tailored to diagnosed needs.
8. **Vocational courses** to acquire new skills needed in the local labor market. The training will result in the acquisition of specific qualifications and skills, confirmed by an appropriate document, such as a certificate.
9. **Child care -** support while the caregiver participates in other forms of support,
10. **Support from an** adaptation and integration **assistant**.
11. Participation and co-organization of events and workshops to integrate migrants and the local community.

**§ 5**

**Organization of support**

1. All forms of support will be implemented on the territory of the Lublin Province
2. The project implementer reserves the right to make changes in the schedule of training and classes and location. Participants/clients will be informed of any changes on an ongoing basis.
3. With his/her own signature, each Participant confirms receipt of training materials provided for in the project, certificates and certificates of completion of a given form of support, refreshments and catering.

**§ 7**

**Entitlements and responsibilities of the Project Participant(s)**

1. Project participant(s) are required to:
* regular, punctual and active participation in classes,
* confirming with their signature participation each time on the attendance list, completing questionnaires and tests related to the implementation of the project and monitoring of its subsequent results.
1. The Project Participant is obliged to keep the Project Implementer informed of all events that may disrupt or prevent further participation in the project.
2. The Project Participant(s) undertakes to attend a minimum of 80% at group training sessions and 100% at individual classes, under pain of removal from the list of Participants.
3. The participant of the Polish language course and vocational training is required to take a test at the end of the course/training established in the project, depending on the type of course/vocational training chosen.
4. The Project participant undertakes to provide information on his/her situation after the end of participation in the project (up to 4 weeks after the end of participation) in accordance with the range of data specified in the monitoring guidelines (the so-called common direct result indicators).

**§ 8**

**Rules for cancellation of participation in the project**

1. In case of resignation from participation in the project, the Project Participant is obliged to immediately provide the project implementer with written information about this fact (in person, by e-mail or by post).
2. Resignation from the participation in the Project is possible only in justified cases and is made by submitting a written statement together with the reason. The Project Promoter will consider the above statement within 2 working days and will inform the Project Participant about the agreement to resign from the Project participation.
3. The Project implementer reserves the right to delete a Project Participant from the list of Project Participants in case of violation of these Regulations by him/her.
4. In case of cancellation of participation in the project, the Participant is obliged to return the received teaching or training materials.
5. In the event of resignation or deletion of a Project Participant from the list of Project Participants, his/her place shall be taken by the first person from the reserve list.

**§ 9**

**Monitoring principles**

1. Participants of the Project are required to confirm their attendance at classes each time. Confirmation of attendance is done by signing the attendance list or other document indicated by the Project Implementer or Project Partner. Confirmation of attendance is at the same time the basis for the issuance of meals/refreshments.
2. Project participant(s) are required to complete monitoring surveys during participation in the project.
3. Project Participants are obliged to inform the Project Implementer of any changes in their professional situation (e.g., taking up employment, participating in a course/training).

**§ 10**

**Final provisions**

1. Matters not covered by these Regulations shall be resolved by the project implementer.
2. The Project participant is obliged to respect the rules of these Regulations.
3. The regulations are available at the Project Office and on the project website.
4. These Regulations shall come into force on 01.06.2024 the Project Implementer reserves the right to make changes to the Regulations. The Project Implementer will post the current Regulations on the project website.

**Annexes to the regulations:**

1. *Application form*