

REGULATIONS OF RECRUITMENT AND PARTICIPATION

in the Project entitled "Building structures for integration of foreigners in Poland - stage II - piloting integration centers for foreigners" implemented by the Voivodeship Labor Office in Opole in partnership with the Ministry of Family and Social Policy and the Regional Center for Social Policy in Poznań, financed by the Asylum, Migration and Integration Fund (FAMI) and the State Budget.

§ 1

General arrangements

1. The Project entitled "Building structures for integration of foreigners in Poland - stage II - piloting integration centers for foreigners" (hereinafter referred to as the Project) is carried out by the Voivodeship Labour Office in Opole within the framework of functioning of the Centre for Integration of Foreigners (hereinafter referred to as CIC- Centrum Integracji Cudzoziemców).
2. Project office is located at 7 Damrota Street, 46-064 Opole, phone number 77 440 14 98.
3. Project office is open :
 - 1) from Monday to Friday from 8.00 a.m. to 4.00 p.m. (while direct customer service takes place until 3:30 p.m.)
 - 2) on Wednesdays from 8 a.m. to 6.00 p.m. (while direct customer service takes place until 5:30 p.m.)
 - 3) on Saturdays 10 a.m. to 2 pm (while direct customer service takes place until 1:30 p.m.)
4. The project covers the Opolskie Voivodeship, but there is a possibility to include people from outside this area, if necessary.
5. Project implementation period: 01.10.2021 - 30.09.2023 r.
6. The actual opening of the CIC for customers is 10.03.2022.
7. Participation in the project is free of charge.
8. The following forms of support are planned within the framework of the Project
 - 1) trainings in Polish as a foreign language for adults,
 - 2) polish language courses with industry language,
 - 3) training courses in Polish as a foreign language for children,
 - 4) adaptation courses,
 - 5) assistance of a psychologist and career counselor,
 - 6) assistance of a legal advisor or lawyer,
 - 7) sworn translations,
 - 8) assistant services for foreigners,
 - 9) refunding the costs of certifying documents by a notary public,
 - 10) refunding the costs of camps/semi-camps for foreign children.
 - 11) and others, including entrance tickets to cultural and recreational facilities.
9. In matters not regulated by the Rules or requiring a decision, including in the scope of depriving the participant of the possibility to benefit from the forms of support under the Project, the final decision is made by the Head of CIC.

§ 2

Terms of participation

1. The project is addressed to foreigners, citizens of third countries outside the European Union, referred to below:
 - 1) Foreigners who are not EU citizens and who are legally residing on the territory of the Republic of Poland in accordance with the provisions of the Act on Foreigners of 12 December 2013 (Dz. U. z 2021 r. poz. 2354 as amended) (hereinafter the Act):
 - a) on the basis of a visa referred to in Article 60 (1) points. 4-6, 9-13, 17, 18a-21, 23-25 of the Act,
 - b) on the basis of a temporary residence permit, permanent residence (art.195, except for paragraph 1(6a) of the Act, but this exclusion does not apply to those who have received a residence permit for humanitarian reasons),
 - c) a residence permit for a long-term EU resident (art. 211 of the Act),
 - d) on the basis of a document confirming possession of a tolerated stay permit called "permit for tolerated stay" (Article 226 p. 5 of the Act),
 - e) on the basis of a humanitarian residence permit;
 - 2) children of persons mentioned in point 1 (who are not EU citizens) born in the territory of the Republic of Poland and children of Ukrainian citizens residing in the territory of the Republic of Poland in accordance with Article 32 of the Law on Foreigners from 24.02.2022. Other children are subject respectively to the conditions of pt. 1, 3, 4, 5, 7;
 - 3) Foreigners that have applied for a residence permit for a specified period of time under the abolition procedure, and currently residing in the territory of the Republic of Poland on the basis of a stamp, who:
 - a) have applied for a temporary residence permit (art.108, paragraph 1, point 2 of the Act),
 - b) have applied for a permanent residence permit (art. 206 p.1, pt.2 of the Act),
 - c) have applied for a long-term resident's EU residence permit,
 - d) have applied for the extension of a Schengen visa or a national visa (art. 87 p. 1 pt 1 of the Act), where the justification is in accordance with one of the following purposes indicated in art. 60 p.1: pt. 4-6, 9-13, 17, 18a-21, 23-25 of the Act,
 - e) have applied for an extension of their stay under visa-free movement on the territory of the Republic of Poland (art. 300 p. 4 of the Act);
 - 4) foreigners who are staying in the territory of the Republic of Poland under the visa-free movement;
 - 5) foreigners who are not EU citizens, residing on the territory of the Republic of Poland, who are in the process of obtaining a permit for legal residence in Poland. **ATTENTION - support for these people is limited to assistance in obtaining legal residence;**
 - 6) spouses, ascendants and descendants of persons indicated in points. 1 - 4 and 7 and 8, to the extent necessary for effective implementation of the activities, including those who are citizens of Poland or other European Union countries;
 - 7) non-EU citizens legally residing in the territory of the Republic of Poland, **who have applied** for:
 - a) providing the foreigner with a temporary residence permit (art. 108 of the Act),
 - b) providing the foreigner with a permanent residence permit (art. 206 of the Act),



