



Regional Labour Office in Rzeszow

Terms of recruitment

Of foreign partners not belonging to the public sector in order to implement a component of transnational cooperation in the systemic project POKL.09.02.00-18-001/12 "Subcarpathia focuses on professionals" in Measure 9.2 of the Human Capital Operational Programme

LEGAL BASIS AND PROGRAM DOCUMENTS

§ 1

- 1) Cooperation will be based primarily on the following documents:
 - a) Principles for the selection of projects under the Human Capital Operational Programme of 1 January 2010,
 - b) The scope of partnership projects specified by the Managing Authority of the Human Capital Operational Programme of 23 April 2009
 - c) The Act of 6 December 2006 on the principles of development policy (Dz.U.2009.84.712 with later modifications).
 - d) Transnational cooperation projects. Guide for applicants (Warsaw, 2009).
 - e) Guidelines of the Minister of Regional Development on the implementation of innovative and transnational cooperation HC OP of 24 August 2012

GLOSSARY OF TERMS

§ 2

- 1) In the terms of recruitment the following understanding of the concepts has been accepted:
 - a) **Transnational Partner** - foreign partner, with whom the implementer of the project is signing the contract for transnational cooperation, who contributes to the project e.g.: human, organizational, technical and/or financial resources, implementing the project initiator together with the projector and/or other foreign/national partners under the conditions laid in the above mentioned agreement. The entity that meets the eligibility criteria referred to in these Regulations.
 - b) **The project with a transnational component** - a project that at the level of analysis of the problems/needs of target groups has justified the need for the transnational component, and which purpose/specific objectives are impossible to achieve without the cooperation of transnational partner. The implementation of the transnational component brings real added value resulting from the exchange of knowledge, experience and mutual learning of transnational partners that can be achieved only with their participation.
 - c) **Transnational cooperation agreement** - an agreement signed by all the partners implementing the transnational component that specifies, among others. common objectives, planned products and outcomes, description of activities, timetable for implementation, financial provisions.

- d) **Human Capital Operational Programme** - Operational Programme for 2007-2013 in Poland, which is co-financed by the European Social Fund.

GENERAL PROVISIONS

§ 3

1. Open recruitment for foreign partners for the implementation of transnational cooperation component of the systemic project POKL.09.02.00-18-001/12 "Subcarpathia focuses on professionals" in Measure 9.2 of the Human Capital Operational Programme, hereinafter referred to as the Open Recruitment is announced by the Regional Labour Office in Rzeszow
2. Open recruitment will be carried out under these Regulations after publication of an open call for proposals for transnational partners, hereinafter referred to as 'the announcement.
3. Annexes to this Terms are:
 - a) The announcement - Annex 1 to the Regulations.
 - b) Application Form - Annex 2 to the Regulations.
4. The Regulations specify the purpose and principles of Open Recruitment, conditions of participation in the Open Recruitment, procedure of processing of application forms and selection transnational partner.
5. The application form is a mandatory model for transnational partner.
6. Terms of recruitment and application forms are available in the Regional Labour Office in Rzeszów, Rzeszów ul. Zygmuntowska 14 (room 407) and on the website www.wup-rzeszow.pl and Public Information Bulletin of the Regional Labour Office in Rzeszów.

PURPOSE AND PRINCIPLES OF OPEN RECRUITMENT

§ 4

1. The aim of the Open Recruitment is to select foreign partners, that will establish transnational co-operation to carry out development programs of vocational schools that participate in the systemic project POKL.09.02.00-18-001/12 "Subcarpathia focuses on professionals".
2. The aim of the project is to improve the quality and attractiveness of vocational education in Subcarpathia province by the end of October 2014
3. The forms of cooperation possible to implement by the partners:
 - a) Adaptation of the solutions developed in another country.

- b) Development of new solutions.

CONDITIONS OF PARTICIPATION IN THE OPEN RECRUITMENT

§ 5

1. Expectations towards a potential partner:
 - a) compliance of the potential transnational partner's activities with the objectives of the partnership;
 - b) contribution to the potential partner into the implementation of the transnational partnership (including human, technical and financial resources);
 - c) experience in implementing projects in national and/or transnational partnership;
 - d) cooperation with the Beneficiary or a partner during the project preparation.
2. The basis for accession to participate in the Open Recruitment will be the submission of completed application form.
3. The application form must be submitted in Polish or English in accordance with the mandatory model, which forms Annex 2 to the Regulations.
4. According to art. 28a. 4 of the Act of 6 December 2006 on the principles of development policy (Journal of Laws of 2009 No. 84, item. 712, as amended.), offers of cooperation shall be accepted for a period of 21 days from the date of publication of the Announcement. For the purpose of this enrolment it is assumed that the specified period shall be counted in calendar days. The 21st day from the date of publication of the Announcement will be the last day the offers would be accepted.
5. Call for applications for participation in the project:

Call for applications for participation in the project will be carried out **from 27 August 2013 to 19 September 2013**, during office hours, i.e. from 7.30 to 15.30.

Applications for participation in the project will be accepted at the headquarters of project initiator, i.e.

Regional Labour Office in Rzeszów

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35-025 Rzeszow, Room No. 1 (Chancellery)

Applications may be submitted in person, by courier or post. For applications sent in by post or courier, the date and time of receipt by the chancellery of the Regional Labour

Office in Rzeszów will be binding. Offers received after the deadline will not be considered. Regional Labour Office in Rzeszow does not bear the costs of preparing the offer and does not return the submitted bids.

**PROCEDURE OF CHOICE OF COOPERATION OFFERS AND SELECTION OF
PARTNER**

§ 6

1. The submitted application forms will be reviewed by Recruitment Committee appointed by the Director of the Regional Office in Rzeszów.
2. Recruitment Committee shall consist of a Chairman and two members
All persons involved in the work of the Recruitment Committee are required to sign a declaration of confidentiality and impartiality.
3. The results will be announced in the Public Information Bulletin of the Regional Labour Office in Rzeszow
4. Transnational cooperation agreement will be concluded with a transnational partner selected through Open Recruitment after work related to the introduction of transnational component to the project had been done.
5. The partners jointly implementing the partnership project, are obliged to respect and apply the provisions laid down in Art. 28a of the Act of 6 December 2006 on the principles of development policy guidelines contained in the "Scope of partnership projects determined by the Managing Authority of the Human Capital Operational Programme" of 23 April 2009 and the *Guidelines on the eligibility of expenditure under the Human Capital Operational Programme and Principles of the Human Capital Operational Programme funding*.

FINAL PROVISIONS

§ 7

Regional Labour Office in Rzeszów reserves the right to withdraw from an open call for any reason, freedom of choice and the right to cancel the call without selecting any of the offers, as well as the suspension of recruitment at each stage. Transnational partner is not entitled under this head to any claims against the Regional Labour Office in Rzeszow

Approved: Tomasz Czop, acting Director of Regional Labour Office in Rzeszow

29.08.2013

Date