- c) providing a foreigner with a residence permit for a long-term resident of the European Union (art. 223 of the Act),
- d) extension of a Schengen visa or a national visa (art. 87 of the Act), where the justification is in accordance with one of the following purposes indicated in art. 60 p.1: pts. 4-6, 9-13, 17, 18a-21, 23-25 of the Act,
- e) extension of the period of stay under the visa-free regime on the territory of the Republic of Poland (Article 300)

and have obtained a stamp in their travel document confirming that they have applied for for granting the permit.

Foreigners who have submitted the aforementioned application, but have not obtained a stamp imprint in the travel document can only benefit from support limited to assistance in obtaining legal residence in Poland (see point 5 above). They can benefit from full support from the moment of obtaining the stamp imprint in the travel document.

Although the stamp does not legalise the stay, but only confirms that the application has been submitted, and the foreigner's stay is legal under the law, there is no official form of confirmation of the legality of the stay before the stamp is stamped into the passport.

- 8) foreigners who are not EU citizens and who are legally residing in the territory of the Republic of Poland, in accordance with the provisions of the Act of 14 July 2006 on the entry into, residence in and exit from the Republic of Poland of nationals of the European Union Member States and their family members (Dz. U. 2021, no. 1697)
 - based on the right of residence for more than 3 months (art. 18 of the Act) or the right of permanent residence (art. 43 of the Act);
- 9) from 1st January 2021 British citizens legally residing in the territory of the Republic of Poland;
- 10) individuals in possession of refugee status or subsidiary protection status within the meaning of directive 2011/95/EU;
- 11) individuals under temporary protection within the meaning of the directive 2001/55/WE in conjunction with the implementing decision enforcing the interim protection mechanism, i.e., Council Implementing Decision (EU) 2022/382 of March 4, 2022, establishing the existence of a mass influx of displaced persons from Ukraine within the meaning of Article 5 of Directive 2001/55/EC and resulting in the introduction of interim protection, **for the persons indicated in Article 2 (1) and (2) of that decision;**
- 12) Individuals who are being resettled or have been resettled in a Member State or individuals who are being transferred or have been transferred from a Member State.

2. Third-country nationals who also hold citizenship of an EU country are excluded from this group of participants.

§ 3

Rules of participation in the project

1. Recruitment for the Project will take place taking into account the principle of equal opportunities, including the principle of gender equality. Equal access to the Project is assumed for both women and men in the group of potential Project Participants.
2. Candidates, before submitting the recruitment documents, are obliged to read the entire text of the Regulations.



3. The Regulations are available at the CIC office and on the website cic.wup.opole.pl
4. A candidate gains the status of a participant after completing a declaration of participation in the project together with the consent to the processing of personal data and after presenting a document confirming the data contained in the declaration, including meeting the conditions included in § 2. Templates of declaration of participation in the project together with the consent to the processing of personal data are enclosed as Attachment No. 1a to the Regulations (for an adult) and Attachment No. 1b (for a child).
5. The participant is obliged each time to personally put a legible signature on all documents confirming participation in each form of received support.
6. The participant is obliged to regularly participate in the forms of support to which he/she has signed up.
7. In case when a participant is unable to attend a visit to the CIC, he/she is obliged to notify the CIC at least one day before the appointment.
8. A participant who, without prior notice, fails to attend an appointment with a psychologist/vocational counsellor or a legal adviser/lawyer may be deprived of the possibility to take advantage of the forms of support offered by the project. The above applies also to persons who have not completed the Polish language course, the language course for children or the adaptation course.
9. Long-term forms of support - e.g. Polish language - will be directed to individuals whose documents indicate the possibility of legal residence in the territory of the Republic of Poland until the completion of this form of support in the full number of hours.

§ 4

Rules for the use of polish as a foreign language courses for adults and children, courses of polish with an industry-specific language

1. Recruitment of participants is carried out by the language course provider in cooperation with the CIC.
2. Information about the call can be obtained from the CIC office, the Project website and Facebook.
3. Eligibility for the language course is determined on a first-come, first-served basis.
4. Polish as a foreign language courses for adults and children are held at levels corresponding to the participants respective language proficiency levels (A1, A2, B1 or B2).
5. **One participant may take part in a language course at more than one level, provided that each successive level is higher than the previous one, and with the proviso that persons who have not used a of a language course organised by CIC have priority.**
6. **The project participant is obliged to attend at least 70% of the class hours planned for the language course.**
7. **The participant receives a certificate of completion of the language course under the condition indicated in paragraph 6.**

§ 5

Rules on the use of adaptation courses for foreigners

1. The purpose of adaptation courses is to familiarise foreigners with basic rights and obligations, the integration system in Poland, as well as services, institutions and other organisations that support foreigners.
2. Adaptation courses will take place in various forms, e.g. training courses, lectures, workshops, talks, meetings with representatives of various institutions, including PIP, PUP, ZUS, Police, Border Guard.
3. Adaptation courses will also address Polish traditions, customs and cultural norms.
4. Recruitment of participants of adaptation courses is carried out by the Contractor in cooperation with the Centre for Integration of Foreigners.
5. Information about the call can be obtained from the CIC office, the Project website and Facebook.
6. Eligibility for the adaptation course is determined on a first-come, first-served basis.
7. **The project participant must attend 100% of the class hours scheduled for the adaptation course.**

§ 6

Terms of use for psychological and career counseling services

1. Psychological assistance is only provided to people who cannot receive such assistance free of charge in other facilities.
2. The number of hours of support with a psychologist is limited to five visits, represents only emergency assistance and depends on the individual decision of the psychologist.
3. The career counselor provides support in providing information about the regional labour market, assists in drafting CVs, prepares for job interviews with an employer, informs about other services available at the Voivodeship and Poviats Labour Offices.
4. For the assistance of a psychologist or career counselor, please contact the Information Point or an intercultural advisor, where an appointment will be made.
5. The time of the meeting with the psychologist or career counselor is contractual.
6. The indicative time for a visit to a psychologist or a career counselor is 1 hour, however, this may change if the situation requires it.
7. The schedule of the psychologist and career counselor is made available on the CIC website and on the Facebook fanpage.

§ 7

Terms of legal counsel services

1. Participants have the opportunity to obtain free legal assistance in Polish, Ukrainian, Russian and English in the areas of immigration law, civil law, family law, guardianship, labour and social security law, health insurance, education, social assistance and housing law.
2. For receiving legal advice, visit the Information Point or the Intercultural Advisor, where an appointment with a legal advisor or lawyer will be arranged.

3. The legal advisor/lawyer will not prepare pleadings and will not represent the project participant in courts or public administration bodies.
4. The number of hours of support per person is limited to five visits. The number of visits may be increased on a case-by-case basis at the request of the legal adviser/lawyer.
5. The hour for which the foreigner has an appointment is contractual. The approximate time for an appointment with a legal adviser or lawyer is 1 hour, but may nevertheless change if the situation so requires.
6. The schedule of the legal adviser or lawyer is made available on the CIC's website and Facebook fanpage.

§ 8

Terms of translation services

1. Participants can take advantage of free sworn translation from Ukrainian, Russian and English into Polish.
2. Translations must concern persons or have an impact on persons who are legally residing in the Republic of Poland.
3. There is a limit of 10 pages of documents to be translated per person.
4. In exceptional situations this amount may be increased by decision of the manager of CIC.
5. Enrolment for the submission of documents for sworn translation takes place exclusively by telephone once a month. The date and telephone number for enrolment and other details for sworn translations are provided monthly on the CIC website and Facebook fanpage.
6. The number of places for sworn translations per month is limited, and translations are decided on a first-come, first-served basis.
7. The decision on the possibility of translation of documents is made each time by an employee of the Information Point or an intercultural advisor, verifying the need for legal residence.
8. Acceptance of documents for certified translation is made by a CIC employee by taking a scan of the original document. The CIC employee does not retain the original documents.
9. The decision to accept documents drawn up in handwriting or filled in by hand on printed forms (with the exception of texts drawn up in technical writing) or which are difficult to read because of the degree of deterioration or damage to the text or the poor quality of the technically produced copy shall be taken by a member of the CIC staff. **The decision of the receiving staff in this respect shall be final and not subject to appeal.**

§ 9

Terms of assistance services provided by intercultural advisors

1. Participants interested, inter alia, in obtaining support in the area of legalization of stay of foreigners, in particular in filling out applications for legalization of stay and work, have the opportunity to use the assistance of an intercultural advisor also in the form of assistance services (in case of unavailability, by prior arrangement).
2. Assisting services are provided by intercultural counsellors.
3. The role of intercultural counselors is to:



- 1) assistance in completing applications for, among others, legalization of stay and issuing necessary forms for legalizing residence,
- 2) assistance in the preparation of necessary documents,
- 3) providing information on the rules of procedure in matters of legalization of residence and work permit,
- 4) arrangement of consultations with a legal advisor or lawyer,
- 5) arranging an appointments with a psychologist,
- 6) scheduling an appointments with a career counselor,
- 7) providing a referral for a sworn translation service.
- 8) issuing tickets for cultural and recreational/sports events for foreigners,
- 9) preparation of an application for reimbursement of the cost of camps/semi-camps,
- 10) assistance in the preparation and verification of the documents relating to the application for reimbursement of the costs of having the documents certified by a notary public.

§ 10

Rules on the use of reimbursement of costs for certification of documents by a notary public

1. Project participants can benefit from reimbursement of the cost of having documents certified by a notary public.
2. The refund only covers the certification of documents by a notary.
3. The total amount of refunds under the project per participant may not exceed PLN 100.00 gross, but the refund may not exceed the amount resulting from the VAT invoice for the certification of documents by a notary public.
4. The detailed rules for the use of reimbursement of the costs of certification of documents by a notary public (and the procedure for applying for them) are set out in Attachment No. 4 to these Regulations.

§ 11

Rules on the use of refunds for camps/semi-camps for foreign children

1. Parents/legal guardians may make use of the refund of the costs for camps/semi-camps for children and young people who are under 18 years (the child's date of birth is decisive) of age on the day of commencement of the camp/semi-camp and meet the participation conditions described in § 1 of Attachment No 3 to these Regulations.
2. The total amount of reimbursement under the project per child may not exceed PLN 1 000.00.
3. Applications for refunds for camps/semi-camps for foreign children can be submitted at the registered office of the Centre for Integration of Foreigners in Opole, 7 Damrota Street, on a continuous basis until the funds available for this purpose are exhausted. Refunds are granted on a first-come, first-served basis.
4. Detailed rules on the use of refunds for camps/semi-camps for foreign children are set out in Attachment No. 3 to these Regulations.



§ 12

Rules for the use of tickets for cultural events and recreational/sport events for foreigners

1. Interested project participants can use tickets for cultural events and recreational and sporting events for foreigners once per calendar year.
2. In order to receive a ticket, the participant must actively use the support offered by the Foreign Integration Center (hereinafter referred to as CIC), i.e. be a participant of the Polish language course, adaptation course, use the advice of a psychologist, lawyer, professional adviser, translator, including a sworn or co-financing camps/semi-camps or reimbursement of notary certification services.
3. A project participant can receive a ticket for a cultural or recreational/sporting event of his/her choice for which the CIC has tickets at that time. The participant acknowledges receipt of the ticket(s) by signing the receipt.
4. **Each adult project participant is entitled to one ticket.** The exception is the participants who document that they are the parent / legal guardian of the children. Only in this situation, at their own request, they will receive a ticket for themselves and for each of their children. The child does not have to be a project participant, i.e. does not have to have a completed declaration of joining the project.
5. It is not allowed for both parents / legal guardians to obtain tickets for the same child.
6. **Tickets are not available to a person who has only used the services of the Information Point or the support of the Intercultural Advisors.**
7. The number of tickets is limited. Tickets will be distributed until they are all handed out.

§ 13

Terms and conditions of use of the playing corner at the Centre for Integration of Foreigners

1. Children aged 3-12 may use the playing corner only under adult supervision.
2. A parent/legal guardian is obliged to become familiar with the regulations before entering the playing corner.
3. The staff of the Center for Integration of Foreigners is not responsible for the safety of children using the playing corner.
4. Parents/legal guardians are responsible for damages to property or health of other persons using the playing corner.
5. Detailed rules for the use of the playing corner at the Foreigners Integration Centre are set out in Attachmen No. 5 to these Regulations.

§ 14

Evaluation

1. Participant is obliged to complete evaluation surveys conducted within the Project.
2. The participant is obliged to provide data necessary to complete the evaluation questionnaires.



SAMORZĄD WOJEWÓDZTWA
WIELKOPOLSKIEGO



Ministerstwo Rodziny
i Polityki Społecznej



JEDNOSTKA SAMORZĄDU
Województwa Opolskiego



Regionalny Ośrodek
Polityki Społecznej w Poznaniu



3. The participant is obliged to complete the evaluation survey assessing forms of support before and after their termination. Templates of evaluation questionnaires are provided in Attachment No. 2 a and 2 b to the Regulations.

§ 15

Final resolutions

1. The Voivodeship Labor Office in Opole preserves the right to introduce changes in the Regulations in particular, if it is necessary due to changes in the Project implementation rules, as well as in case of a written order to introduce specific changes from the Ministry of Family and Social Policy or other bodies entitled to control the Project implementation.
2. Any changes to the Regulations will be published on the Project website cic.wup.opole.pl and will be valid from the date of their publication, unless otherwise stated.
3. In the case of a decision of the Ministry of Family and Social Policy or other authorized bodies concerning the abandonment/stoppage of the Project, the Voivodeship Labor Office in Opole reserves the right to shorten the implementation period or to stop the Project.
4. In matters not covered by the Regulations, relevant rules and principles resulting from the program documents concerning FAMI and relevant provisions of national law, in particular the Act of April 23, 1964 - Civil Code and the Act of December 6, 2006 on the principles of conducting the policy.
5. The Regulations are valid from the date of publication for the duration of the Project.



UNIA EUROPEJSKA
FUNDUSZ AZYLU,
MIGRACJI I INTEGRACJI

Bezpieczna przystań

Projekt współfinansowany z Programu Krajowego Funduszu Azylu, Migracji i Integracji

„Budowanie struktur dla integracji cudzoziemców w Polsce – etap II – pilotaż Centrów Integracji Cudzoziemców”, w ramach Funduszu Azylu Migracji i Integracji 2014 – 2020 dla Celu szczególnego 2 Integracja / Legalna migracja (nabór nr 11-2020/BK-FAMI)

List of attachments:

- Attachment No. 1a - Declaration of participation in the project and statement of consent for processing of personal data (for an adult),
- Attachment No. 1b - Declaration of participation in the project and the statement of consent to personal data processing (for children),
- Attachment No. 2a - Preliminary evaluation questionnaire,
- Attachment No. 2b - Final evaluation questionnaire,
- Attachment No. 3 - Rules of use of refoundation of camps/semi-camps for foreign children,
- Attachment No. 4 - Rules for the use of reimbursement of the costs of certification of documents by a notary public,
- Attachmen No. 5 - Rules of use of the play corner at the Center for Integration of Foreigners